

Welwyn Hatfield Borough Council
Fees and Charges

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
	£	£	£	£	£	£	
Environmental Services							
Cemetery Fees - Burial Fee							
Baby Grave - Child under 1	0.00	-	0.00	0.00	-	0.00	0.00
Common Grave	550.00	-	550.00	550.00	-	550.00	0.00
Private Grave	650.00	-	650.00	650.00	-	650.00	0.00
Premium Plot	800.00	-	800.00	800.00	-	800.00	0.00
Shallow Grave	1,000.00	-	1,000.00	1,000.00	-	1,000.00	0.00
Right to construct vaulted Grave	500.00	-	500.00	500.00	-	500.00	0.00
Cremated remains (Below Ground)	250.00	-	250.00	250.00	-	250.00	0.00
Cremated remains (Scattering)	150.00	-	150.00	150.00	-	150.00	0.00
Immurement of Remains into Mausoleum Chamber	400.00	-	400.00	400.00	-	400.00	0.00
Immurement of Cremated Remains	100.00	-	100.00	100.00	-	100.00	0.00
Cemetery Fees - Exclusive Rights and Licence Fee							
Grant of rights of burial - 75 years	550.00	-	550.00	550.00	-	550.00	0.00
Licence to reserve adjacent grave for 10 years	1,500.00	-	1,500.00	1,500.00	-	1,500.00	0.00
Renewal of Exclusive Right - additional 10 years	200.00	-	200.00	200.00	-	200.00	0.00
Renewal of Licence - additional 10 years	200.00	-	200.00	200.00	-	200.00	0.00
Transfer of Exclusive Right of Burial	50.00	-	50.00	50.00	-	50.00	0.00
Copy of Exclusive rights of Burial Deed	50.00	-	50.00	50.00	-	50.00	0.00
Licence for Mausoleum Chamber - 75 Years	7,000.00	-	7,000.00	7,000.00	-	7,000.00	0.00
Licence for Premium Mausoleum Chamber - 75 Years	7,500.00	-	7,500.00	7,500.00	-	7,500.00	0.00
(Bespoke additional art and design work will incur an additional charge)							
Cemetery Fees - Cremated Remains Plots							
Standard Rose Garden (WHLC)							
Rose Garden licence - 10 years	450.00	-	450.00	450.00	-	450.00	0.00
Renewal of licence for each additional 10 years	200.00	-	200.00	200.00	-	200.00	0.00
Memorial Garden (WHLC)							
Memorial Garden Licence - 10 years	400.00	-	400.00	400.00	-	400.00	0.00
Renewal of licence for each additional 10 years	200.00	-	200.00	200.00	-	200.00	0.00
Garden Tablet (WHLC)							
Granite tablet Licence - 10 years	300.00	-	300.00	300.00	-	300.00	0.00
Renewal of licence for each additional 10 years	200.00	-	200.00	200.00	-	200.00	0.00
Re-engraving of granite tablet	150.00	-	150.00	150.00	-	150.00	0.00
Columbarium (WHLC)							
Columbarium licence - 10 years	200.00	-	200.00	200.00	-	200.00	0.00
Renewal of licence for each additional 10 years	200.00	-	200.00	200.00	-	200.00	0.00
Half Grave Cremated Remains Plots (WHLC)							
Half Grave Licence - 75 years	400.00	-	400.00	400.00	-	400.00	0.00
Renewal of licence for each additional 10 years	200.00	-	200.00	200.00	-	200.00	0.00
Sanctum 2000 Vault (HH)							
Sanctum vault Licence - 10 years	700.00	-	700.00	700.00	-	700.00	0.00
Renewal of licence for each additional 10 years	200.00	-	200.00	200.00	-	200.00	0.00
(Bespoke additional art and design work will incur an additional charge)							

Welwyn Hatfield Borough Council
Fees and Charges

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
	£	£	£	£	£	£	
Environmental Services							
Communal Cremated Remains Garden (HH)							
Garden Kerb Licence - 10 years	300.00	-	300.00	300.00	-	300.00	0.00
Renewal of licence for each additional 10 years (Bespoke additional art and design work will incur an additional charge)	200.00	-	200.00	200.00	-	200.00	0.00
Memorial Bench							
Wooden Memorial Bench (Individual) - 10 Years	700.00	-	700.00	700.00	-	700.00	0.00
Granite Memorial Bench (Plaque Only) - 10 years (Bespoke additional art and design work will incur an additional charge)	300.00	-	300.00	300.00	-	300.00	0.00
Cemetery Fees - Memorial Permissions							
Permit for Monumental Vase	100.00	-	100.00	100.00	-	100.00	0.00
Permit for Monumental Tablet (max 600mm x 375mm)	100.00	-	100.00	100.00	-	100.00	0.00
Permit for Monumental Headstone	200.00	-	200.00	200.00	-	200.00	0.00
Any additional inscriptions after the first	100.00	-	100.00	100.00	-	100.00	0.00
Kerb Setting (Hatfield Hyde only)	250.00	-	250.00	250.00	-	250.00	0.00
Miscellaneous							
Wooden Shoring	250.00	-	250.00	250.00	-	250.00	0.00
Contravention to Memorial Regulations	500.00	-	500.00	500.00	-	500.00	0.00
Late costs	150.00	-	150.00	150.00	-	150.00	0.00
Chapel - use of chapel (incl.CD system & organ) *	200.00	-	200.00	200.00	-	200.00	0.00
Search fees (30 minutes plus)	50.00	-	50.00	50.00	-	50.00	0.00
Hourly rate for exhumations of Cadavar	200.00	-	200.00	200.00	-	200.00	0.00
Hourly rate for exhumations of Cremated Remains (Some occasions may be subject to EHO hourly rate)	150.00	-	150.00	150.00	-	150.00	0.00
Memorial Plaque	200.00	-	200.00	200.00	-	200.00	0.00
Purchase of Additional Rose (Maintenance for 5 years)	200.00	-	200.00	200.00	-	200.00	0.00
Turf Grave	60.00	-	60.00	60.00	-	60.00	0.00
Non Residential fees - treble standard rate							

* Charge has changed from £100 per 30 minutes to £200 per hour.

Welwyn Hatfield Borough Council
Fees and Charges

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
	£	£	£	£	£	£	
Environmental Services							
Abandoned Vehicles							
Abandoned Vehicles - off private property	41.67	8.33	50.00	41.67	8.33	50.00	0.00
Abandoned Vehicles - Return of vehicle	104.17	20.83	125.00	104.17	20.83	125.00	0.00
Abandoned Vehicles - Storage rate per day	10.83	2.17	13.00	10.83	2.17	13.00	0.00
General							
Benches (refurbished)	300.00	60.00	360.00	300.00	60.00	360.00	0.00
Benches (new)	600.00	120.00	720.00	600.00	120.00	720.00	0.00
Waste Collection Services							
Bulky Household Collections	31.98	-	31.98	33.58	-	33.58	5.00
Bulky Household Collections - OAP's	16.25	-	16.25	17.06	-	17.06	5.00
Bulky Household Collections - Benefits	16.25	-	16.25	17.06	-	17.06	5.00
Insurance charge for collections within homes	15.14	3.03	18.17	15.14	3.03	18.17	0.00
Collection of Hazardous Electrical items	31.98	-	31.98	31.98	-	31.98	0.00
Clinical Waste collections (5 sacks/resident)	4.88	0.98	5.86	4.88	0.98	5.86	0.00
Compost Sacks (5 sacks)	4.88	0.98	5.86	4.88	0.98	5.86	0.00
Kitchen Caddie delivery charge	4.40	0.88	5.28	4.40	0.88	5.28	0.00
Emptying of a contaminated wheeled bin	15.53	-	15.53	15.53	-	15.53	0.00
Emptying of 2 contaminated wheeled bins (at same address)	20.70	-	20.70	20.70	-	20.70	0.00
Cost of a first standard replacement (180/240L) bin	11.25	2.25	13.50	11.25	2.25	13.50	0.00
Cost of a subsequent standard (180/240L) bin	23.33	4.67	28.00	23.33	4.67	28.00	0.00
Cost of a first standard replacement (360L) bin	20.00	4.00	24.00	20.00	4.00	24.00	0.00
Cost of a subsequent standard (360L) bin	33.33	6.67	40.00	33.33	6.67	40.00	0.00
Cost of a mini-bank unit	560.00	112.00	672.00	560.00	112.00	672.00	0.00
Dog Warden Services							
Collection / release fee for dog	25.00	-	25.00	25.00	-	25.00	0.00
Dog Kennelling per night	11.25	2.25	13.50	11.25	2.25	13.50	0.00
Administration of stray dog	6.67	1.33	8.00	6.67	1.33	8.00	0.00
Deliver dog from kennels to home	35.00	7.00	42.00	35.00	7.00	42.00	0.00
Schedule of Offences							
Nuisance Parking - paid within 10 days	60.00	-	60.00	60.00	-	60.00	0.00
- full amount of penalty	100.00	-	100.00	100.00	-	100.00	0.00
Abandoning a vehicle - paid within 10 days	120.00	-	120.00	120.00	-	120.00	0.00
- full amount of penalty	200.00	-	200.00	200.00	-	200.00	0.00
Depositing Litter - paid within 10 days	50.00	-	50.00	50.00	-	50.00	0.00
- full amount of penalty	75.00	-	75.00	75.00	-	75.00	0.00
Failure to comply with a street litter contro notice	60.00	-	60.00	60.00	-	60.00	0.00
- full amount of penalty	100.00	-	100.00	100.00	-	100.00	0.00
Failure to comply with a litter clearing notice	60.00	-	60.00	60.00	-	60.00	0.00
- full amount of penalty	100.00	-	100.00	100.00	-	100.00	0.00
Unauthorised distribution of free printed matter	50.00	-	50.00	50.00	-	50.00	0.00
- full amount of penalty	75.00	-	75.00	75.00	-	75.00	0.00
Defacement by graffiti and flyposting	50.00	-	50.00	50.00	-	50.00	0.00
- full amount of penalty	75.00	-	75.00	75.00	-	75.00	0.00
Failure to comply with a dog control order	50.00	-	50.00	50.00	-	50.00	0.00
- full amount of penalty	75.00	-	75.00	75.00	-	75.00	0.00

Welwyn Hatfield Borough Council
Fees and Charges

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
	£	£	£	£	£	£	
Environmental Services							
Failure to produce authority (waste carriers licence)							
- paid within 10 days	180.00	-	180.00	180.00	-	180.00	0.00
- full amount of penalty	300.00	-	300.00	300.00	-	300.00	0.00
Failure to furnish documentation (waste transfer notes)							
- paid within 10 days	180.00	-	180.00	180.00	-	180.00	0.00
- full amount of penalty	300.00	-	300.00	300.00	-	300.00	0.00
Offences relating to waste receptables (e.g bins, boxes, bags etc)							
- paid within 10 days	40.00	-	40.00	40.00	-	40.00	0.00
- full amount of penalty	80.00	-	80.00	80.00	-	80.00	0.00
Roundabout Sponsorship							
High Profile							
1 year sponsorship	2,500.00	500.00	3,000.00	2,500.00	500.00	3,000.00	0.00
3 year sponsorship	5,250.00	1,050.00	6,300.00	5,250.00	1,050.00	6,300.00	0.00
5 year sponsorship	7,500.00	1,500.00	9,000.00	7,500.00	1,500.00	9,000.00	0.00
Medium Profile (main road)							
1 year sponsorship	2,000.00	400.00	2,400.00	2,000.00	400.00	2,400.00	0.00
3 year sponsorship	4,200.00	840.00	5,040.00	4,200.00	840.00	5,040.00	0.00
5 year sponsorship	6,000.00	1,200.00	7,200.00	6,000.00	1,200.00	7,200.00	0.00
Medium Profile (residential road)							
1 year sponsorship	1,500.00	300.00	1,800.00	1,500.00	300.00	1,800.00	0.00
3 year sponsorship	3,150.00	630.00	3,780.00	3,150.00	630.00	3,780.00	0.00
5 year sponsorship	4,500.00	900.00	5,400.00	4,500.00	900.00	5,400.00	0.00
Low Profile							
1 year sponsorship	750.00	150.00	900.00	750.00	150.00	900.00	0.00
3 year sponsorship	1,570.00	314.00	1,884.00	1,570.00	314.00	1,884.00	0.00
5 year sponsorship	2,250.00	450.00	2,700.00	2,250.00	450.00	2,700.00	0.00

Welwyn Hatfield Borough Council
Fees and Charges

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
	£	£	£	£	£	£	
Northaw Great Wood							
Annual car parking permit	15.00	3.00	18.00	15.00	3.00	18.00	0.00
Visitors parking fee (honesty box)	1.00	-	1.00	1.00	-	1.00	0.00
Parking Permits							
Resident motorcycle (per annum)	10.00	-	10.00	10.00	-	10.00	0.00
Resident first vehicle (per annum)	25.00	-	25.00	25.00	-	25.00	0.00
Resident second vehicle (per annum)	40.00	-	40.00	40.00	-	40.00	0.00
Resident third vehicle (per annum)	60.00	-	60.00	60.00	-	60.00	0.00
HTC Permit (per annum)	50.00	-	50.00	50.00	-	50.00	0.00
Carers permit (per annum)	20.00	-	20.00	20.00	-	20.00	0.00
Contractors permit (per month)	18.00	-	18.00	18.00	-	18.00	0.00
Business Vehicle (per annum)	225.00	-	225.00	225.00	-	225.00	0.00
Pack of 20 daily visitor vouchers	10.00	-	10.00	10.00	-	10.00	0.00
Refund request (admin fee)	5.00	-	5.00	5.00	-	5.00	0.00
Change of address/vehicle (admin fee)	5.00	-	5.00	5.00	-	5.00	0.00
Car Parking							
Hunters Bridge (Monday - Sunday)							
0 - 2 hours	1.25	0.25	1.50	1.25	0.25	1.50	0.00
2 - 3 hours	2.08	0.42	2.50	2.08	0.42	2.50	0.00
3 - 4 hours	2.92	0.58	3.50	2.92	0.58	3.50	0.00
Daily tickets 4 + hrs (Mon - Sat)	4.17	0.83	5.00	4.17	0.83	5.00	0.00
Sunday (daily)	0.83	0.17	1.00	0.83	0.17	1.00	
Campus West (Monday - Sunday)							
0 - 2 hours	1.25	0.25	1.50	1.25	0.25	1.50	0.00
2 - 3 hours	2.08	0.42	2.50	2.08	0.42	2.50	0.00
3 - 4 hours	2.92	0.58	3.50	2.92	0.58	3.50	0.00
Daily tickets 4 + hrs (Mon - Sat)	4.17	0.83	5.00	4.17	0.83	5.00	0.00
Sunday (daily)	0.83	0.17	1.00	0.83	0.17	1.00	0.00

**Welwyn Hatfield Borough Council
Fees and Charges**

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
	£	£	£	£	£	£	
Car Parking							
Cherry Tree (parking available Saturday and Sunday)							
Saturday:							
0 - 1 hours	0.42	0.08	0.50	0.42	0.08	0.50	0.00
1 - 2 hours	1.25	0.25	1.50	1.25	0.25	1.50	0.00
2 - 3 hours	2.08	0.42	2.50	2.08	0.42	2.50	0.00
3 - 4 hours	2.92	0.58	3.50	2.92	0.58	3.50	0.00
Daily tickets 4 + hrs	4.17	0.83	5.00	4.17	0.83	5.00	0.00
Sunday (all day)	0.83	0.17	1.00	0.83	0.17	1.00	0.00
Campus East (Monday - Sunday)							
Campus East Lower - Mon-Fri (entry before 11am)	4.17	0.83	5.00	4.17	0.83	5.00	0.00
Campus East Lower - Mon-Fri (entry from 11am)	2.50	0.50	3.00	2.50	0.50	3.00	0.00
Campus East Lower - Saturday	2.50	0.50	3.00	2.50	0.50	3.00	0.00
Campus East Lower - Sunday	0.83	0.17	1.00	0.83	0.17	1.00	0.00
Campus East Upper - Saturday	2.50	0.50	3.00	2.50	0.50	3.00	0.00
Campus East Upper - Sunday	0.83	0.17	1.00	0.83	0.17	1.00	0.00
Season Tickets:							
Campus West:							
3 month season ticket - standard	211.25	42.25	253.50	211.25	42.25	253.50	0.00
3 month season ticket - worker / student	190.42	38.08	228.50	190.42	38.08	228.50	0.00
3 month season ticket - bulk purchase (20+ tickets)	168.33	33.67	202.00	168.33	33.67	202.00	0.00
Campus East Lower							
3 month season ticket - standard	202.50	40.50	243.00	202.50	40.50	243.00	0.00
3 month season ticket - worker / student	182.50	36.50	219.00	182.50	36.50	219.00	0.00
3 month season ticket - bulk purchase (20+ tickets)	162.92	32.58	195.50	162.92	32.58	195.50	0.00
Hunters Bridge							
3 month season ticket - standard	203.33	40.67	244.00	203.33	40.67	244.00	0.00
3 month season ticket - worker / student	183.33	36.67	220.00	183.33	36.67	220.00	0.00
3 month season ticket - bulk purchase (20+ tickets)	162.92	32.58	195.50	162.92	32.58	195.50	0.00
Cancellation Fees relating to Season Tickets given up before their expiry date	10.00	-	10.00	10.00	-	10.00	0.00
Civil Parking Enforcement : Dispensations	15.00	-	15.00	15.00	-	15.00	0.00
Fine for non payment of fee within charging car parks							
Payment within 14 days	35.00	-	35.00	35.00	-	35.00	0.00
Payment within 28 days	70.00	-	70.00	70.00	-	70.00	0.00
Transactional charges for using debit and credit cards (online/telephone payment)	0.25	-	0.25				

Welwyn Hatfield Borough Council
Fees and Charges

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
	£	£	£	£	£	£	
Financial Services							
Data protection request (per hour or per part hour)	25.00	-	25.00	25.00	-	25.00	0.00
Estates Management							
Freehold Reversions - 999 year lease	415.00	83.00	498.00	415.00	83.00	498.00	0.00
Freehold Reversions - 99 year lease	415.00	83.00	498.00	415.00	83.00	498.00	0.00
Freehold Reversions - 99 year lease - valuation	100.00	20.00	120.00	100.00	20.00	120.00	
Residential Long Lease Extensions - Houses	415.00	83.00	498.00	415.00	83.00	498.00	0.00
Residential Long Lease Extension Valuations - Houses	100.00	20.00	120.00	100.00	20.00	120.00	
Residential Long Lease Extensions - Flats	825.00	165.00	990.00	825.00	165.00	990.00	0.00
Residential Long Lease Extension Valuations - Flats	150.00	30.00	180.00	150.00	30.00	180.00	
Document copying - If from paper copy	50.00	10.00	60.00	50.00	10.00	60.00	0.00
Document copying - if from e-copy and provided by e-mail	0.00	0.00	0.00	0.00	0.00	0.00	
Residential Leasehold Information + Ground Rent queries	42.50	8.50	51.00	42.50	8.50	51.00	0.00
Local Searches - with Inspection	65.00	13.00	78.00	65.00	13.00	78.00	0.00
Assignments or Change of use or deed of Variation.	815.00	163.00	978.00	815.00	163.00	978.00	0.00
Grant of licences / land sales - HRA and GF	815.00	163.00	978.00	815.00	163.00	978.00	0.00
New Letting Fee	250.00	50.00	300.00	250.00	50.00	300.00	0.00
New letting fee at Fiddlebridge	300.00	60.00	360.00	300.00	60.00	360.00	0.00
Housing Garage Valuations	175.00	35.00	210.00	175.00	35.00	210.00	0.00
Restrictive Covenant Releases - RTB's	5,500.00	1,100.00	6,600.00	5,500.00	1,100.00	6,600.00	0.00
Former Landowners Consent - minor works	60.00	12.00	72.00	60.00	12.00	72.00	0.00
Former Landowners Consent - major works + Deed of covenan	815.00	163.00	978.00	815.00	163.00	978.00	0.00
Garage Rents							
Owner occupier en bloc garage charges (52 week charge) - popular sites per week	9.63	1.93	11.56	10.11	2.02	12.13	5.00
unpopular sites per week	7.88	1.58	9.46	8.27	1.65	9.93	5.00
Campus East Lower Car Park Garages Rents per week	15.58	3.12	18.70	15.58	3.12	18.70	0.00
Transactional fee for payment of Business Rates (NNDR) and Council Tax with a Credit Card	1.50%	-	1.50%		0.00	0.00	

Welwyn Hatfield Borough Council
Fees and Charges

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
Policy and Culture - CW Entertainment	£	£	£	£	£	£	
GCC Cinema - Monday to Thursday							
- all tickets	4.58	0.92	5.50	4.83	0.97	5.80	5.38
- 3D Films	6.25	1.25	7.50	6.58	1.32	7.90	5.28
- Fri to Sun							
- Adults	6.17	1.23	7.40	7.00	1.40	8.40	13.45
- 3D Films	7.83	1.57	9.40	8.33	1.67	10.40	10.69
- Children / Oap's / Students	5.17	1.03	6.20	6.17	1.23	7.40	19.42
- Children / Oap's / Students 3D Films	6.83	1.37	8.20	8.67	1.73	10.40	26.88
Other screen types							
- Mini Cini Ma	3.75	0.75	4.50	4.83	0.97	5.80	28.80
- Mini Cini Ma 3D Films	5.42	1.08	6.50	6.58	1.32	7.90	21.48
- Kids Club (Saturday/Sunday mornings)	1.25	0.25	1.50	2.08	0.42	2.50	66.40
- Kids Club 3D Films	2.92	0.58	3.50	3.75	0.75	4.50	28.42
HawthorneTheatre Theatrical Hire Fee							
Mon to We 8am to 4pm	800.00	160.00	960.00	880.00	176.00	1,056.00	10.00
4pm to midnight	900.00	180.00	1,080.00	990.00	198.00	1,188.00	10.00
Thur to Sur 8am to 4pm	1,000.00	200.00	1,200.00	1,100.00	220.00	1,320.00	10.00
4pm to midnight	1,200.00	240.00	1,440.00	1,320.00	264.00	1,584.00	10.00
Roller City							
Full price	6.50	1.30	7.80	7.00	1.40	8.40	7.69
Skate Hire	2.00	0.40	2.40	2.00	0.40	2.40	0.00
Spectactors	3.25	0.65	3.90	2.50	0.50	3.00	-23.08
			0.00				
Softplay City							
Children 12 month or under	Free		0.00	Free			
Children 13 months to 36 months (1 Year to 3 years)	5.00	1.00	6.00	2.50	0.50	3.00	-50.00
Children 4 to 9 years	6.00	1.20	7.20	6.25	1.25	7.50	4.17
Adults	2.50	0.50	3.00	2.50	0.50	3.00	0.00
Campus West / Vineyard Barn							
Carpet bowls (per session)	3.50	0.70	4.20	3.50	0.70	4.20	0.00
Table Tennis (per session)	3.50	0.70	4.20	3.50	0.70	4.20	0.00
Keep Fit (per session)	3.50	0.70	4.20	3.50	0.70	4.20	0.00
Medau (per session)	3.50	0.70	4.20	3.50	0.70	4.20	0.00
- Bridge & scrabble (per session)	3.50	0.70	4.20	3.50	0.70	4.20	0.00
- Art Basics & Beyond (11 classes)	90.00	18.00	108.00	100.00	20.00	120.00	11.11
- Line Dancing (1 hour)	3.50	0.70	4.20	3.50	0.70	4.20	0.00
- Line Dancing (1.5 hours)	5.00	1.00	6.00	5.00	1.00	6.00	0.00
- Childrens Parties	80.00	16.00	96.00	90.00	18.00	108.00	12.50
Room Hire - Vineyard Barn Room 1 (per hr)	13.00	-	13.00	14.00	-	14.00	7.69
- Vineyard Barn Room 2 (per hr)	11.00	-	11.00	12.00	-	12.00	9.09
- Hazel Grove Community Centre (per hr)	13.00	-	13.00	14.00	-	14.00	7.69
- Sheridan Studio (per hr)	13.00	2.60	15.60	14.00	2.80	16.80	7.69

Welwyn Hatfield Borough Council
Fees and Charges

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
Community & Leisure Services	£	£	£	£	£	£	
Mill Green Museum							
- Adult entry fee - single	3.50	-	3.50	3.50	-	3.50	0.00
- Adult entry fee - annual pass	20.00	-	20.00	20.00	-	20.00	0.00
- Joint Adult entry fee - annual pass	30.00	-	30.00	30.00	-	30.00	0.00
- Special Events for Children (max. charge)	5.00	-	5.00	5.00	-	5.00	0.00
- Childrens drop-in activity (min charge)	3.00	-	3.00	3.50	-	3.50	16.67
- General School visit informal session	1.50	-	1.50	2.00	-	2.00	33.33
- Extra Charge for Miller on non milling day	50.00	-	50.00	50.00	-	50.00	0.00
- Adult Group visit - out of opening hours - both sites	50.00	-	50.00	50.00	-	50.00	0.00
Plus Adult admission fee (min 20 adults)							
Children's Groups - out of opening hours	45.00	-	45.00	45.00	-	45.00	0.00
Plus £1 per child Plus £2.50 each Adult							
Children's Groups - out of opening hours	45.00	-	45.00	45.00	-	45.00	0.00
Plus Taught Session std rates apply							
illustrated talk by curator off site	60.00	-	60.00	60.00	-	60.00	0.00
- Taught lesson (standard) per child	3.50	-	3.50	3.50	-	3.50	0.00
charge (up to 28 children)	98.00	-	98.00	98.00	-	98.00	0.00
- Additional children added to standard lesson	3.50	-	3.50	4.00	-	4.00	14.29
- Combined visit to Museum and Roman Bath House - per child	6.00	-	6.00	6.50	-	6.50	8.33
- Combined visit to Museum and Roman Bath House - minimum charge upto 28 children	154.00	-	154.00	182.00	-	182.00	18.18
- Additional children added to combined visit	6.00	-	6.00	6.50	-	6.50	8.33
Hire of study area (1/2 day)	90.00	-	90.00	90.00	-	90.00	0.00
Hire of study area (full day)	175.00	-	175.00	175.00	-	175.00	0.00
With free delegate access to Mill and Museum							
- loan boxes per 2 week period discounted with visits	20.00	-	20.00	30.00	-	30.00	50.00
Photocopying - single sheet	0.25	0.05	0.30	0.25	0.05	0.30	0.00
Photocopying - double sided	0.35	0.07	0.42	0.35	0.07	0.42	0.00
Laminating - A4 sheet	0.95	0.19	1.14	0.95	0.19	1.14	0.00
Laminating - A3 sheet	1.25	0.25	1.50	1.25	0.25	1.50	0.00
Digital Capture (by Staff) up to 5 images	10.00	2.00	12.00	10.00	2.00	12.00	0.00
Burned to CD extra	1.50	0.30	1.80	1.50	0.30	1.80	0.00
Printing of images black/white	2.50	0.50	3.00	2.50	0.50	3.00	0.00
Printing of Colour Images	3.00	0.60	3.60	3.00	0.60	3.60	0.00
Email of each Digital Image	2.00	0.40	2.40	2.00	0.40	2.40	0.00
* P&P charges extra @current rate							
Permits (AM only) for digital images on own equipment(non commercial)	7.50	1.50	9.00	7.50	1.50	9.00	0.00
Welwyn Roman Baths							
Entry fee - adults	3.50	-	3.50	3.50	-	3.50	0.00
Adult Group visits (minimum of 14) Either inside or o/side the borough	49.00	-	49.00	49.00	-	49.00	0.00
School Visits (minimum of 14 children both inside/outside borough)	49.00	-	49.00	49.00	-	49.00	0.00

**Welwyn Hatfield Borough Council
Fees and Charges**

As agreed by Full Council on the

Description	2015-16			2016-17			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
Community Services	£	£	£	£	£	£	
CCTV charge	100.00	-	100.00	103.00	-	103.00	3.00
Filming charge	POA	POA	POA		-	0.00	-

**Welwyn Hatfield Borough Council
Fees and Charges**

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
	£	£	£	£	£	£	
Local land searches *							
Residential searches (now comprising searches LLC1 & Con 29R)	75.00	15.00	90.00	75.00	15.00	90.00	0.00
Residential searches - Con29R only	58.00	11.60	69.60	58.00	11.60	69.60	0.00
Commercial / Industrial Land and /or non-residential (now comprising LLC1 & Con29R	75.00	15.00	90.00	75.00	15.00	90.00	0.00
Commercial / Industrial Land and /or non-residential - Con29R only	58.00	11.60	69.60	58.00	11.60	69.60	0.00
Optional Enquiries	8.00	1.60	9.60	8.00	1.60	9.60	0.00
Additional Enquiry (Solicitors own question)	10.00	-	10.00	10.00	-	10.00	0.00
Extra Parcels of Land	8.00	1.60	9.60	8.00	1.60	9.60	0.00
Optional Enquiry No. 22	15.00	3.00	18.00	15.00	3.00	18.00	0.00
LLC1 search only	17.00	-	17.00	17.00	-	17.00	0.00
Legal							
Legal Photocopying Charges	42.50	-	42.50	42.50	-	42.50	0.00
Reports on Title	125.00	25.00	150.00	125.00	25.00	150.00	0.00
Boundary enquires	75.00	-	75.00	75.00	-	75.00	0.00
Electoral Services							
Sale of electoral registers (data)	20.00	-	20.00	20.00	-	20.00	0.00
plus per 1000 enties	1.50	-	1.50	1.50	-	1.50	0.00
Sale of electoral registers (printed)	10.00	-	10.00	10.00	-	10.00	0.00
plus per 1000 enties	5.00	-	5.00	5.00	-	5.00	0.00
Democratic Services							
Freedom of Information requests							
Photocopying of information per A4 sheet	0.10	0.02	0.12	0.10	0.02	0.12	0.00

**Welwyn Hatfield Borough Council
Fees and Charges**

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Proposed Fee	Vat 20%	Total Fee	
	£	£	£	£	£	£	
Licensing							
Animal Boarding Establishments	210.00	-	210.00	216.30	-	216.30	3.00
Home Animal Boarding Establishments	165.00	-	165.00	169.95	-	169.95	3.00
Ear Piercing	200.00	-	200.00	206.00	-	206.00	3.00
Tattooing/Other	250.00	-	250.00	257.50	-	257.50	3.00
Change of details on registration certificate	25.00	-	25.00	25.75	-	25.75	
Dangerous Wild Animals	290.00	-	290.00	298.70	-	298.70	3.00
Zoos	465.00	-	465.00	478.95	-	478.95	3.00
Dog Breeding Establishments	175.00	-	175.00	180.25	-	180.25	3.00
Gaming Machine Permits							
Two machines on licensed premises	50.00	-	50.00	50.00	-	50.00	0.00
Grant	150.00	-	150.00	150.00	-	150.00	0.00
More than two machines existing	100.00	-	100.00	100.00	-	100.00	0.00
More than two machines other cases	150.00	-	150.00	150.00	-	150.00	0.00
More than two machines variation	100.00	-	100.00	100.00	-	100.00	0.00
More than two machines transferred	25.00	-	25.00	25.00	-	25.00	0.00
Annual Fees	50.00	-	50.00	50.00	-	50.00	0.00
Substitute Name	25.00	-	25.00	25.00	-	25.00	0.00
Copy of Permit	15.00	-	15.00	15.00	-	15.00	0.00
Club Gaming Permits Club machine permits							
Two machines on licensed premises	50.00	-	50.00	50.00	-	50.00	0.00
Grant	200.00	-	200.00	200.00	-	200.00	0.00
Grant (Club premises certificate holder)	100.00	-	100.00	100.00	-	100.00	0.00
More than two machines variation	100.00	-	100.00	100.00	-	100.00	0.00
Renewal	200.00	-	200.00	200.00	-	200.00	0.00
Renewal (Club premises certificate holder)	100.00	-	100.00	100.00	-	100.00	0.00
Annual Fees	50.00	-	50.00	50.00	-	50.00	0.00
Substitute Name	25.00	-	25.00	25.00	-	25.00	0.00
Copy of Permit	15.00	-	15.00	15.00	-	15.00	0.00
Gambling Premises new application							
New Small Casino	8,000.00	-	8,000.00	8,240.00	-	8,240.00	3.00
New Large Casino	10,000.00	-	10,000.00	10,300.00	-	10,300.00	3.00
Regional Casino	15,000.00	-	15,000.00	15,450.00	-	15,450.00	3.00
Bingo Club	1,600.00	-	1,600.00	1,648.00	-	1,648.00	3.00
Betting premises (excluding tracks)	1,500.00	-	1,500.00	1,545.00	-	1,545.00	3.00
Tracks	2,500.00	-	2,500.00	2,575.00	-	2,575.00	3.00
Family Entertainment Centre	1,200.00	-	1,200.00	1,236.00	-	1,236.00	3.00
Adult Gaming Centre	1,200.00	-	1,200.00	1,236.00	-	1,236.00	3.00
Gambling Premises annual fee							
New Small Casino	5,000.00	-	5,000.00	5,150.00	-	5,150.00	3.00
New Large Casino	10,000.00	-	10,000.00	10,300.00	-	10,300.00	3.00
Regional Casino	15,000.00	-	15,000.00	15,450.00	-	15,450.00	3.00
Bingo Club	500.00	-	500.00	515.00	-	515.00	3.00
Betting premises (excluding tracks)	300.00	-	300.00	309.00	-	309.00	3.00
Tracks	1,000.00	-	1,000.00	1,030.00	-	1,030.00	3.00
Family Entertainment Centre	300.00	-	300.00	309.00	-	309.00	3.00
Adult Gaming Centre	500.00	-	500.00	515.00	-	515.00	3.00
Gambling Premises application for a provisional statement							
New Small Casino	8,000.00	-	8,000.00	8,240.00	-	8,240.00	3.00
New Large Casino	10,000.00	-	10,000.00	10,300.00	-	10,300.00	3.00
Regional Casino	15,000.00	-	15,000.00	15,450.00	-	15,450.00	3.00
Bingo Club	1,600.00	-	1,600.00	1,648.00	-	1,648.00	3.00
Betting premises (excluding tracks)	1,300.00	-	1,300.00	1,339.00	-	1,339.00	3.00
Tracks	2,500.00	-	2,500.00	2,575.00	-	2,575.00	3.00
Family Entertainment Centre	1,300.00	-	1,300.00	1,339.00	-	1,339.00	3.00
Adult Gaming Centre	1,300.00	-	1,300.00	1,339.00	-	1,339.00	3.00

Welwyn Hatfield Borough Council
Fees and Charges

As agreed by Full Council on the

Description	2015-16			2016-17			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
Licensing	£	£	£	£	£	£	
Gambling Premises application for transfer							
New Small Casino	1800.00	-	1,800.00	1,854.00	-	1,854.00	3.00
New Large Casino	2150.00	-	2,150.00	2,214.50	-	2,214.50	3.00
Regional Casino	6500.00	-	6,500.00	6,695.00	-	6,695.00	3.00
Bingo Club	700.00	-	700.00	721.00	-	721.00	3.00
Betting premises (excluding tracks)	700.00	-	700.00	721.00	-	721.00	3.00
Tracks	950.00	-	950.00	978.50	-	978.50	3.00
Family Entertainment Centre	500.00	-	500.00	515.00	-	515.00	3.00
Adult Gaming Centre	600.00	-	600.00	618.00	-	618.00	3.00
Gambling Premises application to vary							
New Small Casino	4,000.00	-	4,000.00	4,120.00	-	4,120.00	3.00
New Large Casino	5,000.00	-	5,000.00	5,150.00	-	5,150.00	3.00
Regional Casino	7,500.00	-	7,500.00	7,725.00	-	7,725.00	3.00
Bingo Club	1,500.00	-	1,500.00	1,545.00	-	1,545.00	3.00
Betting premises (excluding tracks)	1,300.00	-	1,300.00	1,339.00	-	1,339.00	3.00
Tracks	1,250.00	-	1,250.00	1,287.50	-	1,287.50	3.00
Family Entertainment Centre	600.00	-	600.00	618.00	-	618.00	3.00
Adult Gaming Centre	600.00	-	600.00	618.00	-	618.00	3.00
Gambling Premises application for reinstatement							
New Small Casino	1,800.00	-	1,800.00	1,854.00	-	1,854.00	3.00
New Large Casino	2,150.00	-	2,150.00	2,214.50	-	2,214.50	3.00
Regional Casino	6,500.00	-	6,500.00	6,695.00	-	6,695.00	3.00
Bingo Club	700.00	-	700.00	721.00	-	721.00	3.00
Betting premises (excluding tracks)	700.00	-	700.00	721.00	-	721.00	3.00
Tracks	950.00	-	950.00	978.50	-	978.50	3.00
Family Entertainment Centre	500.00	-	500.00	515.00	-	515.00	3.00
Adult Gaming Centre	700.00	-	700.00	721.00	-	721.00	3.00
Gambling Premises provisional statement holders							
New Small Casino	3,000.00	-	3,000.00	3,090.00	-	3,090.00	3.00
New Large Casino	5,000.00	-	5,000.00	5,150.00	-	5,150.00	3.00
Regional Casino	8,000.00	-	8,000.00	8,240.00	-	8,240.00	3.00
Bingo Club	700.00	-	700.00	721.00	-	721.00	3.00
Betting premises (excluding tracks)	700.00	-	700.00	721.00	-	721.00	3.00
Tracks	950.00	-	950.00	978.50	-	978.50	3.00
Family Entertainment Centre	750.00	-	750.00	772.50	-	772.50	3.00
Adult Gaming Centre	750.00	-	750.00	772.50	-	772.50	3.00
Sex Shop or Sex Cinema	1,400.00	-	1,400.00	1,442.00	-	1,442.00	3.00
Sexual Entertainment Venue	630.00	-	630.00	648.90	-	648.90	3.00
Hypnotism application	155.00	-	155.00	159.65	-	159.65	-
Gambling Premises notification of change	50.00	-	50.00	51.50	-	51.50	3.00
Gambling Premises copy of Licence	25.00	-	25.00	25.75	-	25.75	3.00
Lottery Registration	40.00	-	40.00	40.00	-	40.00	0.00
Lottery Renewal	20.00	-	20.00	20.00	-	20.00	0.00
Pet Shops	165.00	-	165.00	169.95	-	169.95	3.00
Scrap Metal							
Site Licence Application	730.00	-	730.00	751.90	-	751.90	3.00
Collectors Licence Application	610.00	-	610.00	628.30	-	628.30	3.00
Site Licence Renewal	495.00	-	495.00	509.85	-	509.85	3.00
Collectors Licence Renewal	470.00	-	470.00	484.10	-	484.10	3.00
Variation (site licence to collectors licence)	80.00	-	80.00	82.40	-	82.40	3.00
Variation (collectors licence to site licence)	145.00	-	145.00	149.35	-	149.35	3.00
Change of site	80.00	-	80.00	82.40	-	82.40	3.00
Change of site manager	65.00	-	65.00	66.95	-	66.95	3.00
Change of name or address	45.00	-	45.00	46.35	-	46.35	3.00

**Welwyn Hatfield Borough Council
Fees and Charges**

As agreed by Full Council on the

Description	2015-16			2016-17			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
Licensing	£	£	£	£	£	£	
Premises & Clubs - new applications							
Rateable value :- Band A	100.00	-	100.00	100.00	-	100.00	0.00
:- Band B	190.00	-	190.00	190.00	-	190.00	0.00
:- Band C	315.00	-	315.00	315.00	-	315.00	0.00
:- Band D	450.00	-	450.00	450.00	-	450.00	0.00
:- Band E	635.00	-	635.00	635.00	-	635.00	0.00
:- Minor variations	89.00	-	89.00	89.00	-	89.00	0.00
Additional fees for premises holding more than 5000 persons							
5,000 - 9,999	1,000.00	-	1,000.00	1,000.00	-	1,000.00	0.00
10,000 - 14,999	2,000.00	-	2,000.00	2,000.00	-	2,000.00	0.00
15,000 - 19,999	4,000.00	-	4,000.00	4,000.00	-	4,000.00	0.00
20,000 - 29,999	8,000.00	-	8,000.00	8,000.00	-	8,000.00	0.00
30,000 - 39,999	16,000.00	-	16,000.00	16,000.00	-	16,000.00	0.00
40,000 - 49,999	24,000.00	-	24,000.00	24,000.00	-	24,000.00	0.00
50,000 - 59,999	32,000.00	-	32,000.00	32,000.00	-	32,000.00	0.00
60,000 - 69,999	40,000.00	-	40,000.00	40,000.00	-	40,000.00	0.00
70,000 - 79,999	48,000.00	-	48,000.00	48,000.00	-	48,000.00	0.00
80,000 - 89,999	56,000.00	-	56,000.00	56,000.00	-	56,000.00	0.00
90,000 and over	64,000.00	-	64,000.00	64,000.00	-	64,000.00	0.00
Premises & Clubs - Annual Fee (Renewals)							
Rateable value :- Band A	70.00	-	70.00	70.00	-	70.00	0.00
:- Band B	180.00	-	180.00	180.00	-	180.00	0.00
:- Band C	295.00	-	295.00	295.00	-	295.00	0.00
:- Band D	320.00	-	320.00	320.00	-	320.00	0.00
:- Band E	350.00	-	350.00	350.00	-	350.00	0.00
Additional fees for premises holding more than 5000 persons							
5,000 - 9,999	500.00	-	500.00	500.00	-	500.00	0.00
10,000 - 14,999	1,000.00	-	1,000.00	1,000.00	-	1,000.00	0.00
15,000 - 19,999	2,000.00	-	2,000.00	2,000.00	-	2,000.00	0.00
20,000 - 29,999	4,000.00	-	4,000.00	4,000.00	-	4,000.00	0.00
30,000 - 39,999	8,000.00	-	8,000.00	8,000.00	-	8,000.00	0.00
40,000 - 49,999	12,000.00	-	12,000.00	12,000.00	-	12,000.00	0.00
50,000 - 59,999	16,000.00	-	16,000.00	16,000.00	-	16,000.00	0.00
60,000 - 69,999	20,000.00	-	20,000.00	20,000.00	-	20,000.00	0.00
70,000 - 79,999	24,000.00	-	24,000.00	24,000.00	-	24,000.00	0.00
80,000 - 89,999	28,000.00	-	28,000.00	28,000.00	-	28,000.00	0.00
90,000 and over	32,000.00	-	32,000.00	32,000.00	-	32,000.00	0.00
Personal Licence	37.00	-	37.00	37.00	-	37.00	0.00
Application for the grant or renewal of a personal licence	37.00	-	37.00	37.00	-	37.00	0.00
Temporary Event Notice	21.00	-	21.00	21.00	-	21.00	0.00
Replacement of premises licence or summary	10.50	-	10.50	10.50	-	10.50	0.00
80,000 - 89,999							

Environmental Health	£	£	£	£	£	£	
Level 2 - Food Safety in Catering	65.00	-	65.00	65.00	-	65.00	0.00
Level 3 - Food safety in Catering	270.00	-	270.00	270.00	-	270.00	0.00
Level 3 - Refresher Course	150.00	-	150.00	150.00	-	150.00	0.00
Resilience awareness training (organisation)	500.00	-	500.00	500.00	-	500.00	0.00
Small Business Support course (part day)	65.00	-	65.00	65.00	-	65.00	
Small Business Support course (full day)	130.00	-	125.00	130.00	-	130.00	
Small Food Business workshops	45.00	-	45.00	45.00	-	45.00	0.00
Replacement food hygiene/safety certificate	40.00	-	40.00	40.00	-	40.00	0.00
EPA prescribed processes - application fees							
these fees are subject to change by statute							
EPA part B installation	1,579.00	-	1,579.00	1,579.00	-	1,579.00	0.00
Additional fee for operating without a permit	1,137.00	-	1,137.00	1,137.00	-	1,137.00	0.00
Reduced Fee activities	148.00	-	148.00	148.00	-	148.00	0.00
PVR I & II	246.00	-	246.00	246.00	-	246.00	0.00
Vehicle Refinishers	346.00	-	346.00	346.00	-	346.00	0.00
Reduced Fee activities : Additional fee for operating without a permit.	68.00	-	68.00	68.00	-	68.00	0.00
Mobile screening & crushing plant for the 3rd to 7th applications	1,579.00	-	1,579.00	1,579.00	-	1,579.00	0.00
for the 8th & subsequent applications	943.00	-	943.00	943.00	-	943.00	0.00
	477.00	-	477.00	477.00	-	477.00	0.00
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts							
Annual Subsistence Charges							
Annual Subsistence Charge - low risk *	739.00	-	739.00	739.00	-	739.00	0.00
Annual Subsistence Charge - medium risk *	1,111.00	-	1,111.00	1,111.00	-	1,111.00	0.00
Annual subsistence Charge - high risk *	1,672.00	-	1,672.00	1,672.00	-	1,672.00	0.00
Annual Subsistence Charge - petrol stations, dry cleaners or waste oil burners.	146.00	-	146.00	146.00	-	146.00	0.00
Reduced fee activities - low	76.00	-	76.00	76.00	-	76.00	0.00
Reduced fee activities - medium	151.00	-	151.00	151.00	-	151.00	0.00
Reduced fee activities - high	227.00	-	227.00	227.00	-	227.00	0.00
PVR I & II - low	108.00	-	108.00	108.00	-	108.00	0.00
PVR I & II - medium	216.00	-	216.00	216.00	-	216.00	0.00
PVR I & II - high	326.00	-	326.00	326.00	-	326.00	0.00
Vehicle Refinishers - low	218.00	-	218.00	218.00	-	218.00	0.00
Vehicle Refinishers - medium	349.00	-	349.00	349.00	-	349.00	0.00
Vehicle Refinishers - high	524.00	-	524.00	524.00	-	524.00	0.00
Odirising of natural gas	357.00	-	357.00	357.00	-	357.00	0.00
Mobile screening & crushing plant - low	618.00	-	618.00	618.00	-	618.00	0.00
Mobile screening & crushing plant - medium	989.00	-	989.00	989.00	-	989.00	0.00
Mobile screening & crushing plant - high	1,484.00	-	1,484.00	1,484.00	-	1,484.00	0.00
for the 3rd to 7th applications - low	368.00	-	368.00	368.00	-	368.00	0.00
for the 3rd to 7th applications - medium	590.00	-	590.00	590.00	-	590.00	0.00
for the 3rd to 7th applications - high	884.00	-	884.00	884.00	-	884.00	0.00
for the 8th & subsequent applications - low	189.00	-	189.00	189.00	-	189.00	0.00
for the 8th & subsequent applications - medium	302.00	-	302.00	302.00	-	302.00	0.00
for the 8th & subsequent applications - high	453.00	-	453.00	453.00	-	453.00	0.00
* these additional amounts must be charged where a permit is for a combined Part B and waste installation							
Low Risk	99.00	-	99.00	99.00	-	99.00	0.00
Medium risk	149.00	-	149.00	149.00	-	149.00	0.00
High Risk	198.00	-	198.00	198.00	-	198.00	0.00

**Welwyn Hatfield Borough Council
Fees and Charges**

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Proposed Fee	Vat 20%	Total Fee	
Planning	£	£	£	£	£	£	
Residential properties enlargement, improvement/alteration of dwellings for domestic purposes - 1 dwelling	172.00	-	172.00	172.00	-	172.00	0.00
Residential properties enlargement, improvement/alteration of dwellings for domestic purposes - 2 or more dwellings	339.00	-	339.00	339.00	-	339.00	0.00
Operations with residential curtilage for domestic purposes (including buildings, gates & fences etc.)	172.00	-	172.00	172.00	-	172.00	0.00
Car park, road & access to serve single undertaking where associated with existing use.	195.00	-	195.00	195.00	-	195.00	0.00
New dwellings outline permission :- Site less than 2.5ha - price per 0.1ha	385.00	-	385.00	385.00	-	385.00	0.00
Site greater than 2.5ha - plus price per 0.1ha above 2.5ha (maximum £125,000)	9,527.00 115.00	- -	9,527.00 115.00	9,527.00 115.00	- -	9,527.00 115.00	0.00 0.00
Upto 50 new dwellings - price per dwelling	385.00	-	385.00	385.00	-	385.00	0.00
51 or more new dwellings - plus fee per additional dwelling above 50 (maximum £250,000)	19,049.00 115.00	- -	19,049.00 115.00	19,049.00 115.00	- -	19,049.00 115.00	0.00 0.00
Buildings outline permission (other dwellings, agricultural buildings or plant & glass houses etc) :- Site less than 2.5ha - price per 0.1ha	385.00	-	385.00	385.00	-	385.00	0.00
Site greater than 2.5ha - plus fee per additional 0.1ha above 2.5ha (maximum £125,000)	9,527.00 115.00	- -	9,527.00 115.00	9,527.00 115.00	- -	9,527.00 115.00	0.00 0.00
Commercial Planning fees - other cases :- No floor space created	195.00	-	195.00	195.00	-	195.00	0.00
If less than 40sqm	195.00	-	195.00	195.00	-	195.00	0.00
If between 40sqm - 75sqm gross floor space	385.00	-	385.00	385.00	-	385.00	0.00
If between 75sqm - 3750sqm, price per each 75sqm of gross floor space created	385.00	-	385.00	385.00	-	385.00	0.00
If greater than 3750sqm gross floor space plus additional fee per each 75sqm over 3750sqm (maximum £50,000)	19,049.00 115.00	- -	19,049.00 115.00	19,049.00 115.00	- -	19,049.00 115.00	0.00 0.00
Prior approval applications comprising of a material change of use of any buildings or other land	80.00	-	80.00	80.00	-	80.00	0.00
Prior approval applications comprising of associated operational development	172.00	-	172.00	172.00	-	172.00	0.00
Commercial outline planning fees - Agricultural buildings on agricultural land (other than glasshouses) :- Site less than 2.5ha - price per 0.1ha	385.00	-	385.00	385.00	-	385.00	0.00
Site greater than 2.5ha - plus fee per additional 0.1ha (maximum £25,000)	9,527.00 115.00	- -	9,527.00 115.00	9,527.00 115.00	- -	9,527.00 115.00	0.00 0.00

**Welwyn Hatfield Borough Council
Fees and Charges**

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
Planning	£	£	£	£	£	£	
Commercial planning fees - Other Agricultural Cases :-							
If less than 465sqm gross floor space created	80.00	-	80.00	80.00	-	80.00	0.00
If between 465sqm - 540sqm gross floor space created	385.00	-	385.00	385.00	-	385.00	0.00
If between 540sqm - 4215sqm gross floor space created	385.00	-	385.00	385.00	-	385.00	0.00
plus fee per additional 75sqm above 540sqm	385.00	-	385.00	385.00	-	385.00	0.00
If over 4215sqm floor space created	19,049.00	-	19,049.00	19,049.00	-	19,049.00	0.00
plus fee per additional 75sqm above 4215sqm (maximum £250,000)	115.00	-	115.00	115.00	-	115.00	0.00
Commercial planning fees - Glasshouses & poly tunnels agricultural land :-							
up to 465sqm	80.00	-	80.00	80.00	-	80.00	0.00
exceeding 465sqm	2,150.00	-	2,150.00	2,150.00	-	2,150.00	0.00
Commercial planning fees - Erection, alteration or replacement of plant & machinery where site area does not exceed 5ha - fee per 0.1ha	385.00	-	385.00	385.00	-	385.00	0.00
where site area exceeds 5ha - plus fee per additional 0.1 ha (maximum £250,000)	19,049.00	-	19,049.00	19,049.00	-	19,049.00	0.00
Commercial planning fees - Operations connected with exploratory drilling for oil and gas :-							
Where site area does not exceed 7.5ha - fee for each 0.1 ha	385.00	-	385.00	385.00	-	385.00	0.00
Where site area exceeds 7.5ha plus additional fee for each 0.1ha above 7.5ha (maximum £250,000)	28,750.00	-	28,750.00	28,750.00	-	28,750.00	0.00
Commercial planning fees - operations not within the above categories :-							
Where site area does not exceed 15ha - fee per 0.1ha	195.00	-	195.00	195.00	-	195.00	0.00
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	0.00
Change of use of a building to one or more dwellings :-							
Where change is from a single dwelling to 50 or fewer dwellings - fee per dwelling	385.00	-	385.00	385.00	-	385.00	0.00
51 or more dwellings - plus additional fee per dwelling over 50 (maximum £250,000)	19,049.00	-	19,049.00	19,049.00	-	19,049.00	0.00
	115.00	-	115.00	115.00	-	115.00	0.00

**Welwyn Hatfield Borough Council
Fees and Charges**

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
Planning	£	£	£	£	£	£	
Other cases :-							
To 50 or fewer dwellings - fee per dwelling	385.00	-	385.00	385.00	-	385.00	0.00
51 or more dwellings -	19,049.00	-	19,049.00	19,049.00	-	19,049.00	0.00
plus additional fee per dwelling over 50 (maximum £250,000)	115.00	-	115.00	115.00	-	115.00	0.00
Use of disposal of refuse or waste materials and open mineral storage :-							
Where site area does not exceed 15ha - fee for each 0.1ha	195.00	-	195.00	195.00	-	195.00	0.00
Where site area exceeds 15ha - plus additional fee per 0.1ha above 15ha (maximum £65,000)	29,112.00	-	29,112.00	29,112.00	-	29,112.00	0.00
	115.00	-	115.00	115.00	-	115.00	0.00
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.	195.00	-	195.00	195.00	-	195.00	0.00
Material change of use in land or buildings other than above	385.00	-	385.00	385.00	-	385.00	0.00
Advertisements :-							
A1 - Business premises or other land within business curtilage relating to nature of business goods sold, services provided or name of persons undertaking business.	110.00	-	110.00	110.00	-	110.00	0.00
A2 - Sign relating to business in the same locality as the site but not visible from that site	110.00	-	110.00	110.00	-	110.00	0.00
A3 - All other advertisements	385.00	-	385.00	385.00	-	385.00	0.00
Variation of a Condition	195.00	-	195.00	195.00	-	195.00	0.00
Discharge of a Condition (for each request)							
Householder	28.00	-	28.00	28.00	-	28.00	0.00
Other	97.00	-	97.00	97.00	-	97.00	0.00
Non-material changes to Planning Permission							
Householder	28.00	-	28.00	28.00	-	28.00	0.00
Other	195.00	-	195.00	195.00	-	195.00	0.00
Retrospective Estate Management Consent	242.00	-	242.00	242.00	-	242.00	0.00
Pre-application advice :- Annual Fee	4,500.00	900.00	5,400.00	4,500.00	900.00	5,400.00	0.00
S106/legal agreements / obligations (excludes any legal costs incurred by the Council which are paid by the applicant).							
Confirmation of compliance with clause(s)	257.14	51.43	308.57	257.14	51.43	308.57	0.00
Discharge or modification of obligation to householder	0.00	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	0.00
New householder related with associated planning application	172.00	34.40	206.40	172.00	34.40	206.40	0.00
New for housing developments between 10 - 24 houses	618.46	123.69	742.15	618.46	123.69	742.15	0.00
New for housing developments between 25 - 100 houses	699.46	139.89	839.35	699.46	139.89	839.35	0.00
New for housing developments between 101 - 300 houses	957.56	191.51	1,149.07	957.56	191.51	1,149.07	0.00
Monitoring and Administration of s106 planning obligations - 5% of the total value of the contributions up to a maximum of £5000							

an hourly rate and an estimate of the total legal costs when Legal is first instructed. The Applicant is responsible for paying any abortive

**Welwyn Hatfield Borough Council
Fees and Charges**

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
Planning	£	£	£	£	£	£	
Pre-application advice							
Householder							
Level 1 advice	41.67	8.33	50.00	41.67	8.33	50.00	0.00
Level 2 advice	62.50	12.50	75.00	62.50	12.50	75.00	0.00
Level 2 follow-up advice	41.67	8.33	50.00	41.67	8.33	50.00	0.00
Level 3 advice	83.33	16.67	100.00	83.33	16.67	100.00	0.00
Level 3 follow-up advice	62.50	12.50	75.00	62.50	12.50	75.00	0.00
Single dwelling							
Level 1 advice	83.33	16.67	100.00	83.33	16.67	100.00	0.00
Level 2 advice	125.00	25.00	150.00	125.00	25.00	150.00	0.00
Level 2 follow-up advice	83.33	16.67	100.00	83.33	16.67	100.00	0.00
Level 3 advice	250.00	50.00	300.00	250.00	50.00	300.00	0.00
Level 3 follow-up advice	145.83	29.17	175.00	145.83	29.17	175.00	0.00
2- 5 dwellings							
Level 1 advice	229.17	45.83	275.00	229.17	45.83	275.00	0.00
Level 2 advice	416.67	83.33	500.00	416.67	83.33	500.00	0.00
Level 2 follow-up advice	208.33	41.67	250.00	208.33	41.67	250.00	0.00
Level 3 advice	583.33	116.67	700.00	583.33	116.67	700.00	0.00
Level 3 follow-up advice	333.33	66.67	400.00	333.33	66.67	400.00	0.00
6-9 dwellings							
Level 1 advice	333.33	66.67	400.00	333.33	66.67	400.00	0.00
Level 2 advice	541.67	108.33	650.00	541.67	108.33	650.00	0.00
Level 2 follow-up advice	250.00	50.00	300.00	250.00	50.00	300.00	0.00
Level 3 advice	708.33	141.67	850.00	708.33	141.67	850.00	0.00
Level 3 follow-up advice	500.00	100.00	600.00	500.00	100.00	600.00	0.00
10 – 24 dwellings							
Level 1 advice	458.33	91.67	550.00	458.33	91.67	550.00	0.00
Level 2 advice	750.00	150.00	900.00	750.00	150.00	900.00	0.00
Level 2 follow-up advice	333.33	66.67	400.00	333.33	66.67	400.00	0.00
Level 3 advice	1,000.00	200.00	1,200.00	1,000.00	200.00	1,200.00	0.00
Level 3 follow-up advice	583.33	116.67	700.00	583.33	116.67	700.00	0.00
25 – 50 dwellings							
Level 1 advice	708.33	141.67	850.00	708.33	141.67	850.00	0.00
Level 2 advice for 25 dwellings	833.33	166.67	1,000.00	833.33	166.67	1,000.00	0.00
+ for each additional 5 dwellings or part thereof	83.33	16.67	100.00	83.33	16.67	100.00	0.00
Level 2 follow-up advice	666.67	133.33	800.00	666.67	133.33	800.00	0.00
Level 3 advice for 25 dwellings	1,250.00	250.00	1,500.00	1,250.00	250.00	1,500.00	0.00
+ for each additional 5 dwellings or part thereof	83.33	16.67	100.00	83.33	16.67	100.00	0.00
Level 3 follow-up advice	833.33	166.67	1,000.00	833.33	166.67	1,000.00	0.00
51 + dwellings	POA	POA	POA	POA	POA	POA	
Walls, fences (boundaries) (not householder)							
Level 1 advice	83.33	16.67	100.00	83.33	16.67	100.00	0.00
Level 2 advice	125.00	25.00	150.00	125.00	25.00	150.00	0.00
Level 2 follow-up advice	62.50	12.50	75.00	62.50	12.50	75.00	0.00
Level 3 advice	208.33	41.67	250.00	208.33	41.67	250.00	0.00
Level 3 follow-up advice	125.00	25.00	150.00	125.00	25.00	150.00	0.00
Listed buildings (householders) where planning permission is not required							
Level 2 advice	83.33	16.67	100.00	83.33	16.67	100.00	0.00
Level 2 follow-up advice	41.67	8.33	50.00	41.67	8.33	50.00	0.00
Level 3 advice	125.00	25.00	150.00	125.00	25.00	150.00	0.00
Level 3 follow-up advice	83.33	16.67	100.00	83.33	16.67	100.00	0.00
Listed buildings (commercial) where planning permission is not required							
Level 2 advice	208.33	41.67	250.00	208.33	41.67	250.00	0.00
Level 2 follow-up advice	125.00	25.00	150.00	125.00	25.00	150.00	0.00
Level 3 advice	250.00	50.00	300.00	250.00	50.00	300.00	0.00
Level 3 follow-up advice	166.67	33.33	200.00	166.67	33.33	200.00	0.00

**Welwyn Hatfield Borough Council
Fees and Charges**

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
Planning	£	£	£	£	£	£	
Proposed Floor Areas (m²)							
Up to 100							
Level 1 advice	83.33	16.67	100.00	83.33	16.67	100.00	0.00
Level 2 advice	125.00	25.00	150.00	125.00	25.00	150.00	0.00
Level 2 follow-up advice	83.33	16.67	100.00	83.33	16.67	100.00	0.00
Level 3 advice	250.00	50.00	300.00	250.00	50.00	300.00	0.00
Level 3 follow-up advice	166.67	33.33	200.00	166.67	33.33	200.00	0.00
101-500							
Level 1 advice	166.67	33.33	200.00	166.67	33.33	200.00	0.00
Level 2 advice	416.67	83.33	500.00	416.67	83.33	500.00	0.00
Level 2 follow-up advice	208.33	41.67	250.00	208.33	41.67	250.00	0.00
Level 3 advice	583.33	116.67	700.00	583.33	116.67	700.00	0.00
Level 3 follow-up advice	291.67	58.33	350.00	291.67	58.33	350.00	0.00
501-1000							
Level 1 advice	250.00	50.00	300.00	250.00	50.00	300.00	0.00
Level 2 advice	666.67	133.33	800.00	666.67	133.33	800.00	0.00
Level 2 follow-up advice	291.67	58.33	350.00	291.67	58.33	350.00	0.00
Level 3 advice	916.67	183.33	1,100.00	916.67	183.33	1,100.00	0.00
Level 3 follow-up advice	416.67	83.33	500.00	416.67	83.33	500.00	0.00
1001 – 5000							
Level 1 advice	416.67	83.33	500.00	416.67	83.33	500.00	0.00
Level 2 advice	1,250.00	250.00	1,500.00	1,250.00	250.00	1,500.00	0.00
Level 2 follow-up advice	333.33	66.67	400.00	333.33	66.67	400.00	0.00
Level 3 advice	2,083.33	416.67	2,500.00	2,083.33	416.67	2,500.00	0.00
Level 3 follow-up advice	625.00	125.00	750.00	625.00	125.00	750.00	0.00
5000+ individually calculated based on the proposal	POA	POA	POA	POA	POA	POA	
Change of Use (not for the creation of dwellinghouses)							
Level 1 advice	125.00	25.00	150.00	125.00	25.00	150.00	0.00
Level 2 advice	250.00	50.00	300.00	250.00	50.00	300.00	0.00
Level 2 follow-up advice	333.33	66.67	400.00	333.33	66.67	400.00	0.00
Level 3 advice	375.00	75.00	450.00	375.00	75.00	450.00	0.00
some developments may require an assessment which is not listed below. This will not prevent the local planning authority from seeking to							
The Local Planning Authority will, for each development, keep a record of the costs and/or hours worked for each issue and will either							
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*	4,166.67	833.33	5,000.00	4,166.67	833.33	5,000.00	0.00
Senior Development Management Officer *	12,500.00	2,500.00	15,000.00	12,500.00	2,500.00	15,000.00	0.00
*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.							
Assessments							
Viability assessment	16,666.67	3,333.33	20,000.00	16,666.67	3,333.33	20,000.00	0.00
Legal – re obligations/ advice	4,166.67	833.33	5,000.00	4,166.67	833.33	5,000.00	0.00
Marketing assessment	8,333.33	1,666.67	10,000.00	8,333.33	1,666.67	10,000.00	0.00
Daylight/Sunlight assessment	6,250.00	1,250.00	7,500.00	6,250.00	1,250.00	7,500.00	0.00
Economic/Employment Statement	8,333.33	1,666.67	10,000.00	8,333.33	1,666.67	10,000.00	0.00
Consultees							
Environmental Health –							
- Contaminated Land	833.33	166.67	1,000.00	833.33	166.67	1,000.00	0.00
- Air Quality	416.67	83.33	500.00	416.67	83.33	500.00	0.00
- Noise	333.33	66.67	400.00	333.33	66.67	400.00	0.00
- Vibration	333.33	66.67	400.00	333.33	66.67	400.00	0.00
- Odour	625.00	125.00	750.00	625.00	125.00	750.00	0.00

**Welwyn Hatfield Borough Council
Fees and Charges**

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
Planning	£	£	£	£	£	£	
- Lighting	416.67	83.33	500.00	416.67	83.33	500.00	0.00
- Health Impact Assessments	416.67	83.33	500.00	416.67	83.33	500.00	0.00
Landscaping (arboricultural implications)	416.67	83.33	500.00	416.67	83.33	500.00	0.00
Conservation – Heritage	625.00	125.00	750.00	625.00	125.00	750.00	0.00
Conservation – Biodiversity	416.67	83.33	500.00	416.67	83.33	500.00	0.00
Archaeology	416.67	83.33	500.00	416.67	83.33	500.00	0.00
Client Services	208.33	41.67	250.00	208.33	41.67	250.00	0.00
Policy	833.33	166.67	1,000.00	833.33	166.67	1,000.00	0.00
Housing Department (Affordable Housing)	833.33	166.67	1,000.00	833.33	166.67	1,000.00	0.00
Amenity, Playspace, Open Space	833.33	166.67	1,000.00	833.33	166.67	1,000.00	0.00
Structural Assessment of Building	416.67	83.33	500.00	416.67	83.33	500.00	0.00
Planning Policy Documents							
Emerging Core Strategy November 2012	11.00	-	11.00	11.00	0.00	11.00	0.00
postage & packing	2.00	0.40	2.40	2.00	0.40	2.40	0.00
Emerging Core Strategy - CD	Free	-	Free	Free	-	Free	0.00
postage & packing	0.50	0.10	0.60	0.50	0.10	0.60	0.00
Emerging Core Strategy Summary	Free	-	Free	Free	-	Free	0.00
postage & packing	1.00	0.20	1.20	0.83	0.17	1.00	-17.00
Land for Housing Outside Urban Areas	Free	-	Free	Free	-	Free	0.00
postage & packing	1.00	0.20	1.20	0.83	0.17	1.00	-17.00
Draft Infrastructure Delivery Plan 2012	6.00	0.00	6.00	5.00	1.00	6.00	
postage & packing	1	0.20	1.20	1.25	0.25	1.50	

**Welwyn Hatfield Borough Council
Fees and Charges**

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
Planning Policy Documents	£	£	£	£	£	£	
Local Plan Consultation Document 2015	15.00	-	15.00	15.00	-	15.00	0.00
postage and packing	2.00	0.40	2.00	2.17	0.43	2.60	30.00
Sustainability Appraisal Report and Appendices	45.00	-	45.00	45.00	-	45.00	0.00
postage & packing	4.00	0.80	4.00	3.33	0.67	4.00	0.00
Infrastructure Delivery Plan 2015	15.00	-	15.00	15.45	-	15.00	0.00
postage & packing	1.25	0.25	1.50	1.29	0.26	1.55	3.00
Local Plan Consultation Documents CD	Free	-	0.00	Free	-	0.00	
postage & packing	0.50	0.10	0.60	0.50	0.10	0.60	0.00
Local Plan Consultation Summary and Guide 2015	Free	-	0.00	Free	-	0.00	
postage & packing	1.00	0.20	1.20	1.04	0.21	1.00	
Draft Infrastructure Delivery Plan 2012	6.00	-	6.00	6.00	-	6.00	0.00
postage & packing	1.00	0.20	1.20	1.04	0.21	1.25	4.17
Emerging Core Strategy October 2013	7.00	-	7.00	7.00	-	7.00	0.00
postage & packing	1.00	0.20	1.20	1.03	0.21	1.24	3.00
Sustainability Appraisal Report Sept 2012	11.00	-	11.00	11.00	-	11.00	0.00
postage & packing	2.00	0.40	2.40	1.67	0.33	2.00	-16.67
Sustainability Appraisal Report Appendix A1: Matrices - Vision and Objectives Sept 2012	5.00	-	5.00	5.00	-	5.00	0.00
postage & packing	1.00	0.20	1.20	1.04	0.21	1.25	4.17
Sustainability Appraisal Report ~Appendix Sept 2012	8.00	-	8.00	8.00	-	8.00	0.00
postage & packing	1.00	0.20	1.20	1.04	0.21	1.25	4.17
Alternatives Sept 2012	6.00	-	6.00	6.00	-	6.00	0.00
postage & packing	1.00	0.20	1.20	1.04	0.21	1.25	4.17
Matrices - Emerging Core Strategy Policies - 2009	10.00	-	10.00	10.00	-	10.00	0.00
postage & packing	2.00	0.40	2.40	1.67	0.33	2.00	-16.67
postage & packing	11.00	-	11.00	11.00	-	11.00	0.00
postage & packing	2.00	0.40	2.40	1.75	0.35	2.10	-12.50
Housing Target consultation 2011	10.00	-	10.00	10.00	-	10.00	0.00
postage & packing	3.00	0.60	3.60	2.58	0.52	3.10	-13.89
Core Strategy Issues & Options	20.00	-	20.00	20.00	-	20.00	0.00
postage & packing	1.00	0.20	1.20	2.58	0.52	3.10	158.33
Core Strategy Issues & Options CD	Free	-	0.00	Free	-	-	
postage & packing	0.50	0.10	0.60	0.50	0.10	0.60	0.00
District Plan Written Statement & Proposal Maps	55.00	-	55.00	55.00	-	55.00	0.00
postage & packing	7.00	1.40	8.40	3.33	0.67	4.00	-52.38
Written Statement only	35.00	-	35.00	35.00	-	35.00	0.00
postage & packing	5.00	1.00	6.00	2.58	0.52	3.10	-48.33
Proposal Maps only	20.00	-	20.00	20.00	-	20.00	0.00
postage & packing	1.00	0.20	1.20	1.04	0.21	1.25	4.17
Supplementary Design Guide	20.00	-	20.00	20.00	-	20.00	0.00
postage & packing	1.00	0.20	1.20	1.04	0.21	1.25	4.17
Parking Standards adopted January 2004	20.00	-	20.00	20.00	-	20.00	0.00
postage & packing	1.00	0.20	1.20	1.04	0.21	1.25	4.17
Open Space Survey plus 2001 & 2002 revisions	30.00	-	30.00	30.00	-	30.00	0.00
postage & packing	1.25	0.25	1.50	2.17	0.43	2.60	73.33
Draft Local Plan Proposed Submission document August 2016	n/a			15.00	3.00	18.00	
postage & packing	n/a			3.00	0.60	3.60	
Draft Local Plan Proposed Submission Policies Maps August 2016	n/a			30.00	6.00	36.00	
postage & packing	n/a			3.00	0.60	3.60	
Summary and Guide	n/a			Free	-	-	
postage & packing	n/a			1.00	0.20	1.20	
Sustainability Appraisal Non Technical Summary 2016	n/a			17.00	0.00	17.00	
postage & packing	n/a			1.40	0.28	1.68	
Sustainability Appraisal Report 2016	n/a			35.00	0.00	35.00	
postage & packing	n/a			3.00	0.60	3.60	

**Welwyn Hatfield Borough Council
Fees and Charges**

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
Sustainability Appraisal Appendices 1-5 2016	n/a			32.00	0.00	32.00	
postage & packing	n/a			3.00	0.60	3.60	
Sustainability Appraisal Annex 2016	n/a			40.00	0.00	40.00	
postage & packing	n/a			14.00	2.80	16.80	
Habitats Regulatory Assessment 2016	n/a			17.00	0.00	17.00	
postage & packing	n/a			1.40	0.28	1.68	
Green Corridor Strategic Framework Plan 2016	n/a			9.00	0.00	9.00	
postage & packing	n/a			1.34	0.27	1.61	
British Aerospace Supplementary Planning Guidance	10.00	0.00	10.00	10.00	-	10.00	0.00
postage & packing	1.25		1.25	1.04	0.21	1.25	0.00
Broadwater Road Supplementary Planning Document	15.00	0.00	15.00	15.00	-	15.00	0.00
postage & packing	1.00		1.00	0.83	0.17	1.00	0.00
Digswell Character Appraisal 2004	25.00		25.00	25.00	-	25.00	0.00
postage & packing	1.00		1.00	0.83	0.17	1.00	0.00
Welwyn Garden City Conservation Area Appraisal	15.00		15.00	15.00	-	15.00	0.00
postage & packing	1.00		1.00	0.83	0.17	1.00	0.00
High View Supplementary Planning Document	15.00		15.00	15.00	-	15.00	0.00
postage & packing	1.00		1.00	0.83	0.17	1.00	0.00

**Welwyn Hatfield Borough Council
Fees and Charges**

As agreed by Full Council on the

Description	2016-17			2017-18			% Increase
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee	
Housing and Community Services	£	£	£	£	£	£	
Immigration Inspection	255.00	-	255.00	262.65	-	262.65	3.00
Housing Act Notice*	295.00	-	295.00	303.85	-	303.85	3.00
*A fixed charge of £295 will be applied for any single notice served. In addition an hourly rate of £40 will be added where multiple notices are served, and for the total amount of time taken to produce the single notice when it exceeds £295 (7.4 hours).							
Application for basic 5 person HMO*	880.00	-	880.00	906.40	-	906.40	3.00
Application for an HMO between 6 - 10 persons*	985.00	-	985.00	1,014.55	-	1,014.55	3.00
Application for an HMO with 11 or more persons*	1,085.00	-	1,085.00	1,117.55	-	1,117.55	3.00
* a discount of £200 will be applied for those applications which are valid for licenses that are received without a request from the Local Authority. This will also apply for licence renewals received within a specified time given by the Local Authority.							
Also, a discount of 10% will apply to accredited landlords. This will be applied following any other discount that is agreed.							
Officer time for work in default - Head of Service	65.69	13.14	78.83	67.66	13.53	81.19	3.00
Officer time for work in default - Private Sector Housing Manager	46.01	9.20	55.21	47.39	9.48	56.87	3.00
Officer time for work in default - Senior Housing Technician	42.15	8.43	50.58	43.41	8.68	52.10	3.00
Officer time for work in default - Housing Technician	29.52	5.90	35.42	30.41	6.08	36.49	3.00
Officer time for work in default - Support Officer	20.35	4.07	24.42	20.96	4.19	25.15	3.00
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 - double time							
Allotments							
Plot with water per 25 sqm	11.04	-	11.04	11.37	-	11.37	3.00
Plot without water per 25sqm	6.72	-	6.72	6.92	-	6.92	3.00
Plot with water per 25 sqm - OAP's	5.52	-	5.52	5.69	-	5.69	3.00
Plot without water per 25sqm - OAP's	3.36	-	3.36	3.46	-	3.46	3.00
Landscape & Ecology							
High Hedge Enforcement Fee	525.00	-	525.00	525.00	-	525.00	0.00