

This appendix to the budget report, sets out the councils proposed fees and charges for 2025/26. 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 2024/25.

An exception to this is with planning fees. Householder applications have been held at current rates although there is a consultation response awaited on increasing these. Delegations have been included in the budget report recommendations to increase these as required following confirmation of the consultation outcome.

**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 2%, unless there is a clear rationale for an alternative approach. Fees and charges are generally rounded, so for smaller fees, the percentage may be higher or lower to ensure a round fee can be maintained.

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

**Crematorium**

A full review of fees and charges for the crematorium has been undertaken. The main service fees have been maintained, following comparison to other facilities throughout Hertfordshire which will support increasing the use of the facilities. Some other fees have been increased above inflation, but these relate to optional items/memorials and licenses.

**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 and a comparison to other areas within the County. Some of the charges are linked to external fees we have to pay, such as fees to Hertfordshire County Council.

## **Parking Fees**

Consideration also has to be given to other car parks within the area, and the different demands on the car parks at different times (for example commuters for weekday parking).

This has meant that some fees and charges, particularly sessions above three hours in town centre location in Welwyn Garden City, have been reduced to remain competitive with private car parks.

Based on these considerations, the proposals include changes on parking ranging between a reduction of 10.2% and an increase of 12.8%

## **Estates**

The fee for freehold reversions has been reduced by 55.9%, due to a change in the way the council processes these applications. These will be handled by the in house team in future rather than externalised, therefore external costs no longer need to be recovered.

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

Description	2024-25		2025-26		%
	Total Fee £	Fee £	VAT £*	Total Fee £	
<b>Licensing</b>					
<b>Animal Activities</b>					
Home Dog Boarding/Day Care or Commercial Boarding/Day Care up to ten dogs 1 year:					
On Application	333.00	340.00	-	340.00	2.1%
On Issue	40.00	41.00	-	41.00	2.5%
Home Dog Boarding/Day Care or Commercial Boarding/Day Care up to ten dogs 2 year:					
On Application	333.00	340.00	-	340.00	2.1%
On Issue	94.00	100.00	-	100.00	6.4%
Renewal 1 year - On application	293.00	300.00	-	300.00	2.4%
Renewal 1 year - On issue	45.00	46.00	-	46.00	2.2%
Renewal 2 year - On Application	293.00	300.00	-	300.00	2.4%
Renewal 2 year - On Issue	124.00	126.00	-	126.00	1.6%
Renewal 3 year - On Application	293.00	300.00	-	300.00	2.4%
Renewal 3 year - Issue	150.00	153.00	-	153.00	2.0%
Dog/Cat commercial over ten dogs - 1 Year					
On Application	358.00	365.00	-	365.00	2.0%
On Issue	48.00	50.00	-	50.00	4.2%
Dog/Cat commercial over ten dogs - 2 year					
On Application	358.00	365.00	-	365.00	2.0%
On Issue	112.00	115.00	-	115.00	2.7%
Renewal 1 year - On application	328.00	335.00	-	335.00	2.1%
Renewal 1 year - On issue	40.00	41.00	-	41.00	2.5%
Renewal 2 year - On Application	349.00	356.00	-	356.00	2.0%
Renewal 2 year - On Issue	112.00	115.00	-	115.00	2.7%
Renewal 3 year - On Application	358.00	365.00	-	365.00	2.0%
Renewal 3 year - On Issue	175.00	179.00	-	179.00	2.3%
Arranging boarding/franchise No dogs New and renewal					
On Application	299.00	305.00	-	305.00	2.0%
On Issue	40.00	42.00	-	42.00	5.0%
Variation franchise	63.00	65.00	-	65.00	3.2%
Inspection of new franchisee no licence 1 year					
On Application	281.00	288.00	-	288.00	2.5%
On Issue	21.00	22.00	-	22.00	4.8%
Inspection of new franchisee no licence 2 year					
On Application	281.00	287.00	-	287.00	2.1%
On Issue	52.00	55.00	-	55.00	5.8%
Inspection of new franchisee no licence 3 year					
On Application	274.00	280.00	-	280.00	2.2%
On Issue	99.00	101.00	-	101.00	2.0%
Renewal 1 year - On application	270.00	275.00	-	275.00	1.9%
Renewal 1 year - On issue	21.00	22.00	-	22.00	4.8%
Renewal 2 year - On Application	262.00	268.00	-	268.00	2.3%
Renewal 2 year - On Issue	52.00	53.00	-	53.00	1.9%
Renewal 3 year - On Application	250.00	255.00	-	255.00	2.0%
Renewal 3 year - On Issue	99.00	101.00	-	101.00	2.0%
Dog Breeding New 1 year					
On Application	342.00	350.00	-	350.00	2.3%

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

Description	2024-25		2025-26		%
	Total Fee £	Fee £	VAT £*	Total Fee £	
On Issue	39.00	40.00	-	40.00	2.6%
Dog Breeding New 2 years					
On Application	341.00	350.00	-	350.00	2.6%
On Issue	98.00	100.00	-	100.00	2.0%
Dog Breeding Renewal 1 year					
On Application	316.00	325.00	-	325.00	2.8%
On Issue	39.00	40.00	-	40.00	2.6%
Dog Breeding Renewal 2 year					
On Application	294.00	300.00	-	300.00	2.0%
On Issue	100.00	102.00	-	102.00	2.0%
Dog Breeding Renewal 3 year					
On Application	314.00	320.00	-	320.00	1.9%
On Issue	162.00	165.00	-	165.00	1.9%
Vets fees invoiced at cost					
Selling animals as Pets New 1 year					
On Application	333.00	340.00	-	340.00	2.1%
On Issue	40.00	40.00	-	40.00	0.0%
Selling animals as pets New 2 year					
On Application	330.00	340.00	-	340.00	3.0%
On Issue	117.00	120.00	-	120.00	2.6%
Selling animals as pets					
Renewal 1 year - On application	320.00	328.00	-	328.00	2.5%
Renewal 1 year - On issue	40.00	41.00	-	41.00	2.5%
Renewal 2 year - On Application	322.00	330.00	-	330.00	2.5%
Renewal 2 year - On Issue	105.00	108.00	-	108.00	2.9%
Renewal 3 year - On Application	331.00	340.00	-	340.00	2.7%
Renewal 3 year - On Issue	175.00	179.00	-	179.00	2.3%
Riding Establishments - New 1 Year					
On Application	356.00	365.00	-	365.00	2.5%
On Issue	40.00	41.00	-	41.00	2.5%
Vets fees invoiced at cost					
Riding Establishments - New 2 years					
On Application	358.00	365.00	-	365.00	2.0%
On Issue	125.00	128.00	-	128.00	2.4%
Renewal 1 year - On application	345.00	352.00	-	352.00	2.0%
Renewal 1 year - On issue	125.00	128.00	-	128.00	2.4%
Renewal 2 year - On application	335.00	342.00	-	342.00	2.1%
Renewal 2 year - On issue	113.00	115.00	-	115.00	1.8%
Renewal 3 year - On application	335.00	342.00	-	342.00	2.1%
Renewal 3 year - On issue	179.00	183.00	-	183.00	2.2%
Vets fees invoiced at cost					
Keeping or training animals for exhibition - 3 years					
On Application	322.00	330.00	-	330.00	2.5%
On Issue	40.00	41.00	-	41.00	2.5%
<b>Combination of activities equal to highest fee plus 50% of each additional licensable activity</b>					
Re evaluation of inspection rating	125.00	128.00	-	128.00	2.4%
Re visit- appeals fee applies unless higher rating achieved	125.00	128.00	-	128.00	2.4%
Variation all types except franchises	250.00	255.00	-	255.00	2.0%
Transfer due to death of licensee	25.00	26.00	-	26.00	4.0%
Copy of licence	15.00	16.00	-	16.00	6.7%
Ear Piercing	270.00	275.00	-	275.00	1.9%
Tattooing/Other	338.00	345.00	-	345.00	2.1%

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Description	2024-25		2025-26		%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Change of details on registration certificate	34.00	35.00	-	35.00	2.9%
Dangerous Wild Animals	391.00	400.00	-	400.00	2.3%
Zoos	625.00	638.00	-	638.00	2.1%
<b>Gaming Machine Permits</b>					
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%
<b>Club Gaming Permits Club machine permits</b>					
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%
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%
<b>Gambling Premises new application</b>					
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	2,200.00	2,200.00	-	2,200.00	0.0%
Betting premises ( excluding tracks)	2,000.00	2,000.00	-	2,000.00	0.0%
Tracks	2,500.00	2,500.00	-	2,500.00	0.0%
Family Entertainment Centre	1,600.00	1,600.00	-	1,600.00	0.0%
Adult Gaming Centre	1,600.00	1,600.00	-	1,600.00	0.0%
<b>Gambling Premises annual fee</b>					
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	680.00	680.00	-	680.00	0.0%
Betting premises ( excluding tracks)	400.00	400.00	-	400.00	0.0%
Tracks	1,000.00	1,000.00	-	1,000.00	0.0%
Family Entertainment Centre	400.00	400.00	-	400.00	0.0%
Adult Gaming Centre	680.00	680.00	-	680.00	0.0%
<b>Gambling Premises application for a provisional statement</b>					
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	2,200.00	2,200.00	-	2,200.00	0.0%
Betting premises ( excluding tracks)	1,800.00	1,800.00	-	1,800.00	0.0%
Tracks	2,500.00	2,500.00	-	2,500.00	0.0%
Family Entertainment Centre	1,800.00	1,800.00	-	1,800.00	0.0%
Adult Gaming Centre	1,540.00	1,540.00	-	1,540.00	0.0%
<b>Gambling Premises application for transfer</b>					
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	950.00	950.00	-	950.00	0.0%
Betting premises ( excluding tracks)	950.00	950.00	-	950.00	0.0%
Tracks	950.00	950.00	-	950.00	0.0%
Family Entertainment Centre	660.00	660.00	-	660.00	0.0%
Adult Gaming Centre	800.00	800.00	-	800.00	0.0%
<b>Gambling Premises application to vary</b>					

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Description	2024-25		2025-26		%
	Total Fee £	Fee £	VAT £*	Total Fee £	
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	800.00	800.00	-	800.00	0.0%
Adult Gaming Centre	800.00	800.00	-	800.00	0.0%
<b>Gambling Premises application for reinstatement</b>					
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	950.00	950.00	-	950.00	0.0%
Betting premises ( excluding tracks)	950.00	950.00	-	950.00	0.0%
Tracks	950.00	950.00	-	950.00	0.0%
Family Entertainment Centre	660.00	660.00	-	660.00	0.0%
Adult Gaming Centre	920.00	920.00	-	920.00	0.0%
<b>Gambling Premises provisional statement holders</b>					
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	950.00	950.00	-	950.00	0.0%
Betting premises ( excluding tracks)	950.00	950.00	-	950.00	0.0%
Tracks	950.00	950.00	-	950.00	0.0%
Family Entertainment Centre	950.00	950.00	-	950.00	0.0%
Adult Gaming Centre	1,000.00	1,000.00	-	1,000.00	0.0%
<b>Other</b>					
Sex Shop or Sex Cinema	850.00	867.00	-	867.00	2.0%
Sexual Entertainment Venue	850.00	867.00	-	867.00	2.0%
Hypnotism application	210.00	215.00	-	215.00	2.4%
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%
<b>Scrap Metal</b>					
Site Licence Application	1,012.00	1,033.00	-	1,033.00	2.1%
Collectors Licence Application	847.00	864.00	-	864.00	2.0%
Site Licence Renewal	682.00	696.00	-	696.00	2.1%
Collectors Licence Renewal	649.00	662.00	-	662.00	2.0%
Variation (site licence to collectors licence)	110.00	113.00	-	113.00	2.7%
Variation (collectors licence to site licence)	204.00	208.00	-	208.00	2.0%
Change of site	110.00	112.00	-	112.00	1.8%
Change of site manager	90.00	92.00	-	92.00	2.2%
Change of name or address	63.00	65.00	-	65.00	3.2%
<b>Premises &amp; Clubs - new applications</b>					
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%
<b>Additional fees for premises holding more than 5000 persons</b>					
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%

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Description	2024-25		2025-26		%
	Total Fee £	Fee £	VAT £*	Total Fee £	
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%
<b>Premises &amp; Clubs - Annual Fee (Renewals)</b>					
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%
<b>Additional fees for premises holding more than 5000 persons</b>					
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%
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%
<b>Premises &amp; Clubs - new applications for primarily for selling alcohol for consumption on the premises</b>					
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%
<b>Premises &amp; Clubs - Annual Fee for primarily for selling alcohol for consumption on the premises</b>					
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%
<b>Street Trading consents</b>					
Annual Fee Per trading per day	222.00	227.00	-	227.00	2.3%
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%
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	0.20	0.17	0.03	0.20	0.0%
<b>Mobile Homes Act</b>					
Initial Site Licence Fee	222.00	188.33	37.67	226.00	1.8%
- and in addition for each pitch	23.00	20.00	4.00	24.00	4.3%
Transfer or Standard amendment fee	286.00	243.33	48.67	292.00	2.1%
Site expansion amendment fee	222.00	188.33	37.67	226.00	1.8%
- and in addition for each pitch	23.00	20.00	4.00	24.00	4.3%
Annual Fee per pitch	18.00	15.83	3.17	19.00	5.6%
Site Rules Regulation Deposit	56.00	47.50	9.50	57.00	1.8%

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Description	2024-25		2025-26		%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Fit and Proper Persons Check	264.00	225.00	45.00	270.00	2.3%
Enforcement Notice	457.00	388.33	77.67	466.00	2.0%
Works in default - As displayed in current budget book and vary between the officer involved and the time for day the works are executed					
<b>Hackney Carriages</b>					
Hackney Carriage Driver/Private hire driver Licence - 3 Years	495.00	505.00	-	505.00	2.0%
Hackney Carriage Vehicle Licence/Private Hire Vehicle - 1 Year	319.00	326.00	-	326.00	2.2%
Private Hire Operator Licence :-					
1 Year	363.00	370.00	-	370.00	1.9%
3 Years	838.00	855.00	-	855.00	2.0%
5 Years	1,313.00	1,340.00	-	1,340.00	2.1%
DBS check	55.00	56.00	-	56.00	1.8%
Knowledge test (per attempt)	66.00	68.00	-	68.00	3.0%
Replacement plate	22.00	23.00	-	23.00	4.5%
Replacement bracket	17.00	18.00	-	18.00	5.9%
Replacement driver's badge	17.00	18.00	-	18.00	5.9%
Extra copy/duplicate of licence	6.00	6.00	-	6.00	0.0%
DVLA	11.00	12.00	-	12.00	9.1%
Vehicle transfers	110.00	113.00	-	113.00	2.7%
<b>Environmental Health</b>					
<b>Environmental Permitting prescribed processes - application fees</b>					
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	1,650.00	1,650.00	-	1,650.00	0.0%
for the 3rd to 7th applications	985.00	985.00	-	985.00	0.0%
for the 8th & subsequent applications	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					



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Description	2024-25		2025-26		%
	Total Fee £	Fee £	VAT £*	Total Fee £	
<b>Annual Subsistence Charges</b>					
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					
<b>^ these additional amounts must be charged where a permit is for a combined Part B and waste installation</b>					
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%
<b>Transfer &amp; Surrender</b>					
Standard process transfer	169.00	169.00	-	169.00	0.0%
Standard process partial transfer	497.00	497.00	-	497.00	0.0%
Reduced fee activities : partial transfer	47.00	47.00	-	47.00	0.0%
<b>Substantial change S10 &amp; S11</b>					
Standard process	1,050.00	1,050.00	-	1,050.00	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%
<b>Subsistence Charges A2</b>					
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					
Certificate of Voluntary Surrender of Food (plus officer & disposal costs) per hour	69.00	70.00	-	70.00	1.4%

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Description	2024-25		2025-26		%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Sale of Food Safety Act Register	308.00	315.00	-	315.00	2.3%
Food Safety Export check	78.00	80.00	-	80.00	2.6%
Food Hygiene Rating Revisit	227.00	232.00	-	232.00	2.2%
Storage of noise making equipment following seizure (plus officer cost)	726.00	740.00	-	740.00	1.9%
Fixed penalty notice for smoking in a smoke free place	75.00	75.00	-	75.00	0.0%
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%
<b>Private Water Supplies &amp; Distribution Systems</b>					
Risk Assessment	500.00	POA	-	POA	0.0%
Sampling - each visit ( maximum fee)	100.00	POA	-	POA	0.0%
Investigation ( each investigation)	100.00	POA	-	POA	0.0%
Granting an Authorisation	100.00	POA	-	POA	0.0%
Analysing a sample:					
taken under regulation 10	36.00	POA	-	POA	0.0%
taken during check monitoring	POA	POA	POA	POA	
taken during audit monitoring	500.00	POA	-	POA	0.0%
Environmental Search for Contaminated Land	118.00	120.00	-	120.00	1.7%
Officer time for work in default - Service Manager/Assistant Director	94.00	80.00	16.00	96.00	2.1%
Officer time for work in default - Team Leader	68.00	58.33	11.67	70.00	2.9%
Officer time for work in default - EHO	58.00	50.00	10.00	60.00	3.4%
Officer time for work in default - EHTO	46.00	39.17	7.83	47.00	2.2%
Officer time for work in default - EHTSO	31.00	26.67	5.33	32.00	3.2%
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	
<b>Dog Warden Services</b>					
Collection / release fee for dog with collar & tag	33.00	34.00	-	34.00	3.0%
Collection / release fee for dog without collar & tag	46.00	47.00	-	47.00	2.2%
Dog collected by Warden and Transported to Kennels	99.00	101.00	-	101.00	2.0%
Kennel Fee per night	20.00	21.00	-	21.00	5.0%
<b>Allotments per annum</b>					
Plot without water per 25sqm	9.00	9.20	-	9.20	2.2%
Plot with water per 25 sqm	15.00	15.30	-	15.30	2.0%
Admin charge for sign up and key	17.00	17.30	-	17.30	1.8%
<b>Landscape &amp; Ecology</b>					
High Hedge Enforcement Fee	667.00	680.00	-	680.00	1.9%
<b>Abandoned Vehicles</b>					
Abandoned Vehicles - off private property	68.00	58.33	11.67	70.00	2.9%
Abandoned Vehicles - Return of vehicle	176.00	150.00	30.00	180.00	2.3%
Abandoned Vehicles - Storage rate per day	18.00	15.83	3.17	19.00	5.6%
<b>General</b>					
Benches (refurbished)	556.00	473.33	94.67	568.00	2.2%
Benches (new)	1557.00	1,324.17	264.83	1,589.00	2.1%
<b>Waste Collection Services</b>					
Bulky Household Collections (not upholstered items) - Up to 4 items	49.00	50.00	-	50.00	2.0%
Bulky Household Collections (upholstered items) - up to 3 items	49.00	50.00	-	50.00	2.0%
Bulky Household Collections (Black Bags) - up to 20 bags	49.00	50.00	-	50.00	2.0%
Bulky Household Collections - OAPs	25.00	26.00	-	26.00	4.0%
Bulky Household Collections - Benefits	25.00	26.00	-	26.00	4.0%

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Description	2024-25		2025-26		%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Insurance charge for collections within homes	25.00	21.67	4.33	26.00	4.0%
Collection of Hazardous Electrical items	46.00	47.00	-	47.00	2.2%
Clinical Waste collections ( 5 sacks/resident)	9.00	8.33	1.67	10.00	11.1%
Kitchen Caddy delivery charge	8.00	6.67	1.33	8.00	0.0%
Emptying of a contaminated wheeled bin	25.00	26.00	-	26.00	4.0%
Emptying of 2 contaminated wheeled bins (at same address)	31.00	32.00	-	32.00	3.2%
Cost of a first standard replacement (180/240L) bin	23.00	20.00	4.00	24.00	4.3%
Cost of a subsequent standard (180/240L) bin	40.00	33.33	6.67	40.00	0.0%
Cost of a first standard replacement (360L) bin	35.00	30.00	6.00	36.00	2.9%
Cost of a subsequent standard (360L) bin	56.00	47.50	9.50	57.00	1.8%
Cost of a mini-bank unit	1045.00	887.50	177.50	1,065.00	1.9%
Cost of a large bin (1100L) bin	495.00	505.00	-	505.00	2.0%
<b>Garden Waste Collection</b>					
First bin per property per annum	55.00	60.00	-	60.00	9.1%
Second bin per property per annum, and any additional bins	88.00	93.00	-	93.00	5.7%
<b>Schedule of Offences</b>					
<b>Nuisance Parking</b>					
- paid within 10 days	60.00	60.00	-	60.00	0.0%
- full amount of penalty	100.00	100.00	-	100.00	0.0%
<b>Abandoning a vehicle</b>					
- paid within 10 days	120.00	120.00	-	120.00	0.0%
- full amount of penalty	200.00	200.00	-	200.00	0.0%
<b>Depositing Litter</b>					
- paid within 10 days	50.00	50.00	-	100.00	100.0%
- full amount of penalty	75.00	75.00	-	150.00	100.0%
Fixed Penalty Notice for failure to comply with a Community Protection Notice	150.00	150.00	-	150.00	0.0%
<b>Unauthorised distribution of free printed matter</b>					
- paid within 10 days	100.00	100.00	-	100.00	0.0%
- full amount of penalty	150.00	150.00	-	150.00	0.0%
<b>Defacement by graffiti and flyposting</b>					
- paid within 10 days	100.00	100.00	-	100.00	0.0%
- full amount of penalty	150.00	150.00	-	150.00	0.0%
<b>Household Waste Duty of Care</b>					
- paid within 10 days	200.00	200.00	-	200.00	0.0%
- full amount of penalty	300.00	300.00	-	300.00	0.0%
<b>Failure to comply with a dog control order</b>					
- paid within 10 days	50.00	50.00	-	50.00	0.0%
- full amount of penalty	75.00	75.00	-	75.00	0.0%
<b>Failure to produce authority (waste carrier's licence)</b>					
- paid within 10 days	300.00	300.00	-	300.00	0.0%
- full amount of penalty	400.00	400.00	-	400.00	0.0%
<b>Failure to furnish documentation (waste transfer notes)</b>					
- paid within 10 days	300.00	300.00	-	300.00	0.0%
- full amount of penalty	400.00	400.00	-	400.00	0.0%
<b>Offences relating to the fly tipping of waste (s33 EPA)</b>					
- paid within 10 days	350.00	350.00	-	350.00	0.0%
- full amount of penalty	500.00	500.00	-	500.00	0.0%
<b>Breach of s47 Environmental Protection Act 1990 Notice - Business presentation and storage of waste</b>					
	110.00	110.00	-	110.00	0.0%
<b>Breach of s46 Environmental Protection Act 1990 Notice - Household presentation and storage of waste</b>					
	80.00	80.00	-	80.00	0.0%
<b>Roundabout Sponsorship</b>					
<b>High Profile</b>					
1 year sponsorship	4,037.00	3,431.67	686.33	4,118.00	2.0%
3 year sponsorship	8,492.00	7,218.33	1,443.67	8,662.00	2.0%

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Description	2024-25		2025-26		%
	Total Fee £	Fee £	VAT £*	Total Fee £	
5 year sponsorship	12,100.00	10,285.00	2,057.00	12,342.00	2.0%
<b>Medium Profile (main road)</b>					
1 year sponsorship	3,234.00	2,749.17	549.83	3,299.00	2.0%
3 year sponsorship	6,776.00	5,760.00	1,152.00	6,912.00	2.0%
5 year sponsorship	9,680.00	8,228.33	1,645.67	9,874.00	2.0%
<b>Medium Profile (residential road)</b>					
1 year sponsorship	2,420.00	2,057.50	411.50	2,469.00	2.0%
3 year sponsorship	5,082.00	4,320.00	864.00	5,184.00	2.0%
5 year sponsorship	7,260.00	6,170.83	1,234.17	7,405.00	2.0%
<b>Low Profile</b>					
1 year sponsorship	1,210.00	1,028.33	205.67	1,234.00	2.0%
3 year sponsorship	2,541.00	2,160.00	432.00	2,592.00	2.0%
5 year sponsorship	3,630.00	3,085.83	617.17	3,703.00	2.0%
<b>Street Naming &amp; Numbering</b>					
<b>New development build or Conversion of existing property (price per plot)</b>					
1st plot	110.00	93.33	18.67	112.00	1.8%
2nd - 24th plots	72.00	61.67	12.33	74.00	2.8%
25th - 49th plots	57.00	48.33	9.67	58.00	1.8%
50th - 74th plots	44.00	37.50	7.50	45.00	2.3%
75th – 99th plots	35.00	30.00	6.00	36.00	2.9%
Plots 100 and above	22.00	19.17	3.83	23.00	4.5%
Naming of block or building name	282.00	240.00	48.00	288.00	2.1%
Street Name for new development	325.00	276.67	55.33	332.00	2.2%
Street name	325.00	276.67	55.33	332.00	2.2%
Changes to Development/Layout after notification	64.00	54.17	10.83	65.00	1.6%
Re-Naming/Renumbering Building (existing premises)	108.00	91.67	18.33	110.00	1.9%
Addition of name to numbered property (alias)	108.00	91.67	18.33	110.00	1.9%
Change of name to named only property	108.00	91.67	18.33	110.00	1.9%
Re-Naming Street or re- post coding (at residents request)	325.00	276.67	55.33	332.00	2.2%
<b>General</b>					
Immigration Inspection	364.00	372.00	-	372.00	2.2%
Housing Act Notice <sup>A</sup>	418.00	426.00	-	426.00	1.9%
<sup>A</sup> 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).					
<b>HMO Application</b>					
Application for basic 5 person HMO*	1,265.00	1,290.00	-	1,290.00	2.0%
Application for an HMO between 6 - 10 persons*	1,414.00	1,443.00	-	1,443.00	2.1%
Application for an HMO with 11 or more persons*	1,557.00	1,589.00	-	1,589.00	2.1%
* 10% discount on HMO fee for member of PAL scheme					
<b>Officer time for work in default<sup>^^</sup></b>					
Officer time for work in default - Service Manager / Assistant Director	111.00	95.00	19.00	114.00	2.7%
Officer time for work in default - Private Sector Housing Manager	78.00	66.67	13.33	80.00	2.6%
Officer time for work in default - Team Leader	73.00	62.50	12.50	75.00	2.7%
Officer time for work in default - Housing Technician	51.00	43.33	8.67	52.00	2.0%
Officer time for work in default - Support Officer	34.00	29.17	5.83	35.00	2.9%
<sup>^^</sup> Charges for works carried out during the following times: Monday - Friday (7pm - 8am) - time and a half, Saturday - time and a half and Sunday & Bank Holidays - double time.					
<b>Community Services</b>					
CCTV charge	131.00	134.00	-	134.00	2.3%

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Description	2024-25		2025-26		%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Filming charge	POA	POA	POA	POA	
Garage Rents					
Garage Occupancy charges (weekly charge):					
GF Garages Discounted	20.00	17.50	3.50	21.00	5.0%
GF Garages Premium	25.00	21.67	4.33	26.00	4.0%
Campus East Lower Car Park Garages Rents	24.00	20.83	4.17	25.00	4.2%

\*\*\*\* If you are a Council tenant you may not need to pay VAT on your garage, please see <https://www.welhat.gov.uk/garages> for more information.

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Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
<b>Planning</b>					
<b>Householder Applications:</b>					
Residential properties enlargement, improvement/alteration of dwellings for domestic purposes, including works within boundary - 1 dwelling	258.00	258.00	-	258.00	0.0%
<b>Outline Applications:</b>					
<b>The erection of dwellinghouses:</b>					
Site less than 0.5ha - price per 0.1ha (or part thereof)	578.00	578.00	-	578.00	0.0%
Site between 0.5ha and 2.5ha - price per 0.1ha (or part thereof)	624.00	624.00	-	624.00	0.0%
Site greater than 2.5ha -	15,433.00	15,433.00	-	15,433.00	0.0%
plus price per 0.1ha above 2.5ha (or part thereof)	186.00 (maximum £202,500)	186.00 (maximum £202,500)	-	186.00 (maximum £202,500)	0.0%
<b>The erection of buildings (not dwellinghouses):</b>					
Site less than 1ha - price per 0.1ha (or part thereof)	578.00	578.00	-	578.00	0.0%
Site between 1ha and 2.5ha - price per 0.1ha (or part thereof)	624.00	624.00	-	624.00	0.0%
Site greater than 2.5ha -	15,433.00	15,433.00	-	15,433.00	0.0%
plus price per 0.1ha above 2.5ha (or part thereof)	186.00 (maximum £202,500)	186.00 (maximum £202,500)	-	186.00 (maximum £202,500)	0.0%
<b>Full applications:</b>					
<b>(and First Submissions of Reserved Matters; or Technical Details Consent)</b>					
<i>Alterations/extensions to dwellinghouses, including works within boundaries</i>					
Single dwellinghouse (or single flat)	258.00	258.00	-	258.00	0.0%
Two or more dwellinghouses (or two or more flats)	509.00	509.00	-	509.00	0.0%
<b>The erection of dwellinghouses:</b>					

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Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
Up to 10 new dwellings - price per dwelling	578.00	578.00	-	578.00	0.0%
Between 10 and 50 new dwellings - price per dwelling	624.00	624.00	-	624.00	0.0%
51 or more new dwellings -	30,860.00	30,860.00	-	30,860.00	0.0%
plus fee per additional dwelling above 50	186.00 (maximum £405,000)	186.00 (maximum £405,000)	-	186.00 (maximum £405,000)	0%
<i>Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery) - other cases (of</i>					
No increase in gross floor space created	293.00	293.00	-	293.00	0.0%
If less than 40sqm	293.00	293.00	-	293.00	0.0%
If between 40sqm - 1000sqm gross floor space, price per each 75sqm (or part thereof)	578.00	578.00	-	578.00	0.0%
If between 1000sqm - 3750sqm, price per each 75sqm (or part thereof)	624.00	624.00	-	624.00	0.0%
If greater than 3750sqm gross floor space	30,680.00	30,680.00	-	30,680.00	0.0%
plus additional fee per each 75sqm over 3750sqm (or part thereof)	186.00 (maximum £405,000)	186.00 (maximum £405,000)	-	186.00 (maximum £405,000)	0%
<i>The erection of buildings (on land used for agriculture for agricultural purposes)</i>					
If less than 465sqm gross floor space created	120.00	120.00	-	120.00	0.0%
If between 465sqm - 540sqm gross floor space created	578.00	578.00	-	578.00	0.0%
If between 540sqm - 1000sqm gross floor space created (for first 540 sq.)	578.00	578.00	-	578.00	0.0%
plus fee per additional 75sqm above 540sqm	578.00	578.00	-	578.00	0.0%
If between 1000sqm - 4215sqm gross floor space created (for first 1000sqm)	624.00	624.00	-	624.00	0.0%
plus fee per additional 75sqm above 1000sqm	624.00	624.00	-	624.00	0.0%
If over 4215sqm floor space created -	30,860.00	30,860.00	-	30,860.00	0.0%
plus fee per additional 75sqm (or part thereof) above 4215sqm	186.00 (maximum £405,000)	186.00 (maximum £405,000)	-	186.00 (maximum £405,000)	0%

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

Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
<i>Erection of glasshouses (on land used for the purposes of agriculture)</i>					
Up to 465sqm	120.00	120.00	-	120.00	0.0%
Between 465sqm and 1000sqm	3,225.00	3,225.00	-	3,225.00	0.0%
Exceeding 1000sqm	3,483.00	3,483.00	-	3,483.00	0.0%
<i>Erection/alterations/replacement of plant and machinery</i>					
Erection, alteration or replacement of plant & machinery where site area does not exceed 1ha - fee per 0.1ha (or part thereof)	578.00	578.00	-	578.00	0.0%
where site area is between 1ha and 5ha - fee per 0.1ha (or part thereof)	624.00	624.00	-	624.00	0.0%
where site area exceeds 5ha -	30,860.00	30,860.00	-	30,860.00	0.0%
plus fee per additional 0.1 ha (or part thereof)	186.00 (maximum £405,000)	186.00 (maximum £405,000)	-	186.00 (maximum £405,000)	0%
<i>Applications other than building works:</i>					
Car parks, service roads or other accesses (for existing uses)	293.00	293.00	-	293.00	0.0%
<i>Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction)</i>					
Where site area does not exceed 15ha - fee for each 0.1 ha (or part thereof)	316.00	316.00	-	316.00	0.0%
Where site area exceeds 15ha -	47,161.00	47,161.00	-	47,161.00	0.0%
plus additional fee per 0.1ha above 15ha (or part thereof)	186.00 (maximum £105,300)	186.00 (maximum £105,300)	-	186.00 (maximum £105,300)	0.0%
<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)	686.00	686.00	-	686.00	0.0%
Where site area exceeds 7.5ha	51,395.00	51,395.00	-	51,395.00	0.0%
plus additional fee for each 0.1ha above 7.5ha (or part thereof)	204.00 (maximum £405,000)	204.00 (maximum £405,000)	-	204.00 (maximum £405,000)	0.0%
<i>Operations (other than exploratory drilling) for the winning and working of oil or natural gas</i>					



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Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
Where site area does not exceed 15ha - fee per 0.1ha (or part thereof)	347.00	347.00	-	347.00	0.0%
Where site area exceeds 15ha	52,002.00	52,002.00	-	52,002.00	0.0%
plus additional fee for each 0.1ha above 15ha	204.00 (maximum £105,300)	204.00 (maximum £105,300)	-	204.00 (maximum £105,300)	0.0%
<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)	316.00	316.00	-	316.00	0.0%
Where site area exceeds 15ha -	47,161.00	47,161.00	-	47,161.00	0.0%
plus additional fee per 0.1ha above 15ha	186.00 (maximum £105,300)	186.00 (maximum £105,300)	-	186.00 (maximum £105,300)	0.0%
<i>Other operations (not coming within any of the above categories)</i>					
Any site area each 0.1 hectare (or part thereof)	293.00 (maximum £2,535)	293.00 (maximum £2,535)	-	293.00 (maximum £2,535)	0.0%
<i>Change of Use of a building to use as one or more separate dwellinghouses, or other cases</i>					
To 10 or fewer dwellings - fee per dwelling	578.00	578.00	-	578.00	0.0%
Between 10 and 50 dwellings - fee per dwelling	624.00	624.00	-	624.00	0.0%
51 or more dwellings - fee per dwelling -	30,860.00	30,860.00	-	30,860.00	0.0%
plus additional fee per dwelling over 50	186.00 (maximum £405,000)	186.00 (maximum £405,000)	-	186.00 (maximum £405,000)	0.0%
Other Changes of Use of a building or land	578.00	578.00	-	578.00	0.0%
<b>Lawful Development Certificate</b>					
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	293.00	293.00	-	293.00	0.0%
Proposed use or operation	Half normal planning fee	Half normal planning fee	-	Half normal planning fee	

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

Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
<b>Prior Approval (under Permitted Development rights)</b>					
Larger Home Extensions	120.00	120.00	-	120.00	0.0%
Additional storeys on a home	120.00	120.00	-	120.00	0.0%
Agricultural and Forestry buildings & operations	120.00	120.00	-	120.00	0.0%
Demolition of buildings	120.00	120.00	-	120.00	0.0%
Communications (previously referred to as 'Telecommunications Code Systems Operators')	578.00	578.00	-	578.00	0.0%
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)	120.00	120.00	-	120.00	0.0%
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	120.00	120.00	-	120.00	0.0%
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School	120.00	120.00	-	120.00	0.0%
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)	120.00	120.00	-	120.00	0.0%

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

Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E) to Dwellinghouses (Use Class C3)	125.00 (for each dwellinghouse)	125.00 (for each dwellinghouse)	-	125.00 (for each dwellinghouse)	0.0%
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)	120.00	120.00	-	120.00	0.0%
or if it includes building operations in connection with the change of use	258.00	258.00	-	258.00	0.0%
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)	120.00	120.00	-	120.00	0.0%
or if it includes building operations in connection with the change of use	258.00	258.00	-	258.00	0.0%
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3)	120.00	120.00	-	120.00	0.0%
or if it includes building operations in connection with the change of use	258.00	258.00	-	258.00	0.0%
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	120.00	120.00	-	120.00	0.0%

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Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
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	120.00	120.00	-	120.00	0.0%
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	120.00	120.00	-	120.00	0.0%
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	120.00	120.00	-	120.00	0.0%
Erection, extension, or alteration of a university building	120.00	120.00	-	120.00	0.0%
Movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc	120.00	120.00	-	120.00	0.0%
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	120.00	120.00	-	120.00	0.0%
Construction of new dwellinghouses - not more than 10 dwellings	418.00 (for each dwelling)	418.00 (for each dwelling)	-	418.00 (for each dwelling)	0.0%
Construction of new dwellinghouses - between 10 and 50 dwellings	451.00 (for each dwelling)	451.00 (for each dwelling)	-	451.00 (for each dwelling)	0.0%
Construction of new dwellinghouses - more than 50 dwellings	22,309.00	22,309.00	-	22,309.00	0.0%
plus additional fee per dwelling over 50	135.00 (maximum £405,000)	135.00 (maximum £405,000)	-	135.00 (maximum £405,000)	0.0%
<b>Reserved Matters</b>					

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Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
Approval of reserved matters following outline approval	Full fee due or if full fee already paid then £578 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	
<b>Removal/Variation/Approval/Discharge of condition</b>					
Removal or variation of a condition following grant of planning permission	293.00	293.00	-	293.00	0.0%
Discharge of condition(s) – Approval of details and/or confirmation that one or more planning conditions have been met					
Householder permissions	43.00	43.00	-	43.00	0.0%
All other permissions	145.00	145.00	-	145.00	0.0%
<b>Advertising</b>					
Relating to the business on the premises	165.00	165.00	-	165.00	0.0%
Advance signs which are not situated on or visible from the site, directing the public to a business	165.00	165.00	-	165.00	0.0%
Other advertisements	578.00	578.00	-	578.00	0.0%
<b>Non-material Amendment Following a Grant of Planning Permission</b>					
Householder	43.00	43.00	-	43.00	0.0%
Any other development	293.00	293.00	-	293.00	0.0%
<b>Permission in Principle</b>					
Site area for each 0.1 hectare (or part thereof)	503.00	503.00	-	503.00	0.0%
<b>S106/legal agreements / obligations (excludes any legal costs incurred by the Council which are paid)</b>					
Confirmation of compliance with clause(s)	377.00	320.83	64.17	385.00	2.1%
Discharge or modification of obligation (all except householder)	707.00	600.83	120.17	721.00	2.0%
Monitoring and Administration of s106 planning obligations - 5% of the total value of the contributions up to a maximum of £1000. All legal costs for Section 106 Agreements and Unilateral Undertakings will be paid for by the Applicant. The					
<b>Pre Application Advice</b>					
<b>Detailed Written Advice</b>					

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Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
Household	210.00	179.17	35.83	215.00	2.4%
Listed Building	300.00	255.00	51.00	306.00	2.0%
1-3 dwellings	610.00	519.17	103.83	623.00	2.1%
4-9 dwellings up to 999 sqm less than 0.5 hectares change of Use to 499 sqm	1,980.00	1,683.33	336.67	2,020.00	2.0%
10-24 dwellings Up to 1,999 sqm 0.5 - 1 hectares Change of Use 500+ sqm	4,530.00	3,850.83	770.17	4,621.00	2.0%
25-49 dwellings up to 4,999 sqm more than 1 hectare	7,550.00	6,417.50	1,283.50	7,701.00	2.0%
50-99 dwellings up to 10,000 sqm	9,060.00	7,701.67	1,540.33	9,242.00	2.0%
100+ dwellings more than 10,000 sqm/major development for listed building	Bespoke fees to be agreed with officers				
<b>Meeting to discuss the proposal</b>					
Householder - max 1 hour	151.00	128.33	25.67	154.00	2.0%
Listed Building - to include Heritage Officer for max 1 hour	303.00	257.50	51.50	309.00	2.0%
1-3 dwellings - for max 1 hour	226.00	192.50	38.50	231.00	2.2%
4-9 dwellings up to 999 sqm less than 0.5 hectares change of Use to 499 sqm - for max 2 hours	451.00	383.33	76.67	460.00	2.0%
10-24 dwellings Up to 1,999 sqm 0.5 - 1 hectares Change of Use 500+ sqm - for max 2 hours	754.00	640.83	128.17	769.00	2.0%
25-49 dwellings up to 4,999 sqm more than 1 hectare for - max 2 hours	1,513.00	1,287.50	257.50	1,545.00	2.1%
50-99 dwellings up to 10,000 sqm - for max 2 hours	2,266.00	1,926.67	385.33	2,312.00	2.0%
100+ dwellings more than 10,000 sqm/major development for listed building	Bespoke fees to be agreed with officers				
The following would be in addition to the cost for drawing up and agreeing the Planning Performance					
The Local Planning Authority will, for each development, keep a record of the costs and/or hours worked for					
<b>The following charges are given for a development of 100 houses and is indicative of the level and</b>					
<b>Officer Time</b>					
Principal Development Management Officer^	6,580.00	5,593.33	1,118.67	6,712.00	2.0%

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Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
Senior Development Management Officer ^	19,740.00	16,779.17	3,355.83	20,135.00	2.0%
^These charges are on the basis of a Senior Planning Officer leading the discussions for WHBC and upon					
<b>Assessments</b>					
Viability assessment	26,320.00	22,372.50	4,474.50	26,847.00	2.0%
Legal – re obligations/ advice	6,580.00	5,593.33	1,118.67	6,712.00	2.0%
Marketing assessment	13,160.00	11,186.67	2,237.33	13,424.00	2.0%
Daylight/Sunlight assessment	9,870.00	8,390.00	1,678.00	10,068.00	2.0%
Economic/Employment Statement	13,160.00	11,186.67	2,237.33	13,424.00	2.0%
<b>Consultees</b>					
Environmental Health –					
- Contaminated Land	1,310.00	1,114.17	222.83	1,337.00	2.1%
- Air Quality	660.00	561.67	112.33	674.00	2.1%
- Noise	530.00	451.67	90.33	542.00	2.3%
- Vibration	530.00	450.83	90.17	541.00	2.1%
- Odour	990.00	841.67	168.33	1,010.00	2.0%
- Lighting	660.00	561.67	112.33	674.00	2.1%
- Health Impact Assessments	660.00	561.67	112.33	674.00	2.1%
Landscaping (arboricultural implications)	660.00	561.67	112.33	674.00	2.1%
Conservation – Heritage	990.00	841.67	168.33	1,010.00	2.0%
Conservation – Biodiversity	660.00	561.67	112.33	674.00	2.1%
Archaeology	660.00	561.67	112.33	674.00	2.1%
Client Services	330.00	280.83	56.17	337.00	2.1%
Policy	1,310.00	1,114.17	222.83	1,337.00	2.1%
Housing Department (Affordable Housing)	1,310.00	1,114.17	222.83	1,337.00	2.1%
Amenity, Playspace, Open Space	1,310.00	1,114.17	222.83	1,337.00	2.1%
Structural Assessment of Building	660.00	561.67	112.33	674.00	2.1%
<b>Estates Management Scheme</b>					

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

Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
<b>Replacement</b> – Genuinely Like for Like The replacement of an existing feature that will not alter its location, scale, appearance, design, materials and colour	75.00	77.00	-	77.00	2.7%
<b>Environmental Projects</b> The addition of environmental/alternative energy initiatives to the host property or land, such as rainwater harvesting, air source heat pumps, electric charging points, wall insulation, wind turbine, photovoltaic cells, solar hot water panels.	Free	Free		Free	
<b>Tree or Hedgerow Works</b> : The removal or works to an existing tree 4 metres (15 feet) tall or greater. Application for the removal of a hedge.	30.00	30.60	-	31.00	3.3%
<b>Small Projects:</b> A proposed feature not currently present, or existing where the alteration is not replacing like for like on the property or land – small scale and impact. Examples may include: chimney, flue, guttering, sheds/fencing, aerials, soffits/bargeboards, lighting, external boilers.	83.00	85.00	-	85.00	2.4%
<b>Medium Projects:</b> A proposed feature not currently present, or existing where the alteration is not replacing like for like on the property or land – large scale and impact. Examples may include: external door/windows, replacement of roof, new garden rooms	154.00	157.00	-	157.00	1.9%



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Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
<b>Major Projects</b> : 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.	£40 per sqm to max of £750	£40.8 per sqm to max of £750	-	£41 per sqm to max of £750	3.5%
<b>Retrospective Estate Management Consent</b>	266.00	271.00	-	271.00	1.9%
<b>Planning Policy</b>					
<b>Planning Policy Documents</b>					
Local Plan Consultation Document 2015	19.00	19.00	-	19.00	0.0%
postage and packing	4.60	3.92	0.78	4.70	2.2%
Local Plan Consultation Document Statement	37.00	38.00	-	38.00	2.7%
postage & packing	4.60	3.92	0.78	4.70	2.2%
Sustainability Appraisal Report and Appendices	58.00	59.20	-	59.20	2.1%
postage & packing	6.20	5.33	1.07	6.40	3.2%
Draft Infrastructure Delivery Plan 2015	19.00	19.40	-	19.40	2.1%
postage & packing	1.90	1.67	0.33	2.00	5.3%
District Plan Written Statement & Proposal Maps	71.00	72.00	-	72.00	1.4%
postage & packing	4.60	3.92	0.78	4.70	2.2%
Written Statement only	45.00	46.00	-	46.00	2.2%
postage & packing	4.60	3.92	0.78	4.70	2.2%
Proposal Maps only	26.00	27.00	-	27.00	3.8%
postage & packing	1.90	1.67	0.33	2.00	5.3%
Parking Standards adopted January 2004	26.00	27.00	-	27.00	3.8%
postage & packing	1.60	1.42	0.28	1.70	6.2%
Draft Local Plan Proposed Submission document August 2016	19.00	19.00	-	19.00	0.0%
postage & packing	4.60	3.92	0.78	4.70	2.2%

**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	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
Draft Local Plan Proposed Submission Policies Maps August 2016	39.00	40.00	-	40.00	2.6%
postage & packing	4.60	3.92	0.78	4.70	2.2%
Summary and Guide	Free	Free	Free	Free	
postage & packing	1.80	1.67	0.33	2.00	11.1%
Sustainability Appraisal Non Technical Summary 2016	22.00	23.00	-	23.00	4.5%
postage & packing	2.20	1.92	0.38	2.30	4.5%
Sustainability Appraisal Report 2016	45.00	46.00	-	46.00	2.2%
postage & packing	4.60	3.92	0.78	4.70	2.2%
Sustainability Appraisal Appendices 1-5 2016	41.00	42.00	-	42.00	2.4%
postage & packing	4.60	3.92	0.78	4.70	2.2%
Sustainability Appraisal Annex 2016	51.00	52.00	-	52.00	2.0%
postage & packing	21.60	18.33	3.67	22.00	1.9%
Habitats Regulatory Assessment 2016	22.00	23.00	-	23.00	4.5%
postage & packing	2.20	1.92	0.38	2.30	4.5%
Green Corridor Strategic Framework Plan 2016	12.00	12.00	-	12.00	0.0%
postage & packing	2.50	2.50	0.50	3.00	20.0%
British Aerospace Supplementary Planning Guidance	13.00	13.00	-	13.00	0.0%
postage & packing	1.90	1.67	0.33	2.00	5.3%
Broadwater Road Supplementary Planning Document	19.00	19.00	-	19.00	0.0%
postage & packing	1.50	1.67	0.33	2.00	33.3%
Digswell Character Appraisal 2004	32.00	33.00	-	33.00	3.1%
postage & packing	1.50	1.33	0.27	1.60	6.7%
Welwyn Garden City Conservation Area Appraisal	19.00	19.00	-	19.00	0.0%
postage & packing	1.50	1.33	0.27	1.60	6.7%
High View Supplementary Planning Document	19.00	19.00	-	19.00	0.0%
postage & packing	1.50	1.33	0.27	1.60	6.7%
Welwyn Hatfield Green Belt Study Stage 3 August 2018	96.00	98.00	-	98.00	2.1%
postage & packing	21.60	18.33	3.67	22.00	1.9%

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Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
Supplementary Design Guidance	26.00	27.00	-	27.00	3.8%
postage & packing	1.60	1.42	0.28	1.70	6.2%
Consultation on sites promoted through the Call for Sites 2019	18.00	18.00	-	18.00	0.0%
postage & packing	3.10	2.67	0.53	3.20	3.2%
<b>Estates</b>					
Legal Fees for grant of a Freehold Reversions - 99 and 999 year lease - Informal approach	702.00	N/A	N/A	N/A	
Legal fees for grant of a Freehold Reversions - 99 and 999 year lease - Statutory Request	942.00	805.00	161.00	966.00	2.5%
Freehold Reversions - 999 year lease - valuation - Informal request - Dealt with internally	180.00	N/A	N/A	N/A	
Freehold Reversions - 999 year lease - valuation - Informal request - Dealt with externally	720.00	N/A	N/A	N/A	
Freehold Reversions - 999 year lease - valuation - Statutory Request	1,020.00	375.00	75.00	450.00	-55.9%
Freehold Reversions - 99 year lease - valuation - Informal request	180.00	N/A	N/A	N/A	
Freehold Reversions - 99 year lease - valuation - Informal request	942.00	N/A	N/A	N/A	
Freehold Reversions - 99 year lease - valuation - Statutory Request	1,080.00	900.00	180.00	1,080.00	0.0%
Legal Fees for a Residential Long Lease Extensions - Houses - Informal Approach	702.00	N/A	N/A	N/A	
Legal Fees for a Residential Long Lease Extensions - Houses - Statutory Request	942.00	805.00	161.00	966.00	2.5%
Residential Long Lease Extension Valuations - Houses - Informal Request - Dealt with internally	180.00	N/A	N/A	N/A	

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Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
Residential Long Lease Extension Valuations - Houses - Statutory Request	1,200.00	1,000.00	200.00	1,200.00	0.0%
Legal Fees for a Residential Long Lease Extension - Flats - Informal approach	1,386.00	N/A	N/A	N/A	
Legal Fees for a Residential Long Lease Extension - Flats - Statutory Request	1,620.00	1,385.00	277.00	1,662.00	2.6%
Residential Long Lease Extension Valuations - Flats - Informal request	258.00	N/A	N/A	N/A	
Residential Long Lease Extension Valuations - Flats - Informal request	702.00	N/A	N/A	N/A	
Residential Long Lease Extension Valuations - Flats - Statutory Request	1,080.00	900.00	180.00	1,080.00	0.0%
Document copying - If from paper copy	81.00	69.17	13.83	83.00	2.5%
Provision of VAT invoice for fees and charges	81.00	69.17	13.83	83.00	2.5%
Assignments or Change of use or deed of Variation	1,386.00	1,180.00	236.00	1,416.00	2.2%
Grant of licences / land sales - HRA and GF	1,386.00	1,180.00	236.00	1,416.00	2.2%
Minor Asset Disposal Valuations (eg. Land Sale Requests & Hsg Garage Valuations)	300.00	255.00	51.00	306.00	2.0%
Valuation Fee - Covenant Consent - Driveway or creation of off road parking	390.00	330.00	66.00	396.00	1.5%
Valuation Fee - Covenant Consent - Major Extension	990.00	845.00	169.00	1,014.00	2.4%
Valuation Fee - Covenant Consent - 1 extra dwelling	1,650.00	1,405.00	281.00	1,686.00	2.2%
Valuation Fee - Covenant Consent 2-3 extra dwellings	2,640.00	2,244.17	448.83	2,693.00	2.0%
Valuation Fee - Covenant Consent 4+ additional dwellings	POA	POA	POA	POA	POA

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

Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
Former Landowners Consent by exchange of e-mails - minor works only where no valuation needed	150.00	127.50	25.50	153.00	2.0%
Former Landowners Consent by way of formal letter - minor works only where no valuation needed	180.00	155.00	31.00	186.00	3.3%
Legal Fees for deed documenting Covenant Consent for major works	1,350.00	1,150.00	230.00	1,380.00	2.2%
Legal fees for deed documenting Covenant Consent release of single dwelling covenant and consent for works	2,172.00	1,850.00	370.00	2,220.00	2.2%
Responses to LPE1's and similar enquiries on title.	210.00	178.33	35.67	214.00	1.9%
Valuation for consent under the single dwelling covenant for HMO	1,182.00	1,005.00	201.00	1,206.00	2.0%
Event Consent Request (non-commercial)	78.00	75.00	15.00	90.00	15.4%
Event Consent Request (commercial) < 300 people	198.00	175.00	35.00	210.00	6.1%
Event Consent Request (commercial) 300 - 499 people	366.00	315.00	63.00	378.00	3.3%
Event Consent Request (commercial) >=500 people	1,470.00	1,249.17	249.83	1,499.00	2.0%
<b>Campus West</b>					
<b>Garden City Cinema - Monday to Thursday</b>					
- Full Price	10.00	8.33	1.67	10.00	0.0%
- Concessions (U16 / Seniors / Student)	8.75	7.50	1.50	9.00	2.9%
- Full Price 3D Films	13.00	10.83	2.17	13.00	0.0%
- 3D Films Concession (U16 / Seniors / Student)	12.00	10.00	2.00	12.00	0.0%
- Screenings starting before 5pm No Zebra Discount	7.00	5.83	1.17	7.00	0.1%
<b>- Friday to Sunday</b>					
- Full Price	12.00	10.00	2.00	12.00	0.0%

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Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
- Concessions (U16 / Seniors / Student)	10.60	9.00	1.80	10.80	1.9%
- Full Price 3D Films	14.50	12.33	2.47	14.80	2.1%
- 3D Film Concessions (U16 / Seniors / Student)	13.50	11.50	2.30	13.80	2.2%
<b>Hawthorne Theatre - Theatrical Hire Fee</b>					
Monday to Thursday					
8 hrs Theatre Hire	1,525.00	1,295.83	259.17	1,555.00	2.0%
Friday to Sunday					
8 hrs Theatre Hire	1,950.00	1,658.33	331.67	1,990.00	2.1%
<b>Screen Hire</b>					
<b>Screen 1</b>					
8am to 1pm	580.00	493.33	98.67	592.00	2.1%
1pm - 4pm	580.00	493.33	98.67	592.00	2.1%
4pm - 11pm	580.00	493.33	98.67	592.00	2.1%
<b>Screen 2</b>					
8am to 1pm	860.00	730.83	146.17	877.00	2.0%
1pm - 4pm	860.00	730.83	146.17	877.00	2.0%
4pm - 11pm	860.00	730.83	146.17	877.00	2.0%
<b>Roller City</b>					
- Skate Admission Only	9.50	10.00	-	10.00	5.2%
- Skate Hire	3.60	3.08	0.62	3.70	2.8%
- Spectator Charge	6.50	5.58	1.12	6.70	3.0%
<b>Soft Play City</b>					
Children 12 month or under	Free	Free	Free	Free	
Children 1 to 3 years	6.00	5.00	1.00	6.00	0.0%
Children 4 to 9 years	8.26	7.08	1.42	8.50	3.0%
Accompanying Adults	6.00	5.00	1.00	6.00	0.0%
Registered Child Minder (Mon to Fri only)	Free	Free	Free	Free	
<b>Mill Green Museum &amp; Welwyn Roman Baths</b>					
Adult entry fee single (same for both sites)	6.00	6.00	-	6.00	0.0%
Child entry fee single (same for both sites)	2.00	2.00	-	2.00	0.0%

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Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
Special Events for Children (maximum charge)	9.00	9.00	-	9.00	0.0%
Children's drop in activity (minimum charge)	6.00	6.00	-	6.00	0.0%
General School visit	6.50	6.80	-	6.80	4.6%
General School visit minimum charge (based on 25 pupils)	163.00	165.00	-	165.00	1.2%
Bath House exclusive school tour-only visit per class (up to 45 pupils)	135.00	138.00	-	138.00	2.2%
Extra Charge for Miller (on non milling days)	100.00	105.00	-	105.00	5.0%
Combined visit to Museum and Roman Bath House per child	11.00	11.00	-	11.00	0.0%
Combined visit to Museum and Roman Bath House minimum charge (based on 25 pupils @ 11.70)	275.00	280.00	-	280.00	1.8%
Private Hire of Study Area (1/2 day)	127.00	130.00	-	130.00	2.4%
Private Hire of Study Area (full day)	237.00	242.00	-	242.00	2.1%
Non-private Garden Hire (per hour until 5pm)	60.00	62.00	-	62.00	3.3%
Private hire Garden after hours per hour	80.00	102.00	-	102.00	27.5%
Private hire Garden use until 5pm per hour (during opening hours)	100.00	102.00	-	102.00	2.0%
Private hire Mill tours after hours per hour	80.00	85.00	-	85.00	6.3%
Photocopying - single sheet	1.00	0.83	0.17	1.00	0.0%
Photocopying - double sided	1.50	1.33	0.27	1.60	6.7%
Digital Capture (by Staff) 5 copies (same/different)	44.00	37.50	7.50	45.00	2.3%
Digital capture (1 image)	5.70	6.00	-	6.00	5.3%
<b>Reproduction Rights</b>					
Works by national / non-Herts Museums - one country	72.00	62.50	12.50	75.00	4.2%
Works by national / non-Herts Museums - worldwide	138.00	116.67	23.33	140.00	1.4%
Self publishing: local history (print run <10)	8.60	7.50	1.50	9.00	4.7%

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Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
Self publishing: local history (print run >10 <500)	17.00	15.00	3.00	18.00	5.9%
Academic / local history (print run < 2,000)**	52.00	44.17	8.83	53.00	1.9%
Academic / local history (print run > 2,000)**	84.00	71.67	14.33	86.00	2.4%
Commercial / non-academic (print run < 500)**	44.00	41.67	8.33	50.00	13.6%
Commercial / non-academic (print run > 500 < 2,000)**	84.00	71.67	14.33	86.00	2.4%
Commercial / non-academic (print run > 2,000)**	110.00	100.00	20.00	120.00	9.1%
Newspapers / magazines - National**	211.00	180.00	36.00	216.00	2.4%
Newspapers / magazines - Local**	106.00	91.67	18.33	110.00	3.8%
Internet / Website - commercial / individual**	29.00	25.00	5.00	30.00	3.4%
Internet / Website - academic**	7.40	6.67	1.33	8.00	8.1%
External exhibition loans - national / commercial	116.00	99.17	19.83	119.00	2.6%
Public / educational talks - national / commercial	57.00	50.00	10.00	60.00	5.3%
Email of each Digital Image	3.70	3.33	0.67	4.00	8.1%
Commercial Requests upon application	POA	POA	POA	POA	
Archaeology Deposits (single item / box)	POA	POA	POA	POA	
<i>**Fees doubled for worldwide usage</i>					
<b>Room/Hall Hire</b>					
<b>Campus West / Vineyard Barn / Hazel Grove / Panshanger</b>					
- Exercise Class (per session)	8.00	8.00	-	8.00	0.0%
<b>Community Centres - Room Hires (Hazel Grove, Vineyard Barn, Panshanger, Hilltop)</b>					
Large Rooms (per hour)	25.00	26.00	-	26.00	4.0%
Small Rooms (per hour)	23.00	24.00	-	24.00	4.3%
Sheridan Studio At Campus West (per hour)	31.00	32.00	-	32.00	3.2%



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Description	2024-25	2025-26			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
<b>Hatfield Stage Hire Fees</b>					
Hiring of stage	POA	POA	POA	POA	
<b>Car Parking</b>					
<b>Northaw Great Wood</b>					
Annual car parking permit	33.00	27.92	5.58	33.50	1.5%
<b>Parking Permits</b>					
Resident motorcycle (per annum)	23.00	23.50	-	23.50	2.2%
Resident first vehicle (per annum)*	43.00	44.00	-	44.00	2.3%
Resident second vehicle (per annum)	70.00	71.50	-	71.50	2.1%
Resident third vehicle (per annum)	95.00	97.50	-	97.50	2.6%
Carers permit ( per annum)	Free	Free	Free	Free	
Business Vehicle ( per annum)	273.00	280.00	-	280.00	2.6%
Landlord and Resident** daily visitor vouchers (Pack of 20)	21.00	21.50	-	21.50	2.4%
Refund request ( admin fee)	11.00	11.50	-	11.50	4.5%
Change of address/vehicle (admin fee)	11.00	11.50	-	11.50	4.5%
<i>*Resident first vehicle (per</i>					
<i>**those in receipt of state</i>					
<b>Hatfield Multi-Storey</b>					
0 - 3 Hours	Free	Free	Free	Free	Free
3 - 4 Hours	4.15	3.54	0.71	4.25	2.4%
Daily Tickets 4+ hrs (Mon - Sat)	7.70	6.54	1.31	7.85	1.9%
<b>Kennelwoods CP</b>					
0 - 1 Hours**	Free	Free	Free	Free	Free
1 - 4 Hours**	3.90	3.33	0.67	4.00	2.6%
<i>**change in regime due to redevelopment</i>					
Hatfield Vista Resident Permit (per annum)	40.00	33.33	6.67	40.00	0.0%
<b>Hunters Bridge (Monday - Friday)</b>					
0 - 30 minutes	Free	Free	Free	Free	Free
30 minutes - 2 hours	2.05	1.83	0.37	2.20	7.2%
2 - 3 hours	3.30	2.67	0.53	3.20	-3.0%

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Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
3 - 4 hours	4.50	3.50	0.70	4.20	-6.7%
Daily tickets 4 + hrs	8.35	6.25	1.25	7.50	-10.2%
<b>Hunters Bridge (Saturday)</b>					
0 - 30 minutes	Free	Free	Free	Free	Free
30 minutes - 2 hours	1.95	1.67	0.33	2.00	2.6%
2 - 3 hours	3.10	2.67	0.53	3.20	3.4%
3 - 4 hours	4.25	3.50	0.70	4.20	-1.1%
Daily tickets 4 + hrs	7.80	6.25	1.25	7.50	-3.8%
<b>Hunters Bridge (Sunday)</b>					
0 - 30 minutes	Free	Free	Free	Free	Free
Sunday (daily)	Free	Free	Free	Free	Free
<b>Campus West (Monday - Friday)</b>					
0 - 30 minutes	Free	Free	Free	Free	Free
30 minutes - 2 hours	2.05	1.83	0.37	2.20	7.2%
2 - 3 hours	3.30	N/A	N/A	N/A	
3 - 4 hours	4.50	N/A	N/A	N/A	
2 - 4 hours	-	3.00	0.60	3.60	
Daily tickets 4 + hrs ( Mon - Fri)	8.35	7.29	1.46	8.75	4.8%
<b>Campus West (Saturday)</b>					
0 - 30 minutes	Free	Free	Free	Free	Free
30 minutes - 2 hours	1.95	1.67	0.33	2.00	2.6%
2 - 3 hours	3.10	N/A	N/A	N/A	
3 - 4 hours	4.25	N/A	N/A	N/A	
2 - 4 hours	-	3.00	0.60	3.60	
Daily tickets 4 + hrs	7.80	7.33	1.47	8.80	12.8%
<b>Campus West (Sunday)</b>					
0 - 30 minutes	Free	Free	Free	Free	Free
Sunday (daily)	Free	Free	Free	Free	Free
<b>Cherry Tree (Monday - Friday)</b>					

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Description	2024-25	2025-26			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
0 - 30 minutes	Free	N/A	N/A	N/A	
30 mins - 2 hours	2.05	N/A	N/A	N/A	
2 - 3 hours	3.30	N/A	N/A	N/A	
3 - 4 hours	4.50	N/A	N/A	N/A	
Daily tickets 4 + hrs	8.35	N/A	N/A	N/A	
<b>Cherry Tree (Saturday)</b>					
0 - 30 minutes	Free	Free	Free	Free	Free
30 mins - 2 hours	1.96	1.66	0.33	2.00	2.0%
2 - 3 hours	3.10	2.67	0.53	3.20	3.4%
3 - 4 hours	4.25	3.50	0.70	4.20	-1.1%
Daily tickets 4 + hrs	7.80	6.25	1.25	7.50	-3.8%
<b>Cherry Tree (Sunday)</b>					
0 - 30 minutes	Free	Free	Free	Free	Free
Sunday (daily)	Free	Free	Free	Free	Free
<b>Campus East (Monday - Friday)</b>					
0 - 30 minutes	Free	Free	Free	Free	Free
30 mins - 2 hours	2.05	1.83	0.37	2.20	7.2%
2 - 3 hours	3.30	2.67	0.53	3.20	-3.0%
3 - 4 hours	4.50	3.50	0.70	4.20	-6.7%
Daily tickets 4 + hrs	8.35	6.25	1.25	7.50	-10.2%
<b>Campus East (Saturday)</b>					
0 - 30 minutes	Free	Free	Free	Free	Free
30 mins - 2 hours	1.95	1.66	0.33	2.00	2.3%
2 - 3 hours	3.10	2.67	0.53	3.20	3.4%
3 - 4 hours	4.25	3.50	0.70	4.20	-1.1%
Daily tickets 4 + hrs	7.80	6.25	1.25	7.50	-3.8%
<b>Campus East (Sunday)</b>					
0 - 30 minutes	Free	Free	Free	Free	Free
Sunday (daily)	Free	Free	Free	Free	Free
<b>Season Tickets:</b>					
<b>Hatfield Multi-Storey, Dog Kennel Lane</b>					
3 month season ticket - standard	100.00	83.33	16.67	100.00	0.0%

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Description	2024-25	2025-26		%	
	Total Fee £	Fee £	VAT £*		Total Fee £
Annual Ticket	295.00	250.00	50.00	300.00	1.7%
<b>Campus West:</b>					
1 month season ticket - standard	120.00	104.17	20.83	125.00	4.2%
3 month season ticket - standard	340.00	291.67	58.33	350.00	2.9%
1 month season ticket - worker/resident	105.00	89.58	17.92	107.50	2.4%
3 month season ticket - worker / resident	295.00	250.00	50.00	300.00	1.7%
<b>Campus East Lower</b>					
1 month season ticket - standard	120.00	104.17	20.83	125.00	4.2%
3 month season ticket - standard	340.00	291.67	58.33	350.00	2.9%
1 month season ticket - worker/resident /student	105.00	90.00	18.00	108.00	2.9%
3 month season ticket - worker / resident/ student	295.00	250.00	50.00	300.00	1.7%
<b>Hunters Bridge</b>					
1 month season ticket - standard	120.00	104.17	20.83	125.00	4.2%
3 month season ticket - standard	340.00	289.00	57.80	346.80	2.0%
1 month season ticket - worker / resident	105.00	89.58	17.92	107.50	2.4%
3 month season ticket - worker / resident	295.00	250.00	50.00	300.00	1.7%
Cancellation Fees relating to Season Tickets given up before their expiry date	28.00	25.00	5.00	30.00	7.1%
Civil Parking Enforcement : Dispensations	28.00	25.00	5.00	30.00	7.1%
All areas business permit	1,000.00	1,000.00	-	1,000.00	0.0%
Parking Suspensions	£20 per day per 6 metres	£20.5 per day per 6 metres	0	£20.5 per day per 6 metres	2.5%
Replacement Lifeline pendants	44.00	44.88	-	44.88	2.0%

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Description	2024-25	2025-26			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
<b>Legal</b>					
CS156 A Certificate of Compliance	120.00	123.00	-	123.00	2.5%
DS1 or DS2 Land Registry Forms	150.00	153.00	-	153.00	2.0%
Deed Postponement of Discount	150.00	153.00	-	153.00	2.0%
Legal Photocopying Charges	65.00	66.00	-	66.00	1.5%
Reports on Title	204.00	175.00	35.00	210.00	2.9%
Boundary enquires	105.00	108.00	-	108.00	2.9%
Notice of Assignment (unless otherwise specified)	80.00	80.00	-	80.00	0.0%
Notice of Charge (unless otherwise specified)	80.00	80.00	-	80.00	0.0%
Estate Management Booklet	20.00	21.00	-	21.00	5.0%
Search Fees:					
CON29	89.00	83.33	16.67	100.00	12.4%
CON29O questions 4-21	12.00	12.50	2.50	15.00	25.0%
CON29R question 22	27.00	29.17	5.83	35.00	29.6%
CON29R (extra parcels of land)	12.00	12.50	2.50	15.00	25.0%
<b>Electoral Services</b>					
Sale of electoral registers ( data)	20.00	20.00	-	20.00	0.0%
plus per 1000 entries (data)	1.50	20.00	-	1.50	0.0%
Sale of electoral registers (printed)	10.00	20.00	-	10.00	0.0%
plus per 1000 entries (printed)	5.00	20.00	-	5.00	0.0%
<b>Democratic Services</b>					
Photocopying of information per A4 sheet	0.18	0.16	0.03	0.19	2.0%
<b>Revenues and Benefits</b>					
Court Costs for council tax & business rates	105.00	107.00	-	107.00	1.9%
<b>Cemeteries</b>					
<b>Burial Fees</b>					
<b>Private Grave</b>					
Coffin <=30" Wide and 78" Long^	950.00	970.00	-	970.00	2.1%
Large Coffin/ Casket >30" Wide and 78" Long^^	1,400.00	1,450.00	-	1,450.00	3.6%
Additional Timber Shoring	POA	POA	POA	POA	POA
Public Grave	690.00	710.00	-	710.00	2.9%

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Description	2024-25	2025-26			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Children's Grave (paid for by the Children's Fund)	625.00	650.00	-	650.00	4.0%
Shallow Grave^^	1,250.00	1,280.00	-	1,280.00	2.4%
Immurement of Mausoleum Chamber^^	525.00	540.00	-	540.00	2.9%
<b>Grant of Exclusive Right Fees</b>					
<b>Lawn Graves</b>					
Coffin <=30" Wide and 78" Long^^	1,250.00	1,280.00	-	1,280.00	2.4%
Large Coffin/ Casket >30" Wide and 78" Long^^	1,900.00	1,950.00	-	1,950.00	2.6%
Premium Graves (Chosen by family - Additional Fee)^^	325.00	325.00	-	325.00	0.0%
Extension of Grant of Exclusive Right (Lawn Cemetery 10 Year Period)^^	670.00	700.00	-	700.00	4.5%
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^^	65.00	70.00	-	70.00	7.7%
Official Copy of Grant of Exclusive Right/Search Fee^^	65.00	70.00	-	70.00	7.7%
<b>Cremated Remains and Burial Fees</b>					
Interment of Cremated Remains^^	325.00	335.00	-	335.00	3.1%
Strewing of Cremated Remains^^	195.00	200.00	-	200.00	2.6%
Immurement of cremated remains^^ (Into Mausoleum Chamber)	325.00	335.00	-	335.00	3.1%
Immurement of cremated remains^^ (Into Sanctum)	130.00	135.00	-	135.00	3.8%
Second set of cremated remains - same time^^	130.00	135.00	-	135.00	3.8%
Cremated Remains within Coffin^^	130.00	135.00	-	135.00	3.8%
<b>Cremated Remains License Fees</b>					
Cremated Remains Memorial Plot^^	650.00	700.00	-	700.00	7.7%
Commemorative Garden Tablet^^	550.00	550.00	-	550.00	0.0%
Half Size Lawn Grave^^	650.00	700.00	-	700.00	7.7%
Sanctum 2000 Vault (Hyde Cemetery)^^	950.00	970.00	-	970.00	2.1%
Memorial Garden Kerb (Hyde Cemetery)^^	375.00	400.00	-	400.00	6.7%
Additional 10 Year Licence Period^^	260.00	300.00	-	300.00	15.4%

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Description	2024-25	2025-26			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
<b>Memorial Permit Fees</b>					
Headstones - new and replacement memorials^^	255.00	225.00	45.00	270.00	5.9%
Tablet^^	130.00	116.67	23.33	140.00	7.7%
Vase^^	130.00	116.67	23.33	140.00	7.7%
Engrave an additional Subscription^^	130.00	116.67	23.33	140.00	7.7%
Kerb Setting (Hatfield Hyde)^^	325.00	291.67	58.33	350.00	7.7%
Fine for any convention to memorial regulation	635.00	650.00	-	650.00	2.4%
Permit to clean Memorial	35.00	40.00	-	40.00	14.3%
Permit to Repair Memorial	125.00	140.00	-	140.00	12.0%
^^Non Residential fees - all of the above fees are trebled for a person who at the time of death resides outside the borough of Welwyn Hatfield. Any fees relating to the grave afterwards will also be trebled. The only exceptions to the trebling of fees are as follows:					
- If a 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					
<b>Cremations</b>					
Adult cremation (18 years and older)	1,100.00	1,100.00	-	1,100.00	0.0%
Child cremation (17 years and younger) (paid for by the Children's Fund)	625.00	650.00	-	650.00	4.0%
Weekday Early Morning Service (Mon-Fri). Includes 20 minute service.	600.00	600.00	-	600.00	2.0%
Direct Cremation ( unattended with no service permitted)	500.00	500.00	-	500.00	0.0%
Direct Cremation ( unattended with no service permitted with Virtual Memorial Service VMS)	n/a	500.00	-	500.00	n/a
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.					
<b>Surcharges</b>					
Saturday cremation (additional cost to above)	270.00	280.00	-	280.00	3.7%
Additional time/hire of chapel (60 minutes, with 40 minute chapel service included)	325.00	279.17	55.83	335.00	3.1%
<b>Miscellaneous Fees</b>					
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 15 minutes	95.00	100.00	-	100.00	5.3%

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

Description	2024-25	2025-26			%
	Total Fee £	Fee £	VAT £*	Total Fee £	
Late fee for burial services - per half hour	190.00	200.00	-	200.00	5.3%
Turf Grave	70.00	80.00	-	80.00	14.3%
Permission to vault a grave space <sup>^^</sup>	580.00	600.00	-	600.00	3.4%
<sup>^^</sup> Subject to availability.					
<b>Media Services</b>					
Live webcast	40.00	n/a		n/a	
Live, on demand (for 28 days) and downloadable webcast	70.00	62.50	12.50	75.00	7.1%
Keepsake copy of webcast	70.00	62.50	12.50	75.00	7.1%
Additional copy of webcast	35.00	33.33	6.67	40.00	14.3%
<b>Visual Tribute Services</b>					
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)	50.00	45.83	9.17	55.00	10.0%
Pro Tribute (up to 25 photos professionally edited, including video footage)	90.00	79.17	15.83	95.00	5.6%
Family-made (family -made video that is checked and prepared)	30.00	29.17	5.83	35.00	16.7%
Keepsake copy of Visual Tribute	60.00	54.17	10.83	65.00	8.3%
Downloadable Pro Tribute	15.00	16.67	3.33	20.00	33.3%
Video Book	100.00	83.33	16.67	100.00	0.0%
Additional Copies of Video Book		45.83	9.17	55.00	n/a
Memorial Memory Box	135.00	116.67	23.33	140.00	3.7%
Additional Copies of Memory Book		62.50	12.50	75.00	n/a
Themed Tribute	POA	POA	POA	POA	POA
Bespoke Tribute	POA	POA	POA	POA	POA
<b>Tribute Additions</b>					
Additional 25 photos on Slide Show or Pro Tribute	30.00		5.83	35.00	16.7%
Additional personalisation	30.00	29.17	5.83	35.00	16.7%
Other (single use charge)					
Application admin fee for leasehold sub-let	56.00	58.00	-	58.00	3.6%
Application admin fee for leasehold property alteration	189.00	193.00	-	193.00	2.1%