

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Estates Management							
Freehold Reversions - 999 year lease	443.33	88.67	532.00	457.74	91.55	549.29	3%
Freehold Reversions - 999 year lease - valuation	112.50	22.50	135.00	116.16	23.23	139.39	3%
Freehold Reversions - 99 year lease	443.33	88.67	532.00	457.74	91.55	549.29	3%
Freehold Reversions - 99 year lease - valuation	112.50	22.50	135.00	116.16	23.23	139.39	3%
Residential Long Lease Extensions - Houses	443.33	88.67	532.00	457.74	91.55	549.29	3%
Residential Long Lease Extension Valuations - Houses	112.50	22.50	135.00	116.16	23.23	139.39	3%
Residential Long Lease Extensions - Flats	887.50	177.50	1,065.00	916.34	183.27	1,099.61	3%
Residential Long Lease Extension Valuations - Flats	163.33	32.67	196.00	168.64	33.73	202.37	3%
Document copying - If from paper copy	50.83	10.17	61.00	52.48	10.50	62.98	3%
Residential Leasehold Information + Ground Rent queries	45.83	9.17	55.00	47.32	9.46	56.78	3%
Local Searches - with Inspection	68.33	13.67	82.00	70.55	14.11	84.66	3%
Land Sale Request	101.67	20.33	122.00	104.97	20.99	125.97	3%
Assignments or Change of use or deed of Variation.	877.50	175.50	1,053.00	906.02	181.20	1,087.22	3%
Grant of licences / land sales - HRA and GF	877.50	175.50	1,053.00	906.02	181.20	1,087.22	3%
New Letting Fee	265.00	53.00	318.00	0.00	0.00	0.00	N/A
Housing Garage Valuations	188.33	37.67	226.00	194.45	38.89	233.34	3%

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Restrictive Covenant Releases - RTB's	5,610.00	1,122.00	6,732.00	5,610.00	1,122.00	6,732.00	0%
Restrictive Covenant Releases - Non - RTB	877.50	175.50	1,053.00	906.02	181.20	1,087.22	3%
Valuation for non-Ex right to Buy covenant release	877.50	175.50	1,053.00	906.02	181.20	1,087.22	3%
Former Landowners Consent - minor works	64.17	12.83	77.00	66.26	13.25	79.51	3%
Former Landowners Consent - major works + Deed of covenant	866.67	173.33	1,040.00	894.84	178.97	1,073.80	3%
Event Consent Request	50.83	10.17	61.00	52.48	10.50	62.98	3%
Garage Rents							
Owner occupier en bloc garage charges (52 week charge) -							
popular sites per week	10.83	2.17	13.00	11.08	2.22	13.30	2%
unpopular sites per week	8.83	1.77	10.60	9.00	1.80	10.80	2%
Campus East Lower Car Park							
Garages Rents per	15.92	3.18	19.10	16.25	3.25	19.50	2%
Revenues and Benefits							
Court Costs for council tax & business rates	104.50	0.00	104.50	104.50	0.00	104.50	0%

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Environmental Services							
Cemeteries							
Burial Fees							
Private Grave							
Coffin <=30" Wide and 78" Long*	750.00	-	750.00	765.00	-	765.00	2.0%
Large Coffin/ Casket >30" Wide and 78" Long*	1,100.00	-	1,100.00	1,125.00	-	1,125.00	2.3%
Burial in Timber Shored Grave*	1,100.00	-	1,100.00	1,125.00	-	1,125.00	2.3%
				0.00			
Public Grave	550.00	-	550.00	560.00	-	560.00	1.8%
Children's Grave	0.00	-	0.00	0.00	-	0.00	
Shallow Grave*	1,000.00	-	1,000.00	1,020.00	-	1,020.00	2.0%
Mausoleum Chamber*	400.00	-	400.00	410.00	-	410.00	2.5%
Grant of Exclusive Right Fees							
Lawn Graves							
Coffin <=30" Wide and 78" Long*	1,000.00	-	1,000.00	1,020.00	-	1,020.00	2.0%
Large Coffin/ Casket >30" Wide and 78" Long*	1,500.00	-	1,500.00	1,530.00	-	1,530.00	2.0%
Premium Graves (Chosen by family - Additional Fee)*	250.00	-	250.00	255.00	-	255.00	2.0%
Reservation of Grant of Exclusive Right (10 Year Period)*	1,500.00	-	1,500.00	1,530.00	-	1,530.00	2.0%
Extension of Grant of	550.00	-	550.00	560.00	-	560.00	1.8%
Mausoleum Crypt (top and bottom vault Lawn Cemetery)							
Mausoleum Crypt (top and bottom vault Lawn Cemetery)	7,000.00	-	7,000.00	7,140.00	-	7,140.00	2.0%
Non Resident	8,000.00	-	8,000.00	8,160.00	-	8,160.00	2.0%

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Description	2020-21			2021-22			%
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Premium Mausoleum Crypt (middle vault Lawn Cemetery) Non Resident	7,500.00	-	7,500.00	7,650.00	-	7,650.00	2.0%
Premium Mausoleum Crypt (middle vault Lawn Cemetery)	8,000.00	-	8,000.00	8,160.00	-	8,160.00	2.0%
Includes marble tablet with initial inscription. Bespoke artwork, photographs and vases will incur an additional charge - 75 years							
Transfer Ownership of Grant of Exclusive Right*	50.00	-	50.00	51.00	-	51.00	2.0%
Official Copy of Grant of Exclusive Right/Search Fee*	50.00	-	50.00	51.00	-	51.00	2.0%
Cremated Remains and Burial Fees							
Interment of Cremated Remains*	250.00	-	250.00	255.00	-	255.00	2.0%
Eco Interment of Cremated Remains*	150.00	-	150.00	153.00	-	153.00	2.0%
Strewing of Cremated Remains*	150.00	-	150.00	153.00	-	153.00	2.0%
Immurement of cremated remains*	100.00	-	100.00	102.00	-	102.00	2.0%
Second set of cremated remains - same time*	100.00	-	100.00	102.00	-	102.00	2.0%
Cremated Remains within Coffin*	100.00	-	100.00	102.00	-	102.00	2.0%
Cremated Remains License Fees							
Cremated Remains Memorial	500.00	-	500.00	510.00	-	510.00	2.0%
Commemorative Garden	400.00	-	400.00	408.00	-	408.00	2.0%
Half Size Lawn Grave*	500.00	-	500.00	510.00	-	510.00	2.0%
Commemorative Rose	450.00	-	450.00	459.00	-	459.00	2.0%
Sanctum 2000 Vault (Hyde Sanctum Family Vault (Hyde Cemetery)*)	750.00	-	750.00	765.00	-	765.00	2.0%
Memorial Garden Kerb (Hyde Cemetery)*)	1,600.00	-	1,600.00	1,632.00	-	1,632.00	2.0%
	300.00	-	300.00	306.00	-	306.00	2.0%

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Reservation for Cremated Remains Plot (10 years)*	750.00	-	750.00	765.00	-	765.00	2.0%
Additional 10 Year Licence Period*	200.00	-	200.00	204.00	-	204.00	2.0%
Memorial Permit Fees							
Headstones - new and replacement memorials*	200.00	-	200.00	204.00	-	204.00	2.0%
Tablet*	100.00	-	100.00	102.00	-	102.00	2.0%
Vase*	100.00	-	100.00	102.00	-	102.00	2.0%
Engrave an additional Subscription*	100.00	-	100.00	102.00	-	102.00	2.0%
Kerb Setting (Hatfield Hyde)*	250.00	-	250.00	255.00	-	255.00	2.0%
3x3 Half kerb set (memorial)							
Half Kerb Setting	N/A	N/A	N/A	150.00	-	150.00	#####
Non - residential plots	N/A	N/A	N/A	450.00	-	450.00	#####
Fine for any convention to memorial regulation	500.00	-	500.00	500.00	-	500.00	0.0%
Repair or cleaning of a memorial	Free	Free	Free	Free	Free	Free	

*Non Residential fees - all of the above fees are trebled for a person who at the time of death resides outside the borough of Welwyn Hatfield. Any fees relating to the grave afterwards will also be trebled. The only exceptions to the trebling of fees are as follows:

- If a grave for more than one person is purchased at the standard rate for the first internment for a Resident of the borough, any future fees will remain as standard

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Description	2020-21			2021-22			%
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Miscellaneous Fees							
Memorial Plaque	350.00	-	350.00	357.00	-	357.00	2.0%
Inclusion of small photo/bespoke artwork	90.00	-	90.00	92.00	-	92.00	2.2%
Inclusion of large photo/bespoke artwork	120.00	-	120.00	122.50	-	122.50	2.1%
New plaque for Memorial Garden Kerb (Hyde Only)	200.00	-	200.00	204.00	-	204.00	2.0%
New tablet for Commemorative Garden Plot (Lawn Only)	350.00	-	350.00	357.00	-	357.00	2.0%
Plaque on Wooden Memorial Bench	1,000.00	-	1,000.00	1,020.00	-	1,020.00	2.0%
Second Plaque on Existing Wooden Bench	300.00	-	300.00	306.00	-	306.00	2.0%
Plaque on Granite Memorial Bench	850.00	-	850.00	867.00	-	867.00	2.0%
Second Plaque on Existing Granite Bench	300.00	-	300.00	306.00	-	306.00	2.0%
Permission to vault a grave	500.00	-	500.00	510.00	-	510.00	2.0%
The Lodge Chapel*	100.00	-	100.00	102.00	-	102.00	2.0%
Hourly rate for exhumations	200.00	-	200.00	204.00	-	204.00	2.0%
Late fee - per half hour	150.00	-	150.00	153.00	-	153.00	2.0%
Turf Grave	60.00	-	60.00	61.50	-	61.50	2.5%

*Non Residential fees - all of the above fees are trebled for a person who at the time of death resides outside

- If a grave for more than one person is purchased at the standard rate for the first internment for a Resident of the borough, any future fees will remain as standard

- If a resident is required to move out of the area for medical care or to any nursing home within the last 2 years due to ill-health, a standard fee would apply

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Abandoned Vehicles							
Abandoned Vehicles - off private property	43.75	8.75	52.50	44.58	8.92	53.50	1.9%
Abandoned Vehicles - Return of vehicle	109.17	21.83	131.00	111.25	22.25	133.50	1.9%
Abandoned Vehicles - Storage rate per day	11.33	2.27	13.60	11.58	2.32	13.90	2.2%
General							
Benches (refurbished)	313.75	62.75	376.50	320.00	64.00	384.00	2.0%
Benches (new)	627.50	125.50	753.00	640.00	128.00	768.00	2.0%
Waste Collection Services							
Bulky Household Collections	36.50	-	36.50	37.25	-	37.25	2.1%
Bulky Household Collections - OAP's	18.55	-	18.55	19.50	-	19.50	5.1%
Bulky Household Collections - Benefits	18.55	-	18.55	19.50	-	19.50	5.1%
Insurance charge for collections within homes	15.83	3.17	19.00	16.25	3.25	19.50	2.6%
Collection of Hazardous Electrical items	33.33	-	33.33	34.00	-	34.00	2.0%
Clinical Waste collections (5 sacks/resident)	5.21	1.04	6.25	5.33	1.07	6.40	2.5%
Kitchen Caddie delivery charge	4.83	0.97	5.80	4.93	0.99	5.92	2.0%
Emptying of a contaminated wheeled bin	16.15	-	16.15	16.47	-	16.47	2.0%
Emptying of 2 contaminated wheeled bins (at same address)	21.55	-	21.55	21.98	-	21.98	2.0%
Cost of a first standard replacement (180/240L) bin	12.29	2.46	14.75	12.54	2.51	15.05	2.0%
Cost of a subsequent standard (180/240L) bin	25.33	5.07	30.40	25.84	5.17	31.01	2.0%
Cost of a first standard replacement (360L) bin	21.67	4.33	26.00	22.10	4.42	26.52	2.0%

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Cost of a subsequent standard (360L) bin	36.08	7.22	43.30	36.80	7.36	44.16	2.0%
Cost of a mini-bank unit	585.42	117.08	702.50	597.13	119.43	716.56	2.0%
Cost of a large bin (1100L) bin	N/A	N/A	N/A	333.33	66.67	400.00	0.0%
Garden Waste Collection							
First bin per property per annum	35.00	0.00	35.00	35.00	0.00	35.00	0.0%
Second bin per property per annum	60.00	0.00	60.00	60.00	0.00	60.00	0.0%
Dog Warden Services							
Collection / release fee for dog with collar & tag	25.50	-	25.50	26.00	-	26.00	2.0%
Collection / release fee for dog without collar & tag	35.70	-	35.70	36.50	-	36.50	2.2%
Dog collected by Warden and Transported to Kennels	76.50	-	76.50	78.00	-	78.00	2.0%
Kennel Fee per night	15.50	-	15.50	16.00	-	16.00	3.2%
Schedule of Offences							
Nuisance Parking - paid within 10 days	60.00	-	60.00	60.00	-	60.00	0.0%
- full amount of penalty	100.00	-	100.00	100.00	-	100.00	0.0%
Abandoning a vehicle - paid within 10 days	120.00	-	120.00	120.00	-	120.00	0.0%
- full amount of penalty	200.00	-	200.00	200.00	-	200.00	0.0%
Depositing Litter - paid within 10 days	50.00	-	50.00	50.00	-	50.00	0.0%
- full amount of penalty	75.00	-	75.00	75.00	-	75.00	0.0%
Failure to comply with a street litter control notice - paid within 10 days	60.00	-	60.00	60.00	-	60.00	0.0%
- full amount of penalty	100.00	-	100.00	100.00	-	100.00	0.0%
Failure to comply with a litter clearing notice - paid within 10 days	60.00	-	60.00	60.00	-	60.00	0.0%
- full amount of penalty	100.00	-	100.00	100.00	-	100.00	0.0%

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Unauthorised distribution of free printed matter							
- paid within 10 days	50.00	-	50.00	50.00	-	50.00	0.0%
- full amount of penalty	75.00	-	75.00	75.00	-	75.00	0.0%
Defacement by graffiti and flyposting							
- paid within 10 days	50.00	-	50.00	50.00	-	50.00	0.0%
- full amount of penalty	75.00	-	75.00	75.00	-	75.00	0.0%
Duty of Care							
- paid within 10 days	200.00	-	200.00	200.00	-	200.00	0.0%
- full amount of penalty	300.00	-	300.00	300.00	-	300.00	0.0%
Failure to comply with a dog control order							
- paid within 10 days	50.00	-	50.00	50.00	-	50.00	0.0%
- full amount of penalty	75.00	-	75.00	75.00	-	75.00	0.0%
Failure to produce authority (waste carriers licence) - paid within 10 days	200.00	-	200.00	200.00	-	200.00	0.0%
- full amount of penalty	300.00	-	300.00	300.00	-	300.00	0.0%
Failure to furnish documentation (waste transfer notes) - paid within 10 days	200.00	-	200.00	200.00	-	200.00	0.0%
- full amount of penalty	300.00	-	300.00	300.00	-	300.00	0.0%
Offences relating to waste receptables (e.g. General Fund Fees and Charges	40.00	-	40.00	40.00	-	40.00	0.0%
- full amount of penalty	80.00	-	80.00	80.00	-	80.00	0.0%

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Roundabout Sponsorship							
High Profile							
1 year sponsorship	2,612.50	522.50	3,135.00	2,665.00	533.00	3,198.00	2.0%
3 year sponsorship	5,491.67	1,098.33	6,590.00	5,601.67	1,120.33	6,722.00	2.0%
5 year sponsorship	7,841.67	1,568.33	9,410.00	8,000.00	1,600.00	9,600.00	2.0%
Medium Profile (main road)							
1 year sponsorship	2,091.67	418.33	2,510.00	2,135.00	427.00	2,562.00	2.1%
3 year sponsorship	4,391.67	878.33	5,270.00	4,479.17	895.83	5,375.00	2.0%
5 year sponsorship	6,275.00	1,255.00	7,530.00	6,400.00	1,280.00	7,680.00	2.0%
Medium Profile (residential road)							
1 year sponsorship	1,566.67	313.33	1,880.00	1,600.00	320.00	1,920.00	2.1%
3 year sponsorship	3,291.67	658.33	3,950.00	3,358.33	671.67	4,030.00	2.0%
5 year sponsorship	4,708.33	941.67	5,650.00	4,802.08	960.42	5,762.50	2.0%
Low Profile							
1 year sponsorship	783.33	156.67	940.00	800.00	160.00	960.00	2.1%
3 year sponsorship	1,641.67	328.33	1,970.00	1,675.00	335.00	2,010.00	2.0%
5 year sponsorship	2,350.00	470.00	2,820.00	2,397.50	479.50	2,877.00	2.0%
Northaw Great Wood							
Annual car parking permit	15.00	3.00	18.00	15.00	3.00	18.00	0.0%
Visitors parking fee (honesty box)	1.00	-	1.00	1.00	-	1.00	0.0%
Parking Permits							
Resident motorcycle (per annum)	10.20	-	10.20	10.40	-	10.40	2.0%
Green Vehicle Permit	20.00	-	20.00	20.40	-	20.40	2.0%
Resident first vehicle (per annum)	25.00	-	25.00	25.00	-	25.00	0.0%
Resident second vehicle (per annum)	45.00	-	45.00	46.00	-	46.00	2.2%
Resident third vehicle (per annum)	65.00	-	65.00	66.50	-	66.50	2.3%

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Link Drive HTC Permit (per annum)	50.00	-	50.00	50.00	-	50.00	0.0%
Carers permit (per annum)	20.00	-	20.00	20.00	-	20.00	0.0%
Business Vehicle (per annum)	230.00	-	230.00	235.00	-	235.00	2.2%
Pack of 20 daily visitor vouchers	10.20	-	10.20	10.40	-	10.40	2.0%
Refund request (admin fee)	5.10	-	5.10	5.20	-	5.20	2.0%
Change of address/vehicle (admin fee)	5.10	-	5.10	5.20	-	5.20	2.0%
Car Parking							
Hunters Bridge (Monday - Sunday)							
0 - 30 minutes	Free	Free	Free	Free	Free	Free	
30 minutes - 2 hours	1.25	0.25	1.50	1.25	0.25	1.50	0.0%
2 - 3 hours	2.08	0.42	2.50	2.08	0.42	2.50	0.0%
3 - 4 hours	2.92	0.58	3.50	2.92	0.58	3.50	0.0%
Daily tickets 4 + hrs (Mon - Sat)	5.00	1.00	6.00	5.42	1.08	6.50	8.4%
Sunday (daily)	0.83	0.17	1.00	0.83	0.17	1.00	0.0%
Campus West (Monday - Sunday)							
0 - 30 minutes	Free	Free	Free	Free	Free	Free	
30 minutes - 2 hours	1.25	0.25	1.50	1.25	0.25	1.50	0.0%
2 - 3 hours	2.08	0.42	2.50	2.08	0.42	2.50	0.0%
3 - 4 hours	2.92	0.58	3.50	2.92	0.58	3.50	0.0%
Daily tickets 4 + hrs (Mon - Sat)	5.00	1.00	6.00	5.42	1.08	6.50	8.4%
Sunday (daily)	0.83	0.17	1.00	0.83	0.17	1.00	0.0%

General Fund Fees and Charges

	2020-21	2021-22
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Kennelwood Lane Car Park, Hatfield (Monday - Sunday)							
0 - 3 hours (Mon - Sat)	Free	Free	Free	Free	Free	Free	n/a
3 - 4 hours (Mon - Sat)	Not currently available			2.92	0.58	3.50	n/a
Daily tickets 4 + hrs (Mon - Sat)	Not currently available			5.42	1.08	6.50	n/a
Sundays and Bank holidays	Free	Free	Free	Free	Free	Free	n/a
Season Tickets:							
Campus West:							
3 month season ticket - standard	237.50	47.50	285.00	237.50	47.50	285.00	0.0%
3 month season ticket - worker / student	212.50	42.50	255.00	212.50	42.50	255.00	0.0%
Campus East Lower							
3 month season ticket - standard	216.67	43.33	260.00	216.67	43.33	260.00	0.0%
3 month season ticket - worker / student	191.67	38.33	230.00	191.67	38.33	230.00	0.0%
Hunters Bridge							
3 month season ticket - standard	237.50	47.50	285.00	237.50	47.50	285.00	0.0%
3 month season ticket - worker / student	212.50	42.50	255.00	212.50	42.50	255.00	0.0%
Cancellation Fees relating to Season Tickets given up before their expiry date	12.50	2.50	15.00	12.50	2.50	15.00	0.0%
Civil Parking Enforcement : Dispensations	12.50	2.50	15.00	12.50	2.50	15.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Multi Storey Car Park, Hatfield							
12 month season ticket	Not currently available			166.67	33.33	200.00	n/a
Quarterly season ticket	Not currently available			41.67	8.33	50.00	n/a
Kennelwood Lane Car Park, Hatfield							
12 month season ticket	Not currently available			166.67	33.33	200.00	n/a
Quarterly season ticket	Not currently available			41.67	8.33	50.00	n/a
Dog Kennel Lane Car Park, Hatfield							
12 month season ticket	Not currently available			166.67	33.33	200.00	n/a
Quarterly season ticket	Not currently available			41.67	8.33	50.00	n/a
Street Naming & Numbering							
New development build or Conversion of existing property (price per plot)							
1st plot	62.50	12.50	75.00	63.75	12.75	76.50	2.0%
2nd - 24th plots	41.67	8.33	50.00	42.50	8.50	51.00	2.0%
25th - 49th plots	33.33	6.67	40.00	34.17	6.83	41.00	2.5%
50th - 74th plots	25.00	5.00	30.00	25.83	5.17	31.00	3.3%
75th – 99th plots	20.83	4.17	25.00	21.25	4.25	25.50	2.0%
Plots 100 and above	12.50	2.50	15.00	12.92	2.58	15.50	3.3%
Naming of block or building name	166.67	33.33	200.00	170.00	34.00	204.00	2.0%
Street Name for new development	166.67	33.33	200.00	170.00	34.00	204.00	2.0%
Street name	166.67	33.33	200.00	170.00	34.00	204.00	2.0%

Welwyn Hatfield Borough Council**General Fund Fees and Charges****VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Changes to Development/Layout after notification	41.67	8.33	50.00	42.50	8.50	51.00	2.0%
Re-Naming/ReNumbering Building (existing premises)	62.50	12.50	75.00	63.75	12.75	76.50	2.0%
Addition of name to numbered property (alias)	62.50	12.50	75.00	63.75	12.75	76.50	2.0%
Change of name to named only property	62.50	12.50	75.00	63.75	12.75	76.50	2.0%
Re-Naming Street or re-postcoding (at residents request)	166.67	33.33	200.00	170.00	34.00	204.00	2.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Campus West							
Garden City Cinema - Monday to Thursday							
- Full Price	6.83	1.37	8.20	6.83	1.37	8.20	0%
- U16 / Seniors / Student	5.96	1.19	7.15	6.00	1.20	7.20	1%
- Full Price 3D Films	8.50	1.70	10.20	8.75	1.75	10.50	3%
- U16 / Seniors / Student	7.67	1.53	9.20	7.92	1.58	9.50	3%
- Friday to Sunday							
- Full Price	7.67	1.53	9.20	8.29	1.66	9.95	8%
- U16 / Seniors / Student	6.83	1.37	8.20	7.46	1.49	8.95	9%
- Full Price 3D Films	9.38	1.87	11.25	9.96	1.99	11.95	6%
- U16 / Seniors / Student	8.50	1.70	10.20	9.13	1.83	10.95	7%
Family Films - Monday to Thursday							
- All Tickets	3.42	0.68	4.10	4.17	0.83	5.00	22%
- All Tickets 3D Films	3.42	0.68	4.10	4.17	0.83	5.00	22%
Family Films - Friday to Sunday							
- All Tickets	4.25	0.85	5.10	5.00	1.00	6.00	18%
- All Tickets 3D Films	4.25	0.85	5.10	5.00	1.00	6.00	18%
Hawthorne Theatre - Theatrical Hire Fee							
Monday to Wednesday							
8am to 4pm	987.50	197.50	1,185.00	1,041.67	208.33	1,250.00	5%
4pm to midnight	1,108.33	221.67	1,330.00	1,166.67	233.33	1,400.00	5%
Thursday to Sunday							
8am to 4pm	1,233.33	246.67	1,480.00	1,291.67	258.33	1,550.00	5%
4pm to midnight	1,481.04	296.21	1,777.25	1,541.67	308.33	1,850.00	4%
Screen Hire							
Screen 1							
8am to 1pm	387.63	77.52	465.15	416.67	83.33	500.00	7%
1pm - 4pm	387.63	77.52	465.15	416.67	83.33	500.00	7%
4pm - 11pm	387.63	77.52	465.15	416.67	83.33	500.00	7%
Screen 2							
8am to 1pm	591.67	118.33	710.00	625.00	125.00	750.00	6%
1pm - 4pm	591.67	118.33	710.00	625.00	125.00	750.00	6%
4pm - 11pm	591.67	118.33	710.00	625.00	125.00	750.00	6%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Roller City							
- Skate Admission Only	5.33	1.07	6.40	6.25	1.25	7.50	17%
- Skate Hire	2.04	0.41	2.45	2.08	0.42	2.50	2%
- Spectator Charge	3.00	0.60	3.60	4.17	0.83	5.00	39%
Session Party (per skater incl skates)	8.83	1.77	10.60	10.00	2.00	12.00	13%
Private Party (per skater - minimum 30 skaters incl skates)	9.42	1.88	11.30	11.67	2.33	14.00	24%
Soft Play City							
Children 12 month or under	Free	Free	Free	Free	Free	Free	
Children 1 Year to 3 years	3.21	0.64	3.85	4.13	0.83	4.95	29%
Children 4 to 9 years	4.54	0.91	5.45	5.79	1.16	6.95	28%
Accompanying Adults	3.00	0.60	3.60	3.75	0.75	4.50	25%
Registered Child Minder (Mon to Fri only)	Free	Free	Free	Free	Free	Free	
Session Party (per child)	7.08	1.42	8.50	8.33	1.67	10.00	18%
Private Party (per child - minimum 30 children)	7.25	1.45	8.70	9.17	1.83	11.00	26%
Campus West / Vineyard Barn / Hazel Grove / Panshanger							
- Carpet Bowls (per session)	4.67	0.93	5.60	5.83	1.17	7.00	25%
- Table Tennis (per session)	4.67	0.93	5.60	5.83	1.17	7.00	25%
- Keep Fit (per session)	4.67	0.93	5.60	5.83	1.17	7.00	25%
- Medau (per session)	4.67	0.93	5.60	5.83	1.17	7.00	25%
- Bridge & scrabble (per session)	4.67	0.93	5.60	5.83	1.17	7.00	25%
- Art Basics & Beyond (per class)	10.21	2.04	12.25	12.50	2.50	15.00	22%
- Line Dancing (1 hour)	4.67	0.93	5.60	5.83	1.17	7.00	25%
- Line Dancing (1.5 hours)	6.42	1.28	7.70	8.75	1.75	10.50	36%
- Children's Parties	96.92	19.38	116.30	125.00	25.00	150.00	29%
Community Centres - Room Hires (Hazel Grove, Vineyard Barn, Panshanger, Hilltop)							
Large Rooms (per hour)	13.63	2.73	16.35	16.67	3.33	20.00	22%
Small Rooms (per hour)	11.92	2.38	14.30	15.00	3.00	18.00	26%
Sheridan Studio At Campus West (per hour)	16.33	3.27	19.60	20.83	4.17	25.00	28%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Mill Green Museum & Welwyn Roman Baths							
Adult entry fee single	3.50	-	3.50	4.00	-	4.00	14%
Child entry fee single	1.00	-	1.00	1.00	-	1.00	0%
Special Events for Children (max. charge)	5.00	-	5.00	5.00	-	5.00	0%
Children's drop in activity (min. charge)	4.00	-	4.00	4.00	-	4.00	0%
General School visit (informal session)	3.50	-	3.50	3.60	-	3.60	3%
Extra Charge for Miller (on non milling days)	50.00	-	50.00	51.00	-	51.00	2%
Adult Group visit out of opening hours both sites	50.00	-	50.00	51.00	-	51.00	2%
Plus Adult admission fee (min. 20 adults)							
Children's Groups out of opening hours	50.00	-	50.00	51.00	-	51.00	2%
Plus £2 per child Plus £3.50 each Adult (2 Free)							
Children's Groups out of opening hours	50.00	-	50.00	51.00	-	51.00	2%
Plus Taught Session (standard rates apply)							
Illustrated talk by Curator (off site)	60.00	-	60.00	62.00	-	62.00	3%
Taught lesson (standard) per child	7.00	-	7.00	7.15	-	7.15	2%
Minimum charge (up to 28 children)	196.00	-	196.00	200.20	-	200.20	2%
Additional children added to standard lesson	7.00	-	7.00	7.15	-	7.15	2%
Combined visit to Museum and Roman Bath House per child	9.00	-	9.00	9.15	-	9.15	2%
Combined visit to Museum and Roman Bath House minimum charge up to 28 children	252.00	-	252.00	256.20	-	256.20	2%
Additional children added to combined visit	9.00	-	9.00	9.15	-	9.15	2%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
STEM workshops at MGM	8.50	-	8.50	8.75	-	8.75	3%
Immersive Outdoor Learning at WRB		-			-		
Private Hire of Study Area (1/2 day)	95.00	-	95.00	95.00	-	95.00	0%
Private Hire of Study Area (full day)	180.00	-	180.00	185.00	-	185.00	3%
With free delegate access to Mill and Museum loan boxes per 2 week period	20.00	-	20.00	25.00	-	25.00	25%
discounted if combined with visits	5.00	-	5.00	6.00	-	6.00	20%
Photocopying - single sheet	0.42	0.08	0.50	0.42	0.08	0.50	0%
Photocopying - double sided	0.83	0.17	1.00	0.83	0.17	1.00	0%
Digital Capture (by Staff) 5 copies (same/different)	20.42	4.08	24.50	20.83	4.17	25.00	2%
Digital capture (1 image)				4.17	0.83	5.00	N/A
Reproduction Rights							
Works by national / non-Herts Museums - one country	34.00	6.80	40.80	34.58	6.92	41.50	2%
Works by national / non-Herts Museums - worldwide	68.00	13.60	81.60	69.58	13.92	83.50	2%
Self publishing: local history (print run <10)	4.25	0.85	5.10	4.38	0.88	5.25	3%
Self publishing: local history (print run >10 <500)	8.50	1.70	10.20	8.75	1.75	10.50	3%
Academic / local history (print run < 2,000)*	25.50	5.10	30.60	26.25	5.25	31.50	3%
Academic / local history (print run > 2,000)*	42.50	8.50	51.00	43.33	8.67	52.00	2%
Commercial / non-academic (print run < 500)*	25.50	5.10	30.60	26.25	5.25	31.50	3%
Commercial / non-academic (print run > 500 < 2,000)*	42.50	8.50	51.00	43.33	8.67	52.00	2%
Commercial / non-academic (print run > 2,000)*	63.75	12.75	76.50	65.00	13.00	78.00	2%
Newspapers / magazines - National*	127.50	25.50	153.00	130.00	26.00	156.00	2%
Newspapers / magazines - Local*	63.75	12.75	76.50	65.00	13.00	78.00	2%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Internet / Website - commercial / individual*	17.00	3.40	20.40	17.50	3.50	21.00	3%
Internet / Website - academic*	4.25	0.85	5.10	4.58	0.92	5.50	8%
External exhibition loans - national / commercial	68.00	13.60	81.60	69.58	13.92	83.50	2%
Public / educational talks - national / commercial	34.00	6.80	40.80	34.79	6.96	41.75	2%
Email of each Digital Image	2.04	0.41	2.45	2.08	0.42	2.50	2%
Commercial Requests upon application							
Archaeology Deposits (single item / box)	POA	POA	POA	POA	POA	POA	
*Fees doubled for worldwide usage							
Welwyn Roman Baths							
Entry fee - adults	3.50	-	3.50	4.00	-	4.00	14%
Child entry fee - single	1.00	-	1.00	1.00	-	1.00	0%
Adult Group visits (minimum of 13)							
both inside or outside the borough	50.00	-	50.00	52.00	-	52.00	4%
School Visits - per child	5.00	-	5.00	5.15	-	5.15	3%
(minimum of 14 children both inside/ outside the borough	70.00	-	70.00	72.10	-	72.10	3%

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Housing and Community Services							
Immigration Inspection	283.00	-	283.00	289.00	-	289.00	2%
Housing Act Notice*	325.00	-	325.00	332.00	-	332.00	2%
*A fixed charge of £325 will be applied for any single notice served. In addition, an hourly rate of £45 will be added where multiple notices are served and for the total amount of time taken to produce the single notice							
HMO Application**							
Application for basic 5 person HMO**	974.00	-	974.00	993.00	-	993.00	2%
Application for an HMO between 6 - 10 persons**	1,088.00	-	1,088.00	1,110.00	-	1,110.00	2%
Application for an HMO with 11 or more persons**	1,198.00	-	1,198.00	1,222.00	-	1,222.00	2%
**A discount of £200 will be applied for those applications which are valid for licenses that are received without a request from the Local Authority. This will also apply for licence renewals received within a specified time given by the Local Authority. Also, a discount of 10% will apply to accredited landlords. This will be							
Officer time for work in default***							
Officer time for work in default - Head of Service	71.45	14.29	85.74	70.40	17.60	88.00	3%
Officer time for work in default - Private Sector Housing Manager	50.08	10.02	60.10	49.60	12.40	62.00	3%
Officer time for work in default - Senior Housing Technician	45.85	9.17	55.02	45.60	11.40	57.00	4%
Officer time for work in default - Housing Technician	32.11	6.42	38.53	32.00	8.00	40.00	4%
Officer time for work in default - Support Officer	22.14	4.43	26.57	21.60	5.40	27.00	2%
***Charges for works carried out during the following times: Monday - Friday (7pm - 8am) - time and a half, Saturday - time and a half and Sunday & Bank Holidays - double time.							

Welwyn Hatfield Borough Council**General Fund Fees and Charges**

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Allotments							
Plot with water per 25 sqm	11.60	-	11.60	11.83	-	11.83	2%
Plot without water per 25sqm	7.06	-	7.06	7.20	-	7.20	2%
Plot with water per 25 sqm - OAP's	5.80	-	5.80	5.92	-	5.92	2%
Plot without water per 25sqm - OAP's	3.53	-	3.53	3.60	-	3.60	2%
Landscape & Ecology							
High Hedge Enforcement Fee	535.50	-	535.50	535.50	-	535.50	0%
*Allotment fees for 2021/2022 will be increased by inflation with a years notice provided							
Community Services							
CCTV charge	102.00	-	102.00	104.00	-	104.00	2%
Filming charge	POA	POA	POA	POA	POA	POA	

General Fund Fees and Charges

	2020-21	2021-22
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Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Local land searches *							
LLC1 & Con29 (residential, commercial & land) *part VATable	76.00	11.60	87.60	76.00	11.60	87.60	0.0%
Con29R only	59.00	11.80	70.80	59.00	11.80	70.80	0.0%
Con 29O questions	8.00	1.60	9.60	8.00	1.60	9.60	0.0%
Extra Parcels of Land	8.00	1.60	9.60	8.00	1.60	9.60	0.0%
Con 29O question 22	16.00	3.20	19.20	16.00	3.20	19.20	0.0%
LLC1 search only	17.00	0.00	17.00	17.00	0.00	17.00	0.0%
Legal							
Certificate of Compliance DS1 or DS2 Land Registry Forms	81.60	-	81.60	83.23	-	83.23	2.0%
Postponement of Discount	81.60	-	81.60	83.23	-	83.23	2.0%
Legal Photocopying Charges	45.90	-	45.90	46.82	-	46.82	2.0%
Reports on Title	132.60	26.52	159.12	135.25	27.05	162.30	2.0%
Boundary enquires	81.60	-	81.60	83.23	-	83.23	2.0%
Electoral Services							
Sale of electoral registers (data)	20.00	-	20.00	20.00	-	20.00	0.0%
plus per 1000 entries	1.50	-	1.50	1.50	-	1.50	0.0%
Sale of electoral registers (printed)	10.00	-	10.00	10.00	-	10.00	0.0%
plus per 1000 entries	5.00	-	5.00	5.00	-	5.00	0.0%
Democratic Services							
Photocopying of information per A4 sheet	0.10	0.02	0.12	0.10	0.02	0.12	0.0%
Licensing							
Animal Activities							
Home Dog boarding or Day Care/ Commercial up to ten dogs 1 year							
On Application	267.00	-	267.00	267.00	-	267.00	0.0%
On Issue	31.00	-	31.00	31.00	-	31.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Home Dog boarding or Day Care/ Commercial up to ten dogs 2 year							
On Application	267.00	-	267.00	267.00	-	267.00	0.0%
On Issue	74.00	-	74.00	74.00	-	74.00	0.0%
Renewal 1 year - On application	234.00	-	234.00	234.00	-	234.00	0.0%
Renewal 1 year - On issue	36.00	-	36.00	36.00	-	36.00	0.0%
Renewal 2 year - On Application	234.00	-	234.00	234.00	-	234.00	0.0%
Renewal 2 year - On Issue	99.00	-	99.00	99.00	-	99.00	0.0%
Regional Casino	8,000.00	-	8,000.00	8,000.00	-	8,000.00	0.0%
Bingo Club	735.42	-	735.42	750.13	-	750.13	2.0%
Betting premises (excluding tracks)	735.42	-	735.42	750.13	-	750.13	2.0%
Tracks	950.00		950.00	950.00		950.00	0.0%
Family Entertainment Centre	788.46	-	788.46	804.23	-	804.23	2.0%
Adult Gaming Centre	788.46	-	788.46	804.23	-	804.23	2.0%
Sex Shop or Sex Cinema	661.98	-	661.98	675.22	-	675.22	2.0%
Sexual Entertainment Venue	661.98	-	661.98	675.22	-	675.22	2.0%
Hypnotism application	163.20	-	163.20	166.46	-	166.46	2.0%
Gambling Premises notification of change	50.00	-	50.00	50.00	-	50.00	0.0%
Gambling Premises copy of Licence	25.00	-	25.00	25.00	-	25.00	0.0%
Lottery Registration	40.00	-	40.00	40.00	-	40.00	0.0%
Lottery Renewal	20.00	-	20.00	20.00	-	20.00	0.0%
Scrap Metal							
Site Licence Application	786.22	-	786.22	801.94	-	801.94	2.0%
Collectors Licence Application	657.62	-	657.62	670.77	-	670.77	2.0%
Site Licence Renewal	533.21	-	533.21	543.87	-	543.87	2.0%
Collectors Licence Renewal	507.07	-	507.07	517.21	-	517.21	2.0%
Variation (site licence to collectors licence)	86.78	-	86.78	88.51	-	88.51	2.0%
Variation (collectors licence to site licence)	156.83	-	156.83	159.96	-	159.96	2.0%
Change of site	86.78	-	86.78	88.51	-	88.51	2.0%
Change of site manager	70.05	-	70.05	71.45	-	71.45	2.0%
Change of name or address	49.14	-	49.14	50.12	-	50.12	2.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Premises & Clubs - new applications							
Rateable value :- Band A	100.00	-	100.00	100.00	-	100.00	0.0%
:- Band B	190.00	-	190.00	190.00	-	190.00	0.0%
:- Band C	315.00	-	315.00	315.00	-	315.00	0.0%
:- Band D	450.00	-	450.00	450.00	-	450.00	0.0%
:- Band E	635.00	-	635.00	635.00	-	635.00	0.0%
:- Minor variations	89.00	-	89.00	89.00	-	89.00	0.0%
Additional fees for premises holding more than 5000 persons							
5,000 - 9,999	1,000.00	-	1,000.00	1,000.00	-	1,000.00	0.0%
10,000 - 14,999	2,000.00	-	2,000.00	2,000.00	-	2,000.00	0.0%
15,000 - 19,999	4,000.00	-	4,000.00	4,000.00	-	4,000.00	0.0%
20,000 - 29,999	8,000.00	-	8,000.00	8,000.00	-	8,000.00	0.0%
30,000 - 39,999	16,000.00	-	16,000.00	16,000.00	-	16,000.00	0.0%
40,000 - 49,999	24,000.00	-	24,000.00	24,000.00	-	24,000.00	0.0%
50,000 - 59,999	32,000.00	-	32,000.00	32,000.00	-	32,000.00	0.0%
60,000 - 69,999	40,000.00	-	40,000.00	40,000.00	-	40,000.00	0.0%
70,000 - 79,999	48,000.00	-	48,000.00	48,000.00	-	48,000.00	0.0%
80,000 - 89,999	56,000.00	-	56,000.00	56,000.00	-	56,000.00	0.0%
90,000 and over	64,000.00	-	64,000.00	64,000.00	-	64,000.00	0.0%
Premises & Clubs - Annual Fee (Renewals)							
Rateable value :- Band A	70.00	-	70.00	70.00	-	70.00	0.0%
:- Band B	180.00	-	180.00	180.00	-	180.00	0.0%
:- Band C	295.00	-	295.00	295.00	-	295.00	0.0%
:- Band D	320.00	-	320.00	320.00	-	320.00	0.0%
:- Band E	350.00	-	350.00	350.00	-	350.00	0.0%
Additional fees for premises holding more than 5000 persons							
5,000 - 9,999	500.00	-	500.00	500.00	-	500.00	0.0%
10,000 - 14,999	1,000.00	-	1,000.00	1,000.00	-	1,000.00	0.0%
15,000 - 19,999	2,000.00	-	2,000.00	2,000.00	-	2,000.00	0.0%
20,000 - 29,999	4,000.00	-	4,000.00	4,000.00	-	4,000.00	0.0%
30,000 - 39,999	8,000.00	-	8,000.00	8,000.00	-	8,000.00	0.0%
40,000 - 49,999	12,000.00	-	12,000.00	12,000.00	-	12,000.00	0.0%
50,000 - 59,999	16,000.00	-	16,000.00	16,000.00	-	16,000.00	0.0%
60,000 - 69,999	20,000.00	-	20,000.00	20,000.00	-	20,000.00	0.0%
70,000 - 79,999	24,000.00	-	24,000.00	24,000.00	-	24,000.00	0.0%
80,000 - 89,999	28,000.00	-	28,000.00	28,000.00	-	28,000.00	0.0%
90,000 and over	32,000.00	-	32,000.00	32,000.00	-	32,000.00	0.0%
Personal Licence	37.00	-	37.00	37.00	-	37.00	0.0%

General Fund Fees and Charges

	2020-21	2021-22
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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Application for the grant or renewal of a personal licence	37.00	-	37.00	37.00	-	37.00	0.0%
Temporary Event Notice	21.00	-	21.00	21.00	-	21.00	0.0%
Replacement of premises licence or summary	10.50	-	10.50	10.50	-	10.50	0.0%
Premises & Clubs - new applications for primarily for selling alcohol (consumption on the premises)							
Rateable value :- Band D	900.00	-	900.00	900.00	-	900.00	0.0%
:- Band E	1,905.00	-	1,905.00	1,905.00	-	1,905.00	0.0%
Premises & Clubs - Annual Fee for primarily for selling alcohol for consumption on the premises							
Rateable value :- Band D	640.00	-	640.00	640.00	-	640.00	0.0%
:- Band E	1,050.00	-	1,050.00	1,050.00	-	1,050.00	0.0%
Application for the mandatory condition requiring DPS in respect of a premises licence to be disappplied	23.00	-	23.00	23.00	-	23.00	0.0%
Street Trading consents							
Per trading per day of the week	173.40	-	173.40	176.87	-	176.87	2.0%
Application for a provisional statement where premises are being built etc	315.00	-	315.00	315.00	-	315.00	0.0%
Notification of change of address	10.50	-	10.50	10.50	-	10.50	0.0%
Application to vary a licence to specify an individual as premises supervisor	23.00	-	23.00	23.00	-	23.00	0.0%
Application for transfer of premises Licence	23.00	-	23.00	23.00	-	23.00	0.0%
Interim Authority Notice following death of licence holder	23.00	-	23.00	23.00	-	23.00	0.0%
Replacement of certificate or summary	10.50	-	10.50	10.50	-	10.50	0.0%

General Fund Fees and Charges

	2020-21	2021-22
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Works in default - As displayed in current budget book and vary between the officer involved and the time for day the works are executed

Welwyn Hatfield Borough Council**General Fund Fees and Charges**

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Hackney Carriages							
Hackney Carriage							
Driver/Private hire driver							
Licence - 3 Years	450.00	-	450.00	450.00	-	450.00	0.0%
Hackney Carriage Vehicle							
Licence/Private Hire Vehicle -							
1 Year	290.00	-	290.00	290.00	-	290.00	0.0%
Private Hire Operator Licence							
:-							
1 Year	330.00	-	330.00	330.00	-	330.00	0.0%
3 Years	762.00	-	762.00	762.00	-	762.00	0.0%
5 Years	1194.00	-	1194.00	1194.00	-	1194.00	0.0%
CRB check	50.00	-	50.00	50.00	-	50.00	0.0%
Knowledge test (per attempt)	60.00	-	60.00	60.00	-	60.00	0.0%
Replacement plate	20.00	-	20.00	20.00	-	20.00	0.0%
Replacement bracket	15.00	-	15.00	15.00	-	15.00	0.0%
Replacement driver's badge	15.00	-	15.00	15.00	-	15.00	0.0%
Extra copy/duplicate of							
licence	5.00	-	5.00	5.00	-	5.00	0.0%
DVLA	10.00	-	10.00	10.00	-	10.00	0.0%
Vehicle transfers	100.00	-	100.00	100.00	-	100.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Environmental Health Training / Courses							
Level 2 - Food Safety in Catering (residents or businesses of WH)	65.00	-	65.00	65.00	-	65.00	0.0%
Level 2 - Food Hygiene in Catering (outside of WH)	70.00	-	70.00	70.00	-	70.00	0.0%
Level 2 - Nutrition course (residents or businesses of WH)	65.00		65.00	65.00		65.00	0.0%
Level 2 - Nutrition course (outside of WH)	70.00		70.00	70.00		70.00	0.0%
Level 3 - Food safety in Catering (residents/businesses of WH)	275.00	-	275.00	275.00	-	275.00	0.0%
Level 3 - Food safety in Catering (outside of WH))	285.00	-	285.00	285.00	-	285.00	0.0%
Level 3 - Refresher Course	155.00	-	155.00	155.00	-	155.00	0.0%
Level 3 - Refresher Course (outside WH)	165.00	-	165.00	165.00	-	165.00	0.0%
Resilience awareness training (organisation)	510.00	-	510.00	520.20	-	520.20	2.0%
Small Business Support course (part day)	66.30	-	66.30	67.63	-	67.63	2.0%
Small Business Support course (full day)	132.60	-	132.60	135.25	-	135.25	2.0%
Small Food Business workshops	25.50	-	25.50	26.01	-	26.01	2.0%
Replacement food hygiene/safety certificate	40.00	-	40.00	40.00	-	40.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Cancellation of attendance at courses listed above:							
Cancellation within 1 month of course :	75% refund			75% refund			
Cancellation within 1 week of course:	No Refund			No Refund			
Failure to attend without notification:	Course Fees Payable			Course Fees Payable			
EPA prescribed processes - application fees these fees are subject to change by statute							
EPA part B installation	1,650.00	-	1,650.00	1,650.00	-	1,650.00	0.0%
Additional fee for operating without a permit	1,188.00	-	1,188.00	1,188.00	-	1,188.00	0.0%
Reduced Fee activities	155.00	-	155.00	155.00	-	155.00	0.0%
PVR I & II	257.00	-	257.00	257.00	-	257.00	0.0%
Vehicle Refinishers	362.00	-	362.00	362.00	-	362.00	0.0%
Reduced Fee activities :							
Additional fee for operating without a permit.	71.00	-	71.00	71.00	-	71.00	0.0%
Mobile screening & crushing plant	1,650.00	-	1,650.00	1,650.00	-	1,650.00	0.0%
for the 3rd to 7th applications	985.00	-	985.00	985.00	-	985.00	0.0%
for the 8th & subsequent applications	498.00	-	498.00	498.00	-	498.00	0.0%
Where an application for any of the above is for a combined Part B and waste application, add an extra £104, (low risk) £156 (medium risk) or £207 (high risk) to above amounts							
Annual Subsistence Charges							
Annual Subsistence Charge - low risk *	772.00	-	772.00	772.00	-	772.00	0.0%
Annual Subsistence Charge - medium risk *	1,161.00	-	1,161.00	1,161.00	-	1,161.00	0.0%
Annual subsistence Charge - high risk *	1,747.00	-	1,747.00	1,747.00	-	1,747.00	0.0%

General Fund Fees and Charges

	2020-21	2021-22
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An extra £104 is required where the operator carries on an operation that falls within the reporting obligations of the EC Regulation

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
* these additional amounts must be charged where a permit is for a combined Part B and waste installation							
Low Risk	104.00	-	104.00	104.00	-	104.00	0.0%
Medium risk	156.00	-	156.00	156.00	-	156.00	0.0%
High Risk	207.00	-	207.00	207.00	-	207.00	0.0%
Transfer & Surrender							
Standard process transfer	169.00	-	169.00	169.00	-	169.00	0.0%
Standard process partial transfer	497.00	-	497.00	497.00	-	497.00	0.0%
Surrender : all Part B activities							
Reduced fee activities : transfer							
Reduced fee activities : partial transfer	47.00	-	47.00	47.00	-	47.00	0.0%
Substantial change S10 & S11							
Standard process	1,050.00	-	1,050.00	1,050.00	-	1,050.00	0.0%
Standard process where the substantial change results in a new PPC activity.	1,650.00	-	1,650.00	1,650.00	-	1,650.00	0.0%
Change due to implementing an upgrading plan (applies to LAPC only)	147.00	-	147.00	147.00	-	147.00	0.0%
Reduced fee activities	102.00	-	102.00	102.00	-	102.00	0.0%
Application fee for grant of A2 permit	3,363.00	-	3,363.00	3,363.00	-	3,363.00	0.0%
Application fee for transfer of A2 permit full	235.00	-	235.00	235.00	-	235.00	0.0%
Partial transfer	698.00	-	698.00	698.00	-	698.00	0.0%
Surrender of permit	698.00	-	698.00	698.00	-	698.00	0.0%
Application for Variation	1,368.00	-	1,368.00	1,368.00	-	1,368.00	0.0%
Variation for Small Waste Incineration plant	3,363.00	-	3,363.00	3,363.00	-	3,363.00	0.0%
Late Application fee for A2	1,188.00	-	1,188.00	1,188.00	-	1,188.00	0.0%
Subsistence Charges A2							
Low Risk	1,343.00	-	1,343.00	1,343.00	-	1,343.00	0.0%
Medium Risk	1,507.00	-	1,507.00	1,507.00	-	1,507.00	0.0%
High Risk	2,230.00	-	2,230.00	2,230.00	-	2,230.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
If subsistence charge is paid in instalments the total amount of subsistence charge payable in that financial year is increased by £38.							
An extra £103 is required where the operator carries on an operation that falls within the reporting obligations of the EC Regulation							
Certificate of Voluntary Surrender of Food (plus officer & disposal costs) per hour	55.00	-	55.00	55.00	-	55.00	N/A
Sale of Food Safety Act Register	239.70	-	239.70	244.49	-	244.49	2.0%
Food Safety Export check	61.20	-	61.20	62.42	-	62.42	2.0%
Food FHRS Revisit	180.00	-	180.00	180.00	-	180.00	0.0%
Storage of noise making equipment following seizure (plus officer cost)	566.10	-	566.10	577.42	-	577.42	2.0%
Fixed penalty notice for smoking in a smoke free place	50.00	-	50.00	50.00	-	50.00	0.0%
Discounted to if paid within 30 days	30.00	-	30.00	30.00	-	30.00	0.0%
Failure to display smoking signs	200.00	-	200.00	200.00	-	200.00	0.0%
Discounted to if paid within 30 days	150.00	-	150.00	150.00	-	150.00	0.0%
Private Water Supplies & Distribution Systems Risk Assessment	500.00	-	500.00	500.00	-	500.00	0.0%
Sampling - each visit (maximum fee)	100.00	-	100.00	100.00	-	100.00	0.0%
Investigation (each investigation)	100.00	-	100.00	100.00	-	100.00	0.0%
Granting an Authorisation	100.00	-	100.00	100.00	-	100.00	0.0%
Analysing a sample taken under regulation 10	30.00	6.00	36.00	30.00	6.00	36.00	0.0%
taken during check monitoring	POA	-	POA	POA	-	POA	
taken during audit monitoring	500.00	-	500.00	500.00	-	500.00	0.0%
Environmental Search for Contaminated Land	91.80	-	91.80	93.64	-	93.64	2.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Officer time for work in default - Head of Service	60.37	12.07	72.45	61.58	12.32	73.90	2.0%
Officer time for work in default - Team Leader	44.44	8.89	53.33	45.33	9.07	54.40	2.0%
Officer time for work in default - EHO	37.72	7.54	45.26	38.47	7.69	46.17	2.0%
Officer time for work in default - EHTO	30.00	6.00	36.00	30.60	6.12	36.72	2.0%
Officer time for work in default - EHTSO	20.27	4.05	24.32	20.67	4.13	24.81	2.0%
Charges for works carried out during the following times: Monday - Friday 7pm - 8am time and a half - Saturday time and a half = Sunday & Bank Holidays time and a half							
Provision of a factual statement to the victim of an accident	POA	POA	POA	POA	POA	POA	
Planning							
Residential properties enlargement, improvement/alteration of dwellings for domestic purposes - 1 dwelling	206.00	-	206.00	206.00	-	206.00	0.0%
Residential properties enlargement, improvement/alteration of dwellings for domestic purposes - 2 or more dwellings	407.00	-	407.00	407.00	-	407.00	0.0%
Operations with residential curtilage for domestic purposes (including buildings, gates & fences etc.)	206.00	-	206.00	206.00	-	206.00	0.0%
Car park, road & access to serve single undertaking where associated with existing use.	234.00	-	234.00	234.00	-	234.00	0.0%

Welwyn Hatfield Borough Council
General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
New dwellings outline permission :-							
Site less than 2.5ha - price per 0.1ha	462.00	-	462.00	462.00	-	462.00	0.0%
Site greater than 2.5ha - plus price per 0.1ha above 2.5ha	11,432.00	-	11,432.00	11,432.00	-	#####	0.0%
(maximum £125,000)	138.00	-	138.00	138.00	-	138.00	0.0%
Up to 50 new dwellings - price per dwelling	462.00	-	462.00	462.00	-	462.00	0.0%
51 or more new dwellings - plus fee per additional dwelling above 50	22,859.00	-	22,859.00	22,859.00	-	#####	0.0%
(maximum £250,000)	138.00	-	138.00	138.00	-	138.00	0.0%
Buildings outline permission, dwellings, agricultural buildings or plant & glass houses etc :-							
Site less than 2.5ha - price per 0.1ha	462.00	-	462.00	462.00	-	462.00	0.0%
Site greater than 2.5ha - plus fee per additional 0.1ha above 2.5ha	11,432.00	-	11,432.00	11,432.00	-	#####	0.0%
(maximum £125,000)	138.00	-	138.00	138.00	-	138.00	0.0%
Commercial Planning fees - other cases :-							
No floor space created	234.00	-	234.00	234.00	-	234.00	0.0%
If less than 40sqm	234.00	-	234.00	234.00	-	234.00	0.0%
If between 40sqm - 75sqm gross floor space	462.00	-	462.00	462.00	-	462.00	0.0%
If between 75sqm - 3750sqm, price per each 75sqm of gross floor space created	462.00	-	462.00	462.00	-	462.00	0.0%
If greater than 3750sqm gross floor space	22,859.00	-	22,859.00	22,859.00	-	#####	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
plus additional fee per each 75sqm over 3750sqm (maximum £50,000)	138.00	-	138.00	138.00	-	138.00	0.0%
Prior approval applications comprising of a material change of use of any buildings or other land	96.00	-	96.00	96.00	-	96.00	0.0%
Prior approval applications comprising of associated operational development	206.00	-	206.00	206.00	-	206.00	0.0%
Commercial outline planning fees - Agricultural buildings on agricultural land (other than glasshouses) :- Site less than 2.5ha - price per 0.1ha	462.00	-	462.00	462.00	-	462.00	0.0%
Site greater than 2.5ha -	11,432.00	-	11,432.00	11,432.00	-	#####	0.0%
plus fee per additional 0.1ha (maximum £25,000)	138.00	-	138.00	138.00	-	138.00	0.0%
Commercial planning fees - Other Agricultural Cases :- If less than 465sqm gross floor space created	96.00	-	96.00	96.00	-	96.00	0.0%
If between 465sqm - 540sqm gross floor space created	462.00	-	462.00	462.00	-	462.00	0.0%
If between 540sqm - 4215sqm gross floor space created	462.00	-	462.00	462.00	-	462.00	0.0%
plus fee per additional 75sqm above 540sqm	462.00	-	462.00	462.00	-	462.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
If over 4215sqm floor space created	22,859.00	-	#####	22,859.00	-	#####	0.0%
plus fee per additional 75sqm above 4215sqm (maximum £250,000)	138.00	-	138.00	138.00	-	138.00	0.0%
Commercial planning fees - Glasshouses &							
poly tunnels agricultural land :-							
up to 465sqm	96.00	-	96.00	96.00	-	96.00	0.0%
exceeding 465sqm	2,580.00	-	2,580.00	2,580.00	-	2,580.00	0.0%
Commercial planning fees - Erection, alteration or replacement of plant & machinery where site area does not exceed 5ha - fee per 0.1ha	462.00	-	462.00	462.00	-	462.00	0.0%
where site area exceeds 5ha -	22,859.00	-	22,859.00	22,859.00	-	22,859.00	0.0%
plus fee per additional 0.1 ha (maximum £250,000)	138.00	-	138.00	138.00	-	138.00	0.0%
Commercial planning fees - Operations connected with exploratory drilling for oil and gas :-							
Where site area does not exceed 7.5ha - fee for each 0.1 ha	508.00	-	508.00	508.00	-	508.00	0.0%
Where site area exceeds 7.5ha	38,070.00	-	38,070.00	38,070.00	-	38,070.00	0.0%
plus additional fee for each 0.1ha above 7.5ha (maximum £250,000)	151.00	-	151.00	151.00	-	151.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Commercial planning fees - operations not within the above categories :-							
Where site area does not exceed 15ha - fee per 0.1ha	234.00	-	234.00	234.00	-	234.00	0.0%
Where site area exceeds 15ha -	29,112.00	-	29,112.00	29,112.00	-	29,112.00	0.0%
plus additional fee per 0.1ha above 15ha (maximum £250,000)	115.00	-	115.00	115.00	-	115.00	0.0%
Change of use of a building to one or more dwellings :-							
Where change is from a single dwelling to 50 or fewer dwellings - fee per dwelling	385.00	-	385.00	385.00	-	385.00	0.0%
51 or more dwellings -	19,049.00	-	19,049.00	19,049.00	-	19,049.00	0.0%
plus additional fee per dwelling over 50	115.00	-	115.00	115.00	-	115.00	0.0%
Other cases :-							
To 50 or fewer dwellings - fee per dwelling	462.00	-	462.00	462.00	-	462.00	0.0%
51 or more dwellings -	22,859.00	-	22,859.00	22,859.00	-	22,859.00	0.0%
plus additional fee per dwelling over 50 (maximum £250,000)	138.00	-	138.00	138.00	-	138.00	0.0%
Use of disposal of refuse or waste materials and open mineral storage							
Where site area does not exceed 15ha - fee for each 0.1ha	234.00	-	234.00	234.00	-	234.00	0.0%
Where site area exceeds 15ha -	34,934.00	-	34,934.00	34,934.00	-	34,934.00	0.0%
plus additional fee per 0.1ha above 15ha (Max £78k)	138.00	-	138.00	138.00	-	138.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Other operations (not coming within any of the above categories) any site area each 0.1 hectare (or part there of) up to a maximum of £1,690.	234.00	-	234.00	234.00	-	234.00	0.0%
Material change of use in land or buildings other than above	462.00	-	462.00	462.00	-	462.00	0.0%
Advertisements :- A1 - Business premises or other land within business curtilage relating to nature of business goods sold, services provided or name of persons undertaking business.	132.00	-	132.00	132.00	-	132.00	0.0%
A2 - Sign relating to business in the same locality as the site but not visible from that site	132.00	-	132.00	132.00	-	132.00	0.0%
A3 - All other advertisements	462.00	-	462.00	462.00	-	462.00	0.0%
Variation of a Condition	234.00	-	234.00	234.00	-	234.00	0.0%
Discharge of a Condition (for each request)							
Householder	34.00	-	34.00	34.00	-	34.00	0.0%
Other	116.00	-	116.00	116.00	-	116.00	0.0%
Non-material changes to Planning Permission							
Householder	34.00	-	34.00	34.00	-	34.00	0.0%
Other	234.00	-	234.00	234.00	-	234.00	0.0%
Retrospective Estate Management Consent	242.00	-	242.00	242.00	-	242.00	0.0%
S106/legal agreements / obligations (excludes any legal costs incurred by the Council which are paid by the applicant).							

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Confirmation of compliance with clause(s)	257.14	51.43	308.57	257.14	51.43	308.57	0.0%
Discharge or modification of obligation (all except householder)	482.32	96.46	578.78	482.32	96.46	578.78	0.0%
New householder related with associated planning application	172.00	34.40	206.40	172.00	34.40	206.40	0.0%
New for housing developments between 10 - 24 houses	618.46	123.69	742.15	618.46	123.69	742.15	0.0%
New for housing developments between 25 - 100 houses	699.46	139.89	839.35	699.46	139.89	839.35	0.0%
New for housing developments between 101 - 300 houses	957.56	191.51	1,149.07	957.56	191.51	1,149.07	0.0%
Monitoring and Administration of s106 planning obligations - 5% of the total value of the contributions up to a maximum of £5,000							
All legal costs for Section 106 Agreements and Unilateral Undertakings will be paid for by the Applicant. The Applicant will be provided with an hourly rate and an estimate of the total legal costs when Legal is first instructed. The Applicant is responsible for paying any abortive legal costs even if the matter is not proceeded							
Pre-application advice							
Householder							
Level 1 advice	43.56	8.71	52.28	N/A - Fee structure changed.			
Level 2 advice	65.34	13.07	78.41	N/A - Fee structure changed.			
Level 2 follow-up advice	43.56	8.71	52.28	N/A - Fee structure changed.			
Level 3 advice	87.13	17.43	104.55	N/A - Fee structure changed.			
Level 3 follow-up advice	65.34	13.07	78.41	N/A - Fee structure changed.			
Single dwelling							
Level 1 advice	87.13	17.43	104.55	N/A - Fee structure changed.			
Level 2 advice	130.69	26.14	156.83	N/A - Fee structure changed.			
Level 2 follow-up advice	87.13	17.43	104.55	N/A - Fee structure changed.			
Level 3 advice	261.38	52.28	313.65	N/A - Fee structure changed.			
Level 3 follow-up advice	152.47	30.49	182.96	N/A - Fee structure changed.			

Welwyn Hatfield Borough Council

General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
2- 5 dwellings							
Level 1 advice	239.59	47.92	287.51	N/A - Fee structure changed.			
Level 2 advice	435.63	87.13	522.75	N/A - Fee structure changed.			
Level 2 follow-up advice	217.81	43.56	261.38	N/A - Fee structure changed.			
Level 3 advice	609.88	121.98	731.85	N/A - Fee structure changed.			
Level 3 follow-up advice	348.50	69.70	418.20	N/A - Fee structure changed.			
6-9 dwellings							
Level 1 advice	348.50	69.70	418.20	N/A - Fee structure changed.			
Level 2 advice	566.31	113.26	679.58	N/A - Fee structure changed.			
Level 2 follow-up advice	261.38	52.28	313.65	N/A - Fee structure changed.			
Level 3 advice	740.56	148.11	888.68	N/A - Fee structure changed.			
Level 3 follow-up advice	522.75	104.55	627.30	N/A - Fee structure changed.			
10 – 24 dwellings							
Level 1 advice	479.19	95.84	575.03	N/A - Fee structure changed.			
Level 2 advice	784.13	156.83	940.95	N/A - Fee structure changed.			
Level 2 follow-up advice	348.50	69.70	418.20	N/A - Fee structure changed.			
Level 3 advice	1,045.50	209.10	1,254.60	N/A - Fee structure changed.			
Level 3 follow-up advice	609.88	121.98	731.85	N/A - Fee structure changed.			
25 – 50 dwellings							
Level 1 advice	740.56	148.11	888.68	N/A - Fee structure changed.			
Level 2 advice for 25 dwellings + for each additional 5 dwellings or part thereof	871.25 87.13	174.25 17.43	1,045.50 104.55	N/A - Fee structure changed.			
Level 2 follow-up advice	697.00	139.40	836.40	N/A - Fee structure changed.			
Level 3 advice for 25 dwellings + for each additional 5 dwellings or part thereof	1,306.88 87.13	261.38 17.43	1,568.25 104.55	N/A - Fee structure changed.			
Level 3 follow-up advice	871.25	174.25	1,045.50	N/A - Fee structure changed.			
51 + dwellings		POA	POA				
Walls, fences (boundaries) (not householder)							
Level 1 advice	87.13	17.43	104.55	N/A - Fee structure changed.			
Level 2 advice	130.69	26.14	156.83	N/A - Fee structure changed.			
Level 2 follow-up advice	65.34	13.07	78.41	N/A - Fee structure changed.			
Level 3 advice	217.81	43.56	261.38	N/A - Fee structure changed.			
Level 3 follow-up advice	130.69	26.14	156.83	N/A - Fee structure changed.			

Welwyn Hatfield Borough Council

General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Listed buildings (householders) where planning permission is not required							
Level 2 advice	87.13	17.43	104.55	N/A - Fee structure changed.			
Level 2 follow-up advice	43.56	8.71	52.28	N/A - Fee structure changed.			
Level 3 advice	130.69	26.14	156.83	N/A - Fee structure changed.			
Level 3 follow-up advice	87.13	17.43	104.55	N/A - Fee structure changed.			
Listed buildings (commercial) where planning permission is not required							
Level 2 advice	217.81	43.56	261.38	N/A - Fee structure changed.			
Level 2 follow-up advice	130.69	26.14	156.83	N/A - Fee structure changed.			
Level 3 advice	261.38	52.28	313.65	N/A - Fee structure changed.			
Level 3 follow-up advice	174.25	34.85	209.10	N/A - Fee structure changed.			
Pre Application Advice							
If you just want general written advice about the principle of the proposal							
Household	N/A - Fee structure changed.			50.00	10.00	60.00	N/A
Listed Building	N/A - Fee structure changed.			N/A	N/A	N/A	N/A
1-3 dwelling	N/A - Fee structure changed.			200.00	40.00	240.00	N/A
4-9 dwellings up to 999 sqm less than 0.5 hectares change of Use to 499 sqm	N/A - Fee structure changed.			500.00	100.00	600.00	N/A
10-24 dwellings Up to 1,999 sqm 0.5 - 1 hectares Change of Use 500+ sqm	N/A - Fee structure changed.			1,500.00	300.00	1,800.00	N/A
25-49 dwellings up to 4,999 sqm more than 1 hectare	N/A - Fee structure changed.			2,500.00	500.00	3,000.00	N/A
- 50-99 dwellings up to 10,000 sqm	N/A - Fee structure changed.			3,000.00	600.00	3,600.00	N/A
- 100+ dwellings more than 10,000 sqm	N/A - Fee structure changed.			Bespoke fees to be agreed with officers			

Welwyn Hatfield Borough Council

General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
If you want written advice about the principle and detail of the proposal							
Household	N/A - Fee structure changed.			100.00	20.00	120.00	N/A
Listed Building	N/A - Fee structure changed.			200.00	40.00	240.00	N/A
1-3 dwelling	N/A - Fee structure changed.			400.00	80.00	480.00	N/A
4-9 dwellings up to 999 sqm less than 0.5 hectares change of Use to 499 sqm	N/A - Fee structure changed.			1,000.00	200.00	1,200.00	N/A
10-24 dwellings Up to 1,999 sqm 0.5 - 1 hectares Change of Use 500+ sqm	N/A - Fee structure changed.			3,000.00	600.00	3,600.00	N/A
25-49 dwellings up to 4,999 sqm more than 1 hectare	N/A - Fee structure changed.			5,000.00	1,000.00	6,000.00	N/A
- 50-99 dwellings up to 10,000 sqm	N/A - Fee structure changed.			6,000.00	1,200.00	7,200.00	N/A
- 100+ dwellings more than 10,000 sqm	N/A - Fee structure changed.			Bespoke fees to be agreed with officers			
If you want further written advice following any changes							
Household	N/A - Fee structure changed.			50.00	10.00	60.00	N/A
Listed Building	N/A - Fee structure changed.			100.00	20.00	120.00	N/A
1-3 dwelling	N/A - Fee structure changed.			200.00	40.00	240.00	N/A
4-9 dwellings up to 999 sqm less than 0.5 hectares change of Use to 499 sqm	N/A - Fee structure changed.			500.00	100.00	600.00	N/A
10-24 dwellings Up to 1,999 sqm 0.5 - 1 hectares Change of Use 500+ sqm	N/A - Fee structure changed.			1,500.00	300.00	1,800.00	N/A
25-49 dwellings up to 4,999 sqm more than 1 hectare	N/A - Fee structure changed.			2,500.00	500.00	3,000.00	N/A
- 50-99 dwellings up to 10,000 sqm	N/A - Fee structure changed.			3,000.00	600.00	3,600.00	N/A
- 100+ dwellings more than 10,000 sqm	N/A - Fee structure changed.			Bespoke fees to be agreed with officers			

Welwyn Hatfield Borough Council

General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
If you want a meeting to discuss the proposal							
Householder - max 1 hour	N/A - Fee structure changed.			100.00	20.00	120.00	N/A
Listed Building - to include Heritage Officer for max 1 hour	N/A - Fee structure changed.			200.00	40.00	240.00	N/A
1-3 dwellings - for max 1 hour	N/A - Fee structure changed.			150.00	30.00	180.00	N/A
4-9 dwellings up to 999 sqm less than 0.5 hectares change of Use to 499 sqm - for max 2 hours	N/A - Fee structure changed.			300.00	60.00	360.00	N/A
10-24 dwellings Up to 1,999 sqm 0.5 - 1 hectares Change of Use 500+ sqm - for max 2 hours	N/A - Fee structure changed.			500.00	100.00	600.00	N/A
25-49 dwellings up to 4,999 sqm more than 1 hectare for - max 2 hours	N/A - Fee structure changed.			1,000.00	200.00	1,200.00	N/A
50-99 dwellings up to 10,000 sqm - for max 2 hours	N/A - Fee structure changed.			1,500.00	300.00	1,800.00	N/A
- 100+ dwellings more than 10,000 sqm	N/A - Fee structure changed.			Bespoke fees to be agreed with officers			
Proposed Floor Areas (m²)							
Up to 100							
Level 1 advice	87.13	17.43	104.55	88.87	17.77	106.64	2.0%
Level 2 advice	130.69	26.14	156.83	133.30	26.66	159.96	2.0%
Level 2 follow-up advice	87.13	17.43	104.55	88.87	17.77	106.64	2.0%
Level 3 advice	261.38	52.28	313.65	266.60	53.32	319.92	2.0%
Level 3 follow-up advice	174.25	34.85	209.10	177.74	35.55	213.28	2.0%
101-500							
Level 1 advice							
Level 2 advice	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
Level 2 follow-up advice	217.81	43.56	261.38	222.17	44.43	266.60	2.0%
Level 3 advice	609.88	121.98	731.85	622.07	124.41	746.49	2.0%
Level 3 follow-up advice	304.94	60.99	365.93	311.04	62.21	373.24	2.0%
501-1000							
Level 1 advice	261.38	52.28	313.65	266.60	53.32	319.92	2.0%
Level 2 advice	697.00	139.40	836.40	710.94	142.19	853.13	2.0%
Level 2 follow-up advice	304.94	60.99	365.93	311.04	62.21	373.24	2.0%
Level 3 advice	958.38	191.68	1,150.05	977.54	195.51	1,173.05	2.0%
Level 3 follow-up advice	435.63	87.13	522.75	444.34	88.87	533.21	2.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
1001 – 5000							
Level 1 advice	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
Level 2 advice	1,306.88	261.38	1,568.25	1,333.01	266.60	1,599.62	2.0%
Level 2 follow-up advice	348.50	69.70	418.20	355.47	71.09	426.56	2.0%
Level 3 advice	2,178.13	435.63	2,613.75	2,221.69	444.34	2,666.03	2.0%
Level 3 follow-up advice	653.44	130.69	784.13	666.51	133.30	799.81	2.0%
5000+ individually calculated based on the proposal							
Change of Use (not for the creation of dwelling houses)							
Level 1 advice	130.69	26.14	156.83	133.30	26.66	159.96	2.0%
Level 2 advice	261.38	52.28	313.65	266.60	53.32	319.92	2.0%
Level 2 follow-up advice	348.50	69.70	418.20	355.47	71.09	426.56	2.0%
Level 3 advice	392.06	78.41	470.48	399.90	79.98	479.88	2.0%
The following would be in addition to the cost for drawing up and agreeing the Planning Performance							
The Local Planning Authority will, for each development, keep a record of the costs and/or hours							
worked for each issue and will either refund to the developer any amount overpaid, or will require							
The following charges are given for a development of 100 houses and is indicative of the level and type							
Officer Time							
Principal Development							
Management Officer*	4,356.25	871.25	5,227.50	4,443.38	888.68	5,332.05	2.0%
Senior Development							
Management Officer *	13,068.75	2,613.75	#####	13,330.13	2,666.03	#####	2.0%
*These charges are on the basis of a Senior Planning Officer leading the discussions for WHBC and							
Assessments							
Viability assessment	17,425.00	3,485.00	20,910.00	17,773.50	3,554.70	#####	2.0%
Legal – re obligations/ advice	4,356.25	871.25	5,227.50	4,443.38	888.68	5,332.05	2.0%
Marketing assessment	8,712.50	1,742.50	10,455.00	8,886.75	1,777.35	#####	2.0%
Daylight/Sunlight assessment	6,534.38	1,306.88	7,841.25	6,665.06	1,333.01	7,998.08	2.0%
Economic/Employment Statement	8,712.50	1,742.50	10,455.00	8,886.75	1,777.35	#####	2.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Consultees							
Environmental Health –							
- Contaminated Land	871.25	174.25	1,045.50	888.68	177.74	1,066.41	2.0%
- Air Quality	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
- Noise	348.50	69.70	418.20	355.47	71.09	426.56	2.0%
- Vibration	348.50	69.70	418.20	355.47	71.09	426.56	2.0%
- Odour	653.44	130.69	784.13	666.51	133.30	799.81	2.0%
- Lighting	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
- Health Impact							
Assessments	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
Landscaping (arboricultural implications)	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
Conservation – Heritage	653.44	130.69	784.13	666.51	133.30	799.81	2.0%
Conservation – Biodiversity	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
Archaeology	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
Client Services	217.81	43.56	261.38	222.17	44.43	266.60	2.0%
Policy	871.25	174.25	1,045.50	888.68	177.74	1,066.41	2.0%
Housing Department (Affordable Housing)							
Amenity, Playspace, Open Space	871.25	174.25	1,045.50	888.68	177.74	1,066.41	2.0%
Structural Assessment of Building	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
Planning Policy Documents							
Local Plan Consultation Document 2015	15.30	-	15.30	15.61	-	15.61	2.0%
postage and packing	3.06	0.61	3.67	3.12	0.62	3.75	2.0%
Local Plan Consultation Document Statement	29.58	-	29.58	30.17	-	30.17	2.0%
postage & packing	3.06	0.61	3.67	3.12	0.62	3.75	2.0%
Sustainability Appraisal Report and Appendices	45.90	-	45.90	46.82	-	46.82	2.0%
postage & packing	4.08	0.82	4.90	4.16	0.83	4.99	2.0%
Draft Infrastructure Delivery Plan 2015	15.30	-	15.30	15.61	-	15.61	2.0%
postage & packing	1.26	0.25	1.52	1.29	0.26	1.55	2.0%
District Plan Written Statement & Proposal Maps	56.10	-	56.10	57.22	-	57.22	2.0%
postage & packing	3.06	0.61	3.67	3.12	0.62	3.75	2.0%
Written Statement only	35.70	-	35.70	36.41	-	36.41	2.0%

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	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
postage & packing	3.06	0.61	3.67	3.12	0.62	3.75	2.0%
Proposal Maps only	20.40	-	20.40	20.81	-	20.81	2.0%
postage & packing	1.26	0.25	1.52	1.29	0.26	1.55	2.0%
Parking Standards adopted							
January 2004	20.40	-	20.40	20.81	-	20.81	2.0%
postage & packing	1.06	0.21	1.27	1.08	0.22	1.30	2.0%
Draft Local Plan Proposed							
Submission document August							
2016	15.30	-	15.30	15.61	-	15.61	2.0%
postage & packing	3.06	0.61	3.67	3.12	0.62	3.75	2.0%
Draft Local Plan Proposed							
Submission Policies Maps							
August 2016	30.60	-	30.60	31.21	-	31.21	2.0%
postage & packing	3.06	0.61	3.67	3.12	0.62	3.75	2.0%
Summary and Guide	Free	Free	Free	Free	Free	Free	
postage & packing	1.22	0.24	1.47	1.25	0.25	1.50	2.0%
Sustainability Appraisal Non							
Technical Summary 2016	17.34	-	17.34	17.69	-	17.69	2.0%
postage & packing	1.43	0.29	1.71	1.46	0.29	1.75	2.0%
Sustainability Appraisal							
Report 2016	35.70	-	35.70	36.41	-	36.41	2.0%
postage & packing	3.06	0.61	3.67	3.12	0.62	3.75	2.0%
Sustainability Appraisal							
Appendices 1-5 2016	32.64	-	32.64	33.29	-	33.29	2.0%
postage & packing	3.06	0.61	3.67	3.12	0.62	3.75	2.0%
Sustainability Appraisal Annex							
2016	40.80	-	40.80	41.62	-	41.62	2.0%
postage & packing	14.28	2.86	17.14	14.57	2.91	17.48	2.0%
Habitats Regulatory							
Assessment 2016	17.34	-	17.34	17.69	-	17.69	2.0%
postage & packing	1.43	0.29	1.71	1.46	0.29	1.75	2.0%
Green Corridor Strategic							
Framework Plan 2016	9.18	-	9.18	9.36	-	9.36	2.0%
postage & packing	1.64	0.33	1.97	1.68	0.34	2.01	2.0%
British Aerospace							
Supplementary Planning							
Guidance	10.20	-	10.20	10.40	-	10.40	2.0%
postage & packing	1.28	0.26	1.53	1.30	0.26	1.56	2.0%
Broadwater Road							
Supplementary Planning							
Document	15.30	-	15.30	15.61	-	15.61	2.0%
postage & packing	1.02	0.20	1.22	1.04	0.21	1.25	2.0%

Welwyn Hatfield Borough Council**General Fund Fees and Charges**

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Digswell Character Appraisal 2004	25.50	-	25.50	26.01	-	26.01	2.0%
postage & packing	1.02	0.20	1.22	1.04	0.21	1.25	2.0%
Welwyn Garden City Conservation Area Appraisal	15.30	-	15.30	15.61	-	15.61	2.0%
postage & packing	1.02	0.20	1.22	1.04	0.21	1.25	2.0%
High View Supplementary Planning Document	15.30	-	15.30	15.61	-	15.61	2.0%
postage & packing	1.02	0.20	1.22	1.04	0.21	1.25	2.0%
Welwyn Hatfield Green Belt Study Stage 3 August 2018	76.50	-	76.50	78.03	-	78.03	2.0%
postage & packing	14.28	2.86	17.14	14.57	2.91	17.48	2.0%
Supplementary Design Guidance	20.40	-	20.40	20.81	-	20.81	2.0%
postage & packing	1.06	0.21	1.27	1.08	0.22	1.30	2.0%
Consultation on sites promoted through the Call for Sites 2019	14.28	-	14.28	14.57	-	14.57	2.0%
postage & packing	2.04	0.41	2.45	2.08	0.42	2.50	2.0%

Welwyn Hatfield Borough Council
Appendix H
Housing Revenue Account

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Community Buses							
Community Bus Hire (with a driver)	45.00	-	45.00	65.00	-	65.00	44%
Community Bus Hire (without a driver)	37.50	7.50	45.00	37.50	7.50	45.00	0%
Fuel cost per mile	1.04	0.21	1.25	1.06	0.21	1.27	2%
Lunch club	2.00	-	2.00	3.00	-	3.00	50%
Shopper Hopper	4.00	-	4.00	5.00	-	5.00	25%
The Hive - Venue Hire (Hourly Rate)							
The Hive - Sports Hall	25.00	5.00	30.00	24.48	6.12	30.60	2%
The Hive - Sports Hall Charity/Local Authority Rate	20.83	4.17	25.00	20.40	5.10	25.50	2%
The Hive - Dining Room	25.00	-	25.00	25.50	-	25.50	2%
The Hive - Dining Room (after 6pm on Saturdays)	40.00	-	40.00	40.80	-	40.80	2%
The Hive - Dining Room Charity/Local Authority Rate	25.00	-	25.00	25.50	-	25.50	2%
The Hive - Games Room	20.00	-	20.00	20.40	-	20.40	2%
The Hive - Games Room Charity/Local Authority Rate	15.00	-	15.00	15.30	-	15.30	2%
The Hive - Meeting Room	15.00	-	15.00	15.30	-	15.30	2%
The Hive - Meeting Room Charity/Local Authority Rate	10.00	-	10.00	10.20	-	10.20	2%
The Hive - Freddie's Den							
Child Entry	2.92	0.58	3.50	2.88	0.72	3.60	3%
Bronze Party	87.50	17.50	105.00	85.60	21.40	107.00	2%
Silver Party	137.50	27.50	165.00	134.40	33.60	168.00	2%
Gold Party	175.00	35.00	210.00	171.20	42.80	214.00	2%

Welwyn Hatfield Borough Council

Appendix H

Housing Revenue Account

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Other (52 week charge)							
Council Tenants Lifeline Charge	3.46	-	3.46	3.53	-	3.53	2%
Non-Council Tenants Lifeline Charge	4.20	-	4.20	4.28	-	4.28	2%
Communal Facilities Charge							
Neighbourhood Schemes	10.72	-	10.72	10.93	-	10.93	2%
Communal Facilities Charge							
Communal Schemes	11.25	-	11.25	11.48	-	11.48	2%
Communal Heating	7.21	-	7.21	7.35	-	7.35	2%
Garage Rent Integral	10.83	-	10.83	11.08	-	11.08	2%
Garage Rent en bloc (incl VAT)	10.83	2.17	13.00	11.08	2.22	13.30	2%
Hazel Grove House - Running Cost	41.97	-	41.97	42.81	-	42.81	2%
Hazel Grove House - Bedsit Utilities	15.81	-	15.81	16.13	-	16.13	2%
Hazel Grove House - 1 Bedroom Flat Utilities	17.82	-	17.82	18.18	-	18.18	2%
Hazel Grove House - 2 Bedroom Flat Utilities	19.79	-	19.79	20.18	-	20.18	2%
Inspira House - Running Cost	39.79	-	39.79	40.59	-	40.59	2%
Inspira House - Utilities	17.79	-	17.79	18.15	-	18.15	2%
Burfield Close - Running Cost	38.88	-	38.88	39.66	-	39.66	2%
Burfield Close Utilities	17.82	-	17.82	18.18	-	18.18	2%
Other (single use charge)							
Replacement Key Fob	15.00	-	15.00	15.00	-	15.00	0%
Application admin fee for leasehold sub-let	-	-	-	45.00	-	45.00	N/A
Application admin fee for leasehold property alteration	-	-	-	150.00	-	150.00	N/A