



**MINUTES of  
STRATEGY AND RESOURCES COMMITTEE  
23 NOVEMBER 2023**

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**PRESENT**

Chairperson	Councillor M F L Durham, CC
Vice-Chairperson	Councillor A Fittock
Councillors	D O Bown, J Driver, A S Fluker, A M Lay, R H Siddall, W Stamp, CC, M E Thompson, S White and N D Spenceley (Substitute for K Jennings)
In attendance	Councillor(s) K M H Lagan

**332. CHAIRPERSON'S NOTICES**

The Chairperson welcomed everyone to the meeting and went through some general housekeeping arrangements for the meeting.

**333. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE**

An apology for absence was received from Councillor K Jennings and in accordance with notice duly given, Councillor N D Spenceley was attending as a substitute for Councillor Jennings.

**334. MINUTES OF THE LAST MEETING**

**RESOLVED**

- (i) that the Minutes of the meeting of the Committee held on 9 November 2023 be received.

**Minute No. 3 - Minutes of the last meeting**

It was noted that reference to prosperity within this Minute should refer to posterity. This typographical change was noted.

**RESOLVED**

- (ii) that subject to the above amendment the Minutes of the meeting of the Committee held on 9 November 2023 be confirmed.

**335. DISCLOSURE OF INTEREST**

Councillor A S Fluker declared that he was a Harbour Commissioner.

### **336. PUBLIC PARTICIPATION**

In accordance with the Council's Public Participation Scheme, Mr Syme, Chairman of the Maldon Society addressed the Committee in relation to Agenda Item 10 - Fees and Charges Schedule 2024 / 25, specifically the proposed increase in fees for Thames Barges at the Hythe Quay.

### **337. COMMUNICATIONS, MARKETING AND ENGAGEMENT PLAN**

The Committee considered the report of the Director of Strategy and Resources providing an update and seeking Members' approval of the Communications, Marketing and Engagement Plan (the Plan) attached at Appendix A to the report. The Plan formed the Council's Communications, Marketing and Engagement approach and would be continuously updated to reflect new insights, decisions, opportunities and challenges.

The report provided background information regarding the Plan, the work of the Communications, Marketing and Engagement Team and the Tourism Group, recently established to which Councillors K Jennings and J C Stilts were appointed on behalf of the Council.

The Senior Specialist: Communications, Marketing and Engagement highlighted the work of the team which underpinned delivery of the Corporate Plan, supporting the Council's key strategies and projects. He explained that the Plan would be a living document and provided further update in respect of the Council's website, film and TV work including the Essex Film Office and work of the tourism section of the team.

Councillor M F L Durham declared a registerable interest in this item of business as he was the Chairman of Visit Essex. He referred to the Film Office being a new initiative from Essex County Council and provided the Committee with some further details regarding this.

Councillor J Driver highlighted a point of accuracy, noting that James Burrell-Cook was now a Councillor. He suggested that under 3 – Principles the bullet relating to 'digital first' should be amended to refer to effective communication first and digital when social and economic channels were the most effective. He felt this would broaden the scope and not exclude a large section of the community. The Chairperson advised that Officers had noted this.

In response to questions raised, the Committee were advised that Officers were looking to hold events such as the walking festival across the whole of the District. A member of Communications team attended corporate project discussions and were able to provide advice etc. where required.

The Chairperson put the recommendation as set out in the report and this was duly agreed.

**RESOLVED** that the Communications, Marketing and Engagement Plan (attached at Appendix A to the report) be approved.

**338. SUPPLEMENTARY ESTIMATES, VIREMENTS, PROCUREMENT EXEMPTIONS AND USE OF RESERVES: QUARTER TWO: 1 JULY - 30 SEPTEMBER 2023**

The Committee considered the report of the Interim Chief Finance Officer reporting Virements, Supplementary Estimates and Procurement Exemptions agreed under delegated powers where they were below the levels requiring approval by the Committee. The report also provided details regarding procurement exemptions and the use of reserves.

It was noted that there were no virements or supplementary estimates agreed during this period. Sections 3.5.1 and 3.6.1 of the report set out the procurement exemptions and drawdown from reserves agreed during this period.

The Chairperson put the recommendations as set out the report and these were duly agreed.

**RESOLVED**

- (i) That the procurement exemptions as detailed in paragraph 3.5.1 of the report be noted.
- (ii) That the drawdown from Reserves as detailed in paragraph 3.6.1 of the report be noted.

**339. BUDGETARY CONTROL AS AT 30 SEPTEMBER 2023**

The Committee considered the report of the Interim Chief Finance Officer providing information in relation to financial performance over the period 1 April to 30 September 2023. The report provided an update on a number of areas including the following:

- Revenue budgets, including the net Service expenditure at Quarter 2 and reconciliation of the original to revised budget;
- Top Expenditure Areas and Variance – in relation to refuse and recycling a variance against each cost line was attached at Appendix 1 to the report;
- Top Income Areas and Variance Analysis;
- Salary Monitoring as at 30 September 2023;
- Inflationary impact;
- Impact on the General Fund Balance;
- Capital monitoring – Appendix 2 to the report provided the current status and explanations in relation to the capital programme.

It was noted that the 2023 / 24 Budget provided for a higher impact of inflation, however budgets remained under pressure. Although improved since the pandemic, the enduring cost-of-living crisis could yet create pressure on local tax collection rates.

During the lengthy debate that ensued, the Interim Chief Finance Officer provided further explanation in relation to a number of questions, this included:

- The Vacancy Factor was shown separately as a corporate adjustment when reporting employee variances as it was not possible to attribute this at the start of the year.

- The Contingency Budget was not allocated for a specific purpose but for any unanticipated spend. It was noted that it was not projected that this budget would be used for this financial year. Under the Medium-Term Financial Strategy report, due to be considered at this meeting, Members were being asked to consider whether they wished to continue with this contingency for future years.
- Pension contributions were centrally controlled and therefore out of the Council's direct control.
- Due to new Tenants at the Council offices, the Council was expected to overachieve its budget for lease income. It was noted that any new tenants would contribute towards the overall running of the building.
- The Council's Treasury Management Advisors provided advice in respect of the Council's Treasury Management Strategy.
- The Business Rates equalisation reserve had been set up and was being used to manage fluctuations in the Council's income. At the beginning of the year when setting the budget the Council was unsure of the Business Rates levels to be achieved, the forecast budget had been overachieved and it was therefore appropriate to drawdown on that reserve to balance the budget for this year. Without the drawdown the Council would be in a deficit position and these monies would have to be taken from the General Fund.
- New Homes Bonus was not detailed because this is in the base budget for the year and therefore did not require a specific budget.

In response to a question regarding table 3 of the report and those items with no variance, the Interim Chief Finance Officer explained how percentages may look low at this point in the year even though they were on track to be spent by the end of the year. She agreed to investigate these to give Members' assurance that the information reported was correct.

In response to a question regarding the decision to offer free car parking in Maldon Car Parks for Christmas, the Leader of the Council advised that this was a decision he had made in consultation with the Corporate Leadership Team and reflected what had been agreed in previous years.

Some comments were raised in respect of rural settlements and the Interim Chief Finance Officer reminded the Committee that this had been mentioned at a previous meeting of the Committee where it had been agreed that details of on the determination of individual rural settlements for the purpose of Business Rates would be provided to Members.

A number of Members expressed thanks to the Lead Finance Specialist for this report.

The Chairperson moved the recommendations set out the report and upon a vote being taken these were duly agreed.

## **RESOLVED**

- (i) That the forecasted 2023 / 24 revenue financial position as at 30 September as detailed in this report be reviewed;
- (ii) that the detailed waste contract 2023 / 24 financial position as at 30 September (set out in Appendix 1 to the report) be reviewed;

- (iii) that the forecasted 2023 / 24 capital financial position as at 30 September as summarised in Appendix 2 to the report, be reviewed.

### **340. MEDIUM-TERM FINANCIAL STRATEGY UPDATE 2024 / 25 TO 2026 / 27**

The Committee considered the report of the Interim Chief Finance Officer presenting the revised Medium-Term Financial Strategy (MTFS) Update for 2024 / 25 to 2026 / 27.

Councillor M F L Durham declared an interest in this item of business as he sat on the Essex LGPS (Local Government Pension Scheme) Strategy Board and Investment Steering Committee.

The MTFS set out how the Council would manage its revenue finances and supported delivery of the Council's objectives and priorities. Following a detailed review of budgets, a number of changes had been identified and these were set out in table 1 to the report along with detailed information on the following areas:

- Changes to MTFS assumptions since February 2023
- Growths and avoidable pressures – During the budget review a number of budget pressures and growths were identified to meet service demand and had therefore been added to the MTFS. These were set out in table 2 to the report.
- Repairs and Renewals – Table 3 identified a number of repairs and renewal expenditure that had been added to the MTFS. It was noted this could largely be contained within the current budget, although £6,000 was being requested as growth for 2024 / 25.
- Inflation and Interest Rates – Although reduced and expected to reduce further HM Treasury was forecasting inflation rates to be above the 2% Bank of England target.
- Areas of uncertainty – These included Pension contributions, New Homes Bonus, Waste, staff pay, Council Tax and business rates.
- General Fund – Table 4 to the report highlighted the effect on the budget gap following approved amendments and investment returns. Table 5 provided a projected General Fund Balance.

In response to a number of queries from Members, the Interim Chief Finance Officer clarified that:

- the Council was forecast to overachieve its investment income for this year and the target for 2024 / 25 was a reduction on what was expected to be achieved this year and reflected the gradual reduction in interest rates expected. It was noted that this was based on advice from the Council's Treasury Management providers.
- the Council was required to contribute to the historic pension deficit. The reserve detailed the best estimate at this time, and this was monitored when the triannual pension evaluation took place.
- the growth in relation to recycling bags was based on best estimates in relation to the known volume, particular mention was made to the increased volume related to new houses.

In response to a question regarding the figures relating to the West Maldon Community Centre, Members were advised that although an estimate, Officers were confident the project could be delivered within the proposed budget

The Chairperson moved the recommendations as set out in the report and these were duly agreed.

## **RESOLVED**

- (i) That the assumptions underpinning the Medium-Term Financial Strategy Summary Update for 2023 / 24 to 2025 / 26 at Table 1 to the report be reviewed.
- (ii) That the projected impact on the General Fund Balance set out at Table 5 to the report be noted.

### **341. FEES AND CHARGES SCHEDULE 2024 / 25**

The Committee considered the report of the Interim Chief Finance Officer reviewing the proposed 2024 / 25 fees and charges set at the discretion of the Council and forecast to generate greater than £2,000 each. Those fees and charges anticipated to forecast less than £2,000 were also detailed and it was noted that these were reviewed and set by the Interim Chief Finance Officer under delegated powers.

The proposed fees and charges for 2024 / 25 were set out in Appendix A to the report and based on the Fees and Charges Policy report recommended by this Committee (on 21 September 2023) to the Council for approval. Appendix B provided a summary of the proposed changes. The report set out those charges where increases were proposed, and it was noted that there were two new charges proposed. A table within section 4 of the report set out the income anticipated to be generated from the fees and charges.

During her presentation of the report the Interim Chief Finance Officer informed Members that the Fees and Charges Policy was due to be considered by the Council at its meeting on 29 November 2023. She also highlighted an error in relation to wharfage fees policy where there was an oversight as the Council in February 2023 had agreed to continue to apply a 50% discount on those fees for a further three years and this had not been reflected in the policy. A correction would therefore be brought forward to the next Council meeting prior to the Policy being agreed. It was clarified that the report before the Committee at this meeting did not need amendment.

In response to further debate, the Chairperson clarified that the car parking charges had been recommended by the Car Park Working Group.

The Chairperson then moved the recommendations as set out in the report and upon a vote being taken this was agreed. Councillor A S Fluker requested that his vote against the recommendation be recorded.

**RECOMMENDED** that the detailed Fees and Charges Schedule for 2024 / 25 as set out in **APPENDIX 1** to these Minutes, be agreed, subject to the Council's approval of the Fees and Charges Policy on 29 November 2023.

### **342. CAPITAL BIDS 2024 / 25**

The Committee considered the report of the Interim Chief Finance Officer seeking Members' consideration of the Capital Projects brought forward by Officers (set out in Appendix A to the report), prior to approval of the 2024 / 25 budget and updated Medium-Term Financial Strategy (MTFS) in February 2024.

The 2024 / 25 Capital Project Bids were summarised in table 1 to the report with detailed projects sheets provided in Appendix A. Members were reminded of the groups that each capital project had been categorised into by Officers. It was noted that any revenue consequences of the approved capital projects would be included in the 2024 / 25 revenue budget.

Members discussed in detail the Capital Project bids submitted, and in response to questions the following information was provided by Officers:

- Capital investments were required to ensure service delivery, but also taking into consideration the wider public good. Some of the items coming forward were cyclical and some end of life, however it was essential that assets were maintained to an acceptable standard.
- Parks and open spaces were an asset of the Council and had to be kept up to a minimum standard. The investment set out in the report allowed this to take place.
- The Leisure Services contract was currently out to procurement and financial contributions in respect of leisure centre operation would be a key consideration of this process.
- Promenade Park Amphitheatre - Works identified for the Amphitheatre were to repair and retain the existing structure, it was confirmed that nothing was being removed. Officers advised they would share some photos considered by the Asset Management Working Group with Members to offer further reassurance.
- Dengie 100 – Extend Gym and additional car parking - There was some discussion regarding the Dengie 100 Leisure Centre. Officers outlined that the Rugby Club, who shared the facility, were expanding their footprint with works to start next year. Members were advised, that with the current facilities the leisure centre was unable to increase its gym membership and the proposed investment would give the opportunity to expand the gym and possibly add a further studio. It was noted that this capital project was an invest to save project and as part of the procurement process bidders were being asked to look at a range of options for capital investment.
- Goldhanger – Decommission current 10 garages on land as now a dangerous structure – In response to a question, the Interim Chief Finance Officer advised that this bid was to make the site safe and any decisions regarding matters such as compulsory purchase would be separate to that.

The Chairperson referred to the recommendation set out the report and reminded Members that the 2024 / 25 Capital Programme would be coming forward at the January 2024 meeting of this Committee prior to final approval by the Council. Councillor A S Fluker proposed that the report be recommended to the Council for approval with the exception of the Dengie 100 capital bid which should go back and be considered further. This proposal was duly seconded.

Councillor S White proposed that items 12 and 13 (parks equipment replacement) be removed until the entire service for grounds maintenance was reviewed. In response the Director of Service Delivery raised concern regarding this proposal and advised that the service could not be maintained without the correct equipment.

The Chairperson returned to the proposal from Councillor Fluker. At this point Councillor W Stamp, raised an amendment to the proposal seeking that the £80,000 (the amount of money requested for the Dengie 100 capital bid) was not lost. In response the Chairperson advised this was not possible as the proposal from Councillor Fluker was to remove that item from the Capital Programme.

At this point, Councillor Fluker withdrew his earlier proposition and proposed that all project bids go forward, with the £80,000 for the Dengie 100 project ringfenced for the future and be reviewed by the Corporate Projects Board. This proposal was not seconded. In response, the Chairperson suggested that all items except item 4 'Dengie 100 – Extend Gym and additional car parking' be noted, and this be brought back to the January 2024 meeting of the Strategy and Resources Committee. This was duly seconded and agreed.

## **RESOLVED**

- (i) that with the exception of item4 - Dengie 100 – Extend Gym and additional car parking, the Committee's review of the project bids set out in Appendix A to the report in preparation to recommend a 2024 / 25 Capital Programme at the Strategy and Resources Committee in January 2024 for approval by the Council in February 2024, be noted;
- (ii) that details in relation to the capital project Dengie 100 – Extend Gym and additional car parking be brought back to the January 2024 meeting of this Committee for further review.

### **343. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRPERSON OF THE COMMITTEE DECIDES ARE URGENT**

There were none.

### **344. EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED** that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

### **345. CEMETERY SERVICE REVIEW**

The Committee considered the report of the Director of Service Delivery highlighting the recent Cemetery review and seeking Members' approval to delegate authority to Officers to tender contracts as set out in the report.

The report set out the Service Standards that the Council strived to meet in respect of delivering the grounds maintenance services. A full review of the Cemetery service had been undertaken in the summer of 2023 and the report provided a breakdown of the results and proposals address any points identified.

Members discussed the report and in response to comments raised further information and clarification was provided by Officers.

Councillor R H Siddall proposed that recommendation (iii) be amended to agree that in addition to the Section 151 Officer consultation should be with the Leader of the Council and Chairperson of the Strategy and Resources Committee. This proposal was seconded.

The Chairperson then put the recommendations as set out in the report, with the above amendment to recommendation (iii) and these were agreed.



## **RESOLVED**

- (i) That Option 2, as set out in paragraph 4.3.5 of the report, be approved;
- (ii) That subject to (i) above, authority is delegated to the Director of Service Delivery in consultation with the Section 151 Officer to competitively tender both the Grounds Maintenance element of the Council's Cemeteries and Highways Verge Cutting as per the Council's Contract Procedure Rules;
- (iii) That subject to (i) above, delegated authority is given to the Director of Service Delivery in consultation with the Section 151 Officer, Leader of the Council and Chairperson of the Strategy and Resources Committee, to award the contract(s) to the successful bidder upon completion of the tender process;
- (iv) That Members note procurement of the Grave Digging Contract will be carried out separately but will not require Member approval due to the expected value of the contract.

### **346. EVENTS STRATEGY 2023 UPDATE**

The Committee considered the report of the Director of Service Delivery updating Members of the delivery of the Events and Concessions Strategy 2023 – 28 (the Strategy). A summary of the 2023 season was set out in Appendix 1 to the report.

The report provided background information regarding events held by Maldon District Council (MDC) in its parks and open spaces. In November 2022 this Committee had agreed the Strategy which specified that a summary of each summer season would be brought to Members for review and feedback.

It was noted that during 2023 the Council had hosted a diverse range of events and concessions the majority of which were delivered in partnership with Colchester Amphora and welcomed over 100,000 visitors to the District. A table within the report provided Members with high level feedback and actions relating to some of the larger events / concessions that had taken place during the summer of 2023. Details regarding related costs were also set out in the report.

The Committee discussed the report, with some Members referring to specific events that had taken place. It was commented that going forward the Council should be looking to utilities all assets across the District for events etc. In response to questions regarding the cost benefits of events Officers provided Members with further information.

The Chairperson put the recommendation set out in the report and it was noted that through the discussions that had taken place at this meeting the review and feedback had been carried out.

**RESOLVED** that Members' review and feedback on the summary of the 2023 season (included with Appendix 1 to the report) be noted.

### **347. INCOME AND SAVINGS PROPOSALS 2024 / 25**

The Committee considered the report of the Interim Chief Finance Officer presenting Members with income and savings options to address budget matters in 2024 / 25 and beyond.

The report provided an update in respect of the Medium-Term Financial Strategy (MTFS) and budget gap for future years. Following agreement of the Finance Peer Review Action Plan by the Council in July of this year, the Finance Working Group had met several times to consider options available to the Council to achieve its stated ambition of setting a balanced budget for 2024 / 25 and a sustainable MTFS.

The report set out a number of options to close the residual budget gap and Appendix 1 to the report detailed these savings, showing their Red, Amber, Green rating in terms of deliverability and impact. The Chairperson confirmed to the Committee that all savings coming forward had been considered at length by the Finance Working Group.

Councillor A S Fluker spoke to the report and then proposed that subject to the removal of items 5 and 28 (as detailed in Appendix 1) all savings be agreed and presented to the Council.

In response to comments raised, the work of the Finance Working Group was detailed, and Members' attention drawn to those savings rated Green.

In response to a comment regarding climate action, Members were reminded of the Council's Climate Action Strategy and the regular briefings produced by the Climate Action Officer.

A lengthy debate ensued. Following the debate Councillor Fluker amended his earlier motion proposing that item 5 be included and advising that item 28 would be subject to legislation. He then proposed that the Section 151 Officer explore all the options as set out in Appendix 1 to the report and come back to this Committee with further information, at which point, if necessary, items could be excluded. This was duly seconded.

In accordance with Procedure Rule No. 13 (3) Councillor Fluker requested a recorded vote.

Before putting the proposal to Members and in response to a query, the Chairperson clarified that the proposal would involve the Finance Working Group and Section 151 Officer continuing to review all savings detailed in Appendix 1 before coming back to this Committee. He then put the proposal to the Committee and the voting was as follows:

For the recommendation:

Councillors D O Bown, J Driver, M F L Durham, T Fittock, A S Fluker, A M Lay, N D Spenceley, M E Thompson and S White.

Against the recommendation:

Councillors R H Siddall and W Stamp.

Abstention:

There were none.

**RESOLVED** that the Finance Working Group and Section 151 Officer continue to review all individual saving lines at Appendix 1 to the report and report back to this Committee with further information prior to the Committee making a recommendation to the Council.

There being no other items of business the Chairperson closed the meeting at 10.00 pm.

M F L DURHAM, CC  
CHAIRPERSON

<b>PLANNING AND ENVIRONMENTAL SERVICES</b>	<b>Charge</b>	<b>VAT</b>	<b>2024/25</b>	<b>2023/24</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>ENVIRONMENTAL HEALTH</b>				
<b>ENVIRONMENTAL PROTECTION</b>				
<b>Anti Social Behaviour Act 2003</b>				
Fixed Penalty for Graffiti and Fly Posting S43	150.00	-	150.00	150.00
<b>Anti-Social Behaviour Crime and Policing Act 2014</b>				
Failure to comply with a community protection notice	500.00	-	500.00	100.00
Failure to comply with a public space protection order (Dog fouling and other dog restrictions)	500.00	-	500.00	100.00
<b>Clean Neighbourhoods and Environment Act 2005</b>				
Repairing vehicle on a road	100.00	-	100.00	100.00
Fixed Penalty for failure to nominate key holder (within an alarm notification area) or failure to notify local authority in writing of nominated key holders details	86.00	-	86.00	80.00
Fixed Penalty for offences under dog control orders S59(2)		Deleted		100.00
<b>Environmental Protection Act 1990</b>				
Copy of contaminated land register entry per A4 sheet	0.08	0.02	0.10	0.10
Copy of the contaminated land strategy: bound paper copy	53.00	-	53.00	49.00
emailed copy		Free		
Copy of radioactive substances notification per A4 sheet	0.08	0.02	0.10	0.10
Copy of radioactive substances register: bound paper copy	53.00	-	53.00	49.00
emailed copy		Free		
per A4 sheet	0.08	0.02	0.10	0.10
Copy of other EPA statutory register entries (per A4 sheet)	0.08	0.02	0.10	0.10
downloaded from website		Free		
Environmental searches / professional reports (per enquiry)	116.67	23.33	140.00	130.00
Charge for Housing Act Enforcement (per hour)	58.00	-	58.00	54.00
Licensing of houses in multiple occupation (New Licence): standard fee for 5 room house	1,036.00	-	1,036.00	965.00
charge per each additional room	58.00	-	58.00	54.00
Licensing of houses in multiple occupation (Renewal): standard fee for 5 room house	714.00	-	714.00	665.00
charge per each additional room	58.00	-	58.00	54.00
Request for housing inspection for immigration purposes	203.00	-	203.00	189.00
Fixed Penalty for Litter S88 (1)	500.00	-	500.00	150.00
Fixed Penalty for offences in relation to waste receptacles S47ZA(2)	110.00	-	110.00	110.00
Fly Tipping	1,000.00	-	1,000.00	400.00
Failure to produce waste documentation (commercial)	600.00	-	600.00	300.00
Failure to produce waste documentation (domestic)	600.00	-	600.00	200.00
Failure to produce authority to transport waste	600.00	-	600.00	300.00
<b>Noise Act 1996</b>				
Fixed Penalty for noise from dwellings S8	107.00	-	107.00	100.00
<b>FOOD SAFETY AND HYGIENE</b>				
Export certificate: one off	58.00	-	58.00	54.00
Food Safety revisit	188.00	-	188.00	175.00
Replacement Food Hygiene Rating Service (FHRS) sticker	11.00	-	11.00	10.00
Sale of Safer Food, Better Business (SFBB) packs	28.00	-	28.00	26.00
<b>Private Water Supplies</b>				
Risk assessment (per hour of officer time maximum £500)	58.00	-	58.00	54.00
Private water supply sampling		Recovery of costs		
<b>Skin Piercing Activities</b>				
Ear piercing, electrolysis, tattooing, acupuncture: per practitioner	96.00	-	96.00	89.00
per premises	310.00	-	310.00	289.00
<b>GAMBLING ACT 2005</b>				
<b>Annual Fee</b>				
Adult Gaming Centre	1,000.00	-	1,000.00	1,000.00
Betting premises (other)	600.00	-	600.00	600.00
Betting Premises (track)	1,000.00	-	1,000.00	1,000.00
Bingo premises	1,000.00	-	1,000.00	1,000.00
Casino premises (converted)	3,000.00	-	3,000.00	3,000.00
Casino premises (large)	10,000.00	-	10,000.00	10,000.00
Casino premises (regional)	15,000.00	-	15,000.00	15,000.00
Casino premises (small)	5,000.00	-	5,000.00	5,000.00
Family entertainment centre	750.00	-	750.00	750.00

**APPENDIX1**

<b>PLANNING AND ENVIRONMENTAL SERVICES</b>	<b>Charge</b>	<b>VAT</b>	<b>2024/25</b>	<b>2023/24</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Application Fees for Premises and Application for Provisional Statements</b>				
Adult gaming centre	2,000.00	-	2,000.00	2,000.00
Betting premises (other)	3,000.00	-	3,000.00	3,000.00
Betting premises (track)	2,500.00	-	2,500.00	2,500.00
Bingo premises	3,500.00	-	3,500.00	3,500.00
Casino premises (large)	10,000.00	-	10,000.00	10,000.00
Casino premises (regional)	15,000.00	-	15,000.00	15,000.00
Casino premises (small)	8,000.00	-	8,000.00	8,000.00
Family entertainment centre	2,000.00	-	2,000.00	2,000.00
<b>Application Fee for Premises with Provisional Statement</b>				
Adult gaming centre	1,238.00	-	1,238.00	1,238.00
Betting premises (other)	1,238.00	-	1,238.00	1,238.00
Betting premises (track)	985.00	-	985.00	985.00
Bingo premises	1,238.00	-	1,238.00	1,238.00
Casino premises (large)	5,158.00	-	5,158.00	5,158.00
Casino premises (regional)	8,254.00	-	8,254.00	8,254.00
Casino premises (small)	3,095.00	-	3,095.00	3,095.00
Family entertainment centre	985.00	-	985.00	985.00
<b>Transfer / Reinstatement of Licence</b>				
Adult gaming centre	1,200.00	-	1,200.00	1,200.00
Betting premises (other)	1,200.00	-	1,200.00	1,200.00
Betting premises (track)	950.00	-	950.00	950.00
Bingo premises	1,200.00	-	1,200.00	1,200.00
Casino premises (converted)	1,350.00	-	1,350.00	1,350.00
Casino premises (large)	2,150.00	-	2,150.00	2,150.00
Casino premises (regional)	6,500.00	-	6,500.00	6,500.00
Casino premises (small)	1,800.00	-	1,800.00	1,800.00
Family entertainment centre	950.00	-	950.00	950.00
<b>Variation Fee</b>				
Adult gaming centre	1,000.00	-	1,000.00	1,000.00
Betting premises (other)	1,500.00	-	1,500.00	1,500.00
Betting premises (track)	1,250.00	-	1,250.00	1,250.00
Bingo premises	1,750.00	-	1,750.00	1,750.00
Casino premises (converted)	2,000.00	-	2,000.00	2,000.00
Casino premises (large)	5,000.00	-	5,000.00	5,000.00
Casino premises (regional)	7,500.00	-	7,500.00	7,500.00
Casino premises (small)	4,000.00	-	4,000.00	4,000.00
Family entertainment centre	1,000.00	-	1,000.00	1,000.00
<b>Other Gambling Act Licence Fees</b>				
Change of circumstance	49.00	-	49.00	49.00
Copy of licence	25.00	-	25.00	25.00
<b>LICENSING</b>				
<b>Animal Licensing</b>				
Animal boarding establishments - new application	734.00	-	734.00	683.00
Animal boarding establishments - renewal	403.00	-	403.00	375.00
Animal home boarding - new application	643.00	-	643.00	599.00
Animal home boarding - renewal	373.00	-	373.00	347.00
Dangerous wild animal	412.00	-	412.00	384.00
Dog breeding establishments - new application	624.00	-	624.00	581.00
Dog breeding establishments - renewal	513.00	-	513.00	478.00
Pet shop - new application	794.00	-	794.00	739.00
Pet shop - renewal	463.00	-	463.00	431.00
Riding establishments - new application	665.00	-	665.00	619.00
Riding establishments - renewal	439.00	-	439.00	409.00
Zoo licence (individually determined fees)	Recovery of costs			
<i>Any costs incurred by the Council in licensing premises, e.g. Vet's fees, will be passed on to the licensee</i>				
Doggy Day Care	764.00	-	764.00	711.00
Doggy Day Renewal	463.00	-	463.00	431.00
Exhibition	794.00	-	794.00	739.00
Exhibition Renewal	643.00	-	643.00	599.00
<b>*** New Charges ***</b>				
Licence variation	75.00	-	75.00	-
Licence revisit to rescore	175.00	-	175.00	-
<b>Hackney Carriage Licences</b>				
Driver licence (Hackney or Dual) - 3 yrs duration	286.00	-	286.00	266.00
Vehicle licence (excludes vehicles test) - 1 yr duration	287.00	-	287.00	267.00
<i>Vehicle Licence fee reduced for wheelchair accessible vehicles 25%</i>				
<b>Private Hire Licences</b>				
Driver licence (Private Hire (PH) or Dual) - 3 yrs duration	286.00	-	286.00	266.00
Private Hire operators licence (1 car) - 5yrs duration	276.00	-	276.00	257.00
Vehicle licence (excludes vehicles test) - 1 yr duration	287.00	-	287.00	267.00
<i>Vehicle Licence fee reduced for wheelchair accessible vehicles 25%</i>				

**APPENDIX1**

<b>PLANNING AND ENVIRONMENTAL SERVICES</b>	<b>Charge</b>	<b>VAT</b>	<b>2024/25</b>	<b>2023/24</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Town and Police Clauses Act 1847</b>				
Street closures admin charge	88.33	17.67	106.00	99.00
+ Street closures press advert recovery of cost	Recovery of costs			
<b>Local Government Miscellaneous Provisions Act 1982</b>				
Sex establishment licence: application	3,278.00	-	3,278.00	3,052.00
renewal	656.00	-	656.00	611.00
variation	262.00	-	262.00	244.00
<b>MOBILE HOMES ACT 2013</b>				
Application to transfer a site licence	378.00	-	378.00	352.00
Deposit of Site Rules	70.00	-	70.00	65.00
<b>Annual Fee</b>				
Band 2 (9-24 Pitches)	320.00	-	320.00	298.00
Band 3 (25-99 Pitches)	540.00	-	540.00	503.00
Band 4 (100-199 Pitches)	848.00	-	848.00	790.00
Band 5 (more than 200 Pitches)	1,092.00	-	1,092.00	1,017.00
<b>New Site Licence Application and renewals</b>				
Band 1 (1-8 Pitches)	715.00	-	715.00	666.00
Band 2 (9-24 Pitches)	819.00	-	819.00	763.00
Band 3 (25-99 Pitches)	1,133.00	-	1,133.00	1,055.00
Band 4 (100-199 Pitches)	1,366.00	-	1,366.00	1,272.00
Band 5 (more than 200 Pitches)	1,651.00	-	1,651.00	1,537.00
<b>Application to amend a site Licence fee</b>				
Band 1 (1-8 Pitches)	419.00	-	419.00	390.00
Band 2 (9-24 Pitches)	430.00	-	430.00	400.00
Band 3 (25-99 Pitches)	448.00	-	448.00	417.00
Band 4 (100-199 Pitches)	453.00	-	453.00	422.00
Band 5 (more than 200 Pitches)	482.00	-	482.00	449.00
<b>SCRAP METAL DEALERS LICENCES</b>				
Scrap metal dealers collectors licence (3yrs duration)	219.00	-	219.00	204.00
Scrap metal dealers collectors licence renewal (3yrs duration)	170.00	-	170.00	158.00
Scrap metal dealers site licence (3yrs duration)	416.00	-	416.00	387.00
Scrap metal dealers site licence renewal (3yrs duration)	345.00	-	345.00	321.00
Scrap metal dealers variation of a licence	102.00	-	102.00	95.00
Scrap metal dealers additional site	75.00	-	75.00	75.00
<b>ENVIRONMENTAL WASTE</b>				
<b>DOMESTIC REFUSE</b>				
Black sacks - per roll of 26		Deleted		
<b>PEST CONTROL - COMMERCIAL</b>				
Insects and rodents per hour (excluding materials)		Deleted		143.00
Rodent contract work		Deleted		
Treatment for squirrels		Deleted		143.00
Treatment for moles		Deleted		143.00
<b>PEST CONTROL - DOMESTIC</b>				
Call out charge		Deleted		82.00
Ants (each property)		Deleted		116.00
Bedbug infestation: 1-3 bed property		Deleted		121.00
4-5 bed property		Deleted		129.00
> 5 bed property		Deleted		
Second call out within 6 weeks of initial treatment at 50% charge		Deleted		
Bees		Deleted		82.00
Brown-tailed moth		Deleted		
Fleas infestation: 1-3 bed property		Deleted		121.00
4-5 bed property		Deleted		129.00
> 5 bed property		Deleted		
Second call out within 6 weeks of initial treatment at 50% charge		Deleted		
Lice and cockroaches		Deleted		82.00
Mice		Deleted		82.00
Rats		Deleted		82.00
Wasps nests		Deleted		82.00
additional nest (treated at same time as first)		Deleted		39.00
<b>RECYCLING</b>				
Green bins: standard annual fee	70.00	-	70.00	56.00
(standard fee: half year pro rata for new customers)	28.00	-	40.00	28.00
Isolated properties annual fee	35.00	-	35.00	30.00
Purchase of Green Bin including Delivery	35.00	-	35.00	31.00
<b>REFUSE COLLECTION</b>				
Household Bulky Waste - 1 to 3 items	45.00	-	45.00	42.00
Household Bulky Waste - 4 to 6 items	90.00	-	90.00	79.00
Household Bulky Waste - 7 to 9 items	135.00	-	135.00	125.00
Household Bulky Waste - 10 to 12 items (maximum)	180.00	-	180.00	166.00

## APPENDIX1

<b><u>PLANNING AND ENVIRONMENTAL SERVICES</u></b>	<b>Charge</b>	<b>VAT</b>	<b>2024/25</b>	<b>2023/24</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Where at least 1 item is Upholstered Furniture (additional cost to above)	16.00	-	16.00	14.50
<b>REFUSE DISPOSAL</b>				
Abandoned vehicles	200.00	-	200.00	200.00
<b>NEW PROPERTIES (6 or more properties)</b>				
Cost per refuse / recycling container to developers including delivery	70.00	-	70.00	65.00
<b>STRAY DOGS</b>				
Stray dog destruction fee			Recovery of costs	
Collection Fee	72.00	-	72.00	55.00
Admin Fee	27.00	-	27.00	25.00
Kenneling per night			Recovery of costs	
<b>With Tag or Chip</b>				
Vets fees			Recovery of costs	
<b>Without Tag or Chip</b>				
Vets fees			Recovery of costs	
<b>STREET CLEANSING</b>				
Return of abandoned trolleys	54.00	-	54.00	50.00

APPENDIX1

SERVICE DELIVERY	VAT	Charge	VAT	2024/25	2023/24
		£	£	£	£
<b>CEMETERIES</b>					
Search in burial register	Yes	35.00	7.00	42.00	39.00
Use of chapel	No	265.00	-	265.00	247.00
Plot choosing: burial ex woodland non-resident	No	724.00	-	724.00	674.00
burial ex woodland resident	No	362.00	-	362.00	337.00
Plot choosing: cremated remains non-resident	No	242.00	-	242.00	225.00
Plot choosing: cremated remains resident	No	120.00	-	120.00	112.00
Cancellation Fee (Less than 48 hours)	No	269.00	-	269.00	-
<b>Bronze Memorial Plaques</b>					
Plaque on plinth: 6" x 4"	Yes	416.67	83.33	500.00	466.00
Brass plaque 6" x 4"	No	223.00	-	223.00	208.00
Brass plaque 7" x 5"	No	235.00	-	235.00	219.00
Brass plaque on stake 6" x 4" Cremation plots only	No	223.00	-	223.00	208.00
Brass plaque on stake 7" x 5" Cremation plots only	No	235.00	-	235.00	219.00
Perspex plaque on stake 5" x 3" Cremation plots only	No	166.00	-	166.00	155.00
<b>Charges for Right to Place Monument</b>					
Under 18 years			Free		
Additional inscription	No	102.00	-	102.00	95.00
Full kerb set	No	272.00	-	272.00	253.00
Full kerb set and headstone up to 1m	No	398.00	-	398.00	371.00
Headstone up to 1m	No	187.00	-	187.00	174.00
Plaque on a Bench (8" x 2.5") 10 year leave agreement (New Charge)	No	724.00	-	724.00	674.00
Other memorials (cremated remains memorials)	No	133.00	-	133.00	124.00
<b>Exclusive Right of Burial - Non Resident</b>					
10 Year ( top up for existing Exclusive Right of Burial (ERB) only)	No	507.00	-	507.00	472.00
10 Year ( top up for existing Exclusive right of burial only child)	No	265.00	-	265.00	247.00
10 Year top up for cremated remains existing ERB only child	No	133.00	-	133.00	124.00
11 Year top up for cremated remains existing ERB only Adult	No	253.00	-	253.00	236.00
50 years next in line burial child	No	844.00	-	844.00	786.00
50 years next in line burial adult	No	1,688.00	-	1,688.00	1,572.00
50 years next in line cremated remains child	No	362.00	-	362.00	337.00
50 years next in line cremated remains adult	No	724.00	-	724.00	674.00
99 years next in line cremated remains child	No	604.00	-	604.00	562.00
99 years next in line cremated remains adult	No	1,206.00	-	1,206.00	1,123.00
99 years next in line burial adult	No	2,412.00	-	2,412.00	2,246.00
99 years next in line burial child	No	1,206.00	-	1,206.00	1,123.00
Transfer of exclusive rights of burial	No	85.00	-	85.00	79.00
<b>Exclusive Right of Burial - Resident</b>					
10 years top up for existing ERBs only adult	No	253.00	-	253.00	236.00
10 years top up for existing ERBs only child	No	127.00	-	127.00	118.00
10 years top up for cremated remains existing ERB only adult	No	133.00	-	133.00	124.00
10 year top up for cremated remains existing ERB only child	No	67.00	-	67.00	62.00
50 years next in line burial adult	No	844.00	-	844.00	786.00
50 years next in line burial child	No	422.00	-	422.00	393.00
50 years next in line cremated remains child	No	180.00	-	180.00	168.00
50 years next in line cremated remains adult	No	362.00	-	362.00	337.00
99 years next in line cremated remains child	No	302.00	-	302.00	281.00
99 years next in line cremated remains adult	No	604.00	-	604.00	562.00
99 years next in line burial adult	No	1,206.00	-	1,206.00	1,123.00
99 years next in line burial child	No	604.00	-	604.00	562.00
<b>Interment - Non Resident</b>					
Under 18 years (no charge to customer)	No	1,206.00	-	1,206.00	1,123.00
18 years and over burial	No	2,412.00	-	2,412.00	2,246.00
Under 18 years (no charge to customer)	No	302.00	-	302.00	281.00
18 years and over cremated remains	No	604.00	-	604.00	562.00
Scattering of ashes: under 18 years (No charge to the customer)	No	108.00	-	108.00	101.00
18 years and over	No	205.00	-	205.00	191.00

APPENDIX1

<b>SERVICE DELIVERY</b>	VAT	Charge	VAT	2024/25	2023/24
		£	£	£	£
<b>Interment - Resident</b>					
Under 18 years (no charge to customer)	No	604.00	-	604.00	562.00
18 years and over burial	No	1,206.00	-	1,206.00	1,123.00
Under 18 years (no charge to customer)	No	139.00	-	139.00	129.00
18 years and over cremated remains	No	272.00	-	272.00	253.00
Scattering of ashes: under 18 years (No charge to the customer)	No	55.00	-	55.00	51.00
18 years and over	No	91.00	-	85.00	85.00
scattering at sea all ages	No	542.00	-	542.00	505.00
Disinterment of cremated remains	No	422.00	-	422.00	393.00
Exhumation of coffin	No	Price on request			
<b>Memorialisation Scheme</b>					
Memorial tree including planting	Yes	286.67	57.33	344.00	320.00
<b>Neat and Tidy Scheme</b>					
Ashes (bed): 1 year	Yes		Deleted		
5 years	Yes		Deleted		
Lawn (headstone bed): 1 year	Yes		Deleted		
5 years	Yes		Deleted		
Lawn (full burial): 1 year	Yes		Deleted		
5 years	Yes		Deleted		
<b>PARKS TEAM</b>					
Parks Ground Maintenance Contracts - Charges based on enquiry					
<b>OFF STREET PARKING</b>					
Vehicles that display up to date disabled persons badge			Free		
<b>OFF STREET PARKING</b>					
<b>Maldon District Council offices:</b>					
<b>Weekdays 8am - 5pm (max stay 2 hrs)</b>					
Up to 1 hr		1.17	0.23	1.40	1.20
Up to 2hrs		1.50	0.30	1.80	1.60
<b>Weekends</b>					
Pay and display: Saturday (8am to 5pm) up to 1 hour	Yes	1.17	0.23	1.40	1.20
Saturday (8am to 5pm) 1 to 2 hours	Yes	1.50	0.30	1.80	1.60
Saturday (8am to 5pm) 2 to 3 hours	Yes	2.08	0.42	2.50	2.20
Saturday (8am to 5pm) 3 to 4 hours	Yes	2.67	0.53	3.20	2.90
Saturday (8am to 5pm) over 4 hours	Yes	4.50	0.90	5.40	4.90
Saturday Evening 5pm to 10pm	Yes	1.58	0.32	1.90	1.70
Sunday All Day and Bank Holidays	Yes	1.58	0.32	1.90	1.70
<b>Butt Lane (Monday to Saturday - 8am to 5pm)</b>					
Pay & display: up to 1 hour	Yes	1.08	0.22	1.30	1.20
1 to 2 hours	Yes	1.50	0.30	1.80	1.60
2 to 3 hours	Yes	2.00	0.40	2.40	2.20
3 to 4 hours	Yes	2.67	0.53	3.20	2.90
over 4 hours	Yes	4.50	0.90	5.40	4.90
Weekday and Saturday Evening (5pm to 10pm)	Yes	1.58	0.32	1.90	1.70
Sunday All Day and bank holidays	Yes	1.58	0.32	1.90	1.70
Season ticket: annual	Yes	656.67	131.33	788.00	716.00
6 months	Yes	328.33	65.67	394.00	358.00
monthly	Yes	58.33	11.67	70.00	64.00
Bulk purchases (Monday - Saturday): minimum 10 tickets			Deleted		
minimum 15 tickets			Deleted		
minimum 20 tickets			Deleted		
<b>Friary Fields (Monday to Saturday - 8am to 5pm)</b>					
Pay & display: up to 3 hours	Yes	2.00	0.40	2.40	2.20
3 to 4 hours	Yes	2.67	0.53	3.20	2.90
over 4 hours	Yes	4.50	0.90	5.40	4.90
Weekday and Saturday Evening (5pm to 10pm)	Yes	1.58	0.32	1.90	1.70
Sunday All Day and Bank Holidays	Yes	1.58	0.32	1.90	1.70
Season ticket: annual	Yes	656.67	131.33	788.00	716.00
6 months	Yes	328.33	65.67	394.00	358.00
monthly	Yes	58.33	11.67	70.00	64.00
Bulk purchases (Monday - Saturday): minimum 10 tickets			Deleted		
minimum 15 tickets			Deleted		
minimum 20 tickets			Deleted		
Public sector partners (Monday - Friday)			Deleted		



**APPENDIX1**

**SERVICE DELIVERY**

	VAT	Charge	VAT	2024/25	2023/24
		£	£	£	£
<b>High St. East (Monday to Saturday - 8am to 5pm)</b>					
Pay and display: up to 1 hour	Yes	1.08	0.22	1.30	1.20
1 to 2 hours	Yes	1.50	0.30	1.80	1.60
2 to 3 hours	Yes	2.00	0.40	2.40	2.20
3 to 4 hours	Yes	2.67	0.53	3.20	2.90
over 4 hours	Yes	4.50	0.90	5.40	4.90
Weekday and Saturday Evening (5pm to 10pm)	Yes	1.25	0.25	1.90	1.50
Sunday All Day and Bank Holidays	Yes	1.25	0.25	1.90	1.50
Season ticket: annual	Yes	656.67	131.33	788.00	716.00
6 months	Yes	328.33	65.67	394.00	358.00
monthly	Yes	58.33	11.67	70.00	64.00
Bulk purchases (Monday - Saturday): minimum 10 tickets		Deleted			
minimum 15 tickets		Deleted			
minimum 20 tickets		Deleted			
Public sector partners (Monday - Friday)		Deleted			
<b>Hythe Quay</b>					
Season ticket: Annual		119.17	23.83	143.00	130.00
<b>Maldon Promenade (Monday to Sunday - 8am to 8pm)</b>					
Car: up to 1 hour	Yes	1.38	0.28	1.60	1.50
1 to 2 hours	Yes	2.66	0.53	3.20	2.90
2 to 4 hours	Yes	Deleted			
2 to 5 hours	Yes	6.67	1.33	8.00	7.00
all day	Yes	9.17	1.83	11.00	10.00
Coach: up to 2 hours	Yes	10.00	2.00	12.00	11.00
over 2 hours	Yes	11.08	2.22	24.00	22.00
Coach park - coach / bus season tickets	Yes	Deleted			
Non residents season ticket	Yes	Deleted			
Residents season ticket	Yes	640.83	128.17	769.00	716.00
Residents season ticket (two hours per day)	Yes	159.00	31.80	159.00	148.00
<b>Market Site</b>					
Season ticket: annual	Yes	725.00	145.00	870.00	791.00
6 months	Yes	362.50	72.50	435.00	395.00
monthly	Yes	65.00	13.00	78.00	71.00
<b>Silver Street</b>					
Season ticket: annual	Yes	656.67	131.33	788.00	716.00
6 months	Yes	328.33	65.67	394.00	358.00
monthly		Pro rata charge			
Bulk purchases (Monday - Saturday): minimum 10 tickets		Deleted			
minimum 15 tickets		Deleted			
minimum 20 tickets		Deleted			
<b>White Horse Lane (Monday to Saturday - 8am to 5pm)</b>					
Pay & display: up to 1 hour	Yes	1.08	0.22	1.30	1.20
1 to 2 hours	Yes	1.42	0.28	1.70	1.50
2 to 3 hours	Yes	2.00	0.40	2.40	2.20
3 to 4 hours	Yes	3.75	0.75	4.50	4.10
over 4 hours	Yes	8.92	1.78	10.70	9.70
Weekday and Saturday Evening (5pm to 10pm)	Yes	1.58	0.32	1.90	1.70
Sunday and Bank Holidays				1.90	
<b>White Horse Lane</b>	Yes				
Maldon Schools permit	Yes	220.83	44.17	265.00	247.00
	Yes				
<b>Town Centre Car Parks</b>					
Residents season ticket (Monday 5pm-10pm All Day Sunday)	Yes	81.33	16.27	97.60	88.70
<b>Events Car Parking - day ticket</b>					
Charge to be set by Maldon District Council (MDC) prior to event	Yes				
<b>Electricity Supply (Riverside and Promenade Park)</b>					
Charge per day	Yes	85.00	17.00	102.00	95.00
Deposit	No		Price on application		
<b>Water Supply (Riverside and Promenade Park)</b>					
Stand Pipe Installation	No		Price on application		
Charge per day	Yes		Price on application		
Deposit	No		Price on application		

APPENDIX1

<b>SERVICE DELIVERY</b>	VAT	Charge	VAT	2024/25	2023/24
		£	£	£	£
<b>Beach Hut Hire - Promenade Park</b>					
<b>Daily Charge</b>					
High-Season (April - September)		48.33	9.67	58.00	58.00
Low-Season (October - March)		30.83	6.17	37.00	37.00
<b>A minimum charge of £10 (Inc. VAT) will apply for part days and later bookings</b>		Deleted			
<b>FUNFAIRS AND CIRCUSES - Minimum of:</b>					
Damage deposit	No		Price on application		
Poster removal deposit	No		Price on application		
<b>Circus at Promenade Park</b>					
Daily ground rate (whilst circus is in operation)	No		Price on application		
Daily ground rate (whilst circus is not in operation)	No		Price on application		
<b>Circus at Riverside Park</b>					
Daily ground rate (whilst circus is in operation)	No		Price on application		
Daily ground rate (whilst circus is not in operation)	No		Price on application		
<b>Funfair at Riverside Park</b>					
Daily ground rate (whilst fair is in operation)	No		Price on application		
Daily ground rate (whilst fair is not in operation)	No		Price on application		
<b>Travelling Funfair at Promenade Park</b>					
Daily ground rate (whilst fair is in operation)	No		Price on application		
Daily ground rate (whilst fair is not in operation)	No		Price on application		
<b>Advertising and Sponsorship</b>					
Events Banners per week (main gate entrances on railings x2 + free electronic advert)	Yes		Price on application		
Events Banners per week (community / charity)	Yes	30.83	6.17	37.00	34.00
Internal park adverts To Be Advised (TBA) (per week)	Yes	30.83	6.17	37.00	34.00
Vehicle advertising TBA (per day)	Yes		Price on application		
Sponsorship	Yes	By negotiation			
<b>Event Land Hire Charge - Council Park or Open Space</b>					
Event licence / Permit fee (minimum fee payable on acceptance of event)	Yes	41.67	8.33	50.00	50.00
Charity - Small event (1-1,000 attendees)	Yes		Price on application		
Charity - Medium event (1,001- 2,500 attendees)	Yes		Price on application		
Charity - Large event (2,501 + attendees)	Yes		Price on application		
Community - Small event (1-1,000 attendees)	Yes		Price on application		
Community - Medium event (1,001- 2,500 attendees)	Yes		Price on application		
Community - Large event (2,501 + attendees)	Yes		Price on application		
Commercial - Small event (1-1,000 attendees)	Yes		Price on application		
Commercial - Medium event (1,001- 2,500 attendees)	Yes		Price on application		
Commercial - Large event (2,501 + attendees)	Yes		Price on application		
<b>Prom Park hire for Concessions</b>					
				Price on application	on application
<b>Other Council owned Land Hire for Concessions - (price is per operator, per day, per concession)</b>					
<b>Peak Time (School Holidays/Bank Holidays/ Event Days)</b>					
Daily charge	No	78.00	-	78.00	73.00
<b>Off Peak Time</b>					
Daily charge	No	48.00	-	48.00	45.00
<b>Pop Up Trading</b>					
<b>Peak Time (School Holidays/Bank Holidays/ Event Days)</b>					
Market Stall (Frame with Canopy)	No	85.00	-	85.00	79.00
Wheelie Cart	No	67.00	-	67.00	62.00
Wheelie Cart including Fridge	No	72.00	-	72.00	67.00
Electricity	Yes		Price on application		
<b>Off Peak Time</b>					
Market Stall (Frame with Canopy)	No	72.00	-	72.00	67.00
Wheelie Cart	No	55.00	-	55.00	51.00
Wheelie Cart including Fridge	No	60.00	-	60.00	56.00
Electricity	Yes		Price on application		
<b>ROUNDBABOUT SPONSORSHIP</b>					
1 Year agreement - Maldon Town site	Yes		Price on application		on application
1 Year agreement - Other district site	Yes		Price on application		on application
3 Year agreement - Maldon Town site	Yes		Price on application		on application
3 Year agreement - Other district site	Yes		Price on application		on application
Landscaping scheme (minimum 5 years)	Yes		Price on application		on application
1 Year Boundary sign Agreement	Yes		Price on application		on application

**APPENDIX1**

<b>SERVICE DELIVERY</b>	<b>VAT</b>	<b>Charge</b>	<b>VAT</b>	<b>2024/25</b>	<b>2023/24</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>PARKS AND SPORTS PITCHES</b>					
<b>Cricket (per game)</b>					
Adult	Yes	89.17	17.83	107.00	100.00
Junior	Yes	51.67	10.33	62.00	58.00
Sports pitch use - parking season ticket (per club)	Yes	130.00	26.00	156.00	145.00
<b>Football (per game)</b>					
Adult	Yes	55.83	11.17	67.00	62.00
Junior	Yes	40.83	8.17	49.00	46.00
Changing rooms (only)	Yes	11.67	2.33	14.00	14.00
Sports pitch use - parking season ticket (per team)	Yes	130.00	26.00	156.00	145.00
Sports club training / structured activities		10.83	2.17	13.00	12.00
<b>Mini Soccer</b>					
Juniors	Yes	33.33	6.67	40.00	37.00
<b>Netball (per court, per hour)</b>					
Adult	Yes	11.67	2.33	14.00	13.00
Junior	Yes	9.17	1.83	11.00	10.00
<b>Tennis (per court, per hour)</b>					
Adult	Yes	Deleted			
Junior	Yes	Deleted			
<b>Organised Bootcamps / Personal Training in Council-owned Parks</b>					
Hourly	Yes	11.67	2.33	14.00	14.00
3 Month Licence (2 hours per week)	Yes	150.00	30.00	180.00	168.00
6 Month Licence (up to 3 hours per week)	Yes	220.83	44.17	265.00	247.00
12 Month Licence (up to 5 hours per week)	Yes	351.67	70.33	422.00	393.00
<b>RIVERS</b>					
<b>Moorings</b>					
Annual charge: up to 7.99 metres	Yes	150.00	30.00	180.00	168.00
8 to 9.99 metres	Yes	245.83	49.17	295.00	275.00
10 to 14.99 metres	Yes	341.67	68.33	410.00	382.00
15 metres and above	Yes	451.67	90.33	542.00	505.00
Mooring registration fee	Yes	135.83	27.17	163.00	152.00
Transfer of mooring		50% of annual mooring fee			
<b>Residential Mooring Charges</b>					
up to 9.99 metres (per month)		201.67	40.33	242.00	225.00
10 to 14.99 metres (per month)		185.83	37.17	223.00	208.00
15 metres and above (per month)		373.33	74.67	448.00	417.00
<b>Wharfage - Hythe Quay Maldon and Burnham Pontoon</b>					
Daily fees: vessels and multihulls	Yes	21.67	4.33	26.00	24.00
Annual fees: Available to Fully Rigged Thames Sailing barges operators only	Yes	2,155.91	431.18	2,587.09	2,408.83
(annual fee can be paid quarterly with no penalty)	Yes	538.98	107.80	646.78	602.21
Monthly fees: Available to Fully Rigged Thames Sailing barges operators only	Yes	197.80	39.56	237.36	221.00
Weekly Fee: as per daily rate multiplied by 7, no rate change.	Yes	151.69	30.34	182.03	147.00
240/32 Amp Supply - Daily Charge (Maldon)	yes	5.00	1.00	6.00	6.00
Static Events on vessels using the Hythe Quay / Burnham (Daily charge)	Yes	140.83	28.17	169.00	157.00
Exclusive use of visitor pontoons Maldon / Burnham (Daily charge)	Yes	140.83	28.17	169.00	157.00
Visitor Pontoon - Weekly Winter charge Oct - April (Maldon)	yes	70.83	14.17	85.00	79.00
<b>Commercial team</b>					
Box Office services - commission rate to be set at 10% unless agreed by MDC					
Commercial Services Marketing - Price on enquiry					

**APPENDIX1**

<b>PLANNING SERVICES</b>	<b>Charge</b>	<b>VAT</b>	<b>2024/25</b>	<b>2023/24</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>BUILDING CONTROL</b>				
New dwellings	See attached - table A			
Work to a single dwelling	See attached - table B			
All other non-domestic work	See attached - table C			
Copy document (completion certificate)	16.00	-	16.00	15.00
<b>DEVELOPMENT CONTROL</b>				
<b>Designs and Patents Act 1989</b>				
Plan copies - per sheet: A4	0.08	0.02	0.10	0.10
A3	0.17	0.03	0.20	0.20
A2	0.83	0.17	1.00	1.00
die line	1.67	0.33	2.00	2.00
<b>Ordnance Survey Maps</b>				
Handling fee	1.67	0.33	2.00	2.00
Site plans (max 6 copies) - per extract	37.50	7.50	45.00	42.00
<b>Other Development Control</b>				
High Hedge Complaints	615.00	123.00	738.00	687.00
<b>Street Naming and Numbering</b>				
Adding / removing a name	57.00	-	57.00	53.00
Renaming / renumbering a property	57.00	-	57.00	53.00
Naming / numbering 1-5 properties (per property) inc flats*	85.00	-	85.00	79.00
Naming / numbering 6-25 properties (per property) inc flats*	38.00	-	38.00	35.00
Naming / numbering 26-75 properties (per property) inc flats*	31.00	-	31.00	29.00
Naming / numbering 76+ properties (per property) inc flats*	24.00	-	24.00	22.00
Naming a street (per street)**	124.00	-	124.00	115.00
Change to development after notification	61.00	-	61.00	57.00
Street renaming at residents request	185.00	-	185.00	172.00
Written confirmation of postal address details	0.00	-	0.00	0.00
* numbers include dwellings within developments with new streets				
** number of new street names only				
<b>LAND CHARGES</b>				
Premises exempt as per legislation: church halls, village halls & non-commercial venues				
CON29 (part 1): standard fee	152.50	30.50	183.00	170.00
additional fee for non-residential searches	27.50	5.50	33.00	31.00
LLC1	28.00	0.00	28.00	26.00
additional fee for non-residential searches	40.83	8.17	49.00	46.00
CON29O (part 2) enquiry - per question: Q4-5 only (if purchased with full search)	19.17	3.83	23.00	21.00
Q6-21	19.17	3.83	23.00	21.00
Q22 only	27.50	5.50	33.00	31.00
Additional enquiry	40.00	8.00	48.00	45.00
Additional parcel of land LLC1	6.00	0.00	6.00	6.00
Additional parcel of land CON29	19.17	3.83	23.00	21.00
Copy of duplicate search	11.67	2.33	14.00	13.00
Search confirmation (up to 3mths old)	11.67	2.33	14.00	13.00
<b>Personal Searches</b>				
CON29R standard enquiry (when viewed in person)	Free			
Local land charges register (in person): print out	Free			
view	Free			
Local land charges LLC1 certificated	28.00	0.00	28.00	26.00

APPENDIX1

PLANNING SERVICES Pre-Application Fees and Charges 2024/25

				2024/25	2023/24
Further Details		Cost (£)	20% VAT (£)	Total (£)	Total (£)
Householder development (Duty Planner)	Only available for non-Complex Householder advice. This would include extensions to single dwellings, porches, garages, outbuildings and walls and fences. (No written advice).	25.00	5.00	30.00	30.00
Application Validation	Reviewing application forms and charging for incorrect completion.	25.00	5.00	30.00	30.00
Householder development (Written advice)	Includes proposals to alter and extend individual houses and flats for residential purposes where the development relates to a building which is not listed as being of architectural or historic interest. In cases where the house or flat is listed then the charge will fall within Minor Development.	131.67	26.33	158.00	126.00
Householder development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals to alter and extend individual houses and flats for residential purposes where the development relates to a building which is not listed as being of architectural or historic interest. In cases where the house or flat is listed then the charge will fall within Minor Development.	249.17	49.83	299.00	239.00
Smallscale commercial development (Written advice)	Includes proposals for: Change of use up to 200m2 Extensions to commercial properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes	131.67	26.33	158.00	126.00
Smallscale commercial development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Change of use up to 200m2 Extensions to commercial properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes	249.17	49.83	299.00	239.00
Minor development (Written advice)	Includes proposals for: 1-4 residential units or gross external floorspace of up to 499m2 Change of use between 200 and 499m2 Extensions to commercial properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	330.00	66.00	396.00	317.00
Minor development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 1-4 residential units or gross external floorspace of up to 499m2 Change of use between 200 and 499m2 Extensions to commercial properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	741.67	148.33	890.00	712.00
Medium development (Written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	495.00	99.00	594.00	475.00
Medium development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	890.83	178.17	1,069.00	792.00
Major development (Written advice)	Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2	890.83	178.17	1,069.00	792.00 (Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)
Major development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2	1,780.83	356.17	2,137.00	1,583.00 (Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)
Strategic Proposals (Planning Performance Agreements) (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Any application of 75 dwellings or more dwellings; or any outline residential development proposals whose site is 2 hectares or more. Any residential proposal promoted as an allocated site within the LDP. Any 100% Affordable Housing proposals of six dwellings or 0.3ha or more in outline form. Any non-residential development proposal, whose floor area is 1,500 square metres or more or whose site area is 2 hectares or more. Any non-residential proposals relating to development proposals allocated within the Local Development Plan (LDP). Any retail development 1,000 square meters or more or which of 250 square metres or more and is proposed to be beyond existing town centres as defined in the local plan or emerging LDP. Any mixed use development proposals whose site area is 2 hectares or more, or is of 75 dwellings or 1,000 square metres commercial floor area or more. Wind Turbines Any wind energy proposals whose output capacity is 1Mw or more or which proposes three or more turbines of 30m or more. Any Solar energy proposals whose output capacity is 1Mw or more or which proposes 4,000 or more solar panels. Energy from Waste Scheme which is 1KW capacity or more.	Individually determined at full cost recovery			

## APPENDIX1

### PLANNING SERVICES Pre-Application Fees and Charges 2024/25

				2024/25	2023/24
Minor Alterations to Listed Building (Written advice)	Only available for very minor and non-Complex advice. This would include replacement windows.  This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	99.17	19.83	119.00	95.00
Alterations/Extension to Listed Building (Written advice)	Includes proposals for:  Alterations to a listed building Extensions and additions to a listed building Demolition of an unlisted building within a conservation area  This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	330.00	66.00	396.00	317.00
Alterations/Extension to Listed Building (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for:  Alterations to a listed building Extensions and additions to a listed building Demolition of an unlisted building within a conservation area  This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	805.00	161.00	966.00	773.00
Development in a Conservation Area (Written Advice )	This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	249.17	49.83	299.00	239.00
Development in a Conservation Area (Meeting* with Planning Officer of no more than one hour and written advice)	This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	725.00	145.00	870.00	696.00
Minor Tree advice (Tree within a conservation area only) (Written advice)	Includes proposals for:  Works to 1-4 individually listed trees	99.17	19.83	119.00	95.00
Minor Tree advice (TPOs only) (Written advice)	Includes proposals for:  Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	131.67	26.33	158.00	126.00
Minor Tree advice (TPOs only) (Meeting* with appropriate Officer of no more than one hour and written advice)	Includes proposals for:  Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	330.00	66.00	396.00	317.00
Major Tree advice (TPOs only) (Meeting* with appropriate Officer of no more than one hour and written advice)	Includes proposals for:  Works to 5 or more individually listed trees Replacement of 5 or more individually listed trees Works to trees within an area protected under a Tree Preservation Order Works to trees within a woodland protected under a Tree Preservation Order	660.83	132.17	793.00	634.00
Inspection of compliance with Enforcement Notice	Written confirmation that an enforcement notice has been complied with.	330.00	66.00	396.00	317.00
Compliance with Condition requests	Includes, but not exclusively:  Written confirmation that a condition(s) has been complied with Written confirmation that a condition(s) has been discharged	249.17	49.83	299.00	239.00
Compliance with S.106 Agreement requests	Written confirmation that all/some S.106 obligations have been agreed	177.50 per obligation	35.50	213.00	158.00
Planning History requests	Includes, but not exclusively:  Written confirmation of any restrictions imposed on a site on a site. Confirmation of authorised use of a site Confirmation of an absence of an agricultural occupancy condition	249.17	49.83	299.00	239.00

\*All pre-application and advice Meeting\*s will be held at the Council Offices. However, if it is agreed necessary to convene a Meeting\* on site, travel time to and from the site will be charged at the hourly Meeting rate. Officers are unable to hold a site Meeting\* without the prior deposit of plans or written proposals.

TABLE A - NEW DWELLINGS  
2024/25

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)

VAT rate:	20.0%		2024/25	2024/25	2024/25	2024/25	2023/24	2023/24	2023/24	2023/24
Code	Bungalows or Houses less than 4 storeys		Plan Charge	Inspection Charge *	Building Notice Charge*	Regularisation Charge*	Plan Charge	Inspection Charge *	Building Notice Charge*	Regularisation Charge*
H01	1 Plot	Net	220.00	552.00	850.00	1,082.00	205.00	514.00	791.00	1,007.00
		VAT	44.00	110.40	170.00	-	41.00	102.80	158.20	-
		<b>Total</b>	<b>264.00</b>	<b>662.40</b>	<b>1,020.00</b>	<b>1,082.00</b>	<b>246.00</b>	<b>616.80</b>	<b>949.20</b>	<b>1,007.00</b>
H02	2 Plots	Net	331.00	883.00	1,335.00	1,699.00	308.00	822.00	1,243.00	1,582.00
		VAT	66.20	176.60	267.00	-	61.60	164.40	248.60	-
		<b>Total</b>	<b>397.20</b>	<b>1,059.60</b>	<b>1,602.00</b>	<b>1,699.00</b>	<b>369.60</b>	<b>986.40</b>	<b>1,491.60</b>	<b>1,582.00</b>
H03	3 Plots	Net	387.00	1,214.00	1,760.00	2,240.00	360.00	1,130.00	1,639.00	2,086.00
		VAT	77.40	242.80	352.00	-	72.00	226.00	327.80	-
		<b>Total</b>	<b>464.40</b>	<b>1,456.80</b>	<b>2,112.00</b>	<b>2,240.00</b>	<b>432.00</b>	<b>1,356.00</b>	<b>1,966.80</b>	<b>2,086.00</b>
H04	4 Plots	Net	441.00	1,544.00	2,185.00	2,781.00	411.00	1,438.00	2,034.00	2,589.00
		VAT	88.20	308.80	437.00	-	82.20	287.60	406.80	-
		<b>Total</b>	<b>529.20</b>	<b>1,852.80</b>	<b>2,622.00</b>	<b>2,781.00</b>	<b>493.20</b>	<b>1,725.60</b>	<b>2,440.80</b>	<b>2,589.00</b>
H05	5 Plots	Net	496.00	1,876.00	2,610.00	3,321.00	462.00	1,747.00	2,430.00	3,092.00
		VAT	99.20	375.20	522.00	-	92.40	349.40	486.00	-
		<b>Total</b>	<b>595.20</b>	<b>2,251.20</b>	<b>3,132.00</b>	<b>3,321.00</b>	<b>554.40</b>	<b>2,096.40</b>	<b>2,916.00</b>	<b>3,092.00</b>
<b>Flats</b>										
F01	1	Net	220.00	552.00	850.00	1,082.00	205.00	514.00	791.00	1,007.00
		VAT	44.00	110.40	170.00	-	41.00	102.80	158.20	-
		<b>Total</b>	<b>264.00</b>	<b>662.40</b>	<b>1,020.00</b>	<b>1,082.00</b>	<b>246.00</b>	<b>616.80</b>	<b>949.20</b>	<b>1,007.00</b>
F02	2	Net	331.00	717.00	1,153.00	1,467.00	308.00	668.00	1,074.00	1,366.00
		VAT	66.20	143.40	230.60	-	61.60	133.60	214.80	-
		<b>Total</b>	<b>397.20</b>	<b>860.40</b>	<b>1,383.60</b>	<b>1,467.00</b>	<b>369.60</b>	<b>801.60</b>	<b>1,288.80</b>	<b>1,366.00</b>
F03	3	Net	387.00	883.00	1,396.00	1,776.00	360.00	822.00	1,300.00	1,654.00
		VAT	77.40	176.60	279.20	-	72.00	164.40	260.00	-
		<b>Total</b>	<b>464.40</b>	<b>1,059.60</b>	<b>1,675.20</b>	<b>1,776.00</b>	<b>432.00</b>	<b>986.40</b>	<b>1,560.00</b>	<b>1,654.00</b>
F04	4	Net	441.00	1,048.00	1,639.00	2,086.00	411.00	976.00	1,526.00	1,942.00
		VAT	88.20	209.60	327.80	-	82.20	195.20	305.20	-
		<b>Total</b>	<b>529.20</b>	<b>1,257.60</b>	<b>1,966.80</b>	<b>2,086.00</b>	<b>493.20</b>	<b>1,171.20</b>	<b>1,831.20</b>	<b>1,942.00</b>
F05	5	Net	496.00	1,214.00	1,882.00	2,394.00	462.00	1,130.00	1,752.00	2,229.00
		VAT	99.20	242.80	376.40	-	92.40	226.00	350.40	-
		<b>Total</b>	<b>595.20</b>	<b>1,456.80</b>	<b>2,258.40</b>	<b>2,394.00</b>	<b>554.40</b>	<b>1,356.00</b>	<b>2,102.40</b>	<b>2,229.00</b>
<b>Conversion to</b>										
V01	Single Dwelling-House	Net	220.00	662.00	971.00	1,236.00	205.00	616.00	904.00	1,151.00
		VAT	44.00	132.40	194.20	-	41.00	123.20	180.80	-
		<b>Total</b>	<b>264.00</b>	<b>794.40</b>	<b>1,165.20</b>	<b>1,236.00</b>	<b>246.00</b>	<b>739.20</b>	<b>1,084.80</b>	<b>1,151.00</b>
V02	Single Flat	Net	220.00	552.00	850.00	1,082.00	205.00	514.00	791.00	1,007.00
		VAT	44.00	110.40	170.00	-	41.00	102.80	158.20	-
		<b>Total</b>	<b>264.00</b>	<b>662.40</b>	<b>1,020.00</b>	<b>1,082.00</b>	<b>246.00</b>	<b>616.80</b>	<b>949.20</b>	<b>1,007.00</b>
<b>Notifiable electrical work</b>			<b>(where applicable, in addition to the above, per dwelling)</b>				<b>(where applicable, in addition to the above, per dwelling)</b>			
D14	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Net	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.			232.00	294.00	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.		
		VAT				46.40	-			
		<b>Total</b>				<b>278.40</b>	<b>294.00</b>			

Where Standard Charges are not applicable please contact Building Control on 01621 876235

**APPENDIX1**

**TABLE B - WORK TO A SINGLE DWELLING**  
2024/25

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)

VAT rate	20.0%		2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	
Code	Extension & New Build		Full Plans		Full Plans - Multiple work reductions only **		Building Notice Charge *	Multiple work reductions only Building Notice Charge * at 50% reduced rate **	Regularisation Charge *	
			Plan Charge	Inspection Charge *	Plan Charge at 50% reduced rate**	Inspection Charge * at 50% reduced rate **				
D01	Separate single storey extension with floor area not exceeding 40m <sup>2</sup>	Net VAT Total	220.00 44.00 264.00	441.00 88.20 529.20	111.00 22.20 133.20	221.00 44.20 265.20	728.00 145.60 873.60	364.00 72.80 436.80	927.00 - 927.00	
D02	Separate single storey extension with floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	Net VAT Total	220.00 44.00 264.00	552.00 110.40 662.40	111.00 22.20 133.20	276.00 55.20 331.20	850.00 170.00 1,020.00	425.00 85.00 510.00	1,082.00 - 1,082.00	
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m <sup>2</sup>	Net VAT Total	230.00 46.00 276.00	496.00 99.20 595.20	115.00 23.00 138.00	248.00 49.60 297.60	800.00 160.00 960.00	401.00 80.20 481.20	1,017.00 - 1,017.00	
D04	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m <sup>2</sup> but not ex 100m <sup>2</sup>	Net VAT Total	240.00 48.00 288.00	662.00 132.40 794.40	120.00 24.00 144.00	331.00 66.20 397.20	991.00 198.20 1,189.20	496.00 99.20 595.20	1,262.00 - 1,262.00	
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m <sup>2</sup>	Net VAT Total	220.00 44.00 264.00	258.00 51.60 309.60	111.00 22.20 133.20	129.00 25.80 154.80	526.00 105.20 631.20	263.00 52.60 315.60	669.00 - 669.00	
D06	Detached non-habitable domestic building with total floor area not exceeding 50m <sup>2</sup>	Net VAT Total	220.00 44.00 264.00	331.00 66.20 397.20	111.00 22.20 133.20	165.00 33.00 198.00	607.00 121.40 728.40	304.00 60.80 364.80	772.00 - 772.00	
<b>Conversions</b>										
D07	First floor & second floor loft conversions	Net VAT Total	220.00 44.00 264.00	441.00 88.20 529.20	111.00 22.20 133.20	221.00 44.20 265.20	728.00 145.60 873.60	364.00 72.80 436.80	927.00 - 927.00	
D08	Other work (e.g. garage conversions)	Net VAT Total	220.00 44.00 264.00	220.00 44.00 264.00	111.00 22.20 133.20	111.00 22.20 133.20	485.00 97.00 582.00	243.00 48.60 291.60	618.00 - 618.00	
<b>Alterations (including underpinning)</b>										
D09	Renovation of a thermal element	Net VAT Total	111.00 22.20 133.20	111.00 22.20 133.20	56.00 11.20 67.20	56.00 11.20 67.20	243.00 48.60 291.60	121.00 24.20 145.20	309.00 - 309.00	
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Net VAT Total	111.00 22.20 133.20	111.00 22.20 133.20	56.00 11.20 67.20	56.00 11.20 67.20	243.00 48.60 291.60	121.00 24.20 145.20	309.00 - 309.00	
D11a	Cost of work not exceeding £2,000 (Incl Renewable Energy systems)	Net VAT Total	111.00 22.20 133.20	165.00 33.00 198.00	56.00 11.20 67.20	83.00 16.60 99.60	304.00 60.80 364.80	153.00 30.60 183.60	387.00 - 387.00	
D11	Cost of work exceeding £2,001 & not exceeding £5,000 (Incl Renewable Energy systems)	Net VAT Total	165.00 33.00 198.00	220.00 44.00 264.00	83.00 16.60 99.60	111.00 22.20 133.20	425.00 85.00 510.00	213.00 42.60 255.60	540.00 - 540.00	
D12	Cost of work exceeding £5,001 & not exceeding £25,000	Net VAT Total	220.00 44.00 264.00	367.00 73.40 440.40	111.00 22.20 133.20	184.00 36.80 220.80	648.00 129.60 777.60	324.00 64.80 388.80	824.00 - 824.00	
D13	Cost of work exceeding £25,001 & not exceeding £100,000	Net VAT Total	276.00 55.20 331.20	552.00 110.40 662.40	139.00 27.80 166.80	276.00 55.20 331.20	911.00 182.20 1,093.20	455.00 91.00 546.00	1,159.00 - 1,159.00	
<b>Notifiable Electrical work (in addition to the above, where applicable)</b>										
D14	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Net VAT Total	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.				388.00 78.00 466.00	n/a n/a n/a	- - -	

**\*\*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 Works

Where Standard Charges are not applicable please contact Building Control on 01621 876235



TABLE C - ALL OTHER NON-DOMESTIC WORK  
2024/25

Limited to work not more than 3 storeys above ground level

VAT rate	20.0%		2024/25	2024/25	2024/25	2024/25	2023/24	2023/24	2023/24	2023/24	2023/24	
Code	Extensions and New Build		Plan Charge	Plan Charge at 50% reduced rate** (for multiple works only)	Inspection Charge	Inspection Charge * at 50% reduced rate ** (for multiple works only)	Regularisation Charge	Plan Charge	Plan Charge at 50% reduced rate** (for multiple works only)	Inspection Charge	Inspection Charge * at 50% reduced rate ** (for multiple works only)	Regularisation Charge
N01	Single storey with floor area not exceeding 40m <sup>2</sup>	Net	230.00	115.00	44.00	221.00	940.00	214.00	107.00	411.00	206.00	875.00
		VAT	46.00	23.00	88.20	44.20	-	42.80	21.40	82.20	41.20	-
		<b>Total</b>	<b>276.00</b>	<b>138.00</b>	<b>529.20</b>	<b>265.20</b>	<b>940.00</b>	<b>256.80</b>	<b>128.40</b>	<b>493.20</b>	<b>247.20</b>	<b>875.00</b>
N02	Single storey with floor area not exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	Net	258.00	129.00	570.00	286.00	1,159.00	240.00	120.00	531.00	266.00	1,079.00
		VAT	51.60	25.80	114.00	57.20	-	48.00	24.00	106.20	53.20	-
		<b>Total</b>	<b>309.60</b>	<b>154.80</b>	<b>684.00</b>	<b>343.20</b>	<b>1,159.00</b>	<b>288.00</b>	<b>144.00</b>	<b>637.20</b>	<b>319.20</b>	<b>1,079.00</b>
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m <sup>2</sup>	Net	276.00	139.00	625.00	313.00	1,262.00	257.00	129.00	582.00	291.00	1,175.00
		VAT	55.20	27.80	125.00	62.60	-	51.40	25.80	116.40	58.20	-
		<b>Total</b>	<b>331.20</b>	<b>166.80</b>	<b>750.00</b>	<b>375.60</b>	<b>1,262.00</b>	<b>308.40</b>	<b>154.80</b>	<b>698.40</b>	<b>349.20</b>	<b>1,175.00</b>
N04	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>	Net	294.00	147.00	717.00	359.00	1,416.00	274.00	137.00	668.00	334.00	1,318.00
		VAT	58.80	29.40	143.40	71.80	-	54.80	27.40	133.60	66.80	-
		<b>Total</b>	<b>352.80</b>	<b>176.40</b>	<b>860.40</b>	<b>430.80</b>	<b>1,416.00</b>	<b>328.80</b>	<b>164.40</b>	<b>801.60</b>	<b>400.80</b>	<b>1,318.00</b>
<b>Alterations</b>												
N05	Cost of work not exceeding £5,000	Net	165.00	83.00	165.00	83.00	464.00	154.00	77.00	154.00	77.00	432.00
		VAT	33.00	16.60	33.00	16.60	-	30.80	15.40	30.80	15.40	-
		<b>Total</b>	<b>198.00</b>	<b>99.60</b>	<b>198.00</b>	<b>99.60</b>	<b>464.00</b>	<b>184.80</b>	<b>92.40</b>	<b>184.80</b>	<b>92.40</b>	<b>432.00</b>
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Net	165.00	83.00	165.00	83.00	464.00	154.00	77.00	154.00	77.00	432.00
		VAT	33.00	16.60	33.00	16.60	-	30.80	15.40	30.80	15.40	-
		<b>Total</b>	<b>198.00</b>	<b>99.60</b>	<b>198.00</b>	<b>99.60</b>	<b>464.00</b>	<b>184.80</b>	<b>92.40</b>	<b>184.80</b>	<b>92.40</b>	<b>432.00</b>
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Net	165.00	83.00	165.00	83.00	464.00	154.00	77.00	154.00	77.00	432.00
		VAT	33.00	16.60	33.00	16.60	-	30.80	15.40	30.80	15.40	-
		<b>Total</b>	<b>198.00</b>	<b>99.60</b>	<b>198.00</b>	<b>99.60</b>	<b>464.00</b>	<b>184.80</b>	<b>92.40</b>	<b>184.80</b>	<b>92.40</b>	<b>432.00</b>
	Installation of new shop front	Net	165.00	83.00	165.00	83.00	464.00	154.00	77.00	154.00	77.00	432.00
		VAT	33.00	16.60	33.00	16.60	-	30.80	15.40	30.80	15.40	-
		<b>Total</b>	<b>198.00</b>	<b>99.60</b>	<b>198.00</b>	<b>99.60</b>	<b>464.00</b>	<b>184.80</b>	<b>92.40</b>	<b>184.80</b>	<b>92.40</b>	<b>432.00</b>
N06	Cost of work exceeding £5,000 & not exceeding £25,000	Net	220.00	111.00	220.00	111.00	618.00	205.00	103.00	205.00	103.00	575.00
		VAT	44.00	22.20	44.00	22.20	-	41.00	20.60	41.00	20.60	-
		<b>Total</b>	<b>264.00</b>	<b>133.20</b>	<b>264.00</b>	<b>133.20</b>	<b>618.00</b>	<b>246.00</b>	<b>123.60</b>	<b>246.00</b>	<b>123.60</b>	<b>575.00</b>
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Net	220.00	111.00	220.00	111.00	618.00	205.00	103.00	205.00	103.00	575.00
		VAT	44.00	22.20	44.00	22.20	-	41.00	20.60	41.00	20.60	-
		<b>Total</b>	<b>264.00</b>	<b>133.20</b>	<b>264.00</b>	<b>133.20</b>	<b>618.00</b>	<b>246.00</b>	<b>123.60</b>	<b>246.00</b>	<b>123.60</b>	<b>575.00</b>
	Renovation of thermal elements	Net	220.00	111.00	220.00	111.00	618.00	205.00	103.00	205.00	103.00	575.00
		VAT	44.00	22.20	44.00	22.20	-	41.00	20.60	41.00	20.60	-
		<b>Total</b>	<b>264.00</b>	<b>133.20</b>	<b>264.00</b>	<b>133.20</b>	<b>618.00</b>	<b>246.00</b>	<b>123.60</b>	<b>246.00</b>	<b>123.60</b>	<b>575.00</b>
	Installation of a Raised Storage Platform within an existing building	Net	220.00	111.00	220.00	111.00	618.00	205.00	103.00	205.00	103.00	575.00
		VAT	44.00	22.20	44.00	22.20	-	41.00	20.60	41.00	20.60	-
		<b>Total</b>	<b>264.00</b>	<b>133.20</b>	<b>264.00</b>	<b>133.20</b>	<b>618.00</b>	<b>246.00</b>	<b>123.60</b>	<b>246.00</b>	<b>123.60</b>	<b>575.00</b>
N07	Cost of works exceeding £25,000 & not exceeding £100,000	Net	331.00	165.00	441.00	221.00	1,082.00	308.00	154.00	411.00	206.00	1,007.00
		VAT	66.20	33.00	88.20	44.20	-	61.60	30.80	82.20	41.20	-
		<b>Total</b>	<b>397.20</b>	<b>198.00</b>	<b>529.20</b>	<b>265.20</b>	<b>1,082.00</b>	<b>369.60</b>	<b>184.80</b>	<b>493.20</b>	<b>247.20</b>	<b>1,007.00</b>
	Fit out of building up to 100m <sup>2</sup>	Net	331.00	165.00	441.00	221.00	1,082.00	308.00	154.00	411.00	206.00	1,007.00
		VAT	66.20	33.00	88.20	44.20	-	61.60	30.80	82.20	41.20	-
		<b>Total</b>	<b>397.20</b>	<b>198.00</b>	<b>529.20</b>	<b>265.20</b>	<b>1,082.00</b>	<b>369.60</b>	<b>184.80</b>	<b>493.20</b>	<b>247.20</b>	<b>1,007.00</b>

**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 01621 876235

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