

Description	2017-18			2018-19		
	Fee £	Vat 20% £	Total Fee £	Fee £	Vat 20% £	Total Fee £
Environmental Services						
Cemetery Fees - Burial Fee						
Baby Grave - Child under 1	0.00	-	0.00	0.00	-	0.00
Common Grave	550.00	-	550.00	550.00	-	550.00
Private Grave	650.00	-	650.00	650.00	-	650.00
Shallow Grave	1,000.00	-	1,000.00	1,000.00	-	1,000.00
Right to construct vaulted Grave	500.00	-	500.00	500.00	-	500.00
Cremated remains (Below Ground)	250.00	-	250.00	250.00	-	250.00
Cremated remains (Below Ground) Eco container				150.00	-	150.00
Cremated remains (Scattering)	150.00	-	150.00	150.00	-	150.00
Immurement of Remains into Mausoleum Chamber	400.00	-	400.00	400.00	-	400.00
Immurement of Cremated Remains	100.00	-	100.00	100.00	-	100.00
Cemetery Fees - Exclusive Rights and Licence Fee						
Grant of rights of burial - 75 years	550.00	-	550.00	550.00	-	550.00
Premium Plot		-		800.00	-	800.00
Licence to reserve adjacent grave for 10 years	1,500.00	-	1,500.00	1,500.00	-	1,500.00
Extension of Exclusive Right - additional 10 years (grave)				550.00	-	550.00
Renewal of Licence - additional 10 years	200.00	-	200.00	200.00	-	200.00
Transfer of Exclusive Right of Burial	50.00	-	50.00	50.00	-	50.00
Copy of Exclusive rights of Burial Deed	50.00	-	50.00	50.00	-	50.00
Licence for Mausoleum Chamber - 75 Years	7,000.00	-	7,000.00	7,000.00	-	7,000.00
Licence for Premium Mausoleum Chamber - 75 Years	7,500.00	-	7,500.00	7,500.00	-	7,500.00
(Bespoke additional art and design work will incur an additional charge)						
Cemetery Fees - Cremated Remains Plots						
Standard Rose Garden (WHLC)						
Rose Garden licence - 10 years	450.00	-	450.00	450.00	-	450.00
Renewal of licence for each additional 10 years	200.00	-	200.00	200.00	-	200.00
Memorial Garden (WHLC)						
Memorial Garden Licence - 10 years	400.00	-	400.00	400.00	-	400.00
Renewal of licence for each additional 10 years	200.00	-	200.00	200.00	-	200.00
Garden Tablet (WHLC)						
Granite tablet Licence - 10 years	300.00	-	300.00	350.00	-	350.00
Renewal of licence for each additional 10 years	200.00	-	200.00	200.00	-	200.00
Half Grave Cremated Remains Plots (WHLC)						
Half Grave Licence - 75 years	400.00	-	400.00	400.00	-	400.00
Renewal of licence for each additional 10 years	200.00	-	200.00	550.00	-	550.00
Sanctum 2000 Vault (HH)						
Sanctum vault Licence - 10 years	700.00	-	700.00	700.00	-	700.00
Renewal of licence for each additional 10 years	200.00	-	200.00	200.00	-	200.00
(Bespoke additional art and design work will incur an additional charge)						

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
	£	£	£	£	£	£
Communal Cremated Remains Garden (HH)						
Garden Kerb Licence - 10 years	300.00	-	300.00	300.00	-	300.00
Renewal of licence for each additional 10 years	200.00	-	200.00	200.00	-	200.00
(Bespoke additional art and design work will incur an additional charge)						
Memorial Bench						
Wooden Memorial Bench (Individual) - 10 Years	700.00	-	700.00	900.00	-	900.00
Granite Memorial Bench (Plaque Only) - 10 years	300.00	-	300.00	750.00	-	750.00
(Bespoke additional art and design work will incur an additional charge)						
Cemetery Fees - Memorial Permissions						
Permit for Monumental Vase	100.00	-	100.00	100.00	-	100.00
Permit for Monumental Tablet (max 600mm x 375mm)	100.00	-	100.00	100.00	-	100.00
Permit for Monumental Headstone	200.00	-	200.00	200.00	-	200.00
Any additional inscriptions after the first	100.00	-	100.00	100.00	-	100.00
Kerb Setting (Hatfield Hyde only)	250.00	-	250.00	250.00	-	250.00
Miscellaneous						
Wooden Shoring	250.00	-	250.00	250.00	-	250.00
Contravention to Memorial Regulations	500.00	-	500.00	500.00	-	500.00
Late costs	150.00	-	150.00	150.00	-	150.00
Chapel - use of chapel (incl.CD system & organ) *	200.00	-	200.00	100.00	-	100.00
Search fees (30 minutes plus)	50.00	-	50.00	50.00	-	50.00
Hourly rate for exhumations of Cadavar	200.00	-	200.00	200.00	-	200.00
Hourly rate for exhumations of Cremated Remains	150.00	-	150.00	150.00	-	150.00
(Some occasions may be subject to EHO hourly rate)						
Memorial Plaque				300.00	-	300.00
Ceramic Photo Plaque small	200.00	-	200.00	90.00	-	90.00
Ceramic Photo Plaque small	200.00	-	200.00	120.00	-	120.00
Turf Grave	60.00	-	60.00	60.00	-	60.00
Non Residential fees - treble standard rate						

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
	£	£	£	£	£	£
Environmental Services						
Abandoned Vehicles						
Abandoned Vehicles - off private property	41.67	8.33	50.00	41.67	8.33	50.00
Abandoned Vehicles - Return of vehicle	104.17	20.83	125.00	104.17	20.83	125.00
Abandoned Vehicles - Storage rate per day	10.83	2.17	13.00	10.83	2.17	13.00
General						
Benches (refurbished)	300.00	60.00	360.00	300.00	60.00	360.00
Benches (new)	600.00	120.00	720.00	600.00	120.00	720.00
Waste Collection Services						
Bulky Household Collections	33.58	-	33.58	35.00	-	35.00
Bulky Household Collections - OAP's	17.06	-	17.06	17.75	-	17.75
Bulky Household Collections - Benefits	17.06	-	17.06	17.75	-	17.75
Bulky Bag Waste Collection	-	-	-	75.00	15.00	90.00
Insurance charge for collections within homes	15.14	3.03	18.17	15.14	3.03	18.17
Collection of Hazardous Electrical items	31.98	-	31.98	31.98	-	31.98
Clinical Waste collections (5 sacks/resident)	4.88	0.98	5.86	5.00	1.00	6.00
Kitchen Caddie delivery charge	4.40	0.88	5.28	4.60	0.92	5.52
Emptying of a contaminated wheeled bin	15.53	-	15.53	15.53	-	15.53
Emptying of 2 contaminated wheeled bins (at same address)	20.70	-	20.70	20.70	-	20.70
Cost of a first standard replacement (180/240L) bin	11.25	2.25	13.50	11.75	2.35	14.10
Cost of a subsequent standard (180/240L) bin	23.33	4.67	28.00	24.25	4.85	29.10
Cost of a first standard replacement (360L) bin	20.00	4.00	24.00	20.75	4.15	24.90
Cost of a subsequent standard (360L) bin	33.33	6.67	40.00	34.50	6.90	41.40
Cost of a mini-bank unit	560.00	112.00	672.00	560.00	112.00	672.00
Garden Waste Collection						
First bin per property per annum	35.00	0.00	35.00	35.00	0.00	35.00
Second bin per property per annum	60.00	0.00	60.00	60.00	0.00	60.00
Dog Warden Services						
Collection / release fee for dog	25.00	-	25.00	25.00	-	25.00
Dog Kennelling per night	11.25	2.25	13.50	11.25	2.25	13.50
Administration of stray dog	6.67	1.33	8.00	6.67	1.33	8.00
Deliver dog from kennels to home	35.00	7.00	42.00	35.00	7.00	42.00

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
	£	£	£	£	£	£
Environmental Services						
Schedule of Offences						
Nuisance Parking - paid within 10 days	60.00	-	60.00	60.00	-	60.00
- full amount of penalty	100.00	-	100.00	100.00	-	100.00
Abandoning a vehicle - paid within 10 days	120.00	-	120.00	120.00	-	120.00
- full amount of penalty	200.00	-	200.00	200.00	-	200.00
Depositing Litter - paid within 10 days	50.00	-	50.00	50.00	-	50.00
- full amount of penalty	75.00	-	75.00	75.00	-	75.00
Failure to comply with a street litter control notice						
- paid within 10 days	60.00	-	60.00	60.00	-	60.00
- full amount of penalty	100.00	-	100.00	100.00	-	100.00
Failure to comply with a litter clearing notice						
- paid within 10 days	60.00	-	60.00	60.00	-	60.00
- full amount of penalty	100.00	-	100.00	100.00	-	100.00
Unauthorised distribution of free printed matter						
- paid within 10 days	50.00	-	50.00	50.00	-	50.00
- full amount of penalty	75.00	-	75.00	75.00	-	75.00
Defacement by graffiti and flyposting						
- paid within 10 days	50.00	-	50.00	50.00	-	50.00
- full amount of penalty	75.00	-	75.00	75.00	-	75.00
Failure to comply with a dog control order						
- paid within 10 days	50.00	-	50.00	50.00	-	50.00
- full amount of penalty	75.00	-	75.00	75.00	-	75.00
Failure to produce authority (waste carriers licence)						
- paid within 10 days	180.00	-	180.00	180.00	-	180.00
- full amount of penalty	300.00	-	300.00	300.00	-	300.00
Failure to furnish documentation (waste transfer notes)						
- paid within 10 days	180.00	-	180.00	180.00	-	180.00
- full amount of penalty	300.00	-	300.00	300.00	-	300.00
Offences relating to waste receptables (e.g. bins, boxes, bags etc) - paid within 10 days	40.00	-	40.00	40.00	-	40.00
- full amount of penalty	80.00	-	80.00	80.00	-	80.00
Roundabout Sponsorship						
High Profile						
1 year sponsorship	2,500.00	500.00	3,000.00	2,500.00	500.00	3,000.00
3 year sponsorship	5,250.00	1,050.00	6,300.00	5,250.00	1,050.00	6,300.00
5 year sponsorship	7,500.00	1,500.00	9,000.00	7,500.00	1,500.00	9,000.00
Medium Profile (main road)						
1 year sponsorship	2,000.00	400.00	2,400.00	2,000.00	400.00	2,400.00
3 year sponsorship	4,200.00	840.00	5,040.00	4,200.00	840.00	5,040.00
5 year sponsorship	6,000.00	1,200.00	7,200.00	6,000.00	1,200.00	7,200.00
Medium Profile (residential road)						
1 year sponsorship	1,500.00	300.00	1,800.00	1,500.00	300.00	1,800.00
3 year sponsorship	3,150.00	630.00	3,780.00	3,150.00	630.00	3,780.00
5 year sponsorship	4,500.00	900.00	5,400.00	4,500.00	900.00	5,400.00
Low Profile						
1 year sponsorship	750.00	150.00	900.00	750.00	150.00	900.00
3 year sponsorship	1,570.00	314.00	1,884.00	1,570.00	314.00	1,884.00
5 year sponsorship	2,250.00	450.00	2,700.00	2,250.00	450.00	2,700.00

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
	£	£	£	£	£	£
Northaw Great Wood						
Annual car parking permit	15.00	3.00	18.00	15.00	3.00	18.00
	1.00	-	1.00	1.00	-	1.00
Parking Permits						
Resident motorcycle (per annum)	10.00	-	10.00	10.00	-	10.00
Resident first vehicle (per annum)	25.00	-	25.00	25.00	-	25.00
Resident second vehicle (per annum)	40.00	-	40.00	40.00	-	40.00
Resident third vehicle (per annum)	60.00	-	60.00	60.00	-	60.00
HTC Permit (per annum)	50.00	-	50.00	50.00	-	50.00
Carers permit (per annum)	20.00	-	20.00	20.00	-	20.00
Contractors permit (per month)	18.00	-	18.00	18.00	-	18.00
Business Vehicle (per annum)	225.00	-	225.00	225.00	-	225.00
Pack of 20 daily visitor vouchers	10.00	-	10.00	10.00	-	10.00
Refund request (admin fee)	5.00	-	5.00	5.00	-	5.00
Change of address/vehicle (admin fee)	5.00	-	5.00	5.00	-	5.00
Car Parking						
Hunters Bridge (Monday - Sunday)						
0 - 30 minutes	-	-	-	0.00	0.00	0.00
30 minutes - 2 hours	1.25	0.25	1.50	1.25	0.25	1.50
2 - 3 hours	2.08	0.42	2.50	2.08	0.42	2.50
3 - 4 hours	2.92	0.58	3.50	2.92	0.58	3.50
Daily tickets 4 + hrs (Mon - Sat)	4.17	0.83	5.00	4.17	0.83	5.00
Sunday (daily)	0.83	0.17	1.00	0.83	0.17	1.00
Campus West (Monday - Sunday)						
0 - 30 minutes	-	-	-	0.00	0.00	0.00
30 minutes - 2 hours	1.25	0.25	1.50	1.25	0.25	1.50
2 - 3 hours	2.08	0.42	2.50	2.08	0.42	2.50
3 - 4 hours	2.92	0.58	3.50	2.92	0.58	3.50
Daily tickets 4 + hrs (Mon - Sat)	4.17	0.83	5.00	4.17	0.83	5.00
Sunday (daily)	0.83	0.17	1.00	0.83	0.17	1.00

Description	2017-18			2018-19		
	Fee £	Vat 20% £	Total Fee £	Fee £	Vat 20% £	Total Fee £
Car Parking						
Cherry Tree (parking available Saturday and Sunday)						
Saturday:						
0 - 1 hours	0.42	0.08	0.50	0.42	0.08	0.50
1 - 2 hours	1.25	0.25	1.50	1.25	0.25	1.50
2 - 3 hours	2.08	0.42	2.50	2.08	0.42	2.50
3 - 4 hours	2.92	0.58	3.50	2.92	0.58	3.50
Daily tickets 4 + hrs	4.17	0.83	5.00	4.17	0.83	5.00
Sunday (all day)	0.83	0.17	1.00	0.83	0.17	1.00
Campus East (Monday - Sunday)						
Campus East Lower - Mon-Fri (entry before 11am)	4.17	0.83	5.00	4.17	0.83	5.00
Campus East Lower - Mon-Fri (entry from 11am)	2.50	0.50	3.00	2.50	0.50	3.00
Campus East Lower - Saturday	2.50	0.50	3.00	2.50	0.50	3.00
Campus East Lower - Sunday	0.83	0.17	1.00	0.83	0.17	1.00
Campus East Upper - Saturday	2.50	0.50	3.00	2.50	0.50	3.00
Campus East Upper - Sunday	0.83	0.17	1.00	0.83	0.17	1.00
Season Tickets:						
Campus West:						
3 month season ticket - standard	211.25	42.25	253.50	211.25	42.25	253.50
3 month season ticket - worker / student	190.42	38.08	228.50	183.33	36.67	220.00
3 month season ticket - bulk purchase (20+ tickets)	168.33	33.67	202.00	183.33	36.67	220.00
Campus East Lower						
3 month season ticket - standard	202.50	40.50	243.00	202.50	40.50	243.00
3 month season ticket - worker / student	182.50	36.50	219.00	175.00	35.00	210.00
3 month season ticket - bulk purchase (20+ tickets)	162.92	32.58	195.50	175.00	35.00	210.00
Hunters Bridge						
3 month season ticket - standard	203.33	40.67	244.00	211.25	42.25	253.50
3 month season ticket - worker / student	183.33	36.67	220.00	183.33	36.67	220.00
3 month season ticket - bulk purchase (20+ tickets)	162.92	32.58	195.50	183.33	36.67	220.00
Cancellation Fees relating to Season Tickets given up before their expiry date	10.00	-	10.00	10.00	-	10.00
Civil Parking Enforcement : Dispensations	15.00	-	15.00	15.00	-	15.00
Transactional charges for using debit and credit cards (online/telephone payment)	0.25	-	0.25	0.25	-	0.25

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
	£	£	£	£	£	£
Financial Services						
Data protection request (per hour or per part hour)	25.00	-	25.00	25.00	-	25.00
Estates Management						
Freehold Reversions - 999 year lease	415.00	83.00	498.00	425.00	85.00	510.00
Freehold Reversions - 99 year lease	415.00	83.00	498.00	425.00	85.00	510.00
Freehold Reversions - 99 year lease - valuation	100.00	20.00	120.00	105.00	21.00	126.00
Residential Long Lease Extensions - Houses	415.00	83.00	498.00	425.00	85.00	510.00
Residential Long Lease Extension Valuations - Houses	100.00	20.00	120.00	105.00	21.00	126.00
Residential Long Lease Extensions - Flats	825.00	165.00	990.00	850.00	170.00	1,020.00
Residential Long Lease Extension Valuations - Flats	150.00	30.00	180.00	155.00	31.00	186.00
Document copying - If from paper copy	50.00	10.00	60.00	50.00	10.00	60.00
Document copying - if from e-copy and provided by e-mail	0.00	0.00	0.00	0.00	0.00	0.00
Residential Leasehold Information + Ground Rent queries	42.50	8.50	51.00	45.00	9.00	54.00
Local Searches - with Inspection	65.00	13.00	78.00	65.00	13.00	78.00
Land Sale Request	-	-	-	100.00	20.00	120.00
Assignments or Change of use or deed of Variation.	815.00	163.00	978.00	840.00	168.00	1,008.00
Grant of licences / land sales - HRA and GF	815.00	163.00	978.00	840.00	168.00	1,008.00
New Letting Fee	250.00	50.00	300.00	250.00	50.00	300.00
New letting fee at Fiddlebridge	300.00	60.00	360.00	300.00	60.00	360.00
Housing Garage Valuations	175.00	35.00	210.00	180.00	36.00	216.00
Restrictive Covenant Releases - RTB's	5,500.00	1,100.00	6,600.00	5,500.00	1,100.00	6,600.00
Former Landowners Consent - minor works	60.00	12.00	72.00	60.00	12.00	72.00
Former Landowners Consent - major works + Deed of covenan	815.00	163.00	978.00	835.00	167.00	1,002.00
Garage Rents						
Owner occupier en bloc garage charges (52 week charge) - popular sites per week	10.11	2.02	12.13	10.36	2.07	12.43
unpopular sites per week	8.27	1.65	9.92	8.48	1.70	10.18
Campus East Lower Car Park Garages Rents per week	15.58	3.12	18.70	15.58	3.12	18.70

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
Policy and Culture - CW Entertainment	£	£	£	£	£	£
WGC Cinema - Monday to Thursday						
- Full Price	4.83	0.97	5.80	6.67	1.33	8.00
- U16/Seniors/Student	4.83	0.97	5.80	5.83	1.17	7.00
- Full Price 3D	6.50	1.30	7.80	8.33	1.67	10.00
- U16/Seniors/Student	6.50	1.30	7.80	7.50	1.50	9.00
- Fri to Sun						
- Full Price	7.00	1.40	8.40	7.50	1.50	9.00
- U16/Seniors/Student	6.17	1.23	7.40	6.67	1.33	8.00
- Full Price 3D	8.67	1.73	10.40	9.17	1.83	11.00
- U16/Seniors/Student	7.83	1.57	9.40	8.33	1.67	10.00
Family Film - Monday to Thursday						
- All Tickets	4.83	0.97	5.80	3.33	0.67	4.00
- All Tickets 3D	6.50	1.30	7.80	5.00	1.00	6.00
Family Film - Friday to Sunday						
- All Tickets	7.83	1.57	9.40	3.33	0.67	4.00
- All Tickets 3D	8.67	1.73	10.40	5.00	1.00	6.00
Wheel Chair + Carer				Carer goes free		
Registered Disabled + Carer				Carer goes free		
Event Cinema						
Live Broadcasts	16.46	3.29	19.75	16.46	3.29	19.75
- U16/Seniors/Student	-	-	-	15.63	3.13	18.75
Encore of the Live	13.13	2.63	15.75	14.79	2.96	17.75
- U16/Seniors/Student	-	-	-	13.96	2.79	16.75
Pre-recorded	11.46	2.29	13.75	13.13	2.63	15.75
- U16/Seniors/Student	-	-	-	12.29	2.46	14.75
Film with Q&A	9.79	1.96	11.75	12.29	2.46	14.75
- U16/Seniors/Student	-	-	-	11.46	2.29	13.75
Hawthorne Theatre Theatrical Hire Fee						
Mon to Wed 8am to 4pm	800.00	160.00	960.00	880.00	176.00	1,056.00
4pm to midnight	900.00	180.00	1,080.00	990.00	198.00	1,188.00
Thurs to Sun 8am to 4pm	1,000.00	200.00	1,200.00	1,100.00	220.00	1,320.00
4pm to midnight	1,200.00	240.00	1,440.00	1,320.00	264.00	1,584.00
Screen Hire						
Screen 1						
8am to 1pm	300.00	60.00	360.00	360.00	72.00	432.00
1pm - 4pm	300.00	60.00	360.00	360.00	72.00	432.00
4pm - 11pm	300.00	60.00	360.00	360.00	72.00	432.00
Screen 2						
8am to 1pm	500.00	100.00	600.00	550.00	110.00	660.00
1pm - 4pm	500.00	100.00	600.00	550.00	110.00	660.00
4pm - 11pm	500.00	100.00	600.00	550.00	110.00	660.00
Roller City						
- Skate Admission Only	5.58	1.12	6.70	5.00	1.00	6.00
- Skate Hire	2.00	0.40	2.40	2.00	0.40	2.40
- Spectator	2.92	0.58	3.50	2.92	0.58	3.50
- Upgrade from Spectator with Zebra Card	4.08	0.82	4.90	4.49	0.90	5.39
- Upgrade from Spectator without Zebra Card	4.08	0.82	4.90	4.08	0.82	4.90

Zebra Card discounts may apply to some services provided please check the Campus West Website for details

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
	£	£	£	£	£	£
Policy and Culture - CW Entertainment						
Softplay City						
Children 12 month or under	Free			Free		
Children 1 Year to 3 years	2.92	0.58	3.50	2.92	0.58	3.50
Children 4 to 9 years	4.17	0.83	5.00	4.17	0.83	5.00
Accompanying Adults	2.92	0.58	3.50	2.92	0.58	3.50
Campus West / Vineyard Barn						
Carpet bowls (per session)	3.50	0.70	4.20	4.17	0.83	5.00
Table Tennis (per session)	3.50	0.70	4.20	4.17	0.83	5.00
Keep Fit (per session)	3.50	0.70	4.20	4.17	0.83	5.00
Medau (per session)	3.50	0.70	4.20	4.17	0.83	5.00
- Bridge & scrabble (per session)	3.50	0.70	4.20	4.17	0.83	5.00
- Art Basics & Beyond per Class	9.09	1.82	10.91	10.00	2.00	12.00
- Line Dancing (1 hour)	3.50	0.70	4.20	4.17	0.83	5.00
- Line Dancing (1.5 hours)	5.00	1.00	6.00	5.67	1.13	6.80
- Childrens Parties	80.00	16.00	96.00	90.00	18.00	108.00
Room Hire - Vineyard Barn Room 1 (per hr)	14.00	-	14.00	15.00	-	15.00
- Vineyard Barn Room 2 (per hr)	14.00	-	14.00	15.00	-	15.00
- Hazel Grove Community Centre (per hr)	14.00	-	14.00	15.00	-	15.00
- Sheridan Studio (per hr)	13.00	2.60	15.60	15.00	3.00	18.00
Zebra Card discounts may apply to some services provided please check the Campus West Website for details						

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
Community & Leisure Services	£	£	£	£	£	
Mill Green Museum						
- Adult entry fee - single	3.50	-	3.50	3.50	-	3.50
- Adult entry fee - annual pass	20.00	-	20.00	20.00	-	20.00
- Joint Adult entry fee - annual pass	30.00	-	30.00	30.00	-	30.00
- Special Events for Children (max. charge)	5.00	-	5.00	5.00	-	5.00
- Childrens drop-in activity (min charge)	3.00	-	3.00	3.50	-	3.50
- General School visit informal session	1.50	-	1.50	2.00	-	2.00
- Extra Charge for Miller on non milling day	50.00	-	50.00	50.00	-	50.00
- Adult Group visit - out of opening hours - both sites	50.00	-	50.00	50.00	-	50.00
Plus Adult admission fee (min 20 adults)						
Children's Groups - out of opening hours	45.00	-	45.00	50.00	-	50.00
Plus £2 per child Plus £3.50 each Adult (2 Free)						
Children's Groups - out of opening hours	45.00	-	45.00	50.00	-	50.00
Plus Taught Session std rates apply						
illustrated talk by curator off site	60.00	-	60.00	60.00	-	60.00
- Taught lesson (standard) per child	3.50	-	3.50	4.00	-	4.00
charge (up to 28 children)	98.00	-	98.00	112.00	-	112.00
- Additional children added to standard lesson	3.50	-	3.50	4.00	-	4.00
- Combined visit to Museum and Roman Bath House - per child	6.00	-	6.00	7.00	-	7.00
- Combined visit to Museum and Roman Bath House - minimum charge upto 28 children	154.00	-	154.00	196.00	-	196.00
- Additional children added to combined visit	6.00	-	6.00	7.00	-	7.00
Hire of study area (1/2 day)	90.00	-	90.00	90.00	-	90.00
Hire of study area (full day)	175.00	-	175.00	175.00	-	175.00
With free delegate access to Mill and Museum						
- loan boxes per 2 week period	20.00	-	20.00	20.00	-	20.00
discounted with visits				5.00	-	5.00
Photocopying - single sheet	0.25	0.05	0.30	0.42	0.08	0.50
Photocopying - double sided	0.35	0.07	0.42	0.83	0.17	1.00
Digital Capture (by Staff) up to 5 images	10.00	2.00	12.00	20.00	4.00	24.00
Email of each Digital Image	2.00	0.40	2.40	2.00	0.40	2.40
* Commercial Requests upon application						
Archaeology Deposits (single item/box)	7.50	1.50	9.00	POA	POA	POA
Welwyn Roman Baths						
Entry fee - adults	3.50	-	3.50	3.50	-	3.50
Adult Group visits (minimum of 14)						
Either inside or o/side the borough	49.00	-	49.00	49.00	-	49.00
School Visits (minimum of 14 children both inside/outside borough)	49.00	-	49.00	56.00	-	56.00

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
	£	£	£	£	£	
Community Services						
CCTV charge	103.00	-	103.00	103.00	-	103.00
Filming charge	POA	POA	POA	0.00	-	0.00
Hatfield Stage Hire Fees*						
Charities, voluntary and community organisations/events -Organisations that are hosting events outside of postcode AL9 & AL10 but within Welwyn Hatfield				225.00	45.00	270.00
Charities or voluntary organisations/events - Organisations hosting events outside of the borough (but within 12miles radius)				375.00	75.00	450.00
Commercial (with the aim of the organisation or event to make a profit for private gain) - Organisations that are hosting events outside of postcode AL9 & AL10 but within Welwyn Hatfield				525.00	105.00	630.00
Commercial (with the aim of the organisation or event to make a profit for private gain) - Organisations that are hosting events outside of the borough but within a 12 mile radius				750.00	150.00	900.00

* Please note there is a full report given to exec board with regards to the charging proposals that were agreed by the Hatfield Town Centre Forum, organisations hosting events in AL9 & AL10 for the benefit of the community will not be charged beyond the actual costs of transporting the stage and putting the stage up and taking it down

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
	£	£	£	£	£	£
Local land searches						
Residential searches (now comprising searches LLC1 & Con 29R) *partly VATable	75.00	11.60	86.60	75.00	11.60	86.60
Residential searches - Con29R only	58.00	11.60	69.60	58.00	11.60	69.60
Commercial / Industrial Land and /or non-residential (now comprising LLC1 & Con29R) *partly VATable	75.00	11.60	86.60	75.00	11.60	86.60
Commercial / Industrial Land and /or non-residential - Con29R only	58.00	11.60	69.60	58.00	11.60	69.60
Optional Enquiries	8.00	1.60	9.60	8.00	1.60	9.60
Extra Parcels of Land	8.00	1.60	9.60	8.00	1.60	9.60
Optional Enquiry No. 22	15.00	3.00	18.00	15.00	3.00	18.00
LLC1 search only	17.00	-	17.00	17.00	-	17.00
Legal						
Certificate of Compliance	-	-	-	75.00	-	75.00
DS1 or DS2 Land Registry Forms	-	-	-	75.00	-	75.00
Postponement of Discount	-	-	-	75.00	-	75.00
Legal Photocopying Charges	42.50	-	42.50	42.50	-	42.50
Reports on Title	125.00	25.00	150.00	125.00	25.00	150.00
Boundary enquires	75.00	-	75.00	75.00	-	75.00
Electoral Services						
Sale of electoral registers (data)	20.00	-	20.00	20.00	-	20.00
plus per 1000 entries	1.50	-	1.50	1.50	-	1.50
Sale of electoral registers (printed)	10.00	-	10.00	10.00	-	10.00
plus per 1000 entries	5.00	-	5.00	5.00	-	5.00
Democratic Services						
Freedom of Information requests						
Photocopying of information per A4 sheet	0.10	0.02	0.12	0.10	0.02	0.12

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
	£	£	£	£	£	£
Licensing						
Animal Boarding Establishments	216.30	-	216.30	217.00	-	217.00
Home Animal Boarding Establishments	169.95	-	169.95	170.00	-	170.00
Ear Piercing	206.00	-	206.00	206.00	-	206.00
Tattooing/Other	257.50	-	257.50	258.00	-	258.00
Change of details on registration certificate	25.75	-	25.75	26.00	-	26.00
Dangerous Wild Animals	298.70	-	298.70	299.00	-	299.00
Zoos	478.95	-	478.95	479.00	-	479.00
Dog Breeding Establishments	180.25	-	180.25	181.00	-	181.00
Gaming Machine Permits						
Two machines on licensed premises	50.00	-	50.00	50.00	-	50.00
Grant	150.00	-	150.00	150.00	-	150.00
More than two machines existing	100.00	-	100.00	100.00	-	100.00
More than two machines other cases	150.00	-	150.00	150.00	-	150.00
More than two machines variation	100.00	-	100.00	100.00	-	100.00
More than two machines transferred	25.00	-	25.00	25.00	-	25.00
Annual Fees	50.00	-	50.00	50.00	-	50.00
Substitute Name	25.00	-	25.00	25.00	-	25.00
Copy of Permit	15.00	-	15.00	15.00	-	15.00
Club Gaming Permits Club machine permits						
Two machines on licensed premises	50.00	-	50.00	50.00	-	50.00
Grant	200.00	-	200.00	200.00	-	200.00
Grant (Club premises certificate holder)	100.00	-	100.00	100.00	-	100.00
More than two machines variation	100.00	-	100.00	100.00	-	100.00
Renewal	200.00	-	200.00	200.00	-	200.00
Renewal (Club premises certificate holder)	100.00	-	100.00	100.00	-	100.00
Annual Fees	50.00	-	50.00	50.00	-	50.00
Substitute Name	25.00	-	25.00	25.00	-	25.00
Copy of Permit	15.00	-	15.00	15.00	-	15.00
Gambling Premises new application						
New Small Casino	8,240.00	-	8,240.00	8,240.00	-	8,240.00
New Large Casino	10,300.00	-	10,300.00	10,300.00	-	10,300.00
Regional Casino	15,450.00	-	15,450.00	15,450.00	-	15,450.00
Bingo Club	1,648.00	-	1,648.00	1,648.00	-	1,648.00
Betting premises (excluding tracks)	1,545.00	-	1,545.00	1,545.00	-	1,545.00
Tracks	2,575.00	-	2,575.00	2,575.00	-	2,575.00
Family Entertainment Centre	1,236.00	-	1,236.00	1,236.00	-	1,236.00
Adult Gaming Centre	1,236.00	-	1,236.00	1,236.00	-	1,236.00
Gambling Premises annual fee						
New Small Casino	5,150.00	-	5,150.00	5,150.00	-	5,150.00
New Large Casino	10,300.00	-	10,300.00	10,300.00	-	10,300.00
Regional Casino	15,450.00	-	15,450.00	15,450.00	-	15,450.00
Bingo Club	515.00	-	515.00	515.00	-	515.00
Betting premises (excluding tracks)	309.00	-	309.00	309.00	-	309.00
Tracks	1,030.00	-	1,030.00	1,030.00	-	1,030.00
Family Entertainment Centre	309.00	-	309.00	309.00	-	309.00
Adult Gaming Centre	515.00	-	515.00	515.00	-	515.00
Gambling Premises application for a provisional statement						
New Small Casino	8,240.00	-	8,240.00	8,240.00	-	8,240.00
New Large Casino	10,300.00	-	10,300.00	10,300.00	-	10,300.00
Regional Casino	15,450.00	-	15,450.00	15,450.00	-	15,450.00
Bingo Club	1,648.00	-	1,648.00	1,648.00	-	1,648.00
Betting premises (excluding tracks)	1,339.00	-	1,339.00	1,339.00	-	1,339.00
Tracks	2,575.00	-	2,575.00	2,575.00	-	2,575.00
Family Entertainment Centre	1,339.00	-	1,339.00	1,339.00	-	1,339.00
Adult Gaming Centre	1,339.00	-	1,339.00	1,339.00	-	1,339.00

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
Licensing	£	£	£	£	£	£
Gambling Premises application for transfer						
New Small Casino	1,854.00	-	1,854.00	1,854.00	-	1,854.00
New Large Casino	2,214.50	-	2,214.50	2,215.00	-	2,215.00
Regional Casino	6,695.00	-	6,695.00	6,695.00	-	6,695.00
Bingo Club	721.00	-	721.00	721.00	-	721.00
Betting premises (excluding tracks)	721.00	-	721.00	721.00	-	721.00
Tracks	978.50	-	978.50	979.00	-	979.00
Family Entertainment Centre	515.00	-	515.00	515.00	-	515.00
Adult Gaming Centre	618.00	-	618.00	618.00	-	618.00
Gambling Premises application to vary						
New Small Casino	4,120.00	-	4,120.00	4,120.00	-	4,120.00
New Large Casino	5,150.00	-	5,150.00	5,150.00	-	5,150.00
Regional Casino	7,725.00	-	7,725.00	7,725.00	-	7,725.00
Bingo Club	1,545.00	-	1,545.00	1,545.00	-	1,545.00
Betting premises (excluding tracks)	1,339.00	-	1,339.00	1,339.00	-	1,339.00
Tracks	1,287.50	-	1,287.50	1,288.00	-	1,288.00
Family Entertainment Centre	618.00	-	618.00	618.00	-	618.00
Adult Gaming Centre	618.00	-	618.00	618.00	-	618.00
Gambling Premises application for reinstatement						
New Small Casino	1,854.00	-	1,854.00	1,854.00	-	1,854.00
New Large Casino	2,214.50	-	2,214.50	2,215.00	-	2,215.00
Regional Casino	6,695.00	-	6,695.00	6,695.00	-	6,695.00
Bingo Club	721.00	-	721.00	721.00	-	721.00
Betting premises (excluding tracks)	721.00	-	721.00	721.00	-	721.00
Tracks	978.50	-	978.50	979.00	-	979.00
Family Entertainment Centre	515.00	-	515.00	515.00	-	515.00
Adult Gaming Centre	721.00	-	721.00	721.00	-	721.00
Gambling Premises provisional statement holders						
New Small Casino	3,090.00	-	3,090.00	3,090.00	-	3,090.00
New Large Casino	5,150.00	-	5,150.00	5,150.00	-	5,150.00
Regional Casino	8,240.00	-	8,240.00	8,240.00	-	8,240.00
Bingo Club	721.00	-	721.00	721.00	-	721.00
Betting premises (excluding tracks)	721.00	-	721.00	721.00	-	721.00
Tracks	978.50	-	978.50	979.00	-	979.00
Family Entertainment Centre	772.50	-	772.50	773.00	-	773.00
Adult Gaming Centre	772.50	-	772.50	773.00	-	773.00
Sex Shop or Sex Cinema	1,442.00	-	1,442.00	1,442.00	-	1,442.00
Sexual Entertainment Venue	648.90	-	648.90	649.00	-	649.00
Hypnotism application	159.65	-	159.65	160.00	-	160.00
Gambling Premises notification of change	51.50	-	51.50	52.00	-	52.00
Gambling Premises copy of Licence	25.75	-	25.75	26.00	-	26.00
Lottery Registration	40.00	-	40.00	40.00	-	
Lottery Renewal	20.00	-	20.00	20.00	-	
Pet Shops	169.95	-	169.95	170.00	-	170.00
Scrap Metal						
Site Licence Application	751.90	-	751.90	752.00	-	752.00
Collectors Licence Application	628.30	-	628.30	629.00	-	629.00
Site Licence Renewal	509.85	-	509.85	510.00	-	510.00
Collectors Licence Renewal	484.10	-	484.10	485.00	-	485.00
Variation (site licence to collectors licence)	82.40	-	82.40	83.00	-	83.00
Variation (collectors licence to site licence)	149.35	-	149.35	150.00	-	150.00
Change of site	82.40	-	82.40	83.00	-	83.00
Change of site manager	66.95	-	66.95	67.00	-	67.00
Change of name or address	46.35	-	46.35	47.00	-	47.00

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
Licensing	£	£	£	£	£	£
Premises & Clubs - new applications						
Rateable value :- Band A	100.00	-	100.00	100.00	-	100.00
:- Band B	190.00	-	190.00	190.00	-	190.00
:- Band C	315.00	-	315.00	315.00	-	315.00
:- Band D	450.00	-	450.00	450.00	-	450.00
:- Band E	635.00	-	635.00	635.00	-	635.00
:- Minor variations	89.00	-	89.00	89.00	-	89.00
Additional fees for premises holding more than 5000 persons						
5,000 - 9,999	1,000.00	-	1,000.00	1,000.00	-	1,000.00
10,000 - 14,999	2,000.00	-	2,000.00	2,000.00	-	2,000.00
15,000 - 19,999	4,000.00	-	4,000.00	4,000.00	-	4,000.00
20,000 - 29,999	8,000.00	-	8,000.00	8,000.00	-	8,000.00
30,000 - 39,999	16,000.00	-	16,000.00	16,000.00	-	16,000.00
40,000 - 49,999	24,000.00	-	24,000.00	24,000.00	-	24,000.00
50,000 - 59,999	32,000.00	-	32,000.00	32,000.00	-	32,000.00
60,000 - 69,999	40,000.00	-	40,000.00	40,000.00	-	40,000.00
70,000 - 79,999	48,000.00	-	48,000.00	48,000.00	-	48,000.00
80,000 - 89,999	56,000.00	-	56,000.00	56,000.00	-	56,000.00
90,000 and over	64,000.00	-	64,000.00	64,000.00	-	64,000.00
Premises & Clubs - Annual Fee (Renewals)						
Rateable value :- Band A	70.00	-	70.00	70.00	-	70.00
:- Band B	180.00	-	180.00	180.00	-	180.00
:- Band C	295.00	-	295.00	295.00	-	295.00
:- Band D	320.00	-	320.00	320.00	-	320.00
:- Band E	350.00	-	350.00	350.00	-	350.00
Additional fees for premises holding more than 5000 persons						
5,000 - 9,999	500.00	-	500.00	500.00	-	500.00
10,000 - 14,999	1,000.00	-	1,000.00	1,000.00	-	1,000.00
15,000 - 19,999	2,000.00	-	2,000.00	2,000.00	-	2,000.00
20,000 - 29,999	4,000.00	-	4,000.00	4,000.00	-	4,000.00
30,000 - 39,999	8,000.00	-	8,000.00	8,000.00	-	8,000.00
40,000 - 49,999	12,000.00	-	12,000.00	12,000.00	-	12,000.00
50,000 - 59,999	16,000.00	-	16,000.00	16,000.00	-	16,000.00
60,000 - 69,999	20,000.00	-	20,000.00	20,000.00	-	20,000.00
70,000 - 79,999	24,000.00	-	24,000.00	24,000.00	-	24,000.00
80,000 - 89,999	28,000.00	-	28,000.00	28,000.00	-	28,000.00
90,000 and over	32,000.00	-	32,000.00	32,000.00	-	32,000.00
Personal Licence	37.00	-	37.00	37.00	-	37.00
Application for the grant or renewal of a personal licence	37.00	-	37.00	37.00	-	37.00
Temporary Event Notice	21.00	-	21.00	21.00	-	21.00
Replacement of premises licence or summary	10.50	-	10.50	10.50	-	10.50
80,000 - 89,999						

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
Licensing	£	£	£	£	£	£
Premises & Clubs - new applications for primarily for selling alcohol for consumption on the premises						
Rateable value :- Band D	900.00	-	900.00	900.00	-	900.00
:- Band E	1,905.00	-	1,905.00	1,905.00	-	1,905.00
Premises & Clubs - Annual Fee for primarily for selling alcohol for consumption on the premises						
Rateable value :- Band D	640.00	-	640.00	640.00	-	640.00
:- Band E	1,050.00	-	1,050.00	1,050.00	-	1,050.00
Application for the mandatory condition requiring DPS in respect of a premises licence to be disapplied	23.00	-	23.00	23.00	-	23.00
Riding Establishments	278.10	-	278.10	279.00	-	279.00
Street Trading consents						
Per trading per day of the week	169.95	-	169.95	170.00	-	170.00
Application for a provisional statement where premises are being built etc	315.00	-	315.00	315.00	-	315.00
Notification of change of address	10.50	-	10.50	10.50	-	10.50
Application to vary a licence to specify an individual as premises supervisor	23.00	-	23.00	23.00	-	23.00
Application for transfer of premises Licence	23.00	-	23.00	23.00	-	23.00
Interim Authority Notice following death of Licence holder	23.00	-	23.00	23.00	-	23.00
Replacement of certificate or summary	10.50	-	10.50	10.50	-	10.50
Notification of change of name or alteration of rules of club	10.50	-	10.50	10.50	-	10.50
Change of relevant registered address of club	10.50	-	10.50	10.50	-	10.50
Replacement of temporary event notice	10.50	-	10.50	10.50	-	10.50
Replacement of personal licence	10.50	-	10.50	10.50	-	10.50
Duty to notify change of name & address	10.50	-	10.50	10.50	-	10.50
Right of freeholder to be notified of licensing matters.	21.00	-	21.00	21.00	-	21.00
Copy of document on public register	0.12	0.02	0.14	0.12	0.02	0.14
Mobile Homes Act						
Initial Site Licence Fee	138.02	27.60	165.62	138.00	27.60	165.60
- and in addition for each pitch	13.39	2.68	16.07	14.00	2.80	16.80
Transfer or Standard amendment fee	177.16	35.43	212.59	178.00	35.60	213.60
Site expansion amendment fee	138.02	27.60	165.62	138.00	27.60	165.60
- and in addition for each pitch	13.39	2.68	16.07	14.00	2.80	16.80
Annual Fee per pitch	10.17	2.03	12.20	11.00	2.20	13.20
Site Rules Regulation Deposit	35.02	7.00	42.02	35.00	7.00	42.00
Fit and Proper Persons Check	164.80	32.96	197.76	165.00	33.00	198.00
Enforcement Notice	283.25	56.65	339.90	284.00	56.80	340.80
Works in default - As displayed in current budget book and vary with the officer involved and the time of day works are executed						
Hackney Carriages						
Hackney Carriage Driver/Private hire driver Licence - 3 Year	450.00	-	450.00	450.00	-	450.00
Hackney Carriage Vehicle Licence/Private Hire Vehicle - 1 Year	290.00	-	290.00	290.00	-	290.00
Private Hire Operator Licence :-						
1 Year	330.00	-	330.00	330.00	-	330.00
3 Years	762.00	-	762.00	762.00	-	762.00
5 Years	1194.00	-	1194.00	1,194.00	-	1,194.00
CRB check	50.00	-	50.00	50.00	-	50.00
Knowledge test (per attempt)	60.00	-	60.00	60.00	-	60.00
Replacement plate	20.00	-	20.00	20.00	-	20.00
Replacement bracket	15.00	-	15.00	15.00	-	15.00
Replacement driver's badge	15.00	-	15.00	15.00	-	15.00
Extra copy/duplicate of licence	5.00	-	5.00	5.00	-	5.00
DVLA	10.00	-	10.00	10.00	-	10.00
Vehicle transfers	100.00	-	100.00	100.00	-	100.00

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
Environmental Health	£	£	£			
Level 2 - Food Safety in Catering (residents or Level2 -Food Hygiene in Catering (outside of WH)	65.00	-	65.00	65.00	-	65.00
Level 3 - Food safety in Catering (residents/businesses of WH)	270.00	-	270.00	275.00	-	275.00
Level 3 - Refresher Course	150.00	-	150.00	155.00	-	155.00
Level 3 - Refresher Course (outside WH)				165.00	-	
Resilience awareness training (organisation)	500.00	-	500.00	500.00	-	500.00
Small Business Support course (part day)	65.00	-	65.00	65.00	-	65.00
Small Business Support course (full day)	130.00	-	130.00	130.00	-	130.00
Small Food Business workshops	45.00	-	45.00	45.00	-	45.00
Replacement food hygiene/safety certificate	40.00	-	40.00	40.00	-	40.00
Cancellation of attendance at courses listed above:						
Cancellation within 1 month of course :					75%refund	
Cancellation within 1 week of course:					No refund	
Failure to attend without notification:					Course fees payable	
EPA prescribed processes - application fees these fees are subject to change by statute						
EPA part B installation	1,579	-	1,650.00	1,650.00	-	1,650.00
Additional fee for operating without a permit	1,137	-	1,188.00	1,188.00	-	1,188.00
Reduced Fee activities	148	-	155.00	155.00	-	155.00
PVR I & II	246	-	257.00	257.00	-	257.00
Vehicle Refinishers	346	-	362.00	362.00	-	362.00
Reduced Fee activities : Additional fee for operating without a permit.	68	-	71.00	71.00	-	71.00
Mobile screening & crushing plant	1,579.00	-	1,650.00	1,650.00	-	1,650.00
for the 3rd to 7th applications	943	-	985.00	985.00	-	985.00
for the 8th & subsequent applications	477	-	498.00	498.00	-	498.00
Where an application for any of the above is for a combined Part B and waste application, add an extra £104, (low risk) £156 (medium risk) or £207 (high risk) to the above amounts.						
Annual Subsistence Charges						
Annual Subsistence Charge - low risk *	739	-	739.00	772.00	-	772.00
Annual Subsistence Charge - medium risk *	1,111.00	-	1,111.00	1,161.00	-	1,161.00
Annual subsistence Charge - high risk *	1,672.00	-	1,672.00	1,747.00	-	1,747.00
Annual Subsistence Charge - petrol stations,	146					
Reduced fee activities - low	76.00	-	76.00	79.00	-	79.00
Reduced fee activities - medium	151.00	-	151.00	158.00	-	158.00
Reduced fee activities - high	227.00	-	227.00	237.00	-	237.00
PVR I & II - low	108.00	-	108.00	113.00	-	113.00
PVR I & II - medium	216.00	-	216.00	226.00	-	226.00
PVR I & II - high	326.00	-	326.00	341.00	-	341.00
Vehicle Refinishers - low	218.00	-	218.00	228.00	-	228.00
Vehicle Refinishers - medium	349.00	-	349.00	365.00	-	365.00
Vehicle Refinishers - high	524.00	-	524.00	548.00	-	548.00
Mobile screening & crushing plant - low	618.00	-	618.00	626.00	-	626.00
Mobile screening & crushing plant - medium	989.00	-	989.00	1,034.00	-	1,034.00
Mobile screening & crushing plant - high	1,484.00	-	1,484.00	1,551.00	-	1,551.00
for the 3rd to 7th applications - low	368.00	-	368.00	385.00	-	385.00
for the 3rd to 7th applications - medium	590.00	-	590.00	617.00	-	617.00
for the 3rd to 7th applications - high	884.00	-	884.00	924.00	-	924.00
for the 8th & subsequent applications - low	189.00	-	189.00	198.00	-	198.00
for the 8th & subsequent applications - medium	302.00	-	302.00	314.00	-	314.00
for the 8th & subsequent applications - high	453.00	-	453.00	473.00	-	473.00
If subsistence charge is paid in installments the total amount of subsistence charge payable in that financial year is increased by £38. An extra £104 is required where the operator carries on an operation that falls within the reporting obligations of the EC Regulation						
* these additional amounts must be charged where a permit is for a combined Part B and waste installation						
Low Risk	99.00	-	99.00	104.00	-	104.00
Medium risk	149.00	-	149.00	156.00	-	156.00
High Risk	198.00	-	198.00	207.00	-	207.00

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
Environmental Health	£	£	£	£	£	£
Transfer & Surrender						
Standard process transfer	162.00	-	162.00	169.00	-	169.00
Standard process partial transfer	476.00	-	476.00	497.00	-	497.00
Surrender : all Part B activities						
Reduced fee activities : transfer						
Reduced fee activities : partial transfer	75.00	-	75.00	47.00	-	47.00
Substantial change S10 & S11						
Standard process	1,005.00	-	1,005.00	1,050.00	-	1,050.00
Standard process where the substantial change results in a new PPC activity.	1,579.00	-	1,579.00	1,650.00	-	1,650.00
Change due to implementing an upgrading plan (applies to LAPC only)	141.00	-	141.00	147.00	-	147.00
Reduced fee activities	98.00	-	98.00	102.00	-	102.00
Application fee for grant of A2 permit				3,363.00	-	3,363.00
Application fee for transfer of A2 permit full				235.00	-	235.00
Partila transfer				698.00	-	698.00
Surrender of permit				698.00	-	698.00
Application for Variation				1,368.00	-	1,368.00
Variation for Small Waste Incineration plant				3,363.00	-	3,363.00
Late Application fee for A2				1,188.00	-	1,188.00
Subsistence Charges A2						
Low Risk				1,343.00	-	1,343.00
Meduim Risk				1,507.00	-	1,507.00
High Risk				2,230.00	-	2,230.00
If subsistence charge is paid in installments the total subsistence charge payable in that financial year is increased by £38.						
An extra £103 is required if the operator carries on an operation that falls within the reporting obligations of the EC Regulation						
Certificate of Voluntary Surrender of Food (plus Officer & Disposal Costs)	160.00	-	160.00	0.00	-	0.00
Sale of Food Safety Act Register	235.00	-	235.00	0.00	-	0.00
Food Safety Export check	60.00	-	60.00	0.00	-	0.00
Food FHRS Revisit	-	-	-	180.00		180.00
Storage of noise making equipment following seizure (plus officer cost)	555.00	-	555.00	555.00	-	555.00
Fixed penalty notice for smoking in a smoke free place						
Fixed penalty notice for smoking in a smoke free place	50.00	-	50.00	50.00	-	50.00
Discounted to if paid within 30 days	30.00	-	30.00	30.00	-	30.00
Failure to display smoking signs	200.00	-	200.00	200.00	-	200.00
Discounted to if paid within 30 days	150.00	-	150.00	150.00	-	150.00
Private Water Supplies & Distribution Systems						
Risk Assessment	500.00	-	500.00	500.00	-	500.00
Sampling - each visit (maximum fee)	100.00	-	100.00	100.00	-	100.00
Investigation (each investigation)	100.00	-	100.00	100.00	-	100.00
Granting an Authorisation	100.00	-	100.00	100.00	-	100.00
Analysing a sample						
taken under regulation 10	25.00	-	25.00	25.00	-	25.00
taken during check monitoring	100.00	-	100.00	100.00	-	100.00
taken during audit monitoring	500.00	-	500.00	500.00	-	500.00
Environmental Search for Contaminated Land						
Environmental Search for Contaminated Land	90.00	-	90.00	90.00	-	90.00

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
Environmental Health	£	£	£	£	£	£
Officer time for work in default - Head of Service	65.69	13.14	78.83	64.55	12.91	77.46
Officer time for work in default - Team Leader	46.01	9.20	55.21	50.51	10.10	60.61
Officer time for work in default - EHO	42.15	8.43	50.58	43.63	8.73	52.36
Officer time for work in default - EHTO	29.52	5.90	35.42	32.60	6.52	39.12
Officer time for work in default - EHTSO	19.74	3.95	23.69	19.83	3.97	23.80
charges for works carried out during the following times						
Monday - Friday 7pm - 8am time and a half						
Saturday - time and a half						
Sunday & Bank Holidays - time and half						
Provision of a factual statement to the victim of an accident	POA	POA	POA	POA	POA	POA

**Welwyn Hatfield Borough Council
General Fund Fees and Charges**

Appendix E

Where applicable, planning fees have increased from 17 January 2018 to the values shown in 2018/19 in line with regulations

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
	£	£	£	£	£	£
Planning						
Residential properties enlargement, improvement/alteration of dwellings for domestic purposes - 1 dwelling	172.00	-	172.00	206.00	-	206.00
Residential properties enlargement, improvement/alteration of dwellings for domestic purposes - 2 or more dwellings	339.00	-	339.00	407.00	-	407.00
Operations with residential curtilage for domestic purposes (including buildings, gates & fences etc.)	172.00	-	172.00	206.00	-	206.00
Car park, road & access to serve single undertaking where associated with existing use.	195.00	-	195.00	234.00	-	234.00
New dwellings outline permission :-						
Site less than 2.5ha - price per 0.1ha	385.00	-	385.00	462.00	-	462.00
Site greater than 2.5ha - plus price per 0.1ha above 2.5ha (maximum £150,000)	9,527.00	-	9,527.00	11,432.00	-	11,432.00
	115.00	-	115.00	138.00	-	138.00
Upto 50 new dwellings - price per dwelling	385.00	-	385.00	462.00	-	462.00
51 or more new dwellings - plus fee per additional dwelling above 50 (maximum £300,000)	19,049.00	-	19,049.00	22,859.00	-	22,859.00
	115.00	-	115.00	138.00	-	138.00
Buildings outline permission (other dwellings, agricultural buildings or plant & glass houses etc) :-						
Site less than 2.5ha - price per 0.1ha	385.00	-	385.00	462.00	-	462.00
Site greater than 2.5ha - plus fee per additional 0.1ha above 2.5ha (maximum £150,000)	9,527.00	-	9,527.00	11,432.00	-	11,432.00
	115.00	-	115.00	138.00	-	138.00
Where the application is for permission in principle price per 0.1 hectare of the site area	-	-	-	402.00	-	402.00
Commercial Planning fees - other cases :-						
No floor space created	195.00	-	195.00	234.00	-	234.00
If less than 40sqm	195.00	-	195.00	234.00	-	234.00
If between 40sqm - 75sqm gross floor space	385.00	-	385.00	462.00	-	462.00
If between 75sqm - 3750sqm, price per each 75sqm of gross floor space created	385.00	-	385.00	462.00	-	462.00
If greater than 3750sqm gross floor space plus additional fee per each 75sqm over 3750sqm (maximum £300,000)	19,049.00	-	19,049.00	22,859.00	-	22,859.00
	115.00	-	115.00	138.00	-	138.00
Prior approval applications comprising of a material change of use of any buildings or other land	80.00	-	80.00	96.00	-	96.00
Prior approval applications comprising of associated operational development	172.00	-	172.00	206.00	-	206.00
Commercial outline planning fees - Agricultural buildings on agricultural land (other than glasshouses) :-						
Site less than 2.5ha - price per 0.1ha	385.00	-	385.00	462.00	-	462.00
Site greater than 2.5ha - plus fee per additional 0.1ha (maximum £150,000)	9,527.00	-	9,527.00	11,432.00	-	11,432.00
	115.00	-	115.00	138.00	-	138.00
Where the application is for permission in principle price for each 0.1 hectare of the site area	-	-	-	402.00	-	402.00

**Welwyn Hatfield Borough Council
General Fund Fees and Charges**

Appendix E

Where applicable, planning fees have increased from 17 January 2018 to the values shown in 2018/19 in line with regulations

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
Planning	£	£	£	£	£	£
Commercial planning fees - Other Agricultural Cases :-						
If less than 465sqm gross floor space created	80.00	-	80.00	96.00	-	96.00
If between 465sqm - 540sqm gross floor space created	385.00	-	385.00	462.00	-	462.00
If between 540sqm - 4215sqm gross floor space created	385.00	-	385.00	462.00	-	462.00
plus fee per additional 75sqm above 540sqm	385.00	-	385.00	462.00	-	462.00
If over 4215sqm floor space created	19,049.00	-	19,049.00	22,859.00	-	22,859.00
plus fee per additional 75sqm above 4215sqm (maximum £300,000)	115.00	-	115.00	138.00	-	138.00
Commercial planning fees - Glasshouses & poly tunnels agricultural land :-						
up to 465sqm	80.00	-	80.00	96.00	-	96.00
exceeding 465sqm	2,150.00	-	2,150.00	2,580.00	-	2,580.00
Commercial planning fees - Erection, alteration or replacement of plant & machinery where site area does not exceed 5ha - fee per 0.1ha	385.00	-	385.00	462.00	-	462.00
where site area exceeds 5ha -	19,049.00	-	19,049.00	22,859.00	-	22,859.00
plus fee per additional 0.1 ha (maximum £300,000)	115.00	-	115.00	138.00	-	138.00
Commercial planning fees - Operations connected with exploratory drilling for oil and gas :-						
Where site area does not exceed 7.5ha - fee for each 0.1 ha	385.00	-	385.00	508.00	-	508.00
Where site area exceeds 7.5ha	28,750.00	-	28,750.00	38,070.00	-	38,070.00
plus additional fee for each 0.1ha above 7.5ha (maximum £300,000)	115.00	-	115.00	151.00	-	151.00
Commercial planning fees - operations not within the above categories :-						
Where site area does not exceed 15ha - fee per 0.1ha	195.00	-	195.00	234.00	-	234.00
Where site area exceeds 15ha -	29,112.00	-	29,112.00	34,934.00	-	34,934.00
plus additional fee per 0.1ha above 15ha (maximum £78,000)	115.00	-	115.00	138.00	-	138.00
Change of use of a building to one or more dwellings :-						
Where change is from a single dwelling to 50 or fewer dwellings - fee per dwelling	385.00	-	385.00	462.00	-	462.00
51 or more dwellings -	19,049.00	-	19,049.00	22,859.00	-	22,859.00
plus additional fee per dwelling over 50 (maximum £300,000)	115.00	-	115.00	138.00	-	138.00

Where applicable, planning fees have increased from 17 January 2018 to the values shown in 2018/19 in line with regulations

Description	2017-18			2018-19		
	Fee £	Vat 20% £	Total Fee £	Fee £	Vat 20% £	Total Fee £
Planning						
Other cases :-						
To 50 or fewer dwellings - fee per dwelling	385.00	-	385.00	462.00	-	462.00
51 or more dwellings - plus additional fee per dwelling over 50 (maximum £300,000)	19,049.00 115.00	- -	19,049.00 115.00	22,859.00 138.00	- -	22,859.00 138.00
Use of disposal of refuse or waste materials and open mineral storage :-						
Where site area does not exceed 15ha - fee for each 0.1ha	195.00	-	195.00	234.00	-	234.00
Where site area exceeds 15ha - plus additional fee per 0.1ha above 15ha (maximum £78,000)	29,112.00 115.00	- -	29,112.00 115.00	34,934.00 138.00	- -	34,934.00 138.00
Other operations (not coming within any of the above categories) any site area each 0.1 hectare (or part there of) up to a maximum of £2,028	195.00	-	195.00	234.00	-	234.00
Material change of use in land or buildings other than above	385.00	-	385.00	462.00	-	462.00
Advertisements :-						
A1 - Business premises or other land within business curtilage relating to nature of business goods sold, services provided or name of persons undertaking business.	110.00	-	110.00	132.00	-	132.00
A2 - Sign relating to business in the same locality as the site but not visible from that site	110.00	-	110.00	132.00	-	132.00
A3 - All other advertisements	385.00	-	385.00	462.00	-	462.00
Variation of a Condition	195.00	-	195.00	234.00	-	234.00
Discharge of a Condition (for each request)						
Householder	28.00	-	28.00	34.00	-	34.00
Other	97.00	-	97.00	116.00	-	116.00
Non-material changes to Planning Permission						
Householder	28.00	-	28.00	34.00	-	34.00
Other	195.00	-	195.00	234.00	-	234.00
Retrospective Estate Management Consent	242.00	-	242.00	242.00	-	242.00
Pre-application advice :- Annual Fee	4,500.00	900.00	5,400.00	4,500.00	900.00	5,400.00
S106/legal agreements / obligations (excludes any legal costs incurred by the Council which are paid by the applicant).						
Confirmation of compliance with clause(s)	257.14	51.43	308.57	257.14	51.43	308.57
Discharge or modification of obligation to householder	0.00	0.00	0.00	0.00	0.00	0.00
Discharge or modification of obligation (all except householder)	482.32	96.46	578.78	482.32	96.46	578.78
New householder related with associated planning application	172.00	34.40	206.40	172.00	34.40	206.40
New for housing developments between 10 - 24 houses	618.46	123.69	742.15	618.46	123.69	742.15
New for housing developments between 25 - 100 houses	699.46	139.89	839.35	699.46	139.89	839.35
New for housing developments between 101 - 300 houses	957.56	191.51	1,149.07	957.56	191.51	1,149.07
Monitoring and Administration of s106 planning obligations - 5% of the total value of the contributions up to a maximum of £5,000						
All legal costs for Section 106 Agreements and Unilateral Undertakings will be paid for by the Applicant. The Applicant will be provided with an hourly rate and an estimate of the total legal costs when Legal is first instructed. The Applicant is responsible for paying any abortive legal costs even if the matter is not proceeded with or if planning permission is ultimately refused						

Where applicable, planning fees have increased from 17 January 2018 to the values shown in 2018/19 in line with regulations

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
Planning	£	£	£	£	£	£
Pre-application advice						
Householder						
Level 1 advice	41.67	8.33	50.00	41.67	8.33	50.00
Level 2 advice	62.50	12.50	75.00	62.50	12.50	75.00
Level 2 follow-up advice	41.67	8.33	50.00	41.67	8.33	50.00
Level 3 advice	83.33	16.67	100.00	83.33	16.67	100.00
Level 3 follow-up advice	62.50	12.50	75.00	62.50	12.50	75.00
Single dwelling						
Level 1 advice	83.33	16.67	100.00	83.33	16.67	100.00
Level 2 advice	125.00	25.00	150.00	125.00	25.00	150.00
Level 2 follow-up advice	83.33	16.67	100.00	83.33	16.67	100.00
Level 3 advice	250.00	50.00	300.00	250.00	50.00	300.00
Level 3 follow-up advice	145.83	29.17	175.00	145.83	29.17	175.00
2- 5 dwellings						
Level 1 advice	229.17	45.83	275.00	229.17	45.83	275.00
Level 2 advice	416.67	83.33	500.00	416.67	83.33	500.00
Level 2 follow-up advice	208.33	41.67	250.00	208.33	41.67	250.00
Level 3 advice	583.33	116.67	700.00	583.33	116.67	700.00
Level 3 follow-up advice	333.33	66.67	400.00	333.33	66.67	400.00
6-9 dwellings						
Level 1 advice	333.33	66.67	400.00	333.33	66.67	400.00
Level 2 advice	541.67	108.33	650.00	541.67	108.33	650.00
Level 2 follow-up advice	250.00	50.00	300.00	250.00	50.00	300.00
Level 3 advice	708.33	141.67	850.00	708.33	141.67	850.00
Level 3 follow-up advice	500.00	100.00	600.00	500.00	100.00	600.00
10 – 24 dwellings						
Level 1 advice	458.33	91.67	550.00	458.33	91.67	550.00
Level 2 advice	750.00	150.00	900.00	750.00	150.00	900.00
Level 2 follow-up advice	333.33	66.67	400.00	333.33	66.67	400.00
Level 3 advice	1,000.00	200.00	1,200.00	1,000.00	200.00	1,200.00
Level 3 follow-up advice	583.33	116.67	700.00	583.33	116.67	700.00
25 – 50 dwellings						
Level 1 advice	708.33	141.67	850.00	708.33	141.67	850.00
Level 2 advice for 25 dwellings	833.33	166.67	1,000.00	833.33	166.67	1,000.00
+ for each additional 5 dwellings or part thereof	83.33	16.67	100.00	83.33	16.67	100.00
Level 2 follow-up advice	666.67	133.33	800.00	666.67	133.33	800.00
Level 3 advice for 25 dwellings	1,250.00	250.00	1,500.00	1,250.00	250.00	1,500.00
+ for each additional 5 dwellings or part thereof	83.33	16.67	100.00	83.33	16.67	100.00
Level 3 follow-up advice	833.33	166.67	1,000.00	833.33	166.67	1,000.00
51 + dwellings	POA	POA	POA	POA	POA	POA
Walls, fences (boundaries) (not householder)						
Level 1 advice	83.33	16.67	100.00	83.33	16.67	100.00
Level 2 advice	125.00	25.00	150.00	125.00	25.00	150.00
Level 2 follow-up advice	62.50	12.50	75.00	62.50	12.50	75.00
Level 3 advice	208.33	41.67	250.00	208.33	41.67	250.00
Level 3 follow-up advice	125.00	25.00	150.00	125.00	25.00	150.00
Listed buildings (householders) where planning permission is not required						
Level 2 advice	83.33	16.67	100.00	83.33	16.67	100.00
Level 2 follow-up advice	41.67	8.33	50.00	41.67	8.33	50.00
Level 3 advice	125.00	25.00	150.00	125.00	25.00	150.00
Level 3 follow-up advice	83.33	16.67	100.00	83.33	16.67	100.00
Listed buildings (commercial) where planning permission is not required						
Level 2 advice	208.33	41.67	250.00	208.33	41.67	250.00
Level 2 follow-up advice	125.00	25.00	150.00	125.00	25.00	150.00
Level 3 advice	250.00	50.00	300.00	250.00	50.00	300.00
Level 3 follow-up advice	166.67	33.33	200.00	166.67	33.33	200.00

Where applicable, planning fees have increased from 17 January 2018 to the values shown in 2018/19 in line with regulations

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
Planning	£	£	£	£	£	£
Proposed Floor Areas (m²)						
Up to 100						
Level 1 advice	83.33	16.67	100.00	83.33	16.67	100.00
Level 2 advice	125.00	25.00	150.00	125.00	25.00	150.00
Level 2 follow-up advice	83.33	16.67	100.00	83.33	16.67	100.00
Level 3 advice	250.00	50.00	300.00	250.00	50.00	300.00
Level 3 follow-up advice	166.67	33.33	200.00	166.67	33.33	200.00
101-500						
Level 1 advice	166.67	33.33	200.00	166.67		
Level 2 advice	416.67	83.33	500.00	416.67	83.33	500.00
Level 2 follow-up advice	208.33	41.67	250.00	208.33	41.67	250.00
Level 3 advice	583.33	116.67	700.00	583.33	116.67	700.00
Level 3 follow-up advice	291.67	58.33	350.00	291.67	58.33	350.00
501-1000						
Level 1 advice	250.00	50.00	300.00	250.00	50.00	300.00
Level 2 advice	666.67	133.33	800.00	666.67	133.33	800.00
Level 2 follow-up advice	291.67	58.33	350.00	291.67	58.33	350.00
Level 3 advice	916.67	183.33	1,100.00	916.67	183.33	1,100.00
Level 3 follow-up advice	416.67	83.33	500.00	416.67	83.33	500.00
1001 – 5000						
Level 1 advice	416.67	83.33	500.00	416.67	83.33	500.00
Level 2 advice	1,250.00	250.00	1,500.00	1,250.00	250.00	1,500.00
Level 2 follow-up advice	333.33	66.67	400.00	333.33	66.67	400.00
Level 3 advice	2,083.33	416.67	2,500.00	2,083.33	416.67	2,500.00
Level 3 follow-up advice	625.00	125.00	750.00	625.00	125.00	750.00
5000+ individually calculated based on the proposal	POA	POA	POA	POA		
Change of Use (not for the creation of dwellinghouses)						
Level 1 advice	125.00	25.00	150.00	125.00	25.00	150.00
Level 2 advice	250.00	50.00	300.00	250.00	50.00	300.00
Level 2 follow-up advice	333.33	66.67	400.00	333.33	66.67	400.00
Level 3 advice	375.00	75.00	450.00	375.00	75.00	450.00
The following would be in addition to the cost for drawing up and agreeing the Planning Performance Agreements. The list is indicative and some developments may require an assessment which is not listed below. This will not prevent the local planning authority from seeking to recover its costs in these areas.						
The Local Planning Authority will, for each development, keep a record of the costs and/or hours worked for each issue and will either refund to the developer any amount overpaid, or will require further funds should the sum paid not cover the costs.						
The following charges are given for a development of 100 houses and is indicative of the level and type of charges that could be						
Officer Time						
Principal Development Management Officer*	4,166.67	833.33	5,000.00	4,166.67	833.33	5,000.00
Senior Development Management Officer *	12,500.00	2,500.00	15,000.00	12,500.00	2,500.00	15,000.00
*These charges are on the basis of a Senior Planning Officer leading the discussions for WHBC and upon four meetings. Different officers / number of meetings might result in a different charge. The appropriate officer to deal with a scheme will be determined by the Development Management Department.						
Assessments						
Viability assessment	16,666.67	3,333.33	20,000.00	16,666.67	3,333.33	20,000.00
Legal – re obligations/ advice	4,166.67	833.33	5,000.00	4,166.67	833.33	5,000.00
Marketing assessment	8,333.33	1,666.67	10,000.00	8,333.33	1,666.67	10,000.00
Daylight/Sunlight assessment	6,250.00	1,250.00	7,500.00	6,250.00	1,250.00	7,500.00
Economic/Employment Statement	8,333.33	1,666.67	10,000.00	8,333.33	1,666.67	10,000.00
Consultees						
Environmental Health –						
- Contaminated Land	833.33	166.67	1,000.00	833.33	166.67	1,000.00
- Air Quality	416.67	83.33	500.00	416.67	83.33	500.00
- Noise	333.33	66.67	400.00	333.33	66.67	400.00
- Vibration	333.33	66.67	400.00	333.33	66.67	400.00
- Odour	625.00	125.00	750.00	625.00	125.00	750.00

Where applicable, planning fees have increased from 17 January 2018 to the values shown in 2018/19 in line with regulations

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
Planning	£	£	£	£	£	£
- Lighting	416.67	83.33	500.00	416.67	83.33	500.00
- Health Impact Assessments	416.67	83.33	500.00	416.67	83.33	500.00
Landscaping (arboricultural implications)	416.67	83.33	500.00	416.67	83.33	500.00
Conservation – Heritage	625.00	125.00	750.00	625.00	125.00	750.00
Conservation – Biodiversity	416.67	83.33	500.00	416.67	83.33	500.00
Archaeology	416.67	83.33	500.00	416.67	83.33	500.00
Client Services	208.33	41.67	250.00	208.33	41.67	250.00
Policy	833.33	166.67	1,000.00	833.33	166.67	1,000.00
Housing Department (Affordable Housing)	833.33	166.67	1,000.00	833.33	166.67	1,000.00
Amenity, Playspace, Open Space	833.33	166.67	1,000.00	833.33	166.67	1,000.00
Structural Assessment of Building	416.67	83.33	500.00	416.67	83.33	500.00
Planning Policy Documents						
Emerging Core Strategy November 2012	11.00	-	11.00	11.00	-	11.00
postage & packing	2.00	0.40	2.40	2.40	0.48	2.88
Emerging Core Strategy Summary	Free	-	Free	Free	-	Free
postage & packing	0.83	0.17	1.00	1.25	0.25	1.50
Land for Housing Outside Urban Areas	Free	-	Free			
postage & packing	0.83	0.17	1.00	1.25	0.25	1.50
Draft Infrastructure Delivery Plan 2012	5.00	1.00	6.00	6.00	1.20	7.20
postage & packing	1.25	0.25	1.50	1.25	0.25	1.50

**Welwyn Hatfield Borough Council
General Fund Fees and Charges**

Appendix E

Where applicable, planning fees have increased from 17 January 2018 to the values shown in 2018/19 in line with regulations

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
Planning Policy Documents	£	£	£	£	£	£
Local Plan Consultation Document 2015	15.00	-	15.00	15.00	-	15.00
postage and packing	2.17	0.43	2.60	3.00	0.60	3.60
Sustainability Appraisal Report and Appendices	45.00	-	45.00	45.00	-	45.00
postage & packing	3.33	0.67	4.00	4.00	0.80	4.80
Infrastructure Delivery Plan 2015	15.45	-	15.00	15.00	-	15.00
postage & packing	1.29	0.26	1.55	1.24	0.25	1.49
Draft Infrastructure Delivery Plan 2012	6.00	-	6.00	6.00	-	6.00
postage & packing	1.04	0.21	1.25	1.24	0.25	1.49
Habitat Regulatory Assessment of the Welwyn Hatfield	7.00	-	7.00	7.00	-	7.00
postage & packing	1.03	0.21	1.24	1.24	0.25	1.49
Sustainability Appraisal Report Sept 2012	11.00	-	11.00	11.00	-	11.00
postage & packing	1.67	0.33	2.00	2.47	0.49	2.96
Sustainability Appraisal Report Appendix						
A1: Matrices - Vision and Objectives Sept 2012	5.00	-	5.00	5.00	-	5.00
postage & packing	1.04	0.21	1.25	0.67	0.13	0.80
Sustainability Appraisal Report ~Appendix						
Sept 2012	8.00	-	8.00	8.00	-	8.00
postage & packing	1.04	0.21	1.25	1.24	0.25	1.49
Alternatives Sept 2012	6.00	-	6.00	6.00	-	6.00
postage & packing	1.04	0.21	1.25	0.94	0.19	1.13
Matrices - Emerging Core Strategy Policies	10.00	-	10.00	10.00	-	10.00
postage & packing	1.67	0.33	2.00	2.00	0.40	2.40
2009	11.00	-	11.00	11.00	-	11.00
postage & packing	1.75	0.35	2.10	2.47	0.49	2.96
Housing Target consultation 2011	10.00	-	10.00	10.00	-	10.00
postage & packing	2.58	0.52	3.10	2.57	0.51	3.08
Core Strategy Issues & Options	20.00	-	20.00	20.00	-	20.00
postage & packing	2.58	0.52	3.10	2.57	0.51	3.08
District Plan Written Statement & Proposal Maps	55.00	-	55.00	55.00	-	55.00
postage & packing	3.33	0.67	4.00	3.00	0.60	3.60
Written Statement only	35.00	-	35.00	35.00	-	35.00
postage & packing	2.58	0.52	3.10	3.00	0.60	3.60
Proposal Maps only	20.00	-	20.00	20.00	-	20.00
postage & packing	1.04	0.21	1.25	1.24	0.25	1.49
postage & packing	1.04	0.21	1.25	0.00	0.00	0.00
Parking Standards adopted January 2004	20.00	-	20.00	20.00	-	20.00
postage & packing	1.04	0.21	1.25	1.04	0.21	1.25
Open Space Survey plus 2001 & 2002	30.00	-	30.00	30.00	-	30.00
revisions						
postage & packing	2.17	0.43	2.60	1.55	0.31	1.86
Draft Local Plan Proposed Submission document August	15.00	3.00	18.00	15.00	3.00	18.00
postage & packing	3.00	0.60	3.60	3.00	0.60	3.60
Draft Local Plan Proposed Submission Policies Maps August	30.00	6.00	36.00	30.00	6.00	36.00
postage & packing	3.00	0.60	3.60	3.00	0.60	3.60
Summary and Guide	Free	-	-			
postage & packing	1.00	0.20	1.20	1.20	0.24	1.44
Sustainability Appraisal Non Technical Summary 2016	17.00	0.00	17.00	17.00	-	17.00
postage & packing	1.40	0.28	1.68	1.40	0.28	1.68
Sustainability Appraisal Report 2016	35.00	0.00	35.00	35.00	-	35.00
postage & packing	3.00	0.60	3.60	3.00	0.60	3.60

**Welwyn Hatfield Borough Council
General Fund Fees and Charges**

Appendix E

Where applicable, planning fees have increased from 17 January 2018 to the values shown in 2018/19 in line with regulations

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
	£	£	£	£	£	£
Sustainability Appraisal Appendices 1-5 2016	32.00	0.00	32.00	32.00	-	32.00
postage & packing	3.00	0.60	3.60	3.00	0.60	3.60
Sustainability Appraisal Annex 2016	40.00	0.00	40.00	40.00	-	40.00
postage & packing	14.00	2.80	16.80	14.00	2.80	16.80
Habitats Regulatory Assessment 2016	17.00	0.00	17.00	17.00	-	17.00
postage & packing	1.40	0.28	1.68	1.40	0.28	1.68
Green Corridor Strategic Framework Plan 2016	9.00	0.00	9.00	9.00	-	9.00
postage & packing	1.34	0.27	1.61	1.61	0.32	1.93
British Aerospace Supplementary Planning Guidance	10.00	-	10.00	10.00	-	10.00
postage & packing	1.04	0.21	1.25	1.25	0.25	1.50
Broadwater Road Supplementary Planning Document	15.00	-	15.00	15.00	-	15.00
postage & packing	0.83	0.17	1.00	1.00	0.20	1.20
Digswell Character Appraisal 2004	25.00	-	25.00	25.00	-	25.00
postage & packing	0.83	0.17	1.00	1.00	0.20	1.20
Welwyn Garden City Conservation Area Appraisal	15.00	-	15.00	15.00	-	15.00
postage & packing	0.83	0.17	1.00	1.00	0.20	1.20
High View Supplementary Planning Document	15.00	-	15.00	15.00	-	15.00
postage & packing	0.83	0.17	1.00	1.00	0.20	1.20

Description	2017-18			2018-19		
	Fee	Vat 20%	Total Fee	Fee	Vat 20%	Total Fee
Housing and Community Services	£	£	£	£	£	£
Immigration Inspection	262.65	-	262.65	270.00	-	270.00
Housing Act Notice*	303.85	-	303.85	310.00	-	310.00
*A fixed charge of £295 will applied for any single notice served. In addition an hourly rate of £40 will be added where multiple notices are served, and for the total amount of time taken to produce the single notice when it exceeds £295 (7.4 hours).						
Application for basic 5 person HMO*	906.40	-	906.40	930.00	-	930.00
Application for an HMO between 6 - 10 persons*	1,014.55	-	1,014.55	1,040.00	-	1,040.00
Application for an HMO with 11 or more persons*	1,117.55	-	1,117.55	1,145.00	-	1,145.00
* a discount of £200 will be applied for those applications which are valid for licenses that are received without a request from the Local Authority. This will also apply for licence renewals received within a specified time given by the Local Authority.						
Also, a discount of 10% will apply to accredited landlords. This will be applied following any other discount that is agreed.						
Officer time for work in default - Head of Service	67.66	13.53	81.19	68.34	13.67	82.01
Officer time for work in default - Private Sector Housing Manager	47.39	9.48	56.87	47.90	9.58	57.48
Officer time for work in default - Senior Housing Technician	43.41	8.68	52.10	43.85	8.77	52.62
Officer time for work in default - Housing Technician	30.41	6.08	36.49	30.71	6.14	36.85
Officer time for work in default - Support Officer	20.96	4.19	25.15	21.18	4.24	25.42
charges for works carried out during the following times						
Monday - Friday 7pm - 8am time and a half						
Saturday - time and a half						
Sunday & Bank Holidays - double time						
Allotments						
Plot with water per 25 sqm	11.37	-	11.37	11.37	-	11.37
Plot without water per 25sqm	6.92	-	6.92	6.92	-	6.92
Plot with water per 25 sqm - OAP's	5.69	-	5.69	5.69	-	5.69
Plot without water per 25sqm - OAP's	3.46	-	3.46	3.46	-	3.46
Landscape & Ecology						
High Hedge Enforcement Fee	525.00	-	525.00	525.00	-	525.00