

13 NOVEMBER 2018

KEY DECISION? YES

ANNUAL REVIEW OF FEES AND CHARGES

SUMMARY AND RECOMMENDATIONS:

SUMMARY: This report sets out recommendations following a review of fees and charges and describes the methodology applied in each case, generating a minimum of £68,211 per annum

RECOMMENDATIONS:

- (i) To adopt the various methodologies attached in Appendix A as a basis for uplifting the Council's fees and charges
- (ii) To continue to apply RPIX as the measure of inflation to be applied where an annual inflationary uplift is specified; and
- (iii) To approve the fees and charges set out in Appendix A for implementation on the applicable dates.

1. INTRODUCTION

- 1.1 In November 2016, the Cabinet approved a new process for the annual review of the Council's fees and charges, introducing a Fees and Charges booklet, showing current and proposed fees and the methodology for reviewing each type of fee or charge. This report sets out the outcomes from the subsequent review carried out in October 2018.
- 1.2 This is a key decision due to the effect of fee setting on the Council's budgets and the wider effect on residents across the Borough.

2. BACKGROUND

- 2.1 One part of the Council's 8-point plan for achieving financial sustainability centres around the Council's financial strategies. By reviewing and shaping these strategies the Council can ensure that its financial planning is aligned with its priorities and that the Council can deliver those priorities within the available financial resources. One of the projects within this section of the 8-point plan is a review of the Council's approach to setting its fees and charges.
- 2.2 The review, reported to Cabinet in November 2016, recommended bringing an annual review of all charges, and the methodologies by which they are uplifted, together into a single document, where practical. This

meant that individual charges would no longer be considered in isolation and the impact of charges in total (on both the budget and on the Council's residents) could be considered. In addition, the timing of the report meant that the appropriate charges could be built into the budget preparation.

- 2.3 The process also ensures that an annual review of all fees and charges takes place. While not all charges are necessarily increased every year, it is important to review them on a regular basis to ensure that they are set at an appropriate level. Fees and charges are estimated to contribute around £11.2m (or 14.6%) of the Council's gross income of £76.8m for 2018/19 – a not insignificant sum when compared to the £6.1m received from Council Tax payers, £1m from New Homes Bonus and £0.2m from Revenue Support Grant. Indeed, the importance of our own income streams will only grow in the future as some of these central funding streams decline.
- 2.4 The process is in line with the Council's Constitution, which provides, under its Financial Regulations, that "at least once a year the appropriate Heads of Service, in consultation with the Executive Head of Finance, will submit proposals to Cabinet regarding fees and charges for goods and services."
- 2.5 Expected outcomes from the project were:
- An annual process to review fees and charges
 - Linked to the Medium Term Financial Strategy and budget setting processes
 - Ensuring fees and charges are regularly reviewed and are set at an appropriate level and
 - Are transparent, easily found by our customers and have a clear methodology for uplift
- 2.6 The process worked well for 2018/19 enabling charges to be reflected in the budget preparations and providing a single document for strategic consideration of the level of fees and charges across the Council as well as a single point of reference for all of the Councils' fees and charges for our customers. For the current review, Heads of Service considered their previously stated methodology for uplift, amending it where appropriate, and discussing potential variations with their portfolio holders.

3. DETAILS OF THE PROPOSAL

- 3.1 **General** - Work has been undertaken this year to compile a single booklet, which details all of the Council's fees and charges, the current charge, proposed charge and methodology for calculating the charge. The booklet is attached as Appendix 1.
- 3.2 The proposals take into account the Council's medium-term financial strategy, the cost of providing the services, the need to maintain reasonable charges, the rate of inflation and optimising use.

- 3.3 Some of these services do not fully recover costs, due to the concessions we offer to ensure that they are affordable and socially inclusive.
- 3.4 Appendix 1 does not currently include pricing at our Leisure Centres, which are set by the contract but do allow Members to suggest changes through consultation with our contractors. At times, the Council may suggest reduced charges to fit with our strategic priorities to support disadvantaged groups or to encourage participation on health programmes. These and other charges may be included in future iterations of the booklet. For example, there may be new charges introduced for commercial income streams coming forward as part of the new contract for waste collection
- 3.5 **Indexation** - In November 2016, Cabinet approved the use of RPIX as the appropriate index to use for inflationary increases. RPIX is the headline RPI index, minus changes in mortgage interest payments. Taking out mortgage repayments is an appropriate adjustment because the UK housing market plays an influential role in the wider macro-economy. Given that a significant number of householders are owner-occupiers, many of whom are repaying mortgages, changes in interest and mortgage rates can have a considerable impact on spending and the rest of the economy.
- 3.6 Any potential UK future rise in interest rates designed to reduce inflationary pressure, would push up the RPI, but not the RPIX. The effects of the Council's fees and charges policy intentions would therefore be more suited to the selection of RPIX as its inflation index. It is proposed to continue use of this index for the annual uplift of fees and charges, where an inflationary increase is deemed appropriate.
- 3.7 The RPIX inflation rate applied by the Council on its fees and charges for 1st April and each successive financial year will be calculated six months in advance. For 1st April 2019, the RPIX measure for 12 months in September 2018 is 3.3% (RPIX September 2018 "284.7" over September 2017 "275.7"). Increases to the majority of charges have been calculated at RPIX.
- 3.8 **Statutory charges** - Some charges are statutory or set by other bodies, over which Rushmoor has no control. These have been identified within the Fees and Charges document and have been included for information.
- 3.9 **Application of benchmarking** - In some chargeable areas, benchmarking has been used to inform whether fees and charges should be increased.
- 3.10 **Exceptions:** A number of chargeable areas are currently undergoing detailed review, (licensing and land charges) and therefore no uplift methodology or fee increase is proposed for these areas at present. Any proposals to vary charges in these areas will come forward to Licensing, Audit and General Purposes Committee or Cabinet as appropriate as the reviews conclude. The aim will be to incorporate these charges and the

agreed review method within the overall Fees and Charges booklet in the future.

- 3.11 **Flexibility:** Some areas of pricing have been delegated in order to build in an ability to react quickly to market conditions and vary charges in response to local circumstances and competition. Both Princes Hall and Aldershot and Farnborough markets and car boot sales have been granted this flexibility, most recently with markets and car boot sales where charges can be varied in consultation with the appropriate portfolio-holder and the Executive Head of Financial Services. This is especially important as the Council moves towards a more commercial approach to its service provision, enabling services to become more 'fleet of foot' in adapting to changing demand and local conditions. Appendix 1 therefore includes the current recommended charges but these could be subject to change at short notice. The fees and charges booklet therefore needs to be a living document that is updated by services in response to any such amendments to pricing.
- 3.12 **Annual process** – Each year, the relevant sections of the fees and charges booklet is distributed to Heads of Service for updating, in consultation with their portfolio-holder. The service reviews its charging methodology in light of market forces, changes in supply and demand, ethos for concessions, and if applicable, the need to reduce subsidies.
- 3.13 Where an inflationary uplift has been agreed as the methodology for review, the relevant inflationary index (RPIX) will be applied and any necessary rounding adjustments made to provide the final charges for the new year. Where other circumstances have changed during the year that may mean that the current methodology is no longer applicable, a new methodology will need to be proposed and approved by Cabinet. For example, an inflationary uplift may no longer be applicable if benchmarking data shows Rushmoor's charges to be significantly out of kilter with local market competition.
- 3.14 **Animal Welfare Licensing** – The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 come into force on 1st October 2018 and seek to consolidate licensing regimes into one piece of law. The effect of the regulations is to consolidate and replace some existing legislation, and put in place a new licensing regime to control the following "licensable activities":
- selling animals as pets (pet shops)
 - boarding for cats or dogs (home, kennels, catteries, day care)
 - hiring out horses
 - breeding dogs
 - keeping or training animals for exhibition
- 3.15 The changes in the fees were taken in a separate report to the September 2018 Licencing, Audit and General Purpose Committee.

- 3.16 The proposed tariffs are set out within Appendix 1. The fees charge with effect on 1st October 2018 rather than the commencement of the new financial year.
- 3.17 **Building Control** – Fees have been reviewed for 2019/20, with an overall average of 5% increase, linked to cost recovery. The range of fee increases is between -7% and 10% dependant on the service provision. Under The Building (Local Authority Charges) Regulation 2010 individual determination of charges can be made where there is no standard charge. Rushmoor Borough Council considers each application using a risk assessment approach to the level of complexity of the work, ability of the builder, and other elements. Individually determined fees have been introduced for 2019/20 following market benchmarking exercise in the following areas:
- Domestic extension to a single building – underpinning, less than £25,000 – Fixed price Building Notice
 - Domestic extension to a single building – underpinning, less than £25,000 – Fixed price Regulation
 - Other, non- domestic work – extensions and new build
 - All other, non-domestic work – alterations – table E
- 3.18 **Introduction of new charges** - In areas where charges are being introduced for the first time, it may be appropriate for a detailed paper to be taken to Cabinet for consideration rather than included in the annual fees and charges report. In this way, Cabinet are able to consider the detailed proposal and the reason for introducing charges, maintaining the detailed consideration and portfolio-holder engagement that is essential for the introduction of new charges. Within the individual report, however, a method for future review (e.g. RPIX or cost recovery) should be proposed. The charges and methodology can then be incorporated into the annual review and the fees and charges booklet moving forward.

4. FINANCIAL AND RESOURCE IMPLICATIONS

- 4.1 The net additional income to the Council from the proposed charges within this report is estimated to be a minimum of £68,211 per annum,. This estimate does not include increases at the Princes Hall where total income will fluctuate according to volume of demand for each individual service or charge.
- 4.2 In addition, collation of the fees and charges in one booklet alongside a single report should save on staff time and administration as the process beds in. The booklet will be available on the Council's website so that all fees and charges are transparently available, which improves the service to our residents and customers and avoid 'waste' by potentially reducing the number of customer enquiries about fees and charges. It will also help in responding to FOI queries as requestors can be referred to a single source.

5. CONCLUSIONS

- 5.1 The review of Fees and Charges is an annual process, which links to the Medium Term Financial Strategy and contributes to the budget process. The process has a number of advantages as set out in the report including transparency, reduced administration and a robust methodology for reviewing fees.
- 5.2 Fees and charges form a significant part of the Council's income enabling it to provide services to the public. The level of fees and charges can have a significant effect on residents and local businesses and therefore should be given due consideration on a regular basis.
- 5.3 The outcome of the annual review is presented to Cabinet in Appendix A for consideration.

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APPENDIX A

Rushmoor's Fees and Charges

2019/20

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Alcohol, entertainments & late night refreshment

3

Temporary event notices	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Notice	£21 (0%)	£21	Statutory charge	O/S
Copy of notice	£10.5 (0%)	£10.50	Statutory charge	O/S

Personal licences	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Application for grant	£37 (0%)	£37	Statutory charge	O/S
Copy	£10.5 (0%)	£10.5	Statutory charge	O/S
Notification of change of name or address	£10.5 (0%)	£10.5	Statutory charge	O/S

Premises licences and club premises certificates	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Band A	£100 (0%)	£100	Statutory charge	O/S
Band B	£190 (0%)	£190	Statutory charge	O/S
Band C	£315 (0%)	£315	Statutory charge	O/S
Band D	£450 (0%)	£450	Statutory charge	O/S
Band E	£635 (0%)	£635	Statutory charge	O/S
Band D and is exclusively or primarily used for the supply and consumption of alcohol on the premises	£900 (0%)	£900	Statutory charge	O/S
Band E and is exclusively or primarily used for the supply and consumption of alcohol on the premises	£1905 (0%)	£1,905	Statutory charge	O/S
Additional fee for more than 5000 people - 5,000-9,999 people	£1000 (0%)	£1,000	Statutory charge	O/S
Additional fee for more than 5000 people - 10,000-14,999 people	£2000 (0%)	£2,000	Statutory charge	O/S
Additional fee for more than 5000 people - 15,000-19,999 people	£4000 (0%)	£4,000	Statutory charge	O/S
Additional fee for more than 5000 people - 20,000-29,999 people	£8000 (0%)	£8,000	Statutory charge	O/S
Additional fee for more than 5000 people - 30,000-39,999 people	£16000 (0%)	£16,000	Statutory charge	O/S
Additional fee for more than 5000 people - 40,000-49,999 people	£24000 (0%)	£24,000	Statutory charge	O/S
Additional fee for more than 5000 people - 50,000-59,999 people	£32000 (0%)	£32,000	Statutory charge	O/S
Additional fee for more than 5000 people - 60,000-69,999 people	£40000 (0%)	£40,000	Statutory charge	O/S
Additional fee for more than 5000 people - 70,000-79,999 people	£48000 (0%)	£48,000	Statutory charge	O/S
Additional fee for more than 5000 people - 80,000-89,999 people	£56000 (0%)	£56,000	Statutory charge	O/S
Additional fee for more than 5000 people - 90,000 + people	£64000 (0%)	£64,000	Statutory charge	O/S
Minor variation of a premises licence / club premises certificate	£89 (0%)	£89	Statutory charge	O/S
Provisional statement	£315 (0%)	£315	Statutory charge	O/S
Vary a premises licence to specify a new premises supervisor	£23 (0%)	£23	Statutory charge	O/S
Application to disapply requirement for a premises supervisor in a community premises	£23 (0%)	£23	Statutory charge	O/S
Transfer premises licence	£23 (0%)	£23	Statutory charge	O/S
Interim authority notice	£23 (0%)	£23	Statutory charge	O/S
Notification of interest	£21 (0%)	£21	Statutory charge	O/S

Application for copy of licence or summary	£10.5 (0%)	£11	Statutory charge	O/S
Notification of change of name or address	£10.5 (0%)	£11	Statutory charge	O/S
Annual Fees -Band A	£70 (0%)	£70	Statutory charge	O/S
Annual Fees -Band B	£180 (0%)	£180	Statutory charge	O/S
Annual Fees -Band C	£295 (0%)	£295	Statutory charge	O/S
Annual Fees -Band D	£320 (0%)	£320	Statutory charge	O/S
Annual Fees- Band E	£350 (0%)	£350	Statutory charge	O/S
Annual Fees - Band D and is exclusively or primarily used for the supply and consumption of alcohol on the premises	£640 (0%)	£640	Statutory charge	O/S
Annual Fees - Band E and is exclusively or primarily used for the supply and consumption of alcohol on the premises	£1050 (0%)	£1,050	Statutory charge	O/S
Annual Fees - 5,000-9,999 people	£500 (0%)	£500	Statutory charge	O/S
Annual Fees - 10,000-14,999 people	£1000 (0%)	£1,000	Statutory charge	O/S
Annual Fees - 15,000-19,999 people	£2000 (0%)	£2,000	Statutory charge	O/S
Annual Fees - 20,000-29,999 people	£4000 (0%)	£4,000	Statutory charge	O/S
Annual Fees - 30,000-39,999 people	£8000 (0%)	£8,000	Statutory charge	O/S
Annual Fees - 40,000-49,999 people	£12000 (0%)	£12,000	Statutory charge	O/S
Annual Fees - 50,000-59,999 people	£16000 (0%)	£16,000	Statutory charge	O/S
Annual Fees - 60,000-69,999 people	£20000 (0%)	£20,000	Statutory charge	O/S
Annual Fees - 70,000-79,999 people	£24000 (0%)	£24,000	Statutory charge	O/S
Annual Fees - 80,000-89,999 people	£28000 (0%)	£28,000	Statutory charge	O/S
Annual Fees - 90,000 + people	£32000 (0%)	£32,000	Statutory charge	O/S

Allotments

Plots	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Plots of approx. 10 rods	£59 (20%)	£49	* Please see comment below	O/S
Plots of approx. 5 rods (also 10 rods without a water supply)	£42 (20%)	£35	* Please see comment below	O/S
Cherrywood Road site	£36 (20%)	£30	* Please see comment below	O/S

Following a review by Leisure and Youth Panel in 15/16, an increase of 20% pa was agreed for the next few years to help reduce the current subsidy. A year's notice must be given and the revised charges will come into effect in October each year. rounded to nearest pound

gh **Animal licensing**

New Licence	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Home boarding of dogs or dog day care - 1 A licence Application Fee B Enforcement Fee Total New application A+B	£271 (12%)	£242	Approved at L,A & GP Cttee 24 Sept 2018 - cost recover basis	O/S
Breeding dogs - 1 A licence Application Fee B Enforcement Fee Total New application A+B	£312 (15%)	£271	as above	O/S
Boarding for cats or dogs (in a cattery or kennel) - 1 A licence Application Fee B Enforcement Fee Total New application A+B	£290 (20%)	£242	as above	O/S
Hiring out horses - 2 A licence Application Fee B Enforcement Fee Total New application A+B	£319 (12%)	£285	as above	O/S
Pet shops - 1 A licence Application Fee B Enforcement Fee Total New application A+B	£312 (15%)	£271	as above	O/S
Keeping or training animals for exhibition - 1,4 A licence Application Fee B Enforcement Fee Total New application A+B	N/A	N/A - 5 (previously enforced by HCC)	as above	O/S
Wild Animals (2 yr Renewal)	£399 (0%)	£399	as above	O/S

1- plus additional vet fee where applicable; 2 - plus additional fee for a listed, specialist vet on each inspection; 3- no existing renewal fee; 4-m three year licence; 5 - previously enforced by HCC

gh **Animal licensing**

Renewals	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Home boarding of dogs or dog day care - 1 A licence Application Fee B Enforcement Fee Total New application A+B	£160 (0%)	£160	Approved at L,A & GP Cttee 24 Sept 2018 - cost recover basis	O/S
Breeding dogs - 1 A licence Application Fee B Enforcement Fee Total New application A+B	£197 (-27%)	£271	as above	O/S
Boarding for cats or dogs (in a cattery or kennel) - 1 A licence Application Fee B Enforcement Fee Total New application A+B	£172 (20%)	£143	as above	O/S
Hiring out horses - 2 A licence Application Fee B Enforcement Fee Total New application A+B	N/A	N/A - 3	as above	O/S
Pet shops - 1 A licence Application Fee B Enforcement Fee Total New application A+B	£197 (0%)	£197	as above	O/S
Keeping or training animals for exhibition - 1,4 A licence Application Fee B Enforcement Fee Total New application A+B	N/A	N/A - 5	as above	O/S
Wild Animals (2 yr Renewal)	£399 (0%)	£399	Reviewed by L&GP April 2018	O/S

1- plus additional vet fee where applicable; 2 - plus additional fee for a listed, specialist vet on each inspection; 3- no existing renewal fee; 4-m three year licence; 5 - previously enforced by HCC

Also in relation to the above Animal licences

Each Additional Licensable Activity	£50.00	N/A	Approved at L,A & GP Cttee 24 Sept 2018 - cost recover basis	O/S
Application for re-rating	£75.00	N/A	as above	O/S
Transfer/Variation	£50.00	N/A	as above	O/S
Additional copy of licence	£30.00	N/A	as above	O/S

all Animal licences excluding Wild Animals wef 1st October 2018,
Wild Animals wef 1st April 2018

Building control

Archived Documents	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Re-Opening Closed Files	£78 (0%)	£78	building control fees have ben reviewed for 2019/20, with an overall average of 5% increase - cost recovery	S
Copies Of Approvals And Completion Certificates	£20 (0%)	£20	see above	S

Standard charges for the creation or conversion to new housing	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Full Plans Notice - Plan Charge No. of Dwellings - 1	£336 (0%)	£336	building control fees have ben reviewed for 2019/20, with an overall average of 5% increase - cost recovery	S
Full Plans Notice - Plan Charge No. of Dwellings - 2	£420 (0%)	£420	as above	S
Full Plans Notice - Plan Charge No. of Dwellings - 3	£516 (0%)	£516	as above	S
Full Plans Notice - Plan Charge No. of Dwellings – 4+	Ring for quote	Ring for quote	as above	S
Full Plans Notice - Inspection Charge No. of Dwellings - 1	£540 (5%)	£516	as above	S
Full Plans Notice - Inspection Charge No. of Dwellings - 2	£740 (8%)	£684	as above	S
Full Plans Notice - Inspection Charge No. of Dwellings - 3	£920 (8%)	£852	as above	S
Full Plans Notice - Inspection Charge No. of Dwellings – 4+	Ring for quote	Ring for quote	as above	S
Building Notice No. of Dwellings - 1	£1000 (0%)	£1,000	as above	S
Building Notice No. of Dwellings - 2	£1200 (0%)	£1,200	as above	S
Building Notice No. of Dwellings - 3	£1600 (0%)	£1,600	as above	S
Building Notice No. of Dwellings – 4+	Ring for quote	Ring for quote	as above	S
Regularisation No. of Dwellings - 1	£1000 (3%)	£975	as above	O/S
Regularisation No. of Dwellings - 2	£1200 (-5%)	£1,267	as above	O/S
Regularisation No. of Dwellings - 3	£1600 (3%)	£1,560	as above	O/S
Regularisation No. of Dwellings – 4+	Ring for quote	Ring for quote	as above	O/S

Domestic extensions to a single building	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Single storey extension floor area not exceeding 10m ² Full plan notices - plan charge	£220 (10%)	£200	building control fees have been reviewed for 2019/20, with an overall average of 5% increase - cost recovery	S
Single storey extension floor area not exceeding 10m ² Full plan notices - inspection charge	£254 (-7%)	£274	as above	S
Single storey extension floor area not exceeding 10m ² Building Notice	£580 (0%)	£580	as above	S
Single storey extension floor area not exceeding 10m ² Regularisation	£680 (0%)	£680	as above	O/S
Single storey extension floor area exceeding 10m ² , but not exceeding 40 m ² Full plan notices - plan charge	£220 (10%)	£200	as above	S
Single storey extension floor area exceeding 10m ² , but not exceeding 40 m ² Full plan notices - inspection charge	£420 (4%)	£402	as above	S
Single storey extension floor area exceeding 10m ² , but not exceeding 40 m ² Building Notice	£780 (5%)	£740	as above	S
Single storey extension floor area exceeding 10m ² , but not exceeding 40 m ² Regularisation	£880 (5%)	£840	as above	O/S
Single storey extension floor area exceeding 40m ² , but not exceeding 100 m ² Full plan notices - plan charge	£220 (10%)	£200	as above	S
Single storey extension floor area exceeding 40m ² , but not exceeding 100 m ² Full plan notice - inspection charge	£590 (4%)	£570	as above	S
Single storey extension floor area exceeding 40m ² , but not exceeding 100 m ² Building Notice	£975 (5%)	£930	as above	S
Single storey extension floor area exceeding 40m ² , but not exceeding 100 m ² Regularisation	£1080 (5%)	£1,030	as above	O/S
Two storey extension floor area not exceeding 40m ² Full plan notices - plan charge	£220 (10%)	£200	as above	S
Two storey extension floor area not exceeding 40m ² Full plan notices - inspection charge	£510 (5%)	£488	as above	S
Two storey extension floor area not exceeding 40m ² Building Notice	£880 (5%)	£840	as above	S
Two storey extension floor area not exceeding 40m ² Regularisation	£985 (5%)	£940	as above	O/S
Two storey extension to a dwelling house exceeding 40m ² , but not exceeding 200 m ² Full plan notices - plan charge	£220 (10%)	£200	as above	S
Two storey extension to a dwelling house exceeding 40m ² , but not exceeding 200 m ² Full plan notices - inspection charge	£775 (4%)	£745	as above	S
Two storey extension to a dwelling house exceeding 40m ² , but not exceeding 200 m ² Building Notice	£1150 (5%)	£1,100	as above	S
Two storey extension to a dwelling house exceeding 40m ² , but not exceeding 200 m ² Regularisation	£1260 (5%)	£1,200	as above	O/S
Loft conversion that does not include the construction of a dormer Full plan notices - plan charge	£220 (10%)	£200	as above	S
Loft conversion that does not include the construction of a dormer Full plan notices - inspection charge	£332 (5%)	£316	as above	S
Loft conversion that does not include the construction of a dormer Building Notice	£675 (5%)	£640	as above	S
Loft conversion that does not include the construction of a dormer Regularisation	£775 (5%)	£740	as above	S
Loft conversion that includes the construction of a dormer Full plan notices - plan charge	£220 (10%)	£200	as above	S
Loft conversion that includes the construction of a dormer Full plan notices - inspection charge	£415 (3%)	£402	as above	S
Loft conversion that includes the construction of a dormer Building Notice	£780 (5%)	£740	as above	O/S
Loft conversion that includes the construction of a dormer Regularisation	£880 (5%)	£840	as above	S
Erection or extension of a non-exempt attached or detached domestic garage or carport up to 100m ² Full plan notices - plan charge	£220 (10%)	£200	as above	S
Erection or extension of a non-exempt attached or detached domestic garage or carport up to 100m ² Full plan notices - inspection charge	£240 (4%)	£230	as above	S
Erection or extension of a non-exempt attached or detached domestic garage or carport up to 100m ² Building Notice	£550 (6%)	£520	as above	S
Erection or extension of a non-exempt attached or detached domestic garage or carport up to 100m ² Regularisation	£650 (5%)	£620	as above	O/S
Conversion of a garage to a dwelling to a habitable room(s) Full plan notices - plan charge	£220 (10%)	£200	as above	S

Conversion of a garage to a dwelling to a habitable room(s) Full plan notices - inspection charge	£200 (6%)	£188	as above	S
Conversion of a garage to a dwelling to a habitable room(s) Building Notice	£465 (6%)	£440	as above	S
Conversion of a garage to a dwelling to a habitable room(s) Regularisation	£570 (6%)	£540	as above	O/S
Underpinning, less than £25,000 - Fixed price Full plan notices - plan charge	individually determined fees	£250	as above	S
Underpinning, less than £25,000 - Fixed price Full plan notices - inspection charge	individually determined fees	£0	as above	S
Underpinning, less than £25,000 - Fixed price Building Notice	individually determined fees	£250	as above	S
Underpinning, less than £25,000 - Fixed price Regularisation	individually determined fees	£350	as above	O/S
Renovation of a thermal element to a single dwelling, less than £25,000 - Fixed price Full plan notices - plan charge	individually determined fees	£200	as above	S
Renovation of a thermal element to a single dwelling, less than £25,000 - Fixed price Full plan notices - inspection charge	individually determined fees	£0	as above	S
Renovation of a thermal element to a single dwelling, less than £25,000 - Fixed price Building Notice	individually determined fees	£200	as above	S
Renovation of a thermal element to a single dwelling, less than £25,000 - Fixed price Regularisation	individually determined fees	£300	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - Estimated cost less than £1000 Full plan notices -	£180 (13%)	£160	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - Estimated cost less than £1000 Full plan notices -	£0.00	£0	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - Estimated cost less than £1000 Building Notice	£180 (13%)	£160	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - Estimated cost less than £1000 Regularisation	£275 (6%)	£260	as above	O/S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £1001-£5000 Full plan notices - plan charge	£220 (10%)	£200	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £1001-£5000 Full plan notices - inspection charge	£0 (0%)	£0	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge)	£220 (10%)	£200	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge)	£320 (7%)	£300	as above	O/S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £5001 - £25 000 Full plan notices - plan charge	£200 (11%)	£180	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £5001 - £25 000 Full plan notices - inspection	£150 (7%)	£140	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £5001 - £25 000 Building Notice	£350 (9%)	£320	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £5001 - £25 000 Regularisation	£440 (5%)	£420	as above	O/S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £25 001 - £50 000 Full plan notices - plan charge	£220 (22%)	£180	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £25 001 - £50 000 Full plan notices - inspection	£250 (0%)	£250	as above	S

Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £25 001 - £50 000 Building Notice	£470 (9%)	£430	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £25 001 - £50 000 Regularisation	£560 (6%)	£530	as above	O/S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £50 001 - £75 000 Full plan notices - plan charge	£220 (22%)	£180	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £50 001 - £75 000 Full plan notices - inspection	£400 (0%)	£400	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £50 001 - £75 000 Building Notice	£620 (3%)	£600	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £50 001 - £75 000 Regularisation	£720 (3%)	£700	as above	O/S
Window Replacement - Up to 4 Full plan notices - plan charge	£120 (0%)	£120	as above	S
Window Replacement - Up to 4 Full plan notices - inspection charge	£0 (0%)	£0	as above	S
Window Replacement - Up to 4 Building Notice	£120 (0%)	£120	as above	S
Window Replacement - Up to 4 Regularisation	£230 (5%)	£220	as above	O/S
Window Replacement - 5 to 20 Full plan notices - plan charge	£200 (0%)	£200	as above	S
Window Replacement - 5 to 20 Full plan notices - inspection charge	£0 (0%)	£0	as above	S
Window Replacement - 5 to 20 Building Notice	£200 (0%)	£200	as above	S
Window Replacement - 5 to 20 Regularisation	£330 (10%)	£300	as above	O/S
Electrical work - Any (other than rewire) Full plan notices - plan charge	£380 (6%)	£360	as above	S
Electrical work - Any (other than rewire) Full plan notices - inspection charge	£0 (0%)	£0	as above	S
Electrical work - Any (other than rewire) Building Notice	£380 (6%)	£360	as above	S
Electrical work - Any (other than rewire) Regularisation	£490 (7%)	£460	as above	S
Electrical work - Rewire or new dwelling Full plan notices - plan charge	£510 (6%)	£480	as above	S
Electrical work - Rewire or new dwelling Full plan notices - inspection charge	£0 (0%)	£0	as above	S
Electrical work - Rewire or new dwelling Building Notice	£510 (6%)	£480	as above	S
Electrical work - Rewire or new dwelling Regularisation	£600 (3%)	£580	as above	O/S

Other, Non domestic work - extensions and new build	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Floor area not exceeding 10m ² Full plan notices - plan charge	individually determined fees	£200	building control fees have ben reviewed for 2019/20, with an overall average of 5% increase - cost recovery	S
Floor area not exceeding 10m ² Full plan notices - inspection charge	individually determined fees	£300	as above	S
Floor area not exceeding 10m ² Regularisation	individually determined fees	£500	as above	O/S
Floor area exceeding 10m ² , but not exceeding 40 m ² Full plan notices - plan charge	individually determined fees	£200	as above	S
Floor area exceeding 10m ² , but not exceeding 40 m ² Full plan notices - inspection charge	individually determined fees	£460	as above	S

Floor area exceeding 10m ² , but not exceeding 40 m ² Regularisation	individually determined fees	£660	as above	O/S
Floor area exceeding 40m ² , but not exceeding 100 m ² Full plan notices	individually determined fees	£200	as above	S
Floor area exceeding 40m ² , but not exceeding 100 m ² Full plan notices - inspection charge	individually determined fees	£650	as above	S
Floor area exceeding 40m ² , but not exceeding 100 m ² Regularisation	individually determined fees	£850	as above	O/S
All other non-domestic work - alterations	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Underpinning - Estimated cost less than £50 000 Full plan notices - plan charge	individually determined fees	£330	building control fees have ben reviewed for 2019/20, with an overall average of 5% increase - cost recovery	S
Underpinning - Estimated cost less than £50 001 Full plan notices - inspection charge	individually determined fees	£0	as above	S
Underpinning - Estimated cost less than £50 002 Regularisation	individually determined fees	£430	as above	O/S
Window Replacement including shop fronts (non-competent persons scheme) - Per installation up to 4 Full plan notices - plan charge	individually determined fees	£120	as above	S
Window Replacement including shop fronts (non-competent persons scheme) - Per installation up to 4 Full plan notices - inspection charge	individually determined fees	£0	as above	S
Window Replacement including shop fronts (non-competent persons scheme) - Per installation up to 4 Regularisation	individually determined fees	£220	as above	S
Window Replacement including shop fronts (non-competent persons scheme) - Per installation over 4 up to 20 windows Full plan notices - plan charge	individually determined fees	£200	as above	S
Window Replacement including shop fronts (non-competent persons scheme) - Per installation over 4 up to 20 windows Full plan notices - inspection charge	individually determined fees	£0	as above	S
Window Replacement including shop fronts (non-competent persons scheme) - Per installation over 4 up to 20 windows Regularisation	individually determined fees	£300	as above	O/S
Renovation of a thermal element Estimated cost less than £50 000 Full plan notices - plan charge	individually determined fees	£200	as above	S
Renovation of a thermal element Estimated cost less than £50 001 Full plan notices - inspection charge	individually determined fees	£0	as above	S
Renovation of a thermal element Estimated cost less than £50 002 Regularisation	individually determined fees	£300	as above	O/S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - Estimated cost less than £5 000 Full plan notices - plan charge	individually determined fees	£200	as above	S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - Estimated cost less than £5 000 Full plan notices - inspection charge	individually determined fees	£0	as above	S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - Estimated cost less than £5 000 Regularisation	individually determined fees	£300	as above	O/S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - £5001 - £25 000 Full plan notices - plan charge	individually determined fees	£180	as above	S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - £5001 - £25 000 Full plan notices - inspection charge	individually determined fees	£140	as above	S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - £5001 - £25 000 Regularisation	individually determined fees	£420	as above	O/S

Alterations not described elsewhere including structural alterations and installation of controlled fittings - £25 001 - £50 000 Full plan notices - plan charge	individually determined fees	£180	as above	S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - £25 001 - £50 000 Full plan notices - inspection charge	individually determined fees	£300	as above	S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - £25 001 - £50 000 Regularisation	individually determined fees	£580	as above	O/S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - £50 001 - £100 000 Full plan notices - plan charge	individually determined fees	£180	as above	S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - £50 001 - £100 000 Full plan notices - inspection charge	individually determined fees	£460	as above	S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - £50 001 - £100 000 Regularisation	individually determined fees	£740	as above	O/S
Installation of mezzanine floor up to 500m ² - Fixed price Full plan notices - plan charge	individually determined fees	£180	as above	S
Installation of mezzanine floor up to 500m ² - Fixed price Full plan notices - inspection charge	individually determined fees	£300	as above	S
Installation of mezzanine floor up to 500m ² - Fixed price Regularisation	individually determined fees	£580	as above	O/S

Camping and caravan site licence

Camping and caravan site licence	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Camping and caravan site licence	FREE	Free		EX

Car boots and markets

Car boot admission	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Aldershot - 9am to 10am	£3 (0%)	£3	No plans to change for 2019/20 - fees market lead	EX
Aldershot -After 10 - There is no charge for children under 10	£0.2 (0%)	£0	as above	EX
Farnborough - 9am to 11am	£5 (0%)	£5	as above	EX
Farnborough – after 11 - There is no charge for children under 10	£0.5 (0%)	£0.50	as above	EX

Car boot traders	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Small car	£8 (0%)	£8	No plans to change for 2019/20 - fees market lead	EX
Large car	£10 (0%)	£10	as above	EX
Van	£12 (0%)	£12	as above	EX
Extra trailer - small	£5 (0%)	£5	as above	EX
Extra trailer - large	£10 (0%)	£10	as above	EX

Aldershot Market - per three metre pitch	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Regular traders	£25 (0%)	£25	No plans to change for 2019/20 - fees market	EX
Casual traders	£35 (0%)	£35	as above	EX
Rent a gazebo, for a regular trader	£2.5 (0%)	£2.50	as above	EX

Rent a gazebo, for a casual trader	£3 (0%)	£3	as above	EX
General waste bin - Regular traders	£14 (0%)	£14	as above	EX
Recycling bin - Regular traders	£10 (0%)	£10	as above	EX
Recycling bin - Casual traders	£12 (0%)	£12	as above	EX
Electric - Regular traders	£1 (0%)	£1	as above	EX
Electric - Casual traders	£1.5 (0%)	£1.50	as above	EX

Farnborough Market - per three metre pitch	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Regular traders	£32.5 (0%)	£32.50	No plans to change for 2019/20 - fees market	EX
Casual traders	£42.5 (0%)	£42.50	as above	EX
Rent a gazebo, for a regular trader	£2.5 (0%)	£2.50	as above	EX
Rent a gazebo, for a casual trader	£3 (0%)	£3	as above	EX
General waste bin - Regular traders	£14 (0%)	£14	as above	EX
General waste bin - Casual traders	£16 (0%)	£16	as above	EX
Recycling bin - Regular traders	£10 (0%)	£10	as above	EX
Recycling bin - Casual traders	£12 (0%)	£12	as above	EX
Electric - Regular traders	£1 (0%)	£1	as above	EX
Electric - Casual traders	£1.5 (0%)	£1.50	as above	EX

Craft fayre	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
3x3m pitch	£20 (0%)	£20	No plans to change for 2019/20 - fees market	EX
4x3m pitch	£30 (0%)	£30	as above	EX
6x3m pitch	£40 (0%)	£40	as above	EX
Electricity	£1 (0%)	£1	as above	EX

Car parks

Birchett Road car park, Aldershot - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 6pm - Up to 2 hours	£1 (0%)	£1.00	Reviewed by Car Parking Strategy Members Group last year, no review scheduled to take place in 2019/20	S
8am to 6pm - Up to 3 hours	£1.5 (0%)	£1.50	as above	S
8am to 6pm - All day	£5 (0%)	£5	as above	S
6pm to 9am	£1 (0%)	£1	as above	S
Sunday - All day	£0.6 (0%)	£0.60	as above	S

Co-op car park, Aldershot - Monday to Sunday	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 6pm - Up to 2 hours	£1 (0%)	£1	Reviewed by Car Parking Strategy Members Group last year, no review scheduled to take place in 2019/20	S
8am to 6pm - All day	£10 (0%)	£10	as above	S
6pm to 9am	£1 (0%)	£1	as above	S
Sunday - All day	£0.6 (0%)	£0.60	as above	S

Cove Green pavilion car park, Farnborough - Monday to Sunday	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
	FREE	Free	Designated as free car park	S

Council Offices car park, Farnborough	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday to Friday - Permit holders and visitors to the council only	FREE	Free	Reviewed by Car Parking Strategy Members Group last year, no review scheduled to take place in 2019/20	S
Saturdays, Sundays and public holidays - 8am to 6pm - Up to 1 hour	£0.6 (0%)	£0.60	as above	S
Saturdays, Sundays and public holidays - 8am to 6pm - Up to 2 hours	£1.2 (0%)	£1.20	as above	S
Saturdays, Sundays and public holidays - 8am to 6pm - Up to 3 hours	£1.7 (0%)	£1.70	as above	S

Cross Street, Aldershot - Monday to Sunday	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 6pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	S
8am to 6pm - Up to 2 hours	£1 (0%)	£1	as above	S
6pm to 8am	£1 (0%)	£1	as above	S
Sunday - All day	£0.6 (0%)	£0.60	as above	S

Farnborough Community Centre car park - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - Up to 5 hours - cost per hour	£0.6 (0%)	£0.60	as above	S
8am to 6pm - All day	£5.5 (0%)	£5.5	as above	S
8am to 6pm - Two day	£11 (0%)	£11	as above	S
8am to 6pm - Three day	£16.5 (0%)	£17	as above	S
8am to 6pm - four day	£22 (0%)	£22	as above	S
8am to 6pm - Five day	£27.5 (0%)	£27.50	as above	S
6pm to midnight	£1 (0%)	£1.00	as above	S
6pm to 8am	£1 (0%)	£1	as above	S

Farnborough Leisure Centre car park - Mondays to Sundays (including public holidays) *Partial rebate available to leisure	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
6am to 8pm - up to 1 hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy Members Group last year, no review scheduled to take place in 2019/20	S
6am to 8pm - up to 2 hours	£1.2 (0%)	£1.20	as above	S
6am to 8pm - up to 3 hours	£1.7 (0%)	£1.70	as above	S
6am to 8pm - up to 4 hours	£2 (0%)	£2	as above	S
6am to 8pm - Over 4 hours	£6 (0%)	£6	as above	S
11pm to 6am	£1 (0%)	£1	as above	S

High Street multi-storey car park, Aldershot - Mondays to Sundays (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Ground floor & Level 2				
8am to 6pm - Up to 2 hour	£1 (0%)	£1.00	as above	S
8am to 6pm - Up to 3 hours	£1.5 (0%)	£1.50	as above	S
Sunday - All day	£0.6 (0%)	£0.60	as above	S
6pm to 8am	Free	Free	as above	S
Levels 3 & 4				
8am to 6pm - Up to 1 hour	£0.5 (0%)	£0.50	as above	S
8am to 6pm - Up to 2 hours	£1 (0%)	£1	as above	S
8am to 6pm - Up to 3 hours	£1.5 (0%)	£1.50	as above	S
8am to 6pm - Up to 4 hours	£2 (0%)	£2	as above	S
8am to 6pm - Up to 5 hours	£2.5 (0%)	£2.50	as above	S
8am to 6pm - All day	£3.6 (0%)	£3.60	as above	S
8am to 6pm - 2 days	£7.2 (0%)	£7.20	as above	S
8am to 6pm - 3 days	£10.8 (0%)	£10.80	as above	S
8am to 6pm - 4 days	£14.4 (0%)	£14.40	as above	S
8am to 6pm - 5 days	£18 (0%)	£18	as above	S
Sunday - All day	£0.6 (0%)	£0.60	as above	S
6pm to 8am	FREE	Free	as above	S
Levels 5-9 (currently not available for use)				

Kings Moat car park - Monday to Sunday	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Up to 1 hour	£0.7 (0%)	£0.70	as above	S
Up to 2 hours	£1.3 (0%)	£1.30	as above	S
Up to 3 hours	£1.8 (0%)	£1.80	as above	S
All day	£5.5 (0%)	£5.50	as above	S

Napier Gardens car park - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 6pm - up to 1 hour	£0.3 (0%)	£0.30	Reviewed by Car Parking Strategy Members Group last year, no review scheduled to take place in 2019/20	S
8am to 6pm - up to 2 hours	£0.5 (0%)	£0.50	as above	S
8am to 6pm - up to 3 hours	£0.7 (-22%)	£0.90	as above	S
8am to 6pm - up to 4 hours	£0.9 (0%)	£0.90	as above	S
8am to 6pm - up to 5 hours	£1.1 (0%)	£1.10	as above	S
8am to 6pm - 5 hours or over	£3.5 (0%)	£3.50	as above	S
6pm - 9pm	£1 (0%)	£1	as above	S

Parsons Barracks car park - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 6pm - Up to five hours cost per hour	£0.5 (0%)	£0.50	as above	S
8am to 6pm - All day	£5 (0%)	£5	as above	S
8am to 6pm - Two day	£10 (0%)	£10	as above	S
8am to 6pm - Three day	£15 (0%)	£15	as above	S
8am to 6pm - four day	£20 (0%)	£20	as above	S
8am to 6pm - Five day	£25 (0%)	£25	as above	S
6pm to 8am	£1 (0%)	£1	as above	S
Commercial vehicles parking overnight - 8pm to 8am	£2 (0%)	£2	as above	S
Sunday - All day	£0.6 (0%)	£0.60	as above	S

Peabody Road, Farnborough - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - Up to 1 hour	£0.4 (0%)	£0.40	as above	S
8am to 8pm - Up to 2 hour	£0.7 (0%)	£0.70	as above	S
8am to 8pm - Up to 3 hour	£1 (0%)	£1.00	as above	S
8am to 8pm - Up to 4 hour	£1.3 (0%)	£1.30	as above	S
8am to 8pm - Up to 5 hour	£1.5 (0%)	£1.50	as above	S
8am to 6pm - All day	£3.5 (0%)	£3.50	as above	S
8am to 6pm - Weekly ticket (five consecutive days)	£17.5 (0%)	£17.50	as above	S
6pm to 8am	£1 (0%)	£1	as above	S
Commercial vehicles parking overnight - 8pm to 8am	£2 (0%)	£2	as above	S

Pinehurst multi-storey car park - Monday to Saturday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - up to 1 hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy Members Group last year, no review scheduled to take place in 2019/20	S
8am to 8pm - Up to 2 hours	£1.1 (0%)	£1.10	as above	S
8am to 8pm - Up to 3 hours	£1.6 (0%)	£1.60	as above	S
8am to 8pm - Up to 4 hours	£2.1 (0%)	£2.10	as above	S
8am to 8pm - Up to 5 hours	£2.6 (0%)	£2.60	as above	S
8am to 6pm - All day	£4 (0%)	£4	as above	S
8am to 6pm - Two day	£8 (0%)	£8	as above	S
8am to 6pm - Three day	£12 (0%)	£12	as above	S
8am to 6pm - four day	£16 (0%)	£16	as above	S
8am to 6pm - Five day	£20 (0%)	£20	as above	S
6pm to 8am	£1 (0%)	£1	as above	S

Princes Gardens car park	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday to Friday 8am to 7pm - Up to one hour	£0.8 (0%)	£0.80	as above	S
Monday to Friday 8am to 7pm - Up to two hour	£1.6 (0%)	£1.60	as above	S
Monday to Friday 8am to 7pm - Over two hours	£10 (0%)	£10	as above	S
Saturday 8am to 7pm - Up to one hour	£0.6 (0%)	£0.60	as above	S
Saturday 8am to 7pm - Up to two hours	£1.2 (0%)	£1.20	as above	S
Saturday 8am to 7pm - Up to three hours	£1.8 (0%)	£1.80	as above	S
Saturday 8am to 7pm – Over three hours	£10 (0%)	£10	as above	S
Sunday	£0.6 (0%)	£0.60		
Mondays to Sundays 7pm to 8am – any length of stay	£1 (0%)	£1	as above	S

Princes Hall car park	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday to Friday Before 6pm - * an hour	Parking Permit Only	Parking Permit Only	as above	S
Monday to Friday After 6pm - * an hour	£0.6 (0%)	£0.60	as above	S
Saturdays and public holidays - Any time * per hour	£0.6 (0%)	£0.60	as above	S
Saturdays and public holidays - Any time all day	£5 (0%)	£5.00	as above	S
Sunday - All day	£0.6 (0%)	£0.60	as above	S

Queensmead car park - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - Blue zone 30 min stay	£0.5 (0%)	£0.50	Reviewed by Car Parking Strategy Members Group last year, no review scheduled to take place in 2019/20	S
8am to 8pm - Up to 1 hour	£0.7 (0%)	£0.70	as above	S
8am to 8pm - Up to 2 hours	£1.3 (0%)	£1.30	as above	S
8am to 8pm - Up to 3 hours	£1.8 (0%)	£1.80	as above	S
8am to 8pm - Over 3 hours	£5.5 (0%)	£5.50	as above	S
8pm to 8am	£1 (0%)	£1	as above	S

Union Street East car park - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - Minimum charge £1 for 2 hours the £0.50 per hour up to 5 hours	£0.5 (0%)	£0.50	as above	S
8am to 6pm - All day	£5 (0%)	£5	as above	S
8am to 6pm - Two day	£10 (0%)	£10	as above	S
8am to 6pm - Three day	£15 (0%)	£15	as above	S
8am to 6pm - four day	£20 (0%)	£20	as above	S
8am to 6pm - Five day	£25 (0%)	£25	as above	S
6pm to 8am	£1 (0%)	£1	as above	S

Union Street West car park - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - Minimum charge £1 for 2 hours the £0.50 per hour up to 5 hours	£0.5 (0%)	£0.50	as above	S
8am to 6pm - All day	£5 (0%)	£5	as above	S
8am to 6pm - Two day	£10 (0%)	£10	as above	S
8am to 6pm - Three day	£15 (0%)	£15	as above	S
8am to 6pm - four day	£20 (0%)	£20	as above	S
8am to 6pm - Five day	£25 (0%)	£25	as above	S
6pm to 8am	£1 (0%)	£1	as above	S

Westmead House car park	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday to Sunday (including public holidays) – 6pm – 8am	£1 (0%)	£1	as above	S
Saturday and Sunday - 8am to 6pm -up to 2 hours per hour	£0.6 (0%)	£0.60	as above	S
Saturday and Sunday - 8am to 6pm -3 hours	£1.7 (0%)	£1.70	as above	S
Saturday and Sunday 8am to 8pm - 4 hours	£2 (0%)	£2	as above	S
8am to 8pm - Over 4 hours	£6 (0%)	£6	as above	S

Westmead car park - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - Up to one hour	£0.7 (0%)	£0.70	Reviewed by Car Parking Strategy Members Group last year, no review scheduled to take place in 2019/20	S
8am to 8pm - Up to two hours	£1.3 (0%)	£1.30	as above	S
8am to 8pm - Up to three hours	£1.8 (0%)	£1.80	as above	S
8am to 8pm - Up to four hours	£2 (0%)	£2	as above	S
8am to 8pm - Up to five hours	£2.5 (0%)	£2.50	as above	S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	S
24 hours (including overnight charge)	£6 (0%)	£6.00	as above	S
8pm to 9am	£1 (0%)	£1	as above	S

Car parks – permits

High Street multi-storey, Aldershot (Levels3-4)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday to Friday - a year	£864 (0%)	£864	as above	S
Monday to Saturday- a year	£1036 (0%)	£1,036	as above	S
Monday to Sunday - a year	£1065 (0%)	£1,065	as above	S

Napier Gardens, Farnborough	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday to Sunday - a year (Traders permit)	£75 (0%)	£75	as above	S

Parsons Barracks, Aldershot	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday to Friday - a year	£1200 (0%)	£1,200	as above	S
Monday to Saturday- a year	£1440 (0%)	£1,440	as above	S
Monday to Sunday - a year	£1468 (0%)	£1,468	as above	S

Peabody Road, Farnborough	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday to Friday - a year	£840 (0%)	£840	as above	S
Monday to Saturday- a year	£1008 (0%)	£1,008	as above	S
Monday to Sunday - a year	£1176 (0%)	£1,176	as above	S

Pinehurst, Farnborough	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday to Friday - a year	£960 (0%)	£960	as above	S

CCTV

Per DVD	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Copy of CCTV footage (individuals only)	£10 (0%)	£10	Statutory	S
Copy of CCTV footage (Non-individual)(per camera and DVD)	£120 (0%)	£120	Cost recovery basis	S

Cemeteries

Interment fees	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
For a person aged 12 years or over at a single depth	£1599 (3%)	£1,548	Increase by RPIX	O/S
Additional payment for interment at double depth	£776 (3%)	£751	Increase by RPIX	O/S
For a child aged 1 month but less than 12 years	£170 (3%)	£165	Increase by RPIX	O/S
Resident - For a stillborn child or child under 1 month	No charge	No charge		
For the burial of cremated remains	£519 (3%)	£503	Increase by RPIX	O/S
Non-resident - For a stillborn child or child under 1 month	£133 (3%)	£129	Increase by RPIX	O/S
Non-resident - For the burial of cremated remains	£1058 (3%)	£1,025	Increase by RPIX	O/S

Exclusive rights of burial	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Adults earthen graves for a period of 30 years	£1849 (3%)	£1,791	Increase by RPIX	O/S
Children's grave for a period of 30 years	£858 (3%)	£831	Increase by RPIX	O/S
Cremated remains for a period of 30 years	£1010 (3%)	£978	Increase by RPIX	O/S
Extension of burial of five years up to 30 years	£164 (3%)	£159	Increase by RPIX	O/S
Extension of cremated remains grave up to 30 years	£164 (3%)	£159	Increase by RPIX	O/S
Registering transfer of right of burial or statutory declaration	£164 (3%)	£159	Increase by RPIX	O/S

Memorials	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Any type of headstone not exceeding 4'0" in height (Kerbstones must not exceed 6'6" x 2'6" in designated areas)	£317 (3%)	£307	Increase by RPIX	O/S
Scrolls, vases or tablets laid horizontally at the head of the grave	£317 (3%)	£307	Increase by RPIX	O/S
Each additional inscription	£141 (3%)	£137	Increase by RPIX	O/S

Committee room charges

room charges per hour	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Concorde	£35 (0%)	£35	Review to be benchmarked against	S
Wellington	£20 (0%)	£20	as above	S
Montgomery	£20 (0%)	£20	as above	S
Vulcan	£20 (0%)	£20	as above	S
Chamber	£30 (0%)	£30	as above	S
Refreshments - per head	£1 (0%)	£1	as above	S

Contaminated land enquiries

Contaminated land enquiries	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
These are subject to FOI (Freedom of Information) / EIR (environment Information Regulations) and therefore not chargeable unless under prescribed circumstances				

Council Offices tenants

Council Offices tenants	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Office space in the Council Offices	Subject to negotiation	Subject to negotiation		S

Crematorium

Cremation fees	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Cremation of a person aged over 18 years	£850 (3%)	£823	Increase by RPIX	EX
Cremation of a child aged under 18 years	No Charge	No Charge		
Cameo Environmental Levy	£55 (0%)	£55	the CAMEO - mercury abatement charge set	EX

Miscellaneous cremation fees	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Minister's fee - when supplied by the crematorium	£190 (4%)	£182	Set by Church of England, awaiting confirmation wef on 1st January 2019	O/S
Interment or scattering of cremated remains (only payable if cremation took place at another crematorium)	£91 (3%)	£88	Increase by RPIX	EX
Temporary deposit of cremated remains (per month - first month free)	£31 (3%)	£30	Increase by RPIX	EX
Urns – Polytainer (included as part of cremation fee)	£23 (5%)	£22	Increase by RPIX	EX
Urns -Wooden casket	£51 (4%)	£49	Increase by RPIX	EX
Forwarding cremated remains by post	By arrangement	By arrangement		EX
Certified extract from Register of Cremation	£28 (4%)	£27	Increase by RPIX	EX
Transfer for memorial vault	No charge	No charge		EX
Exhumation (on receipt of a Home Office licence)	£248 (3%)	£240	Increase by RPIX	EX

Chapel fees	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Use of chapel for additional service time	£125 (3%)	£121	Increase by RPIX	EX
Use of chapel for memorial service, but no cremation	£288 (3%)	£279	Increase by RPIX	O/S
Use of chapel of rest (per day or part of a day)	£26 (4%)	£25	Increase by RPIX	EX

Book of Remembrance	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
First two lines	£101 (3%)	£98	Increase by RPIX	S
Each additional line	£7 (0%)	£7	Increase by RPIX	S
Extra cost for illustration	£75 (3%)	£73	Increase by RPIX	S

Memorial vaults	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
20 year period, including plaque	£1685 (3%)	£1,632	Increase by RPIX	S
30 year period, including plaque	£2173 (3%)	£2,104	Increase by RPIX	S
50 year period, including plaque	£2533 (3%)	£2,453	Increase by RPIX	S
Additional charge for photograph to be included on plaque	£117 (4%)	£113	Increase by RPIX	S

Woodland book	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Two year period	£218 (3%)	£211	Increase by RPIX	S
Five year period	£315 (3%)	£305	Increase by RPIX	S
Ten year period	£503 (3%)	£487	Increase by RPIX	S

Memorial vase	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Five year period	£315 (3%)	£305.00	Increase by RPIX	S
Ten year period	£503 (3%)	£487.00	Increase by RPIX	S
Extra cost for photograph	£117 (4%)	£113.00	Increase by RPIX	S

Floris plaques	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Inscription only	£387 (3%)	£375	Increase by RPIX	S
Posy holder or emblem	£421 (3%)	£408	Increase by RPIX	S
Ceramic inset	£479 (3%)	£464	Increase by RPIX	S
Photograph	£518 (3%)	£502	Increase by RPIX	S

Octagonal memorial planter	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Five year period	£315 (3%)	£305	Increase by RPIX	S
Ten year period	£503 (3%)	£487	Increase by RPIX	S

Memorial benches	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
20 year period	£1386 (3%)	£1,342	Increase by RPIX	S
Additional plaque for existing memorial bench	£163 (3%)	£158	Increase by RPIX	S

Roses, trees and shrubs	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Bush roses (seven year period)	£402 (3%)	£389	Increase by RPIX	S
Standard roses, trees & shrubs (seven year period)	£479 (3%)	£464	Increase by RPIX	S
Additional cost for black granite plaque which can have up to five relatives names and an illustration	£148 (3%)	£143	Increase by RPIX	S

Design

Charges for external work	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per hour	£30 (0%)	£30		S

DBS recharges to outside organisations

	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Recharge for DBS checks for outside organisations	£15 (0%)	£15	cost recovery	S

Dog warden

	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Seizure of stray dogs – per dog	£25 (0%)	£25	Statutory charge	O/S
Kennelling charges – 1 or 2 days	£38 (3%)	£37	Increase by RPIX	O/S
Kennelling charges – Each additional days	£23 (5%)	£22.00	Increase by RPIX	O/S

Electoral register

Electoral register	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Proof that you are on the electoral register - certificate of residency - Per register 1st December to 1st December	£0 (-100%)	£15	Free of charge guidance from The Electoral Commission re EU General Data Protection Regulation (GDPR)	
The fees for sale of the full register and notices of alteration - in data format	£20 (0%)	£20	Statutory charge	O/S
The fees for sale of the full register and notices of alteration - in data format per 1000 entries	£1.5 (0%)	£1.50	Statutory charge	O/S
The fees for sale of the full register and notices of alteration - in printed format	£10 (0%)	£10	Statutory charge	O/S
The fees for sale of the full register and notices of alteration - in printed format per 1000 entries	£5 (0%)	£5	Statutory charge	O/S
The fees for sale of the list of overseas electors in data format	£20 (0%)	£20	Statutory charge	O/S
The fees for sale of the list of overseas electors - in data format per 100 entries	£1.5 (0%)	£1.50	Statutory charge	O/S
The fees for sale of the list of overseas electors - in printed format	£10 (0%)	£10	Statutory charge	O/S
The fees for sale of the list of overseas electors - in printed format per 100 entries	£5 (0%)	£5	Statutory charge	O/S

Environmental protection

Environmental Permitting Regulations 2016	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
LAPPC part B permits	Statutory – charge dependent on type and process	Statutory – charge dependent on type and process	Statutory – charge dependent on type and process	O/S

Fixed penalty notices

Depositing litter including gum & cigarettes	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per offence paid within 10 days	£50 (0%)	£50	Set by DEFRA with min and max charge	O/S
Per offence full amount	£75 (0%)	£75	Set by DEFRA with min and max charge	O/S

Failing to pick up dog faeces on designated land	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per offence paid within 10 days	£50 (0%)	£50	Set by DEFRA with min and max charge	O/S
Per offence full amount	£50 (0%)	£50	Set by DEFRA with min and max charge	O/S

Abandoning a vehicle	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per offence paid within 10 days	£120 (0%)	£120	Set by DEFRA with min and max charge	O/S
Per offence full amount	£200 (0%)	£200	Set by DEFRA with min and max charge	O/S

Graffiti & fly posting	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per offence paid within 10 days	£50 (0%)	£50	Set by DEFRA with min and max charge	O/S
Per offence full amount	£75 (0%)	£75	Set by DEFRA with min and max charge	O/S

Offences in relation to waste receptacles	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per offence paid within 10 days	£60 (0%)	£60	Set by DEFRA with min and max charge	O/S
Per offence full amount	£80 (0%)	£80	Set by DEFRA with min and max charge	O/S

Failure to produce authority to transport controlled waste	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per offence paid within 10 days	£180 (0%)	£180	Set by DEFRA with min and max charge	O/S
Per offence full amount	£300 (0%)	£300	Set by DEFRA with min and max charge	O/S

Nuisance parking (sale and repair)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per offence paid within 10 days	£60 (0%)	£60	Set by DEFRA with min and max charge	O/S
Per offence full amount	£100 (0%)	£100	Set by DEFRA with min and max charge	O/S

Failure to produce waste carrier's licence	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per offence paid within 10 days	£180 (0%)	£180	Set by DEFRA with min and max charge	O/S
Per offence full amount	£300 (0%)	£300	Set by DEFRA with min and max charge	O/S

Failure to comply with Community Protection Notice	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per offence paid within 10 days	£60 (0%)	£60	Set by DEFRA with min and max charge	O/S
Per offence full amount	£100 (0%)	£100	Set by DEFRA with min and max charge	O/S

Fly-tipping	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per offence paid within 10 days	£200 (0%)	£200	Set by DEFRA with min and max charge	O/S
Per offence full amount	£400 (0%)	£400	Set by DEFRA with min and max charge	O/S

h Food hygiene

Food hygiene courses	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per person	£50 (0%)	£50	Discretionary charge - market rate for provision of Courses	EX

h

Funfairs and circuses

	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Funfairs and circuses (without performing animals)	Subject to negotiation	Subject to negotiation		EX

Gambling, gaming & lotteries

Bingo premises licence	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Non conversion provisional statement (hold a provisional statement)	*	£690	* these fees will be reviewed by L,A&GP	O/S
Non conversion - other premises (first time grant)	*	£1,920	see above	O/S
Annual fees	*	£550	see above	O/S
Variation	*	£1,750	see above	O/S
Transfer	*	£665	see above	O/S
Reinstatement	*	£665	see above	O/S
Provisional statement (pending premises build):	*	£1,920	see above	O/S

Adult gaming centre premises licence	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Non conversion provisional statement (hold a provisional statement)	*	£690	* these fees will be reviewed by L,A&GP	O/S
Non conversion - other premises (first time grant)	*	£1,100	see above	O/S
Annual fees	*	£550	see above	O/S
Variation	*	£1,000	see above	O/S
Transfer	*	£665	see above	O/S
Reinstatement	*	£665	see above	O/S
Provisional statement (pending premises build):	*	£1,100	see above	O/S

Family entertainment centre premises licence	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Non conversion provisional statement (hold a provisional statement)	*	£550	* these fees will be reviewed by L,A&GP	O/S
Non conversion - other premises (first time grant)	*	£1,100	see above	O/S
Annual fees	*	£450	see above	O/S
Variation	*	£1,000	see above	O/S
Transfer	*	£525	see above	O/S
Reinstatement	*	£525	see above	O/S
Provisional statement (pending premises build):	*	£1,100	see above	O/S

Betting (tracks) premises licence	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Non conversion provisional statement (hold a provisional statement)	*	£550	* these fees will be reviewed by L,A&GP	O/S
Non conversion - other premises (first time grant)	*	£1,370	see above	O/S
Annual fees	*	£550	see above	O/S
Variation	*	£1,250	see above	O/S
Transfer	*	£525	see above	O/S
Reinstatement	*	£525	see above	O/S
Provisional statement (pending premises build):	*	£1,370	see above	O/S

Betting (other) premises licence	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Non conversion provisional statement (hold a provisional statement)	*	£690	* these fees will be reviewed by L,A&GP	O/S
Non conversion - other premises (first time grant)	*	£1,655	see above	O/S
Annual fees	*	£415	see above	O/S
Variation	*	£1,500	see above	O/S
Transfer	*	£665	see above	O/S
Reinstatement	*	£665	see above	O/S
Provisional statement (pending premises build):	*	£1,665	see above	O/S

Other premises licence charges	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Change of circumstances	*	£28.50	* these fees will be reviewed by L,A&GP	O/S
Copy of a premises licence	*	£17.50	see above	O/S

Family entertainment gaming machine permit	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Application fee	£300 (0%)	300.00	Statutory charge	O/S
Renewal	£300 (0%)	300.00	Statutory charge	O/S

Prize gaming permit	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Application fee	£300 (0%)	£300	Statutory charge	O/S
Renewal	£300 (0%)	£300	Statutory charge	O/S

Prize gaming permit	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Application fee	£200 (0%)	£200	Statutory charge	O/S
Fast track	£100 (0%)	£100	Statutory charge	O/S
Annual fee	£50 (0%)	£50	Statutory charge	O/S
Renewal	£200 (0%)	£200	Statutory charge	O/S
Variation	£100 (0%)	£100	Statutory charge	O/S

Club machine permit	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Application fee	£200 (0%)	£200	Statutory charge	O/S
Fast track	£100 (0%)	£100	Statutory charge	O/S
Annual fee	£50 (0%)	£50	Statutory charge	O/S
Renewal	£200 (0%)	£200	Statutory charge	O/S
Variation	£100 (0%)	£100	Statutory charge	O/S

Licensed premises gaming machine permit	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Application fee	£150 (0%)	£150	Statutory charge	O/S
Annual fee	£50 (0%)	£50	Statutory charge	O/S
Variation	£100 (0%)	£100	Statutory charge	O/S
Transfer	£25 (0%)	£25	Statutory charge	O/S

Licensed premises gaming machine notification	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Application fee	£50 (0%)	£50	Statutory charge	O/S

Other permit and notification charges	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Change of name	£25 (0%)	£25	Discretionary up to a statutory limit.	O/S
Copy of permit	£15 (0%)	£15	Discretionary up to a statutory limit.	O/S

Small society lotteries	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Registration	£40 (0%)	£40	Statutory charge	O/S
Annual fee	£20 (0%)	£20	Statutory charge	O/S

gh **Hair and beauty registration**

Acupuncture, tattooing, ear piercing and electrolysis registration	Charge for 2019/20	£167.00	Methodology in reviewing the charge	VAT indicator
Per premises	£97 (3%)	£94	Increase by RPIX	O/S
Per person	£93 (3%)	£90	Increase by RPIX	O/S

3 **Halls and pavilions**

Per session	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Southwood Community Centre – per hour	£18 (3%)	£18	Increase by RPIX	S
Cove Green Pavilion	£17 (3%)	£17	Increase by RPIX	EX
Rectory Road Pavilion	£17 (3%)	£17	Increase by RPIX	EX
Blunden Hall – Morning sessions	£21.5 (2%)	£21	Increase by RPIX	EX
Blunden Hall – Afternoon sessions	£21.5 (2%)	£21	Increase by RPIX	EX
Blunden Hall – Evening sessions	£29.5 (4%)	£28.50	Increase by RPIX	EX
Blunden Hall – Parties	£45 (3%)	£44	Increase by RPIX	EX
Note: Sessions generally as follows: rounded to 50p Morning: 9am-1.30pm Afternoon: 1.30pm-6pm Evening: 6pm-11pm				

Highways

Access protection marking	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Single	£175 (67%)	£105	cost basis recharge	S
Double	£215 (72%)	£125	cost basis recharge	S
For lines over 10m addition charge per metre		N/A	cost basis recharge	S

Access protection marking fees to increase from 1 December 2018

HMO licensing

Licence Fee (5-year licence)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per HMO, occupied by up to 5 persons	£781 (3%)	£756	Increase by RPIX	O/S
Per HMO, occupied by between 6-10 persons	£981 (3%)	£950	Increase by RPIX	O/S
Per HMO, occupied by between 11-15 persons	£1170 (3%)	£1,133	Increase by RPIX	O/S
Per HMO, occupied by between 16-20 persons	£1370 (3%)	£1,327	Increase by RPIX	O/S
Per HMO, occupied by 21+ residents	£1562 (3%)	£1,513	Increase by RPIX	O/S

Land charges

Land charges	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
LLC1 charges - LLC1 - search in the whole register - apply by post or using online form per search	£36 (0%)	£36	Will be reviewed in the coming year	O/S
LLC1 charges - Additional parcels of land each	£6 (0%)	£6	as above	O/S
LLC1 charges - Search in part of register each part	£12 (0%)	£12	as above	O/S
CON 29 (R) charges - CON 29 (R) - enquiries submitted in person, postal service or DX	£84 (0%)	£84	as above	S
CON 29 (R) charges - CON 29 (R) - apply using online form	£70 (0%)	£70	as above	S
CON 29 (R) charges - Additional parcels of land each	£15 (0%)	£15	as above	S
(1) Full search charges - LLC1 and CON 29 ® - Full search per search enquiries submitted in person, postal service or DX	£162 (18%)	£136.8	Fee increase to cover HCC fee rise element to £39	LLC1 element = O/S CON29 element =S
(1) Full search charges - LLC1 and CON 29 ® -Full search - apply using online form per search	£145.2 (21%)	£120	Fee increase to cover HCC fee rise element to £39	LLC1 element = O/S CON29 element =S
Full search charges - LLC1 and CON 29 ® -Additional parcels of land each	£15 (0%)	£15	Will be reviewed in the coming year	S
CON 29 (O) - optional enquiries - Questions 4 and 21 , 22	£39 (117%)	£18	Fee increase to cover HCC fee rise element to £39	S
CON 29 (O) - optional enquiries -All other optional enquiries each	£10 (0%)	£10	as above	O/S
CON 29 (O) - optional enquiries - Additional enquiries (applicant's own), each	£20 (0%)	£20	as above	O/S

Note - (1) rate shown including Vat, mixed supply for VAT purposes

On street parking

Alexandra Road - Monday to Saturday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy Members Group	O/S
8am to 8pm -6 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - 7 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

Grosvenor Road - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 10pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
8am to 10pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	O/S
8am to 10pm - Up to 45 mins	£0.6 (0%)	£0.60	as above	O/S
8am to 10pm - Up to 60 mins	£0.8 (0%)	£0.80	as above	O/S

High Street (short stay bays) - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 10pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
8am to 10pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	O/S
8am to 10pm - Up to 45 mins	£0.6 (0%)	£0.60	as above	O/S
8am to 10pm - Up to 60 mins	£0.8 (0%)	£0.80	as above	O/S

High Street (long stay bays) - Monday to Saturday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy Members Group	O/S
8am to 8pm - 6 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - 7 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

Station Road (short stay bays) - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 6pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
8am to 6pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	O/S
8am to 6pm - Up to 45 mins	£0.6 (0%)	£0.60	as above	O/S
8am to 6pm - Up to 60 mins	£0.8 (0%)	£0.80	as above	O/S

Station Road (Long stay bays) - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy	O/S
8am to 8pm - 6 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - 7 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

Heathland Street - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 10pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
8am to 10pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	O/S
8am to 10pm - Up to 45 mins	£0.6 (0%)	£0.60	as above	O/S
8am to 10pm - Up to 60 mins	£0.8 (0%)	£0.80	as above	O/S

Crimea Road - Monday to Saturday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy	O/S
8am to 8pm - 6 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - 7 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

Northmead - charges apply 5pm- 10pm. (7am-5pm no parking as loading bay only)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
20 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy Members Group	O/S
40 mins	£0.4 (0%)	£0.40		O/S
60 mins	£0.6 (0%)	£0.60		O/S

Pickford Street - Monday to Saturday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy	O/S
8am to 8pm - 6 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - 7 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

Birchett Road (short stay bays)- Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 10pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
8am to 10pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	O/S
8am to 10pm - Up to 45 mins	£0.6 (0%)	£0.60	as above	O/S
8am to 10pm - Up to 60 mins	£0.8 (0%)	£0.80	as above	O/S

Birchett Road (long stay bays)- Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy	O/S
8am to 8pm - 6 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - 7 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free		O/S

Edward Street - Monday to Saturday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy	O/S
8am to 8pm - 6 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - 7 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

Barrack Road - Monday to Saturday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

Frederick Street - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 10pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy Members Group	O/S
8am to 10pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	O/S
8am to 10pm - Up to 45 mins	£0.6 (0%)	£0.60	as above	O/S
8am to 10pm - Up to 60 mins	£0.8 (0%)	£0.80	as above	O/S

Gordon Road - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 10pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
8am to 10pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	O/S
8am to 10pm - Up to 45 mins	£0.6 (0%)	£0.60	as above	O/S
8am to 10pm - Up to 60 mins	£0.8 (0%)	£0.80	as above	O/S

Victoria Road (short stay bays) - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 10pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy Members Group	O/S
8am to 10pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	O/S
8am to 10pm - Up to 45 mins	£0.6 (0%)	£0.60	as above	O/S
8am to 10pm - Up to 60 mins	£0.8 (0%)	£0.80	as above	O/S

Victoria Road (long stay bays) - Monday to Saturday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

East Station Road parking area - Monday to Saturday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
7am to 5pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy	O/S
7am to 5pm - 6 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
7am to 5pm- 7 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
7am to 5pm - All day	£5.5 (0%)	£5.50	as above	O/S
7am to 5pm - Two day	£11 (0%)	£11	as above	O/S
7am to 5pm - Three day	£16.5 (0%)	£16.50	as above	O/S
7am to 5pm - Four day	£22 (0%)	£22	as above	O/S
7am to 5pm - Five day	£27.5 (0%)	£27.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

Salisbury Road parking area - Monday to Saturday (including public holidays) White bays - 8am - 7pm and Red bays - 8am -	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Up to 20 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
Up to 40 mins	£0.4 (0%)	£0.40	as above	O/S
Up to 60 mins	£0.6 (0%)	£0.60	as above	O/S

Station Road - Monday to Friday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 6pm - All day	£5 (0%)	£5	Reviewed by Car Parking Strategy	O/S

Camp Road - Monday to Saturday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 6pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
8am to 6pm - Up to 30 mins	£0.3 (0%)	£0.30	as above	O/S
8am to 6pm - Up to 45 mins	Removed	Removed	as above	O/S
8am to 6pm - Up to 60 mins	£0.5 (0%)	£0.50	as above	O/S

Lynchford Road - Monday to Saturday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 6pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
8am to 6pm - Up to 30 mins	£0.3 (0%)	£0.30	as above	O/S
8am to 6pm - Up to 45 mins	Removed	Removed	as above	O/S
8am to 6pm - Up to 60 mins	£0.5 (0%)	£0.50	as above	O/S

Queens Road - Monday to Saturday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 6pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy Members Group	O/S
8am to 6pm - Up to 30 mins	£0.3 (0%)	£0.30	as above	O/S
8am to 6pm - Up to 45 mins	Removed	Removed	as above	O/S
8am to 6pm - Up to 60 mins	£0.5 (0%)	£0.50	as above	O/S

Resident parking permits	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
First permit a year	£45 (0%)	£45	No increase planned	O/S
Second permit a year	£65 (0%)	£65	as above	O/S
Lost or damaged permit	£10 (0%)	£10	as above	O/S

Out-of-hours emergency service

Out-of-Hours Emergency Service	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Call-out charge to attend to incidents	This charge is out-of- hours officer time which is charged at a minimum of two hours	This charge is out-of- hours officer time which is charged at a minimum of two hours		O/S

Parking penalty charge

Parking penalty charge	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Contravention Level High - Paid within 14 days	£35 (0%)	£35	Statutory charge	O/S
Contravention Level High - Paid after 14 days	£70 (0%)	£70	Statutory charge	O/S
Contravention Level High - Paid after Charge Certificate	£105 (0%)	£105	Statutory charge	O/S
Contravention Level Low - Paid within 14 days	£25 (0%)	£25	Statutory charge	O/S
Contravention Level Low - Paid after 14 days	£50 (0%)	£50	Statutory charge	O/S
Contravention Level Low - Paid after Charge Certificate	£75 (0%)	£75	Statutory charge	O/S

Pests & pest control

Pests & pest control	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Domestic Premises - Rats, mice	Free service offered for single family dwellings	Free service offered for single family dwellings		O/S
Domestic Premises - Cockroaches, bedbugs	No longer provided as a service, except for those in receipt of qualifying benefits in non commercial premises	No longer provided as a service, except for those in receipt of qualifying benefits in non commercial premises		O/S

Planning application fees

Householder planning applications	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
To alter or add to an existing property	£172 (0%)	£172	Fees set nationally	O/S
To erect outbuildings, fences, access alterations, etc within the boundaries of your property	£172 (0%)	£172	see above	O/S
To alter, or add to, two or more existing properties	£339 (0%)	£339	see above	O/S

Outline planning applications	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
For a site area up to 2.5 hectares - for each 0.1 hectare (or part of) of the site area	£385 (0%)	£385	Fees set nationally	O/S
For a site area over 2.5 hectares	£9,527, plus £115 for each additional 0.1 hectare. Up to a maximum of £125,000	£9,527, plus £115 for each additional 0.1 hectare. Up to a maximum of £125,000	see above	O/S

Full planning permission or reserved matters application	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Erection of housing - For a development of 50 or fewer houses	£385 for each house	£385 for each house	Fees set nationally	O/S
Erection of housing - For a development of more than 50 houses	£19,049 plus £115 for each additional house. Up to a maximum of £250,000	£19,049 plus £115 for each additional house. Up to a maximum of £250,000	see above	O/S
Erection of glasshouses on agricultural land - New floor space up to 465 square metres	£80 (0%)	£80	see above	O/S
Erection of glasshouses on agricultural land - New floor space of more than 465 square metres	£2150 (0%)	£2,150	see above	O/S
Erection of other agricultural buildings on agricultural land - New floor space up to 465 square metres	£80 (0%)	£80	see above	O/S
Erection of other agricultural buildings on agricultural land - New floor space of more than 465 square metres, but not exceeding 540 square metres	£385 (0%)	£385	see above	O/S
Erection of other agricultural buildings on agricultural land - New floor space of more than 540 square metres, but not exceeding 4,215 square metres	£385 for the first 540 square metres, plus £385 for each additional 75 square metres	£385 for the first 540 square metres, plus £385 for each additional 75 square metres	see above	O/S
Erection of other agricultural buildings on agricultural land - New floor space of more than 4,215 square metre	£19,049 plus £115 for each additional 75 square metre. Up to a maximum of £250,000	£19,049 plus £115 for each additional 75 square metre. Up to a maximum of £250,000	see above	O/S
Erection, alterations or replacement of plant or machinery - For a site area of up to 5 hectares	£195 for each 0.1 hectare	£195 for each 0.1 hectare	see above	O/S
Erection, alterations or replacement of plant or machinery - For a site area of more than 5 hectares	£29,112, plus £115 for each additional 0.1 hectare. Up to a maximum of £65,000	£29,112, plus £115 for each additional 0.1 hectare. Up to a maximum of £65,000	Fees set nationally	O/S
Erection, alterations or replacement of plant or machinery - Work to enclose the boundaries of your property, such as erecting gates,	£172 (0%)	£172.00	see above	O/S
Erection, alterations or replacement of plant or machinery - Car parks, service roads and other accesses	£195 (0%)	£195.00	see above	O/S
The winning and working of minerals - For a site area of up to 15 hectares	£195 for each 0.1 hectare	£195 for each 0.1 hectare	see above	O/S
The winning and working of minerals - For a site area of more than 15 hectares	£29,112, plus £115 for each additional 0.1 hectare. Up to a maximum of £65,000	£29,112, plus £115 for each additional 0.1 hectare. Up to a maximum of £65,000	see above	O/S
The winning and working of minerals - For all other cases where the site is more than 15 hectares	£195 for each 0.1 hectare. Up to a maximum of £250,000	£195 for each 0.1 hectare. Up to a maximum of £250,000	see above	O/S

Full planning permission or reserved matters application	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Where the change of use is for up to 50 houses	£385 for each additional house	£385 for each additional house	Fees set nationally	O/S
Where the change of use is for more than 50 houses	£19,049 plus £115 for each additional house (over 50). Up to a maximum of £250,000	£19,049 plus £115 for each additional house (over 50). Up to a maximum of £250,000	see above	O/S
To make a material change in use of a building or land, other than as above	£385 (0%)	£385	see above	O/S

Other applications	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
To vary a condition imposed on an earlier permission	£195 (0%)	£195	Fees set nationally	O/S
To remove a condition imposed on an earlier permission	£195 (0%)	£195	see above	O/S
To renew temporary permission	£195 (0%)	£195	see above	O/S

Advertisements	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
To advertise the nature of the business or activity carried out on the premises	£110 (0%)	£110	Fees set nationally	O/S
To advertise the goods sold or services provided on the premises	£110 (0%)	£110	see above	O/S
To advertise the name and qualifications of the person carrying out the business or activity or supplying goods or services	£110 (0%)	£110	see above	O/S
Advance signs directing people to a business, but which are not situated on or visible from the site	£110 (0%)	£110	see above	O/S
All other advertisements	£385 (0%)	£385	see above	O/S

Lawful development certificates	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Lawful development certificate for an existing use of land or an operational development not supported by an 'established use' certificate	Same as for an equivalent planning application	Same as for an equivalent planning application	Fees set nationally	O/S
Lawful development certificate for an existing use of land or an operational development supported by an 'established use' certificate	Half the fee of an equivalent planning application	Half the fee of an equivalent planning application	see above	O/S
Lawful development certificate for a proposed use of buildings or land	Half the fee of an equivalent planning application	Half the fee of an equivalent planning application	see above	O/S

Conditions applications	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Approval of details required by conditions - per application (not condition)	£97 (0%)	£97	Fees set nationally	O/S
Confirmation that the conditions have been complied with - per request	£97 (0%)	£97	see above	O/S
For householders applying for the above - for each request	£28 (0%)	£28	see above	O/S

Applications for new planning permission to replace existing (known as extant) planning permission	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Household application	£57 (0%)	£57	Fees set nationally	O/S
Major application	£575 (0%)	£575	see above	O/S
Other applications	£195 (0%)	£195	see above	O/S

Applications to make non-material changes	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Household application	£28 (0%)	£28	Fees set nationally	O/S
Other applications	£195 (0%)	£195	see above	O/S

All other applications	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
For other applications not mentioned above	£195 for each 0.1 hectare of the site, up to a maximum of £1,690	£195 for each 0.1 hectare of the site, up to a maximum of £1,690	Fees set nationally	O/S

Determinations	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Agriculture / forestry buildings or private ways	£80 (0%)	£80	Fees set nationally	O/S
Demolition of building only (where no other development is taking place)	£80 (0%)	£80	see above	O/S
Installation of a radio mast, antennae over 4m above roof of building, radio equipment housing over 2.5 cubic metres, development ancillary to equipment housing or public call box	£385 (0%)	£385	see above	O/S

Planning information fees

	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Building regulation application decisions and completion certificates Per document	£20 (0%)	£20	no planned increase in fees for 2018/19	O/S
Replies to written requests from solicitors, developers or professional agents	£40 (0%)	£40	see above	O/S
Advice on obligations in legal agreements First obligation	£250 (0%)	£250	see above	O/S
Advice on obligations in legal agreements Each obligation after that	£40 (0%)	£40	see above	O/S
Advice on obligations in legal agreements Carry out site visit	£240 (0%)	£240	see above	O/S
General research enquiries - Zoning	£60 (0%)	£60	see above	O/S
General research enquiries - Listed building	£60 (0%)	£60	see above	O/S
General research enquiries - Conservation area	£60 (0%)	£60	see above	O/S
General research enquiries - Tree Preservation Order	£60 (0%)	£60	see above	O/S
General research enquiries - Planning or building regulation history	£200 (0%)	£200	see above	O/S
General research enquiries - Permitted planning use	£335 (0%)	£335	see above	O/S
Information on other developments in the surrounding area - Site specific	£200 (0%)	£200	see above	O/S
Information on other developments in the surrounding area - Site specific (including land and specifying its uses)	£240 (0%)	£240	see above	O/S
Information on other developments in the surrounding area - Informal confirmation of whether planning permission or building regulation approval is required for a development that has already been carried	£265 (0%)	£265	see above	O/S
Photocopying and microfiche charges A4	£0.2 (0%)	£0.2	see above	O/S
Photocopying and microfiche charges A5	£0.5 (0%)	£0.5	see above	O/S
Photocopying and microfiche charges A2	£10 (0%)	£10	see above	O/S
Photocopying and microfiche charges A1	£18 (0%)	£18	see above	O/S
Photocopying and microfiche charges A0	£30 (0%)	£30	see above	O/S

Planning pre-application advice

Pre-application advice	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Major	£720 (0%)	£720	Fees agreed at Cabinet 6/3/18	O/S
Minor	£240 (0%)	£240	see above	O/S
Householder	£40 (0%)	£40	see above	O/S

Princes Hall

Main Hall (Non-commercial within Borough) Per hour	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday- Wednesday	£70 (0%)	£70	Main auditorium - Following changes last year leaving fees at same level. In practice, hire charges are often agreed by negotiation, (during quieter periods, late bookings, etc), and established regular hirers will not be disadvantaged.	S*
After midnight rate x 1.5	£105 (0%)	£105		S*
Thursday - Friday	£90 (0%)	£90		S*
After midnight rate x 1.5	£135 (0%)	£135		S*
Saturday	£110 (0%)	£110		S*
After midnight rate x 1.5	£165 (0%)	£165		S*
Sunday (Bank holiday)	£130 (0%)	£130		S*
After midnight rate x 1.5	£195 (0%)	£195		S*

Main Hall (Commercial) Per hour	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday-Wednesday	£120 (0%)	£120	Main auditorium - Following changes last year leaving fees at same level. In practice, hire charges are often agreed by negotiation, (during quieter periods, late bookings, etc), and established regular hirers will not be disadvantaged.	S*
After midnight rate x 1.5	£180 (0%)	£180		S*
Thursday-Friday	£140 (0%)	£140		S*
After midnight rate x 1.5	£210 (0%)	£210		S*
Saturday	£160 (0%)	£160		S*
After midnight rate x 1.5	£240 (0%)	£240		S*
Sunday (Bank holiday)	£180 (0%)	£180		S*
After midnight rate x 1.5	£270 (0%)	£270		S*

Tichborne Suite (Non -commercial) Per hour	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday-Saturday	£35 (0%)	£35	Tichborne suite - is generally only used Mon to Sat, and very rarely after midnight. Following changes last year leaving fees at same level. In practice, hire charges are often by negotiation.	S*
After midnight rate x 1.5	£53 (0%)	£53		S*
Sunday	£45 (0%)	£45		S*
After midnight	£68 (0%)	£68		S*

Tichborne Suite (Commercial) Per hour	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday-Saturday	£50 (0%)	£50	Tichborne suite - is generally only used Mon to Sat, and very rarely after midnight. Following changes last year leaving fees at same level. In practice, hire charges are often by negotiation.	S*
After midnight	£75 (0%)	£75		S*
Sunday	£70 (0%)	£70		S*
After midnight	£105 (0%)	£105		S*

Edinburgh Suite Per hour	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Non-commercial Monday-Saturday	£25 (0%)	£25	Edinburgh Suite and Foyer Bar - Following changes last year leaving fees at same level	S*
Non-commercial Sunday	£35 (0%)	£35		S*
Commercial Monday-Saturday	£35 (0%)	£35		S*
Commercial Sunday	£50 (0%)	£50		S*
after midnight rate is 1.5				S*

Foyer Bar	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Non-commercial Monday-Saturday	£25 (0%)	£25	Edinburgh Suite and Foyer Bar - Following changes last year leaving fees at same level	S*
Non-commercial Sunday	£35 (0%)	£35		S*
Commercial Monday-Saturday	£35 (0%)	£35		S*
Commercial Sunday	£50 (0%)	£50		S*
after midnight rate is 1.5				S*

Princes Suite (Non Commercial)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday-Saturday	£45 (0%)	£45	Princes Suite - is generally only used Mon to Sat, and very rarely after midnight. Following changes last year leaving fees at same level. In practice, hire charges are often by negotiation.	S*
After midnight	£68 (0%)	£68		S*
Sunday	£70 (0%)	£70		S*
After midnight	£105 (0%)	£105		S*

Princes Suite (Commercial)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday-Saturday	£70 (0%)	£70	Princes Suite - is generally only used Mon to Sat, and very rarely after midnight. Following changes last year leaving fees at same level. In practice, hire charges are often by negotiation.	S*
After midnight	£105 (0%)	£105		S*
Sunday	£100 (0%)	£100		S*
After midnight	£150 (0%)	£150		S*

Other	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Stewards – per hour	£9.5 (12%)	£8.50	cost recovery	S
Door supervisors – per hour	£22 (1%)	£21.70	as above	S
Box office open at event – per performance (Monday- Saturday)	£100 (25%)	£80	as above	S
Box office open at event – per performance (Sunday)	£120 (20%)	£100	as above	S
Tickets – if Princess Hall sells	£0.05 (0%)	£0.05	as above	S
Tickets – if hirer sells	£0.1 (0%)	£0.10	as above	S

Other charges (Non -commercial)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Ticket sales	5% of gross	5% of gross		S
Inclusion on 'What's On' Brochure	£150 (0%)	£150		S
Full stage lighting/sound equipment including services of one technician	£100 (0%)	£100.00		S
Use of baby-grand piano on stage	£90 (0%)	£90.00		S

Other charges (Commercial)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Ticket sales	10% of gross	10% of gross		S
Inclusion on 'What's On' Brochure	£150 (0%)	£150		S
Full stage lighting/sound equipment including services of one technician	£200 (0%)	£200.00		S
Use of baby-grand piano on stage	£120 (0%)	£120.00		S

Print charges

Print charges	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Graphics A0 1 to 10	£15 (0%)	£15	basis of charges drawn up with due regard to demand expectations. Costs of production vary depending upon market prices for paper, service production and supply charges	S
Graphics A0 11+	£12 (0%)	£12		S
Graphics A1 1 to 10	£8 (0%)	£8		S
Graphics A1 11+	£6 (0%)	£6		S
Graphics A2 1 to 10	£5 (0%)	£5		S
Graphics A2 11+	£3.75 (0%)	£3.75		S
CAD colour A0 1 to 10	£4 (0%)	£4	as above	S
CAD colour A0 11+	£3 (0%)	£3	as above	S
CAD colour A1 1 to 10	£3 (0%)	£3	as above	S
CAD colour A1 11+	£2.25 (0%)	£2.25	as above	S
CAD colour A2 1 to 10	£2 (0%)	£2	as above	S
CAD colour A2 11+	£1.5 (0%)	£1.50	as above	S
CAD mono A0 1 to 10	£2 (0%)	£2	as above	S
CAD mono A0 11+	£1.5 (0%)	£1.50	as above	S
CAD mono A1 1 to 10	£1.5 (0%)	£1.50	as above	S
CAD mono A1 11+	£1.15 (0%)	£1.15	as above	S

CAD mono A2 1 to 10	£1 (0%)	£1	as above	S
CAD mono A2 11+	£0.75 (0%)	£0.75	as above	S
Lamination A0 1 to 10	£10 (0%)	£10	as above	S
Lamination A0 11+	£7.5 (0%)	£7.50	as above	S
Lamination A1 1 to 10	£7 (0%)	£7	as above	S
Lamination A1 11+	£5.25 (0%)	£5.25	as above	S
Lamination A2 1 to 10	£4 (0%)	£4	as above	S
Lamination A2 11+	£3 (0%)	£3	as above	S
Lamination A3 Per sheet	£1.25 (0%)	£1	as above	S
Lamination A4 Per sheet	£1 (0%)	£1.00	as above	S
Comb binding from	£0.4 (0%)	£0.40	as above	S
Finishing per hour	£36 (0%)	£36	as above	S
Scanning A0 1 to 10	£4 (0%)	£4	as above	S
Scanning A0 11+	£3 (0%)	£3	as above	S
Scanning A1 1 to 10	£2 (0%)	£2	as above	S
Scanning A1 11+	£1.5 (0%)	£1.50	as above	S
Printing A4 Black and White 1-250	£0.03 (0%)	£0.03	as above	S
Printing A4 Black and White 251-500	£0.03 (0%)	£0.03	as above	S
Printing A4 Black and White 501+	£0.02 (0%)	£0.02	as above	S
Printing A3 Black and White 1-250	£0.5 (0%)	£0.50	as above	S
Printing A3 Black and White 251-500	£0.05 (0%)	£0.05	as above	S
Printing A3 Black and White 501+	£0.04 (0%)	£0.04	as above	S
Printing A4 Colour 1-250	£0.15 (0%)	£0.15	as above	S
Printing A4 Colour 251-500	£0.14 (0%)	£0.14	as above	S
Printing A4 Colour 501+	£0.12 (0%)	£0.12	as above	S
Printing A3 Colour 1-250	£0.2 (0%)	£0.20	as above	S
Printing A3 Colour 251-500	£0.18 (0%)	£0.18	as above	S
Printing A3 Colour 501+	£0.16 (0%)	£0.16	as above	S
Card A4 per sheet	£0.07 (0%)	£0.07	as above	S
Card A3 per sheet	£0.14 (0%)	£0.14	as above	S
Engagement in substantial Printing services with outside bodies			subject to negotiation with clients	S

Property inspections

Property Inspections	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Inspections requested by the British High Commission (Housing Services)	£147 (4%)	£142	Increase by RPIX	O/S

Scrap metal dealer's licence

For three years	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Scrap Metal Dealers – Site Licence – New or Renewal	*	£400	* to be reviewed at L,A &GP	O/S
Scrap Metal Dealers – Collectors Licence – New or Renewal	*	£160	as above	O/S
Variation to either Site or Collectors Licence	*	£80	as above	O/S

Sex shops

Sex shops	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Initial application	£1115 (0%)	£1,115	cost recovery	O/S
Application to transfer a licence	£1115 (0%)	£1,115	as above	O/S
Renewal of a licence	£270 (0%)	£270	as above	O/S

Renewal date 1 June 2018

Street naming and numbering

Street naming and numbering	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Change of house name (where property has no postal number)	£50 (100%)	£25	cost recovery	O/S
Change of building name/address for commercial units	£100 (100%)	£50	cost recovery	O/S
New development application fee plus costs per plot as below	N/A	£0	benchmarked across are	O/S
New Development of 1 – 5 plots (per plot))	£25 (0%)	£25	cost recovery	O/S
New Development of 6 – 10 plots (per plot)	£20 (0%)	£20	as above	O/S
New Development of 11 – 50 plots (per plot)	£15 (0%)	£15	as above	O/S
New Development of 50 + plots (per plot)	£10 (0%)	£10	as above	O/S
Naming of new block of flats/building	Included in new development fee	Included in new development fee	as above	O/S
Change to new addresses due to the development changing after the schedule has been issued	£15 (0%)	£15	as above	O/S
Research archive for address history	£150 (0%)	£150	as above	O/S

Street trading

Street trading	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Street trading consent	*	£342	* to be reviewed at L,A &GP	O/S
Street trading consent - profits to charity	*	£117.50	as above	O/S

Tables and chairs on the highway

Tables and chairs on the highway	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Permit	*	£187	* to be reviewed at L,A &GP	O/S

Taxi licence fees

Vehicles	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Hackney carriage vehicle licence	*	£200	* to be reviewed at L,A &GP	O/S
Private hire vehicle licence	*	£170	as above	O/S
Plate fee new	*	£31	as above	O/S
Plate fee renewal	*	£23	as above	O/S
Hard plate exemption	*	£10	as above	O/S

Drivers	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Private hire driver licence - One year	*	£70	* to be reviewed at L,A &GP	O/S
Private hire driver licence - Three year	*	£200	as above	O/S
Hackney carriage driver licence – One year	*	£80	as above	O/S
Hackney carriage driver licence – Three year	*	£225	as above	O/S
Combined driver(HC and PH) driver licence – One year	*	£80	as above	O/S
Combined driver(HC and PH) driver licence – Three year	*	£225	as above	O/S
Knowledge test	*	£35	as above	O/S
DVLA data subject enquiry fee	*	£5	as above	O/S
Disclosure and Barring Service (DBS) Check (enhanced)	*	£44	as above	O/S

Other (miscellaneous)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Replacement driver/vehicle/operator licence	*	£20	* to be reviewed at L,A &GP	O/S

Operators	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Private hire operator's licence – One year	*	£215	* to be reviewed at L,A &GP	O/S
Private hire operator's licence - Three year	*	£350	as above	O/S
Private hire operator's licence - Five year	*	To be established	as above	O/S
Disclosure and Barring Service (DBS) Check (basic)	*	£26	as above	O/S

Waste Management

and

Admin charges for new bins	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Administration charge for provision of bins – single property	£31.5 (3%)	£30.50	Increase by RPIX	S
Administration charge for provision of bins – up to 5 properties	£50 (3%)	£48.50	Increase by RPIX	S
Administration charge for provision of bins – up to 20 properties	£74.5 (3%)	£72	Increase by RPIX	S
Administration charge for provision of bins – over 20 properties	£100 (3%)	£97	Increase by RPIX	S

Developer charges for new bins	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
140L bin (delivered)	£33.87 (0%)	£33.87	cost recovery	S
240L bin (delivered)	£36.87 (0%)	£36.87	as above	S
360L bin (delivered)	£54.87 (0%)	£54.87	as above	S
240L glass bin (delivered)	£64.87 (0%)	£64.87	as above	S
Glass box (delivered)	£8.45 (0%)	£8.45	as above	S
1100L refuse bin (delivered)	£164.87 (0%)	£164.87	as above	S
1100L recycling bin (delivered)	£194.87 (0%)	£194.87	as above	S

Bulky waste collection	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Standard charge for up to 3 items (Every fridge to count as 3 items)	£38 (0%)	£38	Proposal to hold prices due to HWRC proposed changes	O/S
Concessions	£19.5 (0%)	£19.50	see above	O/S

Garden waste composting service	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Maximum 240L per collection,	£39 (0%)	£39	Proposal to hold prices to encourage uptake of service and increase recycling rates.	O/S
Maximum 240L per collection, via wheeled bin - Concession	£16 (0%)	£16	see above	O/S
Single-use sacks	£10 (0%)	£10	see above	O/S

VAT

O/S - outside scope

EX - Exempt

S - Standard rated

S*Vat indicator is EX if it is the room use only (i.e. no additional services provided)