

Fees and Charges

2022/23

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TestValleyBC



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FEES AND CHARGES
2022/23

CONTENTS

The majority of fees and charges for 2022/23 were approved by the Cabinet at its meeting on 27th October 2021.

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 2022/23**

SPORTING ACTIVITIES	CHARGES 2021/22 £	CHARGES 2022/23 £	
Charlton Sports Centre			
Football and Rugby:			
Adults	Monday to Friday	49.20	50.30
	Saturday/Sunday	60.50	61.90
Under 18	Charged at 50% of the full fee		
Supplement for use of Floodlit Pitch (per hour)		20.90	21.35
Training	Per pitch/hour	14.10	14.40
	Changing accommodation supplement	4.90	5.00
Mini Soccer		14.10	14.40
Cricket:			
Adults	Monday to Friday	48.90	50.00
	Saturday or Sunday	63.80	65.20
Under 18	Charged at 50% of the full fee		
Hire of Showground:			
Per day (commercial hire)		300.00	300.00
Per half day (commercial hire)		150.00	150.00
Running Track:			
Annual Season Ticket (April to March)			
Adult		39.00	39.85
Junior		19.80	20.25
Day Ticket			
Adult		3.40	3.45
Junior		1.45	1.50
Meetings:			
Saturday/Sunday/Bank Holidays			
9 am to 6 pm		279.10	285.25
Half Day (up to 4 hours)		165.50	169.15
Monday to Friday			
9 am to 6 pm		165.50	169.15
Half Day (up to 4 hours)		111.50	113.95
Under 18 - charged at 60% of the full fee			
Supplement to be charged for Floodlighting (per hour)		20.90	21.35
Groundsman attendance (half day)		80.20	81.95
Group training track only (per hour)		11.00	11.25
Hire of Pavilion Room:			
Per hour		11.80	12.05

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

		CHARGES 2021/22 £	CHARGES 2022/23 £
SPORTING ACTIVITIES			
London Road Sports Ground			
Football:			
Adults	Monday to Friday	49.20	50.30
	Saturday/Sunday	60.50	61.90
Under 18	Charged at 50% of the full fee		
Mini Soccer		14.10	14.40
Cricket:			
Adults	Monday to Friday	48.90	50.00
	Saturday/Sunday	63.80	65.20
Under 18	Charged at 50% of the full fee		
East Anton			
Football:			
Under 18	Monday to Friday	24.60	25.15
	Saturday/Sunday	30.25	30.95
Mini Soccer		14.10	14.40
Cricket:			
Adults	Monday to Friday	48.90	50.00
	Saturday/Sunday	63.80	65.20
Under 18	Charged at 50% of the full fee		
Hire of Pavilion Room:			
Per hour		N/A	18.00
Storage cage:			
Per month		N/A	10.00
Per annum		N/A	100.00

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

SPORTING ACTIVITIES		CHARGES 2021/22 £	CHARGES 2022/23 £
Picket Twenty			
Football:			
Adults	Monday to Friday	49.20	50.30
	Saturday/Sunday	60.50	61.90
Under 18	Charged at 50% of the full fee		
Training	Per pitch/hour	14.10	14.40
	Changing accommodation supplement	4.90	5.00
Cricket:			
Adults	Monday to Friday	48.90	50.00
	Saturday/Sunday	63.80	65.20
Under 18	Charged at 50% of the full fee		
Hire of Ground:			
	Per day (commercial hire)	300.00	300.00
	Per half day (commercial hire)	150.00	150.00
External Activities	Per hour	N/A	14.40
	Changing accommodation/toilets supplement	N/A	5.00
Hall:			
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

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

SPORTING ACTIVITIES	CHARGES 2021/22 £	CHARGES 2022/23 £	
Rooksbury Mill			
Fishing:			
Daily permit - per rod	8.35	8.35	
Season ticket	53.65	53.65	
* Under 18 and over 60 - 50% fees			
Romsey Memorial Park			
Tennis:			
Adult - per court per hour	FREE	FREE	
Child - per court per hour	FREE	FREE	
Fishing:			
Residents (per rod per day)	18.55	18.55	
Non-Residents (per rod per day)	36.15	36.15	
Residents (per rod per half day)	11.35	11.35	
Non-Residents (per rod per half day)	22.85	22.85	
* Residents under 18 and over 60 - 50% fees			
Romsey Sports Centre			
Cricket:			
Adults	Monday to Friday	48.90	50.00
	Saturday/Sunday	63.80	65.20
Under 18	Charged at 50% of the full fee		
Football and Rugby:			
Adults	Monday to Friday	49.20	50.30
	Saturday/Sunday	60.50	61.90
Under 18	Charged at 50% of the full fee		
Training:			
	Per pitch/hour	14.10	14.40
	Changing accommodation supplement	4.90	5.00
Floodlights (per court)		6.90	7.05

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

SPORTING ACTIVITIES	CHARGES 2021/22 £	CHARGES 2022/23 £	
Saxon Fields Sports Ground			
Football:			
Adults	Monday to Friday	49.20	50.30
	Saturday/Sunday	60.50	61.90
Under 18	Charged at 50% of the full fee		
Training	Per pitch/hour	14.10	14.40
	Changing accommodation supplement	4.90	5.00
Mini Soccer		14.10	14.40
Hunts Farm Sports Centre			
Cricket:			
Adults	Monday to Friday	48.90	50.00
	Saturday/Sunday	63.80	65.20
Under 18	Charged at 50% of the full fee		
Football:			
Adults	Monday to Friday	49.20	50.30
	Saturday/Sunday	60.50	61.90
Under 18	Charged at 50% of the full fee		
Training	Per pitch/hour	14.10	14.40
	Changing accommodation supplement	4.90	5.00
Mini Soccer	Per match per pitch	14.10	14.40
Floodlights (training)	To be introduced Sept 22 if popular	0.00	7.05
Croquet Lawn:			
Per match		43.00	43.95
Hire of Top Room (Pavilion):			
Per hour		11.80	12.05
Hire of Ground:			
Per day (commercial hire)		300.00	300.00
Per half day (commercial hire)		150.00	150.00
Commercial hire of leisure land for exercise classes		On application	
Abbotswood Sports Ground			
Football			
Adults	Monday to Friday	49.20	50.30
	Saturday/Sunday	60.50	61.90
Under 18	Charged at 50% of the full fee		
Training	Per pitch/hour	14.10	14.40
	Changing accommodation supplement	4.90	5.00
Hire of Pavilion Room:			
Per hour		N/A	18.00

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

SPORTING ACTIVITIES	CHARGES 2021/22 £	CHARGES 2022/23 £	
Ganger Farm			
Football and Rugby on grass pitch - per hour:			
Adults	Monday to Friday	49.20	50.30
	Saturday/Sunday	60.50	61.90
Under 18	Charged at 50% of the full fee		
Training	Per pitch/hour	14.10	14.40
Scrummage area		10.00	10.20
Mini Soccer		14.10	14.40
Junior football	Charged at 50% of the full fee		
Floodlights (portable)		N/A	7.05
Artificial pitches - per hour (matches should book for 2 hours):			
Full pitch			
Adults	Peak	70.00	70.00
	Off-peak	49.00	49.00
Junior	Peak	35.00	35.00
	Off-peak	24.50	24.50
Half pitch / Into Hockey			
Adults	Peak	50.00	50.00
	Off-peak	35.00	35.00
Junior	Peak	25.00	25.00
	Off-peak	17.50	17.50
Quarter pitch (six a side)			
All	Peak	35.00	35.00
	Off-peak	24.50	24.50
9v9 on Hockey pitch			
All	Peak	50.00	50.00
	Off-peak	35.00	35.00
Mini Football	Peak	25.00	25.00
	Off-peak	17.50	17.50
Floodlights (per hour)		10.00	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)		7.50	7.50

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

SPORTING ACTIVITIES		CHARGES 2021/22 £	CHARGES 2022/23 £
Ganger Farm cont.			
Hire of site per day		Price on application	
Upstairs Hall			
Adult	per hour	30.00	30.00
Junior	per hour	15.00	15.00
Commercial	per hour	45.00	45.00
Day rate	(9.00am - 5.00pm)	150.00	150.00
Evening rate	(5.00pm - 10.00pm)	120.00	120.00
Studio			
Adult	per hour	20.00	20.00
Junior	per hour	15.00	15.00
Commercial	per hour	30.00	30.00
Board Room			
Community	per hour	20.00	20.00
Commercial	per hour	30.00	30.00
Kitchen Hire			
Community	per hour	5.00	5.00
Commercial	per hour	7.50	7.50
Bar Hire			
Community	per hour	5.00	5.00
Commercial	per hour	7.50	7.50
Storage Cage			
	Per month	10.00	10.00
	Per annum	100.00	100.00

COMMUNITY & LEISURE SERVICE FEES & CHARGES 2022/23

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.

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. Non-Specified Charges - authority is given to the Contractor, in conjunction with the Head of Community & Leisure and the Head of Finance & Revenues, to negotiate and agree charges for the use of non-specified areas, experimental schemes and group bookings to encourage the use of underused or unused facilities and to negotiate discounts with charitable or youth bodies.

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

The Lights	CHARGES 2021/22		CHARGES 2022/23	
	£		£	
	Non- Commercial	Commercial	Non- Commercial	Commercial
All charges exclude VAT at the standard rate				
Hire of Theatre				
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				
Hire of Arena				
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
Hire of Conference Room				
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
Hire of Board Room				
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
Hire of Studio One				
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
Hire of Dance Studio				
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 2022/23**

The Lights	CHARGES 2021/22		CHARGES 2022/23	
	£		£	
	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	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 2022/23

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 2021/22 £	CHARGES 2022/23 £
1 Interment and Scattering Management Fee		
(No charge for persons 3 years or under)		
Ashes interment	269.00	275.00
Scattering of Ashes	269.00	275.00
Full Burial Plots Single Interment	598.00	611.00
Full Burial Plots Double Interment	740.00	756.00
NB - Above charges are for Test Valley residents. Double fee is payable for non-residents.		
2 Combined Fee for Purchase of Exclusive Right of Burial and Erection of Memorial		
These fees include the Deed of Grant and all expenses thereof.		
<u>Full Burial Plots</u>		
a. Childs Plot size 0.914m x 0.609m(3'0" x 2'0")	308.00	315.00
<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)	488.00	499.00
<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)	694.00	709.00
<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.	377.00	385.00
<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 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £
Cemeteries (Cont.)		
<u>Cremated Remains plots - New Area</u>		
e. Cremated remains plot size 0.508m(1'8") x 0.508m (1'8"). Applies to both double and single depth.	416.00	425.00
<u>Memorial Guidance for Cremated Remains Plots - New Area</u>		
Foundation Stone not exceeding 0.508m (1'8") x 0.508m (1'8")		
A tablet, cross, book or desk top style or upright memorial should not exceed 0.508m (1'8") in height, 0.457m (1'6") in width and 0.457 (1'6") in depth.		
3 Gravestones, Tablets and Memorial Inscriptions		
(Where the Exclusive Right of Burial was purchased prior to the introduction of the combined fee - 01 April 2004)		
<u>Lawn Memorial</u>		
a. A headstone, tablet, wooden cross, inscribed vase, not to exceed 1.066m (3'6") in height including the base, 0.762m (2'6") in width including the base and 0.457m (1'6") in depth.	143.00	146.00
<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	108.00	110.00
Additional Inscription	29.50	30.00
Replacement memorial (identical)	29.50	30.00
Renovation of memorial	29.50	30.00

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

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

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

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

4 Other Cemetery Services

a. Transfer of Exclusive Right of Burial to a new registered owner.	38.00	39.00
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 2022/23

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 2022/23

	CHARGES 2021/22 £	CHARGES 2022/23 £
Advertising - Test Valley News		
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 2022/23

	CHARGES 2021/22 £	CHARGES 2022/23 £
Bulky Household Waste Collection		
Single Item	30.50	31.50
Multiple items (maximum of four items)	55.00	56.50
Garden Waste - price on application, subject to a minimum charge of	36.00	37.00
Disposable sacks for Schedule 2 Waste (roll of 25)	59.00	60.00
Garden Waste Collection		
Initial Annual Subscription *	36.00	37.00
Additional Annual Subscriptions	20.50	21.00
Replacement Sack	1.85	1.90
* one subscription is one sack / approved receptacle		
Wheeled Bins		
Purchase of black wheeled bin for waste collection (per bin)	36.50	37.50
Purchase of brown/green wheeled bin for waste collection (per bin)	26.00	26.50
Purchase of 1100 litre wheeled bin for waste collection (communal bins)	310.00	380.00
There is no charge for changing from a small (140 litre) to a large (240 litre) brown recycling bin.		
Shopping Trolley Return		
Removal, Storage and Return	75.00	75.00
Direct return (where an agreement is in place with the owner)	35.00	35.00
Fixed Penalty Notice		
	Min / Max	Min / Max
Graffiti / Flyposting	75 / 150	75 / 150
Abandoning a Vehicle	120 / 200	120 / 200
Failure to produce authority (waste transfer notes)	180 / 300	180 / 300
Failure to furnish documentation (waste carrier's licence)	180 / 300	180 / 300
Dog Fouling (a breach of a PSPO) (statutory maximum)	100	100
Littering (including litter from a vehicle) - Fixed Penalty Notice	75 / 150	75 / 150
Offences in relation to waste receptacles (commercial)	75 / 150	75 / 150
Offences in relation to waste receptacles (household)	75 / 150	75 / 150
Unlawful disposal controlled waste (s33 fly-tipping)	200 / 400	200 / 400
Littering from a vehicle – Civil Penalty	N/A	50 / 160

ENVIRONMENTAL SERVICE FEES & CHARGES 2022/23

	CHARGES 2021/22 £	CHARGES 2022/23 £
Vehicle Workshop Charges		
Brake Roller Test (Per Axle)	25.00	25.50
Air Con Servicing	30.00	31.00
Hire Charges		
Operative Hire	28.00	28.50
Operative and Van Hire	40.00	41.00
Mechanical Sweeper - Large (HGV) Sweeper	56.00	57.00
Mechanical Sweeper - Compact Unit	42.50	43.50
<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>		
MoT Test Fees		
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 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £
Council Tax / Non Domestic Rates		
Summons Costs	46.00 *	46.00 *
Liability Order Costs	23.00	23.00

* Includes court charges

**HOUSING & ENVIRONMENTAL HEALTH SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £
Licences		
Breeding of dogs (plus Vet inspection costs)	246.90	252.30
Selling animals as pets	286.00	292.30
Hiring out horses for riding or riding instruction (plus Vet and other inspection costs)	247.00	252.45
Boarding for cats	260.00	265.70
Boarding in kennels for dogs	279.00	285.15
Combined boarding for cats and dogs	337.00	344.40
Home boarding for dogs (overnight care)	222.00	226.90
Day care for dogs - home facilities	202.00	N/A
Combined home boarding and day care for dogs	270.00	275.95
Day care for dogs - non-domestic facilities	279.00	285.15
Keeping or training animals for exhibition (3 year license) (plus Vet inspection costs)	247.00	252.45
Dangerous Wild Animals (plus Vet's costs)	207.00	211.55
Zoo (per 4 or 5 years, plus Vet's costs)	1,000.00	1,020.00
Street Trading Consents		
Application Fee - up to seven days only	43.75	44.70
Application Fee (6 or 12 months)	476.00	486.45
Annual Compliance Checking (6 or 12 months) - Food Trading	243.00	248.35
Annual Compliance Checking (6 or 12 months) - Non-Food Trading	69.00	70.50

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 2022/23

	CHARGES 2021/22 £	CHARGES 2022/23 £
Licenses Cont.		
Registrations		
Initial Registration of Hairdressers	115.00	117.55
Initial registration of ear piercing, electrolysis, acupuncture, tattooing or any other form of skin piercing	154.50	157.90
Variation of Registration for hairdressers or ear piercing, electrolysis, acupuncture, tattooing or any other form of skin piercing	63.00	64.40
Hygiene Certificates		
Issue of Standard Health Certificate / Export Health Certificate (where no visit required)	47.80	48.85
Issue of Health Certificate / Export Health Certificate (if inspection visit up to 30 mins duration on site is required) plus pro rata charge out rate if visit exceeds 30 minutes in duration (plus analysis charges as deemed necessary)	101.70	103.95
Dog Control		
Collection Fee (minimum)* (plus kennelling fee for number of days / part days recharged at cost)	55.90	57.15

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

HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES & CHARGES 2022/23

	CHARGES 2021/22 £	CHARGES 2022/23 £
Houses in Multiple Occupation		
Licence application (up to 5y licence)	570.00	582.00
Licence renewal (up to 5y licence)	515.00	526.00
Operation charge (HMO licensing scheme) - payable once a decision to grant a licence has been made	75.00	77.00
Supplementary operation charge - one-off charge applicable in the case of late applications only	256.00	262.00
DFG Administration Charge		
Charge on Disabled Facilities Grants where architect or agent isn't employed	10%	10%
Caravan Site Licences (set in separate fee policy)		
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
Fit and Proper person register application	N/A	224.00
Enforcement fees	Hourly rate	Hourly rate
Housing Act Notices & Orders		
Determination, preparation & serving of a Notice or making of an Order	Hourly rate Min. 2hrs	Hourly rate Min. 2hrs
Registered Provider Affordable Housing Enabling Fee	268.50 per unit	274.40 per unit
Health Education Courses		
Health & Safety and Food Hygiene Courses	On application	

HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES & CHARGES 2022/23

	CHARGES 2021/22 £	CHARGES 2022/23 £
Environmental Permits under the Pollution Prevention and Control Act 1999		
In accordance with the DEFRA fees and charges scheme		
Immigration Assessment of Fitness -		
Checks for residency and work permit applications	162.00 *	165.00 *
* Plus VAT at standard rate		
Pest Control		
Domestic Premises:		
Wasps, Hornets' Nest	53.90	55.10
Each additional nest (Payment in advance)	17.30	17.70
Rats & Mice - Maximum of three visits	76.25	77.95
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	35.60	36.40
Fleas		
Up to 3 bedroomed property	72.20	73.80
4 bedroomed property	83.40	85.25
5 bedroomed property	94.60	96.70
In excess of 5 bedrooms, each additional bedroom	11.20	11.45
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	117.00	119.55
4 bedroomed property	127.00	129.80
5 bedroomed property	138.30	141.35
In excess of 5 bedrooms, each additional bedroom	11.20	11.45
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	72.00	73.60
(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

HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES & CHARGES 2022/23

	CHARGES 2021/22 £	CHARGES 2022/23 £
Pest Control cont.		
Commercial Premises:		
Non Contract work		
Rodent treatment (Up to 3 visits and 5 bait stations, including invoice fee)	187.00 *	191.10 *
Additional treatment / check visit (up to 45mins on site)	60.00 *	61.30 *
Additional bait stations	15.25 *	15.60 *
Additional time per 15-min unit	10.20 *	10.40 *
Advice visit up to 45mins on site (paid in advance or invoice fee is applicable)	60.00 *	61.30 *
Bedbugs - initial survey (per hour)	72.00 *	73.60 *
Bedbugs - treatment visit (up to 45 mins two officers or 90mins one officer)	115.00 *	117.55 *
Additional time charged per unit of 15-mins, or part of, per pest control officer	10.20 *	10.40 *
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)	73.00 *	74.60 *
	10.20 *	10.40 *
Wasps, Hornets' Nest (Payment in advance)	57.00 *	58.25 *
Each additional nest (Payment in advance)	20.30 *	20.75 *
Advice Visit (Payment in advance)	60.00 *	61.30 *

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

HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES & CHARGES 2022/23

	CHARGES 2021/22 £	CHARGES 2022/23 £
Cont.		
Work carried out for the Public		
Work carried out on the legitimate request of the public OR in cases where the Council is entitled to act in default of a legal obligation upon a member of the public AND where there is no other legal constraint affecting the ability of the Council to determine a charge.		
Charge will equate to the cost of materials, travel, other services plus cost of staff time. This staff time will be charged at the appropriate charge-out rate of the officer concerned with the work, payable in units of 15 minutes or part thereof.		
Water Sampling		
Private Water Supplies sampling: Collection fee as stated plus laboratory analysis costs	73.00	74.60
Swimming pool sampling: Collection fee as stated plus laboratory analysis costs	73.00	74.60
Food Register		
Single entry from register	10.70	10.95
Section copy of register	45.70	46.70
Whole register copy	83.00	84.85
Pollution and Contaminated Land		
Contaminated land and general pollution related queries	51.00	52.10
Detailed contaminated land and pollution queries (Minimum of 1 hour, thereafter £43 for each hour or part thereof)	51.00	52.10
Contaminated Land Registry		
Single entry from register	6.40	6.55
Whole register copy	64.90	66.35
Attendance at Court, Factual Statements		
Hourly rate of the H&EH Officer involved plus travel costs		

**LEGAL & DEMOCRATIC SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £
Local Land Charges		
Full Search		
LLC1 & CON29	115.00	120.00
LLC1	25.00	25.00
CON29R	90.00 *	95.00 *
Additional parcels - LLC1	5.00	5.00
Additional parcels - CON29R	12.50 *	15.00 *
Additional parcels - LLC1 & CON29R	17.50 *	20.00 *
Part II Enquiries/Full Search & CON290 Only		
Each CON290 enquiry 4, 21 or 22 (priced as a bundle)**	52.50	52.50 *
Each CON290 enquiry 5-20 (Excluding Q8)	12.50	15.00 *

* VAT will be added at the standard rate

** CON290 Enquiries 4, 21 & 22 cannot be ordered separately.
All three must be ordered as a bundle.

**LEGAL & DEMOCRATIC SERVICE
FEES & CHARGES 2022/23**

		CHARGES 2021/22 £	CHARGES 2022/23 £
Electoral Register Fees - Statutory Charges			
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
Electoral Register - Marked copies of Register and Absent Lists			
Statutory Charges			
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
Licences			
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		370.00	375.00
Scrap Metal Dealers - Grant/renewal - Collector's licence		240.00	245.00
Scrap Metal Dealers - Variation of licence		130.00	132.00
Hackney Carriages and Private Hire Vehicle Licences			
Replacement Plate		13.00	13.00
Hackney Carriages - Vehicle		98.00	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	53.00
Hackney Carriages - change of vehicle registration number		25.00	25.00
Private Hire - Vehicle		98.00	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	53.00
Private Hire - change of vehicle registration number		25.00	25.00
Operator Licence - One Year		83.00	83.00
Operator Licence - Five Years		212.00	212.00
New Driver Licence - One Year*		158.00	162.00
New Driver Licence - Three Years*		174.00	178.00
Renewal Driver Licence - One Year*		110.00	112.00
Renewal Driver Licence - Three Years*		126.00	129.00
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 2022/23

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 2021/22

**LEGAL & DEMOCRATIC SERVICE
FEES & CHARGES 2022/23**

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 2021/22

**LEGAL & DEMOCRATIC SERVICE
FEES & CHARGES 2022/23**

Liquor Licences Continued	CHARGES 2021/22 £	CHARGES 2022/23 £
Other Premises Fees		
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 2022/23

	CHARGES 2021/22 £	CHARGES 2022/23 £
Town and Country Planning		
Planning Pre Application Enquiry Fees (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 ²	90.00	90.00
Other development 100-499m ²	240.00	240.00
Other development 500-999m ²	450.00	450.00
Other development 1,000m ² +	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
Planning Application Fees	Statutory Scale of Charges	Statutory Scale of Charges

Full details can be viewed on the Council's website www.testvalley.gov.uk
Or contact the Planning & Building Service on 01264 368000

**PLANNING & BUILDING SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £
Plan Copying (per side)		
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
Planning Enquiries Relating to Land Transactions	35.50	36.00
Planning Enquiries requiring research. Written response per hour or part thereof	51.00	52.00
Planning Permission - Letters of Compliance per enquiry		
Basic investigations, plus letter	35.50	36.00
Detailed investigations and/or site visit, plus letter	82.00	83.50
Legal Agreements - Letters of Compliance per enquiry		
Basic investigations, plus letter	35.50	36.00
Detailed investigations and/or site visit, plus letter	82.00	83.50
High Hedges Complaint Fee	356.00	363.00
Tree Consent - written response per enquiry	22.00	22.50
Adoption Inspections of Open Space / Landscape Areas per inspection	113.50	116.00
Comprehensive TPO Enquiries per hour	43.75	44.50
Enforcement Notices - Letters of Compliance per enquiry		
Written confirmation of compliance with an Enforcement	N/A	36.00
Additional charge if site visit required	N/A	70.25

**PROPERTY & ASSET MANAGEMENT SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £
High Street (Daily or part thereof)		
Concessionary	64.85	66.30
Commercial / Private Hire	288.45	294.85
Time Ring (Daily or part thereof)		
Concessionary	22.35	22.85
Private Hire	43.60	44.60
Commercial Hire	146.80	150.10

Conditions of Hire:

Full terms and conditions can be viewed on the

Council's website www.testvalley.gov.uk

Or contact the Property and Asset Management Service on 01264 368000

**PROPERTY & ASSET MANAGEMENT SERVICE
FEES & CHARGES 2022/23**

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	172.85	326.00	401.80	568.10	115.10	152.15
Morning 08.00 - 13.00	55.15	109.80	132.55	199.85	36.60	45.60
Afternoon 13.00 - 18.00	55.15	109.80	132.55	199.85	36.60	45.60
Evening 18.00 - 24.00	67.90	131.50	159.05	239.60	47.75	78.50
Hourly (Min. 2 hrs)	33.45	37.70	64.15	82.15	15.95	18.05

Wedding Fees

	CHARGES 2021/22 £	CHARGES 2022/23 £
Weekday (excluding bank holidays)	191.40	195.65
Saturday	299.80	306.45
Sunday / Bank Holiday	324.15	331.30

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 2022/23**

CROSFIELD HALL

Whole Complex	Private Hire		Commercial Hire		Concessionary Hire	
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	321.75	364.05	421.00	581.55	218.40	289.00
Morning 08.00 - 13.00	96.55	108.70	127.35	174.95	64.20	83.80
Afternoon 13.00-18.00	129.45	143.15	169.70	234.90	83.30	114.05
Evening 18.00 - 24.00	154.90	171.85	203.75	280.95	99.70	136.75
Hourly (Min. 2 hrs)	33.45	35.60	40.85	55.10	19.10	28.10
Main Hall	Private Hire		Commercial Hire		Concessionary Hire	
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	217.30	242.25	331.65	470.00	142.20	218.40
Morning 08.00 - 13.00	64.20	75.90	98.70	138.80	43.55	64.20
Afternoon 13.00-18.00	83.20	96.70	132.55	186.60	55.10	83.20
Evening 18.00 - 24.00	99.80	115.65	159.05	223.45	65.80	99.80
Hourly (Min. 2 hrs)	19.10	25.00	33.45	45.65	13.80	19.10
Annexe	Private Hire		Commercial Hire		Concessionary Hire	
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	160.65	178.10	248.70	351.90	107.65	176.95
Morning 08.00 - 13.00	46.75	50.95	77.00	106.55	32.35	50.95
Afternoon 13.00-18.00	64.20	75.90	98.80	139.05	43.55	73.85
Evening 18.00 - 24.00	77.00	94.35	118.80	166.60	52.00	88.10
Hourly (Min. 2 hrs)	14.90	15.95	25.00	34.50	9.60	15.95
Nightingale Room	Private Hire		Commercial Hire		Concessionary Hire	
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	61.65	80.10	107.65	149.95	44.55	74.80
Morning 08.00 - 13.00	18.05	25.00	32.35	44.55	13.80	19.10
Afternoon 13.00-18.00	25.00	32.35	43.55	57.30	15.95	28.15
Evening 18.00 - 24.00	29.75	38.75	52.00	68.90	19.10	34.00
Hourly (Min. 2 hrs)	7.45	8.50	9.60	14.90	4.20	7.30

PROPERTY & ASSET MANAGEMENT SERVICE FEES & CHARGES 2022/23

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	£45.60
Storage area under stage (One Side)	1200mm x 3600mm x 6000mm	£158.55

- 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 2022/23**

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	253.45	532.70	381.50	652.75	177.00	N/A
Morning 09.00 - 13.00	125.85	253.35	156.50	309.80	89.20	N/A
Afternoon 13.00-17.00	125.85	253.35	156.50	309.80	89.20	N/A
Evening 18.00 - 23.00	157.00	316.50	195.15	387.00	111.45	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	172.85	253.40	230.25	384.85	106.55	N/A
Morning 09.00 - 13.00	90.20	146.30	121.40	193.65	58.20	N/A
Afternoon 13.00-17.00	90.20	146.30	121.40	193.65	58.20	N/A
Evening 18.00 - 23.00	112.55	183.00	151.80	241.15	72.80	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	82.15	145.30	125.85	221.70	65.25	N/A
Morning 09.00 - 13.00	32.35	48.80	57.30	94.35	25.00	N/A
Afternoon 13.00-17.00	32.35	48.80	57.30	94.35	25.00	N/A
Evening 18.00 - 23.00	39.75	78.00	82.15	131.50	32.35	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 £48.85

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 2022/23**

PARKING

	CHARGES 2021/22 £	CHARGES 2022/23 £
Parking Penalties		
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
Parking Tickets		
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		
Season Tickets		
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	40.00	50.00

**PROPERTY & ASSET MANAGEMENT SERVICE
FEES & CHARGES 2022/23**

PARKING

	CHARGES 2021/22 £	CHARGES 2022/23 £
Miscellaneous Parking Charges		
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
Exemptions		
Access to Businesses - High Street, Andover	FREE	FREE
Highways		
Street and Property Naming		
Administration of property name changes	90.30	92.30
Provide information on street naming and postal numbering on new developments		
1 dwelling	122.05	124.75
2 - 20 dwellings	244.10	249.50
21+ dwellings (price per dwelling)	12.00	12.30
Street re-naming (plus advertising and legal costs)	489.50	500.25
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)	26.50	27.10

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