

## Resources and Place Fees & Charges Proposals – 2020/21

### 1. Introduction

1.1 The starting point for the base budget for the 2020/21 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.

1.2 Statutory fees are not set by the council and may be subject to change during the year.

1.3 Fees below are correct at the time of publication, some may change during the year for operational reasons, subject to the appropriate authorisations.

### 2. Specific Proposals – Resources Directorate

#### 2.1 Electoral Services

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

#### 2.2 Local Land Charges

The proposal is to increase some of the Land Charges fees by up to 4% in 2020/21. The fee structure complies with legislation which requires the Council to only recover cost incurred in service delivery.

Description	Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
LLC1	£75.00	£75.00
Con29 PT1	£51.00	£52.00
Con29PT11	£25.00	£26.00
Additional Questions	£46.00	£47.00
Con29 additional parcel	£40.00	£41.00
LLC1 additional parcel	£55.00	£56.00

## 2.3 Legal Fees

It is proposed to increase hourly Legal Fees as per the table below 2020/21.

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Managers	Hourly	£143.00	£146.00
Team Leader	Hourly	£135.00	£138.00
Solicitor / Barrister	Hourly	£130.00	£133.00
Legal Executive / Senior Legal	Hourly	£120.00	£123.00
Trainee Solicitor	Hourly	£102.00	£104.00
Landowners Statements		£1,100.00	£1,120.00
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 2019/20	Proposed Fees and Charges 2020/21
<b>Adult and Children's</b>			
Personal Assistants	Full Day	£44.00	£45.00
	Half Day	£26.00	£27.00
Private social Care and All Others	Full Day	£91.00	£93.00
	Half Day	£51.00	£52.00
Voluntary / Associated Social Care	Full Day	£51.00	£52.00
	Half Day	£26.00	£27.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
<b>Corporate Courses</b>			
Personal Assistants	Full Day	£44.00	£45.00
	Half Day	£26.00	£27.00
Private social Care and All Others	Full Day	£91.00	£93.00
	Half Day	£51.00	£52.00
Voluntary / Associated Social Care	Full Day	£91.00	£93.00
	Half Day	£51.00	£52.00
<b>Foster Care Courses</b>			
Personal Assistants	Full Day	£44.00	£45.00
	Half Day	£26.00	£27.00
Private social Care and All Others	Full Day	£91.00	£93.00
	Half Day	£51.00	£52.00
Voluntary / Associated Social Care	Full Day	£51.00	£52.00
	Half Day	£26.00	£27.00

## 2.5 Council Tax Fees

Type of fee or cost	2019/20	2020/21	
Summons cost	£55.50	£57.50	**
Liability Order cost	£50.00	£50.00	**
Penalty charge	£70.00	£70.00	*
Enforcement Agent compliance fee	£75.00	£75.00	*
Enforcement Agent visit fee	£235.00 + if debt is above £1500 then 7.5% of the amount above £1500 is added	£235.00 + if debt is above £1500 then 7.5% of the amount above £1500 is added	*
Committal fee	£330.00	£330.00	*

\* level of fees / charge set by government

\*\* level set by Local Authority.

### 3. Specific Proposals – Place 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 1.7%. 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 2020/21. 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 2020/21.

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 2020/21 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
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)	£92.41	£94.00
Home Improvement Agency (HIA) fee for private adaption work	12% of total cost of works to eligible clients	12% of total cost of works to eligible clients
Failed call out charges	Actual cost	Actual cost
<b>B&amp;B charging</b>		
<i>Ineligible Charges for Bed and Breakfast Accommodation</i>		
Heating, lighting and hot water per week <b>per Family Unit**</b>	£38.93	£40.00
Breakfast per person, per week	£3.40	£3.50
<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 6%.

Description		Fees and Charges 2019/20		Proposed Fees and Charges 2020/21	
Planning applications		<i>Government Set Fees</i>		<i>Government Set Fees</i>	
Invalid applications charge		25% of Government set fee after 3 failed attempts		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	£231.00	£220.00	£245.00	£233.00
	2-4 dwellings	£410.00	£363.00	£435.00	£385.00
	5-9 dwellings	£462.00	£410.00	£490.00	£435.00
Small Major	10-25 dwellings	£726.00	£654.00	£770.00	£693.00
Large Major	26-49 dwellings	£944.00	£726.00	£1,001.00	£770.00
	50-199 dwellings	£944.00	£726.00	£1,001.00	£770.00
	>=200 dwellings	£1,234.00	£726.00	£1,308.00	£770.00
<b>Non-residential Development</b>					
Minor	0-249 m2	£264.00	£230.00	£280.00	£244.00
	250-999 m2	£462.00	£410.00	£490.00	£435.00
Small Major	1000-9999	£726.00	£654.00	£770.00	£693.00

Description		Fees and Charges 2019/20		Proposed Fees and Charges 2020/21	
	m2				
Large Major	>= 10,000 m2	£944.00	£726.00	£1,001.00	£770.00
<b>Other Development:</b>					
Household		£86.00	£60.00	£91.00	£64.00
LBC/Conservation (no extension involved)		£120.00	£86.00	£127.00	£91.00
Ext's to Listed Bldgs. (where PP not req'd)		£132.00	£100.00	£140.00	£106.00
Change of Use		£174.00	£120.00	£184.00	£127.00
Advert		£72.00	£60.00	£76.00	£64.00
Variation of Conditions		£86-£170	£120.00	£91-£180	£127.00
Telecoms		£220.00	£220.00	£233.00	£233.00
Shopfronts		£220.00	£73.00	£233.00	£77.00
Agricultural Notification		£220.00	£220.00	£233.00	£233.00

### 3.2 Transport and Countryside

(1) **Car Park Charges** - There is no proposal to increase fees in 2020/21.

Description	Fees and Charges 2019/20	Proposed Fees and Charges 2020/21	
<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, 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

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
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.	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
	2 hours	£2.20	£2.20
Newtown Road (south of St John's Road) -west side	4 hours	£1.00	£1.00
	over 4 hours	£2.00	£2.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Catherine Road and Link Road	2 hours	£1.00	£1.00
	4 hours	£2.00	£2.00
	over 4 hours	£3.80	£3.80
Station Road	2 hours	£1.00	£1.00
	4 hours	£2.00	£2.00
	over 4 hours	£3.80	£3.80
<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	£0.50	£0.50
	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 £0.50 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	£350.00	£350.00
	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

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
	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 - Kennet Leisure Centre – Monday to Friday 8:30-17:30	Up to two hours (no return within 4 hours)	N/A	Free (a ticket must be displayed)
	Up to 3 hours	N/A	£1.00
	Over 3 hours	N/A	£10.00
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
<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

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
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 (all zones except two below)	Per Permit	£30.00	£30.00
Hungerford High Street (Zone HHS)		£70.00	£70.00
Park Terrace		£70.00	£70.00
West Berkshire Visitor Parking Permits	Per Day	£1.00	£1.00
Blue Badge (new application)		£10.00	£10.00
Replacement Blue Badge		£10.00	£10.00
Parking Dispensation	Per Day	n/a	£15.00
Parking Suspensions	Per application	n/a	£15.00
	Per 5m bay per day	n/a	£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 2019/20		Proposed Fees and Charges 2020/21	
Tree Preservation Order		£26.60		£27.00	
Michaelmas Fair		£2,297.90		£3,000.00	
Public Rights of Way	Search fees	£72.70		£74.00	
	Path order fees	£1,478.00- £3,675.00		£1,500.00-£3740.00	
Statutory Declarations		£200.00 flat rate with rights to increase if the work required is onerous		£200.00 flat rate with rights to increase if the work required is onerous	
<b>Highways Act Charges:</b>					
Land charges		£51.00		£52.00	
Vehicular Crossing (S.184)		£124.60		£127.00	
Skips on the Highway (S.139)	Initial fee	£45.30		£46.00	
	per week	£53.25		£54.00	
Scaffold/hoarding on the Highway (S.169/172)	Initial fee	£90.60		£92.00	
	per week	£52.10		£53.00	
Tables and Chairs on the Highway (based on number of Chairs) (S.115)	1 to 10	£227.00		£231.00	
	Transport and Countryside	£374.00		£380.00	
	27+	£748.00		£761.00	
Storing Materials on the Highways (S.171)	Initial fee	£85.00		£86.00	
	per week	£28.30		£29.00	
Temporary Excavation in the highway (S.171)		£113.30		£115.00	
Cranes, machinery, structure on the highway (S.178)		£164.30		£167.00	
Per Necessary inspection		£62.30		£63.00	
S142 Licence to plant in the highway		£136.00		£138.00	
<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	£78.00	£63.00
Major Activity	(Over 10 days) and all major works requiring a traffic regulation order.	£199.00	£125.00	£202.00	£127.00
	4-10 days	£130.00	£75.00	£132.00	£76.00

Description		Fees and Charges 2019/20		Proposed Fees and Charges 2020/21	
	up to 3 days	£65.00	£50.00	£66.00	£51.00
Standard Activity		£111.00	£50.00	£113.00	£51.00
Minor Activity		£52.00	£50.00	£53.00	£51.00
Immediate Activity		£47.00	£0.00	£48.00	£0.00
Permit Variation		£45.00	£35.00	£46.00	£36.00
<b>Other Licences and Charges:</b>					
Licence to place advertising sign on public highway (A board or similar) in Newbury Town Centre		£50.00		£55.00	
Streetworks licence (S.50 NRSWA)		£250.00		£260.00	
Utility Works Inspection (NRSWA/TMA)		£50.00		£55.00	
Fixed Penalty Charge (Utility Companies) NRSWA/TMA		£120.00/£80.00		£120.00/£80.00	
Permanent Traffic Regulation Order for Developer		£870.00 plus actual costs of signage, road markings, agency & advertising		£870.00 plus actual costs of signage, road markings, agency & advertising	
Temporary Traffic Regulation Orders Section 14(1)		£870.00		£885.00	
Emergency Temporary Traffic Regulation Orders Section 14(2)		£450.00		£458.00	
Retrospective Temporary Traffic Regulation Orders Section 14(2)		£650.00		£660.00	
Temporary Traffic Regulation Orders Section 16A where appropriate & Section 21 of PTCA		£80.00		£80.00	
Cutting through signal loops and not informing LA		£500.00 plus cost of recutting loops		£500.00 plus cost of recutting loops	
Tourist / Direction signs		£522.00		£530.00	
Traffic Signs / Signals Equipment damaged by Road Traffic Accident or other event		10% of cost of repairs		10% of cost of repairs	
Use of permanent Traffic Regulation Order for railway crossing works		£80.00		£80.00	
Access Protection Marking (single standard width dropped kerb driveway)		£125.00		£127.00	
Sewerage treatment property charge		£380.00		£386.00	
Events/Promotions on the Public Highway		£110.00 to £1,100.00 per day		£120.00 to £1,200.00 per day	

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Cycle Training		£40.00	£40.00
Recovery and storage of unauthorised signs		£136.00	£138.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
<b>Public Transport</b>			
<b>Newbury Wharf Bus Station</b>			
Charge per departure		£0.60	£0.60
Bus stands 0400-1800	up to 20 minutes	£0.00	£0.00
	20 minutes to 1 hour (max stay)	£1.20	£1.20
Coach stands 0400-1800	up to 90 mins (max stay)	£4.00	£4.00
Bus/coach stand and Bays B-F Mon-Sat 1800-0400 and all day Sunday	up to 3 hours	£3.00	£3.00
	over 3 hours	£6.00	£6.00
Additional charge for breaches		£25.00-£50.00	£25.00-£50.00
<b>Public Transport General</b>			
Temporary bus stop closure	Per stop	£145.00	£150.00
	Per pair of opposite stops (increased to reflect the additional cost for two stops)	£145.00	£180.00
Provision of information at bus stops for services not subsidised by WBC	Per stop	£11.00	£11.20
Concession bus pass replacement fee		£16.50	£16.50
Highway search enquiries	One A4 plan covering 100 metres of highway	£51.00	£52.00
	Additional 100 metres	£14.00	£14.00
	Additional question	£14.00	£14.00
<b>Provision of Data:</b>			
Provision of recorded injury accident Data		£142.00 + £46.00 per additional block of up to 10 accidents	£144.00 + £47.00 per additional block of up to 10 accidents
Provision of Traffic Data, per request per site:	data up to 1 year old	£136.00	£138.00
	data up to 3 years old	£108.00	£110.00
	data over 3 years old	£80.00	£81.00

### (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. The charges proposed have been benchmarked with other authorities.

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
New Road Construction Supervision (S38)	% of works cost	10%	10%
Highways Works Supervision (S278)		10%	10%
Licence to work on highway (S.115E)		£510.00	£519.00
Street Naming and Numbering - New Developments	One address/plot	n/a	£86.00
	2 - 5 addresses/plots	n/a	£140.00
	6 - 10 addresses/plots	n/a	£250.00
	11 - 20 addresses/plots	n/a	£400.00
	21 or more addresses/plots	n/a	£20 per plot
Street naming and numbering - Property name change	One address	£85.00	£86.00
Changes to new addresses due to the development changing after the schedule has been issued.	Per plot	£85.00	£86.00
<b>Provision of Pre-Planning Application Advice</b>			
Transport Assessment Scoping Note		£67.50	£161.00
Draft Transport Assessment		£270.00	£545.00
Provision of Private Access		£67.50	£100.00
Highway Advice for New Developments	Less than 5 Dwellings	£67.50	£161.00
	5 to 25 dwellings	£135.00	£364.00
	26 to 79 dwellings	£135.00	£473.00
	80 to 200 dwellings	£202.50	£545.00
	More than 200 dwellings	£270.00	£617.00
	0 to 249 sqm	£67.50	£132.00
	250 sqm to 999 sqm	£67.50	£232.00
	1,000 to 9,999 sqm	£105.00	£364.00
over 10,000 sqm	£202.50	£473.00	
Meeting charge	per hour	n/a	£134.00

#### (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 on average 2.6% in 2020/21.

Description		Fees and Charges 2019/20		Proposed Fees and Charges 2020/21	
		Single Booking	Block Booking	Single Booking	Block Booking
<b>Henwick Worthy Sports Ground:</b>					
Cricket – 1 <sup>st</sup> Hand Wicket (per match)	Adult	£100.50	£83.40	£103.84	£86.53
	Junior	£41.00	£41.10	£47.91	£39.92
Cricket – 2 <sup>nd</sup> Hand Wicket (used grass)	Adult	£62.30	£62.50	£76.91	£64.09
	Junior	£30.30	£30.40	£37.37	£31.14
Cricket – Artificial Wicket	Adult	£67.20	£56.10	£69.16	£57.63
	Junior	£34.30	£28.60	£35.27	£29.39
Cricket – 2 <sup>nd</sup> (Reserve) Artificial Wicket	Adult	£33.40	£28.00	Free	Free
	Junior	£33.40	£28.00	Free	Free
Football – Grass (per game)	Adult	£76.40	£63.90	£78.66	£65.55
	Junior	£37.50	£31.30	£38.49	£32.07
Football - Mini Pitch	Adult	£43.30	£36.20	£44.51	£37.09
	Junior	£21.60	£18.00	£22.27	£18.56
Rugby – Grass (per game)	Adult	£76.40	£63.90	£78.66	£65.55
	Junior	£37.50	£31.30	£38.49	£32.07
Rugby Training	Cost per Hour	£20.80	£17.30	£21.34	£17.78
Use of Portable Lights	Cost Per Hour	£20.80	£17.30	£21.34	£17.78
Full Pitch Artificial Grass - peak	30 Mins	£41.40	£34.60	£42.62	£35.52
	1hr Only	£82.80	£69.20	£85.25	£71.04
	1hr 30mins (11 a side)	£124.20	£103.80	£127.87	£106.56
Half Pitch Artificial Grass - peak	30 Mins	£23.20	£19.30	£23.82	£19.85
	1hr Only (5 a side)	£46.40	£38.70	£47.65	£39.71
	1hr 30mins	£69.50	£58.00	£71.47	£59.56
Full Pitch Artificial Grass – off-peak	30 Mins	£19.30	£16.20	£19.87	£16.56
	1hr Only	£38.60	£32.20	£39.74	£33.12

Description		Fees and Charges 2019/20		Proposed Fees and Charges 2020/21	
	1hr 30mins (11 a side)	£57.90	£48.50	£59.61	£49.68
Half Pitch Artificial Grass – off-peak	30 Mins	£10.10	£8.30	£10.37	£8.64
	1hr Only (5 a side)	£20.20	£16.90	£20.73	£17.28
	1hr 30mins	£30.30	£25.20	£31.10	£25.92
<b>Hardcourt Activities:</b>					
Netball (per court per hr) OUT OF ORDER at time of publication	Adult	£22.20	£18.60	£22.20	£18.50
	Junior	£11.40	£9.60	£11.08	£9.23
Tennis (per court per hr) OUT OF ORDER at time of publication	Adult	£6.50	£5.50	£6.67	£5.56
	Junior	£3.30	£2.70	£3.60	£3.00
Basketball Hardcut and BMX Pump Track	Adult	Free	Free	Free	Free
	Junior	Free	Free	Free	Free
<b>Moorside:</b>					
Football - Grass ( Per Game)	Adult	£64.00	£53.50	£65.80	£54.83
	Junior	£31.10	£26.60	£32.60	£27.17
<b>The Diamond -Greenham:</b>					
Football - Grass ( Per Game)	Adult	£64.00	£53.50	£65.80	£54.83
	Junior	£31.10	£26.60	£32.60	£27.17
<b>Holybrook Park:</b>					
Football – Grass (per game)	Adult	£62.70	£53.50	£65.80	£54.83
	Junior	£31.10	£26.60	£32.60	£27.17
<b>Northcroft Recreation Ground:</b>					
Football - Grass (per game)	Adult	£62.70	£53.50	£65.80	£54.83
	Junior	£31.10	£26.60	£32.60	£27.17
<b>Open space hire for Community events / festivals</b>		P.O.A		P.O.A	

**Peak Rate** – Weekday evenings after 6pm and all day Saturday, **Off-Peak Rate** – Weekdays before 6pm and all day Sunday, **Block Booking** comprises 10 games and over, **Schools Rate:** £18.51 Per Hour (£22.21 inc vat if applicable)

## (6) Waste

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

We have kept the proposed 2020/21 fees and charges for waste services unchanged from the 2019/20 rates, with the exception of the charges for the provision of bulky household waste collection services which reflects the increased costs of providing this service which is a contracted out.

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Special Collection Charges (Bulky Household Collection)	Normal (within 7 days)	£41.00	£45.00
	Within 7 days by appointment outside property	£57.00	£60.00
	Within 7 days by appointment inside property	£68.00	£70.00
Provision of wheelie bin		£27.00	£27.00
Collection of garden waste for year (scheduled) - for 1st green bin (new subscriptions or renewals).		£50.00	£50.00
Garden Waste service charge for 2nd to 5th green bins (For renewals only where one off set up payment has already been made).		n/a	£40.00
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 x 4 / 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

Description	Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Gas canisters	£6.00	£6.00

### 3.3 Public Protection and Culture

#### (1) Public Protection Partnership

The Fees and Charges for this service include weights and measures, licences for petroleum, taxi licensing, temporary events, premises, food safety etc. It is proposed that where these are discretionary they are raised as per the table below for 2020/21.

Description	Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
<b>Prevention of Damage by Pests</b>	-	
Pest Site survey	-	hourly rate and/or recovery with WID
Rat treatment	-	hourly rate and/or recovery with WID
Any other Pest treatment	Visit	hourly rate and/or recovery with WID
	Per additional visit	£55.00      £57.00
<b>Dog Warden Services:</b>		
Stray Dogs - Not taken to Kennel	£61.00	£73.00
Stray Dogs - Taken to Kennel	Fees based on charges and cost recovery. Vets fees separate.	
Kennels Cost	Recharge based on cost	
Dog fouling fixed penalty charge	£75.00	£75.00
misc. stray dog activities i.e. taxi, relocating, microchipping etc.	£56.00	£57.00
<b>Trading Standards</b>		
Weights and Measures Fees (per hour)	£61.00	£64.00
Explosives Licenses / Registrations	Set by Statute	
Varying the name of licensee or address of site		
Petroleum Licensing Fees - set by statute		
Support with Confidence:	Individual Supplier / 1-5 employees	£58.00      £60.00
	Businesses 6-20 employees	£116.00      £121.00
	Businesses >20 employees	£291.00      £304.00
Approved Trader Scheme Background Checks	£52.00	£54.00
Petroleum Licensing Fees	Set by Statute	
<b>Primary Authority</b>		
Primary Authority Work hourly chargeable rate	£56.00	£57.00
Annual charge - previous year usage 10 hours or less	£513.00	£523.00
Annual charge - previous year usage 20 hours	£1,025.00	£1,046.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Anything likely to be in excess of 20 hours		Individually assessed	
<b>Commercial</b>			
Food export certificates	Full coast recovery based on officer hourly rate	£56.00	£57.00
Food and Nutrition Training:	Level 2 Award in Nutrition	£76.00	£78.00
Food Hygiene Training:	CIEH Level 1	£39.00	£40.00
	CIEH Level 2	£77.00	£79.00
	CIEH Level 3	£332.00	£342.00
	Online Accredited Training	Full cost Recovered	
	Food Export Certificates		
Anti-Social Behaviour Act:	High Hedges Fee (Class A – Fee Discretionary)	£1,175.00	£1,199.00
<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
	Band B – RV 4300 to 33000	£190.00	£190.00
	Band C – RV 33001 to 87000	£315.00	£315.00
	Band D – RV 87001 to 125000	£450.00	£450.00
	Band E – RV 125001 and above	£635.00	£635.00
Pre-Application Advice, Hourly charge	Min 1 Hr	£56.00	£57.00
Premises Licence – Annual Fee (Class B – Statutory Fee)	Band A	£70.00	£70.00
	Band B	£180.00	£180.00
	Band C	£295.00	£295.00
	Band D	£320.00	£320.00
	Band E	£350.00	£350.00
Personal Licence - (Class B – Statutory Fee)		£37.00	£37.00
Temporary Event Notices (TEN's) - (Class B – Statutory Fee)		£21.00	£21.00
Application for copy licence		£10.50	£10.50
Application to vary D{S}/transfer licence/interim notice		£23.00	£23.00
Application for making a provisional statement		£315.00	£315.00
Minor variation		£89.00	£89.00
Application to disapply mandatory DPS condition		£56.00	£57.00
Pre-Application Advice, hrly charge	Min 1 Hr	£50.00	£50.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Gambling Licenses			
Casinos (small)	New Application	£8,000.00	£8,000.00
	Provisional Statement	£8,000.00	£8,000.00
	Application with Prov. Statement	£3,000.00	£3,000.00
	Variation	£4,000.00	£4,000.00
	Transfer/Reinstatement	£1,800.00	£1,800.00
	Annual Fee	£5,000.00	£5,000.00
Bingo Clubs	New Application	£3,500.00	£3,500.00
	Provisional Statement	£3,500.00	£3,500.00
	Application with Provisional Statement	£1,200.00	£1,200.00
	Variation	£1,750.00	£1,750.00
	Transfer Reinstatement	£1,200.00	£1,200.00
	Annual Fee	£1,000.00	£1,000.00
Betting Premises	New Application	£3,000.00	£3,000.00
	Provisional Statement	£3,000.00	£3,000.00
	Application with Provisional Statement	£1,200.00	£1,200.00
	Variation	£1,500.00	£1,500.00
	Transfer Reinstatement	£1,200.00	£1,200.00
	Annual Fee	£600.00	£600.00
Tracks	New Application	£2,500.00	£2,500.00
	Provisional Statement	£2,500.00	£2,500.00
	Application with Provisional Statement	£950.00	£950.00
	Variation	£1,250.00	£1,250.00
	Transfer Reinstatement	£950.00	£950.00
	Annual Fee	£1,000.00	£1,000.00
Family Entertainment Centres	New Application	£2,000.00	£2,000.00
	Provisional Statement	£2,000.00	£2,000.00
	Application with Provisional Statement	£950.00	£950.00
	Variation	£1,000.00	£1,000.00
	Transfer Reinstatement	£950.00	£950.00
	Annual Fee	£750.00	£750.00
Adult Gaming Centres	New Application	£2,000.00	£2,000.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
	Provisional Statement	£2,000.00	£2,000.00
	Application with Provisional Statement	£1,200.00	£1,200.00
	Variation	£1,000.00	£1,000.00
	Transfer Reinstatement	£1,200.00	£1,200.00
	Annual Fee	£1,000.00	£1,000.00
Lotteries and Amusements	New Application	£40.00	£40.00
	Annual Fee	£20.00	£20.00
All Licences	Notification of change	£50.00	£50.00
	Copy of Licence	£25.00	£25.00
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00	£57.00
Club Gaming or Machine Permit	New Application	£200.00	£200.00
	Existing holder	£100.00	£100.00
Club Gaming or Machine Permit(holds a Club Premises Certificate under Licensing Act 2003)	New Application	£100.00	£100.00
Club Gaming or Machine Permit	Renewal	£200.00	£200.00
Club Gaming or Machine Permit(holds a Club Premises Certificate under Licensing Act 2003)	Renewal	£100.00	£100.00
Club Gaming or Machine Permit	Annual Fee	£50.00	£50.00
	Variation	£100.00	£100.00
	Copy of Licence	£15.00	£15.00
Licensed Premises Notifications			
To make available up to 2 gaming machines on premises which hold on-premises alcohol licence	notification of intention	£50.00	£50.00
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Application (existing holder)	£100.00	£100.00
	New Application	£150.00	£150.00
	Annual Fee	£50.00	£50.00
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence, payable within 30 days of date permit takes effect	First Annual fee	£50.00	£50.00
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Variation	£100.00	£100.00
	Transfer	£25.00	£25.00
	Change of Name	£25.00	£25.00

Description		Fees and Charges 2019/20		Proposed Fees and Charges 2020/21	
	Copy of Permit	£15.00		£15.00	
Pre-Application Advice, hrly charge	Min 1Hr	£56.00		£57.00	
Sex Establishments – (Class A – Fee Discretionary)	Cinema	min £3,100 to max £5,150		min £3,100 to max £5,150	
	Shop	min £3,100 to max £5,150		min £3,100 to max £5,150	
	Entertainment Venue	min £3,100 to max £5,150		min £3,100 to max £5,150	
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00		£57.00	
Street Trading Consents – (Class A – Fee Discretionary)	Annual Fee	£1,343.00		£1,370.00	
	6 months	£784.00		£800.00	
	Monthly Rate	£223.00		£227.00	
	Variation fee	£88.00		£90.00	
Refund for Street Traders	If application withdrawn	£113.00		£115.00	
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00		£57.00	
Skin Piercing Registrations (one off registration) – (Class A – Fee Discretionary)	Individual	£179.00		£183.00	
	Premises	£280.00		£286.00	
	Joint Application	£448.00		£457.00	
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00		£57.00	
<b>Animal Licences – (Class A – Fee Discretionary)* + vet fee where applicable - NEW or RENEWAL</b>					
<b>* Inspections are carried out annually, regardless of the star rating or length of licence, by a vet and officer. Vets fees will be recharged separately.</b>		<b>Application Fee</b>	<b>Grant Fee</b>	<b>Application Fee</b>	<b>Grant Fee</b>
Animal Boarding Establishment - combined (dogs and cats)		N/A	N/A	£285.00	£399.00
Animal Boarding Establishment - single species (dogs or cats)		N/A	N/A	£228.00	£342.00
Home boarder		N/A	N/A	£228.00	£342.00
Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)		N/A	N/A	£171.00	£57.00
Home Boarder - Assessment of hobby host as part of a franchisee licence		N/A	N/A	N/A	£114.00
Dog Day Care		N/A	N/A	£285.00	£399.00
Dog Breeding Establishment (excluding vet fee)		N/A	N/A	£285.00	£399.00
Dog Breeding Establishment (in domestic dwelling)		N/A	N/A	£228.00	£342.00
Pet Vending / Sale of pets		N/A	N/A	£228.00	£342.00
Animal for Exhibition		N/A	N/A	£285.00	£397.00

Description		Fees and Charges 2019/20		Proposed Fees and Charges 2020/21	
<b>Riding Establishment (excluding vet fee)*</b>					
Main inspection fee, plus fee per horse		N/A	N/A	£228.00	£342.00
Fee per horse, for the first 10 horses		N/A	N/A	£15.00	N/A
Fee per horse, for next 11-50 horses		N/A	N/A	£10.00	N/A
Fee per horse, for every horse 51 & over		N/A	N/A	£8.00	N/A
<b>Other fees</b>		<b>Fees and Charges 2019/20</b>		<b>Proposed Fees and Charges 2020/21</b>	
Variation to the licence fee (inclusive of one visit)		£224.00		£228.00	
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		£56.00		£57.00	
Re-evaluation of star rating (inclusive of one visit)		£112.00		£114.00	
Transfer due to death of licensee		£56.00		£57.00	
Dangerous Wild Animal Consent		£448.00		£457.00	
Zoo Licenses (new and renewals)		£475.00		£485.00	
Zoo Licenses (new and renewals)		up to 6 years	£2,014.00	£2,054.00	
<b>Scrap Metal</b>					
Scrap Metal site -New and renewal		3 Years	£488.00	£498.00	
Scrap Metal mobile collector -new and renewal		3 Years	£260.00	£265.00	
Scrap Metal - Variation of Licence			£359.00	£366.00	
Scrap Metal - change of site manager			£67.00	£68.00	
Scrap Metal - copy of licence			£11.00	£11.00	
Scrap Metal - Change of Name			£35.00	£36.00	
Pre-Application Advice, hrly charge			£56.00	£57.00	
<b>Private Water Supplies</b>					
Risk Assessment		Carried out every 5 years	Minimum charge 1 Hr, simple risk assessment and report typically 5 hours		
Sampling			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	£59.00	£60.00	
Investigation			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			Where a supply provides <10m <sup>3</sup> /day or serves <50 people and is used for domestic purposes		
Analysis of Group A Parameters			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			Additional parameters sampled less often to ensure the water complies with all safety standards - Hrly rate applies		

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
<b>Environmental Permitting (E&amp;W) Regulations 2016</b>			
Scheduled Processes - (Class B)	Statutory		
Standard Process	Statutory	£1,650.00	£1,650.00
Service Stations (PVI & PVII)	Statutory	£257.00	£257.00
Dry Cleaners	Statutory	£155.00	£155.00
Vehicle Refinishers	Statutory	£362.00	£362.00
Mobile screening & crushing plant	Statutory	£1,650.00	£1,650.00
for the third to seventh applications	Statutory	£985.00	£985.00
for the eighth and subsequent applications	Statutory	£498.00	£498.00
<b>Substantial Changes</b>			
Standard Process	Statutory	£1,050.00	£1,050.00
Reduced Activities	Statutory	£102.00	£102.00
<b>Annual Subsistence Charge (Statutory)</b>			
Standard Process	Low	£772.00	£772.00
	Medium	£1,161.00	£1,161.00
	High	£1,747.00	£1,747.00
Service Stations PVR2	Low	£113.00	£113.00
	Medium	£226.00	£226.00
	High	£341.00	£341.00
VRs and other reduced fees	Low	£228.00	£228.00
	Medium	£365.00	£365.00
	High	£548.00	£548.00
Dry Cleaners /PVR1	Low	£79.00	£79.00
	Medium	£158.00	£158.00
	High	£237.00	£237.00
Mobile Screening & Crushing Plant	Low	£646.00	£646.00
	Medium	£1,034.00	£1,034.00
	High	£1,506.00	£1,506.00
For the second permit	Low	£646.00	£646.00
	Medium	£1,034.00	£1,034.00
	High	£1,506.00	£1,506.00
For the third to seventh permit	Low	£385.00	£385.00
	Medium	£617.00	£617.00
	High	£924.00	£924.00
For the eighth & subsequent applications	Low	£198.00	£198.00
	Medium	£316.00	£316.00
	High	£473.00	£473.00
Late payment charge	When invoice issued & not paid in 8 weeks	£52.00	£52.00
<b>Transfer &amp; Surrender</b>			
Transfer		£169.00	£169.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Partial Transfer		£497.00	£497.00
Surrender		£0.00	£0.00
Transfer Reduced fees		£0.00	£0.00
Partial Transfer Reduced fees		£47.00	£47.00
<b>Private Sector Housing</b>			
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)		£392.00	£400.00
Enforcement Notices served under Housing Act 2004		£113.00	£115.00
HMO Licence NEW - assisted application		£1,174.00	£1,197.00
HMO Licence RENEWAL		£784.00	£800.00
Civil penalties housing offences		up to £30,000.00	
Site licence new		£428.00	£437.00
New licence per pitch		£16.00	£16.00
Transfer of licence		£181.00	£185.00
Alteration of conditions		£332.00	£339.00
Annual fee per pitch		£14.00	£14.00
Enforcement action -per hour		£56.00	£57.00
Deposit, vary or deleting site rules		£114.00	£116.00
Variation of licence		£113.00	£115.00
<b>Other Fees for Information</b>	hourly rate applies minimum for 2 hours		
Environmental Info Individual, Non Commercial		£113.00	£115.00
Commercial and Government		£113.00	£115.00
Civil Actions (Class A – Fee Discretionary)		£113.00	£115.00
Safety Certification and administration		£113.00	£115.00
Pre-Application Advice, hourly charge		£56.00	£57.00
<b>Resident and Business Advice</b>			
General Business Advice (non-primary authority)	free for first 30 minutes	£56.00	£57.00
Request for Advice		£56.00	£57.00
Primary Authority Advice		£56.00	£57.00
<b>Hackney Carriage / Private Hire Licences</b>			
Hackney Carriage Vehicle New / Renewal		£282.00	£288.00
Private Hire Vehicle New / Renewal		£282.00	£288.00
Private Hire Vehicle with Dispensation		£328.00	£288.00
Temporary Vehicle licence	up to 3 months maximum	£226.00	£231.00
Replacement Plate		£39.00	£40.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Transfer of Ownership		£108.00	£111.00
Driver – 3 year Licence		£258.00	£266.00
Replacement Badge		£39.00	£40.00
Replacement Licence		£39.00	£40.00
HC Knowledge Test (per test)		£71.00	£73.00
Missed Appointments		£35.00	£36.00
Disclosure and Barring Service Check (DBS)		£65.00	£67.00
Change of Address (PH & HC)		£14.00	£14.00
Pre-Application Advice, hourly charge	Min 1 Hr	£55.00	£57.00
<b>Private Hire Vehicles (including School and Community Services for Wokingham) – (Class A – Fee Discretionary)</b>			
Private Hire Operator : New		1-4 vehicles £559.00 5-9 vehicles £898.00 9+ vehicles £1,390.00	Per vehicle calculation of 4 hours (at £57.00 hourly rate) plus 1 hour per year (years 2 – 5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles.
Private Hire Operator: Renewal		1-4 vehicles £559.00 5-9 vehicles £898.00 9+ vehicles £1,390.00	Per vehicle calculation of 2 hours (at £57.00 hourly rate) plus 1 hour per year (years 2 – 5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles.
<b>Driver Licences</b>			
Driver – new / renewal	3 year Licence	£264.00	£269.00
Conversion of driver license to another type		£78.00	£80.00
<b>Other charges</b>			
Temporary Vehicle monthly issue up to 3 months maximum		£152.00	£156.00
Vehicle with Dispensation		£207.00	£212.00
Replacement Plate		£56.00	£57.00
Transfer of Ownership		£112.00	£114.00
Change of vehicle		£73.00	£74.00
Meter test- retest after failure		£31.00	£32.00
Change of address (PH & HC)		£14.00	£14.00
Backing plate		£25.00	£26.00
Medical exemption from carrying assistant dog		£22.00	£22.00
Refund processing fee		£56.00	£57.00
Change of vehicle registration		£56.00	£57.00
Age of vehicle inspection initial/re-inspection		£56.00	£57.00
Replacement Badge		£40.00	£41.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Replacement Licence		£40.00	£41.00
Replacement Vehicle Plate		£56.00	£57.00
PH Knowledge Test (per test)		£73.00	£74.00
Missed Appointments		£36.00	£37.00
Disclosure and Barring Service (DBS)		£65.00	Capita cost + half an hour at hourly rate
Disability Awareness Training Course		£31.00	POA
Safeguarding Training		£30.00	POA
First Aid training for drivers		N/A	POA
Pre-Application Advice, hourly charge	Min 1 Hr	£56.00	£57.00

Note – all statutory fees may be subject to change.

## (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 2020/21.

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
<b>Shaw House - Room Hire Charges:</b>			
Registered Charity	per hour	£20.00 - £31.00	£20.00 - £32.00
Public Sector and Community use	per hour	£26.00 - £38.00	£26.00 - £38.00
Commercial use	per hour	£32.00 - £50.50	£33.00 - £51.00

## (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>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.	£50.00	£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.	£100.00	£100.00
Additional Boxes		
Full Box 0.4 x 0.25 x 0.22m =0.022m <sup>3</sup>	£70.00	£71.00
Half Box 0.4 x 0.25 x 0.11 =0.011 m <sup>3</sup>	£30.00	£31.00
Quarter Box 0.4 x 0.125 x 0.11 =0.00275 m <sup>3</sup>	£20.00	£20.00
Eighth Box 0.2x 0.125 x 0.11 m= 0.00275m <sup>3</sup>	£10.00	£10.00
Sixteenth Box 0.1 x 0.125 x 0.11 m one 0.2x0.63x0.11 = 0.001375m <sup>3</sup>	£0.00	£0.00
Skull Box = 1/2 Box 0.2 x 0.2 x0.25 = 0.012m <sup>3</sup>	£33.50	£34.00
Human Bone = 1 1/2 Box 0.6 x 0.25 x 0.25 = 0.039m <sup>2</sup>	£100.50	£102.00
Map Rolls per 100 grams <sup>3</sup>	£1.50	£2.00
Archive Box deposit charges	£0.00	£0.00
Full Box 0.4 x 0.075 x 0.27m =0.0081m <sup>3</sup>	£24.60	£25.00
Half Box 0.4 x 0.045 x 0.27 =0.0049 m <sup>3</sup>	£14.90	£15.00
<b>Archaeology - Historic Environment Record Charges</b>		
A4 computer printout (b/w) HER Data	£0.10	£0.20
A4 computer printout ( colour) HER data	£0.50	£0.60

<b>Description</b>		<b>Fees and Charges 2018/19</b>	<b>Proposed Fees and Charges 2019/20</b>
A3 computer printout ( colour) HER Data		£1.00	£1.00
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 archaeological information and advice for agri-environment scheme in line with nationally agreed service standards		Scale of charges, depending on the type of scheme and the area covered, in line with nationally agreed service standards	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		£5.15	£5.20
Photo Print - up to A5		£10.30	£10.00
Photo Print - up to A4		£15.45	£16.00
Laser Scan - up to A4		£5.15	£5.20
Digital Scan - to CD		£15.45	£16.00
Digital Scan - to CD - Discounted rate for West Berkshire non-profit making organisations		Free	Free
<b>Reproduction Charges</b>			
<b>Commercial Publication:</b>			
Up to full page, B&W or Colour		£41.00	£42.00
Up to Full Page B&W or Colour - Discounted rate for the promotion of culture in West Berkshire		£15.00 one image; £5.00 for all subsequent images	£15.00 one image; £5.00 for all subsequent images
Cover (front or back)		£77.00	£78.00
Cover (front or back) - Discounted rate for the promotion of culture in West Berkshire		£30.00 one image	£30.00 one image
Local Publication		£15.50	£16.00
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

Description		Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
Academic Publication		£30.90	£31.00
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		£41.00	£42.00
Advertising or Brochure		£77.00	£78.00
Exhibition Use		£41.00	£42.00
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 (3 year use)	Per 3 Years	£77.00	£78.00
Website (3 year use) - Discounted rate for West Berkshire non-profit making organisations	Per 3 Years	£30.00 one image £10.00 for all subsequent images	£30.00 one image £10.00 for all subsequent images
Supply fee			
Image already in our catalogue and supplied in a physical format	Plus Postage	n/a	£15.00
New photograph required taken in-house and supplied digitally	Per Object	n/a	£50.00
New photograph required taken in-house and supplied in a physical format	Per Object, plus postage	n/a	£65.00
<b>Copying and laminating charges</b>			
A4 Photocopy b/w		£0.10	£0.10
A4 Photocopy colour		£0.50	£0.50
A3 Photocopy b/w		£0.30	£0.30
A3 Photocopy - colour		£1.00	£1.00

Culture for the purposes above, includes the arts in all its forms, events and festivals, tourist attractions, the historic and “natural” landscape (buildings, places, open spaces), parks and gardens, libraries, museums and museum collections, local customs and folklore, the culture of food and the diversity of the people who live here.

## (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 2019/20	Proposed Fees and Charges 2020/21
<b>Reservation Charges</b>			
Items available in SELMS		£3.00	£3.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
libraries			
Notification charge for posted reservation notices Not applicable to pensioners		£1.00	£1.00
Overdue Charges			
Notification charge for posted request notices Not applicable to pensioners		£1.00	£1.00
Books for children	per day	£0.07	£0.07
Books for Adults	per day	£0.25	£0.25
DVDs	per day	£0.75	£0.75
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		£0.10	£0.10
A4 Colour		£0.50	£0.50
A3 B&W		£0.30	£0.30
A3 Colour		£1.00	£1.00
Microfilm Copying		£0.20	£0.20
<b>Other Charges</b>			
Lost Tickets		£3.00	£3.00
Reference and Research enquiry charges		<u>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.</u>	<u>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.</u>
Book group service (per annum)		£26.00	£26.00
Vocal Scores		£6 per month per set of 20 scores from SE region. (Loans in multiples of 20.) Service from outside the SE region now withdrawn.	£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	£15.00	£15.00
Play sets from SE region	per month	£6.00	£6.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
<b>Hire charges (Residents Card Holders)</b>			
Gold Star (new titles) DVDs	per week	£3.00	£3.00
U Cert DVDs	per week	£1.50	£1.50
Other Cert DVDs	per week	£2.00	£2.00
<b>Room Hire</b>			
Newbury Library - Carnegie Lounge	per hour	£18.00	£18.00
Newbury Library - Small Meeting Room	per hour	£10.00	£10.00

## (6) Registration Services

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

Description		Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
Shaw House Ceremony Room	Tues- Fri	£200.00	£215.00
	Sat	£270.00	£285.00
Ceremonies at approved premises	Mon-Fri	£430.00	£455.00
	Sat	£460.00	£485.00
	Sun & Bank Holiday	£530.00	£555.00
Approved Premise Licence - any number of rooms		£2,100.00	£2,136.00
Celebratory Services - Baby Naming/Affirmation of vows - Shaw House	Monday to Friday	£250.00 + £50.00 VAT	£260.00 + £52.00 VAT
	Saturday	£320.00 + £64.00 VAT	£330.00 + £66.00 VAT
Celebratory Services - Baby Naming/Affirmation of vows - At approved premises	Mon- Fri	£300.00 + £60.00 VAT	£310.00 + £62.00 VAT
	Sat	£360.00 + £72.00 VAT	£370.00 + £74.00 VAT
	Sun & Bank Holiday	£400.00 + £80.00 VAT	£415.00 + £83.00 VAT
Private Citizenship ceremony Mon to Sat		£120.00	£122.00

<b>Description</b>		<b>Fees and Charges 2018/19</b>	<b>Proposed Fees and Charges 2019/20</b>
Postage and Packaging Fees for Certificates	First Class	N/A	N/A
	Second Class	N/A	N/A
	Signed For	N/A	N/A
	Special Delivery	N/A	N/A
<b>New Charges</b>			
Marriages & Civil Partnerships Booking Fee (non-refundable)		£25.00	£25.00
Marriages & Civil Partnerships Cancellation Fee	More than 4 months before ceremony	Fees refunded minus £100	Fees refunded minus £100
	1-4 months before ceremony	50% refund	50% refund
	Less than 1 month before ceremony	No refund	No refund