



FEES AND CHARGES 2025/26

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TABLE OF FEES AND CHARGES 2025/26
(1 April 2025 – 31 March 2026)

1 Purchase of Grave Spaces/Plots for Cremated Remains

	Loughton residents	Buckhurst Hill & Chigwell	Non- residents
	£	£	£
a) Purchase of Exclusive Rights of Burial in a grave space: There are no further grave spaces available for purchase. Existing ownership includes the right to place on the grave an inscribed upright or horizontal memorial of materials and dimensions as specified in the Regulations.		n/a	
(b) Purchase of Exclusive Rights of Burial in a plot for cremated remains includes the right to place on the plot a horizontal plaque of materials and dimensions as specified in the Regulations. New and existing owners of the Exclusive Rights of Burial in a cremated remains plot may extend their period of ownership in increments of 5 years at the pro rata rate in force at that time provided that their period of ownership at any one time never exceeds 25 years.			
(i) Purchase of Exclusive Rights of Burial for a period of 25 years in a plot for cremated remains, for a maximum of 4 interments.	770.00	1,540.00	2,310.00
Extension of a period of EROB by 5 years (4 or more interments)	154.00	308.00	462.00
(ii) Purchase of Exclusive Rights of Burial for a period of 25 years in a plot for cremated remains, for a maximum of 2 interments.	670.00	1,340.00	2,010.00
Extension of a period of EROB by 5 years (2 interments)	134.00	268.00	402.00
(c) Interment in a Public Grave (Burial or cremated remains)	342.00	684.00	1,026.00
(d) Transfer or Assignment of Exclusive Rights of Burial	81.00	162.00	243.00
2 Memorials			
Licence to make an additional inscription on a memorial, or add an additional free-standing vase, or for a replacement memorial.	57.00	114.00	171.00

3 Digging and Re-opening Graves

Interment, including digging and subsequent covering with turf or shingle as appropriate:

a)	To a depth of 8 feet (240cm)	1,008.00	2,016.00	3,024.00
b)	To a depth of 6 feet (180cm)	785.00	1,570.00	2,355.00
c)	To a depth of 4 feet 6 inches (135cm)	578.00	1,156.00	1,734.00
d)	Cremated remains	222.00	444.00	666.00
e)	Two sets of cremated remains in one casket	333.00	666.00	999.00
f)	Interment in an existing vault		Price on application	

Fees should be submitted with applications. Please make cheques payable to "Loughton Town Council". Chip and Pin payment facilities either in person or by telephone are also available.

See definition of "resident" below.

Due to the limited space in the cemetery, plots for the interments of cremated remains cannot be purchased for future use.

The **Loughton residents' rate** for **purchases of exclusive rights, interments and memorial applications** will apply where:

EITHER

1. At the time of death the deceased was resident in the administrative parish of Loughton
OR
2. The person owning or purchasing the burial rights is resident in the administrative parish of Loughton
OR
3. In the case of a stillborn child, either parent is resident in the administrative parish of Loughton
OR
4. The deceased was resident in the administrative parish of Loughton for five or more years but became non-resident involuntarily (for instance to receive residential care in another area) during the period immediately prior to the date of death or had lived in Loughton for at least twenty years.

For **transfers and assignments**, the residents' rate will only apply where both the transferor/assignor and the transferee/assignee are resident in the administrative parish of Loughton.

The **Buckhurst Hill and Chigwell residents' rate** will apply where the criteria listed above are satisfied in respect of residence by substituting "Buckhurst Hill or Chigwell" for "Loughton" EXCEPT THAT

where the person owning the burial rights was, at the time of a purchase effected **before 1st October 1997**, resident in the administrative parishes of Buckhurst Hill or Chigwell and is still resident in either of those two parishes or meets the criterion specified in (4) above, the fees will apply as for Loughton residents. The rate will only apply to fees in respect of that grave space or spaces, and will not apply to any purchase taking place on or after 1st October 1997.

Loughton Town Council
1 Buckingham Court, Rectory Lane,
Loughton IG10 2QZ
020 8508 4200 contact@loughton-tc.gov.uk

RODING VALLEY RECREATION GROUND

FOOTBALL PITCHES

PRICES FOR 2025/26 SEASON

Regular bookings

1 match per week for whole season (32 weeks)

Full Pitch	£1,100.00
Junior (9 v 9) pitch	£666.00
Mini-soccer (goalposts not provided)	£450.00
Junior (5 v 5) pitch	£333.00

1 match alternate weeks for whole season (16 weeks)

Full Pitch	£666.00
Junior (9 v 9) pitch	£400.00
Mini-soccer (goalposts not provided)	£270.00
Junior (5 v 5) pitch	£200.00

The above charges are currently exempt from VAT.

Where payment is made for the whole season in advance a discount of 10% is allowed. Otherwise the fees are due in two halves; one prior to the start of the season, and one halfway through. Payment at any other intervals will be subject to a surcharge of 5% of the fees for the whole season.

Casual (one-off) bookings

Full Pitch	£69 + 20% VAT = £82.80
Junior (9 v 9) pitch	£42 + 20% VAT = £50.40
Mini-soccer pitch (teams provide own goalposts; Bookings only available if pitch already marked up)	£28 + 20% VAT = £33.60
Junior (5 v 5) pitch	£21 + 20% VAT = £25.20

Note: If more than one casual booking is made and paid for at the same time, the VAT should be calculated on the sum of the basic cost; this may lead to the total being different to a straight multiple of the single booking charge including VAT due to rounding.

One-off bookings for dates outside the Council's season, or on Saturday mornings, may be subject to an additional charge to cover the cost of the groundsman's attendance and marking out. Please contact the Council for more information.

The groundsman is in attendance at the following times:
Saturdays 1.45-6.15 BST, 1.00-5.30 outside BST
Sundays 9.00-1.30

Payment for casual bookings MUST be made IN ADVANCE of the match.

WILLINGALE ROAD PLAYING FIELD

FOOTBALL PITCHES

PRICES FOR 2025/26 SEASON

Regular bookings

1 match per week for whole season (32 weeks)

Pitch	£1,110.00
Mini-soccer (goalposts provided)	£500.00
Mini-soccer (goalposts not provided)	£450.00
Junior (5 v 5) pitch	£333.00

1 match alternate weeks for whole season (16 weeks)

Pitch	£666.00
Mini-soccer (goalposts provided)	£300.00
Mini-soccer (goalposts not provided)	£270.00
Junior (5 v 5) pitch	£200.00

The above charges are exempt from VAT.

Where payment is made for the whole season in advance a discount of 10% is allowed. Otherwise the fees are due in two halves; one prior to the start of the season, and one halfway through. Payment at any other intervals will be subject to a surcharge of 5% of the fees for the whole season.

Casual (one-off) bookings

Pitch	£70 + 20% VAT = £84.00
Mini-soccer pitch (goalposts provided; casual booking on this basis only available if goalposts already in situ)	£31 + 20% VAT = £37.20
Mini-soccer pitch (teams provide own goalposts; booking only available if pitch already marked up)	£28 + 20% VAT = £33.60
Junior (5 v 5) pitch	£21 + 20% VAT = £25.00

Note: If more than one casual booking is made and paid for at the same time, the VAT should be calculated on the sum of the basic cost; this may lead to the total being different to a straight multiple of the single booking charge including VAT due to rounding.

Payment for casual bookings MUST be made IN ADVANCE of the match.

Charge for replacement of lost key - £30 + VAT = £36.00

Storage (if available) £11.00 + VAT per week = £13.20

THE MURRAY HALL

FEE & CHARGES

1 April 2025– 31 March 2026

	Mon – Fri	Sat + Sun
Standard Hire Fee per hour	81.00 + VAT	162.00 + VAT
Concessionary Hire Fee per hour	40.50 + VAT	81.00 + VAT
N.B. non-Loughton residents pay an additional 20% for one-off events (wedding receptions, parties, etc),	48.60 + VAT	97.20 + VAT

Public Liability Insurance for individuals hiring the hall is included in the hire charge.

Organisations, groups, societies, associations, and business users must have their own Public Liability Insurance cover for at least £5 million.

See charge sheet for full details of concessions, discounts, surcharges, minimum session time, etc

Foyer Area	Concessionary	Standard
Two-hour minimum hire period only (KHall rates). Block bookings would only be accepted for a maximum period of six weeks and at short notice only if the main hall was free.	17.50per hour + VAT	35.00 per hour + VAT

Additional setting up charges for large events (tables and chairs only)	29.00 + VAT
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Additional clearing away charges (tables and chairs only)	45.00 + VAT
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Storage per week (double filing cabinet)	5.90 + VAT
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Full day hire charge available	20% discount on the original cost of the total hours' hire.
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Caretaker attendance charge per hour (Additional charges when the caretaker is required on site at an event or has to carry out additional work following a hiring, such as cleaning / litter collection.	Mon – Fri	Sat	Sun
	C17.65	C26.75	C35.31

All the above are subject to VAT

KINGSLEY HALL

FEES AND CHARGES FOR 2025/26

Bookings:

1 quarter booked and paid in advance – 10% discount

Concessionary rate hire fee per hour £17.50

Standard rate fee per hour £35.00

Public Liability Insurance for individuals hiring the hall is included in the hire charge.

Organisations, groups, societies, associations and business users must have their own Public Liability Insurance cover for at least £5 million.

BUCKINGHAM COURT

FEES AND CHARGES FOR 2025/26

Bookings:

Concessionary rate hire fee per hour £17.50

Standard rate fee per hour £35.00

Commercial rate £53.50

Organisations, groups, societies, associations and business users must have their own Public Liability Insurance cover for at least £5 million.

MISCELLANEOUS:

ALL-WEATHER TRACK FOR ATHLETIC TRAINING

Please enquire.

**Proposed Charges for :
WILLINGALE ROAD ALLOTMENTS RENTS WITH EFFECT FROM
1 September 2025 to 31 August 2026**

**Full plot £55.00 per year
Half plot £37.00 per year
Shed plot £21.00 per year**

**Non-Loughton residents to be charged double the above fees
with effect from 1 September 2025**

FILMING ON COUNCIL LAND OR PROPERTY

Please enquire

FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME

70p per side of A4 (includes postage within the UK)

FUN FAIRS

Please enquire

PHOTOCOPYING

11p per side of A4 + VAT

RADAR KEYS CHARGES

Keys are available for collection from the Council Office at Buckingham Court and will be charged at cost price, currently £4.95 inclusive of VAT or £4.13 net of VAT for those persons able to sign an exemption declaration form because of their disability.

RODING ROAD VEHICLE ACCESS LICENCES

£50.00