

**Fees and Charges**  
**2017/2018**

## Elections

### Schedule of Fees and Charges for 2017/2018

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £
<b>Register of Electors</b>				<b>These are Statutory Charges</b>
1	Electronic Data Per 1,000 names or part thereof on each register	OO	20.00	<b>20.00</b>
		OO	1.50	<b>1.50</b> (A flat rate fee is charged plus a charge per 1,000
2	Paper Data Per 1,000 names or part thereof on each register	OO	10.00	<b>10.00</b> names on each register.)
		OO	5.00	<b>5.00</b>

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

**Policy & Governance**  
**Schedule of Fees and Charges for 2017/2018**

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	<b>Proposed Charge £</b>	% Increase
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**Democratic Representation**

Annual Charges for supply of Committee Agendas

1	Meetings of Full Council	Per Copy	OZ	43.00	<b>44.00</b>	2.3%
2	Area Planning Committees (All)	Per Copy	OZ	98.00	<b>101.00</b>	3.1%
3	Individual Area Planning Committee	Per Copy	OZ	33.00	<b>34.00</b>	3.0%
4	Executive	Per Copy	OZ	65.00	<b>67.00</b>	3.1%
5	Others	Per Copy	OZ	33.00	<b>34.00</b>	3.0%

Other Charges

6	Photocopying (A4/A3) (Print Room Only)	Per Copy	OS	0.20	<b>0.20</b>	0.0%
7	Copies of Committee Documents (including webcasts on DVD)	Per Copy	OS	9.00	<b>9.00</b>	0.0%

**Policy & Governance**  
**Schedule of Fees and Charges for 2017/2018**

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	<b>Proposed Charge £</b>	% Increase
<b>Land Charges</b>					
1	LLC1 Official Search	Per Search	OO	41.00	<b>42.00</b> 2.4%
2	LLC1 additional parcel of land	Per Parcel	OO	5.00	<b>5.00</b>
3	Con29R (inc SCC)	Per Search	OS	192.00	<b>237.60</b> 23.8%
4	Full Land Charges Search (inc. SCC)	Per Search	OO	233.00	<b>272.00</b> 16.7%
Printed Part II					
5	- Enquiries Con29O listed	per Enquiry	OS	18.00	<b>18.00</b> 0.0%
6	- Each Additional Enquiry	per Enquiry	OO	21.00	<b>22.00</b> 4.8%
7	Search single part of Register	per Enquiry	OO	4.00	<b>4.00</b> 0.0%
8	Con 29R	per Question	OO	3.00	<b>3.00</b> 0.0%
9	Search and Photocopying Legal Agreements, Searches etc.	Minimum Charge based upon 15-minute unit	OS	10.00	<b>10.00</b> 0.0%
10	Search and Photocopying A1 Plans/ Dyeline Copies	Per Copy	OS	10.00	<b>10.00</b> 0.0%

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<b>Legal Expenses</b>						
1	Data Protection Subject Access	Per Enquiry	OO	10.00	<b>10.00</b>	0.0%
2	Freedom of Information/ Environmental Information Regulations	Per Enquiry	OO	By Arrangement		
3	Proof of Life Certificates		OO	36.00	<b>37.00</b>	2.8%

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**Corporate Management**

1	Sale of Annual Financial Report	Per Copy	OZ	10.00	<b>10.00</b>
2	Sale of Annual Budget	Per Copy	OZ	10.00	<b>10.00</b>

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**Planning Service**  
**Schedule of Fees and Charges for 2017/2018**

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Charge £	% Increase	
<b>Development Control</b>						
1	Various	OO	Various			
2	Supply of Weekly Lists of Planning Applications	Per Annum	OZ	100.00	<b>120.00</b>	20.0%
<u>Search and Photocopying</u>						
3	Copies of documents (general)	First page £1.00 20p/sheet thereafter	OS	1.00	<b>1.00</b>	0.0%
4	Decision notices and other standard documents		OO	6.00	<b>6.00</b>	0.0%
5	A1 Plans / Dyeline Copies	Per Copy	OS	6.00	<b>6.00</b>	0.0%
6	Requests for information requiring research	Minimum Charge	OS	30.00	<b>30.00</b>	0.0%
7	High Hedges	Per Property (Minimum Charge)	OO	500.00	<b>500.00</b>	0.0%
<b>Pre-Application Charges</b> <i>(charges shown inclusive of VAT)</i>						
8	Planning Surgeries -Householder		OS	50.00	<b>60.00</b>	20.0%
9	-Householder		OS	75.00	<b>95.00</b>	26.7%
10	-One dwelling & other development		OS	150.00	<b>200.00</b>	33.3%
	-2-5 dwellings		OS	450.00	<b>500.00</b>	11.1%
	-6-10 dwellings		OS	800.00	<b>900.00</b>	12.5%
	-10-25 dwellings		OS	1,500.00	<b>2,500.00</b>	66.7%
	-26+ dwellings		OS	3,000.00	<b>5,000.00</b>	66.7%
11	Commercial Floor space					
	- 150m2 - 500m2		OS	450.00	<b>500.00</b>	11.1%
	- 501m2 - 1,000m2		OS	1,500.00	<b>2,500.00</b>	66.7%
	- 1,000+ m2		OS	3,000.00	<b>3,500.00</b>	16.7%
12	Development Control Consultative Forum		OS	4,000.00	<b>4,000.00</b>	0.0%
13	Research Fee		OS	40.00	<b>50.00</b>	25.0%
14	Validation Checks		OS	30.00	<b>45.00</b>	50.0%
15	Listed Building & Conservation Area Advice		OS	100.00	<b>150.00</b>	50.0%
16	Tree Advice		OS	25.00	<b>35.00</b>	40.0%

**Planning Service**  
**Schedule of Fees and Charges for 2017/2018**

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge	Charge £	% Increase
<b>Other Planning Services</b>						
17	Waverley Borough Local Plan					
	- Waverley residents & organisations	Per Copy	OZ	25.00	<b>35.00</b>	40.0%
	- Non-Waverley residents & organisations	Per Copy	OZ	40.00	<b>50.00</b>	25.0%
18	Local Plan - Maps					
	- Waverley residents & organisations	Per Copy	OZ	15.00	<b>20.00</b>	33.3%
	- Non-Waverley residents & organisations	Per Copy	OZ	25.00	<b>30.00</b>	20.0%
<b>House Name Changes</b>						
19	House Name Change	per House	OS	35.00	<b>40.00</b>	14.3%

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Ref. No.		Unit of Charge	VAT Indicator	Existing Charge	Charge £	% Increase
<b>Building Control</b>						
1	Building Control Fees	Various	OS	Locally determined fees in accordance with LGA Building Regulations Scheme		
2	<u>Search and Photocopying Enquiries</u> (Building Control)	Minimum Charge	OS	40.00	<b>40.00</b>	0.0%
3	Copy Building Control certificate		OO	6.00	<b>6.00</b>	0.0%

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**Customer and Corporate Services**  
**Schedule of Fees and Charges 2017/2018**

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase
<b>Property and Development Services</b>					
<b>Surveyor's Fees</b>					
1	Request from owners/occupiers to purchase additional land	Per Request	OS	325.00	<b>350.00</b> 7.7%
2	Request from owners/occupiers for the grant of a permanent easement	Per Request	OS	325.00	<b>350.00</b> 7.7%
3	Request for access/drainage rights	Per Request	OS	325.00	<b>350.00</b> 7.7%
4	Request for assignment of leases (where lease allows)	Per Request	OS	<b>see below</b>	
	Residential Premises		OS	155.00	<b>160.00</b> 3.2%
	Commercial Tenancies		OS	360.00	<b>365.00</b> 1.4%
5	Request for landlord's consent for change of use/sub-letting/alterations etc. (where lease allows)	Per Request	OS	<b>see below</b>	
	Residential Premises		OS	155.00	<b>160.00</b> 3.2%
	Commercial Tenancies		OS	360.00	<b>365.00</b> 1.4%
6	Grant of licence to use land or accessway	Per Request	OS	165.00	<b>170.00</b> 3.0%
7	Request for a tenant's reference	Per Request	OS	110.00	<b>115.00</b> 4.5%
8	Discharge of a covenant	Per Request	OS	320.00	<b>325.00</b> 1.6%
9	Request for Wayleave	Per Request	OS	165.00	<b>170.00</b> 3.0%
10	Grant/renewal of lease (where appropriate)	Per Request	OS	<b>see below</b>	
	Commercial		OS	360.00	<b>365.00</b> 1.4%
	Sports Clubs/Community Groups etc		OS	155.00	<b>160.00</b> 3.2%

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**Finance**  
**Schedule of Fees and Charges for 2017/2018**

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**Cost of Collection**

**Summons Costs**

1	Council Tax				
	on issue of summons	Per Summons			
	on granting of liability order (further charge)	OO	105.00	<b>105.00</b>	0.0%
		OO	3.00	<b>3.00</b>	0.0%
2	Business Rates				
	on issue of summons	Per Summons			
	on granting of liability order (further charge)	OO	120.00	<b>130.00</b>	8.3%
		OO	3.00	<b>3.00</b>	0.0%

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**Community Services**  
**Schedule of Fees and Charges for 2017/2018**

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	
<b>Event and Filming Administration Fees</b>							
<b>Administration Fees</b>							
All events and filming request will be subject to an administration charge to cover the costs of event admin, checking of documentation and any site visits required							
1	Local Community / Charity / School Event	Per Event	OS	<b>50.00</b>			
2	Commercial Event / Filming Admin Fee	Per Event	OS	<b>100.00</b>			
3	Town & parish Council fee per annum for organising events on WBC land to cover admin required	Per Annum	OS	<b>100.00</b>			
<b>Events</b>							
4	Fairs - Operational day	Day	OE	556.00	600.00	7.9% } plus 500 refundable deposit	
5	Fairs - Setting up / down	Day	OE	150.00	155.00	3.3% }	
6	Small Fetes / Village Shows	Day	OE	100.00	100.00	0.0% } plus 200 refundable deposit	
	Large Fetes / Village Shows	Day	OE		150.00	} plus 200 refundable deposit	
7	Car Boot Sales	Day	OE	163.00	200.00	22.7% } plus 500 refundable deposit	
8	Caravan Rallies - Per Unit	Night	OS	8.00	8.00	0.0%	
9	Tilford Camp Site - Per Head	Night	OS	5.00	5.00	0.0%	
10	Grazing Rights			<b>By Negotiation</b>			
11	Frensham Common	Parking	Car /Day	OS	4.00	4.00	0.0% }
			Coach / Day	OS		16.00	}
			Motor Homes / Day	OS		8.00	
			Horse box / Day	OS		12.00	
12	Balloon launches	per launch	OE	71.00	75.00	5.6%	
		Annual fee	OE		1,000.00	Exclusive right per site	
13	Allotments	5 rod plot	per plot	OE	57.00	60.00	5.3%
		10 rod plot	per plot	OE	114.00	120.00	5.3%
14	Forest Schools	Session	OE	30.00	35.00	16.7%	
15	Professional Dog Walking	Session	OE	11.00	15.00	36.4%	
		Annual licence	OE		150.00	1 person with 4 dogs on WBC sites	
16	Bonfires	Event	OE	100.00	102.00	2.0% } plus 500 refundable deposit	
17	Ice Cream Vans	6 months	OE	1,500.00	1,550.00	3.3% } plus 500 refundable deposit	
		one off's	OE		50.00		
18	Mobile Catering	per month	OE	500.00	510.00	2.0% } plus 500 refundable deposit	
19	Bouncy Castle (use of land)	Session	OE	50.00	51.00	2.0%	
17	Blessings (eg Frensham Pond)	Event	OS		50.00		
18	Wedding Events on Open Spaces		OS		150.00	} plus 200 refundable deposit	
19	Farnham Castle use of Farnham park for extra parking for castle events		OS		1,000.00		
20	Officer call outs for site visits / meetings / utility meetings	Hour	OE	100.00	110.00	10.0%	
<b>Still Photography</b>							
21	Advertising	Per Day	OS	<b>By Negotiation</b>		}	
22	Books or Magazines	(or part thereof)	OS	<b>By Negotiation</b>		}	
<b>Filming</b>							
23	Feature film or Advertising film	Per Day	OS	<b>By Negotiation</b>		}	
24	Set up and clear up days	(or	OS	<b>By Negotiation</b>		}	
25	Television Drama or Comedy	part	OS	<b>By Negotiation</b>		}	

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Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes
26	Small scale filming thereof)	OS	50.00	51.00	2.0%	}
27	Educational/Student requests	OS		Free		}
	University of creative arts - student filming requests	Annual fee OS		500.00		}
	<b>Music</b>					}
28	Recording or video Per Day (or part thereof)	OS		By Negotiation		}

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Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes
<b>Recreational Open Space</b>						
<b>Football</b>						
<b>With Pavilion</b>						
1	Full size pitch U15 - over 18's, 11v11	Match	OS	80.00	<b>82.00</b>	2.5% }
2	Full size pitch U13 - U14, 11v11	Match	OS	50.00	<b>51.00</b>	2.0% }
3	Junior pitch U11-U12's, 9v9	Match	OS	42.00	<b>43.00</b>	0.0% }
4	Colleges/Businesses Seniors	Match	OS	92.00	<b>94.00</b>	2.2% }
}						
<b>Without Pavilion</b>						
5	Full size pitch U15 - over 18's, 11v11	Match	OS	66.00	<b>70.00</b>	6.1% }
6	Full size pitch U13 - U14, 11v11	Match	OS	40.00	<b>41.00</b>	2.5% }
7	Junior pitch U11-U12's, 9v9	Match	OS	36.00	<b>37.00</b>	2.8% }
8	Mini pitch U7-U10, 5v5 ad 7v7	Match	OS	33.00	<b>34.00</b>	3.0% }
9	Colleges/Businesses Seniors	Match	OS	80.00	<b>82.00</b>	2.5% }
<b>Rugby</b>						
10	Seniors	Match	OS	80.00	<b>82.00</b>	2.5% }
11	Mini Rugby	Match	OS	40.00	<b>41.00</b>	2.5% }
12	Junior (u18)	Match	OS		<b>50.00</b>	
13	Colleges/Businesses Seniors	Match	OS	92.00	<b>94.00</b>	2.2% }
<b>Training</b>						
14	Football - no pitch use	Session	OS		<b>25.00</b>	
15	Rugby - no pitch use	Session	OS		<b>27.00</b>	
16	Football - pitch use	Session	OS		<b>70.00</b>	
17	Rugby - pitch use	Session	OS		<b>82.00</b>	
<b>Cricket - with pavilion</b>						
18	Seniors	Match	OS	91.00	<b>93.00</b>	2.2% }
19	Seniors (artificial wicket)	Match	OS	77.00	<b>79.00</b>	2.6% }
20	Colts	Match	OS	38.00	<b>39.00</b>	2.6% }
21	Colts (artificial wicket)	Match	OS	33.00	<b>34.00</b>	3.0% }
22	Colleges/Businesses Seniors	Match	OS	102.00	<b>102.00</b>	0.0% }
}						
<b>Cricket - without pavilion</b>						
23	Seniors	Match	OS	75.00	<b>77.00</b>	2.7% }
24	Seniors (artificial wicket)	Match	OS	63.00	<b>64.00</b>	1.6% }
25	Colts	Match	OS	34.00	<b>35.00</b>	2.9% }
26	Colts (artificial wicket)	Match	OS	29.00	<b>30.00</b>	3.4% }
27	Colleges/Businesses Seniors	Match	OS	88.00	<b>90.00</b>	2.3% }
28	Broadwater Changing rooms	Match	OS		<b>18.00</b>	eg FCC cricket matches
Note:						
VAT is not chargeable on certain block/seasonal bookings of sports facilities.						
<b>Tennis</b>						
29	Seniors Per Court	Hour	OS	8.00	<b>8.00</b>	0.0% }
30	Juniors Per Court (Up to 6pm Monday to Friday)	Hour	OS	5.00	<b>5.00</b>	0.0% }
31	Colleges/Businesses Seniors	Hour	OS	10.00	<b>10.00</b>	0.0% }
<b>Bowls Club</b>						
32	Per Green	Year	OE	5,000.00	<b>6,000.00</b>	20.0%
<b>Athletics</b>						
33	Athletics at Woolmer Hill Sports Ground, Haslemere	Year	OE	694.00	<b>708.00</b>	2.0% Artificial track provided and maintained by Athletics Club

**Community Services**  
**Schedule of Fees and Charges for 2017/2018**

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes
<b>Outdoor Keep Fit Groups</b>						
34	One off use	Session	OS	11.00	<b>11.00</b>	0.0%
35	Once a week, 1-2-1 tuition	Annual Charge	OS	50.00	<b>51.00</b>	2.0%
36	Multiple sessions each week, 1-2-1 tuition	Annual Charge	OS	100.00	<b>102.00</b>	2.0%
37	Once a week, group tuition	Annual Charge	OS	100.00	<b>102.00</b>	2.0%
38	Multiple sessions each week, group tuition	Annual Charge	OS	200.00	<b>204.00</b>	2.0%
Outdoor Fitness Camp Note:						
39	Reinstatement fees may be charged if damaged is caused by training on the sports pitches.	Per Incident			<b>Dependent on amount of litter/damage</b>	
40	Littering/Vandalism Charge Should sports clubs/trainers etc litter or damage our facilities, they may be liable for costs associated with rectifying issues	Per Incident			<b>Dependent on amount of litter/damage</b>	

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<b>Sunvale Cemetery, Haslemere</b>						
<b>Interment Fees - Earth Grave</b>						
1	First Burial in Grave Space - 8ft )	OO	800.00	<b>816.00</b>	2.0%	
2	Subsequent Burials )	OO	700.00	<b>714.00</b>	2.0%	
3	Child - 0-16 years ) per Grave	OO	200.00	<b>No Charge</b>		
4	Ashes )	OO	350.00	<b>357.00</b>	2.0%	
5	Ashes - Child 0-16 years )	OO	0.00	<b>No Charge</b>		
6	Non-Residents of the Parish )	OO		Fees + 100%		
<b>Exclusive Right of Burial</b>						
<b>Purchase of Grave Space</b>						
7	Earth Grave )	OO	1,000.00	<b>1,500.00</b>	50.0%	
8	Earth Grave - child 0-16 years )	OO	500.00	<b>510.00</b>	2.0%	
9	Cremation Section )	OO	500.00	<b>510.00</b>	2.0%	
10	Non-Residents of the Parish )	OO		Fees + 100%		
11	Transfer of exclusive grant of right of burial )	OO	50.00	<b>60.00</b>	20.0%	
<b>Memorial Rights</b>						
(Grave Space must be purchased)						
12	Head Stone (maximum height 5') )	OO	140.00	<b>150.00</b>	7.1%	
13	Kerb Stone (maximum 7'x 3'6") )	OO	200.00	<b>204.00</b>	2.0%	
	cross or other monument not over )					
	2' high x 1'6" )					
14	Added Inscription after first )	OO	100.00	<b>102.00</b>	2.0%	
15	Non-Residents of the Parish )	OO		Fees + 100%		
<b>Administration</b>						
16	Discretionary Fee	OO	53.00	<b>60.00</b>	13.2%	To be charged where excessive time spent and no other fee charged.

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<b>Borough Hall, Godalming</b>								
<b>Casual Use</b>								
<b>Main Hall</b>								
1	Monday - Friday	9am - 6pm	Per Hour	OE	43.00	<b>44.00</b>	2.3%	
2	Monday - Thursday	6pm - Midnight	Per Hour	OE	51.00	<b>52.00</b>	2.0%	
<b>Court Room</b>								
3	Monday - Friday	9am - 6pm	Per Hour	OE	34.00	<b>35.00</b>	2.9%	
4	Monday - Thursday	6pm - Midnight	Per Hour	OE	43.00	<b>44.00</b>	2.3%	
<b>Borough Hall Complex - Block Bookings</b>								
5	Monday - Thursday		Per Day	OE	200.00	<b>200.00</b>	0.0%	
<b>Borough Hall Complex</b>								
6	Friday	4pm - 6pm	Per Hour	OE	48.00	<b>49.00</b>	2.1%	
7		6pm - 2am	Per Hour	OE	57.00	<b>59.00</b>	3.5%	
8	Saturday	9am - 6pm	Per Hour	OE	48.00	<b>49.00</b>	2.1%	
9	Childrens Party	2:30pm - 5.30pm	Per Hour	OE	38.00	<b>39.00</b>	2.6%	New charge excludes Bar
10		6pm - 2am	Per Hour	OE	57.00	<b>59.00</b>	3.5%	
11	Sunday	9am - 1pm	Per Hour	OE	48.00	<b>49.00</b>	2.1%	
12		1pm - 6pm	Per Hour	OE	48.00	<b>49.00</b>	2.1%	
13	Childrens Party	2:30pm - 5.30pm	Per Hour	OE	38.00	<b>39.00</b>	2.6%	New charge excludes Bar
14		6pm - 2am	Per Hour	OE	57.00	<b>59.00</b>	3.5%	
<b>Extra Staff Member</b> (Tiered seating, bar staff, support)								
15		9am - 6pm	Per Hour	OE	15.00	<b>15.00</b>	0.0%	New charges reflect pay levels and customer resistance.
16		6pm - midnight	Per Hour	OE	17.00	<b>17.00</b>	0.0%	
17		Midnight - 2am	Per Hour	OE	22.00	<b>23.00</b>	4.5%	
18		10pm - 2am	Set Rate	OE	76.00	<b>78.00</b>	2.6%	
<b>Other</b>								
19	Kitchen		Per Session		65.00	<b>67.00</b>	3.1%	
20	Mobile ovens				33.00	<b>34.00</b>	3.0%	
21	Tiered seating				105.00	<b>105.00</b>	0.0%	

## Community Services

### Schedule of Fees and Charges 2017/2018

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
<b>Regular Use</b>						
<b>Main Hall</b>						
22	Monday - Friday	9am - 6pm	Per Hour	OE	15.00	<b>15.00</b> 0.0%
23	Monday - Thursday	6pm - Midnight 1 Hour	Per Hour	OE	23.00	<b>24.00</b> 4.3%
24	Monday - Thursday	6pm - Midnight 2 Hours	Per Hour	OE	21.00	<b>22.00</b> 4.8%
25	Monday - Thursday	6pm - Midnight 3 Hours	Per Hour	OE	19.00	<b>20.00</b> 5.3%
<b>Court Room/Bar</b>						
26	Monday - Friday	9am - 6pm	Per Hour	OE	12.00	<b>12.00</b> 0.0%
27	Monday - Thursday	6pm - Midnight 1 Hour	Per Hour	OE	17.00	<b>17.00</b> 0.0%
	Monday - Thursday	6pm - Midnight 2 Hours	Per Hour	OE	16.00	<b>16.00</b> 0.0%
	Monday - Thursday	6pm - Midnight 3 Hours	Per Hour	OE	15.00	<b>15.00</b> 0.0%
<b>Borough Hall Complex - Block Bookings</b>						
28	Monday - Friday		Per Day	OE	68.00	<b>68.00</b> 0.0%
<b>Borough Hall Complex</b>						
29	Friday, Saturdays & Sundays	Weekly user		OE	20% off	20% off
30		Monthly user		OE	15% off	15% off
31		Occasional (over 4)		OE	10% off	10% off
32		2 bookings per year		OE	5% off	5% off
33		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**

34	Adult		OS	7.50	<b>7.50</b>	0.0%
35	Senior		OS	6.50	<b>6.50</b>	0.0%
36	Child		OS	3.50	<b>3.50</b>	0.0%
37	Student		OS	6.50	<b>6.50</b>	0.0%
38	Sat Childrens Film		OS	3.00	<b>3.00</b>	0.0%
39	Group (10 or more)		OS	6.00	<b>6.00</b>	0.0%

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

**Community Services**  
**Schedule of Fees and Charges for 2017/2018**

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £		
<b>Careline</b>						
1	- Careline Customers: (£4.40 plus vat)	Per Week	OS	5.43	<b>5.43</b>	} Additional fee of £2 per } additional invoice generated } for new customers not } paying by Direct Debit
2	- Housing Associations	Contracts and pricing individually agreed				

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**Environment Services**  
**Schedule of Fees and Charges 2017/2018**

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase	
<b>Special Refuse Collection</b>							
<b>Standard Charge</b>							
1	1 Item	Per Visit	OO	42.00	43.00	2.4%	Standard charges are designed to achieve overall full recovery of the cost of the service to the Council.
2	2 Items	Per Visit	OO	49.00	51.00	4.1%	
3	3 Items	Per Visit	OO	56.00	59.00	5.4%	
4	4 Items	Per Visit	OO	64.00	67.00	4.7%	
5	5 Items	Per Visit	OO	71.00	75.00	5.6%	
6	6 - 9 Items	Per Visit	OO	87.00	90.00	3.4%	

**Reduced Charge**

1	1 Item	Per Visit	OO	21.00	22.00	4.8%	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 Support Family Tax Credit
2	2 Items	Per Visit	OO	25.00	26.00	4.0%	
3	3 Items	Per Visit	OO	28.00	30.00	7.1%	
4	4 Items	Per Visit	OO	32.00	34.00	6.3%	
5	5 Items	Per Visit	OO	36.00	38.00	5.6%	
6	6 - 9 Items	Per Visit	OO	44.00	45.00	2.3%	
1	<b>Cancellation Fee</b>		OO	10.00	10.00	0.0%	

**Waste Recycling**

**1 Green Waste Collection**

Standard Charge:

1 bin	per Annum	OO	45.00	50.00	11.1%
Purchase of bin	per Item	OO	20.00	20.00	0.0%

Reduced Charge:

2 Sacks	per Annum	OO			#DIV/0!	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 Support Family Tax Credit
4 Sacks	per Annum	OO			#DIV/0!	

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**Environment Services**  
**Schedule of Fees and Charges 2017/2018**

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase	
<b>Environmental Health</b>						
<b>Food</b>						
1	Surrender Certificates for Unfit Food	OS	165.00	170.00	3.0%	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	165.00	170.00	3.0%	
3	Statement of Fact	OS	165.00	170.00	3.0%	
4	Contaminated Land Enquiries	per hour				#DIV/0!
<b>Private Water Supply</b>						
1	Risk Assessments	Per Request + Per Hour	155.00 55.60	160.00 55.60	3.2% 0.0%	Subject to a statutory maximum of £500 per risk assessment
2	Sampling	Per Request	56.00 50.66	58.00 50.66	3.6% 0.0%	Subject to a statutory maximum of £100 per visit
3	Investigations	Per Hour	56.00	58.00	3.6%	Subject to a statutory maximum of £100 per investigation
4	Authorisations	Per Request + Per Hour	100.00 50.66	100.00 50.66	0.0% 0.0%	Subject to a statutory maximum of £100 per authorisation granted
5	Analysis	Per Request	20.00 + laboratory fees	20.00	0.0%	Subject to statutory maxima: £25 for Regulation 10 analyses £100 for check monitoring analyses £500 for audit monitoring analyses

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**Environment Services**  
**Schedule of Fees and Charges 2017/2018**

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase		
<b>Animal Control</b>							
1	Stray Dogs	Per Occasion	OO	<b>25.00</b>	<b>25.00</b>	0.0%	Statutory fee plus kennelling and vet's costs extra
<u>Rats and Mice</u>							
2	Domestic #	Per Treatment	OS	<b>66.30</b>	<b>70.00</b>	5.6%	Rodent treatments are for a single domestic property, including immediate gardens and grounds, occupied by one family. Additional charges may be made if: the property is occupied by more than one family, or if further visits are required, or if outbuildings, stables or land where domestic pets or livestock are present.
3	Domestic - Call out		OS	<b>33.40</b>	<b>35.00</b>	4.8%	
4	Reduced Charge *		OS	<b>33.40</b>	<b>35.00</b>	4.8%	
5	Reduced Charge Call out *		OS	<b>16.70</b>	<b>17.50</b>	4.8%	
6	Commercial	Per Hour	OS	<b>66.30</b>	<b>70.00</b>	5.6%	
7	Commercial - Call out		OS	<b>33.40</b>	<b>35.00</b>	4.8%	
<u>Wasps</u>							
8	Domestic	Per Visit	OS	<b>58.20</b>	<b>60.00</b>	3.1%	Additional nests at the same time, +50% for each nest
9	Domestic - Call out		OS	<b>27.80</b>	<b>30.00</b>	7.9%	
10	Reduced Charge *	Per Visit	OS	<b>29.30</b>	<b>30.00</b>	2.4%	
11	Reduced Charge Call out *		OS	<b>13.90</b>	<b>15.00</b>	7.9%	
12	Commercial	Per Hour	OS	<b>58.20</b>	<b>60.00</b>	3.1%	
13	Commercial - Call out		OS	<b>27.80</b>	<b>30.00</b>	7.9%	
<u>Casual Treatments / Other Insects</u> (Including Fleas)							
14	Fleas	Per Visit	OS	<b>70.80</b>	<b>75.00</b>	5.9%	Charges are for up to a standard 3 bedroom house. Additional rooms are charged at £17.50 each.
15	Reduced charge*	Per Visit	OS	<b>35.40</b>	<b>37.50</b>	5.9%	
16	Bed Bugs	Per Visit	OS	<b>70.80</b>	<b>75.00</b>	5.9%	
17	Reduced charge*	Per Visit	OS	<b>35.40</b>	<b>37.50</b>	5.9%	
18	Cockroaches	Per Visit	OS	<b>70.80</b>	<b>75.00</b>	5.9%	
19	Reduced charge*	Per Visit	OS	<b>35.40</b>	<b>37.50</b>	5.9%	
20	Cluster Flies	Per Visit	OS	<b>100.20</b>	<b>104.00</b>	3.8%	
21	Reduced charge*	Per Visit	OS	<b>50.10</b>	<b>52.00</b>	3.8%	
22	Carpet Moths	Per Visit	OS	<b>100.20</b>	<b>104.00</b>	3.8%	
23	Reduced charge*	Per Visit	OS	<b>50.10</b>	<b>52.00</b>	3.8%	
24	Advice visits or callout charge for missed appointments	Per Visit	OS	<b>33.40</b>	<b>35.00</b>	4.8%	
25	Pharoah's Ants	Per Visit	OS	<b>Price subject to survey</b>			
<u>Squirrels</u>							
26	Squirrels		OS	<b>111.20</b>	<b>115.00</b>	3.4%	

\* 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.

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**Environment Service**  
**Schedule of Fees and Charges For 2017/2018**

Ref. No.	Number of Spaces	Unit of Charge	VAT Indicator	2016/2017 Charge £	2017/2018 Charge £	Details
<b>Car Parks</b>						
<b>Cranleigh</b>						
1	Village Way	324	Per hour	OS	0.60	
			All day	OS	4.20	
2	Stocklund Square	231	Per hour	OS	0.60	
<b>Farnham</b>						
3	Central	275	First hour	OS	0.90	
			Up to 2 hours	OS	1.80	
			Up to 3 hours	OS	3.10	
			Per hour thereafter	OS	1.10	
4	Lower Hart	242	First hour	OS	0.90	
			Up to 2 hours	OS	1.80	
			Up to 3 hours	OS	3.30	
			Up to 4 hours	OS	4.40	
			Per hour thereafter	OS	2.20	
5	South Street *	224	Per hour	OS	0.70	* Maximum stay 4 hours
6	Dogflud	215	Per hour	OS	0.60	
7	Waggon Yard	246	Per hour	OS	0.70	
8	Upper Hart	335	Per hour	OS	0.60	
9	St James	83	Up to 2 hours	OS	1.00	
			Over 2 hours	OS	3.50	
10	Riverside 1	59	Up to 2 hours	OS	1.00	
			Over 2 hours	OS	3.50	
11	Riverside 2	100	Up to 2 hours	OS	1.00	
			Over 2 hours	OS	3.50	
12	Leisure Centre	50	Up to 2 hours	OS	0.70	
			Up to 3 hours	OS	1.70	
			Up to 4 hours	OS	3.30	
			Up to 5 hours	OS	4.40	
			Per hour thereafter	OS	2.20	

**Environment Service**  
**Schedule of Fees and Charges For 2017/2018**

Ref. No.	Number of Spaces	Unit of Charge	VAT Indicator	2016/2017 Charge £	2017/2018 Charge £	Details
<b>Godalming</b>						
13	Crown Court	325	Per hour	OS		
			First hour	OS	<b>0.70</b>	
			Second hour	OS	<b>0.70</b>	
			Third hour	OS	<b>0.60</b>	
			Fourth hour	OS	<b>0.70</b>	
			Per hour thereafter	OS	<b>1.10</b>	
14	South Street	60	First hour	OS	<b>0.90</b>	}
			Up to 2 hours	OS	<b>1.80</b>	}
15	Mint Street	32	Up to 3 hours	OS	<b>3.30</b>	}
			Up to 4 hours	OS	<b>4.40</b>	}
			Per hour thereafter	OS	<b>2.20</b>	}
16	Mill Lane	32	First hour	OS	<b>0.90</b>	
			Up to 2 hours	OS	<b>1.80</b>	
			Up to 3 hours	OS	<b>3.10</b>	
			Per hour thereafter	OS	<b>1.10</b>	
17	Council Offices - Saturday Only	125	Up to 2 hours	OS	<b>1.00</b>	
			Over 2 hours	OS	<b>4.20</b>	
18	Croft Road	60	Per hour	OS	<b>0.60</b>	
19	Queen Street	55	Per hour	OS	<b>0.70</b>	
20	Meadrow, Farncombe	51	Up to 2 hours	OS	<b>0.60</b>	
			Over 2 hours	OS	<b>2.00</b>	
21	North Street, Farncombe	36	Monday-Friday			
			Up to 2 hours	OS	<b>1.00</b>	
			Over 2 hours	OS	<b>5.00</b>	
			Saturday			
			Up to 2 hours	OS	<b>1.00</b>	
			Over 2 hours	OS	<b>1.50</b>	
22	Station Lane, Milford	32	Up to 2 hours	OS	<b>0.10</b>	
			Over 2 hours	OS	<b>1.50</b>	
<b>Haslemere</b>						
23	High Street	151	Per hour	OS		
			First hour	OS	<b>0.90</b>	
			Second hour	OS		
			Up to 2 hours	OS	<b>1.80</b>	
			Third hour	OS		
			Fourth hour	OS		
			Up to 3 hours	OS	<b>3.10</b>	
			Per hour thereafter	OS	<b>1.10</b>	
24	Chestnut Avenue	134	Per hour	OS	<b>0.60</b>	
			All day	OS		}



**Environment Service**  
**Schedule of Fees and Charges For 2017/2018**

Ref. No.	Number of Spaces	Unit of Charge	VAT Indicator	2016/2017 Charge £	2017/2018 Charge £	Details	
25 Weydown Road	169	Monday - Friday					
		Up to 2 hours	OS	1.00			
		Over 2 hours	OS	5.00			
		Saturday					
		Up to 2 hours	OS	1.00			
		Over 2 hours	OS	3.00			
26 Tanners Lane	50	Up to 2 hours	OS	1.00			
		Over 2 hours	OS	4.20			

**Environment Service**  
**Schedule of Fees and Charges For 2017/2018**

Ref. No.	Number of Spaces	Unit of Charge	VAT Indicator	2016/2017 Charge £	2017/2018 Charge £	Details
<b>Season Tickets</b>						
<u>Godalming</u>						
27		Crown Court	OS	1,161.00		
28		Croft Road	OS	1,041.00		
29		Queen Street	OS	1,161.00		
30		Meadrow	OS	347.00		
31		North Street	OS	925.00		
32		Station Lane	OS	347.00		
		Station Lane (local employees only)	OS	92.00		
<u>Farnham</u>						
33		Waggon Yard	OS	1,161.00		
34		Upper Hart	OS	1,145.00		
35		Dogflud	OS	1,041.00		
36		St James	OS	809.00		
37		Riverside 1	OS	693.00		
38		Riverside 2	OS	693.00		
<u>Haslemere</u>						
39		Chestnut Avenue	OS	1,041.00		
40		Tanners Lane	OS	809.00		
41		Weydown Road	OS	925.00		
<u>Cranleigh</u>						
42		Stocklund Square	OS	1,041.00		
43		Village Way	OS	809.00		
44		Residents' Parking Season Ticket	Annual	OS	269.00	Includes Saturdays

**Note:**

Half-yearly season tickets available, subject to 10% addition to cover administration costs etc.

Monthly season tickets available, subject to 15% addition to cover administration costs etc.

**Environment Service**  
**Schedule of Fees and Charges For 2017/2018**

Ref. No.	Number of Spaces	Unit of Charge	VAT Indicator	2016/2017 Charge £	2017/2018 Charge £	Details
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**Penalty Charges**

No Ticket Displayed						
45	- If paid within 14 days		OS	<b>25.00</b>		
46	- If paid after 14 days		OS	<b>50.00</b>		
47	- After issue of charge certificate		OS	<b>75.00</b>		

Expired ticket in correct charging period						
48	- If paid within 14 days		OS	<b>25.00</b>		
49	- If paid after 14 days		OS	<b>50.00</b>		
50	- After issue of charge certificate		OS	<b>75.00</b>		

Parked causing an obstruction/parked in a restricted area/ parked in a space designated for disabled people						
51	- If paid within 14 days		OS	<b>35.00</b>		
52	- If paid after 14 days		OS	<b>70.00</b>		
53	- After issue of charge certificate		OS	<b>105.00</b>		

Parked beyond the bay markings/other lower level contraventions						
54	- If paid within 14 days		OS	<b>25.00</b>		
55	- If paid after 14 days		OS	<b>50.00</b>		
56	- After issue of charge certificate		OS	<b>75.00</b>		

**Contract Parking**

<u>Farnham</u>						
57	R/O Locality Office	Year	OS	<b>1,065.00</b>		Mon to Sat
58	Upper Hart	Year	OS	<b>1,065.00</b>		Mon to Sat

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## Housing Services

### Schedule of Fees and Charges for 2017/2018

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase	
<b>General Fund Housing</b>						
<b>Houses in Multiple Occupation (HMO)</b>						
1	Five yearly - per property (new application)		560.00	<b>565.00</b>	0.9%	
2	Five yearly - per property (renewal)		405.00	<b>495.00</b>	22.2%	
<b>Caravan Site Licence Fees</b>						
3	Site Licence Applications					
	No. of pitches					
	1 - 5	OO	450.00	<b>460.00</b>	2.2%	
	6 - 24		472.60	<b>483.00</b>	2.2%	
	25 - 99		518.40	<b>528.00</b>	1.9%	
4	Annual Fee					
	No. of pitches					
	1 - 5	OO	50.00	<b>50.00</b>	0.0%	
	6 - 24		100.00	<b>110.00</b>	10.0%	
	25 - 99		200.00	<b>220.00</b>	10.0%	
<b>Property Inspections</b>						
5	Property Inspections for Immigration/ Foreign Office/Visa Application purposes		160.00	<b>160.00</b>	0.0%	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	60.00	<b>60.00</b>	0.0%	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	60.00	<b>60.00</b>	0.0%	Statutory - where the Council takes enforcement action following a preliminary notice of intent