

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2025/26**

SPORTING ACTIVITIES		CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Charlton Sports Centre				
Football and Rugby:				
Adults	All days	54.70	54.70	0.00%
Under 18	Charged at 50% of the full fee			
Supplement for use of Floodlit Pitch (stadium pitch only) (per hour)		20.00	20.00	0.00%
Training:				
Adults	Per hour	12.70	12.70	0.00%
Under 18	Charged at 50% of the full fee			
Changing accommodation supplement		4.40	4.50	2.27%
Mini Soccer		12.70	12.70	0.00%
Hire of Ground:				
Per day (commercial hire)		265.00	270.30 *	2.00%
Per half day (commercial hire)		132.50	135.15 *	2.00%
* VAT is chargeable for non sporting events				
Running Track:				
Annual Season Ticket (April to March)				
Adult		35.20	35.90	1.99%
Junior	Charged at 50% of the full fee			
Day Ticket				
Adult		3.00	3.10	3.33%
Junior	Charged at 50% of the full fee			
Supplement to be charged for Floodlighting (per hour)		20.00	20.40	2.00%
Meetings:				
All days				
9 am to 6 pm		252.00	257.00	1.98%
Half Day (up to 4 hours)		150.00	153.00	2.00%
Supplement to be charged for Floodlighting (per hour)		20.00	20.40	2.00%
Groundsman attendance (half day)		72.40	73.85	2.00%
Group training track only (per hour)		10.00	10.20	2.00%
Hire of Pavilion Room:				
Per hour		10.70	10.90	1.87%
BMX Floodlights				
-Commercial / general	Per hour	20.00		
-Andover BMX Club	Per hour	7.00		

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2025/26**

		CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
SPORTING ACTIVITIES				
London Road Sports Ground				
Football:				
Adults	All days	54.70	54.70	0.00%
Under 18	Charged at 50% of the full fee			
Mini Soccer		12.70	12.70	0.00%
Cricket:				
Adults	All days	57.60	58.80	2.08%
Under 18	Charged at 50% of the full fee			
Training:				
Adults	Per hour	12.70	12.90	1.57%
Under 18	Charged at 50% of the full fee			
East Anton				
Football:				
Under 18	All days	27.40	27.35	-0.18%
Mini Soccer		12.70	12.70	0.00%
Training:				
Under 18	Per hour	6.35	6.35	0.00%
Cricket:				
Adults	All days	57.60	58.80	2.08%
Under 18	Charged at 50% of the full fee			
Training:				
Adults	Per hour	12.70	13.00	2.36%
Under 18	Charged at 50% of the full fee			
Hire of Pavilion Room:				
	Per hour	16.00	16.30	1.88%
Storage cage:				
	Per month	11.00	11.00	0.00%
	Per annum	110.00	110.00	0.00%
Picket Twenty				
Football:				
Adults	All days	54.70	54.70	0.00%
Under 18	Charged at 50% of the full fee			
Training:				
Adults	Per hour	12.70	12.70	0.00%
Under 18	Charged at 50% of the full fee			
	Changing accommodation supplement	5.30	5.30	0.00%
Cricket:				
Adults	All days	57.60	58.80	2.08%
Under 18	Charged at 50% of the full fee			
Training:				
Adults	Per hour	12.70	12.90	1.57%
Under 18	Charged at 50% of the full fee			
Hire of Ground:				
	Per day (commercial hire)	265.00	270.30 *	2.00%
	Per half day (commercial hire)	132.50	135.15 *	2.00%
External Activities	Per hour	12.70	12.95 *	1.97%
	Changing accommodation/toilets supplement	4.40	4.50 *	2.27%
* VAT is chargeable for non sporting events				
Hall:				
Adult	Per hour	26.50	27.00	1.89%
Junior	Charged at 50% of the full fee			
Commercial	Per hour	39.80	40.60	2.01%
Day rate	(9.00am - 5.00pm)	132.50	135.15	2.00%
Evening rate	(5.00pm - 10.00pm)	106.00	108.10	1.98%

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2025/26**

SPORTING ACTIVITIES		CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Rooksbury Mill				
Fishing:				
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				
Romsey Memorial Park				
Tennis:				
Adult - per court per hour		FREE	FREE	
Child - per court per hour		FREE	FREE	
Fishing:				
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				
Romsey Sports Centre				
Cricket:				
Adults	All days	57.60	58.80	2.08%
Under 18	Charged at 50% of the full fee			
Football and Rugby:				
Adults	All days	54.70	54.70	0.00%
Under 18	Charged at 50% of the full fee			
Training (Cricket & Football/Rugby):				
Adults	Per hour	12.70	12.70	0.00%
Under 18	Charged at 50% of the full fee			
Floodlights (per court):				
Temporary (portable)		6.50	6.60	1.54%
Permanent		9.50	9.70	2.11%
Picket Piece				
Football (9 v 9 pitch):				
Under 18		27.35	27.35	0.00%
Training:				
Under 18	Per hour	6.35	6.35	0.00%
Changing accommodation supplement		4.40	4.50	2.27%
Hire of Pavilion Room:				
Per hour		16.00	16.30	1.88%
Outdoor Court:				
Per hour		12.70	12.70	0.00%

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2025/26**

SPORTING ACTIVITIES		CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Saxon Fields Sports Ground				
Football:				
Adults	All days	54.70	54.70	0.00%
Under 18	Charged at 50% of the full fee			
Training				
Adults	Per hour	12.70	12.70	0.00%
Under 18	Charged at 50% of the full fee			
	Changing accommodation supplement	4.40	4.50	2.27%
Mini Soccer		12.70	12.95	1.97%
Hunts Farm Sports Centre				
Cricket:				
Adults	All days	57.60	58.80	2.08%
Under 18	Charged at 50% of the full fee			
Football:				
Adults	All days	54.70	54.70	0.00%
Under 18	Charged at 50% of the full fee			
Training				
Adults	Per hour	12.70	12.70	0.00%
Under 18	Charged at 50% of the full fee			
	Changing accommodation supplement	4.40	4.50	2.27%
Mini Soccer	Per match per pitch	12.70	12.70	0.00%
Floodlights (training)		6.50	6.60	1.54%
Croquet Lawn:				
Per match		38.80	39.50	1.80%
Hire of Top Room (Pavilion):				
Per hour		10.60	10.80	1.89%
Hire of Ground:				
Per day (commercial hire)		265.00	270.30	2.00%
Per half day (commercial hire)		132.50	135.15	2.00%
Commercial hire of leisure land for exercise classes		On application		
Abbotswood Sports Ground				
Football:				
Adults	All days	54.70	54.70	0.00%
Under 18	Charged at 50% of the full fee			
Training				
Adults	Per hour	12.70	12.70	0.00%
Under 18	Charged at 50% of the full fee			
	Changing accommodation supplement	4.40	4.50	2.27%
Floodlights (training)		6.50	6.60	1.54%
Hire of Pavilion Room:				
Per hour		15.90	16.20	1.89%

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2025/26**

SPORTING ACTIVITIES		CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Ganger Farm				
Football and Rugby on grass pitch - per hour:				
Adults	All days	54.70	54.70	0.00%
Under 18	Charged at 50% of the full fee			
Training				
Adults	Per hour	12.70	12.70	0.00%
Under 18	Charged at 50% of the full fee			
Scrummage area		9.00	9.00	0.00%
Mini Soccer		12.70	12.70	0.00%
Junior football	Charged at 50% of the full fee			
Floodlights (portable)		6.50	6.60	1.54%
Artificial pitches - per hour (matches should book for 2 hours):				
Full pitch				
Adults	Peak-All day	64.50	67.10	4.03%
	Off-peak	45.00		
Junior	Charged at 50% of the full fee			
Half pitch / Into Hockey				
Adults	Peak-All day	45.90	47.70	3.92%
	Off-peak	31.80		
Junior	Charged at 50% of the full fee			
Quarter pitch (six a side)				
All	Peak-All day	32.20	33.50	4.04%
	Off-peak	22.50		
Floodlights (per hour)		9.50	9.70	2.11%
	Half pitch		6.88	
	Quarter pitch		4.85	
Season long bookings		Price on application		
Pay and Play				
	Adult	5.30	5.40	1.89%
	Under 18	2.65	2.70	1.89%
	Adult coached / specialist	7.50	7.65	2.00%
	Under 18 - coached / specialist	6.50	6.65	2.31%
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)		6.60	6.75	2.27%

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2025/26**

		CHARGES 2024/25	CHARGES 2025/26	Increase
		£	£	
SPORTING ACTIVITIES				
Ganger Farm cont.				
Hire of site per day		Price on application		
Upstairs Hall				
Adult	per hour	26.50	27.00	1.89%
Junior	Charged at 50% of the full fee			
Commercial	per hour	39.80	40.60	2.01%
Day rate	(9.00am - 5.00pm)	132.50	135.15	2.00%
Evening rate	(5.00pm - 10.00pm)	106.00	108.15	2.03%
Studio				
Adult	per hour	17.70	18.05	1.98%
Junior	Charged at 50% of the full fee			
Commercial	per hour	26.50	27.00	1.89%
Board Room				
Community	per hour	17.70	18.05	1.98%
Commercial	per hour	26.50	27.00	1.89%
Storage Cage				
	Per month	11.00	11.00	0.00%
	Per annum	110.00	110.00	0.00%
	Padlocks	2.70	2.70	0.00%
Coffee, tea and biscuits - per head			2.00	

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2025/26**

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 2025/26**

EVENT PITCH FEES	CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Second Sundays Market			
Single Pitch	15% of turnover with £50 cap	15% of turnover with £50 cap	
Electricity hook up	5.00 *	5.00 *	0.00%
Chantry Centre Indoor Market			
Single pitch	20.00	20.00	0.00%
Table hire	5.00	5.00	0.00%
Special Event Markets			
Single retail pitch	30.00	30.00	0.00%
Street food pitch	60.00	60.00	0.00%
Electricity hook up	5.00 *	5.00 *	0.00%
Christmas Festival Market			
Single retail pitch	40.00 **	40.00 **	0.00%
Street food pitch	70.00 **	70.00 **	0.00%
Electricity hook up	5.00 *	5.00 *	0.00%

* includes VAT at 5%

** 50% discount for traders also occupying a town centre retail or hospitality business

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2025/26**

	CHARGES 2024/25 £		CHARGES 2025/26 £		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	335.00	560.00	340.00	570.00	1.49%	1.79%
8 hours	435.00	730.00	440.00	740.00	1.15%	1.37%
12 hours	660.00	1,085.00	670.00	1,100.00	1.52%	1.38%
Weekly Hire	2,260.00	2,260.00	2,300.00	2,300.00	1.77%	1.77%
Charge for Sunday Hire	165.00	220.00	165.00	220.00	0.00%	0.00%
Sunday 10am - 10pm						
Monday to Saturday 6pm to 11pm						
Hire of Arena						
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%
Hire of Conference Room						
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%
Hire of Board Room						
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%
Hire of Studio One						
4 hours	100.00	177.00	100.00	180.00	0.00%	1.69%
8 hours	185.00	285.00	185.00	285.00	0.00%	0.00%
12 hours	233.00	370.00	235.00	375.00	0.86%	1.35%
Hire of Dance Studio						
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	235.00	N/A	0.86%	
Additional dressing room per 4 hour session	40.00	40.00	40.00	40.00	0.00%	0.00%

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2025/26**

	CHARGES 2024/25 £		CHARGES 2025/26 £		Increase	
	Non-Commercial	Commercial	Non-Commercial	Commercial	Non-Commercial	Commercial
The Lights						
The Lights cont.						
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	70.00	70.00	7.69%	7.69%
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	15.00	15.00	15.38%	15.38%
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)	100.00	100.00	100.00	100.00	0.00%	0.00%
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	0.2% - 5% of PRS charge, subject to a minimum charge of £15 and PRS licensing laws on professional programmes and professional hirings		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 2025/26**

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 2024/25 £	CHARGES 2025/26 £	Increase
1 Interment and Scattering Management Fee (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.			
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")	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")			

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2025/26**

	CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Cemeteries (Cont.)			
<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.			
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.	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%
Other charges which apply to all memorial applications			
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.			
4 Other Cemetery Services			
a. Transfer of Exclusive Right of Burial to a new registered owner.	45.00	45.00	0.00%
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 2025/26**

SPORTING ACTIVITIES		CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Andover Sports Academy				
Artificial Turf Pitch:				
Hockey/Football (60 minutes)				
Full Pitch				
Adult	Peak-Flat rate	67.20	68.70	2.23%
	Off-Peak	46.70		
Under 18 - charged at 50% of the full fee				
	Concessionary rate	28.80	29.40	2.08%
Three Quarter Pitch				
Adult	Peak-Flat rate	56.10	56.90	1.43%
	Off-Peak	35.20		
Under 18 - charged at 50% of the full fee				
Half Pitch				
Adult	Peak-Flat rate	43.70	48.00	9.84%
	Off-Peak	27.60		
Under 18 - charged at 50% of the full fee				
Quarter Pitch (Six a Side)				
Adult	Peak-Flat rate	29.10	34.30	17.88%
	Off-Peak	22.30		
Under 18 - charged at 50% of the full fee				
Floodlights (per hour)	Commercial	14.20	14.50	2.11%
	Non-commercial	10.00	10.20	2.00%
	Half pitch		10.15	

~~**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~~

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2025/26**

		CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Andover Sports Academy				
Indoor Hall (not for profit bookings)	Adult	24.20	24.70	2.07%
	Junior	16.10	16.50	2.48%
Community Suite	Adult	22.00	22.50	2.27%
	Under 18	50% of the full value		
	Commercial	32.00	32.70	2.19%
Meeting Room	Adult	15.00	15.30	2.00%
	Under 18	50% of the full value		
	Commercial	22.00	22.50	2.27%
Studio Room	Adult	21.00	21.50	2.38%
Outdoor Court – Team games	Adult	18.00	18.40	2.22%
	Under 18	50% of the full value		
	Commercial	18.00	18.40	2.22%
Floodlights (per court)	Commercial	14.20	14.50	2.11%
	Non-commercial	8.00	8.20	2.50%

CORPORATE FEES & CHARGES 2025/26

	CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Advertising – Test Valley News			
1/2 Page Advert	1,000.00		
–Portrait (127mm x 350mm)			
–Landscape (259mm x 172mm)			
1/4 Page Advert	650.00		
–Portrait only (127mm x 172mm)			
1/8 Page Advert	350.00		
–Portrait (61mm x 172mm)			
–Landscape (127mm x 86mm)			
1/16 Page Advert	200.00		
–Portrait only (61mm x 86mm)			

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 2025/26**

	CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Bulky Household Waste Collection			
Single Item	37.00	38.00	2.70%
Multiple items (maximum of four items)	66.00	68.00	3.03%
Garden Waste - price on application, subject to a minimum charge of	42.00	43.00	2.38%
Disposable sacks for Schedule 2 Waste (roll of 25)	66.00	68.00	3.03%
Garden Waste Collection			
Initial Annual Subscription *	41.00	42.00	2.44%
Additional Annual Subscriptions	23.00	23.50	2.17%
Replacement Sack	2.10	2.15	2.38%
* one subscription is one sack / approved receptacle			
Wheeled Bins			
Purchase of black wheeled bin for waste collection (per bin)	42.00	43.00	2.38%
Purchase of brown/green wheeled bin for waste collection (per bin)	29.50	30.00	1.69%
Purchase of large four wheeled bin for waste collection (communal bins)	420.00	430.00	2.38%
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	80.00	6.67%
Direct return (where an agreement is in place with the owner)	35.00	40.00	14.29%
Fixed Penalty Notice			
	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 2025/26**

	CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Vehicle Workshop Charges			
Brake Roller Test (Per Axle)	28.50	30.00	5.26%
Air Con Servicing	34.00	35.00	2.94%
Hire Charges			
Operative Hire	32.00	33.00	3.13%
Operative and Van Hire	46.00	47.00	2.17%
Mechanical Sweeper - Large (HGV) Sweeper	63.50	65.00	2.36%
Mechanical Sweeper - Compact Unit	49.00	50.00	2.04%
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)	45.00	46.00	2.22%
Class 5 vehicles (Passenger vehicles)	55.00	56.00	1.82%
Class 7 vehicles (Goods vehicles up to 3,500 kg)	55.00	56.00	1.82%
Combined Taxi / Hackney Carriage Test & MoT	82.00	84.00	2.44%

**FINANCE & REVENUES SERVICE
FEES & CHARGES 2025/26**

	CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Council Tax / Non Domestic Rates / Business Improvement District			
Summons Costs	48.00 *	48.00 *	0.00%
Liability Order Costs	21.00	21.00	0.00%

* Includes court charges

**HOUSING & ENVIRONMENTAL HEALTH SERVICE
FEES & CHARGES 2025/26**

	CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Licences			
Breeding of dogs (plus Vet inspection costs)	280.00	287.00	2.50%
Selling animals as pets	325.00	333.00	2.46%
Hiring out horses for riding or riding instruction (plus Vet inspection costs)	280.00	287.00	2.50%
Boarding for cats	295.00	302.00	2.37%
Boarding in kennels for dogs	315.00	323.00	2.54%
Combined boarding for cats and dogs	380.00	390.00	2.63%
Home boarding for dogs	250.00	256.00	2.40%
Day care for dogs - non-domestic facilities	315.00	323.00	2.54%
Keeping or training animals for exhibition (3 year licence) (plus Vet inspection costs)	280.00	287.00	2.50%
Dangerous Wild Animals (plus Vet inspection costs)	235.00	241.00	2.55%
Zoo (per 4 or 5 years, plus Vet's costs)	1,130.00	1,160.00	2.65%
Street Trading Consents			
Application Fee - up to seven days only	47.00	48.00	2.13%
Application Fee (6 or 12 months)	510.00	520.00	1.96%
Annual Compliance Checking (6 or 12 months) - Food Trading	260.00	265.00	1.92%
Annual Compliance Checking (6 or 12 months) - Non-Food Trading	74.00	76.00	2.70%
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.			
Registrations			
Initial-Registration of Hairdressers	130.00	0.00	-100.00%
Initial registration of ear piercing, electrolysis, acupuncture, tattooing or any other form of skin piercing	175.00	180.00	2.86%
Variation of Registration for hairdressers or ear piercing, electrolysis, acupuncture, tattooing or any other form of skin piercing	71.00	72.00	1.41%
Hygiene Certificates			
Issue of Standard Health Certificate / Export Health Certificate (where no visit required)	54.00	55.00	1.85%
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)	115.00	118.00	2.61%
Dog Control			
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 2025/26

	CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Houses in Multiple Occupation			
Licence application (up to 5y licence)	610.00	455.00	-25.41%
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	374.00	-32.00%
Operation charge (HMO licensing scheme) - payable once a decision to grant a licence has been made	81.00	249.00	207.41%
Supplementary operation charge - one-off charge applicable in the case of late applications only	275.00	330.00	20.00%
Caravan Site Licences (set in separate fee policy)			
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	175.00	-25.53%
- 6-15 units	245.00	200.00	-18.37%
- 16-30 units	321.00	250.00	-22.12%
- 31-45 units	342.00	275.00	-19.59%
- 46 and above units	364.00	325.00	-10.71%
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	£45 per hour	
Housing Act Notices & Orders			
Determination, preparation & serving of a Notice or making of an Order	Hourly rate Min. 2hrs	£45 per hour	
Registered Provider Affordable Housing Enabling Fee	274.40 per unit	274.40	0.00%
Health Education Courses			
Health & Safety and Food Hygiene Courses	On application		
Eco Flex Declarations	50.00	50.00	0.00%

**HOUSING & ENVIRONMENTAL HEALTH SERVICE
FEES & CHARGES 2025/26**

	CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Environmental Permits under the Pollution Prevention and Control Act 1999			
In accordance with the DEFRA fees and charges scheme			
Immigration Assessment of Fitness -			
Checks for residency and work permit applications	165.00 *	165.00 *	0.00%
* Plus VAT at standard rate			
Pest Control			
Domestic Premises:			
Wasps & Hornets' Nest - excludes Asian Hornets	69.00	70.70	2.46%
Each additional nest (Payment in advance)	32.70	33.50	2.45%
Rats & Mice - Maximum of four visits	98.20	101.00	2.85%
There will be no charge for households exempt from Council Tax or in receipt of Council Tax support.			
Advice visit	40.80	41.80	2.45%
Fleas			
Up to 3 bedroomed property	82.00	84.00	2.44%
4 bedroomed property	94.90	97.30	2.53%
5 bedroomed property	107.10	110.00	2.71%
In excess of 5 bedrooms, each additional bedroom	12.00	12.30	2.50%
Bed Bugs			
Up to 3 bedroomed property	143.75	147.00	2.26%
4 bedroomed property	156.40	160.00	2.30%
5 bedroomed property	170.20	175.00	2.82%
In excess of 5 bedrooms, each additional bedroom	13.80	14.20	2.90%
75% discount (for bed bug treatments) to households exempt from Council Tax or in receipt of Council Tax Support			
Other Insects	82.00	84.00	2.44%
(Minimum charge up to 1 hour, thereafter £7.50 £8.00 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			

**HOUSING & ENVIRONMENTAL HEALTH SERVICE
FEES & CHARGES 2025/26**

	CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Commercial Premises:			
Non Contract work			
Rodent treatment (Up to 3 visits and 5 bait stations, including invoice fee)	211.00 *	216.00 *	2.37%
Additional treatment / check visit (up to 45mins on site)	68.00 *	69.70 *	2.50%
Additional bait stations above five (per visit)	6.00 *	6.20 *	3.33%
Advice visit up to 45 minutes on site (paid in advance or invoice fee is applicable)	68.00 *	69.70 *	2.50%
Additional time per 15 minute unit (or part of) per pest control officer	14.00 *	14.40 *	2.86%
Bedbugs - initial survey / treatment visit (one officer up to 1 hour on site)	111.00 *	114.00 *	2.70%
Charge per extra visit as necessary for treatment / monitoring (one officer up to 1 hour on site)	87.00 *	89.00 *	2.30%
(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 *	14.40 *	2.86%
Fleas and other insects - treatment visit (one officer up to 1 hour on site)	111.00 *	114.00 *	2.70%
(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 *	14.40 *	2.86%
Wasps, Hornets' Nest (Payment in advance) - excludes Asian hornets	78.00 *	80.00 *	2.56%
Each additional nest (Payment in advance)	38.00 *	39.00 *	2.63%
Advice visit up to 45 minutes on site (paid in advance or invoice fee is applicable)	68.00 *	69.70 *	2.50%
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			
All pest control charges to be subject to the terms and conditions on the Council's website: www.testvalley.gov.uk			
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 the appropriate charge-out rate of the officer concerned with the work, payable in units of 15 minutes or part thereof.			
Water Sampling			
Private Water Supplies sampling: Collection fee as stated plus laboratory analysis costs	79.90	79.90	0.00%
Swimming pool sampling: Collection fee as stated plus laboratory analysis costs	79.90	79.90	0.00%
Food Register			
Single entry from register	42.00		-100.00%
Section copy of register	52.00		-100.00%
Whole register copy	94.00		-100.00%
Pollution and Contaminated Land			
Contaminated land and general pollution related queries			
Detailed Environmental Information Requests (for which charges may be made under the Environmental Information Regulations 2004) for which significant work by a technical specialist is required to research and answer (up to one hour)	58.00	58.00	0.00%
Detailed contaminated land and pollution queries	58.00		-100.00%
(Minimum of 1 hour, thereafter £43 for each hour or part thereof)			
Attendance at Court, Factual Statements			
Hourly rate of the H&EH Officer involved plus travel costs			

**LEGAL & DEMOCRATIC SERVICE
FEES & CHARGES 2025/26**

	CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Local Land Charges			
Full Search			
LLC1 & CON29	137.50	142.50	3.64%
LLC1	15.00	15.00	0.00%
CON29R	122.50 *	127.50 *	4.08%
Additional parcels - LLC1	2.00	No charge	
Additional parcels - CON29R	22.50 *	25.00 *	11.11%
Additional parcels - LLC1 & CON29R	25.50 *	No charge *	
Part II Enquires/Full Search & CON290 Only			
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 2025/26**

		CHARGES 2024/25 £	CHARGES 2025/26 £	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%
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		440.00	451.00	2.50%
Scrap Metal Dealers - Grant/renewal - Collector's licence		290.00	297.00	2.41%
Scrap Metal Dealers - Variation of licence		150.00	154.00	2.67%
Hackney Carriages and Private Hire Vehicle Licences				
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		100.00	103.00	3.00%
New Driver Licence - Three Years		115.00	118.00	2.61%
Renewal Driver Licence - One Year		68.00	70.00	2.94%
Renewal Driver Licence - Three Years		99.00	102.00	3.03%
Overseas criminal records check		On application		
Replacement licence or badge		10.00	10.00	0.00%
Resitting failed driver knowledge test *		30.00	30.00	0.00%
Approved vehicle door signs *		6.00	6.00	0.00%

* New charges to be applied with effect from 1st January 2025

LEGAL & DEMOCRATIC SERVICE FEES & CHARGES 2025/26

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 2024/25.

**LEGAL & DEMOCRATIC SERVICE
FEES & CHARGES 2025/26**

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 2024/25.

**LEGAL & DEMOCRATIC SERVICE
FEES & CHARGES 2025/26**

Liquor Licences Continued	CHARGES 2024/25 £	CHARGES 2025/26 £	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 & CHARGES 2025/26**

	CHARGES 2024/25 £	CHARGES 2025/26 £	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	36.00	37.00	2.78%
Planning Enquiries requiring research. Written response per hour or part thereof	52.00	53.50	2.88%
Planning Permission - Letters of Compliance per enquiry			
Basic investigations, plus letter	36.00	37.00	2.78%
Detailed investigations and/or site visit, plus letter	83.50	85.50	2.40%
Legal Agreements - Letters of Compliance per enquiry			
Basic investigations, plus letter	36.00	37.00	2.78%
Detailed investigations and/or site visit, plus letter	83.50	85.50	2.40%
High Hedges Complaint Fee	363.00	363.00	0.00%
Tree Consent - written response per enquiry	22.50	23.00	2.22%
Adoption Inspections of Open Space / Landscape Areas per inspection	116.00	116.00	0.00%
Comprehensive TPO Enquiries per hour	44.50	45.50	2.25%
Enforcement Notices - Letters of Compliance per enquiry			
Written confirmation of compliance with an Enforcement Notice	36.00	36.50	1.39%
Additional charge if site visit required	70.25	71.50	1.78%

**PLANNING & BUILDING SERVICE
FEES & CHARGES 2025/26**

		CHARGES 2024/25 £	CHARGES 2025/26 £	Increase	
Applications to Extinguish/Divert Public Rights of Way					
	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
	- Opposed Orders	Additional work per hour plus advertising		90.00	90.00
	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 2025/26

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	199.17	635.00	845.83	1,115.00	301.00
2	299.17	943.33	1,267.75	1,675.00	TBA
3	399.17	1,266.67	1,690.83	2,233.00	TBA
4	499.17	1,582.50	2,112.50	2,790.00	TBA
5	597.50	1,900.83	2,535.00	3,349.00	TBA
6	708.33	2,250.00	3,003.33	3,967.00	TBA
7	792.50	2,515.83	3,356.67	4,437.00	TBA
8	870.00	2,767.50	3,691.67	4,877.00	TBA
9	960.00	3,050.00	4,069.17	5,378.00	TBA
10	1,046.67	3,335.00	4,445.83	5,875.00	TBA
11	1,128.33	3,583.33	4,781.67	6,316.00	TBA
12	1,206.67	3,833.33	5,115.83	6,758.00	TBA
13	1,286.67	4,083.33	5,448.33	7,198.00	TBA
14	1,390.83	4,415.00	5,891.67	7,785.00	TBA
15	1,443.33	4,584.17	6,116.67	8,081.00	TBA
16	1,526.67	4,850.00	6,471.67	8,552.00	TBA
17	1,601.67	5,083.33	6,781.67	8,963.00	TBA
18	1,675.00	5,316.67	7,093.33	9,373.00	TBA
19	1,752.50	5,565.83	7,426.67	9,810.00	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 2.5% 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 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	430.83	1,368.33	1,784.17	2,409.00	TBA
Greater than 400m ² but does not exceed 500m ²	450.00	1,433.33	1,871.67	2,527.00	TBA
Greater than 500m ² but does not exceed 600m ²	478.33	1,516.67	1,980.00	2,674.00	TBA
Greater than 600m ² but does not exceed 700m ²	499.17	1,582.50	2,066.67	2,790.00	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.

The charges above represent approximately an additional 2.5% increase on the current charges for full plans, regularisation and additional charges, and 3% for building notice.

**PLANNING & BUILDING SERVICE
FEES & CHARGES 2025/26**

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	145.83	467.50	622.50	823.00	300.83
2	Single storey extension floor exceeding 10m ² but not exceeding 40 m ²	178.33	566.67	755.83	1,000.00	300.83
3	Single storey extension floor exceeding 40m ² but not exceeding 100m ²	220.83	699.17	935.00	1,234.00	300.83
4	Two storey extension not exceeding 40 m ²	188.33	600.00	800.00	1,057.00	300.83
5	Two storey extension to a dwelling house exceeding 40 m ² but not exceeding 100m ²	235.83	749.17	1,000.83	1,323.00	300.83
6	Loft conversion that does not include the construction of a dormer	145.83	467.50	622.50	823.00	300.83
7	Loft conversion that includes the construction of a dormer	158.33	500.83	667.50	882.00	300.83
8	Erection or extension of a non exempt detached domestic garage or carport up to 100m ²	125.83	400.83	531.67	706.00	300.83
9	Erection of a non exempt attached single storey extension of a domestic garage or carport up to 100m ²	136.67	432.50	577.50	763.00	300.83
10	Conversion of a garage to a dwelling to a habitable room(s)	95.00	300.00	401.67	527.00	300.83
11	Alterations to extend or create a basement up to 100m ²	99.17	436.67	422.50	560.00	300.83

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 2.5% increase on the current charges for full plans, regularisation and additional charges, and 3% for building notice.

**PLANNING & BUILDING SERVICE
FEES & CHARGES 2025/26**

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	131.67	414.17	555.83	25%	734.00
3	Renovation of a thermal element to a single dwelling.	Fixed price	52.50	167.50	224.17	25%	294.00
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	63.33	200.00	266.67	25%	354.00
		Estimated cost exceeding £2500 but not exceeding £5,000	110.00	266.67	354.17	25%	468.00
		Estimated cost exceeding £5000 but not exceeding £25,000	136.67	432.50	577.50	25%	765.00
		Estimated cost exceeding £25,000 but not exceeding £50,000.	168.33	535.00	711.67	25%	919.00
		Estimated cost exceeding £50,000 but not exceeding £75,000.	210.00	665.83	889.17	25%	1,175.00
		Estimated cost exceeding £75,000 but not exceeding £100,000.	241.67	767.50	1,024.17	25%	1,351.00
5	Window replacement (non competent person's scheme).	Fixed price grouped by numbers of windows,					
		Per installation up to 20 windows	37.50	116.67	155.00	25%	206.00
		Per installation over 20 Windows.	47.50	149.17	200.83	25%	265.00
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.	105.83	333.33	444.17	25%	588.00
		The re-wiring or new installation in a dwelling.	105.83	333.33	444.17	25%	588.00

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

The charges above represent approximately an additional 2.5% increase on the current charges for full plans, regularisation and additional charges, and 3% for building notice.

**PLANNING & BUILDING SERVICE
FEES & CHARGES 2025/26**

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 ²	295.00	932.50	1,611.00	262.50	833.33	1,438.00
2	Floor area exceeding 10m ² but not exceeding 40m ²	345.83	1,100.83	1,898.00	315.00	999.17	1,724.00
3	Floor area exceeding 40m ² but not exceeding 100m ²	465.83	1,467.50	2,530.00	400.00	1,266.67	2,185.00
4	Floor area exceeding 100m ² but not exceeding 200m ²	612.50	1,934.17	3,336.00	524.17	1,666.67	2,874.00

		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 ²	199.17	634.17	1,092.00	158.33	500.83	863.00
2	Floor area exceeding 10m ² but not exceeding 40m ²	250.83	798.33	1,379.00	220.83	699.17	1,206.00
3	Floor area exceeding 40m ² but not exceeding 100m ²	325.83	1,033.33	1,782.00	262.50	830.83	1,438.00
4	Floor area exceeding 100m ² but not exceeding 200m ²	420.00	1,334.17	2,300.00	305.00	966.67	1,667.00

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 £261.67 if the work is in relation to a basement.

The above charges above represent approximately an additional 2.5% increase on the current charges.

**PLANNING & BUILDING SERVICE
FEES & CHARGES 2025/26**

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	168.33	531.67	941.00
		Estimated cost exceeding £50,000 and up to £100,000	210.00	665.00	1,175.00
		Estimated cost exceeding £100,000 and up to £250,000.	250.83	798.33	1,409.00
3	Window replacement (non competent person's scheme).	Fixed price grouped by numbers of windows			
		Per installation up to 20 windows	42.50	135.00	238.00
		Per installation over 20 windows up to 50 windows	63.33	200.00	354.00
4	Renovation of a thermal element	Estimated cost up to £50,000	105.83	335.00	588.00
		Estimated cost exceeding £50,000 and up to £100,000	178.33	566.67	1,000.00
		Estimated cost exceeding £100,000 and up to £250,000	250.83	798.33	1,409.00
5	Alterations not described elsewhere including structural alterations and installation of controlled fittings	Estimated cost up to £5,000	83.33	266.67	581.00
		Estimated cost exceeding £5,000 and up to £25,000	136.67	432.50	765.00
		Estimated cost exceeding £25,000 and up to £50,000	168.33	535.00	941.00
		Estimated cost exceeding £50,000 and up to £100,000	199.17	634.17	1,115.00
		Estimated cost exceeding £100,000 and up to £150,000	250.83	798.33	1,409.00
6	Installation of Mezzanine floor up to 500m ²	Fixed price	168.33	535.00	941.00
7	Office fit out	Fixed price based on floor area bands			
		Floor up to 500m ²	127.50	400.83	706.00
		500m ² to 2000m ²	168.33	535.00	941.00
8	Shop fit out	Fixed price based on floor area bands			
		Floor up to 500m ²	127.50	400.83	706.00
		500m ² to 2000m ²	168.33	535.00	941.00
9	New shop front(s)	Fixed price grouped by numbers of windows,			
		Per installation up to 20 windows	73.33	232.50	411.00
		Per installation over 20 windows up to 50 windows	95.00	300.00	527.00

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 £261.00 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 represent approximately an additional 2.5% increase on the current charges.

**PLANNING & BUILDING SERVICE
FEES & CHARGES 2025/26**

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.

2025/26

To professionals for commercial purposes or owners/buyers - per hour or part thereof	29.17	30.00	2.85%
Research and response to enquiry per property where no documentation is supplied - per hour or part thereof	29.17	30.00	2.85%
Completion Certificates on archive applications	41.67	42.50	1.99%
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	80.83	2.10%

Research, retrieval and examination of Building Regulation record.

To professionals for commercial purposes - per hour or part thereof	29.17	30.00	2.85%
To residential owners/occupiers for private purposes	Free	Free	
Letter confirming exemption	37.50	38.33	2.21%
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	80.83	2.10%
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	80.83	2.10%

Other

Cancellation of application or withdrawal of application: £50.00 inc VAT if no surveyor involvement.	41.67	42.50	1.99%
Cancellation of application or withdrawal of application: Plan fee or hourly rate for any surveyor involvement in checking works	79.17	80.83	2.10%
Building Safety Regulator Hourly Rate	61.67	61.67	0.00%

All charges exclude VAT.

**PROPERTY & ASSET MANAGEMENT SERVICE
FEES & CHARGES 2025/26**

	CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
High Street (Daily or part thereof)			
Concessionary	71.00	72.75	2.46%
Commercial / Private Hire	316.00	324.00	2.53%
Time Ring (Daily or part thereof)			
Concessionary	24.00	24.60	2.50%
Private Hire	47.00	48.20	2.55%
Commercial Hire	161.00	165.00	2.48%

Conditions of Hire:

Full terms and conditions can be viewed on the

Council's website www.testvalley.gov.uk

Or contact the Property & Asset Management Service on 01264 368000

**PROPERTY & ASSET MANAGEMENT SERVICE
FEES & CHARGES 2025/26**

UPPER GUILDHALL

CURRENT FEES

	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

Conditions of Hire

See Crosfield Hall Charges

2025/26

	Private Hire		Community Hire	
	Weekday	Weekend	Weekday	Weekend
Hourly rate	30.75	35.85	17.40	19.45
Wedding Fee (5 hour booking)	307.50	358.75	n/a	n/a

The above charges represent increases of between 2.35% and 2.5%

**PROPERTY & ASSET MANAGEMENT SERVICE
FEES & CHARGES 2025/26**

CROSFIELD HALL

CURRENT FEES

Hourly rate	Private Hire		Community Hire	
	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 2025/26**

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	£51.25
Storage area under stage (One Side)	1200mm x 3600mm x 6000mm	£171.15

- 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.

Community Rates

- 1) 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 community rates of hire.
- 3) The Head of Property & Asset Management is authorised to decide into which category, i.e. private or 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 2025/26**

OFFICE ACCOMMODATION - BEECH HURST

CURRENT FEES

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

Other

Tea/Coffee/Biscuits/Cordial - per catering charges set by Head of Property and Asset Management.
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 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.

2025/26

Hourly Rate	Private Hire	Community Hire
	Weekday	Weekday
Conference Room 1	30.75	17.40
Conference Rooms 2 + 5	22.55	11.25
Interview Room	10.25	5.10

The above charges represent increases of between 2.0% and 2.5%

**PROPERTY & ASSET MANAGEMENT SERVICE
FEES & CHARGES 2025/26**

PARKING

	CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Parking Penalties			
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%
Parking Tickets			
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			
Season Tickets			
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	40% discount	

**PROPERTY & ASSET MANAGEMENT SERVICE
FEES & CHARGES 2025/26**

	CHARGES 2024/25 £	CHARGES 2025/26 £	Increase
Miscellaneous Parking Charges			
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	
Exemptions			
Access to Businesses - High Street, Andover	FREE	FREE	
Highways			
Street and Property Naming			
Administration of property name changes	92.30	94.60	2.49%
Provide information on street naming and postal numbering on new developments			
1 dwelling	124.75	127.85	2.48%
2 - 20 dwellings	249.50	255.70	2.48%
21+ dwellings (price per dwelling)	12.30	12.60	2.44%
Street re-naming (plus advertising and legal costs)	500.25	512.75	2.50%
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%