

Fees and Charges
2020/2021

Policy & Governance
Schedule of Fees and Charges for 2020/2021

Unit of	VAT	Existing	Proposed	%		2019/20	Proposed		
Charge	Indicator	Charge	Charge	Increase		Budget	Additional		
		£	£			£	Yield		
							£		
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%	}	2,000		
		OO	1.50	1.50	0.0%				
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%				
					(A flat rate fee is charged plus a charge per 1,000 names on each register.)				0
Vat Indicator: OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope									

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	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	2019/20 Budget £	Proposed Additional Yield £
Democratic Representation							
<u>Annual Charges for supply of Committee Agendas</u>							
Meetings of Full Council	Per Annum	OZ	45.00	45.90	2.0%	230	5
Area Planning Committees (All)	Per Annum	OZ	105.00	107.10	2.0%		
Individual Area Planning Committee	Per Annum	OZ	35.00	35.70	2.0%		
Executive	Per Annum	OZ	70.00	71.40	2.0%		
Others	Per Annum	OZ	35.00	35.70	2.0%		
<u>Other Charges</u>							
Photocopying (A4/A3) (Print Room Only)	Per Copy	OS	0.20	0.30	50.0%	404,650	0
Copies of Committee Documents (including webcasts on DVD)	Per Copy	OS	10.00	10.20	2.0%		
Land Charges							
LLC1 Official Search	Per Search	OO	43.00	43.00	0.0%	404,650	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	15.00	15.00	0.0%		
Search and Photocopying A1 Plans/Dyeline Copies	Per Copy	OS	15.00	15.00	0.0%		
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Legal Expenses							
Freedom of Information/ Environmental Information Regulations	Per Enquiry	OO		By Arranger By Arrangement		0	0
Proof of Life Certificates		OO	38.00	38.80	2.1%		
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Corporate Management								
Sale of Annual Financial Report	Per Copy	OZ	11.00	11.30	2.7%	}	0	0
Sale of Annual Budget	Per Copy	OZ	11.00	11.30	2.7%			

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Planning Service
Schedule of Fees and Charges for 2020/2021

	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge £	% Increase	2019/20 Budget £	Proposed Additional Yield £
Development Control							
Planning Application Fees	Various	OO	Various	Various	0.0%		
Statutory Fees set by government - increase of 20% from January 2018							
Supply of Weekly Lists of Planning Applications	Per Annum	OZ	220.00	224.40	2.0%		
<u>Search and Photocopying</u>							
Copies of documents (general)	First page £1.00	OS	1.00	1.10	10.0%		
			45p/sheet thereafter				
Decision notices and other standard documents		OO	20.00	20.40	2.0%		
A0			26.00	26.60	2.3%		
A1 Plans / Dyaline Copies	Per Copy	OS	22.00	22.50	2.3%		
A2			15.00	15.30	2.0%		
A3			11.00	11.30	2.7%		
A4			8.00	8.20	2.5%		
High Hedges	Per Property (Minimum Charge)	OO	500.00	510.00	2.0%		
Pre-Application Charges <i>(charges shown inclusive of VAT)</i>							
Planning Surgeries							
-Householder		OS	62.00	63.30	2.1%		
-Householder		OS	98.00	100.00	2.0%		
-One dwelling & other development		OS	205.00	209.10	2.0%		
-2-5 dwellings		OS	512.00	522.30	2.0%		
-6-10 dwellings		OS	922.00	940.50	2.0%		
-10-25 dwellings		OS	2,560.00	2,611.20	2.0%		
-26+ dwellings		OS	5,120.00	5,222.40	2.0%	1,714,480	4,529
100-500 dwellings		OS	7,680.00	7,833.60	2.0%		
500+ dwellings		OS	10,240.00	10,444.80	2.0%		
Commercial Floor space							
≤150m2		OS	205.00	209.10	2.0%		
- 150m2 - 500m2		OS	512.00	522.30	2.0%		
- 501m2 - 1,000m2		OS	2,560.00	2,611.20	2.0%		
- 1,000+ m2		OS	3,584.00	3,655.70	2.0%		
Other development: Change of Use non-commercial, equine, commercial		OS	205.00	209.10	2.0%		
Amended pre-application				50% original charge			
Development Control Consultative Forum		OS	5,000.00	5,100.00	2.0%		
Research Fee		OS	110.00	112.20	2.0%		
Validation Checks		OS	55.00	56.10	2.0%		
Listed Building & Conservation Area Advice							
- Up to 30 min site visit and short note or written advice		OS	0.00	50.00			
- Up to 45 min site visit and short note or written advice		OS	0.00	100.00			
- Up to an hour site visit and formal written advice		OS	0.00	250.00			
- Up to 1hr30 mins site visit and formal written advice		OS	0.00	500.00			
Tree Advice		OS	50.00	51.00	2.0%		
Charging for meetings as part of application		OS	100.00	102.00	2.0%		

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Other Planning Services							
2002 Local Plan document (no maps)	Per Copy	OZ	20.00	20.40	2.0%	}	0
Local Plan Part 1 (February 2018) (including maps)	Per Copy	OZ	50.00	51.00	2.0%		
(Maps only)	Per Copy	OZ	28.00	28.60	2.1%		
Self Build and Custom Housebuilding Register							
- Entry to the Register	Per application	OS	30.00	30.60	2.0%		
- Fee to remain on Register (applies from 31st October 2018)	Per Annum	OS	15.00	15.30	2.0%		
House Name Changes, Street Naming and Numbering							
<u>Property name additions/amendments</u>							
Rename a road			308.00	314.20	2.0%	}	40,000
Rename a property			103.00	105.10	2.0%		
<u>Numbering of new properties</u>							
Plots							
First plot of any new development		OO	205.00	209.10	2.0%	}	840
Additional plots 2 to 20		OO	41.00	41.90	2.2%		
Additional plots 21 and above		OO	31.00	31.70	2.3%		
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Building Control								
Building Control Fees	Various	OS	Locally determined fees in accordance with LGA Building Regulations Scheme			}	606,155	13,335
<u>Search and Photocopying</u> Enquiries (Building Control)	Minimum Charge	OS	41.00	41.90	2.2%			
Copy Building Control certificate		OO	11.00	11.30	2.7%			
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Finance & Property
Schedule of Fees and Charges 2020/2021

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2019/20 Budget £	Proposed Additional Yield £
Property and Development Services								
Surveyor's Fees								
Request from owners/occupiers to purchase additional land	Per Request	OS	520.00	530.40	2.0% }	} Collected in advance	5,000	100
Request from owners/occupiers for the grant of a permanent easement	Per Request	OS	520.00	530.40	2.0% }			
Request for access/drainage rights	Per Request	OS	520.00	530.40	2.0% }			
Request for assignment of leases (where lease allows)	Per Request				Minimum charge			
Residential Premises		OS	260.00	265.20	2.0% Minimum charge			
Commercial Tenancies		OS	620.00	632.40	2.0% Minimum charge			
Request for landlord's consent for change of use/sub-letting/alterations etc. (where lease allows)	Per Request				Minimum charge			
Residential Premises		OS	260.00	265.20	2.0% Minimum charge			
Commercial Tenancies		OS	620.00	632.40	2.0% Minimum charge			
Grant of licence to use land or accessway	Per Request	OS	260.00	265.20	2.0% }			
Request for a tenant's reference	Per Request	OS	155.00	158.10	2.0% }			
Discharge of a covenant	Per Request	OS	465.00	474.30	2.0% }			
Request for Wayleave	Per Request	OS	310.00	316.20	2.0%			
Grant/renewal of lease (where appropriate)	Per Request							
Commercial		OS	520.00	530.40	2.0% Minimum charge			
Sports Clubs/Community Groups etc		OS	260.00	265.20	2.0%			

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Finance
Schedule of Fees and Charges for 2020/2021

	Unit of	VAT	Existing	Proposed	%	Explanatory Notes	2019/20	Proposed
	Charge	Indicator	Charge	Charge	Increase		Budget	Additional
			£	£			£	Yield
								£
Cost of Collection								
Summons Costs								
Council Tax								
on issue of summons		Per Summons						
on granting of liability order (further charge)		OO	105.00	107.10	2.0%	The fees are determined after consultation with the	130,000	2,600
		OO	3.00	3.10	3.3%			
Business Rates								
on issue of summons		Per Summons				the Surrey Magistrates' Courts Committee.	13,000	260
on granting of liability order (further charge)		OO	130.00	132.60	2.0%			
		OO	3.00	3.10	3.3%			
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Community Services
Schedule of Fees and Charges for 2020/2021

	Unit of	VAT	Existing	Proposed	%	Explanatory Notes	2019/20	Proposed
	Charge	Indicator	Charge	Charge	Increase		Budget	Additional
			£	£			£	Yield
								£
							138,140	2,763
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	53.00	54.10	2.1%			
Commercial Event / Filming Admin Fee	Per Event	OS	105.00	107.10	2.0%			
Town & parish Council fee per annum for organising events on WBC land to cover admin required	Per Annum	OS	105.00	107.10	2.0%			
Events								
Fairs - Operational day	Day	OE	627.00	639.60	2.0%	} plus 500 refundable deposit		
Fairs - Setting up / down	Day	OE	300.00	306.00	2.0%			
Small Fetes / Village Shows	Day	OE	105.00	107.10	2.0%	} plus 200 refundable deposit		
Large Fetes / Village Shows	Day	OE	157.00	160.20	2.0%			
Car Boot Sales	Day	OE	209.00	213.20	2.0%	} plus 500 refundable deposit		
Caravan Rallies - Per Unit	Night	OS	9.00	9.20	2.2%			
Tilford Camp Site - Per Head	Night	OS	6.00	6.20	3.3%			
Grazing Rights								
By Negotiat By Negotiation								
Frensham Common	Parking	Car /Day	OS 4.00	4.10	2.5%	}		
		Coach / Day	OS 16.00	16.40	2.5%			
		Motor Homes / Day	OS 8.00	8.20	2.5%			
		Horse box / Day	OS 12.00	12.30	2.5%			
Balloon launches	per launch	OE	80.00	81.60	2.0%	}		
		Annual fee	OE 1,045.00	1,065.90	2.0%		Exclusive right per site	
Allotments	5 rod plot	per plot	OE 63.00	64.30	2.1%			
	10 rod plot	per plot	OE 125.00	127.50	2.0%			
Forest Schools	Session	OE	40.00	40.80	2.0%			
Professional Dog Walking	Session	OE	16.00	16.40	2.5%	}		
		Annual licence	OE 157.00	160.20	2.0%		1 person with 4 dogs on WBC sites	
Bonfires	Event	OE	107.00	109.20	2.1%	} plus 500 refundable deposit		
Ice Cream Vans	6 months	OE	1,619.00	1,651.40	2.0%			
	one off's	OE	53.00	54.10	2.1%			
Mobile Catering	per month	OE	550.00	561.00	2.0%	} plus 500 refundable deposit		
Bouncy Castle (use of land)	Session	OE	55.00	56.10	2.0%			
Blessings (eg Frensham Pond)	Event	OS	53.00	54.10	2.1%			
Wedding Events on Open Spaces		OS	200.00	204.00	2.0%	} plus 200 refundable deposit		
Farnham Castle use of Farnham park for extra parking for castle events		OS	1,045.00	1,065.90	2.0%		annual fee	
Officer call outs for site visits / meetings / utility meetings	Hour	OE	115.00	117.30	2.0%			
Still Photography								
Advertising	Per Day (or part thereof)	OS	By Negotiat	By Negotiation		}		
Books or Magazines		OS	By Negotiat	By Negotiation				

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	Charge	Indicator	Charge	Charge	Increase		Budget	Additional
			£	£			£	Yield
								£
Filming								
Feature film or Advertising film	Per Day	OS	By Negotiat	By Negotiation		}		
	(or	OS	By Negotiat	By Negotiation		}		
Television Drama or Comedy	part thereof)	OS	By Negotiat	By Negotiation		}		
Small scale filming		OS	By Negotiat	By Negotiation		}		
Individual Educational/Student requests		OS	Free	Free		}		
University of creative arts - student filming requests	Annual fee	OS	1,024.00	1,044.50	2.0%	}		
Music								
Recording or video	Per Day (or part thereof)	OS	By Negotiat	By Negotiation		}		
Recreational Open Space								
Football								
With Pavilion								
Full size pitch over 18's, 11v11	Match	OS	90.00	91.80	2.0%	}		
Full size pitch U13 - U18's, 11v11	Match	OS	55.00	56.10	2.0%	}		
Junior pitch U11-U12's, 9v9	Match	OS	41.00	41.90	0.0%	}		
Colleges/Businesses Seniors	Match	OS	99.00	101.00	2.0%	}		
Without Pavilion								
Full size pitch over 18's, 11v11	Match	OS	80.00	81.60	2.0%	}		
Full size pitch U13 - U18's, 11v11	Match	OS	47.50	48.50	2.1%	}		
Junior pitch U11-U12's, 9v9	Match	OS	35.00	35.70	2.0%	}		
Mini pitch U7-U10, 5v5 ad 7v7	Match	OS	32.00	32.70	2.2%	}		
Colleges/Businesses Seniors	Match	OS	87.00	88.80	2.1%	}		
Rugby								
Seniors	Match	OS	90.00	91.80	2.0%	}		
Mini Rugby	Match	OS	45.00	45.90	2.0%	}		
Junior (u18)	Match	OS	53.00	54.10	2.1%	}		
Colleges/Businesses Seniors	Match	OS	99.00	101.00	2.0%	}		
Training								
Football - no pitch use	Session	OS	26.00	26.60	2.3%	}		
Rugby - no pitch use	Session	OS	28.00	28.60	2.1%	}		
Football - pitch use	Session	OS	72.00	73.50	2.1%	}		
Rugby - pitch use	Session	OS	84.00	85.70	2.0%	}		
Cricket - with pavilion								
Seniors	Match	OS	100.00	102.00	2.0%	}		
Seniors (artificial wicket)	Match	OS	81.00	82.70	2.1%	}		
Colts	Match	OS	41.00	41.90	2.2%	}		
Colts (artificial wicket)	Match	OS	36.00	36.80	2.2%	}		
Colleges/Businesses Seniors	Match	OS	105.00	107.10	2.0%	}		
Cricket - without pavilion								
Seniors	Match	OS	85.00	86.70	2.0%	}		
Seniors (artificial wicket)	Match	OS	70.00	71.40	2.0%	}		
Colts	Match	OS	37.00	37.80	2.2%	}		
Colts (artificial wicket)	Match	OS	32.00	32.70	2.2%	}		
Colleges/Businesses Seniors	Match	OS	95.00	96.90	2.0%	}		
Broadwater Changing rooms	Match	OS	19.00	19.40	2.1%	eg FCC cricket matches		
Note: VAT is not chargeable on certain block/seasonal bookings of sports facilities.								
Tennis								
Seniors Per Court	Hour	OS	9.00	9.20	2.2%	}		
Juniors Per Court	Hour	OS	7.00	7.20	2.9%	}		
(Up to 6pm Monday to Friday)								
Colleges/Businesses Seniors	Hour	OS	10.00	10.20	2.0%	}		

Community Services
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	Charge	Indicator	Charge	Charge	Increase		Budget	Additional
			£	£			£	Yield
								£
Bowls Club								
Per Green	Year	OE	7,800.00	7,956.00	2.0%			
Athletics								
Athletics at Woolmer Hill Sports Ground, Haslemere	Year	OE	780.00	795.60	2.0%	Artificial track provided and maintained by Athletics Club		
Outdoor Keep Fit Groups								
One off use	Session	OS	15.00	15.30	2.0%			
Once a week, 1-2-1 tuition	Annual Charge	OS	78.00	79.60	2.1%			
Multiple sessions each week, 1-2-1 tuition	Annual Charge	OS	156.00	159.20	2.1%			
Once a week, group tuition	Annual Charge	OS	156.00	159.20	2.1%			
Multiple sessions each week, group tuition	Annual Charge	OS	312.00	318.30	2.0%			
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 of 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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	Charge	Indicator	Charge	Charge	Increase		Budget	Additional
			£	£			£	Yield
								£
Sunvale Cemetery, Haslemere								
Interment Fees - Earth Grave								
)	OO	860.00	877.20	2.0%			
)	OO	760.00	775.20	2.0%			
) per Grave	OO	No Charge	No Charge				
)	OO	380.00	387.60	2.0%			
)	OO	No Charge	No Charge				
)	OO	Fees + 100	Fees + 100%				
Exclusive Right of Burial								
Purchase of Grave Space								
)	OO	1,580.00	1,611.60	2.0%			
)	OO	540.00	550.80	2.0%		12,000	240
)	OO	540.00	550.80	2.0%			
)	OO	Fees + 100	Fees + 100%				
)	OO	63.00	64.30	2.1%			
Memorial Rights								
(Grave Space must be purchased)								
)	OO	157.00	160.20	2.0%			
)	OO	213.00	217.30	2.0%			
)							
)							
)	OO	107.00	109.20	2.1%			
)	OO	Fees + 100	Fees + 100%				
Administration								
)	OO	63.00	64.30	2.1%			

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	Charge	Indicator	Charge £	Charge £	Increase	Budget £	Additional Yield £
Borough Hall, Godalming						104,000	2,392
Casual Use							
Main Hall							
Monday - Friday	8am - 6pm		Per Hour	OE	39.00	39.80	2.1%
Monday - Thursday	6pm - Midnight		Per Hour	OE	45.00	45.90	2.0%
Friday - Sunday	6pm - 11pm		Per Hour	OE	55.00	56.10	2.0%
Childrens Parties							
Saturday and Sunday	9am - 5:30pm		Per Hour	OE	36.00	36.80	2.2%
Court Room							
Monday - Friday	8am - 6pm		Per Hour	OE	29.00	29.60	2.1%
Monday - Thursday	6pm - Midnight		Per Hour	OE	35.00	35.70	2.0%
Friday - Sunday	6pm - 11pm		Per Hour		40.00	40.80	2.0%
Borough Hall Complex							
Friday - Sunday	6pm - 11pm		Per Hour	OE	59.00	60.20	2.0%
Extra Staff Member (Tiered seating, bar staff, support)							
	9am - 6pm		Per Hour	OE	15.00	15.30	2.0%
	6pm - midnight		Per Hour	OE	15.00	15.30	2.0%
	Midnight - 2am		Per Hour	OE	25.00	25.50	2.0%
Other							
Kitchen			Daily Charge		69.00	70.40	2.0%
Tiered seating			Daily Charge		75.00	76.50	2.0%
Linen Laundry			Per Cloth		8.00	8.20	2.5%
Water Urn			Daily Charge		10.00	10.20	2.0%
Stage PA System			Daily Charge		20.00	20.40	2.0%
Corkage			Per Bottle		4.00	4.10	2.5%
Charitable and Non profit making organisations/ Waverley BC staff			20% discount applied				

**Community Services
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		Unit of	VAT	Existing	Proposed	%	2019/20	Proposed
		Charge	Indicator	Charge £	Charge £	Increase	Budget £	Additional Yield £
Regular Use								
Main Hall								
Monday - Friday	8am - 6pm	Per Hour	OE	18.00	18.40	2.2%		
Monday - Thursday	6pm - Midnight	Per Hour	OE	25.00	25.50	2.0%		
Friday - Sunday	6pm - 11pm	Per Hour	OE	35.00	35.70	2.0%		
Court Room/Bar								
Monday - Friday	8am - 6pm	Per Hour	OE	13.00	13.30	2.3%		
Monday - Thursday	6pm - Midnight	Per Hour	OE	18.00	18.40	2.2%		
Friday - Sunday	6pm - 11pm	Per Hour	OE	25.00	25.50	2.0%		

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%

Vat Indicator:

OS = Standard

OE = Exempt

OZ = Zero Rated

OO = Outside Scope

**Community Services
Schedule of Fees and Charges 2020/2021**

	Unit of	VAT	Existing	Proposed	%	2019/20	Proposed
	Charge	Indicator	Charge £	Charge £	Increase	Budget £	Additional Yield £
Memorial Hall						150,690	3,014
Casual Use							
Main Hall - Miles Rafe Room							
Weekday	Per Hour	OE	25.00	25.50	2.0%		
Weekend	Per Hour	OE	40.00	40.80	2.0%		
All day hire	Per Day	OE	1,000.00	1,020.00	2.0%		
Exclusive Use	Per Hour		90.00	91.80	2.0%		
Wallace Room							
Weekday	Per Hour	OE	15.00	15.30	2.0%		
Weekend	Per Hour	OE	20.00	20.40	2.0%		
Ayres Room							
Weekday	Per Hour	OE	15.00	15.30	2.0%		
Weekend	Per Hour	OE	20.00	20.40	2.0%		
Combined Wallace & Ayres Rooms							
Weekday	Per Hour	OE	20.00	20.40	2.0%		
Weekend	Per Hour	OE	30.00	30.60	2.0%		
Hawkins Room							
Weekday	Per Hour	OE	15.00	15.30	2.0%		
Weekend	Per Hour	OE	20.00	20.40	2.0%		
Mansey							
Weekday	Per Hour	OE	15.00	15.30	2.0%		
Weekend	Per Hour	OE	20.00	20.40	2.0%		
Regular Use							
Main Hall - Miles Rafe Room							
Weekday	Per Hour	OE	20.00	20.40	2.0%		
Weekend	Per Hour	OE	40.00	40.80	2.0%		
All day hire	Per Day	OE	1,000.00	1,020.00	2.0%		
Exclusive Use	Per Hour		90.00	91.80	2.0%		
Wallace Room							
Weekday	Per Hour	OE	10.00	10.20	2.0%		
Weekend	Per Hour	OE	15.00	15.30	2.0%		
Ayres Room							
Weekday	Per Hour	OE	10.00	10.20	2.0%		
Weekend	Per Hour	OE	15.00	15.30	2.0%		
Combined Wallace & Ayres Rooms							
Weekday	Per Hour	OE	15.00	15.30	2.0%		
Weekend	Per Hour	OE	20.00	20.40	2.0%		
Hawkins Room							
Weekday	Per Hour	OE	10.00	10.20	2.0%		
Weekend	Per Hour	OE	15.00	15.30	2.0%		
Mansey							
Weekday	Per Hour	OE	10.00	10.20	2.0%		
Weekend	Per Hour	OE	15.00	15.30	2.0%		
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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Community Services
Schedule of Fees and Charges for 2020/2021

	Unit of	VAT	Existing		%		2019/20	Proposed
	Charge	Indicator	Charge	Charge	Increase		Budget	Additional
			£	£			£	Yield
								£
Careline								
- Careline Customers: <i>(excluding VAT)</i>	Per Month	OS	19.07	20.00	4.9%	} Additional fee of £2 per additional invoice generated for new customers not paying by Direct Debit	466,746	22,871
- Housing Associations	Contracts and pricing individually agreed							

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 OO = Outside Scope

Environment Services
Schedule of Fees and Charges 2020/2021

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	2019/20 Budget £	Proposed Additional Yield £
Waste Recycling							
Green Waste Collection							
Standard Charge:							
	1 bin	per Annum	OO	65.00	0.0%	906,000	0
	Purchase of bin *	per Item	OO	20.00	25.0%		
Black 140 litre refuse bin	Purchase of bin *	per Item	OO	20.00	25.0%		
Black 240 litre refuse bin	Purchase of bin *	per Item	OO	25.00	0.0%		

* This charge recovers the cost of purchasing and delivering the bin.

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Environment Services
Schedule of Fees and Charges 2020/2021

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	2019/20 Budget £	Proposed Additional Yield £
Environmental Health							
Food							
Surrender Certificates for Unfit Food		OS	180.00	185.00	2.8%	3,000	60
Export Certificates for Food		OS	180.00	185.00	2.8%		
Statement of Fact		OS	180.00	185.00	2.8%		
Premises Endorsement For Export				100.00			
Re-visits for Food Hygiene Rating			200.00	200.00	0.0%		
Food Hygiene Training Course			75.00	75.00	0.0%		
Private Water Supply							
Risk Assessments	Per Request + Per Hour	OS	169.00 59.00	175.00 60.00	3.6% 1.7%	1,000	47
Sampling	Per Request	OS	62.00	65.00	4.8%		
			53.00	55.00	3.8%		
Investigations	Per Hour	OS	62.00	65.00	4.8%		
Authorisations	Per Request + Per Hour	OS	103.00 53.00	105.00 55.00	1.9% 3.8%		
Analysis	Per Request	OS	22.00	25.00	13.6%		
			+ laboratory fees				

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**Environment Services
Schedule of Fees and Charges 2020/2021**

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	2019/20 Budget £	Proposed Additional Yield £		
Animal Control									
Stray Dogs	Per Occasion	OO	25.00	25.00	0.0%	1,500	0		
<u>Rats and Mice</u>									
Domestic #	Per Treatment	OS	75.00	80.00	6.7%	}	}		
Domestic - Call out		OS	40.00	45.00	12.5%				
Reduced Charge *		OS	40.00	45.00	12.5%				
Reduced Charge Call out *		OS	20.00	25.00	25.0%				
Commercial	Per Hour	OS	75.00	80.00	6.7%				
Commercial - Call out		OS	40.00	45.00	12.5%				
<u>Wasps</u>									
Domestic	Per Visit	OS	65.00	70.00	7.7%				
Domestic - Call out		OS	35.00	40.00	14.3%				
Reduced Charge *	Per Visit	OS	35.00	40.00	14.3%				
Reduced Charge Call out *		OS	20.00	25.00	25.0%				
Commercial	Per Hour	OS	65.00	80.00	23.1%				
Commercial - Call out		OS	35.00	45.00	28.6%	36,500	4,490		
<u>Casual Treatments / Other Insects (Including Fleas)</u>									
Fleas	Per Visit	OS	80.00	85.00	6.3%	}	}		
Reduced charge*	Per Visit	OS	40.00	45.00	12.5%				
Bed Bugs	Per Visit	OS	80.00	85.00	6.3%				
Reduced charge*	Per Visit	OS	40.00	45.00	12.5%				
Cockroaches	Per Visit	OS	80.00	85.00	6.3%				
Reduced charge*	Per Visit	OS	40.00	45.00	12.5%				
Cluster Flies	Per Visit	OS	110.00	115.00	4.5%				
Reduced charge*	Per Visit	OS	60.00	65.00	8.3%				
Carpet Moths	Per Visit	OS	110.00	115.00	4.5%				
Reduced charge*	Per Visit	OS	60.00	65.00	8.3%				
	Per Visit	OS	40.00	45.00	12.5%				
Advice visits or callout charge for missed appointments									
Pharaoh's Ants	Per Visit	OS	Price subject to survey	Price subject to survey					

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 2020/2021

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	2019/20 Budget £	Proposed Additional Yield
Licences							
Animal Welfare							
Boarding for Cats and Dogs - Kennels							
Part A (Application and Renewal Fee)			384.00	384.00	0.0%		
Part B (Grant Fee)			300.00	300.00	0.0%		
Total Fee			<u>684.00</u>	<u>684.00</u>	0.0%		
Boarding for Dogs - Home Boarding							
Part A			334.00	334.00	0.0%		
Part B			300.00	300.00	0.0%		
Total Fee			<u>634.00</u>	<u>634.00</u>	0.0%		
Boarding for Dogs - Day Care							
Part A			384.00	384.00	0.0%		
Part B			300.00	300.00	0.0%		
Total Fee			<u>684.00</u>	<u>684.00</u>	0.0%		
Breeding Dogs(excl vet fee)							
Part A			334.00	334.00	0.0%		
Part B			300.00	300.00	0.0%		
Total Fee			<u>634.00</u>	<u>634.00</u>	0.0%		
Hiring Horses (excl vet fee)							
1 - 8 horses							
Part A			384.00	384.00	0.0%		
Part B			325.00	325.00	0.0%		
Total Fee			<u>709.00</u>	<u>709.00</u>	0.0%		
9 - 15 horses							
Part A			459.00	459.00	0.0%		
Part B			325.00	325.00	0.0%		
Total Fee			<u>784.00</u>	<u>784.00</u>	0.0%		
Over 15 horses							
Part A			534.00	534.00	0.0%		
Part B			325.00	325.00	0.0%		
Total Fee			<u>859.00</u>	<u>859.00</u>	0.0%		
Selling Animals as Pets							
Part A			334.00	334.00	0.0%		
Part B			300.00	300.00	0.0%		
Total Fee			<u>634.00</u>	<u>634.00</u>	0.0%		
Exhibition of Animals							
Part A			334.00	334.00	0.0%		
Part B			300.00	300.00	0.0%		
Total Fee			<u>634.00</u>	<u>634.00</u>	0.0%		
For each additional activity (to the main activity) the fee is half the standard application and grant fee.							
Each additional inspection/visit			150.00	150.00	0.0%		
Each advisory visit			150.00	150.00	0.0%		
Variation to the licence (inclusive of one visit)			200.00	200.00	0.0%		
Re-evaluation of rating (inclusive of one visit)			200.00	200.00	0.0%		
Variations to reduce licensable activities/numbers of animals			75.00	75.00	0.0%	140,000	1,400
Transfer due to death of licensee			75.00	75.00	0.0%	*	

Environment

Schedule of Fees and Charges for 2020/2021

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	2019/20 Budget £	Proposed Additional Yield
Other							
Cosmetic Piercing, Electrolysis, Acupuncture	per premise	OO	200.00	210.00	5.0%		
Cosmetic Piercing, Electrolysis, Acupuncture	per person combined	OO	200.00	210.00	5.0%		
	fee for premises and personal licence	OO	290.00	300.00	3.4%		
Cosmetic Piercing, Electrolysis, Acupuncture							
Tattooing	per premise	OO	220.00	230.00	4.5%		
Tattooing	per person combined	OO	220.00	230.00	4.5%		
	fee for premises and personal licence	OO	310.00	320.00	3.2%		
Tattooing							
Semi-permanent skin colouring	per premises	OO	220.00	230.00	4.5%		
Semi-permanent skin colouring	per person combined	OO	220.00	230.00	4.5%		
	fee for premises and personal licence	OO	310.00	320.00	3.2%		
Semi-permanent skin colouring							
Street Trading							
a) Sole Trader	Annual	OO	290.00	296.00	2.1%		
b) Schedule 2 event - up to 50 traders	Annual	OO	300.00	306.00	2.0%		
c) Schedule 2 event - 51 or more traders	Annual	OO	230.00	240.00	4.3%		
d) Schedule 2 event - up to 50 traders	Single Event	OO	140.00	143.00	2.1%		
e) Schedule 2 event - 51 or more traders	Single Event	OO	150.00	160.00	6.7%		

Environment
Schedule of Fees and Charges for 2020/2021

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	2019/20 Budget £	Proposed Additional Yield
Scrap Metal Dealers Licence							
a) Site - new application		OO	470.00	480.00	2.1%		
b) Site - renewal		OO	270.00	275.00	1.9%		
c) Site to collectors - variation		OO	410.00	418.00	2.0%		
d) Collectors - new application		OO	430.00	438.00	1.9%		
e) Collectors - renewal		OO	230.00	235.00	2.2%		
f) Collectors to Site - variation		OO	470.00	480.00	2.1%		
Please Note:							
All of these fees are subject to consideration by the licensing regulatory committee of consultation responses.							
<i>Hackney Carriage - Vehicles (not adapted) *</i>							
- less than 5 years old	Annual	OO	291.00	297.00	2.1%		
- 5 years old and over - first 6 months		OO	291.00	297.00	2.1%		
- 5 years old and over - second 6 months		OO	84.00	85.00	1.2%		
<i>Hackney Carriage - Vehicles (adapted) *</i>							
- under 5 years old	Annual	OO	105.00	110.00	4.8%		
- 5 years old and over - first 6 months		OO	105.00	110.00	4.8%		
- 5 years old and over - second 6 months		OO	84.00	85.00	1.2%		
<i>Missed Appointments (Vehicle Test)</i>	Per Test	OO	72.00	75.00	4.2%		
<i>Re-testing of vehicles following failure</i>	Per Test	OS	72.00	75.00	4.2%		
<i>Private Hire - Operators - renewal (5 vehicles and less)</i>	5 years	OO	125.00	130.00	4.0%		
<i>Private Hire - Operators - renewal (more than 5 vehicles)</i>	5 years	OO	176.00	180.00	2.3%		
<i>Private Hire - New Operators (5 vehicles and less)</i>	5 years	OO	150.00	153.00	2.0%		
<i>Private Hire - New Operators (more than 5 vehicles)</i>	5 years	OO	197.00	200.00	1.5%		
<i>Private Hire - New Operators (5 vehicles and less)</i>	5 years	OO	221.00	225.00	1.8%		
<i>Private Hire -New Operators (more than 5 vehicles)</i>	5 years	OO	268.00	275.00	2.6%		
<i>Private Hire - Vehicles (not adapted) *</i>							
- under 5 years old	Annual	OO	291.00	297.00	2.1%		
- 5 years and over - first 6 months		OO	288.00	294.00	2.1%		
- 5 years and over - second 6 months		OO	84.00	86.00	2.4%		
<i>Private Hire - Vehicles (adapted) *</i>							
- under 5 years old	Annual	OO	105.00	107.00	1.9%		
- 5 years and over - first 6 months		OO	105.00	107.00	1.9%		
- 5 years and over - second 6 months		OO	84.00	86.00	2.4%		
<i>Hackney carriage / private hire - New driver</i>	3 years	OO	269.00	275.00	2.2%		
<i>Hackney carriage / private hire licence renewal</i>	3 years	OO	175.00	179.00	2.3%		
<i>Hackney carriage / private hire - New driver</i>	1 year	OO	111.00	115.00	3.6%		
<i>Hackney carriage / private hire licence renewal</i>	1 year	OO	71.00	73.00	2.8%		
						131,510	2,630

Environment
Schedule of Fees and Charges for 2020/2021

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	2019/20 Budget £	Proposed Additional Yield
<i>Private Hire only - New driver</i>	3 years	OO	269.00	275.00	2.2%		
<i>Private Hire only licence renewal</i>	3 years	OO	175.00	179.00	2.3%		
<i>Private Hire only- New driver</i>	1 year	OO	111.00	114.00	2.7%		
<i>Private Hire only licence renewal</i>	1 year	OO	71.00	73.00	2.8%		
<i>Knowledge test</i>	Per Test	OO	72.00	74.00	2.8%		
<i>Resit / non-attendance fee for Knowledge test</i>	Per Test	OO	72.00	74.00	2.8%		
<i>Surrender and replacement of Hackney Carriage / Private Hire Licence</i>		OO	84.00	86.00	2.4%		
<i>Hackney Carriage and Private Hire</i>							
- Replacement plate bracket		OS	10.30	11.00	6.8%		
- New/Replacement plate & window disc		OS	20.50	21.00	2.4%		
- Replacement driver's badge		OO	10.30	11.00	6.8%		
- Change of address		OS	10.30	11.00	6.8%		
<i>Transfer of P/H to H/C (new badge, knowledge test and admin)</i>		OO	92.20	95.00	3.0%		
<i>Gambling Act 2005</i>	Various						
- Including lotteries, permits, premises, etc							Please see website for individual fees
Licensing Act 2003							
- Personal	New	OO	37.00	38.00	2.7%		
- Premises	Initial/Variation	OO					Various depending on rateable value
- Premises: Sex Establishment	from -according to RV	OO	4,690.00	4,800.00	2.3%		
- Premises	Annual Fee	OO					* included above
- Premises	DPS Variations, etc	OO	23.00	23.00	0.0%		
- Temporary Event Notice	Per Event	OO	21.00	21.00	0.0%		
<i>Data Barring Service (previously CRB)</i>	Per Applicant	OO	60.00	62.00	3.3%		
<i>Vat Indicator:</i>							
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	OZ = Zero Rated						
	OO = Outside Scope						

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

Housing Services
Schedule of Fees and Charges for 2020/2021

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	2019/20 Budget £	Proposed Additional Yield £		
General Fund Housing									
Houses in Multiple Occupation (HMO)									
Five yearly - per property (new application)		OO	590.00	640.00	8.5%	4,000	160		
Five yearly - per property (renewal)		OO	520.00	560.00	7.7%				
Caravan Site Licence Fees									
Site Licence Applications		OO							
No. of pitches	1 - 5		479.00	491.55	2.6%				
	6 - 24		503.00	517.93	3.0%				
	25 - 99		552.00	570.69	3.4%				
Site Licence Variations		OO							
No. of pitches	1 - 5		313.00	313.00	0.0%				
	6 - 24		325.00	325.58	0.2%				
	25 - 99		350.00	351.96	0.6%				
Licence Transfer	All		150.00	151.36	0.9%				
Annual Fee	1 - 5		55.00	60.00	9.1%				
	6 - 24		110.00	120.00	9.1%				
	25 - 99		220.00	240.00	9.1%				
Property Inspections									
Property Inspections for Immigration/ Foreign Office/Visa Application purposes		OS	160.00	170.00	6.3%				
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								