

| COMMERCIAL SERVICES | | | | | |
|---------------------------------|---|-------------|----------------------|----------------------|-------------------|
| Fees & Charges | | VAT | 2019/20 £ | 2020/21 £ | % Increase |
| Hire of Windmill | | | | | |
| | For commercial use - 1 hour session on one floor | Standard | 34.80 | 35.32 | 1.5% |
| | For commercial use - all day (7.5hr) | Standard | 89.00 | 90.34 | 1.5% |
| | For non - commercial use - 1 hour session on one floor | Standard | 17.40 | 17.66 | 1.5% |
| | For non - commercial use - all day (7.5hr) | Standard | 43.50 | 44.15 | 1.5% |
| Wedding Hire - Windmill | | | | | |
| | Mondays - Fridays Inclusive (am) | Standard | 200.00 | 220.00 | 10.0% |
| | Mondays - Fridays Inclusive (pm) | Standard | 300.00 | 330.00 | 10.0% |
| | Saturday, Sunday and Bank Holidays | Standard | 400.00 | 440.00 | 10.0% |
| | Chair Cover Hire including sashes | Standard | 60.00 | 66.00 | 10.0% |
| Wedding Hire - Old House | | | | | |
| | Mondays - Fridays Inclusive (am) | Standard | 300.00 | 315.00 | 5.0% |
| | Mondays - Fridays Inclusive (pm) | Standard | 400.00 | 420.00 | 5.0% |
| | Saturday, Sunday and Bank Holidays | Standard | 500.00 | 525.00 | 5.0% |
| | Hire of Chair Sashes | Standard | 50.00 | 52.50 | 5.0% |
| | Hire of Bridal Suite (2 hours) | Standard | 100.00 | 105.00 | 5.0% |
| | Hire of ground floor reception room (2 hours) | Standard | 100.00 | 105.00 | 5.0% |
| | Corkage fee (per bottle) | Standard | 9.00 | 9.00 | 0.0% |
| Sewer Clearances | | | | | |
| | Cost of works apportioned to number of properties affected, with minimum charge of: | Non-Vatable | 36.80 | 37.35 | 1.5% |
| Hire of Civic Suite | | | | | |
| | Council Chamber - Up to 3 hour session | Non-Vatable | 98.20 | 99.67 | 1.5% |
| | Council Chamber - sessions over 3 hours / full day | Non-Vatable | 164.70 | 167.17 | 1.5% |
| | Additional Charge for use of video projection equipment (per 3 hour session) | Non-Vatable | 13.30 | 13.50 | 1.5% |
| | Room 5 - Capacity for 12 people - Commercial Use per Hour | Non-Vatable | 10.20 | 10.35 | 1.5% |
| | Room 5 - Capacity for 12 people - Non Commercial Use per Hour | Non-Vatable | 8.20 | 8.32 | 1.5% |
| | Room 4 - Capacity for 20 people - Commercial Use per Hour | Non-Vatable | 20.50 | 20.81 | 1.5% |
| | Room 4 - Capacity for 20 people - Non Commercial Use Per Hour | Non-Vatable | 16.40 | 16.65 | 1.5% |
| | Room 5 & Room 4 - Break out Room Hire - Commercial Per Hour | Non-Vatable | 25.60 | 25.98 | 1.5% |
| | Room 5 & Room 4 - Break out Room Hire - Non Commercial Per Hour | Non-Vatable | 20.50 | 20.81 | 1.5% |
| | Tea, Coffee, Biscuits Per Head | Non-Vatable | 0.40 | 0.41 | 1.5% |
| | IT Equipment Hire Per 3 Hour Session | Non-Vatable | 13.30 | 13.50 | 1.5% |
| | <i>All charges for commercial use will be increased by 100%</i> | | | | |

| Key to VAT: | |
|--------------------|--|
| 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 2012, the standard rate is 20%. |

| COMMUNITY / HOUSING SERVICES | | | | | |
|---|--|-------------|----------------------|----------------------|-----------------------|
| Fees & Charges | | VAT | 2019/20 £ | 2020/21 £ | % Increase |
| Factual Statements | | | | | |
| | Research or completion of works in default of a notice period per hour (min charge - 1hr) | Non-Vatable | 49.60 | 50.34 | 1.5% |
| | Section 28(9) of Health and Safety at Work etc Act 1974 - per hour | Non-Vatable | 49.60 | 50.34 | 1.5% |
| Requests for Environmental Information | | | | | |
| | Up to 4 hours | Standard | 198.50 | 201.48 | 1.5% |
| | Per hour thereafter | Standard | 49.60 | 50.34 | 1.5% |
| Housing | | | | | |
| | Improvement and Prohibition Notices | Non-Vatable | 465.50 | 472.48 | 1.5% |
| | Key-worker Sales Certificate | Inclusive | 71.60 | 72.67 | 1.5% |
| | Property Inspection report to support Visa applications. | Non-Vatable | 186.20 | 188.99 | 1.5% |
| | Ready to Rent | Non-Vatable | 150.00 | 150.00 | 0.0% |
| | Charge for Service of Enforcement Notice | | 465.50 | 472.48 | 1.5% |
| Park Home Site licencing | | | | | |
| | Annual Fee | | | | |
| | 1-25 pitches | Non-Vatable | 334.50 | 339.52 | 1.5% |
| | 26-99 pitches | Non-Vatable | 459.30 | 466.19 | 1.5% |
| | 100-199 pitches | Non-Vatable | 594.40 | 603.32 | 1.5% |
| | 200+ pitches | Non-Vatable | 728.40 | 739.33 | 1.5% |
| | Fee for New Licence | | | | |
| | 1-25 pitches | Non-Vatable | 523.80 | 531.66 | 1.5% |
| | 26-99 pitches | Non-Vatable | 648.60 | 658.33 | 1.5% |
| | 100-199 pitches | Non-Vatable | 861.40 | 874.32 | 1.5% |
| | 200+ pitches | Non-Vatable | 1,056.80 | 1,072.65 | 1.5% |
| | Fee for Transfer of Licence | Non-Vatable | 141.20 | 143.32 | 1.5% |
| | Fee for Deposit of Site Rules | | | | |
| | 1-25 pitches | Non-Vatable | 149.40 | 151.64 | 1.5% |
| | 26-99 pitches | Non-Vatable | 166.70 | 169.20 | 1.5% |
| | 100-199 pitches | Non-Vatable | 174.90 | 177.52 | 1.5% |
| | 200+ pitches | Non-Vatable | 183.10 | 185.85 | 1.5% |
| | Enforcement Notice (per notice) | Non-Vatable | 465.50 | 472.48 | 1.5% |
| 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 | 362.10 | 367.53 | 1.5% |
| | For each additional bedroom | Non-Vatable | 56.80 | 57.65 | 1.5% |
| | Renewal of License | Non-Vatable | 50% of Fee | 50% of Fee | |
| Other Charges | | | | | |
| | Insect identification | Standard | 10.20 | 10.35 | 1.5% |
| Food | | | | | |
| | FHRS re-rating inspection | Non-Vatable | 123.80 | 125.66 | 1.5% |
| Funerals Administration | | | | | |
| | Public Health Act Funerals administration Fee | Standard | 557.50 | 565.86 | 1.5% |
| Other Establishments | | | | | |
| | Acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing & electrolysis | Non-Vatable | 215.90 | 219.14 | 1.5% |

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| Standard | VAT needs to be added to the published fee at the current standard rate. As at April 2012, the |

| DEMOCRATIC SERVICES | | | | | |
|-----------------------------|---|---------------------------------------|---|---|-------------------|
| Fees & Charges | | VAT | 2019/20 £ | 2020/21 £ | % Increase |
| Council Minutes Etc. | | | | | |
| | Parish List - Yearly Charge | Non-Vatable | 180.00 | 182.70 | 1.5% |
| | Council - Yearly Charge | Non-Vatable | 118.70 | 120.48 | 1.5% |
| | Council - Per Meeting | Non-Vatable | 21.50 | 21.82 | 1.5% |
| | Committee - Yearly Charge | Non-Vatable | 233.20 | 236.70 | 1.5% |
| | Committee - Per meeting | Non-Vatable | 36.80 | 37.35 | 1.5% |
| | Sub Committee - Yearly Charge | Non-Vatable | 133.00 | 135.00 | 1.5% |
| | Sub Committee - Per meeting | Non-Vatable | 21.50 | 21.82 | 1.5% |
| | Committee report background papers | | - | | |
| | Inspection fee (per item) | Non-Vatable | 2.00 | 2.03 | 1.5% |
| Member Training | | | | | |
| | Charge for Parish Officers to attend RDC training courses (per person per session) | Standard unless Statutory when exempt | 40.00 | 40.60 | 1.5% |
| | Charge for local authority Officers to attend RDC led training courses (per person per session) | Standard unless Statutory when exempt | 45.00 | 45.68 | 1.5% |
| 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 | 1.60 | 1.60 | 0.0% |
| | A0 Copy per Sheet | Standard | 2.80 | 2.84 | 1.5% |
| | 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 | 16.40 | 16.65 | 1.5% |

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| Standard | VAT needs to be added to the published fee at the current standard rate. As at April 2012, the standard rate is 20%. |

| ENVIRONMENTAL SERVICES | | | | | |
|---|--|-------------|----------------------|----------------------|-----------------------|
| Fees & Charges | | VAT | 2019/20 £ | 2020/21 £ | % Increase |
| Football | | | | | |
| | Alternative use of pitch - Sat | Non-Vatable | 792.00 | 807.00 | 1.9% |
| | Alternative use of pitch - Sun | Non-Vatable | 852.00 | 868.00 | 1.9% |
| Casual | | | | | |
| | Adults Sat | Standard | 115.60 | 117.33 | 1.5% |
| | Adults Sun | Standard | 129.90 | 131.85 | 1.5% |
| | Juniors Sat | Standard | 77.70 | 78.87 | 1.5% |
| | Juniors Sun | Standard | 85.90 | 87.19 | 1.5% |
| Established Junior Pitches | | | | | |
| | Alternative use of pitch - Sat | Non-Vatable | 372.40 | 377.99 | 1.5% |
| | Alternative use of pitch - Sun | Non-Vatable | 399.00 | 404.99 | 1.5% |
| Mini Football | | | | | |
| | Alternative use of pitch - Sat | Non-Vatable | 314.10 | 318.81 | 1.5% |
| | Alternative use of pitch - Sun | Non-Vatable | 371.30 | 376.87 | 1.5% |
| | <i>NOTE: Fees may be reduced where clubs undertake some of the required tasks.</i> | | | | |
| Pavilion Hire | | | | | |
| | Including changing rooms per 3 hour session. NOTE: Hire in respect of Youth Clubs will be reduced by 50% | Non-Vatable | 81.80 | 83.03 | 1.5% |
| Playgroups | | | | | |
| | Pre-School and mother and child - Morning Session | Non-Vatable | 15.30 | 15.53 | 1.5% |
| | Pre-School and mother and child - Afternoon Session | Non-Vatable | 15.30 | 15.53 | 1.5% |
| | <i>NOTE: Fees do not include service charges. Reduction of 25% for registered charities</i> | | | | |
| Cricket | | | | | |
| | Cricket | Non-Vatable | 552.40 | 560.69 | 1.5% |
| | Pavilion Hire (50% of pitch hire) | | | | |
| Open Spaces | | | | | |
| Memorials | | | | | |
| | Formal bench including five year maintenance agreement | Non-Vatable | 639.40 | 648.99 | 1.5% |
| | Backed bench including five year maintenance agreement | Non-Vatable | 439.90 | 446.50 | 1.5% |
| | Unbacked bench including five year maintenance agreement | Non-Vatable | 337.60 | 342.66 | 1.5% |
| | Tree planting includes cost of tree. | Non-Vatable | 153.50 | 155.80 | 1.5% |
| | Burial of pet ashes does not include memorial cost | Standard | 61.40 | 62.32 | 1.5% |
| 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) | Standard | 306.90 | 311.50 | 1.5% |
| | - 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 | 204.60 | 207.67 | 1.5% |
| | - Fully commercial, profit making events – e.g. Music concerts markets etc. (per event). | Non-Vatable | 1,023.00 | 1,038.35 | 1.5% |

| ENVIRONMENTAL SERVICES | | | | | |
|---|--|-------------|----------------------|----------------------|-----------------------|
| Fees & Charges | | VAT | 2019/20 £ | 2020/21 £ | % Increase |
| Access Licences | | | | | |
| | General Access Licences on to open spaces | Non-Vatable | 30.70 | 31.16 | 1.5% |
| Tree Works | | | | | |
| | Work on Council trees for which there is no safety case. Hourly rate | Standard | 58.30 | 59.17 | 1.5% |
| | 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. | | | | | |
| Lost, Found or Stray Dogs | | | | | |
| | Statutory fee + administration charge | Non-Vatable | 81.80 | 30.00 | -63.3% |
| | Daily kennelling fee - plus vet fees if necessary | Non-Vatable | 14.30 | 14.51 | 1.5% |
| | Microchip at the Kennels | Non-Vatable | 19.40 | 19.69 | 1.5% |
| Wheeled Bins | | | | | |
| | Set of 3 wheeled bins for new housing developments - charge levied on developer - bins provided for recycling service | Non-vatable | 171.90 | 174.00 | 1.2% |
| Bulky Waste Collection | | | | | |
| Collection of bulky waste (household furniture) and electrical household items | | | | | |
| | - For one item | Non-Vatable | 15.30 | 15.50 | 1.3% |
| | - Each additional item booked at same time | Non-Vatable | 7.20 | 7.30 | 1.4% |
| 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 | 701.80 | 712.33 | 1.5% |
| | Exclusive Right of Burial (<i>50% reduction for child under 12 buried in children's area</i>) | Non-Vatable | 784.60 | 796.37 | 1.5% |
| | For the Interment of a Cremation Casket in a purchased grave | Non-Vatable | 263.90 | 267.86 | 1.5% |
| Interments in Cremation Plots | | | | | |
| | Interment Fee (New Grave or reopen) | Non-Vatable | 263.90 | 267.86 | 1.5% |
| | Exclusive Right of Burial | Non-Vatable | 400.00 | 406.00 | 1.5% |
| Columbarium at Rayleigh cemetery | | | | | |
| | Cost to scatter ashes including an engraved plaque on the memorial wall | Non-Vatable | 427.60 | 434.01 | 1.5% |
| | Cost for engraved plaque on memorial wall without scattering ashes | Non-Vatable | 375.40 | 381.03 | 1.5% |
| | 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 | 963.00 | 977.45 | 1.5% |
| | Cost to inter ashes in Columbarium, including supply and engraving of memorial plaque for a period of 30 years | Non-Vatable | 962.60 | 977.04 | 1.5% |
| | Cost of second set of ashes in Columbarium, including engraving memorial plaque | Non-Vatable | 375.40 | 381.03 | 1.5% |
| | Coloured, enamelled picture of the deceased to the plaque on the Memorial Wall or Columbarium | Non-Vatable | 127.90 | 129.82 | 1.5% |
| | 15 year renewal fee | Non-Vatable | 107.40 | 109.01 | 1.5% |

| ENVIRONMENTAL SERVICES | | | | | |
|--|--|-------------|----------------------|----------------------|-----------------------|
| Fees & Charges | | VAT | 2019/20 £ | 2020/21 £ | % Increase |
| 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 | 184.10 | 186.86 | 1.5% |
| Kerbstone or border stone (height not exceeding 30.5cm) | | Non-Vatable | 184.10 | 186.86 | 1.5% |
| 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 | 184.10 | 186.86 | 1.5% |
| Kerbstone around a cremation plot (76cm x 76cm) | | Non-Vatable | 184.10 | 186.86 | 1.5% |
| Side panel for additional inscription. Size not to exceed 23 cm x 23 cm to match existing memorial | | Non-Vatable | 184.00 | 186.76 | 1.5% |
| Any additional inscription on a memorial | | Non-Vatable | 79.80 | 81.00 | 1.5% |
| 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 | 184.10 | 186.86 | 1.5% |
| 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 | 184.10 | 186.86 | 1.5% |
| Side panel for additional inscription. Size not to exceed 23 cm x 23 cm to match existing memorial | | Non-Vatable | 184.10 | 186.86 | 1.5% |
| Any additional inscription on a memorial | | Non-Vatable | 79.80 | 81.00 | 1.5% |
| 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 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 | | Standard | | | |
| Additional Fees | | | | | |
| Registering Transfer of grant | | Non-Vatable | 83.90 | 85.16 | 1.5% |

| ENVIRONMENTAL SERVICES | | | | |
|---|------------|----------------------|----------------------|-----------------------|
| Fees & Charges | VAT | 2019/20 £ | 2020/21 £ | % Increase |
| Transportation | | | | |
| Car Parks | | | | |
| Old Ship Lane | | | | |
| Up to 1/2 hour | Inclusive | 0.60 | 0.60 | 0.0% |
| Up to 1 Hour | Inclusive | 1.20 | 1.20 | 0.0% |
| Up to 2 Hours | Inclusive | 1.80 | 1.80 | 0.0% |
| Up to 4 Hours | Inclusive | 3.00 | 3.00 | 0.0% |
| Websters Way/ Mill Hall | | | | |
| Up to 1/2 hour | Inclusive | 0.60 | 0.60 | 0.0% |
| Up to 1 Hour | Inclusive | 1.20 | 1.20 | 0.0% |
| Up to 2 Hours | Inclusive | 1.80 | 1.80 | 0.0% |
| Up to 3 Hours | Inclusive | 2.40 | 2.40 | 0.0% |
| Up to 4 Hours | Inclusive | 3.00 | 3.00 | 0.0% |
| Hockley Woods | | | | |
| 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% |
| Cherry Orchard Country Park | | | | |
| 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% |
| Mixed (including Freight House) | | | | |
| Up to 1/2 hour | Inclusive | 0.60 | 0.60 | 0.0% |
| Up to 1 Hour | Inclusive | 1.20 | 1.20 | 0.0% |
| Up to 2 Hours | Inclusive | 1.80 | 1.80 | 0.0% |
| Up to 3 Hours | Inclusive | 2.40 | 2.40 | 0.0% |
| Up to 4 Hours | Inclusive | 3.00 | 3.00 | 0.0% |
| Up to 5 Hours | Inclusive | 3.60 | 3.60 | 0.0% |
| All Day | Inclusive | 5.50 | 5.50 | 0.0% |
| The Approach | | | | |
| Day Ticket | Inclusive | 4.50 | 4.50 | 0.0% |
| Season Tickets | | | | |
| The Approach, Rayleigh | | | | |
| 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% |
| All RDC Car Parks Excluding The Approach, Rayleigh | | | | |
| 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% |

| ENVIRONMENTAL SERVICES | | | | | |
|-------------------------------|---|-------------|----------------------|----------------------|-----------------------|
| Fees & Charges | | VAT | 2019/20 £ | 2020/21 £ | % Increase |
| 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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|--------------------|--|
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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%. |

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

| LEGAL SERVICES | | | | | |
|--|-------------|------------|----------------------|----------------------|-------------------|
| Fees & Charges | | VAT | 2019/20 £ | 2020/21 £ | % Increase |
| Licenses | | | | | |
| Dangerous Wild Animals Act 1976 | Non-Vatable | 160.60 | 160.60 | 0.0% | |
| <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 | 225.10 | 225.10 | 0.0% | |
| Riding Establishments | | | | | |
| - Non Charitable | Non-Vatable | 311.00 | 311.00 | 0.0% | |
| - Charitable | Non-Vatable | 97.20 | 97.20 | 0.0% | |
| Selling Animals as Pets | Non-Vatable | 237.30 | 237.30 | 0.0% | |
| Breeding of Dogs | Non-Vatable | 218.90 | 218.90 | 0.0% | |
| Home Boarding of Dogs | Non-Vatable | 194.40 | 194.40 | 0.0% | |
| Dog Day Care | Non-Vatable | 194.40 | 194.40 | 0.0% | |
| Keeping Animals for Exhibition | Non-Vatable | 231.20 | 231.20 | 0.0% | |
| Variation to Licence/ revaluation or rating for horses and dog breeding | Non-Vatable | 59.30 | 59.30 | 0.0% | |
| Variation to Licence/ revaluation or rating - other | Non-Vatable | 77.70 | 77.70 | 0.0% | |
| Transfer of licence inclusive of inspection fee | Non-Vatable | 77.70 | 77.70 | 0.0% | |
| Appeals - all licences. | Non-Vatable | 59.30 | 59.30 | 0.0% | |
| Combination of activities - charge is equal to highest activity fee + vet fee where required | Non-Vatable | | | | |
| Hackney Carriage | | | | | |
| Vehicle Licence | | | | | |
| 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% | |
| 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 | 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% | |
| Driver Licences | | | | | |
| 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 | 44.00 | 44.00 | 0.0% | |
| Private Hire Operators Licences | | | | | |
| 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% | |

| LEGAL SERVICES | | | | | |
|---|--|-------------|----------------------|----------------------|-------------------|
| Fees & Charges | | VAT | 2019/20 £ | 2020/21 £ | % Increase |
| Zoo Licensing | | | | | |
| | Application for grant of first licence | Non-Vatable | 443.00 | 443.00 | 0.0% |
| | Application for renewal of licence | Non-Vatable | 250.60 | 250.60 | 0.0% |
| | Alteration of licence | Non-Vatable | 136.10 | 136.10 | 0.0% |
| | Transfer of licence | Non-Vatable | 136.10 | 136.10 | 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 | 351.90 | 351.90 | 0.0% |
| | Site - Renewal | Non-Vatable | 280.30 | 280.30 | 0.0% |
| | Site - Variation | Non-Vatable | 67.50 | 67.50 | 0.0% |
| | Collectors Licence - Initial application | Non-Vatable | 233.20 | 233.20 | 0.0% |
| | Collectors - Renewal | Non-Vatable | 194.40 | 194.40 | 0.0% |
| | Collectors - Variation | Non-Vatable | 67.50 | 67.50 | 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, therefore please contact licensing department for further information or refer to the licensing area of the Council website. <i>These may become discretionary for 2015/16.</i> | | | | | |
| Sex Establishments | | | | | |
| | Grant, renewal, variation or transfer (£2,040 refunded if no hearing) | Non-Vatable | 2,465.40 | 2,465.40 | 0.0% |
| Sexual Entertainment Venues | | | | | |
| | Grant, renewal, variation or transfer (£2,040 refunded if no hearing) | Non-Vatable | 2,966.70 | 2,966.70 | 0.0% |
| Other Establishments | | | | | |
| | Hypnotism Consent | Non-Vatable | 33.20 | 33.20 | 0.0% |
| Gambling Licence Fees | | | | | |
| | 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% |
| Street Trading | | | | | |
| | Street Trading Consent - Issue (annual) | Non-Vatable | 260.90 | 264.81 | 1.5% |
| | Street Trading Consent - Renewal (annual) | Non-Vatable | 260.90 | 264.81 | 1.5% |
| | Pavement Permissions - Issue (annual) | Non-Vatable | 260.90 | 264.81 | 1.5% |
| | Pavement Permissions - Renewal (annual) | Non-Vatable | 260.90 | 264.81 | 1.5% |
| | Street Trading - community events 1 day | Non-Vatable | | | |
| Licence Pre Application Advice Service | | | | | |
| | Schools, Churches & Registered Charities (one off fee) | Standard | 35.00 | 35.53 | 1.5% |
| | Other Applicants (per hour) | Standard | 35.00 | 35.53 | 1.5% |
| S106 Agreements | | | | | |
| | S106 Agreements - Hourly Charge for Solicitor with over 8 years experience | Non-Vatable | 226.40 | 229.80 | 1.5% |
| | S106 Agreements - Hourly Charge for Solicitor/Legal Exec with over 4 years experience | Non-Vatable | 200.30 | 203.30 | 1.5% |
| | S106 Agreements - Hourly Charge for Other Solicitors/Legal Execs | Non-Vatable | 168.00 | 170.52 | 1.5% |
| | S106 Agreements - Hourly Charge for Trainee Solicitors, Paralegals and Equivalents | Non-Vatable | 123.10 | 124.95 | 1.5% |

| LEGAL SERVICES | | | | | |
|---|---|-------------|----------------------|----------------------|-------------------|
| Fees & Charges | | VAT | 2019/20 £ | 2020/21 £ | % Increase |
| Public Footpaths | | | | | |
| | Diversion, Extinguishment or Creation | Non-Vatable | 1,826.10 | 1,853.49 | 1.5% |
| Access to Land | | | | | |
| | Access to Land | Non-Vatable | 26.10 | 26.49 | 1.5% |
| Miscellaneous | | | | | |
| Other Legal Advice | | | | | |
| | Hourly Charge for Solicitor with over 8 years experience | Non-Vatable | 226.40 | 229.80 | 1.5% |
| | Hourly Charge for Solicitor/Legal Exec with over 4 years experience | Non-Vatable | 200.30 | 203.30 | 1.5% |
| | Hourly Charge for Other Solicitors/Legal Execs | Non-Vatable | 168.00 | 170.52 | 1.5% |
| | Hourly Charge for Trainee Solicitors, Paralegals and Equivalents | Non-Vatable | 123.10 | 124.95 | 1.5% |
| Local Land Charges | | | | | |
| Fees for Supplementary Enquiries | | | | | |
| | Where relating to one parcel of land only | Standard | 211.20 | 211.20 | 0.0% |
| | Where relating to several parts of land and delivered on a single form:- for the first parcel of land | Standard | 211.20 | 211.20 | 0.0% |
| | For each additional parcel of land the amount is fixed by arrangements between the solicitors and the district council | Standard | 38.40 | 38.40 | 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. | Standard | 25.20 | 25.20 | 0.0% |
| | For each further enquiry added by solicitors and which the council is willing to answer. | Non-Vatable | 44.40 | 44.40 | 0.0% |

| Freedom of Information Requests | Standard |
|---|----------|
| Based on the copy per sheet fee above, and royal mail postage costs. Statutory Fee - Charges for officer time may also be made if the time In all cases where a charge is applicable, the requestor will be notified Requests for Environmental Information follow a different charging regime | |

| Key to VAT: | |
|--------------------|--|
| 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 2012, the standard rate is 20%. |

| PLANNING SERVICES | | | | | |
|--|---|-------------|----------------------------|----------------------|-----------------------|
| Fees & Charges | | VAT | 2019/20 £ | 2020/21 £ | % 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</i> | | | | | |
| Generic written advice only without officer viewing the site | | | | | |
| | Householder (<i>Extensions, alterations, outbuildings etc</i>) | Standard | 55.00 | 80.00 | 45.5% |
| | Small (<i>1 dwelling or up to 999 sqm commercial floor area including small changes to plant and other alterations</i>) | Standard | 250.00 | 300.00 | 20.0% |
| | Minor (<i>2-9 dwellings or 1000-1,999 sqm</i>) | Standard | 250.00 | 400.00 | 60.0% |
| | Major (<i>10-99 dwellings or 2,000-4,999 sqm</i>) | Standard | 770.00 | 800.00 | 3.9% |
| | Strategic (<i>>100 dwellings or >5,000 sqm</i>) | Standard | - | | |
| | Listed Building | Standard | 200.00 | 210.00 | 5.0% |
| | 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 | 150.00 | 25.0% |
| | Small | Standard | 300.00 | 350.00 | 16.7% |
| | Minor (1 Meeting up to 2 hours) | Standard | 420.00 | 450.00 | 7.1% |
| | Major (1 Meeting up to 3 hours) | Standard | 1,000.00 | 1,050.00 | 5.0% |
| | Strategic (1 Meeting up to 3 hours) | Standard | 1,500.00 | 1,550.00 | 3.3% |
| | <i>alternatively</i> Strategic (2 Meetings) | Standard | 2,250.00 | 2,270.00 | 0.9% |
| | <i>alternatively</i> Strategic (package of up to 6 Meetings) | Standard | 7,900.00 | 7,990.00 | 1.1% |
| | Listed Building | Standard | 395.00 | 405.00 | 2.5% |
| Follow-up | | | | | |
| | Householder | Standard | 120.00 | 125.00 | 4.2% |
| | Small | Standard | 180.00 | 188.00 | 4.4% |
| | Minor | Standard | 240.00 | 250.00 | 4.2% |
| | Major | Standard | 700.00 | 730.00 | 4.3% |
| | Strategic | Standard | 1,100.00 | 1,150.00 | 4.5% |
| | Listed Building | Standard | 260.00 | 275.00 | 5.8% |
| Retrospective Developments | | | | | |
| | Fee for advice where development is undertaken before planning permission application | Standard | 20% of Pre Application Fee | | |
| 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. | | | | | |

| PLANNING SERVICES | | | | | |
|---------------------------|--|-------------|----------------------|----------------------|-----------------------|
| Fees & Charges | | VAT | 2019/20 £ | 2020/21 £ | % Increase |
| 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 | 60.00 | 9.1% |
| | | | | | |
| Building Control | | | | | |
| | <i>These fees can be obtained from the building control pages on the Rochford District Council website.</i> | | | | |

| Key to VAT: | |
|--------------------|--|
| 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 2012, the standard rate is 20%. |