

Description of Service	Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 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		n/a	
2	Forecast average unit cost of all home care per hour	Discretionary	20.84	20.84	22.44	22.44	1.60 7.68%
3	Maximum charge per session (day) for day service	Discretionary	Full Cost of Service	Full Cost of Service		n/a	
4	Transport - Return Trip per day	Discretionary	4.90	4.90	5.40	5.40	0.50 10.20%
5	Transport - Multiple Trip per day	Discretionary	5.90	5.90	6.50	6.50	0.60 10.17%
6	Minimum client contrib for OP long stay res care per week	Statutory	172.80	172.80	172.80	172.80	0.00 0.00%
7	Minimum charge for adult long stay res care per week 18-24	Statutory	78.75	78.75	78.75	78.75	0.00 0.00%
8	Minimum charge for adult long stay res care per week 25-59	Statutory	96.30	96.30	96.30	96.30	0.00 0.00%
9	Administration Fee for Deferred Payment Scheme	Discretionary	675.00	675.00	742.50	742.50	67.50 10.00%
10	Administration Fee for full cost home care recipients	Discretionary	85.00	85.00	93.50	93.50	8.50 10.00%
11	Invoice Fee for full cost home care recipients	Discretionary	65.00	65.00	71.76	71.76	6.76 10.40%

Description of Service	Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge		
						£	%	
Burial fees								
Private Grave Space - Traditional Grave 50 years								
1	Exclusive Rights of Burial, Including Registration in traditional Grave - Resident	Discretionary	2,900.00	2,900.00	3,480.00	3,480.00	580.00	20.00%
2	Exclusive Rights of Burial including Registration in traditional Grave - Non Resident	Discretionary	8,700.00	8,700.00	10,440.00	10,440.00	1,740.00	20.00%
Private Grave Space- Lawn including 75 and 50 years grave spaces								
3	Exclusive Right of Burial including Registration - Resident	Discretionary	1,300.00	1,300.00	1,560.00	1,560.00	260.00	20.00%
4	Exclusive Right of Burial including Registration - Non Resident	Discretionary	3,900.00	3,900.00	4,680.00	4,680.00	780.00	20.00%
Interment fee including excavation all depths								
5	A person whose age at time of death exceeds 18 years - Resident	Discretionary	1,046.00	1,046.00	1,150.60	1,150.60	104.60	10.00%
6	A person whose age at time of death exceeds 18 - Non Resident	Discretionary	1,046.00	1,046.00	1,150.60	1,150.60	104.60	10.00%
7	A person whose age at time of death does not exceed 18 years - Resident	Discretionary	715.00	715.00	786.50	786.50	71.50	10.00%
8	A person whose age at time of death does not exceed 18 - Non Resident	Discretionary	715.00	715.00	786.50	786.50	71.50	10.00%
9	Re-open Brick Grave or vault Interment fee	Discretionary	1,046.00	1,046.00	1,150.60	1,150.60	104.60	10.00%
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	1,662.00	1,662.00	1,828.00	1,828.00	166.00	9.99%
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	2,070.00	2,070.00	2,277.00	2,277.00	207.00	10.00%
Interment Fee in Cremated remains vault								
12	A person whose age at time of death exceeds 18 years - Resident	Discretionary	286.00	286.00	314.60	314.60	28.60	10.00%
13	A person whose age at time of death exceeds 18 years - Non Resident	Discretionary	286.00	286.00	314.60	314.60	28.60	10.00%
Cremated remains Vault memorial Inscription								
14	Plaque Inscription	Discretionary	134.00	160.80	147.40	176.88	16.08	10.00%
15	Porcelain photo plaque (7cm x 5cm)	Discretionary	114.67	137.60	126.13	151.36	13.76	10.00%
16	Line Drawing	Discretionary	71.58	85.90	78.75	94.50	8.60	10.01%
17	Coloured Line Drawing	Discretionary	95.42	114.50	104.96	125.95	11.45	10.00%
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	770.00	770.00	847.00	847.00	77.00	10.00%
20	Exclusive Right of Burial Including Registration - Non Resident - up to 4ft 6"	Discretionary	1,100.00	1,100.00	1,210.00	1,210.00	110.00	10.00%
Cremated Ashes Grave Space inc 75yrs ERB								
21	Exclusive Right of Burial including Registration - Resident	Discretionary	700.00	700.00	770.00	770.00	70.00	10.00%
22	Exclusive Right of Burial including Registration - Non Resident	Discretionary	1,195.00	1,195.00	1,314.50	1,314.50	119.50	10.00%

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Burial fees				
Cremated Ashes Interment fee including excavation all depths				
23	A person whose age at time of death exceeds 18 years - Resident	Discretionary	347.00	347.00
24	A person whose age at time of death exceeds 18 years - Non Resident	Discretionary	347.00	347.00
Public Graves (Rights of Burial not purchased)				
25	A person whose age at time of death exceeds 18 years	Discretionary	760.00	760.00
Monuments/Memorial Rights				
26	Headstone or similar without kerbing not exceeding 3.0' in overall height	Discretionary	243.33	292.00
27	Headstone or similar exceeding 3.0' in overall height (non lawn sections only) per additional ft or part ft	Discretionary	75.83	91.00
28	Inscribed Book, Scroll, Tablet or vase not exceeding 20" in height when erected as only memorial marking grave	Discretionary	148.33	178.00
29	Cremated Remains Grave: Tablet/Vase	Discretionary	148.33	178.00
30	Additional Inscription (unless added within 6 months of original grant of memorial rights then no charge)	Discretionary	119.17	143.00
Surcharge - except interment of cremated Remains (October to March only)				
31	Surcharge for all burials at 2.15 pm	Discretionary	110.00	110.00
32	Surcharge for all burials at 2.45 pm	Discretionary	110.00	110.00
Exhumation Charges				
33	Per coffin exhumed, including excavation	Discretionary	At Cost	
34	Plus per coffin exhumed and re-interred in same cemetery	Discretionary	At Cost	
35	Per container of cremated remains	Discretionary	341.00	341.00
Miscellaneous Charges (Cemeteries)				
36	Use of Cemetery Church or Chapel for burial or memorial service (40 minutes)	Discretionary	172.00	172.00
37	Extension of burial rights for 25 years once expired	Discretionary	660.50	660.50
38	Registration transfer of Grant of Right of Burial	Discretionary	104.00	104.00
39	Every Search (other than for identification of Grave)	Discretionary	23.75	28.50

Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
		£	%
381.70	381.70	34.70	10.00%
381.70	381.70	34.70	10.00%
836.00	836.00	76.00	10.00%
267.66	321.19	29.19	10.00%
83.42	100.10	9.10	10.00%
163.17	195.80	17.80	10.00%
163.17	195.80	17.80	10.00%
131.10	157.32	14.32	10.01%
121.00	121.00	11.00	10.00%
121.00	121.00	11.00	10.00%
At Cost			
At Cost			
375.10	375.10	34.10	10.00%
189.20	189.20	17.20	10.00%
660.50	660.50	0.00	0.00%
114.40	114.40	10.40	10.00%
26.13	31.36	2.86	10.04%

Description of Service	Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
						£	%
Burial fees							
Memorials							
40 4' Memorial Wooden Seat and Bronze Plaque - Cemetery only	Discretionary	1,119.17	1,343.00	1,231.10	1,477.32	134.32	10.00%
41 6' Memorial Wooden Seat and Bronze Plaque - Cemetery only	Discretionary	1,490.00	1,788.00	1,639.00	1,966.80	178.80	10.00%
42 Plus 25 year lease for all memorial seats	Discretionary	858.00	858.00	943.80	943.80	85.80	10.00%
43 Replacement Bronze Plaques (6"x 4")	Discretionary	191.33	229.60	210.46	252.55	22.95	10.00%
44 Memorial Tree inc Bronze Plaque (6"x4") - Limited availability	Discretionary	272.50	327.00	299.75	359.70	32.70	10.00%
45 Memorial Tree lease period for 5 years	Discretionary	315.00	315.00	346.50	346.50	31.50	10.00%
46 Memorial Tree lease period for 10 years	Discretionary	600.00	600.00	660.00	660.00	60.00	10.00%
47 Memorial Tree lease renewal for 5 years	Discretionary	315.00	315.00	346.50	346.50	31.50	10.00%
48 Memorial Shrub and Bronze Plaque (6"x4")	Discretionary	210.00	252.00	231.00	277.20	25.20	10.00%
49 Memorial Shrub lease period for 5 years	Discretionary	315.00	315.00	346.50	346.50	31.50	10.00%
50 Memorial Shrub lease period for 10 years	Discretionary	600.00	600.00	660.00	660.00	60.00	10.00%
51 Memorial Shrub lease renewal for 5 years	Discretionary	315.00	315.00	346.50	346.50	31.50	10.00%
52 Replacement Bronze Plaques (6"x 4")	Discretionary	176.67	212.00	194.33	233.20	21.20	10.00%
53 Replacement Bronze Plaques (7"x 5")	Discretionary	238.33	286.00	262.16	314.59	28.59	10.00%
54 Replacement Bronze Plaque with Photo (8"x4")	Discretionary	316.67	380.00	348.33	418.00	38.00	10.00%

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						£	%
Crematorium							
Cremation fees							
55 Cremation Fee incl of environmental charge and medical referee fees - Resident	Discretionary	1,000.00	1,000.00	1,150.00	1,150.00	150.00	15.00%
56 Cremation Fee incl of environmental charge and medical referee fees - Non Resident	Discretionary	1,100.00	1,100.00	1,265.00	1,265.00	165.00	15.00%
57 Committal Gold - Cremation only (Any age). Family attending (No service, organist or music, incl of environmental charge) - Resident	Discretionary	800.00	800.00	920.00	920.00	120.00	15.00%
58 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	1,035.00	1,035.00	135.00	15.00%
59 Committal Silver - Cremation only (Any Age) No Family attending (No Service, organist or Music, incl environmental charge) - resident	Discretionary	550.00	550.00	632.50	632.50	82.50	15.00%
60 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	690.00	690.00	90.00	15.00%
61 Body Parts	Discretionary	220.00	220.00	253.00	253.00	33.00	15.00%
Miscellaneous Charges							
62 Use of Chapel for Memorial Service	Discretionary	250.00	250.00	275.00	275.00	25.00	10.00%
63 Metal Urn - Adult	Discretionary	63.00	63.00	69.30	69.30	6.30	10.00%
64 Metal Urn or Poly Urn - Child	Discretionary	No Charge		No Charge			0.00%
Web Cast Services							
64 Live webcast	Discretionary	37.50	45.00	41.25	49.50	4.50	10.00%
65 Live & 28 days watch again	Discretionary	58.33	70.00	64.17	77.00	7.00	10.00%
66 Physical copy (DVD/Blu-Ray/USB Stick)	Discretionary	66.67	80.00	73.33	88.00	8.00	10.00%

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						£	%
Crematorium							
Visual Tribute Services							
67 Single Photo (shown throughout Service)	Discretionary	14.17	17.00	15.58	18.70	1.70	10.00%
68 Simple slide show (up to 25 photos played on a loop or once at a time of your choosing)	Discretionary	47.50	57.00	52.25	62.70	5.70	10.00%
69 Professional Photo Tribute (up to 25 photos set to music of your choice played once at a time of your choosing)	Discretionary	83.33	100.00	91.67	110.00	10.00	10.00%
70 Extra Photos (for each extra batch of 25 photos)	Discretionary	14.17	17.00	15.58	18.70	1.70	10.00%
71 Physical copy of a tribute on DVD, Blu-Ray or USB		14.17	17.00	15.58	18.70	1.70	10.00%
72 Family supplied video checking	Discretionary	19.17	23.00	21.08	25.30	2.30	10.00%
73 Storage cremated remains beyond 3 months- per month or part month	Discretionary	33.33	40.00	36.67	44.00	4.00	10.00%
74 Scatter or Interment of cremated remains in Garden of Remembrance where cremation took place at another crematorium	Discretionary	175.00	175.00	192.50	192.50	17.50	10.00%
75 Scatter or Interment of cremated remains in Garden of Remembrance where cremation took place at Southend Crematorium if returned after 1 year	Discretionary	175.00	175.00	192.50	192.50	17.50	10.00%
76 Saturday scatter or interment of cremated remains (Maximum of 4 interments PM only) in Garden of Remembrance	Discretionary	121.00	121.00	133.10	133.10	12.10	10.00%
77 Additional or replacement Certificate copy of cremation certificate	Discretionary	29.00	29.00	31.90	31.90	2.90	10.00%
78 Use of Organ	Discretionary	23.00	23.00	25.30	25.30	2.30	10.00%
79 Surcharge for Services over running up to 10 minutes	Discretionary	137.00	137.00	150.70	150.70	13.70	10.00%
80 Surcharge for Services over running 10 minutes and over	Discretionary	286.00	286.00	314.60	314.60	28.60	10.00%
81 Funeral services cancelled after 10am one working day before reserved time	Discretionary	286.00	286.00	314.60	314.60	28.60	10.00%

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						£	%
Commemorative Fees (incl VAT)							
Book of Remembrance							
82	2 line inscription		115.00	138.00	126.50	151.80	13.80 10.00%
83	5 line inscription		171.67	206.00	188.83	226.60	20.60 10.00%
84	5 line inscription with Floral Motif		295.00	354.00	324.50	389.40	35.40 10.00%
85	5 line inscription with Service Badge / Crest		305.83	367.00	336.41	403.69	36.69 10.00%
86	8 line inscription		238.33	286.00	262.16	314.59	28.59 10.00%
87	8 line inscription with Floral Motif		363.33	436.00	399.66	479.59	43.59 10.00%
88	8 line inscription with Service Badge / Crest		372.50	447.00	409.75	491.70	44.70 10.00%
89	8 line inscription with Coat of Arms		411.67	494.00	452.83	543.40	49.40 10.00%
Remembrance Card							
90	2 line inscription		80.83	97.00	88.92	106.70	9.70 10.00%
91	5 line inscription		100.83	121.00	110.92	133.10	12.10 10.00%
92	5 line inscription with Floral Motif		208.33	250.00	229.16	274.99	24.99 10.00%
93	5 line inscription with Service Badge / Crest		229.17	275.00	252.08	302.50	27.50 10.00%
94	8 line inscription		128.33	154.00	141.17	169.40	15.40 10.00%
95	8 line inscription with Floral Motif		263.33	316.00	289.66	347.59	31.59 10.00%
96	8 line inscription with Service Badge / Crest		272.50	327.00	299.75	359.70	32.70 10.00%
97	8 line inscription with Coat of Arms		296.67	356.00	326.33	391.60	35.60 10.00%
Miniature Book of Remembrance							
98	2 line inscription		110.00	132.00	121.00	145.20	13.20 10.00%
99	5 line inscription		137.50	165.00	151.25	181.50	16.50 10.00%
100	5 line inscription with Floral Motif		263.33	316.00	289.66	347.59	31.59 10.00%
101	5 line inscription with Service Badge / Crest		272.50	327.00	299.75	359.70	32.70 10.00%
102	8 line inscription		158.33	190.00	174.17	209.00	19.00 10.00%
103	8 line inscription with Floral Motif		291.67	350.00	320.83	385.00	35.00 10.00%
104	8 line inscription with Service Badge / Crest		300.83	361.00	330.91	397.09	36.09 10.00%
105	8 line inscription with Coat of Arms		325.83	391.00	358.41	430.09	39.09 10.00%
106	Additional lines: per line		25.00	30.00	27.50	33.00	3.00 10.00%
Memorial panels- 2 or 3 line panel displayed							
107	Memorial panel		87.50	105.00	96.25	115.50	10.50 10.00%
108	5 year display lease		230.00	230.00	253.00	253.00	23.00 10.00%
109	10 year display lease		435.00	435.00	478.50	478.50	43.50 10.00%
110	Renewal of display for 5 year period		230.00	230.00	253.00	253.00	23.00 10.00%
111	Re Gild Letter		5.00	6.00	5.50	6.60	0.60 10.00%

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						£	%	
Commemorative Fees (incl VAT)								
Mulberry Memorial Tree - Scatter Garden								
112	Plain leaf plaque	Discretionary	38.00	45.60	41.80	50.16	4.56	10.00%
113	Add inscription	Discretionary	58.00	69.60	63.80	76.56	6.96	10.00%
114	Add motif	Discretionary	29.00	34.80	31.90	38.28	3.48	10.00%
115	5 year display lease	Discretionary	115.00	115.00	126.50	126.50	11.50	10.00%
Pavilion Plaques (Children)								
116	Bronze plaque flag style	Discretionary	115.00	138.00	126.50	151.80	13.80	10.00%
117	plus 10 year lease	Discretionary	115.00	115.00	126.50	126.50	11.50	10.00%
118	5 year renewal	Discretionary	103.00	103.00	113.30	113.30	10.30	10.00%
Memorial Trees and Shrubs - Limited availability								
119	Memorial Tree and Bronze Plaque (6"x4")	Discretionary	272.50	327.00	299.75	359.70	32.70	10.00%
120	Memorial Tree lease period for 5 years	Discretionary	315.00	315.00	346.50	346.50	31.50	10.00%
121	Memorial Tree lease period for 10 years	Discretionary	600.00	600.00	660.00	660.00	60.00	10.00%
122	Memorial Tree lease renewal for 5 years	Discretionary	315.00	315.00	346.50	346.50	31.50	10.00%
123	Memorial Shrub and Bronze Plaque (6"x4")	Discretionary	210.00	252.00	231.00	277.20	25.20	10.00%
124	Memorial Shrub lease period for 5 years	Discretionary	313.00	313.00	344.30	344.30	31.30	10.00%
125	Memorial Shrub lease period for 10 years	Discretionary	610.00	610.00	671.00	671.00	61.00	10.00%
126	Memorial Shrub lease renewal for 5 years	Discretionary	315.00	315.00	346.50	346.50	31.50	10.00%
127	Replacement Bronze Plaques (6"x 4")	Discretionary	176.00	211.20	193.60	232.32	21.12	10.00%
128	Replacement Bronze Plaques (7"x 5")	Discretionary	216.67	260.00	238.33	286.00	26.00	10.00%
129	Replacement Bronze Plaque with Photo (8"x4")	Discretionary	315.00	378.00	346.50	415.80	37.80	10.00%
130	Standard Rose replacement Bronze Plaque (4"x 6")	Discretionary	205.00	246.00	225.50	270.60	24.60	10.00%
131	4' Memorial Seat and Bronze Plaque - Limited availability	Discretionary	1,009.17	1,211.00	1,110.08	1,332.10	121.10	10.00%
132	6' Memorial Seat and Bronze Plaque - Limited availability	Discretionary	1,238.33	1,486.00	1,362.16	1,634.59	148.59	10.00%
133	Plus 25 year lease for all memorial seats	Discretionary	860.00	860.00	946.00	946.00	86.00	10.00%
134	Replacement Bronze Plaques (6"x 4")	Discretionary	190.83	229.00	209.91	251.89	22.89	10.00%
Pergola Walk and Sunken Rose Garden Memorial Scheme								
135	Balustrade cremated remains Niche (incl container and 10 year leases)	Discretionary	1,483.00	1,483.00	1,631.30	1,631.30	148.30	10.00%
136	Interment fee	Discretionary	137.00	137.00	150.70	150.70	13.70	10.00%
137	Inscription	Discretionary	132.67	159.20	145.93	175.12	15.92	10.00%
138	Photo plaque	Discretionary	114.00	136.80	125.40	150.48	13.68	10.00%
139	Line Drawing	Discretionary	71.00	85.20	78.10	93.72	8.52	10.00%
140	Coloured Line Drawing	Discretionary	96.00	115.20	105.60	126.72	11.52	10.00%
141	Military Badge or Crest	Discretionary	Price on Application		Price on Application			

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Commemorative Fees (incl VAT)				
Pergola Walk and Sunken Rose Garden Memorial Scheme (continued)				
142	Pillar Post	Discretionary	440.00	528.00
143	Inscription	Discretionary	132.67	159.20
144	photo plaque	Discretionary	114.00	136.80
145	Line Drawing	Discretionary	71.00	85.20
146	Coloured Line Drawing	Discretionary	96.00	115.20
147	Military Badge or Crest	Discretionary	Price on Application	
148	5 year display lease	Discretionary	114.00	114.00
149	Atlas pillar memorial plaque	Discretionary	58.00	69.60
150	Inscription	Discretionary	132.67	159.20
151	photo plaque	Discretionary	114.00	136.80
152	Line Drawing	Discretionary	71.00	85.20
153	Coloured Line Drawing	Discretionary	96.00	115.20
154	Military Badge or Crest	Discretionary	Price on Application	
155	5 year display lease	Discretionary	114.00	114.00
156	Chapel memorial plaque	Discretionary	105.00	126.00
157	Inscription	Discretionary	132.67	159.20
158	photo plaque	Discretionary	114.00	136.80
159	Line Drawing	Discretionary	71.00	85.20
160	Coloured Line Drawing	Discretionary	96.00	115.20
161	Military Badge or Crest	Discretionary	Price on Application	
162	Book Memorial Plaque	Discretionary	105.00	126.00
163	Inscription	Discretionary	132.67	159.20
164	photo plaque	Discretionary	114.00	136.80
165	Line Drawing	Discretionary	71.00	85.20
166	Coloured Line Drawing	Discretionary	96.00	115.20
167	Military Badge or Crest	Discretionary	Price on Application	
168	Rose Post inc 5 year Lease and Plaque	Discretionary	334.17	401.00
169	Inscription	Discretionary	132.67	159.20
170	photo plaque	Discretionary	114.00	136.80
171	Line Drawing	Discretionary	71.00	85.20
172	Coloured Line Drawing	Discretionary	96.00	115.20
173	Military Badge or Crest	Discretionary	Price on Application	

Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
		£	%
484.00	580.80	52.80	10.00%
145.93	175.12	15.92	10.00%
125.40	150.48	13.68	10.00%
78.10	93.72	8.52	10.00%
105.60	126.72	11.52	10.00%
Price on Application			
125.40	125.40	11.40	10.00%
63.80	76.56	6.96	10.00%
145.93	175.12	15.92	10.00%
125.40	150.48	13.68	10.00%
78.10	93.72	8.52	10.00%
105.60	126.72	11.52	10.00%
Price on Application			
125.40	125.40	11.40	10.00%
115.50	138.60	12.60	10.00%
145.93	175.12	15.92	10.00%
125.40	150.48	13.68	10.00%
78.10	93.72	8.52	10.00%
105.60	126.72	11.52	10.00%
Price on Application			
115.50	138.60	12.60	10.00%
145.93	175.12	15.92	10.00%
125.40	150.48	13.68	10.00%
78.10	93.72	8.52	10.00%
105.60	126.72	11.52	10.00%
Price on Application			
367.58	441.10	40.10	10.00%
145.93	175.12	15.92	10.00%
125.40	150.48	13.68	10.00%
78.10	93.72	8.52	10.00%
105.60	126.72	11.52	10.00%
Price on Application			

Description of Service	Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
						£	%
Commemorative Fees (incl VAT)							
Memorial Rockery Limited availability							
174	Lease 15 years						
174	Lease 15 years	Discretionary	1,540.00	1,540.00	1,694.00	1,694.00	154.00 10.00%
175	Bronze Plaque (6" x 4")	Discretionary	170.83	205.00	187.91	225.49	20.49 10.00%
176	Bronze Plaque (7" x 5")	Discretionary	237.00	284.40	260.70	312.84	28.44 10.00%

Description of Service	Net Charge 2023/24	Gross 2023/24 Charge	Indicative Net Charge 2024/25	Indicative Gross 2024/25 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 2025, 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 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
								£	%
New Dwellings									
1	Plan Charge	Houses/Bungalows < 300sqm (1 Plot)	Full Cost Recovery	196.17	235.40	215.79	258.95	23.55	10.00%
2		Houses/Bungalows < 300sqm (2 Plots)	Full Cost Recovery	294.26	353.11	323.69	388.43	35.32	10.00%
3		Houses/Bungalows < 300sqm (3 Plots)	Full Cost Recovery	392.34	470.81	431.58	517.90	47.09	10.00%
4		Houses/Bungalows < 300sqm (4 Plots)	Full Cost Recovery	490.43	588.52	539.48	647.38	58.86	10.00%
5		Houses/Bungalows < 300sqm (5 Plots)	Full Cost Recovery	588.51	706.21	647.37	776.84	70.63	10.00%
6	Inspection Charge	Houses/Bungalows < 300sqm (1 Plot)	Full Cost Recovery	588.51	706.21	647.37	776.84	70.63	10.00%
7		Houses/Bungalows < 300sqm (2 Plots)	Full Cost Recovery	882.77	1,059.32	971.06	1,165.27	105.95	10.00%
8		Houses/Bungalows < 300sqm (3 Plots)	Full Cost Recovery	1,177.02	1,412.42	1,294.74	1,553.69	141.27	10.00%
9		Houses/Bungalows < 300sqm (4 Plots)	Full Cost Recovery	1,471.28	1,765.54	1,618.43	1,942.12	176.58	10.00%
10		Houses/Bungalows < 300sqm (5 Plots)	Full Cost Recovery	1,765.53	2,118.64	1,942.11	2,330.53	211.89	10.00%
11	Building Notice	Houses/Bungalows < 300sqm (1 Plot)	Full Cost Recovery	817.38	980.86	899.13	1,078.96	98.10	10.00%
12		Houses/Bungalows < 300sqm (2 Plots)	Full Cost Recovery	1,242.41	1,490.89	1,366.67	1,640.00	149.11	10.00%
13		Houses/Bungalows < 300sqm (3 Plots)	Full Cost Recovery	1,602.06	1,922.47	1,762.29	2,114.75	192.28	10.00%
14		Houses/Bungalows < 300sqm (4 Plots)	Full Cost Recovery	2,027.09	2,432.51	2,229.83	2,675.80	243.29	10.00%
15		Houses/Bungalows < 300sqm (5 Plots)	Full Cost Recovery	2,419.43	2,903.32	2,661.41	3,193.69	290.37	10.00%
16	Regularisation	Houses/Bungalows < 300sqm (1 Plot)	Full Cost Recovery	Individually determined		Individually determined			
17		Houses/Bungalows < 300sqm (2 Plots)	Full Cost Recovery	Individually determined		Individually determined			
18		Houses/Bungalows < 300sqm (3 Plots)	Full Cost Recovery	Individually determined		Individually determined			
19		Houses/Bungalows < 300sqm (4 Plots)	Full Cost Recovery	Individually determined		Individually determined			
20		Houses/Bungalows < 300sqm (5 Plots)	Full Cost Recovery	Individually determined		Individually determined			
21	Plan Charge	1 Flat < 300sqm	Full Cost Recovery	163.48	196.18	179.83	215.80	19.62	10.00%
22		2 Flats < 300sqm	Full Cost Recovery	261.56	313.87	287.72	345.26	31.39	10.00%
23		3 Flats < 300sqm	Full Cost Recovery	326.95	392.34	359.65	431.58	39.24	10.00%
24		4 Flats < 300sqm	Full Cost Recovery	392.34	470.81	431.58	517.90	47.09	10.00%
25		5 Flats < 300sqm	Full Cost Recovery	490.43	588.52	539.48	647.38	58.86	10.00%
26	Inspection Charge	1 Flat < 300sqm	Full Cost Recovery	490.43	588.52	539.48	647.38	58.86	10.00%
27		2 Flats < 300sqm	Full Cost Recovery	784.68	941.62	863.16	1,035.79	94.17	10.00%
28		3 Flats < 300sqm	Full Cost Recovery	980.85	1,177.02	1,078.95	1,294.74	117.72	10.00%
29		4 Flats < 300sqm	Full Cost Recovery	1,242.41	1,490.89	1,366.67	1,640.00	149.11	10.00%
30		5 Flats < 300sqm	Full Cost Recovery	1,471.28	1,765.54	1,618.43	1,942.12	176.58	10.00%

Description of Service			Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
								£	%
New Dwellings (continued)									
31	Building Notice	1 Flat < 300sqm	Full Cost Recovery	686.60	823.92	755.27	906.32	82.40	10.00%
32		2 Flats < 300sqm	Full Cost Recovery	1,013.55	1,216.26	1,114.92	1,337.90	121.64	10.00%
33		3 Flats < 300sqm	Full Cost Recovery	1,340.50	1,608.60	1,474.57	1,769.48	160.88	10.00%
34		4 Flats < 300sqm	Full Cost Recovery	1,667.45	2,000.94	1,834.22	2,201.06	200.12	10.00%
35		5 Flats < 300sqm	Full Cost Recovery	2,027.09	2,432.51	2,229.83	2,675.80	243.29	10.00%
36	Regularisation	1 Flat < 300sqm	Full Cost Recovery	Individually determined		Individually determined			
37		2 Flats < 300sqm	Full Cost Recovery	Individually determined		Individually determined			
38		3 Flats < 300sqm	Full Cost Recovery	Individually determined		Individually determined			
39		4 Flats < 300sqm	Full Cost Recovery	Individually determined		Individually determined			
40		5 Flats < 300sqm	Full Cost Recovery	Individually determined		Individually determined			
41	EW1	Notifiable electrical work (where applicable)	Full Cost Recovery	294.26	353.11	323.69	388.43	35.32	10.00%
Work to a single dwelling									
42	Plan Charge	1 storey extension not exceeding 40sqm	Full Cost Recovery	130.78	156.94	143.86	172.63	15.69	10.00%
43		1 storey extension 40 - 100sqm	Full Cost Recovery	196.17	235.40	215.79	258.95	23.55	10.00%
44		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	196.17	235.40	215.79	258.95	23.55	10.00%
45		2/3 extension 40 - 100 sqm	Full Cost Recovery	196.17	235.40	215.79	258.95	23.55	10.00%
46		Garage/store etc not exceeding 100sqm	Full Cost Recovery	98.09	117.71	107.90	129.48	11.77	9.99%
47		Detached non-habitable domestic building not exceeding 50sqm	Full Cost Recovery	130.78	156.94	143.86	172.63	15.69	10.00%
48	Inspection Charge	1 storey extension not exceeding 40sqm	Full Cost Recovery	490.43	588.52	539.48	647.38	58.86	10.00%
49		1 storey extension 40 - 100sqm	Full Cost Recovery	555.82	666.99	611.41	733.70	66.71	10.00%
50		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	555.82	666.99	611.41	733.70	66.71	10.00%
51		2/3 extension 40 - 100 sqm	Full Cost Recovery	621.21	745.45	683.34	820.01	74.55	10.00%
52		Garage/store etc not exceeding 100sqm	Full Cost Recovery	294.26	353.11	323.69	388.43	35.32	10.00%
53		Detached non-habitable domestic building not exceeding 50sqm	Full Cost Recovery	392.34	470.81	431.58	517.90	47.09	10.00%
54	Building Notice	1 storey extension not exceeding 40sqm	Full Cost Recovery	653.90	784.68	719.30	863.16	78.48	10.00%
55		1 storey extension 40 - 100sqm	Full Cost Recovery	784.68	941.62	863.16	1,035.79	94.17	10.00%
56		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	784.68	941.62	863.16	1,035.79	94.17	10.00%
57		2/3 extension 40 - 100 sqm	Full Cost Recovery	850.07	1,020.07	935.09	1,122.10	102.03	10.00%
58		Garage/store etc not exceeding 100sqm	Full Cost Recovery	425.04	510.06	467.55	561.07	51.01	10.00%
59		Detached non-habitable domestic building not exceeding 50sqm	Full Cost Recovery	555.82	666.99	611.41	733.70	66.71	10.00%

Description of Service			Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
								£	%
Work to a single dwelling (continued)									
60	Regularisation	1 storey extension not exceeding 40sqm	Full Cost Recovery	Individually determined		Individually determined			
61		1 storey extension 40 - 100sqm	Full Cost Recovery	Individually determined		Individually determined			
62		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	Individually determined		Individually determined			
63		2/3 extension 40 - 100 sqm	Full Cost Recovery	Individually determined		Individually determined			
64		Garage/store etc not exceeding 100sqm	Full Cost Recovery	Individually determined		Individually determined			
65		Detached non-habitable domestic building not exceeding 50sqm	Full Cost Recovery	Individually determined		Individually determined			
66	Plan Charge	Rooms in roof	Full Cost Recovery	163.48	196.18	179.83	215.80	19.62	10.00%
67		Garage conversions	Full Cost Recovery	98.09	117.71	107.90	129.48	11.77	9.99%
68	Inspection Charge	Rooms in roof	Full Cost Recovery	523.12	627.74	575.44	690.53	62.79	10.00%
69		Garage conversions	Full Cost Recovery	228.87	274.65	251.76	302.12	27.47	10.00%
70	Building Notice	Rooms in roof	Full Cost Recovery	719.29	863.16	791.23	949.49	86.33	10.00%
71		Garage conversions	Full Cost Recovery	359.65	431.58	395.62	474.74	43.16	10.00%
72	Regularisation	Rooms in roof	Full Cost Recovery	Individually determined		Individually determined			
73		Garage conversions	Full Cost Recovery	Individually determined		Individually determined			
74	Plan Charge	Re-roof etc	Full Cost Recovery	98.09	117.71	107.90	129.48	11.77	9.99%
75		Window replacement	Full Cost Recovery	98.09	117.71	107.90	129.48	11.77	9.99%
76		work not exceeding £5000	Full Cost Recovery	98.09	117.71	107.90	129.48	11.77	9.99%
77		Work £5,000 - £25,000	Full Cost Recovery	130.78	156.94	143.86	172.63	15.69	10.00%
78		Work £25,000 - £100,000	Full Cost Recovery	130.78	156.94	143.86	172.63	15.69	10.00%
79	Inspection Charge	Re-roof etc	Full Cost Recovery	130.78	156.94	143.86	172.63	15.69	10.00%
80		Window replacement	Full Cost Recovery	130.78	156.94	143.86	172.63	15.69	10.00%
81		Work not exceeding £5000	Full Cost Recovery	130.78	156.94	143.86	172.63	15.69	10.00%
82		Work £5,000 - £25,000	Full Cost Recovery	261.56	313.87	287.72	345.26	31.39	10.00%
83		Work £25,000 - £100,000	Full Cost Recovery	523.12	627.74	575.44	690.53	62.79	10.00%
84	Building Notice	Re-roof etc	Full Cost Recovery	228.87	274.65	251.76	302.12	27.47	10.00%
85		Replacement Windows	Full Cost Recovery	228.87	274.65	251.76	302.12	27.47	10.00%
86		work not exceeding £5000	Full Cost Recovery	228.87	274.65	251.76	302.12	27.47	10.00%
87		Work £5,000 - £25,000	Full Cost Recovery	425.04	510.06	467.55	561.07	51.01	10.00%
88		Work £25,000 - £100,000	Full Cost Recovery	686.60	823.92	755.27	906.32	82.40	10.00%
89	Regularisation	Re-roof etc	Full Cost Recovery	Individually determined		Individually determined			
90		Window replacement	Full Cost Recovery	Individually determined		Individually determined			
91		work not exceeding £5000	Full Cost Recovery	Individually determined		Individually determined			
92		Work £5,000 - £25,000	Full Cost Recovery	Individually determined		Individually determined			
93		Work £25,000 - £100,000	Full Cost Recovery	Individually determined		Individually determined			

Description of Service			Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
								£	%
All other Non-Domestic Work									
94	Plan Charge	1 storey extension not exceeding 40sqm	Full Cost Recovery	196.17	235.40	215.79	258.95	23.55	10.00%
95		1 storey extension 40 - 100sqm	Full Cost Recovery	228.87	274.64	251.76	302.11	27.47	10.00%
96		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	196.17	235.40	215.79	258.95	23.55	10.00%
97		2/3 extension 40 - 100 sqm	Full Cost Recovery	261.56	313.87	287.72	345.26	31.39	10.00%
98	Inspection Charge	1 storey extension not exceeding 40sqm	Full Cost Recovery	523.12	627.74	575.44	690.53	62.79	10.00%
99		1 storey extension 40 - 100sqm	Full Cost Recovery	621.21	745.45	683.34	820.01	74.55	10.00%
100		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	588.51	706.21	647.37	776.84	70.63	10.00%
101		2/3 extension 40 - 100 sqm	Full Cost Recovery	653.90	784.68	719.30	863.16	78.48	10.00%
102	Regularisation	1 storey extension not exceeding 40sqm	Full Cost Recovery	Individually determined		Individually determined			
103		1 storey extension 40 - 100sqm	Full Cost Recovery	Individually determined		Individually determined			
104		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	Individually determined		Individually determined			
105		2/3 extension 40 - 100 sqm	Full Cost Recovery	Individually determined		Individually determined			
106	Plan Charge	Work not exceeding £5000	Full Cost Recovery	163.48	196.18	179.83	215.80	19.62	10.00%
107		Replacement Windows	Full Cost Recovery	163.48	196.18	179.83	215.80	19.62	10.00%
108		Renewable Energy Systems	Full Cost Recovery	163.48	196.18	179.83	215.80	19.62	10.00%
109		Shopfront	Full Cost Recovery	163.48	196.18	179.83	215.80	19.62	10.00%
110	Inspection Charge	Work not exceeding £5000	Full Cost Recovery	163.48	196.18	179.83	215.80	19.62	10.00%
111		Replacement Windows	Full Cost Recovery	163.48	196.18	179.83	215.80	19.62	10.00%
112		Renewable Energy Systems	Full Cost Recovery	163.48	196.18	179.83	215.80	19.62	10.00%
113		Shopfront	Full Cost Recovery	163.48	196.18	179.83	215.80	19.62	10.00%
114	Regularisation	Work not exceeding £5000	Full Cost Recovery	Individually determined		Individually determined			
115		Replacement Windows	Full Cost Recovery	Individually determined		Individually determined			
116		Renewable Energy Systems	Full Cost Recovery	Individually determined		Individually determined			
117		Shopfront	Full Cost Recovery	Individually determined		Individually determined			
118	Plan Charge	Work £5000 - £25,000	Full Cost Recovery	163.48	196.18	179.83	215.80	19.62	10.00%
119		Replacement Windows (large)	Full Cost Recovery	163.48	196.18	179.83	215.80	19.62	10.00%
120		Renovation of thermal elements	Full Cost Recovery	163.48	196.18	179.83	215.80	19.62	10.00%
121		Storage Platforms	Full Cost Recovery	163.48	196.18	179.83	215.80	19.62	10.00%
122	Inspection Charge	Work £5000 - £25,000	Full Cost Recovery	294.26	353.11	323.69	388.43	35.32	10.00%
123		Replacement Windows (large)	Full Cost Recovery	294.26	353.11	323.69	388.43	35.32	10.00%
124		Renovation of thermal elements	Full Cost Recovery	294.26	353.11	323.69	388.43	35.32	10.00%
125		Storage Platforms	Full Cost Recovery	294.26	353.11	323.69	388.43	35.32	10.00%

Description of Service			Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £
All other Non-Domestic Work (continued)					
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	196.17	235.40
131		Fit out work	Full Cost Recovery	196.17	235.40
132	Inspection Charge	Work £25,000 - £100,000	Full Cost Recovery	588.51	706.22
133		Fit out work	Full Cost Recovery	588.51	706.22
134	Regularisation	Work £25,000 - £100,000	Full Cost Recovery	Individually determined	
135		Fit out work	Full Cost Recovery	Individually determined	

Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
		£	%
215.79	258.95	23.55	10.00%
215.79	258.95	23.55	10.00%
647.37	776.85	70.63	10.00%
647.37	776.85	70.63	10.00%

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 2024/25

Location/Description	Unit	Zone 1a 8am - 9pm	Zone 1b 8am - 6pm	Zone 2 8am - 6pm	Zone 3 8am - 6pm
On-Street Pay and Display *applies to Electric vehicles & bays	Up to 1 hr	£2.80	£1.20	£1.10	£1.00
	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
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
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	£484.00	£484.00	£242.00	

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	£726.00	£726.00	£605.00	£302.50
	6 month	£375.50	£375.50	£315.00	£157.50
	Quarterly	£194.00	£194.00	£163.50	£85.00
	Monthly	£67.00	£67.00	£54.50	£36.50
Season Ticket for Car Parks within a specified Zone ** (VAT applicable)	Annual	£1,331.00	£1,331.00	£1,089.00	
	Quarterly	£399.50	£399.50	£327.00	
	Monthly	£133.50	£133.50	£109.00	
Season Ticket - Baxter Avenue Car Park **	Annual	£1,452 per bay			

Location/Description	Unit	1 month	6 months	12 months
Business Permit	Scheme specific		£163.50	£302.50
Operational Permit (On-street) - 4 Hours max stay	All Zones			£79.00
Operational Permit (On-street) - 6 Hours max stay	All Zones			£157.50
Operational Permit (On-street) - Generic/Transferable - 4 hours max stay	All Zones			£242.00
Operational Permit (On & Off Street) - 6 Hours max stay	All Zones			£605.00
South Essex Homes Permit (Operational Permit) - 4 hours max stay	SEH locations only			£79.00
Resident Carer Permit (1 permit per household only)	Scheme specific			£18.50
Resident Permit - Electric Vehicle				£10.00
Resident Permit - 1st car	Scheme specific			£18.50
Resident Permit - 2nd car	Scheme specific			£30.50
Resident Permit - 3rd car	Scheme specific			£60.50
Resident Permit - 4th car	Scheme specific			£91.00
Resident Concessionary Permit (in RPS*)	Scheme specific			£60.50
Tradesperson Permit (On-street only)	All Zones	£36.50	£181.50	£363.00
Tradesperson Permit (On and Off street)	All Zones	£121.00	£726.00	£1,210.00

Location/Description	Unit	1 month	3 months	12 months
Southend Pass (VAT applicable)		£12.50	£37.50	£150.00

** Terms & Conditions Apply to all charges noted

Location/Description	Unit	Charge
Visitors Vouchers (Book of 20)	Daily	£11.00 for Books 1-10
		£22.00 further books (at Councils discretion)
Parking Dispensation	Daily	£15.00
Parking Dispensation	Weekly (7 days)	£60.50
Car Park unlock tariff	Each occasion	£91.00
Suspension (Admin Fee)		£36.50
Suspension (on-street)	Per day, per bay, per metre	£36.50
	Per week	£242.00
Suspension (off-street) (VAT applicable)	Per day, per bay, per metre	£24.50
	Per week	£145.50
Amendment to existing permit	Vehicle changes	£18.50
Amendment to existing EV permit	Vehicle changes	£10.00
Replacement or Duplicate season ticket (paper permit)	Loss or duplicate request	£30.50
Permit refund admin fee	Administrative cost	£16.50
Hotels and guesthouses discount rate	Daily, up to end of charging period	50% of max daily parking tariff

Location/Description	Unit	Charge
Authorised copy of car park key	Issuance	£60.50
	Replacement key (for any purpose)	£242.00
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	£80.00
New Road Church Permit	Specifically for Wesleyan Methodist church (New Road) land agreement 1932.	£165.00 per annum
Honorary Alderman or Persons Permit	Specifically for Honorary personnel only	Free
PCN Charges as per legislative permissions		

Description of Service		Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £
Extra Large (Council Chamber) incl. viewing gallery and breakout space (first floor foyer)				
1	Half Day (4hrs)	Discretionary	320.00	320.00
2	Full Day (9hrs)	Discretionary	550.00	550.00
3	Hourly	Discretionary	85.00	85.00
Large (Committee Room 1, 4a)				
4	Half Day (4hrs)	Discretionary	180.00	180.00
5	Full Day (9hrs)	Discretionary	360.00	360.00
6	Hourly	Discretionary	50.00	50.00
Medium Large (Committee Rooms 3,4,5,6)				
7	Half Day (4hrs)	Discretionary	120.00	120.00
8	Full Day (9hrs)	Discretionary	240.00	240.00
9	Hourly	Discretionary	35.00	35.00
10	Weekend (3hrs) Saturdays 09.00 - 15.00	Discretionary	75.00	75.00
Regular (Committee Rooms 2,7)				
11	Half Day (4hrs)	Discretionary	70.00	70.00
12	Full Day (9hrs)	Discretionary	140.00	140.00
13	Hourly	Discretionary	25.00	25.00
14	Weekend (3hrs) Saturdays 09.00 - 15.00	Discretionary	50.00	50.00
Small (CSC Meeting Rooms)				
15	Half Day (4hrs)	Discretionary	45.00	45.00
16	Full Day (9hrs)	Discretionary	90.00	90.00
17	Hourly	Discretionary	15.00	15.00
Table Sales / Stalls (Ground / First Floor Foyer)				
18	Concession 1 table	Discretionary	25.00	25.00
19	Concession 2 tables	Discretionary	45.00	45.00
20	Concession 3 tables	Discretionary	70.00	70.00
Other related charges (Tickfield and Civic Centre)				
21	Hire of Microphones and System	Discretionary	25.00	30.00
22	Charter Restaurant - POA dependant upon package. Minimum charge £350 per hire	Discretionary	Price on Application	
23	Courtyard Café - POA dependant upon package. Minimum charge £200 per hire	Discretionary	Price on Application	
24	Table Top Conference System	Discretionary	100.00	120.00
Public Services / Government Organisations / Block Bookings				
25	Civic Suite Half Day (4hrs) Mon-Fri 08.30 - 17.30 - Medium room >	Discretionary	90.00	90.00
26	Civic Suite Full Day (9hrs) Mon-Fri 08.30 - 17.30 - Medium room >	Discretionary	180.00	180.00
27	Tickfield Half Day (4hrs) Mon-Fri 08.30 - 17.30 - Regular room >	Discretionary	120.00	120.00

Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
		£	%
350.00	350.00	30.00	9.38%
600.00	600.00	50.00	9.09%
100.00	100.00	15.00	17.65%
200.00	200.00	20.00	11.11%
400.00	400.00	40.00	11.11%
55.00	55.00	5.00	10.00%
130.00	130.00	10.00	8.33%
260.00	260.00	20.00	8.33%
40.00	40.00	5.00	14.29%
85.00	85.00	10.00	13.33%
80.00	80.00	10.00	14.29%
160.00	160.00	20.00	14.29%
30.00	30.00	5.00	20.00%
60.00	60.00	10.00	20.00%
50.00	50.00	5.00	11.11%
95.00	95.00	5.00	5.56%
20.00	20.00	5.00	33.33%
30.00	30.00	5.00	20.00%
50.00	50.00	5.00	11.11%
75.00	75.00	5.00	7.14%
50.00	60.00	30.00	100.00%
Price on Application			
Price on Application			
150.00	180.00	60.00	50.00%
90.00	90.00	0.00	0.00%
180.00	180.00	0.00	0.00%
120.00	120.00	0.00	0.00%

Description of Service	Basis of Charge	Net Charge	Gross	Indicative Net Charge 2024/25	Indicative Gross Charge 2024/25	Indicative Increase Gross Charge	
		2023/24	2023/24			£	%
		£	£	£	£	£	%
28 Tickfield Full Day (9hrs) Mon-Fri 08.30 - 17.30 - Regular room >	Discretionary	240.00	240.00	240.00	240.00	0.00	0.00%
Porters							
29 Monday, Tuesday & Wednesday	Discretionary	770.00	770.00	845.00	845.00	75.00	9.74%
30 Thursday, Friday and Weekends	Discretionary	880.00	880.00	970.00	970.00	90.00	10.23%
31 Each additional 30 minutes	Discretionary	55.00	55.00	50.00	50.00	(5.00)	-9.09%

Description of Service		Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 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
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
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
4	Failure to provide information requested to identify liability	Statutory	70.00	70.00
5	Failure to provide information requested after a liability order has been obtained	Statutory	70.00	70.00
Further Failure to provide information				
6	Further failure to supply the requested information (all categories)	Statutory	280.00	280.00

Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
		£	%
70.00	70.00	0.00	0.00%
70.00	70.00	0.00	0.00%
70.00	70.00	0.00	0.00%
70.00	70.00	0.00	0.00%
70.00	70.00	0.00	0.00%
280.00	280.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
							£	%
Athletics								
1	Southend Athletics Club - season (2 evenings & Sunday a.m.)	Discretionary						
2	SLTC (Monday - Friday half day)	Discretionary						
3	SLTC (Monday - Friday evening)	Discretionary						
4	SLTC (Weekend, half day rate)	Discretionary						
5	SLTC (Per Hour up to Max 2 hours)	Discretionary						
6	SLTC (Monday - Friday 1 Hour)	Discretionary						
7	SLTC - Flood lights (per hour)	Discretionary						
8	SLTC – Equipment (hurdles, high jump, pole vault)	Discretionary						
9	SLTC - Pit Area, Hurdles, Misc. (Charges Per Area)	Discretionary						
10	SLTC - Casual Adult	Discretionary						
11	SLTC - Casual Junior & Concession	Discretionary						
12	SLTC - School track hire - 1 hour	Discretionary						
13	SLTC - School track hire - half day rate	Discretionary						
14	SLTC - School track hire - full day rate	Discretionary						
Bowls (parks)								
15	Bowls Season Ticket	Discretionary	138.00	138.00	152.00	152.00	14.00	10.14%
	NB: Advantage Card discounts not applicable on season ticket purchases							
Other Bowls Charges								
16	Cadet Season Ticket 16 & under	Discretionary	36.00	36.00	40.00	40.00	4.00	11.11%
17	Per Hour (per person)	Discretionary	5.70	5.70	6.30	6.30	0.60	10.53%
18	Per Hour (per person)-Advantage Card AB	Discretionary	5.15	5.15	5.70	5.70	0.55	10.68%
19	Per Hour (per person)-Advantage Card C	Discretionary	3.10	3.10	3.40	3.40	0.30	9.68%
20	Per Hour 16 and Under (per person)	Discretionary	1.55	1.55	1.70	1.70	0.15	9.68%
21	Per Hour 16 and Under (per person) Advantage Card AB	Discretionary	1.55	1.55	1.70	1.70	0.15	9.68%
22	Per Hour 16 and Under (per person) Advantage Card C	Discretionary	1.00	1.00	1.10	1.10	0.10	10.00%
23	Two Hour Game (Per Person)	Discretionary	11.00	11.00	12.00	12.00	1.00	9.09%
24	Two Hour Game (Per Person)- Advantage Card AB	Discretionary	9.75	9.75	10.70	10.70	0.95	9.74%
25	Two Hour Game (Per Person)- Advantage Card C	Discretionary	5.50	5.50	6.10	6.10	0.60	10.91%
26	Rink hire - Visiting Club (2 hour maximum)	Discretionary	23.75	23.75	26.00	26.00	2.25	9.47%
27	County Matches - Visiting Club - No charge	Discretionary						
28	Member of visiting club (per game) (collected by host club)	Discretionary	4.90	4.90	5.40	5.40	0.50	10.20%

Description of Service		Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
							£	%
Cricket								
29	Cat A (season every Saturday/Sunday)	Discretionary	4,000.00	4,000.00	4,400.00	4,400.00	400.00	10.00%
30	Cat A (season every Saturday/Sunday) with Council pavilion	Discretionary	4,910.00	4,910.00	5,400.00	5,400.00	490.00	9.98%
31	Cat B (season every Saturday/Sunday)	Discretionary	2,500.00	2,500.00	2,750.00	2,750.00	250.00	10.00%
32	Cat A (season every weekday - 1 day)	Discretionary	3,200.00	3,200.00	3,520.00	3,520.00	320.00	10.00%
33	Cat A (season every weekday - 1 day) with Council pavilion	Discretionary	3,300.00	3,300.00	3,630.00	3,630.00	330.00	10.00%
34	Cat B (season every weekday - 1 day)	Discretionary	1,700.00	1,700.00	1,870.00	1,870.00	170.00	10.00%
35	Cat A (season every weekday - 1 evening)	Discretionary	1,700.00	1,700.00	1,870.00	1,870.00	170.00	10.00%
36	Cat A (season every weekday - 1 evening) with Council Pavilion	Discretionary	1,725.00	1,725.00	1,900.00	1,900.00	175.00	10.14%
37	Cat B (season every weekday - 1 evening)	Discretionary	1,100.00	1,100.00	1,210.00	1,210.00	110.00	10.00%
38	Cat A (casual all day - 11.00 a.m.)	Discretionary	240.00	240.00	265.00	265.00	25.00	10.42%
39	Cat A (casual all day - 11.00 a.m.) with Council pavilion	Discretionary	245.00	245.00	270.00	270.00	25.00	10.20%
40	Cat B (casual all day - 11 a.m.)	Discretionary	185.00	185.00	205.00	205.00	20.00	10.81%
41	Cat A (casual half day - 2.00 p.m.)	Discretionary	180.00	180.00	200.00	200.00	20.00	11.11%
42	Cat A (casual half day - 2.00 p.m.) with Council pavilion	Discretionary	185.00	185.00	204.00	204.00	19.00	10.27%
43	Cat B (casual half day - 2.00 p.m.)	Discretionary	125.00	125.00	138.00	138.00	13.00	10.40%
44	Cat A (casual evening - 6.00 p.m.)	Discretionary	90.00	90.00	99.00	99.00	9.00	10.00%
45	Cat A (casual evening - 6.00 p.m.) with Council pavilion	Discretionary	100.00	100.00	110.00	110.00	10.00	10.00%
46	Cat B (casual evening - 6.00 p.m.)	Discretionary	62.00	62.00	68.00	68.00	6.00	9.68%
47	Cat A (casual Sunday & Bank Holiday afternoon)	Discretionary	240.00	240.00	264.00	264.00	24.00	10.00%
48	Cat A (casual Sunday & Bank Holiday afternoon) with Council pavilion	Discretionary	250.00	250.00	275.00	275.00	25.00	10.00%
49	Cat B (casual Sunday & Bank Holiday afternoon)	Discretionary	200.00	200.00	220.00	220.00	20.00	10.00%
50	Cat A (casual Sunday & Bank Holiday all day)	Discretionary	310.00	310.00	340.00	340.00	30.00	9.68%
51	Cat A (casual Sunday & Bank Holiday all day) with Council pavilion	Discretionary	190.00	190.00	210.00	210.00	20.00	10.53%
52	Cat B (casual Sunday & Bank Holiday all day)	Discretionary	250.00	250.00	275.00	275.00	25.00	10.00%
53	Cricket Pitch junior practice (half day)	Discretionary	37.00	37.00	40.00	40.00	3.00	8.11%
54	Cat A (Sunday a.m. youth on Saturday wicket)	Discretionary	50.00	50.00	55.00	55.00	5.00	10.00%
55	Cat B (Sunday a.m. youth on Saturday wicket)	Discretionary	42.00	42.00	46.00	46.00	4.00	9.52%
56	Chalkwell Park artificial wicket (casual)	Discretionary	42.00	42.00	46.00	46.00	4.00	9.52%

Description of Service		Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
							£	%
Golf								
57	18 Holes (Monday-Friday)	Discretionary	22.00	22.00	24.00	24.00	2.00	9.09%
58	18 Holes (Monday-Friday) Advantage Card AB	Discretionary	21.00	21.00	23.00	23.00	2.00	9.52%
59	18 Holes (Monday-Friday) Advantage Card C	Discretionary	18.00	18.00	20.00	20.00	2.00	11.11%
60	Twilight (Monday - Friday) 9 holes	Discretionary	12.00	12.00	13.00	13.00	1.00	8.33%
61	18 Holes (Saturday, Sunday & Bank Holidays)	Discretionary	27.00	27.00	30.00	30.00	3.00	11.11%
62	18 Holes (Saturday, Sunday & Bank Holidays) - Advantage Card AB	Discretionary	25.00	25.00	28.00	28.00	3.00	12.00%
63	18 Holes (Saturday, Sunday & Bank Holidays) - Advantage Card C	Discretionary	23.00	23.00	25.00	25.00	2.00	8.70%
64	Twilight (Saturday, Sunday & Bank Holidays) 9 Holes	Discretionary	13.50	13.50	15.00	15.00	1.50	11.11%
65	18 Holes (Monday-Friday Senior)	Discretionary	18.00	18.00	20.00	20.00	2.00	11.11%
66	18 Holes (Monday-Friday 18 and Under)	Discretionary	11.50	11.50	13.00	13.00	1.50	13.04%
67	18 Holes (Monday-Friday Senior) Advantage Card AB	Discretionary	13.30	13.30	15.00	15.00	1.70	12.78%
68	18 Holes (Monday-Friday 18 and Under) Advantage Card AB	Discretionary	10.50	10.50	12.00	12.00	1.50	14.29%
69	18 Holes (Monday-Friday Senior) Advantage Card C	Discretionary	12.00	12.00	13.00	13.00	1.00	8.33%
70	18 Holes (Monday-Friday 18 and Under) Advantage Card C	Discretionary	9.50	9.50	10.50	10.50	1.00	10.53%
71	Twilight 9 Holes (Monday-Friday Senior)	Discretionary	10.00	10.00	11.00	11.00	1.00	10.00%
72	Twilight 9 Holes (Monday-Friday 18 and Under)	Discretionary	10.50	10.50	12.00	12.00	1.50	14.29%
73	Off Peak (Monday-Friday)	Discretionary	17.50	17.50	19.00	19.00	1.50	8.57%
74	Off Peak (Saturday, Sunday & Bank Holidays)	Discretionary	25.00	25.00	28.00	28.00	3.00	12.00%
75	Off Peak (Monday - Friday, Senior/ 18 and Under)	Discretionary	11.50	11.50	13.00	13.00	1.50	13.04%
76	Lesson Ticket	Discretionary	2.80	2.80	3.10	3.10	0.30	10.71%
77	Lesson Ticket (Golf Foundation Under 18)	Discretionary	1.65	1.65	1.80	1.80	0.15	9.09%
78	Lesson Ticket (Golf Foundation Under 18) - Advantage Card AB	Discretionary	1.55	1.55	1.70	1.70	0.15	9.68%
79	Lesson Ticket (Golf Foundation Under 18) - Advantage Card C	Discretionary	1.15	1.15	1.30	1.30	0.15	13.04%
80	Practice Ticket	Discretionary	3.30	3.30	3.60	3.60	0.30	9.09%
81	Season Ticket 7 Day	Discretionary	850.00	850.00	935.00	935.00	85.00	10.00%
82	Season Ticket 7 Day Advantage Card C	Discretionary	750.00	750.00	825.00	825.00	75.00	10.00%
83	Season Ticket 5 Day before 5.00 pm Senior (State Pensionable Age)	Discretionary	430.00	430.00	475.00	475.00	45.00	10.47%
84	Season Ticket 5 Day before 5.00 pm Senior (State Pensionable Age) -Advantage Card C	Discretionary	370.00	370.00	405.00	405.00	35.00	9.46%
85	Season Ticket 5 Day	Discretionary	580.00	580.00	640.00	640.00	60.00	10.34%
86	Season Ticket 5 Day Advantage Card C	Discretionary	520.00	520.00	572.00	572.00	52.00	10.00%
87	Season Ticket Student Under 18's	Discretionary	100.00	100.00	110.00	110.00	10.00	10.00%
88	Locker Rent (per annum)	Discretionary	35.00	35.00	39.00	39.00	4.00	11.43%

Description of Service	Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
						£	%
Golf (continued)							
89	Block Booking for 2 hours	Discretionary	170.00	170.00	187.00	187.00	17.00 10.00%
90	Block Booking (home clubs) for 2 hours	Discretionary	60.00	60.00	66.00	66.00	6.00 10.00%
91	Tee Reservation (Annual School Championship)	Discretionary	21.00	21.00	23.00	23.00	2.00 9.52%
92	Pitch & Putt (per round) Adult	Discretionary	4.00	4.00	4.40	4.40	0.40 10.00%
93	Pitch & Putt (per round) Adult Advantage Card AB	Discretionary	3.50	3.50	3.90	3.90	0.40 11.43%
94	Pitch & Putt (per round) Adult Advantage Card C	Discretionary	3.20	3.20	3.50	3.50	0.30 9.37%
95	Pitch & Putt (per round) Child	Discretionary	2.50	2.50	2.80	2.80	0.30 12.00%
96	Pitch & Putt (per round) Child Advantage Card AB	Discretionary	2.35	2.35	2.60	2.60	0.25 10.64%
97	Pitch & Putt (per round) Child Advantage Card C	Discretionary	2.10	2.10	2.30	2.30	0.20 9.52%
Rugby							
98	Cat A (Season - Warners/Westbarrow)	Discretionary	3,600.00	3,600.00	3,960.00	3,960.00	360.00 10.00%
99	Cat A (casual)	Discretionary	150.00	150.00	165.00	165.00	15.00 10.00%
100	Under 13's – Under 19's on 'Senior Pitch' Sunday Season	Discretionary	1,300.00	1,300.00	1,430.00	1,430.00	130.00 10.00%
101	Under 13's – Under 19's on 'Senior Pitch' Sunday Casual	Discretionary	55.00	55.00	60.00	60.00	5.00 9.09%
102	Mini Rugby – on Senior Pitches	Discretionary	200.00	200.00	220.00	220.00	20.00 10.00%
Football							
103	Cat A (season 28 weeks - weekday)	Discretionary	2,100.00	2,100.00	2,310.00	2,310.00	210.00 10.00%
104	Cat B (season 28 weeks - weekday)	Discretionary	1,375.00	1,375.00	1,510.00	1,510.00	135.00 9.82%
105	Cat C (season 28 weeks - weekday)	Discretionary	1,300.00	1,300.00	1,430.00	1,430.00	130.00 10.00%
106	Cat A (season 28 weeks - Saturday/Sunday)	Discretionary	2,450.00	2,450.00	2,695.00	2,695.00	245.00 10.00%
107	Cat B (season 28 weeks - Saturday/Sunday)	Discretionary	1,700.00	1,700.00	1,870.00	1,870.00	170.00 10.00%
108	Cat C (season 28 weeks - Saturday/Sunday)	Discretionary	1,400.00	1,400.00	1,540.00	1,540.00	140.00 10.00%
109	Cat A (casual)	Discretionary	135.00	135.00	149.00	149.00	14.00 10.37%
110	Cat B (casual)	Discretionary	82.00	82.00	90.00	90.00	8.00 9.76%
111	Cat C (casual)	Discretionary	65.00	65.00	72.00	72.00	7.00 10.77%
112	Youth Commemoration/Jones Memorial Grounds (season - under 18)	Discretionary	880.00	880.00	968.00	968.00	88.00 10.00%
113	Youth Commemoration/Jones Memorial Grounds (casual - under 18)	Discretionary	52.00	52.00	57.00	57.00	5.00 9.62%
114	Youth Commemoration/Jones Memorial Grounds (season - under 16)	Discretionary	800.00	800.00	880.00	880.00	80.00 10.00%
115	Youth Commemoration/Jones Memorial Grounds (casual - under 16)	Discretionary	38.00	38.00	42.00	42.00	4.00 10.53%
116	Youth Commemoration/Jones Memorial Grounds (season - under 11)	Discretionary	400.00	400.00	440.00	440.00	40.00 10.00%
117	Youth Commemoration/Jones Memorial Grounds (casual - under 11)	Discretionary	19.00	19.00	21.00	21.00	2.00 10.53%
118	Southchurch Park Arena (Southend Manor) Season and training area	Discretionary	6,500.00	6,500.00	7,150.00	7,150.00	650.00 10.00%

Description of Service		Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
							£	%
Football (continued)								
119	Mini soccer (season 28 weeks)	Discretionary	400.00	400.00	440.00	440.00	40.00	10.00%
120	Casual	Discretionary	19.00	19.00	21.00	21.00	2.00	10.53%
Synthetic Pitch – Warners Park								
121	Pitch per hour	Discretionary	72.00	72.00	79.00	79.00	7.00	9.72%
122	Floodlighting per hour	Discretionary	17.00	17.00	19.00	19.00	2.00	11.76%
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	75.00	75.00	83.00	83.00	8.00	10.67%
128	Charity and Community Medium	Discretionary	140.00	140.00	154.00	154.00	14.00	10.00%
129	Charity and Community Large	Discretionary	240.00	240.00	264.00	264.00	24.00	10.00%
130	Commercial Small	Discretionary	425.00	425.00	468.00	468.00	43.00	10.12%
131	Commercial Medium	Discretionary	700.00	700.00	770.00	770.00	70.00	10.00%
132	Commercial Large	Discretionary	1,500.00	1,500.00	1,650.00	1,650.00	150.00	10.00%
133	Standpipe for Small Event	Discretionary	29.00	29.00	32.00	32.00	3.00	10.34%
134	Standpipe for Medium Event	Discretionary	52.00	52.00	57.00	57.00	5.00	9.62%
135	Standpipe for Large Event	Discretionary	78.00	78.00	86.00	86.00	8.00	10.26%
Other events								
136	Bandstand - Priory Park 2 hour performance and 2 hour set up fee	Discretionary	120.00	120.00	130.00	130.00	10.00	8.33%
137	Outdoor Fitness Classes Annual Permit	Discretionary	195.00	195.00	215.00	215.00	20.00	10.26%
138	Partnership events with the Council free of charge	Discretionary						

Description of Service		Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
							£	%
Miscellaneous								
139	Key deposit (refundable)	Discretionary	12.00	12.00	13.00	13.00	1.00	8.33%
140	Donated Trees	Discretionary	190.00	190.00	210.00	210.00	20.00	10.53%
141	Plaque for Donated Item	Discretionary	155.00	155.00	170.00	170.00	15.00	9.68%
142	Plaque for Donated Items - Advantage Card ABC	Discretionary	140.00	140.00	154.00	154.00	14.00	10.00%
143	Donated Wooden Seats & Plaques	Discretionary	1,000.00	1,000.00	1,100.00	1,100.00	100.00	10.00%
144	Donated Wooden Seats & Plaques Advantage Card ABC	Discretionary	900.00	900.00	990.00	990.00	90.00	10.00%
145	Donated Metal Seats & Plaques	Discretionary	1,200.00	1,200.00	1,320.00	1,320.00	120.00	10.00%
146	Donated Metal Seats & Plaques Advantage Card ABC	Discretionary	1,100.00	1,100.00	1,210.00	1,210.00	110.00	10.00%
147	Donated Seats – Cliffs Gardens & Prittlewell Square	Discretionary	1,300.00	1,300.00	1,430.00	1,430.00	130.00	10.00%
148	Donated Seats – Cliffs Gardens & Prittlewell Square Advantage Card ABC	Discretionary	1,200.00	1,200.00	1,320.00	1,320.00	120.00	10.00%
158	Donated Seat and Plaque - Rustic Bench	Discretionary	1,500.00	1,500.00	1,650.00	1,650.00	150.00	10.00%
159	Donated Seat and Plaque - Rustic Bench Advantage Card ABC	Discretionary	1,400.00	1,400.00	1,540.00	1,540.00	140.00	10.00%
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	5.21	4.34	5.21	0.00	0.00%
162	Resident Under 17/Senior (State Pensionable Age) / Student Category B	Discretionary	2.59	3.11	2.59	3.11	0.00	0.00%
163	Resident Adult Low Income Category C	Discretionary	0.85	1.02	0.85	1.02	0.00	0.00%
164	Resident Under 17 / Senior (State Pensionable Age) / Student Low Income Category C	Discretionary	0.85	1.02	0.85	1.02	0.00	0.00%
165	Family (1 adult, all children) Category A	Discretionary	7.86	9.43	7.86	9.43	0.00	0.00%
166	Family (2 adults, all children) Category A	Discretionary	10.46	12.55	10.46	12.55	0.00	0.00%
Access gates								
167	Access Gate Licence (5 years) for gate from private property onto amenity land.	Discretionary	45.00	45.00	50.00	50.00	5.00	11.11%
Floristry								
168	All Arrangements - each order based on current market price of cut flowers at time of sale.	Discretionary	Market Rate		Market Rate			

Description of Service	Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 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	1,100.00	1,100.00	60.00	5.77%
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 – Staffing charge per Hour	Discretionary			55.00	55.00	55.00	NEW
176 Priory Visitor centre (Wed - Sunday) cultural, educational & charitable purposes, per hour (or part)	Discretionary	25.00	25.00	25.00	25.00	0.00	0.00%
177 Priory Visitor centre (Wed - Sun) private functions / parties	Discretionary	50.00	50.00	50.00	50.00	0.00	0.00%
178 Priory Visitor Centre, (Wed - Sun) Commercial organisations	Discretionary	56.00	56.00	56.00	56.00	0.00	0.00%
Weddings/Civic Ceremonies (Southchurch Hall)							
179 Wednesday, Thursday	Discretionary	420.83	505.00	420.83	505.00	0.00	0.00%
180 Monday, Tuesday, Friday, Saturday, Sunday	Discretionary	595.83	715.00	595.83	715.00	0.00	0.00%
Weddings/Civil Ceremonies (Priory)							
181 Wed, Thur before 18:00 hrs	Discretionary	920.83	1,105.00	1,000.00	1,200.00	95.00	8.60%
182 Wed, Thur 18:00 to 22:00 hrs	Discretionary	1,200.00	1,440.00	1,200.00	1,440.00	0.00	0.00%
183 Mon, Tues, Fri, Sat, Sun before 18:00 hrs	Discretionary	1,375.00	1,650.00	1,375.00	1,650.00	0.00	0.00%
184 Mon, Tues, Fri, Sat, Sun 18:00 to 22:00 hrs	Discretionary	1,908.33	2,290.00	1,908.33	2,290.00	0.00	0.00%
185 Deposit	Discretionary	131.67	158.00	131.67	158.00	0.00	0.00%

Description of Service	Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge		
						£	%	
Beecroft Art Gallery Fees								
186	Lecture Theatre Wed - Sun (Commercial organisations and Public Meetings held by Political Parties – per hour 10am - 5pm)	Discretionary	52.00	52.00	52.00	52.00	0.00	0.00%
187	Lecture Theatre Wed - Sun (SCC partner organisations / charities) per hour. 10am - 5pm	Discretionary	25.00	25.00	25.00	25.00	0.00	0.00%
188	Lecture Theatre Wed - Sun (Other organisations and Non-Public Meetings of Political Parties – per hour) 10 am - 5pm	Discretionary	36.00	36.00	38.00	38.00	2.00	5.56%
189	Lecture Theatre Wed - Sun Projector Charge	Discretionary	10.00	10.00	10.00	10.00	0.00	0.00%
Meeting Rooms								
190	Private View - first 2 hours	Discretionary	112.00	112.00	112.00	112.00	0.00	0.00%
191	Private view - subsequent hours per hour	Discretionary	51.00	51.00	51.00	51.00	0.00	0.00%
192	Sale of works commission (30%)	Discretionary						
193	Open exhibition entry fee, 1 work	Discretionary	10.00	10.00	10.00	10.00	0.00	0.00%
194	Open exhibition entry fee, 2 works	Discretionary	15.00	15.00	15.00	15.00	0.00	0.00%
195	Open exhibition entry fee, 3 works	Discretionary	20.00	20.00	20.00	20.00	0.00	0.00%
Planetarium Fees								
196	Single Adult	Discretionary	5.67	6.80	6.17	7.40	0.60	8.82%
197	Single Child/OAP	Discretionary	3.83	4.60	4.17	5.00	0.40	8.70%
198	Family Ticket (2 adults & 3 children)	Discretionary	17.50	21.00	19.17	23.00	2.00	9.52%
199	10 Adults or more (any additional at pro rata costs)	Discretionary			53.33	64.00	64.00	NEW
200	10 Children or more (any additional at pro rata costs)	Discretionary			32.50	39.00	39.00	NEW
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	79.56	66.30	79.56	0.00	0.00%
205	HBSMR Larger Record Searches	Discretionary	159.00	159.00	160.00	160.00	1.00	0.63%
206	General Museum Enquiries / Research	Discretionary	No charge		No charge			

Description of Service		Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross 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	71.00	71.00	71.00	71.00	0.00	0.00%
209	School planetarium session		150.00	150.00	150.00	150.00	0.00	0.00%
210	Space Plus Session		TBD	-	TBD	-	0.00	#DIV/0!
211	School group half day session per class (up to 30)	Discretionary	175.00	175.00	175.00	175.00	0.00	0.00%
212	School loans, per 3 boxes per month	Discretionary	£10.00 for 2 weeks		£15.00 for 1 week			
213	School Outreach -Single Session up to 30 per class	Discretionary	215.00	215.00	215.00	215.00	0.00	0.00%
214	Charity/SCC outreach talk							
215	Outreach talks up to an hour minimum 10 people at another venue	Discretionary	200.00	200.00	200.00	200.00	0.00	0.00%
216	Seafront Walks	Discretionary	5.50	5.50	5.50	5.50	0.00	0.00%
217	Private Tours by Visitor Engagement Officers	Discretionary	5.00	5.00	5.00	5.00	0.00	0.00%
Archaeological deposit charges								
218	Full box	Discretionary	74.00	74.00	78.00	78.00	4.00	5.41%
219	Half box	Discretionary	37.00	37.00	40.00	40.00	3.00	8.11%
220	Skull box	Discretionary	37.00	37.00	38.00	38.00	1.00	2.70%
221	Human Bone	Discretionary	110.00	110.00	112.00	112.00	2.00	1.82%
222	Map rolls per 100g	Discretionary	1.50	1.50	1.65	1.65	0.15	10.00%
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			

Description of Service	Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
						£	%
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 Commercial Organisation charge. 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	35.75	42.90	41.67	50.00	7.10	16.55%
229 Private Individual charge. 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	35.75	42.90	12.50	15.00	(27.90)	-65.03%
Fines – Books, Compact Discs and Cassettes							
230 Charge for each day issuing library is open	Discretionary	0.25	0.25	0.30	0.30	0.05	20.00%
231 Maximum Charge for each loan (a renewal is a new loan)	Discretionary	11.00	11.00	12.00	12.00	1.00	9.09%
Recorded Sound							
232 Audio Books: Adults: 1 or 2 cassettes/CD's (3 week loan)	Discretionary	1.50	1.50	1.75	1.75	0.25	16.67%
233 Adults: 3 CD's and over (3 week loan)	Discretionary	2.50	2.50	2.75	2.75	0.25	10.00%
234 All spoken word for children Free of Charge	Discretionary						
235 Language Courses: Single item for 3 weeks	Discretionary	1.50	1.50	1.75	1.75	0.25	16.67%
236 Multiple sets for 12 weeks	Discretionary	5.00	5.00	5.50	5.50	0.50	10.00%
DVD							
237 Children's Fiction Video Hire (DVDC):	Discretionary						
238 Each item/week	Discretionary	1.00	1.00	1.10	1.10	0.10	10.00%
239 Overdue: Item/week	Discretionary	1.00	1.00	1.10	1.10	0.10	10.00%
240 Maximum charge (10 weeks)	Discretionary	10.00	10.00	11.00	11.00	1.00	10.00%
241 Damaged or Lost Items = Admin Fee plus Replacement Cost (If no replacement cost can be found, cost will be determined by Group Manager)							
242 Admin fee	Third Party	2.92	3.50	2.92	3.50	0.00	0.00%
243 Photocopies	Third Party	Market Rate		Market Rate			

Description of Service		Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
							£	%
Premises Hire								
Discounts for room bookings:								
Forum - Deeping Room - up to 25 people								
244	Half Day (4hrs)	Discretionary	125.00	125.00	140.00	140.00	15.00	12.00%
245	Full Day (8hrs)	Discretionary	240.00	240.00	265.00	265.00	25.00	10.42%
246	Hourly rate (minimum 2 hours) per hour or part of.	Discretionary	35.00	35.00	40.00	40.00	5.00	14.29%
247	Weekends (Sat) 9 - 4.00 per hour	Discretionary	25.00	25.00	27.50	27.50	2.50	10.00%
Forum - Helliwell Room - up to 20 people								
248	Half Day (4hrs)	Discretionary	100.00	100.00	110.00	110.00	10.00	10.00%
249	Full Day (9hrs)	Discretionary	190.00	190.00	210.00	210.00	20.00	10.53%
250	Hourly rate (minimum 2 hours) per hour	Discretionary	30.00	30.00	35.00	35.00	5.00	16.67%
251	Weekends (Sat) 9 - 4.00 per hour	Discretionary	20.00	20.00	22.50	22.50	2.50	12.50%
Forum - Combined rooms - up to 40 people								
252	Half Day (4hrs)	Discretionary	150.00	150.00	170.00	170.00	20.00	13.33%
253	Full Day (9hrs)	Discretionary	290.00	290.00	320.00	320.00	30.00	10.34%
254	Hourly rate (minimum 2 hours) per hour	Discretionary	40.00	40.00	45.00	45.00	5.00	12.50%
255	Weekends (Sat) 9 - 4.00 per hour	Discretionary	30.00	30.00	32.50	32.50	2.50	8.33%
Branch Libraries Meetings Rooms								
Discounts for Room Bookings:								
<u>Mon - Fri (from 9.30am)</u>								
256	Half day (4 hours)	Discretionary	60.00	60.00	65.00	65.00	5.00	8.33%
257	Full day (9.30 - 4.30)	Discretionary	100.00	100.00	110.00	110.00	10.00	10.00%
258	Hourly rate	Discretionary	16.00	16.00	18.00	18.00	2.00	12.50%
<u>Sat (from 9.30am)</u>								
259	Half day (4 hours)	Discretionary	45.00	45.00	50.00	50.00	5.00	11.11%
260	Full day (9.30 - 4.30)	Discretionary	80.00	80.00	85.00	85.00	5.00	6.25%
261	Hourly rate	Discretionary	12.00	12.00	13.50	13.50	1.50	12.50%
Additional equipment available								
262	Flip Charts, paper & flip chart pens - per set (for discounts see above)	Discretionary	5.00	6.00	5.83	7.00	1.00	16.67%
263	Projector	Discretionary	10.00	12.00	11.25	13.50	1.50	12.50%

Description of Service	Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
						£	%
Forum Foyer							
264 Table and 2 chairs for consultations(inc Council Departments)/clinics etc. per day or part	Discretionary	28.00	28.00	32.00	32.00	4.00	14.29%
265 Commercial organisations - including Artists	Discretionary	34.00	34.00	38.00	38.00	4.00	11.76%
266 Charities - (non profit making) per week	Discretionary	17.00	17.00	19.00	19.00	2.00	11.76%
Displays – per week							
267 Up to 75 sq. m	Discretionary	25.50	25.50	28.50	28.50	3.00	11.76%
268 Over 75 sq. m	Discretionary	46.00	46.00	50.00	50.00	4.00	8.70%
Exhibitions							
269 Display screens: Deposit	Discretionary	148.00	148.00	163.00	163.00	15.00	10.14%
270 Weekly hire per set	Discretionary	87.00	87.00	95.00	95.00	8.00	9.20%
271 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:							
272 Full Gallery	Discretionary	140.00	140.00	155.00	155.00	15.00	10.71%
273 Curved Wall	Discretionary	84.00	84.00	92.50	92.50	8.50	10.12%
274 Porthole Wall	Discretionary	50.00	50.00	55.00	55.00	5.00	10.00%
275 Private Views (subject to availability minimum 2hrs before 7pm)	Discretionary	40.00	40.00	44.00	44.00	4.00	10.00%
276 Private Views (subject to availability minimum 2hrs after 7pm)	Discretionary	70.00	70.00	77.50	77.50	7.50	10.71%
Internet							
277 First hour Free (additional 1 hour for Universal Credit holders if no paying customers waiting)	Discretionary						
278 Subsequent hours – per hour	Discretionary	1.67	2.00	2.08	2.50	0.50	25.00%
Talks (Libraries)							
279 Community groups - see separate charge for Museums	Discretionary	21.00	21.00	23.50	23.50	2.50	11.90%

Description of Service	Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
						£	%
Focal Point Gallery							
Education Fees							
280 Children's Art Classes (2 hr session)	Discretionary	9.00	9.00	9.00	9.00	0.00	0.00%
281 Children's Art Classes Siblings	Discretionary	7.00	7.00	7.00	7.00	0.00	0.00%
282 Contemporary Elders	Discretionary	-	-	-	-	0.00	0.00%
283 School group two workshop session per child per class up to 30 (1 artist led activity and Library)	Discretionary	200.00	200.00	200.00	200.00	0.00	0.00%
284 Schools out of Borough	Discretionary	400.00	400.00	400.00	400.00	0.00	0.00%
285 Gallery Tours - Late Thursdays/Students/Access groups	Discretionary	No Charge		No Charge			
286 Workshops - 2 hrs (£4.50 an hr)	Discretionary	9.00	9.00	9.00	9.00	0.00	0.00%
287 Workshop sibling	Discretionary	7.00	7.00	7.00	7.00	0.00	0.00%
288 Workshop concessionary	Discretionary	6.00	6.00	6.00	6.00	0.00	0.00%
289 Off-site Walks	Discretionary	5.00	5.00	5.00	5.00	0.00	0.00%
290 Off-site Walks Concessionary	Discretionary	3.00	3.00	3.00	3.00	0.00	0.00%
291 Panels discussions / Artist's talk	Discretionary	5.00	5.00	5.00	5.00	0.00	0.00%
292 Panel discussion / Artist Talk concessionary	Discretionary	3.00	3.00	3.00	3.00	0.00	0.00%
Hires Commercial Rate							
293 Foyer space (excl. staff costs) per hour	Discretionary	50.00	50.00	50.00	50.00	0.00	0.00%
294 Private Views: First 2 hours (excl. staff costs)	Discretionary	150.00	150.00	150.00	150.00	0.00	0.00%
295 Subsequent hours – per hour (excl. staff costs)	Discretionary	50.00	50.00	50.00	50.00	0.00	0.00%
296 Introductory Tour	Discretionary	150.00	150.00	150.00	150.00	0.00	0.00%
Hires Charity Rate							
297 Foyer Space - 2 hrs (excl. staff costs)	Discretionary	100.00	100.00	100.00	100.00	0.00	0.00%
298 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 2023/24	Gross 2023/24 Charge	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge		
		£	£			£	%	
Highways and Traffic Management Services								
1	Vehicle access onto pedestrian zone	Discretionary	85.00	85.00	95.00	95.00	10.00	11.76%
Apparatus on the highway (crane, cherry picker 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	Full Cost Recovery	245.00	245.00	245.00	245.00	0.00	0.00%
3	Deposit - per m2 (minimum deposit £1000)	Discretionary	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	Full Cost Recovery	245.00	245.00	245.00	245.00	0.00	0.00%
5	Site Inspections to monitor compliance - per inspection (minimum of three inspections)	Full Cost Recovery	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	Full Cost Recovery	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	Full Cost Recovery	110.00	110.00	110.00	110.00	0.00	0.00%
9	Unlicensed skip permit	Full Cost Recovery	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	At cost + 20%		At 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)	Discretionary	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	Full Cost Recovery	245.00	245.00	245.00	245.00	0.00	0.00%
14	Site Inspections to monitor compliance - per inspection (minimum of three inspection)	Full Cost Recovery	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	Full Cost Recovery	245.00	245.00	245.00	245.00	0.00	0.00%
16	Deposit - per m2 (minimum deposit £1000.00)	Discretionary	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	Full Cost Recovery	245.00	245.00	245.00	245.00	0.00	0.00%
18	Site Inspections to monitor compliance - per inspection (minimum of three inspections)	Full Cost Recovery	85.00	85.00	85.00	85.00	0.00	0.00%

Description of Service	Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 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)	Discretionary	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	Full Cost Recovery	245.00	245.00	245.00	245.00	0.00	0.00%
22	Site Inspections to monitor compliance - per inspection (minimum of three inspections)	Full Cost Recovery	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	Full Cost Recovery	245.00	245.00	245.00	245.00	0.00	0.00%
24	Deposit - per m2 (minimum deposit £1000.00)	Discretionary	110.00	110.00	110.00	110.00	0.00	0.00%
25	Validation or extension request to a s50 licence	Full Cost Recovery	245.00	245.00	245.00	245.00	0.00	0.00%
26	Site Inspections to monitor compliance - per inspection (minimum of three inspections)	Full Cost Recovery	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	Full Cost Recovery	245.00	245.00	245.00	245.00	0.00	0.00%
28	Deposit - per m2 (minimum deposit £1000)	Discretionary	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	Full Cost Recovery	245.00	245.00	245.00	245.00	0.00	0.00%
30	Site Inspections to monitor compliance - per inspection (minimum of three inspection)	Full Cost Recovery	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	Full Cost Recovery	245.00	245.00	245.00	245.00	0.00	0.00%
32	Deposit - per m2 (minimum deposit £1000)	Full Cost Recovery	110.00	110.00	110.00	110.00	0.00	0.00%
33	Licence fee (12 month period-non refundable)	Full Cost Recovery	120.00	120.00	120.00	120.00	0.00	0.00%
34	Site Inspections to monitor compliance - per inspection (minimum of three inspection)	Full Cost Recovery	85.00	85.00	85.00	85.00	0.00	0.00%
35	Application under S247 TCPA 1990 to stop up the highway	Full Cost Recovery	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	Full Cost Recovery	237.00	237.00	237.00	237.00	0.00	0.00%
37	Bollard (reset)	Full Cost Recovery	55.00	55.00	55.00	55.00	0.00	0.00%
38	Bollard (replacement)	Full Cost Recovery	480.00	480.00	480.00	480.00	0.00	0.00%
39	Street Lighting Column Replacement	Full Cost Recovery	680.00	680.00	680.00	680.00	0.00	0.00%
40	Traffic signals (re-plumb post)	Full Cost Recovery	225.00	225.00	225.00	225.00	0.00	0.00%
41	Replace Bus infrastructure	Full Cost Recovery	Full cost recovery		Full cost recovery			

Description of Service	Basis of Charge	Net Charge 2023/24	Gross 2023/24 Charge	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
		£	£			£	%
42 Repair Bus shelters	Full Cost Recovery	Full cost recovery		Full cost recovery			
43 Bond for all commercial works	Discretionary	30,000.00	30,000.00	33,000.00	33,000.00	3,000.00	10.00%
44 Bond for all residential works	Discretionary	20,000.00	20,000.00	22,000.00	22,000.00	2,000.00	10.00%
Technical approval of Highways structures							
(Fee for administering, commissioning specialist structural engineers and signing the Technical Approvals)							
45 Fee for checking and approving structures (Category 0 – no departure's)	Full Cost Recovery	525.00	525.00	525.00	525.00	0.00	0.00%
46 Fee for checking and approving structures (Category 1 – no departure's)	Full Cost Recovery	525.00	525.00	525.00	525.00	0.00	0.00%
47 Fee for checking and approving structures (Category 2 – no departure's)	Full Cost Recovery	425.00	425.00	425.00	425.00	0.00	0.00%
48 Fee for checking and approving structures (Category 2 – with departure's)	Full Cost Recovery	425.00	425.00	425.00	425.00	0.00	0.00%
49 Fee for checking and approving structures (Category 3 – all)	Full Cost Recovery	225.00	225.00	225.00	225.00	0.00	0.00%
Permanent Vehicular Crossing							
50 PVX; application fee – includes inspection and administration (non refundable)	Full Cost Recovery	300.00	300.00	300.00	300.00	0.00	0.00%
51 PVX; application fee – includes inspection and administration (non refundable) – cross a watercourse or ditch	Full Cost Recovery	300.00	300.00	300.00	300.00	0.00	0.00%
52 Cost to construct new or extension to existing domestic vehicle crossing (per square metre rate)	Full Cost Recovery	247.00	247.00	247.00	247.00	0.00	0.00%
53 PVX; application fee for Commercial PVX	Full Cost Recovery	270.00	270.00	270.00	270.00	0.00	0.00%
54 Cost to construct new or extension to existing commercial vehicle crossing (per square metre rate) NEW	Full Cost Recovery	296.40	296.40	296.40	296.40	0.00	0.00%
55 PVX; manually excavated trial pit	Full Cost Recovery	390.00	390.00	390.00	390.00	0.00	0.00%
Traffic Regulation Orders and Road Signs and Lines							
56 Temporary Traffic Orders	Full Cost Recovery	1,850.00	1,850.00	1,850.00	1,850.00	0.00	0.00%
57 Temporary Traffic Regulation Notice (Emergency Road Closure) No Advert	Full Cost Recovery	150.00	150.00	150.00	150.00	0.00	0.00%
58 Disabled Parking Bays - With TRO and signs and lines. Admin and lining	Full Cost Recovery	500.00	500.00	500.00	500.00	0.00	0.00%
59 Disabled Parking Bays - With TRO and signs and lines.	Full Cost Recovery	1,980.00	1,980.00	1,980.00	1,980.00	0.00	0.00%
60 Change to Traffic Order	Full Cost Recovery	1,850.00	1,850.00	1,850.00	1,850.00	0.00	0.00%
61 Revoke of Traffic regulation order	Full Cost Recovery	1,850.00	1,850.00	1,850.00	1,850.00	0.00	0.00%
62 Experimental Traffic Regulation Order	Full Cost Recovery	1,850.00	1,850.00	1,850.00	1,850.00	0.00	0.00%
63 Experimental Traffic Regulation Order	Full Cost Recovery	2,500.00	2,500.00	2,500.00	2,500.00	0.00	0.00%
64 Private destination signs (Admin Fee)	Full Cost Recovery	Cost + £20 Admin Fee		Cost + £20 Admin Fee			
65 Temporary traffic signal design and approval (cost)	Full Cost Recovery	At cost		At cost			
66 Temporary traffic signal design and approval (Admin Fee)	Full Cost Recovery	107.10	128.52	107.10	128.52	0.00	0.00%
67 Attendance by Traffic Signal Engineer to inspect/turn on-off signals for approved purposes(cost)	Full Cost Recovery	At cost + 15% Admin		At cost + 15% Admin			
68 Attendance by Traffic Signal Engineer to inspect/turn on-off signals for approved purposes per visit	Full Cost Recovery	104.55	125.46	104.55	125.46	0.00	0.00%

Description of Service	Basis of Charge	Net Charge	Gross	Indicative Net Charge	Indicative Gross	Indicative Increase Gross	
		2023/24	2023/24			Charge	Charge
		£	£	£	£	£	%
Traffic Regulation Orders and Road Signs and Lines (continued)							
69	Neighbourhood Watch Signs	Full Cost Recovery	Cost + £20 Admin Fee				
70	Traffic Regulation Orders - copies / extracts	Full Cost Recovery	52.28	62.74	52.28	62.74	0.00%
71	Provision of Road Casualty Data - per street per 500m length	Full Cost Recovery	115.01	138.01	115.01	138.01	0.00%
72	Supply of Technical Survey data	Full Cost Recovery	115.01	138.01	115.01	138.01	0.00%
73	Approval for temporary direction signage	Full Cost Recovery	73.19	87.83	73.19	87.83	0.00%
74	Signs and Lines infrastructure implementation per metre		225.00	225.00	225.00	225.00	0.00%
75	New parking post / plate		225.00	225.00	225.00	225.00	0.00%
76	Implementation / Removal of new bay markings		525.00	525.00	525.00	525.00	0.00%
Highways Supervision and Agreements							
77	New Street Agreement (Section 38) - 10% of the value of the works	Full Cost Recovery					
78	Advance Payments Code - inspection, administration and legal fees	Full Cost Recovery	850.00	850.00	850.00	850.00	0.00%
Road Safety							
79	Road Safety Promotional - at cost	Full Cost Recovery		At cost		At cost	
80	Cycle Training- at various costs, see www.cyclesouthend.co.uk website for details	Full Cost Recovery		At cost		At cost	
Public Rights of Way							
81	Stopping up and diversion of Public Rights of Way - non refundable fee	Statutory	235.24	235.24	235.24	235.24	0.00%
82	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%
Highways Records							
83	Highway Boundary Searches	Statutory	83.64	83.64	83.64	83.64	0.00%
Naming / Numbering for new properties							
84	Up to 5	Statutory	115.01	115.01	127.00	127.00	10.43%
85	6 - 20	Statutory	334.56	334.56	367.00	367.00	9.70%
86	21 - 50	Statutory	554.12	554.12	609.00	609.00	9.90%
87	51 and over	Statutory	778.90	778.90	856.00	856.00	9.90%
88	Addressing unregistered properties (each)	Statutory	33.46	33.46	36.00	36.00	7.60%
89	Provision of street name plates (each)	Full Cost Recovery	522.75	522.75	522.75	522.75	0.00%
Memorial Benches							
90	Memorial Benches - Maintenance	Full Cost Recovery	505.00	505.00	505.00	505.00	0.00%
91	Memorial Bench - Bench Removal	Full Cost Recovery	70.00	70.00	70.00	70.00	0.00%

Description of Service	Basis of Charge	Net Charge 2023/24	Gross 2023/24 Charge	Indicative Net Charge 2024/25	Indicative Gross 2024/25 Charge	Indicative Increase Gross Charge		
		£	£			£	%	
East of England Common Permit Scheme								
92	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%
93	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%
94	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%
95	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%
96	Permit as per schedule	Statutory						
97	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%
98	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%
99	Immediate activity on a traffic sensitive street Category 1, 2, 3 and 4	Statutory			60.00	60.00	60.00	NEW
100	Immediate activity on a non-traffic sensitive street Category 3 and 4	Statutory			40.00	40.00	40.00	NEW
101	Major activity on a traffic sensitive street Category 1, 2, 3 and 4	Statutory			240.00	240.00	240.00	NEW
102	Standard works on a traffic sensitive street Category 1, 2, 3 and 4	Statutory			130.00	130.00	130.00	NEW
103	Minor works on a traffic sensitive street Category 1, 2, 3 and 4	Statutory			65.00	65.00	65.00	NEW
104	Major works on a non-traffic sensitive street Category 3 and 4	Statutory			150.00	150.00	150.00	NEW
105	Standard works on a non-traffic sensitive street Category 3 and 4	Statutory			75.00	75.00	75.00	NEW
106	Minor works on a non-traffic sensitive street Category 3 and 4	Statutory			45.00	45.00	45.00	NEW
107	S74 – Traffic-sensitive street or protected street not in road category 2, 3 or 4 (first 3 days)	Statutory	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.00%
108	S74 – Traffic-sensitive street or protected street not in road category 2, 3 or 4 (each subsequent day)	Statutory	10,000.00	10,000.00	10,000.00	10,000.00	0.00	0.00%
109	S74 – other street not in road category 2, 3 or 4 (first 3 days)	Statutory	2,500.00	2,500.00	2,500.00	2,500.00	0.00	0.00%
110	S74 – other street not in road category 2, 3 or 4 (each subsequent day)	Statutory	2,500.00	2,500.00	2,500.00	2,500.00	0.00	0.00%
111	S74 – Traffic-sensitive street or protected street in road category 2 (first 3 days)	Statutory	3,000.00	3,000.00	3,000.00	3,000.00	0.00	0.00%
112	S74 – Traffic-sensitive street or protected street in road category 2 (each subsequent day)	Statutory	8,000.00	8,000.00	8,000.00	8,000.00	0.00	0.00%
113	S74 – other street in road category 2 (first 3 days)	Statutory	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00%
114	S74 – other street in road category 2 (each subsequent day)	Statutory	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00%
115	S74 – Traffic-sensitive street or protected street in road category 3 or 4 (first 3 days)	Statutory	750.00	750.00	750.00	750.00	0.00	0.00%
116	S74 – Traffic-sensitive street or protected street in road category 3 or 4 (each subsequent day)	Statutory	750.00	750.00	750.00	750.00	0.00	0.00%
117	S74 – other street in road category 3 or 4 (first 3 days)	Statutory	250.00	250.00	250.00	250.00	0.00	0.00%
118	S74 – other street in road category 3 or 4 (each subsequent day)	Statutory	250.00	250.00	250.00	250.00	0.00	0.00%
119	S74 - outside the carriageway street not in road category 2, 3 or 4 (each day)	Statutory			2,500.00	2,500.00	2,500.00	NEW
120	S74 - outside the carriageway street in road category 2 (each day)	Statutory			2,500.00	2,500.00	2,500.00	NEW
121	S74 - outside the carriageway street in road category 3 or 4 (each day)	Statutory			250.00	250.00	250.00	NEW

Description of Service	Basis of Charge	Net Charge 2023/24	Gross 2023/24 Charge	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
		£	£			£	%
Flood Risk Management							
Section 23 - Land Drainage Act (1991)							
122 Pre-Application advice - written advice	Full Cost Recovery	165.00	165.00	182.00	182.00	17.00	10.30%
123 Pre-Application advice - site visit and written advice	Full Cost Recovery	325.00	325.00	358.00	358.00	33.00	10.15%
124 Watercourse consent (per structure)	Full Cost Recovery	50.00	50.00	55.00	55.00	5.00	10.00%
125 Sustainable Drainage Systems (SuDS) planning advice	Full Cost Recovery	various		various			
Travel Centre							
126 Departure charges	Discretionary	0.50	0.50	0.55	0.55	0.05	10.00%
Bus Stops							
127 Request for stop suspension	Full Cost Recovery	230.00	230.00	230.00	230.00	0.00	0.00%
128 Added stops on request	Full Cost Recovery	30.00	30.00	30.00	30.00	0.00	0.00%
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	Full Cost Recovery	166.67	200.00	166.67	200.00	0.00	0.00%
131 Use of the Southend Transport Models (cost on application to be agreed, generally SCC consultant's fee plus 20%)	Full Cost Recovery						

* Occupation maybe subject to variation

Description of Service		Basis of Charge	Net Charge 2023/24	Gross 2023/24 Charge	Indicative Net Charge 2024/25	Indicative Gross 2024/25 Charge	Indicative Increase Gross Charge	
							£	£
Private Sector Housing Charges								
1	Mandatory Licence of House in Multiple Occupation - up to 6 lettings	Full Cost Recovery	1,100.00	1,100.00	1,210.00	1,210.00	110.00	10.00%
2	Mandatory Licence of House in Multiple Occupation - each additional letting	Full Cost Recovery	100.00	100.00	110.00	110.00	10.00	10.00%
3	Selective Licence The first part of the fee A will be £203 and the second part fee B will be £605. Total fee £808.	Full Cost Recovery	735.00	735.00	808.00	808.00	73.00	9.93%
*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.								
4	Improvement Notice	Full Cost Recovery	665.00	665.00	730.00	730.00	65.00	9.77%
5	Energy Performance Certificate Enforcement	Full Cost Recovery	242.00	242.00	265.00	265.00	23.00	9.50%
6	Immigration Inspection - initial visit	Discretionary	220.00	220.00	245.00	245.00	25.00	11.36%
7	Immigration Inspection - each subsequent visit	Discretionary	77.00	77.00	85.00	85.00	8.00	10.39%
8	Hazard Awareness Notice	Full Cost Recovery	665.00	665.00	730.00	730.00	65.00	9.77%
9	Prohibition Order	Full Cost Recovery	665.00	665.00	730.00	730.00	65.00	9.77%
10	Emergency Prohibition Order	Full Cost Recovery	665.00	665.00	730.00	730.00	65.00	9.77%
11	Remedial Action Notice	Full Cost Recovery	665.00	665.00	730.00	730.00	65.00	9.77%
12	Emergency Remedial Action Notice	Full Cost Recovery	665.00	665.00	730.00	730.00	65.00	9.77%
13	Demolition Order	Full Cost Recovery	1,215.00	1,215.00	1,335.00	1,335.00	120.00	9.88%
14	Clearance Area	Full Cost Recovery	1,215.00	1,215.00	1,335.00	1,335.00	120.00	9.88%
15	Interim Management Order	Full Cost Recovery	1,500.00	1,500.00	1,650.00	1,650.00	150.00	10.00%
16	Each additional unit above 6 units	Full Cost Recovery	100.00	100.00	110.00	110.00	10.00	10.00%
17	Final Management Order	Full Cost Recovery	1,500.00	1,500.00	1,650.00	1,650.00	150.00	10.00%
18	Each additional unit above 6 units	Full Cost Recovery	100.00	100.00	110.00	110.00	10.00	10.00%
19	Interim Empty Dwelling Management Order	Full Cost Recovery	940.00	940.00	1,035.00	1,035.00	95.00	10.11%
20	Final Empty Dwelling Management Order	Full Cost Recovery	940.00	940.00	1,035.00	1,035.00	95.00	10.11%
21	Works in Default undertaken	Full Cost Recovery	30% of cost of works in default		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		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

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	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 (i.e. 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 (i.e. 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	N/A	£100	N/A	£25	N/A	£15
Prize Gaming Permit	£300	£300	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)	£200 (£100 where holder of Club Premises)	£50	N/A	£100	N/A	N/A	£15
Alcohol Licensed Premises Gaming Machine Permit	£150	N/A	£50	£100	£100	£25	£25	£15
<p>* Ten Yearly Renewal fees Alcohol Licensed Premises - £50 - notification fee only (for authorisation of up to 2 machines)</p>								

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

The following fees are payable:

	2023/24	2024/25
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 2024-25

	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	£266.00	£244.00	£266.00	£266.00	£592.00	£266.00	£266.00	£575.00
New – grant fee	£132.00	£114.00	£132.00	£132.00	£165.00	£132.00	£60.50	£60.50
total (for reference)	£438.00	£358.00	£438.00	£438.00	£757.00	£438.00	£326.50	£635.50
Renewal – application fee	£266.00	£244.00	£266.00	£266.00	£311.00	£266.00	£266.00	£575.00
Renewal – grant fee	£132.00	£114.00	£132.00	£132.00	£165.00	£132.00	£60.50	£60.50
total (for reference)	£398.00	£358.00	£398.00	£398.00	£476.00	£398.00	£326.50	£635.50
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 £33.94 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 £154ph plus £52 attendance fee. Any additional costs will be invoiced and added to the grant fee.

C - vet included within new and renewal application fee at £154ph plus £52 attendance fee. Any additional costs will be invoiced and added to the grant fee.

Hiring Horses	2023/24	2024/25
New – 1 Year	£865.00	£951.50
Renewal – 1 Year	£865.00	£951.50
1 year grant fee	£943.00	£1,037.00
Renewal – 2 Years	£1,638.00	£1,802.00
Renewal – 3 Years	£2,372.00	£2,609.00
Re Rating Inspection Fee	£119.00	£131.00
Zoos		
(3-6 yearly by instalments)	£1,163.00	£1,279.00
All Licences		
Replacement of lost documents	£31.00	£34.00

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	Gross	Indicative	Indicative	Indicative Increase Gross	
			2023/24	2023/24			Net Charge	Gross
			£	£	£	£	£	%
1	Standard Search (forms LLC1 and Con29'R') (VAT on Con29'R' element only)	Full Cost Recovery	126.50	144.10	139.00	158.40	14.30	9.92%
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	88.00	105.60	97.00	116.40	10.80	10.23%
4	Additional Parcels of Land (Standard Search) per parcel (VAT on Con29'R' element only)	Full Cost Recovery	17.25	19.70	19.00	21.70	2.00	10.15%
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	12.25	14.70	13.50	16.20	1.50	10.20%
7	Local Enquiries (form CON29'O') per question	Full Cost Recovery	18.25	21.90	20.00	24.00	2.10	9.59%

Description of Service		Basis of Charge	Net Charge 2023/24	Gross 2023/24 Charge	Indicative Net Charge 2024/25	Indicative Gross 2024/25 Charge	Indicative 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	1.00	1.25	1.50	0.50	50.00%
2	Summer	Discretionary	2.08	2.50	2.50	3.00	0.50	20.00%
3	Summer Child / Concessions	Discretionary	1.25	1.50	1.67	2.00	0.50	33.33%
Pier Train Single (includes Pier Entry)								
4	Adult	Discretionary	5.28	5.70	6.00	6.50	0.80	14.04%
5	Child / concession	Discretionary	2.65	2.90	3.17	3.50	0.60	20.69%
6	Family (5 people min two children)	Discretionary	14.45	15.50	16.88	18.00	2.50	16.16%
Pier train return								
7	Adult	Discretionary	5.78	6.20	7.00	7.50	1.30	20.97%
8	Child / concession	Discretionary	2.85	3.10	3.67	4.00	0.90	29.03%
9	Family (5 people min two children)	Discretionary	14.95	16.00	17.88	19.00	3.00	18.78%
10	Attendance Support to Families Scattering Ashes	Discretionary	17.50	17.50	20.00	20.00	2.50	14.29%
Joining visiting ship								
11	As above rates with 20% discount	Discretionary						
Pier Fishing								
12	Adult	Discretionary	7.42	8.90	8.33	10.00	1.10	12.36%
13	Child / concession	Discretionary	3.75	4.50	4.17	5.00	0.50	11.11%
14	Any age one way only (licensed angling boat)	Discretionary	3.75	4.50	4.17	5.00	0.50	11.11%
Pier fishing season tickets								
15	Adult day	Discretionary	89.90	107.88	104.17	125.00	17.12	15.87%
16	Concession day	Discretionary	44.95	53.94	52.50	63.00	9.06	16.80%
17	Adult night	Discretionary	89.90	107.88	104.17	125.00	17.12	15.87%
18	Concession night	Discretionary	44.95	53.94	52.50	63.00	9.06	16.80%
19	Adult Anytime	Discretionary	156.80	188.16	175.00	210.00	21.84	11.61%
20	Concession anytime	Discretionary	78.40	94.08	87.50	105.00	10.92	11.61%
Pier season tickets (daytime only)								
21	Adult	Discretionary	95.00	114.00	104.17	125.00	11.00	9.65%
22	Concession	Discretionary	47.50	57.00	52.50	63.00	6.00	10.53%

Description of Service	Basis of Charge	Net Charge 2023/24	Gross 2023/24 Charge	Indicative Net Charge 2024/25	Indicative Gross 2024/25 Charge	Indicative Increase Gross Charge	
						£	%
Pier head berthing							
Private craft							
23 Up to 40 ft (12.2M)	Discretionary	26.33	31.60	29.17	35.00	3.40	10.76%
24 40 ft (12.2m) to 50 ft (15.2m)	Discretionary	46.67	56.00	51.67	62.00	6.00	10.71%
25 Over 50 ft (15.2M)	Discretionary	88.33	106.00	98.33	118.00	12.00	11.32%
Licensed passenger vessels							
26 Capacity 1-49 passengers (per visit)	Discretionary	46.67	56.00	51.67	62.00	6.00	10.71%
27 Capacity 50+ passengers (per visit)	Discretionary	88.33	106.00	98.33	118.00	12.00	11.32%
28 Charter Vessel SBC Licenced berthing per visit (excludes passenger vessels)	Discretionary	58.33	70.00	65.00	78.00	8.00	11.43%
Foreshore charges							
Moorings							
29 Two Tree Island	Discretionary	247.50	297.00	272.50	327.00	30.00	10.10%
30 PLA Two Tree Island	Discretionary	370.00	444.00	408.33	490.00	46.00	10.36%
31 Hadleigh Ray	Discretionary	273.33	328.00	300.83	361.00	33.00	10.06%
32 Leigh Creek	Discretionary	370.00	444.00	407.50	489.00	45.00	10.14%
33 Other Mooring Locations	Discretionary	120.00	144.00	133.33	160.00	16.00	11.11%
34 Dinghy Racks (Two Tree Island Mooring Holders Only)	Discretionary	44.90	53.88	50.00	60.00	6.12	11.36%
35 Two Tree Island lockers	Discretionary	58.75	70.50	65.00	78.00	7.50	10.64%
Other foreshore charges							
36 Motor boat / PWC casual launching	Discretionary	40.00	48.00	44.17	53.00	5.00	10.42%
37 Sailing / rowing / casual launch	Discretionary	16.67	20.00	18.33	22.00	2.00	10.00%
38 Launch of kayak / canoe / paddle board	Discretionary	3.58	4.30	4.17	5.00	0.70	16.28%
39 Fine for non-payment of launching fees	Discretionary	75.00	90.00	83.33	100.00	10.00	11.11%
Season tickets - launching							
40 Motor boat/ PWC	Discretionary	194.00	232.80	215.00	258.00	25.20	10.82%
41 Club member motor boat	Discretionary	141.25	169.50	155.83	187.00	17.50	10.32%
42 Sailing / rowing boat	Discretionary	117.40	140.88	129.17	155.00	14.12	10.02%
43 Combined Dinghy Launching and Storage (non mooring holders)	Discretionary	184.30	221.16	203.33	244.00	22.84	10.33%
44 Launch of kayak / canoe / paddle board	Discretionary	32.20	38.64	35.83	43.00	4.36	11.28%
45 Boat wreck removal	Discretionary	Price on Application		Price on Application			
46 Use of crane at Two Tree (per boat)	Discretionary	26.14	31.37	29.17	35.00	3.63	11.57%
47 Boatman's license	Discretionary	51.55	61.86	56.67	68.00	6.14	9.93%
48 Boat licence - up to 12 passengers	Discretionary	51.55	61.86	56.67	68.00	6.14	9.93%
49 Boat equipment inspection	Discretionary	77.40	92.88	85.83	103.00	10.12	10.90%
50 Test fee, boatman's license (1st class) including consultant fee	Discretionary	124.30	149.16	137.50	165.00	15.84	10.62%

Description of Service		Basis of Charge	Net Charge	Gross	Indicative Net Charge	Indicative Gross	Indicative Increase Gross	
			2023/24	2023/24			Charge	Charge
			£	£	£	£	£	%
Berthing at Leigh Wharfs								
51	First day free. Per day or part day thereafter	Discretionary	20.55	24.66	25.00	30.00	5.34	21.65%
52	Per day or part after 10 days	Discretionary	61.65	73.98	68.33	82.00	8.02	10.84%
Use of Leigh Wharfs for lifting boats								
53	Charge per occasion	Discretionary	191.20	229.44	210.83	253.00	23.56	10.27%
Bait digging licence								
54	Adult	Discretionary	25.30	30.36	27.92	33.50	3.14	10.34%
55	Child / OAP	Discretionary	15.50	18.60	17.08	20.50	1.90	10.22%
Cliff Lift								
56	One journey in either direction	Discretionary	-	-	-	-	-	
Event Space - use of beach areas								
57	Commercial small	Discretionary	356.00	356.00	400.00	400.00	44.00	12.36%
58	Commercial Medium	Discretionary	700.00	700.00	800.00	800.00	100.00	14.29%
59	Commercial Large	Discretionary	1,425.00	1,425.00	1,600.00	1,600.00	175.00	12.28%
60	Charity and Community Small	Discretionary	71.50	71.50	80.00	80.00	8.50	11.89%
61	Charity and Community Medium	Discretionary	101.00	101.00	110.00	110.00	9.00	8.91%
62	Charity and Community Large	Discretionary	143.80	143.80	160.00	160.00	16.20	11.27%

Description of Service		Basis of Charge	Net Charge 2023/24	Gross 2023/24 Charge	Indicative Net Charge 2024/25	Indicative Gross 2024/25 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	9.90	9.90	10.80	10.80	0.90	9.09%
2	To retrieve and view a file that is stored off-site (Building Control 1975 - 1987)	Discretionary	29.70	29.70	32.50	32.50	2.80	9.43%
3	Planning History (Search Agents)	Discretionary	9.90	9.90	10.80	10.80	0.90	9.09%
4	Written responses to interested parties (in addition to the retrieval fee)	Discretionary	43.33	52.00	47.25	56.70	4.70	9.04%
5	To copy an A4 (297 x 210 mm) document (in addition to the retrieval fee)	Discretionary	11.00	13.20	12.00	14.40	1.20	9.09%
6	To copy an A3 (297 x 420 mm) document (in addition to the retrieval fee)	Discretionary	11.92	14.30	13.00	15.60	1.30	9.09%
7	To copy an A2 (420 x 594 mm) document (in addition to the retrieval fee)	Discretionary	11.92	14.30	13.00	15.60	1.30	9.09%
8	To copy an A1 (594 x 841 mm) document (in addition to the retrieval fee)	Discretionary	11.92	14.30	13.00	15.60	1.30	9.09%
9	To copy an A0 (841 x 1189 mm) document (in addition to the retrieval fee)	Discretionary	12.83	15.40	14.00	16.80	1.40	9.09%
Planning fees								
Majority set by statute (see separate table)								
Planning Application and related fees (https://www.southend.gov.uk/downloads/download/433/planning-fees)								
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	2,385.00	2,862.00	2,620.00	3,144.00	282.00	9.85%
11	Follow up meeting plus written advice	Discretionary	1,283.33	1,540.00	1,400.00	1,680.00	140.00	9.09%
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	687.50	825.00	750.00	900.00	75.00	9.09%
13	Meeting plus written advice	Discretionary	1,833.33	2,200.00	2,000.00	2,400.00	200.00	9.09%
14	Follow up meeting plus written advice	Discretionary	916.67	1,100.00	1,000.00	1,200.00	100.00	9.09%
Pre-application advice - Minor								
15	Written advice	Discretionary	348.33	418.00	380.00	456.00	38.00	9.09%
16	Meeting plus written advice	Discretionary	1,004.17	1,205.00	1,100.00	1,320.00	115.00	9.54%
17	Follow up meeting plus written advice	Discretionary	504.17	605.00	550.00	660.00	55.00	9.09%
18	Replacement dwelling, one additional dwelling or annex to a dwelling - Written advice only	Discretionary	175.00	210.00	190.00	228.00	18.00	8.57%
19	Replacement dwelling, one additional dwelling or annex to a dwelling - Meeting and written advice	Discretionary	385.00	462.00	420.00	504.00	42.00	9.09%
20	Replacement dwelling, one additional dwelling or annex to a dwelling - Follow up meeting and written advice	Discretionary	183.33	220.00	200.00	240.00	20.00	9.09%

Description of Service	Basis of Charge	Net Charge 2023/24	Gross 2023/24 Charge	Indicative Net Charge 2024/25	Indicative Gross 2024/25 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	64.17	77.00	70.00	84.00	7.00	9.09%
23	Alterations to a dwelling - Meeting and written advice	Discretionary	183.33	220.00	200.00	240.00	20.00	9.09%
24	Alterations to a dwelling - Follow up meeting and written advice	Discretionary	100.83	121.00	110.00	132.00	11.00	9.09%
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	172.00	172.00	185.00	185.00	13.00	7.56%
26	Applications for certificate of lawful use or development	Discretionary	172.00	172.00	185.00	185.00	13.00	7.56%
27	Applications to discharge a condition on a planning permission which does not require consultation	Discretionary	172.00	172.00	185.00	185.00	13.00	7.56%
Specialist and senior officer pre-application engagement								
28	Specialist heritage, design and policy advice	Discretionary	172.50	207.00	185.00	222.00	15.00	7.25%
29	Team Leader	Discretionary	229.17	275.00	250.00	300.00	25.00	9.09%
30	Group Manager Planning and Building Control	Discretionary	287.50	345.00	315.00	378.00	33.00	9.57%
Miscellaneous Fees								
31	Copy of Tree Preservation Order	Discretionary	22.00	22.00	24.00	24.00	2.00	9.09%
32	Inspection of compliance with Enforcement Notice	Discretionary	168.33	202.00	185.00	222.00	20.00	9.90%
33	Adopted Local Development Framework Documents (per document)	Discretionary	32.00	32.00	35.00	35.00	3.00	9.38%
34	Confirmation of compliance with S106 Agreement or CIL Requests	Discretionary	98.00	98.00	105.00	105.00	7.00	7.14%
High Hedge Complaints								
35	Application fee	Discretionary	454.00	454.00	500.00	500.00	46.00	10.13%
36	Application fee (concessions only)	Discretionary	324.00	324.00	356.00	356.00	32.00	9.88%
SUDS Approval Body Applications								
37	Suds Application (Major Developments) under 0.5ha	Discretionary	415.00	415.00	455.00	455.00	40.00	9.64%
38	Suds Application (Major Developments) 0.5ha - 0.99ha	Discretionary	710.00	710.00	780.00	780.00	70.00	9.86%
39	Suds Application (Major Developments) 1ha +	Discretionary	1,100.00	1,100.00	1,210.00	1,210.00	110.00	10.00%
Economic Inclusion								
40	Delivery of Secretariat Support	Discretionary			400.00	400.00	400.00	NEW

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 £825	Simple transfers of land under £1000: £825 For all other transfers by agreement with Legal Services or £110 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 market rent / agreed rent or 1% of market value / agreed premium depending on lease type. Subject to minimum fee £825	By agreement with Legal Services or £110 per hour.
1.5	Supplemental Lease / Short Form Lease or Licence	£550	£825

1. Commercial Land / Property Transactions			
	Transaction/activity	Recommended Fee - Property/Surveyors	Recommended Fee - Legal/Solicitor
1.6	<p>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).</p> <p>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</p>	£550	£550
1.7	Deed of Release / Deed of Variation or Rectification / Deed of Covenant	£550	£550
1.8	Licence to Assign / Underlet / Change Use / Alter	<p>£550</p> <p>Note: + 50% additional charge if more than one element – e.g. to assign and alter would be stated fee x 1.5.</p>	<p>Licence to Assign: £330 minimum</p> <p>Licence to Assign with AGA/GAGA/with guarantor: £550 minimum</p>
1.9	Surrender of Lease / other legal document.	£550	£550

1. Commercial Land / Property Transactions			
	Transaction/activity	Recommended Fee - Property/Surveyors	Recommended Fee - Legal/Solicitor
1.10	Registration of Assignment, Underletting or Charge (unless fee otherwise stated in lease)	N/A	£45
1.11	Tenancy at Will	£275	£330 minimum
1.12	Licence to Occupy / Temporary Access Licence e.g. for works access etc	£550	£550
1.13	Authorised Guarantee Agreement / Other form of Guarantee	£275	
1.14	Rent Deposit Agreement	N/A	£330
1.15	Nomination Agreement	N/A	£330
1.16	Easement / Wayleave / Substation Agreement	Case by case – minimum fee £550 then hourly rate, total capped at £1,650 depending on complexity. Discretion to waive if delivering infrastructure for a Council project.	Simple documents: £825 For all other documents by agreement with Legal Services or £110 per hour.
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. Commercial Land / Property Transactions			
	Transaction/activity	Recommended Fee - Property/Surveyors	Recommended Fee - Legal/Solicitor
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 £100 per hour.
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	£275 - £550 depending on complexity.	£385 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		£45
3.3	Granting new lease	£40	£385

4. S106 Agreements		Property	Legal
4.1	S106 agreements and unilateral undertakings	N/A	£550 minimum 3 or more obligations: £1,650 – £2,750 Large sites: £4,400 - £6,600
5. Other / Disbursements		Property	Legal
5.1	Copy documents (non FOI) - certified	n/a	£55 minimum
5.2	Document recovery charge (if documents held in off site storage)	N/A	At cost
5.3	Provision of soft copy documents where they are already held electronically	£40	£30
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 + £30	At cost + £30
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	£165	£165
Team Leader / Senior Surveyor /	Team Leader / Manager	£138	£138
Surveyor / Solicitor/Legal Exec (8 years plus PQE)	Experienced Surveyor / Solicitor / Legal Executive 8 years Post Qualification Experience	£110	£110
Surveyor/ Solicitor/Legal Exec	0-7 years Post Qualification Experience	£95	£95
Graduate Surveyor / Trainee Legal Exec/Trainee Solicitor		£65	£65
Paralegal		£50	£50

Description of Service		Basis of Charge	Net Charge	Gross	Indicative Net Charge	Indicative Gross	Indicative Increase Gross	
			2023/24	2023/24			Charge	Charge
			£	£	£	£	£	%
	Registration Service	Statutory	No increase by GRO		Under Review by GRO			
	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	3.17	3.80	3.17	3.80	0.00	0.00%
11	Postage costs for postal certificates (UK only) Special Delivery	Discretionary	7.29	8.75	7.29	8.75	0.00	0.00%
	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%

Description of Service	Basis of Charge	Net Charge 2023/24	Gross 2023/24 Charge	Indicative Net Charge 2024/25	Indicative Gross 2024/25 Charge	Indicative Increase Gross Charge	
						£	%
24 Registrar – certification of a place of meeting for religious worship	Statutory	29.00	29.00	29.00	29.00	0.00	0.00%
Southend Register Office Approved Premises in City of Southend and Essex (continued)							
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%
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	525.00	525.00	575.00	575.00	50.00	9.52%
30 Friday & Saturday	Discretionary	690.00	690.00	750.00	750.00	60.00	8.70%
Victoria Room							
31 Weekdays Monday - Thursday	Discretionary	255.00	255.00	280.00	280.00	25.00	9.80%
32 Friday & Saturday	Discretionary	360.00	360.00	395.00	395.00	35.00	9.72%
Porters							
33 Monday, Tuesday & Wednesday	Discretionary	770.00	770.00	845.00	845.00	75.00	9.74%
34 Thursday, Friday and Weekends	Discretionary	880.00	880.00	970.00	970.00	90.00	10.23%
35 Each additional 30 minutes	Discretionary	55.00	55.00	60.00	60.00	5.00	9.09%

Description of Service		Basis of Charge	Net Charge	Gross	Indicative	Indicative	Indicative Increase Gross	
			2023/24	2023/24			Net Charge	Gross
			£	£	£	£	£	%
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	437.50	525.00	479.17	575.00	50.00	9.52%
37	Friday & Saturday	Discretionary	575.00	690.00	625.00	750.00	60.00	8.70%
Victoria Room								
38	Weekdays Monday - Thursday	Discretionary	212.50	255.00	233.33	280.00	25.00	9.80%
39	Friday & Saturday	Discretionary	300.00	360.00	329.17	395.00	35.00	9.72%
Porters								
40	Monday, Tuesday & Wednesday	Discretionary	641.67	770.00	704.17	845.00	75.00	9.74%
41	Thursday, Friday and Weekends	Discretionary	733.33	880.00	808.33	970.00	90.00	10.23%
42	Each additional 30 minutes	Discretionary	45.83	55.00	50.00	60.00	5.00	9.09%
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	540.00	540.00	595.00	595.00	55.00	10.19%
44	Friday & Saturday	Discretionary	605.00	605.00	665.00	665.00	60.00	9.92%
45	Sundays & Bank Holidays	Discretionary	665.00	665.00	730.00	730.00	65.00	9.77%
46	6pm - 9pm Mon - Thurs	Discretionary	665.00	665.00	730.00	730.00	65.00	9.77%
47	6pm - 9pm Friday & Saturday	Discretionary	790.00	790.00	870.00	870.00	80.00	10.13%
48	6pm - 9pm Sundays and Bank Holidays	Discretionary	905.00	905.00	985.00	985.00	80.00	8.84%
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	330.00	330.00	365.00	365.00	35.00	10.61%
50	Friday & Saturday	Discretionary	365.00	365.00	400.00	400.00	35.00	9.59%
51	Sundays & Bank Holidays	Discretionary	405.00	405.00	445.00	445.00	40.00	9.88%
Approved Premises Naming Ceremonies (price includes registrar attendance & ceremony pack)								
52	Monday - Thursday	Discretionary	275.00	330.00	304.17	365.00	35.00	10.61%
53	Friday & Saturdays	Discretionary	304.17	365.00	333.33	400.00	35.00	9.59%
54	Sundays & Bank Holidays	Discretionary	337.50	405.00	370.83	445.00	40.00	9.88%
Individual Citizenship Ceremonies								
55	Staff Attendance – Approved Premises (Monday - Friday)	Discretionary	480.00	480.00	530.00	530.00	50.00	10.42%
56	Jubilee Room (Monday - Friday) - includes room hire	Discretionary	520.00	520.00	570.00	570.00	50.00	9.62%
57	Victoria Room (Monday - Friday) - includes room hire	Discretionary	315.00	315.00	345.00	345.00	30.00	9.52%

Description of Service		Basis of Charge	Net Charge	Gross	Indicative Net Charge	Indicative Gross	Indicative Increase Gross	
			2023/24	2023/24			Charge	Charge
			£	£	£	£	£	%
Premises License Fees								
58	Approved Premises Inspection Fee includes health & safety inspection	Discretionary	2,000.00	2,000.00	2,200.00	2,200.00	200.00	10.00%
59	Approved Premises Application – additional room/decision Review	Discretionary	685.00	685.00	755.00	755.00	70.00	10.22%
60	Private Premises Health & Safety Inspection	Discretionary	80.00	80.00	90.00	90.00	10.00	12.50%
Sundry Sales								
61	Confetti	Discretionary	2.08	2.50	2.29	2.75	0.25	10.00%
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		Full Fee			
65	- notice of marriage / civil partnership cancelled within 24 hours of appointment	Discretionary	Full Fee		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%
Wedding Décor Package								
67	Victoria Room - Chair Covers only	Discretionary			75.00	75.00	75.00	NEW
68	Jubilee Room - Backdrop only	Discretionary			75.00	75.00	75.00	NEW
69	Jubilee Room - Backdrop, Aisle Runner and Chair Covers	Discretionary			150.00	150.00	150.00	NEW
70	Porters - Chair Covers and Aisle Runner	Discretionary			150.00	150.00	150.00	NEW

Description of Service		Basis of Charge	Net Charge 2023/24	Gross 2023/24 Charge	Indicative Net Charge 2024/25	Indicative Gross 2024/25 Charge	Indicative Increase Gross Charge	
							£	£
Food Certification								
1	Standard Food Export Certificate (includes premises endorsements, Health Certificates, Export Certificates and attestations). There will additionally be a charge for officer time pro rata (on average this is 1.5 hours - please see charge - All Services (per hour))*	Discretionary	89.00	89.00	98.00	98.00	9.00	10.11%
2	Food Export Certificate additional costs + all services per officer hour charge and additional cost incurred, for sampling and analysis (to be advised at the time)	Discretionary	80.83	97.00	106.67	128.00	31.00	31.96%
3	Export Health Certificate (costed based on 1 hr officer time anything exceeding will be charged as per all services per hour)	Discretionary			205.00	246.00	246.00	NEW
4	Registration Confirmation letter (all premises including vessels)	Discretionary	27.50	33.00	30.50	30.50	-2.50	-7.58%
5	Registration Confirmation letter-certified (council stamp)	Discretionary	43.50	43.50	48.00	48.00	4.50	10.34%
6	Food Surrender Certificate	Discretionary	89.00	89.00	98.00	98.00	9.00	10.11%
7	Collect / Dispose Unfit Food (per hour)	Full Cost Recovery	97.00	97.00	107.00	107.00	10.00	10.31%
8	Food Hygiene Rating Scheme rescore request	Full Cost Recovery	251.50	251.50	276.00	276.00	24.50	9.74%
9	Food Hygiene Rating Scheme replacement documents	Full Cost Recovery	12.50	12.50	14.00	14.00	1.50	12.00%
Environmental Protection								
10	Environmental Regulation of Industrial Processes (Local Air Pollution Control)		All Statutory Fees Published on Defra Website: https://www.gov.uk/government/publications/environmental-regulation-of-industrial-plant-fees-and-charges					
11	Pre-Application Planning - Expert Acoustic Advice (cost per hour)	Discretionary	97.00	97.00	106.67	128.00	31.00	31.96%
12	Permitted Process enquiry	Discretionary	157.00	157.00	172.50	172.50	15.50	9.87%
13	Contaminated Land and other Environmental Information Regulations Search	Discretionary	157.00	157.00	172.50	172.50	15.50	9.87%
Dog Warden Service								
14	Initial Animal Warden fee (includes prescribed fee/collection/transport/initial kennelling/microchipping)	Full Cost Recovery	90.00	90.00	99.00	99.00	9.00	10.00%
15	Plus Kennelling charge for each additional day or part day	Full Cost Recovery	21.00	21.00	23.00	23.00	2.00	9.52%
16	Microchipping Fee (if done by Animal Warden)	Full Cost Recovery	23.50	23.50	26.00	26.00	2.50	10.64%
17	If dog collected before first night kennelling (Prescribed fee + Transport / microchip)	Full Cost Recovery	46.00	46.00	50.50	50.50	4.50	9.78%
Regulatory Services								
18	All Services (per hour)	Discretionary	97.00	97.00	106.67	128.00	31.00	31.96%

Description of Service		Basis of Charge	Net Charge	Gross	Indicative Net Charge	Indicative Gross	Indicative Increase Gross	
			2023/24	2023/24			Charge	
			£	£	£	£	£	%
Petroleum - Statutory fees								
Statutory fees announced in-year								
19	Not exceeding 2,500 litres (for 1 Year - additional charges apply for 2/3 Years)	Statutory	45.00	45.00	45.00	45.00	0.00	0.00%
20	Exceeding 2,500 litres but not exceeding 50,000 litres (for 1 Year - additional charges apply for 2/3 Years)	Statutory	61.00	61.00	61.00	61.00	0.00	0.00%
21	Exceeding 50,000 litres (for 1 Year - additional charges apply for 2/3 Years)	Statutory	128.00	128.00	128.00	128.00	0.00	0.00%
22	Research on plans of disused sites	Statutory	50.00	50.00	50.00	50.00	0.00	0.00%
Explosives - statutory fees								
Statutory fees announced in-year								
23	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%
24	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%
25	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%
26	Transfer or replacement of Licence document	Statutory	37.00	37.00	37.00	37.00	0.00	0.00%
27	Licence to sell explosives all year round	Statutory	500.00	500.00	500.00	500.00	0.00	0.00%
28	Licence Variation	Statutory	36.00	36.00	36.00	36.00	0.00	0.00%
29	Transfer of licence	Statutory	36.00	36.00	36.00	36.00	0.00	0.00%
30	Replacement documents	Statutory	36.00	36.00	36.00	36.00	0.00	0.00%
Sex Establishments								
31	Application fee (non refundable) * + £1500 if it goes to Formal Hearing	Full Cost Recovery	1,650.00	1,650.00	1,815.00	1,815.00	165.00	10.00%
32	Annual Licence Renewal* + £1500 if it goes to Formal Hearing	Full Cost Recovery	1,247.00	1,247.00	1,372.00	1,372.00	125.00	10.02%
33	Transfer	Full Cost Recovery	1,247.00	1,247.00	1,372.00	1,372.00	125.00	10.02%
34	Variation * + £1500 if it goes to Formal Hearing	Full Cost Recovery	1,247.00	1,247.00	1,372.00	1,372.00	125.00	10.02%
35	SEV Paragraph 7 Waiver application fee	Full Cost Recovery	90.00	90.00	99.00	99.00	9.00	10.00%
36	Replacement for lost documents / Change of Circumstances	Full Cost Recovery	31.00	31.00	34.00	34.00	3.00	9.68%
Hackney Carriage and Private Hire Licence Fees								
Vehicles Hackney Carriage								
37	1 Year	Full Cost Recovery	348.00	348.00	383.00	383.00	35.00	10.06%
38	(Replacement Vehicle Fee)	Full Cost Recovery	58.50	58.50	64.00	64.00	5.50	9.40%
Vehicles Private Hire								
39	1 Year	Full Cost Recovery	310.00	310.00	341.00	341.00	31.00	10.00%
40	Replacement Vehicle Fee	Full Cost Recovery	58.50	58.50	64.00	64.00	5.50	9.40%

Description of Service		Basis of Charge	Net Charge	Gross	Indicative Net Charge	Indicative Gross	Indicative Increase Gross	
			2023/24	2023/24			Charge	Charge
			£	£	£	£	£	%
Drivers								
41	Licence Fee on First Application and Knowledge Test: 3 Years or part thereof (non used costs refunded if not successful)	Full Cost Recovery	351.00	351.00	384.50	384.50	33.50	9.54%
42	Enhanced DVLA Records for check for applicants for Hackney Carriage and Private Hire Drivers Licences	Full Cost Recovery	16.67	20.00	18.33	22.00	2.00	10.00%
43	Licence Renewal Fee	Full Cost Recovery	303.00	303.00	333.00	333.00	30.00	9.90%
44	Hackney Carriage Vehicle Licence Transfer Administration Fee	Full Cost Recovery	62.00	62.00	68.50	68.50	6.50	10.48%
45	Additional DBS check when 1st one has been mislaid by applicant	Full Cost Recovery	79.50	79.50	87.50	87.50	8.00	10.06%
46	Failure to attend an appointment	Discretionary	30.00	30.00	33.00	33.00	3.00	10.00%
Private Hire Operators								
47	5 Years	Full Cost Recovery	1,277.00	1,277.00	1,405.00	1,405.00	128.00	10.02%
48	Between 2 & 3 years	Full Cost Recovery	1,070.00	1,070.00	1,177.00	1,177.00	107.00	10.00%
49	Less than 2 Years	Full Cost Recovery	860.00	860.00	946.00	946.00	86.00	10.00%
50	If only 3 or less Private Hire Vehicles Licensed an operator may opt for 1 year	Full Cost Recovery	117.00	117.00	129.00	129.00	12.00	10.26%
Replacements								
51	Driver's Badge	Full Cost Recovery	6.00	6.00	6.50	6.50	0.50	8.33%
52	Licence Plate	Full Cost Recovery	20.00	20.00	22.00	22.00	2.00	10.00%
53	Plate Holder	Full Cost Recovery	20.00	20.00	22.00	22.00	2.00	10.00%
54	Door stickers (each)	Full Cost Recovery	10.00	10.00	11.00	11.00	1.00	10.00%
55	Internal Disc	Full Cost Recovery	20.00	20.00	22.00	22.00	2.00	10.00%
56	Supply of Copy Licence	Full Cost Recovery	14.50	14.50	16.00	16.00	1.50	10.34%
Registers								
57	Hackney Carriage Register of Licensees	Discretionary	41.00	41.00	45.00	45.00	4.00	9.76%
58	Private Hire Register of Licensees	Discretionary	41.00	41.00	45.00	45.00	4.00	9.76%
Safety and Licensing								
59	Skin Piercing Registration	Full Cost Recovery	152.00	152.00	167.00	167.00	15.00	9.87%
60	Tattoo convention - venue charge	Full Cost Recovery	461.50	461.50	508.00	508.00	46.50	10.08%
61	Tattoo convention - individual registration	Full Cost Recovery	37.00	37.00	40.50	40.50	3.50	9.46%
62	Massage Establishments - Licence	Full Cost Recovery	152.00	152.00	167.00	167.00	15.00	9.87%
63	Massage Establishments - Renewal paid prior to renewal period expiry	Full Cost Recovery	125.50	125.50	138.00	138.00	12.50	9.96%
64	Massage Establishments - Renewal paid after renewal period has expired	Full Cost Recovery	152.00	152.00	167.00	167.00	15.00	9.87%
Note: where a licence does not proceed to inspection stage any refund permitted will include a deduction of 13% for pre inspection processing costs								
65	Supply of Copy Licence	Full Cost Recovery	15.00	15.00	16.50	16.50	1.50	10.00%

Description of Service		Basis of Charge	Net Charge	Gross	Indicative	Indicative	Indicative Increase	
			2023/24	2023/24			Gross	Charge
			£	£	£	£	£	%
Access to CCTV Footage								
66	Insurance Company evidential requests	Discretionary	116.67	140.00	116.67	140.00	0.00	0.00%
67	CCTV Dark Screen Monitoring (excluding set up costs)	Discretionary	1,275.00	1,275.00	1,320.00	1,320.00	45.00	3.53%
68	Barrier Control Management	Discretionary	1,355.00	1,355.00	1,490.00	1,490.00	135.00	9.96%
69	PTZ camera (Busy public space)	Discretionary	7,290.00	7,290.00	1,400.00	1,400.00	-5,890.00	-80.80%
70	PTZ camera (Quiet public space/private land)	Discretionary	1,400.00	1,400.00	1,400.00	1,400.00	0.00	0.00%
71	Fixed camera site (External)	Discretionary	1,400.00	1,400.00	1,400.00	1,400.00	0.00	0.00%
72	Fixed camera (Internal)	Discretionary	280.00	280.00	280.00	280.00	0.00	0.00%
73	Yearly Admin charge of a mobile camera including downloads and maintenance	Discretionary			1,100.00	1,100.00	1,100.00	NEW
74	CCTV Mobile unit 8hr booking	Discretionary			550.00	550.00	550.00	NEW
75	CCTV Mobile unit 4hr booking	Discretionary			330.00	330.00	330.00	NEW
76	Additional hourly charge above the 4/8hr	Discretionary			82.50	82.50	82.50	NEW
77	CCTV Mobile unit 8hr booking for authorities/agencies signed up to the Southend CCTV partnership.	Discretionary			412.50	412.50	412.50	NEW
78	CCTV Mobile unit 4hr booking for authorities/agencies signed up to the Southend CCTV partnership.	Discretionary			308.00	308.00	308.00	NEW
79	Additional hourly charge above the 4/8hr for authorities/agencies signed up to the Southend CCTV partnership.	Discretionary			55.00	55.00	55.00	NEW
80	Placement of a mobile camera	Discretionary			440.00	440.00	440.00	NEW
Scrap Metal Dealers								
81	Scrap Metal site - New	Full Cost Recovery	522.50	522.50	575.00	575.00	52.50	10.05%
82	Scrap Metal site - Renewal	Full Cost Recovery	412.00	412.00	453.00	453.00	41.00	9.95%
83	Scrap Metal site - Variation	Full Cost Recovery	180.50	180.50	198.50	198.50	18.00	9.97%
84	Additional Scrap Metal site (per site)	Full Cost Recovery	96.00	96.00	105.50	105.50	9.50	9.90%
85	Scrap Metal Collector- New	Full Cost Recovery	366.00	366.00	403.00	403.00	37.00	10.11%
86	Scrap Metal Collector- Renewal	Full Cost Recovery	275.00	275.00	302.50	302.50	27.50	10.00%
87	Scrap Metal Collector- Variation	Full Cost Recovery	142.00	142.00	156.00	156.00	14.00	9.86%
88	Scrap Metal Collector- Change of Address	Full Cost Recovery	33.00	33.00	36.50	36.50	3.50	10.61%
89	Copy Licence	Full Cost Recovery	33.00	33.00	36.50	36.50	3.50	10.61%
90	Certified Copy Licence	Full Cost Recovery	44.00	44.00	48.50	48.50	4.50	10.23%

Description of Service		Basis of Charge	Net Charge	Gross	Indicative Net Charge	Indicative Gross	Indicative Increase Gross	
			2023/24	2023/24			Charge	Charge
			£	£	£	£	£	%
Items on the Highway								
91	Licence to place items on the highway (Per Square Metre) (subject to building and planning act being repealed)	Discretionary	59.00	59.00	65.00	65.00	6.00	10.17%
92	Pavement Licence (subject to building and planning act NOT being repealed)	Statutory	100.00	100.00	100.00	100.00	0.00	0.00%
Energy Services								
93	Energy Project Manager (Day Rate)	Discretionary	624.00	624.00	624.00	624.00	0.00	0.00%
94	Sustainability Officer (Day Rate)	Discretionary	364.00	364.00	400.00	400.00	36.00	9.89%
95	Energy Implementation Advice (Day Rate)	Discretionary	208.00	208.00	229.00	229.00	21.00	10.10%

Description of Service	Basis of Charge	Net Charge 2023/24 £	Gross 2023/24 Charge £	Indicative Net Charge 2024/25 £	Indicative Gross 2024/25 Charge £	Indicative Increase Gross Charge	
						£	%
Southend Town Centre charges							
Commercial events							
1	Mon - Fri (per day)	Discretionary	330.00	330.00	365.00	365.00	35.00 10.61%
2	Sat / Sunday (per day)	Discretionary	645.00	645.00	710.00	710.00	65.00 10.08%
3	Weekly charge (Mon - Sun)	Discretionary	1,875.00	1,875.00	2,070.00	2,070.00	195.00 10.40%
4	Thurs - Sun inclusive	Discretionary	1,320.00	1,320.00	1,450.00	1,450.00	130.00 9.85%
Charities and Community Organisations (events only)							
6	Mon - Sun - Victoria Circus / Gateway / Royal Square / City Beach	Discretionary	310.00	310.00	340.00	340.00	30.00 9.68%
7	Mon - Sun - Lloyds Bank (Charity Street Collections ONLY)	Discretionary	Free		Free		
8	Mon - Sun - All other areas (Contact Business Support for more information)	Discretionary	73.00	73.00	80.00	80.00	7.00 9.59%
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	37.40	37.40	40.00	40.00	2.60 6.95%
Tourism charges							
Filming and photography							
11	Admin events and films (payable by all except student film makers)	Discretionary	30.00	36.00	33.00	39.60	3.60 10.00%
12	Location fee - commercial - per hour or part thereof	Discretionary	125.00	150.00	138.00	165.60	15.60 10.40%
13	Location fee - non commercial - per hour or part thereof	Discretionary	60.00	72.00	66.00	79.20	7.20 10.00%
14	Commercial filming -full day	Discretionary	700.00	840.00	770.00	924.00	84.00 10.00%
15	Commercial filming -half day up to 4 hours	Discretionary	400.00	480.00	440.00	528.00	48.00 10.00%
16	Non commercial filming - full day	Discretionary	210.00	252.00	230.00	276.00	24.00 9.52%
17	Non commercial filming - half day up to 4 hours	Discretionary	108.00	129.60	120.00	144.00	14.40 11.11%
18	Photography -Commercial photographic stills	Discretionary	240.00	288.00	265.00	318.00	30.00 10.42%
19	Photography -Promotional photographic stills	Discretionary	120.00	144.00	132.00	158.40	14.40 10.00%
Events							
20	Application for an event permit	Discretionary	30.00	30.00	33.00	33.00	3.00 10.00%

Description of Service		Basis of Charge	Net Charge 2023/24	Gross 2023/24 Charge	Indicative Net Charge 2024/25	Indicative Gross 2024/25 Charge	Indicative Increase Gross Charge	
			£	£			£	%
Fleet Hire Charges - VAT Chargeable in addition on external hire								
1	Small Van Full Day	Full Cost Recovery	49.00	49.00	54.00	54.00	5.00	10.20%
2	Small Van Half Day	Full Cost Recovery	32.00	32.00	36.00	36.00	4.00	12.50%
3	Small Van Cost Per Mile	Full Cost Recovery	0.50	0.50	0.55	0.55	0.05	11.01%
4	Large Van Full Day	Full Cost Recovery	69.00	69.00	76.00	76.00	7.00	10.14%
5	Large Van Half Day	Full Cost Recovery	38.50	38.50	43.00	43.00	4.50	11.69%
6	Large Van Cost Per Mile	Full Cost Recovery	0.60	0.60	0.66	0.66	0.06	10.00%
7	Open Back Tipper Full Day/Crew Cab	Full Cost Recovery	74.00	74.00	82.00	82.00	8.00	10.81%
8	Open Back Tipper Half Day/ Crew Cab	Full Cost Recovery	44.00	44.00	49.00	49.00	5.00	11.36%
9	Minibus (up to 16 seater) Full Day	Full Cost Recovery	86.00	86.00	95.00	95.00	9.00	10.47%
10	Minibus (up to 16 seater) Half Day	Full Cost Recovery	49.50	49.50	55.00	55.00	5.50	11.11%
11	Minibus Cost Per Mile	Full Cost Recovery	0.70	0.70	0.77	0.77	0.07	10.00%
12	Driving Assessment for small vehicle	Full Cost Recovery	57.50	57.50	79.50	79.50	22.00	38.26%
13	Licence Check	Statutory			15.00	15.00	15.00	NEW
14	Training & test for minibus - internal staff and LA Schools only	Full Cost Recovery	Price on Application		Price on Application			
15	Above with Passenger Transport vehicle	Full Cost Recovery	Price on Application		Price on Application			
Parental Contribution (Post 16 Transport)								
16	Parental Contribution	Discretionary	£500.00 or total cost whichever is greater		£500.00 or total cost whichever is greater			

Description of Service	Basis of Charge	Net Charge 2023/24	Gross 2023/24 Charge	Indicative Net Charge 2024/25	Indicative Gross 2024/25 Charge	Indicative Increase Gross Charge		
		£	£	£	£	£	%	
Waste Collection								
The following waste collection charges are set and levied by the Council's Waste Collection Contractor. They are set out here for information purposes only.								
Garden Waste								
1 Garden Waste Sacks (roll of 10 sacks)	Third Party	11.00	11.00	12.00	12.00	1.00	9.09%	
2 240 litre Garden waste bin (to purchase, one off cost)	Third Party	33.00	33.00	34.50	34.50	1.50	4.55%	
3 52 week garden waste permit (annual payment by direct debit)	Third Party	69.50	69.50	73.50	73.50	4.00	5.76%	
4 52 week garden waste permit (payment by cheque/card)	Third Party	82.00	82.00	82.00	82.00	0.00	0.00%	
Bulky Waste								
5 1st individual bulky item	Third Party	9.90	9.90	10.30	10.30	0.40	4.04%	
6 2nd individual bulky item	Third Party	6.65	6.65	6.92	6.92	0.27	4.06%	
7 3rd individual bulky item	Third Party	6.65	6.65	6.92	6.92	0.27	4.06%	
8 4th individual bulky item	Third Party	6.65	6.65	6.92	6.92	0.27	4.06%	
9 5th individual bulky item	Third Party	6.65	6.65	6.92	6.92	0.27	4.06%	
10 Combined items:								
11 Three piece suite	Third Party	19.90	19.90	20.70	20.70	0.80	4.02%	
12 Dining Table and 6 chairs	Third Party	22.10	22.10	22.94	22.94	0.84	3.80%	
Max 5 items booked at any one time, other materials or more than 5 items - quotation needed								