

**RECOMMENDED that:**

- (a) the proposed Fees and Charges for 2018/19 are considered and recommended to Council for approval as part of the 2018/19 budget setting process;**
- (b) approval for any changes required to the fees and charges for Temporary Accommodation services are delegated to the Director of Finance, in consultation with the Cabinet Member for Finance; and**
- (c) Director of Finance be authorised to make any changes to the fees and charges for the Hertfordshire Building Control Service following the agreement of the Commissioning Panel.**

**Purpose**

To consider the 2018/19 Fees and Charges.

**Introduction**

The Council reviews its fees and charges on an annual basis, to ensure that they are appropriate, both in terms of maximising income and ensuring value for money for residents.

A key assumption of the Medium Term Financial Strategy (MTFS) is that the Council will take a commercial approach to charging for services and that income will be maximised to ensure that fee charging services are provided at a nil cost subsidy to the taxpayer.

Income from fees and charges represents 42% of the Council's external income (excluding government grants and local taxation income).

**2018/19 Fees and Charges**

The proposed fees and charges for 2018/19 are detailed at the end of this report..

An increase of 2% has been included unless statutory or legislative changes require a different rate. Further adjustments have been made that reflect changes in the cost of service provision, market factors affecting local demand and competition, as a result of benchmarking or the simplification and rounding of prices. All of these factors have been considered with a view to meeting the Council's budgetary aims, while still providing services that offer value for money to residents.

The majority of fees and charges have been increased in line with the general guidance outlined above.

New fees that have been introduced for 2018/19 include:

**Economic Development:** a range of indicative sponsorship rates for floral displays, festive lighting, events and lamp column banners are detailed on page 26. Fees vary depending on the size and location of the item and sponsorship has been introduced to enable the Council to continue providing services at a reduced cost to the tax payer.

**Lowewood Museum:** the Council entered into an agreement with Epping Forest District Council for the day to day running of the museum in February 2012. It is proposed that the fees for Lowewood are bought in line with the other museums operated by Epping Forest. All income generated from the charges levied at the museum is received by Epping Forest.

**Temporary Accommodation:** the rent levels charged to occupants of the Council's temporary accommodation units have been reviewed to ensure that they accurately reflect the costs to the Council of maintaining the accommodation. The service is being closely monitored and it may be that further changes to the charges levied may be required. Therefore, permission is sought to delegate approval of any changes to the temporary accommodation fees and charges to the Director of Finance in consultation with the Cabinet Members for Finance and Planning and Community Development.

**Building Control:** the building control service has been run by Hertfordshire Building Control Ltd since August 2016. The Company will be proposing a set of generic fees and charges across the participating districts. The timing of these proposals is such that they have not been incorporated into the schedule included with this report. Therefore, permission is sought to delegate approval of any changes to the building control fees and charges to the Director of Finance once the final proposals have been received from the Building Control Commissioning Panel.

## **Financial, Legal and Risk Management Implications**

The financial implications are outlined in the main body of the report.

## **Alternative Options Considered**

The Council could decide to freeze or reduce fees and charges. However, given the significance of the income generated by fees and charges to the overall balanced budget position, this would create additional financial pressures which would have to be offset by reductions in costs or levels of service.

## **Equalities Implications**

The equalities implications of changes to the fees and charges have been considered as part of the overall estimates setting process.

## **Contribution to the Council's Objectives**

The generation of income from fees and charges has contributed to the Council becoming financially self-sufficient.

## **Conclusion**

The 2018/19 fees and charges are proposed to be set at levels which represent value for money for residents but also maximise income for the Council.

Contact Officer:  
Mrs R Keene (Ext. 5871)  
Mrs G Berry (Ext. 5808)

List of Background Papers:  
Estimate working papers held by Financial Planning and Reporting.

# FEES AND CHARGES

	<b>Page</b>
Local Land Charges	5
Council Minutes and Electoral Registration	6
Planning and Building Control Fees	7
Local Licensing	18
Temporary Accommodation	22
Other Council Services	23
Economic Development	26
Waste and Recycling Services	27
Cemetery Services	28
Parks and Open Spaces	30
Community Activities	32
Lowewood Museum	33
Borough Offices Hire	35
Broxbourne Sport and Broxbourne Leisure and Culture	36

## VAT INDICATORS

SS Standard rated sales  
 SZ Zero rated sales  
 SO Sales outside the scope of VAT  
 SE Sales exempt from VAT

**Note:** Fees and charges are inclusive of VAT where appropriate. The Council reserve the right to change the VAT indicator should the relevant legislation change.

## LOCAL LAND CHARGES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>Local Land Charges</b>					
Local Land Charge 1/Con 29					
Part 1					
Standard enquiries					
- One parcel of land **	61.00	61.00	0.00	0%	SO
- Each additional parcel	32.00	32.00	0.00	0%	SO
Part 2					
Optional enquiry (printed enquiry)					
Each additional enquiry	15.00	15.00	0.00	0%	SO
Local Land Charge 1 Only					
Whole or Part of the Register					
Each additional parcel	16.00	16.00	0.00	0%	SO
	11.00	11.00	0.00	0%	SO
** Includes £14.00 fee paid to the County Council for answering highways questions.					
Enhanced record inspection					
Common Land Registration	15.00	15.00	0.00	0%	SO
	15.00	15.00	0.00	0%	SO

## COUNCIL MINUTES AND ELECTORAL REGISTRATION

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>Council Minutes, etc.</b>					
- per meeting	8.00	8.50	0.50	6%	SZ
- per annum	110.00	112.00	2.00	2%	SZ
<b>Register of Electors</b>					
Paper*					
- base fee	10.00	10.00	0.00	0%	SO
- additional charge per 1,000 (or part) elector names	5.00	5.00	0.00	0%	SO
Data*					
- base fee	20.00	20.00	0.00	0%	SO
- additional charge per 1,000 (or part) elector names	1.50	1.50	0.00	0%	SO
Confirmation of current register residence	15.00	15.00	0.00	0%	SS
Street Index to register	19.00	19.50	0.50	3%	SO
Marked Register and Marked Postal Voters List					
Paper *					
- base fee	10.00	10.00	0.00	0%	SO
- additional charge per 1,000 (or part) elector names	2.00	2.00	0.00	0%	SO
Data*					
- base fee	10.00	10.00	0.00	0%	SO
- additional charge per 1,000 (or part) elector names	1.00	1.00	0.00	0%	SO
Confirmation of current register residence	15.00	15.00	0.00	0%	SS

\* Statutory charges

# PLANNING FEES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT indicator
<b>FEES FOR PLANNING APPLICATIONS</b>					
All applications for planning permission with the exception of those types of application set out in G below are required by Government legislation to be accompanied by a fee. If the need for more detailed information arises the Town and Country Planning (Fees Applications, Deemed Applications, Requests and Site Visits)(England) Regulations (2012)(as amended) should be consulted.					
<b>TYPE OF APPLICATION</b>					
<b>A. OUTLINE APPLICATIONS FOR THE ERECTION OF BUILDINGS</b>					
Per 0.1 hectare (or part thereof) of site area, subject to a maximum of £9527.75 12/13	385.00	462.00	77.00	20%	SO
Per 0.1 hectare over 2.5 hectares, subject to a maximum of £125,000 in total	115.00	138.00	23.00	20%	SO
<b>B. APPLICATIONS FOR THE APPROVAL OF DETAILS RESERVED BY AN OUTLINE PERMISSION</b>					
(i) Where the same applicant's earlier reserved matters applications under the same outline approval have incurred total fees equalling that for a full application for this entire scheme.	385.00	462.00	77.00	20%	SO
(ii) In all other cases - a sum calculated in accordance with Category C below					
<b>C. FULL APPLICATIONS FOR THE ERECTION OF BUILDINGS</b>					
(i) Dwelling houses (up to and including 50)	385.00	462.00	77.00	20%	SO
Per dwelling over 50 (maximum of £250,000)	115.00	138.00	23.00	20%	SO
(ii) Agricultural buildings					
Not more than 465m <sup>2</sup>	80.00	96.00	16.00	20%	SO
465 - 540m <sup>2</sup>	385.00	462.00	77.00	20%	SO
More than 540m <sup>2</sup> but not more than 4,215m <sup>2</sup>	385.00	462.00	77.00	20%	SO
Over 4,215m <sup>2</sup> for each 75m <sup>2</sup> , subject to a maximum of £250,000)	115.00	138.00	23.00	20%	SO
(iii) Agricultural glasshouses and poly-tunnels					
Not more than 465m <sup>2</sup>	80.00	96.00	16.00	20%	SO
Exceeding 465m <sup>2</sup>	2,150.00	2,580.00	430.00	20%	SO
(iv) The enlargement, improvement or other alteration of existing dwelling houses					
(a) relating to 1 dwelling	172.00	206.00	34.00	20%	SO
(b) relating to 2 or more dwelling houses	339.00	407.00	68.00	20%	SO
(v) The erection of a building within the curtilage of an existing dwelling house for purposes ancillary to the enjoyment of the dwelling	172.00	206.00	34.00	20%	SO
(vi) The erection of buildings not falling within category C (i) - (iv)					
(a) Where no new floor space is created	195.00	234.00	39.00	20%	SO
(b) Not more than 40m <sup>2</sup>	195.00	234.00	39.00	20%	SO
(c) 40 - 75m <sup>2</sup>	385.00	462.00	77.00	20%	SO
(d) more than 75m <sup>2</sup> but no more than 3,750m <sup>2</sup>	385.00	462.00	77.00	20%	SO
Over 3,750m <sup>2</sup> for each 75m <sup>2</sup> , subject to a maximum of £250,000	115.00	138.00	23.00	20%	SO

## PLANNING FEES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT indicator
<b>D. ENGINEERING OR OTHER OPERATION NOT FALLING IN CATEGORIES A-C</b>					
(i) Winning and working of minerals:- Per 0.1 hectare (not more than 15 hectares)	195.00	234.00	39.00	20%	SO
For each 0.1 hectare in excess of 15 hectare up to a maximum of £65,000	115.00	138.00	23.00	20%	SO
(ii) Gates, fences, walls along a boundary of a dwelling house	172.00	206.00	34.00	20%	SO
(iii) Erection, alteration or replacement of plant and machinery Per 0.1 hectare not more than 5 hectares	385.00	462.00	77.00	20%	SO
More than 5 hectares subject to a maximum of £250,000	115.00	138.00	23.00	20%	SO
(iv) Car parks, service road and other access for a single undertaking carrying on an existing use	195.00	234.00	39.00	20%	SO
(v) Operations not falling within (i) - (iv) Per 0.1 hectare subject to a maximum of £250,000	195.00	234.00	39.00	20%	SO
<b>E. CHANGES OF USE</b>					
(i) Change of use of a building to use as one or more separate dwelling houses Not more than 50 dwellings	385.00	462.00	77.00	20%	SO
Per extra dwelling over 50, subject to a maximum of £250,000	115.00	138.00	23.00	20%	SO
(ii) Use of land for the disposal of refuse waste materials or for the deposit of material remaining after minerals have been extracted from land or the use of land for the storage of minerals in the open. Per 0.1 hectare for the site area, or subject to a maximum of £29,112.25	195.00	234.00	39.00	20%	SO
Per 0.1 ha over 15 has, subject to a maximum of £65,000	115.00	138.00	23.00	20%	SO
(iii) Any change of use of a building or of land not falling within (i) or (ii)	385.00	462.00	77.00	20%	SO
<b>F. OTHER APPLICATIONS</b>					
(i) Applications to remove or vary a condition previously imposed or to renew a temporary planning permission or renew an unimplemented permission which would otherwise lapse because of an imposed time limit	195.00	234.00	39.00	20%	SO
(ii) Applications involving more than one category of development - higher of fees calculated in accordance with above categories EXCEPT when dwelling houses are involved, when the fee appropriate to that category is added to the higher of the fees appropriate to the other category	0.00	0.00	0.00	0%	SO
(iii) Alternative applications made simultaneously or developments not wholly within this Borough - special provisions apply; contact the Council for advice	0.00	0.00	0.00	0%	SO
<b>G. ADVERTISEMENTS</b>					
(i) Advertisements displayed on business premises (with qualifications) or displaying directions to business premises	110.00	132.00	22.00	20%	SO
(ii) All other advertisements	385.00	462.00	77.00	20%	SO



## PLANNING FEES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT indicator
<b>H. CERTIFICATES OF LAWFUL USE OR DEVELOPMENT</b>					
(i) Existing use of buildings or other land or existing operations in, on, over or under land - as for planning permission	0.00	0.00	0.00	0%	SO
(ii) Failure to comply with any condition or limitation subject to which planning permission has been granted	195.00	234.00	39.00	20%	SO
(iii) Proposed use of buildings or other land or proposed operations in, on, over or under land - half the amount that would be payable for planning permission.	0.00	0.00	0.00	0%	SO
<b>I. CONFIRMATION OF COMPLIANCE WITH CONDITION(S) ATTACHED TO ANY OTHER GRANT OF PLANNING PERMISSION</b>					
Application for removal or variation of a condition following grant of planning permission	195.00	234.00	0.00	0%	SO
Request for confirmation that one or more planning conditions have been complied with - Householder	28.00	34.00	0.00	0%	SO
Request for confirmation that one or more planning conditions have been complied with - All other apps	97.00	116.00	0.00	0%	SO
<b>J. PRIOR NOTIFICATION APPLICATIONS</b>					
Where an application is made for the determination as to whether the prior approval of the Council will be required to the siting, design and external appearance of a building or the siting and means of construction of a private way under Part 6, Part 7 or Part 31 of Schedule 2 to the General Permitted Development Order relating to certain agricultural and forestry developments or installation of a radio mast, radio equipment housing over 2m <sup>3</sup> or a public call box, a fee shall be paid to that authority.	80.00	96.00	16.00	20%	SO
For an application under Part 24	385.00	462.00	77.00	20%	SO
Householder - Request for confirmation that one or more planning conditions have been complied with	28.00	34.00	6.00	21%	SO
Other - Request for confirmation that one or more planning conditions have been complied with	95.00	116.00	21.00	22%	SO
<b>Prior approval</b>					
Agricultural and forestry buildings & operations or demolition of buildings	80.00	96.00	0.00	0%	SO
Telecommunications code systems operations	385.00	462.00	0.00	0%	SO
Proposed change of use to state funded school or registered nursery	80.00	96.00	0.00	0%	SO
Proposed change of use of agricultural building to a state-funded school or registered nursery	80.00	96.00	0.00	0%	SO
Proposed change of use of agricultural building to a flexible use within shops, financial and professional services, restaurants and cafes, business, storage or distribution, hotels or assembly or leisure	80.00	96.00	0.00	0%	SO

## PLANNING FEES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT indicator
Proposed change of use of a building from office (use class B1) use to a use falling within use class C3 (dwelling house)	80.00	96.00	0.00	0%	SO
Proposed change of use of Agricultural building to a dwelling house (use class C3) where there are no associated building engineers.	80.00	96.00	0.00	0%	SO
Proposed change of use of agricultural building to a dwelling house (use class C3), and associated building operations	172.00	206.00	0.00	0%	SO
Proposed change of use of a building from a retail (use class A1 or A2) use or a mixed retail and residential use to a use falling within Use Class C3 (dwelling house) where there are no associated building operations	80.00	96.00	0.00	0%	SO
Proposed change of use of a building from a retail (use class A1 or A2) use or a mixed retail and residential use to a use falling within use class C3 (dwelling house) and associated building operations	172.00	206.00	0.00	0%	SO
Notification of prior approval for a change of use from storage or distribution buildings (Class B8) and any land within its curtilage to dwelling houses (Class C3)	80.00	96.00	0.00	0%	SO
Notification of prior approval for a change of use from amusement arcades/centres and casinos (sui generis uses) and any land within its curtilage to dwelling house (class C3)	80.00	96.00	0.00	0%	SO
Notification of prior approval for a change of use from amusement/arcades/centres and casinos, (sui generis uses) and any land within its curtilage to dwelling houses (Class C3) and associated building operations	172.00	206.00	0.00	0%	SO
Notification for prior approval for a change of use from shops (class C1), financial and professional services (class A2), betting offices, pay day loan shops and casinos (sui generis uses) to restaurants and cafes	80.00	96.00	0.00	0%	SO
Notification for prior approval for a change of use from shops (class C1), financial and professional services (class A2), betting offices, pay day loan shops and casinos (sui generis uses) to restaurants and cafes and associated building operations	172.00	206.00	0.00	0%	SO
Notification for prior approval for a change of use from shops (class C1), financial and professional services (class A2), betting offices, pay day loan shops and casinos (sui generis uses) to assembly and leisure uses (class D2)	80.00	96.00	0.00	0%	SO
Installation of PV equipment on non-domestic buildings	n/a	96.00	New	New	SO
The erection of click and collect facilities within the land area of a shop	n/a	96.00	New	New	SO
Temporary use of buildings or land for film-making purposes	n/a	96.00	New	New	SO
Provision of temporary school buildings on vacant commercial land for state funded schools	n/a	96.00	New	New	SO
Larger Home Extension	0.00	0.00	0.00	0%	SO

## PLANNING FEES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT indicator
<b>Application for a non-material amendment following a grant of permission</b>					
Householder Developments	28.00	34.00	6.00	21%	SO
Other Developments	195.00	234.00	39.00	20%	SO
<b>K. NO FEE IS PAYABLE IN RESPECT OF THE FOLLOWING CLASSES OF APPLICATION</b>					
(i) Extension and alterations to registered disabled person's dwelling to improve their access to or within the dwelling or to provide facilities for greater safety, health or comfort and for applications to improve access to public buildings including shops and cinemas. Any such application should be accompanied by evidence that the resident or proposed resident is a registered disabled person to whom Section 29 of the National Assistance Act, 1948 applies or a child who is disabled for the purposes of Part 3 of the Children Act 1989.	0.00	0.00	0.00	0%	SO
(ii) Any application for development which would not have required planning permission were it not for either a direction made under Article 4 of the General Permitted Development Order or a condition imposed upon specific planning permission taking away or limiting the permitted development rights.	0.00	0.00	0.00	0%	SO
(iii) Application for development within 12 months of submission of the application, refusal, withdrawal or approval of an earlier application of similar character on the same site for the same applicant. NB: This exemption can be claimed once.	0.00	0.00	0.00	0%	SO
<b>Permission in Principle Applications</b>					
Applications seeking permission in principle. Charge per 0.1 Hectare	n/a	402.00	New	New	SS
<b>PLANNING PUBLICATIONS &amp; OTHER CHARGES</b>					
Fees - Planning professional services (per hour)	101.00	103.00	2.00	2%	SS
High Hedge Complaints	207.00	211.00	4.00	2%	SS
<b>SUPPLY &amp; PHOTOCOPY (per item unless indicated otherwise)</b>					
- Decision Notices / Planning Applications	18.70	19.00	0.30	2%	SS
- Section 106 agreement	37.50	38.25	0.75	2%	SS
- Plans (up to and including A3)	4.80	4.90	0.10	2%	SS
- Plans (larger than A3)	36.40	37.00	0.60	2%	SS
- Misc. A4 documents (other than those specified above):					
: Minimum charge (up to 6 sheets)	2.20	2.25	0.05	2%	SS
: For each additional sheet	0.30	0.30	0.00	0%	SS
Tree Preservation Orders (per document) posted	31.20	31.80	0.60	2%	SS
Tree Preservation Orders (per document) emailed	15.60	15.90	0.30	2%	SS
Completion Certificates (post facto)	31.60	32.25	0.65	2%	SS

## PLANNING FEES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT indicator
<b>PUBLICATIONS</b>					
<b>Local Plan Review</b>					
Local Plan (Adopted) plus £3.00 p&p	38.50	39.20	0.70	2%	SS
Local Plan (Draft 2016) plus £3.00 p&p	38.50	39.20	0.70	2%	SS
Local Plan (Draft 2016) plus £3.00 p&p (Written statement no map)	24.40	24.80	0.00	0%	SS
Proposals map only plus £1.00 p&p	17.10	17.40	0.30	2%	SS
Borough wide supplementary planning guidance, plus £1 p&p	11.40	11.60	0.20	2%	SS
Local Plan Inspector's Report plus £3.00 p&p	28.70	29.20	0.50	2%	SS
Previous local plans and reports (where available) plus £3.00 p&p	28.70	29.20	0.50	2%	SS
Supplementary Planning Guidance and Development Briefs Consultant and Technical Studies (incl p&p)	11.40	11.60	0.20	2%	SS
	101.00	103.00	2.00	2%	SS
<b>Local Plan Regulation 19 Submission Version 2017</b>					
Regulation 19 submission plus £3.00 p&p	38.50	39.20	0.70	2%	SS
Regulation 19 submission plus £3.00 p&p (Written statement no map)	24.40	24.80	0.40	2%	SS
Regulation 19 Proposals map only plus £1.00 p&p	17.10	17.40	0.30	2%	SS
<b>Existing Properties</b>					
Change of house name or adding an alias name	0.00	0.00	0.00	0%	SO
Division of existing property 1-5 units	81.50	83.00	1.50	2%	SO
Division of existing property into more than 5 units	108.00	110.00	2.00	2%	SO
<b>New Properties</b>					
1 Plot	54.00	55.00	1.00	2%	SO
2-5 Plots	108.00	110.00	2.00	2%	SO
6-25 Plots	216.00	220.00	4.00	2%	SO
26-75 Plots	540.00	550.00	10.00	2%	SO
76+ Plots	756.00	771.00	15.00	2%	SO
Additional charge where this includes naming a building	162.00	165.00	3.00	2%	SO
<b>New Streets</b>					
Additional change to house numbering where this includes naming of a street	162.00	165.00	3.00	2%	SO
<b>Existing Street</b>					
Renaming of street where requested by resident	0.00	0.00	0.00	0%	SO
<b>Scanning &amp; Emailing Documents</b>					
Plans (up to and including A3)	2.40	2.40	0.00	0%	SS
Plans (larger than A3)	18.20	18.20	0.00	0%	SS
Decision Notices	n/a	8.00	New	New	SS
S106 Agreements	n/a	19.00	New	New	SS

## PLANNING FEES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT indicator
<b>Pre-Planning Advice &amp; Guidance</b>					
<b>Band A</b> charge per meeting + written advice - Major proposals of 10 dwellings or more; Sites over 0.5ha; Development of more than 100m <sup>2</sup> (including change of use).	1,020.00	1,040.00	20.00	2%	SS
<b>Band B</b> charge per meeting + written advice- Minor proposals of fewer than 10 dwellings; Business, employment offices, industry, leisure, retail, agriculture less than 1,000m <sup>2</sup> ; Servicing, distribution, education, telecoms equipment/apparatus; Change of use less than 1,000m <sup>2</sup>	255.00	260.00	5.00	2%	SS
<b>Band C</b> - Other proposals domestic/extensions/resident/householders/advertisements	52.00	53.00	1.00	2%	SS

Written advice is charged at the above fees

**Exemptions** - the above charges do not apply to registered charities or where works are required to meet the needs of a persons disability.

## BUILDING CONTROL FEES

	Actual	Proposed	Change	Change	VAT
	2017/18	Fee 2018/19	from 2017/18	from 2017/18	indicator
	£	£	£	%	

**FEES FOR BUILDING CONTROL - Set by Hertfordshire Building Control Ltd**

The three tables (i) - (iii) indicate the fees payable for Full Plans and Building Notice applications and are inclusive of VAT. A Full Plans application comprises of a plan fee and an inspection fee. A Full Plans application should be submitted with the correct plan fee, the inspection fee is payable upon commencement of work. The equivalent of both the plan fee and the inspection fee are payable upon submission of a Building Notice application.

### REGULARISATION FEES

Regularisation fees are equal to 102.5% of the Building Notice charges and are not subject to VAT. Applicants should remove the 20% VAT element before adding 22.5% to the Building Notice fee to determine the Regularisation fee.

### TABLE 1 - NEW DWELLINGS UP TO 300M2 WITH NOT MORE THAN 3 STOREYS

#### (i) FULL PLANS - PLAN FEE

Number of dwellings					
1	300.00	TBC	n/a	n/a	SS
2	400.00	TBC	n/a	n/a	SS
3	500.00	TBC	n/a	n/a	SS
4	600.00	TBC	n/a	n/a	SS
5	700.00	TBC	n/a	n/a	SS
Conversion of existing building into two flats	250.00	TBC	n/a	n/a	SS
Conversion of existing building into three flats	250.00	TBC	n/a	n/a	SS

#### FULL PLANS AND BUILDING NOTICE FEES (continued)

#### (ii) FULL PLANS - INSPECTION FEE

Number of dwellings					
1	566.00	TBC	n/a	n/a	SS
2	733.00	TBC	n/a	n/a	SS
3	900.00	TBC	n/a	n/a	SS
4	1,065.00	TBC	n/a	n/a	SS
5	1,232.00	TBC	n/a	n/a	SS
6	IDC	TBC	n/a	n/a	SS
7	IDC	TBC			SS
<b>Number of dwellings</b>					
1	866.00	TBC	n/a	n/a	SS
2	1,133.00	TBC	n/a	n/a	SS
3	1,400.00	TBC	n/a	n/a	SS
4	1,665.00	TBC	n/a	n/a	SS
5	1,932.00	TBC	n/a	n/a	SS
6	IDC	TBC			SS
7	IDC	TBC			SS

## BUILDING CONTROL FEES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT indicator
<b>TABLE 2 - DOMESTIC EXTENSIONS, LOFT CONVERSIONS, ALTERATIONS &amp; DETACHED BUILDINGS TO BE USED WITH A DWELLING</b>					
<b>(i) FULL PLANS - PLAN FEE</b>					
1. Garage/carport not exceeding 40m2 to be used with another building	200.00	TBC	n/a	n/a	SS
2. Garage/carport between 40 and 100m2	200.00	TBC	n/a	n/a	SS
3. Extension to a dwelling not exceeding 3 storeys under 10m2 floor area	200.00	TBC	n/a	n/a	SS
4. Extension to a dwelling not exceeding 3 storeys between 10 and 40m2 floor area	200.00	TBC	n/a	n/a	SS
5. Extension to a dwelling not exceeding 3 storeys between 40 and 100m2 floor area (previously between 40 and 60m2)	200.00	TBC	n/a	n/a	SS
6. Conversion of garage to habitable room	200.00	TBC	n/a	n/a	SS
7. Loft conversion under 40m2	200.00	TBC	n/a	n/a	SS
8. Loft conversion 40 to 100m2	200.00	TBC	n/a	n/a	SS
9. Alterations Under £2,000	50.00	TBC	n/a	n/a	SS
10. Alterations £2,000 to £5,000	100.00	TBC	n/a	n/a	SS
11. Alterations £5,000 to £10,000	100.00	TBC	n/a	n/a	SS
12. Upgrading thermal elements	100.00	TBC	n/a	n/a	SS
13. Replacement windows	150.00	TBC	n/a	n/a	SS
14. Electrical works under £2,000	200.00	TBC	n/a	n/a	SS
15. Electrical works £5000 to £10,000	250.00	TBC	n/a	n/a	SS

**TABLE 2 - DOMESTIC EXTENSIONS, LOFT CONVERSIONS, ALTERATIONS & DETACHED BUILDINGS TO BE USED WITH A DWELLING (continued)**

**(ii) FULL PLANS - INSPECTION FEE**

1. Garage/carport not exceeding 40m2 to be used with another building	200.00	TBC	n/a	n/a	SS
2. Garage/carport between 40 and 100m2	333.00	TBC	n/a	n/a	SS
3. Extension to a dwelling not exceeding 3 storeys under 10m2 floor area	300.00	TBC	n/a	n/a	SS
4. Extension to a dwelling not exceeding 3 storeys between 10 and 40m2 floor area	533.00	TBC	n/a	n/a	SS
5. Extension to a dwelling not exceeding 3 storeys between 40 and 100m2 floor area (previously between 40 and 60m2)	800.00	TBC	n/a	n/a	SS
6. Conversion of garage to habitable room	133.00	TBC	n/a	n/a	SS
7. Loft conversion under 40m2	533.00	TBC	n/a	n/a	SS
8. Loft conversion 40 to 100m2	733.00	TBC	n/a	n/a	SS
9. Alterations Under £2,000	83.00	TBC	n/a	n/a	SS
10. Alterations £2,000 to £5,000	200.00	TBC	n/a	n/a	SS
11. Alterations £5,000 to £10,000	283.00	TBC	n/a	n/a	SS
12. Upgrading thermal elements	167.00	TBC	n/a	n/a	SS

## BUILDING CONTROL FEES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT indicator
<b>(iii) BUILDING NOTICE</b>					
1. Garage/carport not exceeding 40m2 to be used with another building	400.00	TBC	n/a	n/a	SS
2. Garage/carport between 40 and 100m2	533.00	TBC	n/a	n/a	SS
3. Extension to a dwelling not exceeding 3 storeys under 10m2 floor area	500.00	TBC	n/a	n/a	SS
4. Extension to a dwelling not exceeding 3 storeys between 10 and 40m2 floor area	733.00	TBC	n/a	n/a	SS
5. Extension to a dwelling not exceeding 3 storeys between 40 and 100m2 floor area	1,000.00	TBC	n/a	n/a	SS
6. Conversion of garage to habitable room	333.00	TBC	n/a	n/a	SS
7. Loft conversion under 40m2	733.00	TBC	n/a	n/a	SS
8. Loft conversion 40 to 100m2	933.00	TBC	n/a	n/a	SS
9. Alterations Under £2,000	133.00	TBC	n/a	n/a	SS
10. Alterations £2,000 to £5,000	300.00	TBC	n/a	n/a	SS
11. Alterations £5,000 to £10,000	383.00	TBC	n/a	n/a	SS
12. Upgrading thermal elements	267.00	TBC	n/a	n/a	SS
13. Replacement windows	150.00	TBC	n/a	n/a	SS
14. Electrical works under £2,000	200.00	TBC	n/a	n/a	SS
15. Electrical works £5000 to £10,000	250.00	TBC	n/a	n/a	SS
<b>Institutional, residential, office, shop, assembly and recreation</b>					
Extension under 10m2	200.00	TBC	n/a	n/a	SS
Extension 10 to 40m2	200.00	TBC	n/a	n/a	SS
Extension 40 to 100m2	200.00	TBC	n/a	n/a	SS
Alterations under £5,000	200.00	TBC	n/a	n/a	SS
Alterations £5,000 to £10,000	200.00	TBC	n/a	n/a	SS
Mezzanine floor up to 100m2	200.00	TBC	n/a	n/a	SS
Shop refurbishment under £15,000	200.00	TBC	n/a	n/a	SS
<b>Industrial and Storage</b>					
Extension under 10m2	200.00	TBC	n/a	n/a	SS
Extension 10 to 40m2	200.00	TBC	n/a	n/a	SS
Extension 40 to 100m2	200.00	TBC	n/a	n/a	SS
Alterations under £5,000	200.00	TBC	n/a	n/a	SS
Alterations £5,000 to £10,000	200.00	TBC	n/a	n/a	SS
Mezzanine floor up to 100m2	200.00	TBC	n/a	n/a	SS
<b>INSPECTION FEE</b>					
<b>Institutional, residential, office, shop, assembly and recreation</b>					
Extension under 10m2	400.00	TBC	n/a	n/a	SS
Extension 10 to 40m2	600.00	TBC	n/a	n/a	SS
Extension 40 to 100m2	933.00	TBC	n/a	n/a	SS
Alterations under £5,000	133.00	TBC	n/a	n/a	SS
Alterations £5,000 to £10,000	267.00	TBC	n/a	n/a	SS
Mezzanine floor up to 100m2	200.00	TBC	n/a	n/a	SS
Shop refurbishment under £15,000	400.00	TBC	n/a	n/a	SS
<b>Industrial and Storage</b>					
Extension under 10m2	333.00	TBC	n/a	n/a	SS
Extension 10 to 40m2	466.00	TBC	n/a	n/a	SS
Extension 40 to 100m2	733.00	TBC	n/a	n/a	SS
Alterations under £5,000	133.00	TBC	n/a	n/a	SS
Alterations £5,000 to £10,000	267.00	TBC	n/a	n/a	SS
Mezzanine floor up to 100m2	200.00	TBC	n/a	n/a	SS



## BUILDING CONTROL FEES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT indicator
<b>OTHER FEES</b>					
Charge for viewing archived building regulation plans, per hour, (may be waived for certain applicants such as school children)	33.50	34.20	0.70	2%	SS
Written response to solicitor's enquiries*	43.00	44.00	1.00	2%	SS
<b>Building Control</b>					
Building Control Completion Certificates (post facto)	31.60	32.25	0.65	2%	SS
Building Control Completion Certificates (email)	15.80	16.10	0.30	2%	SS
Building Regulations Approvals (post facto)	18.70	19.00	0.30	2%	SS
Building Regulations Approvals (email)	9.35	9.55	0.20	2%	SS

The Building Control function is now performed by the Hertfordshire Building Control Service

## LOCAL LICENSING

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>ENVIRONMENTAL HEALTH</b>					
<b>Animal Boarding Establishment Act, 1963</b>					
- Annual Licence (Commercial)	357.00	365.00	8.00	2%	SO
- Annual Licence Renewal (Commercial)	300.00	310.00	10.00	3%	SO
- Annual Licence (Domestic)	180.00	184.00	4.00	2%	SO
- Annual Licence Renewal (Domestic)	153.00	153.00	0.00	0%	SO
<b>Animal Breeding</b>					
- Annual Licence - 5 or more litters	357.00	365.00	8.00	2%	SO
- Annual Licence renewal - 5 or more litters	300.00	310.00	10.00	3%	SO
- Annual Licence - 4 or less litters	153.00	158.00	5.00	3%	SO
- Annual Licence where held in conjunction with Animal Boarding or Pet Shop Licences	180.00	184.00	4.00	2%	SO
<b>Pet shops</b>					
- Annual Licence	230.00	235.00	5.00	2%	SO
minor variation	44.00	45.00	1.00	2%	SO
- Annual Licence where held in conjunction with Animal Boarding or Breeding licence	114.00	116.00	2.00	2%	SO
<b>Dangerous Wild Animals Act, 1976</b>					
- Biennial Licence new application as stated plus vet fees at cost	442.00	450.00	8.00	2%	SO
- Biennial Licence renewal as stated plus vet fees, if required, at cost	220.00	225.00	5.00	2%	SO
<b>Riding Establishments Acts, 1964 &amp; 1970</b>					
- Annual Licence *	405.00	415.00	10.00	2%	SO
<b>Zoo Licensing Act, 1981</b>					
- Licence					
a) New application*		Price on application			SO
b) Renewal (every 6 years)*		Price on application			SO
c) Transfer Licence*		Price on application			SO
d) Annual Inspection *		Price on application			SO
<b>Health Certificate</b>					
Fees Per Application , plus disbursements	132.00	132.00	0.00	0%	SO
Environmental health professional fees, per hour	116.00	116.00	0.00	0%	SO
<b>Acupuncture, Tattooing, Ear Piercing &amp; Electrolysis</b>					
- Registration					
a) Applicant	265.00	265.00	0.00	0%	SO
b) Premises	265.00	265.00	0.00	0%	SO
- Amendment to existing registration	96.00	96.00	0.00	0%	SO
- Amendment to existing ear piercing registration	41.00	41.00	0.00	0%	SO

## LOCAL LICENSING

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>ISSUE OF PERMITS</b>					
<b>Skip licence</b> - up to 7 days (set by Herts County Council )	35.00	35.00	0.00	0%	SO
-for each additional 7 days	18.00	18.00	0.00	0%	SO
<b>Scaffolding/hoarding</b> (set by Herts County Council)					
- up to first 14 days	90.00	90.00	0.00	0%	SO
- thereafter per week or part thereof	40.00	40.00	0.00	0%	SO
NB These charges are set by the County Council and all requests for skip and scaffold licences will have to be charged at HCC rates which might change periodically.					
<b>Control of Sex Establishments</b>					
- Annual Licence					
a) New application	1,000.00	1,020.00	20.00	2%	SO
b) Renewal	1,000.00	1,020.00	20.00	2%	SO
- Transfer Licence					
	1,000.00	1,020.00	20.00	2%	SO
<b>Street Trading</b>	500.00	500.00	0.00	0%	SO
<b>Street Café Licence</b> - annual licence (max. fee based on number of tables/chairs)	260.00	265.00	5.00	2%	SO
<b>Caravan Site Licence</b>		Price on application			SO
<b>TAXI &amp; PRIVATE HIRE LICENSING</b>					
<b>Driver licence (3 year duration)</b>					
a) New application	135.00	140.00	5.00	4%	SO
b) Renewal	120.00	120.00	0.00	0%	SO
Change of Licence Type	10.00	20.00	10.00	100%	SO
Replacement of lost badge	10.00	20.00	10.00	100%	SO
Deposit on badge	10.00	10.00	0.00	0%	SO
Knowledge Test	36.00	40.00	4.00	11%	SO
Knowledge Test - Fast Track - Additional Fee	15.00	15.00	0.00	0%	SO
<b>Annual vehicle licence</b>					
a) New application	155.00	160.00	5.00	3%	SO
b) Renewal	155.00	155.00	0.00	0%	SO
c) Wheelchair Accessible					
(1) New application	n/a	80.00	New	New	SO
(2) Renewal	n/a	75.00	New	New	SO
Plate for temporary vehicle	55.00	60.00	5.00	9%	SO
Change of licence type	30.00	35.00	5.00	17%	SO
Replacement of lost plate	20.00	25.00	5.00	25%	SO
Deposit on plate(s)	30.00	30.00	0.00	0%	SO
Extra plate for trailer	25.00	30.00	5.00	20%	SO
Executive/Special Event Disc	n/a	5.00	New	New	SO
<b>Operator's Licence (5 year duration)</b>					
a) New application	200.00	200.00	0.00	0%	SO
b) Renewal	200.00	200.00	0.00	0%	SO

## LOCAL LICENSING

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>Scrap Metal Dealers</b>					
a) Site licence (3 years)	300.00	300.00	0.00	0%	SO
b) Collectors licence (3 years)	200.00	200.00	0.00	0%	SO
c) Licence variation	50.00	50.00	0.00	0%	SO
<b>Housing Act 2004 (not statutory)</b>					
Service of improvement or prohibition notices	398.00	406.00	8.00	2%	SO
HMO licence (up to 10 hours investigation and preparation)	625.00	638.00	13.00	2%	SO
Hourly charge thereafter	71.00	72.50	1.50	2%	SO
<b>Liquor, Entertainment &amp; Refreshment Licensing</b> (Statutory unless where noted)					
<b>New applications</b>					
Band A = Premises where rateable value of £0 to £4,300	100.00	100.00	0.00	0%	SO
Band B = Premises where rateable value of £4,301 to £33,000	190.00	190.00	0.00	0%	SO
Band C = Premises where rateable value of £33,001 to £87,000	315.00	315.00	0.00	0%	SO
Band D = Premises where rateable value of £87,001 to £125,000	450.00	450.00	0.00	0%	SO
Band E = Premises where rateable value of £125,001 and above	635.00	635.00	0.00	0%	SO
<b>Renewals</b>					
Band A = Premises where rateable value of £0 to £4,300	70.00	70.00	0.00	0%	SO
Band B = Premises where rateable value of £4,301 to £33,000	180.00	180.00	0.00	0%	SO
Band C = Premises where rateable value of £33,001 to £87,000	295.00	295.00	0.00	0%	SO
Band D = Premises where rateable value of £87,001 to £125,000	320.00	320.00	0.00	0%	SO
Band E = Premises where rateable value of £125,001 and above	350.00	350.00	0.00	0%	SO
<b>Permitted, temporary activities, personal licences &amp; miscellaneous</b>					
Section 25 (theft, loss, etc. of premises licence or summary)	10.50	10.50	0.00	0%	SO
Section 29 (application for a provisional statement where premises being built, etc)	315.00	315.00	0.00	0%	SO
Section 33 (notification of change of name or address)	10.50	10.50	0.00	0%	SO
Section 37 (application to vary licence to specify individual as premises supervisor)	23.00	23.00	0.00	0%	SO
Section 42 (application for transfer of premises licence)	23.00	23.00	0.00	0%	SO
Section 47 (interim authority notice following death, etc. of licence holder)	23.00	23.00	0.00	0%	SO
Section 79 (theft, loss, etc. of certificate or summary)	10.50	10.50	0.00	0%	SO
Section 82 (notification of change of name or alteration of rules of club)	10.50	10.50	0.00	0%	SO
Section 82 (1) or (2) (change of name or alteration of rules of club)	10.50	10.50	0.00	0%	SO
Section 100 (temporary event notice)	21.00	21.00	0.00	0%	SO
Section 110 (theft, loss, etc. of temporary event notice)	10.50	10.50	0.00	0%	SO
Section 117 (application for a grant or renewal of personal licence)	37.00	37.00	0.00	0%	SO
Section 126 (theft, loss, etc. of personal licence)	10.50	10.50	0.00	0%	SO
Section 127 (duty to notify change of name or address)	10.50	10.50	0.00	0%	SO
Section 178 (right of freeholder etc., to be notified of licensing matters)	21.00	21.00	0.00	0%	SO

## LOCAL LICENSING

	Actual	Proposed	Change	Change	VAT
	2017/18	Fee	from	from	Indicator
	£	2018/19	2017/18	2017/18	
	£	£	£	%	
<b>Gaming Act 2005</b>					
- Bingo Club					
a) New Application	2625.00	2625.00	0.00	0%	SO
b) Annual Fee	750.00	750.00	0.00	0%	SO
c) Variation	1315.00	1315.00	0.00	0%	SO
- Adult Gaming Centres					
a) New Application	1,500.00	1,500.00	0.00	0%	SO
b) Annual Fee	750.00	750.00	0.00	0%	SO
c) Variation	750.00	750.00	0.00	0%	SO
- Family Entertainment Centres					
a) New Application	1,500.00	1,500.00	0.00	0%	SO
b) Annual Fee	750.00	750.00	0.00	0%	SO
c) Variation	750.00	750.00	0.00	0%	SO
- Betting Premises					
a) New Application	1,500.00	1,500.00	0.00	0%	SO
b) Annual Fee	750.00	750.00	0.00	0%	SO
c) Variation	750.00	750.00	0.00	0%	SO
<b>Lottery Registration (Statutory)</b>					
Annual permit					
a) New Application	40.00	40.00	0.00	0%	SO
b) Renewal	20.00	20.00	0.00	0%	SO
<b>Gaming Machines (Statutory)</b>					
Licensed premises machine notification (up to 2 machines)	50.00	50.00	0.00	0%	SO
Licensed premises gaming machine permit application (more than 2 machines)	150.00	150.00	0.00	0%	SO
Annual fee	50.00	50.00	0.00	0%	SO
Club premises machine permit application	100.00	100.00	0.00	0%	SO
Annual fee	50.00	50.00	0.00	0%	SO

## TEMPORARY ACCOMMODATION

	Actual	Proposed	Change	Change	VAT
	2017/18	Fee	from	from	Indicator
	£	2018/19	2017/18	2017/18	
		£	£	%	
<b>COUNCIL OWNED HOSTELS: RENTS AND SERVICE CHARGES</b>					
<b>Rents</b>					
Rate per week					
- Size 1 small	112.00	185.00	73.00	65%	SO
- Size 2 medium	140.00	205.00	65.00	46%	SO
- Size 3 large	175.00	217.00	42.00	24%	SO
- Size 4 extra large	189.00	217.00	28.00	15%	SO
- 2 bed flat	245.00	266.00	21.00	9%	SO
Templefields - 1 Bed	n/a	195.00	New	New	SO
Templefields - 2 Bed	n/a	226.00	New	New	SO
<b>Service Charges</b>					
Service Charge per day	1.50	3.00	1.50	100%	SO
<b>LEASED ACCOMMODATION / OTHER NIGHTLY PAID: RENTS AND SERVICE CHARGES</b>					
<b>Rents</b>					
90% of the current LHA applicable to the room +£60	n/a	variable	New	New	SO
<b>Leased Accommodation Service Charges</b>					
Service Charge per day	1.50	3.00	1.50	100%	SO
<b>Other Nightly Paid Service Charges</b>					
Service charge per day	1.50	3.00	1.50	100%	SO
<b>OTHER SERVICES</b>					
Copying files on request (statutory maximum)	10.00	10.00	0.00	0%	SS

## OTHER COUNCIL SERVICES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>ABANDONED VEHICLES (Statutory)</b>					
- Removal	150.00	150.00	0.00	0%	SO
- Storage per day	20.00	20.00	0.00	0%	SO
- Disposal	75.00	75.00	0.00	0%	SO
<b>VEHICLE REMOVED AND DISPOSED OF AT OWNER'S REQUEST</b>					
	38.00	40.00	2.00	5%	SS
<b>FIXED PENALTY NOTICES</b>					
<b>Fixed Penalty Notices for littering</b>	80.00	100.00	20.00	25%	SO
<b>Fixed Penalty Notices for littering (if paid within 10 days)</b>	60.00	75.00	15.00	25%	SO
<b>Dog Fouling fixed penalty notices</b>	80.00	0.00	(80.00)	(100%)	SO
<b>Dog Fouling fixed penalty notices (if paid within 10 days)</b>	60.00	0.00	(60.00)	(100%)	SO
<b>Public Space Protection Order fines</b>	100.00	100.00	0.00	0%	SO
<b>FLY TIPPING</b>					
Charge for returning fly posters - per poster	33.00	34.00	1.00	3%	SS
Fixed Penalty Notice for Fly Tipping	300.00	300.00	0.00	0%	SS
Fixed Penalty Notice for Fly Tipping (if paid within 10 days)	200.00	200.00	0.00	0%	SS
<b>CCTV download (for insurance)</b>	10.00	10.00	0.00	0%	SS
<b>MARKETS</b>					
- Stall space per day, paying by cash/cheque - Waltham Cross	25.80	26.00	0.20	1%	SS
- Stall space per day, paying by direct debit - Waltham Cross	23.50	23.65	0.15	1%	SS
- Stall space per day, paying by cash/cheque - Hoddesdon	23.00	24.00	1.00	4%	SS
- Stall space per day, paying by direct debit - Hoddesdon	21.00	21.80	0.80	4%	SS
- Farmers' market trader, per day	10.00	10.00	0.00	0%	SS
- Casual trader per day	32.00	32.00	0.00	0%	SS
Special pricing arrangements are offered during the year at all markets to encourage new and retain existing traders (e.g. winter attendance discounts pay for 4 weeks and the 5th week is free and 10% discount if fees paid by direct debit)			Price on application		
<b>STRAY DOGS</b>					
Collection / Return of dog (per dog)	50.00	50.00	0.00	0%	SO
Kennel Admission fee	10.00	10.00	0.00	0%	SO
Note: Collection fee is the statutory collection fee as prescribed in the Environmental Protection (stray dogs) Regulations 1992					
<b>POOP SCOOPS</b>					
- Easi-Scoop bags (50 per pack)	1.20	1.20	0.00	0%	SS
<b>RADAR KEY</b>	2.00	2.00	0.00	0%	SS

## OTHER COUNCIL SERVICES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>CAR PARKING CHARGES</b>					
<b>Short stay - General</b>					
- Up to 1 hour	0.80	0.90	0.10	13%	SS
- Up to 2 hours	1.50	1.60	0.10	7%	SS
- Up to 3 hours	2.30	2.40	0.10	4%	SS
- Up to 4 hours	3.30	3.40	0.10	3%	SS
- Over 4 hours	4.30	4.40	0.10	2%	SS
- 4 to 6 hours - Windmill Lane	4.30	4.40	0.10	2%	SS
<b>Goffs Oak &amp; Wycliffe Close</b>					
- Up to 1 hour	0.80	0.00	(0.80)	(100%)	SS
- Up to 2 hours	1.50	1.60	0.10	7%	SS
- Up to 3 hours	2.30	2.40	0.10	4%	SS
- Up to 4 hours	3.30	3.40	0.10	3%	SS
- Over 4 hours	4.30	4.40	0.10	2%	SS
<b>Broxbourne Lido and Waltham Cross Playing Fields</b>					
- Up to 1 hour	0.80	0.90	0.10	13%	SS
- Up to 2 hours	1.50	1.60	0.10	7%	SS
- Up to 3 hours	2.30	2.40	0.10	4%	SS
- Up to 4 hours	3.30	3.40	0.10	3%	SS
- Over 4 hours	4.30	4.40	0.10	2%	SS
<b>On Street Parking</b>					
- Up to 30 mins	0.00	0.00	0.00	0%	SS
- Up to 1 Hour (maximum stay)	0.80	0.90	0.10	13%	SS
<b>Season tickets</b>					
13 weekly	210.00	220.00	10.00	5%	SS
Annual	600.00	630.00	30.00	5%	SS
<b>Leased bays</b>					
26 weekly	355.00	370.00	15.00	4%	SS
Annual	650.00	680.00	30.00	5%	SS
<b>Car park permits</b>					
Business parking permit (3 months)	120.00	126.00	6.00	5%	SS
Business parking permit (6 months)	230.00	242.00	12.00	5%	SS
Business parking permit (12 months)	400.00	420.00	20.00	5%	SS
Dispensation parking permit (daily)	15.00	15.00	0.00	0%	SS
Dispensation parking permit (weekly)	25.00	25.00	0.00	0%	SS
<b>Penalty Charge Notices (statutory)</b>					
Lower level charge	50.00	50.00	0.00	0%	SO
Lower level charge paid early	25.00	25.00	0.00	0%	SO
Higher level charge	70.00	70.00	0.00	0%	SO
Higher level charge paid early	35.00	35.00	0.00	0%	SO



## OTHER COUNCIL SERVICES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>ENGINEERING FEES</b>					
- Traffic Regulation Orders	2,900.00	2,950.00	50.00	2%	SS
- Traffic Regulation Orders not exceeding 5 days	830.00	850.00	20.00	2%	SS
- Confirming local land search & review of adoption	35.00	36.00	1.00	3%	SO
- Copies of Traffic Regulation Orders	44.00	45.00	1.00	2%	SS
- Copies of s38 / s278 highway agreements	44.00	45.00	1.00	2%	SS
- Plans (up to and including A3)	4.90	5.00	0.10	2%	SS
- Plans (larger than A3)	35.00	36.00	1.00	3%	SS
- Cost per hour on consultancy matters	87.00	90.00	3.00	3%	SS

### ROADWORKS

Vehicle Crossings - charges are set by the County Council and all requests for a vehicle crossover will be charged at HCC rate

### ENVIRONMENTAL HEALTH

#### Food Hygiene Courses

- Basic	60.00	62.00	2.00	3%	SE
- Refresher	30.00	31.00	1.00	3%	SE
- Intermediate	200.00	204.00	4.00	2%	SE
- Advanced	480.00	490.00	10.00	2%	SE
Basic Health and Safety Courses	60.00	62.00	2.00	3%	SE
Replacement certificate	23.00	24.00	1.00	4%	SS

#### Contaminated Land

- Individual entry from contaminated land register - ICO	10.20	10.50	0.30	3%	SE
- Environmental information enquiries (per domestic dwelling - where permissible)	100.00	102.00	2.00	2%	SE
Other environmental information enquiries (incl. commercial and/or development land) per hour - where permissible	106.00	108.00	2.00	2%	SS

### PRIVATE WATER SUPPLY TESTING (Externally determined)

(Statutory Guidance applies in relation to maximum charges and explanation of charging scheme)

#### Risk Assessment

Maximum Charge	500.00	500.00	0.00	0%	SS
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Note: Hourly rate for Technical Officer £51, typical charge £250

Sampling - visit and taking of a sample	100.00	100.00	0.00	0%	SS
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#### Investigation

Visit carried out in the event of a test failure but can be substituted by risk assessment - standard charge at statutory maximum

	100.00	100.00	0.00	0%	SS
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#### Authorisation

Application by owner to breach standard temporarily whilst remedial work is carried out

	100.00	100.00	0.00	0%	SS
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Note: Hourly rate for Technical Officer £51, actual charge £100 representing up to 2 hours work

#### Analysis

Regulation 10 (Domestic Supplies) Maximum Charge	25.00	25.00	0.00	0%	SS
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Check Monitoring (Commercial Supplies) Maximum charge

	100.00	100.00	0.00	0%	SS
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Note: Typical charge £50

Audit Monitoring (Commercial Supplies) - Maximum Charge

	500.00	500.00	0.00	0%	SS
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Typical charge £250 plus Check Monitoring fee of £50

Note: For all of the above, hourly rate for Technical Officer £51, laboratory fees at actual cost.

## ECONOMIC DEVELOPMENT

	Actual	Proposed	Change	Change	VAT
	2017/18	Fee	from	from	Indicator
	£	2018/19	2017/18	2017/18	
	£	£	£	%	
All prices are indicative which may be varied at the discretion of the Director Environmental Services					
<b>FILMING in Council owned locations</b>					
Less than One Hour	0.00	0.00	0.00	0%	SS
Up to 4 Hours	350.00	350.00	0.00	0%	SS
4 - 6 Hours (half day)	600.00	600.00	0.00	0%	SS
Over 6 hours (full day)	1,000.00	1,000.00	0.00	0%	SS
Multiple Days		Price on application			SS
<b>SPONSORSHIP</b>					
<b>ROUNABOUTS</b>					
Level 1	2,000.00	2,500.00	500.00	25%	SS
Level 2	2,000.00	2,250.00	250.00	13%	SS
Level 3	2,000.00	2,000.00	0.00	0%	SS
Price per sign 3 or 4 per roundabout depending on location	n/a	125.00	New	New	SS
<b>FLORAL DISPLAYS</b>					
Planter	n/a	500.00	New	New	SS
Barrier Basket	n/a	300.00	New	New	SS
Hanging Basket	n/a	200.00	New	New	SS
<b>LAMP COLUMN BANNERS (On Council Land)</b>					
1 year	n/a	500.00	New	New	SS
2 years	n/a	750.00	New	New	SS
3 years	n/a	1,000.00	New	New	SS
<b>FESTIVE LIGHTING</b>					
Per Motif for one season	n/a	250.00	New	New	SS
Christmas Tree for one season	1,500.00	1,500.00	0.00	0%	SS
<b>EVENTS</b>					
Per Event	n/a	250.00	New	New	SS
<b>DISTRIBUTION OF PROMOTIONAL MATERIAL</b>					
The framework is based on a scoring criteria about number of days, size of promotion, local independent/national chain, etc.					
Score 1-5	10.00	10.00	0.00	0%	SS
Score 6-9	25.00	25.00	0.00	0%	SS
Score 10-15	100.00	100.00	0.00	0%	SS
Score 16-20	250.00	250.00	0.00	0%	SS
Score 21+	500.00	500.00	0.00	0%	SS
<b>ADVERTISING IN COUNCIL PUBLICATIONS</b>		Price on application			SS

## WASTE AND RECYCLING SERVICES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>COMMERCIAL WASTE COLLECTIONS</b>					
Bin rental - all customers	9.10	9.30	0.20	2%	SO
Bin empty - commercial property	12.50	12.75	0.25	2%	SO
Bin empty - school or charity	6.60	6.70	0.10	2%	SO
Commercial waste sacks	1.50	1.55	0.05	3%	SO
Commercial waste labels	1.50	1.55	0.05	3%	SO
<b>COMMERCIAL RECYCLING COLLECTIONS</b>					
<b>Waste and Recycling Services</b>					
Paper bin rental	9.10	9.30	0.20	2%	SO
Cardboard bin rental	9.10	9.30	0.20	2%	SO
Mixed cardboard and paper	9.10	9.30	0.20	2%	SO
Bin empty	6.50	6.60	0.10	2%	SO
<b>Glass, plastics and cans - 240 ltr bin</b>					
Bin rental	0.00	0.00	0.00	0%	SO
One bin - per bin per empty	5.20	5.30	0.10	2%	SO
Two bins - per bin per empty	4.40	4.50	0.10	2%	SO
Three bins - per bin per empty	3.60	3.70	0.10	3%	SO
Four bins - per bin per empty	2.80	2.85	0.05	2%	SO
<b>DOMESTIC REFUSE AND RECYCLING</b>					
Additional kerbside recycling boxes (first 2 additional boxes free of charge)	3.50	3.50	0.00	0%	SS
Additional 240 litre green wheeled bin for green waste	38.25	39.00	0.75	2%	SS
<b>GREEN WASTE COLLECTIONS</b>					
Full year subscription (per bin)	39.00	39.00	0.00	0%	SO
Full year subscription via Direct Debit (per bin)	34.00	34.00	0.00	0%	SO
<b>DOMESTIC BULKY WASTE COLLECTIONS</b>					
One item	27.00	28.00	1.00	4%	SO
Two items	37.00	38.00	1.00	3%	SO
Three items	47.00	48.00	1.00	2%	SO
1/2 van	69.00	72.00	3.00	4%	SO
3/4 van	90.00	94.00	4.00	4%	SO
Full van	105.00	110.00	5.00	5%	SO
<b>Concession rates</b>					
One item	20.25	21.00	0.75	4%	SO
Two items	27.75	28.50	0.75	3%	SO
Three items	35.25	36.00	0.75	2%	SO

### Concessions (based on 25% discount)

Where stated - Available to people over 75 and those on the following benefits: income support, job seekers allowance, employment support allowance (income related), pension credit or disability living allowance/personal independence payment (all ratings) or an equivalent award of Universal Credit.

## CEMETERY SERVICES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
Non-resident charges are four times the fees listed. It should be noted, graves in Hoddesdon cemetery cannot be purchased by non-residents. Non-residents who have moved from the borough within the last 10 years may be eligible for resident rates (further details on application)					
<b>BURIAL GROUNDS</b>					
<b>Purchase of exclusive rights of burial (100 years)</b>					
<b>Conventional graves</b>					
Full space	1,115.00	1,150.00	35.00	3%	SO
Half space - 18 and over (cremated remains only)	710.00	730.00	20.00	3%	SO
Half space - under 18 years	106.00	110.00	4.00	4%	SO
<b>Lawn graves</b>					
Full space	825.00	850.00	25.00	3%	SO
Half space - 18 and over (cremated remains only)	550.00	575.00	25.00	5%	SO
Half space - under 18 years	66.00	70.00	4.00	6%	SO
<b>Restricted graves - (subject to availability)</b>					
Full space	470.00	500.00	30.00	6%	SO
<b>Mausoleum chambers - (subject to availability)</b>					
Per chamber (including inscription on granite plaque) Top or bottom row	8,700.00	8,900.00	200.00	2%	SO
Per chamber (including inscription on granite plaque) Middle row	9,700.00	9,900.00	200.00	2%	SO
Per chamber (including inscription on granite plaque) Non resident	11,250.00	11,500.00	250.00	2%	SO
<b>Walled graves and vaults</b>					
Right to construct, excavation and construction					
- Single space (one person)	9,300.00		Price on application		SO
- Single space (two people)	11,000.00		Price on application		SO
- Double space (two people)	14,650.00		Price on application		SO
- Double space (four people)	21,400.00		Price on application		SO
<b>Interment</b>					
<b>18 years and over</b>					
One interment - full space	705.00	725.00	20.00	3%	SO
Three interments - full space	1,175.00	1,200.00	25.00	2%	SO
Four interments - full space	1,250.00	1,300.00	50.00	4%	SO
Interment in walled grave or immurement in mausoleum	495.00	515.00	20.00	4%	SO
Interment on Saturday (additional fee):-					
- Full space	480.00	500.00	20.00	4%	SO
- Half space	240.00	250.00	10.00	4%	SO
<b>Under 18 years</b>					
Non resident	104.00	106.00	2.00	2%	SO
Borough resident			No charge		
<b>Cremated remains (+25% for each multiple interments / same plot)</b>					
Purchase of exclusive rights of burial (30 years)	465.00	485.00	20.00	4%	SO
Lease of columbarium niche (30 years)	465.00	475.00	10.00	2%	SO
<b>Interment of cremated remains</b>					
- 18 years and over	172.00	180.00	8.00	5%	SO
- Under 18 years	52.00	55.00	3.00	6%	SO
- Under 18 years (Borough resident)			No charge		
- Scattered cremated remains on a grave or flower bed	27.50	28.00	0.50	2%	SO
- Garden of rest - strew cremated remains under turf or	54.00	55.00	1.00	2%	SO
Interment of ashes in columbarium	172.00	175.00	3.00	2%	SO

## CEMETERY SERVICES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>Pre-purchase of exclusive rights of burial (100 years)</b>					
<b>Conventional graves</b>					
Full space	1,560.00	1,600.00	40.00	3%	SO
Half space	995.00	1,010.00	15.00	2%	SO
<b>Lawn graves</b>					
Full space	1,150.00	1,200.00	50.00	4%	SO
Half space	765.00	795.00	30.00	4%	SO
<b>Pre-purchase ashes only</b>	650.00	675.00	25.00	4%	SO
<b>Deeds</b>					
Transfer of Deed without interment	49.00	50.00	1.00	2%	SO
For resident to non-resident the above charges apply + the difference in resident/non resident rates.					
Transfer of Deed with interment			No charge		
<b>Soil for memorial</b>					
- Full space (pro rata for Half, Double, Treble etc.)	58.00	60.00	2.00	3%	SO
<b>Grave maintenance (all prices include VAT)</b>					
Full plot					
- maintenance only (no plants)	80.00	90.00	10.00	13%	SS
- Spring and Autumn planting with maintenance	160.00	180.00	20.00	13%	SS
- Spring and Autumn planting (no maintenance)	90.00	100.00	10.00	11%	SS
- Re-turfing grave	36.00	40.00	4.00	11%	SS
Half plot					
- maintenance only (no plants)	40.00	45.00	5.00	13%	SS
- Spring and Autumn planting with maintenance	80.00	90.00	10.00	13%	SS
- Spring and Autumn planting (no maintenance)	45.00	50.00	5.00	11%	SS
- Re-turfing grave	18.00	20.00	2.00	11%	SS
<b>Memorial cleansing</b>					
Full plot	50.00	55.00	5.00	10%	SS
Half plot	25.00	30.00	5.00	20%	SS
<b>Other charges</b>					
Memorial wall - commemorative wall plaque	202.00	210.00	8.00	4%	SS
Commerative bench plaque (10 year period)	250.00	250.00	0.00	0%	SS
Clean and varnish bench	90.00	95.00	5.00	6%	SS
Use of Chapel only (interment elsewhere) (1/2 hour service)	120.00	125.00	5.00	4%	SO
Levelling a memorial to correct sinkage/settlement for a single space memorial on one piece foundation	96.00	100.00	4.00	4%	SS
Remove memorial and turf over or make garden					SS
Exhumation of full interments					SS
Exhumation of cremated remains	212.00	220.00	8.00	4%	SS
<b>Memorial surrounds</b>					
Block paving					
- 6ft.6 x 2ft.6	270.00	280.00	10.00	4%	SS
- 7ft.0 x 3ft.0	300.00	320.00	20.00	7%	SS
Concrete paving full space	178.00	185.00	7.00	4%	SS
Other sizes/options available on request					
Memorial cross/marker	70.00	75.00	5.00	7%	SS

## PARKS AND OPEN SPACES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>OUTDOOR SPORTS PITCHES</b>					
- A 5% 'bulk' booking discount applies for leagues, associations and clubs purchasing over £2,000 worth of pitches per season.					
<b>Football Adults</b>					
- Pitch with changing facilities - per season (36 matches)	1,635.00	1,735.00	100.00	6%	SS
- per match	81.00	83.00	2.00	2%	SS
- Pitch without shower facilities - per season (36 matches)	1,085.00	1,150.00	65.00	6%	SS
- per match	63.00	64.00	1.00	2%	SS
<b>Football - Youth &amp; Juniors (excluding Sunday am)</b>					
Youth/juniors playing on adult, 9v9 or junior pitches					
- Pitch with shower facilities - per season (36 matches)	1,100.00	1,150.00	50.00	5%	SS
- per match	54.50	55.50	1.00	2%	SS
- Pitch without shower facilities - per season (36 matches)	725.00	760.00	35.00	5%	SS
- per match	42.50	43.50	1.00	2%	SS
<b>Mini Soccer</b>					
- Pitch with shower facilities - per season (36 matches)	455.00	480.00	25.00	5%	SS
- per match	26.50	27.00	0.50	2%	SS
- Pitch without shower facilities - per season (36 matches)	300.00	315.00	15.00	5%	SS
- per match	17.50	18.00	0.50	3%	SS
<b>Outdoor Fitness Classes</b>					
- per month per site	55.00	58.00	3.00	5%	SS
<b>Wormley All Weather Pitch</b>					
Peak times Sept - Apr					
Off peak times May - Aug. Fri/Sat and Sun pm all year. Sept - Apr prior to 7.30pm 5.30)					
<b>Netball</b>					
Per Court Per hour					
- Off Peak	14.00	15.00	1.00	7%	SS
- Off Peak Junior	12.00	13.00	1.00	8%	SS
Whole Area (7 courts)					
- Peak	105.00	110.00	5.00	5%	SS
- Off Peak	74.00	79.00	5.00	7%	SS
- Off Peak Junior	63.00	68.00	5.00	8%	SS
<b>5-a-side</b>					
Per Pitch Per hour					
- Peak	35.00	36.00	1.00	3%	SS
- Off Peak	24.00	25.00	1.00	4%	SS
- Off Peak Junior	20.00	21.00	1.00	5%	SS
Whole Area (4 pitches)					
- Peak	105.00	110.00	5.00	5%	SS
- Off Peak	74.00	79.00	5.00	7%	SS
- Off Peak Junior	63.00	68.00	5.00	8%	SS
Additional field parking/staffing for special events					
			Price on application		SS
<b>Commemorative trees and benches</b>					
			Price on application		SO

## PARKS AND OPEN SPACES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>ALLOTMENTS - (only available to residents )</b>					
Rent of Allotments (per pole or 5m per annum, actual length may vary by 0.6%)					
- General	7.20	7.50	0.30	4%	SO
- Concession for individuals in receipt of pension credit	5.10	5.20	0.10	2%	SO
Key purchase (per key) - all sites	8.50	9.00	0.50	6%	SO
Tenancy set up fee (including initial key)	26.00	27.00	1.00	4%	SO
Beehive Licence per plot (annual fee)	10.00	10.00	0.00	0%	SO
<b>Fairs/Carnivals/Fetes at Open Spaces - (per day or part day on site)</b>					
Pound Close / Goffs Oak					
Commercial Fun Fairs - Non Operational	280.00	295.00	15.00	5%	SS
Commercial Fun Fairs - Operational - Weekend	430.00	450.00	20.00	5%	SS
Commercial Fun Fairs - Operational - Mon to Fri	357.00	375.00	18.00	5%	SS
Waltham Cross - winter bookings (less 25% on full price)					
Commercial Fun Fairs - Non Operational	224.00	236.00	12.00	5%	SS
Commercial Fun Fairs - Operational - Weekend	344.00	360.00	16.00	5%	SS
Commercial Fun Fairs - Operational - Mon to Fri	286.00	300.00	14.00	5%	SS
Family Funfairs (as above less 25%)					
Non Operational	224.00	236.00	12.00	5%	SS
Operational - Weekend	344.00	360.00	16.00	5%	SS
Operational - Mon to Fri	286.00	300.00	14.00	5%	SS
Commercial Fun Fairs - Associated with Council Proms					
Circuses - Non Operational	135.00	140.00	5.00	4%	SS
Circuses - Operational.	360.00	375.00	15.00	4%	SS
Large Assoc./Charity Events i.e. Carnivals, Dog Shows	220.00	250.00	30.00	14%	SS
Small Association Events i.e. Fetes, Barbecues	109.00	125.00	16.00	15%	SS
<b>Damage /Reinstatement Deposits</b>					
Commercial Fun Fairs/Circuses	750.00	750.00	0.00	0%	SO
All utilities or additional equipment/staff			Price on application		SS
Concessionaires i.e. hot dog/ice cream vans per event			Price on application		SS
Special seasonal licence to carry out periodic visits to parks and open spaces specified			Price on application		SE

## COMMUNITY ACTIVITIES

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>COMMUNITY DEVELOPMENT</b>					
<b>PLAY SCHEMES</b>					
<b>Booked in advance</b>					
Day Rate (8.30am - 5.30pm)	20.50	21.00	0.50	2%	SE
Half Day (8.30am - 12:30pm or 1:30pm - 5.30pm)	11.75	12.00	0.25	2%	SE
<b>Turn up on the day</b>					
Day Rate (8.30am - 5.30pm)	23.50	25.00	1.50	6%	SE
Staff Day Rate - on the day only (8.30am - 5.30pm)	12.25	12.50	0.25	2%	SE
Discount for five days booked in one week (per week)	5.00	5.00	0.00	0%	SE
<b>Early drop off / late pick up</b>					
Early drop off (8am - 8.30am)	2.00	3.00	1.00	50%	SE
Late pick up (5.30pm - 6pm)	2.00	3.00	1.00	50%	SE
<b>Late pick up (unarranged)</b>					
Late pick up (per half hour after paid for session)	5.00	5.00	0.00	0%	SE
<b>X-PLOSION Club Nights</b>					
In Advance	5.40	5.60	0.20	4%	SS
On the Door	6.50	6.50	0.00	0%	SS



# LOWEWOOD MUSEUM

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>Images (Private Research and Commercial)</b>					
<b>Private Research:</b>					
A4 Black and white print	4.30	7.50	3.20	74%	SS
A4 Colour print	4.80	8.10	3.30	69%	SS
A4 Black & White photocopy	0.60	1.20	0.60	100%	SS
Digital copy, 300dpi (by email)	n/a	6.60	New	New	SS
Digital copy, 300dpi (by email) (over 10 images)	n/a	5.40	New	New	SS
<b>Commercial:</b>					
<b>Books</b>					
Local History Groups & Registered Charities	n/a	free	New	New	SS
Cover Page	n/a	264.00	New	New	SS
Inner Page	n/a	78.00	New	New	SS
<b>TV/Film/Video</b>					
Single Country	n/a	96.00	New	New	SS
Worldwide	n/a	192.00	New	New	SS
<b>Digital</b>					
300dpi jpeg/tiff per image/single use	n/a	96.00	New	New	SS
<b>Web</b>					
Regional based business	n/a	96.00	New	New	SS
National/International business	n/a	192.00	New	New	SS
<b>Identifications/Enquiries</b>					
Collections Search Service	n/a	free	New	New	SE
Research Visits	n/a	free	New	New	SE
Identifications Service	n/a	free	New	New	SE
Research Service (fee per hour)	n/a	15.00	New	New	SE
<b>Talks and Tours</b>					
One hour daytime talk and guided tour (within the museum)	43.00	43.00	0.00	0%	SE
One hour evening talk and guided tour (within the museum)	53.00	53.00	0.00	0%	SE
1 hour daytime talk within the Borough of Broxbourne / Epping Forest District	53.00	55.50	2.50	5%	SE
1 hour daytime talk outside the Borough of Broxbourne / Epping Forest District	63.00	65.50	2.50	4%	SE
1 hour evening talk outside museum but within Borough/District	63.00	65.50	2.50	4%	SE
1 hour evening talk outside the Borough/District	73.00	75.50	2.50	3%	SE
1 hour daytime talk or tour (inc. 'Behind the Scenes'), with refreshments within the museum (per person) <i>minimum group charge of £50</i>	n/a	5.00	New	New	SE
1 hour evening talk or tour (inc. 'Behind the Scenes'), with refreshments within the museum (per person) <i>minimum group charge of £70</i>	n/a	7.00	New	New	SE

# LOWEWOOD MUSEUM

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>Schools (workshops in school)</b>					
(max 35 pupils per class)					
<b>1 class for 1 hour</b>					
Broxbourne Borough Council and Epping Forest District Schools	40.00	40.00	0.00	0%	SE
Schools outside Broxbourne /Epping Forest area	50.00	50.00	0.00	0%	SE
<b>2 classes on same day 2 x 1 hour</b>					
Broxbourne Borough Council and Epping Forest District Schools	n/a	60.00	New	New	SE
Schools outside Broxbourne /Epping Forest area	65.00	70.00	5.00	8%	SE
<b>3 classes on same day 3 x 1 hour</b>					
Broxbourne Borough Council and Epping Forest District Schools	70.00	80.00	10.00	14%	SE
Schools outside Broxbourne /Epping Forest area	80.00	90.00	10.00	13%	SE
<b>4 classes on same day 4 x 1 hour</b>					
Broxbourne Borough Council and Epping Forest District Schools	85.00	100.00	15.00	18%	SE
Schools outside Broxbourne /Epping Forest area	95.00	120.00	25.00	26%	SE
<b>Schools (workshops in museum)</b>					
<b>2 hours (half day) up to two classes</b>					
Broxbourne Borough Council and Epping Forest District Schools (per child) <i>minimum charge £40</i>	n/a	3.00	New	New	SE
Schools outside Broxbourne/ Epping Forest area (per child) <i>minimum charge £40</i>	n/a	4.00	New	New	SE
Self guided visit	n/a	free	New	New	SE
<b>School Topic Box Hire</b>					
Broxbourne Borough Council and Epping Forest District Schools	40.00	40.00	0.00	0%	SE
Schools outside Broxbourne /Epping Forest area	50.00	50.00	0.00	0%	SE
*Special rate save £10 if booked with and delivered on the same day as a workshop					
<b>Workshops</b>					
Family Fun Workshops	1.00	1.50	0.50	50%	SE
Half day Workshops	n/a	8.00	New	New	SE
Full day Workshops	n/a	20.00	New	New	SE
Artist-led workshops 1.5hrs (incl materials)	n/a	8.00	New	New	SE
Artist-led workshops 2hrs (incl materials)	n/a	10.00	New	New	SE
Artist-led workshops 5hrs/1 day (incl materials)	n/a	20.00	New	New	SE
Performance ticket (kids theatre shows)	n/a	8.00	New	New	SE
<b>Room Hire</b>					
Museum Room (per hour)	12.20	15.00	2.80	23%	SS
Equipment for Museum Room (per session)	24.40	30.00	5.60	23%	SS
Whole Museum	n/a	192.00	New	New	SS
Tea/Coffee and Biscuits (per person)	n/a	3.60	New	New	SS
Buffet lunch (per person)	n/a	8.40	New	New	SS
<b>Exhibition Hire</b>					
Anthony Trollope Exhibition (fee per month up to 12 week hire)	n/a	150.00	New	New	SE
Romance in Stone - The Pulham Legacy (fee per month up to 12 week hire)	n/a	300.00	New	New	SE
Touring Exhibitions (Venues in Eastern Region) per month (minimum 2 month hire)	n/a	60.00	New	New	SE
Touring Exhibitions (Venues outside Eastern Region) per month (minimum 2 month hire)	n/a	90.00	New	New	SE

## BOROUGH OFFICES HIRE

	Actual 2017/18 £	Proposed Fee 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>Hire of Accommodation</b> (hourly charges unless otherwise stated)					
<b>Borough Offices</b>					
Off Peak					
-Council Chamber	26.00	27.00	1.00	4%	SS
-Committee Room	21.00	22.00	1.00	5%	SS
Peak					
-Council Chamber	34.00	35.00	1.00	3%	SS
-Committee Room	27.00	28.00	1.00	4%	SS
Tea and Coffee - per cup	0.50	0.50	0.00	0%	SS
Hire of					
-Data Projector	12.00	13.00	1.00	8%	SS
-Screen	6.00	7.00	1.00	17%	SS
Flip Chart (supplied with paper, but not pens)	7.00	8.00	1.00	14%	SS
Laptop	12.00	13.00	1.00	8%	SS

<b>Off Peak</b>	Monday to Friday 9am to 6pm
<b>Peak</b>	Monday to Friday 6pm to midnight Saturday, Sunday and Bank Holidays

<b>Huntingdon Suite</b>					
- Off peak per hour	23.50	25.00	1.50	6%	SS
- All day hire on Friday/ Saturday 9am - 12 midnight (flat rate)	408.00	410.00	2.00	0%	SS
<b>Spanish Ambassador's Suite</b>					
- Peak per hour	24.50	26.00	1.50	6%	SS
- Off peak per hour	19.40	21.00	1.60	8%	SS
- Use for Civil ceremonies (flat rate)	173.40	175.00	1.60	1%	SS
<b>Beaufort Suite</b>					
- Peak per hour	40.80	42.00	1.20	3%	SS
- Off peak per hour	25.50	27.00	1.50	6%	SS
- Use for Civil ceremonies (flat rate)	255.00	256.00	1.00	0%	SS
- All day hire on Friday/Saturday 9am - 12 midnight (flat rate)	561.00	562.00	1.00	0%	SS

<b>Off Peak</b>	Monday to Thursday (excluding Bank Holidays)
<b>Peak</b>	All day Friday through to Sunday and Bank Holidays Discounts available for regular bookings. Minimum Hire - 2 hours

# PUBLIC HALLS

## BROXBOURNE LEISURE AND CULTURE

All prices are maximum which may be varied at the discretion of the Director of Finance.

	Actual 2017/18 £	Proposed 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>PUBLIC HALLS</b>					
For all Halls off peak periods are Monday to Thursday all hours & Friday up to 6pm excluding Bank Holidays.					
All other times are peak periods including Bank Holidays.					
Wedding packages are delegated to the Director of Finance.					
Bar tariffs are delegated to the Director of Finance.					
Conference and delegate rates are delegated to the Director of Finance.					
<b>PUBLIC HALLS - SPOTLIGHT</b>					
<b>Peak (per hour unless stated)</b>					
- Whole Complex (excluding Kitchen)	148.00	156.00	8.00	5%	SS
- Whole Complex (excluding Kitchen) Sat only	159.00	167.00	8.00	5%	SS
- Main Hall (no or partial theatre set-up)	105.00	111.00	6.00	6%	SS
- Bar Lounge	52.00	55.00	3.00	6%	SS
- Dinant Room	31.50	33.00	1.50	5%	SS
- Kitchen ( Minimum three hours )	25.00	35.00	10.00	40%	SS
- Rehearsal / Setting up rate	73.00	78.00	5.00	7%	SS
<b>Off Peak (per hour unless stated)</b>					
- Whole Complex (excluding Kitchen)	80.00	84.00	4.00	5%	SS
- Main Hall (no or partial theatre set-up)	54.00	58.00	4.00	7%	SS
- Bar Lounge	32.00	34.00	2.00	6%	SS
- Dinant Room	26.50	28.00	1.50	6%	SS
- Kitchen ( Minimum three hours )	22.00	25.00	3.00	14%	SS
- Rehearsal / setting up rate	43.00	46.00	3.00	7%	SS
<b>External set up - Gardens</b>	280.50	300.00	19.50	7%	SS
<b>Wedding and Civil ceremonies</b>					
- Dinant Room (Reception included)	104.00	110.00	6.00	6%	SS
- Main Hall (Reception included)	136.00	144.00	8.00	6%	SS
- Outdoor Ceremony (Reception at Spotlight)	295.00	310.00	15.00	5%	SS
<b>Cinema</b>					
The ticket price includes a booking fee					
<b>2D Cinema</b>					
- Cinema Standard (FoB - 50p discount)	6.00	7.00	1.00	17%	SS
- Family price (price each ticket)	5.00	5.50	0.50	10%	SS
<b>3D Cinema</b>					
- Cinema Standard (FoB - 50p discount)	6.50	7.00	0.50	8%	SS
- Family price (price per family member)	5.00	5.50	0.50	10%	SS
- 3D glasses	1.50	1.80	0.30	20%	SS

# PUBLIC HALLS

## BROXBOURNE LEISURE AND CULTURE

All prices are maximum which may be varied at the discretion of the Director of Finance.

	Actual	Proposed	Change	Change	VAT
	2017/18	2018/19	from	from	Indicator
	£	£	2017/18	2017/18	
			£	%	
<b>SMALL HALLS - Hourly Basic Charges</b>					
<b>Peak</b>					
- Small Halls (WCC)	30.00	32.00	2.00	7%	SS
- Flamstead End	25.00	27.00	2.00	8%	SS
<b>Off Peak</b>					
- Small Halls (WCC)	18.50	20.00	1.50	8%	SS
- Bollescroft (whole complex)	18.50	20.00	1.50	8%	SS
- Bollescroft (main hall)	15.50	16.50	1.00	6%	SS
- Bollescroft (meeting room)	10.50	11.00	0.50	5%	SS
- Flamstead End	18.00	19.00	1.00	6%	SS
<b>Surcharges</b>					
Surcharges prevail for all bookings as follows :-					
- Non-Resident - Charge plus 25% at both peak and off-peak time					
- Commercial - Peak charge plus 40% all times (incl. hirers taking fees for tutored classes)					
- Charities will be charged as resident - off peak only					
- Penalty Charge of double the hourly rate for every 30 minutes over agreed booking time.					
<b>Deposits</b>					
Booking Deposit on all functions (or 20% of total if greater)					
- Spotlight	250.00	250.00	0.00	0%	SO
- Small Halls	25.00	25.00	0.00	0%	SO
Damage/Additional Cleaning Deposit:- Spotlight					
- Spotlight	1,000.00	1,000.00	0.00	0%	SO
- Small Halls	400.00	500.00	100.00	25%	SO
Damage/Additional cleaning deposit - Kitchen hire					
- Spotlight	500.00	500.00	0.00	0%	SO
<b>Corkage</b>					
- Spotlight	1,100.00	1,122.00	22.00	2%	SS
- Small Halls	44.00	50.00	6.00	14%	SS
Non-Alcoholic drink corkage - Spotlight	550.00	580.00	30.00	5%	SS
<b>Box Office Commission Percentages /Charges</b>					
Amateur Dramatic groups/Charity Events (min charge £75)	8.5%	9.0%	n/a	6%	SS
Commercial Hirers (min charge £175)	10.0%	10.5%	n/a	5%	SS
BOB Events NOT held at Spotlight, WCC	6.5%	7.0%	n/a	7%	SS
Ticket printing for Non Box Office sales (per 100 tickets, min charge £18.00)	17.00	18.00	1.00	6%	SS

# PUBLIC HALLS

## BROXBOURNE LEISURE AND CULTURE

All prices are maximum which may be varied at the discretion of the Director of Finance.

	Actual	Proposed	Change	Change	VAT
	2017/18	2018/19	from	from	Indicator
	£	£	2017/18	2017/18	
			£	%	
<b>PUBLIC HALLS</b>					
<b>Miscellaneous Hire Charges</b>					
Mercedes Box van - half day	38.00	40.00	2.00	5%	SS
Mercedes Box van - full day	60.00	64.00	4.00	7%	SS
Vauxhall van - half day	26.00	28.00	2.00	8%	SS
Vauxhall van - full day	37.00	39.00	2.00	5%	SS
Driver - per hour	22.00	24.00	2.00	9%	SS
Diesel - per mile	0.80	1.00	0.20	25%	SS
Chair - each	0.70	1.00	0.30	43%	SS
Table - each	2.20	2.50	0.30	14%	SS
<b>Additional facilities / staff</b>					
Hall charges for Spotlight are inclusive of a Front of House manager (and a technician where necessary). Additional services such as floral decorations, catering, hire of equipment/furniture, security guard etc. are available for an extra charge on application.					
<b>* Please note PRS / PPL charges incurred will be recharged to the hirer.</b>					
<b>Spotlight Friends membership (Max charge set throughout the year)</b>					
Individual	13.00	14.00	1.00	8%	SS
Joint	22.00	24.00	2.00	9%	SS
Replacement Friends of Broxbourne Card	2.20	2.50	0.30	14%	SS
<b>SESSIONAL ACTIVITIES</b>					
Exercise Classes - 1 hour	4.50	4.80	0.30	7%	SE
Exercise Classes - 1 hour (FoB)	4.20	4.50	0.30	7%	SE
Line Dancing - 1 hour	5.00	5.30	0.30	6%	SE
Line Dancing - 1 hour (FoB)	4.50	4.80	0.30	7%	SE
Line Dancing - 2 hour	6.10	6.50	0.40	7%	SE
Line Dancing - 2 hour (FoB)	5.60	6.00	0.40	7%	SE
Regular Ballroom & Sequence Dancing	4.20	4.50	0.30	7%	SE
Regular Ballroom & Sequence Dancing (FoB)	3.80	4.00	0.20	5%	SE

# CHESHUNT PARK GOLF COURSE

## BROXBOURNE SPORT

All prices are maximum which may be varied at the discretion of the Director of Finance.

	Actual 2017/18 £	Proposed 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b><u>Rounds of Golf (Weekend and bank/public holidays)</u></b>					
<b>Time band 1 (up to 10.59 1st October -31st March, up to 11.59 1st April to 30th September)</b>					
Visitor	25.00	25.00	0.00	0%	SS
Senior visitor / Member's Guest / National Golf Passport	20.00	20.00	0.00	0%	SS
Off Peak Member Upgraded Tee Time	n/a	7.00	New	New	SS
Company 1st Guest	0.00	0.00	0.00	0%	SS
Company 2nd -3rd Guest	10.00	11.00	1.00	10%	SS
Twilight Member Upgraded Tee Time	n/a	14.00	New	New	SS
CGC & CPGC Match day Visiting Team Fee Per Player / Captain's Day Visitors	15.00	15.00	0.00	0%	SS
<b>Time band 2 (11.00 to 12.59 1st October to 31st March, 12.00 to 16.29 1st April to 30th September)</b>					
Visitor	18.00	18.00	0.00	0%	SS
Senior visitor / Member's Guest / National Golf Passport	14.00	16.00	2.00	14%	SS
Twilight Member Upgraded Tee Time	n/a	7.00	New	New	SS
Company 1st Guest	0.00	0.00	0.00	0%	SS
Company 2nd -3rd Guest	10.00	11.00	1.00	10%	SS
<b>Time band 3 (13.00 onwards 1st October to 31st March, 16.30 onwards 1st April to 30th September)</b>					
Visitor	11.00	11.00	0.00	0%	SS
Company 1st Guest	0.00	0.00	0.00	n/a	SS
Company 2nd -3rd Guest	10.00	11.00	1.00	10%	SS
<b><u>Rounds of Golf (Midweek - excluding bank/public holidays)</u></b>					
<b>Time band 1 (up to 10.59 1st October -31st March, up to 11.59 1st April to 30th September)</b>					
Visitor	20.00	20.00	0.00	0%	SS
Senior visitor / Member's Guest / National Golf Passport	15.00	16.00	1.00	7%	SS
Off Peak Member Upgraded Tee Time	n/a	5.00	New	New	SS
Twilight Peak Member Upgraded Tee Time	n/a	10.00	New	New	SS
Company 1st Guest	0.00	0.00	0.00	0%	SS
Company 2nd -3rd Guest	10.00	10.00	0.00	0%	SS
CGC & CPGC Match day Visiting Team Fee Per Player / Captain's Day Visitors	10.00	10.00	0.00	0%	SS
<b>New Time band 2 (11.00 to 12.59 1st October to 31st March, 12.00 to 16.29 1st April to 30th September)</b>					
Visitor	15.00	15.00	0.00	0%	SS
Senior visitor / Member's Guest / Member Upgraded Tee Time	12.50	13.50	1.00	8%	SS
Twilight Member Upgraded Tee Time	n/a	5.00	New	New	SS
Company 1st Guest	0.00	0.00	0.00	0%	SS
Company 2nd -3rd Guest	10.00	10.00	0.00	0%	SS
<b>New Time band 3 (13.00 onwards 1st October to 31st March, 16.30 onwards 1st April to 30th September)</b>					
Visitor	10.00	10.00	0.00	0%	SS
Company 1st Guest	0.00	0.00	0.00	n/a	SS
Company 2nd -3rd Guest	10.00	10.00	0.00	0%	SS
<b>Membership Cards</b>					
Replacement membership card	2.10	2.30	0.20	10%	SS

# CHESHUNT PARK GOLF COURSE

## BROXBOURNE SPORT

All prices are maximum which may be varied at the discretion of the Director of Finance.

	Actual 2017/18 £	Proposed 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b>Other Charges</b>					
Buggy hire - Visitor	23.00	23.00	0.00	0%	SS
Buggy hire - Member	20.00	20.00	0.00	0%	SS
Buggy hire - Registered disabled	16.00	17.00	1.00	6%	SS
Trolley Hire	4.00	4.00	0.00	0%	SS
Club hire - half set	15.00	15.00	0.00	0%	SS
Full member locker hire (annual fee)	55.00	60.00	5.00	9%	SS
Bucket of balls for driving range (25 balls)	2.50	2.50	0.00	0%	SS
Bucket of balls for driving range (50 balls)	4.50	4.50	0.00	0%	SS
Bucket of balls for driving range (100 balls)	6.00	6.00	0.00	0%	SS
Bucket of Balls - discount for junior members	25%	25%	n/a	n/a	n/a
Club Repairs - 30 minute labour rate	5.00	5.00	0.00	0%	SS
<b>Golf Course Membership (excluding golf union fees which are recharged at cost)</b>					
7 Day Adult - Golf&Leisure	780.00	804.00	24.00	3%	SS
7 Day Senior / Registered Disabled - Golf&Leisure	585.00	624.00	39.00	7%	SS
7 Day - Intermediate (18-24)	320.00	330.00	10.00	3%	SS
7 Day - Juniors (under 18)	100.00	108.00	8.00	8%	SS
7 Day Non- Peak - Adult	585.00	585.00	0.00	0%	SS
7 Day - Non Peak Senior / Registered Disabled	487.50	525.00	37.50	8%	SS
7 Day Twilight Membership	390.00	390.00	0.00	0%	SS
Company Golf&Leisure membership (per member - min of 2 members)	600.00	600.00	0.00	0%	SS
7 Day Individual Corporate Golf&Leisure Membership (National Schemes)	n/a	684.00	New	New	SS
<b>The following membership types are only available for existing members to renew if they are already on the rate and still qualify</b>					
7 Day - Cadet (19-21)	265.00	288.00	23.00	9%	SS
7 Day - Joint (2 adults at same address)	1,410.00	1,440.00	30.00	2%	SS
5 Day - Adult	612.00	642.00	30.00	5%	SS
5 Day - Joint adult	780.00	900.00	120.00	15%	SS
5 Day - Concession	420.00	480.00	60.00	14%	SS
5 Day - Joint Concession	535.00	648.00	113.00	21%	SS
5 Day - Over 75s	205.00	264.00	59.00	29%	SS
<b>Room Hire charges</b>					
<b>Midweek off-peak (Monday - Friday 9am-6pm) minimum of two hours</b>					
- Small bar (per hour)	14.00	15.00	1.00	7%	SS
- Main bar (per hour) + Minimum Catering Spend	31.00	40.00	9.00	29%	SS
<b>Midweek peak (Monday - Thursday 6pm-11pm) minimum of three hours</b>					
- Main bar (whole evening) + Minimum Catering Spend	240.00	250.00	10.00	4%	SS
<b>Weekend daytime (9am -5pm) minimum of two hours</b>					
- Small bar (per hour) - 9am to 5pm only	37.00	40.00	3.00	8%	SS
- Main bar (Extra Hours on Eve Hire) - 4pm to 6pm only	62.00	62.00	0.00	0%	SS
<b>Friday and Sunday peak (6pm-12am)</b>					
- Main Bar (whole evening) + Minimum Catering Spend	275.00	300.00	25.00	9%	SS
<b>Saturday peak (6pm-12am)</b>					
- Main Bar (whole evening) + Minimum Catering Spend	385.00	400.00	15.00	4%	SS
<b>Damage/Additional cleaning deposit</b>					
(maximum - at the discretion of the Director of Finance)	725.00	725.00	0.00	0%	SO



# LAURA TROTT LEISURE CENTRE and THE JOHN WARNER SPORTS CENTRE

## BROXBOURNE SPORT

All prices are maximum which may be varied at the discretion of the Director of Finance.

	Actual 2017/18 £	Proposed 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b><u>ASTROTURF</u></b>					
<b>LTLC 5-a-side pitch - per hour</b>					
- Adult	32.20	33.90	1.70	5%	SS
- Junior (weekends & before 4.30pm weekdays)	17.10	18.00	0.90	5%	SS
- Block booking (summer term)	16.10	17.00	0.90	6%	SS
<b>JWSC 5-a-side pitch - per hour</b>					
- Adult	41.10	43.20	2.10	5%	SS
- Junior (weekends & before 4.30pm weekdays)	19.90	20.90	1.00	5%	SS
- Block booking	45.90	48.20	2.30	5%	SS
- Block booking (summer term)	18.50	19.50	1.00	5%	SS
<b>JWSC Astro turf - per hour</b>					
- Full pitch - Adult	117.30	123.20	5.90	5%	SS
- Full pitch - Junior (weekends & before 4.30pm weekdays)	58.30	61.30	3.00	5%	SS
- Full pitch - Block booking	130.60	137.20	6.60	5%	SS
- Full pitch - Block booking (summer term)	52.10	54.80	2.70	5%	SS
- Half pitch - Adult	76.50	80.40	3.90	5%	SS
- Half pitch - Junior (weekends & before 4.30pm weekdays)	37.80	39.70	1.90	5%	SS
- Half pitch - Block booking	85.20	89.50	4.30	5%	SS
- Half pitch - Block booking (summer term)	34.20	36.00	1.80	5%	SS
- Quarter pitch - Adult	40.80	42.90	2.10	5%	SS
- Quarter pitch - Junior (weekends & before 4.30pm weekdays)	20.40	21.50	1.10	5%	SS
- Quarter pitch - Block booking	40.80	42.90	2.10	5%	SS
- Quarter pitch - Block booking (summer term)	20.40	21.50	1.10	5%	SS
<b><u>CHILDREN'S ACTIVITIES</u></b>					
- Junior activities per hour	4.50	4.80	0.30	7%	SE
- Bouncy Castle session	1.60	1.70	0.10	6%	SS
- Casual AstroTurf (16 & under)	1.50	1.60	0.10	7%	SS
- Casual AstroTurf (17/18)	3.70	3.90	0.20	5%	SS
- Face painting	2.10	2.30	0.20	10%	SS
- Themed dance day	13.00	13.70	0.70	5%	SE
<b>Children's Parties per head</b>					
- Party - Activity & food	10.50	11.10	0.60	6%	SS
- Party - Scrambles Soft play & food	7.90	8.30	0.40	5%	SS
- Party - Crèche & food	10.10	10.70	0.60	6%	SS
- Party - Room hire	20.90	22.00	1.10	5%	SS
- Party - no coach option (JW only)	57.60	60.50	2.90	5%	SS
<b>Crèche (LTLC)</b>					
- 15 mins	1.70	1.80	0.10	6%	SE
- 30 mins	2.50	2.70	0.20	8%	SE
- 45 mins	3.40	3.60	0.20	6%	SE
- 60 mins	4.20	4.50	0.30	7%	SE
- 75 mins	4.70	5.00	0.30	6%	SE
- 90 mins	5.30	5.60	0.30	6%	SE
- 120 mins	6.10	6.50	0.40	7%	SE
With workout/class (75 mins)	3.70	3.90	0.20	5%	SE
<b>Scrambles Soft play (JWSC)</b>					
- per hour	2.80	3.00	0.20	7%	SS
- Under 1 (under six months free if accompanying paying child)	1.50	1.60	0.10	7%	SS
- 6 for the price of 5	14.00	15.00	1.00	7%	SS
- exclusive hire (1.5 hours)	127.50	133.90	6.40	5%	SS

# LAURA TROTT LEISURE CENTRE and THE JOHN WARNER SPORTS CENTRE

## BROXBOURNE SPORT

All prices are maximum which may be varied at the discretion of the Director of Finance.

	Actual 2017/18 £	Proposed 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b><u>FIT&amp;WELL</u></b>					
<b>Gym</b>					
- Adult	8.00	8.40	0.40	5%	SS
- Youth (youth fitness times)/Active Youth	4.40	4.70	0.30	7%	SS
- GP referral discount card (including swim)	4.00	4.20	0.20	5%	SS
- Leisure Over 50s session	5.70	6.00	0.30	5%	SS
- Induction	30.00	31.50	1.50	5%	SE
- Induction - Group	24.00	25.20	1.20	5%	SE
- Induction - Youth/Active Youth	17.40	18.30	0.90	5%	SE
- Induction - School student	7.20	7.60	0.40	6%	SE
<b>Exercise Classes</b>					
- Adult (up to 40 mins plus 5 mins changeover)	5.20	5.50	0.30	6%	SE
- Adult (up to 55 mins plus 5 mins changeover)	7.00	7.40	0.40	6%	SE
- Youth (youth classes only)	4.40	4.70	0.30	7%	SE
- Leisure 50s	5.70	6.00	0.30	5%	SE
- Specialist (cardiac rehab/GP referral etc.)	4.00	4.20	0.20	5%	SE
- Pilates/yoga (premium) class (up to 70 mins plus changeover)	8.50	9.00	0.50	6%	SE
- Pilates/yoga (premium) class (30 mins)	4.25	4.50	0.25	6%	SE
<b>Fit&amp;Well Exercise Studio (per hour)</b>	<b>43.50</b>	<b>45.70</b>	<b>2.20</b>	<b>5%</b>	<b>SS</b>
<b>Personal Training</b>					
- Personal Training session (60 mins)	35.00	36.80	1.80	5%	SE
- Personal Training - youth (60 mins)	31.70	33.30	1.60	5%	SE
- Personal Training - 6 sessions (60 mins)	175.00	184.00	9.00	5%	SE
- Personal Training - youth - 6 sessions (60 mins)	158.50	166.50	8.00	5%	SE
- Personal Training session (30 mins)	17.90	18.80	0.90	5%	SE
- Personal Training - youth (30 mins)	15.90	16.70	0.80	5%	SE
- Personal Training - 6 sessions (30 mins)	89.50	94.00	4.50	5%	SE
- Personal Training - youth - 6 sessions (30 mins)	79.50	83.50	4.00	5%	SE
- Personal Training session on power plate (30 mins)	17.90	18.80	0.90	5%	SE
- Personal Training on power plate (30 mins) - 6 sessions	89.50	94.00	4.50	5%	SE

# LAURA TROTT LEISURE CENTRE and THE JOHN WARNER SPORTS CENTRE

## BROXBOURNE SPORT

All prices are maximum which may be varied at the discretion of the Director of Finance.

	Actual	Proposed	Change	Change	VAT
	2017/18	2018/19	from	from	Indicator
	£	£	2017/18	2017/18	
			£	%	
<b><u>FIT&amp;WELL MEMBERSHIPS</u></b>					
<b><u>DUAL CENTRE (LTLC &amp; JWSC) - new memberships only - current members stay on price when they joined</u></b>					
<b>Direct Debit option</b> - continuous membership with a minimum membership of 4 months (one month notice after 3 months membership)					
Individual	45.00	47.00	2.00	4%	SS
Concession (15% discount)	38.25	39.95	1.70	4%	SS
Corporate (10% discount)	40.50	42.30	1.80	4%	SS
Active Youth (16 yrs and under)	23.00	23.50	0.50	2%	SS
<b>ANNUAL option</b>					
<b>12 x monthly DD fee</b>					
Individual	540.00	564.00	24.00	4%	SS
Concession	459.00	479.40	20.40	4%	SS
Corporate	486.00	507.60	21.60	4%	SS
Active Youth (16 yrs & under)	276.00	282.00	6.00	2%	SS
<b>SHORT TERM FIT&amp;WELL MEMBERSHIPS (no joining or induction fee payable)</b>					
Student Summer Holiday - one month	38.25	39.95	1.70	4%	SS
(Sold from 1st August to 31st August, December and Easter)					
Student Summer Holiday - two months	76.50	79.90	3.40	4%	SS
(Sold from 1st July to 31st August)					
Student Summer Holiday - three months	114.75	119.85	5.10	4%	SS
(Sold from 1st June to 31st July)					
Student Summer Holiday - four months	153.00	159.80	6.80	4%	SS
(Sold from 1st May to 30th June)					
Referral - three months (GP, probation, HYJS)	99.90	99.90	0.00	0%	SS
Hertfordshire Youth Justice Service - three months (14-15 yrs)	67.50	70.50	3.00	4%	SS
<b><u>SINGLE SITE (JWSC only) - new memberships only - current members stay on price when they joined</u></b>					
<b>Direct Debit option</b> - continuous membership with a minimum membership of 4 months (one month notice after 3 months membership)					
Individual	38.00	39.95	1.95	5%	SS
<b>ANNUAL option</b>					
<b>12 x monthly DD fee</b>					
Individual	456.00	479.40	23.40	5%	SS
<b>SHORT TERM FIT&amp;WELL MEMBERSHIPS (no joining or induction fee payable)</b>					
JWSC school pupil summer holiday	38.25	39.95	1.70	4%	SS
<b>FIT&amp;WELL JOINING FEE - for both sites</b>					
Adult	30.00	30.00	0.00	0%	SS
Concession	30.00	30.00	0.00	0%	SS
Corporate	30.00	30.00	0.00	0%	SS
Youth - one youth can join with no joining fee for each parent who is a Fit&Well member	15.00	15.00	0.00	0%	SS
Replacement membership card/replacement locker card	2.10	2.30	0.20	10%	SS
Administration fee for membership outstanding payment collection	25.00	25.00	0.00	0%	SS

# LAURA TROTT LEISURE CENTRE and THE JOHN WARNER SPORTS CENTRE

## BROXBOURNE SPORT

All prices are maximum which may be varied at the discretion of the Director of Finance.

	Actual 2017/18 £	Proposed 2018/19 £	Change from 2017/18 £	Change from 2017/18 %	VAT Indicator
<b><u>MISCELLANEOUS</u></b>					
<b>Locker Hire</b>					
- Locker hire	0.20	0.20	0.00	0%	SS
- Replacement Locker card	5.00	5.00	0.00	0%	SS
<b>Health Suite - including swim (per session)</b>					
- Adult	8.00	8.40	0.40	5%	SS
- Concession	7.00	7.70	0.70	10%	SS
- Leisure 50s (specific sessions)	5.20	5.50	0.30	6%	SS
- Health Suite with activity	4.30	4.60	0.30	7%	SS
<b>Squash Court (Per 40 Minutes)</b>					
- Adult	10.00	10.50	0.50	5%	SS
- Junior (off peak times only)	4.50	4.80	0.30	7%	SS
- Adult - 6 sessions for the price of 5	50.00	52.50	2.50	5%	SS
<b>JWSC outdoor cricket nets (2 nets)</b>					
- per hour - new area	27.30	28.70	1.40	5%	SS
<b>Leisure over 50s</b>					
- Bowls per session	4.40	4.70	0.30	7%	SS
- Activity per session	4.90	5.20	0.30	6%	SS
<b>Leisure 50 activity/bowls books - 6 sessions for the price of 5</b>					
- Leisure 50s	24.50	26.00	1.50	6%	SS
<b>Equipment Hire</b>					
- Rackets	2.10	2.30	0.20	10%	SS
- Refundable deposit	5.00	5.00	0.00	0%	SS
- Chair - each	0.70	0.80	0.10	14%	SS
- Table - each	2.20	2.40	0.20	9%	SS
- Barrier - each	2.10	2.30	0.20	10%	SS
<b>Meeting Room per hour (large - LT MPR, bar for meeting))</b>					
	24.00	25.20	1.20	5%	SS
<b>Meeting Room per hour (medium - JW classroom, LT activity space)</b>					
	18.40	19.40	1.00	5%	SS
<b>Bar Area (per hour)</b>					
LTLC	31.00	32.60	1.60	5%	SS
JWSC	31.00	32.60	1.60	5%	SS
Minimum hire period of six hours on Friday/Saturday evening					

## Damage deposit for events

Up to 100% of the value of the booking at the discretion of the Director of Finance.

# LAURA TROTT LEISURE CENTRE and THE JOHN WARNER SPORTS CENTRE

## BROXBOURNE SPORT

All prices are maximum which may be varied at the discretion of the Director of Finance.

	Actual	Proposed	Change from	Change from	VAT Indicator
	2017/18	2018/19	2017/18	2017/18	
	£	£	£	%	
<b><u>TRAINING COURSES</u></b>					
National Pool Lifeguarding Qualification (with AED)	275.40	289.20	13.80	5%	SE
National Pool Lifeguarding Qualification (without AED)	245.40	257.70	12.30	5%	SE
First Aid at Work	209.10	219.60	10.50	5%	SE
First Aid at Work - renewal	166.30	174.70	8.40	5%	SE
First Aid at Work - refresher	36.60	38.50	1.90	5%	SE
Emergency first aid	114.30	120.10	5.80	5%	SE
ASA level 1 - from 1st January 2018	392.70	412.40	19.70	5%	SE
ASA level 2 - from 1st January 2018	647.70	680.10	32.40	5%	SE
ASA Coaching Aquatic Pre-Fundamentals (QCF) - 1/1/2018	270.30	283.90	13.60	5%	SE
<b><u>SPORTS HALL</u></b>					
<b>Badminton - (Per hour, per court)</b>					
- Adult	11.10	11.70	0.60	5%	SS
- Adult (block booking)	13.40	14.10	0.70	5%	SS
- Junior (off peak times only)	7.10	7.50	0.40	6%	SS
- Club	6.40	6.80	0.40	6%	SS
Badminton - 6 sessions for the price of 5	55.50	58.50	3.00	5%	SS
<b>Table Tennis - (Per hour, per table)</b>					
- Adult	11.10	11.70	0.60	5%	SS
- Junior (off peak times only)	7.10	7.50	0.40	6%	SS
Second table on court	5.60	5.90	0.30	5%	SS
Table tennis - 6 sessions for the price of 5	55.50	58.50	3.00	5%	SS
<b>LTLC Olympic Hall (6 courts) JWSC Sports Hall (4 courts)</b>					
- Per hour/per court	19.20	20.20	1.00	5%	SS
- Per hour/whole hall (LTLC - including bleachers)	151.00	158.60	7.60	5%	SS
- Per hour/whole hall (LTLC - excluding bleachers)	109.20	114.70	5.50	5%	SS
<b>JWSC Cricket Nets (four nets) per hour</b>	67.90	71.30	3.40	5%	SS

# LAURA TROTT LEISURE CENTRE and THE JOHN WARNER SPORTS CENTRE

## BROXBOURNE SPORT

All prices are maximum which may be varied at the discretion of the Director of Finance.

	Actual	Proposed	Change	Change	VAT
	2017/18	2018/19	from	from	Indicator
	£	£	2017/18	2017/18	
			£	%	
<b>SWIMMING</b>					
<b>Casual swimming</b>					
- Adult	4.80	5.10	0.30	6%	SS
- Junior	2.60	2.80	0.20	8%	SS
- Concession (other than junior)	2.90	3.10	0.20	7%	SS
- Family swim (two adults + up to two children or one adult and up to three children)	11.30	11.90	0.60	5%	SS
- Parent/guardian plus under three	2.60	2.80	0.20	8%	SS
- Fun toy swim	2.90	3.10	0.20	7%	SS
- Leisure 50s	2.90	3.10	0.20	7%	SS
- Swim and socialise	3.80	4.00	0.20	5%	SS
- Child under three	free				
- Designated disabled session (customer and carer). In any other public swim session the disabled person pays the normal price but a carer attending purely to aid the disabled person is allowed in free of charge)	free				
<b>Book of Swimming Tickets (6 tickets for the price of 5)</b>					
- Adult	24.00	25.50	1.50	6%	SS
- Junior	13.00	14.00	1.00	8%	SS
- Concessionary	14.50	15.50	1.00	7%	SS
- Leisure Club over 50s	14.50	15.50	1.00	7%	SS
<b>Swimming Lessons / Courses</b>					
<b>Adult lesson (30 mins), youth lifesaving &amp; swim trainer</b>					
- 50 weeks cash block - including free casual swimming	364.50	383.40	18.90	5%	SE
- Direct Debit membership (per month) - including free casual swimming for Youth & Swim Trainer	33.75	35.50	1.75	5%	SE
<b>Junior lesson (30 mins)</b>					
- 50 weeks cash block - including free casual swimming	274.32	288.36	14.04	5%	SE
- Direct Debit membership (per month) - including free casual swimming	25.40	26.70	1.30	5%	SE
Re-joining fee if more than one DD membership cancellation	25.00	25.00	0.00	0%	SS
- School Swimming (30 mins) with instruction/per child - from 1st September 2018	2.40	2.60	0.20	8%	SE
- Individual course (6 x 30 mins) (1 to 1)	130.10	136.70	6.60	5%	SE
- Individual course (6 x 30 mins) (1 to 2)	203.00	213.20	10.20	5%	SE
- Individual course (6 x 30 mins) (1 to 3)	230.60	242.20	11.60	5%	SE
<b>Pool Hire (per hour)</b>					
Pool Parties - main pool	156.10	164.00	7.90	5%	SS
Pool Parties - JWSC learner pool on its own	104.10	109.40	5.30	5%	SS
Pool Parties - JWSC learner pool in addition to main pool	26.10	27.50	1.40	5%	SS
Gala Pool Hire	123.50	129.70	6.20	5%	SS
Club Hire Training - single lane	17.60	18.50	0.90	5%	SS
Club Hire Training - multiple lanes - per lane	13.50	14.20	0.70	5%	SS

## BROXBOURNE SPORT AND BROXBOURNE LESIURE AND CULTURE CONCESSIONARY QUALIFICATIONS

Category	Proof required	Renewal date	Expiry date
Young people 16 or under	Passport or birth certificate	n/a	17th birthday
People in full time education	Student ID card or school letter	August 31st at end of academic year that proof relates to	
Income based job seekers	Notice of entitlement to income based job s	Last date of period specified on notice	
Low income families	Notice of entitlement to income support	Last date of period specified on notice	
Disabled persons	Notice of entitlement showing allowance for disability	Last date of period specified on notice	
Persons aged 64 or above	Passport, driving licence or birth certificate	n/a	None
War pensioner or widow	Notice of entitlement	n/a	None
Hertfordshire Additional Needs Database (HAND) member	Membership card	n/a	20th birthday
Ex-service personnel	Proof of service	n/a	