



# West Oxfordshire District Council

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## Fees and Charges 2025/2026

Planning Services General Administration		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total charge £ p	VAT Status
Access to Information/Inspection of Background Documents	Charge per document (after Committee date)	1.00	1.00	0.00	1.00	Non vatable
	Where documents are listed under a general description (after Committee date)					
	During 5 days prior to Committee date only	9.00	9.00	0.00	9.00	Non vatable
	<i>Note: Members of the public may only inspect background documents 3 days prior to Committee date or thereafter.</i>					
	Administration Charge for Services Rendered	30 percent	30 percent		30 % + VAT	Vatable
Minutes/Agendas	Per Annum	264.00	277.00	55.40	332.40	Vatable
	Single Agenda	7.00	7.00	1.40	8.40	Vatable
Parish/Town Councils Per Annum		27.00	28.00	5.60	33.60	Vatable
Brownfields Register (Hard copy)		15.00	15.00	3.00	18.00	Vatable
Self-Build register	Part 1 – for those who meet criteria (with local connections).	25.00	25.00	5.00	30.00	Vatable
	Part 2 – for those who meet national criteria, but not local connection.	10.00	10.00	2.00	12.00	Vatable

Libraries						
Dyeline Prints (Any type, with due regard to copyright restrictions)	A2 Size	9.00	9.00	1.80	10.80	Vatable
	A1 Size	11.00	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		25.00	26.00	0.00	26.00	Non vatable

Planning Services		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Planning Applications – Maps	Up to 6 maps (one charge for the set):					
	1:500 scale*	5.00	5.00	0.00	5.00	Non vatable
	plus admin fee #	150.00	158.00	31.60	189.60	Vatable
	1:1250 scale*	20.00	21.00	0.00	21.00	Non vatable
	plus admin fee #	15.00	16.00	3.20	19.20	Vatable
	1:2500 scale*	83.00	87.00	0.00	87.00	Non vatable
	plus admin fee #	14.00	15.00	3.00	18.00	Vatable
*All maps are provided by the National maps Centre and are subject to change if the O.S. increase their fees # Only one admin fee is charged regardless of the number of maps purchased.						
Planning Applications - Weekly Press Lists		252.00	265.00	53.00	318.00	Vatable
Planning Decision Notices	Notice requested	15.00	16.00	3.20	19.20	Vatable
Compilation of Agreement. Minimum charge increased at Officer's discretion	Section 52 Agreement					
	Per copy of Agreement	28.00	29.00	5.80	34.80	Vatable
	Section 106 Agreements					
	Per copy of Agreement	25.00	26.00	5.20	31.20	Vatable
Tree Preservation Orders: Per copy of order		23.00	24.00	4.80	28.80	Vatable
Valuation Fee		At Cost	At Cost	-	At Cost	Vatable
High Hedges Complaint- £500- zero-rated VAT		640.00	672.00	0.00	672.00	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		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Local Search Fees	Con29 only	144.50	159.00	31.80	190.80	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		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
PROPOSED FEE LEVELS FOR PRE-APPLICATION (AND RELATED) ADVICE (April 2024)						
Is planning permission required? (to include a search of our records to ascertain whether permitted development rights have been removed)		62.50	62.50	12.50	75.00	Vatable
Is listed building consent required?		83.33	85.50	17.10	102.60	Vatable
Is a building or structure considered to be curtilage listed?		83.33	85.50	17.10	102.60	Vatable
Has a planning condition or S.106 legal agreement clause been complied with?		62.50	64.00	12.80	76.80	Vatable
£75 (+ £75 ph) for complicated requests – taking more than 1 hour to be agreed in advance)		62.50	64.00	12.80	76.80	Vatable
Simple householder advice (does not include advice relating to development proposals for listed buildings)		83.33	85.50	17.10	102.60	Vatable
Complex householder advice (including advice relating to development proposals for listed buildings)		166.67	171.00	34.20	205.20	Vatable
+£75 if a site visit is required		62.50	64.00	12.80	76.80	Vatable
Each subsequent hour of officer time above the stated limit (to be agreed in advance) including specialist officers time.		41.67	42.50	8.50	51.00	Vatable
Any subsequent response to further amendments		83.33	85.50	17.10	102.60	Vatable
Any subsequent meeting or site visit		125.00	128.00	25.60	153.60	Vatable
1 dwelling (including replacement dwellings and holiday let/tourist accommodation) Provision of up to 200 square metres of floor space for other uses e.g. equestrian/retail/commercial/industrial/ mixed development Additional hour(s) of officer time (including specialist officers) to be agreed and paid in advance Any subsequent response to further amendments Any subsequent meeting 2 - 9 (inclusive) dwellings (including replacement dwellings and holiday let/tourist accommodation) Development of less than 0.5 hectares for residential use (if number of dwellings/units is not known) Provision of 200-1,000 square metres of floor space or 0.5 hectares for other uses (where floorspace not known) e.g. equestrian/retail/commercial/industrial/ mixed development Development of land for other uses e.g. equestrian/retail/commercial/industrial/mixed development use with a site area of upto 1 hectare Change of use of land or buildings Additional hour (s) of officer and specialist time (to be agreed and paid in advance) Any subsequent response to further amendments Any subsequent meeting		550.00	564.00	112.80	676.80	Vatable
		250.00	256.50	51.30	307.80	Vatable
		41.67	42.50	8.50	51.00	Vatable
		125.00	128.00	25.60	153.60	Vatable
		208.33	213.50	42.70	256.20	Vatable
		833.33	854.00	170.80	1,024.80	Vatable
		416.67	427.00	85.40	512.40	Vatable
		416.67	427.00	85.40	512.40	Vatable
		416.67	427.00	85.40	512.40	Vatable
		416.67	427.00	85.40	512.40	Vatable
		416.67	427.00	85.40	512.40	Vatable
		416.67	427.00	85.40	512.40	Vatable
		416.67	427.00	85.40	512.40	Vatable
		416.67	427.00	85.40	512.40	Vatable
		416.67	427.00	85.40	512.40	Vatable
Major applications (other)	10 – 199 (inclusive) residential units Residential development (where the proposed number of units is not specified), with a site area of 0.5 hectares or more and less than four hectares Provision of 1,000 - 9,999 square metres of floor space for other uses e.g. equestrian/ retail/ commercial/industrial/ mixed development Development of land for other uses e.g. equestrian/retail/commercial/industrial/mixed development with a site area of one hectare or more and less than two hectares An hour of additional officer (including specialist) time (to be agreed and paid in advance) Any subsequent response to further amendments Any subsequent meeting	1,666.67	1,708.50	341.70	2,050.20	Vatable
		62.50	64.00	12.80	76.80	Vatable
		208.33	213.50	42.70	256.20	Vatable
		416.67	427.00	85.40	512.40	Vatable
		416.67	427.00	85.40	512.40	Vatable
Major applications	200 or more residential units Residential development (where the proposed number of units is not specified) with a site area of four hectares or more Provision of 10,000 square metres or more of floor space for other uses e.g. equestrian/retail commercial/ industrial/ mixed development Development of land for other uses e.g. equestrian /retail / commercial / industrial / mixed development with a site area of two hectares or more Any subsequent response to further amendments An hour of additional officer (including specialist) time (to be agreed and paid in advance) Any subsequent meeting	3,333.33	3,416.50	683.30	4,099.80	Vatable
		416.67	427.00	85.40	512.40	Vatable
		83.33	85.50	17.10	102.60	Vatable
		625.00	640.50	128.10	768.60	Vatable
		625.00	640.50	128.10	768.60	Vatable

DEVELOPMENT MANAGEMENT - PRE-APPLICATION – Other Discretionary fees		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
General Policy/CIL/S106 related Advice	per hour of officer time. For those requests that will be longer, the fee will be agreed in advance.	125.00	128.00	25.60	153.60	Vatable
General Planning or other related advice not covered above	per hour	83.33	85.50	17.10	102.60	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	62.50	64.00	12.80	76.80	Vatable
Admin charge for applications not submitted on the Planning Portal i.e postal or email.	per application	20.83	21.50	4.30	25.80	Vatable
Charging for invalid applications (that have not been made valid within 28 days or as indicated/agreed by the Councils validation team).	Householder, advertisements Certificates of Lawfulness & Prior notifications	41.67	42.50	8.50	51.00	Vatable
	Minor Applications	83.33	85.50	17.10	102.60	Vatable
	Major Applications	166.67	171.00	34.20	205.20	Vatable
Copy of Decision Notice, TPO, Appeal Decision Notice, Enforcement Notices, S111 etc	Per document	25.00	25.50	5.10	30.60	Vatable
Copy of S106 or Agreement	Per document	41.67	42.50	8.50	51.00	Vatable
Charges for paper copies of applications	Charge per whole application should all documents be requested. per householder	20.83	21.50	4.30	25.80	Vatable
	per Minor/Other	41.67	42.50	8.50	51.00	Vatable
	per major	83.33	85.50	17.10	102.60	Vatable
Charges per plan are based on the costs to copy and send out the document and are per sheet.	A0	6.67	7.00	1.40	8.40	Vatable
	A1	5.83	6.00	1.20	7.20	Vatable
	A2	5.00	5.00	1.00	6.00	Vatable
	A3	4.58	4.50	0.90	5.40	Vatable
	A4	3.75	4.00	0.80	4.80	Vatable
	A4 – subsequent copies	0.42	0.50	0.10	0.60	Vatable

Legal Services		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Legal Services	Litigation Fees (per hour)	N/a	250.00	0.00	250.00	Non vatable
	Section 106 Agreements (per hour)	N/a	250.00	0.00	250.00	Non vatable

Standard Legal and Estates Fees for Property Transactions		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Standard Legal Fees (Minimum)*	New Commercial Lease	535.00	595.00	0.00	595.00	Non vatable
	Renewal Leases (on agreement with tenant)	105.00	115.00	0.00	115.00	Non vatable
	Deed of Variation (at Tenant request)	265.00	300.00	0.00	300.00	Non vatable
	Licence to Alter £250 £150 £400	265.00	300.00	0.00	300.00	Non vatable
	Licence to Assign / Underlet £250 £150 £400	265.00	300.00	0.00	300.00	Non vatable
	Deed of Grant/Release £500 £250 £750	535.00	595.00	0.00	595.00	Non vatable
	Deed of Surrender £250 £150 £400	265.00	300.00	0.00	300.00	Non vatable
	Licence for Use £150 £150 £300	160.00	180.00	0.00	180.00	Non vatable
Standard Estates Fee*	Disposal - (at other party request) £500 £500 £1000	535.00	595.00	0.00	595.00	Non vatable
	Deed of Variation (at Tenant request)	160.00	300.00	0.00	300.00	Non vatable
	Licence to Alter £250 £150 £400	160.00	300.00	0.00	300.00	Non vatable
	Licence to Assign / Underlet £250 £150 £400	160.00	300.00	0.00	300.00	Non vatable
	Deed of Grant/Release £500 £250 £750	265.00	420.00	0.00	420.00	Non vatable
	Deed of Surrender £250 £150 £400	160.00	300.00	0.00	300.00	Non vatable
	Letter Licence n/a £50 £50	55.00	60.00	0.00	60.00	Non vatable
	Licence for Use £150 £150 £300	160.00	180.00	0.00	180.00	Non vatable
Combined Legal and Estates Fees *	Disposal - (at other party request)	535.00	595.00	0.00	595.00	Non vatable
	Schedule of Condition (fee depends on property size)	115.00 to 585.00	115.00 to 595.00			Non vatable
	New Commercial Lease	585.00	595.00	0.00	595.00	Non vatable
	Renewal Leases (on agreement with tenant)	115.00	115.00	0.00	115.00	Non vatable
	Deed of Variation (at Tenant request)	470.00	480.00	0.00	480.00	Non vatable
	Licence to Alter	470.00	480.00	0.00	480.00	Non vatable
	Licence to Assign / Underlet	470.00	480.00	0.00	480.00	Non vatable
	Deed of Grant/Release	880.00	900.00	0.00	900.00	Non vatable
	Deed of Surrender	470.00	480.00	0.00	480.00	Non vatable
	Letter Licence	59.00	60.00	0.00	60.00	Non vatable
* Legal and Estates Fee Exclusions:	Licence for Use	350.00	355.00	0.00	355.00	Non vatable
	Disposal (at other party request)	1,170.00	1,190.00	0.00	1,190.00	Non vatable
	Schedule of Condition (fee depends on property size)	115.00 to 585.00	115.00 to 595.00			Non vatable
<p><b>* Legal and Estates Fee Exclusions:</b> Council Contractors occupying property for service provision Local Charities Community Organisations (Not for Profit)</p>		<p><b>Departure from Legal and Estates Fee Schedule</b> 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.</p>				

Resources		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Administration	Freedom of Information enquiries (charge per hr for search costs over the £450 'Appropriate Limit' );	25.00	25.00	0.00	25.00	Non vatable
	Freedom of Information photocopying - per sheet	1.00	1.00	0.00	1.00	Non vatable
Summons Costs - Council Tax/NNDR	Council Tax - Summons on application for Liability Order*	65.00	65.00	0.00	65.00	Non vatable
	Council Tax - Costs of Liability Order hearing*	45.00	45.00	0.00	45.00	Non vatable
	NNDR - Summons on application for Liability Order*	75.00	75.00	0.00	75.00	Non vatable
	NNDR - Costs of Liability Order hearing* * As approved by the Magistrates Court	45.00	45.00	0.00	45.00	Non vatable
Miscellaneous properties	Garage rents	14.00	14.50	2.90	17.40	Vatable

Environmental & Regulatory Services: Water Supplies		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Private Water Supplies	Risk Assessment or Investigation (fee per hour)	66.00	68.00	0.00	68.00	Non vatable
	Sampling – each visit – fixed fee	129.00	132.00	0.00	132.00	Non vatable
	Granting and Authorisation - fixed fee plus hourly rate applies	129.00	132.00	0.00	132.00	Non vatable
Sample Analysis	Taken under Regulation 10					
	Taken during check monitoring	at cost	at cost		at cost	Non vatable
	Taken during audit monitoring					
Regulation of Pollution from Industrial Sources <i>Fees as laid down by the Secretary of State</i>		- Environmental Permitting Regulations 2010 <i>Please refer to <a href="http://www.gov.uk/local-authority-environmental-permit">www.gov.uk/local-authority-environmental-permit</a></i>				
Environmental Information Regulations – Search Fees	Basic administration charge	25.00	25.00	0.00	25.00	Non vatable
	Contaminated Land information request	80.00	80.00	0.00	80.00	Non vatable

Environmental & Regulatory Services: Food Health & Safety		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Export of Food Products	Food Export Health Certificate (including first hour of officer time)	70.00	72.00	0.00	72.00	Non vatable
	DEFRA Export Health Certificate	135.00	138.00	0.00	138.00	Non vatable
	Officer hourly rate after first hour	49.00	50.00	0.00	50.00	Non vatable
Other Products & Services	E-learning	37.00	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	5.00	0.00	5.00	Non vatable
	Food Hygiene Rating Re-visit	205.00	210.00	0.00	210.00	Non vatable
	Condemned Food Certificate	102.00	105.00	0.00	105.00	Non vatable







Environmental & Regulatory Services: Licencing Taxes		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Drivers Licence	Hackney Carriage / Private Hire / Dual - 3 year – new application	289.00	311.00	0.00	311.00	Non vatable
	Hackney Carriage / Private Hire / Dual - 3 year – renewal	213.00	229.00	0.00	229.00	Non vatable
	Single Private Hire to Dual Licence transfer	63.00	68.00	0.00	68.00	Non vatable
Vehicle Licence – all 1 year	Hackney Carriage vehicle – new application	289.00	311.00	0.00	311.00	Non vatable
	Hackney Carriage vehicle – renewal	213.00	229.00	0.00	229.00	Non vatable
	Private Hire vehicle – new application	289.00	311.00	0.00	311.00	Non vatable
	Private Hire vehicle – renewal	213.00	229.00	0.00	229.00	Non vatable
	Transfer of vehicle licence – to another person	29.00	31.00	0.00	31.00	Non vatable
	Transfer of vehicle licence – to another vehicle (1 year)	208.00	224.00	0.00	224.00	Non vatable
	Transfer of vehicle licence – to another vehicle (remainder of plate)	99.00	106.00	0.00	106.00	Non vatable
	Temporary vehicle (Insurance Company)	289.00	311.00	0.00	311.00	Non vatable
Private Hire Operators	Change of registration number	99.00	106.00	0.00	106.00	Non vatable
	Operator Licence – 5 year – new application	462.00	497.00	0.00	497.00	Non vatable
Other Fees	Operator Licence – 1 year – new application / renewal	116.00	125.00	0.00	125.00	Non vatable
	Knowledge Test	87.00	94.00	0.00	94.00	Non vatable
	Replacement driver's badge	32.00	34.00	0.00	34.00	Non vatable
	Replacement external plate	39.00	42.00	0.00	42.00	Non vatable
	Replacement internal plate	32.00	34.00	0.00	34.00	Non vatable
	Vehicle bracket	12.00	13.00	0.00	13.00	Non vatable
	Administration charge for any other requests	29.00	31.00	0.00	31.00	Non vatable

Environmental & Regulatory Services: Licencing Street Trading		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Street Trading Licences	Witney & Chipping Norton – annual	3,182.00	3,421.00	0.00	3,421.00	Non vatable
	Witney & Chipping Norton – 3 months	948.00	1,019.00	0.00	1,019.00	Non vatable
	All other consents – annual	2,127.00	2,287.00	0.00	2,287.00	Non vatable
	All other consents – 3 months	683.00	734.00	0.00	734.00	Non vatable
	Individual Trader Day Rate (per stall)	74.00	80.00	0.00	80.00	Non vatable
Pavement licensing (2 year period)	New	185.00	199.00	0.00	199.00	Non vatable
	Renewal	150.00	161.00	0.00	161.00	Non vatable

Environmental & Regulatory Services: Markets						
Chipping Norton	per day per 10' frontage or pro-rata	22.00	22.00	0.00	22.00	Non vatable
	per day casual	31.00	31.00	0.00	31.00	Non vatable
	plus per canopy, per pitch, per day	3.00	3.00	0.00	3.00	Non vatable
Witney	per day per 10' frontage or pro-rata	23.00	23.00	0.00	23.00	Non vatable
	per day casual	32.00	32.00	0.00	32.00	Non vatable
	plus per canopy, per pitch, per day	3.00	3.00	0.00	3.00	Non vatable
	Farmers Market - per site	349.00	349.00	0.00	349.00	Non vatable

Environmental & Regulatory Services: Licencing Other		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Scrap Metal	Dealer (Site) Licence – New Application / Renewal	711.00	764.00	0.00	764.00	Non vatable
	Collector's Licence – New Application / Renewal	711.00	764.00	0.00	764.00	Non vatable
	variation fee	74.00	80.00	0.00	80.00	Non vatable
Cosmetic Piercing (Accupuncture, Tattoo, Ear Piercing & Electrolysis)	Premises registration	250.00	269.00	0.00	269.00	Non vatable
	Personal registration	186.00	200.00	0.00	200.00	Non vatable
Sex Shop, Sex Cinema or Sexual Entertainment Venue	<b>Please contact <a href="mailto:ers@publicagroup.uk">ers@publicagroup.uk</a> to discuss your requirements</b>					
Houses in Multiple Occupation	HMO Licence (3 years)	802.00	822.00	0.00	822.00	Non vatable
<b>Advisory Services</b> 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 <a href="mailto:ers@publicagroup.uk">ers@publicagroup.uk</a> 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		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
New site application	– 5 or less units	408.00	418.00	0.00	418.00	Non vatable
	– 6 to 24 units	543.00	557.00	0.00	557.00	Non vatable
	– 25 to 99 units	653.00	669.00	0.00	669.00	Non vatable
	– 100 to 199 units	750.00	769.00	0.00	769.00	Non vatable
	– 200 units and over	860.00	882.00	0.00	882.00	Non vatable
Annual Fee for existing site licence	– 5 or less units	343.00	352.00	0.00	352.00	Non vatable
	– 6 to 24 units	452.00	463.00	0.00	463.00	Non vatable
	– 25 to 99 units	563.00	577.00	0.00	577.00	Non vatable
	– 100 to 199 units	653.00	669.00	0.00	669.00	Non vatable
	– 200 units and over	757.00	776.00	0.00	776.00	Non vatable
Other Fees	Transfer / amendment of existing site licence	129.00	132.00	0.00	132.00	Non vatable
	Change Site Conditions	129.00	132.00	0.00	132.00	Non vatable
	Site Rules Deposit	65.00	67.00	0.00	67.00	Non vatable
	Administrative and other expenses to serve notice under the Mobile Homes Act 2013	388.00	398.00	0.00	398.00	Non vatable

Environmental & Regulatory Services: Licencing Gambling Act		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Betting Premises (excluding Tracks)	New Premises	519.00	558.00	0.00	558.00	Non vatable
	Vary Premises	519.00	558.00	0.00	558.00	Non vatable
	Transfer of Premises	116.00	125.00	0.00	125.00	Non vatable
	Reinstatement of Premises	232.00	249.00	0.00	249.00	Non vatable
	Provisional Statement	519.00	558.00	0.00	558.00	Non vatable
	New Premises with Provisional	96.00	103.00	0.00	103.00	Non vatable
	Annual Fee	205.00	220.00	0.00	220.00	Non vatable
	Copy of Licence (Set cap of £25.00)	25.00	25.00	0.00	25.00	Non vatable
Notification of change		34.00	37.00	0.00	37.00	Non vatable
For all other premises licence fees, please contact <a href="mailto:ers@publicagroup.uk">ers@publicagroup.uk</a> .						
The fees for gaming machine permits are set nationally – please refer to: <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>						
Lotteries and Amusements ( <i>Fees set nationally</i> )	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 Li		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
	Number of people					
*Events that exceed 5,000 people will be liable for an additional fee to be charged on an application for a premises licence authorising the event.	5,000-9,999	1,000.00	1,000.00	0.00	1,000.00	Non vatable
	10,000-14,999	2,000.00	2,000.00	0.00	2,000.00	Non vatable
	15,000-19,999	4,000.00	4,000.00	0.00	4,000.00	Non vatable
	20,000-29,999	8,000.00	8,000.00	0.00	8,000.00	Non vatable
	30,000-39,999	16,000.00	16,000.00	0.00	16,000.00	Non vatable
	40,000-49,999	24,000.00	24,000.00	0.00	24,000.00	Non vatable
	50,000-59,999	32,000.00	32,000.00	0.00	32,000.00	Non vatable
	60,000-69,999	40,000.00	40,000.00	0.00	40,000.00	Non vatable
	70,000-79,999	48,000.00	48,000.00	0.00	48,000.00	Non vatable
	80,000-89,999	56,000.00	56,000.00	0.00	56,000.00	Non vatable
	90,000 and over	64,000.00	64,000.00	0.00	64,000.00	Non vatable
Note: Fees are determined by Government						

Environmental & Regulatory Services: Community Safety & Licensing (Licensing Act 2003) Premises Licences		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Fees relating to applications for premises licences, club premises certificates, variations, (but not changes of name and address etc or changes of designated premises supervisor) the conversion of existing licences, and conversion/variations should be graduated using five bands as shown:	BAND A	100.00	100.00	0.00	100.00	Non vatable
	BAND B	190.00	190.00	0.00	190.00	Non vatable
	BAND C	315.00	315.00	0.00	315.00	Non vatable
	BAND D	450.00	450.00	0.00	450.00	Non vatable
	BAND E	635.00	635.00	0.00	635.00	Non vatable
The annual charges payable by those holding licences and club premises certificates:	BAND A	70.00	70.00	0.00	70.00	Non vatable
	BAND B	180.00	180.00	0.00	180.00	Non vatable
	BAND C	295.00	295.00	0.00	295.00	Non vatable
	BAND D	320.00	320.00	0.00	320.00	Non vatable
	BAND E	350.00	350.00	0.00	350.00	Non vatable
Particular types of premises which do not have non-domestic rateable values would be allocated to Band A The various non-domestic rateable values should be allocated to bands in the following way: Note:*Non-Domestic rateable value	BAND A	*£0-£4,300				Non vatable
	BAND B	*£4,301-£33,000				Non vatable
	BAND C	*£33,001-£87,000				Non vatable
	BAND D	*£87,001-£125,000				Non vatable
	BAND E	*£125,001 and over				Non vatable
<b>*No fee or annual charge would be payable by church halls, chapel halls or other premises of a similar nature and village halls, parish and community halls or other premises of a similar nature for a premises licence authorising only the provision of regulated entertainment. No fee or annual charge would be payable by a school providing education for pupils up to year 13 or a sixth form college for a premises licence authorising only the provision of regulated entertainment carried on by the school or sixth form college.</b>						
Temporary Events Notice		21.00	21.00	0.00	21.00	Non vatable
Personal Licence		37.00	37.00	0.00	37.00	Non vatable
Minor Variations procedure		89.00	89.00	0.00	89.00	Non vatable
<b>Note: Fees determined by Government</b>						



Environmental & Regulatory Services: Community Safety & Licensing (Licensing Act 2003)		2024/2025	2025/2026	VAT	2025/2026	
Miscellaneous Fees		Basic Charge	Basic Charge		Total Charge	VAT Status
		£ p	£ p	£ p	£ p	
Miscellaneous Fees	Application for a grant or renewal of personal licence	37.00	37.00	0.00	37.00	Non vatable
	Temporary event notices	21.00	21.00	0.00	21.00	Non vatable
	Theft, loss etc of premises licence or summary	10.50	10.50	0.00	10.50	Non vatable
	Application for a provisional statement where premises being built, etc	195.00	195.00	0.00	195.00	Non vatable
	Notification of change of name or address	10.50	10.50	0.00	10.50	Non vatable
	Application to vary to specify individual as premises supervisor	23.00	23.00	0.00	23.00	Non vatable
	Application for transfer of premises licence	23.00	23.00	0.00	23.00	Non vatable
	Interim authority notice following death etc. of licence holder	23.00	23.00	0.00	23.00	Non vatable
	Theft, loss etc of certificate or summary	10.50	10.50	0.00	10.50	Non vatable
	Notification of change of name or alteration of club rules	10.50	10.50	0.00	10.50	Non vatable
	Change of relevant registered address of club	10.50	10.50	0.00	10.50	Non vatable
	Theft, loss etc of temporary event notice	10.50	10.50	0.00	10.50	Non vatable
	Theft, loss etc of personal licence	10.50	10.50	0.00	10.50	Non vatable
	Duty to notify change of name or address	10.50	10.50	0.00	10.50	Non vatable
	Right of freeholder etc to be notified of licensing matters	21.00	21.00	0.00	21.00	Non vatable
	Note: Fees determined by Government					

Environmental & Regulatory Services: Environmental Services Penalty Notices		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Fine for Dog Fouling		50.00	50.00	0.00	50.00	Non vatable
Off Street Parking enforcement	Higher Level Contravention paid after service of charge certificate*	105.00	105.00	0.00	105.00	Non vatable
	Higher Level Contravention paid after 14 days but before service of charge certificate*	70.00	70.00	0.00	70.00	Non vatable
	Higher level contravention paid within 14 days*	35.00	35.00	0.00	35.00	Non vatable
	Lower Level Contravention paid after service of charge certificate*	75.00	75.00	0.00	75.00	Non vatable
	Lower level contravention paid within 14 days*	50.00	50.00	0.00	50.00	Non vatable
	Lower level contravention paid within 14 days*	25.00	25.00	0.00	25.00	Non vatable
Operational Guidance to Local Authorities: Parking Policy and enforcement. Department for Transport. Traffic Management Act 2004						
Nuisance parking	Fixed penalty notices (FPN's)*	100.00	100.00	0.00	100.00	Non vatable
	If paid within 14 days	75.00	75.00	0.00	75.00	Non vatable
Abandoned vehicles	Fixed penalty notices (FPN's)*	200.00	200.00	0.00	200.00	Non vatable
	If paid within 14 days	150.00	150.00	0.00	150.00	Non vatable
*statutory fee						



<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).	
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.	
<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.	
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.	
<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.	
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	2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
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**TABLE A – NEW DWELLINGS** e.g. flats, houses with total floor area of less than 300m<sup>2</sup>)

Dwellings 1	Full Plans Charge	647.00	663.00	132.60	795.60	Vatable
	Building Notice Charge	704.00	722.00	144.40	866.40	Vatable
Dwellings 2+		Price on application				
<b>a)</b> Where more than 1 dwelling is proposed, charges will be calculated on an individual application basis; please contact Building Control for a competitive quotation.						
<b>b)</b> New dwellings over 300m <sup>2</sup> in floor area – charges to be						
<b>c)</b> No additional fees are payable for different associated garages, built at the same time as the dwelling(s) concerned.						
<b>d)</b> Local Authority Building Control (LABC) can provide competitively priced 10 year Structural Warranties for new housing (including conversions, social housing, self-build and competed 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	316.00	324.00	64.80	388.80	Vatable
	Building Notice Charge	347.00	356.00	71.20	427.20	Vatable
Garage conversion to habitable accommodation	Full Plans Charge	237.00	243.00	48.60	291.60	Vatable
	Building Notice Charge	260.00	267.00	53.40	320.40	Vatable
Loft conversion up to 100m <sup>2</sup>	Full Plans Charge	631.00	647.00	129.40	776.40	Vatable
	Building Notice Charge	694.00	711.00	142.20	853.20	Vatable
Loft conversion over 100m <sup>2</sup>		Price on application				
Extension up to 20m <sup>2</sup>	Full Plans Charge	489.00	501.00	100.20	601.20	Vatable
	Building Notice Charge	537.00	550.00	110.00	660.00	Vatable
Extension 20m <sup>2</sup> up to 60m <sup>2</sup>	Full Plans Charge	647.00	663.00	132.60	795.60	Vatable
	Building Notice Charge	704.00	722.00	144.40	866.40	Vatable
Extension 60m <sup>2</sup> up to 100m <sup>2</sup>	Full Plans Charge	813.00	833.00	166.60	999.60	Vatable
	Building Notice Charge	894.00	916.00	183.20	1,099.20	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.

**TABLE C – ALL OTHER WORK**

Under £1,000	Full Plans Charge	117.00	120.00	24.00	144.00	Vatable
	Building Notice Charge	128.00	131.00	26.20	157.20	Vatable
£1,001 to £5,000	Full Plans Charge	233.00	239.00	47.80	286.80	Vatable
	Building Notice Charge	256.00	262.00	52.40	314.40	Vatable
£5,001 to £10,000	Full Plans Charge	311.00	319.00	63.80	382.80	Vatable
	Building Notice Charge	342.00	351.00	70.20	421.20	Vatable
£10,001 to £20,000	Full Plans Charge	427.00	438.00	87.60	525.60	Vatable
	Building Notice Charge	470.00	482.00	96.40	578.40	Vatable
£20,001 to £30,000	Full Plans Charge	606.00	621.00	124.20	745.20	Vatable
	Building Notice Charge	667.00	684.00	136.80	820.80	Vatable
£30,001 to £40,000	Full Plans Charge	739.00	757.00	151.40	908.40	Vatable
	Building Notice Charge	813.00	833.00	166.60	999.60	Vatable
£40,001 to £50,000	Full Plans Charge	854.00	875.00	175.00	1,050.00	Vatable
	Building Notice Charge	939.00	962.00	192.40	1,154.40	Vatable
£50,001 to £60,000	Full Plans Charge	1,048.00	1,074.00	214.80	1,288.80	Vatable
	Building Notice Charge	1,153.00	1,182.00	236.40	1,418.40	Vatable
£60,001 to £70,000	Full Plans Charge	1,127.00	1,155.00	231.00	1,386.00	Vatable
	Building Notice Charge	1,239.00	1,270.00	254.00	1,524.00	Vatable
£70,001 to £80,000	Full Plans Charge	1,242.00	1,273.00	254.60	1,527.60	Vatable
	Building Notice Charge	1,365.00	1,399.00	279.80	1,678.80	Vatable
Over £80,000		Price on application				

For competitive quotations for projects over £80,000 please contact the 01993 861651 or by emailing [building.control@westoxon.gov.uk](mailto:building.control@westoxon.gov.uk)

Building Control	2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
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Electrical installations if not using a competent electrical engineer	Full Plans Charge	491.00	503.00	100.60	603.60	Vatable
	Building Notice Charge	540.00	554.00	110.80	664.80	Vatable
New windows install by non FENSA opp – up to 8 windows	Full Plans Charge	128.00	131.00	26.20	157.20	Vatable
	Building Notice Charge	141.00	145.00	29.00	174.00	Vatable
New windows install by non FENSA opp – over to 8 windows		Price on application				
<b>Notes on additional services:</b>						
<p><b>a)</b> 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 <a href="http://www.labcwarranty.co.uk">www.labcwarranty.co.uk</a>.</p> <p><b>b)</b> SAP/EPC and SBEM calculations can be provided – price on application.</p> <p><b>c)</b> Air pressure testing can be provided – price on application.</p> <p>For more information please contact: The building control team on 01993 861651 or Email: <a href="mailto:building.control@westoxon.gov.uk">building.control@westoxon.gov.uk</a></p>						

TABLE D – ADDITIONAL SERVICES						
Additional Services	Charge to administer an application which has not been visited for 10 years.	156.00	160.00	32.00	192.00	Vatable
	Services will be charged on an hourly rate of £ 73.00 per hour (including VAT).	78.00	80.00	16.00	96.00	Vatable
Other relevant services not covered by the previous tables may be undertaken on a 'cost recovery' basis. 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		2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
Dog Control (Release of an impounded Stray Dog)	Statutory Fee	25.00	25.00	0.00	25.00	Non vatable
	Kennelling per day	24.00	At cost	At cost	At cost	Non vatable
	Administration Fee	87.00	190.00	0.00	190.00	Non vatable
	Delivery Charge (Optional return of dog to owner by the kennels)	70.80	85.00	17.00	102.00	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	5,565.00	5,704.00	0.00	5,704.00	Non vatable
	Woodstock Fair	2,935.00	3,008.00	0.00	3,008.00	Non vatable
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
*statutory fee **fees could be subject to change depending upon contract variations						

	2024/2025 Basic Charge £ p	2025/2026 Basic Charge £ p	VAT £ p	2025/2026 Total Charge £ p	VAT Status
	75.00	77.00	0.00	77.00	Non vatable
to a named property	75.00	77.00	0.00	77.00	Non vatable
	75.00	77.00	0.00	77.00	Non vatable
ish/town council request	448.00	459.00	0.00	459.00	Non vatable
ation with existing residents is	50.00	51.00	0.00	51.00	Non vatable
	226.00	232.00	0.00	232.00	Non vatable
	300.00	300.00	0.00	300.00	Non vatable
	400.00	400.00	0.00	400.00	Non vatable
	75.00	77.00	0.00	77.00	Non vatable
	639.00	655.00	0.00	655.00	Non vatable
	995.00	1,020.00	0.00	1,020.00	Non vatable
	1,422.00	1,458.00	0.00	1,458.00	Non vatable
	1,778.00	1,822.00	0.00	1,822.00	Non vatable
	2,133.00	2,186.00	0.00	2,186.00	Non vatable
	2,489.00	2,551.00	0.00	2,551.00	Non vatable
	2,843.00	2,914.00	0.00	2,914.00	Non vatable
	285.00	292.00	0.00	292.00	Non vatable
	569.00	583.00	0.00	583.00	Non vatable
	711.00	729.00	0.00	729.00	Non vatable
	168.00	172.00	0.00	172.00	Non vatable
	151.00	155.00	0.00	155.00	Non vatable
	25.00	25.00	0.00	25.00	Non vatable
	209.90	215.00	43.00	258.00	Vatable
	269.80	277.00	55.40	332.40	Vatable
	329.80	338.00	67.60	405.60	Vatable
	389.80	400.00	80.00	480.00	Vatable
	449.80	461.00	92.20	553.20	Vatable
	509.70	522.00	104.40	626.40	Vatable
	569.60	584.00	116.80	700.80	Vatable
	599.50	614.00	122.80	736.80	Vatable
thing any new street names required and the publishing of the new addresses to relevant organisations					



