

# EPPING FOREST LICENSING CHARGES

ALL CHARGES ARE SUBJECT TO VAT IN ADDITION UNLESS INDICATED OTHERWISE

			2018/19 charges		2019/20 charges	
Standard Application Fee			£25	£50	£25	£50
Application fee is in addition to charges shown, is payable on agreement of licence and is non- refundable.						
Event	Cost covers	Description/ amount of participants	Charity/ non- profit	Commercial	Charity/ non-profit	Commercial
One off Sponsored/ charity fun run/ walk/ cycle/ run/ competition/ horse event*	Includes an event with entrance marker, first aid, table of drinks	Less than 100	10% entrance fee	£100 or 10% ticket/ entrance fee whichever is greater	10% entrance fee	£100 or 10% ticket/ entrance fee whichever is greater
		100 - 500	£100 or 10% ticket/ entrance fee whichever is greater	£200 or 10% of ticket/ entrance fee - whichever is greater	£100 or 10% ticket/ entrance fee whichever is greater	£200 or 10% of ticket/ entrance fee - whichever is greater
		More than 500 – apply through events licence		See events charges		See events charges
For events with additional infrastructure e.g. inflatables, catering, please apply via event licence						
Event	Cost covers	Description/ amount of participants	Charity/ non- profit	Commercial	Charity/ non-profit	Commercial
Regular run/ walk / cycle	Up to 20 events each year*	Less than 100	Annual Fee £200 (includes	Annual Fee £400 (includes	Annual Fee £200 (includes administration) plus 5%	Annual Fee £400 (includes
	up to 15 events each year*	100-500	Annual Fee £200 (includes	Annual Fee £400 (includes	Annual Fee £200 (includes administration) plus 5%	Annual Fee £400 (includes
We do not license		Regular events with more than 500 participants should be applied for				
School Sports Day	Dedicated use of mown area only	Less than 100		£50 per day*		£50 per day*
		100 - 500		£100 per day*		£100 per day*
		* Up to 2 days for the price of one if no additional				
Additional charges apply for School Sports Days on top of licence fee (changing rooms/ marking out for						
Charity Football Match (out of season)	Additional charges apply. See below	Less than 3 hours per pitch required	£50 weekday/ £80 weekend		£50 weekday/ £80 weekend	
		More than 3 hours per pitch required	£80 weekday/ £150 weekend		£80 weekday/ £150 weekend	
Additional charges apply for any Charity Football Matches on top of licence fee. Please see below.						
Personal Training/s ports coaching	Outside only. No toilets or pavilion usage.	5-10 people		annual fee £25*		annual fee £25*
		More than 10 people		annual fee £50*		annual fee £50*
		* plus 10% of fees charged per session				* plus 10% of fees charged per session
Football Coaching	Field use only. No pitches to be used during football season.	Up to 10 people		£25		
		11 - 29 people		£50		
		More than 30 people		£75		
Guided Walks and Tours	More than 5 people to max 100	£25 administration fee plus 5% of ticketed price per participant			£25 administration fee plus 5% of ticketed price per participant	
Forest School	Tree surveying (as required)			On application		On application
	Licence		£25 admin fee + 5% of fee charged		£25 admin fee + 5% of fee charged per pupil	
Commercial Photography	Studio shoot (up to 6 people) e.g. family portrait			55 for one off visit/£330 yearly fee		55 for one off visit/£330 yearly fee
	Crew size 1 - 5			£338		£345
	Crew size 5 - 15			£450		£460
	Crew size 15 - 30			£563		£574
	Crew size 30 +			Price on application		Price on application
	Crew size 1 - 5			£450		£460

Commercial Filming	Crew size 5 - 20				£788		£800
	Crew size 20 - 40				£1,125		£1,148
	Crew size 40 +				Price on application		Price on application
Non commercial Filming or Photography	Administration fee plus cost of any additional visits by staff necessitated by the nature of the shoot				£25 administration fee plus costs		£25 administration fee plus costs

Additional Charges				
These are 'at cost' to CoL and therefore no rate reduction for				
Description	Cost covers	Time scales	Cost	Cost
Exclusive use of changing facilities	Opening up the building and use of changing rooms. Cleaning and heating costs.	Minimum charge for 4 hours	£100	£100
		Additional charge per hour after 4 hours	£25	£25
Sports Day Line marking	Running track up to 8 lanes + 2 other events needing markings	To cover Sports Day	£85	£85
Charity Football Match (out of season)	Marking out the number of pitches required	Price per pitch	£20	£20
	Erecting of goals	Price per pitch	£80	£80

Item	Cost covers	Description	2018/19	2019/20
Horse Riding Licences	Public	Full registration year	£57.29	£57.69
	Public	Weekly registration	£7.16	£7.21
	Riding School	Full registration year	£71.61	£72.11
Skips	Per week		£71	£72
Hire of car parks for events or compounds	Large ( e.g Bury Road)		£700	£714
	Medium (e.g. Fairmead Oak)		£423	£431
	Small (e.g.Earl's Path)		£140	£143
Compounds/ storage/scaffolding		m2 per day rate	£0.57	£0.58
		Minimum overall charge inc admin	£71	£72