

Schedule of Fees and Charges
2012/2013

Democratic & Legal Services
Schedule of Fees and Charges for 2012/2013

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £
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Democratic Representation

Annual Charges for supply of Committee Agendas

1	Meetings of Full Council	Per Copy	OZ	42.00	42.00
2	Area Planning Committees (All)	Per Copy	OZ	95.00	95.00
3	Individual Area Planning Committee	Per Copy	OZ	32.00	32.00
4	Executive	Per Copy	OZ	63.00	63.00
5	Others	Per Copy	OZ	32.00	32.00

Other Charges

6	Photocopying (A4/A3) (Print Room Only)	Per Copy	OS	0.20	0.20
7	Copies of Committee Documents	Per Copy	OS	8.50	8.50

Register of Electors

8	Electronic Data	Per 1,000 names or part thereof on each register	OO	20.00	20.00	} Statutory Charge
			OO	1.50	1.50	
9	Paper Data	Per 1,000 names or part thereof on each register	OO	10.00	10.00	} A flat rate fee is charged plus a charge per 1,000 names on each register.
			OO	5.00	5.00	
10	Proof of Life Certificates		OO	35.00	35.00	

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Land Charges					
1	LLC1 Official Search	Per Search	OO	40.00	40.00
2	Con29R (inc SCC)	Per Search	OO	155.00	155.00
3	Full Land Charges Search (inc. SCC)	Per Search	OO	195.00	195.00 The fee includes LLC1
	printed Part II				
4	- Enquiries Con29O listed	per Enquiry	OO	15.00	15.00
5	- Each Additional Enquiry	per Enquiry	OO	20.00	20.00
6	search single part of Register	per Enquiry	OO	4.00	4.00
7	/ Con 29R	per Questior	OO	2.50	2.50
8	Search and Photocopying Legal Agreements, Searches etc.	Minimum Charge based upon 15-minute unit	OS	10.00	10.00 }
					}
					}
					}
					}
9	Search and Photocopying A1 Plans/ Dyeline Copies	Per Copy	OS	10.00	10.00 }

Vat Indicator: OS = Standard
 OE = Exempt
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Democratic & Legal Services
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Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	
Licences					
1	Breeding Establishments	Annual	OO	250.00	261.00 Plus Vet's Fees where
2	Riding Establishments - 1 to 8 Horses	Annual	OO	260.00	272.00
3	Riding Establishments - 9 to 15 Horses	Annual	OO	390.00	408.00
4	Riding Establishments - Over 15 Horses	Annual	OO	520.00	543.00
5	Animal Boarding Establishments				
	a) Non-home Boarding	Annual	OO	230.00	240.00
	b) Home Boarding	Annual	OO		170.00 New Fee Category
6	Dangerous Wild Animals - Vet's fees only	2-yearly	OO	Specified at time	170.00 New charge from 1.4.2012
7	Pet Shops	Annual	OO	180.00	188.00
8	Acupuncture, Tattooing etc.	Registratr Only	OO	125.00	130.00
9	Acupuncture, Tattooing etc. - Premises	Registratr Only	OO	170.00	180.00
10	Street Trading				
	a) Sole Trader	Annual	OO	260.00	251.00
	b) Schedule 2 event - up to 50 traders	Annual	OO		63.00
	c) Schedule 2 event - 51 or more traders	Annual	OO		125.00
	d) Schedule 2 event - up to 50 traders	Single Event	OO		52.00
	e) Schedule 2 event - 51 or more traders	Single Event	OO		105.00
11	Hackney Carriage - Vehicles (not adapted)	Annual	OO	250.00	261.00 Including one test
12	Hackney Carriage - Vehicles (adapted)	Annual	OO	90.00	94.00 Including one test
13	Missed Appointments (Vehicle Test)	Per Test	OO	100.00	105.00
14	Re-testing of vehicles following failure	Per Test	OS	64.00	67.00
15	Hackney Carriage - Drivers renewal	Annual	OO	59.00	65.00 Increase reflects addition of £5 charge for DVLA licence checks
16	Private Hire - Operators	Annual	OO	162.00	169.00
17	Private Hire - Vehicles (not adapted)	Annual	OO	250.00	261.00 Including one test
18	Private Hire - Vehicles (adapted)	Annual	OO	90.00	94.00 Including one test
19	Private Hire - Drivers renewal	Annual	OO	54.00	60.00 Increase reflects addition of £5 charge for DVLA licence checks
20	New Driver Application		OO		100.00
21	Resit fee for Knowledge test	Per Test	OO		25.00
22	Transfer of Hackney Carriage / Private Hire Licence		OO	74.00	77.00 Including one test
23	6 Month test (vehicles over 5 years)	Per Test	OO	74.00	77.00
Hackney Carriage and Private Hire					
24	- Initial plate and bracket deposit		OO	30.00	31.00
25	- Replacement plate bracket		OS	10.00	10.00
26	- Replacement plate & window disc		OS	15.00	16.00
27	Gambling Act 2005 - Including lotteries, permits, premises, etc	Various		Please see website for individual fees	Please see website for individual fees Statutory Charge

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			£	£	
Licensing Act 2003					
28 - Personal	10-Yearly	OO	37.00	37.00	Statutory Charge
29 - Premises	Initial/Variatio	OO	Various	Various	Statutory Charge
30 - Premises	Annual Fee	OO			Certain premises are
31 - Premises	DPS Variations, etc	OO	23.00	23.00	exempt ie Village Halls etc
32 - Temporary Event Notice	Per Event	OO	21.00	21.00	Statutory Charge
Search and Photocopying					
33 Copies of documents (general)	First page £1.00 20p per sheet thereafter	OS	1.00	1.00	
34 Criminal Records Check	Per Applican	OO	10.00	44.00	£44 is the charge Waverley incurs for a CRB check

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Organisational Development
Schedule of Fees and Charges for 2012/2013

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £
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Corporate Management

1	Sale of Statement of Accounts	Per Copy	OZ	8.00	8.00
2	Sale of Annual Budget	Per Copy	OZ	8.00	8.00

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Planning Service
Schedule of Fees and Charges for 2012/2013

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	
Legal Expenses					
1	Data Protection Subject Access	Per Enquiry	OO	10.00	10.00 Statutory Maximum £10.
2	Freedom of Information/ Environmental Information Regulations	Per Enquiry	OO	By Arrangement	By Arrangement

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Planning Service
Schedule of Fees and Charges for 2012/2013

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	
Development Control					
1	Planning Application Fees	Various	OO	Various	Various Statutory Charge
2	Supply of Weekly Lists of Planning Applications	Per Annum	OZ	100.00	100.00
<u>Search and Photocopying</u>					
3	Copies of documents (general)	First page £1.00 20p/sheet thereafter	OS	1.00	1.00 } In certain circumstances } supplies may be zero } rated (no change in the charge)
4	Decision notices and other standard documents		OO	5.00	6.00 }
5	A1 Plans / Dyeline Copies	Per Copy	OS	6.00	6.00 }
6	Requests for information requiring research	Minimum Charge	OS	30.00	30.00
7	High Hedges	Per Property (Minimum Charge)	OO	340.00	340.00
Pre-Application Charges <i>(charges shown inclusive of VAT)</i>					
8	Planning Surgeries				
	-Householder		OS	30.00	35.00
	-Small scale		OS	120.00	120.00 } Reduced charges are based on 85% of the standard charge and apply to local businesses.
9	Written pre-application advice				
	-Householder		OS	50.00	50.00
	-Small scale		OS	250.00	250.00
	-Significant (3 x £300 + VAT)		OS	1,080.00	1,080.00
	-Permitted Development Enquiries (Domestic)		OS	30.00	30.00 } New charge from 1.4.11
	-Permitted Development Enquiries (Commercial)		OS		50.00 } New charge from 1.4.12
10	Development Control Consultative Forum (£2,000 + VAT)		OS	2,400.00	2,400.00
11	Research Fee		OS	40.00	40.00
	Validation Checks		OS	30.00	30.00 } New charge from 1.4.11
	Listed Building & Conservation Area Advice		OS	100.00	100.00 } New charge from 1.4.11
	Tree Advice		OS	25.00	25.00 } New charge from 1.4.11

Planning Service
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Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	
Other Planning Services					
12	Waverley Borough Local Plan				
	- Waverley residents & organisations	Per Copy	OZ	25.00	} Local Plan being superseded by LDF process
	- Non-Waverley residents & organisations	Per Copy	OZ	40.00	
13	Local Plan - Maps				
	- Waverley residents & organisations	Per Copy	OZ	15.00	} 15.00 }
	- Non-Waverley residents & organisations	Per Copy	OZ	25.00	

House Name Changes

House Name Change	per House	OS	30.00	35.00
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Building Control					
1	Building Control Fees	Various	OS		Locally determined fees in accordance with the Local Government Association Building Regulations Model Scheme.
2	<u>Search and Photocopying</u> Enquiries (Building Control)	Minimum Charge	OS	30.00	30.00 In certain circumstances supplies may be zero rated (no change in the charge)
3	Copy Building Control certificate		OO		6.00

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Customer, IT & Office Services
Schedule of Fees and Charges 2012/2013

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	
Property and Development Services					
Surveyor's Fees					
1	Request from owners/occupiers to purchase additional land	Per Request	OS	300.00	300.00 }
					}
2	Request from owners/occupiers for the grant of a permanent easement	Per Request	OS	300.00	300.00 } Collected in advance
					}
3	Request for access/drainage rights	Per Request	OS	300.00	300.00 }
					}
4	Request for assignment of leases (where lease allows)	Per Request	OS	150.00	150.00 } Minimum charge
					}
5	Request for landlord's consent for change of use/sub-letting/alterations etc. (where lease allows)	Per Request	OS	120.00	120.00 } Minimum charge
					}
6	Grant of licence to use land or accessway	Per Request	OS	150.00	150.00 }
					}
					} Collected in advance
7	Request for a tenant's reference	Per Request	OS	100.00	100.00 }
					}
8	Discharge of a covenant	Per Request	OS	300.00	300.00 }
					}
9	Request for Wayleave	Per Request	OS	150.00	150.00 }
					}
10	Grant/renewal of lease (where appropriate)	Per Request	OS	300.00	300.00 }

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Finance
Schedule of Fees and Charges for 2012/2013

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	Explanatory Notes
Cost of Collection					
Summons Costs					
1	Council Tax				
	on issue of summons		Per Summons		
	on granting of liability order (further charge)	OO	70.00	70.00	The fees are determined after consultation with the the Surrey Magistrates' Courts Committee.
		OO	20.00	20.00	
2	Business Rates				
	on issue of summons		Per Summons		
	on granting of liability order (further charge)	OO	100.00	100.00	The fees are determined after consultation with the the Surrey Magistrates' Courts Committee.
		OO	20.00	20.00	
3	Recovery of Court Costs	OO	3.00	3.00	Court Costs are recovered in addition to the above costs
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Community Services
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Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Charge £	Explanatory Notes
Borough Hall, Godalming						
Casual Use						
Main Hall						
1	Monday - Friday	9am - 6pm	Per Hour	OE	38.00	40.00
2	Monday - Thursday	6pm - Midnight	Per Hour	OE	46.00	48.00
Court Room						
3	Monday - Friday	9am - 6pm	Per Hour	OE	30.00	31.50
4	Monday - Thursday	6pm - Midnight	Per Hour	OE	38.00	39.50
Borough Hall Complex - Block Bookings						
5	Monday - Thursday		Per Day	OE	170.00	180.00
Borough Hall Complex						
6	Friday	4pm - 6pm	Per Hour	OE	43.00	45.00
7		6pm - 2am	Per Hour	OE	51.00	53.00
8	Saturday	9am - 6pm	Per Hour	OE	43.00	45.00
9		6pm - 2am	Per Hour	OE	51.00	53.00
10	Sunday	9am - 1pm	Per Hour	OE	43.00	45.00
11		1pm - 6pm	Per Hour	OE	43.00	45.00
12		6pm - 2am	Per Hour	OE	51.00	53.00
Extra Staff Member (Tiered seating, bar staff, support)						
13		9am - 6pm	Per Hour	OE	15.00	16.00
14		6pm - midnight	Per Hour	OE	17.00	18.00
15		Midnight - 2am	Per Hour	OE	21.00	22.00
16		10pm - 2am	Set Rate	OE	75.00	78.00
Other						
17	Kitchen		Per Session		55.00	57.50
18	Mobile ovens				28.00	29.50
19	Tiered seating				90.00	95.00
20	Bar service (1 staff)				66.00	69.00
21	2 Staff (for over 80 guests)				130.00	136.00
22	Corkage		Per Bottle		3.00	4.00
Regular Use						
Main Hall						
23	Monday - Friday	9am - 6pm	Per Hour	OE	13.00	13.50
24	Monday - Thursday	6pm - Midnight 1 Hour	Per Hour	OE	20.00	21.00
25	Monday - Thursday	6pm - Midnight 2 Hours	Per Hour	OE	18.00	19.00
26	Monday - Thursday	6pm - Midnight 3 Hours	Per Hour	OE	16.00	17.00

Community Services

Schedule of Fees and Charges 2012/2013

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Charge £	Explanatory Notes
Court Room/Bar						
1	Monday - Friday	9am - 6pm	Per Hour	OE	10.00	10.50
2	Monday - Thursday	6pm - Midnight 1 Hour	Per Hour	OE	15.00	15.50
	Monday - Thursday	6pm - Midnight 2 Hours	Per Hour	OE	14.00	14.50
	Monday - Thursday	6pm - Midnight 3 Hours	Per Hour	OE	13.00	13.50
Borough Hall Complex - Block Bookings						
3	Monday - Friday		Per Day	OE	55.00	55.00
Borough Hall Complex						
4	Friday, Saturdays & Sundays		Weekly user	OE	20% off	20% off
5			Monthly user	OE	15% off	15% off
6			Occasional (over 4)	OE	10% off	10% off
7			2 bookings per year	OE	5% off	5% off
8			Overnight (no staff)	OE	50% off	50% off

Notes:

- i) The court room, when used as a bar for social functions, will be closed at 11pm and cleared by 11.30pm.
- ii) The above schedule excludes the Cinema which is shown below.
- iii) Nursery School: to be agreed.
- iv) Cancellation of a Casual Booking will incur a loss of the deposit paid. Cancellation of a booking within 28 days of the booked date will incur total cost of the booking to be levied.
- v) A cash deposit of £1,000 will be secured on any public function and an insurance indemnity of £2,000,000 required. An insurance indemnity certificate of £1,000,000 is required on all bookings.
- vi) A negotiation of rates chargeable can be made in circumstances beneficial to the Council and the client especially on regular use.
- vii) Bar facilities from 7pm - 11pm are part of the bookings for our clients if required. Clients are not allowed to operate their own bar unless special permission and conditions apply
- viii) The premises must be cleared by the client and their guests by midnight.
- ix) Catering for large social functions will not be allowed to be carried out by the client unless special permission and conditions apply.
- x) The Borough Hall complex is a non-smoking area.
- xi) Regular Hirers will be charged for all pre-confirmed dates within the financial year, any cancellations by the Hirer will not be refunded.
- xii) In the event of adverse weather, the Borough Hall Management reserves the right to cancel bookings at short notice
- xiii) Regular Bookings cancelled by Management will be refunded at the end of the financial year

Cinema

9	Adult		OS	7.00	7.30
10	Senior/Child		OS	6.20	6.40

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Memorial Hall					
Main Hall					
Trade and Commercial					
1	Mon - Fri 9am - 6pm	Per Hour	OE	18.00	19.00
2	Mon - Thurs 6pm - Midnight	Per Hour	OE	22.00	23.00
3	Weekend	Per Hour	OE	40.00	42.00
Normal Lettings					
4	Mon to Fri 9am - 6pm - Regular	Per Hour	OE	14.00	15.00
5	Mon to Fri 9am - 6pm - Casual	Per Hour	OE	19.50	20.00
6	Mon to Thurs 6pm - Midnight - Regular	Per Hour	OE	15.00	16.50
7	Mon to Thurs 6pm - Midnight - Casual	Per Hour	OE	23.00	23.50
8	Friday 6pm - Midnight	Per Hour	OE	22.50	24.00 Minimum period 4 hours
9	Saturday 9am - 1pm	Per Hour	OE	22.50	24.00
10	Saturday 1pm - 6pm	Per Hour	OE	25.50	26.00
11	Saturday 6pm - 1am (Sunday)	Per Hour	OE	38.00	40.00
12	Sunday 9am - Midnight - Regular	Per Hour	OE	15.00	16.50
13	Sunday 9am - Midnight - Casual	Per Hour	OE	24.00	25.00
Bazaars for Local Charitable Organisations					
14	Whole Day 9am - 5pm	Per Day	OE	125.00	140.00
15	Bazaars for other Non Commercial Organisations	Per Day	OE	170.00	190.00
Kitchen					
16	General Use	Per Sessior	OE	28.00	30.00
17	Tea or Coffee only (Regular hirers)	Per Sessior	OE	4.50	5.00
18	Tea or Coffee only (Casual hirers)	Per Sessior	OE	7.50	8.00
Bar Area					
19	6 pm - Midnight	Per Hour	OE	17.00	18.00
20	Clearing Up Charge	Per Hour	OS	14.00	14.00
Saturday Evening Bookings					
Any Saturday evening function with a bar and/or entertainment will be charged until 1am Bar extensions will end at 11.30pm, entertainment must end at 11.45pm and hall must be fully vacated by 1.00am					
21	Wedding Reception All day - Saturday 8am to Sunday 1am (including kitchen and bar)		OE	800.00	835.00 Includes £50 cleaning charge
22	Saturday night cleaning charge (1pm-2pm)		OE	60.00	70.00
23	Performing Rights Tariff Application only to live musical performances		OE	5% of Main Hall	5% of Main Hall

Community Services
Schedule of Fees and Charges 2012/2013

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	Explanatory Notes
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Notes:

- (i) A negotiation of rates chargeable can be made in circumstances beneficial to the Council and the client especially on regular use.

Friday, Saturdays & Sundays	Monthly user	15% off	15% off
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- (ii) Clients are not allowed to operate their own bar unless special permission and conditions apply

- (iii) The premises must be cleared by the client and their guests by midnight.

Community Services
Schedule of Fees and Charges for 2012/2013

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Charge £	Explanatory Notes
Miscellaneous						
1	Fairs	Day	OE	500.00	520.00	
2	Medium Fairs	Day	OE	400.00	420.00	
3	Small Fairs	Day	OE	250.00	260.00	
4	Fairs - Setting up	Day	OE	100.00	100.00	
5	Fetes	Day	OE	By Negotiation	By Negotiation	5) Refundable Deposit
6	Car Boot Sales	Day	OE	150.00	150.00	6) etc. payable on) booking.
7	Caravan Rallies - Per Unit	Night	OS	7.00	7.00	
8	Tilford Camp Site - Per Head	Night	OS	4.00	4.00	
9	Grazing Rights					By negotiation
10	Frensham Common - Parking (any vehicle)	Day 10am-4.30pm	OS	2.50	2.50	Saturdays, Sundays & Bank Holidays. - Easter Bank Holiday-Sept
11	Balloon launches	Per launch	OS	60.00	63.00	
Still Photography						
12	Advertising	Per Day (or part thereof)	OS	By Negotiation	By Negotiation	
13	Books or Magazines		OS			
Filming						
14	Feature film or Advertising film	Per Day	OS			By Negotiation By Negotiation
15	Set up and clear up days	(or	OS			
16	Television Drama or Comedy	part thereof)	OS			
17	Educational (negotiable, minimum charge)		OS			
Music						
18	Recording or video	Per Day (or part thereof)	OS			By Negotiation By Negotiation

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Recreational Open Space						
Football						
With Pavilion						
1	Seniors	Match	OS	69.00	72.00	
2	Juniors (& Schools at weekend)	Match	OS	34.50	36.00	
3	Surrey County Council - Schools	Match	OS	24.50	25.50	
4	Surrey County Council - Games Period	Hour	OS	By Negotiation	By Negotiation	
Without Pavilion						
5	Seniors	Match	OS	57.00	60.00	
6	Juniors	Match	OS	28.50	30.00	
7	Mini	Match	OS	28.00	29.00	
Rugby						
8	Seniors	Match	OS	69.00	72.00	
9	Mini Rugby	Match	OS	34.50	36.00	
Training						
10	Football, Rugby etc	Session	OS	By Negotiation	By Negotiation	
Cricket - with pavilion						
11	Seniors	Match	OS	79.00	82.00	
12	Seniors (artificial wicket)	Match	OS	67.00	70.00	
13	Colts	Match	OS	33.00	34.50	
14	Colts (artificial wicket)	Match	OS	27.50	29.00	
Cricket - without pavilion						
15	Seniors	Match	OS	66.00	69.00	
16	Seniors (artificial wicket)	Match	OS	55.00	57.50	
17	Colts	Match	OS	29.00	30.50	
18	Colts (artificial wicket)	Match	OS	24.50	25.50	
Tennis						
19	Seniors Per Court	Hour	OS	6.00	6.00	
20	Juniors Per Court (Up to 6pm Monday to Friday)	Hour	OS	3.00	3.00	
Athletics						
21	Athletics at Woolmer Hill Sports Ground, Haslemere	Year	OE	600.00	630.00	Artificial track provided and maintained by Athletics Club
22	Heights School - Use of Haslemere Recreation Ground	Year	OE	10,000.00	10,000.00	
Outdoor Keep Fit Groups						
23	Recreation Ground use	Session	OS	10.00	10.00	

Note:

1. Juniors, Colts and Mini Rugby means up to 16 years of age except under special agreement.
2. VAT is not chargeable on certain block/seasonal bookings of sports facilities.

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			£	£	
Cemeteries					
Interment Fees - Earth Grave					
1)	OO	600.00	630.00	
2)	OO	500.00	520.00	
3)	OO	100.00	100.00	
4)Per	OO	100.00	100.00	
5)Grave	OO	150.00	150.00	
6)	OO	150.00	150.00	
7)	OO	60.00	60.00	
8)	OO	Fees + 100%	Fees + 100%	
Exclusive Right of Burial					
Purchase of Grave Space					
9)	OO	150.00	156.00	
10)	OO	300.00	310.00	
11)Per	OO	600.00	630.00	
12)Grave	OO	900.00	940.00	
13)	OO	100.00	100.00	
14)	OO	Fees + 100%	Fees + 100%	
Memorial Rights					
(Grave Space must be purchased)					
15)	OO	70.00	70.00	
16)	OO	35.00	35.00	
17)	OO	155.00	160.00	
18)Per	OO	180.00	190.00	
19)Grave	OO	20.00	20.00	
)				
)				
20)	OO			
21)	OO	Fees + 100%	Fees + 100%	
Administration					
22		OO	50.00	50.00	To be charged where excessive time spent and no other fee charged.

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Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	Explanatory Notes	
Meals on Wheels						
	- Complete meal (main course and pudding)		3.40	3.40	Operated and charged by the WRVS, subsidised by Waverley	
Central Communications						
1	- Private Dwellings: (proposed charge £4.40 plus vat)	Per Week	OS	5.28	Additional fee of £2 per additional invoice generated for new customers not paying by Direct Debit	
2	- Existing subsidised customers: (proposed charge £4.40 plus vat)	Per Week	OS	5.28		
3	- Housing Tenants (supporting people)	Per Week	OO	4.40	4.40	£3.50 charge in 2010/11 fully paid by Supporting People. 2011/12 charge of £4.40: £2.50 to be paid by Supporting People, £1.90 by the Council tenants.
4	- Housing Associations	Contracts and pricing individually agreed				
Community Care						
	Exercise and Mobility	per person per class	OS	3.70	3.70	

Vat Indicator: OS = Standard
OE = Exempt
OZ = Zero Rated
OO = Outside Scope

Environment Services

Schedule of Fees and Charges 2012/2013

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	Explanatory Notes
Special Refuse Collection						
Standard Charge						
1	1 Item	Per Visit	OO	38.00	38.00	Standard charges are designed to achieve overall full recovery of the cost of this service to the Council.
2	2 Items	Per Visit	OO	45.00	45.00	
3	3 Items	Per Visit	OO	52.00	52.00	
4	4 Items	Per Visit	OO	59.00	59.00	
5	5 Items	Per Visit	OO	66.00	66.00	
6	6 - 9 Items	Per Visit	OO	80.00	80.00	
7	Fridges and freezers - additional charge	Per Item	OO	10.00	10.00	
Reduced Charge						
8	1 Item	Per Visit	OO	19.00	19.00	Reduced charges are based on 50% of the standard charge and apply to persons in receipt of benefit, ie Supplementary Benefit Income Support Housing Benefit Council Tax Benefit Family Tax Credit
9	2 Items	Per Visit	OO	22.50	22.50	
10	3 Items	Per Visit	OO	26.00	26.00	
11	4 Items	Per Visit	OO	29.50	29.50	
12	5 Items	Per Visit	OO	33.00	33.00	
13	6 - 9 Items	Per Visit	OO	40.00	40.00	
14	Fridges and freezers - additional charge	Per Item	OO	5.00	5.00	
15	Cancellation Fee		OO	10.00	10.00	
Waste Recycling						
1	Green Waste Collection					
	Standard Charge:					
	2 Sacks	per Annum	OO	50.00	50.00	Reduced charges are based on 50% of the standard charge and apply to persons in receipt of benefit, ie Supplementary Benefit Income Support Housing Benefit Council Tax Benefit Family Tax Credit
	4 Sacks	per Annum	OO	60.00	60.00	
	Reduced Charge:					
	2 Sacks	per Annum	OO	25.00	25.00	
	4 Sacks	per Annum	OO	30.00	30.00	
	Vat Indicator:	OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope				

Environment Services

Schedule of Fees and Charges 2012/2013

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	Explanatory Notes
Environmental Health					
Food					
1	Surrender Certificates for Unfit Food	OS	160.00	160.00	Food certificates, if only issued by LAs and if required to issue them by statute, are outside the scope of VAT. Food certificates are provided on request to assist with private legal cases, usually in relation to accident investigations.
2	Export Certificates for Food	OS	160.00	160.00	
3	Statement of Fact	OS	160.00	160.00	
4	Contaminated Land Enquiries	OS	210.00		
	per hour		50.00	50.00	
Property Inspections					
5	Property Inspections for Immigration/ Foreign Office/Visa Application purposes	OS	160.00	160.00	This is a non-mandatory service where a report is required to support an application.
6	Officer time for works in default (Subject to Statutory maximum charge of £300)	Per Hour OO	60.00	60.00	Statutory - where notice recipient fails to do the work and the Council does the work and recharges it.
7	Officer time for Housing Act enforcement (Subject to Statutory maximum charge of £300)	Per Hour OO	60.00	60.00	Statutory - where the Council takes enforcement action following a preliminary notice of intent.
Houses in Multiple Occupation (HMO)					
8	Five yearly - per property (new application)	OO	450.00	500.00	Fee not increased since 2006. Admin costs have increased
9	Five yearly - per property (renewal)			300.00	Charge for renewal of HMO licence (commences April 2011)
10	Licence Variation		max	300.00	Material variation of existing licence. Charge to relate to amount of work involved

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Environment Services

Schedule of Fees and Charges 2012/2013

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	Explanatory Notes
Animal Control					
1	Contracts	Per Annum	OO	£80 per hr or part	£80 per hr or part
2	Stray Dogs	Per Occasion	OO	25.00	25.00 Statutory fee plus kennelling and vet's costs extra
<u>Rats and Mice</u>					
3	Domestic #	Per Treatment	OS	64.00	64.00 # A minimum of three visits
4	Domestic - Call out		OS	32.00	32.00 is involved for this inclusive
5	Reduced Charge *		OS	32.00	32.00 charge.
6	Reduced Charge Call out *		OS	16.00	16.00 Charges subject to change
7	Commercial	Per Hour	OS	64.00	64.00 according to charge set by
8	Commercial - Call out		OS	32.00	32.00 contractor.
* The reduced charge will apply to those who can demonstrate to be in receipt of Income Support, Housing Benefit, Council Tax Relief (other than sole occupancy relief) or Disability Working Allowance or Disability Living Allowance.					
<u>Wasps</u>					
9	Domestic	Per Visit	OS	54.00	54.00
10	Domestic - Call out		OS	27.00	27.00
11	Reduced Charge *	Per Visit	OS	27.00	27.00
12	Reduced Charge Call out *		OS	13.50	13.50
13	Commercial	Per Hour	OS	54.00	54.00
14	Commercial - Call out		OS	27.00	27.00
<u>Casual Treatments / Other Insects</u> (Including Fleas)					
15	Domestic	Per Visit	OS	64.00	64.00
16	Domestic - Call out		OS	32.00	32.00
17	Reduced Charge *	Per Visit	OS	32.00	32.00
18	Reduced Charge call out *		OS	16.00	16.00
19	Commercial	Per Hour	OS	64.00	64.00
20	Commercial - Call out		OS	32.00	32.00

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Environment Services
Schedule of Fees and Charges 2012/2013

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	Explanatory Notes
Private Water Supply					
Risk Assessments	Per Request + Per Hour		150.00 + 49.94 p.h.	150.00 49.94	Subject to a statutory maximum of £500 per risk assessment
Sampling	Per Request		50.00 + 45.80 p.h.	50.00 45.80	Subject to a statutory maximum of £100 per visit
Investigations	Per Hour		49.94	49.94	Subject to a statutory maximum of £100 per investigation
Authorisations	Per Request + Per Hour		95.00 + 45.80 p.h.	95.00 45.80	Subject to a statutory maximum of £100 per authorisation granted
Analysis	Per Request		14.80 + laboratory fees	14.80 plus fees	Subject to statutory maxima: £25 for Regulation 10 analyses, £100 for check monitoring analyses £500 for audit monitoring analyses

Vat Indicator: OS = Standard (based on 20%)
 OE = Exempt
 OZ = Zero Rated
 OO = Outside Scope

Housing Services

Schedule of Fees and Charges for 2012/2013

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	Explanatory Notes
Housing Revenue Account					
Supervision and Management Special					
1	Guest Rooms - E P Units - Single	Per Night	OS	10.00	10.00
2	Guest Rooms - E P Units - Double	Per Night	OS	15.00	15.00
3	Community Rooms - Residents	Session	OE	12.50	12.50) Sessions 10am - 1pm
4	Community Rooms - Non Resident	Session	OE	32.00	32.00) 2pm - 5pm 7pm - 10pm

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 OO = Outside Scope