

**Schedule of Fees and Charges**  
**2015/2016**

**Monitoring & Returning Officer**  
**Schedule of Fees and Charges for 2015/2016**

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 1.50	<b>20.00</b> <b>1.50</b> (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 5.00	<b>10.00</b> <b>5.00</b>

Vat Indicator: OS = Standard  
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**Policy & Governance**  
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Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed 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	<b>0.20</b>
7	Copies of Committee Documents	Per Copy	OS	8.50	<b>9.00</b>

## Policy & Governance

### Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £		
<b>Land Charges</b>						
1	LLC1 Official Search	Per Search	OO	40.00	<b>40.00</b>	
2	Con29R (inc SCC)	Per Search	OO	155.00	<b>155.00</b>	
3	Full Land Charges Search (inc. SCC)	Per Search	OO	195.00	<b>195.00</b>	The fee includes LLC1
	printed Part II					
4	- Enquiries Con29O listed	per Enquiry	OO	15.00	<b>15.00</b>	
5	- Each Additional Enquiry	per Enquiry	OO	20.00	<b>20.00</b>	
6	search single part of Register	per Enquiry	OO	4.00	<b>4.00</b>	
7	/ Con 29R	per Questior	OO	2.50	<b>2.50</b>	
8	Search and Photocopying Legal Agreements, Searches etc.	Minimum Charge based upon 15- minute unit	OS	10.00	<b>10.00</b> }	
					}	
					}	
					}	
9	Search and Photocopying A1 Plans/ Dyeline Copies	Per Copy	OS	10.00	<b>10.00</b> }	

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<b>Legal Expenses</b>					
1	Data Protection Subject Access	Per Enquiry	OO	10.00	<b>10.00</b> Statutory Maximum £10.
2	Freedom of Information/ Environmental Information Regulations	Per Enquiry	OO	By Arrangement	
3	Proof of Life Certificates		OO	35.00	<b>35.00</b>

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Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	
<b>Licences</b>					
1	Breeding Establishments	Annual	OO	268.00	<b>271.00 ]</b>
2	Riding Establishments - 1 to 8 Horses	Annual	OO	280.00	<b>283.00 ]</b>
3	Riding Establishments - 9 to 15 Horses	Annual	OO	419.00	<b>424.00 ]</b>
4	Riding Establishments - Over 15 Horses	Annual	OO	558.00	<b>565.00 ]</b>
5	Animal Boarding Establishments				] Plus Vet's Fees where applicable
	a) Non-home Boarding	Annual	OO	247.00	<b>250.00 ]</b>
	b) Home Boarding	Annual	OO	174.00	<b>176.00 ]</b>
6	Dangerous Wild Animals	2-yearly	OO	180.00	<b>182.00 ]</b>
7	Zoos	Annual	OO	244.00	<b>247.00 ]</b>
8	Pet Shops	Annual	OO	200.00	<b>202.00 ]</b>
9	Cosmetic Piercing, Electrolysis, Acupuncture	per premise	OO	174.00	<b>176.00</b>
10	Cosmetic Piercing, Electrolysis, Acupuncture	per person combined fee for premises and personal licence	OO	174.00	<b>176.00</b>
11	Cosmetic Piercing, Electrolysis, Acupuncture	per premise combined fee for premises and personal licence	OO	266.00	<b>269.00</b>
12	Tattooing	per premise	OO	198.00	<b>200.00</b>
13	Tattooing	per person combined fee for premises and personal licence	OO	198.00	<b>200.00</b>
14	Tattooing	per premises and personal licence	OO	289.00	<b>292.00</b>
15	Semi-permanent skin colouring	per premises	OO	198.00	<b>200.00</b>
16	Semi-permanent skin colouring	per person combined fee for premises and personal licence	OO	198.00	<b>200.00</b>
17	Semi-permanent skin colouring	per premises and personal licence	OO	289.00	<b>292.00</b>
18	Street Trading				
	a) Sole Trader	Annual	OO	258.00	<b>261.00</b>
	b) Schedule 2 event - up to 50 traders	Annual	OO	169.00	<b>171.00</b>
	c) Schedule 2 event - 51 or more traders	Annual	OO	204.00	<b>206.00</b>
	d) Schedule 2 event - up to 50 traders	Single Event	OO	134.00	<b>136.00</b>
	e) Schedule 2 event - 51 or more traders	Single Event	OO	144.00	<b>146.00</b>
19	Scrap Metal Dealers Licence				
	a) Site - new application			440.00	<b>445.00 ]</b>
	b) Site - renewal			248.00	<b>251.00 ]</b>
	c) Site to collectors - variation			377.00	<b>382.00 ]</b>
	d) Collectors - new application			400.00	<b>405.00 ]</b>
	e) Collectors - renewal			208.00	<b>210.00 ]</b>
	f) Collectors to Site - variation			416.00	<b>421.00 ]</b>

Where the premises inspection and personal application occur at the same time, a reduction is made to reflect the reduced inspection time.

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licences generally last for 3 years

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Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	
20	Hackney Carriage - Vehicles (not adapted)				
	- less than 5 years old	Annual	OO	278.00	<b>281.00</b> Including one test
	- 5 years old and over - first 6 months				<b>281.00</b>
	- 5 years old and over - second 6 months				<b>82.00</b>
21	Hackney Carriage - Vehicles (adapted)				
	- under 5 years old	Annual	OO	100.00	<b>101.00</b> Including one test
	- 5 years old and over - first 6 months				<b>101.00</b>
	- 5 years old and over - second 6 months				<b>82.00</b>
22	Missed Appointments (Vehicle Test)	Per Test	OO	69.00	<b>69.00</b>
23	Re-testing of vehicles following failure	Per Test	OS	69.00	<b>69.00</b>
24	Hackney Carriage - Drivers renewal	Annual	OO	67.00	<b>68.00</b>
25	Private Hire - Operators	Annual	OO	180.00	<b>182.00</b>
26	Private Hire - Vehicles (not adapted)				
	- under 5 years old	Annual	OO	278.00	<b>281.00</b> Including one test
	- 5 years and over - first 6 months				<b>281.00</b>
	- 5 years and over - second 6 months				<b>82.00</b>
27	Private Hire - Vehicles (adapted)				
	- under 5 years old	Annual	OO	100.00	<b>101.00</b> Including one test
	- 5 years and over - first 6 months				<b>101.00</b>
	- 5 years and over - second 6 months				<b>82.00</b>
28	Private Hire - Drivers renewal	Annual	OO	67.00	<b>68.00</b>
29	New Driver Application		OO	106.00	<b>107.00</b>
30	Resit fee for Knowledge test	Per Test	OO	26.00	<b>35.00</b>
31	Knowledge test	Per Test			<b>35.00</b>
32	Surrender and replacement of Hackney Carriage / Private Hire Licence		OO	81.00	<b>82.00</b> Including one test
33	6 Month test (vehicles over 5 years)	Per Test	OO	81.00	<b>82.00</b>
	Hackney Carriage and Private Hire				
34	- Replacement plate bracket		OS	10.00	<b>10.00</b>
35	- New/Replacement plate & window disc		OS	16.00	<b>16.00</b>
36	New Plate / Licence for seating alteration		OO	20.00	<b>20.00</b>
37	Gambling Act 2005 - Including lotteries, permits, premises, etc	Various		Please see website for individual fees	<b>Please see website for individual fees</b> Statutory Charge

**Policy and Governance**  
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<b>Licensing Act 2003</b>					
38 - Personal	10-Yearly	OO	37.00	<b>37.00</b>	Statutory Charge
39 - Premises	Initial/Variation	OO	Various depending on rateable value	<b>Various depending on rateable value</b>	Statutory Charge
40 - Premises: Sex Establishment	from -according to RV	OO	4,690.00	<b>4,690.00</b>	50% charge for shops/cinemas
41 - Premises	Annual Fee	OO			Certain premises are
42 - Premises	DPS Variations, etc	OO	23.00	<b>23.00</b>	exempt ie Village Halls etc
43 - Temporary Event Notice	Per Event	OO	21.00	<b>21.00</b>	Statutory Charge
Search and Photocopying					
44 Copies of documents (general)	First page £1.00 20p per sheet thereafter	OS	1.00	<b>1.00</b>	
45 Data Barring Service (previously CRB)	Per Applicant	OO	44.00	<b>50.00</b>	£44 is the charge Waverley incurs for a DBS check

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Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	<b>Proposed Charge £</b>
<b>Corporate Management</b>					
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 2015/2016**

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge £	
<b>Development Control</b>					
1	Various	OO		<b>Various</b>	Statutory Charges
2	Per Annum	OZ	100.00	<b>100.00</b>	
<u>Search and Photocopying</u>					
3	First page £1.00 20p/sheet thereafter	OS	1.00	<b>1.00</b>	} In certain circumstances } supplies may be zero } rated (no change in the } charge)
4	Decision notices and other standard documents	OO	6.00	<b>6.00</b>	
5	Per Copy	OS	6.00	<b>6.00</b>	
6	Minimum Charge	OS	30.00	<b>30.00</b>	
7	Per Property (Minimum Charge)	OO	340.00	<b>500.00</b>	
<b>Pre-Application Charges</b> (charges shown inclusive of VAT)					
8	-Householder	OS	50.00	<b>50.00</b>	
9	-Householder	OS	75.00	<b>75.00</b>	
	-One dwelling & other development	OS	150.00	<b>150.00</b>	
	-2-5 dwellings	OS	450.00	<b>450.00</b>	
	-6-10 dwellings	OS	800.00	<b>800.00</b>	
	-10-25 dwellings	OS	1,500.00	<b>1,500.00</b>	
	-26+ dwellings	OS	3,000.00	<b>3,000.00</b>	
	Commercial Floor space				
	- 150m2 - 500m2	OS	450.00	<b>450.00</b>	
	- 501m2 - 1,000m2	OS	1,500.00	<b>1,500.00</b>	Reduced charge of 85% for local businesses.
	- 1,000+ m2	OS	3,000.00	<b>3,000.00</b>	
10	Development Control Consultative Forum (£2,000 + VAT)	OS	2,400.00	<b>4,000.00</b>	
11	Research Fee	OS	40.00	<b>40.00</b>	
	Validation Checks	OS	30.00	<b>30.00</b>	
	Listed Building & Conservation Area Advice	OS	100.00	<b>100.00</b>	
	Tree Advice	OS	25.00	<b>25.00</b>	

**Planning Service**  
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Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge £	
<b>Other Planning Services</b>					
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	}
	- Non-Waverley residents & organisations	Per Copy	OZ	25.00	

**House Name Changes**

House Name Change	per House	OS	35.00	<b>35.00</b>
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Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge £	
<b>Building Control</b>					
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	40.00	<b>40.00</b> In certain circumstances supplies may be zero rated (no change in the charge)
3	Copy Building Control certificate		OO	6.00	<b>6.00</b>

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**Customer, IT & Office Services**  
**Schedule of Fees and Charges 2015/2016**

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	Explanatory Notes
<b>Property and Development Services</b>					
<b>Surveyor's Fees</b>					
1	Request from owners/occupiers to purchase additional land	Per Request	OS	308.00	<b>315.00</b> }
2	Request from owners/occupiers for the grant of a permanent easement	Per Request	OS	308.00	<b>315.00</b> }
3	Request for access/drainage rights	Per Request	OS	308.00	<b>315.00</b> }
4	Request for assignment of leases (where lease allows)	Per Request	OS	154.00	<b>see below</b> Minimum charge
	Residential Premises		OS	see above	<b>150.00</b> Minimum charge
	Commercial Tenancies		OS	see above	<b>350.00</b> Minimum charge
5	Request for landlord's consent for change of use/sub-letting/alterations etc. (where lease allows)	Per Request	OS	123.00	<b>see below</b> Minimum charge
	Residential Premises		OS	see above	<b>150.00</b> Minimum charge
	Commercial Tenancies		OS	see above	<b>350.00</b> Minimum charge
6	Grant of licence to use land or accessway	Per Request	OS	154.00	<b>160.00</b> }
7	Request for a tenant's reference	Per Request	OS	103.00	<b>105.00</b> }
8	Discharge of a covenant	Per Request	OS	308.00	<b>310.00</b>
9	Request for Wayleave	Per Request	OS	154.00	<b>160.00</b>
10	Grant/renewal of lease (where appropriate)	Per Request	OS	308.00	<b>see below</b>
	Commercial		OS	see above	<b>350.00</b> Minimum charge
	Sports Clubs/Community Groups etc		OS	see above	<b>150.00</b>

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**Finance**  
**Schedule of Fees and Charges for 2015/2016**

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	Explanatory Notes
<b>Cost of Collection</b>					
<b>Summons Costs</b>					
1	Council Tax				
	on issue of summons	OO	80.00	<b>85.00</b>	} The fees are determined } after consultation with the
	on granting of liability order (further charge)	OO	20.00	<b>20.00</b>	
2	Business Rates				} the Surrey Magistrates' } Courts Committee.
	on issue of summons	OO	100.00	<b>105.00</b>	
	on granting of liability order (further charge)	OO	20.00	<b>20.00</b>	
3	Recovery of Court Costs	OO	3.00	<b>3.00</b>	Court Costs are recovered in addition to the above costs
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**Community Services**  
**Schedule of Fees and Charges for 2015/2016**

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	Explanatory Notes
<b>Miscellaneous</b>						
1	Fairs	Day	OE	535.00	<b>545.00</b>	
2	Medium Fairs	Day	OE	432.00	<b>440.00</b>	
3	Small Fairs	Day	OE	267.00	<b>275.00</b>	
4	Fairs - Setting up	Day	OE	103.00	<b>107.00</b>	
5	Fetes	Day	OE		By Negotiation	) Refundable Deposit ) of £100 against damage ) etc. payable on ) booking.
6	Car Boot Sales	Day	OE	154.00	<b>160.00</b>	
7	Caravan Rallies - Per Unit	Night	OS	7.00	<b>8.00</b>	
8	Tilford Camp Site - Per Head	Night	OS	4.00	<b>5.00</b>	
9	Grazing Rights					By negotiation
10	Frensham Common	- Parking (any vehicle)	Day	OS	3.00	<b>4.00</b>
11	Balloon launches	per launch	OS	67.00	<b>70.00</b>	
12	Allotments	5 rod plot	per plot	37.00	<b>40.00</b>	
		10 rod plot	per plot	75.00	<b>80.00</b>	
<b>Still Photography</b>						
1	Advertising	Per Day (or part thereof)	OS		By Negotiation	
2	Books or Magazines		OS			
<b>Filming</b>						
3	Feature film or Advertising film	Per Day	OS		By Negotiation	
4	Set up and clear up days	(or	OS			
5	Television Drama or Comedy	part thereof)	OS			
6	Educational (negotiable, minimum charge)		OS			
<b>Music</b>						
7	Recording or video	Per Day (or part thereof)	OS		By Negotiation	

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<b>Recreational Open Space</b>						
<b>Football</b>						
<b>With Pavilion</b>						
1	Seniors	Match	OS	76.00	<b>78.00</b>	
2	Juniors (& Schools at weekend)	Match	OS	38.00	<b>39.00</b>	
3	Colleges/Businesses Seniors	Match	OS	new charge	<b>90.00</b>	
<b>Without Pavilion</b>						
4	Seniors	Match	OS	64.00	<b>65.00</b>	
5	Juniors	Match	OS	32.00	<b>33.00</b>	
6	Mini	Match	OS	31.00	<b>32.00</b>	
7	Colleges/Businesses Seniors	Match	OS	new charge	<b>78.00</b>	
<b>Rugby</b>						
8	Seniors	Match	OS	76.00	<b>78.00</b>	
9	Mini Rugby	Match	OS	38.00	<b>39.00</b>	
10	Colleges/Businesses Seniors	Match	OS	new charge	<b>90.00</b>	
<b>Training</b>						
11	Football, Rugby etc	Session	OS	<b>By Negotiation</b>		
<b>Cricket - with pavilion</b>						
12	Seniors	Match	OS	87.00	<b>89.00</b>	
13	Seniors (artificial wicket)	Match	OS	74.00	<b>75.00</b>	
14	Colts	Match	OS	36.00	<b>37.00</b>	
15	Colts (artificial wicket)	Match	OS	31.00	<b>32.00</b>	
16	Colleges/Businesses Seniors	Match	OS	new charge	<b>100.00</b>	
<b>Cricket - without pavilion</b>						
17	Seniors	Match	OS	73.00	<b>74.00</b>	
18	Seniors (artificial wicket)	Match	OS	61.00	<b>62.00</b>	
19	Colts	Match	OS	32.00	<b>33.00</b>	
20	Colts (artificial wicket)	Match	OS	27.00	<b>28.00</b>	
21	Colleges/Businesses Seniors	Match	OS	new charge	<b>86.00</b>	
<b>Tennis</b>						
22	Seniors Per Court	Hour	OS	6.00	<b>7.00</b>	
23	Juniors Per Court (Up to 6pm Monday to Friday)	Hour	OS	3.00	<b>4.00</b>	
24	Colleges/Businesses Seniors	Hour	OS	new charge	<b>10.00</b>	
<b>Bowls Club</b>						
25	Per Green	Year	OE	3,495.00	<b>4,000.00</b>	
<b>Athletics</b>						
26	Athletics at Woolmer Hill Sports Ground, Haslemere	Year	OE	667.00	<b>680.00</b>	Artificial track provided and maintained by Athletics Club
27	Heights School - Use of Haslemere Recreation Ground	Year	OE	10,588.00	<b>10,700.00</b>	
<b>Outdoor Keep Fit Groups</b>						
28	Recreation Ground use	Session	OS	10.00	<b>11.00</b>	

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.



**Community Services**  
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<b>Sunvale Cemetery, Haslemere</b>					
<b>Interment Fees - Earth Grave</b>					
1	First Burial in Grave Space - 8ft )	OO	667.00	<b>800.00</b>	
2	Subsequent Burials )	OO	551.00	<b>700.00</b>	
3	Child - not exceeding one month )Per	OO	106.00	<b>300.00</b>	
4	Child - one month to 12 yrs )Grave	OO	158.00	<b>300.00</b>	
5	Ashes )	OO	158.00	<b>300.00</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	166.00	<b>1,000.00</b>	
8	Cremation Section )	OO	106.00	<b>500.00</b>	
9	Non-Residents of the Parish )	OO		Fees + 100%	
<b>Memorial Rights</b>					
(Grave Space must be purchased)					
10	Head Stone (maximum height 5') )	OO	37.00	<b>150.00</b>	
11	Kerb Stone (maximum 7'x 3'6") )	OO	170.00	<b>180.00</b>	
	cross or other monument not over )				
	2' high x 1'6" )				
12	Added Inscription after first )	OO			
13	Non-Residents of the Parish )	OO		Fees + 100%	
<b>Administration</b>					
14	Discretionary Fee	OO	51.00	<b>52.00</b>	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	41.00	<b>42.00</b>
2	Monday - Thursday	6pm - Midnight	Per Hour	OE	49.00	<b>50.00</b>
<b>Court Room</b>						
3	Monday - Friday	9am - 6pm	Per Hour	OE	32.00	<b>33.00</b>
4	Monday - Thursday	6pm - Midnight	Per Hour	OE	41.00	<b>42.00</b>
<b>Borough Hall Complex - Block Bookings</b>						
5	Monday - Thursday		Per Day	OE	190.00	<b>194.00</b>
<b>Borough Hall Complex</b>						
6	Friday	4pm - 6pm	Per Hour	OE	46.00	<b>47.00</b>
7		6pm - 2am	Per Hour	OE	54.00	<b>55.00</b>
8	Saturday	9am - 6pm	Per Hour	OE	46.00	<b>47.00</b>
9	Childrens Party	2:30pm - 5.30pm	Per Hour	OE	36.00	<b>37.00</b> New charge excludes Bar
10		6pm - 2am	Per Hour	OE	54.00	<b>55.00</b>
11	Sunday	9am - 1pm	Per Hour	OE	46.00	<b>47.00</b>
12		1pm - 6pm	Per Hour	OE	46.00	<b>47.00</b>
13	Childrens Party	2:30pm - 5.30pm	Per Hour	OE	36.00	<b>37.00</b> New charge excludes Bar
14		6pm - 2am	Per Hour	OE	54.00	<b>55.00</b>
<b>Extra Staff Member</b> (Tiered seating, bar staff, support)						
15		9am - 6pm	Per Hour	OE	14.00	<b>14.00</b> New charges reflect pay levels
16		6pm - midnight	Per Hour	OE	16.00	<b>16.00</b> and customer resistance.
17		Midnight - 2am	Per Hour	OE	21.00	<b>21.00</b>
18		10pm - 2am	Set Rate	OE	73.00	<b>74.00</b>
<b>Other</b>						
19	Kitchen		Per Session		62.00	<b>63.00</b>
20	Mobile ovens				31.00	<b>32.00</b>
21	Tiered seating				98.00	<b>100.00</b>

## Community Services

### Schedule of Fees and Charges 2015/2016

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	
<b>Regular Use</b>						
<b>Main Hall</b>						
22	Monday - Friday	9am - 6pm	Per Hour	OE	14.00	<b>14.00</b>
23	Monday - Thursday	6pm - Midnight 1 Hour	Per Hour	OE	22.00	<b>22.00</b>
24	Monday - Thursday	6pm - Midnight 2 Hours	Per Hour	OE	20.00	<b>20.00</b>
25	Monday - Thursday	6pm - Midnight 3 Hours	Per Hour	OE	18.00	<b>18.00</b>
<b>Court Room/Bar</b>						
26	Monday - Friday	9am - 6pm	Per Hour	OE	11.00	<b>11.00</b>
27	Monday - Thursday	6pm - Midnight 1 Hour	Per Hour	OE	16.00	<b>16.00</b>
	Monday - Thursday	6pm - Midnight 2 Hours	Per Hour	OE	15.00	<b>15.00</b>
	Monday - Thursday	6pm - Midnight 3 Hours	Per Hour	OE	14.00	<b>14.00</b>
<b>Borough Hall Complex - Block Bookings</b>						
28	Monday - Friday		Per Day	OE	63.00	<b>65.50</b>
<b>Borough Hall Complex</b>						
29	Friday, Saturdays & Sundays		Weekly user	OE		20% off
30			Monthly user	OE		15% off
31			Occasional (over 4)	OE		10% off
32			2 bookings per year	OE		5% off
33			Overnight (no staff)	OE		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>
35	Senior		OS	6.50	<b>6.50</b>
36	Child		OS	3.50	<b>3.50</b>
37	Student		OS	6.50	<b>6.50</b>
38	Sat Childrens Film		OS	2.50	<b>3.00</b>
39	Group (10 or more)		OS	6.00	<b>6.00</b>

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

**Community Services**  
**Schedule of Fees and Charges 2015/2016**

Ref. No.		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £
<b>Memorial Hall</b>					
<b>Main Hall</b>					
<b>Trade and Commercial</b>					
1	Mon - Fri 9am - 6pm	Per Hour	OE	20.50	<b>20.50</b>
2	Mon - Thurs 6pm - Midnight	Per Hour	OE	24.50	<b>24.50</b>
3	Weekend	Per Hour	OE	44.00	<b>44.00</b>
<b>Normal Lettings</b>					
4	Mon to Fri 9am - 6pm - Regular	Per Hour	OE	15.50	<b>15.50</b>
5	Mon to Fri 9am - 6pm - Casual	Per Hour	OE	21.00	<b>21.00</b>
6	Mon to Thurs 6pm - Midnight - Regular	Per Hour	OE	17.00	<b>17.00</b>
7	Mon to Thurs 6pm - Midnight - Casual	Per Hour	OE	24.50	<b>24.50</b>
8	Friday 6pm - Midnight	Per Hour	OE	24.50	<b>24.50</b>
9	Saturday 9am - 1pm	Per Hour	OE	25.50	<b>25.50</b>
10	Saturday 1pm - 6pm	Per Hour	OE	27.50	<b>27.50</b>
11	Saturday 6pm - 1am (Sunday)	Per Hour	OE	41.50	<b>41.50</b>
12	Sunday 9am - Midnight - Regular	Per Hour	OE	17.00	<b>17.00</b>
13	Sunday 9am - Midnight - Casual	Per Hour	OE	26.50	<b>26.50</b>
Bazaars for Local Charitable Organisations					
14	Whole Day 9am - 5pm	Per Day	OE	150.00	<b>150.00</b>
15	Bazaars for other Non Commercial Organisations	Per Day	OE	200.00	<b>200.00</b>
<b>Kitchen</b>					
16	General Use	Per Sessior	OE	31.50	<b>31.50</b>
17	Tea or Coffee only (Regular hirers)	Per Sessior	OE	5.25	<b>5.25</b>
18	Tea or Coffee only (Casual hirers)	Per Sessior	OE	8.50	<b>8.50</b>
<b>Bar Area</b>					
19	6 pm - Midnight	Per Hour	OE	18.00	<b>18.00</b>
20	Clearing Up Charge	Per Hour	OS	14.00	<b>14.00</b>

Minimum period 4 hours

## Community Services

### Schedule of Fees and Charges 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	
<b>Saturday Evening Bookings</b>					
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	870.00	<b>870.00</b>	Includes £50 cleaning charge
22	Saturday night cleaning charge (1pm-2pm)	OE	75.00	<b>75.00</b>	
23	Performing Rights Tariff  Application only to live musical performances	OE		5% of Main Hall	

**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

- (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 2015/2016**

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £		
<b>Meals on Wheels</b>						
	- Complete meal (main course and pudding)		3.80	<b>3.80</b>	Operated and charged by the WRVS, subsidised by Waverley	
<b>Careline</b>						
1	- Careline Customers: (£4.40 plus vat)	Per Week	OS	5.28	<b>5.28</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				
<b>Community Care</b>						
	Exercise and Mobility	per person per class	OS	4.00	<b>4.00</b>	

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## Environment Services

### Schedule of Fees and Charges 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £		
<b>Special Refuse Collection</b>						
<b>Standard Charge</b>						
1	1 Item	Per Visit	OO	<b>39.00</b>	<b>40.00</b>	Standard charges are designed to achieve overall full recovery of the cost of the service to the Council.
2	2 Items	Per Visit	OO	<b>46.50</b>	<b>47.50</b>	
3	3 Items	Per Visit	OO	<b>53.50</b>	<b>54.50</b>	
4	4 Items	Per Visit	OO	<b>60.50</b>	<b>61.50</b>	
5	5 Items	Per Visit	OO	<b>68.00</b>	<b>69.00</b>	
6	6 - 9 Items	Per Visit	OO	<b>82.00</b>	<b>84.00</b>	
<b>Reduced Charge</b>						
1	1 Item	Per Visit	OO	<b>19.50</b>	<b>20.00</b>	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	<b>23.00</b>	<b>23.75</b>	
3	3 Items	Per Visit	OO	<b>27.00</b>	<b>27.25</b>	
4	4 Items	Per Visit	OO	<b>30.50</b>	<b>30.75</b>	
5	5 Items	Per Visit	OO	<b>34.00</b>	<b>34.50</b>	
6	6 - 9 Items	Per Visit	OO	<b>41.00</b>	<b>42.00</b>	
1	<b>Cancellation Fee</b>		OO	<b>10.00</b>	<b>10.00</b>	

### Waste Recycling

#### 1 Green Waste Collection

Standard Charge:

1 bin	per Annum	<b>40.00</b>	<b>40.00</b>
Purchase of bin	per Item	<b>10.00</b>	<b>10.00</b>

Vat Indicator:

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## Environment Services

### Schedule of Fees and Charges 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	
<b>Environmental Health</b>					
<b>Food</b>					
1	Surrender Certificates for Unfit Food	OS	<b>160.00</b>	<b>160.00</b>	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	<b>160.00</b>	<b>160.00</b>	
3	Statement of Fact	OS	<b>160.00</b>	<b>160.00</b>	
<b>Private Water Supply</b>					
Risk Assessments	Per Request + Per Hour		<b>150.00</b> <b>+ 50.17</b>	<b>150.00</b> <b>+ 53.98</b>	Subject to a statutory maximum of £500 per risk assessment
Sampling	Per Request		<b>50.00</b> <b>+ 47.32</b>	<b>54.00</b> <b>+ 49.18</b>	Subject to a statutory maximum of £100 per visit
Investigations	Per Hour		<b>50.00</b>	<b>54.00</b>	Subject to a statutory maximum of £100 per investigation
Authorisations	Per Request + Per Hour		<b>95.00</b> <b>+ 47.32</b>	<b>108.00</b> <b>+ 49.18</b>	Subject to a statutory maximum of £100 per authorisation granted
Analysis	Per Request		<b>15.00</b> <b>+ laboratory fees</b>	<b>18.00</b> <b>+ laboratory fees</b>	Subject to statutory maxima: £25 for Regulation 10 analyses  £100 for check monitoring analyses £500 for audit monitoring analyses
Vat Indicator:	OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope				



## Environment Services

### Schedule of Fees and Charges 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £		
<b>Animal Control</b>						
1	Stray Dogs	Per Occasion	OO	<b>25.00</b>	<b>25.00</b>	Statutory fee plus kennelling and vet's costs extra
<u>Rats and Mice</u>						
2	Domestic #	Per Treatment	OS	<b>65.50</b>	<b>66.30</b>	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>33.00</b>	<b>33.40</b>	
4	Reduced Charge *		OS	<b>33.00</b>	<b>33.40</b>	
5	Reduced Charge Call out *		OS	<b>16.50</b>	<b>16.70</b>	
6	Commercial	Per Hour	OS	<b>65.50</b>	<b>66.30</b>	
7	Commercial - Call out		OS	<b>33.00</b>	<b>33.40</b>	
<u>Wasps</u>						
8	Domestic	Per Visit	OS	<b>57.50</b>	<b>58.20</b>	Additional nests at the same time, +50% for each nest
9	Domestic - Call out		OS	<b>27.50</b>	<b>27.80</b>	
10	Reduced Charge *	Per Visit	OS	<b>29.00</b>	<b>29.30</b>	
11	Reduced Charge Call out *		OS	<b>13.75</b>	<b>13.90</b>	
12	Commercial	Per Hour	OS	<b>57.50</b>	<b>58.20</b>	
13	Commercial - Call out		OS	<b>27.50</b>	<b>27.80</b>	
<u>Casual Treatments / Other Insects</u> (Including Fleas)						
14	Fleas	Per Visit	OS	<b>70.00</b>	<b>70.80</b>	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>35.00</b>	<b>35.40</b>	
16	Bed Bugs	Per Visit	OS	<b>70.00</b>	<b>70.80</b>	
17	Reduced charge*	Per Visit	OS	<b>35.00</b>	<b>35.40</b>	
18	Cockroaches	Per Visit	OS	<b>70.00</b>	<b>70.80</b>	
19	Reduced charge*	Per Visit	OS	<b>35.00</b>	<b>35.40</b>	
20	Cluster Flies	Per Visit	OS	<b>99.00</b>	<b>100.20</b>	
21	Reduced charge*	Per Visit	OS	<b>49.50</b>	<b>50.10</b>	
22	Clothes Moths	Per Visit	OS	<b>99.00</b>	<b>100.20</b>	
23	Reduced charge*	Per Visit	OS	<b>49.50</b>	<b>50.10</b>	
24	Advice visits or callout charge for missed appointments	Per Visit	OS	<b>33.00</b>	<b>33.40</b>	
25	Pharoah's Ants	Per Visit	OS	<b>Price subject to survey</b>		

\* The reduced charge will apply to those who can demonstrate to be in receipt of Income Support, Housing Benefit, Council Tax Reduction (other than sole occupancy relief) or Disability Working Allowance or Disability Living Allowance.

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## Housing Services

### Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	
			£	£	
<b>General Fund Housing</b>					
<b>Houses in Multiple Occupation (HMO)</b>					
1	Five yearly - per property (new application)	OO	550.00	<b>550.00</b>	
2	Five yearly - per property (renewal)	OO	400.00	<b>400.00</b>	Charge for renewal of HMO licence (commences April 2013)
3	Licence Variation	OO	300.00	<b>300.00</b>	Material variation of existing licence. Charge to relate to amount of work involved
<b>Caravan Site Licence Fees</b>					
4	Site Licence Applications	OO			
	No. of pitches			<b>445.90</b>	
	1 - 5			<b>468.40</b>	
	6 - 24			<b>513.30</b>	
	25 - 99				
5	Annual Fee	OO			
	No. of pitches			<b>50.00</b>	
	1 - 5			<b>100.00</b>	
	6 - 24			<b>200.00</b>	
	25 - 99				
<b>Property Inspections</b>					
6	Property Inspections for Immigration/ Foreign Office/Visa Application purposes	OS	160.00	<b>160.00</b>	This is a non-mandatory service where a report is required to support an application.
7	Officer time for works in default (Subject to Statutory maximum charge of £300 )	Per Hour OO	60.00	<b>60.00</b>	Statutory - where notice recipient fails to do the work and the Council does the work and recharges it.
8	Officer time for Housing Act enforcement (Subject to Statutory maximum charge of £300 )	Per Hour OO	60.00	<b>60.00</b>	Statutory - where the Council takes enforcement action following a preliminary notice of intent