

## Resources and Environment Fees & Charges Proposals – 2019/20

### 1. Introduction

1.1 The starting point for the base budget for the 2019/20 budget build is that Fees and Charges should increase in order to maximise income accepting that:

- Fees and charges can have a direct impact on usage and take up.
- In some circumstances the Council is providing services in direct competition to the private sector. Where this is the case, price is likely to have a direct link with demand and it is important that the Council does not price itself out of the market. In some areas benchmarking has taken place to ensure West Berkshire can compete with other authorities.
- Raising fees and charges can in some instances work against the Council's social inclusion agenda by effectively discriminating against those who are less able to pay.
- For some services there is a clear expectation that fees and charges will reflect the costs incurred in providing the service; the Council may be subject to legal challenge if increases in fees and charges cannot be justified.

### 2. Specific Proposals – Resources Directorate

#### 2.1 Electoral Services

These charges are statutory and the Council has no discretion to vary.

#### 2.2 Land Charges

The proposal is to increase some of the Land Charges fees by 5% in 2019/20. The fee structure complies with legislation which requires the Council to only recover cost incurred in service delivery.

Description	Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
<b>Local Land Charges</b>		
LLC1	£71.00	£75.00
Con29 PT1	£49.00	£51.00
Con29PT11	£24.00	£25.00
Additional Questions	£44.00	£46.00
Con29 additional parcel	£38.00	£40.00
LLC1 additional parcel	£52.00	£55.00

## 2.3 Legal Fees

It is proposed to increase hourly Legal Fees in line with inflation in 2019/20.

Description		Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
<b>Legal</b>			
Managers	Hourly	£139.00	£143.00
Team Leader	Hourly	£131.00	£135.00
Solicitor / Barrister	Hourly	£126.00	£130.00
Legal Executive/Senior Legal	Hourly	£116.00	£120.00
Trainee Solicitor	Hourly	£99.00	£102.00
Landowners Statements		£1,100.00	£1,100.00
Registration of new town or Village Green by Landowner by Owner		No Fee	No Fee
Correction for the purpose of section 19 (2)(a) of a mistake made by the Registration Authority		No Fee	No Fee
Correction for a purpose described in section 19(2)(b)(C) or (e)		£200.00	£200.00
Correction for a purpose described in section 19(2)(d) - payable per register unit		£30.00	£30.00

## 2.4 Social Care Training

The Government provides funding for care sector training and we use this funding to deliver a comprehensive joint training programme for staff and people working in the private and voluntary care sector. Anyone can access the training. The grant funding enables charges to local and accredited social care providers to be subsidised, hence the lower rate fee. Charging is essential to make the funding go further and ensure people book on courses and turn up. We have applied an increase to our charges to recognise increasing costs.

The Department of Health requires Councils to work closely with its partners on joint training and to facilitate improved standards of care through training initiatives; therefore some joint training will have the same charges as the partners involved and will sit outside this charging policy

Description		Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
<b>Social Care Training</b>			
Voluntary/Associated Social Care/Personal Assistants	Full Day	£46.00	£47.00
	Half Day	£28.00	£29.00
Others	Full Day	£82.00	£84.00
	Half Day	£46.00	£47.00
Social Care Trainer hire to private voluntary & Independent social care providers, partners and accredited organisation		£154.00	£159.00
Social Care Trainer Hire to anyone else		£400.00	£412.00

### **3. Specific Proposals – Environment Directorate**

#### **3.1 Development and Planning**

##### **(1) Housing**

The rental costs of Gypsy and Traveller accommodation owned or let by West Berkshire Council will be increased by 1.5%. Secure tenancies will be increased by 3%; Temporary accommodation is charged in line with Local Housing Allowance (LHA) rates which have not yet been released for 2019/20. Do It Yourself Shared Ownership (DIYSO) will be increased according to the lease terms.

The Council also charge for homeless households placed in Bed and Breakfast accommodation. Households will need to claim Housing Benefit, or will be charged up to the amount Housing Benefit would pay, if they were eligible, in addition households will need to pay the ineligible charges which have been proposed to increase by 3% for 2019/20.

The Council may also charge applicants who are placed in emergency bed provision at Two Saints Hostel. Applicants are unable to claim Housing Benefit when placed in an emergency bed. A charge of £1 a night may be made for E-bed provision for people who are not employed and £5 a night for people who are in part-time or full-time employment.

In some instances, the Council provides transport to temporary accommodation for households who have no other means of getting to that accommodation. The cost of providing the transport will be recharged, in full to the client.

The Council can assist with providing removals and/or storage for homeless applicants. The full cost of providing this service will be recharged to the client.

The Council can assist with securing cattery or kennel provision for homeless applicants in temporary accommodation, as pets are not permitted in temporary accommodation. The full cost of providing this service will be recharged to the client.

The Council provides repairs and maintenance to a small supply of temporary accommodation, including an out-of-hours service. In the event that a tenant or licensee uses the emergency service for a non-emergency repair, or fails to attend an appointment for a contractor to attend to a repair, a charge will be made to cover the call-out costs. Where repairs arise as a result of neglect or damage caused by the tenant or licensee, or a member of their household, or a visitor to their home, the full cost of the repair will be recharged to the tenant or licensee.

Supporting People Services will be charged at the actual cost of the service received.

For 2019/20 the council will charge a fee of 12% of total works value for eligible DFG clients and any private work.

Description		Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
<b>Housing</b>			
Copy of housing assessment		No charge	No Charge
Average rent for temporary accommodation per week		In line with Local Housing Allowance	In Line with Local Housing Allowance
Do It Yourself Ownership rent (DIYSO) rent		1.5% on individual contracts	1.5 % on individual contracts
Transport costs to temporary accommodation (TA)		Actual cost	Actual cost
Gypsy Traveller rent	per week, per plot	£91.05	£92.41
Home Improvement Agency (HIA) fee for private adaption work		N/A	12% of total cost of works to eligible clients
Failed call out charges		£30.00	Actual cost
<b>B&amp;B charging</b>			
Ineligible Charges for Bed and Breakfast Accommodation	Heating, lighting and hot water per week per Family Unit**	£37.80	£38.93
	Breakfast per person, per week	£3.30	£3.40
<b>**Family Units include:</b>	Single person, Couple - no children, Couple with 1-4 children, Single person with 1-4 children.		

## (2) Development Control

Fees for planning applications are set centrally by the DCLG. Invalid applications; 25% of the set fee will be retained after the 3rd failed attempt. Following a local benchmarking exercise and reflective of the costs of the service, it is proposed to increase Pre-application planning fees by 10%.

Description		Fees and Charges 2018/19		Proposed Fees and Charges 2019/20	
<b>Development and Control</b>					
Planning applications		<i>Government Set Fees</i>		<i>Government Set Fees</i>	
Invalid applications charge		N/A		25% of Government set fee after 3 failed attempts	
<b>Pre-application fees</b>		Basic Fee Stage 1	Basic Fee Stage 2	Basic Fee Stage 1	Basic Fee Stage 2
<b>Residential Development:</b>					
Minor	One dwelling	£210.00	£198.00	£231.00	£220.00
	2-4 dwellings	£372.00	£330.00	£410.00	£363.00
	5-9 dwellings	£420.00	£372.00	£462.00	£410.00
Small Major	10-25 dwellings	£660.00	£594.00	£726.00	£654.00
Large Major	26-49 dwellings	£858.00	£660.00	£944.00	£726.00
	50-199 dwellings	£858.00	£660.00	£944.00	£726.00
	>=200 dwellings	£1,122.00	£660.00	£1,234.00	£726.00
<b>Non-residential Development</b>					
Minor	0-249 m2	£240.00	£210.00	£264.00	£230.00
	250-999 m2	£420.00	£372.00	£462.00	£410.00
Small Major	1000-9999 m2	£660.00	£594.00	£726.00	£654.00
Large Major	>= 10,000 m2	£858.00	£660.00	£944.00	£726.00
<b>Other Development:</b>					
Household		£78.00	£54.00	£86.00	£60.00
LBC/Conservation (no extension involve)		£108.00	£78.00	£120.00	£86.00
Extns to Listed Bldgs (where PP not req'd)		£120.00	£90.00	£132.00	£100.00
Change of Use		£156.00	£108.00	£174.00	£120.00
Advert		£66.00	£54.00	£72.00	£60.00
Variation of Conditions		£78.00-£156.00	£108.00	£86-£170	£120.00
Telecoms		£198.00	£198.00	£220.00	£220.00
Shopfronts		£198.00	£66.00	£220.00	£73.00
Agricultural Notification		£198.00	£198.00	£220.00	£220.00

### 3.2 Transport and Countryside

(1) **Car Park Charges** - There is no proposal to increase fees in 2019/20.

Description	Fees and Charges 2018/19	Proposed Fees and Charges 2019/20	
<b>Car Park Charges</b>			
<b>Newbury - Car Park Charges (Mon to Sun inc Bank Holidays):</b>			
Kennet Centre and Northbrook Multi-storey Car Parks	Up to 1 hour	£1.50	£1.50
	Up to 2 hours	£2.70	£2.70
	Up to 3 hours	£3.90	£3.90
	Up to 4 hours	£5.20	£5.20
	Up to 6 hours	£7.20	£7.20
	Up to 8 hours	£8.70	£8.70
	Over 8 hours	£12.00	£12.00
	Evening Charge	£2.00	£2.00
Short and Long Stay Car Parks - Pelican Lane, West Street, 8 Bells, Market Street, Bear Lane, Central and Library	Up to 1 hour	£1.50	£1.50
	Up to 2 hours	£2.70	£2.70
	Up to 3 hours	£3.90	£3.90
	Up to 4 hours	£5.20	£5.20
	Up to 6 hours	£7.20	£7.20
	Up to 8 hours	£8.70	£8.70
	Over 8 hours	£12.00	£12.00
	Evening Charge	£2.00	£2.00
Short Stay Car Parks – Northcroft Lane and The Wharf	Up to 1 hour	£1.50	£1.50
	Up to 2 hours	£2.70	£2.70
	Up to 3 hours	£3.90	£3.90
	Up to 4 hours	£5.20	£5.20
	Over 4 hours	£12.00	£12.00
	Evening Charge	£2.00	£2.00
Long Stay Car Parks – Northcroft Lane West 08:00 am to 10:00pm	Up to 2 hours	£1.70	£1.70
	Up to 4 hours	£3.20	£3.20
	Over 4 hours	£5.20	£5.20
Long Stay Car Parks – Newbury Football Club and Market Street staff car park. Market Street (Saturday's only).	Up to 4 hours	£1.00	£1.00
	Over 4 hours	£2.00	£2.00
	no evening charge		
Goldwell Park	Up to 4 hours	£1.00	£1.00
	Over 4 hours	£2.00	£2.00
	No Evening Charge	Free	Free
Newbury Car Park Charges (Sunday) - All car Parks	Daily charge up to 6.00pm	Same as Mon to Sat	Same as Mon to Sat
	Evening charge from 6.00pm	£2.00	£2.00
<b>Newbury on-street Charges (Mon to Sat inc Bank Holidays):</b>			
Northbrook Street (west side) - either side of Albert Road Broadway (east side)- near Clock Tower Cheap Street (west side) Bartholomew Street	30 Mins	Free	Free
	1 hour	£1.00	£1.00
Kings Road West	30 Mins	Free	Free
	1 Hour	£1.00	£1.00
	2 Hours	£1.50	£1.50
	4 Hours	£3.00	£3.00
Newtown Road (north of St John's Road) West Mills	30 Mins	Free	Free
	2 hours	£1.00	£1.00
	4 hours	£2.00	£2.00
Pelican Lane (west side)	30 mins	Free	Free
	1 hour	£1.00	£1.00
Newtown Road (south of St John's Road) -west side	2 hours	£2.20	£2.20
	4 hours	£1.00	£1.00
Catherine Road and Link Road	over 4 hours	£2.00	£2.00
	2 hours	£1.00	£1.00
	4 hours	£2.00	£2.00
Station Road	over 4 hours	£3.80	£3.80
	2 hours	£1.00	£1.00
	4 hours	£2.00	£2.00

Description	Fees and Charges 2018/19	Proposed Fees and Charges 2019/20	
<b>Newbury on-street Charges (Mon to Sat inc Bank Holidays) continued:</b>			
Old Bath Road (south side) west of Leys Gardens	2 hours	£0.50	£0.50
	4 hours	£1.00	£1.00
	over 4 hours	£1.50	£1.50
Faraday Road area	30 mins	Free	Free
	2 hours	50p	50p
	4 hours	£1.00	£1.00
	over 4 hours	£1.50	£1.50
<b>Newbury On-Street Charges (Sunday)</b>			
Standard daily charge of £1.00 at all locations where on-street charging applies. The 30 minutes free parking will be retained at all locations where it applies Monday to Saturday as will the 50p charge for up to 2 hours parking at the two locations where it applies (Old Bath Road and Faraday Road).	£1.00	£1.00	
<b>Newbury Season Ticket Prices:</b>			
Kennet Centre:	Per Quarter	£350.00	£350.00
Northbrook MSCP:	Per Quarter	£350.00	£350.00
	Per Annum	£1,150.00	£1,150.00
Newbury "General":	Per Quarter	£300.00	£300.00
	Per Annum	£1,150.00	£1,150.00
<b>Out of Newbury Car Park Hourly Rates:</b>			
Hungerford: Church St	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 Hours	£1.70	£1.70
	Up to 4 Hours	£2.00	£2.00
	Up to 10 hours	£4.00	£4.00
	Over 10 hours	£10.00	£10.00
Hungerford: Station Road	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 Hours	£1.70	£1.70
	Up to 4 Hours	£2.00	£2.00
	Up to 10 hours	£4.00	£4.00
	Over 10 hours	£6.00	£6.00
Hungerford High Street (On-Street)	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 4 hours	£3.80	£3.80
	Up to 8 hours	£6.00	£6.00
	Over 8 hours	£10.00	£10.00
Pangbourne Station Road:	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 hours	£1.70	£1.70
	Over 3 hours	£5.50	£5.50
Pangbourne River Meadow	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 hours	£1.70	£1.70
	Up to 4 hours	£2.00	£2.00
	Up to 8 hours	£2.50	£2.50
	Over 8 hours	£5.50	£5.50
Thatcham Kingsland Centre	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 hours	£1.70	£1.70
	Over 3 hours	£3.00	£3.00
Thatcham Gilbert Court	Up to 1 hour	Free	Free
	Up to 2 hours	£0.60	£0.60
	Up to 3 hours	£0.90	£0.90
	Over 3 hours	£2.00	£2.00

Description		Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
<b>Out of Newbury Car Park Hourly Rates continued:</b>			
Thatcham Burdwood Centre	Up to 2 hours	Free	Free
	Up to 3 hours	£0.90	£0.90
	Over 3 hours	£2.00	£2.00
Thatcham Station	Off Peak (arrival after 10.00 am and return by midnight same day and up to 24 hours Saturdays and Sundays)	£2.00	£2.00
	Up to 24 Hours Monday to Friday (arrival before 10.00 am)	£3.40	£3.40
<b>Thatcham On-Street:</b>			
Pipers Lane (Monday to Sunday at all times)	Up to 4 hours	£1.00	£1.00
	Over 4 hours	£1.50	£1.50
Ayleford Way (Monday to Sunday 8.00am to 6.00pm)	Up to 4 hours	£1.00	£1.00
	Over 4 hours	£1.50	£1.50
Theale Main	Up to 2 hours	£0.80	£0.80
	Over 2 hours	£1.30	£1.30
Theale West	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Over 2 hours	£5.50	£5.50
<b>Out of Newbury Season Tickets</b>			
Hungerford	Annual	£425.00	£425.00
Pangbourne	Per Quarter	£160.00	£160.00
	½ year	£315.00	£315.00
	Annual	£500.00	£500.00
Theale	Annual	£160.00	£160.00
West Berkshire Residents Parking Permits		£30.00	£30.00
West Berkshire Visitor Parking Permits		£1.00	£1.00
Blue Badge (new application)		£10.00	£10.00
Replacement Blue Badge		£10.00	£10.00

## (2) Licence Fees, Permits and Other Charges

Fees are charged for a range of services e.g. where Highway Authority approval is required to place items or to work on the public highway. These include vehicular crossings, skips, scaffolds, table and chairs on the highway, issuing permits for and inspecting utility operations, temporary or permanent traffic regulation orders.

Description	Fees and Charges 2018/19		Proposed Fees and Charges 2019/20		
<b>Licence Fees, Permits and Other Charges</b>					
Tree Preservation Order		£25.80		£26.60	
Michaelmas Fair		£2,231.00		£2,297.90	
Public Rights of Way	Search fees	£70.60		£72.70	
	Path order fees	£1,478-3675		£1,478-3675	
Statutory Declarations		£200 flat rate with rights to increase if the work required is onerous		£200 flat rate with rights to increase if the work required is onerous	
<b>Highways Act Charges:</b>					
Land charges		£49.50		£51.00	
Vehicular Crossing (S.184)		£121.00		£124.60	
Skips on the Highway (S.139)	Initial fee	£44.00		£45.30	
	per week	£51.70		£53.25	
Scaffold/hoarding on the Highway (S.169/172)	Initial fee	£88.00		£90.60	
	per week	£50.60		£52.10	
Tables and Chairs on the Highway (based on number of Chairs) (S.115)	1 to 10	£220.00		£227.00	
	Transport and Cottryside	£363.00		£374.00	
	27+	£726.00		£748.00	
Storing Materials on the Highways (S.171)	Initial fee	£82.50		£85.00	
	per week	£27.50		£28.30	
Temporary Excavation in the highway (S.171)		£110.00		£113.30	
Cranes, machinery, structure on the highway (S.178)		£159.50		£164.30	
Per Necessary inspection		£60.50		£62.30	
S142 Licence to plant in the highway		£132.00		£136.00	
<b>Permits under SI 2014 No. 3110 Highways, England and the Traffic Management (West Berkshire Council) Permit Scheme Order 2014</b>		<b>Main/Strategic Roads All 0, 1, 2 streets and Traffic Sensitive (at any time) 3 &amp; 4 streets</b>	<b>Minor Roads 3 and 4 Non Traffic Sensitive streets</b>	<b>Main/Strategic Roads All 0, 1, 2 streets and Traffic Sensitive (at any time) 3 &amp; 4 streets</b>	<b>Minor Roads 3 and 4 Non Traffic Sensitive streets</b>
	Provisional Advance Authorisation	£77.00	£62.00	£77.00	£62.00
Major Activity	(over 10 days) and all major works requiring a traffic regulation order.	£199.00	£125.00	£199.00	£125.00
	4-10 days	£130.00	N/A	£130.00	£75.00
	up to 3 days	£65.00	N/A	£65.00	£50.00
Standard Activity		£111.00	N/A	£111.00	£50.00
Minor Activity		£52.00	N/A	£52.00	£50.00
Immediate Activity		£47.00	N/A	£47.00	£0.00
Permit Variation		£45.00	£35.00	£45.00	£35.00



Description		Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
<b>Other Licences and Charges:</b>			
Licence to place advertising sign on public highway (A board or similar) in Newbury Town Centre		£50.00	£50.00
Streetworks licence (S.50 NRSWA)		£250.00	£250.00
Utility Works Inspection (NRSWA/TMA)		£50.00	£50.00
Fixed Penalty Charge (Utility Companies) NRSWA/TMA		£120/£80	£120/£80
Permanent Traffic Regulation Order for Developer		£660.00	£870 plus actual costs of signage, road markings, agency & advertising
Temporary Traffic Regulation Orders Section 14(1)		£660.00	£870.00
Emergency Temporary Traffic Regulation Orders Section 14(2)		£77.00	£450.00
Retrospective Temporary Traffic Regulation Orders Section 14(2)		£77.00	£650.00
Temporary Traffic Regulation Orders Section 16A where appropriate & Section 21 of PTCA		£77.00	£80.00
Cutting through signal loops and not informing LA		N/A	£500.00 plus cost of recutting loops
Tourist / Direction signs		£506.00	£522.00
Traffic Signs / Signals Equipment damaged by Road Traffic Accident or other event		£423.50	10% of cost of repairs
Use of permanent Traffic Regulation Order for railway crossing works		£77.00	£80.00
Access Protection Marking (single standard width dropped kerb driveway)		£121.00	£125.00
Sewerage treatment property charge		£368.50	£380.00
Events/Promotions on the Public Highway		£110.00 to £1,100.00 per day	£110.00 to £1,100.00 per day
Cycle Training		£40.00	£40.00
Recovery and storage of unauthorised signs		£132.00	£136.00
<b>Public Transport</b>			
<b>Newbury Wharf</b>			
Charge per departure		£0.50	£0.60
Bus stands 0400-1800	up to 20 minutes	N/A	£0.00
	20 minutes to 1 hour (max stay)	N/A	£1.20
Coach stands 0400-1800	up to 90 mins (max stay)	£4.00 (Mon-Sun 0800-1800 up to 2 hrs and £2.00 1800-0800 Evening Charge)	£4.00
Bus/coach stand and Bays B-F Mon-Sat 1800-0400 and all day Sunday	up to 3 hours	£4.00 (Mon-Sun 0800-1800 up to 2 hrs and £2.00 1800-0800 Evening Charge)	£3.00
	over 3 hours	£4.00 (Mon-Sun 0800-1800 up to 2 hrs and £2.00 1800-0800 Evening Charge)	£6.00
Additional charge for breaches		N/A	£25-£50
Provide temporary bus stop facility for utility company or other 3rd party carrying out streetworks		£143.00	£145.00
Provision of information at bus stops for services not subsidised by WBC		Per stop	£11.00
Concession bus pass replacement fee		£16.50	£16.50
Highway search enquiries	One A4 plan covering 100 metres of highway	£49.50	£51.00
	Additional 100 metres	£13.20	£14.00
	Additional question	£13.20	£14.00
<b>Provision of Data:</b>			
Provision of recorded injury accident Data		£137.50 + £44.00 per additional block of up to 10 accidents	£142 + £46 per additional block of up to 10 accidents
Provision of Traffic Data, per request per site:	data up to 1 year old	£132.00	£136.00
	data up to 3 years old	£104.50	£108.00
	data over 3 years old	£77.00	£80.00

### (3) Highways Development Control Fees

Fees are charged to developers for design checking, supervision and inspection of new roads under construction and off site highway improvements.

Description	Fees and Charges 2018/19	Proposed Fees and Charges 2019/20	
<b>Highways Development Control Fees</b>			
New Road Construction Supervision (S38)	£0.10	£0.10	
Highways Works Supervision (S278)	£0.10	£0.10	
Licence to work on highway (S.115E)	£495.00	£510.00	
Street naming and numbering	£82.50	£85.00	
Production of current statutory undertakers schedule for commercial companies	£60.50	£63.00	
<b>Provision of Pre-Planning Application Advice</b>			
Transport Assessment Scoping Note	£45.00	£67.50	
Draft Transport Assessment	£180.00	£270.00	
Provision of Private Access	£45.00	£67.50	
Highway Advice for New Developments	Less than 5 Dwellings	£45.00	£67.50
	5 to 25 dwellings	£90.00	£135.00
	26 to 79 dwellings	£90.00	£135.00
	80 to 200 dwellings	£135.00	£202.50
	More than 200 dwellings	£180.00	£270.00
	0 to 249 sqm	£45.00	£67.50
	250 sqm to 999 sqm	£45.00	£67.50
	1,000 to 9,999 sqm	£70.00	£105.00
over 10,000 sqm	£135.00	£202.50	

### (4) Charges to Householders for Sewage Treatment

Approximately 150 properties, mainly in rural areas, are connected to small sewage treatment plants. These are the responsibility of West Berkshire Council to maintain, having previously been the ownership of Newbury District Council from when the housing stock was transferred to Sovereign Housing Association. The householders pay a fee to the Council which contributes to the maintenance costs.

### (5) Hire of sports facilities

Sports facilities at Henwick Worthy, Holy Brook, Northcroft, Moorside and The Diamond at Greenham. It is proposed to increase the charges for use of our sports facilities by 3% in 2018/19.

Description		Fees and Charges 2018/19		Proposed Fees and Charges 2019/20	
<b>Sports Facilities</b>					
		<b>Single Booking</b>	<b>Block Booking</b>	<b>Single Booking</b>	<b>Block Booking</b>
<b>Henwick Worthy Sports Ground:</b>					
Cricket – 1 <sup>st</sup> Hand Wicket (per match)	Adult	£97.60	£81.00	£100.50	£83.40
	Junior	£39.80	£39.90	£41.00	£41.10
Cricket – 2 <sup>nd</sup> Hand Wicket (used grass)	Adult	£60.50	£60.70	£62.30	£62.50
	Junior	£29.40	£29.50	£30.30	£30.40
Cricket – Artificial Wicket	Adult	£65.20	£54.50	£67.20	£56.10
	Junior	£33.30	£27.80	£34.30	£28.60
Cricket – 2 <sup>nd</sup> (Reserve) Artificial Wicket	Adult	£32.40	£27.20	£33.40	£28.00
	Junior	£32.40	£27.20	£33.40	£28.00
Football – Grass (per game)	Adult	£74.20	£62.00	£76.40	£63.90
	Junior	£36.40	£30.40	£37.50	£31.30
Football - Mini Pitch	Adult	£42.00	£35.10	£43.30	£36.20
	Junior	£21.00	£17.50	£21.60	£18.00
Rugby – Grass (per game)	Adult	£74.20	£62.00	£76.40	£63.90
	Junior	£36.40	£30.40	£37.50	£31.30
Rugby Training	Cost per Hour	£20.20	£16.80	£20.80	£17.30
Use of Portable Lights	Cost Per Hour	£20.20	£16.80	£20.80	£17.30
Full Pitch Artificial Grass - peak	30 Mins	£40.20	£33.60	£41.40	£34.60
	1hr Only	£80.40	£67.20	£82.80	£69.20
	1hr 30mins (11 a side)	£120.60	£100.80	£124.20	£103.80
Half Pitch Artificial Grass - peak	30 Mins	£22.50	£18.70	£23.20	£19.30
	1hr Only (5 a side)	£45.00	£37.60	£46.40	£38.70
	1hr 30mins	£67.50	£56.30	£69.50	£58.00
Full Pitch Artificial Grass – off-peak	30 Mins	£18.70	£15.70	£19.30	£16.20
	1hr Only	£37.50	£31.30	£38.60	£32.20
	1hr 30mins (11 a side)	£56.20	£47.10	£57.90	£48.50
Half Pitch Artificial Grass – off-peak	30 Mins	£9.80	£8.10	£10.10	£8.30
	1hr Only (5 a side)	£19.60	£16.40	£20.20	£16.90
	1hr 30mins	£29.40	£24.50	£30.30	£25.20
<b>Hardcourt Activities:</b>					
Netball (per court per hr)	Adult	£21.60	£18.10	£22.20	£18.60
	Junior	£11.10	£9.30	£11.40	£9.60
Tennis (per court per hr)	Adult	£6.30	£5.30	£6.50	£5.50
	Junior	£3.20	£2.60	£3.30	£2.70
<b>Moorside:</b>					
Football - Grass ( Per Game)	Adult	£62.10	£51.90	£64.00	£53.50
	Junior	£30.20	£25.80	£31.10	£26.60
<b>The Diamond -Greenham:</b>					
Football - Grass ( Per Game)	Adult	£62.10	£51.90	£64.00	£53.50
	Junior	£30.20	£25.80	£31.10	£26.60
<b>Holybrook Park:</b>					
Football – Grass (per game)	Adult	£60.90	£51.90	£62.70	£53.50
	Junior	£30.20	£25.80	£31.10	£26.60
<b>Northcroft Recreation Ground:</b>					
Football - Grass (per game)	Adult	£60.90	£51.90	£62.70	£53.50
	Junior	£30.20	£25.80	£31.10	£26.60

## (6) Waste

Fees include bulky household collection, garden waste collection and provision of additional wheelie bins for garden waste collection.

Description	Fees and Charges 2018/19	Proposed Fees and Charges 2019/20	
<b>Waste Services</b>			
Special Collection Charges (Bulky Household Collection)	Normal (within 7 days)	£41.00	£41.00
	Within 7 days by appointment outside property	£57.00	£57.00
	Within 7 days by appointment inside property	£68.00	£68.00
Provision of wheelie bin	£27.00	£27.00	
Collection of garden waste for year (scheduled)	£50.00	£50.00	
Removal of fly tipping on private land	P.O.A	P.O.A	
Removal of graffiti up to 2m <sup>2</sup> area	P.O.A	P.O.A	
<b>HWRC non-household waste charges:</b>			
Soil and Rubble	Per 25L bag or equivalent/ single item	£2.50	£2.50
	Standard Car/Hatchback	£14.30	£14.30
	Trailer	£23.80	£23.80
	Small Van /Estate Car	£28.60	£28.60
	Transit van or similar	£95.20	£95.20
Plasterboard	Per 25L bag or equivalent	£2.10	£2.10
	Standard car / Hatchback	£12.90	£12.90
	Trailer	£21.40	£21.40
	Small Van / Estate car	£25.80	£25.80
	Transit Van or similar	£85.60	£85.60
Tyres	Motorised mini bike / motorised go-kart	£2.50	£2.50
	Standard tyre off rim (car/motorcycle)	£5.00	£5.00
	Standard tyre on rim (car motor cycle)	£7.00	£7.00
	Medium tyre off rim (large 4 x4 / large van)	£9.00	£9.00
	Medium tyre on rim (large 4 x 4 / large van)	£11.00	£11.00
	Solid tyre	n/a	n/a
	Miscellaneous tyres	£2.50	£2.50
Gas canisters	£6.00	£6.00	

### 3.3 Public Protection and Culture

#### (1) Public Protection Partnership

The Public Protection Partnership Fees and Charges currently cover West Berkshire and Wokingham with Bracknell currently having separate fees and charges, this situation is to be addressed in 2019/20 so that all members of the Partnership will be charging the same fees. The Fees and Charges for this service include weights and measures, licences for petroleum, taxi licensing, temporary events, premises, food safety etc.

#### (2) Leisure

The leisure centres are managed by Parkwood Leisure. The actual level of charge is set in accordance with Parkwood's own marketing policies. Taking account of the Council's objectives for the residents' leisure card the Council agrees the maximum

fee that can be charged for admission. Increases in Parkwood's prices are agreed in December for January implementation and they have no impact on the Council's budget.

### (3) Shaw House

The highest priority is to develop a sustainable income stream by marketing Shaw House to the business, public and community sectors as a venue for hire for meetings, conferences, training, civic occasions, celebrations and other events and activities. The proposal is to minimally increase the range of fees chargeable for room hire fees in 2018/19.

Description		Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
<b>Shaw House</b>			
<b>Shaw House - Room Hire Charges:</b>			
Registered Charity	per hour	£20.00 - £30.50	£20.00 - £31.00
Public Sector and Community use	per hour	£25.00 - £37.00	£26.00 - £38.00
Commercial use	per hour	£32.00 - £50.50	£32.00 - £50.50

### (4) Heritage

The [West Berkshire Historic Environment Record](#) (HER) is a public record used by many enquirers for a variety of purposes: decision-making, planning, conservation, research, education and personal interest. Information is currently provided to all by the HER officer, and a charge is made for commercial enquiries to cover the costs of staff time; there is no charge for the data itself. There is no charge for reasonable enquiries from the public.

Description	Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
<b>Heritage</b>		
<b>West Berkshire - Archaeological Archive Box Fee</b>		
Fieldwork Fee This charge covers the fieldwork notification and processing of the Archaeological deposit and includes issuing of an accession number and subsequent administration. Non-refundable.	N/A	£50.00
Deposit Fee This charge includes the provision of up to three standard size boxes and the ongoing care and management of the archaeological deposit. Non-refundable.	N/A	£100.00
Additional Boxes		
Full Box 0.4 x 0.25 x 0.22m =0.022m <sup>3</sup>	£65.00	£70.00
Half Box 0.4 x 0.25 x 0.11 =0.011 m <sup>3</sup>	£32.50	£30.00
Quarter Box 0.4 x 0.125 x 0.11 =0.00275 m <sup>3</sup>	£16.25	£20.00
Eighth Box 0.2x 0.125 x 0.11 m= 0.00275m <sup>3</sup>	£8.12	£10.00
Sixteenth Box 0.1 x 0.125 x 0.11 m oe 0.2x0.63x0.11 = 0.001375m <sup>3</sup>	£4.06	£0.00
Skull Box = 1/2 Box 0.2 x 0.2 x0.25 = 0.012m <sup>3</sup>	£32.50	£33.50
Human Bone = 1 1/2 Box 0.6 x 0.25 x 0.25 = 0.039m <sup>2</sup>	£97.50	£100.50
Map Rolls per 100 grams <sup>3</sup>	£1.42	£1.50
Archive Box deposit charges		£0.00
Full Box 0.4 x 0.075 x 0.27m =0.0081m <sup>3</sup>	£23.93	£24.60
Half Box 0.4 x 0.045 x 0.27 =0.0049 m <sup>3</sup>	£14.47	£14.90
<b>Archaeology - Historic Environment Record Charges</b>		
A4 computer print out (b/w) HER Data	10p	£0.10
A4 computer print out ( colour) HER data	£1.10	£1.15
A3 computer print out ( colour) HER Data	£1.70	£1.75
Research charges - HER enquiries	Hourly rate of £120 exc. VAT with a minimum of £75 exc. VAT for the first half hour.	Hourly rate of £120 exc. VAT with a minimum of £75 exc. VAT for the first half hour.
Providing archaeologic information and advice for agri-environment scheme in line with nationally agreed service standards	Scale of charges from £35 to £420 depending on the type of scheme and trhe area covered	Scale of charges, depending on the type of scheme and the area covered, in line with nationally agreed service standards
<b>Heritage Service - Use of Image Collection</b>		
If supplied for private personal use only the image production fee is payable. Images supplied for publication incur both an image production fee and a reproduction charge.		
<b>Image Production Fee</b>		
Photo Print - up to A6	£5.00	£5.15
Photo Print - up to A5	£10.00	£10.30
Photo Print - up tp A4	£15.00	£15.45
Laser Scan - up to A4	£5.00	£5.15
Digital Scan - to CD	£15.00	£15.45
Digital Scan - to CD - Discounted rate for West Berkshire non-profit making organisations	Free	Free

Description		Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
<b>Reproduction Charges</b>			
Up to full page, B&W or Colour		£40.00	£41.00
Up to Full Page B&W or Colour - Discounted rate for West Berkshire non-profit making organisations		£15.00 one image; £5.00 for all subsequent images	£15.00 one image; £5.00 for all subsequent images
Cover (front or back)		£75.00	£77.00
Cover (front or back) - Discounted rate		£30.00 one image	
Local Publication		£15.00	£15.50
Local Publication - Discounted rate for West Berkshire non-profit making organisations		£15.00 one image; £5.00 for all subsequent images	£15.00 one image; £5.00 for all subsequent images
Academic Publication		£30.00	£30.90
Academic Publication, etc - Discounted rate for West Berkshire non-profit making organisations		£15.00 one image; £5.00 for all subsequent images	£15.00 one image; £5.00 for all subsequent images
Magazine or Newspaper		£40.00	£41.00
Advertising or Brochure		£75.00	£77.00
Exhibition Use		£40.00	£41.00
Exhibition Use - Discounted rate for West Berkshire non-profit making organisations		£30.00 one image £10.00 for all subsequent images	£30.00 one image £10.00 for all subsequent images
Website		£75.00	£77.00
Website - Discounted rate for West Berkshire non-profit making organisations		£30.00 one image £10.00 for all subsequent images	£30.00 one image £10.00 for all subsequent images
<b>Copying and laminating charges</b>			
These charges are common with the library service			
A4 Photocopy b/w		10p	10p
A4 Photocopy colour		£1.00	£0.50
A3 Photocopy b/w		30p	30p
A3 Photocopy - colour		£1.60	£1.00

## (5) Libraries

Charges are made for the hire of DVDs, games CDs etc. together with reference and research enquiries, vocal scores, book group and request services.

Description		Fees and Charges 2018/19		Proposed Fees and Charges 2019/20	
<b>Libraries</b>					
<b>Request Charges</b>					
Items available in SELMS libraries		£3.00		£3.00	
Notification charge for posted request notices Not applicable to pensioners		£1.00		£1.00	
<b>Overdue Charges</b>					
Notification charge for posted request notices Not applicable to pensioners		£1.00		£1.00	
Books for children	per day	7p		7p	
Books for Adults	per day	25p		25p	
DVDs	per day	75p		75p	
Postal notification of overdue charges		£1.00		£1.00	
Admin fee for debt recovery process		£12.00		£12.00	
<b>Printing and Photocopying charges</b>					
A4 B&W		10p		10p	
A4 Colour		£1.00		£0.50	
A3 B&W		30p		30p	
A3 Colour		£1.60		£1.00	
Microfilm Copying				£0.20	
<b>Other Charges</b>					
Lost Tickets		£3.00		£3.00	
Reference and Research enquiry charges		£3 admin charge plus copying charge if appropriate. Also £10 per half hour for research where the enquiry takes over 30 minutes		NWN enquiries: £20 per half hour, (WB library members get first half hour free). Copying charges are additional and there is a £3 admin charge for postage.	
Book group service		£26 per annum		£26 per annum	
Vocal Scores		£6 per month per set of 20 scores. (loans in multiples of 20) £9 for sets from outside SE region		£6 per month per set of 20 scores from SE region. (Loans in multiples of 20.) Service from outside the SE region now withdrawn.	
Orchestral sets from SE region	per month	£12.00		£15.00	
Orchestral sets from outside the SE region	per month	£18.00		Service Withdrawn	
Play sets from SE region	per month	£6.00		£6.00	
Play sets from outside SE region	per month	£9.00		Service Withdrawn	
<b>Hire charges (Residents Card Holders)</b>		West Berkshire Cardholder	Non-West Berkshire Cardholder	West Berkshire Library Member	Non-West Berkshire Cardholder
Gold Star (new titles) DVDs	per week	£3.00	£3.30	£3.00	N/A
U Cert DVDs	per week	£1.50	£1.65	£1.60	N/A
Other Cert DVDs	per week	£2.00	£2.20	£2.50	N/A
<b>Room Hire</b>					
Newbury Library - Carnegie Lounge	per hour	£18.00		£18.00	
Newbury Library - Small Meeting Room	per hour	£10.00		£12.00	
Hungerford Library - Small Meeting Room	per hour	£10.00		N/A	



## (6) Registration Services

Registration fees are largely controlled by statute. Regular benchmarking exercises are undertaken in order to ensure our charges are commensurate

The highest priority is to develop a sustainable income stream by marketing Shaw House to the business, public and community sectors as a venue for hire for meetings, conferences, training, civic occasions, celebrations and other events and activities. The proposal is to minimally increase the range of fees chargeable for room hire fees in 2018/19.

Description		Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
<b>Registrars</b>			
Shaw House Ceremony Room	Tues- Fri	£170.00	£200.00
	Sat	£240.00	£270.00
Ceremonies at approved premises	Mon-Fri	£390.00	£430.00
	Sat	£420.00	£460.00
	Sun & Bank Holiday	£480.00	£530.00
Approved Premise Licence - one room		£1,820.00	N/A
Approved Premises Licence (more than one room)		£2,000.00	N/A
Approved Premise Licence - any number of rooms		N/A	£2,100.00
Celebratory Services - Baby Naming/Affirmation of vows - Shaw House	Monday to Friday	£210.00 + £42.00 VAT	£250.00 + £50.00 VAT
	Saturday	£240.00 + £48.00 VAT	£320.00 + £64.00 VAT
Celebratory Services - Baby Naming/Affirmation of vows - At approved premises	Mon- Fri	£240.00 + £48.00 VAT	£300.00 + £60.00 VAT
	Sat	£330.00 + £66.00 VAT	£360.00 + £72.00 VAT
	Sun & Bank Holiday	£360.00 + £72.00 VAT	£400.00 + £80.00 VAT
Private Citizenship ceremony Mon to Sat		£100.00	£120.00
European Passport Return Service		£20.00	£22.00
Postage and Packaging Fees for Certificates	First Class	£3.50	N/A
	Second Class	£3.00	N/A
	Signed For	£4.25	N/A
	Special Delivery	£8.95	N/A
<b>New Charges</b>			
Marriages & Civil Partnerships Booking Fee (non refundable)		N/A	£25.00
Marriages & Civil Partnerships Cancellation Fee	More than 4 months before ceremony	N/A	Fees refunded minus £100
	1-4 months before ceremony	N/A	50% refund
	Less than 1 month before ceremony	N/A	No refund

Description		Wokingham / West Berks 2018/19 (Excluding VAT)	Proposed 2019/20	Notes
<b>Public Protection Partnership</b>				
<b>Environmental Protection</b>				
<b>Prevention of Damage by Pests</b>				
Pest Site survey		N/A		Hourly rate and / or cost recovery where WID
Rat treatment		N/A		Hourly rate and / or cost recovery where WID
Any other Pest treatment		N/A		Hourly rate and / or cost recovery where WID
<b>Dog Warden Services</b>				
Stray Dogs - Not taken to Kennel		£62.00	£72.00	Amalgamate. Vet fees separate as applicable
Stray Dogs - Taken to Kennel		£88.00	£88.00 + overnight kenneling fees	Fees based on charges & cost recovery. Vet fees separate as applicable
Dog Fouling fixed penalty charge		£75.00	£75.00	Set in FPN policy
Misc stray dog activities ie taxi, relocating, microchipping etc			£56.00	Plus cost recovery on charges.
<b>Abandoned Vehicles</b>				
Removal (prescribed fee)	Less than 3.5 tonnes	£150.00	£150.00	Set by statute
Daily Storage (prescribed fee)	Less than 3.5 tonnes	£20.00	£20.00	Set by statute
Enforcement disposal costs (prescribed fee)	Less than 3.5 tonnes	£75.00	£75.00	Set by statute
Fixed penalty notice	Reduced to £120 if paid within 7 days	£200.00	£200.00	Set by statute
Enforcement invoice costs		£77.00	£77.00	Set by statute
<b>Trading Standards</b>				
Weights and Measures Fees (per hour)		£61.00	£63.00	Discretionary
Explosives Licenses / Registrations - set by statute				Set by statute
Varying the name of licensee or address of site				Set by statute
Petroleum Licensing Fees - set by statute				Set by statute
<b>Primary Authority</b>				
Primary Authority Work hourly chargeable rate		£55.00	£56.00	
Annual charge - previous year usage 10 hours or less		£500.00	£513.00	
Annual charge - previous year usage 20 hours		£1,000.00	£1,025.00	
Anything likely to be in excess of 20 hours			POA	Individually assessed
<b>Support with Confidence</b>				
Application fee	1-5 employees	£58.00	£59.00	All disbursements charged at cost
	6-20 employees	£116.00	£119.00	As above except fee reduced to £50 if registered with confidence
	21+ employees	£291.00	£298.00	As above except fee reduced to £50 if registered with confidence
<b>Buy with Confidence</b>				
Members from 2017/18 Application Fee	1-5 employees	N/A	£125.00	Nationally agreed with 'Buy with Confidence' scheme holder as varied from time to time
	6-20 employees	N/A	£167.00	Nationally agreed with 'Buy with Confidence' scheme holder
	21+ employees	N/A	£208.00	Nationally agreed with 'Buy with Confidence' scheme holder
Annual Fee	1-5 employees		£250.00	Nationally agreed with 'Buy with Confidence' scheme holder
	6-20 employees		£375.00	Nationally agreed with 'Buy with Confidence' scheme holder
	21+ employees		£500.00	Nationally agreed with 'Buy with Confidence' scheme holder
<b>Commercial</b>				
Food Export Certificates			£56.00	Full cost recovery based on officer hourly rate
<b>Anti-Social Behaviour Act:</b>				
High Hedges Fee (Class A – Fee Discretionary)		£1,146.00	£1,175.00	Cost recovery for consultant
<b>Licences, Registrations and Similar Consents</b>				
<i>Licensing Act 2003:</i>				
Premises Licence – 'one off' fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee)				
Band A – RV up to 4300		£100.00	£100.00	Statutory -no increase.
Band B – RV 4300 to 33000		£190.00	£190.00	Statutory -no increase.
Band C – RV 33001 to 87000		£315.00	£315.00	Statutory -no increase.
Band D – RV 87001 to 125000		£450.00	£450.00	Statutory -no increase.
Band E – RV 125001 and above		£635.00	£635.00	Statutory -no increase.
Pre-Application Advice, Hourly charge	Min 1 Hr	£55.00	£56.00	
<b>Premises Licence – Annual Fee (Class B – Statutory Fee)</b>				
Band A		£70.00	£70.00	Statutory -no increase.
Band B		£180.00	£180.00	Statutory -no increase.
Band C		£295.00	£295.00	Statutory -no increase.
Band D		£320.00	£320.00	Statutory -no increase.
Band E		£350.00	£350.00	Statutory -no increase.
Personal Licence - (Class B – Statutory Fee)		£37.00	£37.00	Statutory -no increase.
Temporary Event Notices (TEN's) - (Class B – Statutory Fee)		£21.00	£21.00	Statutory -no increase.
Application for copy licence, change address or club rules		£10.50	£10.50	Statutory -no increase.
Application to vary DPS/transfer licence/interim notice		£23.00	£23.00	Statutory -no increase.
Application for making a provisional statement		£315.00	£315.00	Statutory -no increase.
Minor variation		£89.00	£89.00	Statutory -no increase.

Description		Wokingham / West Berks 2018/19 (Excluding VAT)	Proposed 2019/20	Notes	
Application to disapply mandatory DPS condition		£23.00	£23.00	Statutory -no increase.	
Pre-Application Advice, hrly charge		Min 1 Hr £55.00	£56.00		
<b>Gambling Licenses</b>					
Casinos (regional)	New Application	N/A	£15,000.00	100% of Statutory Maximum	
	Provisional Statement	N/A	£15,000.00	100% of Statutory Maximum	
	Application with Prov Statement	N/A	£8,000.00	100% of Statutory Maximum	
	Variation	N/A	£7,500.00	100% of Statutory Maximum	
	Transfer/Reinstatement	N/A	£6,500.00	100% of Statutory Maximum	
Annual Fee		N/A	£15,000.00	100% of Statutory Maximum	
Casinos (large)	New Application	N/A	£10,000.00	100% of Statutory Maximum	
	Provisional Statement	N/A	£10,000.00	100% of Statutory Maximum	
	Application with Prov Statement	N/A	£5,000.00	100% of Statutory Maximum	
	Variation	N/A	£5,000.00	100% of Statutory Maximum	
	Transfer/Reinstatement	N/A	£2,150.00	100% of Statutory Maximum	
Annual Fee		N/A	£10,000.00	100% of Statutory Maximum	
Casinos (small)	New Application	£6,000.00	£8,000.00	100% of Statutory Maximum	
	Provisional Statement	£6,000.00	£8,000.00	100% of Statutory Maximum	
	Application with Prov Statement	£2,250.00	£3,000.00	100% of Statutory Maximum	
	Variation	£3,000.00	£4,000.00	100% of Statutory Maximum	
	Transfer/Reinstatement	£1,350.00	£1,800.00	100% of Statutory Maximum	
Annual Fee		£3,750.00	£5,000.00	100% of Statutory Maximum	
Bingo Clubs	New Application	£2,625.00	£3,500.00	100% of Statutory Maximum	
	Provisional Statement	£2,625.00	£3,500.00	100% of Statutory Maximum	
	Application with Prov Statement	£900.00	£1,200.00	100% of Statutory Maximum	
	Variation	£1,312.00	£1,750.00	100% of Statutory Maximum	
	Transfer/Reinstatement	£900.00	£1,200.00	100% of Statutory Maximum	
Annual Fee		£750.00	£1,000.00	100% of Statutory Maximum	
Betting Premises	New Application	£2,250.00	£3,000.00	100% of Statutory Maximum	
	Provisional Statement	£2,250.00	£3,000.00	100% of Statutory Maximum	
	Application with Prov Statement	£900.00	£1,200.00	100% of Statutory Maximum	
	Variation	£1,125.00	£1,500.00	100% of Statutory Maximum	
	Transfer/Reinstatement	£900.00	£1,200.00	100% of Statutory Maximum	
Annual Fee		£450.00	£600.00	100% of Statutory Maximum	
Tracks	New Application	£1,875.00	£2,500.00	100% of Statutory Maximum	
	Provisional Statement	£1,875.00	£2,500.00	100% of Statutory Maximum	
	Application with Prov Statement	£712.50	£950.00	100% of Statutory Maximum	
	Variation	£937.50	£1,250.00	100% of Statutory Maximum	
	Transfer/Reinstatement	£712.50	£950.00	100% of Statutory Maximum	
Annual Fee		£750.00	£1,000.00	100% of Statutory Maximum	
Family Entertainment Centres	New Application	£1,500.00	£2,000.00	100% of Statutory Maximum	
	Provisional Statement	£1,500.00	£2,000.00	100% of Statutory Maximum	
	Application with Prov Statement	£712.50	£950.00	100% of Statutory Maximum	
	Variation	£750.00	£1,000.00	100% of Statutory Maximum	
	Transfer/Reinstatement	£712.50	£950.00	100% of Statutory Maximum	
Annual Fee		£562.00	£750.00	100% of Statutory Maximum	
Adult Gaming Centres	New Application	£1,500.00	£2,000.00	100% of Statutory Maximum	
	Provisional Statement	£1,500.00	£2,000.00	100% of Statutory Maximum	
	Application with Prov Statement	£900.00	£1,200.00	100% of Statutory Maximum	
	Variation	£750.00	£1,000.00	100% of Statutory Maximum	
	Transfer/Reinstatement	£900.00	£1,200.00	100% of Statutory Maximum	
Annual Fee		£750.00	£1,000.00	100% of Statutory Maximum	
Lotteries and Amusements	New Application	£40.00	£40.00	Statutory -no increase.	
	Annual Fee	£20.00	£20.00	Statutory -no increase.	
All Licences	Notification of change	£37.50	£50.00	100% of Statutory Maximum	
	Copy of Licence	£18.75	£25.00	100% of Statutory Maximum	
Pre-Application Advice, hrly charge		Min 1 Hr £55.00	£56.00		
<b>Club Gaming Machines</b>					
Club Gaming or Machine Permit		New Application	£200.00	£200.00	Statutory-no increase
Club Gaming or Machine Permit		Existing holder	£100.00	£100.00	Statutory-no increase
Club Gaming or Machine Permit(holds a Club Premises Certificate under Licensing Act 2003)		New Application	£100.00	£100.00	Statutory-no increase
Club Gaming or Machine Permit		Renewal	£200.00	£200.00	Statutory-no increase
Club Gaming or Machine Permit(holds a Club Premises Certificate under Licensing Act 2003)		Renewal	£100.00	£100.00	Statutory-no increase
Club Gaming or Machine Permit		Annual Fee	£50.00	£50.00	Statutory-no increase
Club Gaming or Machine Permit		Variation	£100.00	£100.00	Statutory-no increase
Club Gaming or Machine Permit		Copy of Licence	£15.00	£15.00	Statutory-no increase
<b>Licensed Premises Notifications</b>					
To make available up to 2 gaming machines on premises which hold on-premises alcohol licence		notification of intention	£50.00	£50.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence		Application (existing holder)	£100.00	£100.00	Statutory-no increase

Description		Wokingham / West Berks 2018/19 (Excluding VAT)	Proposed 2019/20	Notes
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	New Application	£150.00	£150.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Annual Fee	£50.00	£50.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Variation	£100.00	£100.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Transfer	£25.00	£25.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Change of Name	£25.00	£25.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Copy of Permit	£15.00	£15.00	Statutory-no increase
Pre-Application Advice, hrly charge	Min 1Hr	£55.00	£56.00	
<b>Sex Establishments – (Class A – Fee Discretionary)</b>				
Cinema		min £3,100 to max £5150	min £3,100 to max £5150	No change
Shop		min £3,100 to max £5150	min £3,100 to max £5150	No change
Entertainment Venue		min £3,100 to max £5150	min £3,100 to max £5150	No change
Pre-Application Advice, hrly charge	Min 1 Hr	£55.00	£56.00	
<b>Street Trading Consents – (Class A – Fee Discretionary)</b>				
				Leave the fees as per individual authorities to be reviewed 2019 with a view to unifying 2020/21
Application / Renewal	Monthly Rate	£218.00	£223.00	WB & W only
	6 months	£765.00	£784.00	WB & W only
	Annual Fee	£1,310.00	£1,343.00	WB & W only
Variation fee		N/A	£88.00	
Community Events				50% reduction of appropriate fee for non profit making events
Refund for Street Traders	If application withdrawn	£110.00	£113.00	WB & W only
Pre-Application Advice, hrly charge	Min 1 Hr	£55.00	£56.00	
<b>Skin Piercing Registrations (one off registration) – (Class A – Fee Discretionary)</b>				
Individual		£175.00	£179.00	Cost recovery
Premises		£273.00	£280.00	Cost recovery
Joint Application		£437.00	£448.00	Cost recovery
Pre-Application Advice, hrly charge	Min 1 Hr	£55.00	£56.00	
<b>Animal Licences – (Class A – Fee Discretionary) * +vet fee where applicable</b>				
				Leave the fees as per individual authorities to be reviewed 2019 with a view to unifying 2020/21
Dog Breeding Establishments New*		N/A	£489.00	Cost recovery
Dog Breeding Establishments *		£382.00	£392.00	WB & W only Cost recovery
Animal Boarding Establishments*		£437.00	£448.00	WB & W only Cost recovery
Home Boarding - New*		£275.00	£282.00	WB & W only Cost recovery
Home Boarding - Renewal *		£192.00	£197.00	WB & W only Cost recovery
Pet Shops - New & Renewal*		£437.00	£448.00	WB & W only Cost recovery
Dangerous Wild Animal Consent*	2 years	£437.00	£448.00	WB & W only Cost recovery
Zoo Licenses (new and renewals)*	Up to 6 Years	N/A	£475.00	Cost recovery
Zoo Licenses (new and renewals)*	Up to 6 Years	£1,965.00	£2,014.00	Cost recovery
Riding Establishments *	1 to 5 Horses	£546.00	£560.00	WB & W only Cost recovery
	Each additional 10 horses	£136.00	£139.00	WB & W only Cost recovery
<b>Performing Animals Registration</b>				
Registration under 2018 regulations		£109.00	£112.00	2 hours
Renewal			£112.00	
<b>Hairdresser Registration</b>				
		N/A	£42.00	
<b>Scrap Metal</b>				
Scrap Metal Site - New	3 Years	£476.00	£488.00	Cost recovery
Scrap Metal Site - Renewal	3 Years	£476.00	£488.00	Cost recovery
Scrap Metal Mobile Collector - New	3 Years	£254.00	£260.00	Cost recovery
Scrap Metal Mobile Collector - Renewal	3 Years	£254.00	£260.00	Cost recovery
Scrap Metal -Variation of Licence		£350.00	£359.00	Cost recovery
Scrap Metal-Change of Site Manager		£65.00	£67.00	Cost recovery
Scrap Metal- Copy of licence		£11.00	£11.00	Cost recovery
Scrap Metal- Change of Name		£34.00	£35.00	Cost recovery
Pre-Application Advice, hrly charge		£55.00	£56.00	
<b>Private Water Supplies (Statutory Maximums stated)</b>				
Risk Assessment	Carried out every 5 years	£515.00	£56.00	Minimum charge 1 Hr, simple risk assessment and report typically 5 hours

Description		Wokingham / West Berks 2018/19 (Excluding VAT)	Proposed 2019/20	Notes
Sampling		£103.00	£56.00	Charge for a visit, taking a sample and delivering it to the laboratory. Typically 2.5 hours
Private water and pool samples	includes cost of testing	N/A	£59.00	
Investigation		£103.00	£106.00	Carried out in the event of a test failure, can be substituted by the risk assessment - this does not include any required analysis costs.
Analysis - Regulation 10		£26.00	£27.00	Where a supply provides <10m <sup>3</sup> /day or serves <50 people and is used for domestic purposes
Analysis of Group A Parameters		£103.00	See Note	Cost of laboratory analysis will be recovered and will depend on type of suite being analysed. Customer will be advised of cost.
Analysis of Group B Parameters		£515.00	See Note	Additional parameters sampled less often to ensure the water complies with all safety standards - Hrly rate applies
<b>Environmental Permitting (E&amp;W) Regulations 2016</b>				
Scheduled Processes - (Class B – Statutory Fee)				
Standard Process				
		N/A	£1,650.00	Statutory-no increase
Service Stations (PVI & PVII)				
		N/A	£257.00	Statutory-no increase
Dry Cleaners				
		N/A	£155.00	Statutory-no increase
Vehicle Refinishers				
		N/A	£362.00	Statutory-no increase
Mobile screening & crushing plant				
		N/A	£1,650.00	Statutory-no increase
	for the third to seventh applications	N/A	£985.00	Statutory-no increase
	for the eighth and subsequent applications	N/A	£498.00	Statutory-no increase
<b>Substantial Changes</b>				
Standard Process				
		N/A	£1,050.00	Statutory-no increase
Reduced Activities				
		N/A	£102.00	Statutory-no increase
<b>Annual Substance Charge</b>				
Standard Process				
	LOW	N/A	£772.00	Statutory-no increase
	MEDIUM	N/A	£1,161.00	Statutory-no increase
	HIGH	N/A	£1,747.00	Statutory-no increase
Service Stations PVR2				
	LOW	N/A	£113.00	Statutory-no increase
	MEDIUM	N/A	£226.00	Statutory-no increase
	HIGH	N/A	£341.00	Statutory-no increase
VRs and other reduced fees				
	LOW	N/A	£228.00	Statutory-no increase
	MEDIUM	N/A	£365.00	Statutory-no increase
	HIGH	N/A	£548.00	Statutory-no increase
Dry Cleaners / PVR1				
	LOW	N/A	£79.00	Statutory-no increase
	MEDIUM	N/A	£158.00	Statutory-no increase
	HIGH	N/A	£237.00	Statutory-no increase
Mobile Screening & Crushing Plant				
	LOW	N/A	£646.00	Statutory-no increase
	MEDIUM	N/A	£1,034.00	Statutory-no increase
	HIGH	N/A	£1,506.00	Statutory-no increase
For the second permit				
	LOW	N/A	£646.00	Statutory-no increase
	MEDIUM	N/A	£1,034.00	Statutory-no increase
	HIGH	N/A	£1,506.00	Statutory-no increase
For the third to seventh permit				
	LOW	N/A	£385.00	Statutory-no increase
	MEDIUM	N/A	£617.00	Statutory-no increase
	HIGH	N/A	£924.00	Statutory-no increase
For the eighth & subsequent applications				
	LOW	N/A	£198.00	Statutory-no increase
	MEDIUM	N/A	£316.00	Statutory-no increase
	HIGH	N/A	£473.00	Statutory-no increase
Late payment charge	When invoice issued & not paid in 8 weeks	N/A	£52.00	Statutory-no increase
<b>Transfer &amp; Surrender</b>				
Transfer				
			£169.00	Statutory-no increase
Partial Transfer				
			£497.00	Statutory-no increase
Surrender				
			£0.00	Statutory-no increase
Transfer Reduced fees				
			£0.00	Statutory-no increase
Partial Transfer Reduced fees				
			£47.00	Statutory-no increase
<b>Private Sector Housing</b>				
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)				
		£382.00	£392.00	
Enforcement Notices served under Housing Act 2004				
		£110.00	£113.00	Activities as prescribed
HMO Licence NEW - assisted application				
		£1,145.00	£1,174.00	Fees aligned June 2018
HMO Licence RENEWAL				
		£765.00	£784.00	
Civil Penalties housing offences				
				Up to £30,000.00
<b>Caravan Site Licence annual Licence (Option 2 of DCLG Guide for Charging)</b>				
Site licence new				
		N/A	£428.00	Amalgamate across all areas
New licence per pitch				
		N/A	£16.00	Amalgamate across all areas
Transfer of licence				
		£110.00	£181.00	Amalgamate across all areas
Alteration of conditions				
		N/A	£332.00	Amalgamate across all areas

Description		Wokingham / West Berks 2018/19 (Excluding VAT)	Proposed 2019/20	Notes
Annual fee per pitch		N/A	£14.00	Amalgamate across all areas
Enforcement action -per hour		N/A	£56.00	Hourly rate as for activity as prescribed. Amalgamate across all areas
Deposit, vary or deleting site rules		N/A	£114.00	Amalgamate across all areas
Variation of licence		£110.00	£113.00	Amalgamate across all areas
<b>Other Fees for Information</b>				Hourly rate applies minimum for 2 hours
Environmental Info Individual, Non Commercial		£110.00	£113.00	Cost recovery
Commercial and Government		£110.00	£113.00	Cost recovery
Civil Actions (Class A – Fee Discretionary)		£110.00	£113.00	Cost recovery
Safety Certification and administration	Minimum 2 hours	£110.00	£113.00	Cost recovery
Pre-Application Advice, hourly charge		£55.00	£56.00	
<b>Resident and Business Advice</b>				Hourly rate applies
General Business Advice (non-primary authority)	Per hour - free for first 30 minutes	£55.00	£56.00	New cost recovery model - refer to officer guidance
Request for Advice		£55.00	£56.00	New cost recovery model - refer to officer guidance
Primary Authority Advice		£55.00	£56.00	New cost recovery model - refer to officer guidance
<b>Hackney Carriage / Private Hire Licensing</b>				
<b>Vehicle Licences</b>				Consideration 2019 for new environmental standard vehicles eg electric, low emission taxis
Hackney Carriage Vehicle New / Renewal		£161.00	£282.00	
Private Hire Vehicle New / Renewal		£161.00	£282.00	
Private Hire Vehicle with Dispensation		£207.00	£282.00	
Temporary Vehicle licence	Issue up to 3 months maximum	£162.00	£226.00	
<b>Private Hire Operators</b>				
Operator – New and renewal	1-4 Vehicles (New 5 Yr)	£545.00	£559.00	
	5-9 vehicles (New 5 Yr)	£870.00	£298.00	
	9+ vehicles (New 5 Yr)	£1,356.00	£1,390.00	
Transfer of Operator Licence	N/A		£48.00	
<b>Driver Licences</b>				
Driver – New / Renewal	3 years	£258.00	£264.00	
Conversion of driver licence to another type		N/A	£78.00	
<b>Other Charges</b>				
Transfer of vehicle to new owner		£108.00	£112.00	2 hours
Change of vehicle		N/A	£73.00	
Replacement licence		£39.00	£40.00	
Replacement badge		£39.00	£40.00	
Replacement Vehicle licence Plate		£55.00	£56.00	
Meter test - retest after failure		N/A	£0.00	
Knowledge Test		£71.00	£73.00	
Missed Appointments		£35.00	£36.00	
Disclosure and Barring Service Check (DBS)		£65.00		Capita cost + half an hour at hourly charge
Change of Address (PH & HC)		£14.00	£14.00	
Backing Plate		£24.00	£25.00	
Medical Exemption from carrying assistant dog		N/A	£22.00	
Refund processing fee		£55.00	£56.00	
Change of vehicle registration		£39.00	£56.00	
Pre-Application Advice, hourly charge	Min 1 Hr	£55.00	£56.00	New. Refer to officer guidance
Age of vehicle retest		N/A	£56.00	New
Disability Awareness Training Course				Cost to be agreed with PPP Management Board at cost recovery (internal / external provider being investigated)
Safeguarding Training				Cost to be agreed with PPP Management Board at cost recovery (internal / external provider being investigated)
First Aid training for drivers		N/A	£27.00	Cost to be agreed with PPP Management Board at cost recovery (internal / external provider being investigated)
Pre-Application Advice, hourly charge	Min 1 Hr	£55.00	£56.00	