

EPPING FOREST PROPOSED LICENSING CHARGES - 24/25

increase 6.1%

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

£ - £ -

		2023/24 CHARGES		2024/25 CHARGES		
Standard Application Fee		£ 29.00	£ 57.00	£ 31.00	£ 61.00	
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	Charity/ non-profit	Commercial /Charities with turnover > £1,000.000	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* <i>* horses must hold Epping Forest horse licence</i>	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	£1.20 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	£2.40 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		See events charges		See events charges
Events charges* <i>*where events are free entry additional charges will be made relative to the loss of amenity / scale of event</i>	Events with additional infrastructure and catering, inflatables, music etc. 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	£0-£304	£0-£608
		50-499	£372 + 5 % of ticket price	£744 + 5 % of ticket price	£394 + 5 % of ticket price	£788 + 5 % of ticket price
		500-4999	£1115.50 + 5% of ticket price	£2231 + 5% of ticket price	£1183 + 5% of ticket price	£2366 + 5% of ticket price
		5000+	by negotiation	by negotiation	by negotiation	by negotiation
Regular run/ walk / cycle* events by clubs <i>*please note we do not license competitive speed cycle races</i>	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	Annual Fee £243 (includes administration) plus 5% entrance fees	Annual Fee £486 (includes administration) plus 5% entrance fees
		up to 15 events each year*	100-500	Annual Fee £229 (includes administration) plus 5% entrance fees	Annual Fee £458 (includes administration) plus 5% entrance fees	Annual Fee £243 (includes administration) plus 5% entrance fees
FAIRS	Set up/dismantle days Operational days (5% discount for 6+ days)			£50 - £200		£53 - £212
				£155.75 - £523		£165 - £555
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	Price on application	Price on application
School Sports Day	Dedicated use of mown area only	Less than 100	£59 per day*		£63 per day*	
		100 - 500	£114 per day*		£121 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 *ONLY WHEN STAFF AVAILABLE	Opening up the building and use of changing rooms. Cleaning and heating costs.	Minimum hire period - 4 hours		£116		£123
		Additional charge per hour after 4 hours		£30		£32
Sports Day Line marking	Running track up to 8 lanes + 2 other events needing markings	Based on maximum of 7 hours		£97		£103
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	£31* annual	£62* annual
		11-29 people				
		More than 30 people	£57* annual	£86* annual	£61* annual	£91* annual
			* plus 10% of fees charged per session	* plus 10% of fees charged per session based on advertised capacity	* 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 eg Mindfulness		Up to max 100 (was from 5 - 100)	£29+ 10% of ticketed price per participant	£57 + 10% of ticketed price per participant	£31+ 10% of ticketed price per participant	£61 + 10% of ticketed price per participant
Forest Schools	Licence		£29 + 5% of fee charged per pupil	£57 + 5% of fee charged per pupil	£31 + 5% of fee charged per pupil	£61 + 5% of fee charged per pupil
	Tree surveying (as required)		Price on application	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		£63 for one off visit/£380 yearly fee		£67 for one off visit/£403 yearly fee
		Crew size 1 - 5		£395.00		£419.00
		Crew size 6 - 15		£527.00		£560.00
		Crew size 16 - 30		£658.00		£699.00
		Crew size 30 +		Price on application		Price on application
		Major Feature Filming Day	Significant size crew and unit, tech vehicles, lighting, minor set builds and construction, multiple locations, minor infrastructure in the Forest to facilitate filming etc	from £5000	Significant size crew and unit, tech vehicles, lighting, minor set builds and construction, multiple locations, minor infrastructure in the Forest to facilitate filming etc	from £5000
		Major Feature Prep Day/Strike Day	(50% daily fee)	from £2500	(50% daily fee)	from £2500
		Major Feature Holding Day/Stand-by	Where the site is occupied but filming or set dressing does not take place: security only on site	from £750	Where the site is occupied but filming or set dressing does not take place: security only on site	from £750

Commercial Filming	Not including unit base / car park costs - major filming based on 12hr day, minor filming based on 8hr day.	Feature Film Filming Day	Significant size crew and unit, tech vehicles lighting etc, minor set builds and construction/multiple locations minor infrastructure in the Forest to facilitate filming etc	from £4000	Significant size crew and unit, tech vehicles lighting etc, minor set builds and construction/multiple locations minor infrastructure in the Forest to facilitate filming etc	from £4000
		Feature Prep Day/Strike Day		from £2000		from £2000
		Feature Holding Day/Stand-by	Where the site is occupied but filming or set dressing does not take place: security only on site	from £600	Where the site is occupied but filming or set dressing does not take place: security only on site	from £600
		Based 8-hour day.				
		Minor Filming 25-40 crew		From £1500		From £1500
		Minor Filming 10-25 crew		From £1000		From £1000
		Minor Filming 5-10 crew		From £750		From £750
		Minor Filming 1-5 crew		From £500		From £500
	News or other media specific to Epping Forest Estate		Free (subject to Press Office Approval).		Free (subject to Press Office Approval).	

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		£116.00	No longer allowed	N/A
Hire of car parks for events or compounds per 8 hours	Large (e.g Bury Road)	Based on 8 hour hire		£1,260.00		£1,337.00
	Medium (e.g. Fairmead Oak)			£769.00		£816.00
	Small (e.g.Earl's Path)			£465.00		£494.00
Scaffolding	Area per day (m ²)			£5.25 per m ² per day + VAT		£5.57 per m ² per day + VAT
	Minimum overall charge inc admin			£263.00		£279.00
Site compounds, storage, excavation/trenches	Area per day (m ²)	Small (Under Five Sq Metres)		£6.00 per m ² per day +VAT	Small (Under Five Sq Metres)	£6.40 per m ² per day +VAT
		Medium (Over Five SqM up to to Ten Sq		£4.70 per m ² per day + VAT	Medium (Over Five SqM up to to Ten SqM)	£5.00 per m ² per day + VAT
		Large (Over Ten Square Metres) X		£4.20 per m ² per day + VAT	Large (Over Ten Square Metres) X	£4.50 per m ² per day + VAT
			Minimum charge £1,260 for Forest Land, rising to £2,520 for SSSI and £3,780 for SAC, all plus VAT		Minimum charge £1,337 for Forest Land, rising to £2,674 for SSSI and £4,010 for SAC, all plus VAT	
	Damage to or loss of amenity				Damage to or loss of amenity	
	Officer time			£42 per hour + VAT	Officer time	£45 per hour + VAT
	Consultants Time			£126 per hour + VAT	Consultants Time	£134 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		£70.08	
	Junior individual/joint and horse	Annual		£32.29		£34.26	
	Adult or junior individual/joint and horse	Weekly fee			£8.26		£8.76
		Daily fee			£5.78		£6.13
Riding School Licences	Riding School	Annual		£82.54		£87.57	

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

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

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