



**Rochford District
Council**

REPORT TITLE:	2024/2025 Fees and Charges
REPORT OF:	Tim Willis, Interim Director, Resources

REPORT SUMMARY

Fees and Charges are reviewed by officers annually. The review is to ensure that the charges being made are complete and relevant and are increased using inflation or benchmarking as appropriate as determined by officers.

The Fees and Charges for any given year should be agreed by Members ahead of the year they relate to.

RECOMMENDATIONS

- R1 -** Agree the proposed fees and charges for 2024/25 as shown in the attached appendix.

SUPPORTING INFORMATION

1.0 REASON/S FOR RECOMMENDATIONS

- 1.1 Service managers have reviewed their fees and charges and consider the fees as in Appendix 1 to be the right amount to be charged for 2024/25. In proposing these charges, service managers have liaised with their lead members, conducted benchmarking where appropriate and considered the impact on customers.

2.0 BACKGROUND INFORMATION

- 2.1 The Council has a range of fees and charges relating to the services it provides. As part of the budget setting process, these charges are reviewed

on an annual basis. Whilst some of the fees and charges are statutory, and therefore determined through legislation., the Council must also review its charges for discretionary services to ensure that they reflect the current costs of service provision.

- 2.2 The individual charges that are being proposed are set out in Appendix 1 of this report.
- 2.3 For the purpose of fees and charges, inflation is normally used as at October of the current financial year. This has not yet been released, therefore the September rate of 6.7% has been applied.
- 2.4 Services may also make a decision to propose an amendment in a fee by a different amount, this may be due to benchmarking with neighbouring authorities, consideration on the impact to the community or other reasoning as considered appropriate.

Significant changes to fees and charges

Removals

- 2.4 The following fees and charges are all proposed to be removed:-
- All fees and charges for the Freight House room hire
 - Pavilion Hire and Playgroup charges
 - Burial of pet ashes

Additions

- 2.5 The following fees and charges are all proposed to be added to the charging scheme:-
- New wedding package for the Windmill
 - Room hire charge for a reception at the Mill
 - New Charge for Street Name and Numbering that has previously been provided free of charge.

Under Review

- The Fees and Charges for Street Trading and Hackney Carriage are currently under review and therefore the charges shown are reflecting the current rates. These will be put before Council when a new charge has been determined.

3.0 OTHER OPTIONS CONSIDERED

- 3.1 Using inflation as a starting point for the basis of inflation is considered the best option to ensure that all fees are considered to increase annually in line with a central statistic.

4.0 RELEVANT RISKS

- 4.1 Inflation could change dramatically in any one year, however by always taking inflation at a set point ensure that this is balance out over a longer time period.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The impact of new charges agreed and increases in charges impact the level of income received by the Council. As costs are increasing, corresponding income charges should also be increased.
- 5.2 Members should be aware that the only freely available benchmarking data in respect of fees and charges is CIPFA's Resilience Index. The latest data relates to 2021/22 actuals. It benchmarks against a family of other local authorities with similar characteristics, as well as all other non-metropolitan districts. It measures the ratio of fees and charges income to service expenditure. Against the family of 13 other councils, Rochford's ratio is 13.4%, which is the lowest of the 14 councils, which otherwise range from 14.6% to 51.2%. Against the 170 other non-metropolitan districts, Rochford's ratio is the 27th lowest, which range from 1.4% to 57.3%. This suggests Rochford's fees and charges are low in comparison to other councils.

6.0 LEGAL/GOVERNANCE IMPLICATIONS

- 6.1 N/A

REPORT AUTHOR:	Name:	Carrie Cox
	Title:	Finance Manager
	Phone:	01702 318029
	Email:	carrie.cox@rochford.gov.uk

APPENDICES

APPENDIX 1 – Fees and Charges schedule

LEISURE PREMISES					
Fees & Charges		VAT	2023/24 £	2024/25 £	Increase
Main Hall					
Weekends					
	All bookings up to 4 hours	Exempt	##	##	5.88%
	All bookings between 4 and 8 hours	Exempt	##	##	5.98%
	Per additional hour	Exempt	52.00	55.00	5.45%
Weekday - Weekly Bookings					
	First hour	Exempt	33.00	35.00	5.71%
	Per additional hour	Exempt	18.00	19.00	5.26%
Non-weekly bookings					
Business Hours	- Per Hour	Exempt	33.00	35.00	5.71%
Mon-Thur evenings; non- weekly	- Per Hour	Exempt	52.00	55.00	5.45%
Bar Lounge					
Weekends					
	All bookings up to 4 hours	Exempt	##	##	5.73%
	All bookings between 4 and 8 hours	Exempt	##	##	5.88%
	Per additional hour	Exempt	37.00	39.00	5.13%
Weekday - Weekly Bookings					
	First hour	Exempt	23.00	24.00	4.17%
	Per additional hour	Exempt	15.00	15.50	3.23%
		Exempt			
Non-weekly bookings					
Business Hours	- Per Hour	Exempt	23.00	24.00	4.17%
Mon-Thur evenings; non- weekly	- Per Hour	Exempt	37.00	39.00	5.13%
Meeting Room					
Weekends					
	All bookings up to 4 hours	Exempt	98.00	##	5.77%
	All bookings between 4 and 8 hours	Exempt	##	##	6.00%
	Per additional hour	Exempt	23.00	24.00	4.17%
Weekday - Weekly Bookings					
	First hour	Exempt	18.00	19.00	5.26%
	Per additional hour	Exempt	12.00	12.50	4.00%
Non-weekly bookings					
Business Hours	- Per Hour	Exempt	18.00	19.00	5.26%
Mon-Thur evenings; non- weekly	- Per Hour	Exempt	24.00	25.50	5.88%
Whole Building					
Weekends	All bookings up to 4 hours	Exempt	##	##	5.97%
	All bookings between 4 and 8 hours	Exempt	##	##	5.82%
	Per additional hour	Exempt	81.00	86.00	5.81%
All rooms					
	Tea & Coffee - per flask	Standard	13.00	13.50	4%

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 2024, the standard rate is 20%.
Exempt	VAT is not chargeable

HOUSING, ASSETS & LEISURE					
Fees & Charges		VAT	2023/24 £	2024/25 £	% Increase
Football					
	Alternative use of pitch - Sat	Non-Vatable	930.78	993.00	6.7%
	Alternative use of pitch - Sun	Non-Vatable	1,001.23	1,120.00	11.9%
Casual Lettings Including Pavilion					
	Adults Sat	Standard	135.39	145.00	7.1%
	Adults Sun	Standard	152.12	162.00	6.5%
	Juniors Sat	Standard	90.95	96.00	5.6%
	Juniors Sun	Standard	100.57	107.00	6.4%
Established Junior Pitches					
	Alternative use of pitch - Sat	Non-Vatable	435.96	465.00	6.7%
	Alternative use of pitch - Sun	Non-Vatable	467.11	499.00	6.8%
Mini Football					
	Alternative use of pitch - Sat	Non-Vatable	367.69	392.00	6.6%
	Alternative use of pitch - Sun	Non-Vatable	434.69	464.00	6.7%
	NOTE: Fees may be reduced where clubs undertake some of the required tasks.				
Cricket					
	Cricket	Non-Vatable	646.71	689.00	6.5%
	Pavilion Hire (50% of pitch hire)				
Factual Statements					
	Research or completion of works in default of a notice period per hour (min charge - 1hr)	Non-Vatable	58.07	62.00	6.8%
	Section 28(9) of Health and Safety at Work etc Act 1974 - per hour	Non-Vatable	58.07	62.00	6.8%
	Up to 4 hours	Standard	232.41	248.00	6.7%
	Per hour thereafter	Standard	58.07	62.00	6.8%
	Improvement and Prohibition Notices	Non-Vatable	545.00	582.00	6.8%
	Key-worker Sales Certificate	Inclusive	83.85	89.50	6.7%
	Property Inspection report to support Visa applications.	Non-Vatable	217.98	233.00	6.9%
	Ready to Rent	Non-Vatable	173.07	185.00	6.9%
	Charge for Service of Enforcement Notice		545.00	582.00	6.8%

HOUSING, ASSETS & LEISURE					
Fees & Charges		VAT	2023/24 £	2024/25 £	% Increase
Park Home Site licencing					
	Annual Fee				
	1-25 pitches	Non-Vatable	388.89	388.89	0.0%
	26-99 pitches	Non-Vatable	533.99	533.99	0.0%
	100-199 pitches	Non-Vatable	691.06	691.06	0.0%
	200+ pitches	Non-Vatable	846.86	846.86	0.0%
	Fee for New Licence				
	1-25 pitches	Non-Vatable	608.98	608.98	0.0%
	26-99 pitches	Non-Vatable	754.08	754.08	0.0%
	100-199 pitches	Non-Vatable	1,001.48	1,001.48	0.0%
	200+ pitches	Non-Vatable	1,228.65	1,228.65	0.0%
	Fee for Transfer of Licence				
		Non-Vatable	164.16	164.16	0.0%
	Fee for Deposit of Site Rules				
	1-25 pitches	Non-Vatable	173.69	173.69	0.0%
	26-99 pitches	Non-Vatable	193.81	193.81	0.0%
	100-199 pitches	Non-Vatable	203.35	203.35	0.0%
	200+ pitches	Non-Vatable	212.88	212.88	0.0%
	Enforcement Notice (per notice)	Non-Vatable	541.20	545.00	0.7%
Houses in Multiple Occupation					
	Fee for Mandatory Licensing of Houses in Multiple Occupation (N.B. HMOs owned by a Registered Charity are exempt):				
	Up to 5 bedrooms	Non-Vatable	423.92	423.92	0.0%
	For each additional bedroom	Non-Vatable	66.55	66.55	0.0%
	Renewal of License	Non-Vatable	50% of Fee	50% of Fee	
Other Charges					
	Insect identification	Standard	11.91	12.71	6.7%
Food					
	FHRS re-rating inspection	Non-Vatable	144.90	154.60	6.7%
Funerals Administration					
	Public Health Act Funerals administration Fee	Standard	648.16	691.58	6.7%
Other Establishments					
	Acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing & electrolysis	Non-Vatable	252.80	269.73	6.7%

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 2024, the standard rate is 20%.

STRATEGIC PLANNING					
Fees & Charges		VAT	2023/24 £	2024/25 £	% Increase
Planning					
High Hedges					
	Standard Fee for processing a high hedges complaint	Non-Vatable	463.30	463.30	0.0%
	Fee for processing a high hedges complaint - Concessionary (Benefits & Pensions)		135.60	135.60	0.0%
Pre-planning advice					
	Any proposal not meeting the categories below will be subject to a fee arranged by negotiation.				
	<u>Generic written advice only without officer viewing the site. (This is not available for >1 dwelling as would require an onsite meeting.)</u>				
	Householder (<i>Extensions, alterations, outbuildings etc</i>)	Standard	171.76	184.00	7.1%
	Listed Building	Standard	244.00	261.00	7.0%
	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 on the Council's website:				
	<u>Meeting with Written advice</u>				
	Householder	Standard	220.35	236.00	7.1%
	Small	Standard	475.00	507.00	6.7%
	Minor (1 Meeting up to 2 hours)	Standard	972.00	1,038.00	6.8%
	Major (1 Meeting up to 3 hours)	Standard	2,825.00	3,015.00	6.7%
	Strategic (1 Meeting up to 3 hours)	Standard	3,842.00	4,100.00	6.7%
	Listed Building	Standard	471.38	503.00	6.7%
	<u>Follow-up</u>				
	Householder	Standard	169.50	181.00	6.8%
	Small	Standard	203.00	217.00	6.9%
	Minor	Standard	226.00	242.00	7.1%
	Major	Standard	2,034.00	2,171.00	6.7%
	Strategic	Standard	3,051.00	3,256.00	6.7%
	Listed Building	Standard	320.07	342.00	6.9%
	<u>Retrospective Developments</u>				
	All above fees carry a 20% surcharge where development is undertaken before planning application submission				

STRATEGIC PLANNING					
Fees & Charges		VAT	2023/24 £	2024/25 £	% Increase
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.					
Plans					
	Replacement Local Plan (2006)		117.32	125.50	7.0%
	Replacement Local Plan - Inspectors' Report)	Non-Vatable	64.55	69.00	6.9%
	Core Strategy	Non-Vatable	29.36	31.40	7.0%
	Annual Monitoring Report	Non-Vatable	11.76	12.60	7.1%
	Local Development Scheme	Non-Vatable	46.95	50.10	6.7%
	Statement of Community Involvement	Non-Vatable	5.83	6.30	8.0%
	Conservation Area Appraisal	Non-Vatable	5.83	6.30	8.0%
	Supplementary Planning Documents	Non-Vatable	11.76	12.60	7.1%
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	94.19	100.50	6.7%
Building Control					
	<i>These fees can be obtained from the building control pages on the Rochford District Council website.</i>				

STRATEGIC PLANNING				
Fees & Charges	VAT	2023/24 £	2024/25 £	% Increase
Car Parks				
Parking For NHS Mobile units in any RDC car park is free of charge				
Websters Way/Mill Hall/Old Ship Lane				
Up to 1/2 hour	Inclusive	0.70	0.80	14.3%
Up to 1 Hour	Inclusive	1.20	1.30	8.3%
Up to 2 Hours	Inclusive	2.00	2.20	10.0%
Up to 3 Hours	Inclusive	2.90	3.10	6.9%
Up to 4 Hours	Inclusive	3.70	4.00	8.1%
Hockley Woods				
Up to 1 Hour	Inclusive	0.30	0.40	33.3%
Up to 2 Hours	Inclusive	0.50	0.60	20.0%
Up to 3 Hours	Inclusive	0.70	0.80	14.3%
Up to 4 Hours	Inclusive	1.50	1.60	6.7%
All Day	Inclusive	3.00	3.20	6.7%
Annual Season Ticket	Inclusive	500.00	500.00	0.0%
Admin Fee for Refund of Season Ticket	Inclusive	30.00	30.00	0.0%
Cherry Orchard Country Park				
Up to 1 Hour	Inclusive	0.30	-	-100.0%
Up to 2 Hours	Inclusive	0.50	-	-100.0%
Up to 3 Hours	Inclusive	0.70	-	-100.0%
Up to 4 Hours	Inclusive	1.50	-	-100.0%
All Day	Inclusive	3.00	-	-100.0%
Annual Season Ticket	Inclusive	50.00	-	-100.0%
Admin Fee for Refund of Season Ticket	Inclusive	30.00	-	-100.0%
The Market/Castle Road/Bellingham Lane/Southend Road/Freight House/Back Lane				
Up to 1/2 hour	Inclusive	0.70	0.50	-28.6%
Up to 1 Hour	Inclusive	1.20	1.30	8.3%
Up to 2 Hours	Inclusive	2.00	2.20	10.0%
Up to 3 Hours	Inclusive	2.90	3.10	6.9%
Up to 4 Hours	Inclusive	3.70	4.00	8.1%
Up to 5 Hours	Inclusive	4.00	4.30	7.5%
All Day	Inclusive	5.50	5.90	7.3%
The Approach				
Day Ticket	Inclusive	5.50	5.90	7.3%
Season Tickets				
The Approach, Rayleigh				
Full week:-				
Quarterly	Inclusive	204.00	218.00	6.9%
Annual	Inclusive	714.00	762.00	6.7%
Admin Fee for Refund of Season Ticket	Inclusive	30.00	32.00	6.7%
All RDC Car Parks Excluding The Approach, Rayleigh, Freight House and Old Ship Lane, Rochford				
Quarterly	Inclusive	245.00	262.00	6.9%
Annual	Inclusive	816.00	871.00	6.7%
Admin Fee for Refund of Season Ticket	Inclusive	30.00	32.00	6.7%
Market Traders				

STRATEGIC PLANNING					
Fees & Charges		VAT	2023/24 £	2024/25 £	% Increase
	Valid for 3 months Tuesdays at the Freight House car park, Rochford and Wednesdays in the Market car park, Rayleigh		104.00	111.00	6.7%
	Valid for 3 months on Tuesdays at the Freight House car park, Rochford only		52.00	56.00	7.7%
	Valid for 3 months on Wednesdays at the Market car park, Rayleigh only - £52	Inclusive	52.00	56.00	7.7%

STRATEGIC PLANNING					
Fees & Charges		VAT	2023/24 £	2024/25 £	% Increase
Mobile Phone Payment (Charged by 3rd party so can change anytime)					
	Transaction fee (charged by 3rd party)	Inclusive	0.20	0.20	0.0%
	Text Receipt (Can opt out online)	Inclusive	0.20	0.20	0.0%
	Text Reminder (Can opt out online)	Inclusive	0.20	0.20	0.0%
Penalty Charge Notices					
	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%
Commercial Parking					
	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	21.50	7.5%
	Day 2 onwards: £7.50 per bay, per day	Inclusive	7.50	8.00	6.7%

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 2024, the standard rate is 20%.

ENVIRONMENT					
Fees & Charges		VAT	2023/24 £	2024/25 £	% Increase
Open Spaces					
Memorials					
	Formal bench including five year maintenance agreement	Non-Vatable	765.00	817.00	6.8%
	Tree planting includes cost of tree.	Non-Vatable	179.72	190.00	5.7%
Cemeteries					
Interments In Graves or Vaults					
	Interment Fee (New grave or re-open) :			-	
	- Under 18 Years	Non-Vatable	NO CHARGE	NO CHARGE	No charge
	- Over 18 Years	Non-Vatable	816.59	903.00	10.6%
	Exclusive Right of Burial (<i>50% reduction for child under 18 buried in children's area</i>)	Non-Vatable	913.24	1,012.00	10.8%
	For the Interment of a Cremation Casket in a purchased grave	Non-Vatable	315.00	336.00	6.7%
Interments in Cremation Plots					
	Interment Fee (New Grave or reopen)	Non-Vatable	315.00	336.00	6.7%
	Exclusive Right of Burial	Non-Vatable	465.51	496.00	6.6%
	Cost to scatter ashes including an engraved plaque on the memorial wall	Non-Vatable	497.73	530.00	6.5%
	Cost for engraved plaque on memorial wall without scattering ashes	Non-Vatable	436.62	465.00	6.5%
	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	1,119.89	1,195.00	6.7%
	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	440.00	469.00	6.6%
	Cost to inter ashes in Columbarium, including supply and engraving of memorial plaque for a period of 30 years	Non-Vatable	1,119.89	1,195.00	6.7%
	Cost of second set of ashes in Columbarium, including engraving memorial plaque	Non-Vatable	436.62	465.00	6.5%
	Coloured, enamelled picture of the deceased to the plaque on the Memorial Wall or Columbarium	Non-Vatable	148.87	159.00	6.8%
	15 year renewal fee	Non-Vatable	125.54	134.00	6.7%

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	193.00	206.00	6.7%
	Kerbstone or border stone (height not exceeding 30.5cm)	Non-Vatable	193.00	206.00	6.7%
	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	193.00	206.00	6.7%
	Kerbstone around a cremation plot (76cm x 76cm)	Non-Vatable	193.00	206.00	6.7%
	Side panel for additional inscription. Size not to exceed 23 cm x 23 cm to match existing memorial	Non-Vatable	193.00	206.00	6.7%
	Any additional inscription on a memorial	Non-Vatable	93.32	99.00	6.1%
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	193.00	206.00	6.7%
	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	193.00	206.00	6.7%
	Side panel for additional inscription. Size not to exceed 23 cm x 23 cm to match existing memorial	Non-Vatable	193.00	206.00	6.7%
	Any additional inscription on a memorial	Non-Vatable	84.00	90.00	7.1%
<p>NOTE: Flagstone and kerbstones are not applicable to Hall Road Cemetery</p> <p>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.</p>					
Exhumation Charge					
	Each exhumation will be recharged on an actual costs basis plus VAT	Standard			
Additional Fees					
	Registering Transfer of grant	Non-Vatable	89.00	95.00	6.7%

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 pro rata)	Standard	359.32	383.50	6.7%
	- General community events which are free at the point of entry (e.g. Sponsored Walks, Race for Life, Schools Orienteering).		-	-	
	- Not for profit, special interest events, for which an entrance charge is made to help cover the organiser's costs. (per day)	Non-Vatable	239.51	255.50	6.7%
	- Fully commercial, profit making events – e.g. Music concerts markets etc. (per event). Price on Application	Non-Vatable			
Access Licences					
	General Access Licences on to open spaces	Non-Vatable	35.96	38.50	7.1%
Tree Works					
	Work on Council trees for which there is no safety case. Hourly rate	Standard	75.00	85.00	13.3%
	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	34.60	37.00	6.9%
	Daily kennelling fee	Non-Vatable	16.72	25.00	49.5%
	- plus vet fees if necessary				
	Microchip at the Kennels	Non-Vatable	22.68	24.50	8.0%
Wheeled Bins					
	Set of 3 wheeled bins for new housing developments	Non-vatable	200.68	214.00	6.6%
	- charge levied on developer				
	- bins provided for recycling service				
Bulky Waste Collection					
Collection of bulky waste (household furniture) and electrical household items					
	- For one item	Non-Vatable	20.62	22.00	6.7%
	- Each additional item booked at same time	Non-Vatable	9.73	10.50	7.9%

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 2024, the standard rate is 20%.

CUSTOMER SERVICES, LEGAL & IT					
Fees & Charges		VAT	2023/24 £	2024/25 £	% Increase
Council Minutes Etc.					
	Parish List - Yearly Charge	Non-Vatable	210.76	225.00	6.8%
	Council - Yearly Charge	Non-Vatable	138.94	149.00	7.2%
	Council - Per Meeting	Non-Vatable	25.20	27.00	7.2%
	Committee - Yearly Charge	Non-Vatable	273.07	292.00	6.9%
	Committee - Per meeting	Non-Vatable	43.07	46.00	6.8%
	Sub Committee - Yearly Charge	Non-Vatable	155.66	166.50	7.0%
	Sub Committee - Per meeting	Non-Vatable	25.20	27.00	7.2%
	Committee report background papers				
	Inspection fee (per item)	Non-Vatable	2.29	2.50	9.2%
Member Training					
	Charge for Parish Officers to attend RDC training courses (per person per session)	Standard unless Statutory when exempt	40.00	42.70	6.8%
	Charge for local authority Officers to attend RDC led training courses (per person per session)	Standard unless Statutory when exempt	51.11	54.60	6.8%
Copy Documents					
	(VAT absorbed on items under £1.00 - VAT to be added in other cases)				
	A4 Copy per Sheet	Standard	0.11	0.15	35.0%
	A3 Copy per Sheet	Standard	0.34	0.40	16.1%
	A2 Copy per Sheet	Standard	0.58	0.65	12.5%
	A1 Copy per Sheet	Standard	1.83	2.00	9.1%
	A0 Copy per Sheet	Standard	3.32	3.60	8.4%
	Photocopying for voluntary groups	Standard	Actual cost + 20% for basic items. Bespoke work costed per job.		
	Letter of confirmation of registration on electoral register	Inclusive	19.24	20.60	7.1%

CUSTOMER SERVICES, LEGAL & IT					
Fees & Charges		VAT	2023/24 £	2024/25 £	% Increase
S106 Agreements					
	Costs would be recharged on an hourly rate basis plus disbursements.				
	S106 Monitoring Fee to Developers	Standard	-	445.00	
Public Footpaths					
	Diversion, Extinguishment or Creation	Non-Vatable	2,375.28	2,535.00	6.7%
Access to Land					
	Access to Land	Non-Vatable	33.98	36.50	7.4%
Miscellaneous					
	Other Legal Advice				
	Costs would be recharged on an hourly rate basis plus disbursements.				
Local Land Charges					
Fees for Supplementary Enquiries					
	Where relating to one parcel of land only	Standard	234.64	251.00	7.0%
	Where relating to several parts of land and delivered on a single form:- for the first parcel of land	Standard	234.64	251.00	7.0%
	For each additional parcel of land the amount is fixed by arrangements between the solicitors and the district council	Standard	42.66	46.00	7.8%
	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	28.00	30.00	7.2%
	For each further enquiry added by solicitors and which the council is willing to answer.	Non-Vatable	49.33	49.50	0.3%
Street Name and Numbering					
Address Change Charges					
	Renaming/renumbering per property	Non-Vatable	-	77.00	
Developer Charges					
	Naming of Street - per Street	Non-Vatable	-	128.00	
	Numbering of development plots	Non-Vatable	-	96.00	
	Numbering of development plots 2 - 10 units	Non-Vatable	-	186.00	
	Numbering of development plots over 10 units - After the total cost of 10 units, each additional unit is at a cost of:-	Non-Vatable	-	40.00	

Freedom of Information Requests		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	

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.

CUSTOMER SERVICES, LEGAL & IT					
Fees & Charges		VAT	2023/24 £	2024/25 £	% Increase
Standard	VAT needs to be added to the published fee at the current standard rate. As at April 2024, the standard rate is 20%.				

COMMUNITIES & HEALTH					
Fees & Charges		VAT	2023/24 £	2024/25 £	% Increase
Licenses					
	Dangerous Wild Animals Act 1976	Non-Vatable	185.21	198.00	6.9%
	<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	259.67	277.50	6.9%
	Riding Establishments				
	- Non Charitable	Non-Vatable	358.75	383.00	6.8%
	- Charitable	Non-Vatable	112.13	120.00	7.0%
	Selling Animals as Pets	Non-Vatable	273.76	292.00	6.7%
	Breeding of Dogs	Non-Vatable	252.45	270.00	7.0%
	Home Boarding of Dogs	Non-Vatable	224.28	240.00	7.0%
	Dog Day Care	Non-Vatable	224.28	240.00	7.0%
	Keeping Animals for Exhibition	Non-Vatable	266.66	285.00	6.9%
	Variation to Licence/ revaluation or rating for horses and dog breeding	Non-Vatable	68.38	73.00	6.8%
	Variation to Licence/ revaluation or rating - other	Non-Vatable	89.57	96.00	7.2%
	Transfer of licence inclusive of inspection fee	Non-Vatable	89.57	96.00	7.2%
	Appeals - all licences	Non-Vatable	68.38	73.00	6.8%
	Combination of activities - charge is equal to highest activity fee + vet fee where required	Non-Vatable			
Hackney Carriage - SUBJECT TO SEPARATE REVIEW AND CONSULTATION					
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%

COMMUNITIES & HEALTH					
Fees & Charges		VAT	2023/24 £	2024/25 £	% Increase
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	56.00	56.00	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%
Zoo Licensing					
	Application for grant of first licence	Non-Vatable	495.62	529.00	6.7%
	Application for renewal of licence	Non-Vatable	280.42	300.00	7.0%
	Alteration of licence	Non-Vatable	152.32	163.00	7.0%
	Transfer of licence	Non-Vatable	152.32	163.00	7.0%
	<i>The above fees are subject to additional charges for consultants or inspection fees</i>				
Scrap Metal Dealers					
	Site Licence - Initial application	Non-Vatable	405.95	434.00	6.9%
	Site - Renewal	Non-Vatable	323.36	346.00	7.0%
	Site - Variation	Non-Vatable	77.89	84.00	7.8%
	Collectors Licence - Initial application	Non-Vatable	268.95	287.00	6.7%
	Collectors - Renewal	Non-Vatable	224.28	240.00	7.0%
	Collectors - Variation	Non-Vatable	77.89	84.00	7.8%
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	2,823.97	3,014.00	6.7%
Sexual Entertainment Venues					
	Grant, renewal, variation or transfer (£2,040 refunded if no hearing)	Non-Vatable	3,398.18	3,626.00	6.7%
Other Establishments					
	Hypnotism Consent	Non-Vatable	38.26	41.00	7.2%

COMMUNITIES & HEALTH					
Fees & Charges		VAT	2023/24 £	2024/25 £	% Increase
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 - SUBJECT TO SEPARATE REVIEW AND CONSULTATION					
	Street Trading Consent - Issue (annual)	Non-Vatable	305.49	305.49	0.0%
	Street Trading Consent - Renewal (annual)	Non-Vatable	305.49	305.49	0.0%
	Pavement Permissions - Issue (annual)	Non-Vatable	305.49	305.49	0.0%
	Pavement Permissions - Renewal (annual)	Non-Vatable	305.49	305.49	0.0%
Licence Pre Application Advice Service					
	Schools, Churches & Registered Charities (one off fee)	Standard	41.01	44.00	7.3%
	Other Applicants (per hour)	Standard	41.01	44.00	7.3%

COMMUNITIES & HEALTH					
Fees & Charges		VAT	2023/24 £	2024/25 £	% Increase
Hire of Windmill					
	For commercial use - 1 hour session on one floor	Standard	40.46	43.50	7.5%
	For non - commercial use - 1 hour session on one floor	Standard	20.23	22.00	8.7%
	Mondays - Fridays Inclusive (am)	Standard	252.20	269.50	6.9%
	Mondays - Fridays Inclusive (pm)	Standard	377.74	403.50	6.8%
	Saturday, Sunday and Bank Holidays	Standard	504.39	538.50	6.8%
	Chair Cover Hire including sashes	Standard	75.55	81.00	7.2%
Mill Hall meeting room hire - extension of Windmill booking (including table and chair coverings)					
	Weekday daytime reception room hire (latest finish 5pm)	Standard		100.00	
	Evening/weekend reception room hire	Standard		175.00	
Wedding Hire - Old House					
	Mondays - Fridays Inclusive (am)	Standard	361.08	385.50	6.8%
	Mondays - Fridays Inclusive (pm)	Standard	481.06	513.50	6.7%
	Saturday, Sunday and Bank Holidays	Standard	601.05	641.50	6.7%
	Hire of Chair Sashes	Standard	59.99	64.50	7.5%
	Hire of Bridal Suite (2 hours)	Standard	119.99	128.50	7.1%
	Hire of ground floor reception room (2 hours)	Standard	119.99	128.50	7.1%
	Corkage fee (per bottle)	Standard	10.00	10.00	No change
Wedding Decoration Packages - Rayleigh Windmill & Old House					
	Item			-	
	Floral Centrepiece	Standard	55.55	59.50	7.1%
	Wreaths	Standard	27.78	30.00	8.0%
	Candles and table confetti	Standard	16.67	18.00	8.0%
	Package Options		-		
	Floral Package - centrepiece and wreaths	Standard	74.99	80.50	7.3%
	All items package (all items listed)	Standard	88.88	95.00	6.9%
Sewer Clearances					
	Cost of works apportioned to number of properties affected, with minimum charge of:	Non-Vatable	43.07	43.07	0.0%

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 2024, the standard rate is 20%.

Description of Offence - Fixed Penalty Notices	Act	Penalty if paid early	Penalty	Maximum Penalty conviction	VAT
1. Dropping Litter (including gum & cigarettes)	S87/8 EPA 1990 amended by S18 CNEA	N/A	£150	£2,500	Non-Vatable
2. Abandonment of Vehicle	S2 & 2A RD (A) Act 1978	£120	£200	£2,500	Non-Vatable
3. Failure to remove dogs mess	S3 Dogs (FL) Act 1996	N/A	£80	£1,000	Non-Vatable
4. Sale of vehicles on road	S3 CNEA 2005	£80	£150	£2,500	Non-Vatable
5. Repair of vehicles on a road	S4 CNEA 2005	£80	£150	£2,500	Non-Vatable
6. Waste Bin Offences	S46 & S47(ZA) EPA 1990	£60	£80	£1,000	Non-Vatable
7. Graffiti	S43&44 ASBA 03, S1 CDA	N/A	£150	£5,000	Non-Vatable
8. Fly Posting	S43&44 ASBA 03, S224 TCPA	N/A	£150	£2,500	Non-Vatable
9. Failure to comply with a street litter control notice	S94 & 94A EPA 1990	£60	£150	£2,500	Non-Vatable
10. Failure to comply with a litter clearing notice	S92 & S94 EPA 1990	£60	£150	£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)	£200	£1,000	Non-Vatable
13. Smoking in a smoke free place	S7 & 9 Health Act 2006	£30 (15D)	£50	£200	Non-Vatable
14. Failure to produce waste documents	S34 EPA 1990	£180	£400	Unlimited	Non-Vatable
15. Failure to produce a Waste Carriers Licence	S5 & 5b COP(A) Act 1989	N/A	£400	Unlimited	Non-Vatable
16. Noise from dwelling	S8 Noise Act 1996	£60	£110	£5,000	Non-Vatable
17. Noise from Licensed Premises	S8 Noise Act 1996	N/A	£500	£20,000	Non-Vatable
18. Leaflet Distribution on designated land	Sch 3A EPA 1990	N/A	£150	£2,500	Non-Vatable
19. Fly tipping unauthorised depositing of waste	S33 EPA1990	N/A	£1,000	£2,500	Non-Vatable
20. Offences under Public Space Protection Orders	S59 ABC&P Act 2014	£100	£100	£1,000	Non-Vatable