

# Supplemental Items for Joint Public Protection Committee

**Monday 2 October 2023 at 7.00pm**  
in the Council Chamber Council Offices  
Market Street Newbury

<b>Part I</b>	<b>Page No.</b>
2 <b>Minutes</b> To approve as a correct record the Minutes of the meeting of this Committee held on 12 June 2023.	1 - 6
3 <b>Outstanding Actions from Previous Meetings</b> To consider any outstanding matters from previous meetings.	7 - 8
10 <b>Revenue Budget 2024/25 including Proposed Fees and Charges Schedule (JPPC4252)</b> To set out the Public Protection Partnership's (PPP) draft revenue budget for 2024/25, including discretionary fees and charges for 2024/25. To seek approval for the draft budget and draft fees and charges schedule prior to submission to Bracknell Forest and West Berkshire Councils as part of their budget setting process in accordance with the Inter-Authority Agreement (IAA). To agree the figure for the basis of the recharge to Wokingham Borough Council with respect to the services jointly Wokingham Borough Council under the shared service agreement effective on the 1 <sup>st</sup> April 2022.	9 - 26

For further information about these items, or to inspect any background documents referred to in Part I reports, please contact Stephen Chard on (01635) 519462  
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## **JOINT PUBLIC PROTECTION COMMITTEE**

### **Minutes of the meeting held on MONDAY 12 JUNE 2023**

#### **BRACKNELL FOREST COUNCIL, TIME SQUARE, MARKET STREET, BRACKNELL**

**Present:** Lee Dillon (Chairman), Phil Barnett (remotely), Kandy Jefferies (Vice-Chairman) and Guy Gillbe

**Also Present:** George Lawrence (Residential Team Leader), Sean Murphy (Public Protection Manager), Eric Owens (Service Director - Development & Regulation), Clare Lawrence (Executive Director - Place), Alison Beynon (Solicitor), Suzanne McLaughlin (Senior Environmental Health Officer), Stephen Chard (Democratic Services Manager), Moira Fraser (Public Protection Partnership), Kevin Gibbs (Bracknell Forest Council) and Damian James (Bracknell Forest Council)

#### **PART I**

##### **1 Election of the Chairman**

**RESOLVED** that Councillor Lee Dillon of West Berkshire Council be elected as Chairman for the 2023/2024 Municipal Year.

The Committee observed a period of silence to reflect on the recent sad passing of the Deputy Mayoress of Reading, Councillor Colette Dennis.

##### **2 Appointment of the Vice Chairman**

**RESOLVED** that Councillor Kandy Jefferies of Bracknell Forest Council be appointed as Vice-Chairman for the 2023/2024 Municipal Year.

##### **3 Minutes**

The Minutes of the meeting held on 13 March 2023 were agreed as a true and accurate record and signed by the Chairman.

##### **4 Outstanding Actions From Previous Meetings**

Item 1: Sean Murphy reported that the possibility of installing defibrillators alongside the water safety cabinets was raised with the West Berkshire Council Health and Wellbeing Board, who were content with the current coverage. However, there was consensus at the Water Safety Partnership meeting held on 30 January 2023 that defibrillators should be provided at locations with water safety cabinets. The issue would continue to be reviewed.

Item 2: Sean Murphy reported that elected Member oversight of regulations of investigatory powers would be covered in the Public Protection Partnership induction for both authorities. These induction sessions were being organised.

Item 3: Moira Fraser reported that the data on water safety incidents would be shared outside of the meeting.

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Item 4: Completed. Bracknell Forest Council had been included as an attendee of the Water Safety Partnership. Stephen Chown and Damian James would be invited to future meetings.

Item 5: Completed. Sean Murphy reported that updates had been made to the equality comments in the covering report of the West Berkshire Council Contaminated Land Strategy.

Item 6: Completed. It had been clarified that 'non-human receptors' in the Contaminated Land Strategy referred to animals, plants, rivers or property. An explanatory note was added to the Strategy prior to publication.

Item 7: The Committee would be updated on this matter in due course.

Item 8: Moira Fraser reported that updating the Houses of Multiple Occupancy information on the PPP website was a work in progress.

Item 9: Work in progress.

Item 10: Completed. Sean Murphy reported that changes had been made to the Strategic Assessment and the updated document had been published on the PPP website.

### 5 **Declarations of Interest**

Councillor Lee Dillon declared a personal interest during discussion of Agenda Item 9 by virtue of the fact that his father owned a public house in West Berkshire. He also declared that he was an employee of Sovereign Housing Association with responsibility for housing management. As his interest was personal and not prejudicial or a disclosable pecuniary interest, he determined to remain to take part in the debate.

### 6 **Notice of Public Speaking and Questions**

No public questions were received.

### 7 **Forward Plan**

The Forward Plan was noted.

It was noted that the wording of the purpose for the item to elect the Chairman and Vice-Chairman for the 2024/25 Municipal Year might need to be adjusted.

### 8 **Public Protection Partnership Service Update and Q4 Outturn for 2022/23 (JPPC4194)**

The Committee considered a report (Agenda Item 9) which updated the Committee on the work of the Service in Q4, the end of year performance outturn, and which sought authority to carry forward the revenue under-spend from 2022/23.

Sean Murphy introduced the report and its accompanying presentation, demonstrating what the Public Protection Partnership had been doing over the previous year. Sean Murphy set out that the Inter-Authority Agreement tasked the Committee with overseeing performance of the service, including financial performance, and how the service delivered against its key strategic objectives.

Sean Murphy noted that in the coming year he expected that there would still be issues arising within the service due to the cost of living crisis. For example, within Housing, landlords were experiencing affordability issues. In addition, a priority was embedding the single IT system and harnessing the efficiencies. Sean explained that some data was missing from the year end report as there had been some data transfer issues between the previous three systems and the single new system.

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Sean Murphy noted that the service struggled to recruit qualified officers, and were working with entry-level apprentices and developing existing officers.

Councillor Lee Dillon thanked Sean Murphy and officers for all their hard work over the past year. He also gave thanks for the detailed report and presentation, noting that it highlighted the many individual services and points of contact residents had with the service, and the need for the Partnership.

Councillor Guy Gillbe noted that staff recruitment was highlighted as a significant issue, and gave his support to the “grow your own” ethos within the service, but asked for further detail on the impact of the recruitment issues. Sean Murphy responded that, in the short term, the recruitment issues meant that the service had to use agency staff in areas such as Licensing and Private Sector Housing to provide cover in the absence of qualified officers. Non-qualified officers performed appropriate tasks and would become qualified in time.

Councillor Gillbe asked whether the service was offering a competitive recruitment package to people, with a comparable wage, and asked what could be improved. Sean Murphy responded that the salaries paid were in line with the average wages paid elsewhere, but that the main issue was a national shortage of qualified Environmental Health and Trading Standards Officers. Sean Murphy highlighted that one Trading Standards Officer had been recruited in three years.

Councillor Gillbe asked what the issues with the IT system were, and how far the service was behind in installing the single system. Sean Murphy responded that the main issue was with data transfer and data matching which was a complex process. The service was 80-90% towards completing the transfer, but the last 10% was proving to be the most difficult. Sean Murphy was confident in the implementation that was chosen, as it moved a lot of the processes online and would be beneficial for customers.

Councillor Dillon noted that the customer service score was 80%, and asked what a realistic target for the next year would be. Sean Murphy responded that the customer service score was made up of three metrics; Trading Standards enquiries, Business inquiries, and Environmental Health and Licensing enquiries. Within the last year, the service had started to use QR codes to signpost people to data and to fill out satisfaction forms. Environmental Health was different from the other two metrics as it was often the subject of disputes, and not everybody could have a ‘winning’ experience. Sean Murphy stated that 80% was a good score, and highlighted that the number of complaints across the service had reduced to 13 in the last year (from approximately 8000 service requests). The needs of the high majority of residents were being met.

Councillor Dillon followed this by asking whether it was worth splitting the three metrics and setting individual targets for them to get a clearer performance picture. Sean Murphy responded that the information would be able to be broken down and looked at in further detail, and agreed to consider proposals in advance of the next meeting.

Councillor Kandy Jefferies noted that Community Engagement was talking to young people about the dangers of vaping, drugs and alcohol, and asked whether there was a focus on gas canisters and balloons as this had become an increasing concern. Sean Murphy responded that it had been looked at in the past, and seizures of items had taken place where the service had the evidence to do so to protect young people. Sean Murphy added that the legislative framework around nitrous oxide was not as clear, and the service had to prove that it was being used for intoxication, but the responsibility was on Councils to enforce it.

### **RESOLVED that:**

- The 2022/23 Q4 data for the Public Protection Service be noted.

## JOINT PUBLIC PROTECTION COMMITTEE - 12 JUNE 2023 - MINUTES

- The update on service delivery be noted.
- The Bracknell Forest Council/West Berkshire Council underspend of £148,000 be carried forward to the 2023/24 Financial Year.

### 9 **PPP Community Engagement Approach 2023/25 (JPPC4197)**

The Committee considered a report (Agenda Item 10) which sought to review and, if appropriate, amend the approach to community engagement in light of any technological advances and procedural changes that could be used to enhance communication and engagement, and to ensure that the current plan reflected the newly agreed Priorities of the Public Protection Partnership (PPP).

Moira Fraser introduced the report, stating that the report considered the PPP's community engagement work over the next two years. Moira Fraser noted that the service had a number of priorities delivered through the PIE (Prevention, Intelligence and Enforcement) model, and that communication was a critical element in delivering the service. The primary aim was to prevent people from being harmed by keeping them informed, and raising issues of local importance or supporting national initiatives. There was a focus on intelligence gathering, as the service was intelligence-led, and ensuring that the community was willing to provide intelligence. There was also a focus on ensuring that enforcement action was taken with the aim of helping to deter future offending.

Moira Fraser concluded by advising that the Strategy was a living document and would welcome further feedback.

#### **RESOLVED that:**

- The report be noted.
- The PPP Communications and Engagement Strategy 2023 – 2025 be adopted.

### 10 **Update on the DEFRA Air Quality Grant (JPPC4308)**

The Committee considered a report (Agenda Item 11) which provided Members with an update on the progress with the DEFRA Grant, including the Particulate Matter (PM2.5) at schools project.

Suzanne McLaughlin introduced the report, setting out that the application to the Department for Environment, Food and Rural Affairs (DEFRA) for £259,000 for air quality projects had been granted by the Department in 2020/21. The service had to meet a set criteria in order to apply, such as Air Quality Management Areas, of which there were two in West Berkshire, two in Bracknell Forest and three in Wokingham. The funding enabled the initiation of a number of projects, such as the Particulate Matter 2.5 (PM2.5) project, which had shown that the concentration had not risen, but that there were issues at certain times of the week, and an anti-idling campaign. The PM2.5 project had begun within schools this term, but some schools had not taken up the offer.

A quarterly update was provided to DEFRA on the progress being made and this was attached as Appendix D to the report.

The Chairman asked what the Councils could do to encourage school participation in the PM2.5 project. Suzanne McLaughlin responded that they had aimed to go into school assemblies or classes, and where schools had declined the offer, a toolkit of resources had been provided to them.

#### **RESOLVED that:**

- Progress on the measures to improve air quality through the grant funded particulate programme be noted.

**JOINT PUBLIC PROTECTION COMMITTEE - 12 JUNE 2023 - MINUTES**

- The ongoing work in this area and the drive to encourage behaviour change be endorsed.

**11 JPPC Terms of Reference**

The Committee considered its Terms of Reference (Agenda Item 12).

Sean Murphy introduced the report, stating that it was an annual process to bring the Terms of Reference to the Committee to consider recommending amendments to West Berkshire Council’s full Council, as the Terms of Reference sat within its Constitution. Sean Murphy noted that the Terms of Reference could be brought back to a future meeting in recognition of the fact that all of its Members were new.

Councillor Guy Gillbe endorsed the call for a third Member to be appointed by each Council, noting that it widened the Committee’s remit, and ensured continuity through each change of Administration. The Chairman concurred, stating that it allowed greater political balance, noting that the previous composition of the Committee was entirely Conservative Members. Sean Murphy set out that the proposed amendment was for the membership to consist of the Portfolio Holder responsible for Public Protection, as well as two Council representatives from each partner authority, and proposed that this change be referred back to each Council. The Committee agreed.

**RESOLVED that:**

- The Terms of Reference of the Joint Public Protection Committee be noted.
- The proposal for a third Member to be appointed to the Committee from both Councils be agreed.
- The proposed amendment to the Constitution be referred to West Berkshire Council’s Full Council for approval. Subject to approval, the Inter Authority Agreement would be amended.

*(The meeting commenced at 7.00pm and closed at 8.05pm)*

**CHAIRMAN** .....

**Date of Signature** .....

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## Joint Public Protection Committee Actions Arising from Previous Meetings

Ref	Meeting Item	Action	Officer	Update
1.	14 March 2022 <b>West Berkshire Water Safety Partnership Annual report 2021/22</b>	Jon Winstanley to raise the possibility of installing defibrillators alongside the water safety cabinets with the partnership	JW	<p>The WBC Health and Wellbeing Board are happy with the current coverage, if any further defibs are felt necessary they would require initial capital investment, electric supply and on-going maintenance provision.</p> <p>However there was consensus at the Water Safety Partnership meeting held on the 30 January 2023 that Defibs could be provided at locations were we have water safety cabinets.</p> <p>This will continue to be reviewed.</p> <p>Ward Members to be approached about the potential use of the Member's bid process to fund Defibs at the location of the three water safety cabinets.</p>
2.	26 January 2023 <b>Regulation of Investigatory Powers</b>	Officers agreed to look into how wider elected member oversight of the regulations could be delivered.	SM	This will be covered in the PPP induction for members in both authorities post the May elections.
3.	13 March 2023 <b>Public Protection Partnership Priorities 2021 to 2023 – Refresh</b>	Sean Murphy to consider the implications, if any, for the PPP resulting from the enactment of the <a href="#">Hunting Trophies (Import Prohibition) Bill</a> and update the Committee.	SM	The impact of the enactment of the legislation to be covered off in the priorities setting process for the Service.

Ref	Meeting Item	Action	Officer	Update
4.	13 March 2023 <b>Public Protection Partnership Priorities 2021 to 2023 – Refresh</b>	Rosalynd Gater to look at the Houses of Multiple Occupancy information on the PPP website to make sure that it is up to date and is as informative as it could be.	RG	The website is up to date and the guidance on the website has been updated.
5.	12 June 2023 <b>Public Protection Partnership Service Update and Q4 Outturn for 2022/23</b>	Members requested that the data in terms of customer satisfaction be split into three sections: Trading Standards enquiries, Business inquiries, and Environmental Health and Licensing enquiries	MF	The number of responses to satisfaction surveys received during Q1 was small and it was determined that splitting it down into the three areas would make the information statistically unreliable This would however continue to be monitored.

## DRAFT PUBLIC PROTECTION PARTNERSHIP FEES AND CHARGES 2024/2025

The Public Protection Partnership (PPP) provides chargeable services on behalf of two authorities, Bracknell Forest Council and West Berkshire Council.

Fees effective from 1 April 2024

Please Note:

- All Statutory Fees and those linked to national schemes are based on fees published on 21 September 2023 and may be subject to change by Central Government or the management of the schemes.
- The Hourly rate is **£68.25ph** for 2024/25 (uplift based on CPI Index as at August 2023 of 6.7%), if there is a minimum number of hours or it is capped it is indicated in the text below.
- Class A Statutory Fees are marked with **Pale Gold** and Class B Discretionary Fees are headed **Blue**
- There are some additional fees which will be due when making an application, these are listed separately (if known) and with a note if varied amounts
- If you have any questions regarding our fees and charges please contact PPP Partnership Support Customer Care team using our [Make an enquiry form](#).

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# LICENCES, REGISTRATIONS AND CONSENTS

## Pre-Application Advice

We provide chargeable pre-application advice for the following licenses and consents:

License/Consents	2023/24 Fee	2024/25 Fee
Gambling Act	£64ph	£68.25
Licensed Premises Notifications	£64ph	£68.25
Licensing Act 2003	£64ph	£68.25
Scrap Metal	£64ph	£68.25
Sex Establishments	£64ph	£68.25
Skin Piercing & Dermal Treatments	£64ph	£68.25
Street Trading Consents	£64ph	£68.25

## Animal Licences

Animal Licences – (Class A – Fee Discretionary)			
*The granting fee includes initial inspection and mid-term inspection totalling 4 hours (unless stated differently). Inspections required beyond this due to additional visits and aborted visits will be charged at an additional fee **Additional vets fee payable		2023/24 Fee	2024/25 Fee
NEW - Animal Boarding Establishment - combined (dogs and cats)	Application Fee	£192	£204.75
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £273*
	<b>Total Fee (minimum)</b>	<b>£448 minimum</b>	<b>£477.75 minimum</b>
RENEWAL - Animal Boarding Establishment - combined (dogs and cats)	Application Fee	£160	£171
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £273*
	<b>Total Fee (minimum)</b>	<b>£416 minimum</b>	<b>£444 minimum</b>
NEW - Animal Boarding Establishment - single species (dogs or cats))	Application Fee	£128	£136.50
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £273*
	<b>Total Fee (minimum)</b>	<b>£384 minimum</b>	<b>£409.50 minimum</b>
RENEWAL - Animal Boarding Establishment - single species (dogs or cats))	Application Fee	£96	£102
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £273*
	<b>Total Fee (minimum)</b>	<b>£352 minimum</b>	<b>£375 minimum</b>
NEW - Home boarder (midterm fee removed for 2024)	Application Fee	£128	£136.50
	Granting Fee	Minimum 2 hours at £128*	Minimum 4 hours at £273
	<b>Total Fee (minimum)</b>	<b>£256 minimum</b>	<b>£409.50 minimum</b>
RENEWAL - Home boarder (midterm fee removed for 2024)	Application Fee	£96	£102
	Granting Fee	Minimum 2 hours at £128*	Minimum 4 hours at £273*
	<b>Total Fee (minimum)</b>	<b>£224 minimum</b>	<b>£375 minimum</b>

NEW - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	Application Fee	£128	£136.50
	Granting Fee	Per inspection at hourly rate	Per inspection at hourly rate
	Total Fee (minimum)	<b>£128 + host inspection fee</b>	<b>£136.50 + host inspection fee</b>
RENEWAL - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	Application Fee	£96	£102
	Granting Fee	Per inspection at hourly rate	Per inspection at hourly rate
	Total Fee (minimum)	<b>£96 + host inspection fee</b>	<b>£102 + host inspection fee</b>
Assessment of hobby host as part of a franchisee licence	Host inspection fee	£128	£136.50
NEW - Dog Day Care	Application Fee	£192	£204.75
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £273*
	Total Fee (minimum)	<b>£448 minimum</b>	<b>£477.75 minimum</b>
RENEWAL - Dog Day Care	Application Fee	£160	£171
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £273*
	Total Fee (minimum)	<b>£416 minimum</b>	<b>£444 minimum</b>
NEW - Dog Breeding Establishment (**excluding vet fee)	Application Fee	£192	£204.75
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £273*
	Total Fee (minimum)	<b>£448 minimum</b>	<b>£477.75 minimum</b>
RENEWAL - Dog Breeding Establishment	Application Fee	£160	£171
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £273*
	Total Fee (minimum)	<b>£416 minimum</b>	<b>£444 minimum</b>
NEW - Dog Breeding Establishment (in domestic dwelling)(**excluding vet fee)	Application Fee	£128	£136.50
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £273*
	Total Fee (minimum)	<b>£384 minimum**</b>	<b>£409.50 minimum</b>
RENEWAL - Dog Breeding Establishment (in domestic dwelling)	Application Fee	£96	£102
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £273*
	Total Fee (minimum)	<b>£352 minimum</b>	<b>£375 minimum</b>
NEW - Pet Vending / Sale of pets	Application Fee	£128	£136.50
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £273*
	Total Fee (minimum)	<b>£384 minimum</b>	<b>£409.50 minimum</b>
RENEWAL - Pet Vending / Sale of pets	Application Fee	£96	£102
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £273*
	Total Fee (minimum)	<b>£352 minimum</b>	<b>£375 minimum</b>

NEW - Animal for Exhibition	Application Fee	£192	£204.75
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £273*
	<b>Total Fee (minimum)</b>	<b>£448 minimum</b>	<b>£477.75 minimum</b>
RENEWAL - Animal for Exhibition	Application Fee	£160	£171
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £273*
	<b>Total Fee (minimum)</b>	<b>£416 minimum</b>	<b>£444 minimum</b>
Riding Establishment - Inspections are carried out annually, regardless of the star rating or length of licence, by a qualified Veterinarian Officer. **Vets fees will be recharged separately.			
NEW - Main inspection fee, plus fee per horse (**excluding vets fee)	Application Fee	£128	£136.50
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £273*
	<b>Total Fee (minimum)</b>	<b>£416 minimum**</b>	<b>£409.50 minimum**</b>
RENEWAL - Main inspection fee, plus fee per horse (**excluding vets fee)	Application Fee	£96	£102
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £273*
	<b>Total Fee (minimum)</b>	<b>£352 minimum**</b>	<b>£375 minimum**</b>
Fee per horse, for the first 10 horses		£16	£17
Fee per horse, for next 11-50 horses		£11	£12
Fee per horse, for every horse 51 & over		£9	£9.50
<b>Other Fees</b>			
Additional mid licence visit		£128	£136.50
Variation to the licence fee (inclusive of one visit)		£192	£204.75
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		£32	£34
Re-evaluation of star rating (inclusive of one visit)		£128	£136.50
Transfer due to death of licensee	Admin cost	£32	£34

## Wild Animals and Zoos

Wild Animals & Zoos	Duration	2023/24 Fee	2024/25 Fee
<b>Dangerous Wild Animal Consent - New (** excluding vets fee)</b>	2 years	£512	£546
<b>Dangerous Wild Animal Consent – Renewal (** excluding vets fee)</b>	2 years	£320	£341.25
<b>Zoo Licences (new &amp; renewals) Periodical inspections (** excluding Vets Fees)</b>	Up to 6 years	£2240	£2388.75

## Explosives Licences – Statutory

Description	Duration	All Council Areas
New licence for explosives below 250kg Net Explosive Content (NEC)	1 year	£113.00
	2 years	£147.00
	3 years	£181.00
	4 years	£215.00
	5 years	£248.00
Renewal of licence for explosives below 250kg Net Explosive Content (NEC)	1 year	£56.00
	2 years	£90.00
	3 years	£125.00
	4 years	£158.00
	5 years	£193.00
New licence for explosives above 250kg Net Explosive Content (NEC)	1 year	£193.00
	2 years	£253.00
	3 years	£317.00
	4 years	£390.00
	5 years	£441.00
Renewal of licence for explosives above 250kg Net Explosive Content (NEC)	1 year	£90.00
	2 years	£153.00
	3 years	£215.00
	4 years	£277.00
	5 years	£340.00
Varying the name of licensee or address of site		£38.00
Any other kind of variation		Cost Recovery
Transfer of licence		£38.00
Replacement Licence		£38.00
Full year registration for sale of fireworks (capped fee)		£500.00

## Gambling Act 2005 – Statutory

Description	Type	All Council Areas
<b>Casinos (regional)</b>	New Application	£15,000
	Provisional Statement	£15,000
	Application with Provisional Statement	£8,000
	Variation	£7,500
	Transfer/Reinstatement	£6,500
	Annual Fee	£15,000



<b>Casinos (large)</b>	New Application	£10,000
	Provisional Statement	£10,000
	Application with Provisional Statement	£5,000
	Variation	£5,000
	Transfer/Reinstatement	£2,150
	Annual Fee	£10,000
<b>Casinos (small)</b>	New Application	£8,000
	Provisional Statement	£8,000
	Application with Provisional Statement	£3,000
	Variation	£4,000
	Transfer/Reinstatement	£1,800
	Annual Fee	£5,000
<b>Bingo Clubs</b>	New Application	£3,500
	Provisional Statement	£3,500
	Application with Provisional Statement	£1,200
	Variation	£1,750
	Transfer/Reinstatement	£1,200
	Annual Fee	£1,000
<b>Betting Premises</b>	New Application	£3,000
	Provisional Statement	£3,000
	Application with Provisional Statement	£1,200
	Variation	£1,500
	Transfer/Reinstatement	£1,200
	Annual Fee	£600
<b>Tracks</b>	New Application	£2,500
	Provisional Statement	£2,500
	Application with Provisional Statement	£950
	Variation	£1,250
	Transfer/Reinstatement	£950
	Annual Fee	£1,000
<b>Family Entertainment Centres</b>	New Application	£2,000
	Provisional Statement	£2,000
	Application with Provisional Statement	£950
	Variation	£1,000
	Transfer/Reinstatement	£950
	Annual Fee	£750
<b>Adult Gaming Centres</b>	New Application	£2,000
	Provisional Statement	£2,000
	Application with Provisional Statement	£1,200
	Variation	£1,000
	Transfer/Reinstatement	£1,200
	Annual Fee	£1,000
<b>Lotteries &amp; Amusements</b>	New Application	£40
	Annual Fee	£20
<b>All licences</b>	Notification of change	£50
	Copy of licence	£25
<b>Club gaming or machine permit</b>	New Application	£200
	Existing holder	£100
	Renewal	£200
	Annual Fee	£50
	Variation	£100
	Copy of licence	£15

<b>Club Gaming or Machine Permit (holds a club Premises Certificate under Licensing Act 2003)</b>	New Application	£100
	Renewal	£100
Licensed Premises Notifications		All Council Areas
<b>To make available up to 2 gaming machines on premises which hold on-premises alcohol licence</b>	Notification of intention	£50
<b>Gaming Machine Permit (more than 2 machines) on-premises which hold on premises alcohol licence</b>	Application (existing holder)	£100
	New Application	£150
	Annual Fee	£50
	First Annual Fee (payable within 30 days of date permit takes effect)	£50
	Variation	£100
	Transfer	£25
	Change of name	£25
	Copy of permit	£15

## Hackney Carriage and Private Hire Licences

Vehicle Licences		Bracknell Forest 2023/24 Fee	West Berkshire 2023/24 Fee	All Council Areas (where applicable) 2024/25 Fee
Hackney Carriage Vehicle – New		£288	£288*	£307*
Hackney Carriage Vehicle – Renewal		£256	£256*	£273*
Private Hire Vehicle – New		£288	£288	£307
Private Hire Vehicle – Renewal		£256	£256	£273
Home to school – New and renewal		£160	N/a	£171
Private Hire Vehicle with Dispensation - New		£288	£288	£307
Private Hire Vehicle with Dispensation - Renewal		£256	£256	£273
Temporary Vehicle Licence	Up to 3 months	£256	£256	£273
<b>Driver Licences</b>				
Driver – New	3 year Includes initial tests, safeguarding and disability trainings	£328	£328	£350
Driver – Renewal		£296	£296	£316
Home to school – New & Renewal	3 year Includes initial tests, safeguarding	£225	N/a	£240

	and disability trainings			
Conversion of driver licence to another type	1.5hrs (inc retaking tests)	£96	£96	£102
* It was agreed at the Executive meeting on the 22 September 2022 that West Berkshire Council would offer a fee based remittance scheme, subsidised by the Council and that it be introduced from 01 April 2023 for both electric (100%) and hybrid (50%) vehicles that met the agreed criteria.				

## Private Hire Operators (PHO)

Private Hire Operator	Number of Vehicles	2023/24 Fee	2024/25 Fee
<b>NEW</b>  Per vehicle calculation of 3.5 hours (at £68.25 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles	1	£480	£512
	2	£560	£597
	3	£640	£682
	4	£720	£768
	5	£800	£853
	6	£880	£938
	7	£960	£1024
	8	£1040	£1109
	9	£1120	£1194
	10	£1200	£1280
	11	£1280	£1365
	12	£1360	£1450
	13	£1440	£1536
	14	£1520	£1621
	15	£1600	£1706
	16	£1680	£1792
	17	£1760	£1877
	18	£1840	£1962
	19	£1920	£2048
	20	£2000	£2133
20+	£2000	£2133	
Private Hire Operator	Number of Vehicles	2023/24 Fee	2024/25 Fee
<b>RENEWAL</b>  Per vehicle calculation of 1.5 hours (at £68.25 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles	1	£352	£375
	2	£432	£461
	3	£512	£546
	4	£592	£631
	5	£672	£717
	6	£752	£802
	7	£832	£887
	8	£912	£973
	9	£992	£1058
	10	£1072	£1143
	11	£1152	£1229
	12	£1232	£1314
	13	£1312	£1399
	14	£1392	£1484
	15	£1472	£1570
	16	£1552	£1655

	17	£1632	£1740
	18	£1712	£1826
	19	£1792	£1911
	20	£1872	£1996
	20+	£1872	£1996

## Other Private Hire & Hackney Carriage Charges

Transfer of vehicle to new owner		£64	£68.25
Change of vehicle		£80	£85
Replacement Licence		£32	£34
Replacement Badge		£32 + Badge Costs (£5)	£34 + Badge Costs (£5)
Replacement Vehicle Licence Plate		£32 + Plate Costs (£26)	£34 + Plate Costs (£26)
Knowledge Test		£80	£85
Missed Appointment		£32	£34
Disclosure and Barring Service Check (DBS)		£70	At cost
Advertising on a Hackney carriage - New	Bracknell Only	£64	£68.25
Advertising on a Hackney Carriage - Renewal	Bracknell Only	£32	£34
Change of address (PH & HC)		£11.50	£17
Backing Plate		£26 at cost	At cost
Medical Exemption		£32	£34
Refund Processing Fee		£32	£34
Change of vehicle registration	Including	£32 + sticker and licence costs (£31)	£34 + sticker and licence costs (£31)
Age of vehicle Inspection – initial & renewal	Bracknell Only	£64	£68.25
Pre-application advice, hourly rate	Min 1 hour	£64	£68.25
First aid Training	Bracknell Only	Will be removed if revisions to policy adopted	

## Hairdresser Registration

Description	2023/24 Fee All Council Areas (where applicable)	2024/25 Fee All Council Areas (where applicable)
Hairdresser/barber registration	£32	£34

## Licensing Act 2003 – Statutory

Premises Licence – “one off” fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee)	PPP Areas
Band A – RV up to 4,300	£100
Band B – RV 4,300 to 33,000	£190
Band C – RV 33,001 to 87,000	£315
Band D – RV 87,001 to 125,000	£450
Band E – RV 125,001 and above	£635
Pre-application advice, hourly rate	£68.25
Premises Licence – Annual Fee (Class B – Statutory Fee)	
Band A	£70
Band B	£180
Band C	£295
Band D	£320
Band E	£350
Personal Licence - (Class B – Statutory Fee)	£37
Temporary Event Notices (TENs) - (Class B – Statutory Fee)	£21
Application for copy licence	£10.50
Application to vary DPS/transfer licence/interim notice	£23
Application for making a provisional statement	£315
Minor variation	£89
Application to disapply mandatory DPS condition	£23
Pre-application work, hourly rate	£68.25

## Petroleum Licences – Statutory

Petroleum Licences	All Council Areas
Not exceeding 2,500 litres	£46
Not exceeding 50,000 litres	£62
Exceeding 50,000 litres	£131

## Scrap Metal

Description		2023/24 Fee	2023/25 Fee
Scrap Metal site –New	3 Years	£512	£546
Scrap Metal site - Renewal	3 Years	£480	£512
Scrap Metal mobile collector - new	3 Years	£256	£273
Scrap Metal mobile collector - renewal	3 Years	£224	£239
Scrap Metal - Variation of Licence		£256	£273
Scrap Metal - change of site manager		£64	£68.25
Scrap Metal - copy of licence		£16	£17
Scrap Metal - Change of Name		£32	£34

## Sex Establishments – Statutory

Description	Type	All Council Areas
Sex Establishments - (Class A – Fee Discretionary)	Cinema	min £3,100 to max £5,150
	Shop	min £3,100 to max £5,150
	Entertainment Venue	min £3,100 to max £5,150

## Skin Piercing & Dermal Treatments

Description	Type	2023/24 Fee	2024/25 Fee
Skin piercing Registrations (one off registration) - (Class A – Fee Discretionary)	Individual (4hrs)	£256	£273
	Premises (5hrs)	£320	£341
	Joint application (7hrs)	£448	£478
Pre-application work, hourly rate	Min. 1 hour	£64	£68.25

## Street Trading Consents

Description	Type	Bracknell 2023/24 Fee	Bracknell Forest 2024/25 Fee	West Berkshire 2023/24 Fee	West Berkshire 2024/25 Fee
	Daily	£64	£68.25	£64	£68.25
Street Trading Consents - (Class A – Fee Discretionary)	1 Week	£156	£171	£156	£171
	Monthly Rate	£262	£273	£262	£273
	3 months	£699	£751	£699	£751
	6 months	£875	£938	£875	£938
	Annual Fee	£1487	£1587	£1487	£1587
	6 months max. 2 trading days a week incl. Fri, Sat & Sun	£699	£751	N/A	N/A
	6 months max. 2 trading days a week Mon-Thurs only	£525	£563	N/A	N/A
	Ice cream van (per van) 6 month	£781	£833	£875	£933
	Ice cream van (per van) 1 month	£202	£216	£262	£279
Variation fee		£96	£102	£96	£102
Refund for Street Traders	In the event that following consultation the application is refused or deemed withdrawn by officers, a sum of 50% of the application fee is payable as a refund. If the application is refused by a Panel, no refund of the application fee is payable.				
Pre-application work, hourly rate	Min. 1 hour	£64	£68.25	£64	£68.25

# ENVIRONMENTAL PROTECTION

## Abandoned vehicles – Statutory

Description		Bracknell Forrest Only
Removal (prescribed fee)	Less than 3.5 tonnes	£150
Daily Storage (prescribed fee)	Less than 3.5 tonnes	£20
Enforcement Disposal costs (prescribed fee)	Less than 3.5 tonnes	£75
Fixed Penalty Notice	Reduced to £120.00 if paid within 7 days	£200
Enforcement invoice costs		£77

## Anti-Social Behaviour Act

Description		2023/24 Fee	2024/25 Fee
Anti-Social Behaviour Act	High Hedges Fee (Class A – Fee Discretionary)	£1310	£1399

## Dog Warden Services

Description	2023/24 Fee	2024/25 Fee
Stray Dogs – not taken to kennel	£80	£85
Stray Dogs – taken to kennel	£80 plus Cost recovery and Vets fees separate.	£85 plus Cost recovery and Vets fees separate
Kennels cost	Recharge based on cost	Recharge based on cost
Dog fouling fixed penalty charge	£75	£75
Miscellaneous stray dog activities e.g. taxi, relocating, microchipping	Cost recovery charged at £64ph	Cost recovery charged at £68.25ph

## Environmental Permitting Regulations 2016 – Statutory

Scheduled Processes – (Class B – statutory Fee)		All Council Areas
Standard Process		£1,650
Additional fee for operating without a permit		£1,188
Service Stations (PVR 1 & PVR II combined)		£257
Service Station (PVR 1)		£155
Dry Cleaners		£155
Vehicle Refinishers		£362
Mobile Screening & Crushing Plant		£1,650
Mobile Screening & Crushing Plant for the 3 <sup>rd</sup> to 7 <sup>th</sup> applications		£985
Mobile Screening & Crushing Plant for the 8 <sup>th</sup> and subsequent applications		£498
<b>Substantial changes</b>		
Standard Process		£1,050
Standard process where substantial change results in a new PPC activity		£1,650
Reduced Activities		£102
<b>Annual Subsistence Charge (Statutory)</b>		

Standard Process	Low	£772
	Medium	£1,161
	High	£1,747
Service stations PVR II	Low	£113
	Medium	£226
	High	£341
VR and other reduced fees	Low	£228
	Medium	£365
	High	£548
Dry cleaners/PVR1	Low	£79
	Medium	£158
	High	£237
Mobile Screening & Crushing Plant	Low	£626
	Medium	£1,034
	High	£1,506
Mobile Screening & Crushing Plant for 2 <sup>nd</sup> permit	Low	£646
	Medium	£1,034
	High	£1,506
Mobile Screening & Crushing Plant for 3 <sup>rd</sup> to 7 <sup>th</sup> permit	Low	£385
	Medium	£617
	High	£924
Mobile Screening & Crushing Plant for the 8 <sup>th</sup> and subsequent permits	Low	£198
	Medium	£316
	High	£473
Late payment charge	If invoice issued & not paid within 8 weeks	£52
<b>Transfer and Surrender</b>		
Transfer		£169
Partial Transfer		£497
Surrender		£0
Transfer Reduced fees		£0
Partial Transfer Reduced Fees		£47

## Private Sector Housing

Description	2023/24 Fee	2024/25 Fee
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)	£435	£464
Enforcement Notices served under Housing Act 2004	Hrly Rate	Hrly Rate
HMO Licence NEW	£1280	£1365
HMO Licence RENEWAL	£865	£922
<b>Caravan Site Licences</b>		
Site licence new (plus additional fee per pitch)	£480	£512
New licence additional fee per pitch	£17	£18
Transfer of licence	£192	£205
Alteration of conditions	Hrly Rate	Hrly Rate
Annual inspection fee – per pitch	£15	£16
Enforcement action -per hour	Hrly Rate	Hrly Rate
Deposit, vary or deleting site rules	£128	£136.50
<b>Mobile Homes Regulations 2020</b>		
Application Fee – Fit and Proper Test	£128	£136.50



(any application taking more than two hours to process will be charged at an additional hourly rate of £68.25/ph or part thereof)		
Annual Check Fee – Fit and Proper Test	Hrly Rate	Hrly Rate
Where the authority has to assist with appointing a site manager the costs will be specified in the agreement between the parties		

## Private Water Supplies

Description		2023/24 Fee	2024/25 Fee
Risk assessment (for each assessment)	Every 5 years. Min. charge 1 hour, simple risk assessment and report typically 5 hours	£64 hourly rate	£68.25 hourly rate
Sampling visit (for each sampling visit) *	Charge for a visit, taking a sample and delivery to the laboratory. Typically 2.5 hours	£64 hourly rate	£68.25 Hourly rate
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.	£128	£136.50
Regulation 9 Supply Analysis of Group A Parameters		Hourly Rate + Laboratory Costs	Laboratory Costs **
Regulation 9 Supply Analysis of Group B Parameters		Hourly Rate + Laboratory Costs	Laboratory Costs **
Regulation 10 Supply Parameters		Hourly Rate + Laboratory Costs	Laboratory Costs **
Analysis of Single Dwelling Supplies (upon request)		Hourly Rate + Laboratory Costs	Laboratory Costs **

\* A local authority should not charge for a sample that is taken and analysed solely to confirm or clarify the results of a previous sample. A local authority can charge for a sample visit to verify the effectiveness of improvements, e.g. following completion of actions specified in a Notice.

\*\* Laboratory fees set annually

## Other Fees

	Hourly rate applies minimum of 2 hours	2023/24 Fee	2024/25 Fee
Environmental Information Request - Individual, Non-Commercial	Hourly rate applies minimum of 2 hours	£128 minimum	£136.50 minimum
Environmental Information Request - Commercial and Government	Hourly rate applies minimum of 2 hours	£128 minimum	£136.50 minimum
Civil Actions (Class A – Fee Discretionary)		£128 minimum	£136.50 minimum

Safety Certification and administration	Hourly rate applies minimum of 2 hours	£128 minimum	£136.50 minimum
Pre-Application Advice, hourly charge		£64	£68.25

## TRADING STANDARDS

### Buy with confidence

Description	Employee numbers	2023/24 Fee	2024/25 Fee
Application Fee (set nationally by Buy with Confidence scheme)	1-5 employees	£136	£145
	6-20 employees	£182	£200
	21-49 employees	£226	£250
	50+ employees	POA	POA
Annual fee (set nationally by Buy with Confidence scheme)	1-5 employees	£272	£270
	6-20 employees	£408	£405
	21-49 employees	£545	£540
	50+ employees	POA	POA
Members before 2017/18 Annual Fee (Bracknell Forest legacy members only)	1-5 employees	£136	£136
	6-20 employees	£206	£206
	21-49 employees	£274	£274

\* West Berkshire & Wokingham schemes administered by Hampshire County Council

### Primary Authority

Description	2023/24 Fee	2024/25 Fee
Primary Authority Work hourly chargeable rate	£64 Hourly Rate	£68.25 Hourly Rate
Annual charge - previous year usage 10 hours or less	£576	£614.25
Annual charge - previous year usage 20 hours	£1,158	£1228.50
Anything likely to be in excess of 20 hours	Individually assessed	Individually assessed

### Support with Confidence

Description	Employee numbers	2023/24 Fee	2024/25 Fee
Application fee	1-5 employees	£64	£68.25
	6-20 employees	£130	£136.50
	21+ employees	£327	£349

## Weights and Measures

Description		2023/24 Fee	2024/25 Fee
Weights and Measures Fees	Includes the cost of maintaining calibration of equipment annually (Based on ACTSO guidance)	£64 per hr	£68.25 per hr

## Other Fees

Description		2023/24 Fee	2024/25 Fee
Food export certificates	Full cost recovery based on hourly rate	£64 minimum	£68.25 minimum
Food Hygiene Rating Scheme rescore	2 hours	£128	£136.50
General Business Advice (Non-Primary Authority)	Hourly rate (first 30 minutes free)	£64	£68.25
Resident Request for Advice	Hourly rate	£64	£68.25

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