

**FEES AND CHARGES**  
**2021/22**

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The majority of fees and charges for 2021/22 were approved by the Cabinet at its meeting on 2nd December 2020.

All charges shown in this book include VAT at the Standard Rate unless indicated otherwise. Should the VAT rate change during the year some of the charges contained herein will be subject to change.

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## COMMUNITY & LEISURE SERVICE FEES & CHARGES 2021/22

	CHARGES 2020/21 £	CHARGES 2021/22 £	
<b>SPORTING ACTIVITIES</b>			
<b>Charlton Sports Centre</b>			
<b>Football and Rugby:</b>			
Adults	Monday to Friday	48.35	49.20
	Saturday/Sunday	59.45	60.50
Under 18	Charged at 50% of the full fee		
Supplement for use of Floodlit Pitch (per hour)		20.55	20.90
Training	Per pitch/hour	13.85	14.10
	Changing accommodation supplement	4.80	4.90
Mini Soccer		13.85	14.10
<b>Cricket:</b>			
Adults	Monday to Friday	48.05	48.90
	Saturday or Sunday	62.75	63.80
Under 18	Charged at 50% of the full fee		
<b>Hire of Showground:</b>			
Per day (commercial hire)	On application		300.00
Per half day (commercial hire)	N/A		150.00
<b>Running Track:</b>			
Annual Season Ticket (April to March)			
Adult		38.35	39.00
Junior		19.45	19.80
Day Ticket			
Adult		3.35	3.40
Junior		1.45	1.45
<b>Meetings:</b>			
Saturday/Sunday/Bank Holidays			
9 am to 6 pm		274.40	279.10
Half Day (up to 4 hours)		162.70	165.50
Monday to Friday			
9 am to 6 pm		162.70	165.50
Half Day (up to 4 hours)		109.65	111.50
Under 18 - charged at 60% of the full fee			
Supplement to be charged for Floodlighting (per hour)			
		20.55	20.90
Groundsman attendance (half day)			
		78.85	80.20
Group training track only (per hour)			
		10.85	11.00
<b>Hire of Pavilion Room:</b>			
Per hour		11.65	11.80

**COMMUNITY & LEISURE SERVICE  
FEES & CHARGES 2021/22**

<b>SPORTING ACTIVITIES</b>		<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>
<b>London Road Sports Ground</b>			
<b>Football:</b>			
Adults	Monday to Friday	48.35	49.20
	Saturday/Sunday	59.45	60.50
Under 18	Charged at 50% of the full fee		
Mini Soccer		13.85	14.10
<b>Cricket:</b>			
Adults	Monday to Friday	48.05	48.90
	Saturday/Sunday	62.75	63.80
Under 18	Charged at 50% of the full fee		
<b>East Anton</b>			
<b>Football:</b>			
Under 18	Monday to Friday	24.15	24.60
	Saturday/Sunday	29.75	30.25
Mini Soccer		13.85	14.10
<b>Cricket:</b>			
Adults	Monday to Friday	48.05	48.90
	Saturday/Sunday	62.75	63.80
Under 18	Charged at 50% of the full fee		
<b>Picket Twenty</b>			
<b>Football:</b>			
Adults	Monday to Friday	48.35	49.20
	Saturday/Sunday	59.45	60.50
Under 18	Charged at 50% of the full fee		
Training	Per pitch/hour	13.85	14.10
	Changing accommodation supplement	4.80	4.90
<b>Cricket:</b>			
Adults	Monday to Friday	48.05	48.90
	Saturday/Sunday	62.75	63.80
Under 18	Charged at 50% of the full fee		
<b>Hire of Ground:</b>			
	Per day (commercial hire)	On application	300.00
	Per half day (commercial hire)	On application	150.00

**COMMUNITY & LEISURE SERVICE  
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<b>SPORTING ACTIVITIES</b>	<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>	
<b>Rooksbury Mill</b>			
<b>Fishing:</b>			
Daily permit - per rod	8.20	8.35	
Season ticket	52.75	53.65	
* Under 18 and over 60 - 50% fees			
<b>Romsey Memorial Park</b>			
<b>Tennis:</b>			
Adult - per court per hour	FREE	FREE	
Child - per court per hour	FREE	FREE	
<b>Fishing:</b>			
Residents (per rod per day)	18.25	18.55	
Non-Residents (per rod per day)	35.55	36.15	
Residents (per rod per half day)	11.15	11.35	
Non-Residents (per rod per half day)	22.45	22.85	
* Residents under 18 and over 60 - 50% fees			
<b>Romsey Sports Centre</b>			
<b>Cricket:</b>			
Adults	Monday to Friday	48.05	48.90
	Saturday/Sunday	62.75	63.80
Under 18	Charged at 50% of the full fee		
<b>Football and Rugby:</b>			
Adults	Monday to Friday	48.35	49.20
	Saturday/Sunday	59.45	60.50
Under 18	Charged at 50% of the full fee		
<b>Training:</b>			
	Per pitch/hour	13.85	14.10
	Changing accommodation supplement	4.80	4.90
<b>Floodlights (per court)</b>		6.80	6.90

**COMMUNITY & LEISURE SERVICE  
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<b>SPORTING ACTIVITIES</b>		<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>
 <b>Saxon Fields Sports Ground</b>			
<b>Football:</b>			
Adults	Monday to Friday	48.35	49.20
	Saturday/Sunday	59.45	60.50
Under 18	Charged at 50% of the full fee		
Training	Per pitch/hour	13.85	14.10
	Changing accommodation supplement	4.80	4.90
Mini Soccer		13.85	14.10
 <b>Hunts Farm Sports Centre</b>			
<b>Cricket:</b>			
Adults	Monday to Friday	48.05	48.90
	Saturday/Sunday	62.75	63.80
Under 18	Charged at 50% of the full fee		
<b>Football:</b>			
Adults	Monday to Friday	48.35	49.20
	Saturday/Sunday	59.45	60.50
Under 18	Charged at 50% of the full fee		
Training	Per pitch/hour	13.85	14.10
	Changing accommodation supplement	4.80	4.90
Mini Soccer	Per match per pitch	13.85	14.10
<b>Croquet Lawn:</b>			
	Per match	42.25	43.00
<b>Hire of Top Room (Pavilion):</b>			
	Per hour	11.65	11.80
<b>Hire of Ground:</b>			
	Per day (commercial hire)	On application	300.00
	Per half day (commercial hire)	On application	150.00
<b>Commercial hire of leisure land for exercise classes</b>		On application	
 <b>Abbotswood Sports Ground</b>			
<b>Football</b>			
Adults	Monday to Friday	48.35	49.20
	Saturday/Sunday	59.45	60.50
Under 18	Charged at 50% of the full fee		
Training	Per pitch/hour	13.85	14.10
	Changing accommodation supplement	4.80	4.90

**COMMUNITY & LEISURE SERVICE  
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<b>SPORTING ACTIVITIES</b>		<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>
<b>Ganger Farm</b>			
<b>Football and Rugby on grass pitch - per hour:</b>			
Adults	Monday to Friday	N/A	49.20
	Saturday/Sunday	N/A	60.50
Under 18	Charged at 50% of the full fee		
Training	Per pitch/hour	N/A	14.10
Scrummage area		N/A	10.00
Mini Soccer		N/A	14.10
Junior football	Charged at 50% of the full fee		
<b>Artificial pitches - per hour (matches should book for 2 hours):</b>			
<b>Full pitch</b>			
Adults	Peak	N/A	70.00
	Off-peak	N/A	49.00
Junior	Peak	N/A	35.00
	Off-peak	N/A	24.50
<b>Half pitch / Into Hockey</b>			
Adults	Peak	N/A	50.00
	Off-peak	N/A	35.00
Junior	Peak	N/A	25.00
	Off-peak	N/A	17.50
<b>Quarter pitch (six a side)</b>			
All	Peak	N/A	35.00
	Off-peak	N/A	24.50
<b>9v9 on Hockey pitch</b>			
All	Peak	N/A	50.00
	Off-peak	N/A	35.00
Mini Football	Peak	N/A	25.00
	Off-peak	N/A	17.50
Floodlights (per hour)		N/A	10.00
Season long bookings		Price on application	
Peak period:	Monday - Friday 7.00pm - 10.00pm Saturday and Sunday all day		
Off-peak period:	Monday - Friday 9.00am - 7.00pm		
Prices for artificial pitch include changing and shower facilities			
Changing room (stand alone charge)		N/A	7.50

**COMMUNITY & LEISURE SERVICE  
FEES & CHARGES 2021/22**

<b>SPORTING ACTIVITIES</b>		<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>
<b>Ganger Farm cont.</b>			
<b>Hire of site per day</b>			Price on application
<b>Upstairs Hall</b>			
Adult	per hour	N/A	30.00
Junior	per hour	N/A	15.00
Commercial	per hour	N/A	45.00
Day rate	(9.00am - 5.00pm)	N/A	150.00
Evening rate	(5.00pm - 10.00pm)	N/A	120.00
<b>Studio</b>			
Adult	per hour	N/A	20.00
Junior	per hour	N/A	15.00
Commercial	per hour	N/A	30.00
<b>Board Room</b>			
Community	per hour	N/A	20.00
Commercial	per hour	N/A	30.00
<b>Kitchen Hire</b>			
Community	per hour	N/A	5.00
Commercial	per hour	N/A	7.50
<b>Bar Hire</b>			
Community	per hour	N/A	5.00
Commercial	per hour	N/A	7.50
<b>Storage Cage</b>			
	Per month	N/A	10.00
	Per annum	N/A	100.00



## **COMMUNITY & LEISURE SERVICE FEES & CHARGES 2021/22**

### **Usage by Clubs**

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

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

### **Notes - All Sports Facilities**

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

**COMMUNITY & LEISURE SERVICE  
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	CHARGES 2020/21		CHARGES 2021/22	
	Non- Commercial	Commercial	Non- Commercial	Commercial
	£		£	
<b>The Lights</b>				
All charges exclude VAT at the standard rate				
<b>Hire of Theatre</b>				
4 hours	330.00	550.00	330.00	550.00
8 hours	430.00	720.00	430.00	720.00
12 hours	650.00	1,070.00	650.00	1,070.00
Weekly Hire	2,240.00	2,240.00	2,240.00	2,240.00
Charge for Sunday Hire	158.00	208.00	158.00	208.00
Sunday 10am - 10pm				
Monday to Saturday 6pm to 11pm				
<b>Hire of Arena</b>				
4 hours	228.00	355.00	228.00	355.00
8 hours	295.00	445.00	295.00	445.00
12 hours	325.00	510.00	325.00	510.00
<b>Hire of Conference Room</b>				
4 hours	84.00	138.00	84.00	138.00
8 hours	146.00	238.00	146.00	238.00
12 hours	188.00	310.00	188.00	310.00
<b>Hire of Board Room</b>				
4 hours	75.00	122.00	75.00	122.00
8 hours	126.00	214.00	126.00	214.00
12 hours	168.00	275.00	168.00	275.00
<b>Hire of Studio One</b>				
4 hours	100.00	174.00	100.00	174.00
8 hours	182.00	280.00	182.00	280.00
12 hours	230.00	365.00	230.00	365.00
<b>Hire of Dance Studio</b>				
4 hours	100.00	174.00	100.00	174.00
8 hours	182.00	280.00	182.00	280.00
12 hours	230.00	365.00	230.00	365.00
Additional dressing room per 4 hour session	39.00	39.00	39.00	39.00

**COMMUNITY & LEISURE SERVICE  
FEES & CHARGES 2021/22**

<b>The Lights</b>	<b>CHARGES 2020/21</b>		<b>CHARGES 2021/22</b>	
	<b>Non- Commercial</b>	<b>Commercial</b>	<b>Non- Commercial</b>	<b>Commercial</b>
	<b>£</b>		<b>£</b>	
All charges exclude VAT at the standard rate with the exception of those marked *				
Flipchart Hire (per day)	8.50	8.50	8.50	8.50
Laptop	47.00	47.00	47.00	47.00
Projector	57.00	57.00	57.00	57.00
Screen Hire (per day)	43.00	43.00	43.00	43.00
Laptop, Projector, Screen (per day)	137.00	137.00	137.00	137.00
Technical Services (4 hour session)	64.00	64.00	64.00	64.00
Ticket Printing - per show	13.00	13.00	13.00	13.00
Spotlight Theatre Membership Scheme - New Members	20.00 *	N/A	20.00 *	N/A
Box Office Commission	6.00%	10.00%	6.00%	10.00%
Credit Card Commission	3.00%	3.00%	3.00%	3.00%
These charges apply where The Lights prints and processes tickets for hirers of facilities.				
Internet Booking Fee	1.20 *	1.20 *	1.20 *	1.20 *
Grand Piano Hire (inc. moving and tuning)	87.00	87.00	87.00	87.00
Lectern (per day)	12.00	12.00	12.00	12.00
Radio Microphone	19.00	19.00	19.00	19.00
Advertising - What's On Brochure - 1/3rd page	100.00	150.00	100.00	150.00
Star Cloth	47.00	47.00	47.00	47.00
Wedding Reception Venue Hire	1,650.00	N/A	1,650.00	N/A
Arena Café Bar Closure	200.00	200.00	200.00	200.00
Mirror Ball	25.00	25.00	25.00	25.00
Haze/Smoke Machine	20.00	20.00	20.00	20.00
Electric Keyboard	40.00	40.00	40.00	40.00
Rostra	20.00	20.00	20.00	20.00

## COMMUNITY & LEISURE SERVICE FEES & CHARGES 2021/22

### Cemeteries

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

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

	CHARGES 2020/21 £	CHARGES 2021/22 £
<b>1 Interment and Scattering Management Fee</b>		
(No charge for persons 3 years or under)		
Ashes interment	264.00	269.00
Scattering of Ashes	264.00	269.00
Full Burial Plots Single Interment	588.00	598.00
Full Burial Plots Double Interment	727.00	740.00
NB - Above charges are for Test Valley residents. Double fee is payable for non-residents.		
<b>2 Combined Fee for Purchase of Exclusive Right of Burial and Erection of Memorial</b>		
These fees include the Deed of Grant and all expenses thereof.		
<u>Full Burial Plots</u>		
a. Childs Plot size 0.914m x 0.609m(3'0" x 2'0")	303.00	308.00
<u>Memorial Guidance</u>		
A headstone, tablet, wooden cross or inscribed vase. Overall measurements should not exceed 1.066m(3'6") in height including the base, 0.609m(2'0") in width including the base and 0.457m(1'6") in depth.		
b. Single Depth Plot size 1.981m x 1.143m(6'6" x 3'9") and 1.371m(4'6" in depth)	480.00	488.00
<u>Memorial Guidance</u>		
A headstone, tablet, wooden cross or inscribed vase. Overall measurements should not exceed 1.066m(3'6") in height including the base, 0.762m(2'6") in width including the base and 0.457m(1'6") in depth.		
c. Double Depth Plot size 1.981m x 1.143m(6'6" x 3'9") and 1.828m(6'0" depth)	682.00	694.00
<u>Memorial Guidance</u>		
A headstone, tablet, wooden cross or inscribed vase. Overall measurements should not exceed 1.066m(3'6") in height including the base, 0.762m(2'6") in width including the base and 0.457m(1'6") in depth.		
<u>Standard Cremated Remains Plots</u>		
d. Cremated remains plot size 0.457m x 0.304m(1'6"x1'0"). Applies to both double and single depth.	371.00	377.00
<u>Memorial Guidance for Standard Cremated Remains Plot</u>		
A flat tablet not exceeding 0.457m(1'6") x 0.304m(1'0") x 0.050m (2")		

## COMMUNITY & LEISURE SERVICE FEES & CHARGES 2021/22

	CHARGES 2020/21 £	CHARGES 2021/22 £
<b>Cemeteries (Cont.)</b>		
<u>Cremated Remains plots - New Area</u>		
e. Cremated remains plot size 0.508m(1'8") x 0.508m (1'8"). Applies to both double and single depth.	409.00	416.00
<u>Memorial Guidance for Cremated Remains Plots - New Area</u>		
Foundation Stone not exceeding 0.508m (1'8") x 0.508m (1'8")		
A tablet, cross, book or desk top style or upright memorial should not exceed 0.508m (1'8") in height, 0.457m (1'6") in width and 0.457 (1'6") in depth.		
<b>3 Gravestones, Tablets and Memorial Inscriptions</b>		
(Where the Exclusive Right of Burial was purchased prior to the introduction of the combined fee - 01 April 2004)		
<u>Lawn Memorial</u>		
a. A headstone, tablet, wooden cross, inscribed vase, not to exceed 1.066m (3'6") in height including the base, 0.762m (2'6") in width including the base and 0.457m (1'6") in depth.	141.00	143.00
<u>Cremation Tablet - Single</u>		
b. A tablet not to exceed 0.457m(1'6") x 0.304m(1'0") x 0.050m(2") on site for cremated remains	106.00	108.00
<b>Additional Inscription</b>	29.00	29.50
<b>Replacement memorial (identical)</b>	29.00	29.50
<b>Renovation of memorial</b>	29.00	29.50

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

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

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

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

### 4 Other Cemetery Services

a. Transfer of Exclusive Right of Burial to a new registered owner.	37.00	38.00
b. Top up purchase of Exclusive Right of Burial Five Years	21.00	21.00
c. Copy of Deed of Grant	28.00	28.00
d. Copy of Registry Entry	10.00	10.00
e. Hire of Charlton Cemetery family room / hour	22.00	22.00
f. Exhumation	On application	
g. Genealogy services	15.00	15.00

## **COMMUNITY & LEISURE SERVICE FEES & CHARGES 2021/22**

### **Sporting Facilities managed by Places Leisure**

Andover Leisure Centre	01264 347100	enquiries@pfpleisure.org
Romsey Rapids	01794 835550	enquiries@pfpleisure.org
Romsey Sports Centre	01794 835550	enquiries@pfpleisure.org
Charlton Lakeside Pavilion	01264 338759	enquiries@pfpleisure.org
The Knightwood Leisure Centre	02380 276254	enquiries@pfpleisure.org

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

### **Leisure Facilities managed by Andover Community Services Ltd (ACS)**

The Sports Academy	01264 334366	enquiries@andover communityservices.co.uk
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## CORPORATE FEES & CHARGES 2021/22

	CHARGES 2020/21 £	CHARGES 2021/22 £
<b>Advertising - Test Valley News</b>		
1/2 Page Advert Portrait (127mm x 350mm) Landscape (259mm x 172mm)	1,000.00	1,000.00
1/4 Page Advert Portrait only (127mm x 172mm)	650.00	650.00
1/8 Page Advert Portrait (61mm x 172mm) Landscape (127mm x 86mm)	350.00	350.00
1/16 Page Advert Portrait only (61mm x 86mm)	200.00	200.00

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

### General Photocopying

General Photocopying (per side)

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

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

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

## ENVIRONMENTAL SERVICE FEES & CHARGES 2021/22

	<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>
<b>Bulky Household Waste Collection</b>		
Single Item	30.00	30.50
Multiple items (maximum of four items)	54.00	55.00
Garden Waste - price on application, subject to a minimum charge of	35.00	36.00
Disposable sacks for Schedule 2 Waste (roll of 25)	58.00	59.00
<b>Garden Waste Collection</b>		
Initial Annual Subscription *	35.00	36.00
Additional Annual Subscriptions	20.00	20.50
Replacement Sack	1.85	1.85
* one subscription is one sack / approved receptacle		
<b>Wheeled Bins</b>		
Purchase of black wheeled bin for waste collection (per bin)	35.70	36.50
Purchase of brown/green wheeled bin for waste collection (per bin)	25.50	26.00
Purchase of 1100 litre wheeled bin for waste collection (communal bins)	305.00	310.00
There is no charge for changing from a small (140 litre) to a large (240 litre) brown recycling bin.		
<b>Shopping Trolley Return</b>		
Removal, Storage and Return	75.00	75.00
Direct return (where an agreement is in place with the owner)	35.00	35.00
<b>Fixed Penalty Notice</b>		
	Min / Max	Min / Max
Graffiti / Flyposting	75 / 150	75 / 150
Abandoning a Vehicle	120 / 200	120 / 200
Failure to produce authority (waste transfer notes)	180 / 300	180 / 300
Failure to furnish documentation (waste carrier's licence)	180 / 300	180 / 300
Dog Fouling (a breach of a PSPO) (statutory maximum)	100	100
Littering (including litter from a vehicle)	75 / 150	75 / 150
Offences in relation to waste receptacles (commercial)	75 / 150	75 / 150
Offences in relation to waste receptacles (household)	75 / 150	75 / 150
Unlawful disposal controlled waste (s33 fly-tipping)	200 / 400	200 / 400



## ENVIRONMENTAL SERVICE FEES & CHARGES 2021/22

	CHARGES 2020/21 £	CHARGES 2021/22 £
<b>Vehicle Workshop Charges</b>		
Brake Roller Test (Per Axle)	25.00	25.00
Air Con Servicing	30.00	30.00
<b>Hire Charges</b>		
Operative Hire	27.50	28.00
Operative and Van Hire	39.00	40.00
Mechanical Sweeper - Large (HGV) Sweeper	55.00	56.00
Mechanical Sweeper - Compact Unit	42.00	42.50
<p>Hire charges are per hour, subject to a minimum 1 hour hire. Travel time is in addition to hire charge and may require an additional charge.</p>		
<p>Note - All charges above are subject to VAT at the standard rate</p>		
<b>MoT Test Fees</b>		
Class 4 vehicles (Cars)	45.00	45.00
Class 5 vehicles (Passenger vehicles)	55.00	55.00
Class 7 vehicles (Goods vehicles up to 3,500 kg)	55.00	55.00
Combined Taxi / Hackney Carriage Test & MoT	80.00	80.00

**FINANCE & REVENUES SERVICE  
FEES & CHARGES 2021/22**

	<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>
<b>Council Tax / Non Domestic Rates</b>		
Summons Costs	46.00 *	46.00 *
Liability Order Costs	23.00	23.00

\* Includes court charges

**HOUSING & ENVIRONMENTAL HEALTH SERVICE  
FEES & CHARGES 2021/22**

	<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>
<b>Licences</b>		
Breeding of dogs (plus Vet inspection costs)	242.80	246.90
Selling animals as pets	281.50	286.00
Hiring out horses for riding or riding instruction (plus Vet and other inspection costs)	242.80	247.00
Boarding for cats	256.00	260.00
Boarding in kennels for dogs	274.40	279.00
Combined boarding for cats and dogs	331.50	337.00
Home boarding for dogs (overnight care)	218.30	222.00
Day care for dogs - home facilities	198.90	202.00
Combined home boarding and day care for dogs	265.20	270.00
Day care for dogs - non-domestic facilities	274.40	279.00
Keeping or training animals for exhibition (3 year license) (plus Vet inspection costs)	242.80	247.00
Dangerous Wild Animals (plus Vet's costs)	204.00	207.00
Zoo (per 4 or 5 years, plus Vet's costs)	984.30	1,000.00
<b>Street Trading Consents</b>		
Application Fee - up to seven days only	43.00	43.75
Application Fee (6 or 12 months)	468.00	476.00
Annual Compliance Checking (6 or 12 months) - Food Trading	239.00	243.00
Annual Compliance Checking (6 or 12 months) - Non-Food Trading	68.00	69.00

Notes: The Compliance Checking fee is applicable only if an application is granted. Applications are granted initially for 6 months then may be renewed following a new application every 12 months.

**HOUSING & ENVIRONMENTAL HEALTH SERVICE  
FEES & CHARGES 2021/22**

	<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>
<b>Licenses Cont.</b>		
<b>Registrations</b>		
Initial Registration of Hairdressers	113.20	115.00
Initial registration of ear piercing, electrolysis, acupuncture, tattooing or any other form of skin piercing	152.00	154.50
Variation of Registration for hairdressers or ear piercing, electrolysis, acupuncture, tattooing or any other form of skin piercing	62.00	63.00
<b>Hygiene Certificates</b>		
Issue of Standard Health Certificate / Export Health Certificate (where no visit required)	47.00	47.80
Issue of Health Certificate / Export Health Certificate (if inspection visit up to 30 mins duration on site is required)* (plus analysis charges as deemed necessary)	100.00	101.70
<b>Dog Control</b>		
Collection Fee (plus kennelling fee for number of days / part days recharged at cost)	55.00	55.90

## HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES & CHARGES 2021/22

	CHARGES 2020/21 £	CHARGES 2021/22 £
<b>Houses in Multiple Occupation</b>		
Licence application (up to 5y licence)	560.00	570.00
Licence renewal (up to 5y licence)	506.00	515.00
Operation charge (HMO licensing scheme) - payable once a decision to grant a licence has been made	74.00	75.00
Supplementary operation charge - one-off charge applicable in the case of late applications only	252.00	256.00
<b>DFG Administration Charge</b>		
Charge on Disabled Facilities Grants where architect or agent isn't employed	10%	10%
<b>Caravan Site Licences (set in separate fee policy)</b>		
Transferring a site licence	136.00	136.00
Varying site licence conditions	484.00	484.00
Depositing site rules	62.00	62.00
Granting a site licence - 1-5 units	556.00	556.00
- 6-15 units	576.00	576.00
- 16-30 units	615.00	615.00
- 31-45 units	634.00	634.00
- 46 and above units	693.00	693.00
Annual fee - 2-5 units	235.00	235.00
- 6-15 units	245.00	245.00
- 16-30 units	321.00	321.00
- 31-45 units	342.00	342.00
- 46 and above units	364.00	364.00
Enforcement fees	Hourly rate	Hourly rate
<b>Housing Act Notices &amp; Orders</b>		
Determination, preparation & serving of a Notice or making of an Order	Hourly rate Min. 2hrs	Hourly rate Min. 2hrs
<b>Registered Provider Affordable Housing Enabling Fee</b>	268.50 per unit	268.50 per unit
<b>Health Education Courses</b>		
Health & Safety and Food Hygiene Courses	On application	

## HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES & CHARGES 2021/22

	CHARGES 2020/21 £	CHARGES 2021/22 £
<b>Environmental Permits under the Pollution Prevention and Control Act 1999</b>		
In accordance with the DEFRA fees and charges scheme		
<b>Immigration Assessment of Fitness -</b>		
<b>Checks for residency and work permit applications</b>	160.00 *	162.00 *
* Plus VAT at standard rate		
<b>Pest Control</b>		
<b>Domestic Premises:</b>		
Wasps, Hornets' Nest	53.00	53.90
Each additional nest (Payment in advance)	17.00	17.30
Rats & Mice - Maximum of three visits	75.00	76.25
Charges for rat and mouse treatments are only applicable to those residents classed as non-vulnerable.		
There will be no charge for households in receipt of Council Tax support.		
Advice visit	35.00	35.60
<b>Fleas</b>		
Up to 3 bedroomed property	71.00	72.20
4 bedroomed property	82.00	83.40
5 bedroomed property	93.00	94.60
In excess of 5 bedrooms, each additional bedroom	11.00	11.20
Re-visit within 10 days of initial treatment	Nil	Nil
Re-visit after 10 days of initial treatment, charges as above		
<b>Bed Bugs</b>		
Up to 3 bedroomed property	115.00	117.00
4 bedroomed property	125.00	127.00
5 bedroomed property	136.00	138.30
In excess of 5 bedrooms, each additional bedroom	11.00	11.20
Re-visit within 10 days of initial treatment	Nil	Nil
Re-visit after 10 days of initial treatment, charges as above		
50% discount (for bed bug treatments) to households in receipt of Council Tax Support		
Other Insects	71.00	72.00
(Minimum charge up to 1 hour, thereafter the £7.50 per unit of 15-mins, or part thereof)		

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

## HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES & CHARGES 2021/22

	CHARGES 2020/21 £	CHARGES 2021/22 £
<b>Pest Control cont.</b>		
<b>Commercial Premises:</b>		
Non Contract work		
Rodent treatment (Up to 3 visits and 5 bait stations, including invoice fee)	184.00 *	187.00 *
Additional treatment / check visit (up to 45mins on site)	59.00 *	60.00 *
Additional bait stations	15.00 *	15.25 *
Additional time per 15-min unit	10.00 *	10.20 *
Advice visit up to 45mins on site (paid in advance or invoice fee is applicable)	59.00 *	60.00 *
Bedbugs - initial survey (per hour)	71.00 *	72.00 *
Bedbugs - treatment visit (up to 45 mins two officers or 90mins one officer)	113.00 *	115.00 *
Additional time charged per unit of 15-mins, or part of, per pest control officer	10.00 *	10.20 *
Fleas and other insects - treatment visit up to 60 mins (Minimum charge up to 1 hour, thereafter per unit of 15-mins, or part of, per pest control officer)	72.00 *	73.00 *
	10.00 *	10.20 *
Wasps, Hornets' Nest (Payment in advance)	56.00 *	57.00 *
Each additional nest (Payment in advance)	20.00 *	20.30 *
Advice Visit (Payment in advance)	59.00 *	60.00 *

**If an invoice is required a charge of £12 will be added to the cost of treatments.**

Contract Work - Rodents and Insects. Quotations given for individual premises

\* Plus VAT at standard rate

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

## HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES & CHARGES 2021/22

	CHARGES 2020/21 £	CHARGES 2021/22 £
<b>Cont.</b>		
<b>Work carried out for the Public</b>		
Work carried out on the legitimate request of the public OR in cases where the Council is entitled to act in default of a legal obligation upon a member of the public AND where there is no other legal constraint affecting the ability of the Council to determine a charge.		
Charge will equate to the cost of materials, travel, other services plus cost of staff time. This staff time will be charged at the appropriate charge-out rate of the officer concerned with the work, payable in units of 15 minutes or part thereof.		
<b>Water Sampling</b>		
Private Water Supplies sampling: Collection fee as stated plus laboratory analysis costs	72.00	73.00
Swimming pool sampling: Collection fee as stated plus laboratory analysis costs	26.00	73.00
<b>Food Register</b>		
Single entry from register	10.50	10.70
Section copy of register	44.90	45.70
Whole register copy	81.60	83.00
<b>Pollution and Contaminated Land</b>		
Contaminated land and general pollution related queries	50.00	51.00
Detailed contaminated land and pollution queries (Minimum of 1 hour, thereafter £43 for each hour or part thereof)	50.00	51.00
Contaminated Land Registry		
Single entry from register	6.30	6.40
Whole register copy	63.80	64.90
<b>Attendance at Court, Factual Statements</b>		
Hourly rate of the H&EH Officer involved plus travel costs		



**LEGAL & DEMOCRATIC SERVICE  
FEES & CHARGES 2021/22**

	<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>
<b>Local Land Charges</b>		
<b>Full Search</b>		
LLC1 & CON29	112.50	115.00
LLC1	25.00	25.00
CON29R	87.50 *	90.00 *
Additional parcels - LLC1	5.00	5.00
Additional parcels - CON29R	12.50 *	12.50 *
Additional parcels - LLC1 & CON29R	17.50 *	17.50 *
<b>Part II Enquiries/Full Search &amp; CON290 Only</b>		
Each CON290 enquiry 4, 21 or 22 (priced as a bundle)**	52.50	52.50 *
Each CON290 enquiry 5-20 (Excluding Q8)	12.50	12.50 *

\* VAT will be added at the standard rate

**LEGAL & DEMOCRATIC SERVICE  
FEES & CHARGES 2021/22**

	CHARGES 2020/21 £	CHARGES 2021/22 £
<b>Electoral Register Fees - Statutory Charges</b>		
Data format Per Transaction	20.00	20.00
Per 1,000 names or part thereof	1.50	1.50
Print Format Per Transaction	10.00	10.00
Per 1,000 names or part thereof	5.00	5.00
<b>Electoral Register - Marked copies of Register and Absent Lists</b>		
<b>Statutory Charges</b>		
Data format Per Transaction	10.00	10.00
Per 1,000 names or part thereof	1.00	1.00
Print Format Per Transaction	10.00	10.00
Per 1,000 names or part thereof	2.00	2.00
<b>Licences</b>		
Tables and Chairs on the Highway	199.00	199.00
Pavement Licences (2020)		Free of Charge
Sex Establishments - Grant, renewal or transfer - on application	478.00	478.00
Sex Establishments - Grant, renewal or transfer - further charge if application goes to the Licensing Committee	785.00	785.00
Sex Establishments - Variation	182.00	182.00
Scrap Metal Dealers - Grant/renewal - Site licence	360.00	370.00
Scrap Metal Dealers - Grant/renewal - Collector's licence	230.00	240.00
Scrap Metal Dealers - Variation of licence	130.00	130.00
<b>Hackney Carriages and Private Hire Vehicle Licences</b>		
Replacement Plate	13.00	13.00
Hackney Carriages - Vehicle	96.00	98.00
Hackney Carriages - Temporary Change of Vehicle	49.00	49.00
Hackney Carriages - Transfer of Vehicle Ownership	25.00	25.00
Hackney Carriages - Inspection (Initial)	52.00	52.00
Hackney Carriages - change of vehicle registration number	25.00	25.00
Private Hire - Vehicle	96.00	98.00
Private Hire - Temporary Change of Vehicle	49.00	49.00
Private Hire - Transfer of Vehicle Ownership	25.00	25.00
Private Hire - Inspection (Initial)	52.00	52.00
Private Hire - change of vehicle registration number	25.00	25.00
Operator Licence - One Year	81.00	83.00
Operator Licence - Five Years	207.00	212.00
New Driver Licence - One Year*	155.00	158.00
New Driver Licence - Three Years*	171.00	174.00
Renewal Driver Licence - One Year*	107.00	110.00
Renewal Driver Licence - Three Years*	123.00	126.00
Driver ID Validation service	7.50	7.50
Replacement licence or badge	10.00	10.00

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

## LEGAL & DEMOCRATIC SERVICE FEES & CHARGES 2021/22

### Gambling Act 2005 Permit Fees

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

### Gambling Act 2005 Premises Fees

	Premises already holding provisional statement	Ordinary Premises Licence	Annual Fee	Variation of Permit	Transfer of Licence	Reinstatement of Licence	Provisional Statement
	£	£	£	£	£	£	£
Bingo premises	1,200	3,500	1,000	1,750	1,200	1,200	3,500
Family Entertainment Centre	950	2,000	750	1,000	950	950	2,000
Adult Gaming Centre	1,200	2,000	1,000	1,000	1,200	1,200	2,000
Betting premises	1,200	3,000	600	1,500	1,200	1,200	3,000

#### Notes

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

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

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

All charges are statutorily set and remain at the same levels as 2020/21

**LEGAL & DEMOCRATIC SERVICE  
FEES & CHARGES 2021/22**

**Liquor Licences**

**Applications for Premises Licences**

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

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

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

All charges are statutorily set and remain at the same levels as 2020/21

**LEGAL & DEMOCRATIC SERVICE  
FEES & CHARGES 2021/22**

<b>Liquor Licences Continued</b>	<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>
<b>Other Premises Fees</b>		
Copies of information contained in the register	POA *	POA *
Application for copy of licence	10.50	10.50
Notification of change of address	10.50	10.50
Application to vary individual as premises supervisor	23.00	23.00
Application to transfer premises licence	23.00	23.00
Interim authority notice	23.00	23.00
Application for making of a provisional statement	315.00	315.00
Notification of change in club rules	10.50	10.50
Change of name of registered address of club	10.50	10.50
Temporary event notices	21.00	21.00
Application for copy of notice on theft	10.50	10.50
Notification of change of name or address (personal licence)	10.50	10.50
Notice of interest in any premises	21.00	21.00
Personal Licence Fee	37.00	37.00
Minor variation	89.00	89.00

\* POA - Payment on Application

## PLANNING & BUILDING SERVICE FEES & CHARGES 2021/22

	CHARGES 2020/21 £	CHARGES 2021/22 £
<b>Town and Country Planning</b>		
<b>Planning Pre Application Enquiry Fees</b> (figures exclude VAT at the Standard Rate)		
Householder	48.33	48.33
1 dwelling	120.00	120.00
2-5 dwellings	215.83	215.83
6-9 dwellings	360.00	360.00
10-20 dwellings	635.83	635.83
21+ dwellings	10% of full planning application fee	10% of full planning application fee
Other development 0 -99m <sup>2</sup>	90.00	90.00
Other development 100-499m <sup>2</sup>	240.00	240.00
Other development 500-999m <sup>2</sup>	450.00	450.00
Other development 1,000m <sup>2</sup> +	540.00 or 10% of application fee whichever is greater	540.00 or 10% of application fee whichever is greater
Change of use	120.00	120.00
Advertisements	48.33	48.33
Variation of condition	50.00	50.00
<u>Reduced Fees</u>		
Proposals by Parish Councils	50% reduction	50% reduction
Proposals by non-profit making clubs or other non profit making sporting or recreational organisations, relating to playing fields for their own use	50% reduction	50% reduction
Follow up amended pre application enquiries	50% reduction	50% reduction
<u>Exemptions</u>		
Affordable Housing Exception Schemes in Rural Areas by Registered Providers	FREE	FREE
Listed Building works not requiring planning permission	FREE	FREE
Conservation Area demolition	FREE	FREE
Article 4 directions	FREE	FREE
Alterations to dwelling houses or buildings to which members of the public are admitted, for the purpose of providing means of access for disabled people (or securing the safety, health or comfort of disabled people, in the case of dwelling houses).	FREE	FREE
Non-material amendments	FREE	FREE
Extension of time for implementation	FREE	FREE
<b>Planning Application Fees</b>	Statutory Scale of Charges	Statutory Scale of Charges

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

**PLANNING & BUILDING SERVICE  
FEES & CHARGES 2021/22**

	<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>
<b>Plan Copying (per side)</b>		
A2	2.50	2.50
A1	5.00	5.00
A0	10.00	10.00
 A4 OS Site Plans for Planning Applications - set of 6 copies (including OS charge)	 18.00	 18.00
1/500 scale - rural and urban; 1/1250 urban and 1/2500 rural		
<b>Planning Enquiries Relating to Land Transactions</b>	35.00	35.50
<b>Planning Enquiries requiring research. Written response per hour or part thereof</b>	50.00	51.00
<b>Planning Permission - Letters of Compliance per enquiry</b>		
Basic investigations, plus letter	35.00	35.50
Detailed investigations and/or site visit, plus letter	80.00	82.00
<b>Legal Agreements - Letters of Compliance per enquiry</b>		
Basic investigations, plus letter	35.00	35.50
Detailed investigations and/or site visit, plus letter	80.00	82.00
<b>High Hedges Complaint Fee</b>	350.00	356.00
<b>Tree Consent - written response per enquiry</b>	21.50	22.00
<b>Adoption Inspections of Open Space / Landscape Areas per inspection</b>	111.75	113.50
<b>Comprehensive TPO Enquiries per hour</b>	43.00	43.75

**PLANNING & BUILDING SERVICE  
FEES & CHARGES 2021/22**

		<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>
<b>Applications to Extinguish/Divert Public Rights of Way</b>			
	Retainer:	1,200.00	1,200.00
(Section 257)	- Basic Fee	if withdrawn	300.00
		if refused	600.00
	- Opposed Orders	Additional work per hour plus advertising	90.00
			90.00
		0.20	0.20
		0.20	0.20

**Building Control**

For fees and charges for all Building Regulations Applications please refer to the Council's website:  
[www.testvalley.gov.uk](http://www.testvalley.gov.uk)  
 or contact the Building Control Section on 01264 368741  
 or 01264 368312



**PROPERTY & ASSET MANAGEMENT SERVICE  
FEES & CHARGES 2021/22**

	<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>
<b>High Street</b> (Daily or part thereof)		
Concessionary	63.75	64.85
Commercial / Private Hire	283.55	288.45
<b>Time Ring</b> (Daily or part thereof)		
Concessionary	21.95	22.35
Private Hire	42.85	43.60
Commercial Hire	144.35	146.80

Conditions of Hire:

Full terms and conditions can be viewed on the

Council's website [www.testvalley.gov.uk](http://www.testvalley.gov.uk)

Or contact the Property and Asset Management Service on 01264 368000

**PROPERTY & ASSET MANAGEMENT SERVICE  
FEES & CHARGES 2021/22**

**UPPER GUILDHALL**

Sessions	Private Hire		Commercial Hire		Concessionary	
	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	169.10	318.90	393.10	555.85	112.60	148.85
Morning 08.00 - 13.00	53.95	107.40	129.70	195.55	35.80	44.60
Afternoon 13.00 - 18.00	53.95	107.40	129.70	195.55	35.80	44.60
Evening 18.00 - 24.00	66.40	128.65	155.60	234.45	46.70	76.80
Hourly (Min. 2 hrs)	32.70	36.85	62.75	80.35	15.60	17.65

**Wedding Fees**

	<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>
Weekday (excluding bank holidays)	188.20	191.40
Saturday	294.80	299.80
Sunday / Bank Holiday	318.70	324.15

The above fee includes 1 hour for rehearsal  
Bookings can be for morning (08:00 - 13:00) or afternoon (13:00 - 16:00)

**Conditions of Hire**

See Crosfield Hall Charges

**PROPERTY & ASSET MANAGEMENT SERVICE  
FEES & CHARGES 2021/22**

**CROSFIELD HALL**

<b>Whole Complex</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	314.80	356.20	411.90	569.05	213.70	282.75
Morning 08.00 - 13.00	94.45	106.35	124.60	171.15	62.80	82.00
Afternoon 13.00-18.00	126.65	140.04	166.05	229.85	81.50	111.60
Evening 18.00 - 24.00	151.55	168.15	199.35	274.90	97.55	133.80
Hourly (Min. 2 hrs)	32.70	34.80	39.95	53.90	18.70	27.50
<b>Main Hall</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	212.60	237.00	324.50	459.70	139.10	213.65
Morning 08.00 - 13.00	62.80	74.25	96.55	135.80	42.60	62.80
Afternoon 13.00-18.00	81.40	94.60	129.70	182.55	53.90	81.40
Evening 18.00 - 24.00	97.65	113.15	155.60	218.65	64.35	97.65
Hourly (Min. 2 hrs)	18.70	24.45	32.70	44.65	13.50	18.70
<b>Annexe</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	157.15	174.20	243.35	344.25	105.30	173.15
Morning 08.00 - 13.00	45.70	49.85	75.30	104.25	31.65	49.85
Afternoon 13.00-18.00	62.80	74.25	96.65	136.05	42.60	72.25
Evening 18.00 - 24.00	75.30	92.30	116.20	163.00	50.85	86.20
Hourly (Min. 2 hrs)	14.55	15.60	24.45	33.75	9.40	15.60
<b>Nightingale Room</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	60.30	78.35	105.30	146.70	43.60	73.15
Morning 08.00 - 13.00	17.65	24.45	31.65	43.60	13.50	18.70
Afternoon 13.00-18.00	24.45	31.65	42.60	56.05	15.60	27.55
Evening 18.00 - 24.00	29.10	37.90	50.85	67.40	18.70	33.25
Hourly (Min. 2 hrs)	7.30	8.30	9.40	14.60	4.10	7.15

# PROPERTY & ASSET MANAGEMENT SERVICE FEES & CHARGES 2021/22

## CROSFIELD HALL (Cont.)

### NOTES:

#### Storage Charges

(For Regular Hirers of the Crosfield Hall)

Type of Storage	Size	Annual Charge
Metal Cupboard	Up to 1200mm x 1000mm x 470mm	£44.60
Storage area under stage (One Side)	1200mm x 3600mm x 6000mm	£155.10

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

#### Conditions of Hire for Guildhall and Crosfield Hall

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

#### Sunday Trading

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

#### Discounts

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

#### Concessionary Rates

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

**PROPERTY & ASSET MANAGEMENT SERVICE  
FEES & CHARGES 2021/22**

**OFFICE ACCOMMODATION - BEECH HURST**

<b>Conference Room 1</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 09.00 - 23.00	248.00	521.20	373.25	638.70	173.15	N/A
Morning 09.00 - 13.00	123.10	247.90	153.10	303.10	87.25	N/A
Afternoon 13.00-17.00	123.10	247.90	153.10	303.10	87.25	N/A
Evening 18.00 - 23.00	153.60	309.70	190.95	378.60	109.05	N/A

<b>Conference Rooms 2 &amp; 5</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 09.00 - 23.00	169.10	247.90	225.30	376.55	104.25	N/A
Morning 09.00 - 13.00	88.25	143.15	118.75	189.45	56.95	N/A
Afternoon 13.00-17.00	88.25	143.15	118.75	189.45	56.95	N/A
Evening 18.00 - 23.00	110.10	179.00	148.50	235.95	71.20	N/A

<b>Interview Room</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 09.00 - 23.00	80.35	142.15	123.10	216.90	63.85	N/A
Morning 09.00 - 13.00	31.65	47.75	56.05	92.30	24.45	N/A
Afternoon 13.00-17.00	31.65	47.75	56.05	92.30	24.45	N/A
Evening 18.00 - 23.00	38.90	76.30	80.35	128.65	31.65	N/A

**Discounts**

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

**Concessionary Rates**

No concessionary rates for Saturday, Sunday and Bank Holidays.

**Other**

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

Buffet lunches per menus

Equipment Hire £47.80

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

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

**NB**

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

Due to the location of Conference Room 4, the hire of this room will be at the discretion of the Head of Property & Asset Management

**PROPERTY & ASSET MANAGEMENT SERVICE  
FEES & CHARGES 2021/22**

**PARKING**

	<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>
<b>Parking Penalties</b>		
Higher Level Tariff Penalty Charge	70.00	70.00
Lower Level Tariff Penalty Charge	50.00	50.00
Higher Level Tariff Penalty Charge (if paid within 14 days)	35.00	35.00
Lower Level Tariff Penalty Charge (if paid within 14 days)	25.00	25.00
Higher Level Tariff Penalty Charge (if not paid within 60 days)	105.00	105.00
Lower Level Tariff Penalty Charge (if not paid within 60 days)	75.00	75.00
<b>Parking Tickets</b>		
Ultra Short/Short/Medium term car parks		
2 hours	1.00	1.00
3 hours	2.00	2.00
4 hours	3.00	3.00
5 hours	4.00	4.00
Over 5 hours	5.90	5.90
Long Stay car parks		
2 hours **	1.00	1.00
3 hours **	2.00	2.00
4 hours	3.00	3.00
5 hours	4.00	4.00
Over 5 hours	4.40	4.40
** Shepherds Spring Lane, Andover - special rate 2 hours	Free	Free
** Shepherds Spring Lane, Andover - special rate 3 hours	1.20	1.20
The Rapids Romsey		
4 hours	Free	Free
Over 4 hours	2.10	2.10
Coaches/Market Traders at the Rapids and Shepherds Spring Lane		
Up to 5 hours	3.50	3.50
Over 5 hours	7.00	7.00
** Special Long Term only		
<b>Season Tickets</b>		
Annual	680.00	680.00
Quarterly	200.00	200.00
Romsey Sports Centre		
9 month	96.00	96.00
Quarterly	37.00	37.00
Andover Shepherds Spring Lane special rate		
Annual	530.00	530.00
Quarterly	150.00	150.00
Replacement (lost or missing)	30.00	30.00
Student Parking Annual 3 day - term time only	120.00	120.00
Student Parking Annual 4 day - term time only	160.00	160.00
Student Parking Annual 5 day - term time only	200.00	200.00
Discount for purchase of 100 season tickets in single transaction for Shepherds Spring Lane and Chantry Centre car parks only	33% discount	33% discount
Zone Z	15.00	40.00

**PROPERTY & ASSET MANAGEMENT SERVICE  
FEES & CHARGES 2021/22**

**PARKING**

	<b>CHARGES 2020/21 £</b>	<b>CHARGES 2021/22 £</b>
<b>Miscellaneous Parking Charges</b>		
Issue of quarterly bus pass (MDA Scheme)	10.00	10.00
Suspension of parking bay off-street		Daily parking rate
Up to 2 months		Pro rata season ticket rate
After 2 months		
<b>Exemptions</b>		
Access to Businesses - High Street, Andover	FREE	FREE
<b>Highways</b>		
<b>Street and Property Naming</b>		
Administration of property name changes	88.75	90.30
Provide information on street naming and postal numbering on new developments		
1 dwelling	120.00	122.05
2 - 20 dwellings	240.00	244.10
21+ dwellings (price per dwelling)	11.75	12.00
Street re-naming (plus advertising and legal costs)	480.95	489.50
Fee is payable in advance and is non-refundable. No charge will apply where the street naming request is submitted by the emergency services.		
Temporary Road Closures (Town Police Clauses Act)	26.00	26.50

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