

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
Adult Social Care										
2	Forecast average unit cost of all home care per hour	Discretionary	22.44		22.44	24.00		24.00	1.56	6.95%
5	Transport - Multiple Trip per day	Discretionary	6.50		6.50	7.00		7.00	0.50	7.69%
9	Administration Fee for Deferred Payment Scheme	Discretionary	742.50		742.50	765.00		765.00	22.50	3.03%
10	Administration Fee for full cost home care recipients	Discretionary	93.50		93.50	97.00		97.00	3.50	3.74%
11	Invoice Fee for full cost home care recipients	Discretionary	71.76		71.76	74.00		74.00	2.24	3.12%
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. Letters were sent out in 2024 informing tenants that the charges would be increased and therefore the 25/26 charges have already been set and consulted on.										
1	Per 5.5m2 (rod) (plus water recharged at current rates)	Discretionary	4.50		4.50	4.95		4.95	0.45	10.00%
2	Per 5.5m2 (rod) (plus water recharged at current rates) – Senior (State Pensionable Age)	Discretionary	2.25		2.25	2.48		2.48	0.23	10.22%
3	Per 5.5m2 (rod) (plus water recharged at current rates) – Advantage Card C	Discretionary	2.25		2.25	2.48		2.48	0.23	10.22%
4	Per 5.5m2 (rod) (plus water recharged at current rates) – Under 18	Discretionary	2.25		2.25	2.48		2.48	0.23	10.22%
5	Edwards Hall Leisure Garden (plus water recharged at current rates)– Allotments	Discretionary	36.00		36.00	39.60		39.60	3.60	10.00%
6	Edwards Hall Leisure Garden – Allotments (plus water recharged at current rates) - Senior (State Pensionable Age)	Discretionary	18.00		18.00	19.80		19.80	1.80	10.00%
7	Edwards Hall Leisure Garden - Allotments (plus water recharged at current rates) - Advantage Card C	Discretionary	18.00		18.00	19.80		19.80	1.80	10.00%
8	Edwards Hall Leisure Garden - Allotments (plus water recharged at current rates) - under 18	Discretionary	18.00		18.00	19.80		19.80	1.80	10.00%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
Culture										
Other Bowls Charges										
26	Rink hire - Visiting Club (2 hour maximum)	Discretionary	26.00		26.00	30.00		30.00	4.00	15.38%
Golf										
76	Lesson Ticket	Discretionary	3.10		3.10	3.50		3.50	0.40	12.90%
77	Lesson Ticket (Golf Foundation Under 18)	Discretionary	1.80		1.80	2.00		2.00	0.20	11.11%
78	Lesson Ticket (Golf Foundation Under 18) - Advantage Card AB	Discretionary	1.70		1.70	2.00		2.00	0.30	17.65%
79	Lesson Ticket (Golf Foundation Under 18) - Advantage Card C	Discretionary	1.30		1.30	1.50		1.50	0.20	15.38%
80	Practice Ticket	Discretionary	3.60		3.60	4.00		4.00	0.40	11.11%
95	Pitch & Putt (per round) Child	Discretionary	2.80		2.80	3.00		3.00	0.20	7.14%
96	Pitch & Putt (per round) Child Advantage Card AB	Discretionary	2.60		2.60	3.00		3.00	0.40	15.38%
97	Pitch & Putt (per round) Child Advantage Card C	Discretionary	2.30		2.30	2.50		2.50	0.20	8.70%
Synthetic Pitch – Warners Park										
121	Pitch per hour	Discretionary	79.00		79.00	81.50		81.50	2.50	3.16%
122	Floodlighting per hour	Discretionary	19.00		19.00	20.00		20.00	1.00	5.26%
Park or site event hire										
130	Commercial Small	Discretionary	468.00		468.00	500.00		500.00	32.00	6.84%
131	Commercial Medium	Discretionary	770.00		770.00	900.00		900.00	130.00	16.88%
132	Commercial Large	Discretionary	1,650.00		1,650.00	1,800.00		1,800.00	150.00	9.09%
133	Standpipe for Small Event	Discretionary	32.00		32.00	35.00		35.00	3.00	9.38%
134	Standpipe for Medium Event	Discretionary	57.00		57.00	60.00		60.00	3.00	5.26%
135	Standpipe for Large Event	Discretionary	86.00		86.00	90.00		90.00	4.00	4.65%
Other events										
136	Bandstand - Priory Park 2 hour performance and 2 hour set up fee	Discretionary	132.00		132.00	120.00		120.00	(12.00)	-9.09%
137	Outdoor Fitness Classes Annual Permit	Discretionary	215.00		215.00	250.00		250.00	35.00	16.28%
Miscellaneous										
140	Donated Trees New initiative under consideration.	Discretionary	—210.00		—210.00	—215.80		—215.80	5.80	2.76%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
Advantage cards										
Scheme under review										
161	Advantage Card: Resident Adult Category A	Discretionary	4.34	0.87	5.21	4.50	0.90	5.40	0.19	3.75%
162	Resident Under 17/Senior (State Pensionable Age) / Student Category B	Discretionary	2.59	0.52	3.11	2.70	0.54	3.24	0.13	4.15%
163	Resident Adult Low Income Category C	Discretionary	0.85	0.17	1.02	0.90	0.18	1.08	0.06	6.24%
164	Resident Under 17 / Senior (State Pensionable Age) / Student Low Income Category C	Discretionary	0.85	0.17	1.02	0.90	0.18	1.08	0.06	6.24%
165	Family (1 adult, all children) Category A	Discretionary	7.86	1.57	9.43	8.10	1.62	9.72	0.29	3.03%
166	Family (2 adults, all children) Category A	Discretionary	10.46	2.09	12.55	10.70	2.14	12.84	0.30	2.35%
Access gates										
167	Access Gate Licence (5 years) for gate from private property onto amenity land.	Discretionary	50.00		50.00	60.00		60.00	10.00	20.00%
Venue Hire - Priory and Southchurch										
170	Daytime charge 9am - 5pm - Voluntary Sector / Charity - Summer Opening (9am - 3pm Winter Opening)	Discretionary	957.00		957.00	957.00		957.00	0.00	0.00%
172	Evenings 5pm - 10pm Voluntary Sector/charity - Summer Opening	Discretionary	616.00		616.00	616.00		616.00	0.00	0.00%
174	Central Museum OR Beecroft Art Gallery Evenings 5 - 10pm - Weekdays cultural, educational & charitable purposes, per hour (or part)	Discretionary	56.10		56.10	56.10		56.10	0.00	0.00%
176	Priory Visitor centre (Wed - Sunday) cultural, educational & charitable purposes, per hour (or part)	Discretionary	27.50		27.50	27.50		27.50	0.00	0.00%
Beecroft Art Gallery Fees										
186	Lecture Theatre Wed - Sun (Commercial organisations and Public Meetings held by Political Parties – per hour 10am - 5pm)	Discretionary	57.20		57.20	75.00		75.00	17.80	31.12%
187	Lecture Theatre Wed - Sun (SCC partner organisations / charities) per hour. 10am - 5pm	Discretionary	27.50		27.50	30.00		30.00	2.50	9.09%
188	Lecture Theatre Wed – Sun (Other organisations and Non-Public Meetings of Political Parties – per hour) 10 am - 5pm	Discretionary	39.60		39.60	40.70		40.70	1.10	2.78%
189	Lecture Theatre Wed – Sun Projector Charge Charges to be aligned with fee 186 above. Will be included within fee 186 and 187 above.	Discretionary	11.00		11.00	11.30		11.30	0.30	2.73%
Education Fees										
216	Seafront Walks Service no longer offered.	Discretionary	6.10		6.10	6.30		6.30	0.20	3.28%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
Fines – Books, Compact Discs and Cassettes										
230	Charge for each day issuing library is open	Discretionary	0.30		0.30	0.30		0.30	0.00	0.00%
DVD										
238	Each item/week	Discretionary	1.10		1.10	1.10		1.10	0.00	0.00%
239	Overdue: Item/week	Discretionary	1.10		1.10	1.10		1.10	0.00	0.00%
Branch Libraries Meetings Rooms										
Mon - Fri (from 9.30am)										
258	Hourly rate	Discretionary	18.00		18.00	18.00		18.00	0.00	0.00%
Internet										
278	Subsequent hours – per hour	Discretionary	2.08	0.42	2.50	2.50	0.50	3.00	0.50	20.00%
Corporate Venues										
Medium Large (Committee Rooms 3,4,5,6)										
9	Hourly	Discretionary	40.00		40.00	42.50		42.50	2.50	6.25%
10	Weekend (3hrs) Saturdays 09.00 - 15.00	Discretionary	85.00		85.00	90.00		90.00	5.00	5.88%
Regular (Committee Rooms 2,7)										
11	Half Day (4hrs)	Discretionary	80.00		80.00	85.00		85.00	5.00	6.25%
12	Full Day (9hrs)	Discretionary	160.00		160.00	165.00		165.00	5.00	3.13%
13	Hourly	Discretionary	30.00		30.00	32.50		32.50	2.50	8.33%
14	Weekend (3hrs) Saturdays 09.00 - 15.00	Discretionary	60.00		60.00	65.00		65.00	5.00	8.33%
Small (CSC Meeting Rooms)										
15	Half Day (4hrs)	Discretionary	50.00		50.00	52.50		52.50	2.50	5.00%
16	Full Day (9hrs)	Discretionary	95.00		95.00	100.00		100.00	5.00	5.26%
17	Hourly	Discretionary	20.00		20.00	22.50		22.50	2.50	12.50%
Table Sales / Stalls (Ground / First Floor Foyer)										
18	Concession 1 table	Discretionary	30.00		30.00	32.50		32.50	2.50	8.33%
19	Concession 2 tables	Discretionary	50.00		50.00	55.00		55.00	5.00	10.00%
20	Concession 3 tables	Discretionary	75.00		75.00	80.00		80.00	5.00	6.67%
Other related charges										
21	Hire of Microphones and System	Discretionary	50.00	10.00	60.00	52.08	10.42	62.50	2.50	4.17%
Public Services / Government Organisations / Block Bookings										
27	Tickfield Half Day (4hrs) Mon-Fri 08.30 - 17.30 - Regular room.	Discretionary	120.00		120.00	125.00		125.00	5.00	4.17%
28	Tickfield Full Day (9hrs) Mon-Fri 08.30 - 17.30 - Regular room.	Discretionary	240.00		240.00	250.00		250.00	10.00	4.17%
Porters										
29	Monday, Tuesday & Wednesday	Discretionary	845.00		845.00	890.00		890.00	45.00	5.33%
30	Thursday, Friday and Weekends	Discretionary	970.00		970.00	1,000.00		1,000.00	30.00	3.09%
31	Each additional 30 minutes	Discretionary	50.00		50.00	55.00		55.00	5.00	10.00%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Indicative Increase	Gross Charge
			£	£	£	£	£	£	£	%
Highways										
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	300.00		300.00	55.00	22.45%
3	Deposit - per m2 (minimum deposit £1000)	Discretionary	110.00		110.00	125.00		125.00	15.00	13.64%
4	Permit extensions - a new permit is required if works are to be extended	Full Cost Recovery	245.00		245.00	300.00		300.00	55.00	22.45%
5	Site Inspections to monitor compliance - per inspection (minimum of three inspections)	Full Cost Recovery	85.00		85.00	100.00		100.00	15.00	17.65%
Builders Skips on the Public Highway										
6	Skip Company Operators Licence - application registration	Full Cost Recovery	68.20		68.20	75.00		75.00	6.80	9.97%
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	160.00		160.00	35.00	28.00%
8	Skip permit extension	Full Cost Recovery	110.00		110.00	115.00		115.00	5.00	4.55%
9	Unlicensed skip permit	Full Cost Recovery	270.00		270.00	300.00		300.00	30.00	11.11%
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	280.00		280.00	35.00	14.29%
12	Deposit - per m2 (minimum deposit £1000.00)	Discretionary	110.00		110.00	125.00		125.00	15.00	13.64%
13	Permit extensions - a new permit is required if works are to be extended	Full Cost Recovery	245.00		245.00	300.00		300.00	55.00	22.45%
14	Site Inspections to monitor compliance - per inspection (minimum of three inspection)	Full Cost Recovery	85.00		85.00	100.00		100.00	15.00	17.65%
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	280.00		280.00	35.00	14.29%
16	Deposit - per m2 (minimum deposit £1000.00)	Discretionary	110.00		110.00	125.00		125.00	15.00	13.64%
17	Permit extensions - a new permit is required if works are to be extended	Full Cost Recovery	245.00		245.00	280.00		280.00	35.00	14.29%
18	Site Inspections to monitor compliance - per inspection (minimum of three inspections)	Full Cost Recovery	85.00		85.00	100.00		100.00	15.00	17.65%
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	280.00		280.00	35.00	14.29%
20	Deposit - per m2 (minimum deposit £1000.00)	Discretionary	110.00		110.00	125.00		125.00	15.00	13.64%
21	Permit extensions - a new permit is required if works are to exceed 28 days	Full Cost Recovery	245.00		245.00	280.00		280.00	35.00	14.29%
22	Site Inspections to monitor compliance - per inspection (minimum of three inspections)	Full Cost Recovery	85.00		85.00	100.00		100.00	15.00	17.65%
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	300.00		300.00	55.00	22.45%
24	Deposit - per m2 (minimum deposit £1000.00)	Discretionary	110.00		110.00	125.00		125.00	15.00	13.64%
25	Validation or extension request to a s50 licence	Full Cost Recovery	245.00		245.00	300.00		300.00	55.00	22.45%
26	Site Inspections to monitor compliance - per inspection (minimum of three inspections)	Full Cost Recovery	85.00		85.00	100.00		100.00	15.00	17.65%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
Temporary Disturbance/Builders Crossing Licence										
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	280.00		280.00	35.00	14.29%
28	Deposit - per m2 (minimum deposit £1000)	Discretionary	110.00		110.00	125.00		125.00	15.00	13.64%
29	Permit extensions - a new permit is required if works are to be extended	Full Cost Recovery	245.00		245.00	280.00		280.00	35.00	14.29%
30	Site Inspections to monitor compliance - per inspection (minimum of three inspection)	Full Cost Recovery	85.00		85.00	100.00		100.00	15.00	17.65%
Items placed on the Public Highway Licence										
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	300.00		300.00	55.00	22.45%
32	Deposit - per m2 (minimum deposit £1000)	Full Cost Recovery	110.00		110.00	125.00		125.00	15.00	13.64%
33	Licence fee (12 month period-non refundable)	Full Cost Recovery	120.00		120.00	300.00		300.00	180.00	150.00%
34	Site Inspections to monitor compliance - per inspection (minimum of three inspection)	Full Cost Recovery	85.00		85.00	100.00		100.00	15.00	17.65%
35	Application under S247 TCPA 1990 to stop up the highway	Full Cost Recovery	237.00		237.00	300.00		300.00	63.00	26.58%
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	300.00		300.00	63.00	26.58%
37	Bollard (reset)	Full Cost Recovery	55.00		55.00	75.00		75.00	20.00	36.36%
37	Bollard (replacement)	Full Cost Recovery	480.00		480.00	500.00		500.00	20.00	4.17%
39	Street Lighting Column Replacement	Full Cost Recovery	680.00		680.00	750.00		750.00	70.00	10.29%
40	Traffic signals (re-plumb post)	Full Cost Recovery	225.00		225.00	250.00		250.00	25.00	11.11%
41	Replace Bus infrastructure	Full Cost Recovery	Full cost recovery		Full cost recovery		Full cost recovery			
42	Repair Bus shelters	Full Cost Recovery	Full cost recovery		Full cost recovery		Full cost recovery			
43	Bond for all commercial works	Discretionary	33,000.00		33,000.00	35,000.00		35,000.00	2,000.00	6.06%
44	Bond for all residential works	Discretionary	22,000.00		22,000.00	23,000.00		23,000.00	1,000.00	4.55%
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	550.00		550.00	25.00	4.76%
46	Fee for checking and approving structures (Category 1 – no departure's)	Full Cost Recovery	525.00		525.00	550.00		550.00	25.00	4.76%
47	Fee for checking and approving structures (Category 2 – no departure's)	Full Cost Recovery	425.00		425.00	450.00		450.00	25.00	5.88%
48	Fee for checking and approving structures (Category 2 – with departure's)	Full Cost Recovery	425.00		425.00	450.00		450.00	25.00	5.88%
49	Fee for checking and approving structures (Category 3 – all)	Full Cost Recovery	225.00		225.00	250.00		250.00	25.00	11.11%
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	325.00		325.00	25.00	8.33%
52	Cost to construct new or extension to existing domestic vehicle crossing (per square metre rate)	Full Cost Recovery	247.00		247.00	250.00		250.00	3.00	1.21%
53	PVX; application fee for Commercial PVX	Full Cost Recovery	270.00		270.00	280.00		280.00	10.00	3.70%
54	Cost to construct new or extension to existing commercial vehicle crossing (per square metre rate) NEW	Full Cost Recovery	296.40		296.40	300.00		300.00	3.60	1.21%
55	PVX; manually excavated trial pit	Full Cost Recovery	390.00		390.00	400.00		400.00	10.00	2.56%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
Traffic Regulation Orders and Road Signs and Lines										
57	Temporary Traffic Regulation Notice (Emergency Road Closure) No Advert	Full Cost Recovery	150.00		150.00	155.00		155.00	5.00	3.33%
58	Disabled Parking Bays - Signs, Lines and Admin - TRO is also required	Full Cost Recovery	500.00		500.00	515.00		515.00	15.00	3.00%
59	Disabled Parking Bays - Traffic Regulation Order (TRO) required which includes advert and consultation period - Line 58 also required	Full Cost Recovery	1,980.00		1,980.00	2,000.00		2,000.00	20.00	1.01%
60	Change to Traffic Order	Full Cost Recovery	1,850.00		1,850.00	Cost + £150 admin fee				
61	Revoke of Traffic regulation order	Full Cost Recovery	1,850.00		1,850.00	Cost + £150 admin fee				
62	Experimental Traffic Regulation Order	Full Cost Recovery	2,500.00		2,500.00	Cost + £150 admin fee				
65	Temporary traffic signal design and approval (Admin Fee)	Full Cost Recovery	107.10	21.42	128.52	112.50	22.50	135.00	6.48	5.04%
67	Attendance by Traffic Signal Engineer to inspect/turn on-off signals for approved purposes per visit	Full Cost Recovery	104.55	20.91	125.46	108.33	21.67	130.00	4.54	3.62%
69	Traffic Regulation Orders - copies / extracts	Full Cost Recovery	52.28	10.46	62.74	54.17	10.83	65.00	2.27	3.61%
70	Provision of Road Casualty Data - per street per 500m length	Full Cost Recovery	115.01	23.00	138.01	120.83	24.17	145.00	7.00	5.07%
71	Supply of Technical Survey data	Full Cost Recovery	115.01	23.00	138.01	120.83	24.17	145.00	7.00	5.07%
72	Approval for temporary direction signage	Full Cost Recovery	73.19	14.64	87.83	79.17	15.83	95.00	7.18	8.17%
73	Signs and Lines infrastructure implementation per metre		225.00		225.00	235.00		235.00	10.00	4.44%
74	New parking post / plate		225.00		225.00	235.00		235.00	10.00	4.44%
75	Implementation / Removal of new bay markings		525.00		525.00	550.00		550.00	25.00	4.76%
Public Rights of Way										
80	Stopping up and diversion of Public Rights of Way - non refundable fee	Statutory	235.24		235.24	250.00		250.00	14.76	6.27%
81	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	2,750.00		2,750.00	83.72	3.14%
Highways Records										
82	Highway Boundary Searches	Statutory	83.64		83.64	100.00		100.00	16.36	19.56%
Naming / Numbering for new properties										
84	6 - 20	Statutory	367.00		367.00	380.00		380.00	13.00	3.54%
87	Addressing unregistered properties (each)	Statutory	36.00		36.00	40.00		40.00	4.00	11.11%
88	Provision of street name plates (each)	Full Cost Recovery	522.75		522.75	540.00		540.00	17.25	3.30%
Memorial Benches										
89	Memorial Benches - Maintenance	Full Cost Recovery	505.00		505.00	520.00		520.00	15.00	2.97%
90	Memorial Bench - Bench Removal	Full Cost Recovery	70.00		70.00	75.00		75.00	5.00	7.14%
Flood Risk Management										
123	Pre-Application advice - site visit and written advice	Full Cost Recovery	358.00		358.00	370.00		370.00	12.00	3.35%
124	Watercourse consent (per structure)	Full Cost Recovery	55.00		55.00	60.00		60.00	5.00	9.09%
Travel Centre										
126	Departure charges	Discretionary	0.55		0.55	0.60		0.60	0.05	9.09%
Bus Stops										
127	Request for stop suspension	Full Cost Recovery	230.00		230.00	240.00		240.00	10.00	4.35%
128	Added stops on request	Full Cost Recovery	30.00		30.00	32.00		32.00	2.00	6.67%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service	Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase			
		2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge			
		£	£	£	£	£	£	£	%		
Travel Plan (TP) Monitoring Fees (refer to Travel Plan guidance) Minimum charge for TP monitoring is £1,000pa for 5 years											
Hotels (C1) Inc 50 bedrooms or more (cost is per annum for 5 years)	Full Cost Recovery		Ad hoc amount		1,500.00		1,500.00	1,500.00	NEW		
New Residential Institutions (C2) Inc 50 or more students or 30 or more hospital beds (cost is per annum for 5 years)	Full Cost Recovery		Ad hoc amount		1,000.00		1,000.00	1,000.00	NEW		
Residential Development (C3) 20-49 dwellings (cost is per annum for 5 years)	Full Cost Recovery		Ad hoc amount		1,000.00		1,000.00	1,000.00	NEW		
Residential Development (C3) 50 – 79 dwellings (cost is per annum for 5 years)	Full Cost Recovery		Ad hoc amount		1,500.00		1,500.00	1,500.00	NEW		
Residential development (C3) 80 dwellings or more (cost is per annum for 5 years)	Full Cost Recovery		Ad hoc amount		4,000.00		4,000.00	4,000.00	NEW		
Commercial/Retail Developments 800 sqm or more (cost is per annum for 5 years)	Full Cost Recovery		Ad hoc amount		4,000.00		4,000.00	4,000.00	NEW		
Housing											
Private Sector Housing Charges											
1	Mandatory Licence of House in Multiple Occupation - up to 6 lettings	Full Cost Recovery	1,210.00		1,210.00		1,500.00	290.00	23.97%		
2	Mandatory Licence of House in Multiple Occupation - each additional letting	Full Cost Recovery	110.00		110.00		150.00	40.00	36.36%		
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	808.00		808.00		830.00	22.00	2.72%		
Local Land Charges											
4	Additional Parcels of Land (Standard Search) per parcel (VAT on Con29'R' element only)	Full Cost Recovery	18.50	2.70	21.20		19.67	2.83	22.50	1.30	6.13%
5	Extra Parcel Fee (LLC1 only) per parcel	Full Cost Recovery	5.00		5.00		5.50		5.50	0.50	10.00%
6	Extra Parcel Fee (CON29 only) per parcel	Full Cost Recovery	13.50	2.70	16.20		14.17	2.83	17.00	0.80	4.94%
Planning & Economic Inclusion											
Planning and Building Regulation Document History requests (including Tree Preservation Orders)											
1	To retrieve and view a file that is stored on-site	Discretionary	10.80		10.80		11.50		11.50	0.70	6.48%
3	Planning History (Search Agents)	Discretionary	10.80		10.80		11.50		11.50	0.70	6.48%
4	Written responses to interested parties (in addition to the retrieval fee)	Discretionary	47.25	9.45	56.70		50.00	10.00	60.00	3.30	5.82%
6	To copy an A3 (297 x 420 mm) document (in addition to the retrieval fee)	Discretionary	13.00	2.60	15.60		13.75	2.75	16.50	0.90	5.77%
7	To copy an A2 (420 x 594 mm) document (in addition to the retrieval fee)	Discretionary	13.00	2.60	15.60		13.75	2.75	16.50	0.90	5.77%
8	To copy an A1 (594 x 841 mm) document (in addition to the retrieval fee)	Discretionary	13.00	2.60	15.60		13.75	2.75	16.50	0.90	5.77%
Property - Legal											
1.19	Agreement for Lease / Option Agreement		100.00		100.00		110.00		110.00	10.00	10.00%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Indicative Increase	Gross Charge
			£	£	£	£	£	£	£	%
Registration										
Marriage, Civil Partnership, Renewal of Vows and Commitment Ceremonies										
Jubilee Room										
29	Weekdays Monday - Thursday	Discretionary	575.00		575.00	635.00		635.00	60.00	10.43%
30	Friday & Saturday	Discretionary	750.00		750.00	825.00		825.00	75.00	10.00%
Victoria Room										
31	Weekdays Monday - Thursday	Discretionary	280.00		280.00	310.00		310.00	30.00	10.71%
32	Friday & Saturday	Discretionary	395.00		395.00	435.00		435.00	40.00	10.13%
Porters										
33	Monday, Tuesday & Wednesday	Discretionary	845.00		845.00	930.00		930.00	85.00	10.06%
34	Thursday, Friday and Weekends	Discretionary	970.00		970.00	1,065.00		1,065.00	95.00	9.79%
35	Each additional 30 minutes	Discretionary	60.00		60.00	65.00		65.00	5.00	8.33%
Naming Ceremonies										
Jubilee Room										
36	Weekdays Monday - Thursday	Discretionary	479.17	95.83	575.00	529.17	105.83	635.00	60.00	10.43%
37	Friday & Saturday	Discretionary	625.00	125.00	750.00	687.50	137.50	825.00	75.00	10.00%
Victoria Room										
38	Weekdays Monday - Thursday	Discretionary	233.33	46.67	280.00	258.33	51.67	310.00	30.00	10.71%
39	Friday & Saturday	Discretionary	329.17	65.83	395.00	362.50	72.50	435.00	40.00	10.13%
Porters										
40	Monday, Tuesday & Wednesday	Discretionary	704.17	140.83	845.00	775.00	155.00	930.00	85.00	10.06%
41	Thursday, Friday and Weekends	Discretionary	808.33	161.67	970.00	887.50	177.50	1,065.00	95.00	9.79%
42	Each additional 30 minutes	Discretionary	50.00	10.00	60.00	54.17	10.83	65.00	5.00	8.33%
Approved Premises Marriage/Civil Partnership Ceremonies										
43	Monday - Thursday	Discretionary	595.00		595.00	655.00		655.00	60.00	10.08%
44	Friday & Saturday	Discretionary	665.00		665.00	730.00		730.00	65.00	9.77%
45	Sundays & Bank Holidays	Discretionary	730.00		730.00	800.00		800.00	70.00	9.59%
46	6pm - 9pm Mon - Thurs	Discretionary	730.00		730.00	800.00		800.00	70.00	9.59%
47	6pm - 9pm Friday & Saturday	Discretionary	870.00		870.00	955.00		955.00	85.00	9.77%
48	6pm - 9pm Sundays and Bank Holidays	Discretionary	985.00		985.00	1,085.00		1,085.00	100.00	10.15%
Approved Premises Renewal of Vows/Commitment Ceremonies										
49	Monday - Thursday	Discretionary	365.00		365.00	400.00		400.00	35.00	9.59%
50	Friday & Saturday	Discretionary	400.00		400.00	440.00		440.00	40.00	10.00%
51	Sundays & Bank Holidays	Discretionary	445.00		445.00	490.00		490.00	45.00	10.11%
Approved Premises Naming Ceremonies										
52	Monday - Thursday	Discretionary	304.17	60.83	365.00	333.33	66.67	400.00	35.00	9.59%
53	Friday & Saturdays	Discretionary	333.33	66.67	400.00	366.67	73.33	440.00	40.00	10.00%
54	Sundays & Bank Holidays	Discretionary	370.83	74.17	445.00	408.33	81.67	490.00	45.00	10.11%

Fees Charges 2025/26 - Exceptions
Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
Individual Citizenship Ceremonies										
55	Staff Attendance – Approved Premises (Monday - Friday)	Discretionary	530.00		530.00	585.00		585.00	55.00	10.38%
56	Jubilee Room (Monday - Friday) - includes room hire	Discretionary	570.00		570.00	630.00		630.00	60.00	10.53%
57	Victoria Room (Monday - Friday) - includes room hire	Discretionary	345.00		345.00	380.00		380.00	35.00	10.14%
Premises License Fees										
58	Approved Premises Inspection Fee includes health & safety inspection	Discretionary	2,200.00		2,200.00	2,400.00		2,400.00	200.00	9.09%
59	Approved Premises Application – additional room/decision Review	Discretionary	755.00		755.00	830.00		830.00	75.00	9.93%
60	Private Premises Health & Safety Inspection	Discretionary	90.00		90.00	100.00		100.00	10.00	11.11%
Sundry Sales										
61	Confetti	Discretionary	2.29	0.46	2.75	2.50	0.50	3.00	0.25	9.09%
All appointments - Bookings/amendments/cancellation fees										
<i>In the event that the customer makes changes to a booking the following fees will apply:</i>										
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%
66	Certificate Search - Incorrect info provided by client 50% of Certificate fee (£11/2 = £5.50) retained	Discretionary	5.50		5.50	6.25		6.25	0.75	13.64%
Wedding Décor Package										
67	Victoria Room - Chair Covers only	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
68	Jubilee Room - Backdrop only	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
69	Jubilee Room - Backdrop, Aisle Runner and Chair Covers	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
70	Porters - Chair Covers and Aisle Runner	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
Town Centre & Tourism										
Southend Town Centre charges										
8	Mon - Sun - All other areas (Contact Business Support for more information)	Discretionary	80.00		80.00	85.00		85.00	5.00	6.25%
10	Market Pitch Fee (per 3m x 3m pitch, per day)	Discretionary	40.00		40.00	42.50		42.50	2.50	6.25%
Tourism charges										
Filming and photography										
11	Admin events and films (payable by all except student film makers)	Discretionary	33.00	6.60	39.60	35.42	7.08	42.50	2.90	7.32%
12	Location fee - commercial - per hour or part thereof	Discretionary	138.00	27.60	165.60	145.83	29.17	175.00	9.40	5.68%
13	Location fee - non commercial - per hour or part thereof	Discretionary	66.00	13.20	79.20	70.83	14.17	85.00	5.80	7.32%
Events										
20	Application for an event permit	Discretionary	33.00		33.00	35.00		35.00	2.00	6.06%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Indicative Increase	
			£	£	£	£	£	£	£	%
Regulatory										
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	98.00		98.00	105.00		105.00	7.00	7.14%
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	106.67	21.33	128.00	112.50	22.50	135.00	7.00	5.47%
4	Registration Confirmation letter (all premises including vessels)	Discretionary	30.50		30.50	35.00		35.00	4.50	14.75%
9	Food Hygiene Rating Scheme replacement documents	Full Cost Recovery	14.00		14.00	15.00		15.00	1.00	7.14%
Environmental Protection										
11	Pre-Application Planning - Expert Acoustic Advice (cost per hour)	Discretionary	106.67	21.33	128.00	112.50	22.50	135.00	7.00	5.47%
12	Permitted Process enquiry	Discretionary	172.50		172.50	180.00		180.00	7.50	4.35%
13	Contaminated Land and other Environmental Information Regulations Search	Discretionary	172.50		172.50	180.00		180.00	7.50	4.35%
Dog Warden Service										
14	Initial Animal Warden fee (includes prescribed fee/collection/transport/initial kennelling/microchipping)	Full Cost Recovery	99.00		99.00	105.00		105.00	6.00	6.06%
15	Plus Kennelling charge for each additional day or part day	Full Cost Recovery	23.00		23.00	30.00		30.00	7.00	30.43%
16	Microchipping Fee (if done by Animal Warden)	Full Cost Recovery	26.00		26.00	25.00		25.00	-1.00	-3.85%
17	If dog collected before first night kennelling (Prescribed fee + Transport / microchip)	Full Cost Recovery	50.50		50.50	50.00		50.00	-0.50	-0.99%
Sex Establishments										
31	Application fee (non refundable) * + £1500 if it goes to Formal Hearing	Full Cost Recovery	1,815.00		1,815.00	2,500.00		2,500.00	685.00	37.74%
32	Annual Licence Renewal* + £1500 if it goes to Formal Hearing	Full Cost Recovery	1,372.00		1,372.00	2,000.00		2,000.00	628.00	45.77%
33	Transfer	Full Cost Recovery	1,372.00		1,372.00	2,000.00		2,000.00	628.00	45.77%
34	Variation * + £1500 if it goes to Formal Hearing	Full Cost Recovery	1,372.00		1,372.00	2,000.00		2,000.00	628.00	45.77%
35	SEV Paragraph 7 Waiver application fee	Full Cost Recovery	99.00		99.00	200.00		200.00	101.00	102.02%
36	Replacement for lost documents / Change of Circumstances	Full Cost Recovery	34.00		34.00	100.00		100.00	66.00	194.12%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Indicative Increase	Gross Charge
			£	£	£	£	£	£	£	%
Hackney Carriage and Private Hire Licence Fees										
Vehicles Hackney Carriage										
37	1 Year	Full Cost Recovery	383.00		383.00	395.00		395.00	12.00	3.13%
38	(Replacement Vehicle Fee)	Full Cost Recovery	64.00		64.00	66.00		66.00	2.00	3.13%
Vehicles Private Hire										
39	1 Year	Full Cost Recovery	341.00		341.00	350.00		350.00	9.00	2.64%
40	Replacement Vehicle Fee	Full Cost Recovery	64.00		64.00	66.00		66.00	2.00	3.13%
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	384.50		384.50	395.00		395.00	10.50	2.73%
42	Enhanced DVLA Records for check for applicants for Hackney Carriage and Private Hire Drivers Licences	Full Cost Recovery	18.33	3.67	22.00	19.17	3.83	23.00	1.00	4.55%
43	Licence Renewal Fee	Full Cost Recovery	333.00		333.00	345.00		345.00	12.00	3.60%
44	Hackney Carriage Vehicle Licence Transfer Administration Fee	Full Cost Recovery	68.50		68.50	70.00		70.00	1.50	2.19%
45	Additional DBS check when 1st one has been mislaid by applicant	Full Cost Recovery	87.50		87.50	90.00		90.00	2.50	2.86%
46	Failure to attend an appointment	Discretionary	33.00		33.00	34.00		34.00	1.00	3.03%
Private Hire Operators										
47	5 Years	Full Cost Recovery	1,405.00		1,405.00	1,445.00		1,445.00	40.00	2.85%
48	Between 2 & 3 yrs	Full Cost Recovery	1,177.00		1,177.00	1,210.00		1,210.00	33.00	2.80%
49	Less than 2 Years	Full Cost Recovery	946.00		946.00	975.00		975.00	29.00	3.07%
50	If only 3 or less Private Hire Vehicles Licensed an operator may opt for 1 year	Full Cost Recovery	129.00		129.00	133.00		133.00	4.00	3.10%
Replacements										
51	Driver's Badge	Full Cost Recovery	6.50		6.50	7.00		7.00	0.50	7.69%
52	Licence Plate	Full Cost Recovery	22.00		22.00	23.00		23.00	1.00	4.55%
53	Plate Holder	Full Cost Recovery	22.00		22.00	23.00		23.00	1.00	4.55%
54	Door stickers (each)	Full Cost Recovery	11.00		11.00	11.50		11.50	0.50	4.55%
55	Internal Disc	Full Cost Recovery	22.00		22.00	23.00		23.00	1.00	4.55%
56	Supply of Copy Licence	Full Cost Recovery	16.00		16.00	16.50		16.50	0.50	3.13%
Registers										
57	Hackney Carriage Register of Licensees	Discretionary	45.00		45.00	46.50		46.50	1.50	3.33%
58	Private Hire Register of Licensees	Discretionary	45.00		45.00	46.50		46.50	1.50	3.33%
Safety and Licensing										
59	Skin Piercing Registration	Full Cost Recovery	167.00		167.00	175.00		175.00	8.00	4.79%
60	Tattoo convention - venue charge	Full Cost Recovery	508.00		508.00	525.00		525.00	17.00	3.35%
61	Tattoo convention - individual registration	Full Cost Recovery	40.50		40.50	45.00		45.00	4.50	11.11%
62	Massage Establishments - Licence	Full Cost Recovery	167.00		167.00	175.00		175.00	8.00	4.79%
63	Massage Establishments - Renewal paid prior to renewal period expiry	Full Cost Recovery	138.00		138.00	145.00		145.00	7.00	5.07%
64	Massage Establishments - Renewal paid after renewal period has expired	Full Cost Recovery	167.00		167.00	175.00		175.00	8.00	4.79%
65	Copy Licence	Full Cost Recovery	16.50		16.50	17.00		17.00	0.50	3.03%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	£
			£	£	£	£	£	£	£	%
Access to CCTV Footage										
79	Additional hourly charge above the 4/8hr for authorities/agencies signed up to the Southend CCTV partnership.	Discretionary	55.00		55.00	60.00		60.00	5.00	9.09%
Scrap Metal Dealers										
81	Scrap Metal site - New	Full Cost Recovery	575.00		575.00	625.00		625.00	50.00	8.70%
82	Scrap Metal site - Renewal	Full Cost Recovery	453.00		453.00	500.00		500.00	47.00	10.38%
83	Scrap Metal site - Variation	Full Cost Recovery	198.50		198.50	225.00		225.00	26.50	13.35%
84	Additional Scrap Metal site (per site)	Full Cost Recovery	105.50		105.50	115.00		115.00	9.50	9.00%
85	Scrap Metal Collector- New	Full Cost Recovery	403.00		403.00	425.00		425.00	22.00	5.46%
86	Scrap Metal Collector- Renewal	Full Cost Recovery	302.50		302.50	325.00		325.00	22.50	7.44%
87	Scrap Metal Collector- Variation	Full Cost Recovery	156.00		156.00	165.00		165.00	9.00	5.77%
88	Scrap Metal Collector- Change of Address	Full Cost Recovery	36.50		36.50	40.00		40.00	3.50	9.59%
89	Copy Licence	Full Cost Recovery	36.50		36.50	40.00		40.00	3.50	9.59%
Items on the Highway										
91	Licence to place items on the highway (Per Square Metre) (subject to building and planning act being repealed)	Discretionary	65.00		65.00	70.00		70.00	5.00	7.69%
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	650.00		650.00	26.00	4.17%
94	Sustainability Officer (Day Rate)	Discretionary	400.00		400.00	425.00		425.00	25.00	6.25%
95	Energy Implementation Advice (Day Rate)	Discretionary	229.00		229.00	250.00		250.00	21.00	9.17%
Transport										
Fleet Hire Charges - VAT Chargeable in addition on external hire										
3	Small Van Cost Per Mile	Full Cost Recovery	0.55		0.55	0.70		0.70	0.15	27.27%
6	Large Van Cost Per Mile	Full Cost Recovery	0.66		0.66	0.75		0.75	0.09	13.64%
10	Minibus (up to 16 seater) Half Day	Full Cost Recovery	55.00		55.00	60.00		60.00	5.00	9.09%
11	Minibus Cost Per Mile	Full Cost Recovery	0.77		0.77	0.85		0.85	0.08	10.39%
12	Driving Assessment for small vehicle	Full Cost Recovery	79.50		79.50	85.00		85.00	5.50	6.92%
13	Licence Check	Statutory	15.00		15.00	16.00		16.00	1.00	6.67%
Waste										
Garden Waste										
1	Garden Waste Sacks (roll of 10 sacks)	Third Party	12.00		12.00	10.00		10.00	(2.00)	-16.67%
2	240 litre Garden waste bin (to purchase, one off cost)	Third Party	34.50		34.50	35.00		35.00	0.50	1.45%
3	1 year garden waste permit (annual payment by direct debit)	Third Party	73.50		73.50	73.50		73.50	0.00	0.00%
4	52 week garden waste permit (payment by cheque/card) Single fee for all above	Third Party	82.00		82.00	84.30		84.30	2.30	2.80%

Fees Charges 2025/26 - Exceptions

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	£
			£	£	£	£	£	£	£	%
Bereavement Services										
Cemeteries and Crematorium										
Burial fees										
<i>Private Grave Space - Traditional Grave 50 years</i>										
1	Exclusive Rights of Burial including Registration in traditional Grave - Resident	Discretionary	3,190.00		3,190.00	3,190.00		3,190.00	0.00	0.00%
2	Exclusive Rights of Burial including Registration in traditional Grave - Non Resident	Discretionary	9,570.00		9,570.00	9,900.00		9,900.00	330.00	3.45%
<i>Private Grave Space- Lawn including 75 and 50 years grave spaces</i>										
3	Exclusive Right of Burial including Registration - Resident	Discretionary	1,430.00		1,430.00	1,430.00		1,430.00	0.00	0.00%
4	Exclusive Right of Burial including Registration - Non Resident	Discretionary	4,290.00		4,290.00	4,500.00		4,500.00	210.00	4.90%
Interment fee including excavation all depths										
5	A person whose age at time of death exceeds 18 years - Resident	Discretionary	1,150.60		1,150.60	1,150.00		1,150.00	(0.60)	-0.05%
6	A person whose age at time of death exceeds 18 - Non Resident	Discretionary	1,150.60		1,150.60	1,200.00		1,200.00	49.40	4.29%
7	A person whose age at time of death does not exceed 18 years - Resident	Discretionary	786.50		786.50	786.50		786.50	0.00	0.00%
8	A person whose age at time of death does not exceed 18 - Non Resident	Discretionary	786.50		786.50	786.50		786.50	0.00	0.00%
Mini Cremated Remains Vault										
9	Mini Cremated Remains Vault max 4 interments (Inclusive of 25 Year Exclusive Rights of Burial, and vase block with metal flower holder) - Resident	Discretionary	1,828.00		1,828.00	1,875.00		1,875.00	47.00	2.57%
10	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	2,277.00		2,277.00	2,280.00		2,280.00	3.00	0.13%
Interment Fee in Cremated remains vault										
11	A person whose age at time of death exceeds 18 years - Resident	Discretionary	314.60		314.60	315.00		315.00	0.40	0.13%
12	A person whose age at time of death exceeds 18 years - Non Resident	Discretionary	314.60		314.60	315.00		315.00	0.40	0.13%
Cremated remains Vault memorial Inscription										
13	Plaque Inscription	Discretionary	147.40	29.48	176.88	150.00	30.00	180.00	3.12	1.76%
14	Porcelain photo plaque (7cm x 5cm)	Discretionary	126.13	25.23	151.36	129.17	25.83	155.00	3.64	2.40%
15	Line Drawing	Discretionary	78.75	15.75	94.50	79.17	15.83	95.00	0.50	0.53%
16	Coloured Line Drawing	Discretionary	104.96	20.99	125.95	104.17	20.83	125.00	(0.95)	-0.75%
Private Grave Space - Children`s (50 years)										
18	Exclusive Right of Burial Including Registration - Resident - up to 4ft 6"	Discretionary	847.00		847.00	850.00		850.00	3.00	0.35%
19	Exclusive Right of Burial Including Registration - Non Resident - up to 4ft 6"	Discretionary	1,210.00		1,210.00	1,215.00		1,215.00	5.00	0.41%
Cremated Ashes Grave Space inc 75yrs ERB										
18	Exclusive Right of Burial including Registration - Resident	Discretionary	770.00		770.00	770.00		770.00	0.00	0.00%
19	Exclusive Right of Burial including Registration - Non Resident	Discretionary	1,314.50		1,314.50	1,375.00		1,375.00	60.50	4.60%
Cremated Ashes exhumation fee including excavation all depths										
22	A person whose age at time of death exceeds 18 years - Resident	Discretionary	381.70		381.70	380.00		380.00	(1.70)	-0.45%
23	A person whose age at time of death exceeds 18 years - Non Resident	Discretionary	381.70		381.70	380.00		380.00	(1.70)	-0.45%

Fees Charges 2025/26 - Exceptions

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross	£
			£	£	£	£	£	£	£	
Monuments/Memorial Rights										
26	Headstone or similar exceeding 3.0' in overall height (non lawn sections only) per additional ft or part ft	Discretionary	83.42	16.68	100.10	87.50	17.50	105.00	4.90	4.90%
27	Inscribed Book, Scroll, Tablet or vase not exceeding 20" in height when erected as only memorial marking grave	Discretionary	163.17	32.63	195.80	170.83	34.17	205.00	9.20	4.70%
28	Cremated Remains Grave: Tablet/Vase	Discretionary	163.17	32.63	195.80	170.83	34.17	205.00	9.20	4.70%
29	Additional Inscription (unless added within 6 months of original grant of memorial rights then no charge)	Discretionary	131.10	26.22	157.32	137.50	27.50	165.00	7.68	4.88%
Surcharge - except interment of cremated Remains (October to March only)										
30	Surcharge for all burials at 2.15 pm	Discretionary	121.00		121.00	130.00		130.00	9.00	7.44%
31	Surcharge for all burials at 2.45 pm	Discretionary	121.00		121.00	130.00		130.00	9.00	7.44%
Exhumation Charges										
34	Per container of cremated remains	Discretionary	375.10		375.10	390.00		390.00	14.90	3.97%
Miscellaneous Charges (Cemeteries)										
35	Use of Cemetery Church or Chapel for burial or memorial service (40 minutes)	Discretionary	189.20		189.20	190.00		190.00	0.80	0.42%
36	Extension of burial rights for 25 years once expired	Discretionary	660.50		660.50	750.00		750.00	89.50	13.55%
37	Registration transfer of Grant of Right of Burial	Discretionary	114.40		114.40	125.00		125.00	10.60	9.27%
38	Every Search (other than for identification of Grave)	Discretionary	26.13	5.23	31.36	29.17	5.83	35.00	3.64	11.61%
Memorials										
39	4' Memorial Wooden Seat and Bronze Plaque - Cemetery only	Discretionary	1,231.10	246.22	1,477.32	1,225.00	245.00	1,470.00	(7.32)	-0.50%
40	6' Memorial Wooden Seat and Bronze Plaque - Cemetery only	Discretionary	1,639.00	327.80	1,966.80	1,633.33	326.67	1,960.00	(6.80)	-0.35%
41	Plus 25 year lease for all memorial seats	Discretionary	943.80		943.80	940.00		940.00	(3.80)	-0.40%
42	Replacement Bronze Plaques (6"x 4")	Discretionary	210.46	42.09	252.55	208.33	41.67	250.00	(2.55)	-1.01%
43	Memorial Tree inc Bronze Plaque (6"x4") - Limited availability	Discretionary	299.75	59.95	359.70	295.83	59.17	355.00	(4.70)	-1.31%
44	Memorial Tree lease period for 5 years	Discretionary	346.50		346.50	345.00		345.00	(1.50)	-0.43%
45	Memorial Tree lease period for 10 years	Discretionary	660.00		660.00	660.00		660.00	0.00	0.00%
46	Memorial Tree lease renewal for 5 years	Discretionary	346.50		346.50	345.00		345.00	(1.50)	-0.43%
47	Memorial Shrub and Bronze Plaque (6"x4")	Discretionary	231.00	46.20	277.20	229.17	45.83	275.00	(2.20)	-0.79%
48	Memorial Shrub lease period for 5 years	Discretionary	346.50		346.50	345.00		345.00	(1.50)	-0.43%
49	Memorial Shrub lease period for 10 years	Discretionary	660.00		660.00	660.00		660.00	0.00	0.00%
50	Memorial Shrub lease renewal for 5 years	Discretionary	346.50		346.50	345.00		345.00	(1.50)	-0.43%
51	Replacement Bronze Plaques (6"x 4")	Discretionary	194.33	38.87	233.20	191.67	38.33	230.00	(3.20)	-1.37%
52	Replacement Bronze Plaques (7"x 5")	Discretionary	262.16	52.43	314.59	258.33	51.67	310.00	(4.59)	-1.46%
53	Replacement Bronze Plaque with Photo (8"x4")	Discretionary	348.33	69.67	418.00	345.83	69.17	415.00	(3.00)	-0.72%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
Crematorium										
Cremation fees										
54	Cremation Fee incl of environmental charge and medical referee fees – Resident	Discretionary	1,100.00		1,100.00	1,100.00		1,100.00	0.00	0.00%
	Cremation Fee incl of environmental charge and medical referee fees – Non Resident Single fee for all above.	Discretionary	—1,210.00		—1,210.00	—1,210.00		—1,210.00	0.00	0.00%
55	Committal Gold - Cremation only (Any age). Family attending (No service, organist or music, incl of environmental charge) – Resident	Discretionary	880.00		880.00	880.00		880.00	0.00	0.00%
	Committal Gold – Cremation only (exceeds 18 years of age). Family attending (No service, organist or music, incl of environmental charge) – Non Resident Single fee for all above.	Discretionary	—990.00		—990.00	—990.00		—990.00	0.00	0.00%
56	Committal Silver - Cremation only (Any Age) No Family attending (No Service, organist or Music, incl environmental charge) – Resident	Discretionary	605.00		605.00	545.00		545.00	(60.00)	-9.92%
	Committal Silver – Cremation only (exceeds 18 years of age) No Family attending (No Service, organist or Music, incl environmental charge) – Non Resident Single fee for all above.	Discretionary	—660.00		—660.00	—660.00		—660.00	0.00	0.00%
57	Body Parts	Discretionary	242.00		242.00	240.00		240.00	(2.00)	-0.83%
Miscellaneous Charges										
58	Use of Chapel for Burials Memorial Service	Discretionary	275.00		275.00	285.00		285.00	10.00	3.64%
59	Metal Urn - Adult	Discretionary	69.30		69.30	75.00		75.00	5.70	8.23%
60	Metal Urn or Poly Urn – Child	Discretionary	No charge							
Web Cast Services										
60	Live webcast	Discretionary	49.50		49.50	50.00		50.00	0.50	1.01%
61	Live & 28 days watch again	Discretionary	77.00		77.00	80.00		80.00	3.00	3.90%
62	Physical copy (DVD/Blu-Ray/USB Stick)	Discretionary	73.33	14.67	88.00	75.00	15.00	90.00	2.00	1.01%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
Visual Tribute Services										
63	Single Photo (shown throughout Service)	Discretionary	15.58	3.12	18.70	15.00	3.00	18.00	(0.70)	-3.74%
64	Simple slide show (up to 25 photos played on a loop or once at a time of your choosing)	Discretionary	52.25	10.45	62.70	50.00	10.00	60.00	(2.70)	-4.31%
65	Professional Photo Tribute (up to 25 photos set to music of your choice played once at a time of your choosing)	Discretionary	91.67	18.33	110.00	91.67	18.33	110.00	0.00	0.00%
66	Extra Photos (for each extra batch of 25 photos)	Discretionary	15.58	3.12	18.70	15.00	3.00	18.00	(0.70)	-3.74%
67	Physical copy of a tribute on DVD, Blu-Ray or USB		15.58	3.12	18.70	15.00	3.00	18.00	(0.70)	-3.74%
68	Family supplied video checking	Discretionary	21.08	4.22	25.30	20.83	4.17	25.00	(0.30)	-1.19%
69	Storage cremated remains beyond 3 months- per month or part month	Discretionary	36.67	7.33	44.00	33.33	6.67	40.00	(4.00)	-9.09%
70	Scatter or Interment of cremated remains in Garden of Remembrance where cremation took place at another crematorium	Discretionary	192.50		192.50	197.80		197.80	5.30	2.75%
71	Scatter or Interment of cremated remains in Garden of Remembrance where cremation took place at Southend Crematorium if returned after 1 year	Discretionary	192.50		192.50	197.80		197.80	5.30	2.75%
72	Saturday scatter or interment of cremated remains (Maximum of 4 interments PM only) in Garden of Remembrance	Discretionary	133.10		133.10	136.50		136.50	3.40	2.55%
73	Additional or replacement Certified copy of cremation certificate	Discretionary	31.90		31.90	32.00		32.00	0.10	0.31%
74	Use of Organ	Discretionary	25.30		25.30	25.00		25.00	(0.30)	-1.19%
75	Surcharge for Services over running up to 10 minutes	Discretionary	150.70		150.70	140.00		140.00	(10.70)	-7.10%
76	Surcharge for Services over running 10 minutes and over	Discretionary	314.60		314.60	300.00		300.00	(14.60)	-4.64%
77	Funeral services cancelled after 10am one working day before reserved time	Discretionary	314.60		314.60	300.00		300.00	(14.60)	-4.64%

Fees Charges 2025/26 - Exceptions

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	£
			£	£	£	£	£	£		
Commemorative Fees (incl VAT)										
Book of Remembrance										
78	2 line inscription	Discretionary	126.50	25.30	151.80	129.17	25.83	155.00	3.20	2.11%
79	5 line inscription	Discretionary	188.83	37.77	226.60	191.67	38.33	230.00	3.40	1.50%
80	5 line inscription with Floral Motif	Discretionary	324.50	64.90	389.40	333.33	66.67	400.00	10.60	2.72%
81	5 line inscription with Service Badge / Crest	Discretionary	336.41	67.28	403.69	341.67	68.33	410.00	6.31	1.56%
82	8 line inscription	Discretionary	262.16	52.43	314.59	266.67	53.33	320.00	5.41	1.72%
83	8 line inscription with Floral Motif	Discretionary	399.66	79.93	479.59	408.33	81.67	490.00	10.41	2.17%
84	8 line inscription with Service Badge / Crest	Discretionary	409.75	81.95	491.70	420.83	84.17	505.00	13.30	2.70%
85	8 line inscription with Coat of Arms	Discretionary	452.83	90.57	543.40	462.50	92.50	555.00	11.60	2.13%
Remembrance Card										
86	2 line inscription	Discretionary	88.92	17.78	106.70	87.50	17.50	105.00	(1.70)	-1.59%
87	5 line inscription	Discretionary	110.92	22.18	133.10	112.50	22.50	135.00	1.90	1.43%
88	5 line inscription with Floral Motif	Discretionary	229.16	45.83	274.99	233.33	46.67	280.00	5.01	1.82%
89	5 line inscription with Service Badge / Crest	Discretionary	252.08	50.42	302.50	258.33	51.67	310.00	7.50	2.48%
90	8 line inscription	Discretionary	141.17	28.23	169.40	141.67	28.33	170.00	0.60	0.35%
91	8 line inscription with Floral Motif	Discretionary	289.66	57.93	347.59	295.83	59.17	355.00	7.41	2.13%
92	8 line inscription with Service Badge / Crest	Discretionary	299.75	59.95	359.70	304.17	60.83	365.00	5.30	1.47%
93	8 line inscription with Coat of Arms	Discretionary	326.33	65.27	391.60	333.33	66.67	400.00	8.40	2.15%
Miniature Book of Remembrance										
94	2 line inscription	Discretionary	121.00	24.20	145.20	120.83	24.17	145.00	(0.20)	-0.14%
95	5 line inscription	Discretionary	151.25	30.25	181.50	154.17	30.83	185.00	3.50	1.93%
96	5 line inscription with Floral Motif	Discretionary	289.66	57.93	347.59	295.83	59.17	355.00	7.41	2.13%
97	5 line inscription with Service Badge / Crest	Discretionary	299.75	59.95	359.70	304.17	60.83	365.00	5.30	1.47%
98	8 line inscription	Discretionary	174.17	34.83	209.00	175.00	35.00	210.00	1.00	0.48%
99	8 line inscription with Floral Motif	Discretionary	320.83	64.17	385.00	329.17	65.83	395.00	10.00	2.60%
100	8 line inscription with Service Badge / Crest	Discretionary	330.91	66.18	397.09	337.50	67.50	405.00	7.91	1.99%
101	8 line inscription with Coat of Arms	Discretionary	358.41	71.68	430.09	366.67	73.33	440.00	9.91	2.30%
102	Additional lines: per line	Discretionary	27.50	5.50	33.00	25.00	5.00	30.00	(3.00)	-9.09%
Memorial panels- 2 or 3 line panel displayed										
103	Memorial panel	Discretionary	96.25	19.25	115.50	95.83	19.17	115.00	(0.50)	-0.43%
104	5 year display lease	Discretionary	253.00		253.00	255.00		255.00	2.00	0.79%
105	10 year display lease	Discretionary	478.50		478.50	490.00		490.00	11.50	2.40%
106	Renewal of display for 5 year period	Discretionary	253.00		253.00	255.00		255.00	2.00	0.79%
107	Re Gild Letter	Discretionary	5.50	1.10	6.60	5.42	1.08	6.50	(0.10)	-1.52%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
Mulberry Memorial Tree - Scatter Garden										
108	Plain leaf plaque	Discretionary	41.80	8.36	50.16	41.67	8.33	50.00	(0.16)	-0.32%
109	Add inscription	Discretionary	63.80	12.76	76.56	62.50	12.50	75.00	(1.56)	-2.04%
110	Add motif	Discretionary	31.90	6.38	38.28	29.17	5.83	35.00	(3.28)	-8.57%
111	5 year display lease	Discretionary	126.50		126.50	125.00		125.00	(1.50)	-1.19%
Pavillion Plaques (Children)										
112	Bronze plaque flag style	Discretionary	126.50	25.30	151.80	129.17	25.83	155.00	3.20	2.11%
113	plus 10 year lease	Discretionary	126.50		126.50	125.00		125.00	(1.50)	-1.19%
114	5 year renewal	Discretionary	113.30		113.30	115.00		115.00	1.70	1.50%
Memorial Trees and Shrubs - Limited availability										
115	Memorial Tree and Bronze Plaque (6"x4")	Discretionary	299.75	59.95	359.70	304.17	60.83	365.00	5.30	1.47%
116	Memorial Tree lease period for 5 years	Discretionary	346.50		346.50	355.00		355.00	8.50	2.45%
117	Memorial Tree lease period for 10 years	Discretionary	660.00		660.00	675.00		675.00	15.00	2.27%
118	Memorial Tree lease renewal for 5 years	Discretionary	346.50		346.50	355.00		355.00	8.50	2.45%
119	Memorial Shrub and Bronze Plaque (6"x4")	Discretionary	231.00	46.20	277.20	233.33	46.67	280.00	2.80	1.01%
120	Memorial Shrub lease period for 5 years	Discretionary	344.30		344.30	350.00		350.00	5.70	1.66%
121	Memorial Shrub lease period for 10 years	Discretionary	671.00		671.00	685.00		685.00	14.00	2.09%
122	Memorial Shrub lease renewal for 5 years	Discretionary	346.50		346.50	355.00		355.00	8.50	2.45%
123	Replacement Bronze Plaques (6"x 4")	Discretionary	193.60	38.72	232.32	195.83	39.17	235.00	2.68	1.15%
124	Replacement Bronze Plaques (7"x 5")	Discretionary	238.33	47.67	286.00	241.67	48.33	290.00	4.00	1.40%
125	Replacement Bronze Plaque with Photo (8"x4")	Discretionary	346.50	69.30	415.80	354.17	70.83	425.00	9.20	2.21%
126	Standard Rose replacement Bronze Plaque (4"x 6")	Discretionary	225.50	45.10	270.60	229.17	45.83	275.00	4.40	1.63%
127	4' Memorial Seat and Bronze Plaque - Limited availability	Discretionary	1,110.08	222.02	1,332.10	1,137.50	227.50	1,365.00	32.90	2.47%
128	6' Memorial Seat and Bronze Plaque - Limited availability	Discretionary	1,362.16	272.43	1,634.59	1,395.83	279.17	1,675.00	40.41	2.47%
129	Plus 25 year lease for all memorial seats	Discretionary	946.00		946.00	970.00		970.00	24.00	2.54%
130	Replacement Bronze Plaques (6"x 4")	Discretionary	209.91	41.98	251.89	212.50	42.50	255.00	3.11	1.23%

Fees Charges 2025/26 - Exceptions

Appendix 1

Description of Service		Basis of Charge	Net Charge	VAT	Gross	Indicative	VAT	Indicative	Indicative Increase	
			2024/25	(20%)	2024/25	Net Charge	(20%)	Gross	Gross Charge	
			£	£	£	£	£	£	£	%
<i>Pergola Walk and Sunken Rose Garden Memorial Scheme</i>										
131	Balustrade cremated remains Niche (incl container and 10 year leases)	Discretionary	1,631.30		1,631.30	1,675.00		1,675.00	43.70	2.68%
132	Interment fee	Discretionary	150.70		150.70	150.00		150.00	(0.70)	-0.46%
133	Inscription	Discretionary	145.93	29.19	175.12	145.83	29.17	175.00	(0.12)	-0.07%
134	Photo plaque	Discretionary	125.40	25.08	150.48	125.00	25.00	150.00	(0.48)	-0.32%
135	Line Drawing	Discretionary	78.10	15.62	93.72	79.17	15.83	95.00	1.28	1.37%
136	Coloured Line Drawing	Discretionary	105.60	21.12	126.72	108.33	21.67	130.00	3.28	2.59%
138	Pillar Post	Discretionary	484.00	96.80	580.80	495.83	99.17	595.00	14.20	2.44%
139	Inscription	Discretionary	145.93	29.19	175.12	145.83	29.17	175.00	(0.12)	-0.07%
140	photo plaque	Discretionary	125.40	25.08	150.48	125.00	25.00	150.00	(0.48)	-0.32%
141	Line Drawing	Discretionary	78.10	15.62	93.72	79.17	15.83	95.00	1.28	1.37%
142	Coloured Line Drawing	Discretionary	105.60	21.12	126.72	108.33	21.67	130.00	3.28	2.59%
144	5 year display lease	Discretionary	125.40		125.40	125.00		125.00	(0.40)	-0.32%
145	Atlas pillar memorial plaque	Discretionary	63.80	12.76	76.56	62.50	12.50	75.00	(1.56)	-2.04%
146	Inscription	Discretionary	145.93	29.19	175.12	145.83	29.17	175.00	(0.12)	-0.07%
147	photo plaque	Discretionary	125.40	25.08	150.48	125.00	25.00	150.00	(0.48)	-0.32%
148	Line Drawing	Discretionary	78.10	15.62	93.72	79.17	15.83	95.00	1.28	1.37%
149	Coloured Line Drawing	Discretionary	105.60	21.12	126.72	108.33	21.67	130.00	3.28	2.59%
151	5 year display lease	Discretionary	125.40		125.40	125.00		125.00	(0.40)	-0.32%
152	Chapel memorial plaque	Discretionary	115.50	23.10	138.60	116.67	23.33	140.00	1.40	1.01%
153	Inscription	Discretionary	145.93	29.19	175.12	145.83	29.17	175.00	(0.12)	-0.07%
154	photo plaque	Discretionary	125.40	25.08	150.48	125.00	25.00	150.00	(0.48)	-0.32%
155	Line Drawing	Discretionary	78.10	15.62	93.72	79.17	15.83	95.00	1.28	1.37%
156	Coloured Line Drawing	Discretionary	105.60	21.12	126.72	108.33	21.67	130.00	3.28	2.59%
158	Book Memorial Plaque	Discretionary	115.50	23.10	138.60	116.67	23.33	140.00	1.40	1.01%
159	Inscription	Discretionary	145.93	29.19	175.12	145.83	29.17	175.00	(0.12)	-0.07%
160	photo plaque	Discretionary	125.40	25.08	150.48	125.00	25.00	150.00	(0.48)	-0.32%
161	Line Drawing	Discretionary	78.10	15.62	93.72	79.17	15.83	95.00	1.28	1.37%
162	Coloured Line Drawing	Discretionary	105.60	21.12	126.72	108.33	21.67	130.00	3.28	2.59%
164	Rose Post inc 5 year Lease and Plaque	Discretionary	367.58	73.52	441.10	375.00	75.00	450.00	8.90	2.02%
165	Inscription	Discretionary	145.93	29.19	175.12	145.83	29.17	175.00	(0.12)	-0.07%
166	photo plaque	Discretionary	125.40	25.08	150.48	125.00	25.00	150.00	(0.48)	-0.32%
167	Line Drawing	Discretionary	78.10	15.62	93.72	79.17	15.83	95.00	1.28	1.37%
168	Coloured Line Drawing	Discretionary	105.60	21.12	126.72	108.33	21.67	130.00	3.28	2.59%
<i>Memorial Rockery Limited availability</i>										
170	Lease 15 years	Discretionary	1,694.00		1,694.00	1,740.00		1,740.00	46.00	2.72%
171	Bronze Plaque (6" x 4")	Discretionary	187.91	37.58	225.49	191.67	38.33	230.00	4.51	2.00%
172	Bronze Plaque (7" x 5")	Discretionary	260.70	52.14	312.84	266.67	53.33	320.00	7.16	2.29%