

EPPING FOREST LICENSING CHARGES

*****ALL CHARGES ARE SUBJECT TO VAT IN ADDITION UNLESS INDICATED OTHERWISE*****

EVENTS						
		2019/20 charges		2020/21 charges		
Standard Application Fee		£25	£50	£25.50	£51	
All licences are subject to standard application plus licence fee charges as shown. Application fee is payable on agreement of licence and is non-refundable.						
Event	Notes	Description/ amount of participants	Charity/ non-profit	Commercial	Charity/ non-profit	Commercial /Charities with turnover > £1,000,000
One off Sponsored or fundraising events such as charity fun run/ walk/ cycle/ run/ competition/ horse event* <small>* horses must hold Epping Forest horse licence</small>	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	£1 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater	£2 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater
		100 - 500	£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		
Events charges	Events with additional infrastructure and catering, inflatables, music etc.	up to 50	£0-£250	£0-£500	£0-£256.50	£0-£513
		50-499	£325 + 5 % of ticket price	£650 + 5 % of ticket price	£333.50 + 5 % of ticket price	£667 + 5 % of ticket price
		500-4999	£975 + 5% of ticket price	£1950 + 5% of ticket price	£1000 + 5% of ticket price	£2000 + 5% of ticket price
		5000+	by negotiation	by negotiation	by negotiation	by negotiation
Regular run/ walk / cycle* events by clubs <small>*please note we do not license competitive speed cycle races</small>	Up to 20 events each year*	Less than 100	Annual Fee £200 (includes administration) plus 5% entrance fees	Annual Fee £400 (includes administration) plus 5% entrance fees	Annual Fee £205 (includes administration) plus 5% entrance fees	Annual Fee £410 (includes administration) plus 5% entrance fees
		up to 15 events each year*	100-500	Annual Fee £200 (includes administration) plus 5% entrance fees	Annual Fee £400 (includes administration) plus 5% entrance fees	Annual Fee £205 (includes administration) plus 5% entrance fees
Regular events with more than 500 participants should be applied for through the events licence. * Capacity of the event site and impact on Forest will be considered and may limit the number of events in any one location						
WANSTEAD FLATS (OUT OF SEASON)						
Football Match or tournament	Additional charges may apply. See below		£50 weekday/ £80 weekend		Price on application	Price on application
School Sports Day	Dedicated use of mown area only	Less than 100	£50 per day*		£52 per day*	
		100 - 500	£100 per day*		£102 per day*	
		* Up to 2 days for the price of one if no additional mowing required		* Up to 2 days for the price of one if no additional mowing required		
Levies may apply for football matches/tournaments and sports days which require additional services, examples below. All levies are calculated 'at cost' to COL and no reduction for charity/non-profit is possible.						
Exclusive use of changing facilities	Opening up the building and use of changing rooms. Cleaning and heating costs.	Minimum hire period - 4 hours		£100		£104
		Additional charge per hour after 4 hours		£25		£26.00
Sports Day Line marking	Running track up to 8 lanes + 2 other events needing markings	Based on maximum of 7 hours		£85		£87
Event	Notes	Description/ amount of participants	Charity/ non-profit	Commercial	Charity/ non-profit	Commercial /Charities with turnover > £1,000,000
SPORTS COACHING OR TRAINING						
Personal Training/sports training/football training	Outside only. No toilets, pavilion or parking use. No marked pitch areas to be used.	1-10 people		£25*	£25.50* annual	£25.50* annual
		11-29 people		£50*		£51* annual
		More than 30 people		N/A	£51* annual	£77* annual
				* plus 10% of fees charged per session		* plus 10% of fees charged per session
OTHER GUIDED ACTIVITY OR EDUCATIONAL OFFER						
Small Commercial Guided Walks and Tours eg Mindfulness		More than 5 people to max 100		5% of fee charged		10% of ticketed price per participant
Forest Schools	Licence		£25 + 5% of fee charged per pupil	£25 + 5% of fee charged per pupil	£25 + 5% of fee charged per pupil	£25 + 5% of fee charged per pupil
	Tree surveying (as required)		Price on application		Price on application	Price on application
FILMING AND PHOTOGRAPHY						
Commercial Photography	Standard shoot based on 8 hours per day	Studio shoot (up to 6 people) e.g. family portrait		£55 for one off visit/£330 yearly fee		£56.50 for one off visit/£338.50 yearly fee
		Crew size 1 - 5		£345		£354
		Crew size 6 - 15		£460		£472
		Crew size 16 - 30		£574		£589
		Crew size 30 +		Price on application		Price on application
		Standard shoot based	Crew size 1 - 5		£450	
	Crew size 6 - 20		£788		£808	

Commercial Filming	on 8 hours per day	Crew size 21 - 40		£1,125		£1,154	
		Crew size 40 +		Price on application		Price on application	
Non commercial Filming or Photography	Visits by staff necessitated by the nature of the shoot may require additional 'at cost' charges		£25 plus costs		£25 plus costs		
Levies may apply for non-commercial filming requests which require additional services. All levies are calculated 'at cost' to COL and no reduction is possible.							
OTHER USE OF FOREST LAND							
Skips	Use of Forest land	per week		£72		£73.90	
Hire of car parks for events or compounds per 8 hours	Large (e.g Bury Road)	Based on 8 hour hire		£714		£732.50	
	Medium (e.g. Fairmead Oak)			£431		£442.00	
	Small (e.g.Earl's Path)			£143		£147.00	
Compounds/ storage/scaffolding	Area per day (m2)			£0.58		£2.50	
	Minimum overall charge inc admin			£72		£150.00	
This charge applies until all equipment is removed and amenity restored. An additional amenity charge may be levied.							
HORSE RIDING LICENCES							
Horse Riding Licence	Adult individual/joint and horse	Annual		£57.69		£59.19	
	Junior individual/joint and horse	Annual		£28.20		£28.93	
	Adult or junior individual/joint and horse	Weekly fee			£7.21		£7.40
		Daily fee			£5.04		£5.17
Riding School Licences	Riding School	Annual		£72.11		£73.98	
Please note, horse riding licences are not subject to the standard licence application fee							