

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

APPENDIX B - Fees and Charges 2025/2026



**STATUTORY
FEES & CHARGES SCHEDULE
2025/26**

Key to VAT

- S - Standard Rated - 20%
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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
					£.p	%	
Hackney Carriages & Private Hire							
HC & PH Drivers Licence							
	New Driver (annual)						
	Admin fee - non refundable	S	B	120.00	0.00	0.00	120.00
	Fee on completion of application	S	B	120.00	0.00	0.00	120.00
	New driver (3 year)						
	Admin fee - non refundable	S	B	120.00	0.00	0.00	120.00
	Fee on completion of application	S	B	285.00	0.00	0.00	285.00
	Renewal (annual)	S	B	124.00	0.00	0.00	124.00
	Renewal (3 year)	S	B	295.00	0.00	0.00	295.00
	Renewal Licence issued for less than 1 year	S	B	67.00 + 5.00/Full month	0.00	0.00	67.00 + 5.00/Full month
HC Vehicle Licence							
	New Vehicle	S	B	298.00	0.00	0.00	298.00
	Renewal	S	B	298.00	0.00	0.00	298.00
	Rebate on surrender per month	S	B	-18.00	0.00	0.00	-18.00
PH Vehicle Licence							
	New Vehicle	S	B	298.00	0.00	0.00	298.00
	Renewal	S	B	298.00	0.00	0.00	298.00
	Rebate on surrender per month	S	B	-18.00	0.00	0.00	-18.00
Transfer of Vehicle Licence							
		S	B	0.00	0.00	0.00	0.00
Replacement Items							
	- badge	S	B	0.00	0.00	0.00	0.00
	- plate	S	B	0.00	0.00	0.00	0.00
	- platemate	S	B	0.00	0.00	0.00	0.00
Annual Private Hire Operator Licence							
	operators licence	S	B	297.00	0.00	0.00	297.00
Five Year Private Hire Operator Licence							
	operators licence	S	B	710.00	0.00	0.00	710.00
Knowledge Test							
	Knowledge test	S	B	53.00	0.00	0.00	53.00
	Retest full	S	B	53.00	0.00	0.00	53.00
	Retest partial	S	B	21.00	0.00	0.00	21.00
Other Fees							
	DBS first driver check	S	B	44.00	0.00	0.00	44.00
	DBS each subsequent check	S	B	64.00	0.00	0.00	64.00
Environmental Health							
Stray dogs							
	stray dogs	S	B	25.00	0.00	0.00	25.00
LAPPC charges							
Application fee							
	Standard process (includes solvent emission activities)	S	B	1,650.00	0.00	0.00	1,650.00
	Additional fee for operating without a permit	S	B	1,188.00	0.00	0.00	1,188.00
	PVRI,SWOBs and Dry Cleaners	S	B	155.00	0.00	0.00	155.00
	PVR I & II combined	S	B	257.00	0.00	0.00	257.00
	VRs and other Reduced Fee Activities	S	B	362.00	0.00	0.00	362.00
	Reduced fee activities: Additional fee for operating without a permit	S	B	71.00	0.00	0.00	71.00
	Mobile plant**	S	B	1,650.00	0.00	0.00	1,650.00
	for the third to seventh applications	S	B	985.00	0.00	0.00	985.00
	for the eight and subsequent applications	S	B	498.00	0.00	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				
Annual Subsistence Charge							
	Standard process Low	S	B	772 (+104)*	0.00	0.00	772 (+104)*
	Standard process Medium	S	B	1161 (+156)*	0.00	0.00	1161 (+156)*
	Standard process High	S	B	1748 (+207)*	0.00	0.00	1748 (+207)*
	PVRI,SWOBs and Dry Cleaners Low	S	B	79.00	0.00	0.00	79.00
	PVRI,SWOBs and Dry Cleaners Medium	S	B	158.00	0.00	0.00	158.00
	PVRI,SWOBs and Dry Cleaners High	S	B	237.00	0.00	0.00	237.00
	PVR I & II combined Low	S	B	113.00	0.00	0.00	113.00
	PVR I & II combined Medium	S	B	226.00	0.00	0.00	226.00
	PVR I & II combined High	S	B	341.00	0.00	0.00	341.00
	VRs and other Reduced Fee Low	S	B	228.00	0.00	0.00	228.00
	VRs and other Reduced Fee Medium	S	B	365.00	0.00	0.00	365.00
	VRs and other Reduced Fee High	S	B	548.00	0.00	0.00	548.00
	Mobile plant, for first and second permits Low**	S	B	626.00	0.00	0.00	626.00
	Mobile plant, for first and second permits Medium**	S	B	1,034.00	0.00	0.00	1,034.00
	Mobile plant, for first and second permits High**	S	B	1,551.00	0.00	0.00	1,551.00
	for the third to seventh permits Low	S	B	385.00	0.00	0.00	385.00
	for the third to seventh permits Medium	S	B	617.00	0.00	0.00	617.00
	for the third to seventh permits High	S	B	924.00	0.00	0.00	924.00
	for the eight and subsequent permits Low	S	B	198.00	0.00	0.00	198.00
	for the eight and subsequent permits Medium	S	B	314.00	0.00	0.00	314.00
	for the eight and subsequent permits High	S	B	473.00	0.00	0.00	473.00
	Late Payment Fee	S	B	52.00	0.00	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>						
Transfer and Surrender							
	Standard process transfer	S	B	169.00	0.00	0.00	169.00
	Standard process partial transfer	S	B	497.00	0.00	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	0.00	78.00
	Surrender: all Part B activities	S	B	0.00	0.00	0.00	0.00
	Reduced fee activities: transfer	S	B	0.00	0.00	0.00	0.00
	Reduced fee activities: partial transfer	S	B	47.00	0.00	0.00	47.00
Temporary transfer for mobiles							
	First transfer	S	B	53.00	0.00	0.00	53.00
	Repeat following enforcement or warning	S	B	53.00	0.00	0.00	53.00
Substantial Change							
	Standard process	S	B	1,050.00	0.00	0.00	1,050.00
	Standard process where the substantial change results in a new PPC activity	S	B	1,650.00	0.00	0.00	1,650.00

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
				£.p	with effect from 01/04/2025		£.p
				%	£.p		
	Reduced fee activities	S	B	102.00	0.00	0.00	102.00
	LAPPC mobile plant charges (Not using simplified permits)						
	Application fee						
	1 to 2 Permits	S	B	1,650.00	0.00	0.00	1,650.00
	3 to 7 Permits	S	B	985.00	0.00	0.00	985.00
	8 and Over	S	B	498.00	0.00	0.00	498.00
	Subsistence fee						
	1 to 2 Permits Low	S	B	646.00	0.00	0.00	646.00
	1 to 2 Permits Medium	S	B	1,034.00	0.00	0.00	1,034.00
	1 to 2 Permits High	S	B	1,506.00	0.00	0.00	1,506.00
	3 to 7 Permits Low	S	B	385.00	0.00	0.00	385.00
	3 to 7 Permits Medium	S	B	617.00	0.00	0.00	617.00
	3 to 7 Permits High	S	B	924.00	0.00	0.00	924.00
	8 and Over Low	S	B	198.00	0.00	0.00	198.00
	8 and Over Medium	S	B	316.00	0.00	0.00	316.00
	8 and Over High	S	B	473.00	0.00	0.00	473.00
	LAPPC Charges						
	<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	0.00	3,363.00
	Additional fee for operating without a permit - LA element	S	B	1,188.00	0.00	0.00	1,188.00
	Annual Subsistence Low - LA element	S	B	1,447.00	0.00	0.00	1,447.00
	Annual Subsistence Medium - LA element	S	B	1,611.00	0.00	0.00	1,611.00
	Annual Subsistence High - LA element	S	B	2,334.00	0.00	0.00	2,334.00
	Late Payment Fee	S	B	52.00	0.00	0.00	52.00
	Substantial Variation	S	B	1,368.00	0.00	0.00	1,368.00
	Transfer	S	B	235.00	0.00	0.00	235.00
	Partial Transfer	S	B	698.00	0.00	0.00	698.00
	Surrender	S	B	698.00	0.00	0.00	698.00
	Antisocial Behaviour Act 2003						
	Section 43 (a) (fly-posting and graffiti)	S/D	B	80.00	0.00	0.00	80.00
	Antisocial Behaviour Crime and Policing Act 2014						
	Section 48-52 (failure to comply with CPN)	S/D	B	80.00	0.00	0.00	80.00
	Section 66-68 (Breach of Public Space Protection Order)	S/D	B	80.00	0.00	0.00	80.00
	Environmental Protection Act 1990						
	Section 5/5b (failure to produce authority to transport waste)	S/D	B	330.00	0.00	0.00	330.00
	Section 33 (1) (a) (fly tipping)	S/D	B	500.00	0.00	0.00	500.00
	Section 34 (2) (a) - 34 (6) (waste deposit offence - duty of care)	S/D	B	330.00	0.00	0.00	330.00
	Section 34 (5) (failure to produce waste documents)	S/D	B	330.00	0.00	0.00	330.00
	Section 46/47/47ZA/47AB (failure to comply with a waste receptacles notice)	S/D	B	110.00	0.00	0.00	110.00
	Section 87 and 88 (depositing litter)	S/D	B	100.00	0.00	0.00	100.00
Licensing							
	Premises Licences and Club Premises Certificates (application fee)						
	Band						
	a	S	B	100.00	0.00	0.00	100.00
	b	S	B	190.00	0.00	0.00	190.00
	c	S	B	315.00	0.00	0.00	315.00
	d	S	B	450.00	0.00	0.00	450.00
	e	S	B	635.00	0.00	0.00	635.00
	city/town centre pub						
	band d	S	B	900.00	0.00	0.00	900.00
	band e	S	B	1,905.00	0.00	0.00	1,905.00
	Premises Licences and Club Premises Certificates (annual fee)						
	Band						
	a	S	B	70.00	0.00	0.00	70.00
	b	S	B	180.00	0.00	0.00	180.00
	c	S	B	295.00	0.00	0.00	295.00
	d	S	B	320.00	0.00	0.00	320.00
	e	S	B	350.00	0.00	0.00	350.00
	city/town centre pub						
	band d	S	B	640.00	0.00	0.00	640.00
	band e	S	B	1,050.00	0.00	0.00	1,050.00
	application for minor variation	S	B	89.00	0.00	0.00	89.00
	Other Fees						
	temporary event notice	S	B	21.00	0.00	0.00	21.00
	theft, loss etc of temporary event notice	S	B	10.50	0.00	0.00	10.50
	Theft, loss etc of premises licence or summary	S	B	10.50	0.00	0.00	10.50
	Application for a provisional statement where premises being built	S	B	315.50	0.00	0.00	315.50
	Notification of change of name or address	S	B	10.50	0.00	0.00	10.50
	Application to vary licence to specify individual as premises supervisor	S	B	23.00	0.00	0.00	23.00
	Application for transfer of premises licence	S	B	23.00	0.00	0.00	23.00
	Interim authority notice following death etc. of licence holder	S	B	23.00	0.00	0.00	23.00
	Theft, loss etc of certificate or summary	S	B	10.50	0.00	0.00	10.50
	Notification of change of name or alteration of rules of club	S	B	10.50	0.00	0.00	10.50
	Change of relevant registered address of club	S	B	10.50	0.00	0.00	10.50
	Right of freeholder etc to be notified of licensing matter	S	B	21.00	0.00	0.00	21.00
	Gambling Act - Licences						
	Bingo premises licence (New)	S	B	3,300.00	0.00	0.00	3,300.00
	Bingo premises licence (Variation)	S	B	1,650.00	0.00	0.00	1,650.00
	Bingo premises licence (Renewal)	S	B	925.00	0.00	0.00	925.00
	Bingo premises licence (Application for Provisional Statement)	S	B	3,300.00	0.00	0.00	3,300.00
	Bingo premises licence (Transfer)	S	B	1,130.00	0.00	0.00	1,130.00
	Bingo premises licence (Re-instatement or Licence application Provisional Statement holders)	S	B	1,130.00	0.00	0.00	1,130.00
	Adult Gaming Centre premises licence (New)	S	B	1,850.00	0.00	0.00	1,850.00
	Adult Gaming Centre premises licence (Variation)	S	B	925.00	0.00	0.00	925.00
	Adult Gaming Centre premises licence (Renewal)	S	B	925.00	0.00	0.00	925.00
	Adult Gaming Centre premises licence (Application for Provisional Statement)	S	B	1,850.00	0.00	0.00	1,850.00
	Adult Gaming Centre premises licence (Transfer)	S	B	1,130.00	0.00	0.00	1,130.00

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
				£.p	with effect from 01/04/2025		£.p
				%	£.p		
	Adult Gaming Centre premises licence (Re-instatement or Licence Application Provisional Statement holders)	S	B	1,130.00	0.00	0.00	1,130.00
	Betting premises (track) licence (New)	S	B	2,365.00	0.00	0.00	2,365.00
	Betting premises (track) licence (Variation)	S	B	1,180.00	0.00	0.00	1,180.00
	Betting premises (track) licence (Renewal)	S	B	925.00	0.00	0.00	925.00
	Betting premises (track) licence (Application for Provisional Statement)	S	B	2,365.00	0.00	0.00	2,365.00
	Betting premises (track) licence (Transfer)	S	B	895.00	0.00	0.00	895.00
	Betting premises (track) licence (Re-instatement or Licence application Provisional Statement holders)	S	B	895.00	0.00	0.00	895.00
	Betting premises (other) licence (New)	S	B	2,780.00	0.00	0.00	2,780.00
	Betting premises (other) licence (Variation)	S	B	1,420.00	0.00	0.00	1,420.00
	Betting premises (other) licence (Renewal)	S	B	565.00	0.00	0.00	565.00
	Betting premises (other) licence (Application for Provisional Statement)	S	B	2,780.00	0.00	0.00	2,780.00
	Betting premises (other) licence (Transfer)	S	B	1,130.00	0.00	0.00	1,130.00
	Change of circumstances	S	B	50.00	0.00	0.00	50.00
	Betting premises (other) licence (Re-instatement or Licence application Provisional Statement holders)	S	B	1,130.00	0.00	0.00	1,130.00
	Gambling Act - Permits						
	Prize Gaming Permit New	S	B	300.00	0.00	0.00	300.00
	Prize Gaming Permit existing operator	S	B	100.00	0.00	0.00	100.00
	Prize Gaming Permit Renewal	S	B	300.00	0.00	0.00	300.00
	Family Entertainment Centre Gaming Machine Permit New	S	B	300.00	0.00	0.00	300.00
	Existing operator	S	B	100.00	0.00	0.00	100.00
	Renewal	S	B	300.00	0.00	0.00	300.00
	Club gaming and Club Machine permit new	S	B	200.00	0.00	0.00	200.00
	Existing operator	S	B	100.00	0.00	0.00	100.00
	Renewal	S	B	200.00	0.00	0.00	200.00
	annual fee	S	B	50.00	0.00	0.00	50.00
	Variation	S	B	100.00	0.00	0.00	100.00
	Licensed Premises Gaming Machine Permit New	S	B	150.00	0.00	0.00	150.00
	Existing Operator	S	B	100.00	0.00	0.00	100.00
	Annual Fee	S	B	50.00	0.00	0.00	50.00
	Variation	S	B	100.00	0.00	0.00	100.00
	Transfer	S	B	25.00	0.00	0.00	25.00
	Change of Name	S	B	25.00	0.00	0.00	25.00
	Copy of Permit	S	B	15.00	0.00	0.00	15.00
	Copy of license	S	B	25.00	0.00	0.00	25.00

Land Charges

Form LLC1

official search in one part of register	S	B	2.43	2.47	0.06	2.49
official search in whole of register	S	B	27.02	2.59	0.70	27.72
and in addition in respect of each parcel of land above one	S	B	6.77	2.66	0.18	6.95

CON29R Standard Enquiries

one parcel of land	S	S	152.74	2.60	3.97	156.71
several parcels of land:	S	S				
- first parcel	S	S	152.74	2.60	3.97	156.71
- each additional parcels	S	S	24.35	2.59	0.63	24.98

CON29R & LLC1 Together

one parcel of land	S	S	179.76	2.60	4.67	184.43
several parcels of land:	S	S				
- first parcel	S	S	179.76	2.60	4.67	184.43
- each additional parcels	S	S	31.13	2.57	0.80	31.93

CON29O Optional Enquiries

each printed enquiry	S	S	19.46	2.62	0.51	19.97
Q22 Common Land Question	S	S	16.80	0.00	0.00	16.80

Additional Enquiries

Solicitors Own	S	B	29.17	2.61	0.76	29.93
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Freedom of Information

Freedom of Information						
appropriate limit (18 hours)	S	B	450.00	0.00	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	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	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	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	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	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	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	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	0.00	578.00

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				Current Fee	Proposed Increase		Proposed Fee
				£.p	with effect from 01/04/2025		£.p
					%	£.p	
	(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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	0.00	258.00
	(2) Where the application relates to two or more dwellinghouses, £509.	S	B	509.00	0.00	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	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	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	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	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	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	0.00	52,002.00

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
				£.p	%	£.p	£.p
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	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	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	0.00	293.00
<i>// 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	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	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	0.00	30,860.00
(2) In all other cases—							
	(a) where the change of use is to use as fewer than 10 dwellinghouses, £578 for each dwellinghouse;	S	B	578.00	0.00	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	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	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	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	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	0.00	578.00
Development Management Advertisement Application Fees							
	Advertisements displayed on business premises, etc	S	B	132.00	0.00	0.00	132.00
	Advertisements for the purpose of directing members of the public, etc	S	B	132.00	0.00	0.00	132.00
	Other advertisements	S	B	462.00	0.00	0.00	462.00
Other							
	High Hedges	S	B	400.00	0.00	0.00	400.00
	Condition Discharge - householder development	S	B	34.00	0.00	0.00	34.00
	Condition Discharge - All other development	S	B	116.00	0.00	0.00	116.00
	Non-Material Change - householder	S	B	34.00	0.00	0.00	34.00
	Non-material Change - all other	S	B	234.00	0.00	0.00	234.00
	Prior Approvals	S	B	96.00	0.00	0.00	96.00
	Prior Approvals	S	B	206.00	0.00	0.00	206.00
	Prior Approvals	S	B	462.00	0.00	0.00	462.00
	Application for approval of reserved matters	S	B	Full fee or if full feed paid 462.00	0.00	0.00	Full fee or if full feed paid 462.00
	Approval/Variation of condition following planning permission	S	B	234.00	0.00	0.00	234.00
	Confirmation of compliance with conditions - householder	S	B	34.00	0.00	0.00	34.00
	Confirmation of compliance with conditions - other	S	B	116.00	0.00	0.00	116.00
Lawful Development Certificates							
	Existing use or operation	S	B	same as full	0.00	0.00	same as full
	Existing use or operation - lawful not to comply with any condition or limitation	S	B	234.00	0.00	0.00	234.00
	Proposed use or operation	S	B	Half normal fee	0.00	0.00	Half normal fee

APPENDIX B - Fees and Charges 2025/2026



**DISCRETIONARY
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



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
				£.p	with effect from 01/04/2025		£.p
					%	£.p	
Pets Corner							
Sponsorship scheme							
Individual sponsors							
	Package A	D	S	55.00	5.45	3.00	58.00
	Package B	D	S	40.00	5.00	2.00	42.00
	Package C	D	S	30.00	6.67	2.00	32.00
Corporate sponsorship							
	Corporate sponsorship A	D	S	265.00	3.77	10.00	275.00
	Corporate sponsorship B	D	S	530.00	3.77	20.00	550.00
School visits							
	Harlow Schools (45 minutes) - per pupil	D	S	2.35	4.26	0.10	2.45
	Harlow Schools (1.5 hours) - per pupil	D	S	4.65	2.15	0.10	4.75
	Non Harlow Schools (45 mins) - per pupil	D	S	3.45	2.90	0.10	3.55
	Non Harlow Schools (1.5 hours) - per pupil	D	S	5.75	3.48	0.20	5.95
	Pre School Nurseries (30 minutes) - fixed price up to maximum of 15 children	D	S	30.00	6.67	2.00	32.00
Reindeer Hire							
	Harlow Schools	D	S	300.00	5.00	15.00	315.00
	Non Harlow Schools	D	S	375.00	6.67	25.00	400.00
Sales of Animals							
		D	S	Various	0.00	0.00	Various
Events							
		D	S	5.30	2.83	0.15	5.45
Birthday Parties							
	Bronze package (per head)	D	S	4.25	2.35	0.10	4.35
	Silver package (per Head)	D	S	6.90	1.45	0.10	7.00
	Gold package (per head)	D	S	9.10	2.20	0.20	9.30
	Pony Party package (per head)	D	S	11.30	1.77	0.20	11.50
Town Park							
	Memorial Benches	D	S	1,600.00	3.13	50.00	1,650.00
	Memorial Trees	D	S	175.00	8.57	15.00	190.00
Memorial Plaques							
	Sole plaque	D	S	750.00	0.00	0.00	750.00
	Shared plaque	D	S	250.00	0.00	0.00	250.00
Harlow Museum							
Schools							
Educational workshop delivered on site							
	Harlow School 1/2 day delivery 3 hours per child	D	S	3.00	0.00	0.00	3.00
	Non Harlow schools 1/2 day delivery per child	D	S	3.50	0.00	0.00	3.50
Self-guided tours							
	Non Harlow schools 1/2 day non delivery	D	S	45.00	0.00	0.00	45.00
Outreach session in schools							
	Harlow schools 1/2 day delivery	D	S	120.00	0.00	0.00	120.00
	Non Harlow schools 1/2 day delivery	D	S	150.00	0.00	0.00	150.00
Loan Boxes							
	Per box for 6 weeks	D	S	20.00	0.00	0.00	20.00
Talks and lectures							
	Standard lecture	D	S	8.00	25.00	2.00	10.00
Garden hire							
	Wedding / private party	D	S				
	1 x day per hour	D	S	75.00	6.67	5.00	80.00
	3 x full days	D	S	2,500.00	0.00	0.00	2,500.00
Museum hire							
	Meeting room (per hour)	D	S	35.00	0.00	0.00	35.00
	Lecture room (per hour)	D	S	50.00	0.00	0.00	50.00
Other							
	General tours (per group)	D	S	45.00	11.11	5.00	50.00
	Research Fee	D	S	30.00	16.67	5.00	35.00
	Photocopying / Scanning (per copy)	D	S	0.15	233.33	0.35	0.50
	Memorial bench plaques	D	S	165.00	0.00	0.00	165.00
Domestic Refuse							
Sales of Bins							
	180l Wheelie Bins	D	S	60.00	5.00	3.00	63.00
	Delivery	D	S	at cost	0.00	0.00	at cost
Flat Block Refuse Bins Charge to Developers							
	1280 litre bin	D	S	700.00	5.00	35.00	735.00
	1100 litre Bin	D	S	660.00	5.00	33.00	693.00
	960 litre Bin	D	S	660.00	5.00	33.00	693.00
	660 litre bin	D	S	660.00	5.00	33.00	693.00
	240 litre bin	D	S	58.00	5.00	2.90	60.90
	360 litre bin	D	S	110.00	5.00	5.50	115.50
	Admin fee for orders less than £2000	D	S	30.00	40.00	12.00	42.00
	Delivery	D	S	at cost	0.00	0.00	at cost
House Refuse Waste Bins Charge to Developers							
	180l Wheelie Bins	D	S	60.00	5.00	3.00	63.00
	Admin fee for orders less than £2000	D	S	40.00	5.00	2.00	42.00
	Delivery	D	S	at cost	0.00	0.00	at cost
Flat Block Refuse bins - Charges to Managing Agents							
	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							
Bulky Waste							
	1 to 5 items	D	S	33.00	7.58	2.50	35.50
	6 to 8 items	D	S	50.00	7.00	3.50	53.50
	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

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
				£.p	with effect from 01/04/2025		£.p
					%	£.p	£.p
Recycling							
Sales of Bins							
	240l Wheelie Bins	D	S	58.00	5.00	2.90	60.90
	Kitchen Caddies large	D	S	23.50	5.11	1.20	24.70
	Kitchen Caddies small	D	S	7.00	5.00	0.35	7.35
	Delivery	D	S	at cost	0.00	0.00	at cost
Flat block Recycling Bins - Charges to Developers							
	1100 litre bin	D	S	660.00	5.00	33.00	693.00
	240 litre bin	D	S	58.00	5.00	2.90	60.90
	360 litre bin	D	S	100.00	15.50	15.50	115.50
	Sales of Kitchen Caddies	D	S	7.00	5.00	0.35	7.35
	Admin fee for orders less than £2000	D	S	30.00	0.00	12.00	42.00
	Delivery	D	S	at cost	0.00	0.00	at cost
House Recycling Waste Bins Charge to Developers							
	240 litre bin	D	S	58.00	5.00	2.90	60.90
	Kitchen Caddies large	D	S	23.50	5.11	1.20	24.70
	Kitchen Caddies small	D	S	7.00	5.00	0.35	7.35
	Admin fee for orders less than £2000	D	S	30.00	0.00	12.00	42.00
	Delivery	D	S	at cost	0.00	0.00	at cost
Flat Block Recycling bins - Charges to Managing Agents							
	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
Green Waste							
	fortnightly scheduled collection (wheeled bin or bags)	D	S	54.00	5.56	3.00	57.00
	green waste service set up charge	D	S	36.00	5.00	1.80	37.80
	green waste service rejoin charge	D	S	11.00	5.00	0.55	11.55
	bookable service (per bag)	D	S	1.20	5.00	0.06	1.26
	Christmas Trees	D	S	2.75	5.45	0.15	2.90
Abandoned Vehicles							
Costs Recoverable							
	Voluntary Surrender of Vehicles	D	S	40.00	5.00	2.00	42.00
		D	S	40.00	5.00	2.00	42.00
Street Scene							
Abandoned Shopping Trolleys							
		D	S	135.00	5.00	6.75	141.75
Allotments							
	Rents - per square metre	D	E	0.19	5.26	0.01	0.20
	Concessions - per square metre	D	E	0.09	11.11	0.01	0.10
	Peppercorn rent for self managed sites	D	E	0.51	5.88	0.03	0.54
Nature Reserve							
Sale of firewood							
	Bulk bag 1-10 bags, charge per bag	D	S	75.00	5.00	3.75	78.75
	Bulk bag 11+ bags, charge per bag	D	S	65.00	5.00	3.25	68.25
Other Fees							
Staff fees							
	Admin Hourly rate	D	S	40.00	5.00	2.00	42.00
	Officer Hourly rate	D	S	70.00	5.71	4.00	74.00
Hackney Carriages & Private Hire							
Other Fees							
	Officer Hourly rate	D	S	70.00	5.71	4.00	74.00
	Administration Hourly rate	D	S	40.00	5.00	2.00	42.00
Environmental Health							
Animal Welfare Fees							
Animal Boarding							
	1 to 6 boarded animals (application fee)	D	B	188.00	6.38	12.00	200.00
	1 to 6 boarded animals (grant fee)	D	B	87.00	3.45	3.00	90.00
	7 and over boarded animals (application fee)	D	B	275.00	7.27	20.00	295.00
	7 and over boarded animals (grant fee)	D	B	118.00	3.39	4.00	122.00
Dog Breeding							
	1 to 6 bitches (application fee)	D	B	195.00	7.69	15.00	210.00
	1 to 6 bitches (grant fee)	D	B	88.00	3.41	3.00	91.00
	7 and over bitches (application fee)	D	B	290.00	6.90	20.00	310.00
	7 and over bitches (grant fee)	D	B	118.00	3.39	4.00	122.00
Selling animals as pets							
	Application Fee	D	B	275.00	5.45	15.00	290.00
	Grant Fee	D	B	115.00	2.61	3.00	118.00
Hiring our horses							
	Application Fee	D	B	255.00	0.78	2.00	257.00
	Grant Fee	D	B	110.00	1.82	2.00	112.00
Keeping animals for exhibition							
	Application Fee	D	B	170.00	1.18	2.00	172.00
	Grant Fee	D	B	110.00	1.82	2.00	112.00
Variation to licence							
	Animal boarding	D	B	104.00	3.85	4.00	108.00
	Selling animals as pets	D	B	104.00	3.85	4.00	108.00
	Keeping animals for exhibition	D	B	104.00	3.85	4.00	108.00
	Inspection fee	D	B	130.00	7.69	10.00	140.00
Variation of licence							
	Dog Breeding	D	B	110.00	7.27	8.00	118.00
	Hiring our horses	D	B	100.00	4.00	4.00	104.00
	Inspection fee	D	B	128.00	3.13	4.00	132.00
	Appeal of a risk rating score	D	B	180.00	5.56	10.00	190.00
	Variations to reduce the licensable activities or numbers of animals	D	B	102.00	2.94	3.00	105.00
	Transfer of licence	D	B	102.00	2.94	3.00	105.00
	Dangerous wild animal licence (+ vets fees)	D	B	225.00	4.44	10.00	235.00
	Rescoring Food Hygiene Rating	D	B	220.00	0.00	15.00	235.00
	Export Certificate	D	B	90.00	6.67	6.00	96.00
	Special treatment registration	D	B	170.00	7.06	12.00	182.00

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
				£.p	with effect from 01/04/2025		£.p
				%	£.p		
	Variation to Special Treatment Registration	D	B	85.00	0.00	4.00	89.00
	Wasp nest treatment (one treatment)	D	B	50.00	0.00	0.00	50.00
	Wasp nest treatment (two treatments)	D	B	60.00	0.00	0.00	60.00
	Fleas	D	B	50.00	0.00	0.00	50.00
	Rats	D	B	50.00	0.00	0.00	50.00
	Mice	D	B	50.00	0.00	0.00	50.00
	Pest Control concessionary rate (wasps/fleas/rats/mice)	D	B	11.50	0.00	0.00	11.50
	Stray dogs						
	admin charge	D	B	25.00	0.00	0.00	25.00
	kennelling charges	D	B	at cost	0.00	0.00	at cost
	Zoo License (not including veterinary fee)	D	B	800.00	2.50	20.00	820.00
	Veterinary Fees	D	B	at cost	0.00	0.00	at cost
	Contaminated land enquiry	D	B	240.00	8.33	20.00	260.00
	Officer Hourly rate	D	S	70.00	5.71	4.00	74.00
	Admin Charge - Hourly rate	D	S	40.00	5.00	2.00	42.00
	Large HMO Additional Licensing Scheme						
	application full fee	D	B	740.00	5.41	40.00	780.00
	application reduced fee	D	B	530.00	3.77	20.00	550.00
	annual renewal full fee	D	B	275.00	4.36	12.00	287.00
	annual renewal reduced fee	D	B	207.00	2.42	5.00	212.00
	re-inspection full fee	D	B	230.00	6.52	15.00	245.00
	re-inspection reduced fee	D	B	190.00	4.21	8.00	198.00
	Additional charges small and large HMOs - Additional Licensing Scheme						
	admin hourly rate	D	B	40.00	5.00	2.00	42.00
	officer Hourly rate	D	B	70.00	5.71	4.00	74.00
	application form incomplete	D	B	42.00	4.76	2.00	44.00
	avoided licence application until found by Council investigation	D	B	330.00	6.06	20.00	350.00
	avoided licence application reminder letter	D	B	68.00	2.94	2.00	70.00
	missed appointment house inspection	D	B	160.00	7.50	12.00	172.00
	licence holder change once granted	D	B	145.00	2.07	3.00	148.00
	sending a final reminder	D	B	42.00	4.76	2.00	44.00
	recommencing licensing process following final reminder	D	B	62.00	3.23	2.00	64.00
	recovery fee - dishonoured cheque	D	B	52.00	3.85	2.00	54.00
Licensing							
	Miscellaneous Licences (new)						
	Sex Shops	D	B	1,850.00	0.00	0.00	1,850.00
	Miscellaneous Licences (renew)						
	Sex Shops	D	B	1,500.00	0.00	0.00	1,500.00
	Miscellaneous Licences (transfer)						
	Sex Shops	D	B	725.00	0.00	0.00	725.00
	Miscellaneous Licences (variation)						
	Sex Shops	D	B	1,380.00	0.00	0.00	1,380.00
	Highways Act (new)						
	Tables & chairs						
	- table	D	B	22.00	0.00	0.00	22.00
	- chair	D	B	15.00	0.00	0.00	15.00
	Flat Fee - new application	D	B	175.00	0.00	0.00	175.00
	Highways Act (renew)						
	Tables & chairs						
	- table	D	B	21.00	0.00	0.00	21.00
	- chair	D	B	14.00	0.00	0.00	14.00
	Variation - No consultation	D	B	50.00	0.00	0.00	50.00
	Variation - Consultation	D	B	100.00	0.00	0.00	100.00
	Charity Collections (new)						
	Lottery	D	B	40.00	0.00	0.00	40.00
	Street collection	D	B	0.00	0.00	0.00	0.00
	House to house collection	D	B	0.00	0.00	0.00	0.00
	Charity Collections (renew)						
	Lottery	D	B	20.00	0.00	0.00	20.00
	Street collection	D	B	0.00	0.00	0.00	0.00
	House to house collection	D	B	0.00	0.00	0.00	0.00
	Street Trading (new)						
	Street trading licence	D	B	490.00	0.00	0.00	490.00
	Street Trading (renew)						
	Street trading licence	D	B	490.00	0.00	0.00	490.00
	Scrap Metal Dealers						
	Collectors fee	D	B	390.00	0.00	0.00	390.00
	Collectors Renewal Fee	D	B	210.00	0.00	0.00	210.00
	Site fee	D	B	510.00	0.00	0.00	510.00
	Site renewal fee	D	B	320.00	0.00	0.00	320.00
	Variation Fee - Major	D	B	55.00	0.00	0.00	55.00
	Variation Fee - Minor	D	B	24.00	0.00	0.00	24.00
	Recovery charges for works in default	D	B	at cost	0.00	0.00	at cost
Car Parks							
	Post Office Road						
	0-2 hours	D	S	1.35	0.00	0.00	1.35
	2-3 hours	D	S	1.90	0.00	0.00	1.90
	3-4 hours	D	S	2.95	0.00	0.00	2.95
	more than 4 hours	D	S	8.00	0.00	0.00	8.00
	Wych Elm						
	0-2 hours	D	S	1.75	0.00	0.00	1.75
	2-3 hours	D	S	2.10	0.00	0.00	2.10
	3-4 hours	D	S	3.35	0.00	0.00	3.35
	more than 4 hours	D	S	8.00	0.00	0.00	8.00
	Post Office Road Commercial						
	0-2 hours	D	S	1.35	0.00	0.00	1.35
	2-3 hours	D	S	1.90	0.00	0.00	1.90
	3-4 hours	D	S	2.95	0.00	0.00	2.95
	more than 4 hours	D	S	8.00	0.00	0.00	8.00
	Bush Fair, The Stow and Old Harlow Car Parks						
	0-1 hour	D	S	0.00	0.00	0.00	0.00

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
				£.p	with effect from 01/04/2025		£.p
				%	£.p		
	1-2 hours	D	S	0.90	0.00	0.00	0.90
	2-3 hours	D	S	1.90	0.00	0.00	1.90
	3-4 hours	D	S	3.85	0.00	0.00	3.85
	more than 4 hours	D	S	6.90	0.00	0.00	6.90
	Weekends	D	S	0.00	0.00	0.00	0.00
	Town Park						
	0-1 hour	D	S	0.00	0.00	0.00	0.00
	1- 5 hours	D	S	1.20	0.00	0.00	1.20
	5+ Hours	D	S	6.70	0.00	0.00	6.70
	Sat - Sunday 0-2 hours	D	S	0.00	0.00	0.00	0.00
	more than 2 hours	D	S	1.30	0.00	0.00	1.30
Staff Car Parking							
	Car parking permit per year	D	S	250.00	0.00	0.00	250.00
	Individual vouchers (Members)	D	S	1.20	0.00	0.00	1.20
Parking Permits							
	Special Permits						
	Business	D	S	65.00	0.00	0.00	65.00
	Tye Green Bowls Club	D	S	65.00	0.00	0.00	65.00
	Market Traders						
	5 trading days per week	D	S	280.00	0.00	0.00	280.00
	4 trading days per week	D	S	225.00	0.00	0.00	225.00
	3 trading days per week	D	S	170.00	0.00	0.00	170.00
	2 trading days per week	D	S	115.00	0.00	0.00	115.00
	1 trading day per week	D	S	58.00	0.00	0.00	58.00
	Post Office Road season						
	1 year	D	S	675.00	0.00	0.00	675.00
	6 months	D	S	365.00	0.00	0.00	365.00
	3 months	D	S	185.00	0.00	0.00	185.00
	Wych Elm season						
	1 year	D	S	675.00	0.00	0.00	675.00
	6 months	D	S	365.00	0.00	0.00	365.00
	3 months	D	S	185.00	0.00	0.00	185.00
	Charity Permit						
	Town Park	D	S	30.00	0.00	0.00	30.00
	Wych Elm	D	S	50.00	0.00	0.00	50.00
	Traders						
	Town Park	D	S	4,000.00	0.00	0.00	4,000.00
	Mill Hatch	D	S	1,600.00	0.00	0.00	1,600.00
	Town Park						
	Business	D	S	250.00	0.00	0.00	250.00
	Fishing	D	S	50.00	0.00	0.00	50.00
	Commuter	D	S	50.00	0.00	0.00	50.00
	Volunteer	D	S	10.00	0.00	0.00	10.00
	Leisure	D	S	10.00	0.00	0.00	10.00
	Old Harlow (Spicers Lane)						
	Resident's Permit	D	S	98.00	0.00	0.00	98.00
Bus Station							
	Departure fees	D	S	0.55	0.00	0.00	0.55
	Timetables	D	S	0.10	0.00	0.00	0.10
	Wallets	D	S	1.00	0.00	0.00	1.00
	Maps	D	S	Various	0.00	0.00	Various
Street Naming and Numbering							
	Add Alias Name to Numbered Property	D	B	40.00 per property	0.00	0.00	40.00 per property
	Naming of Building, Flat Block or Industrial Area	D	B	110.00 per block or area	0.00	0.00	110.00 per block or area
	New Development of 1-5 plots	D	B	70.00 per plot	0.00	0.00	70.00 per plot
	New Development of 6-50 plots	D	B	10.00 per plot + 300.00	0.00	0.00	10.00 per plot + 300.00
	New Development of 51+ plots	D	B	5.00 per plot + 550.00	0.00	0.00	5.00 per plot + 550.00
	The schedule has been issued	D	B	50.00/plot	0.00	0.00	50.00/plot
	Renaming of existing property	D	B	100.00 per property	0.00	0.00	100.00 per property
	Confirmation of postal address for solicitors or conveyancers	D	B	40.00	0.00	0.00	40.00
	Confirmation of postal address for residents/occupants	D	B	15.00	0.00	0.00	15.00
	Provision of new street name	D	B	300.00	0.00	0.00	300.00
	Renaming of a street where requested by residents	D	B	450.00	0.00	0.00	450.00
The Playhouse							
	Box Office Booking Fee						
	Promotions (ex Harlow Playhouse Members)	D	S	1.50	20.00	0.30	1.80
	Hires (ex Harlow Playhouse Members)	D	B	1.50	20.00	0.30	1.80
	Postage Charge						
	Postage charge to customers requesting that tickets are delivered to them	D	S	1.00	100.00	1.00	2.00
	Theatre Hire Fees for Resident Companies & Harlow Youth or Amateur Theatre Groups						
	Theatre 1						
	Performance Fee						
	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.	D	B	800.00	6.00	48.00	848.00
	The first performance must be preceded by a minimum of 4hrs get in charged at the standard hourly rate.						
	Second Performance in a Day (for 4.5 hour period)	D	B	670.00	5.97	40.00	710.00
	Hourly theatre hire inclusive of Standard Staffing	D	B	150.00	6.67	10.00	160.00
	Additional staff (per person per hour)	D	B	25.00	6.00	1.50	26.50
	Blocking rehearsal (per hour)	D	B	110.00	9.09	10.00	120.00
	Weekly Rates						

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
				£.p	with effect from 01/04/2025		£.p
				%	£.p		
	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. - No single day should exceed 12hrs - Appropriate breaks will be given to all staff under the direction of the Technical Manager or Designated Deputy. - Each Showcall is a minimum of 4 hrs and will be deducted from the 37hr total. - 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	333.60	5,893.60
Theatre 2							
	Performance Fee 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. The first performance must be preceded by a minimum of 4hrs set in charged at the standard hourly rate. Second performance call in a day (4.5 hours) Hourly theatre hire inclusive of Standard Staffing Additional Staff per person, per hour Use as Dressing Room Room Hire Only	D	B	410.00	6.10	25.00	435.00
	Room Hire Only	D	B	350.00	6.00	21.00	371.00
	Room Hire Only	D	B	93.00	5.38	5.00	98.00
	Additional Staff per person, per hour	D	B	25.00	6.00	1.50	26.50
	Use as Dressing Room	D	B	42.00	5.95	2.50	44.50
	Room Hire Only	D	B	21.00	7.14	1.50	22.50
	Studio 1 Room Hire Only	D	B	21.00	7.14	1.50	22.50
	Studio 2 Room Hire Only Use as Dressing Room	D	B	21.00	7.14	1.50	22.50
		D	B	35.00	0.00	0.00	35.00
	Studio 3 Room Hire Only Cost of Specialist Rigger (Ariel Only) Day Rate	D	B		New Charge		35.00
		D	B		New Charge		500.00
	Mezz Room Hire Only	D	B	21.00	7.14	1.50	22.50
Theatre Hire Fees Commercial Rates							
Theatre 1							
	Performance Fee 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. The first performance must be preceded by a minimum of 4hrs set in charged at the standard hourly rate. Second Performance in a Day (for 4.5 hour period) Hourly theatre hire inclusive of Standard Staffing Additional staff (per person per hour) Blocking rehearsal (per hour)	D	S	1,290.00	6.20	80.00	1,370.00
	Second Performance in a Day (for 4.5 hour period)	D	S	980.00	1.02	10.00	990.00
	Hourly theatre hire inclusive of Standard Staffing	D	S	250.00	6.00	15.00	265.00
	Additional staff (per person per hour)	D	S	32.00	6.25	2.00	34.00
	Blocking rehearsal (per hour)	D	S	155.00	5.81	9.00	164.00
	Weekly Rates 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. - No single day should exceed 12hrs - Appropriate breaks will be given to all staff under the direction of the Technical Manager or Designated Deputy. - Each Showcall is a minimum of 4 hrs and will be deducted from the 37hr total. - 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	474.00	8,374.00
Theatre 2							
	Performance Fee 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. The first performance must be preceded by a minimum of 4hrs set in charged at the standard hourly rate. Second performance call in a day (4.5 hours) Hourly theatre hire inclusive of Standard Staffing Additional Staff per person, per hour Use as Dressing Room	D	S	600.00	8.33	50.00	650.00
	Second performance call in a day (4.5 hours)	D	S	470.00	6.38	30.00	500.00
	Hourly theatre hire inclusive of Standard Staffing	D	S	105.00	5.71	6.00	111.00
	Additional Staff per person, per hour	D	S	32.00	6.25	2.00	34.00
	Use as Dressing Room	D	S	42.00	7.14	3.00	45.00
	Studio 1 Room Hire Only	D	S	21.00	7.14	1.50	22.50
	Studio 2 Room Hire Only Use as Dressing Room	D	S	21.00	7.14	1.50	22.50
		D	S	42.00	7.14	3.00	45.00
	Studio 3 Room Hire Only Cost of Specialist Rigger (Ariel Only)	D	S		New Charge		45.00
		D	S		New Charge		500.00
	Mezz Room Hire Only	D	S	21.00	7.14	1.50	22.50
Event Charges							
	Reception drink per Glass wine / bottled beer (Discounted Rate) Per Large bottle prosecco (Discounted Rate) per Glass wine / bottled beer Per Large bottle prosecco	D	S	4.00	0.00	0.00	4.00
		D	S	12.00	0.00	0.00	12.00
		D	S	5.00	0.00	0.00	5.00
		D	S	15.00	0.00	0.00	15.00
	Corkage 750ml bottle wine (Discounted Rate) 750ml bottle wine	D	S	4.00	0.00	0.00	4.00
		D	S	6.00	0.00	0.00	6.00
	Corkage per glass wine/bottle beer (Discounted Rate) per glass wine/bottle beer	D	S	1.00	0.00	0.00	1.00
		D	S	1.50	0.00	0.00	1.50
Bar Served Teas Coffees and Postmix							

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
				£.p	with effect from 01/04/2025		£.p
	Per Reception hot or post mix soft drink (Discounted Rate)	D	S	1.00	0.00	0.00	1.00
	Per Reception hot or post mix soft drink	D	S	1.75	0.00	0.00	1.75
	In Room Teas and Coffees:						
	<20 people (Discounted Rate)	D	S	15.00	0.00	0.00	15.00
	20+ people: Per cup rate (Discounted Rate)	D	S	0.50	0.00	0.00	0.50
	50+ people: per cup rate (Discounted Rate)	D	S	0.45	0.00	0.00	0.45
	<20 people	D	S	20.00	0.00	0.00	20.00
	20+ people: Per cup rate	D	S	0.75	0.00	0.00	0.75
	50+ people: per cup rate	D	S	0.70	0.00	0.00	0.70
	Furniture and Equipment:						
	TV	D	S	10.00	100.00	10.00	20.00
	Projector	D	S	10.00	100.00	10.00	20.00
	Tables per item	D	S	2.50	0.00	0.00	2.50
	Chairs per Item	D	S	5.00	0.00	0.00	5.00
	Poly Bar for Hybrid Meeting	D	S		New Charge		35.00
	RCF Sound System	D	S		New Charge		75.00
	FOH Radio Mic Package	D	S		New Charge		50.00
	Staff (per Hour, per person)						
	Resident Manager	D	S		New Charge		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 & Executive Director or designated senior manager</i>						
	Duty Manager	D	S	15.00	100.00	15.00	30.00
	Technician	D	S	32.00	9.38	3.00	35.00
	Host	D	S	15.00	13.33	2.00	17.00
	Door Supervisor	D	S	21.00	19.05	4.00	25.00
	Resident Companies and Charity Room Hire Rates						
	Generic Charity Rate	D	B	11.50	13.04	1.50	13.00
	Harlow Ballet	D	B	15.00	3.33	0.50	15.50
	Hip Hop Pop	D	B	11.50	8.70	1.00	12.50
	Razed Roof	D	B	14.50	3.45	0.50	15.00
	PAQ Room 1	D	B	21.00	4.76	1.00	22.00
	PQA Room 2	D	B	10.50	4.76	0.50	11.00
	PQA Room 3	D	B	5.25	4.76	0.25	5.50
	PQA Room 4	D	B	2.65	13.21	0.35	3.00
	Penalty Charges						
	Damage to Dressing Room Doors (per door)	D	S	100.00	20.00	20.00	120.00
	Lipstick Marks to Walls or Mirrors (per surface)	D	S	100.00	20.00	20.00	120.00
	Damage to Theatre 1 Stage Floor - Repaint	D	S	225.00	6.67	15.00	240.00
	Excessive Cleaning	D	S	150.00	10.00	15.00	165.00
	Breach of Contract - Late Technical Rider (per week of delay)	D	S	150.00	10.00	15.00	165.00
	Breach of Contract - Late Marketing Assets (per week of delay)	D	S	300.00	6.67	20.00	320.00
	Breach of Contract - Emergency Vet Assistance	D	S	350.00	14.29	50.00	400.00
	Breach of Contract - Late Performance (after 15 mins charge per 30m)	D	S	500.00	6.00	30.00	530.00
	Theatre 1 Technical Contra Charges						
	Lighting						
	Basic Pre-Rig (up to 2 hours)	D	S	192.00	0.00	0.00	192.00
	Full Re-Rig (up to 4 hours)	D	S	384.00	0.00	0.00	384.00
	Sound						
	In House Sound Operator	D	S	165.00	0.00	0.00	165.00
	In House Sound tie in to PA (not inc console)	D	S	165.00	0.00	0.00	165.00
	In House Sound System w/ Producing Company Operator	D	S	330.00	0.00	0.00	330.00
	- includes the following as per house specification; PA & Sound C	D	S				
	In House Sound	D	S	595.00	0.00	0.00	595.00
	includes the following as per house specification; PA, On stage monitoring, sound console, operator & mic package	D	S				
	Get in Times						
	PER HOUR: Prior to 12pm for performances at or AFTER 6pm per	D	S	250.00	0.00	0.00	250.00
	PER HOUR: Prior to 8am for performances BEFORE 6pm per hou	D	S	250.00	0.00	0.00	250.00
	Get out Times						
	PER HOUR: After 11.30pm performances at or AFTER 6pm	D	S	250.00	0.00	0.00	250.00
	PER HOUR: After 9pm for performances BEFORE 6pm	D	S	250.00	0.00	0.00	250.00
	Theatre 2 Technical Contra Charges						
	Lighting						
	Basic Pre-Rig (up to 2 hours)	D	S	128.00	0.00	0.00	128.00
	Full Re-Rig (up to 4 hours)	D	S	256.00	0.00	0.00	256.00
	Get in Times						
	PER HOUR: Prior to 11am for performances at or AFTER 6pm	D	S	250.00	0.00	0.00	250.00
	PER HOUR: Prior to 8am for performances BEFORE 6pm	D	S	250.00	0.00	0.00	250.00
	Get out Times						
	After 11.30pm performances at or AFTER 6pm	D	S	250.00	0.00	0.00	250.00
	After 9pm for performances BEFORE 6pm	D	S	250.00	0.00	0.00	250.00
	Marketing Contra Charges						
	Solus E-shot on sale	D	S	350.00	0.00	0.00	350.00
	Boosted Post or Sponsored Ad	D	S	50.00	0.00	0.00	50.00
	Targeted E-shot	D	S	150.00	0.00	0.00	150.00
	Enhanced Digital Screen Coverage per week	D	S	35.00	0.00	0.00	35.00
	Equipment Hire						
	Sound						
	Standard (Day)						
	Sennheiser ew 300 G3 Headset Mic	D	S	22.00	6.00	1.32	23.32
	Sennheiser ew 300 G3 Hand Held	D	S	22.00	6.00	1.32	23.32
	AA Batteries (Box of 10)	D	S	4.00	6.00	0.24	4.24
	Shure Beta 91A	D	S	8.80	6.00	0.53	9.33
	Shure Beta 58	D	S	8.80	6.00	0.53	9.33
	Shure Beta 57	D	S	8.80	6.00	0.53	9.33
	Shure SM58	D	S	6.60	6.00	0.40	7.00
	Audix D6	D	S	8.80	6.00	0.53	9.33
	AKG C451	D	S	11.00	6.00	0.66	11.66
	AKG C214 Stereo Pair	D	S	16.50	6.00	0.99	17.49
	AKG C1000	D	S	8.80	6.00	0.53	9.33
	Sennheiser E604	D	S	8.80	6.00	0.53	9.33
	Sennheiser E906	D	S	8.80	6.00	0.53	9.33

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
				£.p	with effect from 01/04/2025		£.p
				%	£.p		
	KLARK Teknik DI Boxes	D	S	8.80	6.00	0.53	9.33
	Yamaha Rio 16/8	D	S	33.00	6.00	1.98	34.98
	Behringer P19 Package (8 Mixers)	D	S	66.00	6.00	3.96	69.96
	AKG D112	D	S	8.80	0.00	0.53	9.33
	Behringer P19 Package (1 Mixer)	D	S	11.00	6.00	0.66	11.66
	Standard (Week)						
	Sennheiser ew 300 G3 Headset Mic	D	S	66.00	6.00	3.96	69.96
	Sennheiser ew 300 G3 Hand Held	D	S	66.00	6.00	3.96	69.96
	AA Batteries (Box of 10) - per day pricing	D	S	4.40	6.00	0.26	4.66
	Shure Beta 91A	D	S	17.60	6.00	1.06	18.66
	Shure Beta 58	D	S	17.60	6.00	1.06	18.66
	Shure Beta 57	D	S	17.60	6.00	1.06	18.66
	Shure SM58	D	S	13.20	6.00	0.79	13.99
	Audix D6	D	S	17.60	6.00	1.06	18.66
	AKG C451	D	S	22.00	6.00	1.32	23.32
	AKG C214 Stereo Pair	D	S	33.00	6.00	1.98	34.98
	AKG C1000	D	S	17.60	6.00	1.06	18.66
	Sennheiser E604	D	S	17.60	6.00	1.06	18.66
	Sennheiser E906	D	S	17.60	6.00	1.06	18.66
	KLARK Teknik DI Boxes	D	S	17.60	6.00	1.06	18.66
	Yamaha Rio 16/8	D	S	66.00	6.00	3.96	69.96
	Behringer P16 Package (8 Mixers)	D	S	132.00	0.00	7.92	139.92
	AKG D112	D	S	17.60	6.00	1.06	18.66
	Behringer P19 Package (1 Mixer)	D	S	22.00	6.00	1.32	23.32
	Lights						
	Standard (Day)						
	Strand Cantata F 1.2kw fresnel	D	S	9.35	6.00	0.56	9.91
	Strand SL 15/32 profile / S4 Jnr zoom 25/50	D	S	9.35	6.00	0.56	9.91
	PAR can PAR64 (62/61/60) 1kw	D	S	7.15	6.00	0.43	7.58
	UV Cannons	D	S	12.10	6.00	0.73	12.83
	UV Tubes	D	S	12.10	6.00	0.73	12.83
	Showtec Suntrip Active MKII	D	S	6.60	6.00	0.40	7.00
	Quartet Fresnel 650w	D	S	7.70	6.00	0.46	8.16
	Quartet Profile 650w	D	S	7.70	6.00	0.46	8.16
	Birdies (batten of 4)	D	S	5.50	6.00	0.33	5.83
	Follow Spots (w/o operators)	D	S	10.00	0.00	0.60	10.60
	Standard (Week)						
	Strand Cantata F 1.2kw fresnel	D	S	18.70	6.00	1.12	19.82
	Strand SL 15/32 profile / S4 Jnr zoom 25/50	D	S	18.70	6.00	1.12	19.82
	PAR can PAR64 (62/61/60) 1kw	D	S	14.30	6.00	0.86	15.16
	UV Cannons	D	S	24.20	6.00	1.45	25.65
	UV Tubes	D	S	24.20	6.00	1.45	25.65
	Showtec Suntrip Active MKII	D	S	13.20	6.00	0.79	13.99
	Quartet Fresnel 650w	D	S	15.40	6.00	0.92	16.32
	Quartet Profile 650w	D	S	15.40	6.00	0.92	16.32
	Birdies (batten of 4)	D	S	22.00	6.00	1.32	23.32
	Follow Spots (w/o operators)	D	S	10.00	0.00	0.60	10.60
	Intelligent Lighting						
	Standard (Day)						
	Clay Paky Alpha Spot (1500w) Each (4 x available)	D	S	82.50	6.00	4.95	87.45
	Clay Paky Alpha Spot 1200 HPE (1200w) Each (2 x available)	D	S	82.50	6.00	4.95	87.45
	Moving Light Package	D	S	295.00	6.00	17.70	312.70
	Sidelight Package	D	S	295.00	6.00	17.70	312.70
	Showtec LED PAR Can (36x3w RGB)	D	S	8.25	6.00	0.50	8.75
	Showtec LED Expressions / Mac Auras	D	S	16.50	6.00	0.99	17.49
	Standard (Week)						
	Clay Paky Alpha Spot (1500w) Each (4 x available)	D	S	165.00	6.00	9.90	174.90
	Clay Paky Alpha Spot 1200 HPE (1200w) Each (2 x available)	D	S	165.00	6.00	9.90	174.90
	Moving Light Package	D	S	590.00	6.00	35.40	625.40
	Sidelight Package	D	S	290.00	0.00	17.40	307.40
	Showtec LED PAR Can (36x3w RGB)	D	S	16.50	6.00	0.99	17.49
	Showtec LED Expressions / Mac Auras	D	S	33.00	6.00	1.98	34.98
	Special FX						
	Standard (Day)						
	Le Maitre 6ch desk	D	S	14.30	6.00	0.86	15.16
	Mirror ball	D	S	12.10	0.00	0.73	12.83
	Large smoke machine	D	S	12.10	6.00	0.73	12.83
	Antari Ice low smoke machine	D	S	8.80	6.00	0.53	9.33
	Bubble machine	D	S	8.80	6.00	0.53	9.33
	Hazer	D	S	38.50	6.00	2.31	40.81
	Star cloth	D	S	47.58	6.00	2.85	50.43
	Chauvet Geyser P5	D	S	15.00	6.00	0.90	15.90
	Chauvet Geyser P7	D	S	15.00	0.00	0.90	15.90
	Mini Mist Portable Smoke Machine	D	S	27.50	0.00	1.65	29.15
	Standard (Week)						
	Le Maitre 6ch desk	D	S	28.60	6.00	1.72	30.32
	Mirror ball	D	S	17.88	0.00	1.07	18.95
	Large smoke machine	D	S	24.20	6.00	1.45	25.65
	Antari Ice low smoke machine	D	S	17.60	6.00	1.06	18.66
	Bubble machine	D	S	17.60	6.00	1.06	18.66
	Hazer	D	S	77.00	6.00	4.62	81.62
	Star cloth	D	S	95.15	6.00	5.71	100.86
	Chauvet Geyser P5	D	S	30.00	6.00	1.80	31.80
	Chauvet Geyser P7	D	S	30.00	0.00	1.80	31.80
	Mini Mist Portable Smoke Machine	D	S	55.00	0.00	3.30	58.30
	Tabs & Cloths						
	Standard (Day)						
	Black legs 20' x 6'	D	S	16.50	6.00	0.99	17.49
	Black tabs 22' x 22'	D	S	35.75	6.00	2.15	37.90
	Red tabs	D	S	35.75	6.00	2.15	37.90
	White Cyc	D	S	55.00	6.00	3.30	58.30
	Black Gauze	D	S	55.00	6.00	3.30	58.30
	Navy Blue Gauze	D	S	55.00	6.00	3.30	58.30

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
				£.p	with effect from 01/04/2025		£.p
				%	£.p		
	Standard (Week)						
	Black legs 20' x 6'	D	S	33.00	6.00	1.98	34.98
	Black tabs 22' x 22'	D	S	71.50	6.00	4.29	75.79
	Red tabs	D	S	71.50	6.00	4.29	75.79
	White Cyc	D	S	110.00	6.00	6.60	116.60
	Black Gauze	D	S	110.00	6.00	6.60	116.60
	Navy Blue Gauze	D	S	110.00	6.00	6.60	116.60
	Scenic Cloths						
	Standard (Day)						
	Various	D	S	POA	0.00	0.00	POA
	Standard (Week)						
	Various	D	S	POA	0.00	0.00	POA
	Staging						
	Standard (Day)						
	Steeldeck 8' x 4'	D	S	8.25	6.00	0.50	8.75
	Steeldeck 8' x 2'	D	S	6.05	6.00	0.36	6.41
	Steeldeck 6' x 3'	D	S	6.05	6.00	0.36	6.41
	Steeldeck 4' x 4'	D	S	6.05	6.00	0.36	6.41
	Steeldeck Handrails	D	S	2.75	6.00	0.17	2.92
	Dance floor	D	S	59.40	0.00	3.56	62.96
	Cabaret Chair	D	S	1.10	6.00	0.07	1.17
	1' 2' 3' Treads	D	S	6.05	6.00	0.36	6.41
	Standard (Week)						
	Steeldeck 8' x 4'	D	S	17.60	6.00	1.06	18.66
	Steeldeck 8' x 2'	D	S	12.10	6.00	0.73	12.83
	Steeldeck 6' x 3'	D	S	12.10	6.00	0.73	12.83
	Steeldeck 4' x 4'	D	S	12.10	6.00	0.73	12.83
	Steeldeck Handrails	D	S	4.40	6.00	0.26	4.66
	Dance floor	D	S	118.80	0.00	7.13	125.93
	Cabaret Chair	D	S	2.75	6.00	0.17	2.92
	1' 2' 3' Treads	D	S	12.10	6.00	0.73	12.83
	Musical Instruments						
	Standard (Day)						
	Yamaha G1 baby grand	D	S	82.50	6.00	4.95	87.45
	Piano Tuning	D	S	82.50	6.00	4.95	87.45
	Standard (Week)						
	Yamaha G1 baby grand	D	S	165.00	6.00	9.90	174.90
	A.V.						
	Standard (Day)						
	Christie LX601i LCD Projector 6000 Lumens, XGA, 1.5-3.0:1 Lens	D	S	192.50	6.00	11.55	204.05
	Fast fold screen 9ft x 12ft (front and rear)	D	S	59.40	6.00	3.56	62.96
	VGA cable 25 m	D	S	6.05	6.00	0.36	6.41
	AV Package (Christie Projector, MacBook Pro & Cabling)	D	S	247.50	6.00	14.85	262.35
	Standard (Week)						
	Christie LX601i LCD Projector 6000 Lumens, XGA, 1.5-3.0:1 Lens	D	S	385.00	6.00	23.10	408.10
	Fast fold screen 9ft x 12ft (front and rear)	D	S	118.80	6.00	7.13	125.93
	VGA cable 25 m	D	S	12.10	6.00	0.73	12.83
	AV Package (Christie Projector, MacBook Pro & Cabling)	D	S	495.00	6.00	29.70	524.70