

## Draft Fees & Charges 2024/25

### 1. Background

- 1.1 Councils can recover the cost of providing certain services through making a charge to service users. For some services, this is a requirement and charges are statutorily determined. In other areas, councils have the discretion to determine whether charging is appropriate, and the level at which charges are set.

### 2. Introduction

- 2.1 This report focuses on discretionary fees and charges for 2024/25, with detailed proposals for both the Council's General Fund and the ring-fenced Housing Revenue Account (HRA).
- 2.2 As with all councils, the use of charging has become an increasingly important feature of Epping Forest District Council's financial strategy, as the pressure on the revenue budget limits the extent to which the subsidisation of discretionary services is feasible. Recovering the costs of these services from users where possible helps to ensure the sustainability of the Council's offer to residents and businesses, beyond the statutory minimum, whilst maintaining the lowest Council Tax possible.
- 2.3 The Medium-Term Financial Plan (MTFP) 2024/25 to 2028/29 adopted by Cabinet in October 2023 agreed to an assumed *average* inflationary increase of 6.7% (based on inflationary expectations at the time) in General Fund fees and charges for 2024/25 (excluding Car Park charges) which, given the prevalence of statutory fees and charges, also assumed that some discretionary fees and charges would need an increase beyond that level. The most notable HRA charge is usually driven by inflation in accordance with the Government's Rent Standard (April 2020).

### 3. General Fund Fees & Charges (excluding Car Parking)

- 3.1 Senior officers across the Council's General Fund services have reviewed the discretionary fees and charges within their individual service areas taking account of a range of factors including Council priorities, cost recovery, anticipated inflationary pressure, comparative prices, and service demand. This has resulted in a list of proposed fees and charges for 2024/25 (presented in **Annex D1**), which are set alongside the current fees and charges 2023/24 to aid comparison.
- 3.2 As is normal, no increases are proposed in many fees and charges for 2024/25, which reflects the relatively high proportion of statutorily determined items. However, a range of increases are proposed, with the CPI inflation rate for September 2023 of 6.7% applied as the 'default average' increase, although in some areas, both lower and higher proportionate increases are proposed for a variety of specific factors (especially where full cost recovery is not being achieved based on current prices).

### 4. Car Parking Charges

- 4.1 Off-Street Parking tariffs were increased in the district in 2022/23 for the first time since 2015. There are limited proposals to alter tariffs for 2024/25, which are covered in the general savings proposals covered in **Appendix F** (CONFIDENTIAL), although not presently listed here. Current (2023/24) Car Parking tariffs are summarised at **Annex D2**.

## 5. Housing Revenue Account (HRA) Fees & Charges

5.1 A summary of miscellaneous fees and charges proposed for the Council's HRA is attached at **Annex D3**. In common with the General Fund, an inflationary increase based on the September 2023 CPI rate of 6.7% is suggested in most cases, although there are some variations around this with some items remaining at 2023/24 prices.

### Housing Rents

5.2 Social housing rents are usually set according to the Government's National Social Rent Policy (NSRP) and the Welfare Reform and Work Act 2016. The NSRP came into effect from 1st April 2020, allowing average rents to increase by up to CPI plus 1.0%, until 1st April 2024. The policy is further confirmed in the Regulator of Social Housing's (RSH) Rent Standard, which applies to all social housing providers, including local authorities.

5.3 In accordance with the Rent Standard, the applicable inflation rate is the September 2023 CPI rate of 6.7%. Therefore, strict application of the 'CPI plus 1.0%' formula would result in an average rent increase of 7.7% ***This draft budget proposal therefore recommends an average rent increase of 7.7% for 2024/25 (equating to a weekly increase of £8.71, which increases the average weekly rent from £113.16 to £121.87)***. This is the current assumption within the Council's HRA Business Plan (with future rent increases also assumed to follow the Rent Standard).

## Annex D1: Draft General Fund Fees &amp; Charges (excluding Car Parks) 2024/25

Description of Charge	2023/24	2024/25					
	Gross	Net	VAT			Gross	% Change
	£'s	£'s	%	Cat	£'s	£'s	
<b>Customer Services</b>							
<b>Customer/Revenues and Benefits</b>							
Summons costs (Council Tax & NDR)	85.00	85.00	0%	O	0.00	85.00	0.0%
Liability Order costs (Council Tax & NDR)	10.00	10.00	0%	O	0.00	10.00	0.0%
<b>Commercial &amp; Technical</b>							
<b>Commercial &amp; Regulatory Services / North Weald Airfield</b>							
HGV Training – pay as you go	91.75	82.00	20%	S	16.40	98.40	7.2%
HGV Training – monthly fee	1,292.80	1,150.00	20%	S	230.00	1,380.00	6.7%
Driving Schools – full day	371.63	330.50	20%	S	66.10	396.60	6.7%
Driving Schools – half day	259.25	231.00	20%	S	46.20	277.20	6.9%
Driving Experience Days	538.67	479.00	20%	S	95.80	574.80	6.7%
Driving Schools – emergency services	136.56	121.50	20%	S	24.30	145.80	6.8%
Driving Schools – ATC full day	171.92	153.00	20%	S	30.60	183.60	6.8%
Driving Schools – ATC ½ day	114.28	102.00	20%	S	20.40	122.40	7.1%
Motorsport Sprints	1,072.12	953.50	20%	S	190.70	1,144.20	6.7%
Filming / Photoshoots – static full day	918.77	817.00	20%	S	163.40	980.40	6.7%
Filming / Photoshoots – static half day	539.76	480.00	20%	S	96.00	576.00	6.7%
Filming / Photoshoots – moving full day	1,287.28	1,145.00	20%	S	229.00	1,374.00	6.7%
Filming / Photoshoots – moving half day	735.32	654.00	20%	S	130.80	784.80	6.7%
<b>Trees</b>							
Tree Maintenance - Tree Donation	300.00	300.00	0%	Z	-	300.00	0.0%
<b>Land Drainage</b>							
Private Water Supply Regulation - Adhoc		By negotiation	20%	S			N/A
Sampling	720.00	600.00	20%	S	120.00	720.00	0.0%
Sampling Visits (Single Domestic Residence)	48.00	44.00	20%	S	8.80	52.80	10.0%
Sampling Visits (Commercial)	72.00	64.00	20%	S	12.80	76.80	6.7%
Risk Assessment (Hourly Rate £47 (3 Hours) Set price)	56.00	50.00	20%	S	10.00	60.00	7.1%
Investigation (Hourly Rate £47 (3 Hours) Set price)	56.00	50.00	20%	S	10.00	60.00	7.1%
Land Drainage consent (LDA) Fixed	60.00	50.00	20%	S	10.00	60.00	0.0%
Land Drainage consent (EFDC Bylaw)	60.00	50.00	20%	S	10.00	60.00	0.0%
EIR	180.00	150.00	20%	S	30.00	180.00	0.0%
Flood pre app service	360.00	300.00	20%	S	60.00	360.00	0.0%
<b>Countrycare</b>							
Mow and Rake Meadow (Harlow Baptist Church)	564.40	450.00	20%	S	90.00	540.00	-4.3%
Thornwood Nature Area (PARISH COUNCIL)	564.40	450.00	20%	S	90.00	540.00	-4.3%
The Copse (PARISH COUNCIL)	564.40	450.00	20%	S	90.00	540.00	-4.3%
EG Millenium Garden* (PARISH COUNCIL)	564.40	450.00	20%	S	90.00	540.00	-4.3%
Willingale Rd Community Orchard (TOWN Council)	564.40	450.00	20%	S	90.00	540.00	-4.3%
Spring Ponds Wood (Castle Farm Barn)	564.40	450.00	20%	S	90.00	540.00	-4.3%
<b>Fleet Operations</b>							
MOT (EXTERNAL)	65.82	55.00	20%	S	11.00	66.00	0.3%
Taxi Test (EXTERNAL)	60.00	50.00	20%	S	10.00	60.00	0.0%
Labour (EXTERNAL)	90.00	80.00	20%	S	16.00	96.00	6.7%
<b>Training</b>							
Basic Food Hygiene Course - Basic Food Hygiene Course	75.00	75.00	0%	O	15.00	90.00	20.0%
Basic Food Hygiene Course - 6 courses, 10 per course	65.00	65.00	0%	O	13.00	78.00	20.0%
Food Hygiene Re-rating visits	240.00	240.00	0%	O	0.00	240.00	0.0%
Special Treatments - Premises	200.00	200.00	0%	O	0.00	200.00	0.0%
Special Treatments - Person	150.00	150.00	0%	O	0.00	150.00	0.0%
<b>Animal Welfare</b>							
Animal Boarding - Star rated	417.40	445.50	0%	O	0.00	445.50	6.7%
Dog Breeding – Star rated	417.40	445.50	0%	O	0.00	445.50	6.7%
Pet Shop – Star rated	417.40	445.50	0%	O	0.00	445.50	6.7%
Dangerous Wild Animals – Star rated	417.40	445.50	0%	O	0.00	445.50	6.7%
Riding Establishment – Star rated	417.40	445.50	0%	O	0.00	445.50	6.7%
Dog Home Boarding Fee – Star rated	289.50	309.00	0%	O	0.00	309.00	6.7%
Doggy Day Care	289.50	309.00	0%	O	0.00	309.00	6.7%
Zoos	652.90	697.00	0%	O	0.00	697.00	6.8%
Variations applicable to all	137.00	146.50	0%	O	0.00	146.50	6.9%
<b>Hackney Carriage/Private Hire</b>							
New Annual Vehicle Licence - For new vehicles £30 plate deposit	277.00	277.00	0%	O	0.00	277.00	0.0%
Annual vehicle Licence renewal	277.00	277.00	0%	O	0.00	277.00	0.0%
Annual Drivers Licence - (3 year licence)	228.00	228.00	0%	O	0.00	228.00	0.0%
Replacement Vehicle Plate	30.00	30.00	0%	O	0.00	30.00	0.0%
Replacement Driver Badge	10.00	10.00	0%	O	0.00	10.00	0.0%
Duplicate Paper Licence	7.00	7.00	0%	O	0.00	7.00	0.0%
Drivers Test	21.00	21.00	0%	O	0.00	21.00	0.0%
Drivers Re-sit of Test	21.00	21.00	0%	O	0.00	21.00	0.0%
<b>Private Hire Operators</b>							
Annual Operator Licence (1 vehicle only)	105.00	105.00	0%	O	0.00	105.00	0.0%
Annual Operators (> 1 vehicle)	405.00	405.00	0%	O	0.00	405.00	0.0%
Transfer of Vehicle Licence	66.00	66.00	0%	O	0.00	66.00	0.0%

## Appendix D

Description of Charge	2023/24	2024/25					
	Gross	Net	VAT			Gross	% Change
	£'s	£'s	%	Cat	£'s	£'s	
<b>Gambling Act 2005</b>							
Betting Premises (not tracks) new application	1,220.00	1,220.00	0%	O	0.00	1,220.00	0.0%
Betting Premises (not tracks) annual fee	600.00	600.00	0%	O	0.00	600.00	0.0%
Betting Premises (not tracks) application to vary	1,000.00	1,000.00	0%	O	0.00	1,000.00	0.0%
Betting Premises (not tracks) application to transfer	300.00	300.00	0%	O	0.00	300.00	0.0%
Betting Premises (not tracks) application for re-instatement	600.00	600.00	0%	O	0.00	600.00	0.0%
Betting Premises (not tracks) application for provisional statement	1,220.00	1,200.00	0%	O	0.00	1,220.00	0.0%
Adult Gaming Centre new application	1,000.00	1,000.00	0%	O	0.00	1,000.00	0.0%
Adult Gaming Centre annual fee	500.00	500.00	0%	O	0.00	500.00	0.0%
Adult Gaming Centre application to vary	1,000.00	1,000.00	0%	O	0.00	1,000.00	0.0%
Adult Gaming Centre application to transfer	300.00	300.00	0%	O	0.00	300.00	0.0%
Adult Gaming Centre application for re-instatement	500.00	500.00	0%	O	0.00	500.00	0.0%
Adult Gaming Centre application for provisional statement	1,000.00	1,000.00	0%	O	0.00	1,000.00	0.0%
Bingo Premises Licence	1,250.00	1,250.00	0%	O	0.00	1,250.00	0.0%
Bingo Premises annual fee	630.00	630.00	0%	O	0.00	630.00	0.0%
Bingo Premises application to vary	625.00	625.00	0%	O	0.00	625.00	0.0%
Bingo Premises application to transfer	300.00	300.00	0%	O	0.00	300.00	0.0%
Bingo Premises application for re-instatement	630.00	630.00	0%	O	0.00	630.00	0.0%
Bingo Premises application for provisional statement	1,250.00	1,250.00	0%	O	0.00	1,250.00	0.0%
Betting Premises Track Licence new application	1,300.00	1,300.00	0%	O	0.00	1,300.00	0.0%
Betting Premises Track Licence annual fee	630.00	630.00	0%	O	0.00	630.00	0.0%
Betting Premises Track Licence application to transfer	625.00	625.00	0%	O	0.00	625.00	0.0%
Betting Premises Track Licence application for re-instatement	630.00	630.00	0%	O	0.00	630.00	0.0%
Betting Premises Track Licence application for provisional statement	1,300.00	1,300.00	0%	O	0.00	1,300.00	0.0%
<b>Gambling Act 2005 Permits</b>							
FEC Gaming Machine app. Fee, and renewal fee	300.00	300.00	0%	O	0.00	300.00	0.0%
Price Gaming app fee and renewal fee	300.00	300.00	0%	O	0.00	300.00	0.0%
Alcohol Licences Premises - Notification of 2 or less machines app fee	50.00	50.00	0%	O	0.00	50.00	0.0%
Alcohol Licences Premises - More than 2 machines app fee	150.00	150.00	0%	O	0.00	150.00	0.0%
Alcohol Licences Premises - More than 2 machines: annual fee	50.00	50.00	0%	O	0.00	50.00	0.0%
Club Gaming Permit app fee	200.00	200.00	0%	O	0.00	200.00	0.0%
Club Gaming Permit: annual fee	50.00	50.00	0%	O	0.00	50.00	0.0%
Club Gaming Machine Permit App. Fee and same for renewal	50.00	50.00	0%	O	0.00	50.00	0.0%
Club Fast-track for Gaming Permit or Gaming Machine Permit: App fee	100.00	100.00	0%	O	0.00	100.00	0.0%
Club Fast-track for Gaming Permit or Gaming Machine Permit: annual fee	50.00	50.00	0%	O	0.00	50.00	0.0%
Small Society Lottery Registration: App fee	40.00	40.00	0%	O	0.00	40.00	0.0%
Small Society Lottery Registration: annual fee	20.00	20.00	0%	O	0.00	20.00	0.0%
<b>Permit - Miscellaneous fees</b>							
FEC Permits: name change	25.00	25.00	0%	O	0.00	25.00	0.0%
FEC Permits: permit copy	15.00	15.00	0%	O	0.00	15.00	0.0%
Prize Gaming Permits: name change	25.00	25.00	0%	O	0.00	25.00	0.0%
Prize Gaming Permits: permit copy	15.00	15.00	0%	O	0.00	15.00	0.0%
Alcohol Licences Premises - more than 2 machines: name change	25.00	25.00	0%	O	0.00	25.00	0.0%
Alcohol Licences Premises - more than 2 machines: permit copy	15.00	15.00	0%	O	0.00	15.00	0.0%
Club Gaming Permit: name change	25.00	25.00	0%	O	0.00	25.00	0.0%
Club Gaming Permit: permit copy	15.00	15.00	0%	O	0.00	15.00	0.0%
Club Gaming Machine Permit: name change	50.00	50.00	0%	O	0.00	50.00	0.0%
Club Gaming Machine Permit: permit copy	15.00	15.00	0%	O	0.00	15.00	0.0%
Small Society Lottery Registration: name change	40.00	40.00	0%	O	0.00	40.00	0.0%
Small Society Lottery Registration: permit copy	20.00	20.00	0%	O	0.00	20.00	0.0%
<b>Miscellaneous</b>							
Sex Shops and Cinemas	624.00	624.00	0%	O	0.00	624.00	0.0%
Sexual Entertainment Venues	4,425.00	4,425.00	0%	O	0.00	4,425.00	0.0%
Street Trading Consents	492.15	492.15	0%	O	0.00	492.15	0.0%
Scrap Metal Site 3 yr licence	499.85	499.85	0%	O	0.00	499.85	0.0%
Scrap Metal Dealer 3 yr licence	299.00	299.00	0%	O	0.00	299.00	0.0%
Road Closure Notices	202.00	202.00	0%	O	0.00	202.00	0.0%
Temporary Pavement Licence	100.00	100.00	0%	O	0.00	100.00	0.0%
<b>Community Resilience</b>							
Provision of CCTV for Insurance Purposes/Solicitors	125.00	125.00	0%	Z	0.00	125.00	0.0%

## Appendix D

Description of Charge	2023/24	2024/25						% Change
	Gross	Net	VAT			Gross		
	£'s	£'s	%	Cat	£'s	£'s		
<b>Special Waste Collections</b>								
<b>Units</b>								
1 to 3		32.50	29.00	20%	S	5.80	34.80	7.1%
4 to 7		49.00	44.00	20%	S	8.80	52.80	7.8%
8 to 10		64.70	58.00	20%	S	11.60	69.60	7.6%
Over 10 (Contact us for price)				20%	S			
<b>Trade Waste</b>								
<b>Refuse (bin sizes)</b>								
240		11.20	11.95	0%	Z	0.00	11.95	6.7%
120		12.80	13.66	0%	Z	0.00	13.66	6.7%
200		17.00	18.50	0%	Z	0.00	18.50	8.8%
1100		22.00	23.50	0%	Z	0.00	23.50	6.8%
<b>Recycling (bin sizes)</b>								
240		8.60	9.50	0%	Z	0.00	9.50	10.5%
360		9.50	10.50	0%	Z	0.00	10.50	10.5%
660		10.80	12.00	0%	Z	0.00	12.00	11.1%
1100		13.10	14.00	0%	Z	0.00	14.00	6.9%
<b>Food (bin sizes)</b>								
180		9.30	10.00	0%	Z	0.00	10.00	7.5%
360		9.10	10.00	0%	Z	0.00	10.00	9.9%
660		10.70	11.50	0%	Z	0.00	11.50	7.5%
<b>Glass (bin sizes)</b>								
240		8.40	9.00	0%	Z	0.00	9.00	7.1%
<b>Clinical Waste Collection</b>								
Small sharps box		0.90	1.00	20%	S	0.20	1.20	33.3%
Big 1 litre Sharps box		1.60	1.50	20%	S	0.30	1.80	12.8%
Grade A Bags		2.10	2.00	20%	S	0.40	2.40	14.3%
<b>Private Sector Housing Grants</b>								
<b>DFGs and HRA</b>								
Disabled Facilities Grants (paid)		94,890.00	94,890.00	0%	Z	0.00	94,890.00	0.0%
Decent Homes Loans		2,740.00	2,740.00	0%	Z	0.00	2,740.00	0.0%
<b>Private Sector Housing (Tech)</b>								
<b>Licences - HMOs (Initial &amp; Renewal): fee per licence</b>								
HMO with up to 5 units of accommodation		942.00	1,005.50	0%	O	0.00	1,005.50	6.7%
Renewal fee for non-compliant landlords		856.00	913.50	0%	O	0.00	913.50	6.7%
Renewal fee for compliant landlords		511.00	545.50	0%	O	0.00	545.50	6.8%
Additional units of accommodation (includes new app's and renewals)		37.00	39.50	0%	O	0.00	39.50	6.8%
<b>Park Homes Licensing Fees</b>								
Site licence fees - In accordance with EFDC's Fees Policy for Licensing Residential Park Home Sites (On 8 sites)		3,880.00	3,880.00	0%	O	0.00	3,880.00	0.0%
Depositing of site rules		154.90	154.90	0%	O	0.00	154.90	0.0%
<b>Penalty Charges for Private Landlords</b>								
Failing to provide appropriate smoke and carbon monoxide alarms (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)		5,000.00	5,000.00	0%	O	0.00	5,000.00	0.0%
Fine for Lettings Agencies and Property Agencies failing to join a Government-approved Redress Scheme		5,000.00	5,000.00	0%	O	0.00	5,000.00	0.0%
Civil Penalty Notice for certain Housing Act 2004 offences. See charging policy matrix for offences.		30,000.00	30,000.00	0%	O	0.00	30,000.00	0.0%
Energy Efficiency Private Rented Properties Regs		2,000.00	2,000.00	0%	O	0.00	2,000.00	0.0%
Property let with EPC below E for less than 3 months		4,000.00	4,000.00	0%	O	0.00	4,000.00	0.0%
Property let with EPC below E for more than 3 months		1,000.00	1,000.00	0%	O	0.00	1,000.00	0.0%
False or misleading information on exemption register		2,000.00	2,000.00	0%	O	0.00	2,000.00	0.0%
Failure to comply with compliance notice		2,000.00	2,000.00	0%	O	0.00	2,000.00	0.0%
<b>Property Inspections for Immigration Applications</b>								
At 20/21 flat fee charge agreed		224.00	224.00	0%	O	0.00	224.00	0.0%
<b>Enforcement of Private Sector Housing Conditions- Housing Act 2004 and Mobile</b>								
<b>1 – 4 Hazards per enforcement</b>								
1 Bed Property		437.00	437.00	0%	O	0.00	437.00	0.0%
2 Bed Property		474.00	474.00	0%	O	0.00	474.00	0.0%
3 Bed Property		564.00	564.00	0%	O	0.00	564.00	0.0%
4 Bed Property		655.00	655.00	0%	O	0.00	655.00	0.0%
5 or 6 Bed Property		728.00	728.00	0%	O	0.00	728.00	0.0%
> 6 Bed Property or HMO		892.00	892.00	0%	O	0.00	892.00	0.0%
<b>5 or more Hazards</b>								
1 Bed Property		547.00	547.00	0%	O	0.00	547.00	0.0%
2 Bed Property		600.00	600.00	0%	O	0.00	600.00	0.0%
3 Bed Property		655.00	655.00	0%	O	0.00	655.00	0.0%
4 Bed Property		783.00	783.00	0%	O	0.00	783.00	0.0%
5 or 6 Bed Property		838.00	838.00	0%	O	0.00	838.00	0.0%
> 6 Bed Property or HMO		928.00	928.00	0%	O	0.00	928.00	0.0%
Works in default following enforcement (Cost of work + 30%)				0%	O			

## Appendix D

Description of Charge	2023/24	2024/25					
	Gross	Net	VAT			Gross	% Change
	£'s	£'s	%	Cat	£'s	£'s	
<b>Community &amp; Wellbeing</b>							
<b>Venue Hire</b>							
Limes Centre Main Hall Mon-Fri 9am-6pm Scale 1	16.50	18.00	20%	S	3.60	21.60	30.9%
Limes Centre Main Hall Mon-Fri 9am-6pm Scale 2 Non EFDC residents	32.50	40.00	20%	S	8.00	48.00	47.7%
Limes Centre Main Hall Mon-Fri 9am-6pm Scale 2 EFDC residents	26.00	28.00	20%	S	5.60	33.60	29.2%
Limes Centre Main Hall Mon-Fri 6pm - 10pm Scale 1	23.00	25.00	20%	S	5.00	30.00	30.4%
Limes Centre Main Hall Mon-Fri 6pm - 10pm Scale 2 Non EFDC residents	45.00	55.00	20%	S	11.00	66.00	46.7%
Limes Centre Main Hall Mon-Fri 6pm - 10pm Scale 2 EFDC residents	36.00	39.00	20%	S	7.80	46.80	30.0%
Limes Centre Main Hall Sat 10am-6pm Scale 1	23.50	25.00	20%	S	5.00	30.00	27.7%
Limes Centre Main Hall Sat 10am-6pm Scale 2 Non EFDC residents	48.00	58.00	20%	S	11.60	69.60	45.0%
Limes Centre Main Hall Sat 10am-6pm Scale 2 EFDC residents	37.50	40.00	20%	S	8.00	48.00	28.0%
Limes Centre Main Hall Sat 6pm-11pm Scale 1	36.50	39.00	20%	S	7.80	46.80	28.2%
Limes Centre Main Hall Sat 6pm-11pm Scale 2 Non EFDC residents	61.50	74.00	20%	S	14.80	88.80	44.4%
Limes Centre Main Hall Sat 6pm-11pm Scale 2 EFDC residents	49.50	53.00	20%	S	10.60	63.60	28.5%
Limes Centre Main Hall Sun 10am-9pm Scale 1	37.00	40.00	20%	S	8.00	48.00	29.7%
Limes Centre Main Hall Sun 10am-9pm Scale 2 Non EFDC residents	61.50	74.00	20%	S	14.80	88.80	44.4%
Limes Centre Main Hall Sun 10am-9pm Scale 2 EFDC residents	49.50	53.00	20%	S	10.60	63.60	28.5%
Limes Centre Activity Room Mon-Fri 9am-6pm Scale 1	12.00	13.00	20%	S	2.60	15.60	30.0%
Limes Centre Activity Room Mon-Fri 9am-6pm Scale 2 Non EFDC residents	25.50	31.00	20%	S	6.20	37.20	45.9%
Limes Centre Activity Room Mon-Fri 9am-6pm Scale 2 EFDC residents	20.00	22.00	20%	S	4.40	26.40	32.0%
Limes Centre Activity Room Mon-Fri 6pm - 10pm Scale 1	18.00	20.00	20%	S	4.00	24.00	33.3%
Limes Centre Activity Room Mon-Fri 6pm - 10pm Scale 2 Non EFDC residents	31.00	38.00	20%	S	7.60	45.60	47.1%
Limes Centre Activity Room Mon-Fri 6pm - 10pm Scale 2 EFDC residents	25.50	28.00	20%	S	5.60	33.60	31.8%
Limes Centre Activity Room Sat/Sun 10am-6pm Scale 1	19.00	21.00	20%	S	4.20	25.20	32.7%
Limes Centre Activity Room Sat/Sun 10am-6pm Scale 2 Non EFDC residents	32.00	39.00	20%	S	7.80	46.80	46.2%
Limes Centre Activity Room Sat/Sun 10am-6pm Scale 2 EFDC residents	25.50	28.00	20%	S	5.60	33.60	31.8%
Limes Centre Activity Room Sat/Sun 6pm-11pm Scale 1	26.00	28.00	20%	S	5.60	33.60	29.2%
Limes Centre Activity Room Sat/Sun 6pm-11pm Scale 2 Non EFDC residents	37.50	45.00	20%	S	9.00	54.00	44.0%
Limes Centre Activity Room Sat/Sun 6pm-11pm Scale 2 EFDC residents	31.00	33.00	20%	S	6.60	39.60	27.8%
Limes Centre Meeting Room Mon-Fri 9am-6pm Scale 1	8.50	10.00	20%	S	2.00	12.00	41.2%
Limes Centre Meeting Room Mon-Fri 9am-6pm Scale 2 Non EFDC residents	15.00	18.00	20%	S	3.60	21.60	44.0%
Limes Centre Meeting Room Mon-Fri 9am-6pm Scale 2 EFDC residents	12.00	13.00	20%	S	2.60	15.60	30.0%
Limes Centre Meeting Room Mon-Fri 6pm - 10pm Scale 1	15.50	17.00	20%	S	3.40	20.40	31.6%
Limes Centre Meeting Room Mon-Fri 6pm - 10pm Scale 2 Non EFDC residents	29.00	37.00	20%	S	7.40	44.40	53.1%
Limes Centre Meeting Room Mon-Fri 6pm - 10pm Scale 2 EFDC residents	25.00	27.00	20%	S	5.40	32.40	29.6%
Limes Centre Meeting Room Sat/Sun 10am-6pm Scale 1	15.50	17.00	20%	S	3.40	20.40	31.6%
Limes Centre Meeting Room Sat/Sun 10am-6pm Scale 2 Non EFDC residents	30.50	37.00	20%	S	7.40	44.40	45.6%
Limes Centre Meeting Room Sat/Sun 10am-6pm Scale 2 EFDC residents	25.00	27.00	20%	S	5.40	32.40	29.6%
Limes Centre Meeting Room Sat/Sun 6pm-11pm Scale 1	20.50	22.00	20%	S	4.40	26.40	28.8%
Limes Centre Meeting Room Sat/Sun 6pm-11pm Scale 2 Non EFDC residents	41.00	50.00	20%	S	10.00	60.00	46.3%
Limes Centre Meeting Room Sat/Sun 6pm-11pm Scale 2 EFDC residents	32.00	35.00	20%	S	7.00	42.00	31.2%
<b>Community Development</b>							
Full day workshops	25.00	27.00	0%	X	0.00	27.00	8.0%
Play in the Park (Town Councils)	140.00	100.00	0%	X	0.00	100.00	-28.6%
Play in the Park (Parish Councils)	140.00	80.00	0%	X	0.00	80.00	-42.9%
<b>Homelessness (General Fund)</b>							
Bed & Breakfast – Single Room (average per night)	50.00	45.00	0%	O	0.00	45.00	-10.0%
Bed & Breakfast – Double Room (average per night)	60.00	60.00	0%	O	0.00	60.00	0.0%

# Appendix D

Description of Charge	2023/24		2024/25					% Change
	Gross	Net	VAT			Gross		
	£'s	£'s	%	Cat	£'s	£'s		
<b>Corporate Services</b>								
<b>Legal</b>								
Property Transactions - Redemption of Mortgages	174.00	186.00	0%	X	0.00	186.00	6.9%	
Property Transactions - Transfers of Equity	336.00	359.00	0%	X	0.00	359.00	6.8%	
Property Transactions - Sale of Land	743.00	793.00	0%	X	0.00	793.00	6.7%	
Property Transactions - Repayment of Discount and Postponement of Legal Charge	494.00	527.50	0%	X	0.00	527.50	6.8%	
Property Transactions - Deed of Release of Covenant	457.00	488.00	0%	X	0.00	488.00	6.8%	
Property Transactions - Deed of Covenant + Application to Cancel Land Charges Entry	343.00	366.00	0%	X	0.00	366.00	6.7%	
Property Transactions - Second Mortgage Questionnaires	137.00	146.50	0%	X	0.00	146.50	6.9%	
Property Transactions - Licence to cross land/occupy land	734.00	653.00	20%	S	130.60	783.60	6.8%	
Property Transactions - Licences to cross housing land	384.00	410.00	0%	X	0.00	410.00	6.8%	
<b>Leases</b>								
Shops	1,371.00	1,463.00	0%	X	0.00	1,463.00	6.7%	
Industrial (e.g. Oakwood Hill and North Weald)	1,371.00	1,463.00	0%	X	0.00	1,463.00	6.7%	
Leases contracted out of Landlord and Tenant Act 1954 provisions	209.00	223.50	0%	X	0.00	223.50	6.9%	
New Lease extending Term (residential)	685.00	731.00	0%	X	0.00	731.00	6.7%	
<b>Licences granted pursuant to a lease</b>								
To Assign (add □£60.77 if surety)	1,301.00	1,157.00	20%	S	231.40	1,388.40	6.7%	
For Alterations	1,301.00	1,157.00	20%	S	231.40	1,388.40	6.7%	
For Change of Use	1,301.00	1,157.00	20%	S	231.40	1,388.40	6.7%	
To Sublet	1,301.00	1,157.00	20%	S	231.40	1,388.40	6.7%	
Deed of Surrender of Lease	1,301.00	1,157.00	20%	S	231.40	1,388.40	6.7%	
Combined Surrender / Licence	1,301.00	1,157.00	20%	S	231.40	1,388.40	6.7%	
Transfer of Lease and Notification of Mortgage (RTB)	95.00	101.50	0%	X	0.00	101.50	6.8%	
For Commercial Leases	102.00	109.00	0%	X	0.00	109.00	6.9%	
Deeds of Variation	514.00	548.50	0%	X	0.00	548.50	6.7%	
Consent for restriction	130.00	116.00	20%	S	23.20	139.20	7.1%	
<b>Planning Agreements</b>								
Section 106 - routine	1,028.00	1,097.00	0%	X	0.00	1,097.00	6.7%	
Section 106 - Complex	0.00	Time recorded	0%	X	0.00	0.00	N/A	
Section 106 - inc minor Highways works	1,485.00	1,584.50	0%	X	0.00	1,584.50	6.7%	
Section 106 - inc major Highways works	1,714.00	1,829.00	0%	X	0.00	1,829.00	6.7%	
Unilateral Undertaking - routine	571.00	609.50	0%	X	0.00	609.50	6.7%	
Unilateral Undertaking - complex	0.00	Time recorded	0%	X	0.00	0.00	N/A	
Variation / Revocation S 106 Agreement or Unilateral Undertaking	571.00	609.50	0%	X	0.00	609.50	6.7%	
<b>Monitoring Officer</b>								
Monitoring Officer - investigations, issues & advice to Town & Parish councillors (per hour)	114.00	101.50	20%	S	20.30	121.80	6.8%	
<b>Business Support</b>								
<b>Conference Suite Room Hire Standard Weekday Rates (selected partners pay 30% of standard rate on weekdays)</b>								
One Room 1st Hour	110.40	98.50	20%	S	19.70	118.20	7.1%	
One Room 2nd Hour	110.40	98.50	20%	S	19.70	118.20	7.1%	
One Room Half Day (4 hours)	288.00	256.50	20%	S	51.30	307.80	6.9%	
One Room Full Day (8 hours)	441.60	393.00	20%	S	78.60	471.60	6.8%	
Two Rooms 1st Hour	187.20	166.50	20%	S	33.30	199.80	6.7%	
Two Rooms 2nd Hour	187.20	166.50	20%	S	33.30	199.80	6.7%	
Two Rooms Half Day (4 hours)	484.80	431.50	20%	S	86.30	517.80	6.8%	
Two Rooms Full Day (8 hours)	744.00	662.00	20%	S	132.40	794.40	6.8%	
Three Rooms 1st Hour	254.40	226.50	20%	S	45.30	271.80	6.8%	
Three Rooms 2nd Hour	254.40	226.50	20%	S	45.30	271.80	6.8%	
Three Rooms Half Day (4 hours)	657.60	585.00	20%	S	117.00	702.00	6.8%	
Three Rooms Full Day (8 hours)	1,012.80	901.00	20%	S	180.20	1,081.20	6.8%	
Whole Conference Suite 1st Hour	441.60	393.00	20%	S	78.60	471.60	6.8%	
Whole Conference Suite 2nd Hour	441.60	393.00	20%	S	78.60	471.60	6.8%	
Whole Conference Suite Half Day (4 hours)	1,152.00	1,024.50	20%	S	204.90	1,229.40	6.7%	
Whole Conference Suite Full Day (8 hours)	1,771.20	1,575.00	20%	S	315.00	1,890.00	6.7%	
Conference suite hire weekend rates		By negotiation	20%	S			N/A	
CON29R Residential	136.50	141.50	20%	S	28.30	169.80	24.4%	
CON29R Residential Extra parcel fee	28.60	37.50	20%	S	7.50	45.00	57.4%	
CON290 Residential Questions 4 - 21	21.79	19.50	20%	S	3.90	23.40	7.4%	
CON290 Residential Questions 22 (on behalf of Essex Legal)	31.32	28.00	20%	S	5.60	33.60	7.3%	
CON290 Residential admin fee	32.69	29.50	20%	S	5.90	35.40	8.3%	
Residential Additional enquiries - per enquiry	44.94	40.00	20%	S	8.00	48.00	6.8%	
CON29R Commercial	220.50	196.50	20%	S	39.30	235.80	6.9%	
CON29R Commercial Extra parcel fee	46.24	48.50	20%	S	9.70	58.20	25.9%	
CON290 Commercial Questions 4 - 21	35.23	31.50	20%	S	6.30	37.80	7.3%	
CON290 Commercial Questions 22 (on behalf of Essex Legal)	50.64	45.50	20%	S	9.10	54.60	7.8%	
CON290 Commercial admin fee	52.85	47.00	20%	S	9.40	56.40	6.7%	
Commercial Additional enquiries - per enquiry	72.66	65.00	20%	S	13.00	78.00	7.3%	
<b>Democratic &amp; Electoral Services</b>								
<b>Sale of Registers (Open register to relevant stated departments and organisations) Including sales of the notices of alterations)</b>								
Data £20.00 admin plus £1.50 per thousand entries (or part of)			20.00	0%	N	0.00	20.00	N/A
Paper £10.00 admin plus £5.00 per thousand entries (or part of)			10.00	0%	N	0.00	10.00	N/A
<b>Sale of marked electoral register</b>								
Data £10.00 admin plus £1.00 per thousand entries (or part of)			10.00	0%	N	0.00	10.00	N/A
Paper £10.00 admin plus £2.00 per thousand entries (or part of)			10.00	0%	N	0.00	10.00	N/A

## Appendix D

Description of Charge	2023/24		2024/25					% Change
	Gross	Net	VAT			Gross		
	£'s	£'s	%	Cat	£'s	£'s		
<b>Planning &amp; Development</b>								
<b>Commercial/Building Control</b>								
1 Plot (New-build houses)	880.00	791.67	20%	S	158.33	950.00	8.0%	
2 Plots (houses)	1,310.00	1,175.00	20%	S	235.00	1,410.00	7.6%	
3 Plots (houses)	1,810.00	1,625.00	20%	S	325.00	1,950.00	7.7%	
4 Plots (houses)	2,290.00	2,054.17	20%	S	410.83	2,465.00	7.6%	
5 Plots (houses)	2,755.00	2,475.00	20%	S	495.00	2,970.00	7.8%	
1 Plot (flats)	880.00	791.67	20%	S	158.33	950.00	8.0%	
2 Plots (flats)	1,310.00	1,175.00	20%	S	235.00	1,410.00	7.6%	
3 Plots (flats)	1,810.00	1,625.00	20%	S	325.00	1,950.00	7.7%	
4 Plots (flats)	2,290.00	2,054.17	20%	S	410.83	2,465.00	7.6%	
5 Plots (flats)	2,755.00	2,475.00	20%	S	495.00	2,970.00	7.8%	
Conversion to house	0.00	766.67	20%	S	153.33	920.00	N/A	
Conversion to flat	705.00	633.33	20%	S	126.67	760.00	7.8%	
Single storey extension to dwelling not exceeding 40m <sup>2</sup>	745.00	666.67	20%	S	133.33	800.00	7.4%	
Single storey extension to dwelling 40-100m <sup>2</sup>	1,175.00	1,050.00	20%	S	210.00	1,260.00	7.2%	
2 or 3 storey extension to dwelling not exceeding 40m <sup>2</sup>	745.00	666.67	20%	S	133.33	800.00	7.4%	
2 or 3 storey extension to dwelling 40-100m <sup>2</sup>	1,175.00	1,050.00	20%	S	210.00	1,260.00	7.2%	
Garage/carport/store not exceeding 100m <sup>2</sup>	580.00	520.83	20%	S	104.17	625.00	7.8%	
Detached non-habitable outbuilding not exceeding 50m <sup>2</sup>	715.00	641.67	20%	S	128.33	770.00	7.7%	
Loft conversion to dwelling under 40m <sup>2</sup>	790.00	708.33	20%	S	141.67	850.00	7.6%	
Loft conversion to dwelling 40m <sup>2</sup> - 100m <sup>2</sup>	0.00	1,050.00	20%	S	210.00	1,260.00	N/A	
Garage conversion to dwelling	430.00	387.50	20%	S	77.50	465.00	8.1%	
Renovation of thermal element on a dwelling	335.00	300.00	20%	S	60.00	360.00	7.5%	
Replacement windows/rooflights on a dwelling	335.00	300.00	20%	S	60.00	360.00	7.5%	
Alterations to a dwelling under £5,000 in value	335.00	300.00	20%	S	60.00	360.00	7.5%	
Alterations to a dwelling £5,000-£25,000 in value	565.00	508.33	20%	S	101.67	610.00	8.0%	
Alterations to a dwelling £25,000 - £100,000 in value	845.00	758.33	20%	S	151.67	910.00	7.7%	
Non-domestic single storey extension up to 40m <sup>2</sup>	745.00	666.67	20%	S	133.33	800.00	7.4%	
Non-domestic single storey extension 40 – 100m <sup>2</sup>	1,150.00	1,041.67	20%	S	208.33	1,250.00	8.7%	
Non-domestic 2 or 3 storey extension under 40m <sup>2</sup>	745.00	662.50	20%	S	132.50	795.00	6.7%	
Non-domestic 2 or 3 storey extension 40-100m <sup>2</sup>	1,150.00	1,041.67	20%	S	208.33	1,250.00	8.7%	
Alterations to a commercial building up to £5,000 in value	330.00	304.17	20%	S	60.83	365.00	10.6%	
Replacement windows/doors/rooflights to a commercial building <20 units	330.00	304.17	20%	S	60.83	365.00	10.6%	
Renewable Energy Systems	330.00	304.17	20%	S	60.83	365.00	10.6%	
Replacement shop front	330.00	304.17	20%	S	60.83	365.00	10.6%	
Alterations to a commercial building £5,000 - £25,000 in value	585.00	529.17	20%	S	105.83	635.00	8.5%	
Replacement windows/doors/rooflights to a commercial building >20 units	385.00	350.00	20%	S	70.00	420.00	9.1%	
Renovation of thermal elements to a commercial building	330.00	304.17	20%	S	60.83	365.00	10.6%	
Raised storage platform installation	285.00	350.00	20%	S	70.00	420.00	47.4%	
Alterations to a commercial building £25,000 - £100,000 in value	860.00	770.83	20%	S	154.17	925.00	7.6%	
Fit-out of a commercial building up to 100m <sup>2</sup> floor area	330.00	350.00	20%	S	70.00	420.00	27.3%	
Testing and certification of Electrical work where Part P installer not used	385.00	333.33	20%	S	66.67	400.00	3.9%	
Retrieval of archived files (+3years old), research and reinspection	250.00	208.33	20%	S	41.67	250.00	0.0%	
Research, retrieval and issue of copy decision notices and certificates - emailed	55.00	50.00	20%	S	10.00	60.00	9.1%	
Research, retrieval and issue of copy decision notices and certificates - posted	60.00	54.17	20%	S	10.83	65.00	8.3%	
Letter confirming exemption from Building Regulations - emailed	55.00	50.00	20%	S	10.00	60.00	9.1%	
Letter confirming exemption from Building Regulations - posted	60.00	54.17	20%	S	10.83	65.00	8.3%	
Hourly Rate For Supporting The Building Safety Regulator	95.66	85.06	20%	S	17.01	102.07	6.7%	
Dangerous Structures - admin charge (by negotiation) & cost recovery		By negotiation	20%	S			N/A	
<b>Planning</b>								
PPA's (£166.67/hour excl. vat - 1 hour minimum)	180.00	166.67	20%	S	33.33	200.00	11.1%	
Documents requests/research (2 hour minimum charge)	360.00	333.33	20%	S	66.67	400.00	11.1%	
Urgent requests (Within 48 hrs) (4 hour minimum charge)	720.00	666.67	20%	S	133.33	800.00	11.1%	
Scanning Fees – Paper Applications	28.80	30.00	20%	S	6.00	36.00	25.0%	
Admin Charge for Section 106 Legal Agreements with requirement for financial contribution (By negotiation)	0.00	By negotiation	0%	N			N/A	
Admin Charge for Section 106 Legal Agreements with no requirement for financial contribution	500.00	550.00	0%	N	0.00	550.00	10.0%	
Admin Charge for Section 106 Legal Agreements - confirmation of compliance	125.00	200.00	0%	N	0.00	200.00	60.0%	
<b>Planning - Development Management</b>								
<b>Pre-Planning Applications</b>								
Written Advice Meetings: Minor 1-2 Units	540.00	516.67	20%	S	103.33	620.00	14.8%	
Written Advice Meetings: Minor 3-9 Units	1,620.00	1,550.00	20%	S	310.00	1,860.00	14.8%	
Written Advice Meetings: Major 10-19 Units	3,240.00	3,100.00	20%	S	620.00	3,720.00	14.8%	
Written Advice Meetings: Major 20-49 Units	6,480.00	6,200.00	20%	S	1,240.00	7,440.00	14.8%	
Written Advice Meetings: Major 50+ Units (By negotiation)	0.00	By negotiation	20%	S			N/A	
Planning Advice Meetings: All other cases (including Listed Buildings)	180.00	166.67	20%	S	33.33	200.00	11.1%	
Planning Written Advice or Meeting: Discussions for a way forward following refusal of PA (minor)	180.00	166.67	20%	S	33.33	200.00	11.1%	
Planning Nature and Form of Meetings by Negotiation: Discussions for a way forward following refusal of PA (major) (By negotiation)	0.00	By negotiation	20%	S			N/A	
<b>Planning Application Fee</b>								
Various based on set national fees & charges			0%	N	0.00		N/A	
<b>Enforcement</b>								
High Hedge - Initial complaint application fee for consideration	500.00	550.00	0%	N	0.00	550.00	10.0%	
High Hedge - Repeat complaint application fee for consideration	200.00	220.00	0%	N	0.00	220.00	10.0%	
<b>ICT &amp; Transformation</b>								
<b>Street Naming &amp; Numbering</b>								
House name change (£100 per property)	55.65	100.00	0%	N	0.00	100.00	79.7%	
Development of 1+ properties (£100 per property)	19.57	100.00	0%	N	0.00	100.00	411.0%	
Changes in initial development after initial notification (£100 per property)	19.57	100.00	0%	N	0.00	100.00	411.0%	
Naming/renaming a street	0.00	420.00	0%	N	0.00	420.00	N/A	



Annex D2: Draft Car Parking Charges 2024/25

(excluding proposed tariff alterations covered in confidential Appendix F)

Description of Charge		2023/24	2024/25					
		Gross	Net	VAT			Gross	% Change
		£'s	£'s	%	Cat	£'s	£'s	
<b>Car Parking</b>								
<b>Tariff One (Monday - Saturday)</b>								
Bakers Lane, Epping, CM16 5EG	08:00 - 18:00	0.30	0.25	20%	S	0.05	0.30	0.0%
Civic Offices, EFDC, CM16 4BZ	08:00 - 18:00	0.30	0.25	20%	S	0.05	0.30	0.0%
Traps Hill, Loughton, IG10 1HD	09:00 - 18:00	0.30	0.25	20%	S	0.05	0.30	0.0%
The Drive, Loughton, IG10 1HW	08:00 - 18:00	0.30	0.25	20%	S	0.05	0.30	0.0%
Oakwood Hill East, Loughton, IG10 3TZ	08:30 - 17:30	0.30	0.25	20%	S	0.05	0.30	0.0%
High Beech, Loughton, IG10 4HH	08:00 - 18:00	0.30	0.25	20%	S	0.05	0.30	0.0%
Smarts Lane, Loughton, IG10 4BG	08:00 - 18:00	0.30	0.25	20%	S	0.05	0.30	0.0%
Clifton Road, Loughton, IG10 1EA	08:00 - 18:00	0.30	0.25	20%	S	0.05	0.30	0.0%
The Pleasance, Ongar, CM5 9AG	08:00 - 18:00	0.30	0.25	20%	S	0.05	0.30	0.0%
Bansons Lane, Ongar, CM5 9AA	08:00 - 18:00	0.30	0.25	20%	S	0.05	0.30	0.0%
Cornmill, Waltham Abbey, EN9 1RB	08:00 - 18:00	0.30	0.25	20%	S	0.05	0.30	0.0%
Quaker Lane, Waltham Abbey, EN9 1ER	08:00 - 18:00	0.30	0.25	20%	S	0.05	0.30	0.0%
Darby Drive, Waltham Abbey, EN9 1EE	08:00 - 18:00	0.30	0.25	20%	S	0.05	0.30	0.0%
Burton Road & Access Rd, Debden, IG10 3ST	08:30 - 17:30	0.30	0.25	20%	S	0.05	0.30	0.0%
Vere Road, Debden, IG10 3SW	08:30 - 17:30	0.30	0.25	20%	S	0.05	0.30	0.0%
Burton Road South, Debden, IG10	08:30 - 17:30	0.30	0.25	20%	S	0.05	0.30	0.0%
Queens Road Lower, Buckhurst Hill, IG9 5BZ	08:00 - 18:00	0.30	0.25	20%	S	0.05	0.30	0.0%
Queens Road Upper, Buckhurst Hill, IG9 5AZ	08:00 - 18:00	0.30	0.25	20%	S	0.05	0.30	0.0%
<b>Tariff Two (Monday - Saturday)</b>								
Bakers Lane, Epping, CM16 5EG	08:00 - 18:00	1.00	0.83	20%	S	0.17	1.00	0.0%
Civic Offices, EFDC, CM16 4Bz	08:00 - 18:00	1.00	0.83	20%	S	0.17	1.00	0.0%
Traps Hill, Loughton, IG10 1HD	09:00 - 18:00	1.00	0.83	20%	S	0.17	1.00	0.0%
The Drive, Loughton, IG10 1HW	08:00 - 18:00	1.00	0.83	20%	S	0.17	1.00	0.0%
Oakwood Hill East, Loughton, IG10 3TZ	08:30 - 17:30	1.00	0.83	20%	S	0.17	1.00	0.0%
High Beech, Loughton, IG10 4HH	08:00 - 18:00	1.00	0.83	20%	S	0.17	1.00	0.0%
Smarts Lane, Loughton, IG10 4BG	08:00 - 18:00	1.00	0.83	20%	S	0.17	1.00	0.0%
Clifton Road, Loughton, IG10 1EA	08:00 - 18:00	1.00	0.83	20%	S	0.17	1.00	0.0%
The Pleasance, Ongar, CM5 9AG	08:00 - 18:00	1.00	0.83	20%	S	0.17	1.00	0.0%
Bansons Lane, Ongar, CM5 9AA	08:00 - 18:00	1.00	0.83	20%	S	0.17	1.00	0.0%
Cornmill, Waltham Abbey, EN9 1RB	08:00 - 18:00	1.00	0.83	20%	S	0.17	1.00	0.0%
Quaker Lane, Waltham Abbey, EN9 1ER	08:00 - 18:00	1.00	0.83	20%	S	0.17	1.00	0.0%
Darby Drive, Waltham Abbey, EN9 1EE	08:00 - 18:00	1.00	0.83	20%	S	0.17	1.00	0.0%
Burton Road & Access Rd, Debden, IG10 3ST	08:30 - 17:30	1.00	0.83	20%	S	0.17	1.00	0.0%
Vere Road, Debden, IG10 3SW	08:30 - 17:30	1.00	0.83	20%	S	0.17	1.00	0.0%
Burton Road South, Debden, IG10	08:30 - 17:30	1.00	0.83	20%	S	0.17	1.00	0.0%
Queens Road Lower, Buckhurst Hill, IG9 5BZ	08:00 - 18:00	1.00	0.83	20%	S	0.17	1.00	0.0%
Queens Road Upper, Buckhurst Hill, IG9 5AZ	08:00 - 18:00	1.00	0.83	20%	S	0.17	1.00	0.0%
<b>Tariff Three (Monday - Saturday)</b>								
Bakers Lane, Epping, CM16 5EG	08:00 - 18:00	2.00	1.67	20%	S	0.33	2.00	0.0%
Civic Offices, EFDC, CM16 4BZ	08:00 - 18:00	2.00	1.67	20%	S	0.33	2.00	0.0%
Traps Hill, Loughton, IG10 1HD	09:00 - 18:00	2.00	1.67	20%	S	0.33	2.00	0.0%
The Drive, Loughton, IG10 1HW	08:00 - 18:00	2.00	1.67	20%	S	0.33	2.00	0.0%
Oakwood Hill East, Loughton, IG10 3TZ	08:30 - 17:30	2.00	1.67	20%	S	0.33	2.00	0.0%
High Beech, Loughton, IG10 4HH	08:00 - 18:00	2.00	1.67	20%	S	0.33	2.00	0.0%
Smarts Lane, Loughton, IG10 4BG	08:00 - 18:00	2.00	1.67	20%	S	0.33	2.00	0.0%
Clifton Road, Loughton, IG10 1EA	08:00 - 18:00	2.00	1.67	20%	S	0.33	2.00	0.0%
The Pleasance, Ongar, CM5 9AG	08:00 - 18:00	2.00	1.67	20%	S	0.33	2.00	0.0%
Bansons Lane, Ongar, CM5 9AA	08:00 - 18:00	2.00	1.67	20%	S	0.33	2.00	0.0%
Cornmill, Waltham Abbey, EN9 1RB	08:00 - 18:00	2.00	1.67	20%	S	0.33	2.00	0.0%
Quaker Lane, Waltham Abbey, EN9 1ER	08:00 - 18:00	2.00	1.67	20%	S	0.33	2.00	0.0%
Darby Drive, Waltham Abbey, EN9 1EE	08:00 - 18:00	2.00	1.67	20%	S	0.33	2.00	0.0%
Burton Road & Access Rd, Debden, IG10 3ST	08:30 - 17:30	2.00	1.67	20%	S	0.33	2.00	0.0%
Vere Road, Debden, IG10 3SW	08:30 - 17:30	2.00	1.67	20%	S	0.33	2.00	0.0%
Burton Road South, Debden, IG10	08:30 - 17:30	2.00	1.67	20%	S	0.33	2.00	0.0%
Queens Road Lower, Buckhurst Hill, IG9 5BZ	08:00 - 18:00	2.00	1.67	20%	S	0.33	2.00	0.0%
Queens Road Upper, Buckhurst Hill, IG9 5AZ	08:00 - 18:00	2.00	1.67	20%	S	0.33	2.00	0.0%
<b>Tariff Four (Monday - Saturday)</b>								
Bakers Lane, Epping, CM16 5EG	08:00 - 18:00	3.00	2.50	20%	S	0.50	3.00	0.0%
Civic Offices, EFDC, CM16 4BZ	08:00 - 18:00	3.00	2.50	20%	S	0.50	3.00	0.0%
Traps Hill, Loughton, IG10 1HD	09:00 - 18:00	3.00	2.50	20%	S	0.50	3.00	0.0%
The Drive, Loughton, IG10 1HW	08:00 - 18:00	3.00	2.50	20%	S	0.50	3.00	0.0%
Oakwood Hill East, Loughton, IG10 3TZ	08:30 - 17:30	3.00	2.50	20%	S	0.50	3.00	0.0%
High Beech, Loughton, IG10 4HH	08:00 - 18:00	3.00	2.50	20%	S	0.50	3.00	0.0%
Smarts Lane, Loughton, IG10 4BG	08:00 - 18:00	3.00	2.50	20%	S	0.50	3.00	0.0%
Clifton Road, Loughton, IG10 1EA	08:00 - 18:00	3.00	2.50	20%	S	0.50	3.00	0.0%
The Pleasance, Ongar, CM5 9AG	08:00 - 18:00	3.00	2.50	20%	S	0.50	3.00	0.0%
Bansons Lane, Ongar, CM5 9AA	08:00 - 18:00	3.00	2.50	20%	S	0.50	3.00	0.0%
Cornmill, Waltham Abbey, EN9 1RB	08:00 - 18:00	3.00	2.50	20%	S	0.50	3.00	0.0%
Quaker Lane, Waltham Abbey, EN9 1ER	08:00 - 18:00	3.00	2.50	20%	S	0.50	3.00	0.0%
Darby Drive, Waltham Abbey, EN9 1EE	08:00 - 18:00	3.00	2.50	20%	S	0.50	3.00	0.0%
Burton Road & Access Rd, Debden, IG10 3ST	08:30 - 17:30	3.00	2.50	20%	S	0.50	3.00	0.0%
Vere Road, Debden, IG10 3SW	08:30 - 17:30	3.00	2.50	20%	S	0.50	3.00	0.0%
Burton Road South, Debden, IG10	08:30 - 17:30	3.00	2.50	20%	S	0.50	3.00	0.0%
Queens Road Lower, Buckhurst Hill, IG9 5BZ	08:00 - 18:00	3.00	2.50	20%	S	0.50	3.00	0.0%
Queens Road Upper, Buckhurst Hill, IG9 5AZ	08:00 - 18:00	3.00	2.50	20%	S	0.50	3.00	0.0%

## Appendix D

Description of Charge		2023/24		2024/25					% Change
		Gross	Net	VAT			Gross		
		£'s	£'s	%	Cat	£'s	£'s		
<b>Tariff Five (Monday - Saturday)</b>									
Bakers Lane, Epping, CM16 5EG	08:00 - 18:00	4.00	3.33	20%	S	0.67	4.00	0.0%	
Civic Offices, EFDC, CM16 4BZ	08:00 - 18:00	4.00	3.33	20%	S	0.67	4.00	0.0%	
Traps Hill, Loughton, IG10 1HD	09:00 - 18:00	4.00	3.33	20%	S	0.67	4.00	0.0%	
The Drive, Loughton, IG10 1HW	08:00 - 18:00	4.00	3.33	20%	S	0.67	4.00	0.0%	
Oakwood Hill East, Loughton, IG10 3TZ	08:30 - 17:30	4.00	3.33	20%	S	0.67	4.00	0.0%	
High Beech, Loughton, IG10 4HH	08:00 - 18:00	4.00	3.33	20%	S	0.67	4.00	0.0%	
Smarts Lane, Loughton, IG10 4BG	08:00 - 18:00	4.00	3.33	20%	S	0.67	4.00	0.0%	
Clifton Road, Loughton, IG10 1EA	08:00 - 18:00	4.00	3.33	20%	S	0.67	4.00	0.0%	
The Pleasance, Ongar, CM5 9AG	08:00 - 18:00	4.00	3.33	20%	S	0.67	4.00	0.0%	
Bansons Lane, Ongar, CM5 9AA	08:00 - 18:00	4.00	3.33	20%	S	0.67	4.00	0.0%	
Cornmill, Waltham Abbey, EN9 1RB	08:00 - 18:00	4.00	3.33	20%	S	0.67	4.00	0.0%	
Quaker Lane, Waltham Abbey, EN9 1ER	08:00 - 18:00	4.00	3.33	20%	S	0.67	4.00	0.0%	
Darby Drive, Waltham Abbey, EN9 1EE	08:00 - 18:00	4.00	3.33	20%	S	0.67	4.00	0.0%	
Burton Road & Access Rd, Debden, IG10 3ST	08:30 - 17:30	4.00	3.33	20%	S	0.67	4.00	0.0%	
Vere Road, Debden, IG10 3SW	08:30 - 17:30	4.00	3.33	20%	S	0.67	4.00	0.0%	
Burton Road South, Debden, IG10	08:30 - 17:30	4.00	3.33	20%	S	0.67	4.00	0.0%	
Queens Road Lower, Buckhurst Hill, IG9 5BZ	08:00 - 18:00	4.00	3.33	20%	S	0.67	4.00	0.0%	
Queens Road Upper, Buckhurst Hill, IG9 5AZ	08:00 - 18:00	4.00	3.33	20%	S	0.67	4.00	0.0%	
<b>Tariff Six (Monday - Saturday)</b>									
Bakers Lane, Epping, CM16 5EG	08:00 - 18:00	5.00	4.17	20%	S	0.83	5.00	0.0%	
Civic Offices, EFDC, CM16 4BZ	08:00 - 18:00	5.00	4.17	20%	S	0.83	5.00	0.0%	
Traps Hill, Loughton, IG10 1HD	09:00 - 18:00	5.00	4.17	20%	S	0.83	5.00	0.0%	
The Drive, Loughton, IG10 1HW	08:00 - 18:00	5.00	4.17	20%	S	0.83	5.00	0.0%	
Oakwood Hill East, Loughton, IG10 3TZ	08:30 - 17:30	5.00	4.17	20%	S	0.83	5.00	0.0%	
High Beech, Loughton, IG10 4HH	08:00 - 18:00	5.00	4.17	20%	S	0.83	5.00	0.0%	
Smarts Lane, Loughton, IG10 4BG	08:00 - 18:00	5.00	4.17	20%	S	0.83	5.00	0.0%	
Clifton Road, Loughton, IG10 1EA	08:00 - 18:00	5.00	4.17	20%	S	0.83	5.00	0.0%	
The Pleasance, Ongar, CM5 9AG	08:00 - 18:00	5.00	4.17	20%	S	0.83	5.00	0.0%	
Bansons Lane, Ongar, CM5 9AA	08:00 - 18:00	5.00	4.17	20%	S	0.83	5.00	0.0%	
Cornmill, Waltham Abbey, EN9 1RB	08:00 - 18:00	5.00	4.17	20%	S	0.83	5.00	0.0%	
Quaker Lane, Waltham Abbey, EN9 1ER	08:00 - 18:00	5.00	4.17	20%	S	0.83	5.00	0.0%	
Darby Drive, Waltham Abbey, EN9 1EE	08:00 - 18:00	5.00	4.17	20%	S	0.83	5.00	0.0%	
Burton Road & Access Rd, Debden, IG10 3ST	08:30 - 17:30	5.00	4.17	20%	S	0.83	5.00	0.0%	
Vere Road, Debden, IG10 3SW	08:30 - 17:30	5.00	4.17	20%	S	0.83	5.00	0.0%	
Burton Road South, Debden, IG10	08:30 - 17:30	5.00	4.17	20%	S	0.83	5.00	0.0%	
Queens Road Lower, Buckhurst Hill, IG9 5BZ	08:00 - 18:00	5.00	4.17	20%	S	0.83	5.00	0.0%	
Queens Road Upper, Buckhurst Hill, IG9 5AZ	08:00 - 18:00	5.00	4.17	20%	S	0.83	5.00	0.0%	
<b>Tariff Seven (Monday - Saturday)</b>									
Bakers Lane, Epping, CM16 5EG	08:00 - 18:00	10.00	8.33	20%	S	1.67	10.00	0.0%	
Civic Offices, EFDC, CM16 4BZ	08:00 - 18:00	10.00	8.33	20%	S	1.67	10.00	0.0%	
Traps Hill, Loughton, IG10 1HD	09:00 - 18:00	6.00	5.00	20%	S	1.00	6.00	0.0%	
The Drive, Loughton, IG10 1HW	08:00 - 18:00	10.00	8.33	20%	S	1.67	10.00	0.0%	
Oakwood Hill East, Loughton, IG10 3TZ	08:30 - 17:30	10.00	8.33	20%	S	1.67	10.00	0.0%	
High Beech, Loughton, IG10 4HH	08:00 - 18:00	10.00	8.33	20%	S	1.67	10.00	0.0%	
Smarts Lane, Loughton, IG10 4BG	08:00 - 18:00	6.00	5.00	20%	S	1.00	6.00	0.0%	
Clifton Road, Loughton, IG10 1EA	08:00 - 18:00	10.00	8.33	20%	S	1.67	10.00	0.0%	
The Pleasance, Ongar, CM5 9AG	08:00 - 18:00	6.00	5.00	20%	S	1.00	6.00	0.0%	
Bansons Lane, Ongar, CM5 9AA	08:00 - 18:00	10.00	8.33	20%	S	1.67	10.00	0.0%	
Commill, Waltham Abbey, EN9 1RB	08:00 - 18:00	6.00	5.00	20%	S	1.00	6.00	0.0%	
Quaker Lane, Waltham Abbey, EN9 1ER	08:00 - 18:00	10.00	8.33	20%	S	1.67	10.00	0.0%	
Darby Drive, Waltham Abbey, EN9 1EE	08:00 - 18:00	6.00	5.00	20%	S	1.00	6.00	0.0%	
Burton Road & Access Rd, Debden, IG10 3ST	08:30 - 17:30	6.00	5.00	20%	S	1.00	6.00	0.0%	
Vere Road, Debden, IG10 3SW	08:30 - 17:30	10.00	8.33	20%	S	1.67	10.00	0.0%	
Burton Road South, Debden, IG10	08:30 - 17:30	6.00	5.00	20%	S	1.00	6.00	0.0%	
Queens Road Lower, Buckhurst Hill, IG9 5BZ	08:00 - 18:00	6.00	5.00	20%	S	1.00	6.00	0.0%	
Queens Road Upper, Buckhurst Hill, IG9 5AZ	08:00 - 18:00	10.00	8.33	20%	S	1.67	10.00	0.0%	
<b>Sundays (Up to 2 hours free)</b>									
Bakers Lane, Epping, CM16 5EG	08:00 - 18:00	2.00	1.67	0%	S	0.33	2.00	0.0%	
Civic Offices, EFDC, CM16 4BZ	08:00 - 18:00	2.00	1.67	0%	S	0.33	2.00	0.0%	
Traps Hill, Loughton, IG10 1HD	09:00 - 18:00	2.00	1.67	0%	S	0.33	2.00	0.0%	
The Drive, Loughton, IG10 1HW	08:00 - 18:00	2.00	1.67	0%	S	0.33	2.00	0.0%	
Oakwood Hill East, Loughton, IG10 3TZ	08:30 - 17:30	2.00	1.67	0%	S	0.33	2.00	0.0%	
High Beech, Loughton, IG10 4HH	08:00 - 18:00	2.00	1.67	0%	S	0.33	2.00	0.0%	
Smarts Lane, Loughton, IG10 4BG	08:00 - 18:00	2.00	1.67	0%	S	0.33	2.00	0.0%	
The Pleasance, Ongar, CM5 9AG	08:00 - 18:00	2.00	1.67	0%	S	0.33	2.00	0.0%	
The Pleasance, Ongar, CM5 9AG	08:00 - 18:00	2.00	1.67	0%	S	0.33	2.00	0.0%	
Bansons Lane, Ongar, CM5 9AA	08:00 - 18:00	2.00	1.67	0%	S	0.33	2.00	0.0%	
Commill, Waltham Abbey, EN9 1RB	08:00 - 18:00	2.00	1.67	0%	S	0.33	2.00	0.0%	
Quaker Lane, Waltham Abbey, EN9 1ER	08:00 - 18:00	2.00	1.67	0%	S	0.33	2.00	0.0%	
Darby Drive, Waltham Abbey, EN9 1EE	08:00 - 18:00	2.00	1.67	0%	S	0.33	2.00	0.0%	
Burton Road & Access Rd, Debden, IG10 3ST	08:30 - 17:30	2.00	1.67	0%	S	0.33	2.00	0.0%	
Vere Road, Debden, IG10 3SW	08:30 - 17:30	2.00	1.67	0%	S	0.33	2.00	0.0%	
Burton Road South, Debden, IG10	08:30 - 17:30	2.00	1.67	0%	S	0.33	2.00	0.0%	
Queens Road Lower, Buckhurst Hill, IG9 5BZ	08:00 - 18:00	2.00	1.67	0%	S	0.33	2.00	0.0%	
Queens Road Upper, Buckhurst Hill, IG9 5AZ	08:00 - 18:00	2.00	1.67	0%	S	0.33	2.00	0.0%	

## Annex D3: Draft Housing Revenue Account (HRA) Fees &amp; Charges 2024/25

Proposed Fees and Charges 2024/25 - HOUSING REVENUE ACCOUNT							
Description	2023/24	2024/25					Change
	Gross	Net	VAT			Gross	%
	£'s	£'s	%	Cat	£'s	£'s	
<b>Older People's Housing</b>							
<b>Communal Halls:</b>							
Brookways Hall, Roundhills	13.00	15.00	N/A	X	0.00	15.00	15.4%
Pelly Court Hall, Epping	13.00	15.00	N/A	X	0.00	15.00	15.4%
Barrington Hall, Loughton	10.61	15.00	N/A	X	0.00	15.00	41.4%
Hire of Halls for Elections	118.75	150.00	N/A	X	0.00	150.00	26.3%
<b>Independent Living:</b>							
Guest Rooms - Independent Living	24.00	20.83	20.00	S	4.17	25.00	4.1%
Guest Rooms - Independent Living (Single Occupant)	0.00	12.50	20.00	S	2.50	15.00	-
Emergency Alarm - Pendants	60.00	60.00	N/A	O	0.00	60.00	0.0%
<b>Scooter Stores:</b>							
Electricity	2.69	2.87	N/A	O	0.00	2.87	6.7%
<b>Home Ownership and Sales</b>							
Leasehold Vendors' Enquiries	229.21	203.81	20%	S	40.76	244.57	6.7%
Certificates of Buildings Insurance - Leaseholders	72.94	64.85	20%	S	12.97	77.82	6.7%
Lease Extension Housing Admin Fees and Charges	88.08	93.98	N/A	O	0.00	93.98	6.7%
<b>Housing Management</b>							
Hardstandings	113.20	121.00	N/A	O	0.00	121.00	6.9%
Lockable parking spaces	9.40	15.00	N/A	O	0.00	15.00	59.6%
Mortgage references	66.94	59.52	20%	S	11.90	71.42	6.7%
Request for covenant and leasehold approvals	106.76	94.93	20%	S	18.99	113.92	6.7%
Licences for vehicular access across housing land	147.99	160.00	N/A	O	0.00	160.00	8.1%
Dishonoured cheques	34.54	36.85	N/A	O	0.00	36.85	6.7%
<b>Repairs and Maintenance</b>							
Rechargeable repairs (actual cost plus Admin fee of)	15%	15%	-	-	-	15%	0%
Replacement Door Entry and Suited Keys / Fobs	20.00	18.33	20%	S	3.67	22.00	10%
Sewerage charges for individual sewerage systems (Actual Costs plus Admin Fee of)	15%	15%	-	-	-	15%	0%
<b>Land and Estates</b>							
Legal Fee to a devolution of dealing	114.00	101.37	20%	S	20.27	121.64	6.7%
Garage rents private	12.74	11.44	20%	S	2.29	13.73	7.7%
Front garden parking permissions	104.15	100.00	20%	S	20.00	120.00	15.2%
Skip licence	90.17	100.00	20%	S	20.00	120.00	33.1%
Cycle stores per cycle hoop first year: £10 refundable on return of key	34.50	35.00	N/A	O	0.00	35.00	1%
Annual charge for cycle hoops	20.00	20.00	N/A	O	0.00	20.00	0%
Replacement keys for cycle hoop	20.00	20.00	N/A	O	0.00	20.00	0%