

Fees and Charges
2019/2020

Policy & Governance

Schedule of Fees and Charges for 2019/2020

Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase
		£	£	

Register of Electors

These are Statutory Charges

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.)
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
OZ = Zero Rated
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Democratic Representation					
<u>Annual Charges for supply of Committee Agendas</u>					
Meetings of Full Council	Per Copy	OZ	45.00	45.00	0.0%
Area Planning Committees (All)	Per Copy	OZ	104.00	105.00	1.0%
Individual Area Planning Committee	Per Copy	OZ	35.00	35.00	0.0%
Executive	Per Copy	OZ	69.00	70.00	1.4%
Others	Per Copy	OZ	35.00	35.00	0.0%
<u>Other Charges</u>					
Photocopying (A4/A3) (Print Room Only)	Per Copy	OS	0.20	0.20	0.0%
Copies of Committee Documents (including webcasts on DVD)	Per Copy	OS	9.00	10.00	11.1%

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Land Charges					
LLC1 Official Search	Per Search	OO	43.00	43.00	0.0%
LLC1 additional parcel of land	Per Parcel	OO	5.00	5.00	0.0%
Con29 (inc SCC)	Per Search	OS	245.00	245.00	0.0%
Full Land Charges Search (inc. SCC)	Per Search	OS	288.00	288.00	0.0%
Printed Part II					
- Enquiries Con29O listed	per Enquiry	OS	18.00	18.00	0.0%
- Each additional enquiry with Con 29	per Enquiry	OS	27.60	27.60	0.0%
- Each Additional Enquiry	per Enquiry	OO	23.00	23.00	0.0%
Search single part of Register	per Enquiry	OO	4.00	4.00	0.0%
Con 29	per Question	OS	3.00	3.00	0.0%
Search and Photocopying Legal Agreements, Searches etc.	Minimum Charge based upon 15-minute unit	OS	10.00	15.00	50.0%
Search and Photocopying A1 Plans/ Dyeline Copies	Per Copy	OS	10.00	15.00	50.0%
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Legal Expenses					
Freedom of Information/ Environmental Information Regulations	Per Enquiry	OO	By Arrangemen	By Arrangement	
Proof of Life Certificates		OO	38.00	38.00	0.0%

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Corporate Management					
Sale of Annual Financial Report	Per Copy	OZ	10.00	11.00	10%
Sale of Annual Budget	Per Copy	OZ	10.00	11.00	10%

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Planning Service
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge	Charge £	% Increase
Development Control					
Planning Application Fees	Various	OO	Various	Various	
Statutory Fees set by government - increase of 20% from January 2018					
Supply of Weekly Lists of Planning Applications	Per Annum	OZ	200.00	220.00	10.0%
<u>Search and Photocopying</u>					
Copies of documents (general)	First page £1.00 20p/sheet thereafter	OS	1.00	1.00 45p/sheet thereafter	0.0%
Decision notices and other standard documents A0		OO	10.00	20.00 26.00	100.0%
A1 Plans / Dyeline Copies	Per Copy	OS	20.00	22.00	10.0%
A2				15.00	
A3				11.00	
A4				8.00	
High Hedges	Per Property (Minimum Charge)	OO	500.00	500.00	0.0%
Pre-Application Charges <i>(charges shown inclusive of VAT)</i>					
Planning Surgeries -Householder		OS	60.00	62.00	3.3%
-Householder		OS	95.00	98.00	3.2%
-One dwelling & other development		OS	200.00	205.00	2.5%
-2-5 dwellings		OS	500.00	512.00	2.4%
-6-10 dwellings		OS	900.00	922.00	2.4%
-10-25 dwellings		OS	2,500.00	2,560.00	2.4%
-26+ dwellings		OS	5,000.00	5,120.00	2.4%
100-500 dwellings		OS	7,500.00	7,680.00	2.4%
500+ dwellings		OS	10,000.00	10,240.00	2.4%
Commercial Floor space					
≤150m2		OS	200.00	205.00	2.5%
- 150m2 - 500m2		OS	500.00	512.00	2.4%
- 501m2 - 1,000m2		OS	2,500.00	2,560.00	2.4%
- 1,000+ m2		OS	3,500.00	3,584.00	2.4%
Other developmen Change of Use non-commercial, equine, commercial		OS	200.00	205.00	2.5%
Amended pre-application				50% original charge	
Development Control Consultative Forum		OS	5,000.00	5,000.00	0.0%
Research Fee		OS	100.00	110.00	10.0%
Validation Checks		OS	50.00	55.00	10.0%
Listed Building & Conservation Area Advice		OS	200.00	250.00	25.0%
Tree Advice		OS	40.00	50.00	25.0%
Charging for meetings as part of application		OS		100.00	

Planning Service
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge	Charge £	% Increase
Other Planning Services					
Waverley Borough Local Plan					
- Waverley residents & organisations	Per Copy	OZ	40.00	0.00	-100.0%
- Non-Waverley residents & organisations	Per Copy	OZ	60.00	0.00	-100.0%
Local Plan - Maps					
- Waverley residents & organisations	Per Copy	OZ	25.00	0.00	-100.0%
- Non-Waverley residents & organisations	Per Copy	OZ	40.00	0.00	-100.0%
2002 Local Plan document (no maps)	Per Copy	OZ		20.00	
Local Plan Part 1 (February 2018) (including maps)	Per Copy	OZ		50.00	
(Maps only)	Per Copy	OZ		28.00	
Self Build and Custom Housebuilding Register					
- Entry to the Register	Per application	OS	25.00	30.00	20.0%
- Fee to remain on Register (applies from 31st October 2018)	Per Annum	OS	10.00	15.00	50.0%
House Name Changes, Street Naming and Numbering					
<u>Property name additions/amendments</u>					
Rename a road			300.00	308.00	2.7%
Rename a property			100.00	103.00	3.0%
<u>Numbering of new properties</u>					
Plots					
First plot of any new development		OO	200.00	205.00	2.5%
Additional plots 2 to 20		OO	40.00	41.00	2.5%
Additional plots 21 and above		OO	30.00	31.00	3.3%
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Building Control					
Building Control Fees	Various	OS	Locally determined fees in accordance with LGA Building Regulations Scheme		
<u>Search and Photocopying Enquiries (Building Control)</u>	Minimum Charge	OS	40.00	41.00	2.5%
Copy Building Control certificate		OO	10.00	11.00	10.0%

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Customer and Corporate Services

Schedule of Fees and Charges 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase
Property and Development Services					
Surveyor's Fees					
Request from owners/occupiers to purchase additional land	Per Request	OS	500.00	520.00	4.0%
Request from owners/occupiers for the grant of a permanent easement	Per Request	OS	500.00	520.00	4.0%
Request for access/drainage rights	Per Request	OS	500.00	520.00	4.0%
Request for assignment of leases (where lease allows)	Per Request				
Residential Premises		OS	250.00	260.00	4.0%
Commercial Tenancies		OS	600.00	620.00	3.3%
Request for landlord's consent for change of use/sub-letting/alterations etc. (where lease allows)	Per Request				
Residential Premises		OS	250.00	260.00	4.0%
Commercial Tenancies		OS	600.00	620.00	3.3%
Grant of licence to use land or accessway	Per Request	OS	250.00	260.00	4.0%
Request for a tenant's reference	Per Request	OS	150.00	155.00	3.3%
Discharge of a covenant	Per Request	OS	450.00	465.00	3.3%
Request for Wayleave	Per Request	OS	300.00	310.00	3.3%
Grant/renewal of lease (where appropriate)	Per Request				
Commercial		OS	500.00	520.00	4.0%
Sports Clubs/Community Groups etc		OS	250.00	260.00	4.0%

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Finance
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Cost of Collection					
Summons Costs					
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%
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 2019/2020

	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						
Local Community / Charity / School Event	Per Event	OS	51.00	53.00	3.9%		
Commercial Event / Filming Admin Fee	Per Event	OS	102.00	105.00	2.9%		
Town & parish Council fee per annum for organising events on WBC land to cover admin required	Per Annum	OS	102.00	105.00	2.9%		
Events							
Fairs - Operational day	Day	OE	612.00	627.00	2.5%	}) plus 500 refundable deposit	
Fairs - Setting up / down	Day	OE	158.00	300.00	89.9%		
Small Fetes / Village Shows	Day	OE	102.00	105.00	2.9%	}) plus 200 refundable deposit	
Large Fetes / Village Shows	Day	OE	153.00	157.00	2.6%		
Car Boot Sales	Day	OE	204.00	209.00	2.5%	}) plus 500 refundable deposit	
Caravan Rallies - Per Unit	Night	OS	8.00	9.00	12.5%		
Tilford Camp Site - Per Head	Night	OS	5.00	6.00	20.0%		
Grazing Rights	By Negotiation						
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%	
Balloon launches		per launch	OE	77.00	80.00	3.9%	} Exclusive right per site
		Annual fee	OE	1,020.00	1,045.00	2.5%	
Allotments	5 rod plot	per plot	OE	61.00	63.00	3.3%	
	10 rod plot	per plot	OE	122.00	125.00	2.5%	
Forest Schools	Session	OE	36.00	40.00	11.1%		
Professional Dog Walking		Session	OE	15.00	16.00	6.7%	} 1 person with 4 dogs on WBC sites
		Annual licence	OE	153.00	157.00	2.6%	
Bonfires	Event	OE	104.00	107.00	2.9%	} plus 500 refundable deposit	
Ice Cream Vans		6 months	OE	1,581.00	1,619.00	2.4%	} plus 500 refundable deposit
		one off's	OE	51.00	53.00	3.9%	
Mobile Catering	per month	OE	520.00	550.00	5.8%	} plus 500 refundable deposit	
Bouncy Castle (use of land)	Session	OE	53.00	55.00	3.8%		
Blessings (eg Frensham Pond)	Event	OS	51.00	53.00	3.9%		
Wedding Events on Open Spaces		OS	153.00	200.00	30.7%	} plus 200 refundable deposit	
Farnham Castle use of Farnham park for extra parking for castle events		OS	1,020.00	1,045.00	2.5%	annual fee	
Officer call outs for site visits / meetings / utility meetings	Hour	OE	112.00	115.00	2.7%		
Still Photography							
Advertising	Per Day	OS	By Negotiation	By Negotiation		})	
Books or Magazines	(or part thereof)	OS	By Negotiation	By Negotiation		})	

Community Services
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	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes
Filming						
Feature film or Advertising film	Per Day	OS	By Negotiation	By Negotiation		}
Set up and clear up days	(or	OS	By Negotiation	By Negotiation		}
Television Drama or Comedy	part thereof)	OS	By Negotiation	By Negotiation		}
Small scale filming		OS	51.00	By Negotiation		}
Individual Educational/Student requests		OS	Free	Free		}
University of creative arts - student filming requests	Annual fee	OS	1,000.00	1,024.00	2.4%	}
Music						
Recording or video	Per Day (or part thereof)	OS	By Negotiation	By Negotiation		}
Recreational Open Space						
Football						
With Pavilion						
Full size pitch over 18's, 11v11	Match	OS	84.00	90.00	7.1%	}
Full size pitch U13 - U18's, 11v11	Match	OS	84.00	55.00	-34.5%	}
Junior pitch U11-U12's, 9v9	Match	OS	44.00	41.00	0.0%	}
Colleges/Businesses Seniors	Match	OS	96.00	99.00	3.1%	}
Without Pavilion						
Full size pitch over 18's, 11v11	Match	OS	71.00	80.00	12.7%	}
Full size pitch U13 - U18's, 11v11	Match	OS	71.00	47.50	-33.1%	}
Junior pitch U11-U12's, 9v9	Match	OS	38.00	35.00	-7.9%	}
Mini pitch U7-U10, 5v5 ad 7v7	Match	OS	35.00	32.00	-8.6%	}
Colleges/Businesses Seniors	Match	OS	84.00	87.00	3.6%	}
Rugby						
Seniors	Match	OS	84.00	90.00	7.1%	}
Mini Rugby	Match	OS	42.00	45.00	7.1%	}
Junior (u18)	Match	OS	51.00	53.00	3.9%	}
Colleges/Businesses Seniors	Match	OS	96.00	99.00	3.1%	}
Training						
Football - no pitch use	Session	OS	25.00	26.00	4.0%	}
Rugby - no pitch use	Session	OS	27.00	28.00	3.7%	}
Football - pitch use	Session	OS	70.00	72.00	2.9%	}
Rugby - pitch use	Session	OS	82.00	84.00	2.4%	}
Cricket - with pavilion						
Seniors	Match	OS	95.00	100.00	5.3%	}
Seniors (artificial wicket)	Match	OS	81.00	81.00	0.0%	}
Colts	Match	OS	40.00	41.00	2.5%	}
Colts (artificial wicket)	Match	OS	35.00	36.00	2.9%	}
Colleges/Businesses Seniors	Match	OS	102.00	105.00	2.9%	}
Cricket - without pavilion						
Seniors	Match	OS	79.00	85.00	7.6%	}
Seniors (artificial wicket)	Match	OS	65.00	70.00	7.7%	}
Colts	Match	OS	36.00	37.00	2.8%	}
Colts (artificial wicket)	Match	OS	31.00	32.00	3.2%	}
Colleges/Businesses Seniors	Match	OS	92.00	95.00	3.3%	}
Broadwater Changing rooms	Match	OS	18.00	19.00	5.6%	eg FCC cricket matches
Note:						
VAT is not chargeable on certain block/seasonal bookings of sports facilities.						
Tennis						
Seniors Per Court	Hour	OS	8.00	9.00	12.5%	}
Juniors Per Court (Up to 6pm Monday to Friday)	Hour	OS	6.00	7.00	16.7%	}
Colleges/Businesses Seniors	Hour	OS	10.00	10.00	0.0%	}

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Bowls Club						
Per Green	Year	OE	7,000.00	7,800.00	11.4%	
Athletics						
Athletics at Woolmer Hill Sports Ground, Haslemere	Year	OE	722.00	780.00	8.0%	Artificial track provided and maintained by Athletics Club
Outdoor Keep Fit Groups						
One off use	Session	OS	11.00	15.00	36.4%	
Once a week, 1-2-1 tuition	Annual Charge	OS	52.00	78.00	50.0%	
Multiple sessions each week, 1-2-1 tuition	Annual Charge	OS	104.00	156.00	50.0%	
Once a week, group tuition	Annual Charge	OS	104.00	156.00	50.0%	
Multiple sessions each week, group tuition	Annual Charge	OS	208.00	312.00	50.0%	
Outdoor Fitness Camp Note: Reinstatement fees may be charges if damaged is caused by training on the sports pitches.	Per Incident		Dependent on amount of litter/damage	Dependent on amount of litter/damage		
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	Dependent on amount of litter/damage		

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Sunvale Cemetery, Haslemere						
Interment Fees - Earth Grave						
First Burial in Grave Space - 8ft)	OO	832.00	860.00	3.4%	
Subsequent Burials)	OO	728.00	760.00	4.4%	
Child - 0-16 years) per Grave	OO	No Charge	No Charge		
Ashes)	OO	364.00	380.00	4.4%	
Ashes - Child 0-16 years)	OO	No Charge	No Charge		
Non-Residents of the Parish)	OO		Fees + 100%		
Exclusive Right of Burial						
Purchase of Grave Space						
Earth Grave)	OO	1,530.00	1,580.00	3.3%	
Earth Grave - child 0-16 years)	OO	520.00	540.00	3.8%	
Cremation Section)	OO	520.00	540.00	3.8%	
Non-Residents of the Parish)	OO		Fees + 100%		
Transfer of exclusive grant of right of burial)	OO	61.00	63.00	3.3%	
Memorial Rights						
(Grave Space must be purchased)						
Head Stone (maximum height 5'))	OO	153.00	157.00	2.6%	
Kerb Stone (maximum 7'x 3'6"))	OO	208.00	213.00	2.4%	
cross or other monument not over 2' high x 1'6")					
Added Inscription after first)	OO	104.00	107.00	2.9%	
Non-Residents of the Parish)	OO		Fees + 100%		
Administration						
Discretionary Fee)	OO	61.00	63.00	3.3%	To be charged where excessive time spent and no other fee charged.

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Borough Hall, Godalming					
Casual Use					
Main Hall					
Monday - Friday	8am - 6pm	Per Hour	OE	45.00	39.00 -13.3%
Monday - Thursday	6pm - Midnight	Per Hour	OE	54.00	45.00 -16.7%
Friday - Sunday	6pm - 11pm	Per Hour	OE	51.00	55.00 7.8%
Childrens Parties					
Saturday and Sunday	9am - 5:30pm	Per Hour	OE	40.00	36.00 -10.0%
Court Room					
Monday - Friday	8am - 6pm	Per Hour	OE	36.00	29.00 -19.4%
Monday - Thursday	6pm - Midnight	Per Hour	OE	45.00	35.00 -22.2%
Friday - Sunday	6pm - 11pm	Per Hour		51.00	40.00 -21.6%
Borough Hall Complex					
Friday - Sunday	6pm - 11pm	Per Hour	OE	61.00	59.00 -3.3%
Extra Staff Member (Tiered seating, bar staff, support)					
	9am - 6pm	Per Hour	OE	15.00	15.00 0.0%
	6pm - midnight	Per Hour	OE	17.00	15.00 -11.8%
	Midnight - 2am	Per Hour	OE	24.00	25.00 4.2%
Other					
Kitchen		Daily Charge		69.00	69.00 0.0%
Tiered seating		Daily Charge		105.00	75.00 -28.6%
Linen Laundry		Per Cloth			8.00
Water Urn		Daily Charge			10.00
Stage PA System		Daily Charge			20.00
Corkage		Per Bottle			4.00
Charitable and Non profit making organisations/ Waverley BC staff					
20% discount applied					

Community Services
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		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Regular Use						
Main Hall						
Monday - Friday	8am - 6pm	Per Hour	OE	15.00	18.00	20.0%
Monday - Thursday	6pm - Midnight	Per Hour	OE	25.00	25.00	0.0%
Friday - Sunday	6pm - 11pm	Per Hour	OE		35.00	
Court Room/Bar						
Monday - Friday	8am - 6pm	Per Hour	OE	12.00	13.00	8.3%
Monday - Thursday	6pm - Midnight	Per Hour	OE	17.00	18.00	5.9%
Friday - Sunday	6pm - 11pm	Per Hour	OE		25.00	

The court room, when used as a bar for social functions, will be closed at 11pm and cleared by 11.30pm.

The above schedule excludes the Cinema which is shown below.

Nursery School: to be agreed.

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.

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.

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

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

The premises must be cleared by the client and their guests by midnight.

Catering for large social functions will not be allowed to be carried out by the client unless special permission and conditions apply.

The Borough Hall complex is a non-smoking area.

Regular Hirers will be charged for all pre-confirmed dates within the financial year, any cancellations by the Hirer will not be refunded.

In the event of adverse weather, the Borough Hall Management reserves the right to cancel bookings at short notice

Regular Bookings cancelled by Management will be refunded at the end of the financial year

Cinema

Adult		OS	7.50	7.50	0.0%
Senior		OS	6.50	6.50	0.0%
Child		OS	3.50	3.50	0.0%
Student		OS	6.50	6.50	0.0%
Group (10 or more)		OS	6.00	6.00	0.0%

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Memorial Hall						
Casual Use						
Main Hall - Miles Rafe Room						
Monday - Friday	8am - 6pm	Per Hour	OE		25.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		40.00	
All day hire	weekend only	Per Day	OE		1,000.00	
Exclusive Use	weekend only	Per Hour			90.00	
Wallace Room						
Monday - Friday	8am - 6pm	Per Hour	OE		15.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		20.00	
Ayres Room						
Monday - Friday	8am - 6pm	Per Hour	OE		15.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		20.00	
Combined Wallace & Ayres Rooms						
Monday - Friday	8am - 6pm	Per Hour	OE		20.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		30.00	
Hawkins Room						
Monday - Friday	8am - 6pm	Per Hour	OE		15.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		20.00	
Mansey						
Monday - Friday	8am - 6pm	Per Hour	OE		15.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		20.00	
Regular Use						
Main Hall - Miles Rafe Room						
Monday - Friday	8am - 6pm	Per Hour	OE		20.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		40.00	
All day hire	weekend only	Per Day	OE		1,000.00	
Exclusive Use	weekend only	Per Hour			90.00	
Wallace Room						
Monday - Friday	8am - 6pm	Per Hour	OE		10.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		15.00	
Ayres Room						
Monday - Friday	8am - 6pm	Per Hour	OE		10.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		15.00	
Combined Wallace & Ayres Rooms						
Monday - Friday	8am - 6pm	Per Hour	OE		15.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		20.00	
Hawkins Room						
Monday - Friday	8am - 6pm	Per Hour	OE		10.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		15.00	
Mansey						
Monday - Friday	8am - 6pm	Per Hour	OE		10.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		15.00	
Performing Rights Tariff			OE		3% of hire charge	not required if hirer can sufficient provide their own PRS certificate

Vat Indicator: OS = Standard
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OO = Outside Scope

Community Services

Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	
Careline						
- Careline Customers: (£4.40 plus vat)	Per Week	OS	5.43	5.43	0.0%	} Additional fee of £2 per additional invoice generated for new customers not paying by Direct Debit
- Housing Associations	Contracts and pricing individually agreed					

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Environment Services
Schedule of Fees and Charges 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase	
Special Refuse Collection						
Standard Charge						
1 Item	Per Visit	OO	44.00	44.00	0.0%	Standard charges are designed to achieve overall full recovery of the cost of the service to the Council.
2 Items	Per Visit	OO	52.00	52.00	0.0%	
3 Items	Per Visit	OO	60.00	60.00	0.0%	
4 Items	Per Visit	OO	68.00	68.00	0.0%	
5 Items	Per Visit	OO	76.00	76.00	0.0%	
6 - 9 Items	Per Visit	OO	94.00	94.00	0.0%	
Reduced Charge						
1 Item	Per Visit	OO	22.00	22.00	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
2 Items	Per Visit	OO	26.00	26.00	0.0%	
3 Items	Per Visit	OO	30.00	30.00	0.0%	
4 Items	Per Visit	OO	34.00	34.00	0.0%	
5 Items	Per Visit	OO	38.00	38.00	0.0%	
6 - 9 Items	Per Visit	OO	47.00	47.00	0.0%	
Cancellation Fee		OO	10.00	10.00	0.0%	
Waste Recycling						
Green Waste Collection						
Standard Charge:						
1 bin	per Annum	OO	60.00	65.00	8.3%	
Purchase of bin	per Item	OO	20.00	20.00	0.0%	
Vat Indicator:	OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope					

Environment Services
Schedule of Fees and Charges 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase	
Environmental Health						
Food						
Surrender Certificates for Unfit Food		OS	175.00	180.00	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.
Export Certificates for Food		OS	175.00	180.00	2.9%	
Statement of Fact		OS	175.00	180.00	2.9%	
Food Hygiene Training Course				75.00		
Private Water Supply						
Risk Assessments	Per Request + Per Hour	OS	165.00 56.70	169.00 59.00	2.4% 4.1%	Subject to a statutory maximum of £500 per risk assessment
Sampling	Per Request	OS	60.00 51.70	62.00 53.00	3.3% 2.5%	
Investigations	Per Hour	OS	60.00	62.00	3.3%	Subject to a statutory maximum of £100 per investigation
Authorisations	Per Request + Per Hour	OS	100.00 51.70	103.00 53.00	3.0% 2.5%	Subject to a statutory maximum of £100 per authorisation granted
Analysis	Per Request	OS	21.00	22.00	4.8%	
			+ laboratory fees			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 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase	
Animal Control						
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>						
Domestic #	Per Treatment	OS	70.00	75.00	7.1%	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.
Domestic - Call out		OS	35.00	40.00	14.3%	
Reduced Charge *		OS	35.00	40.00	14.3%	
Reduced Charge Call out *		OS	17.50	20.00	14.3%	
Commercial	Per Hour	OS	70.00	75.00	7.1%	
Commercial - Call out		OS	35.00	40.00	14.3%	
<u>Wasps</u>						
Domestic	Per Visit	OS	62.00	65.00	4.8%	Additional nests at the same time, +50% for each nest
Domestic - Call out		OS	30.00	35.00	16.7%	
Reduced Charge *	Per Visit	OS	30.00	35.00	16.7%	
Reduced Charge Call out *		OS	15.00	20.00	33.3%	
Commercial	Per Hour	OS	62.00	65.00	4.8%	
Commercial - Call out		OS	30.00	35.00	16.7%	
<u>Casual Treatments / Other Insects</u>						
(Including Fleas)						
Fleas	Per Visit	OS	75.00	80.00	6.7%	Charges are for up to a standard 3 bedroom house. Additional rooms are charged at £17.50 each.
Reduced charge*	Per Visit	OS	37.50	40.00	6.7%	
Bed Bugs	Per Visit	OS	75.00	80.00	6.7%	
Reduced charge*	Per Visit	OS	37.50	40.00	6.7%	
Cockroaches	Per Visit	OS	75.00	80.00	6.7%	
Reduced charge*	Per Visit	OS	37.50	40.00	6.7%	
Cluster Flies	Per Visit	OS	104.00	110.00	5.8%	
Reduced charge*	Per Visit	OS	54.00	60.00	11.1%	
Carpet Moths	Per Visit	OS	104.00	110.00	5.8%	
Reduced charge*	Per Visit	OS	54.00	60.00	11.1%	
Advice visits or callout charge for missed appointments	Per Visit	OS	35.00	40.00	14.3%	
Pharoah's Ants	Per Visit	OS	Price subject	Price subject to survey		
<u>Squirrels</u>						
Squirrels		OS	118.00	0.00	-100.0%	no longer offer

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

Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Licences					
Animal Welfare					
Boarding for Cats and Dogs - Kennels					
Part A (Application and Renewal Fee)				384.00	
Part B (Grant Fee)				<u>300.00</u>	
Total Fee				684.00	
Boarding for Dogs - Home Boarding					
Part A				334.00	
Part B				<u>300.00</u>	
Total Fee				634.00	
Boarding for Dogs - Day Care					
Part A				384.00	
Part B				<u>300.00</u>	
Total Fee				684.00	
Breeding Dogs(excl vet fee)					
Part A				334.00	
Part B				<u>300.00</u>	
Total Fee				634.00	
Hiring Horses (excl vet fee)					
1 - 8 horses					
Part A				384.00	
Part B				<u>325.00</u>	
Total Fee				709.00	
9 - 15 horses					
Part A				459.00	
Part B				<u>325.00</u>	
Total Fee				784.00	
Over 15 horses					
Part A				534.00	
Part B				<u>325.00</u>	
Total Fee				859.00	
Selling Animals as Pets					
Part A				334.00	
Part B				<u>300.00</u>	
Total Fee				634.00	
Exhibition of Animals					
Part A				334.00	
Part B				<u>300.00</u>	
Total Fee				634.00	
For each additional activity (to the main activity) the fee is half the standard application and grant fee.					
Each additional inspection/visit				150.00	
Each advisory visit				150.00	
Variation to the licence (inclusive of one visit)				200.00	
Re-evaluation of rating (inclusive of one visit)				200.00	
Variations to reduce licensable activities/numbers of animals				75.00	
Transfer due to death of licensee				75.00	

Environment

Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Riding Establishments - 1 to 8 Horses	Annual	OO	310.00		-100.0%
Riding Establishments - 9 to 15 Horses	Annual	OO	460.00		-100.0%
Riding Establishments - Over 15 Horses	Annual	OO	620.00		-100.0%
Animal Boarding Establishments					
a) Non-home Boarding	Annual	OO	280.00		-100.0%
b) Home Boarding	Annual	OO	200.00		-100.0%
Dangerous Wild Animals	2-yearly	OO	210.00		-100.0%
Zoos	4-yearly	OO	1,100.00		-100.0%
Pet Shops	Annual	OO	220.00		-100.0%
Other					
Cosmetic Piercing, Electrolysis, Acupuncture	per premise	OO	200.00	200.00	0.0%
Cosmetic Piercing, Electrolysis, Acupuncture	per person combined fee for premises and personal licence	OO	200.00	200.00	0.0%
Cosmetic Piercing, Electrolysis, Acupuncture	per person combined fee for premises and personal licence	OO	290.00	290.00	0.0%
Tattooing	per premise	OO	220.00	220.00	0.0%
Tattooing	per person combined fee for premises and personal licence	OO	220.00	220.00	0.0%
Tattooing	per person combined fee for premises and personal licence	OO	310.00	310.00	0.0%
Semi-permanent skin colouring	per premises	OO	220.00	220.00	0.0%
Semi-permanent skin colouring	per person combined fee for premises and personal licence	OO	220.00	220.00	0.0%
Semi-permanent skin colouring	per person combined fee for premises and personal licence	OO	310.00	310.00	0.0%
Street Trading					
a) Sole Trader	Annual	OO	290.00	290.00	0.0%
b) Schedule 2 event - up to 50 traders	Annual	OO	300.00	300.00	0.0%
c) Schedule 2 event - 51 or more traders	Annual	OO	230.00	230.00	0.0%
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%

Environment

Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Scrap Metal Dealers Licence					
a) Site - new application		OO	470.00	470.00	0.0%
b) Site - renewal		OO	270.00	270.00	0.0%
c) Site to collectors - variation		OO	410.00	410.00	0.0%
d) Collectors - new application		OO	430.00	430.00	0.0%
e) Collectors - renewal		OO	230.00	230.00	0.0%
f) Collectors to Site - variation		OO	470.00	470.00	0.0%

Please Note:

All of these fees are subject to consideration by the licensing regulatory committee of consultation responses.

*Hackney Carriage - Vehicles (not adapted) **

- less than 5 years old	Annual	OO	284.00	291.00	2.5%
- 5 years old and over - first 6 months		OO	284.00	291.00	2.5%
- 5 years old and over - second 6 months		OO	82.00	84.00	2.4%

*Hackney Carriage - Vehicles (adapted) **

- under 5 years old	Annual	OO	102.00	105.00	2.9%
- 5 years old and over - first 6 months		OO	102.00	105.00	2.9%
- 5 years old and over - second 6 months		OO	82.00	84.00	2.4%

Missed Appointments (Vehicle Test)

Per Test OO 70.00 **72.00** 2.9%

Re-testing of vehicles following failure

Per Test OS 70.00 **72.00** 2.9%

Private Hire - Operators - renewal (5 vehicles and less)

5 years OO 125.00 **128.00** 2.4%

Private Hire - Operators - renewal (more than 5 vehicles)

5 years OO 171.00 **176.00** 2.9%

Private Hire - New Operators (5 vehicles and less)

5 years OO 146.00 **150.00** 2.7%

Private Hire - New Operators (more than 5 vehicles)

5 years OO 192.00 **197.00** 2.6%

Private Hire - New Operators (5 vehicles and less)

5 years OO 215.00 **221.00** 2.8%

Private Hire -New Operators (more than 5 vehicles)

5 years OO 261.00 **268.00** 2.7%

*Private Hire - Vehicles (not adapted) **

- under 5 years old Annual OO 284.00 **291.00** 2.5%

- 5 years and over - first 6 months OO 281.00 **288.00** 2.5%

- 5 years and over - second 6 months OO 82.00 **84.00** 2.4%

*Private Hire - Vehicles (adapted) **

- under 5 years old Annual OO 102.00 **105.00** 2.9%

- 5 years and over - first 6 months OO 102.00 **105.00** 2.9%

- 5 years and over - second 6 months OO 82.00 **84.00** 2.4%

Hackney carriage / private hire - New driver

3 years OO 262.00 **269.00** 2.7%

Hackney carriage / private hire licence renewal

3 years OO 170.00 **175.00** 2.9%

Hackney carriage / private hire - New driver

1 year OO 108.00 **111.00** 2.8%

Hackney carriage / private hire licence renewal

1 year OO 69.00 **71.00** 2.9%

Environment

Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Private Hire only - New driver	3 years	OO	262.00	269.00	2.7%
Private Hire only licence renewal	3 years	OO	170.00	175.00	2.9%
Private Hire only- New driver	1 year	OO	108.00	111.00	2.8%
Private Hire only licence renewal	1 year	OO	69.00	71.00	2.9%
Knowledge test	Per Test	OO	70.00	72.00	2.9%
Resit / non-attendance fee for Knowledge test	Per Test	OO	70.00	72.00	2.9%
Surrender and replacement of Hackney Carriage / Private Hire Licence		OO	82.00	84.00	2.4%
Hackney Carriage and Private Hire					
- Replacement plate bracket		OS	10.00	10.30	3.0%
- New/Replacement plate & window disc		OS	20.00	20.50	2.5%
- Replacement driver's badge		OO	10.00	10.30	3.0%
- Change of address		OS	10.00	10.30	3.0%
Transfer of P/H to H/C (new badge, knowledge test and admin)		OO	90.00	92.20	2.4%
Gambling Act 2005 - Including lotteries, permits, premises, etc	Various		Please see website for individual fees		
Licensing Act 2003					
- Personal	New	OO	37.00	37.00	0.0%
- Premises	Initial/Variation	OO	Various depending on rateable value		
- Premises: Sex Establishment	from -according to RV	OO	4,690.00	4,690.00	0.0%
- Premises	Annual Fee	OO	Various depending on rateable value		
- Premises	DPS Variations, etc	OO	23.00	23.00	0.0%
- Temporary Event Notice	Per Event	OO	21.00	21.00	0.0%
Data Barring Service (previously CRB)	Per Applicant	OO	50.00	60.00	20.0%

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Please Note:
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Housing Services
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase
			£	£	
General Fund Housing					
Houses in Multiple Occupation (HMO)					
Five yearly - per property (new application)		OO	575.00	590.00	2.6%
Five yearly - per property (renewal)		OO	505.00	520.00	3.0%
Caravan Site Licence Fees					
Site Licence Applications		OO			
No. of pitches	1 - 5		469.00	479.00	2.1%
	6 - 24		492.00	503.00	2.2%
	25 - 99		538.00	552.00	2.6%
Site Licence Variations		OO			
No. of pitches	1 - 5		303.00	313.00	3.3%
	6 - 24		315.00	325.00	3.2%
	25 - 99		338.00	350.00	3.6%
Licence Transfer	All		140.00	150.00	7.1%
Annual Fee	1 - 5		55.00	55.00	0.0%
	6 - 24		110.00	110.00	0.0%
	25 - 99		220.00	220.00	0.0%
Property Inspections					
Property Inspections for Immigration/ Foreign Office/Visa Application purposes		OS	160.00	160.00	0.0%
Officer time for works in default (Subject to Statutory maximum charge of £300)	Per Hour	OO	60.00	60.00	0.0%
Officer time for Housing Act enforcement (Subject to Statutory maximum charge of £300)	Per Hour	OO	60.00	60.00	0.0%
Vat Indicator:	OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope				