



SCHEDULE OF FEES AND CHARGES

2025-2026





SCHEDULE OF FEES AND CHARGES 2025/26

Commercial & Assets Directorate

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The charges shown for 2025/26 in the following pages are effective from 1st April 2023 unless otherwise indicated. The Council reserves the right to amend the Schedule at any time.

PARKS AND OPEN SPACES

DESCRIPTION OF CHARGE	VAT RATE	Charge 25/26 Ex VAT	Charge 25/26 Incl VAT
CRICKET			
Adult Teams – Each Match	S	£89.30	£107.16
Adult Teams – Seasonal Hire (Alternate Weeks)	E	£975.90	£975.90
Youth Teams – Each Match	S	£41.20	£49.44
Youth Teams – Seasonal Hire (Alternate Weeks)	E	£486.05	£486.05
FOOTBALL			
<i>Youth football prices are for teams that are under 18 years of age.</i>			
Adult Teams – Each Match without Accommodation	S	£88.25	£105.90
Adult Teams (One match on alternate weeks) - provided VAT block-booking conditions apply	E	£943.90	£943.90
Youth Teams – Each Match without Accommodation	S	£62.26	£74.75
Youth Teams (one match on alternate weeks) - provided VAT block-booking conditions apply	E	£376.75	£376.75
Youth Seasonal Mini Soccer - Junior (Seven a Side) - provided VAT block-booking conditions apply	E	£190.75	£190.75
Youth Mini Soccer (Seven a Side) Pitches - WSFRG (Each Match)	S	£33.20	£39.84
Changing accommodation per match	E	£22.20	£22.20
Prices for one-off matches for Teams with no seasonal bookings.			
Adult -Five-A-Side Pitches per pitch per day	S	£148.70	£178.44
Adult Friendly match per match	S	£101.80	£122.16
Youth -Five-A-Side Pitches per pitch per day	S	£84.15	£100.98
Youth Friendly match per pitch without Accommodation – Sundays	S	£58.10	£69.72

RUGBY				
Adult Teams Each Match without Accommodation	S	£86.70	£104.40	
Adult Teams (One match on alternate weeks) - provided VAT block-booking conditions apply	E	£970.85	£970.85	
Youth- Teams Each Match without Accommodation	S	£50.80	£60.96	
Youth- Teams (one match on alternate weeks) - provided VAT block-booking conditions apply	E	£384.90	£384.90	
Changing accommodation per match	E	£22.20	£22.20	

BOWLS

Casual Use - Per Person Per Hour	S	£7.90	£9.48
Season Use - Per Club Member:			
Juniors	E	£67.85	£67.85
Adults	E	£109.60	£109.60

CROQUET

Casual Use - Per Match	S	£5.90	£7.08
OAPs	E	£29.15	£29.15
Adults	E	£41.75	£41.75

ALLOTMENTS

Per Plot	N	£91.00	£91.00
Per Half Plot	N	£45.50	£45.50

OPEN SPACES HIRE			
DESCRIPTION OF CHARGE	VAT RATE	Charge 25/26 Ex VAT	Charge 25/26 Inc VAT
<i>On all bookings a non-refundable booking deposit of £100 is required to secure the booking. This is only refunded where Castle Point Borough Council have to cancel the hire due to poor ground conditions.</i>			
<i>A refundable £250 deposit for small hires and £500 for large hires will be taken to cover for any damages caused to the land. If damage exceeds the deposit amount the hirer will be invoiced for the cost of rectification works.</i>			
Use of Open Space for Bootcamps for 2 hours (Minimum of 10 bookings)	E	£36.55	£36.55
Open Space hire for half a field per day. (Small Gains, Woodside, John H Burrows and Runnymede Paddocks).	E	£138.55	£138.55
Open Space hire for a whole field per day. (Small Gains, Woodside, Waterside Front Field, John H Burrows and Runnymede Paddocks).	E	£346.00	£346.00
Showground Hire (Waterside Showground, Canvey Island) per day	E	£690.20	£690.20
Set up and break down days will be charged at 25% of the ordinary daily rental charge. If the booking is over 3 days in duration, the set up and break down days will be free of charge.	E		
Woodside Paddocks – Horse Shows	E	£249.00	£249.00
Woodside Paddocks – Marquee Hire	E	POA	
Major Events, Large Circuses or Fairs	E	POA	
Events Toilets at Waterside Farm			
Cleaning of the toilets will be completed on the first day of hire. Toilet roll and soap will be supplied. If additional toilet paper or soap are required these will need to be provided by the hirer.			
Toilets - Waterside Farm Recreation Ground (Per Day)	S	£62.20	£74.64
Toilets - Waterside Farm Recreation Ground (Per Weekend)	S	£87.20	£104.64
Access to standpipe (Waterside Showground only) per week	S	£150.00	£180.00
Call Out and Key Charges			
Call out fee per hour of office hours (Mon-Thurs 8.45am-5.15pm and Fri 8:45am-4.45pm). There is a minimum charge of 2 hours when a call out is made.	S	£40.50	£48.60
Key deposit for all keys (This will be returned when they keys have been returned to the Kiln Road Offices or the allocated Ranger).	N	£97.00	£97.00

CHURCHYARD BURIAL GROUNDS & CEMETERIES

DESCRIPTION OF CHARGE	VAT RATE	Charge 25/26 Ex VAT	Charge 25/26 Inc VAT
Cemetery Interment			
(CI1) Child under 1 month (plot for 2) resident	N	£210.00	£210.00
(CI2) Child under 1 month (plot for 2) non-resident	N	£394.00	£394.00
(CI3) Child under 1 month (plot for 2) (Exclusive rights 50 years) resident	N	£940.00	£940.00
(CI4) Child under 1 month (plot for 2) (Exclusive rights 50 years) non-resident	N	£1867.00	£1867.00
(CI5) Child under 1 month (plot for 3) resident	N	£227.00	£227.00
(CI6) Child under 1 month (plot for 3) non-resident	N	£443.00	£443.00
(CI7) Child under 1 month (plot for 3) (Exclusive rights 50 years) resident	N	£940.00	£940.00
(CI8) Child under 1 month (plot for 3) (Exclusive rights 50 years) non-resident	N	£1867.00	£1867.00
(CI9) Child 1 month to 12 years (plot for 2) resident	N	£394.00	£394.00
(CI10) Child 1 month to 12 years (plot for 2) non-resident	N	£659.00	£659.00
(CI11) Child 1 month to 12 years (plot for 2) (exclusive rights) resident	N	£791.00	£791.00
(CI12) Child 1 month to 12 years (plot for 2) (exclusive rights) non-resident	N	£1867.00	£1867.00
(CI13) Child 1 month to 12 years (plot for 3) resident	N	£447.00	£447.00
(CI14) Child 1 month to 12 years (plot for 3) non-resident	N	£885.00	£885.00
(CI15) Child 1 month to 12 years (plot for 3) (exclusive rights) resident	N	£912.00	£912.00
(CI16) Child 1 month to 12 years (plot for 3) (exclusive rights) non-resident	N	£1814.00	£1814.00
(CI17) 12 years and over (plot for 2) resident	N	£940.00	£940.00
(CI18) 12 years and over (plot for 2) non-resident	N	£1867.00	£1867.00
(CI19) 12 years and over (plot for 2) resident (exclusive rights)	N	£940.00	£940.00
(CI20) 12 years and over (plot for 2) non-resident (exclusive rights)	N	£1867.00	£1867.00
(CI21) 12 years and over (plot for 3) resident	N	£1072.00	£1072.00
(CI22) 12 years and over (plot for 3) non-resident	N	£2154.00	£2154.00
(CI23) 12 years and over (plot for 3) resident (exclusive rights)	N	£940.00	£940.00
(CI24) 12 years and over (plot for 3) non-resident (exclusive rights)	N	£1867.00	£1867.00
(CI25) Cremated remains (grave space) resident	N	£162.00	£162.00
(CI26) Cremated remains (grave space) non-resident	N	£311.00	£311.00
(CI27) Cremated remains (ashes area A, B, X) resident	N	£162.00	£162.00

CHURCHYARD BURIAL GROUNDS & CEMETERIES

DESCRIPTION OF CHARGE	VAT RATE	Charge 25/26 Ex VAT	Charge 25/26 Inc VAT
(CI28) Cremated remains (ashes area A, B, X) non-resident	N	£311.00	£311.00
(CI29) Cremated remains (ashes area A, B, X) resident (exclusive rights)	N	£426.00	£426.00
(CI30) Cremated remains (ashes area A, B, X) non-resident (exclusive rights)	N	£753.00	£753.00
(CI31) Scattering of cremated remains (Woodside only) resident	N	£74.00	£74.00
(CI32) Scattering of cremated remains (Woodside only) non-resident	N	£134.00	£134.00
Cemetery Surcharges			
(CS1) Funeral commencing 2.45pm resident	N	£148.00	£148.00
(CS2) Funeral commencing 2.45pm non-resident	N	£290.00	£290.00
(CS3) Funeral commencing 3.15pm resident	N	£244.00	£244.00
(CS4) Funeral commencing 3.15pm non-resident	N	£478.00	£478.00
Other Internments			
(OI1) Woodland burial resident	N	£476.00	£476.00
(OI2) Woodland burial non-resident	N	£940.00	£940.00
Extension of exclusive rights for a further 10 years			
(ER1) Earthen graves resident	N	£210.00	£210.00
(ER2) Earthen graves non-resident	N	£394.00	£394.00
(ER3) Cremated remains (plot X Woodside) resident	N	£80.00	£80.00
(ER4) Cremated remains (plot X Woodside) non-resident	N	£156.00	£156.00
(C12) Headstone or tablet (including first inscription) resident	N	£84.00	£84.00
(C13) Headstone or tablet (including first inscription) non-resident	N	£162.00	£162.00
(C14) Additional inscription (after first) resident	N	£76.00	£76.00
(C15) Additional inscription (after first) non-resident	N	£128.00	£128.00
(C16) Construction of foundation for headstone resident	S	£150.00	£180.00
(C17) Construction of foundation for headstone non-resident	S	£224.00	£268.80
(C18) Construction of foundation for ashes resident	S	£78.00	£93.60
(C19) Construction of foundation for ashes non-resident	S	£170.00	£204.00
(C20) Right to place vase or urn (approved design) resident	N	£76.00	£76.00
(C21) Right to place vase or urn (approved design) non-resident	N	£150.00	£150.00

CHURCHYARD BURIAL GROUNDS & CEMETERIES

DESCRIPTION OF CHARGE	VAT RATE	Charge 25/26 Ex VAT	Charge 25/26 Inc VAT
Miscellaneous			
(M1) Exhumation of ashes resident	N	£162.00	£162.00
(M2) Exhumation of ashes non-resident	N	£314.00	£314.00
(M3) Exhumation of earthen grave (price on application)	N	Price on application	Price on application
(M4) Transfer of deed (per transfer) resident	N	£74.00	£74.00
(M5) Transfer of deed (per transfer) non-resident	N	£131.00	£131.00
(M6) Certified copy of entry in burial register resident	N	£53.00	£53.00
(M7) Certified copy of entry in burial register non-resident	N	£98.00	£98.00
(M8) Search in burial register (for not more than one year) resident	N	£53.00	£53.00
(M9) Search in burial register (for not more than one year) non-resident	N	£98.00	£98.00
(M10) Use of Woodside Chapel resident	N	£84.00	£84.00
(M11) Use of Woodside Chapel non-resident	N	£84.00	£84.00
Memorial Plaque	S	£110.00	£132.00

COMMUNITY HALLS	VAT rate	Charges 2025/26 exclusive of VAT	Charges 2025/26
PEAK: Fridays and Saturday evenings hire from 6.00 p.m. and Bank Holidays, Christmas Eve, New Years' Eve OFF PEAK: All other times N.B. Minimum 3 hour hire during peak period *All bookings which include Wedding services (ceremonies, receptions etc.) are subject to a standard VAT rate.*			
Paddocks Main Hall and Stage			
Peak - Hourly Rate Evenings (Friday and Saturday evenings)	E*S	£58.10	£69.72
Off Peak – Hourly Rate All other periods	E*S	£29.10	£34.92
Full day hire 9.00 a.m.- 6.00 p.m. (9 hours) (Any day)	E*S	£232.80	£279.36
Evening Hire 6.00 p.m. – midnight (6 hours) with optional access from 5pm to set up venue Peak - Friday & Saturday evenings, Bank Holidays, Christmas Eve, New Year's Eve Extra hour until 1am Off peak - All other evenings Extra hour until 1am	E*S E*S E*S E*S	£348.60 £58.10 £174.60 £29.10	£418.32 £69.72 £209.52 £34.92
All day/evening hire 9.00 a.m.- midnight (15 hours) Peak Off Peak	E*S E*S	£523.30 £378.30	£627.96 £453.96
Paddocks Hall 2			
Peak - Hourly Rate Evenings (Friday and Saturday evenings)	E*S	£36.00	£43.20
Off Peak – Hourly Rate All other periods	E*S	£24.50	£29.40
Full day hire 9.00 a.m.- 6.00 p.m. (9 hours) (Any day)	E*S	£196.00	£235.20
Evening Hire 6.00 p.m. – midnight (6 hours) with optional access from 5pm to set up venue Peak - Friday & Saturday evenings Extra hour until 1am Off peak - All other evenings Extra hour until 1am	E*S E*S E*S E*S	£216.00 £36.00 £147.00 £24.50	£259.20 £43.20 £176.40 £29.40
All day/evening hire 9.00 a.m.- midnight (15 hours) Peak (Friday and Saturday Evenings) Off Peak	E*S E*S	£412.00 £318.50	£494.40 £382.20

Paddocks Hall 3			
Hourly Rate			
Anytime	E*S	£21.50	£25.80
Full day hire 9.00 a.m.-6.00 p.m. (9 hours)			
Anytime	E*S	£170.00	£204.00
Evening Hire 6.00 p.m. – midnight (6 hours) optional access from 5pm to set up venue			
Anytime	E*S	£127.00	£152.40
Extra hour	E*S	£21.50	£25.80
All day/evening hire 9.00 a.m.- midnight (15 hours)			
Anytime	E*S	£277.00	£332.40
Extra hour	E*S	£21.50	£25.80
Paddocks Civic Room			
Hourly Rate			
(Anytime)	E*S	£10.00	£12.00
Runnymede Main Hall and Stage			
Peak - Hourly Rate			
Evenings (Friday and Saturday evenings)	E*S	£58.10	£69.72
Off Peak – Hourly Rate			
All other periods	E*S	£29.10	£34.92
Full day hire 9.00 a.m.- 6.00 p.m. (9 hours)			
(Any day)	E*S	£232.80	£279.36
Evening Hire 6.00 p.m. – midnight (6 hours) with optional access from 5pm to set up venue			
Peak - Friday & Saturday evenings, Bank Holidays, Christmas Eve, New Year's Eve	E*S	£348.60	£418.32
Extra hour until 1am	E*S	£58.10	£69.72
Off peak - All other evenings	E*S	£174.60	£209.52
Extra hour until 1am	E*S	£29.10	£34.92
All day/evening hire 9.00 a.m.- midnight (15 hours)			
Peak	E*S	£523.30	£627.96
Off Peak	E*S	£378.30	£453.96
Wedding room fees			
	E*S	£397.00	£476.40

Runnymede Small Hall (including East Room) or Runnymede Foyer and Lounge			
Hourly Rate	E*S	£21.50	£25.80
Anytime			
Full day hire 9.00 a.m.-6.00 p.m. (9 hours)	E*S	£170.00	£204.00
Anytime			
Evening Hire 6.00 p.m. – midnight (6 hours) with optional access from 5pm to set up venue			
Anytime	E*S	£127.00	£152.40
Extra hour	E*S	£21.50	£25.80
All day/evening hire 9.00 a.m.- midnight (15 hours)			
Anytime	E*S	£277.00	£332.40
Extra hour	E*S	£21.50	£25.80
Wedding room fees	E*S	£397.00	£476.40
KING GEORGE V HALL			
Hourly rate (any time)	E*S	£21.50	£25.80
Woodside Hall			
Peak - Hourly Rate			
Peak (Friday and Saturday Evenings)	E*S	£36.00	£43.20
Off Peak	E*S	£21.50	£25.80
Full day hire 9.00 a.m.-6.00 p.m. (9 hours)			
Off Peak	E*S	£170.00	£204.00
Evening Hire 6.00 p.m. – midnight (6 hours) optional access from 5pm to set up venue			
Peak	E*S	£216.00	£259.20
Extra Hour Peak	E*S	£36.00	£43.20
Off Peak	E*S	£127.00	£152.40
Extra Hour Off Peak	E*S	£21.50	£25.80
All day/evening hire 9.00 a.m.- midnight (15 hours)			
Peak (Friday and Saturday Evenings)	E*S	£412.00	£494.40
Off Peak	E*S	£295.00	£354.00

COMMUNITY HALLS - SETTING UP CHARGES

	VAT rate	Charge 2025/26 exclusive of VAT	Charge 2025/26 inclusive of VAT
Staging and or/ 10+ Tables and 75+ chairs	E	£70.00	£70.00
5-9 Tables and 35-74 chairs	E	£43.00	£43.00
4 or less tables and less than 34 chairs	E	£21.00	£21.00
STORAGE			
Floor to Ceiling Cupboard per month	S	£34.50	£41.40
Kitchen Cupboard per month	S	£8.50	£10.20
Waste Removal (Max 30 bags)	E	£44.00	£44.00

DOMESTIC WASTE			
	VAT rate	Charge 2025/26 exclusive of VAT	Charge 2025/26 inclusive of VAT
Caddy Liners (per roll of 25)	S	£1.34	£1.60
Green Waste Sacks (per roll of 20)	N	£8.00	£8.00
Chargeable 240L wheeled bin garden waste service	N	£42	£42
Chargeable 1100L wheeled garden bin (flats and schools only)	N	£160	£160
Bulky waste , Up to 3 non persistent organic pollutant (non- POP) containing items, per additional item No concessions available. Up to 3 persistent organic pollutant (POP) containing items Per additional item No concessions available Bulky Waste cancellation – Refunds are not granted unless 48 hours' notice has been given during office hours.	N N N N	£44.55 £6.88 per additional item £44.55 £6.88 per additional item	£44.75 £6.88 per additional item £44.55 £6.88 per additional item

WASTE COLLECTION CHARGES	VAT rate	2025/26 excluding VAT	2025/26 including VAT
Trade waste sacks (per roll)	N	£58.03	£58.03
Hire (per week)			
240L	N	£0.49	£0.49
500L	N	£1.24	£1.24
770L	N	£1.38	£1.38
940L (Special circumstances only)	N	£1.57	£1.57
1000L	N	£1.57	£1.57
1100L	N	£1.63	£1.63
Collection & disposal (per bin)			
240L	N	£5.87	£5.87
500L	N	£11.94	£11.94
770L	N	£16.36	£16.36
940L (Special circumstances only)	N	£20.46	£20.46
1000L	N	£20.46	£20.46
1100L	N	£22.32	£22.32
Collection only (per bin)			
240L	N	£2.84	£2.84
500L	N	£5.63	£5.63
770L	N	£6.52	£6.52
940L (Special circumstances only)	N	£7.82	£7.82
1000L	N	£7.82	£7.82
1100L	N	£8.35	£8.35
Additional Collection Admin charge	N	£55.46	£55.46
Skip collections for Schools (On request)	N	£228.64	£228.64

CAR PARK CHARGES	VAT RATE	Charge 2025/26 Ex VAT	Charge 2025/26 Inc VAT
Hart Road/Dark Lane Car Park Maximum stay 3 hours, no return with 2 hours		Free	Free
Essex Way Car Park Charging period: Monday – Friday 9.00 a.m. – 5.00 p.m. (excluding Bank Holidays), max stay 3 hours, no return within 2 hours Monday-Friday: 1 hour Monday-Friday: 2 hours Monday-Friday: 3 hours Saturdays	S S S	£0.92 £1.42 £2.58 Free	£1.10 £1.70 £3.10 Free NB Blue badge holders free for up to 3 hours on any day
Knightswick Car Park Charging period: Monday – Saturday 08:00 – 21:00 (including Bank Holidays) Monday – Saturday: 1 hour Monday – Saturday: 2 hours Monday – Saturday: 3 hours Monday – Saturday: 4 hours Monday – Saturday: 5 hours Monday – Saturday: over 5 hours Sundays	S S S S S S	£0.33 £0.50 £0.58 £0.75 £1.33 £8.42	£0.40 £0.60 £0.70 £0.90 £1.60 £10.10 NB Blue badge holders free for up to 3 hours on any day
Richmond Avenue Car Park Max. waiting 16 hours		Free	Free
Richmond Hall Car Park Charging period: Monday – Friday 9.30 a.m. – 3.00 p.m. and 4.00 – 6.00 p.m. (excluding Bank Holidays), max stay 3 hours Monday-Friday: 1 hour Monday-Friday: 2 hours Monday-Friday: 3 hours Saturdays	S S S	£0.92 £1.42 £2.58 Free	£1.10 £1.70 £3.10 Free

CAR PARK CHARGES	VAT RATE	Charge 2025/26 Ex VAT	Charge 2025/26 Inc VAT
		Free	NB Blue badge holders free for up to 3 hours on any day
<p>School Lane Car Park (Short stay on next page) Charging period (long stay spaces): Monday – Sunday 9.00 a.m. – 5.00 p.m. (excluding Bank Holidays), No waiting restriction for long stay</p> <p>Daily charge (Monday – Friday, no exemption for blue badge holders) Daily charge (Saturdays/Sundays), no exemption for blue badge holders</p> <p>School Lane Car Park (continued) Charging period (Designated short stay spaces): Monday – Sunday 9.00 a.m. – 5.00 p.m. (excluding Bank Holidays), max stay 3 hours, no return within 2 hours, no exemption for blue badge holders</p> <p>Monday-Sunday: 1 hour Monday-Sunday: 2 hours Monday-Sunday: 3 hours</p> <p>Annual resident parking permit for eligible properties (one per household)</p> <p>Annual season ticket (doctor's surgery only)</p>	S S S N N	£5.75 £3.08 £0.92 £1.42 £2.58 £216.67.00 £758.33	£6.90 £3.70 £1.10 £1.70 £3.10 £260.00 £910.00
<p>Rectory Road Car Charging period: Monday – Friday 9.00 a.m. – 6.00 p.m. (excluding Bank Holidays), max stay 3 hours, no return within 2 hours</p> <p>Monday-Friday: 1 hour Monday-Friday: 2 hours Monday-Friday: 3 hours Saturdays</p>	S S S	£0.92 £1.42 £2.58 Free	£1.10 £1.70 £3.10 Free NB Blue badge holders free for up to 3 hours on any day

CAR PARK CHARGES	VAT RATE	Charge 2025/26 Ex VAT	Charge 2025/26 Inc VAT
Labworth Car Park Charging period: Monday – Sunday throughout the year 9.00 a.m.- 7.00 p.m. (including Bank Holidays), max stay 16 hours			
1 hour	S	£0.92	£1.10
2 hours	S	£1.42	£1.70
3 hours	S	£2.58	£3.10
>3 hours	S	£4.25	£5.10
Annual permit	S	£160.00	£192.00
			NB Blue badge holders free for up to 16 hours on any day
Lubbins Car Park Charging period: Monday – Sunday throughout the year, 9.00 a.m.- 7.00 p.m. (including Bank Holidays), max stay 16 hours			
1 hour	S	£0.92	£1.10
2 hours	S	£1.42	£1.70
3 hours	S	£2.58	£3.10
>3 hours	S	£4.25	£5.10
			NB Blue badge holders free for up to 16 hours on any day
Thorney Bay Charging period: Monday – Sunday throughout the year 9.00 a.m.- 7.00 p.m. (including Bank Holidays), no max stay			
1 hour	S	£0.92	£1.10
2 hours	S	£1.42	£1.70
3 hours	S	£2.58	£3.10
>3 hours	S	£4.25	£5.10
			NB Blue badge holders free

CAR PARK CHARGES	VAT RATE	Charge 2025/26 Ex VAT	Charge 2025/26 Inc VAT
Oak Road Car Park Charging period: Monday – Friday 9.00 a.m. – 6.00 p.m. (excluding Bank Holidays), max stay 3 hours, no return within 2 hours Monday-Friday: 1 hour Monday-Friday: 2 hours Monday-Friday: 3 hours Saturdays	S S S S	£0.92 £1.42 £2.58 Free	£1.10 £1.70 £3.10 Free NB Blue badge holders free for up to 3 hours on any day
Waterside Farm Leisure Centre Max stay 4 hours		Free	Free
Homestead Road Max stay 24 hours		Free	Free
Castle Lane Car Park Max stay 24 hours		Free	Free
The Paddocks, Canvey Island Tewkes Hall, Canvey Island King Georges Playing Field, Canvey Island Canvey Heights (limited car parking) Woodside Park and Pavilion, Thundersley Council offices/Runnymede Pool and Hall, Kiln Road, Thundersley John H Burrows main car park, Hadleigh John H Burrows small car park, Hadleigh Smallgains, Canvey Island Brook Road Bowls Club, Benfleet Brook Road Pavilion, Benfleet Maximum stay 24 hours		Free	Free

LEISURE	VAT RATE	Charge 24/25 Ex VAT	Charge 24/25 Inc VAT
MEMBERSHIPS – Waterside Farm Leisure Centre & Runnymede Leisure Centre			
Legacy Peak			
Monthly	N	£59.00	£59.00
Contract (minimum 6 months)	N	£48.00	£48.00
Contract (minimum 12 months)	N	£46.00	£46.00
Annual	N	£506.00	£506.00
Joining Fee (6-month contract)	N	£25.00	£25.00
Joining Fee (12-month contract)	N	FREE	FREE
Legacy Off peak			
Monthly	N	£49.00	£49.00
Contract (minimum 6 months)	N	£38.00	£38.00
Contract (minimum 12 months)	N	£36.00	£36.00
Annual	N	£396.00	£396.00
Joining Fee (6-month contract)	N	£25.00	£25.00
Joining Fee (12-month contract)	N	FREE	FREE
Legacy Senior 65+			
Monthly	N	£49.00	£49.00
Contract (minimum 6 months)	N	£38.00	£38.00
Contract (minimum 12 months)	N	£36.00	£36.00
Annual	N	£396.00	£396.00
Joining Fee (6-month contract)	N	£25.00	£25.00
Joining Fee (12-month contract)	N	FREE	FREE
Legacy Young Persons 16 – 17 Years			
Monthly	N	£43.00	£43.00
Contract (minimum 6 months)	N	£32.00	£32.00
Contract (minimum 12 months)	N	£30.00	£30.00
Annual	N	£330.00	£330.00
Joining Fee (6-month contract)	N	£25.00	£25.00
Joining Fee (12-month contract)	N	FREE	FREE
Legacy Young Persons 18 – 21 Years			
Monthly	N	£49.00	£49.00
Contract (minimum 6 months)	N	£38.00	£38.00
Contract (minimum 12 months)	N	£36.00	£36.00
Annual	N	£396.00	£396.00
Joining Fee (6-month contract)	N	£25.00	£25.00
Joining Fee (12-month contract)	N	FREE	FREE
Inspire Junior			
Monthly	N	£33.00	£33.00
Contract (minimum 6 months)	N	£22.00	£22.00
Contract (minimum 12 months)	N	£20.00	£20.00
Annual	N	£220.00	£220.00
Joining Fee (6-month contract)	N	£25.00	£25.00
Joining Fee (12-month contract)	N	FREE	FREE
Aquatic			
Monthly	N	£47.00	£47.00
Contract (minimum 6 months)	N	£36.00	£36.00
Contract (minimum 12 months)	N	£34.00	£34.00
Annual	N	£374.00	£374.00
Joining Fee (6-month contract)	N	£25.00	£25.00
Joining Fee (12-month contract)	N	FREE	FREE

LEISURE	VAT RATE	Charge 24/25 Ex VAT	Charge 24/25 Inc VAT
Corporate memberships	N	Please enquire	Please enquire
Active Life Swim Pass 65+ Annual	N	£324.30	£324.30
HEALTH AND FITNESS			
Fitness Suite Fitness suite entry One to one induction	N E	£8.30 £30.00	£8.30 £30.00
Sauna and Steam (Waterside Farm Leisure Centre) Peak Off Peak before 4pm Monday – Friday	N N	£8.75 £6.45	£8.75 £6.45
Group Exercise Class Group Exercise class Active Life Active Kids	E E E	£7.60 £4.75 £4.75	£7.60 £4.75 £4.75
Personal training Personal training sessions	E	Prices on enquiry	Prices on enquiry
PRIVATE PROMOTIONAL STANDS / SPACE FOR HIRE			
Promotional stands / space for hire In foyer / reception areas at either leisure centre (subject to agreement)	S	Prices on enquiry	Prices on enquiry
SWIMMING POOL			
Adults	N	£5.60	£5.60
5-15 years/disabled/seniors i.e. over 65's	N	£3.40	£3.40
Under 5's	N	FREE	FREE
Pool Hire (Swimming Clubs only - not for general hire)			
Main Pool - Lane hire (per hour) Per hour Per hour - (subject to VAT block booking rules) Per half hour Per half hour - (subject to VAT block booking rules)	N E N E	£23.30 £19.42 £11.68 £9.73	£23.30 £19.42 £11.68 £9.73
Main Pool – Whole Pool (Club Hire) Per hour Per hour - (subject to VAT block booking rules) Per half hour Per half hour - (subject to VAT block booking rules)	N E N E	£84.92 £70.77 £42.43 £35.36	£84.92 £70.77 £42.43 £35.36

LEISURE	VAT RATE	Charge 24/25 Ex VAT	Charge 24/25 Inc VAT
Small Pool (Club Hire) Per hour Per hour - (subject to VAT block booking rules) Per half hour Per half hour - (subject to VAT block booking rules)	N E N E	£41.92 £34.93 £20.96 £17.47	£41.92 £34.93 £20.96 £17.47
Main Pool and Small Pool combined (Club Hire) Per hour Per hour - (subject to VAT block booking rules) Per half hour Per half hour - (subject to VAT block booking rules)	N E N E	£108.27 £90.22 £54.16 £45.13	£108.27 £90.22 £54.16 £45.13
STA SWIM ACADEMY MEMBERSHIPS (PER SESSION)			
Junior / Adult and Child Swim Academy - 15 week session	E	£120.60	£120.60
Junior / Adult and Child - Monthly Direct Debit	E	£33.50	£33.50
Adult Swim Academy - 15 week session	E	£138.60	£138.60
Adult Swim Academy - Monthly Direct Debit	E	£38.50	£38.50
1-2-1 Swimming Lesson 30 minutes – 15 week session	E	£419.10	£419.10
1-2-1 Swimming Lesson 30 minutes – Monthly Direct Debit	E	£116.40	£116.40
2-2-1 Swimming Lesson 30 minutes – 15 week session	E	£586.50	£586.50
1-2-1 Swimming Lesson 30 minutes – Monthly Direct Debit	E	£162.90	£162.90
Joining fee	S	£16.67	£20.00
STA SWIM SCHOOL ACADEMY (Schools only please enquire for availability)			
Max 30 pupils 30 minute session	E	£122.45	£122.45
ACTIVITIES (PER SESSION)			
<i>Activities per person</i>			
Walking Football	E	£3.10	£3.10
Walking Netball	E	£4.60	£4.60
Active Bowls	E	£3.00	£3.00
Sport for Confidence	E	£3.10	£3.10
SPORTS COURT			
Badminton, basketball, table tennis, squash, general hire (per 55 minutes) Maximum 4 persons per court in sports hall Peak Off Peak before 4pm Monday - Friday Family weekend / school holiday court hire (Max x2 adults & x3 children) includes equipment hire Sports Hall / Squash per court (subject to VAT block booking rules)	N N N	£14.60 £12.50 £13.10	£14.60 £12.50 £13.10

LEISURE	VAT RATE	Charge 24/25 Ex VAT	Charge 24/25 Inc VAT
Peak	E	£12.17	£12.17
Off Peak	E	£10.42	£10.42
STUDIO HIRE			
Studio – Waterside Farm Leisure Centre			
Whole room per hour			
Per hour	N	£35.00	£35.00
Per hour (subject to VAT block booking rules)	E	£29.17	£29.17
Studio – Runnymede Leisure Centre			
Whole room per hour			
Per hour	N	£25.60	£25.60
Per hour (subject to VAT block booking rules)	E	£21.33	£21.33
<i>For block bookings please contact either leisure centre</i>			
SPORTS EQUIPMENT			
Sports rackets and ball hire (per hour)			
Refundable deposit	S	£2.33	£2.80
ALL WEATHER SURFACE PITCH			
1/4 pitch (per hour)			
Peak	N	£43.00	£43.00
Peak (subject to VAT block booking rules)	E	£35.83	£35.83
Off Peak	N	£20.00	£20.00
Off Peak (subject to VAT block booking rules)	E	£16.67	£16.67
1/2 pitch (per hour)			
Peak	N	£77.00	£77.00
Peak (subject to VAT block booking rules)	E	£64.17	£64.17
Off Peak	N	£40.00	£40.00
Off Peak (subject to VAT block booking rules)	E	£33.33	£33.33
Full Pitch (per hour)			
Peak	N	£154.00	£154.00
Peak (subject to VAT block booking rules)	E	£128.33	£128.33
Off Peak	N	£86.88	£86.88
Off Peak (subject to VAT block booking rules)	E	£80.00	£80.00
<i>Off peak before 6pm Monday – Friday, and weekends</i>			
Parties			
Castle Cove Soft Play Party & Room Hire	S	£145.08	£174.10
Sports parties			
Football / Multi sports / Street Dance / dodgeball/ Aqua Splash	E	Prices on enquiry	Prices on enquiry
CASTLE COVE SOFT PLAY			
0-1 Years of age	S	FREE	FREE

LEISURE	VAT RATE	Charge 24/25 Ex VAT	Charge 24/25 Inc VAT
1-2 Years of age	S	£2.92	£3.50
3-6 Years of age	S	£5.33	£6.40
Spectator fee per adult	S	£0.83	£1.00
STA Swimming Lesson & Unlimited Castle Cove Soft Play Membership	E&S	£46.00	£48.50
Spectator Fee – STA / Castle Cove Membership holder (maximum 2 adults)	S	FREE	FREE

Standard Charges

TABLE A - NEW DWELLINGS(ALLOCATED HOURS)

Dwelling-houses and Flats not exceeding 300m²

Please note that the Charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below).

Where Standard Charges are not applicable please contact Building Control on 01268 882288

Standard Charges
TABLE B - WORK TO A SINGLE DWELLING (ALLOCATED HOURS)
Limited to work not more than 3 storeys above ground level

Please note that the Charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are

claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below).

Code	Extension & New Build		Full Plans						Building Notice Charge*			Regularisation Charge*		
			Plan Charge			Inspection Charge *			Building Notice Charge*			Regularisation Charge*		
			24/25	25/26	%	24/25	25/26	%	24/25	25/26	%	24/25	25/26	%
D01	Separate single storey extension with floor area not exceeding 40m ²	Fee	£ 191.67	£ 250.00	30%	£ 375.00	£ 400.00	7%	£ 618.33	£ 700.00	13%	£ 770.00	£ 860.00	12%
		VAT	£ 38.33	£ 50.00	30%	£ 75.00	£ 80.00	7%	£ 123.67	£ 140.00	13%			
		Total	£ 230.00	£ 300.00	30%	£ 450.00	£ 480.00	7%	£ 742.00	£ 840.00	13%			
D02	Separate single storey extension with floor area exceeding 40m ² but not exceeding 100m ²	Fee	£ 228.33	£ 275.00	20%	£ 386.67	£ 425.00	10%	£ 673.33	£ 750.00	11%	£ 818.00	£ 920.00	12%
		VAT	£ 45.67	£ 55.00	20%	£ 77.33	£ 85.00	10%	£ 134.67	£ 150.00	11%			
		Total	£ 274.00	£ 330.00	20%	£ 464.00	£ 510.00	10%	£ 808.00	£ 900.00	11%			
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m ²	Fee	£ 240.00	£ 300.00	25%	£ 406.67	£ 450.00	11%	£ 690.00	£ 775.00	12%	£ 840.00	£ 950.00	13%
		VAT	£ 48.00	£ 60.00	25%	£ 81.33	£ 90.00	11%	£ 138.00	£ 155.00	12%			
		Total	£ 288.00	£ 360.00	25%	£ 488.00	£ 540.00	11%	£ 828.00	£ 930.00	12%			
D04	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m ² but not exceeding 100m ²	Fee	£ 270.00	£ 350.00	30%	£ 421.67	£ 450.00	7%	£ 710.00	£ 850.00	20%	£ 864.00	£ 1,040.00	20%
		VAT	£ 54.00	£ 70.00	30%	£ 84.33	£ 90.00	7%	£ 142.00	£ 170.00	20%			
		Total	£ 324.00	£ 420.00	30%	£ 506.00	£ 540.00	7%	£ 852.00	£ 1,020.00	20%			
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m ²	Fee	£ 160.00	£ 175.00	9%	£ 225.00	£ 225.00	0%	£ 426.67	£ 450.00	5%	£ 536.00	£ 560.00	4%
		VAT	£ 32.00	£ 35.00	9%	£ 45.00	£ 45.00	0%	£ 87.33	£ 90.00	3%			
		Total	£ 192.00	£ 210.00	9%	£ 270.00	£ 270.00	0%	£ 524.00	£ 540.00	3%			
D06	Detached non-habitable domestic building with total floor area not exceeding 50m ²	Fee	£ 198.33	£ 200.00	1%	£ 265.00	£ 265.00	0%	£ 496.67	£ 500.00	1%	£ 608.00	£ 630.00	4%
		VAT	£ 39.67	£ 40.00	1%	£ 53.00	£ 53.00	0%	£ 99.33	£ 100.00	1%			
		Total	£ 238.00	£ 240.00	1%	£ 318.00	£ 318.00	0%	£ 596.00	£ 600.00	1%			
s2	Conversions													
D07	First floor & second floor loft conversions	Fee	£ 240.00	£ 275.00	15%	£ 375.00	£ 400.00	7%	£ 650.00	£ 725.00	12%	£ 794.00	£ 890.00	12%
		VAT	£ 48.00	£ 55.00	15%	£ 75.00	£ 80.00	7%	£ 130.00	£ 145.00	12%			
		Total	£ 288.00	£ 330.00	15%	£ 450.00	£ 480.00	7%	£ 780.00	£ 870.00	12%			
D08	Other work (e.g. garage conversions)	Fee	£ 151.67	£ 175.00	15%	£ 200.00	£ 250.00	25%	£ 368.33	£ 500.00	36%	£ 454.00	£ 620.00	37%
		VAT	£ 30.33	£ 35.00	15%	£ 40.00	£ 50.00	25%	£ 73.67	£ 100.00	36%			
		Total	£ 182.00	£ 210.00	15%	£ 240.00	£ 300.00	25%	£ 442.00	£ 600.00	36%			
s2	Alterations (including underpinning)													
D09	Renovation of a thermal element	Fee	£ 98.33	£ 125.00	27%	£ 120.00	£ 150.00	25%	£ 226.67	£ 300.00	32%	£ 284.00	£ 380.00	34%
		VAT	£ 19.67	£ 25.00	27%	£ 24.00	£ 30.00	25%	£ 45.33	£ 60.00	32%			
		Total	£ 118.00	£ 150.00	27%	£ 144.00	£ 180.00	25%	£ 272.00	£ 360.00	32%			
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Fee	£ 98.33	£ 100.00	2%	£ 120.00	£ 125.00	4%	£ 226.67	£ 226.67	0%	£ 284.00	£ 290.00	2%
		VAT	£ 19.67	£ 20.00	2%	£ 24.00	£ 25.00	4%	£ 45.33	£ 45.33	0%			
		Total	£ 118.00	£ 120.00	2%	£ 144.00	£ 150.00	4%	£ 272.00	£ 272.00	0%			
D11	Cost of work not exceeding £5,000 (Incl Renewable Energy systems)	Fee	£ 108.33	£ 150.00	38%	£ 128.33	£ 175.00	36%	£ 236.67	£ 275.00	16%	£ 296.00	£ 350.00	18%
		VAT	£ 21.67	£ 30.00	38%	£ 25.67	£ 35.00	36%	£ 47.33	£ 55.00	16%			
		Total	£ 130.00	£ 180.00	38%	£ 154.00	£ 210.00	36%	£ 284.00	£ 330.00	16%			
D12	Cost of work exceeding £5,000 & not exceeding £25,000	Fee	£ 171.67	£ 175.00	2%	£ 213.33	£ 225.00	5%	£ 421.67	£ 450.00	7%	£ 518.00	£ 560.00	8%
		VAT	£ 34.33	£ 35.00	2%	£ 42.67	£ 45.00	5%	£ 84.33	£ 90.00	7%			
		Total	£ 206.00	£ 210.00	2%	£ 256.00	£ 270.00	5%	£ 506.00	£ 540.00	7%			
D13	Cost of work exceeding £25,000 & not exceeding £100,000	Fee	£ 251.67	£ 300.00	19%	£ 280.00	£ 450.00	61%	£ 558.33	£ 750.00	34%	£ 682.00	£ 920.00	35%
		VAT	£ 50.33	£ 60.00	19%	£ 56.00	£ 90.00	61%	£ 111.67</td					

Standard Charges

TABLE C - ALL OTHER NON-DOMESTIC WORK

Limited to work not more than 3 storeys above ground level (ALLOCATED HOURS)

Code	Extensions and New Build		Plan Charge			Inspection Charge			Regularisation Charge		
			24/25	25/26	%	24/25	25/26	%	24/25	25/26	%
N01	Single storey with floor area not exceeding 40m ²	Fee	£ 268.33	£ 300.00	12%	£ 400.00	£ 500.00	25%	£ 840.00	£ 1,010.00	20%
		VAT	£ 53.67	£ 60.00	12%	£ 80.00	£ 100.00	25%			
		Total	£ 322.00	£ 360.00	12%	£ 480.00	£ 600.00	25%			
N02	Single storey with floor area not exceeding 40m ² but not exceeding 100m ²	Fee	£ 331.67	£ 400.00	21%	£ 463.33	£ 575.00	24%			
		VAT	£ 66.33	£ 80.00	21%	£ 92.67	£ 115.00	24%	£ 980.00	£ 1,220.00	24%
		Total	£ 398.00	£ 480.00	21%	£ 556.00	£ 690.00	24%			
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m ²	Fee	£ 300.00	£ 350.00	17%	£ 453.33	£ 550.00	21%			
		VAT	£ 60.00	£ 70.00	17%	£ 90.67	£ 110.00	21%	£ 927.00	£ 1,130.00	22%
		Total	£ 360.00	£ 420.00	17%	£ 544.00	£ 660.00	21%			
N04	With some part 2 or 3 storey in height and a total floor area exceeding 40m ² but not	Fee	£ 351.67	£ 450.00	28%	£ 506.67	£ 600.00	18%			
		VAT	£ 70.33	£ 90.00	28%	£ 101.33	£ 120.00	18%	£ 1,034.00	£ 1,310.00	27%
		Total	£ 422.00	£ 540.00	28%	£ 608.00	£ 720.00	18%			
Alterations											
N05	Cost of work not exceeding £5,000	Fee	£ 161.67	£ 200.00	24%	£ 201.67	£ 250.00	24%			
		VAT	£ 32.33	£ 40.00	24%	£ 40.33	£ 50.00	24%	£ 440.00	£ 590.00	34%
		Total	£ 194.00	£ 240.00	24%	£ 242.00	£ 300.00	24%			
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding	Fee	£ 120.00	£ 150.00	25%	£ 141.67	£ 175.00	24%			
		VAT	£ 24.00	£ 30.00	25%	£ 28.33	£ 35.00	24%	£ 310.00	£ 440.00	42%
		Total	£ 144.00	£ 180.00	25%	£ 170.00	£ 210.00	24%			
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Fee	£ 161.67	£ 175.00	8%	£ 208.33	£ 250.00	20%			
		VAT	£ 32.33	£ 35.00	8%	£ 41.67	£ 50.00	20%	£ 440.00	£ 560.00	27%
		Total	£ 194.00	£ 210.00	8%	£ 250.00	£ 300.00	20%			
	Installation of new shop front	Fee	£ 136.67	£ 175.00	28%	£ 158.33	£ 250.00	58%			
		VAT	£ 27.33	£ 35.00	28%	£ 31.67	£ 50.00	58%	£ 380.00	£ 560.00	47%
		Total	£ 164.00	£ 210.00	28%	£ 190.00	£ 300.00	58%			
N06	Cost of work exceeding £5,000 & not exceeding £25,000	Fee	£ 225.00	£ 275.00	22%	£ 270.00	£ 300.00	11%			
		VAT	£ 45.00	£ 55.00	22%	£ 54.00	£ 60.00	11%	£ 604.00	£ 740.00	23%
		Total	£ 270.00	£ 330.00	22%	£ 324.00	£ 360.00	11%			
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20	Fee	£ 133.33	£ 175.00	31%	£ 218.33	£ 275.00	26%			
		VAT	£ 26.67	£ 35.00	31%	£ 43.67	£ 55.00	26%	£ 430.00	£ 590.00	37%
		Total	£ 160.00	£ 210.00	31%	£ 262.00	£ 330.00	26%			
	Renovation of thermal elements	Fee	£ 180.00	£ 200.00	11%	£ 226.67	£ 275.00	21%			
		VAT	£ 36.00	£ 40.00	11%	£ 45.33	£ 55.00	21%	£ 496.00	£ 620.00	25%
		Total	£ 216.00	£ 240.00	11%	£ 272.00	£ 330.00	21%			
	Installation of a Raised Storage Platform within an existing building	Fee	£ 215.00	£ 250.00	16%	£ 305.00	£ 350.00	15%			
		VAT	£ 43.00	£ 50.00	16%	£ 61.00	£ 70.00	15%	£ 644.00	£ 770.00	20%
		Total	£ 258.00	£ 300.00	16%	£ 366.00	£ 420.00	15%			
N07	Cost of works exceeding £25,000 & not exceeding £100,000	Fee	£ 117.50	£ 425.00	262%	£ 478.33	£ 600.00	25%			
		VAT	£ 23.50	£ 85.00	262%	£ 95.67	£ 120.00	25%	£ 1,012.00	£ 1,280.00	26%
	Fit out of building up to 100m ²	Fee	£ 336.67	£ 400.00	19%	£ 468.33	£ 600.00	28%			
		VAT	£ 67.33	£ 80.00	19%	£ 93.67	£ 120.00	28%	£ 964.00	£ 1,250.00	30%
		Total	£ 404.00	£ 480.00	19%	£ 562.00	£ 720.00	28%			

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

Where Standard Charges are not applicable please contact Building Control on 01268 882288

Pre-Application Advice Fees						
Category of Development	Written Advice			Meeting		
	24/25	25/26	%	24/25	25/26	%
Planning History Advice Does a property still retain permitted development rights?	£ 90.00	£ 94.00	4%	N/A		
Discharge of Conditions Advice to agents/developers on minor matters/queries, discharge of conditions, non-material amendments, variations etc.	N/A			POA - Rate varies dependent on officer seniority		
Householder Alterations and/or extensions to houses, garage or outbuildings	£ 185.00	£ 228.00	23%	£ 315.00	£ 347.00	10%
Small Scale Development 1 new dwelling or alterations and extensions to commercial premises of up to 499sq.m. of floorspace	£ 395.00	£ 510.00	29%	£ 555.00	£ 737.00	33%
Minor Development 2-9 new dwellings or alterations and extensions to commercial premises from 500-999sq.m. of floorspace	£ 770.00	£ 902.00	17%	£ 965.00	£ 1,211.00	25%
Major Development 10-49 new dwellings or alterations and extensions to commercial premises from 1,000-2,499sq.m. of floorspace	£ 1,995.00	£ 2,236.00	12%	£ 2,360.00	£ 2,682.00	14%
Strategic Development 50 or more new dwellings or alterations and extensions to commercial premises from 2,500sq.m. of floorspace	Individually determined. Development of this size may be better served through a Planning Performance Agreement.					

Other Planning Services	24/25	25/26	%	Comment
High Hedges	£ 400.00	£ 620.00	55%	Part 8 of Anti-Social Behavioural Act 2001 in June 2005. Not aware that price has been reviewed since originally set.
Confirmation of Closure of an Enforcement Case	£ -	£ 95.00	N/A	New Service
Confirmation of Compliance with an Enforcement Notice	£ -	£ 436.00	N/A	New Service
Plans, Drawings, Supporting Documents etc. Document Retrieval	£ 35.00	£ 66.00	89%	Not reviewed since 2019
Decision Notice, S106 Agreement, Building Control Completion Certificate etc. Document Retrieval	£ 15.00	£ 29.00	93%	Not reviewed since 2019
Hard Copy Documents	£ -	£ 9.00	N/A	New Service - +£0.30 per sheet
Hard Copy Documents Postage	£ -	£ 3.00	N/A	New Service



Fees & Charges – Environmental Health 2025/26

	VAT RATE	Charge 2025/26 Ex VAT	Charge 2025/26 Inc VAT
ANIMAL LICENSING*			
Animal boarding	N	£442.09	£442.09
Animal home boarding	N	£328.90	£328.90
Doggy day care	N	£390.94	£390.94
Dog breeding	N	£482.06	£482.06
Pet shop	N	£446.46	£446.46
Hiring Horses	N	£538.76	£538.76
Exhibiting Animals	N	£390.73	£390.73
Dangerous Wild Animals	N	£450.33	£450.33
Zoo	N	£1024.63	£1024.63
Variation with premises visit	N	£202.04	£202.04
Variation (paperwork amendment only)	N	£71.19	£71.19
Transfer of license	N	£80.34	£80.34
Re-evaluation of star rating	N	£176.96	£176.96

* Any additional costs incurred by the Council in licensing premises e.g. vet's fees will be passed onto the Licensee.

ENVIRONMENTAL PROTECTION / PUBLIC HEALTH

Contaminated Land/Environmental Searches	N	£101.70 (2 hrs min) + £50.85 thereafter.	£101.70 (2 hrs min) + £50.85 thereafter.
Works in default undertaken	Full cost of works plus full Castle Point Council Officer costs (charged per hour) plus any incidental costs and administration charge.		

LAPPC CHARGES

Environmental regulation of industrial processes - Current statutory fees published on DEFRA website:

1) Permits for waste incineration -

<https://www.gov.uk/government/publications/permits-for-waste-incineration-fees-and-charges-for-applications>

2) Permits for solvent emission -

<https://www.gov.uk/government/publications/permits-for-solvent-emission-fees-and-charges-for-applications>

All LAPPCC fees are payable directly to Castle Point Borough Council. Please contact Environmental Health Services on 01268 882200 or eh@castlepoint.gov.uk for further information.

HOUSING (REGULATORY CHARGES AND HMO LICENCE FEES)**Description of Service**

Mandatory Licence for a House in Multiple Occupation -up to 5 lettings (5-year licence)	N	£810.73	£810.73
Mandatory Licence for a House in Multiple Occupation -each additional letting	N	£78.22	£78.22
Improvement Notice	N	£606.39	£606.39
Immigration Inspection -initial visit (<i>discretionary service subject to resource</i>)	N	£221.50	£221.50
Immigration Inspection -each subsequent visit (<i>subject to resource</i>)	N	£79.84	£79.84
Hazard Awareness Notice	N	£645.80	£645.80
Prohibition Order	N	£606.39	£606.39
Emergency Prohibition Order	N	£606.39	£606.39
Emergency Remedial Action Notice	N	£606.39 (plus full charge for any works in default undertaken.)	£606.39 (plus full charge for any works in default undertaken.)
Demolition Order	N	£760.21	£760.21
Clearance Area	N	£1357.70	£1357.70
Interim Management Order	N	£1678.05	£1678.05
Each additional unit above 6 units	N	£111.87	£111.87
Final Management Order	N	£1678.05	£1678.05
Each additional unit above 6 units	N	£111.87	£111.87
Interim Empty Dwelling Management Order	N	£1052.60	£1052.60
Empty Dwelling Management Order	N	£1052.60	£1052.60
Works in Default undertaken	N	Full cost of works plus full Castle Point Council officer costs (charged per hour) plus, any incidental costs.	
Court of Protection Assistance (charged per hour, discretionary service subject to resource.)	N	Officer charge (per hour)	Officer charge (per hour)

SPECIAL TREATMENTS			
Cosmetic piercing, Electrolysis, Tattooing, Semi-Permanent Skin Colouring and Acupuncture-premises	N	£241.64	£241.64
Cosmetic Piercing, Electrolysis, Tattooing, Semi-Permanent Skin Colouring and Acupuncture—per practitioner	N	£77.46	£77.46
FOOD SAFETY			
Export Certificate-one off	N	£77.29	£77.29
Voluntary Surrender call out charge, up to one hour inc certificate	N	£90.00	£90.00
Voluntary Surrender price per additional hour	N	£50.85	£50.85

PRIVATE WATER SUPPLIES			
Risk Assessment – (each assessment)	N	£50.85 per hour	£50.85 per hour
Sampling Visit (each visit)	N	Full sampling cost + 20% admin charge.	Full sampling cost + 20% admin charge.
Investigation (each investigation)	N	£50.85 per hour	£50.85 per hour
Granting of an authorisation (each authorisation)	N	£50.85 per hour	£50.85 per hour
Analysis of a sample taken under Regulation 10	N	Full sampling cost + 20% admin charge.	Full sampling cost + 20% admin charge.
Analysis of a sample taken during Check Monitoring	N	Full sampling cost + 20% admin charge.	Full sampling cost + 20% admin charge.
Analysis of a sample taken during Audit Monitoring	N	Full sampling cost + 20% admin charge.	Full sampling cost + 20% admin charge.

*up to statutory maximum charge. Please contact Environmental Health for further information on the current maximum charge 01268 882200 or eh@castlepoint.gov.uk

BOARDING/KENNELING OF STRAY DOGS							
Prescribed fee including 1 st day of kenneling		N		£75.00		£75.00	
Additional days of kenneling per day		N		£15.00		£15.00	
Micro-chipping		N		£15.00		£15.00	
MOBILE HOMES SITE LICENCE FEES							
	Band 6	Band 5	Band 4	Band 3	Band 2	Band 1	
Annual Fee*	£1627.20	£1271.25	£955.98	£722.07	£437.31	£320.36	

New site licence set up fee**	£76.28	£76.28	£76.28	£76.28	£76.28	£76.28
Transfer of site licence	£76.28	£76.28	£76.28	£76.28	£76.28	£76.28
Amendment of site licence	£76.28	£76.28	£76.28	£76.28	£76.28	£76.28
Checking / registering of site rules	£50.85	£50.85	£50.85	£50.85	£50.85	£50.85

* Annual fee due in advance on 1st April each year, or part thereof.
 ** Annual fee, or part thereof payable in advance, is due in addition to set-up fee, on grant of new licence

□

Licensing Fees & Charges

1st April 2025 – 31st March 2026

Contact for all licensing matters

Licensing, Castle Point Borough Council, Kiln Road, Benfleet, Essex, SS7 1TF.

Tel: 01268 882480 E-mail: licensing@castlepoint.gov.uk

Gambling Act 2005

Premises Type	Transitional Fast Track Application	Transitional Non-Fast Track Application	New Application	Annual Fee
Existing Casinos	£250.00	£1,500.00	n/a	£2,250.00
Bingo Club	£250.00	£1,310.00	£2,625.00	£750.00
Betting Premises (Excluding Tracks)	£250.00	£1,125.00	£2,250.00	£450.00
Tracks	£250.00	£930.00	£1,125.00	£750.00
Family Entertainment Centres	£150.00	£750.00	£1,500.00	£300.00
Adult Gaming Centre	£250.00	£750.00	£1,500.00	£750.00
Small Lottery Licence			£40.00	£20.00
Alcohol Licensed Gaming Machine Permit			£150.00	£50.00
Notification of 2 gaming machines			£50.00	

Premises Type	Application To Vary	Application To Transfer	Application for Re-Instatement	Application for Provisional Statement	Licence Application (Provisional Statement Holders)	Copy Licence	Notification of Change
Bingo Club	£1,300.00	£900.00	£900.00	£2,600.00	£900.00	£25.00	£50.00
Betting Premises (Excluding Tracks)	£1,125.00	£900.00	£900.00	£2,250.00	£900.00	£25.00	£50.00
Tracks	£930.00	£710.00	£710.00	£1,875.00	£710.00	£25.00	£50.00
Family Entertainment Centres	£500.00	£700.00	£700.00	£1,500.00	£700.00	£25.00	£50.00
Adult Gaming Centre	£750.00	£900.00	£900.00	£1,500.00	£900.00	£25.00	£50.00
Alcohol licensed Premises/ FEC permit						£25.00	£25.00

Licensing Act 2003

Premises and club application and annual fees- each premises that is licensable will be allocated to a fee band according to rateable value.

Band	A	B	C	D	E
Non domestic rateable value	None to £4,300	£4,301 to £33,000	£33,001 to £87,000	£87,001 to £125,000	£125,001 plus

Each band attracts a different level of application fee- payable upon submitting the application to the Licensing Authority.

PREMISES LICENCES

Band	A	B	C	D	E
New application and variation	£100	£190	£315	£450	£635
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D & E only)				X2 (£900)	X3 (£1,905)
Annual charge	£70	£180	£295	£320	£350
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D&E only)				X2 (£640)	X3 (£1,050)

CLUB PREMISES CERTIFICATES

Band	A	B	C	D	E
New application and variation	£100	£190	£315	£450	£635
Annual charge	£70	£180	£295	£320	£350

There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5,000+), unless certain conditions apply. Please read regulation 4(4) and 4(5) of the Licensing Act 2003 (Fees) Regulations 2005.

Source: <https://www.gov.uk/government/publications/alcohol-licensing-fee-levels/main-fee-levels>

Other Licensable Activity

SCRAP METAL DEALERS ACT 2013

Type	Application Fee	Renewal fee
Site Licence	£1000	£500.00
Collectors Licence	£400	£200.00
Variation	£50.00	£50.00
Copy of licence	£50.00	£50.00

STREET TRADING

Type	Application Fee
Annual Licence for 1 day a week	£500.00
One Day Street Trading Licence (one off events)	£10.00
Additional days / nights added to Licence	£75.00

OTHER APPLICATIONS

Type	Application Fee	Renewal fee
Pleasure Boat Licence	£400.00	£400.00
Boatman's Licence	£60.00	£60.00
Sexual Entertainment Venue	£1500.00	£750.00
Hypnotism permit	£0.00	£0.00

Hackney Carriage and Private Hire Licensing Fees

DRIVERS LICENCE

Type	1 Year Licence	2 Year Licence	3 Year Licence	Renewal
Combined Hackney Carriage/Private Hire Drivers Licence	£260.00	£320.00	£375.00	£178.00
Private Hire Drivers Licence (including restrictive)	£180.00	£230.00	£280.00	£140.00
Upgrade from Private Hire to Combined Licence	£80.00	£90.00	£95.00	N/A

OTHER FEES

Type of Application	Fee
Criminal Record Check (DBS)	£59.00* subject to DBS fees (Government charges)
English Language Test	£49.00
Driving Licence check	Included within the application fee
Driving Assessment	At the applicants expense
Group 2 medical	At the applicants expense
Disability Awareness Training	At the applicants expense
Safeguarding Training	At the applicants expense

VEHICLE LICENCE FEE

Type	Application Fee	Renewal Fee	Replacement	Transfer of Licence
Hackney Carriage	£450	£300	£125	£450
Private Hire	£265	£200	£125	£250

OPERATORS LICENCE FEE

Type	1 Year Licence Fee	5 Year Licence Fee
1 vehicle	£100	£500
2 or more vehicles	£200	£1000

LEGAL SERVICES

DESCRIPTION OF CHARGE	VAT RATE	Charge ex VAT	Charge incl VAT
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LEGAL SERVICE : HOURLY RATE

Solicitor & Legal Executives with over 8 years experience	S	£	262.00	£	314.40
Solicitor , Legal Executive with over 4 years experience	S	£	218.00	£	261.60
Solicitor, Legal Executives under 4 years experience	S	£	178.00	£	213.60
Trainee Solicitors, Paralegals	S	£	126.00	£	151.20

SALE OF LAND

Small Value (100K or below)	S	£	900.00	£	1,080.00
Large Value (100K plus)	S	£	1,700.00	£	2,040.00

Section 106 Agreements

We will require the applicants solicitor to undertake to be responsible for costs (billed on a hourly basis) likely to be in the region of £5,000 plus VAT incurred by and payable to Castle Point Borough Council in connection with the negotiation of an Agreement under Section 106 of the Town and Country Planning Act 1990 (as amended) whether or not the matter proceeds to completion.

All other Section 106 matters to be dealt with on an hourly rate basis

LEASES

Lease	S	£	1,100.00	£	1,320.00
Non-profit organisation Lease	S	£	650.00	£	780.00
Surrender of Lease	S	£	550.00	£	660.00
Renewal of Lease	S	£	700.00	£	840.00
License to Assign or sublet	S	£	700.00	£	840.00
Deed of Variation	S	£	700.00	£	840.00
License of land for garden use	S	£	200.00	£	240.00

RIGHT TO BUY

RTB Postponement of Charge	S	£	200.00	£	240.00
Management Pack (LPE1)	S	£	200.00	£	240.00
Additional Enquiries following issue of LPE1	S	£	80.00	£	96.00
Consent to Alterations	S	£	200.00	£	240.00
Notice of Assignment	S	£	80.00	£	96.00
Notice of Charge	S	£	80.00	£	96.00
Lease extension	S	£	900.00	£	1,080.00
Repayment of Discount	S	£	200.00	£	240.00
Removal of charges (DFG)	S	£	200.00	£	240.00
Freehold Enfranchisment	S	£	1,500.00	£	1,800.00
Certificate of Compliance (Land Reg Restriction)	S	£	130.00	£	156.00

FILM LICENSE

Commercial Applicant (Full Day)	S	£	550.00	£	660.00
Commercial Applicant (Half Day)	S	£	270.00	£	324.00
Non-commercial Applicant (Full Day)	S	£	275.00	£	330.00
Non-commercial Applicant (Half Day)	S	£	135.00	£	162.00

OTHER LAND MATTERS

Wayleaves / Easements	S	£	500.00	£	600.00
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Miscellaneous

Costs would be recharged on an hourly rate basis plus disbursements