

THE COMMONS LICENSING CHARGES - 2025/26

Increase 3.4%

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

	2025/26 CHARGES		When Payable
Standard Application Fee	£ 34.00	£ 69.00	On application (non -refundable)

All licences are subject to standard application plus licence fee charges as shown.

EVENTS				
Event	Notes	Description/ amount of participants	Charity/ non-profit	Commercial /Charities with turnover > £1,000.000
Events charges* <i>*where events are free entry additional charges will be made relative to the loss of amenity / scale of event</i>	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-£349	£0-£695
		50-499	£453+ 5 % of ticket price	£906 + 5 % of ticket price
		500-4999	£1354 + 5% of ticket price	£2708 + 5% of ticket price
		5000+	by negotiation	by negotiation
Regular run/ walk* / cycle**events by clubs	Up to 20 events each year*	Less than 100	Annual Fee £251 (includes administration) plus 5% entrance fees	Annual Fee £503 (includes administration) plus 5% entrance fees

*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 15 events each year*	100-500	Annual Fee £251 (includes administration) plus 5% entrance fees	Annual Fee £503 (includes administration) plus 5% entrance fees
Deposit (to reserve location and date)			25% of basic hire fee	25% of basic hire fee
Damage Deposit (Refundable)			£631 or 20% of hire fee whichever is the lesser	£631 or 20% of hire fee whichever is the lesser
Non-event days (set up and dismantle)			15% of basic fee per day	15% of basic fee per day
One off Sponsored or fundraising events such as charity fun run/ walk/ cycle/ run/ competition/ horse event*	Includes an event with entrance marker, first aid, table of drinks	Less than 1-499	£1.25 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater. Minimum	£2.50 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater Minimum sponsorship fee
		More than 500 – apply through events licence		See events charges
Private events (wedding receptions/party) max 150			£1,389	

Regular events with more than 500 participants should be applied for through the events licence. * Capacity of the event site and impact on the sites will be considered and may limit the number of events in any one location

Events requiring the use of specific facilities must pay these in addition to the above charges

Item	Charge	
Exclusive hire of car park	Prices on application but as a guide £126-£316 per bay per day or £5- £25 per vehicle where only part bays are required. Costs dependent on type of use/length of use/time of use and day of use,	
Water	Use of building water supply or standpipe	£69 per day or metered charge
Electricity	Use of City of London supplies	£69 per day or metered charge

SPORTS COACHING OR TRAINING

Football pitch hire	Coulsdon Common, 1 Football Pitch (for season)	£458
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OTHER GUIDED ACTIVITY OR EDUCATIONAL OFFER

Small Commercial Guided Walks and Tours eg Mindfulness		Up to max 100	£34+ 10% of ticketed price per participant	£69 + 10% of ticketed price per participant
Forest Schools	Licence		£34 + 5% of fee charged per pupil	£69 + 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 12 hours per day	1st Hour fee	£339.00
		Any subsequent hours depending on numbers	£203-£330
TELEVISION- Advertisement			£2927-£4263
FILMS - Feature			£2927-£4264
TELEVISION- Drama/Feature			£1624-£2369
TELEVISION- Light Entertainment			£1014-£1759
TELEVISION- Documentary			£542-£812
TELEVISION- News			No Charge
STUDENT PRODUCTION	Standard shoot based		No Charge

UNIT BASE - TV & Small feature films	on 12 hours per day		£676.00
STAND BY DAYS (No work undertaken)			£676.00
SET DRESSING, CONSTRUCTION, PREPERATION & STRIKING DAYS			50% of filming fee
Non commercial Filming or Photography	Visits by staff necessitated by the nature of the shoot may require additional 'at cost' charges		£34 plus costs
Adminstration Fee			£165/application

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 LAND (To be paid in addition to the above charges)

Skips	Use of land	per week	£127.00	
Hire of car parks for events or compounds per 8 hours			Price on application	
Scaffolding	Area per day (m ²)		£5.76 per m ² per day + VAT	
	Minimum overall charge inc admin		£288.00	
Site compounds, storage, excavation/trenches	Area per day (m ²)		<i>Small (under 5 m²)</i>	£6.62 per m ² per day +VAT
			<i>Medium (5 m² up to 10 m²)</i>	£5.17 per m ² per day + VAT
			<i>Large (over 10 m²)</i>	£4.65 per m ² per day + VAT

This charge applies until all equipment is removed and amenity restored. An additional amenity charge may be levied.

Car Parking

Car Parking (All site in across The Commons)	Weekdays	Cars/motorbikes/vehicles up to 17 seats	£1.50 up to 2 hrs/ £3 all day
	Weekdays	Minibuses /coaches over 17 seats	£18.00 all day
	Weekends and Bank Holidays	Cars/motorbikes/vehicles up to 17 seats	£3.00 all day
	Weekends and Bank Holidays	Minibuses /coaches over 17 seats	£18.00 all day
	Blue Badge holders		Free
	Annual Permit	Single car	£180.00
	Annual Permit	Two cars	£200.00
	Monthly permit	Single car	£16.00
	Monthly permit	Two cars	£18.00
	Penalty Charge Notice		£70 (Reduced to £35 if paid within 14 days)

Staff Charges

STAFF Charges	Officer time		£47/hour
	Head Ranger/Manager		£66/hour
	Consultants Time		£139/hour
	Film Location Manager	If deemed necessary	£542/day (upto 12 hours/day)
	Staff Supervision call out charge		£101/hour

Miscellaneous Charges

Room Hire at Ashtead and Merlewood - per hour	£57
Room hire at Burnham Beeches - per hour	Half day £187- £235
	Full day £371 - £463
	Refreshments £5.76 + VAT a head