



## **Fees and Charges Schedule**

**2025/26**

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### **Key to VAT**

S - Standard Rate - 20%

Z - Zero Rate - 0%

E - Exempt from VAT

O - Outside the scope of VAT

### **Key to Fee**

S - Statutory

D - Discretionary

**COMMUNITIES, WELLBEING & HOUSING**

COMMUNITIES, WELLBEING & HOUSING FEES & CHARGES SCHEDULE FROM 1 APRIL 2025
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2024-March 2025		April 2025-March 2026	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: HOUSING SERVICES
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CHARGING AREA: HOUSING STRATEGY
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Factual Statements

Research or completion of works in default of a notice period per hour (min charge - 1hr)	O	D	62.00	62.00	62.00	62.00
Section 28(9) of Health and Safety at Work etc Act 1974 - per hour	O	D	62.00	62.00	62.00	62.00
Requests for Environmental Information - Up to 4 hours	O	D	248.00	248.00	248.00	248.00
Requests for Environmental Information - Per hour thereafter	O	D	62.00	62.00	62.00	62.00
Improvement and Prohibition Notices	O	D	582.00	582.00	582.00	582.00
Key-worker Sales Certificate	O	D	89.50	89.50	89.50	89.50
Property Inspection report to support Visa applications.	O	D	233.00	233.00	233.00	233.00
Ready to Rent	O	D	185.00	185.00	185.00	185.00
Charge for Service of Enforcement Notice	O	D	582.00	582.00	582.00	582.00

Houses in Multiple Occupation

Fee for Mandatory Licensing of Houses in Multiple Occupation (N.B. HMOs owned by a Registered Charity are exempt ):						
Up to 5 bedrooms	O	D	423.92	423.92	423.92	423.92
For each additional bedroom	O	D	66.55	66.55	66.55	66.55
Renewal of License	O	D	50% of Fee	50% of Fee	50% of fee	50% of fee

COMMUNITIES, WELLBEING & HOUSING FEES & CHARGES SCHEDULE FROM 1 APRIL 2025
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2024-March 2025		April 2025-March 2026	
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SERVICE AREA: HOUSING SERVICES
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CHARGING AREA: PRIVATE SECTOR HOUSING
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Park Home Site licencing

Annual Fee							
1-25 pitches	O	D	388.89	388.89	0.00	0.00	
26-99 pitches	O	D	533.99	533.99	0.00	0.00	
100-199 pitches	O	D	691.06	691.06	0.00	0.00	
200+ pitches	O	D	846.86	846.86	0.00	0.00	
Fee for New Licence							
1-25 pitches	O	D	608.98	608.98	608.98	608.98	
26-99 pitches	O	D	754.08	754.08	754.08	754.08	
100-199 pitches	O	D	1,001.48	1,001.48	1,001.48	1,001.48	
200+ pitches	O	D	1,228.65	1,228.65	1,228.65	1,228.65	
Fee for Transfer of Licence	O	D	164.16	164.16	164.16	164.16	
Fee for Deposit of Site Rules							
1-25 pitches	O	D	173.69	173.69	173.69	173.69	
26-99 pitches	O	D	193.81	193.81	193.81	193.81	
100-199 pitches	O	D	203.35	203.35	203.35	203.35	
200+ pitches	O	D	212.88	212.88	212.88	212.88	
Enforcement Notice (per notice)	O	D	541.20	541.20	541.20	541.20	

COMMUNITIES, WELLBEING & HOUSING FEES & CHARGES SCHEDULE FROM 1 APRIL 2025
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2024-March 2025		April 2025-March 2026	
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SERVICE AREA: PUBLIC HEALTH
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CHARGING AREA: PUBLIC HEALTH
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<b>Lost, Found or Stray Dogs</b>						
Statutory fee + administration charge	O	S	37.00	37.00	37.00	37.00
Daily kennelling fee						
- plus vet fees if necessary	O	D	25.00	25.00	25.00	25.00
Microchip at the Kennels	O	D	24.50	24.50	24.50	24.50
<b>Other Charges</b>						
Insect identification	O	D	12.71	12.71	12.96	12.96
<b>Food</b>						
FHRS re-rating inspection	O	D	154.60	154.60	157.69	157.69
<b>Funerals Administration</b>						
Public Health Act Funerals administration Fee	O	D	691.58	691.58	705.41	705.41
<b>Other Establishments</b>						
Acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing & electrolysis	O	D	269.73	269.73	275.12	275.12
<b>Sewer Clearances</b>						
Cost of works apportioned to number of properties affected, with minimum charge of:	O	D	43.07	43.07	43.07	43.07

COMMUNITIES, WELLBEING & HOUSING FEES & CHARGES SCHEDULE FROM 1 APRIL 2025
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2024-March 2025		April 2025-March 2026	
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SERVICE AREA: ENVIRONMENTAL HEALTH
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CHARGING AREA: ENVIRONMENTAL HEALTH
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Copy Documents

<i>(VAT absorbed on items under £1.00 - VAT to be added in other cases)</i>						
A4 Copy per Sheet	S		0.15	0.18	0.15	0.18
A3 Copy per Sheet	S		0.40	0.48	0.40	0.48
A2 Copy per Sheet	S		0.65	0.78	0.65	0.78
A1 Copy per Sheet	S		2.00	2.40	2.00	2.40
A0 Copy per Sheet	S		3.60	4.32	3.60	4.32
Photocopying for voluntary groups <i>(Actual cost + 20% for basic items. Bespoke work costed per job)</i>						
Letter of confirmation of registration on electoral register	S		20.60	24.72	20.60	24.72



COMMUNITIES, WELLBEING & HOUSING FEES & CHARGES SCHEDULE FROM 1 APRIL 2025
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2024-March 2025		April 2025-March 2026	
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SERVICE AREA: LEISURE PREMISES
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CHARGING AREA: LEISURE PREMISES
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<b>MILL HALL</b>						
<b>Main Hall</b>						
	<b>Weekends</b>					
	All bookings up to 4 hours	E	D	221.00	221.00	230.00 230.00
	All bookings between 4 and 8 hours	E	D	443.50	443.50	455.00 455.00
	Per additional hour	E	D	55.00	55.00	60.00 60.00
	<b>Weekday - Weekly Bookings</b>					
	First hour	E	D	35.00	35.00	40.00 40.00
	Per additional hour	E	D	19.00	19.00	20.00 20.00
	<b>Non-weekly bookings</b>					
<b>Business Hours</b>	- Per Hour	E	D	35.00	35.00	40.00 40.00
<b>Mon-Thur</b>						
<b>evenings; non-</b>						
<b>weekly bookings</b>	- Per Hour	E	D	55.00	55.00	60.00 60.00
<b>Bar Lounge</b>						
	<b>Weekends</b>					
	All bookings up to 4 hours	E	D	157.00	157.00	165.00 165.00
	All bookings between 4 and 8 hours	E	D	314.50	314.50	325.00 325.00
	Per additional hour	E	D	39.00	39.00	45.00 45.00
	<b>Weekday - Weekly Bookings</b>					
	First hour	E	D	24.00	24.00	25.00 25.00
	Per additional hour	E	D	15.50	15.50	20.00 20.00
	<b>Non-weekly bookings</b>					
<b>Business Hours</b>	- Per Hour	E	D	24.00	24.00	25.00 25.00
<b>Mon-Thur</b>						
<b>evenings; non-</b>						
<b>weekly bookings</b>	- Per Hour	E	D	39.00	39.00	40.00 40.00
<b>Meeting Room</b>						
	<b>Weekends</b>					
	All bookings up to 4 hours	E	D	104.00	104.00	110.00 110.00
	All bookings between 4 and 8 hours	E	D	208.50	208.50	215.00 215.00
	Per additional hour	E	D	24.00	24.00	25.00 25.00
	<b>Weekday - Weekly Bookings</b>					
	First hour	E	D	19.00	19.00	20.00 20.00
	Per additional hour	E	D	12.50	12.50	15.00 15.00
	<b>Non-weekly bookings</b>					
<b>Business Hours</b>	- Per Hour	E	D	19.00	19.00	20.00 20.00
<b>Mon-Thur</b>						
<b>evenings; non-</b>						
<b>weekly bookings</b>	- Per Hour	E	D	25.50	25.50	30.00 30.00
<b>Whole Building</b>						
	<b>Weekends</b>					
	All bookings up to 4 hours	E	D	343.50	343.50	355.00 355.00
	All bookings between 4 and 8 hours	E	D	687.00	687.00	705.00 705.00
	Per additional hour	E	D	86.00	86.00	90.00 90.00
<b>All rooms</b>						
	Tea & Coffee - per flask	S	D	11.25	13.50	12.50 15.00

**DEVELOPMENT**

DEVELOPMENT FEES & CHARGES SCHEDULE FROM 1 APRIL 2025
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2024-March 2025		CHARGES April 2025-March 2026	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: DEVELOPMENT MANAGEMENT
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CHARGING AREA: DEVELOPMENT MANAGEMENT
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High Hedges

Standard Fee for processing a high hedges complaint	S	D	463.30	555.96	670.00	804.00
Fee for processing a high hedges complaint - Concessionary (Benefits & Pensions)	S	D	135.60	162.72	Remove concession	

Pre-planning advice

Any proposal not meeting the categories below will be subject to a fee arranged by negotiation.

On all major and strategic pre-application submissions and certain other submissions as considered necessary, advice will be required from Urban Design at Essex County Council who will set their own fees.

Fees will not be refunded.  
**Generic written advice only without officer viewing the site. (This is not available for >1 dwelling as would require an onsite meeting.)**

Householder (Extensions, alterations, outbuildings etc)	S	D	184.00	220.80	190.00	228.00
Listed Building	S	D	261.00	313.20	270.00	324.00

On all major and strategic pre-application submissions and certain other submissions as considered necessary, advice will be required from Urban Design at Essex County Council at the additional fee rate set out on the Council's website:

Meeting with Written advice

Householder	S	D	236.00	283.20	240.00	288.00
Small 1 dwelling, changes to use	S	D	507.00	608.40	520.00	624.00
Minor 2 to 9 dwellings up to 999 sq meters of commercial floor space (1 meeting up to 2 hours)	S	D	1,038.00	1,245.60	1,070.00	1,284.00
Major small 10 to 24 dwellings or 1,000-2,999 sq meters of commercial floorspace (1 meeting up to 2 hours)	S	D	3,015.00	3,618.00	3,105.00	3,726.00
Major Large 25 to 99 dwellings or 3,000 - 4,999 sq meters of commercial floorspace (1 meeting up to 2 hours)	S	D	0.00	0.00	3,900.00	4,680.00
Strategic 100+ dwellings or 5,000 + sq meters of commercial floorspace (1 Meeting up to 2 hours)	S	D	4,100.00	4,920.00	4,223.00	5,067.60
Listed Building	S	D	503.00	603.60	518.00	621.60

Follow-up

Householder	S	D	181.00	217.20	185.00	222.00
Small	S	D	217.00	260.40	225.00	270.00
Minor	S	D	242.00	290.40	249.25	299.10
Major	S	D	2,171.00	2,605.20	2,235.00	2,682.00
Strategic	S	D	3,256.00	3,907.20	3,355.00	4,026.00
Additional Meeting	S	D	0.00	0.00	500.00	600.00
Listed Building	S	D	342.00	410.40	352.50	423.00

Retrospective Developments

All above fees carry a 20% surcharge where development is undertaken before planning application submission

Planning Performance Agreements

These are available for Strategic, Large and Standard sites. Prices will be based on an hourly rate. Please enquire for more detail.

Section 106

Monitoring Fee (per item)	S	D	445.00	534.00	500.00	600.00
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Plans

Replacement Local Plan (2006)	O	D	125.50	125.50	129.00	129.00
Replacement Local Plan - Inspectors' Report)	O	D	69.00	69.00	71.00	71.00
Core Strategy	O	D	31.40	31.40	32.00	32.00
Annual Monitoring Report	O	D	12.60	12.60	13.00	13.00
Local Development Scheme	O	D	50.10	50.10	52.00	52.00
Statement of Community Involvement	O	D	6.30	6.30	7.00	7.00
Conservation Area Appraisal	O	D	6.30	6.30	7.00	7.00
Supplementary Planning Documents	O	D	12.60	12.60	13.00	13.00

Research Charge

Undertaking history research and interpretations on status of current permissions, conditions or uses.  
Charge is per site for 2 hours work.  
If additional time is required, charge to be based on £55 per hour

	S	D	100.50	120.60	103.50	124.20
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<div>DEVELOPMENT</div> <div>FEES &amp; CHARGES SCHEDULE FROM 1 APRIL 2025</div>
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2024-March 2025		April 2025-March 2026	
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SERVICE AREA: BUILDING CONTROL
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CHARGING AREA: BUILDING CONTROL
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**Building Control**

*These fees can be obtained from the building control pages on the Rochford District Council website.*

DEVELOPMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2025

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2024-March 2025		April 2025-March 2026	
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SERVICE AREA: LOCAL LAND CHARGES
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CHARGING AREA: LOCAL LAND CHARGES
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Local Land Charges

Fees for Supplementary Enquiries

Where relating to one parcel of land only	S	251.00	301.20	258.54	310.25
Where relating to several parts of land and delivered on a single form:- for the first parcel of land	S	251.00	301.20	258.50	310.20
For each additional parcel of land the amount is fixed by arrangements between the solicitors and the district council	S	46.00	55.20	47.38	56.85
Where relating to one parcel of land or to several parcels and delivered in a single form, for each printed enquiry numbered in the form.	S	30.00	36.00	30.92	37.10
For each further enquiry added by solicitors and which the council is wiling to answer.	O	49.50	49.50	42.50	51.00

## **ECONOMIC DEVELOPMENT, REGENERATION & TOURSIM**

ECONOMIC DEVELOPMENT, REGENERATION & TOURISM FEES & CHARGES SCHEDULE FROM 1 APRIL 2025
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2024-March 2025		April 2025-March 2026	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: OFF STREET PARKING
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CHARGING AREA: OFF STREET PARKING
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Car Parks

Parking For NHS Mobile units in any RDC car park is  
free of charge

Websters Way/Mill Hall/Old Ship Lane

Up to 1/2 hour	S	D	0.67	0.80	0.71	0.85
Up to 1 Hour	S	D	1.08	1.30	1.17	1.40
Up to 2 Hours	S	D	1.83	2.20	1.96	2.35
Up to 3 Hours	S	D	2.58	3.10	2.75	3.30
Up to 4 Hours	S	D	3.33	4.00	3.50	4.20

Hockley Woods

Up to 1 Hour	S	D	0.33	0.40	0.38	0.45
Up to 2 Hours	S	D	0.50	0.60	0.54	0.65
Up to 3 Hours	S	D	0.67	0.80	0.71	0.85
Up to 4 Hours	S	D	1.33	1.60	1.42	1.70
All Day	S	D	2.67	3.20	2.92	3.50
Annual Season Ticket	S	D	416.67	500.00	424.17	509.00
Admin Fee for Refund of Season Ticket	S	D	25.00	30.00	26.67	32.00

Cherry Orchard Country Park

Up to 1 Hour	S	D	0.00	0.00	0.00	0.00
Up to 2 Hours	S	D	0.00	0.00	0.00	0.00
Up to 3 Hours	S	D	0.00	0.00	0.00	0.00
Up to 4 Hours	S	D	0.00	0.00	0.00	0.00
All Day	S	D	0.00	0.00	0.00	0.00
Annual Season Ticket	S	D	0.00	0.00	0.00	0.00
Admin Fee for Refund of Season Ticket	S	D	0.00	0.00	0.00	0.00

The Market/Castle Road/Bellingham Lane/Southend  
Road/Freight House/Back Lane

Up to 1/2 hour	S	D	0.42	0.50	0.46	0.55
Up to 1 Hour	S	D	1.08	1.30	1.17	1.40
Up to 2 Hours	S	D	1.83	2.20	2.00	2.40
Up to 3 Hours	S	D	2.58	3.10	2.75	3.30
Up to 4 Hours	S	D	3.33	4.00	3.50	4.20
Up to 5 Hours	S	D	3.58	4.30	3.83	4.60
All Day	S	D	4.92	5.90	5.42	6.50

The Approach

Day Ticket	S	D	4.92	5.90	5.42	6.50
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<b>Season Tickets</b>						
<b>The Approach, Rayleigh</b>						
<b>Full week:-</b>						
3 Day flexi			N/A	N/A	516.67	620.00
Quarterly	S	D	181.67	218.00	185.00	222.00
Annual	S	D	635.00	762.00	645.83	775.00
Admin Fee for Lost, Replacement or Refund of Season Ticket	S	D	26.67	32.00	29.17	35.00
 <b>All RDC Car Parks Excluding The Approach, Rayleigh, Freight House and Old Ship Lane, Rochford</b>						
Quarterly	S	D	218.33	262.00	225.00	270.00
Annual	S	D	725.83	871.00	741.67	890.00
Admin Fee for Lost, Replacement or Refund of Season Ticket	S	D	26.67	32.00	29.17	35.00
 <b>Market Traders</b>						
Valid for 3 months Tuesdays at the Freight House car park, Rochford and Wednesdays in the Market car park, Rayleigh	S	D	92.50	111.00	95.83	115.00
Valid for 3 months on Tuesdays at the Freight House car park, Rochford only	S	D	46.67	56.00	48.33	58.00
Valid for 3 months on Wednesdays at the Market car park, Rayleigh only - £52	S	D	46.67	56.00	48.33	58.00
 <b>Mobile Phone Payment (Charged by 3rd party so can change anytime)</b>						
Transaction fee (charged by 3rd party)	S	D	0.17	0.20	0.17	0.20
Text Receipt (Can opt out online)	S	D	0.17	0.20	0.17	0.20
Text Reminder (Can opt out online)	S	D	0.17	0.20	0.17	0.20
 <b>Penalty Charge Notices</b>						
<b>Higher Penalty Charge:-</b>						
If paid within 14 days	O	S	35.00	35.00	35.00	35.00
If unpaid after 14 days	O	S	70.00	70.00	70.00	70.00
If charge certificate issued	O	S	105.00	105.00	105.00	105.00
If traffic enforcement centre involved	O	S	115.00	115.00	115.00	115.00
 <b>Lower Penalty Charge:-</b>						
If paid within 14 days	O	S	25.00	25.00	25.00	25.00
If unpaid after 14 days	O	S	50.00	50.00	50.00	50.00
If charge certificate issued	O	S	75.00	75.00	75.00	75.00
If traffic enforcement centre involved	O	S	85.00	85.00	85.00	85.00
 <b>Commercial Parking</b>						
Commercial use of an off-street parking space (per bay)						
Day 1: £23.00 for the first bay, £8.50 for any further bays	S	D	17.92	21.50	19.00	23.00
Day 2 onwards: £8.50 per bay, per day	S	D	6.67	8.00	7.00	8.50

ECONOMIC DEVELOPMENT, REGENERATION & TOURISM FEES & CHARGES SCHEDULE FROM 1 APRIL 2025
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SERVICE AREA: CULTURAL AND RELATED SERVICES
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CHARGING AREA: CULTURAL AND HERITAGE
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<b>Hire of Windmill</b>						
For commercial use - 1 hour session on one floor	S	D	43.50	52.20	44.17	53.00
For non - commercial use - 1 hour session on one floor	S	D	22.00	26.40	22.50	27.00
Mondays - Fridays Inclusive (am)	S	D	269.50	323.40	274.17	329.00
Mondays - Fridays Inclusive (pm)	S	D	403.50	484.20	410.00	492.00
Saturday, Sunday and Bank Holidays	S	D	538.50	646.20	547.50	657.00
Chair Cover Hire including sashes	S	D	81.00	97.20	82.50	99.00
<b>Mill Hall meeting room hire - extension of Windmill booking (including table and chair coverings)</b>						
Weekday daytime reception room hire (latest finish 5pm)	S	D	100.00	120.00	101.67	122.00
Evening/weekend reception room hire	S	D	175.00	210.00	178.33	214.00
<b>Wedding Hire - Old House</b>						
Mondays - Fridays Inclusive (am)	S	D	385.50	462.60	391.67	470.00
Mondays - Fridays Inclusive (pm)	S	D	513.50	616.20	522.50	627.00
Saturday, Sunday and Bank Holidays	S	D	641.50	769.80	652.50	783.00
Hire of Chair Sashes	S	D	64.50	77.40	65.83	79.00
Hire of Bridal Suite (2 hours)	S	D	128.50	154.20	130.83	157.00
Hire of ground floor reception room (2 hours)	S	D	128.50	154.20	130.83	157.00
Corkage fee (per bottle)	S	D	10.00	12.00	10.00	12.00
<b>Wedding Decoration Packages - Rayleigh Windmill &amp; Old House</b>						
<b>Item</b>						
Floral Centrepiece	S	D	59.50	71.40	60.83	73.00
Wreaths	S	D	30.00	36.00	30.83	37.00
Candles and table confetti	S	D	18.00	21.60	18.33	22.00
<b>Package Options</b>						
Floral Package - centrepiece and wreaths	S	D	80.50	96.60	81.67	98.00
All items package (all items listed)	S	D	95.00	114.00	96.67	116.00

## ENVIRONMENT & CLIMATE CHANGE

ENVIRONMENT & CLIMATE CHANGE
FEES & CHARGES SCHEDULE FROM 1 APRIL 2025

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2024-March 2025		April 2025-March 2026	
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SERVICE AREA: CEMETERIES AND CHURCHYARDS
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CHARGING AREA: CEMETERIES AND CHURCHYARDS
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Memorials

Formal bench including five year maintenance agreement	O	D	817.00	817.00	899.00	899.00
Tree planting includes cost of tree.	O	D	190.00	190.00	209.00	209.00

Cemeteries

Interments In Graves or Vaults

Interment Fee (New grave or re-open) :						
- Under 18 Years		D	0.00	0.00	0.00	0.00
- Over 18 Years	O	D	903.00	903.00	993.00	993.00
Exclusive Right of Burial (50% reduction for child under 18 buried in children's area)	E	D	1,012.00	1,012.00	1,113.00	1,113.00
For the Interment of a Cremation Casket in a purchased grave	E	D	336.00	336.00	370.00	370.00

Interments in Cremation Plots

Interment Fee (New Grave or reopen)	O	D	336.00	336.00	370.00	370.00
Exclusive Right of Burial	O	D	496.00	496.00	546.00	546.00
Cost to scatter ashes including an engraved plaque on the memorial wall	O	D	530.00	530.00	583.00	583.00
Cost for engraved plaque on memorial wall without scattering ashes	O	D	465.00	465.00	511.00	511.00
Cost to reserve niche for 15 years, including supply and engraving of memorial plaque, with a renewal fee of £113.00 for a further period of 15 years	O	D	1,195.00	1,195.00	1,314.00	1,314.00
Placement of first casket in a reserved niche, Supply and engrave memorial plaque. This will include a reissue of the licence for 30 years.	O	D	469.00	469.00	516.00	516.00
Cost to inter ashes in Columbarium, including supply and engraving of memorial plaque for a period of 30 years	O	D	1,195.00	1,195.00	1,314.00	1,314.00
Cost of second set of ashes in Columbarium, including engraving memorial plaque	O	D	465.00	465.00	511.00	511.00
Coloured, enamelled picture of the deceased to the plaque on the Memorial Wall or Columbarium	O	D	159.00	159.00	175.00	175.00
15 year renewal fee	O	D	134.00	134.00	147.00	147.00

Rayleigh Cemetery Monuments, Headstones and Inscriptions

Earthen Graves

A headstone set on a base with or without kerbstone surround is permitted.	E	D	206.00	206.00	227.00	227.00
Headstone maximum height 91.4 cm from ground level, a maximum of 10.2 cm thick and 76.2 cm wide at its maximum width. A base of the same material maximum size 91.4 cm long 38.1 cm wide.	E	D	206.00	206.00	227.00	227.00
Kerbstone or border stone (height not exceeding 30.5cm)	E	D				

Cremation plots

Memorials on cremation plots can vary in forms of memorial vase/inscription panel, open books etc, but restricted to a maximum height of 30.5 cm	O	D	206.00	206.00	227.00	227.00
Kerbstone around a cremation plot (76cm x 76cm)	O	D	206.00	206.00	227.00	227.00
Side panel for additional inscription. Size not to exceed 23 cm x 23 cm to match existing memorial	O	D	206.00	206.00	227.00	227.00
Any additional inscription on a memorial	O	D	99.00	99.00	109.00	109.00

Hall Road Cemetery Monuments, Headstones and Inscriptions

Earthen Graves

Since this is a Lawn Cemetery the only memorial permitted will be in the form of a headstone set on a base

Maximum Height 91.4 cm from ground level, a maximum of 10.2 cm thick and 76.2 cm wide at its maximum width. A base of the same material maximum size 91.4 cm long 38.1 cm wide

E	D	206.00	206.00	227.00	227.00
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Cremation plots

A memorial vase/inscription panel only is permitted. Size not to exceed 61 cm x 30.5 cm 23 cm x 23cm.

O	D	206.00	206.00	227.00	227.00
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Side panel for additional inscription. Size not to exceed 23 cm x 23 cm to match existing memorial  
Any additional inscription on a memorial

O	D	206.00	206.00	227.00	227.00
O	D	99.00	99.00	109.00	109.00

NOTE: Flagstone and kerbstones are not applicable to Hall Road  
NOTE: If the deceased had not been a Council Taxpayer, inhabitant or parishioner within the Rochford District within a period of three years prior to his or her death, then all the foregoing fees, payments and sums will be doubled.

Exhumation Charge

Each exhumation will be recharged on an actual costs basis plus VAT

S	D	on request	on request
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Additional Fees

Registering Transfer of grant

O	D	95.00	95.00	104.00	104.00
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ENVIRONMENT & CLIMATE CHANGE FEES & CHARGES SCHEDULE FROM 1 APRIL 2025
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2024-March 2025		April 2025-March 2026	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: RECYCLING COLLECTION
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CHARGING AREA: RECYCLING COLLECTION
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Wheeled Bins

Set of 3 wheeled bins for new housing developments						
- charge levied on developer						
- bins provided for recycling service	O	D	214.00	214.00	217.64	217.64

Bulky Waste Collection

Collection of bulky waste (household furniture) and electrical household items						
- For one item	O	D	22.00	22.00	22.37	22.37
- Each additional item booked at same time	O	D	10.50	10.50	10.68	10.68

ENVIRONMENT & CLIMATE CHANGE

FEES & CHARGES SCHEDULE FROM 1 APRIL 2025

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2024-March 2025		April 2025-March 2026	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PARKS AND OPEN SPACES

CHARGING AREA: PARKS AND OPEN SPACES

Commercial use of open spaces

Costs for licensed organisations to use open spaces for events.  
(Costs for reinstatement are not included, and must be met by the organising body).

- ‘Low key’ commercial use – e.g. Dog Walking Companies, ‘Boot Camp’ style fitness sessions where operators charge participants. (per annum pro rata)	S		383.50	460.20	390.02	468.02
- General community events which are free at the point of entry (e.g. Sponsored Walks, Race for Life, Schools Orienteering).			0.00	0.00	0.00	0.00
- Not for profit, special interest events, for which an entrance charge is made to help cover the organiser’s costs. (per day)	O		255.50	255.50	259.84	259.84
- Fully commercial, profit making events – e.g. Music concerts markets etc. (per event). Price on Application	O		0.00	0.00	0.00	0.00

Access Licences

General Access Licences on to open spaces	O		38.50	38.50	39.15	39.15
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Tree Works

Work on Council trees for which there is no safety case. Hourly rate	S		85.00	102.00	86.45	103.74
Trading Pitch in Open Spaces (Renewable every three years) subject to a tendering process						

Fixed Penalty Notices

Fixed Penalty notices can be awarded for a number of offences and range in value, a detailed listing can be found on the Council's website.

Football

Alternative use of pitch - Sat	O	D	993.00	993.00	1,009.88	1,009.88
Alternative use of pitch - Sun	O	D	1,120.00	1,120.00	1,139.04	1,139.04

Casual Lettings Including Pavilion

Adults Sat	S	D	145.00	174.00	147.47	176.96
Adults Sun	S	D	162.00	194.40	164.75	197.70
Juniors Sat	S	D	96.00	115.20	97.63	117.16
Juniors Sun	S	D	107.00	128.40	108.82	130.58

Established Junior Pitches

Alternative use of pitch - Sat	O	D	465.00	465.00	472.91	472.91
Alternative use of pitch - Sun	O	D	499.00	499.00	507.48	507.48

Mini Football

Alternative use of pitch - Sat	O	D	392.00	392.00	398.66	398.66
Alternative use of pitch - Sun	O	D	464.00	464.00	471.89	471.89
NOTE: Fees may be reduced where clubs undertake some of the required tasks.						

Cricket

Cricket	O	D	689.00	689.00	700.71	700.71
Pavilion Hire (50% of pitch hire)						

## LICENSING & REGULATORY



LICENSING & REGULATORY FEES & CHARGES SCHEDULE FROM 1 APRIL 2025
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2024-March 2025		April 2025-March 2026	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: LICENCING
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CHARGING AREA: LICENCING
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Licenses

Dangerous Wild Animals Act 1976	O	D	198.00	198.00	201.96	201.96
<i>All other licenses below are included in the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and are subject to additional charges for consultants or inspection fees</i>						
Animal Boarding Establishment	O	D	277.50	277.50	283.05	283.05
Riding Establishments	O	D				
- Non Charitable	O	D	383.00	383.00	390.66	390.66
- Charitable	O	D	120.00	120.00	122.40	122.40
Selling Animals as Pets	O	D	292.00	292.00	297.84	297.84
Breeding of Dogs	O	D	270.00	270.00	275.40	275.40
Home Boarding of Dogs	O	D	240.00	240.00	244.80	244.80
Dog Day Care	O	D	240.00	240.00	244.80	244.80
Keeping Animals for Exhibition	O	D	285.00	285.00	290.70	290.70
Variation to Licence/ revaluation or rating for horses and dog breeding	O	D	73.00	73.00	74.46	74.46
Variation to Licence/ revaluation or rating - other	O	D	96.00	96.00	97.92	97.92
Transfer of licence inclusive of inspection fee	O	D	96.00	96.00	97.92	97.92
Appeals - all licences	O	D	73.00	73.00	74.46	74.46
Combination of activities - charge is equal to highest activity fee + vet fee where required	O	D				

Zoo Licensing

Application for grant of first licence	O	D	529.00	529.00	539.58	539.58
Application for renewal of licence	O	D	300.00	300.00	306.00	306.00
Alteration of licence	O	D	163.00	163.00	166.26	166.26
Transfer of licence	O	D	163.00	163.00	166.26	166.26
<i>The above fees are subject to additional charges for consultants or inspection fees</i>						

Scrap Metal Dealers

Site Licence - Initial application	O	D	434.00	434.00	442.68	442.68
Site - Renewal	O	D	346.00	346.00	352.92	352.92
Site - Variation	O	D	84.00	84.00	85.68	85.68
Collectors Licence - Initial application	O	D	287.00	287.00	292.74	292.74
Collectors - Renewal	O	D	240.00	240.00	244.80	244.80
Collectors - Variation	O	D	84.00	84.00	85.68	85.68

Alcohol, Regulated Entertainment & Late Night Refreshment Licence Fees:

*These are prescribed by regulations issued under the Licensing Act 2003 and vary dependent on the application type, therefore please contact licensing department for further information or refer to the licensing area of the Council website.*

Sex Establishments

Grant, renewal, variation or transfer (£2,040 refunded if no hearing)	O	D	3,014.00	3,014.00	3,074.28	3,074.28
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Sexual Entertainment Venues

Grant, renewal, variation or transfer (£2,040 refunded if no hearing)	O	D	3,626.00	3,626.00	3,698.52	3,698.52
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Other Establishments

Hypnotism Consent	O	D	0.00	0.00	0.00	0.00
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<b>Gambling Licence Fees</b>						
Betting Office - grant/ provisional statement - £2,040						
refunded if no hearing	O	D	2,547.30	2,547.30	2,547.30	2,547.30
Annual Fee	O	D	203.60	203.60	203.60	203.60
Variation	O	D	286.40	286.40	286.40	286.40
Transfer/ Reinstatement	O	D	250.60	250.60	250.60	250.60
Adult Gaming Centre - grant/ provisional statement						
£1,600 refunded if no hearing	O	D	2,046.00	2,046.00	2,046.00	2,046.00
Annual Fee	O	D	203.60	203.60	203.60	203.60
Variation	O	D	286.40	286.40	286.40	286.40
Transfer/ Reinstatement	O	D	260.90	260.90	260.90	260.90
Bingo Club - grant/ provisional statement £2,040						
refunded if no hearing	O	D	2,547.30	2,547.30	2,547.30	2,547.30
Annual Fee	O	D	203.60	203.60	203.60	203.60
Variation	O	D	199.50	199.50	199.50	199.50
Transfer/ Reinstatement	O	D	260.90	260.90	260.90	260.90
Family Entertainment Centre - grant/ provisional statement £1,600 refunded if no hearing	O	D	2,046.00	2,046.00	2,046.00	2,046.00
Annual Fee	O	D	203.60	203.60	203.60	203.60
Variation	O	D	286.40	286.40	286.40	286.40
Transfer/ Reinstatement	O	D	260.90	260.90	260.90	260.90
<b>Street Trading - SUBJECT TO SEPARATE REVIEW AND CONSULTATION</b>						
Street Trading Consent - Issue (annual)	O	D	305.49	305.49	305.49	305.49
Street Trading Consent - Renewal (annual)	O	D	305.49	305.49	305.49	305.49
Pavement Permissions - Issue (annual)	O	D	305.49	305.49	305.49	305.49
Pavement Permissions - Renewal (annual)	O	D	305.49	305.49	305.49	305.49
<b>Licence Pre Application Advice Service</b>						
Schools, Churches & Registered Charities (one off fee)	O	D	44.00	44.00	44.88	44.88
Other Applicants (per hour)	O	D	44.00	44.00	44.88	44.88

LICENSING & REGULATORY  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2025

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2024-March 2025		April 2025-March 2026	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: HACKNEY CARRIAGE

CHARGING AREA: HACKNEY CARRIAGE

<b>Vehicle Licence</b>						
Hackney Carriage (HC) - Grant or Renewal	O	S	280.00	280.00	280.00	280.00
Hackney Carriage - Wheelchair Accessible - Grant or renewal	O	S	280.00	280.00	280.00	280.00
Private Hire Vehicle (PHV) - Grant or renewal	O	S	280.00	280.00	280.00	280.00
Private Hire Vehicle - Wheelchair accessible - Grant or renewal	O	S	280.00	280.00	280.00	280.00
Vehicle Replacement (Grant)	O	S	60.00	60.00	60.00	60.00
Vehicle Compliance test (Interim Inspection)	O	S	30.00	30.00	30.00	30.00
<b>Drivers 1 Year</b>						
HC & PHV (combined licence) - Grant	O	S	183.33	183.33	183.33	183.33
HC & PHV (combined licence) - Renewal	O	S	166.67	166.67	166.67	166.67
PHV or HC (only) - Grant	O	S	183.33	183.33	183.33	183.33
PHV or HC (only) - Renewal	O	S	166.67	166.67	166.67	166.67
<b>Drivers 3 Year</b>						
HC & PHV (combined licence) - Grant of new applicant	O	S	400.00	400.00	400.00	400.00
HC & PHV (combined licence) - Renewal	O	S	350.00	350.00	350.00	350.00
PHV or HC (only) - Grant	O	S	400.00	400.00	400.00	400.00
PHV or HC (only) - Renewal	O	S	350.00	350.00	350.00	350.00
<b>Operators 1 Year</b>						
Operators with one vehicle	O	S	106.00	106.00	106.00	106.00
Operators with two to five vehicles	O	S	122.00	122.00	122.00	122.00
Operators with six to ten vehicles	O	S	190.00	190.00	190.00	190.00
Operators with eleven to twenty vehicles	O	S	250.00	250.00	250.00	250.00
Operators with twenty one or more vehicles	O	S	250.00	250.00	250.00	250.00
<b>Operators 5 Year</b>						
Operators with one vehicle	O	S	280.00	280.00	280.00	280.00
Operators with two to five vehicles	O	S	360.00	360.00	360.00	360.00
Operators with six to ten vehicles	O	S	700.00	700.00	700.00	700.00
Operators with eleven to twenty vehicles	O	S	1,000.00	1,000.00	1,000.00	1,000.00
Operators with twenty one or more vehicles	O	S	1,000.00	1,000.00	1,000.00	1,000.00
<b>Taxi Other</b>						
Checking and sealing taximeters	O	S	20.00	20.00	20.00	20.00
Replacement drivers badge	O	S	20.00	20.00	20.00	20.00
Replacement Plate (including accessories)	O	S	25.00	25.00	25.00	25.00
Door stickers (each)	O	S	10.00	10.00	10.00	10.00
Additional Knowledge test	O	S	25.00	25.00	25.00	25.00
DBS (Subject to fee change by service provider)	O	S	65.00	65.00	65.00	65.00
Transfer a Licence to another driver	O	S	20.00	20.00	20.00	20.00

## STRATEGY, FINANCE & POLICY

STRATEGY, FINANCE & POLICY FEES & CHARGES SCHEDULE FROM 1 APRIL 2025
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2024-March 2025		April 2025-March 2026	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: COMPUTER SERVICES
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CHARGING AREA: STREET NAME AND NUMBERING
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<b>Street Name and Numbering</b>						
<b>Address Change Charges</b>						
Renaming/renumbering per property	O	D	77.00	77.00	79.30	79.30
<b>Developer Charges</b>						
Naming of Street - per Street	O	D	128.00	128.00	131.80	131.80
Numbering of development plots	O	D	96.00	96.00	98.90	98.90
Numbering of development plots 2 - 10 units	O	D	186.00	186.00	191.60	191.60
Numbering of development plots over 10 units - After the total cost of 10 units, each additional unit is at a cost of:-	O	D	40.00	40.00	41.20	41.20

STRATEGY, FINANCE & POLICY FEES & CHARGES SCHEDULE FROM 1 APRIL 2025
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DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2024-March 2025		April 2025-March 2026	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: LEGAL SERVICES
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CHARGING AREA: LEGAL SERVICES
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<b>Public Footpaths</b>						
Diversion, Extinguishment or Creation	O		2,535.00	2,535.00	2,598.40	2,598.40
<b>Access to Land</b>						
Access to Land	O		36.50	36.50	37.40	37.40
<b>Commercial</b>						
Shop Lease only	E		0.00	0.00	1,100.00	1,100.00
Shop Lease with Rent Deposit	E		0.00	0.00	1,300.00	1,300.00
Shop Lease with Licence to Alter	E		0.00	0.00	1,850.00	1,850.00
Registration fee for charge	E		0.00	0.00	80.00	80.00
Commercial Lease	E		0.00	0.00	1,250.00	1,250.00
<b>Community Lease</b>						
Community Lease	E		0.00	0.00	500.00	500.00
<b>Licence to Assign</b>						
Licence only	E		0.00	0.00	500.00	500.00
Licence with Rent Deposit	E		0.00	0.00	700.00	700.00
<b>Other licence (no assignment)</b>						
Other licence (no assignment)	E		0.00	0.00	650.00	650.00
<b>Combined licence</b>						
Combined licence to change use and alter	E		0.00	0.00	600.00	600.00
<b>Disposals</b>						
Under £10k	E		0.00	0.00	900.00	900.00
Other land disposals £10k+	E		0.00	0.00	1,600.00	1,600.00
*charge will be 1% of the disposal if this is greater than the fixed fee						
<b>Wayleaves/Easements</b>						
Wayleaves/Easements	E		0.00	0.00	800.00	800.00
<b>Licence Agreement</b>						
Licence Agreement	E		0.00	0.00	850.00	850.00
<b>Miscellaneous</b>						
<b>Other Legal Advice</b>						
<i>Costs would be recharged on an hourly rate basis plus disbursements.</i>						
<b>Freedom of Information Requests</b>						
Based on the copy per sheet fee above, and royal mail postage costs. Charge will only be made where the cost of printing and postage is in excess of £5	S					