

# Fees and Charges

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TestValleyBC



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**FEES AND CHARGES**  
**2018/19**

## CONTENTS

The majority of fees and charges for 2018/19 were approved by the Cabinet at its meeting on 18th October 2017.

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 2018/19**

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

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

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

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

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

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

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

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

### **Usage by Clubs**

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

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

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

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



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

<b>The Lights</b>	<b>CHARGES 2017/18</b>		<b>CHARGES 2018/19</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 *.				
<b>Hire of Theatre</b>				
4 hours	310.00	510.00	315.00	525.00
8 hours	405.00	675.00	415.00	690.00
12 hours	610.00	1,000.00	625.00	1,025.00
Weekly Hire	2,100.00	2,100.00	2,150.00	2,150.00
Charge for Sunday Hire	150.00	200.00	150.00	200.00
Sunday 10am - 10pm				
Monday to Saturday 6pm to 11pm				
<b>Hire of Arena</b>				
4 hours	215.00	330.00	220.00	340.00
8 hours	270.00	420.00	280.00	430.00
12 hours	300.00	480.00	310.00	490.00
<b>Hire of Conference Room</b>				
4 hours	80.00	130.00	80.00	130.00
8 hours	140.00	230.00	140.00	230.00
12 hours	180.00	295.00	180.00	295.00
<b>Hire of Board Room</b>				
4 hours	72.00	116.00	72.00	116.00
8 hours	120.00	205.00	120.00	205.00
12 hours	160.00	260.00	160.00	260.00
<b>Hire of Studio One</b>				
4 hours	96.00	165.00	96.00	165.00
8 hours	175.00	270.00	175.00	270.00
12 hours	220.00	350.00	220.00	350.00
<b>Hire of Dance Studio</b>				
4 hours	96.00	165.00	96.00	165.00
8 hours	175.00	270.00	175.00	270.00
12 hours	220.00	350.00	220.00	350.00
Additional dressing room per 4 hour session	36.00	36.00	37.00	37.00

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

	CHARGES 2017/18		CHARGES 2018/19	
	Non- Commercial	Commercial	Non- Commercial	Commercial
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	45.00	45.00	45.00	45.00
Projector	55.00	55.00	55.00	55.00
Screen Hire (per day)	40.00	40.00	40.00	40.00
Laptop, Projector, Screen (per day)	130.00	130.00	130.00	130.00
Technical Services (4 hour session)	60.00	60.00	60.00	60.00
Ticket Printing - per show	12.50	12.50	12.50	12.50
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.				
Non-cash transaction fee	1.00 *	1.00 *	N/A	N/A
Internet Booking Fee	2.50 *	2.50 *	1.20 *	1.20 *
Grand Piano Hire (inc. moving and tuning)	85.00	85.00	85.00	85.00
TV & DVD (per day)	32.00	32.00	32.00	32.00
Lectern (per day)	12.00	12.00	12.00	12.00
Radio Microphone	18.00	18.00	18.00	18.00
Advertising - What's On Brochure - 1/3rd page	100.00	150.00	100.00	150.00
Banner Site - Lights' Roof	50.00	50.00 *	N/A	N/A
Star Cloth	45.00	45.00	45.00	45.00
Wedding Reception Venue Hire	1,600.00	N/A	1,600.00	N/A
Arena Café Bar Closure	N/A	N/A	200.00	200.00

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

### Cemeteries

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

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

	2017/18 £	2018/19 £
<b>1 Interment and Scattering Management Fee</b>		
(No charge for persons 3 years or under)		
Ashes interment	247.00	253.00
Scattering of Ashes	247.00	253.00
Full Burial Plots Single Interment	548.00	562.00
Full Burial Plots Double Interment	678.00	695.00
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")	283.00	290.00
<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)	448.00	459.00
<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)	636.00	652.00
<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.	346.00	355.00
<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 AND CHARGES 2018/19**

	<b>CHARGES 2017/18 £</b>	<b>CHARGES 2018/19 £</b>
<b>Cemeteries (Cont.)</b>		
<u>Proposed Cremated Remains plots</u>		
e. Cremated remains plot size 0.508m(1'8") x 0.508m (1'8"). Applies to both double and single depth.	382.00	392.00
<u>Memorial Guidance for Proposed Cremated Remains Plots</u>		
Foundation Stone not exceeding 0.508m (1'8") x 0.508m (1'8")		
A tablet, cross, book or desk top style or upright memorial should not exceed 0.508m (1'8") in height, 0.457m (1'6") in width and 0.457 (1'6") in depth.		
<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") including the base and 0.457m (1'6") in depth.	132.00	135.00
<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	100.00	102.00
<b>Additional Inscription</b>	27.00	28.00
<b>Replacement memorial (identical)</b>	27.00	28.00
<b>Renovation of memorial</b>	27.00	28.00

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

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

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

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

**4 Other Cemetery Services**

a. Transfer of Exclusive Right of Burial to a new registered owner.	34.00	35.00
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 AND CHARGES 2018/19**

### **Sporting Facilities managed by Places for People Ltd**

Andover Leisure Centre                      01276 418200    enquiries@pfpleisure.org

Romsey Rapids                                      01276 418200    enquiries@pfpleisure.org

Romsey Sports Centre                      01276 418200    enquiries@pfpleisure.org

Charlton Lakeside Pavilion                      01276 418200    enquiries@pfpleisure.org

The Knightwood Leisure Centre                      01276 418200    enquiries@pfpleisure.org

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

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

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

## CORPORATE FEES AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £
<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
Small Advert Portrait only (63mm x 66mm)	125.00	N/A

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

### General Photocopying

General Photocopying (per side)

Black and White		
A4/A5	0.20	0.20
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 AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £
<b>Bulky Household Waste Collection</b>		
Single Item	27.75	28.50
Multiple items (maximum of four items)	50.00	51.50
Garden Waste - price on application, subject to a minimum charge of	32.50	33.00
Disposable sacks for Schedule 2 Waste (roll of 25)	55.50	57.00
<b>Garden Waste Collection</b>		
Initial Annual Subscription *	31.00	32.50
Additional Annual Subscriptions	17.50	18.50
Replacement Sack	1.75	1.75
* one subscription is one sack / approved receptacle		
<b>Wheeled Bins</b>		
Purchase of black wheeled bin for waste collection (per bin)	30.00	31.00
Purchase of brown/green wheeled bin for waste collection (per bin)	25.00	25.00
Purchase of 1100 litre wheeled bin for waste collection	280.00	290.00
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
Dog Fouling and Dropping Litter	50 / 80	50 / 80
Street Litter Control Notices/Litter Clearing Notices	60 / 110	60 / 110
Graffiti / Flyposting	50 / 80	50 / 80
Offences in relation to waste receptacles	60 / 110	60 / 110
Abandoning a Vehicle	120 / 200	120 / 200
Failure to produce authority (waste transfer notes)	180 / 300	180 / 300
Failure to furnish documentation (waste carrier's licence)	180 / 300	180 / 300

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

	<b>CHARGES 2017/18 £</b>	<b>CHARGES 2018/19 £</b>
<b>Vehicle Workshop Charges</b>		
Brake Roller Test (Per Axle)	24.50	25.00
Air Con Servicing	N/A	30.00
<b>Hire Charges</b>		
Operative Hire	25.50	26.00
Operative and Van Hire	36.50	37.25
Mechanical Sweeper - Large (HGV) Sweeper	51.00	52.50
Mechanical Sweeper - Compact Unit	39.00	40.00
<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)	40.00	40.00
Class 5 vehicles (Passenger vehicles)	50.00	50.00
Class 7 vehicles (Goods vehicles up to 3,500 kg)	50.00	50.00
Combined Taxi / Hackney Carriage Test & MoT	76.00	76.00



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

	<b>CHARGES 2017/18 £</b>	<b>CHARGES 2018/19 £</b>
<b>High Street</b> (Daily or part thereof)		
Concessionary	60.00	61.00
Commercial / Private Hire	265.00	271.00
 <b>Time Ring</b> (Daily or part thereof)		
Concessionary	21.00	21.00
Private Hire	40.00	41.00
Commercial Hire	135.00	138.00

Conditions of Hire:

Full terms and conditions can be viewed on the  
Council's website [www.testvalley.gov.uk](http://www.testvalley.gov.uk)  
Or contact the Estates Service on 01264 368000

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

**THE RENDEZVOUS / UPPER GUILDHALL**

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

**Wedding Fees**

	<b>CHARGES 2017/18 £</b>	<b>CHARGES 2018/19 £</b>
Weekday (excluding bank holidays)	176.00	180.00
Saturday	275.00	282.00
Sunday / Bank Holiday	298.00	305.00

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

**Conditions of Hire**

See Crosfield Hall Charges

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

**CROSFIELD HALL**

<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	296.00	335.00	387.00	535.00	201.00	266.00
Morning 08.00 - 13.00	89.00	100.00	117.00	161.00	59.00	77.00
Afternoon 13.00-18.00	119.00	132.00	156.00	216.00	77.00	105.00
Evening 18.00 - 24.00	119.00	132.00	156.00	216.00	77.00	105.00
Hourly (Min. 2 hrs)	31.00	33.00	38.00	51.00	18.00	26.00
<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	200.00	223.00	305.00	432.00	131.00	201.00
Morning 08.00 - 13.00	59.00	70.00	91.00	128.00	40.00	59.00
Afternoon 13.00-18.00	77.00	89.00	122.00	172.00	51.00	77.00
Evening 18.00 - 24.00	77.00	89.00	122.00	172.00	51.00	77.00
Hourly (Min. 2 hrs)	18.00	23.00	31.00	42.00	13.00	18.00
<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	148.00	164.00	229.00	324.00	99.00	163.00
Morning 08.00 - 13.00	43.00	47.00	71.00	98.00	30.00	47.00
Afternoon 13.00-18.00	59.00	70.00	91.00	128.00	40.00	68.00
Evening 18.00 - 24.00	59.00	70.00	91.00	128.00	40.00	68.00
Hourly (Min. 2 hrs)	14.00	15.00	23.00	32.00	9.00	15.00
<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	57.00	74.00	99.00	138.00	41.00	69.00
Morning 08.00 - 13.00	17.00	23.00	30.00	41.00	13.00	18.00
Afternoon 13.00-18.00	23.00	30.00	40.00	53.00	15.00	26.00
Evening 18.00 - 24.00	23.00	30.00	40.00	53.00	15.00	26.00
Hourly (Min. 2 hrs)	7.00	8.00	9.00	14.00	4.00	7.00

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

## CROSFIELD HALL (Cont.)

### NOTES:

#### Storage Charges

(For Regular Hirers of the Crosfield Hall)

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

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

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

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

#### Sunday Trading

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

#### Discounts

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

#### Concessionary Rates

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

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

**OFFICE ACCOMMODATION - BEECH HURST**

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

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

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

**Discounts**

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

**Concessionary Rates**

No concessionary rates for Saturday, Sunday and Bank Holidays.

**Other**

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

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

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

**NB**

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

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

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

**PARKING**

	<b>CHARGES 2017/18 £</b>	<b>CHARGES 2018/19 £</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		
30 minutes	0.50	0.50
45 minutes	0.70	0.70
1 hour	1.00	1.00
2 hours	1.60	1.60
3 hours	2.00	2.00
4 hours	2.70	2.70
5 hours	3.40	3.40
Over 5 hours	5.90	5.90
Long Stay car parks		
30 minutes	0.50	0.50
45 minutes	0.70	0.70
1 hour	1.00	1.00
2 hours **	1.60	1.60
3 hours **	2.00	2.00
4 hours	2.40	2.40
5 hours	2.80	2.80
Over 5 hours	4.40	4.40
** Shepherds Spring Lane, Andover - special rate 2 hours	1.10	1.10
** 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	25% discount	

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

**PARKING**

	<b>CHARGES 2017/18 £</b>	<b>CHARGES 2018/19 £</b>
<b>Resident's Permits</b>	15.00	15.00
<b>Miscellaneous Parking Charges</b>		
Aster residents' permits (lost or missing)	30.00	30.00
On-street permits (for vehicles exempt from 'parking places' in Romsey)	16.00	16.00
Tradesmen's waivers on street - per week for first 4 weeks and thereafter per month	16.00	16.00
Suspension of parking place, including waiver on street	60.00	60.00
Issue of quarterly bus pass (MDA Scheme)	10.00	10.00
Suspension of parking bay off-street		
Up to 2 months		Daily parking rate
After 2 months		Pro rata season ticket rate
<b>Exemptions</b>		
Access to Businesses - High Street, Andover	FREE	FREE

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

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

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



## HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2018/19

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

## HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £
<b>Houses in Multiple Occupation</b>		
Licensing - Basic Fee	478.00	490.00
- Maximum Fee	N/A	
- Drawing plan on landlord request	75.00 *	77.00 *
10% discount for members of recognised landlord associations		
* Plus VAT at standard rate		
<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	110.25	110.25
Varying site licence conditions	253.75	253.75
Depositing site rules	46.75	46.75
Granting a site licence - 1-5 units	288.00	288.00
- 6-15 units	340.50	340.50
- 16-30 units	375.50	375.50
- 31-45 units	419.25	419.25
- 46 and above units	463.00	463.00
Annual fee - 2-5 units	232.75	232.75
- 6-15 units	250.25	250.25
- 16-30 units	337.75	337.75
- 31-45 units	372.75	372.75
- 46 and above units	390.25	390.25
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>	250.00 per unit	256.75 per unit
<b>Health Education Courses</b>		
Health & Safety and Food Hygiene Courses	On application	
<b>Photographs</b>		
Photograph from negative	6.00	6.00
Photograph from print	15.00	15.00
Digital Photographs	6.00	6.00

## HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2018/19

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

## HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £
<b>Commercial Premises:</b>		
Non Contract work		
Rodents - initial visit	99.00 *	101.00 *
Rodents - additional visits	50.00 *	51.00 *
Fleas	77.00 *	79.00 *
Other Insects (Minimum charge - 1 hour)	77.00 *	79.00 *
Additional visits - hourly rate plus cost of materials		
Wasps, Hornets' Nest (Payment in advance)	60.00 *	61.00 *
Each additional nest (Payment in advance)	21.25 *	21.50 *
Advice / Premises Surveys	22.25 *	22.50 *
<b>If an invoice is required a charge of £12 will be added to the cost of treatments.</b>		
Contract Work - Rodents and Insects. Quotations given for individual premises		
* Plus VAT at standard rate		
<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 £45 per hour (minimum 1 hour) plus £30 per additional half hour or part thereof, plus £24 administration time.		
<b>Water Sampling</b>		
Plus Analysts fees for Water Supplies in Categories A-E	68.00	69.00
Swimming pools - plus analysts fee	25.00	25.00
<b>Food Register</b>		
Viewing register	Nil	Nil
Single entry from register	10.00	10.00
Section copy of register	42.50	43.00
Whole register copy	76.00	78.00
<b>Pollution and Contaminated Land</b>		
Contaminated land and general pollution related queries	47.00	48.00
Detailed contaminated land and pollution queries (Minimum of 1 hour, thereafter £43 for each hour or part thereof)	47.00	48.00
Contaminated Land Registry		
Viewing register	Nil	Nil
Single entry from register	6.00	6.00
Whole register copy	59.50	61.00
<b>Attendance at Court, Factual Statements</b> (Hourly rate of E & H Officer involved)		

**LEGAL & DEMOCRATIC SERVICE  
FEES AND CHARGES 2018/19**

	<b>CHARGES 2017/18 £</b>	<b>CHARGES 2018/19 £</b>
<b>Local Land Charges</b>		
<b>Full Search</b>		
LLC1	40.00	27.00
CON29R	57.00 *	70.00 *
Additional parcels - LLC1	7.00	5.00
Additional parcels - CON29R	8.00 *	12.50 *
Part II Enquiries	14.00 *	N/A
Handling Fee for Con29O	20.00 *	N/A
Additional Questions	20.00	N/A
<b>Part II Enquiries/Full Search</b>		
Each CON29O enquiry 4, 21 or 22	0.00	25.00 *
Each CON29O enquiry 5-20 (Excluding Q8)	0.00	12.50 *
<b>Part II Enquiries/CON290 Only</b>		
Each CON290 enquiry 4, 21 or 22	0.00	25.00 *
Each CON290 enquiry 5-20 (Excluding Q8)	0.00	12.50 *
<b>Data Protection</b>		
Data Subject Access Requests - Statutory Maximum	10.00	10.00

\* VAT will be added at the standard rate

**LEGAL & DEMOCRATIC SERVICE  
FEES AND CHARGES 2018/19**

		<b>CHARGES 2017/18 £</b>	<b>CHARGES 2018/19 £</b>
<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
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		350.00	350.00
Scrap Metal Dealers - Grant/renewal - Collector's licence		220.00	220.00
Scrap Metal Dealers - Variation of licence		130.00	130.00
<b>Hackney Carriages and Private Hire Vehicle Licences</b>			
Replacement Plate		8.00	8.00
Hackney Carriages - Vehicle		92.00	92.00
Hackney Carriages - Temporary Change of Vehicle		49.00	49.00
Hackney Carriages - Transfer of Vehicle Ownership		25.00	25.00
Hackney Carriages - Inspection (Initial)		50.75	50.75
Private Hire - Vehicle		92.00	92.00
Private Hire - Temporary Change of Vehicle		49.00	49.00
Private Hire - Transfer of Vehicle Ownership		25.00	25.00
Private Hire - Inspection (Initial)		50.75	50.75
Operator Licence - One Year		77.00	77.00
Operator Licence - Five Years		198.00	198.00
New Driver Licence - One Year*		155.00	155.00
New Driver Licence - Three Years*		171.00	171.00
Renewal Driver Licence - One Year*		107.00	107.00
Renewal Driver Licence - Three Years*		123.00	123.00
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 AND CHARGES 2018/19

### Gambling Act 2005 Permit Fees

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

### Gambling Act 2005 Premises Fees

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

#### Notes

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

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

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

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

## LEGAL & DEMOCRATIC SERVICE FEES AND CHARGES 2018/19

### Liquor Licences

#### Applications for Premises Licences

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

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

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

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



**LEGAL & DEMOCRATIC SERVICE  
FEES AND CHARGES 2018/19**

<b>Liquor Licences Continued</b>	<b>CHARGES 2017/18 £</b>	<b>CHARGES 2018/19 £</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 AND CHARGES 2018/19

	CHARGES 2017/18 £	CHARGES 2018/19 £
<b>Town and Country Planning</b>		
<b>Planning Pre Application Enquiry Fees</b> (figures exclude VAT at the Standard Rate)		
Householder	40.00	40.00
1 dwelling	100.00	100.00
2-5 dwellings	180.00	180.00
6-9 dwellings	300.00	300.00
10-20 dwellings	530.00	530.00
21+ dwellings	10% of Application Fee	10% of Application Fee
Other development 0 -99m <sup>2</sup>	75.00	75.00
Other development 100-499m <sup>2</sup>	200.00	200.00
Other development 500-999m <sup>2</sup>	375.00	375.00
Other development 1,000m <sup>2</sup> +	450.00 or 10% of application fee whichever is greater	450.00 or 10% of application fee whichever is greater
Change of use	140.00	140.00
Advertisements	40.00	40.00
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 AND CHARGES 2018/19**

	<b>CHARGES 2017/18 £</b>	<b>CHARGES 2018/19 £</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) 1/500 scale - rural and urban; 1/1250 urban and 1/2500 rural	 18.00	 18.00
<b>Planning Enquiries Relating to Land Transactions</b>	35.00	35.00
<b>Planning Enquiries requiring research. Written response per hour or part thereof</b>	50.00	50.00
<b>Planning Permission - Letters of Compliance per enquiry</b>		
Basic investigations, plus letter	35.00	35.00
Detailed investigations and/or site visit, plus letter	80.00	80.00
<b>Legal Agreements - Letters of Compliance per enquiry</b>		
Basic investigations, plus letter	35.00	35.00
Detailed investigations and/or site visit, plus letter	80.00	80.00
<b>High Hedges Complaint Fee</b>	350.00	350.00
<b>Tree Consent - written response per enquiry</b>	21.00	21.00
<b>Adoption Inspections of Open Space / Landscape Areas per inspection</b>	107.00	107.00
<b>Comprehensive TPO Enquiries per hour</b>	42.00	42.00

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

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

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

	<b>CHARGES 2017/18 £</b>	<b>CHARGES 2018/19 £</b>
<b>Council Tax/ Non Domestic Rates</b>		
Summons Costs	50.00 *	50.00 *
Liability Order Costs	23.00	23.00

\* Includes court charges

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The Knightwood Leisure Centre	Community & Leisure	10
London Road Sports Ground	Community & Leisure	2
Picket Twenty	Community & Leisure	2
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Romsey Rapids	Community & Leisure	10
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**[www.testvalley.gov.uk](http://www.testvalley.gov.uk)**