



WEST OXFORDSHIRE
DISTRICT COUNCIL

West Oxfordshire District Council

Fees and Charges

2022/2023



Planning Services

General Administration

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Access to Information/Inspection of Background Documents						
a) Charge per document (after Committee date)	0.70	0.75	8%	-	0.75	Non Business
b) Where documents are listed under a general description (after Committee date)	6.20	6.50	5%	-	6.50	Non Business
c) During 5 days prior to Committee date only						
<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%	30%			30% + VAT	Standard
Minutes/Agendas						
Per Annum	196.30	206.10	5%	41.22	247.32	Standard
Single Agenda	5.20	5.45	5%	1.09	6.55	Standard
Parish/Town Councils Per Annum	21.40	22.45	5%	4.49	26.94	Standard
Libraries				-	Free	-
Dyeline Prints (Any type, with due regard to copyright restrictions)						
A2 Size	8.10	8.50	5%	1.70	10.20	Standard
A1 Size	10.20	10.70	5%	2.14	12.83	Standard
From Paper Roll Larger than A1 Size	13.10	13.75	5%	2.75	16.51	Standard
Photocopying - (per sheet)						
A4 size and foolscap	0.20	0.20	0%	0.04	0.24	Standard
A3 size	0.20	0.20	0%	0.04	0.24	Standard
A4 & A3 Colour Copies	0.30	0.30	-2%	0.06	0.36	Standard
Local Plan	21.00	22.05	5%	0.00	22.05	Zero-rated



Planning Services

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Planning Applications – Maps Up to 6 maps (one charge for the set):						
1:500 scale*	4.20	4.40	5%	0.00	4.40	Zero rated
plus admin fee #	11.20	11.75	5%	2.35	14.10	Standard
1:1250 scale*	14.90	15.65	5%	0.00	15.65	Zero rated
plus admin fee #	10.90	11.45	5%	2.29	13.73	Standard
1:2500 scale*	61.60	64.70	5%	0.00	64.70	Zero rated
plus admin fee #	11.20	11.75	5%	2.35	14.10	Standard

*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	187.60	197.00	5%	39.40	236.40	Standard
Planning Decision Notices (Notice requested)	11.20	11.75	5%	2.35	14.10	Standard
Section 52 Agreement (per copy of Agreement)	20.50	21.50	5%	4.30	25.81	Standard
Section 106 Agreements (per copy of Agreement)	18.10	19.00	5%	3.80	22.79	Standard
<i>Compilation of Agreement. Minimum charge increased at Officer's discretion.</i>						
Tree Preservation Orders (per copy of Agreement)						
Per copy of order	17.50	18.40	5%	3.68	22.08	Standard
Valuation Fee	At Cost			0.00	At Cost	Standard
High Hedges Complaint- £500- zero-rated VAT		500.00		0.00	500.00	Zero rated

Planning application fees are set by central government. Use this link to CLG planning portal:

http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf

Planning Services

Local Search Fees

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Con29 only	144.20	127.50	-12%	25.50	153.00	Standard
Each additional enquiry (own questions)	20.45	20.00	-2%	4.00	24.00	Standard
Each extra parcel of land (no VAT applied of LLC1 only)	21.85	20.00	-8%	4.00	24.00	Standard
Each optional standard question, except question 4, 5 and 22*	17.00	20.00	18%	4.00	24.00	Standard
Each optional standard question 4	22.75	20.00	-12%	4.00	24.00	Standard
Each optional standard question 5	20.45	20.00	-2%	4.00	24.00	Standard
LLC1 search only	13.60	20.00	47%		20.00	Non Business

*Q22 set by OCC



Planning Services

Pre Application Planning Advice

Service	Written Advice	Meeting & Written Advice
1-2 dwellings less than 0.5ha (outline) less than 500m ² floorspace Change of use	182.70 + VAT	£366 + VAT Meeting up to 1 hour Each additional meeting £183 per hour
3-14 dwellings 0.5-0.99ha (outline) 500-999m ² floorspace	366.45 + VAT	£733 + VAT Meeting up to 1 hour Each additional meeting £183 per hour
15-100 dwellings 1-3.0 ha (outline) 1000-2999m ² floorspace	732.90 + VAT	£1465 + VAT Meeting(s) up to 2 hours Each additional meeting £183 per hour
More than 100 dwellings or 3.0ha (outline) or 3000m ² floorspace	1,464.75 + VAT	£2933 + VAT Meeting(s) up to 3 hours Each additional meeting £183 per hour
Strategic Development sites.	N/A	Meetings held in the context of an emerging Development Plan as an intrinsic part of the decision as to whether to allocate the site or not will be free. At the point detailed site/design matters are discussed a fee of £2998 + VAT is payable to cover a further 3 hours of meetings. Each additional meeting £183 per hour.
Design Supplement.	60.90 + VAT	For all non-Listed Building enquiries where a design input is required before a response can be made. This does not apply to enquiries relating solely to applications for listed building consent.
Advertisement Consent.	182.70 + VAT	£244 + VAT
Informal quick responses.	N/A	An e-mail description of the proposals along with payment of the £ 30 fee will be required. An informal response will be given by phone or e-mail within 3 working days of receipt. No meetings/ letters will be produced.
Season Ticket.	N/A	Regular developers, agents or landowners may wish to negotiate a "season ticket" where, upon payment of an up front fee to cover the estimated cost of enquiries likely to be made during the coming year the need to complete the forms and payments for each enquiry can be avoided NB If the estimate is materially exceeded subsequent meetings will be charged at the standard rates above.
Solicitor/agent letters requiring confirmation that conditions have been discharged or satisfied.	182.70 + VAT	N/A

Resources

Administration

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Freedom of Information enquiries (charge per hr for search costs over the £450 'Appropriate Limit')	25.00	25.00	0%	0.00	25.00	Non Business
Freedom of Information photocopying - per sheet	0.14	0.15	5%	0.03	0.18	Standard

Summons Costs - Council Tax/NNDR

Council Tax - Summons on application for Liability Order*	65.00	65.00	0%	0.00	65.00	Non Business
Council Tax - Costs of Liability Order hearing*	45.00	45.00	0%	0.00	45.00	Non Business
NNDR - Summons on application for Liability Order*	75.00	75.00	0%	0.00	75.00	Non Business
NNDR - Costs of Liability Order hearing*	45.00	45.00	0%	0.00	45.00	Non Business

Miscellaneous properties

Garage rents	12.60	12.60	0%	2.52	15.12	Standard
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*As approved by the Magistrates Court



Environmental & Regulatory Services

Environmental Protection

Private Water Supplies

Risk Assessment or Investigation (fee per hour)

Sampling – each visit – fixed fee

Granting and Authorisation - fixed fee plus hourly rate applies

Sample Analysis

Taken under Regulation 10

Taken during check monitoring

Taken during audit monitoring

Regulation of Pollution from Industrial Sources

- Environmental Permitting Regulations 2010

Fees as laid down by the Secretary of State. Please refer to www.gov.uk/local-authority-environmental-permit

Please refer to www.gov.uk/local-authority-environmental-permit

Environmental Information Regulations – Search Fees

Basic administration charge

Contaminated Land information request

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
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53.55

56.25

5%

105.00

110.25

5%

105.00

110.25

5%

at cost

at cost

26.25

27.55

5%

84.00

88.20

5%



Environmental & Regulatory Services

Food Health & Safety

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
Export of Food Products			
Food Export Health Certificate (including first hour of officer time)	52.50	60.00	14%
Officer hourly rate after first hour	36.75	42.00	14%
Other Products & Services			
E-learning	36.75	35.00	-5%
Safer Food, Better Business Information Pack	8.40	15.00	79%
Food Hygiene Rating Re-visit	168.00	180.00	7%
Condemned Food Certificate	84.00	90.00	7%



Environmental & Regulatory Services

Licensing - Animal Welfare

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
Breeding of Dogs <i>(Total charge is the amount as shown plus veterinary fees)</i>			
New Application	367.50	385.90	5%
Renewal (1 to 3 years depending on rating + annual inspection)	288.75	303.20	5%
Horse Riding Establishments <i>(Total charge is the amount as shown plus veterinary fees)</i>			
New Application	420.00	441.00	5%
Renewal (1 to 3 years depending on rating + annual inspection)	288.75	303.20	5%
Pet Shops			
New Application	283.50	297.70	5%
Renewal (1 to 3 years depending on rating)	241.50	253.60	5%
Keeping or Training Animals for Exhibition			
New Application	283.50	297.70	5%
Renewal (3 years)	241.50	253.60	5%
Home Boarding for Dogs <i>(Day-time or overnight care within the home environment)</i>			
New Application	283.50	297.70	5%
Renewal (1 to 3 years depending on rating)	241.50	253.60	5%
Providing Boarding in Kennels			
Dogs - New Application – up to 50 dogs	283.50	297.70	5%
Dogs - Renewal (1 to 3 years depending on rating) – up to 50 dogs	241.50	253.60	5%
Dogs - New Application – over 50 dogs	330.75	347.30	5%
Dogs - Renewal (1 to 3 years depending on rating)– over 50 dogs	288.75	303.20	5%
Cats - New Application – up to 50 cats	283.50	297.70	5%
Cats - Renewal (1 to 3 years depending on rating) – up to 50 cats	241.50	253.60	5%
Cats - New Application – over 50 cats	330.75	347.30	5%
Cats - Renewal (1 to 3 years depending on rating)– over 50 cats	288.75	303.20	5%



Environmental & Regulatory Services

Licensing - Animal Welfare

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
Providing Day Care for Dogs			
New Application – up to 50 dogs	231.00	242.55	5%
Renewal (1 to 3 years depending on rating) – up to 50 dogs	241.50	253.60	5%
New Application – over 50 dogs	330.75	347.30	5%
Renewal (1 to 3 years depending on rating)– over 50 dogs	288.75	303.20	5%
Supplementary Fees			
Franchise Licence – Dog Boarding only ¹	115.50	121.30	5%
Host Fee ²	136.50	143.35	5%
Additional Activity ³	47.25	49.60	5%
Variation Fee e.g. <i>amendment to a licence</i>	26.25	27.60	5%
Inspection Fee ⁴	126.00	132.30	5%
Re-Rating Fee ⁵	131.25	137.80	5%

¹ Host fees will be required in addition to this licence

² Required per host family of a dog boarding franchise

³ In addition to the appropriate licence fees where more than one activity is undertaken at the same premises

⁴ If an inspection is required in addition to the initial inspection required included within the licence fee

⁵ Inspection and licence amendment for re-rating of the current star rating

Dangerous Wild Animals (Total charge is the amount as shown plus veterinary fees)

New Application ¹	351.75	369.35	5%
Renewal (2 years) ¹	309.75	325.25	5%



Environmental & Regulatory Services

Licensing - Animal Welfare

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
Zoos <i>(Total charge is the amount as shown plus veterinary fees)</i>			
s14(2) dispensation - New Application ¹	1,223.25	1,284.40	5%
s14(2) dispensation - Renewal (6 years) ¹	1,653.75	1,736.45	5%
No dispensation - New Application ¹	1,953.00	2,050.65	5%
No dispensation - Renewal (6 years) ¹	2,751.00	2,888.55	5%



Environmental & Regulatory Services

Licensing - Taxis

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
Drivers Licence			
Hackney Carriage / Private Hire / Dual - 3 year – new application	250.00	250.00	0%
Hackney Carriage / Private Hire / Dual - 3 year – renewal	185.00	185.00	0%
Single Private Hire to Dual Licence transfer	53.00	53.00	0%
Vehicle Licence – all 1 year			
Hackney Carriage vehicle – new application	250.00	250.00	0%
Hackney Carriage vehicle – renewal	185.00	185.00	0%
Private Hire vehicle – new application	250.00	250.00	0%
Private Hire vehicle – renewal	185.00	185.00	0%
Transfer of vehicle licence – to another person	25.00	25.00	0%
Transfer of vehicle licence – to another vehicle (1 year)	180.00	180.00	0%
Transfer of vehicle licence – to another vehicle (remainder of plate)	86.00	86.00	0%
Temporary vehicle (Insurance Company)	250.00	250.00	0%
Change of registration number	86.00	86.00	0%
Private Hire Operators			
Operator Licence – 5 year – new application	400.00	400.00	0%
Operator Licence – 1 year – new application / renewal	100.00	100.00	0%
Other Fees			
Knowledge Test	75.00	75.00	0%
Replacement driver's badge	28.00	28.00	0%
Replacement external plate	33.00	33.00	0%
Replacement internal plate	28.00	28.00	0%
Vehicle bracket	10.00	10.00	0%
Administration charge for any other requests	25.00	25.00	0%



Environmental & Regulatory Services

Licensing - Street Trading

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
West Oxfordshire District Council			
Witney & Chipping Norton – annual	2,755.06	2,892.82	5%
Witney & Chipping Norton – 3 months	821.09	862.14	5%
All other consents – annual	1,841.90	1,933.99	5%
All other consents – 3 months	591.24	620.81	5%
Individual Trader Day Rate (per stall)	63.98	67.18	5%



Environmental & Regulatory Services

Licensing - Caravans & Campsites

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
All previous charging schedules to be replaced by the following:			
New site application			
– 5 or less units	330.75	347.30	5%
– 6 to 24 units	441.00	463.05	5%
– 25 to 99 units	530.25	556.75	5%
– 100 to 199 units	609.00	639.45	5%
– 200 units and over	698.25	733.15	5%
Annual Fee for existing site licence			
– 5 or less units	278.25	292.15	5%
– 6 to 24 units	367.50	385.90	5%
– 25 to 99 units	456.75	479.60	5%
– 100 to 199 units	530.25	556.75	5%
– 200 units and over	614.25	644.95	5%
Other Fees			
Transfer / amendment of existing site licence	105.00	110.25	5%
Change Site Conditions	105.00	110.25	5%
Site Rules Deposit	52.50	55.15	5%
Administrative and other expenses to serve notice under the Mobile Homes Act 2013	315.00	330.75	5%



Environmental & Regulatory Services

Licensing - Gambling Act

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
Betting Premises (excluding Tracks)			
New Premises	449.22	471.68	5%
Vary Premises	449.22	471.68	5%
Transfer of Premises	100.51	105.53	5%
Reinstatement of Premises	200.96	211.01	5%
Provisional Statement	449.22	471.68	5%
New Premises with Provisional	82.74	86.88	5%
Annual Fee	177.33	186.20	5%
Notification of change	29.53	31.00	5%
For all other premises licence fees, please contact ers@publicagroup.uk			
The fees for gaming machine permits are set nationally – please refer to www.gamblingcommission.gov.uk			
Lotteries and Amusements (Statutory fees)			
Small Lottery – new application	40.00	40.00	0%
Small Lottery – renewal	20.00	20.00	0%



Environmental & Regulatory Services

Licensing - Other

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %
Alcohol & Entertainment (Licensing Act 2003)			
<i>Fees as laid down by the Secretary of State – please refer to www.gov.uk</i>			
Scrap Metal			
Dealer (Site) Licence – New Application / Renewal	559.18	587.14	5%
Collector's Licence – New Application / Renewal			
Cosmetic Piercing (Accupuncture, Tattoo, Ear Piercing & Electrolysis)			
Premises registration (includes 1 practitioner)	196.92	206.76	5%
Personal registration (each additional practitioner at a registered premises)	145.91	153.20	5%
Sex Shop, Sex Cinema or Sexual Entertainment Venue			
Please contact ers@publicagroup.uk to discuss your requirements			
Houses in Multiple Occupation			
HMO Licence (3 years)	651.00	683.55	5%

Advisory Services

The council offers regulatory service support and advice as part of the Better Business for all partnership (<https://www.thegrowthhub.biz/support-hub/better-business-for-all>); please contact ers@publicagroup.uk to discuss your requirements.



Environmental & Regulatory Services

Premises Licences	2021/2022	2022/2023	Increase /	VAT	2022/2023	VAT Status
	Basic Charge £	Basic Charge £	Decrease 21/22 to 22/23 %		Total Charge £	
<u>Number of people*</u>						
5,000-9,999	1,000.00	1,000.00	0%	-	1,000.00	Non Business
10,000-14,999	2,000.00	2,000.00	0%	-	2,000.00	Non Business
15,000-19,999	4,000.00	4,000.00	0%	-	4,000.00	Non Business
20,000-29,999	8,000.00	8,000.00	0%	-	8,000.00	Non Business
30,000-39,999	16,000.00	16,000.00	0%	-	16,000.00	Non Business
40,000-49,999	24,000.00	24,000.00	0%	-	24,000.00	Non Business
50,000-59,999	32,000.00	32,000.00	0%	-	32,000.00	Non Business
60,000-69,999	40,000.00	40,000.00	0%	-	40,000.00	Non Business
70,000-79,999	48,000.00	48,000.00	0%	-	48,000.00	Non Business
80,000-89,999	56,000.00	56,000.00	0%	-	56,000.00	Non Business
90,000 and over	64,000.00	64,000.00	0%	-	64,000.00	Non Business

*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.

Note: Fees are determined by Government



Environmental & Regulatory Services

Community Safety & Licensing (Licensing Act 2003)

		2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Premises Licences							
Fees relating to applications for premises licences, club premises certificates, variations, (but not changes of name and address etc or changes of designated premises supervisor) the conversion of existing licences, and conversion/variations should be graduated using five bands as shown:	BAND A	100.00	100.00	0%	-	100.00	Non Business
	BAND B	190.00	190.00	0%	-	190.00	Non Business
	BAND C	315.00	315.00	0%	-	315.00	Non Business
	BAND D	450.00	450.00	0%	-	450.00	Non Business
	BAND E	635.00	635.00	0%	-	635.00	Non Business
The annual charges payable by those holding licences and club premises certificates:	BAND A	70.00	70.00	0%	-	70.00	Non Business
	BAND B	180.00	180.00	0%	-	180.00	Non Business
	BAND C	295.00	295.00	0%	-	295.00	Non Business
	BAND D	320.00	320.00	0%	-	320.00	Non Business
	BAND E	350.00	350.00	0%	-	350.00	Non Business
Particular types of premises which do not have non-domestic rateable values would be allocated to Band A							
The various non-domestic rateable values should be allocated to bands in the following way:							
No fee or annual charge would be payable by church halls, chapel halls or other premises of a similar nature and village halls, parish and community halls or other premises of a similar nature for a premises licence authorising only the provision of regulated entertainment. No fee or annual charge would be payable by a school providing education for pupils up to year 13 or a sixth form college for a premises licence authorising only the	BAND A					£0-£4,300	Non Business
	BAND B					£4,301-£33,000*	Non Business
	BAND C					£33,001-£87,000*	Non Business
	BAND D					£87,001-	Non Business
	BAND E					£125,001 and	Non Business
						*Non-Domestic rateable value	
Temporary Events Notice		21.00	21.00	0%	-	21.00	Non Business
Personal Licence		37.00	37.00	0%	-	37.00	Non Business
Minor Variations procedure		89.00	89.00	0%	-	89.00	Non Business
Note: Fees determined by Government							



Environmental & Regulatory Services

Community Safety & Licensing (Licensing Act 2003)

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Miscellaneous Fees						
Application for a grant or renewal of personal licence	37.00	37.00	0%	-	37.00	Non Business
Temporary event notices	21.00	21.00	0%	-	21.00	Non Business
Theft, loss etc of premises licence or summary	10.50	10.50	0%	-	10.50	Non Business
Application for a provisional statement where premises being built, etc	195.00	195.00	0%	-	195.00	Non Business
Notification of change of name or address	10.50	10.50	0%	-	10.50	Non Business
Application to vary to specify individual as premises supervisor	23.00	23.00	0%	-	23.00	Non Business
Application for transfer of premises licence	23.00	23.00	0%	-	23.00	Non Business
Interim authority notice following death etc. of licence holder	23.00	23.00	0%	-	23.00	Non Business
Theft, loss etc of certificate or summary	10.50	10.50	0%	-	10.50	Non Business
Notification of change of name or alteration of club rules	10.50	10.50	0%	-	10.50	Non Business
Change of relevant registered address of club	10.50	10.50	0%	-	10.50	Non Business
Theft, loss etc of temporary event notice	10.50	10.50	0%	-	10.50	Non Business
Theft, loss etc of personal licence	10.50	10.50	0%	-	10.50	Non Business
Duty to notify change of name or address	10.50	10.50	0%	-	10.50	Non Business
Right of freeholder etc to be notified of licensing matters	21.00	21.00	0%	-	21.00	Non Business

Note: Fees determined by Government



Environmental & Regulatory Services

Environmental Services	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Penalty Notices						
Fine for Dog Fouling	50.00	50.00	0%	-	50.00	Non business
Parking enforcement (Statutory fees)						
<i>Operational Guidance to Local Authorities: Parking Policy and enforcement. Department for Transport. Traffic Management Act 2004.</i>						
Higher Level Contravention paid after service of charge certificate	105.00	105.00	0%	-	105.00	Non-business
Higher Level Contravention paid after 14 days but before service of charge certificate	70.00	70.00	0%	-	70.00	Non-business
Higher level contravention paid within 14 days	35.00	35.00	0%	-	35.00	Non-business
Lower Level Contravention paid after service of charge certificate	75.00	75.00	0%	-	75.00	Non-business
Lower level contravention paid within 14 days	50.00	50.00	0%	-	50.00	Non-business
Lower level contravention paid within 14 days	25.00	25.00	0%	-	25.00	Non-business
Nuisance parking (Statutory fees)						
Fixed penalty notices (FPN's)	100.00	100.00	0%	-	100.00	Non-business
If paid within 14 days	75.00	75.00	0%	-	75.00	Non-business
Abandoned vehicles (Statutory fees)						
Fixed penalty notices (FPN's)	200.00	200.00	0%	-	200.00	Non-business
If paid within 14 days	150.00	150.00	0%	-	150.00	Non-business



Environmental & Regulatory Services

Environmental Services	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Penalty Notices (continued)						
Depositing litter (Statutory fees)						
Fixed penalty notices (FPN's)	80.00	80.00	0%	-	80.00	Non-business
If paid within 14 days	60.00	60.00	0%	-	60.00	Non-business
Graffiti & Fly-posting (Statutory fees)						
Fixed penalty notices (FPN's)	80.00	80.00	0%	-	80.00	Non-business
If paid within 14 days	60.00	60.00	0%	-	60.00	Non-business
Unauthorised distribution of free printed matter (Statutory fees)						
Fixed penalty notices (FPN's)	80.00	80.00	0%	-	80.00	Non-business
If paid within 14 days	60.00	60.00	0%	-	60.00	Non-business
Failure to comply with a waste receptacles notice (Statutory fees)						
Fixed penalty notices (FPN's)	80.00	80.00	0%	-	80.00	Non-business
If paid within 14 days	60.00	60.00	0%	-	60.00	Non-business
Failure to comply with a street litter control notice (Statutory fees)						
Fixed penalty notices (FPN's)	110.00	110.00	0%	-	110.00	Non-business
If paid within 14 days	83.00	83.00	0%	-	83.00	Non-business
Failure to comply with a litter clearing notice (Statutory fees)						
Fixed penalty notices (FPN's)	110.00	110.00	0%	-	110.00	Non-business
If paid within 14 days	83.00	83.00	0%	-	83.00	Non-business
Failure to produce waste documents (Statutory fees)						
Fixed penalty notices (FPN's)	300.00	300.00	0%	-	300.00	Non-business
If paid within 14 days	180.00	180.00	0%	-	180.00	Non-business
Failure to produce authority to transport waste (Statutory fees)						
Fixed penalty notices (FPN's)	300.00	300.00	0%	-	300.00	Non-business
If paid within 14 days	180.00	180.00	0%	-	180.00	Non-business
Smoking in smoke free premises or work vehicles (Statutory fees)						
Fixed penalty notices (FPN's)	50.00	50.00	0%	-	50.00	Non-business



Environmental & Regulatory Services

Environmental Services		2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
If paid within 14 days		30.00	30.00	0%	-	30.00	Non-business
Failure to display no smoking signs (Statutory fees)							
Fixed penalty notices (FPN's)		200.00	200.00	0%	-	200.00	Non-business
If paid within 14 days		150.00	150.00	0%	-	150.00	Non-business
Unlawful deposit of waste (Statutory fees)							
Fixed penalty notices (FPN's)		400.00	400.00	0%	-	400.00	Non-business
If paid within 10 days		200.00	200.00	0%	-	200.00	Non-business
Householder Duty of Care (Statutory fees)							
Fixed penalty notices (FPN's)		400.00	400.00	0%	-	400.00	Non-business
If paid within 10 days		200.00	200.00	0%	-	200.00	Non-business
Smoke and Carbon Monoxide Regulations (Statutory fees)							
Fixed penalty notices (FPN's)		5,000.00	5,000.00	0%	-	5,000.00	Non-business
Housing Act 2004 Charging for Notices							
	Charge for Notice served	355.00	355.00	0%	-	355.00	Non-business
Minimum Energy Performance Certificate (Statutory fees)							
The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015.	Penalt	5,000.00	5,000.00	0%		5,000.00	Non-business



BUILDING CONTROL – GENERAL NOTES

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

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

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

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

Full Plans Applications Charges

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

Building Notice Applications Charges

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

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

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

Regularisation Applications (Retrospective Works) Charges

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

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

Works to provide access and facilities for disabled persons

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

BUILDING CONTROL

TABLE A – NEW DWELLINGS e.g. flats, houses with total floor area of less than 300m ²)		
Number of dwellings	Charge (excl. VAT)	Charge (incl. VAT)
1	594.00	712.80
2+	Price on application	
Notes:		
a) Where more than 1 dwelling is proposed, charges will be calculated on an individual application basis; please contact		
b) New dwellings over 300m ² in floor area – charges to be negotiated.		
c) No additional fees are payable for different associated garages built at the same time as the dwelling(s) concerned.		
d) Local Authority Building Control (LABC) can provide competitively priced 10 year Structural Warranties for new		

TABLE B – DOMESTIC AND COMMERCIAL EXTENSIONS TO A SINGLE BUILDING		
Description	Charge (excl. VAT)	Charge (incl. VAT)
Erection / Extension of a garage (30m ² to 60m ²)	319.00	382.80
Garage conversion to habitable accommodation	239.00	286.80
Loft conversion up to 100m ²	637.00	764.40
Loft conversion over 100m ²	Price on application	
Extension up to 20m ²	494.00	592.80
Extension 20m ² up to 60m ²	654.00	784.80
Extension 60m ² up to 100m ²	822.00	986.40
Extension over 100m ²	Price on application	
Notes:		
a) References to floor area relate to the total internal area of all storeys.		
b) Where more than one extension is proposed, the floor areas must be added together to determine the total charge.		
c) Some alterations to buildings to improve facilities for disabled persons are exempt from charges. For details and advice please contact us.		

TABLE C – ALL OTHER WORK		
Description	Charge (excl. VAT)	Charge (incl. VAT)
Under £1,000	119.00	142.80
£1,001 to £5,000	239.00	286.80
£5,001 to £10,000	319.00	382.80
£10,001 to £20,000	439.00	526.80
£20,001 to £30,000	622.00	746.40
£30,001 to £40,000	759.00	910.80
£40,001 to £50,000	877.00	1,052.40
£50,001 to £60,000	1,076.00	1,291.20
£60,001 to £70,000	1,157.00	1,388.40
£70,001 to £80,000	1,275.00	1,530.00
Over £80,000	Price on application	
Electrical installations if not using a competent electrical engineer	£491.00	£589.20
New windows install by non FENSA opp – up to 8 windows	£119.00	£142.80
New windows install by non FENSA opp – over to 8 windows	Price on application	
Notes on additional services:		
a) Local Authority Building Control offer competitively priced 10 yr Structural Warranties for new commercial buildings.		
For more details and prices contact 0845 0540505 or www.labcwarranty.co.uk .		
b) SAP/EPC and SBEM calculations can be provided – price on application.		
c) Air pressure testing can be provided – price on application.		
For more information please contact the Building Control Team: 01993 861651 or email building.control@westoxon.gov.uk		
For competitive quotations for projects over £80,000 please contact the building control team on 01993 861651 or by emailing building.control@westoxon.gov.uk		

ADDITIONAL SERVICES
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
· There is a charge of £146 to administer an application which has not been visited for 10 years.
Services will be charged on an hourly rate of £ 73.00 per hour (including VAT).

Environmental Services

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Dog Control (Release of an impounded Stray Dog)						
Statutory Fee	25.00	25.00	0%	0.00	25.00	Non business
Kennelling (p/day)	20.00	22.00	10%	0.00	22.00	Non business
Administration Fee	33.20	36.50	10%	0.00	36.50	Non business
Delivery Charge (Optional return of dog to owner by the kennels)	49.00	53.90	10%	10.78	64.67	Standard
<i>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.</i>						
Dog Chipping - Standard (subject to availability)	16.55	18.20	10%	3.64	21.84	Standard
Dog Chipping - Concessionary (subject to availability)	16.55	18.20	10%	3.64	21.83	Standard
Other Services						
Public Sewer Searches (statutory fees)	30.00	30.00	0%	-	30.00	Non business
Fairs						
Chipping Norton Mop Fair	5,000.00	5,250.00	5%	-	5,250.00	Exempt
Woodstock Fair	2,500.00	2,625.00	5%	-	2,625.00	Exempt
Home Improvement Agency:						
Agency Fees for Grant-aided Works up to £5,000	17% of cost	15% of cost				As Applicable
Agency Fees for balance of Grant-aided Works Above £5,000	14% 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	14% 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



Environmental Services

Street Naming and Numbering	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
<i>Note: Charges include all necessary administration, site visits to, address checks, establishing any new street names required and publishing new addresses to relevant organisations.</i>						
Change of an existing property name	63.50	66.67	5%	0.00	66.67	Non Business
Allocating a name to a property or allocating a number to a named property	63.50	66.67	5%	0.00	66.67	Non Business
Change of a commercial building address	63.50	66.67	5%	0.00	66.67	Non Business
Change of street name at residents, developers or parish/town council request	380.40	399.42	5%	0.00	399.42	Non Business
Additional charge per property/unit where resident consultation is conducted by WODC	42.00	44.10	5%	0.00	44.10	Non Business
Naming and numbering of a block of flats	190.00	199.50	5%	0.00	199.50	Non Business
Naming and numbering of new properties including commercial buildings (per unit up to 5 plots):	63.50	66.67	5%	0.00	66.67	Non Business
6 - 25 plots	537.40	564.27	5%	0.00	564.27	Non Business
26 - 75 plots	835.80	877.59	5%	0.00	877.59	Non Business
76 - 150 plots	1,194.10	1,253.80	5%	0.00	1,253.80	Non Business
151 - 250 plots	1,492.60	1,567.23	5%	0.00	1,567.23	Non Business
251 - 350 plots	1,791.20	1,880.76	5%	0.00	1,880.76	Non Business
351 - 500 plots	2,089.70	2,194.18	5%	0.00	2,194.18	Non Business
501 or more plots	2,388.20	2,507.61	5%	0.00	2,507.61	Non Business
Additional charges where new street names are required:						
1 - 5 new street names	238.90	250.85	5%	0.00	250.85	Non Business
6 - 10 new street names	477.60	501.48	5%	0.00	501.48	Non Business
10 or more new street names	597.20	627.06	5%	0.00	627.06	Non Business
Charge for a developer amending plans after naming and numbering has commenced	127.00	133.35	5%	0.00	133.35	Non Business
Charges for preparing site location plans and supervising the installation of street nameplates						
1-4 Nameplates	199.90	209.90	5%	41.98	251.88	Standard Rate
5-8 Nameplates	257.00	269.80	5%	53.96	323.76	Standard Rate
9-12 Nameplates	314.10	329.80	5%	65.96	395.76	Standard Rate
13-16 Nameplates	371.20	389.80	5%	77.96	467.76	Standard Rate
17-20 Nameplates	428.40	449.80	5%	89.96	539.76	Standard Rate
21-24 Nameplates	485.40	509.70	5%	101.94	611.64	Standard Rate
25-28 Nameplates	542.50	569.60	5%	113.92	683.52	Standard Rate
29+ Nameplates	571.00	599.50	5%	119.90	719.40	Standard Rate



Environmental Services

Services Rendered or Performed	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Pest Control - Domestic						
Rats & Mice (per course of treatment)	56.10	58.90	5%	11.78	70.68	Standard
<i>Note: Pest Control for rats and mice will be charged at the survey rate for occupiers of domestic premises in receipt of an income-related benefit</i>	18.60	19.50	5%	3.90	23.40	Standard
Wasps	53.90	56.60	5%	11.32	67.92	Standard
Second & Subsequent wasps nests treated during the same visit	26.80	28.10	5%	5.62	33.72	Standard
Other Insects	70.60	74.10	5%	14.82	88.92	Standard
Other Insects - all following visits	37.70	39.60	5%	7.92	47.52	Standard
Abortive Calls and Surveys	18.60	19.50	5%	3.90	23.40	Standard
Pest Control - Commercial						
All pests (except wasps)*	89.70	94.20	5%	18.84	113.04	Standard
Wasps**	89.70	94.20	5%	18.84	113.04	Standard
Abortive Calls and Surveys***	44.90	47.10	5%	9.42	56.52	Standard

*per hour (min 1 hour)

** (includes materials)

***per ½ hour (min ½ hour)



Environmental Services

Services Rendered or Performed	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Commercial & Schedule I Waste (Refuse - Cost per collection)						
<i>These charges are net of VAT as per a change in HMRC policy but may be subject to future review</i>						
180 Litre Bin (Schedule I only)	4.92	5.40	10%	-	5.40	Non Business
240 Litre Bin	6.59	7.20	9%	-	7.20	Non Business
360 Litre Bin	10.17	11.20	10%	-	11.20	Non Business
660 Litre Bin	13.25	14.60	10%	-	14.60	Non Business
1,100 Litre Bin	18.78	20.70	10%	-	20.70	Non Business
660 Litre Bin - Clinical	13.09	14.40	10%	-	14.40	Non Business
Annual once per week collection						
180 Litre Bin (Schedule I only)	255.84	280.80	10%	-	280.80	Non Business
240 Litre Bin	342.68	374.40	9%	-	374.40	Non Business
360 Litre Bin	528.84	582.40	10%	-	582.40	Non Business
660 Litre Bin	689.00	759.20	10%	-	759.20	Non Business
1,100 Litre Bin	976.56	1,076.40	10%	-	1,076.40	Non Business
660 Litre Bin - Clinical	680.68	748.80	10%	-	748.80	Non Business
Commercial & Schedule I Waste (Recycling - Cost per collection)						
180 Litre Bin (Schedule I only)	3.21	3.53	10%	-	3.53	Non Business
240 Litre Bin	4.31	4.74	10%	-	4.74	Non Business
360 Litre Bin	6.67	7.34	10%	-	7.34	Non Business
660 Litre Bin	9.23	10.15	10%	-	10.15	Non Business
1,100 Litre Bin	13.10	14.41	10%	-	14.41	Non Business



Environmental Services

Services Rendered or Performed	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Commercial & Schedule I Waste (Food)						
23 Litre Caddy	3.55	3.90	10%	-	3.90	Standard
140 Litre Bin	4.41	4.85	10%	-	4.85	Standard
240 Litre Bin	5.17	5.68	10%	-	5.68	Standard
360 Litre Bin	6.07	6.67	10%	-	6.67	Standard
660 Litre Bin	8.31	9.14	10%	-	9.14	Standard
*Pre paid plastic sacks - per sack (Refuse)	2.80	2.90	4%	0.00	2.90	Non Business
*Pre paid stickers - per sticker (Refuse)	2.80	2.90	4%	0.00	2.90	Non Business
*Pre paid plastic sacks - per sack (Recycling)	2.30	2.40	4%	0.00	2.40	Non Business
*Pre paid stickers - per sticker (Recycling)	2.30	2.40	4%	0.00	2.40	Non Business
<i>*Service to be available where wheeled bins are unsuitable</i>						
For Domestic use only:-						
Bulky household waste charges						
Contaminated bin	101.50	106.60	5%	0.00	106.60	Non Business
Waste collection from commercial establishments (See page 12.17 for chargeable items)						
Green Waste Collection	35.00	40.00	14%	0.00	40.00	Non-business
Recovery of Abandoned Trolleys (per trolley)	52.75	55.40	5%	11.08	66.48	Standard
Container Delivery						
Black Boxes & Food Caddies*	5.00	5.30	6%	0.00	5.30	Non Business
Household Waste Bin 240ltr*	10.00	10.50	5%	0.00	10.50	Non Business
Larger Waste Bins 100 & 660ltrs*	20.00	21.00	5%	0.00	21.00	Non Business

*Effective from 1st December 2021

Bulky Household Waste Collection Service

	2021/2022 Basic Charge £	2022/2023 Basic Charge £	Increase / Decrease 21/22 to 22/23 %	VAT £	2022/2023 Total Charge £	VAT Status
Normal Items						
Normal Household items*						
Up to 4 items	27.68	30.00	8%	-	30.00	Non business
Each additional item with a limit of up to two additional items	9.22	10.00	9%	-	10.00	Non business

*Please refer to www.Westoxon.gov.uk for the up to date list of collectable items.

Non - standard household items

Non - standard household items	27.68	30.00	8%	-	30.00	
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Please refer to www.Westoxon.gov.uk for the up to date list of collectable items.

Note: The Council will not collect the following items:

Asbestos, Bricks, Builders Rubble, Car Shells, Chemicals, Gas Bottles, Oil Drums, Paint, Trailers, Vehicle Engines (or other parts) or Vehicle wheels/tyres