

General Fund Fees and Charges 2026/27

Summary Fees and Charges 2026/27	
No Change	
Corporate Services	Museum - Other charges
Corporate Services	Democratic Services
Planning	Planning - Other ***
Chief Executive	Land Charges
Inflationary Increase	
Chief Executive	Legal
Housing, Health and Communities	Imported food inspection charges
Housing, Health and Communities	Environmental Health – Animals****
Housing, Health and Communities	Environmental Health - Food and water safety
Housing, Health and Communities	Environmental Health - Homes of Multiple Occupancy
Housing, Health and Communities	Environmental Health - Private Sector Housing
Housing, Health and Communities	Environmental Health - Private Water supplies
Housing, Health and Communities	Licensing - Caravan site licence fees
Housing, Health and Communities	Licensing - Taxi licensing
Housing, Health and Communities	Licensing - Scrap metal
Housing, Health and Communities	Licensing - Other licences
Planning	Planning - Pre-application Advice**
Planning	Planning - Section 106 Monitoring Fees
Over Inflation	
Business, Performance & People	Car parks
Chief Executive	Museum - Admission charges
Digital Innovation and Commercialisation	London Road Offices*
Environmental Services & Climate Change	Refuse Collection and Recycling
Housing, Health and Communities	Environmental Health - Other
Housing, Health and Communities	Licensing - Animal licences
Planning	Planning - Street Naming and Numbering
Completely Revised	
Chief Executive	Legal
<p>* Little Canfield offices have changed from hourly to half/daily rates, therefore as not included in the table</p> <p>** Pre-application advice meets inflationary increase if exclude a single fee that reduced.</p> <p>*** Half the fees have been increased by inflation and the other half have not changed.</p> <p>**** Includes a new licence fee range for Primates.</p>	

Building Control - Standard Charges Schedule 1 - New Dwellings Dwelling Houses and Flats			Plan Charge	Inspection Charge*	Building Notice Charge*	Regularisation Charge*
			£	£	£	£
New build houses or bungalows not exceeding 250m²						
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 250m² 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	
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FL3	3 plots	Fee	670.00	1,370.00	2,170.00	2,712.50
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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*
			£	£	£	£
Conversion to						
COH	Single dwelling house/annex (where total floor area does not exceed 150m ²)	Fee	410.00	575.00	985.00	1,231.25
		VAT	82.00	115.00	197.00	
		Total	492.00	690.00	1,182.00	
COF	Single flat/annex (where total floor area does not exceed 150m ²)	Fee	410.00	575.00	985.00	1,231.25
		VAT	82.00	115.00	197.00	
		Total	492.00	690.00	1,182.00	
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			552.00
		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 2 - Work to a Single Dwelling Limited to Work Not More Than 3 Storeys Above Ground Level			Full Plans		Building	Regularisation
			Plan Charge	Inspection Charge*	Notice Charge*	Charge*
			£	£	£	£
Extension and new build						
DX1	Separate single storey extension with floor area not exceeding 40m ²	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 ² but not exceeding 100m ²	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 ²	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 ² but not exceeding	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 ²	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 ²	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	
* 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 2 - Work to a Single Dwelling Limited to Work Not More Than 3 Storeys Above Ground Level			Full Plans		Building Notice Charge*	Regularisation Charge*
			Plan Charge	Inspection 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 ²	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 ² but not exceeding 100m ²	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 ²	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 ² but not exceeding 100m ²	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					

Building Control - Standard Charges		Plan Charge	Inspection Charge	Regularisation Charge
Schedule 3 - All Other Non-Domestic Work				
Limited to Work Not More Than 3 Storeys Above Ground Level				
		£	£	£
Alterations				
NO1	Cost of work not exceeding £5,000	Fee	115.00	250.00
		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
		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
		VAT	23.00	50.00
		Total	138.00	300.00
NO4	Installation of new shop front	Fee	115.00	250.00
		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
		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
		VAT	47.00	88.00
		Total	282.00	528.00
NO7	Renovation of thermal elements	Fee	235.00	440.00
		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
		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
		VAT	60.00	144.00
		Total	360.00	864.00
N10	Fit out of building up to 100m ²	Fee	275.00	690.00
		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
		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				

Building Control - Other	2025/26	2026/27	VAT inclusive
	£	£	
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	2025/26 Charge £	2026/27 Charge £	VAT inclusive
Monday to Saturday			
<u>White Street</u>			
30 minutes	0.80	1.00	Yes
1 hour	1.20	1.50	Yes
3 hours	1.70	2.10	Yes
4 hours	2.70	3.30	Yes
5 hours	3.20	3.90	Yes
All day	4.20	5.20	Yes
Season ticket - employed locally (1 month)	45.00	55.00	Yes
Season ticket - employed locally (3 months)	135.00	170.00	Yes
Season ticket - employed locally (6 months)	260.00	320.00	Yes
Season ticket - employed locally (12 months)	450.00	560.00	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; all day)	22.50	28.00	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; 5 hours)	13.50	17.00	Yes
<u>New Street, Chequers Lane and Angel Lane</u>			
30 minutes	0.80	1.00	Yes
1 hour	1.20	1.50	Yes
3 hours	1.70	2.10	Yes
Sunday and Bank Holidays			
Flat rate (all car parks)	1.00	1.20	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	2025/26 Charge £	2026/27 Charge £	VAT inclusive
<u>Fairycroft - Monday to Saturday</u>			
30 minutes	0.80	1.00	Yes
1 hour	1.20	1.50	Yes
2 hours	2.20	2.70	Yes
3 hours	3.20	3.90	Yes
<u>Fairycroft - Sunday</u>			
1 hour	0.50	0.80	Yes
2 hours	1.00	1.20	Yes
3 hours	1.50	1.90	Yes
<u>Common</u>			
30 minutes	0.80	1.00	Yes
1 hour	1.20	1.50	Yes
2 hours	2.20	2.70	Yes
3 hours	3.20	3.90	Yes
<u>Swan Meadow</u>			
1 hour	1.20	1.50	Yes
2 hours	2.20	2.70	Yes
4 hours	3.20	3.90	Yes
5 hours	3.70	4.60	Yes
All day	4.70	5.80	Yes
Season ticket - employed locally (1 month)	45.00	55.00	Yes
Season ticket - employed locally (3 months)	135.00	170.00	Yes
Season ticket - employed locally (6 months)	260.00	320.00	Yes
Season ticket - employed locally (12 months)	450.00	560.00	Yes
Season ticket - resident (12 months)	78.00	80.00	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; all day)	22.50	28.00	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; 5 hours)	13.50	17.00	Yes
Coaches - 5 hours	6.00	7.50	Yes
Coaches - All day	14.00	17.00	Yes

Car Parking - Saffron Walden	2025/26 Charge	2026/27 Charge	VAT inclusive
<u>Catons Lane (new charges from 1 April 2024)</u>			
1 hour	1.20	1.50	Yes
2 hours	2.20	2.70	Yes
4 hours	3.20	3.90	Yes
5 hours	3.70	4.60	Yes
All day	4.70	5.80	Yes
Season ticket - employed locally (1 month)	45.00	55.00	Yes
Season ticket - employed locally (3 months)	135.00	170.00	Yes
Season ticket - employed locally (6 months)	260.00	320.00	Yes
Season ticket - employed locally (12 months)	450.00	560.00	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; all day)	22.50	28.00	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; 5 hours)	13.50	17.00	Yes
Saturday Only			
<u>London Road (new charges from 1 April 2024)</u>			
1 hour	1.20	1.50	Yes
2 hours	2.20	2.70	Yes
4 hours	3.20	3.90	Yes
5 hours	3.70	4.60	Yes
All day	4.70	5.80	Yes
Season ticket - resident (12 months)	78.00	80.00	Yes
Sunday and Bank Holidays			
Flat rate (all car parks except Fairycroft)	1.50	1.90	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	2025/26 Charge £	2026/27 Charge £	VAT inclusive
Monday to Saturday			
<u>Lower Street</u>			
30 minutes	0.80	1.00	Yes
1 hour	1.20	1.50	Yes
2 hours	1.70	2.10	Yes
3 hours	2.20	2.70	Yes
4 hours	2.70	3.30	Yes
5 hours	3.20	3.90	Yes
All day	5.20	6.40	Yes
Season ticket - employed locally (1 month)	45.00	55.00	Yes
Season ticket - employed locally (3 months)	135.00	170.00	Yes
Season ticket - employed locally (6 months)	260.00	320.00	Yes
Season ticket - employed locally (1 year)	450.00	560.00	Yes
Season ticket - commuter employed elsewhere (6 months)	490.00	600.00	Yes
Season ticket - commuter employed elsewhere (1 year)	810.00	995.00	Yes
Season ticket - resident (12 months)	78.00	80.00	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; all day)	22.50	28.00	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; 5 hours)	13.50	17.00	Yes
Hybrid season ticket - employed elsewhere (12 visits in 28 days; all day)	40.50	50.00	Yes
Hybrid season ticket - employed elsewhere (12 visits in 28 days; 5 hours)	28.50	35.00	Yes
Coaches - 5 hours	6.00	7.50	Yes
Coaches - All day	14.00	17.00	Yes

Car Parking - Stansted Mountfitchet	2025/26 Charge £	2026/27 Charge £	VAT inclusive
<u>Crafton Green</u>			
30 minutes	0.80	1.00	Yes
1 hour	1.20	1.50	Yes
2 hours	1.70	2.10	Yes
3 hours	2.20	2.70	Yes
All day	4.50	5.50	Yes
Season ticket - employed locally (6 months)	260.00	320.00	Yes
Season ticket - employed locally (1 year)	450.00	560.00	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; all day)	22.50	28.00	Yes
Hybrid season ticket - employed locally (12 visits in 28 days; 5 hours)	13.50	17.00	Yes
Note - Season Tickets are not currently available to new customers.			
Sunday and Bank Holidays			
Flat rate (all car parks)	1.00	1.20	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	2025/26 Charge £	2026/27 Charge £	VAT inclusive
Road closure order	36.00	36.00	Yes

Environmental Health	2025/26 Charge £	2026/27 Charge £	VAT inclusive
Food and water safety			
Health Certificate for Export	109.00	113.00	No
Food disposal if required	Charged at cost	Charged at cost	Yes
Voluntary Surrender Certificate	109.00	113.00	No
Water samples (airport)	29.50	30.50	Yes
Chemical water samples on request	Charged at cost	Charged at cost	Yes
Private Water supplies			
Regulation 9 property sample	215.20	223.50	No
Regulation 9 property risk assessment	286.90	298.00	No
Regulation 10 property (shared/small) sample	221.80	230.00	No
Regulation 10 property risk assessment	286.90	298.00	No
Regulation 10 (single property) sample	208.60	216.50	No
Regulation 10 property (single property) risk assessment	167.40	174.00	No
Regulation 8 sample	184.20	191.00	No
Regulation 8 risk assessment	243.20	252.50	No
Group A sample	208.60	216.50	No
Group B sample	215.20	223.50	No
Analysis	Recharge of costs + admin	Recharge of costs + admin	No
Investigations (per hour - will include travel time)	£67.66 + mileage at	£67.66 + mileage at	No
Animals			
(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 *	39.20	40.50	No
Kennelling fee (per day) *	13.00	13.50	Yes
Stray dog - statutory fee *	26.50	27.50	No
Collection and transportation charge *	177.60	184.50	Yes
Vet treatment costs to be paid in full	Full cost	Full cost	Yes
* Fees are set by a 3rd party so the 2026/27 fees shown are estimates.			

New Primate Fees	2026/27 Charge £
Application Fee	592.93
Application for renewal of licence (No change)	526.22
Application for variation of licence (Minor variation)	592.93
Application for variation of licence (Minor variation)	92.37
Application for variation of licence to increase the number of primate species	267.10
Interim Inspection	101.60
	plus any Vet inspection fees

Environmental Health	2025/26 Charge £	2026/27 Charge £	VAT inclusive
Imported food inspection charges			
POAO per CHEDP (products of animal origin) (per consignment)	160.00	160.00	No
POAO per CHEDP out of hours additional fee (products of animal origin)	256.00	256.00	No
POAO per additional CHEDP on same AWB	93.00	97.00	No
POAO Non Compliant CHEDP	N/A	236.00	No
POAO replacement CHEDP	93.00	97.00	No
POAO Documentary Check Only Per CHEDP	68.00	69.00	No
Equine Semen Verification of Inland ID Checks	27.00	28.00	No
Low Risk CHEDP Clearance Fee	20.00	18.00	No
POAO breakdown and rebuild of consignment	85.00	93.00	No
POAO erroneous consignment release requiring liaison with inland authority	270.50	274.00	No
Heavyweight destruction Fee, in excess of 50KG (Plus Novus charges)	N/A	118.00	No
Non presentation of appropriate documentation (requires examination)	20.50	49.00	No
Storage in Excess of 60 Days	N/A	112.00	No
OFFC Non Compliance Fee	N/A	170.00	No
Fee for late cancellation of veterinary cover due to non-presentation of shipments	264.50	278.00	No
High Risk NAO sampling fee + laboratory charges	118.00	127.00	No
High Risk NAO out of hours sampling fee + laboratory charges	259.50	262.00	No
High Risk NAO per CHEDD (non animal origin)	40.00	41.00	No
High Risk NAO per CHEDD out of hours	64.50	67.00	No
High Risk NAO non-compliance fee	N/A	50.00	No
High Risk destruction charge + disposal costs - in excess of 25 kilo (plus Novus Charges)	N/A	50.00	No
IUU Catch Certificate EEA	24.00	25.00	No
IUU Catch Certificate non EEA	55.50	57.00	No
Consignment abandon fee	27.50	28.00	No
ID check - weekdays	74.50	77.00	No
ID check - weekends	292.50	292.00	No
Organics check - weekdays	38.00	39.00	No
Organics check - weekends	53.50	54.00	No
Melamine check	52.50	54.00	No
Destruction supervision	90.00	91.00	No
Late prior notification fee FNAO - CHEDD	37.00	38.00	No

Environmental Health	Charge £	Charge £	VAT inclusive
Homes of Multiple Occupancy (HMO) licensing fees			
HMO licence fee for up to 5 bedrooms - part 1 fee*	633.90	658.00	No
HMO licence fee for up to 5 bedrooms - part 2 fee*	709.20	736.00	No
HMO licence fee for 5 letting rooms or more - charge per additional room	37.60	39.00	No
HMO licence fee for up to 5 bedrooms - renewal charge	709.20	736.00	No
HMO licence fee - incomplete application	37.60	39.00	No
Reminder letter on failure to apply for a licence	37.60	39.00	No
Variation of licence (i.e. change in address or new appointed manager)	12.20	12.50	No
Missed appointment	159.70	166.00	No
Any other correspondence such as sending out a final reminder letter	37.60	39.00	No
* The total cost of licensing an HMO in 2026/27 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			
For 2026/27 a discount of 5% will be applied for valid applications that are received without a request from the			
The licensing period is 5 years from the date the application was made.			
HMO licensing fee charges will be subject to an annual review from 1 April each year.			
Declarations of eligibility on behalf of energy suppliers for ECO4 Flex			
Full declaration checks	187.20	194.50	No
Reduced declaration checks	105.30	109.50	No
Private Sector Housing			
Housing Immigration Inspection	212.70	221.00	No
Housing improvement notice - fixed price	529.60	549.50	No
Suspended improvement notice - fixed price	529.60	549.50	No
Prohibition order - fixed price	460.90	478.50	No
Suspended prohibition order - fixed price	460.90	478.50	No
Emergency prohibition order - fixed price	460.90	478.50	No
Emergency remedial action notice	Based on contractor costs + officer time (incl travel) (£67.66 p/h) + mileage costs at 0.45 per mile	Based on contractor costs + officer time (incl travel) (£70.00 p/h) + mileage costs at 0.45 per mile	No
Mobile homes - fit and proper person test fee	301.20	312.50	No
Other			
EIR information	141.40	147.00	No
Contaminated land	141.40	147.00	No
Officer charges for works in default - per hour	67.70	70.50	No

Land Charges	2025/26 Charge £	2026/27 Charge £	VAT inclusive
LLC1 - residential/commercial	22.00	N/A	No
LLC1 - residential/commercial extra parcels of land	4.50	N/A	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	N/A	Yes (part)
LLC1 and CON29 - commercial	159.00	N/A	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	2025/26 Charge £	2026/27 Charge £	VAT inclusive
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	200.00	No
Deed of postponement	90.00	250.00	No
Licence fees for garden use	120.00	N/A	No
Lease for garden use	500.00	N/A	No
Selling a strip of land	500.00	N/A	No
Grant a right of way	600.00	N/A	No
Release of covenant	500.00	N/A	No
Request for Deed of Variation	N/A	350.00	No
Retrospective request for Deed of Variation	N/A	500.00	No
Request for permission to carry our works covered by a Restrictive Covenant	N/A	250.00	No
Retrospective request to carry out works covered by a Restrictive Covenant	N/A	350.00	No
Providing consent under restriction not expired	N/A	250.00	No
Certificate of release for Council House Restrictions	N/A	300.00	No
Council's Legal Costs to be paid by purchaser on sale of land at request of buyer	N/A	1,000.00	No
Lease Variation for mortgage	N/A	750.00	No
Equity Transfer while under restriction from Right to Buy	N/A	350.00	No
Grant of Easement or Wayleave	N/A	1,000.00	No
Licence to use Council Land or premises	N/A	1,000.00	No

Licensing	2025/26 Charge £	2026/27 Charge £	VAT inclusive
Taxi licensing			
Drivers - licence valid for 3 years (new application or renewal)	250.20	259.00	No
Operators - licence valid for 5 years (new application or renewal)	539.84	556.00	No
Vehicles - New licence valid for 1 year	161.27	167.50	No
Vehicles - Renewal licence valid for 1 year	141.88	147.00	No
Vehicle licence transfer fee	52.53	54.50	No
Driver Change of Licence(PHD to H2S etc.)	32.43	34.00	No
Temporary Vehicle license	44.50	46.00	No
Driver Replacement Licence Badge	17.35	18.00	No
Vehicle Replacement Licence Plate	13.58	14.00	No
Vehicle Replacement Door Signs	15.09	15.50	No
Private Hire Vehicle Plate Exemption	15.84	16.50	No
DBS check	Charged at cost	Charged at cost	No
Caravan site licence fees			
<u>New applications</u>			
1-5 pitches	495.50	514.50	No
6-10 pitches	495.50	514.50	No
11-20 pitches	595.20	618.00	No
21-50 pitches	696.00	722.50	No
51-100 pitches	913.70	948.50	No
>100 pitches	991.00	1,028.50	No
Application for amending licensing conditions	377.50	392.00	No
Other licences			
Skin piercing premises and 1 person	226.40	235.00	No
Skin piercing additional person	13.20	13.50	No
Skin piercing additional treatment (at same time)	43.80	45.50	No
Additional ear piercing operator added at a later date	48.80	50.50	No
Additional operator added at a later date (other)	76.30	79.00	No
Additional treatment added at a later date	87.00	90.50	No
Table and chairs on the highway (2 year)	250.00	259.50	No
Scrap metal			
Grant of a site or collector's licence	460.50	478.00	No
- Each additional site after first site	240.50	249.50	No
Renewal of a site or collector's licence	404.00	419.50	No
- Each additional site after first site	240.50	249.50	No
Variation of a site or collector's licence	163.50	169.50	No
- Each additional site being added to the licence	404.00	419.50	No
Alcohol Licensing Act 2003			
For the current schedule of statutory fees, please visit the Uttlesford District Council website: https://www.uttlesford.gov.uk/article/5519/Licensing-Act-2003-personal-licence https://www.uttlesford.gov.uk/article/5518/Licensing-Act-2003-premises-licence			
Gambling Act 2005			
For the current schedule of fees, please visit the Uttlesford District Council website: https://www.uttlesford.gov.uk/article/6353/Gambling-Act-2005-fees-and-charges			
LAPCC Charges (set by Central government)			
For the current schedule of fees, please visit the following website: https://assets.publishing.service.gov.uk/media/5a81f71e40f0b6230269a1db/env-permit-part-b-fees-2017.pdf			

Licensing	2025/26 Charge £	2026/27 Charge £	VAT inclusive
Animal licences			
Animal boarding establishment (cattery, kennel, dog day care)*			
- Part A fee	330.70	343.50	No
- Part B fee	214.70	223.00	No
- Re-inspection	157.70	163.50	No
- Variation	24.40	25.50	No
Riding establishments*			
- Part A fee	408.00	423.50	No
- Part B fee	228.90	237.50	No
- Re-inspection	220.80	229.00	No
- Variation	24.40	25.50	No
Home boarding*			
- Part A fee	224.90	233.50	No
- Part B fee	235.00	244.00	No
- Re-inspection	157.70	163.50	No
- Variation	24.40	25.50	No
Dog breeding establishment*			
- Part A fee	304.20	316.00	No
- Part B fee	214.70	223.00	No
- Re-inspection	157.70	163.50	No
- Variation	24.40	25.50	No
Pet shop*			
- Part A fee	330.70	343.50	No
- Part B fee	218.80	227.00	No
- Re-inspection	157.70	163.50	No
- Variation	24.40	25.50	No
Primates			
- Application	N/A	592.93	No
- Renewal (no changes)	N/A	526.22	No
- Renewal (minor changes)	N/A	592.93	No
- Variation (minor variation)	N/A	92.37	No
- Variation (for increased primate species)	N/A	267.10	No
- Interim inspection	N/A	101.60*	No
* Plus any Vet inspections fees.			
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
<p>* 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 occur following payment of Part B fees.</p> <p>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.</p>			
Additional charges will be applied for secondary activities as outlined below:			
- Cattery, kennel, dog day care	73.30	76.00	No
- Riding establishments	148.60	154.00	No
- Home boarders	73.30	76.00	No
- Breeders	73.30	76.00	No
- Pet shop	73.30	76.00	No
- Keeping or training animals for exhibition	POA	POA	No
Vets fees to be recharged to the operator + administration costs of £8.00 for Horse Riding Establishments and new breeders only.			

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	2025/26 Charge	2026/27 Charge	VAT inclusive
Householder			
Written advice only	116.00	120.00	Yes
Meeting - 1 hour (virtual) and written advice	195.00	200.00	Yes
Meeting - 1 hour (on-site) and written advice	291.00	300.00	Yes
Follow up written advice	116.00	120.00	Yes
Householder including heritage*/listed building consent			
Written advice only	388.00	400.00	Yes
Meeting - 1 hour (virtual) and written advice	550.00	570.00	Yes
Meeting - 1 hour (on-site) and written advice	647.00	670.00	Yes
Follow up written advice	253.00	263.00	Yes
Minor development			
Written advice only	297.00	308.00	Yes
Meeting - 1 hour (virtual) and written advice	453.00	470.00	Yes
Meeting - 1 hour (on-site) and written advice	550.00	570.00	Yes
Follow up written advice	297.00	308.00	Yes
5-9 units including up to 2 virtual meetings	2,696.00	1,500.00	Yes
Minor development including heritage* advice			
Written advice only	488.00	507.00	Yes
Meeting - 1 hour (virtual) and written advice	822.00	853.00	Yes
Meeting - 1 hour (on-site) and written advice	971.00	1,008.00	Yes
Follow up written advice	498.00	517.00	Yes
Major development			
Scoping Meeting - 1 hour virtual meeting to discuss high level principle (outline) and discuss further programme / PPA**	1,006.00	1,044.00	Yes
10-25 dwellings - to include at least 1 Planning Officer at up to 2 hours virtual meetings and written response*	8,088.00	8,395.00	Yes
26-99 dwellings - to include at least 1 Planning Officer at up to 3 hours virtual meetings and written response*	14,018.00	14,550.00	Yes
100-199 dwellings - to include at least 1 Planning Officer at up to 4 hours virtual meetings and written response*	25,880.00	26,863.00	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			
** 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

	2025/26 Charge £	2026/27 Charge £	VAT inclusive
Monitoring charge schedule*			
Scheme (residential units)			
<10	1,794.00	1,862.00	No
10-40	1,794.00	1,862.00	No
41-80	5,568.00	5,780.00	No
81-120	8,353.00	8,670.00	No
121-160	16,373.00	16,995.00	No
161-200	20,467.00	21,245.00	No
201-240	24,561.00	25,494.00	No
241-280	28,654.00	29,743.00	No
281-320	32,747.00	33,991.00	No
321-360	36,840.00	38,240.00	No
361-400	40,934.00	42,489.00	No
401-440	45,000.00	46,710.00	No
441-480	49,000.00	50,862.00	No
481-520	53,241.00	55,264.00	No
521-560	57,308.00	59,486.00	No
561-600	61,401.00	63,734.00	No
601-640	65,494.00	67,983.00	No
641-680	69,588.00	72,232.00	No
681-720	73,681.00	76,481.00	No
721-760	77,742.00	80,986.00	No
761-800	81,868.00	84,979.00	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

Planning - Street Naming and Numbering	2025/26 Charge £	2026/27 Charge £	VAT inclusive
Charge per dwelling/unit			
Add a name to a numbered property	88.00	91.00	No
Name change/renumber	88.00	91.00	No
New dwelling/unit	125.00	130.00	No
2-5 dwellings/units	88.00	91.00	No
6-25 dwellings/units	67.00	70.00	No
26-75 dwellings/units	57.00	59.00	No
76 plus dwellings/units	41.00	43.00	No
New street name	226.00	234.00	No
Name of block of flats or industrial estate	200.00	210.00	No
Confirmation of plot or postal address for utility company (charged to utility companies only)	46.00	48.00	No
Issuing a new address following demolition and reconstruction	41.00	43.00	No
Change to new addresses due to the development changing after the schedule has been issued (applies to all amended plots)	67.00	70.00	No
Pre-app/query for general street naming and numbering enquiries prior to submission (applicable for 26+ dwellings/units)	68.00	70.00	Yes
Follow-up pre-app	43.00	45.00	Yes
System information check	26.00	27.00	No

Planning - Other	2025/26 Charge £	2026/27 Charge £	VAT inclusive
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
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)	822.00	853.00	Yes
High hedge complaint	653.00	680.00	No
Documents provided under Local Government Access to Information Act 1985 - TPO, BPN, LB, Planning & Building Regulation Decision Notices	10p per sheet plus £25.50 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	26.00	26.00	Yes
Emerging Local Plan	36.00	36.00	Yes
Confirmation regarding agricultural ties	49.00	51.00	Yes
Parish and town councils - neighbourhood planning mapping	POA	POA	No
Solicitor's queries regarding compliance with Enforcement Notices - per 30 minutes	113.00	117.00	No
Solicitor's queries regarding compliance with Enforcement Notices - additional charge if site visit required	283.00	294.00	No
Planning conditions - variation / removal discussion	226.00	235.00	Yes
Change of use to house in multiple occupation	226.00	235.00	Yes
Confirmation that Permitted Development Rights have not been removed:			
- Householder	72.00	72.00	Yes
- All other development	185.00	185.00	Yes
Confirmation of Curtilage Listing	N/A	c400 (tbc)	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	77.00	80.00	Yes
Copy of history	26.00	27.00	Yes
Advice for variation or deletion of s106 Agreements - per 1 hour meeting	310.00	322.00	Yes
RAMS administration fee	10% of RAMS	10% of RAMS	No
*Additional specialism discussion will involve an additional fee to cover the cost of the specialist.			
Energy Audit of Listed Buildings	N/A	c 250 (tbc)	No

Print Room	2025/26 Charge £	2026/27 Charge £	VAT inclusive
Printing services for town and parish councils, voluntary organisations, clubs and societies - hourly charge (materials charged on top) * Addition of VAT varies depending upon what is being printed.	45.00	46.00	No*

Refuse Collection and Recycling	2025/26 Charge £	2026/27 Charge £	VAT inclusive
Bulky waste collection			
Minimum charge for 3 items	52.90	55.00	No
- Each additional item	8.10	8.50	No
Waste Electrical Equipment collection service:			
- Single item	52.90	55.00	No
- Each additional item	8.10	8.50	No
Collection of items containing persistent organic pollutants (POPs):			
- Single item	61.10	63.50	No
- Each additional item	15.30	16.00	No
Garden waste bags	2.00	2.10	No
Garden waste collection			
240 litre wheeled bin	65.00	70.00	No
Bin delivery charge	30.50	31.50	No
Waste container supply and delivery (new developments)			
Full set of containers - green lidded bin, grey lidded bin, food caddy	91.60	95.00	No
Town and parish council garden waste weekend collection			
Charge per hour	87.00	90.50	No
<u>Trade waste collection and disposal charges</u>			
<u>Residual waste service</u>			
Trade sacks (85 litres)	3.60	3.80	No
Bins - 240 litres	10.20	10.90	No
Bins - 660 litres	16.80	18.00	No
Bins - 1,100 litres	25.90	27.50	No
Skip - 12 cubic yards (light materials)	195.90	208.50	No
Skip - 12 cubic yards (heavy materials)	306.80	326.50	No
<u>Dry recycling</u>			
Trade Sack (85 Litres)	n/a	3.20	No
2 wheeled bin - 240 Litres	n/a	9.10	No
4 wheeled bin - 660 Litres	n/a	13.00	No
4 Wheeled bin - 1100 Litres	n/a	19.20	No
<u>Food Waste</u>			
2 wheeled bin - 180 Litres	n/a	7.90	No
<u>Green Waste</u>			
240 litre wheeled bin	n/a	70.00	No

Saffron Walden Offices	2025/26 Charge £	2026/27 Charge £	VAT inclusive
Room charges - Non-wedding (minimum 2 hour charge applies)			
Room hire - Flitch (Chairman's room) (per hour)	42.00	45.00	Yes
Room hire - Flitch (Chairman's room) (per hour) - charity rate	36.00	40.00	Yes
Room hire - Cutlers (Committee room) (per hour)	75.50	80.00	Yes
Room hire - Cutlers (Committee room) (per hour) - charity rate	48.00	50.00	Yes
Room hire - Gibson (Council Chamber) (per hour)	100.50	105.00	Yes
Room hire - Gibson (Council Chamber) (per hour) - charity rate	63.50	65.00	Yes
Refreshments - per 10 people	20.50	25.00	Yes
Tenants - Flitch (Chairman's room) (per hour)	30.50	35.00	Yes
Tenants - Cutlers (Committee room) (per hour)	40.50	45.00	Yes
Tenants - Gibson (Council Chamber) (per hour)	66.00	70.00	Yes
Room charges - Wedding			
Flitch (Chairman's Room) - Monday-Thursday	126.00	130.00	Yes
Flitch (Chairman's Room) - Friday	182.00	190.00	Yes

Little Canfield Offices	2025/26 Charge £	2026/27 Charge £	VAT inclusive
Room charges - (minimum 2 hour charge applies)			
Dominica Room (per hour) - tenants	40.50	N/A	Yes
Dominica Room (per hour) - non tenants	75.50	N/A	Yes
St Lucia Room (per hour) - tenants	40.50	N/A	Yes
St Lucia Room (per hour) - non tenants	75.50	N/A	Yes
St Vincent room (per hour) - tenants	56.00	N/A	Yes
St Vincent room (per hour) - non tenants	100.50	N/A	Yes
Board room - Half day - non tenants	N/A	140.00	Yes
Board room - Half day - tenants	N/A	80.00	Yes
Board room - Full day - non tenants	N/A	200.00	Yes
Board room - Full day - tenants	N/A	110.00	Yes
Dominica - Half day - non tenants	N/A	200.00	Yes
Dominica - Half day - tenants	N/A	110.00	Yes
Dominica - Full day - non tenants	N/A	250.00	Yes
Dominica - Full day - tenants	N/A	140.00	Yes
St Vincent Room - Half day - non tenants	N/A	250.00	Yes
St Vincent Room - Half day - tenants	N/A	140.00	Yes
St Vincent Room - Full day - non tenants	N/A	350.00	Yes
St Vincent Room - Full day - tenants	N/A	190.00	Yes
St Lucia - Half day - non tenants	N/A	200.00	Yes
St Lucia - Half day - tenants	N/A	110.00	Yes
St Lucia - Full day - non tenants	N/A	250.00	Yes
St Lucia - Full day - tenants	N/A	140.00	Yes
Cleaning after event	N/A	85.00	Yes

Saffron Walden Museum	2025/26 Charge £	2026/27 Charge £	VAT inclusive
Admission charges			
Admission - full adult	2.50	5.00	Yes
Admission - discounted adult (over 60 or disabled)	1.25	2.50	Yes
Admission - child (under 18)	Free	Free	N/A
Season ticket - full adult	8.00	16.00	Yes
Season ticket - discounted adult (over 60 or disabled)	4.00	8.00	Yes
Learning services			
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	150.00	150.00	Yes
Taught session in schools whole day	270.00	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			
Group visits			
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
Shirehill Store group visits and workshops			
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)	200.00	200.00	Yes
Museum staff talks and lectures at other venues			
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

Saffron Walden Museum	2025/26 Charge £	2026/27 Charge £	VAT inclusive
Image reproduction charges			
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
Hire of museum premises (corporate and private)			
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	30.00	30.00	No
Hire of castle and museum grounds			
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