

Description of Charge	UNIT	Subject to VAT	2015/16 charge excluding VAT	2016/17 charge excluding VAT	COMMENTS	Justification for increase	% increase	Committee / DPR
Highways								
Unlicensed Skip found on the highway	Each	VAT not applicable	£283.00	£288.00	Charge includes for gathering/collating of evidence, serving of notice and recording, further site visits as required to ensure compliance plus travel costs		1.77%	DPR
Traffic sensitive site inspection charge Skips	Each	VAT not applicable	£56.50	£57.50	Charge includes inspection, and recording, further site visits as required to ensure compliance plus travel costs		1.77%	DPR
Licence to erect or retain on or over a highway any scaffolding or other structure	Each	VAT not applicable	£170.00	£173.00	Charge includes initial site inspection, and recording, further site visits as required to ensure compliance plus travel costs		1.76%	DPR
Licence to erect a hoarding or fence and site inspections to monitor compliance	Each	VAT not applicable	£170.00	£173.00	Charge includes initial site inspection, and recording, further site visits as required to ensure compliance plus travel costs		1.76%	DPR
Licence to construct works, cellars, cranes, portacabins, temporary crossovers, vaults or pavement lights under or on a street	Each	VAT not applicable	£170.00	£173.00	Charge includes initial site inspection, and recording, further site visits as required to ensure compliance plus travel costs		1.76%	DPR
Licence to temporarily deposit materials in a street or to make an excavation in it and the undertaking of site inspections to monitor compliance	Each	VAT not applicable	£170.00	£173.00	Charge includes initial site inspection, and recording, further site visits as required to ensure compliance plus travel costs		1.76%	DPR
Vehicle Crossover - Processing and monitoring of Crossover applications and works under possible alternative arrangements where works are arranged by residents rather than the Authority.	Each	VAT not applicable	£397.00	£397.00	Charge includes for an initial site visit on receipt of a crossover application, granting or refusing application, further site visits as required to monitor the works carried out and issuing a completion certificate.		0.00%	DPR
Rechargeable construction Works - Vehicle Crossovers, Street Lighting, Highway Construction, Sign supply and installation etc.	Each	VAT not applicable	£230.00	£230.00	Administration charge includes: inspections; statutory searches; management of documents, scanning, archiving, confidential disposal of paper documents;		0.00%	DPR
Vehicle Crossover White Line Re-marking existing faded lines	Each	VAT not applicable	£113.50	£113.50	Charge includes for up to 5 metres - Each additional metre is charged at £20.		0.00%	DPR
Section 50 inspections	Per licence	VAT not applicable	£150.00	£0.00	DELETE		-100.00%	DPR
Works directed under the Highways Act 1980 and the Town & Country Planning Act 1990: Pre-application initial meeting to discuss proposed developments.	Each	VAT not applicable	£565.00	£576.00			1.95%	DPR
Works directed under the Highways Act 1980 and the Town & Country Planning Act 1990: Pre-approval meeting to discuss the scope of adoptable highway works in connection with new roads within proposed developments	Hourly Rate up to Snr Eng.	VAT not applicable	£124.50	£124.50			0.00%	DPR

Works directed under the Highways Act 1980 and the Town & Country Planning Act 1990: Pre-approval meeting to discuss the scope of adoptable highway works in connection with new roads within proposed developments	Hourly Rate above Snr Eng.	VAT not applicable	£192.50	£192.50			0.00%	DPR
The alteration of parking layout through Traffic Management Order (TMO) processes. Charge covers the public consultation, advertising and one TMO alteration	Each	VAT applicable	£1,925.00	£1,925.00	1. Where objections are received to traffic orders the cost is increased by an additional (3 hours @ Support, 1 hour Principal Professional) to take into account staff time in considering the objections. 2. Additional charges may apply if there is significant design input required from Officers. 3. The cost of actual work will be a separate composite unit rate based on contractor's tendered rate plus 30% overhead costs		0.00%	DPR
Enquiries on Highway matters requiring an official response. To cover all enquiries including GIS, Traffic Management Order, traffic schemes, accident data, rights of way and similar	Each	VAT not applicable	£204.00	£208.00	Enquires requiring more than two items or queries to be addressed will be charged at £75 per additional item.		1.96%	DPR
Section 38, 278 and 106 Highway Work : Technical approval of highway layout & construction details and the supervision of adoptable highway works in connection with new estate roads offered for adoption	Each	VAT not applicable	12%, 15.5% and 20.5%	12%, 15.5% and 20.5%	These works are carried out under Section 38 / 278 of the Highways Act 1980 and / or Section 106 of the Town and Country Planning Act by Agreement. Highest percentage figure used when works cost in under £400,000. Lowest percentage used when works cost £1m to £2m. When works cost over £2m they are subject to individual negotiation. The Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing and administration. However, provision will also be made when dealing with external developers to recover all costs incurred by the Council as a result of the increased scope of the works, delay in developers programme for completion of highway works, concluding the relevant agreements under the Highways Act 1980 and dealing with any objections when processing statutory orders.		No change	DPR
Minor Offsite Highways Work : Technical approval of highway layout & construction details and the supervision of highway works on the public highway for minor offsite highways work necessitated by the new development	Each	VAT not applicable	£2,825.00	£2,881.00	under section 184 of the Highways Act 1980, the charges relate to each access created or closed. Final costs are based on Time Charge		1.98%	DPR

Highway Licences : Processing of Licences under the Highways Act 1980 on new developments (i.e. under Sections 142;177;179;181 etc.)	Each	VAT not applicable	£3,540.00	£3,610.00	Initial application fee. Additional charges may be levied as the Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing and administration. However, provision will be made when dealing with external developers to recover all costs incurred by the Council as a result of the increased scope of the works, delay in developers programme for completion of highway works, concluding the relevant agreements under the Highways Act 1980 and dealing with any objections when processing statutory orders. Final costs are based on Time Charge		1.98%	DPR
Processing of Stopping Up Order Under Section 247 of Town & Country Planning Act 1990	Each	VAT not applicable	£4,620.00	£4,712.00	Initial application fee. Additional charges may be levied as the Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing and administration. However, provision will also be made when dealing with external developers to recover all costs incurred by the Council as a result of the increased scope of the works, delay in developers programme for completion of highway works, concluding the relevant agreements and statutory orders under the Town and Country Planning Act 1990 and dealing with any objections when processing statutory orders.		1.99%	DPR
Processing of Stopping Up Order Under the Highways Act 1980	Each	VAT not applicable	£7,260.00	£7,405.00	Initial application fee. Additional charges may be levied as the Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing and administration. However, provision will be made when dealing with external developers to recover all costs incurred by the Council as a result of the increased scope of the works, delay in developers programme for completion of highway works, concluding the relevant agreements under the Highways Act 1980 and dealing with any objections when processing statutory orders. Final costs are based on Time Charge		2.00%	DPR

Processing of Notification for Transport for London approval under TMA 2004	Each	VAT not applicable	£3,540.00	£3,610.00	Initial application fee. Additional charges may be levied as the Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing and administration. However, provision will be made when dealing with external developers to recover all costs incurred by the Council as a result of the increased scope of the works, delay in developers programme for completion of highway works, concluding the relevant agreements under the Highways Act 1980 and dealing with any objections when processing statutory orders. Final costs are based on Time Charge		1.98%	DPR
Deposit related to an application for a licence to erect or retain on or over a highway any scaffolding or other structure	Each	VAT not applicable	£525.00	see comment	Minimum deposit, however sum is calculated based on area and hence likely damage and estimated reinstatement costs			DPR
Deposit related to an application to erect a hoarding or fence and site inspections to monitor compliance	Each	VAT not applicable	£525.00	see comment	Minimum deposit, however sum is calculated based on area and hence likely damage and estimated reinstatement costs			DPR
Deposit in relation to a request to construct works, cellars, cranes, portacabins, temporary crossovers, vaults or pavement lights under or on a street	Each	VAT not applicable	£525.00	see comment	Minimum deposit, however sum is calculated based on area and hence likely damage and estimated reinstatement costs			DPR
Deposit in relation to an application to temporarily deposit materials in a street or to make an excavation in it and the undertaking of site inspections to monitor compliance	Each	VAT not applicable	£525.00	£235 excluding deposit	Minimum deposit, however sum is calculated based on area and hence likely damage and estimated reinstatement costs			DPR
Vehicle Crossover Legal Agreement	Each	VAT not applicable	£184.00	£184.00	Cost includes recovery of costs incurred relating to the processing of the application and scheduling agreement for Legal. Legal costs in preparing for signing agreements and Local Land charges.		0.00%	DPR
Vehicle Crossover White Line - Process Application	Each	VAT not applicable	£147.00	£147.00	Charge includes time taken to process the application with site visit, marking out site, calculating costs and preparing and posting a quotation, including recording all details on the data base. The increase above inflation is to ensure that time taken is fully recovered.		0.00%	DPR
Vehicle Crossover White Line Installation	Each	VAT not applicable	£162.00	£162.00	Charge includes for up to 5 metres - Each additional metre is charged at £20.		0.00%	DPR
Private Street Name Plate - Supply and Installation	Each	VAT not applicable	£270.00	£275.00			1.85%	DPR
Licence to place skip on the highway	Each	VAT not applicable	£25 per week with a £50 minimum	£25.50 per week with a £51 minimum	Minimum of two weeks will apply		2.00%	DPR
Renewal for expired skip licence	Each	VAT not applicable	£25 per week with a £50 minimum	£25.50 per week with a £51 minimum	Minimum of two weeks will apply		2.00%	DPR

Watercourse Consent	Each	VAT not applicable	£50.00	£50.00	This is a new duty inherited as a lead local flood authority from the environment agency. The fee is fixed by legislation.	0.00%	DPR
Rechargeable Works							
Anything done to temporarily restrict or prohibit traffic in order to facilitate a Special Event or similar whether on or off-street. Includes site meetings, making and advertising temporary traffic orders and erecting street notice. Excludes signs/road markings.	Per order	VAT not applicable	£197.50	£197.50	Fee to cover initial consideration including site inspection, consultations, estimate preparation and processing costs. The cost of actual work will be a separate composite unit rate based on contractor's tendered rate plus 30% overhead costs to cover detailed design, drafting and advertising traffic order/notice(s), Supervision and admin costs. Note: Discretionary charges or a waiver of fees may be applied in instances where the Council considers it appropriate – for example Charity events	0.00%	DPR
Approval to carry out a traffic count on borough roads	Each	VAT not applicable	£310.00	£310.00	Up to inflation. This depends on the purpose behind the request for the traffic flow data to be provided. For example, there is no charge for traffic counts done under the Road Traffic Reduction Act 1997 where parliament has made a provision in the local authority's budget to carry out traffic counts and share traffic flow data and prepare reports on the same.	0.00%	DPR
Anything done to restrict or prohibit traffic on a road in order to carry out works on or near the road. Includes making temporary traffic orders, advertising, providing notification of the restrictions and making, erecting, maintaining diversion signs, barriers etc. to implement the road closure and removal thereof	Per order	VAT not applicable	£3,810.00	£3,810.00	Fixed fees for making temporary traffic orders to be charged are £500.00 for activities covered in the Coordination Code of Practice Para 7.3.21 & 22. Includes for maintaining signs for 3 months. Additional charges to apply beyond 3 months. Includes for up to 6 signs - additional charge of £500.00 per sign thereafter.	0.00%	DPR
Anything done to temporarily restrict or prohibit traffic in order to carry out works on or near the road. Includes site meetings, making and advertising temporary traffic orders and erecting street notice. Excludes signs/road markings	Per order	VAT not applicable	£1,945.00	£1,945.00	Fixed fees for making temporary traffic orders to be charged at £350.00 for activities covered in the Coordination Code of Practice Para 7.3.21 & 22.	0.00%	DPR
Consideration of a request to place a traffic sign to indicate the route to specified land or premises and the placing of such a sign	Per Sign	VAT not applicable	£330.00	£330.00	Under section 65 (3A) of the Road Traffic Regulation Act 1984, no charge should be requested to permit a traffic sign to be placed on or near any road in their area if - (i) the sign conveys information of a temporary nature or is otherwise intended to be placed only temporarily; and (ii) the sign is to be placed by a body which is prescribed for the purposes of this subsection as being a body appearing to the Secretary of State to be representative of the interests of road users or any class of road users.	0.00%	DPR

Provide traffic flow data from automatic traffic counters or previously conducted manual counts	Each	VAT not applicable	£398.00	£405.00	Up to inflation. This depends on the purpose behind the request for the traffic flow data to be provided. For example, there is no charge for traffic counts done under the Road Traffic Reduction Act 1997 where parliament has made a provision in the local authority's budget to carry out traffic counts and share traffic flow data and prepare reports on the same.		1.76%	DPR
London Permit Scheme - Permit Fee - Cat 0, 1,2 and TS roads - Major PAA	per permit	VAT not applicable	£105.00	£105.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point. Regulation 31 of the Traffic Management Permit Scheme (England) Regulations 2007/3372 says fee is subject to following: a) Highways Authorities do not pay any fee under the permit scheme; b) permit holders who do not request a variation cannot be charged; c) if time limits set out in regulation 16 run out then there is no charge; and d) 30% discount applies if 2 or more permits received within 3 working days counted from the day the first application is received and the applications are connected or the applicants are connected or working together.		0.00%	DPR
London Permit Scheme - Permit Fee - Cat 0, 1,2 and TS roads - Major	per permit	VAT not applicable	£240.00	£240.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point. Regulation 31 of the Traffic Management Permit Scheme (England) Regulations 2007/3372 says fee is subject to following: a) Highways Authorities do not pay any fee under the permit scheme; b) permit holders who do not request a variation cannot be charged; c) if time limits set out in regulation 16 run out then there is no charge; and d) 30% discount applies if 2 or more permits received within 3 working days counted from the day the first application is received and the applications are connected or the applicants are connected or working together.		0.00%	DPR

London Permit Scheme - Permit Fee - Cat 0, 1,2 and TS roads - Standard	per permit	VAT not applicable	£130.00	£130.00	<p>Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point. Regulation 31 of the Traffic Management Permit Scheme (England) Regulations 2007/3372 says fee is subject to following: a) Highways Authorities do not pay any fee under the permit scheme; b) permit holders who do not request a variation cannot be charged; c) if time limits set out in regulation 16 run out then there is no charge; and d) 30% discount applies if 2 or more permits received within 3 working days counted from the day the first application is received and the applications are connected or the applicants are connected or working together.</p>		0.00%	DPR
London Permit Scheme - Permit Fee - Cat 0, 1,2 and TS roads - Minor	per permit	VAT not applicable	£65.00	£65.00	<p>Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point. Regulation 31 of the Traffic Management Permit Scheme (England) Regulations 2007/3372 says fee is subject to following: a) Highways Authorities do not pay any fee under the permit scheme; b) permit holders who do not request a variation cannot be charged; c) if time limits set out in regulation 16 run out then there is no charge; and d) 30% discount applies if 2 or more permits received within 3 working days counted from the day the first application is received and the applications are connected or the applicants are connected or working together.</p>		0.00%	DPR

London Permit Scheme - Permit Fee - Cat 0, 1,2 and TS roads - Immediate	per permit	VAT not applicable	£60.00	£60.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point. Regulation 31 of the Traffic Management Permit Scheme (England) Regulations 2007/3372 says fee is subject to following: a) Highways Authorities do not pay any fee under the permit scheme; b) permit holders who do not request a variation cannot be charged; c) if time limits set out in regulation 16 run out then there is no charge; and d) 30% discount applies if 2 or more permits received within 3 working days counted from the day the first application is received and the applications are connected or the applicants are connected or working together.		0.00%	DPR
London Permit Scheme - Permit Fee - Cat 0, 1,2 and TS roads - Permit Variation	per permit	VAT not applicable	£45.00	£45.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point. Regulation 31 of the Traffic Management Permit Scheme (England) Regulations 2007/3372 says fee is subject to following: a) Highways Authorities do not pay any fee under the permit scheme; b) permit holders who do not request a variation cannot be charged; c) if time limits set out in regulation 16 run out then there is no charge; and d) 30% discount applies if 2 or more permits received within 3 working days counted from the day the first application is received and the applications are connected or the applicants are connected or working together.		0.00%	DPR

London Permit Scheme - Permit Fee - Cat 3 and 4 and non TS roads - Major PAA	per permit	VAT not applicable	£75.00	£75.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point. Regulation 31 of the Traffic Management Permit Scheme (England) Regulations 2007/3372 says fee is subject to following: a) Highways Authorities do not pay any fee under the permit scheme; b) permit holders who do not request a variation cannot be charged; c) if time limits set out in regulation 16 run out then there is no charge; and d) 30% discount applies if 2 or more permits received within 3 working days counted from the day the first application is received and the applications are connected or the applicants are connected or working together.		0.00%	DPR
London Permit Scheme - Permit Fee - Cat 3 and 4 and non TS roads - Major	per permit	VAT not applicable	£150.00	£150.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point. Regulation 31 of the Traffic Management Permit Scheme (England) Regulations 2007/3372 says fee is subject to following: a) Highways Authorities do not pay any fee under the permit scheme; b) permit holders who do not request a variation cannot be charged; c) if time limits set out in regulation 16 run out then there is no charge; and d) 30% discount applies if 2 or more permits received within 3 working days counted from the day the first application is received and the applications are connected or the applicants are connected or working together.		0.00%	DPR

London Permit Scheme - Permit Fee - Cat 3 and 4 and non TS roads - Standard	per permit	VAT not applicable	£75.00	£75.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point. Regulation 31 of the Traffic Management Permit Scheme (England) Regulations 2007/3372 says fee is subject to following: a) Highways Authorities do not pay any fee under the permit scheme; b) permit holders who do not request a variation cannot be charged; c) if time limits set out in regulation 16 run out then there is no charge; and d) 30% discount applies if 2 or more permits received within 3 working days counted from the day the first application is received and the applications are connected or the applicants are connected or working together.		0.00%	DPR
London Permit Scheme - Permit Fee - Cat 3 and 4 and non TS roads - Minor	per permit	VAT not applicable	£45.00	£45.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point. Regulation 31 of the Traffic Management Permit Scheme (England) Regulations 2007/3372 says fee is subject to following: a) Highways Authorities do not pay any fee under the permit scheme; b) permit holders who do not request a variation cannot be charged; c) if time limits set out in regulation 16 run out then there is no charge; and d) 30% discount applies if 2 or more permits received within 3 working days counted from the day the first application is received and the applications are connected or the applicants are connected or working together.		0.00%	DPR

London Permit Scheme - Permit Fee - Cat 3 and 4 and non TS roads - Immediate	per permit	VAT not applicable	£40.00	£40.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point. Regulation 31 of the Traffic Management Permit Scheme (England) Regulations 2007/3372 says fee is subject to following: a) Highways Authorities do not pay any fee under the permit scheme; b) permit holders who do not request a variation cannot be charged; c) if time limits set out in regulation 16 run out then there is no charge; and d) 30% discount applies if 2 or more permits received within 3 working days counted from the day the first application is received and the applications are connected or the applicants are connected or working together.	0.00%	DPR
London Permit Scheme - Permit Fee - Cat 3 and 4 and non TS roads - Permit Variation	per permit	VAT not applicable	£35.00	£35.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point. Regulation 31 of the Traffic Management Permit Scheme (England) Regulations 2007/3372 says fee is subject to following: a) Highways Authorities do not pay any fee under the permit scheme; b) permit holders who do not request a variation cannot be charged; c) if time limits set out in regulation 16 run out then there is no charge; and d) 30% discount applies if 2 or more permits received within 3 working days counted from the day the first application is received and the applications are connected or the applicants are connected or working together.	0.00%	DPR
Permit Scheme Fixed Penalty Notice for failure to apply for a permit before commencing works	Per failure	VAT not applicable	£500.00	£500.00	Charge is discounted to £300 if payment is made within 29 days (regulation 25 of Traffic Management Permit Scheme (England) Regulations 2007/3372). Maximum fee of £500 is prescribed by Secretary of State so should be monitored. Also subject to time limits for issuing fixed penalty notices set out in regulation 22.	0.00%	DPR
Permit Scheme Fixed Penalty Notice for failure to comply with a permit condition	Per failure	VAT not applicable	£120.00	£120.00	Charge is discounted to £80 if payment is made within 29 days (regulation 25 of Traffic Management Permit Scheme (England) Regulations 2007/3372). Maximum fee of £120 is prescribed by Secretary of State so should be monitored. Also subject to time limits for issuing fixed penalty notices set out in regulation 22.	0.00%	DPR

Description of Charge	UNIT	Subject to VAT	2015/16 charge excluding VAT	2016/17 charge excluding VAT	% increase	Committee / DPR
Planning						
Policy Publications						
Planning Briefs & Supplementary Planning Guidance	Each	VAT not applicable	39.75	£40.50	2%	DPR
(for residents only)	Each	VAT not applicable	16.75	£17.00	2%	DPR
Conservation Publications						
Conservation Area Character Appraisals	Each (sub areas within the Hampstead Garden Suburb Conservation Area will be charged as a single Appraisal document)	VAT not applicable	£33.50	£34.00	2%	DPR
(for residents only)	Each. Each sub area within the Hampstead Garden Suburb Conservation Area will be charged as a single Appraisal document.	VAT not applicable	£16.75	£17.00	1%	DPR
Statutory List of Buildings of special architectural or historic interest	Each	VAT not applicable	£45.40	£41.80	-8%	DPR
(for residents only)	Each	VAT not applicable	£22.40	£22.40	0%	DPR
Schedule of Building of local or historic interest	Each	VAT not applicable	£34.00	£34.60	2%	DPR
(for residents only)	Each	VAT not applicable	£16.75	£17.00	2%	DPR
Statutory List extracts	Each	VAT not applicable	£22.40	£22.80	2%	DPR
One building per extra copy	Each	VAT not applicable	£16.75	£17.00	2%	DPR
Article 4 Directions per area	Each	VAT not applicable	£34.00	£32.00	-6%	DPR
Conservation Area Maps	Each	VAT not applicable	£39.75	£40.50	2%	DPR
(for residents only)	Each	VAT not applicable	£22.40	£22.80	2%	DPR
Development Control Documents						
Copies of Planning Decisions	Each	VAT not applicable	£28.50	£29.00	2%	DPR
Copies of Enforcement Notices	Each	VAT not applicable	£28.50	£29.00	2%	DPR
Weekly list of Planning applications per area by email	Each	VAT not applicable				DPR
Tree Preservation Order Full Document	Each	VAT not applicable	£62.00	£63.00	2%	DPR
Tree Preservation Order Extract	Each	VAT not applicable	£35.70	£36.40	2%	DPR
All Planning & Building Control Services						
Photocopying per A3 copy	Each	VAT not applicable	£1.50	£1.50	0%	DPR
Photocopying per A4 copy	Each	VAT not applicable	£1.00	£1.00	0%	DPR
Reproduction of maps/drawings						
A1-A0	Each	VAT not applicable	21.75	£22.10	2%	DPR
A2	Each	VAT not applicable	16.50	£16.80	2%	DPR
A3	Each	VAT not applicable	1.50	£1.50	0%	DPR
A4	Each	VAT not applicable	1.00	£1.00	0%	DPR
CD copy of applications						
Per CD	Each	VAT not applicable	£33.50	£34.10	2%	DPR
(for residents only)	Each	VAT not applicable	£16.75	£17.00	2%	DPR
Historic Planning Information						
Price per file	Each	VAT not applicable	£16.75	£17.00	2%	DPR
(for residents only for applications decided before 1 Jan 200) Requests for files may take a month to process as the files are archived off site.	Each	VAT not applicable	£11.20	£11.40	2%	DPR
Correspondence requiring research to answer						
Per question per address	Per question per address	VAT not applicable	£76.50	£78.00	2%	DPR
Enforcement Enquiry per question per address	Per question per address	VAT not applicable	£76.50	£78.00	2%	DPR
High Hedge Complaints						
Complaint Investigation	Per address	VAT not applicable	£596.00	£607.00	2%	DPR
(50% discount for specified benefits)	Per address	VAT not applicable	£295.50	£300.00	2%	DPR
Postage						
A5	Each	VAT not applicable	£2.05	£2.05	0%	DPR
A4 package	Each	VAT not applicable	£6.25	£6.30	1%	DPR
A4	Each	VAT not applicable	£4.15	£4.20	1%	DPR

Other Planning Costs						
Planning Advice Charges (Pre-Application Advice)						
Category A + (Complex - 150+ residential units or 4000m2+ of commercial floor space)	Initial meeting	Yes	£9,450.00	£9,639.00	2%	DPR
Category A (Complex - 100+ residential units or 4000m2+ of commercial floor space)	Initial meeting	Yes	£7,350.00	£7,497.00	2%	DPR
Category B (Complex - 25+ residential units or 2000m2+ of commercial floor space)	Initial meeting	Yes	£5,250.00	£5,355.00	2%	DPR
Category C (Major - 10-24 residential units or 1000m2-2000m2 commercial floor space)	Initial meeting	Yes	£2,625.00	£2,677.00	2%	DPR
Category D + (Minor - 2-9 residential units, 100m2-999m2 commercial floor space or creation of one residential unit where there are complex heritage issues)	Initial meeting	Yes	£1,575.00	£1,606.00	2%	DPR
Category D (Minor - 2-4 residential units, 100m2-999m2 commercial floor space or creation of one residential unit where there are complex heritage issues)	Written Advice only, no meeting	Yes	£840.00	£856.00	2%	DPR
Category E (Creation of one residential unit: creation of one additional residential house or flat; The replacement of an existing residential unit; The conversion of 1 property into 2 residential units (Please note, where there are complex heritage listed building or conservation issues, a replacement or additional dwelling may still fall within category D)	Written Advice only, no meeting	Yes	£280.00	£285.00	2%	DPR
Category F (Small scale development: Small extensions/ alterations (including advertisements) to commercial or similar premises below the threshold of category D; Small changes of use to such premises below the threshold of category D; Other small scale developments below the threshold of category D)	Written Advice only, no meeting	Yes	£219.00	£223.00	2%	DPR
Category G (Householder development: Extensions or alterations to a single residential unit) (Please note, where there are complex heritage listed building, protected trees or conservation issues, an addition charge of £275 will be applicable to cover necessary specialist input)	Written Advice only, no meeting	Yes	£120.00	£122.00	2%	DPR
Rates For Officers Giving Specialist Advice & Charges for Subsequent Meetings						
Case Officer up to Principal Planner	Per hour	Yes	£220.00	£224.00	2%	DPR
Team Leader/Manager	Per hour	Yes	£275.00	£280.00	2%	DPR
Service Heads and Directors	Per hour	Yes	£330.00	£336.00	2%	DPR
Business relationship manager	Annual charge	Yes	£2,190.00	£2,233.00	2%	DPR
Specialist Advice (Conservation & Design, Highways)	Per hour	Yes	£275.00	£280.00	2%	DPR

Description of Charge	UNIT	Subject to VAT	2015/16 charge excluding VAT	2016/17 charge excluding VAT	% Increase	Committee / DPR
Land Charges						
Full Search		VAT not applicable	£210.00	£210.00	0.00%	DPR
Expedited 24 hr Full Search		VAT not applicable	£246.80	£251.50	1.90%	DPR
Certificate of Search (LLC1)		VAT not applicable	£71.00	£68.25	-3.87%	DPR
Additional Enquiries (each)		VAT not applicable	£46.50	£46.50	0.00%	DPR
Extra Parcels of Land (each)		VAT not applicable	£46.50	£46.50	0.00%	DPR
CON29 ONLY		VAT not applicable	£139.00	£141.75	1.98%	DPR
Search refresh - within 93 days of original search		VAT not applicable	£87.50	£89.00	1.71%	DPR
Online Search - via NLIS						
NLIS full search		VAT not applicable	£205.00	£205.00	0.00%	DPR
NLIS LLC1		VAT not applicable	£69.00	£66.30	-3.91%	DPR
NLIS CON 29		VAT not applicable	£136.00	£138.70	1.99%	DPR
Any one requesting 9 Searches or more at the same time will be entitled to a 10% discount.						
Personal Searches						
One Parcel of Land (view only)						
One Parcel of Land (copy of documentation provided)		VAT not applicable	£26.00	£26.00	0.00%	DPR
Extra Parcels of Land (each)		VAT not applicable	£1.50	£1.50	0.00%	DPR
Inspection of Documents			£3.00	£3.00	0.00%	DPR
Copies of Planning Decisions						
Copies of Planning Decisions	Each	VAT not applicable	£28.42	£29.00	2.04%	DPR
Copies of Enforcement Notices	Each	VAT not applicable	£28.42	£29.00	2.04%	DPR
Weekly list of Planning applications per area by email	Each	VAT not applicable	Free	Free		
Tree Preservation Order	Full Document	VAT not applicable	£62.00	£63.00	1.61%	DPR
Listed Buildings	Each	VAT not applicable	£41.00	£41.80	1.95%	DPR
Light Obstruction Notices	Each	VAT not applicable	£38.50	£39.00	1.30%	DPR
Repair Notices	Each	VAT not applicable	£36.50	£37.00	1.37%	DPR
Improvement Grants	Each	VAT not applicable	£36.50	£37.00	1.37%	DPR
Covenants	Each	VAT not applicable	£36.50	£37.00	1.37%	DPR
Agreements	Each	VAT not applicable	£49.95	£50.00	0.10%	DPR
Article 4 Directions	Each	VAT not applicable	£31.50	£32.00	1.59%	DPR
Duplicate Searches	Each	VAT not applicable	£47.00	£47.90	1.91%	DPR
CON29R Enquires of local authority (2007)						
Planning and Building Regulations						
1.1. Planning and building decisions and pending applications						
Which of the following relating to the property have been granted, issued or refused or (were applicable) are the subject of pending applications?						
(a) a planning permission *		VAT not applicable				DPR
(b) a listed building consent *		VAT not applicable				DPR
(c) a conservation area consent *		VAT not applicable	£17.00	£17.00	0.00%	DPR
(d) a certificate of lawfulness of existing use or development *		VAT not applicable				DPR
(e) a certificate of lawfulness of proposed use or development *		VAT not applicable				DPR
(f) building regulations approval		VAT not applicable				DPR
(g) a building regulation completion certification		VAT not applicable	£17.00	£17.00	0.00%	DPR
(h) any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme		VAT not applicable				DPR
1.2. Planning designations and proposals						
What designations of land use for the property or the area, and what specific proposals of the property, are contained in any existing or proposed development plan?		VAT not applicable	£11.50	£11.50	0.00%	DPR
Roads						
2. Roadways, footways and footpaths						
Which of the roads, footways and footpaths named in the application for this search (via boxes B and C) are						
(a) highways maintainable at public expense *		VAT not applicable	£11.50	£11.50	0.00%	DPR
(b) subject to adoption and, supported by a bond and bond waver		VAT not applicable	£11.50	£11.50	0.00%	DPR
(c) to be made up by a local authority who will reclaim the cost from the frontagers		VAT not applicable	£11.50	£11.50	0.00%	DPR
(d) to be adopted by a local authority without reclaiming the cost from the frontagers		VAT not applicable	£11.50	£11.50	0.00%	DPR

Other Matters						
3.1 Land required for public purposes						
Is the property included in the land required for public purposes?		VAT not applicable	£11.50	£11.50	0.00%	DPR
3.2 Land to be acquired for road works						
Is the property included in land to be acquired for road works?		VAT not applicable	£11.50	£11.50	0.00%	DPR
3.3 Drainage agreements and consents						
Do either of the following exist in relation to the property?						
(a) an agreement to drain buildings in combination into an existing sewer by means of a private sewer **						
(b) an agreement or consent for (i) a building, or (ii) extension to a building on the property, to be built over, or in the vicinity of a drain, sewer or disposal main? **						
3.4 Nearby road schemes						
Is the property (or will it be) within 200 metres of any of the following?		VAT not applicable				
(a) the centre line of a new trunk road or special road specified in any order, draft order or scheme		VAT not applicable	£17.50	£17.50	0.00%	DPR
(b) the centre line of a proposed alteration or improvement to an existing road involving construction of a subway, underpass flyover, footbridge, elevated road or dual carriageway		VAT not applicable	£11.50	£11.50	0.00%	DPR
c) the outer limits of construction works for a proposed alteration or improvement to an existing road involving (i) construction of a roundabout (other than a mini roundabout) or (ii) widening by construction of one additional traffic lanes		VAT not applicable	£11.50	£11.50	0.00%	DPR
(d) the outer limits of (i) construction of a new road to be built by a local authority (ii) an approved alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway (iii) construction of a roundabout (other than a mini roundabout) or widening by construction or one or more additional traffic lanes.		VAT not applicable	£11.50	£11.50	0.00%	DPR
(e) the centre line of the line proposed route of the new road under proposals published for public consultation		VAT not applicable	£11.50	£11.50	0.00%	DPR
(f) the outer limits of (i) construction of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway (ii) construction of a roundabout (other than a mini roundabout) (iii) widening by construction of one or more additional traffic lanes, under proposals published for public consultation		VAT not applicable	£11.50	£11.50	0.00%	DPR
3.5. Nearby railway schemes						DPR
Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tram, light railway or monorail?		VAT not applicable	£11.50	£11.50	0.00%	DPR
3.6. Traffic schemes						
Has a local authority approved but not yet implemented any of the following for the roads, footways and footpaths (named in box B) which abut the boundaries of the property?		VAT not applicable				
(a) permanent stopping up or diversion		VAT not applicable	£11.50	£11.50	0.00%	DPR
(b) waiting or loading restrictions		VAT not applicable	£11.50	£11.50	0.00%	DPR
(c) one way driving		VAT not applicable	£11.50	£11.50	0.00%	DPR
(d) prohibition of driving		VAT not applicable	£11.50	£11.50	0.00%	DPR
(e) pedestrianisation		VAT not applicable	£11.50	£11.50	0.00%	DPR
(f) vehicle width or weight restriction		VAT not applicable	£11.50	£11.50	0.00%	DPR
(g) traffic calming works including road humps		VAT not applicable	£11.50	£11.50	0.00%	DPR
(h) residents parking controls		VAT not applicable	£11.50	£11.50	0.00%	DPR
(i) minor road widening of improvement		VAT not applicable	£11.50	£11.50	0.00%	DPR
(j) pedestrian crossings		VAT not applicable	£11.50	£11.50	0.00%	DPR
(k) cycle tracks		VAT not applicable	£11.50	£11.50	0.00%	DPR
(l) bridge building		VAT not applicable	£11.50	£11.50	0.00%	DPR
3.7. Outstanding notices						
Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this form?						
(a) building works		VAT not applicable	£11.50	£11.50	0.00%	DPR
(b) environment		VAT not applicable	£11.50	£11.50	0.00%	DPR
(c) health and safety		VAT not applicable	£11.50	£11.50	0.00%	DPR
(d) housing		VAT not applicable	£11.50	£11.50	0.00%	DPR
(e) highways		VAT not applicable	£11.50	£11.50	0.00%	DPR
(f) public health		VAT not applicable	£11.50	£11.50	0.00%	DPR
3.8. Contravention of building regulations						DPR
Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations?		VAT not applicable	£11.50	£11.50	0.00%	DPR

3.9 Notices, orders, directions and proceedings under Planning Acts						
Do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following?						
(a) an enforcement notice		VAT not applicable	£11.50	£11.50	0.00%	DPR
(b) a stop notice		VAT not applicable	£11.50	£11.50	0.00%	DPR
(c) a listed building enforcement notice		VAT not applicable	£11.50	£11.50	0.00%	DPR
(d) a breach of condition notice		VAT not applicable	£11.50	£11.50	0.00%	DPR
(e) a planning contravention notice		VAT not applicable	£11.50	£11.50	0.00%	DPR
(f) another notice relation to a breach of planning control		VAT not applicable	£11.50	£11.50	0.00%	DPR
(g) a listed building repairs notice		VAT not applicable	£11.50	£11.50	0.00%	DPR
(h) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation		VAT not applicable	£11.50	£11.50	0.00%	DPR
(i) a building preservation notice		VAT not applicable	£11.50	£11.50	0.00%	DPR
(j) a direction restricting permitted development		VAT not applicable	£11.50	£11.50	0.00%	DPR
(k) an order revoking or modifying planning permission		VAT not applicable	£11.50	£11.50	0.00%	DPR
(l) an order requiring discontinuance of use or alteration or removal of building works		VAT not applicable	£11.50	£11.50	0.00%	DPR
(m) a tree preservation order		VAT not applicable	£11.50	£11.50	0.00%	DPR
(n) proceedings to enforce a planning agreement or planning contribution		VAT not applicable	£11.50	£11.50	0.00%	DPR
3.10 Conservation area						
Do the following apply in relation to the property?						
(a) the making of the area a conservation area before 31 August 1974		VAT not applicable	£11.50	£11.50	0.00%	DPR
(b) an unimplemented resolution to designate the area a conservation area		VAT not applicable	£11.50	£11.50	0.00%	DPR
3.11 Compulsory purchase						
Has any enforceable order or decision been made to compulsorily purchase or acquire the property?		VAT not applicable	£11.50	£11.50	0.00%	DPR
3.12 Contaminated land						
Do any of the following apply (including any relating land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property)?						
(a) a contaminated land notice		VAT not applicable	£11.50	£11.50	0.00%	DPR
(b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990		VAT not applicable	£11.50	£11.50	0.00%	DPR
(i) a decision to make an entry						DPR
(ii) an entry						DPR
(c) consultation with the owner or occupier of the property conducted under section 78G(3) of the Environmental Protection Act 1990 before the service of a remediation notice		VAT not applicable	£11.50	£11.50	0.00%	DPR
3.13 Radon gas						
Do records indicate that the property is in a 'Radon Affected Area' as identified by the Health Protection Agency?						
* Information available free of charge online						
CON 290 Optional enquiries of the Local Authority (2007)						
4. Road proposals by private bodies		VAT not applicable	£23.50	£23.50	0.00%	DPR
5. Public paths or byways		VAT not applicable	£23.50	£23.50	0.00%	DPR
6. Advertisements		VAT not applicable	£23.50	£23.50	0.00%	DPR
7. Completion notices		VAT not applicable	£23.50	£23.50	0.00%	DPR
8. Parks and Countryside		VAT not applicable	£23.50	£23.50	0.00%	DPR
9. Pipelines		VAT not applicable	£23.50	£23.50	0.00%	DPR
10. Houses in multiple occupation		VAT not applicable	£23.50	£23.50	0.00%	DPR
11. Noise abatement		VAT not applicable	£23.50	£23.50	0.00%	DPR

12. Urban development areas		VAT not applicable	£23.50	£23.50	0.00%	DPR
13. Enterprise zones		VAT not applicable	£23.50	£23.50	0.00%	DPR
14. Inner urban improvement areas		VAT not applicable	£23.50	£23.50	0.00%	DPR
15. Implied planning zones		VAT not applicable	£23.50	£23.50	0.00%	DPR
16. Land maintenance notices		VAT not applicable	£23.50	£23.50	0.00%	DPR
17. Mineral consultation areas		VAT not applicable	£23.50	£23.50	0.00%	DPR
18. Hazardous substance consents		VAT not applicable	£23.50	£23.50	0.00%	DPR
19. Environmental and pollution notices		VAT not applicable	£23.50	£23.50	0.00%	DPR
20. Food safety notices		VAT not applicable	£23.50	£23.50	0.00%	DPR
21. Hedgerow notices		VAT not applicable	£23.50	£23.50	0.00%	DPR
22. Common land, town and village greens		VAT not applicable	£23.50	£23.50	0.00%	DPR

Description of Charge	UNIT	Subject to VAT	2015/16 charge excluding VAT	2016/17 charge excluding VAT	% increase	Committee / DPR
Trading Standards and Licensing						
Weights and Measures Testing						
Linear Measure not exceeding 3m for each scale	Each	VAT not applicable	£12.75	£13.00	1.96%	DPR
Capacity measures (without divisions or sub divisions) (not exceeding 1 L)	Each	VAT not applicable	£12.75	£13.00	1.96%	DPR
Cubic Ballast measures (other than brim measures)	Each	VAT not applicable	£192.00	£195.50	1.82%	DPR
Petrol Pumps						
1 meter test	Each	VAT not applicable	£148.00	£150.50	1.69%	DPR
2 meter tests	Each	VAT not applicable	£246.00	£250.50	1.83%	DPR
3 meter tests	Each	VAT not applicable	£308.00	£314.00	1.95%	DPR
4 meter tests	Each	VAT not applicable	£388.00	£395.50	1.93%	DPR
5 meter tests	Each	VAT not applicable	£469.00	£478.00	1.92%	DPR
6 meter tests	Each	VAT not applicable	£554.50	£565.50	1.98%	DPR
7 meter tests	Each	VAT not applicable	£641.00	£653.50	1.95%	DPR
8 meter tests	Each	VAT not applicable	£720.00	£734.00	1.94%	DPR
Multigrade type (price computing) single outlet	Each	VAT not applicable	£124.00	£126.00	1.61%	DPR
Other types (price computing) single outlet	Each	VAT not applicable	£124.00	£126.00	1.61%	DPR
Container type unsubdivided	Each	VAT not applicable	£84.00	£85.50	1.79%	DPR
Other types						
Additional costs involved in testing ancillary equipment which require additional testing on site such as credit card acceptors	Per extra officer hour	VAT not applicable	Up to £122 only	Up to £122 only		DPR
Measuring equipment						
Not exceeding 150ml	Each	VAT not applicable	£20.00	£20.00	0.00%	DPR
Other	Each	VAT not applicable	£37.00	£37.50	1.35%	DPR
Weights	per Officer Hour	VAT not applicable	Up to £122	Up to £122	0.00%	DPR
Weighing instruments						
<15kg	Each	VAT not applicable	£46.00	£46.50	1.09%	DPR
15 - <100kg	Each	VAT not applicable	£62.95	£64.00	1.67%	DPR
100kg - ,250kg	Each	VAT not applicable	£88.00	£89.50	1.70%	DPR
250 -< 1 tonne	Each	VAT not applicable	£143.00	£145.50	1.75%	DPR
1 tonne - < 10 tonne	Each	VAT not applicable	£192.00	£195.50	1.82%	DPR
10 tonne - < 30 tonne	Each	VAT not applicable	£400.00	£407.50	1.88%	DPR
30 tonne - < 60 tonne	Each	VAT not applicable	£614.00	£626.00	1.95%	DPR
Additional costs involved in testing instruments calibrated to weigh	Per additional hour	VAT not applicable	Up to £122	Up to £122	0.00%	DPR
Measuring equipment for measuring liquid fuels in excess of 100L dispensed from road tankers						
Wet hose type, based on 2 liquids being used for testing	Each	VAT not applicable	£202.00	£206.00	1.98%	DPR
Dry hose type, based on 2 liquids being used for testing	Each	VAT not applicable	£218.00	£222.00	1.83%	DPR
Dipstick measuring system						
2.1 up to and including 7600 L	Each	VAT not applicable	£188.00	£191.50	1.86%	DPR
Replacement dipsticks (including examination of compartment)	Each	VAT not applicable	£49.00	£49.50	1.02%	DPR
> 7600L	Each	VAT not applicable	£183 plus Up to £122	£183 plus Up to £122	0.00%	DPR
Initial dipstick	Each	VAT not applicable	£23.00	£23.25	1.09%	DPR
Spare dipstick	Each	VAT not applicable	£23.00	£23.25	1.09%	DPR
Other weighing or measuring equipment						
For examining, adjusting, testing, stamping, authorising, waiting/downtime (at the cause of the customer) during normal office hours	Per Officer Hour	VAT not applicable	£92.00	£93.50	1.63%	DPR
For examining, adjusting, testing, stamping, authorising, waiting/downtime (at the cause of the customer) outside of office hours	Per officer hour	VAT not applicable	£183.00	£186.50	1.91%	DPR
Fireworks						
Licence to sell fireworks all year round	Per application	VAT not applicable	n/a	statutory maximum		DPR
Fireworks storage registration new applications	Per application	VAT not applicable	n/a	statutory maximum		DPR
Fireworks storage applications	Per application	VAT not applicable	n/a	statutory maximum		DPR

Renewal	Per application	VAT not applicable	n/a	statutory maximum		DPR
Sex Establishments						
Sex Establishments - new	Per application	VAT not applicable	£2,150	£2,193.00	2.00%	DPR
Sex Establishments - renewal	Per application	VAT not applicable	£2,150	£2,193.00	2.00%	DPR
Hypnotism						
Hypnotism	Per Event	VAT not applicable	£21.00	£21.00	0.00%	DPR
Street Trading						
Casual temporary trader registration (12 months validity) £28.00	Per licence	VAT not applicable	£28.00	£28.00	0.00%	DPR
Provisional trader registration (6 weeks at same market, only 1 can be applied for per applicant. Thereafter a 12 month registration is required)	Per licence	VAT not applicable	£10.00	£10.00	0.00%	DPR
Street Markets						
Permanent Street Market Traders Licence	Per month	VAT not applicable	10- 14 stalls £15 per stall per day 15-19 stalls £14 per stall per day 20-24 stalls £13 per stall per day 25-30 stalls £11 per stall per day >30 stalls £10 per stall per day (with a discount for subsequent days available)	£15.00		DPR
Occasional Street Market Traders Licence - Band 1: Less than 30 traders. Per event up to 7 days	Per trader, per event	VAT not applicable		£18.00		DPR
Occasional Street Market Traders Licence - Band 1: Less than 30 traders. One day event	Per trader	VAT not applicable		£15.00		DPR
Occasional Street Market Traders Licence - Band 2: More than 30 traders. Per event up to 7 days	Per trader. Per event	VAT not applicable		£12.00		DPR
Occasional Street Market Traders Licence - Band 2: More than 30 traders. One Day event	Per trader	VAT not applicable		£10.00		DPR
Advertising board licence						
Licence to place an Advertising or 'A' Board on the public highway	Per application	VAT not applicable	£140 per 6 months	£140 per 6 months		DPR
Demarcation of Street Trading Pitches						
Demarcation of a street trading pitch by insertion of studs into the footway or road	Per stud	VAT not applicable	£20 per stud	£20 per stud		DPR
Scrap Metal						
Site Licence New	Per application	VAT not applicable	£570.00	£570.00	0.00%	DPR
Site Licence variation	Per application	VAT not applicable	£230.00	£230.00	0.00%	DPR
Site Licence Renewal	Per application	VAT not applicable	£450.00	£450.00	0.00%	DPR
Site Licence Duplicate licence	Per application	VAT not applicable	£20.00	£20.00	0.00%	DPR
Site Licence - Change of details	Per application	VAT not applicable	£30.00	£30.00	0.00%	DPR
Collectors Licence New	Per application	VAT not applicable	£265.00	£265.00	0.00%	DPR
Collectors Licence Variation	Per application	VAT not applicable	£130.00	£130.00	0.00%	DPR
Collectors Licence renewal	Per application	VAT not applicable	£200.00	£200.00	0.00%	DPR
Collectors Licence duplicate	Per application	VAT not applicable	£20.00	£20.00	0.00%	DPR

Collectors Licence - Change of details	Per application	VAT not applicable	£30.00	£30.00	0.00%	DPR
Sports Grounds						
Fee for issue/amendment of a safety certificate for a designated stand under Safety at Sports Ground Act 1975.	Per application	VAT not applicable	£2,950.00	£3,009.00	2.00%	DPR
Fees for issue/amendment of a regulated stand under Fire Safety and Places of Sport Act 1987: Total capacity of sport ground 500-999	Per application	VAT not applicable	£800.00	£816.00	2.00%	DPR
Fees for issue/amendment of a regulated stand under Fire Safety and Places of Sport Act 1987: Total capacity of sport ground 1000-4999	Per application	VAT not applicable	£1,475.00	£1,504.00	1.97%	DPR
Fees for issue/amendment of a regulated stand under Fire Safety and Places of Sport Act 1987: Total capacity of sport ground 5000-9999	Per application	VAT not applicable	£2,950.00	£3,009.00	2.00%	DPR
Fees for transfer of either a regulated stand or safety certificate	Per application	VAT not applicable	£1,000.00	£1,020.00	2.00%	DPR
Fee for replacement or cancellation of either a regulated stand or safety certificate	Per application	VAT not applicable	£50.00	£51.00	2.00%	DPR
Film classification						
Fee for classification of a film	per film	VAT not applicable	£80.00	£80.00	0.00%	DPR
Gambling						
New Bingo Premises	Per application	VAT not applicable	£1,110.00	£1,110.00	0.00%	DPR
New Adult Gaming Centre	Per application	VAT not applicable	£1,110.00	£1,110.00	0.00%	DPR
New Betting Premises Track	Per application	VAT not applicable	£1,110.00	£1,110.00	0.00%	DPR
New Family Entertainment Centre	Per application	VAT not applicable	£1,110.00	£1,110.00	0.00%	DPR
New Betting Premises (Other)	Per application	VAT not applicable	£1,110.00	£1,110.00	0.00%	DPR
Annual fees						
Bingo Premises annual fee		VAT not applicable	£580.00	£580.00	0.00%	DPR
Adult Gaming Centre annual fee		VAT not applicable	£580.00	£580.00	0.00%	DPR
Betting Premises Track annual fee		VAT not applicable	£580.00	£580.00	0.00%	DPR
Family Entertainment Centre annual fee		VAT not applicable	£580.00	£580.00	0.00%	DPR
Betting Premises (Other) annual fee		VAT not applicable	£580.00	£580.00	0.00%	DPR
Provisional Statement						
Bingo Premises Provisional Statement	Per application	VAT not applicable	£1,070.00	£1,070.00	0.00%	DPR
Adult Gaming Centre Provisional Statement	Per application	VAT not applicable	£1,070.00	£1,070.00	0.00%	DPR
Betting Premises Track Provisional Statement	Per application	VAT not applicable	£1,070.00	£1,070.00	0.00%	DPR
Family Entertainment Centre Provisional Statement	Per application	VAT not applicable	£1,070.00	£1,070.00	0.00%	DPR
Betting Premises (Other) Provisional Statement	Per application	VAT not applicable	£1,070.00	£1,070.00	0.00%	DPR
Application Fee – Provisional Statement Holders						
Bingo Premises Application Fee – Provisional Statement Holders	Per application	VAT not applicable	£1,000.00	£1,000.00	0.00%	DPR
Adult Gaming Centre Application Fee – Provisional Statement Holders	Per application	VAT not applicable	£1,000.00	£1,000.00	0.00%	DPR
Betting Premises Track Application Fee – Provisional Statement Holders	Per application	VAT not applicable	£950.00	£950.00	0.00%	DPR
Family Entertainment Centre Application Fee – Provisional Statement Holders	Per application	VAT not applicable	£950.00	£950.00	0.00%	DPR
Betting Premises (Other) Application Fee – Provisional Statement Holders	Per application	VAT not applicable	£1,000.00	£1,000.00	0.00%	DPR
Transfer						
Bingo Premises transfer	Per application	VAT not applicable	£1,060.00	£1,060.00	0.00%	DPR
Adult Gaming Centre transfer	Per application	VAT not applicable	£1,060.00	£1,060.00	0.00%	DPR
Betting Premises Track transfer	Per application	VAT not applicable	£950.00	£950.00	0.00%	DPR

Family Entertainment Centre transfer	Per application	VAT not applicable	£950.00	£950.00	0.00%	DPR
Betting Premises (Other) transfer	Per application	VAT not applicable	£1,060.00	£1,060.00	0.00%	DPR
Variation						
Bingo Premises Variation	Per application	VAT not applicable	£1,020.00	£1,020.00	0.00%	DPR
Adult Gaming Centre Variation	Per application	VAT not applicable	£1,000.00	£1,000.00	0.00%	DPR
Betting Premises Track Variation	Per application	VAT not applicable	£1,020.00	£1,020.00	0.00%	DPR
Family Entertainment Centre Variation	Per application	VAT not applicable	£1,000.00	£1,000.00	0.00%	DPR
Betting Premises (Other) Variation	Per application	VAT not applicable	£1,020.00	£1,020.00	0.00%	DPR
Reinstatement						
Bingo Premises Reinstatement	Per application	VAT not applicable				DPR
Adult Gaming Centre Reinstatement	Per application	VAT not applicable	£600.00	£600.00	0.00%	DPR
Betting Premises Track Reinstatement	Per application	VAT not applicable	£600.00	£600.00	0.00%	DPR
Family Entertainment Centre Reinstatement	Per application	VAT not applicable	£600.00	£600.00	0.00%	DPR
Betting Premises (Other) Reinstatement	Per application	VAT not applicable	£600.00	£600.00	0.00%	DPR
Permit						
Notification of change of circumstances fee – All Premises	Per application	VAT not applicable	£50.00	£50.00	0.00%	DPR
Copy of Licence Fee – All Premises	Per application	VAT not applicable	£25.00	£25.00	0.00%	DPR
Licensed premises Gaming Machine Permit - New	Per application	VAT not applicable	£150.00	£150.00	0.00%	DPR
Licensed premises Gaming Machine Permit - Annual Fee	each	VAT not applicable	£50.00	£50.00	0.00%	DPR
Licensed premises Gaming Machine Permit - Variation	Per application	VAT not applicable	£100.00	£100.00	0.00%	DPR
Licensed premises Gaming Machine Permit - Transfer	Per application	VAT not applicable	£25.00	£25.00	0.00%	DPR
Notification of two of less gaming machines	per notification	VAT not applicable	£50.00	£50.00	0.00%	DPR
Club Gaming Permit - New	Per application	VAT not applicable	£200.00	£200.00	0.00%	DPR
Club Gaming Permit - Annual fee	each	VAT not applicable	£50.00	£50.00	0.00%	DPR
Club Gaming Permit - Variation	Per application	VAT not applicable	£200.00	£200.00	0.00%	DPR
Club Gaming Permit - New	Per application	VAT not applicable	£200.00	£200.00	0.00%	DPR
Club Gaming Permit - Annual fee	each	VAT not applicable	£50.00	£50.00	0.00%	DPR
Club Gaming Permit - Variation	Per application	VAT not applicable	£200.00	£200.00	0.00%	DPR
Prize Gaming Permit - New	Per application	VAT not applicable	£200.00	£200.00	0.00%	DPR
Prize Gaming Permit - renewal	Per application	VAT not applicable	£200.00	£200.00	0.00%	DPR
Prize Gaming Permit - Change of name	Per application	VAT not applicable	£25.00	£25.00	0.00%	DPR
Unlicensed Family Entertainment Centres - New	Per application	VAT not applicable	£300.00	£300.00	0.00%	DPR
Unlicensed Family Entertainment Centres - Renewal	Per application	VAT not applicable	£200.00	£200.00	0.00%	DPR
Unlicensed Family Entertainment Centres - Change of Name	Per application	VAT not applicable	£25.00	£25.00	0.00%	DPR
Copy of All Permits	Per application	VAT not applicable	£15.00	£15.00	0.00%	DPR

Small Society Lottery - New registration	Per registration	VAT not applicable	£40.00	£40.00	0.00%	DPR
Small society Lottery - Renewal	each	VAT not applicable	£20.00	£20.00	0.00%	DPR
Licensing Act 2003 Fees						
New Premises Licence / Club Premises Certificate	Per application	VAT not applicable	band A - £100, Band B - £190, Band C - £315, Band D - £450, Band E - £635	band A - £100, Band B - £190, Band C - £315, Band D - £450, Band E - £635		DPR
Premises Licence / Club Premises Certificate - Provisional Statement	Per application	VAT not applicable	band A - £100, Band B - £190, Band C - £315, Band D - £450, Band E - £635	band A - £100, Band B - £190, Band C - £315, Band D - £450, Band E - £635		DPR
Premises licence/Club premises Certificate variation	Per application	VAT not applicable	band A - £100, Band B - £190, Band C - £315, Band D - £450, Band E - £635	band A - £100, Band B - £190, Band C - £315, Band D - £450, Band E - £635		DPR
Premises licence/Club premises Certificate - additional fees (new & variation)	Per application	VAT not applicable	£5,000 - 9999 people - £1000, 10,000-14999 people - £2000, 15000 - 19000 people - £4000, 20000 - 29999 people £8000, 30000 - 39999 people - £16,000, 40000 - 49999 people - £24000, 50000 - 59999 people - £32000, 60999 - 69999 people - £40000, 70000 - 79999 people - £48000, 80000 - 89999 people - £56000, 90000 and over people -£64000	£5,000 - 9999 people - £1000, 10,000-14999 people - £2000, 15000 - 19000 people - £4000, 20000 - 29999 people £8000, 30000 - 39999 people - £16,000, 40000 - 49999 people - £24000, 50000 - 59999 people - £32000, 60999 - 69999 people - £40000, 70000 - 79999 people - £48000, 80000 - 89999 people - £56000, 90000 and over people -£64000		DPR
Premises licence/Club Premises Certificate - Annual Fee	each	VAT not applicable	band A - £70, Band B - £180, Band C - £295, Band D - £320, Band E - £351	band A - £70, Band B - £180, Band C - £295, Band D - £320, Band E - £351		DPR
Premises licence/Club premises Certificate - Annual fee additional fees	Per application	VAT not applicable	5001 - 9999 people - £500, 10,000-14999 people - £1000, 15000 - 19000 people - £2000, 20000 - 29999 people £4000, 30000 - 39999 people - £8,000, 40000 - 49999 people - £12000, 50000 - 59999 people - £16000, 60999 - 69999 people - £20000, 70000 - 79999 people - £48000, 80000 - 89999 people - £56000, 90000 and over people -£64	5001 - 9999 people - £500, 10,000-14999 people - £1000, 15000 - 19000 people - £2000, 20000 - 29999 people £4000, 30000 - 39999 people - £8,000, 40000 - 49999 people - £12000, 50000 - 59999 people - £16000, 60999 - 69999 people - £20000, 70000 - 79999 people - £48000, 80000 - 89999 people - £56000, 90000 and over people -£64		DPR
Premises Licence - Transfer	Per application	VAT not applicable	£23.00	£23.00	0.00%	DPR
Premises Licence - DPS variation	Per application	VAT not applicable	£23.00	£23.00	0.00%	DPR
Temporary Event Notice/Late Temporary Event Notice	Per Notice	VAT not applicable	£21.00	£21.00	0.00%	DPR
Personal Licence Application - New & Renewal	Per application	VAT not applicable	£37.00	£37.00	0.00%	DPR
Duplicate copy of premises licence/ Club premises Certificate & personal licence	Per application	VAT not applicable	£10.50	£10.50	0.00%	DPR
Change of details of premises licence/ Club premises Certificate & personal licence	Per application	VAT not applicable	£10.50	£10.50	0.00%	DPR

Notification of Interest	per notification	VAT not applicable	£21.00	£21.00	0.00%	DPR
Interim Authority Notice	per notification	VAT not applicable	£23.00	£23.00	0.00%	DPR
Minor Variation Application	Per application	VAT not applicable	£89.00	£89.00	0.00%	DPR
Minor Variation Application	Per application	VAT not applicable	£89.00	£89.00	0.00%	DPR

Description of Charge	UNIT	Subject to VAT	2015/16 charge excluding VAT	2016/17 charge excluding VAT	% Increase	Committee / DPR
Environmental Health						
Completion of Works						
To carry out work(s) in default of a notice recipient		VAT not applicable	Work in default of the owner - 30% on building costs plus surveyors/architects fees or 45% on building costs where work supervised by Barnet Council - Minimum charge £120	Work in default of the owner - 30% on building costs plus any external surveyors/architects fees - Minimum charge £122	2.00%	DPR
Home Improvement Agency						
Full Home Improvement Agency service		VAT not applicable	Up to 17.5% of the cost of the building works, or up to 15% of the cost of the building works if the cost of the work is above £75k and up to 10% if the cost of the work is over £100k. Minimum fee £150	Up to 17.5% of the cost of the building works, or up to 15% of the cost of the building works if the cost of the work is above £75k and up to 10% if the cost of the work is over £100k. Minimum fee £153	2.00%	DPR
Noise Act 1996						
Seizure, removal and storage of seized equipment		VAT not applicable	£158.00	£161.00	1.90%	DPR
Contaminated Land Enquiries						
Basic Enquiry	Each	VAT not applicable	£47.00	£47.50	1.06%	DPR
Enquiry including historical data multiple addresses	Each	VAT not applicable	£105.00	£107.00	1.90%	DPR
Housing Act						
Waiver of fee for notices i.e. Improvement Notice , Suspended Improvement Order, Prohibition Order, Emergency Prohibition Order, Suspended Prohibition Order, Emergency Remedial Action excluding the cost of all /any works completed/certificates obtained.	Each	VAT not applicable	Fee waived if accreditation secured with the London Landlord Accreditation Scheme within 3 months of notice/order service and membership number forwarded to LBB.	Fee waived if accreditation secured with the London Landlord Accreditation Scheme within 3 months of notice/order service and membership number forwarded to LBB.		
Service of an Improvement Notice	Each	VAT not applicable	£460.00	£469.00	1.96%	DPR
Service of a Suspended Improvement Notice	Each	VAT not applicable	£507.00	£517.00	1.97%	DPR
Service of a Prohibition Order	Each	VAT not applicable	£394.00	£401.00	1.78%	DPR
Service of a Suspended Prohibition Order	Each	VAT not applicable	£436.00	£444.50	1.95%	DPR
Service of an Emergency Prohibition Order	Each	VAT not applicable	£393.00	£400.50	1.91%	DPR
Service of a Demolition Order	Each	VAT not applicable	£82.00	£83.50	1.83%	DPR
Taking Emergency Remedial Action	Plus the cost of the work	VAT not applicable	£394.00	£401.50	1.90%	DPR
Add on fee to notice/order cost if electrical certificate is obtained	Each	VAT not applicable	Actual cost plus 20% admin fee	Actual cost plus 20% admin fee	0.00%	DPR
Add on fee to notice/order cost if a gas certificate is obtained	Each	VAT not applicable	Actual cost plus 20% admin fee	Actual cost plus 20% admin fee	0.00%	DPR
Add on fee to notice/order cost if legal advice is obtained e.g. to interpret leasehold/freehold responsibilities	Each	VAT not applicable	Actual cost plus 20% admin fee	Actual cost plus 20% admin fee	0.00%	DPR
Add on fee to notice/order cost if a structural engineers report is obtained	Each	VAT not applicable	Actual cost plus 20% admin fee	Actual cost plus 20% admin fee	0.00%	DPR
Copying grant files and postage	Each	VAT not applicable	£16.50	£16.80	1.82%	DPR
Copying enforcement files and postage	Each	VAT not applicable	£16.50	£16.80	1.82%	DPR

Mandatory HMO Licensing						
New Licence fee up to 5 units of accommodation (paper application)	Per HMO	VAT not applicable	£989.00	£1,008.50	1.97%	DPR
Assisted New Licence fee up to 5 units of accommodation (paper application)	Per HMO	VAT not applicable	£1,179.00	£1,202.50	1.99%	DPR
New Licence fee up to 5 units of accommodation (on-line application - when available)	Per HMO	VAT not applicable	£940.00	£958.80	2.00%	DPR
Assisted New Licence fee up to 5 units of accommodation (online application)	Per HMO	VAT not applicable	£1,131.00	£1,153.50	1.99%	DPR
Discount for accredited landlords	Per HMO	VAT not applicable	10.00%	10.00%	0.00%	DPR
Discount for registered charities	Per HMO	VAT not applicable	10.00%	10.00%	0.00%	DPR
Renewal fee up to 5 units of accommodation (paper application)	Per HMO	VAT not applicable	£894.00	£911.50	1.96%	DPR
Assisted Renewal fee up to 5 units of accommodation (paper application)	Per HMO	VAT not applicable	£1,085.00	£1,106.50	1.98%	DPR
Renewal fee up to 5 units of accommodation (on-line application)	Per HMO	VAT not applicable	£846.00	£862.50	1.95%	DPR
Assisted Renewal fee up to 5 units of accommodation (on-line application)	Per HMO	VAT not applicable	£1,036.00	£1,056.50	1.98%	DPR
Fee associated with an abortive visit	Per HMO	VAT not applicable	£71.00	£72.00	1.41%	DPR
Each extra unit of accommodation over 5 units (assuming a standard fee is for up to a 5 room HMO)	Per unit	VAT not applicable	£24.00	£24.40	1.67%	DPR
Licence holder changing nominated manager (manager has to complete a Fit & Proper Person declaration)	Per request	VAT not applicable	£83.00	£84.50	1.81%	DPR
Change in Licence holder	Per request	VAT not applicable	£83.00	£84.50	1.81%	DPR
Recovery fee for dishonoured cheque	Each	VAT not applicable	£102.00	£84.50	-17.16%	DPR
Pest Control						
Rats	Per treatment	Yes	£137.00	£139.00	1.46%	DPR
Mice	Per treatment	Yes	£137.00	£139.00	1.46%	DPR
Cockroaches	Per treatment	Yes	£135.00	£137.00	1.48%	DPR
Bed Bugs for a 2 bedroom property	Per treatment	Yes	£210.00	£214.00	1.90%	DPR
Bed Bugs (per additional bedroom)	Per treatment	Yes	£47.00	£47.50	1.06%	DPR
Fleas	Per treatment	Yes	£132.00	£134.00	1.52%	DPR
Exotic Ants	Per treatment	Yes	£174.00	£177.00	1.72%	DPR
Wasps	Per treatment	Yes	£67.00	£68.00	1.49%	DPR
Domestic crawling insects (Carpet beetles, larder beetles, etc.)	Per treatment	Yes	£128.00	£130.00	1.56%	DPR
Garden Ants	Per treatment	Yes	£168.00	£171.00	1.79%	DPR
Site pest assessment (where treatment not requested)	Per visit	Yes	Officer hourly rate plus costs of materials, not less than £30	Officer hourly rate plus costs of materials, not less than £30	0.00%	DPR
Call out fee for advice (refundable against the full cost of treatment)	Per visit	Yes	Officer hourly rate plus costs of materials, not less than £30	Officer hourly rate plus costs of materials, not less than £30	0.00%	DPR
Discount for Barnet residents (homeowners) receiving Means Tested Benefits	Per treatment	Yes	35% of relevant treatment fee	35% of relevant treatment fee	0.00%	DPR

Commercial Premises and monitoring contracts	Per annual contract	Yes	Contract fee based on site survey and negotiable on a case by case basis	Contract fee based on site survey and negotiable on a case by case basis	0.00%	DPR
Food, Health & Safety						
Food Safety Courses						
Level 2 Award in Food Safety - Per person	Per person	VAT not applicable	£67.50	£68.50	1.48%	DPR
Level 2 Award in Food Safety - Registered Charities	Per person	VAT not applicable	£67.50	£68.50	1.48%	DPR
Level 2 Award in Food Safety - Council Services	Per person	VAT not applicable	£56.50	£57.00	0.88%	DPR
Level 2 Award in Food Safety - examination resit	Per person	VAT not applicable	£32.50	£33.00	1.54%	DPR
Level 2 Award in Food Safety - Refresher - Per person	Per person	VAT not applicable	£52.00	£53.00	1.92%	DPR
Level 2 Award in Food Safety - Group Courses - Block Bookings (greater than 10 candidates)	Per session	VAT not applicable	Price on Application	Price on Application	0.00%	DPR
Administration charge for cancelled courses (minimum of 24 hours before course, otherwise full fee for no show)		VAT not applicable	30% of course fee	30% of course fee	0.00%	DPR
Level 1 Award in Food Safety	Per person	VAT not applicable	£45.00	£45.50	1.11%	DPR
Food Allergen training	Per person	VAT not applicable	£30.00	£30.00	0.00%	DPR
Level 1 Award in Food Safety - block bookings (greater than 10 candidates)	per course	VAT not applicable	Price on Application	Price on Application	0.00%	DPR
Food Allergen training courses - block bookings (greater than 10 candidates)	per course	VAT not applicable	Price on Application	Price on Application	0.00%	DPR
Health and Safety at Work Courses						
Per person	Each	VAT not applicable	£67.50	£68.50	1.48%	DPR
Registered Charities	Each	VAT not applicable	£67.50	£68.50	1.48%	DPR
Council Services	Each	VAT not applicable	£56.50	£57.00	0.88%	DPR
Level 2 Certificate in Health and Safety Group Courses - Block Bookings (greater than 10 candidates)	Per session	VAT not applicable	Price On Application	Price On Application	0.00%	DPR
Administration charge for cancelled courses (minimum of 24 hours before course, otherwise full fee for no show)		VAT not applicable	30% of course fee	30% of course fee	0.00%	DPR
Miscellaneous Food Business Charges						
Fresh Fish Inspection		VAT not applicable	1 ECU Equivalent	1 ECU Equivalent	0.00%	DPR
Sampling of Private Water Supplies (Private Water Supplies Regulations 1991)		VAT not applicable	Full analysis cost (£500 maximum) plus officer time @ up to £47 officer hourly rate (up to £100 max fee per visit)	Full analysis cost (£500 maximum) plus officer time @ up to £47 officer hourly rate (up to £100 max fee per visit)	0.00%	DPR
Pollution Prevention and Control Act 1999						
Environmental Permit (Type of Process)						
Application Standard	each	VAT not applicable	£1,579	£1,579	0.00%	DPR
Application Reduced fee	each	VAT not applicable	£148	£148	0.00%	DPR
Application Petrol vapour I&II	each	VAT not applicable	£246	£246	0.00%	DPR
Application Vehicle refinshers	each	VAT not applicable	£346	£346	0.00%	DPR
Application Mobile screening and crushing plant for 1st and 2nd permits	1st & 2nd applications	VAT not applicable	£1,579	£1,579	0.00%	DPR
Fee operating without a permit	each	VAT not applicable	£1,579	£1,579	0.00%	DPR
Late payment fee	each	VAT not applicable	£50.00	£50.00	0.00%	DPR

Annual subsistence charge		VAT not applicable	Low = £739 / Medium = £1,111 / High = £1,672	Low = £739 / Medium = £1,111 / High = £1,672	0.00%	DPR
Standard	each	VAT not applicable	Low = £739 / Medium = £1,111 / High = £1,672	Low = £739 / Medium = £1,111 / High = £1,672	0.00%	DPR
Reduced fee	each	VAT not applicable	Low = £78 / Medium = £151 / High = £227	Low = £78 / Medium = £151 / High = £227	0.00%	DPR
Petrol vapour I&II	each	VAT not applicable	Low = £108 / Medium = £216 / High = £326	Low = £108 / Medium = £216 / High = £326	0.00%	DPR
Vehicle refinishers	each	VAT not applicable	Low = £218 / Medium = £349 / High = £524	Low = £218 / Medium = £349 / High = £524	0.00%	DPR
Mobile screening and crushing plant for 1st and 2nd permits	each	VAT not applicable	Low = £618 / Medium = £989 / High = £1,484	Low = £618 / Medium = £989 / High = £1,484	0.00%	DPR
Standard Transfer and substantial change	each	VAT not applicable	Std Transfer = £162 / Partial transfer = £476 / Sub. Change = £1005	Std Transfer = £162 / Partial transfer = £476 / Sub. Change = £1005	0.00%	DPR
Reduced fee Transfer and substantial change	each	VAT not applicable	Red. Fee Transfer = £0 / Partial Transfer = £45 / Substantial change = £98	Red. Fee Transfer = £0 / Partial Transfer = £45 / Substantial change = £98	0.00%	DPR
Adopt a tube scheme p/a		VAT not applicable	£133.00	£133.00	0.00%	DPR
Environmental Health Licensing Fees						
Animal Boarding Establishments(Animal Boarding Establishments Act 1963)						
New licence	Each	VAT not applicable	£463.00	£472.00	1.94%	DPR
Renewal licence	Each	VAT not applicable	£433.00	£441.00	1.85%	DPR
Animal Boarding Establishments -Home based "sitting" services (ABE Act 1963)						
New licence	Each	VAT not applicable	£213.00	£217.00	1.88%	DPR
Renewal licence	Each	VAT not applicable	£59.00	£60.00	1.69%	DPR
Renewal (where inspection required)	Each	VAT not applicable	£132.00	£134.00	1.52%	DPR
Breeding establishments for dogs (Breeding of Dogs Act 1973)						
New	Each	VAT not applicable	£464.00	£473.00	1.94%	DPR
Renewal	Each	VAT not applicable	£445.00	£453.50	1.91%	DPR
Dangerous wild animals(Dangerous Wild Animals Act 1976)						
New	Each	VAT not applicable	£469.00	£478.00	1.92%	DPR
Renewal	Each	VAT not applicable	£457.00	£466.00	1.97%	DPR
Performing Animals (Performing Animals (Regulations) Act 1925)						
Registration	Each	VAT not applicable	£151.00	£154.00	1.99%	DPR
Certificate	Each	VAT not applicable	£18.00	£18.00	0.00%	DPR
Pet Shops (Pet Animals Act 1951)						
New licence	Each	VAT not applicable	£463.00	£472.00	1.94%	DPR
Renewal licence	Each	VAT not applicable	£451.00	£460.00	2.00%	DPR
Reduced fee pet shop licence limiting trading to no more than 2 weeks per year (New)	Each	VAT not applicable	£210.00	£214.00	1.90%	DPR
Reduced fee pet shop licence limiting trading to no more than 2 weeks per year (Renewal)	Each	VAT not applicable	£198.00	£201.50	1.77%	DPR
Zoo (Zoo Licensing Act 1981)	Each	VAT not applicable	Costs incurred including administrative costs	Costs incurred including administrative costs	0.00%	DPR
Riding Establishments (Riding Establishments Acts 1964-70)						
New licence	Each	VAT not applicable	£663.00	£676.00	1.96%	DPR
Renewal licence	Each	VAT not applicable	£562.00	£573.00	1.96%	DPR
Licence for Massage and Special Treatments (including cosmetic skin piercing)						
Band A - Low risk and non-invasive treatments, including manicure, pedicure, ear and nose piercing using a single use piercing gun designed for the purpose, and sun beds						
New licence	Each	VAT not applicable	£233.00	£237.00	1.72%	DPR
Renewal licence	Each	VAT not applicable	£187.00	£190.00	1.60%	DPR

Band B - medium risk non-invasive treatments including some beauty treatments and therapeutic treatments, head, neck and below the knee massage.						
New licence	Each	VAT not applicable	£315.00	£321.00	1.90%	DPR
Renewal licence	Each	VAT not applicable	£268.00	£273.00	1.87%	DPR
Band C - Higher risk or invasive treatments, including body massage (other than described in Band B), electrolysis, acupuncture, tattooing, saunas and laser/intense pulsed light treatments.						
New licence	Each	VAT not applicable	£418.00	£426.00	1.91%	DPR
Renewal licence	Each	VAT not applicable	£378.00	£385.00	1.85%	DPR
Transfer and Variation Fee (where a variation takes the licence into a higher band then the full fee pro-rata will be payable)						
Band A	Each	VAT not applicable	£59.00	£60.00	1.69%	DPR
Band B	Each	VAT not applicable	£75.00	£76.00	1.33%	DPR
Band C	Each	VAT not applicable	£92.00	£93.50	1.63%	DPR
Additional licensing fee for Laser Removal of hair and intense pulsed light treatments	Each	VAT not applicable	£69.00	£70.00	1.45%	DPR
Administration fee on all aborted licence applications	Each	VAT not applicable	10 percent of licence fee	10.2 percent of licence fee	2.00%	DPR
Primary Authority Services (Environmental Health & Trading Standards)						
Annual fee per subject area	Per annum	VAT not applicable	Up to £750 per area of regulation	No Change	No Change	DPR
Primary authority work	Per hour	VAT not applicable	Up to £58 per hour	No Change	No Change	DPR

Description of Charge	UNIT	Subject to VAT	2015/16 charge excluding VAT	2016/17 charge excluding VAT	% increase	Committee / DPR
Cemetery and Crematorium						
A. Grave purchase for LBB Residents:						
Class 'A' (7'6" x 3' 6") - grave pre-purchase only - LBB Residents	Each	VAT not applicable	£6,690.00	£6,690.00	0.00%	DPR
Class 'A' grave (7'6" x 3' 6") for immediate use - LBB Residents	Each	VAT not applicable	£4,780.00	£4,780.00	0.00%	DPR
Class 'B' (6'6" x 2' 6") grave pre-purchase only - LBB Residents	Each	VAT not applicable	£3,346.00	£3,346.00	0.00%	DPR
Class 'B' grave (6'6" x 2' 6") for immediate use - LBB Residents	Each	VAT not applicable	£2,370.00	£2,370.00	0.00%	DPR
Half size grave for burial of ashes (Ash Grave)Note there are a limited number of these and no new 1/2 graves will be created.						
Class 'A' (3'6" x 3'6") - half grave pre-purchase only - LBB Residents	Each	VAT not applicable	£3,345.00	£3,345.00	0.00%	DPR
Class 'A' grave (3'6" x 3'6") half grave for immediate use - LBB Residents	Each	VAT not applicable	£2,390.00	£2,390.00	0.00%	DPR
Class 'B' (3'0" x 2' 6") - half grave pre-purchase only - LBB Residents	Each	VAT not applicable	£1,660.00	£1,660.00	0.00%	DPR
Class 'B' grave (3'0" x 2' 6") half grave for immediate use - LBB Residents	Each	VAT not applicable	£1,185.00	£1,185.00	0.00%	DPR
B. Grave purchase for Non-LBB Residents:						
Class 'A' (7'6" x 3' 6") grave pre-purchase only - Non LBB Residents	Each	VAT not applicable	£12,650.00	£12,650.00	0.00%	DPR
Class 'A' grave (7'6" x 3' 6") for immediate use - Non LBB Residents	Each	VAT not applicable	£9,035.00	£9,035.00	0.00%	DPR
Class 'B' (6'6" x 2' 6") grave pre-purchase only - Non LBB Residents	Each	VAT not applicable	£6,720.00	£6,720.00	0.00%	DPR
Class 'B' (6'6" x 2' 6") for immediate use - Non LBB Residents	Each	VAT not applicable	£4,800.00	£4,800.00	0.00%	DPR
Half size grave for burial of ashes (Ash Grave)Note there are a limited number of these and no new 1/2 graves will be created.						
Class 'A' (3'6" x 3'6") - half grave pre-purchase only - Non LBB Residents	Each	VAT not applicable	£5,760.00	£5,760.00	0.00%	DPR
Class 'A' (3'6" x 3' 6") half grave for immediate use - Non LBB Residents	Each	VAT not applicable	£4,115.00	£4,115.00	0.00%	DPR
Class 'B' (3'0" x 2' 6") - half grave pre-purchase only - Non LBB Residents	Each	VAT not applicable	£2,810.00	£2,810.00	0.00%	DPR
Class 'B' (3'0" x 2' 6") half grave for immediate use - Non LBB Residents	Each	VAT not applicable	£2,005.00	£2,005.00	0.00%	DPR
C. Mausoleums (Single price for LBB residents and non-residents)						
Mausoleum pre-purchase (construction additional fee see below)	Each	VAT not applicable	£20,920.00	£20,920.00	0.00%	DPR
Mausoleum space for immediate use	Each	VAT not applicable	£15,200.00	£15,200.00	0.00%	DPR
Construction of Mausoleum (in addition to mausoleum purchase fee) this is a maximum fee dependent on the finish and fittings required)	Each	VAT not applicable	£12,240.00	£12,240.00	0.00%	DPR
D. Interments (Single price for LBB Residents and non-Residents)						
Interment Fees (all classes of private interments)						
Interment - Persons over 16 years of age (single depth)	Each	VAT not applicable	£850.00	£867.00	2.00%	DPR
Interment - pre-dua grave (new fee)	Each	VAT not applicable	New Service	£625.00		Environment
Interment - Children under 16 years of age including those still born (single depth)	Each	VAT not applicable	£490.00	£490.00	0.00%	DPR
Interment - Additional charge for each additional coffin depth (up to maximum of 4)	Each	VAT not applicable	£250.00	£250.00	0.00%	DPR
Burial of Ashes into a private grave at minimum depth without movement of memorial/landing (see separate charge for removal of memorial)	Each	VAT not applicable	£425.00	£430.00	1.18%	DPR
Interment Fees (public interments)						
Public interment - Persons over 16 years of age	Each	VAT not applicable	£490.00	£499.00	1.84%	DPR
Public interment - Children under 16 years of age	Each	VAT not applicable	£170.00	No change	0.00%	DPR
Public interment - Stillborn children	Each	VAT not applicable	£105.00	No change	0.00%	DPR
E. General Burial Fees						
Exhumation of Deceased	Each	VAT not applicable	£1,280.00	£1,300.00	1.56%	DPR
Removal and/or replacing of memorials (all parts of the cemetery)	Each	VAT not applicable	Price on application	Price on application	0.00%	DPR
Additional charge for a Weekend or Bank Holiday Burial.	Each	VAT not applicable	£215.00	£219.00	1.86%	DPR
Additional charge for a Weekend or bank Holiday Burial for cremated remains	Each	VAT not applicable	£110.00	£112.00	1.82%	DPR
Shroud Burials	Each	VAT not applicable	£200.00	£204.00	2.00%	DPR
Grave Lease Extension Resident 'A' class per year (minimum of 5 years)	Each	VAT not applicable	£45.00	£45.50	1.11%	DPR
Grave Lease Extension Resident 'B' class per year (minimum of 5 years)	Each	VAT not applicable	£22.00	£22.40	1.82%	DPR
Grave Lease Extension Non Resident 'A' Class per year (minimum of 5 years)	Each	VAT not applicable	£87.00	£88.70	1.95%	DPR
Grave Lease Extension Non Resident 'B' Class per year (minimum of 5 years)	Each	VAT not applicable	£46.00	£46.00	0.00%	DPR
Basic temporary wooden grave surround 'A' Class grave (7'6" x 3' 6")	Each	VAT not applicable	£135.00	£137.50	1.85%	DPR
Basic temporary wooden grave surround standard 'B' Class grave (6'6" x 2' 6")	Each	VAT not applicable	£120.00	£122.00	1.67%	DPR
Basic temporary wooden grave surround 'A' Class - Ash Grave (3'6" x 3'6")	Each	VAT not applicable	£70.00	£71.00	1.43%	DPR
Basic temporary wooden grave surround standard 'B' Class - Ash Grave (3'0" x 2' 6")	Each	VAT not applicable	£65.00	£66.00	1.54%	DPR
Decking style temporary wooden grave surround standard 'A' Class grave (7'6" x 3' 6")	Each	VAT not applicable	£160.00	£163.00	1.88%	DPR
Decking style temporary wooden grave surround for 'B' Class grave (6'6" x 2' 6")	Each	VAT not applicable	£130.00	£132.50	1.92%	DPR
Decking style temporary wooden grave surround for 'A' Class - Ash Grave (3'6" x 3'6")	Each	VAT not applicable	£85.00	£86.50	1.76%	DPR
Decking style temporary wooden grave surround for 'B' Class - Ash Grave (3'0" x 2' 6")	Each	VAT not applicable	£75.00	£76.50	2.00%	DPR
Washing of Half size Kerb and Landing and Headstone only	Each	VAT not applicable	£60.00	£60.00	0.00%	DPR
Washing of Full Size Kerb and Landing Memorial including Headstone	Each	VAT not applicable	£100.00	£100.00	0.00%	DPR
Raise and Level of Headstone and Half Size Kerb and Landing	Each	VAT not applicable	£75.00	£75.00	0.00%	DPR
Raise and Level of Headstone and Full size Kerb and Landing	Each	VAT not applicable	£100.00	£100.00	0.00%	DPR
Memorial Seat, 6ft, inclusive of plaque up to 60 letters maximum inscription, (no on-going care) for placement on a pre-owned grave subject to payment of additional permit fee.	Each	Yes	£1,075.00	£1,096.00	1.95%	DPR
F. Permits						
Permit for erecting new monuments, memorials, grave stones and tablets for the right to erect or place on private graves (including first inscription)						
Permit - Headstone with kerbs	Each	Yes	£300.00	£306.00	2.00%	DPR
Permit - Headstone only	Each	Yes	£230.00	£234.00	1.74%	DPR
Permit - Conversion of existing Headstone to include kerbs	Each	Yes	£98.00	£99.50	1.53%	DPR
Permit - Memorial in the form of a vase, tablet, seat or bench or wooden cross etc.	Each	Yes	£80.00	£81.50	1.88%	DPR
Permit - Renovation or additional inscription	Each	Yes	£98.00	£99.50	1.53%	DPR
G. Annual Planting etc. and General Attention of Private Graves (per single grave space)						
Planting Evergreen shrubs only	Each	Yes	£195.00	£198.50	1.79%	DPR
Turfing only	Each	Yes	£140.00	£142.50	1.79%	DPR
Planting - Seasonal Bedding	Each	Yes	£300.00	£306.00	2.00%	DPR
Turfing or Moulding (No maintenance)	Each	Yes	£80.00	£81.50	1.88%	DPR

Provision of a wooden cross including brass plaque	Each	Yes	£155.00	£158.00	1.94%	DPR
1 Yr full grave maintenance to include seasonal bedding and 1 washing of headstone.	Each	Yes	£340.00	£346.50	1.91%	DPR
1 Yr full grave maintenance to include seasonal bedding and 1 washing of full size kerb and landing.	Each	Yes	£380.00	£387.50	1.97%	DPR
H. Transfer of Grave Ownership						
Transfer by Probate, Letters of Administration, or Private Statutory Declaration	Each	VAT not applicable	£70.00	£71.00	1.43%	DPR
Transfer by Assignment, Assent, Hendon Statutory Declaration or Renunciation	Each	VAT not applicable	£115.00	£117.00	1.74%	DPR
Transfer by combination of Probate, Letters of Administration, or Private Statutory Declaration and Assignment, Assent, Hendon Statutory Declaration or Renunciation	Each	VAT not applicable	£170.00	£173.00	1.76%	DPR
Duplicate of Deed of Ownership	Each	VAT not applicable	£25.00	£25.00	0.00%	DPR
Duplicate of Cremation Certificate	Each	VAT not applicable	£15.00	£15.00	0.00%	DPR
I. Cremation Fees						
Cremation - Persons over 16 years weekday (Funeral Directors Not holding an account)	Each	VAT not applicable	£650.00	£650.00	0.00%	DPR
Cremation - Persons over 16 years weekend and bank Holidays (Funeral Directors Not holding an account)	Each	VAT not applicable	£755.00	£755.00	0.00%	DPR
Cremation - Persons over 16 years weekday (Funeral Directors holding an account)	Each	VAT not applicable	£590.00	£590.00	0.00%	DPR
Cremation - Persons over 16 years weekends and bank Holidays (Funeral Directors holding an account)	Each	VAT not applicable	£685.00	£685.00	0.00%	DPR
Cremation - Persons over 16 years weekends and bank Holidays + 2 hours in North chapel	Each	VAT not applicable	£1,236.00	£1,236.00	0.00%	DPR
Cremation - Persons over 16 years weekday between 09:00-09:45	Each	VAT not applicable	£365.00	£365.00	0.00%	DPR
Cremation - Children over 1 month to under 16 years of age	Each	VAT not applicable	£55.00	£55.00	0.00%	DPR
Cremation - Children still born - 1 month	Each	VAT not applicable	No charge	No charge	0.00%	DPR
Public Health Cremations	Each	VAT not applicable	£200.00	£200.00	0.00%	DPR
Coffin Bearer Service (per shoulder)	Each	VAT not applicable	£30.00	£30.00	0.00%	DPR
J. Memorials - memorial gardens						
Standard Rose Bush 10 yr. lease	Each	Yes	£550.00	£560.00	1.82%	DPR
Flower Shrub 3 yr. lease	Each	Yes	£175.00	£178.00	1.71%	DPR
Flower Shrub 5 yr. lease	Each	Yes	£285.00	£290.00	1.75%	DPR
Flower Shrub 10 yr. lease	Each	Yes	£350.00	£355.00	1.43%	DPR
Flower Shrub 1 yr. extension	Each	Yes	£60.00	£61.00	1.67%	DPR
Flower Border 3 yr. lease	Each	Yes	£175.00	£178.00	1.71%	DPR
Flower Border 5 yr. lease	Each	Yes	£285.00	£290.00	1.75%	DPR
Flower Border 10 yr. lease	Each	Yes	£350.00	£355.00	1.43%	DPR
Flower Border 1 yr. extension	Each	Yes	£60.00	£61.00	1.67%	DPR
Main Drive Flower Bed 10 yr. lease	Each	Yes	£780.00	£795.00	1.92%	DPR
Specimen Tree 10 yr. lease	Each	Yes	£960.00	£979.00	1.98%	DPR
Specimen Shrub 10 yr. lease	Each	Yes	£960.00	£979.00	1.98%	DPR
Type 1 Bronze Plaque	Each	Yes	£95.00	£96.00	1.05%	DPR
Type 2 Bronze Plaque	Each	Yes	£95.00	£96.00	1.05%	DPR
Memorial Seat/bench, up to 6ft in length, Including on-going care for 10 years.	Each	Yes	£1,050.00	£1,070.00	1.90%	DPR
Tree memorial seat/bench including on-going care for 10Yrs	Each	Yes	£1,050.00	£1,070.00	1.90%	DPR
Columbarium Niche (10 year lease)	Each	Yes	£1,300.00	£1,325.00	1.92%	DPR
Placing additional urn in same niche	Each	Yes	£130.00	£132.00	1.54%	DPR
Lily Pond tablet with inscription (10 year lease)	Each	Yes	£500.00	£510.00	2.00%	DPR
Cleaning of Lily Pond tablet	Each	Yes	£40.00	£40.80	2.00%	DPR
Leather Panel Scheme (10 year lease, Max 60 letters)	Each	Yes	£140.00	£142.00	1.43%	DPR
Cloister tablet with inscription (10 Yr lease)	Each	Yes	£1,885.00	£1,922.00	1.96%	DPR
Wall tablet in Book of Remembrance Hall with inscription (10 Yr lease)	Each	Yes	£810.00	£825.00	1.85%	DPR
Wall tablet in Book of Remembrance Hall with inscription per additional letter Letter	Each	Yes	£2.50	£2.50	0.00%	DPR
Entry in Book of Remembrance consisting of 2 lines	Each	Yes	£130.00	£132.00	1.54%	DPR
Entry in Book of Remembrance consisting of 5 lines	Each	Yes	£185.00	£188.00	1.62%	DPR
Copy of Book of Remembrance - 2 lines	Each	Yes	£60.00	£61.00	1.67%	DPR
Book of Remembrance copy 5 lines	Each	Yes	£100.00	£102.00	2.00%	DPR
Armorial bearing or badges (these may be engrossed in the Book of Remembrance only if accompanied by an inscription of at least 5 lines)	Each	Yes	£255.00	£260.00	1.96%	DPR
Memorial Jewellery	Each	Yes	Price per suppliers catalogue	Price per suppliers catalogue		DPR
K. Urns and Caskets						
Hendon Oak with inscribed plaque	Each	VAT not applicable	£66.00	£67.00	1.52%	DPR
Double Oak with inscribed plaque	Each	VAT not applicable	£92.00	£93.50	1.63%	DPR
Traditional Oak with inscribed plaque	Each	VAT not applicable	£77.00	£78.00	1.30%	DPR
Hendon Ornate Oak with inscribed plaque	Each	VAT not applicable	£82.00	£83.00	1.22%	DPR
Hendon Metal Urn for transport	Each	VAT not applicable	£61.00	£62.00	1.64%	DPR
Hendon Aluminium Urn - Green, Red or Silver	Each	VAT not applicable	£41.00	£41.50	1.22%	DPR
Biodegradable Urn	Each	VAT not applicable	£61.00	£62.00	1.64%	DPR
Sealing of Hendon Metal Urn or Casket for transport including Overseas Certificate	Each	VAT not applicable	£100.00	£102.00	2.00%	DPR
Sealing and Overseas Certificate only (container provided by applicant)	Each	VAT not applicable	£45.00	£45.50	1.11%	DPR
L. Ashes strewing and storage						
Strewing of Ashes when returned to Hendon after 12 month of cremation	Each	VAT not applicable	£110.00	£110.00	0.00%	DPR
Strewing of Ashes when cremated elsewhere	Each	VAT not applicable	£145.00	£145.00	0.00%	DPR
Long-term storage of Ashes per month	Each	VAT not applicable	£25.00	£25.00	0.00%	DPR
Long-term storage of Ashes per year	Each	VAT not applicable	£250.00	£250.00	0.00%	DPR
M. Chapel Hire and Organist Fees						
Fee for Organ Music and Services of Organist	Each	Yes	£60.00	£60.00	0.00%	DPR
Use of Chapel for additional ½ hour Service	Each	Yes	£110.00	£110.00	0.00%	DPR
Use of Chapel plus Organist for additional ½ hour Service	Each	Yes	£165.00	£165.00	0.00%	DPR
N. Web access to services						
Live video streaming of funeral services and provision of DVD	Each	Yes	up to £250.00	up to £250.00	0.00%	DPR
O. Anniversary Services						
Placing of flowers etc. at key anniversary dates for the client. Take photograph and e mail client picture of placed memorial (excludes cost of flowers)	Each	Yes	£100.00	£100.00	0.00%	DPR

Description of Charge	UNIT	Subject to VAT	2015/16 charge excluding VAT	2016/17 charge excluding VAT	% increase	Committee / DPR
Street Naming and Numbering						
Application for numbering a property	Per property	VAT not applicable	£91.50	£93.00	2%	DPR
Application for naming a road (Authority choice of name)	Per Street	VAT not applicable	£324.00	£330.00	2%	DPR
Application for naming a road (Applicants choice of name adhering to SNN Policy, with Fire Brigade approval)	Per Street	VAT not applicable	£485.00	£494.50	2%	DPR
Naming or renaming of house or block of flats (Authority choice of name)	Per block/house	VAT not applicable	£129.50	£132.00	2%	DPR
Naming or renaming of house or block of flats (Applicants choice of name, adhering to SNN Policy, with Fire Brigade approval)	Per block/house	VAT not applicable	£216.00	£220.00	2%	DPR
Naming or renaming of commercial premises (Authority choice of name)	Per premise	VAT not applicable	£189.00	£192.50	2%	DPR
Naming or renaming of commercial premises (Applicants choice of name, adhering to SNN Policy, with Fire Brigade approval)	Per premise	VAT not applicable	£270.00	£275.00	2%	DPR
Enforcement of street naming and numbering (where an application hasn't been made)	per unit/street	VAT not applicable	£162.00	£165.00	2%	DPR
Numbering new developments	5 to 19 units	VAT not applicable	£445 + 36 per unit	£453 + £36.50	2%	DPR
	20 to 50 units	VAT not applicable	£990 + £25.75 per unit	£1009 + £26	2%	DPR
		VAT not applicable	Above 50 units by assessment	Above 50 units by assessment	2%	DPR

Description of Charge	UNIT	Subject to VAT	2015/16 charge excluding VAT	2016/17 charge excluding VAT	% increase	Committee / DPR
Building Control						
Dangerous Structures						
Surveying and certification of dangerous structure (office hours)		VAT not applicable	£250.00	£255.00	2.00%	DPR
Surveying and certification of dangerous structure (Out of office hours)		VAT not applicable	£350.00	£357.00	2.00%	DPR
Cost recovery, in accordance with The London Building Acts (Amendment) Act 1939		Our costs no, contractor costs yes	Cost recovery	Cost recovery		DPR
Demolition						
Cost recovery, in accordance with The London Local Authority Act 2004	Up to 3 hours officer time	VAT not applicable	£260.00	£265.00	1.92%	DPR
Complex/large demolitions	More than 3 hours officer time	VAT not applicable	£520 for between 3 and 6 hours officer time + £85/hour for more than 6 hours	£530 for between 3 and 6 hours officer time + £86.5/hour for more than 6 hours	2.00%	DPR
Pre application advice Offset against future application (First hour free)						
A) Small, < £30k		Yes	£250	£255.00	2.00%	DPR
B) Medium £30k to £60k		Yes	£500	£510.00	2.00%	DPR
C) Large £60k to £250k		Yes	£1,000	£1,020.00	2.00%	DPR
D) > £250 k		Yes	By negotiation	By negotiation		DPR
Cancellation Charge						
Before validation		Yes	£50	£51.00	2.00%	DPR
Validated but plans not reviewed		Yes	£100	£102.00	2.00%	DPR
Validated and plans reviewed		Yes	50% of building notice charge	50% of building notice charge	0.00%	DPR
Certificates & Other charges						
Fast track completion certificate		Yes	£150	£153.00	2.00%	DPR
Certificate of building regulation exemption		Yes	£75	£76.50	2.00%	DPR
Reactivation charge		Building Notices and Full Plans yes, Regularisation and Reversions no	£100	£102.00	2.00%	DPR
Correspondence requiring research to answer	Per question per address	VAT not applicable	£73.00	£74.00	1.37%	DPR
Hourly Rate						
Hourly Rate			£85.00	£86.50	1.76%	DPR
Table A						
Building Notice and Full Plans						
Extensions, loft conversions and ancillary accommodation	<40m2	Yes	£595.00	£605.00	1.68%	DPR
	40-60m2	Yes	£720.00	£734.00	1.94%	DPR
	Each additional 40m2	Yes	£150.00	£153.00	2.00%	DPR
	Basements, as above but add on	Yes	£370.00	£377.00	1.89%	DPR
	Detached garage/carport/conservatory as above rates but deduct	Yes	£150.00	£153.00	2.00%	DPR

	Ancillary insulated detached e.g. store/gym/playroom; as above	Yes	£590.00	£600.00	1.69%	DPR
Other works	Garage/conservatory to habitable use	Yes	£370.00	£377.00	1.89%	DPR
	New bathroom or w/c compartment	Yes	£286.00	£291.00	1.75%	DPR
	Reroofing; per dwelling immediately below roof	Yes	£286.00	£291.00	1.75%	DPR
	Structural opening	Yes	£286.00	£291.00	1.75%	DPR
	Removal of chimney breast	Yes	£286.00	£291.00	1.75%	DPR
	Electrical wiring 12 or < circuits (Typical 4 bed house)	Yes	£286.00	£291.00	1.75%	DPR
Conversion and New Build	Conversion of building into one dwelling	Yes	£690.00	£703.50	1.96%	DPR
	Conversion of flat or building into two dwellings	Yes	£690.00	£703.50	1.96%	DPR
	Each additional dwelling	Yes	£286.00	£291.00	1.75%	DPR
	New dwelling < 300m2	Yes	£990.00	£1,000.00	1.01%	DPR
	Each additional dwelling	Yes	£286.00	£291.00	1.75%	DPR
Regularisation and Reversion						
Extensions, loft conversions and ancillary accommodation	<40m2	VAT not applicable	£833.00	£849.00	1.92%	DPR
	40-60m2	VAT not applicable	£1,008.00	£1,028.00	1.98%	DPR
	Each additional 40m2	VAT not applicable	£210.00	£214.00	1.90%	DPR
	Basements, as above but add on	VAT not applicable	£518.00	£528.00	1.93%	DPR
	Detached garage/carport/conservatory as above rates but deduct	VAT not applicable	£210.00	£214.00	1.90%	DPR
	Ancillary insulated detached e.g. store/gym/playroom; as above	VAT not applicable	£826.00	£842.50	2.00%	DPR
Other works	Garage/conservatory to habitable use	VAT not applicable	£518.00	£528.00	1.93%	DPR
	New bathroom or w/c compartment	VAT not applicable	£400.00	£408.00	2.00%	DPR
	Reroofing; per dwelling immediately below roof	VAT not applicable	£400.00	£408.00	2.00%	DPR
	Structural opening	VAT not applicable	£400.00	£408.00	2.00%	DPR
	Removal of chimney breast	VAT not applicable	£400.00	£408.00	2.00%	DPR
	Electrical wiring 12 or < circuits (Typical 4 bed house)	VAT not applicable	£400.00	£408.00	2.00%	DPR
Conversion and New Build	Conversion of building into one dwelling	VAT not applicable	£966.00	£985.00	1.97%	DPR
	Conversion of flat or building into two dwellings	VAT not applicable	£966.00	£985.00	1.97%	DPR
	Each additional dwelling	VAT not applicable	£400.00	£407.00	1.75%	DPR

	New dwelling < 300m2	VAT not applicable	£1,386.00	£1,400.00	1.01%	DPR
	Each additional dwelling	VAT not applicable	£400.00	£408.00	2.00%	DPR
Table B - Building Notice and Full Plans						
Estimated Cost of works						
£0 - £500		Yes	£170.00	£173.00	1.76%	DPR
£500 - £5,000		Yes	£265.00	£270.00	1.89%	DPR
£5,001 - £6,000		Yes	£280.00	285	1.79%	DPR
£6,001 - £7,000		Yes	£295.00	300	1.69%	DPR
£7,001 - £8,000		Yes	£315.00	321	1.90%	DPR
£8,001 - £9,000		Yes	£330.00	336	1.82%	DPR
£9,001 - £10,000		Yes	£350.00	357	2.00%	DPR
£10,001 - £11,000		Yes	£365.00	372	1.92%	DPR
£11,001 - £12,000		Yes	£380.00	387	1.84%	DPR
£12,001 - £13,000		Yes	£400.00	408	2.00%	DPR
£13,001 - £14,000		Yes	£415.00	423	1.93%	DPR
£14,001 - £15,000		Yes	£435.00	443	1.84%	DPR
£15,001 - £16,000		Yes	£450.00	459	2.00%	DPR
£16,001 - £17,000		Yes	£470.00	479	1.91%	DPR
£17,001 - £18,000		Yes	£485.00	494	1.86%	DPR
£18,001 - £19,000		Yes	£505.00	515	1.98%	DPR
£19,001 - £20,000		Yes	£520.00	530	1.92%	DPR
Regularisation						
£0 - £500		VAT not applicable	£238.00	242	1.68%	DPR
£500 - £5,000		VAT not applicable	£371.00	371	0.00%	DPR
£5,001 - £6,000		VAT not applicable	£392.00	399	1.79%	DPR
£6,001 - £7,000		VAT not applicable	£413.00	421	1.94%	DPR
£7,001 - £8,000		VAT not applicable	£441.00	449	1.81%	DPR
£8,001 - £9,000		VAT not applicable	£462.00	471	1.95%	DPR
£9,001 - £10,000		VAT not applicable	£490.00	499	1.84%	DPR
£10,001 - £11,000		VAT not applicable	£511.00	521	1.96%	DPR
£11,001 - £12,000		VAT not applicable	£532.00	542	1.88%	DPR
£12,001 - £13,000		VAT not applicable	£560.00	571	1.96%	DPR

£13,001 - £14,000		VAT not applicable	£581.00	592	1.89%	DPR
£14,001 - £15,000		VAT not applicable	£609.00	621	1.97%	DPR
£15,001 - £16,000		VAT not applicable	£630.00	642	1.90%	DPR
£16,001 - £17,000		VAT not applicable	£658.00	671	1.98%	DPR
£17,001 - £18,000		VAT not applicable	£679.00	692	1.91%	DPR
£18,001 - £19,000		VAT not applicable	£707.00	720	1.84%	DPR
£19,001 - £20,000		VAT not applicable	£728.00	742	1.92%	DPR