

# Havant Borough Council

## Schedule of Fees 2018/19

	Price 16/17	Price 17/18	Price 18/19
<b>Customer Services</b>			
<b>Elections</b>			
Basic electoral register - edited data per 1000 electors (basic admin fee of £20 applies)	£1.50	£1.50	£1.50
Basic electoral register - full data per 1000 electors (basic admin fee of £20 applies)	£1.50	£1.50	£1.50
Marked electoral register - data-per 100 electors (basic admin fee of £10 applies)	£1.00	£1.00	£1.00
Basic electoral register - edited paper-per 1000 electors (basic admin fee of £10 applies)	£5.00	£5.00	£5.00
Basic electoral register - full paper-per 1000 electors (basic admin fee of £10 applies)	£5.00	£5.00	£5.00
Marked electoral register - paper-per 1000 electors ( basic admin fee of £10 applies)	£2.00	£2.00	£2.00
Certificate of residency - email	£5.00	£5.00	Free
Certificate of residency - post			Free
Electoral register - monthly updates	£38.00	£38.00	£38.00
<b>Environmental Services</b>			
<b>Allotment</b>			
Allotment - replacement Key	£10.50	£10.50	£11.00
Allotment per sq. metre	£0.36	£0.37	£0.38
Allotment per sq. metre - non resident	£0.72	£0.74	£0.76
<b>Beach Huts</b>			
HBC hut - annual let (resident)	£800.00	£850.00	£874.00
HBC hut - annual let (non-resident)	£1,600.00	£1,700.00	£1,748.00
Private hut - licence fee (resident)	£525.00	£550.00	£565.00
Private hut - licence fee (non-resident)	£1,050.00	£1,200.00	£1,234.00
Private hut - transfer of licence		£100.00	£514.00
<b>Sports</b>			
Bowls per person	£7.20	£7.30	£8.00
Bowls per person - senior citizen	£5.60	£5.60	£6.00
Cricket pitch (Senior 18+) full facilities with attendant	£128.00	£128.00	£132.00
Cricket pitch (Senior 18+) full facilities without attendant	£74.00	£74.00	£76.00
Football pitch (Senior 18+) full facilities with attendant	£84.00	£84.00	£86.00
Football, rugby & cricket pitch (Junior <18) full facilities with attendant	£44.00	£44.00	£45.00
Cricket - Evening matches any venue (with attendant)		£66.00	£67.85
Cricket - Evening matches any venue (without attendant)		£59.00	£60.65
Rugby pitch (senior 18+) full facilities with attendant	£84.00	£84.00	£86.00
Slipway - key deposit (refundable)		£75.00	£77.00
<b>Parks and Grounds</b>			
Non-profit making charitable events	Free	Free	Free
All other events and uses of public open spaces POA	POA	POA	POA
Pavilion/Clubhouse for non-match occasions	£16.00	£16.00	£16.50
Circuses and funfairs non-trading day	£300.00	£300.00	£308.00
Circuses and funfairs trading day	£600.00	£600.00	£617.00
<b>Refuse and Recycling</b>			
<b>Garden Waste Licence (early bird)</b>			
Early bird - per sack (70 litre)	£29.00	£30.00	£31.00
Early bird - 1 bin (140 litre) Wheeled bin - full yr. , 1 bin	£40.00	£40.00	£41.00
Early bird - 1 bin (240 litre) Wheeled bin - full yr. , 1 bin	£60.00	£60.00	£62.00
<b>Garden Waste Licence</b>			
Per sack (70 litre)	£32.00	£32.00	£33.00
1 bin (140 litre) wheeled bin - full yr.	£42.00	£42.00	£43.00
1 bin (240 litre) wheeled bin - full yr.	£62.00	£62.00	£64.00
<b>Bins and Sacks</b>			
Additional or replacement 140l bin	£27.00	£35.00	£36.00
Additional or replacement 240l bin	£32.00	£40.00	£41.00
Replacement of garden waste sack	£5.00	£5.00	£5.00
<b>Bulky Waste</b>			
Hire of bin for domestic Use - 660l	£145.00	£150.00	£154.00
Hire of bin for domestic use - 940l	£150.00	£155.00	£159.00
Hire of bin for domestic use 1100l	£160.00	£165.00	£170.00
Household bulky waste price - per item	£29.00	£30.00	£31.00
Household bulky waste - oversized item	£39.00	£45.00	£46.00
Household bulky waste -per cubic metre (Max 4m <sup>3</sup> )	£52.00	£55.00	£57.00
<b>Cemeteries</b>			
Persons under 16 years	No Charge	No Charge	No Charge
<i>Person 16 years or over:</i>			
New grave (single)	£785.00	£850.00	£874.00
New grave (double)	£785.00	£850.00	£874.00

Reopen existing grave	£585.00	£610.00	£627.00
<b>Children's Section</b>			
<i>Exclusive right of burial/earthen grave (Inc. certificate):</i>			
30 Years	£250.00	£250.00	£257.00
Five year top up fee	£35.00	£35.00	£36.00
<b>Adult Section</b>			
<i>Exclusive right of burial/earthen grave (Inc. certificate):</i>			
30 Years	£550.00	£650.00	£668.00
Five year top up fee	£70.00	£100.00	£103.00
Internment of cremated remains	£225.00	£250.00	£257.00
To transfer exclusive right of burial	£40.00	£40.00	£41.00
Right to erect a memorial	£120.00	£150.00	£154.00
Right to place a stone vase	£55.00	£60.00	£62.00
Memorial and full kerb (HM only)	£150.00	£175.00	£180.00
Replacement of existing kerb set	£125.00	£125.00	£129.00
Exhumation of remains	At Cost	At Cost	At Cost
<b>In Old Garden of Rest</b>			
Internment of cremated remains - first casket including Exclusive Right of Burial.	£315.00	£400.00	£411.00
Exclusive right of burial for 30 years	£180.00	£200.00	£206.00
Five year top up admin fee	£35.00	£50.00	£51.00
Right to place a plaque	£35.00	£50.00	£51.00
Internment of additional casket	£225.00	£250.00	£257.00
<b>New Garden of Rest</b>			
Exclusive Right of Burial	£220.00	£250.00	£257.00
Right to erect memorial for 10 years	£120.00	£150.00	£154.00
Five Year top up admin fee			£51.00
Burial of subsequent cremated remains	£225.00	£250.00	£257.00
<b>Natural Burial Area</b>			
Under 16 yrs.	No Charge	No Charge	No charge
Single depth grave	£735.00	£735.00	£756.00
Internment of ashes (no casket)	£225.00	£250.00	£257.00
Contribution to planting in natural burial area	No Charge	No Charge	No Charge
Memorial cleaning	£0.00	£20.00	£21.00
Memorial plaques	£0.00	£200.00	£206.00
<b>Neighbourhood Support</b>			
<b>Enforcement</b>			
Littering fines	£75.00	£80.00	£80.00
Littering fines - failure to give name and address	£75.00	£80.00	£80.00
Fly tipping fine	£0.00	£200.00	Variable
Flyposting fines	£75.00	£80.00	£80.00
Graffiti fines	£75.00	£80.00	£80.00
Abandoned Vehicles fine	£200.00	£200.00	£200.00
Nuisance Parking fine	£0.00	£100.00	£100.00
Failure to produce waste transfer note fine	£300.00	£300.00	£300.00
Domestic waste receptacle offences fines	£75.00	£80.00	£80.00
Industrial and commercial waste receptacle offences fines	£75.00	£80.00	£80.00
<b>Arboriculture</b>			
Arboriculture - Pre-application charge (per hour)			£90.00
External Arboricultural Consultancy (per hour)			£60.00
High hedges legislation - submission of complaint	£550.00	£550.00	£565.40
<b>Licencing</b>			
<b>Hackney Carriage &amp; Private Hire Vehicles</b>			
Accessories - number plate bracket	£11.00	£11.00	£11.00
Accessories - pair of pouches	£3.00	£3.00	£3.00
Accessories - universal bracket	£5.50	£5.50	£5.50
Committee grant of 1 year operator licence	£125.00	£137.00	£137.00
Exemption certificate	£50.00	£50.00	£51.50
Hackney carriage licence/ transfer (Inc. plate)	£205.00	£170.00	£170.00
Hackney carriage meter test	£12.00	£12.00	£12.00
Hackney/ PHV drivers licence - initial 3 year	£110.00	£107.00	£107.00
Knowledge test	£40.00	£45.00	£45.00
Operator licence additional address	£435.00	£448.00	£448.00
Operator licence initial - 5 year renewal	£435.00	£448.00	£448.00
Pre application vehicle mechanical inspection	£89.00	£90.00	£90.00
Private hire vehicle licence (Inc. plate)	£150.00	£150.00	£150.00
Replacement - copy licences (where permitted)	£15.00	£12.00	£12.00
Replacement - identification card	£174.00	£15.00	£15.00
Replacement - vehicle licence plate	£20.00	£18.00	£18.00
Special vehicles and limousines mechanical inspection	£135.00	£135.00	£135.00
Vehicle inspection failure to keep appointment	£45.00	£45.00	£45.00
Vehicle mechanical inspection on application	£89.00	£90.00	£90.00
Vehicle mechanical subsequent re-inspection	£48.00	£50.00	£50.00

**Gambling Act 2005**

Adult gaming centre	£800.00	£800.00	£800.00
Betting premises (non track)	£480.00	£480.00	£480.00
Bingo premises	£800.00	£800.00	£800.00
Family entertainment centre	£400.00	£400.00	£400.00
Social lotteries - new	£40.00	£40.00	£40.00
Social lotteries - renewal	£20.00	£20.00	£20.00

**Licencing Act 2003**

Personal licence	<a href="http://www.havant.gov.uk/licence-fees">http://www.havant.gov.uk/licence-fees</a>		
Premises licence			
Temporary event notice			

**Street Trading Consents**

Street trading licence - 6 months consent (Min £600)	£5.00	£5.00	£5.15
Street trading licence - annual consent (min £1000/ max £1800)	£5.00	£5.00	£5.15
Temporary street trading - daily	£120.00	£120.00	£123.35
Temporary street trading - Mon to Sat	£550.00	£550.00	£565.50

**Other licencing fees**

Control of sex establishments licence fee	£4,400.00	£4,400.00	£4,400.00
Dangerous wild animals licence	£96.00	£96.00	£96.00
Animals Boarding Establishment Act 1963	£115.00	£115.00	£115.00
Breeding of Dogs Act	£115.00	£115.00	£115.00
Pet Animals Act 1951	£100.00	£100.00	£100.00
Riding establishments licence	£167.00	£167.00	£167.00
Skin piercing registration	£115.00	£115.00	£115.00
Zoo Licences Act 1961	£272.00	£272.00	£272.00
Administration fee (in addition to the above)			£15.00

**Scrap Metal Dealer Act 2013**

Collectors licence	<a href="http://www.havant.gov.uk/licence-fees">http://www.havant.gov.uk/licence-fees</a>		
Site licence			
Vary from collectors to site licence			
Other variations (site to collectors, change of name or address)			

**Pest Control**

Note: Fees include a non refundable call out fee of £20/ concessionary £10

Agricultural - per hour	£84.00	£84.00	£86.00
Bed Bugs - domestic	£52.00	£52.00	£60.00
Bed Bugs - domestic (concessionary)	£0.00	£0.00	£15.00
Cockroaches - commercial (per hour)	£84.00	£84.00	£86.50
Cockroaches - domestic	£52.00	£52.00	£54.00
Cockroaches - domestic concessionary	£0.00	£0.00	£0.00
Rats - commercial and other premises (per hour)	£84.00	£84.00	£86.00
Rats - commercial and other premises - additional re-visits as required (per hour)	£84.00	£84.00	£86.00
Rats - domestic	£38.00	£38.00	£40.00
Rats - domestic (concessionary)	£0.00	£0.00	£0.00
Fleas - commercial and other premises	£84.00	£84.00	£86.00
Fleas - domestic (1 - 3 bedrooms)	£52.00	£52.00	£54.00
Fleas - domestic (4 - 6 bedrooms)	£84.00	£84.00	£86.00
Fleas - domestic concessionary (1 - 3 bedrooms)	£26.00	£26.00	£27.00
Fleas - domestic concessionary (4 - 6 bedrooms)	£42.00	£42.00	£43.00
Wasps -Single treatment for either domestic or commercial premises		£52.00	£54.00
Wasps - Treatment for additional nests		£16.00	£18.00
Wasps - Single treatment for domestic (concessionary)		£26.00	£26.50
Wasps - Treatment for additional nest (concessionary)		£8.00	£8.50
Drain clearing - rodding method only	£86.00	£86.00	£88.50

**Private Sector Housing**

British entry clearance (housing inspections)	£110.00	£112.00	£115.15
HMO licence (5 or less occupants)	£504.00	£504.00	£600.00
HMO licence (6 - 10 occupants)	£629.00	£629.00	£710.15
HMO licence (11- 15 occupants)	£754.00	£754.00	£820.35
HMO licence (16- 20 occupants)	£880.00	£880.00	£930.15
HMO licence (over 20 occupants)	£1,007.00	£1,007.00	£1,040.20

**Car Parking Fees**

No changes to car parking charges proposed for 2017/18. Parking fees available at:	<a href="http://havant.gov.uk/parking/car-parks">http://havant.gov.uk/parking/car-parks</a>		
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**Traffic Management**

Emergency road closure by order	£467.00	£600.00	£1,500.00
Misc. - provision of access protection lines	£60.00	£60.00	£120.00
Misc. - traffic cone hire up to 5 cones	£0.00	£25.00	£25.00
Misc. - traffic cone hire up to 10 cones	£0.00	£35.00	£35.00
Misc. - traffic cone hire up to 20 cones	£0.00	£55.00	£55.00
Parking bay suspension by notice; per bay, per day	£50.00	£50.00	£50.00
Section 115 consent	£450.00	£450.00	£450.00
Single permanent traffic regulation order (for a developer, standard parking restriction in a single road.) (additional TRO types to be charged separately at the same rate)	£3,000.00	£3,000.00	£5,000.50
Temporary road closure by notice	£215.25	£400.00	£1,500.00
Temporary road closure by order	£252.15	£450.00	£1,300.00
Tourism/ private signing - administration (including signing scheme design and documentation)	20% of costs	20% of costs	20% of costs
Tourism/ private signing - formal application (including vetting and definitive response)	£125.00	£125.00	£125.00
Tourism/ private signing - maintenance (including cleaning and removal if no longer required)	10% of costs	10% of costs	10% of costs
Tourism/ private signing - provision of signs (including manufacture, supply and erection)	At Cost	At Cost	At Cost
Tourism/ private signing - replacement (if costs cannot be recovered following accident, damage or theft)	At Cost	At Cost	At Cost
Tourism/ private signing - suspension (including ordering work and inspection)	10% of costs	10% of costs	10% of costs

#### Animal welfare & environmental protection

Dog kennelling - per day	£10.00	£10.00	£23.50
Return of stray dog (statutory Fee)	£25.00	£25.00	£25.00
Handling charge for dealing with stray dogs			£25.00
Out of Hours charge for the acceptance of stray dog			£11.00
Environmental searches - commercial	£86.00	£86.00	£88.40
Environmental searches - domestic	£86.00	£86.00	£88.40
Environmental Information Request (cost per hour)			£25.00
Contaminated Land Enquiries (per property/plot) Complex enquiry hourly rate - Hour Rate			£45.00
Environmental Enquiry on Domestic Property			£60.00
Environmental Enquiry on Non Domestic Property			£60.00
Pre-Application planning service for Contaminated Land - desk advise			£60.00
Pre-Application planning service for Contaminated Land - 1 hr site visit			£125.00
Local air Pollution Control (LAPC)			Prices set by DEFRA and available on their website
Local Authority Integrated Pollution Prevention and Control			Prices set by DEFRA and available on their website
Safer Food Better Business	£28.20	£26.20	£26.20

#### Planning

##### Planning development

Planning application fees are available through the planning portal

Preplanning advice

Pre Application Advise

Householder only - Permitted Development Enquiry - written advise only		£30.00	£32.00
Householder/ Other Small Scale development - written advise only [no site visit]		£50.00	£52.00
Self contained granny annexes at domestic properties - written advise		£125.00	£130.00
Change of Use - up to 100sqm - written advise		£125.00	£130.00
Change of Use - over 100sqm but less than 1000sqm - written advise		£240.00	£250.00
Minor Development - 1 to 3 houses, up to 499 sqm new commercial or site up to 0.49ha - written advise		£125.00	£130.00
Minor Development - 1 to 3 houses, up to 499 sqm new commercial or site up to 0.49ha - oral response incl onsite meeting with Principal Planner		£170.00	£175.00
Minor Development - 4 to 9 houses, 500-999sqm new commercial or 0.5 to 0.99ha - written advise only		£240.00	£250.00
Minor Development - 4 to 9 houses, 500-999sqm new commercial or 0.5 to 0.99ha - written advise incl site visit		£360.00	£375.00
Major Development - 10-49 houses, 1000-4999sqm commercial or 1ha-2ha - written advise incl site visit		£550.00	£565.00
Major Development - 50-100 houses, 5000-9999sqm commercial or 2.1ha-4ha - written advise incl site visit		£1,100.00	£1,150.00
		10% of Fee, increased to 20%	
Large Scale Major Developments - 101+ houses, 10000sqm+, commercial or 4.1ha+		in last year	o 20% in last year
Advertisements - written advise		£50.00	£55.00
Specialist Tree Advice - written advise only		£60.00	£65.00
Specialist Tree Advice - written advise incl site visit		£125.00	£130.00
Specialise Listed Building/ Conservation Area advice - written advise only		£60.00	£65.00
Specialise Listed Building/ Conservation Area advice - written advise incl site visit		£125.00	£130.00
Pre-application advice for Highways-follow link			<a href="http://www.havant.gov.uk/sites/default/files/documen">http://www.havant.gov.uk/sites/default/files/documen</a>
Pre-application advice for Drainage-follow link			<a href="http://www.havant.gov.uk/sites/default/files/documen">http://www.havant.gov.uk/sites/default/files/documen</a>

Pre-application advice for Landscape-follow link	<a href="http://www.havant.gov.uk/sites/default/files/documen">http://www.havant.gov.uk/sites/default/files/documen</a>		
Planning performance agreements	POA	POA	
Accredited agent subscription	£250.00	£257.00	
COMMUNITY INFRASTRUCTURE LEVY (CIL)	<a href="http://www.havant.gov.uk/community-infrastructure-c">http://www.havant.gov.uk/community-infrastructure-c</a>		
DEVELOPMENT CONSULTATION FORUM	£2,500.00	£2,625.00	£3,000.00
Hampshire Highway - pre-application charges	<a href="http://www3.hants.gov.uk/highways-development-pla">http://www3.hants.gov.uk/highways-development-pla</a>		
Havant Borough local plan (Core strategy)	£44.00	£44.00	£45.20
Havant Borough local plan (core)	£33.00	£33.00	£33.95
Planning application validation Check	£40.00	£50.00	£51.40
Local Plan policies map booklet	£33.00	£33.00	£33.95

### Section 106 agreements

i)Unilateral agreements - bespoke	£275.00	£275.00	£282.70
i)Unilateral agreements - templates	POA	POA	POA
II)Bi -lateral agreements - major applications	£137.50	£137.50	£141.35
II)Bi -lateral agreements - minor applications	£731.00	£731.00	£751.50
III)Bi- lateral agreements - other applications	£283.00	£283.00	£290.92
The council charges a fee to monitor all planning obligations. This is decided at a cost per head contained within the obligation and is in addition to the legal charge for drafting and checking the obligation	POA	POA	POA

### Civil engineering & Landscape

Memorial seat (applicant to pay cost of seat)	Cost of seat	Cost of seat	Cost of seat
Cost of plaque (applicant to pay cost of Plaque)	Cost of plaque	Cost of plaque	Cost of plaque
Memorial seat & plaque installation	£0.00	£60.00	£61.70
Administration charge - memorial seat & plaques.	£0.00	£150.00	£154.20

### Programmes

#### Facilities

Additional hire charge (Saturday)	£34.15	£34.15	£34.15
Additional hire charge (Sunday)	£50.75	£50.75	£50.75
Additional hire charge after 8:00pm (Mon-Fri)	£34.15	£34.15	£34.15
Copying price - per A0/A2 page	£0.10	£0.10	£0.10
Copying Price - per A3/A4 page	£0.10	£0.10	£0.10
Data Protection Act - subject access request	£10.00	£10.00	£10.00
Hire of Council Chamber/Hurstwood Room - community Group	£40.00	£40.00	£40.00
Hire of Council Chamber/Hurstwood Room - standard	£50.00	£50.00	£50.00
Hire of Hollybank room - community Group	£30.00	£30.00	£30.00
Hire of Hollybank room - standard	£40.00	£40.00	£40.00
Hire of Newlease Room/Tournebury Room - community group	£25.00	£25.00	£25.00
Hire of Newlease room/Tournebury room - standard	£30.00	£30.00	£30.00
Other rooms - on request from	£10.00	£10.00	£10.00
Provision of tea and biscuits	£0.00	£0.00	£0.00

### Land Charges

Note- certain con 29 fees will be subject to VAT in 2017/18. Fees are currently under review and any revised fees will be agreed with the relevant portfolio holder

Combined search and CON 29R by post - first parcel of land.	£130.00	£130.00	£130.00
Combined search and CON 29R by Each - additional parcel	£20.00	£20.00	£20.00
Combined LLC1 and CON 29R Search by post - first of land	£160.00	£160.00	£160.00
Combined LLC1 and CON 29R Search by post -each additional parcel	£20.00	£20.00	£20.00
Official search of whole register by post - first parcel of land	£80.00	£60.00	£60.00
Official search of whole register by post - each additional parcel	£2.00	£2.00	£2.00
First parcel of land - residential by post	£112.00	£112.00	£112.00
First parcel of land - commercial by post	£142.00	£142.00	£142.00
Each additional parcel by post	£20.00	£20.00	£20.00
Each printed enquiry by post	£15.00	£15.00	£15.00
Each printed enquiry 19,20 or 22 post	£30.00	£30.00	£30.00
Each additional enquiry in applicant's own words by post	£20.00	£20.00	£20.00
Combined search and CON 29R online - first parcel of land	£110.00	£110.00	£110.00
Combined search and CON 29R Online - each additional parcel	£20.00	£20.00	£20.00
Combined LLC1 and CON 29R search online - first parcel of land	£140.00	£140.00	£140.00
Combined LLC1 and CON 29R search online - each additional parcel	£20.00	£20.00	£20.00
Official search of whole register online - first parcel of Land	£15.00	£15.00	£15.00
Official search of whole register online - each additional parcel	£2.00	£2.00	£2.00
First parcel of land - residential online	£95.00	£95.00	£95.00
First parcel of land - commercial online	£125.00	£125.00	£125.00
Each additional parcel online	£20.00	£20.00	£20.00
Each printed enquiry online	£15.00	£15.00	£15.00
Each printed enquiry 19,20 or 22 online	£30.00	£30.00	£30.00
Each additional enquiry in applicants own word online	£20.00	£20.00	£20.00
Property name additions/ amendments - rename a road	£0.00	£300.00	£300.00
Property name additions/ amendments - rename a house	£0.00	£100.00	£100.00

Street naming - change of address one property	£90.00	£90.00	£90.00
Street naming - change of address 2-10 properties	£67.00	£67.00	£67.00
Street naming - change of address 11+ properties	£46.00	£46.00	£46.00
<b>Development</b>			
<b>Building Control</b>			
Building control fees are based on an hourly rate of		£52.69	£54.15