

FEES AND CHARGES

APPENDIX A

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VAT Indicators

The VAT indicators in the schedules are as follows:

ST = Standard Rated

EX = Exempt

NB = Non Business

ZR = Zero Rated

(i) Civic Events

Introduction

In order to ensure that civic events are cost neutral as far as possible the opportunity has been taken to radically review the pricing structure. It is proposed that the current levels of fees and charges for the Mayor Making Lunch, Opening of the Oyster Fishery and the Oyster Feast are significantly increased to reflect the impact of inflationary pressures. The costs of the events will continue to be monitored throughout the coming financial year to ensure that next year's review continues to reflect the economic challenges.

Description of charge	Optional	Optional	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
Mayor Making Lunch	Per Person		ST	33.33	40.00	45.83	55.00
Opening of the Oyster Fisheries	Per Person		ST	80.00	96.00	100.00	120.00
Oyster Feast	Per Person		ST	91.67	110.00	116.67	140.00

Equality, Diversity and Human Rights implications

Equality Impact Assessments are available to view on the Colchester City Council website by following this pathway from the homepage: Your Council > How the Council Works > Equality and Diversity > Equality Impact Assessments >Policy & Corporate.

(ii) Land Charges, Electoral Services and Freedom of Information

Local Land Charges

Introduction

Legislation requires fees are calculated on a cost recovery basis. VAT is applicable on all charges except for the LLC1 element

Description of charge	Optional	Optional	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
Residential/Commercial			ST	159.45	186.72	152.24	178.08
(CON 29R + LLC1)							
LLC1			NB	23.10	23.10	23.10	23.10
CON 29 O Questions 4-21			ST	11.55	13.50	11.55	13.50
Con 29 O Question 22			ST	14.00	16.80	14.00	16.80
Con 29 R Residential/Commercial			ST	136.35	163.62	129.14	154.97
Additional written enquiries per question			ST	23.10	27.72	23.10	27.72

Additional Land Parcels per extra assessment Con29 and LLC1	ST	17.32	20.78	17.32	20.78
Additional Land Parcels per extra assessment LLC1	NB	5.77	5.77	5.77	5.77
Copy documents (per document)	NB	23.10	23.10	23.10	23.10

Electoral Services

Introduction

Fees chargeable for Registers are fixed by statute and the Council does not have any ability to change these. The only discretion is in relation to certificate of registration letters where the opportunity has been taken to increase this.

Description of charge	Optional	Optional	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
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Electoral Services

Register (Paper copies)	Additional charge of £5.00 per 1000 names						
Flat rate administration fee £10.00			ST	8.33	10.00	8.33	10.00
Register data	Additional charge of £1.50 per 1000 names						
Flat rate administration fee £20.00			ST	16.67	20.00	16.67	20.00
Certificate of registration			ST	24.00	30.00	30.00	36.00

Freedom of Information Requests

Introduction

Freedom of Information requests are provided free of charge under the legislation, up to an appropriate limit set by the Ministry of Justice. The appropriate limit for local government is £450. Requests that exceed the appropriate limit may be either declined or charged at the rate of £25 per hour, also set by legislation.

(iii) Sports Grounds, Beach Huts, Countryside Sites and Open Spaces Events

Introduction

Sports

As the Council takes a more commercial approach to service delivery, it will require managers to behave in a more commercial manner and to be able to respond more quickly to market forces. This could mean responding to periods of lower demand by reducing prices or offering promotions, or increasing prices where demand exceeds supply and there is clear competition for services.

All charges have been reviewed and new prices proposed below taking into account a combination of the current and likely demand of each activity, competitors' pricing and entrance fees to other sporting activities and the cost of providing the activity.

Access Licenses will be increased by 6.7% in line with CPI.

Highwoods and Countryside

- Car Parking charges have been reviewed. Considering the continued high levels of use, we have introduced a Highwoods Annual Permit to increase value for money.
- In reviewing the educational and hire offer of the sites, along with children's craft and family events, we have decided to keep charges the same as 23/24.
- It is proposed to increase fishing permit charges by 6.7%.
- There is no proposed change to equipment hire and service charges, except for overnight security.

Allotment

No increase in charges is proposed.

Beach Hut Rents

Increasing by 6.7% in line with CPI .

Description of charge	Optional	Optional	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
FOOTBALL, RUGBY and HOCKEY							
Full size - casual - all days	Adult per match		ST	66.17	79.40	66.17	79.40
Full size - casual - all days	Junior per hour		ST	23.50	28.20	23.50	28.20
Weekend Use	Adult per match		ST	71.67	86.00	71.67	86.00
Weekend Use	Junior per match		ST	26.67	32.00	26.67	32.00
9-a-side football	Per hour		ST	20.33	24.40	20.33	24.40
7-a-side or mini rugby/hockey - all days	Per hour		ST	19.08	22.90	19.08	22.90

Training grid - all days	Adult per hour		ST	15.50	18.50	15.50	18.60
Training grid - all days	Junior per hour		ST	10.00	12.00	10.00	12.00
Training pitch (7 a side or half full pitch) - all days	Per hour		ST	12.42	14.90	12.42	14.90
American Football Pitch	Per match		ST	31.75	38.00	31.75	38.00

BOWLS

Season ticket	Per member		ST	108.75	130.50	116.04	139.30
Season ticket	Per member	Discounted	ST	79.83	95.80	85.18	102.30
Adult weekend season ticket (1/2 full price)	Per member		ST	54.42	65.30	58.06	69.70
Adult weekend season ticket (1/2 full price)	Per member	Discounted	ST	40.00	48.00	42.68	51.30
Weekend family ticket	Both partners and under 16 offspring		ST	104.25	125.00	111.23	133.50
Weekend family ticket	Both partners and under 16 offspring	Discounted	ST	77.08	92.50	82.25	98.70
Junior bowls	Under 16's		ST	77.08	92.50	85.25	98.70
Junior bowls membership	Under 16's	Discounted	ST	59.83	71.80	63.84	76.70

CRICKET

Pitch - casual - weekday	All day	from 11am	ST	79.83	95.80	85.18	102.30
Pitch - casual - weekday	Half day	from 1pm	ST	57.08	68.50	60.91	73.10
Pitch - casual - weekend & B/H	All day	from 11am	ST	88.83	106.60	94.79	113.80
Pitch - casual - weekend & B/H	Half day	from 1pm	ST	59.83	71.80	63.84	76.70
Pitch - casual - weekday	Junior per hour		ST	20.00	24.00	21.34	25.70
Practice nets	Per 4 hours		ST	11.92	14.30	12.72	15.30

CYCLING

Grass track - club use - all days			ST	51.50	61.80	51.50	66.00
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TENNIS

Lawn Tennis Club Season Charge			EX	1035.00	1035.00	1104.40	1104.40
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ROUNDERS

Pitch - all days	Adult	Per hour	ST	25.50	30.60	25.50	32.70
Pitch - all days	Junior	Per hour	ST	14.58	17.50	14.58	18.70

ATHLETICS Shrub End Sports Ground

Long jump	Jnr/Educ.	Per hour	ST	14.08	16.90	14.08	18.10
Running track 300m oval	Shrub End	Per hour	ST	27.25	32.70	27.25	34.90
Running track 4 land 100m straight	Shrub End/ Old Heath	Per hour	ST	18.25	27.90	18.25	29.80
* Education Use - restricted to school day	9am– 3:30pm	Term time					
Sports Day Base Charge	Shrub End Only		ST	49.83	59.80	49.83	63.90
Other Misc. Open Space Costs							
Permit for regular commercial use of POS for bootcamps/fitness classes	Up to 25 people – hourly use		ST	7.08	8.50	7.08	9.10
Permit for commercial use of POS for small activities	25-50 people – hourly use		ST	18.58	22.30	18.58	23.80
Permit for commercial use of POS for small activities	50-75 people – hourly use		ST	34.50	41.40	34.50	44.20
Use of POS for compounds etc	Per m2		ST	8.33	10.00	8.33	10.70
Access Licenses							
Pedestrian Access			EX	50.40	50.40	53.80	53.80
Vehicle & Pedestrian Access			EX	100.70	100.70	107.50	107.50
Vehicle Parking & Pedestrian Access			ST	147.50	177.00	157.40	188.90

High Woods Country Park, Castle Park and Countryside Sites

Fishing (closed 15 March to 15 June incl)

High Woods Country Park	Adult	Season	ST	56.83	68.20	60.67	72.80
High Woods Country Park	Junior	Season	ST	33.00	39.60	35.33	42.40
High Woods Country Park	Adult	Half Season	ST	28.42	34.10	30.33	36.40
High Woods Country Park	Junior	Half Season	ST	0.00	0.00	17.67	21.20
High Woods Country Park	Adult	Day	ST	10.58	12.70	11.33	13.60
High Woods Country Park	Junior	Day	ST	6.92	8.30	7.42	8.90
Activities							
Children's Craft / Environmental Activity / Natural History Event	2 hours		EX	5.50	5.50	6.00	6.00
Family Self-Guided Event			EX	1.00	1.00	1.00	1.00
Forest Schools – Site hire by other groups	Low user – up to 1 day per week	Hire for a year	EX	New	New	130.00	130.00
Forest Schools - Site hire by other groups	Medium user – 1.5 to 2.5 days per week	Hire for a year	EX	248.00	248.00	265.00	265.00

Forest Schools - Site hire by other groups	High user – over 2.5 days per week	Hire for a year	EX	286.67	344.00	370.00	370.00
Forest Schools – Site hire by other groups	Low user – up to 1 day per week	Hire for a term	EX	New		45.00	45.00
Forest Schools - Site hire by other groups	Medium user – 1.5 to 2.5 days per week	Hire for a term	EX	83.00	83.00	92.00	92.00
Forest Schools - Site hire by other groups	High user – over 2.5 days per week	Hire for a term	EX	132.00	132.00	140.00	140.00
Forest Schools - Site hire by other groups	One off charge per occasion	Hire per half day	EX	21.67	21.67	30.00	30.00
Environmental Education session (Led by Education Officer/Ranger) (includes bonus equipment set hire) 2hours 15 min - 35 Max	Per pupil	Min charge £100 (equivalent 20pp)	EX	5.00	5.00	6.00	6.00

Environmental Education session - Additional charge per pupil beyond maximum			EX	1.00	1.00	1.00	1.00
Self-led activities with hire of educational equipment (i.e. pond dipping, mini beast hunt etc)			ST	22.50	27.00	25.00	30.00
Registered charity discount	60% discount		EX				
Forest Schools – Commercial user surcharge	100% additional charge on top of site hire fees		ST				

Venue Hire / Ground rents

Hire of High Woods Country Park and Castle Park Meeting Rooms and Visitor Centre	Per hour		EX	11.60	11.60	12.50	12.50
High Woods Country Park/ Countryside site - Ground Rent	Per hour	Negotiable	ST	47.92	57.50	51.25	61.50
Hire of Lower Bowls Pavilion and Green	Per hour	Negotiable	ST	47.92	57.50	51.25	61.50

Hire of Bandstand - Castle Park	Per hour	Negotiable	ST	47.92	57.50	51.25	61.50
Bandstand Charitable rate	Per hour	Negotiable	ST	23.96	28.75	25.83	31.00
Hollytrees Lawn - Ground Rent	Per hour	negotiable	ST	47.92	57.50	51.25	61.50
Hollytrees Meadow - Ground Rent	Per Hour	negotiable	ST	68.67	82.40	73.33	88.00
Castle Bailey - Ground Rent	Pe Hour	negotiable	ST	68.67	82.40	73.33	88.00
Upper Park Slopes – Ground Rent	Per Hour	negotiable	ST	92.08	110.52	98.33	118.00
Lower Park – Ground Rent	Per Hour	negotiable	ST	143.75	172.50	153.33	184.00
Staff/labour cost to support Outdoor Events	Per hour		EX	49.70	49.70	52.82	53.00
Helicopter Landings – Castle Park	Per occasion		ST	114.58	137.50	122.50	147.00
Commercial Photography	Per occasion	Negotiable	EX	346.00	346.00	369.18	369.18
Commercial Filming	Per occasion	Negotiable	EX	692.00	692.00	738.50	738.50
High Woods Country Park Car Parking							
All days	Up to 2 hours		ST	0.83	1.00	1.08	1.30
All days	2 – 4 hours		ST	2.67	3.20	2.92	3.50
All days	Over 4 hours		ST	6.00	7.20	6.00	7.20

Annual Permit			ST			45.00	54.00
Castle Park – Equipment Hire & Service Charges							
Electric Supply	Per day	3 phase 63 amp per socket	ST	148.17	177.80	158.09	189.70
Electric Supply	Per day	13 amp per socket	ST	6.25	7.50	6.67	8.00
Electric Supply	Per day	63 amp per socket	ST	44.33	53.20	47.30	56.80
Electric Supply	Per day	32 amp per socket	ST	24.92	29.90	26.59	31.90
Electric Supply	Per day	16 amp per socket	ST	12.42	14.90	13.25	15.90
Water	Per day	standpipe	ST	26.67	32.00	28.45	34.20
White Line Marker	Per occasion	Groundsman Type	ST	6.08	7.30	6.49	7.80
Road Pins	Per 10		ST	3.08	3.70	3.29	4.00
Road Pins	Per 10 hire per day		ST	0.42	0.50	0.44	0.60
PA System	Per day		ST	62.75	75.30	66.95	80.40
Tables	each	trestle	ST	7.50	9.00	8.00	9.60

Chairs	each		ST	2.58	3.10	2.76	3.35
Temporary Fencing	Per panel delivered	1m x 2.5m	ST	2.25	2.70	2.40	2.90
Temporary Fencing	Per Panel Installed	1m x 2.5m	ST	6.67	8.00	6.67	8.60
Temporary Fencing	Per Panel Hire per day	1m x 2.5m	ST	0.42	0.50	0.44	0.55
Overnight Security	1 x security guard	Per night	ST	340.08	408.10	362.87	435.50

Allotment Plot Fees							
Full rate charges							
Plot rent per m2			EX	0.34	0.34	0.34	0.34
Water charges per m2			EX	0.16	0.16	0.16	0.16
Total plot rent			EX	0.50	0.50	0.50	0.50
Concessionary rate charges							
Plot rent per m2			EX	0.30	0.30	0.30	0.30
Water charges per m2			EX	0.16	0.16	0.16	0.16
Total plot rent			EX	0.46	0.46	0.46	0.46
Trees							
Inspection on non-council land (per hour) with verbal feedback			ST	60.00	72.00	65.00	78.00
Detailed recommendation/condition report following inspection			ST	350.00	420.00	375.00	450.00
Low level tree work (half day)			ST	250.00	300.00	300.00	360.00
Low level tree work (full day)			ST	500.00	600.00	550.00	660.00
Low level tree work (1hr)			ST	75.00	90.00	85.00	102.00
Tree Planting (supply and plant)			ST	200.00	240.00	220.00	264.00
Tree Watering & Aftercare up to 5 years			ST	0.00	0.00	150.00	180.00

Beach Hut Fees							
Plot rental							
Resident - Large Front Row			ST	269.83	323.80	n/a	345.49
Resident - Small Front Row			ST	182.42	218.90	n/a	233.57
Resident - Large Other Row			ST	237.42	284.90	n/a	303.99
Resident - Small Other Row			ST	159.75	191.70	n/a	204.54
Non-Resident - Large Front Row			ST	453.17	543.80	n/a	580.23
Non-Resident - Small Front Row			ST	307.67	369.20	n/a	393.94
Non-Resident - Large Other Row			ST	405.75	486.90	n/a	519.52
Non-Resident - Small Other Row			ST	275.42	330.50	n/a	352.64
Plot rental - Concession							
Resident - Large Front Row			ST	198.58	283.30	n/a	302.28
Resident - Small Front Row			ST	137.08	164.50	n/a	175.52
Resident - Large Other Row			ST	176.00	211.20	n/a	225.35
Resident - Small Other Row			ST	116.67	140.00	n/a	149.38
Non-Resident - Large Front Row			ST	341.08	409.30	n/a	436.72
Non-Resident - Small Front Row			ST	221.33	265.60	n/a	283.40
Non-Resident - Large Other Row			ST	307.67	369.20	n/a	393.94
Non-Resident - Small Other Row			ST	192.08	230.50	n/a	245.94

Plot rental for the commercial hire of beach huts							
Resident - Large Front Row			ST	1372.25	1646.70	n/a	1757.03
Resident - Small Front Row			ST	927.75	1113.30	n/a	1187.89
Resident - Large Other Row			ST	1207.50	1449.00	n/a	1546.08
Resident - Small Other Row			ST	819.58	983.50	n/a	1049.39
Transfers							
Transfer Fee Concession			ST	304.58	365.50	n/a	389.99
Transfer Fee (except Concession)			ST	365.33	438.40	n/a	467.77
Other Relevant Fees							
Deck Chair Hire	X09	Year	ST	191.75	230.10	n/a	245.52
Sailing Board Club	X11	Year	ST	403.67	484.40	n/a	516.85
Large Front Row Charity	X13	Year	ST	116.08	139.30	n/a	148.63

Equality, Diversity and Human Rights implications

- The proposed fees and charges affect all customers equally. Junior charges are available for many of the activities and a reduced concession price is available on some charges.
- Charges have been set in accordance with the leisure services pricing policy, which will be subject to an Equality Impact Assessment as and when it is reviewed.
- There are no new charging arrangements being introduced which will have a negative impact on any equality target groups.

(iv) Market and Street Trading

Introduction

Market fees are to be moved to Street licences - this ensures uniform fees across all sites, making admin more efficient. It also protects against any claims by HMRC for VAT and means the Market is no longer for business rates reducing operating costs.

Proposal is to balance these out with new commercial charges while ensuring Markets remain an affordable starting point for new businesses and specialist trades

Description of charge	Optional	Optional	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
Electric Hook Up Charge			EX	4.00	4.00	5.00	5.00
Street Trading							
Small	2m x 2m		EX	15.20	15.20	17.00	17.00
Medium	2.5m x 2.5m		EX	21.00	21.00	23.00	23.00
Standard (Large)	3m x 3m		EX	24.10	24.10	25.00	25.00

[illegible]

(v) Neighbourhood Staff

Introduction

These are the charges used for such activities as Road Closures and Bin Emptying. In undertaking a review, the changes have been changed to better reflect the true cost of providing the services. Additional lines have been included to further assist with the pricing of work requirements.

Description of charge	Optional	Optional	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
Neighbourhood Charges							
Neighbourhood Operative	Hourly	Plus disposal costs	ST	37.78	45.40	40.40	48.50
Neighbourhood Warden	Hourly	Plus disposal costs	ST	45.88	55.10	49.00	58.80
Neighbourhood Warden plus van	Hourly	Plus disposal costs	ST	45.88	55.10	49.00	58.80
Neighbourhood Manager	Hourly		ST	46.40	55.70	49.60	59.50

Operations Manager	Hourly	Plus disposal costs	ST	117.14	140.60	125.00	150.10
Vehicle (3.5t) plus driver	Hourly	Plus disposal costs	ST	52.50	63.00	56.10	67.30
Vehicle (3.5t) plus driver and operative	Hourly	Plus disposal costs	ST	86.20	103.50	92.00	110.50
Vehicle (7.5t) plus driver and operative	Hourly	Plus disposal costs	ST	95.68	114.90	102.10	122.60
Vehicle (refuse) plus driver and two operatives	Hourly	Plus disposal costs	ST	166.17	199.50	177.40	212.60
Sweeper	Hourly	Plus disposal costs	ST	73.91	88.70	78.90	94.70
Jet wash plus operative	Hourly	Plus disposal costs	ST	46.51	55.90	49.70	59.70
Jet wash plus two operatives	Hourly	Plus disposal costs	ST	78.89	94.70	84.20	101.10

Equality, Diversity and Human Rights implications

There are no equality, diversity or human rights implications. This is covered in the original EQIA for the Service. The EQIA can be found here:

<http://www.colchester.gov.uk/article/4959/Community-Services>

(vi) Street Naming and Numbering

Introduction

The authority can charge for elements of the naming and numbering function by virtue of Section 64 and 65 of the 1847 Act coupled with Section 93 of the 2003 Act.

For Street Naming and Numbering this charge covers:

The Naming and numbering of new properties (including conversions).

- Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
- Consultation and liaising with external organisations such as Royal Mail, Town or Parish Councils and Emergency Services (as a non-statutory element of naming of streets).

Charges are aimed at services delivered to Developers and non-domestic development, and services often provided to local residents (such as adding a house name to a single property) will remain free of charge.

Description of charge	Optional	Optional	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
Street Name Change	Each		NB	225.00	225.00	230.00	230.00
Plot Change	Each	£100 minimum charge	NB	28.00	28.00	29.50	29.50
Numbering / Naming new dwelling	Each		NB	111.00	111.00	118.00	118.00

New Street Name	Each		NB	420.00	420.00	440.00	440.00
Equality, Diversity and Human Rights implications							
We have fully considered the equality and diversity impacts of our fees and charges and conclude that there are no adverse impacts that cannot be appropriately mitigated.							

(vii) Museums

Introduction

Colchester Borough Council has three Museums. Hollytrees and Natural History Museum are free to the public and there is no proposal to change that. The Castle is a charged for attraction and the income is important, allowing for sustainability and investment in this iconic historic asset. Prices were increased modestly in 2022/23 but by nearly 10% in 2023/24. This increase was the result of high inflation and has helped mitigate rising costs within the Council. There may now however be signs of price resistance and the team remains vigilant to benchmarking data from like organisations.

School prices have been increased following the CPI increment.

Tour prices have also been increased for adults and children.

The introduction of Castle passes following the redevelopment in 2014 were extended last year to those living out of borough for a small additional fee, reflected here with the inflationary increase.

For those for whom the prices remain a real barrier, the Castle will continue to open to the public for free twice a year; for Heritage Open Day and the special 'Christmas at the Castle' event.

Description of charge	Optional	Optional	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
Castle Admission Charges, Tours and Tablet Hires at the Castle							
Individual	Annual Membership for any visitor on opting-in / signing up						

Adult			ST	10.41	12.50	10.62	12.75
Student			ST	6.62	7.95	7.08	8.50
Child	4 – 16 years	0 – 3 free	ST	5.79	6.95	6.25	7.50
Concession			ST	6.04	7.25	7.08	8.50
Saver tickets	Annual Pass for any visitor on opting-in / signing up						
	2 x adults plus 2 x children/ concessions		ST	27.45	32.95	29.16	35.00
	2 x adult plus 1 child/ concession		ST	22.91	27.50	24.37	29.25
	1 x adult plus 3 x children/ concessions		ST	23.75	28.50	25.20	30.25
Group	12+ people: Negotiable		Guideline	prices			
Adult			ST	7.29	8.75	8.33	10.00

Child	4 – 16 years	0 – 3 free	ST	4.12	4.95	4.87	5.85
Concession/student			ST	4.58	5.50	5.41	6.50
Tours							
Adult			ST	3.20	3.85	3.54	4.25
Child	4 – 16 years	0 – 3 free	ST	1.87	2.25	2.08	2.50
Tablet Hire	2020-21 prices held						
All hires			ST	0.83	1.00	0.83	1.00
Castle pass (non-borough add-on, new)							
Child	4 – 16 years	0 – 3 free	ST	7.70	9.25	8.20	9.85
Adult			ST	14.58	17.50	15.62	18.50
Conc			ST	9.58	11.50	10.20	12.25
Student				9.58	11.50	10.20	12.25
Saver 2+2			ST	35.79	42.95	38.12	45.75
Saver 2+1				29.16	35.00	31.04	37.25
Saver 1+3				32.08	38.50	34.12	40.05
School Admissions	VAT Exempt						
Colchester Castle							

Borough – general visit			EX	3.95	n/a	4.20	n/a
Borough – schools package			EX	5.15	n/a	5.50	n/a
Non-Borough – general visit			EX	4.40	n/a	4.70	n/a
Non-Borough – schools package			EX	5.50	n/a	5.85	n/a
Teacher / adult helper	Up to 6 x adults per 32 pupils are not charged			Free	Free	Free	Free
Hollytrees Museum							
General visit				Free	Free	Free	Free
Borough – half day			EX	4.40	n/a	4.70	n/a
Borough – full day			EX	5.15	n/a	5.50	n/a
Non-Borough – half day			EX	5.15	n/a	5.50	n/a
Non-Borough – full day			EX	5.50	n/a	5.85	n/a
Teacher / adult helper	Up to 6 x adults per 32 pupils are not charged			Free	Free	Free	Free

Equality, Diversity and Human Rights implications

No human rights issues are apparent in relation to the delivery of the Colchester Museums Service. It is acceptable to charge an entry fee to the Castle due to the inherent cost in protecting and providing access to both the building and the collection displayed and interpreted inside. The Castle is a legally protected Scheduled Ancient Monument which the Council has a duty of ownership to maintain and protect, and the historical and educational value of the designated

archaeological collections are of international significance. Castle visitors perceive value in paying for admission to the Castle as a 'day out' venue for family or individual enjoyment and lifelong learning. A number of good value and discount options are available, including the annual Castle Pass for Borough residents for the same price as a day ticket which represents excellent value for local people. Day admissions tickets once purchased can be used to re-enter the Castle as many times as desired that day. The annual 'Castle Pass' also provides an excellent value option for non-residents. For those unable to afford to pay for full admission to Colchester Castle, a number of cheaper options are available which are relevant to equality and diversity in terms of providing access for as wide a range of visitors as possible. Concessionary rates, as well as providing reduced priced admission for children of school age and full-time students, also enable those on a low income, retired or unable to work to benefit from reduced admission if they are in receipt of state benefits (subject to some form of proof being provided on request). Concession rates also apply to Castle Passes. Since 2017 anyone holding a Defence Discount Service card, eligible for members of the armed forces, as well as their dependents, veterans, cadets and related categories, qualifies for concessionary rate admission to Colchester Castle.

The Castle continues to provide free access to visitors twice a year, during Heritage Open Days weekend in September and the annual Christmas open evening when the Castle is open later than usual. These are both ideal opportunities for local visitors on lower incomes, for instance, to experience a Castle visit free of charge should they wish.

Disabled visitors also benefit from reduced admission rates and carers accompanying disabled visitors to facilitate their visit gain free entry. The Castle contains many layers of interpretation aimed at providing inclusive access for and improving the visitor experience for visitors with disabilities – examples include two lifts, a tactile map, audio equipment. School groups that include children with particular needs are always catered for on a special case by case basis, with alternative tours being made available for children, and their friends, who cannot manage the steps in the standard tour. Schools are asked on booking whether any children required any further special arrangements, such as the Castle Scriptorium being made available as a quiet room for children who may need a space to rest or receive medication. Early in 2021 an access audit for the Castle was conducted and staff 'Access Champions' have been trained and are now making modest changes to improve access for as full a range of disability as possible. As a result of this work the Castle Museum has been shortlisted in the 'Best Accessible Museum' category of the national Kids in Museums Awards with the winner to be announced later in 2022.

(viii) Visitor Information Centre

Introduction

For Guided Tours it is proposed an average increase approach is taken delivering an above inflation rise of 9.6% across all pricing categories taken together while allowing for variations based on market resilience. Very few child tickets are sold for public tours while feedback has been charging for accompanying children is a barrier to adults in family groups who might otherwise have joined a tour so this charge has been removed. Note in addition to the impact of inflation an increase is always required to keep pace with the application of the Living Wage to the fee paid to tour guides. Overall guided tour charges will remain competitive with most other similar destinations and independent guides operating in the area.

Advertising rates with Visit Colchester through print and online channels remain negotiable, as flexibility is required to create bespoke packages for potential advertisers; across channels; for varying time periods and in some cases for multiple venues owned by one business. Flexibility in charging is also required to support the hospitality sector in the face of extreme cost pressures on the sector in the current climate, however an inflationary increase on past charges will be applied where possible.

Description of charge	Optional	Optional	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
Guided Tours							
Public Tour - public	Adult		ST	5.50	6.60	6.67	8.00
Public Tour - public	Child		ST	3.21	3.85	0.00	0.00

Private pre-booked	Adult	ST	5.50	6.60	5.83	7.00
Private pre-booked	Child	ST	3.91	3.85	3.33	4.00
Private pre-booked	Min. charge for groups of < 10	ST	50.00	60.00	58.33	70.00
		EX	Accompanying teachers/ adults free	Accompanying teachers/ adults free	Accompanying teachers/ adults free	Accompanying teachers/ adults free

Agency Commission Fees

Charity	5%	ST	No change	No change
Non-Charity	10%	ST		

Minimum handling fee applied if commission falls below 25 plus VAT		ST	25.00	30.00	25.00	30.00
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Equality, Diversity and Human Rights implications

We have fully considered the equality and diversity impacts of our fees and charges and conclude that there are no adverse impacts that cannot be appropriately mitigated.

(ix) Private Sector Housing Services

Introduction

It is proposed that Private Sector Housing fees and charges are amended for 2024-25 as below, generally with a 6.8% uplift (rounded up where necessary) for Non Business rated services and with a 20% uplift for our Standard rated/commercial services.

Most fees are charged on a cost recovery basis for officer time/on costs and our fees have been benchmarked with similar local Authorities within Essex to be comparable.

The services that we provide on a commercial basis have been increased by a higher %. No other Local Authority within Essex provides similar commercial services to benchmark against. However, they remain competitive with commercial companies that could provide a similar service. This increase enables us to maximise Council income which is used to support our Private Sector Housing service.

House in Multiple Occupation Licence Fee - A local authority may recover costs associated with the administration of a licensing scheme by charging a fee to applicants.

The fee for a new and a renewal HMO Licence under the provisions of the Housing Act 2004 are being increased by a little over 6.8%. The extra charge applied where the HMO has more than 5 lettings has also been increased, this reflects the additional work involved in assessing applications for larger HMOs.

A new or renewal licence for a standard 5 letting HMO will increase from £950 to £1,020 an increase of £70 from last year. Every further letting above 5 will be increased from £60 to £65 per letting in addition to the standard fee for a new or renewal licence application (an increase of £5 from last year).

If a similar number of licence applications are received as in the current year, this £70 increase per licence application could bring in an additional £5K income.

The team prepare floor plans when required by the applicant for an HMO licence as part of the application process. This service is offered as a commercial service. These have increased by 20% from £250 for a 5 letting property to £300 (+VAT). An additional fee is charged for more complex floor plans that take longer to prepare where the property has more than 5 lettings. This is currently £35 per additional letting and this is to be increased to £42. This is a discretionary service provided by the Council, not a statutory duty and the fee is competitive when compared with charges made by private sector surveyors for a similar service.

A new charge is to be introduced to allow for alterations only to an existing floor plan at an hourly rate of £145 (+VAT) with a minimum 1hour charge.

Charges for Enforcement Notices/Orders - A local authority may recover the costs associated with the service of a Notice or Order under the provisions of the Housing Act 2004.

The fee charged for the service of an Enforcement Notice or Order under the provisions of the Housing Act 2004 is to be increased by 6.8% from £585 to £625.

The team serve around 5 -10 such notices p.a. so a major increase is not going to result in greatly increased income. In addition, caution is needed not to set the charge too high as this is likely to result in more legal challenges to the Tribunal service against the fee which results in the requirements of the notice being held in abeyance and potentially serious housing hazards being left unaddressed whilst the legal process is followed.

The fee charged for the service of an Emergency Remedial Action Notice is charged differently from the other Notices and Orders. The service of this Notice comes after the local authority carries out works in default, the costs for taking this action, including officer time, is charged separately to the charge for the service of the Notice. The actual service of the Notice is a minor administrative process and does not justify charging the same fee as for other Notices and Order. The works have been undertaken and signed off and there is no further action required. A First Tier Tribunal decision

previously agreed that a reasonable fee level be £150, this has subsequently been increased year on year. This to be increased by 6.8% this year from £155 to £165

Immigration Inspections

The fee for an immigration inspection is to be increased by 20% from £220(+VAT) to £264 (+VAT) This is a discretionary service provided by the Council, not a statutory duty and the fee remains competitive compared to services provided by private sector organisations. Only a couple of such requests are received in most years, however, none to date for 2023/24.

The inspections carried out by the team under the Homes for Ukraine Scheme and for other asylum seeker/refugee housing purposes are not charged in this way.

Penalty Charge for failure to join a Property Management Redress Scheme

It is a legal requirement for all individuals/companies managing property in England to join one of two Government-approved redress schemes. Local authorities can impose a financial penalty of up to £5,000 where an individual or company who should have joined a scheme has not done so.

Guidance is to charge the maximum penalty other than in exceptional circumstances. The charge has been set at the maximum £5,000 again this year. Income must be used for the Authorities housing enforcement function and not drawn into the General Fund.

Civil Penalties

The Housing and Planning Act enables Local Authorities to issue a civil penalty notice up to £30,000 as an alternative to taking prosecution action for certain offences under the Housing Act 2004. The Local Authority must publish a policy

detailing when it will issue a civil penalty and how it will determine the level of that penalty. The level of penalty to be issued is calculated with reference to a number of factors which gives a score per offence. This detail is contained within the published Private Sector Housing Enforcement and Civil Penalties Policy, which has been reviewed in the last year. Civil Penalty income must be used for the Authorities housing enforcement function and not drawn into the General Fund.

Technical Advisory Service

It is proposed that we continue to offer housing standards advice and guidance to landlords and agents. The charge is to increase by 20% from £120 per hour (+VAT) to £145 per hour (+VAT). This fee is not charged to charities or partner organisations of the local authority.

This increase is based on this being a commercial service and comparison has been made with the technical advice service provided by Planning colleagues which is considered to be of equivalent merit and provided by officers of equivalent grade and expertise.

The hourly rate is applied to discretionary site visits, consultations, meetings etc. with landlords made at their request for advice and guidance relating to but not limited to the setting up of new HMOs, pre licensing application visits, advice on suitability of premises for purchase and advice on improving energy efficiency to meet minimum standards required for letting.

This is a discretionary service provided by the Council, not a statutory duty, and the fee is competitive when compared with charges made by private sector organisations.

Works in Default

The fee for undertaking works in default, is the full cost of the contractor's invoice, plus administrative costs based on an officer hourly rate (inc on costs) of £70 per hour (+VAT).

Penalty charge for failing to comply with Smoke & Carbon Monoxide remedial notice

The penalty for failing to comply with Smoke & Carbon Monoxide Regulations remedial notice is being retained at £2,000 for first offence and £5,000 for future offences. Income must be used for the Authorities housing enforcement function and not drawn into the General Fund.

Penalty charge for failing to comply with Electrical Safety Regulations notice

The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 now in effect enable the Local Authority to issue a financial penalty of up to £30,000 on a private landlord where they have breached any of their duties.

The level of penalty to be issued is calculated with reference to a number of factors which gives a score per offence. This detail is contained within the published Private Sector Housing Enforcement and Civil Penalties Policy, which has been reviewed in the last year. Income must be used for the Authorities housing enforcement function and not drawn into the General Fund.

Description of charge	Optional	Optional	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
HMO Licensing (licence issued for a maximum period of 5 years)							
House in Multiple Occupation -			NB	475 initial processing payment	475.00 initial processing payment	510.00 initial processing payment	510.00 initial processing payment
New Licence where 5 units of accommodation				475.00 payment prior to	475.00 payment	510.00 payment	510.00 payment

		issue of licence	prior to issue of licence	prior to issue of licence	prior to issue of licence
House in Multiple Occupation New Licence – price per additional room after 5 units of accommodation	NB	60.00 for every additional unit above 5	60.00 for every additional unit above 5	65.00 for every additional unit above 5	65.00 for every additional unit above 5
House in Multiple Occupation – Renewal of Licence where 5 units of accommodation	NB	475.00 initial processin g payment 475.00 payment prior to issue of licence	475.00 initial processin g payment 475.00 payment prior to issue of licence	510.00 initial processing payment 510.00 payment prior to issue of licence	510.00 initial processing payment 510.00 payment prior to issue of licence
House in Multiple Occupation Renewal of Licence – price per additional room after 5 units of accommodation	NB	60.00 for every unit above 5	60.00 for every unit above 5	65.00 for every unit above 5	65.00 for every unit above 5

Preparation of floor plans for HMO
licence application process – where
5 units of accommodation

(Discretionary commercial service)

ST	250.00	300.00	300.00	360.00
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Preparation of floor plans for HMO
licence application process – price
per additional letting room after 5
units of accommodation

(Discretionary commercial service)

ST	35.00 for every unit above 5	42.00 for every unit above 5	42.00 for every unit above 5	50.40 for every unit above 5.
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Amendments to existing HMO floor
plan (created using a professional
drawing package)

ST	N/A	N/A.	Charged at hourly rate as per Technical Advice service with a minimum 1 hour charge 145.00	174.00 per hr with a minimum 1 hour charge
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**Charge for Enforcement
Notices/Orders**

Fee per Enforcement Notice or Order issued under Housing Act 2004 (excluding Emergency Remedial Action Notices) and for Demolition Orders served under s.265 Housing Act 1985 (NB. Only one single fee is payable where the same notice is served on more than one recipient)

NB	585.00	585.00	625.00	625.00
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Fee per Emergency Remedial Action Notice issued under Housing Act 2004 (NB. Only one single fee is payable where the same notice is served on more than one recipient)

NB	155.00	155.00	165.00	165.00
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ST	Calculated per case based on	Calculated per case based on hourly rate	Calculated per case based on hourly rate	Calculated per case based on hourly rate of
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Administration of works in default of a recipient of a legal notice without agreement		hourly rate of officer (65.00 per hr)	of officer (78.00 per hr)	of officer (70.00 per hr)	officer (84.00 per hr)
Administration of works in default of a recipient of a legal notice with agreement	ST	Calculated per case based on hourly rate of officer (65.00 per hr)	Calculated per case based on hourly rate of officer (78.00 per hr)	Calculated per case based on hourly rate of officer (70.00 per hr)	Calculated per case based on hourly rate of officer (84.00 per hr)
Civil Penalty Notices issued for offences under Housing Act 2004	NB	Calculated in accordance with published Policy Max £30,000	Calculated in accordance with published Policy Max £30,000	Calculated in accordance with published Policy Max £30,000	Calculated in accordance with published Policy Max £30,000
Fee per remedial notice issued under Regulation 5 of the Smoke & Carbon Monoxide Alarm (England) Regulations 2015	NB	2,000.00 for first offence	2,000.00 for first offence 5,000.00 for future offences	2,000.00 for first offence 5,000.00 for future offences	2,000.00 for first offence 5,000.00 for future offences

5,000.00
for future
offences

Penalty Charge for failure to join
Property Management Redress
Scheme

NB 5000.00 5000.00 5000.00 5000.00

Fee per remedial notice issued
under The Electrical Safety
Standards in the Private Rented
Sector (England) Regulations 2020

NB Calculated
in
accordance
with
published
Policy Calculated
in
accordance
with
published
Policy Calculated
in
accordance
with
published
Policy Calculated in
accordance
with
published
Policy
Max £30,000

Max
£30,000 Max
£30,000 Max
£30,000

Technical Advice & Guidance (Discretionary services)

Provision of technical advice
service to landlords

ST 120.00 per
hour 144.00 per
hour 145.00 per
hour 174.00 per
hour

Immigration Inspection and Issue of
Report

ST 220.00 264.00 264.00 316.80

Equality, Diversity and Human Rights implications

We have considered the equality and diversity impacts of our fees and charges for ST rated Fees and Charges by undertaking an Equality Impact Assessment (EIA) which has been reviewed in October 2023 and concludes that there are no adverse impacts that cannot be appropriately mitigated. [EQIA on non statutory Fees and Charges AJW Oct 2021](#)

(x) Planning Services

Introduction

The fees due for statutory planning and related applications are set by central Government. Exceptions to these statutory fees include S106 unilateral undertakings, Planning Performance Agreements (PPA's), Preliminary Enquiry or Pre-Application Enquiry (PE's) charges. Many of the charges essentially relate to discretionary advice and other site inspection charges which were substantially increased in 22/23 by approx. 40% for pre-app advice at a commercial scale. Given the significant increase mid-year in 22/23 a more subdued increase of +10% universally was applied to for 23/24 to avoid deterring service users from uptake. VAT is charged where the service offered is not statutorily required. These discretionary services are primarily accessed by commercial developers and not householders. For this reason, large scale development (either of new housing or commercial schemes) should be the focus of fee increases as these charges are small in comparison to project value. An uplift of 20% is proposed for these categories of pre-app advice. The 23/24 period has so far been characterised by downturn in statutory applications with a post Covid recovery down turn in the number of householder applications (possibly as a result in the increase in interest rates and increased build costs due to inflation). The pre-app advice service is used by householders, and we are mindful of the comparatively low cost of householder applications and the cost-of-living crisis faced by many working families. For this reason, **no increase** in the cost of householder or listed building enquiries is proposed where these relate to family homes. In all other cases, a global uplift in fees of +20% is proposed to account for inflation and to provide for increased income to address the Council's financial pressures.

Description of charge	Optional	Optional	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
Research cost	Min one hour		ST	91.52	109.82	109.82	131.78
Retention fee for lapsed invalid applications							
Householder			ST	73.04	88.08	73.04	88.08
Minor and Other			ST	125.84	151.00	125.84	151.00
Majors			ST	283.71	340.45	340.45	408.54
S106 Unilateral Undertakings Legal and Monitoring Costs			ST	640.64	768.77	768.77	922.52
S.106 Clause Monitoring fees			ST	560.56	672.67	672.67	807.20
Financial Clause							
Other s.106 clauses monitoring fee			ST	663.52	796.22	796.22	968.64
Public Open Space Practical Completion Certificate Inspection (OSPCI)							
Size of landscaping scheme (each insp) m2							
<100 m2			ST	674.96	809.95	809.95	971.94

101 – 500 m2	ST	1327.04	1,592.44	1592.44	1,910.93
501 – 2500 m2	ST	2,059.20	2,471.04	2,471.04	2,965.25
2501 – 5000 m2	ST	2,551.12	3,061.34	3,061.34	3,673.61
5001 – 10000 m2	ST	3,317.60	3,981.12	3,891.12	4,669.34
1001> m2	ST	3,889.60	4,667.52	4,667.52	5,601.02

Landscape Consultancy

(Previously known as Landscape Practical Completion Inspection)

First hour	ST	171.77	206.12	247.34	296.81
Thereafter per hour	ST	108.68	130.42	156.50	187.80

Planning Performance Agreements (PPA) Sliding scale of charges depending on size of proposal

Super majors (Inception meeting):

Subsequently - as agreed at inception meeting for remainder of project depending on frequency of liaison, complexity of project management and number of officers involved

ST	4,290.00	5,148.00	5,148.00	6,177.60
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Large scale majors (Inception meeting):

Subsequently - as agreed at inception meeting for remainder of project depending on frequency of liaison, complexity of project management and number of officers involved

ST	3,432.00	4,118.40	4,118.40	4,942.08
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Standard majors (Inception meeting):

Subsequently - as agreed at inception meeting for remainder of project depending on frequency of liaison, complexity of project management and number of officers involved.

ST	3,317.60	3,981.12	3,981.12	4,777.34
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Preliminary Enquiries (majors)

Super majors

Initial meeting and written confirmation

ST	3,960.00	4,752.00	4,752.00	5,702.40
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Subsequent meetings

3 hours with 1x officer

fee variable with greater attendance

ST	1,338.48	1,606.18	1,606.18	1,927.42
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Large scale majors	Initial meeting and written confirmation		ST	3,300.00	3,960.00	3,960.00	4,752.00
Subsequent meetings	3 hours with 1x officer	fee variable with greater attendance	ST	1,304.16	1,564.99	1,564.99	1,877.99
Standard majors	Initial meeting and written confirmation		ST	1,304.16	1,546.99	1,856.39	2,227.67
Subsequent meetings	3 hours with 1x officer	fee variable with greater attendance	ST	680.68	816.81	980.17	1,176.20
Written response only	Per letter		ST	825.00	990.00	1,188.00	1,425.60

Preliminary Enquiries ‘Minors’ & ‘Others*’ (including listed buildings)

(excluding Householder category proposals and Buildings at Risk)

Residential (1-4 units)	Written response	ST	330.00	396.00	475.20	684.29
Residential (5-9 units)	Written response	ST	550.00	660.00	792.00	951.59
Commercial (retail, food & drink, and offices)						
Up to 100 sq m	Written response	ST	249.60	299.52	299.52	359.42
Up to 499 sq m	Written Response	ST	385.00	462.00	462.00	554.40
499 sqm-999 sq m	Written response	ST	550.00	660.00	660.00	792.00
Anything else in addition to the above including meetings, site visits and follow up questions are charged at an hourly rate and will be arranged by agreement post receipt of initial application	Hourly rate	ST	108.68	130.42	130.42	156.50
Listed Buildings:						
Written response incl.Site meeting		ST	396.00	475.20	475.20	570.20

Preliminary Enquiries Householder

(excluding Listed Building consent enquiries)

Written response only	No meeting	ST	132.00	158.40	158.40	190.08
Written response, one hour meeting		ST	181.50	217.80	217.80	261.36
Additional meeting by agreement	Per hour	ST	102.96	123.55	123.55	148.26
Additional follow up questions (max of 30 minutes work)	Per response	ST	53.77	64.52	64.52	77.42
Advertising by Public Notice in a local newspaper of applications under the Planning Act 1990 to divert, stop up or extinguish a public footpath	Such charge as shall be levied by the newspaper publisher for placing the public notice + £35 admin charge	ST	42.33	50.80	50.80	60.96

Other ad-hoc professional planning or specialist advice

High Hedges Legislation	In total					
Complaint processing fee		ST	543.40	652.08	652.08	782.50

Confirmation of compliance with planning permission (built as agreed certificate)	Householder	ST	97.24	116.69	116.69	140.03
Confirmation of compliance with planning permission (built as agreed certificate)	1 new dwelling	ST	143.00	171.6	171.60	205.92
Confirmation of compliance with planning permission (built as agreed certificate)	Each additional dwelling up to 9	ST	74.36	89.23	89.23	107.08
Planning Officer	First hour	ST	171.6	205.92	205.92	251.90
	Per hour thereafter	ST	108.68	130.42	130.42	156.50
Principal Planning Officer	First hour	ST	188.76	226.51	226.51	271.81
	Per hour thereafter	ST	110.97	133.16	133.16	159.79
Planning Manager	First hour	ST	223.08	267.70	267.70	321.24

Tree Officer	Per hour thereafter	ST	131.56	157.87	157.87	189.44
	First hour	ST	168.17	201.80	201.80	242.16
	Per hour thereafter	ST	109.82	131.79	131.79	158.19

Archaeology Charges		Charging Category				
Development is a single dwelling, garage/ cartlodge, extension or other small development		A				
Monitoring/ Watching		ST	263.12	315.74	315.74	378.89
Evaluation		ST	331.76	398.11	398.11	477.73
Excavation		ST	331.76	398.11	398.11	477.73
Development of a historic building (demolition and/or conversion)		B				
Monitoring/ Watching		ST	263.12	315.74	315.74	378.89

Development is two dwellings or more and covers less than 1.0ha in area	C				
Monitoring/ Watching	ST	263.12	315.74	315.74	378.89
Evaluation	ST	331.76	398.11	398.11	477.73
Excavation	ST	446.16	535.39	535.39	642.46
Development is between 1.0ha and 3.0ha in area	D				
Evaluation	ST	446.16	535.39	535.39	642.46
Excavation	ST	623.48	748.17	748.17	897.80
Development is between 3.0ha and 10.0ha in area	E				
Evaluation	ST	623.48	748.17	748.17	897.80
Excavation	ST	938.08	1,125.70	1,125.70	1,350.84
Development is over 10.0ha	F	Request a quote			

UAD Charging Schedule

Standard Search (up to 75 records)	ST	68.64	82.37	82.37	99.44
Extended Search (up to 150 records)	ST	137.28	164.74	164.74	200.09
Large scale/complex search (>150 records)		Request a quote			

Equality, Diversity and Human Rights implications

We have fully considered the equality and diversity impacts of our fees and charges by undertaking Equality Impact Assessments (EIAs) and conclude that there are no adverse impacts on vulnerable that cannot be appropriately mitigated. These services are discretionary and principally accessed by commercial developers with no uplift proposed where these relate to family dwellings.

The decision to implement the proposed fees and charges for planning will not result in any breach of human rights or discrimination. [Fees & Charges Planning EQIA 2023-24](#)

(xi) Building Control

Introduction (include any proposals)

The Building Control charging system is subject to some prescribed rules within the Building (Local Authority Charges) Regulations and CIPFA guidance. The current national charging regime requires the charges to be set on a “cost recovery” basis, over a three-year period, for the chargeable element of the Building Control function.

It is proposed that the Building Control charges are as laid out below, and a 6.8% increase has been applied before rounding up. This will help to cover the cost of increased expenditure per case whilst the charges are set to satisfy the overriding principle of the break-even position, and the need to remain competitive having regard to private sector competition.

It is also intended to undertake a larger overhaul of the fee structure for Building Control, with the aim of simplifying them, reducing the number of categories, and making it easier for customers to calculate their own fees. This will help automate services, increase speed, and reduce the need to contact the Council so that customers can make online payments at the time of submitting an application (similar to the system for planning applications). These will be reviewed at the end of the financial year (31 March 2024) and if changes are proposed as a result of the analysis of the year end position a further report will be presented where appropriate.

Explanatory Notes to Standard Building Regulation Charges

The following tables contain the standard charges for new dwellings, small non-domestic buildings and extensions or alterations to single buildings. The charges have been established at a level to cover the cost of the Building Regulation related service in respect of commonly occurring categories of work.

Where proposed work falls outside of the categories of standard charges shown the charge will be individually determined.

Where a Full Plans application is submitted the total charge combines both the Plan Charge and Inspection Charge.

Building Notice applications can only be submitted for domestic work subject to certain conditions.

Works which are solely for people with disabilities or the provision of accommodation for a carer where 24-hour care is required will be exempt from the charges where evidence is provided from a Medical Practitioner, Occupational Therapist or Social Services to justify such a claim.

VAT is not applicable to Regularisation applications

Table A – New Dwellings

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)**.

Description of charge	VAT Ind	Current 2023/24 Charges excl. VAT	Current 2023/24 Charges incl. VAT	Proposed 2024/25 Charges excl. VAT	Proposed 2024/25 Charges incl. VAT
		(£)	(£)	(£)	(£)
Houses or Bungalows less than 4 storeys					
H01- 1 Plot					
Plan Charge	ST	215.60	258.72	250.00	300.00
Inspection Charge*	ST	539.00	646.80	583.33	700.00
Building Notice Charge*	ST	802.73	963.27	833.33	1000.00
Regularisation Charge*	NB	943.25	943.25	1000.00	1000.00
H02 - 2 Plots					
Plan Charge	ST	315.70	378.84	333.33	400.00
Inspection Charge*	ST	808.50	970.20	875.00	1050.00
Building Notice Charge*	ST	1235.85	1483.02	1320.83	1585.00
Regularisation Charge*	NB	1405.25	1405.25	1500.00	1500.00

H03 - 3 Plots					
Plan Charge	ST	415.80	498.96	450.00	540.00
Inspection Charge*	ST	1078.00	1293.60	1166.67	1400.00
Building Notice Charge*	ST	1668.98	2002.77	1791.67	2150.00
Regularisation Charge*	NB	1867.25	1867.25	2000.00	2000.00
H04 - 4 Plots					
Plan Charge	ST	515.90	619.08	554.17	665.00
Inspection Charge*	ST	1347.50	1617.00	1441.67	1730.00
Building Notice Charge*	ST	2102.10	2522.52	2250.00	2700.00
Regularisation Charge*	NB	2329.25	2329.25	2500.00	2500.00
H05 - 5 Plots					
Plan Charge	ST	616.00	739.20	658.33	790.00
Inspection Charge*	ST	1617.00	1940.40	1729.17	2075.00
Building Notice Charge*	ST	2535.23	3042.27	2708.33	3250.00
Regularisation Charge*	NB	2791.25	2791.25	3000.00	3000.00
Flats					
F01 - 1 Flat					
Plan Charge	ST	215.60	258.72	233.33	280.00
Inspection Charge*	ST	500.50	600.60	541.67	650.00
Building Notice Charge*	ST	744.98	893.97	833.33	1000.00
Regularisation Charge*	NB	895.13	895.13	1000.00	1000.00
F02 - 2 Flats					
Plan Charge	ST	315.70	378.84	337.5.0	405.00
Inspection Charge*	ST	750.75	900.90	804.17	965.00
Building Notice Charge*	ST	1129.98	1355.97	1208.33	1450.00
Regularisation Charge*	NB	1333.06	1333.06	1430.00	1430.00
F03 - 3 Flats					
Plan Charge	ST	415.8.	498.96	445.83	535.00

Inspection Charge*	ST	1001.00	1201.20	1625	1950.00
Building Notice Charge*	ST	1514.98	1817.97	1625	1950.00
Regularisation Charge*	NB	1771.00	1771.00	1900	1900.00
F04 – 4 Flats					
Plan Charge	ST	515.90	619.08	554.17	665.00
Inspection Charge*	ST	1251.25	1501.50	1337.5	1605.00
Building Notice Charge*	ST	1899.98	2279.97	2041.67	2450.00
Regularisation Charge*	NB	2208.94	2208.94	2360	2360.00
F05 - 5 Flats					
Plan Charge	ST	616.00	739.20	658.33	790.00
Inspection Charge*	ST	1501.50	1801.80	1604.17	1925.00
Building Notice Charge*	ST	2284.98	2741.97	2441.67	2930.00
Regularisation Charge*	NB	2646.88	2646.88	2830.00	2830.00
Conversion To					
V01 – Single Dwelling-House					
Plan Charge	ST	200.20	240.24	216.67	260.00
Inspection Charge*	ST	539.00	646.80	583.33	700.00
Building Notice Charge*	ST	783.48	940.17	916.67	1100.00
Regularisation Charge*	NB	924.00	924.00	990.00	990.00
V02 – Single Flat					
Plan Charge	ST	177.10	212.52	191.66	230.00
Inspection Charge*	ST	500.50	600.60	541.66	650.00
Building Notice Charge*	ST	725.73	870.87	783.33	940.00
Regularisation Charge*	NB	847.00	847.00	905.00	905.00

Notifiable Electrical Work (in addition to the above where applicable)					
D14 – Where a satisfactory certificate will not be issued by a Part P registered electrician	ST	277.68	333.21	300.00	360.00

Table B – Work To A Single Dwelling

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)**.

Multiple work reductions. Where the proposed works consist of more than one of the above elements on Table B, then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements **with the exception of D14 Electrical work.**

Description of charge	VAT Ind	Current 2023/24 Charges excl. VAT	Current 2023/24 Charges incl. VAT	Proposed 2024/25 Charges excl. VAT	Proposed 2024/25 Charges incl. VAT
		(£)	(£)	(£)	(£)
Extension & New Build					
D01 – Separate single storey extension with floor area not exceeding 40m2					
Plan Charge	ST	200.20	240.24	216.67	260
Inspection Charge*	ST	413.88	496.65	445.83	535

Building Notice Charge*	ST	639.10	766.92	683.33	820
Regularisation Charge*	NB	767.60	767.60	820	820
D02 – Separate single storey extension with floor area between 40m2 and 100m2					
Plan Charge	ST	215.60	258.72	233.33	280
Inspection Charge*	ST	539	646.8	583.33	700
Building Notice Charge*	ST	793.10	951.72	854.17	1025
Regularisation Charge*	NB	943.25	943.25	1010	1010
D03 – Separate extension with some part 2 of 3 storey in height and a floor area not exceeding 40m2					
Plan Charge	ST	200.20	240.24	216.67	260
Inspection Charge*	ST	433.13	519.75	466.67	560
Building Notice Charge*	ST	677.60	813.12	729.17	875
Regularisation Charge*	NB	791.66	791.66	850	850
D04 – Separate extension with some part 2 or 3 storeys in height and a total floor area between 40m2 and 100m2					
Plan Charge	ST	238.70	286.44	258.33	310
Inspection Charge*	ST	596.75	716.10	641.67	770
Building Notice Charge*	ST	860.48	1032.57	925	1110
Regularisation Charge*	NB	1044.31	1044.31	1120	1120
D05 – A building or extension comprising SOLELY of a garage, carport or store – total floor area not exceeding 100m2					
Plan Charge	ST	161.7	194.04	175	210
Inspection Charge*	ST	308	369.6	333.33	400
Building Notice Charge*	ST	485.1	582.12	525	630

Regularisation Charge*	NB	587.13	587.13	630	630
D06 – Detached non-habitable domestic building with total floor area not exceeding 50m2					
Plan Charge	ST	192.5	231	208.33	250
Inspection Charge*	ST	385.00.	462	416.67	500
Building Notice Charge*	ST	610.23	732.37	658.33	790
Regularisation Charge*	NB	721.88	721.88	780	780
Conversions					
D07 – First floor & second floor loft conversions					
Plan Charge	ST	231	277.2	250	300
Inspection Charge*	ST	462	554.4	500	600
Building Notice Charge*	ST	735.35	882.42	791.67	950
Regularisation Charge*	NB	866.25	866.25	930	930
D08 – Other work (e.g. garage conversions)					
Plan Charge	ST	161.7	194.04	175	210
Inspection Charge*	ST	269.5	323.4	291.67	350
Building Notice Charge*	ST	446.6	535.92	479.17	575
Regularisation Charge*	NB	539	539	580	580
Alterations (including Underpinning)					
D09 – Renovation of a thermal element					
Plan Charge	ST	123.2	147.84	133.33	160
Inspection Charge*	ST	96.25	115.5	104.17	125
Building Notice Charge*	ST	234.85	281.82	254.17	305
Regularisation Charge*	NB	274.31	274.31	300	300
D10 – Replacement of windows, roof lights, roof windows or external glazed doors					
Plan Charge	ST	123.2	147.84	133.33	160
Inspection Charge*	ST	96.25	115.5	104.17	125

Building Notice Charge*	ST	234.85	281.82	254.17	305
Regularisation Charge*	NB	274.31	274.31	300	300
D11 – Cost of work not exceeding £5,000 (Incl. Renewable Energy Systems)					
Plan Charge	ST	123.3	147.84	133.33	160
Inspection Charge*	ST	192.5	231	208.33	250
Building Notice Charge*	ST	340.73	408.87	366.67	440
Regularisation Charge*	NB	394.63	394.63	430	430
D12 – Cost of work not exceeding £5,000 and not exceeding £25,000					
Plan Charge	ST	161.7	194.04	175	210
Inspection Charge*	ST	269.5	323.4	291.67	350
Building Notice Charge*	ST	465.85	559.02	500	600
Regularisation Charge*	NB	539	539	580	580
D13- Cost of work not exceeding £25,000 and not exceeding £100,000					
Plan Charge	ST	238.7	286.44	258.33	310
Inspection Charge*	ST	462	554.4	500	600
Building Notice Charge*	ST	773.85	928.62	833.33	1000
Regularisation Charge*	NB	875.88	875.88	950	950
Notifiable Electrical Work (in addition to the above where applicable)					
D14 – Where a satisfactory certificate will not be issued by a Part P registered electrician	ST	277.68	333.21	300	360

Table C – All Other Non-Domestic Work

Limited to work no more than 3 storeys above ground level.

Description of charge	VAT Ind	Current 2023/24 Charges excl. VAT	Current 2023/24 Charges incl. VAT	Proposed 2024/25 Charges excl. VAT	Proposed 2024/25 Charges incl. VAT
Extensions & New Build					
N01 –Single storey with floor area not exceeding 40m2					
Plan Charge	ST	231	277.2	250	300
Inspection Charge	ST	462	554.4	500	600
Regularisation Charge	NB	866.25	866.25	930	930
N02 –Single storey with floor area between 40m2 & 100m2					
Plan Charge	ST	254.1	304.92	275	330
Inspection Charge	ST	635.25	762.3	683.33	820
Regularisation Charge	NB	1111.69	1111.69	1200	1200
N03 – With some part 2 or 3 storey in height and a total floor area not exceeding 40m2					
Plan Charge	ST	238.7	286.44	258.33	310
Inspection Charge	ST	539	646.8	583.33	700
Regularisation Charge	NB	972.13	972.13	1050	1050

N04 – With some part 2 or 3 storey in height and a total floor area between 40m2 & 100m2					
Plan Charge	ST	277.2	332.64	300	360
Inspection Charge	ST	693	831.6	750	900
Regularisation Charge	NB	1212.75	1212.75	1300	1300
Alterations					
N05 – Cost of works not exceeding £5,000					
Plan Charge	ST	161.7	194.04	175	210
Inspection Charge	ST	154	184.8	166.67	200
Regularisation Charge	NB	394.63	394.63	430	430
N05 - Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)					
Plan Charge	ST	161.7	194.04	175	210
Inspection Charge	ST	154	184.8	166.67	200
Regularisation Charge	NB	394.63	394.63	430	430
N05 - Renewable energy systems (not covered by an appropriate competent persons scheme)					
Plan Charge	ST	161.7	194.04	175	210
Inspection Charge	ST	154	184.8	166.67	200
Regularisation Charge	NB	394.63	394.63	430	430

N05 - Installation of new shop front					
Plan Charge	ST	161.7	194.04	175	210
Inspection Charge	ST	154	184.8	166.67	200
Regularisation Charge	NB	394.63	394.63	430	430
N06 – Cost of works exceeding £5,000 & not exceeding £25,000					
Plan Charge	ST	200.2	240.24	216.67	260
Inspection Charge	ST	269.5	323.4	291.67	350
Regularisation Charge	NB	587.13	587.13	630	630
N06 - Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)					
Plan Charge	ST	200.2	240.24	216.67	260
Inspection Charge	ST	269.5	323.4	291.67	350
Regularisation Charge	NB	587.13	587.13	630	630
N06 - Renovation of thermal elements					
Plan Charge	ST	200.2	240.24	216.67	260
Inspection Charge	ST	269.5	323.4	291.67	350
Regularisation Charge	NB	587.13	587.13	630	630
N06 - Installation of a Raised Storage Platform within an existing building					
Plan Charge	ST	200.2	240.24	216.67	260
Inspection Charge	ST	269.5	323.4	291.67	350
Regularisation Charge	NB	587.13	587.13	350	350

N07 – Cost of works exceeding £25,000 & not exceeding £100,000					
Plan Charge	ST	238.7	286.44	258.33	310
Inspection Charge	ST	519.75	623.7	558.33	670
Regularisation Charge	NB	948.06	948.06	1020	1020
N07 - Fit out of building up to 100m2					
Plan Charge	ST	238.7	286.44	265.83	319
Inspection Charge	ST	519.75	519.75	466.67	560
Regularisation Charge	NB	948.06	948.06	1020	1020

Equality, Diversity and Human Rights implications

The Charges should ensure that full cost recovery is achieved for the chargeable element of the Building Control function whilst meeting the overriding objective of breaking even.

The Charges will apply to all groups equally except for people with disabilities who are exempt from the charges where the works are directly related to the provision of facilities to aid them.

(xii) Parking Services

Introduction

The following changes were made to the fees and charges for parking services agreed with the Portfolio Holder, for implementation in December 2023:

- Remove Vineyard Street MiPermit special offer
- Remove St Marys MiPermit Special Offer
- Remove Butt Road and Napier Road 'Up to 4 Hours' tariff
- Raise Priory Street Resident Season Ticket in line with on-street resident permit prices
- Raise Priory Street Parents permits prices
- Raise Alexandra Terrace, Bergholt Road and St Julians Grove Season Tickets
- Raise Three Crowns Road resident season tickets
- Raise Sheepen Road Lorry Park tariffs

It is also proposed that the following changes are made to the fees and charges for parking services, for implementation in 2024/25 Financial Year:

- Inflationary increase of at least 6.7% (rounded to nearest 10p) on most tariffs, excluding those in West Mersea, Dedham and Wivenhoe; some of those in St Johns Car Park (to encourage higher uptake); and all season tickets (due to very low uptake).
- Above inflation increase for Butt Road and Napier Road (North and South) car parks

Reasons for Decision:

Parking fees and charges form an important measure to influence driver behaviour through setting appropriate parking charge levels. The primary function of parking is not simply to raise revenue, but to support transport policy. They should also reflect the cost to provide the parking service and is therefore not immune to inflation due to the many costs within the off-street parking operation.

Detailed Proposals

The existing fees and charges to be continued are shown in the attached tables and the changes shown above are incorporated. Changes to tariff boards will be required in all instances other than those where there are only changes to season ticket prices. The cost of changing all affected boards is not anticipated to exceed £5,000 +VAT.

Special Offers

Additional Christmas and other special parking offers will be discussed with Traders Groups and will be implemented as part of the Colchester Christmas Package, and in liaison with the PFH. Certain special limited concession offers may be provided in addition to the tariff shown, for certain locations, for set time periods and/or terms via the MiPermit App.

Description of charge	Optional	Optional	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
St John's Car Park							
Up to ½ hour	All Days		ST	0.83	1.00	0.92	1.10
Up to 1 hour	All Days		ST	1.75	2.10	1.92	2.30
Up to 2 hours	All Days		ST	2.66	3.20	2.83	3.40
Up to 3 hours	All Days		ST	3.25	3.90	3.5	4.20
Up to 4 hours	All Days		ST	3.33	4.00	3.58	4.30
Up to 5 hours	All Days		ST	5.42	6.50	5.83	7.00
Up to 4 hours (special offer – MiPermit only)	All Days		ST	2.50	3.00	2.50	3.00
2pm until close (special offer)	All Days		ST	£2.08	£2.50	£2.08	£2.50
Up to 12 hours	All Days		ST	10.00	12.00	10.67	12.80
Over 12 hours (long stay penalty rate)	All Day		ST	13.75	16.50	13.75	16.50
Season tickets (conditions apply)	3 months		ST	416.67	500.00	416.67	500.00
Season tickets (conditions apply)	12 months		ST	1,500.00	1,800.00	1,500.00	1,800.00
St Mary's Car Park							
Up to 30 minutes	All Days		ST	0.83	1.00	0.92	1.10
Up to 1 hour	All Days		ST	1.75	2.10	1.92	2.30
Up to 2 hours	All Days		ST	2.66	3.20	2.83	3.40
2pm until 6am (special offer)	All Days		ST	2.08	2.50	2.25	2.70
Up to 3 hours	All Days		ST	3.25	3.90	3.50	4.20

Up to 4 hours				All Days	ST	3.33	4.00	3.58	4.30
Up to 4 Hours (special offer – MiPermit only)	All Days	ST	2.50	3.00	-				
Up to 5 hours				All Days	ST	5.42	6.50	5.83	7.00
Over 12 hours (long stay penalty rate)				All Days	ST	13.75	16.50	13.75	16.50
Daily evening charge (entry after 6.00pm)				All Days	ST	1.67	2.00	1.83	2.20
Season tickets (conditions apply)				3 months	ST	416.67	500.00	416.67	500.00
Season tickets (conditions apply)				12 months	ST	1,500.00	1,800.00	1,500.00	1,800.00
Rowan House Car Park									
Up to 4 hours				Monday-Friday	ST	1.04	1.25	1.04	1.25
Over 4 hours				Monday-Friday	ST	2.08	2.50	2.08	2.50
Sheepen Road Car Park									
Up to 4 hours				Monday-Saturday	ST	3.75	4.50	4.00	4.80
Over 4 hours				Monday-Saturday	ST	5.42	6.50	5.83	7.00
Day rate				Sunday	ST	2.08	2.50	2.25	2.70
Daily evening charge (6.00pm to 6.00am)				Any day	ST	0.42	0.50	0.50	0.60
Sheepen Road Lorry Park									
Up to 6 Hours				Any day	ST	4.58	5.50	4.58	6.10
Up to 12 Hours				Any day	ST	8.33	10.00	8.33	11.00
Britannia Car Park									
Up to 30 minutes				Monday-Saturday	ST	0.83	1.00	0.92	1.10
Up to 1 hour				Monday-Saturday	ST	1.75	2.10	1.83	2.20
Up to 2 hours				Monday-Saturday	ST	2.42	3.20	2.83	3.40

Up to 3 hours	Monday-Saturday	ST	3.25	3.90	3.50	4.20
Up to 4 hours	Monday-Saturday	ST	3.33	4.00	3.58	4.30
Up to 5 hours	Monday-Saturday	ST	4.17	5.00	4.42	5.30
Up to 6 hours	Monday-Saturday	ST	5.00	6.00	5.33	6.40
Up to 7 hours	Monday-Saturday	ST	5.83	7.00	6.25	7.50
Up to 8 hours	Monday-Saturday	ST	6.67	8.00	7.08	8.50
Up to 12 hours	Monday-Saturday	ST	7.50	9.00	8.00	9.60
Over 12 hours	Monday-Saturday	ST	8.33	10.00	9.17	11.00
Day Rate (special offer – MiPermit only)	Monday-Saturday	ST	3.33	4.00	4.00	4.80
Day rate	Sunday	ST	0.83	1.00	1.25	1.50
Daily evening charge (6.00pm till 6.00am)	Any day	ST	0.83	1.00	0.92	1.10
Season tickets (conditions apply)	3 months	ST	416.67	500.00	416.67	500.00
Season tickets (conditions apply)	12 months	ST	1,500.00	1,800.00	1,500.00	1,800.00
Priory Street Car Park						
Up to 30 minutes	All Days	ST	0.83	1.00	0.92	1.10
Up to 1 hour	All Days	ST	1.75	2.10	1.92	2.30
Up to 2 hours	All Days	ST	2.66	3.20	2.83	3.40
2pm until 6am (special offer)	All Days	ST	2.08	2.50	2.25	2.70
Up to 3 hours	All Days	ST	3.25	3.90	3.50	4.20
Up to 4 hours	All Days	ST	3.33	4.00	3.58	4.30
Up to 4 Hours (special offer – MiPermit only)	All Days	ST	2.50	3.00	2.67	3.20
Up to 5 hours	All Days	ST	5.42	6.50	5.85	7.00

Over 12 hours (long stay penalty rate)	All Days	ST	13.75	16.50	13.75	16.50	
Daily evening charge (entry after 6.00pm)	Any day	ST	1.67	2.00	1.67	2.00	
Season tickets (conditions apply)	3 months	ST	416.67	500.00	416.67	500.00	
Season tickets (conditions apply)	12 months	ST	1500.00	1800.00	1500.00	1800.00	
Annual Parent Permits AM (8.30am to 9.30am only) (conditions apply)	Academic year	ST	17.92	21.50	22.50	27.00	
Annual Parent Permits PM (3.00pm to 4.00pm only) (conditions apply)	Academic year	ST	17.92	21.50	22.50	27.00	
Annual Parent Permits (AM and PM) (conditions apply)	Academic year	ST	31.25	37.50	37.50	45.00	
Resident's season tickets (conditions apply)	12 months	1st season ticket	ST	56.67	68.00	63.33	76.00
Resident's season tickets (conditions apply)	12 months	2nd season ticket	ST	70.83	85.00	83.33	100.00

Vineyard Street Car Park

Up to 1 hour	All Days	ST	2.08	2.50	2.25	2.70
Up to 2 hours	All Days	ST	3.58	4.30	3.83	4.60
Up to 2 hours (special offer) (entry after 9.30am)	All Days	ST	3.25	3.90	-	-
Daily evening charge (6.00pm till 6.00am)	All Days	ST	0.67	0.80	0.75	0.90

Butt Road Car Park

Up to 4 hours	All Days	ST	1.25	1.50	-	-
Day Rate	All Days	ST	2.50	3.00	3.17	3.80
Daily evening charge (6.00pm till 6.00am)	Any day	ST	0.42	0.50	0.50	0.60
Season tickets (conditions apply)	3 months	ST	208.33	250.00	208.33	250.00
Season tickets (conditions apply)	12 months	ST	766.67	920.00	766.67	920.00

Napier Road Car Parks

ParkActive (MiPermit only) per 60 minutes (conditions apply)	Any day	ST	0.42	0.50	0.50	0.60
Up to 4 hours	Any day	ST	1.25	1.50	-	-
Over 4 hours (All Day)	Monday-Saturday	ST	2.50	3.00	3.17	3.80
	Sunday	ST	2.50	3.00	2.67	3.20

Daily evening charge (6.00pm till 6.00am)	Any day	ST	0.42	0.50	0.50	0.60
Season tickets (conditions apply)	12 months	ST	416.67	500.00	416.67	500.00

Highwoods and Recreation Ground Car Parks

Up to 2 hours	Any day	ST	0.83	1.00	1.08	1.30
2-4 hours	Any day	ST	2.67	3.20	2.92	3.50
Over 4 hours	Any day	ST	6.00	7.20	6.00	7.20
Annual Permit	Any day	ST	41.67	50.00	45.00	54.00

Mill Road and Mill Pond Car Parks - Dedham

Up to 1 hour	Any day	ST	N/A	Free	N/A	Free
Up to 2 hours	Any day	ST	1.00	1.20	0.83	1.20
Up to 4 hours	Any day	ST	2.08	2.50	2.08	2.50
All day rate	Any day	ST	3.33	5.00	3.33	5.00
Daily evening charge (6.00pm till 6.00am)	Any day	ST	0.42	0.50	0.42	0.50

Coast Road and Seaview Car Parks – West Mersea

Up to 1 hour	Any day	ST	N/A	Free	N/A	Free
Up to 2 hours	Any day	ST	3.33	4.00	3.33	4.00
Up to 4 hours	Any Day	ST	5.42	6.50	5.42	6.50
Over 4 hours	Any Day	ST	7.08	8.50	7.08	8.50
Overnight	Any day	ST	0.83	1.00	0.83	1.00
(Seaview Car Park only; Coast Road Car Park no charge)						
Motorcycles	Any day		free at Seaview, and free within designated bay, otherwise standard charges to apply at Coast Road.			

Season tickets (Traders at Coast Road or Residents Annual at Seaview – conditions apply)		ST	79.17	95.00	79.17	95.00
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High Street Car Park – West Mersea

Up to 1 hour (to become 'Up to 2 hours')	Any day	ST	N/A	Free	N/A	Free
Up to 4 hours	Any Day	ST	5.42	6.50	5.42	6.50

Over 4 hours	Any Day	ST	7.08	8.50	7.08	8.50
Overnight	Any day	ST	Free	Free	Free	Free
Motorcycles	Any day	standard charges apply		standard charges apply		
Season tickets (conditions apply) (Traders only)	Annual	ST	79.17	95.00	79.17	95.00
Victoria Esplanade and Willoughby Car Parks – West Mersea						
Up to 2 hours	Any day	ST	3.33	4.00	3.33	4.00
Up to 4 hours	Any Day	ST	5.42	6.50	5.42	6.50
Over 4 hours	Any Day	ST	7.08	8.50	7.08	8.50
Season ticket (conditions apply) (Beach Hut Watch Members only) (Victoria Esplanade only)	12 Months	ST	70.83	85.00	70.83	85.00
Season ticket (conditions apply) (Mersea Windsurfers and Kitesurfers Club members only) (Victoria Esplanade only)	12 Months	ST	70.83	85.00	70.83	85.00
Cooks Yard Car Parks – Wivenhoe						
Up to 30 minutes	Any day	ST	N/A	Free	N/A	Free
Up to 1 hour	Any day	ST	0.42	0.50	0.42	0.50
Up to 2 hours	Any day	ST	0.83	1.00	0.83	1.00
Up to 4 hours	Any day	ST	1.67	2.00	1.67	2.00
Up to 6 hours	Any day	ST	2.50	3.00	2.50	3.00
Over 6 hours	Any day	ST	3.33	4.00	3.33	4.00
Daily evening charge (6.00pm till 6.00am)	Any day	ST	1.67	2.00	1.67	2.00
Colchester Leisure World Car Park						
Up to 1 hour	Mon to Fri	ST	1.67	2.00	1.67	2.00
	Sat & Sun	ST	1.75	2.00	1.75	2.00
Up to 2 hours	Mon to Fri	ST	2.50	3.00	2.50	3.00
	Sat & Sun	ST	2.67	3.20	2.67	3.20
Up to 4 hours	All days	ST	3.33	4.00	3.33	4.00
Up to 6 hours	Mon to Fri	ST	4.58	5.50	4.58	5.50

	Sat & Sun		ST	5.00	6.00	5.00	6.00
Up to 9 hours	Mon to Fri		ST	7.33	8.80	7.33	8.80
	Sat & Sun		ST	7.50	9.00	7.50	9.00
Up to 24 hours	Mon to Fri		ST	8.75	10.50	8.75	10.50
	Sat & Sun		ST	9.17	11.00	9.17	11.00
Overnight (entry after 6pm to 6am)	All days		ST	1.67	2.00	1.67	2.00
Alexandra Terrace Car Park							
Season tickets (conditions apply)	6 months		ST	76.83	92.20	83.33	100.00
Season tickets (conditions apply)	12 months		ST	146.50	175.80	158.33	190.00
Bergholt Road Car Park							
Season tickets (conditions apply)	6 months		ST	76.83	92.20	83.33	100.00
Season tickets (conditions apply)	12 months		ST	146.50	175.80	158.33	190.00
St Julian Grove Car Park							
Season tickets (conditions apply)	6 months		ST	76.83	92.20	83.33	100.00
Season tickets (conditions apply)	12 months		ST	146.50	175.80	158.33	190.00
Three Crowns Road Car Park							
Peak Rate	4am to 9.30am	Monday to Friday	ST	6.67	8.00	7.08	8.50
Off-Peak Rate	9.30am to Midnight	Monday to Friday	ST	5.42	6.50	5.83	7.00
Day Rate	9.30am to Midnight	Saturday	ST	2.50	3.00	2.67	3.20
Day Rate	9.30am to Midnight	Sunday	ST	2.50	3.00	2.67	3.20
Night Rate	6pm to 8am	Everyday	ST	0.42	0.50	0.50	0.60
Resident season tickets (conditions apply)	6 months		ST	N/A	N/A	N/A	N/A
Resident season ticket (conditions apply)	12 months	1st season ticket	ST	60.00	72.00	63.33	76.00
Resident season ticket (conditions apply)	12 months	2nd season ticket	ST	76.67	92.00	83.33	100.00
Walsingham Road							

Season tickets (conditions apply)	6 months	ST	85.83	103.00	85.83	103.00
Season tickets (conditions apply)	12 months	ST	171.67	206.00	171.67	206.00

Equality, Diversity and Human Rights implications

Any increase in parking charges is likely to have a disproportionate impact on households with lower incomes. However, the careful design and availability of the parking offers and the retention of shorter stay tariffs options, as well as competitive long stay tariffs across a range of car parks gives these households affordable choices and options.

The EQIA for Parking is located on the Colchester City Council website

(xiii) Environmental Health and Licensing Services

Introduction

Pest Control

We have bench marked the service, against other local authorities and local competitors, and there are proposed changes to the domestic and commercial charges as set out in the table below. These changes reflect increased operating and inflationary costs, whilst also reflecting the need for the service to be competitive and provide value for money in the market.

All treatments have been increased with the cost of inflation 6.8 % except for bed bugs. Due to the resistance of bedbugs to insecticide many more treatments are required. The treatment of bedbugs would otherwise be significantly underpriced, because you can no longer treat them in 3 visits as previously priced for, and it usually takes up to 6 visits to successfully treat them. Therefore, the cost of bedbug treatments has been increased to cover **six** bedbug treatments rather than the previous three, or the Council would not recover the cost of providing this service. This remains a much cheaper option than alternative service providers, and ensures that we do not have to cease this discretionary service.

A concessionary fee of approximately 50% of the full fee continues to be offered to those residents in receipt of qualifying means tested benefits.

New Fee – Whilst an emergency request for treatments will always be considered, where the customer wishes for convenience a same day appointment, an additional call out charge will be added.

Dog Control

The cost associated with the collecting, transporting and kennelling of stray dogs is retained at £75. This incorporates a £25 statutory fee.

It is proposed that the stray dog kennelling overnight charge is increased to £40.00 per night. This is to fully recover the cost of increased kennelling fees incurred by the Council.

In addition, any veterinary fees incurred by the Council for treating a stray dog will be recovered from the owner in full prior to returning the dog to their care.

Environmental Protection

The Fees charged, for permitting processes under the Environmental Protection Act 1990 are set annually by DEFRA

Technical Advice

Officers within the Environmental Protection Team have high levels of technical expertise in areas such as noise; air quality; private water supplies and contaminated land. It is proposed that upon request from a Business, Developer, Land Owner, or other Local Authority that a discretionary technical service can be provided including but not limited to noise monitoring/acoustic reports, the production of noise management plans and the review of technical documents. This service, as it is a Commercial service will be increased, in line with similar services to an hourly rate of **£125 per hour + VAT £150**

Works in Default

The fee for undertaking works in default based on an hourly rate is to be increased slightly.

Private Water Supplies

The maximum charge for various water sampling activities is stipulated in Schedule 5 of the Private Water Supplies Regulations 2009. There is however, now some flexibility in the offer for the charge for sampling, so this has been increased to £150.00 for the initial visit and £100.00 for any follow up visits.

Description of charge	Optional	Optional	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
Animal Services							
Non-Domestic Pest Control							
Rodents (rats & mice,) all treatments include a maximum of three visits. All work on completion guaranteed for one month.			ST	208.33	250.00	212.50	255.00
Contracts priced upon request.							
Other insect pests excluding bedbugs Price per hour, minimum 1 hour charge, contracts priced on request.			ST	95.83	115.00	104.17	125.00
Bedbugs 1-3 rooms (up to 6 treatments)			ST	216.67	260.00	466.67	560.00
Bedbugs 4+ rooms (up to 6 treatments)			ST		Price on application		Price on application
Call out - no treatment required			ST	45.00	54.00	50.00	60.00
Domestic Pest Control							
Rodents (rats & mice)			ST	75.00	90.00	83.33	100.00
			ST	116.37	140.00	125.00	150.00

Call out charge - additional £50.00 for same day attendance.

Cockroaches/Tropical Ants	ST	85.00	102	95.83	115.00
Bedbugs (up to 6 treatments)	ST	179.17	215.00	262.50	315.00
Wasps/Hornets	ST	62.50	75.00	70.83	85.00
Call out charge - additional £50.00for guaranteed same day attendance.		104.17	125.00	112.50	135.00
Fleas	ST	79.17	95.00	91.66	110.00
Call out fee – no treatment required	ST	26.67	32.00	33.33	40.00

Reduced Charges - for those in receipt of a means tested benefit or the free prescriptions element of universal credit.

Rodents (rats & mice)	ST	37.50	45.00	41.66	50.00
Cockroaches/ tropical ants	ST	38.63	51.00	48.33	58.00
Wasps/hornets	ST	28.75	37.50	35.83	43.00
Fleas	ST	36.05	47.50	45.83	55.00
Bedbugs (up to 6 treatments)	ST	89.58	107.50	131.66	158.00
Call out fee – no treatment required		12.02	16.00	16.66	20.00

Animal Control

Stray Dog Charge	NB	75.00	75.00	75.00	75.00
Stray Dog Kennelling Charge (per day or part thereof)	NB	25.00	25.00	40.00	40.00
Stray Dog Veterinary fees			Vet fees recovered at cost		Vet fees recovered at cost

Environmental Protection

Private Water Supplies

First Risk Assessment	ST	416.67	500.00	416.67	500.00
Second and subsequent Risk assessments	ST		£200 for 4 hours and then £50.00 for every additional hour		£200 for 4 hours and then £50.00 for every additional hour
Sampling (initial visit)	ST	125.00	150.00	125.00	150.00
Sampling (Follow up visit)	ST	83.33	100.00	83.33	100.00

150.00

Investigation	ST	83.33	100.00	83.33	100.00
Grant Authorisation	ST	83.33	100.00	83.33	100.00
Sample Analysis (minor)	ST	20.83	25.00	20.83	25.00
Sample Analysis (check monitoring)	ST	83.33	100.00	83.33	100.00
Sample Analysis (audit monitoring)	ST	416.67	500.00	416.67	500.00
Analysis of water samples	ST	Any charges incurred for the analysis of samples will be recovered at cost.		Any charges incurred for the analysis of samples will be recovered at cost.	
Concession - sampling fee for residents living in a single dwelling who are in receipt of a means tested benefit	ST	Free	Free	Free	Free

Environmental Information Requests

	ST	83.33	100.00	83.33	100.00
Cases exceeding 2 hours will incur an additional 30 p/h	ST	25.00	30.00	25.00	30.00

Works in Default

Administration of works in default	ST	Calculated per case based on hourly rate (65.00)	Calculated per case based on hourly rate (78.00)	Calculated per case based on hourly rate (70.83)	Calculated per case based on hourly rate (85.00)
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Technical Advice

Provision of a Technical Advice Service	ST	Calculated per case based on hourly rate (120.00)	Calculated per case based on hourly rate (144.00)	Calculated per case based on hourly rate (125.00)	Calculated per case based on hourly rate (150.00)
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Food and safety and Licensing

The fees are based on the full cost recovery of administering and processing the service, in terms of officer resource and associated costs. This year overheads have increased significantly and in line with inflationary rates (the Consumer Price index) in all areas, and therefore we are increasing all non-statutorily set fees to ensure we can fully recover the costs of operating an effective Licensing, Food and Safety Service.

Note: Under legislation Pavement permit fees are currently capped to £100.00 until September 2024– we will review the fees if Legislation is amended. DBS fees are increased due to the new Statutory DBS 6 monthly check.

The Knowledge test is no longer accounted for in our fees as this has been outsourced to CESC

The Food Export Certificates have a charge for the first hour then an hourly rate due to the time taken to inspect all the new paperwork after leaving the EU

Gambling fees remain unchanged, as statutory inspection and audit need to be carried out to identify any changes / improvements that may be required. This will be addressed in 2024 in line with the introduction of the new gambling policy

Income from food hygiene course is removed as businesses can access this service cheaper online and there are no registered trainer accepting the manager now in the team and therefore no resource to undertake this.

The fee for health certificates (PEE) has been added at 90.00 plus 6.7% increase, plus fee for a rescore for Food Hygiene Rating is also added.

Description of charge			Optional	Optional	VAT Ind	Current 2023/24 Charges excl. VAT	Current 2023/24 Charges incl. VAT	Proposed 2024/25 Charges excl. VAT	Proposed 2024/25 Charges incl. VAT
						(£)	(£)	(£)	(£)
Licensing,			Type	Statutory Fee set					
Sex Establishment			New Applications	No	NB	1531.00	1531.00	1,650.00	1,650.00
Sex Establishment			Renewals	No	NB	805.00	805.00	860.00	860.00
Sex Establishment			Variation	No	NB	805.00	805.00	860.00	860.00
Sex Establishment			Transfer	No	NB	805.00	805.00	860.00	860.00
Scrap Metal Dealers			Site New Application	No	NB	805.00	805.00	860.00	860.00
Scrap metal Dealers Act			Site Renewal	No	NB	506.00	506.00	540.00	540.00
Scrap metal Dealers Act			Site/Collector Variation	No	NB	270.00	270.00	290.00	290.00
Scrap metal Dealers Act			Additional Site Licence	No	NB	270.00	270.00	290.00	290.00
Scrap metal Dealers Act			Collector New Application	No	NB	377.00	377.00	400.00	400.00

Animal Welfare Regulations (note: 1-3 year Licence)	Application Fee	Grant Fee	Note: * Vets fees to be added	Statutory Fee set Yes/No					
Hiring out of Horses (Riding Establishment) Licences (vet fee to be added and invoiced separately)	47.480	77.70	*	No	NB	530.00	562.70	562.70	562.70
Selling Animals as Pets (Pet Shops and other (does not apply to breeding of dogs))	336.00	111.0		No	NB	411.00	446.00	446.00	446.00
Animal Boarding Licence (including Daycare)	432.00	98.00		No	NB	490.00	530.00	530.00	530.00
Home Boarding for dogs	256.00	56.00		No	NB	296.00	320.00	320.00	320.00
Dog Breeding	248.00	98.00	*	No	NB	333.00	363.00	363.00	363.00
Keeping or Training animals for exhibition (3 year Licence)	256.00	64.00		No	NB	400.00	431.00	431.00	431.00

Additional Licensable Activity	180.00	64.00		No	NB	152.00	245.00	245.00	245.00
Variation to licence/re-evaluation star rating Application fee for Animal boarding, Selling Animals and Keeping Animals for exhibition	180.00	64.00		No	NB	225.00	245.00	245.00	245.00
Variation to licence/re-evaluation Star Rating Application fee for Dog Breeding and Hiring out of horses (Not including vet fees)	180.00	64.00		No	NB	221.00	245.00	245.00	245.00
Transfer of Licence due to death of licensee	81.00	N/A		No	NB	79.00	81.00	81.00	81.00
Zoo Operators Licence (+ vet fee) (payable every 6 years - next due 2025)			New / Renewal	No	NB	2218.00	2366.00	2366.00	2366.00

Dangerous Wild Animals (+ vet fee) (payable every two years)			New / Renewal	No	NB	310.00	331.00	331.00	331.00
Food Export/ health Certificates(PEE)			New / Renewal	No	NB	<u>90.00</u>	<u>96.00</u>	<u>96.00</u>	<u>96.00</u>
NOTE DUE TO THE TIME TAKEN ON SOME THIS IS NOW AN HOURLY RATE						<u>53.20 P/H</u>	<u>5.250 P/H</u>	<u>56.50 P/H</u>	<u>56.50 P/H</u>
Food Surrender Certificates			New / Renewal	No	NB	79.00	84.00	84.00	84.00
Tattooing, Electrolysis and Skin Piercing (Permanent or Semi-permanent), Acupuncture, Electrolysis and Ear-piercing - Premises - including 2 operators			New	No	NB	270.00	288.00	288.00	288.00
- Operators - up to 2 operators			New	No	NB	141.00	150.00	150.00	1150.00

Basic charge (up to 10)			(10 pers) + £20 p/h	no	EX	439.00	439.00	439.00	439.00
Each additional person			Per person	No	EX	22.00	22.00	22.00	22.00
Exam resit fees			Per person	No	EX	22.00	22.00	22.00	22.00
Hackney Carriage and Private Hire									
Vehicle and Operators Licences									
Hackney Carriage Vehicle			Annual / Renewal	No	NB	450.00	450.00	460.00	460.00
Hackney Carriage Hybrid			Annual / Renewal	No	NB	326.00	326.00	330.00	330.00
Hackney Carriage Full Electric			Annual / Renewal	No	NB	220.00	220.00	230.00	230.00
Private Hire Vehicle			Annual / Renewal	No	NB	383.00	383.00	390.00	390.00
Private Hire Vehicle Full Electric			Annual / Renewal	No	NB	191.00	191.00	200.00	200.00
Operator's Licence - 1 vehicle (PHV)			New / Renewal (5 years)	No	NB	326.00	326.00	350.00	350.00
Operator's Licence – 2-5 vehicles (PHV)			New / Renewal (5 years)	No	NB	377.00	377.00	405.00	405.00

HC/PH Vehicle Inspection Fee as MOT				No	NB	50.00	50.00	50.00	50.00
HC/PH Vehicle Inspection Fee (Brand new)				No	NB	30.00	30.00	30.00	30.00
Failure to attend Garage for appointment				No	NB	60.00	60.00	60.00	60.00
Replacement Equipment									
Replacement Plates				No	NB	27.00	27.00	27.00	27.00
Replacement Badges				No	NB	19.00	19.00	19.00	19.00
Replacement vehicle window cards				No	NB	6.00	6.00	6.00	6.00
Replacement card payment stickers				No	NB	N/A	N/A	6.00	6.00
Standard Roof Sign			At cost plus handling charge	No	NB	11.50	11.50	15.00	15.00
Standard Door Signs			At cost plus handling charge	No	NB	11.50	11.50	15.00	15.00
Plate Exemption				No	E	12.00	12.00	12.00	12.00

Transfer of PH vehicles to new Operator (per vehicle)				No	E	12.00	12.00	12.00	12.00
Alcohol and Entertainment Licences – Statutory fees									
Premises Licenses - Initial Applications									
Band A - Rateable Value £0 - £4,300				Yes	NB	100.00	100.00	100.00	100.00
Band B - £4,301 - £33,000				Yes	NB	190.00	190.00	190.00	190.00
Band C - £33,001 - £87,000				Yes	NB	315.00	315.00	315.00	315.00
Band D - £87,001 - £125,000				Yes	NB	450.00	450.00	450.00	450.00
Band E - £125,000 and over				Yes	NB	635.00	635.00	635.00	635.00
Premises Licences - Renewals									
Band A - Rate able Value £0 - £4,300				Yes	NB	70.00	70.00	70.00	70.00
Band B - £4,301 - £33,000				Yes	NB	180.00	180.00	180.00	180.00

Band C - £33,001 - £87,000				Yes	NB	295.00	295.00	295.00	295.00
Band D - £87,001 - £125,000				Yes	NB	320.00	320.00	320.00	320.00
Band E - £125,000 and over				Yes	NB	350.00	350.00	350.00	350.00
Premises Licences - Variations									
Band A - Rateable Value £0 - £4,300				Yes	NB	100.00	100.00	100.00	100.00
Band B - £4,301 - £33,000				Yes	NB	190.00	190.00	190.00	190.00
Band C - £33,001 - £87,000				Yes	NB	315.00	315.00	315.00	315.00
Band D - £87,001 - £125,000				Yes	NB	450.00	450.00	450.00	450.00
Band E - £125,000 and over				Yes	NB	635.00	635.00	635.00	635.00
Minor Variations - all Bands				Yes	NB	89.00	89.00	89.00	89.00
Personal Licences									
Initial Application				Yes	NB	37.00	37.00	37.00	37.00
Miscellaneous Fees									
Copies of Documents etc				Yes	NB	10.50	10.50	10.50	10.50
Transfers				Yes	NB	23.00	23.00	23.00	23.00

Change of Designated Premises Supervisor				Yes	NB	23.00	23.00	23.00	23.00
Temporary Event Notices				Yes	NB	21.00	21.00	21.00	21.00
Notice of Interest in Premises				Yes	NB	21.00	21.00	21.00	21.00
Theft or loss of certificate or summary				Yes	NB	10.50	10.50	10.50	10.50
Application for a provisional statement where premises being built				Yes	NB	315.00	315.00	315.00	315.00
Notification of change of name or address for holder of premise licence				Yes	NB	10.50	10.50	10.50	10.50
Application to vary to specify individual as premise supervisor				Yes	NB	10.50	10.50	10.50	10.50
Application to transfer premise licence				Yes	NB	23.00	23.00	23.00	23.00
Change of name or alteration of CLUB rules				Yes	NB	10.50	10.50	10.50	10.50

Change or registered address of club				Yes	NB	10.50	10.50	10.50	10.50
Theft or loss of temporary event notice				Yes	NB	10.50	10.50	10.50	10.50
Theft or loss of personal licence				Yes	NB	10.50	10.50	10.50	10.50
Duty to notify change of name or address for personal license				Yes	NB	10.50	10.50	10.50	10.50
Right of freeholder etc to be notified of licensing matters				Yes	NB	21.00	21.00	21.00	21.00
Licensing Act 2003 Cinema certification Fees				Yes	NB	165.00	165.00	165.00	165.00
Application for an Interim Authority Notice				Yes	NB	23.00	23.00	23.00	23.00
Additional Fees for exceptionally large capacity venues									
500-9999				Yes	NB	1,000.00	1,000.00	1,000.00	1,000.00
10000-14999				Yes	NB	2,000.00	2,000.00	2,000.00	2,000.00
15000-19999				Yes	NB	4,000.00	4,000.00	4,000.00	4,000.00
20000-29999				Yes	NB	16,000.00	16,000.00	16,000.00	16,000.00

30000-39999				Yes	NB	20,000.00	20,000.00	20,000.00	20,000.00
40000-49999				Yes	NB	24,000.00	24,000.00	24,000.00	24,000.00
50000-59999				Yes	NB	32,000.00	32,000.00	32,000.00	32,000.00
60000-69999				Yes	NB	40,000.00	40,000.00	40,000.00	40,000.00
70000-79999				Yes	NB	48,000.00	48,000.00	48,000.00	48,000.00
80000-89999				Yes	NB	56,000.00	56,000.00	56,000.00	56,000.00
90000 and over				Yes	NB	64,000.00	64,000.00	64,000.00	64,000.00
Gambling Licences – Variable									
Premises Licences - New Applications / Provisional Statements									
Bingo Club				No	NB	3,100.00	3,100.00	3,300.00	3,300.00
Betting Premises (excluding Tracks)				No	NB	2,600.0	2,600.00	2,800.00	2,800.00
Tracks				No	NB	2,100.00	2,100.00	2,250.00	2,250.00
Family Entertainment Centres				No	NB	1,600.00	1,600.00	1,700.00	1,700.00
Adult Gaming Centres				No	NB	1,600.00	1,600.00	1,700.00	1,700.00

Premises Licences - Annual Fees									
Bingo Club				No	NB	850.00	850.00	900.00	900.00
Betting Premises (excluding Tracks)				No	NB	550.00	550.00	600.00	600.00
Tracks				No	NB	850.00	850.00	900.00	900.00
Family Entertainment Centres				No	NB	650.00	650.00	700.00	700.00
Adult Gaming Centres				No	NB	850.00	850.00	900.00	900.00
Premises Licences - Application to Vary									
Bingo Club				No	NB	1,000.0	1,000.0	1,100.00	1,100.00
Betting Premises (excluding Tracks)				No	NB	1,000.0 0	1,000.00	1,100.00	1,100.00
Tracks				No	NB	750.00	750.00	800.00	800.00
Family Entertainment Centres				No	NB	600.00	600.00	640.00	640.00
Adult Gaming Centres				No	NB	750.00	750.00	800.00	800.00
Premises Licences - Application for Transfer / Reinstatement									
Bingo Club				No	NB	1,000.0	1,000.0	1,100.00	1,100.00

FEC Gaming Machine				Yes	NB	300.00	300.00	300.00	300.00
Prize Gaming				Yes	NB	300.00	300.00	300.00	300.00
Alcohol Licensed Premises - more than 2 machines				Yes	NB	50.00	50.00	50.00	50.00
Club Gaming Permit				Yes	NB	50.00	50.00	50.00	50.00
Club Gaming Machine Permit				Yes	NB	50.00	50.00	50.00	50.00
Club Fast track				Yes	NB	100.00	100.00	100.00	100.00
Small Society Lottery Registration - Annual Fee				No	NB	20.00	20.00	21.00	21.00
Change of Name									
Temporary Use Notice				No	NB	200.00	200.00	215.00	215.00
Copy of a Temporary Use Notice				No	NB	25.00	25.00	27.00	27.00
Occasional Use Notice (No power to charge fee)				Yes	NB	0.00	0.00	0.00	0.00
FEC Permits				Yes	NB	25.00	25.00	25.00	25.00
Prize Gaming Permits				Yes	NB	25.00	25.00	25.00	25.00

Alcohol Licensed Premises - more than 2 machines				Yes	NB	25.00	25.00	25.00	25.00
Copy of Permit									
FEC Permits				Yes	NB	15.00	15.00	15.00	15.00
Prize Gaming Permits				Yes	NB	15.00	15.00	15.00	15.00
Alcohol Licensed Premises - more than 2 machines				Yes	NB	15.00	15.00	15.00	15.00
Club Gaming Permit				Yes	NB	15.00	15.00	15.00	15.00
Club Gaming Machine Permit				Yes	NB	15.00	15.00	15.00	15.00
Variation									
Alcohol Licensed Premises - more than 2 machines				Yes	NB	100.00	100.00	100.00	100.00
Club Gaming Permit				Yes	NB	100.00	100.00	100.00	100.00
Club Gaming Machine Permit				Yes	NB	100.00	100.00	100.00	100.00
Miscellaneous Fees - Variable									
Food and Safety									
H&S Disclosures									

Statement of Relevant Facts (per hour)				No	ST	74.00	88.20	74.00	88.20
Food Hygiene Re-Inspection Request				No	ST	169.00	202.80	169.00	202.80
Food Hygiene Advice and Consultation (getting to five) 1st 2 hours then every hour			New	No	ST	198.00	237.60	198.00	237.60
Licensing Application Checking Service									
Licensing Rating of Films				No	NB	165.00	165.00	175.00	175.00
Full Application 1st 2hours then every hour				No	ST	236.00	283.20	250.00	300.00
Temporary Event Notice Per Hour 1st 2 hours then every hour				No	ST	143.00	171.60	152.00	182.00
General Admin Charge for Licensing, Food or Safety (cost recovery)				No	NB	12.00	12.00	12.00	12.00

(xiv) Recycling and Trade Services

Introduction

Trade Service

Costs have been reviewed and uplifted by 6.7%.

Description of charge	Optional	Discount	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
Pricing Schedule Trade tonnage subject to landfill tax							
SACKS Customers (Inc School, Food and Non-Food)							
Green sacks			NB	46.20	46.20	49.30	49.30
Clear Sacks (delivered) Businesses – paper, cardboard, plastic (separated)			NB	32.30	32.30	34.50	34.50
Clear Sacks (delivered) Schools – paper, cardboard, plastic (separated)			NB	00.00	00.00	00.00	00.00

CONTAINER Weekly Hire (Inc School, Food and Non-Food)							
1100L hire			NB	4.60	4.60	5.00	5.00
660L hire			NB	3.80	3.80	4.10	4.10
360L hire			NB	1.80	1.80	2.00	2.00
180l hire – food waste			NB	1.00	1.00	1.10	1.10
Non-food related business Residual / Refuse							
360l emptying			NB	8.60	8.60	9.20	9.20
660l emptying			NB	12.10	13.30	14.20	14.20
1100l emptying			NB	15.80	15.80	16.90	16.90
Food related business Residual / Refuse							
360l emptying			NB	16.10	16.10	17.20	17.20
660l emptying			NB	25.20	25.20	26.90	26.90
1100l emptying			NB	29.70	29.70	31.70	31.70
Schools Residual / Refuse							
360l emptying			NB	7.40	7.40	7.90	7.90

660l emptying			NB	10.90	10.90	11.70	11.70
1100l emptying			NB	13.30	13.30	14.20	14.20
All customers							
Recycling							
180l emptying - food waste			NB	7.70	7.70	8.30	8.30
360l emptying - glass			NB	5.80	5.80	6.20	6.20
360l emptying - tins and cans			NB	5.80	5.80	6.20	6.20
360l emptying - plastic			NB	5.80	5.80	6.20	6.20
Weekly cardboard collection			NB	642.20	642.20	685.30	685.30
Non-contract (one-off) cardboard collection			NB	50.10	50.10	53.50	53.50
Other							
Duty of Care Certificate			NB	34.90	34.90	37.30	37.30
Re-signing fee			NB	68.50	68.50	73.10	73.10
Special collections							
Bulky items 1-6			NB	66.50	66.50	71.00	71.00
Bulky items 6-12			NB	90.30	90.30	96.40	96.40
Fridges, Fridge/Freezers or Freezers			NB	34.10	34.10	36.40	36.40
TVs, Monitors, Microwaves			NB	17.00	17.00	18.20	18.20

White goods - dishwashers, cookers, washing machines, tumble driers, spin driers (maximum 5 items) price per item			NB	17.00	17.00	18.20	18.20
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Description of charge	Optional	Discount	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
Sales of Container Bins to Managing Agents							
Sale of 240L wheeled bin	Subject to additional delivery charges		ST	NEW	NEW	42.70	51.24
Sale of 360 wheeled bin	Subject to additional delivery charges		ST	NEW	NEW	74.70	89.64
Sale of 660 container bin	Subject to additional delivery charges		ST	NEW	NEW	373.50	448.20
Sale of 1100L container bin	Subject to additional delivery charges		ST	NEW	NEW	373.50	448.20
Sale of 660L container bin with disposal	Subject to additional delivery charges		ST	NEW	NEW	400.20	480.24
Sale of 1100L container bin with disposal	Subject to additional delivery charges		ST	NEW	NEW	400.20	480.24

Equality, Diversity and Human Rights implications

Equality Impact Assessments are available to view on the Colchester Borough Council website

Fixed Penalty Notices

Introduction

Fixed Penalty Charges have been reviewed and agreed separately prior to fees and charges review.

Description of charge	Optional	Discount	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
Fixed penalty notice							
Littering	Discount of £50 if paid within 14 days		NB	200.00	200.00	200.00	200.00
Flyposting	Maximum charge		NB			500.00	500.00
Graffiti	Maximum charge		NB			500.00	500.00
Fly Tipping	Maximum charge		NB			1000.00	1000.00

Equality, Diversity and Human Rights implications

Equality Impact Assessments are available to view on the Colchester Borough Council website

(xv) Cemetery and Crematorium

Introduction

The income generated by Bereavement Services is important and is reinvested into the other services provided by the City Council.

An in year increase effective 1st October 2023 was agreed for the main services including – Adult Cremation, Unattended Direct Cremation, Interments, Grave Purchases at an average increase of 4.3%. In addition, a new Attended Direct Cremation service was introduced to give bereaved families greater choice. The granite niches had a significant increase in the perpetuity option (50%) so that 2 lease options (25yr & 50yr) could be introduced to generate additional income in the future. The in year changes were approved by Cllr Sommers.

Due to the main Cremation fees having recently been increased it is recommended that the April 2024 increase is lower than the current rate of CPI, an average increase of 4.7% is suggested. Benchmarking shows that our proposed Adult Cremation fee (£1,065) will remain in line with most neighbouring crematoria – (current fee indicated) – Ipswich £994; Three Counties £1,079; Chelmsford £1,050; Basildon £1,144; West Suffolk £1,094. All of these are likely to be increasing their prices next year.

Benchmarking also revealed that our Burial related fees have in some cases lagged considerably behind our neighbouring Burial Authorities, and therefore despite the October 2023 in year increase a further increase above CPI is being recommended. An average grave purchase increase of 13.5% is being recommended. The £850 grave purchase fee would still be less than Weeley; Ipswich; Braintree; Chelmsford, Basildon and West Suffolk. An average interment fee increase of 7.2% is being recommended for similar reasons.

In terms of memorial fees an average Book of Remembrance increase of 7.5% is being recommended, and for all other memorials an average increase of 7% is being recommended.

Description of charge	Optional	Optional	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
Cremations							
Adult cremation	18 years of age and over		EX	908.00	908.00	948.00	948.00
Unattended Direct cremation	18 years of age and over		EX	503.00	503.00	528.00	528.00
Attended Direct Cremation	18 years of age and over			638.00	638.00	668.00	668.00
Environmental surcharge	18 years of age and over		EX	112.00	112.00	117.00	117.00
Babies and children	Up to the eve of their 18 th birthday		EX	0.00	0.00	0.00	0.00
Body Part	Of a deceased person whose body was			118.00	118.00	128.00	128.00

	previously cremated.	EX				
Interments						
For interment in a grave, with or without the purchase of an exclusive right of burial						
Babies and children	Up to the eve of their 18 th birthday	NB	0.00	0.00	0.00	0.00
Adult	18 years and over					
- Burial at single depth	137cm	NB	810.00	810.00	880.00	880.00
- Burial at double depth	183cm	NB	960.00	960.00	1030.00	1030.00
For the interment of cremated remains in a grave	With a valid Exclusive Right of Burial	NB	251.00	251.00	265.00	265.00
Disinterment (exhumation)	Of cremated remains	NB	404.00	404.00	430.00	430.00
Disinterment (exhumation)	Of a full body burial from a grave - price on request					

Book of Remembrance

Inscription in the Book of Remembrance

2 line entry	Text only	ST	65.83	79.00	71.67	86.00
5 line entry	Text only	ST	138.33	166.00	150.00	180.00
5 line entry	+ Simple flower illustration	ST	198.33	238.00	208.33	250.00
5 line entry	+ Crest or complex illustration	ST	224.17	269.00	233.33	280.00
8 line entry	Text only	ST	224.17	269.00	243.33	292.00
8 line entry	+ Simple flower illustration	ST	279.17	335.00	301.67	362.00
8 line entry	+ Crest or complex illustration	ST	297.50	357.00	326.67	392.00

Garden of Remembrance Memorials

Standard Rose Tree with cast aluminium plaque

Initial Period	For 10 years	ST	334.17	401.00	358.33	430.00
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Renewal of memorial	For 10 years	ST	194.17	233.00	204.17	245.00
Shrub, with cast aluminium plaque						
Initial Period	For 10 years	ST	300.00	360.00	325.00	390.00
Renewal of memorial	For 10 years	ST	168.33	202.00	183.33	220.00
Additional cast aluminium plaque		ST	128.33	154.00	138.33	166.00
Other Garden Memorials						
Name tower in The Garden	For 10 years	ST	246.67	296.00	266.67	320.00
Renewal of name tower in the Garden			168.33	202.00	170.83	205.00
	For 10 years	ST				
Name tower in Jemima's Corner	For 10 years	ST	228.33	274.00	241.67	290.00
Renewal of Jemima's Corner name tower	For 10 years	ST	152.50	183.00	170.83	205.00
Tree in the Cemetery (an existing mature tree) initial period with plaque	For 10 years	ST	373.33	448.00	400.00	480.00
Renewal of tree memorial	For 10 years	ST	202.50	243.00	216.67	260.00
Inscribed stone brick:	The brick to remain throughout the		287.50	345.00	308.33	370.00

In either Wall of Remembrance	duration of the wall					
		ST				
			795.00	795.00	795.00	795.00
Granite niche	In perpetuity	EX	650.00	650.00	690.00	690.00
Granite niche	For 25 years	EX	850.00	850.00	900.00	900.00
Granite niche	For 50 years	EX				
Additional inscription/replacement tile	On granite niche	ST	176.67	212.00	200.00	240.00
Additional inscription	On columbarium	ST	176.67	212.00	200.00	240.00
Teddy Columbarium niche & plaque	In perpetuity	EX	274.00	274.00	290.00	290.00
Granite plaque on granite bench	For 10 years	ST	251.67	302.00	270.83	325.00
Renewal of plaque on granite bench	For 10 years	ST	158.33	190.00	170.83	205.00
Butterfly / Daisy wall plaque	For 10 years	ST	319.17	383.00	341.67	410.00
Butterfly / Daisy wall plaque renewal	For 10 years	ST	158.33	190.00	170.83	205.00
Memorial seat (6ft) & plaque	For a period of 10 years	ST	468.33	562.00	533.33	640.00
Memorial seat (6ft) renewal	For a further 10 years	ST	331.67	398.00	354.17	425.00

Memorial seat (4ft) & plaque	For a period of 10 years	ST	329.17	395.00	366.67	440.00
Memorial seat (4ft) renewal	For a further 10 years	ST	194.17	233.00	204.17	245.00
Additional seat plaque		ST	125.00	150.00	133.33	160.00
Arboria plaque	Text only	ST	124.17	149.00	129.17	155.00
Arboria plaque	With a monochrome motif	ST	145.00	174.00	150.00	180.00
Arboria plaque	With a coloured motif	ST	179.17	215.00	187.50	225.00
Arboria plaque	With a photo plaque	ST	225.83	271.00	237.50	285.00

Exclusive Rights of Burial

On the expiry of the initial period of grant, the period may be renewed

for a further 50 or 100 years

For the exclusive right of burial in a lawn or traditional grave	For 50 years	NB	730.00	730.00	850.00	850.00
For the exclusive right of burial in a lawn or traditional grave	For 100 years	NB	1160.00	1160.00	1300.00	1300.00

For the exclusive right of burial in the Baby Burial Garden	For 50 years	NB	223.00	223.00	240.00	240.00
For the exclusive right of burial in the Baby Burial Garden	For 100 years	NB	357.00	357.00	385.00	385.00
For the exclusive right of burial in a cremated remains grave	For 50 years	NB	362.00	362.00	410.00	410.00
For the exclusive right of burial in a cremated remains grave	For 100 years	NB	542.00	542.00	610.00	610.00
Scattering of cremated remains	On a grave space	EX	97.00	97.00	105.00	105.00
Scattering of cremated remains in Garden of Remembrance	When the cremation took place at another crematorium.	EX	91.00	91.00	98.00	98.00
Applications for the Erection of Memorials						
A flat stone or slab; or a memorial stone not exceeding 0.56m in height; or a memorial stone exceeding 0.56m in height; or a footstone, tablet or stone vase; or a kerb set (any size).	On a grave with an existing ERoB	NB	148.00	148.00	165.00	165.00

For an additional inscription	On an existing memorial with a valid ERoB	NB	96.00	96.00	105.00	105.00
Miscellaneous - Crematorium						
Use of Crematorium Chapel	For an extra 30 minutes of service	EX	320.00	320.00	380.00	380.00
Use of Crematorium Chapel	For a service which badly overruns its allotted time	EX	320.00	320.00	380.00	380.00
Use of Crematorium chapel	For a burial or memorial service	EX	320.00	320.00	380.00	380.00
Register Search	Of over 8 names	ST	25.83	31.00	29.17	35.00
Obitus: Webcast of a chapel service	Live, viewed through Obitus website	Revised fee ST	42.50	51.00	45.83	55.00
Obitus: Webcast of a chapel service + access to a downloadable recording for 28 days	Live, viewed through Obitus website	ST	47.50	57.00	51.67	62.00
Obitus: Copy of webcast	DVD/BluRay/USB	ST	51.67	62.00	55.83	67.00

Obitus: Visual Tribute: single photo	Static and shown throughout service	ST	13.33	16.00	14.17	17.00
Obitus: Visual Tribute: Simple slideshow	Up to 25 photos	ST	42.50	51.00	45.83	55.00
Obitus: Professional photo tribute	Up to 25 photos set to music	ST	76.67	92.00	83.33	100.00
Obitus: Family supplied video	Checking and preparation of video	ST	20.00	24.00	21.67	26.00
Obitus: Copy of the professional photo tribute	DVD/BluRay/USB	ST	24.17	29.00	25.83	31.00
Obitus: Copy of the professional photo tribute	Downloadable from Obitus website	ST	13.33	16.00	14.17	17.00
Obitus: Additional copies	Each additional DVD, BluRay or USB	ST	24.17	29.00	25.83	31.00

Obitus: Additional photos – up to 25 extra photos	On Simple slideshow or Pro photo tribute	ST	24.17	29.00	25.83	31.00
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Obitus: Bespoke extra work	Adding a video to the Pro photo tribute, revisions, or any other departures from standard services	ST	24.17	29.00	25.83	31.00
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Decorative urns	Prices on application	ST
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Ash jewellery	Prices on application	ST
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Miscellaneous - Cemetery

For registering a transfer or surrender of a Grant of Exclusive Right of Burial	ST	55.00	66.00	62.50	75.00
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Equality, Diversity and Human Rights implications

An Equality and Diversity Impact Assessment identified no negative impacts for those with protected characteristics.

(xvi) Sport and Leisure

Introduction

The Council has a pricing framework in place for its Sport and Leisure activities. This has proved effective and has assisted the service in managing the challenging income targets. As the Council takes a more commercial approach to service delivery, it will require managers to behave in a more commercial manner and to be able to respond more quickly to market forces. This could mean responding to periods of lower demand by reducing prices or offering promotions, or increasing prices where demand exceeds supply and there is clear competition for services.

All charges have been reviewed and new prices proposed below taking into account a combination of the current and likely demand of each activity, competitors' pricing and entrance fees to other leisure activities and the cost of providing the activity.

Proposed changes to the Lifestyles Membership package prices are not shown below as this information is commercially sensitive.

All charges below are for Leisure Card holders where applicable. Non-Leisure Card holders pay up to £1.00 more.

Description of charge	Optional	Optional	VAT Ind	Current 2023/24 Charges excl. VAT (£)	Current 2023/24 Charges incl. VAT (£)	Proposed 2024/25 Charges excl. VAT (£)	Proposed 2024/25 Charges incl. VAT (£)
Leisure Pool							
Leisure Pool Peak (hire)		Session	NB	495.00	n/a	495.00	n/a
Leisure Pool Off Peak (hire)		Session	NB	350.00	n/a	350.00	n/a
Parent & toddler	Adult	Session	NB	8.50	n/a	9.00	n/a

Parent & toddler	Junior over 3	Session	NB	1.50	n/a	2.00	n/a
Adult Swim	Adult	Session	NB	9.80	n/a	9.80	n/a
Family Swim	Family	Session	NB	32.00	n/a	33.00	n/a
Junior Swim – 3 years to 16 years	Junior	Session	NB	8.80	n/a	8.80	n/a
Junior Swim – 12 months up to 3 years	Junior	Session	NB	4.30	n/a	4.30	n/a
Fitness Pool							
Fitness Pool Swim	Adult	Session	NB	5.30	n/a	5.50	n/a
Fitness Pool Swim	Concession	Session	NB	3.80	n/a	4.00	n/a
Fitness Pool Swim	Junior	Session	NB	3.80	n/a	4.00	n/a
Ladies Only Swim	Adult	Session	NB	5.30	n/a	5.50	n/a
Inflatable Session	Adult	Session	NB	7.00	n/a	7.00	n/a
Inflatable Session	Junior	Session	NB	7.00	n/a	7.00	n/a
Fitness Pool (hire)							
Fitness Pool (hire) (gala)		55 minutes	NB	175.00	n/a	175.00	n/a
Fitness Pool (hire) (general)		55 minutes	NB	140.00	n/a	140.00	n/a
Fitness Pool (hire) (school)		30 minutes	NB	2.25	n/a	2.25	n/a
Teaching Pool/Dive Pit (hire)	Higher	55 minutes	NB	70.00	n/a	70.00	n/a
Teaching Pool/Dive Pit (hire)	Lower	55 minutes	NB	58.33	n/a	58.33	n/a
Wetside Course							
ASA teachers level 1 Course		Course	NB	415.00	n/a	415.00	n/a
ASA teachers level 2 Course		Course	NB	680.00	n/a	680.00	n/a
One to One Lesson (30 minutes)		Session	NB	27.50	n/a	27.50	n/a
One to One Lesson (45 minutes)		Session	NB	38.00	n/a	39.50	n/a
One to One Lesson (60 minutes)		Session	NB	40.00	n/a	42.00	n/a
One to Two Lesson (30 minutes)		Session	NB	35.00	n/a	37.00	n/a
One to Two Lesson (60 minutes)		Session	NB	45.00	n/a	47.00	n/a
RLSS Pool Lifeguard Course		Course	NB	320.00	n/a	320.00	n/a
Swim School Lesson	Adult	Lesson	NB	8.50	n/a	9.00	n/a
Swim School Lesson	Advanced	Lesson	NB	9.00	n/a	9.50	n/a

Swim School Lesson	Standard	Lesson	NB	7.20	n/a	7.70	n/a
Aqua Springs							
Naturist Entrance		Session	ST	14.58	17.50	15.42	18.50
Towel Hire		Item	ST	4.17	5.00	4.17	5.00
Weekday Entrance	Adult	Session	ST	15.42	18.50	15.42	18.50
Weekday Entrance (weekday before 4pm)	Concession	Session	ST	12.08	14.50	12.08	14.50
Weekend Entrance	Adult	Session	ST	17.08	20.50	17.08	20.50
Activa Health and Fitness							
Teen Fitness Induction		Session	NB	15.00	n/a	15.00	n/a
Personal Training (30 minutes)		30 minutes	NB	22.50	n/a	25.00	n/a
Personal Training (60 minutes)		60 minutes	NB	35.00	n/a	35.00	n/a
Voucher Sales (6 sessions) (personal training) (60 min)		Block	NB	190.00	n/a	200.00	n/a
Voucher Sales (12 sessions) (personal training) (30 min)		Block	NB	230.00	n/a	270.00	n/a
Voucher Sales (12 sessions) (personal training) (60 min)		Block	NB	360.00	n/a	360.00	n/a
DD personal training (12 sessions) (3x pcw) (30min)		Block	NB	252.00	n/a	285.00	n/a
DD personal training (12 sessions) (3x pcw) (60min)		Block	NB	390.00	n/a	390.00	n/a
Activa Workout	Adult	60 minutes	NB	10.00	n/a	10.50	n/a
Activa Workout	Concession	60 minutes	NB	8.00	n/a	8.00	n/a
Activa Workout	Teen Fitness	60 minutes	NB	7.00	n/a	7.00	n/a
Group Fitness Classes							
Line Dancing		Session	NB	6.50	n/a	7.00	n/a
Line Dancing (2hr)		Session	NB	7.50	n/a	8.00	n/a
Group Fitness (45 mins)		Session	NB	7.50	n/a	8.00	n/a
Group Fitness (60 mins)		Session	NB	8.50	n/a	9.00	n/a
Group Fitness (90 mins)		Session	NB	9.50	n/a	10.00	n/a
Group Fitness (Activa) (30 mins)		Session	NB	6.50	n/a	7.00	n/a

Group Fitness (Activa) (45 mins)		Session	NB	7.50	n/a	8.00	n/a
Virtual (Spin Studio) single use solo		30 minutes	NB	4.50	n/a	4.50	n/a
Virtual (Spin Studio) single use solo		45 minutes	NB	5.50	n/a	5.50	n/a
Virtual (Spin Studio) single use solo		60 minutes	NB	6.50	n/a	6.50	n/a
LEAP							
Activa Workout	Adult	60 minutes	NB	5.00	n/a	5.00	n/a
Aerobic class		Session	NB	7.00	n/a	7.50	n/a
Fitness Pool Swim		Session	NB	5.00	n/a	5.00	n/a
LEAP Appointment (GP Referred)		Session	NB	6.25	n/a	6.25	n/a
Water Mobility	Casual	Session	NB	7.50	n/a	8.00	n/a
Miscellaneous							
Spectator Entrance Fee			ST	0.83	1.00	0.83	1.00
Dryside Admissions							
Badminton (Peak)	Adult Higher	55 minutes	NB	15.00	n/a	16.00	n/a
Badminton (Peak)	Adult Lower	55 minutes	NB	11.63	n/a	13.50	n/a
Badminton (Off-Peak) [up until 4pm Mon-Fri]	Adult Higher	55 minutes	NB	10.50	n/a	11.00	n/a
Badminton (Off-Peak) [up until 4pm Mon-Fri]	Adult Lower	55 minutes	NB	8.29	n/a	9.50	n/a
Badminton (mixed age groups pay applicable Adult fee) (Peak)	Junior	55 minutes	NB	11.00	n/a	12.00	n/a
Badminton (mixed age groups pay applicable Adult fee) (Off-Peak)	Junior Higher	55 minutes	NB	10.50	n/a	11.00	n/a
Badminton (mixed age groups pay applicable Adult fee) (Off-Peak)	Junior Lower	55 minutes	NB	8.29	n/a	9.50	n/a
Basketball		55 minutes	NB	65.00	n/a	65.00	n/a
Basketball Half Hall		55 minutes	NB	35.00	n/a	35.00	n/a
Football (5-a-side) (sports hall)	Higher	55 minutes	NB	65.00	n/a	65.00	n/a
Football (5-a-side) (sports hall)	Lower	55 minutes	NB	52.08	n/a	55.00	n/a
Squash	Adult	45 minutes	NB	11.00	n/a	11.50	n/a

Squash	Junior	45 minutes	NB	9.25	n/a	10.50	n/a
Sport for Confidence		55 minutes	NB	3.50	n/a	3.50	n/a
Table Tennis	Adult	55 minutes	NB	10.50	n/a	11.00	n/a
Table Tennis	Junior	55 minutes	NB	8.25	n/a	8.75	n/a
Dryside Facility Hire							
Meeting Room (hire) (1st hour)	Non-Sport	55 minutes	EX	35.00	n/a	35.00	n/a
Meeting Room (hire) (2nd hour)	Non-Sport	55 minutes	EX	25.00	n/a	25.00	n/a
Meeting Room (hire) (1st hour)	Sport	55 minutes	NB	35.00	n/a	35.00	n/a
Meeting Room (hire) (2nd hour)	Sport	55 minutes	NB	25.00	n/a	25.00	n/a
Sports / Charter Hall – whole hall	Higher	55 minutes	NB	80.00	n/a	82.00	n/a
Sports / Charter Hall – whole hall	Lower	55 minutes	NB	65.00	n/a	69.00	n/a
Sports / Charter Hall – half hall	Higher	55 minutes	NB	40.50	n/a	42.00	n/a
Sports / Charter Hall – half hall	Lower	55 minutes	NB	32.50	n/a	35.50	n/a
Studio 1 hire (max 35)	Higher	60 minutes	NB	50.00	n/a	52.50	n/a
Studio 1 hire (max 35)	Lower	60 minutes	NB	41.67	n/a	44.50	n/a
Studio 3 hire (max 25)		60 minutes	NB	30.50	n/a	30.50	n/a
Dryside Activities							
Birthday Party (Splash)	15 people	Session	ST	150.00	180.00	150.00	180.00
Birthday Party (Sports)	15 people	Session	ST	118.75	142.50	120.83	145.00
Birthday Party (Inflatable)	30 people	Session	ST	145.83	175.00	145.83	175.00
Holiday Camp (all sites) (Non-flex)	Extended Day 8 – 5.30	Session	NB	27.00	n/a	27.00	n/a
Holiday Camp (all sites) (Non-flex)	Standard Day 9 - 3	Session	NB	22.00	n/a	22.00	n/a
Holiday Camp (all sites) (Flex)	Extended Day 8 – 5.30	Session	NB	32.00	n/a	32.00	n/a

Holiday Camp (all sites) (Flex)	Standard Day 9 - 3	Session	NB	27.00	n/a	27.00	n/a
Highwoods Sports Centre Sports Hall							
Hire of Hall (sports and events)	Adult Higher	per hour	NB	60.50	n/a	62.50	n/a
Hire of Hall (sports and events)	Adult Lower	per hour	NB	48.75	n/a	52.75	n/a
Hire of Hall (sports and events)	Junior Higher	per hour	NB	40.00	n/a	42.00	n/a
Hire of Hall (sports and events)	Junior Lower	per hour	NB	31.67	n/a	35.67	n/a
Badminton	Adult Higher	per hour	NB	15.00	n/a	16.00	n/a
Badminton	Adult Lower	per hour	NB	11.63	n/a	13.50	n/a
Badminton	Junior Higher	per hour	NB	10.50	n/a	11.00	n/a
Badminton	Junior Lower	per hour	NB	8.29	n/a	9.50	n/a
Table Tennis	Adult	per hour	NB	10.50	n/a	11.00	n/a
Table Tennis	Junior	per hour	NB	8.25	n/a	8.75	n/a
Cricket (2 nets)	Adult Higher	per hour	NB	61.60	n/a	62.60	n/a
Cricket (2 nets)	Adult Lower	per hour	NB	51.33	n/a	52.33	n/a
Cricket (2 nets)	Junior Higher	per hour	NB	33.50	n/a	34.50	n/a
Cricket (2 nets)	Junior Lower	per hour	NB	29.72	n/a	30.72	n/a
Cricket (4 nets)	Adult Higher	per hour	NB	66.50	n/a	67.50	n/a

Cricket (4 nets)	Adult Lower	per hour	NB	55.42	n/a	56.42	n/a
Cricket (4 nets)	Junior Higher	per hour	NB	46.20	n/a	47.20	n/a
Cricket (4 nets)	Junior Lower	per hour	NB	38.50	n/a	39.50	n/a
Gymnasium							
Hire of Gymnasium (sports and events)	Adult Higher	per hour	NB	48.80	n/a	50.80	n/a
Hire of Gymnasium (sports and events)	Adult Lower	per hour	NB	39.00	n/a	43.00	n/a
Hire of Gymnasium (sports and events)	Junior Higher	per hour	NB	33.50	n/a	35.50	n/a
Hire of Gymnasium (sports and events)	Junior Lower	per hour	NB	26.25	n/a	30.25	n/a
Field Area							
5-a-side Football pitch	Adult Higher	per pitch	NB	23.00	n/a	23.00	n/a
5-a-side Football pitch	Adult Lower	per pitch	NB	19.17	n/a	19.17	n/a
5-a-side Football pitch	Junior Higher	per pitch	NB	16.20	n/a	16.20	n/a
5-a-side Football pitch	Junior Lower	per pitch	NB	13.50	n/a	13.50	n/a
7-a-side Football pitch	Junior Higher	per match	NB	27.50	n/a	27.50	n/a
7-a-side Football pitch	Junior Lower	per match	NB	22.92	n/a	22.92	n/a
9-a-side Football pitch	Junior Higher	per match	NB	34.20	n/a	34.20	n/a
9-a-side Football pitch	Junior Lower	per match	NB	28.50	n/a	28.50	n/a

Football Training grid	Junior Higher	per hour	NB	11.00	n/a	12.00	n/a
Football Training grid	Junior Lower	per hour	NB	9.17	n/a	10.17	n/a
Full size pitch	Adult Higher	per match	NB	73.00	n/a	73.00	n/a
Full size pitch	Adult Lower	per match	NB	60.83	n/a	60.83	n/a
Full size pitch	Junior Higher	per match	NB	42.50	n/a	42.50	n/a
Full size pitch	Junior Lower	per match	NB	35.42	n/a	35.42	n/a
Floodlit Area							
Football (weekday)	Adult Higher	per hour	NB	23.50	n/a	24.50	n/a
Football (weekday)	Adult Lower	per hour	NB	18.33	n/a	20.83	n/a
Football (weekday)	Junior Higher	per hour	NB	20.50	n/a	21.50	n/a
Football (weekday)	Junior Lower	per hour	NB	15.83	n/a	18.33	n/a
Football (weekend)	Adult Higher	per hour	NB	21.50	n/a	22.50	n/a
Football (weekend)	Adult Lower	per hour	NB	16.67	n/a	19.17	n/a
Football (weekend)	Junior Higher	per hour	NB	18.00	n/a	19.00	n/a
Football (weekend)	Junior Lower	per hour	NB	13.50	n/a	16.00	n/a
Netball (weekday)	Adult Higher	per hour	NB	22.25	n/a	23.25	n/a
Netball (weekday)	Adult Lower	per hour	NB	17.29	n/a	19.79	n/a

Netball (weekday)	Junior Higher	per hour	NB	16.50	n/a	17.50	n/a
Netball (weekday)	Junior Lower	per hour	NB	12.50	n/a	15.00	n/a
Netball (weekend)	Adult Higher	per hour	NB	19.25	n/a	20.25	n/a
Netball (weekend)	Adult Lower	per hour	NB	14.79	n/a	17.29	n/a
Netball (weekend)	Junior Higher	per hour	NB	14.00	n/a	15.00	n/a
Netball (weekend)	Junior Lower	per hour	NB	10.42	n/a	12.92	n/a
Tennis court	Adult	per hour	NB	11.50	n/a	12.00	n/a
Tennis court	Junior	per hour	NB	9.50	n/a	10.00	n/a
Miscellaneous							
Hire of Equipment			ST	2.92	3.50	3.33	4.00
Deposit for Equipment			ST	3.33	4.00	3.33	4.00
Seminar Room							
Hire of Room	Non-sport	per hour	EX	21.50	n/a	22.50	n/a
Hire of Room	Sport	per hour	NB	21.50	n/a	22.50	n/a
Fitness Centre							
Fitness Centre Workout	Adult	per hour	NB	7.15	n/a	7.65	n/a
Sessions							
Classes	Adult	per person	NB	7.35	n/a	7.85	n/a
Birthday Parties							
Jungle Tots/Fun		per party	ST	147.92	177.50	150.00	180.00
Sports		per party	ST	118.75	142.50	120.83	145.00
Tiptree Sports Centre Sports Hall							
Hire of Hall (sports and events)	Adult Higher	Hour	NB	60.50	n/a	62.50	n/a
Hire of Hall (sports and events)	Adult Lower	Hour	NB	48.75	n/a	52.75	n/a

Hire of Hall (sports and events)	Junior Higher	Hour	NB	40.00	n/a	42.00	n/a
Hire of Hall (sports and events)	Junior Lower	Hour	NB	31.67	n/a	35.67	n/a
Badminton	Adult Higher	per hour	NB	15.00	n/a	16.00	n/a
Badminton	Adult Lower	per hour	NB	11.63	n/a	13.50	n/a
Badminton	Junior Higher	per hour	NB	10.50	n/a	11.00	n/a
Badminton	Junior Lower	per hour	NB	8.29	n/a	9.50	n/a
Gymnasium							
Hire of Gymnasium (sports and events)	Adult Higher	Hour	NB	41.00	n/a	43.00	n/a
Hire of Gymnasium (sports and events)	Adult Lower	Hour	NB	32.50	n/a	36.50	n/a
Hire of Gymnasium (sports and events)	Junior Higher	Hour	NB	33.70	n/a	35.70	n/a
Hire of Gymnasium (sports and events)	Junior Lower	Hour	NB	26.42	n/a	30.42	n/a
Table Tennis	Adult	Hour	NB	10.50	n/a	11.00	n/a
Table Tennis	Junior	Hour	NB	8.25	n/a	8.75	n/a
Squash Courts							
Squash	Club	45 mins	NB	10.75	n/a	11.25	n/a
Squash	Junior	45 mins	NB	8.50	n/a	9.00	n/a
Dance Studio / Community Hall							
Hire/Dancing/Martial Arts/Aerobics	Adult Higher	Hour	NB	22.00	n/a	23.00	n/a
Hire/Dancing/Martial Arts/Aerobics	Adult Lower	Hour	NB	17.50	n/a	19.50	n/a
Hire/Dancing/Martial Arts	Junior Higher	Hour	NB	19.00	n/a	20.00	n/a

Hire/Dancing/Martial Arts	Junior Lower	Hour	NB	15.00	n/a	17.00	n/a
Fitness Centre							
Fitness Centre Workout	Adult	Hour	NB	8.50	n/a	8.00	n/a
Fitness Centre Workout	Junior	Hour	NB	4.90	n/a	4.90	n/a
Spike Bike Hire	Adult	Hour	NB	4.35	n/a	5.35	n/a
Group Fitness (30 mins)		30 mins	NB	6.35	n/a	6.85	n/a
Group Fitness (45 mins)		45 mins	NB	6.85	n/a	7.35	n/a
Group Fitness (60 mins)		60 mins	NB	7.35	n/a	7.85	n/a
Line Dancing (60 mins)		60 mins	NB	6.50	n/a	7.00	n/a
Line Dancing (120 mins)		120 mins	NB	7.50	n/a	8.00	n/a
Multi-Use Games Area							
Netball/Football/Basketball – per court/pitch - weekday	Adult Higher	Hour	NB	19.50	n/a	20.50	n/a
Netball/Football/Basketball – per court/pitch - weekday	Adult Lower	Hour	NB	15.42	n/a	17.42	n/a
Netball/Football/Basketball – per court/pitch - weekday	Junior Higher	Hour	NB	14.30	n/a	15.30	n/a
Netball/Football/Basketball – per court/pitch - weekday	Junior Lower	Hour	NB	11.08	n/a	13.08	n/a
Netball/Football/Basketball – per court/pitch - weekend	Adult Higher	Hour	NB	17.20	n/a	18.20	n/a
Netball/Football/Basketball – per court/pitch - weekend	Adult Higher	Hour	NB	13.50	n/a	15.50	n/a
Netball/Football/Basketball – per court/pitch - weekend	Junior Lower	Hour	NB	12.10	n/a	13.10	n/a
Netball/Football/Basketball – per court/pitch - weekend	Junior Higher	Hour	NB	9.25	n/a	11.25	n/a
Tennis - per court	Adult	Court	NB	10.95	n/a	11.45	n/a
Tennis - per court	Junior	Court	NB	8.95	n/a	9.45	n/a
Artificial Turf Pitch Management bookings							
Whole Area (11-a-side matches only) weekday	Adult Higher	Match	NB	90.00	n/a	90.00	n/a

Whole Area (11-a-side matches only) weekday	Adult Lower	Match	NB	75.00	n/a	75.00	n/a
Whole Area (11-a-side matches only) weekday	Junior Higher	Match	NB	68.00	n/a	68.00	n/a
Whole Area (11-a-side matches only) weekday	Junior Lower	Match	NB	56.67	n/a	56.67	n/a
Whole Area (11-a-side matches only) weekend	Adult Higher	Match	NB	76.50	n/a	76.50	n/a
Whole Area (11-a-side matches only) weekend	Adult Lower	Match	NB	63.75	n/a	63.75	n/a
Whole Area (11-a-side matches only) weekend	Junior Higher	Match	NB	57.50	n/a	57.50	n/a
Whole Area (11-a-side matches only) weekend	Junior Lower	Match	NB	47.92	n/a	47.92	n/a
Whole Area (4 x 5-a-side pitches) wd	Adult Higher	Hour	NB	130.00	n/a	130.00	n/a
Whole Area (4 x 5-a-side pitches) wd	Adult Lower	Hour	NB	108.33	n/a	108.33	n/a
Whole Area (4 x 5-a-side pitches) wd	Junior Higher	Hour	NB	85.00	n/a	85.00	n/a
Whole Area (4 x 5-a-side pitches) wd	Junior Lower	Hour	NB	70.83	n/a	70.83	n/a
Whole Area (4 x 5-a-side pitches) we	Adult Higher	Hour	NB	120.00	n/a	120.00	n/a
Whole Area (4 x 5-a-side pitches) we	Adult Lower	Hour	NB	100.00	n/a	100.00	n/a
Whole Area (4 x 5-a-side pitches) we	Junior Higher	Hour	NB	78.00	n/a	78.00	n/a
Whole Area (4 x 5-a-side pitches) we	Junior Lower	Hour	NB	65.00	n/a	65.00	n/a
5-a-side - per pitch - weekday	Adult Higher	Hour	NB	42.00	n/a	42.00	n/a

5-a-side - per pitch - weekday	Adult Lower	Hour	NB	35.00	n/a	35.00	n/a
5-a-side - per pitch - weekday	Junior Higher	Hour	NB	28.00	n/a	28.00	n/a
5-a-side - per pitch - weekday	Junior Lower	Hour	NB	23.33	n/a	23.33	n/a
5-a-side - per pitch - weekend	Adult Higher	Hour	NB	37.00	n/a	37.00	n/a
5-a-side - per pitch - weekend	Adult Lower	Hour	NB	30.83	n/a	30.83	n/a
5-a-side - per pitch - weekend	Junior Higher	Hour	NB	25.50	n/a	25.50	n/a
5-a-side - per pitch - weekend	Junior Lower	Hour	NB	21.25	n/a	21.25	n/a
half area (2 x 5-a-side pitches) - wd	Adult Higher	Hour	NB	70.00	n/a	70.00	n/a
half area (2 x 5-a-side pitches) - wd	Adult Lower	Hour	NB	58.33	n/a	58.33	n/a
half area (2 x 5-a-side pitches) - wd	Junior Higher	Hour	NB	47.00	n/a	47.00	n/a
half area (2 x 5-a-side pitches) - wd	Junior Lower	Hour	NB	39.17	n/a	39.17	n/a
half area (2 x 5-a-side pitches) - we	Adult Higher	Hour	NB	64.00	n/a	64.00	n/a
half area (2 x 5-a-side pitches) - we	Adult Lower	Hour	NB	53.33	n/a	53.33	n/a
half area (2 x 5-a-side pitches) - we	Junior Higher	Hour	NB	42.00	n/a	42.00	n/a
half area (2 x 5-a-side pitches) - we	Junior Lower	Hour	NB	35.00	n/a	35.00	n/a
Pay and Play	Per Adult	Match	NB	4.00	n/a	4.00	n/a
Grass Pitches							

Football pitch – 9 a side	Junior Higher	Match	NB	32.50	n/a	32.50	n/a
Football pitch – 9 a side	Junior Lower	Match	NB	27.08	n/a	27.08	n/a
Football pitch - full size	Adult Higher	Match	NB	73.00	n/a	73.00	n/a
Football pitch - full size	Adult Lower	Match	NB	60.83	n/a	60.83	n/a
Football pitch - full size	Junior Higher	Match	NB	42.50	n/a	42.50	n/a
Football pitch - full size	Junior Lower	Match	NB	35.42	n/a	35.42	n/a
training area (not marked)	Adult Higher	Hour	NB	15.50	n/a	16.50	n/a
training area (not marked)	Adult Lower	Hour	NB	12.92	n/a	13.92	n/a
training area (not marked)	Junior Higher	Hour	NB	10.20	n/a	11.20	n/a
training area (not marked)	Junior Lower	Hour	NB	8.50	n/a	9.50	n/a
7 a side Match	Adult Higher		NB	27.50	n/a	27.50	n/a
7 a side Match	Adult Lower		NB	22.92	n/a	22.92	n/a
Sessions							
Adult Climbing	Adult	Session	NB	11.00	n/a	12.00	n/a
Circuit	Adult	Session	NB	6.00	n/a	6.50	n/a
Tiptree Teens	Junior	Session	NB	5.50	n/a	6.00	n/a
Active & Multi Sports	Adult	Session	NB	6.00	n/a	6.50	n/a
Pay and Play Squash	Adult	Session	NB	5.00	n/a	5.00	n/a
Tots Session	Junior	Session	NB	4.50	n/a	5.50	n/a

	Pre-trained Adult		NB	9.75	n/a	10.75	n/a
Unsupervised Climbing 60 Min		Session					
	Pre-trained Junior		NB	7.75	n/a	8.75	n/a
Unsupervised Climbing 60 Min		Session					
Birthday Parties & Holiday Activities							
Tots		2 Hours	ST	125.00	150.00	125.00	150.00
Fun Zone		2 Hours	ST	125.00	150.00	125.00	150.00
Sports Party		2 Hours	ST	118.75	142.50	120.83	145.00
Climbing		2 Hours	ST	104.17	125.00	104.17	125.00
Holiday Camp (all sites) (Non-flex)	Extended Day 8- 5	Session	NB	25.00	n/a	25.00	n/a
Holiday Camp (all sites) (Non-flex)	Standard Day 9 - 3	Session	NB	20.00	n/a	20.00	n/a
Holiday Camp (all sites) (Flex)	Extended Day 8 - 5	Session	NB	32.00	n/a	32.00	n/a
Holiday Camp (all sites) (Flex)	Standard Day 9 - 3	Session	NB	27.00	n/a	27.00	n/a
Sports Courses							
Trampolining	session		NB	7.65	n/a	8.65	n/a
Climbing	session		NB	10.00	n/a	11.00	n/a
Seminar Room							
Hire of Seminar Room	Non-sport	per hour	ST	18.33	22.00	19.17	23.00
Hire of Seminar Room	Sport	per hour	NB	22.00	n/a	23.00	n/a
Miscellaneous							
Hire of Equipment	Standard		ST	2.92	3.50	3.25	3.90
Deposit for Equipment	Standard		ST	3.33	4.00	3.33	4.00
Showers			ST	7.08	8.50	7.08	8.50
Tennis Centre							

Tennis - per court	Adult	Court	NB	10.45	n/a	12.00	n/a
Tennis - per court	Junior	Court	NB	8.45	n/a	10.00	n/a
Activa Workout	Adult	60 minutes	NB	10.50	n/a	11.00	n/a
Activa Workout	Concession	60 minutes	NB	8.00	n/a	8.00	n/a
Activa Workout	Teen Fitness	60 minutes	NB	7.00	n/a	7.00	n/a
Group Fitness Classes							
Group Fitness (30 mins)		30 mins	NB	6.50	n/a	7.00	n/a
Group Fitness (45 mins)		45 mins	NB	7.50	n/a	8.00	n/a
Group Fitness (60 mins)		60 mins	NB	8.50	n/a	9.00	n/a
Group Fitness (90 mins)		90 mins	NB	9.50	n/a	10.00	n/a
Virtual (Velo Studio) single use solo		30 mins	NB	4.50	n/a	4.50	n/a
Virtual (Velo Studio) single use solo		60 mins	NB	5.50	n/a	5.50	n/a
Virtual (Velo Studio) single use solo		90 mins	NB	6.50	n/a	6.50	n/a
Fitness Studio – General hire		Per hour	NB	30.50	n/a	30.50	n/a
Virtual (Velo Studio) Skill bike lounge	Group/Club	Per hour	NB	95.50	n/a	95.50	n/a
Virtual (Velo Studio) Watt bikes	Group/Club	Per hour	NB	40.50	n/a	40.50	n/a
Miscellaneous							
Hire of Equipment (excl Bikes and Bike accessories)	Standard		ST	2.92	3.50	3.33	4.00
Deposit for Equipment	Standard		ST	3.33	4.00	3.33	4.00
Showers			ST	7.08	8.50	7.50	9.00
Sports Hall – peak Mon – Fri from 4pm and Sunday from 12 noon							
Badminton (Peak)	Adult Higher	55 minutes	NB	15.00	n/a	16.00	n/a
Badminton (Peak)	Adult Lower	55 minutes	NB	11.63	n/a	13.50	n/a
Badminton (Off-Peak) [up until 4pm Mon-Fri]	Adult Higher	55 minutes	NB	10.50	n/a	11.00	n/a
Badminton (Off-Peak) [up until 4pm Mon-Fri]	Adult Lower	55 minutes	NB	8.29	n/a	9.50	n/a

Badminton (mixed age groups pay applicable Adult fee) (Peak)	Junior	55 minutes	NB	11.00	n/a	12.00	n/a
Badminton (mixed age groups pay applicable Adult fee) (Off-Peak)	Junior Higher	55 minutes	NB	10.50	n/a	11.00	n/a
Badminton (mixed age groups pay applicable Adult fee) (Off-Peak)	Junior Lower	55 minutes	NB	8.29	n/a	9.50	n/a
Table Tennis	Adult	55 minutes	NB	10.50	n/a	11.00	n/a
Table Tennis	Junior	55 minutes	NB	8.25	n/a	8.75	n/a
Cricket (4 nets)	Peak	Per hour	NB	65.00	n/a	69.00	n/a
Cricket (4 nets)	Off peak	Per hour	NB	55.00	n/a	59.00	n/a
Sports Hall Hire – Whole Hall	Peak Higher	Per hour	NB	82.00	n/a	82.00	n/a
Sports Hall Hire – Whole Hall	Peak Lower	Per hour	NB	65.00	n/a	69.00	n/a
Sports Hall Hire – Whole Hall	Off peak Higher	Per hour	NB	72.00	n/a	72.00	n/a
Sports Hall Hire – Whole Hall	Off peak Lower	Per hour	NB	55.00	n/a	59.00	n/a
Dryside Facility Hire							
Meeting Room (single) (1st hour)	Non-Sport	55 minutes	ST	20.83	25.00	25.00	30.00
Meeting Room (single) (2nd hour)	Non-Sport	55 minutes	ST	16.67	20.00	20.83	25.00
Meeting Room (double) (1st hour)	Non-Sport	55 minutes	ST	29.17	35.00	33.33	40.00
Meeting Room (double) (2nd hour)	Non-Sport	55 minutes	ST	25.00	30.00	29.17	35.00
Meeting Room (single) (1st hour)	Sport/Club	55 minutes	NB	25.00	n/a	30.00	n/a
Meeting Room (single) (2nd hour)	Sport/Club	55 minutes	NB	20.00	n/a	25.00	n/a
Meeting Room (double) (1st hour)	Sport/Club	55 minutes	NB	35.00	n/a	40.00	n/a
Meeting Room (double) (2nd hour)	Sport/Club	55 minutes	NB	30.00	n/a	35.00	n/a
Meeting Room (single) (1st hour)	Commercial	55 minutes	ST	33.33	40.00	33.33	40.00
Meeting Room (single) (2nd hour)	Commercial	55 minutes	ST	25.00	30.00	25.00	30.00

Meeting Room (double) (1st hour)	Commercial	55 minutes	ST	37.50	45.00	41.67	50.00
Meeting Room (double) (2nd hour)	Commercial	55 minutes	ST	29.17	35.00	33.33	40.00
Grass Pitches							
Rugby Pitch	Adult Higher	Per match	NB	79.00	n/a	79.00	n/a
Rugby Pitch	Adult Lower	Per match	NB	65.83	n/a	65.83	n/a
Rugby Pitch	Junior Higher	Per match	NB	50.00	n/a	50.00	n/a
Rugby Pitch	Junior Lower	Per match	NB	41.67	n/a	41.67	n/a
Rugby Pitch	League Higher	Per match	NB	100.00	n/a	100.00	n/a
Rugby Pitch	League Lower	Per match	NB	83.33	n/a	83.33	n/a
Football Pitch (11-a-side)	Adult Higher	Per match	NB	79.00	n/a	79.00	n/a
Football Pitch (11-a-side)	Adult Lower	Per match	NB	65.83	n/a	65.83	n/a
Football Pitch (9-a-side)	Adult	Per match	NB	57.20	n/a	57.20	n/a
Football Pitch (11-a-side)	Junior Higher	Per match	NB	50.00	n/a	50.00	n/a
Football Pitch (11-a-side)	Junior Lower	Per match	NB	41.67	n/a	41.67	n/a
Football Pitch (9-a-side)	Junior Higher	Per match	NB	36.20	n/a	36.20	n/a
Football Pitch (9-a-side)	Junior Lower	Per match	NB	30.17	n/a	30.17	n/a
Football Training Grid (not on a pitch) Peak	Junior Higher	Per hour	NB	15.50	n/a	16.50	n/a
Football Training Grid (not on a pitch) Peak	Junior Lower	Per hour	NB	12.92	n/a	13.92	n/a

Football Training Grid (not on a pitch) Off Peak	Junior Higher	Per hour	NB	10.20	n/a	11.20	n/a
Football Training Grid (not on a pitch) Off Peak	Junior Lower	Per hour	NB	8.50	n/a	9.50	n/a
Sports Day Base Charge	9am – 3.30pm	Session	NB	120.00	n/a	120.00	n/a
All Weather Pitches							
Full Pitch Mon-Fri 5pm – 10pm	Peak Higher	Per hour	NB	85.00	n/a	85.00	n/a
Full Pitch Mon-Fri 5pm – 10pm	Peak Lower	Per hour	NB	70.83	n/a	70.83	n/a
Full Pitch Mon-Fri 9am – 5pm	Off Peak Higher	Per hour	NB	50.00	n/a	50.00	n/a
Full Pitch Mon-Fri 9am – 5pm	Off Peak Lower	Per hour	NB	41.67	n/a	41.67	n/a
Full Pitch Sat-Sun 9am – 5pm	Peak Higher	Per hour	NB	65.00	n/a	65.00	n/a
Full Pitch Sat-Sun 9am – 5pm	Peak Lower	Per hour	NB	54.17	n/a	54.17	n/a
Full Pitch Sat-Sun 5pm – 10pm	Off Peak Higher	Per hour	NB	50.00	n/a	50.00	n/a
Full Pitch Sat-Sun 5pm – 10pm	Off Peak Lower	Per hour	NB	41.67	n/a	41.67	n/a
Half Pitch Mon-Fri 5pm – 10pm	Peak Higher	Per hour	NB	60.00	n/a	60.00	n/a
Half Pitch Mon-Fri 5pm – 10pm	Peak Lower	Per hour	NB	50.00	n/a	50.00	n/a
Half Pitch Mon-Fri 9am – 5pm	Off Peak Higher	Per hour	NB	35.00	n/a	35.00	n/a
Half Pitch Mon-Fri 9am – 5pm	Off Peak Lower	Per hour	NB	29.17	n/a	29.17	n/a
Half Pitch Sat-Sun 9am – 5pm	Peak Higher	Per hour	NB	45.00	n/a	45.00	n/a

Half Pitch Sat-Sun 9am – 5pm	Peak Lower	Per hour	NB	37.50	n/a	37.50	n/a
Half Pitch Sat-Sun 5pm – 10pm	Off Peak Higher	Per hour	NB	35.00	n/a	35.00	n/a
Half Pitch Sat-Sun 5pm – 10pm	Off Peak Lower	Per hour	NB	29.17	n/a	29.17	n/a
Quarter Pitch Mon-Fri 5pm – 10pm	Peak Higher	Per hour	NB	42.00	n/a	42.00	n/a
Quarter Pitch Mon-Fri 5pm – 10pm	Peak Lower	Per hour	NB	35.00	n/a	35.00	n/a
Quarter Pitch Mon-Fri 9am – 5pm	Off Peak Higher	Per hour	NB	30.00	n/a	30.00	n/a
Quarter Pitch Mon-Fri 9am – 5pm	Off Peak Lower	Per hour	NB	25.00	n/a	25.00	n/a
Quarter Pitch Sat-Sun 9am – 5pm	Peak Higher	Per hour	NB	37.00	n/a	37.00	n/a
Quarter Pitch Sat-Sun 9am – 5pm	Peak Lower	Per hour	NB	30.83	n/a	30.83	n/a
Quarter Pitch Sat-Sun 5pm – 10pm	Off Peak Higher	Per hour	NB	30.00	n/a	30.00	n/a
Quarter Pitch Sat-Sun 5pm – 10pm	Off Peak Lower	Per hour	NB	25.00	n/a	25.00	n/a
Rugby Pitch	Schools	Per match	NB	33.33	n/a	33.33	n/a
3G Pay and Play	Flat rate fee	Per hour	NB	5.00	n/a	5.00	n/a
Cycling Track							
Helmet Hire	All	Per hour	ST	2.92	3.50	3.75	4.50
Bike Hire	Adult	Per hour	ST	7.50	9.00	8.33	10.00
Bike Hire	Junior	Per hour	ST	4.58	5.50	5.42	6.50
Balance Bike Hire	Junior U5	Per hour	ST	3.33	4.00	3.75	4.50
Bike Hire – 2 x Ad, 2 x Jnr incl. helmets and track session	Family – max 2 adult	Session	NB	42.50	n/a	42.50	n/a

Cycle Track	Adult	Session	NB	6.60	n/a	7.00	n/a
Cycle Track	Junior	Session	NB	5.60	n/a	6.00	n/a
Cycle Track & Bike/Equip hire – Teacher Lead	Schools	1 hour min 10 pupils	NB	53.00	n/a	55.00	n/a
Cycle Track & Bike/Equip hire – Teacher Lead	Schools per pupil	Each addnl pupil (max16)	NB	5.50	n/a	6.00	n/a
Cycle Track & Bike/Equip hire – Coach Lead	Schools	1 hour (max 16 pupils)	NB	73.00	n/a	75.00	n/a
Cycle Track & Bike/Equip hire – Coach Lead	Club/ Group	1 hour (min 10 pupils)	NB	63.00	n/a	65.00	n/a
Cycle Track & Bike/Equip hire – Coach Lead	Club/ Group	Each addnl pupil	NB	7.50	n/a	8.00	n/a
Cycle Track – All sections (1600m)	Club /Group Higher	Per hour	NB	94.00	n/a	94.00	n/a
Cycle Track – All sections (1600m)	Club/ Group Lower	Per hour	NB	78.33	n/a	78.33	n/a
Cycle Track – Section 1 (1000m)	Club /Group Higher	Per hour	NB	76.00	n/a	76.00	n/a
Cycle Track – Section 1 (1000m)	Club/ Group Lower	Per hour	NB	63.33	n/a	63.33	n/a
Cycle Track – Section 2 (500m)	Club /Group Higher	Per hour	NB	56.00	n/a	56.00	n/a
Cycle Track – Section 2 (500m)	Club/ Group Lower	Per hour	NB	46.67	n/a	46.67	n/a

Tuition – 1to1	All	Per hour	NB	31.00	n/a	32.00	n/a
LTR (incl. bikes/helmets) – coach lead	School	1 hour (max 16 pupils)	NB	51.00	n/a	53.00	n/a
LTR (incl. bikes/helmets) – coach lead	Club /Group	1 hour (min 10 pupils)	NB	41.00	n/a	43.00	n/a
LTR (incl. bikes/helmets) – coach lead	Club /Group	Each addnl pupil (max16)	NB	7.50	n/a	8.00	n/a
LTR – (excl. bikes/helmets) - coach lead	Club/ Group	1 hour (min 10 pupils)	NB	31.00	n/a	33.00	n/a
LTR – (excl. bikes/helmets) - coach lead	Club /Group	Each addnl pupil (max16)	NB	7.50	n/a	8.00	n/a
Event Track hire – full track (min 5 hour event)	Adult/Jnr	Per hour	NB	87.00	n/a	87.00	n/a
Ladies only sessions	Adult/Jnr	Per hour	NB	8.95	n/a	10.00	n/a
Balance Bike sessions	Junior	Per 45 mins	NB	3.50	n/a	4.50	n/a
Ready, Set, Ride session	Adult/Jnr	Per hour	NB	8.95	n/a	10.00	n/a
Pump Track							
Taster Session – Learn to Ride & Pump Track	Adult	60 mins	NB	17.50	n/a	20.00	n/a
Taster Session – Learn to Ride & Pump Track	Junior	60 mins	NB	12.50	n/a	15.00	n/a
Pump Track - General	Adult	Per hour	NB	6.40	n/a	6.80	n/a
Pump Track – General Parental Supervision	Junior	Per hour	NB	5.40	n/a	5.80	n/a
Pump Track – Schools (incl. cycle equipment)	Min. 10 pupils	Per hour	NB	36.00	n/a	38.00	n/a

Pump Track – Schools (incl. cycle equipment)	Additional pupil max. 12	Per hour	NB	5.50	n/a	6.00	n/a
Pump Track – Club	Club	Per hour	NB	40.00	n/a	40.00	n/a
Pump Track – Events (min. 4 hours)	Event	Per hour	NB	25.00	n/a	25.00	n/a
Birthday Parties							
Birthday Party (Pump track) (multi-sports) (football) (U5s soft play)	Junior	Session	ST	118.75	142.50	145.00	120.83
Birthday Party (football darts)	Junior	Session	ST	133.33	160.00	160.00	160.00
Activities							
Tots session	Junior	Session	NB	4.50	n/a	5.50	n/a
Corporate Teams Sport Package (meeting room, sports activities & provisions)	Adult	Session (max 5 hours)	NB	250.00	n/a	250.00	n/a

Equality, Diversity and Human Rights implications

Sport & Leisure Pricing Framework Equality Impact Assessment is available to view on the Colchester City Council website.