



SCHEDULE OF FEES AND CHARGES

2019-2020



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The charges shown for 2019/20 in the following pages are effective from 1st April 2019 unless otherwise indicated. The Council reserves the right to amend the Schedule at any time.

PARKS AND OPEN SPACES			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
CRICKET			
Adult Teams Each Match	S	£68.70	£82.44
Adult Teams Seasonal Hire (Alternate Weeks)	E	£772.70	£772.70
Youth Teams Each Match	S	£32.55	£39.06
Youth Teams Seasonal Hire (Alternate Weeks)	E	£348.64	£348.64
FOOTBALL			
<i>Youth football prices are for teams that are under 18 years of age.</i>			
Adult Teams Each Match without Accommodation	S	£69.80	£83.76
Adult Teams One Match on Alternate Weeks - provided VAT block-booking conditions apply	E	£747.30	£747.30
Youth - Teams Each Match without Accommodation	S	£49.29	£48.34
Youth - Teams One Match on Alternate Weeks - provided VAT block-booking conditions apply	E	£298.30	£298.30
Youth - Seasonal Mini Soccer - Junior (Seven a Side) - provided VAT block-booking conditions apply	E	£150.80	£150.80
Youth - Mini Soccer Seven a Side Pitches - WSFRG Each Match	S	£26.30	£31.56
Changing accommodation per match	E	£17.05	£17.05
Prices for one-off matches for Teams with no seasonal bookings.			
Adult - Five-A-Side Pitches per pitch per day	S	£117.76	£141.31
Adult Friendly match per match	S	£80.57	£96.68
Youth - Five-A-Side Pitches per pitch per day	S	£66.62	£79.94
Youth Friendly match per pitch without Accommodation - Sundays	S	£45.96	£55.15

PARKS AND OPEN SPACES			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
RUGBY			
Adult Teams Each Match without Accommodation	S	£68.69	£82.42
Adult Teams One Match on Alternate Weeks - provided VAT block-booking conditions apply	E	£768.55	£768.55
Youth - Teams Each Match without Accommodation	S	£40.22	£48.33
Youth - Teams One Match on Alternate Weeks - provided VAT block-booking conditions apply	E	£304.73	£304.73
Changing accommodation per match	E	£17.04	£17.04
BOWLS			
Casual Use - Per Person Per Hour	S	£6.20	£7.44
Season Use - Per Club Member			
OAPs	E	£86.77	£86.77
Juniors	E	£53.71	£53.71
Adults	E	£134.30	£134.30
CROQUET			
Casual Use - Per Match	S	£4.64	£6.48
Season Use - Per Club Member			
OAPs	E	£23.76	£23.76
Adults	E	£33.05	£33.05
ALLOTMENTS			
Per Plot	N	£71.80	£71.80
Per Half Plot	N	£36.15	£36.15

OPEN SPACES HIRE			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
<i>On all bookings a non-refundable booking deposit of £100 is required to secure the booking. This is only refunded where Castle Point Borough Council have to cancel the hire due to poor ground conditions.</i>			
<i>A refundable £250 deposit for small hires and £500 for large hires will be taken to cover for any damages caused to the land. If damage exceeds the deposit amount the hirer will be invoiced for the cost of rectification works.</i>			
Use of Open Space for Bootcamps for 2 hours (Minimum of 10 bookings)	E	£28.95	£28.95
Open Space hire for half a field per day. (Small Gains, Woodside, John H Burrows and Runnymede Paddocks).	E	£109.50	£109.50
Open Space hire for a whole field per day. (Small Gains, Woodside, Waterside Front Field, John H Burrows and Runnymede Paddocks).	E	£273.00	£273.00
Showground Hire (Waterside Showground, Canvey Island) per day	E	£546.00	£546.00
Set up and break down days will be charged at 25% of the ordinary daily rental charge.	E		
If the booking is over 3 days in duration, the set up and break down days will be free of charge.			
Woodside Paddocks - Horse Shows	E	£197.00	£197.00
Woodside Paddocks - Marquee Hire	E	POA	
Major Events, Large Circuses or Fairs	E	POA	
Events Toilets at Waterside Farm			
<i>Cleaning of the toilets will be completed on the first day of hire. Toilet roll and soap will be supplied. If additional toilet paper or soap are required these will need to be provided by the hirer.</i>			
Toilets - Waterside Farm Recreation Ground (Per Day)	S	£46.00	£55.20
Toilets - Waterside Farm Recreation Ground (Per Weekend)	S	£69.00	£82.80
Access to standpipe (Waterside Showground only) per week	S	£118.00	£141.60
Call Out and Key Charges			
Call out fee per hour of office hours (Mon - Thurs 8.45 a.m. - 5.15 p.m. and Fri 8.45 a.m. - 4.45 p.m.)	S	£32.00	£38.40
There is a minimum charge of 2 hours when a call out is made.			
Key deposit for all keys (This will be returned when the keys have been returned to the Kiln Road Offices or the allocated Ranger).	N	£77.50	£77.50

CHURCHYARD BURIAL GROUNDS & CEMETERIES			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
Cemetery Interment			
(CI1) Child under 1 month (plot for 2) resident	N	£131.00	£131.00
(CI2) Child under 1 month (plot for 2) non resident	N	£261.00	£261.00
(CI3) Child under 1 month (plot for 2) (Exclusive rights 50 years) resident	N	£627.00	£627.00
(CI4) Child under 1 month (plot for 2) (Exclusive rights 50 years) non resident	N	£1,250.00	£1,250.00
(CI5) Child under 1 month (plot for 3) resident	N	£150.00	£150.00
(CI6) Child under 1 month (plot for 3) non resident	N	£295.00	£295.00
(CI7) Child under 1 month (plot for 3) (Exclusive rights 50 years) resident	N	£627.00	£627.00
(CI8) Child under 1 month (plot for 3) (Exclusive rights 50 years) non resident	N	£1,250.00	£1,250.00
(CI9) Child 1 month to 12 years (plot for 2) resident	N	£261.00	£261.00
(CI10) Child 1 month to 12 years (plot for 2) non resident	N	£527.00	£527.00
(CI11) Child 1 month to 12 years (plot for 2) (exclusive rights) resident	N	£627.00	£627.00
(CI12) Child 1 month to 12 years (plot for 2) (exclusive rights) non resident	N	£1,250.00	£1,250.00
(CI13) Child 1 month to 12 years (plot for 3) resident	N	£297.00	£297.00
(CI14) Child 1 month to 12 years (plot for 3) non resident	N	£589.00	£589.00
(CI15) Child 1 month to 12 years (plot for 3) (exclusive rights) resident	N	£609.00	£609.00
(CI16) Child 1 month to 12 years (plot for 3) (exclusive rights) non resident	N	£1,213.00	£1,213.00
(CI17) 12 years and over (plot for 2) resident	N	£627.00	£627.00
(CI18) 12 years and over (plot for 2) non resident	N	£1,250.00	£1,250.00
(CI19) 12 years and over (plot for 2) resident (exclusive rights)	N	£627.00	£627.00
(CI20) 12 years and over (plot for 2) non resident (exclusive rights)	N	£1,250.00	£1,250.00
(CI21) 12 years and over (plot for 3) resident	N	£715.00	£715.00
(CI22) 12 years and over (plot for 3) non resident	N	£1,396.00	£1,396.00
(CI23) 12 years and over (plot for 3) resident (exclusive rights)	N	£627.00	£627.00
(CI24) 12 years and over (plot for 3) non resident (exclusive rights)	N	£1,250.00	£1,250.00
(CI25) Cremated remains (grave space) resident	N	£105.00	£105.00
(CI26) Cremated remains (grave space) non resident	N	£205.00	£205.00
(CI27) Cremated remains (ashes area A, B, X) resident	N	£105.00	£105.00

CHURCHYARD BURIAL GROUNDS & CEMETERIES			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
Cemetery Interment			
(CI28) Cremated remains (ashes area A, B, X) non resident	N	£205.00	£205.00
(CI29) Cremated remains (ashes area A, B, X) resident (exclusive rights)	N	£282.00	£282.00
(CI30) Cremated remains (ashes area A, B, X) non resident (exclusive rights)	N	£501.00	£501.00
(CI31) Scattering of cremated remains (Woodside only) resident	N	£46.00	£46.00
(CI32) Scattering of cremated remains (Woodside only) non resident	N	£87.00	£87.00
Cemetery Surcharges			
(CS1) Funeral commencing 2.45 p.m. resident	N	£96.00	£96.00
(CS2) Funeral commencing 2.45 p.m. non resident	N	£191.00	£191.00
(CS3) Funeral commencing 3.15 p.m. resident	N	£160.00	£160.00
(CS4) Funeral commencing 3.15 p.m. non resident	N	£317.00	£317.00
Other Internments			
(OI1) Woodland burial resident	N	£315.00	£315.00
(OI2) Woodland burial non resident	N	£627.00	£627.00
Extension of exclusive rights for a further 10 years			
(ER1) Earthen graves resident	N	£131.00	£131.00
(ER2) Earthen graves non resident	N	£261.00	£261.00
(ER3) Cremated remains (plot X Woodside) resident	N	£50.00	£50.00
(ER4) Cremated remains (plot X Woodside) non resident	N	£101.00	£101.00
(C12) Headstone or tablet (including first inscription) resident	N	£53.00	£53.00
(C13) Headstone or tablet (including first inscription) non resident	N	£105.00	£105.00
(C14) Additional inscription (after first) resident	N	£48.00	£48.00
(C15) Additional inscription (after first) non resident	N	£82.00	£82.00
(C16) Construction of foundation for headstone resident	S	£98.00	£117.60
(C17) Construction of foundation for headstone non resident	S	£147.00	£161.70
(C18) Construction of foundation for ashes resident	S	£49.00	£58.80
(C19) Construction of foundation for ashes non resident	S	£87.00	£115.20
(C20) Right to place vase or urn (approved design) resident	N	£48.00	£53.00
(C21) Right to place vase or urn (approved design) non resident	N	£98.00	£108.00

CHURCHYARD BURIAL GROUNDS & CEMETERIES			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
Miscellaneous			
(M1) Exhumation of ashes resident	N	£105.00	£105.00
(M2) Exhumation of ashes non resident	N	£207.00	£207.00
(M3) Exhumation of earthen grave (price on application)	N	Price on application	Price on application
(M4) Transfer of deed (per transfer) resident	N	£46.00	£46.00
(M5) Transfer of deed (per transfer) non resident	N	£85.00	£85.00
(M6) Certified copy of entry in burial register resident	N	£33.00	£33.00
(M7) Certified copy of entry in burial register resident	N	£62.00	£62.00
(M8) Search in burial register (for not more than one year) resident	N	£33.00	£33.00
(M9) Search in burial register (for not more than one year) non resident	N	£62.00	£62.00
(M10) Use of Woodside Chapel resident	N	£53.00	£53.00
(M11) Use of Woodside Chapel non resident	N	£53.00	£53.00
Memorial Plaque	S	£70.00	£84.00

COMMUNITY HALLS			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
OFF PEAK: Mondays - Thursdays (anytime), Fridays up to 6.00 p.m. PEAK: Fridays from 6.00 p.m., Saturdays, Sundays, Bank Holidays, Christmas Eve, New Years' Eve N.B. Minimum 3 hour hire during peak period, day time rate applies up to 6.00 p.m. *All bookings which include Wedding services (ceremonies, receptions etc.) are subject to a standard VAT rate.*			
Paddocks Main Hall and Stage			
Peak - Hourly Rate			
Day time	E *S	£45.00	£54.00
Evenings	E *S	£80.00	£96.00
Off Peak - Hourly Rate			
Day time	E *S	£31.00	£37.20
Evenings	E *S	£46.00	£55.20
Full day hire 9.00 a.m. - 6.00 p.m. (9 hours)			
Peak	E *S	£350.00	£420.00
Off Peak	E *S	£210.00	£252.00
Evening Hire 7.00 p.m. - midnight (5 hours)			
Peak	E *S	£350.00	£420.00
Off Peak	E *S	£210.00	£252.00
All day/evening hire 9.00 a.m. - midnight (15 hours)			
Peak	E *S	£667.00	£800.40
Off Peak	E *S	£408.00	£489.60
Paddocks Hall 2			
Peak - Hourly Rate			
Day time	E *S	£31.00	£37.20
Evenings	E *S	£46.00	£55.20
Off Peak - Hourly Rate			
Day time	E *S	£25.00	£30.00
Evenings	E *S	£41.00	£49.20
Full day hire 9.00 a.m. - 6.00 p.m. (9 hours)			
Peak	E *S	£210.00	£252.00
Off Peak	E *S	£174.00	£208.80
Evening Hire 7.00 p.m. - midnight (5 hours)			
Peak	E *S	£210.00	£252.00
Off Peak	E *S	£174.00	£208.80
All day/evening hire 9.00 a.m. - midnight (15 hours)			
Peak	E *S	£408.00	£489.60
Off Peak	E *S	£326.00	£391.20

COMMUNITY HALLS			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
OFF PEAK: Mondays - Thursdays (anytime), Fridays up to 6.00 p.m. PEAK: Fridays from 6.00 p.m., Saturdays, Sundays, Bank Holidays, Christmas Eve, New Years' Eve N.B. Minimum 3 hour hire during peak period, day time rate applies up to 6.00 p.m. *All bookings which include Wedding services (ceremonies, receptions etc.) are subject to a standard VAT rate.*			
Paddocks Hall 3			
Peak - Hourly Rate			
Day time	E *S	£24.50	£29.40
Evenings	E *S	£40.00	£48.00
Off Peak - Hourly Rate			
Day time	E *S	£19.50	£23.40
Evenings	E *S	£31.00	£37.20
Full day hire 9.00 a.m. - 6.00 p.m. (9 hours)			
Peak	E *S	£174.00	£208.80
Off Peak	E *S	£129.00	£154.80
Evening Hire 7.00 p.m. - midnight (5 hours)			
Peak	E *S	£174.00	£208.80
Off Peak	E *S	£129.00	£154.80
All day/evening hire 9.00 a.m. - midnight (15 hours)			
Peak	E *S	£326.00	£391.20
Off Peak	E *S	£234.00	£280.80

COMMUNITY HALLS			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
OFF PEAK: Mondays - Thursdays (anytime), Fridays up to 6.00 p.m. PEAK: Fridays from 6.00 p.m., Saturdays, Sundays, Bank Holidays, Christmas Eve, New Years' Eve N.B. Minimum 3 hour hire during peak period, day time rate applies up to 6.00 p.m. *All bookings which include Wedding services (ceremonies, receptions etc.) are subject to a standard VAT rate.*			
Runnymede Main Hall and Stage			
Peak - Hourly Rate			
Day time	E *S	£49.07	£58.88
Evenings	E *S	£86.78	£104.13
Off Peak - Hourly Rate			
Day time	E *S	£33.58	£40.29
Evenings	E *S	£50.10	£60.12
Full day hire 9.00 a.m. - 6.00 p.m. (9 hours)			
Peak	E *S	£379.63	£455.55
Off Peak	E *S	£227.78	£273.33
Evening Hire 7.00 p.m. - midnight (5 hours)			
Peak	E *S	£379.63	£455.55
Off Peak	E *S	£225.19	£270.23
All day/evening hire 9.00 a.m. - midnight (15 hours)			
Peak	E *S	£723.10	£867.72
Off Peak	E *S	£442.13	£530.55
Wedding room fees	E *S	£331.59	£397.91
Woodside Hall			
Peak - Hourly Rate			
Day time	E *S	£26.86	£32.23
Evenings	E *S	£43.38	£52.06
Off Peak - Hourly Rate			
Day time	E *S	£17.04	£20.45
Evenings	E *S	£17.04	£20.45
Full day hire 9.00 a.m. - 6.00 p.m. (9 hours)			
Peak	E *S	£188.53	£226.23
Off Peak	E *S	£113.63	£136.36
Evening Hire 7.00 p.m. - midnight (5 hours)			
Peak	E *S	£188.53	£226.23
Off Peak	E *S	£81.61	£97.93
All day/evening hire 9.00 a.m. - midnight (15 hours)			
Peak	E *S	£353.28	£423.94
Off Peak	E *S	£243.79	£292.55

COMMUNITY HALLS			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
OFF PEAK: Mondays - Thursdays (anytime), Fridays up to 6.00 p.m. PEAK: Fridays from 6.00 p.m., Saturdays, Sundays, Bank Holidays, Christmas Eve, New Years' Eve N.B. Minimum 3 hour hire during peak period, day time rate applies up to 6.00 p.m. *All bookings which include Wedding services (ceremonies, receptions etc.) are subject to a standard VAT rate.*			
Runnymede Small Hall (including East Room) or Runnymede Foyer and Lounge			
Peak - Hourly Rate			
Day time	E *S	£26.86	£32.23
Evenings	E *S	£43.38	£52.06
Off Peak - Hourly Rate			
Day time	E *S	£21.69	£26.03
Evenings	E *S	£33.58	£40.29
Full day hire 9.00 a.m. - 6.00 p.m. (9 hours)			
Peak	E *S	£188.53	£226.23
Off Peak	E *S	£139.98	£167.97
Evening Hire 7.00 p.m. - midnight (5 hours)			
Peak	E *S	£188.53	£226.23
Off Peak	E *S	£139.98	£167.97
All day/evening hire 9.00 a.m. - midnight (15 hours)			
Peak	E *S	£353.28	£423.94
Off Peak	E *S	£253.08	£303.70
Wedding room fees	E *S	£331.59	£397.91
KING GEORGE V HALL			
Hourly rate (any time)	E *S	£17.04	£20.45
PADDOCKS CIVIC ROOM			
Peak - Hourly Rate			
Day time	E *S	£18.50	£22.20
Evenings	E *S	£18.50	£22.20
Off Peak - Hourly Rate			
Day time	E *S	£12.50	£15.00
Evenings	E *S	£12.50	£15.00
Full day hire 9.00 a.m. - 6.00 p.m. (9 hours)			
Peak	E *S	£125.00	£150.00
Off Peak	E *S	£79.00	£94.80
Evening Hire 7.00 p.m. - midnight (5 hours)			
Peak	E *S	£73.00	£87.60
Off Peak	E *S	£49.00	£58.80
All day/evening hire 9.00 a.m. - midnight (15 hours)			
Peak	E *S	£228.00	£273.60
Off Peak	E *S	£137.00	£164.40

COMMUNITY HALLS			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
COMMUNITY HALLS - SETTING UP CHARGES			
Staging and or/ 10+ Tables and 75+ chairs	E	£58.36	£58.36
5-9 Tables and 35-74 chairs	E	£36.16	£36.16
4 or less tables and less than 34 chairs	E	£17.04	£17.04
STORAGE			
Floor to Ceiling Cupboard per month	S		£30.47
Kitchen Cupboard per month	S		£7.44

WASTE COLLECTION CHARGES			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
TRADE WASTE price on application (poa)			
Trade waste sacks	N	poa	poa
Hire (per week) price on application (poa)			
240L	N	poa	poa
500L	N	poa	poa
770L	N	poa	poa
940L (Special circumstances only)	N	poa	poa
1000L	N	poa	poa
1100L	N	poa	poa
Collection & disposal (per bin) price on application (poa)			
240L	N	poa	poa
500L	N	poa	poa
770L	N	poa	poa
940L (Special circumstances only)	N	poa	poa
1000L	N	poa	poa
1100L	N	poa	poa
Collection only (per bin) price on application (poa)			
240L	N	poa	poa
500L	N	poa	poa
770L	N	poa	poa
940L (Special circumstances only)	N	poa	poa
1000L	N	poa	poa
1100L	N	poa	poa
Additional Collection Admin charge	N	poa	poa
Skip collections for Schools (On request)	N	poa	poa
DOMESTIC WASTE			
Caddy Liners	S	£1.25	£1.50
Green Waste Sacks (per roll of 20)	N	£6.00	£6.00
Chargeable wheeled bin garden waste service	N	£32.00	£32.00 annual charge
Bulky waste Up to 3 items, per additional item Up to 10 items No concessions available.	N N	£35.00 £5.00	£35.00 £5.00
Bulky Waste cancellation - Refunds are not granted unless 48 hours notice has been given during office hours.			

ENVIRONMENTAL HEALTH			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
ANIMAL LICENSING			
Riding Establishments-New*	N	£166.83	£166.83
Dangerous Wild Animal*	N	£198.55	£198.55
Pet Shop-New/Renewal*	N	£121.27	£121.27
Animal Boarding Establishment*	N	£212.51	£212.51
Animal Home Boarding Establishment*	N	£108.39	£108.39
Dog Breeding Establishment*	N	£212.51	£212.51
Zoo Licence-New*	N	£1,283.65	£1,283.65
Zoo Licence-Change*	N	£902.09	£902.09
Zoo License-Renew*	N	£1,283.65	£1,283.65
Keeping or Training Animals for Exhibition*	N	£170.00	£170.00
* Any costs incurred by the Council in licensing premises e.g. vet's fees will be passed onto the Licensee			
ENVIRONMENTAL PROTECTION / PUBLIC HEALTH			
Contaminated Land/Environmental Searches	N	£115.91 (2hrs) plus £58.49per hour thereafter	£115.91 (2hrs) plus £58.49 per hour thereafter
Works in default undertaken	Full cost of works plus full Castle Point Council Officer costs (charged per hour) plus any incidental costs.		
LAPPC CHARGES			
Application Fee			
Standard Process (includes solvent emission activities)	N	£1,650.00	£1,650.00
Additional fee for operating without a permit	N	£1,188.00	£1,188.00
PVRI, SWOBs and Dry Cleaners	N	£155.00	£155.00
PVR I & II combined	N	£257.00	£257.00
VRs and other Reduced Fee Activities	N	£362.00	£362.00
Reduced fee activities: Additional fee for operating without a permit	N	£71.00	£71.00
Mobile Plant	N	£1,650.00	£1,650.00
For the third to seventh applications	N	£985.00	£985.00
For the eighth and subsequent applications	N	£498.00	£498.00
Where an application for any of the above is for a combined Part B and waste application, add an extra £310.00 to the above amounts.			

ENVIRONMENTAL HEALTH			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
LAPPC CHARGES			
Annual Subsistence Charge			
Standard process Low	N	£772.00 (+£104.00)*	£772.00 (+£104.00)*
Standard process Medium	N	£1,161.00 (+£156.00)*	£1,161.00 (+£156.00)*
Standard process High	N	£1,747.00 (+£207.00)*	£1,747.00 (+£207.00)*
PVRI, SWOBs and Dry Cleaners Low	N	£79.00	£79.00
PVRI, SWOBs and Dry Cleaners Medium	N	£158.00	£158.00
PVRI, SWOBs and Dry Cleaners High	N	£237.00	£237.00
PVR I & II combined Low	N	£113.00	£113.00
PVR I & II combined Medium	N	£226.00	£226.00
PVR I & II combined High	N	£341.00	£341.00
VRs and other Reduced Fees Low	N	£228.00	£228.00
VRs and other Reduced Fees Medium	N	£365.00	£365.00
VRs and other Reduced Fees High	N	£548.00	£548.00
Mobile plant, for first and second permits Low	N	£626.00	£626.00
Mobile plant, for first and second permits Medium	N	£1,034.00	£1,034.00
Mobile plant, for first and second permits High	N	£1,551.00	£1,551.00
For the third to seventh permits Low	N	£385.00	£385.00
For the third to seventh permits Medium	N	£617.00	£617.00
For the third to seventh permits High	N	£924.00	£924.00
Eighth and subsequent permits Low	N	£198.00	£198.00
Eighth and subsequent permits Medium	N	£316.00	£316.00
Eighth and subsequent permits High	N	£473.00	£473.00
Late payment fee	N	£52.00	£52.00
* The additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation.			
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99.00 to the above amounts.			

ENVIRONMENTAL HEALTH			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 18/19 Incl VAT
LAPPC CHARGES			
Transfer and Surrender			
Standard process transfer	N	£169.00	£169.00
Standard process partial transfer	N	£497.00	£497.00
New operator at low risk reduced fee activity (extra one-one subsistence charge - see Art 15(2) of charging scheme)	N	£78.00	£78.00
Surrender: all Part B activities	N	£0.00	£0.00
Reduced fee activities: transfer	N	£0.00	£0.00
Reduced fee activities: partial transfer	N	£47.00	£47.00
Temporary transfer for mobiles			
First transfer	N	£53.00	£53.00
Repeat following enforcement or warning	N	£53.00	£53.00
Substantial change			
Standard process	N	£1,050.00	£1,050.00
Standard process where the substantial change results in a new PPC activity	N	£1,650.00	£1,650.00
Reduced fee activities	N	£102.00	£102.00
** Not using simplified permits			
LAPPC MOBILE PLANT CHARGES (NOT USING SIMPLIFIED PERMITS)			
1 Permit			
Application Fee	N	£1,650.00	£1,650.00
Subsistence Fee - Low	N	£646.00	£646.00
Subsistence Fee - Medium	N	£1,034.00	£1,034.00
Subsistence Fee - High	N	£1,506.00	£1,506.00
2 Permit			
Application Fee	N	£1,650.00	£1,650.00
Subsistence Fee - Low	N	£646.00	£646.00
Subsistence Fee - Medium	N	£1,034.00	£1,034.00
Subsistence Fee - High	N	£1,506.00	£1,506.00
3 Permit			
Application Fee	N	£985.00	£985.00
Subsistence Fee - Low	N	£385.00	£385.00
Subsistence Fee - Medium	N	£617.00	£617.00
Subsistence Fee - High	N	£924.00	£924.00

ENVIRONMENTAL HEALTH			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
LAPPC MOBILE PLANT CHARGES (NOT USING SIMPLIFIED PERMITS)			
4 Permit			
Application Fee	N	£985.00	£985.00
Subsistence Fee - Low	N	£385.00	£385.00
Subsistence Fee - Medium	N	£617.00	£617.00
Subsistence Fee - High	N	£924.00	£924.00
5 Permit			
Application Fee	N	£985.00	£985.00
Subsistence Fee - Low	N	£385.00	£385.00
Subsistence Fee - Medium	N	£617.00	£617.00
Subsistence Fee - High	N	£924.00	£924.00
6 Permit			
Application Fee	N	£985.00	£985.00
Subsistence Fee - Low	N	£385.00	£385.00
Subsistence Fee - Medium	N	£617.00	£617.00
Subsistence Fee - High	N	£924.00	£924.00
7 Permit			
Application Fee	N	£985.00	£985.00
Subsistence Fee - Low	N	£385.00	£385.00
Subsistence Fee - Medium	N	£617.00	£617.00
Subsistence Fee - High	N	£924.00	£924.00
8 and over			
Application Fee	N	£498.00	£498.00
Subsistence Fee - Low	N	£198.00	£198.00
Subsistence Fee - Medium	N	£316.00	£316.00
Subsistence Fee - High	N	£473.00	£473.00

ENVIRONMENTAL HEALTH			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
LA-IPPC CHARGES - NB - Every subsistence charge in the table below includes the additional £104.00 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation.			
Application	N	£3,363.00	£3,363.00
Additional fee for operating without a permit	N	£1,188.00	£1,188.00
Annual Subsistence LOW	N	£1,447.00	£1,447.00
Annual Subsistence MEDIUM	N	£1,611.00	£1,611.00
Annual Subsistence HIGH	N	£2,334.00	£2,334.00
Late Payment Fee	N	£52.00	£52.00
Variation	N	£1,368.00	£1,368.00
Substantial Variation (where 9 (2) (a) or 9 (2) (b) of the scheme applies)	N	£3,363.00	£3,363.00
Transfer	N	£235.00	£235.00
Partial Transfer	N	£698.00	£698.00
Surrender	N	£698.00	£698.00
Key Subsistence charges can be paid in four equal quarterly instalments paid on 1 st April, 1 st July, 1 st October and 1 st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.00. Reduced fee activities are listed in the Schedule to the Part B Scheme.			
Newspaper advertisements Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs.			
HOUSING (REGULATORY CHARGES & HMO LICENCE FEES)			
Description of Service			
Mandatory License of House in Multiple Occupation - up to 5 lettings (5 year license)	N	£800.00	£800.00
Mandatory License of House in Multiple Occupation - each additional letting	N	£51.00	£51.00
Improvement Notice	N	£516.50	£516.50
Immigration Inspection -initial visit (subject to resource)	N	£165.28	£165.28
Immigration Inspection -each subsequent visit (subject to resource)	N	£61.98	£61.98
Hazard Awareness Notice	N	£516.50	£516.50
Prohibition Order	N	£516.50	£516.50
Emergency Prohibition Order	N	£516.50	£516.50
Remedial Action Notice	N	£516.50	£516.50
Emergency Remedial Action Notice	N	£516.50	£516.50
Demolition Order	N	£516.50	£516.50
Clearance Area	N	£516.50	£516.50

ENVIRONMENTAL HEALTH			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
HOUSING (REGULATORY CHARGES & HMO LICENCE FEES)			
Description of Service			
Interim Management Order	N	£1,239.60	£1,239.60
Each additional unit above 5 units	N	£51.65	£51.65
Final Management Order	N	£1,239.60	£1,239.60
Each additional unit above 5 units	N	£51.65	£51.65
Interim Empty Dwelling Management Order	N	£826.40	£826.40
Final Empty Dwelling Management Order	N	£826.40	£826.40
Works in Default undertaken	N	Full cost of works plus full Castle Point Council officer costs (charged per hour) plus any incidental costs.	
Court of Protection Assistance (charged per hour)	N	Officer charge (per hour)	Officer charge (per hour)
SPECIAL TREATMENTS			
Cosmetic piercing, Electrolysis, Tattooing, Semi Permanent Skin Colouring and Acupuncture-premises	N	£161.52	£161.52
Cosmetic Piercing, Electrolysis, Tattooing, Semi Permanent Skin Colouring and Acupuncture - per practitioner	N	£79.42	£79.42
FOOD SAFETY			
Export Certificate-one off	N	£55.27	£55.27
Voluntary Surrender call out charge, up to one hour, plus certificate	N	£55.27	£55.27
Voluntary Surrender price per additional hour	N	£64.92	£64.92

ENVIRONMENTAL HEALTH			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
PEST CONTROL - DOMESTIC (CPBC residents receive a subsidized rate - upfront credit / debit card payment is required for all treatments).			
Rats	S	£54.19 per course of visits	£65.03 per course of visits
Mice	S	£54.19 per course of visits	£65.03 per course of visits
Cockroaches	S	£90.15 per course of visits	£108.18 per course of visits
Fleas / Bedbugs	S	£90.15 per single spray treatment	£108.18 per single spray treatment
Wasps	S	£54.19 one nest / £27.36 per additional nest at time of visit. (£27.36 / £13.68 per nest re-spray if required.)	£65.03 one nest / £32.84 per additional nest at time of visit. (£32.84 / £16.41 per nest re-spray if required.)
Call out fee (if no treatment is provided).	S	£27.36	£32.84
No concessions for pest control treatments			
PEST CONTROL - COMMERCIAL (INCLUDING PRIVATE / SOCIAL LANDLORDS)** (Credit/Debit card or invoice.)			
Rats	S	£54.19 initial visit / plus £27.36 per re-visit	£65.03 initial visit / plus £32.84 per re-visit
Mice	S	£54.19 initial visit / plus £27.36 per re-visit	£65.03 initial visit / plus £32.84 per re-visit
Fleas / Bedbugs	S	£108.39 per single spray treatment	£130.07 per single spray treatment
Cockroach	S	£108.39 initial visit / plus £27.36 per re-visit	£130.07 initial visit / plus £32.84 per re-visit
Wasps	S	£54.19 one nest / £27.36 per additional nest at time of visit. (£27.36 / £13.68 per nest if re-spray if required.)	£65.03 one nest / £32.84 per additional nest at time of visit. (£32.84 / £16.41 per nest if re-spray if required.)
Advisory services	S	£54.19 per visit	£65.03 per visit

**** Prices based on standard size (up to 4 bedroom) residential property or small office / retail unit. Additional charges may apply for large commercial or residential premises or for block surveys / treatment.**

ENVIRONMENTAL HEALTH			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
PRIVATE WATER SUPPLIES			
Risk Assessment (each assessment)	N	£55.27 per hour up to the statutory maximum of £500	£55.27 per hour up to the statutory maximum of £500
Sampling Visit (each visit)	N	Recover full sampling cost + 20% admin charge up to statutory maximum of £100	Recover full sampling cost + 20% admin charge up to statutory maximum of £100
Investigation (each investigation)	N	£55.27 per hour up to the statutory maximum of £100	£55.27 per hour up to the statutory maximum of £100
Granting of an authorisation (each authorisation)	N	£55.27 per hour up to the statutory maximum of £500	£55.27 per hour up to the statutory maximum of £500
Analysis of a sample taken under Regulation 10	N	Recover full analysis cost up to statutory maximum of £25	Recover full analysis cost up to statutory maximum of £25
Analysis of a sample taken during Check Monitoring	N	Recover full analysis cost up to statutory maximum of £100	Recover full analysis cost up to statutory maximum of £100
Analysis of a sample taken during Audit Monitoring	N	Recover full analysis cost up to statutory maximum of £500	Recover full analysis cost up to statutory maximum of £500
BOARDING/KENNELING OF STRAY DOGS			
1st day of kenneling	N	£72.00	£72.00
Additional days of kenneling per day	N	£13.50	£13.50
Micro-chipping is included in the fee charged for kenneling of stray dogs.			

CAR PARK CHARGES			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
Hart Road/Dark Lane Car Park Maximum stay 3 hours, no return with 2 hours		Free	Free
Essex Way Car Park Charging period: Monday - Saturday 9.00 a.m. - 5.00 p.m. (excluding Bank Holidays), max stay 3 hours, no return within 2 hours Monday - Saturday: 1 hour Monday - Saturday: 2 hours Monday - Saturday: 3 hours	S S S		£0.60 £1.10 £2.20
<i>NB Blue badge holders free for up to 3 hours on any day</i>			
Richmond Avenue Car Park Max. waiting 16 hours		Free	Free
Richmond Hall Car Park Charging period: Monday - Saturday 9.30 a.m. - 3.00 p.m. and 4.00 p.m. - 6.00 p.m. (excluding Bank Holidays), max stay 3 hours Monday - Friday: 1 hour Monday - Friday: 2 hours Monday - Friday: 3 hours Saturdays	S S S		£0.60 £1.10 £2.20 Free
<i>NB Blue badge holders free for up to 3 hours on any day</i>			
School Lane Car Park Charging period (long stay spaces): Monday - Saturday 9.00 a.m. - 5.00 p.m. (excluding Bank Holidays), No waiting restriction for long stay Daily charge (Monday - Friday, no exemption for blue badge holders) Daily charge (Saturdays/Sundays, no exemption for blue badge holders) Charging period (Designated short stay spaces): Monday - Sunday 9.00 a.m. - 5.00 p.m. (excluding Bank Holidays), max stay 3 hours, no return within 2 hours, no exemption for blue badge holders 1 hour 2 hours 3 hours Annual resident parking permit for eligible properties (one per household) Annual season ticket (doctor's surgery only)	S S		£6.00 £3.00 £0.60 £1.10 £2.20 £220.00 £770.00

CAR PARK CHARGES			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
Rectory Road Car Charging period: Monday - Saturday 9.00 a.m. - 6.00 p.m. (excluding Bank Holidays), max stay 3 hours, no return within 2 hours Monday - Friday: 1 hour Monday - Friday: 2 hours Monday - Friday: 3 hours Saturdays	S S S		£0.60 £1.10 £2.20 Free
<i>NB Blue badge holders free for up to 3 hours on any day</i>			
Labworth Car Park (Large) Charging period: Good Friday - 30 September, 9.00 a.m.- 7.00 p.m. (including Bank Holidays), max stay 16 hours 1 hour 2 hours 3 hours >3 hours Seasonal permit	S S S S S		£0.60 £1.00 £2.00 £4.00 £160.00
<i>NB Blue badge holders free for up to 16 hours on any day</i>			
Labworth Car Park (Small) Charging period: Good Friday - 30 September, 9.00 a.m.- 7.00 p.m. (including Bank Holidays), max stay 16 hours 1 hour 2 hours 3 hours >3 hours	S S S S		£0.60 £1.00 £2.00 £4.00
<i>NB Blue badge holders free for up to 16 hours on any day</i>			
Lubbins Car Park Charging period: Good Friday - 30 September, 9.00 a.m.- 7.00 p.m. (including Bank Holidays), max stay 16 hours 1 hour 2 hours 3 hours >3 hours	S S S S		£0.60 £1.00 £2.00 £4.00
<i>NB Blue badge holders free for up to 16 hours on any day</i>			

CAR PARK CHARGES			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
Thorney Bay Charging period: Good Friday - 30 September, 9.00 a.m. - 7.00 p.m. (including Bank Holidays), no max stay			
1 hour	S		£0.60
2 hours	S		£1.00
3 hours	S		£2.00
>3 hours	S		£4.00
<i>NB Blue badge holders free</i>			
Oak Road Car Park Charging period: Monday - Saturday 9.00 a.m. - 6.00 p.m. (excluding Bank Holidays), max stay 3 hours, no return within 2 hours			
Monday - Friday: 1 hour	S		£0.60
Monday - Friday: 2 hours	S		£1.10
Monday - Friday: 3 hours	S		£2.20
Saturdays	S		Free
<i>NB Blue badge holders free for up to 3 hours on any day</i>			
Waterside Farm Leisure Centre Maximum stay 4 hours		Free	Free
Homestead Road Max stay 24 hours		Free	Free
Castle Lane Car Park Maximum stay 24 hours		Free	Free
The Paddocks, Canvey Island Tewkes Hall, Canvey Island King Georges Playing Field, Canvey Island Canvey Heights (limited car parking) Woodside Park and Pavilion, Thundersley Council offices/Runnymede Pool and Hall, Kiln Road, Thundersley John H Burrows main car park, Hadleigh John H Burrows small car park, Hadleigh Smallgains, Canvey Island Brook Road Bowls Club, Benfleet Brook Road Pavilion, Benfleet Maximum stay 24 hours		Free	Free
Off Street Car Parking FPN Charges*	N	£50.00 - £70.00	
On Street Car Parking FPN Charges*	N	£50.00 - £70.00	
*If paid within 14 days these amounts reduce by 50%			
On street resident's parking permit (annual)	N		£52.00
On street visitor parking (10 tickets x 4 hours)	N		£5.00
On street visitor parking (10 tickets x 1 hour)	N		£3.00

LEISURE			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
MEMBERSHIPS - Waterside Farm Leisure Centre & Runnymede Leisure Centre			
Legacy Peak			
Monthly	S	£43.33	£52.00
Contract (minimum 6 months)	S	£35.00	£42.00
Annual	S	£387.50	£462.00
Joining Fee	S	£20.83	£25.00
Legacy Off peak			
Monthly	S	£35.00	£42.00
Contract (minimum 6 months)	S	£26.67	£32.00
Annual	S	£293.33	£352.00
Joining Fee	S	£20.83	£25.00
Legacy Senior 65+			
Monthly	S	£35.00	£42.00
Contract (minimum 6 months)	S	£26.67	£32.00
Annual	S	£293.33	£352.00
Joining Fee	S	£20.83	£25.00
Inspire Junior			
Monthly	S	£21.67	£26.00
Contract (minimum 6 months)	S	£13.33	£16.00
Annual	S	£146.67	£176.00
Joining Fee	S	£20.83	£25.00
Aquatic			
Monthly	S	£33.33	£40.00
Contract (minimum 6 months)	S	£25.00	£30.00
Annual	S	£275.00	£330.00
Joining Fee	S	£20.83	£25.00
Active Life Swim Pass 65+			
Annual	S	£213.75	£256.50
HEALTH AND FITNESS			
Fitness Suite			
Fitness suite entry	S	£5.50	£6.60
One to one induction	E	£30.00	£30.00
Sauna and Steam (Waterside Farm Leisure Centre)			
Peak	S	£6.00	£7.20
Off Peak	S	£4.33	£5.20
Group Exercise Class			
Group Exercise class	E	£6.20	£6.20
Active Life	E	£3.80	£3.80
Active Kids	E	£4.10	£4.10
Personal Training			
Personal Training sessions	E	Prices on enquiry	Prices on enquiry

LEISURE			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
SWIMMING POOL			
Adults	S	£3.67	£4.40
5-15 years/disabled/seniors i.e. over 65's	S	£2.21	£2.65
Family (2 adults plus 2 children)	S	£10.67	£12.80
Under 5's	S	Free	Free
Free under 5's soft play admission with a full paying adult swim. Before 3pm Mon - Fri	S	Fee usually £1.00	Fee usually £1.20
Pool Hire (Swimming Clubs only - not for general hire)			
Main Pool - Lane hire (per hour)			
Per hour	E	£18.36	£18.36
Per half hour	E	£9.18	£9.15
(not available for general hire)			
Main Pool - Whole Pool (Club Hire)			
Per hour	S	£55.09	£66.11
Per hour - (subject to VAT block booking rules)	E	£55.09	£55.09
Per half hour	S	£27.59	£33.11
Per half hour - (subject to VAT block booking rules)	E	£27.50	£16.36
Small Pool (Club Hire)			
Per hour	S	£27.23	£32.68
Per hour - (subject to VAT block booking rules)	E	£27.24	£27.24
Per half hour	S	£13.63	£16.36
Per half hour - (subject to VAT block booking rules)	E	£13.62	£13.62
Main Pool and Small Pool combined (Club Hire)			
Per hour	S	£69.58	£83.50
Per hour - (subject to VAT block booking rules)	E	£69.58	£69.58
Per half hour	S	£35.06	£42.07
Per half hour - (subject to VAT block booking rules)	E	£35.06	£35.06
Swimming Gala's	S		

LEISURE			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
STA SWIM ACADEMY (PER SESSION)			
Adult and Child Swim Academy 15 week session	E	£77.40	£77.40
Junior Swim Academy 15 week session	E	£77.40	£77.40
Junior / Adult and Child Monthly Direct Debit	E	£21.50	£21.50
Adult Swim Academy 15 week session	E	£90.00	£90.00
Adult Swim Academy Monthly Direct Debit	E	£25.00	£25.00
STA SWIM SCHOOL ACADEMY (Schools only please enquire for availability)			
Max 30 pupils 30 minute session	E	£90.00	£90.00
ACTIVITIES (PER SESSION)			
Kids Gymnastics per session	E	£5.40	£5.40
Walking Football	E	£2.20	£2.20
Walking Netball	E	£3.80	£3.80
Soft Play Under 5's admission	E	£1.20	£1.20
SPORTS COURT			
Badminton, basketball, table tennis, squash, general hire (per 55 minutes) Maximum 4 persons per court in sports hall			
Peak	S	£9.83	£11.80
Off Peak	S	£7.33	£8.80
Family weekend / school holiday court hire (Max x2 adults & x3 children) includes equipment hire	S	£8.75	£10.50
Sports Hall / Squash per court (subject to VAT block booking rules)			
Peak	E	£9.85	£9.85
Off Peak	E	£7.35	£7.35
STUDIO HIRE			
Combat Room or Studio			
Whole room			
Peak	S	£24.54	£29.45
Peak (subject to VAT block booking rules)	E	£24.55	£24.55
Off Peak	S	£15.08	£18.10
Off Peak (subject to VAT block booking rules)	E	£15.05	£15.05
SPORTS EQUIPMENT			
Sports rackets and ball hire (per hour)			
Refundable deposit	S	£1.83	£2.20

Prices on enquiry LEISURE			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
ALL WEATHER SURFACE PITCH			
½ Pitch (per hour)			
Peak	S	£43.33	£52.00
Peak (subject to VAT block booking rules)	E	£43.33	£43.33
Off Peak	S	£27.92	£33.50
Off Peak (subject to VAT block booking rules)	E	£27.92	£27.92
Full Pitch (per hour)			
Peak	S	£130.00	£156.00
Peak (subject to VAT block booking rules)	E	£130.00	£130.00
Off Peak	S	£83.75	£100.50
Off Peak (subject to VAT block booking rules)	E	£83.75	£83.75
Parties			
Soft Play	S	£35.00	£42.00
Room hire	S	£28.33	£34.00
Sports Parties			
Football / Multi sports / Street Dance / Dodgeball/ Aqua Splash	E	Prices on enquiry	Prices on enquiry

**Standard Building Regulations
Charges
2019 - 2020**



The following tables contain the standard charges for new dwellings, small non-domestic buildings and extensions or alterations to single buildings.

The charges have been established at a level to cover the cost of the Building Regulation related service in respect of commonly occurring categories of work.

The level of service allowed for is considered to meet the recommendations of the Building Control Performance Standard document and exceed that offered by other Building Control Bodies. You can therefore be confident that allowance has been made for an adequate number of inspections to enable us to ensure a reasonable level of compliance is achieved and provide you with a value for money service.

These standard charges have been set on the basis that the building work does not consist of, or include, innovative or high risk construction techniques and once commenced will be completed within 24 months. Furthermore, the assumption is made that the person or contractor carrying out the work is competent to do so.

If the above are found not to be the case, then supplementary charges may need to be applied to cover our additional input.

Where the proposed works fall outside the categories shown, generally for larger and/or more complex schemes, the charge will be individually determined.

Where the control of the works reverts back to the Local Authority due to the inability of an Approved Inspector to resolve a contravention individual assessment will again apply.

Where the above is applicable, you should contact the Building Control section on the number/addresses below to discuss the information required.

If the works are solely for people with disabilities or the provision of accommodation for a carer where 24 hour care is required they will be exempt from the charges. A letter will be required from a Doctor or Social Services to justify such a claim.

The inspection charge related to a full plans application will become due following the first inspection by our surveyor. This charge is the applicants responsibility unless stated otherwise.

Further details of the formulation of charges are contained in the Building (Local Authority Charges) Regulations 2010.

If you have any problems when filling in any of the forms, require any further information, or wish to apply for an individually determined charge, please either telephone **01268 882290** or email igramwade@castlepoint.gov.uk or write to us at Regeneration and Homes, Castle Point Borough Council, Council Offices, Kiln Road, Thundersley, Benfleet, Essex, SS7 1TF

Standard Charges
TABLE A - NEW DWELLINGS
Dwelling-houses and Flats not exceeding 300m²

Please note that the Charges marked with an* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below).

Code S1	Houses or Bungalows less than 4 storeys		Plan Charge	Inspection Charge*	Building Notice Charge*	Regularisation Charge*
AND	1 Plot	Fee	£173.33	£387.50	£600.00	£640.00
		VAT	£34.67	£77.50	£120.00	
		Total	£208.00	£465.00	£720.00	
AND	2 Plots	Fee	£270.00	£617.50	£927.50	£930.00
		VAT	£54.00	£123.50	£185.50	
		Total	£324.00	£741.00	£1,113.00	
AND	3 Plots	Fee	£328.33	£850.00	£1,213.33	£1,255.00
		VAT	£65.67	£170.00	£242.67	
		Total	£394.00	£1,020.00	£1,456.00	
AND	4 Plots	Fee	£353.33	£1,080.83	£1,525.00	£1,583.00
		VAT	£70.67	£216.17	£305.00	
		Total	£424.00	£1,297.00	£1,830.00	
AND	5 Plots	Fee	£483.33	£1,311.67	£1,814.17	£1,873.00
		VAT	£96.67	£262.33	£362.83	
		Total	£580.00	£1,574.00	£2,177.00	
S2	Flats					
AF1	1	Fee	£173.33	£347.50	£541.67	£580.00
		VAT	£34.67	£69.50	£108.33	
		Total	£208.00	£417.00	£650.00	
AF2	2	Fee	£250.00	£580.00	£850.00	£890.00
		VAT	£50.00	£116.00	£170.00	
		Total	£300.00	£696.00	£1,020.00	
AF3	3	Fee	£328.33	£810.00	£1,158.33	£1,197.00
		VAT	£65.67	£162.00	£231.67	
		Total	£394.00	£972.00	£1,390.00	
AF4	4	Fee	£405.83	£1,041.67	£1,466.67	£1,505.00
		VAT	£81.17	£208.33	£293.33	
		Total	£487.00	£1,250.00	£1,760.00	
AF5	5	Fee	£483.33	£1,273.33	£1,775.83	£1,815.00
		VAT	£96.67	£254.67	£355.17	
		Total	£580.00	£1,528.00	£2,131.00	
S2	Conversion to					
AC1	Single Dwelling-House	Fee	£155.83	£366.67	£560.00	£580.00
		VAT	£31.17	£73.33	£112.00	
		Total	£187.00	£440.00	£672.00	
AC3	Single Flat	Fee	£155.83	£366.67	£560.00	£580.00
		VAT	£31.17	£73.33	£112.00	
		Total	£187.00	£440.00	£672.00	
S2	Notifiable electrical work	(where applicable, in addition to the above, per dwelling)				
ANE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.		Fee	£265.00	£318.00
		VAT	£53.00			
		Total				

Where Standard Charges are not applicable please contact Building Control on 01268 882200

Standard Charges
TABLE B - WORK TO A SINGLE DWELLING
Limited to work not more than 3 storeys above ground level

Please note that the Charges marked with an* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below).

Code S2	Extension & New Build		Full Plans		Building Notice Charge*	Regularisation Charge*
			Plan Charge	Inspection Charge*		
D01	Separate single storey extension with floor area not exceeding 40m ²	Fee	£155.00	£270.83	£445.00	£522.00
		VAT	£31.00	£54.17	£89.00	
		Total	£186.00	£325.00	£534.00	
D02	Separate single storey extension with floor area exceeding 40m ² but not exceeding 100m ²	Fee	£193.33	£308.33	£581.67	£658.00
		VAT	£38.67	£61.67	£116.33	
		Total	£232.00	£370.00	£698.00	
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m ²	Fee	£175.00	£310.00	£560.00	£580.00
		VAT	£35.00	£62.00	£112.00	
		Total	£210.00	£372.00	£672.00	
D04	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m ² but not ex 100m ²	Fee	£213.33	£346.67	£618.33	£678.00
		VAT	£42.67	£69.33	£123.67	
		Total	£256.00	£416.00	£742.00	
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m ²	Fee	£116.67	£155.00	£308.33	£368.00
		VAT	£23.33	£31.00	£61.67	
		Total	£140.00	£186.00	£370.00	
D06	Detached non-habitable domestic building with total floor area not exceeding 50m ²	Fee	£135.83	£193.33	£346.67	£406.00
		VAT	£27.17	£38.67	£69.33	
		Total	£163.00	£232.00	£416.00	
S2	Conversions					
D07	First floor & second floor loft conversions	Fee	£193.33	£308.33	£540.00	£656.00
		VAT	£38.67	£61.67	£108.00	
		Total	£232.00	£370.00	£648.00	
D08	Other work (e.g. garage conversions)	Fee	£116.67	£155.00	£271.67	£310.00
		VAT	£23.33	£31.00	£54.33	
		Total	£140.00	£186.00	£326.00	
S2	Alterations (including underpinning)					
D09	Renovation of a thermal element	Fee	£78.33	£96.67	£173.33	£232.00
		VAT	£15.67	£19.33	£34.67	
		Total	£94.00	£116.00	£208.00	
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Fee	£78.33	£96.67	£173.33	£194.00
		VAT	£15.67	£19.33	£34.67	
		Total	£94.00	£116.00	£208.00	
D11	Cost of work not exceeding £5,000 (Incl Renewable Energy systems)	Fee	£78.33	£96.67	£193.33	£232.00
		VAT	£15.67	£19.33	£38.67	
		Total	£94.00	£116.00	£232.00	
D12	Cost of work exceeding £5,000 & not exceeding £25,000	Fee	£116.67	£155.00	£310.00	£424.00
		VAT	£23.33	£31.00	£62.00	
		Total	£140.00	£186.00	£372.00	
D13	Cost of work exceeding £25,000 & not exceeding £100,000	Fee	£211.67	£180.00	£597.50	£618.00
		VAT	£42.33	£36.00	£119.50	
		Total	£254.00	£216.00	£717.00	

Code S2	Extension & New Build	Full Plans		Building Notice Charge*	Regularisation Charge*
		Plan Charge	Inspection Charge *		
S2	Notifiable Electrical work (in addition to the above, where applicable)				
D14	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.		Fee	£265.00
				VAT	£53.00
				Total	£318.00

Multiple work reductions. Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements **with the exception of D14 Electrical work.**

Standard Charges

TABLE C - ALL OTHER NON-DOMESTIC WORK

Limited to work not more than 3 storeys above ground level

Code S2	Extension & New Build		Plan Charge	Inspection Charge	Regularisation Charge
N01	Single storey with floor area not exceeding 40m ²	Fee	£193.33	£310.00	£540.00
		VAT	£38.67	£62.00	
		Total	£232.00	£372.00	
N02	Single storey with floor area exceeding 40m ² but not exceeding 100m ²	Fee	£233.33	£347.50	£695.00
		VAT	£46.67	£69.50	
		Total	£280.00	£417.00	
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m ²	Fee	£212.50	£347.50	£618.00
		VAT	£42.50	£69.50	
		Total	£255.00	£417.00	
N04	Some part 2 or 3 storey in height and a total floor area exceeding 40m ² but not exceeding 100m ²	Fee	£250.00	£385.83	£772.00
		VAT	£50.00	£77.17	
		Total	£300.00	£463.00	
Alterations					
N05	Cost of work not exceeding £5,000	Fee	£115.83	£151.67	£271.00
		VAT	£23.17	£30.33	
		Total	£139.00	£182.00	
N06	Replacement of windows, roof lights, or external glazed doors (not exceeding 20 units)	Fee	£78.33	£96.67	£174.00
		VAT	£15.67	£19.33	
		Total	£94.00	£116.00	
N07	Renewable Energy systems	Fee	£115.83	£155.83	£271.00
		VAT	£23.17	£31.17	
		Total	£139.00	£187.00	
N08	Installation of new shop front	Fee	£78.33	£96.67	£174.00
		VAT	£15.67	£19.33	
		Total	£94.00	£116.00	
N09	Cost of work exceeding £5,000 & not exceeding £25,000	Fee	£155.00	£193.33	£386.00
		VAT	£31.00	£38.67	
		Total	£186.00	£232.00	
N10	Replacement of windows, roof lights, or external glazed doors (exceeding 20 units)	Fee	£78.33	£155.83	£232.00
		VAT	£15.67	£31.17	
		Total	£94.00	£187.00	
N11	Renovation of thermal elements	Fee	£115.83	£155.83	£310.00
		VAT	£23.17	£31.17	
		Total	£139.00	£187.00	

Code s2	Extension & New Build		Plan Charge	Inspection Charge	Regularisation Charge
Alterations					
N12	Installation of a Raised Storage Platform within an existing building	Fee	£155.00	£233.33	£463.00
		VAT	£31.00	£46.67	
		Total	£186.00	£280.00	
N13	Cost of works exceeding £25,000 & not exceeding £100,000	Fee	£270.00	£385.83	£695.00
		VAT	£54.00	£77.17	
		Total	£324.00	£463.00	
N14	Fit out of building up to 100m ²	Fee	£270.00	£385.83	£657.00
		VAT	£54.00	£77.17	
		Total	£324.00	£463.00	

Multiple work reductions. Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements.

Where Standard Charges are not applicable please contact Building Control on 01268 882200

Planning Fees and Payments

Applications can be submitted electronically and paid for via the [Planning Portal website](#) or by debit/credit card over the phone via our Customer Services team 01268 882200. We do not accept payment by cheque.

LAND CHARGES FEES AND PAYMENTS

General information as well as details on how to make an application and a breakdown of fees, can be found on the Land Charges section of our website: www.castlepoint.gov.uk/land-charges

Gambling Act 2005

Premises Type	Transitional Fast Track Application	Transitional Non-Fast Track Application	New Application	Annual Fee
Existing Casinos	£250.00	£1,500.00	n/a	£2,250.00
New Small Casino	n/a	n/a	£6,000.00	£3,750.00
New Large Casino	n/a	n/a	£7,500.00	£7,500.00
Regional Casino	n/a	n/a	£11,250.00	£11,250.00
Bingo Club	£250.00	£1,310.00	£2,625.00	£750.00
Betting Premises (Excluding Tracks)	£250.00	£1,125.00	£2,250.00	£450.00
Tracks	£250.00	£930.00	£1,125.00	£750.00
Family Entertainment Centres	£150.00	£750.00	£1,500.00	£300.00
Adult Gaming Centre	£250.00	£750.00	£1,500.00	£750.00

	Application to Vary	Application to Transfer	Application for Re-Instatement	Application for Provisional Statement	Licence Application (Provisional Statement Holders)	Copy Licence	Notification of Change
Existing Casino	£1,500.00	£1,010.00	£1,010.00	n/a	n/a	£25.00	£50.00
New Small Casino	£3,000.00	£1,350.00	£1,350.00	£6,000.00	£2,250.00	£25.00	£50.00
New Large Casino	£3,750.00	£1,610.00	£1,610.00	£7,500.00	£3,750.00	£25.00	£50.00
Regional Casino	£5,625.00	£4,875.00	£4,875.00	£11,250.00	£600.00	£25.00	£50.00
Bingo Club	£1,300.00	£900.00	£900.00	£2,600.00	£900.00	£25.00	£50.00
Betting Premises (Excluding Tracks)	£1,125.00	£900.00	£900.00	£2,250.00	£900.00	£25.00	£50.00
Tracks	£930.00	£710.00	£710.00	£1,875.00	£710.00	£25.00	£50.00
Family Entertainment Centres	£500.00	£700.00	£700.00	£1,500.00	£700.00	£25.00	£50.00
Adult Gaming Centre	£750.00	£900.00	£900.00	£1,500.00	£900.00	£25.00	£50.00

Permit fees prescribed by Government (Licensing Authorities have no discretion in over these fees)

Fee Type/Permit Type	Application Fee	Renewal Fee	Transitional Application Fee
FEC Gaming Machine	£300.00	£300.00	£100.00
Prize Gaming	£300.00	£300.00	£100.00

Miscellaneous Fees

	Charge of Name	Copy of Permit	Variation	Transfer
FEC Permits	£25.00	£15.00	n/a	n/a
Prize Gaming	£25.00	£15.00	n/a	n/a

Category of Machine	Maximum Stake	Maximum Prize
A	Unlimited	Unlimited
B1	£2.00	£4,000.00
B2	£100.00	£500.00
B3	£1.00	£500.00
B4	£1.00	£250.00
C	£1.00	£70.00
D	10p or 30p when non-monetary prize	£5 or £8 when non-monetary prize

PREMISES

1. Premises and club application and annual fees- each premises that is licensable will be allocated to a fee band according to rateable value.

RATEABLE VALUE	BAND
No rateable value to £4,300	A
£4,300 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

2. Each band attracts a different level of application fee- payable upon submitting the application to the Licensing Authority.

BAND	FEE
A	£100.00
B	£190.00
C	£315.00
D	£450.00
E	£635.00

3. Each band attracts a different level of annual fee- payable one year after the grant of the licence.

BAND	FEE
A	£70.00
B	£180.00
C	£295.00
D	£320.00
E	£350.00

4. A general uplift in the level of premises fees.

Rateable value bands	A	B	C	D	E
Main Application Fee	£100.00	£190.00	£315.00	£450.00	£635.00
Main Annual Charge	£70.00	£180.00	£295.00	£320.00	£350.00

A multiplier applied to premises in bands D and E where they are exclusively or primarily in the business of selling alcohol (mainly large town and city centre pubs).

Band	D(x2)	E(x3)
City / town centre pub application fee	£900.00	£1,905.00
City / town centre pub annual charge	£640.00	£1,050.00

Non statutory fees are reviewed by the Licensing Authority on an annual basis in accordance with the Gambling (Premises Licence Fees) (England and Wales) Regulations 2007.

**HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING
OPERATIVE FROM 1st April 2018**

5 Exceptionally large events

Number in attendance at any one time	Additional fee
5,000 to 9,999	£1,000.00
10,000 to 14,999	£2,000.00
15,000 to 19,999	£4,000.00
20,000 to 29,999	£8,000.00
30,000 to 39,999	£16,000.00
40,000 to 49,999	£24,000.00
50,000 to 59,999	£32,000.00
60,000 to 69,999	£40,000.00
70,000 to 79,999	£48,000.00
80,000 to 89,999	£56,000.00
90,000 and over	£64,000.00

6 Personal Licences, Temporary Events and Other Fees

Application for a grant or renewal of personal licence	£37.00
Temporary event notice	£21.00
Theft, loss, etc of premises licence or summary	£10.50
Application for a provisional statement where premises being built, etc	£195.00
Notification of change of name or address	£10.50
Application to vary licence to specify individual as premises supervisor	£23.00
Application for transfer of premises licence	£23.00
Interim authority notice following death etc. of licence holder	£23.00
Theft, loss etc. of certificate or summary	£10.50
Notification of change of name or alteration of rules of club	£10.50
Change of relevant registered address of club	£10.50
Theft, loss etc. of temporary event notice	£10.50
Theft, loss etc. of personal licence	£10.50
Duty to notify change of name or address	£10.50
Right of freeholder etc. to be notified of licensing matters	£21.00
Minor Variations	£89.00
DPS for Village Halls	£23.00

The 2003 Act requires a licensing authority to suspend a premises licence or club premises certificate if the annual fee is not paid when it is due. However, this does not apply immediately if the payment was not made before or at the time of the due date because of an administrative error, or because the holder disputed liability for the fee before or at the time of the due date. In either of these cases, there is a grace period of 21 days. This period is intended to allow the licensing authority and the licence or certificate holder an opportunity to resolve the dispute or error. If the dispute or error is not resolved during this 21 day period, the licence will be suspended.

Hackney Carriage Vehicle	
New Hackney Carriage Licence	£450.00
Renewal Hackney Carriage Licence	£300.00
Replacement Hackney Carriage Licence	£100.00
Transfer of Hackney Carriage Licence	£450.00
Combined Hackney Carriage/Private Hire Drivers Licence	
Renewal	£178.00
New Licence	
Three Years (from 1st July 2018)	£375.00
Two Years (from 1st July 2019)	£320.00
One Year (from 1st July 2020)	£260.00
Private Hire Vehicle	
New Private Hire Vehicle Licence	£250.00
Renewal of Private Hire Vehicle Licence	£200.00
Replacement of Private Hire Vehicle Licence	£100.00
Transfer of Private Hire Vehicle Licence Private Hire	£250.00
Drivers Licence	
Renewal	£140.00
Three Years (from 1st April 2018)	£310.00
Two Years (from 1st April 2019)	£260.00
One Year (from 1st April 2020)	£200.00

The Licensing Unit
Castle Point Borough Council
Kiln Road
Benfleet
Essex SS7 1TF
Tel: 01268 882369

E-mail: licensingunit@castlepoint.gov.uk
or alternatively by viewing the Council's website www.castlepoint.gov.uk

**HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING
OPERATIVE FROM 1st April 2018**

Restricted Private Hire Licence (Chauffeurs and School contract work only)	
Renewal	£140.00
Three Years (from 1 st April 2018)	£280.00
Two Years (from 1 st April 2019)	£230.00
One Year (from 1 st April 2020)	£180.00
Yearly	£100.00
Operators Licence	
Annual (one vehicle)	£100.00
Two or more vehicles (five year licence)	£1,000.00

Criminal record checks £44.00 + £15.00

Driving Licence check included in application fee

New vehicles and renewal of vehicle MOT's included in application fee (this does not include MOT's for older vehicles who require 6 or 4 monthly MOT's)

Medical with own doctor at applicants own expense

Disability Awareness Training (DDA) at applicants own expense

DSA driving assessment for Taxi and private hire vehicles at applicant's own expense

CASTLE POINT SHOW

2019							
	Inside Space	Cost	Outside Space	Cost	Outside Space	Cost	Trestle Tables
Partnership Stand - Exhibition Only	12ft x 6ft	£33.00	Up to 25sqm	£20.00	Over 25sqm	£20.00	£6.75
Partnership Stand - Raising Funds	12ft x 6ft	£45.00	Up to 25sqm	£28.00	Over 25sqm	£37.00	£6.75
Craft Stand	12ft x 6ft	£53.50	Up to 25sqm	£42.00	Over 25sqm	£53.50	£6.75
Charity Stand - Raising Funds	12ft x 6ft	£59.00	Up to 25sqm	£28.00	Over 25sqm	£37.00	£6.75
Charity Stand - Exhibition Only	12ft x 6ft	£39.00	Up to 25sqm	£20.00	Over 25sqm	£20.00	£6.75
Small Trade	12ft x 6ft	£61.00	Up to 25sqm	£61.00	Over 25sqm	£87.50	£6.75
Bouncy Castles					Over 25sqm	£128.00	£6.75

SCRAP METAL DEALERS ACT 2013

LICENCE TYPE	FEES
New Site Licence	£1,000.00
Renewal of Site Licence	£500.00
Collector's Licence	£400.00
Renewal Collectors Licence	£200.00
Theft/loss change of name	£50.00

OTHER LICENSES

Licence/Permit	FEES
Pleasure Boat Licence	£400.00
Boatman's Licence	£60.00
Sex Establishments	£1,500.00
Sex Establishment renewal	£750.00
Street Trading 1 day	£500.00
Street Trading each additional day/night	£75.00
Street Trading weekly	£75.00

LEGAL SERVICES			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
Section 106 Agreements			
(i) Major Works (Minimum)	S	£3,603.39	£4,324.07
(ii) Deed of Nomination Rights	S	£1,201.13	£1,441.36
(ii) Private Dwelling	S	£540.51	£648.61
(iii) Memoranda on existing S106	S	£300.28	£360.34
Section 38 HA Agreement (Minimum)	S	£1,020.96	£1,225.15
Mortgage Redemption	S	£144.14	£172.96
Second Mortgage Questionnaire/Consent	S	£144.14	£172.96
Epitome of Title (Subject to Discretion)	S	£240.23	£288.27
Copy Documents (or as amended by change in Council Charging Policy)	S	£9.00 plus 30 pence per sheet	£10.80 plus 36 pence per sheet
License to Assign or Sublet	S	£360.34	£432.41
License of Land (Subject to Discretion especially where low valuation fee)	S	£660.62	£792.75
Renewal of License by Memorandum (Subject to Discretion)	S	£300.28	£360.34
Leases			
(i) New Business Lease (Minimum)	S	£1,501.41	£1,801.70
(ii) Ordinary Lease	S	£780.74	£936.88
(iii) Community Lease (Contribution Only)	S	£330.32	£396.38
(iv) Surrender of Lease	S	£420.40	£504.48
(v) Renewal of Lease	S	£624.59	£749.51
(vi) Renewal of Lease by Memorandum	S	£300.28	£360.34
Wayleaves	S	£330.32	£396.38
License to Sublet	S	£390.37	£468.45
Diversion or Extinguishment Order (Minimum)	S	£1,020.97	£1,225.16
Deed of Variation - Preparation	S	£330.32	£396.38
Deed of Variation - Approval of submitted draft	S	£180.17	£216.20
Deed of Dedication	S	£630.60	£756.72
Certificate of Compliance (Land Reg Restriction)	E	£120.11	£120.11

LEGAL SERVICES			
DESCRIPTION OF CHARGE	VAT RATE	Charge 19/20 Ex VAT	Charge 19/20 Incl VAT
License fees			
License fee to film Council owned land	S	£129.72	£155.66
License fee Council owned land (temporary use)			
Commercial applicant (Full day)	E	£500.00	£500.00
Commercial applicant (Half day)	E	£250.00	£250.00
Non-Commercial applicant (Full day)	E	£200.00	£200.00
Non-Commercial applicant (Half day)	E	£100.00	£100.00
Student/educational establishment applicant	E	£100.00	£100.00
Rent Review	S	£120.11	£144.14
Sale of Land			
(i) Small Value (Subject to Discretion)	S	£660.62	£792.75
(ii) Large Value (Commercial) (Minimum)	S	£1,501.41	£1,801.70
Supply Information (pre-sale land enquiries) (payable in advance)	S	£89.44	£107.32
Right to Buy			
(i) RTB Engrossment Conveyance / Lease	S	£180.17	£216.20
(ii) RTB Postponement of Charge	S	£180.17	£216.20
(iii) RTB Lease Enquiries	S	£180.17	£216.20
(iv) Retrospective Consent to Alterations	S	£180.17	£216.20
(v) Registration fees (Each)	S	£72.07	£86.48
(Notice of Assignment/Charge) (Both)	S	£144.14	£172.96
(vii) Repayment of Discount	S	£144.14	£172.96
Easement (Subject to Discretion)	S	£780.74	£936.88
Hourly Rate			
Solicitors 4 years + PQE	S	£168.16	£201.79
Solicitors, Legal Executive and fee earners of equivalent experience	S	£144.14	£172.96
Trainee Solicitors, paralegals, and fee earners of equivalent experience	S	£108.10	£129.72

**Planning document retrieval requests and Legal document retrieval requests
COSTING BREAKDOWN AND ANALYSIS**

The document is a record of the calculations and rationale that has enabled us to set a cost recovery charge for the additional services of 'planning document retrieval requests' and 'legal document retrieval requests', which the Planning Support Team can provide. This service can be charged for on a cost recovery basis.

Planning document retrieval request costing

The analysis revealed a planning document retrieval request, which includes retrieval of plans and supporting documents held by the planning department, would be **£35.00**.

This is based on the following calculation:

Staffing and Service costs: - £70.62

It takes 30 minutes to complete a search

To calculate the cost per 30 minutes:

$$70.62/60 \times 30 = 35.31$$

Total = £35.31 to produce each retrieval based on time taken against staffing and service costs (rounded down to the nearest full pound, the charge is £35.00)

Legal document retrieval request costing

The analysis revealed a legal document retrieval request, which includes retrieval of legal documents (such as Decision Notices, S106's etc) held by the planning department, would be £15.00.

This is based on the following calculation:

Staffing and Service costs - £70.62

It takes 13 minutes to complete a request

To calculate the cost per 13 minutes:

$$70.62/60 \times 13 = 15.30$$

Total = £15.30 to produce each request based on time taken against staffing and indirect costs (rounded down to the nearest full pound, the charge is £15.00)

Copy Documents:

£9.00 plus 30 pence per sheet

Please note, costing breakdown information can be obtained by request at planning@castlepoint.gov.uk Please be aware this fee calculation is based specifically upon the Planning service and staffing costs. The calculations and figures quoted above can only be applied to the Planning service and does not relate to other departments and services. This is because each department's charges are based on their own individual costings relating to the unique processes and resources of that service.