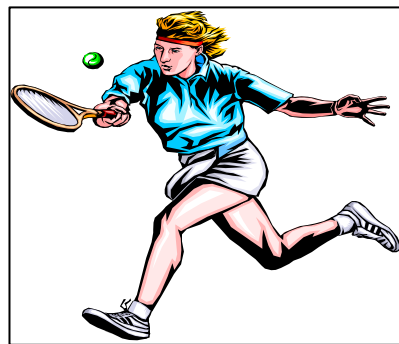
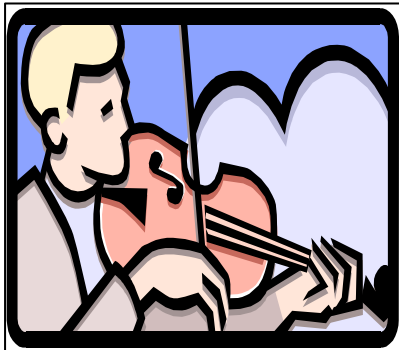
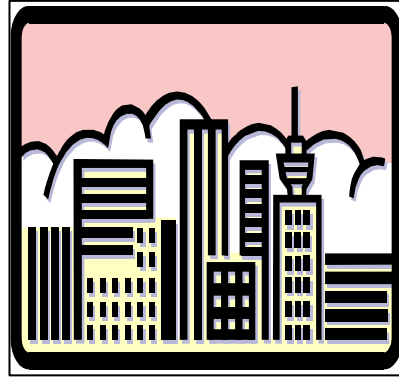




# REGISTER OF

# FEES AND CHARGES

## 2012/2013



*Financial Services Division*

*March 2012*

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## COMMUNITY SERVICES

### Town Hall

Facilities available for hire:

- Assembly Room
- Court Room
- Robing Room
- Foyer

All hire rates are subject to negotiation & dependant upon whether the hire is Commercial, for Private use or for Charity Groups or Non Profit Organisations.

The venue is also available for use as a film set. Hire rates are subject to negotiation.

Equipment & staffing required with any booking can be made available, the cost of which will be separate to the hire charge. Any staffing required on Sundays or on Bank Holidays will attract a higher charge.

If any part of the venue is required for preparation on any day other than that of the function a negotiated hire charge will be payable.

Indicative venue hire charges subject to negotiation

Facility	Half Day	Full Day
Assembly Room	300.00	550.00
Court Room	200.00	400.00
Robing Room	125.00	250.00
Foyer	125.00	250.00
Filming (Court Room)	550.00	1,000.00

VAT at Standard Rate will be included in all charges

## COMMUNITY SERVICES

### MUSEUMS FEES & CHARGES

#### VERULAMIUM MUSEUM

(Inclusive of VAT - Standard Rated unless stated)

£

#### Admission Charges

	Resident	- Adult	FREE
		- Junior/Student/Disabled/Benefit	FREE
	Non-Resident	- Adult	3.50
		- Junior/OAP/Student	2.00
		- Family (2 Adults and 2 Children)	10.00

#### Daytime Hire Fees for Verulamium Lecture Room (+VAT)

<u>Time</u>	<u>Charitable/Community Use</u>	<u>Commercial / Private use</u>
	£	£
Morning	45.00	125.00
Afternoon	45.00	125.00
Evening	55.00	180 (or £100 for less than 25 people)

A reduction of 20% for block bookings of more than 4 occasions.

#### Hire Fees for the Museum galleries and shop area (VAT Exempt)

<u>Time</u>	<u>Charitable/Community Use</u>	<u>Commercial / Private use</u>
	£	£
Evening Only	130.00	350.00

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

Evening Only	£6 per head <u>Or</u> £150 Minimum	£10 per head <u>Or</u> £400 Minimum
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#### School Teaching Sessions

Verulamium Museum	60.00
Museum of St Albans	60.00
Cancellation Fee	25% of expected fee
Outreach Talks	60.00
Trail Sessions	20.00

#### External Charges (Excluding Materials)

Conservation (Per Hour)	30.00
Design (Per Hour)	30.00
Photography (Per Hour)	30.00
Technical (Per Hour)	20.00
Senior Consultancy (Per Day)	325.00

#### Archaeological Watching Briefs

<u>Daily Charges</u>	
- Private	FREE (1ST DAY)
- Commercial	200.00
<u>Environmental</u>	
- Private	AT COST
- Commercial	AT COST
<u>Office Work</u>	
- Private	FREE
- Commercial	100.00
<u>Report Writing</u>	
- Private	FREE
- Commercial	400.00

## COMMUNITY SERVICES

### OVO @ The Maltings Arts Theatre

Daytime hire	£15 per hour or £35 for a block of 3 hours for any space
Evening hire (non-performance)	Weekday evenings £25 per hour for the theatre space Weekday evenings £5 per hour for the green room Weekends £150 for the evening
Performances	A Box Office split to be agreed with the Programme Director, with a minimum of £150 to the venue. 6 hours rehearsal time to be included in that price. Rehearsal hours over & above 6 hours at £15 per hour
Ticket prices	Unless otherwise stated £12.50 full price, £7,50 concessions

OVO is not registered for VAT

## COMMUNITY SERVICES

(Inclusive of VAT Standard Rated)		
<u>LEISURE CENTRE FEES (Leisure Connection Ltd)</u>	Maximum Charge	Residents Charge
<u>MAXIMUM FEES &amp; CHARGES</u>	£	£
Schools Swimming (including instructor)	1.15	1.05
Schools Swimming (excluding instructor)	0.95	0.90
Junior Swimming Lessons (including instructor / pro rata per half hour)	5.05	4.55
Swim school Junior (per half hour)	5.15	4.70
Swim school Junior (per three quarters of an hour)	7.70	7.05
Crash courses Junior (per half hour)	5.15	4.70
Under 5's Swimming during public sessions	No Charge	No Charge
Swimming Pool hire by clubs that are run primarily for people with disabilities	Junior Concession Rate	Junior Concession Rate
Batchwood Indoor Tennis Court (including Air Hall) per hour	19.45	17.55
Batchwood Priority Booking Card (adult)	51.55	46.40
Batchwood Bowls Season Card (adult)	55.75	50.20
Batchwood Bowls Season Card (junior)	27.90	25.10
Batchwood Bowls (adult) per hour	2.45	2.25
Batchwood Bowls (junior/OAP) per hour	1.20	1.10
User/Staff card for Residents and Authority Staff	No Charge	No Charge

## COMMUNITY SERVICES

(Inclusive of VAT Standard Rated)

### GROUNDS MAINTENANCE/JOHN O'CONNER LTD

	£
<b><u>CRICKET</u></b>	
<b><u>Verulamium Park</u></b>	
- table 1 & 2	59.40
- dressing room	23.20
<b><u>Rothamsted Park</u></b>	
- table 1	59.40
- table 2	59.40
- dressing room	23.20
<b><u>Verulamium Park - Cricket Pavilion</u></b>	
- use of toilets (Netball season)	26.80
- use of toilets ( half Netball season)	13.40
- casual hire	23.10
- dressing room	23.20
<b><u>St Albans Cricket Club</u></b>	
- practice	238.75
- seasonal charge	5,006.00
- per game per day senior	104.25
- per game per day junior	57.00
<b><u>TENNIS</u></b>	
<b><u>All Courts at Clarence Park (per Hour)</u></b>	
- adult	6.70
- junior	3.20
<b><u>CROQUET</u></b>	
<b><u>At Clarence Park (per Hour)</u></b>	
Seasonal club	172.95



## COMMUNITY SERVICES

(Inclusive of VAT Standard Rated)

	£
<b><u>SOCCER</u></b>	
<b><u>William Bird, Ver Park, Roth Park, Cunningham Hill grass pitches ( Soccer )</u></b>	
Season Weekly	
- pitch	973.00
- dressing rooms	472.80
- C-Ham Hill dressing rooms	149.75
Season alternate weeks	
- pitch	486.50
- dressing rooms	236.25
- C-Ham Hill dressing rooms	74.85
Casual	
- Soccer pitch	49.00
- dressing rooms	23.25
- C-Ham Hill dressing rooms	12.25
<b><u>William Bird (enclosed pitch) 30 Games</u></b>	
- seasonal pitch charge	1,029.00
- use of 4 dressing rooms	95.00
- casual pitch	58.00
- casual dressing rooms	23.25
- alternate weeks - pitch (15 games)	514.40
- alternate weeks - 2 dressing rooms	236.25
<b><u>Rothamsted Park Junior grass pitches (Soccer)</u></b>	
Season Weekly	
- pitch	440.00
- dressing rooms	237.00
Season alternate weeks	
- pitch	229.50
- dressing rooms	118.50
Casual	
- pitch	26.30
- dressing rooms	18.10
Junior Training Pitches (District wide)	
- season Weekly (30 weeks)	222.00
-season alternate weeks (15 weeks)	111.00
-casual - pitch	8.40
<b><u>Foxcroft, Cotlandswick, Marlborough Pavilion grass pitches (Soccer only)</u></b>	
Season Weekly -30 weeks	
- pitch	591.75
- Marlborough Pavilion dressing room	448.75
Casual - pitch	22.40
Season Alternative Weeks - 15 weeks	
- pitch	295.85
- Marlborough Pavilion dressing room	220.00
Casual - junior pitch	9.30

## COMMUNITY SERVICES

(VAT - Non Business)

<b><u>CEMETERIES</u></b>	£
<b><u>INTERMENTS</u></b>	
<b><u>General Grave</u></b>	
Foetal Remains/Stillbirth (No Charge)	
Child Up To 16 years	75.00
Adult (16+)	237.00
<b><u>Private Grave</u></b>	
Child Up To 16 years	112.00
Adult (16+)	549.00
Chamber Grave	1,647.00
Shored Timber Grave	743.00
Scattering Under Turf Or Burial Of Ashes In Urn	112.00
<b><u>PURCHASE FEES</u></b>	
New Grave And Reserved Graves	491.00
New Traditional Grave On Sections I & J At London Road Or 20 Year Reservation	706.00
Reclaimed Grave / 20 Year Reservation Reclaimed Grave	375.00
Children's Grave	70.00
Cremated Remains Plot (2' x 2')	183.00
Personal Garden (Hatfield Road Garden Of Rest)	983.00
Sanctum Vault (Hatfield Road Garden Of Rest)	914.00
Vase Block (Hatfield Road Garden Of Rest)	433.00
<b><u>SUNDRY FEES</u></b>	
Memorial Bearer On Sections G & H At London Road Cemetery	91.00
Concrete Foundation (Section B London Road Cemetery Only)	63.00
Concrete Foundation (Section B London Road Cemetery - Childs Grave)	43.00
Hire Of Chapel (Hatfield Road Cemetery Only)	75.00
Transfer Of Exclusive Right Of Burial	58.00
Search Fees (30 Minutes Plus)	41.00
Certified Copy Of Entry Of Burial	41.00
Late Fee (Each 30 Minutes Over)	52.00
<b><u>MEMORIALS</u></b>	
Rail/Chain/Kerb/Bodystone - Adult	180.00
Rail/Chain/Kerb - Children	77.00
Headstone/Footstone/Book/Cross	144.00
Vase (Gardens Of Rest 5" x 5" x 5" Only Permitted)	63.00
Plaque/Tablet	63.00
Memorial Bench (Dependent Upon Choice Of Bench) Price On Application	
Additional Inscription	34.00

Exhumation to be charged at actual cost, including administration cost.

Cancellation fee to be charged at 70% of cost.

Out of hours burials subject to staff availability. Extra charges apply.

All charges to be doubled for non-residents.

**NB St Albans District Council reserves the right to vary the fees or the facilities offered.**

# **COMMUNITY SERVICES**

( VAT - Non Business)

## **ALLOTMENT CHARGES 2012/2013 AND 2013/2014**

### **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>2012/2013 Charge</b>	<b>2013/2014 Charge</b>
	<b>£</b>	
Price per Plot (10 Poles)	<b>43.06</b>	<b>46.59</b>
Price per Half Plot (5 Poles)	<b>21.53</b>	<b>23.30</b>
Price per Plot reduced rate for pensioners/low income groups	<b>19.73</b>	<b>21.35</b>
Price per Half Plot reduced rate for pensioners/low income groups	<b>12.08</b>	<b>13.07</b>
New minimum charge	<b>12.08</b>	<b>13.07</b>
Introduction Charge	<b>11.50</b>	<b>12.44</b>

## COMMUNITY SERVICES

<b><u>COLLECTION OF BULKY REFUSE</u></b>		
(VAT - Outside Scope)		
Collection Of Up To 6 Items		25.50
Low Income Groups		N/A
<b><u>RECYCLING</u></b>		
(Inclusive Of VAT - Standard Rated)		
Removal Of Contaminated Green Waste		10.00
<b><u>MARKET</u></b>		
(VAT - Exempt)		
	<b>Wednesday</b>	<b>Saturday</b>
	£	£
10ft Stall	37.00	47.00
Table	30.00	37.00
Use Of Van - Large	37.00	47.00
Extensions	8.00	13.00
Charity Stall	N/A	9.00
Charity Table	7.50	N/A
<b><u>Farmer's Market :</u></b>		
(VAT - Exempt)		
	<b>St. Albans</b>	<b>Wheathampstead</b>
	£	£
10ft Stall	30.00	27.00
Use Of Van	30.00	27.00
Hall	-	21.00
<b><u>MOTOR SALVAGE OPERATORS REGULATIONS</u></b>		
Registration Of Motor Salvage Operations		70.00
<b><u>ABANDONED VEHICLES</u></b>		
(Inclusive of VAT - Standard Rated)		
Removal Of Vehicles & Administration Fee - Residents		50.00
Removal Of Vehicles & Administration Fee - Commercial		70.00

## COMMUNITY SERVICES

### COUNCIL OFFICES - ROOM HIRE

(VAT - Exempt / Standard Rated with Facilities)

	£ Monday to Friday	£ Saturday / Sunday
<b><u>Council Chamber</u></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><u>Committee Room</u></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><u>Interview Room</u></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><u>Equipment Charges (For use of LCD Projector, etc)</u></b>		
Per Hour	15.00	15.00
Whole Day	80.00	80.00
<b><u>Refreshment Charges</u></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.

## HEAD OF HOUSING

<b><u>MOBILE HOME SITES</u></b> (VAT - Exempt)	£ 2011/12	£ 2012/13	£ Increase
Drakes Drive	17.70	18.69	0.99
Woodvale Park	17.06	18.02	0.96
Meadow Close	17.06	18.02	0.96
Park Homes	16.11	17.01	0.90
<b><u>GARAGES</u></b>			
Council Tenants - (VAT is exempt on the first two garages but paid on three or more).	8.84	9.34	0.50
Private Tenant - (Inclusive of VAT - standard rated).	10.61	11.20	0.59

**N.B.** The above figures are based on 50 weeks with two rent free weeks at Christmas

## LEGAL, DEMOCRATIC & REGULATORY SERVICES

### REGISTER OF ELECTORS

(Price fixed by Home Office regulations )  
(VAT - Outside Scope)

#### Sale of Copies of 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

#### List of Overseas Electors

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

#### Other Fees

Certificate of Entry	£ 10.00	Per Certificate
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### LOCAL LAND CHARGES FEES

#### OFFICIAL LOCAL AUTHORITY SEARCHES

£

Standard Search (LLC1 and Con29R)	Residential and Commercial	100.00
Extra Parcels	Residential	12.50 each
Extra Parcels	Commercial	30.00 each
Each Additional Printed Enquiry (Con29 Part 2)	(Q4-21)	9.00
	(Q22)	14.00
	(Q22) sent on its own	39.00
Con29 Part One (without LLC1)	Residential and Commercial	85.00
Each Additional Solicitors Enquiry		10.00
LLC1 (Certificate Search)		15.00
Extra Parcels for LLC1 search only		12.50
Personal Search <i>Currently set by government</i>		No Charge

## LEGAL, DEMOCRATIC & REGULATORY SERVICES

### HACKNEY CARRIAGES AND PRIVATE HIRE VEHICLES

(VAT - Outside Scope)

	<u>Period</u>	<u>£</u>
<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	200.00
<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	250.00
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
Illuminous Fare Chart		10.00
Criminal Records Bureau Police Check		30.00
Disability Training Course		30.00
Duplicate Licences	- Vehicles	1.00
	- Drivers	0.50
	- Clips	0.50



# LEGAL, DEMOCRATIC & REGULATORY SERVICES

## THE COUNCIL OF THE CITY AND DISTRICT OF ST ALBANS

**ALL CHARGES PROPOSED ARE PER VISIT UNLESS STATED AS WEEKLY**

<b>ST ALBANS CAR PARKS</b>	<b>£</b>	
Adelaide Street Car Park	Monday-Saturday inclusive	
Bowers Way West Car Park	(07:30am to 18:30pm)	
Bricket Road North Car Park	Up to 30 min	0.60
Civic Centre Car Park (Basement)	Up to 1 hour	1.20
	Up to 2 hours	2.40
	Up to 5 hours	3.40
	Up to 24 hours	8.50
	Weekly	28.00
Gombards Car Park, Upton Avenue	Monday-Saturday inclusive	
Keyfield Terrace	(07:30am to 18:30pm)	
London Road Car Park	Up to 30 min	0.60
St Albans City Centre MSCP - Drovers Way / Russell Avenue	Up to 1 hour	1.20
Townsend Avenue Car Park	Up to 2 hours	2.40
	Up to 5 hours	3.40
	Up to 24 hours	8.50
Civic Centre Car Park (Ground and First Floor), St Albans	Saturday only (07:30am to 18:30pm)	
	Up to 30 min	0.60
	Up to 1 hour	1.20
	Up to 2 hours	2.40
	Up to 5 hours	3.40
	Up to 24 hours	8.50
Clarence Park Car Park, St Albans	Monday-Friday inclusive (07:30am to 18:30pm)	
(* Subject to displaying a free Pay and Display ticket)	Up to 3 hours	Free *
	Up to 5 hours	1.00
	Up to 24 hours	4.00
Verulamium Car Park, St Michaels Street, St Albans	Monday-Saturday inclusive (07:30am to 18:30pm)	
	Up to 3 hours	1.20
	Up to 24 hours	3.20
	Coaches	15.00
Westminster Lodge Car Park, St Albans	Monday-Saturday inclusive (07:30am to 18:30pm)	
(* Subject to displaying a free Pay and Display ticket)	Up to 3 hours	Free *
	Up to 5 hours	2.00
	Up to 24 hours	4.00
<b>HARPENDEN CAR PARKS</b>		
Amenbury Lane Car Park, Harpenden (Leisure Users up to 3 hours free, subject to display of voucher from centre reception)	Monday-Saturday inclusive (07:30am to 18:30pm)	
	Up to 30 min	0.60
	Up to 1 hour	1.20
	Up to 2 hours	2.40
Bowers Way East Car Park, Harpenden	Up to 5 hours	3.40
	Up to 24 hours	8.50
	Weekly	28.00
Lydekker Car Park, Sun Lane, Harpenden	Monday-Saturday inclusive (07:30am to 18:30pm)	
	Up to 1 hour	0.70
	Up to 2 hours	1.40
	Up to 5 hours	2.00
	Up to 24 hours	4.00

**NOTE: Car Parks Free on Sunday and Bank Holidays unless otherwise stated**

**PROPOSED CHARGES FOR SEASON TICKETS:**

**SEASON TICKETS:**

Annual Premier Parking Tickets	1,100.00
Annual Season Tickets	925.00
Senior CitizenS Annual Season Tickets	45.00
Quarterly Season Tickets (Townsend Avenue car park)	68.00

## LEGAL, DEMOCRATIC & REGULATORY SERVICES

<b><u>On Street Parking Charges</u></b>		
<b><u>Pay and Display</u></b>		<b>£</b>
St Albans On Street Pay and Display	Up to 1 hour	1.20
	Up to 2 hours	2.40
Harpenden On Street Pay and Display	Up to 2 hours	2.50
<b><u>Parking Permits</u></b>		
Resident Permits (08:30am-08:00pm) - St Albans	1st Vehicle	38.00
	2nd Vehicle	132.00
	3rd Vehicle	288.00
Resident Permits (2 Hour Zones) - St Albans	1st Vehicle	19.00
	2nd Vehicle	66.00
	3rd Vehicle	144.00
Resident Permits Zone E (08:30am-10:00pm) - St Albans	1st Vehicle	50.00
	2nd Vehicle	176.00
	3rd Vehicle	320.00
Residents Permits - Harpenden	1st Vehicle	30.00
	2nd Vehicle	60.00
	3rd Vehicle	135.00
Dispensation Permits - Type A (2 Hours)		144.00
Dispensation Permits - Type B (All Day)		288.00
Residents Visitor Permits	Book of 10	3.50
	All Day	7.00
Business Permits	All Day	500.00
	Part Day	250.00
Other Permits:		
Works Permits	Per Day	5.00
Healthcare Permits		10.00
Bay Suspensions	Per Bay /	17.00
	Per Day	
Penalty Charge Notices (PCN's) served under the Traffic Management Act 2004, in accordance with The Civil Enforcement of Parking Contraventions (England) General Regulations 2007		
Higher Level Contraventions - £70, discounted to £35 if payment made within 14 days		
Lower Level Contraventions - £50, discounted to £25 if payment made within 14 days		

## LEGAL, DEMOCRATIC & REGULATORY SERVICES

### **SCHEDULE OF CAR PARKS WITH LEASED SPACES**

Adelaide Street (north), St Albans.	11 spaces, leased.
Alexandra Road, St Albans.	12 spaces, leased.
Bedford Road, St Albans.	12 spaces, leased.
Boundary Road, St Albans.	3 spaces, leased.
Inkerman Road, St Albans.	15 spaces, leased.
New Kent Road, St Albans.	4 spaces, leased.

### **GARAGES & RESERVE SPACES - RENTS**

(Inclusive of VAT)

£

Garages - Russell Avenue & Adelaide Street	129.06	Per Quarter	plus VAT
Garages - Gombards	123.83	Per Quarter	plus VAT *
Reserved Spaces	104.76	Per Quarter	plus VAT

Note :- Three months notice of increase must be given.

## LEGAL, DEMOCRATIC & REGULATORY SERVICES

### CONTROL OF DOGS

	£
(VAT - Outside Scope)	
Statutory Fee	25.00
Kennelling fee cost per dog per day	12.00
Contractor Warden Charge per hour	17.50
Destruction & Disposal of carcass per dog	60.00
Out of hours costs 9am to midnight per dog	75.00
Out of hours costs between midnight & 9am per dog	150.00
Transportation for necessary veterinary treatment per hour	7.50
Associated mileage per mile	0.40

### PEST CONTROL

People on Benefits only under new contract	25.00
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## LEGAL, DEMOCRATIC & REGULATORY SERVICES

### 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 A	£4,301 - £33,000 B	£33,001 - £87,000 C	£87,001 - £125,000 D*	£125,001 & Over 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
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

## LEGAL, DEMOCRATIC & REGULATORY SERVICES

### VARIOUS LICENCES (contd.)

(VAT - Outside Scope)

### Licensing Act 2003 (contd.)

These statutory fees are subject to change by Government.

Fee Type  Permit Type	Application	Annual fee	Renewal	Transitional
	fee	Annual fee	fee	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

## LEGAL, DEMOCRATIC & REGULATORY SERVICES

### VARIOUS LICENCES (contd.)

(VAT - Outside Scope)

### Licensing Act 2003 (contd.)

These statutory fees are subject to change by Government.

NCPLH Course

£150

SCHEDULE								
Table of maximum fees								
Column (1)	Column (2)	Column (3)	Column (4)	Column (5)	Column (6)	Column (7)	Column (8)	Column (9)
<i>Classes of premises licence</i>	<i>Maximum conversion application fee for non-fast track application</i>	<i>Maximum non- conversion application fee in respect of provisional statement premises</i>	<i>Maximum non- conversion application fee in respect of other premises</i>	<i>Maximum annual fee</i>	<i>Maximum fee for application to vary licence</i>	<i>Maximum fee for application to transfer a licence</i>	<i>Maximum fee for application for reinstatement of a licence</i>	<i>Maximum fee for application for provisional statement</i>
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

## LEGAL, DEMOCRATIC & REGULATORY SERVICES

### 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)

Static Site Traders	
Market place & St. Peters Street	1,000.00
Other pitches	750.00
Mobile traders	500.00
Daily Rates (for short term traders at Officers discretion)	
Static Sites	45.00



# Building Control

## 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.

### 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

Effective from 1<sup>st</sup> April 2012

### Domestic Extensions and Alterations

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

#### 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 30 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 disabled person that is charge exempt.

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

#### Individual Determination of a Charge

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

- Applications subject to a Reversion charge, where work reverts from an approved inspector to the local authority
- 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
- Renovation of a thermal element

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, at:

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

2/ Building Control  
District Council Offices  
St Peter's Street  
St Albans  
Herts  
AL1 3JE

3/ Telephone: 01727 819218 or 01727 819289

**St Albans City & District Council**  
**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 10m2	300.00	177.96	477.96	497.88
Extension under 10m2 plus alterations under £5,000 estimated cost of works	300.00	212.1	512.1	533.44
Extension over 10m2 and under 40m2	300.00	382.8	682.8	711.25
Extension over 10m2 and under 40m2 plus alterations under £5,000 estimated cost of works	300.00	416.94	716.94	726.81
Extension over 40m2 and under 100m2	300.00	587.64	887.64	924.63
Extension over 40m2 and under 100m2 plus internal alterations under £5,000 estimated cost of works	300.00	621.78	921.78	960.19
Loft conversion under 40m2	300.00	177.96	477.96	497.88
Extension/Loft conversion where the total floor area exceeds 100m2/40m2	300.00	Requires an individual determination of a charge. You should contact Building Control with a description and outline the proposed work		
Carport, detached or attached garage over 30m2 and under 100m2	200.00	107.26	307.26	320.06
Garage conversion under 40m2	200.00	73.12	273.12	285.5
Basement under 40m2	300.00	451.08	751.08	782.38
Basement over 40m2 and under 100m2	300.00	621.78	921.78	960.19

**Domestic Alterations**

Description	Full Plans		Building Notice Charge (£)*	Regularisation Charge (£)**
	Plan Charge (£)*	Inspection Charge (£)*		
Alterations under £2,500 estimated cost of works	100.00	104.84	204.84	213.38
Alterations over £2,500 and under £5,000 estimated cost of works	100.00	138.98	238.98	248.94
Alterations over £5,000 and under £10,000 estimated cost of works	200.00	107.26	307.26	320.06
Alterations over £10,000 and under £15,000 estimated cost	200.00	141.40	341.40	355.63
Window(s) or door(s) replacement	100.00	104.84	204.84	213.38
Roof replacement	100.00	104.84	204.84	213.38
Installation of solar or wind technology	100.00	70.7	170.7	177.81
Electrical work under £5,000 estimated cost of works	290.19	N/A	290.19	N/A

\*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

Effective from 1<sup>st</sup> April 2012

### New Domestic Dwellings

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

#### 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 30 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.

#### Individual Determination of a Charge

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

- Applications subject to a Reversion charge, where the work reverts from an approved inspector to the local authority
- Building work consisting of the erection of 7 or more new dwellings
- Building work consisting of the erection of a new dwelling where the total floor area exceeds 300m<sup>2</sup>
- Conversion of an existing dwelling into 5 or more flats

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, at:

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

2/ Building Control  
District Council Offices  
St Peter's Street  
St Albans  
Herts  
AL1 3JE

3/ Telephone: 01727 819218 or 01727 819289

**St Albans City & District Council**

**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 (£)*	Regularisation Charge (£)**
	Plan Charge (£)*	Inspection Charge (£)*		
1 new dwelling	400.00	385.22	785.22	817.94
2 new dwellings	400.00	555.92	955.92	995.75
3 new dwellings	400.00	726.62	1126.62	1173.56
4 new dwellings	400.00	794.90	1194.90	1244.69
5 new dwellings	400.00	965.60	1365.60	1422.50
6 new dwellings	400.00	1033.88	1433.88	1493.63
Conversion of an existing dwelling into 2 flats	400.00	316.94	716.94	746.81
Conversion of an existing dwelling into 3 flats	400.00	385.22	785.22	817.94
Conversion of an existing dwelling into 4 flats	400.00	453.50	853.50	889.06

\*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

## PLANNING

### 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	0.60	per double sided
<b>Landscaping</b>		
Copies of Tree Preservation Orders	20.00	

### REVISED CHARGING FOR PLANNING MEETINGS WITH OFFICERS

Under the provisions of the Planning and Compensation Act 2003 (Section 53), Local Planning authorities are able to charge for informal meetings with applicants, agents, architects etc. On 8 September 2009 it was agreed by the Council's Cabinet to increase the existing charges commencing **1 October 2009**.

The revised charges will be as follows (per hour or part thereof):

BAND A MAJOR PROPOSALS	£600
(10 dwellings or more, 100 sq m, 1 ha)	
BAND B MINOR PROPOSALS	£250
(under 10 dwellings, under 1000 sq m)	

### Exemptions

Householders wishing to discuss applications with respect to their homes

Free up to 1 hour Consultation.

## PLANNING

### PLANNING PUBLICATIONS

(VAT - Standard Rated)

#### 1) City and District of St Albans District Plan Review

i) Plan adopted (November 1994)

	COLLECT	POST
	£	£
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

#### 2) Local Development Framework (LDF)

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

#### 3) LDF Evidence Base

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

### PLANNING PUBLICATIONS (CONTINUED)

#### **4) Planning Briefs and Planning Statements**

	<b>COLLECT</b>	<b>POST</b>
Former Ariston Works, St Albans - Planning Brief (2001)	10.00	11.50
Napsbury Hospital Redevelopment - Planning Brief (1997)	10.00	11.50
Sutton Road Sidings Site and Industry in Hedley Road - Planning Brief (1998)	10.00	11.50
Building Research Establishment, Garston - Planning Brief (1998)	10.00	11.50
Helmet Integrated Systems, Wheathampstead - Planning Brief (2002)	10.00	11.50
Oaklands, Smallford Campus - Planning Framework (2006)	10.00	11.50
Oaklands, Highfield Campus - Planning Framework (2006)	10.00	11.50

#### **5) Design Guides**

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

#### **6) Conservation Areas and Listed Buildings**

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	1.00
Locally Listed Buildings - Harpenden Conservation Area	3.50	4.50
Locally Listed Buildings - St Albans Conservation Area	3.50	4.50

#### **Conservation Area Character Statements**

Amwell - Conservation Area Character Statement 2012		
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 2001	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 and 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

### PLANNING PUBLICATIONS (CONTINUED)

#### 7) Planning Advisory Leaflets

	COLLECT	POST
Planning Enforcement	Free	1.00
Design and Access Statements	Free	1.00
Outline Planning Applications	Free	1.00
Development Control Charter	Free	1.00
Listed Buildings	Free	1.00
Public Speaking Procedure at Planning Committee Meetings	Free	1.00
How to Respond to Planning Applications	Free	1.00
Planning Appeals - A Guide for Third Parties	Free	1.00
Living in a Conservation Area	Free	1.00
Making a Planning Application	Free	1.00
Replacement of Windows in Flats - Article 4 Areas and Commercial Premises	Free	1.00
Contact with Planning Development Control	Free	1.00
Householder's Guide to Permitted Development Rights	Free	1.00
Householder's Guide to Certificate of Lawfulness	Free	1.00
Green Belt and Development	Free	1.00
Construction of Vehicle Crossovers	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) Building Control Advisory Leaflets

Your Local Authority Building Control Service	Free	1.00
Advice on Building Regulation Applications	Free	1.00
Giving Notification of Domestic Building Work	Free	1.00
A Householder's Guide to Building Control: FAQ's	Free	1.00
Conservatories, Porches and Greenhouses	Free	1.00
A Householder's Guide to Gas and Oil-Fired Boilers	Free	1.00
Domestic Heating Appliances	Free	1.00
Domestic Garages	Free	1.00
Regularisation Certificates	Free	1.00
Advisory Guide for Owners - Loft Conversions	Free	1.00
Fire Safety	Free	1.00

#### 9) 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	0.60

## **PLANNING**

### **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\\_fees-feb\\_2010.pdf](http://www.planningportal.gov.uk/uploads/english_fees-feb_2010.pdf)

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

[http://www.stalbans.gov.uk/Images/Fees%20for%20Planning%20Applications\\_tcm15-12966.pdf](http://www.stalbans.gov.uk/Images/Fees%20for%20Planning%20Applications_tcm15-12966.pdf)

## **PLANNING**

### **STREET NAMING & NUMBERING**

(VAT - non business- outside the scope)

	£
Development of up to 5 plots*	140.00
Development of between 5 and 25 plots*	280.00
Development of over 25 plots	460.00
New street name	130.00
Adding or changing a house or building name (per unit)	50.00
Street Renaming at Residents Request	450.00
House / Building Renumbering (inc subdivision into flats)	200.00
Confirmation of postal address	free

\* If the development requires a new street name then the applicant will be charges the additional cost £130