

Discretionary Fee or Charge	Assistant Director
Licenses	Legal
Scrap Metal Dealers	Legal
Alcohol, Regulated Entertainment & Late Night Refreshment Licence Fees:	Legal
Sex Establishments	Legal
Gambling Licence Fees	Legal
Street Trading	Legal
Hire of Windmill	Commercial
Wedding Hire	Commercial
Football	Environmental
Casual Lettings Including Pavilion	Environmental
Pavilion Hire	Environmental
Playgroups	Environmental
Cricket	Environmental
Rustic Products	Environmental
Open Spaces Memorials	Environmental
Commercial use of open spaces	Environmental
Access Licences	Environmental
Tree Works	Environmental
Fixed Penalty Notices	Environmental
Lost, Found or Stray Dogs	Environmental
Wheeled Bins	Environmental
Bulky Waste Collection	Environmental
Factual Statements	Community / Housing
Requests for Environmental Information	Community / Housing
Description of Offence - Fixed Penalty Notices	Environmental
S106 Agreements	Legal
Public Footpaths	Legal
Access to Land	Legal
Covenant Certificates	Legal
Local Land Charges	Legal
Council Minutes Etc.	Democratic
Cemeteries	Environmental
Member Training	Democratic
Sewer Clearances	Commercial
Hire of Civic Suite	Democratic
Data Protection Act 1998	Legal
Freedom of Information Requests	Legal
Copy Documents	Democratic
Housing	Community / Housing
Caravan Site licencing	Community / Housing
Houses in Multiple Occupation	Community / Housing
High Hedges	Planning
Pre-planning advice	Planning
Fast Track Validation Charge	Planning
Planning Performance Agreements	Planning
Plans	Planning
Research Charge	Planning

Building Control	Planning
Car Parks	Environmental
Season Tickets	Environmental
Parking Penalties	Environmental
Staff Parking Permits	Environmental
Commercial Parking	Environmental

COMMERCIAL SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
Hire of Windmill					
	For commercial use - 1 hour session on one floor	Standard	34.00	34.00	0.0%
	For commercial use - all day (7.5hr)	Standard	85.00	85.00	0.0%
	For non - commercial use - 1 hour session on one floor	Standard	17.00	17.00	0.0%
	For non - commercial use - all day (7.5hr)	Standard	42.50	42.50	0.0%
Wedding Hire					
	Mondays - Fridays Inclusive (am)	Standard	150.00	200.00	33.3%
	Mondays - Fridays Inclusive (pm)	Standard	250.00	300.00	20.0%
	Saturday, Sunday and Bank Holidays	Standard	350.00	400.00	14.3%
	Wedding invitations (each)	Standard	1.50	1.50	0.0%
	Chair Cover Hire including sashes	Standard	60.00	60.00	0.0%
Sewer Clearances					
	Cost of works apportioned to number of properties affected, with minimum charge of:	Non-Vatable	36.00	36.00	0.0%
Hire of Civic Suite					
	Council Chamber - Up to 3 hour session	Non-Vatable	94.00	94.00	0.0%
	Council Chamber - sessions over 3 hours / full day	Non-Vatable	157.00	157.00	0.0%
	Additional Charge for use of video projection equipment (per 3 hour session)	Non-Vatable	13.00	13.00	0.0%
	<i>All charges for commercial use will be increased by 100%</i>				

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Inclusive	The VAT charge is included in the published fee
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COMMUNITY / HOUSING SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
Factual Statements					
	Research or completion of works in default of a notice period per hour (min charge - 1hr)	Non-Vatable	48.00	48.00	0.0%
	Section 28(9) of Health and Safety at Work etc Act 1974 - per hour	Non-Vatable	48.00	48.00	0.0%
Requests for Environmental Information					
	Up to 4 hours	Standard	192.00	192.00	0.0%
	Per hour thereafter	Standard	48.00	48.00	0.0%
Housing					
	Improvement and Prohibition Notices	Non-Vatable	450.00	450.00	0.0%
	Key-worker Sales Certificate	Inclusive	70.00	70.00	0.0%
	Property Inspection report to support Visa applications.	Non-Vatable	180.00	180.00	0.0%
	Charge for Service of Enforcement Notice		450.00	450.00	0.0%
Caravan Site licencing					
Annual Fee					
	1-5 pitches	Non-Vatable	417.00	417.00	0.0%
	6-24 pitches	Non-Vatable	484.00	484.00	0.0%
	25-99 pitches	Non-Vatable	652.00	652.00	0.0%
	100-199 pitches	Non-Vatable	752.00	752.00	0.0%
	200+ pitches	Non-Vatable	953.00	953.00	0.0%
Fee for New Licence					
	1-5 pitches	Non-Vatable	618.00	618.00	0.0%
	6-24 pitches	Non-Vatable	685.00	685.00	0.0%
	25-99 pitches	Non-Vatable	801.00	801.00	0.0%
	100-199 pitches	Non-Vatable	901.00	901.00	0.0%
	200+ pitches	Non-Vatable	1,154.00	1,154.00	0.0%
	Fee for Transfer of Licence	Non-Vatable	201.00	201.00	0.0%
	Fee for Deposit of Site Rules	Non-Vatable	335.00	335.00	0.0%
Houses in Multiple Occupation					
	Fee for Mandatory Licencing of Houses in Multiple Occupation (N.B. HMOs owned by a Registered Charity are exempt):				
	Up to 5 bedrooms	Non-Vatable	350.00	350.00	0.0%
	For each additional bedroom	Non-Vatable	55.00	55.00	0.0%
	Variation of Licence	Non-Vatable	50% of fee	50% of fee	

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DEMOCRATIC SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
Council Minutes Etc.					
	Parish List - Yearly Charge	Non-Vatable	172.00	174.00	1.2%
	Council - Yearly Charge	Non-Vatable	114.00	115.00	0.9%
	Council - Per Meeting	Non-Vatable	21.00	21.00	0.0%
	Committee - Yearly Charge	Non-Vatable	224.00	226.00	0.9%
	Committee - Per meeting	Non-Vatable	36.00	36.00	0.0%
	Sub Committee - Yearly Charge	Non-Vatable	128.00	129.00	0.8%
	Sub Committee - Per meeting	Non-Vatable	21.00	21.00	0.0%
	Committee report background papers				
	Inspection fee (per item)	Non-Vatable	2.00	2.00	0.0%
Member Training					
	Charge for Parish Officers to attend RDC training courses (per person per session)	Standard unless Statutory when exempt	40.00	40.00	0.0%
	Charge for local authority Officers to attend RDC led training courses (per person per session)	Standard unless Statutory when exempt	45.00	45.00	0.0%
Copy Documents					
	(VAT absorbed on items under £1.00 - VAT to be added in other cases)				
	A4 Copy per Sheet	Standard	0.10	0.10	0.0%
	A3 Copy per Sheet	Standard	0.30	0.30	0.0%
	A2 Copy per Sheet	Standard	0.50	0.50	0.0%
	A1 Copy per Sheet	Standard	1.55	1.60	3.2%
	A0 Copy per Sheet	Standard	2.65	2.70	1.9%
	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.	
	Letter of confirmation of registration on electoral register	Inclusive	15.50	16.00	3.2%

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ENVIRONMENTAL SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
Football					
	Alternative use of pitch - Sat	Non-Vatable	774.00	774.00	0.0%
	Alternative use of pitch - Sun	Non-Vatable	833.00	833.00	0.0%
Casual Lettings Including Pavilion					
	Adults Sat	Standard	113.00	113.00	0.0%
	Adults Sun	Standard	127.00	127.00	0.0%
	Juniors Sat	Standard	76.00	76.00	0.0%
	Juniors Sun	Standard	84.00	84.00	0.0%
Established Junior Pitches					
	Alternative use of pitch - Sat	Non-Vatable	364.00	364.00	0.0%
	Alternative use of pitch - Sun	Non-Vatable	390.00	390.00	0.0%
Mini Football					
	Alternative use of pitch - Sat	Non-Vatable	307.00	307.00	0.0%
	Alternative use of pitch - Sun	Non-Vatable	363.00	363.00	0.0%
	<i>NOTE: Fees may be reduced where clubs undertake some of the required tasks.</i>				
Pavilion Hire					
	Including changing rooms per 3 hour session.	Non-Vatable	80.00	80.00	0.0%
	<i>NOTE: Hire in respect of Youth Clubs will be reduced by 50%</i>				
Playgroups					
	Pre-School and mother and child - Morning Session	Non-Vatable	15.00	15.00	0.0%
	Pre-School and mother and child - Afternoon Session	Non-Vatable	15.00	15.00	0.0%
	<i>NOTE: Fees do not include service charges. Reduction of 25% for registered charities</i>				
Cricket					
	Cricket	Non-Vatable	540.00	540.00	0.0%
	Pavilion Hire (50% of pitch hire)				
Rustic Products					
Woodchips					
	Delivered within 5 miles	Standard	30.00	30.00	0.0%
Firewood					
	Firewood (logs) per transit load delivered - Within District	5%	150.00	150.00	0.0%
	Firewood (logs) per half transit load delivered - Within District	5%	95.00	95.00	0.0%
	Delivery within 5 miles of district boundary		5.00	5.00	0.0%
Logs					
	1 Bag	5%	4.00	4.00	0.0%
	1 Bag for wholesale			2.00	
Stakes					
	6ft Chestnut rustic fencing stakes (pointed end) each	Standard	2.75	2.75	0.0%
	6ft Chestnut rustic fencing stakes (pointed end) (more than 50)	Standard	2.50	2.50	0.0%
Rustic Bench					
	Rustic bench wth back		345.00	345.00	0.0%
	Made from local claimed materials	Standard	245.00	245.00	0.0%
Open Spaces					
Memorials					
	Formal bench including five year maintenance agreement	Non-Vatable	625.00	625.00	0.0%
	Backed bench including five year maintenance agreement	Non-Vatable	430.00	430.00	0.0%
	Unbacked bench including five year maintenance agreement	Non-Vatable	330.00	330.00	0.0%
	Tree planting includes cost of tree.	Non-Vatable	150.00	150.00	0.0%
	Burial of pet ashes does not include memorial cost	Standard	60.00	60.00	0.0%

ENVIRONMENTAL SERVICES				
Fees & Charges	VAT	2015/16 £	2016/17 Fee £	% Increase
Commercial use of open spaces				
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)	Non-Vatable	300.00	300.00	0.0%
- General community events which are free at the point of entry (e.g. Sponsored Walks, Race for Life, Schools Orienteering).	Non-Vatable			
- Not for profit and commercial interest companies, special interest events, for which an entrance charge is made to help cover the organiser's costs. (per day)	Non-Vatable	200.00	200.00	0.0%
- Fully commercial, profit making events – e.g. Music concerts markets etc. (per event).	Non-Vatable	1,000.00	1,000.00	0.0%
Access Licences				
General Access Licences on to open spaces	Non-Vatable	£30	£30	0.0%
Tree Works				
Work on Council trees for which there is no safety case. Hourly rate	Standard	£57	£57	0.0%
Trading Pitch in Open Spaces (Renewable every three years) subject to a tendering process		Competitive tender		
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				
Lost, Found or Stray Dogs				
Statutory fee	Non-Vatable	80.00	80.00	0.0%
Daily kennelling fee - plus vet fees if necessary	Non-Vatable	14.00	14.00	0.0%
Microchip at the Kennels	Non-Vatable	19.00	19.00	0.0%
Wheeled Bins				
Set of 3 wheeled bins for new housing developments - charge levied on developer - bins provided for recycling service	Non-vatable	168.00	168.00	0.0%
Bulky Waste Collection				
Collection of bulky waste (household furniture) and electrical household items				
- For one item	Non-Vatable	12.00	15.00	25.0%
- Each additional item booked at same time	Non-Vatable		7.00	
Cemeteries				
Interments In Graves or Vaults				
Interment Fee (New grave or re-open) :				
- Still Born - Under 1 Month	Non-Vatable	No Charge	No Charge	
- Under 12 Years	Non-Vatable	No charge	No charge	
- Over 12 Years	Non-Vatable	672.00	679.00	1.0%
Exclusive Right of Burial (50% reduction for child under 12 buried in children's area)	Non-Vatable	751.00	759.00	1.1%
For the Interment of a Cremation Casket in a purchased grave	Non-Vatable	252.00	255.00	1.2%
Interments in Cremation Plots				
Interment Fee (New Grave or reopen)	Non-Vatable	252.00	255.00	1.2%
Exclusive Right of Burial	Non-Vatable	383.00	387.00	1.0%

ENVIRONMENTAL SERVICES				
Fees & Charges	VAT	2015/16 £	2016/17 Fee £	% Increase
Columbarium at Rayleigh cemetery			0.00	
Cost to scatter ashes including an engraved plaque on the memorial wall	Non-Vatable	410.00	414.00	1.0%
Cost for engraved plaque on memorial wall without scattering ashes	Non-Vatable	359.00	363.00	1.1%
Cost to inter ashes in Columbarium, including supply and engraving of memorial plaque for a period of 15 years with a renewal fee of £103 for a further 15 years	Non-Vatable	923.00	932.00	1.0%
Cost to inter ashes in Columbarium, including supply and engraving of memorial plaque for a period of 30 years	Non-Vatable	923.00	932.00	1.0%
Cost of second set of ashes in Columbarium, including engraving memorial plaque	Non-Vatable	359.00	363.00	1.1%
Coloured, enamelled picture of the deceased to the plaque on the Memorial Wall or Columbarium	Non-Vatable	123.00	124.00	0.8%
15 year renewal fee	Non-Vatable	103.00	104.00	1.0%
Rayleigh Cemetery Monuments, Headstones and Inscriptions				
Earthen Graves				
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	176.00	178.00	1.1%
Kerbstone or border stone (height not exceeding 30.5cm)	Non-Vatable	176.00	178.00	1.1%
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	Non-Vatable	176.00	178.00	#DIV/0!
Kerbstone around a cremation plot (76cm x 76cm)	Non-Vatable	176.00	178.00	1.1%
Side panel for additional inscription. Size not to exceed 23 cm x 23 cm to match existing memorial	Non-Vatable	176.00	178.00	1.1%
Any additional inscription on a memorial	Non-Vatable	76.00	77.00	1.3%
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	Non-Vatable	172.00	174.00	1.2%
Cremation plots				
A memorial vase/inscription panel only is permitted. Size not to exceed 61 cm x 30.5 cm 23 cm x 23cm.	Non-Vatable	172.00	174.00	1.2%
Side panel for additional inscription. Size not to exceed 23 cm x 23 cm to match existing memorial	Non-Vatable	172.00	174.00	1.2%
Any additional inscription on a memorial	Non-Vatable	74.00	75.00	1.4%

ENVIRONMENTAL SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
NOTE: Flagstone and kerbstones are not applicable to Hall Road Cemetery					
NOTE: If the deceased had not been a Council Taxpayer, inhabitant or parishioner within the Rochford District					
Exhumation Charge					
	Each exhumation will be recharged on an actual costs basis plus VAT	Standard			
Additional Fees					
	Registering Transfer of grant	Non-Vatable	82.00	82.00	0.0%
Funerals Administration					
	National Assistance Act Funerals administration Fee	Standard	540.00	540.00	0.0%
Transportation					
Hackney Carriage					
Vehicle Licence					
	Hackney Carriage Vehicle Licence	Non-Vatable	250.00	250.00	0.0%
	Wheelchair Accessible Hackney Carriage Vehicle Licence	Non-Vatable	200.00	200.00	0.0%
	Private Hire Vehicle Licence	Non-Vatable	200.00	200.00	0.0%
	Wheelchair Accessible Private Hire Vehicle Licence	Non-Vatable	150.00	150.00	0.0%
Other Charges					
	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	10.00	10.00	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%
Driver Licences					
	Hackney Carriage AND Private Hire Drivers Licence combined				
	- First Application (inclusive of up to 4 knowledge tests)	Non-Vatable	120.00	120.00	0.0%
	- Additional knowledge tests	Non-Vatable	20.00	20.00	0.0%
	- Renewal	Non-Vatable	60.00	60.00	0.0%
	Private Hire Drivers Licence (Restricted)				
	- First Application (inclusive of up to 4 knowledge tests)	Non-Vatable	100.00	100.00	0.0%
	- Additional knowledge tests	Non-Vatable	20.00	20.00	0.0%
	- Renewal	Non-Vatable	50.00	50.00	0.0%
	DVLA Check	Non-Vatable	6.00	6.00	0.0%
	Data and Barring Service Disclosure	Non-Vatable	44.00	44.00	0.0%
Private Hire Operators Licences					
	Annual Licence - Up to 3 vehicles/ per annum	Non-Vatable	70.00	70.00	0.0%
	Annual Licence - Over 3 vehicles	Non-Vatable	100.00	100.00	0.0%

ENVIRONMENTAL SERVICES				
Fees & Charges	VAT	2015/16 £	2016/17 Fee £	% Increase
Car Parks				
Old Ship Lane				
Up to 1/2 hour	Inclusive	0.50	0.60	20.0%
Up to 1 Hour	Inclusive	1.00	1.20	20.0%
Up to 2 Hours	Inclusive	1.70	1.80	5.9%
Up to 4 Hours	Inclusive	2.90	3.00	3.4%
Websters Way/ Mill Hall				
Up to 1/2 hour	Inclusive	0.50	0.60	20.0%
Up to 1 Hour	Inclusive	1.00	1.20	20.0%
Up to 2 Hours	Inclusive	1.70	1.80	5.9%
Up to 3 Hours	Inclusive	2.40	2.40	0.0%
Up to 4 Hours	Inclusive	2.90	3.00	3.4%
Hockley Woods				
Up to 1 Hour	Inclusive	0.20	0.30	50.0%
Up to 2 Hours	Inclusive	0.40	0.50	25.0%
Up to 3 Hours	Inclusive	0.60	0.70	16.7%
Up to 4 Hours	Inclusive	1.00	1.50	50.0%
All Day	Inclusive	3.00	3.00	0.0%
Annual Season Ticket	Inclusive	500.00	500.00	0.0%
Cherry Orchard Country Park				
Up to 1 Hour	Inclusive		0.30	
Up to 2 Hours	Inclusive		0.50	
Up to 3 Hours	Inclusive		0.70	
Up to 4 Hours	Inclusive		1.50	
All Day	Inclusive		3.00	
Mixed (including Freight House)				
Up to 1/2 hour	Inclusive	0.50	0.60	20.0%
Up to 1 Hour	Inclusive	1.00	1.20	20.0%
Up to 2 Hours	Inclusive	1.70	1.80	5.9%
Up to 3 Hours	Inclusive	2.40	2.40	0.0%
Up to 4 Hours	Inclusive	2.90	3.00	3.4%
Up to 5 Hours	Inclusive	3.60	3.60	0.0%
All Day	Inclusive	5.00	5.50	10.0%
The Approach				
Day Ticket	Inclusive	4.00	4.50	12.5%

ENVIRONMENTAL SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
Season Tickets					
The Approach, Rayleigh					
Quarterly	Inclusive	200.00	200.00	0.0%	
Annual	Inclusive	700.00	700.00	0.0%	
Admin Fee for Refund of Season Ticket	Inclusive	30.00	30.00	0.0%	
All RDC Car Parks Excluding The Approach, Rayleigh					
Quarterly	Inclusive	240.00	240.00	0.0%	
Annual	Inclusive	800.00	800.00	0.0%	
Admin Fee for Refund of Season Ticket	Inclusive	30.00	30.00	0.0%	
Market Traders					
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%	
Mobile Phone Payment					
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%	
Penalties					
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	112.00	112.00	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	82.00	82.00	0.0%	
Staff Parking Permits					
South Street Office Car Parks	Inclusive	400.00	400.00	0.0%	
Other Car Parks	Inclusive	200.00	200.00	0.0%	
Commercial Parking					
Commercial use of an off-street parking space (per bay)					
- First day	Non-Vatable	20.00	20.00	0.0%	
- Each day thereafter	Non-Vatable	7.50	7.50	0.0%	

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ENVIRONMENTAL SERVICES				
Fees & Charges	VAT	2015/16 £	2016/17 Fee £	% Increase

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

LEGAL SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
Licenses					
	Dangerous Wild Animals Act 1976	Non-Vatable	157.00	157.00	0.0%
	Animal Boarding Establishment Act 1963	Non-Vatable	189.00	189.00	0.0%
	Riding Establishments Act 1964				
	- Non Charitable	Non-Vatable	234.00	234.00	0.0%
	- Charitable	Non-Vatable	87.00	87.00	0.0%
	Mid year Vet inspection	Non-Vatable	licence fee.	Remove. Unused as cost factored in to Licence fee.	
	Pet Animals Act 1951 & Breeding of Dogs Act 1973	Non-Vatable	184.00	184.00	0.0%
	Home Boarding of Dogs	Non-Vatable	153.00	153.00	0.0%
	<i>The above fees are subject to additional charges for consultants or inspection fees</i>	Non-Vatable			
Zoo Licensing					
	Application for grant of first licence	Non-Vatable	433.00	433.00	0.0%
	Application for renewal of licence	Non-Vatable	245.00	245.00	0.0%
	Alteration of licence	Non-Vatable	133.00	133.00	0.0%
	Transfer of licence	Non-Vatable	133.00	133.00	0.0%
	<i>The above fees are subject to additional charges for consultants or inspection fees</i>				
Scrap Metal Dealers					
	Site Licence - Initial application	Non-Vatable	344.00	344.00	0.0%
	Site - Renewal	Non-Vatable	274.00	274.00	0.0%
	Site - Variation	Non-Vatable	66.00	66.00	0.0%
	Collectors Licence - Initial application	Non-Vatable	228.00	228.00	0.0%
	Collectors - Renewal	Non-Vatable	190.00	190.00	0.0%
	Collectors - Variation	Non-Vatable	66.00	66.00	0.0%
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,					
Sex Establishments					
	Grant, renewal, variation or transfer (£2,040 refunded if no hearing)	Non-Vatable	2,410.00	2,410.00	0.0%
Sexual Entertainment Venues					
	Grant, renewal, variation or transfer (£2,040 refunded if no hearing)	Non-Vatable	2,900.00	2,900.00	0.0%
Other Establishments					
	Acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing & electrolysis	Non-Vatable	209.00	209.00	0.0%
	Hypnotism Consent	Non-Vatable	32.50	32.50	0.0%
Gambling Licence Fees					
	Betting Office - grant/ provisional statement - £2,040 refunded if no hearing	Non-Vatable	2,490.00	2,490.00	0.0%
	Annual Fee	Non-Vatable	199.00	199.00	0.0%
	Variation	Non-Vatable	280.00	280.00	0.0%
	Transfer/ Reinstatement	Non-Vatable	245.00	245.00	0.0%
	Adult Gaming Centre - grant/ provisional statement £1,600 refunded if no hearing	Non-Vatable	2,000.00	2,000.00	0.0%
	Annual Fee	Non-Vatable	199.00	199.00	0.0%
	Variation	Non-Vatable	280.00	280.00	0.0%
	Transfer/ Reinstatement	Non-Vatable	255.00	255.00	0.0%
	Bingo Club - grant/ provisional statement £2,040 refunded if no hearing	Non-Vatable	2,490.00	2,490.00	0.0%
	Annual Fee	Non-Vatable	199.00	199.00	0.0%
	Variation	Non-Vatable	195.00	195.00	0.0%
	Transfer/ Reinstatement	Non-Vatable	255.00	255.00	0.0%
	Family Entertainment Centre - grant/ provisional statement £1,600 refunded if no hearing	Non-Vatable	2,000.00	2,000.00	0.0%
	Annual Fee	Non-Vatable	199.00	199.00	0.0%
	Variation	Non-Vatable	280.00	280.00	0.0%
	Transfer/ Reinstatement	Non-Vatable	255.00	255.00	0.0%

LEGAL SERVICES				
Fees & Charges	VAT	2015/16 £	2016/17 Fee £	% Increase
Street Trading				
Street Trading Consent - Issue (annual)	Non-Vatable	255.00	255.00	0.0%
Street Trading Consent - Renewal (annual)	Non-Vatable	255.00	255.00	0.0%
Pavement Permissions - Issue (annual)	Non-Vatable	255.00	255.00	0.0%
Pavement Permissions - Renewal (annual)	Non-Vatable	255.00	255.00	0.0%
Street Trading - community events 1 day	Non-Vatable	0.00	0.00	
S106 Agreements				
S106 Agreements - Single Domestic Dwellings	Non-Vatable	137.70	137.70	0.0%
S106 Agreements - Hourly Charge for Solicitor with over 8 years experience	Non-Vatable	221.34	221.34	0.0%
S106 Agreements - Hourly Charge for Solicitor/Legal Exec with over 4 years experience	Non-Vatable	195.84	195.84	0.0%
S106 Agreements - Hourly Charge for Other Solicitors/Legal Execs	Non-Vatable	164.22	164.22	0.0%
S106 Agreements - Hourly Charge for Trainee Solicitors, Paralegals and Equivalentents	Non-Vatable	120.36	120.36	0.0%
Public Footpaths				
Diversion, Extinguishment or Creation	Non-Vatable	1,785.00	1,785.00	0.0%
Access to Land				
Access to Land	Non-Vatable	25.50	25.50	0.0%
Covenant Certificates				
Where covenants exist a certificate required on sale of property.	Non-Vatable	51.00	51.00	0.0%
Local Land Charges				
Fees for Supplementary Enquiries				
Where relating to one parcel of land only	Non-Vatable	176.00	176.00	0.0%
Where relating to several parts of land and delivered on a single form:- for the first parcel of land	Non-Vatable	176.00	176.00	0.0%
For each additional parcel of land the amount is fixed by arrangements between the solicitors and the district council	Non-Vatable	32.00	32.00	0.0%
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.	Non-Vatable	21.00	21.00	0.0%
For each further enquiry added by solicitors and which the council is willing to answer.	Non-Vatable	37.00	37.00	0.0%
Data Protection Act 1998				
Subject Access Request	Non-Vatable	10.00	10.00	0.0%

<p>Freedom of Information Requests</p> <p>Standard</p> <p>Based on the copy per sheet fee above, and royal mail postage costs. Charge will only be made where Statutory Fee - Charges for officer time may also be made if the time required to process a request is in In all cases where a charge is applicable, the requestor will be notified before the request is processed. Requests for Environmental Information follow a different charging regime and are detailed under the</p>

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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 2012, the standard rate is 20%.

PLANNING SERVICES				
Fees & Charges	VAT	2015/16 £	2016/17 Fee £	% Increase
Planning				
High Hedges				
Standard Fee for processing a high hedges complaint	Non-Vatable	410.00	410.00	0.0%
Fee for processing a high hedges complaint - Concessionary (Benefits & Pensions)		120.00	120.00	0.0%
Pre-planning advice				
<i>Any proposal not meeting the categories below will be subject to a fee arranged by negotiation.</i>				
Generic written advice only without officer viewing the site				
Householder (<i>Extensions, alterations, outbuildings etc</i>)	Standard	55.00	55.00	0.0%
Small (<i>1 dwelling or up to 999 sqm commercial floor area including small changes to plant and other alterations</i>)	Standard	250.00	250.00	0.0%
Minor (<i>2-9 dwellings or 1000-1,999 sqm</i>)	Standard	250.00	250.00	0.0%
Major (<i>10-99 dwellings or 2,000-4,999 sqm</i>)	Standard	770.00	770.00	0.0%
Strategic (<i>>100 dwellings or >5,000 sqm</i>)	Standard	n/a	n/a	
Listed Building	Standard	200.00	200.00	0.0%
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:				
Meeting with Written advice				
Householder		120.00	120.00	0.0%
Small	Standard	300.00	300.00	0.0%
Minor (1 Meeting up to 2 hours)	Standard	420.00	420.00	0.0%
Major (1 Meeting up to 3 hours)	Standard	1,000.00	1,000.00	0.0%
Strategic (1 Meeting up to 3 hours)	Standard	1,500.00	1,500.00	0.0%
<i>alternatively</i> Strategic (2 Meetings)	Standard	2,250.00	2,250.00	0.0%
<i>alternatively</i> Strategic (package of up to 6 Meetings)	Standard	7,900.00	7,900.00	0.0%
Listed Building	Standard	395.00	395.00	0.0%
Follow-up				
Householder	Standard	120.00	120.00	0.0%
Small	Standard	180.00	180.00	0.0%
Minor	Standard	240.00	240.00	0.0%
Major	Standard	700.00	700.00	0.0%
Strategic	Standard	1,100.00	1,100.00	0.0%
Listed Building	Standard	260.00	260.00	0.0%
Retrospective Developments				
Fee for advice where development is undertaken before planning permission application	Standard	e Application Fee	20% of Pre Application Fee	
Planning Applications				
Fast Track Validation Charge				
Householder		35.00	35.00	0.0%
Other Applications		80.00	80.00	0.0%
Major Applications		Not applicable	Not applicable	
Planning Performance Agreements				
Strategic				
100+ units	Standard	3,000	3,000	0.0%
5,000 sqm+ commercial floor space	Standard			
Site is 3 ha+	Standard			
Large Major				
50 - 99 units	Standard	2,500	2,500	0.0%
2,000 - 4,999 sqm commercial floor space	Standard			
Site is 2 - 3 ha	Standard			
Standard Major				
10 - 49 units	Standard			

PLANNING SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
	1,000 - 1,999 sqm commercial floor space	Standard	2,000	2,000	0.0%
	Site is 1 - 2 ha	Standard			
Plans					
	Replacement Local Plan (2006)		100.00	100.00	0.0%
	Replacement Local Plan - Inspectors' Report)	Non-Vatable	55.00	55.00	0.0%
	Core Strategy	Non-Vatable	25.00	25.00	0.0%
	Annual Monitoring Report	Non-Vatable	10.00	10.00	0.0%
	Local Development Scheme	Non-Vatable	40.00	40.00	0.0%
	Statement of Community Involvement	Non-Vatable	5.00	5.00	0.0%
	Conservation Area Appraisal	Non-Vatable	5.00	5.00	0.0%
	Supplementary Planning Documents	Non-Vatable	10.00	10.00	0.0%
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	Standard	55.00	55.00	0.0%
Building Control					
	<i>These fees can be obtained from the building control pages on the Rochford District Council website.</i>				

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