

<b>LEISURE PREMISES</b>			
<b>Fees &amp; Charges</b>		<b>VAT</b>	<b>2023/24 £</b>
<b>Mill Hall and Freight House</b>			
The operations for these buildings were taken back in house within the financial year 2022/23. For the interim, the previous operators fee structure was adopted. Below are the proposed fees from 1 April 2023 onwards.			
<b>FREIGHT HOUSE</b>			
<b>Great Eastern Room</b>			
Weekends	- all bookings between 1 and 4 hours - all bookings between 4 and 8 hours - per additional hour	Exempt	204 408 50
Weekday; Weekly Bookings	- for first hour - per additional hour	Exempt	33 18
Mon-Thur evenings; non-weekly bookings	- Per Hour	Exempt	50
Business Hours; non- weekly bookings	- Per Hour	Exempt	33
<b>Pullman Suite</b>			
Weekends	- all bookings between 1 and 4 hours - all bookings between 4 and 8 hours - per additional hour	Exempt	157 315 39
Weekday; Weekly Bookings	- for first hour - per additional hour	Exempt	29 18
Mon-Thur evenings; non-weekly bookings	- Per Hour	Exempt	40
Business Hours; non- weekly bookings	- Per Hour	Exempt	29
<b>Carriage Room</b>			
Weekends	- all bookings between 1 and 4 hours - all bookings between 4 and 8 hours - per additional hour	Exempt	112 222 28
Weekday; Weekly Bookings	- for first hour - per additional hour	Exempt	23 15
Mon-Thur evenings; non-weekly bookings	- Per Hour	Exempt	29
Business Hours; non- weekly bookings	- Per Hour	Exempt	23

<b>Committee Room</b>			
Weekends	- all bookings between 1 and 4 hours - all bookings between 4 and 8 hours - per additional hour	Exempt	98 196 23
Weekday; Weekly Bookings	- for first hour - per additional hour	Exempt	18 12
Mon-Thur evenings; non-weekly bookings	- Per Hour	Exempt	24
Business Hours; non- weekly bookings	- Per Hour	Exempt	18
<b>Whole Building</b>			
Weekends	- all bookings between 1 and 4 hours - all bookings between 4 and 8 hours - per additional hour	Exempt	323 648 81
<b>All rooms</b>			
	Tea & Coffee - Per flask	Standard	13
<b>MILL HALL</b>			
<b>Main Hall</b>			
Weekends	- all bookings between 1 and 4 hours - all bookings between 4 and 8 hours - per additional hour	Exempt	208 417 52
Weekday; Weekly Bookings	- for first hour - per additional hour	Exempt	33 18
Business Hours; non- weekly bookings	- Per Hour	Exempt	33
Mon-Thur evenings; non-weekly bookings	- Per Hour	Exempt	52
<b>Bar Lounge</b>			
Weekends	- all bookings between 1 and 4 hours - all bookings between 4 and 8 hours - per additional hour	Exempt	148 296 37
Weekday; Weekly Bookings	- for first hour - per additional hour	Exempt	23 15
Business Hours; non- weekly bookings	- Per Hour	Exempt	23
Mon-Thur evenings; non-weekly bookings	- Per Hour	Exempt	37

<b>Meeting Room</b>			
Weekends	- all bookings between 1 and 4 hours - all bookings between 4 and 8 hours - per additional hour	Exempt	98 196 23
Weekday; Weekly Bookings	- for first hour - per additional hour	Exempt	18 12
Business Hours; non- weekly bookings	- Per Hour	Exempt	18
Mon-Thur evenings; non-weekly bookings	- Per Hour	Exempt	24
<b>Whole Building</b>			
Weekends	- all bookings between 1 and 4 hours - all bookings between 4 and 8 hours - per additional hour	Exempt	323 647 81
<b>All rooms</b>			
	Tea & Coffee - per flask	Standard	13

<b>Key to VAT:</b>	
Non-Vatable	No VAT to be added to the published fee.
Inclusive	The VAT charge is included in the published fee
X%	VAT needs to be added to the published fee at the rate stated.
Standard	VAT needs to be added to the published fee at the current standard rate. As at April 2023, the standard rate is 20%.
Exempt	VAT is not chargeable

<b>HOUSING, ASSETS &amp; LEISURE</b>					
<b>Fees &amp; Charges</b>		<b>VAT</b>	<b>2022/23 £</b>	<b>2023/24 £</b>	<b>% Increase</b>
<b>Football</b>					
	Alternative use of pitch - Sat	Non-Vatable	837.79	930.78	11.1%
	Alternative use of pitch - Sun	Non-Vatable	901.20	1,001.23	11.1%
<b>Casual Lettings Including Pavilion</b>					
	Adults Sat	Standard	121.86	135.39	11.1%
	Adults Sun	Standard	136.92	152.12	11.1%
	Juniors Sat	Standard	81.86	90.95	11.1%
	Juniors Sun	Standard	90.52	100.57	11.1%
<b>Established Junior Pitches</b>					
	Alternative use of pitch - Sat	Non-Vatable	392.40	435.96	11.1%
	Alternative use of pitch - Sun	Non-Vatable	420.44	467.11	11.1%
<b>Mini Football</b>					
	Alternative use of pitch - Sat	Non-Vatable	330.95	367.69	11.1%
	Alternative use of pitch - Sun	Non-Vatable	391.26	434.69	11.1%
	<i>NOTE: Fees may be reduced where clubs undertake some of the required tasks.</i>				
<b>Pavilion Hire</b>					
	Including changing rooms per 3 hour session.	Non-Vatable	86.19	95.76	11.1%
	<i>NOTE: Hire in respect of Youth Clubs will be reduced by 50%</i>				
<b>Playgroups</b>					
	Pre-School and mother and child - Morning Session	Non-Vatable	16.08	17.86	11.1%
	Pre-School and mother and child - Afternoon Session	Non-Vatable	16.08	17.86	11.1%
	<i>NOTE: Fees do not include service charges. Reduction of 25% for registered charities</i>				
<b>Cricket</b>					
	Cricket	Non-Vatable	582.10	646.71	11.1%
	Pavilion Hire (50% of pitch hire)				
<b>Factual Statements</b>					
	Research or completion of works in default of a notice period per hour (min charge - 1hr)	Non-Vatable	52.27	58.07	11.1%
	Section 28(9) of Health and Safety at Work etc Act 1974 - per hour	Non-Vatable	52.27	58.07	11.1%
	Up to 4 hours	Standard	209.19	232.41	11.1%
	Per hour thereafter	Standard	52.27	58.07	11.1%
	Improvement and Prohibition Notices	Non-Vatable	490.55	545.00	11.1%
	Key-worker Sales Certificate	Inclusive	75.47	83.85	11.1%
	Property Inspection report to support Visa applications.	Non-Vatable	196.20	217.98	11.1%
	Ready to Rent	Non-Vatable	155.78	173.07	11.1%
	Charge for Service of Enforcement Notice		490.55	545.00	11.1%

<b>HOUSING, ASSETS &amp; LEISURE</b>					
<b>Fees &amp; Charges</b>		<b>VAT</b>	<b>2022/23 £</b>	<b>2023/24 £</b>	<b>% Increase</b>
<b>Park Home Site licencing</b>					
<b>Annual Fee</b>					
1-25 pitches	Non-Vatable		350.04	388.89	11.1%
26-99 pitches	Non-Vatable		480.64	533.99	11.1%
100-199 pitches	Non-Vatable		622.02	691.06	11.1%
200+ pitches	Non-Vatable		762.25	846.86	11.1%
<b>Fee for New Licence</b>					
1-25 pitches	Non-Vatable		548.14	608.98	11.1%
26-99 pitches	Non-Vatable		678.74	754.08	11.1%
100-199 pitches	Non-Vatable		901.42	1,001.48	11.1%
200+ pitches	Non-Vatable		1,105.90	1,228.65	11.1%
<b>Fee for Transfer of Licence</b>					
	Non-Vatable		147.76	164.16	11.1%
<b>Fee for Deposit of Site Rules</b>					
1-25 pitches	Non-Vatable		156.34	173.69	11.1%
26-99 pitches	Non-Vatable		174.45	193.81	11.1%
100-199 pitches	Non-Vatable		183.03	203.35	11.1%
200+ pitches	Non-Vatable		191.61	212.88	11.1%
<b>Enforcement Notice (per notice)</b>					
	Non-Vatable		487.13	541.20	11.1%
<b>Houses in Multiple Occupation</b>					
Fee for Mandatory Licensing of Houses in Multiple Occupation (N.B. HMOs owned by a Registered Charity are exempt):					
Up to 5 bedrooms	Non-Vatable		381.57	423.92	11.1%
For each additional bedroom	Non-Vatable		59.90	66.55	11.1%
Renewal of License	Non-Vatable		50% of Fee	50% of Fee	
<b>Other Charges</b>					
Insect identification	Standard		10.72	11.91	11.1%
<b>Food</b>					
FHRS re-rating inspection	Non-Vatable		130.42	144.90	11.1%
<b>Funerals Administration</b>					
Public Health Act Funerals administration Fee	Standard		583.40	648.16	11.1%
<b>Other Establishments</b>					
Acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing & electrolysis	Non-Vatable		227.54	252.80	11.1%

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<b>STRATEGIC PLANNING</b>					
<b>Fees &amp; Charges</b>		<b>VAT</b>	<b>2022/23 £</b>	<b>2023/24 £</b>	<b>% Increase</b>
<b>Planning</b>					
<b>High Hedges</b>					
	Standard Fee for processing a high hedges complaint	Non-Vatable	410.00	463.30	13.0%
	Fee for processing a high hedges complaint - Concessionary (Benefits & Pensions)		120.00	135.60	13.0%
<b>Pre-planning advice</b>					
Any proposal not meeting the categories below will be subject to a fee arranged by negotiation.					
<b><u>Generic written advice only without officer viewing the site</u></b>					
	Householder (Extensions, alterations, outbuildings etc)	Standard	152.00	171.76	13.0%
	Small (1 dwelling or up to 999 sqm commercial floor area including small changes to plant and other alterations)	Standard	375.00	DELETED	
	Minor (2-9 dwellings or 1000-1,999 sqm)	Standard	620.00	-	
	Major (10-99 dwellings or 2,000-4,999 sqm)	Standard	1,752.50	-	
	Strategic (>100 dwellings or >5,000 sqm)	Standard		-	
	Listed Building	Standard	216.30	244.00	12.8%
	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 below:				
<b><u>Meeting with Written advice</u></b>					
	Householder	Standard	195.00	220.35	13.0%
	Small	Standard	437.50	475.00	8.6%
	Minor (1 Meeting up to 2 hours)	Standard	697.50	972.00	39.4%
	Major (1 Meeting up to 3 hours)	Standard	1,944.25	2,825.00	45.3%
	Strategic (1 Meeting up to 3 hours)	Standard	2,586.50	3,842.00	48.5%
	Listed Building	Standard	417.15	471.38	13.0%
<b><u>Follow-up</u></b>					
	Householder	Standard	150.00	169.50	13.0%
	Small	Standard	225.60	203.00	-10.0%
	Minor	Standard	300.00	226.00	-24.7%
	Major	Standard	876.00	2,034.00	132.2%
	Strategic	Standard	1,380.00	3,051.00	121.1%
	Listed Building	Standard	283.25	320.07	13.0%
<b><u>Retrospective Developments</u></b>					
	All above fees carry a 20% surcharge where development is undertaken before planning application submission				

<b>STRATEGIC PLANNING</b>					
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<b>Planning Performance Agreements</b>					
These are available for Strategic, Large and Standard sites. Prices will be based on an hourly rate. Please enquire for more detail.					
<b>Plans</b>					
	Replacement Local Plan (2006)		103.82	117.32	13.0%
	Replacement Local Plan - Inspectors' Report)	Non-Vatable	57.12	64.55	13.0%
	Core Strategy	Non-Vatable	25.98	29.36	13.0%
	Annual Monitoring Report	Non-Vatable	10.41	11.76	13.0%
	Local Development Scheme	Non-Vatable	41.55	46.95	13.0%
	Statement of Community Involvement	Non-Vatable	5.16	5.83	13.0%
	Conservation Area Appraisal	Non-Vatable	5.16	5.83	13.0%
	Supplementary Planning Documents	Non-Vatable	10.41	11.76	13.0%
<b>Research Charge</b>					
	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	Standard	83.35	94.19	13.0%
<b>Building Control</b>					
	<i>These fees can be obtained from the building control pages on the Rochford District Council website.</i>				

<b>STRATEGIC PLANNING</b>					
<b>Fees &amp; Charges</b>		<b>VAT</b>	<b>2022/23 £</b>	<b>2023/24 £</b>	<b>% Increase</b>
<b>Car Parks</b>					
<b>Websters Way/Mill Hall/Old Ship Lane</b>					
Up to 1/2 hour	Inclusive		0.70	0.70	0.0%
Up to 1 Hour	Inclusive		1.20	1.20	0.0%
Up to 2 Hours	Inclusive		2.00	2.00	0.0%
Up to 3 Hours	Inclusive		2.90	2.90	0.0%
Up to 4 Hours	Inclusive		3.70	3.70	0.0%
<b>Hockley Woods</b>					
Up to 1 Hour	Inclusive		0.30	0.30	0.0%
Up to 2 Hours	Inclusive		0.50	0.50	0.0%
Up to 3 Hours	Inclusive		0.70	0.70	0.0%
Up to 4 Hours	Inclusive		1.50	1.50	0.0%
All Day	Inclusive		3.00	3.00	0.0%
Annual Season Ticket	Inclusive		500.00	500.00	0.0%
Admin Fee for Refund of Season Ticket	Inclusive		30.00	30.00	0.0%
<b>Cherry Orchard Country Park</b>					
Up to 1 Hour	Inclusive		0.30	0.30	0.0%
Up to 2 Hours	Inclusive		0.50	0.50	0.0%
Up to 3 Hours	Inclusive		0.70	0.70	0.0%
Up to 4 Hours	Inclusive		1.50	1.50	0.0%
All Day	Inclusive		3.00	3.00	0.0%
Annual Season Ticket	Inclusive		50.00	50.00	0.0%
Admin Fee for Refund of Season Ticket	Inclusive		30.00	30.00	0.0%
<b>The Market/Castle Road/Bellingham Lane/Southend Road/Freight House/Back Lane</b>					
Up to 1/2 hour	Inclusive		0.70	0.70	0.0%
Up to 1 Hour	Inclusive		1.20	1.20	0.0%
Up to 2 Hours	Inclusive		2.00	2.00	0.0%
Up to 3 Hours	Inclusive		2.90	2.90	0.0%
Up to 4 Hours	Inclusive		3.70	3.70	0.0%
Up to 5 Hours	Inclusive		4.00	4.00	0.0%
All Day	Inclusive		5.50	5.50	0.0%
<b>The Approach</b>					
Day Ticket	Inclusive		5.50	5.50	0.0%
<b>Season Tickets</b>					
<b>The Approach, Rayleigh</b>					
Quarterly	Inclusive		204.00	204.00	0.0%
Annual	Inclusive		714.00	714.00	0.0%
Admin Fee for Refund of Season Ticket	Inclusive		30.00	30.00	0.0%
<b>All RDC Car Parks Excluding The Approach, Rayleigh, Freight House and Old Ship Lane, Rochford</b>					
Quarterly	Inclusive		245.00	245.00	0.0%
Annual	Inclusive		816.00	816.00	0.0%
Admin Fee for Refund of Season Ticket	Inclusive		30.00	30.00	0.0%
<b>Market Traders</b>					
Valid for 3 months Tuesdays at the Freight House car park, Rochford and Wednesdays in the Market car park, Rayleigh			104.00	104.00	0.0%
Valid for 3 months on Tuesdays at the Freight House car park, Rochford only			52.00	52.00	0.0%
Valid for 3 months on Wednesdays at the Market car park, Rayleigh only - £52	Inclusive		52.00	52.00	0.0%



<b>STRATEGIC PLANNING</b>					
<b>Fees &amp; Charges</b>		<b>VAT</b>	<b>2022/23 £</b>	<b>2023/24 £</b>	<b>% Increase</b>
<b>Mobile Phone Payment (Charged by 3rd party so can change anytime)</b>					
	Transaction fee (charged by 3rd party)	Inclusive	0.20	0.20	0.0%
	Text Receipt (Can opt out online)	Inclusive	0.10	0.10	0.0%
	Text Reminder (Can opt out online)	Inclusive	0.10	0.10	0.0%
<b>Penalty Charge Notices</b>					
	Higher Penalty Charge:-				
	If paid within 14 days	Non-Vatable	35.00	35.00	0.0%
	If unpaid after 14 days	Non-Vatable	70.00	70.00	0.0%
	If charge certificate issued	Non-Vatable	105.00	105.00	0.0%
	If traffic enforcement centre involved	Non-Vatable	114.00	114.00	0.0%
	Lower Penalty Charge:-				
	If paid within 14 days	Non-Vatable	25.00	25.00	0.0%
	If unpaid after 14 days	Non-Vatable	50.00	50.00	0.0%
	If charge certificate issued	Non-Vatable	75.00	75.00	0.0%
	If traffic enforcement centre involved	Non-Vatable	84.00	84.00	0.0%
<b>Commercial Parking</b>					
	Commercial use of an off-street parking space (per bay)				
	Day 1: £20.00 for the first bay, £7.50 for any further bays	Inclusive	20.00	20.00	0.0%
	Day 2 onwards: £7.50 per bay, per day	Inclusive	7.50	7.50	0.0%

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<b>ENVIRONMENT</b>					
<b>Fees &amp; Charges</b>		<b>VAT</b>	<b>2022/23 £</b>	<b>2023/24 £</b>	<b>% Increase</b>
<b>Open Spaces</b>					
<b>Memorials</b>					
	Formal bench including five year maintenance agreement	Non-Vatable	673.76	765.00	13.5%
	Backed bench including five year maintenance agreement	Non-Vatable	463.54	-	No longer available
	Unbacked bench including five year maintenance agreement	Non-Vatable	355.80	-	No longer available
	Tree planting includes cost of tree.	Non-Vatable	161.76	179.72	11.1%
	Burial of pet ashes does not include memorial cost	Standard	64.75	71.94	11.1%
<b>Cemeteries</b>					
<b>Interments In Graves or Vaults</b>					
	Interment Fee (New grave or re-open) :			-	
	- Still Born - Under 1 Month	Non-Vatable	CHARGE	CHARGE	
	- Under 12 Years	Non-Vatable	CHARGE	CHARGE	
	- Over 12 Years	Non-Vatable	735.00	816.59	11.1%
	Exclusive Right of Burial ( <i>50% reduction for child under 12 buried in children's area</i> )	Non-Vatable	822.00	913.24	11.1%
	For the Interment of a Cremation Casket in a purchased grave	Non-Vatable	277.00	315.00	13.7%
<b>Interments in Cremation Plots</b>					
	Interment Fee (New Grave or reopen)	Non-Vatable	277.00	315.00	13.7%
	Exclusive Right of Burial	Non-Vatable	419.00	465.51	11.1%
	Cost to scatter ashes including an engraved plaque on the memorial wall	Non-Vatable	448.00	497.73	11.1%
	Cost for engraved plaque on memorial wall without scattering ashes	Non-Vatable	393.00	436.62	11.1%
	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	Non-Vatable	1,008.00	1,119.89	11.1%
	Placement of first casket in a reserved niche, Supply and engrave memorial plaque. This will include a reissue of the licence for 30 years.	Non-Vatable	393.00	440.00	12.0%
	Cost to inter ashes in Columbarium, including supply and engraving of memorial plaque for a period of 30 years	Non-Vatable	1,008.00	1,119.89	11.1%
	Cost of second set of ashes in Columbarium, including engraving memorial plaque	Non-Vatable	393.00	436.62	11.1%
	Coloured, enamelled picture of the deceased to the plaque on the Memorial Wall or Columbarium	Non-Vatable	134.00	148.87	11.1%
	15 year renewal fee	Non-Vatable	113.00	125.54	11.1%

<b>Rayleigh Cemetery Monuments, Headstones and Inscriptions</b>					
<b>Earthen Graves</b>					
A headstone set on a base with or without kerbstone surround is permitted.					
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.	Non-Vatable	193.00	193.00	0.0%	
Kerbstone or border stone (height not exceeding 30.5cm)	Non-Vatable	193.00	193.00	0.0%	
<b>Cremation plots</b>					
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	Non-Vatable	193.00	193.00	0.0%	
Kerbstone around a cremation plot (76cm x 76cm)	Non-Vatable	193.00	193.00	0.0%	
Side panel for additional inscription. Size not to exceed 23 cm x 23 cm to match existing memorial	Non-Vatable	193.00	193.00	0.0%	
Any additional inscription on a memorial	Non-Vatable	84.00	93.32	11.1%	
<b>Hall Road Cemetery Monuments, Headstones and Inscriptions</b>					
<b>Earthen Graves</b>					
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	Non-Vatable	193.00	193.00	0.0%	
<b>Cremation plots</b>					
A memorial vase/inscription panel only is permitted. Size not to exceed 61 cm x 30.5 cm 23 cm x 23cm.	Non-Vatable	193.00	193.00	0.0%	
Side panel for additional inscription. Size not to exceed 23 cm x 23 cm to match existing memorial	Non-Vatable	193.00	193.00	0.0%	
Any additional inscription on a memorial	Non-Vatable	84.00	84.00	0.0%	
<b>NOTE: Flagstone and kerbstones are not applicable to Hall Road Cemetery</b>					
<b>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.</b>					
<b>Exhumation Charge</b>					
Each exhumation will be recharged on an actual costs basis plus VAT	Standard				
<b>Additional Fees</b>					
Registering Transfer of grant	Non-Vatable	89.00	89.00	0.0%	

<b>Commercial use of open spaces</b>					
Costs for licensed organisations to use open spaces for events.					
	- 'Low key' commercial use – e.g. Dog Walking Companies, 'Boot Camp' style fitness sessions where operators charge participants. (per annum)	Standard	323.42	359.32	11.1%
	- General community events which are free at the point of entry (e.g. Sponsored Walks, Race for Life, Schools Orienteering).		-	-	
	- Not for profit and community interest companies, special interest events, for which an entrance charge is made to help cover the organiser's costs. (per day)	Non-Vatable	215.58	239.51	11.1%
	- Fully commercial, profit making events – e.g. Music concerts markets etc. (per event). Price on Application	Non-Vatable			
<b>Access Licences</b>					
	General Access Licences on to open spaces	Non-Vatable	32.37	35.96	11.1%
<b>Tree Works</b>					
	Work on Council trees for which there is no safety case. Hourly rate	Standard	61.45	75.00	22.1%
	Trading Pitch in Open Spaces (Renewable every three years) subject to a tendering process				
<b>Fixed Penalty Notices</b>					
Fixed Penalty notices can be awarded for a number of offences and range in value, a detailed listing can be found on the					
<b>Lost, Found or Stray Dogs</b>					
	Statutory fee + administration charge	Non-Vatable	31.14	34.60	11.1%
	Daily kennelling fee - plus vet fees if necessary	Non-Vatable	15.05	16.72	11.1%
	Microchip at the Kennels	Non-Vatable	20.41	22.68	11.1%
<b>Wheeled Bins</b>					
	Set of 3 wheeled bins for new housing developments - charge levied on developer - bins provided for recycling service	Non-vatable	180.63	200.68	11.1%
<b>Bulky Waste Collection</b>					
Collection of bulky waste (household furniture) and electrical household items					
	- For one item	Non-Vatable	18.56	20.62	11.1%
	- Each additional item booked at same time	Non-Vatable	8.76	9.73	11.1%

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<b>CUSTOMER SERVICES, LEGAL &amp; IT</b>					
<b>Fees &amp; Charges</b>		<b>VAT</b>	<b>2022/23 £</b>	<b>2023/24 £</b>	<b>% Increase</b>
<b>Council Minutes Etc.</b>					
	Parish List - Yearly Charge	Non-Vatable	189.70	210.76	11.1%
	Council - Yearly Charge	Non-Vatable	125.06	138.94	11.1%
<b>Council Minutes Etc.</b>					
1	Parish List - Yearly Charge	Non-Vatable	189.70	210.76	11.1%
1	Council - Yearly Charge	Non-Vatable	125.06	138.94	11.1%
1	Council - Per Meeting	Non-Vatable	22.68	25.20	11.1%
1	Committee - Yearly Charge	Non-Vatable	245.79	273.07	11.1%
1	Committee - Per meeting	Non-Vatable	38.77	43.07	11.1%
1	Sub Committee - Yearly Charge	Non-Vatable	140.11	155.66	11.1%
1	Sub Committee - Per meeting	Non-Vatable	22.68	25.20	11.1%
1	Committee report background papers				
1	Inspection fee (per item)	Non-Vatable	2.06	2.29	11.1%
<b>Member Training</b>					
3	Charge for Parish Officers to attend RDC training courses (per person per session)	Standard unless Statutory when exempt	40.90	40.00	-2.2%
3	Charge for local authority Officers to attend RDC led training courses (per person per session)	Standard unless Statutory when exempt	46.00	51.11	11.1%
<b>Copy Documents</b>					
1	(VAT absorbed on items under £1.00 - VAT to be added in other cases)				
1	A4 Copy per Sheet	Standard	0.10	0.11	11.1%
1	A3 Copy per Sheet	Standard	0.31	0.34	11.1%
1	A2 Copy per Sheet	Standard	0.52	0.58	11.1%
1	A1 Copy per Sheet	Standard	1.65	1.83	11.1%
1	A0 Copy per Sheet	Standard	2.99	3.32	11.1%
1	Photocopying for voluntary groups	Standard	Actual cost + 20% for basic items. Bespoke work costed per job.	Actual cost + 20% for basic items. Bespoke work costed per job.	
1	Letter of confirmation of registration on electoral register	Inclusive	17.32	19.24	11.1%

<b>CUSTOMER SERVICES, LEGAL &amp; IT</b>				
<b>Fees &amp; Charges</b>	<b>VAT</b>	<b>2022/23 £</b>	<b>2023/24 £</b>	<b>% Increase</b>

<b>S106 Agreements</b>					
	S106 Agreements - Hourly Charge for Solicitor with over 8 years experience	Non-Vatable	238.57	265.05	11.1%
	S106 Agreements - Hourly Charge for Solicitor/Legal Exec with over 4 years experience	Non-Vatable	211.05	234.48	11.1%
	S106 Agreements - Hourly Charge for Other Solicitors/Legal Execs	Non-Vatable	177.02	196.67	11.1%
	S106 Agreements - Hourly Charge for Trainee Solicitors, Paralegals and Equivalent	Non-Vatable	129.70	144.10	11.1%

<b>Public Footpaths</b>					
	Diversion, Extinguishment or Creation	Non-Vatable	1,924.36	2,137.96	11.1%

<b>Access to Land</b>					
	Access to Land	Non-Vatable	27.53	30.59	11.1%

<b>Miscellaneous</b>					
	<b>Other Legal Advice</b>				
	Hourly Charge for Solicitor with over 8 years experience	Non-Vatable	238.57	265.05	11.1%
	Hourly Charge for Solicitor/Legal Exec with over 4 years experience	Non-Vatable	211.05	234.48	11.1%
	Hourly Charge for Other Solicitors/Legal Execs	Non-Vatable	177.02	196.67	11.1%
	Hourly Charge for Trainee Solicitors, Paralegals and Equivalent	Non-Vatable	129.70	144.10	11.1%

<b>Local Land Charges</b>					
<b>Fees for Supplementary Enquiries</b>					
	Where relating to one parcel of land only	Standard	211.20	234.64	11.1%
	Where relating to several parts of land and delivered on a single form:- for the first parcel of land	Standard	211.20	234.64	11.1%
	For each additional parcel of land the amount is fixed by arrangements between the solicitors and the district council	Standard	38.40	42.66	11.1%
	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.	Standard	25.20	28.00	11.1%
	For each further enquiry added by solicitors and which the council is willing to answer.	Non-Vatable	44.40	49.33	11.1%

<b>Freedom of Information Requests</b>		Standard
	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	

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<b>COMMUNITIES &amp; HEALTH</b>					
<b>Fees &amp; Charges</b>		<b>VAT</b>	<b>2022/23 £</b>	<b>2023/24 £</b>	<b>% Increase</b>
<b>Licenses</b>					
	Dangerous Wild Animals Act 1976	Non-Vatable	166.71	185.21	11.1%
	<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	Non-Vatable	233.73	259.67	11.1%
	Riding Establishments				
	- Non Charitable	Non-Vatable	322.91	358.75	11.1%
	- Charitable	Non-Vatable	100.93	112.13	11.1%
	Selling Animals as Pets	Non-Vatable	246.41	273.76	11.1%
	Breeding of Dogs	Non-Vatable	227.23	252.45	11.1%
	Home Boarding of Dogs	Non-Vatable	201.87	224.28	11.1%
	Dog Day Care	Non-Vatable	201.87	224.28	11.1%
	Keeping Animals for Exhibition	Non-Vatable	240.02	266.66	11.1%
	Variation to Licence/ revaluation or rating for horses and dog breeding	Non-Vatable	61.55	68.38	11.1%
	Variation to Licence/ revaluation or rating - other	Non-Vatable	80.62	89.57	11.1%
	Transfer of licence inclusive of inspection fee	Non-Vatable	80.62	89.57	11.1%
	Appeals - all licences	Non-Vatable	61.55	68.38	11.1%
	Combination of activities - charge is equal to highest activity fee + vet fee where required	Non-Vatable			
<b>Hackney Carriage</b>					
<b>Vehicle Licence</b>					
	Hackney Carriage Vehicle Licence	Non-Vatable	280.00	280.00	0.0%
	Wheelchair Accessible Hackney Carriage Vehicle Licence	Non-Vatable	230.00	230.00	0.0%
	Private Hire Vehicle Licence	Non-Vatable	225.00	225.00	0.0%
	Wheelchair Accessible Private Hire Vehicle Licence	Non-Vatable	175.00	175.00	0.0%
<b>Other Charges</b>					
	Interim Vehicle Inspection	Non-Vatable	30.00	30.00	0.0%
	Replacement Vehicle Licence Plate	Non-Vatable	10.00	10.00	0.0%
	Replacement Drivers Badge	Non-Vatable	10.00	10.00	0.0%
	Replacement Door Stickers x 2	Non-Vatable	14.00	14.00	0.0%
	Replacement Flexiplate Platform	Non-Vatable	10.00	10.00	0.0%
	Change of Vehicle	Non-Vatable	50.00	50.00	0.0%
	Transfer of Interest	Non-Vatable	20.00	20.00	0.0%
	Temporary Magnetic Door Sticker x 2 (Refundable deposit)	Non-Vatable	20.00	20.00	0.0%

<b>COMMUNITIES &amp; HEALTH</b>				
<b>Fees &amp; Charges</b>	<b>VAT</b>	<b>2022/23 £</b>	<b>2023/24 £</b>	<b>% Increase</b>
<b>Driver Licences</b>				
Hackney Carriage AND Private Hire Drivers Licence combined				
- First Application	Non-Vatable	160.00	160.00	0.0%
- Additional knowledge tests	Non-Vatable	20.00	20.00	0.0%
- Renewal 3 Year Badge	Non-Vatable	140.00	140.00	0.0%
Private Hire Drivers Licence (Restricted)				
- First Application	Non-Vatable	140.00	140.00	0.0%
- Additional knowledge tests	Non-Vatable	20.00	20.00	0.0%
- Renewal	Non-Vatable	120.00	120.00	0.0%
DVLA Check	Non-Vatable	8.00	8.00	0.0%
Data and Barring Service Disclosure	Non-Vatable	56.00	56.00	0.0%
<b>Private Hire Operators Licences</b>				
Annual Licence - Up to 3 vehicles/ per annum	Non-Vatable			
Annual Licence - Over 3 vehicles	Non-Vatable			
Annual Licence - 1 Vehicle	Non-Vatable	80.00	80.00	0.0%
Annual Licence - 2-4 Vehicles	Non-Vatable	120.00	120.00	0.0%
Annual Licence - 5 Vehicles	Non-Vatable	200.00	200.00	0.0%
<b>Zoo Licensing</b>				
Application for grant of first licence	Non-Vatable	446.10	495.62	11.1%
Application for renewal of licence	Non-Vatable	252.40	280.42	11.1%
Alteration of licence	Non-Vatable	137.10	152.32	11.1%
Transfer of licence	Non-Vatable	137.10	152.32	11.1%
<i>The above fees are subject to additional charges for consultants or inspection fees</i>				
<b>Scrap Metal Dealers</b>				
Site Licence - Initial application	Non-Vatable	365.39	405.95	11.1%
Site - Renewal	Non-Vatable	291.05	323.36	11.1%
Site - Variation	Non-Vatable	70.11	77.89	11.1%
Collectors Licence - Initial application	Non-Vatable	242.08	268.95	11.1%
Collectors - Renewal	Non-Vatable	201.87	224.28	11.1%
Collectors - Variation	Non-Vatable	70.11	77.89	11.1%
<b>Alcohol, Regulated Entertainment &amp; Late Night Refreshment Licence Fees:</b>				
These are prescribed by regulations issued under the Licensing Act 2003 and vary dependent on the application type,				
<b>Sex Establishments</b>				
Grant, renewal, variation or transfer (£2,040 refunded if no hearing)	Non-Vatable	2,541.83	2,823.97	11.1%
<b>Sexual Entertainment Venues</b>				
Grant, renewal, variation or transfer (£2,040 refunded if no hearing)	Non-Vatable	3,058.67	3,398.18	11.1%
<b>Other Establishments</b>				
Hypnotism Consent	Non-Vatable	34.44	38.26	11.1%



<b>COMMUNITIES &amp; HEALTH</b>				
<b>Fees &amp; Charges</b>	<b>VAT</b>	<b>2022/23 £</b>	<b>2023/24 £</b>	<b>% Increase</b>
<b>Gambling Licence Fees</b>				
Betting Office - grant/ provisional statement - £2,040 refunded if no hearing	Non-Vatable	2,547.30	2,547.30	0.0%
Annual Fee	Non-Vatable	203.60	203.60	0.0%
Variation	Non-Vatable	286.40	286.40	0.0%
Transfer/ Reinstatement	Non-Vatable	250.60	250.60	0.0%
Adult Gaming Centre - grant/ provisional statement £1,600 refunded if no hearing	Non-Vatable	2,046.00	2,046.00	0.0%
Annual Fee	Non-Vatable	203.60	203.60	0.0%
Variation	Non-Vatable	286.40	286.40	0.0%
Transfer/ Reinstatement	Non-Vatable	260.90	260.90	0.0%
Bingo Club - grant/ provisional statement £2,040 refunded if no hearing	Non-Vatable	2,547.30	2,547.30	0.0%
Annual Fee	Non-Vatable	203.60	203.60	0.0%
Variation	Non-Vatable	199.50	199.50	0.0%
Transfer/ Reinstatement	Non-Vatable	260.90	260.90	0.0%
Family Entertainment Centre - grant/ provisional statement £1,600 refunded if no hearing	Non-Vatable	2,046.00	2,046.00	0.0%
Annual Fee	Non-Vatable	203.60	203.60	0.0%
Variation	Non-Vatable	286.40	286.40	0.0%
Transfer/ Reinstatement	Non-Vatable	260.90	260.90	0.0%
<b>Street Trading</b>				
Street Trading Consent - Issue (annual)	Non-Vatable	274.97	305.49	11.1%
Street Trading Consent - Renewal (annual)	Non-Vatable	274.97	305.49	11.1%
Pavement Permissions - Issue (annual)	Non-Vatable	274.97	305.49	11.1%
Pavement Permissions - Renewal (annual)	Non-Vatable	274.97	305.49	11.1%
Street Trading - community events 1 day	Non-Vatable	-	-	
<b>Licence Pre Application Advice Service</b>				
Schools, Churches & Registered Charities (one off fee)	Standard	36.91	41.01	11.1%
Other Applicants (per hour)	Standard	36.91	41.01	11.1%

<b>COMMUNITIES &amp; HEALTH</b>					
<b>Fees &amp; Charges</b>		<b>VAT</b>	<b>2022/23 £</b>	<b>2023/24 £</b>	<b>% Increase</b>
<b>Hire of Windmill</b>					
	For commercial use - 1 hour session on one floor	Standard	36.42	40.46	11.1%
	For commercial use - all day (7.5hr)	Standard	93.14	103.48	11.1%
	For non - commercial use - 1 hour session on one floor	Standard	18.21	20.23	11.1%
	For non - commercial use - all day (7.5hr)	Standard	45.52	50.57	11.1%
	Mondays - Fridays Inclusive (am)	Standard	227.00	252.20	11.1%
	Mondays - Fridays Inclusive (pm)	Standard	340.00	377.74	11.1%
	Saturday, Sunday and Bank Holidays	Standard	454.00	504.39	11.1%
	Chair Cover Hire including sashes	Standard	68.00	75.55	11.1%
<b>Wedding Hire - Old House</b>					
	Mondays - Fridays Inclusive (am)	Standard	325.00	361.08	11.1%
	Mondays - Fridays Inclusive (pm)	Standard	433.00	481.06	11.1%
	Saturday, Sunday and Bank Holidays	Standard	541.00	601.05	11.1%
	Hire of Chair Sashes	Standard	54.00	59.99	11.1%
	Hire of Bridal Suite (2 hours)	Standard	108.00	119.99	11.1%
	Hire of ground floor reception room (2 hours)	Standard	108.00	119.99	11.1%
	Corkage fee (per bottle)	Standard	9.00	10.00	11.1%
<b>Wedding Decoration Packages - Rayleigh Windmill &amp; Old House</b>					
	<b>Item</b>			-	
	Floral Centrepiece	Standard	50.00	55.55	11.1%
	Wreaths	Standard	25.00	27.78	11.1%
	Candles and table confetti	Standard	15.00	16.67	11.1%
	<b>Package Options</b>			-	
	Floral Package - centrepiece and wreaths	Standard	67.50	74.99	11.1%
	All items package (all items listed)	Standard	80.00	88.88	11.1%
<b>Sewer Clearances</b>					
	Cost of works apportioned to number of properties affected, with minimum charge of:	Non-Vatable	38.77	43.07	11.1%

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Description of Offence - Fixed Penalty Notices	Act	Penalty if paid early	Maximum Penalty conviction	VAT
1. Dropping Litter (including gum & cigarettes)	S87/8 EPA 1990 amended by S18 CNEA	£50	£2,500	Non-Vatable
2. Abandonment of Vehicle	S2 & 2A RD (A) Act 1978	£120	£2,500	Non-Vatable
3. Failure to remove dogs mess	S3 Dogs (FL) Act 1996	N/A	£1,000	Non-Vatable
4. Sale of vehicles on road	S3 CNEA 2005	£80	£2,500	Non-Vatable
5. Repair of vehicles on a road	S4 CNEA 2005	£80	£2,500	Non-Vatable
6. Waste Bin Offences	S46 & S47(ZA) EPA 1990	£60	£1,000	Non-Vatable
7. Graffiti	S43&44 ASBA 03, S1 CDA	£50	£5,000	Non-Vatable
8. Fly Posting	S43&44 ASBA 03, S224 TCPA	£50	£2,500	Non-Vatable
9. Failure to comply with a street litter control notice	S94 & 94A EPA 1990	£60	£2,500	Non-Vatable
10. Failure to comply with a litter clearing notice	S92 & S94 EPA 1990	£60	£2,500	Non-Vatable
11. Cycling on footpath	S72 HA 1835	N/A	N/A	Non-Vatable
12. No smoke free signage	S6 & 9 Health Act 2006	£150 (15D)	£1,000	Non-Vatable
13. Smoking in a smoke free place	S7 & 9 Health Act 2006	£30 (15D)	£200	Non-Vatable
14. Failure to produce waste documents	S34 EPA 1990	180	Unlimited	Non-Vatable
15. Failure to produce a Waste Carriers Licence	S5 & 5b COP(A) Act 1989	180	Unlimited	Non-Vatable
16. Noise from dwelling	S8 Noise Act 1996	£60	£5,000	Non-Vatable
17. Noise from Licensed Premises	S8 Noise Act 1996	N/A	£20,000	Non-Vatable
18. Leaflet Distribution on designated land	Sch 3A EPA 1990	£50	£2,500	Non-Vatable
19. Fly tipping unauthorised depositing of waste	S33 EPA1990	£200	£2,500	Non-Vatable
20. Offences under Public Space Protection Orders	S59 ABC&P Act 2014	£100	£1,000	Non-Vatable