

POLICY AND RESOURCES COMMITTEE

NOTICE AND AGENDA

For a meeting to be held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth on Monday, 2 December 2024 at 7.30 pm

Members of the Policy and Resources Committee:-

Councillors:

Stephen Giles-Medhurst (Chair)
Steve Drury
Chris Lloyd
Louise Price
Andrew Scarth
Jonathon Solomons
Tom Smith
Jon Tankard
Oliver Cooper
Vicky Edwards

Sarah Nelmes (Vice-Chair)
Andrea Fraser
Philip Hearn
Abbas Merali
Reena Ranger
Chris Mitchell
Narinder Sian
Stephen Cox
Stephen King

*Joanne Wagstaffe, Chief Executive
Friday, 22 November 2024*

The Council welcomes contributions from members of the public on agenda items at the Policy and Resources Committee meetings. Details of the procedure are provided below:

For those wishing to speak:

Members of the public are entitled to register and identify which item(s) they wish to speak on from the published agenda for the meeting. Those who wish to register to speak are asked to register on the night of the meeting from 7pm. Please note that contributions will be limited to one person speaking for and one against each item for not more than three minutes.

In the event of registering your interest to speak on an agenda item but not taking up that right because the item is deferred, you will be given the right to speak on that item at the next meeting of the Committee.

Those wishing to observe the meeting are requested to arrive from 7pm.

In accordance with The Openness of Local Government Bodies Regulations 2014 any matters considered under Part I business only of the meeting may be filmed, recorded, photographed, broadcast or reported via social media by any person.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Legislation and the laws of libel and defamation.

1. APOLOGIES FOR ABSENCE

2. NOTICE OF URGENT BUSINESS

Items of other business notified under Council Procedure Rule 30 to be announced, together with the special circumstances that justify their consideration as a matter of urgency. The Chair to rule on the admission of such items.

3. DECLARATIONS OF INTEREST

To receive any declarations of interest.

4. FEES AND CHARGES 2025/26

(Pages 5 - 28)

This report presents a schedule of proposed fees and charges effective from 13 January 2025 (set out in Appendix 1) and a schedule of fees and charges effective from 1 April 2025 (set out in Appendices 2, 3 and 4).

Recommendation:

That Policy & Resources Committee recommends to Full Council:

1. To approve the Fees and Charges set out in the schedule at Appendix 1 to be effective from 13 January 2025;
2. To approve the Fees and Charges set out in the schedule at Appendix 2 to be effective from 1 April 2025;
3. To approve the Fees and Charges set out in the schedule at Appendix 3 to be effective from 1 April 2025;
4. To approve the Fees and Charges set out in the schedule at Appendix 4 to be effective from 1 April 2025.

5. COUNCIL TAX BASE 2025/26

(To Follow)

This report sets out the council tax base by parish for the district and is used by the County, PCC and parishes to set their council tax.

Recommendation:

That Policy & Resources Committee recommends to Full Council that the Council Tax Base is approved for 2025/26.

6. BUSINESS RATE POOLING 2025/26

(Pages 29 - 34)

This report seeks approval to enter into a business rates pool with Hertfordshire County Council (HCC) and a number of other Districts within the County for 2025/26.

Recommendation:

That Policy & Resources Committee recommends to Full Council:

1. That Council agrees in principle that Three Rivers District Council enters into the Hertfordshire Business Rates Pool, subject to the Government accepting its application to form a pool.
2. That Council delegates authority to the Chief Executive and the Director of Finance to sign up to the Hertfordshire Business Rates Pool, within 28 days of the Local Government Finance Settlement.

7. WREATH LAYING PROTOCOL

(Pages 35 - 42)

This report presents proposed updates to the Wreath Laying Protocol.

Recommendation:

That Policy & Resources Committee agrees the revised Wreath Laying Protocol at Appendix 1.

8. OTHER BUSINESS - if approved under item 3 above

9. EXCLUSION OF PRESS AND PUBLIC

If the Committee wishes to consider the remaining item in private, it will be appropriate for a resolution to be passed in the following terms:-

“that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined under paragraph X of Part I of Schedule 12A to the Act. It has been decided by the Council that in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

(Note: If other confidential business is approved under item 3, it will also be necessary to specify the class of exempt or confidential information in the additional items.)

General Enquiries: Please contact the Committee Team at
committeeteam@threerivers.gov.uk

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POLICY AND RESOURCES COMMITTEE

2 DECEMBER 2024

PART I - NOT DELEGATED

DISCRETIONARY FEES AND CHARGES (DoF)

Summary

- 1.1 The Council regularly reviews the level of fees and charges set for discretionary services and services where charges are set locally. Fees and Charges were last reviewed in Autumn 2023 with the latest charges introduced from 1 January 2024 and 1 April 2024.
- 1.2 Where the Council has discretion over the fee or charge, the Council aims to recover the full cost of delivering the service. As such, fees will usually increase in line with cost pressures.
- 1.3 A schedule of proposed fees and charges effective from 13 January 2025 is set out in Appendix 1 and a schedule of fees and charges effective from 1 April 2025 is set out in Appendix 2, 3 and 4.

Details

- 2.1 Since fees and charges were last reviewed in Autumn 2023, there has been an increase in the cost of delivering services, including those where a charge is made for both statutory and discretionary services.
- 2.2 The latest Budget Monitoring Report to Policy and Resource Committee sets out the inflationary pressures, particularly across pay, insurance, utilities and other contracts. which are driving an increase in net expenditure of £0.5m reported in the second quarter. It is important, however, that our fees and charges reflect this increase in cost.

Options and Reasons for Recommendations

- 3.1 Cabinet is recommended to recommend to Council to adopt the proposed fees and charges for 2025/26.

Policy/Budget Reference and Implications

- 4.1 The recommendations in this report are not within the Council's agreed policy and budgets but will feed into the 2025/26 budget setting process.

Financial Implications

- 5.1 The increase in fees and charges is forecast to generate additional income of £80k in 2025/26, plus additional garage income of £96k. This will help to manage increased cost of service provision due to inflationary pressures during 2025/26. Increased income from revised fees and charges introduced from January 2025 will also help to reduce the budget pressure reported in

Legal Implications

- 6.1 Where the relevant statute sets out a fee or charge for the service in question, the Council does not have a discretion to alter that and nothing within this report will permit such a change.
- 6.2 Where the Council is providing a statutory service which the Council is mandated to provide or which the Council has a duty to provide, this is not subject to an authority to charge unless this is set out in the relevant statute and according such matters are not covered by this report or any associated charging policy.
- 6.3 There are specific powers to charge for services detailed throughout local government legislation as set out below:
- 6.4 The Local Government Act 2003 (“the 2003 Act”) introduced a general power to charge for the provision of any discretionary service. The discretionary charging powers do not apply to services which an authority is mandated or has a duty to provide. However, councils can charge for discretionary services (that is, services they have power to provide but are not obliged or have a duty to provide by law). In order to do so, the recipient of the discretionary service must have agreed in advance, to pay for the provision of such services. The 2003 Act power cannot be used where charging is prohibited or where another specific charging regime applies. Charging is limited to cost recovery and statutory guidance which the Council is required to have required to.
- 6.5 A local authority may be able to rely on the subsidiary powers under section 111 of the LGA 1972 to authorise the provision of a service to facilitate the discharge of a specific function. If reliance were to be placed on this power, it would be necessary to be satisfied that the function in question is incidental to the discharge of statutory functions of the Council. Where this is established, the local authority may charge under section 93 for that function-related service.
- 6.6 This power in relation to incidental services is subject to the restriction in S 93 that it cannot be used to raise income – i.e. you could not use it to generate a profit but could rely on it to charge equivalent to the costs of provision of the “service” which is incidental to the statutory function.
- 6.7 In relation to utilisation of the general power of competence in the Localism Act 2011(“LA 2011”), these charging provisions follow, very closely, the requirements of the 2003 Act to allow local authorities to charge up to full cost recovery for discretionary services. These provisions operate alongside rather than replace the Local Government Act 2003 powers.
- 6.8 The power to charge under the LA 2011 is subject to a duty to secure that, taking one financial year with another, the income from charges does not exceed the costs of provision. As with the 2003 Act powers, charging for things done in exercise of the General Power of Competence is not a power to make a profit from those activities.
- 6.9 With regard to the Edited Electoral Register the Council must ensure that the provisions of the Representation of the People (England & Wales) Regulations (RPR) 2001 - which set out, among other matters, the fees which may be charged regarding the edited register - are complied with.

- 6.10 Finally, where the introduction of new/alterd fees or charges requires consultation and/or engagement with affected users to have been undertaken prior to the proposed changes, officers will need to have satisfied themselves that the appropriate actions have been taken prior to bringing forward these proposals for members' consideration.

Equal Opportunities Implications

- 7.1 The Equality Impact Assessment Relevance Test

Has a relevance test been completed for Equality Impact?	No
Did the relevance test conclude a full impact assessment was required?	No

Staffing Implications

- 8.1 There are no staffing implications arising from this report

Environmental Implications

- 9.1 There are no environmental implications arising from this report

Community Safety Implications

- 10.1 There are no community safety implications arising from this report

Public Health implications

- 11.1 There are no public health implications arising from this report

Customer Services Centre Implications

- 12.1 There are no customer services centre implications arising from this report

Communications and Website Implications

- 13.1 The revised Fees and Charges, effective from 13 January 2025 and 1 April 2025 will be advertised on the Council's website and relevant service information.

Risk and Health & Safety Implications

- 14.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.
- 14.2 The subject of this report is covered by the finance service plan(s). Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
Inaccurate estimates of fees and charges income and / or estimates of cost of delivering chargeable services	A budget pressure is created due to income shortfalls or increased expenditure	Budget levels realistically set and closely scrutinised	Fees and charges, including and surplus or loss are monitored through budget monitoring	4

14.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely	Low	High	Very High	Very High
	4	8	12	16
	Low	Medium	High	Very High
	3	6	9	12
Likelihood	Low	Low	Medium	High
	2	4	6	8
Remote	Low	Low	Low	Low
	1	2	3	4
Impact				
Low -----> Unacceptable				

Impact Score

- 4 (Catastrophic)
- 3 (Critical)
- 2 (Significant)
- 1 (Marginal)

Likelihood Score

- 4 (Very Likely (≥80%))
- 3 (Likely (21-79%))
- 2 (Unlikely (6-20%))
- 1 (Remote (≤5%))

14.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually and financial risks are reported to each meeting of the Audit Committee.

Recommendation

15.1 That:

- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 1 to be effective from 13 January 2025
- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 2 to be effective from 1 April 2025
- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 3 to be effective from 1 April 2025
- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 4 to be effective from 1 April 2025

Report prepared by: Sally Riley. Finance Business Partner

Data Quality

Data sources:

Fees and Charges schedule 2025/26

Data checked by:

Alison Scott. Director of Finance

Data rating:

1	Poor	
2	Sufficient	
3	High	✓

Background Papers

APPENDICES / ATTACHMENTS

- Appendix 1 – Discretionary and Locally Set Fees and Charges effective from 13 January 2025
- Appendix 2 - Discretionary and Locally Set Fees and Charges effective from 1 April 2025
- Appendix 3 – Cemeteries Fees and Charges effective from 1 April 2025
- Appendix 4 – Garages Fees and Charges effective from 1 April 2025

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Three Rivers Fees and Charges Schedule - Discretionary and Locally Set from 13 January 2025

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2024/25 £	Increase	Proposed charge from 13 January 2025 EXC VAT £	Proposed charge from 13 January 2025 INC VAT £	Additional Description / Information	
Parking	Pay & Display Charges	Long Term Tariff	Discretionary	Non Business	4.00	0.00%	4.00	4.00	The Council is reviewing the use of mobile apps and if introduced a convenience fee will be added to parking charges to cover the cost.	
		Short Term Tariff	Up to 1 hour	Discretionary	Non Business	0.00	0.00%	0.00		0.00
			Up to 2 hours		Non Business	1.00	0.00%	1.00		1.00
			Up to 3 hours		Non Business	2.50	0.00%	2.50		2.50
			Up to 4 hours		Non Business	4.00	0.00%	4.00	4.00	
	Business Permits	Rickmansworth	Discretionary	Non Business	675.00	2.52%	692.00	692.00		
		Chorleywood	Discretionary	Non Business	300.00	2.67%	308.00	308.00		
	Resident Permits	Zones A, A1, B, C, C1, E, BED, RG, NS, GS and NL	First Permit	Discretionary	Non Business	75.00	2.67%	77.00	77.00	
			Second Permit		Non Business	138.00	2.90%	142.00	142.00	
		Zones CG, D, OW, OZ and W	First Permit	Discretionary	Non Business	38.00	2.63%	39.00	39.00	
	Second Permit			Non Business	69.00	2.90%	71.00	71.00		
	Special Permits			Discretionary	Non Business	55.00	3.64%	57.00	57.00	
	Visitor Vouchers	All Zones		Discretionary	Non Business	15.00	6.67%	16.00	16.00	
		Except CG, D, OW, OZ and W		Discretionary	Non Business	8.00	12.50%	9.00	9.00	
	Annual Pay & Display Permits	Eligible in TRDC long term car parks		Discretionary	Non Business	1,350.00	2.52%	1,384.00	1,384.00	
	Business Permits (Previously Season Tickets)	Ferry Car park	12 months	Discretionary	Non Business	200.00	2.50%	205.00	205.00	
			6 months		Non Business	100.00	3.00%	103.00	103.00	
	Doctor and Health Visitor Permits	Per permit	Up to 5 permits	Discretionary	Non Business	32.00	3.13%	33.00	33.00	
			Over 5 permits		Non Business	69.00	2.90%	71.00	71.00	
	Replacement Permits	All Zones			Non Business	19.00	5.26%	20.00	20.00	
Motorcycle Permits	All Zones			Non Business	32.00	3.13%	33.00	33.00		
Ferry Car Park Permits	Ferry Car Park	12 months		Non Business	250.00	2.80%	257.00	257.00		
		6 months		Non Business	125.00	3.20%	129.00	129.00		
Suspensions and Dispensations	Suspensions and Dispensations	Per bay per day	Discretionary	Non Business	33.00	3.03%	34.00	34.00		
Staff permits					100.00	3.00%	103.00	103.00	Issued to TRDC Officers for free, other contractors working in TRDC including Thrive and HCC pay for an annual permit.	
Permit Refund Administration Fee					7.00	114.29%	15.00	15.00	HBC administer this process on our behalf and charge £15.	
Leisure	Watersmeet - Hire Rates	Auditorium	Commercial	Mon-Fri (Theatre)	Discretionary	Standard Rated	232.50	0.00%	232.50	279.00
				Sat-Sun (Theatre)	Discretionary	Standard Rated	260.00	0.00%	260.00	312.00
			Mon-Fri (Cabaret)	Discretionary	Standard Rated	274.17	0.00%	274.17	329.00	
				Sat-Sun (Cabaret)	Discretionary	Standard Rated	315.00	0.00%	315.00	378.00
		Not for Profit	Mon-Fri (Theatre)	Discretionary	Standard Rated	133.33	2.50%	136.67	164.00	
			Sat-Sun (Theatre)	Discretionary	Standard Rated	159.17	2.62%	163.33	196.00	
			Mon-Fri (Cabaret)	Discretionary	Standard Rated	192.50	2.60%	197.50	237.00	
			Sat-Sun (Cabaret)	Discretionary	Standard Rated	234.17	2.85%	240.83	289.00	
	Colne	Commercial	Mon-Fri	Discretionary	Standard Rated	55.00	0.00%	55.00	66.00	
			Sat-Sun	Discretionary	Standard Rated	75.00	0.00%	75.00	90.00	
		Not for Profit	Mon-Fri	Discretionary	Standard Rated	44.17	3.77%	45.83	55.00	
			Sat-Sun	Discretionary	Standard Rated	69.17	3.61%	71.67	86.00	
	Kitchen		Mon-Fri	Discretionary	Standard Rated	105.00	3.17%	108.33	130.00	
			Sat-Sun	Discretionary	Standard Rated	131.67	2.53%	135.00	162.00	

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2024/25 £	Increase	Proposed charge from 13 January 2025 EXC VAT £	Proposed charge from 13 January 2025 INC VAT £	Additional Description / Information			
Leisure	Watersmeet - Equipment / Staff	Microphone	Daily	Discretionary	Standard Rated	12.50	6.67%	13.33	16.00			
			Weekly	Discretionary	Standard Rated	36.67	4.54%	38.33	46.00			
		Radio Microphone	Daily	Discretionary	Standard Rated	19.17	4.33%	20.00	24.00			
			Weekly	Discretionary	Standard Rated	55.83	2.99%	57.50	69.00			
		Follow Spot	Daily	Discretionary	Standard Rated	25.83	3.24%	26.67	32.00			
			Weekly	Discretionary	Standard Rated	76.67	3.26%	79.17	95.00			
		Electric Piano	Daily	Discretionary	Standard Rated	34.17	4.87%	35.83	43.00			
			Weekly	Discretionary	Standard Rated	100.83	3.31%	104.17	125.00			
		Staging/Risers	Daily	Discretionary	Standard Rated	16.67	4.98%	17.50	21.00			
			Weekly	Discretionary	Standard Rated	50.00	3.33%	51.67	62.00			
		Portable Projector	Daily	Discretionary	Standard Rated	16.67	4.98%	17.50	21.00			
			Weekly	Discretionary	Standard Rated	50.00	3.33%	51.67	62.00			
		Digital Projector	Daily	Discretionary	Standard Rated	231.67	2.52%	237.50	285.00			
			Weekly	Discretionary	Standard Rated	694.17	2.52%	711.67	854.00			
		Baby Grand Piano	Daily	Discretionary	Standard Rated	253.33	2.63%	260.00	312.00			
			Weekly	Discretionary	Standard Rated	758.33	2.53%	777.50	933.00			
		Smoke Machine	Daily	Discretionary	Standard Rated	66.67	3.74%	69.17	83.00			
		Smoke Machine Fluid	Daily	Discretionary	Standard Rated	42.50	3.92%	44.17	53.00			
		Haze Machine	Daily	Discretionary	Standard Rated	50.83	3.29%	52.50	63.00			
		Haze Machine Fluid	Daily	Discretionary	Standard Rated	33.33	2.51%	34.17	41.00			
		DVD / TV	Daily	Discretionary	Standard Rated	41.67	3.99%	43.33	52.00			
		Flip Chart	Daily	Discretionary	Standard Rated	9.17	9.05%	10.00	12.00			
		Lectern	Daily	Discretionary	Standard Rated	9.17	9.05%	10.00	12.00			
		Lighting/Stage Assistant	Per hour	Discretionary	Standard Rated	20.83	4.02%	21.67	26.00			
		Sound Technician	Per hour	Discretionary	Standard Rated	30.00	2.78%	30.83	37.00			
		Additional Stewards	Per hour	Discretionary	Standard Rated	15.00	5.56%	15.83	19.00			
		Hire of Grounds	Charity / Not for profit / School fun runs	Discretionary	Standard Rated	72.00	3.01%	74.17	89.00			
			Charity events / school fetes	Discretionary	Standard Rated	215.00	2.71%	220.83	265.00			
			Non-charity event	Discretionary	Standard Rated	433.33	2.50%	444.17	533.00			
			Damage deposit required for Charity events / School fetes and Non-charity events	Discretionary	Standard Rated	844.17	2.57%	865.83	1,039.00			
			Funfairs	Operational day	Discretionary	Standard Rated	756.67	2.53%	775.83	931.00		
				Any additional non-operational days	Discretionary	Standard Rated	205.00	2.85%	210.83	253.00		
			Funfair damage deposit	Discretionary	Standard Rated	1,490.83	2.52%	1,528.33	1,834.00			
			Equipment package; 2 nets, net pins, 4 corner flags	Discretionary	Standard Rated	130.00	2.56%	133.33	160.00			
			Football pitch hire	30 Week Hire	Adult	Discretionary	Standard Rated	1,863.33	2.50%	1,910.00	2,292.00	Club provide set up
					Under 18s	Discretionary	Standard Rated	875.00	2.57%	897.50	1,077.00	
		Under 12s			Discretionary	Standard Rated	408.33	2.65%	419.17	503.00		
		Adult			Discretionary	Standard Rated	988.33	2.53%	1,013.33	1,216.00		
		15 week hire		Under 18s	Discretionary	Standard Rated	472.50	2.65%	485.00	582.00		
				Under 12s	Discretionary	Standard Rated	218.33	2.67%	224.17	269.00		
	Occasional			Adult	Discretionary	Standard Rated	72.50	3.45%	75.00	90.00		
				Under 18s	Discretionary	Standard Rated	49.17	3.38%	50.83	61.00		
		Under 12s		Discretionary	Standard Rated	20.00	4.17%	20.83	25.00			
	Tournament - Day Rate	Discretionary		Standard Rated	419.17	2.58%	430.00	516.00	Any site			
	Filming	Up to one hour		Discretionary	Standard Rated	149.17	2.79%	153.33	184.00	Charges apply to filming in parks and open spaces including cemeteries		
		Between 1 and 4 hours		Discretionary	Standard Rated	446.67	2.61%	458.33	550.00			
		Between 4 and 12 hours	Discretionary	Standard Rated	871.67	2.58%	894.17	1,073.00				
		Between 12 and 24 hours	Discretionary	Standard Rated	1,290.00	2.52%	1,322.50	1,587.00				
		Unit Base cost per day	Discretionary	Standard Rated	655.83	2.54%	672.50	807.00				
		Filming damage deposit for 1 hour and over	Discretionary	Standard Rated	1,721.67	2.52%	1,765.00	2,118.00				
		Leavesden HIVE	Community rate (including schools and charities)	Per Hour	Discretionary	Standard Rated	12.50	6.67%	13.33		16.00	
	Morning (9am-1pm)			Discretionary	Standard Rated	36.67	4.54%	38.33	46.00			
	Afternoon (1pm-5pm)			Discretionary	Standard Rated	36.67	4.54%	38.33	46.00			
	Evening (5pm-9pm)			Discretionary	Standard Rated	30.00	2.78%	30.83	37.00			
	Weekend Morning (9am-1pm)			Discretionary	Standard Rated	42.50	3.92%	44.17	53.00			
	Weekend Afternoon (1pm-5pm)			Discretionary	Standard Rated	42.50	3.92%	44.17	53.00			
	Weekend Evening (5pm-9pm)			Discretionary	Standard Rated	42.50	3.92%	44.17	53.00			
	Commercial rate			Per Hour	Discretionary	Standard Rated	24.17	3.43%	25.00	30.00		
	Morning (9am-1pm)		Discretionary	Standard Rated	60.00	2.78%	61.67	74.00				
	Afternoon (1pm-5pm)		Discretionary	Standard Rated	60.00	2.78%	61.67	74.00				
	Evening (5pm-9pm)		Discretionary	Standard Rated	60.00	2.78%	61.67	74.00				
	Weekend Morning (9am-1pm)		Discretionary	Standard Rated	72.50	3.45%	75.00	90.00				
	Weekend Afternoon (1pm-5pm)		Discretionary	Standard Rated	72.50	3.45%	75.00	90.00				
	Weekend Evening (5pm-9pm)		Discretionary	Standard Rated	84.17	2.97%	86.67	104.00				

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2024/25 £	Increase	Proposed charge from 13 January 2025 EXC VAT £	Proposed charge from 13 January 2025 INC VAT £	Additional Description / Information				
Regulatory	Local Land Charges & Fees	Personal Search	Discretionary		N/A	N/A	N/A	N/A					
		LLC1	Discretionary	Non Business	N/A	N/A	N/A	N/A	Land Registry Project - fees removed				
		LLC1 Additional Parcel (each)	Discretionary	Non Business	N/A	N/A	N/A	N/A	Land Registry Project - fees removed				
		CON29 Residential	Discretionary	Standard Rated		79.31	6.12%	84.17	101.00	Herts County Council has sent through the increase to their fees from April 2025 which have been incorporated into the proposed fee.			
		CON29 Non Residential	Discretionary	Standard Rated		113.24	5.23%	119.17	143.00	Herts County Council has sent through the increase to their fees from April 2025 which have been incorporated into the proposed fee.			
		CON29 Additional Parcel (each)	Discretionary	Standard Rated		18.00	6.48%	19.17	23.00				
		Full combined Search Residential	Discretionary	Standard Rated		N/A	N/A	N/A	N/A	Land Registry Project - fees removed			
		Full combined Search Non Residential	Discretionary	Standard Rated		N/A	N/A	N/A	N/A	Land Registry Project - fees removed			
		Full combined Search Additional Parcel (each)	Discretionary	Standard Rated		N/A	N/A	N/A	N/A	Land Registry Project - fees removed			
		CON290 Each Enquiry (other than Question 22)	Discretionary	Standard Rated		18.00	6.48%	19.17	23.00				
		CON290 Question 21	Discretionary	Standard Rated		N/A	N/A	N/A	N/A	Any enquiries should be sent to Hertfordshire County Council.			
		CON290 Question 22	Discretionary	Standard Rated		34.64	10.66%	38.33	46.00	Herts County Council has sent through the increase to their fees from April 2025 which have been incorporated into the proposed fee.			
		Planning	Pre Application Fees	Householder Development	Pre application advice	Discretionary	Standard Rated		90.00	2.78%	92.50	111.00	Continue to review all pre application fees in future to ensure pre application fee levels do not deter use of the pre application service.
					Meeting	Discretionary	Standard Rated		145.20	2.73%	149.17	179.00	
Follow up enquiry	Discretionary				Standard Rated		50.00	3.33%	51.67	62.00			
Residential Development (New builds and Conversions)	Single Dwellings including replacement			Pre application advice	Discretionary	Standard Rated		376.80	2.62%	386.67	464.00	Fees to be negotiated on a case by case basis.	
				Meeting	Discretionary	Standard Rated		145.20	2.73%	149.17	179.00		
				Follow up enquiry	Discretionary	Standard Rated		72.60	3.31%	75.00	90.00		
	2 to 5 dwellings			Pre application advice	Discretionary	Standard Rated		618.00	2.62%	634.17	761.00		
				Meeting	Discretionary	Standard Rated		224.40	2.87%	230.83	277.00		
				Follow up enquiry	Discretionary	Standard Rated		112.20	3.24%	115.83	139.00		
	6 to 10 dwellings			Pre application advice	Discretionary	Standard Rated		924.00	2.54%	947.50	1,137.00		
				Meeting	Discretionary	Standard Rated		330.00	2.53%	338.33	406.00		
				Follow up enquiry	Discretionary	Standard Rated		165.00	2.53%	169.17	203.00		
	10 to 24 dwellings			Pre application advice	Discretionary	Standard Rated		1,848.00	2.54%	1,895.00	2,274.00		
				Meeting	Discretionary	Standard Rated		660.00	2.53%	676.67	812.00		
				Follow up enquiry	Discretionary	Standard Rated		330.00	2.53%	338.33	406.00		
	25 to 49 dwellings			Pre application advice	Discretionary	Standard Rated		3,696.00	2.52%	3,789.17	4,547.00		
				Meeting	Discretionary	Standard Rated		1,320.00	2.53%	1,353.33	1,624.00		
				Follow up enquiry	Discretionary	Standard Rated		660.00	2.53%	676.67	812.00		
	50 to 99 dwellings			Pre application advice	Discretionary	Standard Rated		6,000.00	2.50%	6,150.00	7,380.00		
				Meeting	Discretionary	Standard Rated		1,320.00	2.53%	1,353.33	1,624.00		
				Follow up enquiry	Discretionary	Standard Rated		660.00	2.53%	676.67	812.00		
	100 to 199 dwellings			Pre application advice	Discretionary	Standard Rated		9,000.00	2.50%	9,225.00	11,070.00		
				Meeting	Discretionary	Standard Rated		1,320.00	2.53%	1,353.33	1,624.00		
				Follow up enquiry	Discretionary	Standard Rated		660.00	2.53%	676.67	812.00		
200 to 499 dwellings	Pre application advice			Discretionary	Standard Rated		12,000.00	2.50%	12,300.00	14,760.00			
	Meeting			Discretionary	Standard Rated		1,320.00	2.53%	1,353.33	1,624.00			
	Follow up enquiry			Discretionary	Standard Rated		660.00	2.53%	676.67	812.00			
500+ dwellings	Pre application advice			Discretionary	Standard Rated	N/A		N/A	N/A	N/A			
	Meeting			Discretionary	Standard Rated								
	Follow up enquiry			Discretionary	Standard Rated								
Non-residential development (including erection, alteration of plant or machinery on non-residential premises)	0-100sqm Floorspace (GFA)			Pre application advice	Discretionary	Standard Rated		376.80	2.62%	386.67	464.00		
				Meeting	Discretionary	Standard Rated		145.20	2.73%	149.17	179.00		
				Follow up enquiry	Discretionary	Standard Rated		72.60	3.31%	75.00	90.00		
	101 to 500 sqm Floorspace (GFA)			Pre application advice	Discretionary	Standard Rated		618.00	2.62%	634.17	761.00		
				Meeting	Discretionary	Standard Rated		224.40	2.87%	230.83	277.00		
				Follow up enquiry	Discretionary	Standard Rated		112.20	3.24%	115.83	139.00		
	501 to 1,000 sqm			Pre application advice	Discretionary	Standard Rated		924.00	2.54%	947.50	1,137.00		
				Meeting	Discretionary	Standard Rated		330.00	2.53%	338.33	406.00		
				Follow up enquiry	Discretionary	Standard Rated		165.00	2.53%	169.17	203.00		
	1,001 to 5,000 sqm			Pre application advice	Discretionary	Standard Rated		1,848.00	2.54%	1,895.00	2,274.00		
				Meeting	Discretionary	Standard Rated		660.00	2.53%	676.67	812.00		
				Follow up enquiry	Discretionary	Standard Rated		330.00	2.53%	338.33	406.00		
	Over 5,000 sqm	Pre application advice	Discretionary	Standard Rated		3,696.00	2.52%	3,789.17	4,547.00				
		Meeting	Discretionary	Standard Rated		1,320.00	2.53%	1,353.33	1,624.00				
		Follow up enquiry	Discretionary	Standard Rated		660.00	2.53%	676.67	812.00				

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2024/25 £	Increase	Proposed charge from 13 January 2025 EXC VAT £	Proposed charge from 13 January 2025 INC VAT £	Additional Description / Information				
Planning	Pre Application Fees	Change of Use of existing buildings or land with no increase in floorspace - (If change of use involves increases in floorspace then to be considered under relevant category)	Pre application advice	Discretionary	Standard Rated		250.00	2.67%	256.67	308.00			
			Meeting	Discretionary	Standard Rated		132.00	2.90%	135.83	163.00			
			Follow up enquiry	Discretionary	Standard Rated		66.00	3.54%	68.33	82.00			
		Agriculture and Forestry buildings	465sqm and under	Pre application advice	Discretionary	Standard Rated		85.20	2.70%	87.50	105.00		
				Meeting	Discretionary	Standard Rated		105.60	2.59%	108.33	130.00		
			466-540sqm	Follow up enquiry	Discretionary	Standard Rated		52.80	2.59%	54.17	65.00		
				Pre application advice	Discretionary	Standard Rated		250.00	2.67%	256.67	308.00		
			541sqm and over	Meeting	Discretionary	Standard Rated		132.00	2.90%	135.83	163.00		
				Follow up enquiry	Discretionary	Standard Rated		66.00	3.54%	68.33	82.00		
		Buildings and structures for equestrian purposes including stables, menage, riding schools	40sqm and under	Pre application advice	Discretionary	Standard Rated		650.00	2.56%	666.67	800.00		
				Meeting	Discretionary	Standard Rated		224.40	2.87%	230.83	277.00		
			41sqm and over	Follow up enquiry	Discretionary	Standard Rated		112.20	3.24%	115.83	139.00		
				Pre application advice	Discretionary	Standard Rated		85.20	2.70%	87.50	105.00		
			41sqm and over	Meeting	Discretionary	Standard Rated		105.60	2.59%	108.33	130.00		
				Follow up enquiry	Discretionary	Standard Rated		52.80	2.59%	54.17	65.00		
		Erection gates, walls, fences or other means of enclosure (not householders); and the construction of car parks, service roads and other means of access to land	41sqm and over	Pre application advice	Discretionary	Standard Rated		202.80	2.73%	208.33	250.00		
				Meeting	Discretionary	Standard Rated		132.00	2.90%	135.83	163.00		
			Follow up enquiry	Discretionary	Standard Rated		66.00	3.54%	68.33	82.00			
		Advertisements	Pre application advice	Discretionary	Standard Rated		92.40	2.81%	95.00	114.00			
				Meeting	Discretionary	Standard Rated		132.00	2.90%	135.83	163.00		
			Follow up enquiry	Discretionary	Standard Rated		66.00	3.54%	68.33	82.00			
		Telecommunications Development	Pre application advice	Discretionary	Standard Rated		202.80	2.73%	208.33	250.00			
				Meeting	Discretionary	Standard Rated		105.60	2.59%	108.33	130.00		
			Follow up enquiry	Discretionary	Standard Rated		52.80	2.59%	54.17	65.00			
		Street Naming & Numbering	New Postal Numbers Only	1 plot	Discretionary	Non Business		132.00	5.30%	139.00	139.00		
					Discretionary	Non Business		265.00	5.28%	279.00	279.00		
					Discretionary	Non Business		296.00	5.07%	311.00	311.00		
					Discretionary	Non Business		396.00	5.05%	416.00	416.00		
					Discretionary	Non Business		460.00	5.00%	483.00	483.00		
					Discretionary	Non Business		526.00	5.13%	553.00	553.00		
					Discretionary	Non Business		591.00	5.08%	621.00	621.00		
					Discretionary	Non Business		658.00	5.02%	691.00	691.00		
					Discretionary	Non Business		788.00	5.08%	828.00	828.00		
					Discretionary	Non Business		921.00	5.10%	968.00	968.00		
					Discretionary	Non Business		1,053.00	5.03%	1,106.00	1,106.00		
					Discretionary	Non Business		1,053.00	5.03%	1,106.00	1,106.00		
					Discretionary	Non Business		262.00	5.34%	276.00	276.00		
					Conversion/subdivision or renumbering (that requires new postal numbers)	1 plot	Discretionary	Non Business		132.00	5.30%	139.00	139.00
							Discretionary	Non Business		265.00	5.28%	279.00	279.00
			Discretionary	Non Business				296.00	5.07%	311.00	311.00		
	Discretionary		Non Business				396.00	5.05%	416.00	416.00			
	Discretionary		Non Business				460.00	5.00%	483.00	483.00			
	Discretionary		Non Business				526.00	5.13%	553.00	553.00			
	Discretionary		Non Business				591.00	5.08%	621.00	621.00			
	Discretionary		Non Business				658.00	5.02%	691.00	691.00			
	Discretionary		Non Business				788.00	5.08%	828.00	828.00			
	Discretionary		Non Business				921.00	5.10%	968.00	968.00			
	Discretionary		Non Business				1,053.00	5.03%	1,106.00	1,106.00			
	Discretionary		Non Business				1,053.00	5.03%	1,106.00	1,106.00			
	Adding/removal or amendment of a house/business name		Per Property	Discretionary			Non Business		132.00	5.30%	139.00	139.00	
				Discretionary			Non Business		34.00	5.88%	36.00	36.00	
	Reissue of an official naming or numbering statement			Discretionary			Non Business		34.00	5.88%	36.00	36.00	
	Changing an existing street name			Discretionary	Non Business		N/A	N/A	N/A	N/A			

Plus £12.10 per unit thereafter
Plus fee for postal numbers as above. No charge for block names
Plus £12.10 per unit thereafter
N/A Individually charged dependent on necessary workload and associated costs

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2024/25 £	Increase	Proposed charge from 13 January 2025 EXC VAT £	Proposed charge from 13 January 2025 INC VAT £	Additional Description / Information		
Economic & Sustainable Development	Right to Build Register	Part 1 Initial Registration Costs	Discretionary	Non Business	224.00	2.68%	230.00	230.00			
		Part 1 Annual Fee	Discretionary	Non Business	196.00	2.55%	201.00	201.00			
		Part 2 Initial Registration Costs	Discretionary	Non Business	224.00	2.68%	230.00	230.00			
Environmental	Trade waste and recycling	Return of bins following removal		Non Business	132.00	3.03%	136.00	136.00			
		Additional charge for extra collection on a different day		Non Business	67.00	2.99%	69.00	69.00			
		Admin charge for any changes to contract/invoicing		Non Business	40.00	2.50%	41.00	41.00			
	Standard Commercial waste collection	Standard Commercial waste collection	6 monthly charge	140 litre	Discretionary	Non Business	237.00	2.53%	243.00	243.00	
				240 litre	Discretionary	Non Business	268.00	2.61%	275.00	275.00	
				360 litre	Discretionary	Non Business	353.00	2.55%	362.00	362.00	
				660 litre	Discretionary	Non Business	468.00	2.56%	480.00	480.00	
				1100 litre	Discretionary	Non Business	623.00	2.57%	639.00	639.00	
			Additional/excess waste	140 litre	Discretionary	Non Business	16.00	6.25%	17.00	17.00	
				240 litre	Discretionary	Non Business	18.00	5.56%	19.00	19.00	
				360 litre	Discretionary	Non Business	21.00	4.76%	22.00	22.00	
				660 litre	Discretionary	Non Business	25.00	4.00%	26.00	26.00	
				1100 litre	Discretionary	Non Business	31.00	3.23%	32.00	32.00	
	Trade Sacks	For Customers with Access Problems	50 Sacks	Discretionary	Non Business	237.00	2.53%	243.00	243.00		
	Standard - Second and More Collections	Per container	6 monthly charge	140 litre	Discretionary	Non Business	222.00	2.70%	228.00	228.00	
				240 litre	Discretionary	Non Business	254.00	2.76%	261.00	261.00	
				360 litre	Discretionary	Non Business	336.00	2.68%	345.00	345.00	
				660 litre	Discretionary	Non Business	454.00	2.64%	466.00	466.00	
				1100 litre	Discretionary	Non Business	607.00	2.64%	623.00	623.00	
	Recycling Containers - Mixed Recycling	Per container	6 monthly charge	140 litre	Discretionary	Non Business	£113.00	2.65%	116.00	116.00	
				240 litre	Discretionary	Non Business	£127.00	3.15%	131.00	131.00	
				360 litre	Discretionary	Non Business	£168.00	2.98%	173.00	173.00	
				660 litre	Discretionary	Non Business	£223.00	2.69%	229.00	229.00	
				1100 litre	Discretionary	Non Business	£296.00	2.70%	304.00	304.00	
			Additional/excess waste	140 litre	Discretionary	Non Business	12.00	8.33%	13.00	13.00	
				240 litre	Discretionary	Non Business	13.00	7.69%	14.00	14.00	
				360 litre	Discretionary	Non Business	14.00	7.14%	15.00	15.00	
660 litre				Discretionary	Non Business	16.00	6.25%	17.00	17.00		
1100 litre				Discretionary	Non Business	19.00	5.26%	20.00	20.00		
Mixed Rec. - Second and More Collections	Per container	6 monthly charge	140 litre	Discretionary	Non Business	97.00	3.09%	100.00	100.00		
			240 litre	Discretionary	Non Business	113.00	2.65%	116.00	116.00		
			360 litre	Discretionary	Non Business	155.00	2.58%	159.00	159.00		
			660 litre	Discretionary	Non Business	209.00	2.87%	215.00	215.00		
			1100 litre	Discretionary	Non Business	283.00	2.83%	291.00	291.00		
Pub Glass	Charge per 240 Litre Container	6 monthly charge	1 container	Discretionary	Non Business	127.00	3.15%	131.00	131.00		
			2 containers	Discretionary	Non Business	168.00	2.98%	173.00	173.00		
			3 containers	Discretionary	Non Business	223.00	2.69%	229.00	229.00		
			4 containers	Discretionary	Non Business	296.00	2.70%	304.00	304.00		
			5 containers	Discretionary	Non Business	296.00	2.70%	304.00	304.00		
			6 containers	Discretionary	Non Business	423.00	2.60%	434.00	434.00		
			7 containers	Discretionary	Non Business	463.00	2.59%	475.00	475.00		
			10 containers	Discretionary	Non Business	591.00	2.54%	606.00	606.00		
			Additional/excess waste	1 container	Discretionary	Non Business	12.00	8.33%	13.00	13.00	
				2 containers	Discretionary	Non Business	14.00	7.14%	15.00	15.00	
3 containers	Discretionary	Non Business		16.00	6.25%	17.00	17.00				
4 containers	Discretionary	Non Business		19.00	5.26%	20.00	20.00				
5 containers	Discretionary	Non Business		19.00	5.26%	20.00	20.00				
6 containers	Discretionary	Non Business		23.00	4.35%	24.00	24.00				
7 containers	Discretionary	Non Business		25.00	4.00%	26.00	26.00				
10 containers	Discretionary	Non Business		30.00	3.33%	31.00	31.00				
Charity Shops & Local Authority Funded Schools	Per container	6 monthly charge		140 litre	Discretionary	Non Business	207.00	2.90%	213.00	213.00	No charge for disposal
				240 litre	Discretionary	Non Business	217.00	2.76%	223.00	223.00	No charge for disposal
			360 litre	Discretionary	Non Business	278.00	2.52%	285.00	285.00	No charge for disposal	
			660 litre	Discretionary	Non Business	323.00	2.79%	332.00	332.00	No charge for disposal	
			1100 litre	Discretionary	Non Business	332.00	2.71%	341.00	341.00	No charge for disposal	
		Additional/excess waste	140 litre	Discretionary	Non Business	15.00	6.67%	16.00	16.00		
			240 litre	Discretionary	Non Business	16.00	6.25%	17.00	17.00		
			360 litre	Discretionary	Non Business	18.00	5.56%	19.00	19.00		
			660 litre	Discretionary	Non Business	19.00	5.26%	20.00	20.00		
			1100 litre	Discretionary	Non Business	20.00	5.00%	21.00	21.00		
Second and More Collections	6 monthly charge	140 litre	Discretionary	Non Business	193.00	2.59%	198.00	198.00			
		240 litre	Discretionary	Non Business	203.00	2.96%	209.00	209.00			
		360 litre	Discretionary	Non Business	262.00	2.67%	269.00	269.00			
		660 litre	Discretionary	Non Business	313.00	2.56%	321.00	321.00			
		1100 litre	Discretionary	Non Business	319.00	2.51%	327.00	327.00			
Charge for Business - Where property is used for domestic and commercial purposes	Per container	6 monthly charge	140 litre	Discretionary	Non Business	204.00	2.94%	210.00	210.00		
			240 litre	Discretionary	Non Business	231.00	2.60%	237.00	237.00		
			360 litre	Discretionary	Non Business	322.00	2.80%	331.00	331.00		
		Additional/excess waste	140 litre	Discretionary	Non Business	15.00	6.67%	16.00	16.00		
			240 litre	Discretionary	Non Business	16.00	6.25%	17.00	17.00		
		360 litre	Discretionary	Non Business	20.00	5.00%	21.00	21.00			

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2024/25 £	Increase	Proposed charge from 13 January 2025 EXC VAT £	Proposed charge from 13 January 2025 INC VAT £	Additional Description / Information						
Environmental	Business - Where property is used for domestic and commercial purposes - Second and More	Per container	6 monthly charge	140 litre	Discretionary	Non Business	187.00	2.67%	192.00	192.00					
			240 litre	Discretionary	Non Business	217.00	2.76%	223.00	223.00						
			360 litre	Discretionary	Non Business	266.00	2.63%	273.00	273.00						
	Business - Food recycling	Per container	6 monthly charge	23 litre	Discretionary	Non Business			3.00	3.00	New service to be introduced from April 2025				
			140 litre	Discretionary	Non Business			6.00	6.00	New service to be introduced from April 2025					
	Charities/ school fairs (one off events)	Delivery and Collection Charge	Per container	Charities	140 litre	Discretionary	Non Business	59.00	3.39%	61.00	61.00				
					240 litre	Discretionary	Non Business	8.00	12.50%	9.00	9.00	No disposal charge			
					360 litre	Discretionary	Non Business	9.00	11.11%	10.00	10.00	No disposal charge			
					660 litre	Discretionary	Non Business	11.00	9.09%	12.00	12.00	No disposal charge			
					1100 litre	Discretionary	Non Business	12.00	8.33%	13.00	13.00	No disposal charge			
					Commercial	140 litre	Discretionary	Non Business	13.00	7.69%	14.00	14.00	No disposal charge		
						240 litre	Discretionary	Non Business	10.00	10.00%	11.00	11.00	Including disposal		
						360 litre	Discretionary	Non Business	11.00	9.09%	12.00	12.00	Including disposal		
						660 litre	Discretionary	Non Business	14.00	7.14%	15.00	15.00	Including disposal		
						1100 litre	Discretionary	Non Business	18.00	5.56%	19.00	19.00	Including disposal		
					One off Recycling collection	Discretionary	Non Business	1100 litre	Discretionary	Non Business	24.00	4.17%	25.00	25.00	Including disposal
								No Charge	Discretionary	Non Business	No Charge	0.00%	No Charge	No Charge	
	Clinical Waste	Half Yearly Charge	Monthly Collection	Doctors Monthly	Discretionary	Non Business	N/A	N/A	N/A	N/A	TRDC businesses will not be charged VAT, any business outside the TRDC boundary will be charged VAT.				
				Dentists Monthly	Discretionary	Non Business	311.00	2.57%	319.00	319.00					
				Funeral Directors Monthly	Discretionary	Non Business	432.00	2.55%	443.00	443.00					
				Nursing Homes Monthly	Discretionary	Non Business	N/A	N/A	N/A	N/A					
				Nurseries Monthly	Discretionary	Non Business	N/A	N/A	N/A	N/A					
				Tattooist / Chiropodist / Acupuncturist Monthly	Discretionary	Non Business	266.00	2.63%	273.00	273.00					
				Tattooist / Chiropodist / Acupuncturist Bimonthly	Discretionary	Non Business	162.00	3.09%	167.00	167.00					
				Veterinary Surgeries Monthly	Discretionary	Non Business	N/A	N/A	N/A	N/A					
				Fortnightly Collection	Doctors Fortnightly	Discretionary	Non Business	864.00	2.55%	886.00		886.00			
					Dentists Fortnightly	Discretionary	Non Business	639.00	2.50%	655.00		655.00			
					Funeral Directors Fortnightly	Discretionary	Non Business	864.00	2.55%	886.00		886.00			
					Nursing Homes Fortnightly	Discretionary	Non Business	1,322.00	2.57%	1,356.00		1,356.00			
					Nurseries Fortnightly	Discretionary	Non Business	976.00	2.56%	1,001.00		1,001.00			
					Tattooist / Chiropodist / Acupuncturist Fortnightly	Discretionary	Non Business	531.00	2.64%	545.00		545.00			
Veterinary Surgeries Fortnightly					Discretionary	Non Business	1,695.00	2.54%	1,738.00	1,738.00					
Weekly Collection					Doctors Weekly	Discretionary	Non Business	1,722.00	2.56%	1,766.00		1,766.00			
				Dentists Weekly	Discretionary	Non Business	1,268.00	2.52%	1,300.00	1,300.00					
				Funeral Directors Weekly	Discretionary	Non Business	1,722.00	2.56%	1,766.00	1,766.00					
				Nursing Homes Weekly	Discretionary	Non Business	2,204.00	2.54%	2,260.00	2,260.00					
				Nurseries Weekly	Discretionary	Non Business	1,952.00	2.51%	2,001.00	2,001.00					
				Tattooist / Chiropodist / Acupuncturist Weekly	Discretionary	Non Business	1,061.00	2.54%	1,088.00	1,088.00					
				Veterinary Surgeries Weekly	Discretionary	Non Business	3,393.00	2.51%	3,478.00	3,478.00					
				Contaminated bin from flats	240 litre	Discretionary	Non Business	54.00	3.70%	56.00		56.00			
660 litre					Discretionary	Non Business	101.00	2.97%	104.00	104.00					
1100 litre					Discretionary	Non Business	136.00	2.94%	140.00	140.00					
Return Fee					Discretionary	Non Business	69.00	2.90%	71.00	71.00					
Special Collections					1 to 3 Items	Discretionary	Non Business	60.00	3.33%	62.00		62.00	50% concessionary fee charged for residents on the following benefits - Income Support, ESA, Council Tax Benefit and Housing Benefit		
	Additional Items	Discretionary	Non Business	23.00	4.35%	24.00	24.00								
	Televisions, cookers, washing machines, tumble dryers, fridge/freezers	Discretionary	Non Business	60.00	3.33%	62.00	62.00								
Animal Control	Pianos	Stray dog (these fees are charged in addition to the £25 statutory fee)	Handling	Discretionary	Non Business	180.00	2.78%	185.00	185.00	Outside only, no concessions					
			Kennel fee	Discretionary	Non Business	124.00	3.23%	128.00	128.00						
			Transportation	Discretionary	Non Business	26.00	3.85%	27.00	27.00	Per full or part day					
				Discretionary	Non Business	62.00	3.23%	64.00	64.00						
				Discretionary	Non Business										

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2024/25 £	Increase	Proposed charge from 13 January 2025 EXC VAT £	Proposed charge from 13 January 2025 INC VAT £	Additional Description / Information	
Environmental	Animal welfare licensing fees	New Applicant	Home Board	Discretionary	Non Business	356.00	1.69%	362.00	362.00	Cost recovery review completed
			Dog Day Care - Commercial	Discretionary	Non Business	412.00	-17.48%	340.00	340.00	Cost recovery review completed
			Exhibit 1-5 species	Discretionary	Non Business	732.00	10.93%	812.00	812.00	Cost recovery review completed
			Exhibit 6 or more species	Discretionary	Non Business	1,041.00	0.00%	1,041.00	1,041.00	Cost recovery review completed
			Breeding - residential	Discretionary	Non Business	368.00	11.68%	411.00	411.00	plus vets fees. Cost recovery review completed
			Breeding - commercial	Discretionary	Non Business	480.00	-18.96%	389.00	389.00	plus vets fees. Cost recovery review completed
			Kennels	Discretionary	Non Business	440.00	-17.73%	362.00	362.00	Cost recovery review completed
			Cattery	Discretionary	Non Business	440.00	-17.73%	362.00	362.00	Cost recovery review completed
			Hiring Horses	Discretionary	Non Business	279.00	-3.23%	270.00	270.00	plus vets fees. Cost recovery review completed
			Selling Pets (retail)	Discretionary	Non Business	440.00	-17.73%	362.00	362.00	Cost recovery review completed
			Selling Pets (small)	Discretionary	Non Business	384.00	0.26%	385.00	385.00	Cost recovery review completed
			Combination Kennel & Cattery	Discretionary	Non Business	572.00	-25.35%	427.00	427.00	Cost recovery review completed
			Franchises (home boarding)	Discretionary	Non Business	115.00	-16.52%	96.00	96.00	Cost recovery review completed
			Grant per host		Non Business	244.00	0.41%	245.00	245.00	Cost recovery review completed
		Renewal application	Home Board		Non Business	246.00	11.38%	274.00	274.00	Cost recovery review completed
			Dog Day Care - Commercial		Non Business	275.00	-0.36%	274.00	274.00	Cost recovery review completed
			Exhibit 1-5 species		Non Business	620.00	16.45%	722.00	722.00	Cost recovery review completed
			Exhibit 6 or more species		Non Business	873.00	0.00%	873.00	873.00	Cost recovery review completed
			Breeding - residential		Non Business	302.00	5.63%	319.00	319.00	plus vets fees. Cost recovery review completed
			Breeding - commercial		Non Business	331.00	-3.63%	319.00	319.00	plus vets fees. Cost recovery review completed
			Kennels		Non Business	275.00	-0.36%	274.00	274.00	Cost recovery review completed
			Cattery		Non Business	275.00	-0.36%	274.00	274.00	Cost recovery review completed
			Hiring horses		Non Business	275.00	-0.36%	274.00	274.00	plus vets fees. Cost recovery review completed
			Selling Pets (retail unit)		Non Business	331.00	-3.63%	319.00	319.00	Cost recovery review completed
			Selling Pets (small unit)		Non Business	274.00	8.39%	297.00	297.00	Cost recovery review completed
			Combination Kennel & Cattery		Non Business	494.00	-17.00%	410.00	410.00	Cost recovery review completed
			Franchises (home boarding)		Non Business	115.00	-16.52%	96.00	96.00	Cost recovery review completed
			Grant per host		Non Business	187.00	6.95%	200.00	200.00	Cost recovery review completed
		2 year licence	Home Board		Non Business	433.00	15.01%	498.00	498.00	Cost recovery review completed
			Dog Day Care - Commercial		Non Business	546.00	-0.55%	543.00	543.00	Cost recovery review completed
			Breeding - residential		Non Business	501.00	18.16%	592.00	592.00	Cost recovery review completed
			Breeding - commercial		Non Business	669.00	-4.78%	637.00	637.00	Cost recovery review completed
			Kennels		Non Business	574.00	-1.39%	566.00	566.00	Cost recovery review completed
			Cattery		Non Business	574.00	-1.39%	566.00	566.00	Cost recovery review completed
			Hiring Horses		Non Business	441.00	2.27%	451.00	451.00	plus vets fees. Cost recovery review completed
			Selling Pets (retail unit)		Non Business	630.00	-3.02%	611.00	611.00	Cost recovery review completed
			Selling Pets (small unit)		Non Business	489.00	11.25%	544.00	544.00	Cost recovery review completed
			Combination Kennel & Cattery		Non Business	853.00	-17.00%	708.00	708.00	Cost recovery review completed
			Grant per host		Non Business	276.00	15.58%	319.00	319.00	Cost recovery review completed

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2024/25 £	Increase	Proposed charge from 13 January 2025 EXC VAT £	Proposed charge from 13 January 2025 INC VAT £	Additional Description / Information		
Environmental	Animal welfare licensing fees	3 year licence	Home Board	Non Business	620.00	16.45%	722.00	722.00	Cost recovery review completed		
			Dog Day Care - Commercial	Non Business	817.00	-0.61%	812.00	812.00	Cost recovery review completed		
			Breeding - residential	Non Business	699.00	23.75%	865.00	865.00	Cost recovery review completed		
			Breeding - commercial	Non Business	1,008.00	-5.26%	955.00	955.00	Cost recovery review completed		
			Kennels	Non Business	873.00	-1.83%	857.00	857.00	Cost recovery review completed		
			Cattery	Non Business	873.00	-1.83%	857.00	857.00	Cost recovery review completed		
			Hiring Horses	Non Business	607.00	3.29%	627.00	627.00	plus vets fees. Cost recovery review completed		
			Selling Pets (retail unit)	Non Business	929.00	-2.91%	902.00	902.00	Cost recovery review completed		
			Selling Pets (small unit)	Non Business	704.00	12.22%	790.00	790.00	Cost recovery review completed		
			Combination Kennel & Cattery	Non Business	1,212.00	-17.08%	1,005.00	1,005.00	Cost recovery review completed		
			Grant per host	Non Business	364.00	20.33%	438.00	438.00	Cost recovery review completed		
			Other fees	Variation and transfer fee - no inspection	Discretionary	Non Business	28.00	-17.86%	23.00	23.00	Cost recovery review completed
				Variation and transfer fee - with inspection	Discretionary	Non Business	141.00	-19.86%	113.00	113.00	Cost recovery review completed
		Re-inspection - per hour	Discretionary	Non Business	56.00	-19.64%	45.00	45.00	Cost recovery review completed		
		Dangerous wild animals	Discretionary	Non Business	493.00	2.64%	506.00	506.00			
	Removal of Dead Animals	Removal of dead animals (non-domestic)	Discretionary	Non Business	69.00	2.90%	71.00	71.00			
	Nappy sacks	Price per sack	Discretionary	Standard Rated	0.50	0.00%	0.50	0.60			
		Price per roll	Discretionary	Standard Rated	12.50	0.00%	12.50	15.00			
		Postage	Discretionary	Non Business	4.50	11.11%	5.00	5.00	Increased to reflect cost recovery		
	Bins at new developments	Per item	1110 litre	Discretionary	Non Business	280.00	35.71%	380.00	380.00	Increased to reflect cost recovery	
			660 litre	Discretionary	Non Business	275.00	16.36%	320.00	320.00	Increased to reflect cost recovery	
			360 litre	Discretionary	Non Business	44.00	4.55%	46.00	46.00		
			240 litre	Discretionary	Non Business	25.00	4.00%	26.00	26.00		
			140 litre	Discretionary	Non Business	21.00	4.76%	22.00	22.00		
			23 litre food pod	Discretionary	Non Business	6.50	7.69%	7.00	7.00		
			7 litre food caddy	Discretionary	Non Business	4.00	25.00%	5.00	5.00		
			Delivery of bins	Discretionary	Non Business	65.00	3.08%	67.00	67.00		
	Memorial Bench	Modern Bench		Discretionary	Exempt	3,468.00	10.00%	3,555.00	3,555.00		
		Green Metal Bench - Include Arm Rests		Discretionary	Exempt	1,247.00	10.00%	1,372.00	1,372.00		
		Wooden/Metal Mix Bench		Discretionary	Exempt			0.00	0.00	Old Bench no longer available, new bench is smaller & cheaper	
		Plaques for benches		Discretionary	Exempt	312.00	10.00%	344.00	344.00		
	Memorial Benches elsewhere	Plastic/Resin Bench		Discretionary	Exempt	1,247.00	10.00%	1,372.00	1,372.00		
		Green Metal Bench - Include Arm Rests		Discretionary	Exempt	1,247.00	10.00%	1,372.00	1,372.00		
		Wooden/Metal Mix Bench		Discretionary	Exempt			0.00	0.00	Old Bench no longer available, new bench is smaller & cheaper	
	Memorial Trees	Memorial Tree and Plaque		Discretionary	Exempt	1,870.00	10.00%	2,057.00	2,057.00		
	Bench - Chorleywood House Grounds	Wooden bench, with arm supports and a back rest		Discretionary	Exempt	1,161.00	10.00%	1,278.00	1,278.00		
	Admin fee to relocate a plaque					30.00	10.00%	33.00	33.00		
	Extra line of text to update a memorial tree plaque					20.00	10.00%	22.00	22.00		
	Abandoned Vehicles	Admin fee for removal from private land							50.00		
		Fee to remove vehicle from private land							50.00	Pass on contractor price	
Fixed Penalty Notices	Fly Tipping	Section 33 Environmental Protection Act 1990 - early payment (10 days)		Exempt	327.00	2.75%	336.00	336.00			
		Section 33 Section 33 Environmental Protection Act 1990		Exempt	436.00	2.52%	447.00	447.00			
	Domestic Duty of Care	Section 34 Environmental Protection Act 1990 - early payment (within 10 days)		Exempt	327.00	2.75%	336.00	336.00			
		Section 34 Environmental Protection Act 1990		Exempt	436.00	2.52%	447.00	447.00			
	Abandoning a vehicle				200.00	0.00%	200.00	200.00	Legally permitted maximum		
	Depositing litter				150.00	133.33%	350.00	350.00			
	Unauthorised distribution of litter				75.00	0.00%	75.00	75.00			
	Failure to produce waste carrier registration document				300.00	0.00%	300.00	300.00	Legally permitted maximum		
	Graffiti and fly posting				150.00	133.33%	350.00	350.00			
	Waste receptacles (placing the wrong items in your recycling boxes, brown bin & refuse bin)				60.00	0.00%	60.00	60.00	Legally permitted maximum		
	Failure to produce waste transfer notes				300.00	0.00%	300.00	300.00	Legally permitted maximum		
	Breach of Community Protection Notice				100.00	0.00%	100.00	100.00	Legally permitted maximum		
	Littering from vehicles				150.00	133.33%	350.00	350.00			
	Nuisance vehicles				100.00	0.00%	100.00	100.00	Legally permitted maximum		
	Offence of breaching PSPO				75.00	33.33%	100.00	100.00	Legally permitted maximum		

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2024/25 £	Increase	Proposed charge from 13 January 2025 EXC VAT £	Proposed charge from 13 January 2025 INC VAT £	Additional Description / Information			
Housing	HMO Licence Fee	New Licence - Licence granted for 5 years		Flat rate								
		Renewal		Flat rate					Charge increased to reflect cost of service			
	High Hedges Fee	Fee for investigation into potential High Hedge as per Part 8 of the ASB Act 2004			Exempt	489.00	2.66%	502.00	502.00	Charge introduced to reflect cost of service		
	Fit and Proper Person - Mobile Home Site	License granted for 5 years			Exempt	120.00	2.50%	123.00	123.00			
	Immigration Inspection Fee				Exempt	122.00	3.28%	126.00	126.00			
Legal	Property	Hourly rate for commercial transactions			Standard Rated	190.00	2.63%	195.00	234.00			
		Lease Extension (Residential)			Standard Rated	750.00	2.56%	769.17	923.00			
		Leases (Commercial)			Standard Rated	1,000.00	2.50%	1,025.00	1,230.00	Minimum		
		Leases (to voluntary groups etc)			Standard Rated	500.00	2.50%	512.50	615.00	Minimum		
		Licences (Gate/Garden)			Standard Rated	350.00	2.62%	359.17	431.00			
		Licences (Grazing)			Standard Rated	350.00	2.62%	359.17	431.00	Minimum		
		Licences (complex)			Standard Rated	500.00	2.50%	512.50	615.00			
		Licences to Assign			Standard Rated	450.00	2.59%	461.67	554.00			
		Sundry transactions e.g Deed of Variation, Release, Surrender			Standard Rated	500.00	2.50%	512.50	615.00	Minimum		
		Easements			Standard Rated	750.00	2.56%	769.17	923.00	Minimum		
		Sales of Land (based on value of land)			Standard Rated	750.00	2.56%	769.17	923.00	Minimum		
		Planning		S106 Hourly rate			Standard Rated	250.00	5.00%	262.50	315.00	
		Environmental Health	EH - skin piercing/tatoist registrations	Operator Registration (skin piercing/tattoists)				61.00		83.00		These EH fees are collected by WBC on behalf of TRDC as part of the WBC EH commercial service. They are set in line with WBCs fee increases.
				Premises Registration (skin piercing/tattoists)				194.00		245.00		
Variation that requires a visit								70.00				
Variation that doesn't require a visit								25.00				
S106 Monitoring fees		Affordable housing financial contribution, no review mechanism				280.00	5.06%	294.17	353.00	Introduced January 2024		
		Affordable housing financial contribution, with review mechanism				540.00	5.09%	567.50	681.00			
		Affordable housing on-site contribution, no review mechanism [0-25 dwellings]				510.00	5.07%	535.83	643.00			
		Affordable housing on-site contribution, no review mechanism [26+ dwellings]				620.00	5.11%	651.67	782.00			
		Affordable housing on-site contribution, with review mechanism [0-25 dwellings]				720.00	5.09%	756.67	908.00			
		Affordable housing on-site contribution, with review mechanism [26+ dwellings]				820.00	5.08%	861.67	1,034.00			
		Amendment to TRO to restrict ability to purchase parking permit				870.00	5.08%	914.17	1,097.00			
		Other non-financial obligations				300.00	5.00%	315.00	378.00			
		Other financial obligations				350.00	5.00%	367.50	441.00			

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Three Rivers Fees and Charges Schedule - Discretionary and Locally Set from From 1 April 2025

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2024/25 £	Increase	Proposed charge 25/26 EXC VAT £	Proposed charge 25/26 INC VAT £	Additional Description / Information		
Licensing	Drivers	New Private Hire & Hackney Carriage Driver Licence	1 year	Discretionary	Non Business	194.00	2.58%	199.00	199.00	Statutory consultation required for a number of the licensing fees.	
			2 year	Discretionary	Non Business	392.00	2.55%	402.00	402.00		
			3 year	Discretionary	Non Business	505.00	2.57%	518.00	518.00		
		Private Hire & Hackney Carriage Driver Renewal	1 year	Discretionary	Non Business	173.00	2.89%	178.00	178.00		
			2 year	Discretionary	Non Business	375.00	2.67%	385.00	385.00		
			3 year	Discretionary	Non Business	465.00	2.58%	477.00	477.00		
		Dual Driver	1 year	Discretionary	Non Business	226.00	2.65%	232.00	232.00		
			3 year	Discretionary	Non Business	597.00	2.51%	612.00	612.00		
		Dual Driver Renewal	1 year	Discretionary	Non Business	221.00	2.71%	227.00	227.00		
			3 year	Discretionary	Non Business	582.00	2.58%	597.00	597.00		
		Replacement Driver Licence		Discretionary	Non Business	13.00	7.69%	14.00	14.00		
		Replacement platform title small (PH) and size 4 (HC)		Small (PH)	Discretionary	Non Business			4.00	4.00	New fees proposed
				Size 4 (H)	Discretionary	Non Business			6.00	6.00	New fees proposed
		Plate release key for plates		Discretionary	Non Business			2.00	2.00	New fee proposed	
		Replacement Badge		Discretionary	Non Business	25.00	4.00%	26.00	26.00		
		Enhanced Disclosure and Barring Service Certificate			Non Business	52.60	0.00%	52.60	52.60	This fee is cost recovery and is paid to another supplier. The provider is increasing fees from 2 December so any new fee can be confirmed then.	
		Change of Address/ Details		Discretionary	Non Business	31.00	3.23%	32.00	32.00		
		Knowledge Test - 2nd to 5th attempt		Discretionary	Non Business	19.00	5.26%	20.00	20.00		

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2024/25 £	Increase	Proposed charge 25/26 EXC VAT £	Proposed charge 25/26 INC VAT £	Additional Description / Information	
Licensing	Vehicles	Private Hire & Hackney Carriage New Vehicle	Discretionary	Non Business	221.00	2.71%	227.00	227.00		
		Renewal Vehicle Licence	Discretionary	Non Business	185.00	2.70%	190.00	190.00		
		Change of Licence Holder	Discretionary	Non Business	54.00	3.70%	56.00	56.00		
		Change of Vehicle	Discretionary	Non Business	78.00	2.56%	80.00	80.00		
		Cherished Plate		Non Business	45.00	4.44%	47.00	47.00		
		Internal Plate Holder Replacement	Discretionary	Non Business	3.00	33.33%	4.00	4.00		
		Replacement External Plate	Discretionary	Non Business	32.00	3.13%	33.00	33.00		
		Replacement Internal Plate	Discretionary	Non Business	19.00	5.26%	20.00	20.00		
		Replacement Plate and Licence	Discretionary	Non Business	45.00	4.44%	47.00	47.00		
		Replacement Paper Licence	Discretionary	Non Business	13.00	7.69%	14.00	14.00		
		Replacement Bracket	Discretionary	Non Business	27.00	3.70%	28.00	28.00	Cost recovery	
		Pins for bracket		Non Business	1.00	100.00%	2.00	2.00		
		No Smoking Sign		Non Business	1.00	100.00%	2.00	2.00		
		Door Stickers	Discretionary	Non Business	7.00	14.29%	8.00	8.00		
		Platform including yellow security button		Non Business	7.00	14.29%	8.00	8.00		
		Advertising	Discretionary	Non Business	31.00	3.23%	32.00	32.00		
		Change of Address/ Details	Discretionary	Non Business	31.00	3.23%	32.00	32.00		
		Exemption	Discretionary	Non Business	78.00	2.56%	80.00	80.00		
		Private Hire Operator	Operator Licence - 1 Vehicle	5 year	Discretionary	Non Business	1,167.00	2.57%	1,197.00	1,197.00
	1 year			Discretionary	Non Business	234.00	2.56%	240.00	240.00	
	Operator Licence - 2-4 Vehicles		5 year	Discretionary	Non Business	1,535.00	2.54%	1,574.00	1,574.00	
			1 year	Discretionary	Non Business	308.00	2.60%	316.00	316.00	
	Operator Licence - 5-10 Vehicles		5 year	Discretionary	Non Business	2,086.00	2.54%	2,139.00	2,139.00	
			1 year	Discretionary	Non Business	418.00	2.63%	429.00	429.00	
	Operator Licence - 11+ Vehicles		5 year	Discretionary	Non Business	2,177.00	2.53%	2,232.00	2,232.00	
			1 year	Discretionary	Non Business	435.00	2.53%	446.00	446.00	
	Private Hire Operator Replacement Licence		Discretionary	Non Business	13.00	7.69%	14.00	14.00		
Knowledge Test			Non Business	19.00	5.26%	20.00	20.00			
Change of Address/ Details	Discretionary	Non Business	31.00	3.23%	32.00	32.00				
Replacement Paper Licence	Discretionary	Non Business	13.00	7.69%	14.00	14.00				

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2024/25 £	Increase	Proposed charge 25/26 EXC VAT £	Proposed charge 25/26 INC VAT £	Additional Description / Information
Licensing	Scrap Metal	Scrap Metal Licence Site 3yrs	Discretionary	Non Business	927.00	5.07%	974.00	974.00	
		Renewal of Scrap Metal Site Licence	Discretionary	Non Business	908.00	5.07%	954.00	954.00	
		Additional Site Licence	Discretionary	Non Business	598.00	5.02%	628.00	628.00	
		Scrap Metal Collectors Licence	Discretionary	Non Business	356.00	5.06%	374.00	374.00	
		Scrap Metal Collectors Renewal	Discretionary	Non Business	330.00	5.15%	347.00	347.00	
		Application to Vary Scrap Metal Licence	Discretionary	Non Business	192.00	5.21%	202.00	202.00	
		Change of Licencee Details	Discretionary	Non Business	19.00	5.26%	20.00	20.00	
		Change of Licenced Sites	Discretionary	Non Business	192.00	5.21%	202.00	202.00	
		Change of Site Manager	Discretionary	Non Business	19.00	5.26%	20.00	20.00	
		Collectors of Site Licence	Discretionary	Non Business	927.00	5.07%	974.00	974.00	
	Sexual Entertainment	Sexual Entertainment Venue	Discretionary	Non Business	987.00	5.07%	1,037.00	1,037.00	
		Fee on Grant of a Licence	Discretionary	Non Business	360.00	5.00%	378.00	378.00	
		Renewal of Sexual Entertainment Venue Licence	Discretionary	Non Business	981.00	5.10%	1,031.00	1,031.00	
		Major Variation of Sexual Entertainment Venue	Discretionary	Non Business	240.00	5.00%	252.00	252.00	At officers discretion
		Minor Variation of Sexual Entertainment Venue	Discretionary	Non Business	97.00	5.15%	102.00	102.00	At officers discretion
	Street Trading	Street Trading	Discretionary	Non Business	266.00	2.63%	273.00	273.00	Fees introduced February 2024.
		Occasional Street Trading Consent	Discretionary	Non Business	68.00	2.94%	70.00	70.00	
		One Off Street Trading Consent	Discretionary	Non Business	30.00	3.33%	31.00	31.00	
		Renewal of Consent Fee	Discretionary	Non Business	243.00	2.88%	250.00	250.00	
		Special Treatment	Premises Registration			214.00	2.80%	220.00	220.00
		Operator Registration			68.00	2.94%	70.00	70.00	

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2024/25 £	Increase	Proposed charge 25/26 EXC VAT £	Proposed charge 25/26 INC VAT £	Additional Description / Information
Licensing	Pavement Licences	Pavement Licence			500.00	0.00%	500.00	500.00	New fees agreed March 2024
		Renewal Fee			350.00	0.00%	350.00	350.00	
	Hynotism licensing fee	Hynotism Event fee for practitioners in a non-licensed premises	Discretionary				50.00	50.00	Statutory Fee although amount discretionary.
	Pre application advice charging for premises and club premises licences	Per enquiry	Discretionary				75.00	75.00	New fee/process: This is an hourly rate.
	Gambling	Small lottery change of officer					15.00	15.00	New fee proposed
	Street Trading	Replacement licence (due to loss/theft)					15.00	15.00	New fee proposed

Three Rivers Fees and Charges Schedule - Cemeteries Set from 1 April 2025

Name of Fee or Charge	Description of Fee or Charge	VAT	Current Charge EXC VAT 2024/25 £	Increase	Proposed charge from 1 April 2025 EXC VAT £	Proposed charge from 1 April 2025 INC VAT £	
Cemeteries	TRDC Resident	Purchase full plot	Exempt	1,244.00	2.57%	1,276.00	1,276.00
		Purchase full plot for cremated	Exempt	1,244.00	2.57%	1,276.00	1,276.00
		Purchase half plot	Exempt	623.00	2.57%	639.00	639.00
		Purchase full plot Woodland	Exempt	680.00	2.50%	697.00	697.00
		Purchase half plot Woodland	Exempt	339.00	2.65%	348.00	348.00
		Stillborn Child Interment	Exempt	No Charge	0.00%	No Charge	No Charge
		Child under 18 interment	Exempt	No Charge	0.00%	No Charge	No Charge
		Single Depth interment	Exempt	903.00	2.55%	926.00	926.00
		Double Depth interment	Exempt	1,102.00	2.54%	1,130.00	1,130.00
		Treble Depth interment	Exempt	2,094.00	2.53%	2,147.00	2,147.00
		Ashes interment	Exempt	386.00	2.59%	396.00	396.00
		Weekend interment rate	Exempt	1,337.00	2.54%	1,371.00	1,371.00
		Woodland Single Depth interment	Exempt	903.00	2.55%	926.00	926.00
		Woodland Ashes interment	Exempt	386.00	2.59%	396.00	396.00
		Tree & Bulb Contribution	Exempt	142.00	2.82%	146.00	146.00
		Permit for new memorial	Exempt	307.00	2.61%	315.00	315.00
		Permit to amend memorial	Exempt	106.00	2.83%	109.00	109.00
		Permit to add kerbing	Exempt	213.00	2.82%	219.00	219.00
		Memorial Plaque in Memorial Garden	Exempt	308.00	2.60%	316.00	316.00
	Transfer title on Deed	Exempt	88.00	3.41%	91.00	91.00	
	TRDC Non-resident	Purchase full plot	Exempt	3,731.00	2.52%	3,825.00	3,825.00
		Purchase full plot for cremated	Exempt	3,731.00	2.52%	3,825.00	3,825.00
		Purchase half plot	Exempt	1,869.00	2.51%	1,916.00	1,916.00
		Purchase full plot Woodland	Exempt	2,038.00	2.50%	2,089.00	2,089.00
		Purchase half plot Woodland	Exempt	1,016.00	2.56%	1,042.00	1,042.00
		Stillborn Child Interment	Exempt	No Charge	0.00%	No Charge	No Charge

Cemeteries	TRDC Non-resident	Child under 18 interment	Exempt	No Charge	0.00%	No Charge	No Charge
		Single Depth interment	Exempt	2,709.00	2.51%	2,777.00	2,777.00
		Double Depth interment	Exempt	3,304.00	2.51%	3,387.00	3,387.00
		Treble Depth interment	Exempt	6,282.00	2.52%	6,440.00	6,440.00
		Ashes interment	Exempt	1,156.00	2.51%	1,185.00	1,185.00
		Woodland Single Depth interment	Exempt	2,709.00	2.51%	2,777.00	2,777.00
		Woodland Ashes interment	Exempt	1,156.00	2.51%	1,185.00	1,185.00
	Grounds Maintenance Charge for Internments	Saturday (and after 4pm on weekdays) per hour (or part hour) per person	Exempt	27.00	3.70%	28.00	28.00
		Sunday / Bank Holiday per hour (or part hour) per person	Exempt	36.00	2.78%	37.00	37.00

Garage Site	2024/25 Weekly Rent	Proposed 2025/26 % increase	Proposed 2025/26 Weekly Rent	Proposed 2025/26 Weekly Incl VAT	Proposed 2025/26 Monthly inc VAT	Proposed 2025/26 Annual inc VAT
AINSDALE ROAD	£20.77	2.50%	£21.29	£25.55	£110.70	£1,328.45
ALEXANDRA ROAD	£22.17	2.50%	£22.72	£27.27	£118.17	£1,417.99
ANTHONY CLOSE	£21.92	2.50%	£22.47	£26.96	£116.83	£1,402.00
ASHLEYS	£19.42	3.50%	£20.10	£24.12	£104.52	£1,254.22
BALDWINS LANE	£24.69	2.50%	£25.31	£30.37	£131.60	£1,579.17
BARNHURST PATH	£21.92	2.50%	£22.47	£26.96	£116.83	£1,402.00
BELL CLOSE	£19.42	3.50%	£20.10	£24.12	£104.52	£1,254.22
BERESFORD ROAD	£18.38	3.50%	£19.02	£22.82	£98.89	£1,186.73
BLACKFORD ROAD	£20.77	2.50%	£21.29	£25.55	£110.70	£1,328.45
BLUEBELL DRIVE	£20.77	2.50%	£21.29	£25.55	£110.70	£1,328.45
BRADBURY	£20.54	2.50%	£21.05	£25.26	£109.48	£1,313.74
BREAKSPEARE ROAD	£26.08	2.50%	£26.73	£32.08	£139.01	£1,668.08
BUCKLANDS	£20.77	2.50%	£21.29	£25.55	£110.70	£1,328.45
BULLSLAND GARDENS	£26.08	2.50%	£26.73	£32.08	£139.01	£1,668.08
BUTTLEHIDE	£18.29	3.50%	£18.93	£22.72	£98.45	£1,181.35
CHILTERN DRIVE	£20.77	2.50%	£21.29	£25.55	£110.70	£1,328.45
CHURCH HILL	£21.92	2.50%	£22.47	£26.96	£116.83	£1,402.00
COPMANS WICK	£24.69	2.50%	£25.31	£30.37	£131.60	£1,579.17
COUNCIL COTTAGES	£24.69	2.50%	£25.31	£30.37	£131.60	£1,579.17
DUGDALES	£26.08	2.50%	£26.73	£32.08	£139.01	£1,668.08
EDINBURGH AVENUE	£18.38	3.50%	£19.02	£22.82	£98.89	£1,186.73
FLEETWOOD WAY	£20.77	2.50%	£21.19	£25.43	£110.19	£1,322.26
FROGMOOR COURT	£27.00	2.50%	£27.68	£33.21	£143.91	£1,726.92
GROVE CRESCENT	£26.08	2.50%	£26.73	£32.08	£139.01	£1,668.08
HALLOWES CRESCENT	£20.77	2.50%	£21.29	£25.55	£110.70	£1,328.45
HAMILTON ROAD	£20.77	2.50%	£21.29	£25.55	£110.70	£1,328.45
HARROGATE ROAD	£21.92	2.50%	£22.47	£26.96	£116.83	£1,402.00
HAYLING ROAD	£21.92	2.50%	£22.47	£26.96	£116.83	£1,402.00
HIGH STREET	£26.08	2.50%	£26.73	£32.08	£139.01	£1,668.08
HORSLEYS	£19.62	2.50%	£20.11	£24.13	£104.57	£1,254.90
HUBBARDS ROAD	£24.69	2.50%	£25.31	£30.37	£131.60	£1,579.17
JACKETTS FIELD	£24.92	2.50%	£25.54	£30.65	£132.82	£1,593.88
LITTLE OXHEY LANE	£21.92	2.50%	£22.47	£26.96	£116.83	£1,402.00
LONGCROFT ROAD	£18.29	3.50%	£18.93	£22.72	£98.45	£1,181.35
LOVATTS	£26.08	2.50%	£26.73	£32.08	£139.01	£1,668.08
MARKESTON GREEN	£20.77	2.50%	£21.29	£25.55	£110.70	£1,328.45
MONEYHILL COURT	£19.42	3.50%	£20.10	£24.12	£104.50	£1,254.01
MORRISTON CLOSE	£20.77	2.50%	£21.29	£25.55	£110.70	£1,328.45
NAIRN GREEN	£20.77	2.50%	£21.29	£25.55	£110.70	£1,328.45
OAKFIELD	£18.38	3.50%	£19.02	£22.82	£98.89	£1,186.73
OTLEY WAY	£20.77	2.50%	£21.29	£25.55	£110.70	£1,328.45
OWENS WAY	£26.08	2.50%	£26.73	£32.08	£139.01	£1,668.08
PARSONAGE CLOSE	£24.69	2.50%	£25.31	£30.37	£131.60	£1,579.17
PRESTWICK ROAD	£20.77	2.50%	£21.29	£25.55	£110.70	£1,328.45
QUICKWOOD CLOSE	£21.92	2.50%	£22.47	£26.96	£116.83	£1,402.00
ROSEHILL GARDENS	£23.77	2.50%	£24.36	£29.24	£126.69	£1,520.33

RYMAN COURT	£24.92	2.50%	£25.54	£30.65	£132.82	£1,593.88
SHERWOOD HOUSE	£26.08	2.50%	£26.73	£32.08	£139.01	£1,668.08
SKIDMORE WAY	£26.08	2.50%	£26.73	£32.08	£139.01	£1,668.08
ST LAWRENCE CLOSE	£24.69	2.50%	£25.31	£30.37	£131.60	£1,579.17
TIBBS HILL ROAD	£24.69	2.50%	£25.31	£30.37	£131.60	£1,579.17
TOMS LANE	£21.92	2.50%	£22.47	£26.96	£116.83	£1,402.00
TUDOR WAY	£21.92	2.50%	£22.47	£26.96	£116.83	£1,402.00
WHITFIELD WAY	£21.92	2.50%	£22.47	£26.96	£116.83	£1,402.00
WINDSOR WAY	£19.42	3.50%	£20.10	£24.12	£104.50	£1,254.01
WOODHALL LANE	£20.77	2.50%	£21.29	£25.55	£110.70	£1,328.45
WOODWICKS	£20.54	2.50%	£21.05	£25.26	£109.48	£1,313.74

POLICY AND RESOURCES COMMITTEE

2 DECEMBER 2024

BUSINESS RATE POOLING 2025/26

(DoF)

1. Summary

- 1.1. To seek delegated approval to enter into a business rates pool with Hertfordshire County Council (HCC) and a number of other Districts within the County for 2025/26.

Details

Introduction

- 1.2. Under the business rates retention scheme local authorities are able to come together on a voluntary basis to pool their business rate income. A pooling arrangement will allow the Council greater scope to generate additional business rates growth across a wider geographic area.
- 1.3. The Council has previously been a member of the Hertfordshire Business Rates Pool. The Hertfordshire Councils have come together to form a new pool for 2025/26 and an application has been made to MHCLG. Hertfordshire authorities take advice from LG Futures as to whether pooling will be advantageous and which authorities should form part of the pool to maximise benefits and minimise risk. Three Rivers has usually been part of the pool but the risk of appeals was too high in 2024/25 as a result of business rate revaluation. This risk has now diminished as the VOA have reviewed the revaluation and additional provision has been made for appeals.
- 1.4. If the application is approved then the pool members can withdraw from the pool within 28 days of the publication of the Provisional Local Government Finance Settlement if they feel that it would no longer be of benefit to them. Though it should be noted that the effect of any local authority within that pool deciding to leave is that the entire pool is revoked, with no option to form a new pool until the following financial year. The Fair Funding Review will be implemented from 2026/27 and at present there is no indication of whether pooling will remain or whether this will be of benefit to Hertfordshire.

2. Options/Reasons for Recommendation

- 1.5. The financial benefit of forming a pool is derived by reducing the amount of levy paid to central government on business rates growth. LG Futures have undertaken financial modelling to determine the optimum combination of Hertfordshire councils to form the pool. The authorities who would gain most financial benefit from a pool would be those who have the highest level of growth and therefore the highest value of levy payments.
- 1.6. The Districts will continue to retain 70% of the growth. The County Council will continue to receive 30% of the growth. As has been the arrangement since

2016/17 when the County's share increased from 20% to 30%, the County will place 50% of its 30% share in an Economic Growth Fund which will be allocated to projects and initiatives that support economic development and growth of the NNDR tax base in Hertfordshire. This will enable the retained income to be shared across the county and the benefit to be shared with those Councils which are not in the pool.

1.7. A key principle of the pooling arrangement is that, subject to available resources, pool members should be no worse off than they would be outside of the pool.

1.8. If the new pool is not accepted by the DLUHC then there will be no pooling for 2025/26.

3. **Risks**

1.9. Pooling business rates does bring with it some risks. The Government will make a safety net payment to authorities who see their income from Business Rates drop by a set percentage below their baseline funding level. In a pool the safety net payment is calculated on the pool as a whole. It is therefore unlikely that the Hertfordshire pool would ever trigger this payment.

1.10. The localisation of business rates already carries an element of risk as it is impacted by many factors, most of which are outside of the Council's control. These are already acknowledged in the Council's risk management strategy.

4. **Timeline**

1.11. The timeline for establishing the pool is set out below:

Date	Action
December 2024	Provisional Local Government Settlement announced
January 2025	Local Authorities to notify DLUHC of their intention not to proceed.
April 2025	Pool commences

5. **Policy/Budget Implications**

1.12. The recommendations in this report are within the Council's agreed policy and budgets.

1.13. Legal Implications

1.14. Legal comments to be obtained.

1.15. Financial Implications

1.16. These are included in the report.

1.17. Equal Opportunities Implications

1.18. Relevance Test

Has a relevance test been completed for Equality Impact? There is no proposed change to current policy.	No
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1.19. Risk Management Implications

1.20. This risk of being a member of the pool is not specifically contained within the existing risk register but the general risk around the fluctuations in the level of business rates is already included. Any risks resulting from this report will be included in the risk register and, if necessary, managed within these plans.

1.21. The subject of this report is covered by the Finance and Revenue and Benefits service plans. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plans.

Nature of Risk	Consequence	Suggested Control Measures	Response (tolerate, treat terminate, transfer)	Risk Rating (combination of likelihood and impact)
The pool may fall into a safety net position due to a reduction in business rates in one or more of the member authorities	Income from business rates may be less than budgeted	Regular monitoring of the pool.	Tolerate	2

6. **Recommendation**

- 1.22. That Council agrees in principle that Three Rivers District Council enters into the Hertfordshire Business Rates Pool, subject to the Government accepting its application to form a pool.
- 1.23. That Council delegate authority to the Chief Executive and the Director of Finance to sign up to the Hertfordshire Business Rates Pool, within 28 days of the Local Government Finance Settlement.

Report prepared by: Alison Scott, Director of Finance

Data Quality

Data sources: LG Futures and Department for Levelling Up, Housing and Communities

Data rating:

1	Poor	
2	Sufficient	
3	High	✓

Background Papers

No background papers have been used in the preparation of this report.

APPENDICES / ATTACHMENTS

none

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Policy and Resources Committee Monday 2 December 2024

PART I

Wreath Laying Protocol (ADLD)

1 Summary

- 1.1 At its meeting on 11 September 2023, the Policy and Resources Committee agreed the adoption of a revised Wreath Laying Protocol, which set out the arrangements by which councillors may lay wreaths for Remembrance [Armistice] Day services.
- 1.2 The protocol was agreed subject to amendments around the dates and venues at which councillors may lay wreaths being agreed following the meeting. Records do not show that these posit-meeting changes were agreed.
- 1.3 Following the recent 2024 Remembrance Day services, including the council being represented at the Oxhey Jets FC Remembrance Match, it has been requested that the protocol be updated to reflect this specific event given its profile and the fact that a representative of Three Rivers District Council, usually through the Chair of the Council, is in attendance every year.
- 1.4 With the 2023 committee resolutions needing adopting and the introduction of the Oxhey Jets FC football match, a revised protocol is presented to committee for adoption.

2 Details

- 2.1 The current protocol, last agreed by the Policy and Resources Committee on 11 September 2023, can be found on the council's website¹.
- 2.2 As outlined in the summary of this report, the proposed changes relate to the following:
 - **Paragraphs 2.1 and 2.3:** The adaptation of the protocol to provide members with flexibility on the time and place at which a wreath may be laid, as agreed by the Policy and Resources Committee on 11 September 2023
 - **Paragraph 4.1:** The specific mention of the Oxhey Jets FC Remembrance [Poppy] football match
 - **Throughout:** Clarifications of the role of the Chair, other members, rulings on the protocol, and tidying up of spelling mistakes.
- 2.3 Other services attended by members laying wreaths will continue to be captured in the annual schedule of wreath-laying which is circulated to members. The protocol is the overview of remembrance arrangements rather than the detailed schedule of events.

¹ <https://moderngov.threerivers.gov.uk/ieListDocuments.aspx?CId=1140&MIId=1436>

2.4 Members are reminded that the protocol requires members to come to an agreement with their ward colleagues on who will lay wreaths and when; with some wards already having adopted a yearly rotation to this effect.

3 Options and Reasons for Recommendations

3.1 To agree the updated Wreath Laying Protocol at appendix 1.

4 Policy/Budget Reference and Implications

4.1 The recommendations in this report are within the Council's agreed policy and budgets.

5 Financial Implications

5.1 There are no financial implications arising from the recommendation(s) of this report.

6 Legal Implications

6.1 There are no legal implications arising from the recommendation(s) of this report.

7 Equal Opportunities, Staffing, Environmental, Community safety, Public Health Implications.

7.1 There are no such implications arising from the recommendation(s) of this report.

8 Customer Services Centre, Communications & Website Implications

8.1 Details of services held within the district will be provided to the Customer Services Centre and published on the council's website².

9 Risk and Health & Safety Implications

9.1 The Council has agreed its risk management strategy which can be found on the council's website: [threerivers.gov.uk](https://www.threerivers.gov.uk). In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations.

10 Recommendation(s)

10.1 To agree the revised Wreath Laying Protocol at Appendix 1.

Report prepared by:

Josh Sills, Head of Customer Experience; and

Matthew Stickley, Interim Group Manager - Democratic and Electoral Services

² 2024 webpage: <https://www.threerivers.gov.uk/news/remembrance-services-three-rivers-2024>

Data Quality

Data sources:

Wreath Laying Protocol (current)

Committee meeting records

Data checked by:

Matthew Stickley, Interim Group Manager - Democratic and Electoral Services

Data rating:

1	Poor	
2	Sufficient	X
3	High	

Background Papers

None

Appendices

Appendix 1: Draft Wreath Laying Protocol – November 2024

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Three Rivers District Council

Wreath- Laying Protocol

December 2024

Remembrance Day Wreath-Laying Protocol

1. Introduction

- 1.1. On Remembrance Sunday, 11 November (Remembrance Day), and the surrounding days, several local places of worship and other organisations invite Three Rivers District Council to nominate a representative to lay a wreath on behalf of the council.
- 1.2. There is no perfect formula for deciding who will lay the wreaths although party politics is not to be an issue in this matter.
- 1.3. Where a matter within this protocol is the subject of disagreement or requires confirmation, it shall be determined by the Chief Executive (or, in their absence, the Monitoring Officer), whose ruling shall be final.

2. Protocol Scope and Application

- 2.1. Wreaths can only be laid on Remembrance [Armistice] Day (11 November) Remembrance Sunday (if this differs from Remembrance Day), on days relating to specific events listed within this protocol, or on nearby dates where a service is being held which has been notified to the authority in accordance with this protocol and agreed for inclusion in the wreath-laying schedule.
- 2.2. The Chair of the Council has the first choice of the place of worship, school or war memorial at which they wish to lay a wreath.
- 2.3. The ward councillors, regardless of religion, places of worship attended, or politics shall have the first choice on wreath-laying in their wards but can only lay wreaths in their own wards or at a nearby memorial where a suitable venue or service is not available in their ward.
- 2.4. In the event of more than one councillor in a ward wishing to undertake the wreath-laying, they must agree to resolve the matter between themselves or take it in turns to lay wreaths in different years.
- 2.5. Where the Chair of the Council (or the Vice Chair in their absence) is to lay a wreath both in a ward and representing the Council at another service, the remaining ward councillor(s) may also lay a wreath within that ward. Those remaining ward councillors shall agree amongst themselves which of them this will be in accordance with paragraph 2.4.
- 2.6. The only members who can lay wreaths outside their ward when representing the council, in order of precedence, are:
 - The Chair of the Council; or, if they are unavailable, the Vice-Chair of the Council
 - The Armed Forces Covenant Holder
 - The Leader of the Council; or, if they are unavailable, the Deputy Leader of the Council

2.7. By mid-October, the final wreath-laying schedule should be circulated to members by email. Those laying wreaths should be able to collect them at an appropriate meeting of the full Council, if held. If a suitable Council meeting is not available, wreaths will be made available for collection prior to committee meetings and on other dates to be confirmed by the Committee Team.

3. Order of Precedence

3.1. The Lord Lieutenant and/or Deputy Lieutenant shall take priority over the Chair in terms of wreath-laying.

3.2. The Armed Forces Covenant Holder may also lay a wreath on behalf of the Council on Remembrance Day or at a Remembrance service.

4. Specific Events

4.1. A wreath may only be laid at the Oxhey Jets FC Remembrance match (Poppy Match) by the positions listed above at 2.6.

4.2. A new location request to lay a wreath must be received to the Committee Team by 1 October for that year's services and the decision on whether to include it in the agreed schedule will be decided by the Chief Executive in consultation with the Armed Forces Covenant Holder.

