

ANALYSIS OF FEES AND CHARGES

(all fees include VAT where applicable)

SERVICE	2022/23	2023/24	Proposed Fee
	Current Fee	Proposed Increase	
with effect from 01/04/2023			
	£.p	%	£.p
<b><u>Communities and Environment</u></b>			
<b>Pets Corner</b>			
<b>Sponsorship scheme</b>			
<b>Individual sponsors</b>			
Package A	50.00	0.00	50.00
Package B	35.00	0.00	35.00
Package C	25.00	0.00	25.00
<b>Corporate sponsorship</b>			
Corporate sponsorship A	250.00	0.00	250.00
Corporate sponsorship B	500.00	0.00	500.00
<b>School visits</b>			
Harlow Schools (45 minutes) - per pupil	2.20	0.00	2.20
Harlow Schools (1.5 hours) - per pupil	4.35	0.00	4.35
Non Harlow Schools (45 mins) - per pupil	3.25	0.00	3.25
Non Harlow Schools (1.5 hours) - per pupil	5.40	0.00	5.40
Pre School Nurseries (30 minutes) - fixed price up to maximum of 15 children	28.00	0.00	28.00
<b>Reindeer Hire</b>			
Harlow Schools	255.00	9.80	280.00
Non Harlow Schools	320.00	9.38	350.00
<b>Sales of Animals</b>			
	Various	0.00	Various
<b>Events</b>			
	4.95	0.00	4.95
<b>Birthday Parties</b>			
Price (per head)	7.75		n/a
Party bag (per head)	2.50		n/a
Bronze package (per head)		new charge	4.00
Silver package (per Head)		new charge	6.50
Gold package (per head)		new charge	8.50
Pony Party package (per head)		new charge	10.50
<b>Community Enforcement Team</b>			
<b>Antisocial Behaviour Act 2003</b>			
Section 43 (a) (fly-posting and graffiti)	80.00	0.00	80.00
<b>Antisocial Behaviour Crime and Policing Act 2014</b>			
Section 48-52 (failure to comply with CPN)	80.00	0.00	80.00
Section 66-68 (Breach of Public Space Protection Order)	80.00	0.00	80.00

## APPENDIX E

SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
<b>Environmental Protection Act 1990</b>			
Section 5/5b (failure to produce authority to transport waste)	300.00	0.00	300.00
Section 33 (1) (a) (fly tipping)	200.00	0.00	200.00
Section 34 (2) (a) - 34 (6) (waste deposit offence - duty of care)	300.00	0.00	300.00
Section 34 (5) (failure to produce waste documents)	300.00	0.00	300.00
Section 46/47/47ZA/47AB (failure to comply with a waste receptacles notice)	100.00	0.00	100.00
Section 87 and 88 (depositing litter)	80.00	0.00	80.00
<b>Harlow Museum</b>			
<b>Schools</b>			
<b>Guided tours</b>			
Non Harlow schools (per child)	3.00	0.00	3.00
<b>Self-guided tours</b>			
Non Harlow schools (per child)	2.00	0.00	2.00
<b>Outreach session</b>			
Harlow schools (per child)	2.50	0.00	2.50
Non Harlow schools (per child)	3.25	0.00	3.25
<b>Loan Boxes</b>			
Per box for 6 weeks	18.00	0.00	18.00
<b>Talks and lectures</b>			
Standard lecture	4.00	0.00	4.00
<b>Garden hire</b>			
Wedding / private party			
1 x day per hour	70.00	0.00	70.00
3 x full days	2,500.00	0.00	2,500.00
<b>Museum hire</b>			
Meeting room (per hour)	35.00	0.00	35.00
Lecture room (per hour)	50.00	0.00	50.00
<b>Other</b>			
<b>General tours (per group)</b>	45.00	0.00	45.00
<b>Research Fee</b>			
new charge			10.00
<b>Photocopying / Scanning (per copy)</b>			
new charge			0.10
<b>Archaeological digs</b>			
per adult	6.00	0.00	6.00
per child	3.00	0.00	3.00
<b>Memorial bench plaques</b>	150.00	0.00	150.00

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SERVICE		2022/23	2023/24	Proposed
		Current Fee	Proposed Increase	
		with effect from 01/04/2023		
		£.p	%	£.p
Domestic Refuse	<b>Sales of Bins</b>			
	180l Wheelie Bins	49.00	10.20	54.00
	Delivery	at cost	0.00	at cost
	<b>Flat Block Refuse Bins Charge to Developers</b>			
	1100 litre Bin	550.00	9.09	600.00
	960 litre Bin	550.00	9.09	600.00
	240 litre bin	47.00	10.64	52.00
	Delivery	at cost	0.00	at cost
	<b>House Refuse Waste Bins Charge to Developers</b>			
	180l Wheelie Bins	49.00	10.20	54.00
Delivery	at cost	0.00	at cost	
Special Refuse	<b>Bulky Waste</b>			
	1 to 5 items	28.00	7.14	30.00
	6 to 8 items	43.00	6.98	46.00
	White goods - second visit when item is not correctly presented for the free collection	28.00	7.14	30.00
Recycling	<b>Sales of Bins</b>			
	240l Wheelie Bins	47.00	10.64	52.00
	Kitchen Caddies large	19.50	10.26	21.50
	Kitchen Caddies small	5.80	10.34	6.40
	Delivery	at cost	0.00	at cost
	<b>Flat block Recycling Bins - Charges to Developers</b>			
	1100 litre bin	550.00	9.09	600.00
	240 litre bin	47.00	10.64	52.00
	Sales of Kitchen Caddies	5.80	10.34	6.40
	Delivery	at cost	0.00	at cost
	<b>House Recycling Waste Bins Charge to Developers</b>			
	240 litre bin	47.00	10.64	52.00
	Kitchen Caddies large	19.50	10.26	21.50
	Kitchen Caddies small	5.80	10.34	6.40
<b>Green Waste</b>				
premium fortnightly collection (wheeled bin)	42.00	14.29	48.00	
green waste service set up charge	30.00	10.00	33.00	
green waste service rejoin charge	10.00	0.00	10.00	
bookable service (per bag)	1.00	10.00	1.10	

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SERVICE		2022/23	2023/24	
		Current Fee	Proposed Increase	Proposed Fee
		with effect from 01/04/2023		
		£.p	%	£.p
	Christmas Trees	2.30	8.70	2.50
Abandoned Vehicles	<b>Costs Recoverable</b>	33.60	10.12	37.00
	<b>Voluntary Surrender of Vehicles</b>	35.00	8.57	38.00
Street Scene	<b>Abandoned Shopping Trolleys</b>	114.00	9.65	125.00
Allotments	<b>Rents - per square metre</b>	0.18	0.00	0.18
	<b>Concessions - per square metre</b>	0.09	0.00	0.09
	<b>Peppercorn rent for self managed sites</b>	0.51	0.00	0.51
Nature Reserve	<b>Sale of firewood</b>			
	Bulk bag 1-10 bags, charge per bag	65.00	10.77	72.00
	Bulk bag 11+ bags, charge per bag	55.00	9.09	60.00
Other Fees	<b>Staff fees</b>			
	Admin Hourly rate		New charge	35.00
	Officer Hourly rate		New charge	65.00
Hackney Carriages & Private Hire	<b>HC &amp; PH Drivers Licence</b>			
	New Driver (annual)			
	Admin fee - non refundable	120.00	0.00	120.00
	Fee on completion of application	120.00	0.00	120.00
	New driver (3 year)			
	Admiin fee - non refundable	120.00	0.00	120.00
	Fee on completion of application	285.00	0.00	285.00
	Renewal (annual)	124.00	0.00	124.00
	Renewal (3 year)	295.00	0.00	295.00
	Renewal Licence issued for less than 1 year	67 + 5/Full month	0.00	67 + 5/Full month
	<b>HC Vehicle Licence</b>			
	New Vehicle	298.00	0.00	298.00
	Renewal	298.00	0.00	298.00
	Rebate on surrender per month	-18.00	0.00	-18.00
	<b>PH Vehicle Licence</b>			
	New Vehicle	298.00	0.00	298.00
	Renewal	298.00	0.00	298.00

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	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Rebate on surrender per month	-18.00	0.00	-18.00
<b>Transfer of Vehicle Licence</b>	0.00	0.00	0.00
<b>Replacement Items</b>			
- badge	0.00	0.00	0.00
- plate	0.00	0.00	0.00
- platemate	0.00	0.00	0.00
<b>Annual Private Hire Operator Licence</b>			
operators licence	297.00	0.00	297.00
<b>Five Year Private Hire Operator Licence</b>			
operators licence	710.00	0.00	710.00
<b>Knowledge Test</b>			
Knowledge test	53.00	0.00	53.00
Retest full	53.00	0.00	53.00
Retest partial	21.00	0.00	21.00
<b>Other Fees</b>			
DBS first driver check	44.00	0.00	44.00
DBS each subsequent check	64.00	0.00	64.00
Officer Hourly rate	58.00	12.07	65.00
Administration Hourly rate	32.00	9.38	35.00
<b>Environmental Health</b>			
<b>Animal Welfare Fees</b>			
<b>Animal Boarding</b>			
1 to 6 boarded animals (application fee)	160.00	6.25	170.00
1 to 6 boarded animals (grant fee)	78.00	2.56	80.00
7 and over boarded animals (application fee)	240.00	4.17	250.00
7 and over boarded animals (grant fee)	103.00	3.88	107.00
<b>Dog Breeding</b>			
1 to 6 bitches (application fee)	160.00	9.38	175.00
1 to 6 bitches (grant fee)	77.00	3.90	80.00
7 and over bitches (application fee)	240.00	8.33	260.00
7 and over bitches (grant fee)	103.00	3.88	107.00
<b>Selling animals as pets</b>			
Application Fee	240.00	4.17	250.00
Grant Fee	103.00	1.94	105.00
<b>Hiring our horses</b>			
Application Fee	238.00	0.00	238.00
Grant Fee	103.00	0.00	103.00
<b>Keeping animals for exhibition</b>			

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SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Application Fee	158.00	0.00	158.00
Grant Fee	103.00	0.00	103.00
<b>Variation to licence</b>			
Animal boarding	92.00	3.26	95.00
Selling animals as pets	92.00	3.26	95.00
Keeping animals for exhibition	92.00	3.26	95.00
Inspection fee	115.00	2.61	118.00
<b>Variation of licence</b>			
Dog Breeding	93.00	4.30	97.00
Hiring our horses	93.00	0.00	93.00
Inspection fee	115.00	0.00	115.00
<b>Appeal of a risk rating score</b>	150.00	6.67	160.00
<b>Variations to reduce the licensable activities or numbers of animals</b>	92.00	3.26	95.00
Transfer of licence	92.00	3.26	95.00
<b>Dangerous wild animal licence (+ vets fees)</b>	190.00	5.26	200.00
<b>Export Certificate</b>	70.00	14.29	80.00
<b>Special treatment registration</b>	140.00	7.14	150.00
<b>Wasp nest treatment (one treatment)</b>	50.00	0.00	50.00
<b>Wasp nest treatment (two treatments)</b>	60.00	0.00	60.00
<b>Fleas</b>	50.00	0.00	50.00
<b>Rats</b>	50.00	0.00	50.00
<b>Mice</b>	50.00	0.00	50.00
<b>Pest Control concessionary rate (wasps/fleas/rats/mice)</b>	11.50	0.00	11.50
<b>Stray dogs</b>			
stray dogs	25.00	0.00	25.00
admin charge	25.00	0.00	25.00
kennelling charges	at cost	0.00	at cost
<b>Zoo License (not including veterinary fee)</b>	725.00	3.45	750.00
<b>Veterinary Fees</b>	at cost	0.00	at cost
<b>Contaminated land enquiry</b>	210.00	4.76	220.00
<b>Officer Hourly rate</b>	58.00	12.07	65.00
<b>Admin Charge - Hourly rate</b>	32.00	9.38	35.00
<b>Large HMO Additional Licensing Scheme</b>			
application full fee	650.00	3.85	675.00
application reduced fee	495.00	0.00	495.00
annual renewal full fee	240.00	4.17	250.00

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	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
annual renewal reduced fee	195.00	0.00	195.00
re-inspection full fee	195.00	7.69	210.00
re-inspection reduced fee	175.00	0.00	175.00
<b>Additional charges small and large HMOs - Additional Licensing Scheme</b>			
admin hourly rate	32.00	9.38	35.00
officer Hourly rate	58.00	12.07	65.00
application form incomplete	35.00	8.57	38.00
avoided licence application until found by Council investigation	280.00	7.14	300.00
avoided licence application reminder letter	55.00	9.09	60.00
missed appointment house inspection	135.00	7.41	145.00
licence holder change once granted	135.00	0.00	135.00
sending a final reminder	35.00	8.57	38.00
recommencing licensing process following final reminder	55.00	5.45	58.00
recovery fee - dishonoured cheque	45.00	6.67	48.00
<b>LAPPC charges</b>			
<b>Application fee</b>			
Standard process (includes solvent emission activities)	1,650.00	0.00	1,650.00
Additional fee for operating without a permit	1,188.00	0.00	1,188.00
PVRI,SWOBs and Dry Cleaners	155.00	0.00	155.00
PVR I & II combined	257.00	0.00	257.00
VRs and other Reduced Fee Activities	362.00	0.00	362.00
Reduced fee activities: Additional fee for operating without a permit	71.00	0.00	71.00
Mobile plant**	1,650.00	0.00	1,650.00
for the third to seventh applications	985.00	0.00	985.00
for the eight and subsequent applications	498.00	0.00	498.00
<i>Where an application for any of the above is for a combined Part B waste application, add an extra £310 to the above amounts</i>			
<b>Annual Subsistence Charge</b>			
Standard process Low	772 (+104)*	0.00	772 (+104)*
Standard process Medium	1161 (+156)*	0.00	1161 (+156)*
Standard process High	1748 (+207)*	0.00	1748 (+207)*
PVRI,SWOBs and Dry Cleaners Low	79.00	0.00	79.00
PVRI,SWOBs and Dry Cleaners Medium	158.00	0.00	158.00
PVRI,SWOBs and Dry Cleaners High	237.00	0.00	237.00

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	Current Fee	Proposed Increase	Fee
	with effect from 01/04/2023		
	£.p	%	£.p
PVR I & II combined Low	113.00	0.00	113.00
PVR I & II combined Medium	226.00	0.00	226.00
PVR I & II combined High	341.00	0.00	341.00
VRs and other Reduced Fee Low	228.00	0.00	228.00
VRs and other Reduced Fee Medium	365.00	0.00	365.00
VRs and other Reduced Fee High	548.00	0.00	548.00
Mobile plant, for first and second permits Low**	626.00	0.00	626.00
Mobile plant, for first and second permits Medium**	1,034.00	0.00	1,034.00
Mobile plant, for first and second permits High**	1,551.00	0.00	1,551.00
for the third to seventh permits Low	385.00	0.00	385.00
for the third to seventh permits Medium	617.00	0.00	617.00
for the third to seventh permits High	924.00	0.00	924.00
for the eight and subsequent permits Low	198.00	0.00	198.00
for the eight and subsequent permits Medium	314.00	0.00	314.00
for the eight and subsequent permits High	473.00	0.00	473.00
Late Payment Fee	52.00	0.00	52.00
<i>* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation</i>			
<i>Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £104 to the above amounts</i>			
<b>Transfer and Surrender</b>			
Standard process transfer	169.00	0.00	169.00
Standard process partial transfer	497.00	0.00	497.00
New operator at low risk reduced fee activity (extra one - off subsistence charge - see Art 15(2) of charging system)	78.00	0.00	78.00
Surrender: all Part B activities	0.00	0.00	0.00
Reduced fee activities: transfer	0.00	0.00	0.00
Reduced fee activities: partial transfer	47.00	0.00	47.00
<b>Temporary transfer for mobiles</b>			
First transfer	53.00	0.00	53.00
Repeat following enforcement or warning	53.00	0.00	53.00
<b>Substantial Change</b>			
Standard process	1,050.00	0.00	1,050.00
Standard process where the substantial change results in a new PPC activity	1,650.00	0.00	1,650.00



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with effect from 01/04/2023			
	£.p	%	£.p
Reduced fee activities	102.00	0.00	102.00
<b>LAPPC mobile plant charges (Not using simplified permits)</b>			
<b>Application fee</b>			
1 to 2 Permits	1,650.00	0.00	1,650.00
3 to 7 Permits	985.00	0.00	985.00
8 and Over	498.00	0.00	498.00
<b>Subsistence fee</b>			
1 to 2 Permits Low	646.00	0.00	646.00
1 to 2 Permits Medium	1,034.00	0.00	1,034.00
1 to 2 Permits High	1,506.00	0.00	1,506.00
3 to 7 Permits Low	385.00	0.00	385.00
3 to 7 Permits Medium	617.00	0.00	617.00
3 to 7 Permits High	924.00	0.00	924.00
8 and Over Low	198.00	0.00	198.00
8 and Over Medium	316.00	0.00	316.00
8 and Over High	473.00	0.00	473.00
<b>LA-IPPC Charges</b>			
<i>Every subsistence charge below includes the additional £104 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation</i>			
Application - LA element	3,363.00	0.00	3,363.00
Additional fee for operating without a permit - LA element	1,188.00	0.00	1,188.00
Annual Subsistence Low - LA element	1,447.00	0.00	1,447.00
Annual Subsistence Medium - LA element	1,611.00	0.00	1,611.00
Annual Subsistence High - LA element	2,334.00	0.00	2,334.00
Late Payment Fee	52.00	0.00	52.00
Substantial Variation	1,368.00	0.00	1,368.00
Transfer	235.00	0.00	235.00
Partial Transfer	698.00	0.00	698.00
Surrender	698.00	0.00	698.00
<b>Town Centre Management</b>			
<b>Pitch fees - Town Centre Trading Pitches</b>			
<b>Regular Pitches</b>			
<b>Trading Pitches up to 10m<sup>2</sup></b>			
Monday - Sunday (1 day per week) calculated monthly	80.00	0.00	80.00
<b>Trailers up to 6 metres (New)</b>			

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	£.p	%	£.p
Monday - Sunday (1 day per week) calculated monthly	150.00	0.00	150.00
Monday - Sunday (each additional day) calculated monthly	102.00	0.00	102.00
<b>Electricity (New)</b>			
Monday - Sunday (1 day per week) calculated monthly	9.00	0.00	9.00
<b>Ad Hoc Pitches</b>			
<b>Promotional Pitches</b>			
Monday - Thursday (per day)	153.00	0.00	153.00
Friday - Saturday (per day)	246.00	0.00	246.00
Weekly	948.00	0.00	948.00
<b>Small Promotional Pitches</b>			
Monday - Thursday (per day)	123.00	0.00	123.00
Friday - Saturday (per day)	185.00	0.00	185.00
Weekly	622.00	0.00	622.00
<b>Not for profit pitches (charities)</b>			
Monday - Sunday (per day)	33.00	0.00	33.00
Weekly	128.00	0.00	128.00
Monthly	375.00	0.00	375.00
<b>Access Charge</b>	52.00	0.00	52.00
<b>Cancellation Fee</b>	20% of Fee	0.00	20% of Fee
<b>Miscellaneous Licences</b>			
<b>Street Trading</b>			
Street trading licence	450.00	5.56	475.00
<b>Street Trading (renew)</b>			
Street trading licence	450.00	5.56	475.00
<b>Licensing</b>			
<b>Miscellaneous Licences (new)</b>			
Sex Shops	1,600.00	6.25	1,700.00
<b>Miscellaneous Licences (renew)</b>			
Sex Shops	1,300.00	5.77	1,375.00
<b>Miscellaneous Licences (transfer)</b>			
Sex Shops	675.00	0.00	675.00
<b>Miscellaneous Licences (variation)</b>			
Sex Shops	1,250.00	0.00	1,250.00
<b>Highways Act (new)</b>			
Tables & chairs			
- table	22.00	0.00	22.00
- chair	15.00	0.00	15.00

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	£.p	%	£.p
Flat Fee - new application	175.00		175.00
<b>Highways Act (renew)</b>			
Tables & chairs			
- table	21.00	0.00	21.00
- chair	14.00	0.00	14.00
Variation - No consultation	50.00	0.00	50.00
Variation - Consultation	100.00	0.00	100.00
<b>Charity Collections (new)</b>			
Lottery	40.00	0.00	40.00
Street collection	0.00	0.00	0.00
House to house collection	0.00	0.00	0.00
<b>Charity Collections (renew)</b>			
Lottery	20.00	0.00	20.00
Street collection	0.00	0.00	0.00
House to house collection	0.00	0.00	0.00
<b>Street Trading (new)</b>			
Street trading licence	450.00	0.00	450.00
<b>Street Trading (renew)</b>			
Street trading licence	450.00	0.00	450.00
<b>Premises Licences and Club Premises Certificates (application fee)</b>			
<b>Band</b>			
a	100.00	0.00	100.00
b	190.00	0.00	190.00
c	315.00	0.00	315.00
d	450.00	0.00	450.00
e	635.00	0.00	635.00
<b>city/town centre pub</b>			
band d	900.00	0.00	900.00
band e	1,905.00	0.00	1,905.00
<b>Premises Licences and Club Premises Certificates (annual fee)</b>			
<b>Band</b>			
a	70.00	0.00	70.00
b	180.00	0.00	180.00
c	295.00	0.00	295.00
d	320.00	0.00	320.00
e	350.00	0.00	350.00

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	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
<b>city/town centre pub</b>			
band d	640.00	0.00	640.00
band e	1,050.00	0.00	1,050.00
application for minor variation	89.00	0.00	89.00
<b>Scrap Metal Dealers</b>			
Collectors fee	345.00	4.35	360.00
Collectors Renewal Fee	175.00	8.57	190.00
Site fee	450.00	4.44	470.00
Site renewal fee	275.00		295.00
Variation Fee - Major	50.00	0.00	50.00
Variation Fee - Minor	22.00	0.00	22.00
Recovery charges for works in default	at cost	0.00	at cost
<b>Other Fees</b>			
temporary event notice	21.00	0.00	21.00
theft, loss etc of temporary event notice	10.50	0.00	10.50
Theft, loss etc of premises licence or summary	10.50	0.00	10.50
Application for a provisional statement where premises being built	315.50	0.00	315.50
Notification of change of name or address	10.50	0.00	10.50
Application to vary licence to specify individual as premises supervisor	23.00	0.00	23.00
Application for transfer of premises licence	23.00	0.00	23.00
Interim authority notice following death etc. of licence holder	23.00	0.00	23.00
Theft, loss etc of certificate or summary	10.50	0.00	10.50
Notification of change of name or alteration of rules of club	10.50	0.00	10.50
Change of relevant registered address of club	10.50	0.00	10.50
Right of freeholder etc to be notified of licensing matter	21.00	0.00	21.00
<b>Gambling Act - Licences</b>			
Bingo premises licence (New)	3,300.00	0.00	3,300.00
Bingo premises licence (Variation)	1,650.00	0.00	1,650.00
Bingo premises licence (Renewal)	925.00	0.00	925.00
Bingo premises licence (Application for Provisional Statement)	3,300.00	0.00	3,300.00
Bingo premises licence (Transfer)	1,130.00	0.00	1,130.00
Bingo premises licence (Re-instatement or Licence application Provisional Statement holders)	1,130.00	0.00	1,130.00

## APPENDIX E

SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Adult Gaming Centre premises licence (New)	1,850.00	0.00	1,850.00
Adult Gaming Centre premises licence (Variation)	925.00	0.00	925.00
Adult Gaming Centre premises licence (Renewal)	925.00	0.00	925.00
Adult Gaming Centre premises licence (Application for Provisional Statement)	1,850.00	0.00	1,850.00
Adult Gaming Centre premises licence (Transfer)	1,130.00	0.00	1,130.00
Adult Gaming Centre premises licence (Re-instatement or Licence Application Provisional Statement holders)	1,130.00	0.00	1,130.00
Betting premises (track) licence (New)	2,365.00	0.00	2,365.00
Betting premises (track) licence (Variation)	1,180.00	0.00	1,180.00
Betting premises (track) licence (Renewal)	925.00	0.00	925.00
Betting premises (track) licence (Application for Provisional Statement)	2,365.00	0.00	2,365.00
Betting premises (track) licence (Transfer)	895.00	0.00	895.00
Betting premises (track) licence (Re-instatement or Licence application Provisional Statement holders)	895.00	0.00	895.00
Betting premises (other) licence (New)	2,780.00	0.00	2,780.00
Betting premises (other) licence (Variation)	1,420.00	0.00	1,420.00
Betting premises (other) licence (Renewal)	565.00	0.00	565.00
Betting premises (other) licence (Application for Provisional Statement)	2,780.00	0.00	2,780.00
Betting premises (other) licence (Transfer)	1,130.00	0.00	1,130.00
Change of circumstances	50.00	0.00	50.00
Betting premises (other) licence (Re-instatement or Licence application Provisional Statement holders)	1,130.00	0.00	1,130.00
<b>Gambling Act - Permits</b>			
Prize Gaming Permit New	300.00	0.00	300.00
Prize Gaming Permit existing operator	100.00	0.00	100.00
Prize Gaming Permit Renewal	300.00	0.00	300.00
Family Entertainment Centre Gaming Machine Permit New	300.00	0.00	300.00
Existing operator	100.00	0.00	100.00
Renewal	300.00	0.00	300.00
Club gaming and Club Machine permit new	200.00	0.00	200.00
Existing operator	100.00	0.00	100.00
Renewal	200.00	0.00	200.00
annual fee	50.00	0.00	50.00
Variation	100.00	0.00	100.00

APPENDIX E

SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Licensed Premises Gaming Machine Permit New	150.00	0.00	150.00
Existing Operator	100.00	0.00	100.00
Annual Fee	50.00	0.00	50.00
Variation	100.00	0.00	100.00
Transfer	25.00	0.00	25.00
Change of Name	25.00	0.00	25.00
Copy of Permit	15.00	0.00	15.00
Copy of license	25.00	0.00	25.00
<b>Market</b>			
<b>Pitch fees - Marked trading pitches on East Gate or Broad Walk</b>			
<b>Monthly Pitch Rentals 1 day per week</b>			
Monday fee for first pitch (formerly £21/day)	46.00	0.00	46.00
Monday fee for subsequent pitch (formerly £15.50/day)	59.00	0.00	59.00
Tuesday, Friday, Saturday fee for first pitch	80.00	0.00	80.00
Tuesday, Friday, Saturday fee each additional pitch	59.00	0.00	59.00
Trader licensed for not more than 1 day per week on Tuesday or Friday first pitch	46.00	0.00	46.00
Trader licensed for not more than 1 day per week subsequent pitch	59.00	0.00	59.00
<b>Electricity</b>			
1 day per week calculated monthly	10.00	0.00	10.00
<b>Trailers - Vehicles up to 6 metres</b>			
1 day per week calculated monthly	150.00	0.00	150.00
<b>Trailers - Vehicles up to 6.01 - 8 metres</b>			
1 day per week calculated monthly	160.00	0.00	160.00
<b>Car Parks</b>			
<b>Post Office Road</b>			
0-2 hours	1.25	0.00	1.25
2-3 hours	1.75	0.00	1.75
3-4 hours	2.75	0.00	2.75
more than 4 hours	7.75	0.00	7.75
<b>Wych Elm</b>			
0-2 hours	1.65	0.00	1.65
2-3 hours	1.95	0.00	1.95
3-4 hours	3.15	0.00	3.15
more than 4 hours	7.75	0.00	7.75
<b>Post Office Road Commercial</b>			

## APPENDIX E

SERVICE	2022/23	2023/24	Proposed
	Current Fee	Proposed Increase	Fee
with effect from 01/04/2023			
	£.p	%	£.p
0-2 hours	1.25	0.00	1.25
2-3 hours	1.75	0.00	1.75
3-4 hours	2.75	0.00	2.75
more than 4 hours	7.75	0.00	7.75
<b>Bush Fair, The Stow and Old Harlow Car Parks</b>			
0-1 hour	0.00	0.00	0.00
1-2 hours	0.85	0.00	0.85
2-3 hours	1.75	0.00	1.75
3-4 hours	3.60	0.00	3.60
more than 4 hours	6.55	0.00	6.55
Weekends	0.00	0.00	0.00
<b>Town Park</b>			
0-1 hour	0.00	0.00	0.00
1- 5 hours	1.10	0.00	1.10
5+ Hours	6.20	0.00	6.20
Sat - Sunday 0-2 hours	0.00	0.00	0.00
more than 2 hours	1.25	0.00	1.25
<b>Staff Car Parking</b>			
<b>Car parking permit per year</b>	250.00	0.00	250.00
<b>Individual vouchers (Members)</b>	1.20	0.00	1.20
<b>Parking Permits</b>			
<b>Special Permits</b>			
Business	60.00	0.00	60.00
<b>Tye Green Bowls Club</b>	60.00	0.00	60.00
<b>Market Traders</b>			
5 trading days per week	275.00	0.00	275.00
4 trading days per week	220.00	0.00	220.00
3 trading days per week	165.00	0.00	165.00
2 trading days per week	110.00	0.00	110.00
1 trading day per week	55.00	0.00	55.00
<b>Post Office Road season</b>			
1 year	640.00	0.00	640.00
6 months	350.00	0.00	350.00
3 months	175.00	0.00	175.00
<b>Wych Elm season</b>			
1 year	640.00	0.00	640.00
6 months	350.00	0.00	350.00
3 months	175.00	0.00	175.00

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SERVICE		2022/23	2023/24	
		Current Fee	Proposed Increase	Proposed Fee
		with effect from 01/04/2023		
		£.p	%	£.p
Bus Station	<b>Departure fees</b>	0.55	0.00	0.55
	<b>Timetables</b>	0.10	0.00	0.10
	<b>Wallets</b>	1.00	0.00	1.00
	<b>Maps</b>	Various	0.00	Various
The Playhouse	<b>Box Office Booking and Exchange Fee</b>			
	Promotions (not Playhouse Supporters)	1.50	0.00	1.50
	Hires (not Playhouse Supporters)	1.50	0.00	1.50
	<b>Postage Charge</b>			
	Postage charge to customers requesting that tickets are delivered to them	1.50	0.00	1.50
	<b>Workshop Space Rental</b>			
	Various	Various	0.00	Various
	<b>Theatre Hire Fees for Harlow based amateurs</b>			
	<b>Main Auditorium</b>			
	<b>Performance Fees</b>			
	Performance Fee (for 4.5 hour period)	800.00	0.00	800.00
	Second Performance in a Day (for 4.5 hour period)	670.00	0.00	670.00
	<b>Additional Hourly Fees</b>			
	Hourly theatre hire	150.00	0.00	150.00
	Additional staff (per person per hour)	25.00	0.00	25.00
	Blocking rehearsal (per hour)	110.00	0.00	110.00
	<b>Weekly Rates</b>			
	Up to 37 hours over 6 days	5,560.00	0.00	5,560.00
	<b>Studio Theatre</b>			
	<b>Performance Fees</b>			
	Performance Fee (for 4.5 hour period)	410.00	0.00	410.00
	Second performance call in a day (4.5 hours)	350.00	0.00	350.00
<b>Additional Hourly Fees</b>				
Hourly theatre hire	93.00	0.00	93.00	
Additional Staff per person, per hour	25.00	0.00	25.00	
Use as Dressing Room	42.00	0.00	42.00	
<b>Theatre Hire Fees</b>				
<b>Main Auditorium</b>				
<b>Performance Fees</b>				
Performance Fee (for 4.5 hour period)	1,290.00	0.00	1,290.00	
Second Performance in a Day (for 4.5 hour period)	980.00	0.00	980.00	



## APPENDIX E

## SERVICE

SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
<b>Additional Hourly Fees</b>			
Hourly theatre hire	250.00	0.00	250.00
Additional staff (per person per hour)	32.00	0.00	32.00
Blocking rehearsal (per hour)	155.00	0.00	155.00
<b>Weekly Rates</b>			
Up to 37 hours over 6 days	7,900.00	0.00	7,900.00
<b>Studio Theatre</b>			
<b>Performance Fees</b>			
Performance Fee (for 4.5 hour period)	600.00	0.00	600.00
Second performance call in a day (4.5 hours)	470.00	0.00	470.00
<b>Additional Hourly Fees</b>			
Hourly theatre hire	105.00	0.00	105.00
Additional Staff per person, per hour	32.00	0.00	32.00
Use as Dressing Room	42.00	0.00	42.00
<b>Equipment Hire</b>			
<b>Sound</b>			
<b>Standard (Day)</b>			
Sennheiser ew 300 G3 Headset Mic	20.00	0.00	20.00
Sennheiser ew 300 G3 Hand Held	20.00	0.00	20.00
AA Batteries (Box of 10)	3.50	0.00	3.50
Shure Beta 91A	8.00	0.00	8.00
Shure Beta 58	8.00	0.00	8.00
Shure Beta 57	8.00	0.00	8.00
Shure SM58	6.00	0.00	6.00
Audix D6	8.00	0.00	8.00
AKG C451	10.00	0.00	10.00
AKG C214 Stereo Pair	12.00	0.00	12.00
AKG C1000	8.00	0.00	8.00
Sennheiser E604	8.00	0.00	8.00
Sennheiser E906	8.00	0.00	8.00
KLARK Teknik DI Boxes	8.00	0.00	8.00
Yamaha Rio 16/8	30.00	0.00	30.00
Behringer P19 Package (8 Mixers)	60.00	0.00	60.00
Behringer P16 Package (5 Mixers)	45.00	0.00	45.00
Behringer P19 Package (1 Mixer)	10.00	0.00	10.00
<b>Standard (Week)</b>			
Sennheiser ew 300 G3 Headset Mic	60.00	0.00	60.00
Sennheiser ew 300 G3 Hand Held	60.00	0.00	60.00

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SERVICE

	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Shure Beta 91A	16.00	0.00	16.00
Shure Beta 58	16.00	0.00	16.00
Shure Beta 57	16.00	0.00	16.00
Shure SM58	12.00	0.00	12.00
Audix D6	16.00	0.00	16.00
AKG C451	20.00	0.00	20.00
AKG C214 Stereo Pair	24.00	0.00	24.00
AKG C1000	16.00	0.00	16.00
Sennheiser E604	16.00	0.00	16.00
Sennheiser E906	16.00	0.00	16.00
KLARK Teknik DI Boxes	16.00	0.00	16.00
Yamaha Rio 16/8	60.00	0.00	60.00
Behringer P19 Package (8 Mixers)	120.00	0.00	120.00
Behringer P16 Package (5 Mixers)	90.00	0.00	90.00
Behringer P19 Package (1 Mixer)	20.00	0.00	20.00
<b>Enhanced (Day)</b>			
Sennheiser ew 300 G3 Headset Mic	20.00	0.00	20.00
Sennheiser ew 300 G3 Hand Held	20.00	0.00	20.00
AA Batteries (Box of 10)	3.50	0.00	3.50
Shure Beta 91A	Included	0.00	Included
Shure Beta 58	Included	0.00	Included
Shure Beta 57	Included	0.00	Included
Shure SM58	Included	0.00	Included
Audix D6	Included	0.00	Included
AKG C451	Included	0.00	Included
AKG C214 Stereo Pair	Included	0.00	Included
AKG C1000	Included	0.00	Included
Sennheiser E604	Included	0.00	Included
Sennheiser E906	Included	0.00	Included
KLARK Teknik DI Boxes	Included	0.00	Included
Yamaha Rio 16/8	30.00	0.00	30.00
Behringer P19 Package (8 Mixers)	60.00	0.00	60.00
Behringer P16 Package (5 Mixers)	45.00	0.00	45.00
Behringer P19 Package (1 Mixer)	10.00	0.00	10.00
<b>Enhanced (Week)</b>			
Sennheiser ew 300 G3 Headset Mic	60.00	0.00	60.00
Sennheiser ew 300 G3 Hand Held	60.00	0.00	60.00
Shure Beta 91A	Included	0.00	Included

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SERVICE

	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Shure Beta 58	Included	0.00	Included
Shure Beta 57	Included	0.00	Included
Shure SM58	Included	0.00	Included
Audix D6	Included	0.00	Included
AKG C451	Included	0.00	Included
AKG C214 Stereo Pair	Included	0.00	Included
AKG C1000	Included	0.00	Included
Sennheiser E604	Included	0.00	Included
Sennheiser E906	Included	0.00	Included
KLARK Teknik DI Boxes	Included	0.00	Included
Yamaha Rio 16/8	60.00	0.00	60.00
Behringer P19 Package (8 Mixers)	120.00	0.00	120.00
Behringer P16 Package (5 Mixers)	90.00	0.00	90.00
Behringer P19 Package (1 Mixer)	20.00	0.00	20.00
<b>Lights</b>			
<b>Standard (Day)</b>			
Strand Cantata F 1.2kw fresnel	8.50	0.00	8.50
Strand SL 15/32 profile / S4 Jnr zoom 25/50	8.50	0.00	8.50
PAR can PAR64 (62/61/60) 1kw	6.50	0.00	6.50
UV Cannons	11.00	0.00	11.00
UV Tubes	11.00	0.00	11.00
Showtec Suntrip Active MKII	6.00	0.00	6.00
Quartet Fresnel 650w	7.00	0.00	7.00
Quartet Profile 650w	7.00	0.00	7.00
Birdies (batten of 4)	10.00	0.00	10.00
Follow Spots (w/o operators)	5.00 / show	0.00	5.00 / show
<b>Standard (Week)</b>			
Strand Cantata F 1.2kw fresnel	17.00	0.00	17.00
Strand SL 15/32 profile / S4 Jnr zoom 25/50	17.00	0.00	17.00
PAR can PAR64 (62/61/60) 1kw	13.00	0.00	13.00
UV Cannons	22.00	0.00	22.00
UV Tubes	22.00	0.00	22.00
Showtec Suntrip Active MKII	12.00	0.00	12.00
Quartet Fresnel 650w	14.00	0.00	14.00
Quartet Profile 650w	14.00	0.00	14.00
Birdies (batten of 4)	20.00	0.00	20.00
Follow Spots (w/o operators)	5.00 / show	0.00	5.00 / show
<b>Enhanced (Day)</b>			

## APPENDIX E

## SERVICE

SERVICE	2022/23	2023/24	Proposed
	Current Fee	Proposed Increase	Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Strand Cantata F 1.2kw fresnel	Included	0.00	Included
Strand SL 15/32 profile / S4 Jnr zoom 25/50	Included	0.00	Included
PAR can PAR64 (62/61/60) 1kw	Included	0.00	Included
UV Cannons	11.00	0.00	11.00
UV Tubes	33.00	0.00	33.00
Showtec Suntrip Active MKII	6.00	0.00	6.00
Quartet Fresnel 650w	Included	0.00	Included
Quartet Profile 650w	Included	0.00	Included
Birdies (batten of 4)	Included	0.00	Included
Follow Spots (w/o operators)	Included	0.00	Included
<b>Enhanced (Week)</b>			
Strand Cantata F 1.2kw fresnel	Included	0.00	Included
Strand SL 15/32 profile / S4 Jnr zoom 25/50	Included	0.00	Included
PAR can PAR64 (62/61/60) 1kw	Included	0.00	Included
UV Cannons	22.00	0.00	22.00
UV Tubes	44.00	0.00	44.00
Showtec Suntrip Active MKII	12.00	0.00	12.00
Quartet Fresnel 650w	Included	0.00	Included
Quartet Profile 650w	Included	0.00	Included
Birdies (batten of 4)	Included	0.00	Included
Follow Spots (w/o operators)	Included	0.00	Included
<b>Intelligent Lighting</b>			
<b>Standard (Day)</b>			
Clay Paky Alpha Spot (1500w) Each	75.00	0.00	75.00
Clay Paky Alpha Spot 1200 HPE (1200w) Each (2 x available)	75.00	0.00	75.00
Moving Light Package	250.00	0.00	250.00
Sidelight Package (6x Stage Alpha Spot 1500, 2x FOH Alpha Spot 1500 HPE & 6 x Sidelight Floor parcans)	250.00	0.00	250.00
Showtec LED PAR Can (36x3w RGB)	7.50	0.00	7.50
Showtec LED Expressions / Mac Auras	15.00	0.00	15.00
<b>Standard (Week)</b>			
Clay Paky Alpha Spot (1500w) Each (8 available)	150.00	0.00	150.00
Clay Paky Alpha Spot 1200 HPE (1200w) Each (2 x available)	150.00	0.00	150.00
Moving Light Package	500.00	0.00	500.00

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SERVICE

	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
(6x Stage Alpha Spot 1500, 2x FOH Alpha Spot 1500 HPE & 4x Mac Auras) Sidelight Package		0.00	
(6x Stage Alpha Spot 1500, 2x FOH Alpha Spot 1500 HPE & 6 x Sidelight Floor parcans)	500.00		500.00
Showtec LED PAR Can (36x3w RGB)	15.00	0.00	15.00
Showtec LED Expressions / Mac Auras	30.00	0.00	30.00
<b>Enhanced (Day)</b>			
Clay Paky Alpha Spot (1500w) Each (8 available)	Included	0.00	Included
Clay Paky Alpha Spot 1200 HPE (1200w) Each (2 x available)	Included	0.00	Included
Moving Light Package	Included	0.00	Included
(6x Stage Alpha Spot 1500, 2x FOH Alpha Spot 1500 HPE & 4x Mac Auras) Sidelight Package	Included	0.00	Included
(6x Stage Alpha Spot 1500, 2x FOH Alpha Spot 1500 HPE & 6 x Sidelight Floor parcans)			
Showtec LED PAR Can (36x3w RGB)	Included	0.00	Included
Showtec LED Expressions / Mac Auras	Included	0.00	Included
<b>Enhanced (Week)</b>			
Clay Paky Alpha Spot (1500w) Each (8 available)	Included	0.00	Included
Clay Paky Alpha Spot 1200 HPE (1200w) Each (2 x available)	Included	0.00	Included
Moving Light Package	Included	0.00	Included
(6x Stage Alpha Spot 1500, 2x FOH Alpha Spot 1500 HPE & 4x Mac Auras) Sidelight Package	Included	0.00	Included
(6x Stage Alpha Spot 1500, 2x FOH Alpha Spot 1500 HPE & 6 x Sidelight Floor parcans)			
Showtec LED PAR Can (36x3w RGB)	Included	0.00	Included
Showtec LED Expressions / Mac Auras	Included	0.00	Included
<b>Special FX</b>			
<b>Standard (Day)</b>			
Le Maitre 6ch desk	13.00	0.00	13.00
Pyros	p.o.a	0.00	p.o.a
Mirror ball	11.00	0.00	11.00

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## SERVICE

SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Large smoke machine <sup>1</sup>	11.00	0.00	11.00
Antari Ice low smoke machine <sup>1</sup>	8.00	0.00	8.00
Bubble machine <sup>1</sup>	8.00	0.00	8.00
Hazer <sup>1</sup>	35.00	0.00	35.00
Star cloth	43.25	0.00	43.25
Mini Mist Portable Smoke Machine <sup>1</sup>	25.00	0.00	25.00
<sup>1</sup> Subject to fair use			
<b>Standard (Week)</b>			
Le Maitre 6ch desk	26.00	0.00	26.00
Pyros	p.o.a	0.00	p.o.a
Mirror ball	16.25	0.00	16.25
Large smoke machine <sup>1</sup>	22.00	0.00	22.00
Antari Ice low smoke machine <sup>1</sup>	16.00	0.00	16.00
Bubble machine <sup>1</sup>	16.00	0.00	16.00
Hazer <sup>1</sup>	70.00	0.00	70.00
Star cloth	86.50	0.00	86.50
Mini Mist Portable Smoke Machine <sup>1</sup>	50.00	0.00	50.00
<sup>1</sup> Subject to fair use			
<b>Enhanced (Day)</b>			
Le Maitre 6ch desk	13.00	0.00	13.00
Pyros	p.o.a	0.00	p.o.a
Mirror ball	21.50	0.00	21.50
Large smoke machine <sup>1</sup>	11.00	0.00	11.00
Antari Ice low smoke machine <sup>1</sup>	8.00	0.00	8.00
Bubble machine <sup>1</sup>	8.00	0.00	8.00
Hazer <sup>1</sup>	Included	0.00	Included
Star cloth	Included	0.00	Included
Mini Mist Portable Smoke Machine <sup>1</sup>	25.00	0.00	25.00
<sup>1</sup> Subject to fair use			
<b>Enhanced (Week)</b>			
Le Maitre 6ch desk	26.00	0.00	26.00
Pyros	p.o.a	0.00	p.o.a
Mirror ball	26.75	0.00	26.75
Large smoke machine <sup>1</sup>	22.00	0.00	22.00
Antari Ice low smoke machine <sup>1</sup>	16.00	0.00	16.00

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	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Bubble machine <sup>1</sup>	16.00	0.00	16.00
Hazer <sup>1</sup>	Included	0.00	Included
Star cloth	Included	0.00	Included
Mini Mist Portable Smoke Machine <sup>1</sup>	50.00	0.00	50.00
<sup>1</sup> Subject to fair use			
<b>Tabs &amp; Cloths</b>			
<b>Standard (Day)</b>			
Black legs 20' x 6'	15.00	0.00	15.00
Black tabs 22' x 22'	32.50	0.00	32.50
Red tabs	32.50	0.00	32.50
White Cyc	50.00	0.00	50.00
Black Gauze	50.00	0.00	50.00
Navy Blue Gauze	50.00	0.00	50.00
<b>Standard (Week)</b>			
Black legs 20' x 6'	30.00	0.00	30.00
Black tabs 22' x 22'	65.00	0.00	65.00
Red tabs	65.00	0.00	65.00
White Cyc	100.00	0.00	100.00
Black Gauze	100.00	0.00	100.00
Navy Blue Gauze	100.00	0.00	100.00
<b>Enhanced (Day)</b>			
Black legs 20' x 6'	15.00	0.00	15.00
Black tabs 22' x 22'	97.50	0.00	97.50
Red tabs	32.50	0.00	32.50
White Cyc	1 Included	0.00	1 Included
Black Gauze	50.00	0.00	50.00
Navy Blue Gauze	50.00	0.00	50.00
<b>Enhanced (Week)</b>			
Black legs 20' x 6'	30.00	0.00	30.00
Black tabs 22' x 22'	130.00	0.00	130.00
Red tabs	65.00	0.00	65.00
White Cyc	1 Included	0.00	1 Included
Black Gauze	100.00	0.00	100.00
Navy Blue Gauze	100.00	0.00	100.00
<b>Scenic Cloths</b>			
<b>Standard (Day)</b>			
Various	POA	0.00	POA

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	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
<b>Standard (Week)</b>			
Various	POA	0.00	POA
<b>Enhanced (Day)</b>			
Various	POA	0.00	POA
<b>Enhanced (Week)</b>			
Various	POA	0.00	POA
<b>Staging</b>			
<b>Standard (Day)</b>			
Steeldeck 8' x 4'	7.50	0.00	7.50
Steeldeck 8' x 2'	5.50	0.00	5.50
Steeldeck 6' x 3'	5.50	0.00	5.50
Steeldeck 4' x 4'	5.50	0.00	5.50
Steeldeck Handrails	2.50	0.00	2.50
Steeldeck comes with 1',2' or 3' Legs	FOC	0.00	FOC
Dance floor	54.00	0.00	54.00
Cabaret Chair	1.00	0.00	1.00
1' 2' 3' Treads	5.50	0.00	5.50
<b>Standard (Week)</b>			
Steeldeck 8' x 4'	16.00	0.00	16.00
Steeldeck 8' x 2'	11.00	0.00	11.00
Steeldeck 6' x 3'	11.00	0.00	11.00
Steeldeck 4' x 4'	11.00	0.00	11.00
Steeldeck Handrails	4.00	0.00	4.00
Steeldeck comes with 1',2' or 3' Legs	FOC	0.00	FOC
Dance floor	108.00	0.00	108.00
Cabaret Chair	2.50	0.00	2.50
1' 2' 3' Treads	11.00	0.00	11.00
<b>Enhanced (Day)</b>			
Steeldeck 8' x 4'	10 Included	0.00	10 Included
Steeldeck 8' x 2'	2 Included	0.00	2 Included
Steeldeck 6' x 3'	5.50	0.00	5.50
Steeldeck 4' x 4'	2 Included	0.00	2 Included
Steeldeck Handrails	2.50	0.00	2.50
Steeldeck comes with 1',2' or 3' Legs	FOC	0.00	FOC
Dance floor	54.00	0.00	54.00
Cabaret Chair	1.00	0.00	1.00
1' 2' 3' Treads	One pair Included	0.00	One pair Included
<b>Enhanced (Week)</b>			



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	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Steeldeck 8' x 4'	10 Included	0.00	10 Included
Steeldeck 8' x 2'	2 Included	0.00	2 Included
Steeldeck 6' x 3'	11.00	0.00	11.00
Steeldeck 4' x 4'	2 Included	0.00	2 Included
Steeldeck Handrails	4.00	0.00	4.00
Steeldeck comes with 1',2' or 3' Legs	FOC	0.00	FOC
Dance floor	108.00	0.00	108.00
Cabaret Chair	2.50	0.00	2.50
1' 2' 3' Treads	One pair Included	0.00	One pair Included
<b>Musical Instruments</b>			
<b>Standard (Day)</b>			
Yamaha G1 baby grand	75.00	0.00	75.00
Piano Tuning	75.00	0.00	75.00
<b>Standard (Week)</b>			
Yamaha G1 baby grand	150.00	0.00	150.00
Piano Tuning	0.00	0.00	0.00
<b>Enhanced (Day)</b>			
Yamaha G1 baby grand	75.00	0.00	75.00
Piano Tuning	75.00	0.00	75.00
<b>Enhanced (Week)</b>			
Yamaha G1 baby grand	150.00	0.00	150.00
Piano Tuning	0.00	0.00	0.00
<b>A.V.</b>			
<b>Standard (Day)</b>			
Christie LX601i LCD Projector 6000 Lumens, XGA, 1.5-3.0:1 Lens	175.00	0.00	175.00
Fast fold screen 9ft x 12ft (front and rear)	54.00	0.00	54.00
VGA cable 25 m	5.50	0.00	5.50
AV Package (Christie Projector, MacBook Pro & Cabling)	225.00	0.00	225.00
<b>Standard (Week)</b>			
Christie LX601i LCD Projector 6000 Lumens, XGA, 1.5-3.0:1 Lens	350.00	0.00	350.00
Fast fold screen 9ft x 12ft (front and rear)	108.00	0.00	108.00
VGA cable 25 m	11.00	0.00	11.00
AV Package (Christie Projector, MacBook Pro & Cabling)	450.00	0.00	450.00
<b>Enhanced (Day)</b>			

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SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
with effect from 01/04/2023			
	£.p	%	£.p
Christie LX601i LCD Projector 6000 Lumens, XGA, 1.5-3.0:1 Lens	200.00	0.00	200.00
Fast fold screen 9ft x 12ft (front and rear)	54.00	0.00	54.00
VGA cable 25 m	5.50	0.00	5.50
AV Package (Christie Projector, MacBook Pro & Cabling)	250.00	0.00	250.00
<b>Enhanced (Week)</b>			
Christie LX601i LCD Projector 6000 Lumens, XGA, 1.5-3.0:1 Lens	400.00	0.00	400.00
Fast fold screen 9ft x 12ft (front and rear)	108.00	0.00	108.00
VGA cable 25 m	11.00	0.00	11.00
AV Package (Christie Projector, MacBook Pro & Cabling)	500.00	0.00	500.00
<b><u>Governance and Corporate Support</u></b>			
<b><u>Land Charges</u></b>			
<b>Form LLC1</b>			
official search in one part of register	2.00	14.00	2.28
official search in whole of register	22.22	14.00	25.33
and in addition in respect of each parcel of land above one	5.57	14.00	6.35
<b>CON29R Standard Enquiries</b>			
one parcel of land	124.00	14.00	141.36
several parcels of land:			
- first parcel	124.00	14.00	141.36
- each additional parcels	20.03	13.98	22.83
<b>CON29R &amp; LLC1 Together</b>			
one parcel of land	146.22	14.00	166.69
several parcels of land:			
- first parcel	146.22	14.00	166.69
- each additional parcels	25.60	13.98	29.18
<b>CON290 Optional Enquiries</b>			
each printed enquiry	16.00	14.00	18.24
Q22 Common Land Question	16.80	0.00	16.80
<b>Additional Enquiries</b>			
Solicitors Own	23.97	14.06	27.34
<b>Freedom of Information</b>			
<b>Freedom of Information</b> appropriate limit (18 hours)	450.00	0.00	450.00

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SERVICE		2022/23	2023/24	
		Current Fee	Proposed Increase	Proposed Fee
		with effect from 01/04/2023		
		£.p	%	£.p
	<b>Environmental Information Regulations</b>			
	simple enquiries that require a basic answer	0.00	0.00	0.00
	more complex enquiries and requires information to be specifically collated (per hour)	25.00	0.00	25.00
<b>Contact Harlow</b>	<b>Rail Passes</b>	at cost + £1	0.00	at cost + £1
	<b>Disabled WC Keys</b>	2.50	0.00	2.50
	<b>Leisure card</b>	0.00	0.00	0.00
<b>Communications</b>	<b>Harlow Times Advertising</b>			
	<b>Inside Full Page</b>			
	Full Rate	900.00	10.00	990.00
	10% Discount	810.00	10.00	891.00
	20% Discount	720.00	10.00	792.00
	<b>Half Page</b>			
	Full Rate	450.00	10.00	495.00
	10% Discount	405.00	10.00	445.50
	20% Discount	360.00	10.00	396.00
	<b>Quarter Page</b>			
	Full Rate	225.00	10.00	247.50
	10% Discount	202.00	10.00	222.20
	20% Discount	180.00	10.00	198.00
	<b>Eighth Page</b>			
	Full Rate	112.00	10.00	123.20
	10% Discount	100.00	10.00	110.00
	20% Discount	89.00	10.00	97.90
<b>Housing GF</b>				
<b>Homelessness</b>	<b>Bed and Breakfast charges (per week)</b>			
	Nightly lets			
	Room	135.24	7.00	144.71
	Studio / One bedroom property	135.24	7.00	144.71
	Two bedroom property	152.15	7.00	162.80
	Three + bedroom property	194.53	7.00	208.15
<b>Supporting People</b>	<b>Housing Related Support Charges (weekly charges)</b>			
	Intensive Housing Management	2.04	6.86	2.18
	Dispersed Community Alarms	4.47	6.94	4.78

## APPENDIX E

SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
with effect from 01/04/2023			
	£.p	%	£.p
Sheltered Housing Support	8.32	6.97	8.90
Alarm System - Monitoring only	1.95	6.67	2.08
<b>Careline Alarms - non tenants (annual charge)</b>	232.44	0.00	232.44
<b>Summers Farm Close midday meal</b>	6.10	4.10	6.35
<b>Leah Manning Centre</b>			
<b>Self-Referrals</b>			
Full Day	42.11	0.00	42.11
Half Day	24.00	0.00	24.00
Two Course Dinner and Tea/Coffee	5.20	0.00	5.20
Transport	7.40	0.00	7.40
Hourly Rate	10.00	0.00	10.00
<b>Hall Hire (Per hour)</b>			
Weekdays	32.00	0.00	32.00
Weekends	53.00	0.00	53.00
<b>Latton Bush Centre</b>			
<b>Commercial</b>			
<b>Meeting Room</b>			
Session	85.00	0.00	85.00
Day	145.00	0.00	145.00
Evening and weekends only (per hour, max 2 hours)	22.50	0.00	22.50
<b>Griffin Suite</b>			
Session	160.00	0.00	160.00
Day	275.00	0.00	275.00
Evening and weekends only (per hour, max 2 hours)	35.00	0.00	35.00
<b>Dining Hall</b>			
Session	140.00	0.00	140.00
Day	230.00	0.00	230.00
Evening and weekends only (per hour, max 2 hours)	22.50	0.00	22.50
<b>Latton Hall</b>			
Session	230.00	0.00	230.00
Day	405.00	0.00	405.00
Evening and weekends only (per hour, max 2 hours)	35.00	0.00	35.00
<b>Harlow Registered Charities only</b>			
<b>Meeting Room</b>			
Session	45.00	0.00	45.00
Day	80.00	0.00	80.00
Evenings and weekends only (per hour, max 2 hours)	22.50	0.00	22.50
<b>Griffin Suite</b>			

## APPENDIX E

SERVICE	2022/23	2023/24	Proposed
	Current Fee	Proposed Increase	Fee
with effect from 01/04/2023			
	£.p	%	£.p
Session	80.00	0.00	80.00
Day	120.00	0.00	120.00
Evenings and weekends only (per hour, max 2 hours)	35.00	0.00	35.00
<b>Dining Hall</b>			
Session	85.00	0.00	85.00
Day	120.00	0.00	120.00
Evenings and weekends only (per hour, max 2 hours)	22.50	0.00	22.50
<b>Latton Hall</b>			
Session	145.00	0.00	145.00
Day	210.00	0.00	210.00
Evenings and weekends only (per hour, max 2 hours)	35.00	0.00	35.00
<b>LBC Tenants</b>			
<b>Meeting Room</b>			
Session	65.00	0.00	65.00
Day	110.00	0.00	110.00
Evenings and weekends only (per hour, max 2 hours)	22.50	0.00	22.50
<b>Griffin Suite</b>			
Session	120.00	0.00	120.00
Day	210.00	0.00	210.00
Evenings and weekends only (per hour, max 2 hours)	35.00	0.00	35.00
<b>Dining Hall</b>			
Session	105.00	0.00	105.00
Day	175.00	0.00	175.00
Evenings and weekends only (per hour, max 2 hours)	22.50	0.00	22.50
<b>Latton Hall</b>			
Session	175.00	0.00	175.00
Day	300.00	0.00	300.00
Evenings and weekends only (per hour, max 2 hours)	35.00	0.00	35.00
<b>All rooms booked on day only by Tenants per hour</b>	17.00	0.00	17.00
<b>Private Functions (Children's Parties/Wakes/Churches)</b>			
Weekends only per 4 hour session			
Latton Hall Session (am or pm)	145.00	0.00	145.00
Dinning Hall Session (am or pm)	85.00	0.00	85.00
Latton Hall Full Day	210.00	0.00	210.00
Dining Hall Full Day	120.00	0.00	120.00
<b>Equipment Hire</b>			
Flipchart Stand	0.00	0.00	0.00

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SERVICE		2022/23	2023/24	
		Current Fee	Proposed Increase	Proposed Fee
		with effect from 01/04/2023		
		£.p	%	£.p
	Flipchart Pad & Pens	5.00	0.00	5.00
	OHP	0.00	0.00	0.00
	PowerPoint Projector	0.00	0.00	0.00
	DVD Video & Screen	0.00	0.00	0.00
	PA System per Mic	0.00	0.00	0.00
	Free Standing Projector Screen	0.00	0.00	0.00
	Laptop Computer	0.00	0.00	0.00
	Wireless Internet Access	0.00	0.00	0.00
<b>Street Naming and Numbering</b>	<b>Add Alias Name to Numbered Property</b>	40.00 per property	0.00	40.00 per property
	<b>Naming of Building, Flat Block or Industrial Area</b>	110.00 per block or area	0.00	110.00 per block or area
	<b>New Development of 1-5 plots</b>	70.00 per plot	0.00	70.00 per plot
	<b>New Development of 6-50 plots</b>	10.00 per plot + 300.00	0.00	10.00 per plot + 300.00
	<b>New Development of 51+ plots</b>	5.00 per plot + 550.00	0.00	5.00 per plot + 550.00
	<b>The schedule has been issued</b>	50.00/plot	0.00	50.00/plot
	<b>Renaming of existing property</b>	100.00 per property	0.00	100.00 per property
	<b>Confirmation of postal address for solicitors or conveyancers</b>	40.00	0.00	40.00
	<b>Confirmation of postal address for residents/occupants</b>	15.00	0.00	15.00
		<b>Provision of new street name</b>	300.00	0.00
	<b>Renaming of a street where requested by residents</b>	450.00	0.00	450.00
<b>Property &amp; Facilities Team</b>	<b>Skips</b>	50.00	0.00	50.00
	<b>Hoardings</b>	50.00	0.00	50.00
	<b>Scaffolding</b>	50.00	0.00	50.00
	<b>Access inc Town Centre</b>	52.00	0.00	52.00
	<b>Tree surveys relating to land sales</b>	At cost + 10% admin fee		At cost + 10% admin fee
<b><u>Strategic Growth and Regeneration</u></b>				
<b>Building Control</b>				
	<b>Table A - New Dwellings</b>			
	Dwelling houses and flats not exceeding 300m2 (total floor area)			
	<i>Full Plans Submission</i>			
	Houses or Bungalows less than 4 storeys			
	Plan Charge			
	1 Plot	236.12	0.00	236.12
	2 Plots	279.04	0.00	279.04

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SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
3 Plots	321.98	0.00	321.98
4 Plots	364.93	0.00	364.93
5 Plots	407.85	0.00	407.85
Flats			
1	214.66	0.00	214.66
2	236.12	0.00	236.12
3	300.51	0.00	300.51
4	300.51	0.00	300.51
5	343.46	0.00	343.46
Conversion to:-			
Single dwelling house	236.12	0.00	236.12
Single Flat	214.66	0.00	214.66
Inspection Charge			
1 Plot	472.24	0.00	472.24
2 Plots	837.15	0.00	837.15
3 Plots	1,030.34	0.00	1,030.34
4 Plots	1,313.68	0.00	1,313.68
5 Plots	1,631.37	0.00	1,631.37
Flats			
1	300.51	0.00	300.51
2	643.97	0.00	643.97
3	824.37	0.00	824.37
4	1,081.86	0.00	1,081.86
5	1,459.65	0.00	1,459.65
Conversion to:-			
Single dwelling house	343.46	0.00	343.46
Single Flat	300.51	0.00	300.51
<i>Building Notice</i>			
Houses or Bungalows less than 4 storeys			
1 Plot	800.98	0.00	800.98
2 Plots	1,370.35	0.00	1,370.35
3 Plots	1,671.73	0.00	1,671.73
4 Plots	2,113.74	0.00	2,113.74
5 Plots	2,609.33	0.00	2,609.33
Flats			
1	533.21	0.00	533.21
2	1,068.98	0.00	1,068.98
3	1,350.26	0.00	1,350.26

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## SERVICE

SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
4	1,752.10	0.00	1,752.10
5	2,341.45	0.00	2,341.45
Conversion to:-			
Single dwelling house	600.18	0.00	600.18
Single Flat	533.21	0.00	533.21
<i>Regularisation Charge</i>			
Houses or Bungalows less than 4 storeys			
1 Plot	831.79	0.00	831.79
2 Plots	1,363.95	0.00	1,363.95
3 Plots	1,645.68	0.00	1,645.68
4 Plots	2,058.89	0.00	2,058.89
5 Plots	2,726.11	0.00	2,726.11
Flats			
1	581.35	0.00	581.35
2	1,082.21	0.00	1,082.21
3	1,516.89	0.00	1,516.89
4	1,946.20	0.00	1,946.20
5	2,575.85	0.00	2,575.85
Conversion to:-			
Single dwelling house	643.97	0.00	643.97
Single Flat	581.37	0.00	581.37
Notifiable Electrical Work (in addition to the above where applicable)	274.67	0.00	274.67
<b>Table B - Work To A Single Dwelling</b>			
Limited to work not more than 3 storeys above ground level			
<b>Full Plans Submissions</b>			
Extension & New Build			
<b>Plan checking charge</b>			
Single storey extension with floor area not exceeding 40m2	218.95	0.00	218.95
Single storey extension with floor area exceeding 40m2 but not exceeding 100m2	262.74	0.00	262.74
Extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	284.63	0.00	284.63
Extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	306.53	0.00	306.53



## APPENDIX E

SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Erection of a non exempt domestic extension comprising of a garage, carport or store not exceeding 100m2	197.05	0.00	197.05
Erection of a non exempt detached non habitable domestic building with total floor area not exceeding 50m2	175.16	0.00	175.16
Conversions			
First floor & second floor loft conversions	240.84	0.00	240.84
Other work	175.16	0.00	175.16
Alterations			
Re Roofing, Installation of Solar Panels or Photovoltaic cells	109.47	0.00	109.47
Replacement of windows, roof lights, roof windows or external glazed doors	131.37	0.00	131.37
Cost of work not exceeding £5,000	153.26	0.00	153.26
Cost of work exceeding £5,000 & not exceeding £25,000	197.05	0.00	197.05
Cost of work exceeding £25,000 & not exceeding £100,000	306.53	0.00	306.53
<b>Inspection Charge</b>			
Single storey extension with floor area not exceeding 40m2	350.32	0.00	350.32
Single storey extension with floor area exceeding 40m2 but not exceeding 100m2	394.11	0.00	394.11
Extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	437.90	0.00	437.90
Extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	481.69	0.00	481.69
Erection of a non exempt domestic extension comprising of a garage, carport or store not exceeding 100m2	262.74	0.00	262.74
Erection of a non exempt detached non habitable domestic building with total floor area not exceeding 50m2	218.95	0.00	218.95
Conversions			
First floor & second floor loft conversions	350.32	0.00	350.32
Other work	262.74	0.00	262.74
Alterations			

## APPENDIX E

SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Re Roofing, Installation of Solar Panels or Photovoltaic cells	87.58	0.00	87.58
Replacement of windows, roof lights, roof windows or external glazed doors	131.37	0.00	131.37
Cost of work not exceeding £5,000	175.16	0.00	175.16
Cost of work exceeding £5,000 & not exceeding £25,000	306.53	0.00	306.53
Cost of work exceeding £25,000 & not exceeding £100,000	525.49	0.00	525.49
<b>Building Notice Charges</b>			
<b>Extension &amp; New Build</b>			
Single storey extension with floor area not exceeding 40m2	612.18	0.00	612.18
Single storey extension with floor area exceeding 40m2 but not exceeding 100m2	680.49	0.00	680.49
Extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	748.81	0.00	748.81
Extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	817.12	0.00	817.12
Erection of a non exempt domestic extension comprising of a garage, carport or store not exceeding 100m2	475.56	0.00	475.56
Erection of a non exempt detached non habitable domestic building with total floor area not exceeding 50m2	407.24	0.00	407.24
<b>Conversions</b>			
First floor & second floor loft conversions	612.18	0.00	612.18
Other work	475.56	0.00	475.56
<b>Alterations</b>			
Re Roofing, Installation of Solar Panels or Photovoltaic cells	202.31	0.00	202.31
Replacement of windows, roof lights, roof windows or external glazed doors	270.62	0.00	270.62
Cost of work not exceeding £5,000	338.93	0.00	338.93
Cost of work exceeding £5,000 & not exceeding £25,000	543.87	0.00	543.87
Cost of work exceeding £25,000 & not exceeding £100,000	885.43	0.00	885.43

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SERVICE

	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
<b>Regularisation Charges</b>			
Extension & New Build			
Single storey extension with floor area not exceeding 40m2	671.45	0.00	671.45
Single storey extension with floor area exceeding 40m2 but not exceeding 100m2	720.72	0.00	720.72
Extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	784.58	0.00	784.58
Extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	848.44	0.00	848.44
Erection of a non exempt domestic extension comprising of a garage, carport or store not exceeding 100m2	529.13	0.00	529.13
Erection of a non exempt detached non habitable domestic building with total floor area not exceeding 50m2	465.27	0.00	465.27
Conversions			
First floor & second floor loft conversions	656.86	0.00	656.86
Other work	529.13	0.00	529.13
Alterations			
Re Roofing, Installation of Solar Panels or Photovoltaic cells	273.69	0.00	273.69
Replacement of windows, roof lights, roof windows or external glazed doors	337.55	0.00	337.55
Cost of work not exceeding £5,000	401.41	0.00	401.41
Cost of work exceeding £5,000 & not exceeding £25,000	592.99	0.00	592.99
Cost of work exceeding £25,000 & not exceeding £100,000	912.30	0.00	912.30
Notifiable Electrical Work (in addition to the above where applicable)	321.65	0.00	321.65
<b>Table C - All Other Non Domestic Work</b>			
Limited to work not more than 3 storeys above ground level			
<b>Full Plans Submission</b>			
Extension & New Build			
<b>Plan checking charge</b>			

## APPENDIX E

SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Single storey building with a floor area not exceeding 40m2	262.73	0.00	262.73
Single storey building with a floor area exceeding 40m2 but not exceeding 100m2	306.52	0.00	306.52
Building with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	328.42	0.00	328.42
Building with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	350.31	0.00	350.31
<b>Alterations</b>			
Cost of work not exceeding £5,000	197.05	0.00	197.05
Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	197.05	0.00	197.05
Renewable energy systems not exceeding £20,000	218.95	0.00	218.95
Installation of new shop front not exceeding £5,000	218.95	0.00	218.95
Cost of work exceeding £5,000 & not exceeding £25,000	240.84	0.00	240.84
Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	218.95	0.00	218.95
Installation of a raised storage platform not exceeding 250m2 within an existing building	306.52	0.00	306.52
Cost of works exceeding £25,000 & not exceeding £100,000	350.31	0.00	350.31
Fit out building up to 100m2	372.21	0.00	372.21
<b>Inspection charges</b>			
<b>Extension &amp; New Build</b>			
Single storey building with a floor area not exceeding 40m2	350.31	0.00	350.31
Single storey building with a floor area exceeding 40m2 but not exceeding 100m2	394.10	0.00	394.10
Building with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	437.89	0.00	437.89
Building with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	481.68	0.00	481.68
<b>Alterations</b>			
Cost of work not exceeding £5,000	131.37	0.00	131.37
Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	87.58	0.00	87.58

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SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Renewable energy systems not exceeding £20,000	87.58	0.00	87.58
Installation of new shop front not exceeding £5,000	87.58	0.00	87.58
Cost of work exceeding £5,000 & not exceeding £25,000	262.73	0.00	262.73
Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	175.16	0.00	175.16
Installation of a raised storage platform not exceeding 250m2 within an existing building	175.16	0.00	175.16
Cost of works exceeding £25,000 & not exceeding £100,000	525.47	0.00	525.47
Fit out building up to 100m2	218.95	0.00	218.95
Regularisation Charge			
Extension & New Build			
Single storey building with a floor area not exceeding 40m2	784.57	0.00	784.57
Single storey building with a floor area exceeding 40m2 but not exceeding 100m2	884.91	0.00	884.91
Building with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	967.02	0.00	967.02
Building with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	1,049.12	0.00	1,049.12
Alterations			
Cost of work not exceeding £5,000	410.53	0.00	410.53
Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	346.67	0.00	346.67
Renewable energy systems not exceeding £20,000	364.91	0.00	364.91
Installation of new shop front not exceeding £5,000	364.91	0.00	364.91
Cost of work exceeding £5,000 & not exceeding £25,000	638.60	0.00	638.60
Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	510.88	0.00	510.88
Installation of a raised storage platform not exceeding 250m2 within an existing building	565.61	0.00	565.61
Cost of works exceeding £25,000 & not exceeding £100,000	1,112.98	0.00	1,112.98
Fit out building up to 100m2	684.21	0.00	684.21
<b>Works not included in Tables A, B and C. Charged derived from hourly rate</b>	80.81	0.00	80.81

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SERVICE		2022/23	2023/24	
		Current Fee	Proposed Increase	Proposed Fee
		with effect from 01/04/2023		
		£.p	%	£.p
	<b>Dropped Crossing Application Fee</b>	102.00	0.00	102.00
<b>Covenant Control</b>	<b>Copy decision notices, etc</b>	0.10	0.00	0.10
	<b>Covenant application for a new dwelling</b>	153.00	0.00	153.00
	<b>Covenant Control application for window replacement, minor alterations, sheds and trees</b>	61.20	0.00	61.20
	<b>Covenant Control application for extensions (including front porch)</b>	125.46	0.00	125.46
	<b>Retrospective decision for window replacement, minor alterations, sheds and trees</b>	93.84	0.00	93.84
	<b>Retrospective decision for extensions (including front porches)</b>	188.70	0.00	188.70
	<b>Copy of the covenant plans</b>	18.36	0.00	18.36
<b>Planning</b>	<b>Forward Planning Documents</b>			
	Adopted Replacement Harlow Local Plan 2006 - Written Statement and proposals Map	37.00	0.00	37.00
	Adopted Replacement Harlow Local Plan 2006 - Written Statement and proposals Map CD-ROM	0.00	0.00	0.00
	Adopted Replacement Harlow Local Plan 2006 - Written Statement Only	22.00	0.00	22.00
	Adopted Replacement Harlow Local Plan 2006 - Proposals I	15.50	0.00	15.50
	Core Strategy Issues and Options Consultation Document	24.00	0.00	24.00
	Core Strategy Issues and Options Consultation Document C	0.00	0.00	0.00
	Core Strategy Issues and Options Sustainability Appraisal incorporating SEA Directive	49.00	0.00	49.00
	Core Strategy Issues and Options Consultation Summary Report	48.00	0.00	48.00
	Emerging Strategy Consultation Document	24.00	0.00	24.00
	Emerging Strategy Sustainability Appraisal	24.00	0.00	24.00
	Emerging Strategy Consultation Summary Report	24.00	0.00	24.00
	Open Spaces, Sport and Recreation SPD	5.15	0.00	5.15
	Affordable Housing SPD	5.15	0.00	5.15
	Harlow Design Guide SPD	47.00	0.00	47.00
	Statement of Community Involvement Review 2014	6.00	0.00	6.00
	Annual Monitoring Report	0.00	0.00	0.00

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SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Great Crested Newt Study Report 2007	14.50	0.00	14.50
Green Infrastructure Plan for the Harlow Area 2005	23.50	0.00	23.50
Harlow Area Landscape and Environment Study 2005	107.00	0.00	107.00
Stort Valley Feasibility Study 2007	21.00	0.00	21.00
Strategic Flood Risk Assessment 2011	18.00	0.00	18.00
Local Wildlife Site Review 2011	13.50	0.00	13.50
Gypsy and Traveller Accommodation Assessment Update 2017			
Essex Gypsy and Traveller Accommodation Assessment (ORS 2014)	40.00	0.00	40.00
Essex Gypsy and Traveller Accommodation Assessment (Fordham Research 2009)	56.00	0.00	56.00
Essex Gypsy and Traveller Accommodation Assessment (EPOA 2006)	5.50	0.00	5.50
Harlow Area Study - Master planning Principles and Sustainability Criteria 2005	32.00	0.00	32.00
London Commuter Belt (East) / M11 Sub-region Strategic Housing Market Assessment 2010	73.00	0.00	73.00
London Commuter Belt Sub-region Strategic Housing Market Analysis: Viability Assessment 2010	100.00	0.00	100.00
Harlow Urban Capacity Study 2006	21.00	0.00	21.00
Harlow Area Investment and Renewal Framework	37.50	0.00	37.50
Harlow Economic and Labour Market Statistics	12.00	0.00	12.00
Harlow Regeneration and Social Inclusion Strategy 2010-2015	8.00	0.00	8.00
Retail Study and Town Centre Health Check 2007	37.50	0.00	37.50
Retail Study Update 2010	24.00	0.00	24.00
Retail Study Addendum 2011	10.00	0.00	10.00
Generating and Appraising Spatial Options for the Harlow Area 2010	47.00	0.00	47.00
Harlow Infrastructure Study - Stage 1 Report 2008	30.50	0.00	30.50
Harlow Infrastructure Study Stage 2 - Final Report 2009	36.00	0.00	36.00
Harlow Transportation Study 2005	21.00	0.00	21.00
Rye Meads Water Cycle Strategy 2009	47.00	0.00	47.00
Harlow Play and youth Activity Strategy 2009	13.30	0.00	13.30
Harlow Playing Pitch Strategy 2009	26.00	0.00	26.00
Harlow Playing Pitch Strategy - Assessment Report 2009	26.00	0.00	26.00
Harlow Indoor Sports Hall Facilities 2012	15.00	0.00	15.00

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SERVICE	2022/23	2023/24	Proposed
	Current Fee	Proposed Increase	Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Harlow Swimming Pool Facilities 2011	15.00	0.00	15.00
Harlow Playing Fields Assessment 2015	40.00	0.00	40.00
Harlow Employment Land Review 2013	24.50	0.00	24.50
Harlow Future Prospects Study 2013	48.00	0.00	48.00
Harlow Spatial Options Study 2014	24.00	0.00	24.00
Green Belt Review Stages 1 & 2 2015 (available mid-2015/2016)	24.00	0.00	24.00
Green Wedge Review 2014	40.00	0.00	40.00
Harlow Open Spaces and Green Infrastructure Study 2013	80.00	0.00	80.00
Greater Essex Demographics Forecasts Phase 1 & 2	32.50	0.00	32.50
Greater Essex Demographics Forecasts Phase 3	32.50	0.00	32.50
Greater Essex Demographics Forecasts 4 2013	32.50	0.00	32.50
Greater Essex Demographics Forecasts Phase 5	32.50	0.00	32.50
Greater Essex Demographics Forecasts Phase 6	32.50	0.00	32.50
Greater Essex Demographics Forecasts Phase 7	32.50	0.00	32.50
LCB Sub-region Strategic Housing Market Analysis Update 2013	10.00	0.00	10.00
Strategic Housing Land Availability Assessment 2014	20.00	0.00	20.00
Strategic Housing Market Assessment 2015	20.00	0.00	20.00
Strategic Housing Market Assessment 2017	20.00	0.00	20.00
Affordable housing update 2017	10.00	0.00	10.00
Old Harlow Conservation Area Appraisal and Management Plan	31.00	0.00	31.00
Old Harlow Garden Village Conservation Area Appraisal and Management Plan	21.00	0.00	21.00
London Road North Master Plan	40.00	0.00	40.00
London Road North Design Code	27.00	0.00	27.00
London Road North Order and Schedule	18.00	0.00	18.00
London Road North Statement of Reasons	15.00	0.00	15.00
London Road South Design Code part 1	12.00	0.00	12.00
London Road South Design Code part 2	8.00	0.00	8.00
London Road South Order and Schedule	15.00	0.00	15.00
London Road South Statement of Reasons	14.00	0.00	14.00
Templefields North East Design Code	12.00	0.00	12.00
Templefields North East Order and Schedule	12.00	0.00	12.00
Templefields North East Statement of Reasons	6.00	0.00	6.00
Strategic Flood Risk Assessment 2016	44.00	0.00	44.00



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SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Harlow Surface Water Management Plan 2013	60.00	0.00	60.00
Retail Frontages Study 2018	24.00	0.00	24.00
Sports Facilities Study 2017	130.00	0.00	130.00
Harlow Strategic Site Assessment 2016	82.00	0.00	82.00
Harlow Local Development Plan Pre-Submission Publication May 2018	62.00	0.00	62.00
Pre-Submission Policies Map	30.00	0.00	30.00
Pre-Submission Sustainability Appraisal	40.00	0.00	40.00
Pre-Submission Habitats Regulation Assessment	26.00	0.00	26.00
<b>Development Management Documents</b>			
Decision notices (cost per sheet)	0.10	0.00	0.10
Coloured copy A4	0.50	0.00	0.50
A3	0.20	0.00	0.20
A3 colour	1.00	0.00	1.00
A2	1.00	0.00	1.00
A2 colour	2.00	0.00	2.00
A1	1.50	0.00	1.50
A1 colour	4.00	0.00	4.00
A0	2.00	0.00	2.00
A0 colour	8.00	0.00	8.00
<b>Miscellaneous Development Management Work</b>			
Planning History Search (per hour)	51.60	0.00	51.60
<b>Development Management Planning Fees</b>			
1) The erection of dwelling houses (other than development within category 6)			
a) where the application is for outline planning permission			
- not exceeding 2.5 hectares (for each 0.1 hectare)	462.00	0.00	462.00
- exceeding 2.5 hectares	11,432.00	0.00	11,432.00
- + for each 0.1 hectare in excess of 2.5 hectares to maximum total £125,000	138.00	0.00	138.00
b) in other cases			
- 50 or fewer dwelling houses for each house	462.00	0.00	462.00
- in excess of 50 dwellings and £100 for each house to max of £250,000	22,859.00	0.00	22,859.00
- + for each dwelling to max of £250,000	138.00	0.00	138.00
2) The erection of buildings (other than buildings in categories 1,3,4,5 or 7)			
a) where the application is for outline planning permission			

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**SERVICE**

	<b>2022/23</b>	<b>2023/24</b>	
	<b>Current Fee</b>	<b>Proposed Increase</b>	<b>Proposed Fee</b>
	<b>with effect from 01/04/2023</b>		
	<b>£.p</b>	<b>%</b>	<b>£.p</b>
- not exceeding 2.5 hectares (for each 0.1 hectare)	462.00	<b>0.00</b>	462.00
- exceeding 2.5 hectares	11,432.00	<b>0.00</b>	11,432.00
- + for each 0.1 hectare in excess of 2.5 hectares to maximum £125,000	138.00	<b>0.00</b>	138.00
b) in other cases			
- where no floor space is created	234.00	<b>0.00</b>	234.00
- where the area of gross floor space does not exceed 40sqm	234.00	<b>0.00</b>	234.00
- where the area of gross floor space exceeds 40sqm but not 75sqm	462.00	<b>0.00</b>	462.00
- where the area of gross floor space exceeds 75sqm but not 3750sqm for each 75 sqm	462.00	<b>0.00</b>	462.00
- where the area of gross floor space exceeds 3750sqm	22,859.00	<b>0.00</b>	22,859.00
- + for each 75sqm to maximum £250,000	138.00	<b>0.00</b>	138.00
3) The erection of land used for the purposes of agriculture (other than buildings within category 4)			
a) where the application is for outline planning permission			
- not exceeding 2.5 hectares (for each 0.1 hectare)	462.00	<b>0.00</b>	462.00
- exceeding 2.5 hectares	11,432.00	<b>0.00</b>	11,432.00
- + for each 0.1 hectare in excess of 2.5 hectares to maximum £125,000	138.00	<b>0.00</b>	138.00
b) in other cases			
- where the area of gross floor space does not exceed 465sqm	96.00	<b>0.00</b>	96.00
- where the area of gross floor space exceeds 465sqm but not 540sqm	462.00	<b>0.00</b>	462.00
- where the area of gross floor space exceeds 540sqm but not 4215sqm	462.00	<b>0.00</b>	462.00
- + for each 75sqm	462.00	<b>0.00</b>	462.00
- where the area of gross floor space exceeds 4215sqm	22,859.00	<b>0.00</b>	22,859.00
- + for each 75sqm to maximum £250,000	138.00	<b>0.00</b>	138.00
4) The erection of glasshouses on land used for the purposes of agriculture			
- where the area of gross floor space does not exceed 465sqm	96.00	<b>0.00</b>	96.00
- where the area of gross floor space exceeds 465sqm	2,580.00	<b>0.00</b>	2,580.00
5) The erection, alteration or replacement of plant or machinery			
- not exceeding 5 hectares (for each 0.1 hectare)	462.00	<b>0.00</b>	462.00

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## SERVICE

	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
- exceeding 5 hectares	22,859.00	0.00	22,859.00
- + for each 0.1 hectare in excess of 5 hectares to maximum £250,000	138.00	0.00	138.00
6) The enlargement, improvement of other alteration of existing dwelling houses			
- 1 dwelling house	206.00	0.00	206.00
- 2 or more	407.00	0.00	407.00
7) the carrying out of operations within the curtilage of an existing dwelling house			
the carrying out of operations within the curtilage of an existing dwelling house	206.00	0.00	206.00
or			
- the construction of car parks, service roads etc	234.00	0.00	234.00
8) The carrying out of any operations connected with exploratory drilling			
- not exceeding 7.5 hectares (for each 0.1 hectare)	508.00	0.00	508.00
- exceeding 7.5 hectares	38,070.00	0.00	38,070.00
- + for each 0.1 hectare in excess of 7.5 hectares to maximum £250,000	151.00	0.00	151.00
9) The carrying out of any operations not coming within any of the above			
- not exceeding 15 hectares (for each 0.1 hectare)	257.00	0.00	257.00
- exceeding 15 hectares	38,520.00	0.00	38,520.00
- + for each 0.1 hectare in excess of 15 hectares to a maximum of £65,000	151.00	0.00	151.00
- in any other case (for each 0.1 hectare) to maximum of £1,690	234.00	0.00	234.00
10) The change of use of a building to use as one or more separate dwelling houses			
- where the change of use is to use 50 or fewer dwelling houses	462.00	0.00	462.00
- where the change of use is to use more than 50 dwelling houses	22,859.00	0.00	22,859.00
- + for each additional dwelling house to maximum £250,000	138.00	0.00	138.00
11) The use of land for the disposal of refuse or waste			
- not exceeding 15 hectares (for each 0.1 hectare)	234.00	0.00	234.00
- exceeding 15 hectares	34,934.00	0.00	34,934.00

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SERVICE	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
- + for each 0.1 hectare in excess of 15 hectares to maximum £250,000	138.00	0.00	138.00
12) The making of a material change in the use of a building or land	462.00	0.00	462.00
<b>Development Management Advertisement Application Fees</b>			
Advertisements displayed on business premises, etc	132.00	0.00	132.00
Advertisements for the purpose of directing members of the public, etc	132.00	0.00	132.00
Other advertisements	462.00	0.00	462.00
<b>Pre-Application Charges</b>			
<b>Initial fee written response</b>			
<b>Dwellings</b>			
HSE queries	100.00		100.00
Single new dwelling	200.00	0.00	200.00
Houses for Multiple Occupation	300.00	0.00	300.00
2-9 new dwellings	500.00	0.00	500.00
Small scale major (10-50 dwellings)	PPA	0.00	PPA
Large scale major (upwards of 50 units)	PPA	0.00	PPA
<b>Non-residential</b>			
Change of use (up to 100 sqm)	300.00	0.00	300.00
Minor commercial (creation of 0-999 sqm of floor space or over 0.1 ha)	500.00	0.00	500.00
Major commercial (creation of 1000 sqm of floor space or over 1.0 ha)	PPA	0.00	PPA
<b>Initial fee meeting with notes</b>			
<b>Dwellings</b>			
HSE queries	140.00		140.00
Single new dwelling	400.00	0.00	400.00
Houses for Multiple Occupation	400.00	0.00	400.00
2-9 new dwellings	650.00	0.00	650.00
Small scale major (10-50 dwellings)	PPA	0.00	PPA
Large scale major (upwards of 50 units)	PPA	0.00	PPA
<b>Non-residential</b>			
Change of use (up to 100 sqm)	n/a	0.00	n/a
Minor commercial (creation of 0-999 sqm of floor space or over 0.1 ha)	650.00	0.00	650.00

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SERVICE

	2022/23	2023/24	
	Current Fee	Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Major commercial (creation of 1000 sqm of floor space or over 1.0 ha)	PPA	0.00	PPA
<b>Follow up charge officer hourly rate</b>			
<b>Dwellings</b>			
HSE queries	variable*		variable*
Single new dwelling	variable*	0.00	variable*
Houses for Multiple Occupation	variable*	0.00	variable*
2-9 new dwellings	variable*	0.00	variable*
Small scale major (10-50 dwellings)	variable*	0.00	variable*
Large scale major (upwards of 50 units)	variable*	0.00	variable*
<b>Non-residential</b>			
Change of use (up to 100 sqm)	variable*	0.00	variable*
Minor commercial (creation of 0-999 sqm of floor space or over 0.1 ha)	variable*	0.00	variable*
Major commercial (creation of 1000 sqm of floor space or over 1.0 ha)	variable*	0.00	variable*
Planning Officer*	85.00	0.00	85.00
Senior Planning Officer*	100.00	0.00	100.00
Principal Planning Officer*	150.00	0.00	150.00
<b>Additional specialist advice (Optional)</b>			
Advice from another officer included in the written response or meeting (charged per hour if it requires more intensive research)	100.00	0.00	100.00
Another officer attending the meeting			
Director	700.00	0.00	700.00
Assistant Director	600.00	0.00	600.00
Planning Manager	500.00	0.00	500.00
<b>Other</b>			
High Hedges	400.00	0.00	400.00
Condition Discharge - householder development	34.00	0.00	34.00
Condition Discharge - All other development	116.00	0.00	116.00
Non-Material Change - householder	34.00	0.00	34.00
Non-material Change - all other	234.00	0.00	234.00
Prior Approvals	96.00	0.00	96.00
Prior Approvals	206.00	0.00	206.00
Prior Approvals	462.00	0.00	462.00
Application for approval of reserved matters	Full fee or if full feed paid 462.00	0.00	Full fee or if full feed paid 462.00

APPENDIX E

SERVICE

	2022/23 Current Fee	2023/24 Proposed Increase	Proposed Fee
	with effect from 01/04/2023		
	£.p	%	£.p
Approval/Variation of condition following planning permission	234.00	0.00	234.00
Confirmation of compliance with conditions - householder	34.00	0.00	34.00
Confirmation of compliance with conditions - other	116.00	0.00	116.00
<b>Lawful Development Certificates</b>			
Existing use or operation	same as full	0.00	same as full
Existing use or operation - lawful not to comply with any condition or limitation	234.00	0.00	234.00
Proposed use or operation	Half normal fee	0.00	Half normal fee