

This appendix to the budget report, sets out the councils proposed fees and charges for 2024/25. Below is a summary of the approach taken to fees and charges and rationale for these.

Statutory fees and charges

There are a number of fees and charges which are set out in statute, including fixed penalty notices, some licensing fees, some planning fees and environmental permits. Generally these fees remain the same as 2023/24.

An exception to this is with planning fees. New legislation was introduced during the year, which changed the charging categories and the maximum charge, with an implementation date of 6 December 2023. Generally this has increased planning fees by around 25%, with some increasing by 35%.

General approach to non statutory fees and charges

Due to the high level of inflationary pressure that has been on the council for the past two years, and in line with the Council's fees and charges strategy, all fees and charges have been increased by 10%, unless there is a clear rationale for an alternative approach.

The following paragraphs set out the rationale for fees and charges that are not in line with the general approach.

Estate Management Scheme

This service is specific to the relevant areas within Welwyn Garden City. A charging model was introduced in relation to the Estate Management Scheme for 2023/24 which was a step towards cost recovery for the service, in line with the Council's fees and charges policy which sets the aim of recovering costs of services, from the users of those services.

The service is not at cost recovery, and broader changes have been proposed for 2024/25 including to charge for tree or hedgerow works which were previously free, the categorisation of some project types to better reflect the cost of considering those proposals, and to increase the charges for major projects by higher than the general increases (14.3%).

Campus West

Campus West has been re-building the business since the Covid pandemic. Whilst it is improving, the service demand has not yet returned to it's pre-covid state and as a result any significant price rises are likely to have a negative impact on the business. The current pricing is at the top end of the price point in comparison to other similar venues and increases using the general approach, would likely deter residents from using the services and put more financial pressure on the Council.

Schedule of Offences

These fees are capped by legislation. These have been reviewed this year and a number of offense fines have been increased to the maximum value, including graffiti, flyposting, unauthorised distribution of free printed matter, and failure to produce documentation in relation to the carrying of waste.

Additional fines have been included for fly tipping of waste and in relation to the presentation and storage of waste.

Parking Fees

The proposals for parking fees include provision for new policy decisions also being included within the budget, and the funding of these policy decisions.

These include: free parking for blue badge holders in council car parks for three hours (subject to legal advice), carers permits, and free parking in Town Centre car parks on Sundays to boost the local economy.

For Town Centres consideration also has to be given to other car parks within the area and the charges set by them, as well as the elasticity of the different demands on the car parks at different times and days (for example commuters for weekday parking).

Based on these considerations, the proposals include increases on standard weekday parking ranging between 12.5% and 14.4%, and for weekend parking between 6.2% and 8.3%.

In terms of season tickets, greater increases were applied to season tickets for non-residents/local workers with increases for those with a local connection minimised.

Increases for on street parking permits for single car households were also minimised with the greatest increases falling to houses with 3 or more vehicles.

Legal & Land Charges

The charges levied here have been reviewed in detail. These charges have been increased in line with inflation previously but without a more comprehensive review. Some of the charges are linked to external fees we have to pay, such as fees to Hertfordshire County Council.

These fees have not kept pace with the changes to external fees and have scope for increasing further. These fees relate to property transactions and local land charge searches, and increases outside of the standard approach range between 12.5% and 57.9%.

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Planning					
Householder Applications:					
Residential properties enlargement, improvement/alteration of dwellings for domestic purposes, including works within boundary - 1 dwelling	206.00	258.00	-	258.00	25.2%
Outline Applications:					
Site less than 2.5ha - price per 0.1ha	462.00	N/A	N/A	N/A	N/A
Site greater than 2.5ha - plus price per 0.1ha above 2.5ha (or part thereof)	11,432.00 138.00 (maximum £125,000)	N/A	N/A	N/A	N/A
The erection of dwellinghouses:					
Site less than 0.5ha - price per 0.1ha (or part thereof)	N/A	578.00	-	578.00	New
Site between 0.5ha and 2.5ha - price per 0.1ha (or part thereof)	N/A	624.00	-	624.00	New
Site greater than 2.5ha - plus price per 0.1ha above 2.5ha (or part thereof)	N/A	15,433.00 186.00 (maximum £202,500)	-	15,433.00 186.00 (maximum £202,500)	New
The erection of buildings (not dwellinghouses):					
Site less than 1ha - price per 0.1ha (or part thereof)	N/A	578.00	-	578.00	New
Site between 1ha and 2.5ha - price per 0.1ha (or part thereof)	N/A	624.00	-	624.00	New
Site greater than 2.5ha - plus price per 0.1ha above 2.5ha (or part thereof)	N/A	15,433.00 186.00 (maximum £202,500)	-	15,433.00 186.00 (maximum £202,500)	New
Full applications:					
(and First Submissions of Reserved Matters; or Technical Details Consent)					
<i>Alterations/extensions to dwellinghouses, including works within boundaries</i>					
Single dwellinghouse (or single flat)	206.00	258.00	-	258.00	25.2%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Two or more dwellinghouses (or two or more flats)	407.00	509.00	-	509.00	25.1%
The erection of dwellinghouses					
Up to 50 new dwellings - price per dwelling	462.00	N/A	N/A	N/A	N/A
51 or more new dwellings -	22,859.00	N/A	N/A	N/A	N/A
Up to 10 new dwellings - price per dwelling	N/A	578.00	-	578.00	New
Between 10 and 50 new dwellings - price per dwelling	N/A	624.00		624.00	New
51 or more new dwellings -	N/A	30,860.00	-	30,860.00	New
plus fee per additional dwelling above 50	138.00 (maximum £250,000)	186.00 (maximum £405,000)	-	186.00 (maximum £405,000)	34.8%
<i>Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery) - other cases (of gross floor space created):-</i>					
No increase in gross floor space created	234.00	293.00	-	293.00	25.2%
If less than 40sqm	234.00	293.00	-	293.00	25.2%
If between 40sqm - 75sqm gross floor space	462.00	N/A	N/A	N/A	N/A
If between 75sqm - 3750sqm, price per each 75sqm	462.00	N/A	N/A	N/A	N/A
If greater than 3750sqm gross floor space	22,859.00	N/A	N/A	N/A	N/A
If between 40sqm - 1000sqm gross floor space, price per each 75sqm (or part thereof)	N/A	578.00	-	578.00	New
If between 1000sqm - 3750sqm, price per each 75sqm (or part thereof)	N/A	624.00	-	624.00	New
If greater than 3750sqm gross floor space	N/A	30,680.00	-	30,680.00	New
plus additional fee per each 75sqm over 3750sqm (or part thereof)	138.00 (maximum £250,000)	186.00 (maximum £405,000)	-	186.00 (maximum £405,000)	34.8%
<i>The erection of buildings (on land used for agriculture for agricultural purposes)</i>					
If less than 465sqm gross floor space created	96.00	120.00	-	120.00	25.0%
If between 465sqm - 540sqm gross floor space created	462.00	578.00	-	578.00	25.1%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
If between 540sqm - 4215sqm gross floor space created	462.00	N/A	N/A	N/A	N/A
plus fee per additional 75sqm above 540sqm	462.00	N/A	N/A	N/A	N/A
If over 4215sqm floor space created	22,859.00	N/A	N/A	N/A	N/A
If between 540sqm - 1000sqm gross floor space created (for first 540 sq,)	N/A	578.00	-	578.00	New
plus fee per additional 75sqm above 540sqm	N/A	578.00	-	578.00	New
If between 1000sqm - 4215sqm gross floor space created (for first 1000sqm)	N/A	624.00	-	624.00	New
plus fee per additional 75sqm above 1000sqm	N/A	624.00	-	624.00	New
If over 4215sqm floor space created -	N/A	30,860.00	-	30,860.00	New
plus fee per additional 75sqm (or part thereof) above 4215sqm	138.00 (maximum £250,000)	186.00 (maximum £405,000)	-	186.00 (maximum £405,000)	34.8%
<i>Erection of glasshouses (on land used for the purposes of agriculture)</i>					
Up to 465sqm	96.00	120.00	-	120.00	25.0%
Exceeding 465sqm	2,580.00	-	-	-	
Between 465sqm and 1000sqm	N/A	3,225.00	-	3,225.00	New
Exceeding 1000sqm	N/A	3,483.00	-	3,483.00	New
<i>Erection/alterations/replacement of plant and machinery</i>					
Erection, alteration or replacement of plant & machinery where site area does not exceed 5ha - fee per 0.1ha	462.00	N/A	N/A	N/A	N/A
where site area exceeds 5ha -	22,859.00	N/A	N/A	N/A	N/A
Erection, alteration or replacement of plant & machinery where site area does not exceed 1ha - fee per 0.1ha (or part thereof)	N/A	578.00	-	578.00	New
where site area is between 1ha and 5ha - fee per 0.1ha (or part thereof)	N/A	624.00	-	624.00	New
where site area exceeds 5ha -	N/A	30,860.00	-	30,860.00	New

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
plus fee per additional 0.1 ha (or part thereof)	138.00 (maximum £250,000)	186.00 (maximum £405,000)	-	186.00 (maximum £405,000)	34.8%
<i>Applications other than building works:</i>					
Car parks, service roads or other accesses (for existing uses)	234.00	293.00	-	293.00	25.2%
<i>Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)</i>					
Where site area does not exceed 15ha - fee for each 0.1 ha (or part thereof)	234.00	316.00	-	316.00	35.0%
Where site area exceeds 15ha -	34,934.00	47,161.00	-	47,161.00	35.0%
plus additional fee per 0.1ha above 15ha (or part thereof)	138.00 (maximum £78,000)	186.00 (maximum £105,300)	-	186.00 (maximum £105,300)	34.8%
<i>Operations connected with exploratory drilling for oil or natural gas :-</i>					
Where site area does not exceed 7.5ha - fee for each 0.1 ha (or part thereof)	508.00	686.00	-	686.00	35.0%
Where site area exceeds 7.5ha	38,070.00	51,395.00	-	51,395.00	35.0%
plus additional fee for each 0.1ha above 7.5ha (or part thereof)	151.00 (maximum £250,000)	204.00 (maximum £405,000)	-	204.00 (maximum £405,000)	35.1%
<i>Operations (other than exploratory drilling) for the winning and working of oil or natural gas</i>					
Where site area does not exceed 15ha - fee per 0.1ha (or part thereof)	257.00	347.00	-	347.00	35.0%
Where site area exceeds 15ha	38,520.00	52,002.00	-	52,002.00	35.0%
plus additional fee for each 0.1ha above 15ha	151.00 (maximum £78,000)	204.00 (maximum £105,300)	-	204.00 (maximum £105,300)	35.1%
<i>Other operations (winning and working of minerals) excluding oil and natural gas</i>					
Where site area does not exceed 15ha - fee per 0.1ha (or part thereof)	234.00	316.00	-	316.00	35.0%
Where site area exceeds 15ha -	29,112.00	47,161.00	-	47,161.00	62.0%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
plus additional fee per 0.1ha above 15ha	115.00 (maximum £78,000)	186.00 (maximum £105,300)	-	186.00 (maximum £105,300)	34.8%
<i>Other operations (not coming within any of the above categories)</i>					
Any site area each 0.1 hectare (or part thereof)	234.00 (maximum £1,690)	293.00 (maximum £2,535)	-	293.00 (maximum £2,535)	25.2%
<i>Change of Use of a building to use as one or more separate dwellinghouses, or other cases</i>					
To 50 or fewer dwellings - fee per dwelling	462.00	N/A	N/A	N/A	N/A
51 or more dwellings -	22,859.00	N/A	N/A	N/A	N/A
To 10 or fewer dwellings - fee per dwelling	N/A	578.00	-	578.00	New
Between 10 and 50 dwellings - fee per dwelling	N/A	624.00	-	624.00	New
51 or more dwellings - fee per dwelling -	N/A	30,860.00	-	30,860.00	New
plus additional fee per dwelling over 50	138.00 (maximum £250,000)	186.00 (maximum £405,000)	-	186.00 (maximum £405,000)	34.8%
Other Changes of Use of a building or land	462.00	578.00	-	578.00	25.1%
Lawful Development Certificate					
Existing use or operation	Same as full fee	Same as full fee	-	Same as full fee	
Existing use or operation - lawful not to comply with any condition or limitation	234.00	293.00	-	293.00	25.2%
Proposed use or operation	Half normal planning fee	Half normal planning fee	-	Half normal planning fee	
Prior Approval (under Permitted Development rights)					
Larger Home Extensions	96.00	120.00	-	120.00	25.0%
Additional storeys on a home	96.00	120.00	-	120.00	25.0%
Agricultural and Forestry buildings & operations	96.00	120.00	-	120.00	25.0%
Demolition of buildings	96.00	120.00	-	120.00	25.0%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Communications (previously referred to as 'Telecommunications Code Systems Operators')	462.00	578.00	-	578.00	25.1%
Change of use from Commercial/Business/Service (Use Class E), or Betting Office or Pay Day Loan Shop to mixed use including up to two flats (Use Class C3)	96.00	120.00	-	120.00	25.0%
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) to a State Funded School	96.00	120.00	-	120.00	25.0%
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School	96.00	120.00	-	120.00	25.0%
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible commercial use within Commercial/Business/Service (Use Class E), Storage or Distribution (Use Class B8), or Hotels (Use Class C1)	96.00	120.00	-	120.00	25.0%
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E) to Dwellinghouses (Use Class C3)	100.00 (for each dwellinghouse)	125.00 (for each dwellinghouse)	-	125.00 (for each dwellinghouse)	25.0%
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)	96.00	120.00	-	120.00	25.0%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
or if it includes building operations in connection with the change of use	206.00	258.00	-	258.00	25.2%
Change of use of a building from Betting Office, Pay Day Loan Shop, Launderette; a mixed use combining one of these uses and use as Dwellinghouse(s); or Hot Food Takeaways to Dwellinghouses (Use Class C3)	96.00	120.00	-	120.00	25.0%
or if it includes building operations in connection with the change of use	206.00	258.00	-	258.00	25.2%
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3)	96.00	120.00	-	120.00	25.0%
or if it includes building operations in connection with the change of use	206.00	258.00	-	258.00	25.2%
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	96.00	120.00	-	120.00	25.0%
Provision of Temporary School Buildings on Vacant Commercial Land and the use of that land as a State-funded School for up to 3 Academic Years	96.00	120.00	-	120.00	25.0%
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	96.00	120.00	-	120.00	25.0%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	96.00	120.00	-	120.00	25.0%
Erection, extension, or alteration of a university building	96.00	120.00	-	120.00	25.0%
Movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc	96.00	120.00	-	120.00	25.0%
Erection, extension or alteration on a closed defence site by or on behalf of the Crown of single living accommodation and/or non-residential buildings	N/A	120.00	-	120.00	New
Construction of new dwellinghouses - not more than 50 dwellings	334.00 (for each dwelling)	N/A	N/A	N/A	N/A
Construction of new dwellinghouses - not more than 10 dwellings	N/A	418.00 (for each dwelling)	-	418.00 (for each dwelling)	New
Construction of new dwellinghouses - between 10 and 50 dwellings	N/A	451.00 (for each dwelling)	-	451.00 (for each dwelling)	New
Construction of new dwellinghouses - more than 50 dwellings	16,525.00	22,309.00	-	22,309.00	35.0%
plus additional fee per dwelling over 50	100.00 (maximum £300,000)	135.00 (maximum £405,000)	-	135.00 (maximum £405,000)	35.0%
Reserved Matters					
Approval of reserved matters following outline approval	Full fee due or if full fee already paid then £462 due	Full fee due or if full fee already paid then £578 due		Full fee due or if full fee already paid then £578 due	25.1%
Removal/Variation/Approval/Discharge of condition					

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Removal or variation of a condition following grant of planning permission	234.00	293.00	-	293.00	25.2%
Discharge of condition(s) – Approval of details and/or confirmation that one or more planning conditions have been met					
Householder permissions	34.00	43.00	-	43.00	26.5%
All other permissions	116.00	145.00	-	145.00	25.0%
Advertising					
Relating to the business on the premises	132.00	165.00	-	165.00	25.0%
Advance signs which are not situated on or visible from the site, directing the public to a business	132.00	165.00	-	165.00	25.0%
Other advertisements	462.00	578.00	-	578.00	25.1%
Non-material Amendment Following a Grant of Planning Permission					
Householder	34.00	43.00	-	43.00	26.5%
Any other development	234.00	293.00	-	293.00	25.2%
Permission in Principle					
Site area for each 0.1 hectare (or part thereof)	402.00	503.00	-	503.00	25.1%
S106/legal agreements / obligations (excludes any legal costs incurred by the Council which are not recoverable)					
Confirmation of compliance with clause(s)	343.00	314.17	62.83	377.00	9.9%
Discharge or modification of obligation (all except householder)	643.00	589.17	117.83	707.00	10.0%
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 with or if planning permission is ultimately refused.					
Pre Application Advice					
Detailed Written Advice					
Household	190.00	175.00	35.00	210.00	10.5%
Listed Building	275.00	250.00	50.00	300.00	9.1%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
1-3 dwellings	550.00	508.33	101.67	610.00	10.9%
4-9 dwellings up to 999 sqm less than 0.5 hectares change of Use to 499 sqm	1,800.00	1,650.00	330.00	1,980.00	10.0%
10-24 dwellings Up to 1,999 sqm 0.5 - 1 hectares Change of Use 500+ sqm	4,120.00	3,775.00	755.00	4,530.00	10.0%
25-49 dwellings up to 4,999 sqm more than 1 hectare	6,865.00	6,291.67	1,258.33	7,550.00	10.0%
50-99 dwellings up to 10,000 sqm	8,240.00	7,550.00	1,510.00	9,060.00	10.0%
100+ dwellings more than 10,000 sqm/major development for listed building	Bespoke fees to be agreed with officers				
Meeting to discuss the proposal					
Householder - max 1 hour	137.00	125.83	25.17	151.00	10.2%
Listed Building - to include Heritage Officer for max 1 hour	275.00	252.50	50.50	303.00	10.2%
1-3 dwellings - for max 1 hour	205.00	188.33	37.67	226.00	10.2%
4-9 dwellings up to 999 sqm less than 0.5 hectares change of Use to 499 sqm - for max 2 hours	410.00	375.83	75.17	451.00	10.0%
10-24 dwellings Up to 1,999 sqm 0.5 - 1 hectares Change of Use 500+ sqm - for max 2 hours	685.00	628.33	125.67	754.00	10.1%
25-49 dwellings up to 4,999 sqm more than 1 hectare for - max 2 hours	1,375.00	1,260.83	252.17	1,513.00	10.0%
50-99 dwellings up to 10,000 sqm - for max 2 hours	2,060.00	1,888.33	377.67	2,266.00	10.0%
100+ dwellings more than 10,000 sqm/major development for listed building	Bespoke fees to be agreed with officers				
<p>Agreements. The list is indicative and some developments may require an assessment which is not listed below. This will not prevent the local planning authority from seeking to recover its costs in these areas.</p> <p>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 further funds should the sum paid not cover the costs.</p>					

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
The following charges are given for a development of 100 houses and is indicative of the level and type of charges that could be incurred.					
Officer Time					
Principal Development Management Officer^	5,980.00	5,483.33	1,096.67	6,580.00	10.0%
Senior Development Management Officer ^	17,945.00	16,450.00	3,290.00	19,740.00	10.0%
^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 team.					
Assessments					
Viability assessment	23,930.00	21,933.33	4,386.67	26,320.00	10.0%
Legal – re obligations/ advice	5,980.00	5,483.33	1,096.67	6,580.00	10.0%
Marketing assessment	11,965.00	10,966.67	2,193.33	13,160.00	10.0%
Daylight/Sunlight assessment	8,975.00	8,225.00	1,645.00	9,870.00	10.0%
Economic/Employment Statement	11,965.00	10,966.67	2,193.33	13,160.00	10.0%
Consultees					
Environmental Health –					
- Contaminated Land	1,195.00	1,091.67	218.33	1,310.00	9.6%
- Air Quality	600.00	550.00	110.00	660.00	10.0%
- Noise	480.00	441.67	88.33	530.00	10.4%
- Vibration	480.00	441.67	88.33	530.00	10.4%
- Odour	900.00	825.00	165.00	990.00	10.0%
- Lighting	600.00	550.00	110.00	660.00	10.0%
- Health Impact Assessments	600.00	550.00	110.00	660.00	10.0%
Landscaping (arboricultural implications)	600.00	550.00	110.00	660.00	10.0%
Conservation – Heritage	900.00	825.00	165.00	990.00	10.0%
Conservation – Biodiversity	600.00	550.00	110.00	660.00	10.0%
Archaeology	600.00	550.00	110.00	660.00	10.0%
Client Services	300.00	275.00	55.00	330.00	10.0%
Policy	1,195.00	1,091.67	218.33	1,310.00	9.6%
Housing Department (Affordable Housing)	1,195.00	1,091.67	218.33	1,310.00	9.6%
Amenity, Playspace, Open Space	1,195.00	1,091.67	218.33	1,310.00	9.6%
Structural Assessment of Building	600.00	550.00	110.00	660.00	10.0%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Estates Management Scheme					
Replacement – Genuinely Like for Like The replacement of an existing feature that will not alter its location, scale, appearance, design, materials and colour	Free	75.00	-	75.00	N/A
Environmental Projects 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.	Free	Free	N/A	Free	N/A
Tree or Hedgerow Works : The removal or works to an existing tree 4 metres (15 feet) tall or greater. Application for the removal of a hedge.	Free	30.00	-	30.00	N/A
Small Projects: 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, sheds/fencing, aerials, soffits/bargeboards, lighting, external boilers.	75.00	83.00	-	83.00	10.7%
Medium Projects: 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, replacement of roof, new garden rooms	140.00	154.00	-	154.00	10.0%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Major Projects : Extension to a property including front, rear and side extensions, swimming pools, new porch, new garage, loft conversion, new dormer windows, new balcony, new conservatory, basement, demolition, HMO, subdivision of house or plot, back garden development.	£35 per sqm to max of £500	£40 per sqm to max of £750	-	£40 per sqm to max of £750	14.3%
Retrospective Estate Management Consent	242.00	266.00	-	266.00	9.9%
Planning Policy					
Planning Policy Documents					
Local Plan Consultation Document 2015	17.50	19.00	-	19.00	8.6%
postage and packing	4.20	3.83	0.77	4.60	9.5%
Local Plan Consultation Document Statement	33.85	37.00	-	37.00	9.3%
postage & packing	4.20	3.83	0.77	4.60	9.5%
Sustainability Appraisal Report and Appendices	52.50	58.00	-	58.00	10.5%
postage & packing	5.60	5.17	1.03	6.20	10.7%
Draft Infrastructure Delivery Plan 2015	17.50	19.00	-	19.00	8.6%
postage & packing	1.74	1.58	0.32	1.90	9.4%
District Plan Written Statement & Proposal Maps	64.20	71.00	-	71.00	10.6%
postage & packing	4.20	3.83	0.77	4.60	9.5%
Written Statement only	40.85	45.00	-	45.00	10.2%
postage & packing	4.20	3.83	0.77	4.60	9.5%
Proposal Maps only	23.35	26.00	-	26.00	11.3%
postage & packing	1.74	1.58	0.32	1.90	9.4%
Parking Standards adopted January 2004	23.35	26.00	-	26.00	11.3%
postage & packing	1.46	1.33	0.27	1.60	9.8%
Draft Local Plan Proposed Submission document August 2016	17.50	19.00	-	19.00	8.6%
postage & packing	4.20	3.83	0.77	4.60	9.5%

**Welwyn Hatfield Borough Council
Fees and Charges - Place Directorate**

Appendix E

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Draft Local Plan Proposed Submission Policies Maps August 2016	35.00	39.00	-	39.00	11.4%
postage & packing	4.20	3.83	0.77	4.60	9.5%
Summary and Guide	Free	Free	Free	Free	
postage & packing	1.68	1.50	0.30	1.80	7.1%
Sustainability Appraisal Non Technical Summary 2016	19.85	22.00	-	22.00	10.8%
postage & packing	1.96	1.83	0.37	2.20	12.2%
Sustainability Appraisal Report 2016	40.85	45.00	-	45.00	10.2%
postage & packing	4.20	3.83	0.77	4.60	9.5%
Sustainability Appraisal Appendices 1-5 2016	37.35	41.00	-	41.00	9.8%
postage & packing	4.20	3.83	0.77	4.60	9.5%
Sustainability Appraisal Annex 2016	46.70	51.00	-	51.00	9.2%
postage & packing	19.60	18.00	3.60	21.60	10.2%
Habitats Regulatory Assessment 2016	19.85	22.00	-	22.00	10.8%
postage & packing	1.96	1.83	0.37	2.20	12.2%
Green Corridor Strategic Framework Plan 2016	10.50	12.00	-	12.00	14.2%
postage & packing	2.25	2.08	0.42	2.50	11.1%
British Aerospace Supplementary Planning Guidance	11.70	13.00	-	13.00	11.1%
postage & packing	1.75	1.58	0.32	1.90	8.5%
Broadwater Road Supplementary Planning Document	17.50	19.00	-	19.00	8.6%
postage & packing	1.40	1.25	0.25	1.50	7.1%
Digswell Character Appraisal 2004	29.20	32.00	-	32.00	9.6%
postage & packing	1.40	1.25	0.25	1.50	7.1%
Welwyn Garden City Conservation Area Appraisal	17.50	19.00	-	19.00	8.6%
postage & packing	1.40	1.25	0.25	1.50	7.1%
High View Supplementary Planning Document	17.50	19.00	-	19.00	8.6%
postage & packing	1.40	1.25	0.25	1.50	7.1%
Welwyn Hatfield Green Belt Study Stage 3 August 2018	87.55	96.00	-	96.00	9.7%
postage & packing	19.60	18.00	3.60	21.60	10.2%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Supplementary Design Guidance	23.35	26.00	-	26.00	11.3%
postage & packing	1.46	1.33	0.27	1.60	9.8%
Consultation on sites promoted through the Call for Sites 2019	16.35	18.00	-	18.00	10.1%
postage & packing	2.80	2.58	0.52	3.10	10.7%
Estates					
Legal Fees for grant of a Freehold Reversions - 99 and 999 year lease - Informal approach	635.00	585.00	117.00	702.00	10.6%
Legal fees for grant of a Freehold Reversions - 99 and 999 year lease - Statutory Request	N/A	785.00	157.00	942.00	New
Freehold Reversions - 999 year lease - valuation - Informal request - Dealt with internally	162.00	150.00	30.00	180.00	11.1%
Freehold Reversions - 999 year lease - valuation - Informal request - Dealt with externally	N/A	600.00	120.00	720.00	New
Freehold Reversions - 999 year lease - valuation - Statutory Request	N/A	850.00	170.00	1,020.00	New
Legal Fees for grant of a Freehold Reversion - 99 year lease	635.00	N/A	N/A	N/A	N/A
Freehold Reversions - 99 year lease - valuation - Informal request	162.00	150.00	30.00	180.00	11.1%
Freehold Reversions - 99 year lease - valuation - Informal request	N/A	785.00	157.00	942.00	New
Freehold Reversions - 99 year lease - valuation - Statutory Request	N/A	900.00	180.00	1,080.00	New

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Legal Fees for a Residential Long Lease Extensions - Houses - Informal Approach	635.00	585.00	117.00	702.00	10.6%
Legal Fees for a Residential Long Lease Extensions - Houses - Statutory Request	N/A	785.00	157.00	942.00	New
Residential Long Lease Extension Valuations - Houses - Informal Request - Dealt with internally	162.00	150.00	30.00	180.00	11.1%
Residential Long Lease Extension Valuations - Houses - Statutory Request	N/A	1,000.00	200.00	1,200.00	New
Legal Fees for a Residential Long Lease Extension - Flats - Informal approach	1,260.00	1,155.00	231.00	1,386.00	10.0%
Legal Fees for a Residential Long Lease Extension - Flats - Statutory Request	N/A	1,350.00	270.00	1,620.00	New
Residential Long Lease Extension Valuations - Flats - Informal request	234.00	215.00	43.00	258.00	10.3%
Residential Long Lease Extension Valuations - Flats - Informal request	N/A	585.00	117.00	702.00	New
Residential Long Lease Extension Valuations - Flats - Statutory Request	N/A	900.00	180.00	1,080.00	New
Document copying - If from paper copy	74.00	67.50	13.50	81.00	9.5%
Provision of VAT invoice for fees and charges	N/A	67.50	13.50	81.00	New
Assignments or Change of use or deed of Variation	1,260.00	1,155.00	231.00	1,386.00	10.0%
Grant of licences / land sales - HRA and GF	1,260.00	1,155.00	231.00	1,386.00	10.0%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Minor Asset Disposal Valuations (eg. Land Sale Requests & Hsg Garage Valuations)	270.00	250.00	50.00	300.00	11.1%
Valuation Fee - Covenant Consent - Driveway or creation of off road parking	300.00	325.00	65.00	390.00	30.0%
Valuation Fee - Covenant Consent - Major Extension	900.00	825.00	165.00	990.00	10.0%
Valuation Fee - Covenant Consent - 1 extra dwelling	1,500.00	1,375.00	275.00	1,650.00	10.0%
Valuation Fee - Covenant Consent 2-3 extra dwellings	2,400.00	2,200.00	440.00	2,640.00	10.0%
Valuation Fee - Covenant Consent 4+ additional dwellings	POA	POA	POA	POA	POA
Former Landowners Consent by exchange of e-mails - minor works only where no valuation needed	95.00	125.00	25.00	150.00	57.9%
Former Landowners Consent by way of formal letter - minor works only where no valuation needed	N/A	150.00	30.00	180.00	New
Legal Fees for deed documenting Covenant Consent for major works	1,230.00	1,125.00	225.00	1,350.00	9.8%
Legal fees for deed documenting Covenant Consent release of single dwelling covenant and consent for works	1,980.00	1,810.00	362.00	2,172.00	9.7%
Responses to LPE1's and similar enquiries on title.	90.00	175.00	35.00	210.00	133.3%
Local Searches - with Inspection (Title deeds submitted)	100.00	N/A	N/A	N/A	N/A

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Local Searches - with Inspection (without title deeds submitted)	135.00	N/A	N/A	N/A	N/A
Valuation for consent under the single dwelling covenant for HMO	1,080.00	985.00	197.00	1,182.00	9.4%
Event Consent Request (non- commercial)	72.00	65.00	13.00	78.00	8.3%
Event Consent Request (commercial) < 300 people	180.00	165.00	33.00	198.00	10.0%
Event Consent Request (commercial) 300 - 499 people	335.00	305.00	61.00	366.00	9.3%
Event Consent Request (commercial) >=500 people	1,340.00	1,225.00	245.00	1,470.00	9.7%
Campus West					
Garden City Cinema - Monday to Thursday					
- Full Price	9.50	8.33	1.67	10.00	5.3%
- Concessions (U16 / Seniors / Student)	8.40	7.29	1.46	8.75	4.2%
- Full Price 3D Films	12.30	10.83	2.17	13.00	5.7%
- 3D Films Concession (U16 / Seniors / Student)	11.20	10.00	2.00	12.00	7.1%
- Screenings starting before 5pm No Zebra Discount	6.70	5.83	1.17	7.00	4.5%
- Friday to Sunday					
- Full Price	11.40	10.00	2.00	12.00	5.3%
- Concessions (U16 / Seniors / Student)	10.60	8.83	1.77	10.60	0.0%
- Full Price 3D Films	13.90	12.08	2.42	14.50	4.3%
- 3D Film Concessions (U16 / Seniors / Student)	12.80	11.25	2.25	13.50	5.5%
Hawthorne Theatre - Theatrical Hire Fee					
Monday to Thursday					
8am to 4pm	1,440.00	N/A	N/A	N/A	N/A
4pm to midnight	1,610.00	N/A	N/A	N/A	N/A
8 hrs Theatre Hire	N/A	1,270.83	254.17	1,525.00	New

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Friday to Sunday					
8am to 4pm	1,780.00	N/A	N/A	N/A	N/A
4pm to midnight	2,120.00	N/A	N/A	N/A	N/A
8 hrs Theatre Hire	N/A	1,625.00	325.00	1,950.00	New
Screen Hire					
Screen 1					
8am to 1pm	580.00	483.33	96.67	580.00	0.0%
1pm - 4pm	580.00	483.33	96.67	580.00	0.0%
4pm - 11pm	580.00	483.33	96.67	580.00	0.0%
Screen 2					
8am to 1pm	860.00	716.67	143.33	860.00	0.0%
1pm - 4pm	860.00	716.67	143.33	860.00	0.0%
4pm - 11pm	860.00	716.67	143.33	860.00	0.0%
Roller City					
- Skate Admission Only	8.90	7.92	1.58	9.50	6.7%
- Skate Hire	3.40	3.00	0.60	3.60	5.9%
- Spectator Charge	6.20	5.42	1.08	6.50	4.8%
Soft Play City					
Children 12 month or under	Free	Free	Free	Free	
Children 1 to 3 years	5.80	5.00	1.00	6.00	3.4%
Children 4 to 9 years	8.00	6.88	1.38	8.25	3.1%
Accompanying Adults	5.60	5.00	1.00	6.00	7.1%
Registered Child Minder (Mon to Fri only)	Free	Free	Free	Free	
Mill Green Museum & Welwyn Roman Baths					
Adult entry fee single (same for both sites)	5.60	6.00	-	6.00	7.1%
Child entry fee single (same for both sites)	1.70	2.00	-	2.00	17.6%
Special Events for Children (maximum charge)	8.40	9.00	-	9.00	7.1%
Children's drop in activity (minimum charge)	5.60	6.00	-	6.00	7.1%
General School visit	5.90	6.50	-	6.50	10.2%
General School visit minimum charge (based on 25 pupils)	N/A	163.00		163.00	New
Bath House exclusive school tour-only visit per class (up to 45 pupils)	N/A	135.00		135.00	New

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Extra Charge for Miller (on non milling days)	60.00	100.00	-	100.00	66.7%
Taught lesson (standard) per child	8.40	0.00	-	0.00	
Taught session minimum charge (up to 25 children)	250.00	0.00	-	0.00	
Combined visit to Museum and Roman Bath House per child	10.60	11.00	-	11.00	3.8%
Combined visit to Museum and Roman Bath House minimum charge (based on 25 pupils @ 11.70)	N/A	275.00	-	275.00	New
Private Hire of Study Area (1/2 day)	115.00	127.00	-	127.00	10.4%
Private Hire of Study Area (full day)	215.00	237.00	-	237.00	10.2%
Non-private Garden Hire (per hour until 5pm)	N/A	60.00	-	60.00	New
Private hire Garden after hours per hour	N/A	80.00	-	80.00	New
Private hire Garden use until 5pm per hour	N/A	100.00		100.00	New
Private hire Mill tours after hours per hour	N/A	80.00	-	80.00	New
Photocopying - single sheet	0.90	0.83	0.17	1.00	11.1%
Photocopying - double sided	1.40	1.25	0.25	1.50	7.1%
Digital Capture (by Staff) 5 copies (same/different)	40.00	36.67	7.33	44.00	10.0%
Digital capture (1 image)	5.20	5.70	-	5.70	9.6%
Reproduction Rights					
Works by national / non-Herts Museums - one country	65.00	60.00	12.00	72.00	10.8%
Works by national / non-Herts Museums - worldwide	125.00	115.00	23.00	138.00	10.4%
Self publishing: local history (print run <10)	7.80	7.17	1.43	8.60	10.3%
Self publishing: local history (print run >10 <500)	15.00	14.17	2.83	17.00	13.3%
Academic / local history (print run < 2,000)**	47.00	43.33	8.67	52.00	10.6%
Academic / local history (print run > 2,000)**	76.00	70.00	14.00	84.00	10.5%
Commercial / non-academic (print run < 500)**	40.00	36.67	7.33	44.00	10.0%

**Welwyn Hatfield Borough Council
Fees and Charges - Place Directorate**

Appendix E

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Commercial / non-academic (print run > 500 < 2,000)**	76.00	70.00	14.00	84.00	10.5%
Commercial / non-academic (print run > 2,000)**	100.00	91.67	18.33	110.00	10.0%
Newspapers / magazines - National**	192.00	175.83	35.17	211.00	9.9%
Newspapers / magazines - Local**	96.00	88.33	17.67	106.00	10.4%
Internet / Website - commercial / individual**	26.00	24.17	4.83	29.00	11.5%
Internet / Website - academic**	6.70	6.17	1.23	7.40	10.4%
External exhibition loans - national / commercial	105.00	96.67	19.33	116.00	10.5%
Public / educational talks - national / commercial	52.00	47.50	9.50	57.00	9.6%
Email of each Digital Image	3.40	3.08	0.62	3.70	8.8%
Commercial Requests upon application	POA	POA	POA	POA	
Archaeology Deposits (single item / box)	POA	POA	POA	POA	
<i>**Fees doubled for worldwide usage</i>					
Room/Hall Hire					
Campus West / Vineyard Barn / Hazel Grove / Panshanger					
- Exercise Class (per session)	8.00	6.67	1.33	8.00	0.0%
- Children's Parties (per party)	175.00	N/A	N/A	N/A	N/A
Community Centres - Room Hires (Hazel Grove, Vineyard Barn, Panshanger, Hilltop)					
Large Rooms (per hour)	23.50	25.00	0.00	25.00	6.4%
Small Rooms (per hour)	21.50	23.00	0.00	23.00	7.0%
Sheridan Studio At Campus West (per hour)	29.00	25.83	5.17	31.00	6.9%
Hatfield Stage Hire Fees					
Hiring of stage	POA	POA	POA	POA	

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Car Parking					
Northaw Great Wood					
Annual car parking permit	30.00	27.50	5.50	33.00	10.0%
Parking Permits					
Resident motorcycle (per annum)	21.00	23.00	-	23.00	9.5%
Resident first vehicle (per annum)*	40.00	43.00	-	43.00	7.5%
Resident second vehicle (per annum)	65.00	70.00	-	70.00	7.7%
Resident third vehicle (per annum)	85.00	95.00	-	95.00	11.8%
Carers permit (per annum)	27.00	Free	-	Free	
Business Vehicle (per annum)	255.00	273.00	-	273.00	7.1%
Landlord and Resident** daily visitor vouchers (Pack of 20)	20.00	21.00	-	21.00	5.0%
Refund request (admin fee)	10.00	11.00	-	11.00	10.0%
Change of address/vehicle (admin fee)	10.00	11.00	-	11.00	10.0%
<i>*Resident first vehicle (per annum) free for blue badge holders</i>					
<i>**those in receipt of state pension are entitled to a 50% discount on resident visitor vouchers only.</i>					
Hatfield Multi-Storey					
0 - 3 Hours	Free	Free	Free	Free	
3 - 4 Hours	3.90	3.46	0.69	4.15	6.4%
Daily Tickets 4+ hrs (Mon - Sat)	7.20	6.42	1.28	7.70	6.9%
Kennelwoods CP					
0 - 3 Hours	Free	N/A	N/A	N/A	N/A
3 - 4 Hours	3.90	N/A	N/A	N/A	N/A
Daily Tickets 4+ hrs (Mon - Sat)	7.20	N/A	N/A	N/A	N/A
0 - 1 Hours**	N/A	Free	Free	Free	
1 - 4 Hours**	N/A	3.25	0.65	3.90	New
<i>**change in regime due to redevelopment</i>					
Hatfield Vista Resident Permit (per annum)	N/A	33.33	6.67	40.00	New

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Hunters Bridge (Monday - Friday)					
0 - 30 minutes	Free	Free	Free	Free	
30 minutes - 2 hours	1.80	1.71	0.34	2.05	14.0%
2 - 3 hours	2.90	2.75	0.55	3.30	13.8%
3 - 4 hours	4.00	3.75	0.75	4.50	12.5%
Daily tickets 4 + hrs	7.30	6.96	1.39	8.35	14.4%
Hunters Bridge (Saturday)					
0 - 30 minutes	Free	Free	Free	Free	
30 minutes - 2 hours	1.80	1.63	0.33	1.95	8.3%
2 - 3 hours	2.90	2.58	0.52	3.10	6.8%
3 - 4 hours	4.00	3.54	0.71	4.25	6.2%
Daily tickets 4 + hrs	7.30	6.50	1.30	7.80	6.8%
Hunters Bridge (Sunday)					
0 - 30 minutes	Free	Free	Free	Free	
Sunday (daily)	1.30	Free	Free	Free	
Campus West (Monday - Friday)					
0 - 30 minutes	Free	Free	Free	Free	
30 minutes - 2 hours	1.80	1.71	0.34	2.05	14.0%
2 - 3 hours	2.90	2.75	0.55	3.30	13.8%
3 - 4 hours	4.00	3.75	0.75	4.50	12.5%
Daily tickets 4 + hrs (Mon - Sat)	7.30	6.96	1.39	8.35	14.4%
Campus West (Saturday)					
0 - 30 minutes	Free	Free	Free	Free	
30 minutes - 2 hours	1.80	1.63	0.33	1.95	8.3%
2 - 3 hours	2.90	2.58	0.52	3.10	6.8%
3 - 4 hours	4.00	3.54	0.71	4.25	6.2%
Daily tickets 4 + hrs	7.30	6.50	1.30	7.80	6.8%
Campus West (Sunday)					
0 - 30 minutes	Free	Free	Free	Free	
Sunday (daily)	1.30	Free	Free	Free	
Cherry Tree (Monday - Friday)					
0 - 30 minutes	Free	Free	Free	Free	
30 mins - 2 hours	1.80	1.71	0.34	2.05	14.0%
2 - 3 hours	2.90	2.75	0.55	3.30	13.8%
3 - 4 hours	4.00	3.75	0.75	4.50	12.5%
Daily tickets 4 + hrs	7.30	6.96	1.39	8.35	14.4%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Cherry Tree (Saturday)					
0 - 30 minutes	Free	Free	Free	Free	
30 mins - 2 hours	1.80	1.63	0.33	1.95	8.3%
2 - 3 hours	2.90	2.58	0.52	3.10	6.8%
3 - 4 hours	4.00	3.54	0.71	4.25	6.2%
Daily tickets 4 + hrs	7.30	6.50	1.30	7.80	6.8%
Cherry Tree (Sunday)					
0 - 30 minutes	Free	Free	Free	Free	
Sunday (daily)	1.30	Free	Free	Free	
Campus East (Monday - Friday)					
0 - 30 minutes	N/A	Free	Free	Free	New
30 mins - 2 hours	1.80	1.71	0.34	2.05	14.0%
2 - 3 hours	2.90	2.75	0.55	3.30	13.8%
3 - 4 hours	4.00	3.75	0.75	4.50	12.5%
Daily tickets 4 + hrs	7.30	6.96	1.39	8.35	14.4%
Campus East (Saturday)					
0 - 30 minutes	Free	Free	Free	Free	
30 mins - 2 hours	1.80	1.63	0.33	1.95	8.3%
2 - 3 hours	2.90	2.58	0.52	3.10	6.8%
3 - 4 hours	4.00	3.54	0.71	4.25	6.2%
Daily tickets 4 + hrs	7.30	6.50	1.30	7.80	6.8%
Campus East (Sunday)					
0 - 30 minutes	Free	Free	Free	Free	
Sunday (daily)	1.30	Free	Free	Free	
Season Tickets:					
Hatfield Multi-Storey, Dog Kennel Lane					
3 month season ticket - standard	95.00	83.33	16.67	100.00	5.3%
Annual Ticket	275.00	245.83	49.17	295.00	7.3%
Campus West:					
1 month season ticket - standard	110.00	100.00	20.00	120.00	9.1%
3 month season ticket - standard	310.00	283.33	56.67	340.00	9.7%
1 month season ticket - worker/resident	95.00	87.50	17.50	105.00	10.5%
3 month season ticket - worker / resident	275.00	245.83	49.17	295.00	7.3%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Campus East Lower					
1 month season ticket - standard	110.00	100.00	20.00	120.00	9.1%
3 month season ticket - standard	310.00	283.33	56.67	340.00	9.7%
1 month season ticket - worker/resident /student	95.00	87.50	17.50	105.00	10.5%
3 month season ticket - worker / resident/ student	275.00	245.83	49.17	295.00	7.3%
Hunters Bridge					
1 month season ticket - standard	110.00	100.00	20.00	120.00	9.1%
3 month season ticket - standard	310.00	283.33	56.67	340.00	9.7%
1 month season ticket - worker / resident	95.00	87.50	17.50	105.00	10.5%
3 month season ticket - worker / resident	275.00	245.83	49.17	295.00	7.3%
Cancellation Fees relating to Season Tickets given up before their expiry date	25.00	23.33	4.67	28.00	12.0%
Civil Parking Enforcement : Dispensations	25.00	23.33	4.67	28.00	12.0%
All areas business permit	N/A	1,000.00	200.00	1,200.00	New
Parking Suspensions	N/A	£20 per day per 6 metres	-	£20 per day per 6 metres	New

Welwyn Hatfield Borough Council
Fees and Charges - Finance and Transformation Directorate

Appendix E

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

Description	2023-24	2024-25		%	
	Total Fee £	Fee £	VAT £* Total Fee £		
Legal					
CS156 A Certificate of Compliance	95.00	120.00	-	120.00	26.3%
DS1 or DS2 Land Registry Forms	95.00	150.00	-	150.00	57.9%
Deed Postponement of Discount	95.00	150.00	-	150.00	57.9%
Legal Photocopying Charges	54.00	65.00	-	65.00	20.4%
Reports on Title	185.00	170.00	34.00	204.00	10.3%
Boundary enquires	95.00	105.00	-	105.00	10.5%
Notice of Transfer/Charge refer to	46.00	N/A		N/A	N/A
Notice of Assignment (unless otherwise specified)	-	80.00	-	80.00	N/A
Notice of Charge (unless otherwise specified)	-	80.00	-	80.00	N/A
Estate Management Booklet	17.00	20.00	-	20.00	17.6%
Search Fees:					
CON29	81.33	74.17	14.83	89.00	9.4%
CON29O questions 4-21	10.67	10.00	1.99	12.00	12.5%
CON29R question 22	24.00	22.50	4.50	27.00	12.5%
CON29R (extra parcels of land)	10.67	10.00	1.99	12.00	12.5%
Electoral Services					
Sale of electoral registers (data)	20.00	20.00	-	20.00	0.0%
plus per 1000 entries (data)	1.50	1.50	-	1.50	0.0%
Sale of electoral registers (printed)	10.00	10.00	-	10.00	0.0%
plus per 1000 entries (printed)	5.00	5.00	-	5.00	0.0%
Democratic Services					
Photocopying of information per A4 sheet	0.17	0.15	0.03	0.18	10.0%
Revenues and Benefits					
Court Costs for council tax & business rates	104.50	105.00	-	105.00	0.5%
Cemeteries					
Burial Fees					
Private Grave					
Coffin <=30" Wide and 78" Long^	885.00	950.00	-	950.00	7.3%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Large Coffin/ Casket >30" Wide and 78" Long ^{^^}	1,295.00	1,400.00	-	1,400.00	8.1%
Additional Timber Shoring	POA	POA	POA	POA	
Public Grave	645.00	690.00	-	690.00	7.0%
Children's Grave	580.00	625.00 (paid for by the Children's Fund)	-	625.00 (paid for by the Children's Fund)	7.8%
Shallow Grave ^{^^}	1,165.00	1,250.00	-	1,250.00	7.3%
Immurement of Mausoleum Chamber ^{^^}	475.00	525.00	-	525.00	10.5%
Grant of Exclusive Right Fees					
Lawn Graves					
Coffin <=30" Wide and 78" Long ^{^^}	1,165.00	1,250.00	-	1,250.00	7.3%
Large Coffin/ Casket >30" Wide and 78" Long ^{^^}	1,750.00	1,900.00	-	1,900.00	8.6%
Premium Graves (Chosen by family - Additional Fee) ^{^^}	295.00	325.00	-	325.00	10.2%
Extension of Grant of Exclusive Right (Lawn Cemetery 10 Year Period) ^{^^}	645.00	670.00	-	670.00	3.9%
Reservation of Mausoleum Crypt (top and bottom vault Lawn Cemetery) (10 years)	1,500.00	N/A	N/A	N/A	N/A
Mausoleum Crypt (top and bottom vault Lawn Cemetery)	8,300.00	6,916.67	1,383.33	8,300.00	0.0%
Premium Mausoleum Crypt (middle vault Lawn Cemetery)	9,450.00	7,875.00	1,575.00	9,450.00	0.0%
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 ^{^^}	60.00	65.00	-	65.00	8.3%
Official Copy of Grant of Exclusive Right/Search Fee ^{^^}	60.00	65.00	-	65.00	8.3%
Cremated Remains and Burial Fees					
Interment of Cremated Remains ^{^^}	295.00	325.00	-	325.00	10.2%
Strewing of Cremated Remains ^{^^}	180.00	195.00	-	195.00	8.3%

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

Description	2023-24	2024-25		%	
	Total Fee £	Fee £	VAT £* Total Fee £		
Immurement of cremated remains ^{^^} (into Mausoleum Chamber)	N/A	325.00	-	325.00	New
Immurement of cremated remains ^{^^} (into Sanctum)	120.00	130.00	-	130.00	8.3%
Second set of cremated remains - same time ^{^^}	120.00	130.00	-	130.00	8.3%
Cremated Remains within Coffin ^{^^}	120.00	130.00	-	130.00	8.3%
Cremated Remains License Fees					
Cremated Remains Memorial Plot ^{^^}	600.00	650.00	-	650.00	8.3%
Commemorative Garden Tablet ^{^^}	500.00	550.00	-	550.00	10.0%
Half Size Lawn Grave ^{^^}	590.00	650.00	-	650.00	10.2%
Sanctum 2000 Vault (Hyde Cemetery) ^{^^}	880.00	950.00	-	950.00	8.0%
Memorial Garden Kerb (Hyde Cemetery) ^{^^}	350.00	375.00	-	375.00	7.1%
Additional 10 Year Licence Period ^{^^}	235.00	260.00	-	260.00	10.6%
Memorial Permit Fees					
Headstones - new and replacement memorials ^{^^}	235.00	212.50	42.50	255.00	8.5%
Tablet ^{^^}	120.00	108.33	21.67	130.00	8.3%
Vase ^{^^}	120.00	108.33	21.67	130.00	8.3%
Engrave an additional Subscription ^{^^}	120.00	108.33	21.67	130.00	8.3%
Kerb Setting (Hatfield Hyde) ^{^^}	300.00	270.83	54.17	325.00	8.3%
Fine for any convention to memorial regulation	590.00	635.00	-	635.00	7.6%
Permit to clean Memorial	30.00	35.00	-	35.00	16.7%
Permit to Repair Memorial	115.00	125.00	-	125.00	8.7%
^{^^} 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:					
<p>- 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</p>					
Cremations					
Adult cremation (18 years and older)	1,000.00	1,100.00	-	1,100.00	10.0%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Child cremation (17 years and younger)	580.00	625.00 (paid for by the Children's Fund)	-	625.00 (paid for by the Children's Fund)	7.8%
Weekday Early Morning Service (Mon-Fri). Includes 20 minute service.	N/A	600.00	-	600.00	New
Direct Cremation (unattended with no service permitted)	500.00	500.00	-	500.00	0.0%
Please note cremations to only take place between 9.30am - 4.30pm. No cremations to take place on Bank Holidays.					
Both Adult & Child cremation includes 60 minute slot, with 40 minute chapel service.					
Surcharges					
Saturday cremation (additional cost to above)	250.00	270.00	-	270.00	8.0%
Additional time/hire of chapel (60 minutes, with 40 minute chapel service included)	300.00	270.83	54.17	325.00	8.3%
Miscellaneous Fees					
Memorial Plaque	POA	POA	POA	POA	POA
Inclusion of small photo/bespoke artwork	POA	POA	POA	POA	POA
Inclusion of large photo/bespoke artwork	POA	POA	POA	POA	POA
New plaque for Memorial Garden Kerb (Hyde Only)	POA	POA	POA	POA	POA
Late fee for cremation services - per half hour	175.00	190.00	-	190.00	8.6%
Turf Grave	65.00	70.00	-	70.00	7.7%
Permission to vault a grave space ^{^^}	525.00	580.00	-	580.00	10.5%
^{^^} Subject to availability.					
Media Services					
Live webcast	40.00	33.33	6.67	40.00	0.0%
Live, on demand (for 28 days) and downloadable webcast	60.00	58.33	11.67	70.00	16.7%
Keepsake copy of webcast	65.00	58.33	11.67	70.00	7.7%
Additional copy of webcast	30.00	29.17	5.83	35.00	16.7%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Visual Tribute Services					
Halo Photo (Single photo shown throughout service or at specific time)	15.00	12.50	2.50	15.00	0.0%
Additional single photo	15.00	12.50	2.50	15.00	0.0%
Slideshow (up to 25 photos with simple fades)	35.00	41.67	8.33	50.00	42.9%
Pro Tribute (up to 25 photos professionally edited, including video footage)	90.00	75.00	15.00	90.00	0.0%
Family-made (family -made video that is checked and prepared)	25.00	25.00	5.00	30.00	20.0%
Keepsake copy of Visual Tribute	35.00	50.00	10.00	60.00	71.4%
Downloadable Pro Tribute	15.00	12.50	2.50	15.00	0.0%
Video Book	N/A	83.33	16.67	100.00	New
Memorial Memory Box	N/A	112.50	22.50	135.00	New
Themed Tribute	N/A	POA	POA	POA	New
Bespoke Tribute	N/A	POA	POA	POA	New
Tribute Additions					
Additional 25 photos on Slide Show or Pro Tribute	30.00	25.00	5.00	30.00	0.0%
Additional personalisation	30.00	25.00	5.00	30.00	0.0%

Welwyn Hatfield Borough Council
Fees and Charges - Resident and Neighbourhood Directorate

Appendix E

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Licensing					
Animal Activities					
Home Dog Boarding/Day Care or Commercial Boarding/Day Care up to ten dogs 1 year:					
On Application	303.00	333.00	-	333.00	9.9%
On Issue	36.00	40.00	-	40.00	11.1%
Home Dog Boarding/Day Care or Commercial Boarding/Day Care up to ten dogs 2 year:					
On Application	303.00	333.00	-	333.00	9.9%
On Issue	85.00	94.00	-	94.00	10.6%
Renewal 1 year - On application	266.00	293.00	-	293.00	10.2%
Renewal 1 year - On issue	41.00	45.00	-	45.00	9.8%
Renewal 2 year - On Application	266.00	293.00	-	293.00	10.2%
Renewal 2 year - On Issue	113.00	124.00	-	124.00	9.7%
Renewal 3 year - On Application	266.00	293.00	-	293.00	10.2%
Renewal 3 year - Issue	136.00	150.00	-	150.00	10.3%
Dog/Cat commercial over ten dogs - 1 Year					
On Application	325.00	358.00	-	358.00	10.2%
On Issue	44.00	48.00	-	48.00	9.1%
Dog/Cat commercial over ten dogs - 2 year					
On Application	325.00	358.00	-	358.00	10.2%
On Issue	102.00	112.00	-	112.00	9.8%
Renewal 1 year - On application	298.00	328.00	-	328.00	10.1%
Renewal 1 year - On issue	36.00	40.00	-	40.00	11.1%
Renewal 2 year - On Application	317.00	349.00	-	349.00	10.1%
Renewal 2 year - On Issue	102.00	112.00	-	112.00	9.8%
Renewal 3 year - On Application	325.00	358.00	-	358.00	10.2%
Renewal 3 year - On Issue	159.00	175.00	-	175.00	10.1%
Arranging boarding/franchise No dogs New and renewal					

Welwyn Hatfield Borough Council
Fees and Charges - Resident and Neighbourhood Directorate

Appendix E

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
On Application	272.00	299.00	-	299.00	9.9%
On Issue	36.00	40.00	-	40.00	11.1%
Variation franchise	57.00	63.00	-	63.00	10.5%
Inspection of new franchisee no licence 1 year					
On Application	255.00	281.00	-	281.00	10.2%
On Issue	19.00	21.00	-	21.00	10.5%
Inspection of new franchisee no licence 2 year					
On Application	255.00	281.00	-	281.00	10.2%
On Issue	47.00	52.00	-	52.00	10.6%
Inspection of new franchisee no licence 3 year					
On Application	249.00	274.00	-	274.00	10.0%
On Issue	90.00	99.00	-	99.00	10.0%
Renewal 1 year - On application	245.00	270.00	-	270.00	10.2%
Renewal 1 year - On issue	19.00	21.00	-	21.00	10.5%
Renewal 2 year - On Application	238.00	262.00	-	262.00	10.1%
Renewal 2 year - On Issue	47.00	52.00	-	52.00	10.6%
Renewal 3 year - On Application	227.00	250.00	-	250.00	10.1%
Renewal 3 year - On Issue	90.00	99.00	-	99.00	10.0%
Dog Breeding New 1 year					
On Application	311.00	342.00	-	342.00	10.0%
On Issue	35.00	39.00	-	39.00	11.4%
Dog Breeding New 2 years					
On Application	310.00	341.00	-	341.00	10.0%
On Issue	89.00	98.00	-	98.00	10.1%
Dog Breeding Renewal 1 year					
On Application	287.00	316.00	-	316.00	10.1%
On Issue	35.00	39.00	-	39.00	11.4%
Dog Breeding Renewal 2 year					
On Application	267.00	294.00	-	294.00	10.1%
On Issue	91.00	100.00	-	100.00	9.9%
Dog Breeding Renewal 3 year					
On Application	285.00	314.00	-	314.00	10.2%
On Issue	147.00	162.00	-	162.00	10.2%

Fees and Charges - Resident and Neighbourhood Directorate

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Vets fees invoiced at cost					
Selling animals as Pets New 1 year					
On Application	303.00	333.00	-	333.00	9.9%
On Issue	36.00	40.00	-	40.00	11.1%
Selling animals as pets New 2 year					
On Application	300.00	330.00	-	330.00	10.0%
On Issue	106.00	117.00	-	117.00	10.4%
Selling animals as pets					
Renewal 1 year - On application	291.00	320.00	-	320.00	10.0%
Renewal 1 year - On issue	36.00	40.00	-	40.00	11.1%
Renewal 2 year - On Application	293.00	322.00	-	322.00	9.9%
Renewal 2 year - On Issue	95.00	105.00	-	105.00	10.5%
Renewal 3 year - On Application	301.00	331.00	-	331.00	10.0%
Renewal 3 year - On Issue	159.00	175.00	-	175.00	10.1%
Riding Establishments - New 1 Year					
On Application	324.00	356.00	-	356.00	9.9%
On Issue	36.00	40.00	-	40.00	11.1%
Vets fees invoiced at cost					
Riding Establishments - New 2 years					
On Application	325.00	358.00	-	358.00	10.2%
On Issue	114.00	125.00	-	125.00	9.6%
Renewal 1 year - On application	314.00	345.00	-	345.00	9.9%
Renewal 1 year - On issue	114.00	125.00	-	125.00	9.6%
Renewal 2 year - On application	N/A	335.00	-	335.00	New
Renewal 2 year - On issue	N/A	113.00	-	113.00	New
Renewal 3 year - On application	N/A	335.00	-	335.00	New
Renewal 3 year - On issue	N/A	179.00	-	179.00	New
Vets fees invoiced at cost					
Keeping or training animals for exhibition - 3 years					
On Application	293.00	322.00	-	322.00	9.9%
On Issue	36.00	40.00	-	40.00	11.1%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Combination of activities equal to highest fee plus 50% of each additional licensable activity					
Re evaluation of inspection rating	114.00	125.00	-	125.00	9.6%
Re visit- appeals fee applies unless higher rating achieved	114.00	125.00	-	125.00	9.6%
Variation all types except franchises	227.00	250.00	-	250.00	10.1%
Transfer due to death of licensee	23.00	25.00	-	25.00	8.7%
Copy of licence	14.00	15.00	-	15.00	7.1%
Ear Piercing	245.00	270.00	-	270.00	10.2%
Tattooing/Other	307.00	338.00	-	338.00	10.1%
Change of details on registration certificate	31.00	34.00	-	34.00	9.7%
Dangerous Wild Animals	355.00	391.00	-	391.00	10.1%
Zoos	568.00	625.00	-	625.00	10.0%
Gaming Machine Permits					
Two machines on licensed premises	50.00	50.00	-	50.00	0.0%
Grant	150.00	150.00	-	150.00	0.0%
More than two machines existing	100.00	100.00	-	100.00	0.0%
More than two machines other cases	150.00	150.00	-	150.00	0.0%
More than two machines variation	100.00	100.00	-	100.00	0.0%
More than two machines transferred	25.00	25.00	-	25.00	0.0%
Annual Fees	50.00	50.00	-	50.00	0.0%
Substitute Name	25.00	25.00	-	25.00	0.0%
Copy of Permit	15.00	15.00	-	15.00	0.0%
Club Gaming Permits Club machine permits					
Two machines on licensed premises	50.00	50.00	-	50.00	0.0%
Grant	200.00	200.00	-	200.00	0.0%
Grant (Club premises certificate holder)	100.00	100.00	-	100.00	0.0%
More than two machines variation	100.00	100.00	-	100.00	0.0%
Renewal	200.00	200.00	-	200.00	0.0%
Renewal (Club premises certificate holder)	100.00	100.00	-	100.00	0.0%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Annual Fees	50.00	50.00	-	50.00	0.0%
Substitute Name	25.00	25.00	-	25.00	0.0%
Copy of Permit	15.00	15.00	-	15.00	0.0%
Gambling Premises new application					
New Small Casino	8,000.00	8,000.00	-	8,000.00	0.0%
New Large Casino	10,000.00	10,000.00	-	10,000.00	0.0%
Regional Casino	15,000.00	15,000.00	-	15,000.00	0.0%
Bingo Club	1,970.00	2,200.00	-	2,200.00	11.7%
Betting premises (excluding tracks)	1,850.00	2,000.00	-	2,000.00	8.1%
Tracks	2,500.00	2,500.00	-	2,500.00	0.0%
Family Entertainment Centre	1,480.00	1,600.00	-	1,600.00	8.1%
Adult Gaming Centre	1,480.00	1,600.00	-	1,600.00	8.1%
Gambling Premises annual fee					
New Small Casino	5,000.00	5,000.00	-	5,000.00	0.0%
New Large Casino	10,000.00	10,000.00	-	10,000.00	0.0%
Regional Casino	15,000.00	15,000.00	-	15,000.00	0.0%
Bingo Club	617.00	680.00	-	680.00	10.2%
Betting premises (excluding tracks)	370.00	400.00	-	400.00	8.1%
Tracks	1,000.00	1,000.00	-	1,000.00	0.0%
Family Entertainment Centre	370.00	400.00	-	400.00	8.1%
Adult Gaming Centre	617.00	680.00	-	680.00	10.2%
Gambling Premises application for a provisional statement					
New Small Casino	8,000.00	8,000.00	-	8,000.00	0.0%
New Large Casino	10,000.00	10,000.00	-	10,000.00	0.0%
Regional Casino	15,000.00	15,000.00	-	15,000.00	0.0%
Bingo Club	1,970.00	2,200.00	-	2,200.00	11.7%
Betting premises (excluding tracks)	1,600.00	1,800.00	-	1,800.00	12.5%
Tracks	2,500.00	2,500.00	-	2,500.00	0.0%
Family Entertainment Centre	1,600.00	1,800.00	-	1,800.00	12.5%
Adult Gaming Centre	1,400.00	1,540.00	-	1,540.00	10.0%
Gambling Premises application for transfer					
New Small Casino	1,800.00	1,800.00	-	1,800.00	0.0%
New Large Casino	2,150.00	2,150.00	-	2,150.00	0.0%
Regional Casino	6,500.00	6,500.00	-	6,500.00	0.0%
Bingo Club	860.00	950.00	-	950.00	10.5%
Betting premises (excluding tracks)	860.00	950.00	-	950.00	10.5%
Tracks	950.00	950.00	-	950.00	0.0%
Family Entertainment Centre	600.00	660.00	-	660.00	10.0%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Adult Gaming Centre	720.00	800.00	-	800.00	11.1%
Gambling Premises application to vary					
New Small Casino	4,000.00	4,000.00	-	4,000.00	0.0%
New Large Casino	5,000.00	5,000.00	-	5,000.00	0.0%
Regional Casino	7,500.00	7,500.00	-	7,500.00	0.0%
Bingo Club	1,750.00	1,750.00	-	1,750.00	0.0%
Betting premises (excluding tracks)	1,500.00	1,500.00	-	1,500.00	0.0%
Tracks	1,250.00	1,250.00	-	1,250.00	0.0%
Family Entertainment Centre	740.00	800.00	-	800.00	8.1%
Adult Gaming Centre	740.00	800.00	-	800.00	8.1%
Gambling Premises application for reinstatement					
New Small Casino	1,800.00	1,800.00	-	1,800.00	0.0%
New Large Casino	2,150.00	2,150.00	-	2,150.00	0.0%
Regional Casino	6,500.00	6,500.00	-	6,500.00	0.0%
Bingo Club	860.00	950.00	-	950.00	10.5%
Betting premises (excluding tracks)	860.00	950.00	-	950.00	10.5%
Tracks	950.00	950.00	-	950.00	0.0%
Family Entertainment Centre	600.00	660.00	-	660.00	10.0%
Adult Gaming Centre	840.00	920.00	-	920.00	9.5%
Gambling Premises provisional statement holders					
New Small Casino	3,000.00	3,000.00	-	3,000.00	0.0%
New Large Casino	5,000.00	5,000.00	-	5,000.00	0.0%
Regional Casino	8,000.00	8,000.00	-	8,000.00	0.0%
Bingo Club	860.00	950.00	-	950.00	10.5%
Betting premises (excluding tracks)	860.00	950.00	-	950.00	10.5%
Tracks	950.00	950.00	-	950.00	0.0%
Family Entertainment Centre	920.00	950.00	-	950.00	3.3%
Adult Gaming Centre	920.00	1,000.00	-	1,000.00	8.7%
Other					
Sex Shop or Sex Cinema	770.00	850.00	-	850.00	10.4%
Sexual Entertainment Venue	770.00	850.00	-	850.00	10.4%
Hypnotism application	190.00	210.00	-	210.00	10.5%
Gambling Premises notification of change	50.00	50.00	-	50.00	0.0%
Gambling Premises copy of Licence	25.00	25.00	-	25.00	0.0%
Lottery Registration	40.00	40.00	-	40.00	0.0%
Lottery Renewal	20.00	20.00	-	20.00	0.0%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Scrap Metal					
Site Licence Application	920.00	1,012.00	-	1,012.00	10.0%
Collectors Licence Application	770.00	847.00	-	847.00	10.0%
Site Licence Renewal	620.00	682.00	-	682.00	10.0%
Collectors Licence Renewal	590.00	649.00	-	649.00	10.0%
Variation (site licence to collectors licence)	100.00	110.00	-	110.00	10.0%
Variation (collectors licence to site licence)	185.00	204.00	-	204.00	10.3%
Change of site	100.00	110.00	-	110.00	10.0%
Change of site manager	82.00	90.00	-	90.00	9.8%
Change of name or address	57.00	63.00	-	63.00	10.5%
Premises & Clubs - new applications					
Rateable value :- Band A	100.00	100.00	-	100.00	0.0%
:- Band B	190.00	190.00	-	190.00	0.0%
:- Band C	315.00	315.00	-	315.00	0.0%
:- Band D	450.00	450.00	-	450.00	0.0%
:- Band E	635.00	635.00	-	635.00	0.0%
:- Minor variations	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	0.0%
10,000 - 14,999	2,000.00	2,000.00	-	2,000.00	0.0%
15,000 - 19,999	4,000.00	4,000.00	-	4,000.00	0.0%
20,000 - 29,999	8,000.00	8,000.00	-	8,000.00	0.0%
30,000 - 39,999	16,000.00	16,000.00	-	16,000.00	0.0%
40,000 - 49,999	24,000.00	24,000.00	-	24,000.00	0.0%
50,000 - 59,999	32,000.00	32,000.00	-	32,000.00	0.0%
60,000 - 69,999	40,000.00	40,000.00	-	40,000.00	0.0%
70,000 - 79,999	48,000.00	48,000.00	-	48,000.00	0.0%
80,000 - 89,999	56,000.00	56,000.00	-	56,000.00	0.0%
90,000 and over	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	0.0%
:- Band B	180.00	180.00	-	180.00	0.0%
:- Band C	295.00	295.00	-	295.00	0.0%
:- Band D	320.00	320.00	-	320.00	0.0%
:- Band E	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	0.0%
10,000 - 14,999	1,000.00	1,000.00	-	1,000.00	0.0%

Welwyn Hatfield Borough Council
Fees and Charges - Resident and Neighbourhood Directorate

Appendix E

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
15,000 - 19,999	2,000.00	2,000.00	-	2,000.00	0.0%
20,000 - 29,999	4,000.00	4,000.00	-	4,000.00	0.0%
30,000 - 39,999	8,000.00	8,000.00	-	8,000.00	0.0%
40,000 - 49,999	12,000.00	12,000.00	-	12,000.00	0.0%
50,000 - 59,999	16,000.00	16,000.00	-	16,000.00	0.0%
60,000 - 69,999	20,000.00	20,000.00	-	20,000.00	0.0%
70,000 - 79,999	24,000.00	24,000.00	-	24,000.00	0.0%
80,000 - 89,999	28,000.00	28,000.00	-	28,000.00	0.0%
90,000 and over	32,000.00	32,000.00	-	32,000.00	0.0%
Personal Licence	37.00	37.00	-	37.00	0.0%
Application for the grant or renewal of a personal licence	37.00	37.00	-	37.00	0.0%
Temporary Event Notice	21.00	21.00	-	21.00	0.0%
Replacement of premises licence or summary	10.50	10.50	-	10.50	0.0%
Premises & Clubs - new applications for primarily for selling alcohol for consumption on the premises					
Rateable value :- Band D	900.00	900.00	-	900.00	0.0%
:- Band E	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	0.0%
:- Band E	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 disapplied	23.00	23.00	-	23.00	0.0%
Street Trading consents					
Annual Fee Per trading per day	202.00	222.00	-	222.00	9.9%
Pavement licence	100.00	100.00	-	100.00	0.0%
Application for a provisional statement where premises are being built etc	315.00	315.00	-	315.00	0.0%
Notification of change of address	10.50	10.50	-	10.50	0.0%

Welwyn Hatfield Borough Council
Fees and Charges - Resident and Neighbourhood Directorate

Appendix E

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Application to vary a licence to specify an individual as premises supervisor	23.00	23.00	-	23.00	0.0%
Application for transfer of premises Licence	23.00	23.00	-	23.00	0.0%
Interim Authority Notice following death of licence holder	23.00	23.00	-	23.00	0.0%
Replacement of certificate or summary	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	0.0%
Change of relevant registered address of club	10.50	10.50	-	10.50	0.0%
Replacement of temporary event notice	10.50	10.50	-	10.50	0.0%
Replacement of personal licence	10.50	10.50	-	10.50	0.0%
Duty to notify change of name & address	10.50	10.50	-	10.50	0.0%
Right of freeholder to be notified of licensing matters	21.00	21.00	-	21.00	0.0%
Copy of document on public register	0.16	0.17	0.03	0.20	25.3%
Mobile Homes Act					
Initial Site Licence Fee	202.00	185.00	37.00	222.00	9.9%
- and in addition for each pitch	20.50	19.17	3.83	23.00	12.2%
Transfer or Standard amendment fee	260.00	238.33	47.67	286.00	10.0%
Site expansion amendment fee	202.00	185.00	37.00	222.00	9.9%
- and in addition for each pitch	20.50	19.17	3.83	23.00	12.2%
Annual Fee per pitch	16.00	15.00	3.00	18.00	12.5%
Site Rules Regulation Deposit	51.00	46.67	9.33	56.00	9.8%
Fit and Proper Persons Check	240.00	220.00	44.00	264.00	10.0%
Enforcement Notice	415.00	380.83	76.17	457.00	10.1%
Works in default - As displayed in current budget book and vary between the officer involved and the time for day the works are executed					
Hackney Carriages					
Hackney Carriage Driver/Private hire driver Licence - 3 Years	450.00	495.00	-	495.00	10.0%

Welwyn Hatfield Borough Council
Fees and Charges - Resident and Neighbourhood Directorate

Appendix E

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Hackney Carriage Vehicle Licence/Private Hire Vehicle - 1 Year	290.00	319.00	-	319.00	10.0%
Private Hire Operator Licence :-					
1 Year	330.00	363.00	-	363.00	10.0%
3 Years	762.00	838.00	-	838.00	10.0%
5 Years	1,194.00	1,313.00	-	1,313.00	10.0%
DBS check	50.00	55.00	-	55.00	10.0%
Knowledge test (per attempt)	60.00	66.00	-	66.00	10.0%
Replacement plate	20.00	22.00	-	22.00	10.0%
Replacement bracket	15.00	17.00	-	17.00	13.3%
Replacement driver's badge	15.00	17.00	-	17.00	13.3%
Extra copy/duplicate of licence	5.00	6.00	-	6.00	20.0%
DVLA	10.00	11.00	-	11.00	10.0%
Vehicle transfers	100.00	110.00	-	110.00	10.0%
Environmental Health					
Environmental Permitting prescribed processes - application fees					
Environmental Permit part B installation	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	0.0%
Reduced Fee activities	155.00	155.00	-	155.00	0.0%
PVR I & II	257.00	257.00	-	257.00	0.0%
Vehicle Refinishers	362.00	362.00	-	362.00	0.0%
Reduced Fee activities : Additional fee for operating without a permit.	71.00	71.00	-	71.00	0.0%
Mobile screening & crushing plant for the 3rd to 7th applications	1,650.00	1,650.00	-	1,650.00	0.0%
for the 8th & subsequent applications	985.00	985.00	-	985.00	0.0%
	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					

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Annual Subsistence Charges					
Annual Subsistence Charge - low risk ^	772.00	772.00	-	772.00	0.0%
Annual Subsistence Charge - medium risk ^	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	0.0%
Annual Subsistence Charge - petrol stations					
Reduced fee activities - low	79.00	79.00	-	79.00	0.0%
Reduced fee activities - medium	158.00	158.00	-	158.00	0.0%
Reduced fee activities - high	237.00	237.00	-	237.00	0.0%
PVR I & II - low	113.00	113.00	-	113.00	0.0%
PVR I & II - medium	226.00	226.00	-	226.00	0.0%
PVR I & II - high	341.00	341.00	-	341.00	0.0%
Vehicle Refinishers - low	228.00	228.00	-	228.00	0.0%
Vehicle Refinishers - medium	365.00	365.00	-	365.00	0.0%
Vehicle Refinishers - high	548.00	548.00	-	548.00	0.0%
Mobile screening & crushing plant - low	626.00	626.00	-	626.00	0.0%
Mobile screening & crushing plant - medium	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	0.0%
for the 3rd to 7th applications - low	385.00	385.00	-	385.00	0.0%
for the 3rd to 7th applications - medium	617.00	617.00	-	617.00	0.0%
for the 3rd to 7th applications - high	924.00	924.00	-	924.00	0.0%
for the 8th & subsequent applications - low	198.00	198.00	-	198.00	0.0%
for the 8th & subsequent applications - medium	314.00	314.00	-	314.00	0.0%
for the 8th & subsequent applications - high	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 year is increased by £38.					
An extra £104 is required where the operator carries on an operation that falls within the reporting obligations of the EC Regulation					

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
^ these additional amounts must be charged where a permit is for a combined Part B and waste					
Low Risk	104.00	104.00	-	104.00	0.0%
Medium risk	156.00	156.00	-	156.00	0.0%
High Risk	207.00	207.00	-	207.00	0.0%
Transfer & Surrender					
Standard process transfer	169.00	169.00	-	169.00	0.0%
Standard process partial transfer	497.00	497.00	-	497.00	0.0%
Surrender : all Part B activities	0.00	0.00	-	0.00	0.0%
Reduced fee activities : transfer	0.00	0.00	-	0.00	0.0%
Reduced fee activities : partial transfer	47.00	47.00	-	47.00	0.0%
Substantial change S10 & S11					
Standard process	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	0.0%
Change due to implementing an upgrading plan (applies to LAPC only)	147.00	147.00	-	147.00	0.0%
Reduced fee activities	102.00	102.00	-	102.00	0.0%
Application fee for grant of A2 permit	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	0.0%
Partial transfer	698.00	698.00	-	698.00	0.0%
Surrender of permit	698.00	698.00	-	698.00	0.0%
Application for Variation	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	0.0%
Late Application fee for A2	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	0.0%
Medium Risk	1,507.00	1,507.00	-	1,507.00	0.0%
High Risk	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.					
An extra £103 is required where the operator carries on an operation that falls within the reporting obligations of the European Commission Regulation					

**Welwyn Hatfield Borough Council
Fees and Charges - Resident and Neighbourhood Directorate**

Appendix E

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Certificate of Voluntary Surrender of Food (plus officer & disposal costs) per hour	63.00	69.00	-	69.00	9.5%
Sale of Food Safety Act Register	280.00	308.00	-	308.00	10.0%
Food Safety Export check	71.00	78.00	-	78.00	9.9%
Food Hygiene Rating Revisit	206.00	227.00	-	227.00	10.2%
Storage of noise making equipment following seizure (plus officer cost)	660.00	726.00	-	726.00	10.0%
Fixed penalty notice for smoking in a smoke free place	50.00	75.00	-	75.00	50.0%
Discounted to if paid within 30 days	30.00	30.00	-	30.00	0.0%
Failure to display "no smoking" signs	200.00	200.00	-	200.00	0.0%
Discounted to if paid within 30 days	150.00	150.00	-	150.00	0.0%
Private Water Supplies & Distribution Systems					
Risk Assessment	500.00	500.00	-	500.00	0.0%
Sampling - each visit (maximum fee)	100.00	100.00	-	100.00	0.0%
Investigation (each investigation)	100.00	100.00	-	100.00	0.0%
Granting an Authorisation	100.00	100.00	-	100.00	0.0%
Analysing a sample:					
taken under regulation 10	36.00	36.00	-	36.00	0.0%
taken during check monitoring	POA	POA	POA	POA	
taken during audit monitoring	500.00	500.00	-	500.00	0.0%
Environmental Search for Contaminated Land	107.00	118.00	-	118.00	10.3%
Officer time for work in default - Service Manager/Assistant Director	85.00	78.33	15.67	94.00	10.6%
Officer time for work in default - Team Leader	62.00	56.67	11.33	68.00	9.7%
Officer time for work in default - EHO	53.00	48.33	9.67	58.00	9.4%
Officer time for work in default - EHTO	42.00	38.33	7.67	46.00	9.5%
Officer time for work in default - EHTSO	28.00	25.83	5.17	31.00	10.7%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
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	
Dog Warden Services					
Collection / release fee for dog with collar & tag	30.00	33.00	-	33.00	10.0%
Collection / release fee for dog without collar & tag	42.00	46.00	-	46.00	9.5%
Dog collected by Warden and Transported to Kennels	90.00	99.00	-	99.00	10.0%
Kennel Fee per night	18.00	20.00	-	20.00	11.1%
Allotments per annum					
Plot without water per 25sqm	8.30	9.00	-	9.00	8.4%
Plot with water per 25 sqm	13.80	15.00	-	15.00	8.7%
Admin charge for sign up and key	15.00	17.00	-	17.00	13.3%
Landscape & Ecology					
High Hedge Enforcement Fee	606.00	667.00	-	667.00	10.1%
Abandoned Vehicles					
Abandoned Vehicles - off private property	62.00	56.67	11.33	68.00	9.7%
Abandoned Vehicles - Return of vehicle	160.00	146.67	29.33	176.00	10.0%
Abandoned Vehicles - Storage rate per day	16.00	15.00	3.00	18.00	12.5%
General					
Benches (refurbished)	505.00	463.33	92.67	556.00	10.1%
Benches (new)	1415.00	1,297.50	259.50	1,557.00	10.0%
Waste Collection Services					

Welwyn Hatfield Borough Council
Fees and Charges - Resident and Neighbourhood Directorate

Appendix E

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Bulky Household Collections (not upholstered items) - Up to 4 items	44.50	49.00	-	49.00	10.1%

Welwyn Hatfield Borough Council
Fees and Charges - Resident and Neighbourhood Directorate

Appendix E

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Bulky Household Collections (upholstered items) - up to 3 items	44.50	49.00	-	49.00	10.1%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Bulky Household Collections (Black Bags) - up to 20 bags	44.50	49.00	-	49.00	10.1%
Bulky Household Collections - OAPs	22.50	25.00	-	25.00	11.1%
Bulky Household Collections - Benefits	22.50	25.00	-	25.00	11.1%
Insurance charge for collections within homes	23.00	20.83	4.17	25.00	8.7%
Collection of Hazardous Electrical items	41.50	46.00	-	46.00	10.8%
Clinical Waste collections (5 sacks/resident)	8.00	7.50	1.50	9.00	12.5%
Kitchen Caddy delivery charge	7.50	6.67	1.32	8.00	6.7%
Emptying of a contaminated wheeled bin	22.50	25.00	-	25.00	11.1%
Emptying of 2 contaminated wheeled bins (at same address)	28.00	31.00	-	31.00	10.7%
Cost of a first standard replacement (180/240L) bin	21.00	19.17	3.83	23.00	9.5%

Welwyn Hatfield Borough Council
Fees and Charges - Resident and Neighbourhood Directorate

Appendix E

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Cost of a subsequent standard (180/240L) bin	36.00	33.33	6.67	40.00	11.1%
Cost of a first standard replacement (360L) bin	31.00	29.17	5.83	35.00	12.9%
Cost of a subsequent standard (360L) bin	50.50	46.67	9.33	56.00	10.9%
Cost of a mini-bank unit	950.00	870.83	174.17	1,045.00	10.0%
Cost of a large bin (1100L) bin	450.00	495.00	-	495.00	10.0%
Garden Waste Collection					
First bin per property per annum	50.00	55.00	-	55.00	10.0%
Second bin per property per annum, and any additional bins	80.00	88.00	-	88.00	10.0%
Schedule of Offences					
Nuisance Parking					
- paid within 10 days	60.00	60.00	-	60.00	0.0%
- full amount of penalty	100.00	100.00	-	100.00	0.0%
Abandoning a vehicle					
- paid within 10 days	120.00	120.00	-	120.00	0.0%
- full amount of penalty	200.00	200.00	-	200.00	0.0%
Depositing Litter					
- paid within 10 days	50.00	50.00	-	50.00	0.0%
- full amount of penalty	75.00	75.00	-	75.00	0.0%
Failure to comply with a street litter control notice					
- paid within 10 days	60.00	N/A	N/A	N/A	N/A
- full amount of penalty	100.00	N/A	N/A	N/A	N/A
Failure to comply with a litter clearing notice					Red longer a
- paid within 10 days	60.00	N/A	N/A	N/A	N/A
- full amount of penalty	100.00	N/A	N/A	N/A	N/A
Fixed Penalty Notice for failure to comply with a Community Protection Notice	N/A	150.00	-	150.00	New
Unauthorized distribution of free printed matter					
- paid within 10 days	50.00	100.00	-	100.00	100.0%
- full amount of penalty	75.00	150.00	-	150.00	100.0%
Defacement by graffiti and flyposting					
- paid within 10 days	50.00	100.00	-	100.00	100.0%

Welwyn Hatfield Borough Council
Fees and Charges - Resident and Neighbourhood Directorate

Appendix E

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
- full amount of penalty	75.00	150.00	-	150.00	100.0%
Household Waste Duty of Care					
- paid within 10 days	200.00	200.00	-	200.00	0.0%
- full amount of penalty	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	0.0%
- full amount of penalty	75.00	75.00	-	75.00	0.0%
Failure to produce authority (waste carrier's licence)					
- paid within 10 days	200.00	300.00	-	300.00	50.0%
- full amount of penalty	300.00	400.00	-	400.00	33.3%
Failure to furnish documentation (waste transfer notes)					
- paid within 10 days	200.00	300.00	-	300.00	50.0%
- full amount of penalty	300.00	400.00	-	400.00	33.3%
Offences relating to waste receptacles (e.g. causes an obstruction, attracts vermin, restricts access to highway or pavement)					
- paid within 10 days	40.00	N/A	N/A	N/A	N/A
- full amount of penalty	80.00	N/A	N/A	N/A	N/A
Offences relating to the fly tipping of waste (s33 EPA)					
- paid within 10 days	N/A	350.00	-	350.00	New
- full amount of penalty	N/A	500.00	-	500.00	New
Breach of s47 Environmental Protection Act 1990 Notice - Business presentation and storage of waste	N/A	110.00	-	110.00	New
Breach of s46 Environmental Protection Act 1990 Notice - Household presentation and storage of waste	N/A	80.00	-	80.00	New
Roundabout Sponsorship					
High Profile					
1 year sponsorship	3670.00	3,364.17	672.83	4,037.00	10.0%
3 year sponsorship	7720.00	7,076.67	1,415.33	8,492.00	10.0%
5 year sponsorship	11000.00	10,083.33	2,016.67	12,100.00	10.0%

ppli

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Medium Profile (main road)					
1 year sponsorship	2940.00	2,695.00	539.00	3,234.00	10.0%
3 year sponsorship	6160.00	5,646.67	1,129.33	6,776.00	10.0%
5 year sponsorship	8800.00	8,066.67	1,613.33	9,680.00	10.0%
Medium Profile (residential road)					
1 year sponsorship	2200.00	2,016.67	403.33	2,420.00	10.0%
3 year sponsorship	4620.00	4,235.00	847.00	5,082.00	10.0%
5 year sponsorship	6600.00	6,050.00	1,210.00	7,260.00	10.0%
Low Profile					
1 year sponsorship	1100.00	1,008.33	201.67	1,210.00	10.0%
3 year sponsorship	2310.01	2,117.50	423.50	2,541.00	10.0%
5 year sponsorship	3300.00	3,025.00	605.00	3,630.00	10.0%
Street Naming & Numbering					
New development build or Conversion of existing property (price per plot)					
1st plot	100.00	91.67	18.33	110.00	10.0%
2nd - 24th plots	65.00	60.00	12.00	72.00	10.8%
25th - 49th plots	52.00	47.50	9.50	57.00	9.6%
50th - 74th plots	40.00	36.67	7.33	44.00	10.0%
75th – 99th plots	32.00	29.17	5.83	35.00	9.4%
Plots 100 and above	20.00	18.33	3.67	22.00	10.0%
Naming of block or building name	256.00	235.00	47.00	282.00	10.2%
Street Name for new development	295.00	270.83	54.17	325.00	10.2%
Street name	295.00	270.83	54.17	325.00	10.2%
Changes to Development/Layout after notification	58.00	53.33	10.67	64.00	10.3%
Re-Naming/Renumbering Building (existing premises)	98.00	90.00	18.00	108.00	10.2%
Addition of name to numbered property (alias)	98.00	90.00	18.00	108.00	10.2%
Change of name to named only property	98.00	90.00	18.00	108.00	10.2%
Re-Naming Street or re- post coding (at residents request)	295.00	270.83	54.17	325.00	10.2%

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
General					
Immigration Inspection	331.00	364.00	-	364.00	10.0%
Housing Act Notice^	380.00	418.00	-	418.00	10.0%
^A fixed charge 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).					
HMO Application					
Application for basic 5 person HMO*	1,150.00	1,265.00	-	1,265.00	10.0%
Application for an HMO between 6 - 10 persons*	1,285.00	1,414.00	-	1,414.00	10.0%
Application for an HMO with 11 or more persons*	1,415.00	1,557.00	-	1,557.00	10.0%
* 10% discount on HMO fee for member of PAL scheme					
Officer time for work in default^^^					
Officer time for work in default - Service Manager / Assistant Director	101.00	92.50	18.50	111.00	9.9%
Officer time for work in default - Private Sector Housing Manager	71.00	65.00	13.00	78.00	9.9%
Officer time for work in default - Team Leader	66.00	60.83	12.17	73.00	10.6%
Officer time for work in default - Housing Technician	46.00	42.50	8.50	51.00	10.9%
Officer time for work in default - Support Officer	31.00	28.33	5.67	34.00	9.7%
^^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.					
Community Services					
CCTV charge	119.00	131.00	-	131.00	10.1%
Filming charge	POA	POA	POA	POA	

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

Description	2023-24	2024-25			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Garage Rents					
Garage occupancy charges (weekly charge)					
Discounted Garages (Standard VAT)	17.80	16.67	3.34	20.00	12.4%
Discounted Garages (Non VAT)	14.83	16.67	-	16.67	12.4%
Campus East Lower Car Park Garages Rents (Standard VAT)	22.20	20.00	4.00	24.00	8.1%
Campus East Lower Car Park Garages NON VAT	18.50	20.00	-	20.00	8.1%
All other standard garages (Standard VAT)	22.50	20.83	4.16	25.00	11.1%
All other standard garages (Non VAT)	18.71	20.83	-	20.83	11.3%