

# Register of Fees and Charges 2018/2019

Financial Services Department

August 2018



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**MUSEUMS FEES & CHARGES****VERULAMIUM MUSEUM** (Inclusive of VAT - Standard Rated unless stated)

<b>Admission Charges</b>		£
Resident	- Adult	FREE
	- Children/Student/Disabled/Benefit	FREE
Non-Resident	- Adult	5.00
	- Children	2.50
	- OAP/Student/Concessions	3.50
	- Family (2 + 2; 1 + 4)	12.00

**Hire Fees for Verulamium Lecture Room (VAT Exempt)**

<b>Charitable/Community/Commercial/Private Use</b>	<b>(Minimum 3 hours for evenings)</b>
<b>As from 01.09.18</b>	£
	50.00

**Hire Fees for Verulamium Museum (VAT Exempt)**

<b>Time</b>	<b>Charitable/Community Use</b>	<b>Commercial / Private use</b>
	£	£
Evening Only	85 per hour	POA

**Fees for a 'Behind The Scenes' Tour or a Guided Tour of the Museum**

<b>Time</b>	<b>Charitable/Community Use</b>	<b>Commercial / Private use</b>
	£	£
Evening Only	85 per hour	POA
	Max 10 persons a time in stores, 30 in gallery	

**School Teaching Sessions**

	£
Verulamium Museum	80.00 per school session + Admission Charge (per person) 3.00 Per Child Up to 5 adults free per class of 32 children
Cancellation Fee	100% of fee if less than 2 weeks notice, 50% of fee if less than 4 weeks notice,
Outreach Talks	100 1st session, 70 additional sessions

## The Maltings Arts Theatre

**The Maltings Arts Theatre is managed by Ovo on behalf of St Albans City & District Council. The charges are set by Ovo and the following hire charges are indicative and subject to negotiation**

Daytime hire	£25 per hour or £65 for a block of 3 hours for any space
Green room hire, day or evening	£20 per hour or £55 for a block of 3 hours
Evening hire (non-performance)	£180 for the evening, venue hire only
Performances	<p>A Box Office split to be agreed with the Programme Director, with a minimum of £180 to the venue.</p> <p>We can recommend technical operators but they are independent and any financial arrangements must be made with them directly. There may be extra charges for hire of screen and projector, smoke machine and other equipment.</p>
Ticket prices	<p>Ticket prices depend on the performing company's stipulation. Tickets to OVO shows are £12 full price, £11 concessions, £7.50 for under 18s.</p>

### **OVO is not registered for VAT**

Contact Details  
 Phone Number 07807 521436  
 Email Address [info@ovotheatre.org.uk](mailto:info@ovotheatre.org.uk)

LEISURE CENTRE FEES (inclusive of VAT standard rate)	Leisure Centres managed by 1 Life*		Westminster Lodge Leisure Centre (SLM)	
	Maximum Charges	Residence	Maximum Charges	Residence
Activity	£	£	£	£
Schools Swimming (excluding instructor)	1.40	1.40	1.40	1.40
Schools Swimming (including instructor)	1.60	1.50	1.60	1.50
Swimming Pool Club Hire (main pool) per lane / per hour	14.10	14.10	14.10	14.10
Swimming Pool Club Hire (teaching Pool) per hour	41.00	41.00	41.00	41.00
Swimming Pool Club Hire (main pool) - run primarily for people with disabilities per lane / per hour	Junior Concession	Junior Concession	9.30	9.30
Under 5's Swimming during public sessions	Free	Free	Free	Free
Swimming Pool Hire For Competition - (main & training pools) - private hire / per hour	N/A	N/A	140.50	111.30
Swimming Pool Hire For Competition - (main & training pools) - protective swimming pool clubs / per hour	N/A	N/A	111.30	N/A
Swimming Pool Hire For Competition - (main) - school hire / per hour	N/A	N/A	14.10	N/A
Junior Snorkelling & Underwater Hockey Youth Project (term time) - (training pools) per half hour	N/A	N/A	6.50	N/A
Junior Snorkelling & Underwater Hockey Youth Project (term time) - (main pools) per half hour	N/A	N/A	28.70	N/A
Tang Soo Do Karate (Dry Side) per hour	N/A	N/A	29.90	N/A
Batchwood Indoor Tennis Court (including bubble)	22.80	20.60	N/A	N/A
Batchwood Priority Booking Card (adult)	60.40	54.40	N/A	N/A
Batchwood Bowls Season Card (adult)	65.30	58.80	N/A	N/A
Batchwood Bowls Season Card (junior)	32.70	29.40	N/A	N/A
Batchwood Bowls (adult)	2.80	2.70	N/A	N/A
Batchwood Bowls (junior / OAP)	1.50	1.40	N/A	N/A
User / staff card for residents and authority staff	Free	Free	Free	Free

**SPORTS FACILITIES****Provided by Grounds Maintenance Provider- JOHN O'CONNOR LTD**

(Inclusive of VAT Standard Rated)

£

**CRICKET****Verulamium Park**

- table 1 & 2 65.18
- dressing room 25.49

**Rothamsted Park**

- table 1 65.18
- table 2 65.18
- dressing room 25.49

**Verulamium Park - Cricket Pavilion**

- use of toilets (Netball season) 29.39
- use of toilets ( half Netball season) 14.67
- casual hire 25.33
- dressing room 25.49

**St Albans Cricket Club**

- practice 261.96
- seasonal charge 5,493.00
- per game per day senior 114.39
- per game per day junior 62.58

**TENNIS****All Courts at Clarence Park (per Hour)**

- adult 7.39
- junior 3.54

**CROQUET****At Clarence Park (per Hour)**

Seasonal club 189.76

**Hockey (grass) & Synthetic Pitches, Clarence Park**

- casual grass pitch 74.39
- schools casual grass 2 pitches per hr 44.42
- schools casual grass pitch per hr 25.90
- synthetic pitch per hr 54.88
- synthetic pitch lights per hr 17.84
- schools synthetic pitch per hr 31.11

(Note: Prices maybe revised Summer 2019)

(Inclusive of VAT Standard Rated)

£

**William Bird, Ver Park, Roth Park, Cunningham Hill grass pitches (football)**

## Season Weekly

- pitch	1,067.66
- dressing rooms	518.77
- C-Ham Hill dressing rooms	164.32

## Season alternate weeks

- pitch	533.86
- dressing rooms	259.26
- C-Ham Hill dressing rooms	82.08

## Casual

- football pitch	53.73
- dressing rooms	25.54
- C-Ham Hill dressing rooms	13.47

**William Bird (enclosed pitch) 30 Games**

- seasonal pitch charge	1,129.14
- use of 4 dressing rooms	104.24
- casual pitch	63.62
- casual dressing rooms	25.54
- alternate weeks - pitch (15 games)	564.44
- alternate weeks - 2 dressing rooms	259.26

**Rothamsted Park Junior grass pitches (football)**

## Season Weekly

- pitch	482.83
- dressing rooms	260.04

## Season alternate weeks

- pitch	251.82
- dressing rooms	130.04

## Casual

- pitch	28.87
- dressing rooms	19.87

## Junior Training Pitches (District wide)

- season Weekly (30 weeks)	243.60
-season alternate weeks (15 weeks)	121.83
-casual - pitch	9.26

**Foxcroft, Cotlandswick, Marlborough Pavilion grass pitches (football only)**

## Season Weekly -30 weeks

- pitch	649.34
- Marlborough Pavilion dressing room	492.40

## Casual - pitch

24.55

## Season Alternative Weeks - 15 weeks

- pitch	324.64
- Marlborough Pavilion dressing room	241.41

## Casual - junior pitch

10.20

**Cemetery Fees and Charges**

Fees and Charges for Hatfield Road Cemetery, St Albans: London Road Cemetery, St Albans; and Westfield Road Cemetery, Harpenden

**RESIDENT****INTERMENT FEES - PRIVATE GRAVE**

Adult	£661.00
Burial or scattering of cremated remains	£200.00
Child up to 16 years	£127.00

**EXCLUSIVE RIGHT OF BURIAL (DEED OF GRANT)****LONDON ROAD CEMETERY**

New Lawn grave (100 years) / 20 year reservation, Section G	£1,250.00
New traditional grave (100 years) / 20year reservation, Section I	£1,600.00
Pre-cast cement vault (accommodates 2 coffins)	£6,900
Muslim timber shored grave (100 years) includes timber shoring costs	£1,950
Muslim concrete chamber grave (100 years) / 20 year reservation (limited stock)	£2,300
Children's grave, Section B (coffins 4' and under)	£128
Cremated remains – flat memorial – accommodates 2 sets of ashes (Garden of Rest 3)	£480
Cremated remains – upright memorial -accommodates 4 sets of ashes (Section B)	£700

**WESTFIELD ROAD CEMETERY**

New Lawn grave (100 years) / 20 year reservation, Section L	£1,250
New Traditional grave (100 years) / 20 year reservation	£1,600
Section H / Section J – Roman Catholic	£1,600
Cremated remains – flat memorial accommodates 2 sets of ashes	£480
Children's Section, (coffins 4' and under)	£128
Garden of Remembrance	£480

**HATFIELD ROAD CEMETERY**

New Green grave (100 years) / 20 year reservation	£950
Reclaimed grave (100 years) / 20 year reservation (conditions apply)	£950
Remembrance Tower	prices from £150

**HATFIELD ROAD CEMETERY – GARDEN OF REMEMBRANCE**

Vase Block – cremated remains buried loose in the ground price includes interment, memorial & first inscription (10 year lease)	£500
Cremated Remains plot – flat memorial – accommodates 2 sets of ashes	£480
Sanctum vault – above ground niche – accommodates 2 sets of ashes above ground (25/50 year lease)	prices from £1,733
Personal Garden – upright memorial in individual plot – accommodates 4 sets of cremated remains	£3,500

**ADDITIONAL FEES & ASSOCIATED CHARGES**

Selection of grave plot (conditions apply)	£200
Chapel Use (seats up to 40 people)	£150
Casket fee	£215
Coffin / grave space over 7' by 30"	£215
Incorrect coffin sizes	£60
Timber shoring – family backfill	£260
Late afternoon interment from 2pm Monday – Thursday, from 1pm on Friday	£258
Pre-cast cement vault (accommodates 2 coffins)	£6,900
Brick lined grave (below ground) using Council contractor	POA
Weekend / Bank Holiday interment	
double fees on grave & interment plus fee of:	£278
Transfer of Exclusive Rights of Burial (Deed of Grant)	£70
Search fees (up to 30 minutes)	£53
Reserve plaque	£250

**MEMORIAL FEES – PERMISSION TO ERECT**

Right to erect temporary marker	£40
Headstone (additional or replacement) up to 36"	£190
Headstone additional inscription	£130
Headstone (additional or replacement) 37" – 50" restrictions apply	£1,800

Kerb maximum dimensions 3' x 6'6" – Traditional graves only	£225
Garden kerb 3' wide x 2' deep (from front of headstone) – lawn grave	£165
Plaque / tablet (additional or replacement) Garden of Rest vase 5" x 5" x 5" permitted	£80
Vase (additional or replacement)	£80
Tablet, desktop or plaque inscription (each inscription after the first)	£80
Vase inscription (each inscription after the first)	£80
Children's headstone/book/cross	£80
Children's kerb	£90
<b>INTERMENT FEES – PUBLIC GRAVE (No memorial / permanent marker / temporary marker / planting permitted)</b>	
NVF / Stillborn No Fee	No Fee
Child up to 16 years	£85
Adult	£269
<b>EXHUMINATION FEES</b>	
Exhumation – full interment (fee does not include re-interment, cost for diocesan Faculty or Ministry of Justice licence)	£2,900
Exhumation – cremated remains (fee does not include re-interment, cost for diocesan Faculty or Ministry of Justice licence) £1,400.00 £1,400.00	£1,400

**\*Charges for St Albans City & District Residents and Non-residents:**

**Residents** refers to those people that live in the St Albans District, and defined as someone who immediately prior to their death, paid council tax to St Albans City & District Council or who lived in the area for over ten years and moved into a nursing home less than 48 months prior to their death.

**Non-residents** refers to all those living outside of the above definition. Residents receive a discount on all fees except where otherwise specified in the schedule of fees.

Out of hours burials are subject to staff availability. Extra charges apply. Cancellation fees to be charged at 70% of cost.

St Albans City & District Council reserves the right to vary the fees or the facilities offered. The Cemeteries Manager, St Albans District Council, The Cemetery Office, Hatfield Road Cemetery,

Hatfield Road, St Albans, Hertfordshire, AL1 4LU Tel 01727 819362 Mobile 07939075701

**ALLOTMENT CHARGES 2018/2019**

(VAT - Non Business)

**1 BACKGROUND**

- 1.1 Any proposed increases in allotment rents have to be notified to tenants at least twelve months in advance of the date of the increase.
- 1.2 Rents were historically expressed as a cost per pole and a pole is equal to 30.25 square yards. An average size plot is 10 poles, although half size 5 pole plots are also available to rent. Charges are now referred to on a cost per plot basis.

**2 CHARGES**

	<b>2018/2019 Charge £</b>
Price per Plot (10 Poles)	<b>47.20</b>
Price per Half Plot (5 Poles)	<b>23.60</b>
Price per Plot reduced rate for pensioners/low income groups	<b>23.60</b>
Price per Half Plot reduced rate for pensioners/low income groups	<b>13.24</b>
Minimum invoice charge	<b>13.24</b>
Admin Charge	<b>12.60</b>

(Note: Prices maybe revised Summer 2019)

**SPECIAL REFUSE COLLECTION SERVICES -  
BULKY REFUSE & DISPOSABLE NAPPIES**

(VAT - Outside Scope)

Collection Of Up To 6 Items	45.00
Low Income Groups	1 free collection every 4 months
Weekly collection of disposable nappies (for a fixed 6 month period)	19.50

**RECYCLING**

(Inclusive Of VAT - Standard Rated)

Removal Of Contaminated Green Waste	10.00
Additional recycling box once limit of free containers is reached	5.50

**ABANDONED VEHICLES**

(Inclusive of VAT - Standard Rated)

Removal Of Vehicles & Administration Fee - Residents	50.00
Removal Of Vehicles & Administration Fee - Commercial	70.00

(Note: Prices maybe revised Summer 2019)

**CHARTER MARKET**

(VAT - Exempt)

	<b>Wednesday</b>	<b>Saturday</b>
	£	£
10ft Stall	40.00	51.00
Trader Van	40.00	51.00
Extensions	10.00	19.00
Charity Stall	10.00	10.00

**Farmer's Market :**

(VAT - Exempt)

**St. Albans (2nd Sunday Monthly)**

	£
10ft Stall	33.00
Trader Van	33.00

(Note: Market fees to be revised Summer 2019)

**COUNCIL OFFICES - ROOM HIRE**

(VAT - Exempt / Standard Rated with Facilities)

	<b>Monday to Friday £</b>	<b>Saturday / Sunday £</b>
<b>Council Chamber</b>		
Per Hour Day (9am - 5pm)	60.00	70.00
Per Hour Evening (5pm - 10pm)	65.00	90.00
Whole Day	400.00	500.00
<b>Committee Room</b>		
Per Hour Day (9am - 5pm)	40.00	50.00
Per Hour Evening (5pm - 10pm)	45.00	55.00
Whole Day	250.00	350.00
<b>Interview Room</b>		
Per Hour Day (9am - 5pm)	20.00	N/A
Per Hour Evening (5pm - 10pm)	25.00	N/A
Whole Day	120.00	N/A
<b>Equipment Charges (For use of LCD Projector, etc)</b>		
Per Hour	15.00	15.00
Whole Day	80.00	80.00
<b>Refreshment Charges</b>		
Coffee - per head plus VAT (meeting up to 3 hours)	0.60	0.60
Coffee - per head plus VAT (meeting 3 hours +)	1.00	1.00
Coffee & Biscuits- per head plus VAT (meeting up to 3 hours)	1.00	1.00
Coffee & Biscuits- per head plus VAT (meeting 3 hours +)	1.50	1.50

**Notes**

The Interview Rooms are not available individually for use at weekends but may be made available (subject to charge) alongside a booking of the Council Chamber or Committee Rooms.

The Council reserves the right to refuse to hire to any company or individual for any reason.

Details of Hire Charges for other events at the discretion of the Property & Asset Manager.

<b>MOBILE HOME SITES</b> (VAT - Exempt)	<b>£</b>	
Drakes Drive	21.45	weekly
Woodvale Park	20.67	weekly
Meadow Close	20.67	weekly
Park Homes	19.52	weekly
<b>GARAGES</b>		
Council Tenants - (VAT is exempt on the first two garages but paid on three or more).	10.92	weekly
Small Garage	5.50	weekly
Discounted Garage	4.59	weekly
Telford court residents	8.19	weekly
Private Tenant - (Inclusive of VAT - standard rated).	13.10	weekly
<b>Heating and Hot Water</b>		
Sheltered	12.83	weekly
Heating only	11.53	weekly
<b>Homeless utilites</b>		
Bedsit	20.22	weekly
1 bed	25.34	weekly
2 bed mobile	24.27	weekly
2 bed flat	28.88	weekly
3 bed mobile	26.71	weekly
3 bed flat	33.21	weekly
<b>Service Charges</b>		
Assisted Garden Maintenance	5.05	weekly
Sheltered Communal Facilities Charge	4.04	weekly
Furniture (temp only)	12.37	weekly
Communal Facilities Charge (Lighting)	0.36	weekly
Window Cleaning	0.21	weekly
Steam Cleaning	0.17	weekly
Caretaking (per hour)	25.56	
Grounds Maintenance (up to)	2.54	weekly
<b>PRIVATE SECTOR HOUSING</b>	<b>£</b>	
Licensing of Houses in Multiple Occupation (minimum charge - up to 5 people) valid for five years	765.00	Up to five years
Licensing of Houses in Multiple Occupation (cost pp when three storeys, 5 or more people)	153.00	Up to five years
Inspection Fee (immigration)	163.20	One-off
Housing Act (2004) notices and orders	306.00	One-off
Works in default -admin of the works	Cost incurred per hour plus 12 % admin/ supervision fee	

**REGISTER OF ELECTORS**

(Price fixed by Home Office regulations )

(VAT - Outside Scope)

**Sale of Copies of the Open Register of Electors**

Data Form	£20 plus £1.50	Per 1000 Electors or Part
Printed Form	£10 plus £5.00	Per 1000 Electors or Part

**Sale of Copies of the Marked Register of Electors (Specified Persons)**

Data Form	£10 plus £1.00	Per 1000 Entries or Part
Printed Form	£10 plus £2.00	Per 1000 Entries or Part

**Full Electoral Register (Specified Organisations)**

Data Form	£20 plus £1.50	Per 1000 Entries or Part
Printed Form	£10 plus £5.00	Per 1000 Entries or Part

**List of Overseas Electors (Specified Organisations)**

Data Form	£20 plus £1.50	Per 100 Electors or Part
Printed Form	£10 plus £5.00	Per 100 Electors or Part

**LOCAL LAND CHARGES FEES****OFFICIAL LOCAL AUTHORITY SEARCHES**

		£ (Inclusive of VAT unless stated)
Full Official Search (CON29 and LLC1)	Residential and Commercial	100.00
Breakdown of Fees:		
LLC1		15.00 (No VAT)
CON 29		85.00
CON 290 - Q4-20		9.00
CON 290 - 21		3.00
CON 290 - 22		16.80
Parcels Fees	Residential	12.50 each
Parcels Fees	Commercial	30.00 each
Request for a copy search		10.00

**HACKNEY CARRIAGES AND PRIVATE HIRE VEHICLES**

(VAT - Outside Scope)

		<b>Period</b>	<b>£</b>
<b>Resident</b>			
Vehicle	- Annual Licence	1 year	300.00
Drivers	- Tri-Annual Licence	3 years	200.00
	- Over 70	1 year	32.00
	- (costs pro rata from 67 to 70)		
Hackney Carriage driver taking out Private Hire		3 years	costs pro rata per unexpired month
<b>Non Resident</b>			
Vehicle	- Annual Licence	1 year	360.00
Drivers	- Tri-Annual Licence	3 years	250.00
	- Over 70	1 year	37.00
	- (costs pro rata from 67 to 70)		
Hackney Carriage driver taking out Private Hire		3 years	costs pro rata per unexpired month
Private Hire Operators		1 year	300.00
Knowledge Test - Hackney Carriage/Private Hire			95.00
Knowledge Test - Hackney Carriage/Private Hire (Re-takes)			64.00
DVLA - Motoring Conviction Check			5.50
Badge - Fee			10.00
Plates - Deposit			102.00
Transfer of Ownership - Vehicle/Driver			108.00
Mogo Plate Replacement External			21.00
Mogo Brackets Replacement			10.00
Internal Plate Replacement			8.00
Livery/Stripes			41.00
Livery/Number (each)			1.00
Livery Crest (each)			4.00
Disclosure and Barring Check			30.00
Disability Training Course			30.00
Driver Training Day			65.00
Duplicate Licences	- Vehicles		1.00
	- Drivers		0.50
	- Clips		0.50

**Car Parks**

All charges are per visit unless stated as weekly

	£	£	£	£	£	£	£	£	£
<b>St Albans City Centre MSCP</b>									
Monday-Saturday inclusive	<b>30 Mins</b>	<b>1 Hour</b>	<b>1-2 Hours</b>	<b>2-3 Hours</b>	<b>3-4 Hours</b>	<b>4-6 Hours</b>	<b>6-24 Hours</b>	<b>Sunday</b>	<b>Weekly</b>
(07:30am to 18:30pm)	£	£	£	£	£	£	£	£	£
Drovers Way / Russell Avenue	0.60	1.20	2.80	3.20	4.30	5.30	10.60	1.00	31.80
<b>Leisure / Shopping Car Parks</b>									
Adelaide Street Car Park	0.60	1.20	2.80	3.20	4.30	5.30	10.60	1.00	31.80
Amenbury Lane Car Park, Harpenden	0.60	1.20	2.80	3.20	4.30	5.30	10.60	1.00	31.80
Bowers Way East Car Park, Harpenden	0.60	1.20	2.80	3.20	4.30	5.30	10.60	1.00	31.80
Bowers Way West Car Park, Harpenden	0.60	1.20	2.80	3.20	4.30	5.30	10.60	1.00	31.80
Civic Centre Car Park (Basement)	0.60	1.20	2.80	3.20	4.30	5.30	10.60	1.00	31.80
London Road Car Park	0.60	1.20	2.80	3.20	4.30	5.30	10.60	1.00	31.80
Keyfield Terrace	n/a	1.20	3.00	n/a	n/a	n/a	5.30	1.00	31.80
<b>Westminster Lodge Car Park</b>									
Monday-Sunday inclusive (07:30am to 18:30pm)									
Cars	<b>30 Mins</b>	<b>1 Hour</b>	<b>1-2 Hours</b>	<b>2-3 Hours</b>	<b>3-4 Hours</b>	<b>4-24 Hours</b>			
	Free	Free	Free	2.10	4.10	5.10			
Coaches	<b>0-2 Hours</b>	<b>2-24 Hours</b>							
	Free	25.60							
<b>Clarence Park Car Park</b>									
	<b>3-5 Hours</b>	<b>5-24 Hours</b>	<b>Sunday</b>						
Monday to Saturday	5.10	10.20	Free						
<b>Civic Centre Car Park (Ground and First Floor)</b>									
	<b>30 Mins</b>	<b>1 Hour</b>	<b>1-2 Hours</b>	<b>2-3 Hours</b>	<b>3-4 Hours</b>	<b>4-6 Hours</b>	<b>6-24 Hours</b>	<b>Sunday</b>	<b>Season Ticket</b>
Monday to Friday, 10am to 6:30pm	0.60	1.20	2.80	3.20	n/a	n/a	n/a	1.00	920.00
Saturday	0.60	1.20	2.80	3.20	4.30	5.30	10.60		
<b>Commuter</b>									
			<b>0-2 Hours</b>				<b>2-24 Hours</b>		<b>Weekly</b>
Bricket Road North Car Park			3.00				5.30		31.80
Gombards Car Park, Upton Avenue			3.00				5.30		31.80
Townsend Avenue Car Park			3.00				5.30		31.80
<b>Mixed</b>									
Verulamium Car Park, St Michaels Street, St Albans				<b>Up to 3 Hours</b>			<b>3-24 Hours</b>	<b>Coach</b>	
Monday-Sunday inclusive (07:30am to 18:30pm)				1.50			3.60	25.60	

**CHARGES FOR SEASON TICKETS:****SEASON TICKETS:**

Annual Premier Parking Tickets	1,150.00
Annual Season Tickets (Multi Site)	920.00
Senior Citizen Annual Season Tickets	30.00

**White H-Bar for Dropped Kerbs:**

Renewal	120.00
Refresh	100.00

**On Street Parking Charges**

<b>Pay &amp; Display</b>		<b>Charges from Apr-16</b>	<b>Charges from Jun-17</b>
On Street Pay & Display - St Albans	Up to 30 mins	0.60	
	Up to 1 hour	1.30	
	Up to 2 hours	2.60	
On Street Pay & Display - Harpenden	Up to 30 mins	0.60	
	Up to 2 hours	2.60	
<b>Resident Permit Charges - St Albans</b>			
<b>Type A (2 hour zones)</b>	1st Vehicle	19.77	20.17
Zones C,CA,K,O,P,R,T,PR1,PR2 - Current	2nd Vehicle	68.67	70.04
Zones C,CA,O,P,R,T,PR1,PR2 - from June 2017	3rd Vehicle	149.82	152.82
Quarterly	3rd Vehicle	37.45	38.20
<b>Type B (All day)</b>	1st Vehicle	39.54	40.33
Zones A,B,D,F,G,H,L,M,N,Q,S,HA,HR,OC,HC - Current	2nd Vehicle	137.33	140.08
Zones A,D,F,G,H,L,M,N,S,HA,HR,OC,HC - from June 2017	3rd Vehicle	299.64	305.63
Up to 6 Days a week from June 2017			
Quarterly	3rd Vehicle	74.91	76.41
<b>Zone E and U - Abbey Mill Lane, Orchard Street (All day) 7 day zones B,K,U from June 2017</b>	1st Vehicle	52.02	53.06
	2nd Vehicle	183.11	186.77
	3rd Vehicle	332.93	339.59
Quarterly	3rd Vehicle	83.23	84.89
<b>Downes Road</b>	1st Vehicle	10.20	10.40
	2nd Vehicle	33.66	34.33
	3rd Vehicle	73.44	74.91
<b>Resident Permit Charges - Harpenden</b>			
<b>All zones</b>	1st Vehicle	31.21	31.83
	2nd Vehicle	62.42	63.67
	3rd Vehicle	140.45	143.26
<b>Visitor Permits</b>			
<b>Type A (Up to 4 hours) - Vouchers (37p sold in books of 10)</b>	Book of 10	3.70	13.00
<b>Type B (All day - over 4 hours) - Vouchers (73p sold in books of 10 - £1.30 from June 2017)</b>	Book of 10	7.30	13.00
<b>Type C (All day) (Max stay - 7 days)</b>	Each Permit	2.45	2.50

**Other Resident Permits**

Dispensation Permits - Type A (2 hours)		149.82	152.82
Dispensation Permits - Type B (All day)		299.64	305.63
Dispensation Permits - Zone B (Annually)		332.93	339.59
Dispensation Permits - Zone B (Quarterly)		83.23	84.89

**Business Permits**

Type A (2 hours)		260.10	265.30
Type B (All day)		520.20	530.60

<b>Works Permits</b>	Per day	5.20	5.30
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<b>Healthcare Permits</b>	Annual	20.00	20.40
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**Parking Bay Suspensions**

<b>Resident Permit Only Bays</b>	Per day	17.69	18.04
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<b>Pay and Display Only Bays</b>	Per day	25.19	25.69
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**Shared use of Parking Spaces where Permits and Pay & Display are permitted:**

	Per day	21.42	21.85
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<b>Parking Vouchers - (Up to 1 hour) (£1.30 sold in books of 10)</b>		13.00	13.00
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**Penalty Charge Notices (PCN's)**

PCN's are served under the Traffic Management Act 2004 in accordance with Civil Enforcement of Parking Contraventions (England) General Regulations 2007. There are two levels of contravention.

Higher Level Contraventions - £70 (discounted to £35 if payment is made within 14 days).

Lower Level Contraventions - £50 (discounted to £25 if payment is made within 14 days).

A challenge to the issue of a PCN must be made in writing within 14 days of the date of issue.

Charges for PCN's that remain unpaid through to a Warrant for Execution will increase to £112 (higher level contravention) and £82 (lower level contravention) respectively plus potential Civil Enforcement Agent (Bailiff) fees for recovery of the amount outstanding

## Property and Asset Management

### SCHEDULE OF CAR PARKS WITH LEASED SPACES

Adelaide Street (north), St Albans.	19 spaces, 18 leased.
Alexandra Road, St Albans.	12 spaces, leased.
Bedford Road, St Albans.	15 spaces, 14 leased.
Boundary Road, St Albans.	4 spaces, leased.
Inkerman Road, St Albans.	15 spaces, leased.
New Kent Road, St Albans.	4 spaces, 3 leased.

### GARAGES & RESERVE SPACES - RENTS

£

Garages - Russell Avenue	191.25	Per Quarter	plus VAT		
Garages - Gombards	191.25	Per Quarter	plus VAT		
Reserved Spaces - Adelaide	162.50	Per Quarter	plus VAT	plus Rates	50.53
Reserved Spaces - Alexandra	162.50	Per Quarter	plus VAT	plus Rates	54.00
Reserved Spaces - Bedford	162.50	Per Quarter	plus VAT	plus Rates	50.40
Reserved Spaces - Boundary	162.50	Per Quarter	plus VAT	plus Rates	34.76
Reserved Spaces - Inkerman	162.50	Per Quarter	plus VAT	plus Rates	63.75
Reserved Spaces - New Kent	162.50	Per Quarter	plus VAT		

**CONTROL OF DOGS**

£

(VAT - Outside Scope)

Statutory Fee	25.00
Kennelling fee cost per dog per day	12.00
Out of hours costs 9am to midnight per dog	75.00
Out of hours costs between midnight & 9am per dog	150.00
Contractor Dog Delivery Service	35.00

**PEST CONTROL**

Wasps - People on benefit only	25.00
Cockroaches and Bedbugs	30.00
Rats, Mice, Domestic Premises Only	Free

**MOTOR SALVAGE OPERATORS REGULATIONS**

Registration Of Motor Salvage Operations	70.00
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## LICENCES FOR SCRAP METAL DEALING

Fees set by the Licensing & Regulatory Committee, 8<sup>th</sup> October 2013

<b>APPLICATION</b>	<b>Site Licence</b>	<b>Mobile Collectors Licence</b>
New / Renewal**	£556.60	£474.70
Variation	£344.98	£289.47
Variation from a Site Licence to a Mobile Collectors Licence	----	£474.70
Variation from a Mobile Licence to a Site Collectors Licence	£556.60	----
Replacement / Copy of Licences	£10	£10

20-L6

**VARIOUS LICENCES**

(VAT - Outside Scope)

**Licensing Act 2003 (Fees) Regulation 2005**

These statutory fees are subject to change by Government.

(\* Fees to be applied using the various multipliers specified within the act)

(banding as laid out in Act)	RV to £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 & Over
	A	B	C	D*	E*
Premises Licences & Club Premises Certificates & Variation Fee -Schedule 2	100.00	190.00	315.00	450.00	635.00
Annual Fee - Part 1 - Schedule 5	70.00	180.00	295.00	320.00	350.00
	<b>Annual Fee - Part 2 (Schedule 5)</b>		<b>Additional Fee - Schedule 3</b>		
	5,000 to 9,999	500.00			1,000.00
	10,000 to 14,999	1,000.00			2,000.00
	15,000 to 19,999	2,000.00			4,000.00
	20,000 to 29,999	4,000.00			8,000.00
	30,000 to 39,999	8,000.00			16,000.00
	40,000 to 49,999	12,000.00			24,000.00
	50,000 to 59,999	16,000.00			32,000.00
	60,000 to 69,999	20,000.00			40,000.00
	70,000 to 79,999	24,000.00			48,000.00
	80,000 to 89,999	28,000.00			56,000.00
	90,000 & over	32,000.00			64,000.00

**Permitted Temporary Activities, Personal Licences & Miscellaneous - Schedule 6**

	£
Theft, loss, etc. of licence or summary - sections 25, 79, 110, 126	10.50
Application for a provisional statement - section 29	315.00
Application for a minor variation - section 41A	89.00
Change of name or address- sections 33, 127	10.50
Application to vary licence to specify individual as premises supervisor -section 37	23.00
Application for transfer of premises licence - section 42	23.00
Interim authority notice following death etc. of licence holder - section 47	23.00
Notification of change of name or alteration of rules of club - section 82	10.50
Change of relevant registered address of club - section 83	10.50
Temporary event notice - section 100	21.00
Copy of Public Register - per entry	10.00
Application for a grant or renewal of personal licence - section 117	37.00
Right of freeholder etc. to be notified of licensing matters - section 178	21.00

**VARIOUS LICENCES (contd.)  
(VAT - Outside Scope)**

**Licensing Act 2003 (contd.)**

These statutory fees are subject to change by Government.

Fee Type	Application fee	Annual fee	Renewal fee	Transitional Application Fee
	£	£	£	£
FEC Gaming Machine	300	N/A	300	100
Prize Gaming	300	N/A	300	100
Alcohol Licensed Premises – Notification of 2 or less machines	50	N/A	N/A	N/A
Alcohol Licensed Premises Gaming Machine Permit – More than 2 machines	150	50	N/A	100
Club Gaming Permit	200	50	200	100
Club Gaming Machine Permit	200	50	200	100
Club Fast-track for Gaming Permit or Gaming Machine Permit	100	50	100	100
Small Society Lottery Registration	40	20	N/A	N/A

**Permit - Miscellaneous Fees**

	Change of Name	Copy of Permit	Variation	Transfer
	£	£	£	£
FEC Permits	25	15	N/A	N/A
Prize Gaming Permits	25	15	N/A	N/A
Alcohol Licensed Premises – Notification of 2 or less machines	N/A	N/A	N/A	N/A
Alcohol Licensed Premises Gaming Machine Permit – More than 2 machines	25	15	100	25
Club Gaming Permit	N/A	15	100	N/A
Club Gaming Machine Permit	N/A	15	100	N/A
Small Society Lottery Registration	N/A	N/A	N/A	N/A

**VARIOUS LICENCES (contd.)**  
**(VAT - Outside Scope)**

**Licensing Act 2003 (contd.)**

These statutory fees are subject to change by Government.

NCPLH Course

£150

Classes of premises licence	Maximum conversion application fee for non-fast track application	Maximum non-conversion application fee in respect of provisional statement premises	Maximum non-conversion application fee in respect of other premises	Maximum annual fee	Maximum fee for application to vary licence	Maximum fee for application to transfer a licence	Maximum fee for application for reinstatement of a licence	Maximum fee for application for provisional statement
	£	£	£	£	£	£	£	£
Regional casino premises licence		8,000	15,000	15,000	7,500	6,500	6,500	15,000
Large casino premises Licence		5,000	10,000	10,000	5,000	2,150	2,150	10,000
Small casino premises Licence		3,000	8,000	5,000	4,000	1,800	1,800	8,000
Converted casino premises Licence	2,000			3,000	2,000	1,350	1,350	
Bingo premises Licence	1,750	1,200	3,500	1,000	1,750	1,200	1,200	3,500
Adult gaming centre premises Licence	1,000	1,200	2,000	1,000	1,000	1,200	1,200	2,000
Betting premises (track) Licence	1,250	950	2,500	1,000	1,250	950	950	2,500
Family entertainment centre premises Licence	1,000	950	2,000	750	1,000	950	950	2,000
Betting premises (other) Licence	1,500	1,200	3,000	600	1,500	1,200	1,200	3,000

**VARIOUS LICENCES (contd.)**  
**(VAT - Outside Scope)**

£

**Local Government (Miscellaneous Provisions) Act 1982**

Pet Shop Act 1951	75.85
Animal Boarding Establishment Act 1964	124.00
Animal Boarding at Home	36.00
Breeding of Dogs Act	43.00
Riding Establishment Acts 1964 and 1970	225.00
Dangerous Wild Animals Act 1976	315.00
Dangerous Wild Animals Act 1976 (Sanctuary)	76.00
Skin Piercing	
- Business Premises	85.00
- Personal Licence	35.00
Sex Shops / Sex Cinema	3,175.00
Sexual Entertainment Venues	5,000.00
Contaminated Land Enquiries	105.00
High Hedges - Initial enquiry	80.00
High Hedges - Validated Application	300.00
Water Sampling (free for persons on benefit)	25.00

**STREET TRADING**  
**(VAT - Outside Scope)**

£                      £  
**Grant                      Renewal**

Static Site Traders	670.00	360.00
Mobile traders	465.00	245.00
St Peter's Street Static (inc £100 for electricity use)	770.00	460.00
Daily Rates for Special Events		
Current Traders Only		45.00

**PAVEMENT LICENSING**  
**(VAT - Outside Scope)**

£                      £  
**Grant                      Renewal**

Number of tables/chairs/seats		
2 Tables up to 8 Seats	120.00	100.00
3-4 Tables up to 16 Seats	200.00	180.00
5-10 Tables up to 40 Seats	285.00	265.00
11 or more Tables over 40 Seats	345.00	325.00

## **BUILDING CONTROL REGULATIONS**

Local Authorities are authorised by the Building (Local Authority Charges) Regulations 2010 to charge in respect of Building Control Services as follows:-

### **1. Full Plans**

- The Plan fee must be paid on the deposit of the plans with Council.

### **2. Building Notices**

- The fee must be paid when The Notice is submitted to The Council.

### **3. Inspection Fees**

- This will be payable after the first inspection has been undertaken.

### **4. Regularisation Fee**

- This is 125% of the Building Notice charge (net amount).

### **5. Exemption**

- Where work is to provide access and facilities in an existing dwelling or is an extension to store or provide medical treatment for a disabled person no charge is required.

### **6. Total Estimated Cost**

- This means a reasonable estimate that would be charged by a professional builder but excluding professional fees and VAT.

### **7. Multiple Works**

- Where plans show more than one type of work (ie two separate extensions) the charge payable is aggregated accordingly.

## Building Control Charges

### Domestic Extensions and Alterations

The charges for Building Regulation work are intended to cover the cost of the service and there are two methods that the local authority may use to establish the charge for building work;

#### 1. Standard Charges

The following tables detail the standard charges for domestic extensions or alterations;

These standard charges have been set by the local authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques and/or the duration of the building work from commencement to completion does not exceed 36 months.

The charges have been set on the basis that the design submitted and subsequent building work is undertaken by a person or contractor that is competent to carry out the relevant design and work referred to in the standard charges tables. If they are not, the application may incur supplementary charges. If work is carried out for the benefit of a registered disabled person that charge is exempt.

A supplementary charge will apply if controllable electrical or gas works are **not** carried out using a competent person.

#### 2. Individual Determination of a Charge (IDC)

Charges are individually determined for the larger and/or more complex proposals;

- Building work that is in relation to more than one dwelling
- Building work consisting of an extension or loft conversion where the total floor area exceeds 100m<sup>2</sup>
- Building work consisting of a carport, detached or attached garage or basement where the total floor area exceeds 100m<sup>2</sup>
- Alterations where the estimated cost of works exceeds £15,000
- Underpinning

If your building work is defined as requiring an individual determination of a charge you should contact Building Control, with a description and outline of the proposed work, by:

##### (a) Email

[buildingcontrol@stalbans.gov.uk](mailto:buildingcontrol@stalbans.gov.uk)

##### (b) Post

Building Control  
District Council Offices  
St Peter's Street  
St Albans, Hertfordshire  
AL1 3JE

##### (c) Telephone

01727 819218 / 01727 819289

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## Building Control Charges

The Building Act 1984

The Building Regulations 2010

The Building (Local Authority Charges) Regulations 2010

### Domestic Extensions

Description	Full Plans		Building Notice Charge	Regularisation Charge
	Plan Charge	Inspection Charge		
	(£)*	(£)*		
Extension under 10m <sup>2</sup>	300.00	237.00	537.00	549.00
Extension under 10m <sup>2</sup> plus alterations under £5,000	300.00	264.00	564.00	576.00
Extension over 10m <sup>2</sup> and under 40m <sup>2</sup>	300.00	451.00	751.00	768.00
Extension over 10m <sup>2</sup> and under 40m <sup>2</sup> plus alterations under £5,000	300.00	478.00	778.00	796.00
Extension over 40m <sup>2</sup> and under 100m <sup>2</sup>	400.00	566.00	966.00	988.00
Extension over 40m <sup>2</sup> and under 100m <sup>2</sup> plus alterations under £5,000	400.00	593.00	993.00	1015.00
Extension over 10m <sup>2</sup> and under 40m <sup>2</sup> plus Loft conversion under 40m <sup>2</sup>	400.00	566.00	966.00	988.00
Extension over 40m <sup>2</sup> and under 100m <sup>2</sup> plus Loft conversion under 40m <sup>2</sup>	400.00	673.00	1073.00	1098.00

### Conversion

Loft conversion under 40m <sup>2</sup>	300.00	210.00	510.00	521.00
Loft conversion between 40m <sup>2</sup> - 100m <sup>2</sup>	300.00	237.00	537.00	549.00
Garage conversion under 40m <sup>2</sup>	200.00	95.00	295.00	302.00
Basement under 40m <sup>2</sup>	200.00	203.00	403.00	412.00

### Building work

Garage / Carport between 30m <sup>2</sup> - 60m <sup>2</sup>	200.00	149.00	349.00	357.00
Outbuilding between 30m <sup>2</sup> - 60m <sup>2</sup>	200.00	203.00	403.00	412.00
Load bearing wall removal	150.00	65.00	215.00	220.00
Chimney breast removal	150.00	65.00	215.00	220.00
Alterations under £2,500	150.00	65.00	215.00	220.00
Alterations between £2,500 - £5,000	200.00	68.00	268.00	274.00
Alterations between £5,000 - £10,000	200.00	176.00	376.00	384.00
Alterations between £10,000 - £15,000	200.00	203.00	403.00	412.00
Window(s) or door(s) replacement under 10 units	150.00	65.00	215.00	220.00
Roof replacement	150.00	65.00	215.00	220.00
Installation of solar panels under 8 units	150.00	38.00	188.00	192.00

\*Charge **includes** VAT at 20%

\*\*Charge is **not** subject to VAT

If the proposed works are **not** listed above as a standard charge they will be individually determined

A supplementary charge will apply if controllable electrical or gas works are **not** carried out using a competent person

For further information please consult the Charges explanatory booklet

## Building Control Charges

### New Dwellings and Change of Use

The charges for Building Regulation work are intended to cover the cost of the service and there are two methods that the local authority may use to establish the charge for building work;

#### 1. Standard Charges

The tables overleaf detail the standard charges for new dwellings or conversions to form flats;

These standard charges have been set by the local authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques and/or the duration of the building work from commencement to completion does not exceed 36 months.

The charges have been set on the basis that the design submitted and subsequent building work is undertaken by a person or contractor that is competent to carry out the relevant design and work referred to in the standard charges tables. If they are not, the application may incur supplementary charges.

A supplementary charge will apply if controllable electrical or gas works are **not** carried out using a competent person.

#### 2. Individual Determination of a Charge (IDC)

Charges are individually determined for the larger and/or more complex proposals;

- Building work consisting of the erection of 7 or more new dwellings
- Conversion of an existing dwelling into 5 or more flats
- Applications subject to a reversion charge, where the work reverts from an approved inspector to the local authority

If your building work is defined as requiring an individual determination of a charge you should contact Building Control, with a description and outline of the proposed work, by:

##### (a) Email

[buildingcontrol@stalbans.gov.uk](mailto:buildingcontrol@stalbans.gov.uk)

##### (b) Post

Building Control  
District Council Offices  
St Peter's Street  
St Albans, Hertfordshire  
AL1 3JE

##### (c) Telephone

01727 819218 / 01727 819289

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## Building Control Charges

The Building Act 1984

The Building Regulations 2010

The Building (Local Authority Charges) Regulations 2010

### New dwellings

Description	Full Plans		Building Notice Charge	Regularisati on Charge
	Plan Charge	Inspection Charge		
	(£)*	(£)*		
1 new dwelling	400.00	486.00	886.00	906.00
1 new dwelling over 300m <sup>2</sup>	400.00	539.00	939.00	961.00
2 new dwellings	400.00	673.00	1,073.00	1,098.00
3 new dwellings	400.00	861.00	1,261.00	1,290.00
4 new dwellings	400.00	1,049.00	1,449.00	1,482.00
5 new dwellings	400.00	1,237.00	1,637.00	1,674.00
6 new dwellings	400.00	1,425.00	1,825.00	1,866.00

### Change of Use

Description	Full Plans		Building Notice Charge	Regularisati on Charge
	Plan Charge	Inspection Charge		
	(£)*	(£)*		
Conversion to form 1 dwelling	300.00	398.00	698.00	714.00
Conversion to form 1 flat	300.00	344.00	644.00	659.00
Conversion to form 2 flats	300.00	398.00	698.00	714.00
Conversion to form 3 flats	300.00	451.00	751.00	768.00
Conversion to form 4 flats	300.00	505.00	805.00	823.00

\*Charge **includes** VAT at 20%

\*\*Charge is **not** subject to VAT

If the proposed works are **not** listed above as a standard charge they will be

A supplementary charge will apply if controllable electrical or gas works are **not** carried out using a competent person

For further information please consult the Charges explanatory booklet

**PLANNING- Copies of Documents**

(Inclusive of VAT - Standard Rated)

	£	
O.S. Plans	18.13	- 2 copies
	19.05	- 4 copies
Copy Decision Notice	17.00	
Copy Plans (A3 to A0)	5.50	
Copy Smaller Plans (A4)	3.00	
Copies of Third Party Letters	5.25	First letter £5.25, thereafter a minimum charge 60p per sheet
Copies of Planning Applications	6.00	
Copies of Agenda Pages		
- Residential	0.10	per A4 double sided
- Non Residential	2.40	per A4 double sided
Photocopies	0.10	per double sided
See link below for EIR charging		
<a href="#">link to EIR policy</a>		
<b>Landscaping</b>		
Copies of Tree Preservation Orders	20.00	

## St Albans City &amp; District Council Pre-Application Charges

DESCRIPTION	Fee	Number of meetings incl in cost	Cost per additional meetings	Service standard
<b>Band A Significant Major Projects</b>				
50 dwellings or more, development on land more than 5 hectares, 10,000 square metres or more for retail, industry, warehousing).  Any development which requires an Environmental Impact Assessment  <b>The Council encourages potential developers to engage in a planning performance agreement (PPA) for these proposals. Bespoke agreements can be agreed with the Council either in advance of the submission of the pre-application proposal or at the first meeting setting out heads of terms.</b>	£3000 + VAT = <b>£3600</b>	1 meeting up to 1 hour	Individually tailored	3 days to acknowledge  Within 4 weeks for meeting to take place from acknowledgement  Within 2 weeks after meeting to send notes of meetings  Or within 2 weeks to send final response after last agreed meeting
<b>Band B Major Proposals</b>				
BAND B1  between 10-14 dwellings	£1500 + VAT = <b>£1800</b> (includes 1 meeting and advice letter)	1 meeting lasting up to 1 hour	£600 + Vat = £720	3 days to acknowledge.  Within 4 weeks for meeting to take place from acknowledgement  Within 2 weeks after meeting to send notes of meetings  Or within 2 weeks to send final response after last agreed meeting
BAND B2  between 15-24 dwellings	£2000 + VAT = <b>£2400</b> (includes 1 meeting and advice letter)	1 meeting lasting up to 1 hour	£600 + Vat = £720	3 days to acknowledge.  Within 4 weeks for meeting to take place from acknowledgement Within 2 weeks after meeting to send notes of meetings Or within 2 weeks to send final response after last agreed meeting

DESCRIPTION	Fee	Number of meetings incl in cost	Cost per additional meetings	Service standard
BAND B3 between 25 – 49 dwellings	£2500 + VAT = <b>£3000</b> (includes 1 meeting and advice letter)	1 meeting lasting up to 1 hour	£600 + Vat = £720	3 days to acknowledge.  Within 4 weeks for meeting to take place from acknowledgement Within 2 weeks after meeting to send notes of meetings Or within 2 weeks to send final response after last agreed meeting
Band B4 Change of use between 1000-4999 square metres of buildings and land	£1500 + VAT = <b>£1800</b> (includes 1 meeting and advice letter)	1 meeting lasting up to 1 hour	£600 +VAT = £720	3 days to acknowledge.  Within 4 weeks for meeting to take place from acknowledgement Within 2 weeks after meeting to send notes of meetings Or within 2 weeks to send final response after last agreed meeting
BAND B5 between 1 hectare and 4.99 hectares for retail, leisure, industry, warehousing, agriculture	£2500 + VAT = <b>£3000</b> (includes 1 meeting and advice letter)	1 meeting lasting up to 1 hour	£600 + Vat = £720	3 days to acknowledge.  Within 4 weeks for meeting to take place from acknowledgement Within 2 weeks after meeting to send notes of meetings Or within 2 weeks to send final response after last agreed meeting
<b>Band C Minor Proposals</b>				
BAND C1 Minor Proposals for between 1 - 4 Dwellings (including replacement dwellings)	£750 + VAT = <b>£900</b> (includes 1 meeting and advice letter)	1 meeting lasting up to 1 hour	£600+VAT = £720	3 days to acknowledge.  Within 4 weeks for meeting to take place from acknowledgement Within 2 weeks after meeting to send notes of meetings Or within 2 weeks to send final response after last agreed meeting

DESCRIPTION	Fee	Number of meetings incl in cost	Cost per additional meetings	Service standard
Band C2 Minor Proposals 5-9 Dwellings	£1000+VAT= <b>£1200</b> (includes 1 meeting and advice letter)	1 meeting lasting up to 1 hour	£600 + VAT = £720	3 days to acknowledge.  Within 4 weeks for meeting to take place from acknowledgement Within 2 weeks after meeting to send notes of meetings Or within 2 weeks to send final response after last agreed meeting
Band C3 Change of use between 1-999 square metres of buildings and land for retail, leisure, industry, warehousing, agriculture	£1000+VAT= <b>£1200</b> (includes 1 meeting and advice letter)	1 meeting lasting up to 1 hour	£600 + VAT = £720	3 days to acknowledge.  Within 4 weeks for meeting to take place from acknowledgement Within 2 weeks after meeting to send notes of meetings Or within 2 weeks to send final response after last agreed meeting
BAND C4 - advertisements	£100 + VAT = <b>£120</b> (includes 1 meeting and advice letter)	1 meeting lasting up to 30 minutes	N/A	3 days to acknowledge.  Within 3 weeks for meeting to take place from acknowledgement Within 2 weeks after meeting to send notes of meetings
<b>Band D – Householder extensions and alterations from 1st March 2017</b>				
Band D Householder extensions and alterations	Either a) £200 + VAT = <b>£240</b> (includes 1 meeting and advice letter); or b) £150 + VAT = <b>£180</b> (for written advice without the need for a meeting)	1 meeting lasting up to 30 minutes for option a) only	N/A	Option (a) 3 days to acknowledge  Within 3 weeks for meeting to take place from acknowledgement  Within 3 weeks after meeting to send notes of meetings Option (b) Within 3 weeks to send written advice

DESCRIPTION	Fee	Number of meetings incl in cost	Cost per additional meetings	Service standard
<b>Band E - Listed Buildings and Archaeology from 6th April 2016</b>				
<p>BAND E1</p> <p>Listed building and/or archaeology advice for single residential units and curtilage buildings</p>	<p>Either a) £150 + VAT = <b>£180</b></p> <p>(includes 1 meeting and advice letter); or</p> <p>b) £100 + VAT = <b>£120</b> without meeting</p>	<p>1 meeting lasting up to 30 minutes for option (a). This will take place in the Council Offices</p>		<p>Option (a) 3 days to acknowledge</p> <p>Within 3 weeks for meeting to take place from acknowledgement</p> <p>Within 2 weeks after meeting to send notes of meetings</p> <p>Option (b) Within 3 weeks to send written advice</p>
<p>BAND E2</p> <p>Listed building and/or archaeology advice for other proposals</p>	<p>£750 + VAT = <b>£900</b></p> <p>(includes 1 meeting and advice letter)</p>	<p>1 meeting lasting up to an hour</p>	<p>£600 + VAT = <b>£720</b></p>	<p>3 days to acknowledge</p> <p>Within 4 weeks for meeting to take place from acknowledgement</p> <p>Within 2 weeks after meeting to send notes of meetings</p> <p>Or within 2 weeks to send final response after last agreed meeting</p>

**PLANNING PUBLICATIONS**

(VAT - Standard Rated)

	<b>COLLECT</b>	<b>POST</b>
	£	£
<b>1) City and District of St Albans District Plan Review</b>		
i) Plan adopted (November 1994)		
Written Statement	25.00	30.00
Proposals Map (4 sheets) - each	10.00	11.50
St Albans City Centre Inset Map	10.00	11.50
Harpenden Town Centre Inset Map	10.00	11.50
Fleetville Inset Map	10.00	11.50
London Colney Inset Map	10.00	11.50
<b>TOTAL PACKAGE (Adopted Plan)</b>	<b>95.00</b>	<b>103.00</b>
Supplemental Planning Guidance - Affordable Housing	15.00	17.00
Supplemental Planning Guidance - Residential Extensions and Replacement Dwellings in the Green Belt	15.00	17.00
Revised Parking Policies and Standards (January 2002)	Free	1.00
<b>2) Local Development Framework (LDF)</b>		
Core Strategy DPD Issues and Options Consultation (July 2007)	15.00	17.00
Joint DPD Issues and Options Consultation (May 2006)	15.00	17.00
Housing Monitoring Report (April 2008)	15.00	17.00
Shopping Monitoring Report (April 2008)	15.00	17.00
Annual Monitoring Report (December 2008)	15.00	17.00
Local Development Scheme (2007-2010)	15.00	17.00
Statement of Community Involvement (2006)	15.00	17.00
Joint St Albans & Dacorum Core Strategies - Supplemental Issues and Options Paper - Growth in Hemel Hempstead	20.00	23.00
<b>3) LDF Evidence Base</b>		
Strategic Flood Risk Assessment (2007) - Main Report only	15.00	17.00
Strategic Flood Risk Assessment (2007) - Maps (CD only)	25.00	28.00
Accommodation Needs of Gypsies and Travellers in SW Herts (2005)	50.00	55.00
Central Hertfordshire Employment Land Review - Interim Study (2006)	15.00	17.00
Strategic Environmental Assessment & Sustainability Appraisal Scoping Report (2006)	20.00	23.00
Retail and Leisure Need Assessment (2006)	30.00	35.00
Retail and Leisure Need Assessment Appendices (2006)	25.00	30.00

## PLANNING PUBLICATIONS (CONTINUED)

	COLLECT	POST
<b>4) Planning Briefs and Planning Statements</b>		
Former Ariston Works, St Albans - Planning Brief (2001)	10.00	11.50
Oaklands, Smallford Campus - Planning Framework (2006)	10.00	11.50
Oaklands, Highfield Campus - Planning Framework (2006)	10.00	11.50
<b>5) Design Guides</b>		
DLTR Satellite Dishes: A Guidance Leaflet	Free	Free
Design Advice Leaflet No.1: Design and Layout of New Housing	6.50	7.50
Design Advice Leaflet No.2: Extensions in Residential Areas - A Guidance Leaflet	Free	1.00
Historic Barns New Uses - A Design Guide	Free	1.00
Conservation Areas - A Householder's Guide	Free	1.00
A Guide for Shopfront & Advertisement Design (October 1985)	2.50	3.00
<b>6) Conservation Areas and Listed Buildings</b>		
Verulam / Fishpool Street Article 4 Direction.		
A Householder's Guide to the Legislation	Free	1.00
Sopwell Lane / Albert Street Article 4 Direction.		
A Householder's Guide to the Legislation	Free	2.00
Locally Listed Buildings - Harpenden Conservation Area	3.50	4.50
Locally Listed Buildings - St Albans Conservation Area	3.50	4.50
<b>Conservation Area Character Statements</b>		
	£135 or £10	
St Albans - Conservation Area Character Statement 2016	per Area	11.50
Amwell - Conservation Area Character Statement 2012		
Cunningham Avenue - Conservation Character Statement 2014	10.00	11.50
Sandridge - Conservation Area Character Statement 2000	10.00	11.50
Wheathampstead - Conservation Area Character Statement 2011	10.00	11.50
Shafford Mill - Conservation Area Character Statement 2000	10.00	11.50
Childwickbury - Conservation Area Character Statement 2001	10.00	11.50
Mackerye End - Conservation Area Character Statement 2001	10.00	11.50
Sleapshyde - Conservation Area Character Statement 2001	10.00	11.50
Potters Crouch - Conservation Area Character Statement 2015	10.00	11.50
Redbourn - Conservation Area Character Statement 2011	10.00	11.50
Harpenden - Conservation Area Character Statement 2008	10.00	11.50
Park Street & Frogmore - Conservation Area Character Statement 2001	10.00	11.50
Waterend - Conservation Area Character Statement 2007	10.00	11.50
Old Bricket Wood - Conservation Area Character Statement 2009	10.00	11.50
London Colney- Conservation Area Character Statement 2010	10.00	11.50
Sopwell- Conservation Area Character Statement 2010	10.00	11.50

**PLANNING PUBLICATIONS (CONTINUED)****7) Planning Advisory Leaflets**

	<b>COLLECT</b>	<b>POST</b>
Planning Enforcement	Free	1.00
Design and Access Statements	Free	1.00
Outline Planning Applications	Free	1.00
Listed Buildings	Free	1.00
Living in a Conservation Area	Free	1.00
Replacement of Windows in Flats - Article 4 Areas and Commercial Premises	Free	1.00
Householder's Guide to Certificate of Lawfulness	Free	1.00
Green Belt and Development	Free	1.00
Code of Practice for Members and Officers (Planning)	Free	1.00
Planning and Renewable Energy	Free	1.00
Webcasting of Planning Committee Meetings	Free	1.00
Going Smoke-Free: A Guide to Smoking Shelters	Free	1.00
Interview Under Caution	Free	1.00
Trees in the District	Free	1.00
Wildlife Advice	Free	1.00

**8) Copying Charges**

Decision Notices		17.00
Section 106 Agreements		17.00
Building Regulation Decision Notices		30.00
Building Regulation Completion Certificates		30.00
Tree Preservation Orders		20.00
Copy of Plan - Large		5.50
Copy of Plan - A4		3.00
Normal Photocopy - Double-Sided		0.10

## PLANNING APPLICATIONS

(VAT - Outside Scope)

Fees are chargeable under the Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) Regulations 2008

Planning fees are set nationally and the current fee levels are published on the following website:

[http://www.planningportal.gov.uk/uploads/english\\_application\\_fees.pdf](http://www.planningportal.gov.uk/uploads/english_application_fees.pdf)

and can also be found on the St Albans District Council website:

<http://www.stalbans.gov.uk/planning/makingaplanningapplication/feesforplanningapplications.aspx>

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**STREET NAMING & NUMBERING**

(VAT - non business- outside the scope)

	£
Development of 1 - 5 plots	250.00
Development of 6 - 25 plots	450.00
Development of 26 - 75 plots	800.00
Development of over 75 plots	1,000.00
New street name	250.00
Amendment of previously confirmed schedule (per plot)	25.00
Street Renaming at Residents Request	450.00 plus 25.00 per property
Add or change house or building name	100.00
Addition of name to numbered property	75.00
House or building renumbering including sub-division into flats	200.00 plus 50.00 per plot
Provision of historic Naming & Numbering information	250.00
Hotel	200.00
Confirmation of postal address	25.00