



Harlow District Council Fees & Charges Schedule

2026/27

Key to VAT

S - Standard Rated - 20%

E - Exempt from VAT

Z - Zero Rated - 0%

B - Outside Scope of VAT



Statutory Fees & Charges Schedule

2026/27

Key to VAT

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

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
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	67.00 + 5.00/Full month	0.00	67.00 + 5.00/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	-6.83	-24.83
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	-6.83	-24.83
	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
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
	<i>Where an application for any of the above is for a combined Part B waste application, add an extra £310 to the above amounts</i>	S	B			
Annual Subsistence Charge						
	Standard process Low	S	B	772 (+104)*	0.00	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	1034.00
	Mobile plant, for first and second permits High**	S	B	1,551.00	0.00	1551.00
	for the third to seventh permits Low	S	B	385.00	0.00	385.00
	for the third to seventh permits Medium	S	B	617.00	0.00	617.00
	for the third to seventh permits High	S	B	924.00	0.00	924.00
	for the eight and subsequent permits Low	S	B	198.00	0.00	198.00
	for the eight and subsequent permits Medium	S	B	314.00	0.00	314.00
	for the eight and subsequent permits High	S	B	473.00	0.00	473.00
	Late Payment Fee	S	B	52.00	0.00	52.00
	<i>* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation</i>					
	<i>Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £104 to the above amounts</i>					
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	1050.00

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
	Standard process where the substantial change results in a new PPC activity	S	B	1,650.00	0.00	1650.00
	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	1650.00
	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	1034.00
	1 to 2 Permits High	S	B	1,506.00	0.00	1506.00
	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>	S	B			
	Application - LA element	S	B	3,363.00	0.00	3363.00
	Additional fee for operating without a permit - LA element	S	B	1,188.00	0.00	1188.00
	Annual Subsistence Low - LA element	S	B	1,447.00	0.00	1447.00
	Annual Subsistence Medium - LA element	S	B	1,611.00	0.00	1611.00
	Annual Subsistence High - LA element	S	B	2,334.00	0.00	2334.00
	Late Payment Fee	S	B	52.00	0.00	52.00
	Substantial Variation	S	B	1,368.00	0.00	1368.00
	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

Licensing
Premises Licences and Club Premises Certificates (application fee)
Band

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

city/town centre pub

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

Premises Licences and Club Premises Certificates (annual fee)
Band

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

city/town centre pub

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

application for minor variation

	S	B	89.00	0.00	89.00
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Other Fees

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

Gambling Act - Licences

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

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				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
	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
	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
Community Safety Team						
Antisocial Behaviour Crime and Policing Act 2014						
	Section 48-52 (failure to comply with CPN)	S	B	80.00	0.00	80.00
	Section 66-68 (Breach of Public Space Protection Order)	S	B	80.00	0.00	80.00
Enforcement						
Clean Neighbourhoods and Environment Act 2005						
	Section 3 (Exposing vehicles for sale on a road)	S	B	New charge wef 1 April 2026		100.00
	Section 4 (Repairing vehicles on a road)	S	B	New charge wef 1 April 2026		100.00
Refuse Disposal Amenity Act 1978						
	Section 2 (1) (a) (Abandoning a vehicle)	S	B	New charge wef 1 April 2026		200.00
Freedom of Information						
	Freedom of Information appropriate limit (18 hours)	S	B	450.00	0.00	450.00
Planning						
Forward Planning Documents						
Development Management Planning Fees						
Householder Applications (excluding flats)						
	Enlargement, improvement or other alteration	S	B	528.00	0.00	528.00
	The carrying out of operations	S	B	272.00	0.00	272.00
Permission in Principle						
	Site area	S	B	512.00	0.00	512.00
Outline Applications						
The erection of dwellinghouses						
	Site area					
	less than 0.5 hectares	S	B	588.00	0.00	588.00
	between 0.5 hectares and 2.5 hectares	S	B	635.00	0.00	635.00
	more than 2.5 hectares	S	B	15,695.00	0.00	15,695.00
The erection of buildings						
	Site area					
	less than 1 hectare	S	B	588.00	0.00	588.00
	between 1 hectare and 2.5 hectares	S	B	635.00	0.00	635.00
	more than 2.5 hectares	S	B	31,385.00	0.00	31,385.00
Mixed use development						
	Site area					
	less than 0.5 hectares	S	B	578.00	0.00	578.00
	between 0.5 hectares and 2.5 hectares	S	B	624.00	0.00	624.00
	more than 2.5 hectares	S	B	15,433.00	0.00	15,433.00
Reserved matters						
	Approval of reserved matters	S	B	588.00	0.00	588.00
Full Applications						
	Enlargement, improvement or other alteration					
	Single dwellinghouse	S	B	528.00	0.00	528.00
	Two or more dwellinghouses	S	B	1,043.00	0.00	1,043.00
	The carrying out of operations	S	B	262.00	0.00	262.00
The erection of dwellinghouses						
	Fewer than 10 dwellinghouses	S	B	588.00	0.00	588.00
	Between 10 and 50 dwellinghouses	S	B	635.00	0.00	635.00
	More than 50 dwellinghouses	S	B	31,385.00	0.00	31,385.00
The erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery)						
	Gross floor space					
	No increase in gross floor space	S	B	298.00	0.00	298.00
	More than 40 square metres	S	B	588.00	0.00	588.00
	Between 1,000 square metres and 3,750 square metres	S	B	635.00	0.00	635.00
	More than 3,750 square metres	S	B	31,385.00	0.00	31,385.00

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				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
The erection of buildings (on land use for agriculture for agricultural purposes)						
Gross floor space						
	Not more than 465 square metres	S	B	122.00	0.00	122.00
	More than 465 square metres but not more than 540 square metres	S	B	588.00	0.00	588.00
	More than 540 square metres but less than 1,000 square metres	S	B	588.00	0.00	588.00
	Between 1,000 square metres and 4,215 square metres	S	B	5,077.00	0.00	5,077.00
	More than 4,215 square metres	S	B	31,385.00	0.00	31,385.00
Erection of glasshouses						
Gross floor space						
	Not more than 465 square metres	S	B	122.00	0.00	122.00
	More than 465 square metres but less than 1,000 square metres	S	B	3,280.00	0.00	3,280.00
	1,000 square metres or more	S	B	3,542.00	0.00	3,542.00
Erection /alterations/replacement of plant and machinery						
Site Area						
	Less than 1 hectare	S	B	588.00	0.00	588.00
	Between 1 hectare and 5 hectares	S	B	635.00	0.00	635.00
	More than 5 hectares	S	B	31,385.00	0.00	31,385.00
Construction of car parks, service roads and other means of access						
Operations connected with exploratory drilling for oil or natural gas						
Site area						
	Not more than 7.5 hectares	S	B	698.00	0.00	698.00
	More than 7.5 hectares	S	B	52,269.00	0.00	52,269.00
Operations (other than exploratory drilling) for the winning and working of oil or natural gas						
Site area						
	Not more than 15 hectares	S	B	353.00	0.00	353.00
	More than 15 hectares	S	B	52,886.00	0.00	52,886.00
Other operations (winning and working of minerals) excluding oil and natural gas						
Site area						
	Not more than 15 hectares	S	B	321.00	0.00	321.00
	More than 15 hectares	S	B	47,963.00	0.00	47,963.00
Other operations (not coming within any of the above categories)						
Site area						
	Any site area	S	B	298.00	0.00	298.00
Change of use of a building to use as one or more separate dwellinghouses						
Number of dwellinghouses						
	Fewer than 10 dwellinghouses	S	B	588.00	0.00	588.00
	Between 10 and 50 dwellinghouses	S	B	635.00	0.00	635.00
	More than 50 dwellinghouses	S	B	31,385.00	0.00	31,385.00
Waste (use of land for: disposal of refuse or waste materials; deposit of material remaining after extraction; or storage of minerals in the open)						
Site area						
	Not more than 15 hectares	S	B	321.00	0.00	321.00
	More than 15 hectares	S	B	47,963.00	0.00	47,963.00
Other Changes of use of a building or land						
Lawful Development Certificate						
	Existing use or operation	S	B	298.00	0.00	298.00
Prior Approval						
	Larger home extensions	S	B	240.00	0.00	240.00
	Additional storeys on a home	S	B	240.00	0.00	240.00
	Change of use from Commercial/Business/Service/Betting Office/Pay Day Loan Shop to mixed use	S	B	240.00	0.00	240.00
	Change of use from Betting Office/Pay day loan Shop/Laundrette/Mixed Use/Hot Food Takeaways to Dwellinghouses	S	B	240.00	0.00	240.00
	Change of Use of a building and any land within its curtilage from Commercial/Business to Dwellinghouses	S	B	240.00	0.00	240.00
	Change of Use of a building and any land within its curtilage from Amusement Arcade to Dwellinghouses	S	B	240.00	0.00	240.00
	Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses	S	B	240.00	0.00	240.00
	Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses	S	B	240.00	0.00	240.00
	Change of Use of a building and any land within its curtilage from Commercial/Business to Dwellinghouses	S	B	240.00	0.00	240.00
	Movable structure within the curtilage of a historic visitor attraction, or listed pub/rest	S	B	240.00	0.00	240.00
	Temporary recreational campsite in Flood Zone 2 or 3	S	B	240.00	0.00	240.00
	Provision of Temporary School Buildings on Vacant Commercial Land and the use of Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and	S	B	240.00	0.00	240.00
	Agricultural and Forestry buildings & operations	S	B	240.00	0.00	240.00
	Development Consisting of the Erection or Construction of a Collection Facility within	S	B	240.00	0.00	240.00
	Erection, extension, or alteration of a university building (Part 7; Class M)	S	B	240.00	0.00	240.00
	Demolition of buildings (Part 11; Class B)	S	B	240.00	0.00	240.00
	Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment c	S	B	240.00	0.00	240.00
	Installation, Alteration or Replacement of microgeneration Solar Photovoltaics (PV) e	S	B	240.00	0.00	240.00
	Installation, alteration or replacement of stand-alone solar for microgeneration within	S	B	240.00	0.00	240.00
	Installation, alteration or replacement of stand-alone solar for microgeneration within	S	B	240.00	0.00	240.00
	Installation, alteration or replacement of a solar canopy within an area lawfully used a	S	B	240.00	0.00	240.00
	Communications (Electronic communications code operators) (Part 16; Cla	S	B	588.00	0.00	588.00
	Erection, extension or alteration on a closed defence site by or on behalf of the Crow	S	B	240.00	0.00	240.00
Construction of new dwellinghouses						
	Fewer than 10 dwellinghouses	S	B	425.00	0.00	425.00
	Between 10 and 50 dwellinghouses	S	B	459.00	0.00	459.00
	More than 50 dwellinghouses	S	B	22,688.00	0.00	22,688.00
Removal or variation of a condition						
	Householder applications	S	B	86.00	0.00	86.00
	Non-major development applications	S	B	586.00	0.00	586.00
	Major development applications	S	B	2,000.00	0.00	2,000.00
Discharge of conditions						
	Enlargement, improvement or other alteration of existing dwellinghouses	S	B	86.00	0.00	86.00
	Any other development	S	B	298.00	0.00	298.00
Non-material Amendment						

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(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
	Householder applications	S	B	44.00	0.00	44.00
	Any other case	S	B	298.00	0.00	298.00
	Advertising					
	Relating to the business on the premises	S	B	168.00	0.00	168.00
	Advance signs	S	B	168.00	0.00	168.00
	Other advertisements	S	B	588.00	0.00	588.00
	Concessions					
	Listed building consent	S	B	0.00	0.00	0.00
	Certificate of lawfulness of Proposed works to a listed building	S	B	0.00	0.00	0.00
	Planning permission for relevant demolition in a conservation area	S	B	0.00	0.00	0.00
	Works to trees covered by a tree preservation order or in a conservation area	S	B	0.00	0.00	0.00
	Hedgerow removal notice	S	B	0.00	0.00	0.00



Discretionary Fees & Charges Schedule

2026/27

Key to VAT

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

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
Pets Corner						
Sponsorship scheme						
Individual sponsors						
	Package A	D	S	58.00	2.00	60.00
	Package B	D	S	42.00	2.00	44.00
	Package C	D	S	32.00	2.00	34.00
Corporate sponsorship						
	Corporate sponsorship A	D	S	275.00	5.00	280.00
	Corporate sponsorship B	D	S	550.00	0.00	550.00
School visits						
	Harlow Schools (45 minutes) - per pupil	D	S	2.45	0.05	2.50
	Harlow Schools (1.5 hours) - per pupil	D	S	4.75	0.05	4.80
	Non Harlow Schools (45 mins) - per pupil	D	S	3.55	0.05	3.60
	Non Harlow Schools (1.5 hours) - per pupil	D	S	5.95	0.15	6.10
	Pre School Nurseries (30 minutes) - fixed price up to maximum of 15 children	D	S	32.00	2.00	34.00
Reindeer Hire						
	Harlow Schools	D	S	315.00	10.00	325.00
	Non Harlow Schools	D	S	400.00	15.00	415.00
Sales of Animals						
Events						
	Birthdays Parties	D	S	5.45	0.15	5.60
Birthdays Parties						
	Bronze package (per head)	D	S	4.35	0.15	4.50
	Silver package (per Head)	D	S	7.00	0.15	7.15
	Gold package (per head)	D	S	9.30	0.20	9.50
	Pony Party package (per head)	D	S	11.50	0.30	11.80
Town Park						
	Memorial Benches	D	S	1,650.00	0.00	1,650.00
	Memorial Trees	D	S	190.00	0.00	190.00
Memorial Plaques						
	Sole plaque	D	S	750.00	0.00	750.00
	Shared plaque	D	S	250.00	0.00	250.00
Harlow Museum						
Schools						
Educational workshop delivered on site						
	Harlow School 1/2 day delivery 3 hours per child	D	S	3.00	0.00	3.00
	Non Harlow schools 1/2 day delivery per child	D	S	3.50	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	120.00	0.00	120.00
	Non Harlow schools 1/2 day delivery	D	S	150.00	0.00	150.00
Loan Boxes						
	Per box for 6 weeks	D	S	20.00	0.00	20.00
Talks and lectures						
	Standard lecture	D	S	10.00	5.00	15.00
Garden hire						
	Wedding / private party					
	1 x day per hour	D	S	80.00	0.00	80.00
	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	50.00	0.00	50.00
	Research Fee	D	S	35.00	0.00	35.00
	Photocopying / Scanning (per copy)	D	S	0.50	0.00	0.50
	Memorial bench plaques	D	S	165.00	0.00	165.00
Domestic Refuse						
Sales of Bins						
	180l Wheelie Bins	D	S	63.00	6.30	69.30
	Delivery	D	S	at cost	0.00	at cost
Flat Block Refuse Bins Charge to Developers						
	1280 litre bin	D	S	735.00	73.50	808.50
	1100 litre Bin	D	S	693.00	69.30	762.30
	960 litre Bin	D	S	693.00	69.30	762.30
	660 litre bin	D	S	693.00	69.30	762.30
	240 litre bin	D	S	60.90	6.10	67.00
	360 litre bin	D	S	115.50	11.50	127.00
	Admin fee for orders less than £2000	D	S	42.00	4.20	46.20
	Delivery	D	S	at cost	0.00	at cost
House Refuse Waste Bins Charge to Developers						
	180l Wheelie Bins	D	S	63.00	6.30	69.30
	Admin fee for orders less than £2000	D	S	42.00	4.20	46.20
	Delivery	D	S	at cost	0.00	at cost
Flat Block Refuse bins - Charges to Managing Agents						
	1280 litre bin	D	S	new charge wef 1 April 2026		808.50
	1100 litre Bin	D	S	new charge wef 1 April 2026		762.30
	960 litre Bin	D	S	new charge wef 1 April 2026		762.30
	660 litre bin	D	S	new charge wef 1 April 2026		762.30

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
with effect from 01/04/2026						
				£.p	£.p	£.p
	240 litre bin	D	S	new charge wef 1 April 2026		67.00
	360 litre bin	D	S	new charge wef 1 April 2026		127.00
	Admin fee for orders less than £2000	D	S	new charge wef 1 April 2026		46.20
	Delivery	D	S	new charge wef 1 April 2026		at cost
	Collection and Disposal fee for 2 wheeled bins	D	S	40.00	4.00	44.00
	Collection and Disposal fee for 4 wheeled bins	D	S	50.00	5.00	55.00
Special Refuse						
Bulky Waste						
	1 to 5 items	D	S	35.50	0.00	35.50
	6 to 8 items	D	S	53.50	0.00	53.50
	Additional charge per item for items containing POPS - seating up to 2 seater sofa	D	S	10.00	0.00	10.00
	Additional charge per item for items containing POPS - seating up to 3-4 seater sofa	D	S	20.00	0.00	20.00
	Additional charge per item for items containing POPS - seating up to 5-6 seater sofa	D	S	30.00	0.00	30.00
	Additional charge per item for items containing POPS - small items (e.g. cushions, padded headboards)	D	S	3.00	0.00	3.00
Recycling						
Sales of Bins						
	240l Wheelie Bins	D	S	60.90	6.10	67.00
	Kitchen Caddies large	D	S	24.70	2.50	27.20
	Kitchen Caddies small	D	S	7.35	0.75	8.10
	Delivery	D	S	at cost	0.00	at cost
Flat block Recycling Bins - Charges to Developers						
	1100 litre bin	D	S	693.00	69.30	762.30
	240 litre bin	D	S	60.90	6.10	67.00
	360 litre bin	D	S	115.50	11.50	127.00
	Sales of Kitchen Caddies small	D	S	7.35	0.75	8.10
	Sales of Kitchen Caddies large	D	S	new charge wef 1 April 2026		27.20
	Sales of 140 litre food waste bins	D	S	new charge wef 1 April 2026		70.00
	Admin fee for orders less than £2000	D	S	42.00	4.20	46.20
	Delivery	D	S	at cost	0.00	at cost
House Recycling Waste Bins Charge to Developers						
	240 litre bin	D	S	60.90	6.10	67.00
	Kitchen Caddies large	D	S	24.70	2.50	27.20
	Kitchen Caddies small	D	S	7.35	0.75	8.10
	Admin fee for orders less than £2000	D	S	42.00	4.20	46.20
	Delivery	D	S	at cost	0.00	at cost
Flat Block Recycling bins - Charges to Managing Agents						
	1100 litre bin	D	S	new charge wef 1 April 2026		762.30
	240 litre bin	D	S	new charge wef 1 April 2026		67.00
	360 litre bin	D	S	new charge wef 1 April 2026		127.00
	Kitchen Caddies small	D	S	new charge wef 1 April 2026		8.10
	Kitchen Caddies large	D	S	new charge wef 1 April 2026		27.20
	Sales of 140 litre food waste bins	D	S	new charge wef 1 April 2026		70.00
	Admin fee for orders less than £2000	D	S	new charge wef 1 April 2026		46.20
	Delivery	D	S	new charge wef 1 April 2026		at cost
	Collection and Disposal fee for 2 wheeled bins	D	S	40.00	4.00	44.00
	Collection and Disposal fee for 4 wheeled bins	D	S	50.00	5.00	55.00
Green Waste						
	fortnightly scheduled collection (wheeled bin or bags)	D	S	57.00	0.00	57.00
	green waste service set up charge	D	S	37.80	0.00	37.80
	green waste service rejoin charge	D	S	11.55	0.00	11.55
	bookable service (per bag)	D	S	1.26	0.00	1.26
	Christmas Trees	D	S	2.90	0.00	2.90
Abandoned Vehicles						
	Costs Recoverable	D	S	42.00	58.00	100.00
	Voluntary Surrender of Vehicles	D	S	42.00	58.00	100.00
Street Scene						
	Abandoned Shopping Trolleys	D	S	141.75	14.25	156.00
Allotments						
	Rents - per square metre	D	E	0.20	0.00	0.20
	Concessions - per square metre	D	E	0.10	0.00	0.10
	Peppercorn rent for self managed sites	D	E	0.54	0.00	0.54
Nature Reserve						
Sale of firewood						
	Bulk bag 1-10 bags, charge per bag	D	S	78.75	0.00	78.75
	Bulk bag 11+ bags, charge per bag	D	S	68.25	0.00	68.25
Client Team						
Staff fees						
	Admin Hourly rate	D	S	42.00	4.20	46.20
	Officer Hourly rate	D	S	74.00	7.40	81.40
Enforcement						

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
Antisocial Behaviour Act 2003						
	Section 43 (a) (fly-posting and graffiti)	D	B	80.00	70.00	150.00
Environmental Protection Act 1990						
	Section 5/5b (failure to produce authority to transport waste)	D	B	330.00	70.00	400.00
	Section 33 (1) (a) (fly tipping)	D	B	500.00	100.00	600.00
	Section 34 (2) (a) - 34 (6) (waste deposit offence - duty of care)	D	B	330.00	70.00	400.00
	Section 34 (5) (failure to produce waste documents)	D	B	330.00	-30.00	300.00
	Section 46/47/47ZA/47AB (failure to comply with a waste receptacles notice)	D	B	110.00	40.00	150.00
	Section 87 and 88 (depositing litter)	D	B	100.00	50.00	150.00
Hackney Carriages & Private Hire						
Other Fees						
	Officer Hourly rate	D	S	74.00	0.00	74.00
	Administration Hourly rate	D	S	42.00	0.00	42.00
Environmental Health						
Animal Welfare Fees						
Animal Boarding						
	1 to 6 boarded animals (application fee)	D	B	200.00	50.00	250.00
	1 to 6 boarded animals (grant fee)	D	B	90.00	25.00	115.00
	7 and over boarded animals (application fee)	D	B	295.00	30.00	325.00
	7 and over boarded animals (grant fee)	D	B	122.00	13.00	135.00
Dog Breeding						
	1 to 6 bitches (application fee)	D	B	210.00	20.00	230.00
	1 to 6 bitches (grant fee)	D	B	91.00	19.00	110.00
	7 and over bitches (application fee)	D	B	310.00	25.00	335.00
	7 and over bitches (grant fee)	D	B	122.00	13.00	135.00
Selling animals as pets						
	Application Fee	D	B	290.00	25.00	315.00
	Grant Fee	D	B	118.00	12.00	130.00
Hiring our horses						
	Application Fee	D	B	257.00	18.00	275.00
	Grant Fee	D	B	112.00	23.00	135.00
Keeping animals for exhibition						
	Application Fee	D	B	172.00	28.00	200.00
	Grant Fee	D	B	112.00	13.00	125.00
Variation to licence						
	Animal boarding	D	B	108.00	17.00	125.00
	Selling animals as pets	D	B	108.00	17.00	125.00
	Keeping animals for exhibition	D	B	108.00	17.00	125.00
	Inspection fee	D	B	140.00	10.00	150.00
Variation of licence						
	Dog Breeding	D	B	118.00	7.00	125.00
	Hiring our horses	D	B	104.00	21.00	125.00
	Inspection fee	D	B	132.00	8.00	140.00
Appeal of a risk rating score						
	Variations to reduce the licensable activities or numbers of animals	D	B	190.00	35.00	225.00
	Transfer of licence	D	B	105.00	10.00	115.00
	Dangerous wild animal licence (+ vets fees)	D	B	235.00	11.00	246.00
	Rescoring Food Hygiene Rating	D	B	235.00	15.00	250.00
	Export Certificate	D	B	96.00	19.00	115.00
	Special treatment registration	D	B	182.00	18.00	200.00
	Variation to Special Treatment Registration	D	B	89.00	6.00	95.00
	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	820.00	30.00	850.00
	Veterinary Fees	D	B	at cost	0.00	at cost
	Contaminated land enquiry	D	B	260.00	15.00	275.00
	Officer Hourly rate	D	S	74.00	6.00	80.00
	Admin Charge - Hourly rate	D	S	42.00	3.00	45.00
Large HMO Additional Licensing Scheme						
	application full fee	D	B	780.00	70.00	850.00
	application reduced fee	D	B	550.00	50.00	600.00
	annual renewal full fee	D	B	287.00	63.00	350.00
	annual renewal reduced fee	D	B	212.00	13.00	225.00
	re-inspection full fee	D	B	245.00	15.00	260.00
	re-inspection reduced fee	D	B	198.00	12.00	210.00
Additional charges small and large HMOs - Additional Licensing						
	admin hourly rate	D	B	42.00	8.00	50.00
	officer Hourly rate	D	B	74.00	6.00	80.00
	application form incomplete	D	B	44.00	6.00	50.00
	avoided licence application until found by Council investigation	D	B	350.00	30.00	380.00
	avoided licence application reminder letter	D	B	70.00	8.00	78.00
	missed appointment house inspection	D	B	172.00	8.00	180.00
	licence holder change once granted	D	B	148.00	12.00	160.00
	sending a final reminder	D	B	44.00	6.00	50.00
	recommencing licensing process following final reminder	D	B	64.00	6.00	70.00

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
	recovery fee - dishonoured cheque	D	B	54.00	6.00	60.00
Licensing						
Miscellaneous Licences						
	Sex Shops (new)	D	B	1,850.00	100.00	1,950.00
	Sex Shops (renew)	D	B	1,500.00	150.00	1,650.00
	Sex Shops (transfer)	D	B	725.00	75.00	800.00
	Sex Shops (variation)	D	B	1,380.00	0.00	1,380.00
Pavement Licence						
	New	D	B	500.00	0.00	500.00
	Renew	D	B	350.00	0.00	350.00
Highways Act						
	Tables & chairs (new)					
	- 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
	Tables & chairs (renew)					
	- 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						
	Lottery (new)	D	B	40.00	0.00	40.00
	Street collection (new)	D	B	0.00	0.00	0.00
	House to house collection (new)	D	B	0.00	0.00	0.00
	Lottery (renew)	D	B	20.00	0.00	20.00
	Street collection (renew)	D	B	0.00	0.00	0.00
	House to house collection (renew)	D	B	0.00	0.00	0.00
Street Trading						
	Daily fee	D	B	New charge wef 1 April 2026		65.00
	Street Trading Licence	D	B	New charge wef 1 April 2026		575.00
	Street Trading Licence - 2 or more trade stalls etc /max 14 days	D	B	New charge wef 1 April 2026		575.00
	Street Trading Licence - 2 or more trade stalls etc	D	B	New charge wef 1 April 2026		1,500.00
	Variation	D	B	New charge wef 1 April 2026		60.00
Scrap Metal Dealers						
	Collectors fee	D	B	390.00	0.00	390.00
	Collectors Renewal Fee	D	B	210.00	30.00	240.00
	Site fee	D	B	510.00	30.00	540.00
	Site renewal fee	D	B	320.00	105.00	425.00
	Variation Fee - Major	D	B	55.00	20.00	75.00
	Variation Fee - Minor	D	B	24.00	11.00	35.00
	Recovery charges for works in default	D	B	at cost	0.00	0.00
Car Parks						
Wych Elm						
	0-2 hours	D	S	1.75	0.00	1.75
	2-3 hours	D	S	2.10	0.00	2.10
	3-4 hours	D	S	3.35	0.00	3.35
	more than 4 hours	D	S	8.00	0.00	8.00
Bush Fair, The Stow and Old Harlow Car Parks						
	0-1 hour	D	S	0.00	0.00	0.00
	1-2 hours	D	S	0.90	0.00	0.90
	2-3 hours	D	S	1.90	0.00	1.90
	3-4 hours	D	S	3.85	0.00	3.85
	more than 4 hours	D	S	6.90	0.00	6.90
	Weekends	D	S	0.00	0.00	0.00
Town Park						
	0-1 hour	D	S	0.00	0.00	0.00
	1- 5 hours	D	S	1.20	0.00	1.20
	5+ Hours	D	S	6.70	0.00	6.70
	Sat - Sunday 0-2 hours	D	S	0.00	0.00	0.00
	more than 2 hours	D	S	1.30	0.00	1.30
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	65.00	0.00	65.00
Tye Green Bowls Club						
		D	S	65.00	0.00	65.00
Market Traders						
	5 trading days per week	D	S	280.00	0.00	280.00
	4 trading days per week	D	S	225.00	0.00	225.00
	3 trading days per week	D	S	170.00	0.00	170.00
	2 trading days per week	D	S	115.00	0.00	115.00
	1 trading day per week	D	S	58.00	0.00	58.00
Wych Elm season						
	1 year	D	S	675.00	0.00	675.00
	6 months	D	S	365.00	0.00	365.00
	3 months	D	S	185.00	0.00	185.00
Charity Permit						
	Town Park	D	S	30.00	0.00	30.00
	Wych Elm	D	S	50.00	0.00	50.00
Traders						

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
with effect from 01/04/2026						
				£.p	£.p	£.p
	Town Park	D	S	4,000.00	0.00	4,000.00
	Mill Hatch	D	S	1,600.00	0.00	1,600.00
Town Park						
	Business	D	S	250.00	0.00	250.00
	Fishing	D	S	50.00	0.00	50.00
	Commuter	D	S	50.00	0.00	50.00
	Volunteer	D	S	10.00	0.00	10.00
	Leisure	D	S	10.00	0.00	10.00
Old Harlow (Spicers Lane)						
	Resident's Permit	D	S	98.00	0.00	98.00
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 (per property)	D	B	40.00	0.00	50.00
	Naming of Building, Flat Block or Industrial Area (per block or arwa)	D	B	110.00	0.00	120.00
	New Development of 1-5 plots (per plot)	D	B	70.00	0.00	80.00
	New Development of 6-50 plots (per plot)	D	B	10.00 + 300.00	0.00	11.00 + 345.00
	New Development of 51+ plots (per plot)	D	B	5.00 + 550.00	0.00	6.00 + 595.00
	The schedule has been issued (per plot)	D	B	50.00	0.00	60.00
	Renaming of existing property (per property)	D	B	100.00	0.00	120.00
	Confirmation of postal address for solicitors or conveyancers	D	B	40.00	10.00	50.00
	Confirmation of postal address for residents/occupants	D	B	15.00	5.00	20.00
	Provision of new street name	D	B	300.00	50.00	350.00
	Renaming of a street where requested by residents	D	B	450.00	50.00	500.00
The Playhouse						
Box Office Booking Fee						
	Promotions (ex Harlow Playhouse Members)	D	S	1.80	0.00	1.80
	Hires (ex Harlow Playhouse Members)	D	B	1.80	0.00	1.80
Postage Charge						
	Postage charge to customers requesting that tickets are delivered to them	D	S	2.00	0.00	2.00
Theatre Hire Fees for Resident Companies & Harlow Youth or Amateur Theatre Groups						
Theatre 1						
Performance Fee						
	4.5hr Show Call giving allowance for 1hr prior to the scheduled playing time, 2.5hrs of performance time inclusive of interval and 1hr get out time, if the performance is longer and the get out cannot be achieved in a shorter period additional hourly charges will apply.	D	B	848.00	27.00	875.00
	The first performance must be preceded by a minimum of 4hrs net in charged at the standard hourly rate.					
	Second Performance in a Day (for 4.5 hour period)	D	B	710.00	20.00	730.00
	Hourly theatre hire inclusive of Standard Staffing	D	B	160.00	0.00	160.00
	Additional staff (per person per hour)	D	B	26.50	0.00	26.50
	Blocking rehearsal (per hour)	D	B	120.00	0.00	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.	D	B	5,893.60	176.40	6,070.00
	- No single day should exceed 12hrs					
	- Appropriate breaks will be given to all staff under the direction of the Technical Manager or Designated Deputy.					
	- Each Showcall is a minimum of 4 hrs and will be deducted from the 37hr total.					
	- A six day period can be Monday to Saturday or Tuesday to Sunday as agreed with the programming team					
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.	D	B	435.00	13.00	448.00
	The first performance must be preceded by a minimum of 4hrs net in charged at the standard hourly rate.					
	Second performance call in a day (4.5 hours)	D	B	371.00	11.00	382.00
	Hourly theatre hire inclusive of Standard Staffing	D	B	98.00	0.00	98.00
	Additional Staff per person, per hour	D	B	26.50	0.00	26.50
	Use as Dressing Room	D	B	44.50	0.00	44.50
	Room Hire Only	D	B	22.50	0.00	22.50
Studio 1						
	Room Hire Only	D	B	22.50	0.00	22.50
Studio 2						
	Room Hire Only	D	B	22.50	0.00	22.50
	Use as Dressing Room	D	B	35.00	0.00	35.00
Studio 3						
	Room Hire Only	D	B	35.00	0.00	35.00
	Cost of Specialist Rigger (Ariel Only) Day Rate	D	B	500.00	0.00	500.00
Mezz						

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
	Room Hire Only	D	B	22.50	0.00	22.50
Theatre Hire Fees Commercial Rates						
Theatre 1						
Performance Fee						
	4.5hr Show Call giving allowance for 1hr prior to the scheduled playing time, 2.5hrs of performance time inclusive of interval and 1hr get out time, if the performance is longer and the get out cannot be achieved in a shorter period additional hourly charges will apply. The first performance must be preceded by a minimum of 4hrs net in charged at the standard hourly rate.	D	S	1,370.00	41.00	1,411.00
	Second Performance in a Day (for 4.5 hour period)	D	S	990.00	29.00	1,019.00
	Hourly theatre hire inclusive of Standard Staffing	D	S	265.00	0.00	265.00
	Additional staff (per person per hour)	D	S	34.00	1.00	35.00
	Blocking rehearsal (per hour)	D	S	164.00	0.00	164.00
Weekly Rates						
	Weekly fee. Includes hire of the theatre for 37 hours over 6 days between the hours of 9am-10pm, with Duty Stage Manager, Lighting Technician, Sound Technician, and Enhanced Technical Equipment. - No single day should exceed 12hrs - Appropriate breaks will be given to all staff under the direction of the Technical Manager or Designated Deputy. - Each Showcall is a minimum of 4 hrs and will be deducted from the 37hr total. - A six day period can be Monday to Saturday or Tuesday to Sunday as agreed with the programming team	D	S	8,374.00	251.00	8,625.00
Theatre 2						
Performance Fee						
	4.5hr Show Call giving allowance for 1hr prior to the scheduled playing time, 2.5hrs of performance time inclusive of interval and 1hr get out time, if the performance is longer and the get out cannot be achieved in a shorter period additional hourly charges will apply. The first performance must be preceded by a minimum of 4hrs net in charged at the standard hourly rate.	D	S	650.00	19.00	669.00
	Second performance call in a day (4.5 hours)	D	S	500.00	15.00	515.00
	Hourly theatre hire inclusive of Standard Staffing	D	S	111.00	0.00	111.00
	Additional Staff per person, per hour	D	S	34.00	1.00	35.00
	Use as Dressing Room	D	S	45.00	0.00	45.00
Studio 1						
	Room Hire Only	D	S	22.50	0.00	22.50
Studio 2						
	Room Hire Only	D	S	22.50	0.00	22.50
	Use as Dressing Room	D	S	45.00	0.00	45.00
Studio 3						
	Room Hire Only	D	S	45.00	0.00	45.00
	Cost of Specialist Rigger (Ariel Only)	D	S	500.00	0.00	500.00
Mezz						
	Room Hire Only	D	S	22.50	0.00	22.50
	Room Hire with Invited Audience <i>Inc FOH Duty Manager</i>	D	S		new charge	40.00
Dressing Room						
	Room Hire Only	D	S		new charge	5.00
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	0.50	12.50
	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						
	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	0.05	1.80
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	0.05	0.55
	50+ people: per cup rate (Discounted Rate)	D	S	0.45	0.05	0.50
	<20 people	D	S	20.00	0.00	20.00
	20+ people: Per cup rate	D	S	0.75	0.05	0.80
	50+ people: per cup rate	D	S	0.70	0.05	0.75
Furniture and Equipment:						
	TV	D	S	20.00	0.00	20.00
	Projector	D	S	20.00	0.00	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	35.00	0.00	35.00
	RCF Sound System	D	S	75.00	0.00	75.00
	FOH Radio Mic Package	D	S	50.00	0.00	50.00
	Studio Mic with speaker & stand	D	S		new charge	20.00
	Lectern	D	S		new charge	5.00
Theatre Lighting						
	Theatre 1 Use of theatre lighting (compulsory HP staff charged sep:	D	S		new charge	150.00
	Theatre 2 Use of theatre lighting (compulsory HP staff charged sep:	D	S		new charge	75.00

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
Staff (per Hour, per person)						
	Resident Manager	D	S	50.00	0.00	50.00
	<i>This recharge will also apply if a Senior Manager is called out to support staff in the event of an incident that is directly related to the conducts or actions of the Hirer / Visiting Company. This will be the Artistic & Executive Director or designated senior manager</i>					
	Duty Manager	D	S	30.00	0.00	30.00
	Technician	D	S	35.00	0.00	35.00
	Host	D	S	17.00	1.00	18.00
	Door Supervisor	D	S	25.00	0.00	25.00
Resident Companies and Charity Room Hire Rates						
	Generic Charity Rate	D	B	13.00	0.00	13.00
	Harlow Ballet	D	B	15.50	0.00	15.50
	Hip Hop Pop	D	B	12.50	0.00	12.50
	Razed Roof	D	B	15.00	0.00	15.00
	PAQ Room 1	D	B	22.00	0.00	22.00
	PQA Room 2	D	B	11.00	0.00	11.00
	PQA Room 3	D	B	5.50	0.00	5.50
	PQA Room 4	D	B	3.00	0.00	3.00
Penalty Charges						
	Damage to Dressing Room Doors (per door)	D	S	120.00	0.00	120.00
	Lipstick Marks to Walls or Mirrors (per surface)	D	S	120.00	0.00	120.00
	Damage to Theatre 1 Stage Floor - Repaint	D	S	240.00	0.00	240.00
	Excessive Cleaning	D	S	165.00	0.00	165.00
	Breach of Contract - Late Technical Rider (per week of delay)	D	S	165.00	0.00	165.00
	Breach of Contract - Late Marketing Assets (per week of delay)	D	S	320.00	0.00	320.00
	Breach of Contract - Emergency Vet Assistance	D	S	400.00	0.00	400.00
	Breach of Contract - Late Performance (after 15 mins charge per 30mi)	D	S	530.00	0.00	530.00
Theatre 1 Technical Contra Charges						
Lighting						
	Basic Pre-Rig (up to 2 hours)	D	S	192.00	5.00	197.00
	Full Re-Rig (up to 4 hours)	D	S	384.00	11.00	395.00
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 & Sound Co	D	S			
	In House Sound	D	S	595.00	5.00	600.00
	includes the following as per house specification; PA, On stage monitoring, sound console, operator & mic package	D	S			
Get in Times						
	PER HOUR: Prior to 12pm for performances at or AFTER 6pm per hour	D	S	250.00	0.00	250.00
	PER HOUR: Prior to 8am for performances BEFORE 6pm per hour	D	S	250.00	0.00	250.00
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	2.00	130.00
	Full Re-Rig (up to 4 hours)	D	S	256.00	4.00	260.00
Get in Times						
	PER HOUR: Prior to 11am for performances at or AFTER 6pm	D	S	250.00	0.00	250.00
	PER HOUR: Prior to 8am for performances BEFORE 6pm	D	S	250.00	0.00	250.00
Get out Times						
	After 11.30pm performances at or AFTER 6pm	D	S	250.00	0.00	250.00
	After 9pm for performances BEFORE 6pm	D	S	250.00	0.00	250.00
Marketing Contra Charges						
	On sale offer Meta Ad + Solus email	D	S		new charge	200.00
	Additional solus email	D	S		new charge	175.00
	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	23.32	0.00	23.32
	Sennheiser ew 300 G3 Hand Held	D	S	23.32	0.00	23.32
	AA Batteries (Box of 10)	D	S	4.24	0.00	4.24
	Shure Beta 91A	D	S	9.33	0.00	9.33
	Shure Beta 58	D	S	9.33	0.00	9.33
	Shure Beta 57	D	S	9.33	0.00	9.33
	Shure SM58	D	S	7.00	0.00	7.00
	Audix D6	D	S	9.33	0.00	9.33
	AKG C451	D	S	11.66	0.00	11.66
	AKG C214 Stereo Pair	D	S	17.49	0.00	17.49
	AKG C1000	D	S	9.33	0.00	9.33
	Sennheiser E604	D	S	9.33	0.00	9.33
	Sennheiser E906	D	S	9.33	0.00	9.33
	KLARK Teknik DI Boxes	D	S	9.33	0.00	9.33
	Yamaha Rio 16/8	D	S	34.98	0.00	34.98
	Behringer P19 Package (8 Mixers)	D	S	69.96	0.00	69.96
	AKG D112	D	S	9.33	0.00	9.33
	Behringer P19 Package (1 Mixer)	D	S	11.66	0.00	11.66
Standard (Week)						
	Sennheiser ew 300 G3 Headset Mic	D	S	69.96	0.00	69.96
	Sennheiser ew 300 G3 Hand Held	D	S	69.96	0.00	69.96

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

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				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
	AA Batteries (Box of 10) - per day pricing	D	S	4.66	0.00	4.66
	Shure Beta 91A	D	S	18.66	0.00	18.66
	Shure Beta 58	D	S	18.66	0.00	18.66
	Shure Beta 57	D	S	18.66	0.00	18.66
	Shure SM58	D	S	13.99	0.00	13.99
	Audix D6	D	S	18.66	0.00	18.66
	AKG C451	D	S	23.32	0.00	23.32
	AKG C214 Stereo Pair	D	S	34.98	0.00	34.98
	AKG C1000	D	S	18.66	0.00	18.66
	Sennheiser E604	D	S	18.66	0.00	18.66
	Sennheiser E906	D	S	18.66	0.00	18.66
	KLARK Teknik DI Boxes	D	S	18.66	0.00	18.66
	Yamaha Rio 16/8	D	S	69.96	0.00	69.96
	Behringer P16 Package (8 Mixers)	D	S	139.92	0.00	139.92
	AKG D112	D	S	18.66	0.00	18.66
	Behringer P19 Package (1 Mixer)	D	S	23.32	0.00	23.32
Lights						
Standard (Day)						
	Strand Cantata F 1.2kw fresnel	D	S	9.91	0.00	9.91
	Strand SL 15/32 profile / S4 Jnr zoom 25/50	D	S	9.91	0.00	9.91
	PAR can PAR64 (62/61/60) 1kw	D	S	7.58	0.00	7.58
	UV Cannons	D	S	12.83	0.00	12.83
	UV Tubes	D	S	12.83	0.00	12.83
	Showtec Suntrip Active MKII	D	S	7.00	0.00	7.00
	Quartet Fresnel 650w	D	S	8.16	0.00	8.16
	Quartet Profile 650w	D	S	8.16	0.00	8.16
	Birdies (batten of 4)	D	S	5.83	0.00	5.83
	Follow Spots (w/o operators)	D	S	10.60	0.00	10.60
Standard (Week)						
	Strand Cantata F 1.2kw fresnel	D	S	19.82	0.00	19.82
	Strand SL 15/32 profile / S4 Jnr zoom 25/50	D	S	19.82	0.00	19.82
	PAR can PAR64 (62/61/60) 1kw	D	S	15.16	0.00	15.16
	UV Cannons	D	S	25.65	0.00	25.65
	UV Tubes	D	S	25.65	0.00	25.65
	Showtec Suntrip Active MKII	D	S	13.99	0.00	13.99
	Quartet Fresnel 650w	D	S	16.32	0.00	16.32
	Quartet Profile 650w	D	S	16.32	0.00	16.32
	Birdies (batten of 4)	D	S	23.32	0.00	23.32
	Follow Spots (w/o operators)	D	S	10.60	0.00	10.60
Intelligent Lighting						
Standard (Day)						
	Clay Paky Alpha Spot (1500w) Each (4 x available)	D	S	87.45	0.00	87.45
	Clay Paky Alpha Spot 1200 HPE (1200w) Each (2 x available)	D	S	87.45	0.00	87.45
	Moving Light Package	D	S	312.70	0.00	312.70
	Sidelight Package	D	S	312.70	0.00	312.70
	Showtec LED PAR Can (36x3w RGB)	D	S	8.75	0.00	8.75
	Showtec LED Expressions / Mac Auras	D	S	17.49	0.00	17.49
Standard (Week)						
	Clay Paky Alpha Spot (1500w) Each (4 x available)	D	S	174.90	0.00	174.90
	Clay Paky Alpha Spot 1200 HPE (1200w) Each (2 x available)	D	S	174.90	0.00	174.90
	Moving Light Package	D	S	625.40	0.00	625.40
	Sidelight Package	D	S	307.40	0.00	307.40
	Showtec LED PAR Can (36x3w RGB)	D	S	17.49	0.00	17.49
	Showtec LED Expressions / Mac Auras	D	S	34.98	0.00	34.98
Special FX						
Standard (Day)						
	Le Maitre 6ch desk	D	S	15.16	0.00	15.16
	Mirror ball	D	S	12.83	0.00	12.83
	Large smoke machine	D	S	12.83	0.00	12.83
	Antari Ice low smoke machine	D	S	9.33	0.00	9.33
	Bubble machine	D	S	9.33	0.00	9.33
	Hazer	D	S	40.81	0.00	40.81
	Star cloth	D	S	50.43	0.00	50.43
	Chauvet Geyser P5	D	S	15.90	0.00	15.90
	Chauvet Geyser P7	D	S	15.90	0.00	15.90
	Mini Mist Portable Smoke Machine	D	S	29.15	0.00	29.15
Standard (Week)						
	Le Maitre 6ch desk	D	S	30.32	0.00	30.32
	Mirror ball	D	S	18.95	0.00	18.95
	Large smoke machine	D	S	25.65	0.00	25.65
	Antari Ice low smoke machine	D	S	18.66	0.00	18.66
	Bubble machine	D	S	18.66	0.00	18.66
	Hazer	D	S	81.62	0.00	81.62
	Star cloth	D	S	100.86	0.00	100.86
	Chauvet Geyser P5	D	S	31.80	0.00	31.80
	Chauvet Geyser P7	D	S	31.80	0.00	31.80
	Mini Mist Portable Smoke Machine	D	S	58.30	0.00	58.30
Tabs & Cloths						
Standard (Day)						
	Black legs 20' x 6'	D	S	17.49	0.00	17.49
	Black tabs 22' x 22'	D	S	37.90	0.00	37.90
	Red tabs	D	S	37.90	0.00	37.90
	White Cyc	D	S	58.30	0.00	58.30
	Black Gauze	D	S	58.30	0.00	58.30
	Navy Blue Gauze	D	S	58.30	0.00	58.30

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

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				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
Standard (Week)						
	Black legs 20' x 6'	D	S	34.98	0.00	34.98
	Black tabs 22' x 22'	D	S	75.79	0.00	75.79
	Red tabs	D	S	75.79	0.00	75.79
	White Cyc	D	S	116.60	0.00	116.60
	Black Gauze	D	S	116.60	0.00	116.60
	Navy Blue Gauze	D	S	116.60	0.00	116.60
Scenic Cloths						
Standard (Day)						
	Various	D	S	POA	0.00	POA
Standard (Week)						
	Various	D	S	POA	0.00	POA
Staging						
Standard (Day)						
	Steeldeck 8' x 4'	D	S	8.75	0.00	8.75
	Steeldeck 8' x 2'	D	S	6.41	0.00	6.41
	Steeldeck 6' x 3'	D	S	6.41	0.00	6.41
	Steeldeck 4' x 4'	D	S	6.41	0.00	6.41
	Steeldeck Handrails	D	S	2.92	0.00	2.92
	Dance floor	D	S	62.96	0.00	62.96
	Cabaret Chair	D	S	1.17	0.00	1.17
	1' 2' 3' Treads	D	S	6.41	0.00	6.41
Standard (Week)						
	Steeldeck 8' x 4'	D	S	18.66	0.00	18.66
	Steeldeck 8' x 2'	D	S	12.83	0.00	12.83
	Steeldeck 6' x 3'	D	S	12.83	0.00	12.83
	Steeldeck 4' x 4'	D	S	12.83	0.00	12.83
	Steeldeck Handrails	D	S	4.66	0.00	4.66
	Dance floor	D	S	125.93	0.00	125.93
	Cabaret Chair	D	S	2.92	0.00	2.92
	1' 2' 3' Treads	D	S	12.83	0.00	12.83
Musical Instruments						
Standard (Day)						
	Yamaha G1 baby grand	D	S	87.45	0.00	87.45
	Piano Tuning	D	S	87.45	0.00	87.45
Standard (Week)						
	Yamaha G1 baby grand	D	S	174.90	0.00	174.90
A.V.						
Standard (Day)						
	Christie LX601i LCD Projector 6000 Lumens, XGA, 1.5-3.0:1	D	S	204.05	0.00	204.05
	Lens	D	S	62.96	0.00	62.96
	Fast fold screen 9ft x 12ft (front and rear)	D	S	6.41	0.00	6.41
	VGA cable 25 m	D	S	262.35	0.00	262.35
	AV Package (Christie Projector, MacBook Pro & Cabling)	D	S	62.96	0.00	62.96
Standard (Week)						
	Christie LX601i LCD Projector 6000 Lumens, XGA, 1.5-3.0:1	D	S	408.10	0.00	408.10
	Lens	D	S	125.93	0.00	125.93
	Fast fold screen 9ft x 12ft (front and rear)	D	S	12.83	0.00	12.83
	VGA cable 25 m	D	S	524.70	0.00	524.70
	AV Package (Christie Projector, MacBook Pro & Cabling)	D	S	62.96	0.00	62.96

Events and Filming
Administrative Costs Events and Filming

Application Processing Charge - Commercial	D	S	50.00	0.00	50.00
Application Processing Charge - Harlow Registered Charity	D	S	20.00	0.00	20.00
Application Processing Charge - Non Harlow Registered Charity	D	S	30.00	0.00	30.00
Application Processing Charge - Voluntary or Community Group	D	S	20.00	0.00	20.00
Application Processing Charge - Social Enterprise / Community Interest	D	S	20.00	0.00	20.00
Application Processing Charge - Other	D	S	POA	0.00	POA
Late Notice Fee	D	S	150.00	0.00	150.00
Film Location Enquires (more than 3 hour Officer Time)	D	S	100.00	0.00	100.00

Staffing Costs (per person, per hour)

Resident Manager	D	S	72.00	0.00	72.00
HDC Event Manager					
Acting as Local Authority Duty Officer Operational					
Assistant Director	D	S	225.00	0.00	225.00
Acting as Local Authority Duty Officer Tactical and Strategic Cover					
Technician	D	S	35.00	0.00	35.00
Event Steward	D	S	17.00	0.00	17.00
SIA Licenced Door Supervisor	D	S	29.00	0.00	29.00
HDC Staff Site Visit	D	S	65.00	0.00	65.00
Toilet Attendant	D	S	16.60	0.00	16.60
Cleaning Team 2 x (Litter pickers)	D	S	70.00	0.00	70.00

Council Land (Commercial)

Booking Fee - Very Small - up to 100 attendees	D	S	146.00	0.00	146.00
Booking Fee - Fee - Small - up to 500 attendees	D	S	512.00	0.00	512.00
Booking Fee - Medium - up to 2000 attendees	D	S	1,455.00	0.00	1,455.00
Booking Fee - Large - up to 10,000 attendees	D	S	2,917.00	0.00	2,917.00
Operational Day (per head) - Very Small - up to 100 attendees	D	S	1.25	0.00	1.25
Operational Day (per head) - Fee - Small - up to 500 attendees	D	S	1.25	0.00	1.25
Operational Day (per head) - Medium - up to 2000 attendees	D	S	1.95	0.00	1.95
Operational Day (per head) - Large - up to 10,000 attendees	D	S	2.25	0.00	2.25
Additional Event Day - Very Small - up to 100 attendees	D	S		0.00	
Additional Event Day - Fee - Small - up to 500 attendees	D	S	35% per day of total operational day fee	0.00	35% per day of total operational day fee
Additional Event Day - Medium - up to 2000 attendees	D	S		0.00	
Additional Event Day - Large - up to 10,000 attendees	D	S		0.00	

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
Fit up / Strike Day - Very Small - up to 100 attendees		D	S		0.00	
Fit up / Strike Day - Fee - Small - up to 500 attendees		D	S	3% per day of total operational	0.00	3% per day of total
Fit up / Strike Day - Medium - up to 2000 attendees		D	S	day fee	0.00	operational day fee
Fit up / Strike Day - Large - up to 10,000 attendees		D	S		0.00	
Environmental Impact Fee - Very Small - up to 100 attendees		D	S	117.00	0.00	117.00
Environmental Impact Fee - Fee - Small - up to 500 attendees		D	S	215.00	0.00	215.00
Environmental Impact Fee - Medium - up to 2000 attendees		D	S	577.91	0.00	577.91
Environmental Impact Fee - Large - up to 10,000 attendees		D	S	2,311.15	0.00	2,311.15
Ground Deposit - Very Small - up to 100 attendees		D	S	265.00	0.00	265.00
Ground Deposit - Fee - Small - up to 500 attendees		D	S	535.00	0.00	535.00
Ground Deposit - Medium - up to 2000 attendees		D	S	1,050.00	0.00	1,050.00
Ground Deposit - Large - up to 10,000 attendees		D	S	10,200.00	0.00	10,200.00
Council Land (Fairs and Circus)						
Booking - Fee - Small - up to 500 attendees		D	S	320.00	0.00	320.00
Booking Fee - Medium - up to 2000 attendees		D	S	320.00	0.00	320.00
Booking Fee - Large - up to 10,000 attendees		D	S	320.00	0.00	320.00
Operational Day - Fee - Small - up to 500 attendees		D	S	400.00	0.00	400.00
Operational Day - Medium - up to 2000 attendees		D	S	600.00	0.00	600.00
Operational Day - Large - up to 10,000 attendees		D	S	800.00	0.00	800.00
Additional Event Day - Fee - Small - up to 500 attendees		D	S	175.00	0.00	175.00
Additional Event Day - Medium - up to 2000 attendees		D	S	225.00	0.00	225.00
Additional Event Day - Large - up to 10,000 attendees		D	S	365.00	0.00	365.00
Fit up / Strike Day - Fee - Small - up to 500 attendees		D	S	105.57	0.00	105.57
Fit up / Strike Day - Medium - up to 2000 attendees		D	S	125.57	0.00	125.57
Fit up / Strike Day - Large - up to 10,000 attendees		D	S	175.00	0.00	175.00
Environmental Impact Fee - Fee - Small - up to 500 attendees		D	S	285.00	0.00	285.00
Environmental Impact Fee - Medium - up to 2000 attendees		D	S	577.00	0.00	577.00
Environmental Impact Fee - Large - up to 10,000 attendees		D	S	980.00	0.00	980.00
Ground Deposit - Fee - Small - up to 500 attendees		D	S	1,505.00	0.00	1,505.00
Ground Deposit - Medium - up to 2000 attendees		D	S	2,102.00	0.00	2,102.00
Ground Deposit - Large - up to 10,000 attendees		D	S	3,151.00	0.00	3,151.00
Council Land (Community and Harlow Charity)						
Booking Fee - Very Small - up to 100 attendees		D	S	27.00	0.00	27.00
Booking - Fee - Small - up to 500 attendees		D	S	27.00	0.00	27.00
Booking Fee - Medium - up to 2000 attendees		D	S	56.00	0.00	56.00
Booking Fee - Large - up to 10,000 attendees		D	S	150.00	0.00	150.00
Operational Day - Very Small - up to 100 attendees		D	S	0.00	0.00	0.00
Operational Day - Fee - Small - up to 500 attendees		D	S	56.00	0.00	56.00
Operational Day - Medium - up to 2000 attendees		D	S	110.00	0.00	110.00
Operational Day - Large - up to 10,000 attendees		D	S	158.00	0.00	158.00
Additional Event Day - Very Small - up to 100 attendees		D	S	0.00	0.00	0.00
Additional Event Day - Fee - Small - up to 500 attendees		D	S	28.00	0.00	28.00
Additional Event Day - Medium - up to 2000 attendees		D	S	55.00	0.00	55.00
Additional Event Day - Large - up to 10,000 attendees		D	S	79.00	0.00	79.00
Fit up / Strike Day - Very Small - up to 100 attendees		D	S	0.00	0.00	0.00
Fit up / Strike Day - Fee - Small - up to 500 attendees		D	S	28.00	0.00	28.00
Fit up / Strike Day - Medium - up to 2000 attendees		D	S	55.00	0.00	55.00
Fit up / Strike Day - Large - up to 10,000 attendees		D	S	79.00	0.00	79.00
Environmental Impact Fee - Very Small - up to 100 attendees		D	S	50.00	0.00	50.00
Environmental Impact Fee - Fee - Small - up to 500 attendees		D	S	103.00	0.00	103.00
Environmental Impact Fee - Medium - up to 2000 attendees		D	S	309.00	0.00	309.00
Environmental Impact Fee - Large - up to 10,000 attendees		D	S	620.00	0.00	620.00
Ground Deposit - Very Small - up to 100 attendees		D	S	0.00	0.00	0.00
Ground Deposit - Fee - Small - up to 500 attendees		D	S	150.00	0.00	150.00
Ground Deposit - Medium - up to 2000 attendees		D	S	300.00	0.00	300.00
Ground Deposit - Large - up to 10,000 attendees		D	S	670.00	0.00	670.00
Council Land (Non Harlow Charity Fund Raising)						
Booking - Fee - Small - up to 500 attendees		D	S	55.00	0.00	55.00
Booking Fee - Medium - up to 2000 attendees		D	S	120.00	0.00	120.00
Booking Fee - Large - up to 10,000 attendees		D	S	550.00	0.00	550.00
Operational Day - Fee - Small - up to 500 attendees		D	S	145.00	0.00	145.00
Operational Day - Medium - up to 2000 attendees		D	S	570.00	0.00	570.00
Operational Day - Large - up to 10,000 attendees		D	S	2,250.00	0.00	2,250.00
Additional Event Day - Fee - Small - up to 500 attendees		D	S	72.50	0.00	72.50
Additional Event Day - Medium - up to 2000 attendees		D	S	285.00	0.00	285.00
Additional Event Day - Large - up to 10,000 attendees		D	S	1,125.00	0.00	1,125.00
Fit up / Strike Day - Fee - Small - up to 500 attendees		D	S	22.00	0.00	22.00
Fit up / Strike Day - Medium - up to 2000 attendees		D	S	57.00	0.00	57.00
Fit up / Strike Day - Large - up to 10,000 attendees		D	S	285.00	0.00	285.00
Environmental Impact Fee - Fee - Small - up to 500 attendees		D	S	277.00	0.00	277.00
Environmental Impact Fee - Medium - up to 2000 attendees		D	S	577.00	0.00	577.00
Environmental Impact Fee - Large - up to 10,000 attendees		D	S	115.00	0.00	115.00
Ground Deposit - Fee - Small - up to 500 attendees		D	S	105.00	0.00	105.00
Ground Deposit - Medium - up to 2000 attendees		D	S	315.00	0.00	315.00
Ground Deposit - Large - up to 10,000 attendees		D	S	630.00	0.00	630.00
Other Charges						
Utilities (Water, Gas, Electric)		D	S	Useage + 10% Management	0.00	Useage + 10% Management Fee
Utilities Connection Fee		D	S	Fee	85.00	85.00
Disruption Charge		D	S	5% of total fee	0.00	5% of total fee
Event Signage (per location, per week)		D	S	30.00	0.00	30.00
Event Banner (per location, per week)		D	S	50.00	0.00	50.00
Event Poster Fee (per 50 posters, per week)		D	S	50.00	0.00	50.00
Bandstand Cleaning Fee		D	S	152.00	0.00	152.00
Penalty Charges						
Excessive Cleaning		D	S	650.00	0.00	650.00
Breach of Contract - Late RAMS / SAG Documentation (per week of de		D	S	250.00	0.00	250.00

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
Filming Charges						
	Council Locations - Small Crew (per day)	D	S	1,500.00	0.00	1,500.00
	Council Locations - Medium Crew (per day)	D	S	2,000.00	0.00	2,000.00
	Council Locations - Large Crew (per day)	D	S	2,500.00	0.00	2,500.00
	Temporary Structures (Per Location)	D	S	250.00	0.00	250.00
	Legal Review and Execution Fee (Per Contract) - Small Crew	D	S	565.00	0.00	565.00
	Legal Review and Execution Fee (Per Contract) - Medium Crew	D	S	1,500.00	0.00	1,500.00
	Legal Review and Execution Fee (Per Contract) - Large Crew	D	S	2,600.00	0.00	2,600.00
	Environmental Impact Fee - Small Location	D	S	1,500.00	0.00	1,500.00
	Environmental Impact Fee - Medium Location	D	S	3,000.00	0.00	3,000.00
	Environmental Impact Fee - Large Location	D	S	6,000.00	0.00	6,000.00
	Ground Deposit - Small Location	D	S	2,500.00	0.00	2,500.00
	Ground Deposit - Medium Location	D	S	5,000.00	0.00	5,000.00
	Ground Deposit - Large Location	D	S	10,000.00	0.00	10,000.00
	Photography Digital Still Assets (Per Location Shot)	D	S	54.00	0.00	54.00
	Fit up strike days	D	S	50% of filming day	0.00	50% of filming day
Freedom of Information						
Environmental Information Regulations						
	simple enquiries that require a basic answer	D	S	0.00	30.00	30.00
	more complex enquiries and requires information to be specifically collated (per hour)	D	S	25.00	10.00	35.00
Contact Harlow						
	Radar 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
Building Control						
Table A - New Dwellings						
Dwelling houses and flats not exceeding 300m2 (total floor area)						
<i>Full Plans Submission</i>						
Houses or Bungalows less than 4 storeys						
Plan Charge						
	1 Plot	D	S	259.73	0.00	259.73
	2 Plots	D	S	306.95	0.00	306.95
	3 Plots	D	S	354.18	0.00	354.18
	4 Plots	D	S	401.42	0.00	401.42
	5 Plots	D	S	448.63	0.00	448.63
Flats						
	1	D	S	236.12	0.00	236.12
	2	D	S	259.73	0.00	259.73
	3	D	S	330.56	0.00	330.56
	4	D	S	330.56	0.00	330.56
	5	D	S	377.80	0.00	377.80
Conversion to:-						
	Single dwelling house	D	S	259.73	0.00	259.73
	Single Flat	D	S	236.12	0.00	236.12
Inspection Charge						
	1 Plot	D	S	519.46	0.00	519.46
	2 Plots	D	S	920.86	0.00	920.86
	3 Plots	D	S	1,133.37	0.00	1,133.37
	4 Plots	D	S	1,445.05	0.00	1,445.05
	5 Plots	D	S	1,794.50	0.00	1,794.50
Flats						
	1	D	S	330.56	0.00	330.56
	2	D	S	708.36	0.00	708.36
	3	D	S	906.81	0.00	906.81
	4	D	S	1,190.05	0.00	1,190.05
	5	D	S	1,605.61	0.00	1,605.61
Conversion to:-						
	Single dwelling house	D	S	377.80	0.00	377.80
	Single Flat	D	S	330.56	0.00	330.56
<i>Building Notice</i>						
Houses or Bungalows less than 4 storeys						

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
	1 Plot	D	S	881.08	0.00	881.08
	2 Plots	D	S	1,507.39	0.00	1,507.39
	3 Plots	D	S	1,838.90	0.00	1,838.90
	4 Plots	D	S	2,325.11	0.00	2,325.11
	5 Plots	D	S	2,870.27	0.00	2,870.27
	Flats					
	1	D	S	586.53	0.00	586.53
	2	D	S	1,175.88	0.00	1,175.88
	3	D	S	1,485.29	0.00	1,485.29
	4	D	S	1,927.31	0.00	1,927.31
	5	D	S	2,575.60	0.00	2,575.60
	Conversion to:-					
	Single dwelling house	D	S	660.19	0.00	660.19
	Single Flat	D	S	586.53	0.00	586.53
	Regularisation Charge					
	Houses or Bungalows less than 4 storeys					
	1 Plot	D	S	914.97	0.00	914.97
	2 Plots	D	S	1,500.35	0.00	1,500.35
	3 Plots	D	S	1,810.25	0.00	1,810.25
	4 Plots	D	S	2,264.78	0.00	2,264.78
	5 Plots	D	S	2,998.72	0.00	2,998.72
	Flats					
	1	D	S	639.49	0.00	639.49
	2	D	S	1,190.44	0.00	1,190.44
	3	D	S	1,668.58	0.00	1,668.58
	4	D	S	2,140.82	0.00	2,140.82
	5	D	S	2,833.44	0.00	2,833.44
	Conversion to:-					
	Single dwelling house	D	S	708.36	0.00	708.36
	Single Flat	D	S	639.50	0.00	639.50
	Notifiable Electrical Work (in addition to the above where applicable)	D	S	302.13	0.00	302.13
	Table B - Work To A Single Dwelling					
	Limited to work not more than 3 storeys above ground level					
	Full Plans Submissions					
	Extension & New Build					
	Plan checking charge					
	Single storey extension with floor area not exceeding 40m2	D	S	240.85	0.00	240.85
	Single storey extension with floor area exceeding 40m2 but not exceeding 100m2	D	S	289.02	0.00	289.02
	Extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	D	S	313.10	0.00	313.10
	Extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	D	S	337.19	0.00	337.19
	Erection of a non exempt domestic extension comprising of a garage, carport or store not exceeding 100m2	D	S	216.76	0.00	216.76
	Erection of a non exempt detached non habitable domestic building with total floor area not exceeding 50m2	D	S	192.68	0.00	192.68
	Conversions					
	First floor & second floor loft conversions	D	S	264.93	0.00	264.93
	Other work	D	S	192.68	0.00	192.68
	Alterations					
	Re Roofing, Installation of Solar Panels or Photovoltaic cells	D	S	120.42	0.00	120.42
	Replacement of windows, roof lights, roof windows or external glazed doors	D	S	144.51	0.00	144.51
	Cost of work not exceeding £5,000	D	S	168.59	0.00	168.59
	Cost of work exceeding £5,000 & not exceeding £25,000	D	S	216.76	0.00	216.76
	Cost of work exceeding £25,000 & not exceeding £100,000	D	S	337.19	0.00	337.19
	Inspection Charge					
	Single storey extension with floor area not exceeding 40m2	D	S	385.36	0.00	385.36
	Single storey extension with floor area exceeding 40m2 but not exceeding 100m2	D	S	433.53	0.00	433.53
	Extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	D	S	481.69	0.00	481.69
	Extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	D	S	529.86	0.00	529.86
	Erection of a non exempt domestic extension comprising of a garage, carport or store not exceeding 100m2	D	S	289.02	0.00	289.02
	Erection of a non exempt detached non habitable domestic building with total floor area not exceeding 50m2	D	S	240.85	0.00	240.85
	Conversions					
	First floor & second floor loft conversions	D	S	385.36	0.00	385.36
	Other work	D	S	289.02	0.00	289.02
	Alterations					
	Re Roofing, Installation of Solar Panels or Photovoltaic cells	D	S	96.34	0.00	96.34
	Replacement of windows, roof lights, roof windows or external glazed doors	D	S	144.51	0.00	144.51
	Cost of work not exceeding £5,000	D	S	192.68	0.00	192.68
	Cost of work exceeding £5,000 & not exceeding £25,000	D	S	337.19	0.00	337.19
	Cost of work exceeding £25,000 & not exceeding £100,000	D	S	578.03	0.00	578.03
	Building Notice Charges					
	Extension & New Build					
	Single storey extension with floor area not exceeding 40m2	D	S	673.40	0.00	673.40
	Single storey extension with floor area exceeding 40m2 but not exceeding 100m2	D	S	748.54	0.00	748.54
	Extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	D	S	823.69	0.00	823.69
	Extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	D	S	898.83	0.00	898.83

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
	Erection of a non exempt domestic extension comprising of a garage, carport or store not exceeding 100m2	D	S	523.11	0.00	523.11
	Erection of a non exempt detached non habitable domestic building with total floor area not exceeding 50m2	D	S	447.97	0.00	447.97
	Conversions					
	First floor & second floor loft conversions	D	S	673.40	0.00	673.40
	Other work	D	S	523.11	0.00	523.11
	Alterations					
	Re Roofing, Installation of Solar Panels or Photovoltaic cells	D	S	222.54	0.00	222.54
	Replacement of windows, roof lights, roof windows or external glazed doors	D	S	297.68	0.00	297.68
	Cost of work not exceeding £5,000	D	S	372.82	0.00	372.82
	Cost of work exceeding £5,000 & not exceeding £25,000	D	S	598.26	0.00	598.26
	Cost of work exceeding £25,000 & not exceeding £100,000	D	S	973.98	0.00	973.98
	Regularisation Charges					
	Extension & New Build					
	Single storey extension with floor area not exceeding 40m2	D	S	738.60	0.00	738.60
	Single storey extension with floor area exceeding 40m2 but not exceeding 100m2	D	S	792.79	0.00	792.79
	Extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	D	S	863.03	0.00	863.03
	Extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	D	S	933.28	0.00	933.28
	Erection of a non exempt domestic extension comprising of a garage, carport or store not exceeding 100m2	D	S	582.04	0.00	582.04
	Erection of a non exempt detached non habitable domestic building with total floor area not exceeding 50m2	D	S	511.79	0.00	511.79
	Conversions					
	First floor & second floor loft conversions	D	S	722.54	0.00	722.54
	Other work	D	S	582.04	0.00	582.04
	Alterations					
	Re Roofing, Installation of Solar Panels or Photovoltaic cells	D	S	301.06	0.00	301.06
	Replacement of windows, roof lights, roof windows or external glazed doors	D	S	371.30	0.00	371.30
	Cost of work not exceeding £5,000	D	S	441.55	0.00	441.55
	Cost of work exceeding £5,000 & not exceeding £25,000	D	S	652.29	0.00	652.29
	Cost of work exceeding £25,000 & not exceeding £100,000	D	S	1,003.53	0.00	1,003.53
	Notifiable Electrical Work (in addition to the above where applicable)	D	S	353.82	0.00	353.82
	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	289.01	0.00	289.01
	Single storey building with a floor area exceeding 40m2 but not exceeding 100m2	D	S	337.17	0.00	337.17
	Building with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	D	S	361.27	0.00	361.27
	Building with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	D	S	385.34	0.00	385.34
	Alterations					
	Cost of work not exceeding £5,000	D	S	216.76	0.00	216.76
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	D	S	216.76	0.00	216.76
	Renewable energy systems not exceeding £20,000	D	S	240.85	0.00	240.85
	Installation of new shop front not exceeding £5,000	D	S	240.85	0.00	240.85
	Cost of work exceeding £5,000 & not exceeding £25,000	D	S	264.93	0.00	264.93
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	D	S	240.85	0.00	240.85
	Installation of a raised storage platform not exceeding 250m2 within an existing building	D	S	337.17	0.00	337.17
	Cost of works exceeding £25,000 & not exceeding £100,000	D	S	385.34	0.00	385.34
	Fit out building up to 100m2	D	S	409.43	0.00	409.43
	Inspection charges					
	Extension & New Build					
	Single storey building with a floor area not exceeding 40m2	D	S	385.34	0.00	385.34
	Single storey building with a floor area exceeding 40m2 but not exceeding 100m2	D	S	433.51	0.00	433.51
	Building with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	D	S	481.68	0.00	481.68
	Building with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	D	S	529.85	0.00	529.85
	Alterations					
	Cost of work not exceeding £5,000	D	S	144.51	0.00	144.51
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	D	S	96.34	0.00	96.34
	Renewable energy systems not exceeding £20,000	D	S	96.34	0.00	96.34
	Installation of new shop front not exceeding £5,000	D	S	96.34	0.00	96.34
	Cost of work exceeding £5,000 & not exceeding £25,000	D	S	289.01	0.00	289.01
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	D	S	192.68	0.00	192.68
	Installation of a raised storage platform not exceeding 250m2 within an existing building	D	S	192.68	0.00	192.68
	Cost of works exceeding £25,000 & not exceeding £100,000	D	S	578.02	0.00	578.02
	Fit out building up to 100m2	D	S	240.85	0.00	240.85
	Regularisation Charge					
	Extension & New Build					
	Single storey building with a floor area not exceeding 40m2	D	S	863.02	0.00	863.02

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
	Single storey building with a floor area exceeding 40m2 but not exceeding 100m2	D	S	973.40	0.00	973.40
	Building with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	D	S	1,063.72	0.00	1,063.72
	Building with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	D	S	1,154.03	0.00	1,154.03
	Alterations					
	Cost of work not exceeding £5,000	D	S	451.58	0.00	451.58
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	D	S	381.34	0.00	381.34
	Renewable energy systems not exceeding £20,000	D	S	401.40	0.00	401.40
	Installation of new shop front not exceeding £5,000	D	S	401.40	0.00	401.40
	Cost of work exceeding £5,000 & not exceeding £25,000	D	S	702.46	0.00	702.46
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	D	S	561.97	0.00	561.97
	Installation of a raised storage platform not exceeding 250m2 within an existing building	D	S	622.17	0.00	622.17
	Cost of works exceeding £25,000 & not exceeding £100,000	D	S	1,224.28	0.00	1,224.28
	Fit out building up to 100m2	D	S	752.63	0.00	752.63
	Works not included in Tables A, B and C. Charged derived from hourly rate	D	S	88.90	0.00	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					
	Harlow Local Development Plan 2020 & Policies Map	D	S	75.00	0.00	75.00
	Adopted Replacement Harlow Local Plan 2006 - Written Statement and proposals Map	D	S	38.00	0.00	38.00
	Town Centre SPD	D	S	52.00	0.00	52.00
	East of Harlow SPD	D	S	21.00	0.00	21.00
	All other documents - print cost to be determined on price per sheet			0.30	0.00	0.30
	Harlow Design Guide SPD	D	S	47.00	0.00	47.00
	Harlow Design Guide Addendum SPD	D	S	10.00	0.00	10.00
	Development Management Documents					
	Decision notices (cost per sheet)	D	S	0.10	0.00	0.10
	A4 colour	D	S	0.50	0.00	0.50
	A3	D	S	0.20	0.00	0.20
	A3 colour	D	S	1.00	0.00	1.00
	A2	D	S	1.00	0.00	1.00
	A2 colour	D	S	2.00	0.00	2.00
	A1	D	S	1.50	0.00	1.50
	A1 colour	D	S	4.00	0.00	4.00
	A0	D	S	2.00	0.00	2.00
	AO colour	D	S	8.00	0.00	8.00
	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	4.00	122.00
	Advertisement Proposals	D	S	118.00	82.00	200.00
	Minor Development					
	Creation of 1 additional residential house or flat	D	S	New charge wef 1 April 2026		750.00
	• Replacement of an existing residential unit					
	• Conversion of 1 property into 2 residential units, including demolition and rebuild					
	NMA or VOC query	D	S	177.00	23.00	200.00
	Specialist Advice – works to trees and TPOs	D	S	236.00	14.00	250.00
	Written Advice & One formal meeting (assuming one hour virtual)					
	Minor Development					
	2-9 dwellings, site area less than 0.5 hectares or up to 1000sqm of commercial/non-residential floorspace)	D	S	236.00	1,014.00	1250.00
	Small Major					
	(10-49 dwellings or up to 5000sqm of commercial/non-residential floorspace	D	S	531.00	1,969.00	2500.00
	Large Major Development					
	(50-499 or up to 10,000sqm of commercial/non-residential floorspace)	D	S	1652.00	3,348.00	5000.00
	Strategic development					
	(500 dwellings and above or more than 10,000sqm of commercial/non-residential floorspace)	D	S	New charge wef 1 April 2026		PPA fee to be agreed on a case by case basis
	Additional specialist advice (Optional)					

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
	Planning Officer / Senior Planning Officer	D	S	New charge wef 1 April 2026		250
	Planning Manager	D	S	500.00	0.00	500
	Director	D	S	700.00	0.00	700
	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
	Other					
	Do I need permission	D	S	118.00	7.00	125
	Confirmation of compliance with Enforcement Notice	D	S	236.00	14.00	250
	Confirmation of compliance with listed building consent	D	S	236.00	14.00	250
	Confirmation of compliance with planning conditions	D	S	118.00	132.00	250
	Informal confirmation of permitted use class (formal confirmation can only be obtained by certificate of lawful use)	D	S	118.00	7.00	125
	Confirmation that permitted development rights have not been removed	D	S	118.00	7.00	125
	Confirmation of planning restrictions	D	S	118.00	7.00	125
	Help resolving conveyancing issues	D	S	472.00	28.00	500
	Confirmation of compliance with S106 Agreement (desktop assessment)	D	S	118.00	132.00	250
	Confirmation of validation requirements	D	S	118.00	7.00	125
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
	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
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	90.00	0.00	90.00
	Day	D	S	155.00	0.00	155.00
	Evening and weekends only (per hour, max 2 hours)	D	S	24.00	0.00	24.00
	Griffin Suite					
	Session	D	S	170.00	0.00	170.00
	Day	D	S	295.00	0.00	295.00
	Evening and weekends only (per hour, max 2 hours)	D	S	38.00	0.00	38.00
	Dining Hall					
	Session	D	S	150.00	0.00	150.00
	Day	D	S	245.00	0.00	245.00
	Evening and weekends only (per hour, max 2 hours)	D	S	24.00	0.00	24.00
	Latton Hall					
	Session	D	S	245.00	0.00	245.00
	Day	D	S	430.00	0.00	430.00
	Evening and weekends only (per hour, max 2 hours)	D	S	38.00	0.00	38.00
	Harlow Registered Charities only					
	Meeting Room					
	Session	D	S	47.50	0.00	47.50

FEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
with effect from 01/04/2026						
				£.p	£.p	£.p
	Day	D	S	85.00	0.00	85.00
	Evenings and weekends only (per hour, max 2 hours)	D	S	24.00	0.00	24.00
	Griffin Suite					
	Session	D	S	85.00	0.00	85.00
	Day	D	S	130.00	0.00	130.00
	Evenings and weekends only (per hour, max 2 hours)	D	S	38.00	0.00	38.00
	Dining Hall					
	Session	D	S	90.00	0.00	90.00
	Day	D	S	130.00	0.00	130.00
	Evenings and weekends only (per hour, max 2 hours)	D	S	24.00	0.00	24.00
	Latton Hall					
	Session	D	S	155.00	0.00	155.00
	Day	D	S	225.00	0.00	225.00
	Evenings and weekends only (per hour, max 2 hours)	D	S	38.00	0.00	38.00
	LBC Tenants					
	Meeting Room					
	Session	D	S	70.00	0.00	70.00
	Day	D	S	120.00	0.00	120.00
	Evenings and weekends only (per hour, max 2 hours)	D	S	24.00	0.00	24.00
	Griffin Suite					
	Session	D	S	130.00	0.00	130.00
	Day	D	S	225.00	0.00	225.00
	Evenings and weekends only (per hour, max 2 hours)	D	S	38.00	0.00	38.00
	Dining Hall					
	Session	D	S	115.00	0.00	115.00
	Day	D	S	190.00	0.00	190.00
	Evenings and weekends only (per hour, max 2 hours)	D	S	24.00	0.00	24.00
	Latton Hall					
	Session	D	S	190.00	0.00	190.00
	Day	D	S	320.00	0.00	320.00
	Evenings and weekends only (per hour, max 2 hours)	D	S	38.00	0.00	38.00
	All rooms booked on day only by Tenants per hour	D	S	18.00	0.00	18.00
	Private Functions (Children's Parties/Wakes/Churches)					
	Weekends only per 4 hour session	D	S			
	Latton Hall Session (am or pm)	D	S	155.00	0.00	155.00
	Dinning Hall Session (am or pm)	D	S	90.00	0.00	90.00
	Latton Hall Full Day	D	S	225.00	0.00	225.00
	Dining Hall Full Day	D	S	130.00	0.00	130.00
	Equipment Hire					
	Flipchart Stand	D	S	0.00	0.00	0.00
	Flipchart Pad & Pens	D	S	6.00	0.00	6.00
	OHP	D	S	0.00	0.00	0.00
	PowerPoint Projector	D	S	0.00	0.00	0.00
	DVD Video & Screen	D	S	0.00	0.00	0.00
	PA System per Mic	D	S	0.00	0.00	0.00
	Free Standing Projector Screen	D	S	0.00	0.00	0.00
	Laptop Computer	D	S	0.00	0.00	0.00
	Wireless Internet Access	D	S	0.00	0.00	0.00
GIS and Infrastructure						
	Skips	D	B	55.00	0.00	55.00
	Hoardings	D	B	55.00	0.00	55.00
	Scaffolding	D	B	55.00	0.00	55.00
	Access inc Town Centre	D	B	55.00	0.00	55.00
	Tree surveys relating to land sales	D	B	At cost + 10% admin fee	0.00	At cost + 10% admin fee
Homelessness						
	Bed and Breakfast charges (per week)					
	Nightly lets					
	Room	D	B	160.06	7.68	167.74
	Studio / One bedroom property	D	B	160.06	7.68	167.74
	Two bedroom property	D	B	180.07	8.64	188.71
	Three + bedroom property	D	B	230.23	11.05	241.28
Supporting People						
	Housing Related Support Charges (weekly charges)					
	Intensive Housing Management	D	S	2.20	0.06	2.26
	Dispersed Community Alarms	D	S	4.80	0.14	4.94
	Sheltered Housing Support	D	S	9.00	0.27	9.27
	Alarm System - Monitoring only	D	S	2.10	0.06	2.16
	Careline Alarms - non tenants (annual charge)	D	S	249.60	7.74	257.34
Leah Manning Centre						
	Self-Referrals					
	Special Needs	D	S	63.00	1.95	64.95
	Standard Rate	D	S	48.00	1.49	49.49
	Half Day	D	S	24.00	0.74	24.74
	Two Course Dinner and Tea/Coffee	D	S	5.40	0.17	5.57
	Transport	D	S	7.60	0.23	7.83
	Hall Hire (Per hour)					
	Weekdays	D	S	35.00	1.09	36.09
Land Charges						

FEEES AND CHARGES SCHEDULE FROM APRIL 2026

(all fees include VAT where applicable)

SERVICE	DESCRIPTION OF CHARGE	Type	VAT	2025/26	2026/27	2026/27
				Current Fee	Proposed Increase	Proposed Fee
				with effect from 01/04/2026		
				£.p	£.p	£.p
Form LLC1						
	official search in one part of register	D	B	2.49	0.09	2.58
	official search in whole of register	D	B	27.72	1.05	28.77
	and in addition in respect of each parcel of land above one	D	B	6.95	0.26	7.21
CON29R Standard Enquiries						
	one parcel of land	D	S	156.71	5.95	162.66
	several parcels of land:					
	- first parcel	D	S	156.71	5.95	162.66
	- each additional parcels	D	S	24.98	0.95	25.93
CON29R & LLC1 Together						
	one parcel of land	D	S	184.43	7.00	191.43
	several parcels of land:					
	- first parcel	D	S	184.43	7.00	191.43
	- each additional parcels	D	S	31.93	1.21	33.14
CON29O Optional Enquiries						
	each printed enquiry	D	S	19.97	0.76	20.73
	Q22 Common Land Question	D	S	16.80	0.00	16.80
Additional Enquiries						
	Solicitors Own	D	B	29.93	1.14	31.07