

Fees and Charges

2018/19



Printed Date: 04/01/2018 Last modified: 04/01/2018

Report Description:

A full schedule of the fees and charges for all Council services for the coming year

Asset Management

Asset Management

Property Fees

Work charges (general fees)

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Consent under Lease (assignment, alterations etc.)		400.00	S	Discretionary
Disposal of Council land (at third party's request)		750.00	S	Discretionary
Entering into a new Lease		750.00	S	Discretionary
Entering into a new Licence		400.00	S	Discretionary
Lease Renewal (substantially new terms)		600.00	S	Discretionary
Lease Renewal (substantially same terms as before)		450.00	S	Discretionary
Licence Renewal (substantially new terms)		325.00	S	Discretionary
Licence Renewal (substantially same terms as before)		250.00	S	Discretionary
New Wayleave, Easement etc.		500.00	S	Discretionary
Regularisation of encroachment		500.00	S	Discretionary

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Asset Management

Property Fees

Work charges (third sector fees)

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Consent under Lease (assignment, alterations etc.)		200.00	S	Discretionary
Disposal of Council land (at third party's request)		750.00	S	Discretionary
Entering into a new Lease		375.00	S	Discretionary
Entering into a new Licence		200.00	S	Discretionary
Lease Renewal (substantially new terms)		300.00	S	Discretionary
Lease Renewal (substantially same terms as before)		225.00	S	Discretionary
Licence Renewal (substantially new terms)		160.00	S	Discretionary
Licence Renewal (substantially same terms as before)		125.00	S	Discretionary
New Wayleave, Easement etc.		250.00	S	Discretionary
Regularisation of encroachment		250.00	S	Discretionary

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Corporate Governance

Land Charges

Land Charges

Copying Charges

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Copy Of Duplicate Search	7.20	8.64	S	Discretionary
Copy of Tree Preservation Order	18.00	18.00	S	Discretionary
Each Agreement - Each Following Sheet	0.75	0.90	S	Discretionary
Each Agreement - First Sheet	2.90	3.48	S	Discretionary

Service Fees (Please note full searches fee is £240.40)

a) LLC1	22.00	22.00	O	Discretionary
b) Con29R	180.00	180.00	S	Discretionary
c) Con29R Surrey County Council Search Fee (payable in addition to the fees above on all full searches completed)	38.40	38.40	S	Discretionary
d) Additional Parcel (Con29)	18.48	18.48	S	Discretionary
e) Each Con 29 'O' Optional Enquiry	18.00	18.00	S	Discretionary
f) Each Additional Enquiry/Solicitors Question	20.00	24.00	O	Discretionary
g) Personal Search Con29 Component data per question	2.04	2.04	S	Discretionary
h) Personal Search Service	0.00	0.00	O	Discretionary

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Legal Fees

Legal Fees

Commercial Organisations

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Drafting a simple licence	525.00	600.00	S	Discretionary
Drafting a simple wayleave agreement/lease	1,500.00	1,750.00	S	Discretionary
Renewal of a simple licence	350.00	400.00	S	Discretionary
Renewal of a simple wayleave agreement/lease	750.00	1,000.00	S	Discretionary

Commercial Organisations - Hourly rates (Planning S106 Agreement and Other Legal work)

Legal Executive/Solicitor with between 4 to 8 years experience	225.00	230.00	S	Discretionary
Legal Executive/Solicitor with less than 4 years experience	195.00	200.00	S	Discretionary
Solicitor with over 8 years experience	295.00	300.00	S	Discretionary
Trainee Legal Executive / Paralegal	140.00	145.00	S	Discretionary
Trainee Solicitor	140.00	145.00	S	Discretionary

Community Groups

Drafting a simple licence	225.00	225.00	S	Discretionary
Drafting a simple wayleave agreement/lease	525.00	525.00	S	Discretionary
Grazing licence grants and renewals	150.00	150.00	S	Discretionary
Renewal of a simple licence	150.00	150.00	S	Discretionary
Renewal of a simple wayleave agreement/lease	350.00	350.00	S	Discretionary

Community Groups - Hourly rates (Planning S106 Agreement and Other Legal work)

Legal Executive/Solicitor with between 4 to 8 years experience	125.00	125.00	S	Discretionary
Legal Executive/Solicitor with less than 4 years experience	105.00	105.00	S	Discretionary
Solicitor with over 8 years experience	145.00	145.00	S	Discretionary
Trainee Legal Executive / Paralegal	85.00	85.00	S	Discretionary
Trainee Solicitor	85.00	85.00	S	Discretionary

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Environmental Health/Bdg Cont

Environmental Protection Act

Environmental Information Regulations 2004

Contaminated Land Enquiries

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Commercial - Hourly rate	53.00	55.00	S	Discretionary
Domestic - Hourly rate	53.00	55.00	S	Discretionary
General Inquiries - Hourly Rate	53.00	55.00	S	Discretionary

Environmental Protection

Environmental Protection Schedule 1 Part B Premises

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Summary Of Register	26.00	26.00	S	Discretionary
b) First Sheet - A4	17.00	17.00	S	Discretionary
c) Each Subsequent Sheet - A4	4.50	4.50	S	Discretionary
d) First Sheet-A3	17.00	17.00	S	Discretionary
e) Each Subsequent Sheet-A3	4.50	4.50	S	Discretionary

Pollution

Scrap Metal Dealers

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Scrap Metal collector fee	335.00	335.00	O	Discretionary
Scrap Metal dealer site license fee	530.00	530.00	O	Discretionary
Scrap Metal Licence Variation	61.00	61.00	O	Discretionary
Scrap Metal replacement of Licence	26.00	26.00	O	Discretionary

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Food Safety

Food Safety

Food Hygiene Courses

Cancellation of booked appointment (no fee applies if notification of cancellation is given more than 24 hours in advance)

Courses Held (on Site or off site) (Per Person)

Replacement Certificate Fee

Voluntary Surrender Of Foodstuffs Certificate

2017/18 Charge	2018/19 Charge	VAT	Statutory?
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	25.00	S	Discretionary
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80.00		S	Discretionary
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45.00		S	Discretionary
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69.00		S	Discretionary
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Foodstuffs For Export

Per Certificate (If Visit Needed)

143.50	148.50	O	Discretionary
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Per Certificate (If Visit Not Needed)

72.00	74.60	O	Discretionary
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Foodstuffs for Import

Imported organic foodstuffs authentication certificate

47.00	48.50	O	Discretionary
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Health and Safety

Health and Safety in the Workplace

Courses

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Cancellation of booked appointment (no fee applies if notification of cancellation is given more that 24 hours in advance)		25.00	S	Discretionary
Emergency First Aid at Work (EFAW)	70.00	70.00	S	Discretionary
First Aid at Work (FAW)	165.00	165.00	S	Discretionary
First Aid at Work Re-Qualification (RE-QUAL)	110.00	110.00	S	Discretionary
Institute of Occupational Safety and Health - Managing safely refresher (1 day)		200.00	S	Discretionary
Institute of Occupational Safety and Health - Managing safely	350.00	350.00	S	Discretionary
Institute of Occupational Safety and Health - Working safely	125.00	125.00	S	Discretionary
Institute of Occupational Safety and Health - Working safely passport	25.00	25.00	S	Discretionary

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Licensing

Animals

Variation to any Animal Licence

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Change of ownership during licensing period (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	74.00	76.50	O	Discretionary
Change to animals kept or sold from licensed premises (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	125.50	130.00	O	Discretionary

Zoo Licence

Initial applications (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	391.00	405.00	O	Discretionary
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Highways

Street Trading

New Application Submission Fee - Deducted From Licence Fee If Application Is Approved	83.50	86.50	S	Discretionary
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Street Trading - Per Annum

a) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place: All Residential Areas Where Streets Are Not Classified Roads	820.00	849.50	S	Discretionary
b) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place: Sites In Classified Roads Which Are Not Prohibited Streets	820.00	849.50	S	Discretionary
c) Consent For Sites Adjacent To The Public Highway (Static Sites), for Specified Periods From Identified Sites During Street Trading Hours	820.00	849.50	S	Discretionary

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Licensing

HMO Licensing Scheme

HMO's

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 6 Occupants	648.00	671.50	O	Discretionary
b) 7 to 9 occupants	802.50	831.50	O	Discretionary
c) 10 to 14 occupants	881.50	913.00	O	Discretionary
d) 15 or more occupants	987.00	1,022.50	O	Discretionary
e) Penalty for late or incomplete applications.	123.00	127.50	O	Discretionary
f) Extra charge for processing separate licence holder and manager applications.	31.50	32.50	O	Discretionary
g) Discount for members of an approved landlords association.	31.50	32.50	O	Discretionary

HMO's Licence Renewals

a) Up to 6 Occupants	486.00	503.50	O	Discretionary
b) 7 to 9 occupants	602.00	623.50	O	Discretionary
c) 10 to 14 occupants	660.50	684.50	O	Discretionary
d) 15 or more occupants	740.00	766.50	O	Discretionary
e) Penalty for late or incomplete applications.	123.00	127.50	O	Discretionary
f) Extra charge for processing separate licence holder and manager applications.	32.00	33.00	O	Discretionary
g) Discount for members of an approved landlords association.	32.00	33.00	O	Discretionary

Housing

Immigration Housing Inspection

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Cancellation of booked appointment (no fee applies if notification of cancellation is given more that 24 hours in advance)		25.00	S	Discretionary
Housing Inspection	156.00	161.50	O	Discretionary

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Licensing

Housing

Mobile Homes Site Licenses

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Application for a new site licence - 1 to 5 pitches	449.00	465.00	O	Discretionary
b) Application for a new site licence - 6 to 24 pitches	523.00	542.00	O	Discretionary
c) Application for a new site licence - 25 to 99 pitches	578.00	599.00	O	Discretionary
d) Application for a new site licence - 100+ pitches	689.00	714.00	O	Discretionary
e) Application to alter conditions to a site licence - 1 to 5 pitches	214.00	221.50	O	Discretionary
f) Application to alter conditions to a site licence - 6 to 24 pitches	223.50	231.50	O	Discretionary
g) Application to alter conditions to a site licence - 25 to 99 pitches	233.00	241.50	O	Discretionary
h) Application to alter conditions to a site licence - 100+ pitches	252.00	261.00	O	Discretionary
i) Application to transfer a site licence	120.50	125.00	O	Discretionary
j) Annual fee - 1 to 5 pitches	171.00	177.00	O	Discretionary
k) Annual fee - 6 to 24 pitches	209.00	216.50	O	Discretionary
l) Annual fee - 25 to 99 pitches	237.50	246.00	O	Discretionary
m) Annual fee - 100+ pitches	294.00	304.50	O	Discretionary
n) Recover of cost of enforcement - hourly rate	57.50	59.50	O	Discretionary

Housing Act Notices

Building Control

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Sale Of Approval Notices	20.00	20.00	S	Discretionary

Building Control Research

Additional Copies of Documents/Notices	25.00	25.00	S	Discretionary
Historical Research Per Hr (Inc 4 Copies)	62.00	65.00	S	Discretionary

Housing Act 1985 - Section 265 - Demolition Order

Hourly Rate	57.50	59.50	O	Discretionary
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Licensing

Housing Act Notices

Housing Act 2004 - Section 11,12,20,21,28,29,40 & 43 - Enforcement Notices

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Hourly Rate	57.50	59.50	O	Discretionary

Street Numbering & Re-Numbering

a) Renaming Property Per Property	52.00	54.00	O	Discretionary
b) Single Property	85.00	88.00	O	Discretionary
c) 2-5 Properties	120.00	125.00	O	Discretionary
d) 6-10 Properties	170.00	177.00	O	Discretionary
e) 11 Plus Properties (£100 plus an additional £2 per property up to a max of £300)	170.00	177.00	O	Discretionary

Retail

Registration for skin piercing treatments: acupuncture, tattooing, skin piercing, electrolysis, semi-permanent skin colouring

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Practitioner registration	207.00	214.50	O	Discretionary
Registration of premises	207.00	214.50	O	Discretionary
Replacement certificate	47.00	48.50	O	Discretionary
Transfer of registration	102.50	106.00	O	Discretionary
Variation of registration	55.00	57.00	O	Discretionary

Sex establishment licence fee

Change of licence details	150.00	155.50	O	Discretionary
New, Renewal, Intermediate, Temporary	3,000.00	3,108.00	O	Discretionary

Sex Shop Registration

New, Renewal, Intermediate, Temporary	3,000.00	3,108.00	O	Discretionary
Transfer Of Licence	3,000.00	3,108.00	O	Discretionary

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Public Health

Health and Safety

Health And Safety At Work Act 1974

Officer Statement Of Facts - hourly rate

2017/18 Charge **2018/19 Charge** **VAT** **Statutory?**

72.00 59.50 Discretionary

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Rodent & Pest Control

Animals

Animal Boarding Establishment

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Initial Application (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	298.50	309.50	O	Discretionary
Subsequent Applications (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	207.00	214.50	O	Discretionary

Breeding Of Dogs

Initial Applications (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	298.50	309.50	O	Discretionary
Subsequent Applications (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	207.00	214.50	O	Discretionary

Dangerous Wild Animals (Plus Vet Fees)

Initial Application (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	521.00	540.00	O	Discretionary
Renewal (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	298.50	309.50	O	Discretionary

Home boarding establishment

Initial Application (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	148.50	154.00	O	Discretionary
Subsequent Applications (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	103.50	107.00	O	Discretionary

Pet Shops

Initial Application (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	298.28	309.00	O	Discretionary
Subsequent Applications (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	207.05	214.50	O	Discretionary

Riding Establishments (Plus Vets Fees)

Initial Application (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	298.50	309.50	O	Discretionary
Subsequent Applications (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	207.00	214.50	O	Discretionary

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Rodent & Pest Control

Rodent and Pest Control

Pest Control

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Bedbugs	102.50	106.00	S	Discretionary
Mice Per Visit	64.50	67.00	S	Discretionary
Rat Disinfestation - Domestic Properties	41.00	42.00	S	Discretionary
Wasps, Fleas etc - Per Visit	59.50	62.00	S	Discretionary

Stray Dogs

Stray Dogs - Collection Fee

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Plus Kennelling And Vets Fees	174.50	180.00	O	Discretionary

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Taxi Licensing

Taxi Licensing - 1 Year & General Fees

Hackney Carriages Driver and Vehicles

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Application pack fee - deducted from licence fee if enquirer subsequently makes a formal application	17.50	18.00	O	Discretionary
Cancellation of booked appointment (no fee applies if notification of cancellation is given more than 24 hours in advance)		25.00	S	Discretionary
Criminal Record Bureau Fee - 3 Yearly Check	48.00	48.00	O	Discretionary
English & Numeracy Retest Fee	29.00	30.00	O	Discretionary
Geographic Knowledge Retest Fee	63.00	65.00	O	Discretionary
Hackney Carriage /Private Hire Vehicle Plate Replacement	17.50	18.00	O	Discretionary
Hackney Carriage Driver - New	286.00	296.00	O	Discretionary
Hackney Carriage Driver - Renewal	137.00	142.00	O	Discretionary
Hackney Carriage Vehicle	329.00	341.00	O	Discretionary
Hackney Carriage Vehicle (adapted for disabled persons)	164.50	170.50	O	Discretionary
Licence Conditions Retest	36.00	37.00	O	Discretionary
Re-Issue Of Licence (Change of address, name or any other reason)	20.00	21.00	O	Discretionary
Re-Issue Of Licence (Change of Vehicle)	96.00	99.00	O	Discretionary
Transfer From Private Hire to Hackney Carriage Fee	150.00	155.00	O	Discretionary

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Taxi Licensing

Taxi Licensing - 1 Year & General Fees

Private Hire Driver Operator And Vehicle

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Private Hire Operator - 1 Vehicle	199.00	206.00	O	Discretionary
b) Private Hire Operator - 2 To 5 Vehicles	247.00	256.00	O	Discretionary
c) Private Hire Operator - 6 To 20 Vehicles	353.00	366.00	O	Discretionary
d) Private Hire Operator - 21 or more the hourly rate applies	470.00	55.00	O	Discretionary
Application pack fee - deducted from licence fee if enquirer subsequently makes a formal application	17.50	18.00	O	Discretionary
Cancellation of booked appointment (no fee applies if notification of cancellation is given more that 24 hours in advance)		25.00	S	Discretionary
Criminal Record Bureau Fee - 3 Yearly Check	49.00	48.00	O	Discretionary
English & Numeracy Retest Fee	30.00	31.00	O	Discretionary
Geographic Knowledge retest fee	36.00	37.00	O	Discretionary
Hackney Carriage /Private hire vehicle plate replacement	17.50	18.00	O	Discretionary
Private Hire Driver Licence - New	276.00	286.00	O	Discretionary
Private Hire Driver Licence - Renewal	137.00	142.00	O	Discretionary
Private Hire Vehicle	290.00	300.00	O	Discretionary
Private Hire Vehicle (adapted for disabled persons)	145.00	150.00	O	Discretionary
Private Hire Vehicle plate replacement	17.50	18.00	O	Discretionary
Re-Issue Of Licence (Change of address, name or any other reason)	20.00	21.00	O	Discretionary
Re-Issue Of Licence (Change of vehicle)	96.00	99.00	O	Discretionary

Taxi Licensing - 3 Year Fees

Hackney Carriage and Private Hire Driver

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Cancellation of booked appointment (no fee applies if notification of cancellation is given more that 24 hours in advance)		25.00	S	Discretionary
Hackney Carriage Driver - New	481.00	498.00	O	Discretionary
Hackney Carriage Driver - Renewal	369.50	383.00	O	Discretionary
Private Hire Driver Licence - New	471.00	188.00	O	Discretionary
Private Hire Driver Licence - Renewal	332.00	344.00	O	Discretionary

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Taxi Licensing

Taxi Licensing - 5 Year Fees

Private Hire Vehicle Operator

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Private Hire Operator - 1 Vehicle	867.00	898.00	O	Discretionary
b) Private Hire Operator - 2 To 5 Vehicles	1,084.00	1,123.00	O	Discretionary
c) Private Hire Operator - 6 To 20 Vehicles	1,609.00	1,667.00	O	Discretionary
d) Private Hire Operator - 21 or more the hourly rate applies	2,190.00	55.00	O	Discretionary
e) Cancellation of booked appointment (no fee applies if notification of cancellation is given more that 24 hours in advance)		25.00	S	Discretionary

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Works in Default

Works in Default

2017/18 Charge

2018/19 Charge

VAT Statutory?

Works in Default

30% administration fee applied to cost of any works that are carried out in default by Environmental Health

S Discretionary

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Ind Living

Day Centres

Greeno & Fordbridge Centres (Community Use)

Committee/Meeting Rooms

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Mon-Fri Evening (per hour)	13.00	13.50	E	Discretionary
Saturday (per hour)	15.00	15.50	E	Discretionary

Large Hall

Mon-Fri Evening (per hour)	20.00	20.50	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	24.00	24.50	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	41.00	41.00	E	Discretionary
Sunday (per hour)	41.00	41.00	E	Discretionary

Quiet Lounge

Mon-Fri Evening (per hour)	13.00	13.50	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	20.00	20.50	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	25.00	25.50	E	Discretionary

Greeno & Fordbridge Centres (Semi Commercial Use e.g. Weight Watchers and Dance Classes)

Large Hall

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Mon - Fri Evening (per hour)	28.15	28.50	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	30.60	31.00	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	53.50	53.50	E	Discretionary
Sunday (per hour)	53.50	54.00	E	Discretionary

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Day Centres

Older Peoples Services

Membership Fees

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Joint Day Centre/Spelride	22.00	22.00	S	Discretionary
Non SBC Resident	23.00	23.00	S	Discretionary
SBC Resident	15.00	15.00	S	Discretionary

Staines Community Centres (Community Use)

Upstairs meeting room

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Mon-Fri Evening	13.00	13.50	E	Discretionary
Saturday Daytime	15.00	15.50	E	Discretionary
Saturday Evening	25.00	25.50	E	Discretionary
Sunday all day	25.00	25.50	E	Discretionary

Upstairs or downstairs area

Mon-Fri Evening	16.50	17.00	E	Discretionary
Saturday Daytime	22.00	22.50	E	Discretionary
Saturday Evening	35.00	36.00	E	Discretionary
Sunday all day	35.00	36.00	E	Discretionary

Staines Community Centres (Semi-Commercial Use)

Upstairs meeting room

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Mon-Fri Evening	18.00	18.50	E	Discretionary
Saturday Daytime	20.00	20.50	E	Discretionary
Saturday Evening	35.00	35.50	E	Discretionary
Sunday all day	35.00	35.50	E	Discretionary

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Day Centres

Staines Community Centres (Semi-Commercial Use)

Upstairs or downstairs area

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Mon-Fri Evening	22.00	22.50	E	Discretionary
Saturday Daytime	25.00	25.50	E	Discretionary
Saturday Evening	45.00	45.50	E	Discretionary
Sunday all day	45.00	45.50	E	Discretionary

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Meals On Wheels

Luncheon Clubs

Service Fees

Charge Per Meal

2017/18 Charge **2018/19 Charge** **VAT** **Statutory?**

4.00 4.00 O Discretionary

Meals On Wheels

Service Fees

Charge Per Meal

2017/18 Charge **2018/19 Charge** **VAT** **Statutory?**

3.90 3.90 O Discretionary

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Span

Span

Service Fees (Weekly Charge)

Individual Customers In The Spelthorne Area Who Have Lifeline Telephones

2017/18 Charge	2018/19 Charge	VAT	Statutory?
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4.30	4.30	*	Discretionary
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Fees and Charges

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Leisure

Public Halls

Shepperton Hall

Community Use (9am To Midnight) (Hire to local groups)

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Mon-Fri 9am To 5pm per hour	18.50	19.00	E	Discretionary
Mon-Fri After 5pm per hour	20.00	20.50	E	Discretionary
Sat 9am To 6pm per hour	24.00	24.50	E	Discretionary
Sat After 6pm per hour	41.00	41.00	E	Discretionary
Sunday 9am To 10.30pm per hour	41.00	41.00	E	Discretionary

Semi Commercial Use (9am To Midnight) (Commercial firms providing a community benefit)

Mon-Fri 9am To 5pm per hour	25.10	25.90	E	Discretionary
Mon-Fri After 5pm per hour	28.15	28.50	E	Discretionary
Sat 9am To 6pm per hour	30.60	31.00	E	Discretionary
Sat After 6 pm per hour	53.50	53.50	E	Discretionary
Sunday 9am To 10.30pm per hour	53.50	53.50	E	Discretionary

Fees and Charges

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Planning/Housing

Planning Development Control

A) Pre-Application Charges

a) Householder Applications - Advice (Written)

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Householder advice on acceptability of a proposal	65.00	70.00	S	Discretionary

b) Householder Applications - Other

Site Visit and advice on historic buildings	100.00	110.00	S	Discretionary
Site visit and advice on trees	50.00	65.00	S	Discretionary

c) Planning Investigation/Research - Commercial Organisations Only

Investigation/ Research Requiring Both Office And Site Based Work Per Hr	120.00	200.00	S	Discretionary
Investigation/ Research Requiring Office Based Work Only Per Hr	100.00	180.00	S	Discretionary

d) Planning Investigation/Research - Service Fees

High Hedge Legislation	610.00	620.00	S	Discretionary
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e) Written Advice (Initial advice plus one additional response)

01) Single New Dwelling/Replacement Dwelling	250.00	275.00	S	Discretionary
02) Minor Proposals - 2 - 9 dwellings, up to 1000 sq m commercial	425.00	600.00	S	Discretionary
03) Major Proposals - 10+ dwellings or 1,000 - 2,000 sq m commercial	600.00	1,200.00	S	Discretionary
04) Strategic Proposals - 50+ dwellings or +2,000 sq m commercial	1,000.00	2,200.00	S	Discretionary
05) Dropped kerbs - confirmation whether planning permission required	45.00	55.00	S	Discretionary
06) Advertisements, per advertisement	100.00	110.00	S	Discretionary
07) Other Miscellaneous developments (as agreed by the Planning Development Management)	100.00	110.00	S	Discretionary

Fees and Charges

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Planning Development Control

A) Pre-Application Charges

f) Meetings (charge per meeting)

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
01) Single New Dwelling/Replacement Dwelling	325.00	350.00	S	Discretionary
02) Minor Proposal (2-9 dwellings or up to 1000 sq m commercial)	550.00	1,000.00	S	Discretionary
03) Major Proposal 10 - 49 dwellings or 1,000 - 2,000 sq m commercial)	850.00	1,800.00	S	Discretionary
04) Major Proposal (10 - 49 dwellings or 1,000 - 2,000 sq m commercial) where Head of Service attends	1,200.00	2,050.00	S	Discretionary
05) Strategic Proposals (+50 dwellings or +2000 sq m commercial)	1,350.00	3,000.00	S	Discretionary
06) Strategic Proposals (+50 dwellings or +2000 sq m commercial) where Head of Service attends	1,600.00	3,250.00	S	Discretionary
07) Advertisements	300.00	350.00	S	Discretionary
08) Planning Performance Agreements for major/complex proposals (Terms to be agreed)			S	Discretionary

C) Planning Miscellaneous Fees

a) Photocopying Charges For Current Applications

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
01) A4 - First Sheet	3.50	3.50	S	Discretionary
02) A4 - Each Subsequent Sheet	1.00	1.00	S	Discretionary
03) A3 - First Sheet	4.50	4.50	S	Discretionary
04) A3 - Each Subsequent Sheet	1.20	1.20	S	Discretionary
05) A2 - First Sheet	7.50	7.50	S	Discretionary
06) A2 - Each Subsequent Sheet	3.00	3.00	S	Discretionary
07) A1 - First Sheet	7.50	7.50	S	Discretionary
08) A1 - Each Subsequent Sheet	4.00	4.00	S	Discretionary
09) A0 - First Sheet	10.50	10.50	S	Discretionary
10) A0 - Each Subsequent Sheet	5.50	5.50	S	Discretionary

b) Service Fees

Planning Decision Notice and copies of TPO's (Each)	20.00	20.00	S	Discretionary
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Fees and Charges

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Planning Development Control

C) Planning Miscellaneous Fees

c) Publicity Schedule Of Planning Proposals

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
By email	0.00	0.00	S	Discretionary
Paper Copy	105.00	105.00	S	Discretionary

Fees and Charges

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Street Scene

Abandoned Vehicles

Abandoned Vehicles

Collection Fee

Collection And Disposal From Private Property

2017/18 Charge	2018/19 Charge	VAT	Statutory?
120.00	120.00	O	Discretionary

Miscellaneous

Collection Fee

Supermarket Trolleys - Collection Charge Per Trolley

2017/18 Charge	2018/19 Charge	VAT	Statutory?
75.00	75.00	S	Discretionary

Fees and Charges

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Cemeteries

Interment

Adult Grave

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Adult Grave 24 Hour Burial for one only (5 foot)	1,830.00	1,890.00	O	Discretionary
Adult Grave For 1 Interment	1,326.00	1,350.00	O	Discretionary
Adult Grave For 1 Interment - Casket	1,479.00	1,500.00	O	Discretionary
Adult Grave For 2 Interments	1,377.00	1,400.00	O	Discretionary
Adult Grave For 2 Interments - Casket	1,560.00	1,600.00	O	Discretionary
Brick Vault (Inter only)	460.00	475.00	O	Discretionary

Advance Purchase

Purchase in advance of adjacent plot at time of burial only	3,500.00	3,500.00	O	Discretionary
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All

Cremated Remains	460.00	480.00	E	Discretionary
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Child Grave

Child Grave For 1 Interment	400.00	430.00	O	Discretionary
Child Grave For 2 Interment	400.00	430.00	O	Discretionary
Child Internment within 24 hours	517.00	550.00	O	Discretionary
Child plot within 24 hours	596.00	630.00	O	Discretionary
Stillborn Grave	325.00	350.00	E	Discretionary

Non Residents/Parishioners Charge

Treble Fees For Residents out of Borough			O	Discretionary
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Fees and Charges

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Cemeteries

Memorial Garden

Ashford

Plot Fee - Cremated remains

2017/18 Charge	2018/19 Charge	VAT	Statutory?
867.00	900.00	E	Discretionary

Other

Exclusive Right - Purchase of

Burial in a Vault

Child Grave

Cremated Remains

Earthen Grave

Earthen Grave within 24 hours

Issue of duplicate deed of grant

2017/18 Charge	2018/19 Charge	VAT	Statutory?
1,938.00	1,970.00	E	Discretionary
460.00	490.00	E	Discretionary
744.00	760.00	E	Discretionary
1,750.00	1,800.00	E	Discretionary
2,142.00	2,190.00	E	Discretionary
92.00	100.00	E	Discretionary

Exhumation

Exhumation of ashes (Price on Application)

Exhumation of body (Price on Application)

1,530.00		E	Discretionary
		E	Discretionary

Miscellaneous Fees

Registration Of Assignment

122.00	140.00	O	Discretionary
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Right to Erect Memorial Bench

Memorial Bench

Supply & Installation of Memorial Bench

2017/18 Charge	2018/19 Charge	VAT	Statutory?
1,300.00	1,300.00	S	Discretionary

Fees and Charges

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Cemeteries

Right to Erect Memorial Plaque

Memorial Tower Plaque

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
10 Yrs	306.00	312.00	E	Discretionary
15 Yrs	459.00	468.00	E	Discretionary
25 Yrs	612.00	624.00	E	Discretionary

Right To Erect Monument

1. Traditional Graves

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Additional Inscription	178.00	182.00	E	Discretionary
Erection of a Wooden Cross (after 12 months)	346.00	354.00	S	Discretionary
Headstone	346.00	354.00	E	Discretionary
Headstones And Kerbstones	503.00	513.00	E	Discretionary
Kerbs Only	334.00	341.00	E	Discretionary
Monument Over 91.5cm (3')	918.00	936.00	E	Discretionary
Vase Or Tablet	234.00	239.00	E	Discretionary

2. Garden Of Remembrance Tablet

Garden Of Remembrance Tablet	183.00	187.00	E	Discretionary
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Use Of Chapel

Location

Ashford And Staines	255.00	280.00	O	Discretionary
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Fees and Charges

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Grounds Maintenance

Spelthorne In Bloom

Spelthorne In Bloom

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Hanging Basket - Winter	36.00	36.00	O	Discretionary
b) Window Box - Winter	55.50	56.00	O	Discretionary
c) Hanging Basket - Summer	57.50	59.00	O	Discretionary
d) Window Box - Summer	90.00	92.00	O	Discretionary
e) Round Basket - Winter		44.00	O	Discretionary
f) Round Basket - Summer		65.00	O	Discretionary

Fees and Charges

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Refuse Collection

Domestic

Bins for New Developments

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) 140L - Plastic	60.00	60.00	S	Discretionary
b) 240L - Plastic	60.00	60.00	S	Discretionary
c) 660L - Plastic	250.00	250.00	S	Discretionary
d) 1100L - Plastic	300.00	300.00	S	Discretionary
e) 1100L - Metal		400.00	S	Discretionary

Service Fees

Annual Charge for 240ltr Green Waste Bin	52.00	54.00	O	Discretionary
Annual Charge for 660ltr Green Waste Bin	138.00	140.00	O	Discretionary
Annual charge for collection of second 240ltr Green waste bin		35.00	O	Discretionary
Annual Charge for Green Waste Sack	36.00	37.00	O	Discretionary
Bulky Items (Excess) And Other Items By Arrangement	170.00	170.00	O	Discretionary
Provision of a waste skip - on private land	250.00	250.00	S	Discretionary
Replacement AWC Bin	60.00	60.00	O	Discretionary
Sale of new 240ltr Green Waste Bin to new scheme members	25.00	25.00	O	Discretionary
Sale of second hand 240ltr Green waste bin (if available)		15.00	O	Discretionary

Non - Domestic

Non - Domestic Properties only, not commercial waste (charge for the disposal of each individual bin per occasion)

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Rubbish 240ltr bin		1.50	O	Discretionary
b) Rubbish 660ltr bin		4.00	O	Discretionary
c) Rubbish - Large 1100ltr bin		7.00	O	Discretionary
d) Recycling 240ltr bin		1.10	O	Discretionary
e) Recycling 660ltr bin		3.00	O	Discretionary
f) Recycling - Large 1100ltr bin		5.00	O	Discretionary
g) Food Waste - up to 140ltr bin		3.00	O	Discretionary

Fees and Charges

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Refuse Collection

Non - Domestic

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Non - Domestic Properties only, not commercial waste (charge for the emptying of each individual bin per occasion)				
a) Rubbish 240ltr bin	11.00	11.00	O	Discretionary
b) Rubbish 660ltr bin	12.00	13.00	O	Discretionary
c) Rubbish - Large 1100ltr bin	13.00	13.00	O	Discretionary
d) Recycling 240ltr bin	3.00	4.00	O	Discretionary
e) Recycling 660ltr bin	4.00	5.00	O	Discretionary
f) Recycling - Large 1100ltr bin	5.00	6.00	O	Discretionary
g) Food Waste - up to 240ltr bin	3.00	4.00	O	Discretionary

Fees and Charges

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SAT

Spelride Accessible Transport (S A T)

Membership

Annual

2017/18 Charge	2018/19 Charge	VAT	Statutory?
20.00	20.00	O	Discretionary

Spelride

Per Single Trip

4.00	4.00	Z	Discretionary
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Return Trip

7.00	7.00	Z	Discretionary
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Fees and Charges

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Staines Market

Markets

Staines High Street

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Ad Hoc Rentals (Price on Application)			S	Discretionary
Casual Pitch (Friday)	45.00	45.00	S	Discretionary
Casual Pitch (Saturday)	50.00	50.00	S	Discretionary
Causal Pitch (Wednesday)	45.00	45.00	S	Discretionary
Permanent Pitch (Friday)	40.00	40.00	S	Discretionary
Permanent Pitch (Saturday)	45.00	45.00	S	Discretionary
Permanent Pitch (Wednesday)	40.00	40.00	S	Discretionary

Fees and Charges

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Sustainability

Allotments

Allotments

Rental

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Gate Key Deposit	20.00	20.00	O	Discretionary
With Piped Water (Per 25.29Sq Meter Per Annum)	14.00	14.50	O	Discretionary
Without Piped Water (Per 25.29Sq Meter Per Annum)	11.00	11.50	O	Discretionary

Fees and Charges

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Car Parks

Ashford Multi-Storey

Parking Fees

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 30 minutes	0.40	0.50	S	Discretionary
b) Up to 2 hours	1.00	1.00	S	Discretionary
c) Over 2 hours	1.30	3.00	S	Discretionary

Season Tickets

a) 3 Months	35.00	60.00	S	Discretionary
b) 6 Months	67.00	100.00	S	Discretionary
c) 12 Months	130.00	180.00	S	Discretionary

Dumsey Meadow,Abbey Drive,The Broadway Laleham

Pay And Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 1 hour	0.00	0.00	S	Discretionary
b) Up to 2 hours	1.10	1.50	S	Discretionary
c) Over 2 hours	1.50	2.00	S	Discretionary

Elmsleigh Car Park

Blue Badge Holder Concession

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) 3 Months	26.00	35.00	S	Discretionary
b) 6 Months	51.50	60.00	S	Discretionary
c) 9 Months	77.00	90.00	S	Discretionary
d) 12 Months	103.00	110.00	S	Discretionary

Fees and Charges

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Car Parks

Green Street & Old Bathing Station, Sunbury

Pay And Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 1 hour	0.00	0.00	S	Discretionary
b) Up to 2 hours	1.10	1.50	S	Discretionary
c) Over 2 hours	1.50	2.00	S	Discretionary

Laleham Park/Thameside Car Parks

Pay And Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 1 hour	0.50	0.50	S	Discretionary
b) Up to 2 hours	2.00	2.00	S	Discretionary
c) Up to 4 hours	4.00	3.00	S	Discretionary
d) Over 4 hours	10.00	7.00	S	Discretionary
e) 3 consecutive days		15.00	S	Discretionary

Lammas Park

Pay And Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 1 hour	0.50	0.50	S	Discretionary
b) Up to 2 hours	2.00	2.00	S	Discretionary
c) Up to 4 hours	3.00	3.00	S	Discretionary
d) Over 4 hours	7.00	7.00	S	Discretionary

Manor Park

Pay and Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 1 hour	0.00	0.00	S	Discretionary
b) Up to 2 hours	1.10	1.50	S	Discretionary
c) Over 2 hours	1.50	2.00	S	Discretionary

Fees and Charges

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Car Parks

Manor Park

Permits - Business

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) 3 Months	60.00	65.00	S	Discretionary
b) 6 months	80.00	85.00	S	Discretionary
c) 12 months	100.00	110.00	S	Discretionary

Orchard Meadow, Walled Garden & Thames Street Sunbury

Business Season Tickets

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) 3 Months	60.00	65.00	S	Discretionary
b) 6 Months	80.00	85.00	S	Discretionary
c) 12 Months	100.00	110.00	S	Discretionary

Pay And Display

a) Up to 1 hour	0.00	0.00	S	Discretionary
b) Up to 2 hours	1.10	1.50	S	Discretionary
c) Over 2 hours	1.50	2.00	S	Discretionary

Residents Season Tickets

a) 3 Months	30.00	35.00	S	Discretionary
b) 6 Months	40.00	45.00	S	Discretionary
c) 12 Months	50.00	60.00	S	Discretionary

Other

Dispensations, suspensions & waivers

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Dispensation grant for up to 3 days	12.00	15.00	S	Discretionary
Plus per day charge after 3 days		5.00	S	Discretionary

Fees and Charges

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Car Parks

Other

Other

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Film Concessions (£12-£100 per vehicle per day)			S	Discretionary
Lost Or Replacement Tickets & Entry/Exit Cards	14.00	14.00	S	Discretionary
Residents visitors permits (per permit)		2.00	S	Discretionary
Visitor Permits (Pack of 10)	10.00	11.00	S	Discretionary

Suspensions

Suspensions - reserved parking (one off admin fee)	30.00	30.00	S	Discretionary
Suspensions - Vehicle Charge Per Day	12.00	15.00	S	Discretionary

Penalties

Penalty Bands

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Full Band 1	70.00	70.00	S	Discretionary
Full Band 2	50.00	50.00	S	Discretionary
Mitigated Band 1	35.00	35.00	S	Discretionary
Mitigated Band 2	25.00	25.00	S	Discretionary

Shepperton Village Hall

Business season tickets

a) 3 Months		65.00	S	Discretionary
b) 6 Months		85.00	S	Discretionary
c) 12 Months		110.00	S	Discretionary

Fees and Charges

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Car Parks

Shepperton Village Hall

Pay and Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 1 hour	0.00	0.00	S	Discretionary
b) Up to 2 hours	1.10	1.00	S	Discretionary
c) Over 2 hours	1.50	3.00	S	Discretionary

Staines Long-Stay - Monday to Sunday 8am to 7pm

Pay And Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 1 hour	1.20	1.30	S	Discretionary
b) Up to 2 hours	2.20	2.30	S	Discretionary
c) Up to 3 hours	2.70	2.70	S	Discretionary
d) Up to 4 hours	3.70	3.50	S	Discretionary
e) Up to 5 Hours	3.50	3.70	S	Discretionary
f) Over 5 Hours	7.20	7.30	S	Discretionary
g) 5 days Monday to Friday only (Kingston Road only)		35.00	S	Discretionary

Staines Long-Stay - Monday to Sunday Evening Charge

Pay And Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Bridge Street - 7pm to 12 midnight	1.20	1.20	S	Discretionary

Staines - Town centre car parks

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Sunday Charge (excludes Lammas Park)	2.00	2.00	S	Discretionary

Fees and Charges

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Car Parks

Staines Pay and Display

Contract Parking - Elmsleigh Road & South Street

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Up to 12 Months	829.00	830.00	S	Discretionary

Contract parking Riverside underground only

a) 3 Months		207.00	S	Discretionary
b) 6 Months		415.00	S	Discretionary
c) 12 Months		829.00	S	Discretionary

Season Tickets - Kingston Road CP only - Railway Users

a) 3 Months	210.00	230.00	S	Discretionary
b) 12 Months	780.00	800.00	S	Discretionary

Season Tickets - Staines (working in Staines)

a) 3 Months	205.00	205.00	S	Discretionary
b) 6 Months	380.00	380.00	S	Discretionary
c) 12 Months	715.00	715.00	S	Discretionary

Staines Short-Stay

Pay And Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 1 hour	1.20	1.30	S	Discretionary
b) Up to 2 hours	2.20	2.30	S	Discretionary
c) Up to 3 hours	2.70	2.70	S	Discretionary
d) Up to 4 hours	3.70	3.80	S	Discretionary
e) Up to 5 Hours	7.00	7.00	S	Discretionary
f) Over 5 Hours	12.20	12.20	S	Discretionary
g) 7pm to 12 midnight (Riverside Surface & Elmsleigh surface only)	1.20	1.20	S	Discretionary

Fees and Charges

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Car Parks

The Broadway, Laleham Village

Business Season Tickets

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) 3 Months	60.00	65.00	S	Discretionary
b) 6 Months	80.00	85.00	S	Discretionary
c) 12 Months	100.00	110.00	S	Discretionary

Fees and Charges

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Parks Strategy

All Recreation Grounds

Filming Rights

Still Photography Per Hour (Price on Application)

S Discretionary

TV Or Films (Per Day Or Part Of) (Price on Application)

S Discretionary

Fitness & Personal Training Fees & Licences

Details of fees & charges available at www.spelthorne.gov.uk/fitnesstrainingfees

S Discretionary

Football

Adult individual bookings

98.00

98.00

S Discretionary

Adult pitch (per 1/2 season, payable in 3 installments)

1,050.00

E Discretionary

Adult pitch (per season, payable in 3 installments)

2,100.00

E Discretionary

Junior individual bookings NO pavillion

39.00

35.00

S Discretionary

Junior individual bookings with pavillion use

52.00

51.00

S Discretionary

Junior pitch (per 1/2 season, payable in 3 installments) NO pavillion

375.00

E Discretionary

Junior pitch (per 1/2 season, payable in 3 installments) with pavillion use

525.00

E Discretionary

Junior pitch (per season, payable in 3 installments) NO pavillion

750.00

E Discretionary

Junior pitch (per season, payable in 3 installments) with pavillion use

1,050.00

E Discretionary

Funfairs

Daily Hire Charge

660.00

700.00

E Discretionary

Deposit Against Damage

1,330.00

1,400.00

O Discretionary

Tennis (Price on Application)

Hire of court for private coaching (per hour per court)

S Discretionary

Fees and Charges

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Parks Strategy

All Recreation Grounds

Usage of Parks

Hire of park for non-charity events

2017/18 Charge	2018/19 Charge	VAT	Statutory?
470.00	500.00	E	Discretionary

Fees and Charges

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Public Conveniences

Public Conveniences

Usage Fee

Automatic Public Conveniences

2017/18 Charge **2018/19 Charge** **VAT** **Statutory?**

0.20 0.20 Discretionary