



# West Oxfordshire District Council

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## Fees and Charges 2026/2027

| Planning Services General Administration                 |  | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total charge<br>£ 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<br>(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<br>Basic Charge<br>£ p  | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p        | 2026/2027<br>Total Charge<br>£ p | VAT Status             |
|---|--|---|----------------------------------|-------------------|----------------------------------|------------------------|
| Planning Applications – Maps  | Up to 6 maps (one charge for the set):   |   |                                  |                   |                                  |                        |
|   | 1:500 scale*<br>plus admin fee #   | 5.00<br>158.00  | 5.00<br>163.00                   | 0.00<br>32.60     | 5.00<br>195.60                   | Non vatable<br>Vatable |
|   | 1:1250 scale*<br>plus admin fee #  | 21.00<br>16.00  | 22.00<br>16.00                   | 0.00<br>3.20      | 22.00<br>19.20                   | Non vatable<br>Vatable |
|   | 1:2500 scale*<br>plus admin fee #  | 87.00<br>15.00  | 90.00<br>15.00                   | 0.00<br>3.00      | 90.00<br>18.00                   | Non vatable<br>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.<br>Minimum charge increased at Officer's discretion                               | Section 52 Agreement   |   |                                  |                   |                                  |                        |
|   | Per copy of Agreement  | 29.00   | 30.00                            | 6.00              | 36.00                            | Vatable                |
| Tree Preservation Orders: Per copy of order<br>Valuation Fee<br>High Hedges Complaint- £500- zero-rated VAT | Section 106 Agreements   |   |                                  |                   |                                  |                        |
|   | Per copy of Agreement  | 26.00   | 27.00                            | 5.40              | 32.40                            | Vatable                |
| Tree Preservation Orders: Per copy of order<br>Valuation Fee<br>High Hedges Complaint- £500- zero-rated VAT |  | 24.00<br>At Cost<br>672.00  | 25.00<br>At Cost<br>692.00       | 5.00<br>-<br>0.00 | 30.00<br>At Cost<br>692.00       | Vatable<br>Non vatable |
| Planning application fees are set by central government. Use this link to CLG planning portal.              |  | <a href="http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a> |                                  |                   |                                  |                        |

| Planning Services |                      | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ 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<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p     | 2026/2027<br>Total Charge<br>£ p | VAT Status |
|--|----------------------------------|----------------------------------|----------------|----------------------------------|------------|
| PROPOSED FEE LEVELS FOR PRE-APPLICATION (AND RELATED) ADVICE (April 2024)  |                                  |                                  |                |                                  |            |
| Is planning permission required?<br>(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?<br><br>£75 (+ £75 ph) for complicated requests – taking more than 1 hour to be agreed in advance)     | 64.00<br>64.00                   | 66.00<br>66.00                   | 13.20<br>13.20 | 79.20<br>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)<br><br>+£75 if a site visit is required                                       | 171.00<br>64.00                  | 176.00<br>66.00                  | 35.20<br>13.20 | 211.20<br>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)<br>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<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ p | VAT Status |
|---|---|----------------------------------|----------------------------------|------------|----------------------------------|------------|
| Major applications (other)  | 10 – 199 (inclusive) residential units<br><br>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<br><br>Provision of 1,000 - 9,999 square metres of floor space for other uses e.g. equestrian/ retail/ commercial/industrial/ mixed development<br><br>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    |
|   | 200 or more residential units<br><br>Residential development (where the proposed number of units is not specified) with a site area of four hectares or more<br><br>Provision of 10,000 square metres or more of floor space for other uses e.g. equestrian/retail commercial/ industrial/ mixed development<br><br>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    |
| Major applications  | 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<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ p | VAT Status |
|---|--|----------------------------------|----------------------------------|------------|----------------------------------|------------|
| General Policy/CIL/S106 related Advice  | per hour of officer time.<br>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<br>(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<br><br>Minor Applications<br><br>Major Applications | 42.50                            | 44.00                            | 8.80       | 52.80                            | Vatable    |
|   |  | 85.50                            | 88.00                            | 17.60      | 105.60                           | Vatable    |
|   |  | 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<br><br>per Minor/Other<br><br>per major          | 21.50                            | 22.00                            | 4.40       | 26.40                            | Vatable    |
|   |  | 42.50                            | 44.00                            | 8.80       | 52.80                            | Vatable    |
|   |  | 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<br><br>A1<br><br>A2<br><br>A3<br><br>A4<br><br>A4 – subsequent copies   | 7.00                             | 7.00                             | 1.40       | 8.40                             | Vatable    |
|   |  | 6.00                             | 6.00                             | 1.20       | 7.20                             | Vatable    |
|   |  | 5.00                             | 5.00                             | 1.00       | 6.00                             | Vatable    |
|   |  | 4.50                             | 4.50                             | 0.90       | 5.40                             | Vatable    |
|   |  | 4.00                             | 4.00                             | 0.80       | 4.80                             | Vatable    |
|   |  | 0.50                             | 0.50                             | 0.10       | 0.60                             | Vatable    |

| Community Infrastructure Levy (CIL)  |  | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ 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<br>Nil affordable housing on sites between 1-10 units.<br>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 |
| <b>Full details can be found using this link</b>                               | <a href="https://www.westoxon.gov.uk/planning-and-building/community-infrastructure-levy-cil/">https://www.westoxon.gov.uk/planning-and-building/community-infrastructure-levy-cil/</a>  |                                  |                                  |            |                                  |             |

| Biodiversity Net Gain (BNG)                      |   | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ 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.   |                                  |                                  |            |                                  |             |
| <b>Full details can be found using this link</b> | <a href="https://www.westoxon.gov.uk/planning-and-building/wildlife-and-biodiversity/biodiversity-net-gain-bng/">https://www.westoxon.gov.uk/planning-and-building/wildlife-and-biodiversity/biodiversity-net-gain-bng/</a> |                                  |                                  |            |                                  |             |

| Legal Services |                                   | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ p | VAT Status  |
|----------------|-----------------------------------|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Legal Services | Litigation Fees (per hour)        | 250.00                           | 260.00                           | 0.00       | 260.00                           | Non vatible |
|                | Section 106 Agreements (per hour) | 250.00                           | 260.00                           | 0.00       | 260.00                           | Non vatible |

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

**\* 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<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ p | VAT Status  |
|---|--|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| <b>Administration</b>                   | Freedom of Information enquiries<br>(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 |
| <b>Summons Costs - Council Tax/NNDR</b> | 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  |  |                                  |                                  |            |                                  |             |
| <b>Miscellaneous properties</b>         | Garage rents   | 14.50                            | 15.00                            | 3.00       | 18.00                            | Vatable     |

| WODC Room Hire  |  | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ p | VAT Status  |
|---|--|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| <b>Key Partners</b>   | 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 |
| <b>Community Groups / Public Sector and NFP Groups or Charities</b> | 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 |
| <b>Commercial</b>   | 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<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ 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<br>Taken during check monitoring<br>Taken during audit monitoring   | at cost                          |                                  | at cost    |                                  | Non vatable |
| Regulation of Pollution from Industrial Sources<br><i>Fees as laid down by the Secretary of State</i> | <b>- Environmental Permitting Regulations 2010</b><br><i>Please refer to <a href="http://www.gov.uk/local-authority-environmental-permit">www.gov.uk/local-authority-environmental-permit</a></i> |                                  |                                  |            |                                  |             |
| Environmental Information Regulations – Search<br>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<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ 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: Licensing Animal Welfare                                    |   | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ p | VAT Status  |
|--|---|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| <b>Breeding of Dogs<sup>1</sup></b>  | New Application   | 501.00                           | 526.00                           | 0.00       | 526.00                           | Non vatible |
|  | Renewal (1 to 3 years depending on rating + annual inspection)    | 395.00                           | 415.00                           | 0.00       | 415.00                           | Non vatible |
| <b>Horse Riding Establishments<sup>1</sup></b>   | New Application   | 574.00                           | 603.00                           | 0.00       | 603.00                           | Non vatible |
|  | Renewal (1 to 3 years depending on rating + annual inspection)    | 395.00                           | 415.00                           | 0.00       | 415.00                           | Non vatible |
| <b>Pet Shops</b>   | New Application   | 387.00                           | 406.00                           | 0.00       | 406.00                           | Non vatible |
|  | Renewal (1 to 3 years depending on rating)                        | 330.00                           | 347.00                           | 0.00       | 347.00                           | Non vatible |
| <b>Keeping or Training Animals for Exhibition</b>  | New Application   | 387.00                           | 406.00                           | 0.00       | 406.00                           | Non vatible |
|  | Renewal (3 years)   | 330.00                           | 347.00                           | 0.00       | 347.00                           | Non vatible |
| <b>Home Boarding for Dogs</b><br><b>(Day-time or overnight care within the home environment)</b> | New Application   | 387.00                           | 406.00                           | 0.00       | 406.00                           | Non vatible |
| <b>Providing Boarding in Kennels</b>   | Renewal (1 to 3 years depending on rating)                        | 330.00                           | 347.00                           | 0.00       | 347.00                           | Non vatible |
|  | Dogs - New Application – up to 50 dogs                            | 387.00                           | 406.00                           | 0.00       | 406.00                           | Non vatible |
|  | Dogs - Renewal (1 to 3 years depending on rating) – up to 50 dogs | 330.00                           | 347.00                           | 0.00       | 347.00                           | Non vatible |
|  | Dogs - New Application – over 50 dogs                             | 452.00                           | 475.00                           | 0.00       | 475.00                           | Non vatible |
|  | Dogs - Renewal (1 to 3 years depending on rating)– over 50 dogs   | 395.00                           | 415.00                           | 0.00       | 415.00                           | Non vatible |
|  | Cats - New Application – up to 50 cats                            | 387.00                           | 406.00                           | 0.00       | 406.00                           | Non vatible |
|  | Cats - Renewal (1 to 3 years depending on rating) – up to 50 cats | 330.00                           | 347.00                           | 0.00       | 347.00                           | Non vatible |
|  | Cats - New Application – over 50 cats                             | 452.00                           | 475.00                           | 0.00       | 475.00                           | Non vatible |
| <i>Total charge is the amount as shown plus veterinary fees</i>                                  |   | 395.00                           | 415.00                           | 0.00       | 415.00                           | Non vatible |

| Environmental & Regulatory Services: Licencing Animal Welfare |   | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ 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 <sup>1</sup>                        | 157.00                           | 165.00                           | 0.00       | 165.00                           | Non vatable |
|   | Host Fee <sup>2</sup>   | 187.00                           | 196.00                           | 0.00       | 196.00                           | Non vatable |
|   | Additional Activity <sup>3</sup>  | 66.00                            | 69.00                            | 0.00       | 69.00                            | Non vatable |
|   | Variation Fee e.g. amendment to a licence                                 | 35.00                            | 37.00                            | 0.00       | 37.00                            | Non vatable |
|   | Inspection Fee <sup>4</sup>   | 173.00                           | 182.00                           | 0.00       | 182.00                           | Non vatable |
|   | Re-Rating Fee <sup>5</sup>  | 180.00                           | 189.00                           | 0.00       | 189.00                           | Non vatable |
|   | Admin Fee (Dog Breeding/Horse Riding Establishment Recharge<br>Admin Fee) | 33.00                            | 35.00                            | 0.00       | 35.00                            | Non vatable |

<sup>1</sup> Host fees will be required in addition to this licence

<sup>2</sup> Required per host family of a dog boarding franchise

<sup>3</sup> Payable in addition to the appropriate licence fees where more than one activity is undertaken at the same premises

<sup>4</sup> Payable if an inspection is required in addition to the initial inspection required included within the licence fee

<sup>5</sup> Inspection and licence amendment for re-rating of the current star rating

|                        |  |          |          |      |          |             |
|------------------------|--|----------|----------|------|----------|-------------|
| Dangerous Wild Animals | New Application <sup>1</sup>                         | 481.00   | 505.00   | 0.00 | 505.00   | Non vatable |
|                        | Renewal (2 years) <sup>1</sup>                       | 424.00   | 445.00   | 0.00 | 445.00   | Non vatable |
| Zoos                   | s14(2) dispensation - New Application <sup>1</sup>   | 1,671.00 | 1,755.00 | 0.00 | 1,755.00 | Non vatable |
|                        | s14(2) dispensation - Renewal (6 years) <sup>1</sup> | 2,259.00 | 2,372.00 | 0.00 | 2,372.00 | Non vatable |
|                        | No dispensation - New Application <sup>1</sup>       | 2,668.00 | 2,801.00 | 0.00 | 2,801.00 | Non vatable |
|                        | No dispensation - Renewal (6 years) <sup>1</sup>     | 3,757.00 | 3,945.00 | 0.00 | 3,945.00 | Non vatable |

<sup>1</sup> 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: Licensing Taxis |   | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ 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 |
|  | 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 |
| Private Hire Operators                               | Operator Licence – 1 year – new application / renewal                 | 125.00                           | 131.00                           | 0.00       | 131.00                           | Non vatable |
|  | Knowledge Test  | 94.00                            | 99.00                            | 0.00       | 99.00                            | Non vatable |
| Other Fees   | 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<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ 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: Marriots      |                                  |        |        |      |        |             |
|--|----------------------------------|--------|--------|------|--------|-------------|
| Marriots   | 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: Licensing Other  |  | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ 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<br>(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 <b>Please contact ers@publicagroup.uk to discuss your requirements</b> |  |                                  |                                  |            |  |             |
| 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.<br/> 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.<br/> 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.<br/> 4.0 Any outstanding enforcement action.<br/> 5.0 Any significant hazard is identified on renewal inspection.<br/> 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 ( <a href="https://www.thegrowthhub.biz/support-hub/better-business-for-all">https://www.thegrowthhub.biz/support-hub/better-business-for-all</a> ); 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 <a href="http://www.gov.uk">www.gov.uk</a>   |                                  |                                  |            |  |             |

| Environmental & Regulatory Services: Licencing Caravan & Campsites |   | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ 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<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ p | VAT Status  |
|--|-------------------------------------|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| <b>Betting Premises (excluding Tracks)</b>   | 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 |
| <b>For all other premises licence fees, please contact <a href="mailto:ers@publicagroup.uk">ers@publicagroup.uk</a>.</b>   |                                     |                                  |                                  |            |                                  |             |
| <b>The fees for gaming machine permits are set nationally – please ref <a href="https://www.gamblingcommission.gov.uk/licensees-and-businesses/licences-and-fees">https://www.gamblingcommission.gov.uk/licensees-and-businesses/licences-and-fees</a></b> |                                     |                                  |                                  |            |                                  |             |
| <b>Lotteries and Amusements (Fees set nationally)</b>  | 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   | Number of people | 2025/2026           | 2026/2027           | VAT  | 2026/2027           | VAT Status  |
|---|------------------|---------------------|---------------------|------|---------------------|-------------|
|   |                  | Basic Charge<br>£ p | Basic Charge<br>£ p |      | Total Charge<br>£ p |             |
| *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 vatible |
|   | 10,000-14,999    | 2,000.00            | 2,000.00            | 0.00 | 2,000.00            | Non vatible |
|   | 15,000-19,999    | 4,000.00            | 4,000.00            | 0.00 | 4,000.00            | Non vatible |
|   | 20,000-29,999    | 8,000.00            | 8,000.00            | 0.00 | 8,000.00            | Non vatible |
|   | 30,000-39,999    | 16,000.00           | 16,000.00           | 0.00 | 16,000.00           | Non vatible |
|   | 40,000-49,999    | 24,000.00           | 24,000.00           | 0.00 | 24,000.00           | Non vatible |
|   | 50,000-59,999    | 32,000.00           | 32,000.00           | 0.00 | 32,000.00           | Non vatible |
|   | 60,000-69,999    | 40,000.00           | 40,000.00           | 0.00 | 40,000.00           | Non vatible |
|   | 70,000-79,999    | 48,000.00           | 48,000.00           | 0.00 | 48,000.00           | Non vatible |
|   | 80,000-89,999    | 56,000.00           | 56,000.00           | 0.00 | 56,000.00           | Non vatible |
|   | 90,000 and over  | 64,000.00           | 64,000.00           | 0.00 | 64,000.00           | Non vatible |



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

| Environmental & Regulatory Services: Environmental Services Penalty Notices  |   | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ 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 |

| Environmental & Regulatory Services: Penalty Notices  |   | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ p | VAT Status  |
|---|---|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Depositing litter & Graffiti                          | Fixed penalty notices (FPN's)*  | 500.00                           | 500.00                           | 0.00       | 500.00                           | Non vatable |
|   | If paid within 14 days  | 250.00                           | 250.00                           | 0.00       | 250.00                           | Non vatable |
| Fly-posting   | Fixed penalty notices (FPN's)*  | 80.00                            | 80.00                            | 0.00       | 80.00                            | Non vatable |
|   | If paid within 14 days  | 60.00                            | 60.00                            | 0.00       | 60.00                            | Non vatable |
| Unauthorised distribution of free printed matter      | Fixed penalty notices (FPN's)*  | 150.00                           | 150.00                           | 0.00       | 150.00                           | Non vatable |
|   | If paid within 14 days  | 75.00                            | 75.00                            | 0.00       | 75.00                            | Non vatable |
| Failure to comply with a waste receptacles notice     | Fixed penalty notices (FPN's)*  | 80.00                            | 80.00                            | 0.00       | 80.00                            | Non vatable |
|   | If paid within 14 days  | 60.00                            | 60.00                            | 0.00       | 60.00                            | Non vatable |
| Failure to comply with a street litter control notice | Fixed penalty notices (FPN's)*  | 110.00                           | 110.00                           | 0.00       | 110.00                           | Non vatable |
|   | If paid within 14 days  | 83.00                            | 83.00                            | 0.00       | 83.00                            | Non vatable |
| Failure to comply with a litter clearing notice       | Fixed penalty notices (FPN's)*  | 110.00                           | 110.00                           | 0.00       | 110.00                           | Non vatable |
|   | If paid within 14 days  | 83.00                            | 83.00                            | 0.00       | 83.00                            | Non vatable |
| Failure to produce waste documents                    | Fixed penalty notices (FPN's)*  | 300.00                           | 300.00                           | 0.00       | 300.00                           | Non vatable |
|   | If paid within 14 days  | 180.00                           | 180.00                           | 0.00       | 180.00                           | Non vatable |
| Failure to produce authority to transport waste       | Fixed penalty notices (FPN's)*  | 300.00                           | 300.00                           | 0.00       | 300.00                           | Non vatable |
|   | If paid within 14 days  | 180.00                           | 180.00                           | 0.00       | 180.00                           | Non vatable |
| Smoking in smoke free premises or work vehicles       | Fixed penalty notices (FPN's)*  | 50.00                            | 50.00                            | 0.00       | 50.00                            | Non vatable |
|   | If paid within 14 days  | 30.00                            | 30.00                            | 0.00       | 30.00                            | Non vatable |
| Failure to display no smoking signs                   | 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 |
| Unlawful deposit of waste                             | Fixed penalty notices (FPN's)*  | 1,000.00                         | 1,000.00                         | 0.00       | 1,000.00                         | Non vatable |
|   | If paid within 10 days  | 500.00                           | 500.00                           | 0.00       | 500.00                           | Non vatable |
| Householder Duty of Care                              | Fixed penalty notices (FPN's)*  | 600.00                           | 600.00                           | 0.00       | 600.00                           | Non vatable |
|   | If paid within 10 days  | 300.00                           | 300.00                           | 0.00       | 300.00                           | Non vatable |
| Smoke and Carbon Monoxide Regulations                 | Fixed penalty notices (FPN's)*  | 5,000.00                         | 5,000.00                         | 0.00       | 5,000.00                         | Non vatable |
| Housing Act 2004 Charging for Notices                 | Charge for Notice served  | 355.00                           | 366.00                           | 0.00       | 366.00                           | Non vatable |
| Minimum Energy Performance Certificate                | The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015. | 5,000.00                         | 5,000.00                         | 0.00       | 5,000.00                         | Non vatable |

\*statutory fee

| <b>BUILDING CONTROL – GENERAL NOTES</b>   |
|---|
| <b>THE BUILDING ACT 1984 : THE BUILDING REGULATIONS 2010 (As amended)</b>   |
| 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).<br>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.<br>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.     |
| <b>Full Plans Applications Charges</b>  |
| 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.   |
| <b>Building Notice Applications Charges</b>   |
| 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.<br><br>For the definition and details of Building Notice Applications please visit the respective Council's website.<br><br>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. |
| <b>Regularisation Applications (Retrospective Works) Charges</b>  |
| The charge required when depositing an application for regularisation (or reversion) is 100% of the appropriate charge as listed in the following tables <b>excluding VAT</b> , with an additional 50% premium added to it. This type of application is exempt from VAT.<br><br>For the definition and details of Regularisation Applications please visit the respective Council's website.  |
| <b>Works to provide access and facilities for disabled persons</b>  |
| 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.   |

| Building Control | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ p | VAT Status |
|------------------|----------------------------------|----------------------------------|------------|----------------------------------|------------|
|------------------|----------------------------------|----------------------------------|------------|----------------------------------|------------|

**TABLE A – NEW DWELLINGS e.g. flats, houses with total floor area of less than 300m<sup>2</sup> )**

|  |                        |        |        |        |          |         |
|--|------------------------|--------|--------|--------|----------|---------|
| Dwellings 1  | Full Plans Charge      | 663.00 | 797.00 | 159.40 | 956.40   | Vatable |
|  | Building Notice Charge | 722.00 | 863.00 | 172.60 | 1,035.60 | Vatable |
| Dwellings 2+   | Price on application   |        |        |        |          |         |
| a) Where more than 1 dwelling is proposed, charges will be calculated on an individual application basis; please contact Building Control for a competitive quotation.<br>b) New dwellings over 300m <sup>2</sup> in floor area – charges to<br>c) No additional fees are payable for different associated garages, built at the same time as the dwelling(s) concerned.<br>d) Local Authority Building Control (LABC) can provide competitively priced 10 year Structural Warranties for new housing (including conversions, social housing, self-build and converted housing) and commercial buildings. For more details and prices contact 0845 0540505 or <a href="http://www.labcwarranty.co.uk">www.labcwarranty.co.uk</a> . |                        |        |        |        |          |         |

**TABLE B – DOMESTIC AND COMMERCIAL EXTENSIONS TO A SINGLE BUILDING**

|  |                        |        |        |        |          |         |
|--|------------------------|--------|--------|--------|----------|---------|
| Erection / Extension of a garage (30m <sup>2</sup> to 60m <sup>2</sup> ) | 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 <sup>2</sup>                                  | 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 <sup>2</sup>                                   | Price on application   |        |        |        |          |         |
| Extension up to 20m <sup>2</sup>   | 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 <sup>2</sup> up to 60m <sup>2</sup>                        | 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 <sup>2</sup> up to 100m <sup>2</sup>                       | 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 <sup>2</sup>   | 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.

| Building Control   | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ p | VAT Status       |
|--|----------------------------------|----------------------------------|------------|----------------------------------|------------------|
| <b>TABLE C – ALL OTHER WORK</b>  |                                  |                                  |            |                                  |                  |
| 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 <a href="mailto:building.control@westoxon.gov.uk">building.control@westoxon.gov.uk</a> |                                  |                                  |            |                                  |                  |

|                         | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ p | VAT Status |
|-------------------------|----------------------------------|----------------------------------|------------|----------------------------------|------------|
| <b>Building Control</b> |                                  |                                  |            |                                  |            |

**TABLE C – ALL OTHER WORK *continued***

|   |  |        |                      |        |        |         |
|---|--|--------|----------------------|--------|--------|---------|
| 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 |        |                      | 380.00 | 76.00  | 456.00  |
| 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](http://www.labcwarranty.co.uk).

b) Regularisation application where work has already been undertaken without a building regulation application is price on application

c) Revision 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](mailto:building.control@westoxon.gov.uk)

**TABLE D – ADDITIONAL SERVICES**

|                            |   |        |        |       |        |         |
|----------------------------|---|--------|--------|-------|--------|---------|
| <b>Additional Services</b> | 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 |

- Other relevant services not covered by the previous tables may be undertaken on a 'cost recovery' basis.  
The following are examples of additional services which the Council may provide:
- Provision of Completion Certificates e.g. where requested more than six months after completion of the building work
- Advisory work in connection with i) demolition of buildings and ii) dangerous structures

| Environmental Services   |   | 2025/2026<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ 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<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ 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<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ 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 |
| <b>*Service to be available where wheeled bins are unsuitable</b>                             |  |                                  |                                  |            |                                  |             |
| For Domestic use only:-   | Contaminated bin                               | 144.00                           | 148.00                           | 0.00       | 148.00                           | Non vatable |
| <b>Waste collection from commercial establishments. (See page 12.27 for chargeable items)</b> |  |                                  |                                  |            |                                  |             |
| 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<br>Basic Charge<br>£ p | 2026/2027<br>Basic Charge<br>£ p | VAT<br>£ p | 2026/2027<br>Total Charge<br>£ p | VAT Status   |
|--|---|----------------------------------|----------------------------------|------------|----------------------------------|--------------|
| Normal Household items*                  | Up to 3 items   | 40.00                            | 41.00                            | 0.00       | 41.00                            | Non vat able |
|  | Each additional item with a limit of up to two additional items | 14.00                            | 14.00                            | 0.00       | 14.00                            | Non vat able |
| Non - standard household items           | Non - standard household items                                  | 40.00                            | 41.00                            | 0.00       | 41.00                            | Non vat able |