

## General Fund Fees and Charges 2025/26

Building Control - Standard Charges			Plan Charge	Inspection Charge*	Building Notice Charge*	Regularisation Charge*
Schedule 1 - New Dwellings						
Dwelling Houses and Flats			£	£	£	£
New build houses or bungalows not exceeding 250m <sup>2</sup>						
HO1	1 plot	Fee	440.00	660.00	1,160.00	1,450.00
		VAT	88.00	132.00	232.00	
		Total	528.00	792.00	1,392.00	
HO2	2 plots	Fee	560.00	1,010.00	1,750.00	2,187.50
		VAT	112.00	202.00	350.00	
		Total	672.00	1,212.00	2,100.00	
HO3	3 plots	Fee	670.00	1,370.00	2,170.00	2,712.50
		VAT	134.00	274.00	434.00	
		Total	804.00	1,644.00	2,604.00	
HO4	4 plots	Fee	740.00	1,540.00	2,435.00	3,043.75
		VAT	148.00	308.00	487.00	
		Total	888.00	1,848.00	2,922.00	
HO5	5 plots	Fee	820.00	1,725.00	2,700.00	3,375.00
		VAT	164.00	345.00	540.00	
		Total	984.00	2,070.00	3,240.00	
New build flats not exceeding 250m <sup>2</sup> and not more than 3 storeys						
FL1	1 plot	Fee	440.00	660.00	1,160.00	1,450.00
		VAT	88.00	132.00	232.00	
		Total	528.00	792.00	1,392.00	
FL2	2 plots	Fee	560.00	1,010.00	1,750.00	2,187.50
		VAT	112.00	202.00	350.00	
		Total	672.00	1,212.00	2,100.00	
FL3	3 plots	Fee	670.00	1,370.00	2,170.00	2,712.50
		VAT	134.00	274.00	434.00	
		Total	804.00	1,644.00	2,604.00	
FL4	4 plots	Fee	740.00	1,540.00	2,435.00	3,043.75
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FL5	5 plots	Fee	820.00	1,725.00	2,700.00	3,375.00
		VAT	164.00	345.00	540.00	
		Total	984.00	2,070.00	3,240.00	
* These charges 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 equal to the discount (see DNE on next page).						
Where Standard Charges are not applicable please contact Building Control on 01799 510510.						

Building Control - Standard Charges Schedule 1 - New Dwellings Dwelling Houses and Flats			Plan Charge	Inspection Charge*	Building Notice Charge*	Regularisation Charge*
			£	£	£	£
<b>Conversion to</b>						
<b>COH</b>	Single dwelling house/annex (where total floor area does not exceed 150m <sup>2</sup> )	Fee	410.00	575.00	985.00	<b>1,231.25</b>
		VAT	82.00	115.00	197.00	
		<b>Total</b>	<b>492.00</b>	<b>690.00</b>	<b>1,182.00</b>	
<b>COF</b>	Single flat/annex (where total floor area does not exceed 150m <sup>2</sup> )	Fee	410.00	575.00	985.00	<b>1,231.25</b>
		VAT	82.00	115.00	197.00	
		<b>Total</b>	<b>492.00</b>	<b>690.00</b>	<b>1,182.00</b>	
<b>Notifiable electrical work (in addition to the above, where applicable)</b>						
<b>DNE</b>	(Where a satisfactory certificate will not be issued by a Part P registered electrician)**	Fee	460.00			
		VAT	92.00			
		<b>Total</b>	<b>552.00</b>			
<p>* These charges 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 equal to the discount (see DNE above).</p> <p>** This charge relates to a first fix pre-plaster inspection of the wiring and final testing on completion. Revisits/testing will be subject to further charges. For regularisation applications a full appraisal and testing will be carried out.</p> <p>Where Standard Charges are not applicable please contact Building Control on 01799 510510.</p>						

Building Control - Standard Charges Schedule 2 - Work to a Single Dwelling Limited to Work Not More Than 3 Storeys Above Ground Level			Full Plans		Building Notice	Regularisation
			Plan Charge	Inspection	Charge*	Charge*
			£	Charge*	£	£
Extension and new build						
DX1	Separate single storey extension with floor area not exceeding 40m <sup>2</sup>	Fee	215.00	440.00	680.00	850.00
		VAT	43.00	88.00	136.00	
		Total	258.00	528.00	816.00	
DX2	Separate single storey extension with floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	Fee	245.00	575.00	820.00	1,025.00
		VAT	49.00	115.00	164.00	
		Total	294.00	690.00	984.00	
DX3	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m <sup>2</sup>	Fee	235.00	525.00	760.00	950.00
		VAT	47.00	105.00	152.00	
		Total	282.00	630.00	912.00	
DX4	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	Fee	350.00	650.00	1,015.00	1,268.75
		VAT	70.00	130.00	203.00	
		Total	420.00	780.00	1,218.00	
DG0	A building or extension comprising solely of a garage, carport or store not exceeding 100m <sup>2</sup>	Fee	155.00	350.00	515.00	643.75
		VAT	31.00	70.00	103.00	
		Total	186.00	420.00	618.00	
DNH	Detached non-habitable domestic building with total floor area not exceeding 50m <sup>2</sup>	Fee	155.00	350.00	515.00	643.75
		VAT	31.00	70.00	103.00	
		Total	186.00	420.00	618.00	
Conversions						
DLC	First and second floor loft conversions	Fee	255.00	575.00	915.00	1,143.75
		VAT	51.00	115.00	183.00	
		Total	306.00	690.00	1,098.00	
DOC	Other work (eg. single garage conversions)	Fee	145.00	360.00	515.00	643.75
		VAT	29.00	72.00	103.00	
		Total	174.00	432.00	618.00	
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Where Standard Charges are not applicable please contact Building Control on 01799 510510.						

Building Control - Standard Charges Schedule 2 - Work to a Single Dwelling Limited to Work Not More Than 3 Storeys Above Ground Level			Full Plans Plan Charge	Inspection Charge*	Building Notice Charge*	Regularisation Charge*
			£	£	£	£
Alterations (including underpinning)						
DTH	Renovation of a thermal element	Fee	95.00	185.00	285.00	356.25
		VAT	19.00	37.00	57.00	
		Total	114.00	222.00	342.00	
DRW	Replacement windows, rooflights, roof windows or external glazed doors	Fee	95.00	185.00	285.00	356.25
		VAT	19.00	37.00	57.00	
		Total	114.00	222.00	342.00	
DA1	Cost of work not exceeding £5,000 (including renewable energy systems)	Fee	95.00	185.00	285.00	356.25
		VAT	19.00	37.00	57.00	
		Total	114.00	222.00	342.00	
DA2	Cost of work exceeding £5,000 but not exceeding £25,000	Fee	225.00	430.00	660.00	825.00
		VAT	45.00	86.00	132.00	
		Total	270.00	516.00	792.00	
DA3	Cost of work exceeding £25,000 but not exceeding £100,000	Fee	255.00	595.00	925.00	1,156.25
		VAT	51.00	119.00	185.00	
		Total	306.00	714.00	1,110.00	
DA4	Cost of work exceeding £100,000 but not exceeding £250,000	Fee	390.00	915.00	1,355.00	1,693.75
		VAT	78.00	183.00	271.00	
		Total	468.00	1,098.00	1,626.00	
Notifiable electrical work (in addition to the above, where applicable)						
DNE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)**	Fee	460.00			
		VAT	92.00			
		Total	552.00			
* These charges 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 equal to the discount (see DNE above).						
** This charge relates to a first fix pre-plaster inspection of the wiring and final testing on completion. Revisits/testing will be subject to further charges. For regularisation applications a full appraisal and testing will be carried out.						
Where Standard Charges are not applicable please contact Building Control on 01799 510510.						

Building Control - Standard Charges Schedule 3 - All Other Non-Domestic Work Limited to Work Not More Than 3 Storeys Above Ground Level			Plan Charge	Inspection Charge	Regularisation Charge
			£	£	£
Extensions and new build					
NX1	Single storey with floor area not exceeding 40m <sup>2</sup>	Fee	235.00	500.00	918.75
		VAT	47.00	100.00	
		Total	282.00	600.00	
NX2	Single storey with floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	Fee	280.00	640.00	1,150.00
		VAT	56.00	128.00	
		Total	336.00	768.00	
NX3	With some part 2 or 3 storey in height and a total floor area not exceeding 40m <sup>2</sup>	Fee	420.00	800.00	1,525.00
		VAT	84.00	160.00	
		Total	504.00	960.00	
NX4	With some part 2 or 3 storey in height and a total floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	Fee	460.00	1,040.00	1,875.00
		VAT	92.00	208.00	
		Total	552.00	1,248.00	
Where Standard Charges are not applicable or for complex multiple project applications please contact Building Control on 01799 510510.					

Building Control - Standard Charges Schedule 3 - All Other Non-Domestic Work Limited to Work Not More Than 3 Storeys Above Ground Level			Plan Charge	Inspection Charge	Regularisation Charge
			£	£	£
Alterations					
NO1	Cost of work not exceeding £5,000	Fee	115.00	250.00	456.25
		VAT	23.00	50.00	
		Total	138.00	300.00	
NO2	Replacement windows, rooflights, roof windows or external glazed doors (not exceeding 20 units)	Fee	115.00	250.00	456.25
		VAT	23.00	50.00	
		Total	138.00	300.00	
NO3	Renewable energy systems (not covered by an appropriate competent person scheme)	Fee	115.00	250.00	456.25
		VAT	23.00	50.00	
		Total	138.00	300.00	
NO4	Installation of new shop front	Fee	115.00	250.00	456.25
		VAT	23.00	50.00	
		Total	138.00	300.00	
NO5	Cost of work exceeding £5,000 but not exceeding £25,000	Fee	235.00	440.00	843.75
		VAT	47.00	88.00	
		Total	282.00	528.00	
NO6	Replacement windows, rooflights, roof windows or external glazed doors (exceeding 20 units)	Fee	235.00	440.00	843.75
		VAT	47.00	88.00	
		Total	282.00	528.00	
NO7	Renovation of thermal elements	Fee	235.00	440.00	843.75
		VAT	47.00	88.00	
		Total	282.00	528.00	
NO8	Installation of raised storage platform within an existing building	Fee	235.00	440.00	843.75
		VAT	47.00	88.00	
		Total	282.00	528.00	
NO9	Cost of works exceeding £25,000 but not exceeding £100,000	Fee	300.00	720.00	1,275.00
		VAT	60.00	144.00	
		Total	360.00	864.00	
N10	Fit out of building up to 100m <sup>2</sup>	Fee	275.00	690.00	1,206.25
		VAT	55.00	138.00	
		Total	330.00	828.00	
N11	Cost of works exceeding £100,000 but not exceeding £250,000	Fee	545.00	1,090.00	2,043.75
		VAT	109.00	218.00	
		Total	654.00	1,308.00	
Where Standard Charges are not applicable or for complex multiple project applications please contact Building Control on 01799 510510.					

Building Control - Other	2024/25 Charge	2025/26 Charge	Includes VAT?
	£	£	
Copying charges (statutory limitation)	10p per sheet + £25.00 per hour if job exceeds 1 hour	10p per sheet + £25.00 per hour if job exceeds 1 hour	Yes

Car Parking - Great Dunmow	2024/25 Charge £	2025/26 Charge £	Includes VAT?
<b>Monday to Saturday</b>			
<u>White Street</u>			
30 minutes	0.80	0.80	Yes
1 hour	1.20	1.20	Yes
3 hours	1.70	1.70	Yes
4 hours	2.70	2.70	Yes
5 hours	3.20	3.20	Yes
All day	4.20	4.20	Yes
Season ticket - employed locally (1 month)	45.00	45.00	Yes
Season ticket - employed locally (3 months)	135.00	135.00	Yes
Season ticket - employed locally (6 months)	260.00	260.00	Yes
Season ticket - employed locally (12 months)	450.00	450.00	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; all day)	22.50	22.50	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; 5 hours)	13.50	13.50	Yes
<u>New Street, Chequers Lane and Angel Lane</u>			
30 minutes	0.80	0.80	Yes
1 hour	1.20	1.20	Yes
3 hours	1.70	1.70	Yes
<b>Sunday and Bank Holidays</b>			
Flat rate (all car parks)	1.00	1.00	Yes
Charging hours are 8:00am to 6:00pm Monday to Sunday (including bank holidays).			
10 charging hours is equivalent to all day.			

Car Parking - Saffron Walden	2024/25 Charge £	2025/26 Charge £	Includes VAT?
<u>Fairycroft - Monday to Saturday</u>			
30 minutes	0.80	0.80	Yes
1 hour	1.20	1.20	Yes
2 hours	2.20	2.20	Yes
3 hours	3.20	3.20	Yes
<u>Fairycroft - Sunday</u>			
30 minutes	N/A	N/A	
1 hour	0.50	0.50	Yes
2 hours	1.00	1.00	Yes
3 hours	1.50	1.50	Yes
<u>Common</u>			
30 minutes	0.80	0.80	Yes
1 hour	1.20	1.20	Yes
2 hours	2.20	2.20	Yes
3 hours	3.20	3.20	Yes
<u>Swan Meadow</u>			
1 hour	1.20	1.20	Yes
2 hours	2.20	2.20	Yes
4 hours	3.20	3.20	Yes
5 hours	3.70	3.70	Yes
All day	4.70	4.70	Yes
Season ticket - employed locally (1 month)	45.00	45.00	Yes
Season ticket - employed locally (3 months)	135.00	135.00	Yes
Season ticket - employed locally (6 months)	260.00	260.00	Yes
Season ticket - employed locally (12 months)	450.00	450.00	Yes
Season ticket - resident (12 months)	78.00	78.00	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; all day)	22.50	22.50	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; 5 hours)	13.50	13.50	Yes
Coaches - 5 hours	6.00	6.00	Yes
Coaches - All day	14.00	14.00	Yes
<u>Catons Lane (new charges from 1 April 2024)</u>			
1 hour	1.20	1.20	Yes
2 hours	2.20	2.20	Yes
4 hours	3.20	3.20	Yes
5 hours	3.70	3.70	Yes
All day	4.70	4.70	Yes
Season ticket - employed locally (1 month)	45.00	45.00	Yes
Season ticket - employed locally (3 months)	135.00	135.00	Yes
Season ticket - employed locally (6 months)	260.00	260.00	Yes
Season ticket - employed locally (12 months)	450.00	450.00	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; all day)	22.50	22.50	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; 5 hours)	13.50	13.50	Yes
<b>Saturday Only</b>			
<u>London Road (new charges from 1 April 2024)</u>			
1 hour	1.20	1.20	Yes
2 hours	2.20	2.20	Yes
4 hours	3.20	3.20	Yes
5 hours	3.70	3.70	Yes
All day	4.70	4.70	Yes
Season ticket - resident (12 months)	78.00	78.00	Yes
<b>Sunday and Bank Holidays</b>			
Flat rate (all car parks except Fairycroft)	1.50	1.50	Yes
Charging hours are 8:00am to 6:00pm Monday to Sunday (including bank holidays)			
10 charging hours is equivalent to all day			

Car Parking - Stansted Mountfitchet	2024/25 Charge £	2025/26 Charge £	Includes VAT?
<b>Monday to Saturday</b>			
<u>Lower Street</u>			
30 minutes	0.80	0.80	Yes
1 hour	1.20	1.20	Yes
2 hours	1.70	1.70	Yes
3 hours	2.20	2.20	Yes
4 hours	2.70	2.70	Yes
5 hours	3.20	3.20	Yes
All day	5.20	5.20	Yes
Season ticket - employed locally (1 month)	45.00	45.00	Yes
Season ticket - employed locally (3 months)	135.00	135.00	Yes
Season ticket - employed locally (6 months)	260.00	260.00	Yes
Season ticket - employed locally (1 year)	450.00	450.00	Yes
Season ticket - commuter employed elsewhere (6 months)	490.00	490.00	Yes
Season ticket - commuter employed elsewhere (1 year)	810.00	810.00	Yes
Season ticket - resident (12 months)	78.00	78.00	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; all day)	22.50	22.50	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; 5 hours)	13.50	13.50	Yes
Hybrid season ticket - employed elsewhere (12 visits in 28 days; all day)	40.50	40.50	Yes
Hybrid season ticket - employed elsewhere (12 visits in 28 days; 5 hours)	28.50	28.50	Yes
Coaches - 5 hours	6.00	6.00	Yes
Coaches - All day	14.00	14.00	Yes
<u>Crafton Green</u>			
30 minutes	0.80	0.80	Yes
1 hour	1.20	1.20	Yes
2 hours	1.70	1.70	Yes
3 hours	2.20	2.20	Yes
All day	4.50	4.50	Yes
Season ticket - employed locally (6 months)	260.00	260.00	Yes
Season ticket - employed locally (1 year)	450.00	450.00	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; all day)	22.50	22.50	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; 5 hours)	13.50	13.50	Yes
Note - Season Tickets are not currently available to new customers.			
<b>Sunday and Bank Holidays</b>			
Flat rate (all car parks)	1.00	1.00	Yes
Charging hours are 8:00am to 6:00pm Monday to Sunday (including bank holidays). 10 charging hours is equivalent to all day.			



Democratic Services	2024/25 Charge £	2025/26 Charge £	Includes VAT?
Road closure order	36.00	36.00	Yes

Environmental Health	2024/25 Charge £	2025/26 Charge £	Includes VAT?
<b>Food and water safety</b>			
Health Certificate for Export	107.00	109.00	No
Food disposal if required	Charged at cost	Charged at cost	Yes
Voluntary Surrender Certificate	107.00	109.00	No
Water samples (airport)	29.00	29.50	Yes
Chemical water samples on request	Charged at cost	Charged at cost	Yes
<b>Private Water supplies</b>			
Regulation 9 property sample	211.50	215.20	No
Regulation 9 property risk assessment	282.00	286.90	No
Regulation 10 property (shared/small) sample	218.00	221.80	No
Regulation 10 property risk assessment	282.00	286.90	No
Regulation 10 (single property) sample	205.00	208.60	No
Regulation 10 property (single property) risk assessment	164.50	167.40	No
Regulation 8 sample	181.00	184.20	No
Regulation 8 risk assessment	239.00	243.20	No
Group A sample	205.00	208.60	No
Group B sample	211.50	215.20	No
Analysis	Recharge of costs + admin (£21.50)	Recharge of costs + admin (£21.88)	No
Investigations (per hour - will include travel time)	£66.50 + mileage at 0.45pm/ mile	£67.66 + mileage at 0.45pm/ mile	No
<b>Animals</b>			
(Note: We are entitled to charge all reasonable incurred expenses, including one or more of the following. All charges must be paid in full before we release your dog.)			
Stray dog - administrative costs *	38.50	39.20	No
Kennelling fee (per day) *	12.80	13.00	Yes
Stray dog - statutory fee *	26.00	26.50	No
Collection and transportation charge *	174.50	177.60	Yes
Vet treatment costs to be paid in full	Full cost	Full cost	Yes
* Fees are set by a 3rd party so the 2024/25 fees shown are estimates.			

Environmental Health	2024/25 Charge £	2025/26 Charge £	Includes VAT?
<b>Imported food inspection charges</b>			
POAO per CHEDP (products of animal origin) (per consignment)	174.00	160.00	No
POAO per CHEDP out of hours additional fee (products of animal origin)	278.00	256.00	No
POAO per additional CHEDP on same AWB	103.00	93.00	No
POAO Non Compliance Fee Per CHEDP	N/A	59.00	No
POAO replacement CHEDP	103.00	93.00	No
POAO Documentary Check Only Per CHEDP	N/A	68.00	No
Equine Semen Verification of Inland ID Checks	N/A	27.00	No
POAO breakdown and rebuild of consignment	83.00	85.00	No
POAO erroneous consignment release requiring liaison with inland authority	269.00	270.50	No
High Risk NAO sampling fee + laboratory charges	113.00	118.00	No
High Risk NAO out of hours sampling fee + laboratory charges	259.50	259.50	No
High Risk NAO per CHEDD (non animal origin)	34.50	40.00	No
High Risk NAO per CHEDD out of hours	55.00	64.50	No
High Risk destruction charge + disposal costs - 10 kilos	87.88	89.50	No
IUU Catch Certificate EEA	24.00	24.00	No
IUU Catch Certificate non EEA	54.50	55.50	No
Consignment abandon fee	27.00	27.50	No
ID check - weekdays	73.50	74.50	No
ID check - weekends	292.50	292.50	No
Organics check - weekdays	37.00	38.00	No
Organics check - weekends	53.50	53.50	No
Melamine check	51.50	52.50	No
Destruction supervision	88.50	90.00	No
Imported consignment exemption fee	20.00	20.50	No
Non presentation of appropriate documentation (requires examination)	20.00	20.50	No
Late prior notification fee FNAO - CHEDD	36.00	37.00	No
Fee for late presentation of shipments to BCP (Post 12:30pm)	N/A	120.00	No
Fee for late cancellation of veterinary cover due to non-presentation of shipments	260.00	264.50	No

Environmental Health	2024/25 Charge £	2025/26 Charge £	Includes VAT?
<b>Homes of Multiple Occupancy (HMO) licensing fees</b>			
HMO licence fee for up to 5 bedrooms - part 1 fee*	623.00	633.90	No
HMO licence fee for up to 5 bedrooms - part 2 fee*	697.00	709.20	No
HMO licence fee for 5 letting rooms or more - charge per additional room	37.00	37.60	No
HMO licence fee for up to 5 bedrooms - renewal charge	697.00	709.20	No
HMO licence fee - incomplete application	37.00	37.60	No
Reminder letter on failure to apply for a licence	37.00	37.60	No
Variation of licence (i.e. change in address or new appointed manager)	12.00	12.20	No
Missed appointment	157.00	159.70	No
Any other correspondence such as sending out a final reminder letter	37.00	37.60	No
<p>* The total cost of licensing an HMO in 2025/26 will be £1,343.10 and is payable in 2 parts. Part 1 fees are to be paid at the time of application to cover the costs of processing the application and inspecting the property. Part 2 fees are levied upon completion of the application process to cover the costs of running and enforcing the scheme. Applicants will need to ensure that Part 2 fees have been paid to the Council prior to the licence being issued.</p> <p>For 2025/26 a discount of 5% will be applied for valid applications that are received without a request from the Council. This will also apply to valid renewal applications received within the time specified by the Council.</p> <p>The licensing period is 5 years from the date the application was made.</p> <p>HMO licensing fee charges will be subject to an annual review from 1 April each year.</p>			
<b>Declarations of eligibility on behalf of energy suppliers for ECO4 Flex</b>			
Full declaration checks	184.00	187.20	No
Reduced declaration checks	103.50	105.30	No
<b>Private Sector Housing</b>			
Housing Immigration Inspection	209.00	212.70	No
Housing improvement notice - fixed price	520.50	529.60	No
Suspended improvement notice - fixed price	520.50	529.60	No
Prohibition order - fixed price	453.00	460.90	No
Suspended prohibition order - fixed price	453.00	460.90	No
Emergency prohibition order - fixed price	453.00	460.90	No
Emergency remedial action notice	Based on contractor costs + officer time (incl travel) (£66.50 p/h) + mileage costs at 0.45 per mile	Based on contractor costs + officer time (incl travel) (£67.66 p/h) + mileage costs at 0.45 per mile	No
Mobile homes - fit and proper person test fee	296.00	301.20	No
<b>Other</b>			
EIR information	139.00	141.40	No
Contaminated land	139.00	141.40	No
Officer charges for works in default - per hour	66.50	67.70	No

Land Charges	2024/25 Charge £	2025/26 Charge £	Includes VAT?
LLC1 - residential/commercial	22.00	22.00	No
LLC1 - residential/commercial extra parcels of land	4.50	4.50	No
CON29 - residential	109.00	109.00	Yes
CON29 - residential extra parcels of land	15.40	15.40	Yes
CON29 - commercial	137.00	137.00	Yes
CON29 - commercial extra parcels of land	15.40	15.40	Yes
LLC1 and CON29 - residential	131.00	131.00	Yes (part)
LLC1 and CON29 - commercial	159.00	159.00	Yes (part)
CON29O*	22.00	22.00	Yes
* The following CON29O questions are free of charge: 6, 7, 10, 11, 12, 13 and 14			

Legal Services	2024/25 Charge £	2025/26 Charge £	Includes VAT?
Solicitors and legal executives with over 8 years' experience (hourly rate)	261.00	261.00	No
Solicitors and legal executives with over 4 years' experience (hourly rate)	217.00	217.00	No
Letter of postponement	50.00	50.00	No
Deed of postponement	90.00	90.00	No
Licence fees for garden use	120.00	120.00	No
Lease for garden use	500.00	500.00	No
Selling a strip of land	500.00	500.00	No
Grant a right of way	600.00	600.00	No
Release of covenant	500.00	500.00	No

Licensing	2024/25 Charge £	2025/26 Charge £	Includes VAT?
<b>Taxi licensing</b>			
Drivers - licence valid for 3 years (new application or renewal)	239.50	250.20	No
Operators - licence valid for 5 years (new application or renewal)	583.00	539.84	No
Vehicles - New licence valid for 1 year	171.00	161.27	No
Vehicles - Renewal licence valid for 1 year	171.00	141.88	No
Vehicle licence transfer fee	123.50	52.53	No
Driver Change of Licence(PHD to H2S etc.)	N/A	32.43	No
Temporary Vehicle license	100.00	44.50	No
Driver Replacement Licence Badge	10.50	17.35	No
Vehicle Replacement Licence Plate	10.50	13.58	No
Vehicle Replacement Door Signs	5.00	15.09	No
Private Hire Vehicle Plate Exemption	11.00	15.84	No
DBS check	Charged at cost	Charged at cost	No
<b>Caravan site licence fees</b>			
<u>New applications</u>			
1-5 pitches	487.00	495.50	No
6-10 pitches	487.00	495.50	No
11-20 pitches	585.00	595.20	No
21-50 pitches	684.00	696.00	No
51-100 pitches	898.00	913.70	No
>100 pitches	974.00	991.00	No
Application for amending licensing conditions	371.00	377.50	No
<b>Other licences</b>			
Skin piercing premises and 1 person	222.50	226.40	No
Skin piercing additional person	13.00	13.20	No
Skin piercing additional treatment (at same time)	43.00	43.80	No
Additional ear piercing operator added at a later date	48.00	48.80	No
Additional operator added at a later date (other)	75.00	76.30	No
Additional treatment added at a later date	85.50	87.00	No
Table and chairs on the highway (1 year)	100.00	N/A	No
Table and chairs on the highway (2 year)	N/A	250.00	No
<b>Scrap metal</b>			
Grant of a site or collector's licence	452.50	460.50	No
- Each additional site after first site	236.50	240.50	No
Renewal of a site or collector's licence	397.00	404.00	No
- Each additional site after first site	236.50	240.50	No
Variation of a site or collector's licence	160.50	163.50	No
- Each additional site being added to the licence	397.00	404.00	No
<b>Alcohol Licensing Act 2003</b>			
For the current schedule of statutory fees, please visit the Uttlesford District Council website:			
<a href="https://www.uttlesford.gov.uk/article/5519/Licensing-Act-2003-personal-licence">https://www.uttlesford.gov.uk/article/5519/Licensing-Act-2003-personal-licence</a>			
<a href="https://www.uttlesford.gov.uk/article/5518/Licensing-Act-2003-premises-licence">https://www.uttlesford.gov.uk/article/5518/Licensing-Act-2003-premises-licence</a>			
<b>Gambling Act 2005</b>			
For the current schedule of fees, please visit the Uttlesford District Council website:			
<a href="https://www.uttlesford.gov.uk/article/6353/Gambling-Act-2005-fees-and-">https://www.uttlesford.gov.uk/article/6353/Gambling-Act-2005-fees-and-</a>			
<b>LAPCC Charges (set by Central government)</b>			
For the current schedule of fees, please visit the following website:			
<a href="https://assets.publishing.service.gov.uk/media/5a81f71e40f0b6230269a1db/env-permit-part-b-fees-2017.pdf">https://assets.publishing.service.gov.uk/media/5a81f71e40f0b6230269a1db/env-permit-part-b-fees-2017.pdf</a>			

Licensing	2024/25 Charge £	2025/26 Charge £	Includes VAT?
<b>Animal licences</b>			
Animal boarding establishment (cattery, kennel, dog day care)*			
- Part A fee	325.00	330.70	No
- Part B fee	211.00	214.70	No
- Re-inspection	155.00	157.70	No
- Variation	24.00	24.40	No
Riding establishments*			
- Part A fee	401.00	408.00	No
- Part B fee	225.00	228.90	No
- Re-inspection	217.00	220.80	No
- Variation	24.00	24.40	No
Home boarding*			
- Part A fee	221.00	224.90	No
- Part B fee	231.00	235.00	No
- Re-inspection	155.00	157.70	No
- Variation	24.00	24.40	No
Dog breeding establishment*			
- Part A fee	299.00	304.20	No
- Part B fee	211.00	214.70	No
- Re-inspection	155.00	157.70	No
- Variation	24.00	24.40	No
Pet shop*			
- Part A fee	325.00	330.70	No
- Part B fee	215.00	218.80	No
- Re-inspection	155.00	157.70	No
- Variation	24.00	24.40	No
Dangerous wild animals (based on a 2 year licence)*	POA	POA	No
Zoo licence (based on a 5 year licence)*	POA	POA	No
Keeping or training animals for exhibition (based on a 5 year licence)*	POA	POA	No
* Part A fees need to be paid on application. Part B fees are paid on issuing report and confirmation of the licence and rating. The issuing of the licence will			
For licences where there is more than one activity, the fee will be based on the applicant's main business activity as judged by the inspecting officer.			
Additional charges will be applied for secondary activities as outlined below:			
- Cattery, kennel, dog day care	72.00	73.30	No
- Riding establishments	146.00	148.60	No
- Home boarders	72.00	73.30	No
- Breeders	72.00	73.30	No
- Pet shop	72.00	73.30	No
- Keeping or training animals for exhibition	POA	POA	No
Vets fees to be recharged to the operator + administration costs of £8.00 for			



## Planning Applications

For the current schedule of planning application fees, please visit the Uttlesford District Council website:

<http://www.uttlesford.gov.uk/article/4864/Planning-Application-Fees>

Planning - Pre-application Advice	2024/25 Charge £	2025/26 Charge £	Includes VAT?
<b>Householder</b>			
Written advice only	113.00	116.00	Yes
Meeting - 1 hour (virtual) and written advice	189.00	195.00	Yes
Meeting - 1 hour (on-site) and written advice	284.00	291.00	Yes
Follow up written advice	113.00	116.00	Yes
<b>Householder including heritage*/listed building consent</b>			
Written advice only	378.00	388.00	Yes
Meeting - 1 hour (virtual) and written advice	536.00	550.00	Yes
Meeting - 1 hour (on-site) and written advice	630.00	647.00	Yes
Follow up written advice	246.00	253.00	Yes
<b>Minor development</b>			
Written advice only	289.00	297.00	Yes
Meeting - 1 hour (virtual) and written advice	441.00	453.00	Yes
Meeting - 1 hour (on-site) and written advice	536.00	550.00	Yes
Follow up written advice	289.00	297.00	Yes
5-9 units including up to 2 virtual meetings	2,625.00	2,696.00	Yes
<b>Minor development including heritage* advice</b>			
Written advice only	485.00	488.00	Yes
Meeting - 1 hour (virtual) and written advice	800.00	822.00	Yes
Meeting - 1 hour (on-site) and written advice	945.00	971.00	Yes
Follow up written advice	485.00	498.00	Yes
<b>Major development</b>			
Scoping Meeting - 1 hour virtual meeting to discuss high level principle (outline) and discuss further programme / PPA**	980.00	1,006.00	Yes
10-25 dwellings - to include at least 1 Planning Officer at up to 2 hours virtual meetings and written response*	7,875.00	8,088.00	Yes
26-99 dwellings - to include at least 1 Planning Officer at up to 3 hours virtual meetings and written response*	13,650.00	14,018.00	Yes
100-199 dwellings - to include at least 1 Planning Officer at up to 4 hours virtual meetings and written response*	25,200.00	25,880.00	Yes
Major or complex minor pre-app where the applicant does not want to enter into a PPA with the Council	POA	POA	Yes
* Includes access to heritage advice (locally listed buildings, ancient monuments, works or development in a conservation area), ecology Advice (biodiversity net gain) and urban design advice. Additional advice, for example environmental protection/noise, will incur an additional fee.			
** Includes schemes of 5-9 units and later netted off full pre-application fee.			

## Planning Performance Agreements (PPA)

Charges depend on the complexity of the site and individual needs of the application, therefore will be determined on an individual basis.

Planning - Section 106 Monitoring Fees	2024/25 Charge £	2025/26 Charge £	Includes VAT?
<b>Monitoring charge schedule*</b>			
Scheme (residential units)			
<10	1,747.00	1,794.00	No
10-40	1,747.00	1,794.00	No
41-80	5,422.00	5,568.00	No
81-120	8,133.00	8,353.00	No
121-160	15,943.00	16,373.00	No
161-200	19,929.00	20,467.00	No
201-240	23,915.00	24,561.00	No
241-280	27,901.00	28,654.00	No
281-320	31,886.00	32,747.00	No
321-360	35,872.00	36,840.00	No
361-400	39,858.00	40,934.00	No
401-440	43,844.00	45,000.00	No
441-480	47,830.00	49,000.00	No
481-520	51,815.00	53,241.00	No
521-560	55,801.00	57,308.00	No
561-600	59,787.00	61,401.00	No
601-640	63,773.00	65,494.00	No
641-680	67,759.00	69,588.00	No
681-720	71,744.00	73,681.00	No
721-760	75,730.00	77,742.00	No
761-800	79,716.00	81,868.00	No
Strategic site (>800) and mixed schemes	POA	POA	No
* Additional fee could be sought regarding any non-standard clauses requiring specific bespoke monitoring.			
The Council will seek a charge to fulfil its role to monitor all the required clauses for section 106 obligations - this charge does not include any charges sought by partner organisations such as Essex County Council.			

Planning - Street Naming and Numbering	2024/25 Charge £	2025/26 Charge £	Includes VAT?
<b>Charge per dwelling/unit</b>			
Add a name to a numbered property	85.00	88.00	No
Name change/renumber	85.00	88.00	No
New dwelling/unit	120.00	125.00	No
2-5 dwellings/units	85.00	88.00	No
6-25 dwellings/units	65.00	67.00	No
26-75 dwellings/units	55.00	57.00	No
76 plus dwellings/units	40.00	41.00	No
New street name	220.00	226.00	No
Name of block of flats or industrial estate	195.00	200.00	No
Confirmation of plot or postal address for utility company (charged to utility companies only)	45.00	46.00	No
Issuing a new address following demolition and reconstruction	40.00	41.00	No
Change to new addresses due to the development changing after the schedule has been issued (applies to all amended plots)	65.00	67.00	No
Pre-app/query for general street naming and numbering enquiries prior to submission (applicable for 26+ dwellings/units)	66.00	68.00	Yes
Follow-up pre-app	42.00	43.00	Yes
System information check	25.00	26.00	No

Planning - Other	2024/25 Charge £	2025/26 Charge £	Includes VAT?
To retain a % of fee paid if an application is withdrawn			
- Pre-applications	15%	15%	Yes
- Planning applications prior to validation only	15%	15%	No
- Planning applications after validation	100%	100%	No
15 minute telephone conversation / discussion with a duty officer	90.00	93.00	Yes
Biodiversity Net Gain monitoring - Major development	Bespoke fee	Bespoke fee	Yes
Biodiversity Net Gain monitoring - Non-major	Bespoke fee	Bespoke fee	Yes
Fast Track CLE - aimed at those needing speedy clarification as to whether planning permission would have been required for development which has taken place - sometimes needed when trying to sell a property (certificate issue within 5 working days of valid application being submitted or money refunded)	800.00	822.00	Yes
High hedge complaint	650.00	653.00	No
Documents provided under Local Government Access to Information Act 1985 - TPO, BPN, LB, Planning & Building Regulation Decision Notices	10p per sheet plus £25.00 per hour if job exceeds 1 hour	10p per sheet plus £25.50 per hour if job exceeds 1 hour	Yes
Uttlesford Local Plan Adopted 2005	25.00	26.00	Yes
Emerging Local Plan	35.00	36.00	Yes
Confirmation regarding agricultural ties	48.00	49.00	Yes
Parish and town councils - neighbourhood planning mapping	POA	POA	No
Solicitor's queries regarding compliance with Enforcement Notices - per 30 minutes	110.00	113.00	No
Solicitor's queries regarding compliance with Enforcement Notices - additional charge if site visit required	276.00	283.00	No
Planning conditions - variation / removal discussion	220.00	226.00	Yes
Change of use to house in multiple occupation	220.00	226.00	Yes
Confirmation that Permitted Development Rights have not been removed:			
- Householder	70.00	72.00	Yes
- All other development	180.00	185.00	Yes
Confirmation of Designated Area - in response to customer requests we can provide confirmation of designated areas (self service is available), however we can provide a list of constraints on a property within 3 working days	75.00	77.00	Yes
Copy of history	25.00	26.00	Yes
Advice for variation or deletion of s106 Agreements - per 1 hour meeting*	302.00	310.00	Yes
RAMS administration fee	-	10% of RAMS Contribution	No
*Additional specialism discussion will involve an additional fee to cover the cost			

Print Room	2024/25 Charge £	2025/26 Charge £	Includes VAT?
Printing services for town and parish councils, voluntary organisations, clubs and societies - hourly charge (materials charged on top)	44.00	45.00	No*
* Addition of VAT varies depending upon what is being printed.			

Refuse Collection and Recycling	2024/25 Charge £	2025/26 Charge £	Includes VAT?
<b>Bulky waste collection</b>			
Minimum charge for 3 items	52.00	52.90	No
- Each additional item	8.00	8.10	No
Waste Electrical Equipment collection service:			
- Single item	52.00	52.90	No
- Each additional item	8.00	8.10	No
Collection of items containing persistent organic pollutants (POPs):			
- Single item	60.00	61.10	No
- Each additional item	15.00	15.30	No
Garden waste bags	2.00	2.00	No
<b>Garden waste collection</b>			
240 litre wheeled bin	50.00	65.00	No
Bin delivery charge	30.00	30.50	No
<b>Waste container supply and delivery (new developments)</b>			
Full set of containers - green lidded bin, grey lidded bin, food caddy	90.00	91.60	No
<b>Town and parish council garden waste weekend collection</b>			
Charge per hour	85.50	87.00	No
<b>Trade waste collection and disposal charges</b>			
Trade sacks (85 litres)	3.50	3.60	No
Bins - 180 litres	7.50	7.60	No
Bins - 240 litres	10.00	10.20	No
Bins - 660 litres	16.50	16.80	No
Bins - 1,100 litres	25.50	25.90	No
Skip - 12 cubic yards (light materials)	192.50	195.90	No
Skip - 12 cubic yards (heavy materials)	301.50	306.80	No

Saffron Walden Museum	2024/25 Charge £	2025/26 Charge £	Includes VAT?
<b>Admission charges</b>			
Admission - full adult	2.50	2.50	Yes
Admission - discounted adult (over 60 or disabled)	1.25	1.25	Yes
Admission - child (under 18)	Free	Free	N/A
Season ticket - full adult	8.00	8.00	Yes
Season ticket - discounted adult (over 60 or disabled)	4.00	4.00	Yes
<b>Learning services</b>			
Taught session for schools per pupil	5.00	5.00	Yes
Taught session for schools minimum group charge	80.00	80.00	Yes
Taught session in schools half-day	120.00	150.00	Yes
Taught session in schools whole day	210.00	270.00	Yes
Online session for one school class	60.00	60.00	Yes
School loan of Reminiscence Box - half term	30.00	30.00	Yes
School loan of Reminiscence Box - 1 week	18.00	18.00	Yes
Charge for craft activities per child	2.40	2.40	Yes
Adult group minimum charge for craft activities (max 12 per group)*	96.00	96.00	Yes
* Charge may vary depending upon cost of materials for craft activity requested			
<b>Group visits</b>			
Self guided group visit	15.00	15.00	Yes
Daytime group introductory talk / tour (max 20 people)	30.00	30.00	Yes
Evening opening with talk / activity and viewing of galleries	96.00	96.00	Yes
Refreshments for groups of up to 20 people	30.00	30.00	Yes
<b>Shirehill Store group visits and workshops</b>			
Daytime group introductory talk / tour (max 20 people)	30.00	30.00	Yes
Evening talk / tour (max 20 people)	96.00	96.00	Yes
Saturday half-day workshop with collections (max 20 people)	180.00	200.00	Yes
<b>Museum staff talks and lectures at other venues</b>			
Talks to local groups in Uttlesford or within 20 mile radius of Saffron Walden	84.00	84.00	Yes
Talks to groups outside Uttlesford or 20 mile radius of Saffron Walden	96.00	96.00	Yes
Online talk to local groups (any location)	60.00	60.00	Yes
<b>Image reproduction charges</b>			
Non-commercial local community use, educational, academic, private study, not-for-profit or charity	Free	Free	N/A
Printed image (books etc) on cover - East of England region	96.00	96.00	Yes
Printed image (books etc) inside - East of England region	45.00	45.00	Yes
Printed image (books etc) on cover - UK and international	126.00	126.00	Yes
Printed image (books etc) inside - UK and international	64.80	64.80	Yes
Website image - corporate/commercial use	72.00	72.00	Yes
Television - East of England region	60.00	60.00	Yes
Television - UK	78.00	78.00	Yes
Television - International	120.00	120.00	Yes
Supply of new image (in-house photography)	5.00	5.00	Yes
<b>Hire of museum premises (corporate and private)</b>			
Museum - hire for first hour	75.00	75.00	No
Museum - hire per hour after first hour	50.00	50.00	No
School room - hire per hour	N/A	30.00	No
<b>Hire of castle and museum grounds</b>			
Private outdoor events for up to 50 people during museum opening hours, including access to museum galleries and WCs - hire per hour	25.00	25.00	No
Private outdoor events for up to 50 people outside museum opening hours, no museum access - hire per hour	20.00	20.00	No
Private outdoor events for 51 to 100 people during museum opening hours, including access to museum galleries and WCs - hire per hour	50.00	50.00	No
Private outdoor events for 51 to 100 people outside museum opening hours, no museum access - hire per hour	40.00	40.00	No

Saffron Walden Offices	2024/25 Charge £	2025/26 Charge £	Includes VAT?
<b>Room charges - Non-wedding (minimum 2 hour charge applies)</b>			
Room hire - Flitch (Chairman's room) (per hour)	41.50	42.00	Yes
Room hire - Flitch (Chairman's room) (per hour) - charity rate	35.50	36.00	Yes
Room hire - Cutlers (Committee room) (per hour)	74.00	75.50	Yes
Room hire - Cutlers (Committee room) (per hour) - charity rate	47.00	48.00	Yes
Room hire - Gibson (Council Chamber) (per hour)	99.00	100.50	Yes
Room hire - Gibson (Council Chamber) (per hour) - charity rate	62.50	63.50	Yes
Refreshments - per 10 people	20.00	20.50	Yes
Tenants - Flitch (Chairman's room) (per hour)	30.00	30.50	Yes
Tenants - Cutlers (Committee room) (per hour)	40.00	40.50	Yes
Tenants - Gibson (Council Chamber) (per hour)	65.00	66.00	Yes
<b>Room charges - Wedding</b>			
Flitch (Chairman's Room) - Monday-Thursday	124.00	126.00	Yes
Flitch (Chairman's Room) - Friday	179.00	182.00	Yes

Little Canfield Offices	2024/25 Charge £	2025/26 Charge £	Includes VAT?
<b>Room charges - (minimum 2 hour charge applies)</b>			
Dominica Room (per hour) - tenants	40.00	40.50	Yes
Dominica Room (per hour) - non tenants	74.00	75.50	Yes
St Lucia Room (per hour) - tenants	40.00	40.50	Yes
St Lucia Room (per hour) - non tenants	74.00	75.50	Yes
St Vincent room (per hour) - tenants	55.00	56.00	Yes
St Vincent room (per hour) - non tenants	99.00	100.50	Yes