



**MINUTES of  
STRATEGY AND RESOURCES COMMITTEE  
6 JANUARY 2022**

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**PRESENT**

Chairman	Councillor R H Siddall
Vice-Chairman	Councillor C Swain
Councillors	R G Boyce MBE, Mrs P A Channer, M F L Durham CC, N G F Shaughnessy, W Stamp CC and Mrs M E Thompson
Substitute Members	Councillor A L Hull
In attendance	Councillors C Morris and M W Helm

**421. CHAIRMAN'S NOTICES**

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

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

An apology for absence was received from Councillor Miss S White and in accordance with notice duly given it was noted that Councillor A L Hull was attending as a substitute for Councillor Miss White.

**423. MINUTES OF THE LAST MEETING**

**RESOLVED**

- (i) That the Minutes of the Strategy and Resources Committee held on 11 November 2021 be received.

**Minute 362 Chairman's Notices**

Councillor W Stamp referred to the statement made by the Chairman of the Committee and proposed that the first sentence be amended to read "...he *will* be resigning...". This was duly seconded and agreed.

**RESOLVED**

- (ii) That subject to the above amendment, the Minutes of the Strategy and Resources Committee held on 11 November 2021 be approved.

#### **424. DISCLOSURE OF INTEREST**

Councillor M F L Durham disclosed a non-pecuniary interest as a Member of Essex County Council. He also declared that in respect of Agenda item 7 – Financial Pressures and Growths and in relation to Maldon Cemetery he owned a plot and his father-in-law had recently been interned there.

Councillor Mrs P A Channer declared a non-pecuniary interest specifically related to the proposed changes places funding for public conveniences, advising that this also related to severely disabled people and that she was a member of a charity who represented people suffering from specific conditions which could be related to that form of convenience.

Councillor W Stamp disclosed a non-pecuniary interest as a Member of Essex County Council and commented that there was nothing on the agenda she felt she could not vote or participate in.

#### **425. PUBLIC PARTICIPATION**

In accordance with the Council's Public Participation Scheme, Mr Rayment from the Thames Sailing Barge Trust addressed the Committee in relation to Agenda Item 8 – Discretionary Fees and Charges 2022 / 23, specifically the proposed introduction of car parking charges on Hythe Quay.

#### **426. PAY POLICY STATEMENT 2022 / 23**

The Committee considered the report of the Director of Resources, seeking the Council's approval of a Pay Policy Statement for 2022 (attached as Appendix 1 to the report).

It was noted to meet the requirements of the Localism Act 2011 the Council was required to publish a Pay Policy Statement which had been annually approved by the elected Members of the Council. The Pay Policy Statement had been reviewed and reflected the current arrangements for pay at Maldon District Council.

The Chairman put the recommendation as set out in the report, this was duly seconded.

In response to questions raised by Members it was agreed that the following information would be provided to Members outside of the meeting:

- Details of pay points and salary grades;
- The ratio between the top and lowest earners.

In response to questions raised, it was confirmed, the Council did not have a performance related pay policy and this was the case across all Local Authorities. The Resources Specialist Services Manager advised Members of the appraisal scheme operated by the Council for staff.

**RECOMMENDED** that the Pay Policy Statement attached at **APPENDIX 1** to these Minutes, be adopted for 2022.

#### **427. FINANCIAL PRESSURES AND GROWTHS**

The Committee considered the report of the Director of Resources providing Members with details of future years financial pressures and growths that would go forward for approval as part of the Medium-Term Financial Strategy (MTFS).

It was noted that financial pressures and growth bids (as set out in Appendices A – C of the report) had been identified as part of the budget setting process and in consultation with the Finance Working Group. Those items detailed in the final lists presented represented costs believed to be unavoidable, needed to comply with legal obligations, essential to deliver services or a false economy if investment was not made.

Members' attention was drawn to an Addendum to Appendix A circulated prior to the meeting. The Director of Resources explained how this related to a change in the funding source for the Climate Action Strategy and although it was hoped that match funding would be achieved this had been built into the budget at this time.

The Chairman moved the recommendation as set out in the report and this was duly seconded.

During the debate that ensued, and in response to questions raised Officers explained:

- in respect of Changing Places Toilets the £100k grant from Government would cover installation costs and therefore the Council would be responsible for any ongoing maintenance costs.
- how staff training needs were identified, assessed, prioritised and formed into a training plan. It was explained that in addition to corporate training requirements such as data protection etc. each directorate had a training budget.
- although Magnox and the Nuclear Decommissioning Authority had taken a step back in terms of considering a single tranche of funding, the Council was hopeful that alternative funding would be sought and the resource identified would help to identify future funding opportunities.

The Chairman put his earlier proposal to the Committee, and this was duly agreed by assent.

#### **RESOLVED**

- (i) That the financial pressures and growth bids identified as part of the 2022 / 23 budget setting process be noted;
- (ii) That the pressures and growths set out in Appendices A – C of the report are brought forward to the next meeting of the Strategy and Resources Committee for recommendation to the Council as part of the Medium-Term Financial Strategy and 2022 / 23 Budget.

#### **428. DISCRETIONARY FEES AND CHARGES 2022 / 23**

The Committee considered the report of the Director of Resources seeking Members' consideration of the fees and charges for 2022 / 23 which generated greater than £2,000. For those fees and charges that generated less than £2,000 delegation to the Director of Resources for their review and setting was sought.

The report advised that the proposed fees and charges for 2022 / 23 (set out in Appendix A to the report) had been based on policy decisions recently updated and agreed by this Committee at its last meeting. Appendix B to the report provided a summary of the proposed changes.

The Director of Service Delivery, during his presentation of the report, in response to the comments raised by the Member of the Public earlier in the meeting suggested that the fees and charges could be approved subject to Officers bringing forward more details in respect of parking at the Hythe Quay. In response, the Chairman suggested that the matter of parking at the Hythe Quay be deferred to the next meeting of the Committee.

The Chairman moved the recommendation as set out in the report. At this point Councillor C Swain advised that he wished to propose an amendment in relation to the charges at the Hythe Quay. Councillor Swain provided the Committee with further details advising that further examination of the use of the Hythe Quay area, particularly whether there should be any public parking there, was required. The Chairman clarified the Councillor Swain was proposing that all fees and charges are agreed with the exception of parking at the hythe.

In response to questions the Chairman advised that if Members were minded to agree the Committee would recommend to the Council that with fees and charges for 2022 / 23 apart from Hythe Quay parking be agreed and Hythe Quay parking would be brought back to the next meeting of the Committee once Officers had spoken to barge owners to identify if there was an option to move this forward.

Some questions were raised about car parking charges and in response, the Customers, Community and Casework Manager advised Members that changes proposed to Promenade Park permit charges were to bring them in line with other car parking charges in Maldon town centre.

It was noted that within Appendix A the 2022 / 23 Coach fees detailed was incorrect and this should have shown an inflation increase. The Chairman advised that this would be corrected.

The Chairman moved that subject to amendment of the coach charges and with the exception of Hythe Quay parking, which would come back to the next meeting, the 2022 / 23 detailed Fees and Charges be recommended to the Council for approval. This was duly agreed.

## **RESOLVED**

- (i) That Officers undertake discussions with barge owners at the Hythe Quay, Maldon regarding proposed Hythe Quay parking and report back to the next meeting of the Strategy and Resources Committee;

## **RECOMMENDED**

- (ii) that subject to amendment of the coach charges and with the exception of Hythe Quay parking, the detailed Fees and Charges for 2022 / 23 as set out in **APPENDIX 2** to these Minutes, be agreed.

#### **429. SUPPLEMENTARY ESTIMATES, VIREMENTS, PROCUREMENT EXEMPTIONS AND USE OF RESERVES**

The Committee considered the report of the Director of Resources reporting Virements and Supplementary Estimates agreed under delegated powers. The report also informed on procurement exemptions granted and the use of reserves.

It was noted that there was one virement, one supplementary estimate and three procurement requests agreed. In addition, one drawdown from Reserves was also set out in the report and duly noted. The Director of Resources highlighted that the paragraph numbers referred to in the recommendations were incorrect and provided the correct paragraph references which were noted.

The Chairman moved the recommendations as set out in the report. This was duly seconded and agreed.

#### **RESOLVED**

- (i) That the Virement as detailed in paragraph 3.3.1 of the report, be noted;
- (ii) That the Supplementary estimate as detailed in paragraph 3.4.1 of the report be noted;
- (iii) That the three Procurement exemptions as detailed in paragraph 3.5.1 of the report be noted;
- (iv) That the Drawdown from reserves as detailed in paragraph 3.6.1 of the report be noted.

#### **430. SUPPLEMENTARY ESTIMATE - SPLASH PARK**

The Committee considered the report of the Director of Resources seeking approval of a supplementary estimate for the cost of essential work to replace the surface of the Splash Park at Promenade Park and essential electrical work within the associated pump room.

The report provided background history regarding the installation of the Splash Park, its ongoing maintenance, income and expenditure. Members were advised that the surface of the Splash Park now required replacement and details of quotations received were set out in the report. It was noted that the poor condition of the surface along with health and safety risks had been highlighted following a recent inspection carried out by a consultant appointed by the Council.

Appendix 1 to the report detailed the estimated income and expenditure for 2022 / 23 (excluding any changes to the Council's charging and admissions policy). A supplementary estimate was required in this financial year to enable the work to be commenced in the spring to reduce risks of a significantly delayed opening of the facility.

The Chairman moved the recommendations set out the report. This was duly seconded.

In response to questions raised Officers provided some further clarification in relation to the cost of repairs, future budgets, proposed changes to the pricing policy and the Promenade Park Management Plan.

The Chairman put his earlier proposal to the Committee, and this was duly agreed.

## **RESOLVED**

- (i) That a Supplementary Revenue Estimate of £10,000 for the cost of the electrical work to the Splash Park is approved;
- (ii) That a Supplementary Capital Estimate of £140,000 for the cost of the resurfacing work to the Splash Park is approved.

### **431. REVIEW OF MEMORIALS IN CEMETERIES, PARKS AND OPEN SPACES POLICY**

The Committee considered the report of the Director of Service Delivery seeking Member's consideration of matters as part of the annual review of the Memorials in Cemeteries, Parks and Open Spaces Policy. An updated Policy was attached at Appendix C to the report.

The report highlighted some areas of the current policy where it was felt amendment / clarification was required.

The Chairman moved the recommendations set out in the report, noting that this was a recommendation to the Council. This was duly seconded.

Councillor R G Boyce proposed that this item of business be deferred to the next meeting of this Committee to allow consultation with the local Friends' groups (linked with the cemeteries). He also asked for an update on the status of the Council's Friends' groups in the District, whether they still existed, which were operating and how effective they were. This proposal was duly seconded.

In response to the proposal, the Director of Service Delivery advised that Officers could provide an update on Friends' groups and other core groups and how these groups were an important part of the Council's management plans. He confirmed that Officers would be happy to carry out the consultation proposed. The Cemeteries Officer explained how involvement with groups had been difficult during the pandemic and highlighted that the review was not proposing to take anything that anyone had away but to provide consistency and make it available to more people.

Members discussed the proposal and commented on the report. In response to comments made the following information was provided:

- The demand for benches in currently burial areas was high (the Council had a waiting list) and a part of this review Officers had considered options available for increasing the service provided without having the space for additional benches. The proposed changes to the scheme and suggested leasing of a plaque on a bench would make it available to more people.
- It was confirmed that the Council did plant trees in memorial and in response to a question regarding expanding this scheme Members were advised this could be looked into.
- Alternative options for memorials were raised and in response the Director of Service Delivery advised that Officers had been looking into alternatives and if Members agreed to defer this item of business a summary could be provided when Officers reported back.

The Chairman advised Members that they had to vote on the recommendations set out in the report as this was the first motion proposed and seconded. Councillor Boyce proposed an amendment to the recommendations that it be deferred for consultation. It was agreed that an additional recommendation be added to specify that a discussion with the Friends' Groups of the cemeteries take place and the result of which be brought back to the next meeting of this Committee (3 February 2022).

**RESOLVED** that a discussion with the Friends' Groups of the cemeteries take place and the result of which be brought back to the next meeting of this Committee (3 February 2022).

**432. APPROVAL TO DESIGNATE THE WOODFIELD COTTAGES CONSERVATION AREA AND ADOPT THE WOODFIELD COTTAGES LOCAL LISTED BUILDING CONSENT ORDER**

The Committee considered the report of the Director of Strategy, Performance and Governance seeking approval to designate the Woodfield Cottages Conservation Area and adopt the Woodfield Cottages Local Listed Building Consent Order.

The report provided detailed background information regarding numbers 116 – 156 Woodfield Cottages, their conservation and the initiatives for a Local Listed Building Consent Order and designating the area as a Conservation Area. Appendix 1 detailed the Woodfield Cottages Conservation Area Character Statement and Appendix 2 the Listed Building Consent Order.

During the presentation of his report the Conservation and Heritage Specialist advised that following publication of the report the Victorian Society who had previously not supported the proposal had clarified that they wouldn't have concerns about the Listed Building Consent Order being implemented.

The Chairman moved the recommendations as set out in the report. This was duly seconded.

The Committee thanked the Conservation and Heritage Specialist for his excellent report and related work.

In response to a question regarding general improvements detailed such as streetlights, the Officer advised he had a meeting a Historic England later this month and hoped the Council would be able to apply for a Conservation Area partnership scheme and things such as work to individual properties could be part of this.

The Chairman put his earlier proposition to the Committee which was agreed by assent.

**RESOLVED**

- (i) that the Woodfield Cottages Conservation Area is designated
- (ii) that the Woodfield Cottages Local Listed Building Consent Order is adopted.

**433. APPROVAL OF THE MALDON DISTRICT HERITAGE AT RISK REGISTER 2022**

The Committee considered the report of the Director of Strategy, Performance and Governance seeking approval of the Maldon District Heritage at Risk Register 2022 (Appendix 1 to the report) for publication.

The report highlighted the work undertaken to the Register and it was noted that having an up-to-date Heritage at Risk Register which highlighted and promoted the Districts most vulnerable heritage assets was an essential tool in meeting the Council's objective of 'safeguarding, enhancing and promoting the historic environment'.

The Chairman put the recommendation as set out in the report to the Committee. This was duly seconded.

Councillor M F L Durham declared a non-pecuniary interest regarding this item of business and specifically the trestle bridge at Wickham Bishops as this was owned by Essex County Council of which he was a Member.

Members thanked the Conservation and Heritage Specialist for his detailed report and in response to questions raised, the following additional information was provided:

- The Council was in regular contact with Essex County Council regarding the trestle viaduct at Wickham Bishops and Members were advised that the County Council had recently commissioned a condition survey and repair schedule for the structure. It was noted that this was a scheduled monument and nothing could be done to it without permission from Historic England.
- It was noted that the addition of a building onto the Heritage at Risk Register did not add any restrictions to it, it just highlighted it as a building to keep an eye on.
- In response to a specific comment regarding barns within the district and conversion it was noted that there had not been any barns added to the list and sometimes conversion of a barn was the only way for a building to survive for the future.
- Members were advised that the Council's Heritage Policy D3 of the Local Plan committed the Council to keeping an up-to-date heritage risk register and monitoring historic buildings, as well as encouraging their maintenance and conservation.
- The Officer explained that the Local Authority had powers of enforcement to arrest deterioration, although always a last resort and the Council would work to resolve such issues through negotiation and encouragement.
- Concern was raised regarding the Burnham-on-Crouch Cemetery Chapel and it was requested if repair of its roof could be made a priority along with the possibility of creating a long term project to bring it back into use. In response the Director of Service Delivery advised that he was happy to carry out a review of the Cemetery. He informed Members that Officers would work with the Conservation and Heritage Specialist to look at some options which would be brought back to the Committee.
- The bombing range observation tower at Bradwell was in private ownership, but the Bradwell Bay Preservation Group had met with the owner who seemed open to restoration. The Control Tower had been added to the Risk Register because if the power station at Bradwell went ahead this would face destruction.

The Chairman thanked the Officer for his report and put the proposal set out in the report which was duly agreed by agreed.

**RESOLVED** that the publication of the Maldon District Heritage at Risk Register 2022 be approved.

**434. COVID-19 ECONOMIC RECOVERY AND TRANSFORMATION (CERT)  
PROGRAMME - ADDITIONAL RESTRICTIONS GRANT PROPOSAL**

The Committee considered the report of the Director of Service Delivery seeking Members' approval of the proposed defrayal for the remaining Additional Restrictions Grant.

Members were reminded that the Additional Restrictions Grant (ARG) was provided to Local Authorities by the Department of Business, Energy and Industrial Strategy to provide direct business grants and wider business support. The report set out the monies received by the Council in relation to this grant and use of it. There were a number of business support schemes which were proposed to use the remainder of the fund on to provide sustainable economic return on investment and the report provided detail of these.

The Chairman thanked the Lead Specialist Prosperity for her informative report and moved the recommendations set out within the report. These were duly seconded.

Councillor M F L Durham declared a non-pecuniary interest in this item of business as he was Chairman of Visit Essex.

The Chairman then put this earlier proposal to the Committee which was agreed by assent.

**RESOLVED**

- (i) That Members approve the defrayal approach for the remaining Additional Restrictions Grant funding and endorse the business support schemes (set out in section 3.6 of the report);
- (ii) That the Director of Service Delivery be given delegated authority in consultation with the Chairman of the Strategy and Resources Committee, to approve schemes for the remaining Additional Restrictions Grant to ensure defrayal can be targeted to changing business needs and restrictions.

There being no other items of business the Chairman closed the meeting at 9.18 pm.

**R H SIDDALL  
CHAIRMAN**

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### Document Control Sheet

<b>Document title</b>	Pay Policy Statement
<b>Summary of purpose</b>	Compliance with Localism Act
<b>Prepared by</b>	Resources Specialist Services Manager
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<b>Published on the Council's website</b>	Yes

### Validity Statement

This document is due for review by the date shown above, after which it may become invalid. Users of the strategy or policy should ensure that they are consulting the currently valid version of the document.



MALDON DISTRICT  
COUNCIL

## Pay Policy Statement

Note: This Statement has been written to meet the statutory requirements of the Localism Act 2011 and to aid transparency in respect of Maldon District Council's policy regarding pay to all staff.

The Council seeks to be able to recruit and retain employees in a way which is competitive and fair.

### 1. General policy

- 1.1 During 2018 the Council initiated a transformation programme. As part of this a Council wide Job Evaluation exercise was carried out on all posts based on a uniform set of criteria and placing all roles within a single unified pay scale. The pay scale was benchmarked and designed to be consistent with best practice. In accordance with the Council's constitution, the remuneration of the Director post's are set by the Appointments Committee made up of elected Members of the authority and based upon the above principles.
- 1.2 The Job Evaluation process was designed to achieve compliance with Equal Pay legislation and to standardise the contractual terms and conditions of staff. Remuneration of all Council employees is now governed by a single set of policies and procedures.

### 2. Policy on Payments

#### 2.1 Chief Officer Pay

Definition of "Chief Officers" for the purposes of this statement

- 2.1.1 The term "Chief Officer" as employed in the Localism Act has a different meaning to the use made of it at Maldon District Council. For the purposes of this Pay Policy Statement only, the relevant posts are considered to be as listed below. To note; there is no Chief Executive post in the Maldon structure.

- The three Director posts
- The Monitoring Officer

#### 2.2 Pay

- 2.2.1 Pay for the post of Directors is set by the Appointments Committee and approved by the Council. The role of Director was introduced following the 2014 Senior Management Review and pay set by the Job Evaluation process in 2018. The pay line of Directors is subject to the same factors as the rest of staff pay, for example any annual pay award granted.
- 2.2.2 Any exception to this, such as a proposal to change the pay of senior staff out of line with normal pay awards would be subject to a report to the Council and approval being given.

- 2.2.3 Directors have delegated powers to award discretionary points on an officer's salary scale within approved budgetary limits where they deem it to be in the interests of the Authority. This only applies to points up to the maximum of the salary band for that post.

## 2.3 Performance related pay and bonuses

- 2.3.1 Maldon District Council does not have performance related pay or bonus payments for any post. As there is no mechanism for linking pay and performance in this way 'earn back' arrangements are not appropriate.

## 2.4 Fees, allowances, benefits in kind and expenses

- 2.4.1 The Director of Strategy, Performance and Governance is also the Returning Officer for the District, meaning that the post holder has specific responsibilities in respect of all elections and national referenda held in the District. These duties attract fees that are variable depending on the election. For Parliamentary, Police, Fire and Crime Commissioner, European elections and national referenda these are set by the Government, for County elections by Essex County Council and for District and Parish elections these are set locally.

- 2.4.2 Apart from this no fees, allowances, benefits in kind or expenses are available to the posts listed in 2.1, other than those available to all staff and on the same basis.

- 2.4.3 Staff appointed as Deputy Returning Officer's by the Returning Officer can receive a proportion of the above fees dependent upon the responsibilities undertaken at each separate election.

## 2.5 Pension

- 2.5.1 All staff are eligible to join the Local Government Pension Scheme in accordance with the terms of that scheme. No special considerations apply to the posts listed in 2.1.

## 2.6 Severance payments

- 2.6.1 Where senior staff leave in the normal course of business (resignation, retirement, etc.) the same procedures would be applied as for any other staff member and no additional payments would arise as a result.

- 2.6.3 Should a staff member leave as a result of a settlement agreement these, by their nature, are subject to negotiation with the individual and their representatives and so are variable in their terms. Such agreements are formal legal arrangements and confidentiality binding on both parties is a key component, so any payment arising from such an agreement would not be published. Authorisation of the payment would be in accordance with the

Council's terms of reference and scheme of delegation and it would need to represent value for money for the taxpayer in the circumstances.

- 2.6.4 Senior staff that were previously employed by the Authority and left with a severance or redundancy payment may be re-employed on a consultancy basis to cover short term staff pressures where it is considered appropriate and in the public interest to do so.

## **2.7 Additional Payments**

- 2.7.1 When recruiting to a senior post the salary offered would be that applicable to the grade of the post, as determined by Job Evaluation, and within the established pay line. No additional payments would arise, unless a market supplement to enable recruitment was considered justified due to a recognised technical skill shortage in the job market.
- 2.7.2 In the event that a senior post was to be filled by a person who had retired from another Authority and was in receipt of a pension it would be arranged so that the person was not better off overall, through abatement of pension and/or pay as applicable.
- 2.7.3 In accordance with the guidance set out in the Localism Act, The Strategy and Resources Committee should be given the opportunity to vote before large salary packages (£100k or above) are offered in respect of a new appointment.

## **2.8 Monitoring Officer**

- 2.8.1 The Monitoring Officer is not subject to any additional payment.

## **2.9 Publication of remuneration of senior staff**

- 2.9.1 This Pay Policy Statement, once approved by the Council, will be published on the Council's website.
- 2.9.2 The remuneration and pension contributions of the Directors are published annually in the Financial Statements of the Authority, along with the numbers of employees whose remuneration and pension contributions are £50,000 and over. These are placed on the Council's website.

## **3. Lowest paid staff and Real Living Wage**

### **3.1 Definition**

- 3.1.1 Maldon District Council are committed to paying the Real Living Wage currently this is £9.90 per hour. Staff in Pay Bands A to C, on spinal points 1 to 9 are paid the real living wage rate which is currently £9.90 per hour from 15<sup>th</sup> November 2021.

**3.2 Pay Policy in respect of lowest paid staff**

- 3.2.1 No special considerations apply to the lowest paid staff. They are subject to identical terms and conditions, procedures and policies as all other staff. In some cases, these policies give slightly different benefits to different levels of staff. For example, for the lowest five pay bands (A to E) enhanced pay rates for overtime are paid. No enhancement above grade E is paid. In contrast the basic amount of annual leave increases with grade bands.

The Council employs Apprentices but these are not included within the definition of 'lowest paid employees' and are not subject to the living wage rate as they are paid the legal pay rate for Apprentices.

**4. Pay Ratio's**

- 4.1 The Pay Multiple is the ratio between the highest taxable earnings and the median earnings figure for the whole authority in accordance with the Transparency Code 2014.
- 4.2 Maldon, as at November 2021, has the ratio between the Director salary and the median of all staff is 1:3.76. The Government has considered setting twenty to one as a maximum. As Maldon District's Council's rate is currently below this amount it is not considered necessary to have a specific policy concerning the pay multiple. If the multiple starts to rise, for example above five to one, this could be reconsidered.

**5. Pay Award**

- 5.1 The National Joint Council (NJC) negotiates pay on behalf of Local Government and Maldon District Council are committed to paying its employees the nationally agreed pay award each year. The award for 2020.21 was 2.75%. The award for 2021.22 has not yet been finalised.
- 5.2 Employees who have left the Council's employment prior to their pay award being implemented may submit a written request for payment of monies owing to them.

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<b>PLANNING &amp; ENVIRONMENTAL SERVICES</b>	<b>Charge</b>	<b>VAT</b>	<b>2022/23</b>	<b>2021/22</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>Clean Neighbourhoods and Environment Act 2005</b>				
Repairing vehicle on a road ( <i>New Charge</i> )	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	80.00	-	80.00	80.00
Fixed Penalty for offences under dog control orders S59(2)	100.00	-	100.00	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	45.00	-	45.00	44.00
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	45.00	-	45.00	44.00
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)	100.00	20.00	120.00	117.00
Charge for Housing Act Enforcement (per hour)	54.00	-	54.00	54.00
Licensing of houses in multiple occupation (New Licence): standard fee for 5 room house	965.00	-	965.00	965.00
charge per each additional room	54.00	-	54.00	54.00
Licensing of houses in multiple occupation (Renewal): standard fee for 5 room house	665.00	-	665.00	665.00
charge per each additional room	54.00	-	54.00	54.00
Request for housing inspection for immigration purposes	189.00	-	189.00	189.00
Fixed Penalty for Litter S88 (1)	150.00	-	150.00	150.00
Fixed Penalty for offences in relation to waste receptacles S47ZA(2)	110.00	-	110.00	110.00
Fixed Penalty for breach of street litter control notices and clearing notices S94A(2)		Deleted		115.00
Fixed Penalty for unauthorised distribution of literature on designated land S3A para.7(2)		Deleted		84.00
Failure to produce waste documentation (commercial)	300.00	-	300.00	300.00
Failure to produce waste documentation (domestic)	200.00	-	200.00	200.00
<b>Noise Act 1996</b>				
Fixed Penalty for noise from dwellings S8	100.00	-	100.00	100.00
<b>FOOD SAFETY, &amp; HYGIENE</b>				
Export certificate: one off	54.00	-	54.00	54.00
Food Safety revisit	175.00	-	175.00	175.00
Replacement FHRS sticker	10.00	-	10.00	10.00
Sale of SFBB packs	26.00	-	26.00	26.00
<b>Private Water Supplies</b>				
Risk assessment (per hour of officer time maximum £500)	54.00	-	54.00	54.00
Private water supply sampling		Recovery of costs		
<b>Skin Piercing Activities</b>				
Ear piercing, electrolysis, tattooing, acupuncture: per practitioner	89.00	-	89.00	89.00
per premises	289.00	-	289.00	289.00
<b>GAMBLING ACT 2005</b>				
<b>Annual Fee</b>				
Adult Gaming Centre	918.00	-	918.00	890.00
Betting premises (other)	551.00	-	551.00	534.00
Betting Premises (track)	918.00	-	918.00	890.00
Bingo premises	918.00	-	918.00	890.00
Casino premises (converted)	2,756.00	-	2,756.00	2,671.00
Casino premises (large)	9,187.00	-	9,187.00	8,902.00
Casino premises (regional)	13,780.00	-	13,780.00	13,353.00
Casino premises (small)	4,593.00	-	4,593.00	4,451.00
Family entertainment centre	692.00	-	692.00	671.00
<b>Application Fees for Premises and Application for Provisional Statements</b>				
Adult gaming centre	1,837.00	-	1,837.00	1,780.00
Betting premises (other)	2,756.00	-	2,756.00	2,671.00
Betting premises (track)	2,296.00	-	2,296.00	2,225.00

<b><u>PLANNING &amp; ENVIRONMENTAL SERVICES</u></b>	<b>Charge</b>	<b>VAT</b>	<b>2022/23</b>	<b>2021/22</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bingo premises	3,216.00	-	3,216.00	3,116.00
Casino premises (large)	9,187.00	-	9,187.00	8,902.00
Casino premises (regional)	13,780.00	-	13,780.00	13,353.00
Casino premises (small)	7,350.00	-	7,350.00	7,122.00
Family entertainment centre	1,837.00	-	1,837.00	1,780.00
<b>Application Fee for Premises with Provisional Statement</b>				
Adult gaming centre	1,102.00	-	1,102.00	1,068.00
Betting premises (other)	1,102.00	-	1,102.00	1,068.00
Betting premises (track)	877.00	-	877.00	850.00
Bingo premises	1,102.00	-	1,102.00	1,068.00
Casino premises (large)	4,593.00	-	4,593.00	4,451.00
Casino premises (regional)	7,350.00	-	7,350.00	7,122.00
Casino premises (small)	2,756.00	-	2,756.00	2,671.00
Family entertainment centre	877.00	-	877.00	850.00
<b>Transfer / Reinstatement of Licence</b>				
Adult gaming centre	1,102.00	-	1,102.00	1,068.00
Betting premises (other)	1,102.00	-	1,102.00	1,068.00
Betting premises (track)	877.00	-	877.00	850.00
Bingo premises	1,102.00	-	1,102.00	1,068.00
Casino premises (converted)	1,240.00	-	1,240.00	1,202.00
Casino premises (large)	1,978.00	-	1,978.00	1,917.00
Casino premises (regional)	5,971.00	-	5,971.00	5,786.00
Casino premises (small)	1,653.00	-	1,653.00	1,602.00
Family entertainment centre	877.00	-	877.00	850.00
<b>Variation Fee</b>				
Adult gaming centre	918.00	-	918.00	890.00
Betting premises (other)	1,378.00	-	1,378.00	1,335.00
Betting premises (track)	1,153.00	-	1,153.00	1,117.00
Bingo premises	1,608.00	-	1,608.00	1,558.00
Casino premises (converted)	1,837.00	-	1,837.00	1,780.00
Casino premises (large)	6,890.00	-	6,890.00	6,676.00
Casino premises (regional)	6,890.00	-	6,890.00	6,676.00
Casino premises (small)	3,675.00	-	3,675.00	3,561.00
Family entertainment centre	918.00	-	918.00	890.00
<b>Other Gambling Act Licence Fees</b>				
Change of circumstance	44.00	-	44.00	43.00
Copy of licence	22.00	-	22.00	21.00
<b>LICENSING</b>				
Animal Licensing				
Animal boarding establishments - new application	608.00	-	608.00	439.00
Animal boarding establishments - renewal	334.00	-	334.00	290.00
Animal home boarding - new application	533.00	-	533.00	439.00
Animal home boarding - renewal	309.00	-	309.00	290.00
Dangerous wild animal	342.00	-	342.00	245.00
Dog breeding establishments - new application	517.00	-	517.00	474.00
Dog breeding establishments - renewal	426.00	-	426.00	290.00
Pet shop - new application	658.00	-	658.00	439.00
Pet shop - renewal	384.00	-	384.00	290.00
Riding establishments - new application	551.00	-	551.00	610.00
Riding establishments - renewal	364.00	-	364.00	436.00
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 (New Charge)	633.00		633.00	-
Doggy Day Renewal (New Charge)	384.00		384.00	-
Exhibition (New Charge)	658.00		658.00	-
Exhibition Renewal (New Charge)	533.00		533.00	-

<b><u>PLANNING &amp; ENVIRONMENTAL SERVICES</u></b>	<b>Charge</b>	<b>VAT</b>	<b>2022/23</b>	<b>2021/22</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Hackney Carriage Licences</b>				
Driver licence (Hackney or Dual) - 3 yrs duration	237.00	0.00	237.00	237.00
Vehicle licence (excludes vehicles test) - 1 yr duration	238.00	0.00	238.00	238.00
<i>Licence fee reduced for wheelchair accessible vehicles 25%</i>				
<b>Private Hire Licences</b>				
Driver licence (PH or Dual) - 3 yrs duration	237.00	-	237.00	237.00
Private hire operators licence (1 car) - 5yrs duration	229.00	-	229.00	229.00
Vehicle licence (excludes vehicles test) - 1 yr duration *	238.00	-	238.00	238.00
* Licence fee reduced for wheelchair accessible vehicles 25%				
<b>Town &amp; Police Clauses Act 1847</b>				
Street closures admin charge	73.33	14.67	88.00	88.00
+ Street closures press advert recovery of cost	Recovery of costs			
<b>Local Government Miscellaneous Provisions Act 1982</b>				
Sex establishment licence: application	2,718.00	-	2,718.00	2,634.00
renewal	544.00	-	544.00	527.00
variation	217.00	-	217.00	210.00
<b>MOBILE HOMES ACT 2013</b>				
Application to transfer a site licence	352.00	-	352.00	352.00
Deposit of Site Rules	65.00	-	65.00	65.00
<b>Annual Fee</b>				
Band 1 (1-8 Pitches)	0.00	-	0.00	-
Band 2 (9-24 Pitches)	298.00	-	298.00	298.00
Band 3 (25-99 Pitches)	503.00	-	503.00	503.00
Band 4 (100-199 Pitches)	790.00	-	790.00	790.00
Band 5 (more than 200 Pitches)	1,017.00	-	1,017.00	1,017.00
<b>New Site Licence Application and renewals</b>				
Band 1 (1-8 Pitches)	666.00	-	666.00	666.00
Band 2 (9-24 Pitches)	763.00	-	763.00	763.00
Band 3 (25-99 Pitches)	1,055.00	-	1,055.00	1,055.00
Band 4 (100-199 Pitches)	1,272.00	-	1,272.00	1,272.00
Band 5 (more than 200 Pitches)	1,537.00	-	1,537.00	1,537.00
<b>Application to amend a site Licence fee</b>				
Band 1 (1-8 Pitches)	390.00	-	390.00	390.00
Band 2 (9-24 Pitches)	400.00	-	400.00	400.00
Band 3 (25-99 Pitches)	417.00	-	417.00	417.00
Band 4 (100-199 Pitches)	422.00	-	422.00	422.00
Band 5 (more than 200 Pitches)	449.00	-	449.00	449.00
<b>SCRAP METAL DEALERS LICENCES</b>				
Scrap metal dealers collectors licence (3yrs duration)	204.00	-	204.00	204.00
Scrap metal dealers collectors licence renewal (3yrs duration)	158.00	-	158.00	158.00
Scrap metal dealers site licence (3yrs duration)	387.00	-	387.00	387.00
Scrap metal dealers site licence renewal (3yrs duration)	321.00	-	321.00	321.00
Scrap metal dealers variation of a licence	95.00	-	95.00	95.00
Scrap metal dealers additional site	75.00	-	75.00	74.00
<b>ENVIRONMENTAL WASTE</b>				
<b>DOMESTIC REFUSE</b>				
Black sacks - per roll of 26	Deleted			3.60
<b>PEST CONTROL - COMMERCIAL</b>				
Insects and rodents per hour (excluding materials)	105.83	21.17	127.00	123.00
Rodent contract work	By negotiation - minimum charge £100			
Treatment for squirrels	105.83	21.17	127.00	123.00
Treatment for moles	105.83	21.17	127.00	123.00

<b><u>PLANNING &amp; ENVIRONMENTAL SERVICES</u></b>	<b>Charge</b>	<b>VAT</b>	<b>2022/23</b>	<b>2021/22</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>PEST CONTROL - DOMESTIC</b>				
Call out charge	60.83	12.17	73.00	71.00
Ants (each property)	85.83	17.17	103.00	100.00
Bedbug infestation: 1-3 bed property	90.00	18.00	108.00	105.00
4-5 bed property	95.83	19.17	115.00	111.00
> 5 bed property	By negotiation			
Second call out within 6 weeks of initial treatment at 50% charge				
Bees	60.83	12.17	73.00	71.00
Brown-tailed moth	Based on hourly rate			
Fleas infestation: 1-3 bed property	90.00	18.00	108.00	105.00
4-5 bed property	95.83	19.17	115.00	111.00
> 5 bed property	By negotiation			
Second call out within 6 weeks of initial treatment at 50% charge				
Lice and cockroaches	60.83	12.17	73.00	71.00
Mice	60.83	12.17	73.00	71.00
Rats	60.83	12.17	73.00	71.00
Wasps nests	60.83	12.17	73.00	71.00
additional nest (treated at same time as first)	29.17	5.83	35.00	34.00
<b>RECYCLING</b>				
Green bins: standard annual fee	50.00	-	50.00	48.00
(standard fee: half year pro rata for new customers) (New Charge)	25.00	-	25.00	23.00
Isolated properties annual fe (new charge)	27.00	-	27.00	25.00
Purchase of Green Bin including Delivery	28.00	-	28.00	26.00
<b>REFUSE COLLECTION</b>				
Household Bulky Waste - 1 to 3 items	37.00	-	37.00	35.00
Household Bulky Waste - 4 to 6 items	70.00	-	70.00	70.00
Household Bulky Waste - 7 to 9 items	111.00	-	111.00	106.00
Household Bulky Waste - 10 to 12 items (maximum)	148.00	-	148.00	141.00
<b>NEW PROPERTIES (6 or more properties)</b>				
Cost per refuse / recycling container to developers including delivery	65.00	-	65.00	60.00
<b>STRAY DOGS</b>				
Stray dog destruction fee	Recovery of costs			
Collection Fee	55.00	-	55.00	50.00
Admin Fee	25.00	-	25.00	25.00
Kenneling per night	Recovery of costs			15.00
<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	50.00	-	50.00	50.00

<b>SERVICE DELIVERY</b>	<b>VAT</b>	<b>Charge</b>	<b>VAT</b>	<b>2022/23</b>	<b>2021/22</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>CEMETERIES</b>					
Search in burial register	Yes	29.17	5.83	35.00	31.00
Use of chapel	No	220.00	-	220.00	217.00
Plot choosing: burial ex woodland non-resident	Yes	500.00	100.00	600.00	583.00
burial ex woodland resident	Yes	250.00	50.00	300.00	292.00
Plot choosing: cremated remains non-resident	Yes	166.67	33.33	200.00	163.00
Plot choosing: cremated remains resident	Yes	83.33	16.67	100.00	82.00
Cancellation Fee (Less than 48 hours) <i>New Charge</i>	No	250.00	-	250.00	-
<b>Bronze Memorial Plaques</b>					
Plaque on plinth: 6" x 4"	Yes	345.83	69.17	415.00	414.00
Brass plaque on stake 6" x 4"	No	185.00	-	185.00	153.00
Brass plaque on stake 7" x 5"	No	195.00	-	195.00	172.00
Brass plaque on stake 6" x 4" Cremation plots only <i>(New Charge)</i>	No	185.00	-	185.00	-
Brass plaque on stake 7" x 5" Cremation plots only <i>(New Charge)</i>	No	195.00	-	195.00	-
Perspex plaque on stake 5" x 3" Cremation plots only <i>(New Charge)</i>	No	55.00	-	55.00	-
<b>Charges for Right to Place Monument</b>					
Under 18 years		Free			
Additional inscription	No	85.00	-	85.00	83.00
Full kerb set	No	225.00	-	225.00	223.00
Full kerb set & headstone up to 1m	No	330.00	-	330.00	326.00
Headstone up to 1m	No	155.00	-	155.00	142.00
Other memorials <i>(cremated remains memorials)</i>	No	110.00	-	110.00	110.00
<b>Exclusive Right of Burial - Non Resident</b>					
10 Year ( top up for existing Exclusive right of burial only)	Yes	350.00	70.00	420.00	420.00
10 Year ( top up for existing Exclusive right of burial only child)	Yes	183.33	36.67	220.00	220.00
10 Year top up for cremated remains existing ERB only child <i>(New Charge)</i>	Yes	91.67	18.33	110.00	-
11 Year top up for cremated remains existing ERB only Adult <i>(New Charge)</i>	Yes	175.00	35.00	210.00	-
50 years next in line burial child		583.33	116.67	700.00	450.00
50 years next in line burial adult		1,166.67	233.33	1,400.00	1,100.00
50 years next in line cremated remains child		250.00	50.00	300.00	260.00
50 years next in line cremated remains adult		500.00	100.00	600.00	520.00
99 years next in line cremated remains child		416.67	83.33	500.00	450.00
99 years next in line cremated remains adult		833.33	166.67	1,000.00	900.00
99 years next in line burial adult		1,666.67	333.33	2,000.00	1,700.00
99 years next in line burial child		833.33	166.67	1,000.00	850.00
Transfer of exclusive rights of burial	No	70.00	-	70.00	68.00
<b>Exclusive Right of Burial - Resident</b>					
10 years top up for existing ERBs only adult	Yes	175.00	35.00	210.00	210.00
10 years top up for existing ERBs only child	Yes	87.50	17.50	105.00	105.00
10 years top up for cremated remains existing ERB only adult	Yes	91.67	18.33	110.00	106.00
10 year top up for cremated remains existing ERB only child	Yes	45.83	9.17	55.00	107.00
50 years next in line burial adult	Yes	583.33	116.67	700.00	550.00
50 years next in line burial child	Yes	291.67	58.33	350.00	225.00
50 years next in line cremated remains child	Yes	125.00	25.00	150.00	130.00
50 years next in line cremated remains adult	Yes	250.00	50.00	300.00	260.00
99 years next in line cremated remains child	Yes	208.33	41.67	250.00	225.00
99 years next in line cremated remains adult	Yes	416.67	83.33	500.00	450.00
99 years next in line burial adult	Yes	833.33	166.67	1,000.00	850.00
99 years next in line burial child	Yes	416.67	83.33	500.00	425.00
Transfer of exclusive rights of burial	No	70.00	-	70.00	68.00
<b>Interment - Non Resident</b>					
Under 18 years (no charge to customer) <i>(New Charge)</i>	Yes	833.33	166.67	1,000.00	-
18 years and over burial	Yes	1,666.67	333.33	2,000.00	2,000.00
Under 18 years (no charge to customer) <i>(New Charge)</i>	Yes	208.33	41.67	250.00	-
18 years and over cremated remains	Yes	416.67	83.33	500.00	500.00
Scattering of ashes: under 18 years (No charge to the customer) <i>(New Charge)</i>	Yes	75.00	15.00	90.00	-
18 years and over		141.67	28.33	170.00	170.00
Saturday 10.00 - noon only	No		Deleted		
<b>Interment - Resident</b>					
Under 18 years (no charge to customer) <i>(New Charge)</i>	Yes	416.67	83.33	500.00	
18 years and over burial	Yes	833.33	166.67	1,000.00	1,000.00

<b>SERVICE DELIVERY</b>	<b>VAT</b>	<b>Charge</b>	<b>VAT</b>	<b>2022/23</b>	<b>2021/22</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Under 18 years (no charge to customer) ( <i>New Charge</i> )	Yes	95.83	19.17	115.00	
18 years and over cremated remains	Yes	187.50	37.50	225.00	225.00
Scattering of ashes: under 18 years (No charge to the customer) ( <i>New Charge</i> )	Yes	37.50	7.50	45.00	-
18 years and over		70.83	14.17	85.00	85.00
scattering at sea all ages (New Charge)		375.00	75.00	450.00	-
Disinterment of cremated remains (New Charge)		291.67	58.33	350.00	-
Exhumation of coffin		Price on request			
<b>Memorialisation Scheme</b>					
Memorial tree including planting	No	285.00	-	285.00	210.00
<b>Neat and Tidy Scheme</b>					
Ashes (bed): 1 year	Yes		Deleted		100.00
5 years	Yes		Deleted		400.00
Lawn (headstone bed): 1 year	Yes		Deleted		150.00
5 years	Yes		Deleted		600.00
Lawn (full burial): 1 year	Yes		Deleted		200.00
5 years	Yes		Deleted		800.00
<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		0.92	0.18	1.10	1.10
Up to 2hrs		1.17	0.23	1.40	1.40
<b>Weekends</b>					
Pay & display: Saturday (8am to 5pm) up to 1 hour	Yes	0.92	0.18	1.10	1.10
Saturday (8am to 5pm) 1 to 2 hours	Yes	1.17	0.23	1.40	1.40
Saturday (8am to 5pm) 2 to 3 hours	Yes	1.67	0.33	2.00	2.00
Saturday (8am to 5pm) 3 to 4 hours	Yes	2.17	0.43	2.60	2.60
Saturday (8am to 5pm) over 4 hours	Yes	3.67	0.73	4.40	4.40
Saturday Evening 5pm to 10pm	Yes	1.25	0.25	1.50	1.50
Sunday All Day	Yes	1.25	0.25	1.50	1.50
<b>Butt Lane (Monday to Saturday - 8am to 5pm)</b>					
Pay & display: up to 1 hour	Yes	0.92	0.18	1.10	1.10
1 to 2 hours	Yes	1.17	0.23	1.40	1.40
2 to 3 hours	Yes	1.67	0.33	2.00	2.00
3 to 4 hours	Yes	2.17	0.43	2.60	2.60
over 4 hours	Yes	3.67	0.73	4.40	4.40
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.25	0.25	1.50	1.50
Sunday All Day	Yes	1.25	0.25	1.50	1.50
Season ticket: annual	Yes	531.67	106.33	638.00	638.00
6 months	Yes	265.83	53.17	319.00	319.00
monthly	Yes	47.50	9.50	57.00	57.00
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	1.67	0.33	2.00	2.00
3 to 4 hours	Yes	2.17	0.43	2.60	2.60
over 4 hours	Yes	3.67	0.73	4.40	4.40
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.25	0.25	1.50	1.50
Sunday All Day	Yes	1.25	0.25	1.50	1.50
Season ticket: annual	Yes	531.67	106.33	638.00	638.00
6 months	Yes	265.83	53.17	319.00	319.00
monthly	Yes	47.50	9.50	57.00	57.00
Bulk purchases (Monday - Saturday): minimum 10 tickets		Deleted			
minimum 15 tickets		Deleted			
minimum 20 tickets		Deleted			

<b>SERVICE DELIVERY</b>	<b>VAT</b>	<b>Charge</b>	<b>VAT</b>	<b>2022/23</b>	<b>2021/22</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Public sector partners (Monday - Friday)		Deleted			
<b>High St. East (Monday to Saturday - 8am to 5pm)</b>					
Pay & display: up to 1 hour	Yes	0.92	0.18	1.10	1.10
1 to 2 hours	Yes	1.17	0.23	1.40	1.40
2 to 3 hours	Yes	1.67	0.33	2.00	2.00
3 to 4 hours	Yes	2.17	0.43	2.60	2.60
over 4 hours	Yes	3.67	0.73	4.40	4.40
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.25	0.25	1.50	1.50
Sunday All Day	Yes	1.25	0.25	1.50	1.50
Season ticket: annual	Yes	531.67	106.33	638.00	638.00
6 months	Yes	265.83	53.17	319.00	319.00
monthly	Yes	47.50	9.50	57.00	57.00
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		Deleted			116.00
Annual parking (up to two days per week) (New Charge)	Yes	96.67	19.33	116.00	117.00
Annual Parking All day (New Charge)	Yes	531.67	106.33	638.00	118.00
<b>Maldon Promenade (Monday to Sunday - 8am to 8pm)</b>					
Car: up to 1 hour	Yes	1.08	0.22	1.30	1.20
1 to 2 hours	Yes	2.17	0.43	2.60	2.40
2 to 4 hours	Yes	Deleted			6.00
2 to 5 hours (New Charge)	Yes	5.42	1.08	6.50	
all day	Yes	7.08	1.42	8.50	7.70
Coach: up to 2 hours	Yes	6.08	1.22	7.30	7.30
over 2 hours	Yes	11.08	2.22	13.30	13.30
Coach park - coach / bus season tickets	Yes	183.33	36.67	220.00	220.00
Non residents season ticket	Yes	Deleted			176.00
Residents season ticket	Yes	531.67	106.33	638.00	132.00
Residents season ticket (two hours per day) (New Charge)	Yes	110.00	22.00	132.00	
<b>Market Site</b>					
Season ticket: annual	Yes	586.67	117.33	704.00	704.00
6 months	Yes	293.33	58.67	352.00	352.00
monthly	Yes	52.50	10.50	63.00	63.00
<b>Silver Street</b>					
Season ticket: annual	Yes	531.67	106.33	638.00	638.00
6 months	Yes	265.83	53.17	319.00	319.00
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	0.92	0.18	1.10	1.10
1 to 2 hours	Yes	1.17	0.23	1.40	1.40
2 to 3 hours	Yes	1.67	0.33	2.00	2.00
3 to 4 hours	Yes	3.08	0.62	3.70	3.70
over 4 hours	Yes	7.33	1.47	8.80	8.80
Weekday & Saturday Evening (5pm to 10pm)	Yes	1.25	0.25	1.50	1.50
<b>White Horse Lane</b>	Yes				
Maldon Schools permit	Yes	183.33	36.67	220.00	220.00
	Yes				
<b>Town Centre Car Parks</b>					
Residents season ticket (Monday 5pm-10pm All Day Sunday)	Yes	65.83	13.17	79.00	79.00
<b>Events Car Parking - day ticket</b>					
Charge to be set by MDC prior to event	Yes				
<b>Electricity Supply (Riverside &amp; Promenade Park)</b>					
Charge per day	Yes	70.83	14.17	85.00	56.00

<b>SERVICE DELIVERY</b>	<b>VAT</b>	<b>Charge</b>	<b>VAT</b>	<b>2022/23</b>	<b>2021/22</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Deposit	No		Price on application		49.00
<b>Water Supply (Riverside &amp; Promenade Park)</b>					
Stand Pipe Installation	No		Price on application		65.00
Charge per day	Yes		Price on application		31.00
Deposit	No		Price on application		56.00
<b>Beach Hut Hire - Promenade Park</b>					
<b>Daily Charge</b>					
High-Season (April - September)		45.83	9.17	55.00	45.00
Low-Season (October - March)		29.17	5.83	35.00	32.00
<i>A minimum charge of £10 (Inc. VAT) will apply for part days and later bookings</i>			Deleted		
<b>FUNFAIRS AND CIRCUSES - Minimum of:</b>					
Damage deposit	No		Price on application		500.00
Poster removal deposit ( <i>New Charge</i> )	No		Price on application		500.00
<b>Circus at Promenade Park</b>					
Daily ground rate (whilst circus is in operation)	No		Price on application		158.00
Daily ground rate (whilst circus is not in operation)	No		Price on application		82.00
<b>Circus at Riverside Park</b>					
Daily ground rate (whilst circus is in operation)	No		Price on application		138.00
Daily ground rate (whilst circus is not in operation)	No		Price on application		71.00
<b>Funfair at Riverside Park</b>					
Daily ground rate (whilst fair is in operation)	No		Price on application		373.00
Daily ground rate (whilst fair is not in operation)	No		Price on application		186.00
<b>Travelling Funfair at Promenade Park</b>					
Daily ground rate (whilst fair is in operation)	No		Price on application		488.00
Daily ground rate (whilst fair is not in operation)	No		Price on application		196.00
<b>PARKS AND OPEN SPACES</b>					
<b>Memorial Benches</b>					
Rustic bench	No	1,272.00	-	1,272.00	1,233.00
Cast iron bench	No	1,293.00	-	1,293.00	1,253.00
<b>Advertising and Sponsorship</b>					
Events Banners per week (main gate entrances on railings x2 + free electronic advert)	Yes		Price on application		35.00
Events Banners per week ( <i>community / charity</i> )	Yes	25.00	5.00	30.00	20.00
Internal park adverts TBA ( <i>per week</i> )	Yes	25.00	5.00	30.00	20.00
Vehicle advertising TBA ( <i>per day</i> )	Yes		Price on application		131.00
Sponsorship	Yes		By negotiation		
<b>Event Land Hire Charge - Council Park or Open Space (<i>New Charges - per day</i>)</b>					
Event licence / Permit fee (minimum fee payable on acceptance of event)	Yes	58.33	11.67	70.00	30.00
Charity - Small event (1-1,000 attendees)	Yes		Price on application		30.00
Charity - Medium event (1,001- 2,500 attendees)	Yes		Price on application		56.00
Charity - Large event (2,501 + attendees)	Yes		Price on application		109.00
Community - Small event (1-1,000 attendees)	Yes		Price on application		65.00
Community - Medium event (1,001- 2,500 attendees)	Yes		Price on application		121.00
Community - Large event (2,501 + attendees)	Yes		Price on application		POA
Commercial - Small event (1-1,000 attendees)	Yes		Price on application		322.00
Commercial - Medium event (1,001- 2,500 attendees)	Yes		Price on application		604.00
Commercial - Large event (2,501 + attendees)	Yes		Price on application		POA
<b>Prom Park hire for Concessions</b>			Price on application		POA
<b>Other Council owned Land Hire for Concessions - (price is per operator, per day, per concession)</b>					
<b>Peak Time (<i>School Holidays/Bank Holidays/ Event Days</i>)</b>					
Daily charge	No	65.00	-	65.00	55.00
<b>Off Peak Time</b>					
Daily charge	No	40.00	-	40.00	37.00
<b>Pop Up Trading</b>					
<b>Peak Time (<i>School Holidays/Bank Holidays/ Event Days</i>)</b>					

<b>SERVICE DELIVERY</b>	<b>VAT</b>	<b>Charge</b>	<b>VAT</b>	<b>2022/23</b>	<b>2021/22</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Market Stall (Frame with Canopy)	No	70.00	-	70.00	56.00
Wheelie Cart	No	55.00	-	55.00	50.00
Wheelie Cart including Fridge	No	60.00	-	60.00	55.00
Electricity	Yes		Price on application		13.00
<b>Off Peak Time</b>			-		
Market Stall (Frame with Canopy)	No	60.00	-	60.00	45.00
Wheelie Cart	No	45.00	-	45.00	40.00
Wheelie Cart including Fridge	No	50.00	-	50.00	45.00
Electricity	Yes		Price on application		13.00
<b>ROUNABOUT SPONSORSHIP</b>					
1 Year agreement - Maldon Town site	Yes		Price on application	n application	
1 Year agreement - Other district site	Yes		Price on application	n application	
3 Year agreement - Maldon Town site	Yes		Price on application	n application	
3 Year agreement - Other district site	Yes		Price on application	n application	
Landscaping scheme (minimum 5 years)	Yes		Price on application	n application	
1 Year Boundary sign Agreement	Yes		Price on application	n application	
<b>PARKS AND SPORTS PITCHES</b>					
<b>Cricket (per game)</b>					
Adult	Yes	74.17	14.83	89.00	86.00
Junior	Yes	43.33	8.67	52.00	50.00
Sports pitch use - parking season ticket (per club)	Yes	107.50	21.50	129.00	125.00
<b>Football (per game)</b>					
Adult	Yes	45.83	9.17	55.00	53.00
Junior	Yes	34.17	6.83	41.00	40.00
Changing rooms (only)	Yes	11.67	2.33	14.00	14.00
Sports pitch use - parking season ticket (per team)	Yes	107.50	21.50	129.00	125.00
Sports club training / structured activities		9.17	1.83	11.00	11.00
<b>Mini Soccer</b>					
Juniors	Yes	27.50	5.50	33.00	32.00
<b>Netball (per court, per hour)</b>					
Adult	Yes	10.00	2.00	12.00	12.00
Junior	Yes	7.50	1.50	9.00	9.00
<b>Tennis (per court, per hour)</b>					
Adult	Yes		Deleted		9.00
Junior	Yes		Deleted		7.00
<b>Organised Bootcamps / Personal Training in Council-owned Parks</b>					
Hourly	Yes	29.17	5.83	35.00	12.00
3 Month Licence ( 2 hours per week)	Yes	125.00	25.00	150.00	91.00
6 Month Licence ( up to 3 hours per week)	Yes	183.33	36.67	220.00	161.00
12 Month Licence ( up to 5 hours per week)	Yes	291.67	58.33	350.00	282.00
<b>RIVERS</b>					
<b>Moorings</b>					
Annual charge: up to 7.99 metres	Yes	125.00	25.00	150.00	150.00
8 to 9.99 metres	Yes	204.17	40.83	245.00	245.00
10 to 14.99 metres	Yes	283.33	56.67	340.00	340.00
15 metres and above	Yes	375.00	75.00	450.00	450.00
Mooring registration fee	Yes	112.50	22.50	135.00	135.00
Transfer of mooring			50% of annual mooring fee		
<b>Residential Mooring Charges</b>					
up to 9.99 metres (per month)		166.67	33.33	200.00	200.00
10 to 14.99 metres (per month)		333.33	66.67	400.00	400.00
15 metres and above (per month)		500.00	100.00	600.00	600.00
<b>Wharfage - Hythe Quay Maldon and Burnham Pontoon</b>					
Daily fees: vessels and multihulls	Yes	17.50	3.50	21.00	21.00
Annual fees: Available to Fully Rigged Thames Sailing barges operators only	Yes	1,787.50	357.50	2,145.00	2,145.00
(annual fee can be paid quarterly with no penalty)	Yes	446.88	89.38	536.26	536.26
Monthly fees: Available to Fully Rigged Thames Sailing barges operators only	Yes	164.00	32.80	196.80	196.80
Weekly Fee: as per daily rate multiplied by 7, no rate change.	Yes	122.50	24.50	147.00	147.00

<b>SERVICE DELIVERY</b>	<b>VAT</b>	<b>Charge</b>	<b>VAT</b>	<b>2022/23</b>	<b>2021/22</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
240/32 Amp Supply - Daily Charge (Maldon)	yes	4.17	0.83	5.00	5.00
Static Events on vessels using the Hythe Quay / Burnham (Daily charge)	Yes	116.67	23.33	140.00	140.00
Exclusive use of visitor pontoons Maldon / Burnham (Daily charge)	Yes	116.67	23.33	140.00	140.00
Visitor Pontoon - Weekly Winter charge Oct - April (Maldon)	yes	58.33	11.67	70.00	70.00
<b>Commercial team</b>					
Box Office services - commission rate to be set at 10% unless agreed by MDC					
Commercial Services Marketing - Price on enquiry					
<b>SPLASH PARK</b>					
Private bookings (per hour)	Yes			220.00	220.00
Private bookings (per half hour)	Yes			135.00	135.00
Changing rooms hire	Yes			14.00	14.00
Single use ticket (per 20 mins)	Yes			2.75	2.75
Towels	Yes	Deleted			6.00
T-Shirts	No	Deleted			
Swim Nappies	no	Deleted			1.50
Bottled Water	yes	Deleted			0.80
Gold Splash park all day wrist band ticket (off peak April - June & September)	Yes	Deleted			13.50
Gold Splash park all day wrist band ticket (peak season July & August) ( <i>New Charge</i> )	Yes	Deleted			14.50

## Appendix 2 - 2022.23 Fees Charges Schedule

	Charge	VAT	2022/23	2021/22
	£	£	£	£
<b>PLANNING SERVICES</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)			13.00	13.00
<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	30.83	6.17	37.00	37.00
<b>Other Development Control</b>				
High Hedge Complaints	510.00	102.00	612.00	612.00
<b>Street Naming and Numbering</b>				
Adding / removing a name	47.10	-	47.10	47.10
Renaming / renumbering a property	47.10	-	47.10	47.10
Naming / numbering 1-5 properties (per property) inc flats*	70.00	-	70.00	70.00
Naming / numbering 6-25 properties (per property) inc flats*	31.00	-	31.00	31.00
Naming / numbering 26-75 properties (per property) inc flats*	26.00	-	26.00	26.00
Naming / numbering 76+ properties (per property) inc flats*	20.00	-	20.00	20.00
Naming a street (per street)**	102.00	-	102.00	102.00
Change to development after notification	51.00	-	51.00	51.00
Street renaming at residents request	153.00	-	153.00	153.00
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	125.83	25.17	151.00	151.00
additional fee for non-residential searches	23.33	4.67	28.00	28.00
LLC1	23.00	0.00	23.00	23.00
additional fee for non-residential searches	34.17	6.83	41.00	41.00
CON290 (part 2) enquiry - per question: Q4-5 only (if purchased with full search)	15.83	3.17	19.00	19.00
Q6-21	15.83	3.17	19.00	19.00
Q22 only	23.33	4.67	28.00	28.00
Additional enquiry	33.33	6.67	40.00	40.00
Additional parcel of land LLC1	5.00	0.00	5.00	5.00
Additional parcel of land CON29	15.83	3.17	19.00	19.00
Copy of duplicate search	10.00	2.00	12.00	12.00
Search confirmation (up to 3mths old)	10.00	2.00	12.00	12.00
Personal Searches				
CON29R standard enquiry (when viewed in person)	Free			
Local land charges register (in person): print out	Free			
view	Free			
Local land charges LLC1 certificated	23.00	0.00	23.00	23.00

## Planning Services Pre-Application Fees and Charges 2022/23

Planning Services Pre-Application Fees and Charges 2022/23				2022/23	2021/22
Further Details		Cost (£)	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).	Free		Free	Free
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.	93.33	18.67	112.00	109.00
	In cases where the house or flat is listed then the charge will fall within Minor Development.				
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.	177.50	35.50	213.00	207.00
	In cases where the house or flat is listed then the charge will fall within Minor Development.				
Smallscale commercial development (Written advice)	Includes proposals for:  Change of use up to 200m2 Extensions to commerical properties under 50m2 1-3 Advertisments Amendments to Previously Approved Schemes	93.33	18.67	112.00	109.00
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 commerical properties under 50m2 1-3 Advertisments Amendments to Previously Approved Schemes	177.50	35.50	213.00	207.00
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 commerical properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	235.00	47.00	282.00	274.00
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 commerical properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	528.33	105.67	634.00	615.00
Medium development (Written advice)	Includes proposals for:  5-9 residential units or gross external floorspace of 500-999m2	352.50	70.50	423.00	410.00
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	587.50	117.50	705.00	684.00
Major development (Written advice)	Includes proposals for:  10-20 residential units  Non-residential development with a gross external floorspace over 1,000m2	587.50  (Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)	117.50	705.00	684.00

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	1,175.00  (Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)	235.00	1,410.00	1,368.00
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 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			
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.	70.83	14.17	85.00	82.00
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.	235.00	47.00	282.00	274.00
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.	573.33	114.67	688.00	667.00
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.	177.50	35.50	213.00	207.00
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.	516.67	103.33	620.00	601.00
Minor Tree advice (Tree within a conservation area only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees	70.83	14.17	85.00	82.00

Minor Tree advice (TPOs only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	93.33	18.67	112.00	109.00
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	235.00	47.00	282.00	274.00
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	470.83	94.17	565.00	548.00
Inspection of compliance with Enforcement Notice	Written confirmation that an enforcement notice has been complied with.	235.00	47.00	282.00	274.00
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	177.50	35.50	213.00	207.00
Compliance with S.106 Agreement requests	Written confirmation that all/some S.106 obligations have been agreed	117.50 per obligation	23.50	141.00	137.00
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	177.50	35.50	213.00	207.00

\*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**  
**2022/23**

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%		2022/23	2022/23	2022/23	2022/23
Code	Bungalows or Houses less than 4 storeys		Plan Charge	Inspection Charge *	Building Notice Charge*	Regularisation Charge*
H01	1 Plot	Net	205.00	514.00	791.00	1,007.00
		VAT	41.00	102.80	158.20	-
		Total	246.00	616.80	949.20	1,007.00
H02	2 Plots	Net	308.00	822.00	1,243.00	1,582.00
		VAT	61.60	164.40	248.60	-
		Total	369.60	986.40	1,491.60	1,582.00
H03	3 Plots	Net	360.00	1,130.00	1,639.00	2,086.00
		VAT	72.00	226.00	327.80	-
		Total	432.00	1,356.00	1,966.80	2,086.00
H04	4 Plots	Net	411.00	1,438.00	2,034.00	2,589.00
		VAT	82.20	287.60	406.80	-
		Total	493.20	1,725.60	2,440.80	2,589.00
H05	5 Plots	Net	462.00	1,747.00	2,430.00	3,092.00
		VAT	92.40	349.40	486.00	-
		Total	554.40	2,096.40	2,916.00	3,092.00
	Flats					
F01	1	Net	205.00	514.00	791.00	1,007.00
		VAT	41.00	102.80	158.20	-
		Total	246.00	616.80	949.20	1,007.00
F02	2	Net	308.00	668.00	1,074.00	1,366.00
		VAT	61.60	133.60	214.80	-
		Total	369.60	801.60	1,288.80	1,366.00
F03	3	Net	360.00	822.00	1,300.00	1,654.00
		VAT	72.00	164.40	260.00	-
		Total	432.00	986.40	1,560.00	1,654.00
F04	4	Net	411.00	976.00	1,526.00	1,942.00
		VAT	82.20	195.20	305.20	-
		Total	493.20	1,171.20	1,831.20	1,942.00
F05	5	Net	462.00	1,130.00	1,752.00	2,229.00
		VAT	92.40	226.00	350.40	-
		Total	554.40	1,356.00	2,102.40	2,229.00
	Conversion to					
V01	Single Dwelling-House	Net	205.00	616.00	904.00	1,151.00
		VAT	41.00	123.20	180.80	-
		Total	246.00	739.20	1,084.80	1,151.00
V02	Single Flat	Net	205.00	514.00	791.00	1,007.00
		VAT	41.00	102.80	158.20	-
		Total	246.00	616.80	949.20	1,007.00
	Notifiable electrical work		(where applicable, in addition to the above, per dwelling)			
D14	(Where a satisfactory certificate will <b>not</b> 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.		216.00	274.00
		VAT			43.20	-
		Total			259.20	274.00

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

**TABLE B - WORK TO A SINGLE DWELLING**  
**2022/23**

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%		2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23
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 40m²	Net VAT Total	205.00 41.00 246.00	411.00 82.20 493.20	103.00 20.60 123.60	206.00 41.20 247.20	678.00 135.60 813.60	339.00 67.80 406.80	863.00 - 863.00
D02	Separate single storey extension with floor area exceeding 40m² but not exceeding 100m²	Net VAT Total	205.00 41.00 246.00	514.00 102.80 616.80	103.00 20.60 123.60	257.00 51.40 308.40	791.00 158.20 949.20	396.00 79.20 475.20	1,007.00 - 1,007.00
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m²	Net VAT Total	214.00 42.80 256.80	462.00 92.40 554.40	107.00 21.40 128.40	231.00 46.20 277.20	745.00 149.00 894.00	373.00 74.60 447.60	947.00 - 947.00
D04	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m² but not ex 100m²	Net VAT Total	223.00 44.60 267.60	616.00 123.20 739.20	112.00 22.40 134.40	308.00 61.60 369.60	923.00 184.60 1,107.60	462.00 92.40 554.40	1,175.00 - 1,175.00
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m²	Net VAT Total	205.00 41.00 246.00	240.00 48.00 288.00	103.00 20.60 123.60	120.00 24.00 144.00	490.00 98.00 588.00	245.00 49.00 294.00	623.00 - 623.00
D06	Detached non-habitable domestic building with total floor area not exceeding 50m²	Net VAT Total	205.00 41.00 246.00	308.00 61.60 369.60	103.00 20.60 123.60	154.00 30.80 184.80	565.00 113.00 678.00	283.00 56.60 339.60	719.00 - 719.00
<b>Conversions</b>									
D07	First floor & second floor loft conversions	Net VAT Total	205.00 41.00 246.00	411.00 82.20 493.20	103.00 20.60 123.60	206.00 41.20 247.20	678.00 135.60 813.60	339.00 67.80 406.80	863.00 - 863.00
D08	Other work (e.g. garage conversions)	Net VAT Total	205.00 41.00 246.00	205.00 41.00 246.00	103.00 20.60 123.60	103.00 20.60 123.60	452.00 90.40 542.40	226.00 45.20 271.20	575.00 - 575.00
<b>Alterations (including underpinning)</b>									
D09	Renovation of a thermal element	Net VAT Total	103.00 20.60 123.60	103.00 20.60 123.60	52.00 10.40 62.40	52.00 10.40 62.40	226.00 45.20 271.20	113.00 22.60 135.60	288.00 - 288.00
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Net VAT Total	103.00 20.60 123.60	103.00 20.60 123.60	52.00 10.40 62.40	52.00 10.40 62.40	226.00 45.20 271.20	113.00 22.60 135.60	288.00 - 288.00
D11a	Cost of work not exceeding £2,000 (Incl Renewable Energy systems)	Net VAT Total	103.00 20.60 123.60	154.00 30.80 184.80	52.00 10.40 62.40	77.00 15.40 92.40	283.00 56.60 339.60	142.00 28.40 170.40	360.00 - 360.00
D11	Cost of work exceeding £2,001 & not exceeding £5,000 (Incl Renewable Energy systems)	Net VAT Total	154.00 30.80 184.80	205.00 41.00 246.00	77.00 15.40 92.40	103.00 20.60 123.60	396.00 79.20 475.20	198.00 39.60 237.60	503.00 - 503.00
D12	Cost of work exceeding £5,001 & not exceeding £25,000	Net VAT Total	205.00 41.00 246.00	342.00 68.40 410.40	103.00 20.60 123.60	171.00 34.20 205.20	603.00 120.60 723.60	302.00 60.40 362.40	767.00 - 767.00
D13	Cost of work exceeding £25,001 & not exceeding £100,000	Net VAT Total	257.00 51.40 308.40	514.00 102.80 616.80	129.00 25.80 154.80	257.00 51.40 308.40	848.00 169.60 1,017.60	424.00 84.80 508.80	1,079.00 - 1,079.00
<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.			361.00 72.20 433.20	n/a n/a n/a	461.00 - 461.00

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

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

**TABLE C - ALL OTHER NON-DOMESTIC WORK**  
**2022/23**

Limited to work not more than 3 storeys above ground level

VAT rate	20.0%		2022/23	2022/23	2022/23	2022/23	2022/23
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
<b>N01</b>	Single storey with floor area not exceeding 40m2	Net VAT <b>Total</b>	214.00 42.80 <b>256.80</b>	107.00 21.40 <b>128.40</b>	411.00 82.20 <b>493.20</b>	206.00 41.20 <b>247.20</b>	875.00 - <b>875.00</b>
<b>N02</b>	Single storey with floor area not exceeding 40m2 but not exceeding 100m2	Net VAT <b>Total</b>	240.00 48.00 <b>288.00</b>	120.00 24.00 <b>144.00</b>	531.00 106.20 <b>637.20</b>	266.00 53.20 <b>319.20</b>	1,079.00 - <b>1,079.00</b>
<b>N03</b>	With some part 2 or 3 storey in height and a total floor area not exceeding 40m2	Net VAT <b>Total</b>	257.00 51.40 <b>308.40</b>	129.00 25.80 <b>154.80</b>	582.00 116.40 <b>698.40</b>	291.00 58.20 <b>349.20</b>	1,175.00 - <b>1,175.00</b>
<b>N04</b>	With some part 2 or 3 storey in height and a total floor area exceeding 40m2 but not exceeding 100m2	Net VAT <b>Total</b>	274.00 54.80 <b>328.80</b>	137.00 27.40 <b>164.40</b>	668.00 133.60 <b>801.60</b>	334.00 66.80 <b>400.80</b>	1,318.00 - <b>1,318.00</b>
<b>Alterations</b>							
<b>N05</b>	Cost of work not exceeding £5,000	Net VAT <b>Total</b>	154.00 30.80 <b>184.80</b>	77.00 15.40 <b>92.40</b>	154.00 30.80 <b>184.80</b>	77.00 15.40 <b>92.40</b>	432.00 - <b>432.00</b>
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Net VAT <b>Total</b>	154.00 30.80 <b>184.80</b>	77.00 15.40 <b>92.40</b>	154.00 30.80 <b>184.80</b>	77.00 15.40 <b>92.40</b>	432.00 - <b>432.00</b>
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Net VAT <b>Total</b>	154.00 30.80 <b>184.80</b>	77.00 15.40 <b>92.40</b>	154.00 30.80 <b>184.80</b>	77.00 15.40 <b>92.40</b>	432.00 - <b>432.00</b>
	Installation of new shop front	Net VAT <b>Total</b>	154.00 30.80 <b>184.80</b>	77.00 15.40 <b>92.40</b>	154.00 30.80 <b>184.80</b>	77.00 15.40 <b>92.40</b>	432.00 - <b>432.00</b>
<b>N06</b>	Cost of work exceeding £5,000 & not exceeding £25,000	Net VAT <b>Total</b>	205.00 41.00 <b>246.00</b>	103.00 20.60 <b>123.60</b>	205.00 41.00 <b>246.00</b>	103.00 20.60 <b>123.60</b>	575.00 - <b>575.00</b>
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Net VAT <b>Total</b>	205.00 41.00 <b>246.00</b>	103.00 20.60 <b>123.60</b>	205.00 41.00 <b>246.00</b>	103.00 20.60 <b>123.60</b>	575.00 - <b>575.00</b>
	Renovation of thermal elements	Net VAT <b>Total</b>	205.00 41.00 <b>246.00</b>	103.00 20.60 <b>123.60</b>	205.00 41.00 <b>246.00</b>	103.00 20.60 <b>123.60</b>	575.00 - <b>575.00</b>
	Installation of a Raised Storage Platform within an existing building	Net VAT <b>Total</b>	205.00 41.00 <b>246.00</b>	103.00 20.60 <b>123.60</b>	205.00 41.00 <b>246.00</b>	103.00 20.60 <b>123.60</b>	575.00 - <b>575.00</b>
<b>N07</b>	Cost of works exceeding £25,000 & not exceeding £100,000	Net VAT <b>Total</b>	308.00 61.60 <b>369.60</b>	154.00 30.80 <b>184.80</b>	411.00 82.20 <b>493.20</b>	206.00 41.20 <b>247.20</b>	1,007.00 - <b>1,007.00</b>
	Fit out of building up to 100m2	Net VAT <b>Total</b>	308.00 61.60 <b>369.60</b>	154.00 30.80 <b>184.80</b>	411.00 82.20 <b>493.20</b>	206.00 41.20 <b>247.20</b>	1,007.00 - <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