

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

**Appendix E**

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

Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>Garage Rents</b>							
Owner occupier en bloc garage charges (52 week charge):							
popular sites per week	11.08	2.22	13.30	11.42	2.28	13.70	3%
unpopular sites per week	9.00	1.80	10.80	9.58	1.92	11.50	6%
Campus East Lower Car Park Garages Rents per	16.25	3.25	19.50	16.66	3.33	20.00	3%
<b>Revenues and Benefits</b>							
Court Costs for council tax & business rates	104.50	-	104.50	104.50	0.00	104.50	0%
<b>Estates Management</b>							
Freehold Reversions - 999 year lease	457.74	91.55	549.29	475.00	95.00	570.00	4%
Freehold Reversions - 999 year lease - valuation	116.16	23.23	139.39	120.83	24.17	145.00	4%
Freehold Reversions - 99 year lease	457.74	91.55	549.29	475.00	95.00	570.00	4%
Freehold Reversions - 99 year lease - valuation	116.16	23.23	139.39	120.83	24.17	145.00	4%
Residential Long Lease Extensions - Houses	457.74	91.55	549.29	475.00	95.00	570.00	4%
Residential Long Lease Extension Valuations - Houses	116.16	23.23	139.39	120.83	24.17	145.00	4%
Residential Long Lease Extensions - Flats	916.34	183.27	1,099.61	945.00	189.00	1,134.00	3%
Residential Long Lease Extension Valuations - Flats	168.64	33.73	202.37	175.00	35.00	210.00	4%
Document copying - If from paper copy	52.48	10.50	62.98	55.00	11.00	66.00	5%
Assignments or Change of use or deed of Variation	906.02	181.20	1,087.22	929.17	185.83	1,115.00	3%
Grant of licences / land sales - HRA and GF	906.02	181.20	1,087.22	929.17	185.83	1,115.00	3%
Minor Asset Disposal Valuations (eg. Land Sale Requests & Hsg Garage Valuations)	-	-	-	200.00	40.00	240.00	NEW
Development and Additional dwelling valuation	-	-	-	416.67	83.33	500.00	NEW

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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Former Landowners Consent - minor works	66.26	13.25	79.51	68.33	13.67	82.00	3%
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 - Residential Leasehold	906.02	181.20	1,087.22	929.17	185.83	1,115.00	3%
Title deeds submitted )	47.32	9.46	56.78	50.00	10.00	60.00	6%
(without title deeds submitted)	-	-	-	100.00	20.00	120.00	NEW
HMO valuation	-	-	-	250.00	0.00	250.00	NEW
Event Consent Request (non-	52.48	10.50	62.98	55.00	11.00	66.00	5%
Event Consent Request (commercial) < 300 people	0.00	0.00	0.00	100.00	20.00	120.00	NEW
Event Consent Request (commercial) 300 - 499 people	0.00	0.00	0.00	250.00	50.00	300.00	NEW
Event Consent Request	0.00	0.00	0.00	1,000.00	200.00	1,200.00	NEW
<b>Hatfield Stage Hire Fees*</b>							
Charities, voluntary and community organisations/events - Organisations that are hosting events outside of postcode AL9 & AL10 but within Welwyn Hatfield	235.00	47.00	282.00	242.08	48.42	290.50	3%
Charities or voluntary organisations/events - Organisations hosting events outside of the borough (but within 12 miles radius)	390.83	78.17	469.00	402.50	80.50	483.00	3%
Commercial (with the aim of the organisation or event to make a profit for private gain) - Organisations that are hosting events outside of postcode AL9 & AL10 but within Welwyn Hatfield	524.80	131.20	656.00	563.70	112.74	676.44	3%

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	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Commercial (with the aim of the organisation or event to make a profit for private gain) - Organisations that are hosting events outside of postcode AL9 & AL10 but within Welwyn Hatfield	748.80	187.20	936.00	803.75	160.75	964.50	3%
* organisations hosting events in AL9 & AL10 for the benefit of the community will not be charged beyond the actual costs of transporting the stage and putting the stage up and taking it down							

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

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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>Cemeteries</b>							
<b>Burial Fees</b>							
<b>Private Grave</b>							
Coffin <=30" Wide and 78" Long*	765.00	-	765.00	795.00	-	795.00	3.8%
Large Coffin/ Casket >30" Wide and 78" Long*	1,125.00	-	1,125.00	1,165.00	-	1,165.00	3.4%
Burial in Timber Shored Grave*	1,125.00	-	1,125.00	1,165.00	-	1,165.00	3.4%
Public Grave	560.00	-	560.00	580.00	-	580.00	3.4%
Children's Grave							
Shallow Grave*	1,020.00	-	1,020.00	1,050.00	-	1,050.00	2.9%
Mausoleum Chamber*	410.00	-	410.00	425.00	-	425.00	3.5%
<b>Grant of Exclusive Right Fees</b>							
Lawn Graves		-					
Coffin <=30" Wide and 78" Long*	1,020.00	-	1,020.00	1,050.00	-	1,050.00	2.9%
Large Coffin/ Casket >30" Wide and 78" Long*	1,530.00	-	1,530.00	1,575.00	-	1,575.00	2.9%
Premium Graves (Chosen by family - Additional Fee)*	255.00	-	255.00	265.00	-	265.00	3.8%
Reservation of Grant of Exclusive Right (10 Year Period)*	1,530.00	-	1,530.00	1,580.00	-	1,580.00	3.2%
Extension of Grant of Exclusive Right (Lawn Cemetery 10 Year Period)*	560.00	-	560.00	580.00	-	580.00	3.4%
Mausoleum Crypt (top and bottom vault Lawn Cemetery)	7,140.00	-	7,140.00	7,450.00	-	7,450.00	4.2%
Premium Mausoleum Crypt (middle vault Lawn Cemetery)	8,160.00	-	8,160.00	8,500.00	-	8,500.00	4.0%
Includes marble tablet with initial inscription. Bespoke artwork, photographs and vases will incur an additional							
Transfer Ownership of Grant of Exclusive Right*	51.00	-	51.00	55.00	0.00	55.00	7.3%
Official Copy of Grant of Exclusive Right/Search Fee*	51.00	-	51.00	55.00	0.00	55.00	7.3%



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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
*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							
<b>Miscellaneous Fees</b>							
Memorial Plaque	357.00	-	357.00	370.00	-	370.00	3.5%
Inclusion of small photo/bespoke artwork	92.00	-	92.00	95.00	-	95.00	3.2%
Inclusion of large photo/bespoke artwork	122.50	-	122.50	130.00	-	130.00	5.8%
New plaque for Memorial Garden Kerb (Hyde Only)	204.00	-	204.00	210.00	-	210.00	2.9%
New tablet for Commemorative Garden Plot (Lawn Only)	357.00	-	357.00	370.00	-	370.00	3.5%
Plaque on Wooden Memorial Bench	1,020.00	-	1,020.00	1,050.00	-	1,050.00	2.9%
Second Plaque on Existing Wooden Bench	306.00	-	306.00	315.00	-	315.00	2.9%
Wooden Bench - 10 yr Licence Renewal	-	-	-	300.00	-	300.00	NEW
Plaque on Granite Memorial Bench	867.00	-	867.00	895.00	-	895.00	3.1%
Second Plaque on Existing Granite Bench	306.00	-	306.00	315.00	-	315.00	2.9%
The Lodge Chapel**	102.00	-	102.00	105.00	-	105.00	2.9%
Hourly rate for exhumations	204.00	-	204.00	210.00	-	210.00	2.9%
Late fee - per half hour	153.00	-	153.00	160.00	-	160.00	4.4%
Turf Grave	61.50	-	61.50	65.00	-	65.00	5.4%
Permission to vault a grave space*	510.00	-	510.00	525.00	-	525.00	2.9%
** Subject to availability.							
*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							
- If a resident is required to move out of the area for medical care or to any nursing home within the last 2							
<b>Abandoned Vehicles</b>							
Abandoned Vehicles - off private property	44.58	8.92	53.49	45.83	9.17	55.00	2.7%



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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>Garden Waste Collection</b>							
First bin per property per annum	35.00	0.00	35.00	40.00	0.00	40.00	12.5%
Second bin per property per annum	60.00	0.00	60.00	65.00	0.00	65.00	7.7%
<b>Schedule of Offences</b>							
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		-	0.00		-	0.00	
- 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%
Unauthorised distribution of free printed matter		-	0.00		-	0.00	
- 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		-	0.00		-	0.00	
- 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		-	0.00		-	0.00	
- 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%
		-					



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Description	2021-22			2022-23			%
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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 receptacles ( 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%
<b>Roundabout Sponsorship</b>							
<b>High Profile</b>							
1 year sponsorship	2,665.00	533.00	3,198.00	2,750.00	550.00	3300.00	3.1%
3 year sponsorship	5,601.67	1,120.33	6,722.01	5,791.67	1,158.33	6950.00	3.3%
5 year sponsorship	8,000.00	1,600.00	9,600.00	8,250.00	1,650.00	9900.00	3.0%
<b>Medium Profile (main road)</b>							
1 year sponsorship	2,135.00	427.00	2,562.00	2,208.34	441.67	2650.00	3.3%
3 year sponsorship	4,479.17	895.83	5,375.01	4,620.83	924.17	5545.00	3.1%
5 year sponsorship	6,400.00	1,280.00	7,680.00	6,600.00	1,320.00	7920.00	3.0%
<b>Medium Profile (residential road)</b>							
1 year sponsorship	1,600.00	320.00	1,920.00	1,649.60	329.92	1979.52	3.0%
3 year sponsorship	3,358.33	671.67	4,030.00	3,462.44	692.49	4154.93	3.0%
5 year sponsorship	4,802.08	960.42	5,762.49	4,950.94	990.19	5941.13	3.0%
<b>Low Profile</b>							
1 year sponsorship	800.00	160.00	960.00	825.00	165.00	990.00	3.0%
3 year sponsorship	1,675.00	335.00	2,010.00	1,729.16	345.83	2075.00	3.1%
5 year sponsorship	2,397.50	479.50	2,877.00	2,475.00	495.00	2970.00	3.1%

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	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>Car Parking</b>							
<b>Northaw Great Wood</b>							
Annual car parking permit	15.00	3.00	18.00	16.67	3.33	20.00	10.0%
Visitors parking fee (honesty box)	1.00	-	1.00	1.20	-	1.20	16.7%
<b>Parking Permits</b>							
Resident motorcycle ( per annum)	10.40	-	10.40	11.00	-	11.00	5.4%
Resident first vehicle ( per annum)	25.00	-	25.00	30.00	-	30.00	16.7%
Resident second vehicle (per annum)	46.00	-	46.00	50.00	-	50.00	8.0%
Resident third vehicle (per annum)	66.50	-	66.50	70.00	-	70.00	5.0%
Carers permit ( per annum)	20.00	-	20.00	24.00	-	24.00	16.7%
Business Vehicle ( per annum)	235.00	-	235.00	245.00	-	245.00	4.1%
Pack of 20 daily visitor vouchers	10.40	-	10.40	11.00	-	11.00	5.4%
Refund request ( admin fee)	5.20	-	5.20	5.50	-	5.50	5.4%
Change of address/vehicle ( admin fee)	5.20	-	5.20	5.50	-	5.50	5.4%
<b>Hatfield Multi-Storey</b>							
0 - 3 Hours	Free	Free	Free	Free	Free	Free	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)	5.42	1.08	6.50	5.42	1.08	6.50	0.0%
<b>Hunters Bridge ( Monday - Saturday)</b>							
0 - 30 minutes	Free	Free	Free	Free	Free	Free	0.0%
30 minutes - 2 hours	1.25	0.25	1.50	1.33	0.27	1.60	6.0%
2 - 3 hours	2.08	0.42	2.50	2.17	0.43	2.60	3.8%
3 - 4 hours	2.92	0.58	3.50	3.00	0.60	3.60	2.7%
Daily tickets 4 + hrs ( Mon - Sat)	5.42	1.08	6.50	5.50	1.10	6.60	1.4%
<b>Hunters Bridge ( Sunday)</b>							
0 - 30 minutes	Free	Free	Free	Free	Free	Free	0.0%
Sunday (daily)	0.83	0.17	1.00	0.92	0.18	1.10	9.8%

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	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>Campus West ( Monday - Saturday)</b>							
0 - 30 minutes	Free	Free	Free	Free	Free	Free	0.0%
30 minutes - 2 hours	1.25	0.25	1.50	1.33	0.27	1.60	6.0%
2 - 3 hours	2.08	0.42	2.50	2.17	0.43	2.60	3.9%
3 - 4 hours	2.92	0.58	3.50	3.00	0.60	3.60	2.7%
Daily tickets 4 + hrs ( Mon - Sat)	5.42	1.08	6.50	5.50	1.10	6.60	1.4%
<b>Campus West ( Sunday)</b>							
0 - 30 minutes	Free	Free	Free	Free	Free	Free	0.0%
Sunday (daily)	0.83	0.17	1.00	0.92	0.18	1.10	9.8%
<b>Cherry Tree (parking available Saturday and Sunday)</b>							
<b>Saturday:</b>							
0 - 30 minutes	Free	Free	Free	Free	Free	Free	0.0%
30 mins - 1 hours	0.42	0.08	0.50	0.50	0.10	0.60	16.0%
1 - 2 hours	1.25	0.25	1.50	1.42	0.28	1.70	12.0%
2 - 3 hours	2.08	0.42	2.50	2.17	0.43	2.60	4.1%
3 - 4 hours	2.92	0.58	3.50	3.00	0.60	3.60	2.7%
Daily tickets 4 + hrs	5.42	1.08	6.50	5.50	1.10	6.60	1.4%
<b>Cherry Tree ( Sunday)</b>							
0 - 30 minutes	Free	Free	Free	Free	Free	Free	0.0%
Sunday (daily)	0.83	0.17	1.00	0.92	0.18	1.10	9.8%
<b>Campus East ( Monday - Sunday)</b>							
Campus East Lower - Mon-Fri (entry before 11am)	5.42	1.08	6.50	5.50	1.10	6.60	1.4%
Campus East Lower - Mon-Fri (entry from 11am)	2.92	0.58	3.50	3.00	0.60	3.60	2.7%
Campus East Lower - Saturday	2.92	0.58	3.50	3.00	0.60	3.60	2.7%
Campus East Lower - Sunday	0.83	0.17	1.00	0.92	0.18	1.10	9.8%
Campus East Upper - Saturday	2.92	0.58	3.50	3.00	0.60	3.60	2.7%
Campus East Upper - Sunday	0.83	0.17	1.00	0.92	0.18	1.10	9.8%
<b>Season Tickets:</b>							
<b>Hatfield Multi-Storey, Kennelwood Lane, Dog Kennel Lane</b>							
3 month season ticket - standard	41.67	8.33	50.00	41.67	8.33	50.00	0.0%
Annual Ticket				166.67	33.33	200.00	0.0%



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	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>Landscape &amp; Ecology</b>							
High Hedge Enforcement Fee	525.00	-	525.00	545.00	-	545.00	4%
<b>Street Naming &amp; Numbering</b>							
<b>New development build or Conversion of existing property (price per plot)</b>							
1st plot	63.75	12.75	76.50	66.67	13.33	80.00	4.4%
2nd - 24th plots	42.50	8.50	51.00	45.83	9.17	55.00	7.3%
25th - 49th plots	34.17	6.83	41.00	37.50	7.50	45.00	8.9%
50th - 74th plots	25.83	5.17	31.00	26.67	5.33	32.00	3.1%
75th – 99th plots	21.25	4.25	25.50	22.50	4.50	27.00	5.6%
Plots 100 and above	12.92	2.58	15.50	14.17	2.83	17.00	8.8%
Naming of block or building name	170.00	34.00	204.00	175.27	35.05	210.33	3.0%
Street Name for new development	170.00	34.00	204.00	175.27	35.05	210.33	3.0%
Street name	170.00	34.00	204.00	175.27	35.05	210.33	3.0%
Changes to Development/Layout after notification	42.50	8.50	51.00	43.82	8.76	52.59	3.0%
Re-Naming/Renumbering Building (existing premises)	63.75	12.75	76.50	65.73	13.15	78.87	3.0%
Addition of name to numbered property (alias)	63.75	12.75	76.50	65.73	13.15	78.87	3.0%
Change of name to named only property	63.75	12.75	76.50	65.73	13.15	78.87	3.0%
Re-Naming Street or re-postcoding (at residents request)	170.00	34.00	204.00	175.27	35.05	210.33	3.0%

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**General Fund Fees and Charges - Policy and Cultural Services**

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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>Campus West</b>							
<b>Garden City Cinema - Monday to Thursday</b>							
- Full Price	6.83	1.37	8.20	7.08	1.42	8.50	4%
- U16 / Seniors / Student	6.00	1.20	7.20	6.25	1.25	7.50	4%
- Full Price 3D Films	8.75	1.75	10.50	9.17	1.83	11.00	5%
- 3D Films Concession U16 / Seniors / Student	7.92	1.58	9.50	8.33	1.67	10.00	5%
- Screenings starting before 5pm No Zebra Discount	4.58	0.92	5.50	5.00	1.00	6.00	9%
<b>- Friday to Sunday</b>							
- Full Price	8.29	1.66	9.95	8.54	1.71	10.25	3%
- Concessions (U16 / Seniors / Student)	7.46	1.49	8.95	7.92	1.58	9.50	6%
- Full Price 3D Films	9.96	1.99	11.95	10.42	2.08	12.50	5%
- 3D Film Concessions (U16 / Seniors / Student)	9.13	1.83	10.96	9.58	1.92	11.50	5%
<b>Hawthorne Theatre - Theatrical Hire Fee</b>							
Monday to Wednesday							
8am to 4pm	1,041.67	208.33	1,250.00	1,072.92	214.58	1,287.50	3%
4pm to midnight	1,166.67	233.33	1,400.00	1,201.67	240.33	1,442.00	3%
Thursday to Sunday							
8am to 4pm	1,291.67	258.33	1,550.00	1,330.42	266.08	1,596.50	3%
4pm to midnight	1,541.67	308.33	1,850.00	1,587.92	317.58	1,905.50	3%
<b>Screen Hire</b>							
<b>Screen 1</b>							
8am to 1pm	416.67	83.33	500.00	429.17	85.83	515.00	3%
1pm - 4pm	416.67	83.33	500.00	429.17	85.83	515.00	3%
4pm - 11pm	416.67	83.33	500.00	429.17	85.83	515.00	3%
<b>Screen 2</b>					0.00	0.00	
8am to 1pm	625.00	125.00	750.00	643.75	128.75	772.50	3%
1pm - 4pm	625.00	125.00	750.00	643.75	128.75	772.50	3%
4pm - 11pm	625.00	125.00	750.00	643.75	128.75	772.50	3%

**Welwyn Hatfield Borough Council**  
**General Fund Fees and Charges - Policy and Cultural Services**

**Appendix E**

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

Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>Roller City</b>							
- Skate Admission Only	6.25	1.25	7.50	6.67	1.33	8.00	7%
- Skate Hire	2.08	0.42	2.50	2.50	0.50	3.00	20%
- Spectator Charge	4.17	0.83	5.00	4.58	0.92	5.50	10%
<b>Soft Play City</b>							
Children 12 month or under	Free	Free	Free	Free	Free	Free	
Children 1 Year to 3 years	4.13	0.83	4.96	4.33	0.87	5.20	5%
Children 4 to 9 years	5.79	1.16	6.95	6.00	1.20	7.20	4%
Accompanying Adults	3.75	0.75	4.50	4.17	0.83	5.00	11%
Registered Child Minder (Mon to Fri only)	Free	Free	Free	Free	Free	Free	
<b>Mill Green Museum &amp; Welwyn Roman Baths</b>							
Adult entry fee single (same for both sites)	4.00	-	4.00	5.00	-	5.00	25%
Child entry fee single (same for both sites)	1.00	-	1.00	1.50	-	1.50	50%
Special Events for Children (max. charge)	5.00	-	5.00	7.50	-	7.50	50%
Children's drop in activity (min. charge)	4.00	-	4.00	5.00	-	5.00	25%
General School visit (informal session)	3.60	-	3.60	5.25	-	5.25	46%
Extra Charge for Miller (on non milling days)	51.00	-	51.00	52.00	-	52.00	2%
Taught lesson (standard) per child	7.15	-	7.15	7.50	-	7.50	5%
Minimum charge (up to 30 children)	200.20	-	200.20	225.00	-	225.00	12%
Combined visit to Museum and Roman Bath House per child	9.15	-	9.15	9.50	-	9.50	4%
Private Hire of Study Area (1/2 day)	95.00	-	95.00	100.00	-	100.00	5%
Private Hire of Study Area (full day)	185.00	-	185.00	190.00	-	190.00	3%
Photocopying - single sheet	0.42	0.08	0.50	0.67	0.13	0.80	
Photocopying - double sided	0.83	0.17	1.00	1.00	0.20	1.20	
Digital Capture (by Staff) 5 copies (same/different)	20.83	4.17	24.99	29.75	5.95	35.70	

**Welwyn Hatfield Borough Council**  
**General Fund Fees and Charges - Policy and Cultural Services**

**Appendix E**

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

Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Digital capture (1 image)	4.17	0.00	4.17	4.60	0.00	4.60	
<b>Reproduction Rights</b>							
Works by national / non-Herts Museums - one country	34.58	6.92	41.50	45.84	9.17	55.00	
Works by national / non-Herts Museums - worldwide	69.58	13.92	83.50	91.67	18.33	110.00	
Self publishing: local history (print run <10)	4.38	0.88	5.25	5.83	1.17	7.00	
Self publishing: local history (print run >10 <500)	8.75	1.75	10.50	11.25	2.25	13.50	
Academic / local history (print run < 2,000)**	26.25	5.25	31.50	34.59	6.92	41.50	
Academic / local history (print run > 2,000)**	43.33	8.67	52.00	57.08	11.42	68.50	
Commercial / non-academic (print run < 500)**	26.25	5.25	31.50	30.00	6.00	36.00	
Commercial / non-academic (print run > 500 < 2,000)**	43.33	8.67	52.00	57.08	11.42	68.50	
Commercial / non-academic (print run > 2,000)**	65.00	13.00	78.00	71.67	14.33	86.00	
Newspapers / magazines - National**	130.00	26.00	156.00	142.92	28.58	171.50	
Newspapers / magazines - Local**	65.00	13.00	78.00	71.67	14.33	86.00	
Internet / Website - commercial / individual*	17.50	3.50	21.00	19.25	3.85	23.10	
Internet / Website - academic**	4.58	0.92	5.50	5.00	1.00	6.00	
External exhibition loans - national / commercial	69.58	13.92	83.50	75.83	15.17	91.00	
Public / educational talks - national / commercial	34.79	6.96	41.75	38.33	7.67	46.00	
Email of each Digital Image	2.08	0.42	2.50	2.50	0.50	3.00	
Commercial Requests upon application							
Archaeology Deposits (single item / box)	POA	POA	POA	POA	POA	POA	
<i>**Fees doubled for worldwide usage</i>							



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

Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>Room/Hall Hire</b>							
<b>Campus West / Vineyard Barn / Hazel Grove / Panshanger</b>							
- Keep Fit (per session)	5.83	1.17	7.00	6.00	1.20	7.20	3%
- Medau (per session)	5.83	1.17	7.00	6.00	1.20	7.20	3%
- Children's Parties	125.00	25.00	150.00	129.17	25.83	155.00	3%
<b>Community Centres - Room Hires (Hazel Grove, Vineyard Barn, Panshanger, Hilltop)</b>							
Large Rooms (per hour)	20.00	0.00	20.00	21.00	0.00	21.00	5%
Small Rooms (per hour)	18.00	0.00	18.00	19.00	0.00	19.00	6%
Sheridan Studio At Campus West (per hour)	20.83	4.17	25.00	21.67	4.33	26.00	4%

**Welwyn Hatfield Borough Council**  
**General Fund Fees and Charges - Community and Housing Strategy**

**Appendix E**

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

Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>General *</b>							
Immigration Inspection	289.00	-	289.00	297.67	-	298.00	3%
Housing Act Notice*	332.00	-	332.00	341.96	-	342.00	3%
*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 when it exceeds £333 (7.4 hours).							
<b>HMO Application**</b>							
Application for basic 5 person HMO**	993.00	-	993.00	1,022.79	-	1,023.00	3%
Application for an HMO between 6 - 10 persons**	1,110.00	-	1,110.00	1,143.30	-	1,143.00	3%
Application for an HMO with 11 or more persons**	1,222.00	-	1,222.00	1,258.66	-	1,259.00	3%
**A discount of 10% 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. This discount will increase to 20% for accredited landlords.							
<b>Officer time for work in default***</b>							
Officer time for work in default - Head of Service	73.33	14.67	88.00	75.83	15.17	91.00	3%
Officer time for work in default - Private Sector Housing Manager	51.67	10.33	62.00	53.33	10.67	64.00	3%
Officer time for work in default - Senior Housing Technician	47.50	9.50	57.00	49.17	9.83	59.00	4%
Officer time for work in default - Housing Technician	33.33	6.67	40.00	34.17	6.83	41.00	3%
Officer time for work in default - Support Officer	22.50	4.50	27.00	23.33	4.67	28.00	4%
***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.							
<b>Community Services</b>							
CCTV charge	104.00	-	104.00	107.00	-	107.00	3%



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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>Local land searches *</b>							
LLC1 & Con29 (residential, commercial & land) *part							
VATable	75.00	15.00	90.00	75.00	15.00	90.00	0.0%
Con29R only	58.00	11.60	69.60	58.00	11.60	69.60	0.0%
Con 290 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 290 question 22	15.00	3.00	18.00	15.00	3.00	18.00	0.0%
LLC1 search only	17.00	-	17.00	17.00	-	17.00	0.0%
<b>Legal</b>							
CS156 A Certificate of Compliance	83.25	-	83.25	85.75	-	85.75	3.0%
DS1 or DS2 Land Registry Forms	83.25	-	83.25	85.75	-	85.75	3.0%
Deed Postponement of Discount	83.25	-	83.25	85.75	-	85.75	3.0%
Legal Photocopying Charges	46.82	-	46.82	48.25	-	48.25	3.1%
Reports on Title	135.25	27.05	162.30	139.25	27.85	167.10	3.0%
Boundary enquires	83.25	-	83.25	85.75	-	85.75	3.0%
Notice of Transfer/Charge refer to lease ( NO VAT ) : Reasonable unless specified in lease.	40.00	-	40.00	41.25	-	41.25	3.1%
Estate Management Booklet	15.00	-	15.00	15.50	-	15.50	3.3%
LPE1/ Seller information Pack :							
- 125yr Leases : Home Ownership							
- 99 -999yr Leases : Estates							
<b>Electoral Services</b>							
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%
u	5.00	-	5.00	5.00	-	5.00	0.0%
<b>Democratic Services</b>							



**Welwyn Hatfield Borough Council**  
**General Fund Fees and Charges - Public Health and Protection**

**Appendix E**

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

Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>Licensing</b>							
<b>Animal Activities</b>							
Home Dog boarding or Day Care/ Commercial up to ten dogs 1 year							
On Application	267.00	-	267.00	275.00	-	275.00	3.0%
On Issue	31.00	-	31.00	32.00	-	32.00	3.2%
Home Dog boarding or Day Care/ Commercial up to ten dogs 2 year							
On Application	267.00	-	267.00	275.00	-	275.00	3.0%
On Issue	74.00	-	74.00	76.50	-	76.50	3.4%
Renewal 1 year - On application	234.00	-	234.00	241.00	-	241.00	3.0%
Renewal 1 year - On issue	36.00	-	36.00	37.10	-	37.10	3.1%
Renewal 2 year - On Application	234.00	-	234.00	241.00	-	241.00	3.0%
Renewal 2 year - On Issue	99.00	-	99.00	102.00	-	102.00	3.0%
Renewal 3 year - On Application	234.00	-	234.00	241.00	-	241.00	3.0%
Renewal 3 year - On Issue	119.00	-	119.00	123.00	-	123.00	3.4%
					-		
Dog/Cat commercial over ten dogs - 1 Year					-		
On Application	286.00	-	286.00	295.00	-	295.00	3.1%
On Issue	38.00	-	38.00	39.50	-	39.50	3.9%
					-		
Dog/Cat commercial over ten dogs -2 year					-		
On Application	286.00	-	286.00	295.00	-	295.00	3.1%
On Issue	90.00	-	90.00	92.70	-	92.70	3.0%
Renewal 1 year - On application	262.00	-	262.00	270.00	-	270.00	3.1%
Renewal 1 year - On issue	31.00	-	31.00	32.00	-	32.00	3.2%
Renewal 2 year - On Application	279.00	-	279.00	287.50	-	287.50	3.0%
Renewal 2 year - On Issue	89.00	-	89.00	92.00	-	92.00	3.4%
Renewal 3 year - On Application	286.00	-	286.00	295.00	-	295.00	3.1%
Renewal 3 year - On Issue	139.00	-	139.00	144.00	-	144.00	3.6%
					-		
Arranging boarding/franchise No dogs New and renewal							
On Application	239.00	-	239.00	246.50	-	246.50	3.1%
On Issue	31.00	-	31.00	32.00	-	32.00	3.2%
Variation franchise	50.00	-	50.00	51.50	-	51.50	3.0%
					-		
Inspection of new franchisee no licence 1 year					-		
On Application	222.00	-	222.00	230.00	-	230.00	3.6%
On Issue	16.00	-	16.00	16.50	-	16.50	3.1%
					-		
Inspection of new franchisee no licence 2 year					-		

**Welwyn Hatfield Borough Council**  
**General Fund Fees and Charges - Public Health and Protection**

**Appendix E**

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

Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
On Application	224.00	-	224.00	231.00	-	231.00	3.1%
On Issue	41.00	-	41.00	42.50	-	42.50	3.7%
Inspection of new franchisee no licence 3 year							
On Application	219.00	-	219.00	225.50	-	225.50	3.0%
On Issue	79.00	-	79.00	81.50	-	81.50	3.2%
Renewal 1 year - On application	216.00	-	216.00	222.50	-	222.50	3.0%
Renewal 1 year - On issue	16.00	-	16.00	16.50	-	16.50	3.1%
Renewal 2 year - On Application	209.00	-	209.00	215.50	-	215.50	3.1%
Renewal 2 year - On Issue	41.00	-	41.00	42.50	-	42.50	3.7%
Renewal 3 year - On Application	200.00	-	200.00	206.00	-	206.00	3.0%
Renewal 3 year - On Issue	79.00	-	79.00	81.50	-	81.50	3.2%
		-					
Dog Breeding New 1 year		-					
On Application	273.00	-	273.00	282.00	-	282.00	3.3%
On Issue	30.00	-	30.00	31.00	-	31.00	3.3%
		-					
Dog Breeding new 2 years		-					
On Application	273.00	-	273.00	281.19	-	281.19	3.0%
On Issue	77.00	-	77.00	80.00	-	80.00	3.9%
		-					
Dog breeding Renewal 1 year		-					
On Application	252.00	-	252.00	260.00	-	260.00	3.2%
On Issue	30.00	-	30.00	31.00	-	31.00	3.3%
		-					
Dog breeding renewal 2 year		-					
On Application	234.00	-	234.00	242.00	-	242.00	3.4%
On Issue	80.00	-	80.00	82.50	-	82.50	3.1%
		-					
Dog breeding renewal 3 year		-					
On Application	251.00	-	251.00	258.50	-	258.50	3.0%
On Issue	129.00	-	129.00	133.00	-	133.00	3.1%
		-					
Selling animals as Pets New 1 year							
On Application	267.00	-	267.00	275.00	-	275.00	3.0%
On Issue	31.00	-	31.00	32.00	-	32.00	3.2%
		-					
Selling animals as pets New 2 year							
On Application	264.00	-	264.00	272.00	-	272.00	3.0%
On Issue	93.00	-	93.00	96.00	-	96.00	3.2%
		-					





**Welwyn Hatfield Borough Council**  
**General Fund Fees and Charges - Public Health and Protection**

**Appendix E**

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

Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Dangerous Wild Animals	312.61	-	312.61	322.00	-	322.00	3.0%
Zoos	500.80	-	500.80	515.50	-	515.50	2.9%
<b>Gaming Machine Permits</b>							
Two machines on licensed premises	50.00	-	50.00	50.00	-	50.00	0.0%
Grant	150.00	-	150.00	150.00	-	150.00	0.0%
More than two machines existing	100.00	-	100.00	100.00	-	100.00	0.0%
More than two machines other cases	150.00	-	150.00	150.00	-	150.00	0.0%
More than two machines variation	100.00	-	100.00	100.00	-	100.00	0.0%
More than two machines transferred	25.00	-	25.00	25.00	-	25.00	0.0%
Annual Fees	50.00	-	50.00	50.00	-	50.00	0.0%
Substitute Name	25.00	-	25.00	25.00	-	25.00	0.0%
Copy of Permit	15.00	-	15.00	15.00	-	15.00	0.0%
<b>Club Gaming Permits Club machine permits</b>							
Two machines on licensed premises	50.00	-	50.00	50.00	-	50.00	0.0%
Grant	200.00	-	200.00	200.00	-	200.00	0.0%
Grant (Club premises certificate holder)	100.00	-	100.00	100.00	-	100.00	0.0%
More than two machines variation	100.00	-	100.00	100.00	-	100.00	0.0%
Renewal	200.00	-	200.00	200.00	-	200.00	0.0%
Renewal (Club premises certificate holder)	100.00	-	100.00	100.00	-	100.00	0.0%
Annual Fees	50.00	-	50.00	50.00	-	50.00	0.0%
Substitute Name	25.00	-	25.00	25.00	-	25.00	0.0%
Copy of Permit	15.00	-	15.00	15.00	-	15.00	0.0%
<b>Gambling Premises new application</b>							
New Small Casino	8,000.00	-	8,000.00	8,000.00	-	8,000.00	0.0%
New Large Casino	10,000.00	-	10,000.00	10,000.00	-	10,000.00	0.0%
Regional Casino	15,000.00	-	15,000.00	15,000.00	-	15,000.00	0.0%
Bingo Club	1,722.98	-	1,722.98	1,775.00	-	1,775.00	3.0%
Betting premises ( excluding tracks)	1,615.30	-	1,615.30	1,664.00	-	1,664.00	3.0%
Tracks	2,500.00	-	2,500.00	2,500.00	-	2,500.00	0.0%

**Welwyn Hatfield Borough Council**  
**General Fund Fees and Charges - Public Health and Protection**

**Appendix E**

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

Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Family Entertainment Centre	1,292.24	-	1,292.24	1,331.01	-	1,331.01	3.0%
Adult Gaming Centre	1,292.24	-	1,292.24	1,331.01	-	1,331.01	3.0%
<b>Gambling Premises annual fee</b>							
New Small Casino	5,000.00	-	5,000.00	5,000.00	-	5,000.00	0.0%
New Large Casino	10,000.00	-	10,000.00	10,000.00	-	10,000.00	0.0%
Regional Casino	15,000.00	-	15,000.00	15,000.00	-	15,000.00	0.0%
Bingo Club	538.43	-	538.43	555.00	-	555.00	3.1%
Betting premises ( excluding tracks)	323.06	-	323.06	333.00	-	333.00	3.1%
Tracks	1,000.00	-	1,000.00	1,000.00	-	1,000.00	0.0%
Family Entertainment Centre	323.06	-	323.06	333.00	-	333.00	3.1%
Adult Gaming Centre	538.43	-	538.43	555.00	-	555.00	3.1%
<b>Gambling Premises application for a provisional statement</b>							
New Small Casino	8,000.00	-	8,000.00	8,000.00	-	8,000.00	0.0%
New Large Casino	10,000.00	-	10,000.00	10,000.00	-	10,000.00	0.0%
Regional Casino	15,000.00	-	15,000.00	15,000.00	-	15,000.00	0.0%
Bingo Club	1,722.98	-	1,722.98	1,775.00	-	1,775.00	3.0%
Betting premises ( excluding tracks)	1,399.92	-	1,399.92	1,441.92	-	1,441.92	3.0%
Tracks	2,500.00	-	2,500.00	2,500.00	-	2,500.00	0.0%
Family Entertainment Centre	1,399.92	-	1,399.92	1,442.00	-	1,442.00	3.0%
Adult Gaming Centre	1,224.00	-	1,224.00	1,261.00	-	1,261.00	3.0%
<b>Gambling Premises application for transfer</b>							
New Small Casino	1,800.00	-	1,800.00	1,800.00	-	1,800.00	0.0%
New Large Casino	2,150.00	-	2,150.00	2,150.00	-	2,150.00	0.0%
Regional Casino	6,500.00	-	6,500.00	6,500.00	-	6,500.00	0.0%
Bingo Club	750.13	-	750.13	772.63	-	772.63	3.0%
Betting premises ( excluding tracks)	750.13	-	750.13	772.63	-	772.63	3.0%
Tracks	950.00	-	950.00	950.00	-	950.00	0.0%
Family Entertainment Centre	525.30	-	525.30	541.00	-	541.00	3.0%
Adult Gaming Centre	630.36	-	630.36	649.50	-	649.50	3.0%
<b>Gambling Premises application to vary</b>							
New Small Casino	4,000.00	-	4,000.00	4,000.00	-	4,000.00	0.0%
New Large Casino	5,000.00	-	5,000.00	5,000.00	-	5,000.00	0.0%
Regional Casino	7,500.00	-	7,500.00	7,500.00	-	7,500.00	0.0%
Bingo Club	1,575.90	-	1,575.90	1,623.00	-	1,623.00	3.0%

**Welwyn Hatfield Borough Council**  
**General Fund Fees and Charges - Public Health and Protection**

**Appendix E**

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

Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Betting premises ( excluding tracks)	1,399.92	-	1,399.92	1,442.00	-	1,442.00	3.0%
Tracks	1,250.00	-	1,250.00	1,250.00	-	1,250.00	0.0%
Family Entertainment Centre	646.12	-	646.12	665.50	-	665.50	3.0%
Adult Gaming Centre	646.12	-	646.12	665.50	-	665.50	3.0%
<b>Gambling Premises application for reinstatement</b>							
New Small Casino	1,800.00	-	1,800.00	1,800.00	-	1,800.00	0.0%
New Large Casino	2,150.00	-	2,150.00	2,150.00	-	2,150.00	0.0%
Regional Casino	6,500.00	-	6,500.00	6,500.00	-	6,500.00	0.0%
Bingo Club	750.13	-	750.13	772.63	-	772.63	3.0%
Betting premises ( excluding tracks)	750.13	-	750.13	772.63	-	772.63	3.0%
Tracks	950.00	-	950.00	950.00	-	950.00	0.0%
Family Entertainment Centre	525.30	-	525.30	542.00	-	542.00	3.2%
Adult Gaming Centre	735.42	-	735.42	758.00	-	758.00	3.1%
<b>Gambling Premises provisional statement holders</b>							
New Small Casino	3,000.00	-	3,000.00	3,000.00	-	3,000.00	0.0%
New Large Casino	5,000.00	-	5,000.00	5,000.00	-	5,000.00	0.0%
Regional Casino	8,000.00	-	8,000.00	8,000.00	-	8,000.00	0.0%
Bingo Club	750.13	-	750.13	772.63	-	772.63	3.0%
Betting premises ( excluding tracks)	750.13	-	750.13	772.63	-	772.63	3.0%
Tracks	950.00	-	950.00	950.00	-	950.00	0.0%
Family Entertainment Centre	804.23	-	804.23	828.36	-	828.36	3.0%
Adult Gaming Centre	804.23	-	804.23	828.36	-	828.36	3.0%
<b>Other</b>							
Sex Shop or Sex Cinema	675.22	-	675.22	695.48	-	695.48	3.0%
Sexual Entertainment Venue	675.22	-	675.22	695.48	-	695.48	3.0%
Hypnotism application	166.46	-	166.46	171.45	-	171.45	3.0%
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%
<b>Scrap Metal</b>							
Site Licence Application	801.94	-	801.94	826.00	-	826.00	3.0%
Collectors Licence Application	670.77	-	670.77	690.89	-	690.89	3.0%

**Welwyn Hatfield Borough Council**  
**General Fund Fees and Charges - Public Health and Protection**

**Appendix E**

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

Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Site Licence Renewal	543.87	-	543.87	560.19	-	560.19	3.0%
Collectors Licence Renewal	517.21	-	517.21	532.73	-	532.73	3.0%
Variation (site licence to collectors licence)	88.51	-	88.51	91.17	-	91.17	3.0%
Variation (collectors licence to site licence)	159.96	-	159.96	164.76	-	164.76	3.0%
Change of site	88.51	-	88.51	91.17	-	91.17	3.0%
Change of site manager	71.45	-	71.45	73.59	-	73.59	3.0%
Change of name or address	50.12	-	50.12	51.62	-	51.62	3.0%
<b>Premises &amp; Clubs - new applications</b>							
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%
		-			-		
<b>Additional fees for premises holding more than 5000 persons</b>							
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%
<b>Premises &amp; Clubs - Annual Fee (Renewals)</b>							
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%
<b>Additional fees for premises holding more than 5000 persons</b>							
5,000 - 9,999	500.00	-	500.00	500.00	-	500.00	0.0%



**Welwyn Hatfield Borough Council**  
**General Fund Fees and Charges - Public Health and Protection**

**Appendix E**

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

Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
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%
Notification of change of name or alteration of rules of club	10.50	-	10.50	10.50	-	10.50	0.0%
Change of relevant registered address of club	10.50	-	10.50	10.50	-	10.50	0.0%
Replacement of temporary event notice	10.50	-	10.50	10.50	-	10.50	0.0%
Replacement of personal licence	10.50	-	10.50	10.50	-	10.50	0.0%
Duty to notify change of name & address	10.50	-	10.50	10.50	-	10.50	0.0%
Right of freeholder to be notified of licensing matters.	21.00	-	21.00	21.00	-	21.00	0.0%
Copy of document on public register	0.12	0.02	0.14	0.12	0.02	0.14	0.0%
<b>Mobile Homes Act</b>							
Initial Site Licence Fee	147.16	29.43	176.59	151.57	30.31	181.89	3.0%
- and in addition for each pitch	14.93	2.99	17.92	15.38	3.08	18.45	3.0%
Transfer or Standard amendment fee	189.82	37.96	227.78	195.51	39.10	234.62	3.0%
Site expansion amendment fee	147.16	29.43	176.59	151.57	30.31	181.89	3.0%
- and in addition for each pitch	14.93	2.99	17.92	15.38	3.08	18.45	3.0%
Annual Fee per pitch	11.73	2.35	14.08	12.08	2.42	14.50	3.0%
Site Rules Regulation Deposit	37.32	7.46	44.78	38.44	7.69	46.13	3.0%

**Welwyn Hatfield Borough Council**  
**General Fund Fees and Charges - Public Health and Protection**

**Appendix E**

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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Fit and Proper Persons Check	175.96	35.19	211.15	181.24	36.25	217.49	3.0%
Enforcement Notice	302.86	60.57	363.43	311.95	62.39	374.33	3.0%
Works in default - As displayed in current budget book and vary between the officer involved and the time for day the works are executed							
<b>Hackney Carriages</b>							
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 :-		-			-	0.00	
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	-	1,194.00	1,194.00	-	1,194.00	0.0%
		-			-	0.00	
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%
<b>Environmental Health</b>							
<b>Training / Courses</b>							
Level 2 - Food Safety in Catering (residents or businesses of WH)	65.00	-	65.00	67.50	-	67.50	3.8%
Level 2 - Food Hygiene in Catering (outside of WH)	70.00	-	70.00	72.50	-	72.50	3.6%
Level 2 - Nutrition course (residents or businesses of WH)	65.00	-	65.00	67.00	-	67.00	3.1%
Level 2 - Nutrition course (outside of WH)	70.00	-	70.00	72.50	-	72.50	3.6%
Level 3 - Food safety in Catering (residents/businesses of WH)	275.00	-	275.00	283.50	-	283.50	3.1%

**Welwyn Hatfield Borough Council**  
**General Fund Fees and Charges - Public Health and Protection**

**Appendix E**

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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Level 3 - Food safety in Catering (outside of WH))	285.00	-	285.00	294.50	-	294.50	3.3%
Level 3 - Refresher Course	155.00	-	155.00	160.00	-	160.00	3.2%
Level 3 - Refresher Course (outside WH)	165.00	-	165.00	170.00	-	170.00	3.0%
Resilience awareness training (organisation)	520.20	-	520.20	535.81	-	535.81	3.0%
Small Business Support course (part day)	67.63	-	67.63	69.66	-	69.66	3.0%
Small Business Support course (full day)	135.25	-	135.25	139.31	-	139.31	3.0%
Small Food Business workshops	26.01	-	26.01	26.79	-	26.79	3.0%
Replacement food hygiene/safety certificate	40.00	-	40.00	41.50	-	41.50	3.8%
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			
<b>EPA prescribed processes - application fees these fees are subject to change by statute</b>							
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							



**Welwyn Hatfield Borough Council**  
**General Fund Fees and Charges - Public Health and Protection**

**Appendix E**

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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>Annual Subsistence Charges</b>							
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%
Annual Subsistence Charge - petrol stations,							
Reduced fee activities - low	79.00	-	79.00	79.00	-	79.00	0.0%
Reduced fee activities - medium	158.00	-	158.00	158.00	-	158.00	0.0%
Reduced fee activities - high	237.00	-	237.00	237.00	-	237.00	0.0%
PVR I & II - low	113.00	-	113.00	113.00	-	113.00	0.0%
PVR I & II - medium	226.00	-	226.00	226.00	-	226.00	0.0%
PVR I & II - high	341.00	-	341.00	341.00	-	341.00	0.0%
Vehicle Refinishers - low	228.00	-	228.00	228.00	-	228.00	0.0%
Vehicle Refinishers - medium	365.00	-	365.00	365.00	-	365.00	0.0%
Vehicle Refinishers - high	548.00	-	548.00	548.00	-	548.00	0.0%
Mobile screening & crushing plant - low	626.00	-	626.00	626.00	-	626.00	0.0%
Mobile screening & crushing plant - medium	1,034.00	-	1,034.00	1,034.00	-	1,034.00	0.0%
Mobile screening & crushing plant - high	1,551.00	-	1,551.00	1,551.00	-	1,551.00	0.0%
for the 3rd to 7th applications - low	385.00	-	385.00	385.00	-	385.00	0.0%
for the 3rd to 7th applications - medium	617.00	-	617.00	617.00	-	617.00	0.0%
for the 3rd to 7th applications - high	924.00	-	924.00	924.00	-	924.00	0.0%
for the 8th & subsequent applications - low	198.00	-	198.00	198.00	-	198.00	0.0%
for the 8th & subsequent applications - medium	314.00	-	314.00	314.00	-	314.00	0.0%
for the 8th & subsequent applications - high	473.00	-	473.00	473.00	-	473.00	0.0%
If subsistence charge is paid in instalments the total amount of subsistence charge payable in that financial							
An extra £104 is required where the operator carries on an operation that falls within the reporting							

**Welwyn Hatfield Borough Council**  
**General Fund Fees and Charges - Public Health and Protection**

**Appendix E**

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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>* these additional amounts must be charged where a permit is for a combined Part B and waste</b>							
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%
<b>Transfer &amp; Surrender</b>							
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%
		-					
<b>Substantial change S10 &amp; S11</b>							
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%
<b>Subsistence Charges A2</b>							
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%
If subsistence charge is paid in instalments the total amount of subsistence charge payable in that financial year is increased by £38.							

**Welwyn Hatfield Borough Council**  
**General Fund Fees and Charges - Public Health and Protection**

**Appendix E**

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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
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	57.00	-	57.00	3.6%
Sale of Food Safety Act Register	244.49	-	244.49	251.82	-	251.82	3.0%
Food Safety Export check	62.42	-	62.42	64.29	-	64.29	3.0%
Food FHRS Revisit	180.00	-	180.00	185.50	-	185.50	3.1%
Storage of noise making equipment following seizure ( plus officer cost)	577.42	-	577.42	594.74	-	594.74	3.0%
		-					
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%
<b>Private Water Supplies &amp; Distribution Systems</b>							
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	93.64	-	93.64	96.45	-	96.45	3.0%
Officer time for work in default - Head of Service	61.58	12.32	73.90	63.43	12.69	76.11	3.0%

**Welwyn Hatfield Borough Council**  
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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Officer time for work in default - Team Leader	45.33	9.07	54.40	46.69	9.34	56.03	3.0%
Officer time for work in default - EHO	38.47	7.69	46.16	39.62	7.92	47.55	3.0%
Officer time for work in default - EHTO	30.60	6.12	36.72	31.52	6.30	37.82	3.0%
Officer time for work in default - EHTSO	20.67	4.13	24.80	21.29	4.26	25.55	3.0%
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	
<b>Dog Warden Services</b>							
Collection / release fee for dog with collar & tag	26.00	-	26.00	27.00	-	27.00	3.7%
Collection / release fee for dog without collar & tag	36.50	-	36.50	38.00	-	38.00	3.9%
Dog collected by Warden and Transported to Kennels	78.00	-	78.00	80.50	-	80.50	3.1%
Kennel Fee per night	16.00	-	16.00	16.50	-	16.50	3.0%

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

Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>Planning</b>							
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%
<b>New dwellings outline permission :-</b>							
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	-	11,432.00	0.0%
plus price per 0.1ha above 2.5ha (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 (maximum £250,000)	22,859.00	-	22,859.00	22,859.00	-	22,859.00	0.0%
	138.00	-	138.00	138.00	-	138.00	0.0%
<b>Buildings outline permission, dwellings, agricultural buildings or plant &amp; glass houses etc :-</b>							
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 (maximum £125,000)	11,432.00	-	11,432.00	11,432.00	-	11,432.00	0.0%
	138.00	-	138.00	138.00	-	138.00	0.0%
<b>Commercial Planning fees - other cases (of gross floor space created):-</b>							

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

Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
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	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	-	22,859.00	0.0%
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%
<b>Commercial outline planning fees - Agricultural buildings on agricultural land (other than glasshouses)</b>							
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 (maximum £25,000)	11,432.00	-	11,432.00	11,432.00	-	11,432.00	0.0%
	138.00	-	138.00	138.00	-	138.00	0.0%
<b>Commercial planning fees - Other Agricultural Cases</b>							
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 plus fee per additional 75sqm above 540sqm	462.00	-	462.00	462.00	-	462.00	0.0%
	462.00	-	462.00	462.00	-	462.00	0.0%
If over 4215sqm floor space created plus fee per additional 75sqm above 4215sqm (maximum £250,000)	22,859.00	-	22,859.00	22,859.00	-	22,859.00	0.0%
	138.00	-	138.00	138.00	-	138.00	0.0%
<b>Commercial planning fees - Glasshouses &amp; poly tunnels agricultural land :-</b>							

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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
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 - plus fee per additional 0.1 ha (maximum £250,000)	22,859.00	-	22,859.00	22,859.00	-	22,859.00	0.0%
	138.00	-	138.00	138.00	-	138.00	0.0%
		-					
<b>Commercial planning fees - Operations connected with exploratory drilling for oil and gas :-</b>							
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 plus additional fee for each 0.1ha above 7.5ha (maximum £250,000 )	38,070.00	-	38,070.00	38,070.00	-	38,070.00	0.0%
	151.00	-	151.00	151.00	-	151.00	0.0%
<b>Commercial planning fees - operations not within the above categories :-</b>							
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 - plus additional fee per 0.1ha above 15ha (maximum £250,000 )	29,112.00	-	29,112.00	29,112.00	-	29,112.00	0.0%
	115.00	-	115.00	115.00	-	115.00	0.0%
<b>Change of use of a building to one or more dwellings :-</b>							
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 - plus additional fee per dwelling over 50	19,049.00	-	19,049.00	19,049.00	-	19,049.00	0.0%
	115.00	-	115.00	115.00	-	115.00	0.0%
		-					
<b>Other cases :-</b>							
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%

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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
plus additional fee per dwelling over 50 (maximum £250,000)	138.00	-	138.00	138.00	-	138.00	0.0%
<b>Use of disposal of refuse or waste materials and open mineral storage</b>							
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 - plus additional fee per 0.1ha above 15ha (Max £78k)	34,934.00	-	34,934.00	34,934.00	-	34,934.00	0.0%
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%
<b>Advertisements :-</b>		-					
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%



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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>Non-material changes to Planning Permission</b>							
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%
<b>S106/legal agreements / obligations (excludes any legal costs incurred by the Council which are paid by the applicant).</b>							
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 to householder	0.00	0.00	0.00	0.00	0.00	0.00	
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							
<b>Pre Application Advice</b>							
<b>If you just want general written advice about the principle of the proposal</b>							
Household	50.00	10.00	60.00	51.50	10.30	61.80	3.0%
Listed Building	N/A	N/A	N/A		N/A	N/A	N/A
1-3 dwelling	200.00	40.00	240.00	206.00	41.20	247.20	3.0%
4-9 dwellings up to 999 sqm less than 0.5 hectares change of Use	500.00	100.00	600.00	515.00	103.00	618.00	3.0%
10-24 dwellings Up to 1,999 sqm 0.5 - 1 hectares Change of Use	1,500.00	300.00	1,800.00	1,545.00	309.00	1,854.00	3.0%
25-49 dwellings up to 4,999 sqm more than 1 hectare	2,500.00	500.00	3,000.00	2,575.00	515.00	3,090.00	3.0%
- 50-99 dwellings up to 10,000 sqm	3,000.00	600.00	3,600.00	3,090.00	618.00	3,708.00	3.0%
- 100+ dwellings more than	Bespoke fees to be agreed with officers						

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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>Detailed Written Advice</b>							
Household	100.00	20.00	120.00	103.00	20.60	123.60	3.0%
Listed Building	200.00	40.00	240.00	206.00	41.20	247.20	3.0%
1-3 dwelling	400.00	80.00	480.00	412.00	82.40	494.40	3.0%
4-9 dwellings up to 999 sqm less than 0.5 hectares change of Use	1,000.00	200.00	1,200.00	1,030.00	206.00	1,236.00	3.0%
10-24 dwellings Up to 1,999 sqm 0.5 - 1 hectares Change of Use	3,000.00	600.00	3,600.00	3,090.00	618.00	3,708.00	3.0%
25-49 dwellings up to 4,999 sqm more than 1 hectare	5,000.00	1,000.00	6,000.00	5,150.00	1,030.00	6,180.00	3.0%
- 50-99 dwellings up to 10,000 sqm	6,000.00	1,200.00	7,200.00	6,180.00	1,236.00	7,416.00	3.0%
- 100+ dwellings more than 10,000 sqm/major development for listed building	Bespoke fees to be agreed with officers						
<b>Detailed Written Advice</b>							
Household	50.00	10.00	60.00	51.50	10.30	61.80	3.0%
Listed Building	100.00	20.00	120.00	103.00	20.60	123.60	3.0%
1-3 dwelling	200.00	40.00	240.00	206.00	41.20	247.20	3.0%
4-9 dwellings up to 999 sqm less than 0.5 hectares change of Use	500.00	100.00	600.00	515.00	103.00	618.00	3.0%
10-24 dwellings Up to 1,999 sqm 0.5 - 1 hectares Change of Use	1,500.00	300.00	1,800.00	1,545.00	309.00	1,854.00	3.0%
25-49 dwellings up to 4,999 sqm more than 1 hectare	2,500.00	500.00	3,000.00	2,575.00	515.00	3,090.00	3.0%
- 50-99 dwellings up to 10,000 sqm	3,000.00	600.00	3,600.00	3,090.00	618.00	3,708.00	3.0%
- 100+ dwellings more than 10,000 sqm/major development	Bespoke fees to be agreed with officers						
<b>If you want a meeting to discuss the proposal</b>							
Householder - max 1 hour	100.00	20.00	120.00	103.00	20.60	123.60	3.0%
Listed Building - to include Heritage Officer for max 1 hour	200.00	40.00	240.00	206.00	41.20	247.20	3.0%
1-3 dwellings - for max 1 hour	150.00	30.00	180.00	154.50	30.90	185.40	3.0%
4-9 dwellings up to 999 sqm less than 0.5 hectares change of Use to 499 sqm - for max 2 hours	300.00	60.00	360.00	309.00	61.80	370.80	3.0%
10-24 dwellings Up to 1,999 sqm 0.5 - 1 hectares Change of Use	500.00	100.00	600.00	515.00	103.00	618.00	3.0%
25-49 dwellings up to 4,999 sqm more than 1 hectare for - max 2	1,000.00	200.00	1,200.00	1,030.00	206.00	1,236.00	3.0%

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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
50-99 dwellings up to 10,000 sqm - for max 2 hours	1,500.00	300.00	1,800.00	1,545.00	309.00	1,854.00	3.0%
- 100+ dwellings more than 10,000 sqm/major development for listed building	Bespoke fees to be agreed with officers						
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							
The following charges are given for a development of 100 houses and is indicative of the level and type of							
<b>Officer Time</b>							
Principal Development Management Officer*	4,356.25	871.25	5,227.50	4,486.94	897.39	5,384.33	3.0%
Senior Development Management Officer *	13,068.75	2,613.75	15,682.50	13,460.81	2,692.16	16,152.98	3.0%
*These charges are on the basis of a Senior Planning Officer leading the discussions for WHBC and upon four meetings. Different officers / number of meetings might result in a different charge. The appropriate officer to deal with a scheme will be determined by the Development Management Department.							
<b>Assessments</b>							
Viability assessment	17,425.00	3,485.00	20,910.00	17,947.75	3,589.55	21,537.30	3.0%
Legal – re obligations/ advice	4,356.25	871.25	5,227.50	4,486.94	897.39	5,384.33	3.0%
Marketing assessment	8,712.50	1,742.50	10,455.00	8,973.87	1,794.77	10,768.65	3.0%
Daylight/Sunlight assessment	6,534.38	1,306.88	7,841.25	6,730.41	1,346.08	8,076.49	3.0%
Economic/Employment Statement	8,712.50	1,742.50	10,455.00	8,973.87	1,794.77	10,768.65	3.0%
<b>Consultees</b>							
Environmental Health –							
- Contaminated Land	871.25	174.25	1,045.50	897.39	179.48	1,076.87	3.0%
- Air Quality	435.63	87.13	522.75	448.69	89.74	538.43	3.0%
- Noise	348.50	69.70	418.20	358.96	71.79	430.75	3.0%
- Vibration	348.50	69.70	418.20	358.96	71.79	430.75	3.0%
- Odour	653.44	130.69	784.13	673.04	134.61	807.65	3.0%
- Lighting	435.63	87.13	522.75	448.69	89.74	538.43	3.0%
- Health Impact Assessments	435.63	87.13	522.75	448.69	89.74	538.43	3.0%
Landscaping (arboricultural implications)	435.63	87.13	522.75	448.69	89.74	538.43	3.0%
Conservation – Heritage	653.44	130.69	784.13	673.04	134.61	807.65	3.0%
Conservation – Biodiversity	435.63	87.13	522.75	448.69	89.74	538.43	3.0%
Archaeology	435.63	87.13	522.75	448.69	89.74	538.43	3.0%

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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Client Services	217.81	43.56	261.38	224.35	44.87	269.22	3.0%
Policy	871.25	174.25	1,045.50	897.39	179.48	1,076.87	3.0%
Housing Department (Affordable Housing)	871.25	174.25	1,045.50	897.39	179.48	1,076.87	3.0%
Amenity, Playspace, Open Space	871.25	174.25	1,045.50	897.39	179.48	1,076.87	3.0%
Structural Assessment of Building	435.63	87.13	522.75	448.69	89.74	538.43	3.0%
<b>ESTATES MANAGEMENT SCHEME</b>							
<b>Replacement</b> – Genuinely Like for Like The replacement of an existing feature that will not alter its location, scale, appearance, design, materials and colour	N/A	N/A	N/A	Free	N/A	Free	NEW
<b>Environmental Projects</b> The addition of environmental/alternative energy initiatives to the host property or land, such as rainwater harvesting, air source heat pumps, electric charging points, wall insulation, wind turbine, photovoltaic cells, solar hot water panels.	N/A	N/A	N/A	Free	N/A	Free	NEW
<b>Tree or Hedgerow Works</b> : The removal or works to an existing tree 4 metres (15 feet) tall or greater. Application for the removal of a hedge.	N/A	N/A	N/A	Free	N/A	Free	NEW
<b>Small Projects:</b> A proposed feature not currently present, or existing where the alteration is not replacing like for like on the property or land – small scale and impact. Examples may include: chimney, flue, guttering, hardstanding, sheds/fencing, aerials, soffits/bargeboards, lighting, external boilers.	N/A	N/A	N/A	50.00	0.00	50.00	NEW
<b>Medium Projects:</b> A proposed feature not currently present, or existing where the alteration is not replacing like for like on the property or land – large scale and impact. Examples may include: external door/windows, loft conversion, replacement of roof, porch, balcony, garage, basement, swimming pool/garden.	N/A	N/A	N/A	100.00	0.00	100.00	NEW

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Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
<b>Major Projects</b> : Extension to a property including front, rear and side extensions	N/A	N/A	N/A	£30 per sqm To max of £500 (17 sqm	N/A	£30 per sqm To max of £500 (17 sqm	NEW
*multiple small to medium projects submitted at the same time by one applicant will be capped at £100 per grouped application.							
<b>Planning Policy</b>							
<b>Planning Policy Documents</b>							
Local Plan Consultation Document 2015	15.30	-	15.30	15.75	-	15.75	2.9%
postage and packing	3.06	0.61	3.67	3.15	0.63	3.78	3.0%
Local Plan Consultation Document Statement	29.58	-	29.58	30.47	-	30.47	3.0%
postage & packing	3.06	0.61	3.67	3.15	0.63	3.78	3.0%
Sustainability Appraisal Report and Appendices	45.90	-	45.90	47.28	-	47.28	3.0%
postage & packing	4.08	0.82	4.90	4.20	0.84	5.04	3.0%
Draft Infrastructure Delivery Plan 2015	15.30	-	15.30	15.76	-	15.76	3.0%
postage & packing	1.26	0.25	1.52	1.30	0.26	1.56	3.0%
District Plan Written Statement & Proposal Maps	56.10	-	56.10	57.78	-	57.78	3.0%
postage & packing	3.06	0.61	3.67	3.15	0.63	3.78	3.0%
Written Statement only	35.70	-	35.70	36.77	-	36.77	3.0%
postage & packing	3.06	0.61	3.67	3.15	0.63	3.78	3.0%
Proposal Maps only	20.40	-	20.40	21.01	-	21.01	3.0%
postage & packing	1.26	0.25	1.52	1.30	0.26	1.56	3.0%
Parking Standards adopted January 2004	20.40	-	20.40	21.01	-	21.01	3.0%
postage & packing	1.06	0.21	1.27	1.09	0.22	1.31	3.0%
Draft Local Plan Proposed Submission document August 2016	15.30	-	15.30	15.76	-	15.76	3.0%
postage & packing	3.06	0.61	3.67	3.15	0.63	3.78	3.0%
Draft Local Plan Proposed Submission Policies Maps August 2016	30.60	-	30.60	31.52	-	31.52	3.0%
postage & packing	3.06	0.61	3.67	3.15	0.63	3.78	3.0%
Summary and Guide	Free	Free	Free	Free	Free	Free	
postage & packing	1.22	0.24	1.47	1.26	0.25	1.51	3.0%
Sustainability Appraisal Non Technical Summary 2016	17.34	-	17.34	17.86	-	17.86	3.0%

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

**Appendix E**

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

Description	2021-22			2022-23			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
postage & packing	1.43	0.29	1.71	1.47	0.29	1.77	3.0%
Sustainability Appraisal Report 2016	35.70	-	35.70	36.77	-	36.77	3.0%
postage & packing	3.06	0.61	3.67	3.15	0.63	3.78	3.0%
Sustainability Appraisal Appendices 1-5 2016	32.64	-	32.64	33.62	-	33.62	3.0%
postage & packing	3.06	0.61	3.67	3.15	0.63	3.78	3.0%
Sustainability Appraisal Annex 2016	40.80	-	40.80	42.02	-	42.02	3.0%
postage & packing	14.28	2.86	17.14	14.71	2.94	17.65	3.0%
Habitats Regulatory Assessment 2016	17.34	-	17.34	17.86	-	17.86	3.0%
postage & packing	1.43	0.29	1.71	1.47	0.29	1.77	3.0%
Green Corridor Strategic Framework Plan 2016	9.18	-	9.18	9.46	-	9.46	3.0%
postage & packing	1.64	0.33	1.97	1.69	0.34	2.03	3.0%
British Aerospace Supplementary Planning Guidance	10.20	-	10.20	10.51	-	10.51	3.0%
postage & packing	1.28	0.26	1.53	1.31	0.26	1.58	3.0%
Broadwater Road Supplementary Planning Document	15.30	-	15.30	15.76	-	15.76	3.0%
postage & packing	1.02	0.20	1.22	1.05	0.21	1.26	3.0%
Digswell Character Appraisal 2004	25.50	-	25.50	26.27	-	26.27	3.0%
postage & packing	1.02	0.20	1.22	1.05	0.21	1.26	3.0%
Welwyn Garden City Conservation Area Appraisal	15.30	-	15.30	15.76	-	15.76	3.0%
postage & packing	1.02	0.20	1.22	1.05	0.21	1.26	3.0%
High View Supplementary Planning Document	15.30	-	15.30	15.76	-	15.76	3.0%
postage & packing	1.02	0.20	1.22	1.05	0.21	1.26	3.0%
Welwyn Hatfield Green Belt Study Stage 3 August 2018	76.50	-	76.50	78.80	-	78.80	3.0%
postage & packing	14.28	2.86	17.14	14.71	2.94	17.65	3.0%
Supplementary Design Guidance	20.40	-	20.40	21.01	-	21.01	3.0%
postage & packing	1.06	0.21	1.27	1.09	0.22	1.31	3.0%
Consultation on sites promoted through the Call for Sites 2019	14.28	-	14.28	14.71	-	14.71	3.0%
postage & packing	2.04	0.41	2.45	2.10	0.42	2.52	3.0%