

BASILDON BOROUGH COUNCIL

FEES & CHARGES SCHEDULE
AND CHARGING DIRECTORIES
2024/25

Community
Development & Regulation
Environment
Leisure
Regeneration & Partnerships
Corporate & Central
Management & Administration

The charges shown for 2024/25 in the following pages are effective from 1st April 2024 (unless stated otherwise).

The Council reserves the right to amend its Schedule at any time.

Key to VAT Indicators:
S - Standard Rate - 20%
Z - Zero Rate - 0%
E - Exempt from VAT
OS - Outside the scope of VAT

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Communities
Budget Book Area: Community
Service Area: Community Facilities
Charging Directory Area: George Hurd Centre

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that promote or improve local economic well-being.

The purpose of these fees and charges is to achieve partial cost recovery for the provision of the service.

Proposed change in fee/charge from previous year (%)

Commercial Hire Increase 8.7%
Community Hire Increase 8.7%

The introduction of an out of hours charge for hirers who wish to hire the facilities outside of the core times, (9:00am – 4:15pm Saturday & Sunday).

Justification and basis for revised charge (including any benchmarking/consultation)

The proposed increase in charges reflect the increased running costs of the building.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking is undertaken annually against other rooms and halls available for hire both locally and further afield and the charges reflect the costs of other Council community facilities.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No other significant changes are proposed. No consultation has been carried out specifically in relation to this proposal, however, customers are asked as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£137,000 based on previous years usage figures,

£56,000 fees and charges income.

Additional income is generated through the following:

Activity Centre User Committee Contribution - £60,000 (3x Activity Centres)
Tenants Rent- £16,000 (The Gore GP Surgery now in The GHC Building)
Tenants Service Charges- £4,900

Plus income from The Place x4 months if The Community Diagnostic Centre Hire comes across and hire comes across to The George Hurd Centre.

Storage charges need to be put on the schedule of charges along with new charges.

Extra Large – £12.00 (inclusive of VAT)

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

COMMUNITY FACILITIES

GEORGE HURD CENTRE

Main Hall - Ground Floor

Hall Charge Per Hour (includes the use of Tea Bar facilities, excludes supplies)

CS 0015	Commercial Hire - Monday to Friday	per hour	E	33.95	33.95	36.90	36.90
	Commercial Hire - Weekends	per hour	E	43.75	43.75	47.60	47.60
CS 0016	Community Hire - Monday to Friday	per hour	E	23.10	23.10	25.15	25.15
	Community Hire - Weekends	per hour	E	29.60	29.60	32.20	32.20

The Small Hall - Ground Floor

CS 0017	Commercial Hire - Monday to Friday	per hour	E	23.70	23.70	25.80	25.80
	Commercial Hire - Weekends	per hour	E	33.15	33.15	36.05	36.05
	Community Hire - Monday to Friday	per hour	E	15.55	15.55	16.90	16.90
	Community Hire - Weekends	per hour	E	22.20	22.20	24.15	24.15

First Floor Meeting Room

CS 0019	Commercial Hire - Weekends	per hour	E	34.30	34.30	37.30	37.30
CS 0022	Community Hire - Monday to Friday	per hour	E	16.35	16.35	17.80	17.80

Hairdressing Salon

CS 0051	Hire	per hour	S	8.29	9.95	9.04	10.85
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Medical Room

CS 0052	Medical Room Hire	per hour	S	8.29	9.95	9.04	10.85
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Activities Room

CS 0060	Commercial Hire - Monday to Friday	per hour	E	27.45	27.45	29.85	29.85
CS 0061	Commercial Hire - Weekends	per hour	E	37.25	37.25	40.50	40.50
CS 0063	Community Hire - Monday to Friday	per hour	E	18.75	18.75	20.40	20.40
CS 0064	Community Hire - Weekends	per hour	E	25.40	25.40	27.65	27.65

Dining Hall

CS 0070	Commercial Hire - Monday to Friday	per hour	E	29.85	29.85	32.45	32.45
CS 0071	Commercial Hire - Weekends	per hour	E	40.25	40.25	43.75	43.75
CS 0073	Community Hire - Monday to Friday	per hour	E	20.40	20.40	22.20	22.20
CS 0074	Community Hire - Weekends	per hour	E	27.45	27.45	29.85	29.85

Other Charges

CS 0075	Utility Charge	per session	S	20.00	24.00	21.75	26.10
CS 0076	Event Hire Charge	per session	E	75.00	75.00	81.54	81.54
CS 0077	Storage Charge Large	per week	S	5.71	6.85	5.71	6.85
	Storage Charge Small	per week	S	3.00	3.60	3.00	3.60
	Storage Charge Extra Large (NEW IN 24/25)	per week	S	-	-	10.00	12.00
CS 0078	Commercial Hire - Weekends (out of hours hire)(NEW IN 24/25)	per hour	E	-	-	71.25	71.25
CS 0079	Community Hire - Weekends (out of hours hire)(NEW IN 24/25)	per hour	E	-	-	54.80	54.80

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Communities
Budget Book Area: Community
Service Area: Community Facilities
Charging Directory Area: The Place, Pitsea - Room & Hall Hire

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being".

The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Proposed change:

Main Hall, Function Room, Foyer Meeting Room, Dance Studio, Meeting Rooms 1,2,3,4 & 5, – Room Hire Commercial – 8.7%

Main Hall, Function Room, Foyer Meeting Room, Dance Studio, Meeting Rooms 1,2,3,4 & 5– Room Hire Community – 8.7%

Main Hall, Function Room, Foyer Meeting Room, Dance Studio, Meeting Rooms 1,2,3,4 & 5 - Evening – Fri and Sat – 8.7%

Main Hall, Function Room, Foyer Meeting Room, Dance Studio, Meeting Rooms 1,2,3,4 & 5 - Additional Hours – 8.7%

All Rooms Evening – 1 and 2 – Fri and Sat – 8.7%

All Rooms – 1 and 2 – Additional Hours – 8.7%

Use of hair dressing salon – 8.7%

Justification and basis for revised charge (including any benchmarking/consultation)

It is proposed to increase the Commercial current room hire charges by an average of 8.7% across the board and Community Hire to 8.7%. This is to ensure our community hirers are not lost to our competitors. Also, this is a step towards full cost recovery. This does not affect the Activity Centre Service.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking against local competitors is undertaken annually. We have made every attempt to get robust data to help inform the recommended charges against comparative facilities offering a similar standard of venue.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out specifically in relation to these proposals.

Customers are asked on an ongoing basis as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£179,000 based on usage figures from previous year. Other income incomes streams include,

£15,000 Day Centre Recharge

£11,000 Day Centre Committee Recharge (additional bookings)

£3,100 Income from Food Bank

£3,500 income for Storae

£40,000 bar income

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

COMMUNITY FACILITIES

THE PLACE, PITSEA - ROOM & HALL HIRE

The standard rate will apply for any general hire, for businesses, commercial groups or companies or for any hirer charging for a course or entrance fee. A discounted rate will apply to any booking for a charity, voluntary group or non-profit making organisation. Evening function hire is charged on a sessional basis of 5.5 hours. New Year's Eve bookings are charged at a triple function room rate.

Main Hall

IL 0303	Room Hire - Commercial	per hour	E	41.40	41.40	45.00	45.00
IL 0304	Room Hire - Community	per hour	E	29.20	29.20	31.75	31.75
IL 0306	Evening Function - Friday & Saturday	per session	E	450.00	450.00	489.15	489.15
IL 0307	Additional Hours	per hour	E	21.25	21.25	23.10	23.10

Function Room

IL 0308	Room Hire - Commercial	per hour	E	29.50	29.50	32.10	32.10
IL 0309	Room Hire - Community	per hour	E	20.75	20.75	22.60	22.60
IL 0311	Evening Function - Friday & Saturday	per session	E	400.00	400.00	434.80	434.80
IL 0312	Additional Hours	per hour	E	20.75	20.75	22.60	22.60

Foyer Meeting Room

IL 0313	Room Hire - Commercial	per hour	E	23.80	23.80	25.90	25.90
IL 0314	Room Hire - Community	per hour	E	16.80	16.80	18.30	18.30

Meeting Room 1, 3 or 5

IL 0321	Room Hire - Commercial	per hour	E	12.15	12.15	13.25	13.25
IL 0322	Room Hire - Community	per hour	E	8.55	8.55	9.30	9.30

Meeting Room 2 or 4

IL 0324	Room Hire - Commercial	per hour	E	17.90	17.90	19.50	19.50
IL 0325	Room Hire - Community	per hour	E	12.65	12.65	13.75	13.75

Meeting Rooms 1 & 2

IL 0327	Evening Function - Friday & Saturday	per session	E	195.85	195.85	212.90	212.90
IL 0328	Additional Hours	per hour	E	20.25	20.25	22.05	22.05

Dance Studio

IL 0329	Room Hire - Commercial	per hour	S	26.50	31.80	28.83	34.60
	Room Hire - Commercial (block booking - 10 or more)	per hour	E	26.50	26.50	28.85	28.85
IL 0330	Room Hire - Community	per hour	S	18.25	21.90	19.88	23.85
	Room Hire - Community (block booking - 10 or more)	per hour	E	18.25	18.25	19.85	19.85

Use of Hairdressing Salon

IL 0336	Hire	per hour	S	8.25	9.90	9.00	10.80
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Rooms 1 & 2

IL 0338	Room Hire - Commercial	per hour	E	29.15	29.15	31.70	31.70
IL 0339	Room Hire - Community	per hour	E	20.55	20.55	22.35	22.35

Rooms 3 & 4

IL 0340	Room Hire - Commercial	per hour	E	29.15	29.15	31.70	31.70
IL 0341	Room Hire - Community	per hour	E	20.55	20.55	22.35	22.35

Storage

IL 0527	Hire	per week	S	6.21	7.45	6.75	8.10
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Charity storage

IL 0528	Hire	per week	E	57.75	57.75	62.80	62.80
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Communities
Budget Book Area: Community
Service Area: Community Facilities
Charging Directory Area: The Place, Pitsea - Craft, Snooker & Fun Zone Areas

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being".

The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Snooker / Pool – 8.7%
Fun Zone Party Package –8.7%
Craft Room – 8.7%
Fun Zone – Children's Party (weekdays) – 8.7%
Fun Zone – Children's Party (weekends) –8.7%
Fun Zone (individual admission) – 8.7%

Justification and basis for revised charge (including any benchmarking/consultation)

We are proposing an average increase of 8.7% across the board, with the exception of the Craft Room, as this is used by the Activity Centre. This has been increased 8.7%.

The competition for children's parties is significant in the Borough, however, by keeping the price competitive. The 8.7% increase will still keep the price competitive in the local market taking into consideration the size and standard of the venue.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking against local competitors is undertaken annually. The soft play facility is difficult to compare given that other providers have much larger facilities. The price charged offers excellent value for money but also reflects the difference in size and activities available.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out specifically in relation to these proposals, however customers are asked as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£22,000 based on trend

**COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

COMMUNITY FACILITIES

THE PLACE, PITSEA - CRAFT, SNOOKER & FUN ZONE AREAS

Snooker/Pool

IL 0385	Snooker/Pool	Adult	E	8.35	8.35	9.10	9.10
IL 0387		Discount	E	5.05	5.05	5.50	5.50
IL 0388	Deposit	per item	OS	7.00	7.00	7.65	7.65

Craft Room

With qualified tutors only.

IL 0400	All Hire	per hour	E	21.20	21.20	23.05	23.05
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Fun Zone

IL 0411	Private Hire		S	55.58	66.70	60.42	72.50
IL 0421	Child (individual admission)		S	3.17	3.80	3.46	4.15
IL 0422	Party	Weekday	S	87.96	105.55	95.63	114.75
IL 0423		Weekend	S	104.50	125.40	113.63	136.35
IL 0424	Party Package		S	66.00	79.20	71.75	86.10

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Communities
Budget Book Area: Community
Service Area: Community Facilities
Charging Directory Area: Leisure Development - The Fitness Suite, Gym and Exercise Classes

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being". The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Gym Induction – No change - FOC
Gym Membership fees Monthly (Gym & Aerobics) – Increase of -8.7%
Gym Membership fees Monthly (Gym only) – Increase of 8.7%
Gym Membership Full Member Direct Debit - Increase – 8.7%
Gym Membership fees Gym Only Direct Debit - No Increase 8.7%
Gym Casual session (adult) Increase of 8.9%
Gym Casual session (concession) – Increase of 8.7%
Group Exercise classes – Increase of 8.7%
Group Exercise concession – Increase of 8.7%

Justification and basis for revised charge (including any benchmarking/consultation)

The restructuring of the Gym prices were completed last year. The increase for 24/25 is now in line with corporate guidance.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking against local competitors is undertaken annually. The gym provided is set amongst the 'budget' gym model and the facilities provided are still below that of our competitors, given the age of the equipment and range provided.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No consultation has therefore been carried out specifically in relation to these proposals, however customers are asked as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£18,000 based on previous years usage plus removal of concession usage.

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

COMMUNITY FACILITIES

LEISURE DEVELOPMENT - THE FITNESS SUITE, GYM AND EXERCISE CLASSES

Discount available for membership paid by direct debit

Leisure Development

IL 0505	Group Exercise Class (1 Session)	Adult	E	5.75	5.75	6.25	6.25
IL 0506		Concession	E	4.10	4.10	4.50	4.50

Gym

IL 0509	Fitness Membership (Gym & Aerobics)	per month	E	20.00	20.00	21.75	21.75
IL 0510	Casual Session	Adult	E	5.75	5.75	6.25	6.25
IL 0511		Concession	E	4.10	4.10	4.50	4.50
IL 0512	Fitness Membership (Gym Only)	per month	E	18.65	18.65	20.30	20.30
IL 0515	Fitness Membership	per annum	E	219.90	219.90	239.05	239.05
IL 0516	Fitness Membership Gym Only	per annum	E	191.95	191.95	208.65	208.65

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Communities
Budget Book Area: Community
Service Area: Community Facilities
Charging Directory Area: The Place, Pitsea - Equipment

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being".

The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Projector Screen – 8.7%
Staging per piece – 8.7%
Flipchart – 8.7%
Hot Water Urn – 8.7%
Linen Hire – Table Cloth – 8.7%

Justification and basis for revised charge (including any benchmarking/consultation)

It is proposed to increase the current charging structure for the equipment hire by an average of 8.7%, this is to cover the running costs and help meet the Council's budget gap.

With regards to the staging charge, hire of this equipment has declined due to the high cost to hire multiple pieces. From speaking to potential customers, it has been established that increased hire would be achieved if the charge is not increased.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

N/A

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£1,000 based on future estimated use.

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

COMMUNITY FACILITIES

THE PLACE, PITSEA - EQUIPMENT

Equipment Hire

IL 0520	Projector Screen	per hire (set up and putting away of item)	S	8.00	9.60	8.71	10.45
IL 0521	Staging	per piece	S	10.08	12.10	10.96	13.15
IL 0523	Flipchart		S	6.71	8.05	7.29	8.75
IL 0524	Hot Water Urn		S	6.71	8.05	7.29	8.75
IL 0525	Projector and Screen	per hire (set up and putting away of item)	S	33.04	39.65	35.92	43.10
IL 0526	Linen hire - Table Cloth		S	6.71	8.05	7.29	8.75

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Communities
Budget Book Area: Community
Service Area: Community Centres & Halls
Charging Directory Area: Directly Managed Halls

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being." Charges applied to hall hire allow partial recovery of the costs of the service. The costs of service provision to all groups include staff (cleaners and maintenance), utilities and other premises costs.

Proposed change in fee/charge from previous year (%)

Community hirers – 8.7%
Commercial hirers – 8.7%
Pre-schools – 8.7%
Dance schools – 8.7%
Scouts / Brownies, after school clubs and youth groups – 8.7%
Parent & toddler groups – 8.7%
Disabled groups – 8.7%
Storage charges Large & Small – No change
Office rental – No change
Bouncy Castle / electric – No change

Internal Recharge-
Post Run (Fridays only) - Currently £5. Increase to £5.50 – 10% increase.
Out of hours call out for Sheltered Housing is £2,007 to increased to £3,268. This denotes the actual full cost recovery of this service

Justification and basis for revised charge (including any benchmarking/consultation)

The standard 8.7% has applied to the Commercial prices, and 8.7% on all Community prices.
The proposed increase will help meet the Council's budget gap, and is step towards full cost recovery.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking is undertaken annually against other similar community facilities available for hire both locally and further afield. When setting these hire rates, regard is also paid to the prices charged by the hirer to their own customers (e.g. their class or sessional fees), where this is known.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out specifically in relation to this proposal, however customers are asked as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

243,000 based on usage from previous year plus estimates for future usage.

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

COMMUNITY CENTRES & HALLS

DIRECTLY MANAGED HALLS

Group Charges

CS 0041	Preschool/Dance School	per hour	E	15.00	15.00	16.35	16.35
CS 0049	Children's Party - Additional surcharge for the use of power supply (for bouncy castle etc)	per session	E	10.00	10.00	10.00	10.00

Borough Wide

CS 0042	Scouts, After school clubs & Youth Groups	per hour	E	15.00	15.00	16.35	16.35
CS 0043	Parent/Toddler Groups	per hour	E	15.00	15.00	16.35	16.35
CS 0044	Disabled Groups	per hour	E	15.00	15.00	16.35	16.35
CS 0045	Storage Charges (per week)	Large Store	S	6.29	7.55	6.83	8.20
CS 0046		Small Store	S	3.29	3.95	3.58	4.30
CS 0047	Office Rental	per week	E	15.00	15.00	16.35	16.35
CS 0053	Storage Charges Extra Large (New in 24/25)	per week	S	-	-	10.00	12.00

Commercial Hire

CS 0100	Kingswood/Frypa Hall/Laindon West Monday to Friday	per hour	E	35.00	35.00	38.05	38.05
CS 0101	Kingswood/Frypa Hall/Laindon West Weekends	per hour	E	38.25	38.25	41.60	41.60
CS 0120	Luncies Hall Monday to Friday	per hour	E	27.85	27.85	30.30	30.30
CS 0121	Luncies Hall Weekends	per hour	E	30.40	30.40	33.05	33.05
CS 0122	Gordon Hall Monday to Friday	per hour	E	28.40	28.40	30.90	30.90
CS 0123	Gordon Hall Weekends	per hour	E	31.15	31.15	33.90	33.90
CS 0140	The Crown/Trenham Monday to Friday	per hour	E	33.15	33.15	36.05	36.05
CS 0141	The Crown/Trenham Weekends	per hour	E	36.75	36.75	39.95	39.95
CS 0200	Vange North Meeting Hall Monday to Friday	per hour	E	33.85	33.85	36.80	36.80
CS 0201	Vange North Meeting Hall Weekends	per hour	E	37.00	37.00	40.25	40.25
CS 0202	Laindon West room hire only	per hour	E	10.00	10.00	10.00	10.00

Community Hire

CS 0054	Laindon West - Small Hall (New in 24/25)	per hour	E	-	-	10.00	10.00
CS 0110	Kingswood/Frypa Hall/Laindon West Monday to Friday	per hour	E	23.85	23.85	25.95	25.95
CS 0111	Kingswood/Frypa Hall/Laindon West Weekends	per hour	E	26.10	26.10	28.40	28.40
CS 0130	Luncies Hall Monday to Friday	per hour	E	19.35	19.35	21.05	21.05
CS 0131	Luncies Hall Weekends	per hour	E	20.85	20.85	22.70	22.70
CS 0132	Gordon Hall Monday to Friday	per hour	E	19.35	19.35	21.05	21.05
CS 0133	Gordon Hall Weekends	per hour	E	21.20	21.20	23.05	23.05
CS 0150	The Crown/Trenham Monday to Friday	per hour	E	22.90	22.90	24.90	24.90
CS 0151	The Crown/Trenham Weekends	per hour	E	24.60	24.60	26.75	26.75
CS 0210	Vange North Meeting Hall Monday to Friday	per hour	E	23.55	23.55	25.60	25.60
CS 0211	Vange North Meeting Hall Weekends	per hour	E	25.85	25.85	28.10	28.10

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Strategic Planning, Infrastructure & Planning Enforcement
Budget Book Area: Development & Regulation
Service Area: Planning
Charging Directory Area: Land Charges

Objectives/rationale of the fee/charge (e.g. full cost recovery)

DE 0300 – The charge for providing a full search is proportionate to the staff time and overheads required to provide the service.
DE 0300A – This charge is levied on personal search agents to provide them with information to complete their personal search. This is set nationally and cannot be varied by local authorities.
DE 0301- 0305 – These are charges to provide answers to specific additional questions in relation to personal searches, these charges reflect the full cost of providing the service.

Proposed change in fee/charge from previous year (%)

Approximately 8.7%, in line with current inflation.

Justification and basis for revised charge (including any benchmarking/consultation)

In line with inflation.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

We routinely check our fees against other neighbouring authorities, and a recent benchmarking exercise revealed that we are the second highest in Essex for full searches.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

Expected income will be based on historic usage to provide estimates, the usage of search fees has been reducing over the past 4 years. Based on these reduced values the expected income will be a total of around £250,000.

**DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PLANNING

LAND CHARGES

Land Charges/Search Fees

An additional 5% will be charged for ECC highways for fees DE0301 and DE0301A

DE 0300	Local Authority Search (with VAT)		S	169.13	202.95	183.88	220.65
DE 0300A	LLC1 (Search Fee)		OS	24.20	24.20	26.35	26.35
DE 0301	Additional Questions to above - Part 2 Enquiries (with VAT)	each	S	22.00	26.40	23.92	28.70
DE 0301A	Additional Questions Number 22 - Part 2 Enquiry (with VAT)	each	S	33.92	40.70	36.88	44.25
DE 0305	Additional Parcels of Land (with VAT)	each	S	14.67	17.60	15.96	19.15
DE 0305A	LLC1 Additional Parcels of Land	each	OS	6.05	6.05	6.60	6.60
DE 0391	Solicitors own Enquiries	each	S	40.25	48.30	43.79	52.55

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Strategic Planning, Infrastructure & Planning Enforcement
Budget Book Area: Development & Regulation
Service Area: Planning
Charging Directory Area: Planning Services - Application Fees

Objectives/rationale of the fee/charge (e.g. full cost recovery)

These are the charges levied for submission of the various types of planning application. These fees are set by central government and applied consistently across the country.

Proposed change in fee/charge from previous year (%)

From the 6th December 2023 central government have applied an increase to statutory planning application fees by 35% for applications for major development and 25% for all other applications. This will come into effect and remain for the financial year 2024/25. From 1st April 2025 an annual indexation (capped at 10%) will be introduced. It should also be noted that the fee exemption of repeat applications (the 'free-go') will be removed.

Justification and basis for revised charge (including any benchmarking/consultation)

Set by central government and from 1st April 2025 expected to increase on an annual indexation (capped at 10%).

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

N/A

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

Expected budget income calculations are done on the basis of grouping the 48 separate types of application into 3 categories. These are the major, minor and other applications (the definitions used for reporting performance figures to government). Following the increased rates from 6th December 2023, the budgeted income increased for the 3 categories for 24/25 is Major applications £380,800; Minor £261,200 and Other £435,400.

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PLANNING

PLANNING SERVICES - APPLICATION FEES

Concessions/Exemptions from payment exist, as set out in 'The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012' (as amended)

Householder Extensions & Alterations (including Outline Application)

Extension to house or flat, garage, garden shed or summerhouse, walls, fences or other means of enclosure.

DE 0306	Single Dwellinghouse (or single flat)		OS	206.00	206.00	258.00	258.00
DE 0307	Two or more Dwellinghouses (or two or more flats)		OS	407.00	407.00	509.00	509.00

Outline Applications (most types) (subject to maximum of £202,500)

DE 0308	Sites not more than 0.5 Hectares	per 0.1 Hectare	OS	462.00	462.00	578.00	578.00
DE 0308A	Sites between 0.5 to 2.5 Hectares	per 0.1 Hectare	OS	462.00	462.00	624.00	624.00
DE 0309	Sites exceeding 2.5 Hectares (Fixed charge)		OS	11,432.00	11,432.00	15,433.00	15,433.00
	Sites in excess of 2.5 Hectares (Incremental charge)	per 0.1 Hectare	OS	138.00	138.00	186.00	186.00

Residential Development (subject to maximum of £405,000)

DE 0310	Developments up to 10 Dwellinghouses	per dwelling	OS	462.00	462.00	578.00	578.00
DE 0310A	Developments between 10 and 50 Dwellinghouses	per dwelling	OS	462.00	462.00	624.00	624.00
DE 0311	Developments exceeding 50 Dwellinghouses (Fixed charge)		OS	22,859.00	22,859.00	30,860.00	30,860.00
	Developments in excess of 50 Dwellinghouses (Incremental charge)	per dwelling	OS	138.00	138.00	186.00	186.00

Erection of buildings (Gross Floor Space) (subject to maximum of £405,000)

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) (not dwellinghouses, agricultural, glasshouses, plant nor machinery)

DE 0312	No increase in space or no more than up to 40 sq m		OS	234.00	234.00	293.00	293.00
DE 0313	Space between 40 and 1,000 sq m	per 75 sq m	OS	462.00	462.00	578.00	578.00
DE 0314	Space between 1,000 and 3,750 sq m	per 75 sq m	OS	462.00	462.00	624.00	624.00
DE 0315	Space exceeding 3,750 sq m (Fixed charge)		OS	22,859.00	22,859.00	30,680.00	30,680.00
DE 0316	Additional space in excess of 3,750 sq m (Incremental charge)	per 75 sq m	OS	138.00	138.00	186.00	186.00

Plant & Machinery (erection/alteration/replace of plant machinery) (subject to maximum of £405,000)

DE 0317	Sites not more than 1 Hectare	per 0.1 Hectare	OS	462.00	462.00	578.00	578.00
DE 0317A	Sites between 1 and 5 Hectares	per 0.1 Hectare	OS	462.00	462.00	624.00	624.00
DE 0318	Sites exceeding 5 Hectares (Fixed charge)		OS	22,859.00	22,859.00	30,860.00	30,860.00
DE 0319	Sites in excess of 5 Hectares (Incremental charge)	per 0.1 Hectare	OS	138.00	138.00	186.00	186.00

Exploratory Drilling for Oil or Natural Gas (subject to maximum of £405,000)

Applications other than building works

DE 0323	Sites up to 7.5 Hectares	per 0.1 Hectare	OS	508.00	508.00	686.00	686.00
DE 0324	Sites exceeding 7.5 Hectares (Fixed charge)		OS	38,070.00	38,070.00	51,395.00	51,395.00
DE 0325	Sites in excess of 7.5 Hectares (Incremental charge)	per 0.1 Hectare	OS	151.00	151.00	204.00	204.00

Change of Use of building to dwellinghouse(s) or other cases (subject to maximum of £405,000)

DE 0326	Sites up to 10 Dwellinghouses	per dwelling	OS	462.00	462.00	578.00	578.00
DE 0326A	Sites between 10 and 50 Dwellinghouses	per dwelling	OS	462.00	462.00	624.00	624.00
DE 0327	Sites exceeding 50 Dwellinghouses (Fixed charge)		OS	22,859.00	22,859.00	30,860.00	30,860.00
DE 0327A	Additional sites in excess of 50 Dwellinghouses (Incremental charge)	per dwelling	OS	138.00	138.00	186.00	186.00
DE 0328	Other changes of use of building or land		OS	462.00	462.00	578.00	578.00

Erection of buildings on agricultural land (Gross Floor Space) (subject to maximum of £405,000)

DE 0329	Space up to 465 sq m		OS	96.00	96.00	120.00	120.00
DE 0330	Space between 465 and 540 sq m		OS	462.00	462.00	578.00	578.00
DE 0331	Space between 540 and 1,000 sq m (Fixed charge)		OS	462.00	462.00	578.00	578.00
DE 0331A	Additional space between 540 and 1,000 sq m (Incremental charge)	per 75 sq m	OS	462.00	462.00	578.00	578.00
DE 0332	Space between 1,000 and 4,215 sq m (Fixed charge)		OS	462.00	462.00	624.00	624.00
DE 0332A	Additional space between 1,000 and 4,215 sq m (Incremental charge)	per 75 sq m	OS	462.00	462.00	624.00	624.00
DE 0333	Space exceeding 4,215 sq m (Fixed charge)		OS	22,859.00	22,859.00	30,860.00	30,860.00
DE 0334	Additional space in excess of 4,215 sq m (Incremental charge)	per sq m	OS	138.00	138.00	186.00	186.00

Erection of Glasshouses on Agricultural Land

DE 0335	Up to 465 sq m		OS	96.00	96.00	120.00	120.00
DE 0335A	Between 465 and 1,000 sq m		OS	2,580.00	2,580.00	3,225.00	3,225.00
DE 0336	Exceeding 1,000 sq m		OS	2,580.00	2,580.00	3,483.00	3,483.00

Applications other than building works

DE 0337	Car Parks, Service Roads or other accesses for existing uses		OS	234.00	234.00	293.00	293.00
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Advertisements

DE 0342	Relating to the business on the premises		OS	132.00	132.00	165.00	165.00
DE 0343	Advance signs not situated on or visible from the site		OS	132.00	132.00	165.00	165.00
DE 0344	Other advertisements		OS	462.00	462.00	578.00	578.00

Lawful Development Certificates

DE 0346	Existing Use or Operation (same as full application)		OS	-	-	-	-
DE 0347	Existing Use or Operation - Lawful not to comply with any condition or limitation		OS	234.00	234.00	293.00	293.00
DE 0347A	Proposed Use or Operation (half the normal planning fee)		OS	-	-	-	-

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025		
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT	
<u>Removal/Variation/Approval/Discharge of Condition</u>							
DE 0348	Discharge of condition(s) – Approval of details and/or confirmation that one or more planning conditions have been complied with - Householder permissions	per request	OS	34.00	34.00	43.00	43.00
DE 0348A	Discharge of condition(s) – Approval of details and/or confirmation that one or more planning conditions have been complied with - All other permissions	per request	OS	116.00	116.00	145.00	145.00
DE 0349	Removal or variation of a condition following planning permission	per request	OS	234.00	234.00	293.00	293.00
<u>Non Material Amendment Following Grant of Planning Permission</u>							
DE 0350	Applications in respect of householder developments		OS	34.00	34.00	43.00	43.00
DE 0351	Applications in respect of other developments		OS	234.00	234.00	293.00	293.00
<u>Applications other than building works - Waste (Subject to maximum of £105,300)</u>							
<i>Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals</i>							
DE 0360	Sites up to 15 hectares	per 0.1 Hectare	OS	234.00	234.00	316.00	316.00
DE 0361	Sites exceeding 15 hectares (Fixed charge)		OS	34,934.00	34,934.00	47,161.00	47,161.00
DE 0362	Sites exceeding 15 hectares (Incremental charge)	per 0.1 Hectare	OS	138.00	138.00	186.00	186.00
<u>Operations (Other than Exploratory Drilling) for Oil or Natural Gas (Subject to maximum of £105,300)</u>							
DE 0363	Sites up to 15 hectares	per 0.1 Hectare	OS	257.00	257.00	347.00	347.00
DE 0364	Sites exceeding 15 hectares (Fixed charge)		OS	38,520.00	38,520.00	52,002.00	52,002.00
DE 0365	Sites exceeding 15 hectares (Incremental charge)	per 0.1 Hectare	OS	151.00	151.00	204.00	204.00
<u>Other Operations (Minerals) excluding Oil and Natural Gas (Subject to maximum of £105,300)</u>							
DE 0366	Sites up to 15 hectares	per 0.1 Hectare	OS	234.00	234.00	316.00	316.00
DE 0367	Sites exceeding 15 hectares (Fixed charge)		OS	34,934.00	34,934.00	47,161.00	47,161.00
DE 0368	Sites exceeding 15 hectares (Incremental charge)	per 0.1 Hectare	OS	138.00	138.00	186.00	186.00
<u>Other Operations (not coming within any of the above categories) (Subject to maximum of £2,535)</u>							
DE 0369	Any site area	per 0.1 Hectare	OS	234.00	234.00	293.00	293.00
<u>Reserved Matters</u>							
DE 0370	Approval of reserved matters following outline approval (Full fee due or if full fee already paid then additional due)		OS	462.00	462.00	578.00	578.00
<u>Application for Permission in Principle</u>							
DE 0371	Site area	per 0.1 Hectare	OS	402.00	402.00	503.00	503.00

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT
<u>Prior Approval (under Permitted Development rights)</u>						
DE 1240	Larger Home Extensions	OS	96.00	96.00	120.00	120.00
DE 1241	Additional storeys on a home	OS	96.00	96.00	120.00	120.00
DE 1242	Agricultural and Forestry buildings & operations	OS	96.00	96.00	120.00	120.00
DE 1243	Demolition of Buildings	OS	96.00	96.00	120.00	120.00
DE 1244	Communications (Previously referred to as Telecommunications Code Systems Operators')	OS	462.00	462.00	578.00	578.00
DE 1245	Change of use from Commercial/Business/Service (Use Class E), or Betting Office or Pay Day Loan Shop to mixed use including up to two flats (Use Class C3)	OS	96.00	96.00	120.00	120.00
DE 1246	Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) to a State Funded School	OS	96.00	96.00	120.00	120.00
DE 1247	Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School	OS	96.00	96.00	120.00	120.00
DE 1248	Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible commercial use within Commercial/Business/Service (Use Class E), Storage or Distribution (Use Class B8), or Hotels (Use Class C1)	OS	96.00	96.00	120.00	120.00
DE 1249	Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E) to Dwellinghouses (Use Class C3)	per dwelling OS	100.00	100.00	125.00	125.00
DE 1250	Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3), where there are no Associated Building Operations	OS	96.00	96.00	120.00	120.00
DE 1251	Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3), and Associated Building Operations	OS	206.00	206.00	258.00	258.00
DE 1252	Change of Use of a building from Betting Office, Pay Day Loan Shop, Launderette; a mixed use combining one of these uses and use as Dwellinghouse(s); or Hot Food Takeaways to Dwellinghouses (Use Class C3), where no Associated Building Operations	OS	96.00	96.00	120.00	120.00
DE 1253	Change of Use of a building from Betting Office, Pay Day Loan Shop, Launderette; a mixed use combining one of these uses and use as Dwellinghouse(s); or Hot Food Takeaways to Dwellinghouses (Use Class C3), plus Associated Building Operations	OS	206.00	206.00	258.00	258.00
DE 1254	Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3), where no Associated Building Operations	OS	96.00	96.00	120.00	120.00
DE 1255	Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3) plus Associated Building Operations	OS	206.00	206.00	258.00	258.00
DE 1256	Temporary Use of Buildings or Land for Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery	OS	96.00	96.00	120.00	120.00
DE 1257	Provision of Temporary School Buildings on Vacant Commercial Land and the use of that land as a State-funded School for up to 3 Academic Years	OS	96.00	96.00	120.00	120.00
DE 1258	Notification for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	OS	96.00	96.00	120.00	120.00
DE 1259	Installation, Alteration or Replacement of Solar Photovoltaics (PV) Equipment on Non-Domestic Building Roofs up to 1MW Capacity	OS	96.00	96.00	120.00	120.00
DE 1260	Erection, extension, or alteration of a university building	OS	96.00	96.00	120.00	120.00
DE 1261	Movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc	OS	96.00	96.00	120.00	120.00
DE 1262	Erection, extension or alteration on a closed defence site by or on behalf of the Crown of single living accommodation and/or non-residential buildings	OS	96.00	96.00	120.00	120.00
DE 1263	Construction of new dwellinghouses (up to 10 dwellinghouses)	per dwelling OS	334.00	334.00	418.00	418.00
DE 1264	Construction of new dwellinghouses (between 10 and 50 dwellinghouses)	per dwelling OS	334.00	334.00	451.00	451.00
DE 1265	Construction of new dwellinghouses (exceeding 50 dwellinghouses) - Fixed Charge	OS	16,525.00	16,525.00	22,309.00	22,309.00
DE 1266	Construction of new dwellinghouses (exceeding 50 dwellinghouses) - Incremental Charge (Maximum total fee of £405,000)	per dwelling OS	100.00	100.00	135.00	135.00

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Strategic Planning, Infrastructure & Planning Enforcement
Budget Book Area: Development & Regulation
Service Area: Planning
Charging Directory Area: Planning Services - Copy Documents

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Copy Documents - The objective is to charge a fee that reflects the cost of providing a copy of a planning document. Dependent on the type of document, different rates apply from a per sheet fee to a flat rate per document.

Proposed change in fee/charge from previous year (%)

Approximately 8.7%, in line with current inflation.

Justification and basis for revised charge (including any benchmarking/consultation)

In line with inflation.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Copy Documents - fee relates to relative size of paper and ink, based upon existing charge structure for A3/A4 copies.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

None undertaken. Charges competitive across Essex region.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

The usage is low as such the expected recovery of income will remain as such, following the increase of digital documentation. The income is expected to be around £3,500.

**DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PLANNING

PLANNING SERVICES - COPY DOCUMENTS

Copies of Decision Notices

DE 0400	Copy	each	S	12.50	15.00	13.63	16.35
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Copies of Representation Letters etc.

DE 0410	1st six sheets		S	3.88	4.65	4.25	5.10
DE 0411	Each subsequent sheet		S	1.00	1.20	1.00	1.20

Copies of Other Documents e.g. TPO's & Enforcement Notices

DE 0420	1st and 2nd pages		S	21.75	26.10	23.67	28.40
DE 0421	Each subsequent page		S	-	-	-	-

Copies of Legal Agreements

DE 0430	1st and 2nd pages		S	31.79	38.15	34.58	41.50
DE 0431	Each subsequent page		S	-	-	-	-
DE 0510	Basildon District Council Local Plan Saved Policies 2007		Z	25.45	25.45	27.70	27.70
DE 0510A	Maps of the above supplied separately		Z	12.75	12.75	13.90	13.90
DE 0511	Basildon Borough Council Local Plan Inspector's Report		Z	25.45	25.45	27.70	27.70
DE 0512	Basildon Borough Council Local Plan Statement of Decisions		Z	25.45	25.45	27.70	27.70
DE 0513	Basildon Borough Council Local Plan Modifications (both sets)		Z	25.45	25.45	27.70	27.70
DE 0515	Basildon District Council Statement of Community Involvement October 2009 (Black and white copy is free)		Z	6.95	6.95	7.60	7.60
DE 0520	Site Inspection/Professional Services	per hour	S	94.33	113.20	102.54	123.05

Plan Copies

DE 0530	First 2 normal sheets (A4/A3 size)		S	13.67	16.40	14.88	17.85
DE 0531	Subsequent normal copies	each	S	1.00	1.20	1.00	1.20
DE 0532	First 2 normal sheets (A2/A1 size)		S	22.33	26.80	24.29	29.15
DE 0533	Subsequent normal copies	each	S	10.63	12.75	11.58	13.90

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Strategic Planning, Infrastructure & Planning Enforcement
Budget Book Area: Development & Regulation
Service Area: Planning
Charging Directory Area: Street Naming & Numbering

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Full cost recovery.

Proposed change in fee/charge from previous year (%)

Approximately 8.7%, in line with current inflation.

Justification and basis for revised charge (including any benchmarking/consultation)

In line with inflation.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

A new policy for this part of the service was approved by Committee in November 2021. This has looked at full cost recovery and benchmarked the service across a wider number of Authorities.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

Income levels for Street Name and Numbering are based on the size and type of application received, which are not always known until received. Following historic trends, it is hopeful that income levels will reach £15,000.

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PLANNING

STREET NAMING & NUMBERING

Individual dwelling charge stated is applicable to each individual dwelling within a block

New Development

OC 1015	Per Individual Dwelling	each	OS	63.00	63.00	68.50	68.50
OC 1016	Per Street Name/Block	each	OS	126.00	126.00	137.00	137.00
OC 1017	Per Street Name/Block from Pre-Approved List	each	OS	94.50	94.50	102.75	102.75

Renaming or Renumbering a single dwelling

OC 1018	Per individual Dwelling	each	OS	63.00	63.00	68.50	68.50
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Naming/Renaming a Residential building

OC 1025	Per Individual Dwelling	each	OS	63.00	63.00	68.50	68.50
OC 1026	Per Street Name/Block	each	OS	126.00	126.00	137.00	137.00
OC 1027	Per Street Name/Block from Pre-Approved List	each	OS	94.50	94.50	102.75	102.75

Naming/Renaming a Non-Residential building

OC 1028	Per Individual Dwelling	each	OS	63.00	63.00	68.50	68.50
OC 1029	Per Street Name/Block	each	OS	126.00	126.00	137.00	137.00
OC 1030	Per Street Name/Block from Pre-Approved List	each	OS	94.50	94.50	102.75	102.75

Street Name Change

OC 1022	Per Individual Dwelling	each	OS	63.00	63.00	68.50	68.50
OC 1023	Per Street Name/Block	each	OS	126.00	126.00	137.00	137.00
OC 1024	Per Street Name/Block from Pre-Approved List	each	OS	94.50	94.50	102.75	102.75

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Strategic Planning, Infrastructure & Planning Enforcement
Budget Book Area: Development & Regulation
Service Area: Planning
Charging Directory Area: Planning Services

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The objective is to charge a fee that reflects the cost of the administration of validating applications where applicants fail to supply the necessary information. Dependent on the type of application (using Government parameters) different rates apply.

PL0158 to 0161 – This is an additional charge that is being sought to reflect officer time to review validation of planning applications. This service has been requested by a number of agents.

Whilst uncommon, applications are received to formally remove enforcement notices from the register. It is therefore reasonable to suggest that the work undertaken in respect of such a determination is commensurate with that of confirming, varying or removing a condition. Moreover, such a fee is reflective of the aforesaid application type and should therefore not be unexpected.

Proposed change in fee/charge from previous year (%)

Approximately 8.7% Increase, in line with current inflation.

Justification and basis for revised charge (including any benchmarking/consultation)

To achieve consistency across the range of charges while also seeking to recover costs.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

New fee relates to officer time taken to administrate applications. It is reflective of charges levied by neighbouring boroughs for the same activities.

Most recently undertaken in December 2018, analysing equivalent charges at Brentwood, Chelmsford, Rochford, Thurrock, Castle Point & Southend Councils.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

The expected usage for these charges are low and historically the income has been minimal. The income is not predicted to exceed £1,000.

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PLANNING

PLANNING SERVICES

Fees for applications that are not validated

DE 0320	Householder, advertisement, and similar	each	OS	110.00	110.00	119.60	119.60
DE 0321	Minor, lawfulness, and similar applications	each	OS	110.00	110.00	119.60	119.60
DE 0322	Major, and similar complex applications	each	OS	220.00	220.00	239.15	239.15

Additional Services

PL 0139	Confirmation of the closure of an enforcement case	each	S	110.00	132.00	119.58	143.50
PL 0140	Confirmation of compliance with an enforcement notice	each	S	330.00	396.00	358.75	430.50
PL 0141	Confirmation of compliance with listed building consent (available 12 month period following the completion of the development)	each	S	330.00	396.00	358.75	430.50
PL 0142	Compliance with S106 planning obligations	First condition	S	330.00	396.00	358.75	430.50
PL 0143	Confirmation of compliance with planning conditions and compliance with S106 planning obligations	Each additional condition	S	55.00	66.00	59.79	71.75
PL 0144		Additional site visit	S	110.00	132.00	119.58	143.50
PL 0145	Help resolving conveyancing issues	each	S	550.00	660.00	597.88	717.45

Validation Checking Service

PL 0158	Cat A - Major Development and Development subject to an EIA	per check (plus one re-check within 10 days)	S	110.00	132.00	119.58	143.50
PL 0159	Cat B - Minor Development	per check (plus one re-check within 10 days)	S	55.00	66.00	59.79	71.75
PL 0160	Cat C - householders, telecomms, listed build, ad consent. Cert of lawfulness for existing, New dwellings demolition in a conservation area, TPO.	per check (plus one re-check within 10 days)	S	55.00	66.00	59.79	71.75
PL 0161	Cat D - applications submitted for the benefit of a registered disabled person. Where a PPA has been submitted, this validation check is included.	per check (plus one re-check within 10 days)	S	-	-	-	-

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Strategic Planning, Infrastructure & Planning Enforcement
Budget Book Area: Development & Regulation
Service Area: Planning
Charging Directory Area: Planning Fees

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Pre-Apps: The objective is to charge a fee that reflects the cost of service delivery for additional planning functions where the applicants and agents are seeking pre application advice on developments prior to submission. The fee charged reflects the proportionate amount of work required and some additional benchmarking across the County and wider region.

PPA's: This charge is levied to provide a development team approach for strategic developments within the Borough, allowing to draw additional resources to deliver excellence. The charges are proportionate to the work undertaken and benchmarked across the wider region.

Proposed change in fee/charge from previous year (%)

A new revised schedule for both Pre-Apps and PPA's have been put into place following agreement at Cabinet.

Justification and basis for revised charge (including any benchmarking/consultation)

The Pre-app and PPA service is working well but it is clear looking back that many of the schemes have required more Officer time than envisaged. Hence the revision on the scheme of charges. In addition, we now have an urban design officer which was a chargeable service we use to rely on ECC Place Services for. We can now offer this service in house and have therefore increased the PPA fees to reflect both these matters.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Where required all fees and charges are benchmarked both sub-regionally and nationally.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

The expected income from these charges is unquantifiable as these are dependent upon the size and quantity of applications. For Pre-Apps the current budgeted income is £83,600.

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PLANNING

PLANNING FEES

Pre Application Costs

Initial cost fee includes one virtual meeting and written advice

PL 0162	10 - 49 Residential units / 1,000 to 2,499sqm non-residential floor space (inc. change of use)	Initial Cost	S	1,920.00	2,304.00	5,000.00	6,000.00
PL 0163		Additional meeting and follow-up	S	780.00	936.00	1,500.00	1,800.00
PL 0164	2 - 9 Residential units / up to 999sqm non-residential floor space (inc. change of use)	Initial Cost	S	960.00	1,152.00	1,500.00	1,800.00
PL 0165		Additional meeting and follow-up	S	780.00	936.00	500.00	600.00
PL 0166	1 Residential unit, either additional/replacement/conversion	Initial Cost	S	480.00	576.00	480.00	576.00
PL 0167		Additional meeting and follow-up	S	200.00	240.00	-	-
PL 0168	Telecommunications	Initial Cost	S	-	-	1,500.00	1,800.00
PL 0169		Additional meeting and follow-up	S	-	-	500.00	600.00
PL 0170	Householder Application	Initial Cost	S	480.00	576.00	240.00	288.00

Planning Performance Agreements (Replaces prior PPA categories and charges)

The Council operates a development team approach to all its PPAs which means that meetings are attended by the Head of Planning and/or Development Team Manager, a Case Officer, a Planning Policy Officer and an Urban Design Officer, plus other specialisms where necessary such as Environmental Health and Arboricultural Officers. This ensures a tailored approach is taken when discussing proposals for larger schemes, and one that is reflective of the needs of both the applicant and the Local Planning Authority, recognising that large scale development proposals will require a series of meetings and regular dialogue with the case officer and the wider Local Planning Authority team. The fees requested reflects the level of upfront work and resources required to consider larger proposals.

PL 0171	Cat A: 750+ Residential units / 20,000sqm+ non-residential floor space (inc. change of use) / use of land sit site areas over 5ha	Inception Meeting	S	-	-	10,000.00	12,000.00
PL 0172		Arrangement Fee	S	-	-	-	-
PL 0173		Additional costs	S	-	-	-	-
PL 0174	Cat B: 500-749 Residential units / 10,000 - 19,999sqm non-residential floor space (inc. change of use)	Inception Meeting	S	-	-	10,000.00	12,000.00
PL 0175		Arrangement Fee	S	-	-	75,000.00	90,000.00
PL 0176		Additional costs	S	-	-	-	-
PL 0177	Cat C: 300-499 Residential units / 5,000 - 9,999sqm non-residential floor space (inc. change of use)	Inception Meeting	S	-	-	10,000.00	12,000.00
PL 0178		Arrangement Fee	S	-	-	60,000.00	72,000.00
PL 0179		Additional costs	S	-	-	-	-
PL 0180	Cat D: 100-299 Residential units / 3,000 - 4,999sqm non-residential floor space (inc. change of use)	Inception Meeting	S	-	-	10,000.00	12,000.00
PL 0181		Arrangement Fee	S	-	-	40,000.00	48,000.00
PL 0182		Additional costs	S	-	-	-	-
PL 0183	Cat E: 50-99 Residential units / 2,500 - 2,999sqm non-residential floor space (inc. change of use)	Inception Meeting	S	-	-	10,000.00	12,000.00
PL 0184		Arrangement Fee	S	-	-	25,000.00	30,000.00
PL 0185		Additional costs	S	-	-	-	-

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Development & Regulation
Service Area: Building Control
Charging Directory Area: New Dwellings (not exceeding 300 sq m)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Legislation: The Building (Local Authority Charges) Regulations 2010.
The charges are set to enable full cost recovery of the specific functions stated in the legislation for each specific submission.

The fees are based on guidance from the Local Authority Building Control Organisation and the Essex Building Surveys Association.

The charges are indicative based on time spent on the particular categories listed. Applicants can also request a personalised price for their particular proposals.

Proposed change in fee/charge from previous year (%)

Various increases up to average 10.83%

Justification and basis for revised charge (including any benchmarking/consultation)

The chargeable hourly rate changes from year to year and legislative changes increase time taken on certain work. They have also been increased in line with Council directive.

Changes to certain categories have been made to ensure that the chargeable function costs are recovered.

Some applications have two charges applicable; Plan Charge and Inspection Charge. The overall charge for the application is in line with the strategy.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Last year's charges of adjacent Local Authorities have been reviewed.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£89,000

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

BUILDING CONTROL

NEW DWELLINGS (NOT EXCEEDING 300 SQ M)

Plan Charge

BC 0800	1 House/Bungalow less than 4 storeys	S	195.00	234.00	210.00	252.00
BC 0801	2 Houses/Bungalows less than 4 storeys	S	275.00	330.00	290.00	348.00
BC 0802	3 Houses/Bungalows less than 4 storeys	S	330.00	396.00	380.00	456.00
BC 0803	4 Houses/Bungalows less than 4 storeys	S	365.00	438.00	415.00	498.00
BC 0804	5 Houses/Bungalows less than 4 storeys	S	395.00	474.00	500.00	600.00
BC 0805	Conversion to Single Dwelling House	S	265.00	318.00	265.00	318.00
BC 0806	1 Flat	S	195.00	234.00	210.00	252.00
BC 0807	2 Flats	S	275.00	330.00	290.00	348.00
BC 0808	3 Flats	S	330.00	396.00	380.00	456.00
BC 0809	4 Flats	S	365.00	438.00	415.00	498.00
BC 0810	5 Flats	S	395.00	474.00	500.00	600.00
BC 0811	Conversion to Single Flat	S	265.00	318.00	265.00	318.00

Inspection Charge (paid when work starts)

BC 0812	1 House/Bungalow less than 4 storeys	S	410.00	492.00	450.00	540.00
BC 0821	2 Houses/Bungalows less than 4 storeys	S	515.00	618.00	550.00	660.00
BC 0822	3 Houses/Bungalows less than 4 storeys	S	665.00	798.00	700.00	840.00
BC 0823	4 Houses/Bungalows less than 4 storeys	S	780.00	936.00	800.00	960.00
BC 0824	5 Houses/Bungalows less than 4 storeys	S	840.00	1,008.00	900.00	1,080.00
BC 0825	Conversion to Single Dwelling House	S	465.00	558.00	500.00	600.00
BC 0826	1 Flat	S	410.00	492.00	450.00	540.00
BC 0827	2 Flats	S	515.00	618.00	550.00	660.00
BC 0828	3 Flats	S	665.00	798.00	700.00	840.00
BC 0829	4 Flats	S	780.00	936.00	800.00	960.00
BC 0830	5 Flats	S	840.00	1,008.00	900.00	1,080.00
BC 0831	Conversion to Single Flat	S	465.00	558.00	500.00	600.00

Building Notice Charge

BC 0840	1 House/Bungalow less than 4 storeys	S	680.00	816.00	700.00	840.00
BC 0841	2 Houses/Bungalows less than 4 storeys	S	890.00	1,068.00	890.00	1,068.00
BC 0842	3 Houses/Bungalows less than 4 storeys	S	1,010.00	1,212.00	1,250.00	1,500.00
BC 0843	4 Houses/Bungalows less than 4 storeys	S	1,170.00	1,404.00	1,450.00	1,740.00
BC 0844	5 Houses/Bungalows less than 4 storeys	S	1,280.00	1,536.00	1,680.00	2,016.00
BC 0845	Conversion to Single Dwelling House	S	780.00	936.00	800.00	960.00
BC 0846	1 Flat	S	680.00	816.00	700.00	840.00
BC 0847	2 Flats	S	890.00	1,068.00	890.00	1,068.00
BC 0848	3 Flats	S	1,010.00	1,212.00	1,250.00	1,500.00
BC 0849	4 Flats	S	1,170.00	1,404.00	1,450.00	1,740.00
BC 0850	5 Flats	S	1,280.00	1,536.00	1,680.00	2,016.00
BC 0851	Conversion to Single Flat	S	780.00	936.00	800.00	960.00

Notifiable Electrical Work (per dwelling, where applicable, in addition to other charges)

Where a satisfactory certificate will not be issued by a Part P registered electrician.

BC 0883	Additional charge	S	300.00	360.00	350.00	420.00
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Development & Regulation
Service Area: Building Control
Charging Directory Area: Work to a Single Dwelling (no more than 3 storeys above ground level)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Legislation: The Building (Local Authority Charges) Regulations 2010.
The charges are set to enable full cost recovery of the specific functions stated in the legislation for each specific submission.

The fees are based on guidance from the Local Authority Building Control Organisation and the Essex Building Surveys association.

The charges are indicative based on time spent on the particular categories listed. Applicants can also request a personalised price for their particular proposals.

Proposed change in fee/charge from previous year (%)

Various increases, average 9.22%

Justification and basis for revised charge (including any benchmarking/consultation)

Changes to certain categories have been made to ensure that the chargeable function costs are recovered.

Some applications have two charges applicable; Plan Charge and Inspection Charge. The overall charge for the application is in line with the strategy.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Last year's charges of adjacent Local Authorities have been reviewed.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£334,000

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

BUILDING CONTROL

WORK TO A SINGLE DWELLING (NO MORE THAN 3 STOREYS ABOVE GROUND LEVEL)

MULTIPLE WORKS REDUCTIONS - Where the proposed works consist of more than one of the following elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements with the exception of the Electrical Works.

Extension & New Build

Plan Charge & Inspection charge has been split out from 24/25 for BC 0900

BC 0900	Separate single storey extension with floor area not exceeding 10 sq m	Plan Charge	S	400.00	480.00	125.00	150.00
	Separate single storey extension with floor area no exceeding 10sq m	Inspection Charge	S	-	-	350.00	420.00
BC 0902	Separate single storey extension with floor area not exceeding 10 sq m	Building Notice Charge	S	500.00	600.00	550.00	660.00
BC 0904	Separate single storey extension with floor area not exceeding 10 to 40 sq m	Plan Charge	S	150.00	180.00	170.00	204.00
BC 0905		Inspection Charge	S	400.00	480.00	450.00	540.00
BC 0906		Building Notice Charge	S	650.00	780.00	700.00	840.00
BC 0908	Separate single storey extension with floor area exceeding 40 sq m but not exceeding 100 sq m	Plan Charge	S	170.00	204.00	200.00	240.00
BC 0909		Inspection Charge	S	480.00	576.00	500.00	600.00
BC 0910		Building Notice Charge	S	775.00	930.00	800.00	960.00
BC 0912	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40 sq m	Plan Charge	S	165.00	198.00	190.00	228.00
BC 0913		Inspection Charge	S	415.00	498.00	480.00	576.00
BC 0914		Building Notice Charge	S	650.00	780.00	750.00	900.00
BC 0916	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40 sq m but not exceeding 100 sq m	Plan Charge	S	185.00	222.00	210.00	252.00
BC 0917		Inspection Charge	S	510.00	612.00	540.00	648.00
BC 0918		Building Notice Charge	S	775.00	930.00	825.00	990.00
BC 0920	A building or extension comprising solely of a garage, carport or store and a total floor area not exceeding 100 sq m	Plan Charge	S	125.00	150.00	150.00	180.00
BC 0921		Inspection Charge	S	290.00	348.00	340.00	408.00
BC 0922		Building Notice Charge	S	460.00	552.00	550.00	660.00
BC 0924	Detached non-habitable domestic building with a total floor area not exceeding 50 sq m	Plan Charge	S	135.00	162.00	170.00	204.00
BC 0925		Inspection Charge	S	400.00	480.00	400.00	480.00
BC 0926		Building Notice Charge	S	550.00	660.00	650.00	780.00

Conversions

BC 0930	First Floor & Second Floor loft conversions	Plan Charge	S	190.00	228.00	210.00	252.00
BC 0931		Inspection Charge	S	400.00	480.00	450.00	540.00
BC 0932		Building Notice Charge	S	610.00	732.00	700.00	840.00
BC 0934	Other work (e.g. garage conversions)	Plan Charge	S	125.00	150.00	150.00	180.00
BC 0935		Inspection Charge	S	210.00	252.00	250.00	300.00
BC 0936		Building Notice Charge	S	370.00	444.00	400.00	480.00

Alterations (including Underpinning)

BC 0940	Renovation of a thermal element	Plan Charge	S	100.00	120.00	120.00	144.00
BC 0941		Inspection Charge	S	120.00	144.00	120.00	144.00
BC 0942		Building Notice Charge	S	250.00	300.00	250.00	300.00
BC 0944	Replacements of windows, roof lights, roof windows or external glazed doors	Plan Charge	S	180.00	216.00	190.00	228.00
BC 0946		Building Notice Charge	S	200.00	240.00	220.00	264.00
BC 0948	Cost of work not exceeding £5000 (including renewable energy systems)	Plan Charge	S	110.00	132.00	120.00	144.00
BC 0949		Inspection Charge	S	140.00	168.00	160.00	192.00
BC 0950		Building Notice Charge	S	270.00	324.00	320.00	384.00
BC 0952	Cost of work exceeding £5000 and not exceeding £40000	Plan Charge	S	140.00	168.00	160.00	192.00
BC 0953		Inspection Charge	S	340.00	408.00	360.00	432.00
BC 0954		Building Notice Charge	S	570.00	684.00	600.00	720.00
BC 0956	Cost of work exceeding £40000 and not exceeding £60000	Plan Charge	S	160.00	192.00	180.00	216.00
BC 0957		Inspection Charge	S	490.00	588.00	500.00	600.00
BC 0958		Building Notice Charge	S	780.00	936.00	800.00	960.00
BC 0960	Cost of work exceeding £60000 and not exceeding £100000	Plan Charge	S	200.00	240.00	200.00	240.00
BC 0961		Inspection Charge	S	700.00	840.00	750.00	900.00
BC 0962		Building Notice Charge	S	990.00	1,188.00	1,000.00	1,200.00

Notifiable Electrical Work (in addition to other charges where applicable)

Where a satisfactory certificate will not be issued by a Part P registered electrician.

BC 0973	Additional charge		S	300.00	360.00	360.00	432.00
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Development & Regulation
Service Area: Building Control
Charging Directory Area: All Other Non-Domestic Work (no more than 3 storeys above ground level)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Legislation: The Building (Local Authority Charges) Regulations 2010.
The charges are set to enable full cost recovery of the specific functions stated in the legislation for each specific submission.

The fees are based on guidance from the Local Authority Building Control Organisation and the Essex Building Surveys association.

The charges are indicative based on time spent on the particular categories listed. Applicants can also request a personalised price for their particular proposals.

Proposed change in fee/charge from previous year (%)

Various increases, average 5.20%

Justification and basis for revised charge (including any benchmarking/consultation)

The chargeable hourly rate changes from year to year and legislative changes increase time taken on certain work. They have also been increased in line with Council directive.

Changes to certain categories have been made to ensure that the chargeable function costs are recovered.

Some applications have two charges applicable; Plan Charge and Inspection Charge. The overall charge for the application is in line with the strategy.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Last year's charges of adjacent Local Authorities have been reviewed.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£44,000

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

BUILDING CONTROL

ALL OTHER NON-DOMESTIC WORK (NO MORE THAN 3 STOREYS ABOVE GROUND LEVEL)

MULTIPLE WORKS REDUCTIONS - Where the proposed works consist of more than one of the following elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements. Developers have the option to ask for individually determined charge based on their particular development.

Extension & New Build

BC 1000	Single storey extension with floor area not exceeding 40 sq m	Plan Charge	S	230.00	276.00	240.00	288.00
BC 1001		Inspection Charge	S	450.00	540.00	450.00	540.00
BC 1003	Single storey extension with floor area not exceeding 40 to 100 sq m	Plan Charge	S	250.00	300.00	260.00	312.00
BC 1004		Inspection Charge	S	550.00	660.00	600.00	720.00
BC 1006	With some part 2 or 3 storey in height and a total floor area not exceeding 40 sq m	Plan Charge	S	250.00	300.00	260.00	312.00
BC 1007		Inspection Charge	S	550.00	660.00	550.00	660.00
BC 1009	With some part 2 or 3 storey in height and a total floor area exceeding 40 sq m but not exceeding 100 sq m	Plan Charge	S	270.00	324.00	280.00	336.00
BC 1010		Inspection Charge	S	650.00	780.00	670.00	804.00

Alterations

BC 1020	Cost of work not exceeding £5000	Plan Charge	S	300.00	360.00	325.00	390.00
BC 1023	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Plan Charge	S	180.00	216.00	200.00	240.00
BC 1024		Inspection Charge	S	240.00	288.00	240.00	288.00
BC 1026	Renewable energy systems (not covered by an appropriate competent persons scheme)	Plan Charge	S	125.00	150.00	140.00	168.00
BC 1027		Inspection Charge	S	170.00	204.00	170.00	204.00
BC 1029	Installation of new shop front	Plan Charge	S	320.00	384.00	330.00	396.00
BC 1032	Cost of work exceeding £5000 and not exceeding £25000	Plan Charge	S	160.00	192.00	180.00	216.00
BC 1033		Inspection Charge	S	350.00	420.00	350.00	420.00
BC 1035	Replacements of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Plan Charge	S	150.00	180.00	200.00	240.00
BC 1036		Inspection Charge	S	350.00	420.00	350.00	420.00
BC 1038	Renovation of thermal elements	Plan Charge	S	150.00	180.00	160.00	192.00
BC 1039		Inspection Charge	S	200.00	240.00	220.00	264.00
BC 1041	Installation of Raised Storage Platform within an existing building up to 100 sq m	Plan Charge	S	200.00	240.00	210.00	252.00
BC 1042		Inspection Charge	S	400.00	480.00	400.00	480.00
BC 1044	Cost of work exceeding £25000 and not exceeding £100000	Plan Charge	S	250.00	300.00	250.00	300.00
BC 1045		Inspection Charge	S	750.00	900.00	750.00	900.00
BC 1047	Fit out of building up to 100 sq m	Plan Charge	S	200.00	240.00	210.00	252.00
BC 1048		Inspection Charge	S	350.00	420.00	350.00	420.00

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Development & Regulation
Service Area: Building Control
Charging Directory Area: Other Charges

Objectives/rationale of the fee/charge (e.g. full cost recovery)

To recover the cost of providing archived information and documents.

Proposed change in fee/charge from previous year (%)

Nil increase.

Justification and basis for revised charge (including any benchmarking/consultation)

N/A - nil increase.
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REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

N/A

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£700

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

BUILDING CONTROL

OTHER CHARGES

Copy of Completion or Approval Certificates

BC 1050 Copy S 13.00 15.60 13.00 15.60

Research of Historic Application

BC 1051 Charge S 55.00 66.00 55.00 66.00

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Development & Regulation
Service Area: Building Control
Charging Directory Area: Regularisation Charge

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Legislation: The Building (Local Authority Charges) Regulations 2010.
The charges are set to enable full cost recovery of the specific functions stated in the legislation for each specific submission.

The fees are based on guidance from the Local Authority Building Control Organisation and the Essex Building Surveys association.

Regularisation is the process of retrospectively applying to approve previously unauthorised works.

Due to the complexity and variable nature of regularisation submissions, price for this category of work will be on application.

Proposed change in fee/charge from previous year (%)

Nil increase.

Justification and basis for revised charge (including any benchmarking/consultation)

N/A - nil increase.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Last year's charges of adjacent Local Authorities have been reviewed.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£0

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

BUILDING CONTROL

REGULARISATION CHARGE

Regularisation is the process of retrospectively applying to approve previously unauthorised works. Due to the individual nature of work, this is charged on an hourly basis and an estimate can be provided on request.

Regularisation Charge

BC 1060	Charge for all Regularisations	per hour	OS	55.00	55.00	55.00	55.00
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Development & Regulation
Service Area: Parking
Charging Directory Area: Short Term Parking (Monday to Friday)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Provide reasonable priced short term parking in the Borough to promote local economy.

Proposed change in fee/charge from previous year (%)

10.69% average across all charging levels.

Justification and basis for revised charge (including any benchmarking/consultation)

Increase in line with processes for fees and charges – rounded to nearest 5p integer for pay and display machine purposes

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

N/A

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£411,000

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PARKING

SHORT TERM PARKING (MONDAY TO FRIDAY)

PayByPhone allows you to pay for car parking using text message. There is a surcharge of 20p, payable directly to the operator of this facility, for choosing to pay using this method. There is an additional charge of 10p for choosing to receive a text message reminder that your parking session is close to expiry.

Billerica High Street

DE 0802	Charge	Up to 1 hour	S	0.75	0.90	0.83	1.00
DE 0803		Up to 2 hours	S	1.17	1.40	1.25	1.50
DE 0804		Up to 4 hours	S	2.50	3.00	2.75	3.30

Wickford Main Car Park

DE 0805	Charge	Up to 1 hour	S	0.75	0.90	0.83	1.00
DE 0806		Up to 2 hours	S	1.17	1.40	1.25	1.50
DE 0807		Up to 4 hours	S	2.50	3.00	2.75	3.30
DE 0808		All Day	S	6.42	7.70	6.67	8.00

Wickford Pool Car Park

DE 0809	Charge	Up to 1 hour	S	0.75	0.90	0.83	1.00
DE 0810		Up to 2 hours	S	1.17	1.40	1.25	1.50
DE 0811		Up to 4 hours	S	2.50	3.00	2.75	3.30

Wickford Ladygate Car Park

DE 0812	Charge	Up to 30 minutes	S	0.42	0.50	0.50	0.60
DE 0813		Up to 1 hour	S	0.75	0.90	0.83	1.00
DE 0814		Up to 2 hours	S	1.17	1.40	1.25	1.50
DE 0815		Up to 4 hours	S	2.50	3.00	2.75	3.30

Lake Meadows Car Park

DE 0828	Charge (9.30-10.00)		S	0.42	0.50	0.50	0.60
DE 0829	Charge (15.00-15.30)		S	0.42	0.50	0.50	0.60

Wat Tyler Car Parking

New Charge for 24/25

DE 1237	Charge	Per visit	S	-	-	0.83	1.00
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Development & Regulation
Service Area: Parking
Charging Directory Area: Long Term Parking (Monday to Friday)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Provide reasonable priced long term parking in the Radford Crescent Car Park to promote travel by train from nearby station.

Proposed change in fee/charge from previous year (%)

Average 6.95% increase.

Justification and basis for revised charge (including any benchmarking/consultation)

Increase in line with processes for fees and charges – rounded to nearest 5p integer for pay and display machine purposes.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Billericay Station Car Park – Charges slightly less to reflect location.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£23,000

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PARKING

LONG TERM PARKING (MONDAY TO FRIDAY)

PayByPhone allows you to pay for car parking using text message. There is a surcharge of 20p, payable directly to the operator of this facility, for choosing to pay using this method. There is an additional charge of 10p for choosing to receive a text message reminder that your parking session is close to expiry.

Radford Crescent

DE 0824	Charge	Up to 4 hours	S	2.50	3.00	2.75	3.30
DE 0825		All Day	S	6.42	7.70	6.67	8.00

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Development & Regulation
Service Area: Parking
Charging Directory Area: Season Tickets

Objectives/rationale of the fee/charge (e.g. full cost recovery)

To provide long term parking for periods of 1, 3, 6 and 12 months to local workers and commuters.

Proposed change in fee/charge from previous year (%)

8.7% increase in all car parks.

Justification and basis for revised charge (including any benchmarking/consultation)

Increase is set at inflation rate as set out in corporate fees and charges strategy.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

An Annual Review of other Parking Charges in Borough.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£135,000

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PARKING

SEASON TICKETS

Billericav High Street, Radford Crescent Resident Rate

DE 0830	Price	Monthly	S	80.21	96.25	87.21	104.65
DE 0831		Quarterly	S	224.17	269.00	243.67	292.40
DE 0832		Half Yearly	S	422.67	507.20	459.46	551.35
DE 0833		Annual	S	809.29	971.15	879.71	1,055.65

Billericav High Street, Radford Crescent Non-Resident Rate

DE 0834	Price	Monthly	S	98.66	118.39	107.25	128.70
DE 0835		Quarterly	S	265.08	318.10	288.17	345.80
DE 0836		Half Yearly	S	509.67	611.60	554.04	664.85
DE 0837		Annual	S	978.29	1,173.95	1,063.42	1,276.10

Wickford Main Resident Rate

DE 0846	Price	Monthly	S	37.33	44.80	40.58	48.70
DE 0847		Quarterly	S	104.04	124.85	113.13	135.75
DE 0848		Half Yearly	S	196.13	235.35	213.21	255.85
DE 0849		Annual	S	375.58	450.70	408.29	489.95

Wickford Main Non-Resident Rate

DE 0850	Price	Monthly	S	45.92	55.10	49.92	59.90
DE 0851		Quarterly	S	123.08	147.70	133.79	160.55
DE 0852		Half Yearly	S	236.54	283.85	257.13	308.55
DE 0853		Annual	S	454.08	544.90	493.58	592.30

Replacement Permits

DE 0854	Replacement Permit	each	S	10.00	12.00	10.88	13.05
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Development & Regulation
Service Area: Parking
Charging Directory Area: Penalty Charge Notices (Off Street)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

PCN charging levels are set by Central Government not by individual authorities.

Proposed change in fee/charge from previous year (%)

Nil increase.

Justification and basis for revised charge (including any benchmarking/consultation)

N/A

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

N/A

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£39,000

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PARKING

PENALTY CHARGE NOTICES (OFF STREET)

Penalty Charge Notices (Off Street)

DE 0880	PCN's - Upper Tier Standard Charges	OS	70.00	70.00	70.00	70.00
DE 0881	PCN's - Upper Tier Reduced Charges (if paid within 14 days)	OS	35.00	35.00	35.00	35.00
DE 0882	PCN's - Lower Tier Standard Charges	OS	50.00	50.00	50.00	50.00
DE 0883	PCN's - Lower Tier Reduced Charges (if paid within 14 days)	OS	25.00	25.00	25.00	25.00

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Development & Regulation
Service Area: Parking
Charging Directory Area: Short Term Parking (Saturday)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Provide deterrent to all-day parking in Billericay High Street Car Park on a Saturday, a charge will be levied to all car park users prior to 9.30am every Saturday morning.

Proposed change in fee/charge from previous year (%)

Nil increase.

Justification and basis for revised charge (including any benchmarking/consultation)

N/A

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

An Annual Review of other Parking Charges in Borough.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£600

**DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PARKING

SHORT TERM PARKING (SATURDAY)

Billericay High Street

DE 0860	Saturdays 8.00am - 9.30am	Charge	S	6.00	7.20	6.00	7.20
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Wat Tyler Car Parking

New Charge for 24/25

DE 1237	Charge	Per visit	S	-	-	0.83	1.00
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Licensing
Budget Book Area: Development & Regulation
Service Area: Taxi & Private Hire Licensing
Charging Directory Area: Hackney Carriage

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The aim is to allow recovery of all the Council's legitimate costs, so far as the law allows and having regard to case law.

Proposed change in fee/charge from previous year (%)

The proposal is to retain the existing fee levels pending completion of a review of activity as a result of changes arising from policy and pending the outcome of service design. Basildon Council is currently experiencing loss of drivers/vehicles and there is concern that increasing fees will discourage existing licence holders from re-applying in the short term.

Justification and basis for revised charge (including any benchmarking/consultation)

The Council is entitled to recover its costs for the "grant and administration" of drivers licences - procedural expenses for determining a new application are higher than dealing with a renewal. The fee is subject to review through the use of time recording and service design. Driver applications have been amended in the past year to refer drivers without an upto date driver check to a third - party provider for Disclosure and Barring Service checks

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

For purposes of comparison, periodic checks are made with other Essex Councils on levels of fees for this function and this has been completed for the 22/23 fees. This provides an indication of proportionality although each authority will have different charges based on the conditions imposed and the number of licences issued. Basildon currently sits within the mid range for Essex fees

REMOVE If significant change in charge, what consultation was undertaken with the general public?

Any change in the fee structure will be subject to consultation in accordance with requirements of legislation. Consultation with the trade is a statutory requirement (for vehicle and operator fees) and there is a fee associated with this statutory process. General consultation with the public not considered necessary. Referral to Taxi and Private Hire Consultative Forum.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

Covered in Environmental Health budget book. A number of the fees last longer than 1 year (e.g. drivers and private hire operators), but income is carried forward where appropriate to reflect this in future year costs that relate to that income type. Based on an average of the last 3 years, income estimated to be £52,000.

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

TAXI & PRIVATE HIRE LICENSING

HACKNEY CARRIAGE

Vehicle Charges

For DE 0102 vehicle licence reissue following vehicle replacement - where the original vehicle has not utilised the two tests included within the grant or renewal of a vehicle licence, Basildon Borough Council will have the discretion to reduce the fee by £50.

DE 0062	Missed Test Fee	OS	50.00	50.00	50.00	50.00
DE 0100	Vehicle Licence - Hackney Carriage - Grant	Initial Issue	OS	390.00	390.00	390.00
DE 0101	Vehicle Licence - Hackney Carriage - Renewal	Annual	OS	375.00	375.00	375.00
DE 0102	Vehicle Licence - Reissue following vehicle replacement	per application	OS	100.00	100.00	100.00
DE 0110	Vehicle Licence - Private Hire - Grant	Initial Issue	OS	340.00	340.00	340.00
DE 1211	Vehicle Licence - Private Hire - Renewal	Annual	OS	325.00	325.00	325.00

Driver Charges

Drivers license will, from February 2012, be for 3 years duration and as a 'one-off' the CRB check fee will be free. For any other application the standard CRB check fee will apply.

DE 0120	Drivers Licence - Hackney Carriage & Private Hire (3 years)	Initial Issue	OS	297.00	297.00	297.00
DE 0121		Renewal	OS	195.00	195.00	195.00
DE 0122	Restricted Private Hire Drivers Badge (Mechanics)	Initial Issue	OS	70.00	70.00	70.00
DE 0123		Renewal	OS	40.00	40.00	40.00
DE 0124	Drivers Licence - Hackney Carriage & Private Hire (1 year)	Initial Issue	OS	225.00	225.00	225.00
DE 0125		Renewal	OS	113.00	113.00	113.00
DE 0126	Drivers Licence - Hackney Carriage & Private Hire (2 years)	Renewal	OS	159.00	159.00	159.00
DE 0127		Initial Issue	OS	255.00	255.00	255.00

Operator Charges

DE 0071	Operators licence - Single Vehicle	Annual	OS	110.00	110.00	110.00
DE 0072	Operators Licence - 2-10 Vehicles	Annual	OS	180.00	180.00	180.00
DE 0073	Operators Licence - 11 or more Vehicles	Annual	OS	300.00	300.00	300.00
DE 0115	Operators Licence - Single Vehicle	5 years	OS	300.00	300.00	300.00
DE 0116	Operators Licence - 2-10 Vehicles	5 years	OS	750.00	750.00	750.00
DE 0118	Operators Licence - 11 or more Vehicles	5 years	OS	1,250.00	1,250.00	1,250.00

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Resources & Commercial
Budget Book Area: Development & Regulation
Service Area: Trading Operations
Charging Directory Area: Garages

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Market rate (the Council is effectively the market for garages in Basildon)

Proposed change in fee/charge from previous year (%)

Approximately 8.70% in line with inflation as per corporate guidelines

Justification and basis for revised charge (including any benchmarking/consultation)

It is not anticipated that this increase will have an adverse impact on lettings

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Difficult to do as Basildon Council effectively sets the market.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

None, increase is in line with recent inflation.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£2,200,000 based on average number of occupied garages derived from prior year income over 52 weeks

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

TRADING OPERATIONS

GARAGES

Garage Rental

RE 0158	Standard Garage Rent (Tenant)	per week	OS	12.65	12.65	13.75	13.75
RE 0159	Standard Garage Rent (Non -Tenant)	per week	S	12.65	15.18	13.75	16.50
RE 0164	Non-Standard Garage Rent (Tenant)	per week	OS	19.75	19.75	21.50	21.50
RE 0165	Non-Standard Garage Rent (Non-Tenant)	per week	S	19.75	23.70	21.50	25.80

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Environment
Service Area: Refuse Collection & Recycling
Charging Directory Area: Refuse Items (Including Container Hire)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Full Cost Recovery based on a three year repayment for larger containers (life expectancy of containers).

Proposed change in fee/charge from previous year (%)

8.7%

Justification and basis for revised charge (including any benchmarking/consultation)

Allocated costs inflated in line with fees and charges setting protocol.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Costing of items checked at time of order and remain constant.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

Non Applicable – Charges to stay constant with previous year.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£14,000

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

REFUSE COLLECTION & RECYCLING

REFUSE ITEMS (INCLUDING CONTAINER HIRE)

Waste Bins

DE 0730	Additional Garden Waste Bin (120l)	each	OS	31.50	31.50	34.25	34.25
DE 0731	Additional Garden Waste Bin (240l)	each	OS	37.00	37.00	40.25	40.25
DE 0732	Additional External Food Waste Caddy	each	OS	15.00	15.00	16.35	16.35

Waste Sacks

DE 0733	Food Waste Caddy Liners (Roll of 50)	each	S	2.50	3.00	2.75	3.30
DE 0734	Black Sacks (Roll of 26)	each	S	1.67	2.00	1.83	2.20
DE 0735	Garden Waste Sacks (Roll of 10)	each	OS	1.90	1.90	2.10	2.10

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Environment
Service Area: Refuse Collection & Recycling
Charging Directory Area: Special Collections

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Bulky Waste Services are set to fully recover the costs of providing the service

Proposed change in fee/charge from previous year (%)

Nil increase for 24/25 as charge was amended in to the below in 23/24
1-5 items: £30
6-10 items: £50

Justification and basis for revised charge (including any benchmarking/consultation)

N/A

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

A review of other Essex authorities and incurred costs. These charges still reflect an operational subsidy for providing the service.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£240k

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

REFUSE COLLECTION & RECYCLING

SPECIAL COLLECTIONS

Special Collections

DE 0740	1 - 5 Large or Electrical Items	OS	30.00	30.00	30.00	30.00
DE 0741	6 - 10 Large or Electrical Items	OS	50.00	50.00	50.00	50.00

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Environment
Service Area: Refuse Collection & Recycling
Charging Directory Area: Garden Waste

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Cost Recovery

Proposed change in fee/charge from previous year (%)

No proposed increase (discount was applied in 23/24).

Justification and basis for revised charge (including any benchmarking/consultation)

Cost level was set by Cabinet.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

REMOVE If significant change in charge, what consultation was undertaken with the general public?

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£1,200,000

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

REFUSE COLLECTION & RECYCLING

GARDEN WASTE

Garden Waste Annual Service

DE 1238	Garden waste subscription (1st bin)	per year	OS	25.00	25.00	50.00	50.00
DE 1239	Garden waste subscription (additional bin)	each	OS	15.00	15.00	25.00	25.00

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Licensing
Budget Book Area: Environment
Service Area: Environmental Health - Licensing
Charging Directory Area: Animal Establishment Licenses

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The aim is to allow recovery of all the Council's legitimate costs, so far as the law allows, including expenditure on administration and veterinary inspection reports (where applicable).

Proposed change in fee/charge from previous year (%)

Increase in line with Council policy, with appropriate rounding.

Justification and basis for revised charge (including any benchmarking/consultation)

In line with Council policy, with the exception of riding schools and DWA. This will continue to be kept under review particularly in terms of ensuring appropriate recovery of vet related fees which are required under the legislation. Time recording is continuing to ensure that appropriate cost recovery is achieved, including in relation to enforcement activity.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Efforts are made to periodically compare Basildon's fees with those of other Councils in the county. Costs will vary between authorities based on numbers of businesses subject to licence and standards of compliance. Provides an indication of proportionality and reasonableness

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£9,800 based on estimate of 1, 2 and 3 year licences, scheduled renewals and new licences 24/25.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

ENVIRONMENTAL HEALTH - LICENSING

ANIMAL ESTABLISHMENT LICENSES

Vets fees will be recharged on application and throughout duration of licence as necessary

Animal Boarding Establishments including Day Care for Dogs

DE 0001	Initial Set Up - Application Fee	OS	260.00	260.00	270.00	270.00
DE 0002	Initial Set Up - Maintenance Fee post grant of new application (prev DE 0024)	OS	115.00	115.00	125.00	125.00
DE 0024	Renewal Application Fee (prev DE 0002)	OS	220.00	220.00	228.00	228.00
DE 0076	Renewal Fee - Maintenance Fee post grant of renewal	OS	115.00	115.00	125.00	125.00

Dog Breeding Establishments

DE 0003	Initial Set Up - Application Fee	OS	205.00	205.00	225.00	225.00
DE 0004	Initial Set Up - Maintenance Fee post grant of new application (prev DE 0025)	OS	115.00	115.00	125.00	125.00
DE 0025	Renewal Application Fee (prev DE 0004)	OS	173.00	173.00	173.00	173.00
DE 0078	Renewal Fee - Maintenance Fee post grant of renewal	OS	115.00	115.00	125.00	125.00

Pet/Animal Shops

DE 0005	Initial Set Up - Application Fee	OS	200.00	200.00	217.00	217.00
DE 0006	Initial Set Up - Maintenance Fee post grant of new application (prev DE 0026)	OS	115.00	115.00	125.00	125.00
DE 0026	Renewal Application Fee (prev DE 0006)	OS	170.00	170.00	184.00	184.00
DE 0079	Renewal Fee - Maintenance Fee post grant of renewal	OS	115.00	115.00	125.00	125.00

Riding Establishments

DE 0007	Initial Set Up - Application Fee	OS	488.00	488.00	488.00	488.00
DE 0008	Initial Set Up - Maintenance Fee post grant of new application (prev DE 0027)	OS	214.00	214.00	214.00	214.00
DE 0027	Renewal Application Fee (prev DE 0008)	OS	342.00	342.00	370.00	370.00
DE 0080	Renewal Fee - Maintenance Fee post grant of renewal (excluding any veterinary fees)	OS	214.00	214.00	232.00	232.00

Animal Boarding and Day Care for Dogs inside domestic premises

DE 0009	Initial Set Up - Application Fee (prev DE 0009A)	OS	132.00	132.00	143.00	143.00
DE 0009A	Initial Set Up - Maintenance Fee post grant of new application (prev DE 0011)	OS	58.00	58.00	70.00	70.00
DE 0011	Renewal Application Fee	OS	98.00	98.00	106.00	106.00
DE 0075	Renewal Fee - Maintenance Fee post grant of renewal	OS	65.00	65.00	70.00	70.00

Dangerous Wild Animals

DE 0018	Initial Set Up - Maintenance Fee post grant of new application	OS	207.00	207.00	207.00	207.00
DE 0019	Initial Set Up - Application Fee	OS	455.00	455.00	455.00	455.00
DE 0019A	Renewal Application Fee	OS	320.00	320.00	320.00	320.00
DE 0081	Renewal Fee - Maintenance Fee post grant of renewal	OS	199.00	199.00	207.00	207.00

Zoo (excluding veterinary inspection costs)

DE 0020	Initial Set Up - Application Fee	OS	485.00	485.00	527.00	527.00
DE 0020A	Initial Set Up - Maintenance Fee post grant of new application	OS	430.00	430.00	467.00	467.00
DE 0021	Renewal Application Fee	OS	420.00	420.00	457.00	457.00
DE 0022	Renewal Fee - Maintenance Fee post grant of renewal (excluding any veterinary fees) (prev DE 0082)	OS	325.00	325.00	353.00	353.00
DE 0023	Variation	OS	125.00	125.00	136.00	136.00
DE 0082	Transfer	OS	118.00	118.00	128.00	128.00

Keeping or Training Animals for Exhibition

DE 0051	Initial set up - Application Fee	OS	136.00	136.00	147.00	147.00
DE 0052	Initial Set Up - Maintenance Fee post grant of new application	OS	57.00	57.00	62.00	62.00
DE 0074	Renewal Application Fee (prev DE 1231)	OS	136.00	136.00	147.00	147.00
DE 1231	Renewal Fee - Maintenance Fee post grant of renewal (prev DE 0074)	OS	57.00	57.00	62.00	62.00

Additional Licensable Activities

DE 0053	Initial set up - Application Fee	OS	87.00	87.00	95.00	95.00
DE 0054	Initial Set Up - Maintenance Fee post grant (new and renewal)	OS	48.00	48.00	52.00	52.00

Variation to Licence/re-evaluation of star rating

DE 0055	Application Fee	OS	57.00	57.00	62.00	62.00
DE 0056	Inspection Fee*(vets fees will also be added in the case of dog breeding and hiring out of horses where incurred)	OS	179.00	179.00	194.00	194.00

Transfer of Licence due to death of licensee

DE 0057	Transfer of licence due to death of licensee	OS	83.00	83.00	90.00	90.00
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Licensing
Budget Book Area: Environment
Service Area: Environmental Health - Licensing
Charging Directory Area: Miscellaneous Licenses & Registrations

Objectives/rationale of the fee/charge (e.g. full cost recovery)

For sex establishments and skin piercing, the aim is to allow recovery of all the Council's legitimate costs, so far as the law allows. We have to have regard to recent case law in this respect (Hemmings v Westminster City Council).

Proposed change in fee/charge from previous year (%)

Sex establishment fees subject to increase in accordance with council policy. Skin piercing fees increased in line with council policy. To be reviewed on a minimum 3 yearly cycle.

Justification and basis for revised charge (including any benchmarking/consultation)

In line with council policy.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

For sex establishments and skin piercing, for purposes of comparison, periodic checks are made with other Essex Councils on levels of fees for this function.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

Sex Establishments - £920

Skin Piercing - £2,000

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

ENVIRONMENTAL HEALTH - LICENSING

MISCELLANEOUS LICENSES & REGISTRATIONS

Skin Piercing (all types)

DE 0010	Initial Set Up	OS	190.00	190.00	195.00	195.00
DE 0010A	Re-issue same registration	OS	57.00	57.00	60.00	60.00

Sex Establishments

DE 0017	Initial Set Up - Application Fee	OS	1,175.00	1,175.00	1,250.00	1,250.00
DE 0017A	Initial Set Up - Maintenance Fee post grant of new application (prev DE 0017C)	OS	256.00	256.00	270.00	270.00
DE 0017B	Renewal Application Fee (prev DE 0083)	OS	373.00	373.00	390.00	390.00
DE 0017C	Renewal - Maintenance Fee post grant of renewal (prev DE 0084)	OS	65.00	65.00	70.00	70.00
DE 0083	Variation (prev DE 0017A)	OS	370.00	370.00	390.00	390.00
DE 0084	Transfer (prev DE 0017B)	OS	370.00	370.00	390.00	390.00

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Licensing
Budget Book Area: Environment
Service Area: Environmental Health - Licensing
Charging Directory Area: Gaming & Lottery Licences

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The aim is to allow recovery of all the Council's legitimate costs incurred by the Council in carrying out their functions in respect of Gambling Premises Licensing, so far as the law allows, including in relation to the review of the Gambling Policy.

Proposed change in fee/charge from previous year (%)

Fee levels are subject to annual review but must be set below maximum thresholds set down in Fee Regulations. Fees will be subject to minimum 3 yearly review.

Justification and basis for revised charge (including any benchmarking/consultation)

Certain fees are statutory and cannot therefore be amended in relation to small lotteries and gaming permits. A review of gambling act permits is being undertaken to verify the number of annual licences required.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

For purposes of comparison, periodic checks are made with other Essex Councils on levels of fees for this function.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£11,000 – Gambling Act Premises
£4,000 – Gambling Act Permit

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

ENVIRONMENTAL HEALTH - LICENSING

GAMING & LOTTERY LICENCES

Gambling Act 2005

DE 0203	Small Lotteries - Statutory Fees	Initial Issue	OS	40.00	40.00	40.00	40.00
DE 0204	Small Lotteries - Statutory Fees (Renewal)	Annual	OS	20.00	20.00	20.00	20.00

Discretionary Fees

DE 0900	Non-conversion application in respect of provisional statement premises	Regional Casino Premises	OS	5,800.00	5,800.00	5,800.00	5,800.00
DE 0901		Large Casino Premises	OS	3,700.00	3,700.00	3,700.00	3,700.00
DE 0902		Small Casino Premises	OS	2,200.00	2,200.00	2,200.00	2,200.00
DE 0904		Bingo Premises	OS	862.00	862.00	862.00	862.00
DE 0905		Adult Gaming Centre	OS	862.00	862.00	862.00	862.00
DE 0906		Betting Premises (Track)	OS	682.00	682.00	682.00	682.00
DE 0907		Family Entertainment Centre	OS	682.00	682.00	682.00	682.00
DE 0908		Betting Premises (Other)	OS	862.00	862.00	862.00	862.00
DE 0909	Non-conversion application in respect of other premises	Regional Casino Premises	OS	10,988.00	10,988.00	10,988.00	10,988.00
DE 0910		Large Casino Premises	OS	7,325.00	7,325.00	7,325.00	7,325.00
DE 0911		Small Casino Premises	OS	5,860.00	5,860.00	5,860.00	5,860.00
DE 0913		Bingo Premises	OS	2,514.00	2,514.00	2,514.00	2,514.00
DE 0914		Adult Gaming Centre	OS	1,437.00	1,437.00	1,437.00	1,437.00
DE 0915		Betting Premises (Track)	OS	1,796.00	1,796.00	1,796.00	1,796.00
DE 0916		Family Entertainment Centre	OS	1,437.00	1,437.00	1,437.00	1,437.00
DE 0917		Betting Premises (Other)	OS	2,155.00	2,155.00	2,155.00	2,155.00
DE 0918	Annual Fee	Regional Casino Premises	OS	10,773.00	10,773.00	10,773.00	10,773.00
DE 0919		Large Casino Premises	OS	7,325.00	7,325.00	7,325.00	7,325.00
DE 0920		Small Casino Premises	OS	3,662.00	3,662.00	3,662.00	3,662.00
DE 0921		Converted Casino Premises	OS	2,198.00	2,198.00	2,198.00	2,198.00
DE 0922		Bingo Premises	OS	725.00	725.00	725.00	725.00
DE 0923		Adult Gaming Centre	OS	725.00	725.00	725.00	725.00
DE 0924		Betting Premises (Track)	OS	725.00	725.00	725.00	725.00
DE 0925		Family Entertainment Centre	OS	545.00	545.00	545.00	545.00
DE 0926		Betting Premises (Other)	OS	464.00	464.00	464.00	464.00
DE 0927	Variation Fee	Regional Casino Premises	OS	5,494.00	5,494.00	5,494.00	5,494.00
DE 0928		Large Casino Premises	OS	3,662.00	3,662.00	3,662.00	3,662.00
DE 0929		Small Casino Premises	OS	2,930.00	2,930.00	2,930.00	2,930.00
DE 0930		Converted Casino Premises	OS	1,465.00	1,465.00	1,465.00	1,465.00
DE 0931		Bingo Premises	OS	1,282.00	1,282.00	1,282.00	1,282.00
DE 0932		Adult Gaming Centre	OS	733.00	733.00	733.00	733.00
DE 0933		Betting Premises (Track)	OS	916.00	916.00	916.00	916.00
DE 0934		Family Entertainment Centre	OS	733.00	733.00	733.00	733.00
DE 0935		Betting Premises (Other)	OS	1,099.00	1,099.00	1,099.00	1,099.00
DE 0936	Transfer of License	Regional Casino Premises	OS	4,762.00	4,762.00	4,762.00	4,762.00
DE 0937		Large Casino Premises	OS	1,575.00	1,575.00	1,575.00	1,575.00
DE 0938		Small Casino Premises	OS	1,318.00	1,318.00	1,318.00	1,318.00
DE 0939		Converted Casino Premises	OS	989.00	989.00	989.00	989.00
DE 0940		Bingo Premises	OS	879.00	879.00	879.00	879.00
DE 0941		Adult Gaming Centre	OS	879.00	879.00	879.00	879.00
DE 0942		Betting Premises (Track)	OS	695.00	695.00	695.00	695.00
DE 0943		Family Entertainment Centre	OS	695.00	695.00	695.00	695.00
DE 0944		Betting Premises (Other)	OS	879.00	879.00	879.00	879.00
DE 0945	Re-instatement of License	Regional Casino Premises	OS	4,762.00	4,762.00	4,762.00	4,762.00
DE 0946		Large Casino Premises	OS	1,575.00	1,575.00	1,575.00	1,575.00
DE 0947		Small Casino Premises	OS	1,318.00	1,318.00	1,318.00	1,318.00
DE 0948		Converted Casino Premises	OS	989.00	989.00	989.00	989.00
DE 0949		Bingo Premises	OS	879.00	879.00	879.00	879.00
DE 0950		Adult Gaming Centre	OS	879.00	879.00	879.00	879.00
DE 0951		Betting Premises (Track)	OS	695.00	695.00	695.00	695.00
DE 0952		Family Entertainment Centre	OS	695.00	695.00	695.00	695.00
DE 0953		Betting Premises (Other)	OS	879.00	879.00	879.00	879.00
DE 0954	Provisional Statement	Regional Casino Premises	OS	10,988.00	10,988.00	10,988.00	10,988.00
DE 0955		Large Casino Premises	OS	7,325.00	7,325.00	7,325.00	7,325.00
DE 0956		Small Casino Premises	OS	5,860.00	5,860.00	5,860.00	5,860.00
DE 0958		Bingo Premises	OS	2,564.00	2,564.00	2,564.00	2,564.00
DE 0959		Adult Gaming Centre	OS	1,465.00	1,465.00	1,465.00	1,465.00
DE 0960		Betting Premises (Track)	OS	1,831.00	1,831.00	1,831.00	1,831.00
DE 0961		Family Entertainment Centre	OS	1,465.00	1,465.00	1,465.00	1,465.00
DE 0962		Betting Premises (Other)	OS	2,198.00	2,198.00	2,198.00	2,198.00
DE 0963	Copy of Licence (for all types of premises)		OS	15.00	15.00	15.00	15.00
DE 0972	Change of Circumstances (for all types of premises)		OS	37.00	37.00	37.00	37.00

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025		
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT	
<u>Permits</u>							
DE 0981	Initial Application	FEC Gaming Machine	OS	300.00	300.00	300.00	300.00
DE 0982		Prize Gaming	OS	300.00	300.00	300.00	300.00
DE 0983		Alcohol Licensed Premises - Notification of 2 Machines	OS	50.00	50.00	50.00	50.00
DE 0984		Alcohol Licenses Premises - Gaming Machine Permit	OS	150.00	150.00	150.00	150.00
DE 0985		Club Gaming Permit	OS	200.00	200.00	200.00	200.00
DE 0986		Club Gaming Machine Permit	OS	200.00	200.00	200.00	200.00
DE 0987		Club Fast Track	OS	100.00	100.00	100.00	100.00
DE 0988	Annual Fee	All Alcohol Licensed Premises	OS	50.00	50.00	50.00	50.00
DE 0992	Renewal Fee	FEC Gaming Machine	OS	300.00	300.00	300.00	300.00
DE 0993		Prize Gaming	OS	300.00	300.00	300.00	300.00
DE 0994		Club Gaming Permit	OS	200.00	200.00	200.00	200.00
DE 0995		Club Gaming Machine Permit	OS	200.00	200.00	200.00	200.00
DE 0996		Club Fast Track	OS	100.00	100.00	100.00	100.00
DE 0997	Change of Name	FEC Gaming Machine	OS	25.00	25.00	25.00	25.00
DE 0998		Prize Gaming	OS	25.00	25.00	25.00	25.00
DE 0999		Alcohol Licenses Premises - Gaming Machine Permit	OS	25.00	25.00	25.00	25.00
DE 1000	Copy of Permit (for FEC, Prize Gaming, Club Gaming and Gaming Machines for Clubs and Alcohol Licensed Premises)		OS	15.00	15.00	15.00	15.00
DE 1005	Variation - For Alcohol Licensed Premises (for Club Gaming permit and Gaming Machines permits for Alcohol Licensed Premises and Clubs)		OS	100.00	100.00	100.00	100.00
DE 1008	Transfer (Gaming Machine Permit for Alcohol Licensed Premises)		OS	150.00	150.00	150.00	150.00

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Licensing
Budget Book Area: Environment
Service Area: Environmental Health - Licensing
Charging Directory Area: Liquor Licensing - Personal

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Fixed fee set by statute

Proposed change in fee/charge from previous year (%)

No change although there is the possibility that the government will review the legislation in relation to enabling local authorities to set their own fees.

Justification and basis for revised charge (including any benchmarking/consultation)

No change

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Not applicable – statutory fee

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£2,500 for new applications.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

ENVIRONMENTAL HEALTH - LICENSING

LIQUOR LICENSING - PERSONAL

Personal License

DE 1100	Initial Grant	OS	37.00	37.00	37.00	37.00
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Licensing
Budget Book Area: Environment
Service Area: Environmental Health - Licensing
Charging Directory Area: Liquor Licensing - Premises

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Fixed fee set by statute.

Proposed change in fee/charge from previous year (%)

No change.

Justification and basis for revised charge (including any benchmarking/consultation)

No change – subject to health warning above.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Not applicable – statutory fee.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£85,000 estimated in total across all licence applications, variations and annual fees.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

ENVIRONMENTAL HEALTH - LICENSING

LIQUOR LICENSING - PREMISES

The licence fees payable are based upon the rateable value of the premises as set out in the local non domestic rating list, at the time the application is made. Band A (No rateable value to £4,300), Band B (£4,300 to £33,000), Band C (£33,001 to £87,000), Band D (£87,001 to £125,000) & Band E (£125,000 and above). In addition to the initial application fee an annual charge is also payable. Note – where premises are in the course of construction a fee in band C is payable. Premises without a non-domestic rating, such as floating vessels, burger vans, public areas, parks etc., shall be in band A. Where the premises forms part only of a hereditament in the local non-domestic rating list for the purpose of Part III of the Local Government Finance Act 1988, the premises shall be treated as having a rateable value equal to the rateable value for the hereditament of which it forms a part. Where premises comprise two or more hereditaments in the local rating list, the premises shall be treated as having a rateable value equal to the rateable value for the hereditament with the highest rateable value. A multiplier is to be applied to premises in bands D and E where they are used exclusively or primarily for the carrying on, on the premises the supply of alcohol for consumption on the premises. No fee is payable where regulated entertainment is provided on premises that form part of a school or college and the entertainment is for or on behalf of the school or college or, in respect of premises that are or form a part of a church hall or other similar building or a village hall, parish hall or community hall, or other similar building. If alcohol is sold or supplied from these exempt premises, then the normal fee will have to be paid.

Licence or Club Premises Certificate Fee & Variation Fee

Fees for applications for grant or variation of premises licenses and club certificates. An application for a licence is not properly made until the full correct fee has been paid.

DE 1110	Band A	OS	100.00	100.00	100.00	100.00
DE 1111	Band B	OS	190.00	190.00	190.00	190.00
DE 1112	Band C	OS	315.00	315.00	315.00	315.00
DE 1113	Band D	OS	450.00	450.00	450.00	450.00
DE 1114	Band E	OS	635.00	635.00	635.00	635.00
DE 1115	Band D (including x2 multiplier as detailed in notes)	OS	900.00	900.00	900.00	900.00
DE 1116	Band E (including x3 multiplier as detailed in notes)	OS	1,905.00	1,905.00	1,905.00	1,905.00
DE 1215	New premises under construction (no rateable value)	OS	315.00	315.00	315.00	315.00

Annual Fee

This fee is due payable on the anniversary of the date of the grant of the premises licence.

DE 1120	Band A	OS	70.00	70.00	70.00	70.00
DE 1121	Band B	OS	180.00	180.00	180.00	180.00
DE 1122	Band C	OS	295.00	295.00	295.00	295.00
DE 1123	Band D	OS	320.00	320.00	320.00	320.00
DE 1124	Band E	OS	350.00	350.00	350.00	350.00
DE 1125	Band D (including x2 multiplier as detailed in notes)	OS	640.00	640.00	640.00	640.00
DE 1126	Band E (including x3 multiplier as detailed in notes)	OS	1,050.00	1,050.00	1,050.00	1,050.00

Permitted temporary activities, Personal Licences & Other Miscellaneous

DE 1130	Sec 25 (theft, loss etc. of premises licence or summary)	OS	10.50	10.50	10.50	10.50
DE 1131	Sec 29 (application for a provisional statement where premises being built, etc.)	OS	315.00	315.00	315.00	315.00
DE 1132	Sec 33 (notification of change of name or address for holder of premises licence)	OS	10.50	10.50	10.50	10.50
DE 1133	Sec 37 (application to vary to specify individual as premises supervisor)	OS	23.00	23.00	23.00	23.00
DE 1134	Sec 42 (application to transfer premises licence)	OS	23.00	23.00	23.00	23.00
DE 1135	Sec 47 (interim authority notice following death etc. of licence holder)	OS	23.00	23.00	23.00	23.00
DE 1136	Sec 79 (theft, loss etc. of certificate or summary)	OS	10.50	10.50	10.50	10.50
DE 1137	Sec 82 (change of name or alteration of club rules)	OS	10.50	10.50	10.50	10.50
DE 1138	Sec 83 (1) or (2) (change of registered address of club)	OS	10.50	10.50	10.50	10.50
DE 1139	Sec 100 (temporary event notices)	OS	21.00	21.00	21.00	21.00
DE 1140	Sec 110 (theft, loss etc. of temporary event notice)	OS	10.50	10.50	10.50	10.50
DE 1141	Sec 117 (application for a grant or renewal of personal licence)	OS	37.00	37.00	37.00	37.00
DE 1142	Sec 126 (theft, loss etc. of personal licence)	OS	10.50	10.50	10.50	10.50
DE 1143	Sec 127 (duty to notify change of name or address for personal licence)	OS	10.50	10.50	10.50	10.50
DE 1144	Sec 178 (right of freeholder etc. to be notified of licensing matters)	OS	21.00	21.00	21.00	21.00

Additional Fees for Exceptionally Large Capacity Venues

There will be additional fees for exceptionally large capacity venues that will require a premises licence.

DE 1150	5,000 - 9,999 people	OS	1,000.00	1,000.00	1,000.00	1,000.00
DE 1151	10,000 - 14,999 people	OS	2,000.00	2,000.00	2,000.00	2,000.00
DE 1152	15,000 - 19,999 people	OS	4,000.00	4,000.00	4,000.00	4,000.00
DE 1153	20,000 - 29,999 people	OS	16,000.00	16,000.00	16,000.00	16,000.00
DE 1154	30,000 - 39,999 people	OS	20,000.00	20,000.00	20,000.00	20,000.00
DE 1155	40,000 - 49,999 people	OS	24,000.00	24,000.00	24,000.00	24,000.00
DE 1156	50,000 - 59,999 people	OS	32,000.00	32,000.00	32,000.00	32,000.00
DE 1157	60,000 - 69,999 people	OS	40,000.00	40,000.00	40,000.00	40,000.00
DE 1158	70,000 - 79,999 people	OS	48,000.00	48,000.00	48,000.00	48,000.00
DE 1159	80,000 - 89,999 people	OS	56,000.00	56,000.00	56,000.00	56,000.00
DE 1160	90,000 and over	OS	64,000.00	64,000.00	64,000.00	64,000.00

Minor Variation

DE 1170	Fee	OS	89.00	89.00	89.00	89.00
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Licensing
Budget Book Area: Environment
Service Area: Environmental Health - Licensing
Charging Directory Area: Scrap Metal Dealers

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The aim is to allow recovery of all the legitimate costs incurred by the Council in carrying out their functions in respect of Scrap Metal Dealers Site and Collectors Licensing, so far as the law allows.

Proposed change in fee/charge from previous year (%)

In general 8% increase has been applied (rounded) in accordance with council policy.

Justification and basis for revised charge (including any benchmarking/consultation)

Fee levels calculated having referred to legislation and Home Office/LGA guidance. Increase applied in accordance with council policy.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

For purposes of comparison, checks are made with other Essex Councils on levels of fees for this function.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£2,000 income expected in 24/25. Carry forward of maintenance fee only.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

ENVIRONMENTAL HEALTH - LICENSING

SCRAP METAL DEALERS

Licence Fees

DE 0086	New Site Licence (3 years) Application Fee (prev DE 1201)	OS	290.00	290.00	290.00	290.00
DE 0087	New Site Licence (3 years) Maintenance Fee post grant of new application (prev DE 1208)	OS	107.00	107.00	115.00	115.00
DE 1201	New Collectors Licence (3 years) Application Fee (prev DE 1204)	OS	215.00	215.00	230.00	230.00
DE 1202	New Collectors Licence (3 years) Maintenance Fee post grant of new application (prev DE 1207)	OS	92.00	92.00	95.00	95.00
DE 1203	Site Licence Renewal (3 years) Application Fee (prev DE 1202)	OS	260.00	260.00	267.00	267.00
DE 1204	Site Licence Renewal (3 years) Maintenance Fee post grant (prev DE 0087)	OS	40.00	40.00	43.00	43.00
DE 1205	Collectors Licence Renewal (3 years) Application Fee	OS	200.00	200.00	210.00	210.00
DE 1206	Collectors Licence Renewal (3 years) Maintenance Fee post grant (prev DE 0086)	OS	30.00	30.00	43.00	43.00
DE 1207	Site Licence Variation (prev DE 1203)	OS	75.00	75.00	78.00	78.00
DE 1208	Collectors Licence Variation (prev DE 1206)	OS	75.00	75.00	78.00	78.00
DE 1224	Additional Site Licence Fee	each OS	75.00	75.00	78.00	78.00

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Licensing
Budget Book Area: Environment
Service Area: Environmental Health - Licensing
Charging Directory Area: Licensing Residential Park Home Sites

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Full cost recovery.

Proposed change in fee/charge from previous year (%)

The fee for new applications will be split between a fee for processing the application itself and the ongoing management fee following the grant of a licence in accordance with recent case law. Rise reflects hourly rates against officer time.

Justification and basis for revised charge (including any benchmarking/consultation)

In accordance with corporate policy.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Comparison with Essex authorities charges.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£1,260

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

ENVIRONMENTAL HEALTH - LICENSING

LICENSING RESIDENTIAL PARK HOME SITES

Band 1 (1-5 pitches)

RE 1301	Initial set up - Application Fee (prev RE 1302)	OS	495.00	495.00	540.00	540.00
RE 1302	Initial Set Up - Maintenance Fee post grant of new application (prev RE 1326)	OS	-	-	-	-
RE 1303	Annual Fee (FREE) (prev RE 1301)	OS	-	-	-	-
RE 1304	Application to Transfer a Site Licence (prev RE 1303)	OS	330.00	330.00	360.00	360.00
RE 1326	Application to Amend a Site Licence (prev RE 1304)	OS	330.00	330.00	360.00	360.00

Band 2 (6-24 pitches)

RE 1305	Initial set up - Application Fee (prev RE 1306)	OS	550.00	550.00	600.00	600.00
RE 1306	Initial Set Up - Maintenance Fee post grant of new application (prev RE 1322)	OS	165.00	165.00	180.00	180.00
RE 1307	Annual Fee (prev RE 1305)	OS	330.00	330.00	360.00	360.00
RE 1308	Application to Transfer a Site Licence (prev RE 1307)	OS	330.00	330.00	360.00	360.00
RE 1322	Application to Amend a Site Licence (prev RE 1308)	OS	330.00	330.00	360.00	360.00

Band 3 (25-99 pitches)

RE 1309	Initial set up - Application Fee (prev RE 1310)	OS	660.00	660.00	720.00	720.00
RE 1310	Initial Set Up - Maintenance Fee post grant of new application (prev RE 1323)	OS	220.00	220.00	240.00	240.00
RE 1311	Annual Fee (prev RE 1309)	OS	495.00	495.00	540.00	540.00
RE 1312	Application to Transfer a Site Licence (prev RE 1311)	OS	330.00	330.00	360.00	360.00
RE 1323	Application to Amend a Site Licence (prev RE 1323)	OS	330.00	330.00	360.00	360.00

Band 4 (100-199 pitches)

RE 1313	Initial set up - Application Fee (prev RE 1314)	OS	770.00	770.00	840.00	840.00
RE 1314	Initial Set Up - Maintenance Fee post grant of new application (prev RE 1324)	OS	275.00	275.00	300.00	300.00
RE 1315	Annual Fee (prev RE 1313)	OS	825.00	825.00	900.00	900.00
RE 1316	Application to Transfer a Site Licence (prev RE 1315)	OS	330.00	330.00	360.00	360.00
RE 1324	Application to Amend a Site Licence (prev RE 1316)	OS	330.00	330.00	360.00	360.00

Band 5 (200+ pitches)

RE 1317	Initial set up - Application Fee (prev RE 1318)	OS	935.00	935.00	1,020.00	1,020.00
RE 1318	Initial Set Up - Maintenance Fee post grant of new application (prev RE 1325)	OS	330.00	330.00	360.00	360.00
RE 1319	Annual Fee (prev RE 1317)	OS	1,100.00	1,100.00	1,200.00	1,200.00
RE 1320	Application to Transfer a Site Licence (prev RE 1319)	OS	330.00	330.00	360.00	360.00
RE 1325	Application to Amend a Site Licence (prev RE 1320)	OS	330.00	330.00	360.00	360.00

Site Rules

RE 1321	Initial Deposit of Site Rules with Council (or Variation/Deletion)	OS	165.00	165.00	180.00	180.00
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Fit and Proper Person test

RE 1327	Fit and Proper Person Test Application	OS	275.00	275.00	300.00	300.00
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Licensing
Budget Book Area: Environment
Service Area: Environmental Health - Licensing
Charging Directory Area: Street Trading

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Full cost recovery

Proposed change in fee/charge from previous year (%)

This remains a new fee structure awaiting implementation in 24/25. The fee is intended to provide full cost recovery of administering the scheme.

Justification and basis for revised charge (including any benchmarking/consultation)

In line with council policy with rounding as appropriate.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Comparison with charges made by other Essex Authorities as part of initial fee setting process.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

Currently going through consultation process. Intention is to implement during 2022/23.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

This scheme is still not live as a result of ongoing pressures in the delivery of existing statutory services.
Anticipated net income 24/25 when scheme goes live of around £10,00

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

ENVIRONMENTAL HEALTH - LICENSING

STREET TRADING

Application (New)

DE 0063	Initial Set Up/Renewal - Application Fee	OS	265.00	265.00	275.00	275.00
DE 0064	Initial Set Up/Renewal - Maintenance Fee post grant of new application	OS	82.00	82.00	85.00	85.00

Renewal

DE 0065	Renewal	OS	217.00	217.00	220.00	220.00
DE 0077	Renewal Fee - Maintenance Fee post grant of renewal	OS	82.00	82.00	85.00	85.00

Variation

DE 0066	Licence Variation	OS	150.00	150.00	175.00	175.00
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Minor Variation

DE 0067	Minor Variation	OS	37.00	37.00	37.00	37.00
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Replacement Badge

DE 0068	Replacement Badge	OS	20.00	20.00	20.00	20.00
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Copy of Consent

DE 0069	Copy of Consent	OS	13.00	13.00	13.00	13.00
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Occasional Consent

DE 0070	Occasional Consent	OS	82.00	82.00	85.00	85.00
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Environment
Service Area: Churchyard Burial Grounds & Cemeteries
Charging Directory Area: Interments

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The objective for each of the cemetery charges is cost recovery.

Proposed change in fee/charge from previous year (%)

N/A

Justification and basis for revised charge (including any benchmarking/consultation)

N/A

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with neighbouring authorities.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£377,000 for all cemetery income.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

CHURCHYARD BURIAL GROUNDS & CEMETERIES

NB - All additional memorialisation works not detailed below are charged on a cost basis.

INTERMENTS

Grave Re-opening

OC 0877	Re-opening	Resident	OS	590.85	590.85	590.85	590.85
		Non Resident	OS	1,181.55	1,181.55	1,181.55	1,181.55

Interment Outside Normal Hours

OC 0878	Extra per hour	Resident	OS	247.45	247.45	247.45	247.45
		Non Resident	OS	494.80	494.80	494.80	494.80

Interment Fee

OC 0853	Part of body	Resident	OS	106.25	106.25	106.25	106.25
		Non Resident	OS	212.40	212.40	212.40	212.40
OC 0870	Child under 1 month	Resident	OS	66.20	66.20	66.20	66.20
		Non Resident	OS	132.25	132.25	132.25	132.25
OC 0871	Child 1 month to 12 years	Resident	OS	132.25	132.25	132.25	132.25
		Non Resident	OS	264.40	264.40	264.40	264.40
OC 0872	All persons over 12 years	Resident	OS	1,118.15	1,118.15	1,118.15	1,118.15
		Non Resident	OS	2,236.25	2,236.25	2,236.25	2,236.25
OC 0873	Each foot over six feet	Resident	OS	66.20	66.20	66.20	66.20
		Non Resident	OS	132.25	132.25	132.25	132.25

Interment of Ashes

OC 0874	Into existing grave	Resident	OS	268.75	268.75	268.75	268.75
		Non Resident	OS	537.50	537.50	537.50	537.50
OC 0875	Into shoe plot with Exclusive Right	Resident	OS	814.15	814.15	814.15	814.15
		Non Resident	OS	1,628.15	1,628.15	1,628.15	1,628.15
OC 0876	Re-opening of shoe plot	Resident	OS	240.10	240.10	240.10	240.10
		Non Resident	OS	480.05	480.05	480.05	480.05
OC 0879	Into an ashes half plot with exclusive right	Resident	OS	1,200.55	1,200.55	1,200.55	1,200.55
		Non Resident	OS	2,399.95	2,399.95	2,399.95	2,399.95

Grave without Exclusive Rights

OC 0850	Child under 1 month	Resident	OS	66.20	66.20	66.20	66.20
		Non Resident	OS	132.25	132.25	132.25	132.25
OC 0851	Child 1 month to 12 years	Resident	OS	132.25	132.25	132.25	132.25
		Non Resident	OS	264.40	264.40	264.40	264.40
OC 0852	All persons over 12 years	Resident	OS	757.25	757.25	757.25	757.25
		Non Resident	OS	1,514.45	1,514.45	1,514.45	1,514.45

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Environment
Service Area: Churchyard Burial Grounds & Cemeteries
Charging Directory Area: Exclusive Right of Burial for 100 Years

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The objective for each of the cemetery charges is cost recovery.

Proposed change in fee/charge from previous year (%)

N/A

Justification and basis for revised charge (including any benchmarking/consultation)

N/A

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with neighbouring authorities

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£377,000 for all cemetery income.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

CHURCHYARD BURIAL GROUNDS & CEMETERIES

NB - All additional memorialisation works not detailed below are charged on a cost basis.

EXCLUSIVE RIGHT OF BURIAL FOR 100 YEARS

Grave Not Exceeding 6' x 3'

OC 0890	Charge	Resident	OS	570.55	570.55	570.55	570.55
		Non Resident	OS	1,141.05	1,141.05	1,141.05	1,141.05

Grave Not Exceeding 9' x 4'

OC 0891	Charge	Resident	OS	1,288.65	1,288.65	1,288.65	1,288.65
		Non Resident	OS	2,577.30	2,577.30	2,577.30	2,577.30

Other Charges

OC 1010	Extension to lease fee (Half the original fee)		OS	-	-	-	-
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Environment
Service Area: Churchyard Burial Grounds & Cemeteries
Charging Directory Area: Right to Erect Memorials (Exclusive rights graves only)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The objective for each of the cemetery charges is cost recovery.

Proposed change in fee/charge from previous year (%)

N/A

Justification and basis for revised charge (including any benchmarking/consultation)

N/A

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with neighbouring authorities.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£377,000 for all cemetery income.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

CHURCHYARD BURIAL GROUNDS & CEMETERIES

NB - All additional memorialisation works not detailed below are charged on a cost basis.

RIGHT TO ERECT MEMORIALS (EXCLUSIVE RIGHTS GRAVES ONLY)

Lawn Section

OC 0900	Headstone not exceeding 36" high	Resident	OS	168.05	168.05	168.05	168.05
		Non Resident	OS	336.00	336.00	336.00	336.00
OC 0901	Cremated remains memorial	Resident	OS	129.95	129.95	129.95	129.95
		Non Resident	OS	291.10	291.10	291.10	291.10

Other

OC 0952	Each inscription after first	Resident	OS	98.85	98.85	98.85	98.85
		Non Resident	OS	197.65	197.65	197.65	197.65
OC 0953	Replacement memorial	Resident	OS	168.05	168.05	168.05	168.05
		Non Resident	OS	336.00	336.00	336.00	336.00
OC 0954	Kerbing	Resident	OS	98.85	98.85	98.85	98.85
		Non Resident	OS	197.65	197.65	197.65	197.65

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Environment
Service Area: Churchyard Burial Grounds & Cemeteries
Charging Directory Area: Grave Maintenance

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The objective for each of the cemetery charges is cost recovery.

Proposed change in fee/charge from previous year (%)

N/A

Justification and basis for revised charge (including any benchmarking/consultation)

N/A

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with neighbouring authorities.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£377,000 for all cemetery income

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

CHURCHYARD BURIAL GROUNDS & CEMETERIES

NB - All additional memorialisation works not detailed below are charged on a cost basis.

GRAVE MAINTENANCE

Planting of Grave Per Annum

OC 1000	Cost						
		Resident	S	77.33	92.80	77.33	92.80
		Non Resident	S	154.54	185.45	154.54	185.45

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Environment
Service Area: Churchyard Burial Grounds & Cemeteries
Charging Directory Area: Other Charges

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The objective for each of the cemetery charges is cost recovery.

Proposed change in fee/charge from previous year (%)

N/A

Justification and basis for revised charge (including any benchmarking/consultation)

N/A

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with neighbouring authorities.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£377,000 for all cemetery income.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

CHURCHYARD BURIAL GROUNDS & CEMETERIES

NB - All additional memorialisation works not detailed below are charged on a cost basis.

OTHER CHARGES

Other Charges

OC 1005	Deed transfer	Resident	S	29.21	35.05	29.21	35.05
		Non Resident	S	58.42	70.10	58.42	70.10
OC 1006	Search in burial register		S	32.33	38.80	32.33	38.80
OC 1007	Memorialisation - New Tree		OS	707.38	707.38	707.38	707.38
OC 1008	Memorialisation - New Bench		OS	1,121.67	1,121.67	1,121.67	1,121.67
OC 1009	Memorialisation - New Plaque (Price available upon request - Guide price £120)		S	-	-	-	-

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Environment
Service Area: Environmental Health
Charging Directory Area: Other Environmental Health Charges

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Contaminated Land - The charge has been set to recover the foreseeable costs incurred in satisfying the vast majority of enquiries, where these are in excess of what must be provided for free of charge under Environmental Information Regulations 2004. Health Export Certificates - The fee has been set to recover the foreseeable costs incurred in providing, or where applicable, assisting Defra in providing, health certificates or similar documentation to British companies wishing to export food. In most cases this service is non-statutory and provides support to local business in fulfilling foreign trade transactions, particularly post EU exit. Visits to check consignments will be charged at the officer hourly rate. Demand remains low, but increased complexity reflected in the cost. Housing Enforcement Notices – this fee has been set to recover the foreseeable costs incurred in relation to inspections and the subsequent drafting, service of notice and follow up. This has been calculated having regard to officer time at the appropriate hourly rate. Works in default of a notice will be charged separately. Food Hygiene Rating Inspection Revisits and reissue of window stickers - Fee has been based on upon the average hourly rate (with on costs) for an officer to undertake an inspection, including the associated administration arising from that visit. - increase in line with council policy for revisits. Primary Authority Partnerships - Cost recovery basis in relation to Primary Authority activity in accordance with the Regulatory Enforcement and Sanctions Act - increase in line with council policy. Immigration inspections.

Proposed change in fee/charge from previous year (%)

Cost recovery basis only – to reflect corporate policy.
Fees to be kept under minimum 3 yearly review and/or increases to be applied in accordance with Council policy, subject to market demands.

Justification and basis for revised charge (including any benchmarking/consultation)

Fee increase in line with corporate policy with the exception of export certificates where officer hourly rate has been retained for consistency across the service.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

For purposes of comparison, periodic checks are made with other Essex Councils and training providers on these charging levels.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

None but the impact of the extra expenditure to the business as a result of this increase is predicted to be nominal.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

Contaminated Land - £1020 Health Export Certificates - £600 Housing Enforcement Notices - £0 Food Hygiene Rating Inspection Revisits – £900 Primary Authority Partnerships - £700 a year

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

ENVIRONMENTAL HEALTH

OTHER ENVIRONMENTAL HEALTH CHARGES

Other Environmental Health Charges

**DE 0046 where additional processing or checks are required the additional work will be charged at the officer hourly rate and any sampling costs will be subject to recovery. **DE 1213 - Charges at the hourly rate shall also be applied to the reclamation of costs accrued organising public health funerals, from a minimum value of 12 hours.*

DE 0042	Contaminated land enquiries (which do not form part of the public register) - Min Charge £100	per hour	OS	58.30	58.30	60.00	60.00
DE 0046	Health Export Certificates - minimum 1 hour charge*		OS	60.00	60.00	60.00	60.00
DE 0048	Primary Authority Partnership Recharges	per hour	OS	75.90	75.90	80.00	80.00
DE 0049	Requests for Re-rating (Food Hygiene Rating Scheme)	per request	OS	179.00	179.00	190.00	190.00
DE 1213	Officer Recharges**	per hour	OS	57.20	57.20	60.00	60.00
DE 1222	Reissue of Food Hygiene Rating Window Sticker	each	OS	13.20	13.20	15.00	15.00
DE 1230	Housing Act Discretionary Inspections	Per Certificate	S	220.00	264.00	240.00	288.00

Housing Act Enforcement Notices (Except Hazard Awareness Notices)

DE 0047	Officer Recharges		OS	440.00	440.00	480.00	480.00
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Other Charges

DE 0058	Housing Inspection for UK entry clearance		S	116.63	139.95	180.00	216.00
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Environment
Service Area: Environmental Health
Charging Directory Area: Houses in Multiple Occupation

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The aim is to allow recovery of surveying, administrative and regulatory costs incurred by the Council, so far as the law allows. A concession is made for landlords accredited by UK Landlord Accreditation Partnership in order to promote this scheme which is designed to drive up standards.

Proposed change in fee/charge from previous year (%)

variable% increase Changes reflect the hourly rates against the officer time spent processing applications. Split charges reflect legislative requirements

Justification and basis for revised charge (including any benchmarking/consultation)

In accordance with corporate policy.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

For purposes of comparison, periodic checks are made with other Essex Councils on levels of fees for this service.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

Not applicable

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£25,000
The number of licences that lapse in 24/25 is median in comparison to previous years. Balance of income anticipated as a result of additional targeted enforcement and the use of civil penalties

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

ENVIRONMENTAL HEALTH

HOUSES IN MULTIPLE OCCUPATION

Houses in Multiple Occupation

*The Landlord Scheme includes those landlords accredited by the UK Landlord Accreditation Partnership and/or those participating in a Basildon Council Landlord Incentive in accordance with the terms of the scheme in place. Further details of the Thames Gateway Accreditation Scheme can be obtained upon request. *A reduction of 15% will be granted to Landlords who are signed up to a Landlord Accreditation Scheme (DE0140, DE0141, DE0147 and DE0148). Discounts for landlords who are members of a Landlord Accreditation Scheme may be withdrawn where a submitted licence application is incomplete and not accompanied by all required documentation. **Maintenance fee (post grant) must be paid for all licences issued and the licence will not be valid until the payment has been made (DE0142 and DE0149). ***The fee reduction for 5 or more HMOs with the same applicant/landlord only relates to licensable HMOs which are within the Borough of Basildon (DE0146). Renewing applicants who fail to make application for a licence before their existing licence expires will be charged at the new application rate.*

DE 0140	New Application Fee (per unit of accommodation) up to 6 units*	OS	165.00	165.00	180.00	180.00
DE 0141	New Application Fee (per unit of accommodation) 7 or more units*	OS	83.00	83.00	90.00	90.00
DE 0142	New Application - Maintenance Fee Post Grant**	OS	193.00	193.00	220.00	220.00
DE 0146	Fee reduction for 5 or more HMOs with the same applicant/landlord @ £35/application ***	OS	-	-	-	-
DE 0147	Renewal Fee (per unit of accommodation) up to 6 units *	OS	83.00	83.00	90.00	90.00
DE 0148	Renewal Fee (per unit of accommodation) 7 or more units *	OS	55.00	55.00	60.00	60.00
DE 0149	Renewal Fee - Maintenance Fee post grant **	OS	193.00	193.00	220.00	220.00

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Environment
Service Area: Environmental Health
Charging Directory Area: Animal Control Fees

Objectives/rationale of the fee/charge (e.g. full cost recovery)

There is a statutory and community need to provide a stray dog service. It is right that owners reclaiming their dogs pay for the council and contractor's costs but not for those errant owners who do not collect their lost pets. Reclaim fees offset service costs.

Proposed change in fee/charge from previous year (%)

No increase to discretionary fees in order to ensure that dogs are reclaimed. Charging schedule simplified to consolidate the charges. These charges are subject to annual review.

Justification and basis for revised charge (including any benchmarking/consultation)

NOTE: s.149(5) of Environmental Protection Act 1990 requires that before a seized stray dog is returned to an owner, expenses incurred by reason of its detention must be paid, including the prescribed fee (£25).

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

For purposes of comparison, periodic checks are made with other Essex Councils on levels of fees for this service.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

No income is expected as the reclaim charges are offset against the contractor's kennelling costs.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

ENVIRONMENTAL HEALTH

ANIMAL CONTROL FEES

Boarding/Kennelling of Stray Dogs

All fees are paid directly to the kennels. The cost of any veterinary treatment and microchipping administered by the kennels is in addition to these charges.

DE 0050	Prescribed Fee (maximum)	per dog	OS	25.00	25.00	25.00	25.00
DE 1214	Additional reclaim charges	per dog	OS	38.00	38.00	38.00	38.00
DE 1216	Stray dog kennelling fee	per dog per day	OS	12.00	12.00	12.00	12.00

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Environment
Service Area: Environmental Health
Charging Directory Area: Private Water Supplies

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Full cost recovery within statutory limits.

Proposed change in fee/charge from previous year (%)

Statutory fee.

Justification and basis for revised charge (including any benchmarking/consultation)

In line with council policy.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Comparison with charges made by other Essex Authorities as part of initial fee setting process

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£0

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

ENVIRONMENTAL HEALTH

PRIVATE WATER SUPPLIES

Private Water Supplies

DE 1217	Risk Assessment (Up to max £500)	per hour	OS	58.30	58.30	60.00	60.00
DE 1218	Sampling Vist (Up to max £100)	per hour	OS	58.30	58.30	60.00	60.00
DE 1219	Investigation (Up to max £100)	per hour	OS	58.30	58.30	60.00	60.00
DE 1220	Granting an authorisation (Up to max £100)	per hour	OS	58.30	58.30	60.00	60.00
DE 1221	Sample Analysis (Actual charge levied by laboratory up to the statutory maximum in Schedule 5 to the regulations)	each	OS	-	-	-	-

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Health, Wellbeing, Leisure, Arts & Culture
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Football (and Rugby)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being". The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Grass (Adult & Junior) – average 8.7% increase.

Justification and basis for revised charge (including any benchmarking/consultation)

The proposed increase of 8.7% in hire charges is in line with the budgeted increase in the running costs for the service.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with other local authorities. The charge being proposed is in line with other local authorities.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out in relation to this proposal.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£22,000

Predicted income is based on current usage and the expectation that bookings will remain the same

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PARKS, OPEN SPACES & RECREATION GROUNDS

FOOTBALL (AND RUGBY)

Exempt charges only apply where block bookings are made to a School, Club, Association etc. Otherwise VAT is at the Standard Rate.

Group A (full changing facilities with showers)

OL 0010	Adult - Season	Every Saturday	E	2,767.90	2,767.90	3,008.75	3,008.75
OL 0011		Every Sunday	E	2,917.20	2,917.20	3,171.00	3,171.00
OL 0012		Alternate Saturdays	E	1,394.95	1,394.95	1,516.35	1,516.35
OL 0013		Alternate Sundays	E	1,458.45	1,458.45	1,585.35	1,585.35
OL 0014	Adult - Casual	All Week	S	89.50	107.40	97.29	116.75

Group B (changing facilities without showers)

OL 0030	Adult - Season	Every Saturday	E	1,792.80	1,792.80	1,948.80	1,948.80
OL 0031		Every Sunday	E	1,789.65	1,789.65	1,945.35	1,945.35
OL 0032		Alternate Saturdays	E	907.75	907.75	986.75	986.75
OL 0033		Alternate Sundays	E	975.45	975.45	1,060.35	1,060.35
OL 0034	Adult - Casual	All Week	S	63.13	75.75	68.63	82.35

Group C (no changing facilities)

OL 0050	Adult - Season	Every Saturday	E	1,227.10	1,227.10	1,333.90	1,333.90
OL 0051		Every Sunday	E	1,411.15	1,411.15	1,533.95	1,533.95
OL 0052		Alternate Saturdays	E	616.60	616.60	670.25	670.25
OL 0053		Alternate Sundays	E	717.55	717.55	780.00	780.00
OL 0054	Adult - Casual	All Week	S	48.96	58.75	53.25	63.90
OL 0056	Junior - Season	Every Saturday	E	295.05	295.05	320.75	320.75
OL 0057		Every Sunday	E	332.15	332.15	361.05	361.05
OL 0058		Alternate Saturdays	E	144.25	144.25	156.80	156.80
OL 0059		Alternate Sundays	E	169.45	169.45	184.20	184.20
OL 0060	Junior - Casual	All Week	S	12.04	14.45	13.08	15.70
OL 0062	Child - Season	Every Saturday	E	142.05	142.05	154.45	154.45
OL 0063		Every Sunday	E	185.45	185.45	201.60	201.60
OL 0064		Alternate Saturdays	E	69.75	69.75	75.85	75.85
OL 0065		Alternate Sundays	E	96.55	96.55	104.95	104.95
OL 0066	Child - Casual	All Week	S	6.58	7.90	7.17	8.60

5 or 6-a-side Football

OL 0070	Adult - Sunday	per hour	S	36.00	43.20	39.17	47.00
OL 0071	Adult - Other than Sunday	per hour	S	34.58	41.50	37.63	45.15
OL 0072	Junior - Sunday	per hour	S	11.50	13.80	12.50	15.00
OL 0073	Junior - Other than Sunday	per hour	S	10.38	12.45	11.29	13.55

Pitch Marking

OL 0040	Initial Marking	11 a Side Pitch	S	173.25	207.90	188.33	226.00
OL 0041		9 a Side Pitch	S	157.50	189.00	171.21	205.45
OL 0042		7 a Side Pitch	S	136.50	163.80	148.38	178.05
OL 0043		5 a Side Pitch	S	105.00	126.00	114.17	137.00
OL 0044	Over Marking	11 a Side Pitch	S	47.25	56.70	51.38	61.65
OL 0045		9 a Side Pitch	S	42.00	50.40	45.67	54.80
OL 0046		7 a Side Pitch	S	35.71	42.85	38.83	46.60
OL 0047		5 a Side Pitch	S	31.50	37.80	34.25	41.10

Additional Charges

OL 0075	Tractor Works	per hour	S	57.75	69.30	62.79	75.35
OL 0076	Manual Maintenance Works	per hour	S	26.25	31.50	28.54	34.25
OL 0084	Cleaning of Changing Room (NEW FOR 24/25)	per session	S	-	-	75.00	90.00
OL 0086	Hire of Pavilion (NEW FOR 24/25)	2 Hour Session	S	-	-	22.83	27.40

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Health, Wellbeing, Leisure, Arts & Culture
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Cricket - Group A (full changing facilities with showers)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being". The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Grass (Adult & Junior) – 8.7% increase

Justification and basis for revised charge (including any benchmarking/consultation)

The proposed increase of 8.7% in hire charges is in line with the budgeted increase in the running costs for the service.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with other local authorities. The charge being proposed is in line with other local authorities.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out in relation to this proposal.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£6,000

Predicted income is based on current usage and the expectation that bookings will remain the same however we are currently at full capacity

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PARKS, OPEN SPACES & RECREATION GROUNDS

CRICKET - GROUP A (FULL CHANGING FACILITIES WITH SHOWERS)

Exempt charges only apply where block bookings are made to a School, Club, Association etc. Otherwise VAT is at the Standard Rate.

Grass

OL 0080	Adult - 1 to 9 games	per match	S	101.00	121.20	109.79	131.75
OL 0081	Adult - 10 or more games	per match	E	101.00	101.00	109.80	109.80
OL 0082	Junior - 1 to 9 games	per match	S	49.00	58.80	53.29	63.95
OL 0083	Junior - 10 or more games	per match	E	49.00	49.00	53.30	53.30
OL 0085	Cleaning of Changing Room (NEW 24/25)	per session	S	-	-	75.00	90.00
OL 0087	Hire of Pavilion (NEW FOR 24/25)	2 Hour Session	S	-	-	22.83	27.40

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Health, Wellbeing, Leisure, Arts & Culture
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Cricket - clubs with Own Accommodation

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being". The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

The charge is made primarily to those using the land for commercial purposes in order for the Council to regulate the use of its land.

Proposed change in fee/charge from previous year (%)

Grass (Adult & Junior) – 8.7% increase.

Justification and basis for revised charge (including any benchmarking/consultation)

The proposed increase of 8.7% in hire charges is in line with the budgeted increase in the running costs for the service.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with other local authorities. The charge being proposed is in line with other local authorities.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out in relation to this proposal.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£4500

Predicted income is based on current usage and the expectation that bookings will remain the same however we are currently at full capacity

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PARKS, OPEN SPACES & RECREATION GROUNDS

CRICKET - CLUBS WITH OWN ACCOMMODATION

Exempt charges only apply where block bookings are made to a School, Club, Association etc. Otherwise VAT is at the Standard Rate.

Grass

OL 0100	Adult - 1 to 9 games	per match	S	59.33	71.20	64.50	77.40
OL 0101	Adult - 10 or more games	per match	E	59.35	59.35	64.55	64.55
OL 0102	Junior - 1 to 9 games	per match	S	29.67	35.60	32.25	38.70
OL 0103	Junior - 10 or more games	per match	E	29.60	29.60	32.20	32.20

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Health, Wellbeing, Leisure, Arts & Culture
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Bowls

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being". The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Bowls – Season – 8.7%
Bowls – Season (Concession) – 8.7%
Club Bowls – Season – 8.7%
Club Bowls – Season (Concession) – 8.7%
One morning per week – Season – 8.7%
Two mornings per week – Season – 8.7%

Justification and basis for revised charge (including any benchmarking/consultation)

The proposed increase of 8.7% in hire charges is in line with the budgeted increase in the running costs for the service.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with other local authorities. The charge being proposed is in line with other local authorities.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out in relation to this proposal.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£27,000

Predicted income is based on current usage and the expectation that bookings will remain the same

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PARKS, OPEN SPACES & RECREATION GROUNDS

BOWLS

Bowls Club Members belonging to clubs based at Lake Meadows are provided with a Car Park season ticket for Lake Meadows at a fee of £2.00 per season. All other bowlers are required to purchase a car park ticket at the prevailing rate for the periods 09.30 to 10.00 and 15.00 to 15.30 should they be parked during these periods.

Lawn Bowls

Exempt charges only apply where block bookings are made to a School, Club, Association etc. Otherwise VAT is at the Standard Rate.

OL 0220	Lawn Bowls - Season (afternoons and weekends)	Adult	S	150.17	180.20	163.25	195.90
OL 0221	Lawn Bowls - Season (Concession) (afternoons and weekends)	Junior/OAP	S	115.75	138.90	125.83	151.00
OL 0222	Club Lawn Bowls - Season (afternoons and weekends)	Adult	E	122.20	122.20	132.85	132.85
OL 0223	Club Lawn Bowls - Season (Concession)(afternoons and weekends)	Junior/OAP	E	91.25	91.25	99.20	99.20
OL 0224	Weekday morning Lawn Bowls (4 mornings) - Season	OAP	S	40.50	48.60	44.04	52.85
OL 0226	Club Lawn Bowls New Starter		E	47.30	47.30	51.45	51.45
OL 0227	Hire of Pavilion at Gloucester Park	2 Hour Session	S	21.00	25.20	22.83	27.40
OL 0232	Bowls - per rink (NEW FOR 24/25)	per hour	S	-	-	6.67	8.00

Short Mat Bowls

OL 0228	Short Mat Bowls Morning (7 days) - Season	OAP	S	40.50	48.60	44.04	52.85
OL 0229	Short Mat Bowls Afternoons (7 days) - Season	OAP	S	40.50	48.60	44.04	52.85

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Health, Wellbeing, Leisure, Arts & Culture
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Other Parks' Leisure Facilities

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being". The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Increase of 8.7% in hire charges and changing facilities.

Justification and basis for revised charge (including any benchmarking/consultation)

The proposed increase of 8.7% in hire charges is in line with the budgeted increase in the running costs for the service.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with other local authorities. The charge being proposed is in line with other local authorities.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out in relation to this proposal.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£4,000

Predicted income is based on current usage and the expectation that bookings will remain the same

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PARKS, OPEN SPACES & RECREATION GROUNDS

OTHER PARKS' LEISURE FACILITIES

Other Parks' Leisure Facilities

OL 0231	Changing Facility		S	9.38	11.25	10.21	12.25
OL 0233	Memorialisation - New Tree (NEW FOR 24/25)	per item	S	-	-	768.92	922.70
OL 0234	Memorialisation - New Park Bench (NEW FOR 24/25)	per item	S	-	-	1,219.29	1,463.15
OL 0235	Memorialisation - New Rustic Bench (NEW FOR 24/25)	per item	S	-	-	800.00	960.00
OL 0236	Memorialisation - New Plaque (Price available upon request - Guide price £120) (NEW for 24/25)	per item		-	-	-	-

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Health, Wellbeing, Leisure, Arts & Culture
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Other Sports & Events - Leisure Facilities

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being". The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

The charge is made primarily to those using the land for commercial purposes in order for the Council to regulate the use of its land.

Proposed change in fee/charge from previous year (%)

Large Fairs – 8.7% increase
Small Fairs – 8.7% increase
Ground Deposit – negotiable
Horse Show/Trials & other heavy events – 8.7% increase
Organised Outdoor Class (Per Session) – 8.7% increase
Other Small Misc Events – 8.7% increase
Small Events – 8.7% increase
Medium Events – 8.7% increase
Large Events – 8.7% increase
Outdoor Class Annual – 8.7%
Major Events and Circuses – negotiable
Reinstating Ground After An Event – negotiable
Staff Costs for Attending Events – negotiable

Please note : For Fairs and Events charges are reduced by 50% for non operational days.

Justification and basis for revised charge (including any benchmarking/consultation)

The proposed increase of 8.7% in hire charges is in line with the budgeted increase in the running costs for the service.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with other local authorities. The charge being proposed is in line with other local authorities.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out in relation to this proposal.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£12,000

Predicted income is based on current usage and the expectation that bookings will remain the same

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PARKS, OPEN SPACES & RECREATION GROUNDS

OTHER SPORTS & EVENTS - LEISURE FACILITIES

NB - Where an organisation is a registered charity or not for profit organisation, the charges below do not apply. Instead an administration charge is applicable. All statutory bodies will be subject to the charges below.

Other Sports & Events

* For events where Basildon Council supplies more than just the use of land, VAT may be applicable at the standard rate. Please contact the Parks department on 01268 294910.

OL 0285	Large Fairs - Not exceeding 17 rides (minimum fee per 2 days)		E	1,322.70	1,322.70	1,437.80	1,437.80
OL 0286	Small Fairs - Up to 8 rides (Sun Corner Nevendon Road)		E	933.80	933.80	1,015.05	1,015.05
OL 0290	Ground Deposit (NEGOTIABLE)		OS	-	-	-	-
OL 0300	Horse Show/Trials & other heavy events *	per day	E	244.90	244.90	266.25	266.25
OL 0301	Organised outdoor classes (half day session) *	per session	E	16.65	16.65	18.10	18.10
OL 0302	Other small miscellaneous events (PRICE ON REQUEST) *			-	-	-	-
OL 0309	Small Events - Up to 750 people in attendance (maximum fee) *	per day	E	166.10	166.10	180.55	180.55
OL 0310	Medium Events - 751 to 1500 people in attendance (maximum fee) *	per day	E	269.75	269.75	293.25	293.25
OL 0311	Large Events - Over 1500 people in attendance (maximum fee) *	per day	E	407.55	407.55	443.05	443.05
OL 0313	Organised outdoor classes	Annual	E	661.85	661.85	719.45	719.45
OL 0316	Administrative charge for registered charities and not-for-profit organisations		E	28.15	28.15	30.60	30.60
OL 0317	Catering units located on Council Owned Land (NEGOTIABLE)		S	-	-	25.50	30.60
OL 0318	Equipment Storage	per week	S	6.29	7.55	6.83	8.20
<u>Major Events & Circuses</u>							
OL 0312	Major Events and Circuses (NEGOTIABLE)		OS	-	-	-	-
OL 0314	Reinstating ground after an event		S	-	-	-	-
OL 0315	Staff costs for attending events		S	-	-	-	-
<u>All Year</u>							
OL 0546A	Inflatable Pitch Hire (or Marquee) (Maximum 3 inflatables)	per inflatable	E	16.85	16.85	18.35	18.35

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Health, Wellbeing, Leisure, Arts & Culture
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Allotment Rents

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The objective of the charge is full cost recovery.

Proposed change in fee/charge from previous year (%)

8.7%

Justification and basis for revised charge (including any benchmarking/consultation)

To achieve full cost recovery in line with the Fees and Charges Strategy.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with neighbouring authorities.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

A consultation exercise was undertaken in May 2010 to those on the waiting list as to the level of charge they would pay for a modern site. The majority stated they would pay £100/plot/year.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£12,000

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PARKS, OPEN SPACES & RECREATION GROUNDS

ALLOTMENT RENTS

Allotment Rents

OC 0770	Market Road, Wickford	per annum	OS	76.50	76.50	83.20	83.20
OC 0771	Market Road, Wickford - OAP	per annum	OS	38.20	38.20	41.55	41.55
OC 0772	Key Fee (applies to both sites)		OS	5.85	5.85	6.40	6.40
OC 0773	St James' Road, Vange	per annum	OS	76.50	76.50	83.20	83.20
OC 0774	St James' Road, Vange - OAP	per annum	OS	38.20	38.20	41.55	41.55

Victoria Park Plots

OC 0775	Small Size	per annum	OS	67.10	67.10	72.95	72.95
OC 0776	Medium Size	per annum	OS	100.55	100.55	109.30	109.30
OC 0777	Large Size	per annum	OS	134.05	134.05	145.75	145.75

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Health, Wellbeing, Leisure, Arts & Culture
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Anti Social Behaviour Act - High Hedges

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The charge is made to cover the cost of an inspection and adjudication when an application is received.

Proposed change in fee/charge from previous year (%)

8.7% increase.

Justification and basis for revised charge (including any benchmarking/consultation)

Increase in line with processes for fees and charges.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

The charge for this varies throughout the county and was benchmarked when the charge was introduced – BBC is in the top quartile in Essex for this charge.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£600

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PARKS, OPEN SPACES & RECREATION GROUNDS

ANTI SOCIAL BEHAVIOUR ACT - HIGH HEDGES

Anti Social Behaviour Act
 OC 0800 High Hedges

OS 535.50 535.50 582.10 582.10

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Health, Wellbeing, Leisure, Arts & Culture
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Roundabout Sponsorship

Objectives/rationale of the fee/charge (e.g. full cost recovery)

To cover the costs of the uplift for enhanced grounds maintenance, administration, production and installation of a sponsorship sign once a roundabout is sponsored.

Proposed change in fee/charge from previous year (%)

8.7%

Justification and basis for revised charge (including any benchmarking/consultation)

There has been benchmarking and research over the last two years which has shown that sponsorship of the roundabouts can be promoted and this will help to bring an income in to help fund the grounds maintenance of the borough and roundabouts.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Price comparable with Braintree, Brentwood and Southend

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£25,000

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

PARKS, OPEN SPACES & RECREATION GROUNDS

ROUNABOUT SPONSORSHIP

Roundabout Sponsorship

OL 0730	Roundabout Sponsorship - Sites A	S	4,000.00	4,800.00	4,348.00	5,217.60
OL 0731	Roundabout Sponsorship - Sites B	S	3,000.00	3,600.00	3,261.00	3,913.20
OL 0732	Roundabout Sponsorship - Sites C	S	1,500.00	1,800.00	1,630.50	1,956.60
OL 0733	Roundabout Sponsorship - Sites D	S	1,000.00	1,200.00	1,087.00	1,304.40

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Health, Wellbeing, Leisure, Arts & Culture
Budget Book Area: Leisure
Service Area: Country Parks
Charging Directory Area: Wat Tyler Education Services

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being".

The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

General Education prices have all been increased by an average 8.7%.

Residential Prices now include catering provided by an external contractor, (Breakfast @ £6.50 per person plus VAT, Lunch @ £7.00 per person plus VAT and Dinner @ £6.50 per person plus VAT.) This increases catering costs but offsets by reducing staff hours and food purchasing costs (for 1-night residential packages increased by approx £702 per class but reduced by approx £200+ of staff hours + £250 food costs: for 2-night residential packages by £1222 but reduced by approx £300+ of staff hours + £250 food costs.

Many code lines are still missing minimum charges, which in some cases are the most common prices being used for that particular fee/charge. These are to be added on this year.
e.g. 0585 - £100, 0516, 517 and 518 - £250.

All the forest school code lines need the deposit of £100 to be added to the description.

Evening 4hr 'day-hires' of the residential centre needs a higher rate than working hour 4hr day rate to accommodate extra staff costs in supporting such hires.

A new code is to be created for ATF partnership working, as it is between the current 2hr and full day fees, is a multiple booking and supporting the local community.

Justification and basis for revised charge (including any benchmarking/consultation)

As per management direction the fees have been increased in-line with inflation.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking for residential visits, outdoor education sessions, school day visits, forest schools, room hire and adult education have all been made.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No consultation has been made, though general feedback is offered and given.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

Estimated income is £87,000 for Education

Day visit usage will be dramatically reduced due to the hire of the Diamond Suites for The Place hirings. Day visit income is predicted to drop to 60% of a normal year's income and will increase slowly back to 100% over the following years after the end of the hire as schools slowly return to Wat Tyler Education.

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

COUNTRY PARKS

WAT TYLER EDUCATION SERVICES

Subject to manager's discretion, a discount could apply as introductory offer or to church groups, charities & Essex Field Club (on supply of proof/evidence of registered charity number) - to bookings of more than 2 hours. If a school books the Residential Centre for the whole week for 2 classes, they are charged the subsidised rate.

Peak Season (March-September)

OL 0500	Weekday activity per child (Min £150)	per child	E	7.45	7.45	8.00	8.00
OL 0510	1 Night Residential per child Mon-Tue (Min £1,200)	per child	S	75.00	90.00	90.00	108.00
OL 0512	2 Night Residential per child Mon-Tue (Min £1,700)	per child	S	110.00	132.00	137.50	165.00
OL 0513	1 Night Residential per child Wed-Fri (Minimum £1,000)	per child	S	80.00	96.00	95.00	114.00
OL 0514	2 Night Residential per child Wed-Fri (Minimum £1,500)	per child	S	120.00	144.00	147.50	177.00

Low Season (October-February)

OL 0523	Private Residential Hire, per child per night (Min £240+VAT)	per child	S	11.00	13.20	12.00	14.40
OL 0525	Session price (2 instructors) Minimum charge £125	per child	E	8.70	8.70	9.50	9.50
OL 0527	Extra cost for Craft session per child	per child	E	2.30	2.30	2.50	2.50
OL 0532	Night Safari (Min £125)	per child	E	11.55	11.55	12.60	12.60

Forest Schools

OL 0571	Half Term (Min £100)	Lead	E	1,260.00	1,260.00	1,369.65	1,369.65
OL 0572	Term (Min £100)	Lead	E	2,515.00	2,515.00	2,733.85	2,733.85
OL 0573	Half Term (Min £100)	Support	E	1,110.00	1,110.00	1,206.60	1,206.60
OL 0574	Term (Min £100)	Support	E	2,220.00	2,220.00	2,413.15	2,413.15
OL 0575	Year (Min £100)	Lead	E	7,540.00	7,540.00	8,196.00	8,196.00
OL 0576		Support	E	6,662.00	6,662.00	7,241.60	7,241.60
OL 0585	Any 2 hour Education session (1 staff)(minimum charge £100)	per child	E	5.80	5.80	6.30	6.30
OL 0586	Education Parent Fee	per person	E	2.00	2.00	2.20	2.20

All Year

OL 0530	Environmental Birthday Parties (Max of 20 children)	per party	S	208.33	250.00	226.46	271.75
OL 0537	Half Hour Public Activity		E	6.00	6.00	6.55	6.55
OL 0538	One Hour Public Activity		E	7.00	7.00	7.65	7.65
OL 0539	Practical Support Activity	Per Person Per Hour	E	26.00	26.00	28.30	28.30
OL 0577	Adult Leisure Activity (non-course)	per session	S	10.50	12.60	11.42	13.70
OL 0578	Residential Private Hire	per day	S	319.21	383.05	347.00	416.40

Project Development Costs

OL 0570	Resourcing, planning for delivery	per project	S	27.54	33.05	29.96	35.95
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Corporate Option

OL 0516	Team Building Day Package @ Resi (min 5 people and minimum charge £250)	per person	S	25.00	30.00	27.21	32.65
OL 0517	Night Hire (4:00pm-12:00am)(minimum charge £250)	per session	S	240.00	288.00	260.92	313.10

Organised Groups

OL 0518	Night Hire (4:00pm-12:00am)(minimum charge (£250)	per session	S	240.00	288.00	260.92	313.10
OL 0519	Activity Day Hire (up to 8 hours between 9:30am and 4:30pm)	per day	S	150.00	180.00	163.08	195.70
OL 0520	Activity Half Day Hire (Up to 4 hours between 9:30am and 4:30pm)	per half day	S	85.00	102.00	92.42	110.90
OL 0521	Private Day Hire (kitchen & meeting room)	per day	S	150.00	180.00	163.08	195.70
OL 0522	Education Birthday Party	per session	S	216.00	259.20	234.79	281.75
OL 0524	Overnight Standard	per session	S	240.00	288.00	260.92	313.10
OL 0526	Activity Evening Hire (up to 9:30pm leave) (NEW IN 24/25)	per evening	S	-	-	92.58	111.10

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Health, Wellbeing, Leisure, Arts & Culture
Budget Book Area: Leisure
Service Area: Country Parks
Charging Directory Area: Wat Tyler Centre/Wedding Packages/External Hires/External Buildings/Heritage Barns

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being".

The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

It is proposed to not to increase the current charging structure commercial hire, as they are too expensive, and there is little usage of them.

Community rate for all room hire to increase by 8.7%

All wedding packages increase by 8.7%

New Community Prices for the Dutch Barn, Willow & Ash at Community Rate have now been included.

Justification and basis for revised charge (including any benchmarking/consultation)

The proposed increase in charges reflect the increased running costs of the facility's. However, this is not full cost recovery.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking is undertaken against other LA and local room hires to ensure we are competitively priced.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No significant change in charges so no consultation is needed.

Customers are asked on an ongoing basis as part of the service's ongoing customer satisfaction monitoring arrangements for their views about value for money provided by our service.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£134,000 based on previous years usage.

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

COUNTRY PARKS

WAT TYLER CENTRE/WEDDING PACKAGES/EXTERNAL HIRES/EXTERNAL BUILDINGS/HERITAGE BARNs

NB - Where an organisation is a registered charity or not for profit organisation, the charges below do not apply. Instead an administration charge is applicable. All statutory bodies will be subject to the charges below.

Hire Charges (hourly rate is up to 3 hours)

OL 0600	Nobel Room	per day	S	606.92	728.30	606.92	728.30
		per half day	S	419.50	503.40	419.50	503.40
		per hour	S	88.46	106.15	88.46	106.15
OL 0601	Bittern Room	per day	S	220.50	264.60	220.50	264.60
		per half day	S	155.25	186.30	155.25	186.30
		per hour	S	37.67	45.20	37.67	45.20
OL 0602	Diamond Suite 3	per year	S	10,000.00	12,000.00	10,000.00	12,000.00
		per day	S	217.75	261.30	217.75	261.30
		per half day	S	154.33	185.20	154.33	185.20
OL 0603	Diamond Suite 1 & 2 (combined)	per hour	S	34.00	40.80	34.00	40.80
		per day	S	496.13	595.35	496.13	595.35
		per half day	S	371.17	445.40	371.17	445.40
OL 0604	Diamond Suite 1 & 2 (each as separate rooms)	per hour	S	79.92	95.90	79.92	95.90
		per day	S	279.29	335.15	279.29	335.15
		per half day	S	217.75	261.30	217.75	261.30
OL 0605	Cordite Room	per hour	S	41.33	49.60	41.33	49.60
		per day	S	305.96	367.15	305.96	367.15
		per half day	S	172.75	207.30	172.75	207.30
		per hour	S	45.00	54.00	45.00	54.00
OL 0705	Additional flipchart hire - only 1 free	Per Booking	S	3.25	3.90	3.25	3.90
OL 0706	Self Catering Urn Hire	Per Booking	S	13.79	16.55	13.79	16.55

Other Hire Charges

OL 0542	Unit D	per quarter	S	604.60	725.52	657.20	788.64
OL 0543	Unit E & F	per quarter	S	1,125.65	1,350.78	1,223.60	1,468.32
OL 0544	Small Compound (was previously charged per annum)	per quarter	S	1,213.65	1,456.38	1,319.25	1,583.10
OL 0545	Inflatable Pitch Hire (or Marquee)	per day	S	161.35	193.62	175.40	210.48
OL 0546		per inflatable	S	16.85	20.22	18.35	22.02
OL 0547	Norsey Wood & Cabin (flat fee + charge per day)	per day	S	24.54	29.45	26.71	32.05
OL 0548	The Wick Pavilion	per day	S	24.63	29.55	26.79	32.15
OL 0579	Dutch Barn Package	Per Booking	S	1,265.00	1,518.00	1,375.08	1,650.10
OL 0580	Dutch Barn Evenings - room only	Per Booking	S	826.00	991.20	897.88	1,077.45
OL 0582	Cygnet Room (Mon-Fri)	per day	S	70.00	84.00	76.13	91.35
		per half day	S	40.00	48.00	43.50	52.20
		per day	S	250.00	300.00	271.75	326.10
OL 0583	The Ash	per half day	S	190.00	228.00	206.54	247.85
		per day	S	80.00	96.00	86.96	104.35
OL 0584	The Willow	per half day	S	50.00	60.00	54.38	65.25
		per session	S	16.00	19.20	17.42	20.90
OL 0710	Wedding Ceremony Hire (full day 9am to 5pm)		S	430.83	517.00	468.33	562.00
OL 0711	Barn Wedding Package		S	1,343.29	1,611.95	1,460.17	1,752.20
OL 0712	Village green package consisting of barn all day and ceremony plus evening hire/pitch fee for 48 hours for marquee		S	1,483.04	1,779.65	1,612.08	1,934.50
OL 0713	Nobel package to include hire of barn for ceremony and evening in room (including security)		S	1,528.25	1,833.90	1,661.21	1,993.45
OL 0714	Evening barn hire (5pm to 12am including security)		S	838.17	1,005.80	911.13	1,093.35
OL 0715	Village green evening hire/pitch fee for 48 hours for marquee (security included)		S	1,021.79	1,226.15	1,110.71	1,332.85
OL 0716	Nobel room hire (5pm to 12am including security)		S	1,152.71	1,383.25	1,253.00	1,503.60
OL 0717	Residential private evening hire (4pm to 10am)		S	288.75	346.50	313.88	376.65
OL 0718	Hire of park benches for outside events		S	14.46	17.35	15.75	18.90
OL 0721	Mon-Thurs Wedding Nobel Package	Per Booking	S	1,261.00	1,513.20	1,370.71	1,644.85
OL 0722	Mon - Thurs Wedding Dutch Package	Per Booking	S	1,051.42	1,261.70	1,142.92	1,371.50
OL 0723	Mon-Thurs Barn Evenings Offer	Per Booking	E	680.40	680.40	739.60	739.60
OL 0724	Mon-Thurs Nobel Evenings Offer	Per Booking	S	772.50	927.00	839.71	1,007.65
OL 0725	Mon-Thurs Dutch Evenings Offer	Per Booking	E	732.60	732.60	796.35	796.35

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025		
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT	
<u>Hire Charges- Community rate</u>							
<i>30% Deduction room hire to support Community Groups and Charities</i>							
OL 0800	Nobel Room	per day	S	412.71	495.25	448.63	538.35
OL 0801		per half day	S	285.25	342.30	310.08	372.10
OL 0802		per hour	S	60.13	72.15	65.38	78.45
OL 0803	Bittern Room	per day	S	149.96	179.95	163.04	195.65
OL 0804		per half day	S	105.58	126.70	114.79	137.75
OL 0805		per hour	S	25.63	30.75	27.88	33.45
OL 0806	Diamond Suite 3	per day	S	148.04	177.65	160.92	193.10
OL 0807		per half day	S	104.96	125.95	114.13	136.95
OL 0808		per hour	S	23.13	27.75	25.17	30.20
OL 0809	Diamond Suite 1 & 2 (combined)	per day	S	337.38	404.85	366.75	440.10
OL 0810		per half day	S	252.42	302.90	274.42	329.30
OL 0811		per hour	S	54.38	65.25	59.13	70.95
OL 0812	Diamond Suite 1 & 2 (as separate rooms)	per day	S	189.92	227.90	206.46	247.75
OL 0813		per half day	S	148.04	177.65	160.92	193.10
OL 0814		per hour	S	28.13	33.75	30.58	36.70
OL 0815	Cordite Room	per day	S	208.04	249.65	226.17	271.40
OL 0816		per half day	S	117.46	140.95	127.71	153.25
OL 0817		per hour	S	30.63	36.75	33.29	39.95
OL 0818	Additional Flip Chart Hire - only 1 free	Per Booking	S	2.21	2.65	2.42	2.90
OL 0819	Self Catering Urn Hire	Per Booking	S	9.38	11.25	10.21	12.25
OL 0820	Willow (New in 24/25)	per day	S	-	-	57.75	69.30
OL 0821		per half day	S	-	-	36.75	44.10
OL 0822	Ash (New in 24/25)	per day	S	-	-	183.75	220.50
OL 0823		per half day	S	-	-	136.50	163.80
<u>Heritage Barns - Hire Charges</u>							
OL 0610	Mon-Thurs Wedding Ceremony Offer	Per Booking	S	318.58	382.30	346.33	415.60
OL 0611	Mon-Thurs Wedding Barn Package	Per Booking	S	998.79	1,198.55	1,085.71	1,302.85
OL 0612	Heritage Barn	per day	E	353.90	353.90	353.90	353.90
		per half day	E	251.35	251.35	251.35	251.35
	Heritage Barn (up to 3 hrs)	per hour	E	51.80	51.80	51.80	51.80
<u>Heritage Barns - Additional Charges for Evening Hire of Rooms</u>							
OL 0613	Staff Costs	per hour	S	18.29	21.95	19.92	23.90
	Security	per hour	S	42.33	50.80	46.04	55.25
<u>Upper Meadow/Village Green/Car Park - Community Rate</u>							
OL 0620	Large Fair	per half day	E	167.35	167.35	181.95	181.95
	Stall, Small Gazebo or 1 inflatable	per half day	E	26.20	26.20	28.50	28.50

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Health, Wellbeing, Leisure, Arts & Culture
Budget Book Area: Leisure
Service Area: Country Parks
Charging Directory Area: Green Centre

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that “promote or improve economic, social or environmental well-being”.

The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

It is proposed to increase the current charging structure across all room hire by 8.7%

Justification and basis for revised charge (including any benchmarking/consultation)

Room hire at the Green Centre has changed:

Savidge suite & Solar 2 moving to a lease agreement .

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking against local competitors is undertaken annually in line with the WTC. We benchmarked locally with other providers to compare with similar rooms. The benchmarking has shown us that we are competitively priced against other venues within the borough.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out specifically in relation to these proposals.

Client groups are asked on an ongoing basis as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service – these are held monthly at tenant meetings.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

From 2024/25 these will be transferred from hire agreements onto leases.

£49,500 estimate for room hire / leases.

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

COUNTRY PARKS

GREEN CENTRE

Hire Charges (hourly rate is up to 3 hours)

OL 0606	Solar 1	per day	S	259.08	310.90	281.63	337.95
		per half day	S	174.54	209.45	189.75	227.70
		per hour	S	42.25	50.70	45.96	55.15
OL 0608	Carstairs	per day	S	646.79	776.15	703.08	843.70
		per half day	S	444.67	533.60	483.38	580.05
		per hour	S	93.71	112.45	101.88	122.25
OL 0609	Cygnet	per day	S	147.00	176.40	159.79	191.75
		per half day	S	86.38	103.65	93.92	112.70
		per hour	S	22.04	26.45	23.96	28.75
OL 0615	Carstairs - 1/3rd area	per day	S	216.83	260.20	235.71	282.85
		per half day	S	148.83	178.60	161.79	194.15
		per hour	S	32.17	38.60	35.00	42.00
OL 0616	Carstairs - 2/3rd area	per day	S	430.88	517.05	468.38	562.05
		per half day	S	298.58	358.30	324.58	389.50
		per hour	S	62.50	75.00	67.96	81.55
OL 0707	Additional flipchart hire - only 1 free	Per Booking	S	3.25	3.90	3.54	4.25
OL 0708	Self Catering Urn	Per Booking	S	13.79	16.55	15.00	18.00

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Health, Wellbeing, Leisure, Arts & Culture
Budget Book Area: Leisure
Service Area: Towngate Theatre
Charging Directory Area: Towngate Theatre - Room Hire

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that “promote or improve economic, social or environmental well-being.” Charges applied to room hire allowing partial recovery of the costs of the service. The costs of service provision include staff, utilities and other premises costs. This is partial recovery only as the availability of room hire is set around the programme of professional works and cultural events in the Theatre.

Estimated non-pro days use of space 2023/24
Main Auditorium – 161
Mirren Studio - 42
Gielgud Room - 27
Olivier Suite - 74

The charges are set into Three categories – a Professional Performance Rate, Non Professional Performance Rate and an Amateur Dramatic Rate. The Non Professional Rate and the Amateur Dramatic Rate offer a discount of approximately 30% and 40% respectively on hire of the Main auditorium and Mirren against the Professional Performance Rate, both of these reduced rates are there as a method of supporting local community arts based Businesses, Charities and community enriching activities. Commercial hires of the spaces will be quoted on a bespoke basis dependant on the nature of the commercial event.

Proposed change in fee/charge from previous year (%)

Professional Performance Rates have been increased by 8.7%, Non Professional Performance Rates increased by 8.7% and Amateur Dramatic Rates have had a 8.7% increase applied this rise will allow for cost recovery and inflation.

Justification and basis for revised charge (including any benchmarking/consultation)

The above increase goes some way to offset utilities and supplies to service the hires, it has been necessary to increase in staffing charges by 12.5% to offset costs, equipment charges have been increased by 10% to achieve budget income targets. All increases will enable a continued achievement of partial recovery of service costs.

Although the Amateur Dramatic rate, has increased by 8.7% this hire charge can be off set by Volunteer Usher Credits, mindful of our commitment to secure continued patronage of existing groups and attract both volunteer ushers and new community users.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking continues to be undertaken with local and national like for like business. The service the theatre provides is very specialist and therefore competition is limited. The charges have been set in 23/24 taking into account the continued impact of covid and the cost of living increase on this sector and although competitively set they are sensitive to this, to ensure we can continue to attract and achieve the budget set for theatre hire.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

We continue to have dialog with Local Amateur Dramatic groups with regard to the New Amateur Dramatic rate.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£240,000 this is based on estimated usage figures for 2024/25.

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

TOWNGATE THEATRE

NB - All rooms are charged on an hourly basis with a minimum hire period of 4 hours. Exhibitions etc. will be charged Community rates. Hourly rates include one overseeing technician where the Main Auditorium or Mirren Studio are hired. All hire charges are Standard Rate for VAT as the Council have exercised on 'option to tax' on this building. OFF PEAK charges apply Mon to Thurs and PEAK charges apply Fri to Sun & Bank Holidays

TOWNGATE THEATRE - ROOM HIRE

Board Room (Peak)

ACT 0216	Non-Duty Manager	per hour	S	24.04	28.85	26.17	31.40
ACT 0216A	Duty Manager	per hour	S	33.75	40.50	36.71	44.05

Board Room (Off Peak)

ACT 0217	Non-Duty Manager	per hour	S	19.25	23.10	20.96	25.15
ACT 0217A	Duty Manager	per hour	S	28.88	34.65	31.42	37.70

Olivier Room (Peak)

ACT 0218	Non-Duty Manager	per hour	S	28.88	34.65	31.42	37.70
ACT 0218A	Duty Manager	per hour	S	43.38	52.05	47.17	56.60

Olivier Room (Off Peak)

ACT 0219	Non-Duty Manager	per hour	S	28.88	34.65	31.42	37.70
ACT 0219A	Duty Manager	per hour	S	43.38	52.05	47.17	56.60

Gielgud Room - Function Hire

ACT 0350	6.30pm to 11.30pm	per session	S	333.79	400.55	362.83	435.40
ACT 0351	Additional Pre-Function Hours	per hour	S	19.08	22.90	20.75	24.90
ACT 0352	Additional Post Function Hours	per hour	S	95.38	114.45	103.71	124.45

Gielgud Room - Meeting Hire

ACT 0353	9.00am to 4.00pm	per hour	S	33.38	40.05	36.29	43.55
ACT 0354	4.00pm to 11.30pm	per hour	S	62.00	74.40	67.42	80.90

Gielgud Room - Theatre/Arts Group Hire

ACT 0355	Available only when building in use	per hour	S	14.29	17.15	15.54	18.65
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Main Auditorium - Non Professional Performance Rate (Week)

ACT 0100	6 days	per week	S	9,634.04	11,560.85	10,472.21	12,566.65
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Main Auditorium - Professional Performance Rate (Week)

ACT 0101	6 days	per week	S	10,805.46	12,966.55	11,745.54	14,094.65
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Main Auditorium - Non Professional Performance Rate (Mon to Thurs)

ACT 0102	Day (9am to 11pm)	per day	S	1,748.71	2,098.45	1,900.88	2,281.05
ACT 0103	Evening (6pm to 11pm)	per evening	S	635.46	762.55	690.75	828.90
ACT 0104	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	542.71	651.25	589.96	707.95
ACT 0105	Extra Hours (between 11pm and 9am)	per hour	S	180.92	217.10	196.67	236.00

Main Auditorium - Non Professional Performance Rate (Fri to Sun)

ACT 0106	Day (9am to 11pm)	per day	S	1,809.00	2,170.80	1,966.42	2,359.70
ACT 0107	Evening (6pm to 11pm)	per evening	S	663.29	795.95	721.00	865.20
ACT 0108	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	603.00	723.60	655.46	786.55
ACT 0109	Extra Hours (between 11pm and 9am)	per hour	S	180.92	217.10	196.67	236.00

Main Auditorium - Professional Performance Rate (Mon to Thurs)

ACT 0110	Day (9am to 11pm)	per day	S	2,431.92	2,918.30	2,643.50	3,172.20
ACT 0111	Evening (6pm to 11pm)	per evening	S	915.58	1,098.70	995.25	1,194.30
ACT 0112	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	810.67	972.80	881.21	1,057.45
ACT 0113	Extra Hours (between 11pm and 9am)	per hour	S	238.42	286.10	259.17	311.00

Main Auditorium - Professional Performance Rate (Fri to Sun)

ACT 0114	Day (9am to 11pm)	per day	S	2,703.75	3,244.50	2,939.00	3,526.80
ACT 0115	Evening (6pm to 11pm)	per evening	S	948.96	1,138.75	1,031.54	1,237.85
ACT 0116	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	915.58	1,098.70	995.25	1,194.30
ACT 0117	Extra Hours (between 11pm and 9am)	per hour	S	238.42	286.10	259.17	311.00

Mirren Studio - Non Professional Performance Rate (Week)

ACT 0118	6 days	per week	S	6,020.71	7,224.85	6,544.54	7,853.45
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Mirren Studio - Professional Performance Rate (Week)

ACT 0119	6 days	per week	S	6,752.21	8,102.65	7,339.67	8,807.60
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Mirren Studio - Non Professional Performance Rate (Mon to Thurs)

ACT 0120	Day (9am to 11pm)	per day	S	876.71	1,052.05	953.00	1,143.60
ACT 0121	Evening (6pm to 11pm)	per evening	S	301.46	361.75	327.71	393.25
ACT 0122	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	301.46	361.75	327.71	393.25
ACT 0123	Extra Hours (between 11pm and 9am)	per hour	S	120.58	144.70	131.08	157.30

Mirren Studio - Non Professional Performance Rate (Fri to Sun)

ACT 0124	Day (9am to 11pm)	per day	S	964.79	1,157.75	1,048.75	1,258.50
ACT 0125	Evening (6pm to 11pm)	per evening	S	333.96	400.75	363.04	435.65
ACT 0126	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	333.96	400.75	363.04	435.65
ACT 0127	Extra Hours (between 11pm and 9am)	per hour	S	120.58	144.70	131.08	157.30

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025		
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT	
<u>Mirren Studio - Professional Performance Rate (Mon to Thurs)</u>							
ACT 0128	Day (9am to 11pm)	per day	S	1,354.25	1,625.10	1,472.08	1,766.50
ACT 0129	Evening (6pm to 11pm)	per evening	S	448.25	537.90	487.25	584.70
ACT 0130	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	448.25	537.90	487.25	584.70
ACT 0131	Extra Hours (between 11pm and 9am)	per hour	S	171.67	206.00	186.63	223.95
<u>Mirren Studio - Professional Performance Rate (Fri to Sun)</u>							
ACT 0132	Day (9am to 11pm)	per day	S	1,354.25	1,625.10	1,472.08	1,766.50
ACT 0133	Evening (6pm to 11pm)	per evening	S	476.83	572.20	518.33	622.00
ACT 0134	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	476.83	572.20	518.33	622.00
ACT 0135	Extra Hours (between 11pm and 9am)	per hour	S	171.67	206.00	186.63	223.95
<u>Whole Venue - Non Professional Performance Rate (Week)</u>							
ACT 0136	6 days	per week	S	13,247.42	15,896.90	14,399.96	17,279.95
<u>Whole Venue - Professional Performance Rate (Week)</u>							
ACT 0137	6 days	per week	S	17,834.21	21,401.05	19,385.79	23,262.95
<u>Whole Venue - Non Professional Performance Rate (Mon to Thurs)</u>							
ACT 0138	Day (9am to 11pm)	per day	S	2,226.46	2,671.75	2,420.17	2,904.20
ACT 0139	Evening (6pm to 11pm)	per evening	S	797.83	957.40	867.25	1,040.70
ACT 0140	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	718.96	862.75	781.54	937.85
ACT 0141	Extra Hours (between 11pm and 9am)	per hour	S	180.92	217.10	196.67	236.00
<u>Whole Venue - Non Professional Performance Rate (Fri to Sun)</u>							
ACT 0142	Day (9am to 11pm)	per day	S	2,356.33	2,827.60	2,561.33	3,073.60
ACT 0143	Evening (6pm to 11pm)	per evening	S	844.21	1,013.05	917.67	1,101.20
ACT 0144	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	797.83	957.40	867.25	1,040.70
ACT 0145	Extra Hours (between 11pm and 9am)	per hour	S	177.33	212.80	192.79	231.35
<u>Whole Venue - Professional Performance Rate (Mon to Thurs)</u>							
ACT 0146	Day (9am to 11pm)	per day	S	3,032.75	3,639.30	3,296.63	3,955.95
ACT 0147	Evening (6pm to 11pm)	per evening	S	1,092.00	1,310.40	1,187.00	1,424.40
ACT 0148	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	1,015.71	1,218.85	1,104.08	1,324.90
ACT 0149	Extra Hours (between 11pm and 9am)	per hour	S	224.13	268.95	243.63	292.35
<u>Whole Venue - Professional Performance Rate (Fri to Sun)</u>							
ACT 0150	Day (9am to 11pm)	per day	S	3,252.08	3,902.50	3,535.04	4,242.05
ACT 0151	Evening (6pm to 11pm)	per evening	S	1,149.25	1,379.10	1,249.25	1,499.10
ACT 0152	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	1,115.79	1,338.95	1,212.88	1,455.45
ACT 0153	Extra Hours (between 11pm and 9am)	per hour	S	224.13	268.95	243.63	292.35
<u>Staff Hire</u>							
ACT 0154	Duty Manager (mandatory for shows)	per hour	S	38.50	46.20	43.33	52.00
ACT 0155	Duty Manager Overtime (between 11pm and 8am)	per hour	S	48.17	57.80	54.21	65.05
<u>Main Auditorium - Amateur Dramatics</u>							
ACT 0358	(Week) 6 Days	per week	S	8,714.75	10,457.70	9,472.96	11,367.55
ACT 0359	(Mon to Thurs) Day - 9am to 11pm	per day	S	1,565.79	1,878.95	1,702.04	2,042.45
ACT 0360	(Mon to Thurs) Evening - 6pm to 11pm	per evening	S	568.96	682.75	618.46	742.15
ACT 0361	(Mon to Thurs) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	487.00	584.40	529.38	635.25
ACT 0362	(Mon to Thurs) Extra Hours - between 11pm and 9am	per hour	S	163.83	196.60	178.08	213.70
ACT 0363	(Fri to Sun) Day - 9am to 11pm	per day	S	1,620.42	1,944.50	1,761.42	2,113.70
ACT 0364	(Fri to Sun) Evening - 6pm to 11pm	per evening	S	596.25	715.50	648.13	777.75
ACT 0365	(Fri to Sun) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	541.67	650.00	588.79	706.55
ACT 0366	(Fri to Sun) Extra Hours - between 11pm and 9am	per hour	S	163.83	196.60	178.08	213.70
<u>Mirren Studio - Amateur Dramatics</u>							
ACT 0367	(Week) 6 Days	per week	S	5,393.83	6,472.60	5,863.13	7,035.75
ACT 0368	(Mon to Thurs) Day - 9am to 11pm	per day	S	782.92	939.50	851.04	1,021.25
ACT 0369	(Mon to Thurs) Evening - 6pm to 11pm	per evening	S	273.08	327.70	296.88	356.25
ACT 0370	(Mon to Thurs) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	273.08	327.70	296.88	356.25
ACT 0371	(Mon to Thurs) Extra Hours - between 11pm and 9am	per hour	S	109.25	131.10	118.79	142.55
ACT 0372	(Fri to Sun) Day - 9am to 11pm	per day	S	864.83	1,037.80	940.08	1,128.10
ACT 0373	(Fri to Sun) Evening - 6pm to 11pm	per evening	S	300.42	360.50	326.58	391.90
ACT 0374	(Fri to Sun) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	300.42	360.50	326.58	391.90
ACT 0375	(Fri to Sun) Extra Hours - between 11pm and 9am	per hour	S	109.25	131.10	118.79	142.55
<u>Whole Venue - Amateur Dramatics</u>							
ACT 0376	(Week) 6 Days	per week	S	11,861.83	14,234.20	12,893.83	15,472.60
ACT 0378	(Mon to Thurs) Day - 9am to 11pm	per day	S	1,993.71	2,392.45	2,167.17	2,600.60
ACT 0379	(Mon to Thurs) Evening - 6pm to 11pm	per evening	S	714.63	857.56	776.83	932.20
ACT 0380	(Mon to Thurs) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	641.79	770.15	697.63	837.15
ACT 0381	(Mon to Thurs) Extra Hours - between 11pm and 9am	per hour	S	163.83	196.60	178.08	213.70
ACT 0382	(Fri to Sun) Day - 9am to 11pm	per day	S	2,112.04	2,534.45	2,295.79	2,754.95
ACT 0383	(Fri to Sun) Evening - 6pm to 11pm	per evening	S	755.63	906.75	821.38	985.65
ACT 0384	(Fri to Sun) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	714.63	857.55	776.83	932.20
ACT 0385	(Fri to Sun) Extra Hours - between 11pm and 9am	per hour	S	173.00	207.60	188.08	225.70
<u>Commercial Hire (non-performance)</u>							
ACT 0156	Competitive bespoke pricing on request (dependant on event requirements)		S	-	-	-	-

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Health, Wellbeing, Leisure, Arts & Culture
Budget Book Area: Leisure
Service Area: Towngate Theatre
Charging Directory Area: Towngate Theatre - Technical Hire / Equipment Hire

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that “promote or improve economic, social or environmental well-being.”

Charges have been set to recover costs of additional staffing requirement in the provision of professional and community shows as well as use of in-house specialist equipment.

Proposed change in fee/charge from previous year (%)

Increase of 10% on most equipment and 12.5% on staffing. With bespoke pricing depending on tech requirements to make sure we are a viable option for hirers.

Justification and basis for revised charge (including any benchmarking/consultation)

The proposed increase reflects both the additional increased costs of staff following inflationary based pay increases as well as the additional staffing cover requirements using casual technicians due to the level of programming.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking is continuously undertaken with our local competitors. The service the theatre provides is very specialist and therefore competition is limited. The charges have been set for 2023/24 competitively to ensure we can continue to support visiting promoters and hirers.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No consultation has been undertaken with the general public in relation to this element of the service, as it is based on a cost recovery basis.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£91,000 this is based on estimated usage figured for 2024/25.

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

TOWNGATE THEATRE

NB - All rooms are charged on an hourly basis with a minimum hire period of 4 hours. Exhibitions etc. will be charged Community rates. Hourly rates include one overseeing technician where the Main Auditorium or Mirren Studio are hired. All hire charges are Standard Rate for VAT as the Council have exercised on 'option to tax' on this building. OFF PEAK charges apply Mon to Thurs and PEAK charges apply Fri to Sun & Bank Holidays

TOWNGATE THEATRE - TECHNICAL HIRE / EQUIPMENT HIRE

Technical Staff - Sunday and Bank Holidays

ACT 0220	Technical Staff - Sundays and Bank Holidays	per hour	S	38.50	46.20	43.33	52.00
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Equipment Hire

ACT 0300	Steel Deck 8' x 4'	per hire (set up and putting away of item)	S	19.08	22.90	21.00	25.20
ACT 0303	Unique 2 Hazer	per week	S	104.92	125.90	115.42	138.50
		per day	S	62.00	74.40	68.21	81.85
ACT 0319	Projector (Office type) - per day	per day	S	66.79	80.15	73.50	88.20
ACT 0320	Projector (Office type) - per week	per week	S	104.92	125.90	115.42	138.50
ACT 0321	Projector (christie High Performance) - per day	per day	S	190.75	228.90	209.83	251.80
ACT 0322	Projector (Christie High Performance) - per week	per week	S	352.88	423.45	388.17	465.80
ACT 0328	Choir Tiered Staging and Handrails	per hire (set up and putting away of item)	S	1,150.00	1,380.00	1,265.00	1,518.00
ACT 0329	Sunstrips	per hire (set up and putting away of item)	S	52.42	62.90	57.67	69.20
ACT 0330	Competitive bespoke pricing on request (dependant on event requirements)	per item	S	-	-	-	-

Technical Staff - Monday to Saturday

ACT 0221	Technical Staff - Monday to Saturday	per hour	S	24.04	28.85	27.04	32.45
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Technical Staff - Overtime

ACT 0357	Technical Staff - Overtime		S	48.17	57.80	54.21	65.05
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Health, Wellbeing, Leisure, Arts & Culture
Budget Book Area: Leisure
Service Area: Towngate Theatre
Charging Directory Area: Towngate Theatre - Box Office

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being."

Proposed change in fee/charge from previous year (%)

The Towngate Theatre continues to charge an inside commission on all sales in 2024/25 this will remain at £1.67p per ticket freezing it for a 6th year. The exception is Panto tickets which will increase from the 23/24 rate of £1.25p per ticket to £1.67 per ticket, a 33% increase on the 2024/25 panto offer

We continue to see an increase in internet transactions, most taking the option of e-tickets. The postage charge will increase from £2.08 to £2.50 in 24/25 a 20% increase and although postage remains as a customer option, this has declined over the last three years and continues to do so as methods of collection and delivery of tickets change.

Justification and basis for revised charge (including any benchmarking/consultation)

Inside commission fee will have parity across all ticket sales.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with our local competitors. The charge is competitive and continues to be on a par or lower than many other theatres both in Essex and the south-east (excluding London).

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No significant change.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£175,000 based on Actual ticket sales for 22/23 of approx 30,000 tickets sold for panto and approx 73,000 tickets sold for Professional and Hires. Postage continues to decline as a delivery option with 24/25 continuing to see e-tickets and Box Office collection being more popular with audiences. Therefore a nominal 1000 transactions will accumulate £2,500 at a rate of £3 per postage charged.

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

TOWNGATE THEATRE

NB - All rooms are charged on an hourly basis with a minimum hire period of 4 hours. Exhibitions etc. will be charged Community rates. Hourly rates include one overseeing technician where the Main Auditorium or Mirren Studio are hired. All hire chares are Standard Rate for VAT as the Council have exercised on 'option to tax' on this building. OFF PEAK charges apply Mon to Thurs and PEAK charges apply Fri to Sun & Bank Holidays

TOWNGATE THEATRE - BOX OFFICE

Box Office

ACT 0340	Ticket Booking Fee	S	1.67	2.00	1.67	2.00
ACT 0341	Postage Fee	S	2.08	2.50	2.50	3.00
ACT 0356	Ticket Booking Fee (panto)	S	1.25	1.50	1.67	2.00

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Environment, Carbon Reduction & Waste Management
Budget Book Area: Regeneration & Partnerships
Service Area: Basildon Town Centre
Charging Directory Area: Pitch Hire

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Income raised from the letting of pitches in the town centre, as well as the granting of permits to leaflet in the town centre, funds the Basildon Christmas light switch on as well as minor physical improvements and health and safety works to the town centre such as bollards/paving repairs.

The service also allows local businesses to promote themselves, stimulating the local economy and contributing to the achievement of one of the Council's Corporate Promises.

Prices are set for different pitches taking into account the level of footfall through that part of the town centre, with areas of higher footfall attracting higher charges.

The Council also charges charities and community groups, (who are exempt from usual letting prices), a one off administration fee for the time staff spend processing these requests. In addition, an electrician charge is levied for commercial businesses to account for this cost, not the department.

The Local Government Act 2003 gives local authorities the power to charge for services that promote or improve local economic well-being.

The proposed charges sets out a partial cost recovery of budget through income generated.

Proposed change in fee/charge from previous year (%)

8.7%

Justification and basis for revised charge (including any benchmarking/consultation)

The proposal to increase the Commercial, Small Business / Local Business, Administration Charge, Roaming rates by 8.7% is to partially recover the income against the increasing running costs.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking is undertaken annually against other town centres in the county, as well as further afield, this includes other local authorities and business promotional space data. The proposed charges are in line with other local authority providers.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

No other significant changes are proposed.

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£12,000 based on 22/23 usage figures.

REGENERATION & PARTNERSHIPS
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

BASILDON TOWN CENTRE

PITCH HIRE

St Martin's Square - Commercial Rate

RE 0104	Monday to Friday	per day	E	142.90	142.90	155.35	155.35
RE 0105	Saturday & Sunday	per day	E	338.85	338.85	368.35	368.35
RE 0106	5 Day Week		E	548.70	548.70	596.45	596.45
RE 0107	7 Day Week		E	777.25	777.25	844.90	844.90

Outside Marks & Spencers - Small Business/Local Business/Community Rate

RE 0110	Monday to Friday	per day	S	86.50	103.80	94.04	112.85
RE 0111	Saturday & Sunday	per day	S	206.04	247.25	224.00	268.80
RE 0112	5 Day Week		S	352.13	422.55	382.79	459.35
RE 0113	7 Day Week		S	465.00	558.00	505.46	606.55

Outside Marks & Spencers - Commercial Rate

RE 0114	Monday to Friday	per day	S	146.21	175.45	158.96	190.75
RE 0115	Saturday & Sunday	per day	S	338.96	406.75	368.46	442.15
RE 0116	5 Day Week		S	584.71	701.65	635.58	762.70
RE 0117	7 Day Week		S	777.29	932.75	844.92	1,013.90

Costa Piazza 1 - Small Business/Local Business/Community Rate

RE 0130	Monday to Friday	per day	S	119.67	143.60	130.08	156.10
RE 0131	Saturday & Sunday	per day	S	279.08	334.90	303.38	364.05
RE 0132	5 Day Week		S	478.42	574.10	520.04	624.05
RE 0133	7 Day Week		S	637.88	765.45	693.38	832.05

Costa Piazza 1 - Commercial Rate

RE 0134	Monday to Friday	per day	S	199.38	239.25	216.75	260.10
RE 0135	Saturday & Sunday	per day	S	465.00	558.00	505.46	606.55
RE 0136	5 Day Week		S	797.21	956.65	866.58	1,039.90
RE 0137	7 Day Week		S	1,063.75	1,276.50	1,156.33	1,387.60

Costa Piazza 2 - Small Business/Local Business/Community Rate

RE 0140	Monday to Friday	per day	S	170.92	205.10	185.79	222.95
RE 0141	Saturday & Sunday	per day	S	279.08	334.90	303.38	364.05
RE 0142	5 Day Week		S	478.42	574.10	520.04	624.05
RE 0143	7 Day Week		S	637.88	765.45	693.38	832.05

Costa Piazza 2 - Commercial Rate

RE 0144	Monday to Friday	per day	S	199.38	239.25	216.75	260.10
RE 0145	Saturday & Sunday	per day	S	465.00	558.00	505.46	606.55
RE 0146	5 Day Week		S	797.21	956.65	866.58	1,039.90
RE 0147	7 Day Week		S	1,063.75	1,276.50	1,156.33	1,387.60

Fountain Square - Small Business/Local Business/Community Rate

RE 0150	Monday to Friday	per day	S	170.92	205.10	185.79	222.95
RE 0151	Saturday & Sunday	per day	S	279.08	334.90	303.38	364.05
RE 0152	5 Day Week		S	478.42	574.10	520.04	624.05
RE 0153	7 Day Week		S	637.88	765.45	693.38	832.05

Fountain Square - Commercial Rate

RE 0154	Monday to Friday	per day	S	199.38	239.25	216.75	260.10
RE 0155	Saturday & Sunday	per day	S	465.00	558.00	505.46	606.55
RE 0156	5 Day Week		S	797.21	956.65	866.58	1,039.90
RE 0157	7 Day Week		S	1,063.75	1,276.50	1,156.33	1,387.60

Administrative Charge

RE 0162	Local Charities		S	20.00	24.00	21.75	26.10
RE 0163	National Charity Campaigns		S	33.25	39.90	36.17	43.40

Roaming (1 hour) - Small Business/Local Business/Community Rate

RE 0220	Monday to Friday	per hour	S	15.13	18.15	16.46	19.75
RE 0221	Saturday & Sunday	per hour	S	35.08	42.10	38.17	45.80
RE 0222	5 Day Week		S	59.83	71.80	65.04	78.05
RE 0223	7 Day Week		S	79.75	95.70	86.71	104.05

Roaming (1 hour) - Commercial Rate

RE 0224	Monday to Friday	per hour	S	30.04	36.05	32.67	39.20
RE 0225	Saturday & Sunday	per hour	S	69.83	83.80	75.92	91.10
RE 0226	5 Day Week		S	170.92	205.10	185.79	222.95
RE 0227	7 Day Week		S	159.50	191.40	173.38	208.05

Ice Cream Van

RE 0228	Ice Cream Van	per month	S	1,041.54	1,249.85	1,132.17	1,358.60
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Leader of the Council
Budget Book Area: Corporate & Central
Service Area: Democratic Representation
Charging Directory Area: Legislative Charge

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The charges for the supply of the Electoral Register are set statutory fees over which the Council has no discretion. This covers both the full/open and marked registers. A new charge has been added for the sale of the marked register as there are different statutory fees for the full/open and marked registers.

Proposed change in fee/charge from previous year (%)

No change.

Justification and basis for revised charge (including any benchmarking/consultation)

The Council has no discretion in the charges for supply of the electoral register.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

No benchmarking has been undertaken. Electoral Register charges are statutory.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

Approximately £2,000 – this is based on previous year's income which is the best guide.

**CORPORATE & CENTRAL
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

DEMOCRATIC REPRESENTATION

LEGISLATIVE CHARGE

Sales of the Electoral Register

SOA 0030	Data - £20 admin fee plus £1.50 per thousand entries (or part thereof)	OS	20.00	20.00	20.00	20.00
	Paper - £10 admin fee plus £5.00 per thousand entries (or part thereof)	OS	10.00	10.00	10.00	10.00

Sales of the Electoral Register (Marked)

SOA 0031	Data - £10 admin fee plus £1.00 per thousand entries (or part thereof)	OS	10.00	10.00	10.00	10.00
	Paper - £10 admin fee plus £2.00 per thousand entries (or part thereof)	OS	10.00	10.00	10.00	10.00

CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee:	Resources & Commercial
Budget Book Area:	Management & Administration
Service Area:	Management and Administration Support
Charging Directory Area:	Corporate Estates

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Corporate Estates receives a regular number of land ownership enquiries from the public. Much of this information is publicly available from the Land Registry, who make a nominal charge to applicants. These enquiries require a significant amount of surveyor resource and divert resources from core business.

In addition, the Commonhold and Leasehold Reform Act 2002 introduced rights in respect of administrative charges, which is payable directly for or in connection with the provision of information or documents by or on behalf of the landlord or person/party to the lease other than the landlord or tenant.

Where the information is publicly available the applicant will be referred to the Land Registry or to their own property deeds and/or solicitor if this is appropriate.

If the applicant still wishes to use the services of Corporate Estates to research the information there will be a charge of £360. This represents an increase of £30 over the current year reflecting the average time spent by a surveyor on transactions in the previous year. However, there may be instances where it is in the Council's interest to research the matter without fee e.g. it could lead to the discovery of an encroachment of Council land.

Enquiries to purchase Council land require a significant amount of resource before Heads of Terms can be issued with few applications resulting in disposal.

The charges for processing an application to purchase an interest in Council land will be:

1. An initial screening will be without charge i.e. to determine if the land cannot be sold because there are known restrictions, such as, community related assets.
2. If there is no obvious reasons why the land cannot be sold off market to the applicant (procedure note will identify the circumstances) the applicant will be required to pay a fee of £360 for detailed enquiries and potentially issuing Heads of Terms as a formal offer to sell, Transfer or grant Long Lease of Land. If the land can be sold, Corporate Estates will indicate a level of value based on similar recent disposals in order that the applicant can withdraw from the process before paying a further fee on completion.
3. If the disposal completes there will be an additional fee charged to the purchaser to cover the Council's surveyor's costs incurred in the latter part of the transaction. This will be at minimum an additional £360. There may be instances where the fee will need to be varied and this will be advised to the applicant at an early stage.
4. Legal services will charge an additional fee to the purchaser on completion to cover its costs.

There will be occasions when outside agencies, probably companies, require advice or assistance where there are no Legal Agreements as a result. An hourly rate up to £250 per hour will be charged.

Where a Wayleave is requested, our charges will be £300 initially, followed by a further £350 on completion. For complex arrangements, or where we are dealing with a Utility, these charges may be higher.

Where a licence is requested for use of Council land our charges will be £160 initially, followed by additional hourly charges, if incurred, of £80 per hour paid on completion.

Occasionally, we receive requests from tenants to provide a hard copy of a lease or licence. A similar charge to the charges made by Legal Services will be made. Documents sent electronically will not incur a charge.

Our tenants will occasionally require landlord consent for a lease assignment, sub-letting, alterations or a change of use (sometimes two or three consents necessary at the same time). These matters can be extremely time consuming, and with formal paperwork required. Corporate Estates will be charging a proportionate fee, £300 initially and an additional £300 on completion.

There may be circumstances where the Council charging a fee may not be in the Council's interest.

Corporate Estates will also charge for producing copy documents £30.00 for first six pages and 65p per page thereafter. Preparing and copying of large plans will be subject to a charge to recover costs. Producing copies of large/complicated plans will be charged at £40.00 per hour.

Corporate Estates also receive numerous enquiries each year to deal with Lease Enfranchisements. A fee of £360 is to be charged for the time that Corporate Estates spends dealing with such enquiries.

(All fees quoted are inclusive of VAT)

Proposed change in fee/charge from previous year (%)

The minimum fee increase is in line with inflation. The increase also reflects the average time spent by a surveyor on transactions.

Justification and basis for revised charge (including any benchmarking/consultation)

Applications to purchase/land enquiries can identify land use issues and the enquiry fee income needs to be set to reflect the average time spent by a surveyor on transactions in order to recover costs.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Association of Chief Estates Surveyors - information exchange relating to other authorities charges in particular authorities within the 'Home Counties and outer London Boroughs.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

Approximately £15,000 based on an average of prior years usage

MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

MANAGEMENT AND ADMINISTRATION SUPPORT

CORPORATE ESTATES

Enquiries (Land Ownership, Land Disputes or General)

CP 0001	Charge	per enquiry	S	330.00	396.00	360.00	432.00
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Enquiries for the Purchase, Transfer or Long Lease of Land

CP 0002	Initial Screening by Corporate Property Support to see if the land is Council owned and can be sold (FREE)	per enquiry	S	-	-	-	-
CP 0002A	Formal Offer (if the land can be sold then a Title search, Consultations and Valuation is undertaken, this is subject to an upfront non-refundable fee)		S	275.00	330.00	300.00	360.00
CP 0002B	Charge to successful bidder upon completion (should a final offer be accepted)		S	330.00	396.00	360.00	432.00

Assignment of Leases or sublettings

CP 0003	Charge to include initial enquires/credit check		E	275.00	275.00	300.00	300.00
CP 0004	Charge to successful assignor upon completion		E	275.00	275.00	300.00	300.00

Alterations and/or change of use

CP 0005	Charge to include initial enquiries	per enquiry	E	275.00	275.00	300.00	300.00
CP 0006	Charge to Tenant on completion	per enquiry	E	275.00	275.00	300.00	300.00

Wayleaves/Easements

CP 0007	Charge to include initial enquiries	per enquiry	S	275.00	330.00	300.00	360.00
CP 0008	Charge to Tenant on completion	per enquiry	S	319.00	382.80	350.00	420.00

Enquiries where a set fee is not established

CP 0009	Charge to member of the public/outside company	per hour	S	231.00	277.20	250.00	300.00
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Licences for use of Council Land

CP 0010	Hourly rate charge (Minimum 2 hours - min £160 exc. VAT)	per hour	S	71.50	85.80	80.00	96.00
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Pine Close AP scheme administration fee

CP 0011	Dealing with surrender and grant of new lease	per enquiry	S	275.00	330.00	300.00	360.00
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Administration charges

CP 0012	Producing copy documents	first six pages	S	27.50	33.00	30.00	36.00
CP 0013		per extra page	S	0.58	0.70	0.67	0.80
CP 0014	Charge for large/complicated plans or documents	per hour	S	33.00	39.60	40.00	48.00
CP 0015	Producing Large plans (fee is variable based on recovery of costs involved)	per enquiry	S	-	-	-	-

Leasehold Enfranchisement Administration charges

CP 0016	Dealing with lease enfranchisement/extension requests (NEW IN 2024/25)	per enquiry	S	-	-	360.00	432.00
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Leader of the Council
Budget Book Area: Management & Administration
Service Area: Management and Administration Support (People & Change, Strategy & Governance)
Charging Directory Area: Legal Services - Residential

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Legal Service undertakes a range of work, which includes engagement and preparation of documentation to effect primarily commercial transactions, such as leases, assignments, etc. The Council's position is full cost recovery.
The fee payment goes direct to the service department dealing with the request (Legal Services).

Proposed change in fee/charge from previous year (%)

8.7% increase based on average cost of transactions and benchmarking exercise.

Justification and basis for revised charge (including any benchmarking/consultation)

Full cost recovery based on average cost of transactions.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking Exercise undertaken with PLP authorities.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£15,000 based on previous year's income.

**MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

MANAGEMENT AND ADMINISTRATION SUPPORT (PEOPLE & CHANGE, STRATEGY & GOVERNANCE)

For Directorate People & Change and Strategy & Governance

LEGAL SERVICES - RESIDENTIAL

Residential

CU 0102	Registration Fee for Charge (if lease rate is different this will be charged instead of the standard fee)	S	84.17	101.00	91.50	109.80
CU 0103	Letter of Postponement of Discount Charge to enable further borrowing	S	196.38	235.65	213.46	256.15
CU 0104	Repayment of Right to Buy Discount	S	168.33	202.00	183.00	219.60
CU 0105	Production of Mortgage Discharge Deed (DS1)	S	168.33	202.00	183.00	219.60
CU 0106	Retrospective Consent to Alterations	S	90.71	108.85	98.63	118.35
CU 0147	Notice of Assignment	S	168.33	202.00	183.00	219.60
CU 0148	Covenant Modification/Release	S	841.50	1,009.80	914.71	1,097.65
CU 0149	Easement	S	897.63	1,077.15	975.75	1,170.90
CU 0150	Right to Buy Lease Enquiries	S	168.33	202.00	183.00	219.60
CU 0151	Supply Information	S	89.75	107.70	97.58	117.10
CU 0152	Certificate of Compliance	S	112.21	134.65	122.00	146.40

Shared Ownership

CU 0107	Purchase of further share - Freehold	S	504.92	605.90	548.88	658.65
CU 0108	Purchase of further share - Leasehold (Memo of Staircasing)	S	504.92	605.90	548.88	658.65
CU 0109	Purchase of further share - Leasehold (Grant of new Lease)	S	504.92	605.90	548.88	658.65
CU 0110	Licence to Assign/Conditional Consent	S	392.71	471.25	426.92	512.30
CU 0111	Licence to Underlet	S	392.71	471.25	426.92	512.30
CU 0112	Licence Renewal	S	392.71	471.25	426.92	512.30
CU 0113	Transaction Registration Fee (if lease rate is higher this will be charged instead of the standard fee)	S	84.17	101.00	91.50	109.80

Pine Close

CU 0114	Acting on Sale (1% will be charged if greater than standard fee)	S	1,459.54	1,751.45	1,586.54	1,903.85
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Lease Extension/Enfranchisement

CU 0115	Lessees' Statutory Right to extend lease or purchase freehold of block	S	1,683.00	2,019.60	1,829.42	2,195.30
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Lease Variation

CU 0116	Lease Variation	S	504.92	605.90	548.88	658.65
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Leader of the Council
Budget Book Area: Management & Administration
Service Area: Management and Administration Support (People & Change, Strategy & Governance)
Charging Directory Area: Legal Services - Commercial

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Legal Service undertakes a range of work, which includes engagement and preparation of documentation to effect primarily commercial transactions, such as leases, assignments and development agreements. The Council's position is full cost recovery.
The fee payment goes direct to the service department dealing with the request (Legal Services).

Proposed change in fee/charge from previous year (%)

8.7% increase based on average cost of transactions and benchmarking exercise.

Justification and basis for revised charge (including any benchmarking/consultation)

Full cost recovery based on average cost of transactions.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking Exercise undertaken with PLP authorities

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£21,000 based on previous year's income.

MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

MANAGEMENT AND ADMINISTRATION SUPPORT (PEOPLE & CHANGE, STRATEGY & GOVERNANCE)

For Directorate People & Change and Strategy & Governance

LEGAL SERVICES - COMMERCIAL

Shop Lease (ex CNT) (Non-Statutory renewal)

CU 0117	Shop Lease only	S	1,122.00	1,346.40	1,219.63	1,463.55
CU 0118	Shop Lease with Rent Deposit	S	1,346.42	1,615.70	1,463.58	1,756.30
CU 0119	Shop Lease with Licence to alter	S	1,963.50	2,356.20	2,134.33	2,561.20
CU 0147	Registration Fee for Charge (if lease rate is different this will be charged instead of the standard fee)	S	84.17	101.00	91.50	109.80

Commercial Lease (non-ex CNT)

CU 0120	Non-ex CNT Commercial Lease	S	1,346.42	1,615.70	1,463.58	1,756.30
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Community Lease (contribution)

CU 0121	Community Lease (contribution)	S	561.00	673.20	609.83	731.80
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Licence to Assign

CU 0122	Licence only	S	504.92	605.90	548.88	658.65
CU 0123	Licence with Rent Deposit	S	729.33	875.20	792.79	951.35
CU 0124	Licence with Licence to alter/change use	S	785.42	942.50	853.75	1,024.50

Other Licence (no assignment)

CU 0125	Other Licence (no assignment)	S	673.21	807.85	731.79	878.15
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Combined Licence

i.e. to change use and alter

CU 0126	Combined Licence i.e. to change use and alter	S	617.13	740.55	670.83	805.00
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Leader of the Council
Budget Book Area: Management & Administration
Service Area: Management and Administration Support (People & Change, Strategy & Governance)
Charging Directory Area: Legal Services - General Land Transactions

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Legal Service undertakes a range of work, which includes engagement and preparation of documentation to effect land transactions. The Council's position is full cost recovery.
The fee payment goes direct to the service department dealing with the request (Legal Services).

Proposed change in fee/charge from previous year (%)

8.7% increase based on average cost of transactions and benchmarking exercise.

Justification and basis for revised charge (including any benchmarking/consultation)

Full cost recovery based on average cost of transactions.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking Exercise undertaken with PLP authorities

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£10,000 based on previous year's income.

**MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

MANAGEMENT AND ADMINISTRATION SUPPORT (PEOPLE & CHANGE, STRATEGY & GOVERNANCE)

For Directorate People & Change and Strategy & Governance

LEGAL SERVICES - GENERAL LAND TRANSACTIONS

Disposals

CU 0127	Under £10k	S	953.71	1,144.45	1,036.71	1,244.05
CU 0128	Other Land Disposals £10k+ (charge will be 1% of the disposal if this is greater than the fixed fee)	S	1,683.00	2,019.60	1,829.42	2,195.30

Wayleaves/Easements

CU 0129	Wayleaves/Easements	S	834.04	1,000.85	906.63	1,087.95
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Auction Packs

CU 0130	Auction Packs	S	90.71	108.85	98.63	118.35
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Licence Agreement

CU 0131	Licence Agreement	S	897.63	1,077.15	975.75	1,170.90
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Leader of the Council
Budget Book Area: Management & Administration
Service Area: Management and Administration Support (People & Change, Strategy & Governance)
Charging Directory Area: Legal Services - Planning Agreements

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Legal Service undertakes a range of work, which includes engagement and preparation of planning agreements. The Council's position is full cost recovery.
The fee payment goes direct to the service department dealing with the request (Legal Services).

Proposed change in fee/charge from previous year (%)

8.7% increase based upon average cost of transactions and benchmarking exercise.

Justification and basis for revised charge (including any benchmarking/consultation)

Full cost recovery based on average cost of transactions.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking Exercise undertaken with PLP authorities

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£40,000 based on previous year's income.

**MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

MANAGEMENT AND ADMINISTRATION SUPPORT (PEOPLE & CHANGE, STRATEGY & GOVERNANCE)

For Directorate People & Change and Strategy & Governance

LEGAL SERVICES - PLANNING AGREEMENTS

RAMS Agreements

CU 0141	Section 106 Agreements [Negotiable]	S	-	-	-	-
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Section 106 Agreements

CU 0142	Section 106 Agreements [Hourly rate dependant on Officer experience]	per hour S	-	-	-	-
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Leader of the Council
Budget Book Area: Management & Administration
Service Area: Management and Administration Support (People & Change, Strategy & Governance)
Charging Directory Area: Legal Services - Hourly Rates

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Legal Service undertakes a range of work with the Council's position being for full cost recovery.
The fee payment goes direct to the service department dealing with the request (Legal Services). The hourly rates are to be used where a set fee is not established. The set fees are in line with the Solicitor Guideline rates.

Proposed change in fee/charge from previous year (%)

In line with the nationally adopted Solicitor Guidelines.

Justification and basis for revised charge (including any benchmarking/consultation)

Full cost recovery based on average cost of transactions.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Based on the nationally adopted Solicitor Guideline rates.

REMOVE If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected income (estimated usage multiplied by charge) and basis for usage estimates

Not able to be predicted.

**MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

MANAGEMENT AND ADMINISTRATION SUPPORT (PEOPLE & CHANGE, STRATEGY & GOVERNANCE)

For Directorate People & Change and Strategy & Governance

LEGAL SERVICES - HOURLY RATES

Where set fee not established (based on market)

Legal fee earners

CU 0153	Legal fee earners [Hourly rate dependant on Officer experience]	per hour	S	-	-	-	-
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CHARGING DIRECTORY FROM 2024/25 ONWARDS

Committee: Leader of the Council
Budget Book Area: Management & Administration
Service Area: Management and Administration Support (People & Change, Strategy & Governance)
Charging Directory Area: Communications - Borough Filming Charges

Objectives/rationale of the fee/charge (e.g. full cost recovery)

These Fees and Charges have been introduced to bring us in line with other Local Authorities and provide some consistency to location charging for filming within the Borough.

Proposed change in fee/charge from previous year (%)

8.7% in line with current inflation.

Justification and basis for revised charge (including any benchmarking/consultation)

Benchmarking was undertaken.

REMOVE What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

REMOVE If significant change in charge, what consultation was undertaken with the general public?

Expected income (estimated usage multiplied by charge) and basis for usage estimates

£0

**MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2024**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
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MANAGEMENT AND ADMINISTRATION SUPPORT (PEOPLE & CHANGE, STRATEGY & GOVERNANCE)

For Directorate People & Change and Strategy & Governance

COMMUNICATIONS - BOROUGH FILMING CHARGES

There may be additional fees if filming requires traffic management, parking, temporary structures or use of drones. Crews exceeding 50 people will be given a price on application.

Location Fee - Per Half Day

MC 0029	Small Crew (1 to 5 people)	per half day	S	385.00	462.00	418.50	502.20
MC 0030	Medium Crew (6 to 15 people)	per half day	S	495.00	594.00	538.08	645.70
MC 0031	Large Crew (16 to 50 people)	per half day	S	825.00	990.00	896.79	1,076.15

Location Fee - Per Day [Negotiable]

Full Day rates may be negotiable if filming over several days.

MC 0032	Small Crew (1 to 5 people)	per day	S	-	-	-	-
MC 0033	Medium Crew (6 to 15 people)	per day	S	-	-	-	-
MC 0034	Large Crew (16 to 50 people)	per day	S	-	-	-	-