

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 04 January 2021

Portfolio:	Policy and Resources
Subject:	Fees and Charges 2021/22
Report of:	Deputy Chief Executive Officer
Corporate Priorities:	A dynamic, prudent and progressive Council

Purpose:

This report provides an update and proposals for the Council's fees and charges for the financial year 2021/22.

Executive summary:

This report gives the Executive the opportunity to consider the Council's fees and charges for 2021/22 including approving increases in existing charges and consider new charges where applicable.

Recommendation/Recommended Option:

It is recommended that the Executive approves the fees and charges for 2021/22 as set out at Appendix A to this report.

Reason:

The proposed fees and charges will continue to support delivery of the Council's services and contribute to the budgets setting process for 2021/22.

Cost of proposals:

There are no costs to the proposals

Appendices: **A: Fees and Charges 2021/22**
 B:

Background papers:

Reference papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	04 January 2021
Subject:	Fees and Charges 2021/22
Briefing by:	Deputy Chief Executive Officer
Portfolio:	Policy and Resources

INTRODUCTION

1. The Council levies Fees and Charges for a number of services it provides. This is an important source of funding for Council services and therefore contributes to the budget setting process. As Government funding continues to reduce, Councils are expected to adopt a more commercial approach to their fees and charges income streams.
2. This report therefore provides an update following the latest annual review of the Council's fee and charges and makes proposals for increasing current charges and also implementing new charges where opportunities have been identified.

BUDGET SETTING PRINCIPLES

3. The budget setting principles are detailed in the Council's Medium-Term Finance Strategy and the one proposed relating to fees and charges is shown below:
 - Fees and charges to be increased to achieve a realistic increase in income wherever possible and every effort to be made to identify new sources of income. The proposed charges should be considered alongside those for similar services in neighbouring authorities and, where appropriate, the charges levied by private sector providers.
4. During the previous financial year the Opportunities Team have been working with services to review fees and charges after analysing what other authorities in Hampshire are charging and looking at areas where these authorities charge and Fareham doesn't currently charge.

CHANGES PROPOSED FOR 2021/22

5. There have been a number of changes to fees and charges which are detailed in the following paragraphs. The full booklet of fees and charges is attached as Appendix A.

Statutory Fees

6. Many of the charges that are used by the council will be statutory charges and as

such the council has no control over the setting of these charges.

Discretionary Charges where No increase is Proposed

7. There are some charges where there is no increase proposed that are at the discretion of the council. Many of these, such as Fareham Town Centre Charges have not been increased as it is believed that higher charges would be detrimental to the service or its users.
8. Car parking charges have not been increased since October 2010 and there is no proposal to increase them for 2021/22 as it is again likely to impact on service users when there is already reduced use of car parking facilities in the town centre.

New or Increasing Charges

9. The proposed changes to **Beach Hut charges** would be an increase of 5% over the current charge and reflect the decision made by the Executive in January 2020.
10. In the **Parking Charges** area there are the new charges for parking in coastal areas as agreed by the Executive in September. The season ticket proposals are subject to a separate report on this agenda and will be incorporated in the charges book once the decision has been made.
11. There is a change to the charges for the **Market Pitches** which is reflective of the current arrangements in relation to charges in that area.
12. In most other cases, an increase is proposed in line with the policy.

Fees that Fall under the Responsibility of Other Committees

13. Charges for the Licensing and Regulatory Committee and Planning Committee are shown in the appendix just for information as those charges will be agreed by the relevant committees before being approved by Full Council.
14. Charges for some Housing Services are also shown in the appendix for information as these are approved through the Housing Revenue Account report.

Additional Reviews in Progress

15. There are a number of services where additional analysis is being done to determine the level of charges for future years and where other opportunities may exist. These include cemeteries, garden waste service, car parks, trade waste and sports pitches.

FINANCIAL IMPLICATIONS

16. Fees and charges generate just under £4 million of income for the council so it is important that the charges are reviewed regularly and provide value for money for users of the services.

Enquiries:

For further information on this report please contact Neil Wood. (Ext 4506)



Fees and Charges 2021/22

FAREHAM
BOROUGH COUNCIL

General Notes

1. Fees and Charges are normally reviewed by the Council on an annual basis to apply for the whole of the Financial Year (1 April to 31 March), but it sometimes proves necessary to amend charges at other times during the year.
2. The charges shown in this book are those which apply from 1 April 2021.
3. VAT where charged will be at the prevailing rate, which is currently 20%.
4. **VALUE ADDED TAX – LETTING OF SPORTS FACILITIES - EXEMPTION**

VAT exemption is available for the provision of a series of lets to Schools, Clubs, Associations or Organisations representing affiliated clubs or constituent associations (such as local league) subject to the following guidelines:

- a. The series consists of 10 or more sessions.
- b. Each session is for the same sport or activity.
- c. Each session is at the same place.
- d. The interval between each session is at least a day and not more than 14 days. Letting for every other Saturday afternoon fulfils this condition but there is no exception for intervals longer than 14 days which arise through closure e.g. for public holidays.
- e. The series must be paid for as a whole, and there is written evidence to that effect.
- f. The person to whom the facilities are let has exclusive use of them during the sessions.
- g. The hirer has no right to amend or cancel a booking

Fees and Charges for Services	Page
Beach Huts	<u>3</u>
Building Control Partnership	<u>3</u>
Cemeteries and Burial Grounds	<u>4</u>
Clean and Tidy Borough	<u>7</u>
Elections	<u>8</u>
Housing	<u>9</u>
Land Charges	<u>10</u>
Licensing and Fees	<u>11</u>
Markets and Town Centre	<u>17</u>
Parking Charges	<u>18</u>
Planning Services	<u>20</u>
Public Protection	<u>23</u>
Waste Collection and Disposal	<u>27</u>
Sports and Leisure	<u>29</u>
Miscellaneous Charges	<u>30</u>



BEACH HUTS

	Notes	Fee 2020/21 £	Fee 2021/22 £	% Increase
Residents	Inclusive of VAT	532.00	558.60	5.00
Non-Residents	Inclusive of VAT	1,064.00	1,117.20	5.00



BUILDING CONTROL PARTNERSHIP

Building Control Partnership fees are available on application to the Head of Building Control. Fees will not be published due to commercial sensitivity.



CEMETERIES AND BURIAL GROUNDS

The charges below are either currently exempt, or not subject to VAT.

Resident Fees

Resident fees are charged when the person to be interred lived in the Borough of Fareham prior to their death.

Persons residing in Care and Nursing homes outside the Borough are also classed as residents if they lived in the Borough of Fareham prior to moving to Care and Nursing Homes.

Non-Resident Fees

Non-resident fees are charged when the person to be interred did not live in the Borough prior to their death. Fees in relation to the purchase of the 30 year lease will also apply.

Non-residents fees are charged when a person wishes to reserve a grave and lives outside the Borough at the time of their application to purchase the 30 year lease.

	Notes	Fee 2020/21 £	Fee 2021/22 £	% Increase
ASHES (CREMATED REMAINS) AREA				
Interment				
a) Burial of ashes into a cremation plot	Note 1	210.00	220.00	4.8
Memorials				
b) Purchase of 30 year lease (area selected by Council)	Note 1	228.00	236.00	4.9
c) Purchase of 30 year lease (area chosen by customer where possible)	Note 1	335.00	350.00	4.5
d) Application to place a flat memorial tablet	Note 2	53.00	56.00	5.7
e) Application to add a further inscription onto an existing tablet	Note 2	37.00	39.00	5.4

BURIAL AREA				
Interment				
f) Burial of a body into a new grave	Note 1	865.00	910.00	5.2
g) Re-open an existing grave for second burial	Note 1	660.00	695.00	5.3
h) Application to scatter ashes	Note 1	70.00	73.00	4.3
i) Burial of ashes into grave at cremation depth	Note 1	210.00	220.00	4.8
j) Burial of ashes into grave at burial depth	Note 1	385.00	405.00	5.2
k) Burial of a body (Child under 18 years)	Note 1,3	865.00	910.00	5.2
Exclusive right of burial (30 year lease)				
l) Purchase of 30 year lease (area selected by Council)	Note 1	670.00	700.00	4.5
m) Purchase of 30 year lease (area chosen by customer where possible)	Note 1	925.00	970.00	4.9
n) Purchase of 30 year lease (Child's grave)	Note 2	305.00	320.00	4.9
Memorials				
o) Application to place a headstone for ten years	Note 2	180.00	190.00	5.6
p) Renewal of the application to place a headstone	Note 2	26.00	27.00	3.8
q) Application for additional inscription on headstone and re-erection	Note 2	132.00	138.00	4.5
r) Application to place a fixed memorial vase	Note 2	53.00	56.00	5.7
s) Application to add a further inscription onto an existing fixed memorial vase	Note 2	37.00	39.00	5.4

MISCELLANEOUS				
t) Hire of Chapel at Wickham Road Cemetery	Note 2	125.00	130.00	4.0
u) Transferring of the ownership of the lease known as the Exclusive Right of Burial	Note 2	66.00	70.00	6.1
v) Administration fee for making arrangements directly with Council (ashes only)	Note 2	70.00	73.00	4.3
w) To undertake the arrangements for funerals under the Public Health Act	Note 2	475.00	500.00	5.3
x) Burial out of hours	Note 2	At Cost	At Cost	
y) Exhumation	Note 2	At Cost	At Cost	
z) Purchase of commemorative bench and plaque	Note 2	1,560.00	1,635.00	4.8
Notes 1. The charge shown is for residents. Non-residents will be charged double the residents rate. 2. The charge shown is for both residents and non-residents. 3. Charges for children under 18 years old will be free at the point of need. The charges are shown to enable the council to be reimbursed by the Children's Funeral Fund.				



CLEAN AND TIDY BOROUGH

The charges shown are currently not subject to VAT.

	Notes	Fee 2020/21 £	Fee 2021/22 £	% Increase
Litter and Fouling				
Dropped litter – Fixed Penalty Notice	Enforcement Policy	150.00	150.00	Nil
Public Space Protection Order – Fixed Penalty Notice	Enforcement Policy	100.00	100.00	Nil
Highways – Damage to Street Furniture				
Offender charged at cost plus a 10% administration charge				
Shopping Trolley Collection				
Shopping Trolley Collection		100.00	105.00	5.0



ELECTIONS

The charges shown are currently not subject to VAT.

Returning Officer's fees and disbursements: as determined by Hampshire Election Fees Working Party; available on request to Head of Democratic Services.

Registration of Electors (Statutory)

Item	Data	Printed
Sale of Edited Register	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of Full Register*	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of monthly update notices*	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of list of Overseas Electors	£20 plus £1.50 per hundred entries (or part)	£10 plus £5.00 per hundred entries (or part)
Sale of Marked Register*	Where available £10 plus £1.00 per thousand entries (or part)	£10 plus £2.00 per thousand entries (or part)
*Notes <ol style="list-style-type: none">1. Supply of the Full Register, monthly update notices and the marked register is restricted by the Representation of the People Regulations.2. Packing and carriage costs will also apply where relevant.3. A request for the same part of the register in both printed and data form will be treated as two separate requests.		



HOUSING

	Notes	Fee 2020/21 £	Fee 2021/22 £	% Increase
Sales of Council Houses				
Maximum legal and administration fees in connection with granting a service charge loan	Statutory Charge	100.00	100.00	NIL
Recharge of Officer time in agreeing any consent to freeholders	Fee per occurrence	100.00	100.00	NIL
Repairs to Council Houses				
Abortive visit by Officer, Surveyor or Tradesman	Charge per visit	50.00	50.00	NIL
Rechargeable works	These will be assessed individually at the time the work is carried out.			
Sheltered Accommodation for the Elderly – Guest Room Charges				
Single occupancy per night	Inclusive of VAT	10.00	10.00	NIL
Per couple per night	Inclusive of VAT	15.00	15.00	NIL
Collingwood Court per room	Inclusive of VAT	25.00	25.00	NIL
Sylvan Court per room	Inclusive of VAT	25.00	25.00	NIL
Sheltered Accommodation for the Elderly – Other Charges				
Keys – Key	Inclusive of VAT	5.10	5.20	2.0
Keys – Fob		8.20	8.35	1.8
Wash Cards (where applicable)	Inclusive of VAT			
Wash		0.60	0.65	8.3
Dry		0.50	0.55	10.0
Homelessness				
Bed & Breakfast charges	100% cost recovery from the homeless of Hotel/Bed & Breakfast charges ineligible for Housing Benefit made straight to the Council.			
Storage of furniture	Homeless households qualifying for financial assistance towards the cost of removal and storage of their possessions must agree to pay a contribution towards these costs based on all their sources of income.			
Other				
Second mortgage enquiry forms	Inclusive of VAT	75.00	78.00	4.0
Care Line Service - Telephone link for assistance (private sector)	Tariff available on application to Sheltered Housing Manager			



LAND CHARGES

	Notes	Fee 2020/21 £	Fee 2021/22 £	% Increase
Local Land Charges 1 Search Fees (not subject to VAT) Official Certificate of Search in the whole or any part of the register				
First parcel of land – paper search	Fee per occurrence	34.00	36.00	5.8
First parcel of land – electronic search	Fee per occurrence	34.00	36.00	5.8
Each additional parcel	Fee per occurrence	11.00	11.50	4.6
Other Local Land Charges Fees (not subject to VAT)				
Registration of a light obstruction notice	Fee per occurrence	74.00	78.00	5.4
Filing Lands Tribunal certificate	Fee per occurrence	2.60	2.80	7.7
Filing light obstruction judgement etc.	Fee per occurrence	7.50	7.80	4.0
Inspection of rule 10 documents	Fee per occurrence	2.60	2.80	7.7
Office copy register entry	Fee per occurrence	1.60	1.70	6.3
Office copy plan or document	Discretionary			
CON29R Official Enquiries – Part I				
First parcel of land	Fee per occurrence Inclusive of VAT	165.60	174.00	5.1
Each additional parcel	Fee per occurrence Inclusive of VAT	38.40	40.20	4.7
CON29O Official Enquiries – Part II				
First parcel of land	Fee per occurrence Inclusive of VAT	28.80	30.30	5.2
Each additional parcel	Fee per occurrence CON29O element inclusive of VAT £39 LLC1 element not subject to VAT £11.50	49.40	51.90	5.1
Common Registration Searches	Fee per occurrence	28.80	30.30	5.2



LICENSING AND FEES

The charges shown are currently not subject to VAT, except where indicated.

	Notes	Fee 2020/21 £	Fee 2021/22 £	% Increase
Lotteries				
Registration	Statutory Charge	40.00	40.00	NIL
Renewal	Statutory Charge	20.00	20.00	NIL

Gambling Act 2005

Charges available on application to Head of Environmental Health.

Licensing Act 2003

The service is provided to ensure public safety through the licensing of regulated activities and to ensure that they are undertaken in accordance with the relevant licence conditions.

In addition the Council are the Licensing Authority under the Licensing Act 2003. The Act replaced existing licensing regimes concerning the sale of alcohol, public entertainment, theatres, cinemas and late night refreshment with a unified system of regulation. From February 2005 the Council has dealt with applications for premises and personal licences which took effect in November 2005. From this date the Council took over all the licensing functions some of which such as liquor licensing were previously undertaken by the Magistrates Court.

The Act requires that the Council carries out its various licensing functions so as to promote the following four licensing objectives:-

- The prevention of crime and disorder
- Public Safety
- The prevention of public nuisance
- The protection of children from harm

The Fees have been set by the Government and are detailed below:

Premises/Club Applications/Conversions

The Fees are based on rateable values of properties:

Rateable Value	Band	Initial License Fee £	Annual Fee £
£0 - £4,300	A	100.00	70.00
£4,301 - £33,000	B	190.00	180.00
£33,001 - £87,000	C	315.00	295.00
£87,001 - £125,000	D	450.00	320.00
£125,001 and over	E	635.00	350.00

A multiplier applied to premises in Bands D and E where they are exclusively or primarily in the business of selling alcohol (mainly large town and city centre pubs) as follows:

Rateable Value	Band	City/Town Centre Pub Application Fee £	City/Town Centre Pub Annual Charge £
£87,001 - £125,000	D	900.00	640.00
£125,001 and over	E	1,905.00	1,050.00

If in addition to the conversion application the conditions in respect of alcohol are to be varied then an additional fee to those set out above becomes payable as follows:

Rateable Value	Band	Variation Fee £
£0 - £4,300	A	20.00
£4,301 - £33,000	B	60.00
£33,001 - £87,000	C	80.00
£87,001 - £125,000	D	100.00
£125,001 and over	E	120.00

Exceptionally Large Events

A fee structure also exists for exceptionally large events starting at a capacity of 5,000 people. Please contact the Licensing Authority for details of these.

Personal Licences, Temporary Events and Other Fees

	Fee 2021/22 £
Statutory – Additional Fees are as follows :	
Occasion on which Fee payable	
Personal Licence	37.00
Minor Variations	89.00
Temporary Event Notice	21.00
Application for copy of Licence or summary on theft, loss etc. of Premises Licence or summary	10.50
Notification of change of name or address	10.50
Applications to vary – to specify Individuals as premises supervisor	23.00
Application to transfer Premises Licence	23.00
The removal of conditions for community premises	23.00
Interim Authority Notice	23.00
Application for making a Provisional Statement	195.00
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	10.50
Notification of change of name or alteration of club rules	10.50
Change of relevant registered address of club	10.50
Application for copy of licence on theft, loss etc. of temporary event notices	10.50
Application for copy of licence on theft, loss etc. of personal licence	10.50
Right of freeholder etc. to be notified of licensing matters	21.00

Exemptions

Applications for premises licences or club certificates which relate to the provision of regulated entertainment only and the application is from the following then NO FEES are payable, but applications must still be made:

An educational institution which is a school or college and the entertainment is carried on by the educational institution for and on behalf of the purposes of the educational institution.

OR

That the application is in respect of premises that are or form part of a church hall, chapel hall, or similar building or village hall, parish hall or community hall or other similar building.

	Notes	Fee 2020/21 £	Fee 2021/22 £	% Increase
Discretionary – Other Licences and Fees				
Skin Piercers	Premises	95.00	95.00	NIL
Skin Piercers	Persons	80.00	80.00	NIL
Street Trading Consent	12 months	1,900.00	1,900.00	NIL
Street Trading Consent	6 months	1,050.00	1,050.00	NIL
Street Trading Consent	3 months	560.00	560.00	NIL
Street Trading - Tables and Chairs	New	300.00	300.00	NIL
Street Trading - Tables and Chairs	Renewal	185.00	185.00	NIL
Dangerous Wild Animal Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	150.00	150.00	NIL
Riding Establishment Licences Initial registration/ renewal/variation –per horse	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	44.00	44.00	NIL
Animal Boarding Establishment Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	170.00	170.00	NIL
Home (Domestic) Animal Boarding Establishment Licences		130.00	130.00	NIL
Home Boarding Fee Franchise (including Day Care for Dogs)	Dog Boarding Franchise	160.00	160.00	NIL
	Additional Dog Boarding Franchise property applied for	53.00	53.00	NIL
Pet Shop Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	130.00	130.00	NIL
Dog Breeders Licence	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	190.00	190.00	NIL
Zoo: Initial Application (valid for 4 years)	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	2,000.00	2,000.00	NIL
Zoo: Renewal (valid for 6 years)	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	2,000.00	2,000.00	NIL
Sex Shops/Establishments	Initial Fee	2,000.00	2,000.00	NIL
Sex Shop/Establishment	Renewal Fee	2,000.00	2,000.00	NIL
Scrap Metal Dealer	New Application	260.00	260.00	NIL
Scrap Metal Dealer	Application Renewal	145.00	145.00	NIL
Mobile Collector	New Application	145.00	145.00	NIL
Mobile Collector	Application Renewal	105.00	105.00	NIL

Variation of Licence		138.00	138.00	NIL
Replacement Licence		23.00	23.00	NIL
Advice to commercial premises	Charge per hour or part thereof	47.00	47.00	NIL

	Notes	Fee 2020/21 £	Fee 2021/22 £	% Increase
Discretionary – Hackney Carriage and Private Hire Licences				
Vehicle Licence				
Hackney Carriage		185.00	185.00	NIL
Private Hire		185.00	185.00	NIL
Transfer of Licence	(Note 1)	185.00	185.00	NIL
Temporary Transfer	(Note 2,3)	185.00	185.00	NIL
Operator's Licence				
Private Hire Operators Licence	1 year	185.00	185.00	NIL
Private Hire Operators Licence	3 years	455.00	455.00	NIL
Private Hire Operators Licence	5 years	825.00	825.00	NIL
Driver's Licence				
Hackney Carriage Drivers Licence	1 Year	60.00	60.00	NIL
Hackney Carriage Drivers Licence	3 Years	155.00	155.00	NIL
Private Hire Drivers Licence	1 Year	60.00	60.00	NIL
Private Hire Drivers Licence	3 Years	155.00	155.00	NIL
Dual Drivers Licence	1 Year	85.00	85.00	NIL
Dual Drivers Licence	3 Years	200.00	200.00	NIL
Dual Upgrade			45.00	N/A
DVLA Drivers' Licence check	Free on-line			
Failure to attend appointment		34.00	34.00	NIL
Replacement Licence		10.50	10.50	NIL
Transfer of Ownership	(Note 1)	25.00	25.00	NIL
Knowledge Test				
Per Test		60.00	60.00	NIL
Driver's Badge				
Issue and Replacement	Inclusive of VAT	18.00	18.00	NIL
Vehicles				
Replacement plates and fixings	Inclusive of VAT	22.00	22.00	NIL
Replacement brackets		15.00	15.00	NIL

Interior windscreen plate		23.00	23.00	NIL
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Other	
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Disclosure and Barring Service Fee	Actual Cost
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Medical Consultation	Actual Cost
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Notes

1. This charge has been set at a level to cover the cost of administering transfers. Transfers will only be permitted in March and April in exceptional circumstances. Transfers, in months other than March and April, will be charged at 50%.
2. This charge covers the cost of temporary transfers due to the use of loan cars for insurance purposes.
3. This charge has been set at a level to cover the cost of administering transfers.



MARKETS AND TOWN CENTRE

	Notes	Fee 2020/21 £	Fee 2021/22 £	% Increase
Fareham Market Inclusive of VAT				
Signed on pitch fee	Per foot, minimum of 15ft, maximum of 50ft	2.00	2.10	5.00
Casual pitch fee	Per foot, minimum of 15ft, maximum of 50ft	2.50	2.60	4.00
Additional Markets	Per foot, minimum of 15ft, maximum of 50ft	1.00	1.10	10.00
Portchester Market Not currently subject to VAT				
Signed on pitch fee	Per foot, minimum of 15ft, maximum of 50ft	1.00	1.10	10.00
Casual pitch fee	Per foot, minimum of 15ft, maximum of 50ft	1.50	1.60	6.67
Fareham Town Centre Charges Inclusive of VAT				
Flower Basket(subject to availability)	Per Basket, supply, install and maintenance	36.00	36.00	NIL
Pitch Hire Standard Pitch	up to 10ft or 3.05 m	35.00	35.00	NIL
Pitch Hire Larger Pitch & Podium	up to 20ft or 6.1m	70.00	70.00	NIL
Pitch Hire	Direct booking non-profit organisation	0.00	0.00	NIL
Commercial Exhibitions Saturdays	Up to 40ft or 12.19m	210.00	210.00	NIL
Commercial Exhibitions All other dates	Up to 40ft or 12.19m	150.00	150.00	NIL



PARKING CHARGES

The charges shown are inclusive of VAT

Shopping Centre Multi-Storey Car Parks	Current Fee
Fareham Shopping Centre and Osborn Road	
Monday – Saturday Standard hourly rates apply between 8am and 6pm	£1.00 per hour to a maximum of 10 hours
Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm	£1.00 per hour to a maximum of 6 hours

Inner Shopping Centre Car Parks	Current Fee
Ferneham Hall; Civic Way North & South; Palmerston Avenue; Civic Offices (Sat/Sun Only)	
Monday – Saturday Standard hourly rates apply between 8am and 6pm	£1.00 per hour to a maximum of 10 hours
Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm	£1.00 per hour to a maximum of 6 hours

Market Quay	Current Fee
Monday – Saturday Standard hourly rates apply between 8am and 6pm	£1.50 per hour to a maximum of 10 hours
Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm	£1.50 per hour to a maximum of 6 hours

Coastal Parking	New Fee
Hove To; Meon Shore; Monks Hill; Passage Lane; Portchester Castle; Salterns; Shore road; Swanwick Shore Lane;	
Monday – Sunday Standard hourly rates apply between 10am and 6pm	£1.00 per hour to a maximum of 6 hours
Season ticket option is due to be addressed at the Executive in January	To be confirmed

Outer Shopping Centre Car Parks	Current Fee
Bath Lane; Holy Trinity Church; Lysses; Malthouse Lane; Osborn Road West; Trinity Street; Youth Centre	
Monday – Saturday Standard hourly rates apply between 8am and 6pm	£0.70 per hour with a maximum charge of £3.50 per day
Sunday & Bank Holiday	No Charge

Flexible Season Tickets for use in any outer shopping centre car park	1 Day £	2 Days £	3 Days £	4 Days £	Weekly £
Full Day					

One Month	13.00	30.00	50.00	60.00	70.00
Quarterly	35.00	80.00	110.00	150.00	170.00
Half Yearly	65.00	140.00	200.00	270.00	300.00
Annual	110.00	230.00	340.00	470.00	520.00

Half Day (up to 5 hours)					
One Month	10.00	20.00	30.00	40.00	45.00
Quarterly	20.00	50.00	70.00	90.00	100.00
Half Yearly	40.00	80.00	120.00	160.00	180.00
Annual	70.00	140.00	200.00	280.00	310.00

Penalty Charge Notices(not subject to VAT)	Current Fee
Higher Level Charge – (Note 1 and 3)	£70.00
Lower Level Charge – (Note 2 and 3)	£50.00

Notes

1. Higher level charge relates to those contraventions which prohibit e.g. parking on double yellow lines or single lines during a prohibited period, or parked in a marked disabled bay without displaying a blue badge.
2. Lower level charges relate to those contraventions which occur, for example, short overstay of the prescribed period on street or parking in an off street location without displaying a valid pay and display ticket/permit.
3. The charges are reduced by 50% provided payment is made within 14 days of issue. A surcharge of 50% will be added if paid more than 28 days from issue of Notice to Owner.



PLANNING FEES

The majority of Planning Fees are set by central government and are updated from time to time. The current fees apply from 17 January 2018 and can be found on planningportal.co.uk or the fee will calculate when you fill in your application online.

Alternatively the current fees are available on application to the Head of Development Management.

The following fees are discretionary

Planning Advice - Residential	Fee payable 2021/22 £
Extensions or other alterations to an existing dwelling including ancillary development within its curtilage	Free
1 – 9 dwellings*	£250 for first dwelling + £50 for every additional dwelling thereafter
10 – 49 dwellings*	£750 for first ten dwellings + £10 for every additional dwelling thereafter
50+ dwellings*	£POA
New dwellings but where numbers not known	£POA
Elderly persons accommodation, retirement living developments, sheltered apartments, residential care homes falling within Use Class C2, - 1-9 bedspaces - 10 – 50 bedspaces - More than 50 bedspaces	£250 £500 £750
Other residential uses (including hotels, residential institutions, houses in multiple occupation, etc)	£POA
* = including change of use of existing floorspace	

Planning Advice – Non-residential	Fee payable 2021/22 £
Provision of floorspace (gross internal area), change of use of existing floorspace (gross internal area) or change of use of land (gross area): <ul style="list-style-type: none"> - Up to 100 m2 - 101 – 499 m2 - 500 – 999 m2 - More than 1,000 m2 where it relates to proposed uses with Classes B1, B2, B8, or a mix of these uses - More than 1,000 m2 where it relates to any uses outside of Classes B1, B2 or B8 	£200 £250 £500 £700 £POA

Planning Advice – Other	Fee payable 2021/22 £
Small scale development not falling into any of the above categories <i>(for example: engineering works, new shop fronts, moorings, means of enclosure, renewable energy plant on existing business premises)</i>	£200
Installation or replacement of telecommunications mast	£200 per site
Minor amendments to an extant planning permission	£100
Advertisements / signage: <ul style="list-style-type: none"> - For the purposes of a community use which is non-profit making (not including education providers) - On business premises less than 100 m2 gross internal floor area - All other adverts 	Free Free £150

Any development or works being carried out by a community use which is non-profit making (not including education providers)	Free
Follow up advice	50% of the original pre-application planning advice fee/ £POA
Notes:	
1. £POA (Price on Application) indicates that a fee will be calculated on a case by case basis, based on a schedule of rates published by the Council and updated annually.	
2. Where advice is sought in relation to mixed use proposals, the fee for each element of the scheme should be calculated using the table above and then added together.	
3. Where advice is required from external consultants or consultees to whom a payment must be made, the applicant will be expected to meet these costs and they will be in addition to the pre-application advice fee set out above.	

Pre Application Advice – Listed Buildings and heritage Advice	Fee payable 2021/22 £
Pre-application planning advice charges for listed buildings and heritage advice	£150 per initial enquiry plus VAT



PUBLIC PROTECTION

	Notes	Fee 2020/21£	Fee 2021/22 £	% Increase
Dog Control				
Collection of Strays (An additional £25 will be added to this fee where the same dog is found straying, leading to seizure, more than once in any 3 month period)	Statutory Charge Not subject to VAT	25.00	25.00	NIL
Dog Kennelling fees	Per dog up to 7 days Not subject to VAT	115.00	115.00	NIL
Private home check visit	Inclusive of VAT	34.00	34.00	NIL
Housing Act Enforcement charges are not currently subject to VAT				
Private Sector Housing - Housing Act 2004 Enforcement Notices	Charge to be actual cost to the Council up to and including service of Notice			
Inspection and/or sampling of private water supplies/distribution networks	Charge to be actual cost to the Council			
Out of Hours Service	Charge to be actual cost to the Council			
Immigration Service Assessment of Premises Condition	Inclusive of VAT	115.00	115.00	NIL
Licensing of Houses in Multiple Occupancy				
5 people	Not subject to VAT	840.00	840.00	NIL
6 – 10 people	Not subject to VAT	1,050.00	1,050.00	NIL
11 – 15 people	Not subject to VAT	1,260.00	1,260.00	NIL
16 – 20 people	Not subject to VAT	1,470.00	1,470.00	NIL
More than 20 people	Not subject to VAT	1,680.00	1,680.00	NIL

	Notes	Fee 2020/21 £	Fee 2021/22 £	% Increase
Food Safety				
Export Health Certificates		90.00	90.00	NIL
Issue of Certificate for Unsound Food	Certificate required in support of insurance claims even though the food, due to its condition, would not be marketable or usable.	220.00	220.00	NIL
Transportation of Unsound Food (Charges are inclusive of VAT)				
First hour (min 1 hour)	Plus disposal of unsound food.	155.00	155.00	NIL
Subsequent whole hours	Plus disposal of unsound food.	80.00	80.00	NIL
Transport and disposal	Charged at cost to the Council			
Charges for training courses available on application to the Head of Environmental Health				
Pest Control				
Domestic Premises charges include materials and are also inclusive of VAT				
For Persons in Receipt of one or more of the following benefits the treatment is offered at a concession charge:-				
<ul style="list-style-type: none"> Income-based Jobseeker's Allowance Income-related Employment and Support Allowance Income Support Pension Credit (Guarantee) Universal Credit (maximum award) 				
Fleas, Bed Bugs and unknown infestations	Visit and Quotation	12.00	12.00	NIL
All other insects (including wasps)		20.00	20.00	NIL
Rodents		25.00	25.00	NIL
Pest Control				
Domestic Premises charges include materials and are also inclusive of VAT				
Fleas, Bed Bugs and unknown infestations	Visit and Quotation	36.00	36.00	NIL
All other insects (including wasps)		60.00	60.00	NIL
Rodents		70.00	70.00	NIL
Pest Control				
Commercial Premises charges include materials and are also inclusive of VAT				
Rodents and insects	first 15 minutes	85.00	90.00	5.88
Rodents and insects	each additional 15 minutes or part thereof	20.00	21.00	5.00
CCTV				

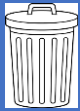
Access to CCTV footage	Inclusive of VAT	84.00	90.00	7.1
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Pollution Reduction – Environmental Protection Act 1990				
Charges available on application to the Head of Environmental Health				
Out of hours service charges based on actual cost to the Council				
Local Authority Environmental Permit – Part B				
LAPPC Charges for 2014/15 onwards not subject to VAT				
Type of charge	Type of process	2014/15 Fee		
Application Fee	Standard process (includes solvent emission activities)	£1,579		
	Additional fee for operating without a permit	£1137		
	PVRI, SWOBs and Dry Cleaners	£148		
	PVR I & II combined	£246		
	VRs and other Reduced Fee Activities	£346		
	Reduced fee activities: Additional fee for operating without a permit	£68		
	Mobile plant**	£1,579		
	for the third to seventh applications	£943		
	for the eighth and subsequent applications	£477		
	Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts			
Annual Subsistence Charge	Standard process Low	£739 (+£99)*		
	Standard process Medium	£1,111(+£149)*		
	Standard process High	£1672 (+£198)*		
	PVRI, SWOBs and Dry Cleaners L/M/H	£76	£151	£227
	PVR I & II combined L/M/H	£108	£216	£326
	VRs and other Reduced Fees L/M/H	£218	£349	£524
	Mobile plant, for first and second permits L/M/H**	£618	£989	£1,484
	for the third to seventh permits L/M/H	£368	£590	£884
	eighth and subsequent permits L/M/H	£189	£302	£453
	Late payment Fee	£50		
	* The additional amounts in brackets must be charges where a permit is for a combined Part B and waste installation			
	Where a Part B installation is subject to reporting under the E-PRTR Regulation add an extra £99 to the above amounts.			

Pollution Reduction – Environmental Protection Act 1990		
Charges available on application to the Head of Environmental Health Out of hours service charges based on actual cost to the Council		
Local Authority Environmental Permit – Part B		
LAPPC Charges for 2014/15 onwards not subject to VAT		
Type of charge	Type of process	2014/15 Fee
Transfer and Surrender	Standard process transfer	£162
	Standard process partial transfer	£476
	New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	£75
	Surrender: all Part B activities	£0
	Reduced fee activities: transfer	£0
	Reduced fee activities: partial transfer	£45
Temporary transfer for mobiles	First transfer	£51
	Repeat following enforcement or warning	£51
Substantial change	Standard process	£1,005
	Standard process where the substantial change results in a new PPC activity	£1,579
	Reduced fee activities	£98

** Not using simplified permits

Local Authority Environmental Permit – Part B				
LAPPC mobile plant charges for 2014/15 onwards (not using simplified permits) not subject to VAT				
Number of permits	Application fee 2014/15	Subsistence fee 2014/15		
		Low	Med	High
1	£1579	£618	£989	£1,484
2	£1579	£618	£989	£1,484
3	£943	£368	£590	£884
4	£943	£368	£590	£884
5	£943	£368	£590	£884
6	£943	£368	£590	£884
7	£943	£368	£590	£884
8 and over	£477	£189	£302	£453



WASTE COLLECTION AND DISPOSAL

	Notes	Fee 2020/21 £	Fee 2021/22 £	% Increase
Abandoned Vehicles Refuse Disposal (Amenity) Act 1978				
The charges shown are currently not subject to VAT				
Removal of vehicle from motorway	Statutory Charge	150.00	150.00	Nil
Removal of vehicle from elsewhere	Statutory Charge	150.00	150.00	Nil
Storage (per 24 hours or part)		28.00	29.00	3.6
Disposal		72.00	76.00	5.6
Domestic Bulky Waste				
The charges shown are currently not subject to VAT				
Single Item		40.00	42.00	5.0
Two Small Items		60.00	63.00	5.0
Half Load		90.00	95.00	5.6
Full Load		160.00	168.00	5.0
Trade Waste				
Trade waste charges for both residual and recycling are available on application to the Trade Waste team. Charges made for waste collected outside the borough of Fareham will be subject to standard rated VAT.				
Domestic Garden Waste Collection				
The charges shown are currently not subject to VAT				
First Sack	Free of charge - £5.00 Delivery Fee			
Roll of 25 single use sacks	Subsequent sacks	40.00	45.00	12.5
Roll of 5 single use sacks	Subsequent sacks	10.00	12.00	20.0
Domestic Waste and Recycling - Developers (inclusive of VAT)				
The charges shown are for new and replacement bins				
240 litre (standard bin for individual houses) Refuse / Recycling		45.00	50.00	11.1
340 litre (communal bin only permitted for flats) Refuse / Recycling		70.00	75.00	7.1
1100 litre (large communal bin, only permitted for flats) Refuse		430.00	455.00	5.8
Domestic Waste and Recycling - Residents (not subject to VAT)				
The charges shown are for new and replacement bins				
240 litre (standard bin for individual houses) Refuse / Recycling		34.00	36.00	5.8



SPORTS AND LEISURE

Outdoor Sport and Recreation

	Notes	Fee 2020/21 £	Fee 2021/22 £	% Increase
Sports Pitches, Facilities, Recreation Grounds and Open Spaces				
Football, Rugby and Hockey, casual games per match - (Notes 1 and 2)				
Senior	Per match	88.00	92.00	4.5
Junior	Under 18	34.50	36.00	4.3
Mini Soccer	Per match	23.00	24.00	4.3
Mini Soccer	Per half day pitch	47.00	49.00	4.3
Training Sessions – 2 hours	Juniors half charge	50.00	52.00	4.0
Football Tournament (Note 1)				
Football Tournament	Per tournament	346.00	362.00	4.6
Cricket, casual games per match - (Notes 1 and 2)				
Senior	Per match	92.00	96.00	4.3
Junior	Under 18	34.00	36.00	5.9
Evening games	Senior	75.00	78.00	4.0
Evening games	Junior	30.00	31.00	3.3
Tennis Courts – per court, per hour – (Notes 1 and 3)				
Senior		10.80	11.40	5.6
Junior	Under 18	4.80	5.00	4.2
Notes				
1. Fees inclusive of VAT unless exemption conditions as set out in the General Notes on page 1 are met.				
2. Clubs not resident in Borough pay double casual rate.				
3. Tennis Clubs are required to make suitable arrangements for public use of courts outside the times required by clubs				

	Notes	Fee 2020/21 £	Fee 2021/22 £	% Increase
Sports Pitches, Facilities, Recreation Grounds and Open Spaces				
Bowls – Seasonal Charges - (Note 1)				
Fareham Bowling Club	6 rinks & clubhouse	7,035.00	7,385.00	5.0
Crofton Community Association	6 rinks & clubhouse	7,035.00	7,385.00	5.0
Bowls – Fees - (Note 2)				
Green Fees		5.50	5.80	5.5
Hire of Woods		2.10	2.20	4.8
Hire of shoes	Not applicable at Portchester or Priory Park	2.10	2.20	4.8
Notes				
1. Public to have use of at least one rink at each green				
2. Retained by clubs. Max charge per player per hour				
Sports Pitches, Facilities, Recreation Grounds and Open Spaces				
Miscellaneous Charges				
Hire of council land for events	Note 2			
Charitable hiring	Note 3	97.00	102.00	5.2
Use of changing facilities	Note 1	49.00	52.00	6.1
Rounders	Note 1	85.00	89.00	4.7
Notes				
1. Fees inclusive of VAT unless exemption conditions as set out in the General Notes on page 1 are met.				
2. At a rate to be determined by the Head of Streetscene on an individual basis proportionate to the estimated income derived from the event. This could include damage deposit.				
3. Charge can be waived at the discretion of the Head of Streetscene.				

MISCELLANEOUS CHARGES

	Notes	Fee 2020/21 £	Fee 2021/22 £	% Increase
Letting of Council Chamber and Committee Rooms				
Collingwood Room	Per hour	75.00	80.00	6.67
Pulheim Room	Per hour	30.00	32.50	8.33
Vannes Room	Per hour	30.00	32.50	8.33
Council Chamber	Per Hour	120.00	130.00	8.33
Conference Room A and B (Floor 8)	Per Hour	23.00	24.00	4.34
Notes				
<ol style="list-style-type: none"> Commercial Organisations only. The hourly charges for room hire below apply when the building is already in use for Council business and are currently exempt from VAT. Additional charges may be levied to recover the cost of preparing rooms, moving furniture, the use of equipment, etc. These charges would be subject to VAT. The following additional charges, to be added when the building is not being used for Council business, after 6.30 pm - per hour £70.00 plus VAT. 				
Printing and Copying				
Charges are available on application to the Director of Support Services.				
General Charges				
Responding to solicitors/consultants enquiries	Inclusive of VAT - Per Question	85.00	90.00	5.88
Responding to other detailed enquiries	At the discretion of the Direction of Planning and Regeneration			
Copies of Statutory Register		85.00	90.00	5.88
Attendance at court as a witness	Charge based on the cost to the Council			
Sponsorship of Roundabouts – subject to VAT				
Agreeing form of works and supervision as agreed with the sponsor, subject to no additional cost to the Council.				