



West Oxfordshire District Council

www.westoxon.gov.uk

Fees and Charges 2026/2027

Planning Services General Administration		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total charge £ p	VAT Status
Access to Information/Inspection of Background Documents	Charge per document (after Committee date)	1.00	1.00	0.00	1.00	Non vatable
	Where documents are listed under a general description (after Committee date)					
	During 5 days prior to Committee date only	9.00	9.00	0.00	9.00	Non vatable
	<i>Note: Members of the public may only inspect background documents 3 days prior to Committee date or thereafter.</i> Administration Charge for Services Rendered	30 percent	30 percent		30 % + VAT	Vatable
Minutes/Agendas	Per Annum	277.00	285.00	57.00	342.00	Vatable
	Single Agenda	7.00	7.00	1.40	8.40	Vatable
Parish/Town Councils Per Annum		28.00	29.00	5.80	34.80	Vatable
Brownfields Register (Hard copy)		15.00	15.00	3.00	18.00	Vatable
Self-Build register	Part 1 – for those who meet criteria (with local connections).	25.00	25.00	5.00	30.00	Vatable
	Part 2 – for those who meet national criteria, but not local connection.	10.00	10.00	2.00	12.00	Vatable
Libraries						
Dyeline Prints (Any type, with due regard to copyright restrictions)	A2 Size	9.00	9.00	1.80	10.80	Vatable
	A1 Size	12.00	12.00	2.40	14.40	Vatable
	From Paper Roll Larger than A1 Size	5.00	5.00	1.00	6.00	Vatable
Photocopying - (per sheet)	A4 size and foolscap	0.20	0.20	0.04	0.24	Vatable
	A3 size	0.20	0.20	0.04	0.24	Vatable
	A4 & A3 Colour Copies	0.30	0.30	0.06	0.36	Vatable
Local Plan		26.00	27.00	0.00	27.00	Non vatable

Planning Services		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Planning Applications – Maps	Up to 6 maps (one charge for the set):					
	1:500 scale*	5.00	5.00	0.00	5.00	Non vatable
	plus admin fee #	158.00	163.00	32.60	195.60	Vatable
	1:1250 scale*	21.00	22.00	0.00	22.00	Non vatable
	plus admin fee #	16.00	16.00	3.20	19.20	Vatable
	1:2500 scale*	87.00	90.00	0.00	90.00	Non vatable
	plus admin fee #	15.00	15.00	3.00	18.00	Vatable
*All maps are provided by the National maps Centre and are subject to change if the O.S. increase their fees						
# Only one admin fee is charged regardless of the number of maps purchased.						
Planning Applications - Weekly Press Lists		265.00	273.00	54.60	327.60	Vatable
Planning Decision Notices	Notice requested	16.00	16.00	3.20	19.20	Vatable
Compilation of Agreement. Minimum charge increased at Officer's discretion	Section 52 Agreement					
	Per copy of Agreement	29.00	30.00	6.00	36.00	Vatable
	Section 106 Agreements					
	Per copy of Agreement	26.00	27.00	5.40	32.40	Vatable
Tree Preservation Orders: Per copy of order		24.00	25.00	5.00	30.00	Vatable
Valuation Fee		At Cost	At Cost	-	At Cost	Vatable
High Hedges Complaint- £500- zero-rated VAT		672.00	692.00	0.00	692.00	Non vatable
Planning application fees are set by central government Use this link to CLG planning portal.		http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf				

Planning Services		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Local Search Fees	Con29 only	159.00	164.00	32.80	196.80	Vatable
	Part II	21.50	21.50	4.30	25.80	Vatable
	Additional Questions	21.50	21.50	4.30	25.80	Vatable

DEVELOPMENT MANAGEMENT – PRE-APPLICATION & DISCRETIONARY FEES (1)	2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
PROPOSED FEE LEVELS FOR PRE-APPLICATION (AND RELATED) ADVICE (April 2024)					
Is planning permission required? (to include a search of our records to ascertain whether permitted development rights have been removed)	62.50	62.50	12.50	75.00	Vatable
Is listed building consent required?	85.50	88.00	17.60	105.60	Vatable
Is a building or structure considered to be curtilage listed?	85.50	88.00	17.60	105.60	Vatable
Has a planning condition or S.106 legal agreement clause been complied with? £75 (+ £75 ph) for complicated requests – taking more than 1 hour to be agreed in advance)	64.00	66.00	13.20	79.20	Vatable
	64.00	66.00	13.20	79.20	Vatable
Simple householder advice (does not include advice relating to development proposals for listed buildings)	85.50	88.00	17.60	105.60	Vatable
Complex householder advice (including advice relating to development proposals for listed buildings) +£75 if a site visit is required	171.00	176.00	35.20	211.20	Vatable
	64.00	66.00	13.20	79.20	Vatable
Each subsequent hour of officer time above the stated limit (to be agreed in advance) including specialist officers time.	42.50	44.00	8.80	52.80	Vatable
Any subsequent response to further amendments	85.50	88.00	17.60	105.60	Vatable
Any subsequent meeting or site visit	128.00	132.00	26.40	158.40	Vatable
1 dwelling (including replacement dwellings and holiday let/tourist accommodation)	564.00	581.00	116.20	697.20	Vatable
Provision of up to 200 square metres of floor space for other uses e.g. equestrian/retail/commercial/industrial/ mixed development	256.00	263.50	52.70	316.20	Vatable
Additional hour(s) of officer time (including specialist officers) to be agreed and paid in advance	42.50	44.00	8.80	52.80	Vatable
Any subsequent response to further amendments	128.00	132.00	26.40	158.40	Vatable
Any subsequent meeting	213.50	220.00	44.00	264.00	Vatable
2 - 9 (inclusive) dwellings (including replacement dwellings and holiday let/tourist accommodation)	854.00	879.50	175.90	1,055.40	Vatable
Development of less than 0.5 hectares for residential use (if number of dwellings/units is not known)	427.00	440.00	88.00	528.00	Vatable
Provision of 200-1,000 square metres of floor space or 0.5 hectares for other uses (where floorspace not known) e.g. equestrian/retail/commercial/industrial/ mixed development	427.00	440.00	88.00	528.00	Vatable
Development of land for other uses e.g. equestrian/retail/commercial/industrial/mixed development use with a site area of upto 1 hectare	427.00	440.00	88.00	528.00	Vatable
Change of use of land or buildings	427.00	440.00	88.00	528.00	Vatable
Additional hour (s) of officer and specialist time (to be agreed and paid in advance)	51.50	53.00	10.60	63.60	Vatable
Any subsequent response to further amendments	128.00	132.00	26.40	158.40	Vatable
Any subsequent meeting	213.50	220.00	44.00	264.00	Vatable

DEVELOPMENT MANAGEMENT – PRE-APPLICATION & DISCRETIONARY FEES (2)		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Major applications (other)	10 – 199 (inclusive) residential units Residential development (where the proposed number of units is not specified), with a site area of 0.5 hectares or more and less than four hectares Provision of 1,000 - 9,999 square metres of floor space for other uses e.g. equestrian/ retail/ commercial/industrial/ mixed development Development of land for other uses e.g. equestrian/retail/commercial/industrial/mixed development with a site area of one hectare or more and less than two hectares	1,708.50	1,760.00	352.00	2,112.00	Vatable
	An hour of additional officer (including specialist) time (to be agreed and paid in advance)	64.00	66.00	13.20	79.20	Vatable
	Any subsequent response to further amendments	213.50	220.00	44.00	264.00	Vatable
	Any subsequent meeting	427.00	440.00	88.00	528.00	Vatable
Major applications	200 or more residential units Residential development (where the proposed number of units is not specified) with a site area of four hectares or more Provision of 10,000 square metres or more of floor space for other uses e.g. equestrian/retail commercial/ industrial/ mixed development Development of land for other uses e.g. equestrian /retail /commercial / industrial / mixed development with a site area of two hectares or more	3,416.50	3,519.00	703.80	4,222.80	Vatable
	Any subsequent response to further amendments	427.00	440.00	88.00	528.00	Vatable
	An hour of additional officer (including specialist) time (to be agreed and paid in advance)	85.50	88.00	17.60	105.60	Vatable
	Any subsequent meeting	640.50	659.50	131.90	791.40	Vatable

DEVELOPMENT MANAGEMENT - PRE-APPLICATION – Other Discretionary fees		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
General Policy/CIL/S106 related Advice	per hour of officer time. For those requests that will be longer, the fee will be agreed in advance.	128.00	132.00	26.40	158.40	Vatable
General Planning or other related advice not covered above	per hour	85.50	88.00	17.60	105.60	Vatable
Applications directly due to disability, or made by Town and Parish Councils	No charge					
Applications made by Registered Social Landlords (RSLs) or charities	It is at the Development Managers discretion to reduce the rates above for certain types of applications					
Assistance with filling in a planning application form or other related planning document.	per hour	64.00	66.00	13.20	79.20	Vatable
Admin charge for applications not submitted on the Planning Portal i.e postal or email.	per application	21.50	22.00	4.40	26.40	Vatable
Charging for invalid applications (that have not been made valid within 28 days or as indicated/agreed by the Councils validation team).	Householder, advertisements Certificates of Lawfulness & Prior notifications	42.50	44.00	8.80	52.80	Vatable
	Minor Applications	85.50	88.00	17.60	105.60	Vatable
	Major Applications	171.00	176.00	35.20	211.20	Vatable
Copy of Decision Notice, TPO, Appeal Decision Notice, Enforcement Notices, S111 etc	Per document	25.50	26.50	5.30	31.80	Vatable
Copy of S106 or Agreement	Per document	42.50	44.00	8.80	52.80	Vatable
Charges for paper copies of applications	Charge per whole application should all documents be requested. per householder	21.50	22.00	4.40	26.40	Vatable
	per Minor/Other	42.50	44.00	8.80	52.80	Vatable
	per major	85.50	88.00	17.60	105.60	Vatable
Charges per plan are based on the costs to copy and send out the document and are per sheet.	A0	7.00	7.00	1.40	8.40	Vatable
	A1	6.00	6.00	1.20	7.20	Vatable
	A2	5.00	5.00	1.00	6.00	Vatable
	A3	4.50	4.50	0.90	5.40	Vatable
	A4	4.00	4.00	0.80	4.80	Vatable
	A4 – subsequent copies	0.50	0.50	0.10	0.60	Vatable

Community Infrastructure Levy (CIL)		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Residential District-wide of less than 250 homes (Greenfield) £ per m2	Includes mixed housing development (i.e. a mix of housing and flats). On-site affordable housing on 11+ Units Nil affordable housing on sites between 1-10 units. Affordable housing financial contributions apply on sites between 6-10 units in the Cotswolds National landscape	225.00	225.00	0.00	225.00	Non Vatable
Residential District-wide of 250 homes or more (Greenfield) £ per m2	Includes mixed housing development (i.e. a mix of housing and flats). On-site affordable housing applies in all cases. Excludes defined Strategic Sites.	150.00	150.00	0.00	150.00	Non Vatable
Residential District-wide (Previously developed land) £ per m2	Includes mixed housing development (i.e. a mix of housing and flats). On-site affordable housing on 11+ units. Nil affordable housing on sites between 1-10 units. Affordable housing financial contributions apply on sites between 6-10 units in the Cotswolds National Landscape (formerly AONB).	125.00	125.00	0.00	125.00	Non Vatable
Residential District-wide 100% Flatted only development District-wide £ per m2		25.00	25.00	0.00	25.00	Non Vatable
Residential District-wide Defined Strategic Sites £ per m2	Defined sites include: Salt Cross Garden Village, West Eynsham, North Witney, East Witney; and East Chipping Norton	0.00	0.00	0.00	0.00	Non Vatable
Non-Residential Uses	Large Format Retail e.g. Supermarkets, Foodstores, Retail Warehousing £ per m2	125.00	125.00	0.00	125.00	Non Vatable
All other non-residential development £ per m2	Nil Rated	0.00	0.00	0.00	0.00	Non Vatable
Full details can be found using this link		https://www.westoxon.gov.uk/planning-and-building/community-infrastructure-levy-cil/				

Biodiversity Net Gain (BNG)		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Small (0-5 ha)	Low	3,000.00	3,000.00	0.00	3,000.00	Non Vatable
	Moderate	4,000.00	4,000.00	0.00	4,000.00	Non Vatable
	High	5,000.00	5,000.00	0.00	5,000.00	Non Vatable
Medium (5+ to 20 ha)	Low	6,250.00	6,250.00	0.00	6,250.00	Non Vatable
	Moderate	7,500.00	7,500.00	0.00	7,500.00	Non Vatable
	High	8,500.00	8,500.00	0.00	8,500.00	Non Vatable
Large (20+ to 40 ha)	Low	10,250.00	10,250.00	0.00	10,250.00	Non Vatable
	Moderate	12,500.00	12,500.00	0.00	12,500.00	Non Vatable
	High	14,500.00	14,500.00	0.00	14,500.00	Non Vatable
40+ ha Bespoke approach will be needed		Please contact West Oxfordshire District Council for details.				
Full details can be found using this link		https://www.westoxon.gov.uk/planning-and-building/wildlife-and-biodiversity/biodiversity-net-gain-bng/				

Standard Legal and Estates Fees for Property Transactions		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Standard Legal Fees (Minimum)*	New Commercial Lease	595.00	615.00	0.00	615.00	Non vatable
	Renewal Leases (on agreement with tenant)	115.00	120.00	0.00	120.00	Non vatable
	Deed of Variation (at Tenant request)	300.00	310.00	0.00	310.00	Non vatable
	Licence to Alter £250 £150 £400	300.00	310.00	0.00	310.00	Non vatable
	Licence to Assign / Underlet £250 £150 £400	300.00	310.00	0.00	310.00	Non vatable
	Deed of Grant/Release £500 £250 £750	595.00	615.00	0.00	615.00	Non vatable
	Deed of Surrender £250 £150 £400	300.00	310.00	0.00	310.00	Non vatable
	Licence for Use £150 £150 £300	180.00	185.00	0.00	185.00	Non vatable
Standard Estates Fee*	Disposal - (at other party request) £500 £500 £1000	595.00	615.00	0.00	615.00	Non vatable
	Deed of Variation (at Tenant request)	300.00	310.00	0.00	310.00	Non vatable
	Licence to Alter £250 £150 £400	300.00	310.00	0.00	310.00	Non vatable
	Licence to Assign / Underlet £250 £150 £400	300.00	310.00	0.00	310.00	Non vatable
	Deed of Grant/Release £500 £250 £750	420.00	435.00	0.00	435.00	Non vatable
	Deed of Surrender £250 £150 £400	300.00	310.00	0.00	310.00	Non vatable
	Letter Licence n/a £50 £50	60.00	60.00	0.00	60.00	Non vatable
	Licence for Use £150 £150 £300	180.00	185.00	0.00	185.00	Non vatable
Combined Legal and Estates Fees *	Disposal - (at other party request)	595.00	615.00	0.00	615.00	Non vatable
	Schedule of Condition (fee depends on property size)	115.00 to 595.00	115.00 to 595.00			Non vatable
	New Commercial Lease	595.00	615.00	0.00	615.00	Non vatable
	Renewal Leases (on agreement with tenant)	115.00	120.00	0.00	120.00	Non vatable
	Deed of Variation (at Tenant request)	480.00	495.00	0.00	495.00	Non vatable
	Licence to Alter	480.00	495.00	0.00	495.00	Non vatable
	Licence to Assign / Underlet	480.00	495.00	0.00	495.00	Non vatable
	Deed of Grant/Release	900.00	925.00	0.00	925.00	Non vatable
	Deed of Surrender	480.00	495.00	0.00	495.00	Non vatable
	Letter Licence	60.00	60.00	0.00	60.00	Non vatable
* Legal and Estates Fee Exclusions:	Licence for Use	355.00	365.00	0.00	365.00	Non vatable
	Disposal (at other party request)	1,190.00	1,225.00	0.00	1,225.00	Non vatable
	Schedule of Condition (fee depends on property size)	115.00 to 595.00	115.00 to 595.00			Non vatable

*** Legal and Estates Fee Exclusions:**

Council Contractors occupying property for service provision

Local Charities

Community Organisations (Not for Profit)

Departure from Legal and Estates Fee Schedule

In exceptional circumstances or if it is in the interest of the Council's commercial property portfolio, the Head of Legal Services, in respect of Legal fees or the Assistant Director with responsibility for Assets, in respect of Estates fees, can agree a reduction or waiver of fees, in consultation with the appropriate Executive Member whose portfolio includes Property and Assets.

Resources		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Administration	Freedom of Information enquiries (charge per hr for search costs over the £450 'Appropriate Limit'):	25.00	25.00	0.00	25.00	Non vatable
	Freedom of Information photocopying - per sheet	1.00	1.00	0.00	1.00	Non vatable
Summons Costs - Council Tax/NNDR	Council Tax - Summons on application for Liability Order*	65.00	65.00	0.00	65.00	Non vatable
	Council Tax - Costs of Liability Order hearing*	45.00	45.00	0.00	45.00	Non vatable
	NNDR - Summons on application for Liability Order*	75.00	75.00	0.00	75.00	Non vatable
	NNDR - Costs of Liability Order hearing*	45.00	45.00	0.00	45.00	Non vatable
	* As approved by the Magistrates Court					
Miscellaneous properties	Garage rents	14.50	15.00	3.00	18.00	Vatable

WODC Room Hire		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Key Partners	Room 1 (Seating for 30) per hour	23.00	23.50	0.00	23.50	Non vatable
	Room 2 (Seating for 20) per hour	15.00	15.50	0.00	15.50	Non vatable
	Room 1 & 2 (Seating 85) per hour	36.00	37.00	0.00	37.00	Non vatable
	Community Space / Chamber (Seating for 60)	60.00	62.00	0.00	62.00	Non vatable
Community Groups / Public Sector and NFP Groups or Charities	Room 1 (Seating for 30) per hour	38.00	39.00	0.00	39.00	Non vatable
	Room 2 (Seating for 20) per hour	25.00	26.00	0.00	26.00	Non vatable
	Room 1 & 2 (Seating 85) per hour	60.00	62.00	0.00	62.00	Non vatable
	Community Space / Chamber (Seating for 60)	100.00	103.00	0.00	103.00	Non vatable
Commercial	Room 1 (Seating for 30) per hour	75.00	77.50	0.00	77.50	Non vatable
	Room 2 (Seating for 20) per hour	50.00	51.50	0.00	51.50	Non vatable
	Room 1 & 2 (Seating 85) per hour	120.00	123.50	0.00	123.50	Non vatable
	Community Space / Chamber (Seating for 60)	200.00	206.00	0.00	206.00	Non vatable
Key Partners would include organisations that help the Council deliver its priorities such as NHS & OCC receive an 70% discount Community Groups etc receive a discount of 50% Minimum hire would be 2hrs Booking Times are 10am to 5pm Monday to Friday Water will be provided but no other refreshments. however food can be booked via the Café in Elmfield						

Environmental & Regulatory Services: Water Supplies		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Private Water Supplies	Risk Assessment or Investigation (fee per hour)	68.00	70.00	0.00	70.00	Non vatable
	Sampling – each visit – fixed fee	132.00	136.00	0.00	136.00	Non vatable
	Granting and Authorisation - fixed fee plus hourly rate applies	132.00	136.00	0.00	136.00	Non vatable
Sample Analysis	Taken under Regulation 10					
	Taken during check monitoring	at cost	at cost		at cost	Non vatable
	Taken during audit monitoring					
Regulation of Pollution from Industrial Sources <i>Fees as laid down by the Secretary of State</i>	- Environmental Permitting Regulations 2010 <i>Please refer to www.gov.uk/local-authority-environmental-permit</i>					
Environmental Information Regulations – Search Fees	Basic administration charge	25.00	26.00	0.00	26.00	Non vatable
	Contaminated Land information request	80.00	82.00	0.00	82.00	Non vatable

Environmental & Regulatory Services: Food Health & Safety		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Export of Food Products	Food Export Health Certificate (including first hour of officer time)	72.00	74.00	0.00	74.00	Non vatable
	DEFRA Export Health Certificate	138.00	142.00	0.00	142.00	Non vatable
	Officer hourly rate after first hour	50.00	52.00	0.00	52.00	Non vatable
Other Products & Services	E-learning	Na	Na	Na	Na	Non vatable
	Safer Food, Better Business Information Pack	16.00	16.00	0.00	16.00	Non vatable
	Safer Food Better Business Diary Sheets (per pack)	5.00	11.20	0.00	11.20	Non vatable
	Food Hygiene Rating Re-visit	210.00	216.00	0.00	216.00	Non vatable
	Condemned Food Certificate	105.00	108.00	0.00	108.00	Non vatable

Environmental & Regulatory Services: Licencing Animal Welfare		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Breeding of Dogs¹	New Application	501.00	526.00	0.00	526.00	Non vatable
	Renewal (1 to 3 years depending on rating + annual inspection)	395.00	415.00	0.00	415.00	Non vatable
Horse Riding Establishments¹	New Application	574.00	603.00	0.00	603.00	Non vatable
	Renewal (1 to 3 years depending on rating + annual inspection)	395.00	415.00	0.00	415.00	Non vatable
Pet Shops	New Application	387.00	406.00	0.00	406.00	Non vatable
	Renewal (1 to 3 years depending on rating)	330.00	347.00	0.00	347.00	Non vatable
Keeping or Training Animals for Exhibition	New Application	387.00	406.00	0.00	406.00	Non vatable
	Renewal (3 years)	330.00	347.00	0.00	347.00	Non vatable
Home Boarding for Dogs	New Application	387.00	406.00	0.00	406.00	Non vatable
(Day-time or overnight care within the home environm	Renewal (1 to 3 years depending on rating)	330.00	347.00	0.00	347.00	Non vatable
Providing Boarding in Kennels	Dogs - New Application – up to 50 dogs	387.00	406.00	0.00	406.00	Non vatable
	Dogs - Renewal (1 to 3 years depending on rating) – up to 50 dogs	330.00	347.00	0.00	347.00	Non vatable
	Dogs - New Application – over 50 dogs	452.00	475.00	0.00	475.00	Non vatable
	Dogs - Renewal (1 to 3 years depending on rating)– over 50 dogs	395.00	415.00	0.00	415.00	Non vatable
	Cats - New Application – up to 50 cats	387.00	406.00	0.00	406.00	Non vatable
	Cats - Renewal (1 to 3 years depending on rating) – up to 50 cats	330.00	347.00	0.00	347.00	Non vatable
	Cats - New Application – over 50 cats	452.00	475.00	0.00	475.00	Non vatable
	Cats - Renewal (1 to 3 years depending on rating)– over 50 cats	395.00	415.00	0.00	415.00	Non vatable
Total charge is the amount as shown plus veterinary fees						

Environmental & Regulatory Services: Licencing Animal Welfare		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Providing Day Care for Dogs	New Application – up to 50 dogs	352.00	370.00	0.00	370.00	Non vatable
	Renewal (1 to 3 years depending on rating) – up to 50 dogs	330.00	347.00	0.00	347.00	Non vatable
	New Application – over 50 dogs	452.00	475.00	0.00	475.00	Non vatable
	Renewal (1 to 3 years depending on rating)– over 50 dogs	395.00	415.00	0.00	415.00	Non vatable
Supplementary Fees	Franchise Licence – Dog Boarding only ¹	157.00	165.00	0.00	165.00	Non vatable
	Host Fee ²	187.00	196.00	0.00	196.00	Non vatable
	Additional Activity ³	66.00	69.00	0.00	69.00	Non vatable
	Variation Fee <i>e.g. amendment to a licence</i>	35.00	37.00	0.00	37.00	Non vatable
	Inspection Fee ⁴	173.00	182.00	0.00	182.00	Non vatable
	Re-Rating Fee ⁵	180.00	189.00	0.00	189.00	Non vatable
	Admin Fee (Dog Breeding/Horse Riding Establishment Recharge Admin Fee)	33.00	35.00	0.00	35.00	Non vatable
¹ Host fees will be required in addition to this licence ² Required per host family of a dog boarding franchise ³ Payable in addition to the appropriate licence fees where more than one activity is undertaken at the same premises ⁴ Payable if an inspection is required in addition to the initial inspection required included within the licence fee ⁵ Inspection and licence amendment for re-rating of the current star rating						
Dangerous Wild Animals	New Application ¹	481.00	505.00	0.00	505.00	Non vatable
	Renewal (2 years) ¹	424.00	445.00	0.00	445.00	Non vatable
Zoos	s14(2) dispensation - New Application ¹	1,671.00	1,755.00	0.00	1,755.00	Non vatable
	s14(2) dispensation - Renewal (6 years) ¹	2,259.00	2,372.00	0.00	2,372.00	Non vatable
	No dispensation - New Application ¹	2,668.00	2,801.00	0.00	2,801.00	Non vatable
	No dispensation - Renewal (6 years) ¹	3,757.00	3,945.00	0.00	3,945.00	Non vatable
¹ Total charge is the amount as shown plus veterinary fees						
Primate Licence	Application for grant of Licence	N/a	497.00	0.00	497.00	Non vatable
	Application for renewal of Licence	N/a	342.00	0.00	342.00	Non vatable
	Application for Variation of Licence	N/a	31.00	0.00	31.00	Non vatable

Environmental & Regulatory Services: Licencing Taxis		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Drivers Licence	Hackney Carriage / Private Hire / Dual - 3 year – new application	311.00	327.00	0.00	327.00	Non vatable
	Hackney Carriage / Private Hire / Dual - 3 year – renewal	229.00	240.00	0.00	240.00	Non vatable
	Single Private Hire to Dual Licence transfer	68.00	71.00	0.00	71.00	Non vatable
Vehicle Licence – all 1 year	Hackney Carriage vehicle – new application	311.00	327.00	0.00	327.00	Non vatable
	Hackney Carriage vehicle – renewal	229.00	240.00	0.00	240.00	Non vatable
	Private Hire vehicle – new application	311.00	327.00	0.00	327.00	Non vatable
	Private Hire vehicle – renewal	229.00	240.00	0.00	240.00	Non vatable
	Transfer of vehicle licence – to another person	31.00	33.00	0.00	33.00	Non vatable
	Transfer of vehicle licence – to another vehicle (1 year)	224.00	235.00	0.00	235.00	Non vatable
	Transfer of vehicle licence – to another vehicle (remainder of plate)	106.00	111.00	0.00	111.00	Non vatable
	Temporary vehicle (Insurance Company)	311.00	327.00	0.00	327.00	Non vatable
Private Hire Operators	Change of registration number	106.00	111.00	0.00	111.00	Non vatable
	Operator Licence – 5 year – new application	497.00	522.00	0.00	522.00	Non vatable
	Operator Licence – 1 year – new application / renewal	125.00	131.00	0.00	131.00	Non vatable
Other Fees	Knowledge Test	94.00	99.00	0.00	99.00	Non vatable
	Replacement driver's badge	34.00	36.00	0.00	36.00	Non vatable
	Replacement external plate	42.00	44.00	0.00	44.00	Non vatable
	Replacement internal plate	34.00	36.00	0.00	36.00	Non vatable
	Vehicle bracket	13.00	14.00	0.00	14.00	Non vatable
	Administration charge for any other requests	31.00	33.00	0.00	33.00	Non vatable

Environmental & Regulatory Services: Licencing Street Trading		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Street Trading Licences	Witney & Chipping Norton – annual	3,421.00	3,524.00	0.00	3,524.00	Non vatable
	Witney & Chipping Norton – 3 months	1,019.00	1,050.00	0.00	1,050.00	Non vatable
	All other consents – annual	2,287.00	2,356.00	0.00	2,356.00	Non vatable
	All other consents – 3 months	734.00	756.00	0.00	756.00	Non vatable
	Individual Trader Day Rate (per stall)	80.00	82.00	0.00	82.00	Non vatable
Pavement licensing (2 year period)	New	199.00	205.00	0.00	205.00	Non vatable
	Renewal	161.00	166.00	0.00	166.00	Non vatable

Environmental & Regulatory Services: Marriotts						
Marriotts	Up to 20 stalls per day	200.00	200.00	0.00	200.00	Non vatable
	Between 21 and 30 stalls per day	250.00	250.00	0.00	250.00	Non vatable
	Over 31 stalls per day	300.00	300.00	0.00	300.00	Non vatable
Plus an admin/licence fee (expires after 3 months)	Letter Licence	60.00	60.00	0.00	60.00	Non vatable

Environmental & Regulatory Services: Licencing Other		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Scrap Metal	Dealer (Site) Licence – New Application / Renewal	764.00	802.00	0.00	802.00	Non vatable
	Collector's Licence – New Application / Renewal	764.00	802.00	0.00	802.00	Non vatable
	variation fee	80.00	84.00	0.00	84.00	Non vatable
Cosmetic Piercing (Accupuncture, Tattoo, Ear Piercing & Electrolysis)	Premises registration	269.00	282.00	0.00	282.00	Non vatable
	Personal registration	200.00	210.00	0.00	210.00	Non vatable
Sex Shop, Sex Cinema or Sexual Entertainment Venue		Please contact ers@publicagroup.uk to discuss your requirements				
Houses in Multiple Occupation	HMO Licence (3 years)	822.00	847.00	0.00	847.00	Non vatable
Houses in Multiple Occupation (Revised to 5 years)	HMO Licence (3 years)	822.00	n/a	0.00	Revised to a five year licence with new fee structure.	Non vatable
Application fee (Part 1)	This is payable on application and is ordinarily non-refundable.	235.00	242.00	0.00	242.00	Non vatable
New Licence Issue Fee	This fee covers HMOs with up to six letting units/rooms.	1,065.00	1,097.00	0.00	1,097.00	Non vatable
Additional fee for seven or more rooms	There is an additional fee for each additional letting unit/room	40.00	41.00	0.00	41.00	Non vatable
Renewal licence Issue *	<p>This fee covers renewal of a licence, for the same licence holder, for HMOs with up to six letting units/rooms. Please note – the licence issue fee for a renewal will be charged as per the new licence fee if any of the following apply:</p> <p>1.0 The completed renewal application is not received at least 28 days before the expiry of the existing licence.</p> <p>2.0 Documents required to validate the application are not received prior to expiry of the existing licence; or on a later date as advised following your application being processed.</p> <p>3.0 Structural or significant changes to the HMO since the previous licence was granted, such as extensions and new rooms, for which a variation request has not previously been received.</p> <p>4.0 Any outstanding enforcement action.</p> <p>5.0 Any significant hazard is identified on renewal inspection.</p> <p>6.0 Any breach of licence conditions or management regulations is identified on renewal inspection.</p>	965.00	994.00	0.00	994.00	Non vatable
Additional fee for seven or more rooms upon renewal	There is an additional fee for each additional letting unit/room of £20.00	20.00	21.00	0.00	21.00	Non vatable
Officer Hourly Rate		50.00	50.00	10.00	60.00	vatable
Advisory Services		The council offers regulatory service support and advice as part of the Better Business for all partnership (https://www.thegrowthhub.biz/support-hub/better-business-for-all); please contact ers@publicagroup.uk to discuss your requirements.				
Alcohol & Entertainment (Licensing Act 2003)		Fees as laid down by the Secretary of State – please refer to www.gov.uk				

Environmental & Regulatory Services: Licencing Caravan & Campsites		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
New site application	– 5 or less units	418.00	431.00	0.00	431.00	Non vatable
	– 6 to 24 units	557.00	574.00	0.00	574.00	Non vatable
	– 25 to 99 units	669.00	689.00	0.00	689.00	Non vatable
	– 100 to 199 units	769.00	792.00	0.00	792.00	Non vatable
	– 200 units and over	882.00	908.00	0.00	908.00	Non vatable
Annual Fee for existing site licence	– 5 or less units	352.00	363.00	0.00	363.00	Non vatable
	– 6 to 24 units	463.00	477.00	0.00	477.00	Non vatable
	– 25 to 99 units	577.00	594.00	0.00	594.00	Non vatable
	– 100 to 199 units	669.00	689.00	0.00	689.00	Non vatable
	– 200 units and over	776.00	799.00	0.00	799.00	Non vatable
Other Fees	Transfer / amendment of existing site licence	132.00	136.00	0.00	136.00	Non vatable
	Change Site Conditions	132.00	136.00	0.00	136.00	Non vatable
	Site Rules Deposit	67.00	69.00	0.00	69.00	Non vatable
	Administrative and other expenses to serve notice under the Mobile Homes Act 2013	398.00	410.00	0.00	410.00	Non vatable
	Fit and Proper Person Application Assessment fee	268.00	276.00	0.00	276.00	Non vatable
	Fit and Proper Person Assessment compliance fee	n/a	87.00	0.00	87.00	Non vatable

Environmental & Regulatory Services: Licencing Gambling Act		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Betting Premises (excluding Tracks)	New Premises	558.00	586.00	0.00	586.00	Non vatable
	Vary Premises	558.00	586.00	0.00	586.00	Non vatable
	Transfer of Premises	125.00	131.00	0.00	131.00	Non vatable
	Reinstatement of Premises	249.00	261.00	0.00	261.00	Non vatable
	Provisional Statement	558.00	586.00	0.00	586.00	Non vatable
	New Premises with Provisional	103.00	108.00	0.00	108.00	Non vatable
	Annual Fee	220.00	231.00	0.00	231.00	Non vatable
	Copy of Licence (Set cap of £25.00)	25.00	25.00	0.00	25.00	Non vatable
Notification of change		37.00	39.00	0.00	39.00	Non vatable
For all other premises licence fees, please contact ers@publicagroup.uk .						
The fees for gaming machine permits are set nationally – please ref https://www.gamblingcommission.gov.uk/licensees-and-businesses/licences-and-fees						
Lotteries and Amusements (Fees set nationally)	Small Lottery – new application	40.00	40.00	0.00	40.00	Non vatable
	Small Lottery – renewal	20.00	20.00	0.00	20.00	Non vatable

Environmental & Regulatory Services: Premises Licence		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
	Number of people					
*Events that exceed 5,000 people will be liable for an additional fee to be charged on an application for a premises licence authorising the event.	5,000-9,999	1,000.00	1,000.00	0.00	1,000.00	Non vatable
	10,000-14,999	2,000.00	2,000.00	0.00	2,000.00	Non vatable
	15,000-19,999	4,000.00	4,000.00	0.00	4,000.00	Non vatable
	20,000-29,999	8,000.00	8,000.00	0.00	8,000.00	Non vatable
	30,000-39,999	16,000.00	16,000.00	0.00	16,000.00	Non vatable
	40,000-49,999	24,000.00	24,000.00	0.00	24,000.00	Non vatable
	50,000-59,999	32,000.00	32,000.00	0.00	32,000.00	Non vatable
	60,000-69,999	40,000.00	40,000.00	0.00	40,000.00	Non vatable
	70,000-79,999	48,000.00	48,000.00	0.00	48,000.00	Non vatable
	80,000-89,999	56,000.00	56,000.00	0.00	56,000.00	Non vatable
	90,000 and over	64,000.00	64,000.00	0.00	64,000.00	Non vatable
Note: Fees are determined by Government						

Environmental & Regulatory Services: Community Safety & Licensing (Licensing Act 2003) Premises Licences		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Fees relating to applications for premises licences, club premises certificates, variations, (but not changes of name and address etc or changes of designated premises supervisor) the conversion of existing licences, and conversion/variations should be graduated using five bands as shown:	BAND A	100.00	100.00	0.00	100.00	Non vatable
	BAND B	190.00	190.00	0.00	190.00	Non vatable
	BAND C	315.00	315.00	0.00	315.00	Non vatable
	BAND D	450.00	450.00	0.00	450.00	Non vatable
	BAND E	635.00	635.00	0.00	635.00	Non vatable
The annual charges payable by those holding licences and club premises certificates:	BAND A	70.00	70.00	0.00	70.00	Non vatable
	BAND B	180.00	180.00	0.00	180.00	Non vatable
	BAND C	295.00	295.00	0.00	295.00	Non vatable
	BAND D	320.00	320.00	0.00	320.00	Non vatable
	BAND E	350.00	350.00	0.00	350.00	Non vatable
Particular types of premises which do not have non-domestic rateable values would be allocated to Band A The various non-domestic rateable values should be allocated to bands in the following way: Note:*Non-Domestic rateable value	BAND A	*£0-£4,300				Non vatable
	BAND B	*£4,301-£33,000				Non vatable
	BAND C	*£33,001-£87,000				Non vatable
	BAND D	*£87,001-£125,000				Non vatable
	BAND E	*£125,001 and over				Non vatable
*No fee or annual charge would be payable by church halls, chapel halls or other premises of a similar nature and village halls, parish and community halls or other premises of a similar nature for a premises licence authorising only the provision of regulated entertainment. No fee or annual charge would be payable by a school providing education for pupils up to year 13 or a sixth form college for a premises licence authorising only the provision of regulated entertainment carried on by the school or sixth from college.						
Temporary Events Notice		21.00	21.00	0.00	21.00	Non vatable
Personal Licence		37.00	37.00	0.00	37.00	Non vatable
Minor Variations procedure		89.00	89.00	0.00	89.00	Non vatable
Note: Fees determined by Government						

Environmental & Regulatory Services: Community Safety & Licensing (Licensing Act 2003)		2025/2026	2026/2027		2026/2027	
Miscellaneous Fees		Basic Charge	Basic Charge	VAT	Total Charge	VAT Status
		£ p	£ p	£ p	£ p	
Miscellaneous Fees	Application for a grant or renewal of personal licence	37.00	37.00	0.00	37.00	Non vatable
	Temporary event notices	21.00	21.00	0.00	21.00	Non vatable
	Theft, loss etc of premises licence or summary	10.50	10.50	0.00	10.50	Non vatable
	Application for a provisional statement where premises being built, et	195.00	195.00	0.00	195.00	Non vatable
	Notification of change of name or address	10.50	10.50	0.00	10.50	Non vatable
	Application to vary to specify individual as premises supervisor	23.00	23.00	0.00	23.00	Non vatable
	Application for transfer of premises licence	23.00	23.00	0.00	23.00	Non vatable
	Interim authority notice following death etc. of licence holder	23.00	23.00	0.00	23.00	Non vatable
	Theft, loss etc of certificate or summary	10.50	10.50	0.00	10.50	Non vatable
	Notification of change of name or alteration of club rules	10.50	10.50	0.00	10.50	Non vatable
	Change of relevant registered address of club	10.50	10.50	0.00	10.50	Non vatable
	Theft, loss etc of temporary event notice	10.50	10.50	0.00	10.50	Non vatable
	Theft, loss etc of personal licence	10.50	10.50	0.00	10.50	Non vatable
	Duty to notify change of name or address	10.50	10.50	0.00	10.50	Non vatable
	Right of freeholder etc to be notified of licensing matters	21.00	21.00	0.00	21.00	Non vatable
	Note: Fees determined by Government					

Environmental & Regulatory Services: Environmental Services Penalty Notices		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Fine for Dog Fouling		50.00	50.00	0.00	50.00	Non vatable
Off Street Parking enforcement	Higher Level Contravention paid after service of charge certificate*	105.00	105.00	0.00	105.00	Non vatable
	Higher Level Contravention paid after 14 days but before service of charge certificate*	70.00	70.00	0.00	70.00	Non vatable
	Higher level contravention paid within 14 days*	35.00	35.00	0.00	35.00	Non vatable
	Lower Level Contravention paid after service of charge certificate*	75.00	75.00	0.00	75.00	Non vatable
	Lower level contravention paid within 14 days*	50.00	50.00	0.00	50.00	Non vatable
	Lower level contravention paid within 14 days*	25.00	25.00	0.00	25.00	Non vatable
Operational Guidance to Local Authorities: Parking Policy and enforcement. Department for Transport. Traffic Management Act 2004						
Nuisance parking	Fixed penalty notices (FPN's)*	100.00	100.00	0.00	100.00	Non vatable
	If paid within 14 days	75.00	75.00	0.00	75.00	Non vatable
Abandoned vehicles	Fixed penalty notices (FPN's)*	200.00	200.00	0.00	200.00	Non vatable
	If paid within 14 days	150.00	150.00	0.00	150.00	Non vatable
*statutory fee						

BUILDING CONTROL – GENERAL NOTES

THE BUILDING ACT 1984 : THE BUILDING REGULATIONS 2010 (As amended)

The building owner or agent must make a building regulations application and pay a fee for the construction of new works. All work must comply with the 2010 Building Regulations (as amended).

The person carrying out the building works is to liaise with and meet the requirements of the Local Authority Building Control and give the required notice for certain key stages of works as detailed in the guidance below.

The charges set out on the following pages have been set in accordance with the Building (Local Authority Charges) Regulations 2010. The tables give the charges for various categories of work.

Full Plans Applications Charges

The 'charges' shown in the following tables relate to Full Plans Applications. For the definition and details of Full Plans Applications please visit the respective Council's website.

Building Notice Applications Charges

Where building work is of a relatively minor nature, the Building Notice charge is the same for the Full Plans Application charge except for Cotswold District Council where the Building Notice charge is as shown on the relevant Tables.

For the definition and details of Building Notice Applications please visit the respective Council's website.

A Building Notice Application will not, in the majority of situations, be accepted for new dwellings. It is also likely that new dwellings may potentially attract additional charges depending on what level of design input has been achieved by the applicant.

Regularisation Applications (Retrospective Works) Charges

The charge required when depositing an application for regularisation (or reversion) is 100% of the appropriate charge as listed in the following tables **excluding VAT**, with an additional 50% premium added to it. This type of application is exempt from VAT.

For the definition and details of Regularisation Applications please visit the respective Council's website.

Works to provide access and facilities for disabled persons

Charges are not payable when the proposed work is to provide access and facilities in an existing dwelling or an extension to store equipment or provide medical treatment for a disabled person. In order to claim exemption, the appropriate evidence as to the relevance of the adaptation for the person's disability must accompany the application.

TABLE B – DOMESTIC AND COMMERCIAL EXTENSIONS TO A SINGLE BUILDING						
Erection / Extension of a garage (30m ² to 60m ²)	Full Plans Charge	324.00	400.00	80.00	480.00	Vatable
	Building Notice Charge	356.00	467.00	93.40	560.40	Vatable
Garage conversion to habitable accommodation	Full Plans Charge	243.00	267.00	53.40	320.40	Vatable
	Building Notice Charge	267.00	333.00	66.60	399.60	Vatable
Loft conversion up to 100m ²	Full Plans Charge	647.00	666.00	133.20	799.20	Vatable
	Building Notice Charge	711.00	732.00	146.40	878.40	Vatable
Loft conversion over 100m ²	Price on application					
Extension up to 20m ²	Full Plans Charge	501.00	516.00	103.20	619.20	Vatable
	Building Notice Charge	550.00	567.00	113.40	680.40	Vatable
Extension 20m ² up to 60m ²	Full Plans Charge	663.00	730.00	146.00	876.00	Vatable
	Building Notice Charge	722.00	797.00	159.40	956.40	Vatable
Extension 60m ² up to 100m ²	Full Plans Charge	833.00	858.00	171.60	1,029.60	Vatable
	Building Notice Charge	916.00	943.00	188.60	1,131.60	Vatable
Extension over 100m ²	Price on application					
Notes:						
a) References to floor area relate to the total internal area of all storeys.						
b) Where more than one extension is proposed, the floor areas must be added together to determine the total charge.						
c) Some alterations to buildings to improve facilities for disabled persons are exempt from charges. For details and advice please contact us.						

TABLE C – ALL OTHER WORK						
Under £1,000	Full Plans Charge	120.00	124.00	24.80	148.80	Vatable
	Building Notice Charge	131.00	135.00	27.00	162.00	Vatable
£1,001 to £5,000	Full Plans Charge	239.00	246.00	49.20	295.20	Vatable
	Building Notice Charge	262.00	270.00	54.00	324.00	Vatable
£5,001 to £10,000	Full Plans Charge	319.00	333.00	66.60	399.60	Vatable
	Building Notice Charge	351.00	400.00	80.00	480.00	Vatable
£10,001 to £20,000	Full Plans Charge	438.00	486.00	97.20	583.20	Vatable
	Building Notice Charge	482.00	553.00	110.60	663.60	Vatable
£20,001 to £30,000	Full Plans Charge	621.00	640.00	128.00	768.00	Vatable
	Building Notice Charge	684.00	705.00	141.00	846.00	Vatable
£30,001 to £40,000	Full Plans Charge	757.00	780.00	156.00	936.00	Vatable
	Building Notice Charge	833.00	858.00	171.60	1,029.60	Vatable
£40,001 to £50,000	Full Plans Charge	875.00	901.00	180.20	1,081.20	Vatable
	Building Notice Charge	962.00	991.00	198.20	1,189.20	Vatable
£50,001 to £60,000	Full Plans Charge	1,074.00	1,106.00	221.20	1,327.20	Vatable
	Building Notice Charge	1,182.00	1,217.00	243.40	1,460.40	Vatable
£60,001 to £70,000	Full Plans Charge	1,155.00	1,190.00	238.00	1,428.00	Vatable
	Building Notice Charge	1,270.00	1,308.00	261.60	1,569.60	Vatable
£70,001 to £80,000	Full Plans Charge	1,273.00	1,311.00	262.20	1,573.20	Vatable
	Building Notice Charge	1,399.00	1,441.00	288.20	1,729.20	Vatable
Over £80,000		Price on application				
For competitive quotations for projects over £80,000 please contact the 01993 861651 or by emailing building.control@westoxon.gov.uk						

Building Control	2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
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TABLE C – ALL OTHER WORK <i>continued</i>						
Electrical installations if not using a competent electrical engineer	Full Plans Charge	503.00	Price on application			Vatable
	Building Notice Charge	554.00	Price on application			Vatable
Inspection of a solid fuel appliance	For single inspection. POA for more than one appliance	350.00	380.00	76.00	456.00	Vatable
New windows install by non FENSA opp – up to 8 windows	Full Plans Charge	131.00	145.00	29.00	174.00	Vatable
	Building Notice Charge	145.00	149.00	29.80	178.80	Vatable
New windows install by non FENSA opp – over to 8 windows	Price on application					
Notes on additional services: a) Local Authority Building Control (LABC) can provide competitively priced 10 year Structural Warranties for new commercial buildings. For more details and prices contact 0845 0540505 or www.labcwarranty.co.uk. b) Regularisation application where work has already been undertaken without a building regulation application is price on application c) Reversion application where the work reverts back to the Council from an Approved Inspector is price on application. For more information please contact: The building control team on 01993 861702 or Email: building.control@westoxon.gov.uk						

TABLE D – ADDITIONAL SERVICES						
Additional Services	Charge to administer an application which has not been visited for 10 years.	108.33	133.33	26.67	160.00	Vatable
	Services will be charged on an hourly rate of £ 80.00 per hour (including VAT).	66.50	66.67	13.33	80.00	Vatable
<p>Other relevant services not covered by the previous tables may be undertaken on a 'cost recovery' basis.</p> <p>The following are examples of additional services which the Council may provide:</p> <ul style="list-style-type: none">Provision of Completion Certificates e.g. where requested more than six months after completion of the building workAdvisory work in connection with i) demolition of buildings and ii) dangerous structures						

Environmental Services		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Dog Control (Release of an impounded Stray Dog)	Statutory Fee	25.00	25.00	0.00	25.00	Non vatable
	Kennelling per day	At cost	At cost	At cost	At cost	Non vatable
	Administration Fee	89.00	91.50	0.00	91.50	Non vatable
	Delivery Charge (Optional return of dog to owner by the kennels)	85.00	87.50	17.50	105.00	Vatable
Note: The cost of veterinary treatment will be passed on in full to the dog owner. Owners in receipt of an income-related benefit shall only be charged for kennelling and the delivery charge (if requested), plus any veterinary costs incurred. This only applies in respect of the first recorded stray. Thereafter, full charges apply.						
Other Services	Public Sewer Searches*	30.00	30.00	0.00	30.00	Non vatable
	Chipping Norton Mop Fair	5,704.00	5,875.00	0.00	5,875.00	Non vatable
	Woodstock Fair	3,008.00	3,098.00	0.00	3,098.00	Non vatable
Home Improvement Agency:**	Agency Fees for Grant-aided Works up to £5,000	15% of cost	15% of cost			As Applicable
	Agency Fees for balance of Grant-aided Works Above £5,000	15% of cost	15% of cost			As Applicable
	Small Repairs Fee - Estimates quoted at £20 per hour plus VAT (if applicable) plus cost of materials used					As Applicable
	Agency Fees for balance of Grant-aided Works Above £5,000	15% of cost	15% of cost			As Applicable
	Small Repairs Fee - Estimates quoted at £20 per hour plus VAT (if applicable) plus cost of materials used					As Applicable
**fees could be subject to change depending upon contract variations						

Street Signage, Naming and Numbering		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Address and Street Name Amendments	Change of address	77.00	79.00	0.00	79.00	Non vatable
	Allocating a name to a property or allocating a number to a named property	77.00	79.00	0.00	79.00	Non vatable
	Change of a commercial building address	77.00	79.00	0.00	79.00	Non vatable
	Change of street name at residents, developers or parish/town council request	459.00	473.00	0.00	473.00	Non vatable
	Plus additional charge per property/unit where consultation with existing residents is to be carried out by WODC	51.00	53.00	0.00	53.00	Non vatable
Naming and numbering of a block of flats	Block of flats: up to 20 flats	232.00	239.00	0.00	239.00	Non vatable
	Block of flats: 21-50 flats	300.00	300.00	0.00	300.00	Non vatable
	Block of flats: 51+ flats	400.00	400.00	0.00	400.00	Non vatable
Naming and numbering of new properties including commercial buildings	Per Unit up to 5 plots	77.00	79.00	0.00	79.00	Non vatable
	6 - 25 plots	655.00	675.00	0.00	675.00	Non vatable
	26 - 75 plots	1,020.00	1,051.00	0.00	1,051.00	Non vatable
	76 - 150 plots	1,458.00	1,502.00	0.00	1,502.00	Non vatable
	151 - 250 plots	1,822.00	1,877.00	0.00	1,877.00	Non vatable
	251 - 350 plots	2,186.00	2,252.00	0.00	2,252.00	Non vatable
	351 - 500 plots	2,551.00	2,628.00	0.00	2,628.00	Non vatable
	501 or more plots	2,914.00	3,001.00	0.00	3,001.00	Non vatable
Additional charges where new street names are required	1 - 5 new street names	292.00	301.00	0.00	301.00	Non vatable
	6 - 10 new street names	583.00	600.00	0.00	600.00	Non vatable
	11 or more new street names	729.00	751.00	0.00	751.00	Non vatable
Additional charge where new Court names are required	Per Court name	172.00	177.00	0.00	177.00	Non vatable
Charge for a developer amending plans after naming and numbering has commenced.		155.00	160.00	0.00	160.00	Non vatable
Providing a Letter of Certification	Per letter of address certification	25.00	25.00	0.00	25.00	Non vatable
Charges for preparing site location plans and supervising	1-4 Nameplates	215.00	221.00	44.20	265.20	Vatable
	5-8 Nameplates	277.00	285.00	57.00	342.00	Vatable
	9-12 Nameplates	338.00	348.00	69.60	417.60	Vatable
	13-16 Nameplates	400.00	412.00	82.40	494.40	Vatable
	17-20 Nameplates	461.00	475.00	95.00	570.00	Vatable
	21-24 Nameplates	522.00	538.00	107.60	645.60	Vatable
	25-28 Nameplates	584.00	602.00	120.40	722.40	Vatable
	29+ Nameplates	614.00	632.00	126.40	758.40	Vatable
The charges above include all necessary administration, site visits to carry out existing address checks, establishing any new street names required and the publishing of the new addresses to relevant organisations						

Environmental Services:		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Prepaid items	*Pre paid plastic sacks - per sack (Refuse)	4.00	4.00	0.00	4.00	Non vatable
	*Pre paid stickers - per sticker (Refuse)	4.00	4.00	0.00	4.00	Non vatable
	*Pre paid plastic sacks - per sack (Recycling)	4.00	4.00	0.00	4.00	Non vatable
	*Pre paid stickers - per sticker (Recycling)	4.00	4.00	0.00	4.00	Non vatable
*Service to be available where wheeled bins are unsuitable						
For Domestic use only:- Only for household waste charges	Contaminated bin	144.00	148.00	0.00	148.00	Non vatable
Waste collection from commercial establishments. (See page 12.27 for chargeable items)						
Green Waste Collection		52.50	52.50	0.00	52.50	Non vatable
Recovery of Abandoned Trolleys (per trolley)		100.00	103.00	20.60	123.60	Vatable
Container Delivery	Black Boxes & Food Caddies	6.00	6.00	0.00	6.00	Non vatable
	Household Waste Bin 240ltr	12.00	12.00	0.00	12.00	Non vatable
	Larger Waste Bins 1100 & 660ltrs	24.00	25.00	0.00	25.00	Non vatable
Emptying of litter/dog waste bins	Per empty	8.37	8.62	0.00	8.62	Non vatable
Installing/relocating Litter/Dog Waste bins	Per bin	45.00	45.00	0.00	45.00	Non vatable
Trade Waste Fees	Charges disclosed on customer enquiry					

Bulky Household Waste Collection Service		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Normal Household items*	Up to 3 items	40.00	41.00	0.00	41.00	Non vatable
	Each additional item with a limit of up to two additional items	14.00	14.00	0.00	14.00	Non vatable
Non - standard household items	Non - standard household items	40.00	41.00	0.00	41.00	Non vatable
Please refer to www.Westoxon.gov.uk for the up to date list of collectable items.						
Note: The Council will not collect the following items:						
Asbestos, Bricks, Builders Rubble, Car Shells, Chemicals, Gas Bottles, Oil Drums, Paint, Trailers, Vehicle Engines (or other parts) or Vehicle wheels/tyres						