

Resources and Place Fees & Charges Proposals – 2021/22

1. Introduction

- 1.1 The starting point for the base budget for the 2021/22 budget build is that Fees and Charges should increase at least in line with inflation 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. Proposals – Place Specific Directorate

2.1 Development and Planning

(1) Housing

Temporary accommodation is charged in line with Local Housing Allowance (LHA) rates which have not yet been released for 2021/22. Do It Yourself Shared Ownership (DIYSO) leases will be increased in line with the rate of CPI inflation as at September 2020 (0.5%); The rental costs of Gypsy and Traveller accommodation owned or let by West Berkshire Council would also normally be increased by CPI, but as the increase would be less than £1, no increase is proposed for 2021/22.

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, mainly breakfast. These charges are proposed to increase in line with inflation at 0.5% for 2021/22.

The Council may also charge applicants 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 emergency bed provision for people who are not employed and £5 a night for people who full or part time employment. However the process for charging for emergency accommodation at Two Saints Hostel is under review with a view to bringing the process in line with that for other types of temporary accommodation.

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 the tenant 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.

Housing related support services will be charged at the actual cost of the service received.

For 2021/22 the council will charge a fee of 12% of total works value for private work which is not eligible for a Disabled Facilities Grant.

Description	Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
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 % increase on individual contracts	0.5 % increase on individual contracts
Transport costs to temporary accommodation (TA)	Actual cost	Actual cost
Gypsy Traveller rent (Per week, per plot)	£94.00	£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 charging		
<i>Ineligible Charges for Bed and Breakfast Accommodation</i>		
Heating, lighting and hot water per week per Family Unit**	£40.00	£40.20
Breakfast per person, per week	£3.50	£3.50
** Family Units include: 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 MHCLG. For invalid applications, 25% of the set fee will be retained by the service after the 3rd failed attempt.

Pre application fees were reviewed prior to the start of 2020/21 to ensure they are reflective of the costs of the service. It is therefore proposed to increase Pre-application planning fees by 0.5% for 2021/22, in line with CPI inflation at September 2020.

		Fees and Charges 2020/21		Proposed Fees and Charges 2021/22	
Planning applications		Government Set Fees		Government Set Fees	
Invalid applications charge		25% of Government set fee after 3 failed attempts		25% of Government set fee after 3 failed attempts	
Pre-application fees		Basic Fee Stage 1	Basic Fee Stage 2	Basic Fee Stage 1	Basic Fee Stage 2
Residential Development:					
Minor	One dwelling	£231.00	£220.00	£232.00	£221.00
	2-4 dwellings	£410.00	£363.00	£412.00	£365.00
	5-9 dwellings	£462.00	£410.00	£464.00	£412.00
Small Major	10-25 dwellings	£726.00	£654.00	£730.00	£657.00
Large Major	26-49 dwellings	£944.00	£726.00	£949.00	£730.00
	50-199 dwellings	£944.00	£726.00	£949.00	£730.00
	>=200 dwellings	£1,234.00	£726.00	£1,240.00	£730.00
Non-residential Development					
Minor	0-249 m2	£264.00	£230.00	£265.00	£231.00
	250-999 m2	£462.00	£410.00	£464.00	£412.00
Small Major	1000-9999 m2	£726.00	£654.00	£730.00	£657.00
Large Major	>= 10,000 m2	£944.00	£726.00	£949.00	£730.00
Other Development:					
Household		£86.00	£60.00	£86.00	£60.00
LBC/Conservation (no extension involve		£120.00	£86.00	£121.00	£86.00
Extns to Listed Bldgs (where PP not		£132.00	£100.00	£133.00	£101.00
Change of Use		£174.00	£120.00	£175.00	£121.00
Advert		£72.00	£60.00	£72.00	£60.00
Variation of Conditions		£86-£170	£120.00	£91-£181	£121.00
Telecoms		£220.00	£220.00	£221.00	£221.00
Shopfronts		£220.00	£73.00	£221.00	£73.00
Agricultural Notification		£220.00	£220.00	£221.00	£221.00

2.2 Environment

(1) **Car Park Charges** – There is no proposed increase in car park charges for 2021/22.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Newbury - Car Park Charges (Mon to Sun inc Bank Holidays):			
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
Newbury on-street Charges (Mon to Sat inc Bank Holidays):			
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

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Newbury on-street Charges (Mon to Sat inc Bank Holidays) continued:			
Newtown Road (south of St John's Road) - west side	4 hours	£1.00	£1.00
	over 4 hours	£2.00	£2.00
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
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
Newbury On-Street Charges (Sunday)			
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
Newbury Season Ticket Prices:			
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
Out of Newbury Car Park Hourly Rates:			
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

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Out of Newbury Car Park Hourly Rates continued:			
Thatcham Kennet Leisure Centre - Monday to Friday 8:30 to 17:30	Up to 2 hours (no return within 4 hours)	Free - (a ticket must be displayed)	Free - (a ticket must be displayed)
	Up to 3 hours	£1.00	£1.00
	Over 3 hours	£10.00	£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
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
Thatcham On-Street:			
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
Out of Newbury Season Tickets			
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
Hungerford High Street (Zone HHS)		£70.00	£70.00
Park Terrace		£70.00	£70.00
Blue Badge (new application)		£10.00	£10.00
Replacement Blue Badge		£10.00	£10.00
Parking Dispensation	Per Day	£15.00	£15.00
Parking Suspensions	Per application	£15.00	£15.00
	Per 5m bay per day	£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. It is proposed to increase these charges by 0.5%, in line with CPI inflation at September 2020.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Tree Preservation Order		£27.00	£27.00
Michaelmas Fair		£3,000.00	£3,020.00
Public Rights of Way	Search fees	£74.00	£75.00
	Path order fees	£1,500.00-£3740.00	£1,500.00-£3770.00
Statutory Declarations		£200 flat rate with rights to increase if the work required is onerous	£205 flat rate with rights to increase if the work required is onerous
Highways Act Charges:			
Land charges		£52.00	£52.00
Vehicular Crossing (S.184)		£127.00	£150.00
Skips on the Highway (S.139)	Initial fee	£46.00	£46.00
	per week	£54.00	£54.00
Scaffold/hoarding on the Highway (S.169/172)	Initial fee	£92.00	£93.00
	per week	£53.00	£53.00
Tables and Chairs on the Highway (based on number of Chairs) (S.115)	1 to 10	£231.00	£233.00
	Transport and Countryside	£380.00	£383.00
	27+	£761.00	£766.00
Storing Materials on the Highways (S.171)	Initial fee	£86.00	£87.00
	per week	£29.00	£29.00
Temporary Excavation in the highway (S.171)		£115.00	£116.00
Cranes, machinery, structure on the highway (S.178)		£167.00	£168.00
Per Necessary inspection		£63.00	£63.00
S142 Licence to plant in the highway		£138.00	£139.00

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
Other Licences and Charges:				
Licence to place advertising sign on public highway (A board or similar) in Newbury Town Centre		£55.00	£55.00	
Streetworks licence (S.50 NRSWA)		£260.00	£262.00	
Utility Works Inspection (NRSWA/TMA)		£55.00	£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	£880.00 plus actual costs of signage, road markings, agency & advertising	Plus agency & advertising costs and cost of signage and road markings
Temporary Traffic Regulation Orders Section 14(1)		£885.00	£891.00	
Emergency Temporary Traffic Regulation Orders Section 14(2)		£458.00	£461.00	
Retrospective Temporary Traffic Regulation Orders Section 14(2)		£660.00	£665.00	
Temporary Traffic Regulation Orders Section 16A where appropriate & Section 21 of PTCA		£80.00	£81.00	
Cutting through signal loops and not informing LA		£500.00 plus cost of recutting loops	£505.00 plus cost of recutting loops	New Charge
Tourist / Direction signs		£530.00	£534.00	
Traffic Signs / Signals Equipment damaged by Road Traffic Accident or other event		10% of cost of repairs	10% of cost of repairs	Charge for our administration of the claim
Use of permanent Traffic Regulation Order for railway crossing works		£80.00	£81.00	
Access Protection Marking (single standard width dropped kerb driveway)		£127.00	£128.00	Cost for single standard width dropped kerb driveway
Sewerage treatment property charge		£386.00	£389.00	
Events/Promotions on the Public Highway		£120.00 to £1,200.00 per day	£120.00 to £1,210.00 per day	
Cycle Training		£40.00	£40.00	
Recovery and storage of unauthorised signs		£138.00	£139.00	
Provision of Data:				
Highway search enquiries	One A4 plan covering 100 metres of highway	£52.00	£52.00	
	Additional 100 metres	£14.00	£14.00	
	Additional question	£14.00	£14.00	
Provision of recorded injury accident Data		£144.00 + £47.00 per additional block of up to 10 accidents	£145.00 + £47.00 per additional block of up to 10 accidents	
Provision of Traffic Data, per request per site:	data up to 1 year old	£138.00	£139.00	
	data up to 3 years old	£110.00	£111.00	
	data over 3 years old	£81.00	£82.00	

(3) Public Transport

Use of public transport has fallen off significantly during 2020 because of Covid. No increases are therefore proposed for 2021/22 in charges to bus operators and passengers.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
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
Temporary bus stop closure	Per stop	£150.00	£150.00
	Per pair of opposite stops	£180.00	£180.00
Provision of information at bus stops for services not subsidised by WBC	Per stop	£11.20	£11.20
Concession bus pass replacement fee		£16.50	£16.50

(4) 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. It is proposed to increase these charges by 0.5%, in line with CPI inflation at September 2020.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Street naming and numbering - Property name change		£86.00	£87.00
Changes to new addresses due to the development changing after the schedule has been issued.	Per plot	£86.00	£87.00
Provision of Pre-Planning Application Advice			
Transport Assessment Scoping Note		£161.00	£162.00
Draft Transport Assessment		£545.00	£549.00
Provision of Private Access		£100.00	£101.00
Highway Advice for New Developments	Less than 5 Dwellings	£161.00	£162.00
	5 to 25 dwellings	£364.00	£367.00
	26 to 79 dwellings	£473.00	£476.00
	80 to 200 dwellings	£545.00	£549.00
	More than 200 dwellings	£617.00	£621.00
	0 to 249 sqm	£132.00	£133.00
	250 sqm to 999 sqm	£232.00	£234.00
	1,000 to 9,999 sqm	£364.00	£367.00
	over 10,000 sqm	£473.00	£476.00
Meeting charge	per hour	£134.00	£135.00

(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 0.5%, in line with CPI inflation at September 2020.

		Fees and Charges 2020/21		Proposed Fees and Charges 2021/22	
		Single Booking	Block Booking	Single Booking	Block Booking
Henwick Worthy Sports Ground:					
Cricket – 1 st Hand Wicket (per match)	Adult	£103.84	£86.53	£104.60	£87.10
	Junior	£47.91	£39.92	£48.20	£40.20
Cricket – 2 nd Hand Wicket (used grass)	Adult	£76.91	£64.09	£77.40	£64.50
	Junior	£37.37	£31.14	£37.60	£31.40
Cricket – Artificial Wicket	Adult	£69.16	£57.63	£69.60	£58.00
	Junior	£35.27	£29.39	£35.50	£29.60
Cricket – 2 nd (Reserve) Artificial Wicket	Adult	Free	Free	Free	Free
	Junior	Free	Free	Free	Free
Football – Grass (per game)	Adult	£78.66	£65.55	£79.20	£66.00
	Junior	£38.49	£32.07	£38.80	£32.30
Football - Mini Pitch	Adult	£44.51	£37.09	£44.80	£37.30
	Junior	£22.27	£18.56	£22.40	£18.70
Rugby – Grass (per game)	Adult	£78.66	£65.55	£79.20	£66.00
	Junior	£38.49	£32.07	£38.80	£32.30
Rugby Training	Cost per Hour	£21.34	£17.78	£21.50	£17.90
Use of Portable Lights	Cost Per Hour	£21.34	£17.78	£21.50	£17.90
Full Pitch Artificial Grass - peak	30 Mins	£42.62	£35.52	£42.90	£35.80
	1hr Only	£85.25	£71.04	£85.80	£71.50
	1hr 30mins (11 a side)	£127.87	£106.56	£128.80	£107.30
Half Pitch Artificial Grass - peak	30 Mins	£23.82	£19.85	£24.00	£20.00
	1hr Only (5 a side)	£47.65	£39.71	£48.00	£40.00
	1hr 30mins	£71.47	£59.56	£72.00	£60.00
Full Pitch Artificial Grass – off-peak	30 Mins	£19.87	£16.56	£20.00	£16.70
	1hr Only	£39.74	£33.12	£40.00	£33.40
	1hr 30mins (11 a side)	£59.61	£49.68	£60.00	£50.00
Half Pitch Artificial Grass – off-peak	30 Mins	£10.37	£8.64	£10.40	£8.70
	1hr Only (5 a side)	£20.73	£17.28	£20.90	£17.40
	1hr 30mins	£31.10	£25.92	£31.30	£26.10
Hardcourt Activities:					
Netball (per court per hr) (OUT OF ORDER AT TIME OF PUBLICATION)	Adult	£22.20	£18.50	£22.40	£18.60
	Junior	£11.08	£9.23	£11.20	£9.30
Tennis (per court per hr) (OUT OF ORDER AT TIME OF PUBLICATION)	Adult	£6.67	£5.56	£6.70	£5.60
	Junior	£3.60	£3.00	£3.60	£3.00
Basketball Hardcourt and BMX Pump Track	Adult	Free	Free	Free	Free
	Junior	Free	Free	Free	Free
Moorside:					
Football - Grass (Per Game)	Adult	£65.80	£54.83	£66.30	£55.20
	Junior	£32.60	£27.17	£32.80	£27.40
The Diamond -Greenham:					
Football - Grass (Per Game)	Adult	£65.80	£54.83	£66.30	£55.20
	Junior	£32.60	£27.17	£32.80	£27.40
Holybrook Park:					
Football – Grass (per game)	Adult	£65.80	£54.83	£66.30	£55.20
	Junior	£32.60	£27.17	£32.80	£27.40
Northcroft Recreation Ground:					
Football - Grass (per game)	Adult	£65.80	£54.83	£66.30	£55.20
	Junior	£32.60	£27.17	£32.80	£27.40
Open space hire for Community events / festivals		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**: 10 games and over; **Schools Rate**: £18.60 Per Hour (£22.32 inc vat if applicable)

(6) 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.

(7) Waste

Fees include bulky household collection, garden waste collection and provision of additional wheelie bins for garden waste collection. No increases are proposed for waste charges in 2021/22.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Special Collection Charges (Bulky Household Collection)	Normal (within 7 days)	£45.00	£45.00
	Within 7 days by appointment outside property	£60.00	£60.00
	Within 7 days by appointment inside property	£70.00	£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).		£40.00	£40.00
Removal of fly tipping on private land		P.O.A	P.O.A
Removal of graffiti up to 2m ² area		P.O.A	P.O.A
HWRC non-household waste charges:			
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
	Miscellaneous tyres	£2.50	£2.50
Gas canisters		£6.00	£6.00
Charges for Non WBC Residents' Use of HWRCs	New charge per visit TBC		£7.00

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. The proposed fees for 2021/22 have been agreed by the Public Protection Partnership Board and the relevant licensing committees for West Berkshire, Wokingham and Bracknell Forest Councils.

Some of these fees are set nationally by statute or according to a national agreement e.g. the Buy with Confidence Scheme. Some are based on the hourly rate for licensing staff and the estimated amount of time taken to process each type of licence. The chargeable hourly rate has been reviewed based on estimated staffing and overhead costs for 2021/22. The estimated time needed to process each type of licence has also been reviewed and in some cases this has resulted in a reduction in cost. Other fees (i.e. except where otherwise shown in the table below) have been increased by the rate of CPI inflation as at June 2020 which was 0.6%. (The CPI rate was taken slightly earlier than for other services in order to meet deadlines for the Partnership Board).

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
Hourly Rate for PPP		£57.00	£59.00	Hourly rate revised calculation carried out September 2020 based on estimated staffing costs and overheads for 2021/22
Environmental Protection				
Prevention of Damage by Pests				
Pest Site survey		N/A		Hourly rate as part of cost recovery where WID only
Rat treatment		N/A		Hourly rate as part of cost recovery where WID only
Any other Pest treatment		N/A		Hourly rate as part of cost recovery where WID only
Dog Warden Services				
Stray Dogs - Not taken to Kennel		£73.00	£73.00	Amalgamate. Vet fees separate as applicable
Stray Dogs - Taken to Kennel		Fees based on charges & cost recovery. Vet fees separate as applicable		Fees based on charges & cost recovery. Vet fees separate as applicable
Dog Fouling fixed penalty charge		£75.00	£75.00	In accordance with fixed penalty notice policy
Misc stray dog activities ie taxi, relocating, microchipping etc		£57.00	£59.00	Plus cost recovery on charges.
Trading Standards				
Weights and Measures Fees (per hour)		£64.00	£64.00	Discretionary, includes the cost of maintaining calibration of equipment annually
Explosives Licenses / Registrations - set by statute				NEC = Net Explosive Content
New licence for explosives below 250Kg NEC	1 year	£109.00	£109.00	Set by statute
	2 years	£141.00	£141.00	Set by statute
	3 years	£173.00	£173.00	Set by statute
	4 years	£206.00	£206.00	Set by statute
	5 years	£238.00	£238.00	Set by statute
Renewal licence for explosives below 250Kg NEC	1 year	£54.00	£54.00	Set by statute
	2 years	£86.00	£86.00	Set by statute
	3 years	£120.00	£120.00	Set by statute
	4 years	£152.00	£152.00	Set by statute
	5 years	£185.00	£185.00	Set by statute

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
Trading Standards Continued				
New licence for explosives above 250Kg NEC	1 year	£185.00	£185.00	Set by statute
	2 years	£243.00	£243.00	Set by statute
	3 years	£304.00	£304.00	Set by statute
	4 years	£374.00	£374.00	Set by statute
	5 years	£423.00	£423.00	Set by statute
Renewal licence for explosives below 250Kg NEC	1 year	£86.00	£86.00	Set by statute
	2 years	£147.00	£147.00	Set by statute
	3 years	£206.00	£206.00	Set by statute
	4 years	£266.00	£266.00	Set by statute
	5 years	£326.00	£326.00	Set by statute
Varying the name of licensee or address of site		£36.00	£36.00	Set by statute
Any other kind of variation		£40.00	£40.00	Set by statute
Transfer of licence		£36.00	£36.00	Set by statute
Replacement licence		£36.00	£36.00	Set by statute
Full year registration for fireworks		£515.00	£515.00	Set by statute
Petroleum Licensing - set by statute				
Petroleum Licensing Fees	not exceeding 2,500 litres	£44.00	£44.00	Set by statute
Petroleum Licensing Fees	not exceeding 50,000 litres	£60.00	£60.00	Set by statute
Petroleum Licensing Fees	exceeding 50,000 litres	£125.00	£125.00	Set by statute
Primary Authority				
Primary Authority Work hourly chargeable rate		£57.00	£59.00	
Annual charge - previous year usage 10 hours or less		£513.00	£516.00	
Annual charge - previous year usage 20 hours		£1,025.00	£1,031.00	
Anything likely to be in excess of 20 hours				Individually assessed
Support with Confidence				
Application fee	1-5 employees	£59.00	£59.00	All disbursements charged at cost
	6-20 employees	£119.00	£120.00	As above except fee reduced to £50 if registered with confidence
	21+ employees	£298.00	£300.00	As above except fee reduced to £50 if registered with confidence
Buy with Confidence				
Members from 2017/18 Application Fee	1-5 employees	£128.00	£125.00	Nationally agreed with 'Buy with Confidence' scheme holder as varied from time to time
	6-20 employees	£170.00	£167.00	Nationally agreed with 'Buy with Confidence' scheme holder
	21+ employees	£212.00	£208.00	Nationally agreed with 'Buy with Confidence' scheme holder
Annual Fee	1-5 employees	£255.00	£250.00	Nationally agreed with 'Buy with Confidence' scheme holder
	6-20 employees	£383.00	£375.00	Nationally agreed with 'Buy with Confidence' scheme holder
	21-49 employees	£510.00	£500.00	Nationally agreed with 'Buy with Confidence' scheme holder
	50+		POA	Nationally agreed with 'Buy with Confidence' scheme holder
Commercial				
Food Export Certificates		£57.00	£59.00	Full cost recovery based on officer hourly rate
Food Hygiene Rating Scheme rescore	2 hours	£114.00	£118.00	New - agreed dec 2019
Anti-Social Behaviour Act:				
High Hedges Fee (Class A – Fee Discretionary)		£1,199.00	£1,206.00	Cost recovery for consultant
Licences, Registrations and Similar Consents				
<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	£57.00	£59.00	

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
Premises Licence – Annual Fee (Class B – Statutory Fee)				
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)				
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.
Application to disapply mandatory DPS condition		£23.00	£23.00	Statutory -no increase.
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	
Gambling Licenses				
Casinos (regional)	New Application	£15,000.00	£15,000.00	100% of Statutory Maximum
	Provisional Statement	£15,000.00	£15,000.00	100% of Statutory Maximum
	Application with Provisional Statement	£8,000.00	£8,000.00	100% of Statutory Maximum
	Variation	£7,500.00	£7,500.00	100% of Statutory Maximum
	Transfer/Reinstatement	£6,500.00	£6,500.00	100% of Statutory Maximum
	Annual Fee	£15,000.00	£15,000.00	100% of Statutory Maximum
Casinos (large)	New Application	£10,000.00	£10,000.00	100% of Statutory Maximum
	Provisional Statement	£10,000.00	£10,000.00	100% of Statutory Maximum
	Application with Provisional Statement	£5,000.00	£5,000.00	100% of Statutory Maximum
	Variation	£5,000.00	£5,000.00	100% of Statutory Maximum
	Transfer/ Reinstatement	£2,150.00	£2,150.00	100% of Statutory Maximum
	Annual Fee	£10,000.00	£10,000.00	100% of Statutory Maximum
Casinos (small)	New Application	£8,000.00	£8,000.00	100% of Statutory Maximum
	Provisional Statement	£8,000.00	£8,000.00	100% of Statutory Maximum
	Application with Provisional Statement	£3,000.00	£3,000.00	100% of Statutory Maximum
	Variation	£4,000.00	£4,000.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,800.00	£1,800.00	100% of Statutory Maximum
	Annual Fee	£5,000.00	£5,000.00	100% of Statutory Maximum
Bingo Clubs	New Application	£3,500.00	£3,500.00	100% of Statutory Maximum
	Provisional Statement	£3,500.00	£3,500.00	100% of Statutory Maximum
	Application with Provisional Statement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Variation	£1,750.00	£1,750.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Annual Fee	£1,000.00	£1,000.00	100% of Statutory Maximum
Betting Premises	New Application	£3,000.00	£3,000.00	100% of Statutory Maximum
	Provisional Statement	£3,000.00	£3,000.00	100% of Statutory Maximum
	Application with Provisional Statement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Variation	£1,500.00	£1,500.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Annual Fee	£600.00	£600.00	100% of Statutory Maximum
Tracks	New Application	£2,500.00	£2,500.00	100% of Statutory Maximum
	Provisional Statement	£2,500.00	£2,500.00	100% of Statutory Maximum
	Application with Provisional Statement	£950.00	£950.00	100% of Statutory Maximum
	Variation	£1,250.00	£1,250.00	100% of Statutory Maximum
	Transfer/Reinstatement	£950.00	£950.00	100% of Statutory Maximum
	Annual Fee	£1,000.00	£1,000.00	100% of Statutory Maximum

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
Gambling Licences Continued				
Family Entertainment Centres	New Application	£2,000.00	£2,000.00	100% of Statutory Maximum
	Provisional Statement	£2,000.00	£2,000.00	100% of Statutory Maximum
	Application with Provisional Statement	£950.00	£950.00	100% of Statutory Maximum
	Variation	£1,000.00	£1,000.00	100% of Statutory Maximum
	Transfer/Reinstatement	£950.00	£950.00	100% of Statutory Maximum
	Annual Fee	£750.00	£750.00	100% of Statutory Maximum
Adult Gaming Centres	New Application	£2,000.00	£2,000.00	100% of Statutory Maximum
	Provisional Statement	£2,000.00	£2,000.00	100% of Statutory Maximum
	Application with Provisional Statement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Variation	£1,000.00	£1,000.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Annual Fee	£1,000.00	£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	£50.00	£50.00	100% of Statutory Maximum
	Copy of Licence	£25.00	£25.00	100% of Statutory Maximum
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	
Club Gaming Machines				
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	Renewal	£200.00	£200.00	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
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(holds a Club Premises Certificate under Licensing Act 2003)	Renewal	£100.00	£100.00	Statutory-no increase
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
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	Annual Fee (payable within 30 days of date permit takes effect)	£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

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
Club Gaming Machines Continued				
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	£57.00	£59.00	
Sex Establishments – (Class A – Fee Discretionary)				
Cinema		min £3,100 to max £5,150	min £3,100 to max £5,150	No change
Shop		min £3,100 to max £5,150	min £3,100 to max £5,150	No change
Entertainment Venue		min £3,100 to max £5,150	min £3,100 to max £5,150	No change
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	
Street Trading Consents – (Class A – Fee Discretionary)				
	Monthly Rate	£227.00	£228.00	
	6 months	£800.00	£805.00	
	Annual Fee	£1,370.00	£1,378.00	
Variation fee		£90.00	£91.00	
Community Events			£0.00	50% reduction of appropriate fee for non profit making events
Refund for Street Traders	If application withdrawn	£115.00	£116.00	WB & WOK only
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	
Skin Piercing Registrations (one off registration) – (Class A – Fee Discretionary)				
Individual		£179.00	£180.00	Cost recovery
Premises		£280.00	£282.00	Cost recovery
Joint Application		£448.00	£451.00	Cost recovery
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00	£59.00	
Animal Licences (Class A – Fee Discretionary) * +vet fee where applicable		NEW or RENEWAL		Licenses issued form 1-3 years depending on inspection rating
Animal Boarding Establishment - combined (dogs and cats)	New Application	£684.00	£590.00	Application Fee - 4 hours and Grant Fee 6 hours = 10 hrs total
	Renewal Fee		£531.00	
Animal Boarding Establishment - single species (dogs or cats))	New Application	£570.00	£472.00	Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total
	Renewal Fee		£413.00	
Home boarder (Separate cost recovery charge for mid term inspections)	New Application	£570.00	£271.85	Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total
	Renewal Fee		£241.85	NEW
Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	New Application	£228.00	£207.00	Application Fee - 2.5 hours and Grant Fee 1 hours = 3.5 hrs total
	Renewal Fee		£177.00	
Home Boarder - Assessment of hobby host as part of a franchisee licence	New Application	£112.00	£118.00	2hrs minimum
	Renewal Fee		£118.00	
Dog Day Care	New Application	£684.00	£590.00	Application Fee - 4 hours and Grant Fee 6 hours = 10 hrs total
	Renewal Fee		£531.00	
Dog Breeding Establishment (excluding vet fee)	New Application	£684.00	£590.00	Application Fee - 4 hours and Grant Fee 6 hours = 10 hrs total
	Renewal Fee		£531.00	
Dog Breeding Establishment (in domestic dwelling)	New Application	£570.00	£472.00	Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total
	Renewal Fee		£413.00	
Pet Vending / Sale of pets	New Application	£570.00	£472.00	Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total
	Renewal Fee		£413.00	
Animal for Exhibition	New Application	£684.00	£590.00	Application Fee - 4 hours and Grant Fee 6 hours = 10 hrs total
	Renewal Fee		£531.00	
Riding Establishment (excluding vet fee)*				
Main inspection fee, plus fee per horse	New Application	£570.00	£472.00	Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total
	Renewal Fee		£413.00	
Fee per horse, for the first 10 horses		£15.00	£15.00	
Fee per horse, for next 11-50 horses		£10.00	£10.00	
Fee per horse, for every horse 51 & over		£8.00	£8.00	
* 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.				

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
Riding Establishments Continued				
Example of charge per horse in a yard with 60 horses				
1- 10 horses @ £15 = £150.00				
horses 11-50 @ £10 = £400.00				
horses 51 - 60 @ £8 = £80.00				
Other fees 2020/2021				
Variation to the licence fee (inclusive of one visit)		£224.00	£224.00	
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		£56.00	£56.00	
Re-evaluation of star rating (inclusive of one visit)		£112.00	£112.00	
Transfer due to death of licensee		£56.00	£56.00	
Dangerous Wild Animal Consent*	2 years	£457.00	£460.00	WB & WOK only Cost recovery
Zoo Licenses (new and renewals)*	Up to 6 Years	£2,054.00	£2,066.00	Cost recovery
Scrap Metal				
Scrap Metal Site - New	3 Years	£498.00	£501.00	Cost recovery
Scrap Metal Site - Renewal	3 Years	£498.00	£501.00	Cost recovery
Scrap Metal Mobile Collector - New	3 Years	£265.00	£267.00	Cost recovery
Scrap Metal Mobile Collector - Renewal	3 Years	£265.00	£267.00	Cost recovery
Scrap Metal -Variation of Licence		£366.00	£368.00	Cost recovery
Scrap Metal-Change of Site Manager		£68.00	£68.00	Cost recovery
Scrap Metal- Copy of licence		£11.00	£11.00	Cost recovery
Scrap Metal- Change of Name		£36.00	£36.00	Cost recovery
Pre-Application Advice, hrly charge		£57.00	£59.00	
Private Water Supplies (Statutory Maximums stated)				
Risk Assessment	Carried out every 5 years	£57.00	£59.00	Minimum charge 1 Hr, simple risk assessment and report typically 5 hours
Sampling		£57.00	£59.00	Cost recovery 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	£60.00	£60.00	
Investigation		£108.00	£109.00	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		£28.00	£28.00	Where a supply provides <10m ³ /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
Environmental Permitting (Eng&W) Regulations 2016				
Scheduled Processes - (Class B – Statutory Fee)				
Standard Process		£1,650.00	£1,650.00	Statutory-no increase
Service Stations (PVI & PVII)		£257.00	£257.00	Statutory-no increase
Dry Cleaners		£155.00	£155.00	Statutory-no increase
Vehicle Refinishers		£362.00	£362.00	Statutory-no increase
Mobile screening & crushing plant		£1,650.00	£1,650.00	Statutory-no increase
for the third to seventh applications		£985.00	£985.00	Statutory-no increase
for the eighth and subsequent applications		£498.00	£498.00	Statutory-no increase
Substantial Changes				
Standard Process		£1,050.00	£1,050.00	Statutory-no increase
Reduced Activities		£102.00	£102.00	Statutory-no increase
Annual Substance Charge				
Standard Process	LOW	£772.00	£772.00	Statutory-no increase
	MEDIUM	£1,161.00	£1,161.00	Statutory-no increase
	HIGH	£1,747.00	£1,747.00	Statutory-no increase
Service Stations PVR2	LOW	£113.00	£113.00	Statutory-no increase
	MEDIUM	£226.00	£226.00	Statutory-no increase
	HIGH	£341.00	£341.00	Statutory-no increase

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
Environmental Permitting (Eng&W) Regulations 2016 (Continued)				
VRs and other reduced fees	LOW	£228.00	£228.00	Statutory-no increase
	MEDIUM	£365.00	£365.00	Statutory-no increase
	HIGH	£548.00	£548.00	Statutory-no increase
Dry Cleaners /PVR1	LOW	£79.00	£79.00	Statutory-no increase
	MEDIUM	£158.00	£158.00	Statutory-no increase
	HIGH	£237.00	£237.00	Statutory-no increase
Mobile Screening & Crushing Plant	LOW	£646.00	£646.00	Statutory-no increase
	MEDIUM	£1,034.00	£1,034.00	Statutory-no increase
	HIGH	£1,506.00	£1,506.00	Statutory-no increase
For the second permit	LOW	£646.00	£646.00	Statutory-no increase
	MEDIUM	£1,034.00	£1,034.00	Statutory-no increase
	HIGH	£1,506.00	£1,506.00	Statutory-no increase
For the third to seventh permit	LOW	£385.00	£385.00	Statutory-no increase
	MEDIUM	£617.00	£617.00	Statutory-no increase
	HIGH	£924.00	£924.00	Statutory-no increase
For the eighth & subsequent applications	LOW	£198.00	£198.00	Statutory-no increase
	MEDIUM	£316.00	£316.00	Statutory-no increase
	HIGH	£473.00	£473.00	Statutory-no increase
Late payment charge	When invoice issued & not paid in 8 weeks	£52.00	£52.00	Statutory-no increase
Transfer & Surrender				
Transfer		£169.00	£169.00	Statutory-no increase
Partial Transfer		£497.00	£497.00	Statutory-no increase
Surrender		£0.00	£0.00	Statutory-no increase
Transfer Reduced fees		£0.00	£0.00	Statutory-no increase
Partial Transfer Reduced fees		£47.00	£47.00	Statutory-no increase
Private Sector Housing				
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)		£400.00	£402.00	
Enforcement Notices served under Housing Act 2004		£115.00	£116.00	Activities as prescribed
HMO Licence NEW - assisted application		£1,197.00	£1,204.00	
HMO Licence RENEWAL		£800.00	£805.00	
Civil Penalties housing offences				Up to £30,000.00
Caravan Site Licence				(Option 2 of DCLG Guide for Charging)
Site licence new		£437.00	£440.00	
New licence per pitch		£16.00	£16.00	
Transfer of licence		£185.00	£186.00	
Alteration of conditions		£339.00	£341.00	
Annual fee per pitch		£14.00	£14.00	
Enforcement action -per hour		£57.00	£59.00	Hourly rate as for activity as prescribed.
Deposit, vary or deleting site rules		£116.00	£117.00	
Variation of licence		£115.00	£116.00	
Other Fees				
Environmental Info Individual or Non Commercial		£115.00	£118.00	Hourly rate applies minimum for 2 hours
Environmental Info Commercial and Government		£115.00	£118.00	Cost recovery
Civil Actions (Class A – Fee Discretionary)		£115.00	£118.00	Cost recovery
Safety Certification and administration	Minimum 2 hours	£115.00	£118.00	Cost recovery
Pre-Application Advice, hourly charge		£57.00	£59.00	
Resident and Business Advice				
General Business Advice (non-primary authority)	Per hour - free for first 30 minutes	£57.00	£59.00	Hourly rate applies
Request for Advice		£57.00	£59.00	

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
Hackney Carriage / Private Hire Licensing				
Vehicle Licences				
Hackney Carriage Vehicle New / Renewal		£288.00	£290.00	cost recovery
Private Hire Vehicle New / Renewal		£288.00	£290.00	cost recovery
Private Hire Vehicle with Dispensation		£288.00	£290.00	Included in operator fees
Temporary Vehicle licence	Issue up to 3 months maximum	£231.00	£232.00	cost recovery
Private Hire Operators - NEW	NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 4 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2021-2022 hourly rate £59.00)			
1 vehicle		£456.00	£472.00	
2 vehicles		£527.25	£545.75	
3 vehicles		£598.50	£619.50	
Private Hire Operators NEW Continud				
4 vehicles		£669.75	£693.25	
5 vehicles		£741.00	£767.00	
6 vehicles		£812.25	£840.75	
7 vehicles		£883.50	£914.50	
8 vehicles		£954.75	£988.25	
9 vehicles		£1,026.00	£1,062.00	
10 vehicles		£1,097.25	£1,135.75	
11 vehicles		£1,168.50	£1,209.50	
12 vehicles		£1,239.75	£1,283.25	
13 vehicles		£1,311.00	£1,357.00	
14 vehicles		£1,382.25	£1,430.75	
15 vehicles		£1,453.50	£1,504.50	
16 vehicles		£1,524.75	£1,578.25	
17 vehicles		£1,596.00	£1,652.00	
18 vehicles		£1,667.25	£1,725.75	
19 vehicles		£1,738.50	£1,799.50	
20 vehicles		£1,809.75	£1,873.25	
20+ vehicles		£1,809.75	£1,873.25	
Private Hire Operators - RENEWAL	NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 2 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2020-2021 hourly rate £59.00)			
1 vehicle		£342.00	£354.00	
2 vehicles		£413.25	£427.75	
3 vehicles		£484.50	£501.50	
4 vehicles		£555.75	£575.25	
5 vehicles		£627.00	£649.00	
6 vehicles		£698.25	£722.75	
7 vehicles		£769.50	£796.50	
8 vehicles		£840.75	£870.25	
9 vehicles		£912.00	£944.00	
10 vehicles		£983.25	£1,017.75	
11 vehicles		£1,054.50	£1,091.50	
12 vehicles		£1,125.75	£1,165.25	
13 vehicles		£1,197.00	£1,239.00	
14 vehicles		£1,268.25	£1,312.75	
15 vehicles		£1,339.50	£1,386.50	
16 vehicles		£1,410.75	£1,460.25	
17 vehicles		£1,482.00	£1,534.00	
18 vehicles		£1,553.25	£1,607.75	
19 vehicles		£1,624.50	£1,681.50	
20 vehicles		£1,695.75	£1,755.25	
20+ vehicles		£1,695.75	£1,755.25	
Variation to licence		£57.00	£59.00	to include reissue of licence with additional vehicle registration added plus extra fees for these for length of licence

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	Notes
Driver Licences				
Driver – New / Renewal	3 years	£269.00	£271.00	
Conversion of driver licence to another type		£80.00	£80.00	
Other Private Hire and Hackney Carriage Charges				
Transfer of vehicle to new owner		£114.00	£118.00	2 hours
Change of vehicle		£74.00	£74.00	
Replacement licence		£41.00	£41.00	
Replacement badge		£41.00	£41.00	
Replacement vehicle licence plate		£57.00	£59.00	
Meter test - retest after failure	Bracknell Forest and Wokingham	£32.00	£32.00	Not West Berks
Knowledge Test		£74.00	£74.00	
Missed Appointment		£37.00	£37.00	
Disclosure and Barring Service Check (DBS)	West Berkshire and Wokingham	£92.50	£94.00	Capita cost + half an hour at hourly charge (£64+£29.50)
Change of Address (PH & HC)		£14.00	£14.00	
Backing Plate		£26.00	£26.00	
Medical Exemption from carrying assistant dog		£22.00	£22.00	
Refund processing fee		£57.00	£59.00	
Change of vehicle registration		£57.00	£57.00	
Pre-Application Advice, hourly charge	Min 1 Hr	£57.00	£59.00	
Age of vehicle inspection initial/reinspection		£56.00	£59.00	
Disability Awareness Training Course			POA	
Safeguarding Training			POA	

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. Due to the Covid-19 pandemic, the contractor has proposed no price increases for any of the activity (core or other) from January 2021.

(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. It is therefore proposed to increase room hire fees for 2021/22 by 0.5% in line with CPI inflation at September 2020.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Shaw House - Room Hire Charges:			
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 - £39.00
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.

It is proposed to increase these charges by 0.5% in line with CPI inflation at September 2020.

	Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
West Berkshire - Archaeological Archive Box Fee		
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	£101.00
Additional Boxes		
Full Box 0.4 x 0.25 x 0.22m =0.022m ³	£71.00	£71.00
Half Box 0.4 x 0.25 x 0.11 =0.011 m ³	£31.00	£31.00
Quarter Box 0.4 x 0.125 x 0.11 =0.00275 m ³	£20.00	£20.00
Eighth Box 0.2x 0.125 x 0.11 m= 0.00275m ³	£10.00	£10.00
Sixteenth Box 0.1 x 0.125 x 0.11 m= 0.001375m ³	£0.00	£0.00
Skull Box = 1/2 Box 0.2 x 0.2 x 0.25 = 0.012m ³	£34.00	£34.00
Human Bone = 1 1/2 Box 0.6 x 0.25 x 0.25 = 0.039m ²	£102.00	£103.00
Map Rolls per 100 grams ³	£2.00	£2.00
Archive Box deposit charges	£0.00	£0.00
Full Box 0.4 x 0.075 x 0.27m =0.0081m ³	£25.00	£25.00
Half Box 0.4 x 0.045 x 0.27 =0.0049 m ³	£15.00	£15.00
Archaeology - Historic Environment Record Charges		
A4 computer print out (b/w) HER Data	£0.20	£0.20
A4 computer print out (colour) HER data	£0.60	£0.60
A3 computer print out (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 £121 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, 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
Heritage Service - Use of Image Collection		
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.		
Image Production Fee		
Photo Print - up to A6	£5.20	£5.20
Photo Print - up to A5	£10.00	£10.00
Photo Print - up to A4	£16.00	£16.00
Laser Scan - up to A4	£5.20	£5.20
Digital Scan - to CD	£16.00	£16.00
making organisations	Free	Free

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Reproduction Charges			
Commercial Publication:			
Up to full page, B&W or Colour		£42.00	£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)		£78.00	£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		£16.00	£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
Academic Publication		£31.00	£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		£42.00	£42.00
Advertising or Brochure		£78.00	£78.00
Exhibition Use		£42.00	£42.00
Exhibition Use - Discounted rate for West Verksire 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	£78.00	£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	£15.00	£15.00
New photograph required taken in-house and supplied digitally	Per Object	£50.00	£50.00
New photograph required taken in-house and supplied in a physical format	Per Object, plus postage	£65.00	£65.00
Copying and laminating charges			
These charges are common with the library service			
A4 Photocopy b/w		£0.20	£0.10
A4 Photocopy colour		£0.60	£0.60
A3 Photocopy b/w		£0.30	£0.30
A3 Photocopy - colour		£1.00	£1.00

(4) Libraries

In order to make library services as accessible as possible to the public, it is proposed to make no increases to library service charges for 2021/22. For services which are now very little used, e.g. hire of DVDs and black and white photocopying, a small reduction in the charge is proposed.

Description		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Request Charges			
Items available in SELMS libraries		£3.00	£3.00
Notification charge for posted request notices		£1.00	£1.00
Not applicable to pensioners			
Overdue Charges			
Overdue Books for children	per day	£0.10	£0.10
Ovedue Books for Adults	per day	£0.25	£0.25
DVDs	per day	£0.75	£0.25
Admin fee for debt recovery process		£12.00	£12.00
Printing and Photocopying charges			
A4 B&W		£0.20	£0.10
A4 Colour		£0.60	£0.60
A3 B&W		£0.30	£0.30
A3 Colour		£1.00	£1.00
Microfilm Copying		£0.20	£0.20

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Other Charges for Library Services			
Lost Tickets		£3.00	£3.00
Reference and Research enquiry charges		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.	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 (per annum)		£26.00	£26.00
Vocal Scores		£6 per month per set of 20 scores from SE region. (Loans in multiples of 20.)	£6 per month per set of 20 scores from SE region. (Loans in multiples of 20.)
Orchestral sets from SE region	per month	£15.00	£15.00
Play sets from SE region	per month	£6.00	£6.00
Hire charges			
U Cert DVDs	per week	£2.00	£1.00
Other Cert DVDs	per week	£2.50	£2.00
Room Hire			
Newbury Library - Carnegie Lounge	per hour	£18.00	£18.00
Newbury Library - Small Meeting Room	per hour	£10.00	£10.00

(5) Registration Services

Registration fees are largely controlled by statute. Regular benchmarking of discretionary fees is undertaken in order to ensure our charges are in line with other providers. Increases are proposed in ceremony fees for 2021/22 to reflect the latest benchmarking data. No increase is proposed to the approved premises licence, as this sector has been severely affected by Covid. It is proposed to increase all other discretionary fees by 0.5%, in line with CPI inflation at September 2020.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Shaw House Ceremony Room			
	Tues- Fri	£215.00	£266.00
	Sat	£285.00	£296.00
Ceremonies at approved premises	Mon-Fri	£455.00	£466.00
	Sat	£485.00	£496.00
	Sun & Bank Holiday	£555.00	£566.00
Approved Premise Licence - any number of rooms		£2,136.00	£2,136.00
Celebratory Services - Baby Naming/Affirmation of vows - Shaw House	Monday to Friday	£260.00 + £52.00 VAT	£262.00 VAT
	Saturday	£330.00 + £66.00 VAT	£332.00 + VAT
Celebratory Services - Baby Naming/Affirmation of vows - At approved premises	Mon- Fri	£310.00 + £62.00 VAT	£312.00 + VAT
	Sat	£370.00 + £74.00 VAT	£373.00 + VAT
	Sun & Bank Holiday	£415.00 + £83.00 VAT	£418.00 + VAT
Private Citizenship ceremony Mon to Sat		£122.00	£123.00
European Passport Return Service		£22.00	N/A
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

4. 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

Local Land Charges for 2021/22 have still to be confirmed, but will be shown in the final report on the 2021/22 revenue budget for approval by Executive in February. An increase of 0.5% in line with CPI at September 2020 would be less than £1, so no increase is proposed in the draft proposed charges shown below. The final charges will be set in line with legislation, which requires the Council only to recover costs incurred in service delivery.

	Fees and Charges 2020/21	DRAFT Proposed Fees and Charges 2021/22
LLC1	£75.00	£75.00
Con29 PT1	£52.00	£52.00
Con29PT11	£26.00	£26.00
Additional Questions	£47.00	£47.00
Con29 additional parcel	£41.00	£41.00
LLC1 additional parcel	£56.00	£56.00

2.3 Legal Fees

Proposed recharges of staff time have been inflated by 0.5% for 2021/22, in line with CPI at September 2020. No uplift is proposed to other charges for legal services.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Managers	Hourly	£149.00	£150.00
Team Leader	Hourly	£141.00	£142.00
Solicitor / Barrister	Hourly	£136.00	£137.00
Legal Executive/Senior Legal	Hourly	£126.00	£127.00
Trainee Solicitor	Hourly	£106.00	£107.00
Landowners Statements		£1,140.00	£1,140.00
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. An increase of 0.5% has been applied to these charges for 2021/22, in line with CPI inflation at September 2020.

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.

		Fees and Charges 2020/21	Proposed Fees and Charges 2021/22
Adult and Children's			
Personal Assistants	Full Day	£45.00	£45.00
	Half Day	£27.00	£27.00
Private social Care and All Others	Full Day	£93.00	£94.00
	Half Day	£52.00	£52.00
Voluntary / Associated Social Care	Full Day	£52.00	£52.00
	Half Day	£27.00	£27.00
Corporate Courses			
Personal Assistants	Full Day	£45.00	£45.00
	Half Day	£27.00	£27.00
Private social Care and All Others	Full Day	£93.00	£94.00
	Half Day	£52.00	£52.00
Voluntary / Associated Social Care	Full Day	£93.00	£94.00
	Half Day	£52.00	£52.00
Foster Care Courses			
Personal Assistants	Full Day	£45.00	£45.00
	Half Day	£27.00	£27.00
Private social Care and All Others	Full Day	£93.00	£94.00
	Half Day	£52.00	£52.00
Voluntary / Associated Social Care	Full Day	£52.00	£52.00
	Half Day	£27.00	£27.00
Other Course for the Private, Voluntary and Independent Sector			
Associated Organisations	Full Day	£162.00	£163.00
Non Associated Organisations	Full Day	£419.00	£422.00

4.1 Council Tax Fees

Fees relating to recovery of unpaid Council tax are set in consultation with the Ministry of Justice. No increase in fees is proposed for 2021/22.

	Fees and Charges 2020/21	Proposed Fees and Charges 2021/22	
Summons cost	£57.50	£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.			