



**Hertsmere
Borough
Council**

REGISTER OF

FEES AND CHARGES

2024/25

Introduction to the Register of Fees and Charges

The fees and charges included in this document include statutory fees and charges set by Central Government and discretionary fees and charges set by the Council. All discretionary fees are reviewed annually by officers taking into account cost recovery including the effect of inflation and, where available, benchmarking against other nearby authorities.

The following changes have been applied subject to agreement by full Council:

For 2024/25 fee setting, RPI inflationary increases have been applied to most fees including allotments and cemetery fees. Garage fees have increased significantly in line with current market costs, subject to approval by Council, to ensure recovery of the cost of upkeep and refurbishment.

Trade Waste collection fees have been assessed on an estimate of likely increases in the Hertfordshire County Council waste disposal costs but with regard to market viability.

An increase of 5% has been made to major development pre-planning application discussions and planning performance agreements. Planning application fees are statutory and set by Central Government and were increased on 6th December 2023.

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Planning & Economic Development

Strategic Planning		
Item	Paper copy	Electronic copy
Tree Preservation Orders	£11	£5.50
Article 4 Directions	£11	£5.50
Listed Building Register extract	£11	£5.50
Conservation Area map	£11	£5.50
Publications	Paper copy	Electronic copy
Policy documents, technical studies, monitoring reports	Price on application based on an 'at cost' copying and postage charge for local residents and groups, with a £10 surcharge to professionals and non-residents.	Electronic copies of all publications are available free of charge on the Hertsmere website.

Development Management		
Item	excl. VAT	incl. VAT
Research (each ½ hour or part thereof)	£40	£48
If site visit required, add	£40	£48

Pre-Application Discussions		
	excl. VAT	incl. VAT
Category A – Large Major	£12,100	£14,520
Category B – Small Major	£8,340	£10,008
Category C - Minor Development (1)	£3,860	£4,632
Category D - Minor Development (2)	£1,650	£1,980
Category E – Single Dwelling	£420 (without meeting) £580 (with meeting)	£504 (without meeting) £696 (with meeting)
Category F – Other	£420 (without meeting) £580 (with meeting)	£504 (without meeting) £696 (with meeting)
Category G – Householder	£160 (without meeting) £260 (with meeting)	£192 (without meeting) £312 (with meeting)
Additional advice	See Hertsmere website for fee schedule ¹	

Planning Performance Agreements (PPA)
PPAs are a bespoke service and the cost of this service will be discussed on an individual basis tailored to the specific requirements of the application and the parties entering into the agreement. However, if the agreement covers pre-application advice, it will never be lower than the initial cost of that service.

Note: Planning application fees are set by Central Government
A breakdown of all categories for PPAs, planning applications and planning, trees and listed building pre-applications and any other charges can be found on the Hertsmere website.

¹ <https://www.hertsmere.gov.uk/Planning--Building-Control/Planning-Advice/Pre-application-advice.aspx>

Housing Services

Houses in Multiple Occupancy	Fees
HMO Mandatory Licence Application (Valid for 5 years)	£1,250 up to 5 people Plus £100 per additional person
Variation of HMO Licence	£350
Renew HMO Licence	£1,250 Plus £100 per additional person

Mobile Home Site Annual Fees					
	Band 1	Band 2	Band 3	Band 4	Band 5
Annual fees	1 – 6 Pitches	7 – 57 pitches	58 – 108 pitches	109 – 159 pitches	160 + pitches
	£170	£300	£450	£505	£530
New site licence application					
Charge to site owner	£660	£750	£940	£1,130	£1,360
Application to transfer a site licence					
Charge to site owner	£360				
Application to amend a site licence					
Charge to site owner	£360				
Fit and Proper Person Application					
Charge per person	£300				
Lodging site rules					
Fee per site	£150				

Smoke and Carbon Monoxide Alarm Regulations		
Penalty charge	£5,000	50% reduction if paid within 14 days

Letting Agent and Property Management Redress Scheme
Where a letting agent or property manager does not register on a recognised scheme, the council can, by notice, require the person or agent to pay a fine up to a maximum of £5,000

Enforcement Notices	Housing Act 2004
• Improvement/Suspended Improvement Notice (S11/12)	£405
• Prohibition/Suspended Prohibition Order (S20/21)	£405
• Emergency Remedial Action (S40)	£405
• Emergency Prohibition Order (S41)	£405
Demolition Order	£405

Suspension of Statutory Notices under the Housing Act 2004	
• Suspended Improvement Notices (S11/12)	£100
• Suspended Prohibition Orders (S20/21)	£100

Immigration Inspections	
First application	£300
Hourly rate re-visits or advice	£120
Second visit (over 12 weeks)	£300
Hourly rate re-visits or advice (over 12 weeks)	£120

Civil Penalties
<p>The Housing and Planning Act 2016 has enabled the council to issue Civil Penalty Notices of up to £30,000 per offence for certain breaches of the Housing Act 2004 as an alternative to a prosecution. The level of civil penalty will be calculated using a matrix based on:</p> <ul style="list-style-type: none"> • the severity and seriousness of the offence • the culpability and past history of the offender • the harm, or potential harm, caused to the tenant.

Environmental Health

Charges	
Stray Dogs	£25 (Statutory) Seizure Fee £50 Transport & Admin £35 per night Kennelling (subject to change if actual costs increase)
Environmental Search	£120 minimum for one hour £90 per hour thereafter
Basic Food Hygiene Level 2 Course	£70 per application

Miscellaneous Licences				
Licence	Fee			
Dangerous Wild Animals Act 1976	£850 Commercial + veterinary fees £200 Domestic + veterinary fees £75 Variations plus £40 per hour if visit is required			
Zoo Licensing Act 1981 <i>Where dispensations have been granted, reduced fees may be levied</i>	Initial (4 years) £4,300 + veterinary fees Renewal (6 years) £2,000 + veterinary fees Transfer £600			
Scrap Metal Dealer		App Fee	Grant	Total
	New site	£312	£228	£540
	New collector	£106	£120	£226
	Renew site	£205	£228	£433
	Renew collector	£106	£120	£226
	Variation change name	£35		
	Variation to site	£158		
	Additional site	£108		
Removal of site	£35			
Variation site manager	£89			
Sex Shops	£750 application fee £3,250 licensing fee			
Sexual Entertainment Venues	£2,500			
Skin Piercing: Premises Operatives	£210 £210 (£195 Acupuncture and Gun ear piercing)			
Variation Administrative Variation	£80 £25			
Pavement Licence (The Business and Planning Act 2020)	£100*			

*statutory fee may increase

Small Scale Lotteries		
Licence	Type	Fee
Lotteries and Gaming statutory	New application	£40
	Renewal	£20
Gaming machines statutory		£50 valid for 3 years

Animal Activity Licensing Fees													
Part A - Application Fees					Part B - Grant Fees			Total Payable					
Activity	NEW	RENEW	Part A additional application fee		Grant 1 year	Grant 2 year	Grant 3 year	New 1 year	New 2 year	New 3 year	Renewal 1 Year	Renewal 2 year	Renewal 3 year
Dog Day Care Commercial	£227	£203	Per Dog	£14	£185	£264	£343	£412	£491	£570	£388	£467	£546
Breeding Dogs (1 dog)	£236	£211	Each bitch	£22	£193	£272	£351	£429	£508	£587	£404	£483	£562
Home Boarding for Dogs	£233	£208	Per Dog	£19	£190	£269	£348	£423	£502	£581	£399	£478	£557
Kennels (5 dogs or less)	£238	£214	Every 5 dogs	£20	£196	£275	£354	£434	£513	£592	£410	£489	£568
Cattery (1-20 cats)	£238	£214	Every 20 Cats	£20	£196	£275	£354	£434	£513	£592	£410	£489	£568
Hiring of Horse(s)	£213	£189	Grant fee includes annual inspection fee cost.		£190	£381	£571	£404	£594	£784	£379	£570	£760
Pet Shops Fee based on size/the number of species stated in 5.3 to 5.18 of the application form.													
Small (3 species)	£325	£300	Canines Kittens	£100	£171	£250	£329	£495	£574	£654	£470	£549	£629
Medium (4-6 species)	£402	£377	Canines Kittens	£100	£204	£283	£362	£607	£686	£765	£582	£661	£740
Large (7 or more species)	£480	£455	Canines Kittens	£100	£238	£317	£396	£718	£797	£876	£693	£772	£851

Training or Keeping Animals for Exhibit or Encounters			Three year licence only. Fee based on the number of animals to be trained or kept.									
	New	Renew		Grant			Total New			Total Renewal		
1-4 animals	£301	£277			£367		£668			£644		
5-10 animals	£376	£352			£367		£743			£719		
10 animals or more	£501	£477			£367		£868			£844		
Combination			Applicable only to boarding, day care, kennelling and catteries									
For Day Care / Boarding	£298	£273		£225	£338	£410	£523	£636	£708	£498	£611	£683
Franchises			Arranging the provision of home boarding/day care at a third parties home									
Franchise/Arranger	£80	£56		£79	£158	£237	£159	£238	£237	£135	£214	£293
Per host	£92	£92		£0	£45	£92	£92	£137	£184	£92	£137	£184

OTHER FEES		
Pre-Application Inspection (advisory)(1 hour)	£200	<p>VET FEES</p> <p>Where any licence requires the attendance of a Vet at any time, the applicant/ licence holder will be responsible for full payment of the Vet's professional charges plus VAT.</p> <p>NO REFUNDS</p> <p>No refunds will be given of the Part A (application fee) where an application is refused or rejected as being incomplete. No refunds will be given of the Part B (grant fee) where a licence is suspended, surrendered or revoked.</p> <p>APPEALS</p> <p>Appeals against a star rating to the Council will attract a fee of £50.00. This will be refunded if the Council upholds the appeal.</p> <p>All additional work will be charged at an hourly rate of £40.00 an hour.</p>

Alcohol & Entertainment Licensing						
Band*		A	B	C	D	E
Personal Licence		£37				
Temporary Event Notice		£21				
Non-domestic rateable value		None- £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 +
Premises Licence & Club Premises Certificate	Annual Charge	£70	£180	£295	£320*	£350*
	New Licence	£100	£190	£315	£450*	£635*
	Future Variation	£100	£190	£315	£450*	£635*
Personal licence					£37	
Minor variation					£89	
Temporary event notice					£21	
Transfer					£23	
Variation of designated premises supervisor					£23	
Copy of licence					£10.50	
Change of name / address					£10.50	
Change of club rules					£10.50	
Application for Provisional Statement					£315	
Interim Authority Notice					£23	
Theft or loss, etc of a licence					£10.50	
Notice of interest					£21	
Requests for additional information / copies of documents					£10	
Request for copy of annual fee invoice					£10	
Request for annual fee invoices to be sent to an address other than the premises licence holders					£10	

**There will be separate scale for large events (5,000+ people)*

Private Hire and Hackney Carriage Licences	
Driver Licences	
NEW (1 year)	£189
NEW (3 Years)	£273
RENEWAL (1 Year)	£158
RENEWAL (3 Year)	£242
Assessment Interview (Includes knowledge test/ID check)	£30.00
Replacement of Badge	£25.00
Temporary Badge (pending completion of renewal).	£35.00
Vehicle Licences	
New Vehicle	£248
Renewal Vehicle	£248
Age Policy exemption request	£35
NOTE: Total cost of new vehicles over 6 years of age or renewal vehicles over 8 years of age (if approved)	£283
Transfer: (Change of ownership of an existing licensed vehicle)	£55
Change of Plate number (where permissible at discretion of Council)	£30
Change of Vehicle Registration Number	£30
Replacement Plate	£30
Change of vehicle	£248 less £11 for each month remaining on previous licence (see below).
<p><i>Licences are granted in respect to a physical vehicle. The law does not allow the licence to be varied so as to relate to another vehicle. Where a proprietor wishes to cease using the vehicle they hold a licence for and instead use a new vehicle for licensed work they must apply for a new vehicle licence for the new vehicle. If they surrender the licence applicable to the old vehicle at the same time they will receive a refund of £11 for each unused calendar month remaining on the existing licence.</i></p>	

Operator Licences		
Number of Vehicles operated	5 Year Licence	Annual (on request)
1 Vehicle	£348	£272
2-5 Vehicles	£491	£348
6-10 Vehicles	£730	£444
10-20 Vehicles	£968	£539
Over 20 Vehicles	£1,047	£730
Miscellaneous		
Appointment to assist completing application forms;	£30 (max one hour).	
Administration charge if refund given following a refusal or surrender	£15	
Copy of any licence	£10	
Photocopy of any document requested that is held by the Council (subject to any relevant legal requirements).	£10	

Gambling Act 2005 Fees

Premises Licences										
Licence Type	New Application	Annual Fee	Variation	Transfer	Reinstatement	Provisional Statement	New application subsequent to provisional	Copy of Licence	Change of circumstance	Annual fee invoice surcharge*
Regional Casino	£15,000	£15,000	£7,500	£6,500	£6,500	£15,000	£8,000	£25	£50	£10
Large Casino	£1,000	£1,000	£5,000	£2,100	£2,100	£10,000	£5,000	£25	£50	£10
Small Casino	£8,000	£5,000	£4,000	£1,800	£1,800	£5,000	£3,000	£25	£50	£10
Bingo	£3,500	£1,000	£1,750	£950	£950	£3,500	£1,200	£25	£50	£10
Adult Gaming Centre	£2,000	£1,000	£1,000	£1,200	£1,200	£2,000	£1,200	£25	£50	£10
Betting (track)	£2,500	£1,000	£1,250	£950	£950	£2,500	£950	£25	£50	£10
Betting (other)	£3,000	£600	£1,500	£1,200	£1,200	£3,000	£1,200	£25	£50	£10
Family entertainment Centre	£2,000	£750	£1,000	£950	£950	£2,000	£950	£25	£50	£10

Club Permits									
Permit type	New application	New application with Club Premises Certificate	Annual fee	Variation	Transfer	Confirmation of receipt	Copy of Licence	Change of name	
Club Machine Permit	£200	£100	£50	£100	Not permitted	N/A	£15	N/A	
Club Gaming Permit	£200	£100	£50	£100	Not permitted	N/A	£15	N/A	

Other Permits, notices and registrations								
Permit type	New application	Renewal	Annual fee	Variation	Transfer	Confirmation of receipt	Copy of Licence	Change of name
Alcohol Licensed premises notice entitlement notice	£50	N/A	N/A	Not permitted	Not permitted	£10.00	N/A	N/A
Alcohol Licensed premises machine permit	£150	N/A	£50.00	£100.00	£25.00	N/A	£15.00	£25.00
Family entertainment centre permit	£300.00	N/A	N/A	Not permitted	Not permitted	N/A	£15.00	£25.00
Prize gaming permit	£300.00	N/A	N/A	Not permitted	Not permitted	N/A	£15.00	£25.00
Small society lottery	£40.00	£20.00	Not permitted	Not permitted	Not permitted	N/A	£15.00	£25.00

Street Trading

Fixed Location Consents – any “High Street” within the Borough

Consent Length	Application Fee	Grant Fee	Total
12 months	£190	£223	£413
6 months	£190	£112	£302
Monthly	£142	£19	£160
1 Day	£100	N/A	N/A

Fixed Location Consents – Other areas

Consent Length	Application Fee	Grant Fee	Total
12 months	£155	£140	£295
6 months	£155	£70	£225
Monthly	£106	£12	£118

Mobile Trading Consents

Consent Length	Application Fee	Grant Fee	Total
12 months	£98	£130	£228
6 months	£98	£65	£163
Monthly	£98	£11	£109

Events, Occasional and Seasonal Trading and Markets

Type	Duration	Application Fee	Grant Fee	Total
Single Event Consent	Length of Event	£75	-	£75
Single Event Consent (if Council consent is already held)	Length of Event	£20	-	£20
Annual Event Consent	12 months	£155	-	£155
Umbrella Consent	1 event / occasion	£200	-	£200
Umbrella Consent	12 months	£200	£140 + £50 per trader	Dependent on numbers

Miscellaneous and additional fees	
Lifting of Suspension	£50
Request Hearing	£97
Change of Name	£20
Change of Articles	£20
Request for interim consideration of / food hygiene check where trader does not have a star rating or star rating has fallen below 3	£200
Request for food hygiene inspection revisits (to improve hygiene ratings) new fee to be brought in April 2023 subject to Council approval	To be agreed

Private Water Supplies		
Regulatory Activity	Fees and Charges	Comments
A Risk Assessment (for each assessment)	Hourly rate (if in-house) and/or full cost recovery of contractors fees	Will cover the time spent at the site, completion of a risk assessment and a final report sent to the relevant person.
A Sampling Visit (for each assessment)	Hourly Rate(if in-house) and/or full cost recovery of contractor fees	Charge for per sampling visit. (ii)
An Investigation (for each investigation)	Hourly Rate(if in-house) and/or full cost recovery of contractor fees	Visit carried out in the event of a test failure.
Granting of an authorisation (for each authorisation)	Hourly Rate	Application by the relevant person to supply water to a lower standard on a temporary basis while remedial action is taken as part of an agreed and timed programme of work.
Analysis of a sample taken under Regulation 10	Recover full laboratory analysis costs.	Where a domestic supply provides < 10m ³ per day or serves < 50 people.
Analysis of a sample taken under Regulation 11	Recover full laboratory analysis costs.	Monitoring will be undertaken if radioactivity is found, or the risk assessment indicates it is likely to be detected.
Analysis of a sample taken during monitoring for Group A parameters	Recover full laboratory analysis costs.	Monitoring for Group A parameters as determined by the risk assessment to ensure that the water complies with the standard.
Analysis of a sample taken during monitoring for Group B parameters	Recover full laboratory analysis costs.	Additional parameters sampled less often to ensure the water complies with all standards (usually carried out alongside monitoring for Group A parameters).

(i) **Hourly rate will be charged at £47 per hour.**

(ii) **No fee is payable where a sample is taken and analysed solely to confirm or clarify the results of the analysis of a previous sample.**

Street Scene Services

Trade Waste

1100 Litre Eurobin	Fee
Annual Rental Charge	£80.02
Annual Collection & Disposal Charge	£840.25
Landfill Tax	£458.49
Total Charge (excl. VAT)	£1,378.76
660 Litre Eurobin	
Annual Rental Charge	£78.32
Annual Collection & Disposal Charge	£494.77
Landfill Tax	£275.10
Total Charge (excl. VAT)	£848.19
240 Litre Wheelie Eurobin	
Annual Rental Charge (new customers)	£35.42
Annual Collection & Disposal Charge	£180.15
Landfill Tax	£103.28
Total Charge (excl. VAT)	£318.85
240 Litre Wheelie Eurobin Purchased prior to 1 April 2016	
Annual Collection & Disposal Charge	£180.15
Landfill Tax	£103.28
Total Charge (excl. VAT)	£283.43

£10.00 Admin fee applied to all annual / new customer invoices

Reduced rate for Schools - no landfill tax charged (existing customers only)

1100 Litre Eurobin	Fee
Annual Rental Charge	£80.02
Annual Collection & Disposal Charge	£840.25
Total Charge (excl. VAT)	£920.27
660 Litre Eurobin	
Annual Rental Charge	£78.32
Annual Collection & Disposal Charge	£494.77
Total Charge (excl. VAT)	£573.09
240 Litre Wheelie Eurobin (Purchased)	
Annual Rental	£0.00
Annual Collection & Disposal Charge	£180.15
Total Charge (excl. VAT)	£180.15
240 Litre Wheelie Eurobin	
Annual Rental Charge (new customers)	£35.42
Annual Collection & Disposal Charge	£180.15
Total Charge (excl. VAT)	£215.57

£10.00 admin fee applied to all annual/new customer invoices

Charge for School recycling bins (per bin above the free allocation of 6 bins)

240 / 360 Litre Brown bin	£84.40
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Price Discount for Multiple Bins					
Bins	01-04	05-09	10-14	15-19	Over 20
1100L	Nil	3%	20%	30%	40%
660L	Nil	3%	20%	30%	40%
240L	No discounts applied				

Special Collection of Trade Waste	Fee
Usual Collection Day	
1100 Litre Eurobin or Equivalent Usual Weekly Collection (less rental fee) Additional collection charge Total Charge (excl. VAT)	 £24.98 £46.68 £71.66
660 Litre Eurobin or Equivalent Usual Weekly Collection (less rental fee) Additional collection charge Total Charge (excl. VAT)	 £14.81 £13.80 £28.61
240 Litre Eurobin or Equivalent Usual Weekly Collection (less rental fee) Additional collection charge Total Charge (excl. VAT)	 £5.45 £15.91 £21.36
Outside Usual Collection Day	
1100 Litre Eurobin or Equivalent As per charge above Additional call out fee Total Charge (excl. VAT)	 £71.66 £61.71 £133.37
660 Litre Eurobin or Equivalent As per charge above Additional call out fee Total Charge (excl. VAT)	 £28.61 £61.71 £90.32
240 Litre Eurobin or Equivalent As per charge above Additional call out fee Total Charge (excl. VAT)	 £21.36 £61.71 £83.07
Overfilled Trade Bins / Return Charge	
1100 Litre	£90.00
660 Litre	£85.00
240 Litre	£75.00
Clinical Waste Disposal: (Excl. vat)	
	Fee
0.5L box	£15.90
1L box	£16.45
5L box	£17.12
11L box	£18.30
22L sharps box	N/A
Clinical Waste Sacks	£23.87
Clinical Waste Pads	£25.00

£10.00 Admin fee applied to all invoices

Trade Waste Sacks: (Excl. VAT)	Fee (£4.27 per sack)
100	£427.00
150	£640.50
200	£854.00
250	£1,067.00
300	£1,281.00

Note: Minimum order is 100 sacks, multiples of 50 can then be added to an order

£10.00 Admin fee applied to all invoices

Other Charges	
Collection of up to 3 bulky waste items from domestic properties	£45.00
- Additional items	£10.00
Hazardous waste (TV/batteries, etc.)	£45.00
One-off replacement 240l wheeled bin (residents) Non Vatable	£42.00
Biobags	£2.80(Public) £1.90(Outlets)
Cardboard Recycling Tape (minimum order 10 rolls)	£5.00
Bins for New Developments - £10.00 Admin fee applied to all invoices	
1100L General Refuse	£458.58
660L General Refuse	£418.59
240L General Refuse	£55.00
1100L Brown	£422.98
660L Brown	£391.21
360L Brown (Flats)	£55.00
660L Paper	unavailable
240L Green/Brown	£52.00
Flats - Contamination Charges	
Flat fee (charged once for return visit) plus:	£61.71
240L	£25.00
360L	£30.00
660L	£35.00
1100L	£40.00
Garden waste subscription Charges	
First 240l	£50
First 240l concessionary rate for customers on Council Tax Support	£35
Each additional 240l (maximum 3 in total)	£60

Pest Control

Residential		
Rats/Mice (domestic)	£120	up to 3 visits
Squirrels	£190	up to 3 visits
Glis Glis (edible dormouse)	£190	up to 3 visits
House Infestation - cockroaches	£180 (for 3 bed property) additional £30 per extra bedroom	2 visits
House Infestation – fleas/moths/ carpet beetles	£160 (for 3 bed property) additional £30 per extra bedroom	1 visit
House Infestation – bed bugs	£220.00	1 visit
House Infestation – silver fish/ladybirds	£90.00	1 visit
House Infestation – spiders	£100.00	1 visit
House Infestation – flies	£95.00	1 visit
Wasp Nest Treatment	£90 +£30 for additional nest within same visit	1 visit
Wasp Nest Removal (domestic)	£60 +£40 for additional nest within same visit	1 visit
Ants	£130	1 visit
Exotic Ants	£200	2 visits
Call Out Advice	£70	
Bookings cancelled after 10am the day before a visit will incur a charge of £40.00		
Customers not present at the appointment time will incur charge of £40.00 which must be paid prior to rebooking.		
Commercial		
Commercial Pest Control Charges - Inspection for commercial premises /land Pest control contract charges dependent on inspection.		£70.00

Parking Services

Permits		
First Residential Parking Permits	£35	Additional Residential Permits: 2 nd - £70 3 rd - £160 4 th - £200
Special Permits	£35	
Annual Visitor Parking Permit	£70	
Visitor Books	20 permits per book (charges apply to all eligible households regardless of car ownership)	£15
Business Permits	3 months 6 months 12 months 3 day @ week permit a.m. or p.m. weekly permit refunds admin charge	£160 £280 £500 £280 £280 £15
Commuter Permits	3 months 6 months 12 months	£160 £280 £500
School Permits	12 months	£20
Parking Dispensation	1 day 1 week (7 days)	£15 £35

On Street Pay & Display Parking		
Potters Bar		
Restriction	Location	Fees
1 Hour Parking Bays Total = 234	High Street = 107 Bays Hatfield Road = 6 Bays Southgate Road = 4 Bays Barnet Road = 28 Bays Darkes Lane & The Broadway = 62 Bays Mutton Lane = 14 Bays Kemble Parade = 13 Bays	First 30 mins – No Charge 1 Hour – £1.10
All Day Total = 101	The Walk = 28 Bays Cotton Road = 4 Bays St Johns Close = 7 Bays Byng Drive = 4 Bays Baker Street = 8 Bays The Drive = 5 Bays Whaley Road = 3 Bays Parkside = 13 Bays Daleside Drive = 4 Bays Heather Way = 4 Bays Wylllyotts Place = 9 Bays Billy Lows Lane = 12 Bays	First 30 mins – No Charge 1 Hour – £1.10 1-2 Hours - £2.20 2-3 Hours - £3.70 3-4 Hours - £4.80 4-5 Hours - £6.00 Over 5 Hours - £7.50
	Byng Drive = 35 Bays	Up to 1 Hour – £1.10 1-2 Hours - £2.20 2-3 Hours - £3.70 3-4 Hours - £4.80 4-5 Hours - £6.00 Over 5 Hours - £7.50
Borehamwood		
Restriction	Location	Fees
1 Hour Parking Bays	Shenley Road = 67 Bays	First 30 mins – No Charge 1 Hour – £1.10
2 Hour Parking Bays Total = 38	Whitehouse Ave = 5 Bays Cardinal Ave = 4 Bays Drayton Road = 10 Bays Glenhaven Ave = 8 Bays Clarendon Road = 7 Bays Grosvenor Road = 4 Bays	First 30 mins – No Charge 1 Hour – £1.10 1-2 Hours - £2.20
All Day Total = 12	Maxwell Road = 6 Bays Station Road = 6 Bays	First 30 mins – No Charge 1 Hour – £1.10 1-2 Hours - £2.20 2-3 Hours - £3.70 3-4 Hours - £4.80 4-5 Hours - £6.00 Over 5 Hours - £7.50

Radlett		
Restriction	Location	Fees
1 Hour Parking Bays Total = 14	Aldenham Road = 3 Bays Oakway Parade = 11 Bays	No Charge
2 Hour Parking Bays Total = 66	Newberries Parade = 35 Bays Watling Street = 15 Bays Aldenham Ave = 10 Bays Station Road = 6 Bays	First 30 mins – No Charge 1 Hour – £1.10 1-2 Hours - £2.20
Bushey Heath		
Restriction	Location	Fees
1 Hour Parking Bays Total = 63	High Road = 51 Bays High Road Service Road = 9 Bays Elstree Road = 3 Bays	First 30 mins – No Charge 1 Hour – £1.10
Bushey		
Restriction	Location	Fees
20 Min Parking Bays	Bushey Hall Road = 7 Bays	No Charge
30 Min Parking Bays Total = 13	Rudolph Road = 7 Bays Falconer Road = 3 Bays Aldenham Road = 3 Bays	No Charge
1 Hour Parking Bays Total = 32	Elstree Road = 1 Bay	No charge
	High Street = 31 Bays	First 30 mins – No Charge 1 hour – £1.10
2 Hour Parking Bays	Greatham Road = 8 Bays	First 30 mins – No Charge 1 Hour – £1.10 1-2 Hours - £2.20

Off Street Pay & Display Parking		
Potters Bar		
Car Park	Bays	Fees
Wyllotts Place	100	Up to 1 Hour – £1.10
Manor Road	123	1-2 Hours - £2.20
Salisbury Close	58	2-3 Hours - £3.30
Highview Close	48	3-4 Hours - £4.50
Barnet Road	31	4-5 Hours - £5.50
		Over 5 Hours - £7.00
Borehamwood		
Car Park	Bays	Fees
Civic Offices	400	Up to 1 Hour – £1.10
Furzehill Road	208	1-2 Hours - £2.20
Clarendon Road	50	2-3 Hours - £3.30
Brook Road	143	3-4 Hours - £4.50
		4-5 Hours - £5.50
		Over 5 Hours - £7.00

Radlett		
Car Park	Bays	Fees
Newberries	212	Up to 1 Hour – £1.10 1-2 Hours - £2.20 2-3 Hours - £3.30 3-4 Hours - £4.50 4-5 Hours - £5.50 Over 5 Hours - £7.00
Bushey		
Car Park	Bays	Fees
High Road (Opposite St Peters Church)	50	Up to 1 Hour – £1.10 1-2 Hours - £2.20 2-3 Hours - £3.30 3-4 Hours - £4.50 4-5 Hours - £5.50 Over 5 Hours - £7.00
High Road (The Rutts)	51	
Bushey Country Club	223	
Kemp Place	120	

Parks	
Allotments	Fees
Per half plot (5 poles)	60
Per full plot (10 poles)	£95
Cemeteries	
Grave plot	£1,400
Interment	£950
Reopen grave for 2/2nd interment	£950
Reopen grave for 3/2nd or 3rd interment	£950
Caskets additional fee	£500
New ashes plot	£700
Reopen ashes plot	£350
Common Graves	£950
Child under 2 years	FREE
Child 2-18	Dependent on age
Scattering of ashes	£130
Scattering of ashes under headstone as final interment	£130
Mason permit application	£95+VAT
Transfer of Deeds at time of death of owner	FREE
Transfer of Deeds at any other time	£140+VAT
<i>Note: Non Resident – outside Borough</i>	<i>Rate x3</i>
Cemetery Memorial Garden	
Bench – supply and installation only (7 years)	£1,760+VAT
- Bench plaque	£70+VAT
- Inscription on bench plaque per character	£2.50+VAT
- Additional Bench plaque and inscriptions	As above +10% admin fee
Wall Plaque including inscription (12 years)	£190+VAT
Rose Plaque including inscription	£190+VAT
Hedges	
High hedge complaint form	£700
Football	Charges
Senior with Changing Facilities per Game (32 week season) (cost dependent on changing facilities)	£75 - £120
11-a-side Junior with/without changing (32 week season)	£50
9-a-side Junior with/without changing (32 week season)	£50
7-a-side Junior with/without changing (32 week season)	£40
Tennis	
Dependent on facilities, booking registration and residency	Varies
Netball / Basketball	
Netball / Basketball per court per hour	£40
Changing Rooms	
Per session per room	£45
Events and Hires	
Fitness coach licensing per hour	£7+VAT
Commercial filming (per day)	£800+VAT

Asset Management

Property Surveyors Fees	Notes	Fee
N.B Excludes associated Legal fees, subject to separate schedule.		
Deed/Grant of Easement	Straightforward matters where no more than 2 hours work is required	£330
Granting of Commercial Leases (Excluding lease renewals)	Straightforward matters where no more than 3 hours work is required	£495
Hourly rate if the above hours are exceeded and for other matters		£165 per hour
Licences (Including access licences)	Depending on type of licence required	£220 - £275
Deed of Variation		£495
Provision of Management Information, Accounts, copies of leases, etc.		£83 - £110

Garages	Fee excl. VAT	Fee incl. VAT
Garage Rental (Standard)	£66.67	£80.00
Garage Rental (Premium)	£83.33	£100.00

Legal & Democratic Services

Land Charges - Property Searches (electronic)		
Search Requests : Residential	Fee - excl. VAT	Fee - incl. VAT
Official Certificate of Search Form LLC1	£19	£19
Replies to Con29R Enquiries	£71	£85.20
Total Residential Search	£90	£104.20
Search Requests : Commercial		
Official Certificate of Search Form LLC1	£38	£38
Replies to Con29R Enquiries	£132	£158.40
Total Commercial Search	£170	£196.40
Personal Searches:		
Inspection of register (currently unavailable)	Free	Free
Online	£8	£8
Miscellaneous:		
Additional Property Residential LLC1	£5	£5
Additional Property Residential CON29R	£10	£12
Component data residential - Question 1.1a-3.13 (excluding Highway questions)	£3	£3.60
Component data commercial – Question 1.1a-3.13 (excluding Highway questions)	£4	£4.80
Component data – Highways questions (2.1, 2.2, 2.3, 2.4, 2.5, 3.2, 3.4, 3.4, 3.6)	£26	£31.20
Q4-21 when submitted with CON29R (per inquiry) Residential	£10	£12
Q22 when submitted with CON29R Residential	£28	£33.60
Additional Property Commercial LLC1	£10	£10
Additional Property Commercial CON29R	£19	£22.80
Q4-21 when submitted with CON29R (per inquiry) Commercial	£10	£12
Q22 when submitted with CON29R Commercial	£28	£33.60
Component data:		
Q1.1a-3.13 (per inquiry)	Max £12.50	Max £15
Copy Documents:		
Copy search (incl. LLC1 and view of the register)	£10	£10
Other Fees		

Highways Searches

For more detailed Highways information, please contact Hertfordshire Highways direct. They offer enhanced searches and Highways extent searches, which are not part of a standard search service. Please visit their [website](#) for information on how to submit and for fees and charges.

Street Name & Numbering	
New Builds	
New Postal Addresses: 1-5 addresses	£125 per address
New Postal Addresses: 6-10 addresses	£115 per address
New Postal Addresses: 11+ addresses*	£110 per address for the first 11 addresses plus £100 for each subsequent address
Change of development layout after notification	New application fee as above
Reinstating postal address following demolition of property and construction of new	£110
Conversions and Change of Use	
Conversion of existing property into dwellings:	£300 plus £85 per dwelling/address
Change of use – Residential / Commercial	£110
New Streets	
Naming of a street(s)	£330 per street
Residential Renaming and Numbering Existing Properties and Streets	
Renaming/number existing street (excl. street name plate – see below)	£550 plus £85 per dwelling/address
Renaming existing named property	£100
Adding an alias name to a numbered property	£100
Removal of alias name	£55
Change of address (where policy permits)	£100
Commercial Units	
New Postal Address for 4 or less units	£220 per unit
New Postal Address for 5 or more units	£210 per unit
Numbering / renumbering of a commercial unit	£125
Naming / renaming of a commercial unit	£125
Change of Business Name	£110
Unnamed Access Roads	
Naming an existing unnamed street or access road (excluding name plates – see below)	£610
Copies and Other Documents	
Land Registry Official Copies (Register and Plan)	£11
Re Issue of Notice of Official Address and Location Plan	£11
Street Name Plates	
Street Name Plates are made to the Council's specification with a special coat of arms Please contact Engineering Services engineering.services@hertsmere.gov.uk for a quote or speak to the Local Land and Address Management Team.	

*Developments requiring more than 100 postal addresses may be assessed on an individual basis.

Fees include:

Official creation of new addresses and streets in the Local Land and Property Gazetteer (LLPG) by a Council Officer; all checks and communication with Royal Mail (including storing of addresses and release of addresses); an official street naming and numbering schedule and plot to postal plan; email notification to all relevant bodies and services of new addresses (including emergency services and Royal Mail); and a Decision Notice on completion which should be kept with deeds. We will also initiate any discussions/consultations required with internal and external departments.

Legal Fees		
Document /Matter	Notes	Fee
Planning		
Preparation/Negotiation/Completion of Agreements or Unilateral Undertakings under S106 of the Town and Country Planning Act 1990	Straightforward matters where no more than an estimate of 3 hours work is required.	£540
Preparation/Negotiation/Completion of Agreements or Unilateral Undertakings under S106 of the Town and Country Planning Act 1990	Matters where no more than an estimate of 5 hours work is required.	£900
Preparation/Completion of a Deed of Variation under S106 of the Town and Country Planning Act 1990	Straightforward matters where no more than 3 hours work is required	£540
Hourly rate if more than the estimated time above is required.		£185
Property		
Contracts for sale	As practice is usually for the buyer and seller to bear their own costs in connection with the purchase and sale of property	No charge
Deed of Assignment	Straightforward matters where no more than 2 hours work is required	£360
Deed/Grant of Easement	Straightforward matters where no more than 2 hours work is required	£440
Commercial Leases	Straightforward matters where no more than 3 hours work is required	£600
Hourly rate if the above hours are exceeded		£185 per hr
Licences (Including access licences)	Depending on type of licence required	£200-£400
Deed of Variation		£185
Notice of Devolution/ Assignment (required to be served on Council under terms of a lease)	Provided the lease does not provide for a lesser sum.	£80 excl. VAT £95 incl. VAT
Provision of Management Information, Accounts etc.		£25
Retrospective Consent		£150 excl. VAT £180 incl. VAT

Register of Electors	
Sale of Copies of the Open Register of Electors	
Data Form	£20 plus £1.50 per 1000 electors or part
Printed Form	£10 plus £5 per 1000 electors or part
Sale of Copies of the Marked Register of Electors	
Data Form	£10 plus £1.00 per 1000 entries or part
Printed Form	£10 plus £5 per 1000 entries or part
List of Overseas Electors	
Data Form	£20 plus £1.00 per 1000 electors or part
Printed Form	£10 plus £5 per 1000 electors or part
Other Fees	
Certificate of Entry	£20 per Certificate

Human Resources & Customer Services

Civic Offices - Room Hire				
Partners	Daytime hourly rate		Evening hourly rate	
	excl. VAT	incl. VAT	excl. VAT	incl. VAT
Committee Rooms A B C D	£31	£32.70	£34	£40.80
Chamber	£44	£52.80	£57	£68.40
Any room - Saturday	£116	£139.20	£116	£139.20
Room set up charge*	£34	£40.80	£34	£40.80
Commercial				
Committee Rooms A B C D	£49	£58.80	£54	£64.80
Chamber	£74	£88.80	£84	£100.80
Any room - Saturday	£116	£139.20	£116	£139.20
Room set up charge*	£39	£46.80	£39	£46.80
Extras	excl. VAT		incl. VAT	
Flipchart, pad and pens	£36		£43.20	
Microphones	£62		£74.40	
Hybrid meeting room support	£53		£63.60	

*A room set up charge will always apply to the committee rooms.

A room set up charge will apply to the chamber only if microphones / hybrid meetings are required.

In all cases, bookings cancelled giving 14 days or more notice, will be charged 50% of original invoice. Bookings cancelled with less than 14 days' notice will be charged the full original invoice price.

Photocopying

Photocopying (Any department)		
Item	Paper copy	Electronic copy
General photocopying (A4)	£2 incl. VAT	n/a
Plus for each subsequent sheet	£0.20 incl. VAT	n/a

*Charges include the administration cost of providing the requested information.