



HARLOW DISTRICT COUNCIL FEES & CHARGES SCHEDULE 2024/25

Key to VAT

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

Key to Type

- S - Statutory
- D - Discretionary



STATUTORY FEES AND CHARGES 2024/25

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FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
COMMUNITIES & ENVIRONMENT						
Hackney Carriages & Private Hire						
HC & PH Drivers Licence						
	New Driver (annual)					
	Admin fee - non refundable	S	B	120.00	0.00	120.00
	Fee on completion of application	S	B	120.00	0.00	120.00
	New driver (3 year)					
	Admin fee - non refundable	S	B	120.00	0.00	120.00
	Fee on completion of application	S	B	285.00	0.00	285.00
	Renewal (annual)	S	B	124.00	0.00	124.00
	Renewal (3 year)	S	B	295.00	0.00	295.00
	Renewal Licence issued for less than 1 year	S	B	67 + 5/Full month	0.00	67 + 5/Full month
HC Vehicle Licence						
	New Vehicle	S	B	298.00	0.00	298.00
	Renewal	S	B	298.00	0.00	298.00
	Rebate on surrender per month	S	B	-18.00	0.00	-18.00
PH Vehicle Licence						
	New Vehicle	S	B	298.00	0.00	298.00
	Renewal	S	B	298.00	0.00	298.00
	Rebate on surrender per month	S	B	-18.00	0.00	-18.00
Transfer of Vehicle Licence						
		S	B	0.00	0.00	0.00
Replacement Items						
	- badge	S	B	0.00	0.00	0.00
	- plate	S	B	0.00	0.00	0.00
	- platemate	S	B	0.00	0.00	0.00
Annual Private Hire Operator Licence						
	operators licence	S	B	297.00	0.00	297.00
Five Year Private Hire Operator Licence						
	operators licence	S	B	710.00	0.00	710.00
Knowledge Test						
	Knowledge test	S	B	53.00	0.00	53.00
	Retest full	S	B	53.00	0.00	53.00
	Retest partial	S	B	21.00	0.00	21.00
Other Fees						
	DBS first driver check	S	B	44.00	0.00	44.00
	DBS each subsequent check	S	B	64.00	0.00	64.00
Environmental Health						
Stray dogs						
	stray dogs	S	B	25.00	0.00	25.00
LAPPC charges						
Application fee						
	Standard process (includes solvent emission activities)	S	B	1,650.00	0.00	1,650.00
	Additional fee for operating without a permit	S	B	1,188.00	0.00	1,188.00
	PVRI,SWOBs and Dry Cleaners	S	B	155.00	0.00	155.00
	PVR I & II combined	S	B	257.00	0.00	257.00
	VRs and other Reduced Fee Activities	S	B	362.00	0.00	362.00
	Reduced fee activities: Additional fee for operating without a permit	S	B	71.00	0.00	71.00
	Mobile plant**	S	B	1,650.00	0.00	1,650.00
	for the third to seventh applications	S	B	985.00	0.00	985.00
	for the eight and subsequent applications	S	B	498.00	0.00	498.00
	Where an application for any of the above is for a combined Part B waste application, add an extra £310 to the above amounts	S	B			
Annual Subsistence Charge						
	Standard process Low	S	B	772 (+104)*	0.00	772 (+104)*
	Standard process Medium	S	B	1161 (+156)*	0.00	1161 (+156)*
	Standard process High	S	B	1748 (+207)*	0.00	1748 (+207)*
	PVRI,SWOBs and Dry Cleaners Low	S	B	79.00	0.00	79.00
	PVRI,SWOBs and Dry Cleaners Medium	S	B	158.00	0.00	158.00
	PVRI,SWOBs and Dry Cleaners High	S	B	237.00	0.00	237.00
	PVR I & II combined Low	S	B	113.00	0.00	113.00
	PVR I & II combined Medium	S	B	226.00	0.00	226.00
	PVR I & II combined High	S	B	341.00	0.00	341.00
	VRs and other Reduced Fee Low	S	B	228.00	0.00	228.00
	VRs and other Reduced Fee Medium	S	B	365.00	0.00	365.00
	VRs and other Reduced Fee High	S	B	548.00	0.00	548.00
	Mobile plant, for first and second permits Low**	S	B	626.00	0.00	626.00
	Mobile plant, for first and second permits Medium**	S	B	1,034.00	0.00	1,034.00
	Mobile plant, for first and second permits High**	S	B	1,551.00	0.00	1,551.00
	for the third to seventh permits Low	S	B	385.00	0.00	385.00
	for the third to seventh permits Medium	S	B	617.00	0.00	617.00
	for the third to seventh permits High	S	B	924.00	0.00	924.00

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				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	for the eight and subsequent permits Low	S	B	198.00	0.00	198.00
	for the eight and subsequent permits Medium	S	B	314.00	0.00	314.00
	for the eight and subsequent permits High	S	B	473.00	0.00	473.00
	Late Payment Fee	S	B	52.00	0.00	52.00
	<i>* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste</i>					
	<i>Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £104 to the above</i>					
	Transfer and Surrender					
	Standard process transfer	S	B	169.00	0.00	169.00
	Standard process partial transfer	S	B	497.00	0.00	497.00
	New operator at low risk reduced fee activity (extra one - off subsistence charge - see Art 15(2) of charging system)	S	B	78.00	0.00	78.00
	Surrender: all Part B activities	S	B	0.00	0.00	0.00
	Reduced fee activities: transfer	S	B	0.00	0.00	0.00
	Reduced fee activities: partial transfer	S	B	47.00	0.00	47.00
	Temporary transfer for mobiles					
	First transfer	S	B	53.00	0.00	53.00
	Repeat following enforcement or warning	S	B	53.00	0.00	53.00
	Substantial Change					
	Standard process	S	B	1,050.00	0.00	1,050.00
	Standard process where the substantial change results in a new PPC activity	S	B	1,650.00	0.00	1,650.00
	Reduced fee activities	S	B	102.00	0.00	102.00
	LAPPC mobile plant charges (Not using simplified permits)					
	Application fee					
	1 to 2 Permits	S	B	1,650.00	0.00	1,650.00
	3 to 7 Permits	S	B	985.00	0.00	985.00
	8 and Over	S	B	498.00	0.00	498.00
	Subsistence fee					
	1 to 2 Permits Low	S	B	646.00	0.00	646.00
	1 to 2 Permits Medium	S	B	1,034.00	0.00	1,034.00
	1 to 2 Permits High	S	B	1,506.00	0.00	1,506.00
	3 to 7 Permits Low	S	B	385.00	0.00	385.00
	3 to 7 Permits Medium	S	B	617.00	0.00	617.00
	3 to 7 Permits High	S	B	924.00	0.00	924.00
	8 and Over Low	S	B	198.00	0.00	198.00
	8 and Over Medium	S	B	316.00	0.00	316.00
	8 and Over High	S	B	473.00	0.00	473.00
	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>					
	Application - LA element	S	B	3,363.00	0.00	3,363.00
	Additional fee for operating without a permit - LA element	S	B	1,188.00	0.00	1,188.00
	Annual Subsistence Low - LA element	S	B	1,447.00	0.00	1,447.00
	Annual Subsistence Medium - LA element	S	B	1,611.00	0.00	1,611.00
	Annual Subsistence High - LA element	S	B	2,334.00	0.00	2,334.00
	Late Payment Fee	S	B	52.00	0.00	52.00
	Substantial Variation	S	B	1,368.00	0.00	1,368.00
	Transfer	S	B	235.00	0.00	235.00
	Partial Transfer	S	B	698.00	0.00	698.00
	Surrender	S	B	698.00	0.00	698.00
	Antisocial Behaviour Act 2003					
	Section 43 (a) (fly-posting and graffiti)	S/D	B	80.00	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	80.00
	Section 66-68 (Breach of Public Space Protection Order)	S/D	B	80.00	0.00	80.00
	Environmental Protection Act 1990					
	Section 5/5b (failure to produce authority to transport)	S/D	B	300.00	10.00	330.00
	Section 33 (1) (a) (fly tipping)	S/D	B	200.00	150.00	500.00
	Section 34 (2) (a) - 34 (6) (waste deposit offence - duty of care)	S/D	B	300.00	10.00	330.00
	Section 34 (5) (failure to produce waste documents)	S/D	B	300.00	10.00	330.00
	Section 46/47/47ZA/47AB (failure to comply with a waste receptacles notice)	S/D	B	100.00	10.00	110.00
	Section 87 and 88 (depositing litter)	S/D	B	80.00	25.00	100.00
Licensing						
	Premises Licences and Club Premises Certificates (application fee)					
	Band					
	a	S	B	100.00	0.00	100.00

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

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				£.p	%	£.p
	Renewal	S	B	300.00	0.00	300.00
	Club gaming and Club Machine permit new	S	B	200.00	0.00	200.00
	Existing operator	S	B	100.00	0.00	100.00
	Renewal	S	B	200.00	0.00	200.00
	annual fee	S	B	50.00	0.00	50.00
	Variation	S	B	100.00	0.00	100.00
	Licensed Premises Gaming Machine Permit New	S	B	150.00	0.00	150.00
	Existing Operator	S	B	100.00	0.00	100.00
	Annual Fee	S	B	50.00	0.00	50.00
	Variation	S	B	100.00	0.00	100.00
	Transfer	S	B	25.00	0.00	25.00
	Change of Name	S	B	25.00	0.00	25.00
	Copy of Permit	S	B	15.00	0.00	15.00
	Copy of license	S	B	25.00	0.00	25.00

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				£.p	%	£.p
GOVERNANCE & CORPORATE SERVICES						
Land Charges						
	Form LLC1					
	official search in one part of register	S	B	2.28	6.58	2.43
	official search in whole of register	S	B	25.33	6.67	27.02
	and in addition in respect of each parcel of land above one	S	B	6.35	6.61	6.77
	CON29R Standard Enquiries					
	one parcel of land	S	S	141.36	7.48	151.93
	several parcels of land:	S	S			
	- first parcel	S	S	141.36	7.48	151.93
	- each additional parcels	S	S	22.83	6.66	24.35
	CON29R & LLC1 Together					
	one parcel of land	S	S	166.69	7.35	178.95
	several parcels of land:	S	S			
	- first parcel	S	S	166.69	7.35	178.95
	- each additional parcels	S	S	29.18	6.68	31.13
	CON29O Optional Enquiries					
	each printed enquiry	S	S	18.24	6.69	19.46
	Q22 Common Land Question	S	S	16.80	0.00	16.80
	Additional Enquiries					
	Solicitors Own	S	B	27.34	6.69	29.17
Freedom of Information						
	Freedom of Information					
	appropriate limit (18 hours)	S	B	450.00	0.00	450.00

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				£.p	%	£.p

STRATEGIC GROWTH & REGENERATION

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;

(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;

(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.

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

(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;

(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;

(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.

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;

(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;

(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.

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

(3) In any other case—

(a) where no floor space is to be created by the development, £293;

(b) where the area of gross floor space to be created by the development does not exceed 40 square metres, £293;

(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);

(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);

(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.

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;

(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;

				0.00		578.00
				0.00		624.00
				0.00		15,433.00
				0.00		503.00
				0.00		293.00
				0.00		293.00
				0.00		578.00
				0.00		624.00
				0.00		30,680.00
				0.00		578.00
				0.00		624.00

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				Current Fee	Proposed Increase	Proposed Fee	
				with effect from 01/04/2024			
				£.p	%	£.p	
	(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			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			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			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			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			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			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			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			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			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			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			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			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			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			0.00	258.00
	(2) Where the application relates to two or more dwellinghouses, £509.	S	B			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			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			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			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			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.						

New Charging Structure WEF 6 December 2023

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25	
				Current Fee	Proposed Increase	Proposed Fee	
				with effect from 01/04/2024			
				£.p	%	£.p	
	(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			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			0.00	52,002.00
	11. The carrying out of any operations not coming within any of the above categories.						
	(1) In the case of operations for the winning and working of minerals—						
	(a) where the site area does not exceed 15 hectares, £316 for each 0.1 hectare (or part thereof) of the site;	S	B			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			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			0.00	293.00
	<i>II Uses of land</i>						
	12. The change of use of a building to use as one or more separate dwellinghouses.						
	(1) Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses—						
	(a) where the change of use is to use as fewer than 10 dwellinghouses, £578 for each additional dwellinghouse;	S	B			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			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			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			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			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			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			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			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			0.00	578.00
	1) The erection of dwelling houses (other than development within category 6)						
	a) where the application is for outline planning permission						
	- not exceeding 2.5 hectares (for each 0.1 hectare)			462.00		0.00	
	- exceeding 2.5 hectares			11,432.00		0.00	
	- + for each 0.1 hectare in excess of 2.5 hectares to maximum total £125,000			138.00		0.00	
	b) in other cases						
	- 50 or fewer dwelling houses for each house			462.00		0.00	
	- in excess of 50 dwellings and £100 for each house to max of £250,000			22,859.00		0.00	
	- + for each dwelling to max of £250,000			138.00		0.00	
	2) The erection of buildings (other than buildings in categories 1,3,4,5 or 7)						
	a) where the application is for outline planning permission						
	- not exceeding 2.5 hectares (for each 0.1 hectare)			462.00		0.00	

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	- exceeding 2.5 hectares			11,432.00	0.00	
	- + for each 0.1 hectare in excess of 2.5 hectares to maximum £125,000			138.00	0.00	
	b) in other cases					
	- where no floor space is created			234.00	0.00	
	- where the area of gross floor space does not exceed 40sqm			234.00	0.00	
	- where the area of gross floor space exceeds 40sqm but not 75sqm			462.00	0.00	
	- where the area of gross floor space exceeds 75sqm but not 3750sqm for each 75 sqm			462.00	0.00	
	- where the area of gross floor space exceeds 3750sqm			22,859.00	0.00	
	- + for each 75sqm to maximum £250,000			138.00	0.00	
	3) The erection of land used for the purposes of agriculture (other than buildings within category 4)					
	a) where the application is for outline planning permission					
	- not exceeding 2.5 hectares (for each 0.1 hectare)			462.00	0.00	
	- exceeding 2.5 hectares			11,432.00	0.00	
	- + for each 0.1 hectare in excess of 2.5 hectares to maximum £125,000			138.00	0.00	
	b) in other cases					
	- where the area of gross floor space does not exceed 465sqm			96.00	0.00	
	- where the area of gross floor space exceeds 465sqm but not 540sqm			462.00	0.00	
	- where the area of gross floor space exceeds 540sqm but not 4215sqm			462.00	0.00	
	- + for each 75sqm			462.00	0.00	
	- where the area of gross floor space exceeds 4215sqm			22,859.00	0.00	
	- + for each 75sqm to maximum £250,000			138.00	0.00	
	4) The erection of glasshouses on land used for the purposes of agriculture					
	- where the area of gross floor space does not exceed 465sqm			96.00	0.00	
	- where the area of gross floor space exceeds 465sqm			2,580.00	0.00	
	5) The erection, alteration or replacement of plant or machinery					
	- not exceeding 5 hectares (for each 0.1 hectare)			462.00	0.00	
	- exceeding 5 hectares			22,859.00	0.00	
	- + for each 0.1 hectare in excess of 5 hectares to maximum £250,000			138.00	0.00	
	6) The enlargement, improvement of other alteration of existing dwelling houses					
	- 1 dwelling house			206.00	0.00	
	- 2 or more			407.00	0.00	
	7) the carrying out of operations within the curtilage of an existing dwelling house					
	the carrying out of operations within the curtilage of an existing dwelling house			206.00	0.00	
	or					
	- the construction of car parks, service roads etc			234.00	0.00	
	8) The carrying out of any operations connected with exploratory drilling					
	- not exceeding 7.5 hectares (for each 0.1 hectare)			508.00	0.00	
	- exceeding 7.5 hectares			38,070.00	0.00	
	- + for each 0.1 hectare in excess of 7.5 hectares to maximum £250,000			151.00	0.00	
	9) The carrying out of any operations not coming within any of the above					
	- not exceeding 15 hectares (for each 0.1 hectare)			257.00	0.00	
	- exceeding 15 hectares			38,520.00	0.00	
	- + for each 0.1 hectare in excess of 15 hectares to a maximum of £65,000			151.00	0.00	
	- in any other case (for each 0.1 hectare) to maximum of £1,690			234.00	0.00	
	10) The change of use of a building to use as one or more separate dwelling houses					
	- where the change of use is to use 50 or fewer dwelling houses			462.00	0.00	
	- where the change of use is to use more than 50 dwelling houses			22,859.00	0.00	
	- + for each additional dwelling house to maximum £250,000			138.00	0.00	
	11) The use of land for the disposal of refuse or waste					

Replaced With New Charging Structure wef 6 December 2023

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	- not exceeding 15 hectares (for each 0.1 hectare)			234.00	0.00	
	- exceeding 15 hectares			34,934.00	0.00	
	- + for each 0.1 hectare in excess of 15 hectares to maximum £250,000			138.00	0.00	
	12) The making of a material change in the use of a building or land			462.00	0.00	
Development Management Advertisement Application Fees						
	Advertisements displayed on business premises, etc	S	B	132.00	0.00	132.00
	Advertisements for the purpose of directing members of the public, etc	S	B	132.00	0.00	132.00
	Other advertisements	S	B	462.00	0.00	462.00
Other						
	High Hedges	S	B	400.00	0.00	400.00
	Condition Discharge - householder development	S	B	34.00	0.00	34.00
	Condition Discharge - All other development	S	B	116.00	0.00	116.00
	Non-Material Change - householder	S	B	34.00	0.00	34.00
	Non-material Change - all other	S	B	234.00	0.00	234.00
	Prior Approvals	S	B	96.00	0.00	96.00
	Prior Approvals	S	B	206.00	0.00	206.00
	Prior Approvals	S	B	462.00	0.00	462.00
	Application for approval of reserved matters	S	B	Full fee or if full feed paid 462.00	0.00	Full fee or if full feed paid 462.00
	Approval/Variation of condition following planning permission	S	B	234.00	0.00	234.00
	Confirmation of compliance with conditions - householder	S	B	34.00	0.00	34.00
	Confirmation of compliance with conditions - other	S	B	116.00	0.00	116.00
Lawful Development Certificates						
	Existing use or operation	S	B	same as full	0.00	same as full
	Existing use or operation - lawful not to comply with any condition or limitation	S	B	234.00	0.00	234.00
	Proposed use or operation	S	B	Half normal fee	0.00	Half normal fee



DISCRETIONARY FEES AND CHARGES 2024/25

Key to VAT

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

Key to Type

- S - Statutory
- D - Discretionary

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
COMMUNITIES & ENVIRONMENT						
Pets Corner						
	Sponsorship scheme					
	Individual sponsors					
	Package A	D	S	50.00	10.00	55.00
	Package B	D	S	35.00	14.29	40.00
	Package C	D	S	25.00	20.00	30.00
	Corporate sponsorship					
	Corporate sponsorship A	D	S	250.00	6.00	265.00
	Corporate sponsorship B	D	S	500.00	6.00	530.00
	School visits					
	Harlow Schools (45 minutes) - per pupil	D	S	2.20	6.82	2.35
	Harlow Schools (1.5 hours) - per pupil	D	S	4.35	6.90	4.65
	Non Harlow Schools (45 mins) - per pupil	D	S	3.25	6.15	3.45
	Non Harlow Schools (1.5 hours) - per pupil	D	S	5.40	6.48	5.75
	Pre School Nurseries (30 minutes) - fixed price up to maximum of 15 children	D	S	28.00	7.14	30.00
	Reindeer Hire					
	Harlow Schools	D	S	280.00	7.14	300.00
	Non Harlow Schools	D	S	350.00	7.14	375.00
	Sales of Animals	D	S	Various	0.00	Various
	Events	D	S	4.95	7.07	5.30
	Birthday Parties					
	Bronze package (per head)	D	S	4.00	6.25	4.25
	Silver package (per Head)	D	S	6.50	6.15	6.90
	Gold package (per head)	D	S	8.50	7.06	9.10
	Pony Party package (per head)	D	S	10.50	7.62	11.30
Town Park						
	Memorial Benches	D	S	1,500.00	6.67	1,600.00
	Memorial Trees	D	S	150.00	16.67	175.00
Harlow Museum						
	Schools					
	Educational workshop delivered on site					
	Harlow School 1/2 day delivery 3 hours per class	D	S	New charge	0.00	3.00
	Non Harlow schools 1/2 day delivery per class	D	S	3.00	0.00	3.50
	Self-guided tours					
	Non Harlow schools 1/2 day non delivery	D	S	45.00	0.00	45.00
	Outreach session in schools					
	Harlow schools 1/2 day delivery	D	S	80.00	50.00	120.00
	Non Harlow schools 1/2 day delivery	D	S	120.00	25.00	150.00
	Loan Boxes					
	Per box for 6 weeks	D	S	18.00	11.11	20.00
	Talks and lectures					
	Standard lecture	D	S	4.00	100.00	8.00
	Garden hire					
	Wedding / private party	D	S			
	1 x day per hour	D	S	70.00	7.14	75.00
	3 x full days	D	S	2,500.00	0.00	2,500.00
	Museum hire					
	Meeting room (per hour)	D	S	35.00	0.00	35.00
	Lecture room (per hour)	D	S	50.00	0.00	50.00
	Other					
	General tours (per group)	D	S	45.00	0.00	45.00
	Research Fee	D	S	10.00	200.00	30.00
	Photocopying / Scanning (per copy)	D	S	0.10	50.00	0.15
	Memorial bench plaques	D	S	150.00	10.00	165.00
Domestic Refuse						
	Sales of Bins					
	180i Wheelie Bins	D	S	54.00	11.11	60.00
	Delivery	D	S	at cost	0.00	at cost
	Flat Block Refuse Bins Charge to Developers					
	1280 litre bin	D	S			700.00
	1100 litre Bin	D	S	600.00	10.00	660.00
	960 litre Bin	D	S	600.00	10.00	660.00
	660 litre bin	D	S	new charge	0.00	660.00
	240 litre bin	D	S	52.00	11.54	58.00
	360 litre bin	D	S	new charge	0.00	110.00
	Admin fee for orders less than £2000	D	S	new charge	0.00	30.00
	Delivery	D	S	at cost	0.00	at cost
	House Refuse Waste Bins Charge to Developers					
	180i Wheelie Bins	D	S	54.00	11.11	60.00

FEEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	Admin fee for orders less than £2000	D	S	new charge	0.00	40.00
	Delivery	D	S	at cost	0.00	at cost
Special Refuse						
	Bulky Waste					
	1 to 5 items	D	S	30.00	10.00	33.00
	6 to 8 items	D	S	46.00	8.70	50.00
	White goods - second visit when item is not correctly presented for the free collection	D	S	30.00	10.00	33.00
Recycling						
	Sales of Bins					
	240l Wheelie Bins	D	S	52.00	11.54	58.00
	Kitchen Caddies large	D	S	21.50	9.30	23.50
	Kitchen Caddies small	D	S	6.40	9.37	7.00
	Delivery	D	S	at cost	0.00	at cost
	Flat block Recycling Bins - Charges to Developers					
	1100 litre bin	D	S	600.00	10.00	660.00
	240 litre bin	D	S	52.00	11.54	58.00
	360 litre bin	D	S	new charge	0.00	100.00
	Sales of Kitchen Caddies	D	S	6.40	9.37	7.00
	Admin fee for orders less than £2000	D	S	new charge	0.00	30.00
	Delivery	D	S	at cost	0.00	at cost
	House Recycling Waste Bins Charge to Developers					
	240 litre bin	D	S	52.00	11.54	58.00
	Kitchen Caddies large	D	S	21.50	9.30	23.50
	Kitchen Caddies small	D	S	6.40	9.37	7.00
	Admin fee for orders less than £2000	D	S	new charge	0.00	30.00
	Delivery	D	S	at cost	0.00	at cost
	Green Waste					
	premium fortnightly collection (wheeled bin)	D	S	48.00	12.50	54.00
	green waste service set up charge	D	S	33.00	9.09	36.00
	green waste service rejoin charge	D	S	10.00	10.00	11.00
	bookable service (per bag)	D	S	1.10	9.09	1.20
	Christmas Trees	D	S	2.50	10.00	2.75
Abandoned Vehicles						
	Costs Recoverable	D	S	37.00	8.11	40.00
	Voluntary Surrender of Vehicles	D	S	38.00	5.26	40.00
Street Scene						
	Abandoned Shopping Trolleys	D	S	125.00	8.00	135.00
Allotments						
	Rents - per square metre	D	E	0.18	5.56	0.19
	Concessions - per square metre	D	E	0.09	0.00	0.09
	Peppercorn rent for self managed sites	D	E	0.51	0.00	0.51
Nature Reserve						
	Sale of firewood					
	Bulk bag 1-10 bags, charge per bag	D	S	72.00	4.17	75.00
	Bulk bag 11+ bags, charge per bag	D	S	60.00	8.33	65.00
Other Fees						
	Staff fees					
	Admin Hourly rate	D	S	35.00	14.29	40.00
	Officer Hourly rate	D	S	65.00	7.69	70.00
Hackney Carriages & Private Hire						
	Other Fees					
	Officer Hourly rate	D	S	65.00	7.69	70.00
	Administration Hourly rate	D	S	35.00	14.29	40.00
Environmental Health						
	Animal Welfare Fees					
	Animal Boarding					
	1 to 6 boarded animals (application fee)	D	B	170.00	10.59	188.00
	1 to 6 boarded animals (grant fee)	D	B	80.00	8.75	87.00
	7 and over boarded animals (application fee)	D	B	250.00	10.00	275.00
	7 and over boarded animals (grant fee)	D	B	107.00	10.28	118.00
	Dog Breeding					
	1 to 6 bitches (application fee)	D	B	175.00	11.43	195.00
	1 to 6 bitches (grant fee)	D	B	80.00	10.00	88.00
	7 and over bitches (application fee)	D	B	260.00	11.54	290.00

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	7 and over bitches (grant fee)	D	B	107.00	10.28	118.00
	Selling animals as pets					
	Application Fee	D	B	250.00	10.00	275.00
	Grant Fee	D	B	105.00	9.52	115.00
	Hiring our horses					
	Application Fee	D	B	238.00	7.14	255.00
	Grant Fee	D	B	103.00	6.80	110.00
	Keeping animals for exhibition					
	Application Fee	D	B	158.00	7.59	170.00
	Grant Fee	D	B	103.00	6.80	110.00
	Variation to licence					
	Animal boarding	D	B	95.00	9.47	104.00
	Selling animals as pets	D	B	95.00	9.47	104.00
	Keeping animals for exhibition	D	B	95.00	9.47	104.00
	Inspection fee	D	B	118.00	10.17	130.00
	Variation of licence					
	Dog Breeding	D	B	97.00	13.40	110.00
	Hiring our horses	D	B	93.00	7.53	100.00
	Inspection fee	D	B	115.00	11.30	128.00
	Appeal of a risk rating score	D	B	160.00	12.50	180.00
	Variations to reduce the licensable activities or numbers of animals	D	B	95.00	7.37	102.00
	Transfer of licence	D	B	95.00	7.37	102.00
	Dangerous wild animal licence (+ vets fees)	D	B	200.00	12.50	225.00
	Rescoring Food Hygiene Rating	D	B	new charge	0.00	220.00
	Export Certificate	D	B	80.00	12.50	90.00
	Special treatment registration	D	B	150.00	13.33	170.00
	Variation to Special Treatment Registration	D	B	new charge	0.00	85.00
	Wasp nest treatment (one treatment)	D	B	50.00	0.00	50.00
	Wasp nest treatment (two treatments)	D	B	60.00	0.00	60.00
	Fleas	D	B	50.00	0.00	50.00
	Rats	D	B	50.00	0.00	50.00
	Mice	D	B	50.00	0.00	50.00
	Pest Control concessionary rate (wasps/fleas/rats/mice)	D	B	11.50	0.00	11.50
	Stray dogs					
	admin charge	D	B	25.00	0.00	25.00
	kennelling charges	D	B	at cost	0.00	at cost
	Zoo License (not including veterinary fee)	D	B	750.00	6.67	800.00
	Veterinary Fees	D	B	at cost	0.00	at cost
	Contaminated land enquiry	D	B	220.00	9.09	240.00
	Officer Hourly rate	D	S	65.00	7.69	70.00
	Admin Charge - Hourly rate	D	S	35.00	14.29	40.00
	Large HMO Additional Licensing Scheme					
	application full fee	D	B	675.00	9.63	740.00
	application reduced fee	D	B	495.00	7.07	530.00
	annual renewal full fee	D	B	250.00	10.00	275.00
	annual renewal reduced fee	D	B	195.00	6.15	207.00
	re-inspection full fee	D	B	210.00	9.52	230.00
	re-inspection reduced fee	D	B	175.00	8.57	190.00
	Additional charges small and large HMOs - Additional Licensing Scheme					
	admin hourly rate	D	B	35.00	14.29	40.00
	officer Hourly rate	D	B	65.00	7.69	70.00
	application form incomplete	D	B	38.00	10.53	42.00
	avoided licence application until found by Council investigation	D	B	300.00	10.00	330.00
	avoided licence application reminder letter	D	B	60.00	13.33	68.00
	missed appointment house inspection	D	B	145.00	10.34	160.00
	licence holder change once granted	D	B	135.00	7.41	145.00
	sending a final reminder	D	B	38.00	10.53	42.00
	recommencing licensing process following final reminder	D	B	58.00	6.90	62.00
	recovery fee - dishonoured cheque	D	B	48.00	8.33	52.00
Licensing						
	Miscellaneous Licences (new)					
	Sex Shops	D	B	1,700.00	8.82	1,850.00
	Miscellaneous Licences (renew)					
	Sex Shops	D	B	1,375.00	9.09	1,500.00
	Miscellaneous Licences (transfer)					
	Sex Shops	D	B	675.00	7.41	725.00
	Miscellaneous Licences (variation)					
	Sex Shops	D	B	1,250.00	10.40	1,380.00
	Highways Act (new)					
	Tables & chairs					

FEEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	- table	D	B	22.00	0.00	22.00
	- chair	D	B	15.00	0.00	15.00
	Flat Fee - new application	D	B	175.00	0.00	175.00
	Highways Act (renew)					
	Tables & chairs					
	- table	D	B	21.00	0.00	21.00
	- chair	D	B	14.00	0.00	14.00
	Variation - No consultation	D	B	50.00	0.00	50.00
	Variation - Consultation	D	B	100.00	0.00	100.00
	Charity Collections (new)					
	Lottery	D	B	40.00	0.00	40.00
	Street collection	D	B	0.00	0.00	0.00
	House to house collection	D	B	0.00	0.00	0.00
	Charity Collections (renew)					
	Lottery	D	B	20.00	0.00	20.00
	Street collection	D	B	0.00	0.00	0.00
	House to house collection	D	B	0.00	0.00	0.00
	Street Trading (new)					
	Street trading licence	D	B	450.00	8.89	490.00
	Street Trading (renew)					
	Street trading licence	D	B	450.00	8.89	490.00
	Scrap Metal Dealers					
	Collectors fee	D	B	360.00	8.33	390.00
	Collectors Renewal Fee	D	B	190.00	10.53	210.00
	Site fee	D	B	470.00	8.51	510.00
	Site renewal fee	D	B	295.00	8.47	320.00
	Variation Fee - Major	D	B	50.00	10.00	55.00
	Variation Fee - Minor	D	B	22.00	9.09	24.00
	Recovery charges for works in default	D	B	at cost	0.00	at cost

Car Parks

Post Office Road						
	0-2 hours	D	S	1.25	8.00	1.35
	2-3 hours	D	S	1.75	8.57	1.90
	3-4 hours	D	S	2.75	7.27	2.95
	more than 4 hours	D	S	7.75	3.23	8.00
Wych Elm						
	0-2 hours	D	S	1.65	6.06	1.75
	2-3 hours	D	S	1.95	7.69	2.10
	3-4 hours	D	S	3.15	6.35	3.35
	more than 4 hours	D	S	7.75	3.23	8.00
Post Office Road Commercial						
	0-2 hours	D	S	1.25	8.00	1.35
	2-3 hours	D	S	1.75	8.57	1.90
	3-4 hours	D	S	2.75	7.27	2.95
	more than 4 hours	D	S	7.75	3.23	8.00
Bush Fair, The Stow and Old Harlow Car Parks						
	0-1 hour	D	S	0.00	0.00	0.00
	1-2 hours	D	S	0.85	5.88	0.90
	2-3 hours	D	S	1.75	8.57	1.90
	3-4 hours	D	S	3.60	6.94	3.85
	more than 4 hours	D	S	6.55	5.34	6.90
	Weekends	D	S	0.00	0.00	0.00
Town Park						
	0-1 hour	D	S	0.00	0.00	0.00
	1- 5 hours	D	S	1.10	9.09	1.20
	5+ Hours	D	S	6.20	8.06	6.70
	Sat - Sunday 0-2 hours	D	S	0.00	0.00	0.00
	more than 2 hours	D	S	1.25	4.00	1.30

Staff Car Parking

	Car parking permit per year	D	S	250.00	0.00	250.00
	Individual vouchers (Members)	D	S	1.20	0.00	1.20

Parking Permits

Special Permits						
	Business	D	S	60.00	8.33	65.00
	Tye Green Bowls Club	D	S	60.00	8.33	65.00
Market Traders						
	5 trading days per week	D	S	275.00	1.82	280.00
	4 trading days per week	D	S	220.00	2.27	225.00
	3 trading days per week	D	S	165.00	3.03	170.00
	2 trading days per week	D	S	110.00	4.55	115.00
	1 trading day per week	D	S	55.00	5.45	58.00

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
Post Office Road season						
	1 year	D	S	640.00	5.47	675.00
	6 months	D	S	350.00	4.29	365.00
	3 months	D	S	175.00	5.71	185.00
Wych Elm season						
	1 year	D	S	640.00	5.47	675.00
	6 months	D	S	350.00	4.29	365.00
	3 months	D	S	175.00	5.71	185.00
Bus Station						
	Departure fees	D	S	0.55	0.00	0.55
	Timetables	D	S	0.10	0.00	0.10
	Wallets	D	S	1.00	0.00	1.00
	Maps	D	S	Various	0.00	Various
Street Naming and Numbering						
	Add Alias Name to Numbered Property	D	B	40.00 per property	0.00	40.00 per property
	Naming of Building, Flat Block or Industrial Area	D	B	10.00 per block or are	0.00	10.00 per block or are
	New Development of 1-5 plots	D	B	70.00 per plot	0.00	70.00 per plot
	New Development of 6-50 plots	D	B	0.00 per plot + 300.00	0.00	0.00 per plot + 300.00
	New Development of 51+ plots	D	B	5.00 per plot + 550.00	0.00	5.00 per plot + 550.00
	The schedule has been issued	D	B	50.00/plot	0.00	50.00/plot
	Renaming of existing property	D	B	100.00 per property	0.00	100.00 per property
	Confirmation of postal address for solicitors or conveyancers	D	B	40.00	0.00	40.00
	Confirmation of postal address for residents/occupants	D	B	15.00	0.00	15.00
	Provision of new street name	D	B	300.00	0.00	300.00
	Renaming of a street where requested by residents	D	B	450.00	0.00	450.00
The Playhouse						
Box Office Booking Fee						
	Promotions (ex Harlow Playhouse Members)	D	S	1.50	20.00	1.80
	Hires (ex Harlow Playhouse Members)	D	B	1.50	20.00	1.80
Postage Charge						
	Postage charge to customers requesting that tickets are delivered to them	D	S	1.00	100.00	2.00
Theatre Hire Fees for Resident Companies & Harlow Youth or Amature 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. The first performance must be preceeded by a	D	B	800.00	6.00	848.00
	Second Performance in a Day (for 4.5 hour period)	D	B	670.00	5.97	710.00
	Hourly theatre hire inclusive of Standard Staffing	D	B	150.00	6.67	160.00
	Additional staff (per person per hour)	D	B	25.00	6.00	26.50
	Blocking rehearsal (per hour)	D	B	110.00	9.09	120.00
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 organisation	D	B	5,560.00	6.00	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 preceeded by a	D	B	410.00	6.10	435.00
	Second performance call in a day (4.5 hours)	D	B	350.00	6.00	371.00
	Hourly theatre hire inclusive of Standard Staffing	D	B	93.00	5.38	98.00
	Additional Staff per person, per hour	D	B	25.00	6.00	26.50

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	Use as Dressing Room	D	B	42.00	5.95	44.50
	Room Hire Only	D	B	21.00	7.14	22.50
	Studio 1					
	Room Hire Only	D	B	21.00	7.14	22.50
	Studio 2					
	Room Hire Only	D	B	21.00	7.14	22.50
	Use as Dressing Room	D	B	21.00	66.67	35.00
	Studio 3					
	Room Hire Only	D	B	New charge	0.00	35.00
	Cost of Specialist Rigger (Ariel Only) Day Rate	D	B	New charge	0.00	500.00
	Mezz					
	Room Hire Only	D	B	21.00	7.14	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	D	S	1,290.00	6.20	1,370.00
	Second Performance in a Day (for 4.5 hour period)	D	S	980.00	1.02	990.00
	Hourly theatre hire inclusive of Standard Staffing	D	S	250.00	6.00	265.00
	Additional staff (per person per hour)	D	S	32.00	6.25	34.00
	Blocking rehearsal (per hour)	D	S	155.00	5.81	164.00
	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	D	S	7,900.00	6.00	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	D	S	600.00	8.33	650.00
	Second performance call in a day (4.5 hours)	D	S	470.00	6.38	500.00
	Hourly theatre hire inclusive of Standard Staffing	D	S	105.00	5.71	111.00
	Additional Staff per person, per hour	D	S	32.00	6.25	34.00
	Use as Dressing Room	D	S	42.00	7.14	45.00
	Studio 1					
	Room Hire Only	D	S	21.00	7.14	22.50
	Studio 2					
	Room Hire Only	D	S	21.00	7.14	22.50
	Use as Dressing Room	D	S	42.00	7.14	45.00
	Studio 3					
	Room Hire Only	D	S	New charge		45.00
	Cost of Specialist Rigger (Ariel Only)	D	S	New charge		500.00
	Mezz					
	Room Hire Only	D	S	21.00	7.14	22.50
	Event Charges					
	Reception drink					
	per Glass wine / bottled beer (Discounted Rate)	D	S	4.00	0.00	4.00
	Per Large bottle prosecco (Discounted Rate)	D	S	12.00	0.00	12.00
	per Glass wine / bottled beer	D	S	5.00	0.00	5.00
	Per Large bottle prosecco	D	S	15.00	0.00	15.00
	Corkage					
	750ml bottle wine (Discounted Rate)	D	S	4.00	0.00	4.00
	750ml bottle wine	D	S	6.00	0.00	6.00
	Corkage					
	per glass wine/bottle beer (Discounted Rate)	D	S	1.00	0.00	1.00
	per glass wine/bottle beer	D	S	1.50	0.00	1.50
	Bar Served Teas Coffees and Postmix					

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	Per Reception hot or post mix soft drink (Discounted Rate)	D	S	1.00	0.00	1.00
	Per Reception hot or post mix soft drink	D	S	1.75	0.00	1.75
	In Room Teas and Coffees:					
	<20 people (Discounted Rate)	D	S	15.00	0.00	15.00
	20+ people: Per cup rate (Discounted Rate)	D	S	0.50	0.00	0.50
	50+ people: per cup rate (Discounted Rate)	D	S	0.45	0.00	0.45
	<20 people	D	S	20.00	0.00	20.00
	20+ people: Per cup rate	D	S	0.75	0.00	0.75
	50+ people: per cup rate	D	S	0.70	0.00	0.70
	Furniture and Equipment:					
	TV	D	S	10.00	100.00	20.00
	Projector	D	S	10.00	100.00	20.00
	Tables per item	D	S	2.50	0.00	2.50
	Chairs per item	D	S	5.00	0.00	5.00
	Poly Bar for Hybrid Meeting	D	S	New charge	0.00	35.00
	RCF Sound System	D	S	New charge	0.00	75.00
	FOH Radio Mic Package	D	S	New charge	0.00	50.00
	Staff (per Hour, per person)					
	Resident Manager	D	S	New charge	0.00	50.00
	<i>This recharge will also apply if a Senior Manager is called out to support staff in the event of an incident that is directly related to the conduct 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	30.00
	Technician	D	S	32.00	9.38	35.00
	Host	D	S	15.00	13.33	17.00
	Door Supervisor	D	S	21.00	19.05	25.00
	Resident Companies and Charity Room Hire Rates					
	Generic Charity Rate	D	B	11.50	4.35	12.00
	Harlow Ballet	D	B	15.00	3.33	15.50
	Hip Hop Pop	D	B	11.50	8.70	12.50
	Razed Roof	D	B	14.50	3.45	15.00
	PAQ Room 1	D	B	21.00	4.76	22.00
	PQA Room 2	D	B	10.50	4.76	11.00
	PQA Room 3	D	B	5.25	4.76	5.50
	PQA Room 4	D	B	2.65	13.21	3.00
	Penalty Charges					
	Damage to Dressing Room Doors (per door)	D	S	100.00	20.00	120.00
	Lipstick Marks to Walls or Mirrors (per surface)	D	S	100.00	20.00	120.00
	Damage to Theatre 1 Stage Floor - Repaint	D	S	225.00	6.67	240.00
	Excessive Cleaning	D	S	150.00	10.00	165.00
	Breach of Contract - Late Technical Rider (per week of delay)	D	S	150.00	10.00	165.00
	Breach of Contract - Late Marketing Assets (per week of delay)	D	S	300.00	6.67	320.00
	Breach of Contract - Emergency Vet Assistance	D	S	350.00	14.29	400.00
	Breach of Contract - Late Performance (after 15 mins charge)	D	S	500.00	6.00	530.00
	Theatre 1 Technical Contra Charges					
	Lighting					
	Basic Pre-Rig (up to 2 hours)	D	S	192.00	0.00	192.00
	Full Re-Rig (up to 4 hours)	D	S	384.00	0.00	384.00
	Sound					
	In House Sound Operator	D	S	165.00	0.00	165.00
	In House Sound tie in to PA (not inc console)	D	S	165.00	0.00	165.00
	In House Sound System w/ Producing Company Operator	D	S	330.00	0.00	330.00
	- includes the following as per house specification; PA & In House Sound	D	S	595.00	0.00	595.00
	includes the following as per house specification; PA, On stage monitoring, sound console, operator & mic	D	S			
	Get in Times					
	PER HOUR: Prior to 12pm for performances at or AFTER 6pm	D	S	250.00	0.00	250.00
	PER HOUR: Prior to 8am for performances BEFORE 6pm	D	S	250.00	0.00	250.00
	Get out Times					
	PER HOUR: After 11.30pm performances at or AFTER 6pm	D	S	250.00	0.00	250.00
	PER HOUR: After 9pm for performances BEFORE 6pm	D	S	250.00	0.00	250.00
	Theatre 2 Technical Contra Charges					
	Lighting					
	Basic Pre-Rig (up to 2 hours)	D	S	128.00	0.00	128.00
	Full Re-Rig (up to 4 hours)	D	S	256.00	0.00	256.00
	Get in Times					
	PER HOUR: Prior to 11am for performances at or AFTER 6pm	D	S	125.00	0.00	125.00
	PER HOUR: Prior to 8am for performances BEFORE 6pm	D	S	125.00	0.00	125.00
	Get out Times					
	After 11.30pm performances at or AFTER 6pm	D	S	125.00	0.00	125.00
	After 9pm for performances BEFORE 6pm	D	S	125.00	0.00	125.00

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
Marketing Contra Charges						
	Solus E-shot on sale	D	S	350.00	0.00	350.00
	Boosted Post or Sponsored Ad	D	S	50.00	0.00	50.00
	Targeted E-shot	D	S	150.00	0.00	150.00
	Enhanced Digital Screen Coverage per week	D	S	35.00	0.00	35.00
Equipment Hire						
Sound						
Standard (Day)						
	Sennheiser ew 300 G3 Headset Mic	D	S	20.00	10.00	22.00
	Sennheiser ew 300 G3 Hand Held	D	S	20.00	10.00	22.00
	AA Batteries (Box of 10)	D	S	3.50	14.29	4.00
	Shure Beta 91A	D	S	8.00	10.00	8.80
	Shure Beta 58	D	S	8.00	10.00	8.80
	Shure Beta 57	D	S	8.00	10.00	8.80
	Shure SM58	D	S	6.00	10.00	6.60
	Audix D6	D	S	8.00	10.00	8.80
	AKG C451	D	S	10.00	10.00	11.00
	AKG C214 Stereo Pair	D	S	12.00	37.50	16.50
	AKG C1000	D	S	8.00	10.00	8.80
	Sennheiser E604	D	S	8.00	10.00	8.80
	Sennheiser E906	D	S	8.00	10.00	8.80
	KLARK Teknik DI Boxes	D	S	8.00	10.00	8.80
	Yamaha Rio 16/8	D	S	30.00	10.00	33.00
	Behringer P19 Package (8 Mixers)	D	S	60.00	10.00	66.00
	AKG D112	D	S	New charge	0.00	8.80
	Behringer P19 Package (1 Mixer)	D	S	10.00	10.00	11.00
Standard (Week)						
	Sennheiser ew 300 G3 Headset Mic	D	S	60.00	10.00	66.00
	Sennheiser ew 300 G3 Hand Held	D	S	60.00	10.00	66.00
	Shure Beta 91A	D	S	16.00	10.00	17.60
	Shure Beta 58	D	S	16.00	10.00	17.60
	Shure Beta 57	D	S	16.00	10.00	17.60
	Shure SM58	D	S	12.00	10.00	13.20
	Audix D6	D	S	16.00	10.00	17.60
	AKG C451	D	S	20.00	10.00	22.00
	AKG C214 Stereo Pair	D	S	24.00	37.50	33.00
	AKG C1000	D	S	16.00	10.00	17.60
	Sennheiser E604	D	S	16.00	10.00	17.60
	Sennheiser E906	D	S	16.00	10.00	17.60
	KLARK Teknik DI Boxes	D	S	16.00	10.00	17.60
	Yamaha Rio 16/8	D	S	60.00	10.00	66.00
	Behringer P19 Package (8 Mixers)	D	S	120.00	10.00	132.00
	AKG D112	D	S	New charge	0.00	17.60
	Behringer P19 Package (1 Mixer)	D	S	20.00	10.00	22.00
Enhanced (Day)						
	Sennheiser ew 300 G3 Headset Mic	D	S	20.00	10.00	22.00
	Sennheiser ew 300 G3 Hand Held	D	S	20.00	10.00	22.00
	AA Batteries (Box of 10)	D	S	3.50	14.29	4.00
	Shure Beta 91A	D	S	Included	0.00	Included
	Shure Beta 58	D	S	Included	0.00	Included
	Shure Beta 57	D	S	Included	0.00	Included
	Shure SM58	D	S	Included	0.00	Included
	Audix D6	D	S	Included	0.00	Included
	AKG C451	D	S	Included	0.00	Included
	AKG C214 Stereo Pair	D	S	New charge	0.00	16.50
	AKG C1000	D	S	Included	0.00	Included
	Sennheiser E604	D	S	Included	0.00	Included
	Sennheiser E906	D	S	Included	0.00	Included
	KLARK Teknik DI Boxes	D	S	Included	0.00	Included
	Yamaha Rio 16/8	D	S	30.00	10.00	33.00
	Behringer P19 Package (8 Mixers)	D	S	60.00	10.00	66.00
	AKG D112	D	S	New charge	0.00	Included
	Behringer P19 Package (1 Mixer)	D	S	10.00	10.00	11.00
Enhanced (Week)						
	Sennheiser ew 300 G3 Headset Mic	D	S	60.00	10.00	66.00
	Sennheiser ew 300 G3 Hand Held	D	S	60.00	10.00	66.00
	Shure Beta 91A	D	S	Included	0.00	Included
	Shure Beta 58	D	S	Included	0.00	Included
	Shure Beta 57	D	S	Included	0.00	Included
	Shure SM58	D	S	Included	0.00	Included
	Audix D6	D	S	Included	0.00	Included
	AKG C451	D	S	Included	0.00	Included
	AKG C214 Stereo Pair	D	S	New charge	0.00	33.00
	AKG C1000	D	S	Included	0.00	Included

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	Sennheiser E604	D	S	Included	0.00	Included
	Sennheiser E906	D	S	Included	0.00	Included
	KLARK Teknik DI Boxes	D	S	Included	0.00	Included
	Yamaha Rio 16/8	D	S	60.00	10.00	66.00
	Behringer P19 Package (8 Mixers)	D	S	120.00	10.00	132.00
	AKG D112	D	S	New charge	0.00	Included
	Behringer P19 Package (1 Mixer)	D	S	20.00	10.00	22.00
Lights						
Standard (Day)						
	Strand Cantata F 1.2kw fresnel	D	S	8.50	10.00	9.35
	Strand SL 15/32 profile / S4 Jnr zoom 25/50	D	S	8.50	10.00	9.35
	PAR can PAR64 (62/61/60) 1kw	D	S	6.50	10.00	7.15
	UV Cannons	D	S	11.00	10.00	12.10
	UV Tubes	D	S	11.00	10.00	12.10
	Showtec Suntrip Active MKII	D	S	6.00	10.00	6.60
	Quartet Fresnel 650w	D	S	7.00	10.00	7.70
	Quartet Profile 650w	D	S	7.00	10.00	7.70
	Birdies (batten of 4)	D	S	10.00	-45.00	5.50
	Follow Spots (w/o operators)	D	S	5.00 / show	0.00	10.00 / show
Standard (Week)						
	Strand Cantata F 1.2kw fresnel	D	S	17.00	10.00	18.70
	Strand SL 15/32 profile / S4 Jnr zoom 25/50	D	S	17.00	10.00	18.70
	PAR can PAR64 (62/61/60) 1kw	D	S	13.00	10.00	14.30
	UV Cannons	D	S	22.00	10.00	24.20
	UV Tubes	D	S	22.00	10.00	24.20
	Showtec Suntrip Active MKII	D	S	12.00	10.00	13.20
	Quartet Fresnel 650w	D	S	14.00	10.00	15.40
	Quartet Profile 650w	D	S	14.00	10.00	15.40
	Birdies (batten of 4)	D	S	20.00	10.00	22.00
	Follow Spots (w/o operators)	D	S	5.00 / show	0.00	10.00 / show
Enhanced (Day)						
	Strand Cantata F 1.2kw fresnel	D	S	8.50	10.00	9.35
	Strand SL 15/32 profile / S4 Jnr zoom 25/50	D	S	7.50	24.67	9.35
	PAR can PAR64 (62/61/60) 1kw	D	S	6.50	10.00	7.15
	UV Cannons	D	S	11.00	10.00	12.10
	UV Tubes	D	S	33.00	10.00	36.30
	Showtec Suntrip Active MKII	D	S	6.00	10.00	6.60
	Quartet Fresnel 650w	D	S	7.00	10.00	7.70
	Quartet Profile 650w	D	S	7.00	10.00	7.70
	Birdies (batten of 4)	D	S	10.00	-45.00	5.50
	Follow Spots (w/o operators)	D	S	Included	0.00	Included
Enhanced (Week)						
	Strand Cantata F 1.2kw fresnel	D	S	17.00	10.00	18.70
	Strand SL 15/32 profile / S4 Jnr zoom 25/50	D	S	17.00	10.00	18.70
	PAR can PAR64 (62/61/60) 1kw	D	S	13.00	10.00	14.30
	UV Cannons	D	S	22.00	10.00	24.20
	UV Tubes	D	S	44.00	10.00	48.40
	Showtec Suntrip Active MKII	D	S	12.00	10.00	13.20
	Quartet Fresnel 650w	D	S	14.00	10.00	15.40
	Quartet Profile 650w	D	S	14.00	10.00	15.40
	Birdies (batten of 4)	D	S	20.00	10.00	22.00
	Follow Spots (w/o operators)	D	S	Included	0.00	Included
Intelligent Lighting						
Standard (Day)						
	Clay Paky Alpha Spot (1500w) Each (4 x available)	D	S	75.00	10.00	82.50
	Clay Paky Alpha Spot 1200 HPE (1200w) Each (2 x available)	D	S	75.00	10.00	82.50
	Moving Light Package	D	S	250.00	18.00	295.00
	Sidelight Package	D	S	250.00	18.00	295.00
	Showtec LED PAR Can (36x3w RGB)	D	S	7.50	10.00	8.25
	Showtec LED Expressions / Mac Auras	D	S	15.00	10.00	16.50
Standard (Week)						
	Clay Paky Alpha Spot (1500w) Each (4 x available)	D	S	150.00	10.00	165.00
	Clay Paky Alpha Spot 1200 HPE (1200w) Each (2 x available)	D	S	150.00	10.00	165.00
	Moving Light Package	D	S	500.00	18.00	590.00
	Sidelight Package	D	S	New charge	0.00	290.00
	Showtec LED PAR Can (36x3w RGB)	D	S	15.00	10.00	16.50
	Showtec LED Expressions / Mac Auras	D	S	30.00	10.00	33.00
Enhanced (Day)						
	Clay Paky Alpha Spot (1500w) Each (4 x available)	D	S	Included	0.00	82.50
	Clay Paky Alpha Spot 1200 HPE (1200w) Each (2 x available)	D	S	New charge	0.00	82.50
	Moving Light Package	D	S	Included	0.00	Included

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	Sidelight Package	D	S	Included	0.00	Included
	Showtec LED PAR Can (36x3w RGB)	D	S	New charge	0.00	8.25
	Showtec LED Expressions / Mac Auras	D	S	Included	0.00	Included
	Enhanced (Week)					
	Clay Paky Alpha Spot (1500w) Each (4 x available)	D	S	Included	0.00	165.00
	Clay Paky Alpha Spot 1200 HPE (1200w) Each (2 x available)	D	S	New charge	0.00	165.00
	Moving Light Package	D	S	Included	0.00	Included
	Sidelight Package	D	S	Included	0.00	Included
	Showtec LED PAR Can (36x3w RGB)	D	S	New charge	0.00	16.50
	Showtec LED Expressions / Mac Auras	D	S	Included	0.00	Included
	Special FX					
	Standard (Day)					
	Le Maitre 6ch desk	D	S	13.00	10.00	14.30
	Pyros	D	S	p.o.a	0.00	p.o.a
	Mirror ball	D	S	11.00	10.00	12.10
	Large smoke machine ¹	D	S	11.00	10.00	12.10
	Antari Ice low smoke machine ¹	D	S	8.00	10.00	8.80
	Bubble machine ¹	D	S	8.00	10.00	8.80
	Hazer ¹	D	S	35.00	10.00	38.50
	Star cloth	D	S	43.25	10.00	47.58
	Chauvet Geyser P5	D	S	New charge	0.00	15.00
	Chauvet Geyser P7	D	S	New charge	0.00	15.00
	Mini Mist Portable Smoke Machine ¹	D	S	25.00	10.00	27.50
	¹ Subject to fair use	D	S			
	Standard (Week)					
	Le Maitre 6ch desk	D	S	26.00	10.00	28.60
	Pyros	D	S	p.o.a	0.00	p.o.a
	Mirror ball	D	S	16.25	10.00	17.88
	Large smoke machine ¹	D	S	22.00	10.00	24.20
	Antari Ice low smoke machine ¹	D	S	16.00	10.00	17.60
	Bubble machine ¹	D	S	16.00	10.00	17.60
	Hazer ¹	D	S	70.00	10.00	77.00
	Star cloth	D	S	86.50	10.00	95.15
	Chauvet Geyser P5	D	S	New charge	0.00	30.00
	Chauvet Geyser P7	D	S	New charge	0.00	30.00
	Mini Mist Portable Smoke Machine ¹	D	S	50.00	10.00	55.00
	¹ Subject to fair use	D	S			
	Enhanced (Day)					
	Le Maitre 6ch desk	D	S	13.00	10.00	14.30
	Pyros	D	S	p.o.a	0.00	p.o.a
	Mirror ball	D	S	21.50	10.00	23.65
	Large smoke machine ¹	D	S	11.00	10.00	12.10
	Antari Ice low smoke machine ¹	D	S	8.00	10.00	8.80
	Bubble machine ¹	D	S	8.00	10.00	8.80
	Hazer ¹	D	S	Included	0.00	Included
	Star cloth	D	S	Included	0.00	Included
	Chauvet Geyser P5	D	S	New charge	0.00	15.00
	Chauvet Geyser P7	D	S	New charge	0.00	15.00
	Mini Mist Portable Smoke Machine ¹	D	S	25.00	10.00	27.50
	¹ Subject to fair use	D	S			
	Enhanced (Week)					
	Le Maitre 6ch desk	D	S	26.00	10.00	28.60
	Pyros	D	S	p.o.a	0.00	p.o.a
	Mirror ball	D	S	26.75	10.00	29.43
	Large smoke machine ¹	D	S	22.00	10.00	24.20
	Antari Ice low smoke machine ¹	D	S	16.00	10.00	17.60
	Bubble machine ¹	D	S	16.00	10.00	17.60
	Hazer ¹	D	S	Included	0.00	Included
	Star cloth	D	S	Included	0.00	Included
	Chauvet Geyser P5	D	S	New charge	0.00	30.00
	Chauvet Geyser P7	D	S	New charge	0.00	30.00
	Mini Mist Portable Smoke Machine ¹	D	S	50.00	10.00	55.00
	¹ Subject to fair use	D	S			
	Tabs & Cloths					
	Standard (Day)					
	Black legs 20' x 6'	D	S	15.00	10.00	16.50
	Black tabs 22' x 22'	D	S	32.50	10.00	35.75
	Red tabs	D	S	32.50	10.00	35.75

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	White Cyc	D	S	50.00	10.00	55.00
	Black Gauze	D	S	50.00	10.00	55.00
	Navy Blue Gauze	D	S	50.00	10.00	55.00
	Standard (Week)					
	Black legs 20' x 6'	D	S	30.00	10.00	33.00
	Black tabs 22' x 22'	D	S	65.00	10.00	71.50
	Red tabs	D	S	65.00	10.00	71.50
	White Cyc	D	S	100.00	10.00	110.00
	Black Gauze	D	S	100.00	10.00	110.00
	Navy Blue Gauze	D	S	100.00	10.00	110.00
	Enhanced (Day)					
	Black legs 20' x 6'	D	S	15.00	10.00	16.50
	Black tabs 22' x 22'	D	S	97.50	10.00	107.25
	Red tabs	D	S	32.50	10.00	35.75
	White Cyc	D	S	1 Included	0.00	1 Included
	Black Gauze	D	S	50.00	10.00	55.00
	Navy Blue Gauze	D	S	50.00	10.00	55.00
	Enhanced (Week)					
	Black legs 20' x 6'	D	S	30.00	10.00	33.00
	Black tabs 22' x 22'	D	S	130.00	10.00	143.00
	Red tabs	D	S	65.00	10.00	71.50
	White Cyc	D	S	1 Included	0.00	1 Included
	Black Gauze	D	S	100.00	10.00	110.00
	Navy Blue Gauze	D	S	100.00	10.00	110.00
	Scenic Cloths					
	Standard (Day)					
	Various	D	S	POA	0.00	POA
	Standard (Week)					
	Various	D	S	POA	0.00	POA
	Enhanced (Day)					
	Various	D	S	POA	0.00	POA
	Enhanced (Week)					
	Various	D	S	POA	0.00	POA
	Staging					
	Standard (Day)					
	Steeldeck 8' x 4'	D	S	7.50	10.00	8.25
	Steeldeck 8' x 2'	D	S	5.50	10.00	6.05
	Steeldeck 6' x 3'	D	S	5.50	10.00	6.05
	Steeldeck 4' x 4'	D	S	5.50	10.00	6.05
	Steeldeck Handrails	D	S	2.50	10.00	2.75
	Steeldeck comes with 1',2' or 3' Legs	D	S	FOC	0.00	FOC
	Dance floor	D	S	54.00	10.00	59.40
	Cabaret Chair	D	S	1.00	10.00	1.10
	1' 2' 3' Treads	D	S	5.50	10.00	6.05
	Standard (Week)					
	Steeldeck 8' x 4'	D	S	16.00	10.00	17.60
	Steeldeck 8' x 2'	D	S	11.00	10.00	12.10
	Steeldeck 6' x 3'	D	S	11.00	10.00	12.10
	Steeldeck 4' x 4'	D	S	11.00	10.00	12.10
	Steeldeck Handrails	D	S	4.00	10.00	4.40
	Steeldeck comes with 1',2' or 3' Legs	D	S	FOC	0.00	FOC
	Dance floor	D	S	108.00	10.00	118.80
	Cabaret Chair	D	S	2.50	10.00	2.75
	1' 2' 3' Treads	D	S	11.00	10.00	12.10
	Enhanced (Day)					
	Steeldeck 8' x 4'	D	S	10 Included	0.00	10 Included
	Steeldeck 8' x 2'	D	S	2 Included	0.00	2 Included
	Steeldeck 6' x 3'	D	S	5.50	10.00	6.05
	Steeldeck 4' x 4'	D	S	2 Included	0.00	2 Included
	Steeldeck Handrails	D	S	2.50	10.00	2.75
	Steeldeck comes with 1',2' or 3' Legs	D	S	FOC	0.00	FOC
	Dance floor	D	S	54.00	10.00	59.40
	Cabaret Chair	D	S	1.00	10.00	1.10
	1' 2' 3' Treads	D	S	One pair Included	0.00	One pair Included
	Enhanced (Week)					
	Steeldeck 8' x 4'	D	S	10 Included	0.00	10 Included
	Steeldeck 8' x 2'	D	S	2 Included	0.00	2 Included
	Steeldeck 6' x 3'	D	S	11.00	10.00	12.10
	Steeldeck 4' x 4'	D	S	2 Included	0.00	2 Included
	Steeldeck Handrails	D	S	4.00	10.00	4.40
	Steeldeck comes with 1',2' or 3' Legs	D	S	FOC	0.00	FOC
	Dance floor	D	S	108.00	10.00	118.80
	Cabaret Chair	D	S	2.50	10.00	2.75
	1' 2' 3' Treads	D	S	One pair Included	0.00	One pair Included

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
Musical Instruments						
Standard (Day)						
	Yamaha G1 baby grand	D	S	75.00	10.00	82.50
	Piano Tuning	D	S	75.00	10.00	82.50
Standard (Week)						
	Yamaha G1 baby grand	D	S	150.00	10.00	165.00
	Piano Tuning	D	S	0.00	0.00	0.00
Enhanced (Day)						
	Yamaha G1 baby grand	D	S	75.00	10.00	82.50
	Piano Tuning	D	S	75.00	10.00	82.50
Enhanced (Week)						
	Yamaha G1 baby grand	D	S	150.00	10.00	165.00
	Piano Tuning	D	S	0.00	0.00	0.00
A.V.						
Standard (Day)						
	Christie LX601i LCD Projector 6000 Lumens, XGA, 1.5-3.0:1 Lens	D	S	175.00	10.00	192.50
	Fast fold screen 9ft x 12ft (front and rear)	D	S	54.00	10.00	59.40
	VGA cable 25 m	D	S	5.50	10.00	6.05
	AV Package (Christie Projector, MacBook Pro & Cabling)	D	S	225.00	10.00	247.50
Standard (Week)						
	Christie LX601i LCD Projector 6000 Lumens, XGA, 1.5-3.0:1 Lens	D	S	350.00	10.00	385.00
	Fast fold screen 9ft x 12ft (front and rear)	D	S	108.00	10.00	118.80
	VGA cable 25 m	D	S	11.00	10.00	12.10
	AV Package (Christie Projector, MacBook Pro & Cabling)	D	S	450.00	10.00	495.00
Enhanced (Day)						
	Christie LX601i LCD Projector 6000 Lumens, XGA, 1.5-3.0:1 Lens	D	S	200.00	10.00	220.00
	Fast fold screen 9ft x 12ft (front and rear)	D	S	54.00	10.00	59.40
	VGA cable 25 m	D	S	5.50	10.00	6.05
	AV Package (Christie Projector, MacBook Pro & Cabling)	D	S	250.00	10.00	275.00
Enhanced (Week)						
	Christie LX601i LCD Projector 6000 Lumens, XGA, 1.5-3.0:1 Lens	D	S	400.00	10.00	440.00
	Fast fold screen 9ft x 12ft (front and rear)	D	S	108.00	10.00	118.80
	VGA cable 25 m	D	S	11.00	10.00	12.10
	AV Package (Christie Projector, MacBook Pro & Cabling)	D	S	500.00	10.00	550.00

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
GOVERNANCE & CORPORATE SERVICES						
Freedom of Information						
	Environmental Information Regulations					
	simple enquiries that require a basic answer	D	S	0.00	0.00	0.00
	more complex enquiries and requires information to be specifically collated (per hour)	D	S	25.00	0.00	25.00
Contact Harlow						
	Rail Passes	D	Z	at cost + £1	0.00	at cost + £1
	Disabled WC Keys	D	Z	2.50	0.00	2.50
	Leisure card	D	Z	0.00	0.00	0.00
Communications						
	Harlow Times Advertising					
	Inside Full Page					
	Full Rate	D	S	990.00	0.00	990.00
	10% Discount	D	S	891.00	0.00	891.00
	20% Discount	D	S	792.00	0.00	792.00
	Half Page					
	Full Rate	D	S	495.00	0.00	495.00
	10% Discount	D	S	445.50	0.00	445.50
	20% Discount	D	S	396.00	0.00	396.00
	Quarter Page					
	Full Rate	D	S	247.50	0.00	247.50
	10% Discount	D	S	222.20	0.00	222.20
	20% Discount	D	S	198.00	0.00	198.00
	Eighth Page					
	Full Rate	D	S	123.20	0.00	123.20
	10% Discount	D	S	110.00	0.00	110.00
	20% Discount	D	S	97.90	0.00	97.90

FEEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p

STRATEGIC GROWTH & REGENERATION

Building Control

Table A - New Dwellings

Dwelling houses and flats not exceeding 300m2 (total floor area)

Full Plans Submission

Houses or Bungalows less than 4 storeys

Plan Charge

1 Plot	D	S	236.12	10.00	259.73
2 Plots	D	S	279.04	10.00	306.95
3 Plots	D	S	321.98	10.00	354.18
4 Plots	D	S	364.93	10.00	401.42
5 Plots	D	S	407.85	10.00	448.63

Flats

1	D	S	214.66	10.00	236.12
2	D	S	236.12	10.00	259.73
3	D	S	300.51	10.00	330.56
4	D	S	300.51	10.00	330.56
5	D	S	343.46	10.00	377.80

Conversion to:-

Single dwelling house	D	S	236.12	10.00	259.73
Single Flat	D	S	214.66	10.00	236.12

Inspection Charge

1 Plot	D	S	472.24	10.00	519.46
2 Plots	D	S	837.15	10.00	920.86
3 Plots	D	S	1,030.34	10.00	1,133.37
4 Plots	D	S	1,313.68	10.00	1,445.05
5 Plots	D	S	1,631.37	10.00	1,794.50

Flats

1	D	S	300.51	10.00	330.56
2	D	S	643.97	10.00	708.36
3	D	S	824.37	10.00	906.81
4	D	S	1,081.86	10.00	1,190.05
5	D	S	1,459.65	10.00	1,605.61

Conversion to:-

Single dwelling house	D	S	343.46	10.00	377.80
Single Flat	D	S	300.51	10.00	330.56

Building Notice

Houses or Bungalows less than 4 storeys

1 Plot	D	S	800.98	10.00	881.08
2 Plots	D	S	1,370.35	10.00	1,507.39
3 Plots	D	S	1,671.73	10.00	1,838.90
4 Plots	D	S	2,113.74	10.00	2,325.11
5 Plots	D	S	2,609.33	10.00	2,870.27

Flats

1	D	S	533.21	10.00	586.53
2	D	S	1,068.98	10.00	1,175.88
3	D	S	1,350.26	10.00	1,485.29
4	D	S	1,752.10	10.00	1,927.31
5	D	S	2,341.45	10.00	2,575.60

Conversion to:-

Single dwelling house	D	S	600.18	10.00	660.19
Single Flat	D	S	533.21	10.00	586.53

Regularisation Charge

Houses or Bungalows less than 4 storeys

1 Plot	D	S	831.79	10.00	914.97
2 Plots	D	S	1,363.95	10.00	1,500.35
3 Plots	D	S	1,645.68	10.00	1,810.25
4 Plots	D	S	2,058.89	10.00	2,264.78
5 Plots	D	S	2,726.11	10.00	2,998.72

Flats

1	D	S	581.35	10.00	639.49
2	D	S	1,082.21	10.00	1,190.44
3	D	S	1,516.89	10.00	1,668.58
4	D	S	1,946.20	10.00	2,140.82
5	D	S	2,575.85	10.00	2,833.44

Conversion to:-

Single dwelling house	D	S	643.97	10.00	708.36
Single Flat	D	S	581.37	10.00	639.50
Notifiable Electrical Work (in addition to the above where applicable)	D	S	274.67	10.00	302.13

Table B - Work To A Single Dwelling

Limited to work not more than 3 storeys above ground level

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
Full Plans Submissions						
Extension & New Build						
Plan checking charge						
	Single storey extension with floor area not exceeding 40m2	D	S	218.95	10.00	240.85
	Single storey extension with floor area exceeding 40m2 but not exceeding 100m2	D	S	262.74	10.00	289.02
	Extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	D	S	284.63	10.00	313.10
	Extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	D	S	306.53	10.00	337.19
	Erection of a non exempt domestic extension comprising of a garage, carport or store not exceeding 100m2	D	S	197.05	10.00	216.76
	Erection of a non exempt detached non habitable domestic building with total floor area not exceeding 50m2	D	S	175.16	10.00	192.68
Conversions						
	First floor & second floor loft conversions	D	S	240.84	10.00	264.93
	Other work	D	S	175.16	10.00	192.68
Alterations						
	Re Roofing, Installation of Solar Panels or Photovoltaic cells	D	S	109.47	10.00	120.42
	Replacement of windows, roof lights, roof windows or external glazed doors	D	S	131.37	10.00	144.51
	Cost of work not exceeding £5,000	D	S	153.26	10.00	168.59
	Cost of work exceeding £5,000 & not exceeding £25,000	D	S	197.05	10.00	216.76
	Cost of work exceeding £25,000 & not exceeding £100,000	D	S	306.53	10.00	337.19
Inspection Charge						
	Single storey extension with floor area not exceeding 40m2	D	S	350.32	10.00	385.36
	Single storey extension with floor area exceeding 40m2 but not exceeding 100m2	D	S	394.11	10.00	433.53
	Extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	D	S	437.90	10.00	481.69
	Extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	D	S	481.69	10.00	529.86
	Erection of a non exempt domestic extension comprising of a garage, carport or store not exceeding 100m2	D	S	262.74	10.00	289.02
	Erection of a non exempt detached non habitable domestic building with total floor area not exceeding 50m2	D	S	218.95	10.00	240.85
Conversions						
	First floor & second floor loft conversions	D	S	350.32	10.00	385.36
	Other work	D	S	262.74	10.00	289.02
Alterations						
	Re Roofing, Installation of Solar Panels or Photovoltaic cells	D	S	87.58	10.00	96.34
	Replacement of windows, roof lights, roof windows or external glazed doors	D	S	131.37	10.00	144.51
	Cost of work not exceeding £5,000	D	S	175.16	10.00	192.68
	Cost of work exceeding £5,000 & not exceeding £25,000	D	S	306.53	10.00	337.19
	Cost of work exceeding £25,000 & not exceeding £100,000	D	S	525.49	10.00	578.03
Building Notice Charges						
Extension & New Build						
	Single storey extension with floor area not exceeding 40m2	D	S	612.18	10.00	673.40
	Single storey extension with floor area exceeding 40m2 but not exceeding 100m2	D	S	680.49	10.00	748.54
	Extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	D	S	748.81	10.00	823.69
	Extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	D	S	817.12	10.00	898.83
	Erection of a non exempt domestic extension comprising of a garage, carport or store not exceeding 100m2	D	S	475.56	10.00	523.11
	Erection of a non exempt detached non habitable domestic building with total floor area not exceeding 50m2	D	S	407.24	10.00	447.97
Conversions						
	First floor & second floor loft conversions	D	S	612.18	10.00	673.40
	Other work	D	S	475.56	10.00	523.11
Alterations						
	Re Roofing, Installation of Solar Panels or Photovoltaic cells	D	S	202.31	10.00	222.54
	Replacement of windows, roof lights, roof windows or external glazed doors	D	S	270.62	10.00	297.68
	Cost of work not exceeding £5,000	D	S	338.93	10.00	372.82
	Cost of work exceeding £5,000 & not exceeding £25,000	D	S	543.87	10.00	598.26

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	Cost of work exceeding £25,000 & not exceeding £100,000	D	S	885.43	10.00	973.98
	Regularisation Charges					
	Extension & New Build					
	Single storey extension with floor area not exceeding 40m2	D	S	671.45	10.00	738.60
	Single storey extension with floor area exceeding 40m2 but not exceeding 100m2	D	S	720.72	10.00	792.79
	Extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	D	S	784.58	10.00	863.03
	Extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	D	S	848.44	10.00	933.28
	Erection of a non exempt domestic extension comprising of a garage, carport or store not exceeding 100m2	D	S	529.13	10.00	582.04
	Erection of a non exempt detached non habitable domestic building with total floor area not exceeding 50m2	D	S	465.27	10.00	511.79
	Conversions					
	First floor & second floor loft conversions	D	S	656.86	10.00	722.54
	Other work	D	S	529.13	10.00	582.04
	Alterations					
	Re Roofing, Installation of Solar Panels or Photovoltaic cells	D	S	273.69	10.00	301.06
	Replacement of windows, roof lights, roof windows or external glazed doors	D	S	337.55	10.00	371.30
	Cost of work not exceeding £5,000	D	S	401.41	10.00	441.55
	Cost of work exceeding £5,000 & not exceeding £25,000	D	S	592.99	10.00	652.29
	Cost of work exceeding £25,000 & not exceeding £100,000	D	S	912.30	10.00	1,003.53
	Notifiable Electrical Work (in addition to the above where applicable)	D	S	321.65	10.00	353.82
	Table C - All Other Non Domestic Work					
	Limited to work not more than 3 storeys above ground level					
	Full Plans Submission					
	Extension & New Build					
	Plan checking charge					
	Single storey building with a floor area not exceeding 40m2	D	S	262.73	10.00	289.01
	Single storey building with a floor area exceeding 40m2 but not exceeding 100m2	D	S	306.52	10.00	337.17
	Building with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	D	S	328.42	10.00	361.27
	Building with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	D	S	350.31	10.00	385.34
	Alterations					
	Cost of work not exceeding £5,000	D	S	197.05	10.00	216.76
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	D	S	197.05	10.00	216.76
	Renewable energy systems not exceeding £20,000	D	S	218.95	10.00	240.85
	Installation of new shop front not exceeding £5,000	D	S	218.95	10.00	240.85
	Cost of work exceeding £5,000 & not exceeding £25,000	D	S	240.84	10.00	264.93
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	D	S	218.95	10.00	240.85
	Installation of a raised storage platform not exceeding 250m2 within an existing building	D	S	306.52	10.00	337.17
	Cost of works exceeding £25,000 & not exceeding £100,000	D	S	350.31	10.00	385.34
	Fit out building up to 100m2	D	S	372.21	10.00	409.43
	Inspection charges					
	Extension & New Build					
	Single storey building with a floor area not exceeding 40m2	D	S	350.31	10.00	385.34
	Single storey building with a floor area exceeding 40m2 but not exceeding 100m2	D	S	394.10	10.00	433.51
	Building with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	D	S	437.89	10.00	481.68
	Building with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	D	S	481.68	10.00	529.85
	Alterations					
	Cost of work not exceeding £5,000	D	S	131.37	10.00	144.51
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	D	S	87.58	10.00	96.34
	Renewable energy systems not exceeding £20,000	D	S	87.58	10.00	96.34
	Installation of new shop front not exceeding £5,000	D	S	87.58	10.00	96.34
	Cost of work exceeding £5,000 & not exceeding £25,000	D	S	262.73	10.00	289.01

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	D	S	175.16	10.00	192.68
	Installation of a raised storage platform not exceeding 250m2 within an existing building	D	S	175.16	10.00	192.68
	Cost of works exceeding £25,000 & not exceeding £100,000	D	S	525.47	10.00	578.02
	Fit out building up to 100m2	D	S	218.95	10.00	240.85
	Regularisation Charge					
	Extension & New Build					
	Single storey building with a floor area not exceeding 40m2	D	S	784.57	10.00	863.02
	Single storey building with a floor area exceeding 40m2 but not exceeding 100m2	D	S	884.91	10.00	973.40
	Building with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	D	S	967.02	10.00	1,063.72
	Building with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	D	S	1,049.12	10.00	1,154.03
	Alterations					
	Cost of work not exceeding £5,000	D	S	410.53	10.00	451.58
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	D	S	346.67	10.00	381.34
	Renewable energy systems not exceeding £20,000	D	S	364.91	10.00	401.40
	Installation of new shop front not exceeding £5,000	D	S	364.91	10.00	401.40
	Cost of work exceeding £5,000 & not exceeding £25,000	D	S	638.60	10.00	702.46
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	D	S	510.88	10.00	561.97
	Installation of a raised storage platform not exceeding 250m2 within an existing building	D	S	565.61	10.00	622.17
	Cost of works exceeding £25,000 & not exceeding £100,000	D	S	1,112.98	10.00	1,224.28
	Fit out building up to 100m2	D	S	684.21	10.00	752.63
	Works not included in Tables A, B and C. Charged derived from hourly rate	D	S	80.81	10.00	88.90
	BCA Hourly rate	D	S	175.00	0.00	175.00
	Dropped Crossing Application Fee	D	S	102.00	0.00	102.00
Covenant Control						
	Copy decision notices, etc	D	S	0.10	0.00	0.10
	Covenant application for a new dwelling	D	S	153.00	0.00	153.00
	Covenant Control application for window replacement, minor alterations, sheds and trees	D	S	61.20	0.00	61.20
	Covenant Control application for extensions (including front porch)	D	S	125.46	0.00	125.46
	Retrospective decision for window replacement, minor alterations, sheds and trees	D	S	93.84	0.00	93.84
	Retrospective decision for extensions (including front porches)	D	S	188.70	0.00	188.70
	Copy of the covenant plans	D	S	18.36	0.00	18.36
Planning						
	Forward Planning Documents					
	Adopted Replacement Harlow Local Plan 2006 - Written Statement and proposals Map	D	S	37.00	0.00	37.00
	Adopted Replacement Harlow Local Plan 2006 - Written Statement and proposals Map CD-ROM	D	S	0.00	0.00	0.00
	Adopted Replacement Harlow Local Plan 2006 - Written Statement Only	D	S	22.00	0.00	22.00
	Adopted Replacement Harlow Local Plan 2006 - Proposals	D	S	15.50	0.00	15.50
	Core Strategy Issues and Options Consultation Document	D	S	24.00	0.00	24.00
	Core Strategy Issues and Options Consultation Document C	D	S	0.00	0.00	0.00
	Core Strategy Issues and Options Sustainability Appraisal incorporating SEA Directive	D	S	49.00	0.00	49.00
	Core Strategy Issues and Options Consultation Summary Report	D	S	48.00	0.00	48.00
	Emerging Strategy Consultation Document	D	S	24.00	0.00	24.00
	Emerging Strategy Sustainability Appraisal	D	S	24.00	0.00	24.00
	Emerging Strategy Consultation Summary Report	D	S	24.00	0.00	24.00
	Open Spaces, Sport and Recreation SPD	D	S	5.15	0.00	5.15
	Affordable Housing SPD	D	S	5.15	0.00	5.15
	Harlow Design Guide SPD	D	S	47.00	0.00	47.00
	Statement of Community Involvement Review 2014	D	S	6.00	0.00	6.00
	Annual Monitoring Report	D	S	0.00	0.00	0.00
	Great Crested Newt Study Report 2007	D	S	14.50	0.00	14.50

FEES AND CHARGES SCHEDULE FROM APRIL 2024

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				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	Green Infrastructure Plan for the Harlow Area 2005	D	S	23.50	0.00	23.50
	Harlow Area Landscape and Environment Study 2005	D	S	107.00	0.00	107.00
	Stort Valley Feasibility Study 2007	D	S	21.00	0.00	21.00
	Strategic Flood Risk Assessment 2011	D	S	18.00	0.00	18.00
	Local Wildlife Site Review 2011	D	S	13.50	0.00	13.50
	Gypsy and Traveller Accommodation Assessment Update 2017	D	S			
	Essex Gypsy and Traveller Accommodation Assessment (ORS 2014)	D	S	40.00	0.00	40.00
	Essex Gypsy and Traveller Accommodation Assessment (Fordham Research 2009)	D	S	56.00	0.00	56.00
	Essex Gypsy and Traveller Accommodation Assessment (EPOA 2006)	D	S	5.50	0.00	5.50
	Harlow Area Study - Master planning Principles and Sustainability Criteria 2005	D	S	32.00	0.00	32.00
	London Commuter Belt (East) / M11 Sub-region Strategic Housing Market Assessment 2010	D	S	73.00	0.00	73.00
	London Commuter Belt Sub-region Strategic Housing Market Analysis: Viability Assessment 2010	D	S	100.00	0.00	100.00
	Harlow Urban Capacity Study 2006	D	S	21.00	0.00	21.00
	Harlow Area Investment and Renewal Framework	D	S	37.50	0.00	37.50
	Harlow Economic and Labour Market Statistics	D	S	12.00	0.00	12.00
	Harlow Regeneration and Social Inclusion Strategy 2010-2015	D	S	8.00	0.00	8.00
	Retail Study and Town Centre Health Check 2007	D	S	37.50	0.00	37.50
	Retail Study Update 2010	D	S	24.00	0.00	24.00
	Retail Study Addendum 2011	D	S	10.00	0.00	10.00
	Generating and Appraising Spatial Options for the Harlow Area 2010	D	S	47.00	0.00	47.00
	Harlow Infrastructure Study - Stage 1 Report 2008	D	S	30.50	0.00	30.50
	Harlow Infrastructure Study Stage 2 - Final Report 2009	D	S	36.00	0.00	36.00
	Harlow Transportation Study 2005	D	S	21.00	0.00	21.00
	Rye Meads Water Cycle Strategy 2009	D	S	47.00	0.00	47.00
	Harlow Play and youth Activity Strategy 2009	D	S	13.30	0.00	13.30
	Harlow Playing Pitch Strategy 2009	D	S	26.00	0.00	26.00
	Harlow Playing Pitch Strategy - Assessment Report 2009	D	S	26.00	0.00	26.00
	Harlow Indoor Sports Hall Facilities 2012	D	S	15.00	0.00	15.00
	Harlow Swimming Pool Facilities 2011	D	S	15.00	0.00	15.00
	Harlow Playing Fields Assessment 2015	D	S	40.00	0.00	40.00
	Harlow Employment Land Review 2013	D	S	24.50	0.00	24.50
	Harlow Future Prospects Study 2013	D	S	48.00	0.00	48.00
	Harlow Spatial Options Study 2014	D	S	24.00	0.00	24.00
	Green Belt Review Stages 1 & 2 2015 (available mid-2015/2016)	D	S	24.00	0.00	24.00
	Green Wedge Review 2014	D	S	40.00	0.00	40.00
	Harlow Open Spaces and Green Infrastructure Study 2013	D	S	80.00	0.00	80.00
	Greater Essex Demographics Forecasts Phase 1 & 2	D	S	32.50	0.00	32.50
	Greater Essex Demographics Forecasts Phase 3	D	S	32.50	0.00	32.50
	Greater Essex Demographics Forecasts 4 2013	D	S	32.50	0.00	32.50
	Greater Essex Demographics Forecasts Phase 5	D	S	32.50	0.00	32.50
	Greater Essex Demographics Forecasts Phase 6	D	S	32.50	0.00	32.50
	Greater Essex Demographics Forecasts Phase 7	D	S	32.50	0.00	32.50
	LCB Sub-region Strategic Housing Market Analysis Update 2013	D	S	10.00	0.00	10.00
	Strategic Housing Land Availability Assessment 2014	D	S	20.00	0.00	20.00
	Strategic Housing Market Assessment 2015	D	S	20.00	0.00	20.00
	Strategic Housing Market Assessment 2017	D	S	20.00	0.00	20.00
	Affordable housing update 2017	D	S	10.00	0.00	10.00
	Old Harlow Conservation Area Appraisal and Management Plan	D	S	31.00	0.00	31.00
	Old Harlow Garden Village Conservation Area Appraisal and Management Plan	D	S	21.00	0.00	21.00
	London Road North Master Plan	D	S	40.00	0.00	40.00
	London Road North Design Code	D	S	27.00	0.00	27.00
	London Road North Order and Schedule	D	S	18.00	0.00	18.00
	London Road North Statement of Reasons	D	S	15.00	0.00	15.00
	London Road South Design Code part 1	D	S	12.00	0.00	12.00
	London Road South Design Code part 2	D	S	8.00	0.00	8.00
	London Road South Order and Schedule	D	S	15.00	0.00	15.00
	London Road South Statement of Reasons	D	S	14.00	0.00	14.00
	Templefields North East Design Code	D	S	12.00	0.00	12.00
	Templefields North East Order and Schedule	D	S	12.00	0.00	12.00
	Templefields North East Statement of Reasons	D	S	6.00	0.00	6.00

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	Strategic Flood Risk Assessment 2016	D	S	44.00	0.00	44.00
	Harlow Surface Water Management Plan 2013	D	S	60.00	0.00	60.00
	Retail Frontages Study 2018	D	S	24.00	0.00	24.00
	Sports Facilities Study 2017	D	S	130.00	0.00	130.00
	Harlow Strategic Site Assessment 2016	D	S	82.00	0.00	82.00
	Harlow Local Development Plan Pre-Submission Publication May 2018	D	S	62.00	0.00	62.00
	Pre-Submission Policies Map	D	S	30.00	0.00	30.00
	Pre-Submission Sustainability Appraisal	D	S	40.00	0.00	40.00
	Pre-Submission Habitats Regulation Assessment	D	S	26.00	0.00	26.00
	Development Management Documents					
	Decision notices (cost per sheet)	D	S	0.10	0.00	0.10
	Coloured copy A4	D	S	0.50	0.00	0.50
	A3	D	S	0.20	0.00	0.20
	A3 colour	D	S	1.00	0.00	1.00
	A2	D	S	1.00	0.00	1.00
	A2 colour	D	S	2.00	0.00	2.00
	A1	D	S	1.50	0.00	1.50
	A1 colour	D	S	4.00	0.00	4.00
	A0	D	S	2.00	0.00	2.00
	AO colour	D	S	8.00	0.00	8.00
	Miscellaneous Development Management Work					
	Planning History Search (per hour)	D	S	51.60	0.00	51.60
	Pre-Application Charges					
	Written Advice Only					
	Householder Development	D	S			118.00
	Advertisement Proposals	D	S			118.00
	Minor Development	D	S			236.00
	(1-9 dwellings, site area less than 0.5 hectares or up to 1000sqm floorspace)	D	S			
	Small Major	D	S			531.00
	(10-50 dwellings,	D	S			
	Large Major Development	D	S			1652.00
	(10-499 or up to 10,000sqm)	D	S			
	Strategic Development	D	S			TBA
	(500+ dwellings or increase of 10000sqm)	D	S			
	NMA or VOC query	D	S			177.00
	HMO	D	S			236.00
	Telecommunications Development	D	S			236.00
	Specialist Advice – works to trees and TPOs	D	S			236.00
	Advertisements	D	S			118.00
	Written Advice & One formal meeting (assuming one hour virtual)					
	Householder Development	D	S			N/A
	Advertisement Proposals	D	S			N/A
	Minor Development	D	S			118.00
	(1-9 dwellings, site area less than 0.5 hectares or up to 1000sqm floorspace)	D	S			
	Small Major	D	S			118.00
	(10-50 dwellings,	D	S			
	Large Major Development	D	S			118.00
	(10-499 or up to 10,000sqm)	D	S			
	Strategic Development	D	S			TBA
	(500+ dwellings or increase of 10000sqm)	D	S			
	NMA or VOC query	D	S			N/A
	HMO	D	S			118.00
	Telecommunications Development	D	S			118.00
	Specialist Advice – works to trees and TPOs	D	S			118.00
	Advertisements	D	S			N/A
	Initial fee written response					
	Dwellings					
	HSE queries			100.00	0.00	
	Single new dwelling			200.00	0.00	
	Houses for Multiple Occupation			300.00	0.00	
	2-9 new dwellings			500.00	0.00	
	Small scale major (10-50 dwellings)			PPA	0.00	
	Large scale major (upwards of 50 units)			PPA	0.00	
	Non-residential					
	Change of use (up to 100 sqm)			300.00	0.00	
	Minor commercial (creation of 0-999 sqm of floor space or over 0.1 ha)			500.00	0.00	
	Major commercial (creation of 1000 sqm of floor space or over 1.0 ha)			PPA	0.00	
	Initial fee meeting with notes					

New Charging Structure To Replace Existing One Below

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

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				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	Dwellings					
	HSE queries			140.00	0.00	
	Single new dwelling			400.00	0.00	
	Houses for Multiple Occupation			400.00	0.00	
	2-9 new dwellings			650.00	0.00	
	Small scale major (10-50 dwellings)			PPA	0.00	
	Large scale major (upwards of 50 units)			PPA	0.00	
	Non-residential					
	Change of use (up to 100 sqm)			n/a	0.00	
	Minor commercial (creation of 0-999 sqm of floor space or over 0.1 ha)			650.00	0.00	
	Major commercial (creation of 1000 sqm of floor space or over 1.0 ha)			PPA	0.00	
	Follow up charge officer hourly rate					
	Dwellings					
	HSE queries			variable*	0.00	
	Single new dwelling			variable*	0.00	
	Houses for Multiple Occupation			variable*	0.00	
	2-9 new dwellings			variable*	0.00	
	Small scale major (10-50 dwellings)			variable*	0.00	
	Large scale major (upwards of 50 units)			variable*	0.00	
	Non-residential					
	Change of use (up to 100 sqm)			variable*	0.00	
	Minor commercial (creation of 0-999 sqm of floor space or over 0.1 ha)			variable*	0.00	
	Major commercial (creation of 1000 sqm of floor space or over 1.0 ha)			variable*	0.00	
	Planning Officer*			85.00	0.00	
	Senior Planning Officer*			100.00	0.00	
	Principal Planning Officer*			150.00	0.00	
	Additional specialist advice (Optional)					
	Advice from another officer included in the written response or meeting (charged per hour if it requires more intensive research)	D	S	100.00	0.00	100.00
	Another officer attending the meeting					
	Director	D	S	700.00	0.00	700.00
	Assistant Director	D	S	600.00	0.00	600.00
	Planning Manager	D	S	500.00	0.00	500.00
	Other					
	Do I need permission	D	S	New charge		118.00
	Confirmation of compliance with Enforcement Notice	D	S	New charge		236.00
	Confirmation of compliance with listed building consent	D	S	New charge		236.00
	Confirmation of compliance with planning conditions	D	S	New charge		118.00
	Informal confirmation of permitted use class (formal confirmation can only be obtained by certificate of lawful use)	D	S	New charge		118.00
	Confirmation that permitted development rights have not been removed	D	S	New charge		118.00
	Confirmation of planning restrictions	D	S	New charge		118.00
	Help resolving conveyancing issues	D	S	New charge		472.00
	Confirmation of compliance with S106 Agreement (desktop assessment)	D	S	New charge		118.00
	Confirmation of validation requirements	D	S	New charge		118.00
	Town Centre Management					
	Pitch fees - Town Centre Trading Pitches					
	Regular Pitches					
	Trading Pitches up to 10m²					
	Monday - Sunday (1 day per week) calculated monthly	D	E	80.00	0.00	80.00
	Trailers up to 6 metres (New)					
	Monday - Sunday (1 day per week) calculated monthly	D	E	150.00	0.00	150.00
	Monday - Sunday (each additional day) calculated monthly	D	E	102.00	0.00	102.00
	Electricity (New)					
	Monday - Sunday (1 day per week) calculated monthly	D	E	9.00	0.00	9.00
	Ad Hoc Pitches					
	Promotional Pitches					
	Monday - Thursday (per day)	D	E	153.00	0.00	153.00
	Friday - Saturday (per day)	D	E	246.00	0.00	246.00
	Weekly	D	E	948.00	0.00	948.00
	Small Promotional Pitches					
	Monday - Thursday (per day)	D	E	123.00	0.00	123.00
	Friday - Saturday (per day)	D	E	185.00	0.00	185.00
	Weekly	D	E	622.00	0.00	622.00

Replaced With New Fees & Charges Structure Above

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
Not for profit pitches (charities)						
	Monday - Sunday (per day)	D	E	33.00	0.00	33.00
	Weekly	D	E	128.00	0.00	128.00
	Monthly	D	E	375.00	0.00	375.00
	Access Charge	D	E	52.00	0.00	52.00
	Cancellation Fee	D	E	20% of Fee	0.00	20% of Fee
Miscellaneous Licences						
	Street Trading					
	Street trading licence	D	E	475.00	0.00	475.00
	Street Trading (renew)					
	Street trading licence	D	E	475.00	0.00	475.00
Market						
Pitch fees - Marked trading pitches on East Gate or Broad Walk						
Monthly Pitch Rentals 1 day per week						
	Monday fee for first pitch (formerly £21/day)	D	E	46.00	0.00	46.00
	Monday fee for subsequent pitch (formerly £15.50/day)	D	E	59.00	0.00	59.00
	Tuesday, Friday, Saturday fee for first pitch	D	E	80.00	0.00	80.00
	Tuesday, Friday, Saturday fee each additional pitch	D	E	59.00	0.00	59.00
	Trader licensed for not more than 1 day per week on Tuesday or Friday first pitch	D	E	46.00	0.00	46.00
	Trader licensed for not more than 1 day per week subsequent pitch	D	E	59.00	0.00	59.00
	Electricity					
	1 day per week calculated monthly	D	E	10.00	0.00	10.00
	Trailers - Vehicles up to 6 metres					
	1 day per week calculated monthly	D	E	150.00	0.00	150.00
	Trailers - Vehicles up to 6.01 - 8 metres					
	1 day per week calculated monthly	D	E	160.00	0.00	160.00
Latton Bush Centre						
Commercial						
Meeting Room						
	Session	D	S	85.00	0.00	85.00
	Day	D	S	145.00	0.00	145.00
	Evening and weekends only (per hour, max 2 hours)	D	S	22.50	0.00	22.50
Griffin Suite						
	Session	D	S	160.00	0.00	160.00
	Day	D	S	275.00	0.00	275.00
	Evening and weekends only (per hour, max 2 hours)	D	S	35.00	0.00	35.00
Dining Hall						
	Session	D	S	140.00	0.00	140.00
	Day	D	S	230.00	0.00	230.00
	Evening and weekends only (per hour, max 2 hours)	D	S	22.50	0.00	22.50
Latton Hall						
	Session	D	S	230.00	0.00	230.00
	Day	D	S	405.00	0.00	405.00
	Evening and weekends only (per hour, max 2 hours)	D	S	35.00	0.00	35.00
Harlow Registered Charities only						
Meeting Room						
	Session	D	S	45.00	0.00	45.00
	Day	D	S	80.00	0.00	80.00
	Evenings and weekends only (per hour, max 2 hours)	D	S	22.50	0.00	22.50
Griffin Suite						
	Session	D	S	80.00	0.00	80.00
	Day	D	S	120.00	0.00	120.00
	Evenings and weekends only (per hour, max 2 hours)	D	S	35.00	0.00	35.00
Dining Hall						
	Session	D	S	85.00	0.00	85.00
	Day	D	S	120.00	0.00	120.00
	Evenings and weekends only (per hour, max 2 hours)	D	S	22.50	0.00	22.50
Latton Hall						
	Session	D	S	145.00	0.00	145.00
	Day	D	S	210.00	0.00	210.00
	Evenings and weekends only (per hour, max 2 hours)	D	S	35.00	0.00	35.00
LBC Tenants						
Meeting Room						
	Session	D	S	65.00	0.00	65.00
	Day	D	S	110.00	0.00	110.00
	Evenings and weekends only (per hour, max 2 hours)	D	S	22.50	0.00	22.50
Griffin Suite						
	Session	D	S	120.00	0.00	120.00
	Day	D	S	210.00	0.00	210.00

FEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
	Evenings and weekends only (per hour, max 2 hours)	D	S	35.00	0.00	35.00
	Dining Hall					
	Session	D	S	105.00	0.00	105.00
	Day	D	S	175.00	0.00	175.00
	Evenings and weekends only (per hour, max 2 hours)	D	S	22.50	0.00	22.50
	Latton Hall					
	Session	D	S	175.00	0.00	175.00
	Day	D	S	300.00	0.00	300.00
	Evenings and weekends only (per hour, max 2 hours)	D	S	35.00	0.00	35.00
	All rooms booked on day only by Tenants per hour			17.00	0.00	17.00
	Private Functions (Children's Parties/Wakes/Churches)					
	Weekends only per 4 hour session	D	S			
	Latton Hall Session (am or pm)	D	S	145.00	0.00	145.00
	Dinning Hall Session (am or pm)	D	S	85.00	0.00	85.00
	Latton Hall Full Day	D	S	210.00	0.00	210.00
	Dining Hall Full Day	D	S	120.00	0.00	120.00
	Equipment Hire					
	Flipchart Stand	D	S	0.00	0.00	0.00
	Flipchart Pad & Pens	D	S	5.00	0.00	5.00
	OHP	D	S	0.00	0.00	0.00
	PowerPoint Projector	D	S	0.00	0.00	0.00
	DVD Video & Screen	D	S	0.00	0.00	0.00
	PA System per Mic	D	S	0.00	0.00	0.00
	Free Standing Projector Screen	D	S	0.00	0.00	0.00
	Laptop Computer	D	S	0.00	0.00	0.00
	Wireless Internet Access	D	S	0.00	0.00	0.00
	Property & Facilities Team					
	Skips	D	B	50.00	0.00	50.00
	Hoardings	D	B	50.00	0.00	50.00
	Scaffolding	D	B	50.00	0.00	50.00
	Access inc Town Centre	D	B	52.00	0.00	52.00
	Tree surveys relating to land sales	D	B	t cost + 10% admin fe	0.00	t cost + 10% admin fe

FEEES AND CHARGES SCHEDULE FROM APRIL 2024

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2023/24	2024/25	2024/25
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2024		
				£.p	%	£.p
HOUSING GENERAL FUND						
Homelessness						
	Bed and Breakfast charges (per week)					
	Nightly lets					
	Room	D	B	144.71	7.70	155.85
	Studio / One bedroom property	D	B	144.71	7.70	155.85
	Two bedroom property	D	B	162.80	7.70	175.34
	Three + bedroom property	D	B	208.15	7.70	224.18
Supporting People						
	Housing Related Support Charges (weekly charges)					
	Intensive Housing Management	D	S	2.18	0.00	2.18
	Dispersed Community Alarms	D	S	4.78	0.00	4.78
	Sheltered Housing Support	D	S	8.90	0.00	8.90
	Alarm System - Monitoring only	D	S	2.08	0.00	2.08
	Careline Alarms - non tenants (annual charge)	D	S	232.44	0.00	232.44
Leah Manning Centre						
	Self-Referrals					
	Special Needs	D	S	new charge	0.00	62.72
	Standard Rate	D	S	45.00	4.69	47.11
	Half Day	D	S	new charge	0.00	24.00
	Two Course Dinner and Tea/Coffee	D	S	5.00	8.00	5.40
	Transport	D	S	7.00	8.57	7.60
	Hall Hire (Per hour)					
	Weekdays	D	S	32.00	9.38	35.00