

**COMMUNITY & LEISURE SERVICE  
FEES & CHARGES 2024/25**

		<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>SPORTING ACTIVITIES</b>				
<b>Charlton Sports Centre</b>				
<b>Football and Rugby:</b>				
Adults	Monday to Friday	41.92		
	Saturday/Sunday All days	51.58	54.70	6.04%
Under 18	Charged at 50% of the full fee			
Supplement for use of Floodlit Pitch (stadium pitch only) (per hour)		18.75	20.00	6.67%
<b>Training:</b>				
Adults	Per hour	12.00	12.70	5.83%
Under 18	Per hour Charged at 50% of the full fee	6.00		
	Changing accommodation supplement	4.17	4.40	5.60%
Mini Soccer		12.00	12.70	5.83%
<b>Hire of Ground:</b>				
Per day (commercial hire)		250.00	265.00 *	6.00%
Per half day (commercial hire)		125.00	132.50 *	6.00%
* VAT is chargeable for non sporting events				
<b>Running Track:</b>				
Annual Season Ticket (April to March)				
Adult		33.21	35.20	6.00%
Junior	Charged at 50% of the full fee	16.88		
Day Ticket				
Adult		2.88	3.00	4.35%
Junior	Charged at 50% of the full fee	1.25		
Supplement to be charged for Floodlighting (per hour)		18.75	20.00	6.67%
<b>Meetings:</b>				
Saturday/Sunday/Bank Holidays All days				
	9 am to 6 pm	237.71	252.00	6.01%
	Half Day (up to 4 hours)	140.96	150.00	6.41%
<del>Monday to Friday</del>				
	<del>9 am to 6 pm</del>	<del>140.96</del>		
	<del>Half Day (up to 4 hours)</del>	<del>94.96</del>		
<del>Under 18 – charged at 60% of the full fee</del>				
Supplement to be charged for Floodlighting (per hour)		18.75	20.00	6.67%
Groundsman attendance (half day)		68.29	72.40	6.02%
Group training track only (per hour)		9.38	10.00	6.67%
<b>Hire of Pavilion Room:</b>				
Per hour		10.04	10.70	6.56%
<b>BMX Floodlights</b>				
Commercial / general	Per hour		20.00	
Andover BMX Club	Per hour		7.00	

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		<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>SPORTING ACTIVITIES</b>				
<b>London Road Sports Ground</b>				
<b>Football:</b>				
Adults	Monday to Friday	41.92		
	Saturday/Sunday All days	51.58	54.70	6.04%
Under 18	Charged at 50% of the full fee			
Mini Soccer		12.00	12.70	5.83%
<b>Cricket:</b>				
Adults	Monday to Friday	41.67		
	Saturday/Sunday All days	54.33	57.60	6.01%
Under 18	Charged at 50% of the full fee			
Training:				
Adults	Per hour	12.00	12.70	5.83%
Under 18	Per hour Charged at 50% of the full fee	6.00		
<b>East Anton</b>				
<b>Football:</b>				
Under 18	Monday to Friday	20.96		
	Saturday/Sunday All days	25.79	27.40	6.24%
Mini Soccer		12.00	12.70	5.83%
Training:				
Under 18	Per hour	6.00	6.35	5.83%
<b>Cricket:</b>				
Adults	Monday to Friday	41.67		
	Saturday/Sunday All days	54.33	57.60	6.01%
Under 18	Charged at 50% of the full fee			
Training:				
Adults	Per hour	12.00	12.70	5.83%
Under 18	Per hour Charged at 50% of the full fee	6.00	6.35	5.83%
<b>Hire of Pavilion Room:</b>				
Per hour		15.00	16.00	6.67%
<b>Storage cage:</b>				
Per month		10.00	11.00	10.00%
Per annum		100.00	110.00	10.00%
<b>Picket Twenty</b>				
<b>Football:</b>				
Adults	Monday to Friday	41.92		
	Saturday/Sunday All days	51.58	54.70	6.04%
Under 18	Charged at 50% of the full fee			
Training:				
Adults	Per hour	12.00	12.70	5.83%
Under 18	Per hour Charged at 50% of the full fee	6.00		
	Changing accommodation supplement	5.00	5.30	6.00%
<b>Cricket:</b>				
Adults	Monday to Friday	41.67		
	Saturday/Sunday All days	54.33	57.60	6.01%
Under 18	Charged at 50% of the full fee			
Training:				
Adults	Per hour	12.00	12.70	5.83%
Under 18	Per hour Charged at 50% of the full fee	6.00		
<b>Hire of Ground:</b>				
Per day (commercial hire)		250.00	265.00 *	6.00%
Per half day (commercial hire)		125.00	132.50 *	6.00%
External Activities	Per hour	12.00	12.70 *	5.83%
	Changing accommodation/toilets supplement	4.17	4.40 *	5.60%
* VAT is chargeable for non sporting events				
<b>Hall:</b>				
Adult	Per hour	25.00	26.50	6.00%
Junior	Per hour Charged at 50% of the full fee	12.50		
Commercial	Per hour	37.50	39.80	6.13%
Day rate	(9.00am - 5.00pm)	125.00	132.50	6.00%
Evening rate	(5.00pm - 10.00pm)	100.00	106.00	6.00%

**COMMUNITY & LEISURE SERVICE  
FEES & CHARGES 2024/25**

SPORTING ACTIVITIES	CHARGES 2023/24 £	CHARGES 2024/25 £	Increase
<b>Rooksbury Mill</b>			
<b>Fishing:</b>			
Daily permit - per rod	8.35	8.35	0.00%
Season ticket	53.65	53.65	0.00%
* Under 18 and over 60 - 50% fees			
<b>Romsey Memorial Park</b>			
<b>Tennis:</b>			
Adult - per court per hour	FREE	FREE	
Child - per court per hour	FREE	FREE	
<b>Fishing:</b>			
Residents (per rod per day)	18.55	18.55	0.00%
Non-Residents (per rod per day)	36.15	36.15	0.00%
Residents (per rod per half day)	11.35	11.35	0.00%
Non-Residents (per rod per half day)	22.85	22.85	0.00%
* Residents under 18 and over 60 - 50% fees			
<b>Romsey Sports Centre</b>			
<b>Cricket:</b>			
Adults	Monday to Friday 41.67		
	Saturday/Sunday All days 54.33	57.60	6.01%
Under 18	Charged at 50% of the full fee		
<b>Football and Rugby:</b>			
Adults	Monday to Friday 41.92		
	Saturday/Sunday All days 51.58	54.70	6.04%
Under 18	Charged at 50% of the full fee		
<b>Training (Cricket &amp; Football/Rugby):</b>			
Adults	Per hour 12.00	12.70	5.83%
Under 18	Per hour Charged at 50% of the full fee 6.00		
	Changing accommodation supplement 4.17		
<b>Floodlights (per court):</b>			
Temporary (portable)	6.04	6.50	7.59%
Permanent	6.67	9.50	42.50%

**COMMUNITY & LEISURE SERVICE  
FEES & CHARGES 2024/25**

SPORTING ACTIVITIES		CHARGES	CHARGES	Increase
		2023/24	2024/25	
		£	£	
<b>Saxon Fields Sports Ground</b>				
<b>Football:</b>				
Adults	Monday to Friday	41.92		
	Saturday/Sunday All days	51.58	54.70	6.04%
Under 18	Charged at 50% of the full fee			
Training				
Adults	Per hour	12.00	12.70	5.83%
Under 18	Per hour Charged at 50% of the full fee	6.00		
	Changing accommodation supplement	4.17	4.40	5.60%
Mini Soccer		12.00	12.70	5.83%
<b>Hunts Farm Sports Centre</b>				
<b>Cricket:</b>				
Adults	Monday to Friday	41.67		
	Saturday/Sunday All days	54.33	57.60	6.01%
Under 18	Charged at 50% of the full fee			
<b>Football:</b>				
Adults	Monday to Friday	41.92		
	Saturday/Sunday All days	51.58	54.70	6.04%
Under 18	Charged at 50% of the full fee			
Training				
Adults	Per hour	12.00	12.70	5.83%
Under 18	Per hour Charged at 50% of the full fee	6.00		
	Changing accommodation supplement	4.17	4.40	5.60%
Mini Soccer	Per match per pitch	12.00	12.70	5.83%
Floodlights (training)		6.04	6.50	7.59%
<b>Croquet Lawn:</b>				
Per match		36.63	38.80	5.94%
<b>Hire of Top Room (Pavilion):</b>				
Per hour		10.04	10.60	5.56%
<b>Hire of Ground:</b>				
Per day (commercial hire)		250.00	265.00	6.00%
Per half day (commercial hire)		125.00	132.50	6.00%
<b>Commercial hire of leisure land for exercise classes</b>		On application		
<b>Abbotswood Sports Ground</b>				
<b>Football:</b>				
Adults	Monday to Friday	41.92		
	Saturday/Sunday All days	51.58	54.70	6.04%
Under 18	Charged at 50% of the full fee			
Training				
Adults	Per hour	12.00	12.70	5.83%
Under 18	Per hour Charged at 50% of the full fee	6.00		
	Changing accommodation supplement	4.17	4.40	5.60%
Floodlights (training)		6.04	6.50	7.59%
<b>Hire of Pavilion Room:</b>				
Per hour		15.00	15.90	6.00%

**COMMUNITY & LEISURE SERVICE  
FEES & CHARGES 2024/25**

SPORTING ACTIVITIES		CHARGES	CHARGES	Increase
		2023/24	2024/25	
		£	£	
<b>Ganger Farm</b>				
<b>Football and Rugby on grass pitch - per hour:</b>				
Adults	Monday to Friday	41.92		
	Saturday/Sunday All days	51.58	54.70	6.04%
Under 18	Charged at 50% of the full fee			
<b>Training</b>				
Adults	Per hour	12.00	12.70	5.83%
Under 18	Per hour Charged at 50% of the full fee	6.00		
Scrummage area		8.50	9.00	5.88%
Mini Soccer		12.00	12.70	5.83%
Junior football	Charged at 50% of the full fee			
Floodlights (portable)		6.04	6.50	7.59%
<b>Artificial pitches - per hour (matches should book for 2 hours):</b>				
<b>Full pitch</b>				
Adults	Peak	60.83	64.50	6.03%
	Off-peak	42.50	45.00	5.88%
Junior	Peak Charged at 50% of the full rate	30.42		
	Off-peak Charged at 50% of the full rate	21.25		
<b>Half pitch / Into Hockey</b>				
Adults	Peak	43.33	45.90	5.92%
	Off-peak	30.00	31.80	6.00%
Junior	Peak Charged at 50% of the full rate	21.67		
	Off-peak Charged at 50% of the full rate	15.42		
<b>Quarter pitch (six a side)</b>				
All	Peak	30.42	32.20	5.86%
	Off-peak	21.25	22.50	5.88%
<b>9v9 on Hockey pitch</b>				
All	Peak	52.00		
	Off-peak	36.00		
<b>Mini Football</b>				
	Peak	26.00		
	Off-peak	18.50		
Floodlights (per hour)		8.33	9.50	14.00%
Season long bookings		Price on application		
<b>Pay and Play</b>				
	Adult	5.00	5.30	6.00%
	Under 18	2.50	2.65	6.00%
	Adult coached / specialist		7.50	
	Under 18 - coached / specialist		6.50	
Peak period:	Monday - Friday 7.00pm - 10.00pm Saturday and Sunday all day			
Off-peak period:	Monday - Friday 9.00am - 7.00pm			
Prices for artificial pitch include changing and shower facilities				
Changing room (stand alone charge)		6.25	6.60	5.60%

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FEES & CHARGES 2024/25**

		<b>CHARGES 2023/24</b>	<b>CHARGES 2024/25</b>	<b>Increase</b>
		<b>£</b>	<b>£</b>	
<b>SPORTING ACTIVITIES</b>				
<b>Ganger Farm cont.</b>				
<b>Hire of site per day</b>		Price on application		
<b>Upstairs Hall</b>				
Adult	per hour	25.00	26.50	6.00%
Junior	<del>Per hour</del> Charged at 50% of the full fee	<del>12.50</del>		
Commercial	per hour	37.50	39.80	6.13%
Day rate	(9.00am - 5.00pm)	125.00	132.50	6.00%
Evening rate	(5.00pm - 10.00pm)	100.00	106.00	6.00%
<b>Studio</b>				
Adult	per hour	16.67	17.70	6.20%
Junior	<del>Per hour</del> Charged at 50% of the full fee	<del>12.50</del>		-100.00%
Commercial	per hour	25.00	26.50	6.00%
<b>Board Room</b>				
Community	per hour	16.67	17.70	6.20%
Commercial	per hour	25.00	26.50	6.00%
<b>Kitchen Hire</b>				
Community	per hour	5.00		
Commercial	per hour	7.50		
<b>Bar Hire</b>				
Community	per hour	5.00		
Commercial	per hour	7.50		
<b>Storage Cage</b>				
Per month		10.00	11.00	10.00%
Per annum		100.00	110.00	10.00%
Padlocks		2.50	2.70	8.00%

**COMMUNITY & LEISURE SERVICE  
FEES & CHARGES 2024/25**

**Usage by Clubs**

VAT is no longer payable on any booking made for the usage of sports pitches.

**Notes - All Sports Facilities**

- I. Cancelled Bookings - a refund will be issued provided that 48 hours notice of cancellation is given. If notice is not provided, the full charge will be payable if the facility cannot be re-let, unless adverse weather conditions caused the cancellation.
- II. Alterations to Charges - the Council reserve the right to alter charges of any facility without prior notice.
- III. Non-Specified Charges - authority is given to the Contractor, in conjunction with the Head of Community & Leisure and the Head of Finance & Revenues, 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 & CHARGES 2024/25**

	CHARGES 2023/24 £		CHARGES 2024/25 £		Increase	
	Non- Commercial	Commercial	Non- Commercial	Commercial	Non- Commercial	Commercial
<b>The Lights</b>						
All charges exclude VAT at the standard rate with the exception of those marked *.						
<b>Hire of Theatre</b>						
4 hours	335.00	560.00	335.00	560.00	0.00%	0.00%
8 hours	435.00	730.00	435.00	730.00	0.00%	0.00%
12 hours	660.00	1,085.00	660.00	1,085.00	0.00%	0.00%
Weekly Hire	2,260.00	2,260.00	2,260.00	2,260.00	0.00%	0.00%
Charge for Sunday Hire	160.00	212.00	165.00	220.00	3.13%	3.77%
Sunday 10am - 10pm						
Monday to Saturday 6pm to 11pm						
<b>Hire of Arena</b>						
4 hours	230.00	360.00	230.00	360.00	0.00%	0.00%
8 hours	300.00	450.00	300.00	450.00	0.00%	0.00%
12 hours	330.00	520.00	330.00	520.00	0.00%	0.00%
Additional charge if the Lights acts as Event Manager per event	250.00	250.00	250.00	250.00	0.00%	0.00%
Corkage per bottle if own alcohol brought	5.00	5.00	5.00	5.00	0.00%	0.00%
<b>Hire of Conference Room</b>						
4 hours	85.00	140.00	85.00	140.00	0.00%	0.00%
8 hours	146.00	240.00	146.00	240.00	0.00%	0.00%
12 hours	190.00	315.00	190.00	315.00	0.00%	0.00%
<b>Hire of Board Room</b>						
4 hours	75.00	125.00	75.00	125.00	0.00%	0.00%
8 hours	127.00	217.00	127.00	217.00	0.00%	0.00%
12 hours	170.00	280.00	170.00	280.00	0.00%	0.00%
<b>Hire of Studio One</b>						
4 hours	100.00	177.00	100.00	177.00	0.00%	0.00%
8 hours	185.00	285.00	185.00	285.00	0.00%	0.00%
12 hours	233.00	370.00	233.00	370.00	0.00%	0.00%
<b>Hire of Dance Studio</b>						
4 hours	100.00	N/A	100.00	N/A	0.00%	
8 hours	185.00	N/A	185.00	N/A	0.00%	
12 hours	233.00	N/A	233.00	N/A	0.00%	
Additional dressing room per 4 hour session	40.00	40.00	40.00	40.00	0.00%	0.00%



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FEES & CHARGES 2024/25**

	CHARGES 2023/24 £		CHARGES 2024/25 £		Increase	
	Non-Commercial	Commercial	Non-Commercial	Commercial	Non-Commercial	Commercial
<b>The Lights</b>						
<b>The Lights cont.</b>						
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	50.00	50.00	50.00	50.00	0.00%	0.00%
Projector	58.00	58.00	58.00	58.00	0.00%	0.00%
Screen Hire (per day)	43.00	43.00	43.00	43.00	0.00%	0.00%
Laptop, Projector, Screen (per day)	140.00	140.00	140.00	140.00	0.00%	0.00%
Technical Services (4 hour session)	65.00	65.00	65.00	65.00	0.00%	0.00%
Technical Services - additional technician if required for professional shows (4 hour session)	100.00	100.00	100.00	100.00	0.00%	0.00%
Ticket Printing - per show	13.00	13.00	13.00	13.00	0.00%	0.00%
Spotlight Theatre Membership Scheme - New Members	25.00 *	N/A	25.00 *	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.						
Internet Booking Fee	1.20 *	1.20	1.20 *	1.20 *	0.00%	0.00%
Grand Piano Hire (inc. moving and tuning)	90.00	90.00	100.00	100.00	11.11%	11.11%
Lectern (per day)	12.00	12.00	12.00	12.00	0.00%	0.00%
Radio Microphone	30.00	30.00	30.00	30.00	0.00%	0.00%
Lapel Microphone	30.00	30.00	30.00	30.00	0.00%	0.00%
Wired Microphone	20.00	20.00	20.00	20.00	0.00%	0.00%
Advertising - What's On Brochure - 1/3rd page	100.00	150.00	100.00	150.00	0.00%	0.00%
Star Cloth	48.00	48.00	48.00	48.00	0.00%	0.00%
Arena Café Bar Closure	200.00	200.00	200.00	200.00	0.00%	0.00%
Mirror Ball	25.00	25.00	25.00	25.00	0.00%	0.00%
Haze/Smoke Machine	20.00	20.00	20.00	20.00	0.00%	0.00%
Electric Keyboard	40.00	40.00	40.00	40.00	0.00%	0.00%
Rostra	20.00	20.00	20.00	20.00	0.00%	0.00%
Performing Rights Society (PRS) Fee	N/A		N/A	0.2% - 5% of PRS charge, subject to a minimum charge of £15 and PRS licensing laws on professional programmes and professional hirings		

## COMMUNITY & LEISURE SERVICE FEES & CHARGES 2024/25

### 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.)

	<b>CHARGES 2024/25 £</b>	<b>CHARGES 2023/24 £</b>	<b>Increase</b>
<b>1 Interment and Scattering Management Fee</b>			
(No charge for persons 3 years or under)			
Ashes interment	275.00	275.00	0.00%
Scattering of Ashes	275.00	275.00	0.00%
Full Burial Plots Single Interment	611.00	611.00	0.00%
Full Burial Plots Double Interment	756.00	756.00	0.00%
NB - Above charges are for Test Valley residents. Double fee is payable for non-residents.			
<b>2 Combined Fee for Purchase of Exclusive Right of Burial and Erection of Memorial</b>			
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")	315.00	315.00	0.00%
<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	499.00	499.00	0.00%
<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	709.00	709.00	0.00%
<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.	385.00	385.00	0.00%
<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")			

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	CHARGES 2023/24 £	CHARGES 2024/25 £	Increase
<b>Cemeteries (Cont.)</b>			
<u>Cremated Remains plots - New Area</u>			
e. Cremated remains plot size 0.508m(1'8") x 0.508m (1'8"). Applies to both double and single depth.	425.00	425.00	0.00%
<u>Memorial Guidance for Cremated Remains Plots - New Area</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.			
<b>3 Gravestones, Tablets and Memorial Inscriptions</b>			
(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.	146.00	146.00	0.00%
<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	110.00	110.00	0.00%
<b>Other charges which apply to all memorial applications</b>			
Additional Inscription	30.00	30.00	0.00%
Replacement memorial (identical)	30.00	30.00	0.00%
Renovation of memorial	30.00	30.00	0.00%
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 cremation plot - New Area - a tablet, cross, book or desk top style or upright memorial.			
<b>4 Other Cemetery Services</b>			
a. Transfer of Exclusive Right of Burial to a new registered owner.	39.00	45.00	15.38%
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 & CHARGES 2024/25**

<b>SPORTING ACTIVITIES</b>		<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>Andover Sports Academy</b>				
<b>Artificial Turf Pitch:</b>				
<b>Hockey/Football (60 minutes)</b>				
<b>Full Pitch</b>				
Adult	Peak	63.35	67.20	6.08%
	Off Peak	44.05	46.70	6.02%
— Junior	Peak	32.95		
	Off Peak	22.60		
Under 18 - charged at 50% of the full fee Concessionary rate		27.15	28.80	6.08%
<b>Three Quarter Pitch</b>				
Adult	Peak	52.90	56.10	6.05%
	Off Peak	35.20	35.20	0.00%
— Junior	Peak	27.30		
	Off Peak	18.40		
Under 18 - charged at 50% of the full fee				
<b>Half Pitch</b>				
Adult	Peak	41.20	43.70	6.07%
	Off Peak	27.60	27.60	0.00%
— Junior	Peak	22.70		
	Off Peak	16.05		
Under 18 - charged at 50% of the full fee				
<b>Quarter Pitch (Six a Side)</b>				
Adult	Peak	27.45	29.10	6.00%
	Off Peak	22.30	22.30	0.00%
— Junior	Peak	19.00		
	Off Peak	14.60		
Under 18 - charged at 50% of the full fee				
Floodlights (per hour)	Peak-Commercial	13.70	14.20	3.65%
	Non-commercial		10.00	
— <b>Adult 11 a side (2 hours)</b>	Peak	115.50		
	Off Peak	110.55		

**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 & CHARGES 2024/25**

		<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>Andover Sports Academy</b>				
Indoor Hall (not for profit bookings)	Adult	24.20	24.20	0.00%
	Junior	16.10	16.10	0.00%
Community Suite	Adult	21.20	22.00	3.77%
	Junior-Under 18	15.65	50% of the full value	
	Commercial	31.00	32.00	3.23%
Meeting Room	Adult	14.55	15.00	3.09%
	Junior-Under 18	7.92	50% of the full value	
	Commercial	21.00	22.00	4.76%
Studio Room	Adult	20.68	21.00	1.55%
Outdoor Court – Team games	Adult	17.49	18.00	2.92%
	Junior-Under 18	11.65	50% of the full value	
	Commercial	17.49	18.00	2.92%
Floodlights (per court)	Commercial	13.70	14.20	3.65%
	Non-commercial	6.00	8.00	33.33%
	Junior	3.00		

**CORPORATE  
FEES & CHARGES 2024/25**

	<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>Advertising - Test Valley News</b>			
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%

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 & CHARGES 2024/25**

	<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>Bulky Household Waste Collection</b>			
Single Item	34.00	37.00	8.82%
Multiple items (maximum of four items)	61.00	66.00	8.20%
Garden Waste - price on application, subject to a minimum charge of	40.00	42.00	5.00%
Disposable sacks for Schedule 2 Waste (roll of 25)	63.00	66.00	4.76%
<b>Garden Waste Collection</b>			
Initial Annual Subscription *	39.00	41.00	5.13%
Additional Annual Subscriptions	22.00	23.00	4.55%
Replacement Sack	2.00	2.10	5.00%
* one subscription is one sack / approved receptacle			
<b>Wheeled Bins</b>			
Purchase of black wheeled bin for waste collection (per bin)	40.00	42.00	5.00%
Purchase of brown/green wheeled bin for waste collection (per bin)	28.00	29.50	5.36%
Purchase of large four wheeled bin for waste collection (communal bins)	400.00	420.00	5.00%
There is no charge for changing from a small (140 litre) to a large (240 litre) brown recycling bin.			
<b>Shopping Trolley Return</b>			
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%
<b>Fixed Penalty Notice</b>			
	Min / Max	Min / Max	
Graffiti / Flyposting	75 / 150	75 / 150	
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	
Dog Fouling (a breach of a PSPO) (statutory maximum)	100	100	
Littering (including litter from a vehicle) - Fixed Penalty Notice	75 / 150	75 / 150	
Offences in relation to waste receptacles (commercial)	75 / 150	75 / 150	
Offences in relation to waste receptacles (household)	75 / 150	75 / 150	
Unlawful disposal controlled waste (s33 fly-tipping)	200 / 400	200 / 400	
Littering from a vehicle – Civil Penalty	50 / 160	50 / 160	

**ENVIRONMENTAL SERVICE  
FEES & CHARGES 2024/25**

	<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>Vehicle Workshop Charges</b>			
Brake Roller Test (Per Axle)	27.00	28.50	5.56%
Air Con Servicing	32.50	34.00	4.62%
<b>Hire Charges</b>			
Operative Hire	30.00	32.00	6.67%
Operative and Van Hire	43.00	46.00	6.98%
Mechanical Sweeper - Large (HGV) Sweeper	60.00	63.50	5.83%
Mechanical Sweeper - Compact Unit	46.00	49.00	6.52%
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			
<b>MoT Test Fees</b>			
Class 4 vehicles (Cars)	45.00	45.00	0.00%
Class 5 vehicles (Passenger vehicles)	55.00	55.00	0.00%
Class 7 vehicles (Goods vehicles up to 3,500 kg)	55.00	55.00	0.00%
Combined Taxi / Hackney Carriage Test & MoT	80.00	82.00	2.50%



**FINANCE & REVENUES SERVICE  
FEES & CHARGES 2024/25**

	<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>Council Tax / Non Domestic Rates / Business Improvement District</b>			
Summons Costs	46.00 *	48.00 *	4.35%
Liability Order Costs	23.00	21.00	-8.70%

\* Includes court charges

**HOUSING & ENVIRONMENTAL HEALTH SERVICE  
FEES & CHARGES 2024/25**

	CHARGES 2023/24 £	CHARGES 2024/25 £	Increase
<b>Licences</b>			
Breeding of dogs (plus Vet inspection costs)	265.00	280.00	5.66%
Selling animals as pets	307.00	325.00	5.86%
Hiring out horses for riding or riding instruction (plus Vet and other inspection costs)	265.00	280.00	5.66%
Boarding for cats	279.00	295.00	5.73%
Boarding in kennels for dogs	299.00	315.00	5.35%
Combined boarding for cats and dogs	361.00	380.00	5.26%
Home boarding for dogs	238.00	250.00	5.04%
Day care for dogs - non-domestic facilities	299.00	315.00	5.35%
Keeping or training animals for exhibition (3 year licence) (plus Vet inspection costs)	265.00	280.00	5.66%
Dangerous Wild Animals (plus Vet inspection costs)	222.00	235.00	5.86%
Zoo (per 4 or 5 years, plus Vet's costs)	1,070.00	1,130.00	5.61%
<b>Street Trading Consents</b>			
Application Fee - up to seven days only	47.00	47.00	0.00%
Application Fee (6 or 12 months)	510.00	510.00	0.00%
Annual Compliance Checking (6 or 12 months) - Food Trading	260.00	260.00	0.00%
Annual Compliance Checking (6 or 12 months) - Non-Food Trading	74.00	74.00	0.00%
Notes: The Compliance Checking fee is applicable only if an application is granted. Applications are granted initially for 6 months then may be renewed following a new application every 12 months.			
<b>Registrations</b>			
Initial Registration of Hairdressers	123.00	130.00	5.69%
Initial registration of ear piercing, electrolysis, acupuncture, tattooing or any other form of skin piercing	166.00	175.00	5.42%
Variation of Registration for hairdressers or ear piercing, electrolysis, acupuncture, tattooing or any other form of skin piercing	67.00	71.00	5.97%
<b>Hygiene Certificates</b>			
Issue of Standard Health Certificate / Export Health Certificate (where no visit required)	51.30	54.00	5.26%
Issue of Health Certificate / Export Health Certificate (if inspection visit up to 30 mins duration on site is required) plus pro rata charge out rate if visit exceeds 30 minutes in duration (plus analysis charges as deemed necessary)	109.00	115.00	5.50%
<b>Dog Control</b>			
Collection Fee (minimum) * (plus kennelling fee for number of days / part days recharged at cost)	60.00	60.00	0.00%

\*Additional transport costs incurred in excess of the minimum collection fee, where applicable (i.e. taken to kennels or for veterinary care), will be applied

## HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES & CHARGES 2024/25

	CHARGES 2023/24 £	CHARGES 2024/25 £	Increase
<b>Houses in Multiple Occupation</b>			
Licence application (up to 5y licence)	610.00	610.00	0.00%
Licence application - additional charge per room for HMO above 5 rooms	25.00	25.00	0.00%
Licence renewal (up to 5y licence)	550.00	550.00	0.00%
Operation charge (HMO licensing scheme) - payable once a decision to grant a licence has been made	81.00	81.00	0.00%
Supplementary operation charge - one-off charge applicable in the case of late applications only	275.00	275.00	0.00%
<b>DFG Administration Charge</b>			
Charge on Disabled Facilities Grants where architect or agent isn't employed	10%		-100.00%
<b>Caravan Site Licences (set in separate fee policy)</b>			
Transferring a site licence	136.00	136.00	0.00%
Varying site licence conditions	484.00	484.00	0.00%
Depositing site rules	62.00	62.00	0.00%
Granting a site licence - 1-5 units	556.00	556.00	0.00%
- 6-15 units	576.00	576.00	0.00%
- 16-30 units	615.00	615.00	0.00%
- 31-45 units	634.00	634.00	0.00%
- 46 and above units	693.00	693.00	0.00%
Annual fee - 2-5 units	235.00	235.00	0.00%
- 6-15 units	245.00	245.00	0.00%
- 16-30 units	321.00	321.00	0.00%
- 31-45 units	342.00	342.00	0.00%
- 46 and above units	364.00	364.00	0.00%
Fit and Proper person register application (1 person)	224.00	224.00	0.00%
Fit and Proper person register application additional charge per additional person	90.00	90.00	0.00%
Enforcement fees	Hourly rate	Hourly rate	
<b>Housing Act Notices &amp; Orders</b>			
Determination, preparation & serving of a Notice or making of an Order	Hourly rate Min. 2hrs	Hourly rate Min. 2hrs	
<b>Registered Provider Affordable Housing Enabling Fee</b>	274.40 per unit	274.40 per unit	0.00%
<b>Health Education Courses</b>			
Health & Safety and Food Hygiene Courses	On application		
<b>Eco Flex Declarations</b>		50.00	

## HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES & CHARGES 2024/25

	CHARGES 2023/24 £	CHARGES 2024/25 £	Increase
<b>Environmental Permits under the Pollution Prevention and Control Act 1999</b>			
In accordance with the DEFRA fees and charges scheme			
<b>Immigration Assessment of Fitness -</b>			
<b>Checks for residency and work permit applications</b>	165.00 *	165.00 *	0.00%
* Plus VAT at standard rate			
<b>Pest Control</b>			
<b>Domestic Premises:</b>			
Wasps & Hornets' Nest - excludes Asian Hornets	57.80	69.00	19.38%
Each additional nest (Payment in advance)	18.50	32.70	76.76%
Rats & Mice - Maximum of three four visits	81.80	98.20	20.05%
Charges for rat and mouse treatments are only applicable to those residents classed as non-vulnerable.			
There will be no charge for households exempt from Council Tax or in receipt of Council Tax support.			
Advice visit	38.20	40.80	6.81%
<b>Fleas</b>			
Up to 3 bedroomed property	77.40	82.00	5.94%
4 bedroomed property	89.50	94.90	6.03%
5 bedroomed property	101.00	107.10	6.04%
In excess of 5 bedrooms, each additional bedroom	12.00	12.00	0.00%
<del>Re-visit within 10 days of initial treatment</del>	<del>Nil</del>		
<del>Re-visit after 10 days of initial treatment, charges as above</del>			
<b>Bed Bugs</b>			
Up to 3 bedroomed property	125.00	143.75	15.00%
4 bedroomed property	136.00	156.40	15.00%
5 bedroomed property	148.00	170.20	15.00%
In excess of 5 bedrooms, each additional bedroom	12.00	13.80	15.00%
<del>Re-visit within 10 days of initial treatment</del>	<del>Nil</del>		
<del>Re-visit after 10 days of initial treatment, charges as above</del>			
50% 75% discount (for bed bug treatments) to households exempt from Council Tax or in receipt of Council Tax Support			
Other Insects	77.20	82.00	6.22%
(Minimum charge up to 1 hour, thereafter £7.50 per unit of 15-mins, or part of)			

All pest control charges to be subject to the terms and conditions on the Council's website: [www.testvalley.gov.uk](http://www.testvalley.gov.uk)

**HOUSING & ENVIRONMENTAL HEALTH SERVICE  
FEES & CHARGES 2024/25**

	<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>Commercial Premises:</b>			
Non Contract work			
Rodent treatment (Up to 3 visits and 5 bait stations, including invoice fee)	199.00 *	211.00 *	6.03%
Additional treatment / check visit (up to 45mins on site)	64.00 *	68.00 *	6.25%
<del>Additional bait stations-</del>	<del>16.30 †</del>		
Additional bait stations above five (per visit)		6.00	
Additional time per 15-min unit	10.90		
Advice visit up to 45 minutes on site (paid in advance or invoice fee is applicable)	64.30 *	68.00 *	5.75%
Additional time per 15 minute unit (or part of) per pest control officer	10.90 *	14.00 *	28.44%
Bedbugs - initial survey / treatment visit (one officer up to 1 hour on site)	77.20	111.00 *	43.78%
<del>Bedbugs – treatment visit (up to 45 mins two officers or 90mins one officer)</del>	<del>123.00 *</del>	*	-100.00%
Charge per extra visit as necessary for treatment / monitoring (one officer up to 1 hour on site)		87.00 *	
<del>Additional time charged at the following rate per unit of 15-mins, or part of, per pest control officer</del>	<del>10.90 *</del>	*	-100.00%
(Minimum charge up to 1 hour per visit, thereafter the following rate per unit of 15 minutes, or part of, per pest control officer)		14.00 *	
Fleas and other insects - treatment visit (one officer up to 1 hour on site)	78.30 *	111.00 *	41.76%
(Minimum charge up to 1 hour per visit, thereafter the following rate per unit of 15 minutes, or part of, per pest control officer)	10.90 *	14.00 *	28.44%
Wasps, Hornets' Nest (Payment in advance) - excludes Asian hornets	61.10 *	78.00 *	27.66%
Each additional nest (Payment in advance)	21.70 *	38.00 *	75.12%
Advice visit up to 45 minutes on site (paid in advance or invoice fee is applicable)	64.30 *	68.00 *	5.75%
<b>If an invoice is required a charge of £12 will be added to the cost of treatments.</b>			
Contract Work - Rodents and Insects. Quotations given for individual premises			
* Plus VAT at standard rate			
All pest control charges to be subject to the terms and conditions on the Council's website: <a href="http://www.testvalley.gov.uk">www.testvalley.gov.uk</a>			
<b>Work carried out for the Public</b>			
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 the appropriate charge-out rate of the officer concerned with the work, payable in units of 15 minutes or part thereof.			
<b>Water Sampling</b>			
Private Water Supplies sampling: Collection fee as stated plus laboratory analysis costs	78.30	79.90	2.04%
Swimming pool sampling: Collection fee as stated plus laboratory analysis costs	78.30	79.90	2.04%
<b>Food Register</b>			
Single entry from register	11.50	12.00	4.37%
Section copy of register	49.00	52.00	6.12%
Whole register copy	89.00	94.00	5.62%
<b>Pollution and Contaminated Land</b>			
Contaminated land and general pollution related queries	54.70	58.00	6.03%
Detailed contaminated land and pollution queries (Minimum of 1 hour, thereafter £43 for each hour or part thereof)	54.70	58.00	6.03%
<b>Attendance at Court, Factual Statements</b>			
Hourly rate of the H&EH Officer involved plus travel costs			

**LEGAL & DEMOCRATIC SERVICE  
FEES & CHARGES 2024/25**

	<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>Local Land Charges</b>			
<b>Full Search</b>			
LLC1 & CON29	130.00	137.50	5.77%
LLC1	20.00	15.00	-25.00%
CON29R	110.00 *	122.50 *	11.36%
Additional parcels - LLC1	3.00	2.00	-33.33%
Additional parcels - CON29R	20.00 *	22.50 *	12.50%
Additional parcels - LLC1 & CON29R	23.00 *	25.50 *	10.87%
<b>Part II Enquires/Full Search &amp; CON290 Only</b>			
Each CON290 enquiry 4, 21 or 22 (priced as a bundle)**	60.00	60.00 *	0.00%
Each CON290 enquiry 5-20 (Excluding Q8)	20.00	20.00 *	0.00%

\* VAT will be added at the standard rate

**LEGAL & DEMOCRATIC SERVICE  
FEES & CHARGES 2024/25**

	<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>Electoral Register Fees - Statutory Charges</b>			
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%
<b>Electoral Register - Marked copies of Register and Absent Lists Statutory Charges</b>			
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%
<b>Licences</b>			
Tables and Chairs on the Highway	199.00	199.00	0.00%
Pavement Licences (2020)		Free of Charge	
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	400.00	440.00	10.00%
Scrap Metal Dealers - Grant/renewal - Collector's licence	270.00	290.00	7.41%
Scrap Metal Dealers - Variation of licence	132.00	150.00	13.64%
<b>Hackney Carriages and Private Hire Vehicle Licences</b>			
Replacement Plate	17.00	17.00	0.00%
Hackney Carriages - Vehicle	98.00	98.00	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)	53.00	53.00	0.00%
Hackney Carriages - change of vehicle registration number	25.00	25.00	0.00%
Private Hire - Vehicle	98.00	98.00	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)	53.00	53.00	0.00%
Private Hire - change of vehicle registration number	25.00	25.00	0.00%
Operator Licence - One Year	83.00	83.00	0.00%
Operator Licence - Five Years	212.00	212.00	0.00%
New Driver Licence - One Year*	96.00	100.00	4.17%
New Driver Licence - Three Years*	110.00	115.00	4.55%
Renewal Driver Licence - One Year*	65.00	68.00	4.62%
Renewal Driver Licence - Three Years*	95.00	99.00	4.21%
Driver ID Validation service Overseas criminal records check	7.50	On application	
Replacement licence or badge	10.00	10.00	0.00%

## LEGAL & DEMOCRATIC SERVICE FEES & CHARGES 2024/25

### Gambling Act 2005 Permit Fees

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

### Gambling Act 2005 Premises Fees

	Premises already holding provisional statement	Ordinary Premises Licence	Annual Fee	Variation of Permit	Transfer of Licence	Reinstatement of Licence	Provisional Statement
	£	£	£	£	£	£	£
Bingo premises	1,200	3,500	1,000	1,750	1,200	1,200	3,500
Family Entertainment Centre	950	2,000	750	1,000	950	950	2,000
Adult Gaming Centre	1,200	2,000	1,000	1,000	1,200	1,200	2,000
Betting premises	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 2023/24.



**LEGAL & DEMOCRATIC SERVICE  
FEES & CHARGES 2024/25**

**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 2023/24.

**LEGAL & DEMOCRATIC SERVICE  
FEES & CHARGES 2024/25**

<b>Liquor Licences Continued</b>	<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>Other Premises Fees</b>			
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 & CHARGES 2024/25**

	<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>Town and Country Planning</b>			
<b>Planning Pre Application Enquiry Fees</b> (figures exclude VAT at the Standard Rate)			
Householder	48.33	48.33	0.00%
1 dwelling	120.00	120.00	0.00%
2-5 dwellings	215.83	215.83	0.00%
6-9 dwellings	360.00	360.00	0.00%
10-20 dwellings	635.83	635.83	0.00%
21+ dwellings	10% of full planning application fee	10% of full planning application fee	
Other development 0 -99m <sup>2</sup>	90.00	90.00	0.00%
Other development 100-499m <sup>2</sup>	240.00	240.00	0.00%
Other development 500-999m <sup>2</sup>	450.00	450.00	0.00%
Other development 1,000m <sup>2</sup> +	540.00 or 10% of application fee whichever is greater	540.00 or 10% of application fee whichever is greater	
Change of use	120.00	120.00	0.00%
Advertisements	48.33	48.33	0.00%
Variation of condition	50.00	50.00	0.00%
<b><u>Reduced Fees</u></b>			
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	
<b><u>Exemptions</u></b>			
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	
<b>Planning Application Fees</b>	Statutory Scale of Charges	Statutory Scale of Charges	

Full details can be viewed on the Council's website [www.testvalley.gov.uk](http://www.testvalley.gov.uk)  
Or contact the Planning & Building Service on 01264 368000

**PLANNING & BUILDING SERVICE  
FEES & CHARGES 2024/25**

	<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>Plan Copying (per side)</b>			
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			
<b>Planning Enquiries Relating to Land Transactions</b>	36.00	36.00	0.00%
<b>Planning Enquiries requiring research. Written response per hour or part thereof</b>	52.00	52.00	0.00%
<b>Planning Permission - Letters of Compliance per enquiry</b>			
Basic investigations, plus letter	36.00	36.00	0.00%
Detailed investigations and/or site visit, plus letter	83.50	83.50	0.00%
<b>Legal Agreements - Letters of Compliance per enquiry</b>			
Basic investigations, plus letter	36.00	36.00	0.00%
Detailed investigations and/or site visit, plus letter	83.50	83.50	0.00%
<b>High Hedges Complaint Fee</b>	363.00	363.00	0.00%
<b>Tree Consent - written response per enquiry</b>	22.50	22.50	0.00%
<b>Adoption Inspections of Open Space / Landscape Areas per inspection</b>	116.00	116.00	0.00%
<b>Comprehensive TPO Enquiries per hour</b>	44.50	44.50	0.00%
<b>Enforcement Notices - Letters of Compliance per enquiry</b>			
Written confirmation of compliance with an Enforcement Notice	36.00	36.00	0.00%
Additional charge if site visit required	70.25	70.25	0.00%

**PLANNING & BUILDING SERVICE  
FEES & CHARGES 2024/25**

		<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>	
<b>Applications to Extinguish/Divert Public Rights of Way</b>					
	Retainer:	1,200.00	1,200.00	0.00%	
(Section 257)	- Basic Fee				
		if withdrawn	300.00	300.00	0.00%
		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 & CHARGES 2024/25

### 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	194.17	619.17	820.83	1,088.00	380.00
2	291.67	920.00	1,230.83	1,634.00	TBA
3	389.17	1,235.83	1,641.67	2,179.00	TBA
4	486.67	1,544.17	2,050.83	2,722.00	TBA
5	583.33	1,854.17	2,460.83	3,267.00	TBA
6	690.83	2,195.83	2,915.83	3,870.00	TBA
7	773.33	2,454.17	3,259.17	4,329.00	TBA
8	849.17	2,700.00	3,584.17	4,758.00	TBA
9	936.67	2,975.83	3,950.83	5,247.00	TBA
10	1,020.83	3,253.33	4,316.67	5,732.00	TBA
11	1,100.83	3,495.83	4,642.50	6,162.00	TBA
12	1,177.50	3,740.00	4,966.67	6,593.00	TBA
13	1,255.00	3,983.33	5,289.17	7,022.00	TBA
14	1,356.67	4,307.50	5,720.00	7,595.00	TBA
15	1,408.33	4,472.50	5,938.33	7,884.00	TBA
16	1,489.17	4,731.67	6,283.33	8,343.00	TBA
17	1,562.50	4,959.17	6,584.17	8,744.00	TBA
18	1,634.17	5,186.67	6,886.67	9,144.00	TBA
19	1,710.00	5,430.00	7,210.00	9,571.00	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.

The charges above represent approximately an additional 2% increase on the current charges for full plans, regularisation and additional charges, and 3% for building notice.

**PLANNING & BUILDING SERVICE  
FEES AND CHARGES 2024/25**

**Building Control cont.**

Schedule 1A

**STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING OVER 300m<sup>2</sup> but not exceeding 700m<sup>2</sup>**

<b>Standard Charges for the Creation or Conversion to New Housing over 300 but not exceeding 700m</b>	<b>Plan Charge</b>	<b>Inspection Charge</b>	<b>Building Notice Charge</b>	<b>Regularisation Charge</b>	<b>Additional Charge</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Greater than 300m <sup>2</sup> but does not exceed 400m <sup>2</sup>	420.00	1,335.00	1,732.50	2,350.00	TBA
Greater than 400m <sup>2</sup> but does not exceed 500m <sup>2</sup>	439.17	1,399.17	1,817.50	2,465.00	TBA
Greater than 500m <sup>2</sup> but does not exceed 600m <sup>2</sup>	466.67	1,480.00	1,922.50	2,609.00	TBA
Greater than 600m <sup>2</sup> but does not exceed 700m <sup>2</sup>	486.67	1,544.17	2,005.83	2,722.00	TBA
Greater than 700m <sup>2</sup>	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 700m<sup>2</sup> 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.

The charges above represent approximately an additional 2% increase on the current charges for full plans, regularisation and additional charges, and 3% for building notice.

**PLANNING & BUILDING SERVICE  
FEES & CHARGES 2024/25**

**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 <sup>2</sup>	142.50	455.83	604.17	803.00	293.33
2	Single storey extension floor exceeding 10m <sup>2</sup> but not exceeding 40 m <sup>2</sup>	174.17	552.50	734.17	976.00	293.33
3	Single storey extension floor exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	215.83	682.50	907.50	1,204.00	293.33
4	Two storey extension not exceeding 40 m <sup>2</sup>	183.33	585.00	776.67	1,031.00	293.33
5	Two storey extension to a dwelling house exceeding 40 m <sup>2</sup> but not exceeding 100m <sup>2</sup>	230.00	730.83	971.67	1,291.00	293.33
6	Loft conversion that does not include the construction of a dormer	142.50	455.83	604.17	803.00	293.33
7	Loft conversion that includes the construction of a dormer	154.17	488.30	648.33	860.00	293.33
8	Erection or extension of a non exempt detached domestic garage or carport up to 100m <sup>2</sup>	122.50	390.83	515.83	689.00	293.33
9	Erection of a non exempt attached single storey extension of a domestic garage or carport up to 100m <sup>2</sup>	133.33	421.67	560.83	744.00	293.33
10	Conversion of a garage to a dwelling to a habitable room(s)	92.50	292.50	390.00	514.00	293.33
11	Alterations to extend or create a basement up to 100m <sup>2</sup>	96.67	425.83	410.00	546.00	293.33

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."

The charges above represent approximately an additional 2% increase on the current charges for full plans, regularisation and additional charges, and 3% for building notice.



**PLANNING & BUILDING SERVICE  
FEES & CHARGES 2024/25**

**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	128.33	404.17	540.00	25%	716.00
3	Renovation of a thermal element to a single dwelling.	Fixed price	50.83	163.33	217.50	25%	287.00
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	61.67	195.00	259.17	25%	345.00
		Estimated cost exceeding £2500 but not exceeding £5,000	107.50	260.00	344.17	25%	457.00
		Estimated cost exceeding £5000 but not exceeding £25,000	133.33	421.67	560.83	25%	746.00
		Estimated cost exceeding £25,000 but not exceeding £50,000.	164.17	521.67	690.83	25%	897.00
		Estimated cost exceeding £50,000 but not exceeding £75,000.	205.00	649.17	863.33	25%	1,146.00
		Estimated cost exceeding £75,000 but not exceeding £100,000.	235.83	749.17	994.17	25%	1,318.00
5	Window replacement (non competent person's scheme).	Fixed price grouped by numbers of windows,					
		Per installation up to 20 windows	36.67	114.17	150.83	25%	201.00
		Per installation over 20 Windows.	46.67	145.83	195.00	25%	259.00
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.	103.33	325.00	430.83	25%	574.00
		The re-wiring or new installation in a dwelling.	103.33	325.00	430.83	25%	574.00

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

The charges above represent approximately an additional 2% increase on the current charges for full plans, regularisation and additional charges, and 3% for building notice.

**PLANNING & BUILDING SERVICE  
FEES & CHARGES 2024/25**

**Building Control cont.**

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

		Building Usage					
Category of Work		Other Residential (Institutional and Other)			Assembly and Recreational use		
		Plan Charge	Inspection Charge	Regularisation charge	Plan Charge	Inspection Charge	Regularisation charge
1	Floor area not exceeding 10m <sup>2</sup>	287.50	910.00	1,572.00	255.83	813.33	1,403.00
2	Floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	337.50	1,073.55	1,852.00	307.50	975.00	1,682.00
3	Floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	454.17	1,431.67	2,468.00	390.00	1,235.83	2,132.00
4	Floor area exceeding 100m <sup>2</sup> but not exceeding 200m <sup>2</sup>	597.50	1,886.67	3,254.00	511.67	1,625.83	2,804.00

		Building Usage					
Category of Work		Industrial and Storage usage			All Other use Classes		
		Plan Charge	Inspection Charge	Regularisation charge	Plan Charge	Inspection Charge	Regularisation charge
1	Floor area not exceeding 10m <sup>2</sup>	194.17	618.33	1,065.00	154.17	488.33	842.00
2	Floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	245.00	779.17	1,345.00	215.83	682.50	1,177.00
3	Floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	317.50	1,008.33	1,739.00	255.83	810.83	1,403.00
4	Floor area exceeding 100m <sup>2</sup> but not exceeding 200m <sup>2</sup>	410.00	1,301.67	2,244.00	297.50	943.33	1,626.00

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 £250.00 if the work is in relation to a basement.

The above charges above represent approximately an additional 2% increase on the current charges.

**PLANNING & BUILDING SERVICE  
FEES & CHARGES 2024/25**

**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	164.17	518.33	918.00
		Estimated cost exceeding £50,000 and up to £100,000	205.00	649.17	1,146.00
		Estimated cost exceeding £100,000 and up to £250,000.	245.00	779.17	1,375.00
3	Window replacement (non competent person's scheme).	Fixed price grouped by numbers of windows			
		Per installation up to 20 windows	41.67	131.67	232.00
		Per installation over 20 windows up to 50 windows	61.67	195.00	345.00
4	Renovation of a thermal element	Estimated cost up to £50,000	103.33	326.67	574.00
		Estimated cost exceeding £50,000 and up to £100,000	174.17	552.50	976.00
		Estimated cost exceeding £100,000 and up to £250,000	245.00	779.17	1,375.00
5	Alterations not described elsewhere including structural alterations and installation of controlled fittings	Estimated cost up to £5,000	81.67	260.00	567.00
		Estimated cost exceeding £5,000 and up to £25,000	133.33	421.67	746.00
		Estimated cost exceeding £25,000 and up to £50,000	164.17	521.67	918.00
		Estimated cost exceeding £50,000 and up to £100,000	194.17	618.33	1,088.00
		Estimated cost exceeding £100,000 and up to £150,000	245.00	779.17	1,375.00
6	Installation of Mezzanine floor up to 500m <sup>2</sup>	Fixed price	164.17	521.67	918.00
7	Office fit out	Fixed price based on floor area bands			
		Floor up to 500m <sup>2</sup>	124.17	390.83	689.00
		500m <sup>2</sup> to 2000m <sup>2</sup>	164.17	521.67	918.00
8	Shop fit out	Fixed price based on floor area bands			
		Floor up to 500m <sup>2</sup>	124.17	390.83	689.00
		500m <sup>2</sup> to 2000m <sup>2</sup>	164.17	521.67	918.00
9	New shop front(s)	Fixed price grouped by numbers of windows,			
		Per installation up to 20 windows	71.67	226.67	401.00
		Per installation over 20 windows up to 50 windows	92.50	292.50	514.00

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 £250.00 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.

The above charges above represent approximately an additional 2% increase on the current charges.

**PLANNING & BUILDING SERVICE  
FEES & CHARGES 2024/25**

**Building Control cont.**

**Schedule 6  
MISCELLANEOUS CHARGES**

**Research, retrieval and copy charge per property for Building Regulation Decision Notice(s) and/or Completion Certificate(s) intended for commercial re-use.**

To professionals for commercial purposes or owners/buyers - per hour or part thereof	29.17
Research and response to enquiry per property where no documentation is supplied - per hour or part thereof	29.17
Completion Certificates on archive applications	41.67
Provide pre-application advice (first hour free of charge) - per hour or part thereof. Subsequent Building Regulation Charges may be reduced accordingly to reflect this advice.	79.17

**Research, retrieval and examination of Building Regulation record.**

To professionals for commercial purposes - per hour or part thereof	29.17
To residential owners/occupiers for private purposes	Free
Letter confirming exemption	37.50
Pre-application site inspections to discuss possible work e.g. view trial holes. Payment is required in advance. This payment will be credited against an application made for this property within the next six months.	79.17
Retrieve archive file, undertake research, further inspection(s) and issue a completion certificate in respect of a project, following a period of three years since the last inspection of the work - per hour or part thereof.	79.17

**Other**

Cancellation of application or withdrawal of application: £50.00 inc VAT if no surveyor involvement.	41.67
Cancellation of application or withdrawal of application: Plan fee or hourly rate for any surveyor involvement in checking works	79.17
Building Safety Regulator Hourly Rate	61.67

All charges exclude VAT.

**PROPERTY & ASSET MANAGEMENT SERVICE  
FEES & CHARGES 2024/25**

	<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>High Street</b> (Daily or part thereof)			
Concessionary	67.80	71.00	4.72%
Commercial / Private Hire	301.35	316.00	4.86%
<b>Time Ring</b> (Daily or part thereof)			
Concessionary	23.40	24.00	2.56%
Private Hire	45.60	47.00	3.07%
Commercial Hire	153.40	161.00	4.95%

Conditions of Hire:

Full terms and conditions can be viewed on the  
Council's website [www.testvalley.gov.uk](http://www.testvalley.gov.uk)

Or contact the Estates Service on 01264 368000

**PROPERTY & ASSET MANAGEMENT SERVICE  
FEES & CHARGES 2024/25**

**UPPER GUILDHALL**

**CURRENT FEES**

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	181.50	342.30	421.90	596.50	120.85	159.75
Morning 08.00 – 13.00	57.95	115.30	139.20	209.85	38.45	47.90
Afternoon 13.00 – 18.00	57.95	115.30	139.20	209.85	38.45	47.90
Evening 18.00 – 24.00	71.30	138.10	167.00	251.60	50.15	82.45
Hourly (Min. 2 hrs)	35.15	39.60	67.40	86.30	16.75	19.00

**Wedding Fees**

**CHARGES  
2023/24  
£**

Weekday (excluding bank holidays)	205.45
Saturday	321.80
Sunday / Bank Holiday	347.85

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

**PROPOSED FEES FOR 2024/25**

	Private Hire		Community Hire	
	Weekday	Weekend	Weekday	Weekend
Hourly rate	30.00	35.00	17.00	19.00
Wedding Fee (5 hour booking)	300.00	350.00	n/a	n/a

**PROPERTY & ASSET MANAGEMENT SERVICE  
FEES & CHARGES 2024/25**

**CROSFIELD HALL**

**CURRENT FEES**

<b>Whole Complex</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
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	337.85	382.25	442.05	610.65	229.35	303.45
Morning 08.00 – 13.00	101.40	114.15	133.75	183.70	67.45	88.00
Afternoon 13.00–18.00	135.95	150.35	178.20	246.65	87.50	119.75
Evening 18.00 – 24.00	162.65	180.45	213.95	295.00	104.70	143.60
Hourly (Min. 2 hrs)	35.15	37.40	42.90	57.90	20.10	29.55
<b>Main Hall</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
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	228.20	254.40	348.25	493.50	149.35	229.35
Morning 08.00 – 13.00	67.45	79.70	103.65	145.75	45.75	67.45
Afternoon 13.00–18.00	87.40	101.55	139.20	195.95	57.90	87.40
Evening 18.00 – 24.00	104.80	121.45	167.00	234.65	69.10	104.80
Hourly (Min. 2 hrs)	20.10	26.25	35.15	47.95	14.50	20.10
<b>Annexe</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
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	168.70	187.00	261.15	369.50	113.05	185.80
Morning 08.00 – 13.00	49.10	53.50	80.85	111.90	34.00	53.50
Afternoon 13.00–18.00	67.45	79.70	103.75	146.00	45.75	77.55
Evening 18.00 – 24.00	80.85	99.10	124.75	174.95	54.60	92.55
Hourly (Min. 2 hrs)	15.65	16.75	26.25	36.25	10.10	16.75
<b>Nightingale Room</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
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	64.75	84.15	113.05	157.45	46.80	78.55
Morning 08.00 – 13.00	19.00	26.25	34.00	46.80	14.50	20.10
Afternoon 13.00–18.00	26.25	34.00	45.75	60.20	16.75	29.60
Evening 18.00 – 24.00	31.25	40.70	54.60	72.35	20.10	35.70
Hourly (Min. 2 hrs)	7.85	8.95	10.10	15.65	4.45	7.70

**PROPOSED FEES FOR 2024/25**

	<b>Private Hire</b>		<b>Community Hire</b>	
Hourly rate	Weekday	Weekend	Weekday	Weekend
Whole Complex	45.00	50.00	21.00	30.00
Main Hall	30.00	35.00	15.00	21.00
Annex	22.00	27.00	11.00	17.00
Nightingale Room	10.00	15.00	5.00	8.00

## PROPERTY & ASSET MANAGEMENT SERVICE FEES & CHARGES 2024/25

### 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	£50.00
Storage area under stage (One Side)	1200mm x 3600mm x 6000mm	£167.00

- 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 Property & Asset Management 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 Property & Asset Management.
- 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 Community Rates

- 1) Concessionary Community rates of hire will be charged to individuals/organisations for bookings falling within the following guidelines and the Head of Property & Asset Management and Deputy Chief Executive 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 Property & Asset Management is authorised not to require payment in advance in respect of bookings for concessionary community rates of hire.
- 3) The Head of Property & Asset Management is authorised to decide into which category, i.e. commercial, private or concessionary-community, an application falls.
- 4) The Head of Property & Asset Management 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.



**PROPERTY & ASSET MANAGEMENT SERVICE  
FEES & CHARGES 2024/25**

**OFFICE ACCOMMODATION - BEECH HURST**

**CURRENT FEES**

<b>Conference Room 1</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
	Monday – Friday	Sat., Sun. & Bank-Holidays	Monday – Friday	Sat., Sun. & Bank-Holidays	Monday – Friday	Sat., Sun. & Bank-Holidays
Sessions						
Daily 09.00 – 23.00	266.15	559.35	400.60	685.40	185.85	N/A
Morning 09.00 – 13.00	132.15	266.05	164.35	325.30	93.70	N/A
Afternoon 13.00-17.00	132.15	266.05	164.35	325.30	93.70	N/A
Evening 18.00 – 23.00	164.85	332.35	204.95	406.35	117.05	N/A

<b>Conference Rooms 2 &amp; 5</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
	Monday – Friday	Sat., Sun. & Bank-Holidays	Monday – Friday	Sat., Sun. & Bank-Holidays	Monday – Friday	Sat., Sun. & Bank-Holidays
Sessions						
Daily 09.00 – 23.00	181.50	266.10	241.80	404.10	111.90	N/A
Morning 09.00 – 13.00	94.75	153.65	127.50	203.35	61.15	N/A
Afternoon 13.00-17.00	94.75	153.65	127.50	203.35	61.15	N/A
Evening 18.00 – 23.00	118.20	192.15	159.40	253.25	76.45	N/A

<b>Interview Room</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
	Monday – Friday	Sat., Sun. & Bank-Holidays	Monday – Friday	Sat., Sun. & Bank-Holidays	Monday – Friday	Sat., Sun. & Bank-Holidays
Sessions						
Daily 09.00 – 23.00	86.30	152.60	132.15	232.80	68.55	N/A
Morning 09.00 – 13.00	34.00	51.25	60.20	99.10	26.25	N/A
Afternoon 13.00-17.00	34.00	51.25	60.20	99.10	26.25	N/A
Evening 18.00 – 23.00	41.75	81.90	86.30	138.10	34.00	N/A

**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

Equipment hire: £51.30

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 and equipment hire.

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 Property & Asset Management.

**PROPOSED FEES FOR 2024/25**

Hourly Rate	Private Hire	Community Hire
	Weekday	Weekday
Conference Room 1	30.00	17.00
Conference Rooms 2 + 5	22.00	11.00
Interview Room	10.00	5.00

**PROPERTY & ASSET MANAGEMENT SERVICE  
FEES & CHARGES 2024/25**

**PARKING**

	<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>Parking Penalties</b>			
Higher Level Tariff Penalty Charge	70.00	70.00	0.00%
Lower Level Tariff Penalty Charge	50.00	50.00	0.00%
Higher Level Tariff Penalty Charge (if paid within 14 days)	35.00	35.00	0.00%
Lower Level Tariff Penalty Charge (if paid within 14 days)	25.00	25.00	0.00%
Higher Level Tariff Penalty Charge (if not paid within 60 days)	105.00	105.00	0.00%
Lower Level Tariff Penalty Charge (if not paid within 60 days)	75.00	75.00	0.00%
<b>Parking Tickets</b>			
Ultra Short/Short/Medium term car parks			
2 hours	1.00	1.00	0.00%
3 hours	2.00	2.00	0.00%
4 hours	3.00	3.00	0.00%
5 hours	4.00	4.00	0.00%
Over 5 hours	5.90	5.90	0.00%
Long Stay car parks			
2 hours **	1.00	1.00	0.00%
3 hours **	2.00	2.00	0.00%
4 hours	3.00	3.00	0.00%
5 hours	4.00	4.00	0.00%
Over 5 hours	4.40	4.40	0.00%
** Shepherds Spring Lane, Andover - special rate 2 hours	Free	Free	
** Shepherds Spring Lane, Andover - special rate 3 hours	1.20	1.20	0.00%
The Rapids Romsey			
4 hours	Free	Free	
Over 4 hours	2.10	2.10	0.00%
Coaches/Market Traders at the Rapids and Shepherds Spring Lane			
Up to 5 hours	3.50	3.50	0.00%
Over 5 hours	7.00	7.00	0.00%
** Special Long Term only			
<b>Season Tickets</b>			
Annual	680.00	680.00	0.00%
Quarterly	200.00	200.00	0.00%
Romsey Sports Centre			
9 month	96.00	96.00	0.00%
Quarterly	37.00	37.00	0.00%
Andover Shepherds Spring Lane special rate			
Annual	530.00	530.00	0.00%
Quarterly	150.00	150.00	0.00%
Replacement (lost or missing)	30.00	30.00	0.00%
Student Parking Annual 3 day - term time only	120.00	120.00	0.00%
Student Parking Annual 4 day - term time only	160.00	160.00	0.00%
Student Parking Annual 5 day - term time only	200.00	200.00	0.00%
Discount for purchase of 100+ season tickets in single transaction for Shepherds Spring Lane and Chantry Centre car parks only	33% discount	33% discount	
Zone Z	50.00	50.00	0.00%
Discount for NHS staff in Chantry Centre car park (level 5 only) for annual season ticket		40% discount	

**PROPERTY & ASSET MANAGEMENT SERVICE  
FEES & CHARGES 2024/25**

	<b>CHARGES 2023/24 £</b>	<b>CHARGES 2024/25 £</b>	<b>Increase</b>
<b>Miscellaneous Parking Charges</b>			
Issue of quarterly bus pass (MDA Scheme)	10.00	10.00	0.00%
Suspension of parking bay off-street			
Up to 2 months		Daily parking rate	
After 2 months		Pro rata season ticket rate	
<b>Exemptions</b>			
Access to Businesses - High Street, Andover	FREE	FREE	
<b>Highways</b>			
<b>Street and Property Naming</b>			
Administration of property name changes	92.30	92.30	0.00%
Provide information on street naming and postal numbering on new developments			
1 dwelling	124.75	124.75	0.00%
2 - 20 dwellings	249.50	249.50	0.00%
21+ dwellings (price per dwelling)	12.30	12.30	0.00%
Street re-naming (plus advertising and legal costs)	500.25	500.25	0.00%
Fee is payable in advance and is non-refundable.			
No charge will apply where the street naming request is submitted by the emergency services.			
Temporary Road Closures (Town Police Clauses Act)	27.10	27.10	0.00%