

EPPING FOREST LICENSING CHARGES

ALL CHARGES ARE SUBJECT TO VAT IN ADDITION UNLESS INDICATED OTHERWISE

| | | | | Proposed 2018/19 charges | | CURRENT 2017/18 charges |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------|-------------------------|
| Standard Application Fee | | | | £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 | | |
| One off Sponsored/ charity fun run/ walk/ cycle/ run/ competition/ horse event* * horses must hold Epping Forest horse licence | 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 | £103 + £2.00 per head for runs/£103 + horseriding licence | |
| | | 100 - 500 | £100 or 10% ticket/ entrance fee whichever is greater | £200 or 10% of ticket/ entrance fee - whichever is greater | as above | |
| | | More than 500 – apply through events licence | | | | |
| 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 | | |
| Regular run/ walk / cycle events by clubs | 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 | did not apply in 2017/18 | |
| | 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 | did not apply in 2017/18 | |
| We do not license competitive speed cycle races | 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 | | | | | |
| School Sports Day | Dedicated use of mown area only | Less than 100 | | £50 per day* | on application | |
| | | 100 - 500 | | £100 per day* | on application | |
| | | * Up to 2 days for the price of one if no additional mowing required | | | | |
| Additional charges apply for School Sports Days on top of licence fee (changing rooms/ marking out for e.g). Please see below. | | | | | | |
| Charity Football Match (out of season) | Additional charges apply. See below | Less than 3 hours per pitch required | £50 weekday/ £80 weekend | | on application | |
| | | More than 3 hours per pitch required | £80 weekday/ £150 weekend | | on application | |
| Additional charges apply for any Charity Football Matches on top of licence fee. Please see below. | | | | | | |
| Personal Training/sports coaching | Outside only. No toilets or pavilion usage. | 5-10 people | | annual fee £25* | £14 per session + £69 admin fee | |
| | | More than 10 people | | annual fee £50* | | |
| | | * 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 | did not apply in 2017/18 | |
| | | 11 - 29 people | | £50 | | |
| | | More than 30 people | | £75 | | |
| | | | Charity/ non-profit | Commercial | | |

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| Guided Walks and Tours | More than 10 people to max 100 | | | £25 administration fee plus 5% of ticketed price per participant | £50 administration fee plus 10% ticket price | £50 + £4.95 per head |
| t Schools/ outdoor ac | Tree surveying (as required) | | | | On application | On application |
| | Licence | | | £25 administration fee plus 5% of fee charged per pupil | £50 administration fee plus 10% of fee charged per pupil | £25 admin fee |
| | | | | | | |
| Commercial Photography | Studio shoot (up to 6 people) e.g. family portrait | | | | £55 for one off visit/£330 yearly fee | Studio shoot did not apply |
| | Crew size 1 - 5 | | | | £338 | £330 |
| | Crew size 5 - 15 | | | | £450 | £440 |
| | Crew size 15 - 30 | | | | £563 | £550 |
| | Crew size 30 + | | | | Price on application | Price on application |
| | | | | | | |
| Commercial Filming | Crew size 1 - 5 | | | | £450 | £440 |
| | Crew size 5 - 20 | | | | £788 | £770 |
| | Crew size 20 - 40 | | | | £1,125 | £1,100 |
| | 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 | £55 |

| Additional Charges | | | |
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| <i>These are 'at cost' to CoL and therefore no rate reduction for charity/non-profit is possible</i> | | | |
| Description | Cost covers | Time scales | 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 |
| | | Additional charge per hour after 4 hours | £25 |
| Sports Day Line marking | Running track up to 8 lanes + 2 other events needing markings | To cover Sports Day | £85 |
| Charity Football Match (out of season) | Marking out the number of pitches required | Price per pitch | £20 |
| | Erecting of goals | Price per pitch | £80 |

| Item | Cost covers | Description | 2018/19 | 2017/18 |
|--------------------------------------------------|----------------------------|------------------------|---------|---------|
| Horse Riding Licences | Public | Full registration year | £57.29 | £56 |
| | Public | Weekly registration | £7.16 | £7 |
| | Riding School | Full registration year | £71.61 | £70 |
| | | | | |
| Skips | Per week | | £71 | £69.00 |
| Hire of car parks for events or compounds | Large (e.g Bury Road) | | £700 | £685 |
| | Medium (e.g. Fairmead Oak) | | £423 | £413 |
| | Small (e.g.Earl's Path) | | £140 | £137 |
| | | m2 per day rate | £0.57 | £0.56 |

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|--------------------------------|--|-------------------------------------|-----|-----|
| Compounds/ storage/scaffolding | | Minimum overall charge inc admin | £71 | £69 |
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