

COMMUNITY & LEISURE SERVICE FEES & CHARGES 2018/19

		CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
SPORTING ACTIVITIES				
Charlton Sports Centre				
Football and Rugby:				
Adults	Monday to Friday	45.40	46.30	1.98%
	Saturday/Sunday	56.00	57.00	1.79%
Under 18	Charged at 50% of the full fee			
Supplement for use of Floodlit Pitch (per hour)		19.30	19.70	2.07%
Training	Per pitch/hour	13.00	13.30	2.31%
	Changing accommodation supplement	4.50	4.60	2.22%
Mini Soccer		13.00	13.30	2.31%
Cricket:				
Adults	Monday to Friday	44.90	46.00	2.45%
	Saturday or Sunday	58.60	60.00	2.39%
Under 18	Charged at 50% of the full fee			
Hire of Showground:				
Per day (commercial hire)		On application		
Hire of Showground and Football Fields:				
Per day (commercial hire)		On application		
Running Track:				
Annual Season Ticket (April to March)				
Adult		36.00	36.75	2.08%
Junior		18.20	18.60	2.20%
Day Ticket				
Adult		3.20	3.25	1.56%
Junior		1.35	1.40	3.70%
Meetings:				
Saturday/Sunday/Bank Holidays				
9 am to 6 pm		258.00	263.00	1.94%
Half Day (up to 4 hours)		152.25	156.00	2.46%
Monday to Friday				
9 am to 6 pm		152.25	156.00	2.46%
Half Day (up to 4 hours)		102.50	105.00	2.44%
Under 18 - charged at 60% of the full fee				
Supplement to be charged for Floodlighting (per hour)				
		19.30	19.70	2.07%
Groundsman attendance (half day)				
		74.00	75.50	2.03%
Group training track only (per hour)				
		10.15	10.40	2.46%
Hire of Pavilion Room:				
Per hour		10.90	11.15	2.29%

COMMUNITY & LEISURE SERVICE FEES & CHARGES 2018/19

		CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
SPORTING ACTIVITIES				
London Road Sports Ground				
Football:				
Adults	Monday to Friday	45.40	46.30	1.98%
	Saturday/Sunday	56.00	57.00	1.79%
Under 18	Charged at 50% of the full fee			
Mini Soccer		13.00	13.30	2.31%
Cricket:				
Adults	Monday to Friday	44.90	46.00	2.45%
	Saturday/Sunday	58.60	60.00	2.39%
Under 18	Charged at 50% of the full fee			
East Anton				
Football:				
Under 18	Monday to Friday	22.70	23.15	1.98%
	Saturday/Sunday	28.00	28.50	1.79%
Mini Soccer		13.00	13.30	2.31%
Cricket:				
Adults	Monday to Friday	44.90	46.00	2.45%
	Saturday/Sunday	58.60	60.00	2.39%
Under 18	Charged at 50% of the full fee			
Picket Twenty				
Football:				
Adults	Monday to Friday	45.40	46.30	1.98%
	Saturday/Sunday	56.00	57.00	1.79%
Under 18	Charged at 50% of the full fee			
Training	Per pitch/hour	13.00	13.30	2.31%
	Changing accommodation supplement	4.50	4.60	2.22%
Cricket:				
Adults	Monday to Friday	44.90	46.00	2.45%
	Saturday/Sunday	58.60	60.00	2.39%
Under 18	Charged at 50% of the full fee			
Hire of Ground:				
Per day (commercial hire)		On application		

COMMUNITY & LEISURE SERVICE FEES & CHARGES 2018/19

		CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
SPORTING ACTIVITIES				
Rooksbury Mill				
Fishing:				
Daily permit - per rod		7.80	7.85	0.64%
Season ticket		50.00	50.50	1.00%
* Under 18 and over 60 - 50% fees				
Romsey Memorial Park				
Tennis:				
Adult - per court per hour		FREE	FREE	
Child - per court per hour		FREE	FREE	
Fishing:				
Residents	(per rod per day)	17.25	17.50	1.45%
Non-Residents	(per rod per day)	33.75	34.00	0.74%
Residents	(per rod per half day)	10.66	10.70	0.38%
Non-Residents	(per rod per half day)	21.52	21.55	0.14%
* Residents under 18 and over 60 - 50% fees				
Romsey Sports Centre				
Cricket:				
Adults	Monday to Friday	44.90	46.00	2.45%
	Saturday/Sunday	58.60	60.00	2.39%
Under 18	Charged at 50% of the full fee			
Football and Rugby:				
Adults	Monday to Friday	45.40	46.30	1.98%
	Saturday/Sunday	56.00	57.00	1.79%
Under 18	Charged at 50% of the full fee			
Training:				
	Per pitch/hour	13.00	13.30	2.31%
	Changing accommodation supplement	4.50	4.60	2.22%
Floodlights (per court)		6.34	6.50	2.52%
Hire of Ground:				
Per day (commercial hire)		On application		

COMMUNITY & LEISURE SERVICE FEES & CHARGES 2018/19

		CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
SPORTING ACTIVITIES				
Saxon Fields Sports Ground				
Football:				
Adults	Monday to Friday	45.40	46.30	1.98%
	Saturday/Sunday	56.00	57.00	1.79%
Under 18	Charged at 50% of the full fee			
Training	Per pitch/hour	13.00	13.30	2.31%
	Changing accommodation supplement	4.50	4.60	2.22%
Mini Soccer		13.00	13.30	2.31%
Hunts Farm Sports Centre				
Cricket:				
Adults	Monday to Friday	44.90	46.00	2.45%
	Saturday or Sunday	58.60	60.00	2.39%
Under 18	Charged at 50% of the full fee			
Football:				
Adults	Monday to Friday	45.40	46.30	1.98%
	Saturday or Sunday	56.00	57.00	1.79%
Under 18	Charged at 50% of the full fee			
Training	Per pitch/hour	13.00	13.30	2.31%
	Changing accommodation supplement	4.50	4.60	2.22%
Mini Soccer	Per match per pitch	13.00	13.30	2.31%
Croquet Lawn:				
	Per match	39.38	40.40	2.59%
Hire of Top Room (Pavilion):				
	Per hour	10.90	11.15	2.29%
Hire of Ground:				
	Per day (commercial hire)	On application		
Commercial hire of leisure land for exercise classes		On application		

COMMUNITY & LEISURE SERVICE FEES AND CHARGES 2018/19

Usage by Clubs

Full payment in advance for block bookings of 10 or more regular (no further apart than 14 days) sessions for the same activity at the same venue will attract VAT exemption, provided all regulations are complied with. Any cancellation reducing the block booking to below 10 sessions will incur VAT on all remaining sessions except in the event that the Council cancels the booking in the event of unforeseen non-availability.

New clubs or groups may be granted initial discounts at the discretion of the Contractor, in consultation with the Head of Finance.

Notes - All Sports Facilities

- I. Cancelled Bookings - 48 hours notice must be given of a cancellation otherwise the full charge will be payable if the facility cannot be re-let, unless adverse weather conditions caused cancellation.
- II. Alterations to Charges - the Council reserve the right to alter charges of any facility without prior notice, particularly if the rate of VAT changes.
- III. Course Fees, Hire and Sale of Equipment will be charged at the market rate in agreement with the Head of Community & Leisure.
- IV. Non-Specified Charges - authority is given to the Contractor, in conjunction with the Head of Community & Leisure and the Head of Finance, to negotiate and agree charges for the use of non-specified areas, experimental schemes and group bookings to encourage the use of underused or unused facilities and to negotiate discounts with charitable or youth bodies.

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2018/19**

	CHARGES 2017/18		CHARGES 2018/19		Increase	
	Non-Commercial	Commercial	Non-Commercial	Commercial	Non-Commercial	Commercial
The Lights						
All charges exclude VAT at the standard rate with the exception of those marked *.						
Hire of Theatre						
4 hours	310.00	510.00	315.00	525.00	1.61%	2.94%
8 hours	405.00	675.00	415.00	690.00	2.47%	2.22%
12 hours	610.00	1,000.00	625.00	1,025.00	2.46%	2.50%
Weekly Hire	2,100.00	2,100.00	2,150.00	2,150.00	2.38%	2.38%
Charge for Sunday Hire	150.00	200.00	150.00	200.00	0.00%	0.00%
Sunday 10am - 10pm						
Monday to Saturday 6pm to 11pm						
Hire of Arena						
4 hours	215.00	330.00	220.00	340.00	2.33%	3.03%
8 hours	270.00	420.00	280.00	430.00	3.70%	2.38%
12 hours	300.00	480.00	310.00	490.00	3.33%	2.08%
Hire of Conference Room						
4 hours	80.00	130.00	80.00	130.00	0.00%	0.00%
8 hours	140.00	230.00	140.00	230.00	0.00%	0.00%
12 hours	180.00	295.00	180.00	295.00	0.00%	0.00%
Hire of Board Room						
4 hours	72.00	116.00	72.00	116.00	0.00%	0.00%
8 hours	120.00	205.00	120.00	205.00	0.00%	0.00%
12 hours	160.00	260.00	160.00	260.00	0.00%	0.00%
Hire of Studio One						
4 hours	96.00	165.00	96.00	165.00	0.00%	0.00%
8 hours	175.00	270.00	175.00	270.00	0.00%	0.00%
12 hours	220.00	350.00	220.00	350.00	0.00%	0.00%
Hire of Dance Studio						
4 hours	96.00	165.00	96.00	165.00	0.00%	0.00%
8 hours	175.00	270.00	175.00	270.00	0.00%	0.00%
12 hours	220.00	350.00	220.00	350.00	0.00%	0.00%
Additional dressing room per 4 hour session	36.00	36.00	37.00	37.00	2.78%	2.78%
All charges exclude VAT at the standard rate with the exception of those marked *.						
Flipchart Hire (per day)	8.50	8.50	8.50	8.50	0.00%	0.00%
Laptop	45.00	45.00	45.00	45.00	0.00%	0.00%
Projector	55.00	55.00	55.00	55.00	0.00%	0.00%
Screen Hire (per day)	40.00	40.00	40.00	40.00	0.00%	0.00%
Laptop, Projector, Screen (per day)	130.00	130.00	130.00	130.00	0.00%	0.00%
Technical Services (4 hour session)	60.00	60.00	60.00	60.00	0.00%	0.00%
Ticket Printing - per show	12.50	12.50	12.50	12.50	0.00%	0.00%
Spotlight Theatre Membership Scheme - New Members	20.00 *	N/A	20.00 *	N/A	0.00%	
Box Office Commission	6.00%	10.00%	6.00%	10.00%	0.00%	0.00%
Credit Card Commission	3.00%	3.00%	3.00%	3.00%	0.00%	0.00%
These charges apply where The Lights prints and processes tickets for hirers of facilities.						
Non-cash transaction fee	1.00	1.00 *	N/A	N/A		
Internet Booking Fee	2.50	2.50 *	N/A	N/A		
Grand Piano Hire (inc. moving and tuning)	85.00	85.00	85.00	85.00	0.00%	0.00%
TV & DVD (per day)	32.00	32.00	32.00	32.00	0.00%	0.00%
Lectern (per day)	12.00	12.00	12.00	12.00	0.00%	0.00%
Radio Microphone	18.00	18.00	18.00	18.00	0.00%	0.00%
Advertising - What's On Brochure - 1/3rd page	100.00	150.00	100.00	150.00	0.00%	0.00%
Banner Site - Lights' Roof	50.00	50.00 *	N/A	N/A		
Star Cloth	45.00	45.00	45.00	45.00	0.00%	0.00%
Wedding Reception Venue Hire	1,600.00	N/A	1,600.00	N/A	0.00%	
Arena Café Bar Closure			200.00	200.00		

COMMUNITY & LEISURE SERVICE FEES AND CHARGES 2018/19

Cemeteries

The fees, payments and sums set out below apply where the person to be interred was, or immediately before death was, a resident of the Borough of Test Valley or, in the case of a stillborn child, where one of the parents is, or at the time of interment was, such a resident. In all other cases the fees and charges relating to non-residents will apply.

(Persons who were formerly residents of the Borough of Test Valley shall be considered as residents for the purpose of the scale of fees, if the date of death is less than twelve months after leaving the Borough.)

	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
1 Interment and Scattering Management Fee			
(No charge for persons 3 years or under)			
Ashes interment	247.00	253.00	2.43%
Scattering of Ashes	247.00	253.00	2.43%
Full Burial Plots Single Interment	548.00	562.00	2.55%
Full Burial Plots Double Interment	678.00	695.00	2.51%
NB - Above charges are for Test Valley residents. Double fee is payable for non-residents.			
2 Combined Fee for Purchase of Exclusive Right of Burial and Erection of Memorial			
These fees include the Deed of Grant and all expenses thereof.			
<u>Full Burial Plots</u>			
a. Childs Plot size 0.914m x 0.609m(3'0" x 2'0")	283.00	290.00	2.47%
<u>Memorial Guidance</u>			
A headstone, tablet, wooden cross or inscribed vase. Overall measurements should not exceed 1.066m(3'6") in height including the base, 0.609m(2'0") in width including the base and 0.457m(1'6") in depth.			
b. Single Depth Plot size 1.981m x 1.143m(6'6" x 3'9") and 1.371m(4'6" in depth)	448.00	459.00	2.46%
<u>Memorial Guidance</u>			
A headstone, tablet, wooden cross or inscribed vase. Overall measurements should not exceed 1.066m(3'6") in height including the base, 0.762m(2'6") in width including the base and 0.457m(1'6") in depth.			
c. Double Depth Plot size 1.981m x 1.143m(6'6" x 3'9") and 1.828m(6'0" depth)	636.00	652.00	2.52%
<u>Memorial Guidance</u>			
A headstone, tablet, wooden cross or inscribed vase. Overall measurements should not exceed 1.066m(3'6") in height including the base, 0.762m(2'6") in width including the base and 0.457m(1'6") in depth.			
<u>Standard Cremated Remains Plots</u>			
d. Cremated remains plot size 0.457m x 0.304m(1'6"x1'0"). Applies to both double and single depth.	346.00	355.00	2.60%
<u>Memorial Guidance for Standard Cremated Remains Plot</u>			
A flat tablet not exceeding 0.457m(1'6") x 0.304m(1'0") x 0.050m (2")			

COMMUNITY & LEISURE SERVICE FEES AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Cemeteries (Cont.)			
<u>Proposed Cremated Remains plots</u>			
e. Cremated remains plot size 0.508m(1'8") x 0.508m (1'8"). Applies to both double and single depth.	382.00	392.00	2.62%
<u>Memorial Guidance for Proposed Cremated Remains Plots</u>			
Foundation Stone not exceeding 0.508m (1'8") x 0.508m (1'8")			
A tablet, cross, book or desk top style or upright memorial should not exceed 0.508m (1'8") in height, 0.457m (1'6") in width and 0.457 (1'6") in depth.			
3 Gravestones, Tablets and Memorial Inscriptions			
(Where the Exclusive Right of Burial was purchased prior to the introduction of the combined fee - 01 April 2004)			
<u>Lawn Memorial</u>			
a. A headstone, tablet, wooden cross, inscribed vase, not to exceed 1.066m (3'6") in height including the base, 0.762m (2'6") in width including the base and 0.457m (1'6") in depth.	132.00	135.00	2.27%
<u>Cremation Tablet - Single</u>			
b. A tablet not to exceed 0.457m(1'6") x 0.304m(1'0") x 0.050m(2") on site for cremated remains	100.00	102.00	2.00%
Additional Inscription	27.00	28.00	3.70%
Replacement memorial (identical)	27.00	28.00	3.70%
Renovation of memorial	27.00	28.00	3.70%

Memorials covering the whole of the surface of a burial plot, with or without kerbs, are neither permitted in the lawn area of the Andover Cemetery nor the Charlton (Andover) and Woodley (Romsey) Cemeteries. The following memorials will only be permitted:

On a grave - a headstone, tablet, wooden cross or inscribed vase.

On a site of cremated remains - an inscribed tablet set flush with the ground surface.

On a proposed cremation plot - a tablet, cross, book or desk top style or upright memorial.

4 Other Cemetery Services

a. Transfer of Exclusive Right of Burial to a new registered owner.	34.00	35.00	2.94%
b. Top up purchase of Exclusive Right of Burial Five Years	21.00	21.00	0.00%
c. Copy of Deed of Grant	28.00	28.00	0.00%
d. Copy of Registry Entry	10.00	10.00	0.00%
e. Hire of Charlton Cemetery family room / hour	22.00	22.00	0.00%
f. Exhumation	On application		
g. Genealogy services	15.00	15.00	0.00%

COMMUNITY & LEISURE SERVICE FEES AND CHARGES 2018/19

Sporting Facilities managed by Places for People Ltd

Andover Leisure Centre 01276 418200 enquiries@pfpleisure.org

Romsey Rapids 01276 418200 enquiries@pfpleisure.org

Romsey Sports Centre 01276 418200 enquiries@pfpleisure.org

Charlton Lakeside Pavilion 01276 418200 enquiries@pfpleisure.org

The Knightwood Leisure Centre 01276 418200 enquiries@pfpleisure.org

For current fees and charges for all facilities available at the above sites
please contact Places for People Ltd

Leisure Facilities managed by Andover Community Services Ltd (ACS)

The Sports Academy 01264 334366 enquiries@andover
communityservices.co.uk

COMMUNITY & LEISURE SERVICE FEES AND CHARGES 2018/19

		CHARGES 2017/18 £	CHARGES 2018/19 £	Increase	
SPORTING ACTIVITIES					
Andover Sports Academy					
Artificial Turf Pitch: Hockey/Football (60 minutes)					
Full Pitch					
Adult	Peak	52.00	53.00	1.92%	
	Off Peak	36.00	36.90	2.50%	
Junior	Peak	27.00	27.60	2.22%	
	Off Peak	18.50	18.90	2.16%	
Concessionary rate		22.25	22.75	2.25%	
Three Quarter Pitch					
Adult	Peak	43.25	44.25	2.31%	
	Off Peak	28.78	29.50	2.50%	
Junior	Peak	22.30	22.85	2.47%	
	Off Peak	15.20	15.50	1.97%	
Half Pitch					
Adult	Peak	33.65	34.50	2.53%	
	Off Peak	22.60	23.15	2.43%	
Junior	Peak	18.52	19.00	2.59%	
	Off Peak	13.15	13.45	2.28%	
Quarter Pitch (Six a Side)					
Adult	Peak	22.50	23.00	2.22%	
	Off Peak	18.15	18.60	2.48%	
Junior	Peak	15.50	15.90	2.58%	
	Off Peak	11.90	12.20	2.52%	
Floodlights (per hour)		Peak	10.40	10.65	2.40%
Peak Period:	Monday - Friday 5.00 pm - 10.00 pm Saturday and Sunday - all day				
Off Peak Period:	Monday - Friday 9.00 am - 5.00 pm				
Prices include:	Changing and shower facilities				

COMMUNITY & LEISURE SERVICE FEES AND CHARGES 2018/19

		CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Andover Sports Academy				
Tennis	Adult	7.30	7.50	2.74%
	Junior	3.65	3.75	2.74%
Table Tennis	Adult	5.05	N/A	
	Junior	3.80	N/A	
Short Mat Bowls	Adult	3.75	N/A	
	Junior	1.80	N/A	
Indoor Hall (not for profit bookings)	Adult	19.75	20.30	2.78%
	Junior	13.15	13.50	2.66%
Community Suite	Adult	17.50	17.85	2.00%
	Junior	12.90	13.15	1.94%
	Commercial	25.60	26.00	1.56%
Meeting Room	Adult	11.90	12.20	2.52%
	Junior	6.50	6.65	2.31%
	Commercial	17.30	17.65	2.02%
Studio Room	Adult	17.00	17.35	2.06%
	Junior	9.30	N/A	
	Commercial	24.70	N/A	
Outdoor Court – Team games	Adult	21.00	21.55	2.62%
	Junior	11.90	12.20	2.52%
Floodlights (per court)	Adult	6.20	6.35	2.42%
	Junior	3.10	3.15	1.61%
Hire of equipment	Adult	2.90	N/A	
	Junior	2.00	N/A	

CORPORATE FEES AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Advertising - Test Valley News			
1/2 Page Advert Portrait (127mm x 350mm) Landscape (259mm x 172mm)	1,000.00	1,000.00	0.00%
1/4 Page Advert Portrait only (127mm x 172mm)	650.00	650.00	0.00%
1/8 Page Advert Portrait (61mm x 172mm) Landscape (127mm x 86mm)	350.00	350.00	0.00%
1/16 Page Advert Portrait only (61mm x 86mm)	200.00	200.00	0.00%
Small Advert Portrait only (63mm x 66mm)	125.00	N/A	

For details of artwork requirements, please contact the editor on 01264 368000.

General Photocopying

General Photocopying (per side)

Black and White			
A4/A5	0.20	0.20	0.00%
A3	0.40	0.40	0.00%
Colour			
A4/A5	0.75	0.75	0.00%
A3	1.50	1.50	0.00%
Student/Parish Council Rate- (Black and White only);			
A4/A5	0.10	0.10	0.00%
A3	0.20	0.20	0.00%

Details of copy charges for larger size printing (up to A0) are shown on the Planning and Building Service pages and are applicable across the Council.

NOTE - All charges above are subject to VAT at the standard rate

ENVIRONMENTAL SERVICE FEES AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Bulky Household Waste Collection			
Single Item	27.75	28.50	2.70%
Multiple items (maximum of four items)	50.00	51.50	3.00%
Garden Waste - price on application, subject to a minimum charge of	32.50	33.00	1.54%
Disposable sacks for Schedule 2 Waste (roll of 25)	55.50	57.00	2.70%
Garden Waste Collection			
Initial Annual Subscription *	31.00	32.50	4.84%
Additional Annual Subscriptions	17.50	18.50	5.71%
Replacement Sack	1.75	1.75	0.00%
* one subscription is one sack / approved receptacle			
Wheeled Bins			
Purchase of black wheeled bin for waste collection (per bin)	30.00	31.00	3.33%
Purchase of brown/green wheeled bin for waste collection (per bin)	25.00	25.00	0.00%
Purchase of 1100 litre wheeled bin for waste collection	280.00	290.00	3.57%
There is no charge for changing from a small (140 litre) to a large (240 litre) brown recycling bin.			
Shopping Trolley Return			
Removal, Storage and Return	75.00	75.00	0.00%
Direct return (where an agreement is in place with the owner)	35.00	35.00	0.00%
Fixed Penalty Notice	Min / Max	Min / Max	
Dog Fouling and Dropping Litter	50 / 80	50 / 80	
Street Litter Control Notices/Litter Clearing Notices	60 / 110	60 / 110	
Graffiti / Flyposting	50 / 80	50 / 80	
Offences in relation to waste receptacles	60 / 110	60 / 110	
Abandoning a Vehicle	120 / 200	120 / 200	
Failure to produce authority (waste transfer notes)	180 / 300	180 / 300	
Failure to furnish documentation (waste carrier's licence)	180 / 300	180 / 300	

ENVIRONMENTAL SERVICE FEES AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Vehicle Workshop Charges			
Brake Roller Test (Per Axle)	24.50	25.00	2.04%
Air Con Servicing	N/A	30.00	
Hire Charges			
Operative Hire	25.50	26.00	1.96%
Operative and Van Hire	36.50	37.25	2.05%
Mechanical Sweeper - Large (HGV) Sweeper	51.00	52.50	2.94%
Mechanical Sweeper - Compact Unit	39.00	40.00	2.56%
Hire charges are per hour, subject to a minimum 1 hour hire. Travel time is in addition to hire charge and may require an additional charge.			
Note - All charges above are subject to VAT at the standard rate			
MoT Test Fees			
Class 4 vehicles (Cars)	40.00	40.00	0.00%
Class 5 vehicles (Passenger vehicles)	50.00	50.00	0.00%
Class 7 vehicles (Goods vehicles up to 3,500 kg)	50.00	50.00	0.00%
Combined Taxi / Hackney Carriage Test & MoT	76.00	76.00	0.00%

**ESTATES & ECONOMIC DEVELOPMENT SERVICE
FEES AND CHARGES 2018/19**

	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
High Street (Daily or part thereof)			
Concessionary	60.00	61.00	1.67%
Commercial / Private Hire	265.00	271.00	2.26%
Time Ring (Daily or part thereof)			
Concessionary	21.00	21.00	0.00%
Private Hire	40.00	41.00	2.50%
Commercial Hire	135.00	138.00	2.22%

Conditions of Hire:

Full terms and conditions can be viewed on the

Council's website www.testvalley.gov.uk

Or contact the Estates Service on 01264 368000

ESTATES & ECONOMIC DEVELOPMENT SERVICE FEES AND CHARGES 2018/19

THE RENDEZVOUS / UPPER GUILDHALL

Sessions	Private Hire		Commercial Hire		Concessionary	
	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	159.00	300.00	370.00	523.00	106.00	140.00
Morning 08.00 - 13.00	51.00	101.00	122.00	184.00	34.00	42.00
Afternoon 13.00 - 18.00	51.00	101.00	122.00	184.00	34.00	42.00
Evening 18.00 - 24.00	62.00	111.00	140.00	192.00	44.00	73.00
Hourly (Min. 2 hrs)	31.00	35.00	59.00	76.00	15.00	17.00

For 2018/19 the above charges have increased by between 0.00% and 2.58%.

Wedding Fees

	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Weekday (excluding bank holidays)	176.00	180.00	2.27%
Saturday	275.00	282.00	2.55%
Sunday / Bank Holiday	298.00	305.00	2.35%

The above fee includes 1 hour for rehearsal

Bookings can be for morning (08:00 - 13:00) or afternoon (13:00 - 16:00)

Conditions of Hire

See Crosfield Hall Charges

ESTATES & ECONOMIC DEVELOPMENT SERVICE FEES AND CHARGES 2018/19

CROSFIELD HALL

Whole Complex	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	296.00	335.00	387.00	535.00	201.00	266.00
Morning 08.00 - 13.00	89.00	100.00	117.00	161.00	59.00	77.00
Afternoon 13.00-18.00	119.00	132.00	156.00	216.00	77.00	105.00
Evening 18.00 - 24.00	119.00	132.00	156.00	216.00	77.00	105.00
Hourly (Min. 2 hrs)	31.00	33.00	38.00	51.00	18.00	26.00
Main Hall	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	200.00	223.00	305.00	432.00	131.00	201.00
Morning 08.00 - 13.00	59.00	70.00	91.00	128.00	40.00	59.00
Afternoon 13.00-18.00	77.00	89.00	122.00	172.00	51.00	77.00
Evening 18.00 - 24.00	77.00	89.00	122.00	172.00	51.00	77.00
Hourly (Min. 2 hrs)	18.00	23.00	31.00	42.00	13.00	18.00
Annexe	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	148.00	164.00	229.00	324.00	99.00	163.00
Morning 08.00 - 13.00	43.00	47.00	71.00	98.00	30.00	47.00
Afternoon 13.00-18.00	59.00	70.00	91.00	128.00	40.00	68.00
Evening 18.00 - 24.00	59.00	70.00	91.00	128.00	40.00	68.00
Hourly (Min. 2 hrs)	14.00	15.00	23.00	32.00	9.00	15.00
Nightingale Room	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	57.00	74.00	99.00	138.00	41.00	69.00
Morning 08.00 - 13.00	17.00	23.00	30.00	41.00	13.00	18.00
Afternoon 13.00-18.00	23.00	30.00	40.00	53.00	15.00	26.00
Evening 18.00 - 24.00	23.00	30.00	40.00	53.00	15.00	26.00
Hourly (Min. 2 hrs)	7.00	8.00	9.00	14.00	4.00	7.00

For 2018/19 the above charges have increased by between 0% and 2.59%.

ESTATES & ECONOMIC DEVELOPMENT SERVICE FEES AND CHARGES 2018/19

CROSFIELD HALL (Cont.)

NOTES:

Storage Charges

(For Regular Hirers of the Crosfield Hall)

Type of Storage	Size	Annual Charge
Metal Cupboard	Up to 1200mm x 1000mm x 470mm	£42.00
Storage area under stage (One Side)	1200mm x 3600mm x 6000mm	£146.00

- 1) All items are left at hirers own risk. Test Valley Borough Council will not be held responsible for any theft or damage that might occur whilst equipment etc is stored on the premises.
- 2) The location of storage is at the discretion of the Estates Service.
- 3) The above storage facility will be made available to groups and / or organisations who hire the Crosfield Hall in advance for no less than one booking per month for a minimum of ten months in any one calendar year.
- 4) The storage of equipment etc will be subject to prior arrangement with the Head of Estates.
- 5) Test Valley Borough Council reserves the right to move and or dispose of any equipment left on the premises at the expiration of the storage hire period.

Conditions of Hire for Guildhall and Crosfield Hall

The scales of charges are subject to the conditions of hire.

Sunday Trading

The Council will not permit a hiring which contravenes the Shops Act 1994.

Discounts

A discount of 10% will be given on the total bill to all categories of hirers on bookings for 2 or more days, whether consecutive days or block bookings, when payment is made in advance, or where 2 or more rooms are hired for the same day(s).

Concessionary Rates

- 1) Concessionary rates of hire will be charged to individuals/organisations for bookings falling within the following guidelines and the Head of Estates and Corporate Director exercise discretion where any doubts arise as to whether or not the applicant falls within the guidelines:-
 - a) for individuals or organisations holding a charitable status, based in Test Valley, who hire the halls for a purpose which benefits the community at large, the organisation is bona fide, and only pays honoraria to its officers.
- 2) The Head of Estates is authorised not to require payment in advance in respect of bookings for concessionary rates of hire.
- 3) The Head of Estates is authorised to decide into which category, i.e. commercial, private or concessionary, an application falls.
- 4) The Head of Estates is authorised to request a £300 deposit from hirers. This amount can be used to pay for damage / additional cleaning works, with the balance to be refunded.

ESTATES & ECONOMIC DEVELOPMENT SERVICE FEES AND CHARGES 2018/19

OFFICE ACCOMMODATION - BEECH HURST

Conference Room 1	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 09.00 - 23.00	233.00	490.00	351.00	601.00	163.00	N/A
Morning 09.00 - 13.00	116.00	233.00	144.00	285.00	82.00	N/A
Afternoon 13.00-17.00	116.00	233.00	144.00	285.00	82.00	N/A
Evening 18.00 - 23.00	121.00	269.00	181.00	354.00	105.00	N/A

Conference Rooms 2 & 5	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 09.00 - 23.00	159.00	233.00	212.00	354.00	98.00	N/A
Morning 09.00 - 13.00	83.00	135.00	112.00	178.00	54.00	N/A
Afternoon 13.00-17.00	83.00	135.00	112.00	178.00	54.00	N/A
Evening 18.00 - 23.00	88.00	152.00	120.00	222.00	67.00	N/A

Interview Room	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 09.00 - 23.00	76.00	134.00	116.00	204.00	60.00	N/A
Morning 09.00 - 13.00	30.00	45.00	53.00	87.00	23.00	N/A
Afternoon 13.00-17.00	30.00	45.00	53.00	87.00	23.00	N/A
Evening 18.00 - 23.00	37.00	72.00	76.00	121.00	30.00	N/A

For 2018/19 the above charges have increased by between 0% and 2.58%.

Discounts

A discount of 10% will be given on the total bill to all categories of hire on bookings for 2 or more days, whether consecutive days or block bookings, where payment is made in advance, or where 2 or more rooms are hired for the same day(s).

Concessionary Rates

No concessionary rates for Saturday, Sunday and Bank Holidays.

Other

Tea/Coffee/Biscuits/Cordial - per catering charges set by Property Services Manager.

Buffet lunches per menus

Price quoted for rooms/halls hire are excluding VAT, VAT will be added at the standard rate where applicable. VAT will be applied at standard rate on catering.

Conference Aids Standard facilities include flip chart stand and overhead projector and screens.

NB

No suite / room charge for Council and Committee bookings, internal courses, seminars, meetings and local authority professional associations, except where the majority of delegates are external and a course fee is charged.

Due to the location of Conference Room 4, the hire of this room will be at the discretion of the Head of Estates & Economic Development.

ESTATES & ECONOMIC DEVELOPMENT SERVICE FEES AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Highways			
Street and Property Naming			
Administration of property name changes	83.00	85.00	2.41%
Provide information on street naming and postal numbering on new developments			
1 dwelling	112.00	115.00	2.68%
2 - 20 dwellings	223.00	230.00	3.14%
21+ dwellings (price per dwelling)	11.00	11.50	4.55%
Street re-naming (plus advertising and legal costs) Fee is payable in advance and is non-refundable. No charge will apply where the street naming request is submitted by the emergency services.	446.00	460.00	3.14%
Temporary Traffic Regulation Orders Plus advertising costs recovered at cost	780.00	800.00	2.56%
Temporary Road Closures (Town Police Clauses Act)	25.00	120.00	380.00%
Management Fee for Speed Limit reminder equipment	863.00	886.00	2.67%
Hire charge for radar equipment	218.00	224.00	2.75%
Provision of access protection marking	N/A	75.00	
Tourist Signs *			
Application fee	125.00	125.00	0.00%
Application fee for each additional sign	N/A	50.00	
Provision of signs		actual cost	
Administration fee	20% of work cost (min £100.00)		
Supervision fee	10% of work cost (min £50.00)		
Maintenance fee	10% of work cost (min £50.00)		
Replacement fee	Actual cost plus supervision fee		

* These fees are set by Hampshire County Council and therefore may change during the year.

HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Licences			
Dog Breeders - plus Vet's fees			
Commercial Dog Breeders	150.00	153.00	2.00%
Breeders for Dog Shows	106.00	108.00	1.89%
Pet Shops	150.00	153.00	2.00%
Home Trading Pet Shop	88.00	90.00	2.27%
Riding Establishments (plus Vet's costs)	191.00	195.00	2.09%
Animal Boarding Establishments			
Domestic Boarding Establishments	104.00	106.00	1.92%
Commercial Boarding Establishments - Dogs	150.00	153.00	2.00%
Commercial Boarding Establishments - Cats	131.00	134.00	2.29%
Commercial Boarding Establishments - Combined	212.00	217.00	2.36%
Dangerous Wild Animals (plus Vet's costs)	191.00	195.00	2.09%
Zoo (per 4 or 5 years, plus Vet's costs)	945.00	945.00	0.00%
Street Traders			
Up to seven days	42.00	43.00	2.38%
Annual - one night per week	609.00	618.00	1.48%
Annual - extra night per week	99.00	101.00	2.02%
Registrations			
Initial Registration of Hairdressers	106.00	108.00	1.89%
Ear / Skin Piercers and Tattooists	142.00	145.00	2.11%
Electrolysis practitioners	142.00	145.00	2.11%
Hygiene Certificates (plus analysis charges as deemed necessary)	69.00	70.00	1.45%
Dog Control			
Collection Fee (plus kennelling fee for number of days / part days recharged at cost)	35.00	35.00	0.00%

HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Houses in Multiple Occupation			
Licensing - Basic Fee	478.00	490.00	2.51%
- Maximum Fee	N/A		
- Drawing plan on landlord request	75.00 *	77.00 *	2.67%
10% discount for members of recognised landlord associations			
* Plus VAT at standard rate			
DFG Administration Charge			
Charge on Disabled Facilities Grants where architect or agent isn't employed	10%	10%	0.00%
Caravan Site Licences (set in separate fee policy)			
Transferring a site licence	110.25	110.25	0.00%
Varying site licence conditions	253.75	253.75	0.00%
Depositing site rules	46.75	46.75	0.00%
Granting a site licence - 1-5 units	288.00	288.00	0.00%
- 6-15 units	340.50	340.50	0.00%
- 16-30 units	375.50	375.50	0.00%
- 31-45 units	419.25	419.25	0.00%
- 46 and above units	463.00	463.00	0.00%
Annual fee - 2-5 units	232.75	232.75	0.00%
- 6-15 units	250.25	250.25	0.00%
- 16-30 units	337.75	337.75	0.00%
- 31-45 units	372.75	372.75	0.00%
- 46 and above units	390.25	390.25	0.00%
Enforcement fees	Hourly rate	Hourly rate	
Housing Act Notices & Orders			
Determination, preparation & serving of a Notice	Hourly rate	Hourly rate	
or making of an Order	Min. 2hrs	Min. 2hrs	
Registered Provider Affordable Housing Enabling Fee	£250 per unit	£256.75 per unit	
Health Education Courses			
Health & Safety and Food Hygiene Courses	On application		
Photographs			
Photograph from negative	6.00	6.00	0.00%
Photograph from print	15.00	15.00	0.00%
Digital Photographs	6.00	6.00	0.00%

HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Motor Salvage Operators			
Registration	75.00	75.00	0.00%
Viewing of Register	NIL	NIL	
Copy of Register	11.00	11.00	0.00%
Environmental Protection Act / Pollution, Prevention and Control Act 1999 (Regulations 2000)			
Environmental Protection Act - Prescribed Processes			
In accordance with the DEFRA fees and charges scheme			
Immigration Assessment of Fitness - Checks for residency and work permit applications	149.00 *	153.00 *	2.68%
* Plus VAT at standard rate			
Pest Control			
Domestic Premises:			
Wasps, Hornets' Nest	50.00	51.00	2.00%
Each additional nest (Payment in advance)	16.25	16.50	1.54%
Rats & Mice - Maximum of three visits	67.00	69.00	2.99%
Charges for rat and mouse treatments are only applicable to those residents classed as non-vulnerable.			
There will be no charge for households in receipt of Council Tax support.			
Fleas			
Up to 3 bedroomed property	67.00	68.50	2.24%
4 bedroomed property	77.00	78.50	1.95%
5 bedroomed property	87.00	89.00	2.30%
In excess of 5 bedrooms, each additional bedroom	10.00	10.25	2.50%
Re-visit within 10 days of initial treatment	Nil	Nil	
Re-visit after 10 days of initial treatment, charges as above			
Bed Bugs			
Up to 3 bedroomed property	82.00	84.00	2.44%
4 bedroomed property	94.00	96.50	2.66%
5 bedroomed property	104.00	106.50	2.40%
In excess of 5 bedrooms, each additional bedroom	10.00	10.25	2.50%
Re-visit within 10 days of initial treatment	Nil	Nil	
Re-visit after 10 days of initial treatment, charges as above			
Other Insects	67.00	68.50	2.24%
(Minimum charge up to 1 hour, thereafter the hourly rate for each hour or part thereof)			

HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Commercial Premises:			
Non Contract work			
Rodents - initial visit	99.00 *	101.00 *	2.02%
Rodents - additional visits	50.00 *	51.00 *	2.00%
Fleas	77.00 *	79.00 *	2.60%
Other Insects (Minimum charge - 1 hour)	77.00 *	79.00 *	2.60%
Additional visits - hourly rate plus cost of materials			
Wasps, Hornets' Nest (Payment in advance)	60.00 *	61.00 *	1.67%
Each additional nest (Payment in advance)	21.25 *	21.50 *	1.18%
Advice / Premises Surveys	22.25 *	22.50 *	1.12%
If an invoice is required a charge of £12 will be added to the cost of treatments.			
Contract Work - Rodents and Insects. Quotations given for individual premises			
* Plus VAT at standard rate			
Work carried out for the Public			
Work carried out on the legitimate request of the public OR in cases where the Council is entitled to act in default of a legal obligation upon a member of the public AND where there is no other legal constraint affecting the ability of the Council to determine a charge.			
Charge will equate to the cost of materials, travel, other services plus cost of staff time. This staff time will be charged at £45 per hour (minimum 1 hour) plus £30 per additional half hour or part thereof, plus £24 administration time.			
Water Sampling			
Plus Analysts fees for Water Supplies in Categories A-E	68.00	69.00	1.47%
Swimming pools - plus analysts fee	25.00	25.00	0.00%
Food Register			
Viewing register	Nil	Nil	
Single entry from register	10.00	10.00	0.00%
Section copy of register	42.50	43.00	1.18%
Whole register copy	76.00	78.00	2.63%
Pollution and Contaminated Land			
Contaminated land and general pollution related queries	47.00	48.00	2.13%
Detailed contaminated land and pollution queries	47.00	48.00	2.13%
(Minimum of 1 hour, thereafter £43 for each hour or part thereof)			
Contaminated Land Registry			
Viewing register	Nil	Nil	
Single entry from register	6.00	6.00	0.00%
Whole register copy	59.50	61.00	2.52%
Attendance at Court, Factual Statements			
(Hourly rate of E & H Officer involved)			

LEGAL & DEMOCRATIC SERVICE FEES AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Local Land Charges			
Full Search			
LLC1	40.00	27.00	-32.50%
CON29R	57.00 *	70.00 *	22.81%
Additional parcels - LLC1	7.00	5.00	-28.57%
Additional parcels - CON29R	8.00 *	12.50 *	56.25%
 Part II Enquiries	 14.00 *	 N/A *	
Handling Fee for Con29O	20.00 *	N/A *	
Additional Questions	20.00	N/A	
 Part II Enquires/Full Search			
Each CON29O enquiry 4, 21 or 22	0.00	25.00 *	
Each CON29O enquiry 5-20 (Excluding Q8)	0.00	12.50 *	
 Part II Enquiries/CON29O Only			
Each CON29O enquiry 4, 21 or 22	0.00	25.00 *	
Each CON29O enquiry 5-20 (Excluding Q8)	0.00	12.50 *	
 Data Protection			
Data Subject Access Requests - Statutory Maximum	10.00	10.00	}
			}
* VAT will be added at the standard rate			}

LEGAL & DEMOCRATIC SERVICE FEES AND CHARGES 2018/19

		CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Electoral Register Fees - Statutory Charges				
Data format	Per Transaction	20.00	20.00	0.00%
	Per 1,000 names or part thereof	1.50	1.50	0.00%
Print Format	Per Transaction	10.00	10.00	0.00%
	Per 1,000 names or part thereof	5.00	5.00	0.00%
Electoral Register - Marked copies of Register and Absent Lists				
Statutory Charges				
Data format	Per Transaction	10.00	10.00	0.00%
	Per 1,000 names or part thereof	1.00	1.00	0.00%
Print Format	Per Transaction	10.00	10.00	0.00%
	Per 1,000 names or part thereof	2.00	2.00	0.00%
Licences				
Tables and Chairs on the Highway		199.00	199.00	0.00%
Sex Establishments - Grant, renewal or transfer - on application		478.00	478.00	0.00%
Sex Establishments - Grant, renewal or transfer - further charge if application goes to the Licensing Committee		785.00	785.00	0.00%
Sex Establishments - Variation		182.00	182.00	0.00%
Scrap Metal Dealers - Grant/renewal - Site licence		350.00	350.00	0.00%
Scrap Metal Dealers - Grant/renewal - Collector's licence		220.00	220.00	0.00%
Scrap Metal Dealers - Variation of licence		130.00	130.00	0.00%
Hackney Carriages and Private Hire Vehicle Licences				
Replacement Plate		8.00	8.00	0.00%
Hackney Carriages - Vehicle		92.00	92.00	0.00%
Hackney Carriages - Temporary Change of Vehicle		49.00	49.00	0.00%
Hackney Carriages - Transfer of Vehicle Ownership		25.00	25.00	0.00%
Hackney Carriages - Inspection (Initial)		50.75	50.75	0.00%
Private Hire - Vehicle		92.00	92.00	0.00%
Private Hire - Temporary Change of Vehicle		49.00	49.00	0.00%
Private Hire - Transfer of Vehicle Ownership		25.00	25.00	0.00%
Private Hire - Inspection (Initial)		50.75	50.75	0.00%
Operator Licence - One Year		77.00	77.00	0.00%
Operator Licence - Five Years		198.00	198.00	0.00%
New Driver Licence - One Year*		155.00	155.00	0.00%
New Driver Licence - Three Years*		171.00	171.00	0.00%
Renewal Driver Licence - One Year*		107.00	107.00	0.00%
Renewal Driver Licence - Three Years*		123.00	123.00	0.00%
Driver ID Validation service		7.50	7.50	0.00%
Replacement licence or badge		10.00	10.00	0.00%

* All driver licences fees are reduced by £71 if a current enhanced criminal records disclosure can be provided

LEGAL & DEMOCRATIC SERVICE FEES AND CHARGES 2018/19

Gambling Act 2005 Permit Fees

	New Applications	Annual Fee	Renewal	Existing Operator new application	Variation of Permit	Transfer of Permit	Copy of Permit	Change of Name
	£	£	£	£	£	£	£	£
Family Entertainment Centre	300	N/A	300	N/A	N/A	N/A	15	25
Small Society Lottery	40	20	N/A	N/A	N/A	N/A	N/A	N/A
Club Gaming	200	50	200	100	100	N/A	15	N/A
Club Gaming Machine	200	50	200	100	100	N/A	15	N/A
Prize Gaming	300	N/A	300	N/A	N/A	N/A	15	25
Licensed Premises Gaming Machine (2 machines or less)	50	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Licensed Premises Gaming Machine (more than 2 machines)	150	50	N/A	100	100	25	15	25

Gambling Act 2005 Premises Fees

	Non-fast track advance application (note 1)	Premises already holding provisional statement	Ordinary Premises Licence	Annual Fee	Variation of Permit	Transfer of Licence	Reinstatement of Licence	
	£	£	£	£	£	£	£	}
Bingo premises	1,750	1,200	3,500	1,000	1,750	1,200	1,200	3,500
Family Entertainment Centre	1,000	950	2,000	750	1,000	950	950	2,000
Adult Gaming Centre	1,000	1,200	2,000	1,000	1,000	1,200	1,200	2,000
Betting premises	1,500	1,200	3,000	600	1,500	1,200	1,200	3,000

Notes

1) This is for existing licensed premises who wish to convert their existing licence but vary some or all of the default conditions proposed by the Gambling Commission that will be attached to the licence. For licence holders wishing to convert their existing licence who accept all the default conditions, the fee is £300. These fees will only apply during the transitional phase when licences are being converted.

2) The fee for notification of a change of circumstances is £50.

3) The fee for a copy of a licence is £25.

All charges are statutorily set and remain at the same levels as 2017/18.

LEGAL & DEMOCRATIC SERVICE FEES AND CHARGES 2018/19

Liquor Licences

Applications for Premises Licences

Property Band Rateable Value (£)	A 0 - 4,300	B 4,301 - 33,000	C 33,001 - 87,000	D 87,001 - 125,000	E 125,001 +
Fee for applications	100.00	190.00	315.00	450.00	635.00
Fee for applications (town centre properties used exclusively or primarily for selling alcohol)	N/A	N/A	N/A	900.00	1,905.00
Annual fee to be paid on anniversary of grant of licence	70.00	180.00	295.00	320.00	350.00

Additional fees for Premises and Club Premises with a capacity of over 5,000 persons.

Capacity	Additional fee payable on application	Additional annual fee payable
5,000 - 9,999	1,000	500
10,000 - 14,999	2,000	1,000
15,000 - 19,999	4,000	2,000
20,000 - 29,999	8,000	4,000
30,000 - 39,999	16,000	8,000
40,000 - 49,999	24,000	12,000
50,000 - 59,999	32,000	16,000
60,000 - 69,999	40,000	20,000
70,000 - 79,999	48,000	24,000
80,000 - 89,999	56,000	28,000
90,000 +	64,000	32,000

All charges are statutorily set and remain at the same levels as 2017/18.

LEGAL & DEMOCRATIC SERVICE

FEES AND CHARGES 2018/19

Liquor Licences Continued	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Other Premises Fees			
Copies of information contained in the register	POA *	POA *	
Application for copy of licence	10.50	10.50	0.00%
Notification of change of address	10.50	10.50	0.00%
Application to vary individual as premises supervisor	23.00	23.00	0.00%
Application to transfer premises licence	23.00	23.00	0.00%
Interim authority notice	23.00	23.00	0.00%
Application for making of a provisional statement	315.00	315.00	0.00%
Notification of change in club rules	10.50	10.50	0.00%
Change of name of registered address of club	10.50	10.50	0.00%
Temporary event notices	21.00	21.00	0.00%
Application for copy of notice on theft	10.50	10.50	0.00%
Notification of change of name or address (personal licence)	10.50	10.50	0.00%
Notice of interest in any premises	21.00	21.00	0.00%
Personal Licence Fee	37.00	37.00	0.00%
Minor variation	89.00	89.00	0.00%

* POA - Payment on Application

PLANNING & BUILDING SERVICE FEES AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Town and Country Planning			
Planning Pre Application Enquiry Fees (figures exclude VAT at the Standard Rate)			
Householder	40.00	40.00	0.00%
1 dwelling	100.00	100.00	0.00%
2-5 dwellings	180.00	180.00	0.00%
6-9 dwellings	300.00	300.00	0.00%
10-20 dwellings	530.00	530.00	0.00%
21+ dwellings	10% of Application Fee	10% of Application Fee	
Other development 0 -99m ²	75.00	75.00	0.00%
Other development 100-499m ²	200.00	200.00	0.00%
Other development 500-999m ²	375.00	375.00	0.00%
Other development 1,000m ² +	450.00 or 10% of application fee whichever is greater	450.00 or 10% of application fee whichever is greater	
Change of use	140.00	140.00	0.00%
Advertisements	40.00	40.00	0.00%
Variation of condition	50.00	50.00	0.00%
<u>Reduced Fees</u>			
Proposals by Parish Councils	50% reduction	50% reduction	
Proposals by non-profit making clubs or other non profit making sporting or recreational organisations, relating to playing fields for their own use	50% reduction	50% reduction	
Follow up amended pre application enquiries	50% reduction	50% reduction	
<u>Exemptions</u>			
Affordable Housing Exception Schemes in Rural Areas by Registered Providers	FREE	FREE	
Listed Building works not requiring planning permission	FREE	FREE	
Conservation Area demolition	FREE	FREE	
Article 4 directions	FREE	FREE	
Alterations to dwelling houses or buildings to which members of the public are admitted, for the purpose of providing means of access for disabled people (or securing the safety, health or comfort of disabled people, in the case of dwelling houses).	FREE	FREE	
Non-material amendments	FREE	FREE	
Extension of time for implementation	FREE	FREE	
Planning Application Fees	Statutory Scale of Charges	Statutory Scale of Charges	

Full details can be viewed on the Council's website www.testvalley.gov.uk
Or contact the Planning & Building Service on 01264 368000

PLANNING & BUILDING SERVICE FEES AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Plan Copying (per side)			
A2	2.50	2.50	0.00%
A1	5.00	5.00	0.00%
A0	10.00	10.00	0.00%
 A4 OS Site Plans for Planning Applications - set of 6 copies (including OS charge)	 18.00	 18.00	 0.00%
 1/500 scale - rural and urban; 1/1250 urban and 1/2500 rural			
Planning Enquiries Relating to Land Transactions	35.00	35.00	0.00%
Planning Enquiries requiring research. Written response per hour or part thereof	50.00	50.00	0.00%
Planning Permission - Letters of Compliance per enquiry			
Basic investigations, plus letter	35.00	35.00	0.00%
Detailed investigations and/or site visit, plus letter	80.00	80.00	0.00%
Legal Agreements - Letters of Compliance per enquiry			
Basic investigations, plus letter	35.00	35.00	0.00%
Detailed investigations and/or site visit, plus letter	80.00	80.00	0.00%
High Hedges Complaint Fee	350.00	350.00	0.00%
Tree Consent - written response per enquiry	21.00	21.00	0.00%
Adoption Inspections of Open Space / Landscape Areas per inspection	107.00	107.00	0.00%
Comprehensive TPO Enquiries per hour	42.00	42.00	0.00%

**PLANNING & BUILDING SERVICE
FEES AND CHARGES 2018/19**

			CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Applications to Extinguish/Divert Public Rights of Way					
Retainer:			1,200.00	1,200.00	0.00%
(Section 257)	{	if withdrawn	300.00	300.00	0.00%
- Basic Fee		if refused	600.00	600.00	0.00%
- Opposed Orders	Additional work per hour plus advertising		90.00	90.00	0.00%
Photocopying of Building Regulation Decision Notices			0.20	0.20	0.00%
Photocopying of Building Regulation Completion Notices			0.20	0.20	0.00%

PLANNING & BUILDING SERVICE FEES AND CHARGES 2018/19

Building Control

Schedule 1

STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING

STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING Number of Dwellings	Plan Charge £	Inspection Charge £	Building Notice Charge £	Regularisation charge £	Additional charge £
1	146.27	438.79	641.02	819.08	230.95
2	219.40	658.19	961.54	1,228.63	TBA
3	292.54	877.60	1,282.04	1,638.20	TBA
4	365.65	1,096.97	1,602.55	2,047.67	TBA
5	438.79	1,316.37	1,923.06	2,457.22	TBA
6	519.64	1,558.87	2,277.31	2,909.91	TBA
7	581.21	1,743.62	2,547.22	3,254.76	TBA
8	638.94	1,916.83	2,800.24	3,578.08	TBA
9	704.38	2,113.13	3,087.02	3,944.51	TBA
10	769.82	2,309.43	3,373.80	4,310.95	TBA
11	827.55	2,482.64	3,626.83	4,634.27	TBA
12	885.29	2,655.85	3,879.86	4,957.60	TBA
13	943.02	2,829.05	4,132.89	5,280.90	TBA
14	1,020.00	3,059.99	4,470.28	5,711.99	TBA
15	1,058.49	3,175.46	4,638.97	5,927.53	TBA
16	1,120.07	3,360.22	4,908.88	6,272.41	TBA
17	1,173.96	3,521.88	5,145.03	6,574.18	TBA
18	1,227.84	3,683.53	5,381.20	6,875.92	TBA
19	1,285.58	3,856.74	5,634.24	7,199.25	TBA

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

Note - for 20 or more dwellings the charge is individually determined.

For dwellings with a floor area exceeding 300m but not exceeding 700m see **Schedule 1A**

An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

For 2018/19 the above charges have increased by 5.1% for full plan, and 2.6% for all other charges.

PLANNING & BUILDING SERVICE FEES AND CHARGES 2018/19

Building Control cont.

Schedule 1A

STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING OVER 300m² but not exceeding 700m²

Standard Charges for the Creation or Conversion to New Housing over 300 but not exceeding 700m	Plan Charge £	Inspection Charge £	Building Notice Charge £	Regularisation Charge £	Additional Charge £
Greater than 300m ² but does not exceed 400m ²	315.63	946.87	1,383.25	1,767.50	TBA
Greater than 400m ² but does not exceed 500m ²	331.02	993.06	1,450.73	1,853.71	TBA
Greater than 500m ² but does not exceed 600m ²	350.27	1,050.79	1,535.07	1,961.48	TBA
Greater than 600m ² but does not exceed 700m ²	365.65	1,096.97	1,602.55	2,047.67	TBA
Greater than 700m ²	Charge to be individually determined				

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

Note - for dwellings where the floor area of a dwelling exceeds 700m² the charge is individually determined.

An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

For 2018/19 the above charges have increased by 5.1% for full plan, and 2.6% for all other charges.

PLANNING & BUILDING SERVICE FEES AND CHARGES 2018/19

Building Control cont.

STANDARD CHARGES FOR OTHER BUILDING WORK

Schedule 2
Domestic extensions to a single building

Category	Description	Plan Charge £	Inspection Charge £	Building Notice Charge £	Regularisation Charge £	Additional charge* £
1	Single storey extension floor area not exceeding 10m ²	107.77	323.32	472.33	603.53	230.95
2	Single storey extension floor exceeding 10m ² but not exceeding 40 m ²	130.87	392.61	573.54	732.87	230.95
3	Single storey extension floor exceeding 40m ² but not exceeding 100m ²	161.66	484.98	708.48	905.30	230.95
4	Two storey extension not exceeding 40 m ²	138.56	415.69	607.29	775.95	230.95
5	Two storey extension to a dwelling house exceeding 40 m ² but not exceeding 100m ²	173.20	519.64	759.10	969.98	230.95
6	Loft conversion that does not include the construction of a dormer	107.77	323.32	472.33	603.53	230.95
7	Loft conversion that includes the construction of a dormer	115.47	346.41	506.06	646.63	230.95
8	Erection or extension of a non exempt detached domestic garage or carport up to 100m ²	92.33	277.14	404.86	517.26	230.95
9	Erection of a non exempt attached single storey extension of a domestic garage or carport up to 100m ²	100.07	300.23	438.59	560.42	230.95
10	Conversion of a garage to a dwelling to a habitable room(s)	69.29	207.86	303.63	388.01	230.95
11	Alterations to extend or create a basement up to 100m ²	73.14	219.40	320.51	409.56	230.95

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

Where part of an extension is single storey and part is two storey the charge for a two storey extension will apply.

Where a first floor extension is constructed over an existing single storey structure the charge applied is the same as a single storey extension of the same floor area.

Where it is intended to carry out additional building work on a dwelling at the same time that any of the work to which schedule 2 applies, then the charge for the additional work will be reduced by 25% or alternatively the charge may be individually determined, with the agreement of the "relevant person."

For 2018/19 the above charges have increased by 5.1% for full plan, and 2.6% for all other charges.

**PLANNING & BUILDING SERVICE
FEES AND CHARGES 2018/19**

Building Control cont.

Schedule 3
Domestic alterations to a single building

	Category of Work	Basis of Charge	Plan Charge £	Inspection Charge £	Building Notice Charge £	Details of any reduction for work carried out at the same time as work referred to in Schedule 2	Regularisation Charge £
1	The installation of any controlled fitting or other building work ancillary to the building of an extension.	Included in the charge for an extension.	N/A	N/A	N/A	N/A	N/A
2	Underpinning	Fixed price	96.22	288.67	421.72	25%	538.85
3	Renovation of a thermal element to a single dwelling.	Fixed price	38.49	115.47	168.68	25%	215.54
4	Internal alterations, installation of fittings (not electrical) and/or, structural alterations	Fixed price based on estimated cost bands,					
	(If ancillary to the building of the extension no additional charge)	Estimated cost less than £2500	46.18	138.56	202.43	25%	258.64
		Estimated cost exceeding £2500 but not exceeding £5,000	61.58	184.76	269.91	25%	344.88
		Estimated cost exceeding £5000 but not exceeding £25,000	100.07	300.23	438.59	25%	560.42
		Estimated cost exceeding £25,000 but not exceeding £50,000.	123.18	369.51	539.81	25%	689.77
		Estimated cost exceeding £50,000 but not exceeding £75,000.	153.96	461.88	674.77	25%	862.18
		Estimated cost exceeding £75,000 but not exceeding £100,000.	177.05	531.16	775.97	25%	991.49
5	Window replacement (non competent person's scheme).	Fixed price grouped by numbers of windows,					
		Per installation up to 20 windows	26.95	80.83	118.08	25%	150.89
		Per installation over 20 Windows.	34.64	103.92	151.82	25%	193.98
6	Electrical work (not competent person's scheme).	Fixed price based on extent of works.					
		Any electrical work other than the rewiring of a dwelling.	76.99	230.94	337.38	25%	431.1
		The re-wiring or new installation in a dwelling.	76.99	230.94	337.38	25%	431.1

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

For 2018/19 the above charges have increased by 5.1% for full plan, and 2.6% for all other charges.

**PLANNING & BUILDING SERVICE
FEES AND CHARGES 2018/19**

Building Control cont.

Schedule 4
OTHER, NON DOMESTIC WORK - EXTENSIONS AND NEW BUILD

Category of Work		Building Usage											
		Other Residential (Institutional and Other)			Assembly and Recreational use			Industrial and Storage usage			All Other use Classes		
		Plan Charge	Inspection Charge	Regularisation charge	Plan Charge	Inspection Charge	Regularisation charge	Plan Charge	Inspection Charge	Regularisation charge	Plan Charge	Inspection Charge	Regularisation charge
1	Floor area not exceeding 10m ²	215.55	646.65	1207.08	192.45	577.36	1077.73	146.27	438.79	819.08	115.47	346.41	646.63
2	Floor area exceeding 10m ² but not exceeding 40m ²	254.04	762.11	1422.61	230.94	692.83	1293.28	184.76	554.26	1034.63	161.66	484.98	905.3
3	Floor area exceeding 40m ² but not exceeding 100m ²	338.73	1016.16	1896.85	292.54	877.6	1638.2	238.64	715.92	1336.38	192.45	577.37	1077.75
4	Floor area exceeding 100m ² but not exceeding 200m ²	446.5	1339.47	2500.36	384.91	1154.71	2155.47	307.92	923.78	1724.38	223.24	669.74	1250.17

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

The amount of time to carry out the building regulation functions varies, dependent on the different use categories of buildings.

The amount of time to check and inspect a building used for industrial and storage use is less than that for other use, same size buildings and the charge for an assembly use building is higher due to the additional time in respect of this type of work. The use of a building is different under the provisions of the Building Regulations 2010 (as amended).

Note: A basement is considered to be storey and there is an additional charge of £200.22 if the work is in relation to a basement.

For 2018/19 the above charges have increased by 5.1% for full plan, and 2.6% for all other charges.

PLANNING & BUILDING SERVICE FEES AND CHARGES 2018/19

Building Control cont.

Schedule 5 ALL OTHER NON DOMESTIC WORK – ALTERATIONS

	Category of Work	Basis of Charge	Plan charge	Inspection charge	Regularisation
1	The installation of any fitting or other work ancillary to the building of an extension.	Included in the charge for the building.	N/A	N/A	N/A
2	Underpinning.	Estimated cost up to £50,000	123.18	369.1	689.19
		Estimated cost exceeding £50,000 and up to £100,000	153.96	461.88	862.18
		Estimated cost exceeding £100,000 and up to £250,000.	184.76	554.26	1034.63
3	Window replacement (non competent person's scheme).	Fixed price grouped by numbers of windows	0	0	0
		Per installation up to 20 windows	30.8	93.38	173.85
		Per installation over 20 windows up to 50 windows	46.18	138.56	258.64
4	Renovation of a thermal element	Estimated cost up to £50,000	76.99	230.94	431.1
		Estimated cost exceeding £50,000 and up to £100,000	130.87	392.61	732.87
		Estimated cost exceeding £100,000 and up to £250,000	184.76	554.26	1034.63
5	Alterations not described elsewhere including structural alterations and installation of controlled fittings	Estimated cost up to £5,000	61.58	184.76	344.88
		Estimated cost exceeding £5,000 and up to £25,000	100.07	300.23	560.42
		Estimated cost exceeding £25,000 and up to £50,000	123.18	369.51	689.77
		Estimated cost exceeding £50,000 and up to £100,000	146.27	438.79	819.08
		Estimated cost exceeding £100,000 and up to £150,000	184.76	554.26	1034.63
6	Installation of Mezzanine floor up to 500m ²	Fixed price	123.18	369.51	689.77
7	Office fit out	Fixed price based on floor area bands	0	0	0
		Floor up to 500m ²	92.38	277.14	517.33
		500m ² to 2000m ²	123.18	369.51	689.77
8	Shop fit out	Fixed price based on floor area bands	0	0	0
		Floor up to 500m ²	92.38	277.14	517.33
		500m ² to 2000m ²	123.18	369.51	689.77
9	New shop front(s)	Fixed price grouped by numbers of windows,	0	0	0
		Per installation up to 20 windows	53.88	161.66	301.76
		Per installation over 20 windows up to 50 windows	69.29	207.86	388.01

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

Additional charge for the change of use of a building

The charge is £92.85 and all associated building work will be subject to the additional charges detailed above.

This additional charge does not apply in relation to a building used for residential purposes that is altered to create more or fewer dwellings.

For 2018/19 the above charges have increased by 5.1% for full plan, and 2.6% for all other charges.

**REVENUES SERVICE
FEES AND CHARGES 2018/19**

	CHARGES 2017/18 £	CHARGES 2018/19 £	Increase
Council Tax/ Non Domestic Rates			
Summons Costs	50.00 *	50.00 *	0.00%
Liability Order Costs	23.00	23.00	0.00%

* Includes court charges