

Public Document Pack
SOUTHEND-ON-SEA CITY COUNCIL

Cabinet

Date: Tuesday, 12th December, 2023

Time: 7.00 pm

Place: Council Chamber - Civic Suite

Contact: Colin Gamble

Email: committeesection@southend.gov.uk

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Interest**
- 3 Budget 2024/25 - Councillor Budget Ideas and Budget Proposals (Pages 3 - 112)**
Report of Executive Director (Finance and Resources)

Chair & Members:

Cllr T Cox (Chair), Cllr M Davidson (Vice-Chair), Cllr H Boyd, Cllr K Buck, Cllr J Courtenay, Cllr D Garston, Cllr D Jarvis, Cllr J Lamb, Cllr J Moyies and Cllr D Nelson

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Meeting: Cabinet
Date: 12 December 2023
Classification: Part 1
Key Decision: Yes (recommendation 2.3 only)
Title of Report: Budget 2024/25 - Member Budget Ideas and Budget Proposals

Executive Director: Finance & Resources
Report Author: Joe Chesterton – Executive Director of Finance & Resources (S151 officer)
Executive Councillor: Councillor Tony Cox – Leader and Cabinet member for Special Educational Needs and Disability

1. Executive Summary

- 1.1. This report brings forward a range of ideas from Members to help to address the financial challenges the Council is facing for 2024/25 and the medium term. The suggestions will be taken forward as part of the budget setting process for 2024/25 and future years. Taking early views on the suggestions will permit earlier full year delivery of service changes and consequent savings.
- 1.2. The report also follows on from the Cabinet report on 31 October 2023 to bring forward budget proposals earlier in the fiscal cycle to assist both the position for 2023/24 and also to get an early start to generate savings and income for 2024/25.
- 1.3. The severity of the financial challenges that have been reported across the Local Government sector and within Southend-on-Sea City Council has demanded a different response to the standard medium-term budget planning, financial management and engagement. It is essential that the Council does everything it can to continue to improve its operational efficiency, productivity and delivery of value for money services. However, given the current operating environment and the significant increases experienced in both service demand and unavoidable inflationary cost pressures, particularly within social care for our most vulnerable residents, achieving this ambition alone will not be enough to guarantee the future financial sustainability of the Council.

- 1.4. Southend-on-Sea City Council, like many local authorities right across the country is being forced to make some difficult choices on the level and range of our local service offer. It needs to take early decisive action to ensure the good local governance of financial and operational decision making and for the future of the City. For this reason fees and charges are proposed to be increased as early as possible in 2024 rather than April 2024 and an urgent recommendation is made in this report for the reasons set out in section 5.
- 1.5. The Council has a statutory fiscal duty and core responsibility to set a balanced and robust budget each financial year and the next budget setting Council meeting is scheduled for 22 February 2024. This report proposes a way forward of integrating members ideas and other budget proposals from the Cabinet into the budget setting process for 2024/25 and over the medium term. Some of these proposals will require a significant re-configuration of service delivery arrangements. This re-design will take time to develop, consult and implement and it is critical that we get the new operating model right in order to best meet the needs of our residents and deliver our statutory responsibilities within the level of the resources we have available as a City Council. This revised approach is in recognition of the size and complexity of the challenge to determine the council's budget plans for 2024/25 and across the medium-term.

2. Recommendations

It is recommended that Cabinet:

- 2.1. **Notes the ongoing significant financial challenges facing the Council in the medium term and the valuable contributions made by Members in coming forward with a range of ideas to help plan for longer term financial sustainability of the Council.**
- 2.2. **Notes the full range of Member ideas set out in Appendix 1 and the proposed way to deal with them accordingly, as set out by category in paragraph 4.3 and Appendix 1.**
- 2.3. **Approve the earlier implementation date of 1 January 2024 for the increase in fees and charges, set out in section 5, subject to the normal notification and consultation periods where required.**
- 2.4. **Approve the commencement of market testing followed by procurement as necessary for the proposed commercial operation of the Pier.**

3. Background

- 3.1. Like most local authorities across the country, the Council's financial situation is challenging, and urgent action has and continues to be taken within the organisation to mitigate the scale of current year overspending and to address the forthcoming budget setting for 2024/25. Our approach and response to the range of financial pressures that we continue to face

was fully reported within the period ending 31 July and 30 September budget monitoring positions, the latter which was considered by Cabinet on 20 November 2023 and scrutinised by Policy and Resources Scrutiny Committee on 7 December 2023.

- 3.2. The period ending 30 September (period 6) report identified that the projected year end overspend position for 2023/24 was now circa £10.7m. This had reduced from the reported period ending 31 July 2023 (period 4) position of circa £14m.
- 3.3. The cabinet report on the 20 November 2023 also identified that the budget gap for 2024/25 had been revised upwards to £15.2m, resulting from further detailed analysis of all the relevant spend pressures and income generation.
- 3.4. It is in the best interests of the Council for all Officers and Elected Members to work closely and collaboratively together at pace to control all areas of current identified overspending and to ensure that any adverse variances are brought back as close as possible to the approved budget for 2023/24. Without this collaborative action, these pressures will contribute to increasing the forecast budget gap for 2024/25 whilst the Council will still have a statutory requirement to approve a balanced budget on 22 February 2024. Thus alongside collaborative working for 2023/24 there is also the need to work collaboratively in setting the 2024/25 budget and also moving forwards.
- 3.5. Despite the tough economic climate and local circumstances, the Council still has its financial destiny and control in its own hands, if it can manage to reduce the forecast overspending significantly throughout the rest of the 2023/24 year and develop robust plans to deliver a balanced budget for 2024/25 and beyond.

4. Working Collaboratively

- 4.1. As part of this year's approach to include all Members, where practical, in the budget setting process and to work collaboratively, there was an ask to all members for budget ideas. In advance of Policy & Resources Scrutiny Committee on 2 November, the Leader of the Council invited contributions for budget ideas from all Members. At the scrutiny meeting, the Leader recommended that to enable the maximum number of ideas to be captured and then reported to a special cabinet meeting in December, that a deadline of 10 November be put in place.
- 4.2. In total some 184 contributions were made by 10 November. There were a number of duplications across all of the ideas put forward but these have all been captured individually. At **Appendix 1**, the full set of Member ideas have been set out and have been examined by officers and allocated to a number of categories for relevant progression. A summary table across the various categories is set out below;

Category	Number of Member Ideas
1. Items already under consideration	106
2. Medium to long-term consideration	20
3. New ideas not yet considered	26
4. Engagement with Central Government required	14
5. Cabinet considered and ruled out	18
Total	184

4.3. An officer comment and proposed way forward is provided against each idea as set out in **Appendix 1**. In general terms the proposed way forward in dealing with the various Member contributions across the five categories is as set out below;

1. These items have already been identified and assessed by officers and the Cabinet and will feature as part of the draft budget proposals for 2024/25.
2. These items will feature as part of a list of areas which are to be examined and taken forward as we progress through various annual budget setting processes and will be separately identified in the 2024/25 budget setting report and will be regularly tracked for progress.
3. These will be actively considered for the budget setting in 2024/25 and assuming they are viable, and deliverable, could feature as part of the draft budget proposals.
4. This category will require changes in Government policy before any action can be taken and will require the relevant lobbying of the Government Department.
5. These are for the Cabinet to reconsider and make their views known as identified in **Appendix 1** and as part of their draft budget proposals for 2024/25.

4.4. In addition to the invite for Member ideas, the Leader of the Council at 20 November Cabinet also recommended that a cross party Member Finance panel comprising the Group Leaders be established to enhance further collaborative working. This Panel will also provide a more regular oversight on financial performance including progress on in year budget monitoring, delivering approved savings and investment, the transformation work of the Council, the cross council workstreams and also Members ideas. This Member panel is intended to be in place across a number of financial years to ensure the overall direction of travel is maintained to ensure a financially sustainable council in the medium to long term. The detailed terms of reference on how this panel will operate will be formulated by the Group Leaders and the Chief Executive.

5. Budget Proposals

- 5.1. Further to the 31 October Cabinet report, which approved the progress of several budget proposals for earlier public consultation and implementation, this report also sets out some further changes for approval.
- 5.2. The position at the 20 November 2023 cabinet meeting identified that there is still a projected overspend of circa £10.7m forecast by the end of the 2023/24 financial year. A number of initiatives have been actively underway to contain the overall position for 2023/24 and these were set out in full in the 31 October and 20 November Cabinet reports. In addition, this report also updates on the Member ideas that have been put forward for consideration. Any residual overspend by the year end will need to be met by reserves to balance the end of year outturn position, which is not the ideal position for any Authority to be in, as overall it weakens the authority's medium term resilience. Therefore, notwithstanding all the significant work that has been undertaken to date and will be continued through to the end of the financial year and to minimise the level of reserves needed to balance this year's outturn, there is an urgent immediate need to go further with some proposals to support the reduction of the projected overspend.
- 5.3. As part of the annual budget setting the Council's fees and charges are also reviewed for implementation from April each year. In the 31 October Cabinet report it was approved to increase all fees and charges from April 2024 by 10% (excluding the Parking charges yield at 7% and Burial charges by 20%). It is now proposed that the implementation date for the increase in fees and charges is brought forward to 1 January 2024 to urgently assist with the in-year projected overspend position reported to Cabinet on 20 November 2023.
- 5.4. Where practicable it is proposed, and subject to the normal notification periods and consultation, that the relevant fees and charges for 2023/24 (set out in **Appendix 2**) are uplifted in yield terms by 10% for each functional set of fees and charges from 1 January 2024.
- 5.5. The implementation date will also apply to Burial charges (the 31 October Cabinet report approved a 20% increase) and also now Cremation charges by 15%.
- 5.6. In addition, the Parking charges yield at an increase of 7% was also approved at that Cabinet and further final work is being undertaken on the specific schemes that will deliver this yield increase and where appropriate will also be implemented by 1 January 2024.
- 5.7. The 31 October Cabinet report also approved the review of overall expenditure to ensure full cost recovery and explore opportunities for a commercial operator of the pier. The first part of this work is underway to reduce the overall net cost of the operation of the Pier by the end of the financial year and ongoing. The second part relates to the proposed

commercial operation of the Pier and this report is seeking approval to undertake the necessary market testing required and procurement as necessary for this proposed approach.

6. Staffing Considerations/Implications

- 6.1. It is anticipated that there may be staffing implications as part of implementing these proposals. A significant part of managing the budget will result in planning for longer term efficiencies through service re-design. Management focus will therefore be looking to transform our operating model as set out in the report.
- 6.2. Council HR policies seek to minimise any compulsory redundancies with the resulting impact on service delivery. Our service changes are designed to look firstly for redeployment opportunities, deleting vacant posts, restricting recruitment, natural wastage / turnover and reducing or eliminating additional costs. Where there are staffing implications, the Council is seeking voluntary redundancies as appropriate to minimise compulsory redundancies.
- 6.3. The Council's workforce planning arrangements will continue to provide oversight on all proposed staffing changes and ensure that the approach will manage vacant posts (permanent and temporary), agency and interim arrangements to ensure that any staff identified at risk from any changes to proposed staffing restructures can be redeployed where appropriate.
- 6.4. The Council's policies on managing organisational change, redeployment and redundancy will be followed accordingly. Consultations with staff and Trade Unions will commence at the appropriate time and continue throughout the budget development and implementation process.

7. Reasons for Decisions

- 7.1. The key intention behind this report is to seek a way forward with the Member ideas that have been provided as part of consideration for the Council's budget. It will also help to inform the decision making needed to ensure the Council's medium term financial sustainability is maintained and robust budget setting for future years is achieved.
- 7.2. The challenge of delivering a balanced financial outturn for 2023/24 remains significant and some of these factors are contributing to increasing the scale of the financial challenge for 2024/25. The Council continues to try to reduce all non-essential expenditure and/or generate extra income. This priority must be achieved whilst ensuring that our most vulnerable residents are looked after appropriately, and our statutory responsibilities are effectively discharged. Improving efficiency and productivity is essential but the scale of the unprecedented financial pressures will inevitably lead to a reduction in the range, quality, cost and responsiveness of other discretionary Council services, as well as challenging our approach to statutory services. There is

the need to consider all suggestions put forward to help support the delivery of a robust and balanced budget for 2024/25 and beyond.

8. Other Options

- 8.1. The Cabinet could choose not to progress with all or some of the Member ideas put forward in the attached **Appendix 1**, however, this would need to be considered against the significant financial challenges currently being faced by the Council. The Cabinet could also choose not to progress with the earlier implementation of fees and charges but this would mean foregoing an opportunity to generate income to support the 2023/24 budget position.

9. Financial Implications

- 9.1. The financial implications of each proposal will be refined as part of the more in-depth review of each proposal and will form an integral part of the budget setting report for 2024/25 and beyond. At this stage, the attached **Appendix 1** identifies the Member ideas into 5 broad categories with a proposed way forward of dealing with each category and the financial position will be considered under the required relevant timescale and dealt with as part of the appropriate year's budget setting and/or other cabinet reports.
- 9.2. By introducing fees and charges earlier than the approved implementation date of April 2024, this could generate a yield of some circa £75k for each full month they are implemented before the usual April 2024 implementation date.

10. Legal Implications

Purpose of these recommendations.

- 10.1. The Council is under a legal duty to meet the requirements of Section 31A of the Local Government Finance Act 1992, which includes the obligation to produce a balanced budget by 11 March annually.
- 10.2. The budget forecast as set out in this, and previous Cabinet reports, indicates that the Council must take immediate and significant steps to meet its legal duty to achieve a balanced budget - by the start of the next financial year. The purpose of these recommendations is to support that position and for Cabinet to agree a way forward to ensure it assists Council to produce a balanced budget and does not expose the Council to risk of external intervention.
- 10.3. The recommendations include a request for an urgent decision to increase fees and charges from 1 January 2024. Given that the considerable work undertaken by officers and members to achieve a balanced budget still leaves a significant gap in resources, an urgent decision to bring forward an earlier increase in fees and charges can be justified.

Requirement to report to Council.

- 10.4. For the remainder of this year, the budget sets the upper limits of how the executive (Leader, Cabinet, or officer under delegated executive authority) may decide to spend the Council's resources. Setting of fees and charges is an executive function and therefore a decision for the Cabinet. The Council cannot, through the budget, overrule an executive decision as to how to spend money, unless that decision leads to excess expenditure.
- 10.5. This report sets out those decisions that are within the remit of the Leader and Cabinet to make in-year and are designed to meet the Council's legal requirements.

11. Policy Context

- 11.1. These ideas may mean a review of relevant policy areas and this will form part of the budget setting programme for 2024/25 and where required appropriate policies will need to be amended accordingly if the proposals are approved.

12. Carbon Impact

- 12.1. Each proposal will have the carbon impact assessed as part of the next stage on reviewing each of the proposals in more detail.

13. Equalities

- 13.1. Each proposal will have a comprehensive equality impact assessment undertaken at the appropriate time as part of the development of the budget for 2024/25 and later years.

14. Consultation

- 14.1. If Members approve the proposals contained in this report this will mean that the relevant service at the required timing will then undertake the necessary public consultation to enable the position to be confirmed in advance or part of the budget setting for 2024/25 or later years and also in 2023/24 for fees and charges where relevant.

15. Appendices

- 15.1. **Appendix 1** Member Budget Ideas
 15.2. **Appendix 2** Fees and Charges Schedule 2023/24

16. Report Authorisation

This report has been approved for publication by:		
	Name:	Date:
S151 Officer	J Chesterton	04.12.23
Monitoring Officer	K Sawyer	08.12.23
Executive Director	J Chesterton	08.12.23
Relevant Cabinet Member	Councillor T Cox	08.12.23

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Part 1: Ideas already under consideration

Appendix 1

The following ideas from members already being considered in some way as part of 2024/25 budget setting process

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
Asset Rationalisation		
Community ownership of assets (transfer to charity sector)	Cllr R Longstaff	There is a regulated process already in place.
Conduct feasibility study on residential conversion of civic centre tower (keeping council chamber)	Cllr R Longstaff	Initial work undertaken but further work needed
Market and let out vacant offices in Civic Centre	Cllr M Terry	Being looked at as part of the workstream on the optimisation of our estate.
Property Rationalisation: Review all buildings owned by SCC with a view to either sell or return to C3 housing for social rent (i.e 2, Crowbrough Rd where Leaving and Aftercare team are based)	Cllr T Cowdrey	Being looked at as part of the workstream on the optimisation of our estate.
Sale and leaseback of assets	Cllr R Longstaff	Being looked at as part of the workstream on the optimisation of our estate.
Sale of Beecroft and relocation to Victoria/FPG - conversion	Cllr R Longstaff	Being looked at as part of the workstream on the optimisation of our estate.
CIL Fund		
CIL fund: Don't allow Community Infrastructure Levy funds to be wasted	Cllr S Aylen	Spending of Community Infrastructure Levy (CIL) money is controlled within the adopted CIL governance framework.
CIL fund: If ward councillor can produce saving 10% of the saving is return to the wards CIL fund	Cllr S Aylen	Spending of Community Infrastructure Levy (CIL) money is controlled within the adopted CIL governance framework.
Council Meetings		
Consider smaller council chamber in another location with right amount of seats for cllrs	Cllr R Longstaff	To be considered as part of the optimisation of the estate workstream
Staffing and Civic Centre / Corporate ideas: Council chamber only used for full council meetings.	Cllr S Aylen	The chamber is used for other events and meetings other than Full Council, but we will continue to ensure good utilisation of this space. ²
Council Tax		
Double/triple charge council tax for second home owners (that are not rented out)	Cllr R Longstaff	Legislation passed to enable this to happen from 1/4/25 and being actioned already

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
Councillor Allowances/Benefits		
Reverse the decision to increase councillor allowances.	Cllr M Dent	The allowances were recently reviewed, and a revised scheme adopted at the council meeting held on 19th October 2023. Councillors can choose to forgo all or part of their allowance(s). Some allowances may need to be revisited following the review of the decision-making processes.
Energy Efficiency		
Improve Energy Efficiency of all council buildings	Cllr R Longstaff	Already been undertaken and more to be done on the assets we will retain
Staffing and Civic Centre / Corporate ideas: Councillor's offices to have sensor lights installed	Cllr S Ayles	Believe this is already in place but being rectified if not 2
Events		
Rent out municipal assets (Priory Park, seafront) for events 14	Cllr R Longstaff	We already levy a charge for events that are held across the city such as priory park. However this is not always consistent and will be covered in our plans to ensure any such events are charged equitably and across the city. Event organisers also need to pay for any loss of income i.e. use of car park space and costs to the council such as road closures or locking/unlocking.
Ticketed events ran by the council	Cllr R Longstaff	Dependant on the breadth of the suggestion we already do this via our concert series. There is still an overhead cost to run such approaches so we are keen to facilitate others and business in Southend rather than developing more of our own ticketed events. However we are looking to provide an events support function to organise events that we can charge for

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
External Funding		
Advertising/Sponsorship opportunities	Cllr R Longstaff	Opportunities in place in many areas already and further opportunities being considered. These have historically failed to deliver expected levels of income.
Explore grant opportunities	Cllr R Longstaff	All opportunities under constant review and taken forward where they align with priorities and deliver value for money (including match funding, delivery and monitoring obligations)
Fees & Charges: All		
Review all fees and permit costs (eg double cost of a 2nd+ car permit)	Cllr R Longstaff	All under review currently.
Scaffolding permits	Cllr R Longstaff	Proposal unclear - these are already controlled, licensed and charged for where they are on highway land.
Highways maintenance		
Digital advertising : Digital advertising on motorists entering towns	Councillor R Woodley	Good suggestion, advertising and sponsorship are already on the proposals being looked at, this is one element of that.
Ground Maintenance / Highways : Recouping damage caused to footways by householders/buildings during development works – owner can be charged for repairs.	Councillor R Woodley	Under review as part of overall highways resource consideration.
Highways and Parking Strategy – stabilise and increase revenue.: Signposting to car park locations currently under utilised	Councillor R Woodley	This is a good proposal and agree that better directing people to car parks may reduce congestion and improve income.
Highways verge & shrub cutting: Separate, verge and shrub cutting from the parks department and include in the highways department.	Councillor R Woodley	This is something which is already being considered as part of the Highways Maintenance Contract tender.
Highways: Inspection of street works	Cllr S Aylen	All streetworks are inspected.

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
Investment Property		
Commercialisation of assets	Councillor R Woodley	Agreed
Ensure dividend is paid annually from Victoria	Cllr R Longstaff	All net income is automatically received by the Council - there is no intermediary company involved here. The council owns the freehold, letting, management and void costs are deducted and the council receives the balance. Capital expenditure is considered separately. Costs are, where possible, recovered through the service charge.
Increase beach hut rents	Councillor R Woodley	Agreed
Review commercial rents : Full review commercial rents on Council assets in line with inflation and increase where appropriate.	Cllr M Terry	All commercial rents are kept under review
Libraries and Physical Wellbeing		
Leisure Services : Rent out tennis courts ⇒	Cllr S Aylen	This already forms part of our leisure arrangements. This will be looked at as we develop the market shaping for the new leisure contract
Parking		
Highways and Parking Strategy – stabilise and increase revenue.: Standardise enforcement hours in each new charging zone to improve compliance	Councillor R Woodley	All Parking charges and zones are under review.
Parking Charges : Look again at the decision to reduce the charging hours for car parking.	Cllr M Dent	All Parking charges and zones are under review.
SCC owned and operated EV chargers	Cllr R Longstaff	Work in progress. LEVI funding stage 2 underway. Plans to roll out on and off street charging are advancing.

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
Parking: Capacity		
Parking : Put in the diagonal bays outside the mini golf, you can get another 10 bays, and also all the other bays I suggested.	Cllr S Wakefield	Additional bays work being considered - work is underway including considerations around echelon parking.
Parking : The rear of the Kursaal there is about 50/60 bays, put in at the entrance openable height barrier, and as the existing leaseholder is dormant. Talk to them and do a deal. They make money we make money.	Cllr S Wakefield	Discussions already underway with the leaseholder about this area which has previously been problematic from a management perspective.
Parking: Permits		
Highways and Parking Strategy – stabilise and increase revenue.: Standardise permit types to meet customer needs	Councillor R Woodley	All parking zones and fees under review.
Highways and Parking Strategy – stabilise and increase revenue.: The following types of permits should be considered: Resident pass, Visitors, Carer, Business, Traders, Season tickets, Staff permit, Operational permit and Volunteer permit.	Councillor R Woodley	All parking zones and fees under review.
Southend Pass: Advertise the Southend Pass, should only be a yearly charge (£112.50) and take away the monthly and 3 monthly option to reduce administration costs. There are 179,000 vehicles in this locality our target should be to get 60,000 registered. Remove the ability to add more than 2 cars, but only if registered at the same address.	Councillor R Woodley	All parking zones and fees under review.
Tradesperson Parking Pass: The above should also apply to the tradesperson pass, again 20,000 trades vehicles are registered in the locality, (builders, plumbers, carpenters etc) cost of the pass should be £360 per year, and allow to park in car parks as well as other restricted areas.	Councillor R Woodley	All parking zones and fees under review.

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
Parking: Tariffs		
Highways and Parking Strategy – stabilise and increase revenue.: Different charges for local residents to visitors	Councillor R Woodley	All parking zones and fees under review. Administration likely to be difficult, especially while cash and card parking is retained.
Highways and Parking Strategy – stabilise and increase revenue.: New tariff structure based on demand in all car parks and on-street parking	Councillor R Woodley	Longer term consideration - all parking fees and zones under review
Market demand-based parking charges (busier it is, more expensive)	Cllr R Longstaff	Longer term consideration - all parking fees and zones under review
Parking : Start to charge in Leigh Broadway, this would generate turnover of cars, and bring in more custom which prevents people hogging the road all day.	Cllr S Wakefield	All parking zones and fees under review
Parking: Belton Way East and West, close to Leigh Station: Most of the all day Pay & Display bays are empty on weekdays as the charges are not competitive vs the nearby C2C station car park. Either offer a lower daily rate or maybe a season ticket scheme to price aggressively against the C2C car park to increase revenue and fill otherwise empty weekday spaces. Could also extend this to the small Leigh Marshes Car Park opposite the Recycling Centre which has been empty since the end of Covid restrictions.	Cllr R McMullan	All parking zones and fees under review
Parks & Open Spaces		
Leisure Services : Charge clubs for park use	Cllr S Aylen	Under review, also important to encourage activity and park use.
Leisure Services : Implement park warden Belfairs park	Cllr S Aylen	Currently under review following Council vote on motion
Leisure Services : Recruit park wardens	Cllr S Aylen	Will not deliver savings, park service review to be undertaken.
Reduce Glyphosate usage	Cllr R Longstaff	Under continual review along with alternatives.
Rewild key areas properly to reduce need for regular mowing	Cllr R Longstaff	Strategy and action plan in development

Part 1: Ideas already under consideration

Appendix 1

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
Permanent Vehicle Crossover (PVX)		
Fines/Charges : Fine people without Permanent Vehicle Crossing (PVX)	Cllr S Aylen	This does happen, under review, alongside enforcement function
Ground Maintenance / Highways : Increase revenues by installing PVX's or crossovers.	Councillor R Woodley	Process and charges already in place.
Increase fees for dropped kerbs	Cllr R Longstaff	Under review, alongside enforcement function
Pier		
Pier Management: Hand management of Pier to South Essex Property Services.	Cllr M Terry	As part of savings plan we will consider if a different operator will bring benefit to the income generation of the council over and above what we are able to achieve
Properly manage Pier to make money	Cllr R Longstaff	As part of our savings plan we will consider alternate operators to run the pier.
Regulatory Services		
Landlord licencing scheme with payment required	Cllr R Longstaff	Already in place, monitoring for further government legislation and considering additional property types/areas.
Removing Subsidies		
Leisure Services : Remove all grants subsidies from all clubs etc and only reinstate if they apply for them	Cllr S Aylen	Currently under consideration again for bowls and golf
Self Sustainability : Previous budget suggestions have made the case for making the bowls clubs become self-funding / less dependent on external funding.	Cllr A Jones	Currently under consideration again for bowls and golf
Service Delivery		
Bring outsourced services back in house (and make profit)	Cllr R Longstaff	As part of transformation and service redesign, options including in sourcing/out sourcing, traded and shared services are all being considered where applicable. In many cases the Council is not allowed to make a profit but can cover/recover costs.
South Essex Property Services : Rather than outsourcing to private companies, through South Essex Property Services generate other services that they can take on like street cleaning, make services enterprising to create jobs.	Cllr S Wakefield	Regular liaison ensures further opportunities are always under consideration.

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
Solar Panels		
Install solar to all council buildings	Cllr R Longstaff	Already being looked at as part of workstream for optimisation of estate
Solar Panelling on Council homes to generate energy	Councillor R Woodley	Already being looked at by South Essex Homes.
Solar Panels : "Solar Panels" on all council Buildings, so the electricity goes straight back to the grid and the monies got straight into the council coffers, the council has to look after itself first, before looking after others. If it has a surplus then by all means, offer cheaper electricity to its residents, but make a profit on it. Like East Beach Cafes, the council has paid to have the solar panels installed, so the council should benefit from the investment. If it would like to sell the electricity back to the Leaseholders at a competitive profit, so be it.	Cllr S Wakefield	Already being looked at as part of workstream for optimisation of estate
Staff Costs		
Employee Costs : To me, we must reduce our overall employee costs, including Agency, Interims and Consultants by 20% from last years outturn. I believe it cannot solely be done by voluntary redundancies alone, but by route and branch departmental structure changes. Including deleting/ reducing services that are not regulatory.	Councillor R Woodley	A number of significant restructures are underway across key departments and will feature in current budget proposals
Reduce working hours (and pay) for all staff	Cllr R Longstaff	Under consideration
Staff Locations		
Moving departments out of civic centre (to Victoria Centre) and more flexi-working	Cllr R Longstaff	Business case to be considered, including if with more staff now working from office locations, whether there is sufficient capacity.

Part 1: Ideas already under consideration

Appendix 1

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
Street cleaning		
Seafront Cleansing Costs: Review costs of seafront cleansing which I understand is not part of main contract. Look to see if savings can be achieved by market test.	Cllr M Terry	All within waste contract which is currently being market tested.
Street Cleansing: Outside Company to enforce and remove litter and fly-tipping	Councillor R Woodley	This is being looked at - looks feasible
Street Cleansing: Separate, street cleaning, gully cleaning and weed spraying from the waste contract.	Councillor R Woodley	Currently being reviewed as part of the waste contract and highways contract retenders
Toilet Cleaning Contract: Review costs of toilet cleaning contract as above by market test.	Cllr M Terry	Currently underway as part of waste contract retender process.
Third Party Contracts		
Review all contracts and procurement	Cllr R Longstaff	Being regularly undertaken across the organisation at procurement and contract management but more fully under the workstream for procurement, commissioning and contract management
Review Tree Fella contract	Cllr R Longstaff	Procurement in hand
Vehicles		
Staffing and Civic Centre / Corporate ideas: Vehicle fuel cards issued	Cllr S Aylen	In hand
Vehicle Maintenance and fleet: Reassess the complete vehicle fleet operating costs and vehicle that are not in use. Look at the vehicle maintenance schedule and who carried them out. Revise the expensive methods fleet punctures are dealt with.	Cllr S Aylen	In hand
Waste Collection		
Change bin collection process - moving to centralised bin locations	Cllr R Longstaff	Waste contract procurement is currently underway.

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
Unthemed		
Adult Social Care/NHS: Can any spaces within Brook Meadow House be examined to re-purpose into care rooms and all care be in the private/ hospital settings for revenue purposes to reduce the overall financial burden. (In other words be more financially viable than present.)	Councillor R Woodley	This is already being looked into via our SCL deep dives. However SCL can only sell 20% of their services outside of SCC commissioned services
Adult Social Care/NHS: Could reduce bed blocking in hospitals by having council run step up and step-down facilities, this being achieved through the creation of a Local Authority Trading Company (LATC).	Councillor R Woodley	In essence we already do this via SCL through enablement community services and our assessment unit post admission. We are working closely with the NHS to improve this at a locality level. We have high performance when relating to discharge delays and rarely see escalation concerns
Change from individual wrapped biscuits to packets (or fruit) in meetings	Cllr R Longstaff	Considering deletion of all accessories to drinks
Childrens Services/Invest to save: I understand there's been some preliminary discussions about the possibility of the Council buying/building its own childrens home. Has any progress been made on that? Operating our own would surely be more cost effective than paying the high fees that private operators charge. In addition, if we have spare capacity we can rent out space to other councils and generate extra income?	Cllr R McMullan	All Children's homes need to be registered with Ofsted and to do this all must have a suitably qualified Registered Manager (RM). You are not allowed to operate a children's home if you do not have a RM in post. RMs are currently in short supply, which means recruiting and retaining an RM and running an in house children's homes comes with some financial risk. There are a range of costs associated with running a children's home including the wider staff team. These costs still need to be met whilst no income is being generated by placements if there is no RM in post. In addition any Children's Home is subject to unannounced Ofsted inspections so there will be additional infrastructure costs if we decide to run our own homes. We are looking at how other LAs who run their own Children's Homes are addressing these issues as part of our work to explore this option.
Collaborate with Essex County Council on certain parts	Cllr R Longstaff	Various discussions are underway but also links into Devolution Level 2 deal and SEC

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
Customer Experience: Review complaints process to ensure complaints are not escalated unnecessarily due to time delays.	Cllr T Cowdrey	Following the recent Audit Committee meeting, a review is underway on our complaints management process and resources to ensure this is a effective and efficient experience for residents.
Electronic payslips: The Council employs around 1600 people and they all have '@scc' email addresses and access to Business World where electronic copies of their payslips are made available to view &/or download every month. At present, paper copies of those payslip are posted to everyone. Most employment agencies and very many direct employers issue only electronic payslips. With our amount of regular bulk franked mailing I expect the Council gets a discount on Royal Mail's (or other provider's) normal rates or franked mail, but even assuming that discount is as much as 50%, the cost for posting each payslip must be around 35p (Royal Mail's 69p franking rate for 2nd class letter, divided by 2): so that works out as £560 a month, £6,200 a year - assuming 50% discount; £12,400 a year if full rate. Paltry in the overall scheme of things as I say, but it would be a saving with no detriment to services and demonstrate that we're looking at all options for saving money.	Cllr M Berry	<p>Council employees access their payslips via Business World and are not sent a paper payslip. (Apart from any exceptions such as staff on Maternity leave)</p> <p>External customers and Councillors are the only areas where paper payslips are still provided.</p> <p>Work is currently underway to look at the solution to enable these groups to receive electronic payslips and forms part of the Business World development project for 24/25.</p>
Fines/Charges : Bond for developers	Cllr S Aylen	Bonds are used where appropriate.
Fines/Charges : When people are issued fines ensure they are paid	Cllr S Aylen	Finance follow up all debt but not all recoverable and traceable

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
Harness more use of technology and AI	Cllr R Longstaff	<p>Using more technology and AI, as well as automation and data driven decision making are a great way to bring efficiency and effectiveness. Moving to a more digital council relies on a 1. move to the cloud, an updated infrastructure and a corresponding shift in ICT skills. 2. very heavily on the quality of the data and its governance, 3. the ability to integrate that data, 4. keeping it secure and private. 5. using analytics. 6 change management – taking users on the journey and uplifting their skills.</p> <p>The technology modernisation programme which is nearing completion will complete 1& 3. The data strategy programme will complete 2 &5. 4 is an ongoing piece of work to stay ahead of cyber crime and 6 has been a drive from ICT for the last 3 years. Accelerating the use of automation, data driven decision making, and AI will require an invest to save programme.</p>
<p>Housing: Eastwood, Mansell Close, adjacent to Beaver Tower.: There is a large area of garages that are associated with Beaver Tower (SEH managed SCC block). Many of them are empty as not every tenant chooses to have a garage. This area could be looked at for demolition of some garages and replace with a small number of homes whilst still leaving enough space to offer parking for those tenants who wish to have it. The garage area itself has also become a hotspot for anti social behaviour, youngsters hanging around in the evenings etc so removal of garages would also address that issue.</p>	Cllr R McMullan	Area currently being reviewed.
Invest in employee training and development to improve productivity	Cllr R Longstaff	The council has an employee development programme

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
Invest in Seafront : From extra parking revenue put back into seafront areas e.g. LED illuminations, advertising, screens both sides of the Pier above the roads. Create an all round destination to generate parking revenue.	Cllr S Wakefield	This is a combination of ideas currently being worked on
Lack of development tax once planning received - eg Kursaal development by Inner London Group	Cllr R Longstaff	Contributions are secured through CIL which is a tax on new development
Other services and opportunities which should be consolidated: It is suggested to reduce the numbers of Family Centres and Libraries. There are other services and opportunities which should be consolidated. The suggestion is that under the Leisure and Culture services, the number of Bowls Clubs are reduced. This aligns with the saving to be made from parks and maintenance. The reduction in parks funding will in time jeopardise the ability to deliver a full service.	Cllr A Jones	Bowls review currently being revisited

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
<p>Paper: Despite the great efforts already made to move to digital, a great deal of printing to paper still goes on. Very little of that is actually necessary. Thankfully, paper copies of reports are no longer produced for any of the committees I sit on - and I assume that applies to all committees - but looking around the Civic Centre, I still see reams of printed paper. I suggest that we've reached the stage with our online resources that printed paper should now be almost obsolete; the Councillors and employees who aren't comfortable with 'online only' - and there must be very few of those - must learn how to use online versions. It's not difficult. I obviously make an exception where there are reasons of disability or similar. Likewise, some residents still need application forms and suchlike to be available as paper versions and in such cases that must continue. With that proviso, can we double check that all application forms and other documents that can be online-only already are?</p>	Cllr M Berry	<p>The My Southend project is optimising the interactions that residents can make online. We are redesigning the high volume interactions to make this easier for residents and reduce reliance on paper.</p> <p>There is also a programme of change in development which will look at all initial customer interactions with the Council (working title of Front Door). The scope of this includes phone contact, post, receptions and online contact. The objectives include a significant reduction in the use of manual and paper processes.</p>
Restrict use of consultants/freelancers	Cllr R Longstaff	Already limited to where skills or capacity is not available internally.
Restrictions on all spending	Cllr R Longstaff	All spending is already restricted to essential only
Review investments to max interest	Cllr R Longstaff	This is already in place through our Treasury Management approach
Review professional process of social services - high turnover of staff and poor retention - over the top involvement and overly officious and questionable reports and methodologies	Cllr R Longstaff	We do not have a particular retention issue in adults services that drives cost and have an active programme of agency reduction in mainstream work roles
Sell off Belfairs Golf Course (only golf areas, not woodland - not one tree to be removed) for fully sustainable housing and business project	Cllr R Longstaff	Golf course options under consideration.

Part 1: Ideas already under consideration

Appendix 1

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
Set a longer-term financial plan	Cllr R Longstaff	The Council has a financial strategy and 4 year Medium Term Financial Plan but work ongoing across all groups is supporting better commitment to a medium/longer term plan
Staffing and Civic Centre / Corporate ideas: Central lists of all council actions	Cllr S Aylen	The Democracy site http://democracy.southend.gov.uk/uuCoverPage.aspx?bcr=1 holds a central record of all decisions and meeting minutes. For Councillors this is also held on the Mod.Gov system.
Staffing and Civic Centre / Corporate ideas: Check duplicate payments (paying bills more than once)	Cllr S Aylen	Already undertaken regularly by Accounts Payable team
Staffing and Civic Centre / Corporate ideas: Collate my Southend enquires	Cllr S Aylen	My Southend is used as the case management system for customer interactions with the council. It is a cost-effective system and will move to a new platform in Spring 2024 which will further optimise.
Staffing and Civic Centre / Corporate ideas: Cut down corporate charge cards	Cllr S Aylen	These are an efficient way to deal with small spend and also payments moving online
Staffing and Civic Centre / Corporate ideas: Do not destroy records when officers and Councillor leave	Cllr S Aylen	The Council has a Record Retention and Disposal Policy which provides a corporate framework to govern management decisions on whether a particular record (or set of records) is retained or disposed of. The policy is in place to ensure the Council meets its legal obligations in data and records management. Records are disposed of in line with this policy.
Staffing and Civic Centre / Corporate ideas: Remove all water stations and provide bottled water	Cllr S Aylen	Not recommended to proceed. Was proved to be more expensive and environmentally unfriendly
Staffing and Civic Centre / Corporate ideas: Review of all goods purchased	Cllr S Aylen	Monitoring of service budgets and procurement performance reporting identifies this
Switch to electric powered council-operated and partner-operated vehicles	Cllr R Longstaff	Considered in any fleet renewal plans which also take in to consideration costs of electrification infrastructure (i.e. new substations, grid capacity etc) and other fuels

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
<p>Third Party Contracts: Review all commissioned contracts, whatever value, to ensure there is value for money and social impact.</p>	<p>Cllr T Cowdrey</p>	<p>Being regularly undertaken across the organisation at procurement and contract management but more fully under the workstream for procurement, commissioning and contract management.</p>
<p>Work to prevent SEND cases proceeding to tribunal and Ombudsmen. Intervene earlier to identify issues and resolve. Greater use of mediation and coproduction.: Work to prevent SEND cases proceeding to tribunal and Ombudsmen. Intervene earlier to identify issues and resolve. Greater use of mediation and coproduction.</p>	<p>Cllr T Cowdrey</p>	<p>This is part of the wider work captured in the Southend SEND area action plan that the partnership was required to produce and submit to the DfE following the Area SEND inspection by Ofsted an CQC earlier this year. Included in that plan are initiatives including a centralised teaching service managed by the Council (funded by the Dedicated Schools Grant for High Needs) which will be deployed into schools to support them so that interventions can be made earlier providing the right support at the right time. This will mean needs can be met earlier and so reduce the risk of cases escalating to Tribunal and/or the Ombudsmen.</p>

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
Cabinet Size			
<p>Recent decision making: Abolish the additional Cabinet post recently created and split its responsibilities among the others. Either that or keep the overall Cabinet Allowances the same as before and divide it up between the posts, so that the total cost remains the same as it would have been.</p>	<p>Cllr M Berry</p>	<p>The size of the Cabinet is a matter for the Leader. Consideration of whether to streamline Council decision making is a matter of good governance and the Monitoring Officer has identified this as part of the recommendations of the Corporate Peer challenge. The Monitoring Officer will be working with the Cabinet to consider all aspects of executive decision making. The Leader must decide his Cabinet based upon the workload of his team.</p>	<p>Further work required</p>
<p>Remove 2-3 cabinet posts</p> <p>29</p>	<p>Cllr R Longstaff</p>	<p>The size of the Cabinet is a matter for the Leader. Consideration of whether to streamline Council decision making is a matter of good governance and the Monitoring Officer has identified this as part of the recommendations of the Corporate Peer challenge. The Monitoring Officer will be working with the Cabinet to consider all aspects of executive decision making. The Leader must decide his Cabinet based upon the workload of his team.</p>	<p>Further work required</p>

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
Size of Cabinet: Reduce the size of the cabinet to it's pre-May size (or reduce the allowances of cabinet members across the board to return payroll to the pre-May level).	Cllr M Dent	The size of the Cabinet is a matter for the Leader. Consideration of whether to streamline Council decision making is a matter of good governance and the Monitoring Officer has identified this as part of the recommendations of the Corporate Peer challenge. The Monitoring Officer will be working with the Cabinet to consider all aspects of executive decision making. The Leader must decide his Cabinet based upon the workload of his team.	Further work required
Council Meetings			
End online streaming service for council meetings 30	Cllr R Longstaff	The contract with Public-i for webcasting meetings ends in June 2025 (20k per annum). At the end of the contract period the Council could decide not to webcast meetings or enter into an agreement based on a reduced service in terms of technical complexity and/or the number of meetings webcast.	Recommended to proceed - review when contract ends
Events			
Fee-Free Community Lottery set up (gatherwell): Opportunity to raise money for the cultural and tourism events budget.	Cllr C Mulrone	We can look at this as an opportunity for either the council (there may be some legal restrictions) or supporting partners such as Southend Association of Voluntary Service (SAVS) to set up to increase income for community or offset savings required by the Council.	The Culture team will link with those authorities already using this approach and provide an update on feasibility for running across Southend
Highways maintenance			
Highways: Reduce yellow lines in conservation area to 2/3s width	Cllr S Ayle	No saving - could consider doing this going forward but still minimal if any financial saving.	Consider going forward

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
Investment Property			
Aircraft takeoff tax	Cllr R Longstaff	This has been considered previously. The current economic challenges post-Covis for all regional airports are significant. Timing of any additional costs placed on the airport operation would need to be carefully considered. Income is steadily increasing to help offset losses and the business is on the market for new investors.	Situation to remain under review
Glamping Pods: If, you are thinking of glamping Pods, maybe place these on the south side of the common, which would be next to the toilets blocks and become more safe in crossing Shoebury Common Road, also look to put in place at that point a zebra crossing.	Councillor R Woodley	Flood risk considerations need to be taken in to account along with previous village green applications in this location.	Opportunities will be explored.
Mayor			
Remove Mayoral position	Cllr R Longstaff	The Council is required to appoint a Mayor to chair its Council. This is a legal requirement and it is not possible to remove the position of Mayor. The civic budget will be reviewed.	Not recommended to proceed

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
Parking			
<p>Introduce new parking bays to bring in additional revenue : - Burgess Road and Colbert Avenue North, to include seasonal parking or Resident parking scheme with Pay and Display.</p> <ul style="list-style-type: none"> - Resident parking for South Colbert and North Burgess, alongside Yellow Lines for South Burgess and North Colbert. - Suggestion for summer Resident Permit scheme discussed for west of Roslin Hotel along Eastern Esplanade and Thorpe Esplanade. East Esplanade could be residential or CPZ with flexible pricing for residents and businesses. Pay and display or Southend pass for visitors etc. <p>Further streets identified and emailed separately</p>	Cllr M Dent	All areas will be considered, in consultation with ward members and cabinet member.	Further work required
Parking: Capacity			
<p>Parking : In other pay and display areas make sure the bays are marked out, half of them are not marked and people plonk their car erratically, if they were forced to park in proper bays you could get 20% more parking .</p>	Cllr S Wakefield	Happy to consider any specific areas identified. Remarking does not necessarily increase capacity and may have significant capital cost.	Further review, may not deliver saving

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
Permanent Vehicle Crossover (PVX)			
<p>South Essex Homes: Set Up under S.E.H in their commercial company an opportunity to instal X/overs within the city, I believe there are about 60,000 homes and businesses that do not have a crossover, the company will have 4 teams designing, installing the crossovers (£3,000) a time with each team completing between 3-4 crossovers per week. Possible revenue will be £1.8 million less costs of 40% will bring in net £1.1 million.</p>	<p>Councillor R Woodley</p>	<p>Numbers need to be checked. Proposal to be reviewed in greater detail.</p>	<p>Further work required</p>
Regulatory Services			
<p>Tourist/City tax (£3/night) to all hotels/airbnbs/guesthouses</p>	<p>Cllr R Longstaff</p>	<p>Not currently under consideration and would be a policy decision for administration. Would require further work and a business case, including consideration of the legal implications and resource to administer.</p>	<p>Further work required - policy decision for the administration</p>

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
Unthemed			
<p>Adult Social Care/NHS: Can it also be considered whether both adult and children care be under one umbrella rather than 2.</p>	<p>Councillor R Woodley</p>	<p>The Council did have a 'twin hatter' arrangement with a Director of People (combining the statutory DAS and DCS role under one person) until January 2020. It can be explored again and has been suggested in the last 18 months but was not taken forward by the previous administration. Exploring this option again would need to be made in the context of a pending CQC inspection of adult social care and an Ofsted inspection of Children's Service next year. Other than at Executive Director the practice and legislation that Adults' and Children's services operate under it would not be possible to bring them under one umbrella at any other level.</p>	<p>To be reviewed.</p>
<p>Dissolve Leigh Town Council</p>	<p>Cllr S Ayles</p>	<p>Local electors can petition Southend City Council to hold a governance review on the Parish Council in question. 7.5% or more must sign the petition for it to be accepted and for the review to be considered.</p> <p>This suggestion would not positively impact the Council budget.</p>	<p>Not recommended to proceed - no positive impact to budget and external factors</p>
<p>Engage residents : Set up a dragons den style meet were residents can bring forward cost save or revenue suggestions if approved they get 10% of the savings over the first year</p>	<p>Cllr S Ayles</p>	<p>We can make it clearer how residents can put forward ideas. Further work would be required to consider the cost of the resource to support this.</p>	<p>Further work required</p>

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
Housing : Councils should through compulsorily purchase orders, buy all empty homes and refurbish to sell or rent.	Councillor R Woodley	The acquisition programme is already running. CPO is an expensive and time consuming route. Many properties remain empty due to probate issues. Officers work to identify these and bring them back in to use and to ensure higher Council Tax factors are achieved in the meantime.	Continue work underway
Parking : Car park Pound. The outcome from this is 2 fold, sort out the people that can afford to dump their car and pay the fine, the other the Travellers won't park there, as then they can be lifted.	Cllr S Wakefield	This has been explored previously. The opportunity cost of land is significant and all cost is passed to the owner of vehicles impounded so no income generation to Council, only opportunity cost of the land which can't be used for other things.	Further work required to see if this may deliver any saving.
South Essex Homes: Put all housing into one banner, be it either S.E.H or brought back into council control.	Councillor R Woodley	Financial benefit unclear. General Fund housing is managed by South Essex Homes currently. The division of ownership does not add cost.	Continue work underway
Staffing and Civic Centre / Corporate ideas: Set up a Cllr queries phone number	Cllr S Aylen	To resource a phone line for Cllr Queries would be an additional cost to the organisation. The most cost-effective way for Councillors to raise queries is through the system 'Velocity'	Not recommended to proceed - additional cost

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
Council Meetings			
Scrap pre-council meals with the mayor, or downgrade them to sandwiches/something cheaper.	Cllr M Dent	The position of the Council's finances means that all budgets will be under review, including the civic budget. Officers will work with the current Mayor and the incoming Mayor to review the allocation and use of the Mayoral budget.	Further work required
Highways maintenance			
Highways: Do not replace bus stop flag signs where there are no routes	Cllr S Ayles	Situations considered on own merits, generally posts are replaced in the hope that routes may be reinstated in the future.	No further work required
Highways: Tractor transport	Cllr S Ayles	Proposal too ambiguous to comment.	No further work required
Libraries and Physical Wellbeing			
Convert book libraries into 'library of things' to suit modern living	Cllr R Longstaff	We already do this to some extent as our Library service is a rich source for the communities. However it does not go as far as the suggestion.	We will consider this as part of the move towards locality hubs and the opportunity to build this in to new hub developments
Leisure Services : Actually collect gate license	Cllr S Ayles	Require more detail as to the suggestion	More information required.
Mayor			
Mayors Car	Cllr S Ayles	The position of the Council's finances means that all budgets will be under review, including the civic budget. Officers will work with the current Mayor and the incoming Mayor to review the allocation and use of the Mayoral budget.	Further work required

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
Parking			
Highways and Parking Strategy – stabilise and increase revenue.: Highways and Parking Strategy – stabilise and increase revenue.	Councillor R Woodley	Insufficient detail to comment.	No further work required
Staffing and Civic Centre / Corporate ideas: Stop changing padlocks	Cllr S Aylen	Insufficient detail to comment.	N/A
Parking: Permits			
Highways and Parking Strategy – stabilise and increase revenue.: A non-refundable annual 'pass' that can be used for parking in car parks and on-street	Councillor R Woodley	All parking zones and fees under review.	Already in hand
Not renewing disabled parking bays automatically	Cllr S Aylen	Need to consider accessibility and equality impacts and the cost of dealing with complaints. Will review.	Review
Parking : Advertise Southend Pass on Southend Radio.	Cllr S Wakefield	All parking zones and fees under review - subject to cost, something worth considering.2	Already in hand
Passenger Transport			
Bus Passes: Bus passes if not used for 5 year after issue are cancelled and residents have to reapply	Cllr S Aylen	Currently passes are renewed automatically on expiry - would require a change of policy if cabinet is minded to consider this, along with an EIA. Unlikely to produce a saving due to added administration.	Consider equalities implications
Scrap the bus forum	Cllr S Aylen	Just established	Don't take suggestion forward

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
Regulatory Services			
Fines/Charges : Charge professional dog walkers an license	Cllr S Aylen	Income highly unlikely to cover the cost of patrolling.	Further work required - policy decision for the administration
Takeaway tax	Cllr R Longstaff	Would need detailed consideration of all implications, resourcing considerations and legislation under which to do this.2	Further work required - policy decision for the administration
Wood burning stove tax	Cllr R Longstaff	Government has introduced new legislation and limits on this. Would require further review and resourcing/implementation considerations.	Further work required - policy decision for the administration
Removing Subsidies			
Staffing and Civic Centre / Corporate ideas: No subsidised canteen	Cllr S Aylen	I am not aware that we have a subsidised canteen	No further work required
Staff Locations			
Staffing and Civic Centre / Corporate ideas: Bring all staff back into the Civic Centre ∞	Cllr S Aylen	Not sure how this will deliver a saving	No saving, HR policy issue
Unthemed			
Car parking tax for out of town developments	Cllr R Longstaff	Not currently under consideration. Considerable work would be required to review scope and consider out of town, town centre and city-wide impact on investment and occupiers and on how it may be introduced.2	Further work required - policy decision for the administration
Digital advertising : Wrap around advertising on lampposts in town centre	Councillor R Woodley	Would require advertising consent but could be done if it would return an income. Lamp columns may need replacing depending on type of advertising. We do have columns at Progress Road which banners can be hung from.	Further work required

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
<p>Government's successive and continuing reductions of the Revenue Support Grant: I feel it would be a good idea for the Council to publicise much more that the root cause of our problems lies with the reduction in the Government's successive and continuing reductions of the Revenue Support Grant and other funding, which has to be made up a local level. At last month's Full Council we agreed a Motion for the Leaders of all the Groups to sign a letter to the Prime Minister, as some other Local Authorities have done. Has that letter been sent and has there been any response? Both the letter and any response should be published and made widely known to the public.</p>	<p>Cllr M Berry</p>	<p>Concern acknowledged</p>	<p>Council Officers will continue to use their professional networks to highlight the scale of the financial challenges.</p>
<p>Invest to create revenue.: Shoebury Common east end. Open official camping and camper van site for visitors in tourist sector. Local, existing facilities include a food pub, toilets, beach café, beach, playground and good bus links.</p>	<p>Cllr M Terry</p>	<p>Requires further consideration</p>	<p>Further work required</p>
<p>Kursaal: Management of Kursaal to Cliffs Pavilion</p>	<p>Cllr S Wakefield</p>	<p>London-based property group AEW has a 200-year lease on the building which they have historically been reluctant to relinquish.</p>	<p>Officers will continue to work with Councillors to explore ways that the building can be brought back into use.</p>

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
Place more pressure on Education and Health providers to ensure they fulfil their statutory obligations so that SCC are not trying to fill the gaps. They must be held accountable.: Place more pressure on Education and Health providers to ensure they fulfil their statutory obligations so that SCC are not trying to fill the gaps. They must be held accountable.	Cllr T Cowdrey	Cases and support packages are discussed at Multi Agency Panels including both lead health and education commissioners and where deemed appropriate care packages are co-funded.	Continue work underway
Set up a cost saving working party	Cllr S Aylen	Done	Continue work underway
Southend High Street : Encourage landlords of Southend High Street shops to downsize units, enabling the whole area to become more like Leigh shops to encourage more small niche businesses.	Cllr S Wakefield	This is not in the Council's control and may encourage increased voids. Businesses are free to make their own choices regarding suitable premises.	No further action

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
Council Tax			
Council Tax banding : At the moment when any major alterations to properties are done (attracting additional council services), the change in a council tax banding occurs once the house is sold and this could be many years hence. What I am suggesting, is that the procedure comes forward to the point when the building completion certificate is issued.	Councillor R Woodley	This is the responsibility of the Government and Valuation Office Agency and outside the remit of the Council.	The Council will continue to engage with Central Government and it's agencies where appropriate through forums, consultations, user groups, etc.
Council Tax banding : Create a higher council tax band H+	Councillor R Woodley	This is the responsibility of the Government and Valuation Office Agency and outside the remit of the Council.	The Council will continue to engage with Central Government and it's agencies where appropriate through forums, consultations, user groups, etc.
Council tax Revaluation : Council tax revaluation of residential properties, many of which have been expanded into higher categories.	Cllr M Terry	This is the responsibility of the Valuation Office Agency and outside the remit of the Council.	The Council will continue to engage with Central Government and it's agencies where appropriate through forums, consultations, user groups, etc.
Review property taxes	Cllr R Longstaff	This is the responsibility of the Valuation Office Agency and outside the remit of the Council.	The Council will continue to engage with Central Government and it's agencies where appropriate through forums, consultations, user groups, etc.

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
Regulatory Services			
Clean air/ULEZ style charge for central locations	Cllr R Longstaff	Not currently under consideration. Need to consider competitive advantage of other local conurbations unless all do at the same time. Also likely to require engagement with Government and neighbouring authorities and policy change/new policy position.	Further work required - policy decision for the administration
Staff Locations			
Working from Home : There are further economy concerns in people working from home and not commuting and going to the office, this will continue to have the effect financially on public transport and city/town centre businesses. To encourage a return to a relative normal, consider a home office tax and or for landlords to pay both council and business rates on the homes that they rent. (especially HMO's)	Councillor R Woodley	Recent changes have only accelerated a general trend. Southend has a high number of commuters so keeping them working locally is good for local businesses. It is not for the council to determine or overly influence how other businesses manage their staffing arrangements. A new tax is likely to require uniform application and new legislation from government.	Situation to remain under review

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
Unthemed			
<p>Call on Central Government : Call on government</p> <ul style="list-style-type: none"> - Delivery levy on companies such as amazon, mail order etc - Emergency highways services - forming a new emergency service which includes highway police, paramedics and crash tenders, funded by a premium on vehicle insurances and fines from motoring offences. 	<p>Councillor R Woodley</p>	<p>Issue acknowledged</p>	<p>The Council will continue to engage with Central Government and it's agencies where appropriate through forums, consultations, user groups, etc.</p>
<p>Empty shop/house tax</p>	<p>Cllr R Longstaff</p>	<p>Certain reliefs in place and Government looking to tighten up loopholes</p>	<p>The Council will continue to engage with Central Government and it's agencies where appropriate through forums, consultations, user groups, etc.</p>
<p>First time buyers / Private sector renting: Call on Government</p> <ul style="list-style-type: none"> - Consider putting forward plans for older people on their first downsize to smaller homes to be considered to be exempt from stamp duty. This could release family sized homes back into the market place for families to purchase. - Bring in extra revenue from the private landlord sector by reducing tax breaks. 	<p>Councillor R Woodley</p>	<p>Issue acknowledged</p>	<p>The Council will continue to engage with Central Government and it's agencies where appropriate through forums, consultations, user groups, etc.</p>

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
<p>Housing : Allow councils to build homes through a rent to buy system of their existing housing stock up to 90% of the home's value and allow all the rent receipts and reducing capital/maintenance costs to fund the building of new homes. Benefits would be that council tenants become gradual home owners, therefore taking responsibility for maintaining and managing their own home. Potential savings will run into many millions per year for individual councils with the income, reduced capital and maintenance costs falling onto the former tenant rather than the council. This will enable the council to re-invest that money into building new council homes for rent, which will mean more revenues from rents and council tax. Importantly all done with no borrowing. All new homes built through this method to be allowed into the rent to buy scheme after a 10-year period of renting.</p> <p>The added benefit to this approach is that more people will start to own their homes and if in future years they need social care, then they will have assets to help fund that and reduce the burden on the state.</p>	<p>Councillor R Woodley</p>	<p>All housing development options are open for consideration and, where viable, may be deployed to support increased housing delivery.</p>	<p>Continue housing development work and consider whether this may provide a sustainable tenure option.</p>
<p>Housing : Allow councils to charge council tax/business rates on properties that have approval after a 2-year period if there has been no substantive progress on the development.</p>	<p>Councillor R Woodley</p>	<p>Government policy decision - Community Infrastructure Levy is there to tax development but not in the way described.</p>	<p>No further action</p>
<p>Housing : Stop the influence of developers and private sector landlords in Government policies.</p>	<p>Councillor R Woodley</p>	<p>It is appropriate for Government to consult all involved in housing delivery in policy development.</p>	<p>No further action</p>

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback	Next Steps
<p>Kick Start Programme: Would suggest that the government directs/insists that all local public institutions employ a minimum of 10% of their workforce for young local people on a 3-to-5-year apprenticeships, learning a trade or skill that can be found in councils, hospitals, tax offices and other government departments such as police and fire services and give young people a future. Yes, there will be a cost, but think of the savings in years of not paying benefits (universal credit) and the prosperity including the spending power to local economies that will come as they transfer the skills learnt to other employment opportunities.</p>	<p>Councillor R Woodley</p>	<p>Issue acknowledged</p>	<p>The Council will continue to engage with Central Government and it's agencies where appropriate through forums, consultations, user groups, etc.</p>
<p>Meetings (for future attention): Out of our direct control because of legislation, but the Council should continue to press the Government to allow meetings to be held online as they were during the pandemic. Using Committee Rooms and the Chamber for meetings that could just as productively be held online is an unnecessary cost. If there is a concern that members of the public with no online access would be excluded from watching them from the public areas, the live webcasts of those meetings could be shown in the Civic Centre for anyone who wants to tun up there to watch them. Staff time to oversee that would be minimal and certainly much lower than the cost of Officers attending in-person meetings and employees, including the cleaners and others, coming in to set up and clear up.</p>	<p>Cllr M Berry</p>	<p>Issue acknowledged</p>	<p>Council Officers will continue to use their professional networks to highlight this particular issue.</p>

Part 5: Cabinet considered and ruled out

Appendix 1

The following ideas from members have already been considered by Cabinet and ruled out so will not form part of the 2024/25 Budget.

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
Asset Rationalisation		
Sale of Porters and Mayoral assets	Cllr R Longstaff	How the building is used is being looked at as part of the workstream on the optimisation of our estate to deliver operational efficiencies and generate income. It is not recommended to consider either the sale of Porters or the mayoral assets. It is important to note that it is a Grade 1 listed building important to the heritage and history of the city. In terms of Mayoral assets, Porters contains much historic memorabilia that is also important to the heritage of the City.
Council Tax		
Increase council tax above 5% (requires public vote)	Cllr R Longstaff	No referendum ever won from the few that have taken place and would not get the desired support
Councillor Allowances/Benefits		
Reverse the decision to retain free councillor parking permits. 46	Cllr M Dent	The position on councillor car parking permits is set out in the Members Allowances Scheme. This could be revisited as part of the forthcoming budget process.
Energy Efficiency		
Highways: Turn off all unnecessary lights across all southend offices parks streets	Cllr S Aylen	
Highways maintenance		
Dim street lights after midnight	Cllr R Longstaff	Proposal considered and ruled out by cabinet
Highways: Stop immediately all tarmacking of pavements and reassess the complete project	Cllr S Aylen	Contrary to Council policy

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
Parking: 6pm-9pm		
<p>6-9 Charges in zone 1a: I think that a compromise might be a half way point, that would keep the Seafront traders happy and still bring in revenue. We have to reverse the thought, rather than remove the parking charges, a seasonal free parking in Fairheads would work, meaning that through the quiet times people can park for free in Fairheads only after 6pm, and in the west you still have Shorefield Road which is still operating free after 6pm, this gives cover at both ends of the seafront. If you have the Southend Pass well it's no brainer you can still park up to 9pm and not pay. What this would do is when Southend becomes busy, fireworks displays, Halloween or any other events then all the other car areas are chargeable, you would only then lose the parking charges for one car park. This would not be a reversal to policy, but a hard thought out decision.</p>	<p>Cllr S Wakefield</p>	<p>All parking charges and zones under review</p>
<p>Recent decision making: Re-instate the 6-9pm parking charges recently removed. Publicised with appropriate wording, that need not mean a loss of face for the administration - I'd be content if 'a change of financial circumstances' or similar wording was cited as the reason for the decision.</p>	<p>Cllr M Berry</p>	<p>All parking charges and zones under review</p>
<p>Reinstate 6-9 parking charges: Reinstate 6-9 parking accompanied by full residential protections in roads adjacent to seafront. Based on early figures in 2023 prior to cancellation this would achieve a revenue of appx £1.2m for a full season.</p>	<p>Cllr M Terry</p>	<p>All parking charges and zones under review</p>
<p>Resume 6-9pm parking charges</p>	<p>Cllr R Longstaff</p>	<p>All parking charges and zones under review</p>
Parking: Tariffs		
<p>Parking : Remove the Councillor parking permits as agreed in the last budget.</p>	<p>Cllr T Cowdrey</p>	<p>No real saving generated, cabinet has considered and rejected.</p>

Suggestion: Proposer Comments	Proposed by	Executive Director's Comments/Feedback
Waste Collection		
(Pair with centralised bin offering) charge extra for wheely bin service (N/A for those with extra needs)	Cllr R Longstaff	Policy decision for administration.
All commercial bin services to go to council's supplier	Cllr R Longstaff	Under review, other commercial arrangements are in place across the city already. Not included in current tender.
Introduce a land-fill tax	Cllr M Terry	Policy decision for administration.
Recycling Centres -charging: £1 charge on the door to use recycling centers	Cllr S Aylen	Would be a policy decision for the administration, but not recommended for progressing due to legal implications and unintended consequences this could cause for flytipping for example
Waste contract : Black bag/bin weekly waste collection to cover the cost of land fill charges, keeps the black bag/bin weekly but the charge would be £50 per year. Would bring in approximately £4 million per year after the cost of the bin is deducted, this would help in the new waste contract costs.	Councillor R Woodley	Policy decision for administration.
Unthemed		
Lease of 1 or 2 beaches to private investor	Cllr R Longstaff	
Staffing and Civic Centre / Corporate ideas: Staff and Councillors can only attend meeting etc outside the Southend council area with permission from the Director. Directors have to have permission from Chief Exec.	Cllr S Aylen	This is not a workable option. It is crucially important that staff and councillors engage in a wide range of settings for different reasons. Many are also based at other locations.

	Description of Service	Basis of Charge	Net Charge 2022/23 £	Gross 2022/23 Charge £	Indicative Net Charge 2023/24 £	Indicative Gross 2023/24 Charge £	Indicative Increase Gross Charge £	%
1	Maximum charge to user per week for home care/daycare	Discretionary	Full Cost of Service		Full Cost of Service			
2	Forecast average unit cost of all home care per hour	Discretionary	19.00	19.00	20.84	20.84	1.84	9.68%
3	Maximum charge per session (day) for day service	Discretionary	Full Cost of Service		Full Cost of Service			
4	Transport - Return Trip per day	Discretionary	4.50	4.50	4.90	4.90	0.40	8.89%
5	Transport - Multiple Trip per day	Discretionary	5.50	5.50	5.90	5.90	0.40	7.27%
6	Minimum client contrib for OP long stay res care per week	Statutory	156.95	156.95	172.80	172.80	15.85	10.10%
7	Minimum charge for adult long stay res care per week 18-24	Statutory	71.60	71.60	78.75	78.75	7.15	9.99%
8	Minimum charge for adult long stay res care per week 25-59	Statutory	87.55	87.55	96.30	96.30	8.75	9.99%
9	Administration Fee for Deferred Payment Scheme	Discretionary	615.00	615.00	675.00	675.00	60.00	9.76%
10	NEW Administration Fee for full cost home care recipients	Discretionary			85.00	85.00		NEW
11	NEW Invoice Fee for full cost home care recipients	Discretionary			65.00	65.00		NEW

Description of Service		Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
		£	£	£	£	£	£	£	%
Allotments									
The rents for allotment plots within Southend-on-Sea last increased on 1st April 2018. As set out in the current fees and charges the rent for non-concessions is £4.50 per rod. The Allotments Act and our tenancy agreement, require a years notice to be served outside the growing season on all allotment tenants advising of the changes to rents. Therefore the earliest any proposed change in fees could take effect will be 1st April 2024, subject to proper consultation taking place.									
1	Per 5.5m ² (rod) (plus water recharged at current rates)	4.50		4.50	4.50		4.50	0.00	0.00%
2	Per 5.5m ² (rod) (plus water recharged at current rates) – Senior (State Pensionable Age)	2.25		2.25	2.25		2.25	0.00	0.00%
3	Per 5.5m ² (rod) (plus water recharged at current rates) – Advantage Card C	2.25		2.25	2.25		2.25	0.00	0.00%
4	Per 5.5m ² (rod) (plus water recharged at current rates) – Under 18	2.25		2.25	2.25		2.25	0.00	0.00%
5	Edwards Hall Leisure Garden (plus water recharged at current rates)– Allotments	36.00		36.00	36.00		36.00	0.00	0.00%
6	Edwards Hall Leisure Garden – Allotments (plus water recharged at current rates) - Senior (State Pensionable Age)	18.00		18.00	18.00		18.00	0.00	0.00%
7	Edwards Hall Leisure Garden - Allotments (plus water recharged at current rates) - Advantage Card C	18.00		18.00	18.00		18.00	0.00	0.00%
8	Edwards Hall Leisure Garden - Allotments (plus water recharged at current rates) - under 18	18.00		18.00	18.00		18.00	0.00	0.00%

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	Description of Service	Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Cemeteries and Crematorium									
	Burial fees									
	Private Grave Space - Traditional Grave 50 years									
1	Exclusive Rights of Burial, Including Registration in traditional Grave - Resident	Discretionary	2,650.00		2,650.00	2,900.00		2,900.00	250.00	9.43%
2	Exclusive Rights of Burial including Registration in traditional Grave - Non Resident	Discretionary	5,300.00		5,300.00	8,700.00		8,700.00	3,400.00	64.15%
	Private Grave Space- Lawn including 75 and 50 years grave spaces									
3	Exclusive Right of Burial including Registration - Resident	Discretionary	1,200.00		1,200.00	1,300.00		1,300.00	100.00	8.33%
4	Exclusive Right of Burial including Registration - Non Resident	Discretionary	2,400.00		2,400.00	3,900.00		3,900.00	1,500.00	62.50%
	Interment fee including excavation all depths									
5	A person whose age at time of death exceeds 18 years - Resident	Discretionary	950.00		950.00	1,046.00		1,046.00	96.00	10.11%
6	A person whose age at time of death exceeds 18 - Non Resident	Discretionary	950.00		950.00	1,046.00		1,046.00	96.00	10.11%
7	A person whose age at time of death does not exceed 18 years - Resident	Discretionary	650.00		650.00	715.00		715.00	65.00	10.00%
8	A person whose age at time of death does not exceed 18 - Non Resident	Discretionary	650.00		650.00	715.00		715.00	65.00	10.00%
9	Re-open Brick Grave or vault Interment fee	Discretionary	950.00		950.00	1,046.00		1,046.00	96.00	10.11%
	Mini Cremated Remains Vault									
10	Mini Cremated Remains Vault max 4 interments (Inclusive of 25 Year Exclusive Rights of Burial, and vase block with metal flower holder) - Resident	Discretionary	1,510.00		1,510.00	1,662.00		1,662.00	152.00	10.07%
11	Mini Cremated Remains Vault max 4 interments (Inclusive of 25 Year Exclusive Rights of Burial, memorial plaques inscription to include 80 letters and vase block with metal flower holder) - Non Resident	Discretionary	1,880.00		1,880.00	2,070.00		2,070.00	190.00	10.11%
	Interment Fee in Cremated remains vault									
12	A person whose age at time of death exceeds 18 years - Resident	Discretionary	260.00		260.00	286.00		286.00	26.00	10.00%
13	A person whose age at time of death exceeds 18 years - Non Resident	Discretionary	260.00		260.00	286.00		286.00	26.00	10.00%
	Cremated remains Vault memorial inscription									
14	Plaque Inscription	Discretionary	121.67	24.33	146.00	134.00	26.80	160.80	14.80	10.14%
15	Porcelain photo plaque (7cm x 5cm)	Discretionary	104.17	20.83	125.00	114.67	22.93	137.60	12.60	10.08%
16	Line Drawing	Discretionary	65.00	13.00	78.00	71.58	14.32	85.90	7.90	10.13%
17	Coloured Line Drawing	Discretionary	86.67	17.33	104.00	95.42	19.08	114.50	10.50	10.10%
18	Military Badge or Crest	Discretionary	Price on Application		Price on Application					
	Private Grave Space - Children's (50 years)									
19	Exclusive Right of Burial Including Registration - Resident - up to 4ft 6"	Discretionary	700.00		700.00	770.00		770.00	70.00	10.00%
20	Exclusive Right of Burial Including Registration - Non Resident - up to 4ft 6"	Discretionary	1,000.00		1,000.00	1,100.00		1,100.00	100.00	10.00%
	Cremated Ashes Grave Space inc 75yrs ERB									
21	Exclusive Right of Burial including Registration - Resident	Discretionary	635.00		635.00	700.00		700.00	65.00	10.24%
22	Exclusive Right of Burial including Registration - Non Resident	Discretionary	1,085.00		1,085.00	1,195.00		1,195.00	110.00	10.14%
	Cremated Ashes Interment fee including excavation all depths									
23	A person whose age at time of death exceeds 18 years - Resident	Discretionary	315.00		315.00	347.00		347.00	32.00	10.16%
24	A person whose age at time of death exceeds 18 years - Non Resident	Discretionary	315.00		315.00	347.00		347.00	32.00	10.16%

	Description of Service	Basis of Charge	Net Charge 2022/23 £	VAT (20%) £	Gross 2022/23 Charge £	Indicative Net Charge 2023/24 £	VAT (20%) £	Indicative Gross 2023/24 Charge £	Indicative Increase Gross Charge £	%
	Public Graves (Rights of Burial not purchased)									
25	A person whose age at time of death exceeds 18 years	Discretionary	690.00		690.00	760.00		760.00	70.00	10.14%
	Removal/Replacement of Monuments on Graves to be re-opened - provided by 3rd party so at cost									
26	Headstone only, or equivalent on lawn graves	Discretionary								
27	Tablet on cremated remains grave or other memorial which can be lifted by hand	Discretionary								
28	Headstone on traditional grave not exceeding 5.00' in height	Discretionary								
29	Headstone and kerbs or equivalent not exceeding 5.00' in height	Discretionary								
	Monuments/Memorial Rights									
30	Headstone or similar without kerbing not exceeding 3.0' in overall height	Discretionary	221.67	44.33	266.00	243.33	48.67	292.00	26.00	9.77%
31	Headstone or similar exceeding 3.0' in overall height (non lawn sections only) per additional ft or part ft	Discretionary	69.17	13.83	83.00	75.83	15.17	91.00	8.00	9.64%
32	Inscribed Book, Scroll, Tablet or vase not exceeding 20" in height when erected as only memorial marking grave	Discretionary	135.00	27.00	162.00	148.33	29.67	178.00	16.00	9.88%
33	Cremated Remains Grave: Tablet/Vase	Discretionary	135.00	27.00	162.00	148.33	29.67	178.00	16.00	9.88%
34	Additional Inscription (unless added within 6 months of original grant of memorial rights then no charge)	Discretionary	108.33	21.67	130.00	119.17	23.83	143.00	13.00	10.00%
	Surcharge - except interment of cremated Remains (October to March only)									
35	Surcharge for all burials at 2.15 pm	Discretionary	100.00		100.00	110.00		110.00	10.00	10.00%
36	Surcharge for all burials at 2.45 pm	Discretionary	100.00		100.00	110.00		110.00	10.00	10.00%
	Exhumation Charges									
37	Per coffin exhumed, including excavation	Discretionary								
38	Plus per coffin exhumed and re-interred in same cemetery	Discretionary								
39	Per container of cremated remains	Discretionary	310.00		310.00	341.00		341.00	31.00	10.00%

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	Description of Service	Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative	
			2022/23	(20%)	2022/23 Charge	Net Charge 2023/24	(20%)	Gross 2023/24 Charge	Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Miscellaneous Charges (Cemeteries)									
40	Use of Cemetery Church or Chapel for burial or memorial service (40 minutes)	Discretionary	162.00		162.00	172.00		172.00	10.00	6.17%
41	Extension of burial rights for 25 years once expired	Discretionary	600.00		600.00	660.50		660.50	60.50	10.08%
42	Registration transfer of Grant of Right of Burial	Discretionary	94.00		94.00	104.00		104.00	10.00	10.64%
43	Certificate of Burial	Discretionary	42.00		42.00	47.00		47.00	5.00	11.90%
44	Certificate of Ownership of Burial Rights	Discretionary	42.00		42.00	47.00		47.00	5.00	11.90%
45	Every Search (other than for identification of Grave)	Discretionary	21.67	4.33	26.00	23.75	4.75	28.50	2.50	9.62%
	Memorials									
46	4' Memorial Wooden Seat and Bronze Plaque - Cemetery only	Discretionary	1,016.67	203.33	1,220.00	1,119.17	223.83	1,343.00	123.00	10.08%
47	6' Memorial Wooden Seat and Bronze Plaque - Cemetery only	Discretionary	1,350.00	270.00	1,620.00	1,490.00	298.00	1,788.00	168.00	10.37%
48	Plus 25 year lease for all memorial seats	Discretionary	780.00		780.00	858.00		858.00	78.00	10.00%
49	Replacement Bronze Plaques (6"x 4")	Discretionary	173.33	34.67	208.00	191.33	38.27	229.60	21.60	10.38%
50	Memorial Tree inc Bronze Plaque (6"x4") - Limited availability	Discretionary	247.50	49.50	297.00	272.50	54.50	327.00	30.00	10.10%
51	Memorial Tree lease period for 5 years	Discretionary	287.00		287.00	315.00		315.00	28.00	9.76%
52	Memorial Tree lease period for 10 years	Discretionary	547.00		547.00	600.00		600.00	53.00	9.69%
53	Memorial Tree lease renewal for 5 years	Discretionary	287.00		287.00	315.00		315.00	28.00	9.76%
54	Memorial Shrub and Bronze Plaque (6"x4")	Discretionary	190.83	38.17	229.00	210.00	42.00	252.00	23.00	10.04%
55	Memorial Shrub lease period for 5 years	Discretionary	287.00		287.00	315.00		315.00	28.00	9.76%
56	Memorial Shrub lease period for 10 years	Discretionary	547.00		547.00	600.00		600.00	53.00	9.69%
57	Memorial Shrub lease renewal for 5 years	Discretionary	287.00		287.00	315.00		315.00	28.00	9.76%
58	Replacement Bronze Plaques (6"x 4")	Discretionary	160.83	32.17	193.00	176.67	35.33	212.00	19.00	9.84%
59	Replacement Bronze Plaques (7"x 5")	Discretionary	216.67	43.33	260.00	238.33	47.67	286.00	26.00	10.00%
60	Replacement Bronze Plaque with Photo (8"x4")	Discretionary	287.50	57.50	345.00	316.67	63.33	380.00	35.00	10.14%
	Levelling Memorials/Monuments - Contact Stone Mason									
61	Cremated Remains	Discretionary				At Cost				
62	Lawn Headstones	Discretionary				At Cost				
63	Lawn Headstone on a traditional grave	Discretionary				At Cost				
64	Monument over 5.0' in height, or a vault	Discretionary				At Cost				

	Description of Service	Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Crematorium									
	Cremation fees									
65	Cremation Fee incl of environmental charge and medical referee fees - Resident	Discretionary	915.00		915.00	1,000.00		1,000.00	85.00	9.29%
66	Cremation Fee incl of environmental charge and medical referee fees - Non Resident	Discretionary				1,100.00		1,100.00	1,100.00	NEW
67	Committal Gold - Cremation only (Any age). Family attending (No service, organist or music, incl of environmental charge) - Resident	Discretionary	720.00		720.00	800.00		800.00	80.00	11.11%
68	Committal Gold - Cremation only (exceeds 18 years of age). Family attending (No service, organist or music, incl of environmental charge) - Non Resident	Discretionary				900.00		900.00	900.00	NEW
69	Committal Silver - Cremation only (Any Age) No Family attending (No Service, organist or Music, incl environmental charge) - resident	Discretionary	500.00		500.00	550.00		550.00	50.00	10.00%
70	Committal Silver - Cremation only (exceeds 18 years of age) No Family attending (No Service, organist or Music, incl environmental charge) - Non Resident	Discretionary				600.00		600.00	600.00	NEW
71	Body Parts	Discretionary	200.00		200.00	220.00		220.00	20.00	10.00%
	Miscellaneous Charges									
72	Use of Chapel for Memorial Service	Discretionary	225.00		225.00	250.00		250.00	25.00	11.11%
73	Metal Urn - Adult	Discretionary	57.00		57.00	63.00		63.00	6.00	10.53%
74	Metal Urn or Poly Urn - Child	Discretionary								0.00%
75	Additional Poly Urn	Discretionary	36.50		36.50	40.00		40.00	3.50	10.26%
76	Biodegradable urn (For use in Crematorium Garden of Remembrance)	Discretionary	78.00		78.00	86.00		86.00	8.00	10.26%
	Web Cast Services									
77	Live webcast	Discretionary	34.58	6.92	41.50	37.50	7.50	45.00	3.50	8.43%
78	Live & 28 days watch again	Discretionary	52.08	10.42	62.50	58.33	11.67	70.00	7.50	12.00%
79	Physical copy (DVD/Blu-Ray/USB Stick)	Discretionary	60.83	12.17	73.00	66.67	13.33	80.00	7.00	8.43%
	Visual Tribute Services									
80	Single Photo (shown throughout Service)	Discretionary	12.92	2.58	15.50	14.17	2.83	17.00	1.50	9.68%
81	Simple slide show (up to 25 photos played on a loop once at a time of your choosing)	Discretionary	43.33	8.67	52.00	47.50	9.50	57.00	5.00	9.62%
82	Professional Photo Tribute (up to 25 photos set to music of your choice played once at a time of your choosing)	Discretionary	73.75	14.75	88.50	83.33	16.67	100.00	11.50	12.99%
83	Extra Photos (for each extra batch of 25 photos)	Discretionary	12.92	2.58	15.50	14.17	2.83	17.00	1.50	9.68%
84	Physical copy of a tribute on DVD, Blu-Ray or USB	Discretionary	12.92	2.58	15.50	14.17	2.83	17.00	1.50	9.68%
85	Family supplied video checking	Discretionary	17.50	3.50	21.00	19.17	3.83	23.00	2.00	9.52%
86	Storage cremated remains beyond 3 months- per month or part month	Discretionary	30.83	6.17	37.00	33.33	6.67	40.00	3.00	8.11%
87	Scatter or Interment of cremated remains in Garden of Remembrance where cremation took place at another crematorium	Discretionary	160.00		160.00	175.00		175.00	15.00	9.38%
88	Scatter or Interment of cremated remains in Garden of Remembrance where cremation took place at Southend Crematorium if returned after 1 year	Discretionary	160.00		160.00	175.00		175.00	15.00	9.38%
89	Saturday scatter or interment of cremated remains (Maximum of 4 interments PM only) in Garden of Remembrance	Discretionary	110.00		110.00	121.00		121.00	11.00	10.00%
90	Additional or replacement Certified copy of cremation certificate	Discretionary	26.00		26.00	29.00		29.00	3.00	11.54%
91	Use of Organ	Discretionary	21.00		21.00	23.00		23.00	2.00	9.52%
92	Surcharge for Services over running upto 10 minutes	Discretionary	125.00		125.00	137.00		137.00	12.00	9.60%
93	Surcharge for Services over running 10 minutes and over	Discretionary	260.00		260.00	286.00		286.00	26.00	10.00%
94	Funeral services cancelled after 10am one working day before reserved time	Discretionary	260.00		260.00	286.00		286.00	26.00	10.00%

	Description of Service	Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Commemorative Fees (incl VAT)									
	Book of Remembrance									
95	2 line inscription	Discretionary	104.17	20.83	125.00	115.00	23.00	138.00	13.00	10.40%
96	5 line inscription	Discretionary	155.83	31.17	187.00	171.67	34.33	206.00	19.00	10.16%
97	5 line inscription with Floral Motif	Discretionary	269.17	53.83	323.00	295.00	59.00	354.00	31.00	9.60%
98	5 line inscription with Service Badge / Crest	Discretionary	277.50	55.50	333.00	305.83	61.17	367.00	34.00	10.21%
99	8 line inscription	Discretionary	216.67	43.33	260.00	238.33	47.67	286.00	26.00	10.00%
100	8 line inscription with Floral Motif	Discretionary	330.00	66.00	396.00	363.33	72.67	436.00	40.00	10.10%
101	8 line inscription with Service Badge / Crest	Discretionary	338.33	67.67	406.00	372.50	74.50	447.00	41.00	10.10%
102	8 line inscription with Coat of Arms	Discretionary	373.33	74.67	448.00	411.67	82.33	494.00	46.00	10.27%
	Remembrance Card									
103	2 line inscription	Discretionary	73.75	14.75	88.50	80.83	16.17	97.00	8.50	9.60%
104	5 line inscription	Discretionary	91.67	18.33	110.00	100.83	20.17	121.00	11.00	10.00%
105	5 line inscription with Floral Motif	Discretionary	208.33	41.67	250.00	208.33	41.67	250.00	0.00	0.00%
106	5 line inscription with Service Badge / Crest	Discretionary	216.67	43.33	260.00	229.17	45.83	275.00	15.00	5.77%
107	8 line inscription	Discretionary	116.67	23.33	140.00	128.33	25.67	154.00	14.00	10.00%
108	8 line inscription with Floral Motif	Discretionary	239.17	47.83	287.00	263.33	52.67	316.00	29.00	10.10%
109	8 line inscription with Service Badge / Crest	Discretionary	247.50	49.50	297.00	272.50	54.50	327.00	30.00	10.10%
110	8 line inscription with Coat of Arms	Discretionary	269.17	53.83	323.00	296.67	59.33	356.00	33.00	10.22%
	Miniature Book of Remembrance									
111	2 line inscription	Discretionary	100.00	20.00	120.00	110.00	22.00	132.00	12.00	10.00%
112	5 line inscription	Discretionary	125.00	25.00	150.00	137.50	27.50	165.00	15.00	10.00%
113	5 line inscription with Floral Motif	Discretionary	239.17	47.83	287.00	263.33	52.67	316.00	29.00	10.10%
114	5 line inscription with Service Badge / Crest	Discretionary	247.50	49.50	297.00	272.50	54.50	327.00	30.00	10.10%
115	8 line inscription	Discretionary	143.33	28.67	172.00	158.33	31.67	190.00	18.00	10.47%
116	8 line inscription with Floral Motif	Discretionary	265.00	53.00	318.00	291.67	58.33	350.00	32.00	10.06%
117	8 line inscription with Service Badge / Crest	Discretionary	273.33	54.67	328.00	300.83	60.17	361.00	33.00	10.06%
118	8 line inscription with Coat of Arms	Discretionary	295.83	59.17	355.00	325.83	65.17	391.00	36.00	10.14%
119	Additional lines: per line	Discretionary	21.67	4.33	26.00	25.00	5.00	30.00	4.00	15.38%
	Memorial panels- 2 or 3 line panel displayed									
120	Memorial panel	Discretionary	78.33	15.67	94.00	87.50	17.50	105.00	11.00	11.70%
121	5 year display lease	Discretionary	208.00		208.00	230.00		230.00	22.00	10.58%
122	10 year display lease	Discretionary	396.00		396.00	435.00		435.00	39.00	9.85%
123	Renewal of display for 5 year period	Discretionary	208.00		208.00	230.00		230.00	22.00	10.58%
124	Re Gild Letter	Discretionary	4.33	0.87	5.20	5.00	1.00	6.00	0.80	15.38%
	Mulberry Memorial Tree - Scatter Garden									
125	Plain leaf plaque	Discretionary	34.58	6.92	41.50	38.00	7.60	45.60	4.10	9.88%
126	Add inscription	Discretionary	52.08	10.42	62.50	58.00	11.60	69.60	7.10	11.36%
127	Add motif	Discretionary	26.04	5.21	31.25	29.00	5.80	34.80	3.55	11.36%
128	5 year display lease	Discretionary	104.00		104.00	115.00		115.00	11.00	10.58%
	Pavillion Plaques (Children)									

	Description of Service	Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
129	Bronze plaque flag style	Discretionary	104.17	20.83	125.00	115.00	23.00	138.00	13.00	10.40%
130	plus 10 year lease	Discretionary	104.00		104.00	115.00		115.00	11.00	10.58%
131	5 year renewal	Discretionary	94.00		94.00	103.00		103.00	9.00	9.57%
	Memorial Trees and Shrubs - Limited availability									
132	Memorial Tree and Bronze Plaque (6"x4")	Discretionary	247.50	49.50	297.00	272.50	54.50	327.00	30.00	10.10%
133	Memorial Tree lease period for 5 years	Discretionary	285.00		285.00	315.00		315.00	30.00	10.53%
134	Memorial Tree lease period for 10 years	Discretionary	547.00		547.00	600.00		600.00	53.00	9.69%
135	Memorial Tree lease renewal for 5 years	Discretionary	285.00		285.00	315.00		315.00	30.00	10.53%
136	Memorial Shrub and Bronze Plaque (6"x4")	Discretionary	191.67	38.33	230.00	210.00	42.00	252.00	22.00	9.57%
137	Memorial Shrub lease period for 5 years	Discretionary	285.00		285.00	313.00		313.00	28.00	9.82%
138	Memorial Shrub lease period for 10 years	Discretionary	550.00		550.00	610.00		610.00	60.00	10.91%
139	Memorial Shrub lease renewal for 5 years	Discretionary	285.00		285.00	315.00		315.00	30.00	10.53%
140	Replacement Bronze Plaques (6"x4")	Discretionary	160.83	32.17	193.00	176.00	35.20	211.20	18.20	9.43%
141	Replacement Bronze Plaques (7"x5")	Discretionary	216.67	43.33	260.00	216.67	43.33	260.00	0.00	0.00%
142	Replacement Bronze Plaque with Photo (8"x4")	Discretionary	286.67	57.33	344.00	315.00	63.00	378.00	34.00	9.88%
143	Additional Characters	Discretionary	4.33	0.87	5.20				(5.20)	-100.00%
144	Standard Rose replacement Bronze Plaque (4"x6")	Discretionary	186.67	37.33	224.00	205.00	41.00	246.00	22.00	9.82%
145	Additional Characters	Discretionary	4.33	0.87	5.20				(5.20)	-100.00%
146	4' Memorial Seat and Bronze Plaque - Limited availability	Discretionary	916.67	183.33	1,100.00	1,009.17	201.83	1,211.00	111.00	10.09%
147	6' Memorial Seat and Bronze Plaque - Limited availability	Discretionary	1,125.00	225.00	1,350.00	1,238.33	247.67	1,486.00	136.00	10.07%
148	Plus 25 year lease for all memorial seats	Discretionary	780.00		780.00	860.00		860.00	80.00	10.26%
149	Replacement Bronze Plaques (6"x4")	Discretionary	173.33	34.67	208.00	190.83	38.17	229.00	21.00	10.10%

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Description of Service	Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative	
		2022/23	(20%)	2022/23	Net Charge	(20%)	Gross	Increase Gross	
		£	£	£	£	£	£	£	%
Pergola Walk and Sunken Rose Garden Memorial Scheme									
150 Balustrade cremated remains Niche (incl container and 10 year leases)	Discretionary	1,340.00		1,340.00	1,483.00		1,483.00	143.00	10.67%
151 Interment fee	Discretionary	125.00		125.00	137.00		137.00	12.00	9.60%
152 Inscription	Discretionary	121.67	24.33	146.00	132.67	26.53	159.20	13.20	9.04%
153 Photo plaque	Discretionary	104.17	20.83	125.00	114.00	22.80	136.80	11.80	9.44%
154 Line Drawing	Discretionary	65.00	13.00	78.00	71.00	14.20	85.20	7.20	9.23%
155 Coloured Line Drawing	Discretionary	86.67	17.33	104.00	96.00	19.20	115.20	11.20	10.77%
156 Military Badge or Crest	Discretionary	Price on Application		Price on Application					
157 Pillar Post	Discretionary	400.00	80.00	480.00	440.00	88.00	528.00	48.00	10.00%
158 Inscription	Discretionary	121.67	24.33	146.00	132.67	26.53	159.20	13.20	9.04%
159 photo plaque	Discretionary	104.17	20.83	125.00	114.00	22.80	136.80	11.80	9.44%
160 Line Drawing	Discretionary	65.00	13.00	78.00	71.00	14.20	85.20	7.20	9.23%
161 Coloured Line Drawing	Discretionary	86.67	17.33	104.00	96.00	19.20	115.20	11.20	10.77%
162 Military Badge or Crest	Discretionary	Price on Application		Price on Application					
163 5 year display lease	Discretionary	104.00		104.00	114.00		114.00	10.00	9.62%
164 Atlas pillar memorial plaque	Discretionary	52.08	10.42	62.50	58.00	11.60	69.60	7.10	11.36%
165 Inscription	Discretionary	121.67	24.33	146.00	132.67	26.53	159.20	13.20	9.04%
166 photo plaque	Discretionary	104.17	20.83	125.00	114.00	22.80	136.80	11.80	9.44%
167 Line Drawing	Discretionary	65.00	13.00	78.00	71.00	14.20	85.20	7.20	9.23%
168 Coloured Line Drawing	Discretionary	86.67	17.33	104.00	96.00	19.20	115.20	11.20	10.77%
169 Military Badge or Crest	Discretionary	Price on Application		Price on Application					
170 5 year display lease	Discretionary	104.00		104.00	114.00		114.00	10.00	9.62%
171 Chapel memorial plaque	Discretionary	95.83	19.17	115.00	105.00	21.00	126.00	11.00	9.57%
172 Inscription	Discretionary	121.67	24.33	146.00	132.67	26.53	159.20	13.20	9.04%
173 photo plaque	Discretionary	104.17	20.83	125.00	114.00	22.80	136.80	11.80	9.44%
174 Line Drawing	Discretionary	65.00	13.00	78.00	71.00	14.20	85.20	7.20	9.23%
175 Coloured Line Drawing	Discretionary	86.67	17.33	104.00	96.00	19.20	115.20	11.20	10.77%
176 Military Badge or Crest	Discretionary	Price on Application		Price on Application					
177 Book Memorial Plaque	Discretionary	95.83	19.17	115.00	105.00	21.00	126.00	11.00	9.57%
178 Inscription	Discretionary	121.67	24.33	146.00	132.67	26.53	159.20	13.20	9.04%
179 photo plaque	Discretionary	104.17	20.83	125.00	114.00	22.80	136.80	11.80	9.44%
180 Line Drawing	Discretionary	65.00	13.00	78.00	71.00	14.20	85.20	7.20	9.23%
181 Coloured Line Drawing	Discretionary	86.67	17.33	104.00	96.00	19.20	115.20	11.20	10.77%
182 Military Badge or Crest	Discretionary	Price on Application		Price on Application					
183 Rose Post inc 5 year Lease and Plaque	Discretionary	304.17	60.83	365.00	334.17	66.83	401.00	36.00	9.86%
184 Inscription	Discretionary	121.67	24.33	146.00	132.67	26.53	159.20	13.20	9.04%
185 photo plaque	Discretionary	104.17	20.83	125.00	114.00	22.80	136.80	11.80	9.44%
186 Line Drawing	Discretionary	65.00	13.00	78.00	71.00	14.20	85.20	7.20	9.23%
187 Coloured Line Drawing	Discretionary	86.67	17.33	104.00	96.00	19.20	115.20	11.20	10.77%
188 Military Badge or Crest	Discretionary	Price on Application		Price on Application					
Memorial Rockery Limited availability									
189 Lease 15 years	Discretionary	1,400.00		1,400.00	1,540.00		1,540.00	140.00	10.00%
190 Bronze Plaque (6" x 4")	Discretionary	155.83	31.17	187.00	170.83	34.17	205.00	18.00	9.63%
191 Bronze Plaque (7" x 5")	Discretionary	216.67	43.33	260.00	237.00	47.40	284.40	24.40	9.38%

Building Regulations		Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase	Gross Charge	£	%
		New Dwellings										
1	Plan Charge	Houses/Bungalows < 300sqm (1 Plot)	Full Cost Recovery	178.17	35.63	213.80	196.17	39.23	235.40	21.60	10.10%	
2		Houses/Bungalows < 300sqm (2 Plots)	Full Cost Recovery	267.26	53.45	320.71	294.26	58.85	353.11	32.40	10.10%	
3		Houses/Bungalows < 300sqm (3 Plots)	Full Cost Recovery	356.34	71.27	427.61	392.34	78.47	470.81	43.20	10.10%	
4		Houses/Bungalows < 300sqm (4 Plots)	Full Cost Recovery	445.43	89.09	534.52	490.43	98.09	588.52	54.00	10.10%	
5		Houses/Bungalows < 300sqm (5 Plots)	Full Cost Recovery	534.51	106.90	641.41	588.51	117.70	706.21	64.80	10.10%	
6	Inspection Charge	Houses/Bungalows < 300sqm (1 Plot)	Full Cost Recovery	534.51	106.90	641.41	588.51	117.70	706.21	64.80	10.10%	
7		Houses/Bungalows < 300sqm (2 Plots)	Full Cost Recovery	801.77	160.35	962.12	882.77	176.55	1,059.32	97.20	10.10%	
8		Houses/Bungalows < 300sqm (3 Plots)	Full Cost Recovery	1,069.02	213.80	1,282.82	1,177.02	235.40	1,412.42	129.60	10.10%	
9		Houses/Bungalows < 300sqm (4 Plots)	Full Cost Recovery	1,336.28	267.26	1,603.54	1,471.28	294.26	1,765.54	162.00	10.10%	
10		Houses/Bungalows < 300sqm (5 Plots)	Full Cost Recovery	1,603.53	320.71	1,924.24	1,765.53	353.11	2,118.64	194.40	10.10%	
11	Building Notice	Houses/Bungalows < 300sqm (1 Plot)	Full Cost Recovery	742.38	148.48	890.86	817.38	163.48	980.86	90.00	10.10%	
12		Houses/Bungalows < 300sqm (2 Plots)	Full Cost Recovery	1,128.41	225.68	1,354.09	1,242.41	248.48	1,490.89	136.80	10.10%	
13		Houses/Bungalows < 300sqm (3 Plots)	Full Cost Recovery	1,455.06	291.01	1,746.07	1,602.06	320.41	1,922.47	176.40	10.10%	
14		Houses/Bungalows < 300sqm (4 Plots)	Full Cost Recovery	1,841.09	368.22	2,209.31	2,027.09	405.42	2,432.51	223.20	10.10%	
15		Houses/Bungalows < 300sqm (5 Plots)	Full Cost Recovery	2,197.43	439.49	2,636.92	2,419.43	483.89	2,903.32	266.40	10.10%	
16	Regularisation	Houses/Bungalows < 300sqm (1 Plot)	Full Cost Recovery	Individually determined								
17		Houses/Bungalows < 300sqm (2 Plots)	Full Cost Recovery	Individually determined								
18		Houses/Bungalows < 300sqm (3 Plots)	Full Cost Recovery	Individually determined								
19		Houses/Bungalows < 300sqm (4 Plots)	Full Cost Recovery	Individually determined								
20		Houses/Bungalows < 300sqm (5 Plots)	Full Cost Recovery	Individually determined								
21	Plan Charge	1 Flat < 300sqm	Full Cost Recovery	148.48	29.70	178.18	163.48	32.70	196.18	18.00	10.10%	
22		2 Flats < 300sqm	Full Cost Recovery	237.56	47.51	285.07	261.56	52.31	313.87	28.80	10.10%	
23		3 Flats < 300sqm	Full Cost Recovery	296.95	59.39	356.34	326.95	65.39	392.34	36.00	10.10%	
24		4 Flats < 300sqm	Full Cost Recovery	356.34	71.27	427.61	392.34	78.47	470.81	43.20	10.10%	
25		5 Flats < 300sqm	Full Cost Recovery	445.43	89.09	534.52	490.43	98.09	588.52	54.00	10.10%	
26	Inspection Charge	1 Flat < 300sqm	Full Cost Recovery	445.43	89.09	534.52	490.43	98.09	588.52	54.00	10.10%	
27		2 Flats < 300sqm	Full Cost Recovery	712.68	142.54	855.22	784.68	156.94	941.62	86.40	10.10%	
28		3 Flats < 300sqm	Full Cost Recovery	890.85	178.17	1,069.02	980.85	196.17	1,177.02	108.00	10.10%	
29		4 Flats < 300sqm	Full Cost Recovery	1,128.41	225.68	1,354.09	1,242.41	248.48	1,490.89	136.80	10.10%	
30		5 Flats < 300sqm	Full Cost Recovery	1,336.28	267.26	1,603.54	1,471.28	294.26	1,765.54	162.00	10.10%	
31	Building Notice	1 Flat < 300sqm	Full Cost Recovery	623.60	124.72	748.32	686.60	137.32	823.92	75.60	10.10%	
32		2 Flats < 300sqm	Full Cost Recovery	920.55	184.11	1,104.66	1,013.55	202.71	1,216.26	111.60	10.10%	
33		3 Flats < 300sqm	Full Cost Recovery	1,217.50	243.50	1,461.00	1,340.50	268.10	1,608.60	147.60	10.10%	
34		4 Flats < 300sqm	Full Cost Recovery	1,514.45	302.89	1,817.34	1,667.45	333.49	2,000.94	183.60	10.10%	
35		5 Flats < 300sqm	Full Cost Recovery	1,841.09	368.22	2,209.31	2,027.09	405.42	2,432.51	223.20	10.10%	
36	Regularisation	1 Flat < 300sqm	Full Cost Recovery	Individually determined								
37		2 Flats < 300sqm	Full Cost Recovery	Individually determined								
38		3 Flats < 300sqm	Full Cost Recovery	Individually determined								
39		4 Flats < 300sqm	Full Cost Recovery	Individually determined								
40		5 Flats < 300sqm	Full Cost Recovery	Individually determined								

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Building Regulations		Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase	Gross Charge	
41	EW1	Notifiable electrical work (where applicable)	Full Cost Recovery	267.26	53.45	320.71	294.26	58.85	353.11	32.40	10.10%
		Work to a single dwelling									
42	Plan Charge	1 storey extension not exceeding 40sqm	Full Cost Recovery	118.78	23.76	142.54	130.78	26.16	156.94	14.40	10.10%
43		1 storey extension 40 - 100sqm	Full Cost Recovery	178.17	35.63	213.80	196.17	39.23	235.40	21.60	10.10%
44		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	178.17	35.63	213.80	196.17	39.23	235.40	21.60	10.10%
45		2/3 extension 40 - 100 sqm	Full Cost Recovery	178.17	35.63	213.80	196.17	39.23	235.40	21.60	10.10%
46		Garage/store etc not exceeding 100sqm	Full Cost Recovery	89.09	17.82	106.91	98.09	19.62	117.71	10.80	10.10%
47		Detached non-habitable domestic building not exc 50sqm	Full Cost Recovery	118.78	23.76	142.54	130.78	26.16	156.94	14.40	10.10%
48	Inspection Charge	1 storey extension not exceeding 40sqm	Full Cost Recovery	445.43	89.09	534.52	490.43	98.09	588.52	54.00	10.10%
49		1 storey extension 40 - 100sqm	Full Cost Recovery	504.82	100.97	605.79	555.82	111.17	666.99	61.20	10.10%
50		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	504.82	100.97	605.79	555.82	111.17	666.99	61.20	10.10%
51		2/3 extension 40 - 100 sqm	Full Cost Recovery	564.21	112.84	677.05	621.21	124.24	745.45	68.40	10.10%
52		Garage/store etc not exceeding 100sqm	Full Cost Recovery	267.26	53.45	320.71	294.26	58.85	353.11	32.40	10.10%
53		Detached non-habitable domestic building not exc 50sqm	Full Cost Recovery	356.34	71.27	427.61	392.34	78.47	470.81	43.20	10.10%
54	Building Notice	1 storey extension not exceeding 40sqm	Full Cost Recovery	593.90	118.78	712.68	653.90	130.78	784.68	72.00	10.10%
55		1 storey extension 40 - 100sqm	Full Cost Recovery	712.68	142.54	855.22	784.68	156.94	941.62	86.40	10.10%
56		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	712.68	142.54	855.22	784.68	156.94	941.62	86.40	10.10%
57		2/3 extension 40 - 100 sqm	Full Cost Recovery	772.07	154.40	926.47	850.07	170.00	1,020.07	93.60	10.10%
58		Garage/store etc not exceeding 100sqm	Full Cost Recovery	386.04	77.22	463.26	425.04	85.02	510.06	46.80	10.10%
59		Detached non-habitable domestic building not exc 50sqm	Full Cost Recovery	504.82	100.97	605.79	555.82	111.17	666.99	61.20	10.10%
60	Regularisation	1 storey extension not exceeding 40sqm	Full Cost Recovery						Individually determined		
61		1 storey extension 40 - 100sqm	Full Cost Recovery						Individually determined		
62		2/3 storey extension not exceeding 40sqm	Full Cost Recovery						Individually determined		
63		2/3 extension 40 - 100 sqm	Full Cost Recovery						Individually determined		
64		Garage/store etc not exceeding 100sqm	Full Cost Recovery						Individually determined		
65		Detached non-habitable domestic building not exc 50sqm	Full Cost Recovery						Individually determined		
66	Plan Charge	Rooms in roof	Full Cost Recovery	148.48	29.70	178.18	163.48	32.70	196.18	18.00	10.10%
67		Garage conversions	Full Cost Recovery	89.09	17.82	106.91	98.09	19.62	117.71	10.80	10.10%
68	Inspection Charge	Rooms in roof	Full Cost Recovery	475.12	95.02	570.14	523.12	104.62	627.74	57.60	10.10%
69		Garage conversions	Full Cost Recovery	207.87	41.58	249.45	228.87	45.78	274.65	25.20	10.10%
70	Building Notice	Rooms in roof	Full Cost Recovery	653.29	130.67	783.96	719.29	143.87	863.16	79.20	10.10%
71		Garage conversions	Full Cost Recovery	326.65	65.33	391.98	359.65	71.93	431.58	39.60	10.10%
72	Regularisation	Rooms in roof	Full Cost Recovery						Individually determined		
73		Garage conversions	Full Cost Recovery						Individually determined		
74	Plan Charge	Re-roof etc	Full Cost Recovery	89.09	17.82	106.91	98.09	19.62	117.71	10.80	10.10%
75		Window replacement	Full Cost Recovery	89.09	17.82	106.91	98.09	19.62	117.71	10.80	10.10%
76		work not exceeding £5000	Full Cost Recovery	89.09	17.82	106.91	98.09	19.62	117.71	10.80	10.10%
77		Work £5,000 - £25,000	Full Cost Recovery	118.78	23.76	142.54	130.78	26.16	156.94	14.40	10.10%
78		Work £25,000 - £100,000	Full Cost Recovery	118.78	23.76	142.54	130.78	26.16	156.94	14.40	10.10%

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Building Regulations			Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase	Gross Charge
79	Inspection Charge	Re-roof etc	Full Cost Recovery	118.78	23.76	142.54	130.78	26.16	156.94	14.40	10.10%
80		Window replacement	Full Cost Recovery	118.78	23.76	142.54	130.78	26.16	156.94	14.40	10.10%
81		Work not exceeding £5000	Full Cost Recovery	118.78	23.76	142.54	130.78	26.16	156.94	14.40	10.10%
82		Work £5,000 - £25,000	Full Cost Recovery	237.56	47.51	285.07	261.56	52.31	313.87	28.80	10.10%
83		Work £25,000 - £100,000	Full Cost Recovery	475.12	95.02	570.14	523.12	104.62	627.74	57.60	10.10%
84	Building Notice	Re-roof etc	Full Cost Recovery	207.87	41.58	249.45	228.87	45.78	274.65	25.20	10.10%
85		Replacement Windows	Full Cost Recovery	207.87	41.58	249.45	228.87	45.78	274.65	25.20	10.10%
86		work not exceeding £5000	Full Cost Recovery	207.87	41.58	249.45	228.87	45.78	274.65	25.20	10.10%
87		Work £5,000 - £25,000	Full Cost Recovery	386.04	77.22	463.26	425.04	85.02	510.06	46.80	10.10%
88	Work £25,000 - £100,000	Full Cost Recovery	623.60	124.72	748.32	686.60	137.32	823.92	75.60	10.10%	
89	Regularisation	Re-roof etc	Full Cost Recovery			Individually determined					
90		Window replacement	Full Cost Recovery			Individually determined					
91		work not exceeding £5000	Full Cost Recovery			Individually determined					
92		Work £5,000 - £25,000	Full Cost Recovery			Individually determined					
93	Work £25,000 - £100,000	Full Cost Recovery			Individually determined						
	All other Non-Domestic Work										
94	Plan Charge	1 storey extension not exceeding 40sqm	Full Cost Recovery	178.17	35.63	213.80	196.17	39.23	235.40	21.60	10.10%
95		1 storey extension 40 - 100sqm	Full Cost Recovery	207.87	41.57	249.44	228.87	45.77	274.64	25.20	10.10%
96		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	178.17	35.63	213.80	196.17	39.23	235.40	21.60	10.10%
97		2/3 extension 40 - 100 sqm	Full Cost Recovery	237.56	47.51	285.07	261.56	52.31	313.87	28.80	10.10%
98	Inspection Charge	1 storey extension not exceeding 40sqm	Full Cost Recovery	475.12	95.02	570.14	523.12	104.62	627.74	57.60	10.10%
99		1 storey extension 40 - 100sqm	Full Cost Recovery	564.21	112.84	677.05	621.21	124.24	745.45	68.40	10.10%
100		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	534.51	106.90	641.41	588.51	117.70	706.21	64.80	10.10%
101		2/3 extension 40 - 100 sqm	Full Cost Recovery	593.90	118.78	712.68	653.90	130.78	784.68	72.00	10.10%
102	Regularisation	1 storey extension not exceeding 40sqm	Full Cost Recovery			Individually determined					
103		1 storey extension 40 - 100sqm	Full Cost Recovery			Individually determined					
104		2/3 storey extension not exceeding 40sqm	Full Cost Recovery			Individually determined					
105		2/3 extension 40 - 100 sqm	Full Cost Recovery			Individually determined					
106	Plan Charge	Work not exceeding £5000	Full Cost Recovery	148.48	29.70	178.18	163.48	32.70	196.18	18.00	10.10%
107		Replacement Windows	Full Cost Recovery	148.48	29.70	178.18	163.48	32.70	196.18	18.00	10.10%
108		Renewable Energy Systems	Full Cost Recovery	148.48	29.70	178.18	163.48	32.70	196.18	18.00	10.10%
109		Shopfront	Full Cost Recovery	148.48	29.70	178.18	163.48	32.70	196.18	18.00	10.10%
110	Inspection Charge	Work not exceeding £5000	Full Cost Recovery	148.48	29.70	178.18	163.48	32.70	196.18	18.00	10.10%
111		Replacement Windows	Full Cost Recovery	148.48	29.70	178.18	163.48	32.70	196.18	18.00	10.10%
112		Renewable Energy Systems	Full Cost Recovery	148.48	29.70	178.18	163.48	32.70	196.18	18.00	10.10%
113		Shopfront	Full Cost Recovery	148.48	29.70	178.18	163.48	32.70	196.18	18.00	10.10%
114	Regularisation	Work not exceeding £5000	Full Cost Recovery			Individually determined					
115		Replacement Windows	Full Cost Recovery			Individually determined					
116		Renewable Energy Systems	Full Cost Recovery			Individually determined					
117		Shopfront	Full Cost Recovery			Individually determined					

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Building Regulations			Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase	Indicative Gross Charge
118	Plan Charge	Work £5000 - £25,000	Full Cost Recovery	148.48	29.70	178.18	163.48	32.70	196.18	18.00	10.10%
119		Replacement Windows (large)	Full Cost Recovery	148.48	29.70	178.18	163.48	32.70	196.18	18.00	10.10%
120		Renovation of thermal elements	Full Cost Recovery	148.48	29.70	178.18	163.48	32.70	196.18	18.00	10.10%
121		Storage Platforms	Full Cost Recovery	148.48	29.70	178.18	163.48	32.70	196.18	18.00	10.10%
122	Inspection Charge	Work £5000 - £25,000	Full Cost Recovery	267.26	53.45	320.71	294.26	58.85	353.11	32.40	10.10%
123		Replacement Windows (large)	Full Cost Recovery	267.26	53.45	320.71	294.26	58.85	353.11	32.40	10.10%
124		Renovation of thermal elements	Full Cost Recovery	267.26	53.45	320.71	294.26	58.85	353.11	32.40	10.10%
125		Storage Platforms	Full Cost Recovery	267.26	53.45	320.71	294.26	58.85	353.11	32.40	10.10%
126	Regularisation	Work £5000 - £25,000	Full Cost Recovery	Individually determined							
127		Replacement Windows (large)	Full Cost Recovery	Individually determined							
128		Renovation of thermal elements	Full Cost Recovery	Individually determined							
129		Storage Platforms	Full Cost Recovery	Individually determined							
130	Plan Charge	Work £25,000 - £100,000	Full Cost Recovery	178.17	35.63	213.80	196.17	39.23	235.40	21.60	10.10%
131		Fit out work	Full Cost Recovery	178.17	35.63	213.80	196.17	39.23	235.40	21.60	10.10%
132	Inspection Charge	Work £25,000 - £100,000	Full Cost Recovery	534.51	106.91	641.42	588.51	117.71	706.22	64.80	10.10%
133		Fit out work	Full Cost Recovery	534.51	106.91	641.42	588.51	117.71	706.22	64.80	10.10%
134	Regularisation	Work £25,000 - £100,000	Full Cost Recovery	Individually determined							
135		Fit out work	Full Cost Recovery	Individually determined							

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Charges for work not included on this schedule will be individually assessed by contacting the Building Control Section on 01702 215345 or buildingcontrol@southend.gov.uk

Parking Charges 2023/24

Location/Description	Unit	Zone 1a	Zone 1b	Zone 2	Zone 3
		8am - 9pm	8am - 6pm	8am - 6pm	8am - 6pm
On-Street Pay and Display *applies to Electric vehicles & bays	Up to 1 hr	£2.80	£1.20	£1.10	£0.00
	Up to 2 hrs	£5.50	£2.40	£2.20	£2.20
	Up to 3 hrs	£8.30	£3.60	£3.30	£3.30
	Up to 4 hrs	£11.00	£4.80	£4.40	£3.90
	Up to 5 hrs	£13.80	£6.10	£5.50	£5.00
	Up to 6 hrs	£16.50	£7.30	£6.60	£6.10
	Up to 10 hrs	£19.30	£13.20	£13.20	£11.00
	Up to 13 hrs	£22.00			
Off-Street (Car Parks) *applies to Electric vehicles & bays (VAT applicable)	Up to 1 hr	£2.80	£1.20	£1.10	£0.00
	Up to 2 hrs	£5.50	£2.40	£2.20	£2.20
	Up to 3 hrs	£8.30	£3.60	£3.30	£3.30
	Up to 4 hrs	£11.00	£4.80	£4.40	£3.90
	Up to 5 hrs	£13.80	£6.10	£5.50	£5.00
	Up to 6 hrs	£16.50	£7.30	£6.60	£6.10
	Up to 10 hrs	£19.30	£13.20	£13.20	£11.00
	Up to 13 hrs	£22.00			
Parks & Open Spaces - where applicable. Refer to signage in car park (specific terms and conditions apply to some car parks) (VAT applicable)	Up to 1 hr	£2.80	£1.20	£1.10	£1.10
	Up to 2 hrs	£5.50	£2.40	£2.20	£2.20
	Up to 3 hrs	£8.30	£3.60	£3.30	£3.30
	Up to 4 hrs	£11.00	£4.80	£4.40	£3.90
	Up to 5 hrs	£13.80	£6.10	£5.50	£5.00
	Up to 6 hrs	£16.50	£7.30	£6.60	£6.10
	Up to 10 hrs	£19.30	£13.20	£13.20	£11.00
Pre-booked coach parking (VAT applicable)	Daily (until closing time)	£22.00	£11.00	£11.00	
Coach parking (pay on the day) (VAT applicable)	Daily (until closing time)	£44.00	£33.00	£33.00	
Seafront Permit	Annual	£440.00	£440.00	£220.00	

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Location/Description	Unit	Zone 1a 8am - 9pm	Zone 1b 8am - 6pm	Zone 2 8am - 6pm	Zone 3 8am - 6pm
Season Ticket for a Named Car Park** (VAT applicable)	Annual	£660.00	£660.00	£550.00	£275.00
	6 month	£341.00	£341.00	£286.00	£143.00
	Quarterly	£176.00	£176.00	£148.50	£77.00
	Monthly	£60.50	£60.50	£49.50	£33.00
Season Ticket for Car Parks within a specified Zone ** (VAT applicable)	Annual	£1,210.00	£1,210.00	£990.00	
	Quarterly	£363.00	£363.00	£297.00	
	Monthly	£121.00	£121.00	£99.00	
Season Ticket - Baxter Avenue Car Park **	Annual	£1,320 per bay			

Location/Description	Unit	1 month	6 months	12 months
Business Permit	Scheme specific		£148.50	£275.00
Operational Permit (On-street) - 4 Hours max stay	All Zones			£71.50
Operational Permit (On-street) - 6 Hours max stay	All Zones			£143.00
Operational Permit (On-street) - Generic/Transferable - 4 hours max stay	All Zones			£220.00
Operational Permit (On & Off Street) - 6 Hours max stay	All Zones			£550.00
South Essex Homes Permit (Operational Permit) - 4 hours max stay	SEH locations only			£71.50
Resident Carer Permit (1 permit per household only)	Scheme specific			£16.50
Resident Permit - Electric Vehicle				£8.80
Resident Permit - 1st car	Scheme specific			£16.50
Resident Permit - 2nd car	Scheme specific			£27.50
Resident Permit - 3rd car	Scheme specific			£55.00
Resident Permit - 4th car	Scheme specific			£82.50
Resident Concessionary Permit (in RPS*)	Scheme specific			£55.00
Tradesperson Permit (On-street only)	All Zones	£33.00	£165.00	£330.00
Tradesperson Permit (On and Off street)	All Zones	£110.00	£660.00	£1,100.00

Location/Description	Unit	1 month	3 months	12 months
Southend Pass (VAT applicable)		£10.00	£30.00	£120.00

** Terms & Conditions Apply to all charges noted

Location/Description	Unit	Charge
Visitors Vouchers (Book of 20)	Daily	£10.00 for Books 1-5
		£20.00 books 6 - 8 (at Councils discretion)
Parking Dispensation	Daily	£13.20
Parking Dispensation	Weekly (7 days)	£55.00
Car Park unlock tariff	Each occasion	£82.50

Suspension (Admin Fee)		£33.00
Suspension (on-street)	Per day, per bay, per metre	£33.00
	Per week	£220.00
Suspension (off-street) (VAT applicable)	Per day, per bay, per metre	£22.00
	Per week	£132.00
Amendment to existing permit	Vehicle changes	£16.50
Replacement permit	Loss	£16.50
Replacement or Duplicate season ticket (paper permit)	Loss or duplicate request	£27.50
Permit refund admin fee	Administrative cost	£15.00
Voluntary Sector Permit	3 hours per day	£10.00 per month
Cliffs Pavillion Staff (excluding Shorefield Car park)	3 hours per day Cliffs Pavillion car park only	£10.00 per month
Hotels and guesthouses discount rate	Daily, up to end of charging period	50% of max daily parking tariff
Authorised copy of car park key	Issuance	£55.00
	Replacement key (for any purpose)	£220.00
Free Parking	To provide free parking in Council car parks all day on Sundays in December and Christmas Day (except those with barriers)	
Small Business Day	Free Parking in Zones 2 and 3 car parks - 1 day per annum only	
Market Trader Season Ticket	20 weeks	£72.60
New Road Church Permit	Specifically for Wesleyan Methodist church (New Road) land agreement 1932.	£150.00 per annum
Honorary Alderman or Persons Permit	Specifically for Honorary personnel only	Free
Members Parking Permit	Specifically for serving Council members	£600.00 per annum
PCN Charges as per legislative permissions		

* Members will retain free access to the Underground Car Park at Civic Centre for meetings attendance and to support other responsibilities

Description of Service		Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
Civic Suite- Civic Centre										
Extra Large (Council Chamber) incl. viewing gallery and breakout space (first floor foyer)										
1	Half Day (4hrs)	Discretionary	300.00		300.00	320.00		320.00	20.00	6.67%
2	Full Day (9hrs)	Discretionary	500.00		500.00	550.00		550.00	50.00	10.00%
3	Hourly	Discretionary	80.00		80.00	85.00		85.00	5.00	6.25%
Large (Committee Room 1, 4a)										
4	Half Day (4hrs)	Discretionary	160.00		160.00	180.00		180.00	20.00	12.50%
5	Full Day (9hrs)	Discretionary	320.00		320.00	360.00		360.00	40.00	12.50%
6	Hourly	Discretionary	45.00		45.00	50.00		50.00	5.00	11.11%
Medium Large (Committee Rooms 3,4,5,6)										
7	Half Day (4hrs)	Discretionary	100.00		100.00	120.00		120.00	20.00	20.00%
8	Full Day (9hrs)	Discretionary	200.00		200.00	240.00		240.00	40.00	20.00%
9	Hourly	Discretionary	30.00		30.00	35.00		35.00	5.00	16.67%
10	Weekend (3hrs) Saturdays 09.00 - 15.00	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
Regular (Committee Rooms 2,7)										
11	Half Day (4hrs)	Discretionary	60.00		60.00	70.00		70.00	10.00	16.67%
12	Full Day (9hrs)	Discretionary	120.00		120.00	140.00		140.00	20.00	16.67%
13	Hourly	Discretionary	20.00		20.00	25.00		25.00	5.00	25.00%
14	Weekend (3hrs) Saturdays 09.00 - 15.00	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%

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	Description of Service	Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative	
			2022/23	(20%)	2022/23 Charge	Net Charge 2023/24	(20%)	Gross 2023/24 Charge	Increase	
			£	£	£	£	£	£	£	%
	Small (CSC Meeting Rooms)									
15	Half Day (4hrs)	Discretionary	40.00		40.00	45.00		45.00	5.00	12.50%
16	Full Day (9hrs)	Discretionary	80.00		80.00	90.00		90.00	10.00	12.50%
17	Hourly	Discretionary	15.00		15.00	15.00		15.00	0.00	0.00%
	Table Sales / Stalls (Ground / First Floor Foyer)									
18	Concession 1 table	Discretionary	20.00		20.00	25.00		25.00	5.00	25.00%
19	Concession 2 tables	Discretionary	40.00		40.00	45.00		45.00	5.00	12.50%
20	Concession 3 tables	Discretionary	60.00		60.00	70.00		70.00	10.00	16.67%
	Other related charges (Tickfield and Civic Centre)									
21	Hire of Microphones and System	Discretionary	25.00	5.00	30.00	25.00	5.00	30.00	0.00	0.00%
22	Laptop Hire (Tickfield only)	Discretionary	25.00	5.00	30.00	25.00	5.00	30.00	0.00	0.00%
23	Council Chamber – Use of Webcasting Facilities	Discretionary	POA		POA	POA		POA		
24	Charter Restaurant - POA dependant upon package. Minimum charge £350 per hire	Discretionary	POA		POA	POA		POA		
25	Courtyard Café - POA dependant upon package. Minimum charge £200 per hire	Discretionary	POA		POA	POA		POA		
26	Table Top Conference System	Discretionary	100.00	20.00	120.00	100.00	20.00	120.00	0.00	0.00%
27	Teams Trolley	Discretionary	100.00	20.00	120.00	100.00	20.00	120.00	0.00	0.00%
	Public Services / Government Organisations / Block Bookings									
28	Civic Suite Half Day (4hrs) Mon-Fri 08.30 - 17.30 - Medium room >	Discretionary	80.00		80.00	90.00		90.00	10.00	12.50%
29	Civic Suite Full Day (9hrs) Mon-Fri 08.30 - 17.30 - Medium room >	Discretionary	160.00		160.00	180.00		180.00	20.00	12.50%
30	Tickfield Half Day (4hrs) Mon-Fri 08.30 - 17.30 - Regular room >	Discretionary	110.00		110.00	120.00		120.00	10.00	9.09%
31	Tickfield Full Day (9hrs) Mon-Fri 08.30 - 17.30 - Regular room >	Discretionary	220.00		220.00	240.00		240.00	20.00	9.09%

Description of Service		Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
The Tickfield Centre										
Extra Large (Darwin Evolution Room)										
32	Half Day (4hrs)	Discretionary	220.00		220.00	240.00		240.00	20.00	9.09%
33	Full Day (9hrs)	Discretionary	390.00		390.00	400.00		400.00	10.00	2.56%
34	Hourly	Discretionary	60.00		60.00	65.00		65.00	5.00	8.33%
Large (Darwin, Johnson)										
35	Half Day (4hrs)	Discretionary	160.00		160.00	180.00		180.00	20.00	12.50%
36	Full Day (9hrs)	Discretionary	320.00		320.00	360.00		360.00	40.00	12.50%
37	Hourly	Discretionary	45.00		45.00	50.00		50.00	5.00	11.11%
Medium (Seacole room)										
38	Half Day (4hrs)	Discretionary	140.00		140.00	160.00		160.00	20.00	14.29%
39	Full Day (9hrs)	Discretionary	280.00		280.00	320.00		320.00	40.00	14.29%
40	Hourly	Discretionary	40.00		40.00	45.00		45.00	5.00	12.50%
Regular (Caxton, Cole, Evolution, The Works)										
41	Half Day (4hrs)	Discretionary	120.00		120.00	140.00		140.00	20.00	16.67%
42	Full Day (9hrs)	Discretionary	240.00		240.00	280.00		280.00	40.00	16.67%
43	Hourly	Discretionary	35.00		35.00	40.00		40.00	5.00	14.29%
Small (Meeting Room 1, 2, www.Meeting Room)										
44	Half Day (4hrs) (Mon - Fri 08.30-17.30 only)	Discretionary	50.00		50.00	55.00		55.00	5.00	10.00%
45	Full Day (9hrs) (Mon - Fri 08.30-17.30 only)	Discretionary	100.00		100.00	110.00		110.00	10.00	10.00%
46	Hourly (Mon - Fri 08.30-17.30 only)	Discretionary	15.00		15.00	20.00		20.00	5.00	33.33%
Porters										
47	Monday, Tuesday & Wednesday	Discretionary	700.00		700.00	770.00		770.00	70.00	10.00%
48	Thursday, Friday and Weekends	Discretionary	800.00		800.00	880.00		880.00	80.00	10.00%
49	Each additional 30 minutes	Discretionary	50.00		50.00	55.00		55.00	5.00	10.00%

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Description of Service		Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
Penalties for Non Return of Information										
(Penalty fees set by Statute)										
Initial Failure to provide information										
1	Failure to notify the Council that an exemption on a dwelling should have ended	Statutory	70.00		70.00	70.00		70.00	0.00	0.00%
2	Failure to notify the Council that a discount (including single person discount and Local Council Tax Support) should have ended	Statutory	70.00		70.00	70.00		70.00	0.00	0.00%
3	Failure to notify the Council of a change of address or fails to notify the council of a change in the liable party	Statutory	70.00		70.00	70.00		70.00	0.00	0.00%
4	Failure to provide information requested to identify liability	Statutory	70.00		70.00	70.00		70.00	0.00	0.00%
5	Failure to provide information requested after a liability order has been obtained	Statutory	70.00		70.00	70.00		70.00	0.00	0.00%
Further Failure to provide information										
6	Further failure to supply the requested information (all categories)	Statutory	280.00		280.00	280.00		280.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
Athletics										
Please contact Fusion Lifestyle at Southend Leisure and Tennis Centre for current charges.										
1	Southend Athletics Club - season (2 evenings & Sunday a.m.)									
2	SLTC (Monday - Friday half day)									
3	SLTC (Monday - Friday evening)									
4	SLTC (Weekend, half day rate)									
5	SLTC (Per Hour up to Max 2 hours)									
6	SLTC (Monday - Friday 1 Hour)									
7	SLTC - Flood lights (per hour)									
8	SLTC – Equipment (hurdles, high jump, pole vault)									
9	SLTC - Pit Area, Hurdles, Misc. (Charges Per Area)									
10	SLTC - Casual Adult									
11	SLTC - Casual Junior & Concession									
12	SLTC - School track hire - 1 hour									
13	SLTC - School track hire - half day rate									
14	SLTC - School track hire - full day rate									
Bowls (parks)										
15	Bowls Season Ticket	Discretionary	128.50		128.50	138.00		138.00	9.50	7.39%
NB: Advantage Card discounts not applicable on season ticket purchases										

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	Description of Service	Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase	Gross Charge	
			£	£	£	£	£	£	£	%	
	Other Bowls Charges										
16	Cadet Season Ticket 16 & under	Discretionary	35.00		35.00	36.00		36.00	1.00	2.86%	
17	Per Hour (per person)	Discretionary	5.20		5.20	5.70		5.70	0.50	9.62%	
18	Per Hour (per person)-Advantage Card AB	Discretionary	4.70		4.70	5.15		5.15	0.45	9.57%	
19	Per Hour (per person)-Advantage Card C	Discretionary	2.85		2.85	3.10		3.10	0.25	8.77%	
20	Per Hour 16 and Under (per person)	Discretionary	1.45		1.45	1.55		1.55	0.10	6.90%	
21	Per Hour 16 and Under (per person) Advantage Card AB	Discretionary	1.45		1.45	1.55		1.55	0.10	6.90%	
22	Per Hour 16 and Under (per person) Advantage Card C	Discretionary	0.95		0.95	1.00		1.00	0.05	5.26%	
23	Two Hour Game (Per Person)	Discretionary	10.10		10.10	11.00		11.00	0.90	8.91%	
24	Two Hour Game (Per Person)- Advantage Card AB	Discretionary	8.90		8.90	9.75		9.75	0.85	9.55%	
25	Two Hour Game (Per Person)- Advantage Card C	Discretionary	5.00		5.00	5.50		5.50	0.50	10.00%	
26	Rink hire - Visiting Club (2 hour maximum)	Discretionary	21.75		21.75	23.75		23.75	2.00	9.20%	
27	County Matches - Visiting Club - No charge	Discretionary									
28	Member of visiting club (per game) (collected by host club)	Discretionary	4.50		4.50	4.90		4.90	0.40	8.89%	
	Cricket										
29	Cat A (season every Saturday/Sunday)	Discretionary	3,750.00		3,750.00	4,000.00		4,000.00	250.00	6.67%	
30	Cat A (season every Saturday/Sunday) with Council pavilion	Discretionary	4,610.00		4,610.00	4,910.00		4,910.00	300.00	6.51%	
31	Cat B (season every Saturday/Sunday)	Discretionary	2,370.00		2,370.00	2,500.00		2,500.00	130.00	5.49%	
32	Cat A (season every weekday - 1 day)	Discretionary	3,000.00		3,000.00	3,200.00		3,200.00	200.00	6.67%	
33	Cat A (season every weekday - 1 day) with Council pavilion	Discretionary	3,150.00		3,150.00	3,300.00		3,300.00	150.00	4.76%	
34	CAT B (season every weekday - 1 day)	Discretionary	1,600.00		1,600.00	1,700.00		1,700.00	100.00	6.25%	
35	Cat A (season every weekday - 1 evening)	Discretionary	1,600.00		1,600.00	1,700.00		1,700.00	100.00	6.25%	
36	Cat A (season every weekday - 1 evening) with Council Pavilion	Discretionary	1,625.00		1,625.00	1,725.00		1,725.00	100.00	6.15%	
37	Cat B (season every weekday - 1 evening)	Discretionary	1,040.00		1,040.00	1,100.00		1,100.00	60.00	5.77%	
38	Cat A (casual all day - 11.00 a.m.)	Discretionary	225.00		225.00	240.00		240.00	15.00	6.67%	
39	Cat A (casual all day - 11.00 a.m.) with Council pavilion	Discretionary	235.00		235.00	245.00		245.00	10.00	4.26%	
40	Cat B (casual all day - 11 a.m.)	Discretionary	175.00		175.00	185.00		185.00	10.00	5.71%	
41	Cat A (casual half day - 2.00 p.m.)	Discretionary	170.00		170.00	180.00		180.00	10.00	5.88%	
42	Cat A (casual half day - 2.00 p.m.) with Council pavilion	Discretionary	175.00		175.00	185.00		185.00	10.00	5.71%	
43	Cat B (casual half day - 2.00 p.m.)	Discretionary	120.00		120.00	125.00		125.00	5.00	4.17%	
44	Cat A (casual evening - 6.00 p.m.)	Discretionary	87.00		87.00	90.00		90.00	3.00	3.45%	
45	Cat A (casual evening - 6.00 p.m.) with Council pavilion	Discretionary	95.00		95.00	100.00		100.00	5.00	5.26%	
46	Cat B (casual evening - 6.00 p.m.)	Discretionary	59.00		59.00	62.00		62.00	3.00	5.08%	
47	Cat A (casual Sunday & Bank Holiday afternoon)	Discretionary	225.00		225.00	240.00		240.00	15.00	6.67%	
48	Cat A (casual Sunday & Bank Holiday afternoon) with Council pavilion	Discretionary	238.00		238.00	250.00		250.00	12.00	5.04%	

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	Description of Service	Basis of Charge	Net Charge 2022/23 £	VAT (20%) £	Gross 2022/23 Charge £	Indicative Net Charge 2023/24 £	VAT (20%) £	Indicative Gross 2023/24 Charge £	Indicative Increase Gross Charge £	Indicative Increase Gross Charge %
49	Cat B (casual Sunday & Bank Holiday afternoon)	Discretionary	190.00		190.00	200.00		200.00	10.00	5.26%
50	Cat A (casual Sunday & Bank Holiday all day)	Discretionary	290.00		290.00	310.00		310.00	20.00	6.90%
51	Cat A (casual Sunday & Bank Holiday all day) with Council pavilion	Discretionary	180.00		180.00	190.00		190.00	10.00	5.56%
52	Cat B (casual Sunday & Bank Holiday all day)	Discretionary	240.00		240.00	250.00		250.00	10.00	4.17%
53	Cricket Pitch junior practice (half day)	Discretionary	35.00		35.00	37.00		37.00	2.00	5.71%
54	Cat A (Sunday a.m. youth on Saturday wicket)	Discretionary	48.00		48.00	50.00		50.00	2.00	4.17%
55	Cat B (Sunday a.m. youth on Saturday wicket)	Discretionary	40.00		40.00	42.00		42.00	2.00	5.00%
56	Chalkwell Park artificial wicket (casual)	Discretionary	39.00		39.00	42.00		42.00	3.00	7.69%
	Golf									
57	18 Holes (Monday-Friday)	Discretionary	20.75		20.75	22.00		22.00	1.25	6.02%
58	18 Holes (Monday-Friday) Advantage Card AB	Discretionary	19.25		19.25	21.00		21.00	1.75	9.09%
59	18 Holes (Monday-Friday) Advantage Card C	Discretionary	17.00		17.00	18.00		18.00	1.00	5.88%
60	Twilight (Monday - Friday) 9 holes	Discretionary	11.50		11.50	12.00		12.00	0.50	4.35%
61	18 Holes (Saturday, Sunday & Bank Holidays)	Discretionary	25.50		25.50	27.00		27.00	1.50	5.88%
62	18 Holes (Saturday, Sunday & Bank Holidays) - Advantage Card AB	Discretionary	24.00		24.00	25.00		25.00	1.00	4.17%
63	18 Holes (Saturday, Sunday & Bank Holidays) - Advantage Card C	Discretionary	21.75		21.75	23.00		23.00	1.25	5.75%
64	Twilight (Saturday, Sunday & Bank Holidays) 9 Holes	Discretionary	12.50		12.50	13.50		13.50	1.00	8.00%
65	18 Holes (Monday-Friday Senior)	Discretionary	17.00		17.00	18.00		18.00	1.00	5.88%
66	18 Holes (Monday-Friday 18 and Under)	Discretionary	11.00		11.00	11.50		11.50	0.50	4.55%
67	18 Holes (Monday-Friday Senior) Advantage Card AB	Discretionary	12.70		12.70	13.30		13.30	0.60	4.72%
68	18 Holes (Monday-Friday 18 and Under) Advantage Card AB	Discretionary	10.00		10.00	10.50		10.50	0.50	5.00%
69	18 Holes (Monday-Friday Senior) Advantage Card C	Discretionary	11.20		11.20	12.00		12.00	0.80	7.14%
70	18 Holes (Monday-Friday 18 and Under) Advantage Card C	Discretionary	9.00		9.00	9.50		9.50	0.50	5.56%
71	Twilight 9 Holes (Monday-Friday Senior)	Discretionary	10.00		10.00	10.00		10.00	0.00	0.00%
72	Twilight 9 Holes (Monday-Friday 18 and Under)	Discretionary	10.00		10.00	10.50		10.50	0.50	5.00%
73	Off Peak (Monday-Friday)	Discretionary	16.50		16.50	17.50		17.50	1.00	6.06%
74	Off Peak (Saturday, Sunday & Bank Holidays)	Discretionary	23.50		23.50	25.00		25.00	1.50	6.38%
75	Off Peak (Monday - Friday, Senior/ 18 and Under)	Discretionary	11.00		11.00	11.50		11.50	0.50	4.55%
76	Lesson Ticket	Discretionary	2.65		2.65	2.80		2.80	0.15	5.66%
77	Lesson Ticket (Golf Foundation Under 18)	Discretionary	1.55		1.55	1.65		1.65	0.10	6.45%
78	Lesson Ticket (Golf Foundation Under 18) - Advantage Card AB	Discretionary	1.55		1.55	1.55		1.55	0.00	0.00%
79	Lesson Ticket (Golf Foundation Under 18) - Advantage Card C	Discretionary	1.05		1.05	1.15		1.15	0.10	9.52%
80	Practice Ticket	Discretionary	3.10		3.10	3.30		3.30	0.20	6.45%
81	Season Ticket 7 Day	Discretionary	810.00		810.00	850.00		850.00	40.00	4.94%
82	Season Ticket 7 Day Advantage Card C	Discretionary	715.00		715.00	750.00		750.00	35.00	4.90%

	Description of Service	Basis of Charge	Net Charge 2022/23 £	VAT (20%) £	Gross 2022/23 Charge £	Indicative Net Charge 2023/24 £	VAT (20%) £	Indicative Gross 2023/24 Charge £	Indicative Increase Gross Charge £	%
83	Season Ticket 5 Day before 5.00 pm Senior (State Pensionable Age)	Discretionary	405.00		405.00	430.00		430.00	25.00	6.17%
84	Season Ticket 5 Day before 5.00 pm Senior (State Pensionable Age) - Advantage Card C	Discretionary	347.00		347.00	370.00		370.00	23.00	6.63%
85	Season Ticket 5 Day	Discretionary	550.00		550.00	580.00		580.00	30.00	5.45%
86	Season Ticket 5 Day Advantage Card C	Discretionary	490.00		490.00	520.00		520.00	30.00	6.12%
87	Season Ticket Student Under 18's	Discretionary	98.00		98.00	100.00		100.00	2.00	2.04%
88	Locker Rent (per annum)	Discretionary	33.50		33.50	35.00		35.00	1.50	4.48%
89	Block Booking for 2 hours	Discretionary	163.00		163.00	170.00		170.00	7.00	4.29%
90	Block Booking (home clubs) for 2 hours	Discretionary	56.00		56.00	60.00		60.00	4.00	7.14%
91	Tee Reservation (Annual School Championship)	Discretionary	20.00		20.00	21.00		21.00	1.00	5.00%
92	Pitch & Putt (per round) Adult	Discretionary	3.70		3.70	4.00		4.00	0.30	8.11%
93	Pitch & Putt (per round) Adult Advantage Card AB	Discretionary	3.35		3.35	3.50		3.50	0.15	4.48%
94	Pitch & Putt (per round) Adult Advantage Card C	Discretionary	3.00		3.00	3.20		3.20	0.20	6.67%
95	Pitch & Putt (per round) Child	Discretionary	2.40		2.40	2.50		2.50	0.10	4.17%
96	Pitch & Putt (per round) Child Advantage Card AB	Discretionary	2.25		2.25	2.35		2.35	0.10	4.44%
97	Pitch & Putt (per round) Child Advantage Card C	Discretionary	2.00		2.00	2.10		2.10	0.10	5.00%
	Rugby									
98	Cat A (Season - Warners/Westbarrow)	Discretionary	3,355.00		3,355.00	3,600.00		3,600.00	245.00	7.30%
99	Cat A (casual)	Discretionary	143.00		143.00	150.00		150.00	7.00	4.90%
100	Under 13's – Under 19's on 'Senior Pitch' Sunday Season	Discretionary	1,240.00		1,240.00	1,300.00		1,300.00	60.00	4.84%
101	Under 13's – Under 19's on 'Senior Pitch' Sunday Casual	Discretionary	53.00		53.00	55.00		55.00	2.00	3.77%
102	Mini Rugby – on Senior Pitches	Discretionary	190.00		190.00	200.00		200.00	10.00	5.26%
	Football									
103	Cat A (season 28 weeks - weekday)	Discretionary	1,980.00		1,980.00	2,100.00		2,100.00	120.00	6.06%
104	Cat B (season 28 weeks - weekday)	Discretionary	1,280.00		1,280.00	1,375.00		1,375.00	95.00	7.42%
105	Cat C (season 28 weeks - weekday)	Discretionary	1,200.00		1,200.00	1,300.00		1,300.00	100.00	8.33%
106	Cat A (season 28 weeks - Saturday/Sunday)	Discretionary	2,335.00		2,335.00	2,450.00		2,450.00	115.00	4.93%
107	Cat B (season 28 weeks - Saturday/Sunday)	Discretionary	1,575.00		1,575.00	1,700.00		1,700.00	125.00	7.94%
108	Cat C (season 28 weeks - Saturday/Sunday)	Discretionary	1,315.00		1,315.00	1,400.00		1,400.00	85.00	6.46%
109	Cat A (casual)	Discretionary	128.00		128.00	135.00		135.00	7.00	5.47%
110	Cat B (casual)	Discretionary	77.00		77.00	82.00		82.00	5.00	6.49%
111	Cat C (casual)	Discretionary	60.00		60.00	65.00		65.00	5.00	8.33%
112	Youth Commemoration/Jones Memorial Grounds (season - under 18)	Discretionary	815.00		815.00	880.00		880.00	65.00	7.98%
113	Youth Commemoration/Jones Memorial Grounds (casual - under 18)	Discretionary	49.00		49.00	52.00		52.00	3.00	6.12%

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	Description of Service	Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
114	Youth Commemoration/Jones Memorial Grounds (season - under 16)	Discretionary	745.00		745.00	800.00		800.00	55.00	7.38%
115	Youth Commemoration/Jones Memorial Grounds (casual - under 16)	Discretionary	35.75		35.75	38.00		38.00	2.25	6.29%
116	Youth Commemoration/Jones Memorial Grounds (season - under 11)	Discretionary	375.00		375.00	400.00		400.00	25.00	6.67%
117	Youth Commemoration/Jones Memorial Grounds (casual - under 11)	Discretionary	17.60		17.60	19.00		19.00	1.40	7.95%
118	Southchurch Park Arena (Southend Manor) Season and training area	Discretionary	6,000.00		6,000.00	6,500.00		6,500.00	500.00	8.33%
119	Mini soccer (season 28 weeks)	Discretionary	375.00		375.00	400.00		400.00	25.00	6.67%
120	Casual	Discretionary	17.50		17.50	19.00		19.00	1.50	8.57%
	Synthetic Pitch – Warners Park									
121	Pitch per hour	Discretionary	68.00		68.00	72.00		72.00	4.00	5.88%
122	Floodlighting per hour	Discretionary	16.00		16.00	17.00		17.00	1.00	6.25%
	Tennis (Outdoor Courts Priory and Chalkwell)									
123	Parks Tennis - Annual Membership	Discretionary				Contact Fusion Lifestyle for current prices				
124	Floodlights	Discretionary				Contact Fusion Lifestyle for current prices				
125	Parks Tennis Court Hire - Non Member	Discretionary				Contact Fusion Lifestyle for current prices				
126	Parks Tennis Court Hire - Non Member (with a Member)	Discretionary				Contact Fusion Lifestyle for current prices				
	Park or site event hire									
127	Charity and Community Small	Discretionary	72.00		72.00	75.00		75.00	3.00	4.17%
128	Charity and Community Medium	Discretionary	133.00		133.00	140.00		140.00	7.00	5.26%
129	Charity and Community Large	Discretionary	222.00		222.00	240.00		240.00	18.00	8.11%
130	Commercial Small	Discretionary	390.00		390.00	425.00		425.00	35.00	8.97%
131	Commercial Medium	Discretionary	665.00		665.00	700.00		700.00	35.00	5.26%
132	Commercial Large	Discretionary	1,340.00		1,340.00	1,500.00		1,500.00	160.00	11.94%
133	Standpipe for Small Event	Discretionary	27.00		27.00	29.00		29.00	2.00	7.41%
134	Standpipe for Medium Event	Discretionary	48.00		48.00	52.00		52.00	4.00	8.33%
135	Standpipe for Large Event	Discretionary	72.00		72.00	78.00		78.00	6.00	8.33%
	Other events									
136	Bandstand - Priory Park 2 hour performance and 2 hour set up fee	Discretionary	120.00		120.00	120.00		120.00	0.00	0.00%
137	Outdoor Fitness Classes Annual Permit	Discretionary	185.65		185.65	195.00		195.00	9.35	5.04%
138	Partnership events with the Council free of charge	Discretionary								

	Description of Service	Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Miscellaneous									
139	Key deposit (refundable)	Discretionary	11.00		11.00	12.00		12.00	1.00	9.09%
140	Donated Trees	Discretionary	175.00		175.00	190.00		190.00	15.00	8.57%
141	Plaque for Donated Item	Discretionary	145.00		145.00	155.00		155.00	10.00	6.90%
142	Plaque for Donated Items - Advantage Card ABC	Discretionary	130.00		130.00	140.00		140.00	10.00	7.69%
143	Donated Wooden Seats & Plaques	Discretionary	915.00		915.00	1,000.00		1,000.00	85.00	9.29%
144	Donated Wooden Seats & Plaques Advantage Card ABC	Discretionary	845.00		845.00	900.00		900.00	55.00	6.51%
145	Donated Metal Seats & Plaques	Discretionary	1,100.00		1,100.00	1,200.00		1,200.00	100.00	9.09%
146	Donated Metal Seats & Plaques Advantage Card ABC	Discretionary	1,000.00		1,000.00	1,100.00		1,100.00	100.00	10.00%
147	Donated Seats – Cliffs Gardens & Prittlewell Square	Discretionary	1,200.00		1,200.00	1,300.00		1,300.00	100.00	8.33%
148	Donated Seats – Cliffs Gardens & Prittlewell Square Advantage Card ABC	Discretionary	1,100.00		1,100.00	1,200.00		1,200.00	100.00	9.09%
158	Donated Seat and Plaque - Rustic Bench	Discretionary	1,400.00		1,400.00	1,500.00		1,500.00	100.00	7.14%
159	Donated Seat and Plaque - Rustic Bench Advantage Card ABC	Discretionary	1,300.00		1,300.00	1,400.00		1,400.00	100.00	7.69%
	Sponsored items									
160	Play equipment, sculpture, flower beds, shrubs, specimen tree planting - by negotiation	Discretionary								
	Advantage cards									
161	Advantage Card: Resident Adult Category A	Discretionary	4.34	0.87	5.21	4.34	0.87	5.21	0.00	0.00%
162	Resident Under 17/Senior (State Pensionable Age) / Student Category B	Discretionary	2.59	0.52	3.11	2.59	0.52	3.11	0.00	0.00%
163	Resident Adult Low Income Category C	Discretionary	0.85	0.17	1.02	0.85	0.17	1.02	0.00	0.00%
164	Resident Under 17 / Senior (State Pensionable Age) / Student Low Income Category C	Discretionary	0.85	0.17	1.02	0.85	0.17	1.02	0.00	0.00%
165	Family (1 adult, all children) Category A	Discretionary	7.86	1.57	9.43	7.86	1.57	9.43	0.00	0.00%
166	Family (2 adults, all children) Category A	Discretionary	10.46	2.09	12.55	10.46	2.09	12.55	0.00	0.00%
	Access gates									
167	Access Gate Licence (5 years) for gate from private property onto amenity land.	Discretionary	42.00		42.00	45.00		45.00	3.00	7.14%
	Floristry									
168	All Arrangements	Discretionary	Each order based on current market price of cut flowers at time of sale.							

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	Description of Service	Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Museum - Service fees									
	Venue Hire - Priory and Southchurch									
169	Daytime charge 9am - 5pm - Commercial Organisations - Summer Opening (9am-3pm Winter Opening)	Discretionary	1,040.00		1,040.00	1,040.00		1,040.00	0.00	0.00%
170	Daytime charge 9am - 5pm - Voluntary Sector / Charity - Summer Opening (9am - 3pm Winter Opening)	Discretionary	870.00		870.00	870.00		870.00	0.00	0.00%
171	Evenings 5pm - 10pm Commercial Organisations - Summer Opening	Discretionary	660.00		660.00	660.00		660.00	0.00	0.00%
172	Evenings 5pm - 10pm Voluntary Sector/charity - Summer Opening	Discretionary	560.00		560.00	560.00		560.00	0.00	0.00%
173	Additional Hour 10pm - 11:00pm - Summer Opening	Discretionary	180.00		180.00	180.00		180.00	0.00	0.00%
174	Central Museum OR Beecroft Art Gallery Evenings 5 - 10pm - Weekdays cultural, educational & charitable purposes, per hour (or part)	Discretionary	51.00		51.00	51.00		51.00	0.00	0.00%
175	One Mayoral Charity Function Per Annum – Free of Charge.	Discretionary								
176	Priory Visitor centre (Wed - Sunday) cultural, educational & charitable purposes, per hour (or part)	Discretionary	36.00		36.00	25.00		25.00	(11.00)	-30.56%
177	Priory Visitor centre (Wed - Sun) private functions / parties	Discretionary	46.00		46.00	50.00		50.00	4.00	8.70%
178	Priory Visitor Centre, (Wed - Sun) Commercial organisations	Discretionary	51.00		51.00	56.00		56.00	5.00	9.80%
	Weddings/Civic Ceremonies (Southchurch Hall)									
179	Wednesday, Thursday	Discretionary	420.83	84.17	505.00	420.83	84.17	505.00	0.00	0.00%
180	Monday, Tuesday, Friday, Saturday, Sunday	Discretionary	595.83	119.17	715.00	595.83	119.17	715.00	0.00	0.00%
	Weddings/Civil Ceremonies (Priory)									
181	Wed, Thur before 18:00 hrs	Discretionary	920.83	184.17	1,105.00	920.83	184.17	1,105.00	0.00	0.00%
182	Wed, Thur 18:00 to 22:00 hrs	Discretionary	1,200.00	240.00	1,440.00	1,200.00	240.00	1,440.00	0.00	0.00%
183	Mon, Tues, Fri, Sat, Sun before 18:00 hrs	Discretionary	1,375.00	275.00	1,650.00	1,375.00	275.00	1,650.00	0.00	0.00%
184	Mon, Tues, Fri, Sat, Sun 18:00 to 22:00 hrs	Discretionary	1,908.33	381.67	2,290.00	1,908.33	381.67	2,290.00	0.00	0.00%
185	Deposit	Discretionary	131.67	26.33	158.00	131.67	26.33	158.00	0.00	0.00%
	Beecroft Art Gallery Fees									
186	Lecture Theatre Wed - Sun (Commercial organisations and Public Meetings held by Political Parties – per hour 10am - 5pm)	Discretionary	47.00		47.00	52.00		52.00	5.00	10.64%
187	Lecture Theatre Wed - Sun (SCC partner organisations / charities) per hour. 10am - 5pm	Discretionary				25.00		25.00	25.00	NEW
188	Lecture Theatre Wed - Sun (Other organisations and Non-Public Meetings of Political Parties – per hour) 10 am - 5pm	Discretionary	33.00		33.00	36.00		36.00	3.00	9.09%
189	Lecture Theatre Wed - Sun Projector Charge	Discretionary				10.00		10.00	10.00	NEW
	Meeting Rooms									
190	Private View - first 2 hours	Discretionary	102.00		102.00	112.00		112.00	10.00	9.80%
191	Private view - subsequent hours per hour	Discretionary	46.00		46.00	51.00		51.00	5.00	10.87%
192	Sale of works commission (30%)	Discretionary								
193	Open exhibition entry fee, 1 work	Discretionary	7.50		7.50	7.65		7.65	0.15	2.00%
194	Open exhibition entry fee, 2 works	Discretionary	12.75		12.75	13.00		13.00	0.25	1.96%
195	Open exhibition entry fee, 3 works	Discretionary	16.75		16.75	17.10		17.10	0.35	2.09%

Description of Service		Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
Planetarium Fees										
196	Single Adult	Discretionary	6.80		6.80	5.67	1.13	6.80	0.00	0.00%
197	Single Child/OAP	Discretionary	4.60		4.60	3.83	0.77	4.60	0.00	0.00%
198	Family Ticket (2 adults & 3 children)	Discretionary	21.00		21.00	17.50	3.50	21.00	0.00	0.00%
199	Groups (10 or more) Adult	Discretionary	5.30		5.30	4.42	0.88	5.30	0.00	0.00%
200	Groups (10 or more) Child	Discretionary	3.00		3.00	2.50	0.50	3.00	0.00	0.00%
201	Evening Booking Surcharge (for groups)	Discretionary	Market Rate			Market Rate				
Other Charges										
202	General Admissions - Free	Discretionary	No Charge			No Charge				
203	Special exhibitions & events (including Sundays)	Discretionary	Market Rate			Market Rate				
204	Historic Buildings and Monuments Records searches	Discretionary	66.30	13.26	79.56	66.30	13.26	79.56	0.00	0.00%
205	HBSMR Larger Record Searches	Discretionary				159.00		159.00	159.00	NEW
206	General Museum Enquiries / Research	Discretionary	No charge			No charge				
Education Fees										
207	School group single session 1.5 hours - 16 up to 30 children	Discretionary	130.00		130.00	130.00		130.00	0.00	0.00%
208	School group single session 1.5 hours - up to 15 children	Discretionary	65.00		65.00	71.00		71.00	6.00	9.23%
209	School planetarium session					150.00		150.00	150.00	NEW
210	Space Plus Session					TBD		-	0.00	NEW
211	School group half day session per class (up to 30)	Discretionary	160.00		160.00	175.00		175.00	15.00	9.38%
212	School loans, per 3 boxes per month	Discretionary	£10.00 for 2 weeks			£15.00 for 2 weeks				
213	School Outreach -Single Session up to 30 per class	Discretionary	195.00		195.00	215.00		215.00	20.00	10.26%
214	Charity/SCC outreach talk									
215	Outreach talks up to an hour minimum 10 people at another venue	Discretionary	425.00		425.00	200.00		200.00	(225.00)	-52.94%
216	Seafront Walks	Discretionary	5.10		5.10	5.50		5.50	0.40	7.84%
217	Private Tours by Visitor Engagement Officers	Discretionary				5.00		5.00	5.00	NEW

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Description of Service		Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
Archaeological deposit charges										
218	Full box	Discretionary	68.00		68.00	74.00		74.00	6.00	8.82%
219	Half box	Discretionary	34.00		34.00	37.00		37.00	3.00	8.82%
220	Skull box	Discretionary	33.75		33.75	37.00		37.00	3.25	9.63%
221	Human Bone	Discretionary	100.00		100.00	110.00		110.00	10.00	10.00%
222	Map rolls per 100g	Discretionary	1.50		1.50	1.50		1.50	0.00	0.00%
Photographic reproduction charges - commercial										
223	For book jackets/covers	Discretionary	£35.00 per image or at discretion			£35.00 per image or at discretion				
224	For book/magazine illustrations	Discretionary	£35.00 per image or at discretion			£35.00 per image or at discretion				
Library service fees										
Reservations – each item reserved on adult ticket										
225	Reservations – each item reserved on adult ticket by staff	Discretionary								
226	Charge for obtaining items from SELMS and not suitable for purchase	Discretionary	3.00		3.00	3.00		3.00	0.00	0.00%
227	Charges for searches by staff. Time spent reporting the results of a search will be charged in addition to time spent searching.									
Research Enquiries										
228	Family History, Census and Parish Register Enquiries - First 30 mins free. Time spent reporting the results of a search will be charged in addition to time spent searching. Charges equivalent to those made by ERO - Chelmsford ** VAT not applicable if enquiry is from overseas.	Discretionary	32.50	6.50	39.00	35.75	7.15	42.90	3.90	10.00%
Fines – Books, Compact Discs and Cassettes										
229	Charge for each day issuing library is open	Discretionary	0.20		0.20	0.25		0.25	0.05	22.55%
230	Maximum Charge for each loan (a renewal is a new loan)	Discretionary	10.00		10.00	11.00		11.00	1.00	10.00%
Recorded Sound										
231	Audio Books: Adults: 1 or 2 cassettes/CD's (3 week loan)	Discretionary	1.20		1.20	1.50		1.50	0.30	25.00%
232	Adults: 3 CD's and over (3 week loan)	Discretionary	2.00		2.00	2.50		2.50	0.50	25.00%
233	All spoken word for children Free of Charge	Discretionary								
234	Language Courses: Single item for 3 weeks	Discretionary	1.25		1.25	1.50		1.50	0.25	20.00%
235	Multiple sets for 12 weeks	Discretionary	3.70		3.70	5.00		5.00	1.30	35.14%

Description of Service		Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
DVD										
236	Children's Fiction Video Hire (DVDC):	Discretionary								
237	Each item/week	Discretionary	1.00		1.00	1.00		1.00	0.00	0.00%
238	Overdue: Item/week	Discretionary	1.00		1.00	1.00		1.00	0.00	0.00%
239	Maximum charge (10 weeks)	Discretionary	10.00		10.00	10.00		10.00	0.00	0.00%
Damaged or Lost Items = Admin Fee plus Replacement Cost (If no replacement cost can be found, cost will be determined by Group Manager)										
240										
241	Admin fee	Third Party	3.25		3.25	2.92	0.58	3.50	0.25	7.69%
242	Photocopies	Third Party		Market Rate			Market Rate			
Premises Hire										
Discounts for room bookings: Commercial - No discount Charity, Community & Council supported projects - 50% NHS/DWP - 25% SBC Internal bookings - FREE Event Southend - 10 free bookings per year, subsequent bookings under partnership discount - 50% For meetings outside of normal opening hours please refer to Senior Library Managers. Recurring bookings (minimum 5) - Addt 10% discount										
Forum - Deeping Room - up to 25 people										
243	Half Day (4hrs)	Discretionary				125.00		125.00	125.00	NEW
244	Full Day (8hrs)	Discretionary				240.00		240.00	240.00	NEW
245	Hourly rate (minimum 2 hours) per hour or part of.	Discretionary				35.00		35.00	35.00	NEW
246	Weekends (Sat) 9 - 4.00 per hour	Discretionary				25.00		25.00	25.00	NEW
Forum - Helliwell Room - up to 20 people										
247	Half Day (4hrs)	Discretionary				100.00		100.00	100.00	NEW
248	Full Day (9hrs)	Discretionary				190.00		190.00	190.00	NEW
249	Hourly rate (minimum 2 hours) per hour	Discretionary				30.00		30.00	30.00	NEW
250	Weekends (Sat) 9 - 4.00 per hour	Discretionary				20.00		20.00	20.00	NEW
Forum - Combined rooms - up to 40 people										
251	Half Day (4hrs)	Discretionary				150.00		150.00	150.00	NEW
252	Full Day (9hrs)	Discretionary				290.00		290.00	290.00	NEW
253	Hourly rate (minimum 2 hours) per hour	Discretionary				40.00		40.00	40.00	NEW
254	Weekends (Sat) 9 - 4.00 per hour	Discretionary				30.00		30.00	30.00	NEW
Branch Libraries Meetings Rooms										

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Description of Service	Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative	
		2022/23	(20%)	2022/23 Charge	Net Charge 2023/24	(20%)	Gross 2023/24 Charge	Increase Gross Charge	
		£	£	£	£	£	£	£	%
Discounts for Room Bookings: Commercial - No discount Charity, Community & Council supported projects - 50% NHS/DWP - 25% SBC Internal bookings - FREE For meetings outside of normal opening hours please refer to Senior Library Managers. Recurring bookings (minimum 5) - Addt 10% discount									
Mon - Fri (from 9.30am)									
255	Half day (4 hours)	Discretionary			60.00		60.00	60.00	NEW
256	Full day (9.30 - 4.30)	Discretionary			100.00		100.00	100.00	NEW
257	Hourly rate	Discretionary			16.00		16.00	16.00	NEW
Sat (from 9.30am)									
258	Half day (4 hours)	Discretionary			45.00		45.00	45.00	NEW
259	Full day (9.30 - 4.30)	Discretionary			80.00		80.00	80.00	NEW
260	Hourly rate	Discretionary			12.00		12.00	12.00	NEW

	Description of Service	Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Additional equipment available									
261	Flip Charts, paper & flip chart pens - per set (for discounts see above)	Discretionary				5.00	1.00	6.00	6.00	NEW
262	Projector	Discretionary	9.33	1.87	11.20	10.00	2.00	12.00	0.80	7.14%
	Forum Foyer									
263	Table and 2 chairs for consultations(inc Council Departments)/clinics etc.per day or part	Discretionary	25.50		25.50	28.00		28.00	2.50	9.80%
264	Commercial organisations - including Artists	Discretionary	31.00		31.00	34.00		34.00	3.00	9.68%
265	Charities - (non profit making) per week	Discretionary	15.50		15.50	17.00		17.00	1.50	9.68%
	Displays – per week									
266	Up to 75 sq. m	Discretionary	25.50		25.50	25.50		25.50	0.00	0.00%
267	Over 75 sq.m	Discretionary	46.00		46.00	46.00		46.00	0.00	0.00%
	Exhibitions									
268	Display screens: Deposit	Discretionary	148.00		148.00	148.00		148.00	0.00	0.00%
269	Weekly hire per set	Discretionary	87.00		87.00	87.00		87.00	0.00	0.00%
270	Display cases or shop window displays - By Agreement	Discretionary								
	FORUM SPACE - PEOPLE'S GALLERY - Exhibition of wall mounted art works or crafts by individual artists and craftsmen									
	Charges are per calendar month:									
271	Full Gallery	Discretionary				140.00		140.00	140.00	NEW
272	Curved Wall	Discretionary				84.00		84.00	84.00	NEW
273	Porthole Wall	Discretionary				50.00		50.00	50.00	NEW
274	Private Views (subject to availability minimum 2hrs before 7pm)	Discretionary				40.00		40.00	40.00	NEW
275	Private Views (subject to availability minimum 2hrs after 7pm)	Discretionary				70.00		70.00	70.00	NEW
	Internet									
276	First hour Free (additional 1 hour for Universal Credit holders if no paying customers waiting)	Discretionary								
277	Subsequent hours – per hour	Discretionary	1.50	0.30	1.80	1.67	0.33	2.00	0.20	11.11%
	Talks (Libraries)									
278	Community groups - see separate charge for Museums	Discretionary	21.00		21.00	21.00		21.00	0.00	0.00%

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	Description of Service	Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative	
			2022/23	(20%)	2022/23 Charge	Net Charge 2023/24	(20%)	Gross 2023/24 Charge	Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Focal Point Gallery									
	Education Fees									
279	Children's Art Classes (2 hr session)	Discretionary	9.00		9.00	9.00		9.00	0.00	0.00%
280	Children's Art Classes Siblings	Discretionary	7.00		7.00	7.00		7.00	0.00	0.00%
281	Contemporary Elders	Discretionary	-		-	-		-	0.00	0.00%
282	School group two workshop session per child per class up to 30 (1 artist led activity and Library)	Discretionary	150.00		150.00	160.00		160.00	10.00	6.67%
283	Schools out of Borough					200.00		200.00	200.00	NEW
284	Gallery Tours - Late Thursdays/Students/Access groups	Discretionary		No Charge			No Charge			
285	Workshops - 2 hrs (£4.50 an hr)	Discretionary	9.00		9.00	9.00		9.00	0.00	0.00%
286	Workshop sibling	Discretionary	7.00		7.00	7.00		7.00	0.00	0.00%
287	Workshop concessionary	Discretionary	6.00		6.00	6.00		6.00	0.00	0.00%
288	Off-site Walks	Discretionary	5.00		5.00	5.00		5.00	0.00	0.00%
289	Off-site Walks Concessionary	Discretionary	3.00		3.00	3.00		3.00	0.00	0.00%
290	Panels discussions / Artist's talk	Discretionary	5.00		5.00	5.00		5.00	0.00	0.00%
291	Panel discussion / Artist Talk concessionary	Discretionary	3.00		3.00	3.00		3.00	0.00	0.00%
	Hires Commercial Rate									
292	Foyer space (excl. staff costs) per hour	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
293	Private Views: First 2 hours (excl. staff costs)	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
294	Subsequent hours – per hour (excl. staff costs)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
295	Introductory Tour	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
	Hires Charity Rate									
296	Foyer Space - 2 hrs (excl. staff costs)	Discretionary	100.00		100.00	100.00		100.00	0.00	0.00%
297	Private Views - 2 hrs (excl. staff costs)	Discretionary	100.00		100.00	100.00		100.00	0.00	0.00%

	Description of Service	Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative	
			2022/23	(20%)	2022/23 Charge	Net Charge 2023/24	(20%)	Gross 2023/24 Charge	Increase	Gross Charge
			£	£	£	£	£	£	£	%
	Highways and Traffic Management Services									
1	Vehicle access onto pedestrian zone		85.00		85.00	85.00		85.00	0.00	0.00%
	Apparatus on the highway (crane, cherrypicker etc)									
2	Application/Permission to erect temporary structures such as a crane/cherry picker on the highway for up to 5 working days (fee is for each 5 day period) non refundable		245.00		245.00	245.00		245.00	0.00	0.00%
3	Deposit - per m2 (minimum deposit £1000)		110.00		110.00	110.00		110.00	0.00	0.00%
4	Permit extensions - a new permit is required if works are to be extended		245.00		245.00	245.00		245.00	0.00	0.00%
5	Site Inspections to monitor compliance - per inspection (minimum of three inspections)		85.00		85.00	85.00		85.00	0.00	0.00%
	Builders Skips on the Public Highway									
6	Skip Company Operators Licence - application registration		68.20		68.20	68.20		68.20	0.00	0.00%
7	Application/Permission to place a builders skip on the highway (fee is for each 21 day period) non refundable	Full Cost Recovery	125.00		125.00	125.00		125.00	0.00	0.00%
8	Skip permit extension		110.00		110.00	110.00		110.00	0.00	0.00%
9	Unlicensed skip permit		270.00		270.00	270.00		270.00	0.00	0.00%
10	Recovery of expenses to remove or reposition a skip	Full Cost Recovery			cost + 20%					
	Scaffolding or Other Structure on or over the Public Highway									
11	Application/permission to erect scaffolding on the highway for up to 28 days (fee is for each 28 day period) non-refundable	Full Cost Recovery	245.00		245.00	245.00		245.00	0.00	0.00%
12	Deposit - per m2 (minimum deposit £1000.00)		110.00		110.00	110.00		110.00	0.00	0.00%
13	Permit extensions - a new permit is required if works are to be extended		245.00		245.00	245.00		245.00	0.00	0.00%
14	Site Inspections to monitor compliance - per inspection (minimum of three inspection)		85.00		85.00	85.00		85.00	0.00	0.00%
	Hoarding or Fence on the Public Highway									
15	Application/permission of an application/permission to erect a hoarding on the highway for up to 28 days (fee is for each 28 day period) non refundable		245.00		245.00	245.00		245.00	0.00	0.00%
16	Deposit - per m2 (minimum deposit £1000.00)		110.00		110.00	110.00		110.00	0.00	0.00%
17	Permit extensions - a new permit is required if works are to be extended		245.00		245.00	245.00		245.00	0.00	0.00%
18	Site Inspections to monitor compliance - per inspection (minimum of three inspections)		85.00		85.00	85.00		85.00	0.00	0.00%

	Description of Service	Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Deposit of Building Materials on the public highway (S171 licence)									
19	Application/Permission to deposit building materials on the highway up to 28 days. (fee is for each 28 day period) non refundable	Full Cost Recovery	245.00		245.00	245.00		245.00	0.00	0.00%
20	Deposit - per m2 (minimum deposit £1000.00)		110.00		110.00	110.00		110.00	0.00	0.00%
21	Permit extensions - a new permit is required if works are to exceed 28 days		245.00		245.00	245.00		245.00	0.00	0.00%
22	Site Inspections to monitor compliance - per inspection (minimum of three inspections)		85.00		85.00	85.00		85.00	0.00	0.00%
	Application/permission to carry out works by Licence under Section 50 NRSWA 1991									
23	Permission to carry out works by Licence under Section 50 NRSWA 1991		245.00		245.00	245.00		245.00	0.00	0.00%
24	Deposit - per m2 (minimum deposit £1000.00)		110.00		110.00	110.00		110.00	0.00	0.00%
25	Validation or extension request to a s50 licence		245.00		245.00	245.00		245.00	0.00	0.00%
26	Site Inspections to monitor compliance - per inspection (minimum of three inspections)		85.00		85.00	85.00		85.00	0.00	0.00%
	Temporary Disturbance/Builders Crossing Licence (New)									
27	Application/Permission for temporary disturbance licence for up to 28 working days (fee is for each 28 day period) non refundable		245.00		245.00	245.00		245.00	0.00	0.00%
28	Deposit - per m2 (minimum deposit £1000)		110.00		110.00	110.00		110.00	0.00	0.00%
29	Permit extensions - a new permit is required if works are to be extended		245.00		245.00	245.00		245.00	0.00	0.00%
30	Site Inspections to monitor compliance - per inspection (minimum of three inspection)		85.00		85.00	85.00		85.00	0.00	0.00%
	Items placed on the Public Highway Licence (New)									
31	Application fee to place items on the public highway. (Licence for up to 12 month period) non refundable					245.00		245.00	245.00	NEW
32	Deposit - per m2 (minimum deposit £1000)					110.00		110.00	110.00	NEW
33	Licence fee (12 month period-non refundable)					120.00		120.00	120.00	NEW
34	Site Inspections to monitor compliance - per inspection (minimum of three inspection)					85.00		85.00	85.00	NEW
35	Application under S247 TCPA 1990 to stop up the highway		237.00		237.00	237.00		237.00	0.00	0.00%
36	Cost of dealing with a public inquiry if the making of a stopping up order is challenged		237.00		237.00	237.00		237.00	0.00	0.00%
37	Bollard (reset)		55.00		55.00	55.00		55.00	0.00	0.00%
38	Bollard (replacement)		480.00		480.00	480.00		480.00	0.00	0.00%
39	Street Lighting Column Replacement		680.00		680.00	680.00		680.00	0.00	0.00%
40	Traffic signals (re-plumb post)		225.00		225.00	225.00		225.00	0.00	0.00%
41	Replace zebra crossing markings		325.00		325.00	325.00		325.00	0.00	0.00%
42	Replace Bus infrastructure						Full cost recovery			NEW
43	Repair Bus shelters		55.00		55.00		Full cost recovery			
44	Bond for all commercial works		30,000.00		30,000.00	30,000.00		30,000.00	0.00	0.00%
45	Bond for all residential works		20,000.00		20,000.00	20,000.00		20,000.00	0.00	0.00%
	Technical approval of Highways structures (Fee for administering, commissioning specialist structural engineers and signing the Technical Approvals)									
46	Fee for checking and approving structures (Category 0 – no departure's)		525.00		525.00	525.00		525.00	0.00	0.00%
47	Fee for checking and approving structures (Category 1 – no departure's)		525.00		525.00	525.00		525.00	0.00	0.00%
48	Fee for checking and approving structures (Category 2 – no departure's)		425.00		425.00	425.00		425.00	0.00	0.00%
49	Fee for checking and approving structures (Category 2 – with departure's)		425.00		425.00	425.00		425.00	0.00	0.00%

	Description of Service	Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	%
			£	£	£	£	£	£	£	%
50	Fee for checking and approving structures (Category 3 – all)		225.00		225.00	225.00		225.00	0.00	0.00%
	Other									
51	Installation of H Bars		225.00		225.00	208.33	41.67	250.00	25.00	11.11%
52	Refresh H bars		150.00		150.00	137.50	27.50	165.00	15.00	10.00%
	Signs									
53	Replacement of defective sign (street name board)		452.00		452.00	452.00		452.00	0.00	0.00%
54	Traffic signs (Sign replacement RTC (1.15 Chevron)		492.00		492.00	492.00		492.00	0.00	0.00%
55	Illuminated Signs (re-plumb and concrete)		220.00		220.00	220.00		220.00	0.00	0.00%
	Permanent Vehicular Crossing	Full Cost Recovery								
56	PVX; application fee – includes inspection and administration (non refundable)		245.00		245.00	300.00		300.00	55.00	22.45%
57	PVX; application fee – includes inspection and administration (non refundable) – cross a watercourse or ditch		245.00		245.00	300.00		300.00	55.00	22.45%
58	Cost to construct new or extension to existing domestic vehicle crossing (per square metre rate)		247.00		247.00	247.00		247.00	0.00	0.00%
59	PVX; application fee for Commercial PVX		270.00		270.00	270.00		270.00	0.00	0.00%
60	Cost to construct new or extension to existing commercial vehicle crossing (per square metre rate) NEW					296.40		296.40	296.40	NEW
61	PVX; manually excavated trial pit		390.00		390.00	390.00		390.00	0.00	0.00%
	Traffic Regulation Orders and Road Signs and Lines									
62	Temporary Traffic Orders	Full Cost Recovery	1,850.00		1,850.00	1,850.00		1,850.00	0.00	0.00%
63	Temporary Traffic Regulation Notice (Emergency Road Closure) No Advert		150.00		150.00	150.00		150.00	0.00	0.00%
64	Disabled Parking Bays - With TRO and signs and lines. Admin and lining		500.00		500.00	500.00		500.00	0.00	0.00%
65	Disabled Parking Bays - With TRO and signs and lines.		1,980.00		1,980.00	1,980.00		1,980.00	0.00	0.00%
66	Change to Traffic Order		1,850.00		1,850.00	1,850.00		1,850.00	0.00	0.00%
67	Revoke of Traffic regulation order		1,850.00		1,850.00	1,850.00		1,850.00	0.00	0.00%
68	Experimental Traffic Regulation Order		1,850.00		1,850.00	1,850.00		1,850.00	0.00	0.00%
69	Experimental Traffic Regulation Order		2,500.00		2,500.00	2,500.00		2,500.00	0.00	0.00%
70	Private destination signs (Admin Fee)	Full Cost Recovery								
71	Temporary traffic signal design and approval (cost)	Full Cost Recovery								
72	Temporary traffic signal design and approval (Admin Fee)	Full Cost Recovery	107.10	21.42	128.52	107.10	21.42	128.52	0.00	0.00%
73	Attendance by Traffic Signal Engineer to inspect/turn on-off signals for approved purposes(cost)	Full Cost Recovery								
74	Attendance by Traffic Signal Engineer to inspect/turn on-off signals for approved purposes per visit	Full Cost Recovery	104.55	20.91	125.46	104.55	20.91	125.46	0.00	0.00%

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	Description of Service	Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative	
			2022/23	(20%)	2022/23 Charge	Net Charge 2023/24	(20%)	Gross 2023/24 Charge	Increase Gross Charge	
			£	£	£	£	£	£	£	%
75	Neighbourhood Watch Signs	Full Cost Recovery								
76	Traffic Regulation Orders - copies / extracts	Full Cost Recovery	52.28	10.46	62.74	52.28	10.46	62.74	0.00	0.00%
77	Provision of Road Casualty Data - per street per 500m length	Full Cost Recovery	115.01	23.00	138.01	115.01	23.00	138.01	0.00	0.00%
78	Supply of Technical Survey data	Full Cost Recovery	115.01	23.00	138.01	115.01	23.00	138.01	0.00	0.00%
79	Approval for temporary direction signage	Full Cost Recovery	73.19	14.64	87.83	73.19	14.64	87.83	0.00	0.00%
80	Signs and Lines infrastructure implementation per metre		225.00		225.00	225.00		225.00	0.00	0.00%
81	New parking post / plate		225.00		225.00	225.00		225.00	0.00	0.00%
82	Implementation / Removal of new bay markings		525.00		525.00	525.00		525.00	0.00	0.00%
83	Implementation of personalised Disabled Bay		525.00		525.00	525.00		525.00	0.00	0.00%
84	Removal of personalised Disabled Bay		525.00		525.00	525.00		525.00	0.00	0.00%
	Highways Supervision and Agreements									
85	New Street Agreement (Section 38) - 10% of the value of the works	Full Cost Recovery								
86	Advance Payments Code - inspection, administration and legal fees		850.00		850.00	850.00		850.00	0.00	0.00%
87	Road Adoption (minimum fee)		500.00		500.00	500.00		500.00	0.00	0.00%
	Road Safety									
83	Road Safety Promotional - at cost	Full Cost Recovery								
84	Cycle Training- at various costs, see www.cyclesouthend.co.uk website for details	Full Cost Recovery								
	Public Rights of Way									
85	Stopping up and diversion of Public Rights of Way - non refundable fee	Statutory	235.24		235.24	235.24		235.24	0.00	0.00%
86	Progression of work to stop up / divert Public Right of Way or highway, including the cost of advertising	Statutory	2,666.28		2,666.28	2,666.28		2,666.28	0.00	0.00%
	Highways Records									
87	Highway Boundary Searches	Statutory	83.64		83.64	83.64		83.64	0.00	0.00%
	Naming / Numbering for new properties									
88	Up to 5	Statutory	115.01		115.01	115.01		115.01	0.00	0.00%
89	6 - 20	Statutory	334.56		334.56	334.56		334.56	0.00	0.00%
90	21 - 50	Statutory	554.12		554.12	554.12		554.12	0.00	0.00%
91	51 and over	Statutory	778.90		778.90	778.90		778.90	0.00	0.00%
92	Addressing unregistered properties (each)	Statutory	33.46		33.46	33.46		33.46	0.00	0.00%
93	Provision of street name plates (each)	Full Cost Recovery	522.75		522.75	522.75		522.75	0.00	0.00%
	Memorial Benches									
94	Memorial Benches (Bench, Plaque and 4x maintenance and admin)	Full Cost Recovery	1,810.00		1,810.00	1,810.00		1,810.00	0.00	0.00%
95	Memorial Benches- Supply and Install Plaque		138.00		138.00	138.00		138.00	0.00	0.00%
96	Memorial Benches - Full Refurbishment		505.00		505.00	505.00		505.00	0.00	0.00%
97	Memorial Bench - Minor Repair		70.00		70.00	70.00		70.00	0.00	0.00%
98	Memorial Bench - Bench Removal		70.00		70.00	70.00		70.00	0.00	0.00%
	East of England Common Permit Scheme									
99	Major and standard works on a traffic sensitive street Category 3 and 4 (charges are per day)	Statutory	750.00		750.00	750.00		750.00	0.00	0.00%
100	Major and standard works on a non- traffic sensitive street Category 3 and 4 (charges are per day)	Statutory	250.00		250.00	250.00		250.00	0.00	0.00%
101	Minor and immediate works on a traffic sensitive street Category 3 and 4 (charges are per day)	Statutory	250.00		250.00	250.00		250.00	0.00	0.00%
102	Minor and immediate works on a non- traffic sensitive street Category 3 and 4 (charges are per day)	Statutory	100.00		100.00	100.00		100.00	0.00	0.00%
103	The penalty fee is £500 if paid within 36 days for working without a permit.	Statutory	500.00		500.00	500.00		500.00	0.00	0.00%
104	The penalty fee is £300 if paid within 28 days for working without a permit.	Statutory	300.00		300.00	300.00		300.00	0.00	0.00%
105	For breaching a condition of a permit the fee is £120 if paid within 36 days	Statutory	120.00		120.00	120.00		120.00	0.00	0.00%

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	Description of Service	Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
106	For breaching a condition of a permit the fee is £80 if paid within 28 days	Statutory	80.00		80.00	80.00		80.00	0.00	0.00%
107	Permit as per schedule	Statutory								
108	Permit variations on category 0, 1 and 2 streets and category 3 and 4 streets that are traffic sensitive	Statutory	45.00		45.00	45.00		45.00	0.00	0.00%
109	Permit variations for all activities on category 3 and 4 non traffic sensitive streets	Statutory	35.00		35.00	35.00		35.00	0.00	0.00%
110	S74 – Traffic-sensitive street or protected street not in road category 2, 3 or 4 (first 3 days)		5,000.00		5,000.00	5,000.00		5,000.00	0.00	0.00%
111	S74 – Traffic-sensitive street or protected street not in road category 2, 3 or 4 (each subsequent day)		10,000.00		10,000.00	10,000.00		10,000.00	0.00	0.00%
112	S74 – other street not in road category 2, 3 or 4 (first 3 days)		2,500.00		2,500.00	2,500.00		2,500.00	0.00	0.00%
113	S74 – other street not in road category 2, 3 or 4 (each subsequent day)		2,500.00		2,500.00	2,500.00		2,500.00	0.00	0.00%
114	S74 – Traffic-sensitive street or protected street in road category 2 (first 3 days)		3,000.00		3,000.00	3,000.00		3,000.00	0.00	0.00%
115	S74 – Traffic-sensitive street or protected street in road category 2 (each subsequent day)		8,000.00		8,000.00	8,000.00		8,000.00	0.00	0.00%
116	S74 – other street in road category 2 (first 3 days)		2,000.00		2,000.00	2,000.00		2,000.00	0.00	0.00%
117	S74 – other street in road category 2 (each subsequent day)		2,000.00		2,000.00	2,000.00		2,000.00	0.00	0.00%
118	S74 – Traffic-sensitive street or protected street in road category 3 or 4 (first 3 days)		750.00		750.00	750.00		750.00	0.00	0.00%
119	S74 – Traffic-sensitive street or protected street in road category 3 or 4 (each subsequent day)		750.00		750.00	750.00		750.00	0.00	0.00%
120	S74 – other street in road category 3 or 4 (first 3 days)		250.00		250.00	250.00		250.00	0.00	0.00%
121	S74 – other street in road category 3 or 4 (each subsequent day)		250.00		250.00	250.00		250.00	0.00	0.00%
	Flood Risk Management									
	Section 23 - Land Drainage Act (1991)									
122	Pre-Application advice - written advice		165.00		165.00	165.00		165.00	0.00	0.00%
123	Pre-Application advice - site visit and written advice		325.00		325.00	325.00		325.00	0.00	0.00%
124	Watercourse consent (per structure)		50.00		50.00	50.00		50.00	0.00	0.00%
125	Sustainable Drainage Systems (SuDS) planning advice			various			various			
	Travel Centre									
126	Departure charges	Discretionary	0.43		0.43	0.50		0.50	0.07	16.71%
	Bus Stops									
127	Request for stop suspension		210.00		210.00	230.00		230.00	20.00	9.52%
128	Added stops on request		27.00		27.00	30.00		30.00	3.00	11.11%
129	Digital adverts on real time passenger information screens			Contact JMW Media			Contact JMW Media			
	Traffic Information and Modelling									
130	Traffic Flow Data per Location	Discretionary	170.00		170.00	166.67	33.33	200.00	30.00	17.65%
131	Use of the Southend Transport Models (cost on application to be agreed, generally SBC consultant's fee plus 20%)									

* Occupation maybe subject to variation

	Description of Service	Basis of Charge	Net Charge 2021/22 £	VAT (20%) £	Gross 2021/22 Charge £	Indicative Net Charge 2022/23 £	VAT (20%) £	Indicative Gross 2022/23 Charge £	Indicative Increase Gross Charge £	%
	Private Sector Housing Charges									
1	Mandatory Licence of House in Multiple Occupation - up to 6 lettings	Full Cost Recovery	995.00		995.00	1,100.00		1,100.00	105.00	10.55%
2	Mandatory Licence of House in Multiple Occupation - each additional letting	Full Cost Recovery	50.00		50.00	50.00		50.00	0.00	0.00%
	*The council uses a wholly electronic application process. Where an applicant demonstrates it is essential to make a non-electronic application, an increase will be made to the fees shown. The increase is available on application and will depend upon circumstances to ensure the fee remains cost-neutral to the council.									
3	Improvement Notice	Full Cost Recovery	605.00		605.00	665.00		665.00	60.00	9.92%
4	Energy Performance Certificate Enforcement	Full Cost Recovery	220.00		220.00	242.00		242.00	22.00	10.00%
5	Immigration Inspection - initial visit	Discretionary	200.00		200.00	220.00		220.00	20.00	10.00%
6	Immigration Inspection - each subsequent visit	Discretionary	70.00		70.00	77.00		77.00	7.00	10.00%
7	Hazard Awareness Notice	Full Cost Recovery	605.00		605.00	665.00		665.00	60.00	9.92%
8	Prohibition Order	Full Cost Recovery	605.00		605.00	665.00		665.00	60.00	9.92%
9	Emergency Prohibition Order	Full Cost Recovery	605.00		605.00	665.00		665.00	60.00	9.92%
10	Remedial Action Notice	Full Cost Recovery	605.00		605.00	665.00		665.00	60.00	9.92%
11	Emergency Remedial Action Notice	Full Cost Recovery	605.00		605.00	665.00		665.00	60.00	9.92%
12	Demolition Order	Full Cost Recovery	1,105.00		1,105.00	1,215.00		1,215.00	110.00	9.95%
13	Clearance Area	Full Cost Recovery	1,105.00		1,105.00	1,215.00		1,215.00	110.00	9.95%
14	Interim Management Order	Full Cost Recovery	1,375.00		1,375.00	1,500.00		1,500.00	125.00	9.09%
15	Each additional unit above 6 units	Full Cost Recovery	50.00		50.00	50.00		50.00	0.00	0.00%
16	Final Management Order	Full Cost Recovery	1,375.00		1,375.00	1,500.00		1,500.00	125.00	9.09%
17	Each additional unit above 6 units	Full Cost Recovery	50.00		50.00	50.00		50.00	0.00	0.00%
18	Interim Empty Dwelling Management Order	Full Cost Recovery	940.00		940.00	1,035.00		1,035.00	95.00	10.11%
19	Final Empty Dwelling Management Order	Full Cost Recovery	940.00		940.00	1,035.00		1,035.00	95.00	10.11%
20	Works in Default undertaken	Full Cost Recovery	30% of cost of works in default							
21	Court of Protection Assistance (charged per hour)	Third Party	35.00		35.00	35.00		35.00	0.00	0.00%
22	Monetary Penalty for failure to join an Ombudsman Scheme under the Redress Schemes for Lettings Agency and Property Management Work (England) Order 2014	Statutory	Up to £5,000		Up to £5,000	Up to £5,000		Up to £5,000		
23	Monetary Penalty for failure to comply with requirement to install smoke or carbon monoxide alarms under The Smoke and Carbon Monoxide Alarm (England) Regulations 2015	Statutory	Up to £5,000		Up to £5,000	Up to £5,000		Up to £5,000		
24	Interest charged by Private Sector Housing on outstanding fees	Statutory	Statutory Interest (8%) + Base Rate							

Licensing Act 2003 (Statutory Fees)

Applications for new premises licences and club premises certificates, variations, and annual fees

The licence fees payable for Premises Licences and Club Premises Certificates are based upon the rateable value in the local non-domestic rating list for the time being in force. The fees payable are set in Bands, depending upon the rateable value, in accordance with the table below.

In addition to the main fees payable upon application, an annual charge is also payable on the anniversary of the date of the original grant. The relevant fee must also be submitted in respect of variation applications.

In the case of applications relating to premises in the course of construction, they are assigned to Band C. In the case of premises without a rateable value, they are assigned to Band A.

Rateable Value Bands	A	B	C	D	E
Licence or Club Premises Certificate Application Fee £	100	190	315	450	635
Variation Application Fee £	100	190	315	450	635
Annual Fee £	70	180	295	320	350

Rateable Value	Band
No rateable value to £4,300	A
£4,301 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

A multiplier applied to premises in bands D and E where they are exclusively or primarily used for carrying on the premises the supply of alcohol for consumption on the premises:

Band	D (x 2)	E (x 3)
Licence at Club Premises Certificate application fee £	900	1,905
Variation Fee £	900	1,905
Annual Fee £	640	1,050

The above multipliers do not apply to premises for which Club Premises Certificates are applicable.

Exceptionally Large Events

Where the maximum number of persons to be allowed on the premises at the same time is more than 5,000, an additional fee is payable, in accordance with table below.

Number in attendance at any one time	Additional fee for application	Subsequent annual fee
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£1,000
15,000 to 19,999	£4,000	£2,000
20,000 to 29,999	£8,000	£4,000
30,000 to 39,999	£16,000	£8,000
40,000 to 49,999	£24,000	£12,000
50,000 to 59,999	£32,000	£16,000
60,000 to 69,999	£40,000	£20,000
70,000 to 79,999	£48,000	£24,000
80,000 to 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

Exemptions

Certain exemptions to fees apply in the case applications for premises, club premises certificates, annual fees for such premises, and related variation applications.

The exemptions cover Regulated Entertainment only, and relate to:

- a) Educational institutions comprising schools and colleges (in specified circumstances), and
- b) Premises which form part of a church hall, chapel hall or other similar building or a village hall, parish hall or community hall or other similar building.

Gambling Act (Full Cost Recovery)

Table of Fees for Licensed Premises

Licensed Premises Type	Application Fee for non-conversion provisional statement premises (i.e premises already having provisional statement)	New Application Fee	First Annual Fee for Premises Licence	Annual Fee
Converted Casino Premises Licence (Existing Casino)	N/A	N/A	£2,723.00	£2,723.00
Bingo Premises Licence	£1,089.00	£3,177.00	£1,000.00	£1,000.00
Adult Gaming Centre Premises Licence	£862.00	£1,999.00	£908.00	£908.00
Betting Premises (Track) Licence	£862.00	£2,270.00	£908.00	£908.00
Family Entertainment Centre Premises Licence	£862.00	£1,999.00	£681.00	£681.00
Betting Premises (Other) Licence (ie Betting Shops)	£1,089.00	£2,850.00	£600.00	£600.00

Licensed Premises Type	Application Fee to Vary Licence	Application Fee to Transfer Licence	Application Fee for Re-Instatement of Licence	Application Fee for Provisional Statement
Converted Casino Premises Licence (Existing Casino)	£2,000.00	£1,350.00	£1,300.00	N/A
Bingo Premises Licence	£1,490.00	£1,090.00	£1,090.00	£3,177.00
Adult Gaming Centre Premises Licence	£908.00	£1,090.00	£1,090.00	£1,999.00
Betting Premises (Track) Licence	£1,135.00	£862.00	£862.00	£1,900.00
Family Entertainment Centre Premises Licence	£908.00	£862.00	£862.00	£1,999.00
Betting Premises (Other) Licence (ie Betting Shops)	£1,362.00	£1,090.00	£1,090.00	£2,850.00

Note: Application for change of circumstances to be charged at £50.00 and application for copy of licence to be charged at £25.00 for all classes of premises. Copy of extract of Licensing Register with be charged at £10.00 plus copying fees if applicable

Table of Fees Permits etc. (statutory)

Permit Type	Application Fee	Renewal Fee	Annual Fee	Transition Application fee	Variation Fee	Change of Name	Transfer Fee	Copy of Permit
Family Entertainment Centre Gaming Machine Permit	£300	£300 (Ten Yearly Renewal)	N/A	£100	N/A	£25	N/A	£15
Prize Gaming Permit	£300	£300 (Ten Yearly Renewal)	N/A	£100	N/A	£25	N/A	£15
Club Gaming Permit & Gaming Machine Permit	£200 (£100 for holder of Club Premises Certificate or existing part 2/part 3 Operator)	£200 (£100 where holder of Club Premises) (Ten Yearly Renewal)	£50	N/A	£100	N/A	N/A	£15
Alcohol Licensed Premises Gaming Machine Permit	£150	N/A	£50	£100	£100	£25	£25	£15
Alcohol Licensed Premises - £50 - notification fee only (for authorisation of up to 2 machines)								

Personal Licences, Temporary Events and Other Fees (Statutory Fees)

The following fees are payable:

	2022/23	2023/24
Application for a grant or renewal of personal licence	£37.00	£37.00
Temporary event notice	£21.00	£21.00
Supply of copy of licence or summary, following loss, theft, etc.	£10.50	£10.50
Application for a provisional statement where premises being built, etc.	£315.00	£315.00
Notification of change of name or address of premises licence holder	£10.50	£10.50
Application to vary licence to specify individual as premises supervisor	£23.00	£23.00
Application for transfer of premises licence	£23.00	£23.00
Application for a minor variation to a premises licence	£89.00	£89.00
Interim authority notice following death etc. of licence holder	£23.00	£23.00
Supply of copy of club premises certificate or summary, following loss, theft	£10.50	£10.50
Notification of change of name or alteration of rules of club	£10.50	£10.50
Change of relevant registered address of club	£10.50	£10.50
Supply of copy of temporary event notice, following loss, theft, etc.	£10.50	£10.50
Supply of copy of personal licence, following loss, theft, etc.	£10.50	£10.50
Fee to accompany notification of change of name or address of personal licence holder	£10.50	£10.50
Fee to accompany notice from freeholder etc. requesting to be notified of licensing matters	£21.00	£21.00

Animal Licensing Fees 2022-23

	Boarding Kennels	Home Boarding	Catteries	Doggy Day Care	Dog Breeding SEE NOTE B	Selling Pets	Training and Exhibiting Animals	Dangerous Wild Animals SEE NOTE C
New – application fee	£242.00	£222.00	£242.00	£242.00	£538.00	£242.00	£242.00	£523.00
New – grant fee	£120.00	£104.00	£120.00	£120.00	£150.00	£120.00	£55.00	£55.00
total (for reference)	£362.00	£326.00	£362.00	£362.00	£688.00	£362.00	£297.00	£578.00
Renewal – application fee	£242.00	£222.00	£242.00	£242.00	£283.00	£242.00	£242.00	£523.00
Renewal – grant fee	£120.00	£104.00	£120.00	£120.00	£150.00	£120.00	£55.00	£55.00
total (for reference)	£362.00	£326.00	£362.00	£362.00	£433.00	£362.00	£297.00	£578.00
Variation	see note A	see note A	see note A	see note A	see note A	see note A	see note A	see note A
Re Rating Inspection Fee	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	n/a

notes

A - variation is charged at a rate of £30.86 per hour or part thereof including travel time, plus 45p per mile each way to the premises from the civic centre for any mileage incurred

B - vet included within new application fee at £140ph plus £47 attendance fee. Any additional costs will be invoiced and added to the grant fee.

C - vet included within new and renewal application fee at £140ph plus £47 attendance fee. Any additional costs will be invoiced and added to the grant fee.

Hiring Horses

	2022/23	2023/24
New – 1 Year	£802.00	£865.00
Renewal – 1 Year	£802.00	£865.00
1 year grant fee		£943.00
Renewal – 2 Years	£1,422.00	£1,638.00
Renewal – 3 Years	£2,044.00	£2,372.00
Re Rating Inspection Fee	£108.00	£119.00

Zoos

(3-6 yearly by instalments)	£1,056.00	£1,163.00
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All Licences

Replacement of lost documents	£28.00	£31.00
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Note: new and renewal fees include a grant fee £35.52 which is refundable in the event that the licence is not granted. Any additional vets fees will be charged separately at cost and are not included in the fees above. (except hiring horses)

Description of Service		Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
1	Standard Search (forms LLC1 and Con29'R') (VAT on Con29'R' element only)	Full Cost Recovery	115.00	16.00	131.00	126.50	17.60	144.10	13.10	10.00%
2	Official Search (form LLC1 only)	Full Cost Recovery	35.00		35.00	35.00		35.00	0.00	0.00%
3	Local Enquiries (form Con29'R' only)	Full Cost Recovery	80.00	16.00	96.00	88.00	17.60	105.60	9.60	10.00%
4	Additional Parcels of Land (Standard Search) per parcel (VAT on Con29'R' element only)	Full Cost Recovery	16.25	2.25	18.50	17.25	2.45	19.70	1.20	6.49%
5	Extra Parcel Fee (LLC1 only) per parcel	Full Cost Recovery	5.00		5.00	5.00		5.00	0.00	0.00%
6	Extra Parcel Fee (CON29 only) per parcel	Full Cost Recovery	11.25	2.25	13.50	12.25	2.45	14.70	1.20	8.89%
7	Local Enquiries (form CON29'O') per question	Full Cost Recovery	16.50	3.30	19.80	18.25	3.65	21.90	2.10	10.61%

	Description of Service	Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative	
			2022/23	(20%)	2022/23 Charge	Net Charge 2023/24	(20%)	Gross 2023/24 Charge	Increase	Gross Charge
			£	£	£	£	£	£	£	%
	Pier Charges									
	Advantage Card discounts apply. Details are available at point of sale.									
	Pier Entry (Walking Only)									
1	Winter (no concessions)	Discretionary	0.83	0.17	1.00	0.83	0.17	1.00	0.00	0.00%
2	Summer	Discretionary	1.67	0.33	2.00	2.08	0.42	2.50	0.50	25.00%
3	Summer Child / Concessions	Discretionary	0.83	0.17	1.00	1.25	0.25	1.50	0.50	50.00%
	Pier Train Single (includes Pier Entry)									
4	Adult	Discretionary	4.97	0.33	5.30	5.28	0.42	5.70	0.40	7.55%
5	Child / concession	Discretionary	2.53	0.17	2.70	2.65	0.25	2.90	0.20	7.41%
6	Family (5 people min two children)	Discretionary	12.28	0.82	13.10	14.45	1.05	15.50	2.40	18.30%
	Pier train return									
7	Adult	Discretionary	5.80		5.80	5.78	0.42	6.20	0.40	6.90%
8	Child / concession	Discretionary	2.90		2.90	2.85	0.25	3.10	0.20	6.90%
9	Family (5 people min two children)	Discretionary	14.70		14.70	14.95	1.05	16.00	1.30	8.83%
10	Attendance Support to Families Scattering Ashes	Discretionary	15.90		15.90	17.50		17.50	1.60	10.06%
	All day rate (includes Pier Entry)									
	Return as many times on the day train / walk									
11	Adult	Discretionary	7.77	0.33	8.10	9.08	0.42	9.50	1.40	17.28%
12	Concession	Discretionary	3.93	0.17	4.10	4.55	0.25	4.80	0.70	17.07%
13	Family	Discretionary	19.88	0.82	20.70	23.25	1.05	24.30	3.60	17.38%
	Joining visiting ship									
14	As above rates with 20% discount	Discretionary								

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	Description of Service	Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative	
			2022/23	(20%)	2022/23 Charge	Net Charge 2023/24	(20%)	Gross 2023/24 Charge	Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Pier Fishing									
15	Adult	Discretionary	6.75	1.35	8.10	7.42	1.48	8.90	0.80	9.88%
16	Child / concession	Discretionary	3.42	0.68	4.10	3.75	0.75	4.50	0.40	9.76%
17	Any age one way only (licensed angling boat)	Discretionary	3.42	0.68	4.10	3.75	0.75	4.50	0.40	9.76%
	Pier fishing season tickets									
18	Adult day	Discretionary	81.67	16.33	98.00	89.90	17.98	107.88	9.88	10.08%
19	Concession day	Discretionary	40.83	8.17	49.00	44.95	8.99	53.94	4.94	10.08%
20	Adult night	Discretionary	81.67	16.33	98.00	89.90	17.98	107.88	9.88	10.08%
21	Concession night	Discretionary	40.83	8.17	49.00	44.95	8.99	53.94	4.94	10.08%
22	Adult Anytime	Discretionary	142.50	28.50	171.00	156.80	31.36	188.16	17.16	10.04%
23	Concession anytime	Discretionary	71.25	14.25	85.50	78.40	15.68	94.08	8.58	10.04%
	Pier season tickets (daytime only)									
24	Adult	Discretionary	81.67	16.33	98.00	95.00	19.00	114.00	16.00	16.33%
25	Concession	Discretionary	40.83	8.17	49.00	47.50	9.50	57.00	8.00	16.33%
	Pier head berthing									
	Private craft									
26	Up to 40 ft (12.2M)	Discretionary	24.00	4.80	28.80	26.33	5.27	31.60	2.80	9.72%
27	40 ft (12.2m) to 50 ft (15.2m)	Discretionary	42.50	8.50	51.00	46.67	9.33	56.00	5.00	9.80%
28	Over 50 ft (15.2M)	Discretionary	80.75	16.15	96.90	88.33	17.67	106.00	9.10	9.39%
	Licensed passenger vessels									
29	Capacity 1-49 passengers (per visit)	Discretionary	42.50	8.50	51.00	46.67	9.33	56.00	5.00	9.80%
30	Capacity 50+ passengers (per visit)	Discretionary	80.75	16.15	96.90	88.33	17.67	106.00	9.10	9.39%
31	Charter Vessel SBC Licenced berthing per visit (excludes passenger vessels)	Discretionary	53.33	10.67	64.00	58.33	11.67	70.00	6.00	9.38%
	Foreshore charges									
	Moorings									
32	Two Tree Island	Discretionary	225.00	45.00	270.00	247.50	49.50	297.00	27.00	10.00%
33	PLA Two Tree Island	Discretionary	336.66	67.33	403.99	370.00	74.00	444.00	40.01	9.90%
34	Hadleigh Ray	Discretionary	248.33	49.67	298.00	273.33	54.67	328.00	30.00	10.07%
35	Leigh Creek	Discretionary	336.66	67.33	403.99	370.00	74.00	444.00	40.01	9.90%
36	Other Mooring Locations	Discretionary	109.17	21.83	131.00	120.00	24.00	144.00	13.00	9.92%
37	Dinghy Racks (Two Tree Island Mooring Holders Only)	Discretionary	40.83	8.17	49.00	44.90	8.98	53.88	4.88	9.96%
38	Two Tree Island lockers	Discretionary	53.33	10.67	64.00	58.75	11.75	70.50	6.50	10.16%

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	Description of Service	Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative	
			2022/23	(20%)	2022/23 Charge	Net Charge 2023/24	(20%)	Gross 2023/24 Charge	Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Other foreshore charges									
39	Motor boat / PWC casual launching	Discretionary	34.58	6.92	41.50	40.00	8.00	48.00	6.50	15.66%
40	Sailing / rowing / casual launch	Discretionary	15.42	3.08	18.50	16.67	3.33	20.00	1.50	8.11%
41	Launch of kayak / canoe / paddle board	Discretionary	3.33	0.67	4.00	3.58	0.72	4.30	0.30	7.50%
42	Fine for non-payment of launching fees	Discretionary	66.67	13.33	80.00	75.00	15.00	90.00	10.00	12.50%
	Season tickets - launching									
43	Motor boat/ PWC	Discretionary	176.25	35.25	211.50	194.00	38.80	232.80	21.30	10.07%
44	Club member motor boat	Discretionary	128.33	25.67	154.00	141.25	28.25	169.50	15.50	10.06%
45	Sailing / rowing boat	Discretionary	106.66	21.33	127.99	117.40	23.48	140.88	12.89	10.07%
46	Combined Dinghy Launching and Storage (non mooring holders)	Discretionary	167.50	33.50	201.00	184.30	36.86	221.16	20.16	10.03%
47	Launch of kayak / canoe / paddle board	Discretionary	29.25	5.85	35.10	32.20	6.44	38.64	3.54	10.09%
48	Boat wreck removal	Discretionary			Individual price on application					
49	Use of crane at Two Tree (per boat)	Discretionary	23.75	4.75	28.50	26.14	5.23	31.37	2.87	10.07%
50	Boatman's license	Discretionary	46.83	9.37	56.20	51.55	10.31	61.86	5.66	10.07%
51	Boat licence - up to 12 passengers	Discretionary	46.83	9.37	56.20	51.55	10.31	61.86	5.66	10.07%
52	Boat equipment inspection	Discretionary	70.33	14.07	84.40	77.40	15.48	92.88	8.48	10.05%
53	Test fee, boatman's license (1st class) including consultant fee	Discretionary	112.92	22.58	135.50	124.30	24.86	149.16	13.66	10.08%
	Berthing at Leigh Wharfs									
54	First day free. Per day or part day thereafter	Discretionary	18.67	3.73	22.40	20.55	4.11	24.66	2.26	10.09%
55	Per day or part after 10 days	Discretionary	56.00	11.20	67.20	61.65	12.33	73.98	6.78	10.09%
	Use of Leigh Wharfs for lifting boats									
56	Charge per occasion	Discretionary	173.67	34.73	208.40	191.20	38.24	229.44	21.04	10.10%
	Bait digging licence									
57	Adult	Discretionary	23.00	4.60	27.60	25.30	5.06	30.36	2.76	10.00%
58	Child / OAP	Discretionary	14.08	2.82	16.90	15.50	3.10	18.60	1.70	10.06%
	Cliff Lift									
59	One journey in either direction	Discretionary	1.00		1.00	-		-	(1.00)	-100.00%
	Event Space - use of beach areas									
60	Commercial small	Discretionary	324.00		324.00	356.00		356.00	32.00	9.88%
61	Commercial Medium	Discretionary	646.00		646.00	700.00		700.00	54.00	8.36%
62	Commercial Large	Discretionary	1,305.00		1,305.00	1,425.00		1,425.00	120.00	9.20%
63	Charity and Community Small	Discretionary	71.50		71.50	71.50		71.50	0.00	0.00%
64	Charity and Community Medium	Discretionary	101.00		101.00	101.00		101.00	0.00	0.00%
65	Charity and Community Large	Discretionary	143.80		143.80	143.80		143.80	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
Planning and Building Regulation Document History requests (including Tree Preservation Orders)										
Note	Only the owner or owners representative are permitted to view plans or associated documents deposited under Building Regulations									
Note	Requests relating to planning files do not incur VAT									
1	To retrieve and view a file that is stored on-site	Discretionary	9.00		9.00	9.90		9.90	0.90	10.00%
2	To retrieve and view a file that is stored off-site (Building Control 1975 - 1987)	Discretionary	27.00		27.00	29.70		29.70	2.70	10.00%
3	Planning History (Search Agents)	Discretionary	9.00		9.00	9.90		9.90	0.90	10.00%
4	Written responses to interested parties (in addition to the retrieval fee)	Discretionary	39.17	7.83	47.00	43.33	8.67	52.00	5.00	10.64%
5	To copy an A4 (297 x 210 mm) document (in addition to the retrieval fee)	Discretionary	10.00	2.00	12.00	11.00	2.20	13.20	1.20	10.00%
6	To copy an A3 (297 x 420 mm) document (in addition to the retrieval fee)	Discretionary	10.83	2.17	13.00	11.92	2.38	14.30	1.30	10.00%
7	To copy an A2 (420 x 594 mm) document (in addition to the retrieval fee)	Discretionary	10.83	2.17	13.00	11.92	2.38	14.30	1.30	10.00%
8	To copy an A1 (594 x 841 mm) document (in addition to the retrieval fee)	Discretionary	10.83	2.17	13.00	11.92	2.38	14.30	1.30	10.00%
9	To copy an A0 (841 x 1189 mm) document (in addition to the retrieval fee)	Discretionary	11.67	2.33	14.00	12.83	2.57	15.40	1.40	10.00%
Planning fees										
Majority set by statute (see separate table)										
Planning Application and related fees										
https://www.southend.gov.uk/downloads/file/2531/planning_fees_11013										
Pre-application advice - Large scale major		In most cases the pre-application process will only be appropriate for the initial meeting on these types of project. The case officer will advise on individual cases accordingly, but the Council will expect an applicant to enter into a Planning Performance Agreement for a bespoke fee for engagement beyond the initial meeting in most instances								
Written advice (Not applicable for this type of development)										
10	Meeting plus written advice	Discretionary	2,166.67	433.33	2,600.00	2,385.00	477.00	2,862.00	262.00	10.08%
11	Follow up meeting plus written advice	Discretionary	1,166.67	233.33	1,400.00	1,283.33	256.67	1,540.00	140.00	10.00%
Pre-application advice - Small scale major		In many cases the pre-application process will only be appropriate for the initial meeting on these types of project. The case officer will advise on individual cases accordingly, but the Council will expect an applicant to enter into a Planning Performance Agreement for a bespoke fee for engagement beyond the initial meeting in many instances								
12	Written advice	Discretionary	625.00	125.00	750.00	687.50	137.50	825.00	75.00	10.00%
13	Meeting plus written advice	Discretionary	1,666.67	333.33	2,000.00	1,833.33	366.67	2,200.00	200.00	10.00%
14	Follow up meeting plus written advice	Discretionary	833.33	166.67	1,000.00	916.67	183.33	1,100.00	100.00	10.00%
Pre-application advice - Minor										
15	Written advice	Discretionary	316.67	63.33	380.00	348.33	69.67	418.00	38.00	10.00%
16	Meeting plus written advice	Discretionary	916.67	183.33	1,100.00	1,004.17	200.83	1,205.00	105.00	9.55%
17	Follow up meeting plus written advice	Discretionary	458.33	91.67	550.00	504.17	100.83	605.00	55.00	10.00%
18	Replacement dwelling, one additional dwelling or annex to a dwelling - Written advice only	Discretionary	158.33	31.67	190.00	175.00	35.00	210.00	20.00	10.53%
19	Replacement dwelling, one additional dwelling or annex to a dwelling - Meeting and written advice	Discretionary	350.00	70.00	420.00	385.00	77.00	462.00	42.00	10.00%
20	Replacement dwelling, one additional dwelling or annex to a dwelling - Follow up meeting and written advice	Discretionary	166.67	33.33	200.00	183.33	36.67	220.00	20.00	10.00%

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Description of Service		Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
Pre-application advice for people wishing to extend/alter a dwelling										
21	Duty Planner	Discretionary				Free				
22	Alterations to a dwelling - Written advice only	Discretionary	70.00		70.00	64.17	12.83	77.00	7.00	10.00%
23	Alterations to a dwelling - Meeting and written advice	Discretionary	200.00		200.00	183.33	36.67	220.00	20.00	10.00%
24	Alterations to a dwelling - Follow up meeting and written advice	Discretionary	110.00		110.00	100.83	20.17	121.00	11.00	10.00%
Premium Services (see website for further details)										
25	Applications for extensions to a single dwelling through householder planning application or application for prior approval	Discretionary	156.50		156.50	172.00		172.00	15.50	9.90%
26	Applications for certificate of lawful use or development	Discretionary	156.50		156.50	172.00		172.00	15.50	9.90%
27	Applications to discharge a condition on a planning permission which does not require consultation	Discretionary	156.50		156.50	172.00		172.00	15.50	9.90%
Specialist and senior officer pre-application engagement										
28	Specialist heritage, design and policy advice	Discretionary	156.67	31.33	188.00	172.50	34.50	207.00	19.00	10.11%
29	Team Leader	Discretionary	208.33	41.67	250.00	229.17	45.83	275.00	25.00	10.00%
30	Group Manager Planning and Building Control	Discretionary	260.42	52.08	312.50	287.50	57.50	345.00	32.50	10.40%
Micellaneous Fees										
31	Copy of Tree Preservation Order	Discretionary	20.00		20.00	22.00		22.00	2.00	10.00%
32	Inspection of compliance with Enforcement Notice	Discretionary	153.33	30.67	184.00	168.33	33.67	202.00	18.00	9.78%
33	Adopted Local Development Framework Documents (per document)	Discretionary	29.50		29.50	32.00		32.00	2.50	8.47%
34	Confirmation of compliance with S106 Agreement or CIL Requests	Discretionary	89.50		89.50	98.00		98.00	8.50	9.50%
High Hedge Complaints										
35	Application fee	Discretionary	412.50		412.50	454.00		454.00	41.50	10.06%
36	Application fee (concessions only)	Discretionary	295.00		295.00	324.00		324.00	29.00	9.83%
SUDS Approval Body Applications										
37	Suds Application (Major Developments) under 0.5ha	Discretionary	412.50		412.50	415.00		415.00	2.50	0.61%
38	Suds Application (Major Developments) 0.5ha - 0.99ha	Discretionary	707.00		707.00	710.00		710.00	3.00	0.42%
39	Suds Application (Major Developments) 1ha +	Discretionary	1,063.00		1,063.00	1,100.00		1,100.00	37.00	3.48%

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1. Commercial Land / Property Transactions			
	Transaction/activity	Recommended Fee - Property/Surveyors	Recommended Fee - Legal/Solicitor
1.1	Freehold Transfer / Sale (marketed) (Minimum value £4,000[1])	Each party to bear own costs	Each party to bear own costs.
1.2	Freehold Transfer / Sale (off-market / special purchaser) (Minimum value £4,000)	1% of greater of market value or agreed price subject to minimum fee £750	Simple transfers of land under £1000: £750 For all other transfers by agreement with Legal Services or £100 per hour.
1.3	New Commercial Lease (marketed)	Each party to bear own costs	Each party to bear own costs.
1.4	New Commercial Lease (off-market / special purchaser)	10% of greater of greater of market rent / agreed rent or 1% of market value / agreed premium depending on lease type. Subject to minimum fee £750	By agreement with Legal Services or £100 per hour.
1.5	Supplemental Lease / Short Form Lease or Licence	£500	£750
1.6	Renewal of lease on same terms (using the same precedent lease as the tenant's existing lease with no drafting changes (changes to rent, dates etc included). Note: Costs on renewal can only be charged where the lease is contracted out or where a lease is not contracted out but a represented tenant has agreed to pay costs	£500	£500
1.7	Deed of Release / Deed of Variation or Rectification / Deed of Covenant	£500	£500
1.8	Licence to Assign / Underlet / Change Use / Alter	£500 Note: + 50% additional charge if more than one element – e.g. to assign and alter would be stated fee x 1.5.	Licence to Assign: £300 minimum Licence to Assign with AGA/GAGA/with guarantor: £500 minimum
1.9	Surrender of Lease / other legal document.	£500 Note: In the case of a surrender and renewal only 50% fee to be charged on surrender and full new lease fee.	£500
1.10	Registration of Assignment, Underletting or Charge (unless fee otherwise stated in lease)	N/A	£40
1.11	Tenancy at Will	£250	£300 minimum
1.12	Licence to Occupy / Temporary Access Licence e.g. for works access etc	£500	£500
1.13	Authorised Guarantee Agreement / Other form of Guarantee	£250	
1.14	Rent Deposit Agreement	N/A	£300
1.15	Nomination Agreement	N/A	£300
1.16	Easement / Wayleave / Substation Agreement	Case by case – minimum fee £500 then hourly rate, total capped at £1,500 depending on complexity. Discretion to waive if delivering infrastructure for a Council project.	Simple documents: £750 For all other documents by agreement with Legal Services or
1.17	Preparation and service of Notices of default (e.g. s.146)	Case by Case – minimum fee £250 then hourly rate.	£300
1.18	Schedule of dilapidations	Case by case	N/A
1.19	Agreement for Lease / Option Agreement	Minimum fee £500 – case by case, hourly rate applied and capped at £10,000. If off-market, all Council costs to be underwritten.	Simple Agreement: £750 For all other Agreements by agreement with Legal Services or
2. Right to Buy matters		Property	Legal
2.1	Vacation of mortgage/removal of registered charge including sending deeds to borrower's solicitors	N/A	N/A
2.2	Registration of charge (including deferred charges)	N/A	N/A
2.3	Notice of Assignment	N/A	N/A
2.4	Deed of Variation / Rectification	£250 - £500 depending on complexity.	£350 for Deed of Variation

3. Beach Huts		Property	Legal
3.1	Consent to assign		£25
3.2	Notice of assignment for registration of an assignment or a grant of probate of letters of administration		£40
3.3	Granting new lease		£350
4. S106 Agreements		Property	Legal
4.1	S106 agreements and unilateral undertakings	N/A	£500 minimum 3 or more obligations: £1,500 – £2,500 Large sites: £4,000 - £6,000
5. Other / Disbursements		Property	Legal
5.1	Copy documents (non FOI) - certified	n/a	£50 minimum
5.2	Document recovery charge (if documents held in off site storage)	£10 per box required	At cost
5.3	Provision of soft copy documents where they are already held electronically	No charge	£25
5.4	Local and Environmental Searches	N/A	At cost quoted unless unduly complex
5.5	Land Registry Documents	At cost	At cost
5.6	Advertising	At cost + £25	At cost + £25
5.7	Third party costs (e.g. independent valuation, counsel fees, technical reports needed)	At cost quoted Note, additional time cost may be incurred if procurement other than single-source is required.	At cost quoted Note, additional time cost may be incurred if procurement other than single-source is required.
6. Time charges as applicable / if required.			
Title	Descriptor (indicative)	Hourly Rate - Property	Legal
Director / Head of Service	Director / Service Lead 10+ years Post Qualification Experience	£150	£150
Team Leader / Senior Surveyor /	Team Leader / Manager	£125	£125
Surveyor / Solicitor/Legal Exec (8 years plus PQE)	Experienced Surveyor / Solicitor / Legal Executive 8 years Post Qualification Experience	£100	£100
Surveyor/ Solicitor/Legal Exec	0-7 years Post Qualification Experience	£85	£85
Graduate Surveyor / Trainee Legal Exec/Trainee Solicitor		£60	£60
Paralegal		£45	£45

Description of Service	Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
								£	£
Registration Service	Statutory								
From the General Register Office, Office of National Statistics, Statutory Fees set by the GRO * Subject to a potential price increase									
Cost of Certificates									
From Registrar who registered Birth, Death or Marriage:									
1 Standard Certificate (at time of registration)	Statutory	11.00		11.00	11.00		11.00	0.00	0.00%
2 Short Birth Certificate (at time of registration)	Statutory	11.00		11.00	11.00		11.00	0.00	0.00%
3 Issuing Certificate after time of registration	Statutory	11.00		11.00	11.00		11.00	0.00	0.00%
Cost of Copy Certificates									
4 Standard Certificate	Statutory	11.00		11.00	11.00		11.00	0.00	0.00%
5 Short Birth Certificate	Statutory	11.00		11.00	11.00		11.00	0.00	0.00%
6 Forename added within 12 months of birth registration	Statutory	40.00		40.00	40.00		40.00	0.00	0.00%
7 Consideration by Registrar / Superintendent Registrar of a correction application	Statutory	75.00		75.00	75.00		75.00	0.00	0.00%
8 Consideration by the Registrar General of a correction application	Statutory	90.00		90.00	90.00		90.00	0.00	0.00%
9 Next Day Service (order by 2pm)	Discretionary	35.00		35.00	35.00		35.00	0.00	0.00%
10 Postage costs for postal certificates (UK only) Recorded	Discretionary	2.92	0.58	3.50	3.17	0.63	3.80	0.30	8.57%
11 Postage costs for postal certificates (UK only) Special Delivery	Discretionary	6.67	1.33	8.00	7.29	1.46	8.75	0.75	9.38%
Marriage and Civil Partnership Ceremonies									
Southend Register Office Approved Premises in City of Southend and Essex									
12 Notice Fee per person *	Statutory	35.00		35.00	35.00		35.00	0.00	0.00%
13 On giving notice to a registration authority (Registration Abroad and Certificates) Order 2005, article 17(2) (certified impediment)	Statutory	35.00		35.00	35.00		35.00	0.00	0.00%
14 Registrar - notice of marriage of a house-bound person	Statutory	47.00		47.00	47.00		47.00	0.00	0.00%
15 Registrar - Attending a marriage at the residence of a house-bound person	Statutory	84.00		84.00	84.00		84.00	0.00	0.00%
16 Entering a notice of marriage by Registrar General's Licence for an end of life person (not paid to Council)	Statutory	3.00		3.00	3.00		3.00	0.00	0.00%
17 Attending a marriage by Registrar General's licence for an end of life person (not paid to Council)	Statutory	2.00		2.00	2.00		2.00	0.00	0.00%
18 Issue of Registrar General's licence for an end of life person (not paid to Council)	Statutory	15.00		15.00	15.00		15.00	0.00	0.00%
19 Registrar - Attending at a place of worship	Statutory	86.00		86.00	86.00		86.00	0.00	0.00%
20 Registrar - Attending at the residence of a house-bound person	Statutory	81.00		81.00	81.00		81.00	0.00	0.00%
21 Consideration by a Superintendent Registrar of a divorce/civil partnership dissolution obtained outside of the British Isles	Statutory	50.00		50.00	50.00		50.00	0.00	0.00%
22 Consideration by the Registrar General of a divorce/civil partnership dissolution obtained outside of the British Isles	Statutory	75.00		75.00	75.00		75.00	0.00	0.00%
23 Consideration in reduction of 28 day notice to marry	Statutory	60.00		60.00	60.00		60.00	0.00	0.00%
24 Registrar - certification of a place of meeting for religious worship	Statutory	29.00		29.00	29.00		29.00	0.00	0.00%
25 Registration of a building for the solemnisation of marriages	Statutory	123.00		123.00	123.00		123.00	0.00	0.00%
26 Registration of a building which has previously been registered for the solemnisation of marriages	Statutory	64.00		64.00	64.00		64.00	0.00	0.00%
27 Southend Register Office Approved Premises in City of Southend & Essex (price includes registrar attendance & room hire). Excludes Marriage/Civil Partnership Certificate at Statutory £11 fee per certificate	Statutory	46.00		46.00	46.00		46.00	0.00	0.00%
Citizenship Ceremonies									
Application									
28 Standard Group Ceremony	Statutory	80.00		80.00	80.00		80.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
Marriage, Civil Partnership, Renewal of Vows and Commitment Ceremonies										
Non statutory fees, set by Local Authority (price includes registrar attendance, room hire, decorative flowers and commemorative box) Excludes Marriage/Civil Partnership Certificate at Statutory £11 fee per certificate										
Jubilee Room										
29	Weekdays Monday - Thursday	Discretionary	470.00		470.00	525.00		525.00	55.00	11.70%
30	Friday & Saturday	Discretionary	620.00		620.00	690.00		690.00	70.00	11.29%
Victoria Room										
31	Weekdays Monday - Thursday	Discretionary	230.00		230.00	255.00		255.00	25.00	10.87%
32	Friday & Saturday	Discretionary	320.00		320.00	360.00		360.00	40.00	12.50%
Porters										
33	Monday, Tuesday & Wednesday	Discretionary	700.00		700.00	770.00		770.00	70.00	10.00%
34	Thursday, Friday and Weekends	Discretionary	800.00		800.00	880.00		880.00	80.00	10.00%
35	Each additional 30 minutes	Discretionary	50.00		50.00	55.00		55.00	5.00	10.00%
Naming Ceremonies										
Non statutory fees, set by Local Authority (price includes registrar attendance, room hire, decorative flowers & ceremony pack* VAT charge applies) Excludes Marriage/Civil Partnership Certificate at Statutory £11 fee per certificate										
Jubilee Room										
36	Weekdays Monday - Thursday	Discretionary	391.67	78.33	470.00	437.50	87.50	525.00	55.00	11.70%
37	Friday & Saturday	Discretionary	516.67	103.33	620.00	575.00	115.00	690.00	70.00	11.29%
Victoria Room										
38	Weekdays Monday - Thursday	Discretionary	191.67	38.33	230.00	212.50	42.50	255.00	25.00	10.87%
39	Friday & Saturday	Discretionary	266.67	53.33	320.00	300.00	60.00	360.00	40.00	12.50%
Porters										
40	Monday, Tuesday & Wednesday	Discretionary	583.33	116.67	700.00	641.67	128.33	770.00	70.00	10.00%
41	Thursday, Friday and Weekends	Discretionary	666.67	133.33	800.00	733.33	146.67	880.00	80.00	10.00%
42	Each additional 30 minutes	Discretionary	41.67	8.33	50.00	45.83	9.17	55.00	5.00	10.00%
Approved Premises Marriage/Civil Partnership Ceremonies (price includes registrar attendance & commemorative box) Excludes Marriage/Civil Partnership Certificate at Statutory £11 fee per certificate										
43	Monday - Thursday	Discretionary	490.00		490.00	540.00		540.00	50.00	10.20%
44	Friday & Saturday	Discretionary	550.00		550.00	605.00		605.00	55.00	10.00%
45	Sundays & Bank Holidays	Discretionary	605.00		605.00	665.00		665.00	60.00	9.92%
46	6pm - 9pm Mon - Thurs	Discretionary	605.00		605.00	665.00		665.00	60.00	9.92%
47	6pm - 9pm Friday & Saturday	Discretionary	715.00		715.00	790.00		790.00	75.00	10.49%
48	6pm - 9pm Sundays and Bank Holidays	Discretionary	820.00		820.00	905.00		905.00	85.00	10.37%

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	Description of Service	Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Approved Premises Renewal of Vows/Commitment Ceremonies (price includes registrar attendance & commemorative box) Excludes Marriage/Civil Partnership Certificate at Statutory £11 fee per certificate									
49	Monday - Thursday	Discretionary	300.00		300.00	330.00		330.00	30.00	10.00%
50	Friday & Saturday	Discretionary	330.00		330.00	365.00		365.00	35.00	10.61%
51	Sundays & Bank Holidays	Discretionary	365.00		365.00	405.00		405.00	40.00	10.96%
	Approved Premises Naming Ceremonies (price includes registrar attendance & ceremony pack)									
52	Monday - Thursday	Discretionary	250.00	50.00	300.00	275.00	55.00	330.00	30.00	10.00%
53	Friday & Saturdays	Discretionary	275.00	55.00	330.00	304.17	60.83	365.00	35.00	10.61%
54	Sundays & Bank Holidays	Discretionary	304.17	60.83	365.00	337.50	67.50	405.00	40.00	10.96%
	Individual Citizenship Ceremonies									
55	Staff Attendance – Approved Premises (Monday - Friday)	Discretionary	435.00		435.00	480.00		480.00	45.00	10.34%
56	Jubilee Room (Monday - Friday) - includes room hire	Discretionary	470.00		470.00	520.00		520.00	50.00	10.64%
57	Victoria Room (Monday - Friday) - includes room hire	Discretionary	285.00		285.00	315.00		315.00	30.00	10.53%
	Premises License Fees									
58	Approved Premises Inspection Fee includes health & safety inspection	Discretionary	1,850.00		1,850.00	2,000.00		2,000.00	150.00	8.11%
59	Approved Premises Application – additional room/decision Review	Discretionary	625.00		625.00	685.00		685.00	60.00	9.60%
60	Private Premises Health & Safety Inspection	Discretionary	70.00		70.00	80.00		80.00	10.00	14.29%
	Sundry Sales									
61	Confetti	Discretionary	2.00		2.00	2.08	0.42	2.50	0.50	25.00%
	All appointments - Bookings/amendments/cancellation fees									
	In the event that the customer makes changes to a booking the following fees will apply:									
62	For a ceremony (does not apply to Marriages & Civil Partnerships in the Register Office) a £50 deposit is required which is part of the overall fee. If it is subsequently cancelled with :-	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
63	- amendment of date of ceremony	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
64	- less than two months notice - or failure to cancel - no refund full fee lost	Discretionary								
65	- notice of marriage / civil partnership cancelled within 24 hours of appointment	Discretionary								
66	Certificate Search - incorrect info provided by client 50% of Certificate fee (£11/2 = £5.50) retained	Discretionary	5.50		5.50	5.50		5.50	0.00	0.00%

	Description of Service	Basis of Charge	Net Charge 2022/23 £	VAT (20%) £	Gross 2022/23 Charge £	Indicative Net Charge 2023/24 £	VAT (20%) £	Indicative Gross 2023/24 Charge £	Indicative Increase £	Indicative Gross Charge %
	Food Certification									
1	Standard Food Export Certificate (includes premises endorsements, Health Certificates, Export Certificates and attestations). There will additionally be a charge for officer time pro rata (on average this is 1.5 hours - please see charge no.16 All Services (per hour))*	Discretionary	80.75		80.75	89.00		89.00	8.25	10.22%
2	Food Export Certificate additional costs + all services per officer hour charge and additional cost incurred, for sampling and analysis (to be advised at the time)	Discretionary	87.50		87.50	80.83	16.17	97.00	9.50	10.86%
3	Registration Confirmation letter (all premises including vessels)	Discretionary	30.00		30.00	27.50	5.50	33.00	3.00	10.00%
4	Registration Confirmation letter-certified (council stamp)	Discretionary	39.50		39.50	43.50		43.50	4.00	10.13%
5	Food Surrender Certificate	Discretionary	80.75		80.75	89.00		89.00	8.25	10.22%
6	Collect / Dispose Unfit Food (per hour)	Full Cost Recovery	87.50		87.50	97.00		97.00	9.50	10.86%
7	Food Hygiene Rating Scheme rescore request	Full Cost Recovery	228.50		228.50	251.50		251.50	23.00	10.07%
8	Food Hygiene Rating Scheme replacement documents	Full Cost Recovery	11.50		11.50	12.50		12.50	1.00	8.70%
	Environmental Protection									
9	Environmental Regulation of Industrial Processes (Local Air Pollution Control)									
					All Statutory Fees Published on Defra Website: https://www.gov.uk/government/publications/environmental-regulation-of-industrial-plant-fees-and-charges					
10	Pre-Application Planning - Expert Acoustic Advice (cost per hour)	Discretionary	87.50		87.50	97.00		97.00	9.50	10.86%
11	Permitted Process enquiry	Discretionary	142.50		142.50	157.00		157.00	14.50	10.18%
12	Contaminated Land and other Environmental Information Regulations Search	Discretionary	142.50		142.50	157.00		157.00	14.50	10.18%
	Dog Warden Service									
13	Initial Animal Warden fee (includes prescribed fee/collection/transport/initial kennelling/microchipping)	Full Cost Recovery	82.00		82.00	90.00		90.00	8.00	9.76%
14	Plus Kennelling charge for each additional day or part day	Full Cost Recovery	19.00		19.00	21.00		21.00	2.00	10.53%
15	Microchipping Fee (if done by Animal Warden)	Full Cost Recovery	21.50		21.50	23.50		23.50	2.00	9.30%
16	If dog collected before first night kennelling (Prescribed fee + Transport / microchip)	Full Cost Recovery	41.50		41.50	46.00		46.00	4.50	10.84%
	Regulatory Services									
17	All Services (per hour)	Discretionary	87.50		87.50	97.00		97.00	9.50	10.86%
	Petroleum - Statutory fees									
					Statutory fees announced in-year					
18	Not exceeding 2,500 litres (for 1 Year - additional charges apply for 2/3 Years)	Statutory	45.00		45.00	45.00		45.00	0.00	0.00%
19	Exceeding 2,500 litres but not exceeding 50,000 litres (for 1 Year - additional charges apply for 2/3 Years)	Statutory	61.00		61.00	61.00		61.00	0.00	0.00%
20	Exceeding 50,000 litres (for 1 Year - additional charges apply for 2/3 Years)	Statutory	128.00		128.00	128.00		128.00	0.00	0.00%
21	Research on plans of disused sites	Statutory	50.00		50.00	50.00		50.00	0.00	0.00%

	Description of Service	Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Explosives - statutory fees									
								Statutory fees announced in-year		
22	Initial Licence of premises for keeping of explosives (1 Year new Licence - additional fees apply for 2-5 years)	Statutory	111.00		111.00	111.00		111.00	0.00	0.00%
23	Renewal of Licence (1 Year new Licence - additional fees apply for 2-5 years)	Statutory	55.00		55.00	55.00		55.00	0.00	0.00%
24	Variation of Licence (amend name or address of site). Other variations at reasonable cost of work done by Licensing Service.	Statutory	37.00		37.00	37.00		37.00	0.00	0.00%
25	Transfer or replacement of Licence document	Statutory	37.00		37.00	37.00		37.00	0.00	0.00%
26	Licence to sell explosives all year round	Statutory	500.00		500.00	500.00		500.00	0.00	0.00%
27	Licence Variation	Statutory	36.00		36.00	36.00		36.00	0.00	0.00%
28	Transfer of licence	Statutory	36.00		36.00	36.00		36.00	0.00	0.00%
29	Replacment documents	Statutory	36.00		36.00	36.00		36.00	0.00	0.00%
	Sex Establishments									
30	Application fee (non refundable) * + £1500 if it goes to Formal Hearing	Full Cost Recovery	1,497.50		1,497.50	1,650.00		1,650.00	152.50	10.18%
31	Annual Licence Renewal* + £1500 if it goes to Formal Hearing	Full Cost Recovery	1,132.00		1,132.00	1,247.00		1,247.00	115.00	10.16%
32	Transfer	Full Cost Recovery	1,132.00		1,132.00	1,247.00		1,247.00	115.00	10.16%
33	Variation * + £1500 if it goes to Formal Hearing	Full Cost Recovery	1,132.00		1,132.00	1,247.00		1,247.00	115.00	10.16%
34	SEV Paragraph 7 Waiver application fee	Full Cost Recovery	81.50		81.50	90.00		90.00	8.50	10.43%
35	Replacement for lost documents / Change of Circumstances	Full Cost Recovery	28.00		28.00	31.00		31.00	3.00	10.71%
	Hackney Carriage and Private Hire Licence Fees									
	Vehicles Hackney Carriage									
36	1 Year	Full Cost Recovery	316.00		316.00	348.00		348.00	32.00	10.13%
37	(Replacement Vehicle Fee)	Full Cost Recovery	53.00		53.00	58.50		58.50	5.50	10.38%
	Vehicles Private Hire									
38	1 Year	Full Cost Recovery	281.00		281.00	310.00		310.00	29.00	10.32%
39	Replacement Vehicle Fee	Full Cost Recovery	53.00		53.00	58.50		58.50	5.50	10.38%
	Drivers									
40	Licence Fee on First Application and Knowledge Test: 3 Years or part thereof (non used costs refunded if not successful)	Full Cost Recovery	398.00		398.00	351.00		351.00	-47.00	-11.81%
41	Enhanced DVLA Records for check for applicants for Hackney Carriage and Private Hire Drivers Licences	Full Cost Recovery	15.00	3.00	18.00	16.67	3.33	20.00	2.00	11.11%
42	Licence Renewal Fee	Full Cost Recovery	275.00		275.00	303.00		303.00	28.00	10.18%
43	Hackney Carriage Vehicle Licence Transfer Administration Fee	Full Cost Recovery	56.50		56.50	62.00		62.00	5.50	9.73%
44	Additional DBS check when 1st one has been mislaid by applicant	Full Cost Recovery	72.00		72.00	79.50		79.50	7.50	10.42%
45	Failure to attend an appointment	Discretionary				30.00		30.00	30.00	NEW
	Private Hire Operators									
46	5 Years	Full Cost Recovery	1,160.00		1,160.00	1,277.00		1,277.00	117.00	10.09%
47	Between 2 & 3 yrs	Full Cost Recovery	972.00		972.00	1,070.00		1,070.00	98.00	10.08%
48	Less than 2 Years	Full Cost Recovery	781.00		781.00	860.00		860.00	79.00	10.12%
49	If only 3 or less Private Hire Vehicles Licensed an operator may opt for 1 year	Full Cost Recovery	106.00		106.00	117.00		117.00	11.00	10.38%

	Description of Service	Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase	Indicative Gross Charge
			£	£	£	£	£	£	£	%
	Replacements									
50	Driver's Badge	Full Cost Recovery	18.50		18.50	6.00		6.00	-12.50	-67.57%
51	Licence Plate	Full Cost Recovery	18.50		18.50	20.00		20.00	1.50	8.11%
52	Plate Holder	Full Cost Recovery	18.50		18.50	20.00		20.00	1.50	8.11%
53	Door stickers (each)	Full Cost Recovery				10.00		10.00	10.00	NEW
54	Internal Disc	Full Cost Recovery	18.50		18.50	20.00		20.00	1.50	8.11%
55	Supply of Copy Licence	Full Cost Recovery	13.50		13.50	14.50		14.50	1.00	7.41%
	Registers									
56	Hackney Carriage Register of Licensees	Discretionary	38.50		38.50	41.00		41.00	2.50	6.49%
57	Private Hire Register of Licensees	Discretionary	38.50		38.50	41.00		41.00	2.50	6.49%
	Safety and Licensing									
58	Skin Piercing Registration	Full Cost Recovery	138.00		138.00	152.00		152.00	14.00	10.14%
59	Tattoo convention - venue charge	Full Cost Recovery	419.00		419.00	461.50		461.50	42.50	10.14%
60	Tattoo convention - individual registration	Full Cost Recovery	33.50		33.50	37.00		37.00	3.50	10.45%
61	Massage Establishments - Licence	Full Cost Recovery	138.00		138.00	152.00		152.00	14.00	10.14%
62	Massage Establishments - Renewal paid prior to renewal period expiry	Full Cost Recovery	114.00		114.00	125.50		125.50	11.50	10.09%
63	Massage Establishments - Renewal paid after renewal period has expired	Full Cost Recovery	138.00		138.00	152.00		152.00	14.00	10.14%
64	Supply of Copy Licence	Full Cost Recovery	13.50		13.50	15.00		15.00	1.50	11.11%
	Access to CCTV Footage									
65	Insurance Company evidential requests	Discretionary	116.67	23.33	140.00	116.67	23.33	140.00	0.00	0.00%
66	CCTV Dark Screen Monitoring (excluding set up costs)	Discretionary	1,275.00		1,275.00	1,275.00		1,275.00	0.00	0.00%
67	Barrier Control Management	Discretionary	1,355.00		1,355.00	1,355.00		1,355.00	0.00	0.00%
68	PTZ camera (Busy public space)	Discretionary	7,290.00		7,290.00	7,290.00		7,290.00	0.00	0.00%
69	PTZ camera (Quiet public space/private land)	Discretionary	1,400.00		1,400.00	1,400.00		1,400.00	0.00	0.00%
70	Fixed camera (External)	Discretionary	1,400.00		1,400.00	1,400.00		1,400.00	0.00	0.00%
71	Fixed camera (Internal)	Discretionary	280.00		280.00	280.00		280.00	0.00	0.00%
72	Internal PC Based	Discretionary	210.00		210.00	210.00		210.00	0.00	0.00%

	Description of Service	Basis of Charge	Net Charge 2022/23 £	VAT (20%) £	Gross 2022/23 Charge £	Indicative Net Charge 2023/24 £	VAT (20%) £	Indicative Gross 2023/24 Charge £	Indicative Increase £	Indicative Gross Charge %
	Scrap Metal Dealers									
73	Scrap Metal site - New	Full Cost Recovery	475.00		475.00	522.50		522.50	47.50	10.00%
74	Scrap Metal site - Renewal	Full Cost Recovery	374.00		374.00	412.00		412.00	38.00	10.16%
75	Scrap Metal site - Variation	Full Cost Recovery	164.00		164.00	180.50		180.50	16.50	10.06%
76	Additional Scrap Metal site (per site)	Full Cost Recovery	87.00		87.00	96.00		96.00	9.00	10.34%
77	Scrap Metal Collector- New	Full Cost Recovery	332.00		332.00	366.00		366.00	34.00	10.24%
78	Scrap Metal Collector- Renewal	Full Cost Recovery	250.00		250.00	275.00		275.00	25.00	10.00%
79	Scrap Metal Collector- Variation	Full Cost Recovery	129.00		129.00	142.00		142.00	13.00	10.08%
80	Scrap Metal Collector- Change of Address	Full Cost Recovery	30.00		30.00	33.00		33.00	3.00	10.00%
81	Copy Licence	Full Cost Recovery	30.00		30.00	33.00		33.00	3.00	10.00%
82	Certified Copy Licence	Full Cost Recovery	40.00		40.00	44.00		44.00	4.00	10.00%
	Items on the Highway									
83	Licence to place items on the highway (per square metre) (subject to building and planning act being repealed)	Discretionary	54.00		54.00	59.00		59.00	5.00	9.26%
84	Pavement Licence (subject to building and planning act NOT being repealed)	Statutory	100.00		100.00	100.00		100.00	0.00	0.00%
	Energv Services									
85	Energy Project Manager (Day Rate)	Discretionary	624.00		624.00	624.00		624.00	0.00	0.00%
86	Sustainability Officer (Day Rate)	Discretionary	364.00		364.00	364.00		364.00	0.00	0.00%
87	Energy Implementation Advice (Day Rate)	Discretionary	208.00		208.00	208.00		208.00	0.00	0.00%

	Description of Service	Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative	
			2022/23	(20%)	2022/23 Charge	Net Charge 2023/24	(20%)	Gross 2023/24 Charge	Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Southend Town Centre charges									
	Commercial events									
1	Mon - Fri (per day)	Discretionary	300.00		300.00	330.00		330.00	30.00	10.00%
2	Sat / Sunday (per day)	Discretionary	590.00		590.00	645.00		645.00	55.00	9.32%
3	Weekly charge (Mon - Sun)	Discretionary	1,710.00		1,710.00	1,875.00		1,875.00	165.00	9.65%
4	Thurs - Sun inclusive	Discretionary	1,200.00		1,200.00	1,320.00		1,320.00	120.00	10.00%
5	Charities and Community Organisations (events only)									
6	Mon - Sun - Victoria Circus / Gateway / Royal Square / City Beach	Discretionary	310.00		310.00	310.00		310.00	0.00	0.00%
7	Mon - Sun - Lloyds Bank (Charity Street Collections ONLY)	Discretionary			Free					
8	Mon - Sun - All other areas (Contact Business Support for more information)	Discretionary	73.00		73.00	73.00		73.00	0.00	0.00%
9	Price subject to discussion regarding nature of event (£100 to £1,000)	Discretionary								
10	Market Pitch Fee (per 3m x 3m pitch, per day)	Discretionary	34.00		34.00	37.40		37.40	3.40	10.00%
	Tourism charges									
	Filming and photography									
11	Admin events and films (payable by all except student film makers)	Discretionary	75.00	15.00	90.00	30.00	6.00	36.00	(54.00)	-60.00%
12	Location fee - commercial - per hour or part thereof	Discretionary	118.00	23.60	141.60	125.00	25.00	150.00	8.40	5.93%
13	Location fee - non commercial - per hour or part thereof	Discretionary	55.00	11.00	66.00	60.00	12.00	72.00	6.00	9.09%
14	Commercial filming -full day	Discretionary	650.00	130.00	780.00	700.00	140.00	840.00	60.00	7.69%
15	Commercial filming -half day up to 4 hours	Discretionary	380.00	76.00	456.00	400.00	80.00	480.00	24.00	5.26%
16	Non commercial filming - full day	Discretionary	210.00	42.00	252.00	210.00	42.00	252.00	0.00	0.00%
17	Non commercial filming - half day up to 4 hours	Discretionary	108.00	21.60	129.60	108.00	21.60	129.60	0.00	0.00%
18	Photography -Commercial photographic stills	Discretionary	220.00	44.00	264.00	240.00	48.00	288.00	24.00	9.09%
19	Photography -Promotional photographic stills	Discretionary	110.00	22.00	132.00	120.00	24.00	144.00	12.00	9.09%
	Events									
20	Application for an event permit	Discretionary	28.00		28.00	30.00		30.00	2.00	7.14%

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Description of Service		Basis of Charge	Net Charge 2022/23	VAT (20%)	Gross 2022/23 Charge	Indicative Net Charge 2023/24	VAT (20%)	Indicative Gross 2023/24 Charge	Indicative Increase Gross Charge	
			£	£	£	£	£	£	£	%
Fleet Hire Charges - VAT Chargeable in addition on external hire										
1	Small Van Full Day	Full Cost Recovery	44.50		44.50	49.00		49.00	4.50	10.11%
2	Small Van Half Day	Full Cost Recovery	29.00		29.00	32.00		32.00	3.00	10.34%
3	Small Van Cost Per Mile	Full Cost Recovery	0.45		0.45	0.50		0.50	0.05	10.10%
4	Large Van Full Day	Full Cost Recovery	62.50		62.50	69.00		69.00	6.50	10.40%
5	Large Van Half Day	Full Cost Recovery	35.00		35.00	38.50		38.50	3.50	10.00%
6	Large Van Cost Per Mile	Full Cost Recovery	0.55		0.55	0.60		0.60	0.05	9.09%
7	Open Back Tipper Full Day/Crew Cab	Full Cost Recovery	67.00		67.00	74.00		74.00	7.00	10.45%
8	Open Back Tipper Half Day/ Crew Cab	Full Cost Recovery	40.00		40.00	44.00		44.00	4.00	10.00%
9	Minibus (up to 16 seater) Full Day	Full Cost Recovery	78.00		78.00	86.00		86.00	8.00	10.26%
10	Minibus (up to 16 seater) Half Day	Full Cost Recovery	45.00		45.00	49.50		49.50	4.50	10.00%
11	Minibus Cost Per Mile	Full Cost Recovery	0.65		0.65	0.70		0.70	0.05	7.69%
12	Driving Assessment for small vehicle	Full Cost Recovery				57.50		57.50	57.50	NEW
13	Training & test for minibus - internal staff and LA Schools only	Full Cost Recovery				Price on Application				
14	Above with Passenger Transport vehicle	Full Cost Recovery				Price on Application				
Parental Contribution (Post 16 Transport)										
15	Parental Contribution	Discretionary			£500.00 or total cost whichever is greater					

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	Description of Service	Basis of Charge	Net Charge 2022/23 £	VAT (20%) £	Gross 2022/23 Charge £	Indicative Net Charge 2023/24 £	VAT (20%) £	Indicative Gross 2023/24 Charge £	Indicative Increase £	Indicative Gross Charge %
	Waste Collection									
	The following waste collection charges are set and levied by the Council's Waste Collection Contractor. They are set out here for information purposes only.									
	Garden Waste									
1	Garden Waste Sacks (roll of 10 sacks)	Third Party	9.87		9.87	11.00		11.00	1.13	11.45%
2	240 litre Garden waste bin (to purchase, one off cost)	Third Party	32.20		32.20	33.00		33.00	0.80	2.48%
3	52 week garden waste permit (annual payment by direct debit)	Third Party	63.00		63.00	69.50		69.50	6.50	10.32%
4	52 week garden waste permit (payment by cheque/card)	Third Party	75.00		75.00	82.00		82.00	7.00	9.33%
	Bulky Waste									
5	1st individual bulky item	Third Party	9.00		9.00	9.90		9.90	0.90	10.00%
6	2nd individual bulky item	Third Party	6.00		6.00	6.65		6.65	0.65	10.83%
7	3rd individual bulky item	Third Party	6.00		6.00	6.65		6.65	0.65	10.83%
8	4th individual bulky item	Third Party	6.00		6.00	6.65		6.65	0.65	10.83%
9	5th individual bulky item	Third Party	6.00		6.00	6.65		6.65	0.65	10.83%
10	Combined items:									
11	Three piece suite	Third Party	18.00		18.00	19.90		19.90	1.90	10.56%
12	Dining Table and 6 chairs	Third Party	20.00		20.00	22.10		22.10	2.10	10.50%
	Max 5 items booked at any one time, other materials or more than 5 items - quotation needed									

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