

Fees and Charges
2024/2025

		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2023/24 Budget including adjustments £	Proposed Additional Yield £
Assets & Property									
Surveyor's Fees									
Request from owners/occupiers to purchase additional land	Waverley Set	Per Request	OS	600.00	627.00	4.5%	Collected in advance		
Request from owners/occupiers for the grant of a permanent easement	Waverley Set	Per Request	OS	600.00	627.00	4.5%	Collected in advance Easements that become protracted may be subject to a further charge of £450		
Request for access/drainage rights	Waverley Set	Per Request	OS	600.00	627.00	4.5%	Collected in advance		
Request for assignment of leases (where lease allows)		Per Request					Minimum charge		
Residential Premises	Waverley Set		OS	300.00	313.50	4.5%	Minimum charge		
Commercial Tenancies	Waverley Set		OS	818.00	854.90	4.5%	Minimum charge		
Request for freeholder/landlord's consent for change of use/sub-letting/alterations etc. (where lease allows)		Per Request					Minimum charge		
Residential Premises	Waverley Set		OS	300.00	313.50	4.5%	Minimum charge	6,044	272
Commercial Tenancies	Waverley Set		OS	818.00	854.90	4.5%	Minimum charge		
Sports Clubs/Community Groups etc	Waverley Set		OS	136.00	142.20	5.1%	Minimum charge		
Grant of licence to use land or accessway	Waverley Set	Per Request	OS	382.00	399.20	4.5%	Collected in advance		
Request for a tenant's reference	Waverley Set	Per Request	OS	191.00	199.60	4.5%			
Discharge /Relaxation of a covenant	Waverley Set	Per Request	OS	600.00	627.00	4.5%			
Request for Wayleave									
Commercial	Waverley Set	Per Request	OS		750.00				
Household	Waverley Set	Per Request	OS		300.00				
Grant/renewal of lease (where appropriate)									
Commercial	Waverley Set	Per Request	OS	818.00	854.90	4.5%	Minimum charge		
S42 lease extension	Waverley Set	Per Request	OS		300.00				

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		Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase	Explanatory Notes	2023/24 Budget including adjustments	Proposed Additional Yield
				£	£			£	£
Commercial Services									
Borough Hall, Godalming								123,395	5,550
Casual Use									
Main Hall									
Monday - Friday	8am - 6pm	Waverley Set	Per Hour	OE	46.10	48.20	4.6%		
Monday - Thursday	6pm - Midnight	Waverley Set	Per Hour	OE	56.10	58.70	4.6%		
Friday - Sunday	6pm - 11pm	Waverley Set	Per Hour	OE	67.40	70.50	4.6%		
Children's Parties									
Saturday and Sunday	9am - 5:30pm	Waverley Set	Per Hour	OE	43.80	45.80	4.6%		
Court Room									
Monday - Friday	8am - 6pm	Waverley Set	Per Hour	OE	34.90	36.50	4.6%		
Monday - Thursday	6pm - Midnight	Waverley Set	Per Hour	OE	44.90	47.00	4.7%		
Friday - Sunday	6pm - 11pm	Waverley Set	Per Hour		50.60	52.90	4.5%		
Borough Hall Complex									
Friday - Sunday	6pm - 11pm	Waverley Set	Per Hour	OE	70.70	73.90	4.5%		
Other									
	Tiered seating	Waverley Set	Daily Charge		86.90	90.90	4.6%		
	Linen Laundry	Waverley Set	Per Cloth		9.40	9.90	5.3%		
	Water Urn	Waverley Set	Daily Charge		11.80	12.40	5.1%		
	Stage PA System	Waverley Set	Daily Charge		23.30	24.40	4.7%		
	Corkage	Waverley Set	Per Bottle		4.80	5.10	6.3%		
Charitable and Non profit making organisations/ Waverley BC staff				20% discount applied					
Regular Use									
Main Hall									
Monday - Friday	8am - 6pm	Waverley Set	Per Hour	OE	20.90	21.90	4.8%		
Monday - Thursday	6pm - Midnight	Waverley Set	Per Hour	OE	29.00	30.40	4.8%		
Friday - Sunday	6pm - 11pm	Waverley Set	Per Hour	OE	40.50	42.40	4.7%		
Court Room/Bar									
Monday - Friday	8am - 6pm	Waverley Set	Per Hour	OE	15.30	16.00	4.6%		
Monday - Thursday	6pm - Midnight	Waverley Set	Per Hour	OE	20.90	21.90	4.8%		
Friday - Sunday	6pm - 11pm	Waverley Set	Per Hour	OE	29.20	30.60	4.8%		

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				£	£			£	£
<p>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</p>									
Cinema									
Adult		Waverley Set	OS	8.80	9.20	4.5%			
Senior		Waverley Set	OS	7.70	8.10	5.2%			
Child		Waverley Set	OS	4.00	4.20	5.0%			
Student		Waverley Set	OS	7.70	8.10	5.2%			
Group (10 or more)		Waverley Set	OS	7.30	7.70	5.5%			
Memorial Hall								188,207	8,470
Casual Use									
Main Hall - Miles Rafe Room									
Weekday		Waverley Set	Per Hour	OE	29.00	30.40	4.8%		
Weekend		Waverley Set	Per Hour	OE	46.40	48.50	4.5%		
All day hire	weekend only	Waverley Set	Per Day	OE	1,156.70	1,208.80	4.5%		
Exclusive Use	weekend only	Waverley Set	Per Hour		104.20	108.90	4.5%		
Wallace Room									
Weekday		Waverley Set	Per Hour	OE	17.40	18.20	4.6%		
Weekend		Waverley Set	Per Hour	OE	23.30	24.40	4.7%		
Ayres Room									
Weekday		Waverley Set	Per Hour	OE	17.40	18.20	4.6%		
Weekend		Waverley Set	Per Hour	OE	23.30	24.40	4.7%		
Combined Wallace & Ayres Rooms									
Weekday		Waverley Set	Per Hour	OE	23.30	24.40	4.7%		
Weekend		Waverley Set	Per Hour	OE	34.90	36.50	4.6%		

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Hawkins Room									
Weekday	Waverley Set	Per Hour	OE	17.40	18.20	4.6%			
Weekend	Waverley Set	Per Hour	OE	23.30	24.40	4.7%			
Mansey									
Weekday	Waverley Set	Per Hour	OE	17.40	18.20	4.6%			
Weekend	Waverley Set	Per Hour	OE	23.30	24.40	4.7%			
Regular Use									
Main Hall - Miles Rafe Room									
Weekday	Waverley Set	Per Hour	OE	23.30	24.40	4.7%			
Weekend	Waverley Set	Per Hour	OE	46.40	48.50	4.5%			
All day hire	Waverley Set	Per Day	OE	1,156.70	1,208.80	4.5%			
Exclusive Use	Waverley Set	Per Hour		104.20	108.90	4.5%			
Wallace Room									
Weekday	Waverley Set	Per Hour	OE	11.80	12.40	5.1%			
Weekend	Waverley Set	Per Hour	OE	17.40	18.20	4.6%			
Ayres Room									
Weekday	Waverley Set	Per Hour	OE	11.80	12.40	5.1%			
Weekend	Waverley Set	Per Hour	OE	17.40	18.20	4.6%			
Combined Wallace & Ayres Rooms									
Weekday	Waverley Set	Per Hour	OE	17.40	18.20	4.6%			
Weekend	Waverley Set	Per Hour	OE	23.30	24.40	4.7%			
Hawkins Room									
Weekday	Waverley Set	Per Hour	OE	11.80	12.40	5.1%			
Weekend	Waverley Set	Per Hour	OE	17.40	18.20	4.6%			
Mansey									
Weekday	Waverley Set	Per Hour	OE	11.80	12.40	5.1%			
Weekend	Waverley Set	Per Hour	OE	17.40	18.20	4.6%			
Performing Rights Tariff			OE		3% of hire charge		not required if hirer can sufficient provide their own PRS certificate		

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House Name Changes, Street Naming and Numbering											
<u>Property name additions/amendments</u>											
Rename a road		Waverley set	OO	356.40	372.50	4.5%		}	67,390		
Rename a property		Waverley set	OO	119.20	124.60	4.5%					
<u>Numbering of new properties</u>											
First plot of any new development		Waverley set	OO	237.20	247.90	4.5%					
Additional plots 2 to 20		Waverley set	OO	47.60	49.80	4.6%					
Additional plots 21 and above		Waverley set	OO	36.10	37.80	4.7%					
Name building or block in addition to any number		Waverley set		61.80	64.60	4.5%					
Penalty for retrospective engagement with SNN (project		Waverley set		168.40	176.00	4.5%					
Historical research (min of 2 hours)		Waverley set		56.10	58.70	4.6%					
Removing a name		Waverley set		67.40	70.50	4.6%					
Copy of postal plot		Waverley set		39.30	41.10	4.6%					
Amendment to previously agreed address		Waverley set		£54.50 + £27.25 per plot	£57.00 + £28.50 per plot amendment						
Site visit		Waverley set		56.10	58.70	4.6%					
Confirmation of address		Waverley set		28.10	29.40	4.6%					
Re-opening/Reviewing a file		Waverley set		166.50	174.00	4.5%					
<u>Search and Photocopying</u>											
Enquiries (Building Control)		Break even service	Minimum Charge	OS	56.10	58.70	4.6%				
Copy Building Control certificate		Break even service		OO	39.30	41.10	4.6%				
Withdrawing an application		Break even service			112.30	117.40	4.5%				
Research (min 2 hours)		Break even service			56.10	58.70	4.6%				

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Community									
Careline									
Analogue alarm (excluding VAT)	Waverley Set	Per Month	OS	19.70	20.60	4.6%	Additional fee of £2 per invoice generated for new customers not paying by Direct Debit currently £25/month, proposing to £26/month - awaiting an approval fro	434,634	19,560
Digital alarm	Waverley Set	Per Month			26.00				
- Housing Associations	Waverley Set	Contracts and pricing individually agreed							

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	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2023/24 Budget including adjustments £	Proposed Additional Yield £
Environment								
Waste Recycling								
Green Waste Collection								
Standard Charge:								
1 bin	Waverley Set	per Annum	78.50	82.10	4.6%		1,343,993	funds purchase of bins
Purchase of bin *	Waverley Set	per Item	44.00	46.00	4.5%		50,000	funds purchase of bins
Purchase of bins								
Black 140 litre refus Purchase of bin *	Waverley Set	per Item	33.00	34.50	4.5%	}	5,000	funds purchase of bins
Black 180 litre refus Purchase of bin *	Waverley Set	per Item	44.00	46.00	4.5%			
Black 360 litre refus Purchase of bin *	Waverley Set	per Item	66.00	69.00	4.5%			
Blue 140 litre recycl Purchase of bin *	Waverley Set	per Item	22.00	23.00	4.5%			
Blue 180 litre recycl Purchase of bin *	Waverley Set	per Item	22.00	23.00	4.5%			
Blue 240 litre recycl Purchase of bin *	Waverley Set	per Item	33.00	34.50	4.5%			
Blue 360 litre recycl Purchase of bin *	Waverley Set	per Item	44.00	46.00	4.5%			
Food caddies Purchase of bin *	Waverley Set	per Item	8.00	8.40	5.0%			

Please Note:
All developer/property management company bin purchases will be priced on application and subject to agreement of details in each case.

Updrive collection								
Driveways less than Additional charge to customer		per Annum	389.00	406.60	4.5%			
Driveways more tha Additional charge to customer		per Annum	486.00	507.90	4.5%			

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

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Parks & Countryside Fees								111,064	5,000
Micro event (very small scale events or gatherings)					65.00				
Fairs - Operational day	Waverley set	Day	OE	729.80	762.70	4.5%			
Fairs - Setting up / down	Waverley set	Day	OE	348.00	363.70	4.5%			
Fetes / Village Shows	Waverley set	Day	OE	185.30	193.70	4.5%			
Car Boot Sales	Waverley set	Day	OE	185.30	193.70	4.5%			
Caravan Rallies - Per Unit	Waverley set	Night	OS	10.90	11.40	4.6%			
Tilford Camp Site - Per Head	Waverley set	Night	OS	7.50	7.50	0.0%			
Balloon launches	Waverley set	per launch	OE	95.50	99.80	4.5%			
	Waverley set	Annual fee	OE	1,212.50	1,267.10	4.5%	Exclusive right per site		
Forest Schools	Waverley set	Session	OE	47.20	49.40	4.7%			
	Waverley set	Annual Licence	OE	272.50	284.80	4.5%			
Professional Dog Walking	Waverley set	Session	OE	19.20	20.10	4.7%			
	Waverley set	Annual licence	OE	185.30	193.70	4.5%	1 person with 4 dogs on WBC sites		
Bonfires	Waverley set	Event	OE	129.20	135.10	4.6%			
Ice Cream Vans	Waverley set	6 months	OE	1,874.90	1,959.30	4.5%	Licenced exclusive use spot		
	Waverley set	Per day	OE	61.80	64.60	4.5%			
Mobile Catering	Waverley set	per month	OE	639.90	668.70	4.5%	Licenced exclusive use spot		
Bouncy Castle (use of land)	Waverley set	Session	OE	67.40	70.50	4.6%			
Blessings (e.g. Frensham Pond)	Waverley set	Event	OS	61.80	64.60	4.5%	in the water		
Wedding Events on Open Spaces	Waverley set	Event	OS	235.80	246.50	4.5%	exclusive use of land during the event		
Farnham Castle use of Farnham park for extra parking for castle	Waverley set	Annual	OS	1,212.50	1,267.10	4.5%	overflow on grassed area, not necessarily only castle		
Skip Licence	Waverley set	Per skip		61.80	64.60	4.5%			

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				£	£			£	£
Temporary use of Council land for access, storage by residents	Waverley set	Per occasion		112.30	117.40	4.5%			
Town & Parish Council fee per annum for organising events on	Waverley set	Per Annum	OS	124.00	129.60	4.5%			
Officer call outs for site visits / meetings / utility meetings	Waverley set	Hour	OE	134.70	140.80	4.5%			
*The Council reserves the right to amend/revise the above listed fees dependent on the nature of the event being planned. Events vary considerable in size, nature, attendance, charitable status and									
Grazing Rights	Waverley set			By Negotiation	By Negotiation				
Frensham Great Pond and Common Car Park Fees									
Frensham Common	Waverley set	up to 1 hr	OS	1.60	1.70	6.3%	Revised Ringo Charging Scheme		
'Parking payable from 09:00 - 19:00	Waverley set	up to 2hr	OS	3.30	3.50	6.1%			
	Waverley set	up to 4hr	OS	4.40	4.60	4.5%			
	Waverley set	All day	OS	6.50	6.80	4.6%			
Out of hours call out charge for late stayers after 21:00 gate close	Waverley set			54.50	57.00	4.6%			
Weybourne Road Allotments									
5 rod plot	Waverley set	per plot	OE	73.00	76.30	4.5%			
10 rod plot	Waverley set	per plot	OE	146.00	152.60	4.5%	are no longer available to new allotment holders		
Still Photography									
Advertising, Books, Magazines etc.	Waverley set	Per Day	OS	By Negotiation	By Negotiation				
Filming									
Film, tv or advertising	Waverley set	Per Day	OS	By Negotiation	By Negotiation				
Set up and clear up days	Waverley set	Per Day	OS	By Negotiation	By Negotiation				
University of creative arts - student filming requests	Waverley set	Annual fee	OS	1,184.50	1,237.90	4.5%			
Non UCA student filming charge					50.00		New fee		
Music									
Recording or video	Waverley set	Per Day	OS	By Negotiation	By Negotiation				
Site damage caused by events, filming etc.				Dependent of level of damage caused, will be invoiced according to quotes					

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				£	£			£	£
Sports Pitches									
Football									
With Pavilion									
Full size pitch over 18's, 11v11	Waverley set	Match	OS	106.70	111.60	4.6%			
Full size pitch U13 - U18's, 11v11	Waverley set	Match	OS	64.10	67.00	4.5%			
Junior pitch U11-U12's, 9v9	Waverley set	Match	OS	50.60	52.90	4.5%			
Colleges/Businesses Seniors	Waverley set	Match	OS	114.60	119.80	4.5%			
Without Pavilion									
Full size pitch over 18's, 11v11	Waverley set	Match	OS	93.20	97.40	4.5%			
Full size pitch U13 - U18's, 11v11	Waverley set	Match	OS	55.00	57.50	4.5%			
Junior pitch U11-U12's, 9v9	Waverley set	Match	OS	41.60	43.50	4.6%			
Mini pitch U7-U10, 5v5 ad 7v7	Waverley set	Match	OS	38.30	40.10	4.7%			
Colleges/Businesses Seniors	Waverley set	Match	OS	101.00	105.60	4.6%			
Rugby									
Seniors	Waverley set	Match	OS	104.40	109.10	4.5%			
Mini Rugby	Waverley set	Match	OS	52.90	55.30	4.5%			
Junior (u18)	Waverley set	Match	OS	61.80	64.60	4.5%			
Colleges/Businesses Seniors	Waverley set	Match	OS	115.60	120.90	4.6%			
Training									
Football - no pitch use	Waverley set	Session	OS	30.40	31.80	4.6%			
Rugby - no pitch use	Waverley set	Session	OS	32.60	34.10	4.6%			
Football - pitch use	Waverley set	Session	OS	84.30	88.10	4.5%			
Rugby - pitch use	Waverley set	Session	OS	97.80	102.30	4.6%			
Cricket - with pavilion									
Seniors	Waverley set	Match	OS	115.60	120.90	4.6%			
Seniors (artificial wicket)	Waverley set	Match	OS	94.40	98.70	4.6%			
Colts	Waverley set	Match	OS	48.30	50.50	4.6%			
Colts (artificial wicket)	Waverley set	Match	OS	42.70	44.70	4.7%			
Colleges/Businesses Seniors	Waverley set	Match	OS	121.30	126.80	4.5%			
Cricket - without pavilion									
Seniors	Waverley set	Match	OS	98.90	103.40	4.6%			
Seniors (artificial wicket)	Waverley set	Match	OS	82.00	85.70	4.5%			
Colts	Waverley set	Match	OS	43.80	45.80	4.6%			
Colts (artificial wicket)	Waverley set	Match	OS	38.30	40.10	4.7%			
Colleges/Businesses Seniors	Waverley set	Match	OS	110.10	115.10	4.5%			
Broadwater Changing rooms	Waverley set	Match	OS	22.50	23.60	4.9%	e.g. FCC cricket matches		

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

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Tennis									
Seniors Per Court	Waverley set	Hour	OS	11.20	11.80	5.4%			
Juniors Per Court (Up to 6pm Monday to Friday)	Waverley set	Hour	OS	9.00	9.50	5.6%			
Colleges/Businesses Seniors	Waverley set	Hour	OS	12.40	13.00	4.8%			
Athletics									
Athletics at Woolmer Hill Sports Ground, Haslemere	Waverley set	Year	OE	902.70	943.40	4.5%	Artificial track provided and maintained by Athletics Club		
Outdoor Keep Fit Groups									
One off use	Waverley set	Session	OS	18.00	18.90	5.0%			
Once a week, 1-2-1 tuition	Waverley set	Annual Charge	OS	91.00	95.10	4.5%			
Multiple sessions each week, 1-2-1 tuition	Waverley set	Annual Charge	OS	180.80	189.00	4.5%			
Once a week, group tuition	Waverley set	Annual Charge	OS	180.80	189.00	4.5%			
Multiple sessions each week, group tuition	Waverley set	Annual Charge	OS	361.60	377.90	4.5%			
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				
Shottermill Cemetery, Haslemere									
Interment Fees - Earth Grave									
First Burial in Grave Space - 8ft	Waverley set	per Grave	OO	959.20	1,002.40	4.5%			
Subsequent Burials	Waverley set	per Grave	OO	855.70	894.30	4.5%			
Child - 0-16 years	Waverley set	per Grave	OO	No Charge	No Charge				
Ashes	Waverley set	per Grave	OO	430.60	450.00	4.5%			
Ashes - Child 0-16 years	Waverley set	per Grave	OO	No Charge	No Charge				
Non-Residents of the Parish	Waverley set	per Grave	OO	Fees + 100%	Fees + 100%				

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				£	£			£	£		
Exclusive Right of Burial											
Purchase of Grave Space											
Earth Grave	Waverley set	per Grave	OO	1,776.70	1,856.70	4.5%		}	13,498		
Earth Grave - child 0-16 years	Waverley set	per Grave	OO	610.40	637.90	4.5%					
Cremation Section	Waverley set	per Grave	OO	610.40	637.90	4.5%					
Non-Residents of the Parish	Waverley set	per Grave	OO	Fees + 100%	Fees + 100%						
Transfer of exclusive grant of right of burial	Waverley set	per Grave	OO	71.60	74.90	4.6%					
Memorial Rights											
(Grave Space must be purchased)											
Head Stone (maximum height 5')	Waverley set	per Grave	OO	176.60	184.60	4.5%					
Kerb Stone (maximum 7'x 3'6")	Waverley set	per Grave	OO	239.80	250.60	4.5%					
cross or other monument not over 2' high x 1'6"	Waverley set	per Grave									
Added Inscription after first	Waverley set	per Grave	OO	119.90	125.30	4.5%					
Non-Residents of the Parish	Waverley set	per Grave	OO	Fees + 100%	Fees + 100%						
Administration											
Discretionary Fee	Waverley set		OO	70.90	74.10	4.5%					

VAT Indicator
 OS = Standard OZ = Zero Rated
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		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2023/24 Budget including adjustments £	Proposed Additional Yield £
Finance									
Summons Costs									
Council Tax									
on issue of summons	Break Even	Per Summons	OO	107.10	107.10	0.0%	} The fees are determined after consultation with the Surrey Magistrates' Courts Committee.	}	0
on granting of liability order (further charge)	Break Even	Per Summons	OO	3.10	3.10	0.0%			
Business Rates									
on issue of summons	Break Even	Per Summons	OO	132.60	132.60	0.0%	} Courts Committee.	}	0
on granting of liability order (further charge)	Break Even	Per Summons	OO	3.10	3.10	0.0%			

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		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2023/24 Budget including adjustments £	Proposed Additional Yield £
Legal & Democratic Services									
Register of Electors									
Electronic Data	Statutory	Per 1,000 names or part	OO	20.00	20.00	0.0%			
	Statutory	thereof on each register	OO	1.50	1.50	0.0%	(A flat rate fee is charged		
Paper Data	Statutory	Per 1,000 names or part	OO	10.00	10.00	0.0%	plus a charge per 1,000 names on each register.)	2,000	0
	Statutory	thereof on each register	OO	5.00	5.00	0.0%			
Democratic Representation									
<u>Annual Charges for supply of Committee Agendas</u>									
Meetings of Full Council	Waverley Set	Per Annum	OZ	50.60	52.90	4.5%		}	0
Area Planning Committees (All)	Waverley Set	Per Annum	OZ	78.50	82.10	4.6%			
Individual Area Planning Committee	Waverley Set	Per Annum	OZ	39.30	41.10	4.6%			
Executive	Waverley Set	Per Annum	OZ	78.70	82.30	4.6%			
Others	Waverley Set	Per Annum	OZ	39.30	41.10	4.6%			
<u>Other Charges</u>									
Copies of Committee Documents	Waverley Set	Per Copy	OS	11.30	11.90	5.3%		}	0
Freedom of Information/ Environmental Informaiton Regulations	Waverley Set	per Enquiry		By Arrangement	By Arrangement				
Proof of Life Certificates	Waverley Set		OO	42.70	44.70	4.7%		0	0

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		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2023/24 Budget including adjustments £	Proposed Additional Yield £
Organisational Development									
Corporate Management									
Sale of Annual Financial Report	Waverley Set	Per Copy	OZ	12.90	13.50	4.7%		}	0
Sale of Annual Budget	Waverley Set	Per Copy	OZ	12.90	13.50	4.7%			

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		Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase	Explanatory Notes	2023/24 Budget including adjustments	Proposed Additional Yield
				£	£			£	£
Planning Development									
Development Control								1,129,010	statutory update shown in MTFP
Planning Application Fees	Statutory	Various	OO	Various	Various	0.0%			
Supply of Weekly Lists of Planning Applications	Waverley Set	Per Annum	OZ	255.10	266.60	4.5%			
Search and Photocopying									
Copies of documents (general)	Waverley Set	First page £1.00	OS	1.40	1.50	7.1%			
Decision notices and other standard documents	Waverley Set	Per Copy	OO	23.40	24.50	4.7%			
A0	Waverley Set	Per Copy	OS	30.50	31.90	4.6%			
A1 Plans / Dyeline Copies	Waverley Set	Per Copy	OS	25.60	26.80	4.7%			
A2	Waverley Set	Per Copy	OS	17.40	18.20	4.6%			
A3	Waverley Set	Per Copy	OS	13.10	13.70	4.6%			
A4	Waverley Set	Per Copy	OS	9.30	9.80	5.4%			
High Hedges	Waverley Set	Per Property (Minimum Charge)	OO	578.80	604.90	4.5%			
Listed Building & Conservation Area Advice									
- Phone call or email advice									
- Up to 30 min site visit and short note or written advice	Waverley Set		OS	56.70	59.30	4.6%			
- Up to 45 min site visit and short note or written advice	Waverley Set		OS	113.40	118.60	4.6%			
- Up to an hour site visit and formal written advice	Waverley Set		OS	283.40	296.20	4.5%			
- Up to 1hr30 mins site visit and formal written advice	Waverley Set		OS	567.90	593.50	4.5%			
Tree Advice									
Householder	Waverley Set		OS	53.00	replaced by new charges below				
1-9 Dwellings	Waverley Set		OS	150.00	156.80	4.5%			
10-49 Dwellings	Waverley Set		OS	350.00	365.80	4.5%			
50 + Dwellings/Commercial	Waverley Set		OS	500.00	522.50	4.5%			
Officer call outs for site visits / meetings / utility meetings	Waverley Set		OE	1,000.00	1,045.00	4.5%			

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Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase	Explanatory Notes	2023/24 Budget including adjustments	Proposed Additional Yield
		£	£			£	£
Pre-Application Charges <i>(charges shown inclusive of VAT)</i>						183,500	8,260

Levels of service	Included
Bronze	30 min "surgery" meeting with officer for a single application to receive a brief bullet pointed response
Silver - post refusal	Silver would then be required if the appt/ surgery was booked post refusal with the same deliverables
Silver	To review plans. Will include a site visit and a brief written response will be collated afterwards within
Gold	More time to discuss the application (to be agreed on initial review by the officer), site visit and full
Platinum/ PPA	This service is for very large projects and the fee you'll pay depends on your individual case. You need

* Any additional deemed necessary by the allocated officer and agreed with applicant will be charged by the hour thereafter.

Residential Developments

Bronze service

Use this service to:

- get advice
- check for planning constraints

Householder	120.00	125.00	4.2%
Joint planning and listed building minor alterations advice	233.00	243.00	4.3%
Joint planning and listed building householder extensions advice	403.00	420.00	4.2%
Joint planning, listed building large projects and prospective owners advice	688.00	720.00	4.7%
1 dwelling	450.00	475.00	5.6%
2-9 dwellings	900.00	950.00	5.6%

Silver service

Use this if you want to make a small development. The case officer will visit the site and make written comments within 6 weeks. As part of this service we will consult a conservation or tree officer if required.

1 dwelling and other development	251.00	265.00	5.6%
Householder	269.00	285.00	5.9%
1 dwelling	750.00	785.00	4.7%
2-9 dwellings	1,335.00	1,400.00	4.9%

*This level of service also covers advice given post refusal or resubmission of a Bronze level pre-application, with the same deliverables as the bronze service with additional time given to the case officer in order for them to familiarise themselves with the rejected application or resubmitted pre-application

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Annexe 4.1

Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase	Explanatory Notes	2023/24 Budget including adjustments	Proposed Additional Yield
		£	£			£	£

Gold service

Use this if you want more time to discuss your application, or for larger developments. A case officer will visit the site and arrange a meeting with you. As part of this service we will consult a conservation or tree officer if required. You will receive written feedback within 8 weeks. You can book extra meetings if the case officer deems it necessary, an additional charge will be incurred.

1 dwellings		1,100.00	1,150.00	4.5%			
2-9 dwellings		1,665.00	1,740.00	4.5%			
10-49 dwellings		bespoke price on application					
50-100 dwellings		bespoke price on application					
100-250 dwellings		bespoke price on application					
250+ dwellings		bespoke price on application					

Platinum service

This service is for large projects and the fee you'll pay depends on your individual case. A non-refundable £500 deposit will need to be paid before a meeting can be arranged to discuss your requirements in detail. From this meeting we will arrange a timeframe and fee for our services. External and internal consultations may be required.

Commercial

This service covers all commercial developments.

All bespoke prices incur a £500 non-refundable deposit which must be paid prior to any meetings being booked or written advice being given.

Concessions apply to local businesses relocating within Waverley or wishing to extend or alter their existing commercial premises.

Bronze service

up to 250 sq. metres		443.00	463.00	4.5%			
over 250 sq. metres		bespoke price on application					

Silver service

up to 250 sq. metres		885.00	924.90	4.5%			
over 250 sq. metres		bespoke price on application					

Gold service

over 250 sq. metres		bespoke price on application					
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Platinum service

over 250 sq. metres		bespoke price on application					
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VAT Indicator
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Annexe 4.1

	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase	Explanatory Notes	2023/24 Budget including adjustments	Proposed Additional Yield
			£	£			£	£
Other Charges								
Non-commercial, equine, commercial			238.00	248.80	4.5%			
Research fee			price on applic	price on application*				
Validation			price on applic	price on application*				
Development Control Consultative Forum			Starting from £	Starting from £5,000.00*				

* price to assessed on application dependant on complexity of requirements

Listed Building & Conservation Area Advice

Up to 30 min site visit and short note or written advice			57.00	59.60	4.6%			
Up to 45 min site visit and short note or written advice			113.00	118.10	4.5%			
Up to an hour site visit and formal written advice			283.00	295.80	4.5%			
Up to 1hr30 mins site visit and formal written advice			568.00	593.60	4.5%			
Charging for meetings as part of application			116.00	121.30	4.6%			

Hourly Rates

Any requests that fall outside of the above fees will be subject to the below hourly rates

Post	Hourly Rate	Hourly Rate	
Head of Service	86.00	89.90	4.5%
Area Team Leader	60.00	62.70	4.5%
Principal Planning Officer	56.00	58.60	4.6%
Senior Planning Officer	48.00	50.20	4.6%
Planning Officer	43.00	45.00	4.7%
Planning Technician	33.00	34.50	4.5%

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		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2023/24 Budget including adjustments £	Proposed Additional Yield £
Regeneration & Planning Policy									
Other Planning Services									
2002 Local Plan document (no maps)	Waverley Set	Per Copy	OZ	23.40	24.50	4.7%		}	0
Local Plan Part 1 (February 2018) (including maps)	Waverley Set	Per Copy	OZ	57.80	60.50	4.7%			
(Maps only)	Waverley Set	Per Copy	OZ	32.70	34.20	4.6%			
Self Build and Custom Housebuilding Register									
- Entry to the Register	Waverley Set	Per application	OO	34.90	36.50	4.6%			
- Fee to remain on Register (applies from 31st October 2018)	Waverley Set	Per Annum	OO	17.40	18.20	4.6%			

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		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2023/24 Budget including adjustments £	Proposed Additional Yield £		
Regulatory Services											
Houses in Multiple Occupation (HMO)											
Five yearly - per property (new application)	Break Even		OO	724.90	757.60	4.5%		}			
Five yearly - per property (renewal)	Break Even		OO	637.70	666.40	4.5%					
Additional charge for 11-15 units of accommodation	Break Even			27.30	28.60	4.8%					
Additional charge for each unit of accommodation above 15	Break Even			10.90	11.40	4.6%					
Caravan Site Licence Fees											
Site Licence Applications			OO								
No. of pitches	1 - 5 Break Even			536.30	560.50	4.5%					
	6 - 24 Break Even			564.60	590.10	4.5%					
	25 - 99 Break Even			622.40	650.50	4.5%					
Site Licence Variations			OO								
No. of pitches	1 - 5 Break Even			341.20	356.60	4.5%					
	6 - 24 Break Even			355.30	371.30	4.5%					
	25 - 99 Break Even			383.70	401.00	4.5%					
Licence Transfer	All Break Even			171.10	178.80	4.5%		10,771	480		
Annual Fee	1 - 5 Break Even			65.40	68.40	4.6%					
	6 - 24 Break Even			130.80	136.70	4.5%					
	25 - 99 Break Even			261.60	273.40	4.5%					
Five yearly - per property (new application)	Break Even		OO	724.90	757.60	4.5%					
Five yearly - per property (renewal)	Break Even		OO	637.70	666.40	4.5%					
Deposit of site rules	1 - 5 Break Even			32.70	34.20	4.6%					
	6 - 24 Break Even			32.70	34.20	4.6%					
	25 - 99 Break Even			32.70	34.20	4.6%					
Property Inspections											
Property Inspections for Immigration/ Foreign Office/Visa Application purposes	Break Even		OS	187.50	196.00	4.5%					
Officer time for works in default	Break Even	Per Hour	OO	65.40	68.40	4.6%					
Officer time for Housing Act enforcement	Break Even	Per Hour	OO	65.40	68.40	4.6%					

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Annexe 4.1

		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2023/24 Budget including adjustments £	Proposed Additional Yield £
Environmental Health									
Food									
Surrender Certificates for Unfit Food	Waverley Set		OS	204.00	213.20	4.5%		}	2,095
Export Certificates for Food	Waverley Set		OS	204.00	213.20	4.5%			
Statement of Fact	Waverley Set		OS	204.00	213.20	4.5%			
Premises Endorsement For Export	Waverley Set			114.00	119.20	4.6%			
Re-visits for Food Hygiene Rating	Waverley Set			223.00	233.10	4.5%			
Private Water Supply									
Risk Assessments	Statutory	Per Request	OS	192.00	200.70	4.5%		}	1,119
	Statutory	+ Per Hour		66.00	69.00	4.5%			
Sampling	Statutory	Per Request	OS	72.00	75.30	4.6%			
	Statutory			61.00	63.80	4.6%			
Investigations	Statutory	Per Hour	OS	72.00	75.30	4.6%			
Authorisations	Statutory	Per Request	OS	116.00	121.30	4.6%			
	Statutory	+ Per Hour		61.00	63.80	4.6%			
Analysis (plus laboratory fees)	Statutory	Per Request	OS	28.00	29.30	4.6%			
Animal Control									
Stray Dogs	Statutory	Per Occasion	OO	25.00	25.00	0.0%		}	798
Collection and call out charge*	Waverley set		OS	76.00	79.50	4.6%			
Rats and Mice									
Domestic (max 2 vists)#	Waverley Set	Per Treatment	OS	93.00	97.20	4.5%		}	
Domestic - Survey	Waverley Set		OS	96.00	100.40	4.6%			
Reduced Charge (max 2 visits) *	Waverley Set		OS	78.00	81.60	4.6% £15 discount			
Reduced Charge Survey *	Waverley Set		OS	81.00	84.70	4.6% £15 discount			
Wasps									
Domestic (1 visit)	Waverley Set	Per Visit	OS	81.60	85.30	4.5%		}	
Domestic - Survey	Waverley Set		OS	96.00	100.40	4.6%			
Reduced Charge (1 visit) *	Waverley Set	Per Visit	OS	66.60	70.30	5.6% £15 discount			
Reduced Charge Survey *	Waverley Set		OS	81.00	85.40	5.4% £15 discount			

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Annexe 4.1

	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase	Explanatory Notes	2023/24 Budget including adjustments	Proposed Additional Yield
			£	£			£	£
<u>Insects - fleas, bedbugs, moths etc</u>								
Fleas (up to 3 bed, max 2 visits)	Waverley Set	Per Visit	OS	138.00	144.30	4.6%		
Reduced charge (up to 3 bed, max 2 visits)*	Waverley Set	Per Visit	OS	123.00	129.30	5.1% £15 discount		
Fleas (4 bed, max 2 visits)	Waverley Set	Per Visit	OS	192.00	200.70	4.5%		
Reduced charge (4 bed, max 2 visits)*	Waverley Set	Per Visit	OS	177.00	185.70	4.9% £15 discount		
Fleas (5 bed, max 2 visits)	Waverley Set	Per Visit	OS	246.00	257.10	4.5%		
Reduced charge (5 bed, max 2 visits)*	Waverley Set	Per Visit	OS	231.00	242.10	4.8% £15 discount		
Bed Bugs (up to 3 bed, max 3 visits)	Waverley Set	Per Visit	OS	180.00	188.10	4.5%		
Reduced charge (up to 3 bed, max 3 visits)*	Waverley Set	Per Visit	OS	165.00	173.10	4.9% £15 discount	2,000	90
Bed Bugs (4 bed, max 3 visits)	Waverley Set	Per Visit	OS	234.00	244.60	4.5%		
Reduced charge (4 bed, max 3 visits)*	Waverley Set	Per Visit	OS	219.00	229.60	4.8% £15 discount		
Bed Bugs (5 bed, max 3 visits)	Waverley Set	Per Visit	OS	288.00	301.00	4.5%		
Reduced charge (5 bed, max 3 visits)*	Waverley Set	Per Visit	OS	273.00	286.00	4.8% £15 discount		
Bed Bugs (6 bed, max 3 visits)	Waverley Set	Per Visit	OS	342.00	357.40	4.5%		
Reduced charge (6 bed, max 3 visits)*	Waverley Set	Per Visit	OS	327.00	342.40	4.7% £15 discount		
Cockroaches (up to 3 bed, max 2 visits)	Waverley Set	Per Visit	OS	180.00	188.10	4.5%		
Reduced charge (up to 3 bed, max 2 visits)*	Waverley Set	Per Visit	OS	165.00	173.10	4.9% £15 discount		
Cockroaches (4 bed, max 2 visits)	Waverley Set	Per Visit	OS	234.00	244.60	4.5%		
Reduced charge (4 bed, max 2 visits)*	Waverley Set	Per Visit	OS	219.00	229.60	4.8% £15 discount		
Cockroaches (5 bed, max 2 visits)	Waverley Set	Per Visit	OS	288.00	301.00	4.5%		
Reduced charge (5 bed, max 2 visits)*	Waverley Set	Per Visit	OS	273.00	286.00	4.8% £15 discount		
Cockroaches (6 bed, max 2 visits)	Waverley Set	Per Visit	OS	342.00	357.40	4.5%		
Reduced charge (6 bed, max 2 visits)*	Waverley Set	Per Visit	OS	327.00	342.40	4.7% £15 discount		
Cluster Flies (1 visit, no warranty)	Waverley Set	Per Visit	OS	240.00	250.80	4.5%		
Reduced charge (1 visit , no warranty)*	Waverley Set	Per Visit	OS	225.00	235.80	4.8% £15 discount		
Carpet Moths (1 visit)	Waverley Set	Per Visit	OS	192.00	200.70	4.5%		
Reduced charge (1 visit)*	Waverley Set	Per Visit	OS	177.00	185.70	4.9% £15 discount		
Pharoah's Ants (survey for quotation to treat)	Waverley Set	Per Visit	OS	96.00	100.40	4.6%		
Reduced charge (Survey for quotation to treat)*	Waverley Set	Per Visit	OS	81.00	85.40	5.4% £15 discount		
Charge for missed appointment	Waverley Set	Per Visit	OS	60.00	62.70	4.5%		
Reduced Charge missed appointment				45.00	47.70	6.0% £15 discount		

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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Annexe 4.1

		Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase	Explanatory Notes	2023/24 Budget including adjustments	Proposed Additional Yield
				£	£			£	£
Licences									
Animal Welfare									
Boarding for Cats and Dogs - Kennels									
	Part A (Application and Renewal Fee)	Break even service		434.00	453.00	4.4%			
	Part B (Grant Fee)	Break even service		340.00	355.30	4.5%			
	Total Fee	Break even service		<u>774.00</u>	<u>808.30</u>	4.4%			
Boarding for Dogs - Home Boarding									
	Part A	Break even service		377.00	394.00	4.5%			
	Part B	Break even service		340.00	355.30	4.5%			
	Total Fee	Break even service		<u>717.00</u>	<u>749.30</u>	4.5%			
Boarding for Dogs - Day Care									
	Part A	Break even service		434.00	453.00	4.4%			
	Part B	Break even service		340.00	355.30	4.5%			
	Total Fee	Break even service		<u>774.00</u>	<u>808.30</u>	4.4%			
Breeding Dogs(excl vet fee)									
	Part A	Break even service		377.00	394.00	4.5%			
	Part B	Break even service		340.00	355.30	4.5%			
	Total Fee	Break even service		<u>717.00</u>	<u>749.30</u>	4.5%			
Hiring Horses (excl vet fee)									
1 - 8 horses									
	Part A	Break even service		434.00	453.00	4.4%			
	Part B	Break even service		368.00	387.00	5.2%			
	Total Fee	Break even service		<u>802.00</u>	<u>840.00</u>	4.7%			
9 - 15 horses									
	Part A	Break even service		519.00	543.00	4.6%			
	Part B	Break even service		368.00	384.60	4.5%			
	Total Fee	Break even service		<u>887.00</u>	<u>927.60</u>	4.6%			
Over 15 horses									
	Part A	Break even service		598.00	625.00	4.5%			
	Part B	Break even service		368.00	384.60	4.5%			
	Total Fee	Break even service		<u>966.00</u>	<u>1,009.60</u>	4.5%			
Selling Animals as Pets									
	Part A	Break even service		377.00	394.00	4.5%			
	Part B	Break even service		340.00	355.30	4.5%			
	Total Fee	Break even service		<u>717.00</u>	<u>749.30</u>	4.5%			

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Annexe 4.1

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2023/24 Budget including adjustments £	Proposed Additional Yield £
Exhibition of Animals								
Part A	Break even service		377.00	394.00	4.5%			
Part B	Break even service		340.00	355.30	4.5%			
Total Fee	Break even service		717.00	749.30	4.5%			
Dangerous Wild Animals	Break even service 2-yearly	OO	229.00	239.40	4.5%			
Zoos	Break even service 4-yearly	OO	1,199.00	1,253.00	4.5%			
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		170.00	178.00	4.7%			
Each advisory visit	Break even service		170.00	178.00	4.7%			
Variation to the licence (inclusive of one visit)	Break even service		227.00	237.30	4.5%			
Re-evaluation of rating (inclusive of one visit)	Break even service		227.00	237.30	4.5%			
Variations to reduce licensable activities/numbers of animals	Break even service		85.00	88.90	4.6%			
Transfer due to death of licensee	Break even service		85.00	88.90	4.6%			
Other								
Cosmetic Piercing, Electrolysis, Acupuncture	Break even service per premise	OO	225.00	235.20	4.5%			
Cosmetic Piercing, Electrolysis, Acupuncture	Break even service per person	OO	225.00	235.20	4.5%			
Cosmetic Piercing, Electrolysis, Acupuncture	Break even service combined fee for premises and personal licence	OO	327.00	341.80	4.5%			
Tattooing	Break even service per premise	OO	247.00	258.20	4.5%			
Tattooing	Break even service per person	OO	247.00	258.20	4.5%			
Tattooing	Break even service combined fee for premises and personal licence	OO	354.00	370.00	4.5%			
Semi-permanent skin colouring	Break even service per premises	OO	247.00	258.20	4.5%			
Semi-permanent skin colouring	Break even service per person	OO	247.00	258.20	4.5%			
Semi-permanent skin colouring	Break even service combined fee for premises and personal licence	OO	354.00	370.00	4.5%			

157,211 breakeven recalculation

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

Annexe 4.1

		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2023/24 Budget including adjustments £	Proposed Additional Yield £
Street Trading									
a) Sole Trader	Break even service	Annual	OO	410.00	430.00	4.9%			
b) Schedule 2 event - up to 50 traders	Break even service	Annual	OO	528.00	551.80	4.5%			
c) Schedule 2 event - 51 or more traders	Break even service	Annual	OO	542.00	566.40	4.5%			
d) Schedule 2 event - up to 50 traders	Break even service	Single Event	OO	481.00	502.70	4.5%			
e) Schedule 2 event - 51 or more traders	Break even service	Single Event	OO	495.00	519.00	4.8%			
Scrap Metal Dealers Licence									
a) Site - new application	Break even service		OO	528.00	551.80	4.5%			
b) Site - renewal	Break even service		OO	303.00	316.70	4.5%			
c) Site to collectors - variation	Break even service		OO	460.00	480.70	4.5%			
d) Collectors - new application	Break even service		OO	483.00	504.80	4.5%			
e) Collectors - renewal	Break even service		OO	258.00	269.70	4.5%			
f) Collectors to Site - variation	Break even service		OO	528.00	551.80	4.5%			

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

VAT Indicator
 OS = Standard OZ = Zero Rated
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		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2023/24 Budget including adjustments £	Proposed Additional Yield £
Regulatory Services									
Hackney Carriage/Private Hire - Vehicles (not adapted) *									
New - Private Hire vehicle less than 4 years old	Break even service	Annual	OO		317.00	new	*50% discount for adapted vehicles		
New - Hackney Carriage vehicle less than 4 years old	Break even service	Annual	OO		317.00	new			
Renewal- Private Hire/Hackney Carriage vehicle	Break even service	Annual	OO		317.00	new			
New/Renewal - Private Hire/Hackney Carriage vehicle including fu	Break even service	Annual	OO		420.00	new			
Hackney Carriage - Vehicles (not adapted)									
- less than 5 years old	Break even service	Annual	OO	317.00	deleted				
- 5 years old and over - first 6 months	Break even service		OO	317.00	deleted				
- 5 years old and over - second 6 months	Break even service		OO	92.00	deleted				
Hackney Carriage - Vehicles (adapted)									
New - Private Hire vehicle less than 4 years old	Break even service		OO		158.50	new			
- under 5 years old	Break even service	Annual	OO	115.00	deleted				
- 5 years old and over - first 6 months	Break even service		OO	115.00	deleted				
- 5 years old and over - second 6 months	Break even service		OO	92.00	deleted				
Missed Appointments (Vehicle Test)	Break even service	Per Test	OO	79.00	79.00	0.0%	£58 of reimbursement is to be paid		
Re-testing of vehicles following failure	Break even service	Per Test	OS	79.00	79.00	0.0%	above of that for a vehicle test		
Private Hire - Operators - renewal									
Private Hire - Operators - renewal (5 vehicles and less)	Break even service	5 years	OO	136.00	deleted				
Private Hire - Operators - renewal (more than 5 vehicles)	Break even service	5 years	OO	192.00	deleted				
Private Hire - New Operators as a driver	Break even service	5 years	OO		196.00	new			
Private Hire - New Operators (5 vehicles and less)	Break even service	5 years	OO	163.00	deleted				
Private Hire - New Operators (more than 5 vehicles)	Break even service	5 years	OO	214.00	deleted				
Private Hire - New Operators as a non-driver	Break even service	5 years	OO		290.00	new			
Private Hire - New Operators (5 vehicles and less)	Break even service	5 years	OO	241.00	deleted				
Private Hire -New Operators (more than 5 vehicles)	Break even service	5 years	OO	292.00	deleted				
Private Hire - Vehicles (not adapted)									
- under 5 years old	Break even service	Annual	OO	317.00	deleted				
- 5 years and over - first 6 months	Break even service		OO	313.00	deleted				
- 5 years and over - second 6 months	Break even service		OO	92.00	deleted				
Private Hire - Vehicles (adapted)									
- under 5 years old	Break even service	Annual	OO	115.00	deleted				
- 5 years and over - first 6 months	Break even service		OO	115.00	deleted				
- 5 years and over - second 6 months	Break even service		OO	92.00	deleted				

148,587 breakeven recalculation

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

Annexe 4.3

		Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase	Explanatory Notes	2023/24 Budget including adjustments	Proposed Additional Yield
				£	£			£	£
Hackney carriage / private hire - New driver	Break even service	3 years	OO	293.00	334.00	14.0%	The fee includes Administration fee, 1 DBS, 1 Knowledge test, 1 Medical check, Grant of Driver Licence. Only the grant of licence fee is refundable.		
Administration Fee					61.00		not refundable once submitted		
DBS					137.00		not refundable once submitted		
Knowledge Test					107.00		not refundable once submitted		
Medical check					8.00		not refundable once submitted		
Grant/Issue of Driver Licence					21.00		refundable		
Hackney carriage / private hire licence renewal	Break even service	3 years	OO	191.00	191.00	0.0%	The fee includes Administration fee, 1 Medical check, Grant of Driver Licence. Only the grant of licence fee is refundable.		
Administration Fee					135.00		not refundable once submitted		
Medical check					15.00		not refundable once submitted		
Grant/Issue of Driver Licence					41.00		refundable		
Hackney carriage / private hire - New driver	Break even service	1 year	OO	121.00	deleted				
Hackney carriage / private hire licence renewal	Break even service	1 year	OO	78.00	deleted				
New Driver Application			OO	108.00	deleted				
Knowledge test	Break even service	Per Test	OO	79.00	91.00	15.2%			
Resit / non-attendance fee for Knowledge test	Break even service	Per Test	OO	79.00	91.00	15.2%			
Surrender and replacement of Hackney Carriage / Private Hire Licence	Break even service		OO	92.00	122.00	32.6%			
6 Month test (vehicles over 5 years)		Per Test	OO	83.00	deleted				
Hackney Carriage and Private Hire									
- Replacement plate bracket	Break even service		OS	12.00	12.00	0.0%			
- New/Replacement plate & window disc	Break even service		OS	23.00	23.00	0.0%			
- Replacement driver's badge	Break even service		OO	12.00	12.00	0.0%			
- Change of address	Break even service		OS	12.00	12.00	0.0%			
Transfer of P/H to H/C (new badge, knowledge test and admin)	Break even service		OO	101.00	116.00	14.9%			
Door Stickers for Private Hire vehicles									
'- One sticker	Break even service			10.00	10.00	0.0%			
'- Two stickers	Break even service			20.00	20.00	0.0%			
Gambling Act 2005		Various					Please see website for individual fees		
- Including lotteries, permits, premises, etc									

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

Annexe 4.3

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2023/24 Budget including adjustments £	Proposed Additional Yield £
Licensing Act 2003								
- Personal	Statutory Fee	New	OO	37.00	37.00	0.0%		
- Premises	Statutory Fee	Initial/Variation	OO	Various depending on rateable				
- Premises: Sex Establishment	Break even service	om -according to RV	OO	5,247.00	5,483.20	4.5%		
- Premises	Statutory Fee	Annual Fee	OO	Various depending on rateable				
- Premises	Statutory Fee	DPS Variations, etc	OO	23.00	23.00	0.0%		
- Temporary Event Notice	Statutory Fee	Per Event	OO	21.00	21.00	0.0%		
Data Barring Service (previously CRB)		Per Applicant	OO	65.00	137.00	110.8%		

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

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

		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	2023/24 Budget including adjustments £	Proposed Additional Yield £	
Legal & Democratic Services										
Land Charges										
LLC1 Official Search	Break Even	Per Search	OO	46.90	46.90	0.0%		} 406,070 breakeven recalculation		
LLC1 additional parcel of land	Break Even	Per Parcel	OO	5.50	5.50	0.0%				
Con29 (inc SCC)	Break Even	Per Search	OS	267.10	267.10	0.0%				
Con29 additional parcel of land	Break Even	Per parcel	OS	19.60	19.60	0.0%				
Full Land Charges Search (inc. SCC)	Break Even	Per Search	OS	314.00	314.00	0.0%				
Printed Part II										
- Enquiries Con29O listed	Break Even	per Enquiry	OS	19.60	19.60	0.0%				
- Each additional enquiry with Con 29	Break Even	per Enquiry	OS	30.10	30.10	0.0%				
- Each Additional Enquiry	Break Even	per Enquiry	OO	25.10	25.10	0.0%				
Search single part of Register	Break Even	per Enquiry	OO	4.40	4.40	0.0%				
Con 29	Break Even	per Question	OS	3.30	3.30	0.0%				
Search and Photocopying Legal Agreements, Searches etc.	Break Even	Minimum Charge based upon 15-minute unit	OS	17.40	17.40	0.0%				
Search and Photocopying A1 Plans/ Dyeline Copies	Break Even	Per Copy	OS	17.40	17.40	0.0%				

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

New Dwelling 2024/25									
Number of dwellings	Full Plans - Plan Charge (Payment 1 of 2)			Full Plans - Inspection Charge (Payment 2 of 2)			Building Notice Charge/ Total Full Plans Charge		
	exc VAT	inc VAT	% increase from 2023/24	exc vat	inc vat	% increase from 2023/24	exc vat	inc vat	% increase from 2023/24
1	£416.67	£500.00	4.2%	£800.00	£960.00	4.3%	£1,216.67	£1,460.00	4.3%
2	£516.67	£620.00	5.1%	£1,116.67	£1,340.00	4.7%	£1,633.33	£1,960.00	4.8%
3	£608.33	£730.00	4.3%	£1,416.67	£1,700.00	4.3%	£2,025.00	£2,430.00	4.3%
4	£716.67	£860.00	4.9%	£1,725.00	£2,070.00	4.5%	£2,441.67	£2,930.00	4.6%
5	£808.33	£970.00	4.3%	£2,016.67	£2,420.00	4.3%	£2,825.00	£3,390.00	4.3%

Regularisation Charge	
No VAT payable	% increase from 2023/24
£1,825.00	4.3%
£2,450.00	4.8%
£3,037.50	4.3%
£3,662.50	4.6%
£4,237.50	4.3%

The above charge includes provision for a detached/attached domestic garage or carport per dwelling providing it is constructed at the same time as the dwelling.

Quotes will be provided for houses exceeding total floor area of 300m² or developments exceeding 5 dwellings.

Full Plans - Plan Charge is payable when the application is submitted, Inspection Charge is payable via invoice after the first inspection.

Building Notice - Inspections of building work only, plans are **NOT** checked and the fee is payable when the application is submitted.

TABLE A
NEW DWELLING

Extensions - internal floor space can be added together as long as works commence and progress at the same time (e.g. foundations; installation of steel beams; roof etc).

Category	Description	Full Plans - Plan Charge (Payment 1 of 2)			Full Plans - Inspection Charge (Payment 2 of 2)			Building Notice Charge/ Total Full Plans Charge		
		exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24
Single Storey Extension (any floor level)										
1	Extension up to 10m ²	£225.00	£270.00	3.8%	£400.00	£480.00	4.3%	£625.00	£750.00	4.2%
2	Between 11m ² to 40m ²	£225.00	£270.00	3.8%	£641.67	£770.00	5.5%	£866.67	£1,040.00	5.1%
3	Between 41m ² to 100m ²	£333.33	£400.00	5.3%	£791.67	£950.00	5.6%	£1,125.00	£1,350.00	5.5%
Two Storey Extension										
4	Up to 40m ²	£225.00	£270.00	3.8%	£741.67	£890.00	4.7%	£966.67	£1,160.00	4.5%
5	Between 41m ² to 100m ²	£333.33	£400.00	5.3%	£991.67	£1,190.00	5.3%	£1,325.00	£1,590.00	5.3%
6	Between 101m ² to 200m ²	£333.33	£400.00	5.3%	£1,141.67	£1,370.00	5.4%	£1,475.00	£1,770.00	5.4%

Regularisation Fee	
No VAT payable	% increase from 2023/24
£937.50	4.2%
£1,300.00	5.1%
£1,687.50	5.5%
No VAT payable	
£1,450.00	4.5%
£1,987.50	5.3%
£2,212.50	5.4%

Loft Conversions

Category	Description	Full Plans - Plan Charge (Payment 1 of 2)			Full Plans - Inspection Charge (Payment 2 of 2)			Building Notice Charge/ Total Full Plans Charge		
		exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24
7	Loft conversion up to 60m ²	£225.00	£270.00	3.8%	£641.67	£770.00	5.5%	£866.67	£1,040.00	5.1%

Regularisation Fee	
No VAT payable	% increase from 2023/24
£1,300.00	5.1%

Garages or Garage Conversion

Category	Description	Full Plans - Plan Charge (Payment 1 of 2)			Full Plans - Inspection Charge (Payment 2 of 2)			Building Notice Charge/ Total Full Plans Charge		
		exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24
8	Erection or extension of a detached garage with or without a habitable room up to 100m ²	£225.00	£270.00	3.8%	£283.33	£340.00	3.0%	£508.33	£610.00	3.4%
9	Erection or extension of an attached garage with or without a habitable room up to 100 ²	£225.00	£270.00	3.8%	£433.33	£520.00	4.0%	£658.33	£790.00	3.9%
10	Conversion of garage to habitable room(s) up to 40m ²	£225.00	£270.00	3.8%	£241.67	£290.00	3.6%	£466.67	£560.00	3.7%

Regularisation Fee	
No VAT payable	% increase from 2023/24
£762.50	3.4%
£987.50	3.9%
£700.00	3.7%

Any electrical work carried out by a non-Part P registered electrician will require Building Regulation compliance, this will incur an additional cost which will be individually quoted.

Full Plans - Plan Charge is payable when the application is submitted, Inspection Charge is payable via invoice after the first inspection.

Building Notice - Inspections of building work only, plans are NOT checked and the fee is payable when the application is submitted.

Regularisation (retrospective works) charge is the Net (i.e. exc VAT charge) Building Notice Charge plus 50%.

Any building works not described in the above table will be individually calculated in accordance with Regulation 7 (5) of the charges regulations - Waverley Building Control will individually quote for the work.

TABLE A
NEW DWELLING

Renovation of a thermal element to a single dwelling (i.e. roof, walls, floor)										
Category	Description	Full Plans - Plan Charge (Payment 1 of 2)			Full Plans - Inspection Charge (Payment 2 of 2)			Building Notice Charge/ Total Full Plans Charge		
		exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24
1	i.e. new roof; rendering, floors etc (up to 3 inspections)	£316.67	£380.00	5.6%	N/A - included in plan charge		n/a	£316.67	£380.00	5.6%

Regularisation Fee	
No VAT payable	% increase from 2023/24
£475.00	5.6%

Internal alterations, installation of fittings (not electrical) and/or structural alterations										
Category	Description	Full Plans - Plan Charge (Payment 1 of 2)			Full Plans - Inspection Charge (Payment 2 of 2)			Building Notice Charge/ Total Full Plans Charge		
		exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24
2a	Estimated cost up to £5,000	£358.33	£430.00	4.9%	N/A - included in plan charge		n/a	£358.33	£430.00	4.9%
2b	£5,001 - £25,000	£166.67	£200.00	5.3%	£408.33	£490.00	4.3%	£575.00	£690.00	4.5%
2c	£25,001 - £50,000	£250.00	£300.00	3.4%	£558.33	£670.00	4.7%	£808.33	£970.00	4.3%
2d	£50,001 - £75,000	£408.33	£490.00	4.3%	£708.33	£850.00	4.9%	£1,116.67	£1,340.00	4.7%

Regularisation Fee	
No VAT payable	% increase from 2023/24
£537.50	4.9%
£862.50	4.5%
£1,212.50	4.3%
£1,675.00	4.7%

Window/Door replacement (for new windows or door openings i.e structural changes, the charge is based on category 2)										
Category	Description	Full Plans - Plan Charge (Payment 1 of 2)			Full Plans - Inspection Charge (Payment 2 of 2)			Building Notice Charge/ Total Full Plans Charge		
		exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24
3a	Per application 1 to 10 windows and/or doors	£200.00	£240.00	4.3%	N/A - included in plan charge		n/a	£200.00	£240.00	4.3%
3	Per application 11 to 20 windows and/or doors (21+ individually determined)	£258.33	£310.00	3.3%	N/A - included in plan charge		n/a	£258.33	£310.00	3.3%

Regularisation Fee	
No VAT payable	% increase from 2023/24
£300.00	4.3%
£387.50	3.3%

NB: Any electrical work carried out by a non-Part P registered electrician will require Building Regulation compliance, this will incur an additional cost which will be individually quoted.

Work under Table C which is carried out at the same time as work under Table B will be eligible for a 25% discount except for electrical work.

Full Plans - Plan Charge is payable when the application is submitted, Inspection Charge is payable via invoice after the first inspection.

Building Notice - Inspections of building work only, plans are NOT checked and the fee is payable when the application is submitted.

Regularisation (retrospective works) charge is the Net (i.e. exc VAT charge) Building Notice Charge plus 50%.

Any building works not described in the above table will be individually calculated in accordance with Regulation 7 (5) of the charges regulations - Waverley Building Control will individually quote for the work.

TABLE A
NEW DWELLING

Industrial and storage usage										
Category	Description	Full Plans - Plan Charge (Payment 1 of 2)			Full Plans - Inspection Charge (Payment 2 of 2)			Full Plans Total		
		exc VAT	inc VAT	% increase from	exc VAT	inc VAT	% increase from	exc VAT	inc VAT	% increase from
		1	Floor area up to 10m ²	£200.00	£240.00	4.3%	£300.00	£360.00	5.9%	£500.00
2	11m ² - 40m ²	£300.00	£360.00	5.9%	£358.33	£430.00	4.9%	£658.33	£790.00	5.3%
3	41m ² - 100m ²	£408.33	£490.00	4.3%	£508.33	£610.00	5.2%	£916.67	£1,100.00	4.8%
4	101m ² - 200m ²	£508.33	£610.00	5.2%	£766.67	£920.00	4.5%	£1,275.00	£1,530.00	4.8%

Regularisation Fee	
No VAT payable	% increase from 2022/23
£750.00	5.3%
£987.50	5.3%
£1,375.00	4.8%
£1,912.50	4.8%

All other classes										
Category	Description	Full Plans - Plan Charge (Payment 1 of 2)			Full Plans - Inspection Charge (Payment 2 of 2)			Full Plans Total		
		exc VAT	inc VAT	% increase from	exc VAT	inc VAT	% increase from	exc VAT	inc VAT	% increase from
		1	Floor area up to 10m ²	£300.00	£360.00	5.9%	£558.33	£670.00	4.7%	£858.33
2	11m ² - 40m ²	£408.33	£490.00	4.3%	£758.33	£910.00	4.6%	£1,166.67	£1,400.00	4.5%
3	41m ² - 100m ²	£508.33	£610.00	5.2%	£1,016.67	£1,220.00	4.3%	£1,525.00	£1,830.00	4.6%
4	101m ² - 200m ²	£608.33	£730.00	4.3%	£1,308.33	£1,570.00	4.7%	£1,916.67	£2,300.00	4.5%

Regularisation Fee	
No VAT payable	% increase from 2022/23
£1,287.50	5.1%
£1,750.00	4.5%
£2,287.50	4.6%
£2,875.00	4.5%

Any building works not described in the above table will be individually calculated in accordance with Regulation 7 (5) of the charges regulations - Waverley Building Control will individually quote for the work.

TABLE E
ALL OTHER NON DOMESTIC ALTERATIONS

Renovation of a thermal element (i.e roof, floor, walls)										
Category	Description	Full Plans - Plan Charge (Payment 1 of 2)			Full Plans - Inspection Charge (Payment 2 of 2)			Full Plans Total		
		exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24
1a	Estimated cost up to £50,000	£158.33	£190.00	5.6%	£200.00	£240.00	4.3%	£358.33	£430.00	4.9%
1b	£50,001 - £100,000	£158.33	£190.00	5.6%	£250.00	£300.00	3.4%	£408.33	£490.00	4.3%
1c	£100,001 - £250,000	£158.33	£190.00	5.6%	£300.00	£360.00	5.9%	£450.00	£540.00	3.8%
Alterations not described elsewhere including structural alterations and installation of controlled fittings										
Category	Description	Full Plans - Plan Charge (Payment 1 of 2)			Full Plans - Inspection Charge (Payment 2 of 2)			Full Plans Total		
		exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24
2a	Estimated cost up to £5,000	£191.67	£230.00	4.5%	£366.67	£440.00	4.8%	£558.33	£670.00	4.7%
2b	£5,001 - £25,000	£275.00	£330.00	3.1%	£450.00	£540.00	3.8%	£725.00	£870.00	3.6%
2c	£25,001 - £50,000	£366.67	£440.00	4.8%	£941.67	£1,130.00	4.6%	£1,308.33	£1,570.00	4.7%
2d	£50,001 - £100,000	£550.00	£660.00	4.8%	£1,566.67	£1,880.00	4.4%	£2,116.67	£2,540.00	4.5%
2e	£100,001 - £150,000	£733.33	£880.00	4.8%	£2,191.67	£2,630.00	4.4%	£2,925.00	£3,510.00	4.5%
Window/door replacement (for new windows or door openings i.e structural changes, the charge is based on category 2)										
Category	Description	Full Plans - Plan Charge (Payment 1 of 2)			Full Plans - Inspection Charge (Payment 2 of 2)			Full Plans Total		
		exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24
3a	Per application up to 20 windows and/or doors	£316.67	£380.00	5.6%	included in plan charge		n/a	£316.67	£380.00	5.6%
3b	Per application over 20 and up to 50 windows and/or doors	£450.00	£540.00	3.8%	included in plan charge		n/a	£450.00	£540.00	3.8%
Installation of Mezzanine floor up to 500m ²										
Category	Description	Full Plans - Plan Charge (Payment 1 of 2)			Full Plans - Inspection Charge (Payment 2 of 2)			Full Plans Total		
		exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24
4	Up to 500m ²	£366.67	£440.00	4.8%	£733.33	£880.00	4.8%	£1,100.00	£1,320.00	4.8%
Office / Shop fit out										
Category	Description	Full Plans - Plan Charge (Payment 1 of 2)			Full Plans - Inspection Charge (Payment 2 of 2)			Full Plans Total		
		exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24	exc VAT	inc VAT	% increase from 2023/24
5a	Floor area up to 500m ²	£275.00	£330.00	3.1%	£450.00	£540.00	3.8%	£725.00	£870.00	3.6%
5b	Floor area 501m ² to 1000m ²	£366.67	£440.00	4.8%	£633.33	£760.00	4.1%	£1,000.00	£1,200.00	4.3%

*Additional Change of Use charge (category 6) of £300 applies in addition to all associated building work, which will be subject to the charges detailed in the table above.

Any building works not described in the above table will be individually calculated in accordance with Regulation 7 (5) of the charges regulations - Waverley Building Control will individually quote for the work.