

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2024-25**

FEES AND CHARGES

	Income type	VAT	2023-24	Increase/ (Decrease)	2024-25	Increase/ (Decrease)	2025-26	Increase/ (Decrease)
	Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023	%	from 1st April 2024	%	from 1st April 2025	%
		£	£	%	£	%	£	%
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%	99.61	2.7%
	Calvert Road		93.29	3.7%	100.47	7.7%	103.18	2.7%
	Home Farm		91.70	3.0%	98.76	7.7%	101.43	2.7%
Stray Dogs								
	A £25.00 statutory fee which is not included in the charge.				25.00		25.00	0.0%
	Call out and collection charge				79.00		83.00	5.1%
	Return dog to you				38.50		40.50	5.2%
	Kennelling feels (in addition to above)							
	1st day or part of day		127.70	3.0%	30.00	-76.5%	31.50	5.0%
	2nd day or part of day		148.30	3.0%	60.00	-59.5%	63.00	5.0%
	3rd day or part of day		171.00	3.0%	90.00	-47.4%	94.50	5.0%
	4th day or part of day		200.90	3.0%	120.00	-40.3%	126.00	5.0%
	5th day or part of day		231.80	3.0%	150.00	-35.3%	157.50	5.0%
	6th day or part of day		261.60	3.0%	180.00	-31.2%	189.00	5.0%
	7th day or part of day		302.80	3.0%	210.00	-30.6%	220.50	5.0%
Microchipping of Dogs (England) Regulations 2015								
	Microchipping of dog - seizure of dog, microchipping by vet and return to owner				Price on application		Price on application	
Registration – Acupuncture, tattooing, etc.								
	Premises and/or One Practitioner		259.60	3.0%	276.00	6.3%	290.08	5.1%
	Per Additional Practitioner		98.90	3.0%	105.00	6.2%	110.36	5.1%
	Food Hygiene Revisits		323.40	3.0%	344.00	6.4%	344.00	0.0%
Pest Control								
Domestic Premises								
	Wasps (max 1 nest per premise)	Vatable	80.00	11.1%	85.00	6.3%	89.00	4.7%
	Wasps (extra nest at same visit)	Vatable	43.00	10.3%	45.00	4.7%	47.00	4.4%

* = includes VAT at 20%

	Income type	VAT	2023-24	Increase/ (Decrease)	2024-25	Increase/ (Decrease)	2025-26	Increase/ (Decrease)
	Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023		from 1st April 2024		from 1st April 2025	
		£	£	%	£	%	£	%
Other Treatments		Vatable	95.00	8.0%	110.00	15.8%	116.00	5.5%
Other Treatments (houses of multiple occupation)		Vatable	136.00	9.7%	150.00	10.3%	158.00	5.3%
Rodents			55.00	22.2%	75.00	36.4%	79.00	5.3%
Domestic Premises where the main occupier is receiving income support or benefits								
Wasps (max 1 nest per premise)		Vatable	43.00	10.3%	46.00	7.0%	48.00	4.3%
Wasps (extra nest at same visit)		Vatable	43.00	10.3%	45.00	4.7%	47.00	4.4%
Other Treatments		Vatable	63.00	10.5%	70.00	11.1%	74.00	5.7%
Rodents					Free of Charge			
Services of Environmental Health Officer								
- per hour or part thereof		Vatable	67.00	3.1%	72.00	7.5%	76.00	5.6%
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%	2,741.00	0.0%
Fee of Grant			164.80	3.0%	377.00	128.8%	377.00	0.0%
Contaminated Land & Air Quality								
Responding to enquiries about contaminated land – report with plan - First hour with administrator			91.70	3.0%	100.00	9.1%	105.00	5.0%
Each additional hour			86.50	3.0%	90.00	4.0%	95.00	5.6%
<i>Note: for more extensive enquiries the fee is based on the hourly rate of the EHO added to the basic fee</i>								
Private water supply								
Private water supply with a distribution network - investigation when a sample fails			Hourly rate £82.00 maximum £100		Hourly rate £94.30 maximum £100	15%	Hourly rate £99.00 maximum £100	5.0%
Large private water supply - risk assessment			Hourly rate £82.00 maximum £500		Hourly rate £94.30 maximum £500	15%	Hourly rate £99.00 maximum £500	5.0%

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	Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023		from 1st April 2024		from 1st April 2025	
		£	£	%	£	%	£	%
Large Private water supply - investigation when a sample fails			Hourly rate £82.00 maximum £100		Hourly rate £94.30 maximum £100	15%	Hourly rate £99.00 maximum £100	5.0%
Large Private water supply - analysing a sample taken during check monitoring group A paramete			Hourly rate £82.00 maximum £100		Hourly rate £94.30 maximum £100	15%	Hourly rate £99.00 maximum £100	5.0%
Large Private water supply - analysing a sample taken during check monitoring group B paramete			Hourly rate £82.00 maximum £500		Hourly rate £94.30 maximum £500	15%	Hourly rate £99.00 maximum £500	5.0%
Other private water supply not covered by regulation 8 and 9 supplies - risk assessment			Hourly rate £82.00 maximum £500		Hourly rate £94.30 maximum £500	15%	Hourly rate £99.00 maximum £500	5.0%
Other private water supply not covered by regulation 8 and 9 supplies - investigation when a samp			Hourly rate £82.00 maximum £100		Hourly rate £94.30 maximum £100	15%	Hourly rate £99.00 maximum £100	5.0%
Analysing a sample –Taken under regulation 10			Cost as charged by labs		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		Cost as charged by labs	
Analysing a sample –Taken during audit monitoring			Cost as charged by labs		Cost as charged by labs		Cost as charged by labs	
Extracts from Registers								
Environmental Protection Act - per page			Free of Charge		Free of Charge		Free of Charge	
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			67.00	3.1%	72.00	7.5%	75.60	5.0%
Animal Boarding								
Application Fee			712.80	3.0%	759.13	6.5%	798.00	5.1%
Fee for Grant			287.40	3.0%	306.08	6.5%	321.50	5.0%
<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%	798.00	5.1%

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	Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023		from 1st April 2024		from 1st April 2025	
		£	£	%	£	%	£	%
Fee for Grant			287.40	3.0%	306.08	6.5%	321.50	5.0%
<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%	798.00	5.1%
Fee for Grant			287.40	3.0%	306.08	6.5%	321.50	5.0%
<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%	922.00	5.1%
Fee for Grant			225.60	3.0%	240.26	6.5%	252.50	5.1%
<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%	335.50	5.1%
Fee for Grant			150.40	3.0%	160.18	6.5%	168.00	4.9%
<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%	798.00	5.1%
Fee for Grant			236.90	3.0%	306.08	29.2%	321.50	5.0%
<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%	647.00	5.1%
Fee for Grant			289.40	3.0%	308.21	6.5%	324.00	5.1%
<i>Any vet fees will be payable upon application and as required for licence duration</i>								
Dangerous Wild Animals								
-New			432.60	3.0%	460.72	6.5%	484.00	5.1%
-Renewal			225.60	3.0%	240.26	6.5%	252.50	5.1%
Zoo Licence								
-New			2,519.40	3.0%	2,683.16	6.5%	2,820.00	5.1%

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	Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023		from 1st April 2024		from 1st April 2025	
		£	£	%	£	%	£	%
-Renewal			2,519.40	3.0%	2,683.16	6.5%	2,820.00	5.1%
Each Additional Licence Activity								
Application Fee			87.60	3.1%	93.29	6.5%	98.00	5.0%
Fee for Grant			96.80	3.0%	103.09	6.5%	108.00	4.8%
Each Additional Inspection			107.10	3.0%	214.06	99.9%	225.00	5.1%
Variation to Licence			237.90	3.0%	253.36	6.5%	266.00	5.0%
Re-evaluation of Rating			237.90	3.0%	253.36	6.5%	266.00	5.0%
Variations to reduce the licensable activities or numbers of animals			97.90	3.1%	104.26	6.5%	109.50	5.0%
Transfer due to death of Licensee			97.90	3.1%	104.26	6.5%	109.50	5.0%
Street Trading								
Street Trading Total Fee			381.10	3.0%	786.97	106.5%	826.32	5.0%
Street Trading Community Event			42.20	2.9%	43.47	3.0%	45.64	5.0%
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%	5.10	4.1%
Non member			6.60	3.2%	6.90	4.5%	7.20	4.3%
Main course only - member			3.30	3.0%	3.50	6.1%	3.65	4.3%
Main course only - non member			4.60	2.2%	4.80	4.3%	5.00	4.2%
Dessert only - member			1.60	6.5%	1.70	6.2%	1.80	5.9%
Dessert only - non member			2.20	4.8%	2.30	4.5%	2.40	4.3%
Theme Meal - member			6.40	3.2%	6.70	4.7%	6.90	3.0%
Theme Meal - non member			7.90	2.7%	8.30	5.1%	8.60	3.6%
Entertainment Fee - NEW Member & Non Member							1.50	

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	Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023	%	from 1st April 2024	%	from 1st April 2025	%
		£	£		£		£	
Membership Fees:								
	Day Centre only		13.80	3.0%	14.60	5.8%	15.10	3.4%
	Day Centre and Dial a Ride (50% is for Community Transport)		21.20	2.9%	22.60	6.6%	23.50	4.0%
	Membership Top Up Transport		7.20	2.8%	8.00	11.1%	8.40	5.0%
	Membership Top Up Transport		7.20	2.8%	8.00	11.1%	8.40	5.0%
	Day Centre Activities**		3.60	2.8%	3.80	5.6%	3.95	3.9%
	Hairdressers - Rent a Chair - Per Chair, Per Day - New Charge				40.00		42.00	5.0%
	Income from other services***e.g. hairdressing and chiropody (% of takings)		21.00	3.0%	22.00	1.0%	42.00	90.9%
	<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%	5.00	4.2%
Hire of Halls								
	Voluntary and Not for Profit Providers per Hour		26.80	3.1%	30.00	11.9%	33.00	10.0%
	Educational Activities		27.80	3.0%	30.00	7.9%	33.00	10.0%
	Private hire		37.00	2.8%	40.00	8.1%	44.00	10.0%
	Half Day		116.50	3.1%	160.00	37.3%	175.00	9.4%
	Full Day		230.00	1.3%	300.00	30.4%	330.00	10.0%
Community Transport Service								
	Single Membership Fees:		13.90	3.0%	14.60	5.0%	15.10	3.4%
	Dial a Ride only		13.90	3.0%	14.60	5.0%	15.10	3.4%
	Community Transport to Day Centre		13.90	3.0%	14.60	5.0%	15.10	3.4%
	Day Centre and Dial a Ride (half this fee relates to Day Centres)		22.00	7.3%	22.60	2.7%	23.50	4.0%
	Group Membership Fees:		63.90	3.1%	67.10	5.0%	69.00	2.8%
	Vehicle Hire per 1/2 hr		10.80	2.9%	11.30	4.6%	11.60	2.7%
	Charge per mile		1.00	0.0%	1.10	10.0%	1.20	9.1%
	Passenger charge (min 5 people)		6.70	3.1%	7.00	4.5%	7.30	4.3%

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	Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023	%	from 1st April 2024	%	from 1st April 2025	%
		£	£	%	£	%	£	%
Single Journey								
1 mile			3.10	3.4%	3.30	6.5%	3.60	9.1%
2 miles			3.60	2.8%	3.80	5.6%	4.10	7.9%
3 miles			4.10	2.6%	4.30	4.9%	4.60	7.0%
4 miles			4.60	2.2%	4.80	4.3%	5.10	6.3%
5 miles			5.10	2.1%	5.40	5.9%	5.60	3.7%
6 miles			5.60	1.9%	5.90	5.4%	6.10	3.4%
7 miles			6.10	1.7%	6.40	4.9%	6.60	3.1%
8 miles			6.60	1.6%	6.90	4.5%	7.10	2.9%
9 miles			7.10	1.4%	7.50	5.6%	7.60	1.3%
10 miles			7.60	1.4%	8.00	5.3%	8.10	1.3%
11 miles			8.10	1.3%	8.50	4.9%	8.60	1.2%
12 miles			8.60	1.2%	9.00	4.7%	9.10	1.1%
13 miles			9.10	-4.2%	9.60	5.5%	9.60	0.0%
14 miles			9.60	-4.0%	10.10	5.2%	10.10	0.0%
15 miles. Journeys above 15 miles are not undertaken.			10.10	-3.8%	10.60	5.0%	10.60	0.0%
Handyperson Service - Available for the over 60's, disabled and vulnerable								
General Services (per hour incl VAT)		Vatable	27.00	3.8%	29.00	7.4%	30.00	3.4%
General Services for those on benefits (per hour incl VAT)		Vatable	16.00	3.2%	17.00	6.3%	18.00	5.9%
Safe and Secure Works for those on benefits								
<u>Approved under Delegated Authority</u>								
Private Sector Housing								
HMO Licences			939.40	3.0%	987.00	5.1%	1,037.34	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								

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	Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023	%	from 1st April 2024	%	from 1st April 2025	%
		£	£	%	£	%	£	%
Careline								
Weekly Charges								
			0.70	8.0%	0.80	14.3%	0.90	12.5%
			3.40	1.5%	3.60	5.9%	3.80	5.6%
			4.90	3.2%	5.10	4.1%	5.30	3.9%
			1.50	3.0%	1.60	7.0%	1.70	6.2%
					6.00		7.00	16.7%
Caravan Licence								
New Licence Application								
			398.60	3.0%	429.00	7.6%	451.00	5.1%
			414.10	3.0%	435.00	5.0%	457.00	5.1%
			548.00	3.0%	576.00	5.1%	605.00	5.0%
			597.40	3.0%	628.00	5.1%	660.00	5.1%
Transfer of Existing Licence								
			144.20	3.0%	152.00	5.4%	160.00	5.3%
			144.20	3.0%	152.00	5.4%	160.00	5.3%
			144.20	3.0%	152.00	5.4%	160.00	5.3%
			144.20	3.0%	152.00	5.4%	160.00	5.3%
Application to vary a Site Licence								
			251.00	3.3%	264.00	5.2%	278.00	5.3%
			268.00	3.1%	282.00	5.2%	297.00	5.3%
			301.00	3.1%	317.00	5.3%	333.00	5.0%
			352.00	3.5%	370.00	5.1%	389.00	5.1%
Annual Licence Fee								
			92.00	-80.0%	97.00	5.4%	102.00	5.2%
			133.00	-74.9%	140.00	5.3%	147.00	5.0%
			219.00	-66.5%	230.00	5.0%	242.00	5.2%
			354.00	-49.6%	372.00	5.1%	391.00	5.1%

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	Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023	%	from 1st April 2024	%	from 1st April 2025	%
		£	£	%	£	%	£	%
Fit and Proper Licence Fee (introduced 2021)								
Licence Application Fee			218.00	6.9%	229.00	5.0%	254.00	10.9%
Annual licence fee where up to 1 Condition			234.00	5.9%	246.00	5.1%	272.00	10.6%
Annual licence fee where up to 2 Conditions			351.00	6.4%	369.00	5.1%	408.00	10.6%
Annual licence fee where 3 or more Conditions			418.00	6.4%	439.00	5.0%	485.00	10.5%
Deposit of Site Rules								
Number of Pitches 1 - 5			37.10	3.1%	39.00	5.1%	41.00	5.1%
Number of Pitches 6 - 15			37.10	3.1%	39.00	5.1%	41.00	5.1%
Number of Pitches 16 - 45			37.10	3.1%	39.00	5.1%	41.00	5.1%
Number of Pitches 46 and greater			37.10	3.1%	39.00	5.1%	41.00	5.1%
Scrap Metal								
Site Licence			216.30	3.0%	250.00	15.6%	263.00	5.2%
Mobile Collector			198.80	3.0%	220.00	10.7%	231.00	5.0%
Local Authority Pollution Protection Control								
Fees are set by Statute and are available on request from the Environmental Control service.							DEFRA Fees	
Hackney Carriages and Private Hire Vehicles								
Hackney Carriage Vehicle (new/renew)			276.20	3.0%	276.20	0.0%	286.90	3.9%
Private Hire Vehicle (new/renew)			270.30	3.0%	270.30	0.0%	280.82	3.9%
Hackney Licence Vehicle Change			26.70	3.2%	26.70	0.0%	27.69	3.7%
Vehicle Licence Plates			23.00	3.0%	23.00	0.0%	23.88	3.8%
Private Hire Vehicle Change			26.70	3.2%	26.70	0.0%	27.69	3.7%
Test Fee			59.70	2.9%	59.70	0.0%	58.00	-2.8%
Hackney carriage temporary vehicle licence (3 months)			115.10	3.0%	115.10	0.0%	119.52	3.8%
Private hire temporary vehicle licence (3 months)			113.60	3.0%	113.60	0.0%	118.00	3.9%
Private hire vehicle signs (two signs)			26.60	3.1%	26.60	0.0%	27.61	3.8%
Hackney Carriage and Private Hire Drivers								
Hackney Drivers Licence Fee (new/renew)			382.60	3.0%	382.60	0.0%	397.44	3.9%
Private Hire Drivers Licence Fee (new/renew)			382.60	3.0%	382.60	0.0%	397.44	3.9%
Hackney Drivers Knowledge Test			45.90	2.9%	45.90	0.0%	47.72	4.0%

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	Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023		from 1st April 2024		from 1st April 2025	
		£	£	%	£	%	£	%
Private Hire Drivers Knowledge Test			25.60	3.1%	25.60	0.0%	25.65	0.2%
Private Hire Replacement Badge			14.10	3.2%	14.10	0.0%	14.62	3.7%
Convert from Private Hire Driver to Hackney Carriage Driver			19.20	3.0%	19.20	0.0%	19.94	3.9%
Private Hire Operators Licence			2,289.80	3.0%	2,289.80	0.0%	2,378.72	3.9%
# subject of a report to Licensing Committee date tbc, and a further period of statutory consultation.								
Statutory Permits								
Premises licensed to sell alcohol								
- notification (automatic entitlement)			50.00	0.0%	50.00	0.0%	50.00	0.0%
- new application			150.00	0.0%	150.00	0.0%	150.00	0.0%
- fast track application			100.00	0.0%	100.00	0.0%	100.00	0.0%
- change of name			25.00	0.0%	25.00	0.0%	25.00	0.0%
- vary permit			100.00	0.0%	100.00	0.0%	100.00	0.0%
- annual fee			50.00	0.0%	50.00	0.0%	50.00	0.0%
- copy permit			15.00	0.0%	15.00	0.0%	15.00	0.0%
- transfer permit			25.00	0.0%	25.00	0.0%	25.00	0.0%
Prize Gaming Permit								
- new application			300.00	0.0%	300.00	0.0%	300.00	0.0%
- fast track application			100.00	0.0%	100.00	0.0%	100.00	0.0%
- renewal			300.00	0.0%	300.00	0.0%	300.00	0.0%
- change of name			25.00	0.0%	25.00	0.0%	25.00	0.0%
- copy permit			15.00	0.0%	15.00	0.0%	15.00	0.0%
Lotteries								
- registration of society			40.00	0.0%	40.00	0.0%	40.00	0.0%
- renewal (annual fee)			20.00	0.0%	20.00	0.0%	20.00	0.0%
Pavement Licence								
New Application					500.00		500.00	0.0%
Renewal Application					350.00		350.00	0.0%
Pre-Application Advice								
Application checking service			26.26		31.50	20.0%	31.50	0.0%

* = includes VAT at 20%

	Income type	VAT	2023-24	Increase/ (Decrease)	2024-25	Increase/ (Decrease)	2025-26	Increase/ (Decrease)
	Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023		from 1st April 2024		from 1st April 2025	
		£	£	%	£	%	£	%
Application advice service			80.00		96.00	20.0%	96.00	0.0%
Full application advice service			241.19		289.43	20.0%	289.43	0.0%

* = includes VAT at 20%

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

Income type	VAT	2023-24		2024-25		2025-26	
		from 1st April 2023	Increase/ (Decrease)	from 1st April 2024	Increase/ (Decrease)	from 1st April 2025	Increase/ (Decrease)
Statutory/ Non statutory	Vatable/Non Vatable	£	%	£	%	£	%
To be approved by Council							
Off Street Car Park Charges							
Contract Car Parking							
Main car parks - Monday to Friday only - Per year	Vatable	2,604.00	0.0%	2,604.00	0.0%	2,734.00	5.0%
Main car parks - Saturday only - Per year	Vatable	521.00	0.0%	521.00	0.0%	547.00	5.0%
Main car parks - Monday to Saturday only - Per year	Vatable	3,125.00	0.0%	3,125.00	0.0%	3,281.00	5.0%
Stoke Fields, Stoke Road, and Eagle Road car parks - Resident rate - Per year	Vatable	626.00	0.0%	626.00	0.0%	657.00	5.0%
Season Ticket Parking							
Farnham Road car park - Monday to Friday only - Per year	Vatable	2,024.00	0.0%	2,024.00	0.0%	2,125.00	5.0%
Farnham Road car park - Monday to Saturday only - Per year	Vatable	2,428.00	0.0%	2,428.00	0.0%	2,549.00	5.0%
York Road car park - Monday to Friday only - Per year	Vatable	2,231.00	0.0%	2,231.00	0.0%	2,343.00	5.0%
York Road car park - Monday to Saturday only - Per year	Vatable	2,677.00	0.0%	2,677.00	0.0%	2,811.00	5.0%
Bedford Road car park - Monday to Friday only - Per year	Vatable	2,277.00	0.0%	2,277.00	0.0%	2,391.00	5.0%
Guildford Park car park - Monday to Friday only - Per year	Vatable	1,061.00	0.0%	1,061.00	0.0%	1,114.00	5.0%
Garages							
Gardner Road, Stoke Fields, Bedford Sheds - Residents only - Per year	Vatable	815.00	3.4%	856.00	5.0%	856.00	0.0%
Gardner Road, Stoke Fields, Park Road - Non-residents - Per year	Vatable	1,370.00	3.5%	1,439.00	5.0%	1,439.00	0.0%
Bedford Road Sheds - Non-resident - Per year	Vatable	1,960.00	3.4%	2,058.00	5.0%	2,058.00	0.0%
Penalty Fee Notice							
Pay and display space		25.00	0.0%	on application			
Permit space		35.00	0.0%	on application			

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

Abandoned Vehicles

*= includes VAT at 20%

Income type	VAT	2023-24		2024-25		2025-26	
		from 1st April 2023	Increase/ (Decrease)	from 1st April 2024	Increase/ (Decrease)	from 1st April 2025	Increase/ (Decrease)
Statutory/ Non statutory	Vatable/Non Vatable	£	%	£	%	£	%
Recovery and Release of vehicle		114.60	3.0%				
Daily Charge (Monday to Friday)		12.70	2.8%				
Streetscene related Penalty Charges							
FPN Fly Tipping		400.00	100.0%	400.00	0.0%		-100.0%
FPN Duty of Care - Commercial		400.00	100.0%	400.00	0.0%		-100.0%
FPN Duty of Care - Domestic		300.00	50.0%	300.00	0.0%		-100.0%
FPN Litter, distribution of printed matter, and graffiti and fly-posting		150.00	200.0%	150.00	0.0%		-100.0%
FPN Failure to produce Waste Transfer Note		300.00	0.0%	300.00	0.0%		-100.0%
FPN Commercial Waste Receptacle Offences		110.00	10.0%	110.00	0.0%		-100.0%
FPN Domestic Waste Receptacle Offences		80.00	33.3%	80.00	0.0%		-100.0%
FPN Nuisance Parking		100.00	0.0%	100.00	0.0%		-100.0%
FPN Abandoning a Vehicle		200.00	0.0%	200.00	0.0%		-100.0%
Fixed Penalty Charge Dog Fouling (PSPO)		100.00	0.0%	100.00	0.0%		-100.0%

*= includes VAT at 20%

Off-street car parking meter charges from 1st April 2023

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	price on application	price on application	price on application	price on application	price on application	price on application	price on application	
S	Millbrook	244	price on application	price on application	price on application	price on application	price on application	price on application	price on application	
S	G Live	220	price on application	price on application	price on application	price on application	price on application	price on application	price on application	
S	Mary Road	107	price on application	price on application	price on application	price on application	price on application	price on application	price on application	
S	Bright Hill	121	price on application	price on application	price on application	price on application	price on application	price on application	price on application	
S	Bedford Road Surface	68	price on application	price on application	price on application	price on application	price on application	price on application	price on application	
			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	price on application	price on application	price on application	price on application	price on application	price on application	price on application	
M	Leapale Road	384	price on application	price on application	price on application	price on application	price on application	price on application	price on application	
S	Commercial Rd 2	52	price on application	price on application	price on application	price on application	price on application	price on application	price on application	
S	Old Police Station	62	price on application	price on application	price on application	price on application	price on application	price on application	price on application	
S	Upper High Street	49	price on application	price on application	price on application	price on application	price on application	price on application	price on application	
P	Tunsgate	62	price on application	price on application	price on application	price on application	price on application	price on application	price on application	
			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	price on application	price on application	price on application	price on application	price on application	price on application	price on application	
			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	price on application	price on application	price on application	price on application	price on application	price on application	price on application	
			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	price on application
S	Lawn Road	87	Mon-Fri - Contract Car Park (unavailable to public)					Closed	Closed	price on application
S	Robin Hood	23						Closed	Closed	price on application
S	St Josephs	71						Closed	Closed	price on application
S	Portsmouth Road	98						price on application	price on application	price on application
							Mon-Fri incl Bank Holidays 8am- 6pm			
S	Guildford Park	220	price on application				price on application	Free	Free	Free
S	Shalford Park	66	price on application				Closed	Free	Closed	Closed
S	Walnut Tree Close	17	price on application				Free	Free	Free	Free
S	Ash Vale Station	29	price on application				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	price on application				Closed	price on application	price on application	price on application

Closed at this time
Closed at this time

All of the above charges include VAT at 20%

Income type	VAT	Increase/		2024-25	Increase/	2025-26	Increase/
		2023-24	(Decrease/				
Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023	%	from 1st April 2024	%	from 1st April 2025	%
£	£	£	%	£	%	£	%
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%	8.30	3.8%
Floodlights only, per hour		6.00		6.00	0.0%	6.00	0.0%
Junior (under 18) & concession price, per court, per hour		5.50	8.5%	5.50	0.0%	5.70	3.6%
Mini Golf - Stoke Park							
Adults		5.00	5.5%	5.30	6.0%	5.50	3.8%
Children		3.50	9.6%	3.70	5.7%	3.70	0.0%
Family Ticket (2 adults and 3 under 16's)		14.00	6.2%	15.00	7.1%	15.75	5.0%
Cricket: All sites							
Evening 17:00 hrs onwards - Adults (up to 4 hours)		96.00	11.8%	100.00	4.2%	100.00	0.0%
Full Day - Adults (22 yrs.)		129.00	11.3%	135.00	4.7%	140.00	3.7%
Standard Pitch - Under 18's		42.00	12.5%	44.00	4.8%	47.00	6.8%
Small Pitch - Junior teams under 15's		31.00	9.4%	33.00	6.5%	36.00	9.1%
Football - All sites							
Grass football pitch 3 hours - U18's 11-a-side football		49.00	16.5%	52.00	6.1%	55.00	5.8%
Grass football pitch 3 hours - Adult 11-a-side football		90.00	17.8%	95.00	5.6%	99.00	4.2%
Grass football pitch 90 minutes - 9v9 football		32.00	11.3%	34.00	6.3%	38.00	11.8%
Grass football pitch 90 minutes - 7v7 football		31.00	11.1%	33.00	6.5%	36.00	9.1%
Grass football pitch 90 minutes - 5v5 football		30.00	14.6%	32.00	6.7%	35.00	9.4%
Grass football training (no pitch use) 2 hours - Football training area		27.00	3.1%	29.00	7.4%	30.00	3.4%
Rugby:							
Rugby pitch 2 hours - U18s rugby		49.00	16.5%	52.00	6.1%	55.00	5.8%
Rugby pitch 2 hours - Adult rugby		90.00	17.8%	95.00	5.6%	99.00	4.2%
Rugby training (no pitch use) 2 hours - Rugby training area		27.00	3.1%	29.00	7.4%	30.00	3.4%
Netball - Stoke Park (Adult)		33.00	8.3%	35.00	6.1%	37.00	5.7%
Netball - Stoke Park (School usage and U18)		16.00	6.5%	17.00	6.3%	18.00	5.9%
Softball/Rounders - (Adult)		41.00	9.8%	44.00	7.3%	45.00	2.3%
Softball/Rounders - (School and U18)		23.00	9.4%	25.00	8.7%	28.00	12.0%
Grass Athletics Track - Stoke Park (Adult groups/Organisations) 2 hours		84.00	11.2%	89.00	6.0%	92.00	3.4%

*= includes VAT at 20%

Income type	VAT	2023-24		2024-25		2025-26		Increase/ (Decrease)
		2023-24	Increase/ (Decrease)	2024-25	Increase/ (Decrease)	2025-26	Increase/ (Decrease)	
Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023	%	from 1st April 2024	%	from 1st April 2025	%	
	£	£	%	£	%	£	%	
Grass Athletics Track - Stoke Park (Schools and U18 groups) 2 hours		47.00	11.7%	50.00	6.4%	52.00	4.0%	
Lacrosse:								
Stoke Park - Adults		84.00	11.2%	89.00	6.0%	90.00	1.1%	
Stoke Park - School usage and youth (Under 18's)		47.00	11.7%	50.00	6.4%	52.00	4.0%	
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%			-100.0%
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	Vatable	11.50	15.1%	12.20	3.0%	12.75	4.5%	
Chuntries Camp Site: per person per day/night								
Minimum charge for groups of 3 persons or under	Vatable	10.50	10.5%	11.00	4.8%	11.50	4.5%	
Children age 4 to 16, scouts and affiliated groups (under 4s free)	Vatable	35.00	16.7%	40.00	14.3%	43.00	7.5%	
		5.00	5.3%	5.50	10.0%	5.75	4.5%	
Sutherland Memorial Park								
Astro Pitch 5-a-side								

*= includes VAT at 20%

Income type	VAT	2023-24		2024-25		2025-26		Increase/ (Decrease)
		Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023	from 1st April 2024	from 1st April 2025		
	£	£	%	£	%	£	%	
All - per court per hour before 4pm (Weekdays and weekend)		10.00	5.9%	11.00	10.0%	11.50	4.5%	
5-a-side Football per court per hour including floodlights - Adults		48.00	11.8%	50.00	4.2%	50.00	0.0%	
5-a-side Football per court per hour including floodlights - Youth (Under 18's)		24.00	9.6%	25.00	4.2%	26.00	4.0%	
Balloon Flights								
Seasonal annual agreement paid in advance for take off rights per site		708.00	8.9%	729.00	3.1%	761.80	4.5%	

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)	NS	NV			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)	NS	NV	1049.00	7.6%	1140.00	8.7%	1180.00	3.5%
Saturday cremation (09:00 am - 12 noon)	NS	NV	1350.00	8.0%	1450.00	7.4%	1500.00	3.4%
Non attended service cremation	NS	NV	399.00	-19.4%	410.00	2.8%	420.00	2.4%
Cancellation of diary booking with less than 48 hours notice and late delivery of papers	NS	NV	160.00	10.3%	168.00	5.0%	185.00	10.1%
Service of double or additional length; per 45 minutes additional fee of:	NS	NV	315.00	14.5%	350.00	11.1%	365.00	4.3%
Service which exceeds the allocated timeslot of 30 minutes	NS	NV	395.00	25.4%	415.00	5.1%	430.00	3.6%
Cremation of a child on a Saturday (9am - 12 noon)	NS	NV			No charge	No charge	No charge	
Cremation of Non Viable Foetus (NVF) (up to 24 weeks gestation)	NS	NV			No charge	No charge	No charge	
Fee for exhuming ashes if not for re-internment within the grounds	NS	NV	140.00	12.0%	160.00	14.3%	170.00	6.3%
Certificate of cremation / burial duplicate copy (previously under delegated authority)	NS	NV	25.00	100.0%	28.00	12.0%	29.00	3.6%
Non standard attended cremation committal only (previously under delegated authority) currently not offered but due to change diary	NS	NV	720.00	100.0%			800.00	
Cremation of a body part	NS	NV			200.00		210.00	
Cremation of a child - body part	NS	NV					FOC	
Possible price increase might have to be introduced to add to cremation fee depending on rising utility costs.	NS	NV						

*= includes VAT at 20%

	Income type	VAT	Increase/ (Decrease)		Increase/ (Decrease)		Increase/ (Decrease)	
	Statutory/Non statutory	Vatable/Non Vatable	2023-24	e)	2024-25	(Decrease)	2025-26	e)
			from 1st April 2023	%	from 1st April 2024	%	from 1st April 2025	%
		£	£	%	£	%	£	%
out of England certificate							5.00	
laying to rest on a Saturday (one sat a month)	NS	NV					19.00	
Urns and Containers	NS	NV						
Ashes Container	NS	NV	27.00	8.0%	30.00	11.1%	31.00	3.3%
Wooden Casket	NS	NV	90.00	12.5%	100.00	11.1%	105.00	5.0%
Decorative Urns	NS	NV	138.00	10.4%	155.00	12.3%	160.00	3.2%
Decorative keepsake urns	NS	NV	45.00	12.5%	50.00	11.1%	52.00	4.0%
Scatter tubes	NS	NV	50.00	8.7%	55.00	10.0%	55.00	0.0%
Child Scatter tubes	NS	NV	18.00	9.1%	20.00	11.1%	21.00	5.0%
Forget me not child's casket large	NS	NV					25.00	
Forget me not child's casket small	NS	NV					15.00	
Deposit of Ashes								
For the scattering of ashes in the Garden of Remembrance when cremation has taken place elsewhere	NS	NV	125.00	8.7%	135.00	8.0%	155.00	14.8%
Split of ashes to include 2x cremation certificate and 2x ashes containers for separate scattering elsewhere.	NS	NV	60.00	15.4%	65.00	8.3%	65.00	0.0%
Per split there after	NS	NV	15.00		18.00	20.0%	18.50	2.8%
Token split of ashes (to include cert), family provide the container.	NS	NV			10.00		11.00	10.0%
Memorials and Inscriptions								
Entries in the Book of Remembrance								
2 line entry	NS	Vatable	120.00	9.1%	130.00	8.3%	136.00	4.6%
5 line entry	NS	Vatable	158.00	9.0%	170.00	7.6%	178.00	4.7%
5 line entry with motif	NS	Vatable	248.00	7.8%	265.00	6.9%	278.00	4.9%
8 line entry	NS	Vatable	195.00	8.3%	205.00	5.1%	215.00	4.9%
8 line entry with motif	NS	Vatable	285.00	9.6%	300.00	5.3%	315.00	5.0%
Motif	NS	Vatable	90.00	9.8%	95.00	5.6%	100.00	5.3%
Replicas of entries in Book of Remembrance Memorial Cards								
2 line entry	NS	Vatable	46.00	9.5%	50.00	8.7%	52.00	4.0%
5 line entry	NS	Vatable	72.00	9.1%	80.00	11.1%	83.00	3.8%
5 line entry with motif	NS	Vatable	162.00	9.5%	175.00	8.0%	183.00	4.6%
8 line entry	NS	Vatable	92.00	9.5%	98.00	6.5%	102.00	4.1%
8 line entry with motif	NS	Vatable	182.00	9.6%	193.00	6.0%	202.00	4.7%
Motif	NS	Vatable	90.00	9.8%	95.00	5.6%	100.00	5.3%
Miniature Books of Remembrance								
2 line entry	NS	Vatable	105.00	9.4%	115.00	9.5%	120.00	4.3%

*= includes VAT at 20%

	Income type Statutory/Non statutory	VAT Vatable/Non Vatable	2023-24		2024-25		2025-26		Increase/ (Decrease) e
			from 1st April 2023	%	from 1st April 2024	%	from 1st April 2025	%	
		£	£	%	£	%	£	%	
5 line entry	NS	Vatable	150.00	9.5%	162.00	8.0%	170.00	4.9%	
5 line entry with motif	NS	Vatable	240.00	9.6%	257.00	7.1%	270.00	5.1%	
8 line entry	NS	Vatable	168.00	9.8%	178.00	6.0%	185.00	3.9%	
8 line entry with motif	NS	Vatable	258.00	9.8%	273.00	5.8%	285.00	4.4%	
Motif	NS	Vatable	90.00	9.8%	95.00	5.6%	100.00	5.3%	
Adoption of Rose Trees (including nameplate)									
Standard Roses (5 years) with aluminium plaque	NS	NV	670.00	8.9%	750.00	11.9%	775.00	3.3%	
Renewals after initial period:	NS	NV							
(a) 5 years	NS	NV	385.00	8.5%	420.00	9.1%	485.00	15.5%	
(b) 1 year	NS	NV	120.00	9.1%	130.00	8.3%	135.00	3.8%	
Trees 5 years with aluminium plaque	NS	NV	995.00	15.7%	1100.00	10.6%	1150.00	4.5%	
Trees 10 years with aluminium plaque	NS	NV	1750.00	14.4%	1910.00	9.1%	1999.00	4.7%	
Renewals after initial period:	NS	NV							
(a) 5 years	NS	NV	645.00	8.4%	700.00	8.5%	725.00	3.6%	
(b) 1 year	NS	NV	185.00	8.8%	205.00	10.8%	215.00	4.9%	
Plaques									
Aluminium Plaque with existing memorial	NS	Vatable	145.00	11.5%	160.00	10.3%	175.00	9.4%	
Granite Plaque (6 x 4) with existing memorial	NS	Vatable	335.00	8.1%	360.00	7.5%	375.00	4.2%	
Granite Plaque (7 x 5) with existing memorial	NS	Vatable	390.00	6.8%	420.00	7.7%	435.00	3.6%	
Additional artwork on granite plaque	NS	Vatable			on application				
Additional artwork on an aluminium plaque	NS	Vatable			on application				
Photo plaque on granite plaque	NS	Vatable			on application				
Seats									
Seats wooden 5 feet length (for a period of 10 years)	NS	Vatable	2190.00	9.8%	2300.00	5.0%	2375.00	3.3%	
Seats Granite Columbaria (for a period of 10 years)	NS	Vatable							
Replacement or additional seat plaque 6" x 2"	NS	Vatable	165.00	5.8%	175.00	6.1%	185.00	5.7%	
Photo plaque on a granite seat plaque	NS	Vatable							
Non standard motif on a granite seat plaque	NS	Vatable							
Standard motif on a granite seat plaque	NS	Vatable							
Restraining Charge	NS	Vatable	25.00	38.9%	30.00	20.0%	33.00	10.0%	
Memorial Vault - Sanctum including wooden casket									
(a) 10 year adoption	NS	Non vatable	1735.00	9.8%	1900.00	9.5%	1980.00	4.2%	

*= includes VAT at 20%

	Income type Statutory/Non statutory	VAT Vatable/Non Vatable £	Increase/ (Decrease)		Increase/ (Decrease)		Increase/ (Decrease)	
			2023-24	e)	2024-25	(Decrease)	2025-26	e)
			from 1st April 2023 £	%	from 1st April 2024 £	%	from 1st April 2025 £	%
(b) 20 year adoption	NS	Non vatable	2405.00	9.3%	2600.00	8.1%	2720.00	4.6%
(c) 30 year adoption	NS	Non vatable	3310.00	9.8%	3590.00	8.5%	3690.00	2.8%
(d) 40 year adoption	NS	Non vatable	4050.00	9.5%	4500.00	11.1%	4650.00	3.3%
(e) 50 year adoption	NS	Non vatable	4945.00	9.9%	5400.00	9.2%	5500.00	1.9%
Per Letter after first 80 letters	NS	Non vatable	4.00	9.6%	5.00	25.0%	5.30	6.0%
Standard motif	NS	Non vatable	270.00	10.2%	290.00	7.4%	305.00	5.2%
Non standard motif	NS	Non vatable			POA			
Photo plaque	NS	Non vatable	160.00	10.3%	175.00	9.4%	185.00	5.7%
Replacement Vault Tablet - Sanctum 2	NS	Non vatable	455.00	9.6%	505.00	11.0%	530.00	5.0%
Sanctum Replacement Vault Tablet (up to 80 letters) Sanctum 2000	NS	Non vatable	435.00	8.8%	490.00	12.6%	510.00	4.1%
Memorial Vault - Renewal 5 years	NS	Non vatable	405.00	8.0%	450.00	11.1%	475.00	5.6%
Memorial Vault - Renewal 10 years	NS	Non vatable	800.00	6.0%	910.00	13.8%	960.00	5.5%
Memorial Vault - Renewal 20 years	NS	Non vatable	1590.00	7.8%	1800.00	13.2%	1890.00	5.0%
Vase Blocks - 10 years								
Standard motif on a vase block	NS	Non vatable	755.00	8.6%	800.00	6.0%	840.00	5.0%
Non standard motif on a vase block	NS	Non vatable	265.00	8.2%	280.00	5.7%	295.00	5.4%
Photo plaque on a vase block	NS	Non vatable	115.00	9.5%	125.00	8.7%	136.00	8.8%
Renewal of Vase Block for 5 years	NS	Non vatable	350.00	9.4%	386.00	10.3%	405.00	4.9%
Replacement of Vase in memorial vaults	NS	Non vatable	20.00	11.1%	25.00	25.0%	26.00	4.0%
Replacement of Vase in vase blocks	NS	Non vatable	20.00	11.1%	25.00	25.0%	26.00	4.0%
Replacement tablet for vase block	NS	Non vatable			325.00		340.00	4.6%
Sundials								
Sundial Tablets Older style- Lower Tablet (when available)	NS	Non vatable	780.00	9.9%	855.00	9.6%	890.00	4.1%
Sundial Tablets Older style- Middle Tablet (when available)	NS	Non vatable	730.00	9.0%	800.00	9.6%	830.00	3.8%
Sundial Tablets Older style- Top Tablet (when available)	NS	Non vatable	665.00	9.0%	725.00	9.0%	755.00	4.1%
Renewal of a Sundial Tablets Older style- Lower Tablet - 5 years	NS	Non vatable	355.00	9.2%	390.00	9.9%	405.00	3.8%
Renewal of a Sundial Tablets Older style- Middle Tablet - 5 years	NS	Non vatable	355.00	9.2%	385.00	8.5%	400.00	3.9%
Renewal of a Sundial Tablets Older style- Top Tablet - 5 years	NS	Non vatable	355.00	9.2%	385.00	8.5%	400.00	3.9%
Replacement sundial tablet	NS	Non vatable	295.00	9.3%	325.00	10.2%	340.00	4.6%
New Sundial Tablet first row for a period of 10 years	NS	Non vatable	680.00	8.8%	735.00	8.1%	770.00	4.8%
New Sundial Tablet second row for a period of 10 years	NS	Non vatable	680.00	8.8%	735.00	8.1%	770.00	4.8%
New Sundial Tablet third row for a period of 10 years	NS	Non vatable	715.00	9.2%	780.00	9.1%	810.00	3.8%
New Sundial Tablet forth row for a period of 10 years	NS	Non vatable	725.00	9.0%	785.00	8.3%	815.00	3.8%
New Sundial Tablet fifth row for a period of 10 years	NS	Non vatable	775.00	9.2%	830.00	7.1%	860.00	3.6%
Standard motif on a sundial tablet	NS	Non vatable	260.00	8.3%	285.00	9.6%	295.00	3.5%

*= includes VAT at 20%

	Income type Statutory/Non statutory	VAT Vatable/Non Vatable £	Increase/ (Decrease)		2024-25		Increase/ (Decrease)		Increase/ (Decrease)	
			2023-24	e)	2024-25	(Decrease)	2025-26	e)		
			from 1st April 2023	%	from 1st April 2024	%	£	from 1st April 2025	%	%
			£		£		£			
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	NS	Non vatable	295.00	7.3%	315.00	6.8%	325.00	3.2%		
Memorial mushroom plaque for 5 years	NS	Non vatable	295.00	7.3%	315.00	6.8%	325.00	3.2%		
Private gardens	NS	Non vatable	1035.00	8.4%	1100.00	6.3%	1130.00	2.7%		
Use of Chapel for Memorial Service (no cremation)	NS	Non vatable	700.00	5.3%	765.00	9.3%	800.00	4.6%		
Reproduction of cremation certificate	NS	Non vatable	28.00	7.7%	30.00	7.1%	32.00	6.7%		
Assistance with bearing of a coffin into the chapel	NS	Non vatable	55.00	14.6%	60.00	9.1%	63.00	5.0%		
Assistance with bearing of a coffin into the chapel with no notice	NS	Non vatable	85.00	30.8%	95.00	11.8%	100.00	5.3%		
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	NS	Non vatable			No charge	No charge				
Unpurchased grave for an adult	NS	Non vatable	550.00	3.7%	580.00	5.5%	600.00	3.4%		
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)	NS	Non vatable	1025.00	9.5%	1150.00	12.2%	1250.00	8.7%		
To a double depth (7ft)	NS	Non vatable	1135.00	9.7%	1260.00	11.0%	1350.00	7.1%		
Interment of cremated remains in a grave	NS	Non vatable	435.00	8.8%	460.00	5.7%	480.00	4.3%		
Interment of cremated remains in cremated remains plots at Stoke Cemetery	NS	Non vatable	435.00	8.8%	460.00	5.7%	480.00	4.3%		
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)	NS	Non vatable			No charge	No charge	No Charge			
To a double depth (7ft)	NS	Non vatable			No charge	No charge	No Charge			
Interment of cremated remains in a grave	NS	Non vatable			No charge	No charge	No Charge			
Interment of cremated remains in cremated remains plots at Stoke Cemetery	NS	Non vatable			No charge	No charge	No Charge			

*= includes VAT at 20%

	Income type Statutory/Non statutory	VAT Vatable/Non Vatable £	Increase/ (Decrease)		Increase/ (Decrease)		Increase/ (Decrease)	
			2023-24 from 1st April 2023 £	%	2024-25 from 1st April 2024 £	%	2025-26 from 1st April 2025 £	%
The fee for interment apply only between the hours of 10am and 2.30pm on a weekday. Should the interment take place outside the stipulated times than an additional fee is payable of:	NS	Non vatable	555.00	9.9%	600.00	8.1%	620.00	3.3%
For every hour after 5pm	NS	Non vatable	120.00	9.1%	132.00	10.0%	138.00	4.5%
Exclusive Rights of Burial in Earthen Graves:	NS	Non vatable						
Traditional and Lawn Section	NS	Non vatable						
In an earthen grave 7ft 6 ins x 3ft 6 ins	NS	Non vatable	2400.00	11.6%	2550.00	6.3%	2650.00	3.9%
In an earthen grave 6ft x 3ft - Children's section	NS	Non vatable						
Extension of Exclusive Right of Burial for additional five years	NS	Non vatable	400.00	12.7%	430.00	7.5%	445.00	3.5%
Garden of Remembrance (Cremated remains)	NS	Non vatable	685.00	8.7%	730.00	6.6%	750.00	2.7%
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	NS	Non vatable	275.00	10.0%	295.00	7.3%	305.00	3.4%
Permit to erect a vase with inscription	NS	Non vatable	80.00	-33.3%	85.00	6.3%	88.00	3.5%
Permit to erect a vase without inscription	NS	Non vatable	10.00		12.00	20.0%	13.00	8.3%
Permit to clean a memorial	NS	Non vatable	20.00	25.0%	22.00	10.0%	23.00	4.5%
Permit for added inscription which requires removal of stone	NS	Non vatable	250.00	6.4%	275.00	10.0%	290.00	5.5%
Permit for added inscription (done on site)	NS	Non vatable	125.00	0.0%	135.00	8.0%	142.00	5.2%
Permit for remedial repair	NS	Non vatable	50.00	6.4%	55.00	10.0%	58.00	5.5%
1 year permit to clean a memorial	NS	Non vatable	15.00		20.00	33.3%	21.00	5.0%
Memorial Vault - Sanctum								
(a) 10 year adoption	NS	Non vatable	1735.00	9.1%	1900.00	9.5%	1980.00	4.2%
(b) 20 year adoption	NS	Non vatable	2405.00	9.3%	2600.00	8.1%	2720.00	4.6%
(c) 30 year adoption	NS	Non vatable	3310.00	9.8%	3500.00	5.7%	3690.00	5.4%
(d) 40 year adoption	NS	Non vatable	4050.00	9.5%	4500.00	11.1%	4650.00	3.3%
(e) 50 year adoption	NS	Non vatable	4945.00	9.9%	5300.00	7.2%	5500.00	3.8%
Per Letter after first 80 letters	NS	Non vatable	4.00	9.6%	4.50	12.5%	5.30	17.8%
Standard motif	NS	Non vatable	265.00	8.2%	290.00	9.4%	305.00	5.2%
Non standard motif	NS	Non vatable						
Photo plaque	NS	Non vatable	155.00	6.9%	165.00	6.5%	185.00	12.1%
Sanctum Replacement Vault Tablet (up to 80 letters) Sanctum 2000	NS	Non vatable	435.00	8.8%	470.00	8.0%	510.00	8.5%
Memorial Vault - Renewal 5 years	NS	Non vatable	405.00	8.0%	475.00	7.4%	475.00	0.0%
Memorial Vault - Renewal 10 years	NS	Non vatable	825.00	9.3%	960.00	4.2%	960.00	0.0%
Memorial Vault - Renewal 20 years	NS	Non vatable	1605.00	8.8%	1890.00	4.7%	1890.00	0.0%

*= includes VAT at 20%

Income type	VAT	2023-24		2024-25		2025-26	
		Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023	from 1st April 2024	from 1st April 2025	
	£	£	%	£	%	£	%
Miscellaneous Charges							
Exhumation of a coffin or ashes casket: Fees to be assessed by the Service Lead	NS	Non vatable		POA			
Certified Copy of title deed of burial	NS	Non vatable	25.75 3.0%	28.00	8.7%	29.00	3.6%
Transfer of grant of right of burial	NS	Non vatable	115.00 9.5%	125.00	8.7%	135.00	8.0%
Addition of grave owners after rights issued/transferred	NS	Non vatable	30.00 0.0%	35.00	16.7%	36.00	2.9%
Digging fee for cremated remains when LTR takes place alongside full body burial in same grave at different depths	NS	Non vatable	120.00	145.00	20.8%	155.00	6.9%
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	NS	Non vatable		No charge	No charge	no charge	
Unpurchased grave for an adult	NS	Non vatable	546.30 3.0%	575.00	20.8%	600.00	4.3%
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)	NS	Non vatable	2050.00 9.3%	2250.00	9.8%	2500.00	11.1%
To a double depth (7ft)	NS	Non vatable	2260.00 9.2%	2450.00	8.4%	2700.00	10.2%
Interment of cremated remains in a grave	NS	Non vatable	870.00 8.6%	980.00	12.6%	960.00	-2.0%
Interment of cremated remains in the Garden of Remembrance	NS	Non vatable	870.00 8.6%	980.00	12.6%	960.00	-2.0%
The fee for interment apply only between the hours of 10am and 2.30pm on a weekday. Should the interment take place outside the stipulated times than an additional fee is payable of:							
For every hour after 5pm	NS	Non vatable	510.00 8.5%	540.00	5.9%	620.00	14.8%
	NS	Non vatable	125.00 13.6%	140.00	12.0%	138.00	-1.4%
Exclusive Rights of Burial in Earthen Graves:							
Traditional and Lawn Section							
In an earthen grave 7ft 6 ins x 3ft 6 ins	NS	Non vatable	4600.00 9.4%	4950.00	7.6%	5300.00	7.1%
In an earthen grave 6ft x 3ft - Children's section	NS	Non vatable	2100.00 9.1%	No charge	No charge		
Extension of Exclusive Right of Burial for additional five years	NS	Non vatable	775.00 9.2%	850.00	9.7%	890.00	4.7%
Garden of Remembrance (Cremated remains)	NS	Non vatable	1365.00 9.2%	1460.00	7.0%	1500.00	2.7%
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.	NS	Non vatable				1	

*= includes VAT at 20%

	Income type Statutory/Non statutory	VAT Vatable/Non Vatable £	Increase/ (Decrease)		Increase/ (Decrease)		Increase/ (Decrease)		
			2023-24 from 1st April 2023 £	%	2024-25 from 1st April 2024 £	%	2025-26 from 1st April 2025 £	%	
Obitus									
Webcasts	NS	Vatable							
Webcast live only	NS	Vatable	32.50	8.3%	35	7.0%	38	8.6%	
Webcast of funeral service - 28 day viewing and free download	NS	Vatable	50.00	11.1%	55	7.0%	58	5.5%	
Keepsake copy of webcast first copy	NS	Vatable	55.00	10.0%	60	7.0%	63	5.0%	
Keepsake copy of webcast second copy	NS	Vatable	27.00	8.0%	30	7.0%	32	6.7%	
Keepsake copy of visual tribute (first copy)	NS	Vatable	55.00	10.0%	60	7.0%	62	3.3%	
Keepsake copy of visual tribute (second copy)	NS	Vatable	27.00	8.0%	29	7.0%	31	6.9%	
Downloadable of Pro tribute Package only (keep forever)	NS	Vatable	11.00	10.0%	12	7.0%	13	8.3%	
Visual Tributes	NS	Vatable							
Single photo (first)	NS	Vatable	free of charge		No charge	7.0%	No Charge		
Single photo per photo thereafter	NS	Vatable	13.50	12.5%	15	7.0%	16	6.7%	
Slideshow up to and including 25 images	NS	Vatable	45.00	18.4%	50	7.0%	52	4.0%	
Family made	NS	Vatable	22.00	22.2%	25	7.0%	27	8.0%	
Pro tribute (up to and including 25 images and personalised title presented as video)	NS	Vatable	77.00	10.0%	85	7.0%	89	4.7%	
Tribute misc.	NS	Vatable							
Each extra 25 photos (slideshow and pro tribute packages_)	NS	Vatable	22.50	7.1%	25	7.0%	26	4.0%	
Extra work	NS	Vatable	22.50	7.1%	25	7.0%	26	4.0%	
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.	NS	Vatable	free of charge		No charge				
Themed Tribute	NS	Vatable			105	7.0%	112	6.7%	
Obitus Bundle including Halo, photo, music slideshow and webcast and one keepsake item	NS	Vatable			175	7.0%	185	5.7%	
Bespoke Tribute	NS	Vatable			425	7.0%	440	3.5%	
Keepsake Video Book displaying webcast or visual tribute or both	NS	Vatable			105	7.0%	110	4.8%	
Memory box with 25 printed photos one keepsake USB displaying webcast or tribute or both and one keepsake DVD	NS	Vatable			145	7.0%	150	3.4%	
For a single item			-		on application				
For 2 to 5 items			-		on application				

*= includes VAT at 20%

Income type	VAT	2023-24		2024-25		2025-26		
		Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023	from 1st April 2024	from 1st April 2025		
	£	£	%	£	%	£	%	
Refuse								
Refuse Collection Service								
Special Collection of Household Refuse				-		on application		
For a single item				-		on application		
For 2 to 5 items				-		on application		
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	Vatable	32.00	10.2%	32.00	0.0%	33.00	3.1%	
Provision of bins to housing developments & redevelopments								
Initial supply and delivery of one refuse and one recycling standard 140ltr or 240ltr bins, with a 23ltr food caddy, to new or refurbished properties	Statutory	Non Vatable	60.00	0.0%	60.00	0.0%	70.00	16.7%
Initial supply and delivery of 770ltr bins to new properties	Statutory	Non Vatable	325.00	23.0%	325.00	0.0%	325.00	0.0%
Initial supply and delivery of 1100ltr bins to new properties	Statutory	Non Vatable	350.00	22.6%	350.00	0.0%	350.00	0.0%
<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>								
Garden Waste								
Subscription fee per bin	Statutory	Non Vatable	48.00	6.7%	58.00	20.8%	60.00	3.4%
Replacement bin	Statutory	Non Vatable	30.00	0.0%	30.00	0.0%	35.00	16.7%
Subscription fee for 1 set of 4x 60 litre sacks	Statutory	Non Vatable	48.00	6.7%	58.00	20.8%	60.00	3.4%
Replacement sack	Statutory	Non Vatable	12.00	6.7%	14.50	20.8%	14.50	0.0%
Refuse								
Replacement bin	Statutory	Non Vatable	30.00	0.0%	30.00	0.0%	35.00	16.7%
School collection (per 120 litre container)								
Approved by Government								
Public			54.80	0.0%	54.80	0.0%	54.80	0.0%

*= includes VAT at 20%

Income type	VAT	2023-24		2024-25		2025-26		
		Statutory/Non statutory	Vatable/Non Vatable	2023-24 from 1st April 2023	Increase/ (Decrease)	2024-25 from 1st April 2024	Increase/ (Decrease)	2025-26 from 1st April 2025
	£		£	%	£	%	£	%
MOT								
Re-test within 24 hours on minor items			27.40	0.0%	27.40	0.0%	27.40	0.0%
Re-test within 10 days								
Thereafter full cost								
Taxi			58.00	3.4%	58.00	0.0%	58.00	0.0%
Vehicle Inspection Fee			27.40	0.0%	27.40	0.0%	27.40	0.0%
MOT carried out as part of the Taxi Inspection (to be booked at the same time)								
For a full list of charges please contact the MOT bay								

*= includes VAT at 20%

Income type	VAT	2023-24		2024-25		2025-26	
		Increase/ (Decrease)		Increase/ (Decrease)		Increase/ (Decrease)	
Statutory fee's will go up 4.5% (needs to be confirmed)		from 1st April 2023		from 1st April 2023		from 1st April 2025	
Statutory/Non st	Vatable/Non Vat	£	%	£	%	£	%
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	Vatable	22.50	4.7%	24.00	6.7%	25.00	4.2%
Planning Appeal Decisions - post 2005 on website	Vatable	22.50	4.7%	24.00	6.7%	25.00	4.2%
Planning Legal agreements (Section 106 etc.) - if available on website (New)	Vatable	22.50	4.7%	24.00	6.7%	25.00	4.2%
Tree Preservation Orders (if available on website)	Vatable	22.50	4.7%	24.00	6.7%	25.00	4.2%
BC Completion Certificate pre 2001	Vatable	22.50	4.7%	24.00	6.7%	25.00	4.2%
BC Completion Letter pre 1991	Vatable	22.50	4.7%	24.00	6.7%	25.00	4.2%
Section 106 Agreements monitoring fee		800.00	3.6%	840.00	5.0%	price on application	
Self-build and Custom Housebuilding Register							
Initial entry on the register		29.00	3.6%	31.00	6.9%	31.00	0.0%
Initial entry fee for additional members of an Association		12.00	4.3%	13.00	8.3%	13.00	0.0%
Initial entry onto Part 2 of the register		12.00	4.3%	13.00	8.3%	13.00	0.0%
Annual fee for remaining on Part 1 and Part 2 the register		12.00	4.3%	13.00	8.3%	13.00	0.0%
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%	17.00	3.0%
Photocopying Charges (black and white A4)	Vatable	0.60	20.0%	0.70	16.7%	0.75	7.1%
Photocopying Charges (black and white A3)	Vatable	0.60	20.0%	0.80	33.3%	0.85	6.2%
Photocopying Charges (colour A4)	Vatable	1.10	10.0%	1.20	9.1%	1.25	3.8%
Photocopying Charges (colour A3)	Vatable	1.10	10.0%	1.40	27.3%	1.45	3.8%
Supply of information to professional organisations							
General enquiries (one off charge)	Vatable	80.00	3.9%	85.00	6.3%	88.00	3.5%
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	Vatable	85.50	3.0%	90.00	5.3%	95.00	5.6%
1-4 dwellings	Vatable	265.80	3.0%	280.00	5.3%	295.00	5.4%
5-9 dwellings	Vatable	530.50	3.0%	560.00	5.6%	585.00	4.5%
10-49 dwellings	Vatable	796.20	3.0%	840.00	5.5%	875.00	4.2%

*= includes VAT at 20%

Statutory fee's will go up 4.5% (needs to be confirmed)

Income type	VAT	2023-24		2024-25		2025-26	
		from 1st April 2023	Increase/ (Decrease)	from 1st April 2023	Increase/ (Decrease)	from 1st April 2025	Increase/ (Decrease)
Statutory/Non st	Vatable/Non Vat	£	%	£	%	£	%
Category: SILVER							
Householder	Vatable	191.60	3.0%	210.00	9.6%	220.00	4.8%
1-4 dwellings	Vatable	478.00	3.0%	510.00	6.7%	530.00	3.9%
5-9 dwellings	Vatable	742.70	3.0%	780.00	5.0%	810.00	3.8%
10-49 dwellings	Vatable	1060.90	3.0%	1120.00	5.6%	1,165.00	4.0%
50+ dwellings	Vatable	2652.30	3.0%	2900.00	9.3%	3,010.00	3.8%
Category: GOLD							
Householder							
1-4 dwellings							
5-9 dwellings	Vatable	1273.10	3.0%	1340.00	5.3%	1,395.00	4.1%
10-49 dwellings	Vatable	1857.10	3.0%	1950.00	5.0%	2,025.00	3.8%
50+ dwellings	Vatable	5304.50	3.0%	5570.00	5.0%	5,780.00	3.8%
Category: PLATINUM							
Householder		Not applicable		Not applicable		Not applicable	
1-4 dwellings		Not applicable		Not applicable		Not applicable	
5-9 dwellings		Not applicable		Not applicable		Not applicable	
10-49 dwellings	Vatable	Price on application		Price on application		Price on application	
50+ dwellings	Vatable	Price on application		Price on application		Price on application	
Extras							
Additional plans							
Householder		Not applicable	0.0%	60.00		65.00	8.3%
1-4 dwellings	Vatable	179.30	3.0%	190.00	6.0%	200.00	5.3%
5-9 dwellings	Vatable	356.40	3.0%	380.00	6.6%	395.00	3.9%
10-49 dwellings	Vatable	599.50	3.0%	630.00	5.1%	655.00	4.0%
50+ dwellings	Vatable	897.20	3.0%	950.00	5.9%	990.00	4.2%
Other (listed building, advertisements, agricultural, telecommunications and trees)	Vatable	179.30	3.0%	190.00	6.0%	200.00	5.3%
Additional meetings							
Householder		Not applicable		60.00		65.00	8.3%
1-4 dwellings	Vatable	356.40	3.0%	380.00	6.6%	395.00	3.9%
5-9 dwellings	Vatable	478.00	3.0%	510.00	6.7%	530.00	3.9%
10-49 dwellings	Vatable	716.90	3.0%	760.00	6.0%	790.00	3.9%
50+ dwellings	Vatable	954.90	3.0%	1020.00	6.8%	1,060.00	3.9%
Other (listed building, advertisements, agricultural, telecommunications and trees)	Vatable	356.40	3.0%	380.00	6.6%	395.00	3.9%
Commercial and other development							
Category: BRONZE							
Commercial up to 250 sq. metres	Vatable	179.30	3.0%	200.00	11.5%	210.00	5.0%
Commercial up to 500 sq. metres	Vatable	297.70	3.0%	330.00	10.8%	345.00	4.5%
Commercial up to 1000 sq. metres	Vatable	478.00	3.0%	530.00	10.9%	550.00	3.8%
Commercial up to 2500 sq. metres	Vatable	599.50	3.0%	650.00	8.4%	675.00	3.8%
Commercial over 2500 sq. metres	Vatable	897.20	3.0%	970.00	8.1%	1,010.00	4.1%
Other (listed building, advertisements, agricultural, telecommunications and trees)	Vatable	Not applicable					

*= includes VAT at 20%

Income type	VAT	2023-24		2024-25		2025-26	
		Increase/ (Decrease)		Increase/ (Decrease)		Increase/ (Decrease)	
Statutory fee's will go up 4.5% (needs to be confirmed)		from 1st April 2023		from 1st April 2023		from 1st April 2025	
Statutory/Non st	Vatable/Non Vatable	£	%	£	%	£	%
Category: SILVER							
Commercial up to 250 sq. metres	Vatable	297.70	3.0%	320.00	7.5%	335.00	4.7%
Commercial up to 500 sq. metres	Vatable	424.40	3.0%	460.00	8.4%	480.00	4.3%
Commercial up to 1000 sq. metres	Vatable	780.80	3.0%	830.00	6.3%	865.00	4.2%
Commercial up to 2500 sq. metres	Vatable	897.20	3.0%	970.00	8.1%	1,010.00	4.1%
Over 2500 sq. metres	Vatable	1220.60	3.0%	1300.00	6.5%	1,350.00	3.8%
Other (listed building, advertisements, agricultural, telecommunications and trees)	Vatable	424.40	3.0%	460.00	8.4%	480.00	4.3%
Category: GOLD							
Commercial up to 250 sq. metres							
Commercial up to 500 sq. metres	Vatable	897.20	3.0%	1000.00	11.5%	1,040.00	4.0%
Commercial up to 1000 sq. metres	Vatable	1023.90	3.0%	1100.00	7.4%	1,145.00	4.1%
Commercial up to 2500 sq. metres	Vatable	1803.60	3.0%	1950.00	8.1%	2,025.00	3.8%
Over 2500 sq. metres	Vatable	2387.60	3.0%	2600.00	8.9%	2,700.00	3.8%
Other (listed building, advertisements, agricultural, telecommunications and trees)	Vatable	954.90	3.0%	1030.00	7.9%	1,070.00	3.9%
Category: PLATINUM							
Commercial up to 250 sq. metres			Not applicable	Not applicable		Not applicable	
Commercial up to 500 sq. metres			Not applicable	Not applicable		Not applicable	
Commercial up to 1000 sq. metres			Not applicable	Not applicable		Not applicable	
Commercial up to 2500 sq. metres			Not applicable	Not applicable		Not applicable	
Over 2500 sq. metres	Vatable		Price on application	Price on application		Price on application	
Other (listed building, advertisements, agricultural, telecommunications and trees)			Not applicable	Not applicable		Not applicable	
Extras							
Additional plans							
Commercial up to 250 sq. metres	Vatable	89.70	3.1%	97.00	8.1%	100.00	3.1%
Commercial up to 500 sq. metres	Vatable	179.30	3.0%	190.00	6.0%	200.00	5.3%
Commercial up to 1000 sq. metres	Vatable	356.40	3.0%	390.00	9.4%	405.00	3.8%
Commercial up to 2500 sq. metres	Vatable	599.50	3.0%	650.00	8.4%	675.00	3.8%
Commercial over 2500 sq. metres	Vatable	897.20	3.0%	950.00	5.9%	985.00	3.7%
Other (listed building, advertisements, agricultural, telecommunications and trees)	Vatable	179.30	3.0%	190.00	6.0%	200.00	5.3%
Meeting							
Commercial up to 250 sq. metres							
Commercial up to 500 sq. metres	Vatable	356.40	3.0%	390.00	9.4%	405.00	3.8%
Commercial up to 1000 sq. metres	Vatable	478.00	3.0%	520.00	8.8%	540.00	3.8%
Commercial up to 2500 sq. metres	Vatable	716.90	3.0%	760.00	6.0%	790.00	3.9%
Commercial over 2500 sq. metres	Vatable	954.90	3.0%	1020.00	6.8%	1060.00	3.9%
Other (listed building, advertisements, agricultural, telecommunications and trees)	Vatable	356.40	3.0%	380.00	6.6%	395.00	3.9%

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

*= includes VAT at 20%

Income type	VAT	2023-24 (Decrease)		2024-25 (Decrease)		2025-26 (Decrease)	
		from 1st April 2023	%	from 1st April 2023	%	from 1st April 2025	%
Statutory/Non st	Vatable/Non Vat	£	%	£	%	£	%
Statutory fee's will go up 4.5% (needs to be confirmed)							
* 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	Vatable	500.00	0.0%	550.00	10.0%	price on application	
Subsequent costs	Vatable			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	Vatable	90.70	3.1%	100.00	10.3%	110.00	10.0%
Per subsequent hours	Vatable	59.80	3.1%	65.00	8.7%	70.00	7.7%
General tree advice							
First hour	Vatable	90.70	3.1%	100.00	10.3%	110.00	10.0%
Per subsequent hours	Vatable	59.80	3.1%	65.00	8.7%	70.00	7.7%
Tree survey on proposed development site							
Per hour	Vatable	90.70	3.1%	100.00	10.3%	110.00	10.0%
High Hedges							
		636.60	3.0%	690.00	8.4%	715.00	3.6%
Conservation Area Character Appraisals and Landscape Character Assessments are available to download for free on our website- price on application for printed copies							
Local Plan Documents							
Examination Documents							
Guildford borough Local Plan Strategy and Sites Adopted 25th April 2019		50.50	3.1%	53.00	5.0%	55.00	3.8%
Guildford borough Local Plan Development Management Policies Adopted 22nd March 2023				new fee		39.00	
Authority Monitoring Report 2022-2023				new fee		7.50	
A1 Local Plan Policies Map				new fee		15.00	
A2 Local Plan Policies Map				new fee		12.00	
A3 Local Plan Policies Map				new fee		9.00	
Neighbourhood Plans							
Burpham Neighbourhood Plan		16.50	3.1%	17.50	6.1%	18.00	2.9%
Effingham Neighbourhood Plan		16.50	3.1%	17.50	6.1%	18.00	2.9%
East Horsley Neighbourhood Plan		16.50	3.1%	17.50	6.1%	18.00	2.9%
Lovelace Neighbourhood Plan 2021				new fee		18.00	
Puttenham Neighbourhood Plan 2021				new fee		18.00	
Send Neighbourhood Plan 2021				new fee		18.00	
West Clandon Neighbourhood Plan 2022				new fee		18.00	
West Horsley Neighbourhood Plan 2018				new fee		18.00	
Supplementary Planning Guidance							
Residential Extensions and Alterations SPD		21.00	2.4%	23.00	9.5%	24.00	4.3%
Thames Basin Heath Special Protection Area Avoidance Strategy (2017) SPD		10.50	2.4%	12.00	14.3%	12.50	4.2%
Guildford Town Centre Views SPD (2019)		24.50	3.2%	26.00	6.1%	27.00	3.8%
Planning Contributions for Open Space SPD (2024)				new fee		12.50	
Climate Change, Sustainable Design, Construction and Energy SPD (2024)				new fee		12.50	

*= includes VAT at 20%

Income type	VAT	2023-24 (Increase/Decrease)		2024-25 (Increase/Decrease)		2025-26 (Increase/Decrease)	
		from 1st April 2023	%	from 1st April 2023	%	from 1st April 2025	%
Statutory/Non st	Vatable/Non Vatable	£	%	£	%	£	%
Statutory fee's will go up 4.5% (needs to be confirmed)							
Planning Contributions SPD (2017)				new fee		12.50	
Street Cafes SPD (1995)				new fee		12.50	
Telecommunications SPD (2004)				new fee		12.50	
Parking Standards for New Development SPD (2023)				new fee		12.50	
Advertisement and Signs SPD (2004)				new fee		12.50	
Residential Design Guide SPD (2004)				new fee		12.50	
Green Belt SPD (2023)				new fee		12.50	
Strategic Development Framework SPD (2020)				new fee		70.00	
Development Briefs and Other Strategies							
Thames Basin Heath Special Protection Area Avoidance Strategy (2017)			2.4%	12.00	14.3%	13.00	8.3%
Postage and packing							
Small documents	Vatable		14.3%	2.50	25.0%	price on application	
Large documents	Vatable		5.9%	5.00	11.1%	price on application	
Local Plan LPSS- first class	Vatable		4.3%	19.00	5.6%	price on application	
Local Plan LPSS - second class	Vatable		3.6%	17.00	7.6%	price on application	
Local Plan DMPD - first class	Vatable			new fee		price on application	
Local Plan DMPD - second class	Vatable			new fee		price on application	
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	Vatable	194.60	2.9%	216.00	11.0%	223.80	3.6%
LLC1 Only- domestic		40.00	0.0%	45.00	12.5%	50.00	11.1%
Con 29R Only- domestic	Vatable	154.60	3.6%	163.00	5.4%	173.80	6.6%
Basic Fee- commercial	Vatable	261.60	2.1%	280.00	7.0%	292.80	4.6%
LLC1 Only- commercial		60.00	0.0%	65.00	8.3%	70.00	7.7%
Con 29R Only- commercial	Vatable	201.60	2.8%	212.00	5.2%	222.80	5.1%
Con29 Additional Questions- Surrey County Council	Vatable	23.00	9.5%	25.50	10.9%	27.50	7.8%
Con29 Additional Questions- Guildford Borough Council	Vatable	12.00	0.0%	13.00	8.3%	15.00	15.4%
Assisted Personal Search		32.00	0.0%	34.00	6.3%	Not applicable	
Assisted Con29R Search (Per Question)	Vatable	7.20	0.0%	8.00	11.1%	9.00	12.5%
Additional Parcels of Land	Vatable	16.80	0.0%	18.00	7.1%	22.00	22.2%
Additional Questions	Vatable	48.00	0.0%	55.00	14.6%	60.00	9.1%
Street Naming and Numbering							
New Road		0		300.00		300.00	0.0%
1st plot new address		0		300.00		300.00	0.0%
Plots 2-20		0		50.00		50.00	0.0%
Plot 21+		0		50.00		50.00	0.0%
Additional Building Name		0		150.00		150.00	0.0%
New/change to property name		60	16.5	150.00	150.0%	160.00	6.7%
Removing a name		60		63.00		65.00	3.2%

*= includes VAT at 20%

Income type Statutory/Non statutory	VAT Vatable/Non Vatable £	Increase/ (Decrease)		Increase/ (Decrease)		Increase/ (Decrease)		Executive Head of Service Comments if changed
		2023-24 from 1st April 2023 £	e) %	2024-25 from 1st April 2024 £	e) %	2025-26 from 1st April 2025 £	e) %	
Guildford Lido - To be approved by Council								
Standard								
Adult		7.20	4.3%	7.60	5.6%	-100.0%		Not for GBC to dictate, this is for Freedom Leisure to amend.
Junior		5.40	3.8%	5.70	5.6%	-100.0%		Not for GBC to dictate, this is for Freedom Leisure to amend.
Concessions		5.40	3.8%	5.70	5.6%	-100.0%		Not for GBC to dictate, this is for Freedom Leisure to amend.
Family		22.70	3.2%	23.90	5.3%	-100.0%		Not for GBC to dictate, this is for Freedom Leisure to amend.
Off Peak								
Adult		5.90	3.5%	6.20	5.1%	-100.0%		Not for GBC to dictate, this is for Freedom Leisure to amend.
Junior		4.30	5.0%	4.50	4.6%	-100.0%		Not for GBC to dictate, this is for Freedom Leisure to amend.
Concessions		4.30	5.0%	4.50	4.6%	-100.0%		Not for GBC to dictate, this is for Freedom Leisure to amend.
Family		18.10	3.4%	19.00	5.0%	-100.0%		Not for GBC to dictate, this is for Freedom Leisure to amend.
Season Tickets								
Adult		154.50	3.0%	165.00	6.8%	-100.0%		Not for GBC to dictate, this is for Freedom Leisure to amend.
Junior		118.50	3.0%	124.50	5.1%	-100.0%		Not for GBC to dictate, this is for Freedom Leisure to amend.
Student		118.50	3.0%	124.50	5.1%	-100.0%		Not for GBC to dictate, this is for Freedom Leisure to amend.
Senior citizen		97.90	3.1%	103.00	5.2%	-100.0%		Not for GBC to dictate, this is for Freedom Leisure to amend.
Concessionary Groups - All Times		4.30	5.0%	4.50	4.6%	-100.0%		Not for GBC to dictate, this is for Freedom Leisure to amend.

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.

Income type	VAT	2023-24	Increase/ (Decrease)	2024-25	Increase/ (Decrease)	2025-26	Increase/ (Decrease)
	£	£	%	£	%	£	%
To be approved by Council							
Heritage Service: Education							
Discovery Boxes, three week loan			11.62 3.6%	12.50	7.6%	15.00	20.0%
Self led school visits to the Castle (accompanying teachers free). Price per student						2.50	
Facilitated Museum exhibition tours (available Wednesday to Saturday from 1100 until 1200, tours are limited to 15 visitors). Price per person and subject to availability						2.50	
Facilitated Guildford House exhibition tours (available during open hours for one hour, tours are limited to 15 visitors). Price per person and subject to availability						2.50	
History of Guildford classes (14 sessions)						95.00	
Heritage Service: Exhibition space hire							
<u>Guildford House</u>							
Main House: Garden Room only (three weeks)		399.00	3.0%	420.00	5.3%	435.00	3.6%
Main House: First Floor: Pine Room, Study, Landing, Powell Room (three weeks)		903.00	3.0%	950.00	5.2%	985.00	3.7%
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.							
Heritage Service: Exhibition private views (Guildford House/ Museum, maximum numbers apply)							
During opening hours						245.00	
Outside of opening hours						415.00	
Includes staff and equipment. Commission sales charges will apply							
Heritage Service: Commission							
25% commission plus VAT on exhibition sales							
Heritage Service: Venue hire							
The Brew House							
Half day, 0900-1200 or 1300-1600		126.00	3.0%	135.00	7.1%	140.00	3.7%
Full day, 0900-1600		236.30	3.0%	250.00	5.8%	260.00	4.0%
Guildford Castle (subject to seasonal availability)							
Half day (0900-1300 or 1300-1700)		250.00	0.0%	280.00	12.0%	280.00	0.0%
Full day (0900-1700)		455.00	0.0%	505.00	11.0%	505.00	0.0%
Evenings (1700-2200)		465.00	0.0%	515.00	10.8%	515.00	0.0%
Additional hours						80.00	

*= includes VAT at 20%

Income type	VAT	2023-24	Increase/		2024-25		Increase/		2025-26	
			Statutory/Non	Vatable/Non	from 1st April 2023	e)	from 1st April 2024	e)	from 1st April 2025	e)
	Statutory	Vatable	£	%	£	%	£	%	£	%
Guildford Museum meeting room										
Half day, 0900-1200 or 1300-1600			60.00	3.0%	70.00	16.7%	70.00	0.0%		
Full day, 0900-1600			110.00	3.0%	125.00	13.6%	125.00	0.0%		
Guildhall										
<u>Whole building (weekday)</u>										
Half day (4hrs, morning, afternoon)					390.00	11.4%	390.00	0.0%		
Full day (8hrs)					655.00	11.0%	655.00	0.0%		
Evening (until 2200)					555.00	11.0%	555.00	0.0%		
Additional hours					90.00	12.5%	100.00	11.1%		
<u>Whole building (weekend)</u>										
Full day (8hrs)					685.00	10.5%	685.00	0.0%		
Additional hours					90.00	12.5%	100.00	11.1%		
Excess cleaning charge									150.00	
Public liability insurance changed at 10% of hire fee, unless proof of cover provided										
Charity and local voluntary organisations discount 50%										
Civic functions/ GBC internal departments/ Councillor discount 50%										
Heritage Service: Admission charges										
Admission charges: Guildhall										
Adult admission	Vatable		2.23	4.4%	2.50	12.1%	2.50	0.0%		
Child admission (under 5s free)	Vatable		1.26	8.0%	1.50	19.0%	1.50	0.0%		
Admission Charges, Guildford Castle										
Adult admission	Vatable		3.79	5.4%	4.50	18.7%	5.00	11.1%		
Child admission (under 5s free)	Vatable		2.23	4.4%	2.50	12.1%	2.50	0.0%		
Family ticket (2 adults and 2 children)	Vatable		11.07	4.4%	12.00	8.4%	12.00	0.0%		
Heritage Service: 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			11.07	3.6%	15.00	35.5%	16.00	6.7%		
Commercial publications: one country / language			72.04	3.2%	80.00	11.0%	110.00	37.5%		
Commercial publications: more than one country							200.00			
Commercial publications with print runs up to 10,000 copies, one country / language			53.62	3.1%	60.00	11.9%				-100.0%
Commercial publications with print runs over 10,000 copies, one country / language			75.64	3.1%	80.00	5.8%				-100.0%

*= includes VAT at 20%

Income type	VAT		2023-24		2024-25		2025-26	
	Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023	Increase/ (Decrease)	from 1st April 2024	Increase/ (Decrease)	from 1st April 2025	Increase/ (Decrease)
	£	£	£	%	£	%	£	%
Books and magazine covers			108.16	3.0%	115.00	6.3%		-100.0%
Television/ online broadcast (still image): one production, one country and one language			103.01	3.0%	115.00	11.6%	150.00	30.4%
Television/ online broadcast (still image), one production, more than one country/ language							250.00	
Digital use (any online use that is not broadcast) for academic use that is not for profit			11.07	3.6%	15.00	35.5%	16.00	6.7%
Digital use (any online use that is not broadcast) commercial								
Exhibition graphic panels (free entry)			11.07	3.6%	115.00	938.8%	150.00	30.4%
Exhibition graphic panels (admission charged)							50.00	
All requests are subject to a £15 administration fee for existing images and £30 for new photography.							100.00	
Heritage Service: Archaeological deposits (set and agreed by Surrey Archaeological Curators Group, and subject to storage availability)								
Per box: cardboard 'shoebox' maximum size 500mm x 300mm x 200mm							40.00	
Materials requiring specialist storage or curation, such as organic material, metalwork, human remains, etc.								
Charge levied regardless of actual size or type of box (per item/ box)							60.00	
Per paper archive box: assumed to be smaller size than the 'shoebox'							20.00	
Per box: cardboard tubes/ map rolls							10.00	
Archiving accession fee for commercial projects (minimum charge)							60.00	
Bulky or awkward items (such as large architectural stonework): to be individually charged at the discretion of the receiving body following discussion with depositor							POA	

*= includes VAT at 20%

	Income type	VAT	2023-24	2024-25	Increase/ (Decrease)	2025-26	Increase/ (Decrease)
	Statutory/Non statutory	Vatable/No n Vatable	from 1st April 2023	from 1st April 2024	% Inc	from 1st April 2025	%
		£	£	£	%	£	%
To be approved by Council							
Farmers Market							
Pitch Charge (per market, per linear metre of frontage)			11.90	12.5	5%	13.20	5.6%
Car Parking		Vatable	7.98	8.33	5%	8.33	0.0%
Standard charges							
10 x 4ft boards			58.50	65.00	-13%	70.00	7.7%
Band B posters			40.00	52.00	30%	55.00	5.8%
Non commercial advertising							
10 x4ft banners			51.00	54.00	13%	55.00	1.9%
Band A posters			N/A	N/A		N/A	
Band B posters			39.00	41.00	28%	42.00	2.4%
High Street Banner							
Commercial							
Upper High Street - Rental per space - Rental per week			325.00	300.00	-8%	320.00	6.7%
Upper High Street - Rental per space - Rental subsequent weeks (maximum rental 3 weeks)			120.00	150.00	25%	160.00	6.7%
Lower High Street - Rental per space - Rental per week			400.00	350.00	-13%	370.00	5.7%
Lower High Street - Rental per space - Rental subsequent weeks (maximum rental 3 weeks)			145.00	150.00	3%	160.00	6.7%
Non commercial							
Upper High Street - Rental per space - Rental per week			245.00	200.00	-18%	210.00	5.0%
Upper High Street - Rental per space - Rental subsequent weeks (maximum rental 3 weeks)			90.00	50.00	-44%	55.00	10.0%
Lower High Street - Rental per space - Rental per week			300.00	250.00	-17%	270.00	8.0%
Lower High Street - Rental per space - Rental subsequent weeks (maximum rental 3 weeks)			110.00	50.00	-55%	55.00	10.0%
North Street Rotunda							
Commercial charges for full day							
-Weekday			100.00	110.00	10%	115.00	4.5%
- Saturday			150.00	165.00	10%	170.00	3.0%
- Sunday			100.00	110.00	10%	115.00	4.5%

*= includes VAT at 20%

Income type	VAT Vatable/Non Vatable	2023-24 from 1st April 2023	2024-25		2025-26	
			£	%	£	%
Non commercial charges for full day						
-Weekday		50.00	55.00	10%	55.00	0.0%
- Saturday		75.00	82.50	10%	85.00	3.0%
- Sunday		50.00	55.00	10%	55.00	0.0%

*= includes VAT at 20%

	Income type Statutory/Non statutory	VAT Vatable/Non Vatable £	2023-24 from 1st April 2023 £	2024-25 from 1st April 2024 £	Increase/ (Decrease) %	2025-26 from 1st April 2025 £	Increase/ (Decrease) %
To be approved by Council							
House Purchase Fees							
Right to Buy							
Engrossment Fee			93.40	96.24	3.0%	£101.05	5.0%
Consent - Application in Advance							
Consent - Retrospective Application							
Leasehold Enquires			140.00	144.16	3.0%	£151.37	5.0%
(b) Equity Share							
Lease Surrender			119.90	250.00	108.5%	£262.50	5.0%
Road Closure Application Fee			159.10	175.00	10.0%	£183.75	5.0%

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.

The Constitution and Council and Committee Agendas

- All available on line free of charge - Hard copies available but will be charged at cost to GBC

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%	£892.50	5.0%
Section 106 agreement or Unilateral Undertaking (development up to 25 dwellings)			1179.40	1300.00	10.2%	£1,365.00	5.0%
Section 106 agreement or Unilateral Undertaking (development exceeding 25 up to 50 dwellings)			2343.30	2500.00	6.7%	£2,625.00	5.0%
Section 106 agreement or Unilateral Undertaking (development exceeding 51 up to 100 dwellings)	Vatable		Minimum of £2,275	Minimum of £2,500	9.9%	Minimum of £2,625	5.0%
Section 106 agreement or Unilateral Undertaking (development exceeding 101 up to 199 dwellings)	Vatable		Minimum of £2,275	Minimum of £2,500	9.9%	Minimum of £2,625	5.0%
Section 106 agreement (Major applications, small scale, large scale)	Vatable		Minimum of £2,275	Minimum of £2,500	9.9%	Minimum of £2,625	5.0%

**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.

Property Transactions – Legal Charges

Grant of new lease up to 100 sq. m	Vatable		Minimum £555**	Minimum of £650	17.1%	Minimum of £682.50	5.0%
Grant of new lease 101 to 300 sq. m	Vatable		Minimum £760**	Minimum of £870	14.5%	Minimum of £913.50	5.0%
Grant of new lease 301 – 700 sq. m	Vatable		Minimum £875**	Minimum of £1000	14.3%	Minimum of £1050	5.0%

*= includes VAT at 20%

	Income type Statutory/Non statutory	VAT Vatable/Non Vatable £	2023-24	2024-25	Increase/ (Decrease)	2025-26	Increase/ (Decrease)
			from 1st April 2023	from 1st April 2024		from 1st April 2025	
			£	£	%	£	%
Grant of new lease over 700 sq. m		Vatable	Minimum £1,320**	Minimum of £1550	17.4%	Minimum of £1627.50	5.0%
Agreement of new lease up to 100 sq. m				Minimum of £1150		Minimum of £1207.50	5.0%
Agreement of new lease 101 to 300 sq. m				Minimum of £1370		Minimum of £1438.50	5.0%
Agreement of new lease 301 – 700 sq. m				Minimum of £1500		Minimum of £1575	5.0%
Agreement of new lease over 700 sq. m				Minimum of £2050		Minimum of £2152.50	5.0%
Renewal of lease up to 100 sq. m		Vatable	Minimum £430**	Minimum of £500	16.3%	Minimum of £525	5.0%
Renewal of lease 101 to 300 sq. m		Vatable	Minimum £555**	Minimum of £650	17.1%	Minimum of £682.50	5.0%
Renewal of lease 301 – 700 sq. m		Vatable	Minimum £660**	Minimum of £780	18.2%	Minimum of £819	5.0%
Renewal of lease over 700 sq. m		Vatable	Minimum £875**	Minimum of £1000	14.3%	Minimum of £1050	5.0%
Dead of surrender				Minimum of £300		Minimum of £315	5.0%
Deed of Variation		Vatable	Minimum £575**	Minimum of £680	18.3%	Minimum of £714	5.0%
Rent Deposit Deed		Vatable	Minimum £220**	Minimum of £250	13.6%	Minimum of £262.50	5.0%
Licence to Assign/Alter		Vatable	Minimum £555**	Minimum of £650	17.1%	Minimum of £682.50	5.0%
Licence to Underlet		Vatable	Minimum £660**	Minimum of £780	18.2%	Minimum of £819	5.0%
Lease extension				Minimum of £1200		Minimum of £1260	5.0%
Grant of new Licence for grazing/garden/access		Vatable	Minimum £495**	Minimum of £570	15.2%	Minimum of £598.50	5.0%
Renewal of Licence for grazing/garden/access		Vatable	Minimum £280**	Minimum of £320	14.3%	Minimum of £336	5.0%
Grant of new Licence for scaffolding/development compound		Vatable	Minimum £495**	Minimum of £570	15.2%	Minimum of £598.50	5.0%
Renewal of Licence for scaffolding/development compound		Vatable	Minimum £380**	Minimum of £420	10.5%	Minimum of £441	5.0%
Grant of Easement/wayleave		Vatable	Minimum £555**	Minimum of £650	17.1%	Minimum of £682.50	5.0%
Agreement of Easement/wayleave							
Sale of freehold		Vatable	Minimum £760**	Minimum of £870	14.5%	Minimum of £913.50	5.0%
Letters of consent in regard to assignment of a lease				£30		£31.50	5.0%
Copies of documents (agreements/deeds of variation)				£30		£31.50	5.0%
Removal of a restriction from land registry title (RX4)				£30		£31.50	5.0%
Land registry admin fee (£30		£31.50	5.0%

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

Management Packs

LPE1				£300		£315.00	5.0%
Expedited service (pack produced in less than 10 days)				£400		£420.00	5.0%
Additional Enquiries				from £50		from £52.50	5.0%

*= includes VAT at 20%

	Income type	VAT	2023-24	2024-25	Increase/	2025-26	Increase/
	Statutory/Non	Vatable/Non	from 1st April 2023	from 1st April 2024	(Decrease)	from 1st April 2025	(Decrease)
	statutory	Vatable	£	£	%	£	%
Notice		£		£35		£36.75	5.0%

Approved by the Government

Electoral Register Sales

Fees are set by statute and bespoke quotes are calculated on request re: ER areas requested & number of the entries

*= includes VAT at 20%

	2020-21	2021-22	2022-23	2023-24	Increase/ (Decrease)	2024-25	Increase/ (Decrease)	2025-26	Increase/ (Decrease)
	from 1 April 2020	from 1st April 2021	from 1st April 2022	from 1st April 2023	e)	from 1st April 2024	e)	from 1st April 2023	e)
	£	£	£	£	%	£	%	£	%

To be approved by Council

Temporary Accommodation Fees

Daily Personal Charge Contributions

Household size

- Per adult person over 18	2.00	2.00	2.00	2.00	0.0%	2.10	5.0%	2.10	0.0%
- Children over 5 (per child)	0.50	0.50	0.50	0.50	0.0%	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.

Income type	VAT	2023-24	Increase/	2024-25	Increase/	2025-26	Increase/
Statutory/Non	Vatable/Non	from 1st April	(Decrease)	from 1st	(Decrease)	from 1st	(Decrease)
statutory	Vatable	2023	%	April 2024	%	April 2025	%
	£	£	%	£	%	£	%

To be approved by Council

Local Taxation

Court Costs - Council Tax*		103.50	3.0%	100.50	-3%	100.50	0.0%
Court Costs - Business Rates*		124.10	3.0%	120.50	-3%	120.50	0.0%
Court Costs - BID Levy*		10.80	2.8%	10.50	-2.8%	10.50	0.0%

*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%	300	3.4%
Afternoon		267.80	3.0%	290	8.3%	300	3.4%
Evening to 9.00 pm		345.00	3.0%	370	7.2%	385	4.1%
<u>Room 1 (Chantryes)- previously Committee Room 1</u>							
Morning		185.40	3.0%	200	7.9%	210	5.0%
Afternoon		185.40	3.0%	200	7.9%	210	5.0%
Evening to 9.00 pm		267.80	3.0%	290	8.3%	300	3.4%
<u>Room 2 (Newlands)- previously Committee Room 2</u>							
Morning		185.40	3.0%	200	7.9%	210	5.0%
Afternoon		185.40	3.0%	200	7.9%	210	5.0%
Evening to 9.00 pm		273.00	3.0%	290	6.2%	300	3.4%
<u>Room 3 (Sheepleas)</u>							
Morning		132.90	3.0%	140	5.3%	145	3.6%
Afternoon		132.90	3.0%	140	5.3%	145	3.6%
Evening to 9.00 pm		191.60	3.0%	205	7.0%	215	4.9%
<u>Room 4 (Chinthurst)</u>							
Morning		92.70	3.0%	100	7.9%	105	5.0%
Afternoon		92.70	3.0%	100	7.9%	105	5.0%
Evening to 9.00 pm		136.00	3.0%	145	6.6%	150	3.4%
<u>Room 5 (Whitmoor)</u>							
Morning		92.70	3.0%	100	7.9%	105	5.0%
Afternoon		92.70	3.0%	100	7.9%	105	5.0%
Evening to 9.00 pm		136.00	3.0%	145	6.6%	150	3.4%
<u>Room 6 (Hurtmore)</u>							
Morning		185.40	3.0%	200	7.9%	210	5.0%
Afternoon		185.40	3.0%	200	7.9%	210	5.0%
Evening to 9.00 pm		273.00	3.0%	295	8.1%	305	3.4%
<u>Room 7 (Loseley)</u>							
Morning		57.70	3.1%	63	9.2%	65	3.2%
Afternoon		57.70	3.1%	63	9.2%	65	3.2%
Evening to 9.00 pm		81.40	3.1%	85	4.4%	90	5.9%
<u>Room 8 (Hatchlands)</u>							

*= includes VAT at 20%

	Income type	VAT	2023-24	Increase/ (Decrease)	2024-25	Increase/ (Decrease)	2025-26	Increase/ (Decrease)
	Statutory/Non statutory	Vatable/Non Vatable	from 1st April 2023	%	from 1st April 2024	%	from 1st April 2025	
Morning			111.20	3.0%	120	7.9%	125	4.2%
Afternoon			111.20	3.0%	120	7.9%	125	4.2%
Evening to 9.00 pm			162.70	3.0%	175	7.6%	185	5.7%

Assets and Property fees

Surveyors' fees

Commercial			500.00	0.0%	500	0.0%	500	0.0%
Operational			350.00	0.0%	350	0.0%	350	0.0%
Garden/ grazing licences			250.00	0.0%	250	0.0%	250	0.0%
Request for a tenant reference					new fee *		200	
Section 42 lease extension					new fee *		310	
Grant of licence to use land or accessway					new fee *		410	
Discharge/Relaxation of a covenant					new fee *		640	
Request to purchase land					new fee *		850	
Request for grant of a permanent easement					new fee *		850	
Request for access/drainage rights					new fee *		850	
<u>Freeholder or Landlord consent for change of use/sub-letting/alterations/assignments (where lease allows)</u>								
Sports Clubs/Community Groups etc					new fee *		145	
Residential Premises					new fee *		320	
Commercial Tenancies					new fee *		875	
<u>Grant/renewal of lease (where appropriate)</u>								
Sports Clubs/Community Groups etc					new fee *		145	
Commercial					new fee *		320	
Residential					new fee *		875	
<u>Surrender of lease (incl regrant if straightforward)</u>								
Sports Clubs/Community Groups etc					new fee *		145	
Residential					new fee *		320	
Commercial					new fee *		875	
<u>Request for Wayleave</u>								
Council Tenant (not long leasehold)					new fee *		50	
Household					new fee *		310	
Commercial					new fee *		875	

*net fee only , VAT at 20% will be included if property is opted to tax