

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 08 January 2024

Portfolio:	Policy and Resources
Subject:	Fees and Charges 2024/25
Report of:	Assistant Chief Executive Officer
Corporate Priorities:	Responsive, Inclusive and Innovative Council

Purpose:

This report provides an update and proposals for the Council's fees and charges for the financial year 2024/25.

Executive summary:

This report gives the Executive the opportunity to consider the Council's fees and charges for 2024/25 including approving increases in existing charges and consider new charges where applicable.

Recommendation/Recommended Option:

It is recommended that the Executive:

- (a) approves the fees and charges for 2024/25 as set out at Appendix A to this report;
- (b) notes the fees and charges that will be reviewed by the Licencing and Regulatory Affairs and Planning Committees;
- (c) notes the Solent Airport Daedalus charges at Appendix B to this report;
- (d) approves the increase for the Trade Waste fees and charges as set out at the confidential Appendix C to this report;
- (e) gives delegated authority to the Head of Streetscene to agree concessions to the Trade Waste charges at Appendix C to win business that will be of benefit to the Council; and
- (f) notes the other fees and charges at Appendix C.

Reason:

The proposed fees and charges will continue to support delivery of the Council's services and contribute to the budgets setting process for 2024/25.

Cost of proposals:

There are no costs to the proposals.

Appendices:

A: Published Fees and Charges 2024/25

B: Solent Airport Daedalus Charges from April 2023 for information

C: Confidential Fees and Charges 2024/25**

** Fees and Charges 2024/25 Appendix C (Confidential) – By virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 – Information relating to the financial or business affairs of any particular person and category 7A (information which is subject to an obligation of confidentiality) of Schedule 12A Local Government Act 1972 and the Council's Access to Information Procedure Rules. It is not in the public interest to publish this information as it would harm the Council's ability to achieve best value by way of negotiations where there may also be an obligation of confidence in relation to the financial and technical content for any procurement exercise. Disclosure could adversely affect competitive bids and remove the necessary element of market competition that drives best value principles.

Background papers: None

Reference papers: Report to Executive 9 January 2023 – Fees and Charges 2023/24

Report to Executive 6 December 2022 – Review of parking charges at coastal locations

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BOROUGH COUNCIL

Executive Briefing Paper

Date:	08 January 2024
Subject:	Fees and Charges 2024/25
Briefing by:	Assistant 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. The table below sets out the full extent of the Council's fees and charges and highlights which are covered by this report:

FBC Published Fees and Charges	Appendix A	Covered by this report with the following exceptions: <ul style="list-style-type: none">• Licensing Fees reviewed by the Licensing and Regulatory Affairs Committee in January• Planning Fees reviewed by the Planning Committee in January
Solent Airport Fees and Charges	Appendix B	The charges will be reviewed in March 2024 for implementation in April 2024 by the airport operator after consultation with the Head of Strategic Sites and the Executive Leader.
Confidential Fees and Charges (commercially sensitive)	Appendix C	
A. Trade Waste		Covered by this report
B. Housing Rent and Service Charges (HRA)		An update of these for 2024/25 will be as an Appendix to the Housing Revenue Account report to the Executive in February
C. Housing Careline Charges (General Fund)		An update of these for 2024/25 will be as an Appendix to the Housing Revenue Account report to the Executive in February
D. Building Control		The Building Control hourly rate is reviewed by the Building Control Partnership Panel. Next review due in February 2024.

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 cover any increase in costs and achieve a realistic increase in income wherever possible. Every effort should be made to identify new sources of income to help fund the provision of council services. 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. A detailed review of fees and charges has been carried out in light of the current cost of living crisis. The current rate of inflation as at October 2023 is 4.6% and many of the charges have been increased to reflect this and also the increased cost to running the council services. Generally the charges are rounded to be kept at whole pounds.

CHANGES PROPOSED FOR 2024/25

5. There have been a number of changes to fees and charges. In most cases, an increase is proposed in line with the policy and reflects the current high level of inflation. The full list of these proposed charges is given in Appendix A.
6. The following paragraphs detail changes, or otherwise, of the more significant ones.

Statutory Fees

7. 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.
8. One area of statutory fees relates to Planning Charges and with effect from 6 December 2023 it was announced that the minor applications would see an increase of 25% while major applications would see an increase of 35%. These increases are more than the proposed increase to charges that are within the control of the council and the changes could see the budget increase by £100,000 per year. Planning Fees were last increased in January 2018.

Discretionary Charges where No increase is Proposed

9. Town Centre car parking charges have not been increased since October 2010 and there is no proposal to increase them for 2024/25 as it is again likely to impact on service users when there is already reduced use of car parking facilities in the town centre.
10. It has been agreed that there will be a review of town centre parking charges when Fareham Live opens in the latter part of 2024.

New or Increasing Charges

11. The proposed changes to **Beach Hut charges** would be an increase of 5% over the current charge and reflects a similar increase for the previous 3 years.

12. In the **Parking Charges** area there are charges for parking in coastal areas as agreed by the Executive in December 2022. Coastal parking charges were introduced in August 2021. In April 2023 the Executive agreed to Wicor Car Park being included in the coastal car park cohort with charging starting in August 2023.
13. The Fees and Charge Book now incorporates the charges for the **Garden Waste** Collection service approved by members in October 2020. The charges have been reviewed in line with inflation and the new rates are shown in Appendix A.
14. **Trade Waste** charges along with a proposed 5% increase are shown in the Appendix C. There is also a recommendation to delegate authority to the Head of Streetscene to agree concessions to the charges in order to win business for the council in this area.

FINANCIAL IMPLICATIONS

15. Fees and charges generate just under £10 million of income for the council so it is important that the charges are reviewed regularly to ensure they still cover the Council's costs, where possible, whilst providing value for money for users of the services.

ENVIRONMENTAL CONSIDERATIONS/CARBON IMPACT ASSESSMENT

16. The subject matter of this report is not anticipated to have an impact on the Council's carbon footprint, nor is it expected to have a detrimental or beneficial impact to the wider environment.

Enquiries:

For further information on this report please contact Neil Wood 01329 824506



Fees and Charges 2024/25

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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 2024.
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

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BEACH HUTS

	Notes	Fee 2023/24 £	Fee 2024/25 £	% Increase
Ground Rents				
Residents	Inclusive of VAT	615.86	646.65	5.00
Non-Residents	Inclusive of VAT	1,231.72	1,293.30	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 2023/24 £	Fee 2024/25 £	% Increase
ASHES (CREMATED REMAINS) AREA				
Interment for each deceased person				
a) Burial of ashes into a cremation plot	Note 1	255.00	268.00	5.1
b) Purchase of 30 year lease (area selected by Council)	Note 1	275.00	289.00	5.1
c) Purchase of 30 year lease (area chosen by customer where possible)	Note 1	410.00	431.00	5.1
Memorials				
d) Application to place a flat memorial tablet	Note 2	65.00	68.00	4.6
e) Application to add a further inscription onto an existing tablet	Note 2	45.00	47.00	4.4

BURIAL AREA				
Interment for each deceased person				
f) Burial of a person into a new grave	Note 1	1050.00	1103.00	5.1
g) Re-open an existing grave for second burial	Note 1	800.00	840.00	5.0
h) Application to scatter ashes	Note 1	85.00	89.00	4.7
i) Burial of ashes into grave at cremation depth	Note 1	255.00	268.00	5.1
j) Burial of ashes into grave at burial depth	Note 1	470.00	494.00	5.1
k) Burial of a young person (who has not reached 18 years at time of death)	Note 3	No Charge	No Charge	NIL
Exclusive right of burial (30 year lease)				
l) Purchase of 30 year lease (area selected by Council)	Note 1	810.00	851.00	5.1
m) Purchase of 30 year lease (area chosen by customer where possible)	Note 1	1125.00	1181.00	5.0
n) Purchase of 30 year lease (person who has not reached 18 years at time of death)	Note 2	370.00	389.00	5.1
Memorials				
o) Application to place a headstone for ten years	Note 2	220.00	231.00	5.0
p) Renewal of the application to place a headstone	Note 2	31.00	33.00	6.5
q) Application for additional inscription on headstone and re-erection	Note 2	160.00	168.00	5.0
r) Application to place a fixed memorial vase or plaque or similar item on a memorial base	Note 2	65.00	68.00	4.6
s) Application to add a further inscription onto an existing fixed memorial vase	Note 2	45.00	47.00	4.0

MISCELLANEOUS				
t) Hire of Chapel at Wickham Road Cemetery	Note 2	150.00	158.00	5.3
u) Transferring of the ownership of the lease known as the Exclusive Right of Burial	Note 2	80.00	84.00	5.0
v) Administration fee for making arrangements directly with Council (ashes only)	Note 2	85.00	89.00	4.7
w) To undertake the arrangements for funerals under the Public Health Act	Note 2	580.00	609.00	5.0
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	1,890.00	1,985.00	5.0
aa) Adoption of existing commemorative bench	Note 2	500.00	525.00	5.0
<p>Notes</p> <ol style="list-style-type: none"> 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 person under 18 years old will be free to customers at the point of need. The charges, which are the same as for other burials other than there is no difference for residents and non-residents, are reimbursed by the Children's Funeral Fund. 				



CLEAN AND TIDY BOROUGH

The charges shown are currently not subject to VAT.

	Notes	Fee 2023/24 £	Fee 2024/25 £	% Increase
Litter and Fouling				
Fly Tipping – Fixed Penalty Notice	Enforcement Policy	150.00	150.00	Nil
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		122.00	130.00	6.6

Abandoned Vehicles Refuse Disposal (Amenity) Act 1978				
The charges shown are currently not subject to VAT				
Storage (per 24 hours or part for maximum of 10 days)	Statutory Charge	21.00	21.00	NIL



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 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 2023/24 £	Fee 2024/25 £	% 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	110.00	116.00	5.5
Repairs to Council Houses				
Abortive visit by Officer, Surveyor or Tradesman	Charge per visit	55.00	58.00	5.5
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	15.00	16.00	6.7
Per couple per night	Inclusive of VAT	20.00	21.00	5.0
Collingwood Court per room	Inclusive of VAT	30.00	32.00	6.7
Sylvan Court per room	Inclusive of VAT	30.00	32.00	6.7
Sheltered Accommodation for the Elderly – Other Charges				
Keys – Key	Inclusive of VAT	5.90	6.30	6.7
Keys – Fob		9.50	10.10	6.3
Wash Cards (where applicable)	Inclusive of VAT			
Wash		0.80	0.85	6.3
Dry		0.70	0.75	7.1
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	90.00	96.00	6.7
Care Line Service - Telephone link for assistance (private sector)	Tariff available on application to Sheltered Housing Manager			



LAND CHARGES

	Notes	Fee 2023/24 £	Fee 2024/25 £	% 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 First parcel of land – electronic search	Fee per occurrence	42.00	45.00	7.1
Each additional parcel	Fee per occurrence	13.00	14.00	7.7
CON29R Official Enquiries – Part I				
First parcel of land	Fee per occurrence Inclusive of VAT	200.00	213.00	6.5
Each additional parcel	Fee per occurrence Inclusive of VAT	46.00	49.00	6.5
First parcel of land	Fee per occurrence Inclusive of VAT	34.00	36.00	5.9
Each additional parcel	Fee per occurrence CON29O element inclusive of VAT £49.00 LLC1 element not subject to VAT £14.00	59.00	63.00	6.8
Common Registration Searches	Fee per occurrence Inclusive of VAT	34.00	36.00	5.9
Other Local Land Charges Fees (not subject to VAT)				
Registration of a light obstruction notice	Fee per occurrence	90.00	96.00	6.7
Filing Lands Tribunal certificate	Fee per occurrence	3.30	3.50	6.1
Filing light obstruction judgement etc.	Fee per occurrence	9.00	9.60	6.7
Inspection of rule 10 documents	Fee per occurrence	3.30	3.5	6.1
Office copy register entry	Fee per occurrence	2.00	2.15	7.5
Office copy plan or document	Discretionary			



LICENSING FEES

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

	Notes	Fee 2023/24 £	Fee 2024/25 £	% 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

Premises Licences /Club Applications

The Fees for premises and personal licences are set by the Government (published in April 2012) and are detailed below:

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 2024/25 £
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 2023/24 £	Fee 2024/25 £	% Increase
Discretionary – Other Licences and Fees				
Skin Piercers	Premises	105.00	112.00	6.7
Skin Piercers	Persons	88.00	94.00	6.8
Street Trading Consent	12 months	2,090.00	2,230.00	6.7
Street Trading Consent	6 months	1,155.00	1,232.00	6.7
Street Trading Consent	3 months	616.00	658.00	6.8
Street Trading - Tables and Chairs	New	330.00	352.00	6.7
Street Trading - Tables and Chairs	Renewal	204.00	218.00	6.9
Dangerous Wild Animal Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	165.00	176.00	6.7
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	48.00	51.00	6.3
Animal Boarding Establishment Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	187.00	200.00	7.0
Home (Domestic) Animal Boarding Establishment Licences		143.00	152.00	6.3
Home Boarding Fee Franchise (including Day Care for Dogs)	Dog Boarding Franchise	176.00	188.00	6.8
	Additional Dog Boarding Franchise property applied for	58.00	62.00	6.9
Pet Shop Licences	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	143.00	152.00	6.3
Dog Breeders Licence	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	209.00	223.00	6.7
Zoo: Initial Application (valid for 4 years)	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	2,200.00	2,350.00	6.8
Zoo: Renewal (valid for 6 years)	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	2,200.00	2,350.00	6.8
Sex Shops/Establishments	Initial Fee	2,200.00	2,350.00	6.8
Sex Shop/Establishment	Renewal Fee	2,200.00	2,350.00	6.8
Scrap Metal Dealer	New Application	286.00	305.00	6.6
Scrap Metal Dealer	Application Renewal	160.00	170.00	6.3
Mobile Collector	New Application	160.00	170.00	6.3
Mobile Collector	Application Renewal	116.00	124.00	6.9
Variation of Licence		152.00	162.00	6.6
Replacement Licence		25.00	27.00	8.0

Advice to commercial premises	Charge per hour or part thereof	52.00	55.00	5.8
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	Notes	Fee 2023/24 £	Fee 2024/25 £	% Increase
Discretionary – Hackney Carriage and Private Hire Licences				
Vehicle Licence				
Hackney Carriage		215.00	215.00	NIL
Private Hire		215.00	215.00	NIL
Transfer of Licence	(Note 1)	215.00	215.00	NIL
Temporary Transfer	(Note 2,3)	215.00	215.00	NIL
Private Hire Operators Licence	1 year	215.00	215.00	NIL
Private Hire Operators Licence	3 years	520.00	520.00	NIL
Private Hire Operators Licence	5 years	945.00	945.00	NIL
Hackney Carriage Drivers Licence	1 Year	70.00	70.00	NIL
Hackney Carriage Drivers Licence	3 Years	175.00	175.00	NIL
Private Hire Drivers Licence	1 Year	70.00	70.00	NIL
Private Hire Drivers Licence	3 Years	175.00	175.00	NIL
Dual Drivers Licence	1 Year	95.00	95.00	NIL
Dual Drivers Licence	3 Years	230.00	230.00	NIL
Dual Upgrade		50.00	50.00	NIL
DVLA Drivers' Licence check	Free on-line			
Failure to attend appointment		40.00	40.00	NIL
Replacement Licence		12.00	12.00	NIL
Transfer of Ownership	(Note 1)	30.00	30.00	NIL
Per Test		70.00	70.00	NIL
Driver's Badge				
Issue and Replacement	Inclusive of VAT	18.00	18.00	NIL
Vehicles				
Replacement plates and fixings	Inclusive of VAT	25.00	25.00	NIL
Replacement brackets		17.00	17.00	NIL
Interior windscreen plate		26.00	26.00	NIL

Other	
Disclosure and Barring Service Fee	Actual Cost to the council
Drug Testing	Actual Cost to the council
Medical Consultation	Actual Cost to the council
Notes <ol style="list-style-type: none"> 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. 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 2023/24 £	Fee 2024/25 £	% Increase
Fareham Market Inclusive of VAT				
Signed on pitch fee	Per foot, minimum of 15ft, maximum of 50ft	2.30	2.45	6.5
Casual pitch fee	Per foot, minimum of 15ft, maximum of 50ft	2.85	3.05	7.0
Additional Markets	Per foot, minimum of 15ft, maximum of 50ft	1.20	1.30	8.3
Specialist Market Event Space	Pedestrianised area of West Street hire fee. T&Cs apply	240.00	240.00	NA
Portchester Market Not currently subject to VAT				
Signed on pitch fee	Per foot, minimum of 15ft, maximum of 50ft	1.20	1.30	8.3
Casual pitch fee	Per foot, minimum of 15ft, maximum of 50ft	1.76	1.90	8.0
Specialist Market Event Space	Pedestrianised area of West Street hire fee. T&Cs apply	90.00	90.00	NA
Fareham Town Centre Charges Inclusive of VAT				
Flower Basket	Per Basket, supply, install and maintenance	39.50	41.50	5.1
Pitch Hire Standard Pitch	up to 10ft or 3.05 m	38.50	40.50	5.2
Pitch Hire Larger Pitch & Podium	up to 20ft or 6.1m	77.00	81.00	5.2
Pitch Hire	Direct booking non-profit organisation	0.00	0.00	NIL
Commercial Exhibitions Saturdays	Up to 40ft or 12.19m	231.00	243.00	5.2
Commercial Exhibitions All other dates	Up to 40ft or 12.19m	165.00	173.50	5.1



PARKING CHARGES

Town Centre Multi-Storey Car Park(inclusive of VAT)	Current Fee
Fareham Shopping Centre	
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(inclusive of VAT)	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(inclusive of VAT)	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

Outer Shopping Centre Car Parks(inclusive of VAT)	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(inclusive of VAT)	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

Refunds of season tickets will incur a £10 administration fee but permits issued for a change of vehicle registration will be free of charge, upon return of existing permit.		
Coastal Parking	Current Fee	Proposed Fee
Hove To; Meon Shore; Monks Hill; Passage Lane; Portchester Castle: Salterns; Shore road; Swanwick Shore Lane; Wicor Car Park		
Monday – Sunday Standard hourly rates apply between 10am and 6pm	£1.10 per hour with no maximum	£1.10 per hour with no maximum
Season ticket option	£145.00 with a concession rate of £95.00 for residents of Fareham	£145.00 with a concession rate of £95.00 for residents of Fareham
Lost or damaged coastal parking season permits will incur a £10 administration fee but permits issued for a change of vehicle registration will be free of charge, upon return of existing permit.		

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 <ol style="list-style-type: none"> 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. 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. 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 6 December 2023 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 2023/24 £	Fee payable 2024/25 £	% Increase
Extensions or other alterations to an existing dwelling including ancillary development within its curtilage	Free	Free	NIL
1 – 9 dwellings*	£285 for first dwelling + £55 for every additional dwelling thereafter	£300 for first dwelling + £58 for every additional dwelling thereafter	5.3 5.5
10 – 49 dwellings*	£865 for first ten dwellings + £12 for every additional dwelling thereafter	£910 for first ten dwellings + £13 for every additional dwelling thereafter	5.2 8.3
50+ dwellings*	£POA	£POA	NIL
New dwellings but where numbers not known	£POA	£POA	NIL
Elderly persons accommodation, retirement living developments, sheltered apartments, residential care homes falling within Use Class C2,			
- 1-9 bedspaces	£285	£300	9.6
- 10 – 50 bedspaces	£575	£605	5.2
- More than 50 bedspaces	£865	£910	5.2

Other residential uses (including hotels, residential institutions, houses in multiple occupation, etc)	£POA	£POA	NIL
* = including change of use of existing floorspace			

Planning Advice – Non-residential	Fee payable 2023/24 £	Fee payable 2024/25 £	% Increase
Provision of floorspace (gross internal area), change of use of existing floorspace (gross internal area) or change of use of land (gross area):			
- Up to 100 m2	£230	£245	6.5
- 101 – 499 m2	£285	£300	5.3
- 500 – 999 m2	£575	£605	5.2
- More than 1,000 m2 where it relates to proposed uses with Classes B1, B2, B8, or a mix of these uses	£805	£850	5.6
- More than 1,000 m2 where it relates to any uses outside of Classes B1, B2 or B8	£POA	£POA	NIL

Planning Advice – Other	Fee payable 2023/24 £	Fee payable 2024/25 £	% Increase
Small scale development not falling into any of the above categories (for example: engineering works, new shop fronts, moorings, means of enclosure, renewable energy plant on existing business premises)	£230	£245	6.5
Installation or replacement of telecommunications mast	£230 per site	£245 per site	6.5
Minor amendments to an extant planning permission	£115	£125	8.7

Advertisements / signage:			
- For the purposes of a community use which is non-profit making (not including education providers)	Free	Free	NIL
- On business premises less than 100 m2 gross internal floor area	Free	Free	NIL
- All other adverts	£170	£180	5.9
Any development or works being carried out by a community use which is non-profit making (not including education providers)	Free	Free	NIL
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 2023/24 £	Fee payable 2024/25 £	% Increase
Pre-application planning advice charges for listed buildings and heritage advice	£170 per initial enquiry plus VAT	£180 per initial enquiry plus VAT	5.9



PUBLIC PROTECTION

	Notes	Fee 2023/24£	Fee 2024/25 £	% 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	126.50	135.00	6.7
Private home check visit	Inclusive of VAT	37.50	40.00	6.7
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	126.50	135.00	6.7
Licensing of Houses in Multiple Occupancy				
5 people	Not subject to VAT	924.00	986.00	6.7
6 – 10 people	Not subject to VAT	1,155.00	1,232.00	6.7
11 – 15 people	Not subject to VAT	1,386.00	1,480.00	6.8
16 – 20 people	Not subject to VAT	1,617.00	1,725.00	6.7
More than 20 people	Not subject to VAT	1,848.00	1,972.00	6.7

	Notes	Fee 2023/24 £	Fee 2024/25 £	% Increase
Food Safety				
Export Health Certificates		99.00	105.00	6.1
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.	242.00	258.00	6.6
Transportation of Unsound Food (Charges are inclusive of VAT)				
First hour (min 1 hour)	Plus disposal of unsound food.	170.50	182.00	6.7
Subsequent whole hours	Plus disposal of unsound food.	88.00	94.00	6.8
Transport and disposal	Charged at cost to the Council			
Training				
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	13.00	14.00	7.7
All other insects (including wasps)		22.00	23.50	6.8
Rodents		27.50	29.50	7.3
Pest Control				
Domestic Premises charges include materials and are also inclusive of VAT				
Fleas, Bed Bugs and unknown infestations	Visit and Quotation	39.50	42.00	6.3
All other insects (including wasps)		66.00	70.00	6.1
Rodents		77.00	82.00	6.5
Pest Control				
Commercial Premises charges include materials and are also inclusive of VAT				
Rodents and insects	first 15 minutes	93.50	100.00	7.0
Rodents and insects	each additional 15 minutes or part thereof	22.00	23.50	6.8
CCTV				

Access to CCTV footage	Inclusive of VAT	104.50	111.00	6.2
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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 2021/22 onwards not subject to VAT				
Type of charge	Type of process	2021/22 Fee		
Application Fee	Standard process (includes solvent emission activities)	£1,650		
	Additional fee for operating without a permit	£1,188		
	PVRI, SWOBs and Dry Cleaners	£155		
	PVR I & II combined	£257		
	VRs and other Reduced Fee Activities	£362		
	Reduced fee activities: Additional fee for operating without a permit	£71		
	Mobile plant**	£1,650		
	for the third to seventh applications	£985		
	for the eighth and subsequent applications	£498		
	Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts			
Annual Subsistence Charge	Standard process Low	£778 (+£104)*		
	Standard process Medium	£1,161(+£156)*		
	Standard process High	£1,747 (+£207)*		
	PVRI, SWOBs and Dry Cleaners L/M/H	£79	£158	£237
	PVR I & II combined L/M/H	£113	£226	£341
	VRs and other Reduced Fees L/M/H	£228	£365	£548
	Mobile plant, for first and second permits L/M/H**	£626	£1,034	£1,551
	for the third to seventh permits L/M/H	£385	£617	£924
	eighth and subsequent permits L/M/H	£198	£316	£473
	Late payment Fee	£52		
	* 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 £104 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 2021/22 onwards not subject to VAT		
Type of charge	Type of process	2021/22 Fee
Transfer and Surrender	Standard process transfer	£169
	Standard process partial transfer	£497
	New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	£78
	Surrender: all Part B activities	£0
	Reduced fee activities: transfer	£0
	Reduced fee activities: partial transfer	£47
Temporary transfer for mobiles	First transfer	£53
	Repeat following enforcement or warning	£53
Substantial change	Standard process	£1,050
	Standard process where the substantial change results in a new PPC activity	£1,650
	Reduced fee activities	£102

** Not using simplified permits

Local Authority Environmental Permit – Part B LAPPC mobile plant charges for 2021/22 onwards (not using simplified permits) not subject to VAT				
Number of permits	Application fee 2021/22	Subsistence fee 2021/22		
		Low	Med	High
1	£1,650	£646	£1,034	£1,506
2	£1,650	£646	£1,034	£1,506
3	£985	£385	£617	£924
4	£985	£385	£617	£924
5	£985	£385	£617	£924
6	£985	£385	£617	£924
7	£985	£385	£617	£924
8 and over	£498	£198	£316	£473



WASTE COLLECTION AND DISPOSAL

	Notes	Fee 2023/24 £	Fee 2024/25 £	% Increase
Domestic Bulky Waste The charges shown are currently not subject to VAT				
Single Item		48.00	50.00	4.2
Two Small Items		72.00	76.00	5.0
Half Load		110.00	116.00	5.4
Full Load		195.00	205.00	5.1
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 - Residents (not subject to VAT)				
240 litre (standard bin for individual houses)		39.00	41.00	5.1
240 litre 12 months subscription		65.00	68.00	4.6
140 litre (smaller bin for individual houses)		37.00	39.00	5.4
140 litre 12 months subscription		55.00	58.00	5.4
Change of bin size (up or down) Admin Fee		15.00	16.00	6.0
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		55.00	58.00	5.4
340 litre (communal bin only permitted for flats) Refuse / Recycling		86.00	90.00	4.7
1100 litre (large communal bin only permitted for flats) Refuse		525.00	551.00	5.0
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		39.00	41.00	5.1

Change of bin size (up or down) Admin Fee		15.00	16.00	6.0
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SPORTS AND LEISURE

Outdoor Sport and Recreation

	Notes	Fee 2023/24 £	Fee 2024/25 £	% Increase
Sports Pitches, Facilities, Recreation Grounds and Open Spaces				
Football, Rugby and Hockey, casual games per match - (Notes 1 and 2)				
Senior	Per match	106.00	111.00	4.7
Junior	Under 18	41.00	43.00	4.9
Mini Soccer	Per match	28.00	29.00	3.6
Mini Soccer	Per half day pitch	56.00	59.00	5.4
Training Sessions – 2 hours	Juniors half charge	60.00	63.00	5.0
Football Tournament (Note 1)				
Football Tournament	Per tournament	420.00	441.00	5.0
Cricket, casual games per match - (Notes 1 and 2)				
Senior	Per match	108.00	113.00	4.6
Junior	Under 18	41.00	43.00	4.9
Evening games	Senior	90.00	95.00	5.0
Evening games	Junior	35.00	37.00	5.7
Tennis Courts – per court, per hour – (Notes 1 and 3)				
Senior		13.25	13.90	4.9
Junior	Under 18	5.75	6.00	4.4
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 2023/24 £	Fee 2024/25 £	% Increase
Sports Pitches, Facilities, Recreation Grounds and Open Spaces				
Bowls – Seasonal Charges - (Note 1)				
Fareham Bowling Club	6 rinks & clubhouse	8,600.00	9,030.00	5.0
Crofton Community Association	6 rinks & clubhouse	8,600.00	9,030.00	5.0
Bowls – Fees - (Note 2)				
Green Fees		6.50	6.80	4.6
Hire of Woods		2.50	2.60	4.0
Hire of shoes	Not applicable at Portchester or Priory Park	2.50	2.60	4.0
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	118.00	124.00	5.1
Use of changing facilities	Note 1	60.00	63.00	5.0
Rounders	Note 1	102.00	107.00	4.9
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 2023/24 £	Fee 2024/25 £	% Increase
Letting of Council Chamber and Committee Rooms				
Collingwood Room	Per hour	95.00	100.00	5.3
Pulheim Room	Per hour	40.00	45.00	12.5
Vannes Room	Per hour	40.00	45.00	12.5
Council Chamber	Per Hour	150.00	160.00	6.6
Conference Room A and B (Floor 8)	Per Hour	28.00	30.00	7.1
Notes 1. Commercial Organisations only. 2. The hourly charges for room hire below apply when the building is already in use for Council business and are currently exempt from VAT. 3. 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. 4. 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	105.00	115.00	9.5
Responding to other detailed enquiries	At the discretion of the Direction of Planning and Regeneration			
Copies of Statutory Register		105.00	115.00	9.5
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.				
Non-Electronic Communications The council reserves the right to levy an administration charge for communications by postal distribution rather than by email. The charge will be determined by the Head of Service for that service and will cover the additional time and costs incurred in communicating in that way.				

