

**BASILDON BOROUGH COUNCIL**

**FEES & CHARGES SCHEDULE**  
**AND CHARGING DIRECTORIES**  
**2023/24**

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

The charges shown for 2023/24 in the following pages are effective from 1st April 2023 (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 2023/24 ONWARDS

**Committee:** Communities & Well-Being  
**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 (%)

Commerical Hire Increase 10%  
Community Hire Increase 5%

## Justification for revised charge (compared to previous year)

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

## 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.

## 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.

## Level of subsidy in respect of service

The current estimated direct cost for 2023/24 for running The George Hurd Centre is £247,600.

Based on the estimate usage figure below, the income made for room and hall hire is expected to be approximately £79,000. recovering 32% of the cost.

Additional income is generated through the leasing out of the office space on the first floor of the building and a contribution from the Activity Centre Committee and Storage.

**Usage figures and source of this data**

Room - Charge - Estimated Use (Hrs)
Main Hall: Commercial (Mon - Fri) 50 Commercial (Weekends) 251 Community (Mon - Fri) 525 Community (Weekends) 486
Small Hall: Commercial (Mon - Fri)98 Commercial (Weekends) 0 Community (Mon - Fri)211 Community (Weekends) 293
Hairdressing Salon: 898
Activities Room: Commercial (Mon - Fri) 30 Commercial (Weekends) 0 Community (Mon - Fri) 151 Community (Weekends) 24
Dining Hall: Commercial (Mon - Fri)72 Commercial (Weekends) 0 Community (Mon - Fri)193 Community (Weekends) 234
New Charges •Medical Charge £8.28 •Utility Charge £20 •Event hire (External) £75

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

£120,000
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
Storage- £300
Storage charges need to be put on the schedule of charges along with new charges.
Large – £5.71
Small - £3.00

**COMMUNITY**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	30.85	30.85	33.95	33.95
	Commercial Hire - Weekends	per hour	E	39.75	39.75	43.75	43.75
CS 0016	Community Hire - Monday to Friday	per hour	E	22.00	22.00	23.10	23.10
	Community Hire - Weekends	per hour	E	28.20	28.20	29.60	29.60

The Small Hall - Ground Floor

CS 0017	Commercial Hire - Monday to Friday	per hour	E	21.55	21.55	23.70	23.70
	Commercial Hire - Weekends	per hour	E	30.15	30.15	33.15	33.15
	Community Hire - Monday to Friday	per hour	E	14.80	14.80	15.55	15.55
	Community Hire - Weekends	per hour	E	21.15	21.15	22.20	22.20

First Floor Meeting Room

CS 0019	Commercial Hire - Weekends	per hour	E	31.20	31.20	34.30	34.30
CS 0022	Community Hire - Monday to Friday	per hour	E	15.55	15.55	16.35	16.35

Hairdressing Salon

CS 0051	Hire	per hour	S	7.54	9.05	8.29	9.95
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Medical Room (NEW IN 23/24)

CS 0052	Medical Room Hire	per hour	S	-	-	8.29	9.95
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Activities Room

CS 0060	Commercial Hire - Monday to Friday	per hour	E	24.95	24.95	27.45	27.45
CS 0061	Commercial Hire - Weekends	per hour	E	33.85	33.85	37.25	37.25
CS 0063	Community Hire - Monday to Friday	per hour	E	17.85	17.85	18.75	18.75
CS 0064	Community Hire - Weekends	per hour	E	24.20	24.20	25.40	25.40

Dining Hall

CS 0070	Commercial Hire - Monday to Friday	per hour	E	27.15	27.15	29.85	29.85
CS 0071	Commercial Hire - Weekends	per hour	E	36.60	36.60	40.25	40.25
CS 0073	Community Hire - Monday to Friday	per hour	E	19.45	19.45	20.40	20.40
CS 0074	Community Hire - Weekends	per hour	E	26.15	26.15	27.45	27.45

Other Charges (NEW IN 23/24)

CS 0075	Utility Charge	per session	S	-	-	20.00	24.00
CS 0076	Event Hire Charge	per session	S	-	-	75.00	90.00
CS 0077	Storage Charge Large	per week	S	-	-	5.71	6.85
	Storage Charge Small	per week	S	-	-	3.00	3.60

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Communities & Well-Being  
**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 – Room Hire Commercial –10%

Main Hall – Room Hire Community – 10%- (However, price now includes the bar and security staff so shows a net 44.3% increase).

Main Hall Evening – Fri and Sat – 10%

Main Hall Additional Hours – 10%

Function Room – Room Hire Commercial – 10%

Function Room – Function Hire Community – 10%

Function Room Evening – Fri and Sat – 10%- (However, price now includes the bar and security staff so shows a net increase 45.27%).

Function Room – Additional Hours – 10%

Foyer Meeting Room Commercial – 10%

Foyer Meeting Room Community – 10%

Meeting Rooms – 1, 3 or 5 - Commercial – 10%

Meeting Rooms – 1, 3 or 5 – Community – 10%

Meeting Rooms – 2 or 4 - Commercial – 10%

Meeting Rooms – 2 or 4 – Community – 10%

Meeting Rooms Evening – 1 and 2 – Fri and Sat – 10%

Meeting Rooms – 1 and 2 – Additional Hours – 10%

Rooms 1 and 2 + 3 and 4– Commercial – 10%

Rooms 1 and 2 + 3 and 4– Community – 10%

Use of hair dressing salon – 10%

Dance Studio – Commercial 10%

Dance Studio – Community 10%

## Justification for revised charge (compared to previous year)

It is proposed to increase the Commercial current room hire charges by an average of 10% across the board and Community Hire to 10%. 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.

It is proposed that we increase the function hire charge for the main hall by 44.3% and the function room by 45.27% this will assist in the recovery for Door staff charges and Agency Bar staff charges. (See above).

## 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.

## 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.

## Level of subsidy in respect of service

The current estimated direct cost for 2023/24 for running The Place (including the operation of the bar facility) in 2023/24 is approximately £438,600. Based on the usage figures below, the income generated from hire charges is expected to total approximately £162,200. This is 37% of the expenditure budget.

### Usage figures and source of this data

Room Charge – Usage Based on 2021-2022
Main Hall Commercial – 110 hours = 41 bookings Community – 849 hours = 192 bookings (155 hours of this usage is for Day Centre usage @ £15.33 per hour) Evening Function – 13 Additional hours –22.5 hours Additional Hours with Bar 6.5 hours
Function Room Commercial – 18 hours = 13 Bookings Community – 1084 hours = 270 Bookings Evening Function – 21 Additional hours – 20
Foyer Meeting Room Commercial – 6 Community - 121
Meeting Room 1,3 or 5 Commercial –54.25 hours = 16 Bookings Community – 3282.5 hours = 312 Bookings
Meeting Room 2 or 4 Commercial – 92.5 hours = 34 bookings Community – 443.75 hours = 121 bookings (8 hours of this usage is for Day Centre usage @ £6.56 per hour)
Meeting Rooms 1 & 2 Commercial 54 hours = 18 Bookings Community 218 hours = 74 Bookings Evening Fri and Sat Evening Function – 21.5 hours = 5 Bookings Additional hours - 2
Rooms 3&4 Commercial - 0 Community – 167.5 hours = 63 Bookings (Room 3 and 4 – 119 hours usage is for Day Centre usage @ £10.83 per hour)
Room 6 Commercial 16 Hours = 5 Bookings Community 227.5 Hours = 48 Bookings
Dance Studio Commercial – 37.5 Hours = 31 Bookings Community – 597.75 Hours = 210 (40.75 hours usage is for Day Centre usage @ £11.55 per hour)
Craft Room Day Centre Usage (482 hours @ £11.16 per hour)
Use of hairdressing salon – 788 Hours

### Expected budgeted income – this should be calculated as the usage multiplied by the charge

£162,200 £15,000 Day Centre Recharge £11,000 Day Centre Committee Recharge (additional bookings) £3,100 Income from Food Bank £3,500 income for Storage £40,000 bar income Total Income £234,800
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**COMMUNITY**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	37.65	37.65	41.40	41.40
IL 0304	Room Hire - Community	per hour	E	26.55	26.55	29.20	29.20
IL 0306	Evening Function - Friday & Saturday	per session	E	311.85	311.85	450.00	450.00
IL 0307	Additional Hours	per hour	E	19.30	19.30	21.25	21.25

Function Room

IL 0308	Room Hire - Commercial	per hour	E	26.80	26.80	29.50	29.50
IL 0309	Room Hire - Community	per hour	E	18.85	18.85	20.75	20.75
IL 0311	Evening Function - Friday & Saturday	per session	E	275.35	275.35	400.00	400.00
IL 0312	Additional Hours	per hour	E	18.85	18.85	20.75	20.75

Foyer Meeting Room

IL 0313	Room Hire - Commercial	per hour	E	21.65	21.65	23.80	23.80
IL 0314	Room Hire - Community	per hour	E	15.25	15.25	16.80	16.80

Meeting Room 1, 3 or 5

IL 0321	Room Hire - Commercial	per hour	E	11.05	11.05	12.15	12.15
IL 0322	Room Hire - Community	per hour	E	7.75	7.75	8.55	8.55

Meeting Room 2 or 4

IL 0324	Room Hire - Commercial	per hour	E	16.25	16.25	17.90	17.90
IL 0325	Room Hire - Community	per hour	E	11.50	11.50	12.65	12.65

Meeting Rooms 1 & 2

IL 0327	Evening Function - Friday & Saturday	per session	E	178.05	178.05	195.85	195.85
IL 0328	Additional Hours	per hour	E	18.40	18.40	20.25	20.25

Dance Studio

IL 0329	Room Hire - Commercial	per hour	S	24.00	28.80	26.50	31.80
	Room Hire - Commercial (block booking - 10 or more)	per hour	E	24.00	24.00	26.50	26.50
IL 0330	Room Hire - Community	per hour	S	16.58	19.90	18.25	21.90
	Room Hire - Community (block booking - 10 or more)	per hour	E	16.58	16.58	18.25	18.25

Use of Hairdressing Salon

IL 0336	Hire	per hour	S	7.50	9.00	8.25	9.90
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Rooms 1 & 2

IL 0338	Room Hire - Commercial	per hour	E	26.50	26.50	29.15	29.15
IL 0339	Room Hire - Community	per hour	E	18.70	18.70	20.55	20.55

Rooms 3 & 4

IL 0340	Room Hire - Commercial	per hour	E	26.50	26.50	29.15	29.15
IL 0341	Room Hire - Community	per hour	E	18.70	18.70	20.55	20.55

Storage

IL 0527	Hire	per week	S	5.63	6.75	6.21	7.45
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Charity storage

IL 0528	Hire	per week	E	52.50	52.50	57.75	57.75
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Communities & Well-Being  
**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 – 10%  
Fun Zone Party Package –10%  
Craft Room – 10%  
Fun Zone – Children's Party (weekdays) – 10%  
Fun Zone – Children's Party (weekends) –10%  
Fun Zone (individual admission) – 10%

## Justification for revised charge (compared to previous year)

We are proposing an average increase of 10% across the board, with the exception of the Craft Room, as this is used by the Activity Centre. This has been increased 5%.

The competition for children's parties is significant in the Borough, however, by keeping the price competitive. The 10% increase will still keep the price competitive in the local market taking into consideration the size and standard of the venue.

## 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.

## 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.

## Level of subsidy in respect of service

The current estimated direct cost for 2023/24 for running The Place (including the operation of the bar facility) in 2023/24 is approximately £438,600. Based on the usage figures below, the income generated from hire charges is expected to total approximately £23,000. This is 5% of the expenditure budget.

## Usage figures and source of this data

Snooker / Pool (adult) – 107  
Snooker / Pool (concession) - 180  
Craft Room – 824 (This figure is for Day Centre usage @ £10.47 per hour)  
Fun Zone – Children's Party (weekday) – 10  
Fun Zone – Children's Party (weekend) – 55  
Child (individual admission) – 596  
Fun Zone Party Package – 4

These figures are based on usage data 2021/2022.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£23,000



**COMMUNITY**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	7.60	7.60	8.35	8.35
IL 0387		Discount	E	4.60	4.60	5.05	5.05
IL 0388	Deposit	per item	OS	6.35	6.35	7.00	7.00

Craft Room

*With qualified tutors only.*

IL 0400	All Hire	per hour	E	19.25	19.25	21.20	21.20
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Fun Zone

IL 0411	Private Hire		S	50.54	60.65	55.58	66.70
IL 0421	Child (individual admission)		S	2.88	3.45	3.17	3.80
IL 0422	Party	Weekday	S	79.96	95.95	87.96	105.55
IL 0423		Weekend	S	95.00	114.00	104.50	125.40
IL 0424	Party Package		S	60.00	72.00	66.00	79.20

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Communities & Well-Being  
**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 – Decrease of 100%  
Gym Membership fees Monthly (Gym & Aerobics) – Decrease of -19.23%  
Gym Membership fees Monthly (Gym only) – No Increase of 0%  
Gym Membership Full Member Direct Debit - Increase – 4.78%  
Gym Membership fees Gym Only Direct Debit - No Increase 0%  
Gym Casual session (adult) Increase of 6.48%  
Gym Casual session (concession) – Increase of 5%  
Group Exercise classes – Increase of 6.48%  
Group Exercise concession – Decrease of 1.20%

## Justification for revised charge (compared to previous year)

Over the past 36 months, Basildon has seen a considerable increase in the amount of budget and pop-up gyms which has caused a decline in our usage. In order to remain competitive and maintain our market share, we propose 19.23% decrease on monthly membership pay as you go.  
4.78% prices for gym membership and Direct Debits.  
We propose that we offer a free induction for new gym members.

## 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.

## 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.

## Level of subsidy in respect of service

The current estimated direct cost for 2023/24 for running The Place (including the operation of the bar facility) in 2023/24 is approximately £438,600. Based on the usage figures below, the income generated from hire charges is expected to total approximately £34,800. This is approx. 8% of the expenditure budget.

## Usage figures and source of this data

Group exercise class (adult) – 152  
Group exercise class (concession) - 3  
Gym induction – 128  
Fitness membership PAYG monthly (gym + aerobics) – 137 – NA  
Fitness membership PAYG monthly (gym only) – 499 - NA  
Direct Debit membership Gym Only – 0  
Direct Debit membership Gym & Classes - 0  
Casual gym session (adult) – 225 -NA  
Casual gym session (concession) –377 – NA  
Direct Debits were cancelled Due to Covid Restrictions and we are looking to reinstate them in 2023/24.  
Unable to submit figures as Clarity does not allow the report to be available. We are investigating re-introducing this in 2022/23.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£34,800

**COMMUNITY**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	5.40	5.40	5.75	5.75
IL 0506		Concession	E	4.15	4.15	4.10	4.10

Gym

IL 0509	Fitness Membership (Gym & Aerobics)	per month	E	24.75	24.75	20.00	20.00
IL 0510	Casual Session	Adult	E	5.40	5.40	5.75	5.75
IL 0511		Concession	E	3.90	3.90	4.10	4.10
IL 0512	Fitness Membership (Gym Only)	per month	E	18.65	18.65	18.65	18.65
IL 0515	Fitness Membership	per annum	E	209.85	209.85	219.90	219.90
IL 0516	Fitness Membership Gym Only	per annum	E	191.95	191.95	191.95	191.95

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Communities & Well-Being  
**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 – 10%  
Projector Screen – 10%  
Staging per piece – 10%  
Flipchart – 10%  
Hot Water Urn – 10%  
Linen Hire – Table Cloth – 10%

## Justification for revised charge (compared to previous year)

It is proposed to increase the current charging structure for the equipment hire by an average of 10%, 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.

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

N/A

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

N/A

## Level of subsidy in respect of service

The current estimated direct cost for 2023/24 for running The Place (including the operation of the bar facility) in 2023/24 is approximately £438,600. Based on the usage figures below, the income generated from hire charges is expected to total approximately £1100. This is approximately 0.25% of the expenditure budget.

## Usage figures and source of this data

Projector And Screen – 3  
Projector Screen – 6  
Staging - 18  
Flipchart – 17  
Hot Water urn – 61  
Linen Hire – 24

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£1100

**COMMUNITY**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	7.29	8.75	8.00	9.60
IL 0521	Staging	per piece	S	9.17	11.00	10.08	12.10
IL 0523	Flipchart		S	6.08	7.30	6.71	8.05
IL 0524	Hot Water Urn		S	6.08	7.30	6.71	8.05
IL 0525	Projector and Screen	per hire (set up and putting away of item)	S	30.04	36.05	33.04	39.65
IL 0526	Linen hire - Table Cloth		S	6.08	7.30	6.71	8.05

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Communities & Well-Being  
**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 – 5%  
Commercial hirers – 10%  
Commercial Pre-schools – 22.95%  
Dance schools – 22.95%  
Scouts / Brownies, after school clubs and youth groups – 22.95%  
Commercial Parent & toddler groups – 22.95%  
Disabled groups – 22.95%  
Storage charges Large – 10%  
Storage charges Small – 10%  
Office rental – 25%  
Bouncy Castle / electric – 75% (to cover the cost of electricity).

Internal Recharge  
Post Run (Fridays only) - Currently £5. Increase to £5.50 – 10% increase

## Justification for revised charge (compared to previous year)

The costs to provide community centres has increased through staffing and maintenance, therefore a variable % increase for casual and ad-hoc hirers is proposed.  
The proposed increase will help meet the Council's budget gap, and is step towards full cost recovery.

## 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.

## 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.

## Level of subsidy in respect of service

The total direct estimated cost of running all the Council's directly managed community centres and halls in 2022/23 is approximately £229,700.  
Based on the estimated usage figures below, the income would be £187,300. This is 82% of the operational costs.

## Usage figures and source of this data

Hours utilised  
Pre-schools/Kids Dance – 6474  
Scouts, after school clubs and youth groups – 0  
Parent & toddler groups – 0  
Disabled groups – 208  
Storage charges (large store) – 780  
Storage charges (small store) – 1066  
Office rental – 52  
Bouncy Castle Electricity – 20  
Weekdays –  
Community Rate – 1660  
Commercial Rate – 78  
Weekends –  
Community Rate – 1398  
Commercial Rate – 0

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£187,300

Additional charges – Sheltered Housing

**COMMUNITY**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**COMMUNITY CENTRES & HALLS**

**DIRECTLY MANAGED HALLS**

Group Charges

CS 0041	Preschool/Dance School	per hour	E	12.20	12.20	15.00	15.00
CS 0049	Children's Party - Additional surcharge for the use of power supply (for bouncy castle etc)	per session	E	5.80	5.80	10.00	10.00

Borough Wide

CS 0042	Scouts, After school clubs & Youth Groups	per hour	E	12.20	12.20	15.00	15.00
CS 0043	Parent/Toddler Groups	per hour	E	12.20	12.20	15.00	15.00
CS 0044	Disabled Groups	per hour	E	12.20	12.20	15.00	15.00
CS 0045	Storage Charges (per week)	Large Store	S	5.71	6.85	6.29	7.55
CS 0046		Small Store	S	3.00	3.60	3.29	3.95
CS 0047	Office Rental	per week	E	12.00	12.00	15.00	15.00
CS 0050	Internal Charge - Post Run			-	-	-	-

Commercial Hire

CS 0100	Kingswood/Frypa Hall/Laindon West Monday to Friday	per hour	E	31.80	31.80	35.00	35.00
CS 0101	Kingswood/Frypa Hall/Laindon West Weekends	per hour	E	34.75	34.75	38.25	38.25
CS 0120	Luncies Hall Monday to Friday	per hour	E	25.30	25.30	27.85	27.85
CS 0121	Luncies Hall Weekends	per hour	E	27.65	27.65	30.40	30.40
CS 0122	Gordon Hall Monday to Friday	per hour	E	25.80	25.80	28.40	28.40
CS 0123	Gordon Hall Weekends	per hour	E	28.30	28.30	31.15	31.15
CS 0140	The Crown/Trenham Monday to Friday	per hour	E	30.15	30.15	33.15	33.15
CS 0141	The Crown/Trenham Weekends	per hour	E	33.40	33.40	36.75	36.75
CS 0200	Vange North Meeting Hall Monday to Friday	per hour	E	30.75	30.75	33.85	33.85
CS 0201	Vange North Meeting Hall Weekends	per hour	E	33.65	33.65	37.00	37.00
CS 0202	Laindon West room hire only	per hour	E	-	-	10.00	10.00

Community Hire

CS 0110	Kingswood/Frypa Hall/Laindon West Monday to Friday	per hour	E	22.70	22.70	23.85	23.85
CS 0111	Kingswood/Frypa Hall/Laindon West Weekends	per hour	E	24.85	24.85	26.10	26.10
CS 0130	Luncies Hall Monday to Friday	per hour	E	18.45	18.45	19.35	19.35
CS 0131	Luncies Hall Weekends	per hour	E	19.85	19.85	20.85	20.85
CS 0132	Gordon Hall Monday to Friday	per hour	E	18.45	18.45	19.35	19.35
CS 0133	Gordon Hall Weekends	per hour	E	20.20	20.20	21.20	21.20
CS 0150	The Crown/Trenham Monday to Friday	per hour	E	21.80	21.80	22.90	22.90
CS 0151	The Crown/Trenham Weekends	per hour	E	23.45	23.45	24.60	24.60
CS 0210	Vange North Meeting Hall Monday to Friday	per hour	E	22.45	22.45	23.55	23.55
CS 0211	Vange North Meeting Hall Weekends	per hour	E	24.60	24.60	25.85	25.85

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Enforcement & Public Order  
**Budget Book Area:** Development & Regulation  
**Service Area:** Development Management  
**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 (%)

N/A

## Justification for revised charge (compared to previous year)

N/A

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

N/A

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

N/A

## Level of subsidy in respect of service

The income received does not cover the entire cost of providing the service. Total income from planning applications in 2021/22 was £1,230,327.

## Usage figures and source of this data

For 2022/23 it is estimated that 1800 applications will have been made based upon projections for the previous financial year. The figures were estimated from the service database based on current and previous financial years.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

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). The budgeted income for the 3 categories for 22/23 was Major applications £310,800; Minor £211,200 and Other £305,400. The income received is expected to exceed budget, however the budget will be reviewed as part of the planning services' full review of fees & charges.



**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**DEVELOPMENT MANAGEMENT**

**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	One Dwelling House		OS	206.00	206.00	206.00	206.00
DE 0307	Two or more Dwelling Houses		OS	407.00	407.00	407.00	407.00

Outline Applications (most types) (subject to maximum of £150,000)

DE 0308	Sites up to 2.5 Hectares	per 0.1 Hectare	OS	462.00	462.00	462.00	462.00
DE 0309	Sites exceeding 2.5 Hectares (Fixed charge)		OS	11,432.00	11,432.00	11,432.00	11,432.00
	Sites in excess of 2.5 Hectares (Incremental charge)	per 0.1 Hectare	OS	138.00	138.00	138.00	138.00

Residential Development (subject to maximum of £300,000)

DE 0310	Developments up to 50 Dwelling Houses	per dwelling	OS	462.00	462.00	462.00	462.00
DE 0311	Developments exceeding 50 Dwelling Houses (Fixed charge)		OS	22,859.00	22,859.00	22,859.00	22,859.00
	Developments in excess of 50 Dwelling Houses (Incremental charge)	per dwelling	OS	138.00	138.00	138.00	138.00

Erection of buildings (New Gross Floor Space) (subject to maximum of £300,000)

*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	234.00	234.00
DE 0313	Space between 40 and 75 sq m		OS	462.00	462.00	462.00	462.00
DE 0314	Space between 75 and 3750 sq m	per 75 sq m	OS	462.00	462.00	462.00	462.00
DE 0315	Space exceeding 3750 sq m (Fixed charge)		OS	22,859.00	22,859.00	22,859.00	22,859.00
DE 0316	Additional space in excess of 3750 sq m (Incremental charge)	per 75 sq m	OS	138.00	138.00	138.00	138.00

Plant & Machinery (installation of plant machinery) (subject to maximum of £300,000)

DE 0317	Sites up to 5 Hectares	per 0.1 Hectare	OS	462.00	462.00	462.00	462.00
DE 0318	Sites exceeding 5 Hectares (Fixed charge)		OS	22,859.00	22,859.00	22,859.00	22,859.00
DE 0319	Sites in excess of 5 Hectares (Incremental charge)	per 0.1 Hectare	OS	138.00	138.00	138.00	138.00

Exploratory Drilling for Oil or Natural Gas (subject to maximum of £300,000)

*Applications other than building works*

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

Change of Use of building to dwellinghouse(s) or other cases (subject to maximum of £300,000)

DE 0326	Sites up to 50 Dwelling Houses	per dwelling	OS	462.00	462.00	462.00	462.00
DE 0327	Sites exceeding 50 Dwelling Houses (Fixed charge)		OS	22,859.00	22,859.00	22,859.00	22,859.00
DE 0327A	Additional sites in excess of 50 Dwelling Houses (Incremental charge)	per dwelling	OS	138.00	138.00	138.00	138.00
DE 0328	Other changes of use of building or land	per dwelling	OS	462.00	462.00	462.00	462.00

Erection of buildings on agricultural land (Gross Floor Space) (subject to maximum of £300,000)

DE 0329	Space up to 465 sq m		OS	96.00	96.00	96.00	96.00
DE 0330	Space between 465 and 540 sq m		OS	462.00	462.00	462.00	462.00
DE 0331	Space between 540 and 4215 sq m (Fixed charge)		OS	462.00	462.00	462.00	462.00
DE 0332	Additional space between 540 and 4215 sq m (Incremental charge)	per 75 sq m	OS	462.00	462.00	462.00	462.00
DE 0333	Space exceeding 4215 sq m (Fixed charge)		OS	22,859.00	22,859.00	22,859.00	22,859.00
DE 0334	Additional space in excess of 4215 sq m (Incremental charge)	per 75 sq m	OS	138.00	138.00	138.00	138.00

Erection of Glasshouses on Agricultural Land

DE 0335	Up to 465 sq m		OS	96.00	96.00	96.00	96.00
DE 0336	Exceeding 465 sq m		OS	2,580.00	2,580.00	2,580.00	2,580.00

Applications other than building works - Car Parks

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

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

Lawful Development Certificates

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

Approval/Variation/Discharge of Condition

DE 0348	Confirmation that planning conditions have been complied with - Householder request	per request	OS	34.00	34.00	34.00	34.00
DE 0349	Confirmation that planning conditions have been complied with - Non-Householder requests	per request	OS	116.00	116.00	116.00	116.00
DE 0349A	Removal or variation of condition following planning permission		OS	234.00	234.00	234.00	234.00

Non Material Amendments Following Grant of Planning Permission

DE 0350	Applications in respect of householder developments		OS	34.00	34.00	34.00	34.00
DE 0351	Applications in respect of other developments		OS	234.00	234.00	234.00	234.00

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT
<u>Applications other than building works - Waste (Subject to maximum of £78,000)</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	234.00 234.00
DE 0361	Sites exceeding 15 hectares (Fixed charge)		OS	34,934.00	34,934.00	34,934.00 34,934.00
DE 0362	Sites exceeding 15 hectares (Incremental charge)	per 0.1 Hectare	OS	138.00	138.00	138.00 138.00
<u>Operations (Other than Exploratory Drilling) for Oil or Natural Gas (Subject to maximum of £78,000)</u>						
DE 0363	Sites up to 15 hectares	per 0.1 Hectare	OS	257.00	257.00	257.00 257.00
DE 0364	Sites exceeding 15 hectares (Fixed charge)		OS	38,520.00	38,520.00	38,520.00 38,520.00
DE 0365	Sites exceeding 15 hectares (Incremental charge)	per 0.1 Hectare	OS	151.00	151.00	151.00 151.00
<u>Other Operations (Minerals) excluding Oil and Gas (Subject to maximum of £78,000)</u>						
DE 0366	Sites up to 15 hectares	per 0.1 Hectare	OS	234.00	234.00	234.00 234.00
DE 0367	Sites exceeding 15 hectares (Fixed charge)		OS	34,934.00	34,934.00	34,934.00 34,934.00
DE 0368	Sites exceeding 15 hectares (Incremental charge)	per 0.1 Hectare	OS	138.00	138.00	138.00 138.00
<u>Other Operations (Other than Building Works) (Subject to maximum of £2,028)</u>						
DE 0369	Any site area	per 0.1 Hectare	OS	234.00	234.00	234.00 234.00
<u>Reserved Matters</u>						
DE 0370	Approval of reserved matters following outline approval (Full fee due or if full fee already paid then £462 due)		OS	462.00	462.00	462.00 462.00
<u>Application for Permission in Principle (Valid from 1 June 2018)</u>						
DE 0371	Site area	per 0.1 Hectare	OS	402.00	402.00	402.00 402.00
<u>Prior Approval</u>						
DE 0372	Agricultural and Forestry buildings & operations or demolition of buildings		OS	96.00	96.00	96.00 96.00
DE 0373	Communications (Previously referred to as Telecommunications Code Systems Operators)		OS	462.00	462.00	462.00 462.00
DE 0376	Proposed Change of Use of Agricultural Building to Flexible Use Within Shops etc.		OS	96.00	96.00	96.00 96.00
DE 0377	Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)		OS	96.00	96.00	96.00 96.00
DE 0378	Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations		OS	96.00	96.00	96.00 96.00
DE 0379	Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations		OS	206.00	206.00	206.00 206.00
DE 0380	Proposed Change of Use of Building from Retail (A1 or A2) or Mixed Retail & Residential to Dwellinghouse (C3) Where No Associated Building		OS	96.00	96.00	96.00 96.00
DE 0381	Proposed Change of Use of Building from Retail (A1 or A2) or Mixed Retail & Residential to Dwellinghouse (C3) plus Associated Building Operations		OS	206.00	206.00	206.00 206.00
DE 0383	Notification of Change of Use from Amusement Arcades, Casinos etc. to Dwellinghouses (C3)		OS	96.00	96.00	96.00 96.00
DE 0384	Notification of Change of Use from Amusement Arcades, Casinos etc. to Dwellinghouses (C3) plus Associated Building Operations		OS	206.00	206.00	206.00 206.00
DE 0385	Notification of Change of Use from Shops (A1), Financial and Professional Services (A2) & Betting Offices, Casinos etc. to Restaurants & Cafes (A3)		OS	96.00	96.00	96.00 96.00
DE 0386	Notification of Change of Use from Class A1, Class A2 & Betting Offices, Casinos etc. to Restaurants & Cafes (A3) plus Associated Building Operations		OS	206.00	206.00	206.00 206.00
DE 0387	Notification of Change of Use from Shops (A1), Financial and Professional Services (A2), & Betting Offices, Casinos etc. to Assembly & Leisure (D2)		OS	96.00	96.00	96.00 96.00
DE 0388	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	96.00 96.00
DE 0389	Notification for Temporary Use of Buildings for Commercial Film-Making plus Associated Temporary Structures, Works, Plant or Machinery		OS	96.00	96.00	96.00 96.00
DE 0390	Notification for the Installation, Alteration or Replacement of Solar Photovoltaics (PV) Equipment on Non-Domestic Building Roofs up to 1MW Capacity		OS	96.00	96.00	96.00 96.00
DE 1225	Large Home Extension (from 19 August 2019)		OS	96.00	96.00	96.00 96.00
DE 1226	Demolition of Buildings		OS	96.00	96.00	96.00 96.00
DE 1227	Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Laundrettes to Offices (Class B1a)		OS	96.00	96.00	96.00 96.00
DE 1228	Change of Use of a building and any land within its curtilage from Business (B1), Hotel (C1), Residential Institution (C2), Secure Residential Institution (C2A) or Assembly and leisure (D2) to a State Funded School or Registered Nursery		OS	96.00	96.00	96.00 96.00
DE 1229	Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery		OS	96.00	96.00	96.00 96.00
DE 1232	Additional storeys on a home (TBC by Government)		OS	-	-	- -
DE 1233	Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwellinghouses (Use Class C3)		OS	96.00	96.00	96.00 96.00
DE 1234	Construction of new dwellinghouses (up to 50 dwellinghouses)	per dwelling	OS	334.00	334.00	334.00 334.00
DE 1235	Construction of new dwellinghouses (exceeding 50 dwellinghouses) - Fixed Charge		OS	16,525.00	16,525.00	16,525.00 16,525.00
DE 1236	Construction of new dwellinghouses (exceeding 50 dwellinghouses) - Incremental Charge (Maximum total fee of £300,000)	per dwelling	OS	100.00	100.00	100.00 100.00

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Enforcement & Public Order  
**Budget Book Area:** Development & Regulation  
**Service Area:** Development Management  
**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 10%, inline with current inflation.

## Justification for revised charge (compared to previous year)

In line with inflation.

## 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.

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

None undertaken. Charges competitive across Essex region.

## Level of subsidy in respect of service

None.

## Usage figures and source of this data

There is a direct comparison from previous years in terms of useage.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

The useage is low as such the expected recovery of income will remain as such.

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**DEVELOPMENT MANAGEMENT**

**PLANNING SERVICES - COPY DOCUMENTS**

Copies of Decision Notices

DE 0400	Copy	each	S	11.33	13.60	12.50	15.00
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Copies of Representation Letters etc.

DE 0410	1st six sheets		S	3.50	4.20	3.88	4.65
DE 0411	Each subsequent sheet		S	0.88	1.05	1.00	1.20

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

DE 0420	1st and 2nd pages		S	19.75	23.70	21.75	26.10
DE 0421	Each subsequent page		S	-	-	-	-

Copies of Legal Agreements

DE 0430	1st and 2nd pages		S	28.88	34.65	31.79	38.15
DE 0431	Each subsequent page		S	-	-	-	-
DE 0510	Basildon District Council Local Plan Saved Policies 2007		Z	23.10	23.10	25.45	25.45
DE 0510A	Maps of the above supplied separately		Z	11.55	11.55	12.75	12.75
DE 0511	Basildon Borough Council Local Plan Inspector's Report		Z	23.10	23.10	25.45	25.45
DE 0512	Basildon Borough Council Local Plan Statement of Decisions		Z	23.10	23.10	25.45	25.45
DE 0513	Basildon Borough Council Local Plan Modifications (both sets)		Z	23.10	23.10	25.45	25.45
DE 0515	Basildon District Council Statement of Community Involvement October 2009 (Black and white copy is free)		Z	6.30	6.30	6.95	6.95
DE 0520	Site Inspection/Professional Services	per hour	S	85.75	102.90	94.33	113.20

Plan Copies

DE 0530	First 2 normal sheets (A4/A3 size)		S	12.42	14.90	13.67	16.40
DE 0531	Subsequent normal copies	each	S	0.88	1.05	1.00	1.20
DE 0532	First 2 normal sheets (A2/A1 size)		S	20.29	24.35	22.33	26.80
DE 0533	Subsequent normal copies	each	S	9.63	11.55	10.63	12.75

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Enforcement & Public Order  
**Budget Book Area:** Development & Regulation  
**Service Area:** Development Management  
**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 (%)

10% Increase, inline with current inflation.

## Justification for revised charge (compared to previous year)

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

## 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.

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

N/A

## Level of subsidy in respect of service

None

## Usage figures and source of this data

Unquantifiable at present given that this is a relatively new process and it is impossible to say with any surety how many will be sought.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

Unquantifiable at present given that this is a relatively new process and it is impossible to say with any surety how many will be sought.

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**DEVELOPMENT MANAGEMENT**

**PLANNING SERVICES**

Fees for applications that are not validated

DE 0320	Householder, advertisement, and similar	each	OS	100.00	100.00	110.00	110.00
DE 0321	Minor, lawfulness, and similar applications	each	OS	100.00	100.00	110.00	110.00
DE 0322	Major, and similar complex applications	each	OS	200.00	200.00	220.00	220.00

Additional Services

PL 0139	Confirmation of the closure of an enforcement case	each	S	100.00	120.00	110.00	132.00
PL 0140	Confirmation of compliance with an enforcement notice	each	S	300.00	360.00	330.00	396.00
PL 0141	Confirmation of compliance with listed building consent (available 12 month period following the completion of the development)	each	S	300.00	360.00	330.00	396.00
PL 0142	Compliance with S106 planning obligations	First condition	S	300.00	360.00	330.00	396.00
PL 0143	Confirmation of compliance with planning conditions and compliance with S106 planning obligations	Each additional condition	S	50.00	60.00	55.00	66.00
PL 0144		Additional site visit	S	100.00	120.00	110.00	132.00
PL 0145	Help resolving conveyancing issues	each	S	500.00	600.00	550.00	660.00

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	100.00	120.00	110.00	132.00
PL 0159	Cat B - Minor Development	per check (plus one re-check within 10 days)	S	50.00	60.00	55.00	66.00
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	50.00	60.00	55.00	66.00
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 2023/24 ONWARDS

**Committee:** Enforcement & Public Order  
**Budget Book Area:** Development & Regulation  
**Service Area:** Development Management  
**Charging Directory Area:** Planning Fees

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

PL 0100 to 0124 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.

PL0125 to 138 – 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 (%)

20%

## Justification for revised charge (compared to previous year)

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. 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.

## 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.

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

N/A

## Level of subsidy in respect of service

The income received does not cover the entire cost of providing the service, however additional fees recovered will assist with overall service costs.

## Usage figures and source of this data

This is a newly reviewed process for pre application and planning performance agreements. The intentions are for full cost recovery and delivering an improved service for the applicants which includes our residents.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

The expected income from these charges is unquantifiable as these are dependent upon the size and quantity of applications.

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**DEVELOPMENT MANAGEMENT**

**PLANNING FEES**

Pre Application Costs

*Initial cost fee includes written advice and one meeting.*

PL 0100	Cat A - ≥501 residential units / ≥10,000sqm net additional commercial floor space (inc. change of use) / Sites over 2.5 hectares	Initial Cost	S	4,300.00	5,160.00	5,160.00	6,192.00
PL 0101	Cat A - ≥501 residential units / ≥10,000sqm net additional commercial floor space (inc. change of use) / Sites over 2.5 hect. (Price upon application)	Additional meeting and follow-up	S	-	-	-	-
PL 0102		Additional written advice/review	S	-	-	-	-
PL 0103	Cat B - 251-500 residential units / 5,000-9,999sqm net additional commercial floor space (inc. change of use) / Site between 2-2.5 hectares	Initial Cost	S	3,200.00	3,840.00	3,840.00	4,608.00
PL 0104		Additional meeting and follow-up	S	650.00	780.00	780.00	936.00
PL 0105		Additional written advice/review	S	650.00	780.00	780.00	936.00
PL 0106	Cat C - 50-250 residential units / 2,500-4,999sqm net additional commercial floor space (inc. change of use) / Site between 1.49-1.99 hectares	Initial Cost	S	2,100.00	2,520.00	2,520.00	3,024.00
PL 0107		Additional meeting and follow-up	S	650.00	780.00	780.00	936.00
PL 0108		Additional written advice/review	S	650.00	780.00	780.00	936.00
PL 0109	Cat D - 10-49 residential units / 1,000-2,499sqm net additional commercial floor space (inc. change of use) / Sites between 1-1.49 hectares	Initial Cost	S	1,600.00	1,920.00	1,920.00	2,304.00
PL 0110		Additional meeting and follow-up	S	650.00	780.00	780.00	936.00
PL 0111		Additional written advice/review	S	650.00	780.00	780.00	936.00
PL 0112	Cat E - Minor development ≤9 residential units / ≤999sqm net additional commercial floor space (inc. change of use) / Sites ≤0.99 hect / telecomms	Initial Cost	S	800.00	960.00	960.00	1,152.00
PL 0113		Additional meeting and follow-up	S	650.00	780.00	780.00	936.00
PL 0114		Additional written advice/review	S	650.00	780.00	780.00	936.00
PL 0115	1 residential unit - either additional or replacement	Initial Cost	S	400.00	480.00	480.00	576.00
PL 0116		Additional meeting and follow-up	S	400.00	480.00	480.00	576.00
PL 0117		Additional written advice/review	S	400.00	480.00	480.00	576.00
PL 0118	Householder applications (inc. Lawful Development Certificates)	Initial Cost	S	200.00	240.00	240.00	288.00
PL 0119		Additional meeting and follow-up	S	50.00	60.00	60.00	72.00
PL 0120		Additional written advice/review	S	50.00	60.00	60.00	72.00
PL 0121	Minor Planning Proposals (outside categories above)	Initial Cost	S	200.00	240.00	240.00	288.00
PL 0122		Additional meeting and follow-up	S	50.00	60.00	60.00	72.00
PL 0123		Additional written advice/review	S	50.00	60.00	60.00	72.00
PL 0124	Pre-application Engagement (elected members including local ward members and planning committee)	Initial Cost	S	600.00	720.00	720.00	864.00

Planning Performance Agreements

*Additional fees may apply for costs incurred in the staffing and resourcing of necessary meetings between the HBC's team and the Applicant's team during the life of the pre-application discussion. Charges are based on cost recovery only. If additional work is required there will be an additional payment based on an hourly charge of £85 for Environmental Health Officers including air quality, contaminated land, acoustics, odour, dust, fumes and smoke. Building Control will identify and deliver key designs in line with allied legislation requirements at an hourly charge of £95 per hour. For Planning there will be an additional payment based on an hourly charge of £65 Planner, Principal Planner - £80, Development & Strategic Managers - £150, and Head of Planning - £200.*

PL 0125	≤49 residential units / ≤2,499sqm net commercial floor space (inc. change of use)	Arrangement Fee	S	9,000.00	10,800.00	10,800.00	12,960.00
PL 0126		Additional written advice/review	S	1,200.00	1,440.00	1,440.00	1,728.00
PL 0127	50-250 residential units / 2,500-4,999sqm net commercial floor space (inc. change of use)	Arrangement Fee	S	14,500.00	17,400.00	17,400.00	20,880.00
PL 0128		Additional written advice/review	S	1,200.00	1,440.00	1,440.00	1,728.00
PL 0129	251-500 residential units / 5,000-9,999sqm net commercial floor space (inc. change of use)	Arrangement Fee	S	20,000.00	24,000.00	24,000.00	28,800.00
PL 0130		Additional written advice/review	S	1,200.00	1,440.00	1,440.00	1,728.00
PL 0131	501-1,000 residential units / 10,000-20,000sqm net commercial floor space (inc. change of use)	Arrangement Fee	S	25,000.00	30,000.00	30,000.00	36,000.00
PL 0132		Additional written advice/review	S	1,200.00	1,440.00	1,440.00	1,728.00
PL 0133	Developments >1,000 residential units / large commercial areas >20,000sqm net commercial floor space (inc. change of use) (Price upon application)	Arrangement Fee	S	-	-	-	-
PL 0134		Additional written advice/review	S	-	-	-	-
PL 0135	Urban Design, Heritage, Ecology and Landscape Advice (Price upon application)	Arrangement Fee	S	-	-	-	-
PL 0136		Additional written advice/review	S	-	-	-	-
PL 0137	Legal costs incurred on association with the preparation of the S106 Agreement that may commence at pre-application stage. (Price upon application)	Arrangement Fee	S	-	-	-	-
PL 0138		Additional written advice/review	S	-	-	-	-



# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Housing & Estate Renewal  
**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 1.9%

## Justification for revised charge (compared to previous year)

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

## 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.

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

N/A

## Level of subsidy in respect of service

None

## Usage figures and source of this data

Estimates from database and past experience of trends.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£80,000

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	192.00	230.40	195.00	234.00
BC 0801	2 Houses/Bungalows less than 4 storeys	S	273.00	327.60	275.00	330.00
BC 0802	3 Houses/Bungalows less than 4 storeys	S	329.00	394.80	330.00	396.00
BC 0803	4 Houses/Bungalows less than 4 storeys	S	360.00	432.00	365.00	438.00
BC 0804	5 Houses/Bungalows less than 4 storeys	S	390.00	468.00	395.00	474.00
BC 0805	Conversion to Single Dwelling House	S	260.00	312.00	265.00	318.00
BC 0806	1 Flat	S	192.00	230.40	195.00	234.00
BC 0807	2 Flats	S	273.00	327.60	275.00	330.00
BC 0808	3 Flats	S	329.00	394.80	330.00	396.00
BC 0809	4 Flats	S	360.00	432.00	365.00	438.00
BC 0810	5 Flats	S	390.00	468.00	395.00	474.00
BC 0811	Conversion to Single Flat	S	260.00	312.00	265.00	318.00

Inspection Charge (paid when work starts)

BC 0812	1 House/Bungalow less than 4 storeys	S	405.00	486.00	410.00	492.00
BC 0821	2 Houses/Bungalows less than 4 storeys	S	510.00	612.00	515.00	618.00
BC 0822	3 Houses/Bungalows less than 4 storeys	S	660.00	792.00	665.00	798.00
BC 0823	4 Houses/Bungalows less than 4 storeys	S	775.00	930.00	780.00	936.00
BC 0824	5 Houses/Bungalows less than 4 storeys	S	835.00	1,002.00	840.00	1,008.00
BC 0825	Conversion to Single Dwelling House	S	460.00	552.00	465.00	558.00
BC 0826	1 Flat	S	405.00	486.00	410.00	492.00
BC 0827	2 Flats	S	510.00	612.00	515.00	618.00
BC 0828	3 Flats	S	660.00	792.00	665.00	798.00
BC 0829	4 Flats	S	775.00	930.00	780.00	936.00
BC 0830	5 Flats	S	835.00	1,002.00	840.00	1,008.00
BC 0831	Conversion to Single Flat	S	460.00	552.00	465.00	558.00

Building Notice Charge

BC 0840	1 House/Bungalow less than 4 storeys	S	660.00	792.00	680.00	816.00
BC 0841	2 Houses/Bungalows less than 4 storeys	S	870.00	1,044.00	890.00	1,068.00
BC 0842	3 Houses/Bungalows less than 4 storeys	S	990.00	1,188.00	1,010.00	1,212.00
BC 0843	4 Houses/Bungalows less than 4 storeys	S	1,150.00	1,380.00	1,170.00	1,404.00
BC 0844	5 Houses/Bungalows less than 4 storeys	S	1,260.00	1,512.00	1,280.00	1,536.00
BC 0845	Conversion to Single Dwelling House	S	765.00	918.00	780.00	936.00
BC 0846	1 Flat	S	660.00	792.00	680.00	816.00
BC 0847	2 Flats	S	870.00	1,044.00	890.00	1,068.00
BC 0848	3 Flats	S	990.00	1,188.00	1,010.00	1,212.00
BC 0849	4 Flats	S	1,150.00	1,380.00	1,170.00	1,404.00
BC 0850	5 Flats	S	1,260.00	1,512.00	1,280.00	1,536.00
BC 0851	Conversion to Single Flat	S	765.00	918.00	780.00	936.00

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	260.00	312.00	300.00	360.00
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Housing & Estate Renewal  
**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 2%

## Justification for revised charge (compared to previous year)

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

## 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.

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

N/A

## Level of subsidy in respect of service

None

## Usage figures and source of this data

Estimates from database and past experience of trends.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£313,000

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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

BC 0900	Separate single storey extension with floor area not exceeding 10 sq m	Plan Charge	S	385.00	462.00	400.00	480.00
BC 0902		Building Notice Charge	S	465.00	558.00	500.00	600.00
BC 0904	Separate single storey extension with floor area not exceeding 10 to 40 sq m	Plan Charge	S	150.00	180.00	150.00	180.00
BC 0905		Inspection Charge	S	390.00	468.00	400.00	480.00
BC 0906		Building Notice Charge	S	615.00	738.00	650.00	780.00
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	170.00	204.00
BC 0909		Inspection Charge	S	470.00	564.00	480.00	576.00
BC 0910		Building Notice Charge	S	765.00	918.00	775.00	930.00
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	165.00	198.00
BC 0913		Inspection Charge	S	405.00	486.00	415.00	498.00
BC 0914		Building Notice Charge	S	630.00	756.00	650.00	780.00
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	185.00	222.00
BC 0917		Inspection Charge	S	500.00	600.00	510.00	612.00
BC 0918		Building Notice Charge	S	765.00	918.00	775.00	930.00
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	125.00	150.00
BC 0921		Inspection Charge	S	280.00	336.00	290.00	348.00
BC 0922		Building Notice Charge	S	450.00	540.00	460.00	552.00
BC 0924	Detached non-habitable domestic building with a total floor area not exceeding 50 sq m	Plan Charge	S	135.00	162.00	135.00	162.00
BC 0925		Inspection Charge	S	390.00	468.00	400.00	480.00
BC 0926		Building Notice Charge	S	535.00	642.00	550.00	660.00

Conversions

BC 0930	First Floor & Second Floor loft conversions	Plan Charge	S	190.00	228.00	190.00	228.00
BC 0931		Inspection Charge	S	395.00	474.00	400.00	480.00
BC 0932		Building Notice Charge	S	600.00	720.00	610.00	732.00
BC 0934	Other work (e.g. garage conversions)	Plan Charge	S	125.00	150.00	125.00	150.00
BC 0935		Inspection Charge	S	205.00	246.00	210.00	252.00
BC 0936		Building Notice Charge	S	360.00	432.00	370.00	444.00

Alterations (including Underpinning)

BC 0940	Renovation of a thermal element	Plan Charge	S	100.00	120.00	100.00	120.00
BC 0941		Inspection Charge	S	110.00	132.00	120.00	144.00
BC 0942		Building Notice Charge	S	240.00	288.00	250.00	300.00
BC 0944	Replacements of windows, roof lights, roof windows or external glazed doors	Plan Charge	S	180.00	216.00	180.00	216.00
BC 0946		Building Notice Charge	S	200.00	240.00	200.00	240.00
BC 0948	Cost of work not exceeding £5000 (including renewable energy systems)	Plan Charge	S	110.00	132.00	110.00	132.00
BC 0949		Inspection Charge	S	135.00	162.00	140.00	168.00
BC 0950		Building Notice Charge	S	260.00	312.00	270.00	324.00
BC 0952	Cost of work exceeding £5000 and not exceeding £40000	Plan Charge	S	140.00	168.00	140.00	168.00
BC 0953		Inspection Charge	S	330.00	396.00	340.00	408.00
BC 0954		Building Notice Charge	S	560.00	672.00	570.00	684.00
BC 0956	Cost of work exceeding £40000 and not exceeding £60000	Plan Charge	S	160.00	192.00	160.00	192.00
BC 0957		Inspection Charge	S	480.00	576.00	490.00	588.00
BC 0958		Building Notice Charge	S	760.00	912.00	780.00	936.00
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	690.00	828.00	700.00	840.00
BC 0962		Building Notice Charge	S	900.00	1,080.00	990.00	1,188.00

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	260.00	312.00	300.00	360.00
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Housing & Estate Renewal  
**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 5.16%

## Justification for revised charge (compared to previous year)

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

## 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.

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

N/A

## Level of subsidy in respect of service

None

## Usage figures and source of this data

Estimates from database and past experience of trends.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£41,000

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	220.00	264.00	230.00	276.00
BC 1001		Inspection Charge	S	410.00	492.00	450.00	540.00
BC 1003	Single storey extension with floor area not exceeding 40 to 100 sq m	Plan Charge	S	245.00	294.00	250.00	300.00
BC 1004		Inspection Charge	S	540.00	648.00	550.00	660.00
BC 1006	With some part 2 or 3 storey in height and a total floor area not exceeding 40 sq m	Plan Charge	S	230.00	276.00	250.00	300.00
BC 1007		Inspection Charge	S	500.00	600.00	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	260.00	312.00	270.00	324.00
BC 1010		Inspection Charge	S	620.00	744.00	650.00	780.00
<u>Alterations</u>							
BC 1020	Cost of work not exceeding £5000	Plan Charge	S	300.00	360.00	300.00	360.00
BC 1023	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Plan Charge	S	180.00	216.00	180.00	216.00
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	125.00	150.00
BC 1027		Inspection Charge	S	165.00	198.00	170.00	204.00
BC 1029	Installation of new shop front	Plan Charge	S	320.00	384.00	320.00	384.00
BC 1032	Cost of work exceeding £5000 and not exceeding £25000	Plan Charge	S	155.00	186.00	160.00	192.00
BC 1033		Inspection Charge	S	290.00	348.00	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	150.00	180.00
BC 1036		Inspection Charge	S	350.00	420.00	350.00	420.00
BC 1038	Renovation of thermal elements	Plan Charge	S	135.00	162.00	150.00	180.00
BC 1039		Inspection Charge	S	190.00	228.00	200.00	240.00
BC 1041	Installation of Raised Storage Platform within an existing building up to 100 sq m	Plan Charge	S	200.00	240.00	200.00	240.00
BC 1042		Inspection Charge	S	350.00	420.00	400.00	480.00
BC 1044	Cost of work exceeding £25000 and not exceeding £100000	Plan Charge	S	230.00	276.00	250.00	300.00
BC 1045		Inspection Charge	S	710.00	852.00	750.00	900.00
BC 1047	Fit out of building up to 100 sq m	Plan Charge	S	200.00	240.00	200.00	240.00
BC 1048		Inspection Charge	S	300.00	360.00	350.00	420.00

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Housing & Estate Renewal  
**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 (%)**

10% increase to BC1051, no change to BC1050.

**Justification for revised charge (compared to previous year)**

N/A  
The chargeable hourly rate changes from year to year and legislative changes increase time taken on certain work. These charges have been increased in line with other charges across the council for similar services.

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

N/A

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

N/A

**Level of subsidy in respect of service**

N/A

**Usage figures and source of this data**

Samples taken over a period of time suggest that the expected usage figures are around 70 requests per year

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

Approximately £900-£1,000

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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
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Research of Historic Application

BC 1051	Charge	S	50.00	60.00	55.00	66.00
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Housing & Estate Renewal  
**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 (%)

No change

## Justification for revised charge (compared to previous year)

N/A

## 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.

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

N/A

## Level of subsidy in respect of service

None.

## Usage figures and source of this data

Unable to predict due to the nature of the service.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

This is difficult to calculate due to the fact it is collected along with other domestic and commercial charges.

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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 2023/24 ONWARDS

**Committee:** Enforcement & Public Order  
**Budget Book Area:** Development & Regulation  
**Service Area:** Land Charges  
**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 (%)

Due to current inflation an increase of approximately 10% has been adjusted for, though this is above normal expectations.

## Justification for revised charge (compared to previous year)

In line with inflation.

## 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.

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

N/A

## Level of subsidy in respect of service

N/A

## Usage figures and source of this data

For 2022/23 there have been approximately 1,300 full searches and 30 LLC1's.  
This has been estimated based on current service data.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

2022/23 original budgeted income was £295,500.

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**LAND CHARGES**

**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	153.75	184.50	169.13	202.95
DE 0300A	LLC1 (Search Fee)		OS	22.00	22.00	24.20	24.20
DE 0301	Additional Questions to above - Part 2 Enquiries (with VAT)	each	S	20.00	24.00	22.00	26.40
DE 0301A	Additional Questions Number 22 - Part 2 Enquiry (with VAT)	each	S	30.83	37.00	33.92	40.70
DE 0305	Additional Parcels of Land (with VAT)	each	S	13.33	16.00	14.67	17.60
DE 0305A	LLC1 Additional Parcels of Land	each	OS	5.50	5.50	6.05	6.05
DE 0391	Solicitors own Enquiries	each	S	36.58	43.90	40.25	48.30

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Enforcement & Public Order  
**Budget Book Area:** Development & Regulation  
**Service Area:** Land Charges  
**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 (%)

Due to current inflation an increase of 5% has been adjusted for, though this is above normal expectations.

## Justification for revised charge (compared to previous year)

In line with inflation.

## 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.

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

N/A

## Level of subsidy in respect of service

N/A

## Usage figures and source of this data

The average number of applications received from previous years was approximately 70 for varying sizes.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£13,500

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**LAND CHARGES**

**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	60.00	60.00	63.00	63.00
OC 1016	Per Street Name/Block	each	OS	120.00	120.00	126.00	126.00
OC 1017	Per Street Name/Block from Pre-Approved List	each	OS	90.00	90.00	94.50	94.50

Renaming or Renumbering a single dwelling

OC 1018	Per individual Dwelling	each	OS	60.00	60.00	63.00	63.00
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Naming/Renaming a Residential building

OC 1025	Per Individual Dwelling	each	OS	60.00	60.00	63.00	63.00
OC 1026	Per Street Name/Block	each	OS	120.00	120.00	126.00	126.00
OC 1027	Per Street Name/Block from Pre-Approved List	each	OS	90.00	90.00	94.50	94.50

Naming/Renaming a Non-Residential building

OC 1028	Per Individual Dwelling	each	OS	60.00	60.00	63.00	63.00
OC 1029	Per Street Name/Block	each	OS	120.00	120.00	126.00	126.00
OC 1030	Per Street Name/Block from Pre-Approved List	each	OS	90.00	90.00	94.50	94.50

Street Name Change

OC 1022	Per Individual Dwelling	each	OS	60.00	60.00	63.00	63.00
OC 1023	Per Street Name/Block	each	OS	120.00	120.00	126.00	126.00
OC 1024	Per Street Name/Block from Pre-Approved List	each	OS	90.00	90.00	94.50	94.50

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**Budget Book Area:** Development & Regulation  
**Service Area:** Parking & Enforcement  
**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 (%)**

12.09% average across all charging levels.

**Justification for revised charge (compared to previous year)**

Increase in line with processes for fees and charges – rounded to nearest 10p integer for pay and display machine purposes

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

N/A

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

N/A

**Level of subsidy in respect of service**

N/A

**Usage figures and source of this data**

Based upon estimated numbers of tickets sold in last previous full year.

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

£375,002

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**PARKING & ENFORCEMENT**

**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	0.67	0.80	0.75	0.90
DE 0803		Up to 2 hours	S	1.08	1.30	1.17	1.40
DE 0804		Up to 4 hours	S	2.33	2.80	2.50	3.00

Wickford Main Car Park

DE 0805	Charge	Up to 1 hour	S	0.67	0.80	0.75	0.90
DE 0806		Up to 2 hours	S	1.08	1.30	1.17	1.40
DE 0807		Up to 4 hours	S	2.33	2.80	2.50	3.00
DE 0808		All Day	S	6.33	7.60	6.42	7.70

Wickford Pool Car Park

DE 0809	Charge	Up to 1 hour	S	0.67	0.80	0.75	0.90
DE 0810		Up to 2 hours	S	1.08	1.30	1.17	1.40
DE 0811		Up to 4 hours	S	2.33	2.80	2.50	3.00

Wickford Ladygate Car Park

DE 0812	Charge	Up to 30 minutes	S	0.33	0.40	0.42	0.50
DE 0813		Up to 1 hour	S	0.67	0.80	0.75	0.90
DE 0814		Up to 2 hours	S	1.08	1.30	1.17	1.40
DE 0815		Up to 4 hours	S	2.33	2.80	2.50	3.00

Lake Meadows Car Park

DE 0828	Charge (9.30-10.00)		S	0.33	0.40	0.42	0.50
DE 0829	Charge (15.00-15.30)		S	0.33	0.40	0.42	0.50



# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**Budget Book Area:** Development & Regulation  
**Service Area:** Parking & Enforcement  
**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 4.36% increase.

## Justification for revised charge (compared to previous year)

Increase in line with processes for fees and charges – rounded to nearest 10p integer for pay and display machine purposes.

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

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

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

N/A

## Level of subsidy in respect of service

None.

## Usage figures and source of this data

Based upon numbers of tickets sold in previous year.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£21,384

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**PARKING & ENFORCEMENT**

**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	2.33	2.80	2.50	3.00
DE 0825		All Day	S	6.33	7.60	6.42	7.70

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**Budget Book Area:** Development & Regulation  
**Service Area:** Parking & Enforcement  
**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 (%)**

5% increase in all car parks.

**Justification for revised charge (compared to previous year)**

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

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

An Annual Review of other Parking Charges in Borough.

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

N/A

**Level of subsidy in respect of service**

N/A

**Usage figures and source of this data**

Based upon numbers of tickets sold in previous year.

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

£124,078

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**PARKING & ENFORCEMENT**

**SEASON TICKETS**

Billericav High Street, Radford Crescent Resident Rate

DE 0830	Price	Monthly	S	76.38	91.65	80.21	96.25
DE 0831		Quarterly	S	213.50	256.20	224.17	269.00
DE 0832		Half Yearly	S	402.54	483.05	422.67	507.20
DE 0833		Annual	S	770.75	924.90	809.29	971.15

Billericav High Street, Radford Crescent Non-Resident Rate

DE 0834	Price	Monthly	S	93.96	112.75	98.66	118.39
DE 0835		Quarterly	S	252.46	302.95	265.08	318.10
DE 0836		Half Yearly	S	485.42	582.50	509.67	611.60
DE 0837		Annual	S	931.71	1,118.05	978.29	1,173.95

Wickford Main Resident Rate

DE 0846	Price	Monthly	S	35.54	42.65	37.33	44.80
DE 0847		Quarterly	S	99.08	118.90	104.04	124.85
DE 0848		Half Yearly	S	186.79	224.15	196.13	235.35
DE 0849		Annual	S	357.71	429.25	375.58	450.70

Wickford Main Non-Resident Rate

DE 0850	Price	Monthly	S	43.71	52.45	45.92	55.10
DE 0851		Quarterly	S	117.21	140.65	123.08	147.70
DE 0852		Half Yearly	S	225.29	270.35	236.54	283.85
DE 0853		Annual	S	432.46	518.95	454.08	544.90

Replacement Permits

DE 0854	Replacement Permit	each	S	10.00	12.00	10.00	12.00
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**Budget Book Area:** Development & Regulation  
**Service Area:** Parking & Enforcement  
**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 (%)**

N/A

**Justification for revised charge (compared to previous year)**

N/A

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

N/A

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

N/A

**Level of subsidy in respect of service**

N/A

**Usage figures and source of this data**

Based upon numbers of PCNs issued in previous year.

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

£38,555

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**PARKING & ENFORCEMENT**

**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 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**Budget Book Area:** Development & Regulation  
**Service Area:** Parking & Enforcement  
**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 for revised charge (compared to previous year)**

N/A

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

An Annual Review of other Parking Charges in Borough.

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

N/A

**Level of subsidy in respect of service**

None.

**Usage figures and source of this data**

Based upon numbers of tickets sold in previous year.

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

£586

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**PARKING & ENFORCEMENT**

**SHORT TERM PARKING (SATURDAY)**

Billerica High Street

DE 0860	Saturdays 8.00am - 9.30am	Charge	S	6.00	7.20	6.00	7.20
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# CHARGING DIRECTORY FROM 2023/24 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 level pending an review of activity as a result of changes arising from policy reviews and pending service design.

## Justification for revised charge (compared to previous year)

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 process review.

## 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

## 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.

## Level of subsidy in respect of service

Overall the licensing scheme is designed to be self-financing, in so far as the law allows. There are no concessions or exemptions from the payment of the fees. Around 50% of new driver applicants withdraw or are unsuccessful with the application resulting in the fee having to be refunded in accordance with legislation, despite time already spent on processing of the application and knowledge tests.

## Usage figures and source of this data

Based upon the number of licences (of various types) issued in the previous years plus miscellaneous charges which have been tracked over a period of time. Significant decrease in the number of drivers and vehicles following aging population; changing work patterns; demands from other parts of the transport sector

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

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.

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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

Other Charges

DE 0131	DBS Check - Enhanced Disclosure (Previously CRB)		OS	40.00	40.00	53.00
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Resources & Commercial  
**Budget Book Area:** Development & Regulation  
**Service Area:** Industrial & Commercial Premises  
**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 (%)**

10%

**Justification for revised charge (compared to previous year)**

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

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

Difficult to do as Basildon Council effectively sets the market.

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

None, increase is in line with recent inflation.

**Level of subsidy in respect of service**

Nil.

**Usage figures and source of this data**

5,500 garages of which 3,458 standard garages and 6 non-standard have previously been recorded.

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

$3,458 \times £12.65 \times 52 \text{ weeks} = £2,274,700$   
 $6 \times £19.75 \times 52 \text{ weeks} = £6,200$

**DEVELOPMENT & REGULATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**INDUSTRIAL & COMMERCIAL PREMISES**

**GARAGES**

Garage Rental

RE 0158	Standard Garage Rent (Tenant)	per week	OS	11.47	11.47	12.65	12.65
RE 0159	Standard Garage Rent (Non -Tenant)	per week	S	11.47	13.76	12.65	15.18
RE 0164	Non-Standard Garage Rent (Tenant)	per week	OS	17.95	17.95	19.75	19.75
RE 0165	Non-Standard Garage Rent (Non-Tenant)	per week	S	17.95	21.54	19.75	23.70

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 (%)**

Full Cost Recovery for items. Prices increased in line with fees and charges setting processes. Charge will be set in line with disposal costs.

**Justification for revised charge (compared to previous year)**

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

**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.

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

Non Applicable – Charges to stay constant with previous year.

**Level of subsidy in respect of service**

N/A

**Usage figures and source of this data**

Charges being kept to previous years' level.

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

£63k

**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	30.00	30.00	31.50	31.50
DE 0731	Additional Garden Waste Bin (240l)	each	OS	35.00	35.00	37.00	37.00
DE 0732	Additional External Food Waste Caddy	each	OS	15.00	15.00	15.00	15.00

Waste Sacks

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

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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)

There is currently a consultation underway against a future model of bulky waste collection which proposes full cost recovery – proposal is to increase by £1 each collection point on the understanding this will be reviewed when the consultation is closed.

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

Charge amended as follows:

1-5 items: £12  
6-10 items: £24

## Justification for revised charge (compared to previous year)

Increase is to the nearest pound incorporating the 5% increase, and is subject to the results of the above consultation.

## 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.

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

N/A

## Level of subsidy in respect of service

N/A

## Usage figures and source of this data

9,000 per annum – CRM bookings data.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£151,000 at current cost levels.

**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**REFUSE COLLECTION & RECYCLING**

**SPECIAL COLLECTIONS**

Special Collections

DE 0740	1 - 5 Large or Electrical Items	OS	11.00	11.00	30.00	30.00
DE 0741	6 - 10 Large or Electrical Items	OS	22.00	22.00	50.00	50.00



# CHARGING DIRECTORY FROM 2023/24 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 for revised charge (compared to previous year)

In line with Council policy, with the exception of riding schools and DWA.

## 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

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

N/A

## Level of subsidy in respect of service

None proposed. Overall the licensing scheme is designed to be self-financing, so far as the law allows. There are no concessions or exemptions from the payment of the fees.

## Usage figures and source of this data

Based upon the number of licences issued (of the various types) in the previous 3 years and number of current licensed activities. A number of the licences last for longer than one year, e.g Zoo licences (6 years) and Dangerous Wild Animals (2 years). Enables 1, 2 and 3 year licences based on business compliance. 2023/24 is the main renewal year for drivers with around 75% of renewals programmed. This will provide a better view of the longer term trend for driver numbers.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£9,000 based on estimate of 1, 2 and 3 year licences, scheduled renewals and new licences 23/24.

**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**ENVIRONMENTAL HEALTH - LICENSING**

**ANIMAL ESTABLISHMENT LICENSES**

Animal Boarding Establishments including Day Care for Dogs

DE 0001	Initial Set Up - Application Fee	OS	250.00	250.00	260.00	260.00
DE 0002	Initial Set Up - Maintenance Fee post grant of new application (prev DE 0024)	OS	107.00	107.00	115.00	115.00
DE 0024	Renewal Application Fee (prev DE 0002)	OS	210.00	210.00	220.00	220.00
DE 0076	Renewal Fee - Maintenance Fee post grant of renewal	OS	107.00	107.00	115.00	115.00

Dog Breeding Establishments

DE 0003	Initial Set Up - Application Fee	OS	194.00	194.00	205.00	205.00
DE 0004	Initial Set Up - Maintenance Fee post grant of new application (prev DE 0025)	OS	107.00	107.00	115.00	115.00
DE 0025	Renewal Application Fee (prev DE 0004)	OS	165.00	165.00	173.00	173.00
DE 0078	Renewal Fee - Maintenance Fee post grant of renewal	OS	107.00	107.00	115.00	115.00

Pet/Animal Shops

DE 0005	Initial Set Up - Application Fee	OS	194.00	194.00	200.00	200.00
DE 0006	Initial Set Up - Maintenance Fee post grant of new application (prev DE 0026)	OS	107.00	107.00	115.00	115.00
DE 0026	Renewal Application Fee (prev DE 0006)	OS	165.00	165.00	170.00	170.00
DE 0079	Renewal Fee - Maintenance Fee post grant of renewal	OS	107.00	107.00	115.00	115.00

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	342.00	342.00
DE 0080	Renewal Fee - Maintenance Fee post grant of renewal (excluding any veterinary fees)	OS	214.00	214.00	214.00	214.00

Animal Boarding and Day Care for Dogs inside domestic premises

DE 0009	Initial Set Up - Application Fee (prev DE 0009A)	OS	127.00	127.00	132.00	132.00
DE 0009A	Initial Set Up - Maintenance Fee post grant of new application (prev DE 0011)	OS	55.00	55.00	58.00	58.00
DE 0011	Renewal Application Fee	OS	93.00	93.00	98.00	98.00
DE 0075	Renewal Fee - Maintenance Fee post grant of renewal	OS	62.00	62.00	65.00	65.00

Dangerous Wild Animals

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

Zoo (excluding veterinary inspection costs)

DE 0020	Initial Set Up - Application Fee	OS	475.00	475.00	485.00	485.00
DE 0020A	Initial Set Up - Maintenance Fee post grant of new application	OS	420.00	420.00	430.00	430.00
DE 0021	Renewal Application Fee	OS	400.00	400.00	420.00	420.00
DE 0022	Renewal Fee - Maintenance Fee post grant of renewal (excluding any veterinary fees) (prev DE 0082)	OS	318.00	318.00	325.00	325.00
DE 0023	Variation	OS	112.00	112.00	125.00	125.00
DE 0082	Transfer	OS	112.00	112.00	118.00	118.00

Keeping or Training Animals for Exhibition

DE 0051	Initial set up - Application Fee	OS	129.00	129.00	136.00	136.00
DE 0052	Initial Set Up - Maintenance Fee post grant of new application	OS	54.00	54.00	57.00	57.00
DE 0074	Renewal Application Fee (prev DE 1231)	OS	129.00	129.00	136.00	136.00
DE 1231	Renewal Fee - Maintenance Fee post grant of renewal (prev DE 0074)	OS	54.00	54.00	57.00	57.00

Additional Licensable Activities

DE 0053	Initial set up - Application Fee	OS	82.00	82.00	87.00	87.00
DE 0054	Initial Set Up - Maintenance Fee post grant (new and renewal)	OS	46.00	46.00	48.00	48.00

Variation to Licence/re-evaluation of star rating

DE 0055	Application Fee	OS	55.00	55.00	57.00	57.00
DE 0056	Inspection Fee*(vets fees will also be added in the case of dog breeding and hiring out of horses where incurred)	OS	177.00	177.00	179.00	179.00

Transfer of Licence due to death of licensee

DE 0057	Transfer of licence due to death of licensee	OS	79.00	79.00	83.00	83.00
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# CHARGING DIRECTORY FROM 2023/24 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 for revised charge (compared to previous year)

In line with council policy.

## 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.

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

N/A

## Level of subsidy in respect of service

For sex establishments and skin piercing - none. Overall the licensing scheme is designed to be self-financing, so far as the law allows. There are no concessions or exemptions from the payment of the fees in relation to what the legislation allows in terms of cost recovery.

## Usage figures and source of this data

Sex Establishments - Based upon the number and type of applications received in the previous year (2 renewals). Skin Piercing - Based upon the estimated number of registrations issued in previous 3 years.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

Sex Establishments - £876

Skin Piercing - £2,000

**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**ENVIRONMENTAL HEALTH - LICENSING**

**MISCELLANEOUS LICENSES & REGISTRATIONS**

Skin Piercing (all types)

DE 0010	Initial Set Up	OS	184.00	184.00	190.00	190.00
DE 0010A	Re-issue same registration	OS	57.00	57.00	57.00	57.00

Sex Establishments

DE 0017	Initial Set Up - Application Fee	OS	1,125.00	1,125.00	1,175.00	1,175.00
DE 0017A	Initial Set Up - Maintenance Fee post grant of new application (prev DE 0017C)	OS	245.00	245.00	256.00	256.00
DE 0017B	Renewal Application Fee (prev DE 0083)	OS	355.00	355.00	373.00	373.00
DE 0017C	Renewal - Maintenance Fee post grant of renewal (prev DE 0084)	OS	62.00	62.00	65.00	65.00
DE 0083	Variation (prev DE 0017A)	OS	355.00	355.00	370.00	370.00
DE 0084	Transfer (prev DE 0017B)	OS	75.00	75.00	370.00	370.00

# CHARGING DIRECTORY FROM 2023/24 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 for revised charge (compared to previous year)

Certain fees are statutory and cannot therefore be amended in relation to small lotteries and gaming permits.

## 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.

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

N/A

## Level of subsidy in respect of service

None. Overall the licensing scheme is designed to be self-financing, so far as the law allows. There are no concessions or exemptions from the payment of the fees.

## Usage figures and source of this data

Based upon the number of licences and permits issued in the previous year plus miscellaneous charges.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

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

**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024		
			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 2023/24 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 for revised charge (compared to previous year)**

No change

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

Not applicable – statutory fee

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

N/A

**Level of subsidy in respect of service**

N/A

**Usage figures and source of this data**

Figures below based on average of previous 3 years.

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

£4,300 for new applications.



**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**ENVIRONMENTAL HEALTH - LICENSING**

**LIQUOR LICENSING - PERSONAL**

Personal License

DE 1100	Initial Grant (valid for 10 years)	OS	37.00	37.00	37.00	37.00
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# CHARGING DIRECTORY FROM 2023/24 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 for revised charge (compared to previous year)**

No change – subject to health warning above.

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

Not applicable – statutory fee.

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

N/A

**Level of subsidy in respect of service**

N/A

**Usage figures and source of this data**

Based on 3 years figures.

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

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

**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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 2023/24 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 5% increase has been applied (rounded) in accordance with council policy.

## Justification for revised charge (compared to previous year)

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

## 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.

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

N/A

## Level of subsidy in respect of service

Overall the licensing scheme is designed to be self-financing, so far as the law allows.

## Usage figures and source of this data

Based upon existing licenses - licences remain valid for 3 years, meaning that the bulk of renewals due for processing in 22/23. Significant reduction in number of collectors licences from original applications.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£0 income expected in 23/24 – renewals completed in 22/23. Carry forward of maintenance fee only.

**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**ENVIRONMENTAL HEALTH - LICENSING**

**SCRAP METAL DEALERS**

The Scrap Metal Dealers Act 2013 took effect in October 2013. The new act replaces the Scrap Metal Dealers Act 1964 and part of the Vehicle (Crime) Act 2001 that deals with motor salvage operators, thereby replacing the regulatory regime for scrap metal dealing and vehicle dismantling. The new system brings in two types of licences: a 'site licence' and a 'collectors licence'.

Licence Fees

DE 0086	New Site Licence (3 years) Application Fee (prev DE 1201)	OS	280.00	280.00	290.00	290.00
DE 0087	New Site Licence (3 years) Maintenance Fee post grant of new application (prev DE 1208)	OS	104.00	104.00	107.00	107.00
DE 1201	New Collectors Licence (3 years) Application Fee (prev DE 1204)	OS	202.00	202.00	215.00	215.00
DE 1202	New Collectors Licence (3 years) Maintenance Fee post grant of new application (prev DE 1207)	OS	88.00	88.00	92.00	92.00
DE 1203	Site Licence Renewal (3 years) Application Fee (prev DE 1202)	OS	250.00	250.00	260.00	260.00
DE 1204	Site Licence Renewal (3 years) Maintenance Fee post grant (prev DE 0087)	OS	38.00	38.00	40.00	40.00
DE 1205	Collectors Licence Renewal (3 years) Application Fee	OS	197.00	197.00	200.00	200.00
DE 1206	Collectors Licence Renewal (3 years) Maintenance Fee post grant (prev DE 0086)	OS	21.00	21.00	30.00	30.00
DE 1207	Site Licence Variation (prev DE 1203)	OS	72.00	72.00	75.00	75.00
DE 1208	Collectors Licence Variation (prev DE 1206)	OS	72.00	72.00	75.00	75.00
DE 1224	Additional Site Licence Fee	each OS	72.00	72.00	75.00	75.00

# CHARGING DIRECTORY FROM 2023/24 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. Fit and Proper Person tests not expected this year, but increase reflects actual processing time.

**Justification for revised charge (compared to previous year)**

In accordance with corporate policy.

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

Comparison with Essex authorities charges.

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

N/A

**Level of subsidy in respect of service**

None.

**Usage figures and source of this data**

2 known sites.

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

£1,155

**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	446.00	446.00	495.00	495.00
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	315.00	315.00	330.00	330.00
RE 1326	Application to Amend a Site Licence (prev RE 1304)	OS	295.00	295.00	330.00	330.00

Band 2 (6-24 pitches)

RE 1305	Initial set up - Application Fee (prev RE 1306)	OS	495.00	495.00	550.00	550.00
RE 1306	Initial Set Up - Maintenance Fee post grant of new application (prev RE 1322)	OS	165.00	165.00	165.00	165.00
RE 1307	Annual Fee (prev RE 1305)	OS	272.00	272.00	330.00	330.00
RE 1308	Application to Transfer a Site Licence (prev RE 1307)	OS	315.00	315.00	330.00	330.00
RE 1322	Application to Amend a Site Licence (prev RE 1308)	OS	299.00	299.00	330.00	330.00

Band 3 (25-99 pitches)

RE 1309	Initial set up - Application Fee (prev RE 1310)	OS	620.00	620.00	660.00	660.00
RE 1310	Initial Set Up - Maintenance Fee post grant of new application (prev RE 1323)	OS	207.00	207.00	220.00	220.00
RE 1311	Annual Fee (prev RE 1309)	OS	442.00	442.00	495.00	495.00
RE 1312	Application to Transfer a Site Licence (prev RE 1311)	OS	315.00	315.00	330.00	330.00
RE 1323	Application to Amend a Site Licence (prev RE 1323)	OS	310.00	310.00	330.00	330.00

Band 4 (100-199 pitches)

RE 1313	Initial set up - Application Fee (prev RE 1314)	OS	744.00	744.00	770.00	770.00
RE 1314	Initial Set Up - Maintenance Fee post grant of new application (prev RE 1324)	OS	249.00	249.00	275.00	275.00
RE 1315	Annual Fee (prev RE 1313)	OS	785.00	785.00	825.00	825.00
RE 1316	Application to Transfer a Site Licence (prev RE 1315)	OS	315.00	315.00	330.00	330.00
RE 1324	Application to Amend a Site Licence (prev RE 1316)	OS	315.00	315.00	330.00	330.00

Band 5 (200+ pitches)

RE 1317	Initial set up - Application Fee (prev RE 1318)	OS	895.00	895.00	935.00	935.00
RE 1318	Initial Set Up - Maintenance Fee post grant of new application (prev RE 1325)	OS	300.00	300.00	330.00	330.00
RE 1319	Annual Fee (prev RE 1317)	OS	1,020.00	1,020.00	1,100.00	1,100.00
RE 1320	Application to Transfer a Site Licence (prev RE 1319)	OS	315.00	315.00	330.00	330.00
RE 1325	Application to Amend a Site Licence (prev RE 1320)	OS	335.00	335.00	330.00	330.00

Site Rules

RE 1321	Initial Deposit of Site Rules with Council (or Variation/Deletion)	OS	138.00	138.00	165.00	165.00
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Fit and Proper Person test

RE 1327	Fit and Proper Person Test Application	OS	133.00	133.00	275.00	275.00
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# CHARGING DIRECTORY FROM 2023/24 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 is a new fee structure which was implemented in 19/20. The fee is intended to provide full cost recovery of administering the scheme.

## Justification for revised charge (compared to previous year)

In line with council policy with rounding as appropriate.

## 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.

## 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.

## Level of subsidy in respect of service

None.

## Usage figures and source of this data

Around 40 known traders working in regular static locations.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

This scheme is still not live as a result of ongoing pressures in the delivery of existing statutory services.



**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	265.00	265.00
DE 0064	Initial Set Up/Renewal - Maintenance Fee post grant of new application	OS	82.00	82.00	82.00	82.00

Renewal

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

Variation

DE 0066	Licence Variation	OS	150.00	150.00	150.00	150.00
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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	82.00	82.00
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 full cost recovery.

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

10%.

**Justification for revised charge (compared to previous year)**

The increase is to achieve full cost recovery in line with the Fees and Charges Strategy.

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

Benchmarking has been undertaken with neighbouring authorities.

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

N/A

**Level of subsidy in respect of service**

N/A

**Usage figures and source of this data**

Based on previous years usage figure.

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

£471,800 for all cemetery income.

**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	537.10	537.10	590.85	590.85
		Non Resident	OS	1,074.10	1,074.10	1,181.55	1,181.55

Interment Outside Normal Hours

OC 0878	Extra per hour	Resident	OS	224.95	224.95	247.45	247.45
		Non Resident	OS	449.80	449.80	494.80	494.80

Interment Fee

OC 0853	Part of body	Resident	OS	96.55	96.55	106.25	106.25
		Non Resident	OS	193.05	193.05	212.40	212.40
OC 0870	Child under 1 month	Resident	OS	60.15	60.15	66.20	66.20
		Non Resident	OS	120.20	120.20	132.25	132.25
OC 0871	Child 1 month to 12 years	Resident	OS	120.20	120.20	132.25	132.25
		Non Resident	OS	240.35	240.35	264.40	264.40
OC 0872	All persons over 12 years	Resident	OS	1,016.50	1,016.50	1,118.15	1,118.15
		Non Resident	OS	2,032.95	2,032.95	2,236.25	2,236.25
OC 0873	Each foot over six feet	Resident	OS	60.15	60.15	66.20	66.20
		Non Resident	OS	120.20	120.20	132.25	132.25

Interment of Ashes

OC 0874	Into existing grave	Resident	OS	244.30	244.30	268.75	268.75
		Non Resident	OS	488.60	488.60	537.50	537.50
OC 0875	Into shoe plot with Exclusive Right	Resident	OS	740.10	740.10	814.15	814.15
		Non Resident	OS	1,480.10	1,480.10	1,628.15	1,628.15
OC 0876	Re-opening of shoe plot	Resident	OS	218.25	218.25	240.10	240.10
		Non Resident	OS	436.40	436.40	480.05	480.05
OC 0879	Into an ashes half plot with exclusive right	Resident	OS	1,091.40	1,091.40	1,200.55	1,200.55
		Non Resident	OS	2,181.75	2,181.75	2,399.95	2,399.95

Grave without Exclusive Rights

OC 0850	Child under 1 month	Resident	OS	60.15	60.15	66.20	66.20
		Non Resident	OS	120.20	120.20	132.25	132.25
OC 0851	Child 1 month to 12 years	Resident	OS	120.20	120.20	132.25	132.25
		Non Resident	OS	240.35	240.35	264.40	264.40
OC 0852	All persons over 12 years	Resident	OS	688.40	688.40	757.25	757.25
		Non Resident	OS	1,376.75	1,376.75	1,514.45	1,514.45

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 full cost recovery.

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

10%.

**Justification for revised charge (compared to previous year)**

The increase is to achieve full cost recovery in line with the Fees and Charges Strategy.

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

Benchmarking has been undertaken with neighbouring authorities

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

N/A

**Level of subsidy in respect of service**

N/A

**Usage figures and source of this data**

Based on previous years usage figure.

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

£471,800 for all cemetery income.

**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	518.65	518.65	570.55	570.55
		Non Resident	OS	1,037.30	1,037.30	1,141.05	1,141.05

Grave Not Exceeding 9' x 4'

OC 0891	Charge	Resident	OS	1,171.50	1,171.50	1,288.65	1,288.65
		Non Resident	OS	2,343.00	2,343.00	2,577.30	2,577.30

Other Charges

OC 1010	Extension to lease fee (Half the original fee)		S	-	-	-	-
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 full cost recovery.

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

10%.

**Justification for revised charge (compared to previous year)**

The increase is to achieve full cost recovery in line with the Fees and Charges Strategy.

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

Benchmarking has been undertaken with neighbouring authorities.

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

N/A

**Level of subsidy in respect of service**

N/A

**Usage figures and source of this data**

Based on previous years usage figure.

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

£471,800 for all cemetery income.

**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	152.75	152.75	168.05	168.05
		Non Resident	OS	305.45	305.45	336.00	336.00
OC 0901	Cremated remains memorial	Resident	OS	118.10	118.10	129.95	129.95
		Non Resident	OS	264.60	264.60	291.10	291.10

Other

OC 0952	Each inscription after first	Resident	OS	89.85	89.85	98.85	98.85
		Non Resident	OS	179.65	179.65	197.65	197.65
OC 0953	Replacement memorial	Resident	OS	152.75	152.75	168.05	168.05
		Non Resident	OS	305.45	305.45	336.00	336.00
		Resident	OS	89.85	89.85	98.85	98.85
OC 0954	Kerbing	Non Resident	OS	179.65	179.65	197.65	197.65

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 full cost recovery.

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

10%

## Justification for revised charge (compared to previous year)

The increase is to achieve full cost recovery in line with the Fees and Charges Strategy.

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

Benchmarking has been undertaken with neighbouring authorities.

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

N/A

## Level of subsidy in respect of service

N/A

## Usage figures and source of this data

Based on previous years usage figure.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£471,800 for all cemetery income



**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	70.29	84.35	77.33	92.80
		Non Resident	S	140.46	168.55	154.54	185.45

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 full cost recovery.

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

10%

**Justification for revised charge (compared to previous year)**

The increase is to achieve full cost recovery in line with the Fees and Charges Strategy

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

Benchmarking has been undertaken with neighbouring authorities.

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

N/A

**Level of subsidy in respect of service**

N/A

**Usage figures and source of this data**

Based on previous years usage figure.

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

£471,800 for all cemetery income.

**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	26.54	31.85	29.21	35.05
		Non Resident	S	53.08	63.70	58.42	70.10
OC 1006	Search in burial register		S	29.38	35.25	32.33	38.80
OC 1007	Memorialisation - new tree		S	643.04	771.65	707.38	848.85
OC 1008	Memorialisation - New Bench		S	1,019.67	1,223.60	1,121.67	1,346.00
OC 1009	Memorialisation - New Plaque (Price available upon request - Guide price £120)		S	-	-	-	-

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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)

Basic Food Hygiene Course – This is a discretionary function. The main reason for providing this training is to offer affordable local food hygiene courses to food handlers to assist local businesses in complying with food safety laws. There is a community benefit here and the individuals concerned acquire valuable skills and a qualification that can assist their career development. The availability of on-line training is however impacting on the demand for this course and there is significant local competition. The course has been subject to review as a result of changes to the accreditation process. No change proposed to remain competitive in the market. 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 for revised charge (compared to previous year)

Fee increase in line with corporate policy with the exception of export certificates where move to officer hourly rate is proposed to reflect work demands arising from that activity.

## 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.

## 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.

## Level of subsidy in respect of service

None. Overall the scheme is self-financing. There are no concessions or exemptions from the payment of course and examination fees.

## Usage figures and source of this data

Basic Food Hygiene Course - Based upon the estimated number of candidates for previous 3 years following bookings and expressions of interest, and considering impact of on-line options. Viability to be kept under review. Contaminated Land - Based upon the number of enquiries satisfied in previous 3 years. Health Export Certificates - Based upon the number of certificates issued in past 3 years . Housing Enforcement Notices – based upon the average number of notices served in past 3 years Food Hygiene Rating Inspection Revisits - Less than 5 revisits. No requests received since charge introduced. Primary Authority Partnerships - Unknown at this stage

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

Basic Food Hygiene Course - £1,000 Contaminated Land - £1000 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 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**ENVIRONMENTAL HEALTH**

**OTHER ENVIRONMENTAL HEALTH CHARGES**

Other Environmental Health Charges

*\*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 0032	Basic Food Hygiene Courses	per candidate	E	68.00	68.00	68.00	68.00
DE 0042	Contaminated land enquiries (which do not form part of the public register) - Min Charge £100	per hour	OS	53.00	53.00	58.30	58.30
DE 0046	Health Export Certificates - minimum 1 hour charge		OS	53.00	53.00	60.00	60.00
DE 0048	Primary Authority Partnership Recharges	per hour	OS	69.00	69.00	75.90	75.90
DE 0049	Requests for Re-rating (Food Hygiene Rating Scheme)	per request	OS	179.00	179.00	179.00	179.00
DE 1213	Officer Recharges*	per hour	E	52.00	52.00	57.20	57.20
DE 1222	Reissue of Food Hygiene Rating Window Sticker	each	OS	12.00	12.00	13.20	13.20
DE 1230	Housing Act Discretionary Inspections	Per Certificate	S	159.00	190.80	220.00	264.00

Housing Act Enforcement Notices (Except Hazard Awareness Notices)

DE 0047	Officer Recharges		OS	424.00	424.00	440.00	440.00
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Other Charges

DE 0058	Housing Inspection for UK entry clearance		S	106.00	127.20	116.63	139.95
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 for revised charge (compared to previous year)

In accordance with corporate policy.

## 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.

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

Not applicable

## Level of subsidy in respect of service

None. Overall the licensing scheme is designed to be self-financing, so far as the law allows.

## Usage figures and source of this data

Based upon the estimated number of licences issued in previous years and the average units of accommodation within each HMO. Further survey of suspected HMO's underway as a result of changes to legislation meaning additional properties will be licensable now and in to future years. For the purpose of estimations, it is assumed that each application relates to 4 units of accommodation per HMO.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£25,000

The number of licences that lapse in 23/24 is small 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 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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 (Previously DE 0253)*	OS	152.00	152.00	165.00	165.00
DE 0141	New Application Fee (per unit of accommodation) 7 or more units*	OS	76.00	76.00	83.00	83.00
DE 0142	New Application - Maintenance Fee Post Grant (Previously DE 0254)**	OS	170.00	170.00	193.00	193.00
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 (Previously DE 0256)*	OS	81.00	81.00	83.00	83.00
DE 0148	Renewal Fee (per unit of accommodation) 7 or more units *	OS	48.00	48.00	55.00	55.00
DE 0149	Renewal Fee - Maintenance Fee post grant **	OS	170.00	170.00	193.00	193.00

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**Budget Book Area:** Environment  
**Service Area:** Environmental Health  
**Charging Directory Area:** Pest Control

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

Since the withdrawal of the service to residents, pest control treatments are only provided in special circumstances such as where works are being carried out in default of statutory notices. The aim is to achieve full-cost recovery on these occasions.

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

These charges are subject to annual review. This is a very competitive market and significantly amending the charges would be likely to have an impact on income.

## Justification for revised charge (compared to previous year)

N/A

## 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.

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

N/A

## Level of subsidy in respect of service

There is no subsidy in respect of the pest control service.

## Usage figures and source of this data

Pest Control - based upon the number and cost of treatments undertaken in the previous year. Each job is priced on the size of the premises and the work carried out and based upon an hourly labour rate.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£900



**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**ENVIRONMENTAL HEALTH**

**PEST CONTROL**

Commercial Premises

*Quotations based on hourly rate.*

DE 0600	Rodent Control and Insect Disinfestations	per hour	S	45.00	54.00	49.50	59.40
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 for revised charge (compared to previous year)

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).

## 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.

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

N/A

## Level of subsidy in respect of service

The service cannot be entirely self-financing but the revenue gained from dog owners at least seeks to cover the transport, kennelling and administrative costs incurred. High charges have the negative effect of fewer dogs being collected by owners and the Council bearing all costs. Low cost microchipping helps reduce the number of strays that require kennelling. Microchipping is now mandatory, and it is anticipated that this will continue to impact on the number of stray dogs during the year ahead.

## Usage figures and source of this data

Animal Control - based upon the estimated number of stray dogs claimed based upon the tracking of historical data.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£14,400 to be levied but the reclaim charges are in practice off-set against the contractor's kennelling costs.

**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**ENVIRONMENTAL HEALTH**

**ANIMAL CONTROL FEES**

Boarding/Kennelling of Stray Dogs

*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

Other Charges

DE 0030	Microchipping of dogs		S	17.50	21.00	19.25	23.10
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 for revised charge (compared to previous year)**

In line with council policy.

**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

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

N/A

**Level of subsidy in respect of service**

None anticipated, but will activity undertaken will be reviewed.

**Usage figures and source of this data**

None known at this stage – no previous history.

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

£0

**ENVIRONMENT**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	53.00	53.00	58.30	58.30
DE 1218	Sampling Vist (Up to max £100)	per hour	OS	53.00	53.00	58.30	58.30
DE 1219	Investigation (Up to max £100)	per hour	OS	53.00	53.00	58.30	58.30
DE 1220	Granting an authorisation (Up to max £100)	per hour	OS	53.00	53.00	58.30	58.30
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 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 5% increase.

## Justification for revised charge (compared to previous year)

The proposed increase of 5% in hire charges is in line with the budgeted increase in the running costs for the service.

## 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.

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

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

## Level of subsidy in respect of service

The current estimated direct cost for 2023/24 for Parks Operational is £1,557,400.

The cost for administration, maintenance and support for 40 Football/Rugby Pitches is estimated to be £96,800.

Based on the booking figures below from 20/21, Income is estimated at £29,400. This is 30% of the administration, maintenance and support cost.

**Usage figures and source of this data**

Current Usage :
Group A (full changing facilities with showers)Adult – SeasonEvery Saturday – 0
Group A (full changing facilities with showers)Adult – SeasonEvery Sunday – 1
Group A (full changing facilities with showers)Adult – Season Alternate Saturdays – 0
Group A (full changing facilities with showers)Adult- Season Alternate Sundays – 8
Group A (full changing facilities with showers)Adult – Casual All Week – 0
Group B (changing facilities without showers) Adult – Season Every Saturday – 0
Group B (changing facilities without showers)Adult – Season Every Sunday – 0
Group B (changing facilities without showers)Adult-Season Alternate Saturdays – 0
Group B (changing facilities without showers)Adult – Season Alternate Sundays – 4
Group B (changing facilities without showers)Adult – CasualAll Week – 0
Group C (no changing facilities)Adult – Season Every Saturday – 0
Group C (no changing facilities)Adult – SeasonEvery Sunday – 0
Group C (no changing facilities)Adult – SeasonAlternate Saturdays – 0
Group C (no changing facilities)Adult – SeasonAlternate Sundays – 0
Group C (no changing facilities)Adult – CasualAll Week – 0
Group C (no changing facilities)Junior – SeasonEvery Saturday – 0
Group C (no changing facilities)Junior – SeasonEvery Sunday – 36
Group C (no changing facilities)Junior – SeasonAlternate Saturdays – 0
Group C (no changing facilities)Junior – SeasonAlternate Sundays – 0
Group C (no changing facilities)Junior – CasualAll Week – 0
Group C (no changing facilities)Child – SeasonEvery Saturday – 0
Group C (no changing facilities)Child – SeasonEvery Sunday – 0
Group C (no changing facilities)Child – SeasonAlternate Saturdays – 0
Group C (no changing facilities)Child – SeasonAlternate Sundays – 0
Group C (no changing facilities)Child – CasualAll Week – 0
5 or 6-a-side FootballAdult – Sundayper hour – 0
5 or 6-a-side FootballAdult – Other than Sunday per hour – 0
5 or 6-a-side FootballJunior – Sundayper hour – 0
5 or 6-a-side FootballJunior – Other than Sunday per hour – 0

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

£29,400
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**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	2,636.10	2,636.10	2,767.90	2,767.90
OL 0011		Every Sunday	E	2,778.30	2,778.30	2,917.20	2,917.20
OL 0012		Alternate Saturdays	E	1,328.50	1,328.50	1,394.95	1,394.95
OL 0013		Alternate Sundays	E	1,389.00	1,389.00	1,458.45	1,458.45
OL 0014	Adult - Casual	All Week	S	85.25	102.30	89.50	107.40

Group B (changing facilities without showers)

OL 0030	Adult - Season	Every Saturday	E	1,707.45	1,707.45	1,792.80	1,792.80
OL 0031		Every Sunday	E	1,704.45	1,704.45	1,789.65	1,789.65
OL 0032		Alternate Saturdays	E	864.50	864.50	907.75	907.75
OL 0033		Alternate Sundays	E	929.00	929.00	975.45	975.45
OL 0034	Adult - Casual	All Week	S	60.13	72.15	63.13	75.75

Group C (no changing facilities)

OL 0050	Adult - Season	Every Saturday	E	1,168.65	1,168.65	1,227.10	1,227.10
OL 0051		Every Sunday	E	1,343.95	1,343.95	1,411.15	1,411.15
OL 0052		Alternate Saturdays	E	587.25	587.25	616.60	616.60
OL 0053		Alternate Sundays	E	683.40	683.40	717.55	717.55
OL 0054	Adult - Casual	All Week	S	46.63	55.95	48.96	58.75
OL 0056	Junior - Season	Every Saturday	E	281.00	281.00	295.05	295.05
OL 0057		Every Sunday	E	316.35	316.35	332.15	332.15
OL 0058		Alternate Saturdays	E	137.40	137.40	144.25	144.25
OL 0059		Alternate Sundays	E	161.40	161.40	169.45	169.45
OL 0060	Junior - Casual	All Week	S	11.46	13.75	12.04	14.45
OL 0062	Child - Season	Every Saturday	E	135.30	135.30	142.05	142.05
OL 0063		Every Sunday	E	176.60	176.60	185.45	185.45
OL 0064		Alternate Saturdays	E	66.45	66.45	69.75	69.75
OL 0065		Alternate Sundays	E	91.95	91.95	96.55	96.55
OL 0066	Child - Casual	All Week	S	6.29	7.55	6.58	7.90

5 or 6-a-side Football

OL 0070	Adult - Sunday	per hour	S	34.29	41.15	36.00	43.20
OL 0071	Adult - Other than Sunday	per hour	S	32.92	39.50	34.58	41.50
OL 0072	Junior - Sunday	per hour	S	10.96	13.15	11.50	13.80
OL 0073	Junior - Other than Sunday	per hour	S	9.88	11.85	10.38	12.45

Pitch Marking

OL 0040	Initial Marking	11 a Side Pitch	S	165.00	198.00	173.25	207.90
OL 0041		9 a Side Pitch	S	150.00	180.00	157.50	189.00
OL 0042		7 a Side Pitch	S	130.00	156.00	136.50	163.80
OL 0043		5 a Side Pitch	S	100.00	120.00	105.00	126.00
OL 0044	Over Marking	11 a Side Pitch	S	45.00	54.00	47.25	56.70
OL 0045		9 a Side Pitch	S	40.00	48.00	42.00	50.40
OL 0046		7 a Side Pitch	S	34.00	40.80	35.71	42.85
OL 0047		5 a Side Pitch	S	30.00	36.00	31.50	37.80

Additional Charges

OL 0075	Tractor Works	per hour	S	55.00	66.00	57.75	69.30
OL 0076	Manual Maintenance Works	per hour	S	25.00	30.00	26.25	31.50



# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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) – 5% increase

## Justification for revised charge (compared to previous year)

The proposed increase of 5% in hire charges is in line with the budgeted increase in the running costs for the service.

## 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.

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

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

## Level of subsidy in respect of service

The current estimated direct cost for 2023/24 for Parks Operational is £1,557,400.

The cost of administration, maintenance and support for outdoor pitches is estimated to be £96,800.

Based on the booking figures below from 21/22, Income is estimated at £7,200. This is 7% of the administration, maintenance and support cost.

## Usage figures and source of this data

Current usage:

Cricket – Season and ad-hoc – 71 Matches

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£7,200

**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	96.17	115.40	101.00	121.20
OL 0081	Adult - 10 or more games	per match	E	96.15	96.15	101.00	101.00
OL 0082	Junior - 1 to 9 games	per match	S	46.63	55.95	49.00	58.80
OL 0083	Junior - 10 or more games	per match	E	46.65	46.65	49.00	49.00

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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) – 5% increase.

## Justification for revised charge (compared to previous year)

The proposed increase of 5% in hire charges is in line with the budgeted increase in the running costs for the service.

## 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.

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

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

## Level of subsidy in respect of service

The current estimated direct cost for 2023/24 for Parks Operational is £1,557,400.

The cost of administration, maintenance and support for outdoor pitches is estimated to be £96,800.

Based on the booking figures below from 20/21, Income is estimated at £7,900. This is 8% of the administration, maintenance and support cost.

## Usage figures and source of this data

Current usage:

Cricket – Season and ad-hoc – 41 Matches

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£7,900

**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	56.50	67.80	59.33	71.20
OL 0101	Adult - 10 or more games	per match	E	56.50	56.50	59.35	59.35
OL 0102	Junior - 1 to 9 games	per match	S	28.25	33.90	29.67	35.60
OL 0103	Junior - 10 or more games	per match	E	28.20	28.20	29.60	29.60

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 – 5%  
Bowls – Season (Concession) – 5%  
Club Bowls – Season – 5%  
Club Bowls – Season (Concession) – 5%  
One morning per week – Season – 5%  
Two mornings per week – Season – 5%

## Justification for revised charge (compared to previous year)

The proposed increase of 5% in hire charges is in line with the budgeted increase in the running costs for the service.

## 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.

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

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

## Level of subsidy in respect of service

The current estimated direct cost for 2023/24 for Parks Operational is £1,557,400.

The cost of administration, maintenance and support for 5 outdoor green pitches is estimated to be £89,430.

Based on the booking figures below from 20/21, Income is estimated at £22,000. This is 25% of the administration, maintenance and support costs.

## Usage figures and source of this data

Current usage:

Bowls – Season Adult – 0

Bowls – Season (Concession) Junior/OAP – 0

Club Bowls – Season Adult – 24

Club Bowls – Season (Concession) Junior/OAP – 220

One morning per week – Season OAP – 85

Two mornings per week – Season OAP – 0

Bowls New Starter – 16

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£22,000

**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**PARKS, OPEN SPACES & RECREATION GROUNDS**

**BOWLS**

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	143.00	171.60	150.17	180.20
OL 0221	Lawn Bowls - Season (Concession) (afternoons and weekends)	Junior/OAP	S	110.25	132.30	115.75	138.90
OL 0222	Club Lawn Bowls - Season (afternoons and weekends)	Adult	E	116.40	116.40	122.20	122.20
OL 0223	Club Lawn Bowls - Season (Concession)(afternoons and weekends)	Junior/OAP	E	86.90	86.90	91.25	91.25
OL 0224	Weekday morning Lawn Bowls (4 mornings) - Season	OAP	S	38.58	46.30	40.50	48.60
OL 0226	Club Lawn Bowls New Starter		E	45.05	45.05	47.30	47.30
OL 0227	Hire of Pavilion at Gloucester Park	2 Hour Session	S	20.00	24.00	21.00	25.20

Short Mat Bowls (NEW IN 23/24)

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

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 10% in hire charges and 5% on changing facilities.

## Justification for revised charge (compared to previous year)

The proposed increase of 10% in hire charges is in line with the budgeted increase in the running costs for the service.

## 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.

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

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

## Level of subsidy in respect of service

N/A

## Usage figures and source of this data

N/A

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£4,000

**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**PARKS, OPEN SPACES & RECREATION GROUNDS**

**OTHER PARKS' LEISURE FACILITIES**

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.

Other Parks' Leisure Facilities

OL 0231	Changing Facility		S	8.92	10.70	9.38	11.25
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Upper Meadow/Village Green/Car Park - Community Rate

OL 0620	Large Fair	per half day	E	152.15	152.15	167.35	167.35
	Stall, Small Gazebo or 1 inflatable	per half day	E	23.80	23.80	26.20	26.20



# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 – 5% increase  
Small Fairs – 5% increase  
Ground Deposit – negotiable  
Horse Show/Trials & other heavy events – 5% increase  
Organised Outdoor Class (Per Session) – 5% increase  
Other Small Misc Events – 5% increase  
Small Events – 5% increase  
Medium Events – 5% increase  
Large Events – 5% increase  
Outdoor Class Annual – 5%  
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 for revised charge (compared to previous year)

The proposed increase of 5% in hire charges is in line with the budgeted increase in the running costs for the service.

## 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.

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

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

## Level of subsidy in respect of service

The current estimated direct cost for 2023/24 for Parks Operational is £1,557,400 .

The cost of administration and support for other sports and events is approx £5500

Based on the booking figures below from 20/21, Income is estimated at £14,100.

Large Fairs – 0  
Small Fairs – 0  
Ground Deposit – 0  
Horse Show – 2  
Organised Outdoor Class (per Session) – 109  
Other Small Misc Events – 0  
Small Events – 65  
Medium Events – 0  
Large Events – 0  
Outdoor Class Annual – 1.5  
Non operational days –

## Usage figures and source of this data

There were 178 days booked in parks from April 2021 to March 2020 consisting of fairs, circus, classes and fetes.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£14,100

**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	1,259.70	1,259.70	1,322.70	1,322.70
OL 0286	Small Fairs - Up to 8 rides (Sun Corner Nevendon Road)		E	889.35	889.35	933.80	933.80
OL 0290	Ground Deposit (NEGOTIABLE)		OS	-	-	-	-
OL 0300	Horse Show/Trials & other heavy events *	per day	E	233.25	233.25	244.90	244.90
OL 0301	Organised outdoor classes (half day session) *	per session	E	15.85	15.85	16.65	16.65
OL 0302	Other small miscellaneous events (PRICE ON REQUEST) *			-	-	-	-
OL 0309	Small Events - Up to 750 people in attendance (maximum fee) *	per day	E	158.20	158.20	166.10	166.10
OL 0310	Medium Events - 751 to 1500 people in attendance (maximum fee) *	per day	E	256.90	256.90	269.75	269.75
OL 0311	Large Events - Over 1500 people in attendance (maximum fee) *	per day	E	388.15	388.15	407.55	407.55
OL 0313	Organised outdoor classes	Annual	E	630.35	630.35	661.85	661.85
OL 0316	Administrative charge for registered charities and not-for-profit organisations		E	26.80	26.80	28.15	28.15
OL 0317	Catering units located on Council Owned Land (NEGOTIABLE)			-	-	-	-
OL 0318	Equipment Storage (NEW IN 23/24)	per week	S	-	-	6.29	7.55
<u>Major Events &amp; 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)	per inflatable	E	16.05	16.05	16.85	16.85

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 (%)

5%

## Justification for revised charge (compared to previous year)

To achieve full cost recovery in line with the Fees and Charges Strategy.

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

Benchmarking has been undertaken with neighbouring authorities.

## 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.

## Level of subsidy in respect of service

OAPs receive a 50% discount on the standard charge for an allotment except Victoria Park.

## Usage figures and source of this data

Based on previous years usage figure.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£13,000

**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	72.85	72.85	76.50	76.50
OC 0771	Market Road, Wickford - OAP	per annum	OS	36.40	36.40	38.20	38.20
OC 0772	Key Fee (applies to both sites)		OS	5.55	5.55	5.85	5.85
OC 0773	St James' Road, Vange	per annum	OS	72.85	72.85	76.50	76.50
OC 0774	St James' Road, Vange - OAP	per annum	OS	36.40	36.40	38.20	38.20

Victoria Park Plots

OC 0775	Small Size	per annum	OS	63.90	63.90	67.10	67.10
OC 0776	Medium Size	per annum	OS	95.75	95.75	100.55	100.55
OC 0777	Large Size	per annum	OS	127.65	127.65	134.05	134.05

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 (%)**

5% increase.

**Justification for revised charge (compared to previous year)**

Increase in line with processes for fees and charges.

**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.

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

N/A

**Level of subsidy in respect of service**

Nil.

**Usage figures and source of this data**

Based on previous years usage figure. On average 1 application per year.

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

£500

**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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 510.00 510.00 535.50 535.50

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 (%)

No change

## Justification for revised charge (compared to previous year)

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 into help fund the grounds maintenance of the borough and roundabouts.

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

Price comparable with Braintree, Brentwood and Southend

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

N/A

## Level of subsidy in respect of service

N/A

## Usage figures and source of this data

Based on previous year's income and costs

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

Predicted income £25,000

**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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
OL 0731	Roundabout Sponsorship - Sites B	S	-	-	3,000.00	3,600.00
OL 0732	Roundabout Sponsorship - Sites C	S	-	-	1,500.00	1,800.00
OL 0733	Roundabout Sponsorship - Sites D	S	-	-	1,000.00	1,200.00



# CHARGING DIRECTORY FROM 2023/24 ONWARDS

<b>Committee:</b>	Leisure and Environment
<b>Budget Book Area:</b>	Leisure
<b>Service Area:</b>	Country Parks
<b>Charging Directory Area:</b>	Wat Tyler External Buildings and Education Service

## 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 (%)

Education prices have all been increased by an average 10%.

These prices have also been deleted as they are no longer used:

- Self-catering prices at the Residential Centre
- Private Residential Adult
- Education prices now incorporated into normal day visits
- Forest school days now incorporated into normal day visits
- Photography prices will incorporated into hire prices as necessary,

### New Fees

- 2 hour Education Session £5.80 (1 member of staff)
- Education Parent Fee

### Residential Fees (Wednesday, Thursday or Friday)

- 1 Night Residential per child (Minimum £1,000) £80
- 2 Night Residential per child (Minimum £1,500) £120
- 4 Night Residential per child (Minimum £2,500) £230

### Corporate Options

- Team Building Day Package @resi £25 per person (min 5)
- Night hire £240 inc. VAT

### Organised Group (inc. charities) Options.

- Night hire (4pm-12pm) £ 240
- Activity Day hire ( Up to 8hrs between 9.30 -4.30pm) £ 150
- Activity half-day hire ( Up to 4 hrs between 9.30 -4.30pm) £ 55

### Multiple full day booking discount

- 10 guaranteed bookings – £ 100 per day use
- Private family use-personal parties- room hire with catering.
- Private Day hire (kitchen and meeting room) £ 150
- Education package -standard birthday party - £ 216 inc VAT.
- Overnight -standard. £ 240 inc. VAT

### New minimum charges:

- Weekday Activity whole day (£150) 1 member of staff
- 2 hour session – 1 member of staff - £100
- 1 Night residential £1,200
- 2 Night residential £1,700
- Private residential hire £240 inclusive of VAT
- Night Safari £125
- Session Price £125

### Lab A + B ( New Life Wood) moved to a lease

- Unit D – 5%
- Unit E & F – 5%
- Small Compound – 5%
- Norsey Wood & Cabin – moved to a lease
- Pavilion Hire (The Wick Country Park) – 5%

## Justification for revised charge (compared to previous year)

As per management direction the fees have been increased inline with inflation.

## 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.

**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.

**Level of subsidy in respect of service**

The total estimated 2023/24 direct cost for running Education is £144,100 the income is estimated at £83,000 which 58% of the expenditure budget.

**Usage figures and source of this data**

Predictions are based on last year's figures with a prediction of 2022/23.

Residential Income – 19 stays - £44k  
Days Visits - 4400 visits - £25k (including Castledon long term hire)  
Forest School – 4000 visits - £4.5k  
Events – 1,600 users - £9.5k.

Lab A + B – 365 days per year  
Unit D – 365 days per year  
Unit E & F – 365 days per year  
Wick Pavillion – 231 days per year  
Small Compound – 365 Days per year  
Pavilion Hire (The Wick Country Park) – 0  
Norsey Wood Centre – 0

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

Estimated income is £83k Education.  
Additional fees and charges income £16k.

**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**COUNTRY PARKS**

**WAT TYLER EXTERNAL BUILDINGS AND EDUCATION SERVICE**

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	6.75	6.75	7.45	7.45
OL 0510	1 Night Residential per child Mon-Tue (Min £1,200)	per child	S	68.25	81.90	75.00	90.00
OL 0512	2 Night Residential per child Mon-Tue (Min £1,700)	per child	S	99.75	119.70	110.00	132.00
OL 0513	1 Night Residential per child Wed-Fri (Minimum £1,000) (NEW IN 23/24)	per child	S	-	-	80.00	96.00
OL 0514	2 Night Residential per child Wed-Fri (Minimum £1,500) (NEW IN 23/24)	per child	S	-	-	120.00	144.00
OL 0515	4 Night Residential at £200 per child (Minimum £2,500) (NEW IN 23/24)	per child	S	-	-	2,500.00	3,000.00

Low Season (October-February)

OL 0523	Private Residential Hire, per child per night (Min £240+VAT)	per child	S	10.00	12.00	11.00	13.20
OL 0525	Session price (2 instructors) Minimum charge £125	per child	E	7.90	7.90	8.70	8.70
OL 0527	Extra cost for Craft session per child	per child	E	2.10	2.10	2.30	2.30
OL 0532	Night Safari (Min £125)	per child	E	10.50	10.50	11.55	11.55

Forest Schools

OL 0571	Half Term	Lead	E	1,142.40	1,142.40	1,260.00	1,260.00
OL 0572	Term	Lead	E	2,284.80	2,284.80	2,515.00	2,515.00
OL 0573	Half Term	Support	E	1,009.30	1,009.30	1,110.00	1,110.00
OL 0574	Term	Support	E	2,018.60	2,018.60	2,220.00	2,220.00
OL 0575	Year	Lead	E	6,854.40	6,854.40	7,540.00	7,540.00
OL 0576		Support	E	6,056.75	6,056.75	6,662.00	6,662.00
OL 0585	Any 2 hour Education session (1 staff) (NEW IN 23/24)	per child	E	-	-	5.80	5.80
OL 0586	Education Parent Fee (NEW IN 23/24)	per person	E	-	-	2.00	2.00

All Year

OL 0530	Environmental Birthday Parties (Max of 20 children)	per party	S	189.00	226.80	208.33	250.00
OL 0537	Half Hour Public Activity		E	5.25	5.25	6.00	6.00
OL 0538	One Hour Public Activity		E	6.30	6.30	7.00	7.00
OL 0539	Practical Support Activity	Per Person Per Hour	E	23.65	23.65	26.00	26.00
OL 0542	Unit D	per quarter	E	575.80	575.80	604.60	604.60
OL 0543	Unit E & F	per quarter	E	1,072.05	1,072.05	1,125.65	1,125.65
OL 0544	Small Compound (was previously charged per annum)	per quarter	E	1,155.85	1,155.85	1,213.65	1,213.65
OL 0545	Inflatable Pitch Hire (or Marquee)	per day	E	153.65	153.65	161.35	161.35
OL 0546		per inflatable	E	16.05	16.05	16.85	16.85
OL 0547	Norsey Wood & Cabin (flat fee + charge per day)	per day	S	23.38	28.05	24.54	29.45
OL 0548	The Wick Pavilion	per day	S	23.46	28.15	24.63	29.55
OL 0577	Adult Leisure Activity (non-course)	per session	S	10.00	12.00	10.50	12.60
OL 0578	Residential Private Hire	per day	S	304.00	364.80	319.21	383.05
OL 0579	Dutch Barn Package (NEW IN 23/24)	Per Booking	S	-	-	1,265.00	1,518.00
OL 0580	Dutch Barn Evenings - room only (NEW IN 23/24)	Per Booking	S	-	-	826.00	991.20
OL 0582	Cygnets Room (Mon-Fri) (NEW IN 23/24)	per day	S	-	-	70.00	84.00
		per half day	S	-	-	40.00	48.00
OL 0583	The Ash (NEW IN 23/24)	per day	S	-	-	250.00	300.00
		per half day	S	-	-	190.00	228.00
OL 0584	The Willow (NEW IN 23/24)	per day	S	-	-	80.00	96.00
		per half day	S	-	-	50.00	60.00
OL 0587	Electric Box Hire Charge (NEW IN 23/24)	per session	S	-	-	16.00	19.20

Project Development Costs

OL 0570	Resourcing, planning for delivery	per project	S	26.25	31.50	27.54	33.05
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Corporate Option (NEW IN 23/24)

OL 0516	Team Building Day Package @ Resi (min 5 people)	per person	S	-	-	25.00	30.00
OL 0517	Night Hire (4:00pm-12:00am)	per session	S	-	-	240.00	288.00

Organised Groups (NEW IN 23/24)

OL 0518	Night Hire (4:00pm-12:00am)	per session	S	-	-	240.00	288.00
OL 0519	Activity Day Hire (up to 8 hours between 9:30am and 4:30pm)	per day	S	-	-	150.00	180.00
OL 0520	Activity Half Day Hire (Up to 4 hours between 9:30am and 4:30pm)	per half day	S	-	-	85.00	102.00
OL 0521	Private Day Hire (kitchen & meeting room)	per day	S	-	-	150.00	180.00
OL 0522	Education Birthday Party	per session	S	-	-	216.00	259.20
OL 0524	Overnight Standard	per session	S	-	-	240.00	288.00

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**Budget Book Area:** Leisure  
**Service Area:** Country Parks  
**Charging Directory Area:** Wat Tyler Centre/Wedding Packages/External Hires

## 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 commercial hire to 5%.

Community rate for all room hire to increase by 2%

All wedding packages increase by 10%

NEW midweek wedding package offer Monday to Thursday 30% off room hire (full rate applies for staff and security).

## Justification for revised charge (compared to previous year)

The proposed increase in charges reflect the increased running costs of the facility's. However, this is not full cost recovery.

## 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.

## 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.

## Level of subsidy in respect of service

The current total direct budgeted cost of running Wat Tyler Centre in 2023/24 is approximately £212,600. Based on the estimated usage figures below and additional income, the income generated is expected to total approximately £87,858 which is 41% of the expenditure budget.

## Usage figures and source of this data

Estimated Room Charge figures for 2022/23  
Corporate Nobel Room full day – 17 (£10,317)  
Nobel Room half day – 5 (£2097)  
Nobel Room hourly – 24 (£2,123)  
Bittern Room – long term hire (£10k)  
Diamond Suite 3 – exclusive hire from October 2021  
Diamond Suite 1 & 2 (combined) full day – 1 (£496)  
Diamond Suite 1 & 2 (combined) half day – 0  
Diamond Suite 1 & 2 (combined) hourly – 3 (£240.00)  
Diamond Suite 1 & 2 (each as separate rooms) full day – 6 (£1676)  
Diamond Suite 1 & 2 (each as separate rooms) half day – 6 (£1306)  
Diamond Suite 1 & 2 (each as separate rooms) – hourly – 3 (£124.00)  
Cordite Room full day – 30 (£9178)  
Cordite Room half day – 15 (£2591,00)  
Cordite Room hourly – 7 (£315.00)

Lab A + B – 365 days per year - WTCP room hire  
Unit D – 365 days per year WTCP room hire  
Unit E & F – 365 days per year WTCP room hire  
Discovery Zone – 365 days a year WTCP room hire

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£40,430 as per above income.  
Plus, wedding packages for 2022/23 £31,428.00  
Additional income from community rate hire (NHS BT).  
Additional income for this budget is generated at the Wat Tyler Centre from other fees and charges this includes café rental income and the gift shop in the Centre and wedding packages.  
£16,000 gift shop sales.

**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**COUNTRY PARKS**

**WAT TYLER CENTRE/WEDDING PACKAGES/EXTERNAL HIRES**

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	578.00	693.60	606.92	728.30
		per half day	S	399.50	479.40	419.50	503.40
		per hour	S	84.25	101.10	88.46	106.15
OL 0601	Bittern Room	per day	S	210.00	252.00	220.50	264.60
		per half day	S	147.88	177.45	155.25	186.30
		per hour	S	35.88	43.05	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	207.38	248.85	217.75	261.30
		per half day	S	147.00	176.40	154.33	185.20
OL 0603	Diamond Suite 1 & 2 (combined)	per hour	S	32.38	38.85	34.00	40.80
		per day	S	472.50	567.00	496.13	595.35
		per half day	S	353.50	424.20	371.17	445.40
OL 0604	Diamond Suite 1 & 2 (each as separate rooms)	per hour	S	76.13	91.35	79.92	95.90
		per day	S	266.00	319.20	279.29	335.15
		per half day	S	207.38	248.85	217.75	261.30
OL 0605	Cordite Room	per hour	S	39.38	47.25	41.33	49.60
		per day	S	291.38	349.65	305.96	367.15
		per half day	S	164.50	197.40	172.75	207.30
		per hour	S	42.88	51.45	45.00	54.00
OL 0705	Additional flipchart hire - only 1 free	Per Booking	S	3.08	3.70	3.25	3.90
OL 0706	Self Catering Urn Hire	Per Booking	S	13.13	15.75	13.79	16.55

Other Hire Charges

OL 0710	Wedding Ceremony Hire (full day 9am to 5pm)		S	391.67	470.00	430.83	517.00
OL 0711	Barn Wedding Package		S	1,221.17	1,465.40	1,343.29	1,611.95
OL 0712	Village green package consisting of barn all day and ceremony plus evening hire/pitch fee for 48 hours for marquee		S	1,348.21	1,617.85	1,483.04	1,779.65
OL 0713	Nobel package to include hire of barn for ceremony and evening in room (including security)		S	1,389.33	1,667.20	1,528.25	1,833.90
OL 0714	Evening barn hire (5pm to 12am including security)		S	761.96	914.35	838.17	1,005.80
OL 0715	Village green evening hire/pitch fee for 48 hours for marquee (security included)		S	928.92	1,114.70	1,021.79	1,226.15
OL 0716	Nobel room hire (5pm to 12am including security)		S	1,047.92	1,257.50	1,152.71	1,383.25
OL 0717	Residential private evening hire (4pm to 10am)		S	262.50	315.00	288.75	346.50
OL 0718	Hire of park benches for outside events		S	13.13	15.75	14.46	17.35
OL 0721	Mon-Thurs Wedding Nobel Package (NEW IN 23/24)	Per Booking	S	-	-	1,261.00	1,513.20
OL 0722	Mon - Thurs Wedding Dutch Package (NEW IN 23/24)	Per Booking	S	-	-	1,051.42	1,261.70
OL 0723	Mon-Thurs Barn Evenings Offer (NEW IN 23/24)	Per Booking	E	-	-	680.40	680.40
OL 0724	Mon-Thurs Nobel Evenings Offer (NEW IN 23/24)	Per Booking	S	-	-	772.50	927.00
OL 0725	Mon-Thurs Dutch Evenings Offer (NEW IN 23/24)	Per Booking	E	-	-	732.60	732.60

Hire Charges- Community rate

30% Deduction room hire to support Community Groups and Charities

OL 0800	Nobel Room	per day	S	404.60	485.52	412.71	495.25
		per half day	S	279.65	335.58	285.25	342.30
		per hour	S	58.91	70.69	60.13	72.15
OL 0803	Bittern Room	per day	S	147.00	176.40	149.96	179.95
		per half day	S	103.51	124.21	105.58	126.70
		per hour	S	25.11	30.13	25.63	30.75
OL 0806	Diamond Suite 3	per day	S	145.16	174.19	148.04	177.65
		per half day	S	102.90	123.48	104.96	125.95
		per hour	S	22.66	27.19	23.13	27.75
OL 0809	Diamond Suite 1 & 2 (combined)	per day	S	330.75	396.90	337.38	404.85
		per half day	S	247.45	296.94	252.42	302.90
		per hour	S	53.29	63.95	54.38	65.25
OL 0812	Diamond Suite 1 & 2 (as separate rooms)	per day	S	186.20	223.44	189.92	227.90
		per half day	S	145.16	174.19	148.04	177.65
		per hour	S	27.56	33.07	28.13	33.75
OL 0815	Cordite Room	per day	S	203.96	244.75	208.04	249.65
		per half day	S	115.15	138.18	117.46	140.95
		per hour	S	30.01	36.01	30.63	36.75
OL 0818	Additional Flip Chart Hire - only 1 free	Per Booking	S	2.15	2.58	2.21	2.65
OL 0819	Self Catering Urn Hire	Per Booking	S	9.19	11.03	9.38	11.25

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 5%

## Justification for revised charge (compared to previous year)

Room hire at the Green Centre has changed:

Savidge suite & Solar 2 moved to regular hire by BOSP

Carstair suite and Solar 1 – moved to regular hire – Twizzletops  
EFC still onsite on a lease

## 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.

## 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.

## Level of subsidy in respect of service

The estimated direct cost of running the Green Centre in 2023/24 is approximately £61,700. Based on the estimated usage figures below, the income generated from hire charges is expected to total approximately £49,200. This is 79% of the operational cost.

## Usage figures and source of this data

Twizzletops – Monday to Friday 7am to 7pm  
BOSP – Monday to Saturday 8am to 5pm

Essex Field Club

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£49,225 room hire / leases

Additional income is now also generated at the Green Centre from hiring space in an associated compound along with the lease that is set up in the building.

**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	246.75	296.10	259.08	310.90
			per half day	S	166.25	199.50	174.54	209.45
			per hour	S	40.25	48.30	42.25	50.70
OL 0608	Carstairs		per day	S	616.00	739.20	646.79	776.15
			per half day	S	423.50	508.20	444.67	533.60
			per hour	S	89.25	107.10	93.71	112.45
OL 0609	Cygnet		per day	S	140.00	168.00	147.00	176.40
			per half day	S	82.25	98.70	86.38	103.65
			per hour	S	21.00	25.20	22.04	26.45
OL 0615	Carstairs - 1/3rd area		per day	S	206.50	247.80	216.83	260.20
			per half day	S	141.75	170.10	148.83	178.60
			per hour	S	30.63	36.75	32.17	38.60
OL 0616	Carstairs - 2/3rd area		per day	S	410.38	492.45	430.88	517.05
			per half day	S	284.38	341.25	298.58	358.30
			per hour	S	59.50	71.40	62.50	75.00
OL 0707	Additional flipchart hire - only 1 free		Per Booking	S	3.08	3.70	3.25	3.90
OL 0708	Self Catering Urn		Per Booking	S	13.13	15.75	13.79	16.55

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**Budget Book Area:** Leisure  
**Service Area:** Country Parks  
**Charging Directory Area:** Wat Tyler Centre - 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 (%)

Corporate hire rate  
Heritage Barn full day corporate hire – 5%  
Heritage Barn half day as above – 5%  
Heritage Barn (up to 3 hrs) as above – 5%

Staff cost/security increased by 10%.

NEW for 2023/24 Dutch Barn hire  
•Ash (2/3rd of the Dutch Barn)  
•Willow (1/3rd of the Dutch Barn)

## Justification for revised charge (compared to previous year)

The increase is in order to cover costs due to inflation. This is not full cost recovery.

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

Benchmarking has been consistent with researching similar venues in the Essex area to ensure we offer value for money and to keep our costs at the correct level.

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

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.

## Level of subsidy in respect of service

This income is paid to the Wat Tyler Centre room hire code.

This cost below is purely for Corporate / daytime hire which is lower figures.as this is used more for weddings and non-corporate hire.

## Usage figures and source of this data

Corporate usage from 2022 and 2023

Heritage Barn whole day – 1  
Heritage Barn half day - 0  
Heritage Barn (up to 3 hrs) - 3

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£2150



**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**COUNTRY PARKS**

**WAT TYLER CENTRE - HERITAGE BARN**

Hire Charges

OL 0610	Mon-Thurs Wedding Ceremony Offer (NEW IN 23/24)	Per Booking	S	-	-	318.58	382.30
OL 0611	Mon-Thurs Wedding Barn Package (NEW IN 23/24)	Per Booking	S	-	-	998.79	1,198.55
OL 0612	Heritage Barn	per day	E	337.05	337.05	353.90	353.90
	Heritage Barn (up to 3 hrs)	per half day	E	239.40	239.40	251.35	251.35
		per hour	E	49.35	49.35	51.80	51.80

Additional Charges for Evening Hire of Rooms

OL 0613	Staff Costs	per hour	S	16.63	19.95	18.29	21.95
	Security	per hour	S	38.50	46.20	42.33	50.80

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**Budget Book Area:** Leisure  
**Service Area:** Country Parks  
**Charging Directory Area:** Wat Tyler - Pet Memorial

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

The costings for the Pet Memorial garden are priced based upon full cost recovery.

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

10%

## Justification for revised charge (compared to previous year)

This is a new charge based upon agreement from the July 2019 Neighbourhoods and Public Spaces Committee.

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

We have benchmarked against other local authorities in the UK that offer a Pet Memorial Service.

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

N/A

## Level of subsidy in respect of service

N/A

## Usage figures and source of this data

This is a new service being launched in April 2020.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

Estimate of £1,000/£2,000 per year.

**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**COUNTRY PARKS**

**WAT TYLER - PET MEMORIAL**

Internment Charges

OL 0701	1st Internment inc Exclusive Right of Burial with Standard Rose	10 Years	S	315.00	378.00	346.50	415.80
OL 0702	1st Internment inc Exclusive Right of Burial with Silver Birch Tree	10 Years	S	367.50	441.00	404.25	485.10
OL 0703	2nd Internment	10 Years	S	157.50	189.00	173.25	207.90
OL 0704	Repurchase of Right of Internment	10 Years	S	262.50	315.00	288.75	346.50

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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. During 2021/22 the estimated use of spaces was as follows pre Covid AND with restrictions.

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 10%, Non Professional Performance Rates increased by 7% and Amateur Dramatic Rates have had a 5% increase applied this rise will allow for cost recovery and inflation.

## Justification for revised charge (compared to previous year)

Due to the increase in staffing costs, utilities and supplies to service the hires it has been necessary to increase the charges in order to continue to achieve partial recovery of service costs.

The Amateur Dramatic rate, 5% increase is mindful of our commitment to secure continued patronage of existing groups.

NB this rate can still be offset by credits earned by volunteer ushers.

## 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.

## 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.

## Level of subsidy in respect of service

The current direct estimated expenditure of running the Towngate Theatre in 2023/24 is approximately £1,278,100. Based on the estimated usage figures, the income generated from room hire is expected to total approximately £220,100, this is 17% of the operational cost.

## Usage figures and source of this data

Estimated non-pro days use of space 2023/24

based on usage estimate for 2022/23 with a minimum uplift

Main Auditorium – 161

Mirren Studio - 42

Gielgud Room - 27

Olivier Suite - 74

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£220,100

**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	21.88	26.25	24.04	28.85
ACT 0216A	Duty Manager	per hour	S	30.67	36.80	33.75	40.50

Board Room (Off Peak)

ACT 0217	Non-Duty Manager	per hour	S	17.50	21.00	19.25	23.10
ACT 0217A	Duty Manager	per hour	S	26.25	31.50	28.88	34.65

Olivier Room (Peak)

ACT 0218	Non-Duty Manager	per hour	S	26.25	31.50	28.88	34.65
ACT 0218A	Duty Manager	per hour	S	39.42	47.30	43.38	52.05

Olivier Room (Off Peak)

ACT 0219	Non-Duty Manager	per hour	S	26.25	31.50	28.88	34.65
ACT 0219A	Duty Manager	per hour	S	39.42	47.30	43.38	52.05

Gielgud Room - Function Hire

ACT 0350	6.30pm to 11.30pm	per session	S	303.46	364.15	333.79	400.55
ACT 0351	Additional Pre-Function Hours	per hour	S	17.33	20.80	19.08	22.90
ACT 0352	Additional Post Function Hours	per hour	S	86.71	104.05	95.38	114.45

Gielgud Room - Meeting Hire

ACT 0353	9.00am to 4.00pm	per hour	S	30.33	36.40	33.38	40.05
ACT 0354	4.00pm to 11.30pm	per hour	S	56.38	67.65	62.00	74.40

Gielgud Room - Theatre/Arts Group Hire

ACT 0355	Available only when building in use	per hour	S	13.00	15.60	14.29	17.15
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Main Auditorium - Non Professional Performance Rate (Week)

ACT 0100	6 days	per week	S	9,003.79	10,804.55	9,634.04	11,560.85
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Main Auditorium - Professional Performance Rate (Week)

ACT 0101	6 days	per week	S	9,823.13	11,787.75	10,805.46	12,966.55
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Main Auditorium - Non Professional Performance Rate (Mon to Thurs)

ACT 0102	Day (9am to 11pm)	per day	S	1,634.29	1,961.15	1,748.71	2,098.45
ACT 0103	Evening (6pm to 11pm)	per evening	S	593.88	712.65	635.46	762.55
ACT 0104	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	507.21	608.65	542.71	651.25
ACT 0105	Extra Hours (between 11pm and 9am)	per hour	S	169.08	202.90	180.92	217.10

Main Auditorium - Non Professional Performance Rate (Fri to Sun)

ACT 0106	Day (9am to 11pm)	per day	S	1,690.67	2,028.80	1,809.00	2,170.80
ACT 0107	Evening (6pm to 11pm)	per evening	S	619.92	743.90	663.29	795.95
ACT 0108	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	563.54	676.25	603.00	723.60
ACT 0109	Extra Hours (between 11pm and 9am)	per hour	S	169.08	202.90	180.92	217.10

Main Auditorium - Professional Performance Rate (Mon to Thurs)

ACT 0110	Day (9am to 11pm)	per day	S	2,210.83	2,653.00	2,431.92	2,918.30
ACT 0111	Evening (6pm to 11pm)	per evening	S	832.33	998.80	915.58	1,098.70
ACT 0112	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	736.96	884.35	810.67	972.80
ACT 0113	Extra Hours (between 11pm and 9am)	per hour	S	216.75	260.10	238.42	286.10

Main Auditorium - Professional Performance Rate (Fri to Sun)

ACT 0114	Day (9am to 11pm)	per day	S	2,457.96	2,949.55	2,703.75	3,244.50
ACT 0115	Evening (6pm to 11pm)	per evening	S	862.67	1,035.20	948.96	1,138.75
ACT 0116	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	832.33	998.80	915.58	1,098.70
ACT 0117	Extra Hours (between 11pm and 9am)	per hour	S	216.75	260.10	238.42	286.10

Mirren Studio - Non Professional Performance Rate (Week)

ACT 0118	6 days	per week	S	5,626.83	6,752.20	6,020.71	7,224.85
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Mirren Studio - Professional Performance Rate (Week)

ACT 0119	6 days	per week	S	6,138.38	7,366.05	6,752.21	8,102.65
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Mirren Studio - Non Professional Performance Rate (Mon to Thurs)

ACT 0120	Day (9am to 11pm)	per day	S	819.33	983.20	876.71	1,052.05
ACT 0121	Evening (6pm to 11pm)	per evening	S	281.75	338.10	301.46	361.75
ACT 0122	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	281.75	338.10	301.46	361.75
ACT 0123	Extra Hours (between 11pm and 9am)	per hour	S	112.71	135.25	120.58	144.70

Mirren Studio - Non Professional Performance Rate (Fri to Sun)

ACT 0124	Day (9am to 11pm)	per day	S	901.67	1,082.00	964.79	1,157.75
ACT 0125	Evening (6pm to 11pm)	per evening	S	312.13	374.55	333.96	400.75
ACT 0126	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	312.13	374.55	333.96	400.75
ACT 0127	Extra Hours (between 11pm and 9am)	per hour	S	112.71	135.25	120.58	144.70

**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024		
			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	1,231.13	1,477.35	1,354.25	1,625.10
ACT 0129	Evening (6pm to 11pm)	per evening	S	407.50	489.00	448.25	537.90
ACT 0130	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	407.50	489.00	448.25	537.90
ACT 0131	Extra Hours (between 11pm and 9am)	per hour	S	156.04	187.25	171.67	206.00
<u>Mirren Studio - Professional Performance Rate (Fri to Sun)</u>							
ACT 0132	Day (9am to 11pm)	per day	S	1,231.13	1,477.35	1,354.25	1,625.10
ACT 0133	Evening (6pm to 11pm)	per evening	S	433.50	520.20	476.83	572.20
ACT 0134	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	433.50	520.20	476.83	572.20
ACT 0135	Extra Hours (between 11pm and 9am)	per hour	S	156.04	187.25	171.67	206.00
<u>Whole Venue - Non Professional Performance Rate (Week)</u>							
ACT 0136	6 days	per week	S	12,380.75	14,856.90	13,247.42	15,896.90
<u>Whole Venue - Professional Performance Rate (Week)</u>							
ACT 0137	6 days	per week	S	16,212.92	19,455.50	17,834.21	21,401.05
<u>Whole Venue - Non Professional Performance Rate (Mon to Thurs)</u>							
ACT 0138	Day (9am to 11pm)	per day	S	2,080.79	2,496.95	2,226.46	2,671.75
ACT 0139	Evening (6pm to 11pm)	per evening	S	745.63	894.75	797.83	957.40
ACT 0140	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	671.92	806.30	718.96	862.75
ACT 0141	Extra Hours (between 11pm and 9am)	per hour	S	169.08	202.90	180.92	217.10
<u>Whole Venue - Non Professional Performance Rate (Fri to Sun)</u>							
ACT 0142	Day (9am to 11pm)	per day	S	2,202.17	2,642.60	2,356.33	2,827.60
ACT 0143	Evening (6pm to 11pm)	per evening	S	788.96	946.75	844.21	1,013.05
ACT 0144	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	745.63	894.75	797.83	957.40
ACT 0145	Extra Hours (between 11pm and 9am)	per hour	S	165.75	198.90	177.33	212.80
<u>Whole Venue - Professional Performance Rate (Mon to Thurs)</u>							
ACT 0146	Day (9am to 11pm)	per day	S	2,757.04	3,308.45	3,032.75	3,639.30
ACT 0147	Evening (6pm to 11pm)	per evening	S	992.71	1,191.25	1,092.00	1,310.40
ACT 0148	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	923.38	1,108.05	1,015.71	1,218.85
ACT 0149	Extra Hours (between 11pm and 9am)	per hour	S	203.75	244.50	224.13	268.95
<u>Whole Venue - Professional Performance Rate (Fri to Sun)</u>							
ACT 0150	Day (9am to 11pm)	per day	S	2,956.46	3,547.75	3,252.08	3,902.50
ACT 0151	Evening (6pm to 11pm)	per evening	S	1,044.75	1,253.70	1,149.25	1,379.10
ACT 0152	Half day (9am to 1pm or 2pm to 6pm)	per half day	S	1,014.38	1,217.25	1,115.79	1,338.95
ACT 0153	Extra Hours (between 11pm and 9am)	per hour	S	203.75	244.50	224.13	268.95
<u>Staff Hire</u>							
ACT 0154	Duty Manager (mandatory for shows)	per hour	S	35.00	42.00	38.50	46.20
ACT 0155	Duty Manager Overtime (between 11pm and 8am)	per hour	S	43.79	52.55	48.17	57.80
<u>Main Auditorium - Amateur Dramatics</u>							
ACT 0358	(Week) 6 Days	per week	S	8,299.75	9,959.70	8,714.75	10,457.70
ACT 0359	(Mon to Thurs) Day - 9am to 11pm	per day	S	1,491.25	1,789.50	1,565.79	1,878.95
ACT 0360	(Mon to Thurs) Evening - 6pm to 11pm	per evening	S	541.88	650.25	568.96	682.75
ACT 0361	(Mon to Thurs) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	463.83	556.60	487.00	584.40
ACT 0362	(Mon to Thurs) Extra Hours - between 11pm and 9am	per hour	S	156.04	187.25	163.83	196.60
ACT 0363	(Fri to Sun) Day - 9am to 11pm	per day	S	1,543.25	1,851.90	1,620.42	1,944.50
ACT 0364	(Fri to Sun) Evening - 6pm to 11pm	per evening	S	567.88	681.45	596.25	715.50
ACT 0365	(Fri to Sun) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	515.88	619.05	541.67	650.00
ACT 0366	(Fri to Sun) Extra Hours - between 11pm and 9am	per hour	S	156.04	187.25	163.83	196.60
<u>Mirren Studio - Amateur Dramatics</u>							
ACT 0367	(Week) 6 Days	per week	S	5,137.00	6,164.40	5,393.83	6,472.60
ACT 0368	(Mon to Thurs) Day - 9am to 11pm	per day	S	745.63	894.75	782.92	939.50
ACT 0369	(Mon to Thurs) Evening - 6pm to 11pm	per evening	S	260.08	312.10	273.08	327.70
ACT 0370	(Mon to Thurs) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	260.08	312.10	273.08	327.70
ACT 0371	(Mon to Thurs) Extra Hours - between 11pm and 9am	per hour	S	104.04	124.85	109.25	131.10
ACT 0372	(Fri to Sun) Day - 9am to 11pm	per day	S	823.67	988.40	864.83	1,037.80
ACT 0373	(Fri to Sun) Evening - 6pm to 11pm	per evening	S	286.13	343.35	300.42	360.50
ACT 0374	(Fri to Sun) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	286.13	343.35	300.42	360.50
ACT 0375	(Fri to Sun) Extra Hours - between 11pm and 9am	per hour	S	104.04	124.85	109.25	131.10
<u>Whole Venue - Amateur Dramatics</u>							
ACT 0376	(Week) 6 Days	per week	S	11,297.00	13,556.40	11,861.83	14,234.20
ACT 0378	(Mon to Thurs) Day - 9am to 11pm	per day	S	1,898.75	2,278.50	1,993.71	2,392.45
ACT 0379	(Mon to Thurs) Evening - 6pm to 11pm	per evening	S	680.58	816.70	714.63	857.56
ACT 0380	(Mon to Thurs) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	611.25	733.50	641.79	770.15
ACT 0381	(Mon to Thurs) Extra Hours - between 11pm and 9am	per hour	S	156.04	187.25	163.83	196.60
ACT 0382	(Fri to Sun) Day - 9am to 11pm	per day	S	2,011.46	2,413.75	2,112.04	2,534.45
ACT 0383	(Fri to Sun) Evening - 6pm to 11pm	per evening	S	719.63	863.55	755.63	906.75
ACT 0384	(Fri to Sun) Half Day - 9am to 1pm or 2pm to 6pm	per half day	S	680.58	816.70	714.63	857.55
ACT 0385	(Fri to Sun) Extra Hours - between 11pm and 9am	per hour	S	164.75	197.70	173.00	207.60
<u>Commercial Hire (non-performance)</u>							
ACT 0156	Competitive bespoke pricing on request (dependant on event requirements)		S	-	-	-	-

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 equipment and staffing. With the introduction of bespoke pricing depending on tech requirements to make sure we are a viable option for hirers.

## Justification for revised charge (compared to previous year)

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.

## 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.

## 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.

## Level of subsidy in respect of service

The current direct estimated expenditure of running the Towngate Theatre in 2023/24 is approximately £1,278,100. Based on the estimated usage figures, the income generated from technical hire/Equipment hire is expected to total approximately £87,600. This is 7% of the operational costs.

## Usage figures and source of this data

Estimated outturn for 2022/23 and projected bespoke tech services with minimum uplift.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£87,600

**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	35.00	42.00	38.50	46.20
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Equipment Hire

ACT 0300	Steel Deck 8' x 4'	per hire (set up and putting away of item)	S	17.33	20.80	19.08	22.90
ACT 0303	Unique 2 Hazer	per week	S	95.38	114.45	104.92	125.90
		per day	S	56.38	67.65	62.00	74.40
ACT 0319	Projector (Office type) - per day	per day	S	60.71	72.85	66.79	80.15
ACT 0320	Projector (Office type) - per week	per week	S	95.38	114.45	104.92	125.90
ACT 0321	Projector (christie High Performance) - per day	per day	S	173.42	208.10	190.75	228.90
ACT 0322	Projector (Christie High Performance) - per week	per week	S	320.79	384.95	352.88	423.45
ACT 0328	Choir Tiered Staging and Handrails	per hire (set up and putting away of item)	S	979.71	1,175.65	1,150.00	1,380.00
ACT 0329	Sunstrips	per hire (set up and putting away of item)	S	47.67	57.20	52.42	62.90
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	21.88	26.25	24.04	28.85
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Technical Staff - Overtime

ACT 0357	Technical Staff - Overtime		S	43.79	52.55	48.17	57.80
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Leisure and Environment  
**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 2023/24 this will increase to £1.92 after remaining at £1.67p per ticket for the previous 4 years a 15% increase. The exception is Panto tickets which will increase from 22/23 rate of £1.00p per ticket to £1.17 per ticket from 2023/24

We continue to see an increase in internet transactions, most taking the option of e-tickets. The postage charge will increase from £1.67 to £1.84 in 23/24 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 for revised charge (compared to previous year)

Nominal change.

## 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).

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

No significant change.

## Level of subsidy in respect of service

The current direct estimated expenditure of running the Towngate Theatre in 2023/24 is approximately £1,278,100. Based on the estimated usage figures the income generated from box office charges is anticipated to be approximately £161,600. This is 13% of the operational costs.

## Usage figures and source of this data

Estimated 2023/24 ticket sales of 75,000 on hires and pro shows with a further 15,000 on panto. Based on projected ticket sales in 2022/23.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£161,600 This figure excludes nominal postal charges.

**LEISURE**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	1.67	2.00	2.08	2.50
ACT 0356	Ticket Booking Fee (panto)	S	1.00	1.20	1.25	1.50

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Regeneration & Economic Development  
**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 (%)

5%

## Justification for revised charge (compared to previous year)

The proposal to increase the Commercial, Small Business / Local Business, Administration Charge, Roaming rates by 5% is to partially recover the income against the increasing running costs.

## 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.

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

No other significant changes are proposed.

## Level of subsidy in respect of service

The estimated cost for town centre pitch hire is £1,650 (staff costs)

An income target is set yearly. At present this is £62,600.

Based on the booking figures below from 20/21, the Council should expect to generate approximately £12,000 (19% of set target).

## Usage figures and source of this data

### St. Martin's Square

Commercial (Mon - Fri) - 1  
Commercial (Sat / Sun) - 1  
Commercial (5 days) - 0  
Commercial (7 days) - 1  
Small business / local (Sat - Sun) - 0  
Small business / local (5 day week) - 0  
Small business / local(7 day week) - 0

### Outside M&S

Commercial (Mon - Fri) -  
Commercial (Sat / Sun) -  
Commercial (5 days) - 2  
Commercial (7 days) - 5  
Small business / local (Sat - Sun) - 0  
Small business / local (5 day week) - 0  
Small business / local(7 day week) - 0

### CP1

Commercial (Mon - Fri) -  
Commercial (Sat / Sun) -  
Commercial (5 days) -  
Commercial (7 days) -  
Small business / local (Sat - Sun) - 0  
Small business / local (5 day week) - 0  
Small business / local(7 day week) - 0

### CP2

Commercial (Mon - Fri) - 0  
Commercial (Sat / Sun) - 0  
Commercial (5 days) - 0  
Commercial (7 days) - 0  
Small business / local (Sat - Sun) - 0  
Small business / local (5 day week) - 0  
Small business / local(7 day week) - 0

### Fountain Square

Commercial (Mon - Fri) - 1  
Commercial (Sat / Sun) - 1  
Commercial (5 days) - 1  
Commercial (7 days) - 1  
Small business / local ( Mon to Fri ) - 0  
Small business / local (Sat - Sun) - 0  
Small business / local (5 day week) - 0  
Small business / local(7 day week) - 0

### Electrician callouts

Commercial (Mon - Fri) - 0  
Commercial (Sat / Sun) - 0

### Administration charge

Local Charities -

### National Charity Campaigns -

Roaming (1 hour) - Small business / local (Mon - Fri) -  
Roaming (1 hour) - Small business / local (Sat - Sun) - 0  
Roaming (1 hour) - Small business / local (5 day week) - 0  
Roaming (1 hour) - Small business / local (7 day week) - 0  
Roaming (1 hour) - Commercial (Mon - Fri) -  
Roaming (1 hour) - Commercial (Sat - Sun) - 0  
Roaming (1 hour) - Commercial (5 day week) - 0  
Roaming (1 hour) - Commercial (7 day week) - 0

Ice Cream Van - ( 1 calendar month) - 3

These figures represent the usage between April 2021 - March 2022.

The Council will operate on the assumption that the level of take up will be similar for the coming year.

## Expected budgeted income - this should be calculated as the usage multiplied by the charge

£12,000

**REGENERATION & PARTNERSHIPS**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	136.10	136.10	142.90	142.90
RE 0105	Saturday & Sunday	per day	E	322.70	322.70	338.85	338.85
RE 0106	5 Day Week		E	556.85	556.85	548.70	548.70
RE 0107	7 Day Week		E	740.25	740.25	777.25	777.25

Outside Marks & Spencers - Small Business/Local Business/Community Rate

RE 0110	Monday to Friday	per day	S	82.38	98.85	86.50	103.80
RE 0111	Saturday & Sunday	per day	S	196.25	235.50	206.04	247.25
RE 0112	5 Day Week		S	335.38	402.45	352.13	422.55
RE 0113	7 Day Week		S	442.88	531.45	465.00	558.00

Outside Marks & Spencers - Commercial Rate

RE 0114	Monday to Friday	per day	S	139.25	167.10	146.21	175.45
RE 0115	Saturday & Sunday	per day	S	322.83	387.40	338.96	406.75
RE 0116	5 Day Week		S	556.88	668.25	584.71	701.65
RE 0117	7 Day Week		S	740.29	888.35	777.29	932.75

Costa Piazza 1 - Small Business/Local Business/Community Rate

RE 0130	Monday to Friday	per day	S	113.96	136.75	119.67	143.60
RE 0131	Saturday & Sunday	per day	S	265.79	318.95	279.08	334.90
RE 0132	5 Day Week		S	455.63	546.75	478.42	574.10
RE 0133	7 Day Week		S	607.50	729.00	637.88	765.45

Costa Piazza 1 - Commercial Rate

RE 0134	Monday to Friday	per day	S	189.88	227.85	199.38	239.25
RE 0135	Saturday & Sunday	per day	S	442.88	531.45	465.00	558.00
RE 0136	5 Day Week		S	759.25	911.10	797.21	956.65
RE 0137	7 Day Week		S	1,013.08	1,215.70	1,063.75	1,276.50

Costa Piazza 2 - Small Business/Local Business/Community Rate

RE 0140	Monday to Friday	per day	S	162.79	195.35	170.92	205.10
RE 0141	Saturday & Sunday	per day	S	265.79	318.95	279.08	334.90
RE 0142	5 Day Week		S	455.63	546.75	478.42	574.10
RE 0143	7 Day Week		S	607.50	729.00	637.88	765.45

Costa Piazza 2 - Commercial Rate

RE 0144	Monday to Friday	per day	S	189.88	227.85	199.38	239.25
RE 0145	Saturday & Sunday	per day	S	442.88	531.45	465.00	558.00
RE 0146	5 Day Week		S	759.25	911.10	797.21	956.65
RE 0147	7 Day Week		S	1,013.08	1,215.70	1,063.75	1,276.50

Fountain Square - Small Business/Local Business/Community Rate

RE 0150	Monday to Friday	per day	S	162.79	195.35	170.92	205.10
RE 0151	Saturday & Sunday	per day	S	265.79	318.95	279.08	334.90
RE 0152	5 Day Week		S	455.63	546.75	478.42	574.10
RE 0153	7 Day Week		S	607.50	729.00	637.88	765.45

Fountain Square - Commercial Rate

RE 0154	Monday to Friday	per day	S	189.88	227.85	199.38	239.25
RE 0155	Saturday & Sunday	per day	S	442.88	531.45	465.00	558.00
RE 0156	5 Day Week		S	759.25	911.10	797.21	956.65
RE 0157	7 Day Week		S	1,013.08	1,215.70	1,063.75	1,276.50

Administrative Charge

RE 0162	Local Charities		S	19.04	22.85	20.00	24.00
RE 0163	National Charity Campaigns		S	31.67	38.00	33.25	39.90

Roaming (1 hour) - Small Business/Local Business/Community Rate

RE 0220	Monday to Friday	per hour	S	14.42	17.30	15.13	18.15
RE 0221	Saturday & Sunday	per hour	S	33.42	40.10	35.08	42.10
RE 0222	5 Day Week		S	57.00	68.40	59.83	71.80
RE 0223	7 Day Week		S	75.96	91.15	79.75	95.70

Roaming (1 hour) - Commercial Rate

RE 0224	Monday to Friday	per hour	S	28.63	34.35	30.04	36.05
RE 0225	Saturday & Sunday	per hour	S	66.50	79.80	69.83	83.80
RE 0226	5 Day Week		S	162.79	195.35	170.92	205.10
RE 0227	7 Day Week		S	151.92	182.30	159.50	191.40

Ice Cream Van

RE 0228	Ice Cream Van	per month	S	991.96	1,190.35	1,041.54	1,249.85
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Policy Executive  
**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 for revised charge (compared to previous year)

The Council has no discretion in the charges for supply of the electoral register.

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

No benchmarking has been undertaken. Electoral Register charges are statutory.

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

N/A

## Level of subsidy in respect of service

N/A

## Usage figures and source of this data

Income from the sale of electoral registers is approximately £2,000 per annum. The electoral register must be supplied free of charge to a large number of organisations and it is primarily credit reference agencies who purchase copies of the register. The electoral register is sold in parts and the charge is dependant on how much of the register people wish to purchase.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

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 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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) (NEW IN 23/24)

SOA 0031	Data - £10 admin fee plus £1.00 per thousand entries (or part thereof)	OS	-	-	10.00	10.00
	Paper - £10 admin fee plus £2.00 per thousand entries (or part thereof)	OS	-	-	10.00	10.00

# CHARGING DIRECTORY FROM 2023/24 ONWARDS

<b>Committee:</b>	Policy Executive
<b>Budget Book Area:</b>	Management & Administration
<b>Service Area:</b>	Management and Administration Support
<b>Charging Directory Area:</b>	Corporate Estates

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

CE 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 CE to research the information there will be a charge of £330. 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 reason 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 £275 for detailed enquiries and issuing Heads of Terms as a formal offer to sell, Transfer or grant Long Lease of Land. We 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 £330. 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 £231 per hour will be charged.

Where a Wayleave is requested, our charges will be £275 initially, followed by a further £319 on completion. For complex arrangements, or where we dealing with a Utility, these charges may be higher.

Where a Licence is requested for use of Council land our charges will be £143 initially, followed by additional hourly charges, if incurred, of £71 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 Legal 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. CE will be charging a proportionate fee, £275 initially and an additional £275 on completion.

There may be circumstances where the Council charging a fee may not be in the Council's interest.

CE will also charge for producing copy documents £27.50 for first six pages and 58p 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 £33.00 per hour.

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

The minimum fee has been increased by 10% to reflect the average time spent by a surveyor on transactions in the previous year.

## Justification for revised charge (compared to previous year)

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.



**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.

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

N/A

**Level of subsidy in respect of service**

N/A

**Usage figures and source of this data**

Approximately 50 chargeable enquiries per annum resulting in approximately 50% being completed.

**Expected budgeted income – this should be calculated as the usage multiplied by the charge**

Approximately £5,500

**MANAGEMENT & ADMINISTRATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			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	300.00	360.00	330.00	396.00
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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	-	-	-	-
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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	250.00	300.00	275.00	330.00
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CP 0002B	Charge to successful bidder upon completion (should a final offer be accepted)		S	300.00	360.00	330.00	396.00
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Assignment of Leases or sublettings

CP 0003	Charge to include initial enquires/credit check		S	250.00	300.00	275.00	330.00
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CP 0004	Charge to successful assignor upon completion		S	250.00	300.00	275.00	330.00
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Alterations and/or change of use

CP 0005	Charge to include initial enquiries	per enquiry	S	250.00	300.00	275.00	330.00
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CP 0006	Charge to Tenant on completion	per enquiry	S	250.00	300.00	275.00	330.00
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Wayleaves/Easements

CP 0007	Charge to include initial enquiries	per enquiry	S	250.00	300.00	275.00	330.00
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CP 0008	Charge to Tenant on completion	per enquiry	S	290.00	348.00	319.00	382.80
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Enquiries where a set fee is not established

CP 0009	Charge to member of the public/outside company	per hour	S	210.00	252.00	231.00	277.20
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Licences for use of Council Land

CP 0010	Hourly rate charge Minimum 2 hours min £143	per hour	S	130.00	156.00	143.00	171.60
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Pine Close AP scheme administration fee

CP 0011	Dealing with surrender and grant of new lease	per enquiry	S	250.00	300.00	275.00	330.00
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Administration charges

CP 0012	Producing copy documents	first six pages	S	25.00	30.00	27.50	33.00
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CP 0013		per extra page	S	0.50	0.60	0.58	0.70
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CP 0014	Charge for large/complicated plans or documents	per hour	S	30.00	36.00	33.00	39.60
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CP 0015	Producing Large plans (fee is variable based on recovery of costs involved)	per enquiry	S	-	-	-	-
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Policy Executive  
**Budget Book Area:** Management & Administration  
**Service Area:** Management and Administration Support  
**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 (%)

10% increase based on average cost of transactions and benchmarking exercise.

## Justification for revised charge (compared to previous year)

Full cost recovery based on average cost of transactions.

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

Benchmarking Exercise undertaken with PLP authorities.

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

N/A

## Level of subsidy in respect of service

N/A

## Usage figures and source of this data

Due to the nature of these services it is difficult to estimate usage figures as they are dependent upon demand and instructions from other services.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£10,125

**MANAGEMENT & ADMINISTRATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**MANAGEMENT AND ADMINISTRATION SUPPORT**

**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	76.50	91.80	84.17	101.00
CU 0103	Letter of Postponement of Discount Charge to enable further borrowing	S	178.50	214.20	196.38	235.65
CU 0104	Repayment of Right to Buy Discount	S	153.00	183.60	168.33	202.00
CU 0105	Production of Mortgage Discharge Deed (DS1)	S	153.00	183.60	168.33	202.00
CU 0106	Retrospective Consent to Alterations	S	82.46	98.95	90.71	108.85
CU 0147	Notice of Assignment	S	153.00	183.60	168.33	202.00
CU 0148	Covenant Modification/Release	S	765.00	918.00	841.50	1,009.80
CU 0149	Easement	S	816.00	979.20	897.63	1,077.15
CU 0150	Right to Buy Lease Enquiries	S	153.00	183.60	168.33	202.00
CU 0151	Supply Information	S	81.58	97.90	89.75	107.70
CU 0152	Certificate of Compliance	S	102.00	122.40	112.21	134.65

Shared Ownership

CU 0107	Purchase of further share - Freehold	S	459.00	550.80	504.92	605.90
CU 0108	Purchase of further share - Leasehold (Memo of Staircasing)	S	459.00	550.80	504.92	605.90
CU 0109	Purchase of further share - Leasehold (Grant of new Lease)	S	459.00	550.80	504.92	605.90
CU 0110	Licence to Assign/Conditional Consent	S	357.00	428.40	392.71	471.25
CU 0111	Licence to Underlet	S	357.00	428.40	392.71	471.25
CU 0112	Licence Renewal	S	357.00	428.40	392.71	471.25
CU 0113	Transaction Registration Fee (if lease rate is higher this will be charged instead of the standard fee)	per document S	76.50	91.80	84.17	101.00

Pine Close

CU 0114	Acting on Sale (1% will be charged if greater than standard fee)	S	1,326.83	1,592.20	1,459.54	1,751.45
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Lease Extension/Enfranchisement

CU 0115	Lessees' Statutory Right to extend lease or purchase freehold of block	S	1,530.00	1,836.00	1,683.00	2,019.60
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Lease Variation

CU 0116	Lease Variation	S	459.00	550.80	504.92	605.90
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Policy Executive  
**Budget Book Area:** Management & Administration  
**Service Area:** Management and Administration Support  
**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 (%)

10% increase based on average cost of transactions and benchmarking exercise.

## Justification for revised charge (compared to previous year)

Full cost recovery based on average cost of transactions.

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

Benchmarking Exercise undertaken with PLP authorities

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

N/A

## Level of subsidy in respect of service

N/A

## Usage figures and source of this data

Due to the nature of these services it is difficult to estimate usage figures as they are dependent upon demand and instructions from other services.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£6,478

**MANAGEMENT & ADMINISTRATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**MANAGEMENT AND ADMINISTRATION SUPPORT**

**LEGAL SERVICES - COMMERCIAL**

Shop Lease (ex CNT) (Non-Statutory renewal)

CU 0117	Shop Lease only	S	1,020.00	1,224.00	1,122.00	1,346.40
CU 0118	Shop Lease with Rent Deposit	S	1,224.00	1,468.80	1,346.42	1,615.70
CU 0119	Shop Lease with Licence to alter	S	1,785.00	2,142.00	1,963.50	2,356.20
CU 0147	Registration Fee for Charge (if lease rate is different this will be charged instead of the standard fee)	S	76.50	91.80	84.17	101.00

Commercial Lease (non-ex CNT)

CU 0120	Non-ex CNT Commercial Lease	S	1,224.00	1,468.80	1,346.42	1,615.70
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Community Lease (contribution)

CU 0121	Community Lease (contribution)	S	510.00	612.00	561.00	673.20
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Licence to Assign

CU 0122	Licence only	S	459.00	550.80	504.92	605.90
CU 0123	Licence with Rent Deposit	S	663.00	795.60	729.33	875.20
CU 0124	Licence with Licence to alter/change use	S	714.00	856.80	785.42	942.50

Other Licence (no assignment)

CU 0125	Other Licence (no assignment)	S	612.00	734.40	673.21	807.85
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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	561.00	673.20	617.13	740.55
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Policy Executive  
**Budget Book Area:** Management & Administration  
**Service Area:** Management and Administration Support  
**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 (%)

10% increase based on average cost of transactions and benchmarking exercise.

## Justification for revised charge (compared to previous year)

Full cost recovery based on average cost of transactions.

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

Benchmarking Exercise undertaken with PLP authorities

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

N/A

## Level of subsidy in respect of service

N/A

## Usage figures and source of this data

Due to the nature of these services it is difficult to estimate usage figures. They are dependent upon demand and instructions from other services.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£19,168

**MANAGEMENT & ADMINISTRATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**MANAGEMENT AND ADMINISTRATION SUPPORT**

**LEGAL SERVICES - GENERAL LAND TRANSACTIONS**

Disposals

CU 0127	Under £10k	S	867.00	1,040.40	953.71	1,144.45
CU 0128	Other Land Disposals £10k+ (charge will be 1% of the disposal if this is greater than the fixed fee)	S	1,530.00	1,836.00	1,683.00	2,019.60

Wayleaves/Easements

CU 0129	Wayleaves/Easements	S	758.21	909.85	834.04	1,000.85
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Auction Packs

CU 0130	Auction Packs	S	82.46	98.95	90.71	108.85
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Licence Agreement

CU 0131	Licence Agreement	S	816.00	979.20	897.63	1,077.15
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Policy Executive  
**Budget Book Area:** Management & Administration  
**Service Area:** Management and Administration Support  
**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 (%)

Varied depending upon average cost of transactions and benchmarking exercise.

## Justification for revised charge (compared to previous year)

Full cost recovery based on average cost of transactions.

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

Benchmarking Exercise undertaken with PLP authorities

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

N/A

## Level of subsidy in respect of service

N/A

## Usage figures and source of this data

Due to the nature of these services it is difficult to estimate usage figures. They are dependent upon demand and instructions from other services, therefore the expected income figures are based on previous years' income.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

£40,000

**MANAGEMENT & ADMINISTRATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**MANAGEMENT AND ADMINISTRATION SUPPORT**

**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 2023/24 ONWARDS

**Committee:** Policy Executive  
**Budget Book Area:** Management & Administration  
**Service Area:** Management and Administration Support  
**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 for revised charge (compared to previous year)

Full cost recovery based on average cost of transactions.

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

Based on the nationally adopted Solicitor Guideline rates.

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

N/A

## Level of subsidy in respect of service

N/A

## Usage figures and source of this data

Not able to be predicted.

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

Not able to be predicted.

**MANAGEMENT & ADMINISTRATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**MANAGEMENT AND ADMINISTRATION SUPPORT**

**LEGAL SERVICES - HOURLY RATES**

Where set fee not established (based on market)

Solicitors & Legal Execs over 8 years experience

CU 0143	Solicitors & Legal Execs over 8 years experience	per hour	S	261.00	313.20	261.00	313.20
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Solicitors & Legal Execs over 4 years experience

CU 0144	Solicitors & Legal Execs over 4 years experience	per hour	S	218.00	261.60	218.00	261.60
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Other Solicitors & Legal Execs and fee earners of equivalent experience

CU 0145	Other Solicitors & Legal Execs and Fee Earners of equivalent experience	per hour	S	178.00	213.60	178.00	213.60
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Trainee Solicitors, Paralegals and other fee earners

CU 0146	Trainee Solicitors, Paralegals and other Fee Earners	per hour	S	126.00	151.20	126.00	151.20
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# CHARGING DIRECTORY FROM 2023/24 ONWARDS

**Committee:** Policy Executive  
**Budget Book Area:** Management & Administration  
**Service Area:** Management and Administration Support  
**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 (%)

10%

## Justification for revised charge (compared to previous year)

Increase following corporate decision.

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

Benchmarking carried out by Thurrock Film Office (run by Thurrock Council). The Fees have been based on other Londong Boroughs and Essex Authorities, we have matched values to Thurrock as they fall in line with other Essex Local Authorities.

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

N/A

## Level of subsidy in respect of service

N/A

## Usage figures and source of this data

N/A

## Expected budgeted income – this should be calculated as the usage multiplied by the charge

2020/21 was the first year these charges were implemented. This is being reviewed annually.

**MANAGEMENT & ADMINISTRATION**  
**SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

REFERENCE No.	DESCRIPTION OF CHARGE	VAT	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			EXCL VAT	INCL VAT	EXCL VAT	INCL VAT

**MANAGEMENT AND ADMINISTRATION SUPPORT**

**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	350.00	420.00	385.00	462.00
MC 0030	Medium Crew (6 to 15 people)	per half day	S	450.00	540.00	495.00	594.00
MC 0031	Large Crew (16 to 50 people)	per half day	S	750.00	900.00	825.00	990.00

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	-	-	-	-