

EPPING FOREST LICENSING CHARGES - 23/24

increase 5%

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

	2023/24 CHARGES	
Standard Application Fee	£ 29.00	£ 57.00

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.

EVENTS				
Event	Notes	Description/ amount of participants over the course of the event	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* * horses must hold Epping Forest horse licence	Includes an event with entrance marker, first aid, table of drinks	Less than 100	£1.10 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater. Minimum sponsorship fee required will be included as part of the charge	£2.20 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater Minimum sponsorship fee required will be included as part of the charge
		100 - 500		
		More than 500 – apply through events licence		
Events charges* *where events are free entry additional charges will be made relative to the loss of amenity / scale of event	Charges for small medium and large will be determined on levels of infrastructure being used and impact on other Forest users, size of footprint as well as audience numbers	up to 50	£0-£287	£0-£574
		50-499	£372 + 5 % of ticket price	£744 + 5 % of ticket price
		500-4999	£1115.50 + 5% of ticket price	£2231 + 5% of ticket price
		5000+	by negotiation	by negotiation
Regular run/ walk* / cycle** events by clubs *walks with under 25 participants where no charge is made will generally not incur a charge **please note we do not license competitive speed cycle races	Up to 20 events each year*	Less than 100	Annual Fee £229 (includes administration) plus 5% entrance fees	Annual Fee £458 (includes administration) plus 5% entrance fees
		up to 15 events each year*	100-500	Annual Fee £229 (includes administration) plus 5% entrance fees
FAIRS fees are dependent on size of fair and include between 3-5 days for setting up/ dismantling	Operational days (minimum of 4 days)			£155.75 - £523
	Additional non-operational days			£50 - £200

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		Price on application	Price on application
School Sports Day	Dedicated use of mown area only	Less than 100	£59 per day*	
		100 - 500	£114 per day*	
			* 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 *ONLY WHEN STAFF AVAILABLE	Opening up the building and use of changing rooms. Cleaning and heating costs.	Minimum hire period - 4 hours		£116
		Additional charge per hour after 4 hours		£30

Sports Day Line marking	Running track up to 8 lanes + 2 other events needing markings	Based on maximum of 7 hours		£97
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	£29* annual	£57* annual
		11-29 people		
		More than 30 people	£57* annual	£86* annual
			* plus 10% of fees charged per session	* plus 10% of fees charged per session based on advertised capacity
OTHER GUIDED ACTIVITY OR EDUCATIONAL OFFER				
Small Commercial Guided Walks and Tours		Up to max 100	£29+ 10% of ticketed price per participant	£57 + 10% of ticketed price per participant
Forest Schools * not for profit activities will have priority use of designated surveyed areas.	Licence		£29 + 5% of fee charged per pupil	£57 + 5% of fee charged per pupil
	Tree surveying (as required)		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		£63 for one off visit/£380 yearly fee
		Crew size 1 - 5		£395.00
		Crew size 6 - 15		£527.00
		Crew size 16 - 30		£658.00
		Crew size 30 +		Price on application
Commercial Filming	Standard shoot based on 12 hours per day, fees are dependent on crew size and impact	TV Advertisement		from £2,350.00
		Films Feature		from £2,350.00
		TV Drama/Feature		From 1,410.00
		TV Light Entertainment		From £881.00
		TV Documentary		From £470.00
		TV News		No Charge
OTHER USE OF FOREST LAND				
Skips	Use of Forest land	per week		£116.00
Hire of car parks for events or compounds per 8 hours	Large (e.g Bury Road)	Based on 8 hour hire		£1,260.00
	Medium (e.g. Fairmead Oak)			£769.00
	Small (e.g.Earl's Path)			£465.00
Scaffolding	Area per day (m ²)			£5.25 per m ² per day + VAT
	Minimum overall charge inc admin			£263.00
Site compounds, storage, excavation/trenches	Area per day (m ²)	Small (under 5 m ²)		£6.00 per m ² per day +VAT
		Medium (5 m ² up to 10 m ²)		£4.70 per m ² per day + VAT
		Large (over 10 m ²)		£4.20 per m ² per day + VAT
		Damage to loss of amenity value		Minimum charge £1,260 for Forest Land, rising to £2,520 for SSSI and £3,780 for SAC, all plus VAT
		Officer time		£42 per hour + VAT
		Consultants time		£126 per hour + VAT

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		£66.05
	Junior individual/joint and horse	Annual		£32.29
	Adult or junior individual/joint and horse	Weekly fee		£8.26
		Daily fee		£5.78
Riding School Licences	Riding School	Annual		£82.54

Please note, horse riding licences are **not** subject to the standard licence application fee

BENCHES				
Sponsored Bench with plaque	10 year sponsorship	Armrest & back style		£2500.00 inc vat
		Sleeper style		£1500.00 inc vat

CAR PARKING				
Car Parking	Up to 1 hour			£1.50
	Up to 2 hours			£2.50
	2 - 4 hours			£4.00
	Full day (over 4 hours)			£6.00
	Blue Badge holders			Free
	Motor cycles in marked motor cycle bays			Free
	Annual Permit			£150.00

WAYLEAVES				
Wayleaves fees based on council tax banding A - H	A			£70.00
	B			£81.00
	C			£93.00
	D			£105.00
	E			£128.00
	F			£151.00
	G			£175.00
	H			£210.00

GOLF CHARGES				
Weekday	Adult before 1pm			£18.00
	Adult between 1pm - twilight			£14.00
	Adult twilight			£10.00
	Senior before 1pm			£14.00
	Senior between 1pm - twilight			£12.00
	Senior twilight			£10.00

Weekend	Adult before 1pm			£27.00
	Adult between 1pm - twilight			£18.50
	Adult twilight			£10.00
	Senior between 10am - 1pm			£18.50
	Senior between 1pm - twilight			£16.00
	Senior twilight			£10.00

Season Ticket	Adult 7 days			£787.50
	Senior 7 day			£603.75
	Intermediate aged 25-29			£630.00
	Intermediate aged 19-24			£420.00
	Youth aged 17 - 18			£210.00
	Youth under 16 years old			£105.00

FOOTBALL CHARGES				
Casual Match	Adult Saturday			£87.50
	Female/Youth 16-18 Saturday			£67.50
	Junior Saturday			£50.50
	Adult Sunday			£106.50
	Female/Youth 16-18 Sunday			£75.00
	Youth under 16 years Sunday			£52.50

Half Season Booking	Adult Saturday			£747.00
	Female/Youth 16-18 Saturday			£492.00
	Junior Saturday			£336.00
	Adult Sunday			£1,063.50
	Female/Youth 16-18 Sunday			£716.50
	Youth under 16 years Sunday			£429.00
	Adult Saturday			£1,494.00

Full Season Booking	Female/Youth 16-18 Saturday		£984.00
	Junior Saturday		£672.00
	Adult Sunday		£2,127.00
	Female/Youth 16-18 Sunday		£1,433.00
	Youth under 16 years Sunday		£858.00