



**Hertsmere
Borough
Council**

REGISTER OF

FEES AND CHARGES

2022/23

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Planning & Economic Development

| Strategic Planning | | |
|---|--|--|
| Item | Paper copy | Electronic copy |
| Tree Preservation Orders* | £11 | £5.50 |
| Article 4 Directions* | £11 | £5.50 |
| Listed Building Register extract* | £11 | £5.50 |
| Conservation Area map* | £11 | £5.50 |
| Publications | Paper copy | Electronic copy |
| Policy documents, technical studies, monitoring reports | Price on application based on an 'at cost' copying and postage charge for local residents and groups, with a £10 surcharge to professionals and non-residents. | Electronic copies of all publications are available free of charge on the Hertsmere website. |

| Development Management | | |
|--|-----------|-----------|
| Item | excl. VAT | incl. VAT |
| Research (each ½ hour or part thereof) | £36.67 | £44 |
| If site visit required, add | £36.67 | £44 |

| Pre-Application Discussions | | |
|------------------------------------|---|---|
| | excl. VAT | incl. VAT |
| Category A – Large Major | £10,979.00 | £13,174.80 |
| Category B – Small Major | £7,564.50 | £9,077.40 |
| Category C - Minor Development (1) | £3,677.00 | 4,412.40 |
| Category D - Minor Development (2) | £1,576.00 | £1,891.20 |
| Category E – Single Dwelling | £400 (without meeting) £550 (with meeting) | £480 (without meeting) £660 (with meeting) |
| Category F – Other | £400 (without meeting) £550 (with meeting) | £480 (without meeting) £660 (with meeting) |
| Category G – Householder | £150 (without meeting) £250 (with meeting) | £180 (without meeting) £300 (with meeting) |
| Additional advice | See Hertsmere website for fee schedule ¹ | |

| Planning Performance Agreements (PPA) |
|---|
| PPAs are a bespoke service and the cost of this service will be discussed on an individual basis tailored to the specific requirements of the application and the parties entering into the agreement. However, if the agreement covers pre-application advice, it will never be lower than the initial cost of that service. |

Note: Planning application fees are set by Central Government
A breakdown of all categories for PPAs, planning applications and planning, trees and listed building pre-applications and any other charges can be found on the Hertsmere website.

¹ <https://www.hertsmere.gov.uk/Planning--Building-Control/Planning-Advice/Pre-application-advice.aspx>

Housing Services

| Houses in Multiple Occupancy | Fees |
|---|---|
| HMO Mandatory Licence Application (Valid for 5 years) | £840 up to 5 people Plus £74 per additional person |
| Variation of HMO Licence | £210 |
| Renew HMO Licence | £840 Plus £74 per additional person |

| Mobile Home Site Annual Fees | | | | | |
|--|------------------|-------------------|---------------------|----------------------|------------------|
| | Band 1 | Band 2 | Band 3 | Band 4 | Band 5 |
| Annual fees | 1 – 6 pitches | 7 – 57 pitches | 58 – 108 pitches | 109 – 159 pitches | 160 + pitches |
| | £137 | £274 | £385 | £436 | £457 |
| New site licence application - fee charges | | | | | |
| Charge to site owner | £572 | £651 | £814 | £977 | £1,176 |
| Application to transfer a site licence – fee charges | | | | | |
| Charge to site owner | £305 | | | | |
| Application to amend a site licence – fee charges | | | | | |
| Charge to site owner | £305 | | | | |
| Fit and Proper Person Application fee | | | | | |
| Charge per person | £260 | | | | |
| Lodging site rules | | | | | |
| Fee per site | £100 | | | | |

| Smoke and Carbon Monoxide Alarm Regulations | | |
|---|--------|--------------------------------------|
| Penalty charge | £5,000 | 50% reduction if paid within 14 days |

| Letting Agent and Property Management Redress Scheme |
|---|
| Where a letting agent or property manager does not register on a recognised scheme, the council can, by notice, require the person or agent to pay a fine up to a maximum of £5,000 |

| Enforcement Notices | Housing Act 2004 |
|---|------------------|
| • Improvement/Suspended Improvement Notice (S11/12) | £350 |
| • Prohibition/Suspended Prohibition Order (S20/21) | £350 |
| • Emergency Remedial Action (S40) | £350 |
| • Emergency Prohibition Order (S41) | £350 |
| Demolition Order | £350 |

| Service of second and subsequent Statutory Notice under Housing Act 2004 (at the same time) | |
|---|-----|
| • Improvement/Suspended Improvement Notice (S11/12) | £75 |
| • Prohibition/Suspended Prohibition Order (S20/21) | £75 |
| • Emergency Remedial Action (S40) | £75 |
| • Emergency Prohibition Order (S41) | £75 |

| Review of suspended Statutory Notices under the Housing Act 2004 | |
|---|-----|
| • Suspended Improvement Notices (S11/12) | £75 |
| • Suspended Prohibition Orders (S20/21) | £75 |

| Immigration Inspections | |
|---|------|
| First application | £236 |
| Hourly rate re-visits or advice | £86 |
| Second visit (over 12 weeks) | £236 |
| Hourly rate re-visits or advice (over 12 weeks) | £86 |

| Civil Penalties | |
|--|--|
| <p>The Housing and Planning Act 2016 has enabled the council to issue Civil Penalty Notices of up to £30,000 per offence for certain breaches of the Housing Act 2004 as an alternative to a prosecution. The level of civil penalty will be calculated using a matrix based on:</p> <ul style="list-style-type: none"> • the severity and seriousness of the offence • the culpability and past history of the offender • the harm, or potential harm, caused to the tenant. | |

Environmental Health

| Charges | |
|--------------------------------------|--|
| Stray Dogs | £25 (Statutory) Seizure Fee £40 Transport & Admin £15 per night Kennelling |
| Environmental Search | £95 per enquiry |
| Basic Food Hygiene Level 2 Course | £58 per candidate |

| Miscellaneous Licences | |
|--|---|
| Licence | Fee |
| Dangerous Wild Animals Act 1976 | £850 Commercial + veterinary fees £200 Domestic + veterinary fees |
| Zoo Licensing Act 1981 <i>Where dispensations have been granted, reduced fees may be levied</i> | Initial (4 years) £4,300 + veterinary fees Renewal (6 years) £2,000 + veterinary fees Transfer £600 |
| Scrap Metal Dealer | £350 Site £260 Collector |
| Sex Shops Sexual Entertainment Venues | £750 application fee £3,250 licensing fee £2,500 |
| Skin Piercing: Premises Operatives Variation | £185 £185 £75 |
| Pavement Licence (The Business and Planning Act 2020) | £100 |

| Small Scale Lotteries | | |
|-----------------------------------|-----------------|-----------------------|
| Licence | Type | Fee |
| Lotteries and Gaming statutory | New application | £40 |
| | Renewal | £20 |
| Gaming machines statutory | | £50 valid for 3 years |

| Animal Licensing Activities | | | | | | | | | | | | | | |
|--|-------------------------|----------------|-------|-----------------------|-----------------------|-------|----------------|-------|----------------|-------|--|--|-------------------------------|---|
| | New Licence Application | | | Renewal Part A | | | 2 Year Licence | | 3 Year licence | | | | | |
| Activity | Application | Grant – Part B | Total | Application | 1 Year Grant – Part B | Total | Grant – Part B | Total | Grant – Part B | Total | Variation and transfer fee (no inspection) | Variation and transfer fee (with inspection) | Re-inspection (cost per hour) | Additional costs to application |
| Training/keeping animals for exhibit or encounters 1 - 5 6 or more | £150 | £225 | £405 | £130 | | | | | £255 | £385 | £20 | £100 | £40 | All costs relating to any Appeal. Vet / expert fees, if necessary, for inspections and throughout duration of licence |
| | £210 | £435 | £645 | £190 | | | | | £435 | £625 | £20 | £100 | £40 | |
| Animal Exhibitors / Trainers / Encounters from outside England – Application to Exhibit | £100 | | | | | | | | | | £20 | £100 | £40 | All costs relating to any Appeal |
| Pet Vending (selling animals as pets) Retail unit Residential / small unit | £210 | £47 | £257 | £190 | £49 | £239 | £242 | £432 | £435 | £625 | £20 | £100 | £40 | All costs relating to any Appeal. Vet / expert fees, if necessary, for inspections and throughout duration of licence |
| | £170 | £27 | £197 | £150 | £29 | £179 | £162 | £312 | £295 | £445 | £20 | £100 | £40 | |
| Hire of Horse(s) | £116 | £47 | £163 | £96 | £49 | £145 | £147 | £243 | £246 | £342 | £20 | £100 | £40 | All costs relating to any Appeal. Inspector costs at hourly rate for duration of inspections. Vet fees for inspections and throughout duration of licence |
| Dog Day Care Commercial | £190 | £47 | £237 | £170 | £49 | £219 | £222 | £392 | £395 | £565 | £20 | £100 | £40 | All costs relating to any Appeal |
| Breeding Dogs Residential Commercial | £159 | £27 | £186 | £139 | £29 | £168 | £150 | £289 | £271 | £410 | £20 | £100 | £40 | All costs relating to any Appeal. Vet fees on application and throughout duration of licence |
| | £239 | £47 | £286 | £219 | £49 | £268 | £270 | £489 | £491 | £710 | £20 | £100 | £40 | |
| Home boarding for Dogs | £150 | £27 | £177 | £130 | £29 | £159 | £142 | £272 | £255 | £385 | £20 | £100 | £40 | All costs relating to any Appeal |
| Kennels | £210 | £47 | £257 | £190 | £49 | £239 | £242 | £432 | £435 | £625 | £20 | £100 | £40 | All costs relating to any Appeal |
| Cattery | £210 | £47 | £257 | £190 | £49 | £239 | £242 | £432 | £435 | £625 | £20 | £100 | £40 | All costs relating to any Appeal |
| Combination Kennels and Cattery (1 application fee + 2 activity fees) | £253 | £94 | £347 | £233 | £98 | £331 | £334 | £567 | £569 | £802 | £20 | £100 | £40 | All costs relating to any Appeal |
| Franchises: Arranging provision of Home Boarding for Dogs and /or Dog Day Care with hosts* | £77 plus grants below | | | £77 plus grants below | | | | | | | £20 | £100 | £40 | All costs relating to any Appeal |
| Franchises: Grant per host | | £142 | | | £121 | | £185 | | £247 | | £20 | £100 | £40 | All costs relating to any Appeal |

*If arranger is providing Home Boarding or Dog Day Care themselves, they will need to apply for a Home Boarding and / or Dog Day Care licence separately from their Home Authority. If located in Three Rivers, the appropriate fees in the table above are payable.

Applications returned to applicants due to insufficient information supplied or incomplete application forms will incur an additional fee charged at the hourly rate (minimum 1 hour).

| Alcohol & Entertainment Licensing | | | | | | |
|--|--|-------------|------------------|-------------------|--------------------|------------|
| Band* | | A | B | C | D | E |
| Personal Licence | | £37 | | | | |
| Temporary Event Notice | | £21 | | | | |
| Non-domestic rateable value | | None-£4,300 | £4,301 - £33,000 | £33,001 - £87,000 | £87,001 - £125,000 | £125,001 + |
| Premises Licence & Club Premises Certificate | Conversion (incl. variation); new application; variation | £100 | £190 | £315 | £450* | £635* |
| | Conversion + Variation | £20 | £60 | £80 | £100 | £120 |
| | Annual Charge | £70 | £180 | £295 | £320* | £350* |
| | New Licence | £100 | £190 | £315 | £450* | £635* |
| | Future Variation | £100 | £190 | £315 | £450* | £635* |

*There will be separate scale for large events (5,000+ people)

| Taxi Licensing | |
|---|----------------------------------|
| Driver: | £105 (1 year) £235 (3 years) |
| Vehicle: Standard Low emission/wheelchair accessible vehicle | £245 (1 year) £190 (1 year) |
| Operator | £320 + £30 per vehicle (5 years) |
| Transfer | £55 |
| Replacement Badges | £25 |
| Replacement Vehicle Licence Plate | £55 |
| Knowledge Test | £44 |
| Partial re-take of Knowledge Test | £22 |
| Photocopying/ Paperwork | £10 per document |

| Gambling Licences | | | | | | | | |
|--|---|---|---|-------------------|--|---|---|--|
| Classes Premises licence | Conversion application fee for non- fast track application | Non- conversion application fee with respect to provisional statement premises | Non- conversion application fee with respect to other premises | Annual fee | Fee for application to vary licence | Fee for application to transfer a premises licence | Fee for application for reinstatement of a licence | Fee for application for provisional statement |
| Regional Casino | | £8,000 | £15,000 | £15,000 | £7,500 | £6,500 | £6,500 | £15,000 |
| Large Casino | | £4,400 | £8,400 | £8,420 | £4,400 | £2,100 | £2,100 | £8,500 |
| Small Casino | | £2,900 | £7,300 | £4,200 | £3,675 | £1,575 | £1,575 | £7,300 |
| Converted Casino | £2,000 | | | £3,000 | £2,000 | £1,350 | £1,350 | |
| Bingo | £1,600 | £1,100 | £3,200 | £975 | £1,565 | £1,100 | £1,100 | £3,200 |
| Adult Gaming Centre | £925 | £1,150 | £1,925 | £975 | £975 | £1,150 | £1,150 | £1,925 |
| Betting (track) | £1,150 | £915 | £2,300 | £945 | £1,155 | £915 | £915 | £2,300 |
| Family Entertainment Centre | £945 | £915 | £1,925 | £730 | £945 | £915 | £915 | £1,925 |
| Betting (Other) | £1,400 | £1,125 | £2,800 | £575 | £1,400 | £1,125 | £1,125 | £2,925 |
| Copy of Licence | £20 | | | | | | | |
| Change of Circumstances | £40 | | | | | | | |
| Fast Track Applications | £300 | | | | | | | |

| Private Water Supplies | | |
|---|---|--|
| Regulatory Activity | Fees and Charges | Comments |
| A Risk Assessment (for each assessment) | Hourly Rate | Will cover the time spent at the site, completion of a risk assessment and a final report sent to the relevant person. |
| A Sampling Visit (for each assessment) | Hourly Rate | Charge for per sampling visit. (ii) |
| An Investigation (for each investigation) | Hourly Rate | Visit carried out in the event of a test failure. |
| Granting of an authorisation (for each authorisation) | Hourly Rate | Application by the relevant person to supply water to a lower standard on a temporary basis while remedial action is taken as part of an agreed and timed programme of work. |
| Analysis of a sample taken under Regulation 10 | Recover full laboratory analysis costs. | Where a domestic supply provides < 10m ³ per day or serves < 50 people. |
| Analysis of a sample taken under Regulation 11 | Recover full laboratory analysis costs. | Monitoring will be undertaken if radioactivity is found, or the risk assessment indicates it is likely to be detected. |
| Analysis of a sample taken during monitoring for Group A parameters | Recover full laboratory analysis costs. | Monitoring for Group A parameters as determined by the risk assessment to ensure that the water complies with the standard. |
| Analysis of a sample taken during monitoring for Group B parameters | Recover full laboratory analysis costs. | Additional parameters sampled less often to ensure the water complies with all standards (usually carried out alongside monitoring for Group A parameters). |

(i) **Hourly rate will be charged at £47 per hour.**

(ii) **No fee is payable where a sample is taken and analysed solely to confirm or clarify the results of the analysis of a previous sample.**

Street Scene Services

Trade Waste

| 1100 Litre Eurobin | Fee |
|--|------------------|
| Annual Rental Charge | £75.43 |
| Annual Collection & Disposal Charge | £740.83 |
| Landfill Tax | £400.50 |
| Total Charge (excl. VAT) | £1,216.76 |
| 660 Litre Eurobin | |
| Annual Rental Charge | £73.83 |
| Annual Collection & Disposal Charge | £436.22 |
| Landfill Tax | £240.31 |
| Total Charge (excl. VAT) | £750.36 |
| 240 Litre Wheelie Eurobin | |
| Annual Rental Charge (new customers) | £33.39 |
| Annual Collection & Disposal Charge | £158.83 |
| Landfill Tax | £90.21 |
| Total Charge (excl. VAT) | £282.43 |
| 240 Litre Wheelie Eurobin Purchased prior to 1 April 2016 | |
| Annual Collection & Disposal Charge | £158.83 |
| Landfill Tax | £90.21 |
| Total Charge (excl. VAT) | £249.04 |

£10.00 Admin fee applied to all annual / new customer invoices

Reduced rate for Schools - no landfill tax charged (existing customers only)

| 1100 Litre Eurobin | Fee |
|---------------------------------------|----------------|
| Annual Rental Charge | £75.43 |
| Annual Collection & Disposal Charge | £740.83 |
| Total Charge (excl. VAT) | £816.26 |
| 660 Litre Eurobin | |
| Annual Rental Charge | £73.83 |
| Annual Collection & Disposal Charge | £436.22 |
| Total Charge (excl. VAT) | £510.05 |
| 240 Litre Wheelie Eurobin (Purchased) | |
| Annual Rental | £0.00 |
| Annual Collection & Disposal Charge | £158.83 |
| Total Charge (excl. VAT) | £158.83 |
| 240 Litre Wheelie Eurobin | |
| Annual Rental Charge (new customers) | £33.39 |
| Annual Collection & Disposal Charge | £158.83 |
| Total Charge (excl. VAT) | £192.22 |

Charge for School recycling bins (per bin above the free allocation of 6 bins)

| | |
|---------------------------|--------|
| 240 / 360 Litre Brown bin | £75.00 |
|---------------------------|--------|

| Price Discount for Multiple Bins | | | | | |
|----------------------------------|----------------------|-------|-------|-------|---------|
| Bins | 01-04 | 05-09 | 10-14 | 15-19 | Over 20 |
| 1100L | Nil | 3% | 20% | 30% | 40% |
| 660L | Nil | 3% | 20% | 30% | 40% |
| 240L | No discounts applied | | | | |

| Special Collection of Trade Waste | Fee |
|--|--|
| Usual Collection Day | |
| 1100 Litre Eurobin or Equivalent Usual Weekly Collection (less rental fee) Additional collection charge Total Charge (excl. VAT) | £21.95 £44.00 £65.95 |
| 660 Litre Eurobin or Equivalent Usual Weekly Collection (less rental fee) Additional collection charge Total Charge (excl. VAT) | £13.01 £42.00 £55.01 |
| 240 Litre Eurobin or Equivalent Usual Weekly Collection (less rental fee) Additional collection charge Total Charge (excl. VAT) | £4.79 £15.00 £19.79 |
| Outside Usual Collection Day | |
| 1100 Litre Eurobin or Equivalent As per charge above Additional call out fee Total Charge (excl. VAT) | £65.95 £51.00 £116.95 |
| 660 Litre Eurobin or Equivalent As per charge above Additional call out fee Total Charge (excl. VAT) | £55.01 £51.00 £106.01 |
| 240 Litre Eurobin or Equivalent As per charge above Additional call out fee Total Charge (excl. VAT) | £19.79 £51.00 £70.79 |
| Overfilled Trade Bins / Return Charge | |
| 1100 Litre | £80.00 |
| 660 Litre | £75.00 |
| 240 Litre | £65.00 |
| Clinical Waste Disposal: (Excl. vat) | Fee |
| 0.5L box | £14.42 |
| 1L box | £14.92 |
| 5L box | £15.52 |
| 11L box | £16.60 |
| 22L sharps box | N/A |
| Clinical Waste Sacks | £21.65 |
| Clinical Waste Pads | £23.00 |

£10.00 Admin fee applied to all invoices

| Trade Waste Sacks: (Excl. VAT) | Fee (£3.99 per sack) |
|--------------------------------|----------------------|
| 50 | £199.50 |
| 100 | £399.00 |
| 150 | £598.50 |
| 200 | £798.00 |
| 250 | £997.50 |
| 300 | £1,197.00 |

Note: The above trade charges have been set on estimated landfill costs and may be subject to change once Herts County Council confirms its charges for 2022/23.

| Other Charges | |
|--|------------------------------|
| Collection of up to 3 bulky waste items from domestic properties | £45.00 |
| - Additional items | £10.00 |
| Hazardous waste (TV/batteries, etc.) | £45.00 |
| One-off replacement 240l wheeled bin (residents) Non Vatable | £40.00 |
| Biobags | £2.60(Public) £1.70(Outlets) |
| Garden Waste Sacks | £0.50(Public) £0.35(Outlets) |
| Cardboard Recycling Tape (minimum order 10 rolls) | £5.00 |
| Bins for New Developments - £10.00 Admin fee applied to all invoices | |
| 1100L General Refuse | £351.72 |
| 660L General Refuse | £339.23 |
| 240L General Refuse | £50.00 |
| 1100L Brown | £319.07 |
| 660L Brown | £314.81 |
| 360L Brown (Flats) | £58.28 |
| 660L Paper | £288.00 |
| 240L Green/Brown/Paper | £50.00 |
| Flats - Contamination Charges | |
| Flat fee (charged once for return visit) plus: | £51.00+ |
| 240L | £20.00 |
| 360L | £25.00 |
| 660L | £30.00 |
| 1100L | £35.00 |

Pest Control

| Residential | | |
|--|---|----------------|
| Rats/Mice (Domestic) | £90 | up to 3 visits |
| Squirrels | £180 | up to 3 visits |
| Glis Glis (edible dormouse) | £175 | up to 3 visits |
| House Infestation - Cockroaches | £160 (for 3 bed property) additional £30 per extra bedroom | 2 visits |
| House Infestation – Fleas / Moths / Carpet beetles | £140 (for 3 bed property) additional £30 per extra bedroom | 1 visit |
| House Infestation – Bed bugs | £200.00 | 1 visit |
| House Infestation – Silver fish/Ladybirds | £70.00 | 1 visit |
| House Infestation – Spiders | £80.00 | 1 visit |
| House Infestation – Flies | £75.00 | 1 visit |
| Wasp Nest Treatment | £70 +£30 for additional nest within same visit | 1 visit |
| Wasp Nest Removal (Domestic) | £40 +£30 for additional nest within same visit | 1 visit |
| Ants | £110 | 1 visit |
| Exotic Ants | £200 | 2 visits |
| Call Out Advice | £60 | |
| Bookings cancelled after 10am the day before a visit will incur a charge of £40.00 | | |
| Customers not present at the appointment time will incur charge of £40.00 which must be paid prior to rebooking. | | |
| Commercial | | |
| Commercial Pest Control Charges - Inspection for commercial premises /land Pest control contract charges dependent on inspection. One-off visit - charges as per domestic charge above. | | £60.00 |

Parking Services

| Permits | | |
|-----------------------------------|--|--|
| First Residential Parking Permits | £30 | Additional Residential Permits: 2 nd - £60 3 rd - £120 4 th - £160 |
| Special Permits | £30 | |
| Annual Visitor Parking Permit | £60 | |
| Visitor Books | 20 permits per book | £10 |
| Business Permits | 3 months | £145 |
| | 6 months | £275 |
| | 12 months | £480 |
| | 3 day @ week permit | £275 |
| | a.m. or p.m. weekly permit refunds admin charge | £275 £15 |
| Commuter Permits | 3 months | £145 |
| | 6 months | £275 |
| | 12 months | £480 |
| School Permits | 12 months | £20 |
| Parking Dispensation | 1 day | £5 |
| | 1 week (7 days) | £15 |

On Street Pay & Display Parking

Potters Bar

| Restriction | Location | Fees |
|------------------------------------|--|---|
| 1 Hour Parking Bays Total = 234 | High Street = 107 Bays Hatfield Road = 6 Bays Southgate Road = 4 Bays Barnet Road = 28 Bays Darkes Lane & The Broadway = 62 Bays Mutton Lane = 14 Bays Kemble Parade = 13 Bays | First 30 mins – No Charge 1 Hour – £1.00 |
| All Day Total = 101 | The Walk = 28 Bays Cotton Road = 4 Bays St Johns Close = 7 Bays Byng Drive = 4 Bays Baker Street = 8 Bays The Drive = 5 Bays Whaley Road = 3 Bays Parkside = 13 Bays Daleside Drive = 4 Bays Heather Way = 4 Bays Wylllyotts Place = 9 Bays Billy Lows Lane = 12 Bays | First 30 mins – No Charge 1 Hour – £1.00 1-2 Hours - £2.00 2-3 Hours - £3.50 3-4 Hours - £4.50 4-5 Hours - £5.50 Over 5 Hours - £7.00 |
| | Byng Drive = 35 Bays | Up to 1 Hour – £1.00 1-2 Hours - £2.00 2-3 Hours - £3.50 3-4 Hours - £4.50 4-5 Hours - £5.50 Over 5 Hours - £7.00 |

| Borehamwood | | |
|-----------------------------------|--|---|
| Restriction | Location | Fees |
| 1 Hour Parking Bays | Shenley Road = 67 Bays | First 30 mins – No Charge 1 Hour – £1.00 |
| 2 Hour Parking Bays Total = 38 | Whitehouse Ave = 5 Bays Cardinal Ave = 4 Bays Drayton Road = 10 Bays Glenhaven Ave = 8 Bays Clarendon Road = 7 Bays Grosvenor Road = 4 Bays | First 30 mins – No Charge 1 Hour – £1.00 1-2 Hours - £2.00 |
| All Day Total = 12 | Maxwell Road = 6 Bays Station Road = 6 Bays | First 30 mins – No Charge 1 Hour – £1.00 1-2 Hours - £2.00 2-3 Hours - £3.50 3-4 Hours - £4.50 4-5 Hours - £5.50 Over 5 Hours - £7.00 |
| Radlett | | |
| Restriction | Location | Fees |
| 1 Hour Parking Bays Total = 14 | Aldenham Road = 3 Bays Oakway Parade = 11 Bays | No Charge |
| 2 Hour Parking Bays Total = 66 | Newberries Parade = 35 Bays Watling Street = 15 Bays Aldenham Ave = 10 Bays Station Road = 6 Bays | First 30 mins – No Charge 1 Hour – £1.00 1-2 Hours - £2.00 |
| Bushey Heath | | |
| Restriction | Location | Fees |
| 1 Hour Parking Bays Total = 63 | High Road = 51 Bays High Road Service Road = 9 Bays Elstree Road = 3 Bays | First 30 mins – No Charge 1 Hour – £1.00 |
| Bushey | | |
| Restriction | Location | Fees |
| 20 Min Parking Bays | Bushey Hall Road = 7 Bays | No Charge |
| 30 Min Parking Bays Total = 13 | Rudolph Road = 7 Bays Falconer Road = 3 Bays Aldenham Road = 3 Bays | No Charge |
| 1 Hour Parking Bays Total = 32 | Elstree Road = 1 Bay | No charge |
| | High Street = 31 Bays | First 30 mins – No Charge 1 hour – £1.00 |
| 2 Hour Parking Bays | Greatham Road = 8 Bays | First 30 mins – No Charge 1 Hour – £1.00 1-2 Hours - £2.00 |

| Off Street Pay & Display Parking | | |
|---|-------------|--------------------------|
| Potters Bar | | |
| Car Park | Bays | Fees |
| Wylllyotts Place | 100 | Up to 1 Hour – £1.00 |
| Manor Road | 123 | 1-2 Hours - £2.00 |
| Salisbury Close | 58 | 2-3 Hours - £3.00 |
| Highview Close | 48 | 3-4 Hours - £4.00 |
| Barnet Road | 31 | 4-5 Hours - £5.00 |
| | | Over 5 Hours - £6.50 |
| Borehamwood | | |
| Car Park | Bays | Fees |
| Civic Offices | 400 | Up to 1 Hour – £1.00 |
| Furzehill Road | 208 | 1-2 Hours - £2.00 |
| Clarendon Road | 50 | 2-3 Hours - £3.00 |
| Brook Road | 143 | 3-4 Hours - £4.00 |
| | | 4-5 Hours - £5.00 |
| | | Over 5 Hours - £6.50 |
| Radlett | | |
| Car Park | Bays | Fees |
| Newberries | 212 | Up to 1 Hour – No charge |
| | | 1-2 Hours - £2.00 |
| | | 2-3 Hours - £3.00 |
| | | 3-4 Hours - £4.00 |
| | | 4-5 Hours - £5.00 |
| | | Over 5 Hours - £6.50 |
| Bushey | | |
| Car Park | Bays | Fees |
| High Road (Opposite St Peters Church) | 50 | Up to 1 Hour – £1.00 |
| High Road (The Rutts) | 51 | 1-2 Hours - £2.00 |
| | | 2-3 Hours - £3.00 |
| | | 3-4 Hours - £4.00 |
| | | 4-5 Hours - £5.00 |
| | | Over 5 Hours - £6.50 |
| Bushey Country Club | 223 | Up to 1 Hour - £1.00 |
| | | 1-2 Hours - £2.00 |
| | | 2-3 Hours - £3.00 |
| | | 3-4 Hours - £4.00 |
| | | 4-5 Hours - £5.00 |
| | | Over 5 Hours - £6.50 |
| Kemp Place | 120 | Up to 1 Hour – £1.00 |
| | | 1-2 Hours - £2.00 |
| | | 2-3 Hours - £3.00 |
| | | 3-4 Hours - £4.00 |
| | | 4-5 Hours - £5.00 |
| | | Over 5 Hours - £6.50 |

| Parks | |
|--|-------------------------|
| Allotments | Fees |
| Per half plot (5 poles) | £48+VAT |
| Per full plot (10 poles) | £75+VAT |
| Cemeteries | |
| New grave for 1/2/3 | £1,630 |
| Reopen grave for 2/2nd interment | £755 |
| Reopen grave for 3/2nd or 3rd interment | £755 |
| Caskets additional fee | £300 |
| New ashes plot | £580 |
| Reopen ashes plot | £290 |
| Common Graves | £755 |
| Child under 2 years | FREE |
| Child 2-18 | Dependent on age |
| Scattering of ashes | £100 |
| Scattering of ashes under headstone as final interment | £100 |
| Mason permit application | £75+VAT |
| Transfer of Deeds at time of death of owner | FREE |
| Transfer of Deeds at any other time | £110+VAT |
| <i>Note: Non Resident – outside Borough</i> | <i>Rate x3</i> |
| Cemetery Memorial Garden | |
| Bench – supply and installation only (7 years) | £1,420+VAT |
| - Bench plaque | £50+VAT |
| - Inscription on bench plaque per character | £2+VAT |
| - Additional Bench plaque and inscriptions | As above +10% admin fee |
| Wall Plaque including inscription (12 years) | £150+VAT |
| Rose Plaque including inscription | £145+VAT |
| Hedges | |
| High hedge complaint form | £600+VAT |
| Football | |
| | Charges exclude VAT* |
| Senior with Changing Facilities per Game (32 week season) (cost dependent on changing facilities) | £55 - £82 |
| 11-a-side Junior with/without changing (32 week season) | £25 |
| 9-a-side Junior with/without changing (32 week season) | £22.50 |
| 7-a-side Junior with/without changing (32 week season) | £20 |
| <i>*Note: VAT will be added to one-off games on all sizes of pitch</i> | |
| Tennis | |
| Dependent on facilities, booking registration and residency | Varies |
| Netball / Basketball | |
| Netball / Basketball per court per hour | £15 |
| Changing Rooms | |
| Per session per room | £20 |
| Events and Hires | |
| Fitness coach licensing per hour | £5+VAT |
| Commercial filming (per day) | £600+VAT |

Asset Management

| Property Surveyors Fees | Notes | Fee |
|---|---|---------------|
| N.B Excludes associated Legal fees, subject to separate schedule. | | |
| Deed/Grant of Easement | Straightforward matters where no more than 2 hours work is required | £300 |
| Granting of Commercial Leases (Excluding lease renewals) | Straightforward matters where no more than 3 hours work is required | £450 |
| Hourly rate if the above hours are exceeded and for other matters | | £150 per hour |
| Licences (Including access licences) | Depending on type of licence required | £200 - £250 |
| Deed of Variation | | £450 |
| Provision of Management Information, Accounts, copies of leases, etc. | | £75-£100 |

| Garages | Fee excl. VAT | Fee incl. VAT |
|--------------------------|------------------|------------------|
| Garage Rental (Premium) | £49.88 | £59.86 |
| Garage Rental (Standard) | £44.81 | £53.77 |

Legal & Democratic Services

| Land Charges - Property Searches (electronic) | | |
|--|------------------------|------------------------|
| Search Requests : Residential | Fee - excl. VAT | Fee - incl. VAT |
| Official Certificate of Search Form LLC1 | £18 | £18 |
| Replies to Con29R Enquiries | £62 | £74.40 |
| Total Residential Search | £80 | £92.40 |
| Priority Search Service : Residential | | |
| Official Certificate of Search Form LLC1 | £39.50 | £39.50 |
| Replies to Con29R Enquiries | £109.50 | £131.40 |
| Total Residential Search | £149 | £170.90 |
| Search Requests : Commercial | | |
| Official Certificate of Search Form LLC1 | £36 | £36 |
| Replies to Con29R Enquiries | £122 | £146.40 |
| Total Commercial Search | £158 | £182.40 |
| Priority Search Service : Commercial | | |
| Official Certificate of Search Form LLC1 | £47.85 | £47.85 |
| Replies to Con29R Enquiries | £162.15 | £194.58 |
| Total Commercial Search | £210 | £242.43 |
| Personal Searches: | | |
| Inspection of register | Free | Free |
| Online | £8 | £8 |
| Miscellaneous: | | |
| Additional Property Residential LLC1 | £5 | £5 |
| Additional Property Residential CON29R | £10 | £12 |

| | | |
|--|-------------------|---------|
| Q4-21 when submitted with CON29R (per inquiry) Residential | Max £10 | Max £12 |
| Q22 when submitted with CON29R Residential | £22 | £26.40 |
| Additional Property Commercial LLC1 | £10 | £10 |
| Additional Property Commercial CON29R | £19 | £22.80 |
| Q4-21 when submitted with CON29R (per inquiry) Commercial | Max £10 | Max £12 |
| Q22 when submitted with CON29R Commercial | £22 | £26.40 |
| Component data: | | |
| Q1.1a-3.13 (per inquiry) | Max £12.50 | Max £15 |
| Cancellation charge: | | |
| Cancellation of search | 50% of search fee | |
| Copy Documents: | | |
| Copy search (incl. LLC1 and view of the register) | £10 | £10 |

Note: VAT is applicable on all non-statutory land charge fees from 4 July 2016 onwards

| Street Name & Numbering | |
|---|---|
| New Builds | |
| New Postal Addresses: 1-5 addresses | £110 per address |
| New Postal Addresses: 6-10 addresses | £100 per address |
| New Postal Addresses: 11+ addresses* | £95 per address for the first 11 addresses plus £80 for each subsequent address |
| Change of development layout after notification | New application fee as above |
| Reinstating postal address following demolition of property and construction of new | £100 |
| Conversions and Change of Use | |
| Conversion of existing property into dwellings: | £275 plus £75 per dwelling/address |
| Change of use – Residential / Commercial | £100 |
| New Streets | |
| Naming of a street(s) | £300 per street |
| Residential Renaming and Numbering Existing Properties and Streets | |
| Renaming/number existing street (excl. street name plate – see below) | £500 plus £75 per dwelling/address |
| Renaming existing named property | £90 |
| Adding an alias name to a numbered property | £90 |
| Removal of alias name | £50 |
| Change of address (where policy permits) | £90 |
| Commercial Units | |
| New Postal Address for 4 or less units | £200 per unit |
| New Postal Address for 5 or more units | £185 per unit |
| Numbering / renumbering of a commercial unit | £110 |
| Naming / renaming of a commercial unit | £110 |
| Change of Business Name | £100 |
| Unnamed Access Roads | |
| Naming an existing unnamed street or access road (excluding name plates – see below) | £550 |
| Copies and Other Documents | |
| Land Registry Official Copies (Register and Plan) | £10 |
| Re Issue of Notice of Official Address and Location Plan | £10 |
| Street Name Plates | |
| Street Name Plates are made to the Council's specification with a special coat of arms Please contact Engineering Services engineering.services@hertsmere.gov.uk for a quote or speak to the Local Land and Address Management Team. | |

*Developments requiring more than 100 postal addresses may be assessed on an individual basis.

Fees include:

Official creation of new addresses and streets in the Local Land and Property Gazetteer (LLPG) by a Council Officer; all checks and communication with Royal Mail (including storing of addresses and release of addresses); an official street naming and numbering schedule and plot to postal plan; email notification to all relevant bodies and services of new addresses (including emergency services and Royal Mail); and a Decision Notice on completion which should be kept with deeds. We will also initiate any discussions/consultations required with internal and external departments.

| Legal Fees | | |
|--|--|----------------------------------|
| Document /Matter | Notes | Fee |
| Planning | | |
| Preparation/Negotiation/Completion of Agreements or Unilateral Undertakings under S106 of the Town and Country Planning Act 1990 | Straightforward matters where no more than an estimate of 3 hours work is required. | £480 |
| Preparation/Negotiation/Completion of Agreements or Unilateral Undertakings under S106 of the Town and Country Planning Act 1990 | Matters where no more than an estimate of 5 hours work is required. | £800 |
| Preparation/Completion of a Deed of Variation under S106 of the Town and Country Planning Act 1990 | Straightforward matters where no more than 3 hours work is required | £480 |
| Hourly rate if more than the estimated time above is required. | | £160 |
| Property | | |
| Contracts for sale | As practice is usually for the buyer and seller to bear their own costs in connection with the purchase and sale of property | No charge |
| Deed of Assignment | Straightforward matters where no more than 2 hours work is required | £330 |
| Deed/Grant of Easement | Straightforward matters where no more than 2 hours work is required | £400 |
| Commercial Leases | Straightforward matters where no more than 3 hours work is required | £550 |
| Hourly rate if the above hours are exceeded | | £160 per hr |
| Licences (Including access licences) | Depending on type of licence required | £150-£350 |
| Deed of Variation | | £160 |
| Notice of Devolution/ Assignment (required to be served on Council under terms of a lease) | Provided the lease does not provide for a lesser sum. | £75 excl. VAT £90 incl. VAT |
| Provision of Management Information, Accounts etc. | | £25 |
| Retrospective Consent | | £100 excl. VAT £120 incl. VAT |

| | |
|--|--|
| Register of Electors | |
| Sale of Copies of the Open Register of Electors | |
| Data Form | £20 plus £1.50 per 1000 electors or part |
| Printed Form | £10 plus £5 per 1000 electors or part |
| Sale of Copies of the Marked Register of Electors | |
| Data Form | £10 plus £1.00 per 1000 entries or part |
| Printed Form | £10 plus £5 per 1000 entries or part |
| List of Overseas Electors | |
| Data Form | £20 plus £1.00 per 1000 electors or part |
| Printed Form | £10 plus £5 per 1000 electors or part |
| Other Fees | |
| Certificate of Entry | £20 per Certificate |

Human Resources & Customer Services

| Civic Offices - Room Hire | | | | |
|----------------------------|---------------------|-----------|---------------------|-----------|
| Partners | Daytime hourly rate | | Evening hourly rate | |
| | excl. VAT | incl. VAT | excl. VAT | incl. VAT |
| Committee Rooms A B C D | £25 | £30 | £28 | £33.60 |
| Chamber | £38 | £45.60 | £51 | £61.20 |
| Any room - Saturday | £110 | £132 | £110 | £132 |
| Room set up charge* | £28 | £33.60 | £28 | £33.60 |
| Commercial | | | | |
| Committee Rooms A B C D | £43 | £51.60 | £48 | £57.60 |
| Chamber | £68 | £81.60 | £78 | £93.60 |
| Any room - Saturday | £110 | £132 | £110 | £132 |
| Room set up charge* | £33 | £39.60 | £33 | £39.60 |
| Extras | excl. VAT | | incl. VAT | |
| Flipchart, pad and pens | £30 | | £36 | |
| Microphones | £56 | | £67.20 | |

*A room set up charge will always apply to the committee rooms.

A room set up charge will apply to the chamber only if microphones are required.

In all cases, bookings cancelled giving 14 days or more notice, will be charged 50% of original invoice. Bookings cancelled with less than 14 days' notice will be charged the full original invoice price.

Photocopying

| Photocopying (Any department) | | |
|--------------------------------|-----------------|-----------------|
| Item | Paper copy | Electronic copy |
| General photocopying (A4) | £2 incl. VAT | n/a |
| Plus for each subsequent sheet | £0.20 incl. VAT | n/a |

*Charges include the administration cost of providing the requested information.