

Adults Adult Services

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1 Respite Care				
Weekly charges*				
Age over Pension Credit age	120.65	TBC	09/02/17	T/L
Age 25 up to Pension Credit age	79.85	TBC	09/02/17	T/L
Age 18 to 24	64.65	TBC	09/02/17	T/L
Annual increase subject to DWP minimum income allowance				
Net of personal expense allowance set by DOH				
* These charges will change in Jan/Feb 2018 when new benefit & pension, and Personal Expense Allowance, rates are announced.				

Basis of Increase:

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- T - Subject to Benefit & Pension, Personal Expense Allowance Rate

Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

Adults Adult Services

(B) Charges determined by Committee

*VAT inclusive

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1. Personal care and Support Provision of homecare delivery to Service Users Homecare rate - hourly charge; per minute of actual care <i>The individual contribution is subject to the individual means test assessment</i>	16.43	TBC	01/04/17	C/L
2. Care home Provision of care home delivery to Service Users Care home rate based on authority's 'usual costs' -weekly charge				
Residential Frail	506.00	TBC	01/04/17	U/L
Residential Dementia	568.00	TBC	01/04/17	U/L
Nursing Frail	513.00	TBC	01/04/17	U/L
Nursing Dementia	529.00	TBC	01/04/17	U/L
Nursing Higher Rate	539.00	TBC	01/04/17	U/L
3. Day Centre Day care delivery to Service Users	40.00	40.00	07/04/14	L
Day Centre daily rate	10.00	10.00	07/04/14	L
Transport to Day Centre (inclusive of return journey)				

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- S - An increase above inflation in line with a corporate saving plan
- U - Subject to consultation with providers Jan/Feb 2018 and ED will follow

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Adults and Public Health Adult Services

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
4. Extra Care Housing				
Dreywood Court - hourly rate	17.97	15.00	01/04/18	Y/L
St Ethelburga Court - hourly rate	12.45	15.00	01/04/18	Y/L
Paines Brook Court - hourly rate	14.80	15.00	01/04/18	Y/L
5. Deferred Payment Admin fees				
Initial set-up fee	658.00	658.00	11/04/16	L
Annual review charge	89.00	89.00	11/04/16	L

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Y - Rates changed following a recommissioning exercise of the current extra care service provision

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Chief Operating Officer Bereavement Services

(B) Charges determined by Committee

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BEREAVEMENT SERVICES:				
Interments				
Cemeteries (fees doubled for non-residents of LBH)				
Over 16 years	1,296.00	1,320.00	01/04/18	D/L
2 simultaneous full body interments aged over 16 years	1,944.00	1,980.00	01/04/18	D/L
Cremated remains	246.00	250.00	01/04/18	D/L
Surcharge for cremated remains in full coffin	220.00	224.00	01/04/18	D/L
Extra depth (each interment over two) or casket/walled grave per depth	233.00	238.00	01/04/18	I/N/P
Resident child not over 16 Years	No Charge	No Charge	01/04/16	Y/P
Non resident stillborn to 1 month in child's grave or public grave	233.00	238.00	01/04/18	I/N/P
2 simultaneous non resident stillborn/to 1 month in child's or public grave	350.00	357.00	01/04/18	D/L
Non resident child not over 10 years in child's grave or public grave	360.00	367.00	01/04/18	D/L
Non resident child not over 16 years in child's grave	2,444.00	2,492.00	01/04/18	D/L
Use of chapel including organist at Upminster cemetery (subject to availability)	90.00	92.00	01/04/18	I/N/P
Hospital Contract NVB burials	233.00	240.00	01/04/18	I/N/P
Exclusive Right of Burial (50 years with option of further 10 years)				
Lawn Section grave	2,027.00	2,070.00	01/04/18	I/N/P
Traditional Grave	3,145.00	3,210.00	01/04/18	I/N/P
Children's section (under 10)	420.00	428.00	01/04/18	D/L
Children's section (under 16)	838.00	855.00	01/04/18	I/N/P

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Surcharges				
Saturday full burial surcharge	648.00	660.00	01/04/18	D/L
Sunday full burial surcharge	1,296.00	1,320.00	01/04/18	D/L
Weekend cremated remains surcharge	246.00	250.00	01/04/18	D/L
Funeral After Published Time or 48 hours of booking	300.00	310.00	01/04/18	I/N/P
Booking cancelled after 48 hours of booking	300.00	310.00	01/04/18	I/N/P
Booking cancelled within 48 hours of burial	300.00	310.00	02/04/18	I/N/P
Extension of Right of Burial for 10 years				
Lawn Section Grave	500.00	510.00	01/04/18	D/L
Traditional Grave	627.00	640.00	01/04/18	I/N/P
Children's Section (under 10)	109.00	112.00	01/04/18	I/N/P
Children's Section (under 16)	224.00	230.00	01/04/18	I/N/P
Walled graves	1,188.00	1,224.00	01/04/18	I/N/P
Other Charges				
Transfer of Exclusive Rights by Will, Letters of Administration or Assignment	48.00	50.00	01/04/18	I/N/P
Transfer of Exclusive Rights by Statutory Declaration or combination of methods	90.00	92.00	01/04/18	I/N/P
Certified extract from Burial Register	58.00	60.00	01/04/18	I/N/P
Staff attendance to select a new grave by appointment	47.00	48.00	01/04/18	I/N/P
Exhumation of cremated remains resident	246.00	250.00	01/04/18	D/L
Exhumation of cremated remains non-resident	492.00	500.00	01/04/18	D/L

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Permit Charge				
Clean and Renovate/ NAMM fixing	No charge	No charge	01/04/16	Y/P
Lawn (Standard) Headstone & kerb/Additional Memorial	128.00	128.00	01/04/17	Y/L
Additional Inscription on headstone or permit for a vase only/ Lawn kerb	86.00	86.00	01/04/17	Y/L
Full kerb Traditional Grave	328.00	328.00	01/04/17	Y/L
Grave Maintenance Fees				
Bi annual Spring and Summer planting Service	254.00 *	261.00 *	01/04/18	I/N/P
Annual maintenance clean and tidy Service	157.00 *	162.00 *	01/04/18	I/N/P
Turfing (Winter months only after grave has settled)	101.00	105.00	01/04/18	I/N/P
Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	590.00	602.00	01/04/18	I/N/P
Extension of exclusive rights of burial for 10 years flat stone cremated remains plot	345.00	355.00	01/04/18	I/N/P
Tablet with First inscription	450.00	459.00	01/04/18	D/L
Additional / subsequent inscriptions	146.00	148.00	01/04/18	D/L
Blank stone	341.00	347.00	01/04/18	D/L
Photograph fixed to memorial	305.00	305.00	01/04/17	Y/L
Granite memorial vases for use with cremated remains tablets (includes 45 letters)	411.00	350.00	01/04/18	Z/L
Regilding or additional letter on granite vase	3.50	3.50	01/04/17	Y/L

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South Essex Crematorium				
Cremation includes organ/organist/polytainer or biodegradable casket:				
Over 16 years	850.00	875.00	01/04/18	I/N/P
Resident child not exceeding 16 years	No Charge	No Charge	01/04/17	Y/P
Non resident to 6 years but not exceeding 16 yrs	204.00	210.00	01/04/18	I/N/P
Non resident up to 6 years	103.00	106.00	01/04/18	I/N/P
Hospital Contract Non-viable foetus cremation	70.00	75.00	01/04/18	I/N/P
Saturday Cremation (subject to availability)	1,275.00	1,312.00	01/04/18	I/N/P
Sunday Cremation (subject to availability)	1,700.00	1,750.00	01/04/18	I/N/P
Unattended Cremation (adult)	450.00	499.00	01/04/18	I/N/P
Early Adult Cremation 15 minute service	N/A	700.00	01/04/18	D/L
Additional Services and Surcharges				
Bookings cancelled after 10am one working day before reserved time	250.00	258.00	01/04/18	I/N/P
Surcharge for services over-running	250.00	258.00	01/04/18	I/N/P
Surcharge for Cremation after 4pm	250.00	258.00	01/04/18	I/N/P
Use of chapel for private memorial service or extra time	250.00	258.00	01/04/18	I/N/P
CD recording of service	82.00 *	84.00 *	01/04/18	I/N/P
CD discs 2-10	23.00 *	24.00 *	01/04/18	I/N/P
DVD recording of service	100.00 *	103.00 *	01/04/18	I/N/P
DVD discs 2-10	30.00 *	31.00 *	01/04/18	I/N/P
Webcast of service	105.00 *	108.00 *	01/04/18	I/N/P

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Additional Services and Surcharges (continued)				
Visual Tributes 10 photographs	45.00 *	46.00 *	01/04/18	I/N/P
Visual Tributes per additional 5 photographs	16.00 *	17.00 *	01/04/18	I/N/P
Per minute of video used plus set up cost	12.00 *	13.00 *	01/04/18	I/N/P
Tributes embedded into DVD recording of the service	113.00 *	116.00 *	01/04/18	I/N/P
Strewing (burial) of cremated remains from elsewhere	106.00	110.00	01/04/18	I/N/P
Witness Committal	50.00	52.00	01/04/18	I/N/P
Weekend Witness committal	100.00	104.00	01/04/18	I/N/P
Storage of cremated remains after one month per quarter	52.00 *	54.00 *	01/04/18	I/N/P
Storage of cremated remains after one month per year	122.00 *	125.00 *	01/04/18	I/N/P
Genealogy Searches per search not through Deceased Online	25.00 *	26.00 *	01/04/18	I/N/P
Containers				
Bronzed metal urns	69.00 *	71.00 *	01/04/18	I/N/P
Standard wooden or metal casket	86.00 *	88.00 *	01/04/18	I/N/P
Juvenile caskets	33.00 *	34.00 *	01/04/18	I/N/P
Various Decorative urns/caskets (new charge)	RRP *	RRP *	01/04/17	Y/L
Dedicated Hymn Book	80.00 *	82.00 *	01/04/18	I/N/P
Various keepsake memorials made from or to contain cremated remains including diamonds, paperweights, jewellery	Cost recovery *	Cost recovery *	01/04/17	Y/L

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Memorials				
Kerb Plaques				
Perspex Plaque only	118.00 *	120.00 *	01/04/18	D/L
Bronze Plaque only	238.00 *	242.00 *	01/04/18	D/L
Rights to second dedication (plus cost of plaque)	115.00	115.00	01/04/17	Y/L
Kerb plaque Rights or Renewal	240.00	240.00	01/04/17	Y/L
Bronze Wall Plaque				
Bronze wall plaque only	238.00 *	242.00 *	01/04/18	D/L
Bronze wall plaque renewal	240.00	240.00	01/04/17	Y/L
Large Wall Plaques				
Single Slate or Large Bronze Wall Plaques				
Single plaque only (slate or bronze tablet)	324.00 *	324.00 *	01/04/17	Y/L
Single plaque - Rights or Renewal fee for 10 years	240.00	240.00	01/04/17	Y/L
Double Slate Wall Plaque single inscription	487.00 *	487.00 *	01/04/17	Y/L
Double Slate Wall Plaque double inscription	783.00 *	783.00 *	01/04/17	Y/L
Double Slate Wall Plaque second inscription within 1 year of original dedication	174.00 *	174.00 *	01/04/17	Y/L
Double Plaque - Rights or Renewal 10 year renewal	480.00	480.00	01/04/17	Y/L

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Wall Niche for 10 years				
Renewal or Pre-purchase for Single Niche for 10 years	860.00	850.00	01/04/18	Z/L
Renewal for Single Niche for 5 years	522.00	520.00	01/04/18	Z/L
Replacement single plaque	572.00 *	572.00 *	01/04/17	Y/L
Renewal Rights or Pre-purchase for Double Niche for 10 years	1,721.00	1,721.00	01/04/17	Y/L
Renewal for Double Niche for 5 years	952.00	952.00	01/04/17	Y/L
Replacement double plaque	883.00 *	883.00 *	01/04/17	Y/L
Wall Niche rights for second inscription	145.00	145.00	01/04/17	Y/L
Wall Niche Additional Items:				
Motif (optional)	90.00	90.00	01/04/17	Y/L
Additional Bud Vase	30.00	31.00	01/04/18	I/N/P
Additional Inscription	260.00	265.00	01/04/18	D/L
Casket including nameplate	90.00	92.00	01/04/18	I/N/P
Photograph	305.00	305.00	01/04/17	Y/L

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Sanctum ii Vaults for 10 years				
Second Interment	158.00	160.00	01/04/18	D/L
Sanctum Second inscription	538.00 *	540.00 *	01/04/18	D/L
Sanctum Plaque	423.00 *	431.00 *	01/04/18	D/L
10 Year Rights or Renewal	1,095.00	1,095.00	01/04/17	Y/L
5 Year Renewal	638.00	638.00	01/04/17	Y/L
Regilding (Inc. postage)	115.00 *	117.00 *	01/04/18	D/L
Replacement vase	17.00 *	18.00 *	01/04/18	I/N/P
Vase Blocks and Tablets (includes Scented Garden Memorials)				
Vaseblock tablet	253.00	258.00	01/04/18	D/L
Vaseblock Rights or Renewal for 10 years	562.00	562.00	01/04/17	Y/L
Memorials				
Summer House Memorial				
Floris plaque only	160.00 *	160.00 *	01/04/17	Y/L
Floris Plaque Renewal Rights for 10 years	240.00	240.00	01/04/17	Y/L
Posy Holder rights or Renewal for 10 years	150.00	150.00	01/04/17	Y/L
Posy Holder Memorial	18.00 *	19.00 *	01/04/18	I/N/P

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Shrub, Rose or Tree with 10 Year dedication				
Shrub or Rose (including Bronze Stem Plaque)	238.00 *	242.00 *	01/04/18	D/L
Shrub 10 Year Rights or Renewal (also applies to vase block with rose)	644.00	644.00	01/04/17	Y/L
Shrub 5 Year Renewal Rights (also applies to vase block with rose)	415.00	415.00	01/04/17	Y/L
Tree (including bronze Stem or Strap plaque)	238.00 *	242.00 *	01/04/18	D/L
Tree 10 Year Rights or Renewal	776.00	776.00	01/04/17	Y/L
Tree 5 Year Renewal Rights	480.00	480.00	01/04/17	Y/L
Benches and Chairs - 10 Year dedications				
Bench / Replacement Bench	1,200.00 *	1,200.00 *	01/04/17	Y/L
Chair / Replacement Chair	700.00 *	700.00 *	01/04/17	Y/L
Bench 10 Year Rights or Renewal	1,094.00	1,094.00	01/04/17	Y/L
Chair 10 Year Rights or Renewal	966.00	966.00	01/04/17	Y/L
Regular maintenance (per 2 years of remaining lease if not purchased or renewed since 1/1/2001)	46.00 *	47.00 *	01/04/18	I/N/P
Renovation of Bench	204.00 *	210.00 *	01/04/18	I/N/P
Renovation of Chair	130.00 *	134.00 *	01/04/18	I/N/P
Summerhouse Chair	1,150.00 *	1,150.00 *	01/04/17	Y/L
Replacement Summerhouse Chair	690.00 *	690.00 *	01/04/17	Y/L
Summerhouse Chair Renewal Rights	460.00	460.00	01/04/17	Y/L

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Bench, Tree & Shrub Additional dedications				
Rights to second dedication within 1 year of original (plus cost of plaque)	115.00	115.00	01/04/17	Y/L
Rights to second dedication after 1 year of original or renewal per remaining year of lease (plus cost of plaque)	20.00	21.00	01/04/18	I/N/P
Rights to 2nd Dedication Life time of item (plus cost of plaque)	450.00	459.00	01/04/18	D/L
Replacement bronze plaque	238.00 *	242.00 *	01/04/18	D/L
Replacement Perspex plaque	118.00 *	120.00 *	01/04/18	D/L
Miscellaneous Memorials				
Mallard Bridge	317.00 *	326.00 *	01/04/18	I/N/P
Admin Fee for private purchase of plaque (plus cost of plaque)	25.00 *	26.00 *	01/04/18	I/N/P
Replacement metal vase	17.00 *	18.00 *	01/04/18	I/N/P
Floral arrangements stand - plus cost of flowers	30.00 *	31.00 *	01/04/18	I/N/P
Hanging baskets (per year)	128.00 *	130.00 *	01/04/18	D/L
Sculpture Garden Memorial	253.00	258.00	01/04/18	D/L
Sculpture Garden Rights	562.00	562.00	01/04/17	Y/L
Birdbath Rights	562.00	562.00	01/04/17	Y/L
Books of Remembrance				
2 line entry	104.00 *	107.00 *	01/04/18	I/N/P
3 - 5 lines	150.00 *	154.00 *	01/04/18	I/N/P
6 - 8 lines	216.00 *	222.00 *	01/04/18	I/N/P

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Basis for setting charge increase above complies with either:

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**Chief Operating Officer
Bereavement Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Cards of Remembrance & Additional Entries in existing miniature books				
2 line entry	37.00 *	38.00 *	01/04/18	I/N/P
3 - 5 lines	64.00 *	66.00 *	01/04/18	I/N/P
6 - 8 lines	100.00 *	103.00 *	01/04/18	I/N/P
Miniature Triptych of Remembrance/Book of Remembrance				
2 line entry	74.00 *	76.00 *	01/04/18	I/N/P
3 - 5 lines	104.00 *	107.00 *	01/04/18	I/N/P
6 - 8 lines	136.00 *	140.00 *	01/04/18	I/N/P
Book of Remembrance Sundries				
Motif	78.00 *	80.00 *	01/04/18	I/N/P
Triptych photograph	78.00 *	80.00 *	01/04/18	I/N/P
Mini Headstone Cremated Remains Burial Plots				
Purchase of exclusive rights (25 year term)	1,040.00	1,050.00	01/04/18	D/L
Extension of exclusive rights of burial for 10 years mini headstone cremated remains plot	433.00	445.00	01/04/18	I/N/P
Memorial and installation with first 60 characters	1,114.00	1,125.00	01/04/18	D/L
Additional inscription rate per letter	3.50	3.50	01/04/17	Y/L
Blank headstone only	277.00	280.00	01/04/18	D/L
Photograph fixed to memorial	305.00	305.00	01/04/17	Y/L

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Bereavement Services**

(B) Charges determined by Committee

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Mini Headstone Cremated Remains Burial Plots (continued)				
Replacement Granite memorial vase only for Mini Headstone Only	70.00	72.00	01/04/18	I/N/P
Inscription first 60 characters on a pre purchased memorial	245.00	249.00	01/04/18	D/L
Blank memorial headstone only	819.00	820.00	01/04/18	D/L
Stone chippings per bag	55.00	56.00	01/04/18	D/L
Flower Holder	18.00	19.00	01/04/18	I/N/P
Book of Remembrance Memorial Tree				
Memorial Tree leaf 10 Year Rights or Renewal	228.00	232.00	01/04/18	D/L
Memorial Tree leaf plaque	150.00 *	150.00 *	01/04/17	Y/L
Rights for 2nd inscription - Rights remain the same (plus cost of plaque)	112.00	112.00	01/04/17	Y/L

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**Chief Operating Officer
Bereavement Services**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Advertising fees - pre funeral brochure				
Display Advertisement Quarter A4 page	600.00 *	620.00 *	01/04/18	I/N/P
Display and Directory Entry Quarter A4 page and directory entry	750.00 *	775.00 *	01/04/18	I/N/P
Display Advertisement half A4 page	800.00 *	825.00 *	01/04/18	I/N/P
Display and Directory Entry half A4 page and directory entry	950.00 *	980.00 *	01/04/18	I/N/P
Display Advertisement Full A4 page	980.00 *	1,010.00 *	01/04/18	I/N/P
Display and Directory Entry Full A4 page and directory entry	1,130.00 *	1,160.00 *	01/04/18	I/N/P
Display Advertisement Full inside back A4 page	1,200.00 *	1,240.00 *	01/04/18	I/N/P
Display and Directory Entry Full inside back A4 page and directory entry	1,350.00 *	1,390.00 *	01/04/18	I/N/P
Copy design simple half page	21.00 *	50.00 *	01/04/18	I/N/P
Copy design complex full page	42.00 *	75.00 *	01/04/18	I/N/P
All fees discounted by 10% for repeat customers	N/A	New Policy	01/04/18	D/L

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
LIBRARY SERVICES:				
Fines (per item, per day)				
Adults	0.37	0.38	01/04/18	I/N/P
Children	0.18 *	0.19 *	01/04/18	I/N/P
Spoken Words	0.37	0.38	01/04/18	I/N/P
Lost Tickets	4.10	4.20	01/04/18	I/N/P
Lost Items - Replacement Cost (Minimum charge £10 + fines)	Cost + fines	Cost + fines	01/04/14	Y/P
Pre Overdue by email	Cost + fines	Cost + fines	01/04/14	Y/P
Overdue notifications				
1st Overdue (E-Mail)	No Charge	No Charge	01/04/14	Y/P
1st Overdue (Text/Telephone)	0.20 *	0.21 *	01/04/18	I/N/P
1st Overdue (Post)	1.17	1.20	01/04/18	I/N/P
Reservations				
Adult (E-mail)	1.22	1.26	01/04/18	I/N/P
Adult (Text/Telephone)	1.42	1.46	01/04/18	I/N/P
Adult (Post)	1.83	1.89	01/04/18	I/N/P
Children	No Charge	No Charge	01/04/14	Y/P

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Items not held within borough				
Adult	2.75	2.85	01/04/18	I/N/P
British Library Loans (plus postage)	12.80	13.20	01/04/18	I/N/P
Children	No Charge	No Charge	01/04/14	Y/P
CDs				
Per week:				
Singles	1.30	1.35	01/04/18	I/N/P
Sets	2.30	2.35	01/04/18	I/N/P
Per 3 weeks:				
Spoken Word (registered blind exempt)	1.22	1.26	01/04/18	I/N/P
DVDs (per week)	3.15	3.25	01/04/18	I/N/P
Music Scores (3 Months)				
Cost to be agreed with customer before progressing order	Quoted	Quoted	01/04/15	Y/P
Computer Use				
IT Hub - reservation fee per computer, per hour	No Charge	No Charge	01/04/15	Y/P

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Photo Copies				
B/W A4	0.33 *	0.34 *	01/04/18	I/N/P
B/W A3	0.38 *	0.39 *	01/04/18	I/N/P
Colour A3	2.10 *	2.16 *	01/04/18	I/N/P
Colour A4	1.45 *	1.50 *	01/04/18	I/N/P
Photocopying single sided	0.33 *	0.34 *	01/04/18	I/N/P
Photocopying double sided	0.50 *	0.52 *	01/04/18	I/N/P
People's Network - Printing				
B/W A4 (Printout per page)	0.33 *	0.34 *	01/04/18	I/N/P
Colour A4 (Printout per page)	1.45 *	1.50 *	01/04/18	I/N/P
People's Network - Usage				
Elect Equipment i.e. Laptop charging per day etc.	1.00 *	1.10 *	01/04/18	I/N/P
Elect Equipment i.e. Mobile Phone charging per day etc.	1.00 *	1.10 *	01/04/18	I/N/P
All other elect appliances	1.00 *	1.10 *	01/04/18	I/N/P
Library Space				
2 hours for sole & guaranteed use of specific space, to include use of a desk/table & chair(s) to organisations for activities that benefit their members or participants, or where "drop in" services are being offered	10.00	10.30	01/04/18	I/N/P
Office Space in libraries	10.00	10.30	01/04/18	I/N/P

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Community Group Room Hire	20% discount	20% discount	01/04/17	Y/P
Elm Park Library Elm Park Meeting Room per hour (Equiv. Hornchurch CR2)	15.50	16.00	01/04/18	I/N/P
Harold Hill Library Harold Hill Meeting Room per hour	20.50	21.10	01/04/18	I/N/P
Harold Hill Office Space per hour	15.00	15.50	01/04/18	I/N/P
Hornchurch Library Hornchurch Large meeting room - First Hour	25.50	26.25	01/04/18	I/N/P
Hornchurch Large meeting room - Additional Hours	20.50	21.10	01/04/18	I/N/P
Hornchurch - After 10pm £26.25 locking up fees	25.50	26.25	01/04/18	I/N/P
Hornchurch Class Room One, per hour	25.50	26.25	01/04/18	I/N/P
Hornchurch Class Room Two, per hour	15.50	16.00	01/04/18	I/N/P
Hornchurch Office Space per hour	10.00	10.30	01/04/18	I/N/P
Upminster Library Upminster Meeting Room per hour	20.50	21.10	01/04/18	I/N/P
Upminster - After closing time £26.25 locking up fees	25.50	26.25	01/04/18	I/N/P

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Rainham Library				
Rainham Library Meeting Room 1 (large room) First Hour	25.50	26.25	01/04/18	I/N/P
Rainham Library Meeting Room 1 (large room) Additional Hours	20.50	21.10	01/04/18	I/N/P
Rainham Library Meeting Room 2 per hour	20.50	21.10	01/04/18	I/N/P
Rainham Library Meeting Room 3 per hour	20.50	21.10	01/04/18	I/N/P
Rainham Library Meeting Room 4 per hour	15.50	16.00	01/04/18	I/N/P
Rainham Library Meeting Room 5 per hour	15.50	16.00	01/04/18	I/N/P
Rainham - After closing time £26.25 locking up fees	25.50	26.25	01/04/18	I/N/P
Nursery Room	20.50	21.10	01/04/18	I/N/P
Romford Library				
Romford Large meeting room - First Hour	25.50	26.25	01/04/18	I/N/P
Romford Large meeting room - Additional Hours	20.50	21.10	01/04/18	I/N/P
Romford second meeting room per hour	20.50	21.10	01/04/18	I/N/P
Romford - After closing time £26.25 locking up fees	25.50	26.25	01/04/18	I/N/P
South Hornchurch Library				
South Hornchurch Library Room 1 per hour	10.00	10.30	01/04/18	I/N/P
South Hornchurch Library Room 2 per hour	10.00	10.30	01/04/18	I/N/P
South Hornchurch Library Room 3 per hour	15.50	16.00	01/04/18	I/N/P
Harold Wood Library				
Harold Wood Library Meeting Room per hour	15.50	16.00	01/04/18	I/N/P

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Room Hire Cancellation				
Notice of cancellation of room hire under 24 hours	75% of room hire fee	75% of room hire fee	01/04/14	Y/P
Notice of cancellation of room hire 1-3 days	50% of room hire fee	50% of room hire fee	01/04/15	Y/P
Notice of cancellation of room hire 3-7 days	25% of room hire fee	25% of room hire fee	01/04/15	Y/P

N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower

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Exhibitions (per week)				
Upminster at exhibitors liability for one week	No Charge	No Charge	01/04/12	Y/P
Hornchurch at exhibitors liability for one week	No Charge	No Charge	01/04/12	Y/P
Cost of Recovery				
Accounts owing up to £99.00	10.00	10.30	01/04/18	I/N/P
Accounts owing £100.00 plus	20.00	20.60	01/04/18	I/N/P
Cost of Digital images				
Image on disc (including disc)	3.65 *	3.75 *	01/04/18	I/N/P
Image on USB (excluding USB)	3.65 *	3.75 *	01/04/18	I/N/P
Image on Paper price on application plus postage	Quoted *	Quoted *	01/04/14	Y/P
Commercial Reproduction price on application	Quoted *	Quoted *	01/04/14	Y/P

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FAIRKYTES				
Off Peak: Mon-Fri** up to 6pm*** (per hour unless otherwise stated)				
Main Room	18.00	18.50	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	39.00	40.50	01/04/18	I/N/P
Room 12	14.50	15.00	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	31.20	32.00	01/04/18	I/N/P
Room 13	11.00	11.50	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	24.00	25.00	01/04/18	I/N/P
Room 9	11.00	11.50	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	23.00	25.00	01/04/18	I/N/P
Art Room	13.50	14.00	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	28.00	29.50	01/04/18	I/N/P
Sculpture (includes access to Kiln Room when available)	11.00	11.50	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	23.00	24.00	01/04/18	I/N/P
Studio 1	26.00	27.00	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	56.10	58.00	01/04/18	I/N/P
<p>** Excludes public holidays</p> <p>*** A hire that begins before 6pm but crosses into the Peak time period will be subject to peak rates.</p> <p>N.B: The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.</p>				

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Off Peak: Mon-Fri** up to 6pm*** (continued) (per hour unless otherwise stated)				
Studio 2	17.50	18.00	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	38.00	40.00	01/04/18	I/N/P
Studio 3	11.00	11.50	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	23.00	24.00	01/04/18	I/N/P
Billet Studio 1	17.50	18.00	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	38.00	40.00	01/04/18	I/N/P
Billet Studio 2	11.00	12.00	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	23.00	25.00	01/04/18	I/N/P
Gallery Studio	n/a	15.50	01/04/18	D/L
<i>Three hour hire discounted rate</i>	n/a	35.00	01/04/18	D/L
Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays (per hour unless otherwise stated)				
Main Room	21.00	22.00	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	46.00	48.00	01/04/18	I/N/P
Room 12	18.00	18.50	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	38.00	40.00	01/04/18	I/N/P
Room 13	14.50	15.00	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	31.20	32.00	01/04/18	I/N/P
Room 9	13.00	14.00	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	28.00	29.50	01/04/18	I/N/P
** Excludes public holidays				
*** A hire that begins before 6pm but crosses into the Peak time period will be subject to peak rates.				
N.B: The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

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Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays (per hour unless otherwise stated)				
Art Room	18.00	18.50	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	38.00	40.00	01/04/18	I/N/P
Sculpture (includes access to Kiln Room when available)	12.00	12.50	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	25.00	26.00	01/04/18	I/N/P
Studio 1 ****	35.00	36.00	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	73.50	75.50	01/04/18	I/N/P
Studio 2	20.00	21.00	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	44.00	45.50	01/04/18	I/N/P
Studio 3	13.00	13.50	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	28.10	29.00	01/04/18	I/N/P
Billet Studio 1	20.00	21.00	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	44.00	45.50	01/04/18	I/N/P
Billet Studio 2	13.50	14.50	01/04/18	I/N/P
<i>Three hour hire discounted rate</i>	28.50	30.50	01/04/18	I/N/P
Gallery Studio	n/a	19.50	01/04/18	D/L
<i>Three hour hire discounted rate</i>	n/a	43.50	01/04/18	D/L
* *Excludes public holidays				
*** A three-hour hire that begins before 6pm and crosses into the Peak time period will be subject to the peak rate discount				
N.B: The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

Basis of Increase:

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays (per hour unless otherwise stated) Private Studio/Workshop/Office (flat rate per calendar month)	189.00	195.00	01/04/18	I/N/P
Private/Commercial Function Rates in Studio 1 (Main Hall)**** (The below charged at a flat rate per hire including staffing charge)				
Saturday 6.00pm - 11pm †	271.00	280.00	01/04/18	I/N/P
Sunday & Public Holidays 6.00pm - 10.30pm †	240.00	250.00	01/04/18	I/N/P
Friday 6.00-10.30pm †	190.00	195.00	01/04/18	I/N/P

**** Includes use of an adjoining room on request (subject to availability)

† Out of hours bookings accepted subject to availability of staff

Other out of hours bookings will include a £25 per hour staffing charge in addition to the Peak rate.

N.B: The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.

Basis of Increase:

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
HORNCHURCH STADIUM				
Weekday Use by Athletics Clubs (excluding training session)*				
Half Day*	82.00	84.50	01/04/18	I/N/P
Full Day*	154.00	159.00	01/04/18	I/N/P
Saturday Use by Athletics Clubs (excluding training session)*				
Half Day*	102.50	105.60	01/04/18	I/N/P
Full Day*	190.00	196.00	01/04/18	I/N/P
Sunday Use by Athletics Clubs (excluding training session)*				
Half Day*	135.00	139.00	01/04/18	I/N/P
Full Day*	258.00	266.00	01/04/18	I/N/P
Use by Schools (excluding training session)**				
Half Day**	98.00	101.00	01/04/18	I/N/P
Full Day**	202.00	208.00	01/04/18	I/N/P
Schools Training Sessions (per hour Inc. equipment)**	37.00	38.10	01/04/18	I/N/P
Occasional use - Football - without lights Seniors (3 hours)**	190.00	196.00	01/04/18	I/N/P
Occasional use - Football - without lights Juniors (2.5 hours)**	105.00	108.10	01/04/18	I/N/P
Occasional use - Football - with lights Seniors (3 hours)**	298.00	307.00	01/04/18	I/N/P
Occasional use - Football - with lights Juniors (2.5 hours)**	132.00	136.00	01/04/18	I/N/P
* VATable unless block (10 or more) booking				
** VATable unless block (10 or more) booking or Havering schools				

Basis of Increase:

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Marketing Advertising in Fairkytes and other culture publications				
Full page (A4)	245.00 *	250.00 *	01/04/18	I/N/P
Full page (A5) or Half page (A4)	122.50 *	125.00 *	01/04/18	I/N/P
Half page (A5) or Quarter page (A4)	61.50 *	65.00 *	01/04/18	I/N/P
Quarter page (A5) or Eighth page (A4)	31.00 *	35.00 *	01/04/18	I/N/P
Online ticket sales 10% of ticket price to be added to the charge for Culture Events when sold on-line	10% of ticket price	10% of ticket price	01/04/16	Y/L

Basis of Increase:

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service
- Y - No change recommended by Head of Service

Basis for setting charge increase above complies with either:

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
MUSIC SCHOOL:				
Associate Ensemble Membership Associate Member (Adult)	48.00	49.45	01/04/18	I/P
Hire of Instruments (Annual Charge)	34.00	35.00	01/04/18	I/P

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Scholarships				
Secondary - Individual Lesson (30 minutes) (Direct Debit fees now apply) <i>Please note: Scholarships are no longer offered to primary age children. Those that are still running are all 30mn lessons and the charge is based on the Gold 3rd Instrument rate.</i>	Deleted	Deleted	01/04/17	Y/L
	11.45	Withdrawn	01/04/18	D/L
Administration fees				
Examination entries	2.00	2.00	01/04/17	Y/L
Assisted Instrument Purchase Scheme	5.50	5.50	01/04/17	Y/L
Exam fees				
Including any required piano accompaniment are collected on a cost recovery basis (accompaniment required for most instruments except piano/ guitar/ percussion).	Cost Recovery	Cost Recovery	01/04/17	Y/L

Basis of Increase:

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- S - An increase above inflation in line with a corporate saving plan
- D - Recommendation of Head of Service
- Y - No change recommended by Head of Service

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Peripatetic tuition in schools and colleges (per hour pro rata)				
Academies and non-LA				
Basic	42.50	43.00	01/04/18	I/N/P
Over 15 hours per week	41.50	42.00	01/04/18	I/N/P
LA schools in Havering				
Basic	41.50	42.50	01/04/18	I/N/P
Over 15 hours per week	40.50	42.00	01/04/18	I/N/P
Over 25 hours per week	39.50	40.50	01/04/18	I/N/P
Direct Debit (weekly cost, charged over 52 weeks)				
Bronze (36 shared 20mn lessons, Theory & 30mn Ensemble)				
First instrument	6.60	6.80	01/04/18	I/N/P
Second instrument	5.15	5.25	01/04/18	I/N/P
Third instrument	3.90	4.50	01/04/18	I/N/P
Silver (36 shared 30mn lessons, Theory, 60mn Ensemble & Summer School)				
First instrument	10.90	11.10	01/04/18	I/N/P
Second instrument	8.30	8.50	01/04/18	I/N/P
Third instrument	5.75	6.10	01/04/18	I/N/P

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Direct Debit (continued)				
Gold (36 individual lessons, Theory, unlimited Ensembles & Summer School)				
First instrument	16.60	17.20	01/04/18	D/L
Second instrument	13.45	13.75	01/04/18	D/L
Third instrument	11.45	12.00	01/04/18	D/L
Kindergarten	3.00	3.00	01/04/16	Y/L
One ensemble only	3.00	3.00	01/04/16	Y/L
Unlimited ensembles only	5.95	5.95	01/04/16	Y/L
Remissions Scheme charges (reduced fees)				
Bronze (36 shared 20mn lessons, Theory & 30mn Ensemble)				
First instrument (Pupil Premium students)	2.34	2.50	01/04/18	I/N/P
First instrument (Looked After Children)	No Charge	No Charge	01/04/16	Y/L
Silver (36 shared 30mn lessons, Theory, 60mn Ensemble & Summer School)				
First instrument (Pupil Premium students)	3.87	4.00	01/04/18	I/N/P
First instrument (Looked After Children)	No Charge	No Charge	01/04/16	Y/L
Gold (36 individual lessons, Theory, unlimited Ensembles & Summer School)				
First instrument (Pupil Premium students)	5.89	6.50	01/04/18	I/N/P
First instrument (Looked After Children)	No Charge	No Charge	01/04/16	Y/L

Basis of Increase:

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I - Based on relevant inflationary change

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Remissions Scheme charges (reduced fees)				
Kindergarten or One ensemble only:				
Pupil Premium students	1.07	1.50	01/04/18	D/L
Looked After Children	No Charge	No Charge	01/04/16	Y/L
Unlimited ensembles only:				
Pupil Premium students	2.10	2.50	01/04/18	D/L
Looked After Children	No Charge	No Charge	01/04/16	Y/L
Instrument Hire (per annum):				
Pupil Premium students	10.00	10.00	01/04/16	Y/L
Looked After Children	No Charge	No Charge	01/04/16	Y/L
Eligibility for reduced fees based on children (age 5-18):				
1. Student's school in receipt of Pupil Premium for the pupil				
2. Looked After Child				
3. Current Free School Meals eligibility or similar at Music				
Manager's discretion				
New students usually eligible for one remission but Music				
School Manager to retain discretion to allow additional				
instruments, e.g. in cases where an existing multi-				
instrumentalist learning with HMS becomes eligible for a				
remission.				

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Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
MY PLACE: (All charges are for 1hr unless stated otherwise)				
Off Peak (Mon - Fri 9am - 6pm)				
Performance Hall	23.00	23.00	01/04/17	Y/L
Performance Hall with sound and lighting:	28.50	28.50	01/04/17	Y/L
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	137.00 *	137.00 *	01/04/17	Y/L
Music Studio 1 hr	10.75 *	11.00 *	01/04/18	D/L
Technician	23.20 *	23.75 *	01/04/18	D/L
Games Room	18.00	18.00	01/04/17	Y/L
Art Room	9.70	9.90	01/04/18	D/L
Health Room	8.20	8.30	01/04/18	D/L
IAG Room	7.65	7.80	01/04/18	D/L
Counselling Room	7.65	7.80	01/04/18	D/L
Large Meeting Room	14.30	14.60	01/04/18	D/L
 N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

Basis of Increase:

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Off Peak (Mon - Fri 9am - 6pm)				
Small Meeting Room	10.00	10.00	01/04/17	Y/L
Bike Workshop	12.95	13.20	01/04/18	D/L
IT Hub - reservation fee per computer	No charge	No charge	01/04/13	Y/L
Peak (Mon - Fri after 6pm)				
Performance Hall	28.00	28.00	01/04/17	Y/L
Performance Hall with sound and lighting:	40.00	40.00	01/04/17	Y/L
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	191.50 *	191.50 *	01/04/17	Y/L
Music Studio 1 hr	13.80 *	14.00 *	01/04/18	D/L
Technician	23.20 *	23.75 *	01/04/18	D/L
Games Room	24.00	24.00	01/04/17	Y/L
Art Room	13.00	13.10	01/04/18	D/L
Health Room	10.75	11.00	01/04/18	D/L
IAG Room	10.20	10.50	01/04/18	D/L
N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Peak (Mon - Fri after 6pm)				
Counselling Room	10.20	10.40	01/04/18	D/L
Large Meeting Room	17.75	18.00	01/04/18	D/L
Small Meeting Room	12.50	12.50	01/04/17	Y/L
Bike Workshop	16.20	16.50	01/04/18	D/L
IT Hub - reservation fee per computer	No charge	No charge	01/04/13	Y/L
<p>N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.</p>				

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**Chief Operating Officer
Culture and Customer Access**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Saturday and Sunday				
Performance Hall	71.40	72.50	01/04/16	D/L
Performance Hall with sound and lighting:	94.40	94.40	01/04/17	Y/L
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	424.00 *	424.00 *	01/04/17	Y/L
Music Studio 1 hr	46.95 *	46.95 *	01/04/17	Y/L
Technician	28.00 *	29.00 *	01/04/15	D/L
Games Room	71.40	71.40	01/04/17	Y/L
Art Room	52.40	52.40	01/04/17	Y/L
Health Room	49.00	49.00	01/04/17	Y/L
IAG Room	47.60	47.60	01/04/17	Y/L
Counselling Room	49.00	49.00	01/04/17	Y/L
Large Meeting Room	60.20	60.20	01/04/17	Y/L
Small Meeting Room	51.00	51.00	01/04/17	Y/L
Bike Workshop	57.70	57.70	01/04/17	Y/L
IT Hub - reservation fee per computer	No charge	No charge	01/04/13	Y/L
<p>N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with discounts to be agreed by the Head of Service.</p>				

Basis of Increase:

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

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D - Recommendation of Head of Service

Y - No change recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

**Chief Operating Officer
Registrars (A) - Statutory**

(A) Statutory and Nationally Agreed Charges - GRO (General Register Office)

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Registrar of Births, Deaths and Marriages and Civil Partnerships:				
Places of Worship Registration Act 1855 Section 5				
Certification of place of meeting for religious worship	29.00	29.00	01/09/14	P
Marriage Act 1949:				
Section 27 (6) Entering a notice of marriage in a marriage notice book				
(A) Where both parties to the proposed marriage are exempt persons within the meaning of section 49 Immigration act 2014	35.00	35.00	01/04/12	P
(B) In any other cases from 2nd March 2014	47.00	47.00	02/03/15	P
Section 41 (6) Registration of building for solemnization of marriages	123.00	123.00	01/09/14	P
Section 51 Fee of registrar for attending marriage/civil partnership:				
(i) At a register office	46.00	46.00	01/04/12	P
(ii) At a registered building or at a place where the house hold or detained person usually resides	86.00	86.00	01/09/14	P
(iii) Fee of Superintendent Registrar for attending marriage/civil partnership at the place where:				
a) Housebound or	84.00	84.00	01/09/14	P
b) Detained person usually resides	94.00	94.00	01/09/14	P

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Basis for setting charge increase above complies with either:

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Chief Operating Officer Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges - GRO (General Register Office)

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Immigration Act 2016 :				
Consideration by a Superintendent Registrar of a divorce/civil partnership dissolution obtained outside of the British Isles (from 01/11/17)	50.00	50.00	01/04/18	P
Consideration by the Registrar General of a divorce/civil partnership dissolution obtained outside of the British Isles (from 01/11/17)	75.00	75.00	01/04/18	P
Consideration of a reduction in the 28 day notice to marry or form a civil partnership (from 01/11/17)	60.00	60.00	01/04/18	P
Marriage Act 1949 (continued):				
Section 64(1)				
Certified copy of entry issued under the subsection:				
(i) When application is made at the time of registering	4.00	4.00	01/04/12	P
(ii) After the time of registration	7.00	7.00	01/04/10	P
Certified copy of entry for Civil Partnerships:				
(i) At the time of registration	4.00	4.00	01/04/12	P
(ii) After the time of registration	10.00	10.00	01/04/10	P

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Chief Operating Officer Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges - GRO (General Register Office)

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Section 64(2) General search of indexes of register of books kept by superintendent registrars	18.00	18.00	01/04/04	P
Certified copy of entry issued under that sub-section	10.00	10.00	01/04/12	P
Section 65(2) Certified copy of entry ,following search of indexes kept at General Register Office	10.00	10.00	01/04/10	P
Births, Deaths Registration Act 1953:				
Section 30(2) certified copy of entry following search of indexes kept at General Register Office	10.00	10.00	01/04/10	P
Immigration Act 2016 :				
Fees for corrections to Initial Registration				
Forename added within 12 months of birth registration (from 01/11/17)	40.00	40.00	01/11/17	P
Consideration by Registrar/Superintendent Registrar of a correction application (from 01/11/17)	75.00	75.00	01/11/17	P
Consideration by Registrar General of a correction application (from 01/11/17)	90.00	90.00	01/11/17	P

Basis of Increase:

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- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**Chief Operating Officer
Registrars - Non Statutory**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
REGISTRAR OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS:				
Off site attendance to officiate at an approved premise wedding/civil partnership:				
Monday to Friday	510.00	585.00	01/04/18	S/L
Saturday	610.00	700.00	01/04/18	S/L
Sunday/ Bank Holiday	715.00	715.00	01/04/17	D/L
On site attendance to officiate at a wedding/civil partnership held in Langtons Hall:				
Monday to Thursday	460.00	530.00	01/04/18	S/L
Friday (Inc. red carpet)	560.00	640.00	01/04/18	S/L
Saturday (Inc. red carpet)	765.00	880.00	01/04/18	S/L
Sunday/ Bank Holiday (Inc. red carpet)	815.00	815.00	01/04/17	D/L

Basis of Increase:

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- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**Chief Operating Officer
Registrars - Non Statutory**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
On site attendance to officiate at a wedding/civil partnership at Langtons House/Orangery				
Monday to Thursday	255.00	290.00	01/04/18	S/L
Friday	410.00	470.00	01/04/18	S/L
Saturday	510.00	585.00	01/04/18	S/L
Sunday/ Bank Holiday	715.00	715.00	01/04/17	Y/L
Other Civil Ceremonies				
Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT) Held in Langtons Wedding Rooms				
Monday to Thursday	255.00 *	290.00 *	01/04/18	S/L
Friday	410.00 *	470.00 *	01/04/18	S/L
Saturday	510.00 *	585.00 *	01/04/18	S/L
Sunday	715.00 *	715.00 *	01/04/17	Y/L

Basis of Increase:

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

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D - Increase recommended by Head of Service

Y - No change recommended by Head of Service

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**Chief Operating Officer
Registrars - Non Statutory**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT) Held in Langtons Hall				
Monday to Thursday	460.00 *	530.00 *	01/04/18	S/L
Friday	560.00 *	640.00 *	01/04/18	S/L
Saturday	765.00 *	880.00 *	01/04/18	S/L
Sunday	815.00 *	815.00 *	01/04/17	Y/L
(An additional amount is charged if any ceremony falls on the following three days: Valentine's Day, Christmas Eve or New Year's Eve)	102.00	115.00	01/04/18	S/L
Individual Citizenship Ceremony	155.00	175.00	01/04/18	S/L
Wedding Rehearsal fee (per half hour)	50.00	55.00	01/04/18	S/L
Wedding Packages (see footnote below)				
Silver Wedding Package/Civil Partnership Package (Friday)	2,000.00	2,000.00	01/04/17	Y/L
Gold Wedding Package/Civil Partnership Package	3,000.00	3,000.00	01/04/17	Y/L
Saturday Winter Wedding Package	4,000.00	4,000.00	01/04/17	Y/L
Surcharge for evening weddings at 5pm & 6pm on Thursdays & Fridays (includes Langton's House and Approved Premises)	182.00	200.00	01/04/18	S/L

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**Chief Operating Officer
Registrars - Non Statutory**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Surcharge for candlelit weddings between October-March in addition to an evening wedding option	182.00	200.00	01/04/18	S/L
Payment in advance of a non-refundable booking fee for Register Office Weddings only	50.00	50.00	01/04/16	Y/L
Change of ceremony appointment fee	50.00	55.00	01/04/18	S/L
Premium Appointment Service (additional casual registrars used to cover up to one hour)	40.00	46.00	01/04/18	S/L
Non-Refundable booking fee for Notice of Marriage (applies to non-attendees only - in line with statutory fee for notice of marriage)	35.00	35.00	01/04/17	Y/L
Langtons Hall Hire (Hourly)				
Monday - Friday 9.00-17.00	40.00	40.00	01/04/16	Y/L
Monday - Thursday 17.00-24.00	50.00	50.00	01/04/16	Y/L
Friday Evening, Saturday and Sunday (A discount of 20% applies for bookings of more than 6 hours for Friday evening and the weekend)	95.00	95.00	01/04/17	Y/L

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**Chief Operating Officer
Registrars - Non Statutory**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Langtons Room Hire at all times (Hourly) (A discount of 40% applies for Charity/Community groups by application)	40.00	40.00	01/04/16	Y/L
Damage deposit for Langton's Hall function bookings	250.00	250.00	01/04/16	Y/L
Sponsorship for Langtons Ceremony Brochure				
Whole A5 page - Portrait	735.00 *	750.00 *	01/04/18	D/L
Half A5 Page - Landscape	390.00 *	420.00 *	01/04/18	S/L
Quarter A5 Page - Portrait	245.00 *	260.00 *	01/04/18	S/L
Back Cover - Whole A5 Page - Portrait	1,468.00 *	1,468.00 *	01/04/17	Y/L
Inside Front and Back Cover - Whole A5 Page - Portrait	1,101.00 *	1,101.00 *	01/04/17	Y/L
Nationality Checking Service				
Single Adult	72.00 *	service withdrawn	01/04/18	S/L
Child	42.00 *	service withdrawn	01/04/18	S/L
Nationality Document Return Service				
Per person		45.00*	01/04/18	D/L
Passport Checking Service				
Per Person	10.00 *	15.00 *	01/04/17	Y/L
Copy Certificate fast-track service				
Within 24 hours+	20.00	25.00	01/04/18	S/L
While you wait+	40.00	45.00	01/04/18	S/L
(plus charges in addition to statutory fee for charge of actual certificate)				
Postage Costs:				
Marriage Authorities to other Districts by 1st class recorded delivery	6.00	6.00	01/04/16	Y/L
Copy certificates by 1st class recorded delivery	5.00	5.00	01/04/16	Y/L

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Childrens Learning & Achievement

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1 School Meals				
1a Primary school meal	2.20	2.20	01.09.16	C/L
1b Secondary meal	2.50	2.50	01.09.16	C/L
1c Special infant	2.20	2.20	01.09.16	C/L
Special Junior	2.20	2.20	01.09.16	C/L
Adult	3.35	3.35	01.09.16	C/L

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Table 1:**Charges for New Dwellings <150m2**

New Houses and Blocks of Flats on the same site constructed at the same time

Number of Dwellings	Total
1	£982.00
2	£1,310.00
3	£1,528.00
4	£1,855.00
5	£2,073.00
6	£2,400.00
More than 6 - Please contact Building Control for individually assessed charges	

Table 2:**Charges for: Extensions, Garage Conversions and Loft Conversions**

Separate Extensions constructed at the same time may be aggregated together

Type of work	Total
1. Detached non-habitable building having a floor area not exceeding 40m ² in total	£508.00
2. Garage Conversions where the total floor area does not exceed 30m ² , including means of access and work in connection with that extension.	£508.00
3. Any extension or Loft Conversion where the total floor area of which does not exceed 30m ² , including means of access and work in connection with that extension.	£650.00
4. Any extension or Loft Conversion where the total floor area of which exceeds 30m ² but does not exceed 60m ² , including means of access and work in connection with that extension.	£895.00
5. Any extension or Loft Conversion where the total floor area of which exceeds 60m ² but does not exceed 100m ² , including means of access and work in connection with that extension.	£1,064.00
6. Extension etc >100m ² - Please refer to Table 3 otherwise contact Building Control for Individually assessed charges	

Table 3:**Charges for other work**

For all other work not covered in Tables 1 or 2

Estimated Cost of Work	Total
£0-2,000	£235.00
£2,000-5,000	£350.00
£5,000-10,000	£508.00
£10,000-20,000	£665.00
£20,000-30,000	£808.00
£30,000-40,000	£928.00
£40,000-50,000	£1,047.00
£50,000-60,000	£1,135.00
£60,000-70,000	£1,222.00
£70,000-80,000	£1,309.00
£80,000-90,000	£1,408.00
£90,000-100,000	£1,505.00
£100,000-120,000	£1,610.00
£120,000-140,000	£1,740.00
£140,000-160,000	£1,844.00
£160,000-180,000	£1,948.00
£180,000-200,000	£2,057.00
Over £200,000 - Please contact Building Control for individually assessed charges.	

The Building Regulation charges are the same for corresponding building work for a: Full Plans Application; Building Notice; Regularisation Application; and, Reversion Application (refer to note 7 for Partnership Applications). All charges are shown with VAT at 20%. Only a charge for a Regularisation Certificate and a Reversion Certificate are exempt VAT however it is subject to a 20% uplift therefore the total fee is equivalent to all other Building Control Charges for corresponding building work.

Explanatory Notes

1. Before you build, extend or convert, you or your Agent must advise your Local Authority either by submitting Full Plans or a Building Notice. The Charge payable depends on the type of work, the number of dwellings in a building and/or the total floor area. The following tables (which are an integral part of this Schedule) may be used in conjunction with the current Charge Scheme to calculate the Charges. If you have any difficulties calculating the Charges please consult building control.

2. **Table 1:** Charges for new dwellings e.g. certain houses and flats - applicable where the total internal floor area of each dwelling, does not exceed 150m² and the building has no more than three storeys, each basement level being counted as one storey. In any other case, Table 3 applies.

3. **Table 2:** Loft conversion – For the purpose of calculating charges a reference to an extension includes a room or rooms in the roof space (including access) of an existing building not exceeding three storeys in height. Where work comprises more than one extension which is to be constructed at the same time (including rooms in roofs and associated access in buildings of three storeys or less) the total internal floor areas of all storeys of all the extensions shown on the application may be added together to determine the relevant Charge. If the extension(s) exceed 100m² or three storeys in height then Table 3 applies. All work contained within the footprint of an extensions or loft conversion is included in the fee but does not include work outside the footprint of the extension or loft conversion. For additional internal or external alterations Table 3 should be used. For multiple work that is to be carried out at the same time and falls into Table 3 as well as Table 2 the Table 3 fee may be discounted by 25%.

4. **Table 3:** Applicable to all other building work not covered by Tables 1 or 2. Total estimated cost means an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application, excluding VAT, and any professional fees paid to an architect, engineer or surveyor etc, and also exc

5. Disabled Persons: Building works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access may be exempt from Charges.

6. Supplementary Charges: The Building (Local Authority Charges) Regulations 2010 allow a local authority to make supplementary charges if additional costs arise as a result of confirming compliance with the Building Regulations. Such supplementary charges may be considered if costs result from: consultant costs; inaccurate/incomplete plans; revised schemes; work not being ready for inspection or additional site inspection; and, non compliant work etc.

7. Partnership Applications: Proposed building work outside the boundaries of the London Borough of Havering will be subject to a plan fee equating to 25% of the full plans application charge. Partnership Applications for building work checked by a Partnering Authority will be subject to an inspection fee equating to 75% of the full plans application charge.

8. Making a Payment: Payment can be made by credit/debit card by telephoning 01708 432700 (please note there is a 1.5% surcharge for credit card payments) or by cheque, made payable to - The London Borough of Havering.

Building Control may be contacted by telephone: 01708 432700 or by e-mail at: buildingcontrol@havering.gov.uk Further information on submitting a Building Control application is available on our website at:

www.havering.gov.uk/buildingcontrol

Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Borough Roads:				
Note: Unlicensed Skips/Materials will be on the spot fined & removed @ £600	550.00	600.00	01/04/18	D/L
Each Skip / Builders materials on public highway				
Up to first 14 days	70.00	70.00	01/04/17	P
Each additional period of up to 7 days	60.00	60.00	01/04/17	P
Structures / Hoardings / Scaffolds				
Bond				
£100 per linear metre - Minimum 6 Metres	600.00	600.00	01/04/17	L
Licence				
Each additional period of up to 28 days/occasion				
£75.00 per linear metre - minimum 6 metres up to 28 days	450.00	450.00	01/04/17	L
£195 for 3 x NRSWA inspections @ £65 each inspection	150.00	195.00	01/04/18	D/L
Minimum charge length 6 mtrs & combined inspection = Total £600.00 min Charge	Above total 600	Above total 645		
(ii) Vehicle Crossovers (per square metre)				
Non refundable charge for assessing applications	125.50	140.00	01/04/18	D/L
Waste disposal surcharge	50.00	50.00	01/04/17	L
	149.00	10.00 per sq.m	01/04/18	D/L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(iii) Road Closures (per road)	1,500.00	2,050.00	01/04/18	D/L
(iv) Clearance of Blocked Drains (Vatable unless working under Statutory power)	122.50	122.50	01/04/17	L
(v) Parking Bay suspensions	20.00	0.00		See Below
price per parking space per day (1 - 14 days)	0.00	35.00	01/04/18	D/L
price per parking space per day (15th and subsequent days)	0.00	40.00	01/04/18	D/L
(vi) Crane license (charges based on TMA 2004 permitted charges)				
Minimum	275.00	300.00	01/04/18	D/L
Maximum	500.00	550.00	01/04/18	D/L
(vii) Section 50 Licence (private individual to place/maintain apparatus in highway)	745.00	745.00	01/04/17	L
(£150 for 3 x NRSWA inspections @ £50 each inspection)	150.00	150.00	01/04/17	L
	Above total £895	Above total £895		

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Refuse Collection:				
(i) Bulky Household Refuse				
1 to 3 items	40.00	40.00	01/04/17	L
Each additional item	10.00	10.00	01/04/16	L
(ii) Compostable garden refuse sacks (Year's supply of 5 rolls of 10 sacks per roll)				
Standard	45.00	55.00	01/04/18	N/S/L
Top up roll (10 sacks)	9.00	11.00	01/04/18	N/S/L
Top up roll delivery	4.00	4.50	01/04/18	I/N/L
(iii) Green Waste Collection Service (per annum) (Wheeled bin hire included)				
Full year	45.00	55.00	01/04/18	N/S/L
Late payment charge	5.00	5.00	01/04/16	L
Late payment charge after bin collection	10.00	11.00	01/04/18	I/N/L
Replacement bin charge	27.00	28.00	01/04/18	I/N/L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(iv) Trade Refuse Collection Service				
From 1st April 2015 this service will be independently operated by Serco. These charges will only apply if a business within the borough exercises its legal right to require the Council to undertake the collection.				
Trade refuse sacks (pack of 26)	148.00	152.44	01/04/18	I/L
Trade refuse sacks (pack of 26) for Charity shops	115.50	118.97	01/04/18	I/L
Cardboard Collection	4.00	5.00	01/04/18	I/N/P
Container emptying and disposal:				
1100 / Pal / 660 litre bin -1st bin per visit	32.00	33.00	01/04/18	I/N/P
2nd & subsequent bins	31.00	32.00	01/04/18	I/N/P
360 litre wheeled bin	26.00	27.00	01/04/18	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(iv) Trade Refuse Collection Service (continued)				
Container emptying:				
Charity shops	26.00	27.00	01/04/18	I/N/L
LBH Schools	26.00	27.00	01/04/18	I/N/L
2nd collection from residential blocks per bin	8.00	9.00	01/04/18	I/N/L
Container hire (per annum):				
Eurobins:				
1100 litres	219.50	226.50	01/04/18	I/N/L
660 litres	163.50	168.50	01/04/18	I/N/L
Chamberlains:				
940 litres	163.50	168.50	01/04/18	I/N/L
Palladin:				
940 litres	148.00	152.50	01/04/18	I/N/L
Container Sale				
360 litres recycling	80.00	80.00	01/04/17	P
(v) Collection & disposal of trade clinical waste (per bag / box)	12.00	13.00	01/04/18	I/N/P
(vi) Special clearances of rubbish:				
Up to 30 minutes on site	102.00	105.06	01/04/18	I/L
Up to 1 hour on site	204.00	210.12	01/04/18	I/L
Each 15 minute thereafter	51.00	53.00	01/04/18	I/N/L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FOOTBALL AT PARKS WITH CRICKET (28 WEEKS)				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	1,612.00	1,660.00	01/04/18	I/P
Each alternate Saturday or Sunday during Season**	814.00	838.00	01/04/18	I/P
Additional Matches during Season	58.00 *	60.00 *	01/04/18	I/P
Junior (under 18)				
Each Saturday or Sunday during Season**	790.00	814.00	01/04/18	I/P
Each alternate Saturday or Sunday during Season**	368.00	379.00	01/04/18	I/P
Additional Matches during Season	29.00 *	30.00 *	01/04/18	I/P
Pavilion without washing facilities Each Saturday or Sunday during Season				
Adult				
Each Saturday or Sunday during Season**	1,336.00	1,376.00	01/04/18	I/P
Each alternate Saturday or Sunday during Season**	655.00	675.00	01/04/18	I/P
Additional Matches during Season	46.50 *	48.00 *	01/04/18	I/P
**Bookings of less than 10, will attract a VAT charge.				

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FOOTBALL AT PARKS WITH CRICKET (28 WEEKS) (continued)				
Junior (under 18)				
Each Saturday or Sunday during Season**	605.00	623.00	01/04/18	I/N/P
Each alternate Saturday or Sunday during Season**	302.50	312.00	01/04/18	I/N/P
Additional Matches during Season No Pavilion Facilities	22.00 *	23.00 *	01/04/18	I/N/P
No Pavilion Facilities				
Adult				
Each Saturday or Sunday during Season**	970.00	999.00	01/04/18	I/N/P
Each alternate Saturday or Sunday during Season**	490.50	505.00	01/04/18	I/N/P
Additional Matches during Season	35.50 *	37.00 *	01/04/18	I/N/P
Junior (under 18)				
Each Saturday or Sunday during Season**	450.00	464.00	01/04/18	I/N/P
Each alternate Saturday or Sunday during Season**	224.50	231.00	01/04/18	I/N/P
Additional Matches during Season	16.00 *	16.00 *	01/04/17	P
**Bookings of less than 10, will attract a VAT charge.				

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
FOOTBALL AT PARKS WITH CRICKET (32 WEEKS)				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	1,872.00	1,928.00	01/04/18	I/N/P
Each alternate Saturday or Sunday during Season**	936.50	965.00	01/04/18	I/N/P
Additional Matches during Season	59.50 *	61.00 *	01/04/18	I/N/P
Junior (under 18)				
Each Saturday or Sunday during Season**	850.00	876.00	01/04/18	I/N/P
Each alternate Saturday or Sunday during Season**	425.50	438.00	01/04/18	I/N/P
Additional Matches during Season	26.50 *	27.00 *	01/04/18	I/N/P
**Bookings of less than 10, will attract a VAT charge.				

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FOOTBALL AT PARKS WITH NO CRICKET (32 WEEKS)				
Pavilion without washing facilities				
Adult				
Each Saturday or Sunday during Season**	1,482.50	1,527.00	01/04/18	I/N/P
Each alternate Saturday or Sunday during Season**	741.00	763.00	01/04/18	I/N/P
Additional matches during Season	46.50 *	48.00 *	01/04/18	I/N/P
Junior (under 18)				
Each Saturday or Sunday during Season**	684.50	705.00	01/04/18	I/N/P
Each alternate Saturday or Sunday during Season**	342.50	353.00	01/04/18	I/N/P
Additional Matches during Season	22.00 *	23.00 *	01/04/18	I/N/P
No Pavilion Facilities				
Adult				
Each Saturday or Sunday during Season**	1,118.00	1,152.00	01/04/18	I/N/P
Each alternate Saturday or Sunday during Season**	559.50	576.00	01/04/18	I/N/P
Junior (under 18)				
Each Saturday or Sunday during Season**	512.50	528.00	01/04/18	I/N/P
Each alternate Saturday or Sunday during Season**	256.00	264.00	01/04/18	I/N/P
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FOOTBALL AT WESTLANDS FIELD				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	1,872.00	2018.00	01/04/18	D/L
Each alternate Saturday or Sunday during Season**	936.50	1055.00	01/04/18	D/L
Additional Matches during Season	59.50 *	151.00 *	01/04/18	D/L
MINI SOCCER				
1 Hour Slots (during season)				
Each Saturday or Sunday**	343.50	354.00	01/04/18	I/N/P
Alternate Saturday or Sunday**	171.00	176.00	01/04/18	I/N/P
RUGBY (per game)**	12.00	12.00	01/04/17	D/P
CRICKET				
No Pavilion Facilities				
Adults Each Saturday or Sunday during Season**	1,388.00	1,527.00	01/04/18	D/L
Colts (under 18) Teams Each Saturday or Sunday during Season**	694.00	763.00	01/04/18	D/L
Occasional Matches Adults	77.50 *	85.00 *	01/04/18	D/L
Occasional Matches Colts Team	39.00 *	43.00 *	01/04/18	D/L

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Pitches with Pavilions				
Adults Each Saturday or Sunday during Season**	2,493.00	2,742.00	01/04/18	D/L
Adults Additional Bank Holiday Mondays 3 per season**	831.00	914.00	01/04/18	D/L
Adults Alternate Saturday or Sunday**	1,247.00	1,372.00	01/04/18	D/L
Colts (under 18) Teams Each Saturday or Sunday during Season**	1,247.00	1,372.00	01/04/18	D/L
Colts (under 18) Teams Additional Bank Holiday Mondays (per game)**	415.50	457.00	01/04/18	D/L
Colts (under 18) Teams Alternate Saturday or Sunday**	623.50	686.00	01/04/18	D/L
Occasional Matches Adults	138.50 *	152.00 *	01/04/18	D/L
Occasional Matches Colts (under 18) Team	69.50 *	76.00 *	01/04/18	D/L
<i>**Bookings of less than 10, will attract a VAT charge.</i>				
CRICKET (continued)				
Boot camps & Personal Training (2 hour session)				
1 - 6 people	7.00	See Below	01/04/18	
6 - 12 people	13.00	See Below	01/04/18	
12 - 20 people	22.00	See Below	01/04/18	
20 - 30 people	32.00	See Below	01/04/18	
BOOT CAMPS & PERSONAL TRAINING (annual licence)				
1-5 clients 1- 3 sessions per week	0.00	560.00	01/04/18	P
1-5 clients 4 - 7 sessions per week	0.00	1,540.00	01/04/18	P
6-20 clients 1-3 sessions per week	0.00	1,040.00	01/04/18	P
6-20 clients 4-7 sessions per week	0.00	2,860.00	01/04/18	P
<i>charges based on previous year's fee x median no. sessions x 40(weeks)</i>				

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ALLOTMENTS				
Land charge per acre	189.00	195.00	01/04/18	I/N/P
Plot Rent (This fee is set by the Allotment Society and therefore is not published in the Councils fees and charges)				
WEDDING PHOTOGRAPHY				
Exclusive use of area of a park for wedding photography	51.00	53.00	01/04/18	I/N/P
FUNFAIRS & CIRCUSES (Circuses were charged a flat rate in 2014/15)				
Ground rent per day of operation - self standing	473.50	1,200.00	01/04/18	D/L
part of larger event	634.00	1,500.00	01/04/18	D/L
Returnable deposit per visit.	Negotiated according to the size of the event	Negotiated according to the size of the event	01/04/17	D/L
Additional ground rent for extra non-operational days spent on site	152.50	360.00	01/04/18	D/L
TENNIS				
Licence fee per court per day for Coach/Club**	6.00	6.00	01/04/17	D/P
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PARKS (all events and activities are subject to appropriate licence fees at a separate charge)				
Minimum charge for the hire of park & open space <i>Charges to be negotiated with organiser based on details of event provided on the application . Factors to be considered are the type of organisation/individual, park and area being used, is it exclusive use of the space, time of usage, and scale of the event</i>	85.00	88.00	01/04/18	I/N/P
Inflatables (per item)	0.00	By Negotiation	01/04/18	D/L
Mobile catering unit (per month)	0.00	75.00	01/04/18	D/L
Raphael Park Meeting Room (charge per hour)	0.00	250.00	01/04/18	D/L
Westlands Pavilion hire (charge per hour)	16.00	16.00	01/04/17	L
Refreshment's (per booking)	0.00	20.00	01/04/18	D/L
	7.00	Withdrawn	01/04/18	L
CHARGES FOR NON SCHEDULED WORKS				
Week day rates				
18 tonne grab lorry and driver per hour	153.50 *	158.00 *	01/04/18	I/N/P
2 staff & a van (includes tools & machinery) per hour	73.50 *	76.00 *	01/04/18	I/N/P
1 staff & a van (includes tools & machinery) per hour	42.50 *	44.00 *	01/04/18	I/N/P
Tractor & implement, or trailer with operator per hour	47.00 *	48.00 *	01/04/18	I/N/P
Ride on mower & operator per hour	42.50 *	44.00 *	01/04/18	I/N/P
Member of staff per hour (standard hours)	31.00 *	32.00 *	01/04/18	I/N/P
Charge hand per hour (standard hours)	38.50 *	40.00 *	01/04/18	I/N/P
Supply & plant memorial tree (up to 2metre football Inc. stakes & ties)	295.00 *	304.00 *	01/04/18	I/N/P
Initial mark - rugby pitch per pitch per occasion	121.00 *	125.00 *	01/04/18	I/N/P

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CHARGES FOR NON SCHEDULED WORKS (continued)				
Week day rates				
Re-mark - rugby pitch per pitch per occasion	43.00 *	44.00 *	01/04/18	I/N/P
Initial mark – football pitch per pitch per occasion	110.00 *	113.00 *	01/04/18	I/N/P
Re-mark football pitch per pitch per occasion	37.00 *	38.00 *	01/04/18	I/N/P
Initial mark six lane 400 metre running track per occasion	482.00 *	496.00 *	01/04/18	I/N/P
Re-mark six lane 400 metre running track per occasion	110.00 *	113.00 *	01/04/18	I/N/P
Initial mark hockey pitch per occasion	73.50 *	76.00 *	01/04/18	I/N/P
Re-mark hockey pitch per occasion	25.00 *	26.00 *	01/04/18	I/N/P
Remove or install goal post socket each (excludes socket)	73.50 *	76.00 *	01/04/18	I/N/P
Preparation of new or renovation of shrub beds per m2	50.00 *	52.00 *	01/04/18	I/N/P
Shrub bed planting (five 3 litre container grown shrubs) per m2	45.00 *	46.30 *	01/04/18	I/N/P
Shrub bed mulching (using composted whole tree mulch) per m2	3.00 *	3.00 *	01/04/17	P
Hedge cutting per linear metre	8.00 *	8.00 *	01/04/17	P
Prepare ground, supply & lay turf per m2	8.00 *	8.00 *	01/04/17	P
Prepare ground, supply and sow grass seed per m2	5.00 *	5.00 *	01/04/17	P
Saturday rates				
1 staff & a van (includes tools & machinery) per hour	58.00 *	60.00 *	01/04/18	I/N/P
2 staff & a van (includes tools & machinery) per hour	104.50 *	108.00 *	01/04/18	I/N/P
Member of staff per hour (standard hours)	47.00 *	48.00 *	01/04/18	I/N/P
Charge hand per hour (standard hours)	57.50 *	59.00 *	01/04/18	I/N/P

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ENVIRONMENTAL HEALTH:				
Defra				
Stray Dog Service - Environmental Protection (Stray Dogs) Regulation 1992				
Impounding fee per dog	25.00	25.00	01/04/92	P
Gambling Act 2005				
Bingo club - Gambling Act 2005 Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
Betting shop - Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
Betting premises tracks - Dept. of Culture and Media and Sport				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
Family entertainment centres - Dept. of Culture and Media and Sport				
Application to vary	1,000.00	1,000.00	01/10/06	P
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P

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Adult gaming centres - Dept. of Culture and Media and Sport				
Application to vary	1,000.00	1,000.00	01/10/06	P
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
Lottery - Dept. of Culture and Media and Sport				
New registration	40.00	40.00	01/10/06	P
Annual re registration	20.00	20.00	01/10/06	P
Permit fees - Dept. of Culture and Media and Sport				
Notification of right of licensed premises to have 2 gaming machines	50.00	50.00	01/10/06	P
Family entertainment centre - Dept. of Culture and Media and Sport				
New application	300.00	300.00	01/10/06	P
Change of name	25.00	25.00	01/10/06	P
Copy of permit	15.00	15.00	01/10/06	P
Prize Gaming permit (S 16) Dept. of Culture and Media and Sport				
New application	300.00	300.00	31/03/05	P
Change of name	25.00	25.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P

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Licensed premises gaming machine permit - Dept. of Culture and Media and Sport				
New application (new operator)	150.00	150.00	31/03/05	P
New application (existing operator)	100.00	100.00	31/03/05	P
Vary a permit	100.00	100.00	31/03/05	P
Transfer application	25.00	25.00	31/03/05	P
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	P
Change of name	25.00	25.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P
Club gaming machine permit - Dept. of Culture and Media and Sport				
New application	200.00	200.00	31/03/05	P
Renewal	100.00	100.00	31/03/05	P
New application (existing operator)	100.00	100.00	31/03/05	P
Vary a permit	100.00	100.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	P
Environment Protection Act (Defra)				
Application Fee				
Standard Process	1,579.00	1,650.00	01/04/18	P
Additional fee for operating without a permit	1,137.00	1,188.00	01/04/18	P
Service stations PVR l/dry cleaner/ waste oil burner <0.4MW	246.00	257.00	01/04/18	P
Vehicle refinisher	346.00	362.00	01/04/18	P

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Environment Protection Act (Defra) (continued)				
Service station PVR I & II combined	246.00	257.00	01/04/18	P
Additional fee for operating without a permit	68.00	71.00	01/04/18	P
Mobile screening and crushing plant	1,579.00	1,650.00	01/04/18	P
	943.00	985.00	01/04/18	P
	477.00	498.00	01/04/18	P
where the above is for a combined part B and waste site, add £297 For the third to seventh applications	297.00	No Charge	01/04/18	P
For the eight and subsequent applications				
Annual subsistence charge				
Standard process Low (+£99.00)	739.00	772.00	01/04/18	P
Standard process Medium (+£149.00)	1,111.00	1,161.00	01/04/18	P
Standard process High (+£198.00)	1,672.00	1,747.00	01/04/18	P
<i>(+) to be added when the above standard process is for combined part B and waste site</i>				
Service stations PVR I/dry cleaner/ waste oil burner <0.4MW				
Low	76.00	79.00	01/04/18	P
Medium	151.00	158.00	01/04/18	P
High	227.00	237.00	01/04/18	P
Vehicle refinisher				
Low	218.00	228.00	01/04/18	P
Medium	349.00	365.00	01/04/18	P
High	524.00	548.00	01/04/18	P

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Environment Protection Act (Defra) (continued)				
Service station PVRI and II combined				
Low	108.00	113.00	01/04/18	P
Medium	216.00	226.00	01/04/18	P
High	326.00	341.00	01/04/18	P
Mobile screening and crushing plant				
For the first and second plants				
Low	618.00	626.00	01/04/18	P
Medium	989.00	1,034.00	01/04/18	P
High	1,484.00	1,551.00	01/04/18	P
For the third to seventh applications				
Low	368.00	385.00	01/04/18	P
Medium	590.00	617.00	01/04/18	P
High	884.00	924.00	01/04/18	P
Subsistence Charge under Reg 33 for Part B solvent waste & solvents				
Low	0.00	104.00	01/04/18	P
Medium	0.00	156.00	01/04/18	P
High	0.00	207.00	01/04/18	P

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Environment Protection Act (Defra) (continued)				
For the eighth and subsequent applications				
Low	189.00	198.00	01/04/18	P
Medium	302.00	314.00	01/04/18	P
High	453.00	473.00	01/04/18	P
Where a part B is subject to E-PRTR Regulations reporting, add £104 to above	99.00	104.00	01/04/18	P
Late payment fee	50.00	52.00	01/04/18	P
Transfer and Surrender of a permit				
Standard process transfer	162.00	169.00	01/04/18	P
Standard process partial transfer	476.00	497.00	01/04/18	P
New operator at low risk reduced fee activity	75.00	78.00	01/04/18	P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Transfer and Surrender of a permit (continued)				
Surrender	No Charge	No Charge	01/05/12	P
Transfer : Service Stations and Waste Oil burners <0.4MW	No Charge	No Charge	01/05/12	P
Partial Transfer : Service Stations and Waste Oil burners <0.4MW	45.00	47.00	01/04/18	P
Substantial changes to s10 and s11				
One off annual payment				
Standard process	1,005.00	1,050.00	01/04/18	P
Standard process where the substantial change results in a new PPC activity	1,579.00	1,650.00	01/04/18	P
Service stations/Dry cleaners /waste oil burner <0.4MW/ vehicle re-sprayers	98.00	102.00	01/04/18	P
Payment in 4 equal instalments (1st April, 1st July, 1st October, 1st January)				
Standard process	1,041.00	1,088.00	01/04/18	P
Standard process where the substantial change results in a new PPC activity	1,615.00	1,688.00	01/04/18	P
Service stations/Dry cleaners /waste oil burner <0.4MW/ vehicle re-sprayers	134.00	140.00	01/04/18	P
Licensing Act 2003 fees set by Home Office				
Application for the grant or renewal of a personal licence	37.00	37.00	01/11/05	P
Temporary event notice	21.00	21.00	01/11/05	P
Theft, loss, etc. of premises licence or summary	21.00	21.00	01/11/05	P
Application for a provisional statement where premises being built etc.	10.50	10.50	01/11/05	P
Notification of change of name or address	10.50	10.50	01/11/05	P
Application to vary licence to specify individual as premises supervisor	23.00	23.00	01/11/05	P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Licensing Act 2003 fees set by Home Office (continued)				
Application for transfer of premises licence	23.00	23.00	01/11/05	P
Interim authority notice following death etc. of licence holder	10.50	10.50	01/11/05	P
Theft, loss etc. of certificate or summary	23.00	23.00	01/11/05	P
Notification of change of name or alteration of rules of club	23.00	23.00	01/11/05	P
Licensing Act 2003 fees set by Home Office (continued)				
Change of relevant registered address of club	23.00	23.00	01/11/05	P
Theft, loss etc. of temporary event notice	10.50	10.50	01/11/05	P
Theft, loss etc. of personal licence	10.50	10.50	01/11/05	P
Duty to notify change of name or address	10.50	10.50	01/11/05	P
Right of freeholder etc. to be notified of licensing matters	10.50	10.50	01/11/05	P
Main Fee Levels				
Based on non domestic rateable value:				
Band A	£0 - £4,300			
Band B	£4,301 - £33,000			
Band C	£33,001 - £87,000			
Band D	£87,001 - £125,000			
Band E	£125,001 and over			

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Premises Licences				
New Applications and variation				
Band A	100.00	100.00	01/11/05	P
Band B	190.00	190.00	01/11/05	P
Band C	315.00	315.00	01/11/05	P
Band D	450.00	450.00	01/11/05	P
Band E	635.00	635.00	01/11/05	P
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D & E only)				
Band D x 2	900.00	900.00	01/11/05	P
Band E x 3	1,905.00	1,905.00	01/11/05	P
Annual maintenance fee to keep premises licence current.				
Band A	70.00	70.00	01/11/05	P
Band B	180.00	180.00	01/11/05	P
Band C	295.00	295.00	01/11/05	P
Band D	320.00	320.00	01/11/05	P
Band E	350.00	350.00	01/11/05	P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Premises Licences (continued)				
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D & E only)				
Band D x 2	640.00	640.00	01/11/05	P
Band E x 3	1,050.00	1,050.00	01/11/05	P
Additional Fees				
There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of the licensing Act (Fees) Regulations 2005.				
Additional Premises licence fee				
Numbers in attendance at any one time				
5,000 - 9,999	1,000.00	1,000.00	01/11/05	P
10,000 - 14,999	2,000.00	2,000.00	01/11/05	P
15,000 - 19,999	4,000.00	4,000.00	01/11/05	P
20,000 - 29,999	8,000.00	8,000.00	01/11/05	P
30,000 - 39,999	16,000.00	16,000.00	01/11/05	P
40,000 - 49,999	24,000.00	24,000.00	01/11/05	P
50,000 - 59,999	32,000.00	32,000.00	01/11/05	P
60,000 - 69,999	40,000.00	40,000.00	01/11/05	P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Additional Premises licence fee (continued)				
70,000 - 79,999	48,000.00	48,000.00	01/11/05	P
80,000 - 89,999	56,000.00	56,000.00	01/11/05	P
90,000 and over	64,000.00	64,000.00	01/11/05	P
Additional annual maintenance fee payable (if applicable)				
Numbers in attendance at any one time				
5,000 - 9,999	500.00	500.00	01/11/05	P
10,000 - 14,999	1,000.00	1,000.00	01/11/05	P
15,000 - 19,999	2,000.00	2,000.00	01/11/05	P
20,000 - 29,999	4,000.00	4,000.00	01/11/05	P
30,000 - 39,999	8,000.00	8,000.00	01/11/05	P
40,000 - 49,999	12,000.00	12,000.00	01/11/05	P
50,000 - 59,999	16,000.00	16,000.00	01/11/05	P
60,000 - 69,999	20,000.00	20,000.00	01/11/05	P
70,000 - 79,999	24,000.00	24,000.00	01/11/05	P
80,000 - 89,999	28,000.00	28,000.00	01/11/05	P
90,000 and over	32,000.00	32,000.00	01/11/05	P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Club premises certificates				
New application variation				
Band A	100.00	100.00	01/11/05	P
Band B	190.00	190.00	01/11/05	P
Band C	315.00	315.00	01/11/05	P
Band D	450.00	450.00	01/11/05	P
Band E	635.00	635.00	01/11/05	P
Annual maintenance fee				
Band A	70.00	70.00	01/11/05	P
Band B	180.00	180.00	01/11/05	P
Band C	295.00	295.00	01/11/05	P
Band D	320.00	320.00	01/11/05	P
Band E	350.00	350.00	01/11/05	P
Fireworks Explosives Regulations 2014 (set by HSE)				
Registration (Unlimited) initial application	500.00	500.00	01/04/17	P
Renewal	552.00	552.00	01/04/17	P
Licence (limited) to store explosives (fireworks)				
New Application 1 year	109.00	109.00	01/04/17	P
Renewal 1 year	52.00	52.00	06/04/16	P
Renewal 3 year	120.00	120.00	01/04/17	P

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges - See individual fee/Charge

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Fireworks Explosives Regulations 2014 (set by HSE) - Continued				
Licence to store explosives where a minimum separation distance is prescribed				
New application 1 year	185.00	185.00	06/04/16	P
Renewal 1 year	86.00	86.00	06/04/16	P
Renewal 3 years	206.00	206.00	06/04/16	P
Varying a licence				
Varying the name of licensee or address of site	36.00	36.00	06/04/16	P
Transfer of licence	36.00	36.00	06/04/16	P
Replacement of licence if lost	36.00	36.00	06/04/16	P

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Neighbourhoods Development

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
LOCAL LAND CHARGES:				
Certain fees are laid down in regulations made under the Local Land Charges Act 1975.				
Fees for Official Local Land Charge Certificates				
Registration of a charge in Part II of the registers	85.00	88.00	01/04/18	I/N/P

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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Neighbourhoods Development

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Official search (including issue of official certificate of search)				
a) in only part of the register (one parcel)	8.00	8.50	01/04/18	I/N/P
b) in only part of register (each additional parcel thereafter),	2.00	2.25	01/04/18	I/N/P
c) in the whole of the register - post or fax (one parcel)	20.00	21.00	01/04/18	I/N/P
d) in the whole of the register - post of fax (each additional parcel thereafter)	5.00	5.25	01/04/18	I/N/P
e) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (one parcel)	20.00	21.00	01/04/18	I/N/P
f) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (each additional parcel thereafter)	5.00	5.25	01/04/18	I/N/P
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)	1.50	1.75	01/04/18	N/P
Office copy of any plan or other document filed pursuant to these rules:				
Personal Searches in whole or part of the Register	No Charge	No Charge	01/07/10	
Extract of register in place of personal search				
First Page	2.00	2.25	01/04/18	I/N/P
Subsequent pages	0.20	0.25	01/04/18	I/N/P
CON29(R) Enquiries				
One parcel of land	102.00 *	106.00 *	01/04/18	I/N/P
Several parcels of land				
Each additional (fees that exceed 100 to be fixed by arrangement)	44.00 *	45.50 *	01/04/18	I/N/P
	73.00 *	75.25 *	01/04/18	I/N/P

Update Search Fee

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N - A nominal adjustment e.g. due to rounding of charge

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Neighbourhoods Development

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Part 2 Enquiries				
Each printed enquiry	21.00 *	21.75 *	01/04/18	I/N/P
With exception to Question 4	33.50 *	33.50 *	01/04/18	L
With exception of surrounding area enquiries	36.00 *	37.25 *	01/04/18	I/N/P
 Provision of access data to external body to answer CON29(R) and (O) questions Data for CON 29(R) questions	No charge	No charge	01/07/10	
Copying Charges - Legal Documents				
Certified Copy of Land Search - Paper Copy	15.00	15.50	01/04/18	I/N/P
First Page	2.00	2.25	01/04/18	N/P
Subsequent pages	0.20	0.25	01/04/18	N/P
Certified copy of extract of Highways Register (letter and extract)	30.00	31.00	01/04/18	I/N/P
Certified copy of extract of Highways Register (extract only and collection only)	0.00	15.50	01/04/18	P

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Neighbourhoods Development

(B) Charges determined by Committee

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
New Residential Addresses - (building names included) in an existing road				
1 dwelling	60.00	62.00	01/04/18	I/N/P
2 - 5 dwellings	80.00	82.50	01/04/18	I/N/P
6 - 25 dwellings	95.00	98.00	01/04/18	I/N/P
26 - 45 dwellings	195.00	201.00	01/04/18	I/N/P
46 - 100 dwellings	415.00	428.00	01/04/18	I/N/P
100+ plots (plus an extra fee of £95 for each additional 10 dwellings (of part thereof))	700.00	721.00	01/04/18	I/N/P
	95.00	98.00	01/04/18	I/N/P
New Residential Addresses (building names included) plus single road name				
1 - 5 dwellings	135.00	139.00	01/04/18	I/N/P
6 - 25 dwellings	155.00	160.00	01/04/18	I/N/P
26 - 45 dwellings	250.00	257.50	01/04/18	I/N/P
46 - 100 dwellings	470.00	484.50	01/04/18	I/N/P
100+ plots (plus an extra fee of £155 for each additional 10 dwellings (or part thereof))	755.00	777.50	01/04/18	I/N/P
	155.00	160.00	01/04/18	I/N/P
For each additional road name	65.00	67.00	01/04/18	I/N/P

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Neighbourhoods Development

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
New Commercial/Industrial Addresses (building name included) in an existing road				
1 unit	60.00	62.00	01/04/18	I/N/P
2 - 5 units	80.00	82.50	01/04/18	I/N/P
6 - 10 units	95.00	98.00	01/04/18	I/N/P
11 units plus	135.00	139.00	01/04/18	I/N/P
New Commercial/Industrial Addresses (building name included) plus a single road name				
1 unit	80.00	82.50	01/04/18	I/N/P
2 - 5 units	95.00	98.00	01/04/18	I/N/P
6 - 10 units	115.00	118.50	01/04/18	I/N/P
11 units plus	155.00	160.00	01/04/18	I/N/P
For each additional road name	65.00	67.00	01/04/18	I/N/P
New street name without any new dwellings or units	65.00	67.00	01/04/18	I/N/P
Naming of land parcel	65.00	67.00	01/04/18	I/N/P
Renaming of existing road or building (residential, commercial or industrial) (plus an extra fee of £20 for each additional dwelling or building affected)	65.00	67.00	01/04/18	I/N/P
	20.00	20.75	01/04/18	I/N/P
Research time: flat fee for research into possible street names	40.00	41.25	01/04/18	I/N/P
Non-refundable in the event that the suggested name(s) are not selected. One set of research to be undertaken.				

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Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges - London Councils

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
TRAFFIC & PARKING CONTROL:				
Parking Facilities				
Penalty Charge Notices (Levels set by London Councils and agreed by the Mayor of London and endorsed by the Secretary of State)				
Less Serious Contravention Band A	80.00	80.00	01/04/11	P
Less Serious Contravention Band A if paid within 14 days	40.00	40.00	01/04/11	P
Serious Contravention Band A	130.00	130.00	15/04/11	P
Serious Contravention Band A paid within 14 days	65.00	65.00	15/04/11	P
Less Serious Band B	60.00	60.00	01/04/11	P
Less Serious paid within 14 days	30.00	30.00	01/04/11	P
Serious Band B	110.00	110.00	15/04/11	P
Serious Band B if paid within 14 days	55.00	55.00	15/04/11	P
Vehicle Clamping and Removal				
Vehicle Immobilisation release fee	70.00	70.00	01/04/11	P
Vehicle Pound release fee (if clamped)	200.00	200.00	01/04/11	P
Disposal Fee	70.00	70.00	01/04/11	P
Vehicle Pound storage fee (per day)	40.00	40.00	01/04/11	P

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
TRAFFIC & PARKING CONTROL:				
PARKING FACILITIES				
Romford Area Car Parks - Mixed Tariff				
Monday to Friday (Period Hours)				
0 - 1	0.60 *	0.60 *	04/06/07	L
1 - 2	1.20 *	1.20 *	04/06/07	L
2 - 3	2.40 *	2.40 *	04/06/07	L
3 - 4	3.00 *	3.00 *	04/06/07	L
4 - 5	6.00 *	6.00 *	04/06/07	L
5 - 6	7.00 *	7.00 *	04/06/07	L
6 - 7	8.00 *	8.00 *	04/06/07	L
7 - 8	9.00 *	9.00 *	04/06/07	L
over 8	10.00 *	10.00 *	04/06/07	L
Lost Ticket	10.00 *	10.00 *	04/06/07	L
Solo Motorcycle	No Charge *	No Charge *	04/06/07	L
Saturday (Period Hours)				
0 - 1	1.20 *	1.20 *	04/06/07	L
1 - 2	2.40 *	2.40 *	04/06/07	L
2 - 3	2.60 *	2.60 *	04/06/07	L
3 - 4	3.00 *	3.00 *	04/06/07	L
4 - 5	6.00 *	6.00 *	04/06/07	L

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Romford Area Car Parks - Mixed Tariff (continued)				
Saturday (Period Hours)				
5 - 6	7.00 *	7.00 *	04/06/07	L
6 - 7	8.00 *	8.00 *	04/06/07	L
7 - 8	9.00 *	9.00 *	04/06/07	L
over 8	10.00 *	10.00 *	04/06/07	L
Lost Ticket	10.00 *	10.00 *	04/06/07	L
Solo Motorcycle	No Charge	No Charge	04/06/07	L
Front of Town Hall - First 20mins (Then variable as above)	0.20 *	0.20 *	04/06/07	L
Market Place (Non-market days)				
0 - 1	0.60 *	0.60 *	04/06/07	L
1 - 2	1.20 *	1.20 *	04/06/07	L
*1Pay by Phone Convenience Fee for transactions £1.00 and under £0.05	0.00 *	0.00 *	01/04/17	L
*1Pay by Phone Convenience Fee for transactions over £1.00 £0.10	0.00 *	0.00 *	01/04/17	L
¹ Pay by Phone Text Messages £0.10	0.00 *	0.00 *	01/04/11	L
Pay by Phone Convenience Fee is currently £0.05 for tariff less than £1.00 and £0.10 for tariff above £1.00				
¹ This charge is levied by an external supplier and is not received by the the Council. It is an independent service fee included here for transparency.				

Basis of Increase:

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Car Parks excluding Romford Area Car Parks - Mixed Tariff				
Monday to Friday (Period Hours)				
0 - 30 minutes	No Charge *	No Charge *	27/04/15	L
0 - 2	1.50 *	1.50 *	01/04/17	L
2 - 3	2.00 *	2.00 *	01/04/15	L
3 - 4	3.00 *	3.00 *	01/04/15	L
4 - 5	4.00 *	4.00 *	07/02/10	L
5 - 6	5.00 *	5.00 *	07/02/10	L
6 - 7	6.00 *	6.00 *	07/02/10	L
7 - 8	7.00 *	7.00 *	07/02/10	L
8 - 12	8.00 *	8.00 *	07/02/10	L
Solo Motorcycles	No Charge	No Charge	07/02/10	L
6pm to 7am	No Charge	No Charge	07/02/10	L

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- S - An increase above inflation in line with a corporate saving plan
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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Long Stay Car Parks				
Marshalls				
Weekdays (All day)	6.00 *	Withdrawn *	01/04/18	L
Saturdays (All day)	6.00 *	Withdrawn *	01/04/18	L

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- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Season Tickets				
Romford Central Area				
All car parks:				
Per quarter	200.00 *	200.00 *	01/02/12	L
Per month	70.00 *	70.00 *	01/02/12	L
Season Tickets (continued)				
Outside Romford Central Area				
5 Day season – Balgores Square:				
per quarter	200.00 *	200.00 *	04/06/08	L
per month	70.00 *	70.00 *	07/02/11	L
All other car parks:				
per quarter	155.00 *	160.00 *	01/04/18	I/N/L
per month	60.00 *	60.00 *	01/04/16	I/N/L
The Overnighter' (07:00 - 10:00 Mon-Fri/All day Sat-Sun) per month	30.00 *	Withdrawn *	01/04/18	L

Basis of Increase:

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- S - An increase above inflation in line with a corporate saving plan
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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
On Street Parking Meters and High Street Pay and Display				
Romford Town Centre (Maximum Stay 2 hours)				
0 - 12 mins	0.20	0.20	07/02/11	L
12 mins - 30 mins	0.60	0.60	07/02/11	L
30 mins - 1 hour	1.00	1.00	07/02/11	L
1 hour - 1 hour 30 mins	1.60	1.60	07/02/11	L
1 hour 30 mins - 2 hours	2.00	2.00	07/02/11	L
Outside Romford Town Centre (Maximum Stay 3 hours)				
0 - 30 mins	No Charge	No Charge	06/04/15	L
0 - 2 hours	1.50	1.50	01/04/17	L
2 - 3 hours	2.00	2.00	06/04/15	L
Upminster Road South (Maximum Stay 1 hour)				
0 - 30 mins	No Charge	No Charge	06/04/15	L
0 - 1 hour	1.50	1.50	01/04/17	L

Basis of Increase:

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- S - An increase above inflation in line with a corporate saving plan
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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Controlled Parking Zones				
Resident's parking permit (per annum)				
1st Permit per household	35.00	35.00	03/04/17	L
2nd Permit per household	60.00	60.00	03/04/17	L
3rd Permit per household	85.00	85.00	03/04/17	L
Resident's visitor permits (book of 10)	12.50	13.00	01/04/18	I/N/L
Resident's All Day visitor permits (book of 10)	37.50	39.00	01/02/18	I/N/L
Resident's Hourly visitor permits (book of 10)	0.00	10.00	01/04/18	L
Casual permit per 2 hours	5.25	Withdrawn	01/04/18	L
Business parking permits (per annum)	200.00	200.00	01/04/16	L
Commuter Bays (per annum)	500.00	500.00	01/04/16	L
Domestic Carer Permit (per annum)	40.00	40.00	01/04/16	L
Amendment to existing permit	25.50	25.50	01/04/16	L
Cancellation of permit	15.00	15.00	07/02/11	L
Disc Parking Scheme and Other Miscellaneous Charges				
Purchase of Disc (per annum)	36.00	Withdrawn	01/04/18	L
Waiver	20.00	20.00	06/04/15	L
Health and Homecare Permit (per annum)				
Amendment to existing permit	60.00	60.00	01/04/16	L
Cancellation of permit	22.50	22.50	06/04/15	L
	15.00	15.00	07/02/11	L
License Holder Car Parks (per annum)	86.30 *	90.00 *	01/04/18	I/N/L

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Disabled Blue Badge (per 3 years)	10.00	10.00	01/01/12	L
Car Parking in Parks and Open Spaces Effective 01/04/2015 Maximum Stay 5 hours				
Mon - Friday 8.00am to 6.30pm.				
0 - 3 hours	0.20 *	0.20 *	01/04/14	L
3 - 5 hours	0.50 *	0.50 *	01/04/14	L
Saturdays, Sundays & Bank Holidays Blue Badge holders (for up to 5 hours)	No Charge No Charge	No Charge No Charge		
VEHICLE PARKING - WITHIN PARKS AND OPEN SPACES ONLY				
Release of vehicles that have been locked in a car park	78.00	80.00	01/04/18	I/N/L
Fee for vehicle left in car park overnight	104.00	107.00	01/04/18	I/N/L
Events Charging For Traffic Management and Parking				
0 - 50 attendees	0.00	100.00 *	02/04/18	D/L
51 - 100 attendees	0.00	200.00 *	02/04/18	D/L
101 - 1000 attendees	0.00	500.00 *	02/04/18	D/L
1001+ attendees	0.00	1,000.00 *	02/04/18	D/L
plus hourly rate of £65 per hour	0.00	65.00 *	02/04/18	D/L
NRSW (Mayrise) fees and charges apply				
Road closure per road	0.00	2,050.00 *	02/04/18	D/L

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
ENVIRONMENTAL HEALTH:				
Annual Licences				
Animal boarding establishments (Animal Boarding Establishments Act 1963)				
New application	322.00	0.00	01/04/18	See Below
Renewal	263.50	0.00	01/04/18	See Below
New application Part A	0.00	270.00	01/04/18	D/L
New application Part B	0.00	100.00	01/04/18	D/L
Note: total fee for new application £370				
Renewal Part A	0.00	150.00	01/04/18	D/L
Renewal Part B	0.00	150.00	01/04/18	D/L
Note: total fee for renewal £300				
Duplicate	0.00	25.00	01/04/18	D/L

Basis of Increase:

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- I - Based on relevant inflationary change
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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Annual Licences (continued)				
Breeding establishments for dogs (Breeding of dogs act 1973 and 1991)				
New application	322.00	0.00	01/04/18	See Below
Renewal	263.50	0.00	01/04/18	See Below
New application Part A (Plus vet fees if applicable)	0.00	270.00	01/04/18	D/L
New application Part B (Plus vet fees if applicable)	0.00	100.00	01/04/18	D/L
Note: total fee for new application £370				
Renewal Part A	0.00	150.00	01/04/18	D/L
Renewal Part B	0.00	150.00	01/04/18	D/L
Note: total fee for renewal £300				D/L
Duplicate	0.00	25.00	01/04/18	D/L

Basis of Increase:

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Annual Licences (continued)				
Keeping of dangerous wild animals (Dangerous Wild Animals Act 1976)				
New application	345.50	0.00	01/04/18	See Below
Renewal (no change)	263.50	0.00	01/04/18	See Below
New application Part A	0.00	330.00	01/04/18	D/L
New application Part B	0.00	100.00	01/04/18	D/L
Note: total fee for new application £430				
Renewal Part A	0.00	330.00	01/04/18	D/L
Renewal Part B	0.00	100.00	01/04/18	D/L
Note: total fee for renewal £430				
Duplicate	0.00	25.00	01/04/18	D/L
Special treatment establishments (London Local Authority Act 1991)				
Single treatment	247.50	0.00	01/04/18	See Below
Multiple treatment	362.00	0.00	01/04/18	See Below
If paid before the licence expiry date plus 10 working days fee reduced to				
Single treatment	196.00	0.00	01/04/18	See Below
Multiple treatment	300.00	0.00	01/04/18	See Below

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- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Annual Licences (continued)				
Special treatment establishments (London Local Authority Act 1991)				
Variation of licence	74.00	0.00	01/04/18	See Below
Transfer of licence	72.50	Withdrawn	01/04/18	L
One day licence	65.00	Withdrawn	01/04/18	L
High risk single treatment New	0.00	510.00	01/04/18	D/L
High risk single treatment New	0.00	150.00	01/04/18	D/L
Note: total fee for new application £660				
High risk Multiple treatment New	0.00	630.00	01/04/18	D/L
High risk Multiple treatment New	0.00	150.00	01/04/18	D/L
Note: total fee for new application £780				
High risk renewal single treatment	0.00	150.00	01/04/18	D/L
High risk renewal single treatment	0.00	150.00	01/04/18	D/L
Note: total fee for renewal £300				
High risk Renewal multiple treatment	0.00	210.00	01/04/18	D/L
High risk Renewal multiple treatment	0.00	150.00	01/04/18	D/L
Note: total fee for renewal £360				
Variation(additional treatment High risk)	0.00	300.00	01/04/18	D/L
Variation(additional treatment High risk)	0.00	0.00	01/04/18	D/L
Note: total fee for variation £300				
Change of details	0.00	100.00	01/04/18	D/L
Late renewal surcharge**	0.00	40.00	01/04/18	D/L
Duplicate	0.00	25.00	01/04/18	D/L

Basis of Increase:

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- S - An increase above inflation in line with a corporate saving plan
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Neighbourhoods Environment

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*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Annual Licences (continued)				
**surcharge to be paid for renewal applications that are received within 30				
low risk single treatment New	0.00	330.00	01/04/18	D/L
low risk single treatment New	0.00	150.00	01/04/18	D/L
Note: total fee for new application £480				
low risk multiple treatment New	0.00	450.00	01/04/18	D/L
low risk multiple treatment New	0.00	150.00	01/04/18	D/L
Note: total fee for new application £600				
Low risk renewal single treatment	0.00	100.00	01/04/18	D/L
Low risk renewal single treatment	0.00	150.00	01/04/18	D/L
Note: total fee for renewal £250				
Low risk renewal multiple treatment	0.00	150.00	01/04/18	D/L
Low risk renewal multiple treatment	0.00	150.00	01/04/18	D/L
Note: total fee for renewal £300				
Variation (additional treatment low risk)*	0.00	150.00	01/04/18	D/L
Change of details	0.00	25.00	01/04/18	D/L
Late renewal surcharge**	0.00	40.00	01/04/18	D/L
Duplicate	0.00	25.00	01/04/18	D/L
* if the additional treatment is high risk the higher fee must be paid.				

Basis of Increase:

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I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Annual Licences (continued)				
Performing Animals				
Performing Animals (Regulations) Act 1925				
Registration	105.00	0.00	01/04/18	See Below
Application to vary registration	51.00	Withdrawn	01/04/18	L
Certificate	28.25	29.00	01/04/18	I/N/P
New application Part A	0.00	270.00	01/04/18	D/L
New application Part B	0.00	50.00	01/04/18	D/L
Note: total fee for new application £320				
Renewal Part A	0.00	90.00	01/04/18	D/L
Renewal Part B	No Charge	No Charge	01/04/18	L
Note: total fee for renewal £90				
Duplicate	0.00	25.00	01/04/18	D/L
Pet Animals				
Pet Animals Act 1951				
Pet Shops new application (plus vet fees if applicable)	322.00	0.00	01/04/18	See Below
Renewal (no change)	263.50	0.00	01/04/18	See Below
Pet Shops New application Part A (plus vet fees if applicable)	0.00	315.00	01/04/18	D/L
Pet Shops New application Part B	0.00	100.00	01/04/18	D/L
Note: total fee for new application £415				
Renewal Part A	0.00	120.00	01/04/18	D/L
Renewal Part B	0.00	150.00	01/04/18	D/L
Note: total fee for renewal £270				
Duplicate	0.00	25.00	01/04/18	D/L

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- S - An increase above inflation in line with a corporate saving plan
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Annual Licences (continued)				
Riding Establishments (Riding Establishments Acts 1964-1970)				
New application (plus vet fees if applicable)	340.75	0.00	01/04/18	See Below
Application to change licence (plus vet fees if applicable)	51.00	Withdrawn	01/04/18	L
New application Part A (plus vet fees if applicable)	0.00	315.00	01/04/18	D/L
New application Part B	0.00	50.00	01/04/18	D/L
Note: total fee for new application £365				
Renewal Part A plus vet inspection fee	0.00	90.00	01/04/18	D/L
Renewal Part B	0.00	50.00	01/04/18	D/L
Note: total fee for renewal £140				
Duplicate	0.00	25.00	01/04/18	D/L

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- S - An increase above inflation in line with a corporate saving plan
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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Zoo Licensing (Zoo Licensing Act 1981)				
Notification to operate a Zoo	171.50	Withdrawn	01/04/18	L
New application (plus vet fees if applicable)	572.00	0.00	01/04/18	See Below
Application to change (plus vet fees if applicable)	319.25	0.00	01/04/18	See Below
New application Part A fee	0.00	630.00	01/04/18	D/L
New application Part B fee	No Charge	No Charge	01/04/18	L
Note: total fee for application £630				
Renewal (no change) Part A fee plus vet inspection fee	0.00	450.00	01/04/18	D/L
Renewal Part B fee	No Charge	No Charge	01/04/18	L
Note: total fee for renewal £450				
Alteration Part A plus vet inspection fee	0.00	550.00	01/04/18	D/L
Alteration Part B plus vet inspection fee	No Charge	No Charge	01/04/18	L
Note: total fee for alteration £550				
Sex Establishment Licensing (Local Govt. Miscellaneous Provisions Act 1982)				
New application	2,144.00	0.00	01/04/18	See Below
Application to change licence	1,072.00	Withdrawn	01/04/18	L
New application Part A fee	0.00	2,040.00	01/04/18	D/L
New application Part B fee	No Charge	No Charge	01/04/18	L
Note: total fee for application £2040				
Renewal Part A fee	0.00	300.00	01/04/18	D/L
Renewal Part B fee	0.00	100.00	01/04/18	D/L
Note: total fee for renewal £400				

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Neighbourhoods Environment

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Hypnotism consent (Hypnotism Act 1952)	123.50	0.00	01/04/18	See Below
New application Part A	0.00	300.00	01/04/18	D/L
New application Part B	No Charge	No Charge	01/04/18	L
Note: Total fee for new application £300				
Street Trading Licences (London Local Authorities Act 1990)				
Subject to review and a separate consultation for proposed street trading protocol				
Trading between 05:00 - 20:00				
Seven days per week	2,040.75	2,102.00	01/04/18	I/N/P
Six days per week	1,749.50	1,802.00	01/04/18	I/N/P
Five days per week	1,462.75	1,507.00	01/04/18	I/N/P
Four days per week	1,167.00	1,202.00	01/04/18	I/N/P
Three days per week	877.25	904.00	01/04/18	I/N/P
Two days per week	583.50	601.00	01/04/18	I/N/P
One day per week	293.25	302.00	01/04/18	I/N/P

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Street Trading Licences (Continued)				
Trading between 20:00 - 02:00				
Seven days per week	2,525.50	2,602.00	01/04/18	I/N/P
Six days per week	2,166.00	2,231.00	01/04/18	I/N/P
Five days per week	1,804.75	1,859.00	01/04/18	I/N/P
Four days per week	1,444.00	1,488.00	01/04/18	I/N/P
Three days per week	1,082.50	1,115.00	01/04/18	I/N/P
Two days per week	716.50	738.00	01/04/18	I/N/P
One day per week	358.50	370.00	01/04/18	I/N/P
These can be paid annually in advance				
Temporary Street Trading Licences (up to 6 months)				
Trading between 05.00 and 20.00				
Seven days per week	1,021.00	1,052.00	01/04/18	I/N/P
Six days per week	876.00	903.00	01/04/18	I/N/P
Five days per week	732.00	740.00	01/04/18	I/N/P
Four days per week	583.50	601.00	01/04/18	I/N/P
Three days per week	438.75	452.00	01/04/18	I/N/P
Two days per week	292.25	301.00	01/04/18	I/N/P
One day per week	147.25	152.00	01/04/18	I/N/P

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Neighbourhoods Environment

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Advertisement A Boards				
Removal cost	112.20	116.00	01/04/18	I/N/P
Storage cost per week	10.20	11.00	01/04/18	I/N/P
Disposal cost	30.60	32.00	01/04/18	I/N/P
Return cost (collection only)	56.10	58.00	01/04/18	I/N/P
Total cost if not collected within 14 days	204.00	211.00	01/04/18	I/N/P
Abandoned Shopping Trolleys				
Collection fee	30.00	31.00	01/04/18	I/N/P
Storage fee per week/part week	20.00	21.00	01/04/18	I/N/P
Administration fee	25.00	26.00	01/04/18	I/N/P
Disposal of unwanted trolleys	25.00	26.00	01/04/18	I/N/P

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Temporary Street Trading Licences (up to 6 months) (continued)				
Trading between 20.00 and 02.00				
Seven days per week	1,263.50	1,302.00	01/04/18	I/N/P
Six days per week	1,084.75	1,118.00	01/04/18	I/N/P
Five days per week	903.00	931.00	01/04/18	I/N/P
Four days per week	722.00	744.00	01/04/18	I/N/P
Three days per week	541.25	558.00	01/04/18	I/N/P
Two days per week	361.75	373.00	01/04/18	I/N/P
One day per week	188.00	194.00	01/04/18	I/N/P
Daily Temporary Licence for special events	42.25	44.00	01/04/18	I/N/P
Duplicate Licence	45.50	47.00	01/04/18	I/N/P
Variations to existing Licences	95.75	99.00	01/04/18	I/N/P
Stray Dog Service				
Administration Fee	10.00	11.00	01/04/18	D/L
Weekdays 09:00 - 16:59	50.00	52.00	01/04/18	D/L
Weekdays 17:00 - 21:59	65.00	67.00	01/04/18	D/L
Weekdays 22:00 - 08:59	70.00	73.00	01/04/18	D/L
Weekends 09:00 - 16:59	70.00	73.00	01/04/18	D/L
Weekends 17:00 - 08:59	70.00	73.00	01/04/18	D/L
Bank Holidays	70.00	73.00	01/04/18	D/L
Charge per day per dog/part day	14.00	15.00	01/04/18	D/L

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Land Quality Reports				
Written report that takes less than 2 hours to complete:				
a) 5 working day response (where available and on request)	510.00 *	526.00 *	01/04/18	D/L
b) 20 working day response	280.50 *	290.00 *	01/04/18	D/L
For every hour over 2 hours	81.75 *	85.00 *	01/04/18	D/L
To respond to specific questions on land quality hourly rate	81.75 *	85.00 *	01/04/18	D/L
5 – Year Licence				
Mandatory HMO Licensing (Housing Act 2004)				
New licences:				
Up to 5 lettings	1,081.25	1,115.00	01/04/18	D/L
6 - 9 lettings	1,245.00	1,284.00	01/04/18	D/L
10 - 14 lettings	1,428.00	1,473.00	01/04/18	D/L
15 - 19 lettings	1,581.00	1,630.00	01/04/18	D/L
20 lettings and above	1,734.00	1,788.00	01/04/18	D/L
Changes to a licence:				
Single dwelling is re-let as a House in Multiple Occupation	877.25	Withdrawn	01/04/18	L
House in Multiple Occupation is re-let as a single dwelling	158.25	Withdrawn	01/04/18	L
Additional HMO Licence	900.00	900.00	01/11/17	L

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Miscellaneous housing-related fees				
Fee for each type of Statutory Notice served under the Housing Act 2004 with the ability to add the cost of any report required from external experts such as Gas, Electricity or Structural surveyors	510.00	510.00	01/04/17	L
Fee per visit for Housing Inspection and Assessments for Immigration	132.75	133.00	01/04/18	D/L
Caravan site licence (Caravan Sites and Control of Development Act 1960)	377.50	378.00	01/04/18	D/L
Gambling Act 2005 Bingo Club premises				
Fees set by LA (subject to maxima set by Govt.)				
New premises application	3,346.25	3,347.00	01/04/18	I/N/P
Annual fee	655.00	675.00	01/04/18	I/N/P
Application to vary	1,088.00	1,121.00	01/04/18	I/N/P
Application to transfer	550.00	567.00	01/04/18	I/N/P
Gambling Act 2005 Bingo Club premises (continued)				
Fees set by LA (subject to maxima set by Govt.)				
Application for reinstatement	853.25	879.00	01/04/18	I/N/P
Application for a provisional statement	1,138.00	1,173.00	01/04/18	I/N/P
License application (provisional statement holders)	853.25	879.00	01/04/18	I/N/P

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Betting shop				
New premises application	1,115.00	1,150.00	01/04/18	I/N/P
Annual fee	600.00	600.00	01/04/17	L
Application to vary	834.75	861.00	01/04/18	I/N/P
Application to transfer	550.00	567.00	01/04/18	I/N/P
Application for reinstatement	853.25	880.00	01/04/18	I/N/P
Application for a provisional statement	1,138.00	1,174.00	01/04/18	I/N/P
License application (provisional statement holders)	853.25	880.00	01/04/18	I/N/P
Betting premises tracks				
New premises application	2,500.00	2,578.00	01/04/18	D/L
Annual fee	860.75	888.00	01/04/18	I/N/P
Application to vary	1,098.75	1,133.00	01/04/18	I/N/P
Application to transfer	550.00	567.00	01/04/18	I/N/P
Application for reinstatement	824.00	850.00	01/04/18	I/N/P
Application for a provisional statement	2,500.00	2,578.00	01/04/18	D/L
License application (provisional statement holders)	824.00	850.00	01/04/18	I/N/P

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Family Entertainment centres				
New premises application	1,494.00	1,541.00	01/04/18	I/N/P
Annual fee	655.00	676.00	01/04/18	I/N/P
Application to vary	1,000.00	1,000.00	01/04/16	L
Application to transfer	550.00	567.00	01/04/18	I/N/P
Application for reinstatement	824.00	850.00	01/04/18	I/N/P
Application for a provisional statement	1,527.75	1,575.00	01/04/18	I/N/P
License application (provisional statement holders)	857.50	884.00	01/04/18	I/N/P
Adult gaming centres				
New premises application	1,515.50	1,563.00	01/04/18	I/N/P
Annual fee	655.00	676.00	01/04/18	I/N/P
Application to vary	1,000.00	1,031.00	01/04/18	D/L
Application to transfer	550.00	567.00	01/04/18	I/N/P
Application for reinstatement	824.00	850.00	01/04/18	I/N/P
Application for a provisional statement	1,472.25	1,560.00	01/04/18	I/N/P
License application (provisional statement holders)	824.00	850.00	01/04/18	I/N/P

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Scrap Metal Dealers Act 2013				
Application for a new scrap metal site licence	830.00	856.00	01/04/18	D/L
Application for a new scrap metal collectors licence	250.00	276.00	01/04/18	D/L
Application for a variation of an existing licence	134.00	139.00	01/04/18	D/L
Site licence to a collectors licence				
Application for a variation of an existing licence	700.00	722.00	01/04/18 01/04/18	D/L
Scrap Metal Dealers Act 2013 (continued)				
Collectors licence to a site licence				
Application for a variation of an existing licence not listed above	184.50	191.00	01/04/18	D/L
Renewal application for a site licence under Scrap Metal Dealers Act 2013	830.00	856.00	01/04/18	D/L
Renewal application for a collectors licence under Scrap Metal Dealers Act 2013	250.00	258.00	01/04/18	D/L
Lost licence replacement	52.00	25.00	01/04/18 01/04/18	D/L
Marriage Act 1949				
Wedding Registration	800.75	See Below	01/04/18	L
New application Part A fee	0.00	675.00	01/04/18	L
New Application Part B fee	0.00	180.00	01/04/18	L
Note: Total fee parts A and B £855				
Renewal of Premises Licensing				
Renewal Part A fee	0.00	195.00	01/04/18	L
Renewal Part B fee	0.00	180.00	01/04/18	L
Note: Total fee parts A and B £375				

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Primary Authority				
Annual Fee, pays for 20 hours work (Enterprise and Regulatory Reform Act)	1,200.00	1,236.00	01/04/18	I/L
Hourly rate, agreed in advance for work beyond 20 hours.	60.00	62.00	01/04/18	I/N/L
Food				
Health Export Certificates (these are issued on request to food businesses who wish to export foodstuff outside the EU. They are provided to assist local exporters in meeting the food safety requirements. Only the local authority can provide them.)	50.00	52.00	01/04/18	D/L
Food Hygiene Rating Requested re-rating inspection , New charge for 2017. Can only be supplied by the local authority by the Enterprise Act. No Vat applicable	195.00	202.00	01/04/18	I/N/L

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Neighbourhoods Development

(B) Charges determined by Committee

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
PLANNING AND BUILDING CONTROL:				
Photocopying per A4 and A3 sheet (minimum charge £1)	0.20 *	0.25 *	01/04/18	N/P
Photocopying of plans (per sheet)	19.00 *	19.75 *	01/04/18	I/N/P
Other Planning requests - per hour (minimum 1/2 hour)	72.50	74.75	01/04/18	I/N/P
Other Building Control requests - per hour	72.50	74.75	01/04/18	I/N/P
[The Building (Local Authority Charges) Regulations 2010] Committee reports (available from website for free)				
Section 106 Monitoring - A percentage of the total tariff payment required under the Council's Planning Obligations Supplementary Planning Document. For further details please				
Demolition Notices (Per Site) (larger sites will be assessed separately, customers are invited to contact Building control for a bespoke price)	225.00	235.00	01/04/18	D/L
Building Control - Dangerous Structure charge				
8am - 5pm - per hour	75.00	77.50	01/04/18	D/L
5pm - 8am - per hour	112.50	77.50	01/04/18	D/L
(Travelling costs will also be charged as appropriate as well as Dangerous Structures Consortium Contractors Costs)				

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Pre-Application advice				
Pre-Application advice				
Householder/Small Business - Face to Face	51.50 *	53.25 *	01/04/18	I/N/P
Householder/Small Business - Written Response	83.00 *	85.50 *	01/04/18	I/N/P
Change of Business Premises up to 99 sq.m	154.50 *	159.25 *	01/04/18	I/N/P
Pre-Application advice - Residential units/Commercial or Industrial Floor space				
1 residential unit	154.50 *	159.25 *	01/04/18	I/N/P
1 residential unit - Follow up advice	31.00 *	32.00 *	01/04/18	I/N/P
2-3 residential/100-499sq m floor space	309.00 *	318.25 *	01/04/18	I/N/P
2-3 residential/100-499sq m floor space - Follow up advice	61.50 *	63.50 *	01/04/18	I/N/P
4-9 residential/500-999 sq. m floor space	824.00 *	848.75 *	01/04/18	I/N/P
4-9 residential/500-999 sq. m floor space - Follow up advice	204.00 *	210.25 *	01/04/18	I/N/P
10-24 residential/1000-1999 sq.m floor spc/telecoms	1,545.50 *	1,592.00 *	01/04/18	I/N/P
10-24 residential/1000-1999 sq.m floor spc/telecoms - Follow up advice	306.00 *	315.25 *	01/04/18	I/N/P
25-49 residential/2000-4999 sq. m floor space	1,803.00 *	1,857.25 *	01/04/18	I/N/P
25-49 residential/2000-4999 sq. m floor space - Follow up advice	357.00 *	367.75 *	01/04/18	I/N/P
50-99 residential/5000-9999 sq. m floor space	2,060.50 *	2,122.50 *	01/04/18	I/N/P
50-99 residential/5000-9999 sq. m floor space - Follow up advice	408.00 *	420.25 *	01/04/18	I/N/P
100+ residential/10000+ sq. m floor space	2,575.50 *	2,652.75 *	01/04/18	I/N/P
100+ residential/10000+ sq. m floor space	510.00 *	525.50 *	01/04/18	I/N/P

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Research, retrieval and copy of one document for domestic properties	40.00	41.25	01/04/18	I/N/P
Research, retrieval and copy of one document for non-domestic properties	60.00	62.00	01/04/18	I/N/P
For each additional document	19.00	19.75	01/04/18	I/N/P
Planning Condition History Search (30 minutes)	36.00	37.25	01/04/18	I/N/P
Additional research time (per 15 minutes)	18.00	18.75	01/04/18	I/N/P
Supply of letter detailing inspections (where no completion certificate exists) per hour	105.00	116.25	01/04/18	D/L
Request for written confirmation that Enforcement Notice complied with or of no effect	140.00	144.25	01/04/18	I/N/P
Request to withdraw Enforcement Notice where no longer of effect	800.00	824.00	01/04/18	I/N/P
High Hedge Complaint	310.00	500.00	01/04/18	D/L

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TRADING STANDARDS:				
Trading Standards NE London Metrology Partnership Income Income is credited to the joint trading account				
Section 11 (4) of the Weights and Measures Act 1985				
Measuring Instruments:				
(a) Linear (with or without divisions/sub divisions)				
First Tape	12.40 *	12.80 *	01/04/18	I/N/L
(b) Capacity (without divisions, not exceeding 1 litre) - each measure				
(c) Cubic ballast				
Other than brim (each measure)	205.60 *	211.80 *	01/04/18	I/N/L
Brim/bucket type (each measure)	90.80 *	93.50 *	01/04/18	I/N/L
1. Liquid capacity measures for making and checking average quantity purchases each measure				
	32.20 *	33.20 *	01/04/18	I/N/L
2. Templates (per scale)				
First item	56.40 *	58.10 *	01/04/18	I/N/L
Second and subsequent items	22.95 *	23.65 *	01/04/18	I/N/L

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(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Measuring Instruments (continued):				
(d) Liquid fuel, Lubricants etc. (each instrument)				
1. Container type (not sub-divided)	105.10 *	108.25 *	01/04/18	I/L
2. Other types (multi-outlets)				
1 meter tested	136.70 *	140.80 *	01/04/18	I/L
Each additional meter tested	84.15 *	86.67 *	01/04/18	I/L
3. Test of peripheral equipment on separate visit	105.10 *	108.25 *	01/04/18	I/L
4. Test of credit card acceptor	105.10 *	108.25 *	01/04/18	I/L
5. MID verification				
1 meter tested	171.70 *	176.85 *	01/04/18	I/L
Each additional meter	105.10 *	108.25 *	01/04/18	I/L
(e) Intoxicating liquor (each instrument)				
Not exceeding 150ml (individual submissions)	20.40 *	21.00 *	01/04/18	I/N/L
Other	24.50 *	25.25 *	01/04/18	I/N/L

Basis of Increase:

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I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

Basis for setting charge increase above complies with either:

P - The Corporate Charging Policy

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

Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Measuring Instruments (continued):				
(g) Each weight (stamping)				
1. Weights exceeding 5kg or not exceeding 500mg, 2cm	11.25 *	11.60 *	01/04/18	I/N/L
2. Other weights	8.60 *	8.90 *	01/04/18	I/N/L
3. Other weights (more than one submitted)	7.20 *	7.45 *	01/04/18	I/N/L
4. Adjusting weights (per hour)	107.10 *	110.00 *	01/04/18	I/N/L
(h) Verification - Weighing Machines / Weighing Equipment				
1. Calibrated to weigh only metric:				
Not exceeding 15kg	34.90 *	36.00 *	01/04/18	I/N/L
Exceeding 15kg to 100kg	49.90 *	51.50 *	01/04/18	I/N/L
Exceeding 100kg to 250kg	82.70 *	85.20 *	01/04/18	I/N/L
Exceeding 250kg to 1 tonne	120.00 *	123.60 *	01/04/18	I/L
Exceeding 1 tonne to 10 tonne	191.80 *	197.60 *	01/04/18	I/N/L
Exceeding 10 tonnes to 30 tonnes	402.90 *	415.00 *	01/04/18	I/L
Exceeding 30 tonnes to 60 tonnes	600.30 *	618.30 *	01/04/18	I/L
2. When testing instruments incorporate peripherals such as remote display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be charged at the standard hourly rate:	107.10 *	110.30 *	01/04/18	I/N/L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Measuring Instruments (continued):				
3. Medical weighing scales Not exceeding 15kg	34.70 *	35.75 *	01/04/18	I/N/L
Exceeding 15kg to 100kg	50.25 *	51.75 *	01/04/18	I/N/L
Exceeding 100kg to 250kg	82.70 *	85.20 *	01/04/18	I/N/L
Exceeding 250kg to 1 tonne	120.00 *	123.60 *	01/04/18	I/L
Certificate of errors				
For supplying a certificate containing results of errors found on testing (cert supplied upon request of the submitter, fee applies when no other fee is payable)	46.72 *	48.12 *	01/04/18	I/L
Measuring Instrument Directive				
Measuring Instruments for liquid fuel and lubricants (initial verification not re-verification) (surcharge over fee listed above)	10% Surcharge *	10% Surcharge *	01/04/17	D/L
Other Weighing or Measuring Equipment				
Brake tester/spring balance type	56.45 *	58.15 *	01/04/18	I/N/L
For equipment other than the categories specifically described above, or equipment submitted for testing by means of statistical sampling techniques, or in pursuance of a Community obligation other than EEC. Initial or partial verification per man hour spent at place of submission of equipment etc. (pro rata for one quarter hour periods)	107.10 *	110.30 *	01/04/18	I/N/L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Standards Services provided to Other Local Authorities				
Testing and Associated Services (per hour)	89.40	92.10	01/04/18	I/N/L
Collection Delivery charge (price shown is per mile) return trip + congestion charge where applicable	0.72	0.74	01/04/18	I/N/L
Inspections during standard office hours, including travelling time	89.40	92.10	01/04/18	I/N/L
Block Booked and Pre-paid Inspections totalling more than £5000 (per hour)	61.30	63.15	01/04/18	I/N/L
Section 76 of the 1985 Act				
For other services or facilities provided, or for authorisation, certificates or other documents issued in pursuance of a community obligation				
Per man hour spent at place of providing the service, facility etc. (pro rata of one quarter hour periods)	89.35	92.00	01/04/18	I/N/L
UKAS Laboratory				
Charge for calibration to M1 level 25kg - 1mg (Incl. cert where total order over £100)				
One weight submitted	19.40 *	20.00 *	01/04/18	I/N/L
Certificate where total order is less than 100	30.70 *	31.70 *	01/04/18	I/N/L

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Neighbourhoods Environment

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
UKAS Laboratory (continued):				
Charge for calibration to F2 level 20kg - 1mg (Incl. cert where total order over £100) One weight submitted	47.50 *	48.95 *	01/04/18	I/N/L
Certificate where total order is less than £100	30.70 *	31.65 *	01/04/18	I/N/L
(Where multiple weights are submitted of the same nomination a 10% reduction may apply).				
GLC (General Powers) Act 1985				
Competitive Bidding - Licence Registration fee	344.50	354.85	01/04/18	I/L
Financial Investigation by Accredited Financial Investigator (LA)				
Where no individual agreement exists, per hour spent by AFI	66.30	68.30	01/04/18	I/N/L
'PASS' Alcohol awareness retailer training fee (per delegate - Inc. VAT)	64.50 *	66.45 *	01/04/18	I/N/L

Basis of Increase:

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**oneSource
Asset Management**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Licenced Trader Market Charges				
Monthly Charges (Includes Weds, Fri & Sat Markets)				
Market - All Locations				
Ground space/6ft frontage	171.00	171.00	01/04/15	L
Electricity Charge per Ground Space/6ft frontage <i>(Electricity Charges will be applied to all licences other than to</i>	11.70	11.70	01/04/15	L
<i>Extra Land (Daily Charge)</i>	5.35	5.35	01/04/15	L
Other one-off charges				
Nomination of Licence	255.00	255.00	01/04/15	L
Nomintation of Licence to member of Family	185.00	185.00	01/04/15	L
Other alterations to Licences	42.50	42.50	01/04/15	L
Casual Trader Market Charges				
Daily Charges				
Saturday Market – Ground Space/6ft frontage including electricity	27.00	27.00	01/04/15	L
Wed or Friday Market – Ground Space/6ft frontage including electricity	19.00	19.00	01/04/15	L
Extra Land (Daily Charge)	5.35	5.35	01/04/15	L

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**oneSource
Asset Management**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Extra Market Days – At Christmas/Sundays/Banks Holidays				
Daily Charges				
Market - All Locations				
Licenced Traders - Ground space/6ft frontage including electricity (Must have held a Licence for at least 2 mths to qualify for this rate)	18.00	18.00	01/04/15	L
Casual Traders - Ground space/6ft frontage including electricity	24.00	24.00	01/04/15	L
Extra Land (Daily Charge)	5.35	5.35	01/04/15	L

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oneSource
Exchequer and Transactional Services

(A) Statutory and Nationally Agreed Charges as set by Havering & The Magistrates Courts

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Legal Fees				
Recovery of Rates/Community Charge/Council tax				
Summons Council Tax (inc £3 paid to the court)	105.00	105.00	01/04/11	P
Liability Order	10.00	10.00	01/04/10	P
Summons NNDR (inc £3 paid to the court)	180.00	180.00	01/04/11	P
Liability Order NNDR	47.00	47.00	01/04/11	P
Means Enquiry Summonses Council Tax (£245.00 paid to the court)	305.00	305.00	22/04/14	P
Arrest Warrants with Bail Council Tax (inc. £75 paid to the court)	145.00	145.00	22/04/14	P
Arrest Warrants without Bail Council Tax (inc. £75 paid to the court)	130.00	130.00	22/04/14	P

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Legal & Governance

(A) Statutory and Nationally Agreed Charges -

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Electoral Registration				
Sale of Electoral Registers				
Data format	20.00	20.00	01/02/01	P
Additional charge per 1000 entries	1.50	1.50	01/02/01	P
Paper format	10.00	10.00	01/02/01	P
Additional charge per 1000 entries	5.00	5.00	01/02/01	P

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Legal & Governance**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Electoral Registration				
Registration Certificate	17.40	17.90	01/04/18	I/N/P
Charge for each additional year checked	0.00	0.00	01/04/18	I/N/P
Ward Map	3.75	3.85	01/04/18	I/N/P
Photocopying:				
First page	2.15 *	2.20 *	01/04/18	I/N/P
Cost per additional page	0.30 *	0.30 *	01/04/18	I/N/P

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Legal & Democratic Services				
Licences to Assign (Seal)	448.00	750.00	01/04/18	S/P
Licence to Alter	448.00	750.00	01/04/18	S/P
Sale of Council Houses - Mortgage Fees	135.00	139.00	01/04/18	I/P
Mortgage Redemption Fees:				
Early redemption	122.00	126.00	01/04/18	I/P
Complete term	64.00	66.00	01/04/18	I/P
Deeds of release for pre-emption discount repayment	143.00	147.00	01/04/18	I/P
Release from Mortgage Covenant	92.00	95.00	01/04/18	I/P
Second Charge Questionnaire	96.00	99.00	01/04/18	I/P
Enquiries re: Discount repayment from Commercial sources	69.00	71.00	01/04/18	I/P
Administration fee re:enquiries from commercial sources on 2nd charges	50.00 *	52.00 *	01/04/18	I/P

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Reserve/Access Licences:				
Single payment	54.00	56.00	01/04/18	I/P
Annual payment	21.00	21.00	01/04/14	I/P
Lease of shops/offices:				
Town centre	655.00	750.00	01/04/18	S/P
Other	490.00	505.00	01/04/18	I/P
Complex Commercial Leases				
(fees dependent on complexity, urgency and time)				
Sale of surplus land/property				
N.B. All other conveyancing costs where Council can charge when terms so provide are by agreement in terms of solicitors Remuneration Order 1972.				

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oneSource
Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Planning Agreements (Section 106 Town & Country Planning act 1990)	£120 - £210 ph	£140 - £230 ph	01/04/18	S/P
Unilateral Undertaking	£120 - £210 ph	£140 - £230 ph	01/04/18	S/P
Legal Charges				
S38 Highways Act 1980 Supervision	£120 - £210 ph	£140 - £230 ph	01/04/18	S/P
Section 278 Highways Act 1980	£120 - £210 ph	£140 - £230 ph	01/04/18	S/P
Highway Agreements (Minimum Fee)	515.00	530.00	01/04/18	I/P

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Use of Council Chamber and Committee Rooms – Town Hall				
Council Chamber				
Monday to Friday - per whole day	347.00	357.00	01/04/18	I/P
Monday to Friday - per half day	174.00	179.00	01/04/18	I/P
Weekends - per whole day	480.00	494.00	01/04/18	I/P
Weekends - per half day	242.00	249.00	01/04/18	I/P
Evenings - after 6pm (Fridays and weekends only)	210.00	216.00	01/04/18	I/P
Committee Room 3				
Monday to Friday - per whole day	216.00	222.00	01/04/18	I/P
Monday to Friday - per half day	108.00	111.00	01/04/18	I/P
Monday to Friday - per 2 hour session	82.00	84.00	01/04/18	I/P
Evening - after 6pm (Fridays and weekends only)	108.00	111.00	01/04/18	I/P
Other Committee Rooms - per hour (daytime & evening)				
Room 1	33.00	34.00	01/04/18	I/P
Room 2	33.00	34.00	01/04/18	I/P
Room 4	33.00	34.00	01/04/18	I/P
Lettings to Charities and Voluntary Organisations				
Lettings to charities and voluntary organisations will usually attract a 50% discount.				

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Legal & Governance

(B) Charges determined by Committee

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Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Land and Property Services Various charges for services to private sector				
Democratic Services Copies of the Constitution	29.00	30.00	01/04/18	I/P
All Departments Local Government (Access to Information) Act 1985 Inspection of papers in background paper list				
Copying				
Supply of photocopies of background papers				
First page	2.00 *	2.00 *	01/04/15	I/P
Cost per additional page	0.20 *	0.20 *	01/04/15	I/P

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Legal & Governance

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Admission appeals				
Per appeal withdrawn before processing	No charge	No charge	01/04/14	
Per processed appeal withdrawn less than three weeks before hearing	144.00	155.00	01/04/18	I/P
Per appeal withdrawn once papers for hearing have been distributed	173.00	188.00	01/04/18	I/P
Per appeal heard	230.00	250.00	01/04/18	I/P
Per appeal referred to the Secretary of State alleging maladministration	Charge to be agreed on basis of work required	Charge to be agreed on basis of work required	01/04/18	I/P
Per appeal subject to judicial review proceedings			01/04/18	I/P
Exclusion reviews				
Per review withdrawn before processing	No charge	No charge		
Per processed review withdrawn less than three weeks before hearing	143.00	147.00	01/04/18	I/P
Per review withdrawn once papers for hearing have been distributed	169.00	174.00	01/04/18	I/P

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Legal & Governance**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Education Appeals:				
Per review heard				
For first hour of hearing and up to four hours of the clerk's time after the hearing; plus	287.00	296.00	01/04/18	I/P
For each subsequent hour or part of an hour of hearing; plus	65.00	67.00	01/04/18	I/P
For each subsequent hour or part of an hour of clerk's time	46.00	47.00	01/04/18	I/P
Per review referred to the Secretary of State alleging maladministration	Charge to be agreed on basis of work required at £46 per hour	Charge to be agreed on basis of work required at £46 per hour	01/04/18	I/P
Per review subject to judicial review proceedings			01/04/18	I/P
Applications to correct the Registers of Common Land and Town and Village Greens under the Commons Act 2006				
Declaration of entitlement to exercise a right of common	33.00	34.00	01/04/18	I/P/N
Creation of a right of common resulting in the registration of new common land	No charge	No charge	01/04/18	
Creation of a right of common over existing common land	129.00	133.00	01/04/18	I/P
Variation of a right of a common	129.00	133.00	01/04/18	I/P
Apportionment of a right of common	129.00	133.00	01/04/18	I/P
Attachment of a right of common	No Fee	No Fee		
Re-allocation of attached rights	129.00	133.00	01/04/18	I/P
Transfer of a right in gross	52.00	54.00	01/04/18	I/P

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Legal & Governance**

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2017/18 (from April 2017) £	Charges 2018/19 (from April 2018) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Surrender or extinguishment of a right of common Statutory disposition pursuant to section 14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)	100.00 193.00	100.00 199.00	15/12/14 01/04/18	I/P
Registration of a new town or village green other than by owner Registration of a new town or village green by the owner	No charge No charge	No charge No charge	15/12/14 15/12/14	

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- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan

Basis for setting charge increase above complies with either:

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy