

**APPENDIX B - Fees and Charges 2025/2026**



**HARLOW DISTRICT COUNCIL  
FEES & CHARGES SCHEDULE  
2025/26**

**Key to VAT**

- S - Standard Rated - 20%
- E - Exempt from VAT
- Z - Zero Rated - 0%
- B - Outside Scope of VAT

**Key to Type**

- S - Statutory
- D - Discretionary

**STATUTORY FEES AND CHARGES  
2025/26**

**Key to VAT**

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**Key to Type**

- S - Statutory
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**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE  | DESCRIPTION OF CHARGE   | Type | VAT | 2024/25                     | 2025/26           | 2025/26           |
|--|---|------|-----|-----------------------------|-------------------|-------------------|
|  |   |      |     | Current Fee                 | Proposed Increase | Proposed Fee      |
|  |   |      |     | with effect from 01/04/2025 |                   |                   |
|  |   |      |     | £.p                         | %                 | £.p               |
| <b>Hackney Carriages &amp; Private Hire</b>    |   |      |     |                             |                   |                   |
| <b>HC &amp; PH Drivers Licence</b>             |   |      |     |                             |                   |                   |
|  | New Driver (annual)   |      |     |                             |                   |                   |
|  | Admin fee - non refundable  | S    | B   | 120.00                      | 0.00              | 120.00            |
|  | Fee on completion of application  | S    | B   | 120.00                      | 0.00              | 120.00            |
|  | New driver (3 year)   |      |     |                             |                   |                   |
|  | Admin fee - non refundable  | S    | B   | 120.00                      | 0.00              | 120.00            |
|  | Fee on completion of application  | S    | B   | 285.00                      | 0.00              | 285.00            |
|  | Renewal (annual)  | S    | B   | 124.00                      | 0.00              | 124.00            |
|  | Renewal (3 year)  | S    | B   | 295.00                      | 0.00              | 295.00            |
|  | Renewal Licence issued for less than 1 year   | S    | B   | 67 + 5/Full month           | 0.00              | 67 + 5/Full month |
| <b>HC Vehicle Licence</b>                      |   |      |     |                             |                   |                   |
|  | New Vehicle   | S    | B   | 298.00                      | 0.00              | 298.00            |
|  | Renewal   | S    | B   | 298.00                      | 0.00              | 298.00            |
|  | Rebate on surrender per month   | S    | B   | -18.00                      | 0.00              | -18.00            |
| <b>PH Vehicle Licence</b>                      |   |      |     |                             |                   |                   |
|  | New Vehicle   | S    | B   | 298.00                      | 0.00              | 298.00            |
|  | Renewal   | S    | B   | 298.00                      | 0.00              | 298.00            |
|  | Rebate on surrender per month   | S    | B   | -18.00                      | 0.00              | -18.00            |
|  | <b>Transfer of Vehicle Licence</b>  | S    | B   | 0.00                        | 0.00              | 0.00              |
| <b>Replacement Items</b>                       |   |      |     |                             |                   |                   |
|  | - badge   | S    | B   | 0.00                        | 0.00              | 0.00              |
|  | - plate   | S    | B   | 0.00                        | 0.00              | 0.00              |
|  | - platemate   | S    | B   | 0.00                        | 0.00              | 0.00              |
| <b>Annual Private Hire Operator Licence</b>    |   |      |     |                             |                   |                   |
|  | operators licence   | S    | B   | 297.00                      | 0.00              | 297.00            |
| <b>Five Year Private Hire Operator Licence</b> |   |      |     |                             |                   |                   |
|  | operators licence   | S    | B   | 710.00                      | 0.00              | 710.00            |
| <b>Knowledge Test</b>                          |   |      |     |                             |                   |                   |
|  | Knowledge test  | S    | B   | 53.00                       | 0.00              | 53.00             |
|  | Retest full   | S    | B   | 53.00                       | 0.00              | 53.00             |
|  | Retest partial  | S    | B   | 21.00                       | 0.00              | 21.00             |
| <b>Other Fees</b>                              |   |      |     |                             |                   |                   |
|  | DBS first driver check  | S    | B   | 44.00                       | 0.00              | 44.00             |
|  | DBS each subsequent check   | S    | B   | 64.00                       | 0.00              | 64.00             |
| <b>Environmental Health</b>                    |   |      |     |                             |                   |                   |
| <b>Stray dogs</b>                              |   |      |     |                             |                   |                   |
|  | stray dogs  | S    | B   | 25.00                       | 0.00              | 25.00             |
| <b>LAPPC charges</b>                           |   |      |     |                             |                   |                   |
| <b>Application fee</b>                         |   |      |     |                             |                   |                   |
|  | Standard process (includes solvent emission activities)   | S    | B   | 1,650.00                    | 0.00              | 1,650.00          |
|  | Additional fee for operating without a permit   | S    | B   | 1,188.00                    | 0.00              | 1,188.00          |
|  | PVRI,SWOBs and Dry Cleaners   | S    | B   | 155.00                      | 0.00              | 155.00            |
|  | PVR I & II combined   | S    | B   | 257.00                      | 0.00              | 257.00            |
|  | VRs and other Reduced Fee Activities  | S    | B   | 362.00                      | 0.00              | 362.00            |
|  | Reduced fee activities: Additional fee for operating without a permit   | S    | B   | 71.00                       | 0.00              | 71.00             |
|  | Mobile plant**  | S    | B   | 1,650.00                    | 0.00              | 1,650.00          |
|  | for the third to seventh applications   | S    | B   | 985.00                      | 0.00              | 985.00            |
|  | for the eight and subsequent applications   | S    | B   | 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> | S    | B   |                             |                   |                   |
| <b>Annual Subsistence Charge</b>               |   |      |     |                             |                   |                   |
|  | Standard process Low  | S    | B   | 772 (+104)*                 | 0.00              | 772 (+104)*       |
|  | Standard process Medium   | S    | B   | 1161 (+156)*                | 0.00              | 1161 (+156)*      |
|  | Standard process High   | S    | B   | 1748 (+207)*                | 0.00              | 1748 (+207)*      |
|  | PVRI,SWOBs and Dry Cleaners Low   | S    | B   | 79.00                       | 0.00              | 79.00             |
|  | PVRI,SWOBs and Dry Cleaners Medium  | S    | B   | 158.00                      | 0.00              | 158.00            |
|  | PVRI,SWOBs and Dry Cleaners High  | S    | B   | 237.00                      | 0.00              | 237.00            |
|  | PVR I & II combined Low   | S    | B   | 113.00                      | 0.00              | 113.00            |
|  | PVR I & II combined Medium  | S    | B   | 226.00                      | 0.00              | 226.00            |
|  | PVR I & II combined High  | S    | B   | 341.00                      | 0.00              | 341.00            |
|  | VRs and other Reduced Fee Low   | S    | B   | 228.00                      | 0.00              | 228.00            |
|  | VRs and other Reduced Fee Medium  | S    | B   | 365.00                      | 0.00              | 365.00            |
|  | VRs and other Reduced Fee High  | S    | B   | 548.00                      | 0.00              | 548.00            |
|  | Mobile plant, for first and second permits Low**  | S    | B   | 626.00                      | 0.00              | 626.00            |

|   |     |   |          |      |          |
|---|-----|---|----------|------|----------|
| Mobile plant, for first and second permits<br>Medium**  | S   | B | 1,034.00 | 0.00 | 1,034.00 |
| Mobile plant, for first and second permits High**   | S   | B | 1,551.00 | 0.00 | 1,551.00 |
| for the third to seventh permits Low  | S   | B | 385.00   | 0.00 | 385.00   |
| for the third to seventh permits Medium   | S   | B | 617.00   | 0.00 | 617.00   |
| for the third to seventh permits High   | S   | B | 924.00   | 0.00 | 924.00   |
| for the eight and subsequent permits Low  | S   | B | 198.00   | 0.00 | 198.00   |
| for the eight and subsequent permits Medium   | S   | B | 314.00   | 0.00 | 314.00   |
| for the eight and subsequent permits High   | S   | B | 473.00   | 0.00 | 473.00   |
| Late Payment Fee  | S   | B | 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   | S   | B | 169.00   | 0.00 | 169.00   |
| Standard process partial transfer   | S   | B | 497.00   | 0.00 | 497.00   |
| New operator at low risk reduced fee activity<br>(extra one - off subsistence charge - see Art 15(2) of charging system)                                | S   | B | 78.00    | 0.00 | 78.00    |
| Surrender: all Part B activities  | S   | B | 0.00     | 0.00 | 0.00     |
| Reduced fee activities: transfer  | S   | B | 0.00     | 0.00 | 0.00     |
| Reduced fee activities: partial transfer  | S   | B | 47.00    | 0.00 | 47.00    |
| <b>Temporary transfer for mobiles</b>   |     |   |          |      |          |
| First transfer  | S   | B | 53.00    | 0.00 | 53.00    |
| Repeat following enforcement or warning   | S   | B | 53.00    | 0.00 | 53.00    |
| <b>Substantial Change</b>   |     |   |          |      |          |
| Standard process  | S   | B | 1,050.00 | 0.00 | 1,050.00 |
| Standard process where the substantial change results in a new PPC activity   | S   | B | 1,650.00 | 0.00 | 1,650.00 |
| Reduced fee activities  | S   | B | 102.00   | 0.00 | 102.00   |
| <b>LAPPC mobile plant charges (Not using simplified permits)</b>  |     |   |          |      |          |
| <b>Application fee</b>  |     |   |          |      |          |
| 1 to 2 Permits  | S   | B | 1,650.00 | 0.00 | 1,650.00 |
| 3 to 7 Permits  | S   | B | 985.00   | 0.00 | 985.00   |
| 8 and Over  | S   | B | 498.00   | 0.00 | 498.00   |
| <b>Subsistence fee</b>  |     |   |          |      |          |
| 1 to 2 Permits Low  | S   | B | 646.00   | 0.00 | 646.00   |
| 1 to 2 Permits Medium   | S   | B | 1,034.00 | 0.00 | 1,034.00 |
| 1 to 2 Permits High   | S   | B | 1,506.00 | 0.00 | 1,506.00 |
| 3 to 7 Permits Low  | S   | B | 385.00   | 0.00 | 385.00   |
| 3 to 7 Permits Medium   | S   | B | 617.00   | 0.00 | 617.00   |
| 3 to 7 Permits High   | S   | B | 924.00   | 0.00 | 924.00   |
| 8 and Over Low  | S   | B | 198.00   | 0.00 | 198.00   |
| 8 and Over Medium   | S   | B | 316.00   | 0.00 | 316.00   |
| 8 and Over High   | S   | B | 473.00   | 0.00 | 473.00   |
| <b>LAPPC 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  | S   | B | 3,363.00 | 0.00 | 3,363.00 |
| Additional fee for operating without a permit - LA element  | S   | B | 1,188.00 | 0.00 | 1,188.00 |
| Annual Subsistence Low - LA element   | S   | B | 1,447.00 | 0.00 | 1,447.00 |
| Annual Subsistence Medium - LA element  | S   | B | 1,611.00 | 0.00 | 1,611.00 |
| Annual Subsistence High - LA element  | S   | B | 2,334.00 | 0.00 | 2,334.00 |
| Late Payment Fee  | S   | B | 52.00    | 0.00 | 52.00    |
| Substantial Variation   | S   | B | 1,368.00 | 0.00 | 1,368.00 |
| Transfer  | S   | B | 235.00   | 0.00 | 235.00   |
| Partial Transfer  | S   | B | 698.00   | 0.00 | 698.00   |
| Surrender   | S   | B | 698.00   | 0.00 | 698.00   |
| <b>Antisocial Behaviour Act 2003</b>  |     |   |          |      |          |
| Section 43 (a) (fly-posting and graffiti)   | S/D | B | 80.00    | 0.00 | 80.00    |
| <b>Antisocial Behaviour Crime and Policing Act 2014</b>   |     |   |          |      |          |
| Section 48-52 (failure to comply with CPN)  | S/D | B | 80.00    | 0.00 | 80.00    |
| Section 66-68 (Breach of Public Space Protection Order)   | S/D | B | 80.00    | 0.00 | 80.00    |
| <b>Environmental Protection Act 1990</b>  |     |   |          |      |          |
| Section 5/5b (failure to produce authority to transport waste)  | S/D | B | 330.00   | 0.00 | 330.00   |
| Section 33 (1) (a) (fly tipping)  | S/D | B | 500.00   | 0.00 | 500.00   |
| Section 34 (2) (a) - 34 (6) (waste deposit offence - duty of care)  | S/D | B | 330.00   | 0.00 | 330.00   |
| Section 34 (5) (failure to produce waste documents)   | S/D | B | 330.00   | 0.00 | 330.00   |

|   |     |   |        |      |        |
|---|-----|---|--------|------|--------|
| Section 46/47/47ZA/47AB (failure to comply with a waste receptacles notice) | S/D | B | 110.00 | 0.00 | 110.00 |
| Section 87 and 88 (depositing litter)                                       | S/D | B | 100.00 | 0.00 | 100.00 |

## Licensing

### Premises Licences and Club Premises

#### Certificates (application fee)

##### Band

|   |   |   |        |      |        |
|---|---|---|--------|------|--------|
| a | S | B | 100.00 | 0.00 | 100.00 |
| b | S | B | 190.00 | 0.00 | 190.00 |
| c | S | B | 315.00 | 0.00 | 315.00 |
| d | S | B | 450.00 | 0.00 | 450.00 |
| e | S | B | 635.00 | 0.00 | 635.00 |

##### city/town centre pub

|        |   |   |          |      |          |
|--------|---|---|----------|------|----------|
| band d | S | B | 900.00   | 0.00 | 900.00   |
| band e | S | B | 1,905.00 | 0.00 | 1,905.00 |

### Premises Licences and Club Premises

#### Certificates (annual fee)

##### Band

|   |   |   |        |      |        |
|---|---|---|--------|------|--------|
| a | S | B | 70.00  | 0.00 | 70.00  |
| b | S | B | 180.00 | 0.00 | 180.00 |
| c | S | B | 295.00 | 0.00 | 295.00 |
| d | S | B | 320.00 | 0.00 | 320.00 |
| e | S | B | 350.00 | 0.00 | 350.00 |

##### city/town centre pub

|        |   |   |          |      |          |
|--------|---|---|----------|------|----------|
| band d | S | B | 640.00   | 0.00 | 640.00   |
| band e | S | B | 1,050.00 | 0.00 | 1,050.00 |

##### application for minor variation

|  |   |   |       |      |       |
|--|---|---|-------|------|-------|
|  | S | B | 89.00 | 0.00 | 89.00 |
|--|---|---|-------|------|-------|

#### Other Fees

|  |   |   |        |      |        |
|--|---|---|--------|------|--------|
| temporary event notice   | S | B | 21.00  | 0.00 | 21.00  |
| theft, loss etc of temporary event notice                                | S | B | 10.50  | 0.00 | 10.50  |
| Theft, loss etc of premises licence or summary                           | S | B | 10.50  | 0.00 | 10.50  |
| Application for a provisional statement where premises being built       | S | B | 315.50 | 0.00 | 315.50 |
| Notification of change of name or address                                | S | B | 10.50  | 0.00 | 10.50  |
| Application to vary licence to specify individual as premises supervisor | S | B | 23.00  | 0.00 | 23.00  |
| Application for transfer of premises licence                             | S | B | 23.00  | 0.00 | 23.00  |
| Interim authority notice following death etc. of licence holder          | S | B | 23.00  | 0.00 | 23.00  |
| Theft, loss etc of certificate or summary                                | S | B | 10.50  | 0.00 | 10.50  |
| Notification of change of name or alteration of rules of club            | S | B | 10.50  | 0.00 | 10.50  |
| Change of relevant registered address of club                            | S | B | 10.50  | 0.00 | 10.50  |
| Right of freeholder etc to be notified of licensing matter               | S | B | 21.00  | 0.00 | 21.00  |

### Gambling Act - Licences

|  |   |   |          |      |          |
|--|---|---|----------|------|----------|
| Bingo premises licence (New)   | S | B | 3,300.00 | 0.00 | 3,300.00 |
| Bingo premises licence (Variation)   | S | B | 1,650.00 | 0.00 | 1,650.00 |
| Bingo premises licence (Renewal)   | S | B | 925.00   | 0.00 | 925.00   |
| Bingo premises licence (Application for Provisional Statement)   | S | B | 3,300.00 | 0.00 | 3,300.00 |
| Bingo premises licence (Transfer)  | S | B | 1,130.00 | 0.00 | 1,130.00 |
| Bingo premises licence (Re-instatement or Licence application Provisional Statement holders)               | S | B | 1,130.00 | 0.00 | 1,130.00 |
| Adult Gaming Centre premises licence (New)   | S | B | 1,850.00 | 0.00 | 1,850.00 |
| Adult Gaming Centre premises licence (Variation)   | S | B | 925.00   | 0.00 | 925.00   |
| Adult Gaming Centre premises licence (Renewal)   | S | B | 925.00   | 0.00 | 925.00   |
| Adult Gaming Centre premises licence (Application for Provisional Statement)                               | S | B | 1,850.00 | 0.00 | 1,850.00 |
| Adult Gaming Centre premises licence (Transfer)  | S | B | 1,130.00 | 0.00 | 1,130.00 |
| Adult Gaming Centre premises licence (Re-instatement or Licence Application Provisional Statement holders) | S | B | 1,130.00 | 0.00 | 1,130.00 |
| Betting premises (track) licence (New)   | S | B | 2,365.00 | 0.00 | 2,365.00 |
| Betting premises (track) licence (Variation)   | S | B | 1,180.00 | 0.00 | 1,180.00 |
| Betting premises (track) licence (Renewal)   | S | B | 925.00   | 0.00 | 925.00   |
| Betting premises (track) licence (Application for Provisional Statement)                                   | S | B | 2,365.00 | 0.00 | 2,365.00 |
| Betting premises (track) licence (Transfer)  | S | B | 895.00   | 0.00 | 895.00   |
| Betting premises (track) licence (Re-instatement or Licence application Provisional Statement holders)     | S | B | 895.00   | 0.00 | 895.00   |
| Betting premises (other) licence (New)   | S | B | 2,780.00 | 0.00 | 2,780.00 |
| Betting premises (other) licence (Variation)   | S | B | 1,420.00 | 0.00 | 1,420.00 |
| Betting premises (other) licence (Renewal)   | S | B | 565.00   | 0.00 | 565.00   |

|  |   |   |          |      |          |
|--|---|---|----------|------|----------|
| Betting premises (other) licence (Application for Provisional Statement)                               | S | B | 2,780.00 | 0.00 | 2,780.00 |
| Betting premises (other) licence (Transfer)  | S | B | 1,130.00 | 0.00 | 1,130.00 |
| Change of circumstances  | S | B | 50.00    | 0.00 | 50.00    |
| Betting premises (other) licence (Re-instatement or Licence application Provisional Statement holders) | S | B | 1,130.00 | 0.00 | 1,130.00 |
| <b>Gambling Act - Permits</b>  |   |   |          |      |          |
| Prize Gaming Permit New  | S | B | 300.00   | 0.00 | 300.00   |
| Prize Gaming Permit existing operator  | S | B | 100.00   | 0.00 | 100.00   |
| Prize Gaming Permit Renewal  | S | B | 300.00   | 0.00 | 300.00   |
| Family Entertainment Centre Gaming Machine Permit New  | S | B | 300.00   | 0.00 | 300.00   |
| Existing operator  | S | B | 100.00   | 0.00 | 100.00   |
| Renewal  | S | B | 300.00   | 0.00 | 300.00   |
| Club gaming and Club Machine permit new  | S | B | 200.00   | 0.00 | 200.00   |
| Existing operator  | S | B | 100.00   | 0.00 | 100.00   |
| Renewal  | S | B | 200.00   | 0.00 | 200.00   |
| annual fee   | S | B | 50.00    | 0.00 | 50.00    |
| Variation  | S | B | 100.00   | 0.00 | 100.00   |
| Licensed Premises Gaming Machine Permit New  | S | B | 150.00   | 0.00 | 150.00   |
| Existing Operator  | S | B | 100.00   | 0.00 | 100.00   |
| Annual Fee   | S | B | 50.00    | 0.00 | 50.00    |
| Variation  | S | B | 100.00   | 0.00 | 100.00   |
| Transfer   | S | B | 25.00    | 0.00 | 25.00    |
| Change of Name   | S | B | 25.00    | 0.00 | 25.00    |
| Copy of Permit   | S | B | 15.00    | 0.00 | 15.00    |
| Copy of license  | S | B | 25.00    | 0.00 | 25.00    |

#### Land Charges

|   |   |   |        |      |        |
|---|---|---|--------|------|--------|
| <b>Form LLC1</b>  |   |   |        |      |        |
| official search in one part of register                     | S | B | 2.43   | 2.47 | 2.49   |
| official search in whole of register                        | S | B | 27.02  | 2.59 | 27.72  |
| and in addition in respect of each parcel of land above one | S | B | 6.77   | 2.66 | 6.95   |
| <b>CON29R Standard Enquiries</b>                            |   |   |        |      |        |
| one parcel of land  | S | S | 152.74 | 2.60 | 156.71 |
| several parcels of land:                                    | S | S |        |      |        |
| - first parcel  | S | S | 152.74 | 2.60 | 156.71 |
| - each additional parcels                                   | S | S | 24.35  | 2.59 | 24.98  |
| <b>CON29R &amp; LLC1 Together</b>                           |   |   |        |      |        |
| one parcel of land  | S | S | 179.76 | 2.60 | 184.43 |
| several parcels of land:                                    | S | S |        |      |        |
| - first parcel  | S | S | 179.76 | 2.60 | 184.43 |
| - each additional parcels                                   | S | S | 31.13  | 2.57 | 31.93  |
| <b>CON29O Optional Enquiries</b>                            |   |   |        |      |        |
| each printed enquiry  | S | S | 19.46  | 2.62 | 19.97  |
| Q22 Common Land Question                                    | S | S | 16.80  | 0.00 | 16.80  |
| <b>Additional Enquiries</b>                                 |   |   |        |      |        |
| Solicitors Own  | S | B | 29.17  | 2.61 | 29.93  |

#### Freedom of Information

|                               |   |   |        |      |        |
|-------------------------------|---|---|--------|------|--------|
| <b>Freedom of Information</b> |   |   |        |      |        |
| appropriate limit (18 hours)  | S | B | 450.00 | 0.00 | 450.00 |

#### Planning

|   |   |   |           |      |           |
|---|---|---|-----------|------|-----------|
| <b>Forward Planning Documents</b>   |   |   |           |      |           |
| <b>Development Management Planning Fees</b>   |   |   |           |      |           |
| 1. The erection of dwellinghouses (other than development in category 6)  |   |   |           |      |           |
| (1) Where the application is for outline planning permission and—   |   |   |           |      |           |
| (a) the site area is less than 0.5 hectares, £578 for each 0.1 hectare (or part thereof) of the site area;  | S | B | 578.00    | 0.00 | 578.00    |
| (b) the site area is at least 0.5 hectares but does not exceed 2.5 hectares, £624 for each 0.1 hectare (or part thereof) of the site area;  | S | B | 624.00    | 0.00 | 624.00    |
| (c) the site area exceeds 2.5 hectares, £15,433 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500. | S | B | 15,433.00 | 0.00 | 15,433.00 |
| (2) Where the application is for permission in principle, £503 for each 0.1 hectare (or part thereof) of the site area.   | S | B | 503.00    | 0.00 | 503.00    |
| (3) In any other case—  |   |   |           |      |           |
| (a) where the number of dwellinghouses to be created by the development is fewer than 10, £578 for each dwellinghouse;  | S | B | 578.00    | 0.00 | 578.00    |

|  |   |   |           |      |           |
|--|---|---|-----------|------|-----------|
| (b) where the number of dwellinghouses to be created by the development is at least 10 but no more than 50, £624 for each dwellinghouse;   | S | B | 624.00    | 0.00 | 624.00    |
| (c) where the number of dwellinghouses to be created by the development is more than 50, £30,860 and an additional £186 for each dwellinghouse in excess of 50, subject to a maximum in total of £405,000.   | S | B | 30,860.00 | 0.00 | 30,860.00 |
| 2. The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7)  |   |   |           |      |           |
| (1) Where the application is for outline planning permission and—  |   |   |           |      |           |
| (a) the site area is less than 1 hectare, £578 for each 0.1 hectare (or part thereof) of the site area;  | S | B | 578.00    | 0.00 | 578.00    |
| (b) the site area is at least 1 hectare but does not exceed 2.5 hectares, £624 for each 0.1 hectare (or part thereof) of the site area;  | S | B | 624.00    | 0.00 | 624.00    |
| (c) the site area exceeds 2.5 hectares, £15,433 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500.  | S | B | 15,433.00 | 0.00 | 15,433.00 |
| (2) Where the application is for permission in principle, £503 for each 0.1 hectare (or part thereof) of the site area.  | S | B | 503.00    | 0.00 | 503.00    |
| (3) In any other case—   |   |   |           |      |           |
| (a) where no floor space is to be created by the development, £293;  | S | B | 293.00    | 0.00 | 293.00    |
| (b) where the area of gross floor space to be created by the development does not exceed 40 square metres, £293;   | S | B | 293.00    | 0.00 | 293.00    |
| (c) where the area of gross floor space created by the development exceeds 40 square metres but is less than 1000 square metres, £578 for each 75 square metres (or part thereof);   | S | B | 578.00    | 0.00 | 578.00    |
| (d) where the area of gross floor space created by the development is at least 1000 square metres but does not exceed 3750 square metres, £624 for each 75 square metres (or part thereof);  | S | B | 624.00    | 0.00 | 624.00    |
| (e) where the area of gross floor space created by the development exceeds 3750 square metres, £30,680 and an additional £186 for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of £405,000.    | S | B | 30,680.00 | 0.00 | 30,680.00 |
| 3. The erection, on land used for the purposes of agriculture, or buildings used for agricultural purposes (other than buildings in category 4)  |   |   |           |      |           |
| (1) Where the application is for outline planning permission and—  |   |   |           |      |           |
| (a) the site area is less than 1 hectare, £578 for each 0.1 hectare (or part thereof) of the site area;  | S | B | 578.00    | 0.00 | 578.00    |
| (b) the site area is at least 1 hectare but does not exceed 2.5 hectares, £624 for each 0.1 hectare (or part thereof) of the site area;  | S | B | 624.00    | 0.00 | 624.00    |
| (c) the site area exceeds 2.5 hectares, £15,433 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500.  | S | B | 15,433.00 | 0.00 | 15,433.00 |
| (2) Where the application is for permission in principle, £503 for each 0.1 hectare (or part thereof) of the site area.  | S | B | 503.00    | 0.00 | 503.00    |
| (3) In any other case—   |   |   |           |      |           |
| (a) where the area of gross floor space to be created by the development does not exceed 465 square metres, £120;  | S | B | 120.00    | 0.00 | 120.00    |
| (b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, £578;  | S | B | 578.00    | 0.00 | 578.00    |
| (c) where the area of gross floor space to be created by the development exceeds 540 square metres but is less than 1000 square metres, £578 and an additional £578 for each 75 square metres (or part thereof) in excess of 540 square metres;          | S | B | 578.00    | 0.00 | 578.00    |
| (d) where the area of gross floor space to be created by the development is at least 1000 square metres but does not exceed 4215 square metres, £624 and an additional £624 for each 75 square metres (or part thereof) in excess of 1000 square metres; | S | B | 624.00    | 0.00 | 624.00    |

|   |   |   |           |      |           |
|---|---|---|-----------|------|-----------|
| (e) where the area of gross floor space to be created by the development exceeds 4215 square metres, £30,860 and an additional £186 for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum in total of £405,000.   | S | B | 30,860.00 | 0.00 | 30,860.00 |
| 4. The erection of glasshouses on land used for the purposes of agriculture   |   |   |           |      |           |
| (1) Where the area of gross floor space to be created by the development does not exceed 465 square metres, £120.   | S | B | 120.00    | 0.00 | 120.00    |
| (2) Where the area of gross floor space to be created by the development exceeds 465 square metres but is less than 1000 square metres, £3,225.   | S | B | 3,225.00  | 0.00 | 3,225.00  |
| (3) Where the area of gross floor space to be created by the development is 1000 square metres or more, £3,483.   | S | B | 3,483.00  | 0.00 | 3,483.00  |
| 5. The erection, alteration or replacement of plant or machinery  |   |   |           |      |           |
| (1) Where the site area is less than 1 hectare, £578 for each 0.1 hectare (or part thereof) of the site area.   | S | B | 578.00    | 0.00 | 578.00    |
| (2) Where the site area is at least 1 hectare but does not exceed 5 hectares, £624 for each 0.1 hectare (or part thereof) of the site area.   | S | B | 624.00    | 0.00 | 624.00    |
| (3) Where the site area exceeds 5 hectares, £30,860 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of £405,000.   | S | B | 30,860.00 | 0.00 | 30,860.00 |
| 6. The enlargement, improvement or other alteration of existing dwellinghouses  |   |   |           |      |           |
| (1) Where the application relates to a single dwellinghouse, £258.  | S | B | 258.00    | 0.00 | 258.00    |
| (2) Where the application relates to two or more dwellinghouses, £509.  | S | B | 509.00    | 0.00 | 509.00    |
| 7. The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse. | S | B | 258.00    | 0.00 | 258.00    |
| 8. The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.  | S | B | 293.00    | 0.00 | 293.00    |
| 9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.   |   |   |           |      |           |
| (1) Where the site area does not exceed 7.5 hectares, £686 for each 0.1 hectare (or part thereof) of the site area.   | S | B | 686.00    | 0.00 | 686.00    |
| (2) Where the site area exceeds 7.5 hectares, £51,395 and an additional £204 for each 0.1 hectare (or part thereof) of the site area in excess of 7.5 hectares, subject to a maximum in total of £405,000.  | S | B | 51,395.00 | 0.00 | 51,395.00 |
| 10. The carrying out of any operations (other than operations coming within category 9) for the winning and working of oil or natural gas.  |   |   |           |      |           |
| (1) Where the site area does not exceed 15 hectares, £347 for each 0.1 hectare (or part thereof) of the site area.  | S | B | 347.00    | 0.00 | 347.00    |
| (2) Where the site area exceeds 15 hectares, £52,002 and an additional £204 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £105,300.   | S | B | 52,002.00 | 0.00 | 52,002.00 |
| 11. The carrying out of any operations not coming within any of the above categories.   |   |   |           |      |           |
| (1) In the case of operations for the winning and working of minerals—  |   |   |           |      |           |
| (a) where the site area does not exceed 15 hectares, £316 for each 0.1 hectare (or part thereof) of the site;   | S | B | 316.00    | 0.00 | 316.00    |
| (b) where the site area exceeds 15 hectares, £47,161 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £105,300.   | S | B | 47,161.00 | 0.00 | 47,161.00 |



(2) In any other case, £293 for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of £2,535.

*II Uses of land*

12. The change of use of a building to use as one or more separate dwellinghouses.

(1) Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses—

(a) where the change of use is to use as fewer than 10 dwellinghouses, £578 for each additional dwellinghouse;

(b) where the change of use is to use as at least 10 but no more than 50 dwellinghouses, £624 for each additional dwellinghouse;

(c) where the change of use is to use as more than 50 dwellinghouses, £30,860 and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000.

(2) In all other cases—

(a) where the change of use is to use as fewer than 10 dwellinghouses, £578 for each dwellinghouse;

(b) where the change of use is to use as at least 10 but no more than 50 dwellinghouses, £624 for each dwellinghouse;

(c) where the change of use is to use as more than 50 dwellinghouses, £30,860 and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000.

13. The use of land for—

(a) the disposal of refuse or waste materials,  
(b) the deposit of material remaining after minerals have been extracted from land, or  
(c) the storage of minerals in the open.

(1) Where the site area does not exceed 15 hectares, £316 for each 0.1 hectare (or part thereof) of the site area.

(2) Where the site area exceeds 15 hectares, £47,161 and an additional £186 for each 0.1 hectare (or part thereof) of the site area in excess of 15 hectares, subject to a maximum in total of £105,300.

14. The making of a material change in use of a building or land (other than a material change of use in category 12 or 13(a), (b) or (c)).

**Development Management Advertisement**

**Application Fees**

Advertisements displayed on business premises, etc S B 132.00 0.00 132.00

Advertisements for the purpose of directing members of the public, etc S B 132.00 0.00 132.00

Other advertisements S B 462.00 0.00 462.00

**Other**

High Hedges S B 400.00 0.00 400.00

Condition Discharge - householder development S B 34.00 0.00 34.00

Condition Discharge - All other development S B 116.00 0.00 116.00

Non-Material Change - householder S B 34.00 0.00 34.00

Non-material Change - all other S B 234.00 0.00 234.00

Prior Approvals S B 96.00 0.00 96.00

Prior Approvals S B 206.00 0.00 206.00

Prior Approvals S B 462.00 0.00 462.00

Application for approval of reserved matters S B Full fee or if full feed paid 462.00 0.00 Full fee or if full feed paid 462.00

Approval/Variation of condition following planning permission S B 234.00 0.00 234.00

Confirmation of compliance with conditions - householder S B 34.00 0.00 34.00

Confirmation of compliance with conditions - other S B 116.00 0.00 116.00

**Lawful Development Certificates**

Existing use or operation S B same as full 0.00 same as full

Existing use or operation - lawful not to comply with any condition or limitation S B 234.00 0.00 234.00

Proposed use or operation S B Half normal fee 0.00 Half normal fee

**DISCRETIONARY  
FEES AND CHARGES  
2025/26**

**Key to VAT**

- S - Standard Rated - 20%
- E - Exempt from VAT
- Z - Zero Rated - 0%
- B - Outside Scope of VAT

**Key to Type**

**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE                | DESCRIPTION OF CHARGE  | Type | VAT | 2024/25                     | 2025/26           | 2025/26      |
|------------------------|--|------|-----|-----------------------------|-------------------|--------------|
|                        |  |      |     | Current Fee                 | Proposed Increase | Proposed Fee |
|                        |  |      |     | with effect from 01/04/2025 |                   |              |
|                        |  |      |     | £.p                         | %                 | £.p          |
| <b>Pets Corner</b>     |  |      |     |                             |                   |              |
|                        | <b>Sponsorship scheme</b>  |      |     |                             |                   |              |
|                        | <b>Individual sponsors</b>   |      |     |                             |                   |              |
|                        | Package A  | D    | S   | 55.00                       | 5.45              | 58.00        |
|                        | Package B  | D    | S   | 40.00                       | 5.00              | 42.00        |
|                        | Package C  | D    | S   | 30.00                       | 6.67              | 32.00        |
|                        | <b>Corporate sponsorship</b>   |      |     |                             |                   |              |
|                        | Corporate sponsorship A  | D    | S   | 265.00                      | 3.77              | 275.00       |
|                        | Corporate sponsorship B  | D    | S   | 530.00                      | 3.77              | 550.00       |
|                        | <b>School visits</b>   |      |     |                             |                   |              |
|                        | Harlow Schools (45 minutes) - per pupil                                      | D    | S   | 2.35                        | 4.26              | 2.45         |
|                        | Harlow Schools (1.5 hours) - per pupil                                       | D    | S   | 4.65                        | 2.15              | 4.75         |
|                        | Non Harlow Schools (45 mins) - per pupil                                     | D    | S   | 3.45                        | 2.90              | 3.55         |
|                        | Non Harlow Schools (1.5 hours) - per pupil                                   | D    | S   | 5.75                        | 3.48              | 5.95         |
|                        | Pre School Nurseries (30 minutes) - fixed price up to maximum of 15 children | D    | S   | 30.00                       | 6.67              | 32.00        |
|                        | <b>Reindeer Hire</b>   |      |     |                             |                   |              |
|                        | Harlow Schools   | D    | S   | 300.00                      | 5.00              | 315.00       |
|                        | Non Harlow Schools   | D    | S   | 375.00                      | 6.67              | 400.00       |
|                        | <b>Sales of Animals</b>  | D    | S   | Various                     | 0.00              | Various      |
|                        | <b>Events</b>  | D    | S   | 5.30                        | 2.83              | 5.45         |
|                        | <b>Birthday Parties</b>  |      |     |                             |                   |              |
|                        | Bronze package (per head)  | D    | S   | 4.25                        | 2.35              | 4.35         |
|                        | Silver package (per Head)  | D    | S   | 6.90                        | 1.45              | 7.00         |
|                        | Gold package (per head)  | D    | S   | 9.10                        | 2.20              | 9.30         |
|                        | Pony Party package (per head)  | D    | S   | 11.30                       | 1.77              | 11.50        |
| <b>Town Park</b>       |  |      |     |                             |                   |              |
|                        | <b>Memorial Benches</b>  | D    | S   | 1,600.00                    | 3.13              | 1,650.00     |
|                        | <b>Memorial Trees</b>  | D    | S   | 175.00                      | 8.57              | 190.00       |
|                        | <b>Memorial Plaques</b>  |      |     |                             |                   |              |
|                        | Sole plaque  | D    | S   | 750.00                      | 0.00              | 750.00       |
|                        | Shared plaque  | D    | S   | 250.00                      | 0.00              | 250.00       |
| <b>Harlow Museum</b>   |  |      |     |                             |                   |              |
|                        | <b>Schools</b>   |      |     |                             |                   |              |
|                        | <b>Educational workshop delivered on site</b>                                |      |     |                             |                   |              |
|                        | Harlow School 1/2 day delivery 3 hours per child                             | D    | S   | 3.00                        | 0.00              | 3.00         |
|                        | Non Harlow schools 1/2 day delivery per child                                | D    | S   | 3.50                        | 0.00              | 3.50         |
|                        | <b>Self-guided tours</b>   |      |     |                             |                   |              |
|                        | Non Harlow schools 1/2 day non delivery                                      | D    | S   | 45.00                       | 0.00              | 45.00        |
|                        | <b>Outreach session in schools</b>   |      |     |                             |                   |              |
|                        | Harlow schools 1/2 day delivery  | D    | S   | 120.00                      | 0.00              | 120.00       |
|                        | Non Harlow schools 1/2 day delivery  | D    | S   | 150.00                      | 0.00              | 150.00       |
|                        | <b>Loan Boxes</b>  |      |     |                             |                   |              |
|                        | Per box for 6 weeks  | D    | S   | 20.00                       | 0.00              | 20.00        |
|                        | <b>Talks and lectures</b>  |      |     |                             |                   |              |
|                        | Standard lecture   | D    | S   | 8.00                        | 25.00             | 10.00        |
|                        | <b>Garden hire</b>   |      |     |                             |                   |              |
|                        | Wedding / private party  | D    | S   |                             |                   |              |
|                        | 1 x day per hour   | D    | S   | 75.00                       | 6.67              | 80.00        |
|                        | 3 x full days  | D    | S   | 2,500.00                    | 0.00              | 2,500.00     |
|                        | <b>Museum hire</b>   |      |     |                             |                   |              |
|                        | Meeting room (per hour)  | D    | S   | 35.00                       | 0.00              | 35.00        |
|                        | Lecture room (per hour)  | D    | S   | 50.00                       | 0.00              | 50.00        |
|                        | <b>Other</b>   |      |     |                             |                   |              |
|                        | <b>General tours (per group)</b>   | D    | S   | 45.00                       | 11.11             | 50.00        |
|                        | <b>Research Fee</b>  | D    | S   | 30.00                       | 16.67             | 35.00        |
|                        | <b>Photocopying / Scanning (per copy)</b>                                    | D    | S   | 0.15                        | 233.33            | 0.50         |
|                        | <b>Memorial bench plaques</b>  | D    | S   | 165.00                      | 0.00              | 165.00       |
| <b>Domestic Refuse</b> |  |      |     |                             |                   |              |
|                        | <b>Sales of Bins</b>   |      |     |                             |                   |              |
|                        | 180l Wheelie Bins  | D    | S   | 60.00                       | 5.00              | 63.00        |
|                        | Delivery   | D    | S   | at cost                     | 0.00              | at cost      |
|                        | <b>Flat Block Refuse Bins Charge to Developers</b>                           |      |     |                             |                   |              |
|                        | 1280 litre bin   | D    | S   | 700.00                      | 5.00              | 735.00       |
|                        | 1100 litre Bin   | D    | S   | 660.00                      | 5.00              | 693.00       |

|  |   |   |         |            |         |
|--|---|---|---------|------------|---------|
| 960 litre Bin  | D | S | 660.00  | 5.00       | 693.00  |
| 660 litre bin  | D | S | 660.00  | 5.00       | 693.00  |
| 240 litre bin  | D | S | 58.00   | 5.00       | 60.90   |
| 360 litre bin  | D | S | 110.00  | 5.00       | 115.50  |
| Admin fee for orders less than £2000                       | D | S | 30.00   | 40.00      | 42.00   |
| Delivery   | D | S | at cost | 0.00       | at cost |
| <b>House Refuse Waste Bins Charge to Developers</b>        |   |   |         |            |         |
| 180l Wheelie Bins  | D | S | 60.00   | 5.00       | 63.00   |
| Admin fee for orders less than £2000                       | D | S | 40.00   | 5.00       | 42.00   |
| Delivery   | D | S | at cost | 0.00       | at cost |
| <b>Flat Block Refuse bins - Charges to Managing Agents</b> |   |   |         |            |         |
| Collection and Disposal fee for 2 wheeled bins             | D | S |         | New charge | 40.00   |
| Collection and Disposal fee for 4 wheeled bins             | D | S |         | New charge | 50.00   |

#### Special Refuse

|   |   |   |       |            |       |
|---|---|---|-------|------------|-------|
| <b>Bulky Waste</b>  |   |   |       |            |       |
| 1 to 5 items  | D | S | 33.00 | 7.58       | 35.50 |
| 6 to 8 items  | D | S | 50.00 | 7.00       | 53.50 |
| White goods - second visit when item is not correctly presented for the free collection               | D | S | 33.00 | 7.58       | 35.50 |
| Additional charge per item for items containing POPS - seating up to 2 seater sofa                    | D | S |       | New charge | 10.00 |
| Additional charge per item for items containing POPS - seating up to 3-4 seater sofa                  | D | S |       | New charge | 20.00 |
| Additional charge per item for items containing POPS - seating up to 5-6 seater sofa                  | D | S |       | New charge | 30.00 |
| Additional charge per item for items containing POPS - small items (e.g. cushions, padded headboards) | D | S |       | New charge | 3.00  |

#### Recycling

|   |   |   |         |            |         |
|---|---|---|---------|------------|---------|
| <b>Sales of Bins</b>  |   |   |         |            |         |
| 240l Wheelie Bins   | D | S | 58.00   | 5.00       | 60.90   |
| Kitchen Caddies large   | D | S | 23.50   | 5.11       | 24.70   |
| Kitchen Caddies small   | D | S | 7.00    | 5.00       | 7.35    |
| Delivery  | D | S | at cost | 0.00       | at cost |
| <b>Flat block Recycling Bins - Charges to Developers</b>      |   |   |         |            |         |
| 1100 litre bin  | D | S | 660.00  | 5.00       | 693.00  |
| 240 litre bin   | D | S | 58.00   | 5.00       | 60.90   |
| 360 litre bin   | D | S | 100.00  | 15.50      | 115.50  |
| Sales of Kitchen Caddies                                      | D | S | 7.00    | 5.00       | 7.35    |
| Admin fee for orders less than £2000                          | D | S | 30.00   | 0.00       | 42.00   |
| Delivery  | D | S | at cost | 0.00       | at cost |
| <b>House Recycling Waste Bins Charge to Developers</b>        |   |   |         |            |         |
| 240 litre bin   | D | S | 58.00   | 5.00       | 60.90   |
| Kitchen Caddies large   | D | S | 23.50   | 5.11       | 24.70   |
| Kitchen Caddies small   | D | S | 7.00    | 5.00       | 7.35    |
| Admin fee for orders less than £2000                          | D | S | 30.00   | 0.00       | 42.00   |
| Delivery  | D | S | at cost | 0.00       | at cost |
| <b>Flat Block Recycling bins - Charges to Managing Agents</b> |   |   |         |            |         |
| Collection and Disposal fee for 2 wheeled bins                | D | S |         | New charge | 40.00   |
| Collection and Disposal fee for 4 wheeled bins                | D | S |         | New charge | 50.00   |
| <b>Green Waste</b>  |   |   |         |            |         |
| fortnightly scheduled collection (wheeled bin or bags)        | D | S | 54.00   | 5.56       | 57.00   |
| green waste service set up charge                             | D | S | 36.00   | 5.00       | 37.80   |
| green waste service rejoin charge                             | D | S | 11.00   | 5.00       | 11.55   |
| bookable service (per bag)                                    | D | S | 1.20    | 5.00       | 1.26    |
| Christmas Trees   | D | S | 2.75    | 5.45       | 2.90    |

#### Abandoned Vehicles

|                                 |   |   |       |      |       |
|---------------------------------|---|---|-------|------|-------|
| Costs Recoverable               | D | S | 40.00 | 5.00 | 42.00 |
| Voluntary Surrender of Vehicles | D | S | 40.00 | 5.00 | 42.00 |

#### Street Scene

|                             |   |   |        |      |        |
|-----------------------------|---|---|--------|------|--------|
| Abandoned Shopping Trolleys | D | S | 135.00 | 5.00 | 141.75 |
|-----------------------------|---|---|--------|------|--------|

#### Allotments

|                                |   |   |      |       |      |
|--------------------------------|---|---|------|-------|------|
| Rents - per square metre       | D | E | 0.19 | 5.26  | 0.20 |
| Concessions - per square metre | D | E | 0.09 | 11.11 | 0.10 |

|   |   |   |         |      |         |
|---|---|---|---------|------|---------|
| Peppercorn rent for self managed sites                                      | D | E | 0.51    | 5.88 | 0.54    |
| <b>Nature Reserve</b>   |   |   |         |      |         |
| <b>Sale of firewood</b>   |   |   |         |      |         |
| Bulk bag 1-10 bags, charge per bag  | D | S | 75.00   | 5.00 | 78.75   |
| Bulk bag 11+ bags, charge per bag   | D | S | 65.00   | 5.00 | 68.25   |
| <b>Other Fees</b>   |   |   |         |      |         |
| <b>Staff fees</b>   |   |   |         |      |         |
| Admin Hourly rate   | D | S | 40.00   | 5.00 | 42.00   |
| Officer Hourly rate   | D | S | 70.00   | 5.71 | 74.00   |
| <b>Hackney Carriages &amp; Private Hire</b>                                 |   |   |         |      |         |
| <b>Other Fees</b>   |   |   |         |      |         |
| Officer Hourly rate   | D | S | 70.00   | 5.71 | 74.00   |
| Administration Hourly rate  | D | S | 40.00   | 5.00 | 42.00   |
| <b>Environmental Health</b>   |   |   |         |      |         |
| <b>Animal Welfare Fees</b>  |   |   |         |      |         |
| <b>Animal Boarding</b>  |   |   |         |      |         |
| 1 to 6 boarded animals (application fee)                                    | D | B | 188.00  | 6.38 | 200.00  |
| 1 to 6 boarded animals (grant fee)  | D | B | 87.00   | 3.45 | 90.00   |
| 7 and over boarded animals (application fee)                                | D | B | 275.00  | 7.27 | 295.00  |
| 7 and over boarded animals (grant fee)                                      | D | B | 118.00  | 3.39 | 122.00  |
| <b>Dog Breeding</b>   |   |   |         |      |         |
| 1 to 6 bitches (application fee)  | D | B | 195.00  | 7.69 | 210.00  |
| 1 to 6 bitches (grant fee)  | D | B | 88.00   | 3.41 | 91.00   |
| 7 and over bitches (application fee)  | D | B | 290.00  | 6.90 | 310.00  |
| 7 and over bitches (grant fee)  | D | B | 118.00  | 3.39 | 122.00  |
| <b>Selling animals as pets</b>  |   |   |         |      |         |
| Application Fee   | D | B | 275.00  | 5.45 | 290.00  |
| Grant Fee   | D | B | 115.00  | 2.61 | 118.00  |
| <b>Hiring our horses</b>  |   |   |         |      |         |
| Application Fee   | D | B | 255.00  | 0.78 | 257.00  |
| Grant Fee   | D | B | 110.00  | 1.82 | 112.00  |
| <b>Keeping animals for exhibition</b>                                       |   |   |         |      |         |
| Application Fee   | D | B | 170.00  | 1.18 | 172.00  |
| Grant Fee   | D | B | 110.00  | 1.82 | 112.00  |
| <b>Variation to licence</b>   |   |   |         |      |         |
| Animal boarding   | D | B | 104.00  | 3.85 | 108.00  |
| Selling animals as pets   | D | B | 104.00  | 3.85 | 108.00  |
| Keeping animals for exhibition  | D | B | 104.00  | 3.85 | 108.00  |
| Inspection fee  | D | B | 130.00  | 7.69 | 140.00  |
| <b>Variation of licence</b>   |   |   |         |      |         |
| Dog Breeding  | D | B | 110.00  | 7.27 | 118.00  |
| Hiring our horses   | D | B | 100.00  | 4.00 | 104.00  |
| Inspection fee  | D | B | 128.00  | 3.13 | 132.00  |
| <b>Appeal of a risk rating score</b>  |   |   |         |      |         |
| Appeal of a risk rating score   | D | B | 180.00  | 5.56 | 190.00  |
| <b>Variations to reduce the licensable activities or numbers of animals</b> |   |   |         |      |         |
| Transfer of licence   | D | B | 102.00  | 2.94 | 105.00  |
| <b>Dangerous wild animal licence (+ vets fees)</b>                          |   |   |         |      |         |
| Dangerous wild animal licence (+ vets fees)                                 | D | B | 225.00  | 4.44 | 235.00  |
| <b>Rescoring Food Hygiene Rating</b>  |   |   |         |      |         |
| Rescoring Food Hygiene Rating   | D | B | 220.00  | 0.00 | 235.00  |
| <b>Export Certificate</b>   |   |   |         |      |         |
| Export Certificate  | D | B | 90.00   | 6.67 | 96.00   |
| <b>Special treatment registration</b>                                       |   |   |         |      |         |
| Special treatment registration  | D | B | 170.00  | 7.06 | 182.00  |
| <b>Variation to Special Treatment Registration</b>                          |   |   |         |      |         |
| Variation to Special Treatment Registration                                 | D | B | 85.00   | 0.00 | 89.00   |
| <b>Wasp nest treatment (one treatment)</b>                                  |   |   |         |      |         |
| Wasp nest treatment (one treatment)   | D | B | 50.00   | 0.00 | 50.00   |
| <b>Wasp nest treatment (two treatments)</b>                                 |   |   |         |      |         |
| Wasp nest treatment (two treatments)  | D | B | 60.00   | 0.00 | 60.00   |
| <b>Fleas</b>  |   |   |         |      |         |
| Fleas   | D | B | 50.00   | 0.00 | 50.00   |
| <b>Rats</b>   |   |   |         |      |         |
| Rats  | D | B | 50.00   | 0.00 | 50.00   |
| <b>Mice</b>   |   |   |         |      |         |
| Mice  | D | B | 50.00   | 0.00 | 50.00   |
| <b>Pest Control concessionary rate (wasps/fleas/rats/mice)</b>              |   |   |         |      |         |
| Pest Control concessionary rate (wasps/fleas/rats/mice)                     | D | B | 11.50   | 0.00 | 11.50   |
| <b>Stray dogs</b>   |   |   |         |      |         |
| admin charge  | D | B | 25.00   | 0.00 | 25.00   |
| kennelling charges  | D | B | at cost | 0.00 | at cost |
| <b>Zoo License (not including veterinary fee)</b>                           |   |   |         |      |         |
| Zoo License (not including veterinary fee)                                  | D | B | 800.00  | 2.50 | 820.00  |
| <b>Veterinary Fees</b>  |   |   |         |      |         |
| Veterinary Fees   | D | B | at cost | 0.00 | at cost |
| <b>Contaminated land enquiry</b>  |   |   |         |      |         |
| Contaminated land enquiry   | D | B | 240.00  | 8.33 | 260.00  |
| <b>Officer Hourly rate</b>  |   |   |         |      |         |
| Officer Hourly rate   | D | S | 70.00   | 5.71 | 74.00   |
| <b>Admin Charge - Hourly rate</b>   |   |   |         |      |         |
| Admin Charge - Hourly rate  | D | S | 40.00   | 5.00 | 42.00   |
| <b>Large HMO Additional Licensing Scheme</b>                                |   |   |         |      |         |
| application full fee  | D | B | 740.00  | 5.41 | 780.00  |
| application reduced fee   | D | B | 530.00  | 3.77 | 550.00  |
| annual renewal full fee   | D | B | 275.00  | 4.36 | 287.00  |
| annual renewal reduced fee  | D | B | 207.00  | 2.42 | 212.00  |
| re-inspection full fee  | D | B | 230.00  | 6.52 | 245.00  |
| re-inspection reduced fee   | D | B | 190.00  | 4.21 | 198.00  |

**Additional charges small and large HMOs -****Additional Licensing Scheme**

|  |   |   |        |      |        |
|--|---|---|--------|------|--------|
| admin hourly rate  | D | B | 40.00  | 5.00 | 42.00  |
| officer Hourly rate  | D | B | 70.00  | 5.71 | 74.00  |
| application form incomplete                                      | D | B | 42.00  | 4.76 | 44.00  |
| avoided licence application until found by Council investigation | D | B | 330.00 | 6.06 | 350.00 |
| avoided licence application reminder letter                      | D | B | 68.00  | 2.94 | 70.00  |
| missed appointment house inspection                              | D | B | 160.00 | 7.50 | 172.00 |
| licence holder change once granted                               | D | B | 145.00 | 2.07 | 148.00 |
| sending a final reminder   | D | B | 42.00  | 4.76 | 44.00  |
| recommencing licensing process following final reminder          | D | B | 62.00  | 3.23 | 64.00  |
| recovery fee - dishonoured cheque                                | D | B | 52.00  | 3.85 | 54.00  |

**Licensing****Miscellaneous Licences (new)**

|           |   |   |          |      |          |
|-----------|---|---|----------|------|----------|
| Sex Shops | D | B | 1,850.00 | 0.00 | 1,850.00 |
|-----------|---|---|----------|------|----------|

**Miscellaneous Licences (renew)**

|           |   |   |          |      |          |
|-----------|---|---|----------|------|----------|
| Sex Shops | D | B | 1,500.00 | 0.00 | 1,500.00 |
|-----------|---|---|----------|------|----------|

**Miscellaneous Licences (transfer)**

|           |   |   |        |      |        |
|-----------|---|---|--------|------|--------|
| Sex Shops | D | B | 725.00 | 0.00 | 725.00 |
|-----------|---|---|--------|------|--------|

**Miscellaneous Licences (variation)**

|           |   |   |          |      |          |
|-----------|---|---|----------|------|----------|
| Sex Shops | D | B | 1,380.00 | 0.00 | 1,380.00 |
|-----------|---|---|----------|------|----------|

**Highways Act (new)**

## Tables &amp; chairs

|         |   |   |       |      |       |
|---------|---|---|-------|------|-------|
| - table | D | B | 22.00 | 0.00 | 22.00 |
|---------|---|---|-------|------|-------|

|         |   |   |       |      |       |
|---------|---|---|-------|------|-------|
| - chair | D | B | 15.00 | 0.00 | 15.00 |
|---------|---|---|-------|------|-------|

|                            |   |   |        |      |        |
|----------------------------|---|---|--------|------|--------|
| Flat Fee - new application | D | B | 175.00 | 0.00 | 175.00 |
|----------------------------|---|---|--------|------|--------|

**Highways Act (renew)**

## Tables &amp; chairs

|         |   |   |       |      |       |
|---------|---|---|-------|------|-------|
| - table | D | B | 21.00 | 0.00 | 21.00 |
|---------|---|---|-------|------|-------|

|         |   |   |       |      |       |
|---------|---|---|-------|------|-------|
| - chair | D | B | 14.00 | 0.00 | 14.00 |
|---------|---|---|-------|------|-------|

|                             |   |   |       |      |       |
|-----------------------------|---|---|-------|------|-------|
| Variation - No consultation | D | B | 50.00 | 0.00 | 50.00 |
|-----------------------------|---|---|-------|------|-------|

|                          |   |   |        |      |        |
|--------------------------|---|---|--------|------|--------|
| Variation - Consultation | D | B | 100.00 | 0.00 | 100.00 |
|--------------------------|---|---|--------|------|--------|

**Charity Collections (new)**

|         |   |   |       |      |       |
|---------|---|---|-------|------|-------|
| Lottery | D | B | 40.00 | 0.00 | 40.00 |
|---------|---|---|-------|------|-------|

|                   |   |   |      |      |      |
|-------------------|---|---|------|------|------|
| Street collection | D | B | 0.00 | 0.00 | 0.00 |
|-------------------|---|---|------|------|------|

|                           |   |   |      |      |      |
|---------------------------|---|---|------|------|------|
| House to house collection | D | B | 0.00 | 0.00 | 0.00 |
|---------------------------|---|---|------|------|------|

**Charity Collections (renew)**

|         |   |   |       |      |       |
|---------|---|---|-------|------|-------|
| Lottery | D | B | 20.00 | 0.00 | 20.00 |
|---------|---|---|-------|------|-------|

|                   |   |   |      |      |      |
|-------------------|---|---|------|------|------|
| Street collection | D | B | 0.00 | 0.00 | 0.00 |
|-------------------|---|---|------|------|------|

|                           |   |   |      |      |      |
|---------------------------|---|---|------|------|------|
| House to house collection | D | B | 0.00 | 0.00 | 0.00 |
|---------------------------|---|---|------|------|------|

**Street Trading (new)**

|                        |   |   |        |      |        |
|------------------------|---|---|--------|------|--------|
| Street trading licence | D | B | 490.00 | 0.00 | 490.00 |
|------------------------|---|---|--------|------|--------|

**Street Trading (renew)**

|                        |   |   |        |      |        |
|------------------------|---|---|--------|------|--------|
| Street trading licence | D | B | 490.00 | 0.00 | 490.00 |
|------------------------|---|---|--------|------|--------|

**Scrap Metal Dealers**

|                |   |   |        |      |        |
|----------------|---|---|--------|------|--------|
| Collectors fee | D | B | 390.00 | 0.00 | 390.00 |
|----------------|---|---|--------|------|--------|

|                        |   |   |        |      |        |
|------------------------|---|---|--------|------|--------|
| Collectors Renewal Fee | D | B | 210.00 | 0.00 | 210.00 |
|------------------------|---|---|--------|------|--------|

|          |   |   |        |      |        |
|----------|---|---|--------|------|--------|
| Site fee | D | B | 510.00 | 0.00 | 510.00 |
|----------|---|---|--------|------|--------|

|                  |   |   |        |      |        |
|------------------|---|---|--------|------|--------|
| Site renewal fee | D | B | 320.00 | 0.00 | 320.00 |
|------------------|---|---|--------|------|--------|

|                       |   |   |       |      |       |
|-----------------------|---|---|-------|------|-------|
| Variation Fee - Major | D | B | 55.00 | 0.00 | 55.00 |
|-----------------------|---|---|-------|------|-------|

|                       |   |   |       |      |       |
|-----------------------|---|---|-------|------|-------|
| Variation Fee - Minor | D | B | 24.00 | 0.00 | 24.00 |
|-----------------------|---|---|-------|------|-------|

|                                       |   |   |         |      |         |
|---------------------------------------|---|---|---------|------|---------|
| Recovery charges for works in default | D | B | at cost | 0.00 | at cost |
|---------------------------------------|---|---|---------|------|---------|

**Car Parks****Post Office Road**

|           |   |   |      |      |      |
|-----------|---|---|------|------|------|
| 0-2 hours | D | S | 1.35 | 0.00 | 1.35 |
|-----------|---|---|------|------|------|

|           |   |   |      |      |      |
|-----------|---|---|------|------|------|
| 2-3 hours | D | S | 1.90 | 0.00 | 1.90 |
|-----------|---|---|------|------|------|

|           |   |   |      |      |      |
|-----------|---|---|------|------|------|
| 3-4 hours | D | S | 2.95 | 0.00 | 2.95 |
|-----------|---|---|------|------|------|

|                   |   |   |      |      |      |
|-------------------|---|---|------|------|------|
| more than 4 hours | D | S | 8.00 | 0.00 | 8.00 |
|-------------------|---|---|------|------|------|

**Wych Elm**

|           |   |   |      |      |      |
|-----------|---|---|------|------|------|
| 0-2 hours | D | S | 1.75 | 0.00 | 1.75 |
|-----------|---|---|------|------|------|

|           |   |   |      |      |      |
|-----------|---|---|------|------|------|
| 2-3 hours | D | S | 2.10 | 0.00 | 2.10 |
|-----------|---|---|------|------|------|

|           |   |   |      |      |      |
|-----------|---|---|------|------|------|
| 3-4 hours | D | S | 3.35 | 0.00 | 3.35 |
|-----------|---|---|------|------|------|

|                   |   |   |      |      |      |
|-------------------|---|---|------|------|------|
| more than 4 hours | D | S | 8.00 | 0.00 | 8.00 |
|-------------------|---|---|------|------|------|

**Post Office Road Commercial**

|           |   |   |      |      |      |
|-----------|---|---|------|------|------|
| 0-2 hours | D | S | 1.35 | 0.00 | 1.35 |
|-----------|---|---|------|------|------|

|           |   |   |      |      |      |
|-----------|---|---|------|------|------|
| 2-3 hours | D | S | 1.90 | 0.00 | 1.90 |
|-----------|---|---|------|------|------|

|           |   |   |      |      |      |
|-----------|---|---|------|------|------|
| 3-4 hours | D | S | 2.95 | 0.00 | 2.95 |
|-----------|---|---|------|------|------|

|                   |   |   |      |      |      |
|-------------------|---|---|------|------|------|
| more than 4 hours | D | S | 8.00 | 0.00 | 8.00 |
|-------------------|---|---|------|------|------|

**Bush Fair, The Stow and Old Harlow Car Parks**

|          |   |   |      |      |      |
|----------|---|---|------|------|------|
| 0-1 hour | D | S | 0.00 | 0.00 | 0.00 |
|----------|---|---|------|------|------|

|           |   |   |      |      |      |
|-----------|---|---|------|------|------|
| 1-2 hours | D | S | 0.90 | 0.00 | 0.90 |
|-----------|---|---|------|------|------|

|           |   |   |      |      |      |
|-----------|---|---|------|------|------|
| 2-3 hours | D | S | 1.90 | 0.00 | 1.90 |
|-----------|---|---|------|------|------|

|           |   |   |      |      |      |
|-----------|---|---|------|------|------|
| 3-4 hours | D | S | 3.85 | 0.00 | 3.85 |
|-----------|---|---|------|------|------|

|                   |   |   |      |      |      |
|-------------------|---|---|------|------|------|
| more than 4 hours | D | S | 6.90 | 0.00 | 6.90 |
|-------------------|---|---|------|------|------|

|          |   |   |      |      |      |
|----------|---|---|------|------|------|
| Weekends | D | S | 0.00 | 0.00 | 0.00 |
|----------|---|---|------|------|------|

|                        |   |   |      |             |      |
|------------------------|---|---|------|-------------|------|
| <b>Town Park</b>       |   |   |      |             |      |
| 0-1 hour               | D | S | 0.00 | <b>0.00</b> | 0.00 |
| 1- 5 hours             | D | S | 1.20 | <b>0.00</b> | 1.20 |
| 5+ Hours               | D | S | 6.70 | <b>0.00</b> | 6.70 |
| Sat - Sunday 0-2 hours | D | S | 0.00 | <b>0.00</b> | 0.00 |
| more than 2 hours      | D | S | 1.30 | <b>0.00</b> | 1.30 |

#### Staff Car Parking

|                                      |   |   |        |             |        |
|--------------------------------------|---|---|--------|-------------|--------|
| <b>Car parking permit per year</b>   | D | S | 250.00 | <b>0.00</b> | 250.00 |
| <b>Individual vouchers (Members)</b> | D | S | 1.20   | <b>0.00</b> | 1.20   |

#### Parking Permits

|                                  |   |   |          |             |          |
|----------------------------------|---|---|----------|-------------|----------|
| <b>Special Permits</b>           |   |   |          |             |          |
| Business                         | D | S | 65.00    | <b>0.00</b> | 65.00    |
| <b>Tye Green Bowls Club</b>      | D | S | 65.00    | <b>0.00</b> | 65.00    |
| <b>Market Traders</b>            |   |   |          |             |          |
| 5 trading days per week          | D | S | 280.00   | <b>0.00</b> | 280.00   |
| 4 trading days per week          | D | S | 225.00   | <b>0.00</b> | 225.00   |
| 3 trading days per week          | D | S | 170.00   | <b>0.00</b> | 170.00   |
| 2 trading days per week          | D | S | 115.00   | <b>0.00</b> | 115.00   |
| 1 trading day per week           | D | S | 58.00    | <b>0.00</b> | 58.00    |
| <b>Post Office Road season</b>   |   |   |          |             |          |
| 1 year                           | D | S | 675.00   | <b>0.00</b> | 675.00   |
| 6 months                         | D | S | 365.00   | <b>0.00</b> | 365.00   |
| 3 months                         | D | S | 185.00   | <b>0.00</b> | 185.00   |
| <b>Wych Elm season</b>           |   |   |          |             |          |
| 1 year                           | D | S | 675.00   | <b>0.00</b> | 675.00   |
| 6 months                         | D | S | 365.00   | <b>0.00</b> | 365.00   |
| 3 months                         | D | S | 185.00   | <b>0.00</b> | 185.00   |
| <b>Charity Permit</b>            |   |   |          |             |          |
| Town Park                        | D | S | 30.00    | <b>0.00</b> | 30.00    |
| Wych Elm                         | D | S | 50.00    | <b>0.00</b> | 50.00    |
| <b>Traders</b>                   |   |   |          |             |          |
| Town Park                        | D | S | 4,000.00 | <b>0.00</b> | 4,000.00 |
| Mill Hatch                       | D | S | 1,600.00 | <b>0.00</b> | 1,600.00 |
| <b>Town Park</b>                 |   |   |          |             |          |
| Business                         | D | S | 250.00   | <b>0.00</b> | 250.00   |
| Fishing                          | D | S | 50.00    | <b>0.00</b> | 50.00    |
| Commuter                         | D | S | 50.00    | <b>0.00</b> | 50.00    |
| Volunteer                        | D | S | 10.00    | <b>0.00</b> | 10.00    |
| Leisure                          | D | S | 10.00    | <b>0.00</b> | 10.00    |
| <b>Old Harlow (Spicers Lane)</b> |   |   |          |             |          |
| Resident's Permit                | D | S | 98.00    | <b>0.00</b> | 98.00    |

#### Bus Station

|                       |   |   |         |             |         |
|-----------------------|---|---|---------|-------------|---------|
| <b>Departure fees</b> | D | S | 0.55    | <b>0.00</b> | 0.55    |
| <b>Timetables</b>     | D | S | 0.10    | <b>0.00</b> | 0.10    |
| <b>Wallets</b>        | D | S | 1.00    | <b>0.00</b> | 1.00    |
| <b>Maps</b>           | D | S | Various | <b>0.00</b> | Various |

#### Street Naming and Numbering

|   |   |   |                       |             |                       |
|---|---|---|-----------------------|-------------|-----------------------|
| Add Alias Name to Numbered Property                           | D | B | 40.00 per property    | <b>0.00</b> | 40.00 per property    |
| Naming of Building, Flat Block or Industrial Area             | D | B | 0.00 per block or ar  | <b>0.00</b> | 0.00 per block or ar  |
| New Development of 1-5 plots                                  | D | B | 70.00 per plot        | <b>0.00</b> | 70.00 per plot        |
| New Development of 6-50 plots                                 | D | B | 1.00 per plot + 300.0 | <b>0.00</b> | 1.00 per plot + 300.0 |
| New Development of 51+ plots                                  | D | B | 1.00 per plot + 550.0 | <b>0.00</b> | 1.00 per plot + 550.0 |
| The schedule has been issued                                  | D | B | 50.00/plot            | <b>0.00</b> | 50.00/plot            |
| Renaming of existing property                                 | D | B | 100.00 per property   | <b>0.00</b> | 100.00 per property   |
| Confirmation of postal address for solicitors or conveyancers | D | B | 40.00                 | <b>0.00</b> | 40.00                 |
| Confirmation of postal address for residents/occupants        | D | B | 15.00                 | <b>0.00</b> | 15.00                 |
| Provision of new street name                                  | D | B | 300.00                | <b>0.00</b> | 300.00                |
| Renaming of a street where requested by residents             | D | B | 450.00                | <b>0.00</b> | 450.00                |

#### The Playhouse

|  |   |   |      |               |      |
|--|---|---|------|---------------|------|
| <b>Box Office Booking Fee</b>  |   |   |      |               |      |
| Promotions (ex Harlow Playhouse Members)   | D | S | 1.50 | <b>20.00</b>  | 1.80 |
| Hires (ex Harlow Playhouse Members)  | D | B | 1.50 | <b>20.00</b>  | 1.80 |
| <b>Postage Charge</b>  |   |   |      |               |      |
| Postage charge to customers requesting that tickets are delivered to them                    | D | S | 1.00 | <b>100.00</b> | 2.00 |
| <b>Theatre Hire Fees for Resident Companies &amp; Harlow Youth or Amateur Theatre Groups</b> |   |   |      |               |      |
| <b>Theatre 1</b>   |   |   |      |               |      |
| <b>Performance Fee</b>   |   |   |      |               |      |

|   |   |   |            |             |          |
|---|---|---|------------|-------------|----------|
| 4.5hr Show Call giving allowance for 1hr prior to the scheduled playing time, 2.5hrs of performance time inclusive of interval and 1hr get out time, if the performance is longer and the get out cannot be achieved in a shorter period additional hourly charges will apply.<br>The first performance must be preceded by a minimum of 4hrs get in charged at the standard hourly rate.   | D | B | 800.00     | <b>6.00</b> | 848.00   |
| Second Performance in a Day (for 4.5 hour   | D | B | 670.00     | <b>5.97</b> | 710.00   |
| Hourly theatre hire inclusive of Standard Stg   | D | B | 150.00     | <b>6.67</b> | 160.00   |
| Additional staff (per person per hour)  | D | B | 25.00      | <b>6.00</b> | 26.50    |
| Blocking rehearsal (per hour)   | D | B | 110.00     | <b>9.09</b> | 120.00   |
| <b>Weekly Rates</b>   |   |   |            |             |          |
| Weekly fee. Includes hire of the theatre for 37 hours over 6 days between the hours of 9am-10pm, with Duty Stage Manager, Lighting Technician, Sound Technician, and Enhanced Technical Equipment.<br>- No single day should exceed 12hrs<br>- Appropriate breaks will be given to all staff under the direction of the Technical Manager or Designated Deputy.<br>- Each Showcall is a minimum of 4 hrs and will be deducted from the 37hr total.<br>- A six day period can be Monday to Saturday or Tuesday to Sunday as agreed with the programming team | D | B | 5,560.00   | <b>6.00</b> | 5,893.60 |
| <b>Theatre 2</b>  |   |   |            |             |          |
| <b>Performance Fee</b>  |   |   |            |             |          |
| 4.5hr Show Call giving allowance for 1hr prior to the scheduled playing time, 2.5hrs of performance time inclusive of interval and 1hr get out time, if the performance is longer and the get out cannot be achieved in a shorter period additional hourly charges will apply.<br>The first performance must be preceded by a minimum of 4hrs get in charged at the standard hourly rate.   | D | B | 410.00     | <b>6.10</b> | 435.00   |
| Second performance call in a day (4.5 hours   | D | B | 350.00     | <b>6.00</b> | 371.00   |
| Hourly theatre hire inclusive of Standard Stg   | D | B | 93.00      | <b>5.38</b> | 98.00    |
| Additional Staff per person, per hour   | D | B | 25.00      | <b>6.00</b> | 26.50    |
| Use as Dressing Room  | D | B | 42.00      | <b>5.95</b> | 44.50    |
| Room Hire Only  | D | B | 21.00      | <b>7.14</b> | 22.50    |
| <b>Studio 1</b>   |   |   |            |             |          |
| Room Hire Only  | D | B | 21.00      | <b>7.14</b> | 22.50    |
| <b>Studio 2</b>   |   |   |            |             |          |
| Room Hire Only  | D | B | 21.00      | <b>7.14</b> | 22.50    |
| Use as Dressing Room  | D | B | 35.00      | <b>0.00</b> | 35.00    |
| <b>Studio 3</b>   |   |   |            |             |          |
| Room Hire Only  | D | B | New Charge | <b>0.00</b> | 35.00    |
| Cost of Specialist Rigger (Ariel Only) Day R  | D | B | New Charge | <b>0.00</b> | 500.00   |
| <b>Mezz</b>   |   |   |            |             |          |
| Room Hire Only  | D | B | 21.00      | <b>7.14</b> | 22.50    |
| <b>Theatre Hire Fees Commercial Rates</b>   |   |   |            |             |          |
| <b>Theatre 1</b>  |   |   |            |             |          |
| <b>Performance Fee</b>  |   |   |            |             |          |
| 4.5hr Show Call giving allowance for 1hr prior to the scheduled playing time, 2.5hrs of performance time inclusive of interval and 1hr get out time, if the performance is longer and the get out cannot be achieved in a shorter period additional hourly charges will apply.<br>The first performance must be preceded by a minimum of 4hrs get in charged at the standard hourly rate.   | D | S | 1,290.00   | <b>6.20</b> | 1,370.00 |
| Second Performance in a Day (for 4.5 hour   | D | S | 980.00     | <b>1.02</b> | 990.00   |
| Hourly theatre hire inclusive of Standard Stg   | D | S | 250.00     | <b>6.00</b> | 265.00   |
| Additional staff (per person per hour)  | D | S | 32.00      | <b>6.25</b> | 34.00    |
| Blocking rehearsal (per hour)   | D | S | 155.00     | <b>5.81</b> | 164.00   |
| <b>Weekly Rates</b>   |   |   |            |             |          |



|   |   |   |            |        |          |
|---|---|---|------------|--------|----------|
| Weekly fee. Includes hire of the theatre for 37 hours over 6 days between the hours of 9am-10pm, with Duty Stage Manager, Lighting Technician, Sound Technician, and Enhanced Technical Equipment.<br>- No single day should exceed 12hrs<br>- Appropriate breaks will be given to all staff under the direction of the Technical Manager or Designated Deputy.<br>- Each Showcall is a minimum of 4 hrs and will be deducted from the 37hr total.<br>- A six day period can be Monday to Saturday or Tuesday to Sunday as agreed with the programming team | D | S | 7,900.00   | 6.00   | 8,374.00 |
| <b>Theatre 2</b>  |   |   |            |        |          |
| <b>Performance Fee</b>  |   |   |            |        |          |
| 4.5hr Show Call giving allowance for 1hr prior to the scheduled playing time, 2.5hrs of performance time inclusive of interval and 1hr get out time, if the performance is longer and the get out cannot be achieved in a shorter period additional hourly charges will apply.<br>The first performance must be preceded by a minimum of 4hrs get in charged at the standard hourly rate.<br>Second performance call in a day (4.5 hours)   | D | S | 600.00     | 8.33   | 650.00   |
| Hourly theatre hire inclusive of Standard St  | D | S | 105.00     | 5.71   | 111.00   |
| Additional Staff per person, per hour   | D | S | 32.00      | 6.25   | 34.00    |
| Use as Dressing Room  | D | S | 42.00      | 7.14   | 45.00    |
| <b>Studio 1</b>   |   |   |            |        |          |
| Room Hire Only  | D | S | 21.00      | 7.14   | 22.50    |
| <b>Studio 2</b>   |   |   |            |        |          |
| Room Hire Only  | D | S | 21.00      | 7.14   | 22.50    |
| Use as Dressing Room  | D | S | 42.00      | 7.14   | 45.00    |
| <b>Studio 3</b>   |   |   |            |        |          |
| Room Hire Only  | D | S | New Charge | 0.00   | 45.00    |
| Cost of Specialist Rigger (Ariel Only)  | D | S | New Charge | 0.00   | 500.00   |
| <b>Mezz</b>   |   |   |            |        |          |
| Room Hire Only  | D | S | 21.00      | 7.14   | 22.50    |
| <b>Event Charges</b>  |   |   |            |        |          |
| <b>Reception drink</b>  |   |   |            |        |          |
| per Glass wine / bottled beer (Discounted Rate)   | D | S | 4.00       | 0.00   | 4.00     |
| Per Large bottle prosecco (Discounted Rate)   | D | S | 12.00      | 0.00   | 12.00    |
| per Glass wine / bottled beer   | D | S | 5.00       | 0.00   | 5.00     |
| Per Large bottle prosecco   | D | S | 15.00      | 0.00   | 15.00    |
| <b>Corkage</b>  |   |   |            |        |          |
| 750ml bottle wine (Discounted Rate)   | D | S | 4.00       | 0.00   | 4.00     |
| 750ml bottle wine   | D | S | 6.00       | 0.00   | 6.00     |
| <b>Corkage</b>  |   |   |            |        |          |
| per glass wine/bottle beer (Discounted Rate)  | D | S | 1.00       | 0.00   | 1.00     |
| per glass wine/bottle beer  | D | S | 1.50       | 0.00   | 1.50     |
| <b>Bar Served Teas Coffees and Postmix</b>  |   |   |            |        |          |
| Per Reception hot or post mix soft drink (Disc  | D | S | 1.00       | 0.00   | 1.00     |
| Per Reception hot or post mix soft drink  | D | S | 1.75       | 0.00   | 1.75     |
| <b>In Room Teas and Coffees:</b>  |   |   |            |        |          |
| <20 people (Discounted Rate)  | D | S | 15.00      | 0.00   | 15.00    |
| 20+ people: Per cup rate (Discounted Rate)  | D | S | 0.50       | 0.00   | 0.50     |
| 50+ people: per cup rate (Discounted Rate)  | D | S | 0.45       | 0.00   | 0.45     |
| <20 people  | D | S | 20.00      | 0.00   | 20.00    |
| 20+ people: Per cup rate  | D | S | 0.75       | 0.00   | 0.75     |
| 50+ people: per cup rate  | D | S | 0.70       | 0.00   | 0.70     |
| <b>Furniture and Equipment:</b>   |   |   |            |        |          |
| TV  | D | S | 10.00      | 100.00 | 20.00    |
| Projector   | D | S | 10.00      | 100.00 | 20.00    |
| Tables per item   | D | S | 2.50       | 0.00   | 2.50     |
| Chairs per Item   | D | S | 5.00       | 0.00   | 5.00     |
| Poly Bar for Hybrid Meeting   | D | S | New Charge | 0.00   | 35.00    |
| RCF Sound System  | D | S | New Charge | 0.00   | 75.00    |
| FOH Radio Mic Package   | D | S | New Charge | 0.00   | 50.00    |
| <b>Staff (per Hour, per person)</b>   |   |   |            |        |          |
| Resident Manager<br><i>This recharge will also apply if a Senior Manager is called out to support staff in the event of an incident that is directly related to the conducts or actions of the Hirer / Visiting Company. This will be the Artistic &amp; Executive Director or designated senior manager</i>  | D | S | New Charge | 0.00   | 50.00    |
| Duty Manager  | D | S | 15.00      | 100.00 | 30.00    |
| Technician  | D | S | 32.00      | 9.38   | 35.00    |

|   |   |   |        |              |        |
|---|---|---|--------|--------------|--------|
| Host  | D | S | 15.00  | <b>13.33</b> | 17.00  |
| Door Supervisor                                       | D | S | 21.00  | <b>19.05</b> | 25.00  |
| <b>Resident Companies and Charity Room Hire Rates</b> |   |   |        |              |        |
| Generic Charity Rate                                  | D | B | 11.50  | <b>13.04</b> | 13.00  |
| Harlow Ballet   | D | B | 15.00  | <b>3.33</b>  | 15.50  |
| Hip Hop Pop   | D | B | 11.50  | <b>8.70</b>  | 12.50  |
| Razed Roof  | D | B | 14.50  | <b>3.45</b>  | 15.00  |
| PAQ Room 1  | D | B | 21.00  | <b>4.76</b>  | 22.00  |
| PQA Room 2  | D | B | 10.50  | <b>4.76</b>  | 11.00  |
| PQA Room 3  | D | B | 5.25   | <b>4.76</b>  | 5.50   |
| PQA Room 4  | D | B | 2.65   | <b>13.21</b> | 3.00   |
| <b>Penalty Charges</b>                                |   |   |        |              |        |
| Damage to Dressing Room Doors (per door)              | D | S | 100.00 | <b>20.00</b> | 120.00 |
| Lipstick Marks to Walls or Mirrors (per surface)      | D | S | 100.00 | <b>20.00</b> | 120.00 |
| Damage to Theatre 1 Stage Floor - Repaint             | D | S | 225.00 | <b>6.67</b>  | 240.00 |
| Excessive Cleaning                                    | D | S | 150.00 | <b>10.00</b> | 165.00 |
| Breach of Contract - Late Technical Rider (per w      | D | S | 150.00 | <b>10.00</b> | 165.00 |
| Breach of Contract - Late Marketing Assets (per       | D | S | 300.00 | <b>6.67</b>  | 320.00 |
| Breach of Contract - Emergency Vet Assistance         | D | S | 350.00 | <b>14.29</b> | 400.00 |
| Breach of Contract - Late Performance (after 15       | D | S | 500.00 | <b>6.00</b>  | 530.00 |
| <b>Theatre 1 Technical Contra Charges</b>             |   |   |        |              |        |
| <b>Lighting</b>                                       |   |   |        |              |        |
| Basic Pre-Rig (up to 2 hours)                         | D | S | 192.00 | <b>0.00</b>  | 192.00 |
| Full Re-Rig (up to 4 hours)                           | D | S | 384.00 | <b>0.00</b>  | 384.00 |
| <b>Sound</b>  |   |   |        |              |        |
| In House Sound Operator                               | D | S | 165.00 | <b>0.00</b>  | 165.00 |
| In House Sound tie in to PA (not inc console)         | D | S | 165.00 | <b>0.00</b>  | 165.00 |
| In House Sound System w/ Producing Compai             | D | S | 330.00 | <b>0.00</b>  | 330.00 |
| - includes the following as per house specifica       | D | S |        |              |        |
| In House Sound  | D | S | 595.00 | <b>0.00</b>  | 595.00 |
| includes the following as per house                   | D | S |        |              |        |
| specification; PA, On stage monitoring, sound         |   |   |        |              |        |
| console, operator & mic package                       |   |   |        |              |        |
| <b>Get in Times</b>                                   |   |   |        |              |        |
| PER HOUR: Prior to 12pm for performances a            | D | S | 250.00 | <b>0.00</b>  | 250.00 |
| PER HOUR: Prior to 8am for performances BE            | D | S | 250.00 | <b>0.00</b>  | 250.00 |
| <b>Get out Times</b>                                  |   |   |        |              |        |
| PER HOUR: After 11.30pm performances at o             | D | S | 250.00 | <b>0.00</b>  | 250.00 |
| PER HOUR: After 9pm for performances BEF              | D | S | 250.00 | <b>0.00</b>  | 250.00 |
| <b>Theatre 2 Technical Contra Charges</b>             |   |   |        |              |        |
| <b>Lighting</b>                                       |   |   |        |              |        |
| Basic Pre-Rig (up to 2 hours)                         | D | S | 128.00 | <b>0.00</b>  | 128.00 |
| Full Re-Rig (up to 4 hours)                           | D | S | 256.00 | <b>0.00</b>  | 256.00 |
| <b>Get in Times</b>                                   |   |   |        |              |        |
| PER HOUR: Prior to 11am for performances a            | D | S | 250.00 | <b>0.00</b>  | 250.00 |
| PER HOUR: Prior to 8am for performances BE            | D | S | 250.00 | <b>0.00</b>  | 250.00 |
| <b>Get out Times</b>                                  |   |   |        |              |        |
| After 11.30pm performances at or AFTER 6pm            | D | S | 250.00 | <b>0.00</b>  | 250.00 |
| After 9pm for performances BEFORE 6pm                 | D | S | 250.00 | <b>0.00</b>  | 250.00 |
| <b>Marketing Contra Charges</b>                       |   |   |        |              |        |
| Solus E-shot on sale                                  | D | S | 350.00 | <b>0.00</b>  | 350.00 |
| Boosted Post or Sponsored Ad                          | D | S | 50.00  | <b>0.00</b>  | 50.00  |
| Targeted E-shot                                       | D | S | 150.00 | <b>0.00</b>  | 150.00 |
| Enhanced Digital Screen Coverage per week             | D | S | 35.00  | <b>0.00</b>  | 35.00  |
| <b>Equipment Hire</b>                                 |   |   |        |              |        |
| <b>Sound</b>  |   |   |        |              |        |
| <b>Standard (Day)</b>                                 |   |   |        |              |        |
| Sennheiser ew 300 G3 Headset Mic                      | D | S | 22.00  | <b>6.00</b>  | 23.32  |
| Sennheiser ew 300 G3 Hand Held                        | D | S | 22.00  | <b>6.00</b>  | 23.32  |
| AA Batteries (Box of 10)                              | D | S | 4.00   | <b>6.00</b>  | 4.24   |
| Shure Beta 91A  | D | S | 8.80   | <b>6.00</b>  | 9.33   |
| Shure Beta 58   | D | S | 8.80   | <b>6.00</b>  | 9.33   |
| Shure Beta 57   | D | S | 8.80   | <b>6.00</b>  | 9.33   |
| Shure SM58  | D | S | 6.60   | <b>6.00</b>  | 7.00   |
| Audix D6  | D | S | 8.80   | <b>6.00</b>  | 9.33   |
| AKG C451  | D | S | 11.00  | <b>6.00</b>  | 11.66  |
| AKG C214 Stereo Pair                                  | D | S | 16.50  | <b>6.00</b>  | 17.49  |
| AKG C1000   | D | S | 8.80   | <b>6.00</b>  | 9.33   |
| Sennheiser E604                                       | D | S | 8.80   | <b>6.00</b>  | 9.33   |
| Sennheiser E906                                       | D | S | 8.80   | <b>6.00</b>  | 9.33   |
| KLARK Teknik DI Boxes                                 | D | S | 8.80   | <b>6.00</b>  | 9.33   |
| Yamaha Rio 16/8                                       | D | S | 33.00  | <b>6.00</b>  | 34.98  |
| Behringer P19 Package (8 Mixers)                      | D | S | 66.00  | <b>6.00</b>  | 69.96  |
| AKG D112  | D | S | 8.80   | <b>0.00</b>  | 9.33   |
| Behringer P19 Package (1 Mixer)                       | D | S | 11.00  | <b>6.00</b>  | 11.66  |
| <b>Standard (Week)</b>                                |   |   |        |              |        |
| Sennheiser ew 300 G3 Headset Mic                      | D | S | 66.00  | <b>6.00</b>  | 69.96  |
| Sennheiser ew 300 G3 Hand Held                        | D | S | 66.00  | <b>6.00</b>  | 69.96  |
| AA Batteries (Box of 10) - per day pricing            | D | S | 4.40   | <b>6.00</b>  | 4.66   |
| Shure Beta 91A  | D | S | 17.60  | <b>6.00</b>  | 18.66  |

|  |   |   |        |      |        |
|--|---|---|--------|------|--------|
| Shure Beta 58  | D | S | 17.60  | 6.00 | 18.66  |
| Shure Beta 57  | D | S | 17.60  | 6.00 | 18.66  |
| Shure SM58   | D | S | 13.20  | 6.00 | 13.99  |
| Audix D6   | D | S | 17.60  | 6.00 | 18.66  |
| AKG C451   | D | S | 22.00  | 6.00 | 23.32  |
| AKG C214 Stereo Pair   | D | S | 33.00  | 6.00 | 34.98  |
| AKG C1000  | D | S | 17.60  | 6.00 | 18.66  |
| Sennheiser E604  | D | S | 17.60  | 6.00 | 18.66  |
| Sennheiser E906  | D | S | 17.60  | 6.00 | 18.66  |
| KLARK Teknik DI Boxes  | D | S | 17.60  | 6.00 | 18.66  |
| Yamaha Rio 16/8  | D | S | 66.00  | 6.00 | 69.96  |
| Behringer P16 Package (8 Mixers)                                 | D | S | 132.00 | 0.00 | 139.92 |
| AKG D112   | D | S | 17.60  | 6.00 | 18.66  |
| Behringer P19 Package (1 Mixer)                                  | D | S | 22.00  | 6.00 | 23.32  |
| <b>Lights</b>  |   |   |        |      |        |
| <b>Standard (Day)</b>  |   |   |        |      |        |
| Strand Cantata F 1.2kw fresnel                                   | D | S | 9.35   | 6.00 | 9.91   |
| Strand SL 15/32 profile / S4 Jnr zoom<br>25/50                   | D | S | 9.35   | 6.00 | 9.91   |
| PAR can PAR64 (62/61/60) 1kw                                     | D | S | 7.15   | 6.00 | 7.58   |
| UV Cannons   | D | S | 12.10  | 6.00 | 12.83  |
| UV Tubes   | D | S | 12.10  | 6.00 | 12.83  |
| Showtec Suntrip Active MKII                                      | D | S | 6.60   | 6.00 | 7.00   |
| Quartet Fresnel 650w   | D | S | 7.70   | 6.00 | 8.16   |
| Quartet Profile 650w   | D | S | 7.70   | 6.00 | 8.16   |
| Birdies (batten of 4)  | D | S | 5.50   | 6.00 | 5.83   |
| Follow Spots (w/o operators)                                     | D | S | 10.00  | 0.00 | 10.60  |
| <b>Standard (Week)</b>   |   |   |        |      |        |
| Strand Cantata F 1.2kw fresnel                                   | D | S | 18.70  | 6.00 | 19.82  |
| Strand SL 15/32 profile / S4 Jnr zoom<br>25/50                   | D | S | 18.70  | 6.00 | 19.82  |
| PAR can PAR64 (62/61/60) 1kw                                     | D | S | 14.30  | 6.00 | 15.16  |
| UV Cannons   | D | S | 24.20  | 6.00 | 25.65  |
| UV Tubes   | D | S | 24.20  | 6.00 | 25.65  |
| Showtec Suntrip Active MKII                                      | D | S | 13.20  | 6.00 | 13.99  |
| Quartet Fresnel 650w   | D | S | 15.40  | 6.00 | 16.32  |
| Quartet Profile 650w   | D | S | 15.40  | 6.00 | 16.32  |
| Birdies (batten of 4)  | D | S | 22.00  | 6.00 | 23.32  |
| Follow Spots (w/o operators)                                     | D | S | 10.00  | 0.00 | 10.60  |
| <b>Intelligent Lighting</b>                                      |   |   |        |      |        |
| <b>Standard (Day)</b>  |   |   |        |      |        |
| Clay Paky Alpha Spot (1500w) Each (4 x<br>available)             | D | S | 82.50  | 6.00 | 87.45  |
| Clay Paky Alpha Spot 1200 HPE (1200w)<br>Each<br>(2 x available) | D | S | 82.50  | 6.00 | 87.45  |
| Moving Light Package   | D | S | 295.00 | 6.00 | 312.70 |
| Sidelight Package  | D | S | 295.00 | 6.00 | 312.70 |
| Showtec LED PAR Can (36x3w RGB)                                  | D | S | 8.25   | 6.00 | 8.75   |
| Showtec LED Expressions / Mac Auras                              | D | S | 16.50  | 6.00 | 17.49  |
| <b>Standard (Week)</b>   |   |   |        |      |        |
| Clay Paky Alpha Spot (1500w) Each (4 x<br>available)             | D | S | 165.00 | 6.00 | 174.90 |
| Clay Paky Alpha Spot 1200 HPE (1200w)<br>Each<br>(2 x available) | D | S | 165.00 | 6.00 | 174.90 |
| Moving Light Package   | D | S | 590.00 | 6.00 | 625.40 |
| Sidelight Package  | D | S | 290.00 | 0.00 | 307.40 |
| Showtec LED PAR Can (36x3w RGB)                                  | D | S | 16.50  | 6.00 | 17.49  |
| Showtec LED Expressions / Mac Auras                              | D | S | 33.00  | 6.00 | 34.98  |
| <b>Special FX</b>  |   |   |        |      |        |
| <b>Standard (Day)</b>  |   |   |        |      |        |
| Le Maitre 6ch desk   | D | S | 14.30  | 6.00 | 15.16  |
| Mirror ball  | D | S | 12.10  | 0.00 | 12.83  |
| Large smoke machine  | D | S | 12.10  | 6.00 | 12.83  |
| Antari Ice low smoke machine                                     | D | S | 8.80   | 6.00 | 9.33   |
| Bubble machine   | D | S | 8.80   | 6.00 | 9.33   |
| Hazer  | D | S | 38.50  | 6.00 | 40.81  |
| Star cloth   | D | S | 47.58  | 6.00 | 50.43  |
| Chauvet Geyser P5  | D | S | 15.00  | 6.00 | 15.90  |
| Chauvet Geyser P7  | D | S | 15.00  | 0.00 | 15.90  |
| Mini Mist Portable Smoke Machine                                 | D | S | 27.50  | 0.00 | 29.15  |
| <b>Standard (Week)</b>   |   |   |        |      |        |
| Le Maitre 6ch desk   | D | S | 28.60  | 6.00 | 30.32  |
| Mirror ball  | D | S | 17.88  | 0.00 | 18.95  |
| Large smoke machine  | D | S | 24.20  | 6.00 | 25.65  |
| Antari Ice low smoke machine                                     | D | S | 17.60  | 6.00 | 18.66  |
| Bubble machine   | D | S | 17.60  | 6.00 | 18.66  |
| Hazer  | D | S | 77.00  | 6.00 | 81.62  |
| Star cloth   | D | S | 95.15  | 6.00 | 100.86 |
| Chauvet Geyser P5  | D | S | 30.00  | 6.00 | 31.80  |

|  |   |   |        |      |        |
|--|---|---|--------|------|--------|
| Chauvet Geyser P7                                      | D | S | 30.00  | 0.00 | 31.80  |
| Mini Mist Portable Smoke Machine                       | D | S | 55.00  | 0.00 | 58.30  |
| <b>Tabs &amp; Cloths</b>                               |   |   |        |      |        |
| <b>Standard (Day)</b>                                  |   |   |        |      |        |
| Black legs 20' x 6'                                    | D | S | 16.50  | 6.00 | 17.49  |
| Black tabs 22' x 22'                                   | D | S | 35.75  | 6.00 | 37.90  |
| Red tabs   | D | S | 35.75  | 6.00 | 37.90  |
| White Cyc  | D | S | 55.00  | 6.00 | 58.30  |
| Black Gauze  | D | S | 55.00  | 6.00 | 58.30  |
| Navy Blue Gauze  | D | S | 55.00  | 6.00 | 58.30  |
| <b>Standard (Week)</b>                                 |   |   |        |      |        |
| Black legs 20' x 6'                                    | D | S | 33.00  | 6.00 | 34.98  |
| Black tabs 22' x 22'                                   | D | S | 71.50  | 6.00 | 75.79  |
| Red tabs   | D | S | 71.50  | 6.00 | 75.79  |
| White Cyc  | D | S | 110.00 | 6.00 | 116.60 |
| Black Gauze  | D | S | 110.00 | 6.00 | 116.60 |
| Navy Blue Gauze  | D | S | 110.00 | 6.00 | 116.60 |
| <b>Scenic Cloths</b>                                   |   |   |        |      |        |
| <b>Standard (Day)</b>                                  |   |   |        |      |        |
| Various  | D | S | POA    | 0.00 | POA    |
| <b>Standard (Week)</b>                                 |   |   |        |      |        |
| Various  | D | S | POA    | 0.00 | POA    |
| <b>Staging</b>   |   |   |        |      |        |
| <b>Standard (Day)</b>                                  |   |   |        |      |        |
| Steeldeck 8' x 4'                                      | D | S | 8.25   | 6.00 | 8.75   |
| Steeldeck 8' x 2'                                      | D | S | 6.05   | 6.00 | 6.41   |
| Steeldeck 6' x 3'                                      | D | S | 6.05   | 6.00 | 6.41   |
| Steeldeck 4' x 4'                                      | D | S | 6.05   | 6.00 | 6.41   |
| Steeldeck Handrails                                    | D | S | 2.75   | 6.00 | 2.92   |
| Dance floor  | D | S | 59.40  | 0.00 | 62.96  |
| Cabaret Chair  | D | S | 1.10   | 6.00 | 1.17   |
| 1' 2' 3' Treads  | D | S | 6.05   | 6.00 | 6.41   |
| <b>Standard (Week)</b>                                 |   |   |        |      |        |
| Steeldeck 8' x 4'                                      | D | S | 17.60  | 6.00 | 18.66  |
| Steeldeck 8' x 2'                                      | D | S | 12.10  | 6.00 | 12.83  |
| Steeldeck 6' x 3'                                      | D | S | 12.10  | 6.00 | 12.83  |
| Steeldeck 4' x 4'                                      | D | S | 12.10  | 6.00 | 12.83  |
| Steeldeck Handrails                                    | D | S | 4.40   | 6.00 | 4.66   |
| Dance floor  | D | S | 118.80 | 0.00 | 125.93 |
| Cabaret Chair  | D | S | 2.75   | 6.00 | 2.92   |
| 1' 2' 3' Treads  | D | S | 12.10  | 6.00 | 12.83  |
| <b>Musical Instruments</b>                             |   |   |        |      |        |
| <b>Standard (Day)</b>                                  |   |   |        |      |        |
| Yamaha G1 baby grand                                   | D | S | 82.50  | 6.00 | 87.45  |
| Piano Tuning   | D | S | 82.50  | 6.00 | 87.45  |
| <b>Standard (Week)</b>                                 |   |   |        |      |        |
| Yamaha G1 baby grand                                   | D | S | 165.00 | 6.00 | 174.90 |
| <b>A.V.</b>  |   |   |        |      |        |
| <b>Standard (Day)</b>                                  |   |   |        |      |        |
| Christie LX601i LCD Projector 6000                     | D | S | 192.50 | 6.00 | 204.05 |
| Lumens, XGA, 1.5-3.0:1 Lens                            |   |   |        |      |        |
| Fast fold screen 9ft x 12ft (front and rear)           | D | S | 59.40  | 6.00 | 62.96  |
| VGA cable 25 m   | D | S | 6.05   | 6.00 | 6.41   |
| AV Package (Christie Projector, MacBook Pro & Cabling) | D | S | 247.50 | 6.00 | 262.35 |
| <b>Standard (Week)</b>                                 |   |   |        |      |        |
| Christie LX601i LCD Projector 6000                     | D | S | 385.00 | 6.00 | 408.10 |
| Lumens, XGA, 1.5-3.0:1 Lens                            |   |   |        |      |        |
| Fast fold screen 9ft x 12ft (front and rear)           | D | S | 118.80 | 6.00 | 125.93 |
| VGA cable 25 m   | D | S | 12.10  | 6.00 | 12.83  |
| AV Package (Christie Projector, MacBook Pro & Cabling) | D | S | 495.00 | 6.00 | 524.70 |

## Events and Filming

### Administrative Costs Events and Filming

|  |   |   |  |  |        |
|--|---|---|--|--|--------|
| Application Processing Charge - Commercial       | D | S |  |  | 50.00  |
| Application Processing Charge - Harlow Register  | D | S |  |  | 20.00  |
| Application Processing Charge - Non Harlow Reg   | D | S |  |  | 30.00  |
| Application Processing Charge - Voluntary or Coi | D | S |  |  | 20.00  |
| Application Processing Charge - Social Enterpris | D | S |  |  | 20.00  |
| Application Processing Charge - Other            | D | S |  |  | POA    |
| Late Notice Fee                                  | D | S |  |  | 150.00 |
| Film Location Enquires (more than 3 hour Officer | D | S |  |  | 100.00 |

### Staffing Costs (per person, per hour)

|  |   |   |  |  |       |
|--|---|---|--|--|-------|
| Resident Manager                       | D | S |  |  | 72.00 |
| HDC Event Manager                      |   |   |  |  |       |
| Acting as Local Authority Duty Officer |   |   |  |  |       |
| Operational                            |   |   |  |  |       |

|   |   |   |  |
|---|---|---|--|
| Assistant Director  | D | S | 225.00                                   |
| Acting as Local Authority Duty Officer Tactical and Strategic Cover |   |   |  |
| Technician  | D | S | 35.00                                    |
| Event Steward   | D | S | 17.00                                    |
| SIA Licenced Door Supervisor  | D | S | 29.00                                    |
| HDC Staff Site Visit  | D | S | 65.00                                    |
| Toilet Attendant  | D | S | 16.60                                    |
| Cleaning Team 2 x (Litter pickers)                                  | D | S | 70.00                                    |
| <b>Council Land (Commercial)</b>                                    |   |   |  |
| Booking Fee - Very Small - up to 100 attendees                      | D | S | 146.00                                   |
| Booking - Fee - Small - up to 500 attendees                         | D | S | 512.00                                   |
| Booking Fee - Medium - up to 2000 attendees                         | D | S | 1,455.00                                 |
| Booking Fee - Large - up to 10,000 attendees                        | D | S | 2,917.00                                 |
| Operational Day (per head) - Very Small - up to 100 attendees       | D | S | 1.25                                     |
| Operational Day (per head) - Fee - Small - up to 500 attendees      | D | S | 1.25                                     |
| Operational Day (per head) - Medium - up to 2000 attendees          | D | S | 1.95                                     |
| Operational Day (per head) - Large - up to 10,000 attendees         | D | S | 2.25                                     |
| Additional Event Day - Very Small - up to 100 attendees             | D | S | 35% per day of total operational day fee |
| Additional Event Day - Fee - Small - up to 500 attendees            | D | S |  |
| Additional Event Day - Medium - up to 2000 attendees                | D | S |  |
| Additional Event Day - Large - up to 10,000 attendees               | D | S |  |
| Fit up / Strike Day - Very Small - up to 100 attendees              | D | S | 3% per day of total operational day fee  |
| Fit up / Strike Day - Fee - Small - up to 500 attendees             | D | S |  |
| Fit up / Strike Day - Medium - up to 2000 attendees                 | D | S |  |
| Fit up / Strike Day - Large - up to 10,000 attendees                | D | S |  |
| Environmental Impact Fee - Very Small - up to 100 attendees         | D | S | 117.00                                   |
| Environmental Impact Fee - Fee - Small - up to 500 attendees        | D | S | 215.00                                   |
| Environmental Impact Fee - Medium - up to 2000 attendees            | D | S | 577.91                                   |
| Environmental Impact Fee - Large - up to 10,000 attendees           | D | S | 2,311.15                                 |
| Ground Deposit - Very Small - up to 100 attendees                   | D | S | 265.00                                   |
| Ground Deposit - Fee - Small - up to 500 attendees                  | D | S | 535.00                                   |
| Ground Deposit - Medium - up to 2000 attendees                      | D | S | 1,050.00                                 |
| Ground Deposit - Large - up to 10,000 attendees                     | D | S | 10,200.00                                |
| <b>Council Land (Fairs and Circus)</b>                              |   |   |  |
| Booking - Fee - Small - up to 500 attendees                         | D | S | 320.00                                   |
| Booking Fee - Medium - up to 2000 attendees                         | D | S | 320.00                                   |
| Booking Fee - Large - up to 10,000 attendees                        | D | S | 320.00                                   |
| Operational Day - Fee - Small - up to 500 attendees                 | D | S | 400.00                                   |
| Operational Day - Medium - up to 2000 attendees                     | D | S | 600.00                                   |
| Operational Day - Large - up to 10,000 attendees                    | D | S | 800.00                                   |
| Additional Event Day - Fee - Small - up to 500 attendees            | D | S | 175.00                                   |
| Additional Event Day - Medium - up to 2000 attendees                | D | S | 225.00                                   |
| Additional Event Day - Large - up to 10,000 attendees               | D | S | 365.00                                   |
| Fit up / Strike Day - Fee - Small - up to 500 attendees             | D | S | 105.57                                   |
| Fit up / Strike Day - Medium - up to 2000 attendees                 | D | S | 125.57                                   |
| Fit up / Strike Day - Large - up to 10,000 attendees                | D | S | 175.00                                   |
| Environmental Impact Fee - Fee - Small - up to 500 attendees        | D | S | 285.00                                   |
| Environmental Impact Fee - Medium - up to 2000 attendees            | D | S | 577.00                                   |
| Environmental Impact Fee - Large - up to 10,000 attendees           | D | S | 980.00                                   |
| Ground Deposit - Fee - Small - up to 500 attendees                  | D | S | 1,505.00                                 |
| Ground Deposit - Medium - up to 2000 attendees                      | D | S | 2,102.00                                 |
| Ground Deposit - Large - up to 10,000 attendees                     | D | S | 3,151.00                                 |
| <b>Council Land (Community and Harlow Charity)</b>                  |   |   |  |
| Booking Fee - Very Small - up to 100 attendees                      | D | S | 27.00                                    |
| Booking - Fee - Small - up to 500 attendees                         | D | S | 27.00                                    |
| Booking Fee - Medium - up to 2000 attendees                         | D | S | 56.00                                    |
| Booking Fee - Large - up to 10,000 attendees                        | D | S | 150.00                                   |
| Operational Day - Very Small - up to 100 attendees                  | D | S | 0.00                                     |
| Operational Day - Fee - Small - up to 500 attendees                 | D | S | 56.00                                    |
| Operational Day - Medium - up to 2000 attendees                     | D | S | 110.00                                   |
| Operational Day - Large - up to 10,000 attendees                    | D | S | 158.00                                   |
| Additional Event Day - Very Small - up to 100 attendees             | D | S | 0.00                                     |
| Additional Event Day - Fee - Small - up to 500 attendees            | D | S | 28.00                                    |
| Additional Event Day - Medium - up to 2000 attendees                | D | S | 55.00                                    |
| Additional Event Day - Large - up to 10,000 attendees               | D | S | 79.00                                    |
| Fit up / Strike Day - Very Small - up to 100 attendees              | D | S | 0.00                                     |
| Fit up / Strike Day - Fee - Small - up to 500 attendees             | D | S | 28.00                                    |
| Fit up / Strike Day - Medium - up to 2000 attendees                 | D | S | 55.00                                    |
| Fit up / Strike Day - Large - up to 10,000 attendees                | D | S | 79.00                                    |
| Environmental Impact Fee - Very Small - up to 100 attendees         | D | S | 50.00                                    |
| Environmental Impact Fee - Fee - Small - up to 500 attendees        | D | S | 103.00                                   |
| Environmental Impact Fee - Medium - up to 2000 attendees            | D | S | 309.00                                   |
| Environmental Impact Fee - Large - up to 10,000 attendees           | D | S | 620.00                                   |
| Ground Deposit - Very Small - up to 100 attendees                   | D | S | 0.00                                     |
| Ground Deposit - Fee - Small - up to 500 attendees                  | D | S | 150.00                                   |
| Ground Deposit - Medium - up to 2000 attendees                      | D | S | 300.00                                   |
| Ground Deposit - Large - up to 10,000 attendees                     | D | S | 670.00                                   |
| <b>Council Land (Non Harlow Charity Fund Raising )</b>              |   |   |  |
| Booking - Fee - Small - up to 500 attendees                         | D | S | 55.00                                    |
| Booking Fee - Medium - up to 2000 attendees                         | D | S | 120.00                                   |
| Booking Fee - Large - up to 10,000 attendees                        | D | S | 550.00                                   |
| Operational Day - Fee - Small - up to 500 attendees                 | D | S | 145.00                                   |

New Charge

0.00

|  |   |   |  |  |                                |
|--|---|---|--|--|--------------------------------|
| Operational Day - Medium - up to 2000 attendee     | D | S |  |  | 570.00                         |
| Operational Day - Large - up to 10,000 attendee    | D | S |  |  | 2,250.00                       |
| Additional Event Day - Fee - Small - up to 500 at  | D | S |  |  | 72.50                          |
| Additional Event Day - Medium - up to 2000 atte    | D | S |  |  | 285.00                         |
| Additional Event Day - Large - up to 10,000 atter  | D | S |  |  | 1,125.00                       |
| Fit up / Strike Day - Fee - Small - up to 500 atte | D | S |  |  | 22.00                          |
| Fit up / Strike Day - Medium - up to 2000 attende  | D | S |  |  | 57.00                          |
| Fit up / Strike Day - Large - up to 10,000 attend  | D | S |  |  | 285.00                         |
| Environmental Impact Fee - Fee - Small - up to     | D | S |  |  | 277.00                         |
| Environmental Impact Fee - Medium - up to 2000     | D | S |  |  | 577.00                         |
| Environmental Impact Fee - Large - up to 10,000    | D | S |  |  | 115.00                         |
| Ground Deposit - Fee - Small - up to 500 atten     | D | S |  |  | 105.00                         |
| Ground Deposit - Medium - up to 2000 attendee      | D | S |  |  | 315.00                         |
| Ground Deposit - Large - up to 10,000 attendees    | D | S |  |  | 630.00                         |
| <b>Other Charges</b>                               |   |   |  |  |                                |
|  | D | S |  |  | Useage + 10%<br>Management Fee |
| Utilities (Water, Gas, Electric)                   |   |   |  |  |                                |
| Utilities Connection Fee                           | D | S |  |  | 85.00                          |
| Disruption Charge                                  | D | S |  |  | 5% of total fee                |
| Event Signage (per location, per week)             | D | S |  |  | 30.00                          |
| Event Banner (per location, per week)              | D | S |  |  | 50.00                          |
| Event Poster Fee (per 50 posters, per week)        | D | S |  |  | 50.00                          |
| Bandstand Cleaning Fee                             | D | S |  |  | 152.00                         |
| <b>Penalty Charges</b>                             |   |   |  |  |                                |
| Excessive Cleaning                                 | D | S |  |  | 650.00                         |
| Breach of Contract - Late RAMS / SAG Documer       | D | S |  |  | 250.00                         |
| <b>Filming Charges</b>                             |   |   |  |  |                                |
| Council Locations - Small Crew (per day)           | D | S |  |  | 1,500.00                       |
| Council Locations - Medium Crew (per day)          | D | S |  |  | 2,000.00                       |
| Council Locations - Large Crew (per day)           | D | S |  |  | 2,500.00                       |
| Temporary Structures (Per Location)                | D | S |  |  | 250.00                         |
| Legal Review and Execution Fee (Per Contract) ·    | D | S |  |  | 565.00                         |
| Legal Review and Execution Fee (Per Contract) ·    | D | S |  |  | 1,500.00                       |
| Legal Review and Execution Fee (Per Contract) ·    | D | S |  |  | 2,600.00                       |
| Environmental Impact Fee - Small Location          | D | S |  |  | 1,500.00                       |
| Environmental Impact Fee - Medium Location         | D | S |  |  | 3,000.00                       |
| Environmental Impact Fee - Large Location          | D | S |  |  | 6,000.00                       |
| Ground Deposit - Small Location                    | D | S |  |  | 2,500.00                       |
| Ground Deposit - Medium Location                   | D | S |  |  | 5,000.00                       |
| Ground Deposit - Large Location                    | D | S |  |  | 10,000.00                      |
| Photography Digital Still Assets (Per Location Sh  | D | S |  |  | 54.00                          |
| Fit up strike days                                 | D | S |  |  | 50% of filming day             |

#### Freedom of Information

##### Environmental Information Regulations

|   |   |   |       |      |       |
|---|---|---|-------|------|-------|
| simple enquiries that require a basic answer  | D | S | 0.00  | 0.00 | 0.00  |
| more complex enquiries and requires<br>information to be specifically collated (per hour) | D | S | 25.00 | 0.00 | 25.00 |

#### Contact Harlow

|                         |   |   |              |      |              |
|-------------------------|---|---|--------------|------|--------------|
| <b>Rail Passes</b>      | D | Z | at cost + £1 | 0.00 | at cost + £1 |
| <b>Disabled WC Keys</b> | D | Z | 2.50         | 0.00 | 2.50         |
| <b>Leisure card</b>     | D | Z | 0.00         | 0.00 | 0.00         |

#### Communications

##### Harlow Times Advertising

###### Inside Full Page

|              |   |   |        |      |        |
|--------------|---|---|--------|------|--------|
| Full Rate    | D | S | 990.00 | 0.00 | 990.00 |
| 10% Discount | D | S | 891.00 | 0.00 | 891.00 |
| 20% Discount | D | S | 792.00 | 0.00 | 792.00 |

###### Half Page

|              |   |   |        |      |        |
|--------------|---|---|--------|------|--------|
| Full Rate    | D | S | 495.00 | 0.00 | 495.00 |
| 10% Discount | D | S | 445.50 | 0.00 | 445.50 |
| 20% Discount | D | S | 396.00 | 0.00 | 396.00 |

###### Quarter Page

|              |   |   |        |      |        |
|--------------|---|---|--------|------|--------|
| Full Rate    | D | S | 247.50 | 0.00 | 247.50 |
| 10% Discount | D | S | 222.20 | 0.00 | 222.20 |
| 20% Discount | D | S | 198.00 | 0.00 | 198.00 |

###### Eighth Page

|              |   |   |        |      |        |
|--------------|---|---|--------|------|--------|
| Full Rate    | D | S | 123.20 | 0.00 | 123.20 |
| 10% Discount | D | S | 110.00 | 0.00 | 110.00 |
| 20% Discount | D | S | 97.90  | 0.00 | 97.90  |

#### Building Control

**Table A - New Dwellings**  
**Dwelling houses and flats not exceeding**  
**300m2 (total floor area)**  
*Full Plans Submission*  
Houses or Bungalows less than 4 storeys  
Plan Charge

|   |   |   |          |      |          |
|---|---|---|----------|------|----------|
| 1 Plot  | D | S | 259.73   | 0.00 | 259.73   |
| 2 Plots   | D | S | 306.95   | 0.00 | 306.95   |
| 3 Plots   | D | S | 354.18   | 0.00 | 354.18   |
| 4 Plots   | D | S | 401.42   | 0.00 | 401.42   |
| 5 Plots   | D | S | 448.63   | 0.00 | 448.63   |
| Flats   |   |   |          |      |          |
| 1   | D | S | 236.12   | 0.00 | 236.12   |
| 2   | D | S | 259.73   | 0.00 | 259.73   |
| 3   | D | S | 330.56   | 0.00 | 330.56   |
| 4   | D | S | 330.56   | 0.00 | 330.56   |
| 5   | D | S | 377.80   | 0.00 | 377.80   |
| Conversion to:-   |   |   |          |      |          |
| Single dwelling house   | D | S | 259.73   | 0.00 | 259.73   |
| Single Flat   | D | S | 236.12   | 0.00 | 236.12   |
| Inspection Charge   |   |   |          |      |          |
| 1 Plot  | D | S | 519.46   | 0.00 | 519.46   |
| 2 Plots   | D | S | 920.86   | 0.00 | 920.86   |
| 3 Plots   | D | S | 1,133.37 | 0.00 | 1,133.37 |
| 4 Plots   | D | S | 1,445.05 | 0.00 | 1,445.05 |
| 5 Plots   | D | S | 1,794.50 | 0.00 | 1,794.50 |
| Flats   |   |   |          |      |          |
| 1   | D | S | 330.56   | 0.00 | 330.56   |
| 2   | D | S | 708.36   | 0.00 | 708.36   |
| 3   | D | S | 906.81   | 0.00 | 906.81   |
| 4   | D | S | 1,190.05 | 0.00 | 1,190.05 |
| 5   | D | S | 1,605.61 | 0.00 | 1,605.61 |
| Conversion to:-   |   |   |          |      |          |
| Single dwelling house   | D | S | 377.80   | 0.00 | 377.80   |
| Single Flat   | D | S | 330.56   | 0.00 | 330.56   |
| <i>Building Notice</i>  |   |   |          |      |          |
| Houses or Bungalows less than 4 storeys   |   |   |          |      |          |
| 1 Plot  | D | S | 881.08   | 0.00 | 881.08   |
| 2 Plots   | D | S | 1,507.39 | 0.00 | 1,507.39 |
| 3 Plots   | D | S | 1,838.90 | 0.00 | 1,838.90 |
| 4 Plots   | D | S | 2,325.11 | 0.00 | 2,325.11 |
| 5 Plots   | D | S | 2,870.27 | 0.00 | 2,870.27 |
| Flats   |   |   |          |      |          |
| 1   | D | S | 586.53   | 0.00 | 586.53   |
| 2   | D | S | 1,175.88 | 0.00 | 1,175.88 |
| 3   | D | S | 1,485.29 | 0.00 | 1,485.29 |
| 4   | D | S | 1,927.31 | 0.00 | 1,927.31 |
| 5   | D | S | 2,575.60 | 0.00 | 2,575.60 |
| Conversion to:-   |   |   |          |      |          |
| Single dwelling house   | D | S | 660.19   | 0.00 | 660.19   |
| Single Flat   | D | S | 586.53   | 0.00 | 586.53   |
| <i>Regularisation Charge</i>  |   |   |          |      |          |
| Houses or Bungalows less than 4 storeys   |   |   |          |      |          |
| 1 Plot  | D | S | 914.97   | 0.00 | 914.97   |
| 2 Plots   | D | S | 1,500.35 | 0.00 | 1,500.35 |
| 3 Plots   | D | S | 1,810.25 | 0.00 | 1,810.25 |
| 4 Plots   | D | S | 2,264.78 | 0.00 | 2,264.78 |
| 5 Plots   | D | S | 2,998.72 | 0.00 | 2,998.72 |
| Flats   |   |   |          |      |          |
| 1   | D | S | 639.49   | 0.00 | 639.49   |
| 2   | D | S | 1,190.44 | 0.00 | 1,190.44 |
| 3   | D | S | 1,668.58 | 0.00 | 1,668.58 |
| 4   | D | S | 2,140.82 | 0.00 | 2,140.82 |
| 5   | D | S | 2,833.44 | 0.00 | 2,833.44 |
| Conversion to:-   |   |   |          |      |          |
| Single dwelling house   | D | S | 708.36   | 0.00 | 708.36   |
| Single Flat   | D | S | 639.50   | 0.00 | 639.50   |
| Notifiable Electrical Work (in addition to the above where applicable)  | D | S | 302.13   | 0.00 | 302.13   |
| <b>Table B - Work To A Single Dwelling</b>  |   |   |          |      |          |
| <b>Limited to work not more than 3 storeys above ground level</b>   |   |   |          |      |          |
| <b>Full Plans Submissions</b>   |   |   |          |      |          |
| Extension & New Build   |   |   |          |      |          |
| <b>Plan checking charge</b>   |   |   |          |      |          |
| Single storey extension with floor area not exceeding 40m2  | D | S | 240.85   | 0.00 | 240.85   |
| Single storey extension with floor area exceeding 40m2 but not exceeding 100m2                                  | D | S | 289.02   | 0.00 | 289.02   |
| Extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2                     | D | S | 313.10   | 0.00 | 313.10   |
| Extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2 | D | S | 337.19   | 0.00 | 337.19   |

|   |   |   |        |      |        |
|---|---|---|--------|------|--------|
| Erection of a non exempt domestic extension comprising of a garage, carport or store not exceeding 100m2        | D | S | 216.76 | 0.00 | 216.76 |
| Erection of a non exempt detached non habitable domestic building with total floor area not exceeding 50m2      | D | S | 192.68 | 0.00 | 192.68 |
| <b>Conversions</b>  |   |   |        |      |        |
| First floor & second floor loft conversions   | D | S | 264.93 | 0.00 | 264.93 |
| Other work  | D | S | 192.68 | 0.00 | 192.68 |
| <b>Alterations</b>  |   |   |        |      |        |
| Re Roofing, Installation of Solar Panels or Photovoltaic cells  | D | S | 120.42 | 0.00 | 120.42 |
| Replacement of windows, roof lights, roof windows or external glazed doors                                      | D | S | 144.51 | 0.00 | 144.51 |
| Cost of work not exceeding £5,000   | D | S | 168.59 | 0.00 | 168.59 |
| Cost of work exceeding £5,000 & not exceeding £25,000   | D | S | 216.76 | 0.00 | 216.76 |
| Cost of work exceeding £25,000 & not exceeding £100,000   | D | S | 337.19 | 0.00 | 337.19 |
| <b>Inspection Charge</b>  |   |   |        |      |        |
| Single storey extension with floor area not exceeding 40m2  | D | S | 385.36 | 0.00 | 385.36 |
| Single storey extension with floor area exceeding 40m2 but not exceeding 100m2                                  | D | S | 433.53 | 0.00 | 433.53 |
| Extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2                     | D | S | 481.69 | 0.00 | 481.69 |
| Extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2 | D | S | 529.86 | 0.00 | 529.86 |
| Erection of a non exempt domestic extension comprising of a garage, carport or store not exceeding 100m2        | D | S | 289.02 | 0.00 | 289.02 |
| Erection of a non exempt detached non habitable domestic building with total floor area not exceeding 50m2      | D | S | 240.85 | 0.00 | 240.85 |
| <b>Conversions</b>  |   |   |        |      |        |
| First floor & second floor loft conversions   | D | S | 385.36 | 0.00 | 385.36 |
| Other work  | D | S | 289.02 | 0.00 | 289.02 |
| <b>Alterations</b>  |   |   |        |      |        |
| Re Roofing, Installation of Solar Panels or Photovoltaic cells  | D | S | 96.34  | 0.00 | 96.34  |
| Replacement of windows, roof lights, roof windows or external glazed doors                                      | D | S | 144.51 | 0.00 | 144.51 |
| Cost of work not exceeding £5,000   | D | S | 192.68 | 0.00 | 192.68 |
| Cost of work exceeding £5,000 & not exceeding £25,000   | D | S | 337.19 | 0.00 | 337.19 |
| Cost of work exceeding £25,000 & not exceeding £100,000   | D | S | 578.03 | 0.00 | 578.03 |
| <b>Building Notice Charges</b>  |   |   |        |      |        |
| <b>Extension &amp; New Build</b>  |   |   |        |      |        |
| Single storey extension with floor area not exceeding 40m2  | D | S | 673.40 | 0.00 | 673.40 |
| Single storey extension with floor area exceeding 40m2 but not exceeding 100m2                                  | D | S | 748.54 | 0.00 | 748.54 |
| Extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2                     | D | S | 823.69 | 0.00 | 823.69 |
| Extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2 | D | S | 898.83 | 0.00 | 898.83 |
| Erection of a non exempt domestic extension comprising of a garage, carport or store not exceeding 100m2        | D | S | 523.11 | 0.00 | 523.11 |
| Erection of a non exempt detached non habitable domestic building with total floor area not exceeding 50m2      | D | S | 447.97 | 0.00 | 447.97 |
| <b>Conversions</b>  |   |   |        |      |        |
| First floor & second floor loft conversions   | D | S | 673.40 | 0.00 | 673.40 |
| Other work  | D | S | 523.11 | 0.00 | 523.11 |
| <b>Alterations</b>  |   |   |        |      |        |
| Re Roofing, Installation of Solar Panels or Photovoltaic cells  | D | S | 222.54 | 0.00 | 222.54 |
| Replacement of windows, roof lights, roof windows or external glazed doors                                      | D | S | 297.68 | 0.00 | 297.68 |
| Cost of work not exceeding £5,000   | D | S | 372.82 | 0.00 | 372.82 |
| Cost of work exceeding £5,000 & not exceeding £25,000   | D | S | 598.26 | 0.00 | 598.26 |
| Cost of work exceeding £25,000 & not exceeding £100,000   | D | S | 973.98 | 0.00 | 973.98 |
| <b>Regularisation Charges</b>   |   |   |        |      |        |
| <b>Extension &amp; New Build</b>  |   |   |        |      |        |



|   |   |   |          |      |          |
|---|---|---|----------|------|----------|
| Single storey extension with floor area not exceeding 40m2  | D | S | 738.60   | 0.00 | 738.60   |
| Single storey extension with floor area exceeding 40m2 but not exceeding 100m2                                  | D | S | 792.79   | 0.00 | 792.79   |
| Extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2                     | D | S | 863.03   | 0.00 | 863.03   |
| Extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2 | D | S | 933.28   | 0.00 | 933.28   |
| Erection of a non exempt domestic extension comprising of a garage, carport or store not exceeding 100m2        | D | S | 582.04   | 0.00 | 582.04   |
| Erection of a non exempt detached non habitable domestic building with total floor area not exceeding 50m2      | D | S | 511.79   | 0.00 | 511.79   |
| <b>Conversions</b>  |   |   |          |      |          |
| First floor & second floor loft conversions   | D | S | 722.54   | 0.00 | 722.54   |
| Other work  | D | S | 582.04   | 0.00 | 582.04   |
| <b>Alterations</b>  |   |   |          |      |          |
| Re Roofing, Installation of Solar Panels or Photovoltaic cells  | D | S | 301.06   | 0.00 | 301.06   |
| Replacement of windows, roof lights, roof windows or external glazed doors                                      | D | S | 371.30   | 0.00 | 371.30   |
| Cost of work not exceeding £5,000   | D | S | 441.55   | 0.00 | 441.55   |
| Cost of work exceeding £5,000 & not exceeding £25,000   | D | S | 652.29   | 0.00 | 652.29   |
| Cost of work exceeding £25,000 & not exceeding £100,000   | D | S | 1,003.53 | 0.00 | 1,003.53 |
| Notifiable Electrical Work (in addition to the above where applicable)  | D | S | 353.82   | 0.00 | 353.82   |
| <b>Table C - All Other Non Domestic Work</b>  |   |   |          |      |          |
| <b>Limited to work not more than 3 storeys above ground level</b>   |   |   |          |      |          |
| <b>Full Plans Submission</b>  |   |   |          |      |          |
| <b>Extension &amp; New Build</b>  |   |   |          |      |          |
| <b>Plan checking charge</b>   |   |   |          |      |          |
| Single storey building with a floor area not exceeding 40m2   | D | S | 289.01   | 0.00 | 289.01   |
| Single storey building with a floor area exceeding 40m2 but not exceeding 100m2                                 | D | S | 337.17   | 0.00 | 337.17   |
| Building with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2                      | D | S | 361.27   | 0.00 | 361.27   |
| Building with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2  | D | S | 385.34   | 0.00 | 385.34   |
| <b>Alterations</b>  |   |   |          |      |          |
| Cost of work not exceeding £5,000   | D | S | 216.76   | 0.00 | 216.76   |
| Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)             | D | S | 216.76   | 0.00 | 216.76   |
| Renewable energy systems not exceeding £20,000  | D | S | 240.85   | 0.00 | 240.85   |
| Installation of new shop front not exceeding £5,000   | D | S | 240.85   | 0.00 | 240.85   |
| Cost of work exceeding £5,000 & not exceeding £25,000   | D | S | 264.93   | 0.00 | 264.93   |
| Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)                 | D | S | 240.85   | 0.00 | 240.85   |
| Installation of a raised storage platform not exceeding 250m2 within an existing building                       | D | S | 337.17   | 0.00 | 337.17   |
| Cost of works exceeding £25,000 & not exceeding £100,000  | D | S | 385.34   | 0.00 | 385.34   |
| Fit out building up to 100m2  | D | S | 409.43   | 0.00 | 409.43   |
| <b>Inspection charges</b>   |   |   |          |      |          |
| <b>Extension &amp; New Build</b>  |   |   |          |      |          |
| Single storey building with a floor area not exceeding 40m2   | D | S | 385.34   | 0.00 | 385.34   |
| Single storey building with a floor area exceeding 40m2 but not exceeding 100m2                                 | D | S | 433.51   | 0.00 | 433.51   |
| Building with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2                      | D | S | 481.68   | 0.00 | 481.68   |
| Building with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2  | D | S | 529.85   | 0.00 | 529.85   |
| <b>Alterations</b>  |   |   |          |      |          |
| Cost of work not exceeding £5,000   | D | S | 144.51   | 0.00 | 144.51   |
| Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)             | D | S | 96.34    | 0.00 | 96.34    |

|  |   |   |          |      |          |
|--|---|---|----------|------|----------|
| Renewable energy systems not exceeding £20,000   | D | S | 96.34    | 0.00 | 96.34    |
| Installation of new shop front not exceeding £5,000  | D | S | 96.34    | 0.00 | 96.34    |
| Cost of work exceeding £5,000 & not exceeding £25,000  | D | S | 289.01   | 0.00 | 289.01   |
| Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)                | D | S | 192.68   | 0.00 | 192.68   |
| Installation of a raised storage platform not exceeding 250m2 within an existing building                      | D | S | 192.68   | 0.00 | 192.68   |
| Cost of works exceeding £25,000 & not exceeding £100,000   | D | S | 578.02   | 0.00 | 578.02   |
| Fit out building up to 100m2   | D | S | 240.85   | 0.00 | 240.85   |
| Regularisation Charge  |   |   |          |      |          |
| Extension & New Build  |   |   |          |      |          |
| Single storey building with a floor area not exceeding 40m2  | D | S | 863.02   | 0.00 | 863.02   |
| Single storey building with a floor area exceeding 40m2 but not exceeding 100m2                                | D | S | 973.40   | 0.00 | 973.40   |
| Building with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2                     | D | S | 1,063.72 | 0.00 | 1,063.72 |
| Building with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2 | D | S | 1,154.03 | 0.00 | 1,154.03 |
| Alterations  |   |   |          |      |          |
| Cost of work not exceeding £5,000  | D | S | 451.58   | 0.00 | 451.58   |
| Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)            | D | S | 381.34   | 0.00 | 381.34   |
| Renewable energy systems not exceeding £20,000   | D | S | 401.40   | 0.00 | 401.40   |
| Installation of new shop front not exceeding £5,000  | D | S | 401.40   | 0.00 | 401.40   |
| Cost of work exceeding £5,000 & not exceeding £25,000  | D | S | 702.46   | 0.00 | 702.46   |
| Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)                | D | S | 561.97   | 0.00 | 561.97   |
| Installation of a raised storage platform not exceeding 250m2 within an existing building                      | D | S | 622.17   | 0.00 | 622.17   |
| Cost of works exceeding £25,000 & not exceeding £100,000   | D | S | 1,224.28 | 0.00 | 1,224.28 |
| Fit out building up to 100m2   | D | S | 752.63   | 0.00 | 752.63   |
| <b>Works not included in Tables A, B and C.</b>  | D | S | 88.90    | 0.00 | 88.90    |
| <b>Charged derived from hourly rate</b>  |   |   |          |      |          |
| <b>BCA Hourly rate</b>   | D | S | 175.00   | 0.00 | 175.00   |
| <b>Dropped Crossing Application Fee</b>  | D | S | 102.00   | 0.00 | 102.00   |

#### Covenant Control

|   |   |   |        |      |        |
|---|---|---|--------|------|--------|
| Copy decision notices, etc  | D | S | 0.10   | 0.00 | 0.10   |
| Covenant application for a new dwelling   | D | S | 153.00 | 0.00 | 153.00 |
| Covenant Control application for window replacement, minor alterations, sheds and trees | D | S | 61.20  | 0.00 | 61.20  |
| Covenant Control application for extensions (including front porch)                     | D | S | 125.46 | 0.00 | 125.46 |
| Retrospective decision for window replacement, minor alterations, sheds and trees       | D | S | 93.84  | 0.00 | 93.84  |
| Retrospective decision for extensions (including front porches)                         | D | S | 188.70 | 0.00 | 188.70 |
| Copy of the covenant plans  | D | S | 18.36  | 0.00 | 18.36  |

#### Planning

|  |   |   |       |      |       |
|--|---|---|-------|------|-------|
| <b>Forward Planning Documents</b>  |   |   |       |      |       |
| Harlow Local Development Plan 2020 & Policies Map                                | D | S | 75.00 | 0.00 | 75.00 |
| Adopted Replacement Harlow Local Plan 2006 - Written Statement and proposals Map | D | S | 37.00 | 2.70 | 38.00 |
| Town Centre SPD  | D | S | 52.00 | 0.00 | 52.00 |
| East of Harlow SPD   | D | S | 21.00 | 0.00 | 21.00 |
| All other documents - print cost to be determined on price per sheet             |   |   | 0.30  | 0.00 | 0.30  |
| Harlow Design Guide SPD  | D | S | 47.00 | 0.00 | 47.00 |
| Harlow Design Guide Addendum SPD   | D | S | 10.00 | 0.00 | 10.00 |
| <b>Development Management Documents</b>  |   |   |       |      |       |
| Decision notices (cost per sheet)  | D | S | 0.10  | 0.00 | 0.10  |
| A4 colour  | D | S | 0.50  | 0.00 | 0.50  |
| A3   | D | S | 0.20  | 0.00 | 0.20  |
| A3 colour  | D | S | 1.00  | 0.00 | 1.00  |

|   |   |   |         |      |         |
|---|---|---|---------|------|---------|
| A2  | D | S | 1.00    | 0.00 | 1.00    |
| A2 colour   | D | S | 2.00    | 0.00 | 2.00    |
| A1  | D | S | 1.50    | 0.00 | 1.50    |
| A1 colour   | D | S | 4.00    | 0.00 | 4.00    |
| A0  | D | S | 2.00    | 0.00 | 2.00    |
| AO colour   | D | S | 8.00    | 0.00 | 8.00    |
| <b>Miscellaneous Development Management Work</b>  |   |   |         |      |         |
| Planning History Search (per hour)  | D | S | 51.60   | 0.00 | 51.60   |
| <b>Pre-Application Charges</b>  |   |   |         |      |         |
| <b>Written Advice Only</b>  |   |   |         |      |         |
| Householder Development   | D | S | 118.00  | 0.00 | 118.00  |
| Advertisement Proposals   | D | S | 118.00  | 0.00 | 118.00  |
| Minor Development   | D | S |         |      |         |
| (1-9 dwellings, site area less than 0.5 hectares or up to 1000sqm floorspace)   | D | S | 236.00  | 0.00 | 236.00  |
| Small Major   | D | S |         |      |         |
| (10-50 dwellings,   | D | S | 531.00  | 0.00 | 531.00  |
| Large Major Development   | D | S |         |      |         |
| (10-499 or up to 10,000sqm)   | D | S | 1652.00 | 0.00 | 1652.00 |
| NMA or VOC query  | D | S | 177.00  | 0.00 | 177.00  |
| HMO   | D | S | 236.00  | 0.00 | 236.00  |
| Telecommunications Development  | D | S | 236.00  | 0.00 | 236.00  |
| Specialist Advice – works to trees and TPOs   | D | S | 236.00  | 0.00 | 236.00  |
| Advertisements  | D | S | 118.00  | 0.00 | 118.00  |
| <b>Written Advice &amp; One formal meeting (assuming one hour virtual)</b>  |   |   |         |      |         |
| Minor Development   | D | S |         |      |         |
| (1-9 dwellings, site area less than 0.5 hectares or up to 1000sqm floorspace)   | D | S | 118.00  | 0.00 | 118.00  |
| Small Major   | D | S |         |      |         |
| (10-50 dwellings,   | D | S | 118.00  | 0.00 | 118.00  |
| Large Major Development   | D | S |         |      |         |
| (10-499 or up to 10,000sqm)   | D | S | 118.00  | 0.00 | 118.00  |
| HMO   | D | S | 118.00  | 0.00 | 118.00  |
| Telecommunications Development  | D | S | 118.00  | 0.00 | 118.00  |
| Specialist Advice – works to trees and TPOs   | D | S | 118.00  | 0.00 | 118.00  |
| <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) | D | S | 100.00  | 0.00 | 100.00  |
| Another officer attending the meeting   |   |   |         |      |         |
| Director  | D | S | 700.00  | 0.00 | 700.00  |
| Assistant Director  | D | S | 600.00  | 0.00 | 600.00  |
| Planning Manager  | D | S | 500.00  | 0.00 | 500.00  |
| <b>Other</b>  |   |   |         |      |         |
| Do I need permission  | D | S | 118.00  | 0.00 | 118.00  |
| Confirmation of compliance with Enforcement Notice  | D | S | 236.00  | 0.00 | 236.00  |
| Confirmation of compliance with listed building consent   | D | S | 236.00  | 0.00 | 236.00  |
| Confirmation of compliance with planning conditions   | D | S | 118.00  | 0.00 | 118.00  |
| Informal confirmation of permitted use class (formal confirmation can only be obtained by certificate of lawful use)              | D | S | 118.00  | 0.00 | 118.00  |
| Confirmation that permitted development rights have not been removed  | D | S | 118.00  | 0.00 | 118.00  |
| Confirmation of planning restrictions   | D | S | 118.00  | 0.00 | 118.00  |
| Help resolving conveyancing issues  | D | S | 472.00  | 0.00 | 472.00  |
| Confirmation of compliance with S106 Agreement (desktop assessment)   | D | S | 118.00  | 0.00 | 118.00  |
| Confirmation of validation requirements   | D | S | 118.00  | 0.00 | 118.00  |

## Town Centre Management

### Pitch fees - Town Centre Trading Pitches

#### Regular Pitches

##### Trading Pitches up to 10m<sup>2</sup>

Monday - Sunday (1 day per week) calculated monthly D E 80.00 0.00 80.00

##### Trailers up to 6 metres (New)

Monday - Sunday (1 day per week) calculated monthly D E 150.00 0.00 150.00

Monday - Sunday (each additional day) calculated monthly D E 102.00 0.00 102.00

##### Electricity (New)

Monday - Sunday (1 day per week) calculated monthly D E 9.00 0.00 9.00

#### Ad Hoc Pitches

|   |   |   |            |      |            |
|---|---|---|------------|------|------------|
| <b>Promotional Pitches</b>                |   |   |            |      |            |
| Monday - Thursday (per day)               | D | E | 153.00     | 0.00 | 153.00     |
| Friday - Saturday (per day)               | D | E | 246.00     | 0.00 | 246.00     |
| Weekly                                    | D | E | 948.00     | 0.00 | 948.00     |
| <b>Small Promotional Pitches</b>          |   |   |            |      |            |
| Monday - Thursday (per day)               | D | E | 123.00     | 0.00 | 123.00     |
| Friday - Saturday (per day)               | D | E | 185.00     | 0.00 | 185.00     |
| Weekly                                    | D | E | 622.00     | 0.00 | 622.00     |
| <b>Not for profit pitches (charities)</b> |   |   |            |      |            |
| Monday - Sunday (per day)                 | D | E | 33.00      | 0.00 | 33.00      |
| Weekly                                    | D | E | 128.00     | 0.00 | 128.00     |
| Monthly                                   | D | E | 375.00     | 0.00 | 375.00     |
| <b>Access Charge</b>                      | D | E | 52.00      | 0.00 | 52.00      |
| <b>Cancellation Fee</b>                   | D | E | 20% of Fee | 0.00 | 20% of Fee |
| <b>Miscellaneous Licences</b>             |   |   |            |      |            |
| <b>Street Trading</b>                     |   |   |            |      |            |
| Street trading licence                    | D | E | 475.00     | 0.00 | 475.00     |
| <b>Street Trading (renew)</b>             |   |   |            |      |            |
| Street trading licence                    | D | E | 475.00     | 0.00 | 475.00     |

## Market

|   |   |   |        |      |        |
|---|---|---|--------|------|--------|
| <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)                                     | D | E | 46.00  | 0.00 | 46.00  |
| Monday fee for subsequent pitch (formerly £15.50/day)                             | D | E | 59.00  | 0.00 | 59.00  |
| Tuesday, Friday, Saturday fee for first pitch                                     | D | E | 80.00  | 0.00 | 80.00  |
| Tuesday, Friday, Saturday fee each additional pitch                               | D | E | 59.00  | 0.00 | 59.00  |
| Trader licensed for not more than 1 day per week on Tuesday or Friday first pitch | D | E | 46.00  | 0.00 | 46.00  |
| Trader licensed for not more than 1 day per week subsequent pitch                 | D | E | 59.00  | 0.00 | 59.00  |
| <b>Electricity</b>  |   |   |        |      |        |
| 1 day per week calculated monthly   | D | E | 10.00  | 0.00 | 10.00  |
| <b>Trailers - Vehicles up to 6 metres</b>   |   |   |        |      |        |
| 1 day per week calculated monthly   | D | E | 150.00 | 0.00 | 150.00 |
| <b>Trailers - Vehicles up to 6.01 - 8 metres</b>                                  |   |   |        |      |        |
| 1 day per week calculated monthly   | D | E | 160.00 | 0.00 | 160.00 |

## Latton Bush Centre

|  |   |   |        |      |        |
|--|---|---|--------|------|--------|
| <b>Commercial</b>                                  |   |   |        |      |        |
| <b>Meeting Room</b>                                |   |   |        |      |        |
| Session  | D | S | 85.00  | 5.88 | 90.00  |
| Day  | D | S | 145.00 | 6.90 | 155.00 |
| Evening and weekends only (per hour, max 2 hours)  | D | S | 22.50  | 6.67 | 24.00  |
| <b>Griffin Suite</b>                               |   |   |        |      |        |
| Session  | D | S | 160.00 | 6.25 | 170.00 |
| Day  | D | S | 275.00 | 7.27 | 295.00 |
| Evening and weekends only (per hour, max 2 hours)  | D | S | 35.00  | 8.57 | 38.00  |
| <b>Dining Hall</b>                                 |   |   |        |      |        |
| Session  | D | S | 140.00 | 7.14 | 150.00 |
| Day  | D | S | 230.00 | 6.52 | 245.00 |
| Evening and weekends only (per hour, max 2 hours)  | D | S | 22.50  | 6.67 | 24.00  |
| <b>Latton Hall</b>                                 |   |   |        |      |        |
| Session  | D | S | 230.00 | 6.52 | 245.00 |
| Day  | D | S | 405.00 | 6.17 | 430.00 |
| Evening and weekends only (per hour, max 2 hours)  | D | S | 35.00  | 8.57 | 38.00  |
| <b>Harlow Registered Charities only</b>            |   |   |        |      |        |
| <b>Meeting Room</b>                                |   |   |        |      |        |
| Session  | D | S | 45.00  | 5.56 | 47.50  |
| Day  | D | S | 80.00  | 6.25 | 85.00  |
| Evenings and weekends only (per hour, max 2 hours) | D | S | 22.50  | 6.67 | 24.00  |
| <b>Griffin Suite</b>                               |   |   |        |      |        |
| Session  | D | S | 80.00  | 6.25 | 85.00  |
| Day  | D | S | 120.00 | 8.33 | 130.00 |
| Evenings and weekends only (per hour, max 2 hours) | D | S | 35.00  | 8.57 | 38.00  |
| <b>Dining Hall</b>                                 |   |   |        |      |        |
| Session  | D | S | 85.00  | 5.88 | 90.00  |
| Day  | D | S | 120.00 | 8.33 | 130.00 |
| Evenings and weekends only (per hour, max 2 hours) | D | S | 22.50  | 6.67 | 24.00  |
| <b>Latton Hall</b>                                 |   |   |        |      |        |
| Session  | D | S | 145.00 | 6.90 | 155.00 |

|  |   |   |        |       |        |
|--|---|---|--------|-------|--------|
| Day  | D | S | 210.00 | 7.14  | 225.00 |
| Evenings and weekends only (per hour, max 2 hours)           | D | S | 35.00  | 8.57  | 38.00  |
| <b>LBC Tenants</b>   |   |   |        |       |        |
| <b>Meeting Room</b>  |   |   |        |       |        |
| Session  | D | S | 65.00  | 7.69  | 70.00  |
| Day  | D | S | 110.00 | 9.09  | 120.00 |
| Evenings and weekends only (per hour, max 2 hours)           | D | S | 22.50  | 6.67  | 24.00  |
| <b>Griffin Suite</b>   |   |   |        |       |        |
| Session  | D | S | 120.00 | 8.33  | 130.00 |
| Day  | D | S | 210.00 | 7.14  | 225.00 |
| Evenings and weekends only (per hour, max 2 hours)           | D | S | 35.00  | 8.57  | 38.00  |
| <b>Dining Hall</b>   |   |   |        |       |        |
| Session  | D | S | 105.00 | 9.52  | 115.00 |
| Day  | D | S | 175.00 | 8.57  | 190.00 |
| Evenings and weekends only (per hour, max 2 hours)           | D | S | 22.50  | 6.67  | 24.00  |
| <b>Latton Hall</b>   |   |   |        |       |        |
| Session  | D | S | 175.00 | 8.57  | 190.00 |
| Day  | D | S | 300.00 | 6.67  | 320.00 |
| Evenings and weekends only (per hour, max 2 hours)           | D | S | 35.00  | 8.57  | 38.00  |
| <b>All rooms booked on day only by Tenants per hour</b>      | D | S | 17.00  | 5.88  | 18.00  |
| <b>Private Functions (Children's Parties/Wakes/Churches)</b> |   |   |        |       |        |
| Weekends only per 4 hour session                             | D | S |        |       |        |
| Latton Hall Session (am or pm)                               | D | S | 145.00 | 6.90  | 155.00 |
| Dinning Hall Session (am or pm)                              | D | S | 85.00  | 5.88  | 90.00  |
| Latton Hall Full Day   | D | S | 210.00 | 7.14  | 225.00 |
| Dining Hall Full Day   | D | S | 120.00 | 8.33  | 130.00 |
| <b>Equipment Hire</b>  |   |   |        |       |        |
| Flipchart Stand  | D | S | 0.00   | 0.00  | 0.00   |
| Flipchart Pad & Pens   | D | S | 5.00   | 20.00 | 6.00   |
| OHP  | D | S | 0.00   | 0.00  | 0.00   |
| PowerPoint Projector   | D | S | 0.00   | 0.00  | 0.00   |
| DVD Video & Screen   | D | S | 0.00   | 0.00  | 0.00   |
| PA System per Mic  | D | S | 0.00   | 0.00  | 0.00   |
| Free Standing Projector Screen                               | D | S | 0.00   | 0.00  | 0.00   |
| Laptop Computer  | D | S | 0.00   | 0.00  | 0.00   |
| Wireless Internet Access                                     | D | S | 0.00   | 0.00  | 0.00   |

#### GIS and Infrastructure

|  |   |   |                    |       |                    |
|--|---|---|--------------------|-------|--------------------|
| <b>Skips</b>                               | D | B | 50.00              | 10.00 | 55.00              |
| <b>Hoardings</b>                           | D | B | 50.00              | 10.00 | 55.00              |
| <b>Scaffolding</b>                         | D | B | 50.00              | 10.00 | 55.00              |
| <b>Access inc Town Centre</b>              | D | B | 52.00              | 5.77  | 55.00              |
| <b>Tree surveys relating to land sales</b> | D | B | cost + 10% admin f | 0.00  | cost + 10% admin f |

#### Homelessness

##### Bed and Breakfast charges (per week)

|                               |   |   |        |      |        |
|-------------------------------|---|---|--------|------|--------|
| Nightly lets                  |   |   |        |      |        |
| Room                          | D | B | 155.85 | 2.70 | 160.06 |
| Studio / One bedroom property | D | B | 155.85 | 2.70 | 160.06 |
| Two bedroom property          | D | B | 175.34 | 2.70 | 180.07 |
| Three + bedroom property      | D | B | 224.18 | 2.70 | 230.23 |

#### Supporting People

##### Housing Related Support Charges (weekly charges)

|  |   |   |        |      |        |
|--|---|---|--------|------|--------|
| Intensive Housing Management                         | D | S | 2.18   | 0.92 | 2.20   |
| Dispersed Community Alarms                           | D | S | 4.78   | 0.42 | 4.80   |
| Sheltered Housing Support                            | D | S | 8.90   | 1.12 | 9.00   |
| Alarm System - Monitoring only                       | D | S | 2.08   | 0.96 | 2.10   |
| <b>Careline Alarms - non tenants (annual charge)</b> | D | S | 248.56 | 0.42 | 249.60 |

#### Leah Manning Centre

##### Self-Referrals

|                                  |   |   |       |      |       |
|----------------------------------|---|---|-------|------|-------|
| Special Needs                    | D | S | 62.72 | 0.45 | 63.00 |
| Standard Rate                    | D | S | 47.11 | 1.89 | 48.00 |
| Half Day                         | D | S | 24.00 | 0.00 | 24.00 |
| Two Course Dinner and Tea/Coffee | D | S | 5.40  | 0.00 | 5.40  |
| Transport                        | D | S | 7.60  | 0.00 | 7.60  |
| <b>Hall Hire (Per hour)</b>      |   |   |       |      |       |
| Weekdays                         | D | S | 35.00 | 0.00 | 35.00 |



# **STATUTORY FEES AND CHARGES 2025/26**

## **Key to VAT**

- S - Standard Rated - 20%
- E - Exempt from VAT
- Z - Zero Rated - 0%
- B - Outside Scope of VAT

## **Key to Type**

- S - Statutory
- D - Discretionary

**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE  | DESCRIPTION OF CHARGE   | Type | VAT | 2024/25                     | 2025/26           | 2025/26           |
|--|---|------|-----|-----------------------------|-------------------|-------------------|
|  |   |      |     | Current Fee                 | Proposed Increase | Proposed Fee      |
|  |   |      |     | with effect from 01/04/2025 |                   |                   |
|  |   |      |     | £.p                         | %                 | £.p               |
| <b>Hackney Carriages &amp; Private Hire</b>    |   |      |     |                             |                   |                   |
| <b>HC &amp; PH Drivers Licence</b>             |   |      |     |                             |                   |                   |
|  | New Driver (annual)   |      |     |                             |                   |                   |
|  | Admin fee - non refundable  | S    | B   | 120.00                      | 0.00              | 120.00            |
|  | Fee on completion of application  | S    | B   | 120.00                      | 0.00              | 120.00            |
|  | New driver (3 year)   |      |     |                             |                   |                   |
|  | Admin fee - non refundable  | S    | B   | 120.00                      | 0.00              | 120.00            |
|  | Fee on completion of application  | S    | B   | 285.00                      | 0.00              | 285.00            |
|  | Renewal (annual)  | S    | B   | 124.00                      | 0.00              | 124.00            |
|  | Renewal (3 year)  | S    | B   | 295.00                      | 0.00              | 295.00            |
|  | Renewal Licence issued for less than 1 year   | S    | B   | 67 + 5/Full month           | 0.00              | 67 + 5/Full month |
| <b>HC Vehicle Licence</b>                      |   |      |     |                             |                   |                   |
|  | New Vehicle   | S    | B   | 298.00                      | 0.00              | 298.00            |
|  | Renewal   | S    | B   | 298.00                      | 0.00              | 298.00            |
|  | Rebate on surrender per month   | S    | B   | -18.00                      | 0.00              | -18.00            |
| <b>PH Vehicle Licence</b>                      |   |      |     |                             |                   |                   |
|  | New Vehicle   | S    | B   | 298.00                      | 0.00              | 298.00            |
|  | Renewal   | S    | B   | 298.00                      | 0.00              | 298.00            |
|  | Rebate on surrender per month   | S    | B   | -18.00                      | 0.00              | -18.00            |
| <b>Transfer of Vehicle Licence</b>             |   |      |     |                             |                   |                   |
|  |   | S    | B   | 0.00                        | 0.00              | 0.00              |
| <b>Replacement Items</b>                       |   |      |     |                             |                   |                   |
|  | - badge   | S    | B   | 0.00                        | 0.00              | 0.00              |
|  | - plate   | S    | B   | 0.00                        | 0.00              | 0.00              |
|  | - platemate   | S    | B   | 0.00                        | 0.00              | 0.00              |
| <b>Annual Private Hire Operator Licence</b>    |   |      |     |                             |                   |                   |
|  | operators licence   | S    | B   | 297.00                      | 0.00              | 297.00            |
| <b>Five Year Private Hire Operator Licence</b> |   |      |     |                             |                   |                   |
|  | operators licence   | S    | B   | 710.00                      | 0.00              | 710.00            |
| <b>Knowledge Test</b>                          |   |      |     |                             |                   |                   |
|  | Knowledge test  | S    | B   | 53.00                       | 0.00              | 53.00             |
|  | Retest full   | S    | B   | 53.00                       | 0.00              | 53.00             |
|  | Retest partial  | S    | B   | 21.00                       | 0.00              | 21.00             |
| <b>Other Fees</b>                              |   |      |     |                             |                   |                   |
|  | DBS first driver check  | S    | B   | 44.00                       | 0.00              | 44.00             |
|  | DBS each subsequent check   | S    | B   | 64.00                       | 0.00              | 64.00             |
| <b>Environmental Health</b>                    |   |      |     |                             |                   |                   |
| <b>Stray dogs</b>                              |   |      |     |                             |                   |                   |
|  | stray dogs  | S    | B   | 25.00                       | 0.00              | 25.00             |
| <b>LAPPC charges</b>                           |   |      |     |                             |                   |                   |
| <b>Application fee</b>                         |   |      |     |                             |                   |                   |
|  | Standard process (includes solvent emission activities)   | S    | B   | 1,650.00                    | 0.00              | 1,650.00          |
|  | Additional fee for operating without a permit   | S    | B   | 1,188.00                    | 0.00              | 1,188.00          |
|  | PVRI,SWOBs and Dry Cleaners   | S    | B   | 155.00                      | 0.00              | 155.00            |
|  | PVR I & II combined   | S    | B   | 257.00                      | 0.00              | 257.00            |
|  | VRs and other Reduced Fee Activities  | S    | B   | 362.00                      | 0.00              | 362.00            |
|  | Reduced fee activities: Additional fee for operating without a permit   | S    | B   | 71.00                       | 0.00              | 71.00             |
|  | Mobile plant**  | S    | B   | 1,650.00                    | 0.00              | 1,650.00          |
|  | for the third to seventh applications   | S    | B   | 985.00                      | 0.00              | 985.00            |
|  | for the eight and subsequent applications   | S    | B   | 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> | S    | B   |                             |                   |                   |
| <b>Annual Subsistence Charge</b>               |   |      |     |                             |                   |                   |
|  | Standard process Low  | S    | B   | 772 (+104)*                 | 0.00              | 772 (+104)*       |
|  | Standard process Medium   | S    | B   | 1161 (+156)*                | 0.00              | 1161 (+156)*      |
|  | Standard process High   | S    | B   | 1748 (+207)*                | 0.00              | 1748 (+207)*      |
|  | PVRI,SWOBs and Dry Cleaners Low   | S    | B   | 79.00                       | 0.00              | 79.00             |
|  | PVRI,SWOBs and Dry Cleaners Medium  | S    | B   | 158.00                      | 0.00              | 158.00            |
|  | PVRI,SWOBs and Dry Cleaners High  | S    | B   | 237.00                      | 0.00              | 237.00            |
|  | PVR I & II combined Low   | S    | B   | 113.00                      | 0.00              | 113.00            |
|  | PVR I & II combined Medium  | S    | B   | 226.00                      | 0.00              | 226.00            |
|  | PVR I & II combined High  | S    | B   | 341.00                      | 0.00              | 341.00            |
|  | VRs and other Reduced Fee Low   | S    | B   | 228.00                      | 0.00              | 228.00            |
|  | VRs and other Reduced Fee Medium  | S    | B   | 365.00                      | 0.00              | 365.00            |
|  | VRs and other Reduced Fee High  | S    | B   | 548.00                      | 0.00              | 548.00            |
|  | Mobile plant, for first and second permits Low**  | S    | B   | 626.00                      | 0.00              | 626.00            |
|  | Mobile plant, for first and second permits Medium**   | S    | B   | 1,034.00                    | 0.00              | 1,034.00          |
|  | Mobile plant, for first and second permits High**   | S    | B   | 1,551.00                    | 0.00              | 1,551.00          |
|  | for the third to seventh permits Low  | S    | B   | 385.00                      | 0.00              | 385.00            |
|  | for the third to seventh permits Medium   | S    | B   | 617.00                      | 0.00              | 617.00            |
|  | for the third to seventh permits High   | S    | B   | 924.00                      | 0.00              | 924.00            |
|  | for the eight and subsequent permits Low  | S    | B   | 198.00                      | 0.00              | 198.00            |

**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE | DESCRIPTION OF CHARGE   | Type | VAT | 2024/25                     | 2025/26           | 2025/26      |
|---------|---|------|-----|-----------------------------|-------------------|--------------|
|         |   |      |     | Current Fee                 | Proposed Increase | Proposed Fee |
|         |   |      |     | with effect from 01/04/2025 |                   |              |
|         |   |      |     | £.p                         | %                 | £.p          |
|         | for the eight and subsequent permits Medium   | S    | B   | 314.00                      | 0.00              | 314.00       |
|         | for the eight and subsequent permits High   | S    | B   | 473.00                      | 0.00              | 473.00       |
|         | Late Payment Fee  | S    | B   | 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   | S    | B   | 169.00                      | 0.00              | 169.00       |
|         | Standard process partial transfer   | S    | B   | 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)                                   | S    | B   | 78.00                       | 0.00              | 78.00        |
|         | Surrender: all Part B activities  | S    | B   | 0.00                        | 0.00              | 0.00         |
|         | Reduced fee activities: transfer  | S    | B   | 0.00                        | 0.00              | 0.00         |
|         | Reduced fee activities: partial transfer  | S    | B   | 47.00                       | 0.00              | 47.00        |
|         | <b>Temporary transfer for mobiles</b>   |      |     |                             |                   |              |
|         | First transfer  | S    | B   | 53.00                       | 0.00              | 53.00        |
|         | Repeat following enforcement or warning   | S    | B   | 53.00                       | 0.00              | 53.00        |
|         | <b>Substantial Change</b>   |      |     |                             |                   |              |
|         | Standard process  | S    | B   | 1,050.00                    | 0.00              | 1,050.00     |
|         | Standard process where the substantial change results in a new PPC activity   | S    | B   | 1,650.00                    | 0.00              | 1,650.00     |
|         | Reduced fee activities  | S    | B   | 102.00                      | 0.00              | 102.00       |
|         | <b>LAPPC mobile plant charges (Not using simplified permits)</b>  |      |     |                             |                   |              |
|         | <b>Application fee</b>  |      |     |                             |                   |              |
|         | 1 to 2 Permits  | S    | B   | 1,650.00                    | 0.00              | 1,650.00     |
|         | 3 to 7 Permits  | S    | B   | 985.00                      | 0.00              | 985.00       |
|         | 8 and Over  | S    | B   | 498.00                      | 0.00              | 498.00       |
|         | <b>Subsistence fee</b>  |      |     |                             |                   |              |
|         | 1 to 2 Permits Low  | S    | B   | 646.00                      | 0.00              | 646.00       |
|         | 1 to 2 Permits Medium   | S    | B   | 1,034.00                    | 0.00              | 1,034.00     |
|         | 1 to 2 Permits High   | S    | B   | 1,506.00                    | 0.00              | 1,506.00     |
|         | 3 to 7 Permits Low  | S    | B   | 385.00                      | 0.00              | 385.00       |
|         | 3 to 7 Permits Medium   | S    | B   | 617.00                      | 0.00              | 617.00       |
|         | 3 to 7 Permits High   | S    | B   | 924.00                      | 0.00              | 924.00       |
|         | 8 and Over Low  | S    | B   | 198.00                      | 0.00              | 198.00       |
|         | 8 and Over Medium   | S    | B   | 316.00                      | 0.00              | 316.00       |
|         | 8 and Over High   | S    | B   | 473.00                      | 0.00              | 473.00       |
|         | <b>LAPPC 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> | S    | B   |                             |                   |              |
|         | Application - LA element  | S    | B   | 3,363.00                    | 0.00              | 3,363.00     |
|         | Additional fee for operating without a permit - LA element  | S    | B   | 1,188.00                    | 0.00              | 1,188.00     |
|         | Annual Subsistence Low - LA element   | S    | B   | 1,447.00                    | 0.00              | 1,447.00     |
|         | Annual Subsistence Medium - LA element  | S    | B   | 1,611.00                    | 0.00              | 1,611.00     |
|         | Annual Subsistence High - LA element  | S    | B   | 2,334.00                    | 0.00              | 2,334.00     |
|         | Late Payment Fee  | S    | B   | 52.00                       | 0.00              | 52.00        |
|         | Substantial Variation   | S    | B   | 1,368.00                    | 0.00              | 1,368.00     |
|         | Transfer  | S    | B   | 235.00                      | 0.00              | 235.00       |
|         | Partial Transfer  | S    | B   | 698.00                      | 0.00              | 698.00       |
|         | Surrender   | S    | B   | 698.00                      | 0.00              | 698.00       |
|         | <b>Antisocial Behaviour Act 2003</b>  |      |     |                             |                   |              |
|         | Section 43 (a) (fly-posting and graffiti)   | S/D  | B   | 80.00                       | 0.00              | 80.00        |
|         | <b>Antisocial Behaviour Crime and Policing Act 2014</b>   |      |     |                             |                   |              |
|         | Section 48-52 (failure to comply with CPN)  | S/D  | B   | 80.00                       | 0.00              | 80.00        |
|         | Section 66-68 (Breach of Public Space Protection Order)   | S/D  | B   | 80.00                       | 0.00              | 80.00        |
|         | <b>Environmental Protection Act 1990</b>  |      |     |                             |                   |              |
|         | Section 5/5b (failure to produce authority to transport waste)  | S/D  | B   | 330.00                      | 0.00              | 330.00       |
|         | Section 33 (1) (a) (fly tipping)  | S/D  | B   | 500.00                      | 0.00              | 500.00       |
|         | Section 34 (2) (a) - 34 (6) (waste deposit offence - duty of care)  | S/D  | B   | 330.00                      | 0.00              | 330.00       |
|         | Section 34 (5) (failure to produce waste documents)   | S/D  | B   | 330.00                      | 0.00              | 330.00       |
|         | Section 46/47/47ZA/47AB (failure to comply with a waste receptacles notice)   | S/D  | B   | 110.00                      | 0.00              | 110.00       |
|         | Section 87 and 88 (depositing litter)   | S/D  | B   | 100.00                      | 0.00              | 100.00       |



**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE   | DESCRIPTION OF CHARGE  | Type | VAT | 2024/25                     | 2025/26           | 2025/26      |
|---|--|------|-----|-----------------------------|-------------------|--------------|
|   |  |      |     | Current Fee                 | Proposed Increase | Proposed Fee |
|   |  |      |     | with effect from 01/04/2025 |                   |              |
|   |  |      |     | £.p                         | %                 | £.p          |
| <b>Premises Licences and Club Premises Certificates (application fee)</b> |  |      |     |                             |                   |              |
| <b>Band</b>   |  |      |     |                             |                   |              |
|   | a  | S    | B   | 100.00                      | 0.00              | 100.00       |
|   | b  | S    | B   | 190.00                      | 0.00              | 190.00       |
|   | c  | S    | B   | 315.00                      | 0.00              | 315.00       |
|   | d  | S    | B   | 450.00                      | 0.00              | 450.00       |
|   | e  | S    | B   | 635.00                      | 0.00              | 635.00       |
| <b>city/town centre pub</b>   |  |      |     |                             |                   |              |
|   | band d   | S    | B   | 900.00                      | 0.00              | 900.00       |
|   | band e   | S    | B   | 1,905.00                    | 0.00              | 1,905.00     |
| <b>Premises Licences and Club Premises Certificates (annual fee)</b>      |  |      |     |                             |                   |              |
| <b>Band</b>   |  |      |     |                             |                   |              |
|   | a  | S    | B   | 70.00                       | 0.00              | 70.00        |
|   | b  | S    | B   | 180.00                      | 0.00              | 180.00       |
|   | c  | S    | B   | 295.00                      | 0.00              | 295.00       |
|   | d  | S    | B   | 320.00                      | 0.00              | 320.00       |
|   | e  | S    | B   | 350.00                      | 0.00              | 350.00       |
| <b>city/town centre pub</b>   |  |      |     |                             |                   |              |
|   | band d   | S    | B   | 640.00                      | 0.00              | 640.00       |
|   | band e   | S    | B   | 1,050.00                    | 0.00              | 1,050.00     |
|   | application for minor variation  | S    | B   | 89.00                       | 0.00              | 89.00        |
| <b>Other Fees</b>   |  |      |     |                             |                   |              |
|   | temporary event notice   | S    | B   | 21.00                       | 0.00              | 21.00        |
|   | theft, loss etc of temporary event notice  | S    | B   | 10.50                       | 0.00              | 10.50        |
|   | Theft, loss etc of premises licence or summary   | S    | B   | 10.50                       | 0.00              | 10.50        |
|   | Application for a provisional statement where premises being built   | S    | B   | 315.50                      | 0.00              | 315.50       |
|   | Notification of change of name or address  | S    | B   | 10.50                       | 0.00              | 10.50        |
|   | Application to vary licence to specify individual as premises supervisor                                   | S    | B   | 23.00                       | 0.00              | 23.00        |
|   | Application for transfer of premises licence   | S    | B   | 23.00                       | 0.00              | 23.00        |
|   | Interim authority notice following death etc. of licence holder  | S    | B   | 23.00                       | 0.00              | 23.00        |
|   | Theft, loss etc of certificate or summary  | S    | B   | 10.50                       | 0.00              | 10.50        |
|   | Notification of change of name or alteration of rules of club  | S    | B   | 10.50                       | 0.00              | 10.50        |
|   | Change of relevant registered address of club  | S    | B   | 10.50                       | 0.00              | 10.50        |
|   | Right of freeholder etc to be notified of licensing matter   | S    | B   | 21.00                       | 0.00              | 21.00        |
| <b>Gambling Act - Licences</b>  |  |      |     |                             |                   |              |
|   | Bingo premises licence (New)   | S    | B   | 3,300.00                    | 0.00              | 3,300.00     |
|   | Bingo premises licence (Variation)   | S    | B   | 1,650.00                    | 0.00              | 1,650.00     |
|   | Bingo premises licence (Renewal)   | S    | B   | 925.00                      | 0.00              | 925.00       |
|   | Bingo premises licence (Application for Provisional Statement)   | S    | B   | 3,300.00                    | 0.00              | 3,300.00     |
|   | Bingo premises licence (Transfer)  | S    | B   | 1,130.00                    | 0.00              | 1,130.00     |
|   | Bingo premises licence (Re-instatement or Licence application Provisional Statement holders)               | S    | B   | 1,130.00                    | 0.00              | 1,130.00     |
|   | Adult Gaming Centre premises licence (New)   | S    | B   | 1,850.00                    | 0.00              | 1,850.00     |
|   | Adult Gaming Centre premises licence (Variation)   | S    | B   | 925.00                      | 0.00              | 925.00       |
|   | Adult Gaming Centre premises licence (Renewal)   | S    | B   | 925.00                      | 0.00              | 925.00       |
|   | Adult Gaming Centre premises licence (Application for Provisional Statement)                               | S    | B   | 1,850.00                    | 0.00              | 1,850.00     |
|   | Adult Gaming Centre premises licence (Transfer)  | S    | B   | 1,130.00                    | 0.00              | 1,130.00     |
|   | Adult Gaming Centre premises licence (Re-instatement or Licence Application Provisional Statement holders) | S    | B   | 1,130.00                    | 0.00              | 1,130.00     |
|   | Betting premises (track) licence (New)   | S    | B   | 2,365.00                    | 0.00              | 2,365.00     |
|   | Betting premises (track) licence (Variation)   | S    | B   | 1,180.00                    | 0.00              | 1,180.00     |
|   | Betting premises (track) licence (Renewal)   | S    | B   | 925.00                      | 0.00              | 925.00       |
|   | Betting premises (track) licence (Application for Provisional Statement)                                   | S    | B   | 2,365.00                    | 0.00              | 2,365.00     |
|   | Betting premises (track) licence (Transfer)  | S    | B   | 895.00                      | 0.00              | 895.00       |
|   | Betting premises (track) licence (Re-instatement or Licence application Provisional Statement holders)     | S    | B   | 895.00                      | 0.00              | 895.00       |
|   | Betting premises (other) licence (New)   | S    | B   | 2,780.00                    | 0.00              | 2,780.00     |
|   | Betting premises (other) licence (Variation)   | S    | B   | 1,420.00                    | 0.00              | 1,420.00     |
|   | Betting premises (other) licence (Renewal)   | S    | B   | 565.00                      | 0.00              | 565.00       |
|   | Betting premises (other) licence (Application for Provisional Statement)                                   | S    | B   | 2,780.00                    | 0.00              | 2,780.00     |
|   | Betting premises (other) licence (Transfer)  | S    | B   | 1,130.00                    | 0.00              | 1,130.00     |
|   | Change of circumstances  | S    | B   | 50.00                       | 0.00              | 50.00        |
|   | Betting premises (other) licence (Re-instatement or Licence application Provisional Statement holders)     | S    | B   | 1,130.00                    | 0.00              | 1,130.00     |
| <b>Gambling Act - Permits</b>   |  |      |     |                             |                   |              |

**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE | DESCRIPTION OF CHARGE                                 | Type | VAT | 2024/25                     | 2025/26           | 2025/26      |
|---------|---|------|-----|-----------------------------|-------------------|--------------|
|         |   |      |     | Current Fee                 | Proposed Increase | Proposed Fee |
|         |   |      |     | with effect from 01/04/2025 |                   |              |
|         |   |      |     | £.p                         | %                 | £.p          |
|         | Prize Gaming Permit New                               | S    | B   | 300.00                      | 0.00              | 300.00       |
|         | Prize Gaming Permit existing operator                 | S    | B   | 100.00                      | 0.00              | 100.00       |
|         | Prize Gaming Permit Renewal                           | S    | B   | 300.00                      | 0.00              | 300.00       |
|         | Family Entertainment Centre Gaming Machine Permit New | S    | B   | 300.00                      | 0.00              | 300.00       |
|         | Existing operator                                     | S    | B   | 100.00                      | 0.00              | 100.00       |
|         | Renewal   | S    | B   | 300.00                      | 0.00              | 300.00       |
|         | Club gaming and Club Machine permit new               | S    | B   | 200.00                      | 0.00              | 200.00       |
|         | Existing operator                                     | S    | B   | 100.00                      | 0.00              | 100.00       |
|         | Renewal   | S    | B   | 200.00                      | 0.00              | 200.00       |
|         | annual fee  | S    | B   | 50.00                       | 0.00              | 50.00        |
|         | Variation   | S    | B   | 100.00                      | 0.00              | 100.00       |
|         | Licensed Premises Gaming Machine Permit New           | S    | B   | 150.00                      | 0.00              | 150.00       |
|         | Existing Operator                                     | S    | B   | 100.00                      | 0.00              | 100.00       |
|         | Annual Fee  | S    | B   | 50.00                       | 0.00              | 50.00        |
|         | Variation   | S    | B   | 100.00                      | 0.00              | 100.00       |
|         | Transfer  | S    | B   | 25.00                       | 0.00              | 25.00        |
|         | Change of Name  | S    | B   | 25.00                       | 0.00              | 25.00        |
|         | Copy of Permit  | S    | B   | 15.00                       | 0.00              | 15.00        |
|         | Copy of license                                       | S    | B   | 25.00                       | 0.00              | 25.00        |

**Land Charges**

**Form LLC1**

|   |   |   |       |      |       |
|---|---|---|-------|------|-------|
| official search in one part of register                     | S | B | 2.43  | 2.47 | 2.49  |
| official search in whole of register                        | S | B | 27.02 | 2.59 | 27.72 |
| and in addition in respect of each parcel of land above one | S | B | 6.77  | 2.66 | 6.95  |

**CON29R Standard Enquiries**

|                           |   |   |        |      |        |
|---------------------------|---|---|--------|------|--------|
| one parcel of land        | S | S | 152.74 | 2.60 | 156.71 |
| several parcels of land:  | S | S |        |      |        |
| - first parcel            | S | S | 152.74 | 2.60 | 156.71 |
| - each additional parcels | S | S | 24.35  | 2.59 | 24.98  |

**CON29R & LLC1 Together**

|                           |   |   |        |      |        |
|---------------------------|---|---|--------|------|--------|
| one parcel of land        | S | S | 179.76 | 2.60 | 184.43 |
| several parcels of land:  | S | S |        |      |        |
| - first parcel            | S | S | 179.76 | 2.60 | 184.43 |
| - each additional parcels | S | S | 31.13  | 2.57 | 31.93  |

**CON29O Optional Enquiries**

|                          |   |   |       |      |       |
|--------------------------|---|---|-------|------|-------|
| each printed enquiry     | S | S | 19.46 | 2.62 | 19.97 |
| Q22 Common Land Question | S | S | 16.80 | 0.00 | 16.80 |

**Additional Enquiries**

|                |   |   |       |      |       |
|----------------|---|---|-------|------|-------|
| Solicitors Own | S | B | 29.17 | 2.61 | 29.93 |
|----------------|---|---|-------|------|-------|

**Freedom of Information**

**Freedom of Information**

|                              |   |   |        |      |        |
|------------------------------|---|---|--------|------|--------|
| appropriate limit (18 hours) | S | B | 450.00 | 0.00 | 450.00 |
|------------------------------|---|---|--------|------|--------|

**Planning**

**Forward Planning Documents**

**Development Management Planning Fees**

1. The erection of dwellinghouses (other than development in category 6)

(1) Where the application is for outline planning permission and—

(a) the site area is less than 0.5 hectares, £578 for each 0.1 hectare (or part thereof) of the site area; S B 578.00 0.00 578.00

(b) the site area is at least 0.5 hectares but does not exceed 2.5 hectares, £624 for each 0.1 hectare (or part thereof) of the site area; S B 624.00 0.00 624.00

(c) the site area exceeds 2.5 hectares, £15,433 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500. S B 15,433.00 0.00 15,433.00

(2) Where the application is for permission in principle, £503 for each 0.1 hectare (or part thereof) of the site area. S B 503.00 0.00 503.00

(3) In any other case—

(a) where the number of dwellinghouses to be created by the development is fewer than 10, £578 for each dwellinghouse; S B 578.00 0.00 578.00

(b) where the number of dwellinghouses to be created by the development is at least 10 but no more than 50, £624 for each dwellinghouse; S B 624.00 0.00 624.00

(c) where the number of dwellinghouses to be created by the development is more than 50, £30,860 and an additional £186 for each dwellinghouse in excess of 50, subject to a maximum in total of £405,000. S B 30,860.00 0.00 30,860.00

**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE | DESCRIPTION OF CHARGE   | Type | VAT | 2024/25                     | 2025/26           | 2025/26      |
|---------|---|------|-----|-----------------------------|-------------------|--------------|
|         |   |      |     | Current Fee                 | Proposed Increase | Proposed Fee |
|         |   |      |     | with effect from 01/04/2025 |                   |              |
|         |   |      |     | £.p                         | %                 | £.p          |
|         | 2. The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7)   |      |     |                             |                   |              |
|         | (1) Where the application is for outline planning permission and—   |      |     |                             |                   |              |
|         | (a) the site area is less than 1 hectare, £578 for each 0.1 hectare (or part thereof) of the site area;   | S    | B   | 578.00                      | 0.00              | 578.00       |
|         | (b) the site area is at least 1 hectare but does not exceed 2.5 hectares, £624 for each 0.1 hectare (or part thereof) of the site area;   | S    | B   | 624.00                      | 0.00              | 624.00       |
|         | (c) the site area exceeds 2.5 hectares, £15,433 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500.   | S    | B   | 15,433.00                   | 0.00              | 15,433.00    |
|         | (2) Where the application is for permission in principle, £503 for each 0.1 hectare (or part thereof) of the site area.   | S    | B   | 503.00                      | 0.00              | 503.00       |
|         | (3) In any other case—  |      |     |                             |                   |              |
|         | (a) where no floor space is to be created by the development, £293;   | S    | B   | 293.00                      | 0.00              | 293.00       |
|         | (b) where the area of gross floor space to be created by the development does not exceed 40 square metres, £293;  | S    | B   | 293.00                      | 0.00              | 293.00       |
|         | (c) where the area of gross floor space created by the development exceeds 40 square metres but is less than 1000 square metres, £578 for each 75 square metres (or part thereof);  | S    | B   | 578.00                      | 0.00              | 578.00       |
|         | (d) where the area of gross floor space created by the development is at least 1000 square metres but does not exceed 3750 square metres, £624 for each 75 square metres (or part thereof);   | S    | B   | 624.00                      | 0.00              | 624.00       |
|         | (e) where the area of gross floor space created by the development exceeds 3750 square metres, £30,680 and an additional £186 for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of £405,000.       | S    | B   | 30,680.00                   | 0.00              | 30,680.00    |
|         | 3. The erection, on land used for the purposes of agriculture, or buildings used for agricultural purposes (other than buildings in category 4)   |      |     |                             |                   |              |
|         | (1) Where the application is for outline planning permission and—   |      |     |                             |                   |              |
|         | (a) the site area is less than 1 hectare, £578 for each 0.1 hectare (or part thereof) of the site area;   | S    | B   | 578.00                      | 0.00              | 578.00       |
|         | (b) the site area is at least 1 hectare but does not exceed 2.5 hectares, £624 for each 0.1 hectare (or part thereof) of the site area;   | S    | B   | 624.00                      | 0.00              | 624.00       |
|         | (c) the site area exceeds 2.5 hectares, £15,433 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500.   | S    | B   | 15,433.00                   | 0.00              | 15,433.00    |
|         | (2) Where the application is for permission in principle, £503 for each 0.1 hectare (or part thereof) of the site area.   | S    | B   | 503.00                      | 0.00              | 503.00       |
|         | (3) In any other case—  |      |     |                             |                   |              |
|         | (a) where the area of gross floor space to be created by the development does not exceed 465 square metres, £120;   | S    | B   | 120.00                      | 0.00              | 120.00       |
|         | (b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, £578;   | S    | B   | 578.00                      | 0.00              | 578.00       |
|         | (c) where the area of gross floor space to be created by the development exceeds 540 square metres but is less than 1000 square metres, £578 and an additional £578 for each 75 square metres (or part thereof) in excess of 540 square metres;             | S    | B   | 578.00                      | 0.00              | 578.00       |
|         | (d) where the area of gross floor space to be created by the development is at least 1000 square metres but does not exceed 4215 square metres, £624 and an additional £624 for each 75 square metres (or part thereof) in excess of 1000 square metres;    | S    | B   | 624.00                      | 0.00              | 624.00       |
|         | (e) where the area of gross floor space to be created by the development exceeds 4215 square metres, £30,860 and an additional £186 for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum in total of £405,000. | S    | B   | 30,860.00                   | 0.00              | 30,860.00    |
|         | 4. The erection of glasshouses on land used for the purposes of agriculture   |      |     |                             |                   |              |
|         | (1) Where the area of gross floor space to be created by the development does not exceed 465 square metres, £120.   | S    | B   | 120.00                      | 0.00              | 120.00       |

**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE | DESCRIPTION OF CHARGE   | Type | VAT | 2024/25                     | 2025/26           | 2025/26      |
|---------|---|------|-----|-----------------------------|-------------------|--------------|
|         |   |      |     | Current Fee                 | Proposed Increase | Proposed Fee |
|         |   |      |     | with effect from 01/04/2025 |                   |              |
|         |   |      |     | £.p                         | %                 | £.p          |
|         | (2) Where the area of gross floor space to be created by the development exceeds 465 square metres but is less than 1000 square metres, £3,225.   | S    | B   | 3,225.00                    | 0.00              | 3,225.00     |
|         | (3) Where the area of gross floor space to be created by the development is 1000 square metres or more, £3,483.   | S    | B   | 3,483.00                    | 0.00              | 3,483.00     |
|         | 5. The erection, alteration or replacement of plant or machinery  |      |     |                             |                   |              |
|         | (1) Where the site area is less than 1 hectare, £578 for each 0.1 hectare (or part thereof) of the site area.   | S    | B   | 578.00                      | 0.00              | 578.00       |
|         | (2) Where the site area is at least 1 hectare but does not exceed 5 hectares, £624 for each 0.1 hectare (or part thereof) of the site area.   | S    | B   | 624.00                      | 0.00              | 624.00       |
|         | (3) Where the site area exceeds 5 hectares, £30,860 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of £405,000.   | S    | B   | 30,860.00                   | 0.00              | 30,860.00    |
|         | 6. The enlargement, improvement or other alteration of existing dwellinghouses  |      |     |                             |                   |              |
|         | (1) Where the application relates to a single dwellinghouse, £258.  | S    | B   | 258.00                      | 0.00              | 258.00       |
|         | (2) Where the application relates to two or more dwellinghouses, £509.  | S    | B   | 509.00                      | 0.00              | 509.00       |
|         | 7. The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse. | S    | B   | 258.00                      | 0.00              | 258.00       |
|         | 8. The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.  | S    | B   | 293.00                      | 0.00              | 293.00       |
|         | 9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.   |      |     |                             |                   |              |
|         | (1) Where the site area does not exceed 7.5 hectares, £686 for each 0.1 hectare (or part thereof) of the site area.   | S    | B   | 686.00                      | 0.00              | 686.00       |
|         | (2) Where the site area exceeds 7.5 hectares, £51,395 and an additional £204 for each 0.1 hectare (or part thereof) of the site area in excess of 7.5 hectares, subject to a maximum in total of £405,000.  | S    | B   | 51,395.00                   | 0.00              | 51,395.00    |
|         | 10. The carrying out of any operations (other than operations coming within category 9) for the winning and working of oil or natural gas.  |      |     |                             |                   |              |
|         | (1) Where the site area does not exceed 15 hectares, £347 for each 0.1 hectare (or part thereof) of the site area.  | S    | B   | 347.00                      | 0.00              | 347.00       |
|         | (2) Where the site area exceeds 15 hectares, £52,002 and an additional £204 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £105,300.   | S    | B   | 52,002.00                   | 0.00              | 52,002.00    |
|         | 11. The carrying out of any operations not coming within any of the above categories.   |      |     |                             |                   |              |
|         | (1) In the case of operations for the winning and working of minerals—  |      |     |                             |                   |              |
|         | (a) where the site area does not exceed 15 hectares, £316 for each 0.1 hectare (or part thereof) of the site;   | S    | B   | 316.00                      | 0.00              | 316.00       |
|         | (b) where the site area exceeds 15 hectares, £47,161 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £105,300.   | S    | B   | 47,161.00                   | 0.00              | 47,161.00    |
|         | (2) In any other case, £293 for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of £2,535.   | S    | B   | 293.00                      | 0.00              | 293.00       |
|         | <i>II Uses of land</i>  |      |     |                             |                   |              |
|         | 12. The change of use of a building to use as one or more separate dwellinghouses.  |      |     |                             |                   |              |
|         | (1) Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses—   |      |     |                             |                   |              |
|         | (a) where the change of use is to use as fewer than 10 dwellinghouses, £578 for each additional dwellinghouse;  | S    | B   | 578.00                      | 0.00              | 578.00       |
|         | (b) where the change of use is to use as at least 10 but no more than 50 dwellinghouses, £624 for each additional dwellinghouse;  | S    | B   | 624.00                      | 0.00              | 624.00       |
|         | (c) where the change of use is to use as more than 50 dwellinghouses, £30,860 and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000.  | S    | B   | 30,860.00                   | 0.00              | 30,860.00    |
|         | (2) In all other cases—   |      |     |                             |                   |              |

**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE | DESCRIPTION OF CHARGE  | Type | VAT | 2024/25                              | 2025/26           | 2025/26                              |
|---------|--|------|-----|--------------------------------------|-------------------|--------------------------------------|
|         |  |      |     | Current Fee                          | Proposed Increase | Proposed Fee                         |
|         |  |      |     | with effect from 01/04/2025          |                   |                                      |
|         |  |      |     | £.p                                  | %                 | £.p                                  |
|         | (a) where the change of use is to use as fewer than 10 dwellinghouses, £578 for each dwellinghouse;  | S    | B   | 578.00                               | 0.00              | 578.00                               |
|         | (b) where the change of use is to use as at least 10 but no more than 50 dwellinghouses, £624 for each dwellinghouse;  | S    | B   | 624.00                               | 0.00              | 624.00                               |
|         | (c) where the change of use is to use as more than 50 dwellinghouses, £30,860 and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000.   | S    | B   | 30,860.00                            | 0.00              | 30,860.00                            |
|         | 13. The use of land for—   |      |     |                                      |                   |                                      |
|         | (a) the disposal of refuse or waste materials,   |      |     |                                      |                   |                                      |
|         | (b) the deposit of material remaining after minerals have been extracted from land, or   |      |     |                                      |                   |                                      |
|         | (c) the storage of minerals in the open.   |      |     |                                      |                   |                                      |
|         | (1) Where the site area does not exceed 15 hectares, £316 for each 0.1 hectare (or part thereof) of the site area.   | S    | B   | 316.00                               | 0.00              | 316.00                               |
|         | (2) Where the site area exceeds 15 hectares, £47,161 and an additional £186 for each 0.1 hectare (or part thereof) of the site area in excess of 15 hectares, subject to a maximum in total of £105,300. | S    | B   | 47,161.00                            | 0.00              | 47,161.00                            |
|         | 14. The making of a material change in use of a building or land (other than a material change of use in category 12 or 13(a), (b) or (c)).  | S    | B   | 578.00                               | 0.00              | 578.00                               |
|         | <b>Development Management Advertisement Application Fees</b>   |      |     |                                      |                   |                                      |
|         | Advertisements displayed on business premises, etc   | S    | B   | 132.00                               | 0.00              | 132.00                               |
|         | Advertisements for the purpose of directing members of the public, etc   | S    | B   | 132.00                               | 0.00              | 132.00                               |
|         | Other advertisements   | S    | B   | 462.00                               | 0.00              | 462.00                               |
|         | <b>Other</b>   |      |     |                                      |                   |                                      |
|         | High Hedges  | S    | B   | 400.00                               | 0.00              | 400.00                               |
|         | Condition Discharge - householder development  | S    | B   | 34.00                                | 0.00              | 34.00                                |
|         | Condition Discharge - All other development  | S    | B   | 116.00                               | 0.00              | 116.00                               |
|         | Non-Material Change - householder  | S    | B   | 34.00                                | 0.00              | 34.00                                |
|         | Non-material Change - all other  | S    | B   | 234.00                               | 0.00              | 234.00                               |
|         | Prior Approvals  | S    | B   | 96.00                                | 0.00              | 96.00                                |
|         | Prior Approvals  | S    | B   | 206.00                               | 0.00              | 206.00                               |
|         | Prior Approvals  | S    | B   | 462.00                               | 0.00              | 462.00                               |
|         | Application for approval of reserved matters   | S    | B   | Full fee or if full feed paid 462.00 | 0.00              | Full fee or if full feed paid 462.00 |
|         | Approval/Variation of condition following planning permission  | S    | B   | 234.00                               | 0.00              | 234.00                               |
|         | Confirmation of compliance with conditions - householder   | S    | B   | 34.00                                | 0.00              | 34.00                                |
|         | Confirmation of compliance with conditions - other   | S    | B   | 116.00                               | 0.00              | 116.00                               |
|         | <b>Lawful Development Certificates</b>   |      |     |                                      |                   |                                      |
|         | Existing use or operation  | S    | B   | same as full                         | 0.00              | same as full                         |
|         | Existing use or operation - lawful not to comply with any condition or limitation  | S    | B   | 234.00                               | 0.00              | 234.00                               |
|         | Proposed use or operation  | S    | B   | Half normal fee                      | 0.00              | Half normal fee                      |



## **DISCRETIONARY FEES AND CHARGES 2025/26**

### **Key to VAT**

- S - Standard Rated - 20%
- E - Exempt from VAT
- Z - Zero Rated - 0%
- B - Outside Scope of VAT

### **Key to Type**

- S - Statutory
- D - Discretionary

**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE                | DESCRIPTION OF CHARGE  | Type | VAT | 2024/25                     | 2025/26           | 2025/26      |
|------------------------|--|------|-----|-----------------------------|-------------------|--------------|
|                        |  |      |     | Current Fee                 | Proposed Increase | Proposed Fee |
|                        |  |      |     | with effect from 01/04/2025 |                   |              |
|                        |  |      |     | £.p                         | %                 | £.p          |
| <b>Pets Corner</b>     |  |      |     |                             |                   |              |
|                        | <b>Sponsorship scheme</b>  |      |     |                             |                   |              |
|                        | <b>Individual sponsors</b>   |      |     |                             |                   |              |
|                        | Package A  | D    | S   | 55.00                       | 5.45              | 58.00        |
|                        | Package B  | D    | S   | 40.00                       | 5.00              | 42.00        |
|                        | Package C  | D    | S   | 30.00                       | 6.67              | 32.00        |
|                        | <b>Corporate sponsorship</b>   |      |     |                             |                   |              |
|                        | Corporate sponsorship A  | D    | S   | 265.00                      | 3.77              | 275.00       |
|                        | Corporate sponsorship B  | D    | S   | 530.00                      | 3.77              | 550.00       |
|                        | <b>School visits</b>   |      |     |                             |                   |              |
|                        | Harlow Schools (45 minutes) - per pupil                                      | D    | S   | 2.35                        | 4.26              | 2.45         |
|                        | Harlow Schools (1.5 hours) - per pupil                                       | D    | S   | 4.65                        | 2.15              | 4.75         |
|                        | Non Harlow Schools (45 mins) - per pupil                                     | D    | S   | 3.45                        | 2.90              | 3.55         |
|                        | Non Harlow Schools (1.5 hours) - per pupil                                   | D    | S   | 5.75                        | 3.48              | 5.95         |
|                        | Pre School Nurseries (30 minutes) - fixed price up to maximum of 15 children | D    | S   | 30.00                       | 6.67              | 32.00        |
|                        | <b>Reindeer Hire</b>   |      |     |                             |                   |              |
|                        | Harlow Schools   | D    | S   | 300.00                      | 5.00              | 315.00       |
|                        | Non Harlow Schools   | D    | S   | 375.00                      | 6.67              | 400.00       |
|                        | <b>Sales of Animals</b>  | D    | S   | Various                     | 0.00              | Various      |
|                        | <b>Events</b>  | D    | S   | 5.30                        | 2.83              | 5.45         |
|                        | <b>Birthday Parties</b>  |      |     |                             |                   |              |
|                        | Bronze package (per head)  | D    | S   | 4.25                        | 2.35              | 4.35         |
|                        | Silver package (per Head)  | D    | S   | 6.90                        | 1.45              | 7.00         |
|                        | Gold package (per head)  | D    | S   | 9.10                        | 2.20              | 9.30         |
|                        | Pony Party package (per head)  | D    | S   | 11.30                       | 1.77              | 11.50        |
| <b>Town Park</b>       |  |      |     |                             |                   |              |
|                        | <b>Memorial Benches</b>  | D    | S   | 1,600.00                    | 3.13              | 1,650.00     |
|                        | <b>Memorial Trees</b>  | D    | S   | 175.00                      | 8.57              | 190.00       |
|                        | <b>Memorial Plaques</b>  |      |     |                             |                   |              |
|                        | Sole plaque  | D    | S   | 750.00                      | 0.00              | 750.00       |
|                        | Shared plaque  | D    | S   | 250.00                      | 0.00              | 250.00       |
| <b>Harlow Museum</b>   |  |      |     |                             |                   |              |
|                        | <b>Schools</b>   |      |     |                             |                   |              |
|                        | <b>Educational workshop delivered on site</b>                                |      |     |                             |                   |              |
|                        | Harlow School 1/2 day delivery 3 hours per child                             | D    | S   | 3.00                        | 0.00              | 3.00         |
|                        | Non Harlow schools 1/2 day delivery per child                                | D    | S   | 3.50                        | 0.00              | 3.50         |
|                        | <b>Self-guided tours</b>   |      |     |                             |                   |              |
|                        | Non Harlow schools 1/2 day non delivery                                      | D    | S   | 45.00                       | 0.00              | 45.00        |
|                        | <b>Outreach session in schools</b>   |      |     |                             |                   |              |
|                        | Harlow schools 1/2 day delivery  | D    | S   | 120.00                      | 0.00              | 120.00       |
|                        | Non Harlow schools 1/2 day delivery  | D    | S   | 150.00                      | 0.00              | 150.00       |
|                        | <b>Loan Boxes</b>  |      |     |                             |                   |              |
|                        | Per box for 6 weeks  | D    | S   | 20.00                       | 0.00              | 20.00        |
|                        | <b>Talks and lectures</b>  |      |     |                             |                   |              |
|                        | Standard lecture   | D    | S   | 8.00                        | 25.00             | 10.00        |
|                        | <b>Garden hire</b>   |      |     |                             |                   |              |
|                        | Wedding / private party  | D    | S   |                             |                   |              |
|                        | 1 x day per hour   | D    | S   | 75.00                       | 6.67              | 80.00        |
|                        | 3 x full days  | D    | S   | 2,500.00                    | 0.00              | 2,500.00     |
|                        | <b>Museum hire</b>   |      |     |                             |                   |              |
|                        | Meeting room (per hour)  | D    | S   | 35.00                       | 0.00              | 35.00        |
|                        | Lecture room (per hour)  | D    | S   | 50.00                       | 0.00              | 50.00        |
|                        | <b>Other</b>   |      |     |                             |                   |              |
|                        | <b>General tours (per group)</b>   | D    | S   | 45.00                       | 11.11             | 50.00        |
|                        | <b>Research Fee</b>  | D    | S   | 30.00                       | 16.67             | 35.00        |
|                        | <b>Photocopying / Scanning (per copy)</b>                                    | D    | S   | 0.15                        | 233.33            | 0.50         |
|                        | <b>Memorial bench plaques</b>  | D    | S   | 165.00                      | 0.00              | 165.00       |
| <b>Domestic Refuse</b> |  |      |     |                             |                   |              |
|                        | <b>Sales of Bins</b>   |      |     |                             |                   |              |
|                        | 180l Wheelie Bins  | D    | S   | 60.00                       | 5.00              | 63.00        |
|                        | Delivery   | D    | S   | at cost                     | 0.00              | at cost      |
|                        | <b>Flat Block Refuse Bins Charge to Developers</b>                           |      |     |                             |                   |              |
|                        | 1280 litre bin   | D    | S   | 700.00                      | 5.00              | 735.00       |
|                        | 1100 litre Bin   | D    | S   | 660.00                      | 5.00              | 693.00       |
|                        | 960 litre Bin  | D    | S   | 660.00                      | 5.00              | 693.00       |
|                        | 660 litre bin  | D    | S   | 660.00                      | 5.00              | 693.00       |
|                        | 240 litre bin  | D    | S   | 58.00                       | 5.00              | 60.90        |
|                        | 360 litre bin  | D    | S   | 110.00                      | 5.00              | 115.50       |
|                        | Admin fee for orders less than £2000   | D    | S   | 30.00                       | 40.00             | 42.00        |
|                        | Delivery   | D    | S   | at cost                     | 0.00              | at cost      |
|                        | <b>House Refuse Waste Bins Charge to Developers</b>                          |      |     |                             |                   |              |
|                        | 180l Wheelie Bins  | D    | S   | 60.00                       | 5.00              | 63.00        |
|                        | Admin fee for orders less than £2000   | D    | S   | 40.00                       | 5.00              | 42.00        |

**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE                                     | DESCRIPTION OF CHARGE   | Type | VAT | 2024/25                     | 2025/26           | 2025/26      |
|---|---|------|-----|-----------------------------|-------------------|--------------|
|   |   |      |     | Current Fee                 | Proposed Increase | Proposed Fee |
|   |   |      |     | with effect from 01/04/2025 |                   |              |
|   |   |      |     | £.p                         | %                 | £.p          |
|   | Delivery  | D    | S   | at cost                     | 0.00              | at cost      |
|   | <b>Flat Block Refuse bins - Charges to Managing Agents</b>  |      |     |                             |                   |              |
|   | Collection and Disposal fee for 2 wheeled bins  | D    | S   | New charge                  |                   | 40.00        |
|   | Collection and Disposal fee for 4 wheeled bins  | D    | S   | New charge                  |                   | 50.00        |
| <b>Special Refuse</b>                       |   |      |     |                             |                   |              |
|   | <b>Bulky Waste</b>  |      |     |                             |                   |              |
|   | 1 to 5 items  | D    | S   | 33.00                       | 7.58              | 35.50        |
|   | 6 to 8 items  | D    | S   | 50.00                       | 7.00              | 53.50        |
|   | White goods - second visit when item is not correctly presented for the free collection               | D    | S   | 33.00                       | 7.58              | 35.50        |
|   | Additional charge per item for items containing POPS - seating up to 2 seater sofa                    | D    | S   | New charge                  |                   | 10.00        |
|   | Additional charge per item for items containing POPS - seating up to 3-4 seater sofa                  | D    | S   | New charge                  |                   | 20.00        |
|   | Additional charge per item for items containing POPS - seating up to 5-6 seater sofa                  | D    | S   | New charge                  |                   | 30.00        |
|   | Additional charge per item for items containing POPS - small items (e.g. cushions, padded headboards) | D    | S   | New charge                  |                   | 3.00         |
| <b>Recycling</b>                            |   |      |     |                             |                   |              |
|   | <b>Sales of Bins</b>  |      |     |                             |                   |              |
|   | 240l Wheelie Bins   | D    | S   | 58.00                       | 5.00              | 60.90        |
|   | Kitchen Caddies large   | D    | S   | 23.50                       | 5.11              | 24.70        |
|   | Kitchen Caddies small   | D    | S   | 7.00                        | 5.00              | 7.35         |
|   | Delivery  | D    | S   | at cost                     | 0.00              | at cost      |
|   | <b>Flat block Recycling Bins - Charges to Developers</b>  |      |     |                             |                   |              |
|   | 1100 litre bin  | D    | S   | 660.00                      | 5.00              | 693.00       |
|   | 240 litre bin   | D    | S   | 58.00                       | 5.00              | 60.90        |
|   | 360 litre bin   | D    | S   | 100.00                      | 15.50             | 115.50       |
|   | Sales of Kitchen Caddies  | D    | S   | 7.00                        | 5.00              | 7.35         |
|   | Admin fee for orders less than £2000  | D    | S   | 30.00                       | 0.00              | 42.00        |
|   | Delivery  | D    | S   | at cost                     | 0.00              | at cost      |
|   | <b>House Recycling Waste Bins Charge to Developers</b>  |      |     |                             |                   |              |
|   | 240 litre bin   | D    | S   | 58.00                       | 5.00              | 60.90        |
|   | Kitchen Caddies large   | D    | S   | 23.50                       | 5.11              | 24.70        |
|   | Kitchen Caddies small   | D    | S   | 7.00                        | 5.00              | 7.35         |
|   | Admin fee for orders less than £2000  | D    | S   | 30.00                       | 0.00              | 42.00        |
|   | Delivery  | D    | S   | at cost                     | 0.00              | at cost      |
|   | <b>Flat Block Recycling bins - Charges to Managing Agents</b>   |      |     |                             |                   |              |
|   | Collection and Disposal fee for 2 wheeled bins  | D    | S   | New charge                  |                   | 40.00        |
|   | Collection and Disposal fee for 4 wheeled bins  | D    | S   | New charge                  |                   | 50.00        |
|   | <b>Green Waste</b>  |      |     |                             |                   |              |
|   | fortnightly scheduled collection (wheeled bin or bags)  | D    | S   | 54.00                       | 5.56              | 57.00        |
|   | green waste service set up charge   | D    | S   | 36.00                       | 5.00              | 37.80        |
|   | green waste service rejoin charge   | D    | S   | 11.00                       | 5.00              | 11.55        |
|   | bookable service (per bag)  | D    | S   | 1.20                        | 5.00              | 1.26         |
|   | Christmas Trees   | D    | S   | 2.75                        | 5.45              | 2.90         |
| <b>Abandoned Vehicles</b>                   |   |      |     |                             |                   |              |
|   | <b>Costs Recoverable</b>  | D    | S   | 40.00                       | 5.00              | 42.00        |
|   | <b>Voluntary Surrender of Vehicles</b>  | D    | S   | 40.00                       | 5.00              | 42.00        |
| <b>Street Scene</b>                         |   |      |     |                             |                   |              |
|   | <b>Abandoned Shopping Trolleys</b>  | D    | S   | 135.00                      | 5.00              | 141.75       |
| <b>Allotments</b>                           |   |      |     |                             |                   |              |
|   | <b>Rents - per square metre</b>   | D    | E   | 0.19                        | 5.26              | 0.20         |
|   | <b>Concessions - per square metre</b>   | D    | E   | 0.09                        | 11.11             | 0.10         |
|   | <b>Peppercorn rent for self managed sites</b>   | D    | E   | 0.51                        | 5.88              | 0.54         |
| <b>Nature Reserve</b>                       |   |      |     |                             |                   |              |
|   | <b>Sale of firewood</b>   |      |     |                             |                   |              |
|   | Bulk bag 1-10 bags, charge per bag  | D    | S   | 75.00                       | 5.00              | 78.75        |
|   | Bulk bag 11+ bags, charge per bag   | D    | S   | 65.00                       | 5.00              | 68.25        |
| <b>Other Fees</b>                           |   |      |     |                             |                   |              |
|   | <b>Staff fees</b>   |      |     |                             |                   |              |
|   | Admin Hourly rate   | D    | S   | 40.00                       | 5.00              | 42.00        |
|   | Officer Hourly rate   | D    | S   | 70.00                       | 5.71              | 74.00        |
| <b>Hackney Carriages &amp; Private Hire</b> |   |      |     |                             |                   |              |
|   | <b>Other Fees</b>   |      |     |                             |                   |              |
|   | Officer Hourly rate   | D    | S   | 70.00                       | 5.71              | 74.00        |
|   | Administration Hourly rate  | D    | S   | 40.00                       | 5.00              | 42.00        |
| <b>Environmental Health</b>                 |   |      |     |                             |                   |              |



**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE  | DESCRIPTION OF CHARGE  | Type | VAT | 2024/25                     | 2025/26           | 2025/26      |
|--|--|------|-----|-----------------------------|-------------------|--------------|
|  |  |      |     | Current Fee                 | Proposed Increase | Proposed Fee |
|  |  |      |     | with effect from 01/04/2025 |                   |              |
|  |  |      |     | £.p                         | %                 | £.p          |
| <b>Animal Welfare Fees</b>   |  |      |     |                             |                   |              |
| <b>Animal Boarding</b>   |  |      |     |                             |                   |              |
|  | 1 to 6 boarded animals (application fee)                         | D    | B   | 188.00                      | 6.38              | 200.00       |
|  | 1 to 6 boarded animals (grant fee)                               | D    | B   | 87.00                       | 3.45              | 90.00        |
|  | 7 and over boarded animals (application fee)                     | D    | B   | 275.00                      | 7.27              | 295.00       |
|  | 7 and over boarded animals (grant fee)                           | D    | B   | 118.00                      | 3.39              | 122.00       |
| <b>Dog Breeding</b>  |  |      |     |                             |                   |              |
|  | 1 to 6 bitches (application fee)                                 | D    | B   | 195.00                      | 7.69              | 210.00       |
|  | 1 to 6 bitches (grant fee)                                       | D    | B   | 88.00                       | 3.41              | 91.00        |
|  | 7 and over bitches (application fee)                             | D    | B   | 290.00                      | 6.90              | 310.00       |
|  | 7 and over bitches (grant fee)                                   | D    | B   | 118.00                      | 3.39              | 122.00       |
| <b>Selling animals as pets</b>   |  |      |     |                             |                   |              |
|  | Application Fee  | D    | B   | 275.00                      | 5.45              | 290.00       |
|  | Grant Fee  | D    | B   | 115.00                      | 2.61              | 118.00       |
| <b>Hiring our horses</b>   |  |      |     |                             |                   |              |
|  | Application Fee  | D    | B   | 255.00                      | 0.78              | 257.00       |
|  | Grant Fee  | D    | B   | 110.00                      | 1.82              | 112.00       |
| <b>Keeping animals for exhibition</b>  |  |      |     |                             |                   |              |
|  | Application Fee  | D    | B   | 170.00                      | 1.18              | 172.00       |
|  | Grant Fee  | D    | B   | 110.00                      | 1.82              | 112.00       |
| <b>Variation to licence</b>  |  |      |     |                             |                   |              |
|  | Animal boarding  | D    | B   | 104.00                      | 3.85              | 108.00       |
|  | Selling animals as pets  | D    | B   | 104.00                      | 3.85              | 108.00       |
|  | Keeping animals for exhibition                                   | D    | B   | 104.00                      | 3.85              | 108.00       |
|  | Inspection fee   | D    | B   | 130.00                      | 7.69              | 140.00       |
| <b>Variation of licence</b>  |  |      |     |                             |                   |              |
|  | Dog Breeding   | D    | B   | 110.00                      | 7.27              | 118.00       |
|  | Hiring our horses  | D    | B   | 100.00                      | 4.00              | 104.00       |
|  | Inspection fee   | D    | B   | 128.00                      | 3.13              | 132.00       |
| <b>Appeal of a risk rating score</b>   |  |      |     |                             |                   |              |
|  |  | D    | B   | 180.00                      | 5.56              | 190.00       |
| <b>Variations to reduce the licensable activities or numbers of animals</b>  |  |      |     |                             |                   |              |
|  | Transfer of licence  | D    | B   | 102.00                      | 2.94              | 105.00       |
| <b>Dangerous wild animal licence (+ vets fees)</b>                           |  |      |     |                             |                   |              |
|  |  | D    | B   | 225.00                      | 4.44              | 235.00       |
| <b>Rescoring Food Hygiene Rating</b>   |  |      |     |                             |                   |              |
|  |  | D    | B   | 220.00                      | 0.00              | 235.00       |
| <b>Export Certificate</b>  |  |      |     |                             |                   |              |
|  |  | D    | B   | 90.00                       | 6.67              | 96.00        |
| <b>Special treatment registration</b>  |  |      |     |                             |                   |              |
|  |  | D    | B   | 170.00                      | 7.06              | 182.00       |
| <b>Variation to Special Treatment Registration</b>                           |  |      |     |                             |                   |              |
|  |  | D    | B   | 85.00                       | 0.00              | 89.00        |
| <b>Wasp nest treatment (one treatment)</b>                                   |  |      |     |                             |                   |              |
|  |  | D    | B   | 50.00                       | 0.00              | 50.00        |
| <b>Wasp nest treatment (two treatments)</b>                                  |  |      |     |                             |                   |              |
|  |  | D    | B   | 60.00                       | 0.00              | 60.00        |
| <b>Fleas</b>   |  |      |     |                             |                   |              |
|  |  | D    | B   | 50.00                       | 0.00              | 50.00        |
| <b>Rats</b>  |  |      |     |                             |                   |              |
|  |  | D    | B   | 50.00                       | 0.00              | 50.00        |
| <b>Mice</b>  |  |      |     |                             |                   |              |
|  |  | D    | B   | 50.00                       | 0.00              | 50.00        |
| <b>Pest Control concessionary rate (wasps/fleas/rats/mice)</b>               |  |      |     |                             |                   |              |
|  |  | D    | B   | 11.50                       | 0.00              | 11.50        |
| <b>Stray dogs</b>  |  |      |     |                             |                   |              |
|  | admin charge   | D    | B   | 25.00                       | 0.00              | 25.00        |
|  | kennelling charges   | D    | B   | at cost                     | 0.00              | at cost      |
| <b>Zoo License (not including veterinary fee)</b>                            |  |      |     |                             |                   |              |
|  |  | D    | B   | 800.00                      | 2.50              | 820.00       |
| <b>Veterinary Fees</b>   |  |      |     |                             |                   |              |
|  |  | D    | B   | at cost                     | 0.00              | at cost      |
| <b>Contaminated land enquiry</b>   |  |      |     |                             |                   |              |
|  |  | D    | B   | 240.00                      | 8.33              | 260.00       |
| <b>Officer Hourly rate</b>   |  |      |     |                             |                   |              |
|  |  | D    | S   | 70.00                       | 5.71              | 74.00        |
| <b>Admin Charge - Hourly rate</b>  |  |      |     |                             |                   |              |
|  |  | D    | S   | 40.00                       | 5.00              | 42.00        |
| <b>Large HMO Additional Licensing Scheme</b>                                 |  |      |     |                             |                   |              |
|  | application full fee   | D    | B   | 740.00                      | 5.41              | 780.00       |
|  | application reduced fee  | D    | B   | 530.00                      | 3.77              | 550.00       |
|  | annual renewal full fee  | D    | B   | 275.00                      | 4.36              | 287.00       |
|  | annual renewal reduced fee                                       | D    | B   | 207.00                      | 2.42              | 212.00       |
|  | re-inspection full fee   | D    | B   | 230.00                      | 6.52              | 245.00       |
|  | re-inspection reduced fee  | D    | B   | 190.00                      | 4.21              | 198.00       |
| <b>Additional charges small and large HMOs - Additional Licensing Scheme</b> |  |      |     |                             |                   |              |
|  | admin hourly rate  | D    | B   | 40.00                       | 5.00              | 42.00        |
|  | officer Hourly rate  | D    | B   | 70.00                       | 5.71              | 74.00        |
|  | application form incomplete                                      | D    | B   | 42.00                       | 4.76              | 44.00        |
|  | avoided licence application until found by Council investigation | D    | B   | 330.00                      | 6.06              | 350.00       |
|  | avoided licence application reminder letter                      | D    | B   | 68.00                       | 2.94              | 70.00        |
|  | missed appointment house inspection                              | D    | B   | 160.00                      | 7.50              | 172.00       |
|  | licence holder change once granted                               | D    | B   | 145.00                      | 2.07              | 148.00       |
|  | sending a final reminder   | D    | B   | 42.00                       | 4.76              | 44.00        |
|  | recommencing licensing process following final reminder          | D    | B   | 62.00                       | 3.23              | 64.00        |
|  | recovery fee - dishonoured cheque                                | D    | B   | 52.00                       | 3.85              | 54.00        |
| <b>Licensing</b>   |  |      |     |                             |                   |              |
| <b>Miscellaneous Licences (new)</b>  |  |      |     |                             |                   |              |
|  | Sex Shops  | D    | B   | 1,850.00                    | 0.00              | 1,850.00     |
| <b>Miscellaneous Licences (renew)</b>  |  |      |     |                             |                   |              |
|  | Sex Shops  | D    | B   | 1,500.00                    | 0.00              | 1,500.00     |

**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE   | DESCRIPTION OF CHARGE                 | Type | VAT | 2024/25                     | 2025/26           | 2025/26      |
|---|---------------------------------------|------|-----|-----------------------------|-------------------|--------------|
|   |                                       |      |     | Current Fee                 | Proposed Increase | Proposed Fee |
|   |                                       |      |     | with effect from 01/04/2025 |                   |              |
|   |                                       |      |     | £.p                         | %                 | £.p          |
| <b>Miscellaneous Licences (transfer)</b>            |                                       |      |     |                             |                   |              |
|   | Sex Shops                             | D    | B   | 725.00                      | 0.00              | 725.00       |
| <b>Miscellaneous Licences (variation)</b>           |                                       |      |     |                             |                   |              |
|   | Sex Shops                             | D    | B   | 1,380.00                    | 0.00              | 1,380.00     |
| <b>Highways Act (new)</b>                           |                                       |      |     |                             |                   |              |
|   | Tables & chairs                       |      |     |                             |                   |              |
|   | - table                               | D    | B   | 22.00                       | 0.00              | 22.00        |
|   | - chair                               | D    | B   | 15.00                       | 0.00              | 15.00        |
|   | Flat Fee - new application            | D    | B   | 175.00                      | 0.00              | 175.00       |
| <b>Highways Act (renew)</b>                         |                                       |      |     |                             |                   |              |
|   | Tables & chairs                       |      |     |                             |                   |              |
|   | - table                               | D    | B   | 21.00                       | 0.00              | 21.00        |
|   | - chair                               | D    | B   | 14.00                       | 0.00              | 14.00        |
|   | Variation - No consultation           | D    | B   | 50.00                       | 0.00              | 50.00        |
|   | Variation - Consultation              | D    | B   | 100.00                      | 0.00              | 100.00       |
| <b>Charity Collections (new)</b>                    |                                       |      |     |                             |                   |              |
|   | Lottery                               | D    | B   | 40.00                       | 0.00              | 40.00        |
|   | Street collection                     | D    | B   | 0.00                        | 0.00              | 0.00         |
|   | House to house collection             | D    | B   | 0.00                        | 0.00              | 0.00         |
| <b>Charity Collections (renew)</b>                  |                                       |      |     |                             |                   |              |
|   | Lottery                               | D    | B   | 20.00                       | 0.00              | 20.00        |
|   | Street collection                     | D    | B   | 0.00                        | 0.00              | 0.00         |
|   | House to house collection             | D    | B   | 0.00                        | 0.00              | 0.00         |
| <b>Street Trading (new)</b>                         |                                       |      |     |                             |                   |              |
|   | Street trading licence                | D    | B   | 490.00                      | 0.00              | 490.00       |
| <b>Street Trading (renew)</b>                       |                                       |      |     |                             |                   |              |
|   | Street trading licence                | D    | B   | 490.00                      | 0.00              | 490.00       |
| <b>Scrap Metal Dealers</b>                          |                                       |      |     |                             |                   |              |
|   | Collectors fee                        | D    | B   | 390.00                      | 0.00              | 390.00       |
|   | Collectors Renewal Fee                | D    | B   | 210.00                      | 0.00              | 210.00       |
|   | Site fee                              | D    | B   | 510.00                      | 0.00              | 510.00       |
|   | Site renewal fee                      | D    | B   | 320.00                      | 0.00              | 320.00       |
|   | Variation Fee - Major                 | D    | B   | 55.00                       | 0.00              | 55.00        |
|   | Variation Fee - Minor                 | D    | B   | 24.00                       | 0.00              | 24.00        |
|   | Recovery charges for works in default | D    | B   | at cost                     | 0.00              | at cost      |
| <b>Car Parks</b>                                    |                                       |      |     |                             |                   |              |
| <b>Post Office Road</b>                             |                                       |      |     |                             |                   |              |
|   | 0-2 hours                             | D    | S   | 1.35                        | 0.00              | 1.35         |
|   | 2-3 hours                             | D    | S   | 1.90                        | 0.00              | 1.90         |
|   | 3-4 hours                             | D    | S   | 2.95                        | 0.00              | 2.95         |
|   | more than 4 hours                     | D    | S   | 8.00                        | 0.00              | 8.00         |
| <b>Wych Elm</b>                                     |                                       |      |     |                             |                   |              |
|   | 0-2 hours                             | D    | S   | 1.75                        | 0.00              | 1.75         |
|   | 2-3 hours                             | D    | S   | 2.10                        | 0.00              | 2.10         |
|   | 3-4 hours                             | D    | S   | 3.35                        | 0.00              | 3.35         |
|   | more than 4 hours                     | D    | S   | 8.00                        | 0.00              | 8.00         |
| <b>Post Office Road Commercial</b>                  |                                       |      |     |                             |                   |              |
|   | 0-2 hours                             | D    | S   | 1.35                        | 0.00              | 1.35         |
|   | 2-3 hours                             | D    | S   | 1.90                        | 0.00              | 1.90         |
|   | 3-4 hours                             | D    | S   | 2.95                        | 0.00              | 2.95         |
|   | more than 4 hours                     | D    | S   | 8.00                        | 0.00              | 8.00         |
| <b>Bush Fair, The Stow and Old Harlow Car Parks</b> |                                       |      |     |                             |                   |              |
|   | 0-1 hour                              | D    | S   | 0.00                        | 0.00              | 0.00         |
|   | 1-2 hours                             | D    | S   | 0.90                        | 0.00              | 0.90         |
|   | 2-3 hours                             | D    | S   | 1.90                        | 0.00              | 1.90         |
|   | 3-4 hours                             | D    | S   | 3.85                        | 0.00              | 3.85         |
|   | more than 4 hours                     | D    | S   | 6.90                        | 0.00              | 6.90         |
|   | Weekends                              | D    | S   | 0.00                        | 0.00              | 0.00         |
| <b>Town Park</b>                                    |                                       |      |     |                             |                   |              |
|   | 0-1 hour                              | D    | S   | 0.00                        | 0.00              | 0.00         |
|   | 1- 5 hours                            | D    | S   | 1.20                        | 0.00              | 1.20         |
|   | 5+ Hours                              | D    | S   | 6.70                        | 0.00              | 6.70         |
|   | Sat - Sunday 0-2 hours                | D    | S   | 0.00                        | 0.00              | 0.00         |
|   | more than 2 hours                     | D    | S   | 1.30                        | 0.00              | 1.30         |
| <b>Staff Car Parking</b>                            |                                       |      |     |                             |                   |              |
|   | Car parking permit per year           | D    | S   | 250.00                      | 0.00              | 250.00       |
|   | Individual vouchers (Members)         | D    | S   | 1.20                        | 0.00              | 1.20         |
| <b>Parking Permits</b>                              |                                       |      |     |                             |                   |              |
| <b>Special Permits</b>                              |                                       |      |     |                             |                   |              |
|   | Business                              | D    | S   | 65.00                       | 0.00              | 65.00        |
|   | Tye Green Bowls Club                  | D    | S   | 65.00                       | 0.00              | 65.00        |
| <b>Market Traders</b>                               |                                       |      |     |                             |                   |              |
|   | 5 trading days per week               | D    | S   | 280.00                      | 0.00              | 280.00       |
|   | 4 trading days per week               | D    | S   | 225.00                      | 0.00              | 225.00       |

**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE | DESCRIPTION OF CHARGE  | Type | VAT | 2024/25                     | 2025/26           | 2025/26                 |
|---------|--|------|-----|-----------------------------|-------------------|-------------------------|
|         |  |      |     | Current Fee                 | Proposed Increase | Proposed Fee            |
|         |  |      |     | with effect from 01/04/2025 |                   |                         |
|         |  |      |     | £.p                         | %                 | £.p                     |
|         | 3 trading days per week  | D    | S   | 170.00                      | 0.00              | 170.00                  |
|         | 2 trading days per week  | D    | S   | 115.00                      | 0.00              | 115.00                  |
|         | 1 trading day per week   | D    | S   | 58.00                       | 0.00              | 58.00                   |
|         | <b>Post Office Road season</b>   |      |     |                             |                   |                         |
|         | 1 year   | D    | S   | 675.00                      | 0.00              | 675.00                  |
|         | 6 months   | D    | S   | 365.00                      | 0.00              | 365.00                  |
|         | 3 months   | D    | S   | 185.00                      | 0.00              | 185.00                  |
|         | <b>Wych Elm season</b>   |      |     |                             |                   |                         |
|         | 1 year   | D    | S   | 675.00                      | 0.00              | 675.00                  |
|         | 6 months   | D    | S   | 365.00                      | 0.00              | 365.00                  |
|         | 3 months   | D    | S   | 185.00                      | 0.00              | 185.00                  |
|         | <b>Charity Permit</b>  |      |     |                             |                   |                         |
|         | Town Park  | D    | S   | 30.00                       | 0.00              | 30.00                   |
|         | Wych Elm   | D    | S   | 50.00                       | 0.00              | 50.00                   |
|         | <b>Traders</b>   |      |     |                             |                   |                         |
|         | Town Park  | D    | S   | 4,000.00                    | 0.00              | 4,000.00                |
|         | Mill Hatch   | D    | S   | 1,600.00                    | 0.00              | 1,600.00                |
|         | <b>Town Park</b>   |      |     |                             |                   |                         |
|         | Business   | D    | S   | 250.00                      | 0.00              | 250.00                  |
|         | Fishing  | D    | S   | 50.00                       | 0.00              | 50.00                   |
|         | Commuter   | D    | S   | 50.00                       | 0.00              | 50.00                   |
|         | Volunteer  | D    | S   | 10.00                       | 0.00              | 10.00                   |
|         | Leisure  | D    | S   | 10.00                       | 0.00              | 10.00                   |
|         | <b>Old Harlow (Spicers Lane)</b>   |      |     |                             |                   |                         |
|         | Resident's Permit  | D    | S   | 98.00                       | 0.00              | 98.00                   |
|         | <b>Bus Station</b>   |      |     |                             |                   |                         |
|         | Departure fees   | D    | S   | 0.55                        | 0.00              | 0.55                    |
|         | Timetables   | D    | S   | 0.10                        | 0.00              | 0.10                    |
|         | Wallets  | D    | S   | 1.00                        | 0.00              | 1.00                    |
|         | Maps   | D    | S   | Various                     | 0.00              | Various                 |
|         | <b>Street Naming and Numbering</b>   |      |     |                             |                   |                         |
|         | Add Alias Name to Numbered Property  | D    | B   | 40.00 per property          | 0.00              | 40.00 per property      |
|         | Naming of Building, Flat Block or Industrial Area  | D    | B   | 10.00 per block or area     | 0.00              | 10.00 per block or area |
|         | New Development of 1-5 plots   | D    | B   | 70.00 per plot              | 0.00              | 70.00 per plot          |
|         | New Development of 6-50 plots  | D    | B   | 0.00 per plot + 300.00      | 0.00              | 0.00 per plot + 300.00  |
|         | New Development of 51+ plots   | D    | B   | 5.00 per plot + 550.00      | 0.00              | 5.00 per plot + 550.00  |
|         | The schedule has been issued   | D    | B   | 50.00/plot                  | 0.00              | 50.00/plot              |
|         | Renaming of existing property  | D    | B   | 100.00 per property         | 0.00              | 100.00 per property     |
|         | Confirmation of postal address for solicitors or conveyancers  | D    | B   | 40.00                       | 0.00              | 40.00                   |
|         | Confirmation of postal address for residents/occupants   | D    | B   | 15.00                       | 0.00              | 15.00                   |
|         | Provision of new street name   | D    | B   | 300.00                      | 0.00              | 300.00                  |
|         | Renaming of a street where requested by residents  | D    | B   | 450.00                      | 0.00              | 450.00                  |
|         | <b>The Playhouse</b>   |      |     |                             |                   |                         |
|         | <b>Box Office Booking Fee</b>  |      |     |                             |                   |                         |
|         | Promotions (ex Harlow Playhouse Members)   | D    | S   | 1.50                        | 20.00             | 1.80                    |
|         | Hires (ex Harlow Playhouse Members)  | D    | B   | 1.50                        | 20.00             | 1.80                    |
|         | <b>Postage Charge</b>  |      |     |                             |                   |                         |
|         | Postage charge to customers requesting that tickets are delivered to them  | D    | S   | 1.00                        | 100.00            | 2.00                    |
|         | <b>Theatre Hire Fees for Resident Companies &amp; Harlow Youth or Amateur Theatre Groups</b>   |      |     |                             |                   |                         |
|         | <b>Theatre 1</b>   |      |     |                             |                   |                         |
|         | <b>Performance Fee</b>   |      |     |                             |                   |                         |
|         | 4.5hr Show Call giving allowance for 1hr prior to the scheduled playing time, 2.5hrs of performance time inclusive of interval and 1hr get out time, if the performance is longer and the get out cannot be achieved in a shorter period additional hourly charges will apply.<br>The first performance must be preceded by a minimum of 4hrs get in charged at the standard hourly rate.  | D    | B   | 800.00                      | 6.00              | 848.00                  |
|         | Second Performance in a Day (for 4.5 hour period)  | D    | B   | 670.00                      | 5.97              | 710.00                  |
|         | Hourly theatre hire inclusive of Standard Staffing   | D    | B   | 150.00                      | 6.67              | 160.00                  |
|         | Additional staff (per person per hour)   | D    | B   | 25.00                       | 6.00              | 26.50                   |
|         | Blocking rehearsal (per hour)  | D    | B   | 110.00                      | 9.09              | 120.00                  |
|         | <b>Weekly Rates</b>  |      |     |                             |                   |                         |
|         | Weekly fee. Includes hire of the theatre for 37 hours over 6 days between the hours of 9am-10pm, with Duty Stage Manager, Lighting Technician, Sound Technician, and Enhanced Technical Equipment.<br>- No single day should exceed 12hrs<br>- Appropriate breaks will be given to all staff under the direction of the Technical Manager or Designated Deputy.<br>- Each Showcall is a minimum of 4 hrs and will be deducted from the 37hr total.<br>- A six day period can be Monday to Saturday or Tuesday to Sunday as agreed with the programming team. | D    | B   | 5,560.00                    | 6.00              | 5,893.60                |

**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE                                   | DESCRIPTION OF CHARGE  | Type | VAT | 2024/25                     | 2025/26           | 2025/26      |
|---|--|------|-----|-----------------------------|-------------------|--------------|
|   |  |      |     | Current Fee                 | Proposed Increase | Proposed Fee |
|   |  |      |     | with effect from 01/04/2025 |                   |              |
|   |  |      |     | £.p                         | %                 | £.p          |
| <b>Theatre 2</b>                          |  |      |     |                             |                   |              |
| <b>Performance Fee</b>                    |  |      |     |                             |                   |              |
|   | 4.5hr Show Call giving allowance for 1hr prior to the scheduled playing time, 2.5hrs of performance time inclusive of interval and 1hr get out time, if the performance is longer and the get out cannot be achieved in a shorter period additional hourly charges will apply.<br>The first performance must be preceded by a minimum of 4hrs get in charged at the standard hourly rate.  | D    | B   | 410.00                      | 6.10              | 435.00       |
|   | Second performance call in a day (4.5 hours)   | D    | B   | 350.00                      | 6.00              | 371.00       |
|   | Hourly theatre hire inclusive of Standard Staffing   | D    | B   | 93.00                       | 5.38              | 98.00        |
|   | Additional Staff per person, per hour  | D    | B   | 25.00                       | 6.00              | 26.50        |
|   | Use as Dressing Room   | D    | B   | 42.00                       | 5.95              | 44.50        |
|   | Room Hire Only   | D    | B   | 21.00                       | 7.14              | 22.50        |
| <b>Studio 1</b>                           |  |      |     |                             |                   |              |
|   | Room Hire Only   | D    | B   | 21.00                       | 7.14              | 22.50        |
| <b>Studio 2</b>                           |  |      |     |                             |                   |              |
|   | Room Hire Only   | D    | B   | 21.00                       | 7.14              | 22.50        |
|   | Use as Dressing Room   | D    | B   | 35.00                       | 0.00              | 35.00        |
| <b>Studio 3</b>                           |  |      |     |                             |                   |              |
|   | Room Hire Only   | D    | B   | New Charge                  | 0.00              | 35.00        |
|   | Cost of Specialist Rigger (Ariel Only) Day Rate  | D    | B   | New Charge                  | 0.00              | 500.00       |
| <b>Mezz</b>                               |  |      |     |                             |                   |              |
|   | Room Hire Only   | D    | B   | 21.00                       | 7.14              | 22.50        |
| <b>Theatre Hire Fees Commercial Rates</b> |  |      |     |                             |                   |              |
| <b>Theatre 1</b>                          |  |      |     |                             |                   |              |
| <b>Performance Fee</b>                    |  |      |     |                             |                   |              |
|   | 4.5hr Show Call giving allowance for 1hr prior to the scheduled playing time, 2.5hrs of performance time inclusive of interval and 1hr get out time, if the performance is longer and the get out cannot be achieved in a shorter period additional hourly charges will apply.<br>The first performance must be preceded by a minimum of 4hrs get in charged at the standard hourly rate.  | D    | S   | 1,290.00                    | 6.20              | 1,370.00     |
|   | Second Performance in a Day (for 4.5 hour period)  | D    | S   | 980.00                      | 1.02              | 990.00       |
|   | Hourly theatre hire inclusive of Standard Staffing   | D    | S   | 250.00                      | 6.00              | 265.00       |
|   | Additional staff (per person per hour)   | D    | S   | 32.00                       | 6.25              | 34.00        |
|   | Blocking rehearsal (per hour)  | D    | S   | 155.00                      | 5.81              | 164.00       |
| <b>Weekly Rates</b>                       |  |      |     |                             |                   |              |
|   | Weekly fee. Includes hire of the theatre for 37 hours over 6 days between the hours of 9am-10pm, with Duty Stage Manager, Lighting Technician, Sound Technician, and Enhanced Technical Equipment.<br>- No single day should exceed 12hrs<br>- Appropriate breaks will be given to all staff under the direction of the Technical Manager or Designated Deputy.<br>- Each Showcall is a minimum of 4 hrs and will be deducted from the 37hr total.<br>- A six day period can be Monday to Saturday or Tuesday to Sunday as agreed with the programming team. | D    | S   | 7,900.00                    | 6.00              | 8,374.00     |
| <b>Theatre 2</b>                          |  |      |     |                             |                   |              |
| <b>Performance Fee</b>                    |  |      |     |                             |                   |              |
|   | 4.5hr Show Call giving allowance for 1hr prior to the scheduled playing time, 2.5hrs of performance time inclusive of interval and 1hr get out time, if the performance is longer and the get out cannot be achieved in a shorter period additional hourly charges will apply.<br>The first performance must be preceded by a minimum of 4hrs get in charged at the standard hourly rate.  | D    | S   | 600.00                      | 8.33              | 650.00       |
|   | Second performance call in a day (4.5 hours)   | D    | S   | 470.00                      | 6.38              | 500.00       |
|   | Hourly theatre hire inclusive of Standard Staffing   | D    | S   | 105.00                      | 5.71              | 111.00       |
|   | Additional Staff per person, per hour  | D    | S   | 32.00                       | 6.25              | 34.00        |
|   | Use as Dressing Room   | D    | S   | 42.00                       | 7.14              | 45.00        |
| <b>Studio 1</b>                           |  |      |     |                             |                   |              |
|   | Room Hire Only   | D    | S   | 21.00                       | 7.14              | 22.50        |
| <b>Studio 2</b>                           |  |      |     |                             |                   |              |
|   | Room Hire Only   | D    | S   | 21.00                       | 7.14              | 22.50        |
|   | Use as Dressing Room   | D    | S   | 42.00                       | 7.14              | 45.00        |
| <b>Studio 3</b>                           |  |      |     |                             |                   |              |
|   | Room Hire Only   | D    | S   | New Charge                  | 0.00              | 45.00        |
|   | Cost of Specialist Rigger (Ariel Only)   | D    | S   | New Charge                  | 0.00              | 500.00       |
| <b>Mezz</b>                               |  |      |     |                             |                   |              |
|   | Room Hire Only   | D    | S   | 21.00                       | 7.14              | 22.50        |
| <b>Event Charges</b>                      |  |      |     |                             |                   |              |
| <b>Reception drink</b>                    |  |      |     |                             |                   |              |
|   | per Glass wine / bottled beer (Discounted Rate)  | D    | S   | 4.00                        | 0.00              | 4.00         |
|   | Per Large bottle prosecco (Discounted Rate)  | D    | S   | 12.00                       | 0.00              | 12.00        |
|   | per Glass wine / bottled beer  | D    | S   | 5.00                        | 0.00              | 5.00         |
|   | Per Large bottle prosecco  | D    | S   | 15.00                       | 0.00              | 15.00        |

**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE   | DESCRIPTION OF CHARGE  | Type | VAT | 2024/25                     | 2025/26           | 2025/26      |
|---|--|------|-----|-----------------------------|-------------------|--------------|
|   |  |      |     | Current Fee                 | Proposed Increase | Proposed Fee |
|   |  |      |     | with effect from 01/04/2025 |                   |              |
|   |  |      |     | £.p                         | %                 | £.p          |
| <b>Corkage</b>  |  |      |     |                             |                   |              |
|   | 750ml bottle wine (Discounted Rate)  | D    | S   | 4.00                        | 0.00              | 4.00         |
|   | 750ml bottle wine  | D    | S   | 6.00                        | 0.00              | 6.00         |
| <b>Corkage</b>  |  |      |     |                             |                   |              |
|   | per glass wine/bottle beer (Discounted Rate)   | D    | S   | 1.00                        | 0.00              | 1.00         |
|   | per glass wine/bottle beer   | D    | S   | 1.50                        | 0.00              | 1.50         |
| <b>Bar Served Teas Coffees and Postmix</b>            |  |      |     |                             |                   |              |
|   | Per Reception hot or post mix soft drink (Discounted Rate)   | D    | S   | 1.00                        | 0.00              | 1.00         |
|   | Per Reception hot or post mix soft drink   | D    | S   | 1.75                        | 0.00              | 1.75         |
| <b>In Room Teas and Coffees:</b>                      |  |      |     |                             |                   |              |
|   | <20 people (Discounted Rate)   | D    | S   | 15.00                       | 0.00              | 15.00        |
|   | 20+ people: Per cup rate (Discounted Rate)   | D    | S   | 0.50                        | 0.00              | 0.50         |
|   | 50+ people: per cup rate (Discounted Rate)   | D    | S   | 0.45                        | 0.00              | 0.45         |
|   | <20 people   | D    | S   | 20.00                       | 0.00              | 20.00        |
|   | 20+ people: Per cup rate   | D    | S   | 0.75                        | 0.00              | 0.75         |
|   | 50+ people: per cup rate   | D    | S   | 0.70                        | 0.00              | 0.70         |
| <b>Furniture and Equipment:</b>                       |  |      |     |                             |                   |              |
|   | TV   | D    | S   | 10.00                       | 100.00            | 20.00        |
|   | Projector  | D    | S   | 10.00                       | 100.00            | 20.00        |
|   | Tables per item  | D    | S   | 2.50                        | 0.00              | 2.50         |
|   | Chairs per Item  | D    | S   | 5.00                        | 0.00              | 5.00         |
|   | Poly Bar for Hybrid Meeting  | D    | S   | New Charge                  | 0.00              | 35.00        |
|   | RCF Sound System   | D    | S   | New Charge                  | 0.00              | 75.00        |
|   | FOH Radio Mic Package  | D    | S   | New Charge                  | 0.00              | 50.00        |
| <b>Staff (per Hour, per person)</b>                   |  |      |     |                             |                   |              |
|   | Resident Manager   | D    | S   | New Charge                  | 0.00              | 50.00        |
|   | <i>This recharge will also apply if a Senior Manager is called out to support staff in the event of an incident that is directly related to the conducts or actions of the Hirer / Visiting Company. This will be the Artistic &amp; Executive Director or designated senior manager</i> |      |     |                             |                   |              |
|   | Duty Manager   | D    | S   | 15.00                       | 100.00            | 30.00        |
|   | Technician   | D    | S   | 32.00                       | 9.38              | 35.00        |
|   | Host   | D    | S   | 15.00                       | 13.33             | 17.00        |
|   | Door Supervisor  | D    | S   | 21.00                       | 19.05             | 25.00        |
| <b>Resident Companies and Charity Room Hire Rates</b> |  |      |     |                             |                   |              |
|   | Generic Charity Rate   | D    | B   | 11.50                       | 13.04             | 13.00        |
|   | Harlow Ballet  | D    | B   | 15.00                       | 3.33              | 15.50        |
|   | Hip Hop Pop  | D    | B   | 11.50                       | 8.70              | 12.50        |
|   | Razed Roof   | D    | B   | 14.50                       | 3.45              | 15.00        |
|   | PAQ Room 1   | D    | B   | 21.00                       | 4.76              | 22.00        |
|   | PQA Room 2   | D    | B   | 10.50                       | 4.76              | 11.00        |
|   | PQA Room 3   | D    | B   | 5.25                        | 4.76              | 5.50         |
|   | PQA Room 4   | D    | B   | 2.65                        | 13.21             | 3.00         |
| <b>Penalty Charges</b>                                |  |      |     |                             |                   |              |
|   | Damage to Dressing Room Doors (per door)   | D    | S   | 100.00                      | 20.00             | 120.00       |
|   | Lipstick Marks to Walls or Mirrors (per surface)   | D    | S   | 100.00                      | 20.00             | 120.00       |
|   | Damage to Theatre 1 Stage Floor - Repaint  | D    | S   | 225.00                      | 6.67              | 240.00       |
|   | Excessive Cleaning   | D    | S   | 150.00                      | 10.00             | 165.00       |
|   | Breach of Contract - Late Technical Rider (per week of delay)  | D    | S   | 150.00                      | 10.00             | 165.00       |
|   | Breach of Contract - Late Marketing Assets (per week of delay)   | D    | S   | 300.00                      | 6.67              | 320.00       |
|   | Breach of Contract - Emergency Vet Assistance  | D    | S   | 350.00                      | 14.29             | 400.00       |
|   | Breach of Contract - Late Performance (after 15 mins charge per 30min)   | D    | S   | 500.00                      | 6.00              | 530.00       |
| <b>Theatre 1 Technical Contra Charges</b>             |  |      |     |                             |                   |              |
| <b>Lighting</b>                                       |  |      |     |                             |                   |              |
|   | Basic Pre-Rig (up to 2 hours)  | D    | S   | 192.00                      | 0.00              | 192.00       |
|   | Full Re-Rig (up to 4 hours)  | D    | S   | 384.00                      | 0.00              | 384.00       |
| <b>Sound</b>  |  |      |     |                             |                   |              |
|   | In House Sound Operator  | D    | S   | 165.00                      | 0.00              | 165.00       |
|   | In House Sound tie in to PA (not inc console)  | D    | S   | 165.00                      | 0.00              | 165.00       |
|   | In House Sound System w/ Producing Company Operator  | D    | S   | 330.00                      | 0.00              | 330.00       |
|   | - includes the following as per house specification; PA & Sound Cor  | D    | S   |                             |                   |              |
|   | In House Sound   | D    | S   | 595.00                      | 0.00              | 595.00       |
|   | includes the following as per house specification; PA, On stage monitoring, sound console, operator & mic package  | D    | S   |                             |                   |              |
| <b>Get in Times</b>                                   |  |      |     |                             |                   |              |
|   | PER HOUR: Prior to 12pm for performances at or AFTER 6pm per hour  | D    | S   | 250.00                      | 0.00              | 250.00       |
|   | PER HOUR: Prior to 8am for performances BEFORE 6pm per hour  | D    | S   | 250.00                      | 0.00              | 250.00       |
| <b>Get out Times</b>                                  |  |      |     |                             |                   |              |
|   | PER HOUR: After 11.30pm performances at or AFTER 6pm   | D    | S   | 250.00                      | 0.00              | 250.00       |
|   | PER HOUR: After 9pm for performances BEFORE 6pm  | D    | S   | 250.00                      | 0.00              | 250.00       |
| <b>Theatre 2 Technical Contra Charges</b>             |  |      |     |                             |                   |              |
| <b>Lighting</b>                                       |  |      |     |                             |                   |              |
|   | Basic Pre-Rig (up to 2 hours)  | D    | S   | 128.00                      | 0.00              | 128.00       |
|   | Full Re-Rig (up to 4 hours)  | D    | S   | 256.00                      | 0.00              | 256.00       |
| <b>Get in Times</b>                                   |  |      |     |                             |                   |              |
|   | PER HOUR: Prior to 11am for performances at or AFTER 6pm   | D    | S   | 250.00                      | 0.00              | 250.00       |
|   | PER HOUR: Prior to 8am for performances BEFORE 6pm   | D    | S   | 250.00                      | 0.00              | 250.00       |
| <b>Get out Times</b>                                  |  |      |     |                             |                   |              |

**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE | DESCRIPTION OF CHARGE                                      | Type | VAT | 2024/25                     | 2025/26           | 2025/26      |
|---------|--|------|-----|-----------------------------|-------------------|--------------|
|         |  |      |     | Current Fee                 | Proposed Increase | Proposed Fee |
|         |  |      |     | with effect from 01/04/2025 |                   |              |
|         |  |      |     | £.p                         | %                 | £.p          |
|         | After 11.30pm performances at or AFTER 6pm                 | D    | S   | 250.00                      | 0.00              | 250.00       |
|         | After 9pm for performances BEFORE 6pm                      | D    | S   | 250.00                      | 0.00              | 250.00       |
|         | <b>Marketing Contra Charges</b>                            |      |     |                             |                   |              |
|         | Solus E-shot on sale                                       | D    | S   | 350.00                      | 0.00              | 350.00       |
|         | Boosted Post or Sponsored Ad                               | D    | S   | 50.00                       | 0.00              | 50.00        |
|         | Targeted E-shot  | D    | S   | 150.00                      | 0.00              | 150.00       |
|         | Enhanced Digital Screen Coverage per week                  | D    | S   | 35.00                       | 0.00              | 35.00        |
|         | <b>Equipment Hire</b>                                      |      |     |                             |                   |              |
|         | <b>Sound</b>   |      |     |                             |                   |              |
|         | <b>Standard (Day)</b>                                      |      |     |                             |                   |              |
|         | Sennheiser ew 300 G3 Headset Mic                           | D    | S   | 22.00                       | 6.00              | 23.32        |
|         | Sennheiser ew 300 G3 Hand Held                             | D    | S   | 22.00                       | 6.00              | 23.32        |
|         | AA Batteries (Box of 10)                                   | D    | S   | 4.00                        | 6.00              | 4.24         |
|         | Shure Beta 91A   | D    | S   | 8.80                        | 6.00              | 9.33         |
|         | Shure Beta 58  | D    | S   | 8.80                        | 6.00              | 9.33         |
|         | Shure Beta 57  | D    | S   | 8.80                        | 6.00              | 9.33         |
|         | Shure SM58   | D    | S   | 6.60                        | 6.00              | 7.00         |
|         | Audix D6   | D    | S   | 8.80                        | 6.00              | 9.33         |
|         | AKG C451   | D    | S   | 11.00                       | 6.00              | 11.66        |
|         | AKG C214 Stereo Pair                                       | D    | S   | 16.50                       | 6.00              | 17.49        |
|         | AKG C1000  | D    | S   | 8.80                        | 6.00              | 9.33         |
|         | Sennheiser E604  | D    | S   | 8.80                        | 6.00              | 9.33         |
|         | Sennheiser E906  | D    | S   | 8.80                        | 6.00              | 9.33         |
|         | KLARK Teknik DI Boxes                                      | D    | S   | 8.80                        | 6.00              | 9.33         |
|         | Yamaha Rio 16/8  | D    | S   | 33.00                       | 6.00              | 34.98        |
|         | Behringer P19 Package (8 Mixers)                           | D    | S   | 66.00                       | 6.00              | 69.96        |
|         | AKG D112   | D    | S   | 8.80                        | 0.00              | 9.33         |
|         | Behringer P19 Package (1 Mixer)                            | D    | S   | 11.00                       | 6.00              | 11.66        |
|         | <b>Standard (Week)</b>                                     |      |     |                             |                   |              |
|         | Sennheiser ew 300 G3 Headset Mic                           | D    | S   | 66.00                       | 6.00              | 69.96        |
|         | Sennheiser ew 300 G3 Hand Held                             | D    | S   | 66.00                       | 6.00              | 69.96        |
|         | AA Batteries (Box of 10) - per day pricing                 | D    | S   | 4.40                        | 6.00              | 4.66         |
|         | Shure Beta 91A   | D    | S   | 17.60                       | 6.00              | 18.66        |
|         | Shure Beta 58  | D    | S   | 17.60                       | 6.00              | 18.66        |
|         | Shure Beta 57  | D    | S   | 17.60                       | 6.00              | 18.66        |
|         | Shure SM58   | D    | S   | 13.20                       | 6.00              | 13.99        |
|         | Audix D6   | D    | S   | 17.60                       | 6.00              | 18.66        |
|         | AKG C451   | D    | S   | 22.00                       | 6.00              | 23.32        |
|         | AKG C214 Stereo Pair                                       | D    | S   | 33.00                       | 6.00              | 34.98        |
|         | AKG C1000  | D    | S   | 17.60                       | 6.00              | 18.66        |
|         | Sennheiser E604  | D    | S   | 17.60                       | 6.00              | 18.66        |
|         | Sennheiser E906  | D    | S   | 17.60                       | 6.00              | 18.66        |
|         | KLARK Teknik DI Boxes                                      | D    | S   | 17.60                       | 6.00              | 18.66        |
|         | Yamaha Rio 16/8  | D    | S   | 66.00                       | 6.00              | 69.96        |
|         | Behringer P16 Package (8 Mixers)                           | D    | S   | 132.00                      | 0.00              | 139.92       |
|         | AKG D112   | D    | S   | 17.60                       | 6.00              | 18.66        |
|         | Behringer P19 Package (1 Mixer)                            | D    | S   | 22.00                       | 6.00              | 23.32        |
|         | <b>Lights</b>  |      |     |                             |                   |              |
|         | <b>Standard (Day)</b>                                      |      |     |                             |                   |              |
|         | Strand Cantata F 1.2kw fresnel                             | D    | S   | 9.35                        | 6.00              | 9.91         |
|         | Strand SL 15/32 profile / S4 Jnr zoom 25/50                | D    | S   | 9.35                        | 6.00              | 9.91         |
|         | PAR can PAR64 (62/61/60) 1kw                               | D    | S   | 7.15                        | 6.00              | 7.58         |
|         | UV Cannons   | D    | S   | 12.10                       | 6.00              | 12.83        |
|         | UV Tubes   | D    | S   | 12.10                       | 6.00              | 12.83        |
|         | Showtec Suntrip Active MKII                                | D    | S   | 6.60                        | 6.00              | 7.00         |
|         | Quartet Fresnel 650w                                       | D    | S   | 7.70                        | 6.00              | 8.16         |
|         | Quartet Profile 650w                                       | D    | S   | 7.70                        | 6.00              | 8.16         |
|         | Birdies (batten of 4)                                      | D    | S   | 5.50                        | 6.00              | 5.83         |
|         | Follow Spots (w/o operators)                               | D    | S   | 10.00                       | 0.00              | 10.60        |
|         | <b>Standard (Week)</b>                                     |      |     |                             |                   |              |
|         | Strand Cantata F 1.2kw fresnel                             | D    | S   | 18.70                       | 6.00              | 19.82        |
|         | Strand SL 15/32 profile / S4 Jnr zoom 25/50                | D    | S   | 18.70                       | 6.00              | 19.82        |
|         | PAR can PAR64 (62/61/60) 1kw                               | D    | S   | 14.30                       | 6.00              | 15.16        |
|         | UV Cannons   | D    | S   | 24.20                       | 6.00              | 25.65        |
|         | UV Tubes   | D    | S   | 24.20                       | 6.00              | 25.65        |
|         | Showtec Suntrip Active MKII                                | D    | S   | 13.20                       | 6.00              | 13.99        |
|         | Quartet Fresnel 650w                                       | D    | S   | 15.40                       | 6.00              | 16.32        |
|         | Quartet Profile 650w                                       | D    | S   | 15.40                       | 6.00              | 16.32        |
|         | Birdies (batten of 4)                                      | D    | S   | 22.00                       | 6.00              | 23.32        |
|         | Follow Spots (w/o operators)                               | D    | S   | 10.00                       | 0.00              | 10.60        |
|         | <b>Intelligent Lighting</b>                                |      |     |                             |                   |              |
|         | <b>Standard (Day)</b>                                      |      |     |                             |                   |              |
|         | Clay Paky Alpha Spot (1500w) Each (4 x available)          | D    | S   | 82.50                       | 6.00              | 87.45        |
|         | Clay Paky Alpha Spot 1200 HPE (1200w) Each (2 x available) | D    | S   | 82.50                       | 6.00              | 87.45        |
|         | Moving Light Package                                       | D    | S   | 295.00                      | 6.00              | 312.70       |
|         | Sidelight Package  | D    | S   | 295.00                      | 6.00              | 312.70       |

**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE | DESCRIPTION OF CHARGE                                      | Type | VAT | 2024/25                     | 2025/26           | 2025/26      |
|---------|--|------|-----|-----------------------------|-------------------|--------------|
|         |  |      |     | Current Fee                 | Proposed Increase | Proposed Fee |
|         |  |      |     | with effect from 01/04/2025 |                   |              |
|         |  |      |     | £.p                         | %                 | £.p          |
|         | Showtec LED PAR Can (36x3w RGB)                            | D    | S   | 8.25                        | 6.00              | 8.75         |
|         | Showtec LED Expressions / Mac Auras                        | D    | S   | 16.50                       | 6.00              | 17.49        |
|         | <b>Standard (Week)</b>                                     |      |     |                             |                   |              |
|         | Clay Paky Alpha Spot (1500w) Each (4 x available)          | D    | S   | 165.00                      | 6.00              | 174.90       |
|         | Clay Paky Alpha Spot 1200 HPE (1200w) Each (2 x available) | D    | S   | 165.00                      | 6.00              | 174.90       |
|         | Moving Light Package                                       | D    | S   | 590.00                      | 6.00              | 625.40       |
|         | Sidelight Package  | D    | S   | 290.00                      | 0.00              | 307.40       |
|         | Showtec LED PAR Can (36x3w RGB)                            | D    | S   | 16.50                       | 6.00              | 17.49        |
|         | Showtec LED Expressions / Mac Auras                        | D    | S   | 33.00                       | 6.00              | 34.98        |
|         | <b>Special FX</b>  |      |     |                             |                   |              |
|         | <b>Standard (Day)</b>                                      |      |     |                             |                   |              |
|         | Le Maitre 6ch desk   | D    | S   | 14.30                       | 6.00              | 15.16        |
|         | Mirror ball  | D    | S   | 12.10                       | 0.00              | 12.83        |
|         | Large smoke machine  | D    | S   | 12.10                       | 6.00              | 12.83        |
|         | Antari Ice low smoke machine                               | D    | S   | 8.80                        | 6.00              | 9.33         |
|         | Bubble machine   | D    | S   | 8.80                        | 6.00              | 9.33         |
|         | Hazer  | D    | S   | 38.50                       | 6.00              | 40.81        |
|         | Star cloth   | D    | S   | 47.58                       | 6.00              | 50.43        |
|         | Chauvet Geysers P5   | D    | S   | 15.00                       | 6.00              | 15.90        |
|         | Chauvet Geysers P7   | D    | S   | 15.00                       | 0.00              | 15.90        |
|         | Mini Mist Portable Smoke Machine                           | D    | S   | 27.50                       | 0.00              | 29.15        |
|         | <b>Standard (Week)</b>                                     |      |     |                             |                   |              |
|         | Le Maitre 6ch desk   | D    | S   | 28.60                       | 6.00              | 30.32        |
|         | Mirror ball  | D    | S   | 17.88                       | 0.00              | 18.95        |
|         | Large smoke machine  | D    | S   | 24.20                       | 6.00              | 25.65        |
|         | Antari Ice low smoke machine                               | D    | S   | 17.60                       | 6.00              | 18.66        |
|         | Bubble machine   | D    | S   | 17.60                       | 6.00              | 18.66        |
|         | Hazer  | D    | S   | 77.00                       | 6.00              | 81.62        |
|         | Star cloth   | D    | S   | 95.15                       | 6.00              | 100.86       |
|         | Chauvet Geysers P5   | D    | S   | 30.00                       | 6.00              | 31.80        |
|         | Chauvet Geysers P7   | D    | S   | 30.00                       | 0.00              | 31.80        |
|         | Mini Mist Portable Smoke Machine                           | D    | S   | 55.00                       | 0.00              | 58.30        |
|         | <b>Tabs &amp; Cloths</b>                                   |      |     |                             |                   |              |
|         | <b>Standard (Day)</b>                                      |      |     |                             |                   |              |
|         | Black legs 20' x 6'  | D    | S   | 16.50                       | 6.00              | 17.49        |
|         | Black tabs 22' x 22'                                       | D    | S   | 35.75                       | 6.00              | 37.90        |
|         | Red tabs   | D    | S   | 35.75                       | 6.00              | 37.90        |
|         | White Cyc  | D    | S   | 55.00                       | 6.00              | 58.30        |
|         | Black Gauze  | D    | S   | 55.00                       | 6.00              | 58.30        |
|         | Navy Blue Gauze  | D    | S   | 55.00                       | 6.00              | 58.30        |
|         | <b>Standard (Week)</b>                                     |      |     |                             |                   |              |
|         | Black legs 20' x 6'  | D    | S   | 33.00                       | 6.00              | 34.98        |
|         | Black tabs 22' x 22'                                       | D    | S   | 71.50                       | 6.00              | 75.79        |
|         | Red tabs   | D    | S   | 71.50                       | 6.00              | 75.79        |
|         | White Cyc  | D    | S   | 110.00                      | 6.00              | 116.60       |
|         | Black Gauze  | D    | S   | 110.00                      | 6.00              | 116.60       |
|         | Navy Blue Gauze  | D    | S   | 110.00                      | 6.00              | 116.60       |
|         | <b>Scenic Cloths</b>                                       |      |     |                             |                   |              |
|         | <b>Standard (Day)</b>                                      |      |     |                             |                   |              |
|         | Various  | D    | S   | POA                         | 0.00              | POA          |
|         | <b>Standard (Week)</b>                                     |      |     |                             |                   |              |
|         | Various  | D    | S   | POA                         | 0.00              | POA          |
|         | <b>Staging</b>   |      |     |                             |                   |              |
|         | <b>Standard (Day)</b>                                      |      |     |                             |                   |              |
|         | Steeldeck 8' x 4'  | D    | S   | 8.25                        | 6.00              | 8.75         |
|         | Steeldeck 8' x 2'  | D    | S   | 6.05                        | 6.00              | 6.41         |
|         | Steeldeck 6' x 3'  | D    | S   | 6.05                        | 6.00              | 6.41         |
|         | Steeldeck 4' x 4'  | D    | S   | 6.05                        | 6.00              | 6.41         |
|         | Steeldeck Handrails  | D    | S   | 2.75                        | 6.00              | 2.92         |
|         | Dance floor  | D    | S   | 59.40                       | 0.00              | 62.96        |
|         | Cabaret Chair  | D    | S   | 1.10                        | 6.00              | 1.17         |
|         | 1' 2' 3' Treads  | D    | S   | 6.05                        | 6.00              | 6.41         |
|         | <b>Standard (Week)</b>                                     |      |     |                             |                   |              |
|         | Steeldeck 8' x 4'  | D    | S   | 17.60                       | 6.00              | 18.66        |
|         | Steeldeck 8' x 2'  | D    | S   | 12.10                       | 6.00              | 12.83        |
|         | Steeldeck 6' x 3'  | D    | S   | 12.10                       | 6.00              | 12.83        |
|         | Steeldeck 4' x 4'  | D    | S   | 12.10                       | 6.00              | 12.83        |
|         | Steeldeck Handrails  | D    | S   | 4.40                        | 6.00              | 4.66         |
|         | Dance floor  | D    | S   | 118.80                      | 0.00              | 125.93       |
|         | Cabaret Chair  | D    | S   | 2.75                        | 6.00              | 2.92         |
|         | 1' 2' 3' Treads  | D    | S   | 12.10                       | 6.00              | 12.83        |
|         | <b>Musical Instruments</b>                                 |      |     |                             |                   |              |
|         | <b>Standard (Day)</b>                                      |      |     |                             |                   |              |
|         | Yamaha G1 baby grand                                       | D    | S   | 82.50                       | 6.00              | 87.45        |
|         | Piano Tuning   | D    | S   | 82.50                       | 6.00              | 87.45        |
|         | <b>Standard (Week)</b>                                     |      |     |                             |                   |              |

**FEES AND CHARGES SCHEDULE FROM APRIL 2025**

(all fees include VAT where applicable)

| SERVICE                | DESCRIPTION OF CHARGE                                     | Type | VAT | 2024/25                     | 2025/26           | 2025/26      |
|------------------------|---|------|-----|-----------------------------|-------------------|--------------|
|                        |   |      |     | Current Fee                 | Proposed Increase | Proposed Fee |
|                        |   |      |     | with effect from 01/04/2025 |                   |              |
|                        |   |      |     | £.p                         | %                 | £.p          |
|                        | Yamaha G1 baby grand                                      | D    | S   | 165.00                      | 6.00              | 174.90       |
| <b>A.V.</b>            |   |      |     |                             |                   |              |
| <b>Standard (Day)</b>  |   |      |     |                             |                   |              |
|                        | Christie LX601i LCD Projector 6000 Lumens, XGA, 1.5-3.0:1 | D    | S   | 192.50                      | 6.00              | 204.05       |
|                        | Lens  |      |     |                             |                   |              |
|                        | Fast fold screen 9ft x 12ft (front and rear)              | D    | S   | 59.40                       | 6.00              | 62.96        |
|                        | VGA cable 25 m  | D    | S   | 6.05                        | 6.00              | 6.41         |
|                        | AV Package (Christie Projector, MacBook Pro & Cabling)    | D    | S   | 247.50                      | 6.00              | 262.35       |
| <b>Standard (Week)</b> |   |      |     |                             |                   |              |
|                        | Christie LX601i LCD Projector 6000 Lumens, XGA, 1.5-3.0:1 | D    | S   | 385.00                      | 6.00              | 408.10       |
|                        | Lens  |      |     |                             |                   |              |
|                        | Fast fold screen 9ft x 12ft (front and rear)              | D    | S   | 118.80                      | 6.00              | 125.93       |
|                        | VGA cable 25 m  | D    | S   | 12.10                       | 6.00              | 12.83        |
|                        | AV Package (Christie Projector, MacBook Pro & Cabling)    | D    | S   | 495.00                      | 6.00              | 524.70       |