

Fees and Charges
2021/2022

Policy & Governance
Schedule of Fees and Charges for 2021/2022

			VAT	Existing	Proposed	%	2020/21	Proposed	
			Indicator	Charge	Charge	Increase	Budget	Additional	
				£	£		£	Yield	
								£	
Register of Electors									
Electronic Data	Per 1,000 names or part thereof on each register	Statutory	OO	20.00	20.00	0.0%	} 2,000	0	
		Statutory	OO	1.50	1.50	0.0%			
Paper Data	Per 1,000 names or part thereof on each register	Statutory	OO	10.00	10.00	0.0%			
		Statutory	OO	5.00	5.00	0.0%			
						(A flat rate fee is charged plus a charge per 1,000 names on each register.)			

Vat Indicator: OS = Standard
 OE = Exempt
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		Charge	Indicator	Charge	Charge	Increase	Budget	Additional
				£	£		£	Yield
								£
Democratic Representation								
<u>Annual Charges for supply of Committee Agendas</u>								
Meetings of Full Council	Waverley Set charge	Per Annum	OZ	45.90	46.40	1.1%	235	0
Area Planning Committees (All)	Waverley Set charge	Per Annum	OZ	107.10	108.20	1.0%		
Individual Area Planning Committee	Waverley Set charge	Per Annum	OZ	35.70	36.10	1.1%		
Executive	Waverley Set charge	Per Annum	OZ	71.40	72.20	1.1%		
Others	Waverley Set charge	Per Annum	OZ	35.70	36.10	1.1%		
<u>Other Charges</u>								
Photocopying (A4/A3) (Print Room Only)	Waverley Set charge	Per Copy	OS	0.30	0.40	33.3%	}	
Copies of Committee Documents (including webcasts on DVD)	Waverley Set charge	Per Copy	OS	10.20	10.40	2.0%		
Land Charges								
LLC1 Official Search	Break even service	Per Search	OO	43.00	43.00	0.0%	}	0
LLC1 additional parcel of land	Break even service	Per Parcel	OO	5.00	5.00	0.0%		
Con29 (inc SCC)	Break even service	Per Search	OS	245.00	245.00	0.0%		
Full Land Charges Search (inc. SCC)	Break even service	Per Search	OS	288.00	288.00	0.0%		
Printed Part II								
- Enquiries Con29O listed	Break even service	per Enquiry	OS	18.00	18.00	0.0%		
- Each additional enquiry with Con 29	Break even service	per Enquiry	OS	27.60	27.60	0.0%		
- Each Additional Enquiry	Break even service	per Enquiry	OO	23.00	23.00	0.0%		
Search single part of Register Con 29	Break even service	per Enquiry	OO	4.00	4.00	0.0%		
	Break even service	per Question	OS	3.00	3.00	0.0%		
Search and Photocopying Legal Agreements, Searches etc.	Break even service	Minimum Charge based upon 15-minute unit	OS	15.00	16.00	6.7%		
Search and Photocopying A1 Plans/ Dyeline Copies	Break even service	Per Copy	OS	15.00	16.00	6.7%		
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Legal Expenses								
Freedom of Information/ Environmental Information Regulations	Waverley Set charge	Per Enquiry	OO	By	By		}	0
				Arrangemer	Arrangement			
Proof of Life Certificates	Waverley Set charge		OO	38.80	39.20	1.0%		0
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		Charge	Indicator	Charge	Charge	Increase		Budget	Additional
				£	£			£	Yield
									£
Corporate Management									
Sale of Annual Financial Report	Waverley Set Charge	Per Copy	OZ	11.00	11.50	4.5%	}	0	0
Sale of Annual Budget	Waverley Set Charge	Per Copy	OZ	11.00	11.50	4.5%			

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Planning Service
Schedule of Fees and Charges for 2021/2022

		Unit of	VAT	Existing	Proposed	%	2020/21	Proposed
		Charge	Indicator	Charge	Charge	Increase	Budget	Additional
					£		£	Yield
							£	£
Development Control								
Planning Application Fees	Stutory	Various	OO	Various	Various	0.0%		
Supply of Weekly Lists of Planning Applications	Waverley Set	Per Annum	OZ	224.40	226.70	1.0%		
<u>Search and Photocopying</u>								
Copies of documents (general)	Waverley Set	First page £1.00	OS	1.10	1.20	9.1%		
				45p/sheet thereafter				
Decision notices and other standard documents	Waverley Set		OO	20.40	20.70	1.5%		
A0	Waverley Set			26.60	26.90	1.1%		
A1 Plans / Dycline Copies	Waverley Set	Per Copy	OS	22.50	22.80	1.3%		
A2	Waverley Set			15.30	15.50	1.3%		
A3	Waverley Set			11.30	11.50	1.8%		
A4	Waverley Set			8.20	8.30	1.2%		
High Hedges	Waverley Set	Per Property (Minimum Charge)	OO	510.00	515.10	1.0%		
Pre-Application Charges <i>(charges shown inclusive of VAT)</i>								
Planning Surgeries -Householder	Waverley Set		OS	63.30	64.00	1.1%		
-Householder	Waverley Set		OS	100.00	101.00	1.0%		
-One dwelling & other development	Waverley Set		OS	209.10	211.20	1.0%		
-2-5 dwellings	Waverley Set		OS	522.30	527.60	1.0%		
-6-10 dwellings	Waverley Set		OS	940.50	950.00	1.0%		
-10-25 dwellings	Waverley Set		OS	2,611.20	2,637.40	1.0%	1,559,010	15,590
-26+ dwellings	Waverley Set		OS	5,222.40	5,274.70	1.0%		
100-500 dwellings	Waverley Set		OS	7,833.60	7,912.00	1.0%		
500+ dwellings	Waverley Set		OS	10,444.80	10,549.30	1.0%		
Commercial Floor space ≤150m2	Waverley Set		OS	209.10	211.20	1.0%		
- 150m2 - 500m2	Waverley Set		OS	522.30	527.60	1.0%		
- 501m2 - 1,000m2	Waverley Set		OS	2,611.20	2,637.40	1.0%		
- 1,000+ m2	Waverley Set		OS	3,655.70	3,692.30	1.0%		
Other development: non-commercial, equine, commercial	Waverley Set	Change of Use	OS	209.10	211.20	1.0%		
Amended pre-application	Waverley Set				50% original charge			
Development Control Consultative Forum	Waverley Set		OS	5,100.00	5,151.00	1.0%		
Research Fee	Waverley Set		OS	112.20	113.40	1.1%		
Validation Checks	Waverley Set		OS	56.10	56.70	1.1%		
Listed Building & Conservation Area Advice								
- Up to 30 min site visit and short note or written advice	Waverley Set		OS	50.00	50.50	1.0%		
- Up to 45 min site visit and short note or written advice	Waverley Set		OS	100.00	101.00	1.0%		
- Up to an hour site visit and formal written advice	Waverley Set		OS	250.00	252.50	1.0%		

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	Charge	Indicator	Charge	Charge	Increase	Budget	Additional
				£		£	Yield
							£
- Up to 1hr30 mins site visit and formal written advice	Waverley Set	OS	500.00	505.00	1.0%	}	
Tree Advice	Waverley Set	OS	51.00	51.60	1.2%		
Charging for meetings as part of application	Waverley Set	OS	102.00	103.10	1.1%		

Commercial Services
Schedule of Fees and Charges for 2021/2022

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2020/21 Budget £	Proposed Additional Yield £
							131,950	3,483
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 /	Waverley set	Per Event	OS 54.10	55.00	1.7%			
Commercial Event / Filming Admin	Waverley set	Per Event	OS 107.10	150.00	40.1%			
Town & parish Council fee per annum for organising events on WBC land to cover admin required	Waverley set	Per Annum	OS 107.10	110.00	2.7%			
Events								
Fairs - Operational day	Waverley set	Day	OE 639.60	650.00	1.6%	} plus 500 refundable deposit		
Fairs - Setting up / down	Waverley set	Day	OE 306.00	310.00	1.3%	}		
Fetes / Village Shows	Waverley set	Day	OE 160.20	165.00	3.0%	} plus 200		
Car Boot Sales	Waverley set	Day	OE 213.20	165.00	-22.6%	} plus 500 refundable deposit		
Caravan Rallies - Per Unit	Waverley set	Night	OS 9.20	9.50	3.3%	}		
Tilford Camp Site - Per Head	Waverley set	Night	OS 6.20	6.50	4.8%			
Grazing Rights	Waverley set			By Negotia: By Negotiation				
Frensham Common 'Parking payable from 09:00 - 19:00	Waverley set	upto 1 hr	OS	1.50		} Revised Ringo Charging Scheme		
	Waverley set	upto 2hr	OS	3.00		}		
	Waverley set	upto 4hr	OS	4.00		}		
	Waverley set	All day	OS	6.00				
Out of hours call out charge for late stayers after 21:00 gate close	Waverley set			50.00				
Balloon launches	Waverley set	per launch	OE 81.60	85.00	4.2%			
	Waverley set	Annual fee	OE 1,065.90	1,080.00	1.3%	Exclusive right per site		
Allotments 5 rod plot	Waverley set	per plot	OE 64.30	65.00	1.1%			
10 rod plot	Waverley set	per plot	OE 127.50	130.00	2.0%			
Forest Schools	Waverley set	Session	OE 40.80	42.00	2.9%			
	Waverley set	Annual Licen	OE	250.00		New Charge		
Professional Dog Walking	Waverley set	Session	OE 16.40	17.00	3.7%			
	Waverley set	Annual licenc	OE 160.20	165.00	3.0%	1 person with 4 dogs on WBC sites		
Bonfires	Waverley set	Event	OE 109.20	115.00	5.3%	} plus 500 refundable deposit		
Ice Cream Vans	Waverley set	6 months	OE 1,651.40	1,670.00	1.1%	} plus 500 refundable deposit		
	Waverley set	Per day	OE 54.10	55.00	1.7%			
Mobile Catering	Waverley set	per month	OE 561.00	570.00	1.6%	} plus 500 refundable deposit		
Bouncy Castle (use of land)	Waverley set	Session	OE 56.10	60.00	7.0%			
Blessings (eg Frensham Pond)	Waverley set	Event	OS 54.10	55.00	1.7%			
Spaces	Waverley set		OS 204.00	210.00	2.9%	} plus 200 refundable deposit		
Farnham Castle use of Farnham park for extra parking for castle	Waverley set		OS 1,065.90	1,080.00	1.3%	annual fee		
Officer call outs for site visits / meetings / utility meetings	Waverley set	Hour	OE 117.30	120.00	2.3%			

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Skip Licence	Waverley set	Per skip			55.00		new charge		
Temporary use of Council land for access or storage by	Waverley set	Per occasion			100.00		new charge		
Still Photography									
Advertising	Waverley set	Per Day (or part thereof)	OS	By Negotia	By Negotiation		}		
Books or Magazines	Waverley set		OS	By Negotia	By Negotiation		}		

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Filming									
Feature film or Advertising film	Waverley set	Per Day	OS	By Negotia	By Negotiation		}		
Set up and clear up days	Waverley set	(or	OS	By Negotia	By Negotiation		}		
Television Drama or Comedy	Waverley set	part thereof)	OS	By Negotia	By Negotiation		}		
Small scale filming	Waverley set		OS	By Negotia	By Negotiation		}		
University of creative arts - student filming requests	Waverley set	Annual fee	OS	1,044.50	1,055.00	1.0%	}		
Music									
Recording or video	Waverley set	Per Day (or part thereof)	OS	By Negotia	By Negotiation		}		
Recreational Open Space									
Football									
With Pavilion									
Full size pitch over 18's, 11v11	Waverley set	Match	OS	91.80	95.00	3.5%	}		
Full size pitch U13 - U18's, 11v11	Waverley set	Match	OS	56.10	57.00	1.6%	}		
Junior pitch U11-U12's, 9v9	Waverley set	Match	OS	41.90	45.00	7.4%	}		
Colleges/Businesses Seniors	Waverley set	Match	OS	101.00	102.00	1.0%	}		
Without Pavilion									
Full size pitch over 18's, 11v11	Waverley set	Match	OS	81.60	83.00	1.7%	}		
Full size pitch U13 - U18's, 11v11	Waverley set	Match	OS	48.50	49.00	1.0%	}		
Junior pitch U11-U12's, 9v9	Waverley set	Match	OS	35.70	37.00	3.6%	}		
Mini pitch U7-U10, 5v5 ad 7v7	Waverley set	Match	OS	32.70	34.00	4.0%	}		
Colleges/Businesses Seniors	Waverley set	Match	OS	88.80	90.00	1.4%	}		
Rugby									
Seniors	Waverley set	Match	OS	91.80	93.00	1.3%	}		
Mini Rugby	Waverley set	Match	OS	45.90	47.00	2.4%	}		
Junior (u18)	Waverley set	Match	OS	54.10	55.00	1.7%	}		
Colleges/Businesses Seniors	Waverley set	Match	OS	101.00	103.00	2.0%	}		
Training									
Football - no pitch use	Waverley set	Session	OS	26.60	27.00	1.5%	}		
Rugby - no pitch use	Waverley set	Session	OS	28.60	29.00	1.4%	}		
Football - pitch use	Waverley set	Session	OS	73.50	75.00	2.0%	}		
Rugby - pitch use	Waverley set	Session	OS	85.70	87.00	1.5%	}		
Cricket - with pavilion									
Seniors	Waverley set	Match	OS	102.00	103.00	1.0%	}		
Seniors (artificial wicket)	Waverley set	Match	OS	82.70	84.00	1.6%	}		
Colts	Waverley set	Match	OS	41.90	43.00	2.6%	}		
Colts (artificial wicket)	Waverley set	Match	OS	36.80	38.00	3.3%	}		
Colleges/Businesses Seniors	Waverley set	Match	OS	107.10	108.00	0.8%	}		
Cricket - without pavilion									
Seniors	Waverley set	Match	OS	86.70	88.00	1.5%	}		
Seniors (artificial wicket)	Waverley set	Match	OS	71.40	73.00	2.2%	}		
Colts	Waverley set	Match	OS	37.80	39.00	3.2%	}		
Colts (artificial wicket)	Waverley set	Match	OS	32.70	34.00	4.0%	}		
Colleges/Businesses Seniors	Waverley set	Match	OS	96.90	98.00	1.1%	}		
Broadwater Changing rooms	Waverley set	Match	OS	19.40	20.00	3.1%	eg FCC cricket matches		

Note:
VAT is not chargeable on certain block/seasonal bookings of sports facilities.

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		Charge	Indicator	Charge	Charge	Increase		Budget	Additional
				£	£			£	Yield
									£
Tennis									
Seniors Per Court	Waverley set	Hour	OS	9.20	10.00	8.7% }			
Juniors Per Court	Waverley set	Hour	OS	7.20	8.00	11.1% }			
(Up to 6pm Monday to Friday)									
Colleges/Businesses Seniors	Waverley set	Hour	OS	10.20	11.00	7.8%			

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		Charge	Indicator	Charge	Charge	Increase		Budget	Additional
				£	£			£	Yield
									£
Athletics									
Athletics at Woolmer Hill Sports Ground, Haslemere	Waverley set	Year	OE	795.60	804.00	1.1%	Artificial track provided and maintained by Athletics Club		
Outdoor Keep Fit Groups									
One off use	Waverley set	Session	OS	15.30	16.00	4.6%			
Once a week, 1-2-1 tuition	Waverley set	Annual Charge	OS	79.60	81.00	1.8%			
Multiple sessions each week, 1-2-1 tuition	Waverley set	Annual Charge	OS	159.20	161.00	1.1%			
Once a week, group tuition	Waverley set	Annual Charge	OS	159.20	161.00	1.1%			
Multiple sessions each week, group tuition	Waverley set	Annual Charge	OS	318.30	322.00	1.2%			
Outdoor Fitness Camp Note: Reinstatement fees may be charges if damaged is caused by training on the sports pitches.	Waverley set	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	Waverley set	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	Waverley set)	OO 877.20	880.00	0.3%			
Subsequent Burials	Waverley set)	OO 775.20	785.00	1.3%			
Child - 0-16 years	Waverley set) per Grave	OO No Charge	No Charge				
Ashes	Waverley set)	OO 387.60	395.00	1.9%			
Ashes - Child 0-16 years	Waverley set)	OO No Charge	No Charge				
Non-Residents of the Parish	Waverley set)	OO Fees + 100	Fees + 100	Fees + 100%			
Exclusive Right of Burial Purchase of Grave Space								
Earth Grave	Waverley set)	OO 1,611.60	1,630.00	1.1%			
Earth Grave - child 0-16 years	Waverley set)	OO 550.80	560.00	1.7%		12,240	148
Cremation Section	Waverley set)	OO 550.80	560.00	1.7%			
Non-Residents of the Parish	Waverley set)	OO Fees + 100	Fees + 100	Fees + 100%			
Transfer of exclusive grant of right of burial	Waverley set)	OO 64.30	65.00	1.1%			
Memorial Rights (Grave Space must be purchased)								
Head Stone (maximum height 5')	Waverley set)	OO 160.20	162.00	1.1%			
Kerb Stone (maximum 7'x 3'6") cross or other monument not over 2' high x 1'6"	Waverley set)	OO 217.30	220.00	1.2%			
Added Inscription after first	Waverley set)	OO 109.20	110.00	0.7%			
Non-Residents of the Parish	Waverley set)	OO Fees + 100	Fees + 100	Fees + 100%			
Administration								
Discretionary Fee	Waverley set)	OO 64.30	65.00	1.1%			

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House Name Changes, Street Naming and Numbering								
<u>Property name additions/amendments</u>								
Rename a road	Waverley set	OO	314.20	317.40	1.0%			
Rename a property	Waverley set	OO	105.10	106.20	1.0%			
<u>Numbering of new properties</u>								
Plots								
First plot of any new development	Waverley set	OO	209.10	211.20	1.0%			
Additional plots 2 to 20	Waverley set	OO	41.90	42.40	1.2%			
Additional plots 21 and above	Waverley set	OO	31.70	32.10	1.3%		40,840	449
Name building or block in addition to any number	Waverley set			55.00	New charge			
Penalty for retrospective engagement with SNN (project substantively complete)	Waverley set			150.00	New charge			
Historical research (min of 2 hours)	Waverley set			50.00	New charge			
Removing a name	Waverley set			60.00	New charge			
Copy of postal plot	Waverley set			35.00	New charge			
Amendment to previously agreed address	Waverley set			50 + 25p plot	New charge			
Site visit	Waverley set			50.00	New charge			
Confirmation of address	Waverley set			25.00	New charge			
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Building Control Fees	Break even service	Various	OS	Locally determined fees in accordance with LGA Building			619,490	29,410
<u>Search and Photocopying Enquiries (Building Control)</u>	Break even service	Minimum Charge	OS	41.90	50.00	19.3%	0	
Copy Building Control certificate	Break even service		OO	11.30	35.00	209.7%		
Withdrawing an application	Break even service				100.00	New Charge		
Research (min 2 hours)	Break even service				50.00	New Charge		
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Careline								
- Careline Customers: (excluding VAT)	Waverley Set	Per Month	OS	19.50	19.70	1.0% } Additional fee of £2 per additional invoice generated for new customers not paying by Direct Debit	477,360	4,774
- Housing Associations	Waverley Set	Contracts and pricing individually agreed						

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**Finance & Property
Schedule of Fees and Charges 2021/2022**

		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2020/21 Budget £	Proposed Additional Yield £
Property and Development Services									
Surveyor's Fees									
Request from owners/occupiers to purchase additional land	Waverley Set	Per Request	OS	530.40	536.00	1.1%	} }		
Request from owners/occupiers for the grant of a permanent easement	Waverley Set	Per Request	OS	530.40	536.00	1.1%			
Request for access/drainage rights	Waverley Set	Per Request	OS	530.40	536.00	1.1%			
Request for assignment of leases (where lease allows)		Per Request						Minimum charge	
Residential Premises	Waverley Set		OS	265.20	268.00	1.1%		Minimum charge	
Commercial Tenancies	Waverley Set		OS	632.40	639.00	1.0%		Minimum charge	
Request for landlord's consent for change of use/sub-letting/alterations etc. (where lease allows)		Per Request						Minimum charge	
Residential Premises	Waverley Set		OS	265.20	268.00	1.1%		Minimum charge	5,100
Commercial Tenancies	Waverley Set		OS	632.40	639.00	1.0%		Minimum charge	
Grant of licence to use land or accessway	Waverley Set	Per Request	OS	265.20	268.00	1.1%		} }	
Request for a tenant's reference	Waverley Set	Per Request	OS	158.10	160.00	1.2%	Collected in advance		
Discharge of a covenant	Waverley Set	Per Request	OS	474.30	480.00	1.2%			
Request for Wayleave	Waverley Set	Per Request	OS	316.20	320.00	1.2%			
Grant/renewal of lease (where appropriate)		Per Request							
Commercial	Waverley Set		OS	530.40	536.00	1.1%	Minimum charge		
Sports Clubs/Community Groups etc	Waverley Set		OS	265.20	268.00	1.1%			

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Finance
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	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2020/21 Budget £	Proposed Additional Yield £
Cost of Collection								
Summons Costs								
Council Tax	Per Summons							
on issue of summons	Break even service	OO	107.10	107.10	0.0%	The fees are determined after consultation with the	102,600	0
on granting of liability order (furt	Break even service	OO	3.10	3.10	0.0%			
Business Rates	Per Summons							
on issue of summons	Break even service	OO	132.60	132.60	0.0%	the Surrey Magistrates' Courts Committee.	13,260	0
on granting of liability order (furt	Break even service	OO	3.10	3.10	0.0%			
Vat Indicator:	OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope							

Commercial Services
Schedule of Fees and Charges 2021/2022

	Unit of	VAT	Existing	Proposed	%	2020/21	Proposed
	Charge	Indicator	Charge	Charge	Increase	Budget	Additional
			£	£		£	Yield
							£
Borough Hall, Godalming						106,395	3,830
Casual Use							
Main Hall							
Monday - Friday	8am - 6pm	Waverley Set	Per Hour	OE	39.80	41.00	3.0%
Monday - Thursday	6pm - Midnight	Waverley Set	Per Hour	OE	45.90	50.00	8.9%
Friday - Sunday	6pm - 11pm	Waverley Set	Per Hour	OE	56.10	60.00	7.0%
Childrens Parties							
Saturday and Sunday	9am - 5:30pm	Waverley Set	Per Hour	OE	36.80	39.00	6.0%
Court Room							
Monday - Friday	8am - 6pm	Waverley Set	Per Hour	OE	29.60	31.00	4.7%
Monday - Thursday	6pm - Midnight	Waverley Set	Per Hour	OE	35.70	40.00	12.0%
Friday - Sunday	6pm - 11pm	Waverley Set	Per Hour		40.80	45.00	10.3%
Borough Hall Complex							
Friday - Sunday	6pm - 11pm	Waverley Set	Per Hour	OE	60.20	63.00	4.7%
Extra Staff Member (Tiered seating, bar staff, support)							
	9am - 6pm	Waverley Set	Per Hour	OE	15.30	15.50	1.3%
	6pm - midnight	Waverley Set	Per Hour	OE	15.30	15.50	1.3%
	Midnight - 2am	Waverley Set	Per Hour	OE	25.50	25.80	1.2%
Other							
Tiered seating		Waverley Set	Daily Charge		76.50	77.30	1.0%
Linen Laundry		Waverley Set	Per Cloth		8.20	8.30	1.2%
Water Urn		Waverley Set	Daily Charge		10.20	10.40	2.0%
Stage PA System		Waverley Set	Daily Charge		20.40	20.70	1.5%
Corkage		Waverley Set	Per Bottle		4.10	4.20	2.4%
Charitable and Non profit making organisations/ Waverley BC staff				20% discount applied			

Commercial Services
Schedule of Fees and Charges 2021/2022

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	2020/21 Budget £	Proposed Additional Yield £
Regular Use							
Main Hall							
Monday - Friday	8am - 6pm	Waverley Set	Per Hour	OE	18.40	18.60	1.1%
Monday - Thursday	6pm - Midnight	Waverley Set	Per Hour	OE	25.50	25.80	1.2%
Friday - Sunday	6pm - 11pm	Waverley Set	Per Hour	OE	35.70	36.10	1.1%
Court Room/Bar							
Monday - Friday	8am - 6pm	Waverley Set	Per Hour	OE	13.30	13.50	1.5%
Monday - Thursday	6pm - Midnight	Waverley Set	Per Hour	OE	18.40	18.60	1.1%
Friday - Sunday	6pm - 11pm	Waverley Set	Per Hour	OE	25.50	26.00	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	Waverley Set	OS	7.50	7.80	4.0%		
Senior	Waverley Set	OS	6.50	6.80	4.6%		
Child	Waverley Set	OS	3.50	3.50	0.0%		
Student	Waverley Set	OS	6.50	6.80	4.6%		
Group (10 or more)	Waverley Set	OS	6.00	6.50	8.3%		

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

Commercial Services
Schedule of Fees and Charges 2021/2022

		Unit of	VAT	Existing	Proposed	%	2020/21	Proposed
		Charge	Indicator	Charge	Charge	Increase	Budget	Additional
				£	£		£	Yield
								£
Memorial Hall							153,705	2,152
Casual Use								
Main Hall - Miles Rafe Room								
Weekday	Waverley Set	Per Hour	OE	25.50	25.80	1.2%		
Weekend	Waverley Set	Per Hour	OE	40.80	41.30	1.2%		
All day hire	Waverley Set	Per Day	OE	1,020.00	1,030.20	1.0%		
Exclusive Use	Waverley Set	Per Hour		91.80	92.80	1.1%		
	weekend only							
	weekend only							
Wallace Room								
Weekday	Waverley Set	Per Hour	OE	15.30	15.50	1.3%		
Weekend	Waverley Set	Per Hour	OE	20.40	20.70	1.5%		
Ayres Room								
Weekday	Waverley Set	Per Hour	OE	15.30	15.50	1.3%		
Weekend	Waverley Set	Per Hour	OE	20.40	20.70	1.5%		
Combined Wallace & Ayres Rooms								
Weekday	Waverley Set	Per Hour	OE	20.40	20.70	1.5%		
Weekend	Waverley Set	Per Hour	OE	30.60	31.00	1.3%		
Hawkins Room								
Weekday	Waverley Set	Per Hour	OE	15.30	15.50	1.3%		
Weekend	Waverley Set	Per Hour	OE	20.40	20.70	1.5%		
Mansey								
Weekday	Waverley Set	Per Hour	OE	15.30	15.50	1.3%		
Weekend	Waverley Set	Per Hour	OE	20.40	20.70	1.5%		
Regular Use								
Main Hall - Miles Rafe Room								
Weekday	Waverley Set	Per Hour	OE	20.40	20.70	1.5%		
Weekend	Waverley Set	Per Hour	OE	40.80	41.30	1.2%		
All day hire	Waverley Set	Per Day	OE	1,020.00	1,030.20	1.0%		
Exclusive Use	Waverley Set	Per Hour		91.80	92.80	1.1%		
Wallace Room								
Weekday	Waverley Set	Per Hour	OE	10.20	10.40	2.0%		
Weekend	Waverley Set	Per Hour	OE	15.30	15.50	1.3%		
Ayres Room								
Weekday	Waverley Set	Per Hour	OE	10.20	10.40	2.0%		
Weekend	Waverley Set	Per Hour	OE	15.30	15.50	1.3%		
Combined Wallace & Ayres Rooms								
Weekday	Waverley Set	Per Hour	OE	15.30	15.50	1.3%		
Weekend	Waverley Set	Per Hour	OE	20.40	20.70	1.5%		
Hawkins Room								
Weekday	Waverley Set	Per Hour	OE	10.20	10.40	2.0%		
Weekend	Waverley Set	Per Hour	OE	15.30	15.50	1.3%		
Mansey								
Weekday	Waverley Set	Per Hour	OE	10.20	10.40	2.0%		
Weekend	Waverley Set	Per Hour	OE	15.30	15.50	1.3%		
Performing Rights Tariff			OE		3% of hire charge		not required if hirer can sufficient provide their own PRS certificate	

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Environment Services
Schedule of Fees and Charges 2021/2022

	Unit of	VAT	Existing	Proposed	%	2020/21	Proposed
	Charge	Indicator	Charge	Charge	Increase	Budget	Additional
			£	£		£	Yield
							£
Waste Recycling							
Green Waste Collection							
Standard Charge:							
1 bin	Waverley Set	per Annum	OO	65.00	7.7%	983,970	85,000
Purchase of bin *	Waverley Set	per Item	OO	20.00	26.5%		
Purchase of bins							
Black 140 litre refuse bin	Purchase of bin *	Waverley Set	per Item	OO	20.00	30.00	50.0%
Black 240 litre refuse bin	Purchase of bin *	Waverley Set	per Item	OO	25.00	40.00	60.0%
Blue 140 litre recycling bin	Purchase of bin *	Waverley Set	per Item	OO		20.00	New Charge
Blue 240 litre recycling bin	Purchase of bin *	Waverley Set	per Item	OO		30.00	New Charge

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

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Environment Services
Schedule of Fees and Charges 2021/2022

	Unit of	VAT	Existing	Proposed	%	2020/21	Proposed
	Charge	Indicator	Charge	Charge	Increase	Budget	Additional
			£	£		£	Yield
							£
Environmental Health							
Food							
Surrender Certificates for Unfit Food	Waverley Set	OS	180.00	187.00	3.9%	3,060	87
Export Certificates for Food	Waverley Set	OS	180.00	187.00	3.9%		
Statement of Fact	Waverley Set	OS	180.00	187.00	3.9%		
Premises Endorsement For Export	Waverley Set			105.00			
Re-visits for Food Hygiene Rating	Waverley Set		200.00	205.00	2.5%		
Food Hygiene Training Course	Waverley Set		75.00	75.00	0.0%		
Private Water Supply							
Risk Assessments	Statutory	Per Request	169.00	176.00	4.1%	1,050	69
	Statutory	+ Per Hour	59.00	61.00	3.4%		
Sampling	Statutory	Per Request	62.00	66.00	6.5%		
	Statutory		53.00	56.00	5.7%		
Investigations	Statutory	Per Hour	62.00	66.00	6.5%		
Authorisations	Statutory	Per Request	103.00	106.00	2.9%		
	Statutory	+ Per Hour	53.00	56.00	5.7%		
Analysis	Statutory	Per Request	22.00	26.00	18.2%		
				+ laboratory fees			

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Environment Services
Schedule of Fees and Charges 2021/2022

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	2020/21 Budget £	Proposed Additional Yield £		
Animal Control									
Stray Dogs	Waverley Set	Per Occasion	OO	25.00	25.00	0.0%	1,500	0	
<u>Rats and Mice</u>									
Domestic #	Waverley Set	Per Treatment	OS	75.00	80.00	6.7%	}		
Domestic - Call out	Waverley Set		OS	40.00	45.00	12.5%			
Reduced Charge *	Waverley Set		OS	40.00	45.00	12.5%			
Reduced Charge Call out *	Waverley Set		OS	20.00	25.00	25.0%			
Commercial	Waverley Set	Per Hour	OS	75.00	80.00	6.7%			
Commercial - Call out	Waverley Set		OS	40.00	45.00	12.5%			
<u>Wasps</u>									
Domestic	Waverley Set	Per Visit	OS	65.00	70.00	7.7%			}
Domestic - Call out	Waverley Set		OS	35.00	40.00	14.3%			
Reduced Charge *	Waverley Set	Per Visit	OS	35.00	40.00	14.3%			
Reduced Charge Call out *	Waverley Set		OS	20.00	25.00	25.0%			
Commercial	Waverley Set	Per Hour	OS	65.00	80.00	23.1%			
Commercial - Call out	Waverley Set		OS	35.00	45.00	28.6%			
<u>Casual Treatments / Other Insects</u> (Including Fleas)									
Fleas	Waverley Set	Per Visit	OS	80.00	85.00	6.3%	}		
Reduced charge*	Waverley Set	Per Visit	OS	40.00	45.00	12.5%			
Bed Bugs	Waverley Set	Per Visit	OS	80.00	85.00	6.3%			
Reduced charge*	Waverley Set	Per Visit	OS	40.00	45.00	12.5%			
Cockroaches	Waverley Set	Per Visit	OS	80.00	85.00	6.3%			
Reduced charge*	Waverley Set	Per Visit	OS	40.00	45.00	12.5%			
Cluster Flies	Waverley Set	Per Visit	OS	110.00	115.00	4.5%			
Reduced charge*	Waverley Set	Per Visit	OS	60.00	65.00	8.3%			
Carpet Moths	Waverley Set	Per Visit	OS	110.00	115.00	4.5%			
Reduced charge*	Waverley Set	Per Visit	OS	60.00	65.00	8.3%			
		Per Visit	OS	40.00		12.5%			
Advice visits or callout charge for missed appointments	Waverley Set				45.00				
Pharaoh's Ants	Waverley Set	Per Visit	OS	Price subject to	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 2021/2022

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	2020/21 Budget £	Proposed Additional Yield
Licences							
Animal Welfare							
Boarding for Cats and Dogs - Kennels							
Part A (Application and Renewal Fee)	Break even service		384.00	384.00	0.0%		
Part B (Grant Fee)	Break even service		300.00	300.00	0.0%		
Total Fee	Break even service		<u>684.00</u>	<u>684.00</u>	0.0%		
Boarding for Dogs - Home Boarding							
Part A	Break even service		334.00	334.00	0.0%		
Part B	Break even service		300.00	300.00	0.0%		
Total Fee	Break even service		<u>634.00</u>	<u>634.00</u>	0.0%		
Boarding for Dogs - Day Care							
Part A	Break even service		384.00	384.00	0.0%		
Part B	Break even service		300.00	300.00	0.0%		
Total Fee	Break even service		<u>684.00</u>	<u>684.00</u>	0.0%		
Breeding Dogs(excl vet fee)							
Part A	Break even service		334.00	334.00	0.0%		
Part B	Break even service		300.00	300.00	0.0%		
Total Fee	Break even service		<u>634.00</u>	<u>634.00</u>	0.0%		
Hiring Horses (excl vet fee)							
1 - 8 horses							
Part A	Break even service		384.00	384.00	0.0%		
Part B	Break even service		325.00	325.00	0.0%		
Total Fee	Break even service		<u>709.00</u>	<u>709.00</u>	0.0%		
9 - 15 horses							
Part A	Break even service		459.00	459.00	0.0%		
Part B	Break even service		325.00	325.00	0.0%		
Total Fee	Break even service		<u>784.00</u>	<u>784.00</u>	0.0%		
Over 15 horses							
Part A	Break even service		534.00	534.00	0.0%		
Part B	Break even service		325.00	325.00	0.0%		
Total Fee	Break even service		<u>859.00</u>	<u>859.00</u>	0.0%		
Selling Animals as Pets							
Part A	Break even service		334.00	334.00	0.0%		
Part B	Break even service		300.00	300.00	0.0%		
Total Fee	Break even service		<u>634.00</u>	<u>634.00</u>	0.0%		
Exhibition of Animals							
Part A	Break even service		334.00	334.00	0.0%		
Part B	Break even service		300.00	300.00	0.0%		
Total Fee	Break even service		<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	Break even service		150.00	150.00	0.0%		
Each advisory visit	Break even service		150.00	150.00	0.0%		
Variation to the licence (inclusive of one visit)	Break even service		200.00	200.00	0.0%		
Re-evaluation of rating (inclusive of one visit)	Break even service		200.00	200.00	0.0%		
Variations to reduce licensable activities/numbers of animals	Break even service		75.00	75.00	0.0%	141,400	4,242
Transfer due to death of licensee	Break even service		75.00	75.00	0.0%		

Environment
Schedule of Fees and Charges for 2021/2022

		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	2020/21 Budget £	Proposed Additional Yield
Other								
Cosmetic Piercing, Electrolysis, Acupuncture	Break even service	per premise	OO	200.00	200.00	0.0%		
Cosmetic Piercing, Electrolysis, Acupuncture	Break even service	per person combined fee for premises and personal licence	OO	200.00	200.00	0.0%		
Cosmetic Piercing, Electrolysis, Acupuncture	Break even service	per premise	OO	290.00	290.00			
Tattooing	Break even service	per premise	OO	220.00	220.00	0.0%		
Tattooing	Break even service	per person combined fee for premises and personal licence	OO	220.00	220.00	0.0%		
Tattooing	Break even service	per premise	OO	310.00	310.00			
Semi-permanent skin colouring	Break even service	per premises	OO	220.00	220.00	0.0%		
Semi-permanent skin colouring	Break even service	per person combined fee for premises and personal licence	OO	220.00	220.00	0.0%		
Semi-permanent skin colouring	Break even service	per premises and personal licence	OO	310.00	310.00			
Street Trading								
a) Sole Trader	Break even service	Annual	OO	290.00	290.00	0.0%		
b) Schedule 2 event - up to 50 traders	Break even service	Annual	OO	300.00	300.00	0.0%		
c) Schedule 2 event - 51 or more traders	Break even service	Annual	OO	230.00	230.00	0.0%		
d) Schedule 2 event - up to 50 traders	Break even service	Single Event	OO	140.00	140.00	0.0%		
e) Schedule 2 event - 51 or more traders	Break even service	Single Event	OO	150.00	150.00	0.0%		

Environment
Schedule of Fees and Charges for 2021/2022

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	2020/21 Budget £	Proposed Additional Yield
Scrap Metal Dealers Licence							
a) Site - new application	Break even service	OO	470.00	470.00	0.0%		
b) Site - renewal	Break even service	OO	270.00	270.00	0.0%		
c) Site to collectors - variation	Break even service	OO	410.00	410.00	0.0%		
d) Collectors - new application	Break even service	OO	430.00	430.00	0.0%		
e) Collectors - renewal	Break even service	OO	230.00	230.00	0.0%		
f) Collectors to Site - variation	Break even service	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.							
<i>Hackney Carriage - Vehicles (not adapted) *</i>							
- less than 5 years old	Break even service	Annual	OO	291.00	291.00	0.0%	
- 5 years old and over - first 6 months	Break even service		OO	291.00	291.00	0.0%	
- 5 years old and over - second 6 months	Break even service		OO	84.00	84.00	0.0%	
<i>Hackney Carriage - Vehicles (adapted) *</i>							
- under 5 years old	Break even service	Annual	OO	105.00	105.00	0.0%	
- 5 years old and over - first 6 months	Break even service		OO	105.00	105.00	0.0%	
- 5 years old and over - second 6 months	Break even service		OO	84.00	84.00	0.0%	
<i>Missed Appointments (Vehicle Test)</i>	Break even service	Per Test	OO	72.00	72.00	0.0%	
<i>Re-testing of vehicles following failure</i>	Break even service	Per Test	OS	72.00	72.00	0.0%	
<i>Private Hire - Operators - renewal (5 vehicles and less)</i>	Break even service	5 years	OO	125.00	125.00	0.0%	
<i>Private Hire - Operators - renewal (more than 5 vehicles)</i>	Break even service	5 years	OO	176.00	176.00	0.0%	
<i>Private Hire - New Operators (5 vehicles and less)</i>	Break even service	5 years	OO	150.00	150.00	0.0%	
<i>Private Hire - New Operators (more than 5 vehicles)</i>	Break even service	5 years	OO	197.00	197.00	0.0%	
<i>Private Hire - New Operators (5 vehicles and less)</i>	Break even service	5 years	OO	221.00	221.00	0.0%	
<i>Private Hire -New Operators (more than 5 vehicles)</i>	Break even service	5 years	OO	268.00	268.00	0.0%	
<i>Private Hire - Vehicles (not adapted) *</i>		Annual					
- under 5 years old	Break even service	Annual	OO	291.00	291.00	0.0%	
- 5 years and over - first 6 months	Break even service		OO	288.00	288.00	0.0%	
- 5 years and over - second 6 months	Break even service		OO	84.00	84.00	0.0%	
<i>Private Hire - Vehicles (adapted) *</i>		Annual					
- under 5 years old	Break even service	Annual	OO	105.00	105.00	0.0%	
- 5 years and over - first 6 months	Break even service		OO	105.00	105.00	0.0%	
- 5 years and over - second 6 months	Break even service		OO	84.00	84.00	0.0%	
<i>Hackney carriage / private hire - New driver</i>	Break even service	3 years	OO	269.00	269.00	0.0%	
<i>Hackney carriage / private hire licence renewal</i>	Break even service	3 years	OO	175.00	175.00	0.0%	
<i>Hackney carriage / private hire - New driver</i>	Break even service	1 year	OO	111.00	111.00	0.0%	
<i>Hackney carriage / private hire licence renewal</i>	Break even service	1 year	OO	71.00	71.00	0.0%	
						134,140	13,012

Environment
Schedule of Fees and Charges for 2021/2022

		Unit of	VAT	Existing	Proposed	%	2020/21	Proposed
		Charge	Indicator	Charge	Charge	Increase	Budget	Additional
				£	£		£	Yield
Private Hire only - New driver	Break even service	3 years	OO	269.00	269.00	0.0%		
Private Hire only licence renewal	Break even service	3 years	OO	175.00	175.00	0.0%		
Private Hire only- New driver	Break even service	1 year	OO	111.00	111.00	0.0%		
Private Hire only licence renewal	Break even service	1 year	OO	71.00	71.00	0.0%		
Knowledge test	Break even service	Per Test	OO	72.00	72.00	0.0%		
Resit / non-attendance fee for Knowledge test	Break even service	Per Test	OO	72.00	72.00	0.0%		
Surrender and replacement of Hackney Carriage / Private Hire Licence	Break even service		OO	84.00	84.00	0.0%		
Hackney Carriage and Private Hire								
- Replacement plate bracket	Break even service		OS	10.30	10.30	0.0%		
- New/Replacement plate & window disc	Break even service		OS	20.50	20.50	0.0%		
- Replacement driver's badge	Break even service		OO	10.30	10.30	0.0%		
- Change of address	Break even service		OS	10.30	10.30	0.0%		
Transfer of P/H to H/C (new badge, knowledge test and admin)	Break even service		OO	92.20	92.20	0.0%		
Gambling Act 2005		Various		Please see website for individual fees				
- Including lotteries, permits, premises, etc								
Licensing Act 2003								
- Personal	Break even service	New	OO	37.00	37.00	0.0%		
- Premises	Break even service	Initial/Variation	OO	Various depending on rateable value		0.0%		
- Premises: Sex Establishment	Break even service	ording to RV	OO	4,690.00	4,690.00			* included above
- Premises	Break even service	Annual Fee	OO	Various depending on rateable value				
- Premises	Break even service	ariations, etc	OO	23.00	23.00	0.0%		
- Temporary Event Notice	Break even service	Per Event	OO	21.00	21.00	0.0%		
Data Barring Service (previously CRB)	Break even service	per Applicant	OO	60.00	60.00	0.0%		

Vat Indicator: OS = Standard
OE = Exempt
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 2021/2022

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	2020/21 Budget £	Proposed Additional Yield £
General Fund Housing							
Houses in Multiple Occupation (HMO)							
Five yearly - per property (new application)	Break even service	OO	640.00	665.00	3.9%		
Five yearly - per property (renewal)	Break even service	OO	560.00	585.00	4.5%		
Additional charge for 11-15 units of accomn	Break even service			25.00			
Additional charge for each unit of accommo	Break even service			10.00			
Caravan Site Licence Fees							
Site Licence Applications		OO				4,160	37
No. of pitches	1 - 5	Break even service	491.55	492.00	0.1%		
	6 - 24	Break even service	517.93	518.00	0.0%		
	25 - 99	Break even service	570.69	571.00	0.1%		
Site Licence Variations		OO					
No. of pitches	1 - 5	Break even service	313.00	313.00	0.0%		
	6 - 24	Break even service	325.58	326.00	0.1%		
	25 - 99	Break even service	351.96	352.00	0.0%		
Licence Transfer	All	Break even service	151.36	157.00	3.7%		
Annual Fee	1 - 5	Break even service	60.00	60.00	0.0%		
	6 - 24	Break even service	120.00	120.00	0.0%		
	25 - 99	Break even service	240.00	240.00	0.0%		
Property Inspections							
Property Inspections for Immigration/ Foreign Office/Visa Application purposes	Break even service	OS	170.00	172.00	1.2%		
Officer time for works in default (Subject to Statutory maximum charge of £300)	Break even service	Per Hour	OO	60.00	60.00	0.0%	
Officer time for Housing Act enforcement (Subject to Statutory maximum charge of £300)	Break even service	Per Hour	OO	60.00	60.00	0.0%	
Vat Indicator:	OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope						