

FEES AND CHARGES

Approved by the Government

Fee to be applied by Guildford Borough Council

Environmental Protection Act 1990-Fees for authorisation of industrial process Note: these fees are prescribed nationally by regulation and are reviewed annually by DCLG.

Statutory Maximum									
Classes of Premises licence	Non-conversion application fee in respect of other premises	Annual fee	Maximum fee for application to vary licence	Fee for application to transfer a licence	Fee for application for reinstatement of a licence	Fee for application for provisional statement	Fee for Licence Application (provisional Statement Holders)	Fee for Copy Licence	Fee for Notification of Change
	£	£	£	£	£	£	£	£	£
Regional casino premises licence	15,000.00	15,000.00	7,500.00	6,500.00	6,500.00	15,000.00	8,000.00	25.00	50.00
Large casino premises licence	10,000.00	10,000.00	5,000.00	2,150.00	2,150.00	10,000.00	5,000.00	25.00	50.00
Small casino premises licence	8,000.00	5,000.00	4,000.00	1,800.00	1,800.00	8,000.00	3,000.00	25.00	50.00
Bingo premises licence	3,500.00	1,000.00	1,750.00	1,200.00	1,200.00	3,500.00	1,200.00	25.00	50.00
Adult gaming centre premises licence	2,000.00	1,000.00	1,000.00	1,200.00	1,200.00	2,000.00	1,200.00	25.00	50.00
Betting premises (track) licence	2,500.00	1,000.00	1,250.00	950.00	950.00	2,500.00	950.00	25.00	50.00
Family entertainment centre premises licence	2,000.00	750.00	1,000.00	950.00	950.00	2,000.00	950.00	25.00	50.00
Betting premises (other) licence	3,000.00	600.00	1,500.00	1,200.00	1,200.00	3,000.00	1,500.00	25.00	50.00

Guildford Borough Council Fee									
Classes of Premises licence	Non-conversion application fee in respect of other premises	Annual fee	Maximum fee for application to vary licence	Fee for application to transfer a licence	Fee for application for reinstatement of a licence	Fee for application for provisional statement	Fee for Licence Application (provisional Statement Holders)	Fee for Copy Licence	Fee for Notification of Change
	£	£	£	£	£	£	£	£	£
Regional casino premises licence	2,513.21	845.84	2,513.21	926.87	926.87	2,513.21	2,513.21	15.00	30.00
Large casino premises licence	2,513.21	845.84	2,513.21	926.87	926.87	2,513.21	2,513.21	15.00	30.00
Small casino premises licence	2,513.21	845.84	2,513.21	926.87	926.87	2,513.21	2,513.21	15.00	30.00
Bingo premises licence	2,449.78	724.23	1,449.78	864.29	864.29	2,449.78	958.94	15.00	30.00
Adult gaming centre premises licence	1,984.12	590.37	493.28	273.53	764.36	1,984.12	493.28	15.00	30.00
Betting premises (track) licence	1,984.12	590.37	984.12	273.53	764.36	1,984.12	493.28	15.00	30.00
Family entertainment centre premises licence	1,984.12	590.37	493.28	273.53	764.36	1,984.12	493.28	15.00	30.00
Betting premises (other) licence	1,984.12	590.37	493.28	273.53	764.36	1,984.12	764.36	15.00	30.00

	2023-24	Increase	2024-25	Increase
	from 1st		from 1st	
	April 2023		April 2024	
		%		%
To be approved by Council				
Gypsy Caravan Sites - Pitch Rental				
Ash Bridge & Cobbetts Close Sites (per week)	90.06	3.5%	96.99	7.7%
Calvert Road	93.29	3.7%	100.47	7.7%
Home Farm	91.70	3.0%	98.76	7.7%
Stray Dogs				
A £25.00 statutory fee which is not included in the charge.			25.00	
Call out and collection charge			79.00	
Return dog to you			38.50	
Kenneling feels (in addition to above)				
1st day or part of day	127.70	3.0%	30.00	-76.5%
2nd day or part of day	148.30	3.0%	60.00	-59.5%
3rd day or part of day	171.00	3.0%	90.00	-47.4%
4th day or part of day	200.90	3.0%	120.00	-40.3%
5th day or part of day	231.80	3.0%	150.00	-35.3%
6th day or part of day	261.60	3.0%	180.00	-31.2%
7th day or part of day	302.80	3.0%	210.00	-30.6%
Microchipping of Dogs (England) Regulations 2015				
Microchipping of dog - seizure of dog, microchipping by vet and return to owner			Price on application	
Registration – Acupuncture, tattooing, etc.				
Premises and/or One Practitioner	259.60	3.0%	276.00	6.3%
Per Additional Practitioner	98.90	3.0%	105.00	6.2%
Food Hygiene Revisits	323.40	3.0%	344.00	6.4%
Pest Control				
(The charges shown are based on the cost of labour, transport plus materials)				
Domestic Premises				
Wasps (max 1 nest per premise)	80.00	11.1%	85.00	6.3%
Wasps (extra nest at same visit)	43.00	10.3%	45.00	4.7%

* = includes VAT at 20%

	2023-24	Increase	2024-25	Increase
	from 1st		from 1st	
	April 2023		April 2024	
		%		%
Other Treatments	95.00	8.0%	110.00	15.8%
Other Treatments (houses of multiple occupation)	136.00	9.7%	150.00	10.3%
Rodents	55.00	22.2%	75.00	36.4%

* = includes VAT at 20%

	2023-24	Increase	2024-25	Increase
	from 1st		from 1st	
	April 2023		April 2024	
		%		%

Domestic Premises where the main occupier is receiving income support or benefits

Wasps (max 1 nest per premise)	43.00	10.3%	46.00	7.0%
Wasps (extra nest at same visit)	43.00	10.3%	45.00	4.7%
Other Treatments	63.00	10.5%	70.00	11.1%
Rodents			Free of Charge	

Services of Environmental Health Officer

- per hour or part thereof	67.00	3.1%	72.00	7.5%
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****Due to the England Local Authority review of fees and charges these may be subject to change****

Miscellaneous

Extracts from Registers - Food Safety Act, per page. Under the Freedom of Information Act 2000 the charge is waived as the cost of collecting the fee is more than the charge.

Sex Establishments - Fixed by Council

Application fee	1,615.00	3.0%	2,741.00	69.7%
Fee of Grant	164.80	3.0%	377.00	128.8%

Contaminated Land & Air Quality

Responding to enquiries about contaminated land – report	91.70	3.0%	100.00	9.1%
Each additional hour	86.50	3.0%	90.00	4.0%

Note: for more extensive enquiries the fee is based on the hourly rate of the EHO added to the basic fee

* = includes VAT at 20%

	2023-24 from 1st April 2023	Increase %	2024-25 from 1st April 2024	Increase %
Private water supply				
Private water supply with a distribution network - investigation	Hourly rate £82.00 maximum £100		Hourly rate £94.30 maximum £100	15%
Large private water supply - risk assessment	Hourly rate £82.00 maximum £500		Hourly rate £94.30 maximum £500	15%
Large Private water supply - investigation when a sample fails	Hourly rate £82.00 maximum £100		Hourly rate £94.30 maximum £100	15%
Large Private water supply - analysing a sample taken during investigation	Hourly rate £82.00 maximum £100		Hourly rate £94.30 maximum £100	15%
Large Private water supply - analysing a sample taken during investigation	Hourly rate £82.00 maximum £500		Hourly rate £94.30 maximum £500	15%
Other private water supply not covered by regulation 8 and 9	Hourly rate £82.00 maximum £500		Hourly rate £94.30 maximum £500	15%
Other private water supply not covered by regulation 8 and 9	Hourly rate £82.00 maximum £100		Hourly rate £94.30 maximum £100	15%
Analysing a sample –Taken under regulation 10	Cost as charged by labs		Cost as charged by labs	
Analysing a sample –Taken during check monitoring	Cost as charged by labs		Cost as charged by labs	
Analysing a sample –Taken during audit monitoring	Cost as charged by labs		Cost as charged by labs	

Extracts from Registers

Environmental Protection Act - per page	Free of Charge		Free of Charge	
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Miscellaneous

Reports to Solicitors on the circumstances relating to workplace accidents (excl. cost of photographs) - up to 2 hours, extra charged at the hourly rate

From April 2017 this will be charged at the hourly rate	67.00	3.1%	72.00	7.5%
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Animal Activities Licensing

The law has changed as of 1 October 2018 and the Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018 are now in force.

* = includes VAT at 20%

2023-24	Increase	2024-25	Increase
from 1st		from 1st	
April 2023		April 2024	
	%		%

Premises already licensed under the old legislation will continue to be licensed until such time as their licence expires. They will then have to apply for a new licence under the new regulations.

* = includes VAT at 20%

	2023-24	Increase	2024-25	Increase
	from 1st		from 1st	
	April 2023		April 2024	
		%		%
Animal Boarding				
Application Fee	712.80	3.0%	759.13	6.5%
Fee for Grant	287.40	3.0%	306.08	6.5%
<i>Any vet fees will be payable upon application and as required for licence duration</i>				
Home Boarding				
Application Fee	712.80	3.0%	759.13	6.5%
Fee for Grant	287.40	3.0%	306.08	6.5%
<i>Any vet fees will be payable upon application and as required for licence duration</i>				
Dog Day Care				
Application Fee	712.80	3.0%	759.13	6.5%
Fee for Grant	287.40	3.0%	306.08	6.5%
<i>Any vet fees will be payable upon application and as required for licence duration</i>				
Dog Breeding				
Application Fee	824.00	3.0%	877.56	6.5%
Fee for Grant	225.60	3.0%	240.26	6.5%
<i>Any vet fees will be payable upon application and as required for licence duration</i>				
Keeping Animals for Exhibition				
Application Fee	299.70	3.0%	319.18	6.5%
Fee for Grant	150.40	3.0%	160.18	6.5%
<i>Any vet fees will be payable upon application and as required for licence duration</i>				
Selling Animals as Pets				
Application Fee	472.80	3.0%	759.13	60.6%
Fee for Grant	236.90	3.0%	306.08	29.2%
<i>Any vet fees will be payable upon application and as required for licence duration</i>				
Hiring out Horses				
Application Fee	577.80	3.0%	615.36	6.5%
Fee for Grant	289.40	3.0%	308.21	6.5%

* = includes VAT at 20%

2023-24	Increase	2024-25	Increase
from 1st		from 1st	
April 2023		April 2024	
	%		%

Any vet fees will be payable upon application and as required for licence duration

* = includes VAT at 20%

	2023-24 from 1st April 2023	Increase %	2024-25 from 1st April 2024	Increase %
Dangerous Wild Animals				
-New	432.60	3.0%	460.72	6.5%
-Renewal	225.60	3.0%	240.26	6.5%
Zoo Licence				
-New	2,519.40	3.0%	2,683.16	6.5%
-Renewal	2,519.40	3.0%	2,683.16	6.5%
Each Additional Licence Activity				
Application Fee	87.60	3.1%	93.29	6.5%
Fee for Grant	96.80	3.0%	103.09	6.5%
Each Additional Inspection	107.10	3.0%	214.06	99.9%
Variation to Licence	237.90	3.0%	253.36	6.5%
Re-evaluation of Rating	237.90	3.0%	253.36	6.5%
Variations to reduce the licensable activities or numbers of	97.90	3.1%	104.26	6.5%
Transfer due to death of Licensee	97.90	3.1%	104.26	6.5%
Street Trading				
Street Trading Total Fee	381.10	3.0%	786.97	106.5%
Street Trading Community Event	42.20	2.9%	43.47	3.0%
Charges for issue of a consent under the provisions of the Local Government (Miscellaneous) Provisions Act 1982				
Day Centres				
Price per meal:				
Member	4.70	2.1%	4.90	4.3%
Non member	6.60	3.2%	6.90	4.5%
Main course only - member	3.30	3.0%	3.50	6.1%
Main course only - non member	4.60	2.2%	4.80	4.3%

* = includes VAT at 20%

	2023-24	Increase	2024-25	Increase
	from 1st		from 1st	
	April 2023		April 2024	
		%		%
Dessert only - member	1.60	6.5%	1.70	6.2%
Dessert only - non member	2.20	4.8%	2.30	4.5%
Theme Meal - member	6.40	3.2%	6.70	4.7%
Theme Meal - non member	7.90	2.7%	8.30	5.1%

* = includes VAT at 20%

	2023-24	Increase	2024-25	Increase
	from 1st		from 1st	
	April 2023		April 2024	
		%		%
Membership Fees:				
Day Centre only	13.80	3.0%	14.60	5.8%
Day Centre and Dial a Ride (50% is for Community Transport)	21.20	2.9%	22.60	6.6%
Membership Top Up Transport	7.20	2.8%	8.00	11.1%
Membership Top Up Transport	7.20	2.8%	8.00	11.1%
Day Centre Activities**	3.60	2.8%	3.80	5.6%
Hairdressers - Rent a Chair - Per Chair, Per Day - New Charge			40.00	
Income from other services***e.g. hairdressing and chiropc	21%	3.0%	22%	1.0%
<i>**These are activities such as Tai Chi and Line Dancing provided by external facilitators</i>				
<i>*** These charges were previously retained by the centre welfare funds</i>				
Meals on Wheels Service				
Price per meal	4.60	2.2%	4.80	4.3%
Hire of Halls				
Voluntary and Not for Profit Providers per Hour	26.80	3.1%	30.00	11.9%
Educational Activities	27.80	3.0%	30.00	7.9%
Private hire	37.00	2.8%	40.00	8.1%
Half Day	116.50	3.1%	160.00	37.3%
Full Day	230.00	1.3%	300.00	30.4%

* = includes VAT at 20%

	2023-24	Increase	2024-25	Increase
	from 1st		from 1st	
	April 2023		April 2024	
		%		%
Community Transport Service				
Single Membership Fees:	13.90	3.0%	14.60	5.0%
Dial a Ride only	13.90	3.0%	14.60	5.0%
Community Transport to Day Centre	13.90	3.0%	14.60	5.0%
Day Centre and Dial a Ride (half this fee relates to Day Ce	22.00	7.3%	22.60	2.7%
Group Membership Fees:	63.90	3.1%	67.10	5.0%
Vehicle Hire per 1/2 hr	10.80	2.9%	11.30	4.6%
Charge per mile	1.00	0.0%	1.10	10.0%
Passenger charge (min 5 people)	6.70	3.1%	7.00	4.5%
Single Journey				
1 mile	3.10	3.4%	3.30	6.5%
2 miles	3.60	2.8%	3.80	5.6%
3 miles	4.10	2.6%	4.30	4.9%
4 miles	4.60	2.2%	4.80	4.3%
5 miles	5.10	2.1%	5.40	5.9%
6 miles	5.60	1.9%	5.90	5.4%
7 miles	6.10	1.7%	6.40	4.9%
8 miles	6.60	1.6%	6.90	4.5%
9 miles	7.10	1.4%	7.50	5.6%
10 miles	7.60	1.4%	8.00	5.3%
11 miles	8.10	1.3%	8.50	4.9%
12 miles	8.60	1.2%	9.00	4.7%
13 miles	9.10	-4.2%	9.60	5.5%
14 miles	9.60	-4.0%	10.10	5.2%
15 miles. Journeys above 15 miles are not undertaken.	10.10	-3.8%	10.60	5.0%
Handyperson Service - Available for the over 60's, disabled and vulnerable				
General Services (per hour incl VAT)	27.00	3.8%	29.00	7.4%
General Services for those on benefits (per hour incl VAT)	16.00	3.2%	17.00	6.3%
Safe and Secure Works for those on benefits				

* = includes VAT at 20%

	2023-24	Increase	2024-25	Increase
	from 1st		from 1st	
	April 2023		April 2024	
		%		%
Approved under Delegated Authority				
Private Sector Housing				
HMO Licences	939.40	3.0%	987.00	5.1%
(Discount of £25 if applicant is a member of a recognised landlord organisation)				
(Discount of £50 if applicant is an accredited Landlord of the Guildford Letting Scheme)				
(Both discounts can not be applied at the same time)				
Late application fee				
Careline				
Weekly Charges				
Sheltered accommodation clients	0.70	8.0%	0.80	14.3%
Elderly Persons dwellings clients	3.40	1.5%	3.60	5.9%
Private Sector Clients (dispersed alarms - Landline)	4.90	3.2%	5.10	4.1%
Responder Services (out of hours)	1.50	3.0%	1.60	7.0%
Private Sector Clients (Digital Units) - NEW CHARGE			6.00	
Caravan Licence				
New Licence Application				
Number of Pitches 1 - 5	398.60	3.0%	419.00	5.1%
Number of Pitches 6 - 15	414.10	3.0%	435.00	5.0%
Number of Pitches 16 - 45	548.00	3.0%	576.00	5.1%
Number of Pitches 46 and greater	597.40	3.0%	628.00	5.1%
Transfer of Existing Licence				
Number of Pitches 1 - 5	144.20	3.0%	152.00	5.4%
Number of Pitches 6 - 15	144.20	3.0%	152.00	5.4%
Number of Pitches 16 - 45	144.20	3.0%	152.00	5.4%
Number of Pitches 46 and greater	144.20	3.0%	152.00	5.4%
Application to vary a Site Licence				
Number of Pitches 1 - 5	251.00	3.3%	264.00	5.2%
Number of Pitches 6 - 15	268.00	3.1%	282.00	5.2%
Number of Pitches 16 - 45	301.00	3.1%	317.00	5.3%

* = includes VAT at 20%

	2023-24	Increase	2024-25	Increase
	from 1st		from 1st	
	April 2023	%	April 2024	%
Number of Pitches 46 and greater	352.00	3.5%	370.00	5.1%

* = includes VAT at 20%

	2023-24	Increase	2024-25	Increase
	from 1st		from 1st	
	April 2023		April 2024	
		%		%
Annual Licence Fee				
Number of Pitches 1 - 5	92.00	-80.0%	97.00	5.4%
Number of Pitches 6 - 15	133.00	-74.9%	140.00	5.3%
Number of Pitches 16 - 45	219.00	-66.5%	230.00	5.0%
Number of Pitches 46 and greater	354.00	-49.6%	372.00	5.1%
Fit and Proper Licence Fee (introduced 2021)				
Licence Application Fee	218.00	6.9%	229.00	5.0%
Annual licence fee where up to 1 Condition	234.00	5.9%	246.00	5.1%
Annual licence fee where up to 2 Conditions	351.00	6.4%	369.00	5.1%
Annual licence fee where 3 or more Conditions	418.00	6.4%	439.00	5.0%
Deposit of Site Rules				
Number of Pitches 1 - 5	37.10	3.1%	39.00	5.1%
Number of Pitches 6 - 15	37.10	3.1%	39.00	5.1%
Number of Pitches 16 - 45	37.10	3.1%	39.00	5.1%
Number of Pitches 46 and greater	37.10	3.1%	39.00	5.1%
Scrap Metal				
Site Licence	216.30	3.0%	250.00	15.6%
Mobile Collector	198.80	3.0%	220.00	10.7%
Local Authority Pollution Protection Control				
Fees are set by Statute and are available on request from the Environmental Control service.				
Hackney Carriages and Private Hire Vehicles				
Hackney Carriage Vehicle (new/renew)	276.20	3.0%	276.20	0.0%
Private Hire Vehicle (new/renew)	270.30	3.0%	270.30	0.0%
Hackney Licence Vehicle Change	26.70	3.2%	26.70	0.0%
Vehicle Licence Plates	23.00	3.0%	23.00	0.0%
Private Hire Vehicle Change	26.70	3.2%	26.70	0.0%
Test Fee	59.70	2.9%	59.70	0.0%
Hackney carriage temporary vehicle licence (3 months)	115.10	3.0%	115.10	0.0%
Private hire temporary vehicle licence (3 months)	113.60	3.0%	113.60	0.0%

* = includes VAT at 20%

	2023-24	Increase	2024-25	Increase
	from 1st		from 1st	
	April 2023	%	April 2024	%
Private hire vehicle signs (two signs)	26.60	3.1%	26.60	0.0%

* = includes VAT at 20%

	2023-24	Increase	2024-25	Increase
	from 1st		from 1st	
	April 2023		April 2024	
		%		%
Hackney Carriage and Private Hire Drivers				
Hackney Drivers Licence Fee (new/renew)	382.60	3.0%	382.60	0.0%
Private Hire Drivers Licence Fee (new/renew)	382.60	3.0%	382.60	0.0%
Hackney Drivers Knowledge Test	45.90	2.9%	45.90	0.0%
Private Hire Drivers Knowledge Test	25.60	3.1%	25.60	0.0%
Private Hire Replacement Badge	14.10	3.2%	14.10	0.0%
Convert from Private Hire Driver to Hackney Carriage Drive	19.20	3.0%	19.20	0.0%
				0.0%
Private Hire Operators Licence	2,289.80	3.0%	2,289.80	0.0%

subject of a report to Licensing Committee date tbc, and a further period of statutory consultation.

* = includes VAT at 20%

	2023-24	Increase	2024-25	Increase
	from 1st		from 1st	
	April 2023		April 2024	
		%		%
Statutory Permits				
Premises licensed to sell alcohol				
- notification (automatic entitlement)	50.00	0.0%	50.00	0.0%
- new application	150.00	0.0%	150.00	0.0%
- fast track application	100.00	0.0%	100.00	0.0%
- change of name	25.00	0.0%	25.00	0.0%
- vary permit	100.00	0.0%	100.00	0.0%
- annual fee	50.00	0.0%	50.00	0.0%
- copy permit	15.00	0.0%	15.00	0.0%
- transfer permit	25.00	0.0%	25.00	0.0%
Prize Gaming Permit				
- new application	300.00	0.0%	300.00	0.0%
- fast track application	100.00	0.0%	100.00	0.0%
- renewal	300.00	0.0%	300.00	0.0%
- change of name	25.00	0.0%	25.00	0.0%
- copy permit	15.00	0.0%	15.00	0.0%
Lotteries				
- registration of society	40.00	0.0%	40.00	0.0%
- renewal (annual fee)	20.00	0.0%	20.00	0.0%
Pavement Licence				
New/Renewal from 1 April 2024 to 30 September 2024	100.00	0.0%	100.00	0.0%
New Application from 1 October 2024			500.00	
Renewal Application from 1 October 2024			350.00	
Pre-Application Advice				
Application checking service	26.26		31.50	20.0%
Application advice service	80.00		96.00	20.0%
Full application advice service	241.19		289.43	20.0%

* = includes VAT at 20%

	2023-24	Increase	2024-25	Increase
	from 1st April 2023		from 1st April 2024	
		%		
To be approved by Council				
Off Street Car Park Charges				
Contract Car Parking				
Main car parks - Monday to Friday only - Per year	2,604.00	0.0%	on application	
Main car parks - Saturday only - Per year	521.00	0.0%	on application	
Main car parks - Monday to Saturday only - Per year	3,125.00	0.0%	on application	
Stoke Fields, Stoke Road, and Eagle Road car parks - Resident rate - Per year	626.00	0.0%	on application	
Season Ticket Parking				
Farnham Road car park - Monday to Friday only - Per year	2,024.00	0.0%	on application	
Farnham Road car park - Monday to Saturday only - Per year	2,428.00	0.0%	on application	
York Road car park - Monday to Friday only - Per year	2,231.00	0.0%	on application	
York Road car park - Monday to Saturday only - Per year	2,677.00	0.0%	on application	
Bedford Road car park - Monday to Friday only - Per year	2,277.00	0.0%	on application	
Guildford Park car park - Monday to Friday only - Per year	1,061.00	0.0%	on application	
Garages				
Gardner Road, Stoke Fields, Bedford Sheds - Residents only - Per year	815.00	3.4%	856.00	5.0%
Gardner Road, Stoke Fields, Park Road - Non-residents - Per year	1,370.00	3.5%	1,439.00	5.0%
Bedford Road Sheds - Non-resident - Per year	1,960.00	3.4%	2,058.00	5.0%
Penalty Fee Notice				
Pay and display space	25.00	0.0%	on application	
Permit space	35.00	0.0%	on application	

*= includes VAT at 20%

	2023-24	Increase	2024-25	Increase
	from 1st April 2023	%	from 1st April 2024	
Refuse Collection Service				
Special Collection of Household Refuse	tbc		tbc	
For a single item	tbc		tbc	
For 2 to 5 items	tbc		tbc	
For the collection of large quantities with charges being assessed by a Council Inspector				
Domestic Waste per hour or part thereof (Minimum charge 1 hour)	-		on application	
Commercial Waste per hour or part thereof (Minimum 2 hours)	-		on application	
Duty of care certificate	32.00	10.2%	32.00	0.0%
Dog Fouling				
Fixed Penalty Charge				
Replaced by public spaces protection orders (Anti Social Behaviour, Crime and Policing Act 2014)- fines of up to £100 on the spot or up to £1,000 if the matter goes to court				
Approved under Delegated Authority				
Cleansing				
Provision of bins to housing developments & redevelopments				
Initial supply and delivery of one refuse and one recycling standard 140ltr, 240ltr or 360ltr bins to new or refurbished properties	70.00	16.7%	75.00	7.1%
Initial supply and delivery of 770ltr bins to new properties	375.00	23.0%	400.00	6.7%
Initial supply and delivery of 1100ltr bins to new properties	380.00	22.6%	410.00	7.9%
<i>Charges for 770ltr and 1100ltr bins are subject to change to reflect the cost to the Council of purchasing the bins from our supplier.</i>				
Recycling - Green Waste Bins				
Per Bin	48.00	6.7%	58.00	20.8%
Replacement Bin	35.00	16.7%	37.00	5.7%
1 Set of 4 - 60 litre sacks	48.00	6.7%	51.00	6.3%
Refuse				
Replacement Bin	35.00	16.7%	37.00	5.7%

*= includes VAT at 20%

2023-24	Increase	2024-25	Increase
from 1st April		from 1st April	
2023	%	2024	

Miscellaneous for Small Businesses

Sharps collection - service agreement for 6 months delivery and removal of 25 x 7cl Sharps boxes on monthly collection.

Food Waste

Trade collection (per 120 litre container)
School collection (per 120 litre container)

Abandoned Vehicles

Recovery and Release of vehicle	114.60	3.0%	120.00	4.7%
Daily Charge (Monday to Friday)	12.70	2.8%	13.50	6.3%

Streetscene related Penalty Charges

FPN Fly Tipping	400.00	100.0%	400.00	0.0%
FPN Duty of Care - Commercial	400.00	100.0%	400.00	0.0%
FPN Duty of Care - Domestic	300.00	50.0%	300.00	0.0%
FPN Litter, distribution of printed matter, and graffiti and fly-posting	150.00	200.0%	150.00	0.0%
FPN Failure to produce Waste Transfer Note	300.00	0.0%	300.00	0.0%
FPN Commercial Waste Receptacle Offences	110.00	10.0%	110.00	0.0%
FPN Domestic Waste Receptacle Offences	80.00	33.3%	80.00	0.0%
FPN Nuisance Parking	100.00	0.0%	100.00	0.0%
FPN Abandoning a Vehicle	200.00	0.0%	200.00	0.0%
Fixed Penalty Charge Dog Fouling (PSPO)	100.00	0.0%	100.00	0.0%

Approved by Government

Public	54.80	0.0%	54.80	0.0%
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MOT

Re-test within 24 hours on minor items	27.40	0.0%	27.40	0.0%
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Re-test within 10 days

Thereafter full cost

Taxi	60.00	3.4%	60.00	0.0%
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Vehicle Inspection Fee

	27.40	0.0%	27.40	0.0%
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MOT carried out as part of the Taxi Inspection (to be booked at the same time)

*= includes VAT at 20%

2023-24	Increase	2024-25	Increase
from 1st April		from 1st April	
2023		2024	
	%		

For a full list of charges please contact the MOT bay

*= includes VAT at 20%

Off-street car parking meter charges from 1st April 2024

Multi Storey = M

Surface level = S Pay on Foot = P

CAR PARK TYPE	CAR PARKS	SPACES	DAYTIME- MONDAY TO SATURDAY				EVENINGS		SUNDAY	
			1st hour	2nd hour	3rd hour	Each subsequent hour	Per Visit	Per Visit	Per Visit	
			Mon-Sat incl Bank Holidays 8am-6pm				Mon-Sat 6pm-10pm	Sun 5pm-10pm	Sun 11am-5pm Per Visit	
M	Bedford Road	1033	TBC	TBC	TBC	TBC	TBC	TBC	TBC	
S	Millbrook	244	TBC	TBC	TBC	TBC	TBC	TBC	TBC	
S	G Live	220	TBC	TBC	TBC	TBC	TBC	TBC	TBC	
S	Mary Road	107	TBC	TBC	TBC	TBC	TBC	TBC	TBC	
S	Bright Hill	121	TBC	TBC	TBC	TBC	TBC	TBC	TBC	
S	Bedford Road Surface	68	TBC	TBC	TBC	TBC	TBC	TBC	TBC	
			Mon-Sat incl Bank Holidays 8am-6pm				Mon-Sat 6pm-10pm	Sun 5pm-10pm	Sun 11am-5pm Per Visit	
M / P	Castle Car Park	350	TBC	TBC	TBC	TBC	TBC	TBC	TBC	
M	Leapale Road	384	TBC	TBC	TBC	TBC	TBC	TBC	TBC	
S	Commercial Rd 2	52	TBC	TBC	TBC	TBC	TBC	TBC	TBC	
S	Upper High Street	49	TBC	TBC	TBC	TBC	TBC	TBC	TBC	
P	Tunsgate	62	TBC	TBC	TBC	TBC	TBC	TBC	TBC	
			Mon-Sat incl Bank Holidays 7am-7pm				Mon-Sat 7pm-7am & Sun 12.01-11am & Sun 5pm-Mon 7am (per hour)		Sun 11am-5pm Per Visit	
M / P	Farnham Road	917	TBC	TBC	TBC	TBC	TBC	TBC	TBC	
			Mon-Sat incl Bank Holidays 8am -6pm				Mon-Sat 6pm-10pm (Per Visit)	Sun 5pm-10pm (Per visit)	Sun 11am-5pm Per Visit	
M / P	York Road	605	TBC	TBC	TBC	TBC	TBC	TBC	TBC	
			Saturday Parking and Bank Holidays 8am -6pm				Mon-Sat 6pm-10pm	Sun 5pm-10pm	Sun 11am-5pm Per Visit	
S	Millmead House (Front)	27	Mon-Fri - For Visitors to Council only				price on application	Closed	Closed	TBC
S	Lawn Road	87	Mon-Fri - Contract Car Park (unavailable to public)					Closed	Closed	TBC
S	Robin Hood	23						Closed	Closed	TBC
S	St Josephs	71						Closed	Closed	TBC
S	Portsmouth Road	98						TBC	TBC	TBC
							Mon-Fri incl Bank Holidays 8am- 6pm			
S	Guildford Park	220	TBC	TBC	TBC	TBC	Free	Free	Free	
S	Shalford Park	66	TBC	TBC	TBC	Closed	Free	Closed	Closed	
S	Walnut Tree Close	17	TBC	TBC	TBC	Free	Free	Free	Free	
S	Ash Vale Station	29	TBC	TBC	TBC	Free	Free	Free	Free	
			Mon-Thurs 8am-6pm				Fri-Sat	Mon-Thurs 6pm - 10pm & Sat 8pm-10pm	Sun 5pm-10pm	Sun 11am-5pm
S	North Street	49	TBC				Closed	TBC	TBC	TBC

	2023-24 Increase from 1st April 2023		2024-25 Increase from 1st April 2024	
		%		%
To be approved by Council				
Parks and Open Spaces				
Tennis-Stoke Park and Sutherland Memorial Park				
Adult per court, per hour	7.00	17.1%	8.00	14.3%
Floodlights only, per hour	6.00		6.00	0.0%
Junior (under 18) & concession price, per court, per hour	5.50	8.5%	5.50	0.0%
Mini Golf - Stoke Park				
Adults	5.00	5.5%	5.30	6.0%
Children	3.50	9.6%	3.70	5.7%
Family Ticket (2 adults and 3 under 16's)	14.00	6.2%	15.00	7.1%
Cricket: All sites				
Evening 17:00 hrs onwards - Adults (up to 4 hours)	96.00	11.8%	100.00	4.2%
Full Day - Adults (22 yrs)	129.00	11.3%	135.00	4.7%
Standard Pitch - Under 18's	42.00	12.5%	44.00	4.8%
Small Pitch - Junior teams under 15's	31.00	9.4%	33.00	6.5%
Football - All sites				
Grass football pitch 3 hours - U18's 11-a-side football	49.00	16.5%	52.00	6.1%
Grass football pitch 3 hours - Adult 11-a-side football	90.00	17.8%	95.00	5.6%
Grass football pitch 90 minutes - 9v9 football	32.00	11.3%	34.00	6.3%
Grass football pitch 90 minutes - 7v7 football	31.00	11.1%	33.00	6.5%
Grass football pitch 90 minutes - 5v5 football	30.00	14.6%	32.00	6.7%
Grass football training (no pitch use) 2 hours - Football training area	27.00	3.1%	29.00	7.4%
Rugby:				
Rugby pitch 2 hours - U18s rugby	49.00	16.5%	52.00	6.1%
Rugby pitch 2 hours - Adult rugby	90.00	17.8%	95.00	5.6%
Rugby training (no pitch use) 2 hours - Rugby training area	27.00	3.1%	29.00	7.4%
Netball - Stoke Park (Adult)	33.00	8.3%	35.00	6.1%
Netball - Stoke Park (School usage and U18)	16.00	6.5%	17.00	6.3%
Softball/Rounders - (Adult)	41.00	9.8%	44.00	7.3%

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		
Softball/Rounders - (School and U18)	23.00	9.4%	25.00	8.7%

*= includes VAT at 20%

	2023-24 Increase from 1st April 2023		2024-25 Increase from 1st April 2024	
		%		%
Grass Athletics Track - Stoke Park (Adult groups/Organisations) 2 hours	84.00	11.2%	89.00	6.0%
Grass Athletics Track - Stoke Park (Schools and U18 groups) 2 hours	47.00	11.7%	50.00	6.4%
Lacrosse:				
Stoke Park - Adults	84.00	11.2%	89.00	6.0%
Stoke Park - School usage and youth (Under 18's)	47.00	11.7%	50.00	6.4%
Event all Sites				
Price on application (minimum charge £50 per day)			Price on application	
Community events receive a 50% discount				
Charity and 100% fundraising events receive a 60% discount				
Circuses and Fun Fairs				
Per day on site including set up/dismantle (Shalford Common only)			Price on application	
Per day on site (all other sites) if onsite longer than 6 days receive a 5% discount				
Set up/dismantle fee per day				
Filming all Sites: -				
Per Event - Per Day on Site (Negotiable) Minimum £50 - Maximum £1,000 per day			Price on application	
Fitness Sessions				
			Price on application	
Forest school use of site - per child per visit	2.30	11.7%	2.30	0.0%
Car Parking Only All Sites:				
Per Day on Site (not in conjunction with event hire)			Price on application	
Commemorative Benches (All sites)				
			Price on application	
Shalford Park:				
Camping and Caravanning (Club Use) - per unit per night	11.50	15.1%	11.85	3.0%

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		
Chantries Camp Site: per person per day/night	10.50	10.5%	11.00	4.8%
Minimum charge for groups of 3 persons or under	35.00	16.7%	40.00	14.3%
Children age 4 to 16, scouts and affiliated groups (under 4s free)	5.00	5.3%	5.50	10.0%

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023	%	from 1st April 2024	
Sutherland Memorial Park				
Astro Pitch 5-a-side				
All - per court per hour before 4pm (Weekdays and weekend)	10.00	5.9%	11.00	10.0%
5-a-side Football per court per hour including floodlights - Adults	48.00	11.8%	50.00	4.2%
5-a-side Football per court per hour including floodlights - Youth (Under 18's)	24.00	9.6%	25.00	4.2%
Balloon Flights				
Seasonal annual agreement paid in advance for take off rights per site	708.00	8.9%	730.00	3.1%
Greenark				
Commercial - Each hour or part	no longer available			
Community - Each hour or part	no longer available			
For regular users book 10 and receive 10% discount				
Approved under Delegated Authority				
Guildford Crematorium				
Cremation Fees				
For the cremation of a child whose age at death did not exceed 18 years (incl medical referee fees)			No charge	
For the standard attended cremation of a person whose age at the time of death exceeded 18 years includes 30 minutes in chapel, use of computerised music system, cremation, medical referee fees, ashes container suitable for transportation and storage only , laying to rest of ashes in the Gardens of Remembrance at the crematorium. (New fee from 01.10.2023)	1049.00	7.6%	1140.00	8.7%
Saturday cremation (09:00 am - 12 noon)	1350.00	8.0%	1450.00	7.4%
Non attended service cremation	399.00	-19.4%	410.00	2.8%
Cancellation of diary booking with less than 48 hours notice and late delivery of papers	160.00	10.3%	168.00	5.0%
Service of double or additional length; per 45 minutes additional fee of:	315.00	14.5%	350.00	11.1%
Service which exceeds the allocated timeslot of 30 minutes	395.00	25.4%	415.00	5.1%

*= includes VAT at 20%

	2023-24	Increase	2024-25	Increase
	from 1st April 2023		from 1st April 2024	
		%		
Cremation of a child on a Saturday (9am - 12 noon)			No charge	No charge
Cremation of Non Viable Foetus (NVF) (up to 24 weeks gestation)			No charge	No charge
Fee for exhuming ashes if not for re-internment within the grounds	140.00	12.0%	160.00	14.3%

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023	%	from 1st April 2024	
Certificate of cremation / burial duplicate copy (previously under delegated authority)	25.00	100.0%	28.00	12.0%
Non standard attended cremation committal only (previously under delegated authority)	720.00	100.0%		
Possible price increase might have to be introduced to add to cremation fee depending on rising utility costs.				
Urns and Containers				
Ashes Container	27.00	8.0%	30.00	11.1%
Wooden Casket	90.00	12.5%	100.00	11.1%
Decorative Urns	138.00	10.4%	155.00	12.3%
Decorative keepsake urns	45.00	12.5%	50.00	11.1%
Scatter tubes	50.00	8.7%	55.00	10.0%
Child Scatter tubes	18.00	9.1%	20.00	11.1%
Deposit of Ashes				
has taken place elsewhere	125.00	8.7%	135.00	8.0%
separate scattering elsewhere.	60.00	15.4%	65.00	8.3%
Per split there after	15.00		18.00	20.0%
			10.00	
Memorials and Inscriptions				
Entries in the Book of Remembrance				
2 line entry	120.00	9.1%	130.00	8.3%
5 line entry	158.00	9.0%	170.00	7.6%
5 line entry with motif	248.00	7.8%	265.00	6.9%
8 line entry	195.00	8.3%	205.00	5.1%
8 line entry with motif	285.00	9.6%	300.00	5.3%
Motif	90.00	9.8%	95.00	5.6%
Replicas of entries in Book of Remembrance Memorial Cards				
2 line entry	46.00	9.5%	50.00	8.7%
5 line entry	72.00	9.1%	80.00	11.1%
5 line entry with motif	162.00	9.5%	175.00	8.0%
8 line entry	92.00	9.5%	98.00	6.5%

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		
8 line entry with motif	182.00	9.6%	193.00	6.0%
Motif	90.00	9.8%	95.00	5.6%

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		%
Miniature Books of Remembrance				
2 line entry	105.00	9.4%	115.00	9.5%
5 line entry	150.00	9.5%	162.00	8.0%
5 line entry with motif	240.00	9.6%	257.00	7.1%
8 line entry	168.00	9.8%	178.00	6.0%
8 line entry with motif	258.00	9.8%	273.00	5.8%
Motif	90.00	9.8%	95.00	5.6%
Adoption of Rose Trees (including nameplate)				
Standard Roses (5 years) with aluminium plaque	670.00	8.9%	750.00	11.9%
Renewals after initial period:				
(a) 5 years	385.00	8.5%	420.00	9.1%
(b) 1 year	120.00	9.1%	130.00	8.3%
Trees 5 years with aluminium plaque	995.00	15.7%	1100.00	10.6%
Trees 10 years with aluminium plaque	1750.00	14.4%	1910.00	9.1%
Renewals after initial period:				
(a) 5 years	645.00	8.4%	700.00	8.5%
(b) 1 year	185.00	8.8%	205.00	10.8%
Plaques				
Aluminium Plaque with existing memorial	145.00	11.5%	160.00	10.3%
Granite Plaque (6 x 4) with existing memorial	335.00	8.1%	360.00	7.5%
Granite Plaque (7 x 5) with existing memorial	390.00	6.8%	420.00	7.7%
Additional artwork on granite plaque			on application	
Additional artwork on an aluminium plaque			on application	
Photo plaque on granite plaque			on application	
Seats				
Seats wooden 5 feet length (for a period of 10 years)	2190.00	9.8%	2300.00	5.0%
Seats Granite Columbaria (for a period of 10 years)				
Replacement or additional seat plaque 6" x 2"	165.00	5.8%	175.00	6.1%
Photo plaque on a granite seat plaque				
Non standard motif on a granite seat plaque				
Standard motif on a granite seat plaque				

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		
Restraining Charge	25.00	38.9%	30.00	20.0%

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		
Memorial Vault - Sanctum including wooden casket				
(a) 10 year adoption	1735.00	9.8%	1900.00	9.5%
(b) 20 year adoption	2405.00	9.3%	2600.00	8.1%
(c) 30 year adoption	3310.00	9.8%	3590.00	8.5%
(d) 40 year adoption	4050.00	9.5%	4500.00	11.1%
(e) 50 year adoption	4945.00	9.9%	5400.00	9.2%
Per Letter after first 80 letters	4.00	9.6%	5.00	25.0%
Standard motif	270.00	10.2%	290.00	7.4%
Non standard motif			POA	
Photo plaque	160.00	10.3%	175.00	9.4%
Replacement Vault Tablet - Sanctum 2	455.00	9.6%	505.00	11.0%
Sanctum Replacement Vault Tablet (up to 80 letters) Sanctum 2000	435.00	8.8%	490.00	12.6%
Memorial Vault - Renewal 5 years	405.00	8.0%	450.00	11.1%
Memorial Vault - Renewal 10 years	800.00	6.0%	910.00	13.8%
Memorial Vault - Renewal 20 years	1590.00	7.8%	1800.00	13.2%
Vase Blocks - 10 years				
Standard motif on a vase block	755.00	8.6%	800.00	6.0%
Non standard motif on a vase block	265.00	8.2%	280.00	5.7%
Photo plaque on a vase block	115.00	9.5%	125.00	8.7%
Renewal of Vase Block for 5 years	350.00	9.4%	386.00	10.3%
Replacement of Vase in memorial vaults	20.00	11.1%	25.00	25.0%
Replacement of Vase in vase blocks	20.00	11.1%	25.00	25.0%
Replacement vase for vaseblock vault	20.00	11.1%	25.00	25.0%

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		
Sundials				
Sundial Tablets Older style- Lower Tablet (when available)	780.00	9.9%	855.00	9.6%
Sundial Tablets Older style- Middle Tablet (when available)	730.00	9.0%	800.00	9.6%
Sundial Tablets Older style- Top Tablet (when available)	665.00	9.0%	725.00	9.0%
Renewal of a Sundial Tablets Older style- Lower Tablet - 5 years	355.00	9.2%	390.00	9.9%
Renewal of a Sundial Tablets Older style- Middle Tablet - 5 years	355.00	9.2%	385.00	8.5%
Renewal of a Sundial Tablets Older style- Top Tablet - 5 years	355.00	9.2%	385.00	8.5%
Replacement sundial tablet	295.00	9.3%	325.00	10.2%
New Sundial Tablet first row for a period of 10 years	680.00	8.8%	735.00	8.1%
New Sundial Tablet second row for a period of 10 years	680.00	8.8%	735.00	8.1%
New Sundial Tablet third row for a period of 10 years	715.00	9.2%	780.00	9.1%
New Sundial Tablet fourth row for a period of 10 years	725.00	9.0%	785.00	8.3%
New Sundial Tablet fifth row for a period of 10 years	775.00	9.2%	830.00	7.1%
Standard motif on a sundial tablet	260.00	8.3%	285.00	9.6%
Photo plaque on a sundial tablet				
Photo plaque under Sundial Tablets for 10 years - Newer style				
Non standard motif on a sundial tablet				
Children's Memorial Garden				
Rockery Boulder for 5 years	295.00	7.3%	315.00	6.8%
Memorial mushroom plaque for 5 years	295.00	7.3%	315.00	6.8%
Private gardens	1035.00	8.4%	1100.00	6.3%
Use of Chapel for Memorial Service (no cremation)	700.00	5.3%	765.00	9.3%
Reproduction of cremation certificate	28.00	7.7%	30.00	7.1%
Assistance with bearing of a coffin into the chapel	55.00	14.6%	60.00	9.1%
Assistance with bearing of a coffin into the chapel with no notice	85.00	30.8%	95.00	11.8%
Cemeteries				
Guildford, Stoke New and Old Cemeteries - Interments				
For the interment in a grave in respect of which an exclusive right of burial has not been granted:-				
Unpurchased grave for a child			No charge	No charge
Unpurchased grave for an adult	550.00	3.7%	580.00	5.5%

*= includes VAT at 20%

	2023-24 Increase	2024-25	Increase
	from 1st April 2023	from 1st April 2024	
	%		

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		
Resident				
For the interment in a grave which has already been purchased - the body of a person exceeding 18 years				
To a single depth (5ft)	1025.00	9.5%	1150.00	12.2%
To a double depth (7ft)	1135.00	9.7%	1260.00	11.0%
Interment of cremated remains in a grave	435.00	8.8%	460.00	5.7%
Interment of cremated remains in cremated remains plots at Stoke Cemetery	435.00	8.8%	460.00	5.7%
For the interment in a grave which has already been purchased - the body of a child not exceeding 18 years				
To a single depth (5ft)			No charge	No charge
To a double depth (7ft)			No charge	No charge
Interment of cremated remains in a grave			No charge	No charge
Interment of cremated remains in cremated remains plots at Stoke Cemetery			No charge	No charge
The fee for interment apply only between the hours of 10am and 5pm on a weekday. Should the interment take place outside the stipulated times than an additional fee is payable of:				
For every hour after 5pm	555.00	9.9%	600.00	8.1%
Exclusive Rights of Burial in Earthen Graves:	120.00	9.1%	132.00	10.0%
Traditional and Lawn Section				
In an earthen grave 7ft 6 ins x 3ft 6 ins	2400.00	11.6%	2550.00	6.3%
In an earthen grave 6ft x 3ft - Children's section				
Extension of Exclusive Right of Burial for additional five years	400.00	12.7%	430.00	7.5%
Garden of Remembrance (Cremated remains)	685.00	8.7%	730.00	6.6%
The fees indicated for the various heads of this section include the Deed of Grant and all the expenses thereof for a period of 30 years.				
Memorials				
Permit to erect a memorial	275.00	10.0%	295.00	7.3%
Permit to erect a vase with inscription	80.00	-33.3%	85.00	6.3%
Permit to erect a vase without inscription	10.00		12.00	20.0%
Permit to clean a memorial	20.00	25.0%	22.00	10.0%

*= includes VAT at 20%

	2023-24	Increase	2024-25	Increase
	from 1st April 2023	%	from 1st April 2024	
Permit for added inscription which requires removal of stone	250.00	6.4%	275.00	10.0%
Permit for added inscription (done on site)	125.00	6.8%	135.00	8.0%
Permit for remedial repair	50.00	6.4%	55.00	10.0%
1 year permit to clean a memorial	15.00		20.00	33.3%

*= includes VAT at 20%

	2023-24 Increase from 1st April 2023		2024-25 Increase from 1st April 2024	
		%		%
Memorial Vault - Sanctum				
(a) 10 year adoption	1735.00	9.1%	1900.00	9.5%
(b) 20 year adoption	2405.00	9.3%	2600.00	8.1%
(c) 30 year adoption	3310.00	9.8%	3500.00	5.7%
(d) 40 year adoption	4050.00	9.5%	4500.00	11.1%
(e) 50 year adoption	4945.00	9.9%	5300.00	7.2%
Per Letter after first 80 letters	4.00	9.6%	4.50	12.5%
Standard motif	265.00	8.2%	290.00	9.4%
Non standard motif				
Photo plaque	155.00	6.9%	165.00	6.5%
Sanctum Replacement Vault Tablet (up to 80 letters) Sanctum 2000	435.00	8.8%	470.00	8.0%
Memorial Vault - Renewal 5 years	405.00	8.0%	435.00	7.4%
Memorial Vault - Renewal 10 years	825.00	9.3%	860.00	4.2%
Memorial Vault - Renewal 20 years	1605.00	8.8%	1680.00	4.7%

Miscellaneous Charges

Exhumation of a coffin or ashes casket: Fees to be assessed by the Registrar:			POA	
Certified Copy of title deed of burial	25.75	3.0%	28.00	8.7%
Transfer of grant of right of burial	115.00	9.5%	125.00	8.7%
Addition of grave owners after rights issued/transferred	30.00	0.0%	35.00	16.7%
Digging fee for cremated remains when LTR takes place alongside fullbody burial in same grave at different depths	120.00		145.00	20.8%

Cemeteries - Non Residents of Guildford Borough Fees

Guildford, Stoke New and Old Cemeteries - Interments

For the interment in a grave in respect of which an exclusive right of burial has not been granted:-

Unpurchased grave for a child			No charge	No charge
Unpurchased grave for an adult	546.30	3.0%	575.00	20.8%

For the interment in a grave in which a grave has already been purchased the body of a person exceeding 18 years

To a single depth (5ft)	2050.00	9.3%	2250.00	9.8%
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*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023	%	from 1st April 2024	
To a double depth (7ft)	2260.00	9.2%	2450.00	8.4%
Interment of cremated remains in a grave	870.00	8.6%	980.00	12.6%
Interment of cremated remains in the Garden of Remembrance	870.00	8.6%	980.00	12.6%

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023	%	from 1st April 2024	
The fee for interment apply only between the hours of 10am and 5pm on a weekday. Should the interment take place outside the stipulated times than an additional fee is payable of:	510.00	8.5%	540.00	5.9%
For every hour after 5pm	125.00	13.6%	140.00	12.0%
Exclusive Rights of Burial in Earthen Graves:				
Traditional and Lawn Section				
In an earthen grave 7ft 6 ins x 3ft 6 ins	4600.00	9.4%	4950.00	7.6%
In an earthen grave 6ft x 3ft - Children's section	2100.00	9.1%	No charge	No charge
Extension of Exclusive Right of Burial for additional five years	775.00	9.2%	850.00	9.7%
Garden of Remembrance (Cremated remains)	1365.00	9.2%	1460.00	7.0%
The fees indicated for the various heads of this section include the Deed of Grant and all the expenses thereof for a period of 30 years.				
Obitus				
Webcasts				
Webcast live only	32.50	8.3%	35	7.0%
Webcast of funeral service - 28 day viewing and free download	50.00	11.1%	55	7.0%
Keepsake copy of webcast first copy	55.00	10.0%	60	7.0%
Keepsake copy of webcast second copy	27.00	8.0%	30	7.0%
Keepsake copy of visual tribute (first copy)	55.00	10.0%	60	7.0%
Keepsake copy of visual tribute (second copy)	27.00	8.0%	29	7.0%
Downloadable of Pro tribute Package only (keep forever)	11.00	10.0%	12	7.0%
Visual Tributes				
single photo (first)	free of charge		No charge	7.0%
single photo per photo thereafter	13.50	12.5%	15	7.0%
Slideshow upto and including 25 images	45.00	18.4%	50	7.0%
family made	22.00	22.2%	25	7.0%
Pro tribute (upto and including 25 images and personalised title presented as video)	77.00	10.0%	85	7.0%
Tribute misc				

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		
Each extra 25 photos (slideshow and protribute packages_)	22.50	7.1%	25	7.0%
Extra work	22.50	7.1%	25	7.0%
Services for young people aged 18 and under - live webcast, single photo and webcast alternatively if another service chosen credit of these items may be applied.	free of charge		No charge	
Themed Tribute			105	7.0%
keepsake item			175	7.0%
Bespoke Tribute			425	7.0%
Keepsake Video Book displaying webcast or visual tribute or both			105	7.0%
tribute or both and one keepsake DVD			145	7.0%

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		%

To be approved by Council

Statutory Planning Fees can be found by referring to current government legislation.

The Planning Portal is the UK online planning and building regulations resource-
<http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/currentlegislation/statutoryinstruments>

Decision Notices

Planning Decisions (TP3s) - post 2005 on website	22.50	4.7%	24.00	6.7%
Planning Appeal Decisions - post 2005 on website	22.50	4.7%	24.00	6.7%
Planning Legal agreements (Section 106 etc.) - if available on website (New)	22.50	4.7%	24.00	6.7%
Tree Preservation Orders (if available on website)	22.50	4.7%	24.00	6.7%
BC Completion Certificate pre 2001	22.50	4.7%	24.00	6.7%
BC Completion Letter pre 1991	22.50	4.7%	24.00	6.7%

Section 106 Agreements monitoring fee

	800.00	3.6%	840.00	5.0%
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Self-build and Custom Housebuilding Register

Initial entry on the register	29.00	3.6%	31.00	6.9%
Initial entry fee for additional members of an Association	12.00	4.3%	13.00	8.3%
Initial entry onto Part 2 of the register	12.00	4.3%	13.00	8.3%
Annual fee for remaining on Part 1 and Part 2 the register	12.00	4.3%	13.00	8.3%

All charges are per document

If the above information is not available on our website the photocopying charges listed below will apply:-

Photocopy Charges

Plan Copying(A2-A0)	15.50	3.3%	16.50	6.5%
Photocopying Charges (black and white A4)	0.60	20.0%	0.70	16.7%
Photocopying Charges (black and white A3)	0.60	20.0%	0.80	33.3%
Photocopying Charges (colour A4)	1.10	10.0%	1.20	9.1%
Photocopying Charges (colour A3)	1.10	10.0%	1.40	27.3%

Supply of information to professional organisations

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		
General enquiries (one off charge)	80.00	3.9%	85.00	6.3%

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
			%	

Tables A,B, C, (domestic) D and E (commercial) for Building Control fees are available on the web site or from the Building Control office

Pre Application Advice

Householder and new dwellings

Category: BRONZE

Householder	85.50	3.0%	90.00	5.3%
1-4 dwellings	265.80	3.0%	280.00	5.3%
5-9 dwellings	530.50	3.0%	560.00	5.6%
10-49 dwellings	796.20	3.0%	840.00	5.5%

Category: SILVER

Householder	191.60	3.0%	210.00	9.6%
1-4 dwellings	478.00	3.0%	510.00	6.7%
5-9 dwellings	742.70	3.0%	780.00	5.0%
10-49 dwellings	1060.90	3.0%	1120.00	5.6%
50+ dwellings	2652.30	3.0%	2900.00	9.3%

Category: GOLD

Householder				
1-4 dwellings				
5-9 dwellings	1273.10	3.0%	1340.00	5.3%
10-49 dwellings	1857.10	3.0%	1950.00	5.0%
50+ dwellings	5304.50	3.0%	5570.00	5.0%

Category: PLATINUM

Householder	Not applicable
1-4 dwellings	Not applicable
5-9 dwellings	Not applicable
10-49 dwellings	Price on application
50+ dwellings	Price on application

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		
Extras				
Additional plans				
Householder	Not applicable	0.0%	60.00	
1-4 dwellings	179.30	3.0%	190.00	6.0%
5-9 dwellings	356.40	3.0%	380.00	6.6%
10-49 dwellings	599.50	3.0%	630.00	5.1%
50+ dwellings	897.20	3.0%	950.00	5.9%
Other (listed building, advertisements, agricultural, telecommunications and trees)	179.30	3.0%	190.00	6.0%
Additional meetings				
Householder	Not applicable		60.00	
1-4 dwellings	356.40	3.0%	380.00	6.6%
5-9 dwellings	478.00	3.0%	510.00	6.7%
10-49 dwellings	716.90	3.0%	760.00	6.0%
50+ dwellings	954.90	3.0%	1020.00	6.8%
Other (listed building, advertisements, agricultural, telecommunications and trees)	356.40	3.0%	380.00	6.6%
Commercial and other development				
Category: BRONZE				
Commercial up to 250 sq metres	179.30	3.0%	200.00	11.5%
Commercial up to 500 sq metres	297.70	3.0%	330.00	10.8%
Commercial up to 1000 sq metres	478.00	3.0%	530.00	10.9%
Commercial up to 2500 sq metres	599.50	3.0%	650.00	8.4%
Commercial over 2500 sq metres	897.20	3.0%	970.00	8.1%
Other (listed building, advertisements, agricultural, telecommunications and trees)	Not applicable			
Category: SILVER				
Commercial up to 250 sq metres	297.70	3.0%	320.00	7.5%
Commercial up to 500 sq metres	424.40	3.0%	460.00	8.4%
Commercial up to 1000 sq metres	780.80	3.0%	830.00	6.3%
Commercial up to 2500 sq metres	897.20	3.0%	970.00	8.1%
Over 2500 sq metres	1220.60	3.0%	1300.00	6.5%
Other (listed building, advertisements, agricultural, telecommunications and trees)	424.40	3.0%	460.00	8.4%

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
	%			

Category: GOLD

Commercial up to 250 sq metres				
Commercial up to 500 sq metres	897.20	3.0%	1000.00	11.5%
Commercial up to 1000 sq metres	1023.90	3.0%	1100.00	7.4%
Commercial up to 2500 sq metres	1803.60	3.0%	1950.00	8.1%
Over 2500 sq metres	2387.60	3.0%	2600.00	8.9%
Other (listed building, advertisements, agricultural, telecommunications and trees)	954.90	3.0%	1030.00	7.9%

Category: PLATINUM

Commercial up to 250 sq metres	Not applicable		Not applicable	
Commercial up to 500 sq metres	Not applicable		Not applicable	
Commercial up to 1000 sq metres	Not applicable		Not applicable	
Commercial up to 2500 sq metres	Not applicable		Not applicable	
Over 2500 sq metres	Price on application		Price on application	
Other (listed building, advertisements, agricultural, telecommunications and trees)	Not applicable		Not applicable	

Extras

Additional plans

Commercial up to 250 sq metres	89.70	3.1%	97.00	8.1%
Commercial up to 500 sq metres	179.30	3.0%	190.00	6.0%
Commercial up to 1000 sq metres	356.40	3.0%	390.00	9.4%
Commercial up to 2500 sq metres	599.50	3.0%	650.00	8.4%
Commercial over 2500 sq metres	897.20	3.0%	950.00	5.9%
Other (listed building, advertisements, agricultural, telecommunications and trees)	179.30	3.0%	190.00	6.0%

Meeting

Commercial up to 250 sq metres				
Commercial up to 500 sq metres	356.40	3.0%	390.00	9.4%
Commercial up to 1000 sq metres	478.00	3.0%	520.00	8.8%
Commercial up to 2500 sq metres	716.90	3.0%	760.00	6.0%
Commercial over 2500 sq metres	954.90	3.0%	1020.00	6.8%
Other (listed building, advertisements, agricultural, telecommunications and trees)	356.40	3.0%	380.00	6.6%

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
	%			

No charge will be made for:

- advice given during the process of a planning application
- advice given to non- profit making organisations/ charities/ hospitals/ *statutory bodies (up to the point where professional agents are appointed)
- advice on proposals relating to disabled living

Parish councils will receive 50% off the fee

* a statutory body is based on the definition set out in the General Development Order

Planning performance agreements

For major applications only (residential or commercial)

Deposit	500.00	0.0%	550.00	10.0%
Subsequent costs			Price on application	

Charges for tree advice- for a site visit and written response

Pre- application advice on works to trees (TPO and conservation area)

First hour	90.70	3.1%	100.00	10.3%
Per subsequent hours	59.80	3.1%	65.00	8.7%

General tree advice

First hour	90.70	3.1%	100.00	10.3%
Per subsequent hours	59.80	3.1%	65.00	8.7%

Tree survey on proposed development site

Per hour	90.70	3.1%	100.00	10.3%
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High Hedges

	636.60	3.0%	690.00	8.4%
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Conservation Area Character Appraisals and Landscape Character Assessments are available to download for free on our website- price on application for printed copies

*= includes VAT at 20%

	2023-24 Increase from 1st April 2023		2024-25 Increase from 1st April 2024	
		%		%
<u>Local Plan Documents</u>				
<u>Examination Documents</u>				
Guildford borough Local Plan Strategy and Sites Adopted 25th April 2019	50.50	3.1%	53.00	5.0%
Submission Local Plan: strategy and sites - Main Modifications (2018)	46.00	2.2%	49.00	6.5%
Schedule of Main Modifications to the Plan (2018)	16.00	3.2%	17.00	6.3%
Schedule of Minor Modifications to the Plan (2018)	16.00	3.2%	17.00	6.3%
<u>Submission Documents</u>				
Submission Local Plan: strategy and sites (2017)	46.50	3.3%	49.00	5.4%
Guildford borough Proposed Submission Local Plan: strategy and sites (2016)	46.50	3.3%	49.00	5.4%
Schedule of proposed minor modifications to Submission Local Plan (2017)	16.00	3.2%	17.00	6.3%
Track changed version of Submission Local Plan (2017)	46.50	3.3%	49.00	5.4%
Sustainability Appraisal (SA) and Non-technical Summary (2017)	28.00	1.8%	30.00	7.1%
Habitat Regulations Assessment (HRA) (2017)	17.50	2.9%	19.00	8.6%
Equalities Impact Assessment (EIA) Screening (2014)	3.50	7.7%	4.00	14.3%
Local Development Scheme (LDS) (2017)	3.50	7.7%	4.00	14.3%
Consultation Statement (2017)	143.20	3.0%	155.00	8.2%
Community Involvement in Planning (2013)	9.50	2.7%	10.00	5.3%
Monitoring Report 2016/17 (2017)	9.50	2.7%	10.00	5.3%
Housing				
West Surrey Strategic Housing Market Assessment (SHMA) (2015)	35.00	2.9%	37.00	5.7%
West Surrey SHMA - Guildford Summary Report (2015)	10.00	5.3%	11.00	10.0%
West Surrey SHMA: Guildford Addendum Report 2017 (2017)	16.50	3.1%	18.00	9.1%
Review of Housing Needs Evidence across West Surrey HMA (2017)	10.00	5.3%	11.00	10.0%
Traveller Accommodation Assessment (TAA) (2017)	17.50	2.9%	19.00	8.6%
Land Availability Assessment (LAA) (2017)	78.00	2.6%	82.00	5.1%
Land Availability Assessment (LAA) (2016)	78.00	2.6%	82.00	5.1%
Employment				
Employment Land Needs Assessment (ELNA) (2017)	17.50	2.9%	18.50	5.7%
West Surrey Functional Economic Market Area (FEMA) (2016)	3.50	7.7%	4.00	14.3%
Retail and Leisure Update Study (2014)	33.00	3.1%	35.00	6.1%
Guildford Retail and Leisure Study Addendum (2017)	10.00	5.3%	11.00	10.0%

*= includes VAT at 20%

	2023-24 Increase from 1st April 2023		2024-25 Increase from 1st April 2024	
		%		%
Protecting and Design				
Historic Environment Information (2016)	48.00	3.2%	51.00	6.3%
Environmental Sustainability and Climate Change Study (2013)	13.00	4.0%	14.00	7.7%
Assessment of the Viability of Carbon Emission Targets for New Builds (2017)	28.00	3.7%	30.00	7.1%
Guildford Renewable Energy Mapping Study (2015)	16.00	3.2%	17.00	6.3%
Green Belt and Countryside Study , Volumes I – VI	366.00	3.0%	385.00	5.2%
Green Belt and Countryside Study - volume I	31.00	3.3%	33.00	6.5%
Green Belt and Countryside Study - volume II	71.00	2.9%	75.00	5.6%
Green Belt and Countryside Study - volume II appendix III	135.50	3.0%	143.00	5.5%
Green Belt and Countryside Study - volume III	61.00	3.4%	65.00	6.6%
Green Belt and Countryside Study - volume III appendix VI	53.50	2.9%	58.00	8.4%
Green Belt and Countryside Study - volume IV	48.50	3.2%	51.00	5.2%
Green Belt and Countryside Study - volume V	137.00	3.0%	144.00	5.1%
Green Belt and Countryside Study - volume VI	5.50	4.8%	6.00	9.1%
Landscape Character Assessment (4 volumes) (2007):				
- Volume 1 - Rural Assessment	28.00	3.7%	30.00	7.1%
- Volume 2 - Rural-Urban Fringe Assessment	22.00	2.3%	25.00	13.6%
- Volume 3 - Townscape Assessment	22.00	2.3%	25.00	13.6%
- Volume 4 - Countryside Character Areas	5.50	4.8%	6.00	9.1%
Surrey Hills AONB Areas of Search Natural Beauty Evaluation Report (2013)	11.50	4.5%	13.00	13.0%
Thames Basin Heaths Special Protection Area Avoidance Strategy Supplementary Planning Document (2017)	11.50	4.5%	14.00	21.7%
Sites of Nature Conservation Importance (SNCI) Surveys 2004-2007	10.00	5.3%	11.00	10.0%
SNCI Survey Report – Former Wisley airfield (2016)	11.50	4.5%	14.00	21.7%
SNCI Survey Report – Little Flexford (2016)	9.50	2.7%	10.00	5.3%
Strategic Flood Risk Assessment (SFRA)				
- Level 1 SFRA: Summary Report (2016)	6.00	4.3%	7.00	16.7%
- Level 1 SFRA: Volume 1 - Final Decision Support	13.50	3.8%	15.00	11.1%
- Level 1 SFRA: Volume 2 - Technical Report (2016)	12.00	4.3%	13.00	8.3%
- Level 1 SFRA: Flood risk Sequential and Exception Test (2017)	10.50	5.0%	12.00	14.3%
- Level 2 SFRA (2016)	25.00	2.0%	26.50	6.0%
- Level 2 SFRA: 2017 Addendum (2017)	9.50	2.7%	10.00	5.3%
Surface Water Management Plan (Six documents)	22.00	2.3%	24.00	9.1%

*= includes VAT at 20%

	2023-24 Increase from 1st April 2023		2024-25 Increase from 1st April 2024	
		%		%
Infrastructure and Delivery				
Guildford borough Infrastructure baseline (Guildford Borough Council, July 2013)	27.00	3.8%	28.50	5.6%
Guildford borough Infrastructure Delivery Plan (IDP) (Guildford Borough Council, December 2017)	16.50	3.1%	17.50	6.1%
Local Plan and CIL Viability Study (2016)	16.50	3.1%	17.50	6.1%
Local Plan Viability Update (2017)	10.00	5.3%	11.00	10.0%
Guildford Education Review (2016)	6.00	4.3%	6.50	8.3%
Open Space, Sports and Recreation Assessment (2017)	55.00	2.8%	58.00	5.5%
Guildford Assessment of Sites for Amenity Value (2017)	20.00	2.6%	21.00	5.0%
Settlement Hierarchy Study (2014)	24.00	2.1%	26.00	8.3%
Settlement Profiles (2013)	21.00	2.4%	23.00	9.5%
Water Quality Assessment (2017)	9.50	2.7%	10.00	5.3%
Transport				
Guildford Borough Transport Strategy 2017 (December 2017)	11.50	4.5%	13.00	13.0%
Strategic Highway Assessment for the Guildford borough Proposed Submission: strategy and sites (various years)	19.50	2.6%	20.50	5.1%
Study of performance of A3 trunk road interchanges in Guildford urban area to 2024 under development sc	16.50	3.1%	17.50	6.1%
Study of performance of A3 trunk road interchanges in Guildford urban area to 2024 under development sc	16.50	3.1%	17.50	6.1%
Guildford Town and Approaches Movement Study (2015)	66.00	3.1%	70.00	6.1%
Guildford Town Centre Parking Strategic Review (2013)	16.50	3.1%	17.50	6.1%
A Sustainable Parking Strategy for Guildford 2016 (Guildford Borough Council, 2016)	11.00	2.3%	12.00	9.1%
Parking Business Plan 2017 (Guildford Borough Council, 2017)	11.00	2.3%	12.00	9.1%
Draft Guildford Town Centre Vision (Allies and Morrison Urban Practitioners, June 2014)	16.50	3.1%	17.50	6.1%
Guildford Town Centre and Hinterland Masterplan Report: Final draft report for consultation (various years)	28.00	3.7%	29.50	5.4%
Guildford Town Centre Regeneration Strategy 2017 (Guildford Borough Council, January 2017)	16.50	3.1%	17.50	6.1%
Guildford Local Cycling Plan (Surrey County Council, undated circa 2015) [Accessed 6/12/2017]	16.50	3.1%	17.50	6.1%

*= includes VAT at 20%

	2023-24 Increase from 1st April 2023		2024-25 Increase from 1st April 2024	
		%		%
Other Supporting Documents				
Habitat Regulations Assessment (HRA) Screening (2013)	10.50	2.4%	12.00	14.3%
Sustainability Appraisal (SA) Scoping Report (2013)	11.00	2.3%	12.00	9.1%
SA site assessment criteria	5.50	4.8%	6.00	9.1%
Guildford borough Local Plan Strategy and Sites Issues and Options (2013)	33.00	3.1%	35.00	6.1%
Community Engagement Statement (Issues and Options) (2014)	11.00	2.3%	12.00	9.1%
Initial Sustainability Appraisal (SA) (2013)	27.00	2.9%	29.00	7.4%
Statement of Community Engagement (draft Local Plan) (2014)	5.50	4.8%	6.00	9.1%
Interim Sustainability Appraisal (SA) Report (2014)	16.50	3.1%	17.50	6.1%
Sustainability Appraisal (SA) of the Guildford borough Local Plan (2016)	27.00	2.9%	29.00	7.4%
Sustainability Appraisal (SA) non-technical summary (2016)	3.50	7.7%	4.00	14.3%
Guildford Local Plan HRA update May 2018	16.50	3.1%	17.50	6.1%
Neighbourhood Plans				
Burpham Neighbourhood Plan	16.50	3.1%	17.50	6.1%
Effingham Neighbourhood Plan	16.50	3.1%	17.50	6.1%
East Horsley Neighbourhood Plan	16.50	3.1%	17.50	6.1%
Topic Papers				
Topic paper: Duty to Cooperate (2017)	73.00	2.8%	77.00	5.5%
Topic paper: Transport (2017)	24.00	5.5%	26.00	8.3%
Topic paper: Green Belt and Countryside (2017)	15.50	3.3%	16.50	6.5%
Topic paper: Housing Delivery (2017)	12.50	2.0%	13.50	8.0%
Topic paper: Employment (2017)	13.40	3.1%	14.50	8.2%
Topic paper: Retail and Town Centre (2017)	5.00	5.3%	5.50	10.0%
Topic paper: Leisure and Tourism (2017)	18.00	2.9%	19.00	5.6%
Topic paper: Housing Type Tenure and Mix (2017)	2.00	0.0%	2.50	25.0%
Topic paper: Flood Risk (2017)	15.50	3.3%	16.50	6.5%
Topic paper: Environmental Sustainability and Climate Change (2017)	4.50	5.9%	5.00	11.1%
Topic paper: Green and Blue Infrastructure (2017)	4.00	6.7%	5.00	25.0%
Supplementary Planning Guidance				
Residential Extensions and Alterations SPD	21.00	2.4%	23.00	9.5%
Thames Basin Heath Special Protection Area Avoidance Strategy (2017) SPD	10.50	2.4%	12.00	14.3%
Guildford Town Centre Views SPD (2019)	24.50	3.2%	26.00	6.1%

*= includes VAT at 20%

Development Briefs and Other Strategies

Thames Basin Heath Special Protection Area Avoidance Strategy (2017)

2023-24 Increase		2024-25 Increase	
from 1st April 2023		from 1st April 2024	
		%	
10.50	2.4%	12.00	14.3%

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		

Postage and packing

Small documents	2.00	14.3%	2.50	25.0%
Large documents	4.50	5.9%	5.00	11.1%
Draft Local Plan- first class	18.00	4.3%	19.00	5.6%
Draft Local Plan- second class	15.80	3.6%	17.00	7.6%

The above Local Plan documents are available to download for free on our website

Land Charges Search Fees -(VAT introduced on 31st March 2017)

Basic Fee- domestic	194.60	2.9%	216.00	11.0%
LLC1 Only- domestic	40.00	0.0%	45.00	12.5%
Con 29R Only- domestic	154.60	3.6%	163.00	5.4%
Basic Fee- commercial	261.60	2.1%	280.00	7.0%
LLC1 Only- commercial	60.00	0.0%	65.00	8.3%
Con 29R Only- commercial	201.60	2.8%	212.00	5.2%
Con29 Additional Questions- Surrey County Council	23.00	9.5%	25.50	10.9%
Con29 Additional Questions- Guildford Borough Council	12.00	0.0%	13.00	8.3%
Assisted Personal Search	32.00	0.0%	34.00	6.3%
Assisted Con29R Search (Per Question)	7.20	0.0%	8.00	11.1%
Additional Parcels of Land	16.80	0.0%	18.00	7.1%
Additional Questions	48.00	0.0%	55.00	14.6%

Street Naming and Numbering

New Road	0		300.00	
1st plot new address	0		300.00	
Plots 2-20	0		50.00	
Plot 21+	0		50.00	
Additional Building Name	0		150.00	
New/change to property name	60	16.5	150.00	150.0%
Removing a name	60		63.00	

*= includes VAT at 20%

	2023-24 Increase		2023-24 Increase	
	from 1st April 2023		from 1st April 2024	
		%		%

Guildford Lido - To be approved by Council

Standard

Adult	7.20	4.3%	7.60	5.6%
Junior	5.40	3.8%	5.70	5.6%
Concessions	5.40	3.8%	5.70	5.6%
Family	22.70	3.2%	23.90	5.3%

Off Peak

Adult	5.90	3.5%	6.20	5.1%
Junior	4.30	5.0%	4.50	4.6%
Concessions	4.30	5.0%	4.50	4.6%
Family	18.10	3.4%	19.00	5.0%

Season Tickets

Adult	154.50	3.0%	165.00	6.8%
Junior	118.50	3.0%	124.50	5.1%
Student	118.50	3.0%	124.50	5.1%
Senior citizen	97.90	3.1%	103.00	5.2%

Concessionary Groups - All Times

The concessionary rate applies to admission for groups from registered charities, schools and non profit organisations.

These only apply if the booking was made in advance.

	4.30	5.0%	4.50	4.6%
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	2023-24 Increase		2024-25 Increase	
	from 1st April 2023	%	from 1st April 2024	

To be approved by Council

Adult education, History of Guildford class

Twenty sessions (subject to change depending on course requirements)

118.50	3.0%	130.00	9.7%
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Exhibition Space Hire, Heritage Buildings

Guildford House

Brew House - one week hire

180.30	3.0%	195.00	8.2%
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Main House - Garden Room - three week hire

391.40	3.0%	420.00	7.3%
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Main House - First Floor: Pine Room, Study, Landing, Powell Room - three week hire

885.80	3.0%	950.00	7.2%
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Main House exhibitions are open to the public for a minimum of three weeks (currently 5 days per week) , with the first and last day of the exhibition normally being on a Saturday.

Private View of Exhibitions

Main House, Daytime 12.00pm - 2.00pm

216.30	3.0%	235.00	8.6%
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Main House, Evening 7.00pm - 9.00pm

371.40	3.0%	400.00	7.7%
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Brew House, Saturdays 12.00pm - 2.00pm

84.90	3.0%	95.00	11.9%
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Full House - all rooms

1277.20	3.0%	1,400.00	9.6%
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Venue Hire, Heritage Buildings

The Brew House, Guildford House

Weekdays and Saturdays

Half Day, 9.00am -12.00pm or 1.00pm - 4.00pm

123.60	3.0%	135.00	9.2%
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Full Day, 9.00am - 4.00pm

231.80	3.0%	250.00	7.9%
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*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		
Guildford Castle				
<u>Day Hire</u>				
(a) Weekdays				
Half day, 9.00am - 1.00pm or 1.00pm - 5.00pm	236.90	3.0%	255.00	7.6%
Full day, 9.00am - 5.00pm	422.30	3.0%	455.00	7.7%
Evenings, 5.00pm - 9.30pm	448.10	3.0%	480.00	7.1%
Available October - March				
(b) Weekends				
Saturday or Sunday, 9am - 1pm or 1pm - 5pm	257.50	3.0%	280.00	8.7%
Saturday or Sunday, 9am - 5pm	468.70	3.0%	505.00	7.7%
Evenings, 5.00pm - 9.30pm	479.00	3.0%	515.00	7.5%
Guildford Museum				
<u>Daily rates (Museum meeting room+)</u>				
Half Day 9.00am -12.00pm or 1.00pm - 4.00pm	61.80	3.0%	70.00	13.3%
Full day 9.00am - 4.00pm	113.30	3.0%	125.00	10.3%
Guildhall				
<u>Guildhall whole building</u>				
(a) Weekdays				
Morning, 9.00am - 1.00pm	360.50	3.0%	390.00	8.2%
Afternoon, 1.00pm - 5.00pm	360.50	3.0%	390.00	8.2%
Whole Day, 9.00am - 5.00pm	607.70	3.0%	655.00	7.8%
Evening, 5.00pm - 10.00pm	515.00	3.0%	555.00	7.8%
(b) Weekends				
Saturday 9.00am - 5.00pm	638.60	3.0%	685.00	7.3%
Saturday 5.00pm - 12.00am	638.60	3.0%	685.00	7.3%
Sunday 9.00am - 5.00pm	638.60	3.0%	685.00	7.3%
Sunday 5.00pm - 12.00am	638.60	3.0%	685.00	7.3%

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		
<u>Guildhall Court Room</u>				
Weekdays				
Morning, 9.00am - 1.00pm	257.50	3.0%	280.00	8.7%
Afternoon, 1.00pm - 5.00pm	257.50	3.0%	280.00	8.7%
Whole Day, 9.00am - 5.00pm	494.40	3.0%	530.00	7.2%
Evening, 5.00pm - 10.00pm	412.00	3.0%	445.00	8.0%
<u>Guildhall Council Chamber</u>				
Weekdays				
Morning, 9.00am - 1.00pm	257.50	3.0%	280.00	8.7%
Afternoon, 1.00pm - 5.00pm	257.50	3.0%	280.00	8.7%
Whole Day, 9.00am - 5.00pm	494.40	3.0%	530.00	7.2%
Evening, 5.00pm - 10.00pm	412.00	3.0%	445.00	8.0%
All rooms excess charge for evening hire after 10.00pm (per hour)	82.40	3.0%	90.00	9.2%
Admission Charges, Guildhall				
Adult admission	2.30	4.4%	2.50	8.9%
Child admission (under 5s free)	1.30	8.0%	1.50	15.7%
Admission Charges, Guildford Castle				
Adult admission	3.90	5.4%	4.50	15.4%
Child admission (under 5s free)	2.30	4.4%	2.50	8.9%
Family ticket Guildford castle				
Family ticket to cover 2 adults and 2 children	11.40	3.6%	12.00	5.3%

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		

Image licensing and reproductions

Reproduction fees for the use of images from Guildford Borough Council's heritage collections. These fees are for the use of the image, not for the costs of producing it. The fees are for the reproduction of one image.

Academic journals and research publications that are not for profit	11.40	3.6%	15.00	31.6%
Commercial publications with print runs up to 1,000 copies, one country / language	32.00	3.2%	35.00	9.4%
Commercial publications with print runs up to 10,000 copies, one country / language	52.60	3.1%	60.00	14.1%
Commercial publications with print runs over 10,000 copies, one country / language	74.20	3.1%	80.00	7.8%
Books and magazine covers	106.10	3.0%	115.00	8.4%
Television, one production, one country and one language	106.10	3.0%	115.00	8.4%
Digital use for academic use that is not for profit	11.40	3.6%	15.00	31.6%
Digital use commercial	11.40	3.6%	115.00	908.8%

All requests are subject to a £15 administration fee. 20% discount will be applied where more than five images are used.

	12.00		15.00	25.0%
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*= includes VAT at 20%

	2023-24 from 1st April 2023	2024-25 from 1st April 2024	% Inc
To be approved by Council			
Farmers Market			
Pitch Charge (per market, per linear metre of frontage)	11.90	12.5	5%
Standard charges			
10 x 4ft boards	75.00	65.00	-13%
Band B posters	40.00	52.00	30%
Non commercial advertising			
10 x4ft banners	48.00	54.00	13%
Band A posters	43.00	N/A	
Band B posters	32.00	41.00	28%
High Street Banner			
Commercial			
Upper High Street - Rental per space - Rental per week	325.00	300.00	-8%
Upper High Street - Rental per space - Rental subsequent week	120.00	150.00	25%
Lower High Street - Rental per space - Rental per week	400.00	350.00	-13%
Lower High Street - Rental per space - Rental subsequent week	145.00	150.00	3%
Non commercial			
Upper High Street - Rental per space - Rental per week	245.00	200.00	-18%
Upper High Street - Rental per space - Rental subsequent week	90.00	50.00	-44%
Lower High Street - Rental per space - Rental per week	300.00	250.00	-17%
Lower High Street - Rental per space - Rental subsequent week	110.00	50.00	-55%
North Street Rotunda			
Commercial charges for full day			
-Weekday	100.00	110.00	10%
- Saturday	150.00	165.00	10%
- Sunday	100.00	110.00	10%
Non commercial charges for full day			
-Weekday	50.00	55.00	10%
- Saturday	75.00	82.50	10%
- Sunday	50.00	55.00	10%

*= includes VAT at 20%

2023-24 **2024-25**
from 1st April 2023 from 1st April 2024

To be approved by Council

House Purchase Fees

Right to Buy			
Engrossment Fee	93.40	96.24	3.0%
Consent - Application in Advance			
Consent - Retrospective Application			
 Leasehold Enquires	 140.00	 144.16	 3.0%
 (b) Equity Share			
Lease Surrender	119.90	250.00	108.5%
 Road Closure Application Fee	 159.10	 175.00	 10.0%

This is the minimum standard charge which includes the cost of basic laminated signage only. The actual amount payable is subject to any additional signage costs incurred.

Council Minutes Booklet and Committee Agendas - Annual Subscription
- All available on line free of charge - Hard copies available but will charged at cost to GBC

- Business organisations (per committee)
- Amenity organisations and private individuals
- Parish Councils (first copy free)
- Individual Agendas
- Constitution
- Annual Report and Statement of Accounts - supply to Borough Residents
- Annual Report and Statement of Accounts - supply to organisations and individuals outside the Borough

Section 106 Agreements

Suitable Access to Natural Green Space (SANGS) Section 106 agreement or Unilateral Undertaking	772.50	850.00	10.0%
Section 106 agreement or Unilateral Undertaking (development up to 25 dwellings)	1179.40	1300.00	10.2%
Section 106 agreement or Unilateral Undertaking (development exceeding 25 up to 50 dwellings)	2343.30	2500.00	6.7%
Section 106 agreement or Unilateral Undertaking (development exceeding 51 up to 100 dwellings)	Minimum of £2,275	Minimum of 2500	9.9%
Section 106 agreement or Unilateral Undertaking (development exceeding 101 up to 199 dwellings)	Minimum of £2,275	Minimum of 2500	9.9%
Section 106 agreement (Major applications, small scale, large scale)	Minimum of £2,275	Minimum of 2500	9.9%

**this is presented as a general guide, in each instance the Council will provide a pre-estimate of the likely time and costs, and will seek its costs in relation to actual work completed on the basis of an officer fee of £180 per hour.

*= includes VAT at 20%

2023-24	2024-25
from 1st April 2023	from 1st April 2024

*= includes VAT at 20%

	2023-24	2024-25	
	from 1st April 2023	from 1st April 2024	
Property Transactions – Legal Charges			
Grant of new lease up to 100 sq. m	Minimum £555**	Minimum of £650	17.1%
Grant of new lease 101 to 300 sq. m	Minimum £760**	Minimum of £870	14.5%
Grant of new lease 301 – 700 sq. m	Minimum £875**	Minimum of £1000	14.3%
Grant of new lease over 700 sq. m	Minimum £1,320**	Minimum of £1550	17.4%
Agreement of new lease up to 100 sq. m		Minimum of £1150	
Agreement of new lease 101 to 300 sq. m		Minimum of £1370	
Agreement of new lease 301 – 700 sq. m		Minimum of £1500	
Agreement of new lease over 700 sq. m		Minimum of £2050	
Renewal of lease up to 100 sq. m	Minimum £430**	Minimum of £500	16.3%
Renewal of lease 101 to 300 sq. m	Minimum £555**	Minimum of £650	17.1%
Renewal of lease 301 – 700 sq. m	Minimum £660**	Minimum of £780	18.2%
Renewal of lease over 700 sq. m	Minimum £875**	Minimum of £1000	14.3%
Deed of surrender		Minimum of £300	
Deed of Variation	Minimum £575**	Minimum of £680	18.3%
Rent Deposit Deed	Minimum £220**	Minimum of £250	13.6%
Licence to Assign/Alter	Minimum £555**	Minimum of £650	17.1%
Licence to Underlet	Minimum £660**	Minimum of £780	18.2%
Lease extension		Minimum of £1200	
Grant of new Licence for grazing/garden/access	Minimum £495**	Minimum of £570	15.2%
Renewal of Licence for grazing/garden/access	Minimum £280**	Minimum of £320	14.3%
Grant of new Licence for scaffolding/development compound	Minimum £495**	Minimum of £570	15.2%
Renewal of Licence for scaffolding/development compound	Minimum £380**	Minimum of £420	10.5%
Grant of Easement/wayleave	Minimum £555**	Minimum of £650	17.1%
Agreement of Easement/weyleave			
Sale of freehold	Minimum £760**	Minimum of £870	14.5%
Letters of consent in regard to assignment of a lease		£30	
Copies of documents (agreements/deeds of variation)		£30	
Removal of a restriction from land registry title (RX4)		£30	
Land registry admin fee (£30	

** These are the minimum standard charges. Protracted or complex cases can exceed these figures in which case the Council's

*= includes VAT at 20%

2023-24	2024-25
from 1st April 2023	from 1st April 2024

reasonable legal costs are payable.

Management Packs

LPE1
Expedited service (pack produced in less than 10 days)
Additional Enquiries
Notice

£300
£400
from £50
£35

Approved by the Government

Electoral Register Sales

Fees are set by Statute and are available on request.

*= includes VAT at 20%

	2023-24 Increase		2024-25 Increase	
	from 1st April 2023		from 1st April 2024	
		%		%
To be approved by Council				
Temporary Accommodation Fees				
Daily Personal Charge Contributions				
Household size				
- Per adult person over 18	2.00	0.0%	2.10	5.0%
- Children over 5 (per child)	0.50	0.0%	0.50	0.0%

Rental element charge

For those who are working and not entitled to legacy Benefits such as Income Support, JSA, ESA; or the equivalent element of Universal Credit, the applicant will be required to pay the daily personal charge, plus a rental charge equivalent to 30% of their nett household income, which includes income from employment, private pensions and any Tax Credits or equivalent components of UC. Disability Benefits or equivalent UC elements will be disregarded.

Savings

An assessment of the client's accessible savings will be conducted as part of their housing assessment.

If a client has accessible savings in excess of £6,000, they may be required to meet the full cost of the provision of the bed and breakfast placement, less any HB subsidy available.

Each application will be considered on its merits and exceptions may apply in special cases. Examples include access to capital assets and the need to fund any onward accommodation solutions, such as rent in advance costs, rent deposit costs or other reasonable housing costs such as removals and essential white goods that may require purchasing in order to facilitate a move – on from interim accommodation.

	2023-24	Increase	2024-25	Increase
	from 1st April 2023	%	from 1st April 2024	%

To be approved by Council

Local Taxation

Court Costs - Council Tax*	103.50	3.0%	To be advised	
Court Costs - Business Rates*	124.10	3.0%	To be advised	
Court Costs - BID Levy*	10.80	2.8%	To be advised	

*these amounts includes £20.00 payable for Liability Order

Letting of Council Accommodation for Meetings (Charges for other uses subject to negotiation)

Council Chamber

Morning	267.80	3.0%	290	8.3%
Afternoon	267.80	3.0%	290	8.3%
Evening to 9.00 pm	345.00	3.0%	370	7.2%

Room 1 (Chantries)- previously Committee Room 1

Morning	185.40	3.0%	200	7.9%
Afternoon	185.40	3.0%	200	7.9%
Evening to 9.00 pm	267.80	3.0%	290	8.3%

Room 2 (Newlands)- previously Committee Room 2

Morning	185.40	3.0%	200	7.9%
Afternoon	185.40	3.0%	200	7.9%
Evening to 9.00 pm	273.00	3.0%	290	6.2%

Room 3 (Sheeples)

Morning	132.90	3.0%	140	5.3%
Afternoon	132.90	3.0%	140	5.3%
Evening to 9.00 pm	191.60	3.0%	205	7.0%

Room 4 (Chinthurst)

Morning	92.70	3.0%	100	7.9%
Afternoon	92.70	3.0%	100	7.9%
Evening to 9.00 pm	136.00	3.0%	145	6.6%

Room 5 (Whitmoor)

Morning	92.70	3.0%	100	7.9%
Afternoon	92.70	3.0%	100	7.9%
Evening to 9.00 pm	136.00	3.0%	145	6.6%

Room 6 (Hurtmore)

Morning	185.40	3.0%	200	7.9%
Afternoon	185.40	3.0%	200	7.9%
Evening to 9.00 pm	273.00	3.0%	295	8.1%

Room 7 (Loseley)

Morning	57.70	3.1%	63	9.2%
Afternoon	57.70	3.1%	63	9.2%
Evening to 9.00 pm	81.40	3.1%	85	4.4%

Room 8 (Hatchlands)

Morning	111.20	3.0%	120	7.9%
Afternoon	111.20	3.0%	120	7.9%

*= includes VAT at 20%

Evening to 9.00 pm

	2023-24	Increase	2024-25	Increase
	from 1st April 2023	%	from 1st April 2024	%
	162.70	3.0%	175	7.6%

*= includes VAT at 20%