

Fees and Charges
2018/2019

Elections

Schedule of Fees and Charges for 2018/2019

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Register of Electors				These are Statutory Charges	
1	Electronic Data Per 1,000 names or part thereof on each register	OO	20.00	20.00	0.0%
		OO	1.50	1.50	0.0% (A flat rate fee is charged plus a charge per 1,000 names on each register.)
2	Paper Data Per 1,000 names or part thereof on each register	OO	10.00	10.00	0.0%
		OO	5.00	5.00	0.0%

Vat Indicator: OS = Standard
 OE = Exempt
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Policy & Governance
Schedule of Fees and Charges for 2018/2019

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	
Democratic Representation						
<u>Annual Charges for supply of Committee Agendas</u>						
1	Meetings of Full Council	Per Copy	OZ	44.00	45.00	2.3%
2	Area Planning Committees (All)	Per Copy	OZ	101.00	104.00	3.0%
3	Individual Area Planning Committee	Per Copy	OZ	34.00	35.00	2.9%
4	Executive	Per Copy	OZ	67.00	69.00	3.0%
5	Others	Per Copy	OZ	34.00	35.00	2.9%
<u>Other Charges</u>						
6	Photocopying (A4/A3) (Print Room Only)	Per Copy	OS	0.20	0.20	0.0%
7	Copies of Committee Documents (including webcasts on DVD)	Per Copy	OS	9.00	9.00	0.0%

Policy & Governance
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Land Charges						
1	LLC1 Official Search	Per Search	OO	42.00	43.00	2.4%
2	LLC1 additional parcel of land	Per Parcel	OO	5.00	5.00	
3	Con29 (inc SCC)	Per Search	OS	237.60	245.00	3.1%
4	Full Land Charges Search (inc. SCC)	Per Search	OS	272.00	288.00	5.9%
Printed Part II						
5	- Enquiries Con29O listed	per Enquiry	OS	18.00	18.00	0.0%
	- Each additional enquiry with Con 29	per Enquiry	OS	26.40	27.60	4.5%
6	- Each Additional Enquiry	per Enquiry	OO	22.00	23.00	4.5%
7	Search single part of Register	per Enquiry	OO	4.00	4.00	0.0%
8	Con 29	per Question	OS	3.00	3.00	0.0%
9	Search and Photocopying Legal Agreements, Searches etc.	Minimum Charge based upon 15-minute unit	OS	10.00	10.00	0.0%
10	Search and Photocopying A1 Plans/ Dyeline Copies	Per Copy	OS	10.00	10.00	0.0%

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Legal Expenses						
1	Data Protection Subject Access	Per Enquiry	OO	10.00	10.00	0.0%
2	Freedom of Information/ Environmental Information Regulations	Per Enquiry	OO	By Arrangement		
3	Proof of Life Certificates		OO	37.00	38.00	2.7%
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Licences						
1	Breeding Establishments	Annual	OO	290.00	300.00	3.4%
2	Riding Establishments - 1 to 8 Horses	Annual	OO	300.00	310.00	3.3%
3	Riding Establishments - 9 to 15 Horses	Annual	OO	450.00	460.00	2.2%
4	Riding Establishments - Over 15 Horses	Annual	OO	600.00	620.00	3.3%
5	Animal Boarding Establishments					
	a) Non-home Boarding	Annual	OO	270.00	280.00	3.7%
	b) Home Boarding	Annual	OO	190.00	200.00	5.3%
6	Dangerous Wild Animals	2-yearly	OO	200.00	210.00	5.0%
7	Zoos (2016/2017 -3 year licence)	4-yearly	OO	1,100.00	1,100.00	33.3%
8	Pet Shops	Annual	OO	210.00	220.00	4.8%
9	Cosmetic Piercing, Electrolysis, Acupuncture	per premise	OO	190.00	200.00	5.3%
10	Cosmetic Piercing, Electrolysis, Acupuncture	per person combined fee for premises and personal licence	OO	190.00	200.00	5.3%
11	Cosmetic Piercing, Electrolysis, Acupuncture	per person combined fee for premises and personal licence	OO	280.00	290.00	3.6%
12	Tattooing	per premise	OO	210.00	220.00	4.8%
13	Tattooing	per person combined fee for premises and personal licence	OO	210.00	220.00	4.8%
14	Tattooing	per person combined fee for premises and personal licence	OO	300.00	310.00	3.3%
15	Semi-permanent skin colouring	per premises	OO	210.00	220.00	4.8%
16	Semi-permanent skin colouring	per person combined fee for premises and personal licence	OO	210.00	220.00	4.8%
17	Semi-permanent skin colouring	per person combined fee for premises and personal licence	OO	300.00	310.00	3.3%
18	Street Trading					
	a) Sole Trader	Annual	OO	280.00	290.00	3.6%
	b) Schedule 2 event - up to 50 traders	Annual	OO	290.00	300.00	3.4%
	c) Schedule 2 event - 51 or more traders	Annual	OO	220.00	230.00	4.5%
	d) Schedule 2 event - up to 50 traders	Single Event	OO	140.00	140.00	0.0%
	e) Schedule 2 event - 51 or more traders	Single Event	OO	150.00	150.00	0.0%

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Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	
19	Scrap Metal Dealers Licence					
	a) Site - new application		460.00	470.00	2.2%	
	b) Site - renewal		260.00	270.00	3.8%	
	c) Site to collectors - variation		400.00	410.00	2.5%	
	d) Collectors - new application		420.00	430.00	2.4%	
	e) Collectors - renewal		220.00	230.00	4.5%	
	f) Collectors to Site - variation		460.00	470.00	2.2%	
20	Hackney Carriage - Vehicles (not adapted) *					
	- less than 5 years old	Annual	OO	284.00	284.00	0.0%
	- 5 years old and over - first 6 months			284.00	284.00	0.0%
	- 5 years old and over - second 6 months			82.00	82.00	0.0%
21	Hackney Carriage - Vehicles (adapted) *					
	- under 5 years old	Annual	OO	102.00	102.00	0.0%
	- 5 years old and over - first 6 months			102.00	102.00	0.0%
	- 5 years old and over - second 6 months			82.00	82.00	0.0%
22	Missed Appointments (Vehicle Test)	Per Test	OO	70.00	70.00	0.0%
23	Re-testing of vehicles following failure	Per Test	OS	70.00	70.00	0.0%
24	Private Hire - Operators - renewal (5 vehicles and less)	5 years	OO	125.00	125.00	0.0%
	Private Hire - Operators - renewal (more than 5 vehicles)	5 years	OO	171.00	171.00	0.0%
	Private Hire - New Operators (5 vehicles and less)	5 years	OO	146.00	146.00	0.0%
	Private Hire - New Operators (more than 5 vehicles)	5 years	OO	192.00	192.00	0.0%
	Private Hire - New Operators (5 vehicles and less)	5 years	OO	215.00	215.00	0.0%
	Private Hire -New Operators (more than 5 vehicles)	5 years	OO	261.00	261.00	0.0%
25	Private Hire - Vehicles (not adapted) *	Annual				
	- under 5 years old	Annual	OO	284.00	284.00	0.0%
	- 5 years and over - first 6 months			281.00	281.00	0.0%
	- 5 years and over - second 6 months			82.00	82.00	0.0%
26	Private Hire - Vehicles (adapted) *					
	- under 5 years old	Annual	OO	102.00	102.00	0.0%
	- 5 years and over - first 6 months			102.00	102.00	0.0%
	- 5 years and over - second 6 months			82.00	82.00	0.0%
27	Hackney carriage / private hire - New driver	3 years		262.00	262.00	0.0%
	Hackney carriage / private hire licence renewal	3 years		170.00	170.00	0.0%
	Hackney carriage / private hire - New driver	1 year		108.00	108.00	0.0%
	Hackney carriage / private hire licence renewal	1 year		69.00	69.00	0.0%
28	Private Hire only - New driver	3 years		262.00	262.00	0.0%

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Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase
			£	£	
	Private Hire only licence renewal	3 years	170.00	170.00	0.0%
	Private Hire only- New driver	1 year	108.00	108.00	0.0%
	Private Hire only licence renewal	1 year	69.00	69.00	0.0%
29	Knowledge test	Per Test	70.00	70.00	0.0%
30	Resit / non-attendance fee for Knowledge test	Per Test	70.00	70.00	0.0%
31	Surrender and replacement of Hackney Carriage / Private Hire Licence		82.00	82.00	0.0%
32	6 Month test (vehicles over 5 years)	Per Test	83.00	83.00	0.0%

Hackney Carriage and Private Hire

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Ref. No.		Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase
				£	£	
33	- Replacement plate bracket		OS	10.00	10.00	0.0%
34	- New/Replacement plate & window disc		OS	20.00	20.00	0.0%
	- Replacement lanyard		OS	1.00	1.00	0.0%
	- Replacement driver's badge			10.00	10.00	0.0%
	- Change of address		OS	10.00	10.00	0.0%
35	New Plate / Licence for seating alteration		OO	20.00	20.00	0.0%
38	Transfer of P/H to H/C (new badge, knowledge test and admin)		OO	90.00	90.00	0.0%
39	Gambling Act 2005 - Including lotteries, permits, premises, etc	Various		Please see website for individual fees		
Licensing Act 2003						
40	- Personal	New	OO	37.00	37.00	0.0%
41	- Premises	Initial/Variation	OO	Various depending on rateable value		
42	- Premises: Sex Establishment	from -according to RV	OO	4,690.00	4,690.00	0.0%
43	- Premises	Annual Fee	OO			
44	- Premises	DPS Variations, etc	OO	23.00	23.00	0.0%
45	- Temporary Event Notice	Per Event	OO	21.00	21.00	0.0%
Search and Photocopying						
46	Copies of documents (general)	First page £1.00 20p per sheet thereafter	OS	1.00	1.00	0.0%
47	Data Barring Service (previously CRB)	Per Applicant	OO	50.00	50.00	0.0%

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Corporate Management

1	Sale of Annual Financial Report	Per Copy	OZ	10.00	10.00
2	Sale of Annual Budget	Per Copy	OZ	10.00	10.00

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Planning Service
Schedule of Fees and Charges for 2018/2019

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Charge £	% Increase
Planning					
1	Various	OO	Various		
Statutory Planning Application Fees statutory fee increase of 20% applied from January 2018					
Other Discretionary Planning Fees					
2	Per Annum	OZ	120.00	200.00	66.7%
<u>Search and Photocopying</u>					
3	First page £1.00 20p/sheet thereafter	OS	1.00	1.00	0.0%
4		OO	6.00	10.00	66.7%
5	Per Copy	OS	6.00	20.00	233.3%
6	Minimum Charge	OS	30.00	30.00	0.0%
7	Per Property (Minimum Charge)	OO	500.00	500.00	0.0%
Pre-Application Charges <i>(charges shown inclusive of VAT)</i>					
8	Planning Surgeries -Householder	OS	60.00	60.00	0.0%
9	-Householder	OS	95.00	95.00	0.0%
10	-One dwelling & other development	OS	200.00	200.00	0.0%
	-2-5 dwellings	OS	500.00	500.00	0.0%
	-6-10 dwellings	OS	900.00	900.00	0.0%
	-10-25 dwellings	OS	2,500.00	2,500.00	0.0%
	-26+ dwellings	OS	5,000.00	5,000.00	0.0%
	100-500 dwellings	OS		7,500.00	
	500+ dwellings	OS		10,000.00	
11a	Commercial Floor space ≤150m2	OS	0.00	200.00	0.0%
	- 150m2 - 500m2	OS	500.00	500.00	0.0%
	- 501m2 - 1,000m2	OS	2,500.00	2,500.00	0.0%
	- 1,000+ m2	OS	3,500.00	3,500.00	0.0%
11b	Other developmen Change of Use non-commercial, equine, commercial		200.00	200.00	0.0%
12	Development Control Consultative Forum	OS	4,000.00	5,000.00	25.0%
13	Research Fee	OS	50.00	100.00	100.0%
14	Validation Checks	OS	45.00	50.00	11.1%

Planning Service
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Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Charge £	% Increase
15	Listed Building & Conservation Area Advice	OS	150.00	200.00	33.3%
16	Tree Advice	OS	35.00	40.00	14.3%

Planning Service
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Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Charge £	% Increase
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Other Planning Services

17	Waverley Borough Local Plan				
	- Waverley residents & organisations	Per Copy	OZ	35.00	40.00 14.3%
	- Non-Waverley residents & organisations	Per Copy	OZ	50.00	60.00 20.0%
18	Local Plan - Maps				
	- Waverley residents & organisations	Per Copy	OZ	20.00	25.00 25.0%
	- Non-Waverley residents & organisations	Per Copy	OZ	30.00	40.00 33.3%

House Name Changes Street Naming and Numbering)

19	House Name Change	per House	OS	40.00	see below 0.0%
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Property name additions/amendments

Rename a road	300.00
Rename a property	100.00

Numbering of new properties

Plots

First plot of any new development	200.00
Additional plots 2 to 20	40.00
Additional plots 21 and above	30.00

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Customer and Corporate Services

Schedule of Fees and Charges 2018/2019

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase
Property and Development Services					
Surveyor's Fees					
1	Request from owners/occupiers to purchase additional land	Per Request	OS	350.00	500.00 42.9%
2	Request from owners/occupiers for the grant of a permanent easement	Per Request	OS	350.00	500.00 42.9%
3	Request for access/drainage rights	Per Request	OS	350.00	500.00 42.9%
4	Request for assignment of leases (where lease allows)	Per Request	OS	see below	
	Residential Premises		OS	160.00	250.00 56.3%
	Commercial Tenancies		OS	365.00	600.00 64.4%
5	Request for landlord's consent for change of use/sub-letting/alterations etc. (where lease allows)	Per Request	OS	see below	
	Residential Premises		OS	160.00	250.00 56.3%
	Commercial Tenancies		OS	365.00	600.00 64.4%
6	Grant of licence to use land or accessway	Per Request	OS	170.00	250.00 47.1%
7	Request for a tenant's reference	Per Request	OS	115.00	150.00 30.4%
8	Discharge of a covenant	Per Request	OS	325.00	450.00 38.5%
9	Request for Wayleave	Per Request	OS	170.00	300.00 76.5%
10	Grant/renewal of lease (where appropriate)	Per Request	OS	see below	
	Commercial		OS	365.00	500.00 37.0%
	Non-Commerical		OS	160.00	250.00 56.3%

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*Charges above to individuals and organisations are on a cost recovery basis and increases move Waverley's charges more in line with other Local Authorities

Finance
Schedule of Fees and Charges for 2018/2019

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
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Cost of Collection

Summons Costs

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

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Community Services
Schedule of Fees and Charges for 2018/2019

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	
Event and Filming Administration Fees								
Administration Fees		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	50.00	52.00	4.0%		
2	Commercial Event / Filming Admin Fee	Per Event	OS	100.00	103.00	3.0%		
3	Town & parish Council fee per annum for organising events on WBC land to cover admin required	Per Annum	OS	100.00	103.00	3.0%		
Events								
4	Fairs - Operational day	Day	OE	600.00	619.00	3.2%	} plus 500 refundable deposit	
5	Fairs - Setting up / down	Day	OE	155.00	160.00	3.2%		
6	Small Fetes / Village Shows	Day	OE	100.00	103.00	3.0%	} plus 200 refundable deposit	
	Large Fetes / Village Shows	Day	OE	150.00	155.00	3.3%		
7	Car Boot Sales	Day	OE	200.00	206.00	3.0%	} 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				By Negotiation			
11	Frensham Common	Parking	Car / Day	OS	4.00	4.00	0.0%	
			Coach / Day	OS	16.00	16.00	0.0%	
			Motor Homes / Day	OS	8.00	8.00	0.0%	
			Horse box / Day	OS	12.00	12.00	0.0%	
12	Balloon launches	per launch	OE	75.00	77.00	2.7%		
		Annual fee	OE	1,000.00	1,031.00	3.1%	Exclusive right per site	
13	Allotments	5 rod plot	per plot	OE	60.00	62.00	3.3%	To be aligned with FTC charges
		10 rod plot	per plot	OE	120.00	124.00	3.3%	To be aligned with FTC charges
14	Forest Schools	Session	OE	35.00	36.00	2.9%		
15	Professional Dog Walking	Session	OE	15.00	15.00	0.0%		
		Annual licence	OE	150.00	155.00	3.3%	1 person with 4 dogs on WBC sites	
16	Bonfires	Event	OE	102.00	105.00	2.9%	} plus 500 refundable deposit	
17	Ice Cream Vans	6 months	OE	1,550.00	1,598.00	3.1%	} plus 500 refundable deposit	
		one off's	OE	50.00	52.00	4.0%		
18	Mobile Catering	per month	OE	510.00	526.00	3.1%	} plus 500 refundable deposit	
19	Bouncy Castle (use of land)	Session	OE	51.00	53.00	3.9%		
20	Blessings (eg Frensham Pond)	Event	OS	50.00	52.00	4.0%		
21	Wedding Events on Open Spaces		OS	150.00	155.00	3.3%	} plus 200 refundable deposit	
22	Farnham Castle use of Farnham park for extra parking for castle events		OS	1,000.00	1,031.00	3.1%	annual fee	
23	Officer call outs for site visits / meetings / utility meetings	Hour	OE	110.00	113.00	2.7%		
Still Photography								
24	Advertising	Per Day (or part thereof)	OS		By Negotiation		}	
25	Books or Magazines		OS		By Negotiation		}	
Filming								
26	Feature film or Advertising film	Per Day	OS		By Negotiation		}	
27	Set up and clear up days	(or	OS		By Negotiation		}	

Community Services
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Recreational Open Space						
Football						
With Pavilion						
1	Full size pitch U15 - over 18's, 11v11	Match	OS	82.00	84.00	2.4% }
2	Full size pitch U13 - U14, 11v11	Match	OS	51.00	52.00	2.0% }
3	Junior pitch U11-U12's, 9v9	Match	OS	43.00	44.00	0.0% }
4	Colleges/Businesses Seniors	Match	OS	94.00	96.00	2.1% }
Without Pavilion						
5	Full size pitch U15 - over 18's, 11v11	Match	OS	70.00	71.00	1.4% }
6	Full size pitch U13 - U14, 11v11	Match	OS	41.00	42.00	2.4% }
7	Junior pitch U11-U12's, 9v9	Match	OS	37.00	38.00	2.7% }
8	Mini pitch U7-U10, 5v5 ad 7v7	Match	OS	34.00	35.00	2.9% }
9	Colleges/Businesses Seniors	Match	OS	82.00	84.00	2.4% }
Rugby						
10	Seniors	Match	OS	82.00	84.00	2.4% }
11	Mini Rugby	Match	OS	41.00	42.00	2.4% }
12	Junior (u18)	Match	OS	50.00	51.00	2.0% }
13	Colleges/Businesses Seniors	Match	OS	94.00	96.00	2.1% }
Training						
14	Football - no pitch use	Session	OS	25.00	25.00	0.0% }
15	Rugby - no pitch use	Session	OS	27.00	27.00	0.0% }
16	Football - pitch use	Session	OS	70.00	70.00	0.0% }
17	Rugby - pitch use	Session	OS	82.00	82.00	0.0% }
Cricket - with pavilion						
18	Seniors	Match	OS	93.00	95.00	2.2% }
19	Seniors (artificial wicket)	Match	OS	79.00	81.00	2.5% }
20	Colts	Match	OS	39.00	40.00	2.6% }
21	Colts (artificial wicket)	Match	OS	34.00	35.00	2.9% }
22	Colleges/Businesses Seniors	Match	OS	102.00	102.00	0.0% }
Cricket - without pavilion						
23	Seniors	Match	OS	77.00	79.00	2.6% }
24	Seniors (artificial wicket)	Match	OS	64.00	65.00	1.6% }
25	Colts	Match	OS	35.00	36.00	2.9% }
26	Colts (artificial wicket)	Match	OS	30.00	31.00	3.3% }
27	Colleges/Businesses Seniors	Match	OS	90.00	92.00	2.2% }
28	Broadwater Changing rooms	Match	OS	18.00	18.00	0.0% eg FCC cricket matches
Note: VAT is not chargeable on certain block/seasonal bookings of sports facilities.						
Tennis						
29	Seniors Per Court	Hour	OS	8.00	8.00	0.0% }
30	Juniors Per Court (Up to 6pm Monday to Friday)	Hour	OS	5.00	6.00	20.0% }
31	Colleges/Businesses Seniors	Hour	OS	10.00	10.00	0.0% }
Bowls Club						
32	Per Green	Year	OE	6,000.00	7,000.00	16.7% }
Athletics						
33	Athletics at Woolmer Hill Sports Ground, Haslemere	Year	OE	708.00	730.00	3.1% Artificial track provided and maintained by Athletics Club

Community Services
Schedule of Fees and Charges for 2018/2019

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes
Outdoor Keep Fit Groups						
34	One off use	Session	OS	11.00	11.00	0.0%
35	Once a week, 1-2-1 tuition	Annual Charge	OS	51.00	52.00	2.0%
36	Multiple sessions each week, 1-2-1 tuition	Annual Charge	OS	102.00	104.00	2.0%
37	Once a week, group tuition	Annual Charge	OS	102.00	104.00	2.0%
38	Multiple sessions each week, group tuition	Annual Charge	OS	204.00	208.00	2.0%
Outdoor Fitness Camp Note:						
39	Reinstatement fees may be charges if damaged is caused by training on the sports pitches.	Per Incident				Dependent on amount of litter/damage
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				Dependent on amount of litter/damage

Community Services
Schedule of Fees and Charges for 2018/2019

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes
Sunvale Cemetery, Haslemere						
Interment Fees - Earth Grave						
1	First Burial in Grave Space - 8ft)	OO	816.00	841.00	3.1%	
2	Subsequent Burials)	OO	714.00	736.00	3.1%	
3	Child - 0-16 years) per Grave	OO	No Charge	No Charge		
4	Ashes)	OO	357.00	368.00	3.1%	
5	Ashes - Child 0-16 years)	OO	No Charge	No Charge		
6	Non-Residents of the Parish)	OO		Fees + 100%		
Exclusive Right of Burial						
Purchase of Grave Space						
7	Earth Grave)	OO	1,500.00	1,547.00	3.1%	
8	Earth Grave - child 0-16 years)	OO	510.00	526.00	3.1%	
9	Cremation Section)	OO	510.00	526.00	3.1%	
10	Non-Residents of the Parish)	OO		Fees + 100%		
11	Transfer of exclusive grant of right of burial)	OO	60.00	62.00	3.3%	
Memorial Rights						
(Grave Space must be purchased)						
12	Head Stone (maximum height 5'))	OO	150.00	155.00	3.3%	
13	Kerb Stone (maximum 7'x 3'6"))	OO	204.00	210.00	2.9%	
	cross or other monument not over)					
	2' high x 1'6")					
14	Added Inscription after first)	OO	102.00	105.00	2.9%	
15	Non-Residents of the Parish)	OO		Fees + 100%		
Administration						
16	Discretionary Fee	OO	60.00	62.00	3.3%	To be charged where excessive time spent and no other fee charged.

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Community Services
Schedule of Fees and Charges 2018/2019

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase		
Borough Hall, Godalming								
Casual Use								
Main Hall								
1	Monday - Friday	9am - 6pm	Per Hour	OE	44.00	45.00	2.3%	
2	Monday - Thursday	6pm - Midnight	Per Hour	OE	52.00	54.00	3.8%	
Court Room								
3	Monday - Friday	9am - 6pm	Per Hour	OE	35.00	36.00	2.9%	
4	Monday - Thursday	6pm - Midnight	Per Hour	OE	44.00	45.00	2.3%	
Borough Hall Complex - Block Bookings								
5	Monday - Thursday		Per Day	OE	200.00	200.00	0.0%	
Borough Hall Complex								
6	Friday	4pm - 6pm	Per Hour	OE	49.00	51.00	4.1%	
7		6pm - 2am	Per Hour	OE	59.00	61.00	3.4%	
8	Saturday	9am - 6pm	Per Hour	OE	49.00	51.00	4.1%	
9	Childrens Party	2:30pm - 5.30pm	Per Hour	OE	39.00	40.00	2.6%	New charge excludes Bar
10		6pm - 2am	Per Hour	OE	59.00	61.00	3.4%	
11	Sunday	9am - 1pm	Per Hour	OE	49.00	51.00	4.1%	
12		1pm - 6pm	Per Hour	OE	49.00	51.00	4.1%	
13	Childrens Party	2:30pm - 5.30pm	Per Hour	OE	39.00	40.00	2.6%	New charge excludes Bar
14		6pm - 2am	Per Hour	OE	59.00	61.00	3.4%	
Extra Staff Member (Tiered seating, bar staff, support)								
15		9am - 6pm	Per Hour	OE	15.00	15.00	0.0%	New charges reflect pay levels and customer resistance.
16		6pm - midnight	Per Hour	OE	17.00	17.00	0.0%	
17		Midnight - 2am	Per Hour	OE	23.00	24.00	4.3%	
18		10pm - 2am	Set Rate	OE	78.00	80.00	2.6%	
Other								
19	Kitchen		Per Session		67.00	69.00	3.0%	
20	Mobile ovens				34.00	35.00	2.9%	
21	Tiered seating				105.00	105.00	0.0%	

Community Services

Schedule of Fees and Charges 2018/2019

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Regular Use						
Main Hall						
22	Monday - Friday	9am - 6pm	Per Hour	OE	15.00	15.00 0.0%
23	Monday - Thursday	6pm - Midnight 1 Hour	Per Hour	OE	24.00	25.00 4.2%
24	Monday - Thursday	6pm - Midnight 2 Hours	Per Hour	OE	22.00	23.00 4.5%
25	Monday - Thursday	6pm - Midnight 3 Hours	Per Hour	OE	20.00	21.00 5.0%
Court Room/Bar						
26	Monday - Friday	9am - 6pm	Per Hour	OE	12.00	12.00 0.0%
27	Monday - Thursday	6pm - Midnight 1 Hour	Per Hour	OE	17.00	17.00 0.0%
	Monday - Thursday	6pm - Midnight 2 Hours	Per Hour	OE	16.00	16.00 0.0%
	Monday - Thursday	6pm - Midnight 3 Hours	Per Hour	OE	15.00	15.00 0.0%
Borough Hall Complex - Block Bookings						
28	Monday - Friday	Per Day	OE	68.00	68.00	0.0%
Borough Hall Complex						
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	7.50	0.0%
35	Senior		OS	6.50	6.50	0.0%
36	Child		OS	3.50	3.50	0.0%
37	Student		OS	6.50	6.50	0.0%
38	Sat Childrens Film		OS	3.00	3.00	0.0%
39	Group (10 or more)		OS	6.00	6.00	0.0%
Vat Indicator: OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope						

Community Services
Schedule of Fees and Charges for 2018/2019

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	
Careline					
1	- Careline Customers: (£4.40 plus vat)	Per Week	OS	5.28	5.28 } 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 2018/2019

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase	
Special Refuse Collection						
Standard Charge						
1	1 Item	Per Visit	OO	43.00	44.00	2.3%
2	2 Items	Per Visit	OO	51.00	52.00	2.0%
3	3 Items	Per Visit	OO	59.00	60.00	1.7%
4	4 Items	Per Visit	OO	67.00	68.00	1.5%
5	5 Items	Per Visit	OO	75.00	76.00	1.3%
6	6 - 9 Items	Per Visit	OO	90.00	94.00	4.4%

Standard charges are designed to achieve overall full recovery of the cost of the service to the Council.

Reduced Charge

1	1 Item	Per Visit	OO	22.00	22.00	0.0%
2	2 Items	Per Visit	OO	26.00	26.00	0.0%
3	3 Items	Per Visit	OO	30.00	30.00	0.0%
4	4 Items	Per Visit	OO	34.00	34.00	0.0%
5	5 Items	Per Visit	OO	38.00	38.00	0.0%
6	6 - 9 Items	Per Visit	OO	45.00	47.00	4.4%
1	Cancellation Fee		OO	10.00	10.00	0.0%

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

Waste Recycling

1	Green Waste Collection					
	Standard Charge:					
	1 bin	per Annum	OO	55.00	60.00	9.1%
	Purchase of bin	per Item	OO	20.00	20.00	0.0%

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Environment Services
Schedule of Fees and Charges 2018/2019

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase	
Environmental Health						
Food						
1	Surrender Certificates for Unfit Food	OS	170.00	175.00	2.9%	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	170.00	175.00	2.9%	
3	Statement of Fact	OS	170.00	175.00	2.9%	
Private Water Supply						
1	Risk Assessments		160.00	165.00	3.1%	Subject to a statutory maximum of £500 per risk assessment
	+ Per Hour		55.60	56.70	2.0%	
2	Sampling		58.00	60.00	3.4%	Subject to a statutory maximum of £100 per visit
	Per Hour		50.66	51.70	2.1%	
3	Investigations		58.00	60.00	3.4%	Subject to a statutory maximum of £100 per investigation
4	Authorisations		100.00	100.00	0.0%	Subject to a statutory maximum of £100 per authorisation granted
	+ Per Hour		50.66	51.70	2.1%	
5	Analysis		20.00	21.00	5.0%	Subject to statutory maxima: £25 for Regulation 10 analyses £100 for check monitoring analyses £500 for audit monitoring analyses
			+ laboratory fees			

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Environment Services
Schedule of Fees and Charges 2018/2019

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase		
Animal Control							
1	Stray Dogs	Per Occasion	OO	25.00	25.00	0.0%	Statutory fee plus kennelling and vet's costs extra
<u>Rats and Mice</u>							
2	Domestic #	Per Treatment	OS	70.00	70.00	0.0%	Rodent treatments are for a
3	Domestic - Call out		OS	35.00	35.00	0.0%	single domestic property,
4	Reduced Charge *		OS	35.00	35.00	0.0%	including immediate gardens
5	Reduced Charge Call out *		OS	17.50	17.50	0.0%	and grounds, occupied by
6	Commercial	Per Hour	OS	70.00	70.00	0.0%	one family.
7	Commercial - Call out		OS	35.00	35.00	0.0%	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.
<u>Wasps</u>							
8	Domestic	Per Visit	OS	60.00	62.00	3.3%	Additional nests at the same
9	Domestic - Call out		OS	30.00	30.00	0.0%	time, +50% for each nest
10	Reduced Charge *	Per Visit	OS	30.00	30.00	0.0%	
11	Reduced Charge Call out *		OS	15.00	15.00	0.0%	
12	Commercial	Per Hour	OS	60.00	62.00	3.3%	
13	Commercial - Call out		OS	30.00	30.00	0.0%	
<u>Casual Treatments / Other Insects</u> (Including Fleas)							
14	Fleas	Per Visit	OS	75.00	75.00	0.0%	Charges are for up to a
15	Reduced charge*	Per Visit	OS	37.50	37.50	0.0%	standard 3 bedroom house.
16	Bed Bugs	Per Visit	OS	75.00	75.00	0.0%	Additional rooms are
17	Reduced charge*	Per Visit	OS	37.50	37.50	0.0%	charged at £17.50 each.
18	Cockroaches	Per Visit	OS	75.00	75.00	0.0%	
19	Reduced charge*	Per Visit	OS	37.50	37.50	0.0%	
20	Cluster Flies	Per Visit	OS	104.00	104.00	0.0%	
21	Reduced charge*	Per Visit	OS	52.00	54.00	3.8%	
22	Carpet Moths	Per Visit	OS	104.00	104.00	0.0%	
23	Reduced charge*	Per Visit	OS	52.00	54.00	3.8%	
24	Advice visits or callout charge for missed appointments	Per Visit	OS	35.00	35.00	0.0%	
25	Pharaoh's Ants	Per Visit	OS	Price subject to survey			
<u>Squirrels</u>							
26	Squirrels		OS	115.00	118.00	2.6%	

* 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 Services
Schedule of Fees and Charges 2018/2019

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase
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Housing Services
Schedule of Fees and Charges for 2018/2019

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase
General Fund Housing					
Houses in Multiple Occupation (HMO)					
1	Five yearly - per property (new application)	OO	565.00	575.00	1.8%
2	Five yearly - per property (renewal)	OO	495.00	505.00	2.0%
Caravan Site Licence Fees					
3	Site Licence Applications	OO			
	No. of pitches 1 - 5		460.00	469.00	2.0%
	6 - 24		483.00	492.00	1.9%
	25 - 99		528.00	538.00	1.9%
4	Site Licence Variations	OO			
	No. of pitches 1 - 5		296.00	303.00	2.4%
	6 - 24		308.00	315.00	2.3%
	25 - 99		330.00	338.00	2.4%
	Licence Transfer All			140.00	
	Annual Fee 1 - 5			55.00	
	6 - 24			110.00	
	25 - 99			220.00	
5	Property Inspections				
	Property Inspections for Immigration/ Foreign Office/Visa Application purposes	OS	160.00	160.00	0.0%
1	Officer time for works in default (Subject to Statutory maximum charge of £300)	Per Hour OO	60.00	60.00	0.0%
2	Officer time for Housing Act enforcement (Subject to Statutory maximum charge of £300)	Per Hour OO	60.00	60.00	0.0%