

	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%

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%

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	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%

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				

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			£	£	£	£	£	£	£	%
	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			No Charge					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%

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			£	£	£	£	£	£	£	%
	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)									

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			£	£	£	£	£	£	£	%
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"x 4")	Discretionary	160.83	32.17	193.00	176.00	35.20	211.20	18.20	9.43%
141	Replacement Bronze Plaques (7"x 5")	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"x 6")	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"x 4")	Discretionary	173.33	34.67	208.00	190.83	38.17	229.00	21.00	10.10%

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	
		£	£	£	£	£	£	£	%
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			

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%

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					

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
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							

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	

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%

	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%

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										

	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 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%

	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 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%

	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.							

	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

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										

Description of Service	Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative		
		2022/23	(20%)	2022/23 Charge	Net Charge	(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%

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	
			£	£	£	£	£	£	£	%
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%

	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	
			£	£	£	£	£	£	£	%
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%

	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 will 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								

	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%

	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%

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%

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	Indicative 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%

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				Full Fee				
65	- notice of marriage / civil partnership cancelled within 24 hours of appointment	Discretionary				Full Fee				
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 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 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%
	Enerav 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%	

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					

	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
			£	£	£	£	£	£	%
	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								