

Notice of Meeting



Scan here to access the public documents for this meeting

Licensing Committee

Monday 3 November 2025 at 4.30 pm

**In The Council Chamber, Council Offices,
Market Street, Newbury**

This meeting will be streamed live here: [Link to Licensing Committee broadcasts.](#)

You can view all streamed Council meetings here: [Link to West Berkshire Council - Public Meetings.](#)

Date of despatch of Agenda: Friday 24 October 2025

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Ben Ryan (Democratic Services Officer) on (01635) 503929

e-mail: Benjamin.Ryan1@westberks.gov.uk

Further information and Minutes are also available on the Council's website at www.westberks.gov.uk



WestBerkshire
C O U N C I L

To: Councillors Jeremy Cottam (Chairman), Paul Dick (Vice-Chairman), Phil Barnett, Billy Drummond, Nigel Foot, Paul Kander, Jane Langford, Tom McCann, David Marsh, Stephanie Steevenson, Clive Taylor and Martha Vickers

Agenda

Part I

Page No.

1. **Apologies**
To receive apologies for inability to attend the meeting (if any).
2. **Minutes** 5 - 8
To approve as a correct record the Minutes of the meeting of this Committee held on 28 July 2025.
3. **Declarations of Interest**
To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).
4. **Licensing Fees and Charges 2026/27** 9 - 52
Purpose:
*1.1 To inform the Licensing Committee about the Public Protection Partnership's Fees and Charges which were proposed by the Joint Public Protection Committee at its meeting on the 06 October 2025. Each partner Council is required to review the fees and charges on an annual basis. **Appendix A** details the fees and charges for 2026/27 proposed for the Public Protection Service.*
1.2 To consider the proposals for the statutory consultation associated with the fees and charges for private hire operator, and hackney carriage and private hire vehicle licence fees.
5. **Feedback from the Taxi Trade Meeting** To Follow
Purpose:
To provide feedback from the meeting on the 27 October 2025.
6. **Forward Plan** 53 - 54

Sarah Clarke.

Sarah Clarke
Executive Director – Resources

If you require this information in a different format or translation, please contact Ben Ryan (Democratic Services Officer) on telephone (01635) 503973.



This page is intentionally left blank

DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

LICENSING COMMITTEE MINUTES OF THE MEETING HELD ON MONDAY 28 JULY 2025

Councillors Present: Paul Dick (Vice-Chairman), Phil Barnett, Billy Drummond, Nigel Foot, Paul Kander, Jane Langford, Tom McCann, Stephanie Steevenson, Clive Taylor and Martha Vickers

Also Present: Julia O'Brien (Team Manager - Licensing), Mark Groves (Lead Licensing Officer), Moira Fraser (Principal Officer - Policy & Governance), Thomas Radbourne (Zoom Host) and Benjamin Ryan (Clerk)

Apologies for inability to attend the meeting: Councillor Jeremy Cottam and Councillor David Marsh

PART I

1. Minutes

The Minutes of the meetings held on 20 January 2025, 17 March 2025 and 15 May 2025 were approved as true and correct records and signed by the Chairman.

2. Declarations of Interest

There were no declarations of interest received.

3. West Berkshire Council Licensing Annual Report 2024/25

Julia O'Brien introduced the West Berkshire Council Licensing Annual Report 2024/25 (Agenda Item 4).

Councillor Stephanie Steevenson enquired into the enforcement strategies of the Licensing Team, and Mark Groves outlined work with the Immigration Service and Thames Valley Police, specifically operations in the Thatcham and Hungerford areas, regarding illegal immigrants. Moira Fraser noted the reliance on community feedback from Ward Members, Parish Councils and residents, and the big campaign about underage sales.

The Vice-Chairman queried the frequency of enforcement notices, and Mark Groves stated it was around once a month.

Councillor Nigel Foot sought clarification on the enforcement of those who hired illegal immigrants. Mark Groves detailed the team's collaboration with the Home Office Border Force Team, who invited officers along to various premises, from restaurants to nail bars, noting potential licence reviews for establishments employing individuals without work rights, and potential penalties.

Councillor Tom McCann requested the number of people identified through investigations into illegal immigration, and whether the Council publicised businesses acting in such a way. Mark Groves stated that the Home Office held the figures, but due to their sensitive

LICENSING COMMITTEE - 28 JULY 2025 - MINUTES

nature they were not available to the Committee. Moira Fraser added that any cases prosecuted in the courts that resulted in a guilty verdict would be put out as a press release and on social media.

Councillor Clive Taylor questioned why there was only a three month period for underage sales statistics, and Moira Fraser explained that data collection began in December when they employed an underage sales officer.

Councillor Paul Kander queried licence removal for repeat offenders, and Julia O'Brien confirmed that licences could be removed by Trading Standards, the Licensing Team and the Licensing Sub-Committee.

Councillor Kander asked what was required to take a licence to review, and Julia O'Brien responded that it depended on the offence and circumstances.

The Vice-Chairman enquired about past licence removals, and Moira Fraser mentioned a past case in Thatcham and licence transfers; however, it was noted that it was an extremely rare occurrence.

The Vice-Chairman suggested a meeting between the Chairman and key officers to ensure serious offences were brought to Members' attention more often.

Councillor Steevenson noted the lack of uplift in statutory licensing fees, and Julia O'Brien confirmed ongoing efforts to address the issue, having written to the Secretary of State, which was still awaiting a response.

Councillor Steevenson enquired about public registers on page 38 of the agenda. Julia O'Brien explained the plan to implement the new database system, with a target of six months, pending data protection checks. The Vice-Chairman challenged the six-month timeframe and encouraged officers to bring this target forward.

Councillor Billy Drummond questioned whether residents ever chose the slow EV charging points, and Moira Fraser explained this was data held by the Environmental Team and offered to investigate.

Councillor Phil Barnett asked about the upcoming Terrorism Protection Act, and Julia O'Brien stated that clear guidance was awaited on where areas of responsibility would fall. However, it was closely monitored by officers in readiness for if/when it came through to them for action.

Councillor Martha Vickers highlighted the Community Alcohol Partnership as a positive aspect and asked how involved the Council was with this scheme. Moira Fraser detailed the PPP's involvement and funding in the group, as well as educational efforts in schools.

Councillor Drummond proposed to accept officers' recommendations, which was seconded by Councillor Steevenson.

The proposal was put to the vote and the Licensing Committee **RESOLVED** to approve the Annual Report 2024/25 as set out in Appendix A.

4. Film Classification Policy

Mark Groves introduced the Film Classification Policy to the Committee (Agenda Item 5).

Councillor Steevenson asked about film licensing and the new set of conditions, and Julia O'Brien responded that there was no need for the policy until a recent application, which prompted the creation of one.

LICENSING COMMITTEE - 28 JULY 2025 - MINUTES

Councillor McCann questioned Member input on potentially controversial films. Moira Fraser stated that officers would initially assess films, with a review possible by the Sub-Committee.

Councillor Kander questioned the definition of "film". Definitions and exemptions were discussed, leading to a need for a more polished definition which would be circulated after the meeting.

Councillor Barnett proposed to approve officers' recommendations, pending the inclusion of a definition of a film which was to be circulated and agreed after the meeting. This was seconded by Councillor Kander.

The proposal was put to a vote and the Licensing Committee **RESOLVED that:**

2.1 The policy be recommend for adoption, subject to the inclusion of a definition of a film.

2.2 It would be recommended to Full Council that Section 1.4 of the Council's Scheme of Delegation (Part 11 of the Constitution) be amended to delegate the classification of films under Section 20 of the Licensing Act 2003 to Officers.

5. **Forward Plan**

The Forward Plan was noted.

(The meeting commenced at 4.30 pm and closed at 5.25 pm)

CHAIRMAN

Date of Signature

This page is intentionally left blank

Licensing Fees and Charges 2026/27

Committee considering report:	Licensing Committee
Date of Committee:	03 November 2025
Portfolio Member:	Councillor Tom McCann
Report Author:	Moira Fraser
Forward Plan Ref:	JPPC

1 Purpose of the Report

- 1.1 To inform the Licensing Committee about the Public Protection Partnership's Fees and Charges which were proposed by the Joint Public Protection Committee at its meeting on the 06 October 2025. Each partner Council is required to review the fees and charges on an annual basis. **Appendix A** details the fees and charges for 2026/27 proposed for the Public Protection Service.
- 1.2 To consider the proposals for the statutory consultation associated with the fees and charges for private hire operator, and hackney carriage and private hire vehicle licence fees.

2 Recommendations

The Licensing Committee:

- 2.1 Is informed about the 2026/27 fees and charges detailed in Appendix A
- 2.2 Agrees that the fees for Private Hire Operators and Hackney Carriage and Private Hire Vehicle licence fees are subjected to the statutory consultation period as described in [paragraph 4.9](#)

3 Implications and Impact Assessment

Implication	Commentary
Financial:	<p>The costs of producing this report and running the consultation exercise will be met from within the existing Public Protection Partnership budgets.</p> <p>Discretionary fees and charges relating to licences and registrations are based on cost recovery, and should they not</p>

	reflect the cost of providing the service, there is a risk of generating a surplus or deficit.
Human Resource:	There are no HR implications associated with the production of this report.
Legal:	<p>Fees for vehicle and operators' licences</p> <p>s.70 of the Local Government (Miscellaneous Provisions) Act 1976: "...a district council may charge such fees for the grant of vehicle and operators' licences as may be resolved by them from time to time and as may be sufficient in the aggregate to cover in whole or in part:</p> <ul style="list-style-type: none"> (a) the reasonable cost of the carrying out by or on behalf of the district council of inspections of hackney carriages and private hire vehicles for the purpose of determining whether any such licence should be granted or renewed; (b) the reasonable cost of providing hackney carriage stands; and (c) any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles." <p>The licensing costs recoverable by a district authority in respect of vehicles and operators is limited to vehicle inspection costs for the specific purpose of determining their suitability to be licensed, reasonable cost of providing hackney carriage stands, reasonable administration costs for processing the licence application and finally reasonable costs associated with "...control and supervision of hackney carriages and private hire vehicles."</p>
Risk Management:	The fees are potentially subject to legal challenge. It is therefore important the fees and methodology are subject to ongoing review.
Property:	None
Policy:	The Joint Public Protection Committee is required every autumn to propose a budget to partner authorities. This includes proposals in relation to discretionary fees and charges.

	It is not the role of the Licensing Committee to set the fees for 2026/27. The Committee is being asked to consider the fees prior to them being considered by Executive and Council. The Committee may amend the proposals and put forward alternative fees for consideration., however as fees are set on a cost recovery basis any reductions may need to be covered by a subsidy. The fees, with the exception of the private hire operator, and hackney carriage and private hire vehicle licence fees would be subject to the Council's budget consultation process. The private hire operator, and hackney carriage and private hire vehicle licence fees have a separate statutory consultation process that must be adhered to.			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		There are no implications arising from the recommendation in this report.
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		There are no implications arising from the recommendation in this report.

Environmental Impact:		x		<p>The service plays a significant role in the protection of the environment including air quality, land contamination, planning considerations and enforcement of green energy claims. The setting of fees on a cost recovery basis will help to maintain capacity in this area.</p> <p>The Council has previously agreed to the introduction of a subsidy for hybrid and electric hackney carriage and private hire vehicles.</p>
Health Impact:		x		<p>A significant number of the Partnership's Service Priorities relate to protecting and improving health. These include safe and healthy food chain, safety in the workplace, protecting consumers from fraud, improved living environment, protecting the environment and protecting animal welfare.</p> <p>The setting of fees on a cost recovery basis should continue to have a positive impact on the health of residents and visitors to West Berkshire.</p>
ICT Impact:		X		There are no implications arising from the recommendation in this report.
Digital Services Impact:		X		The consultation will be published on the Council's website and the PPP website.
Council Strategy Priorities:		X		This work is business as usual within the service.
Core Business:		X		This work is business as usual within the service.
Data Impact:		X		Not applicable.

<p>Consultation and Engagement:</p>	<p>The fees for Taxis and Private Hire Vehicles and Private Hire Operators will be subject to statutory consultation. All other fees and charges will be subjected to any corporate consultation processes.</p>
--	---

4 Supporting Information

- 4.1 The Joint Public Protection Committee (JPPC) is required by the Inter-Authority Agreement (IAA) that set up the Public Protection Partnership (PPP) shared service to recommend a draft set of fees and charges to each of the member Councils.
- 4.2 It is noted that a significant number of fees within the licensing field are set by Government Regulation and cannot therefore be changed by the Council. These are identified in green (statutory fees) on the fee schedule at **Appendix A**.
- 4.3 Members are asked to note that a significant proportion of the statutory fees have not been uplifted for many years whilst costs have been rising significantly for the Service. These statutory fees will be adjusted in year if any variations are made to legislation. It should be noted that in respect of the Licensing Act 2003 fees have not been increased since 2005 and Gambling Act 2005 charges have not increased since 2007 which has been a significant contributor to the gap between costs and income and are now over 70% behind inflation in the same period.
- 4.4 Discretionary fees are calculated based on the time taken to complete the activity multiplied by the hourly rate. This hourly rate incorporates a range of factors including the wide variety of council support service costs, staffing and associated costs, democracy and governance, policy development, contracts, systems and the necessary training to maintain a competent workforce. The support service recharges have increased by 35% since the hourly rate was originally calculated and this increase has now been factored into the new hourly rate.
- 4.5 In 2021/22 the full cost of the service, including internal support service re-charges (as per Council budget build processes) and the current establishment lists were updated which resulted in a new rate of £59 p/h and these rates were retained for 2022/23. The hourly rate was increased to £64p/h for 2023/24, £67 for 2024/25 and £69p/h in 2025/26.
- 4.6 For the financial year 2026/27 the proposed hourly rate has been rounded to £74 p/h. This is an inflationary increase of 7.2% in the cost base which includes the increase in cost base from salary related costs (including those not budgeted for in the 2025/26 hourly rate as a result of the higher than budgeted for pay settlement), National Insurance contribution increases along with support service recharge increases.
- 4.7 At the July meeting Members agreed that the three-year subsidy scheme for electric and hybrid vehicles adopted at the 2022 Executive meeting would not be renewed. The scheme will therefore close on the 31 March 2026.
- 4.8 Animal establishment fees will incorporate the costs of inspections conducted on our behalf by the City of London. At the time of writing next year's fees have not been

notified but will be incorporated in due course. Any veterinary fees incurred as part of animal licensing will also be recharged at cost.

- 4.9 The Council is required to undertake a statutory consultation in respect of the hackney carriage and private hire vehicles and private hire operator's fees. It is proposed that:
- a) the fees for Private Hire Operators and Hackney Carriage and Private Hire Vehicle licence fees are subjected to the statutory consultation period from 06 November 2025 to 04 December 2025.
 - b) a public notice pertaining to the Taxi and Private Hire Vehicles and Private Hire Operators fees be placed in the Newbury Weekly News.
 - c) a consultation letter is posted to all Taxi and Private Hire Drivers and Private Hire Operators in the District.
 - d) a copy of the consultation is posted on the Public Protection Partnership website, on the West Berkshire Council Consultation Hub and in the reception area at the Market Street Offices.
 - e) If no objections are received, the charges for operators and vehicle licence fees be included in the February 2026 Executive and Council papers for approval; or if objections are received they be considered by the Licensing Committee at the meeting on 19 January 2026 and any changes be recommended to full Council for approval.
- 4.10 The proposed fees were discussed at the Joint Public Protection Committee meeting on the 06 October 2025. The Committee were supportive of the proposals set out in that report and they are reflected in Appendix A.

5 Proposals

- 5.1 The Licensing Committee is asked to note the proposed fees and comment on the statutory consultation process.
- 5.2 The Council is required to undertake a statutory consultation in respect of the Hackney Carriage and Private Hire Vehicles and Private Hire Operator's fees and the proposed mechanism and timescales are set out in paragraph 4.9 for Members to consider and approve.

6 Other options considered

- 6.1 None. It is a requirement of the Inter Authority Agreement for the JPPC to consider the fees and charges and make a recommendation to the individual authorities. There is a requirement to set fees and charges annually and there is a statutory requirement to undertake consultation on the proposed charges for operators and vehicle licence fees.

7 Conclusion

- 7.1 Members of the Licensing Committee are asked to note the proposed fees and charges and the consultation proposals and agree a way forward.

8 Appendices

- 8.1 Appendix A – Proposed Fees and Charges for 2026/27

Background Papers:

Joint Public Protection Committee Report (06 October 2025) can be found here: [West Berkshire Council - Agenda for Joint Public Protection Committee on Monday 6 October 2025, 7.00 pm](#)

Subject to Call-In:

Yes: ☐ No: ☒

The item is due to be referred to Council for final approval ☒

Delays in implementation could have serious financial implications for the Council ☐

Delays in implementation could compromise the Council's position ☐

Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months ☐

Item is Urgent Key Decision ☐

Report is to note only ☐

Wards affected: All

Officer details:

Name: Moira Fraser
Job Title: Policy and Governance officer
Tel No: 01635 519045
E-mail: moira.fraser@westberks.gov.uk

This page is intentionally left blank

PUBLIC PROTECTION PARTNERSHIP FEES AND CHARGES 2026/2027

The Public Protection Partnership (PPP) provides chargeable services on behalf of two authorities, Bracknell Forest Council and West Berkshire Council. Where Services are provided to Wokingham Borough Council the applicable fees will be levied.

Fees effective from 1 April 2026

Please Note:

- All Statutory Fees and those linked to national schemes are based on fees published on 01 September 2025 and may be subject to change by Central Government or the management of the schemes.
- The Hourly rate is **£74 ph** for 2026/27, 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 **Green** 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 Customer Delivery team using our [Make an enquiry form](#).

CONTENTS

Licences, Registrations and Consents	4
Pre Application Advice	4
Animal Licences.....	4
Wild Animals and Zoos.....	8
Explosives Licences – Statutory	8
Gambling Act 2005 – Statutory.....	9
Hackney Carriage and Private Hire Licences	12
Other Private Hire & Hackney Carriage Charges	14
Hairdresser Registration	15
Licensing Act 2003 – Statutory	15
Petroleum Licences – Statutory	18
Scrap Metal	18
Sex Establishments – Statutory.....	19
Skin Piercing & Dermal Treatments	19
Street Trading Consents.....	19
Environmental Protection	20
Abandoned vehicles – Statutory.....	20
Fly Tipping Environment Protection Act 1990	21
Anti-Social Behaviour Act.....	21

Dog Warden Services	21
Environmental Permitting Regulations 2016 – Statutory	22
Private Sector Housing	24
Private Water Supplies.....	24
Other Fees.....	25
Trading Standards.....	26
Buy with confidence.....	26
Primary Authority.....	27
Assured Care and Support (Wokingham Only)	27
Weights and Measures	27
Other Fees.....	27

LICENCES, REGISTRATIONS AND CONSENTS

Pre Application Advice

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

License/Consents	2026/27 Fee	2025/26 Fee	% Increase
Gambling Act	£74 ph	£69ph	7.2%
Licensed Premises Notifications	£74 ph	£69ph	7.2%
Licensing Act 2003	£74 ph	£69ph	7.2%
Scrap Metal	£74 ph	£69ph	7.2%
Sex Establishments	£74 ph	£69ph	7.2%
Skin Piercing & Dermal Treatments	£74 ph	£69ph	7.2%
Street Trading Consents	£74 ph	£69ph	7.2%

Animal Licences

Animal Licences – (Class A – Fee Discretionary)		2026/27 Fee	2025/26 Fee	% Increase
*The application fee stated is for licensing administration- an additional charge will be made for a new or renewal inspection at cost by City of London inspectors **the granting fee stated is for licensing administration-an additional charge will be made for the cost of a midterm inspection at cost carried out by City of London inspectors *** Additional vets fee payable Inspections required beyond the above mentioned due to additional visits and aborted visits will be charged at an additional fee				
NEW - Animal Boarding Establishment - combined (dogs and cats)	Application Fee	£ 222* plus inspection costs	£207	7.2%
	Granting Fee	£148** plus inspection costs	Minimum 4 hours at £276*	^Not directly comparable, as CoL charges are now additional to the two hour admin fee (uplifted by 7.2%)
	Total Fee (minimum)	£370 plus inspection costs	£483 minimum	^ See above
RENEWAL - Animal Boarding Establishment - combined (dogs and cats)	Application Fee	£185* plus inspection costs	£172.50	7.2%
	Granting Fee	£148** plus inspection costs	Minimum 4 hours at £276	^ See above
	Total Fee (minimum)	£333 plus inspection costs	£448.50 minimum	^ See above

NEW - Animal Boarding Establishment - single species (dogs or cats))	Application Fee	£148* plus inspection costs	£138	7.2%
	Granting Fee	£148** plus inspection costs	Minimum 4 hours at £276*	^ See above
	Total Fee (minimum)	£296 plus inspection costs	£414 minimum	^ See above
RENEWAL - Animal Boarding Establishment - single species (do gs or cats))	Application Fee	£111* plus inspection costs	£103.50	7.2%
	Granting Fee	£148** plus inspection costs	Minimum 4 hours at £276*	^ See above
	Total Fee (minimum)	£259 plus inspection costs	£379.50 minimum	^ See above
NEW - Home boarder	Application Fee	£148* plus inspection costs	£138	7.2%
	Granting Fee	£148** plus inspection costs	Minimum 4 hours at £276*	^ See above
	Total Fee (minimum)	£296 plus inspection costs	£414 minimum	^ See above
RENEWAL - Home boarder	Application Fee	£111* plus inspection costs	£103.50	7.2%
	Granting Fee	£148** plus inspection costs	Minimum 4 hours at £276*	^ See above
	Total Fee (minimum)	£259 plus inspection costs	£379.50 minimum	^ See above
NEW - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	Application Fee	£148* plus host inspection costs	£138	7.2%
	Granting Fee	Per inspection at inspection costs/hourly costs	Per inspection at hourly rate	^ See above
	Total Fee (minimum)	£148 + host inspection costs	£138 + host inspection fee	^ See above
RENEWAL - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	Application Fee	£111* plus host inspection costs	£103.50	7.2%
	Granting Fee	Per inspection at inspection costs/hourly rate	Per inspection at hourly rate	^ See above
	Total Fee (minimum)	£111 + host inspection costs	£103.50 + host inspection fee	^ See above
Assessment of hobby host as part of a franchisee licence	Host inspection fee	(£244) at cost of inspection	£138	Increased to CoL inspection rate
NEW - Dog Day Care	Application Fee	£222* plus inspection costs	£207	7.2%
	Granting Fee	£148** plus inspection costs	Minimum 4 hours at £276*	^ See above
	Total Fee (minimum)	£296 plus inspection costs	£483 minimum	^ See above

RENEWAL - Dog Day Care	Application Fee	£185* plus inspection costs	£172.50	7.2%
	Granting Fee	£148** plus inspection costs	Minimum 4 hours at £276*	^ See above
	Total Fee (minimum)	£333 plus inspection costs	£448.50 minimum	^ See above
NEW - Dog Breeding Establishment (**excl uding vet fee)	Application Fee	£222* plus inspection costs	£207	7.2%
	Granting Fee	£148** plus inspection costs	Minimum 4 hours at £276*	^ See above
	Total Fee (minimum)	£370 plus inspection costs	£483 minimum	^ See above
RENEWAL - Dog Breeding Establishment	Application Fee	£185* plus inspection costs	£172.50	7.2%
	Granting Fee	148**plus inspection costs	Minimum 4 hours at £276*	^ See above
	Total Fee (minimum)	£333 plus inspection costs	£448.50 minimum	^ See above
NEW - Dog Breeding Establishment (in domestic dwelling)(**excl uding vet fee)	Application Fee	£148* plus inspection costs	£138	7.2%
	Granting Fee	£148** plus inspection costs	Minimum 4 hours at £276*	^ See above
	Total Fee (minimum)	£296** plus inspection costs	£414 minimum**	^ See above
RENEWAL - Dog Breeding Establishment (in domestic dwelling)	Application Fee	£111* plus inspection costs	£103.50	7.2%
	Granting Fee	£148**plus inspection costs	Minimum 4 hours at £276*	^ See above
	Total Fee (minimum)	£259 plus inspection costs	£379.50 minimum	^ See above
NEW - Pet Vending / Sale of pets	Application Fee	£148* plus inspection costs	£138	7.2%
	Granting Fee	£148** plus inspection costs	Minimum 4 hours at £276*	^ See above
	Total Fee (minimum)	£296 plus inspection costs	£414 minimum	^ See above
RENEWAL - Pet Vending / Sale of pets	Application Fee	£111*plus inspection costs	£103.50	7.2%
	Granting Fee	£148** plus inspection costs	Minimum 4 hours at £276*	^ See above
	Total Fee (minimum)	£259 plus inspection costs	£379.50 minimum	^ See above
NEW - Animal for Exhibition	Application Fee	£222* plus inspection costs	£207	7.2%
	Granting Fee	148** plus inspection costs	Minimum 4 hours at £276*	^ See above
	Total Fee (minimum)	£370 plus inspection costs	£483 minimum	^ See above
RENEWAL - Animal for Exhibition	Application Fee	£185* plus inspection costs	£172.50	7.2%
	Granting Fee	£148** plus inspection costs	Minimum 4 hours at £276*	^ See above

	Total Fee (minimum)	£333 plus inspection costs		^ See above
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	£148	£138	7.2%
	Granting Fee	Minimum 4 hours at £296	Minimum 4 hours at £276*	7.2%
	Total Fee (minimum)	£444 minimum***	£414 minimum**	7.2%
RENEWAL - Main inspection fee, plus fee per horse (***excluding vets fee)	Application Fee	£111	£103.50	7.2%
	Granting Fee	Minimum 4 hours at £296	Minimum 4 hours at £276*	7.2%
	Total Fee (minimum)	£407 minimum***	£379.50 minimum**	7.2%
Fee per horse, for the first 10 horses		£18.50	£17.25	7.2%
Fee per horse, for next 11-50 horses		£12.50	£11.75	6.4%
Fee per horse, for every horse 51 & over		£10.50	£9.70	8.2%
NEW - Primate Keepers (***excluding vets fee)	Application Fee	£148	N/a	New fee, New legislation
	Granting Fee	Minimum 4 hours at £296	N/a	New fee, New legislation
	Total Fee (minimum)	£444 minimum***	N/a	New fee, New legislation
RENEWAL - Primate Keepers (***excluding vets fee)	Application Fee	£111	N/a	New fee, New legislation
	Granting Fee	Minimum 4 hours at £296	N/a	New fee, New legislation
	Total Fee (minimum)	£407 minimum***	N/a	New fee, New legislation
Primate Keeper (Variation)		£222	N/a	New fee, New legislation
Other Fees				
Additional mid licence visit		£148 plus cost of inspection	£138	7.2%
Variation to the licence fee (inclusive of one visit)		£222	£207	7.2%
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		£37	£34.50	7.2%

Re-evaluation of star rating (inclusive of one visit)		£74 plus cost of inspection	£138	1 hr plus cost of inspection now
Transfer due to death of licensee	Admin cost	£37	£34.50	7.2%

Wild Animals and Zoos

Wild Animals & Zoos	Duration	2026/27 Fee	2025/26 Fee	% Increase
NEW - Dangerous Wild Animal Consent (*** excluding vets fee)	2 years	£592	£552	7.2%
RENEWAL - Dangerous Wild Animal Consent (*** excluding vets fee)	2 years	£370	£345	7.2%
NEW and RENEWAL - Zoo Licences Periodical inspections (***) excluding Vets Fees)	Up to 6 years	£2,590.00	£2415	7.2%

Explosives Licences – Statutory

Description	Duration	2026/27 All Council Areas	2025/26 All Council Areas	% Increase
Licence to store explosives where a separation distance is required by law e.g. over 250kg hazard class 4 fireworks	1 year	£202	£202	0%
	2 years	£266	£266	0%
	3 years	£333	£333	0%
	4 years	£409	£409	0%
	5 years	£463	£463	0%
Renewal of licence to store explosives where a separation distance is required by law e.g. over 250kg hazard class 4 fireworks	1 year	£94	£94	0%
	2 years	£161	£161	0%
	3 years	£226	£226	0%
	4 years	£291	£291	0%
	5 years	£357	£357	0%
	1 year	£119	£119	0%
	2 years	£154	£154	0%

Licence to store explosives where no minimum separation distance is required by law e.g. up to 250kg hazard class 4 fireworks	3 years	£190	£190	0%
	4 years	£226	£226	0%
	5 years	£260	£260	0%
Renewal of licence to store explosives where no minimum separation distance is required by law e.g. up to 250kg hazard class 4 fireworks	1 year	£59	£59	0%
	2 years	£94	£94	0%
	3 years	£132	£132	0%
	4 years	£166	£166	0%
	5 years	£202	£202	0%
Varying the name of licensee or address of site		£40	£40	0%
Any other kind of variation		Cost Recovery	Cost Recovery	
Transfer of licence		£40	£40	0%
Replacement Licence		£40	£40	0%
Full year registration for sale of fireworks (capped fee)		£500.00	£500.00	0%

Gambling Act 2005 – Statutory

Description	Type	2026/27 All Council Areas	2025/26 All Council Areas	% Increase
Casinos (regional)	New Application	£15,000	£15,000	0%
	Provisional Statement	£15,000	£15,000	0%
	Application with Provisional Statement	£8,000	£8,000	0%
	Variation	£7,500	£7,500	0%
	Transfer/Reinstatement	£6,500	£6,500	0%
	Annual Fee	£15,000	£15,000	0%
Casinos (large)	New Application	£10,000	£10,000	0%
	Provisional Statement	£10,000	£10,000	0%
	Application with Provisional Statement	£5,000	£5,000	0%
	Variation	£5,000	£5,000	0%
	Transfer/Reinstatement	£2,150	£2,150	0%
	Annual Fee	£10,000	£10,000	0%
Casinos (small)	New Application	£8,000	£8,000	0%
	Provisional Statement	£8,000	£8,000	0%
	Application with Provisional Statement	£3,000	£3,000	0%
	Variation	£4,000	£4,000	0%

	Transfer/Reinstatement	£1,800	£1,800	0%
	Annual Fee	£5,000	£5,000	0%
Bingo Clubs	New Application	£3,500	£3,500	0%
	Provisional Statement	£3,500	£3,500	0%
	Application with Provisional Statement	£1,200	£1,200	0%
	Variation	£1,750	£1,750	0%
	Transfer/Reinstatement	£1,200	£1,200	0%
	Annual Fee	£1,000	£1,000	0%
Betting Premises	New Application	£3,000	£3,000	0%
	Provisional Statement	£3,000	£3,000	0%
	Application with Provisional Statement	£1,200	£1,200	0%
	Variation	£1,500	£1,500	0%
	Transfer/Reinstatement	£1,200	£1,200	0%
	Annual Fee	£600	£600	0%
Tracks	New Application	£2,500	£2,500	0%
	Provisional Statement	£2,500	£2,500	0%
	Application with Provisional Statement	£950	£950	0%
	Variation	£1,250	£1,250	0%
	Transfer/Reinstatement	£950	£950	0%
	Annual Fee	£1,000	£1,000	0%
Family Entertainment Centres	New Application	£2,000	£2,000	0%
	Provisional Statement	£2,000	£2,000	0%
	Application with Provisional Statement	£950	£950	0%
	Variation	£1,000	£1,000	0%
	Transfer/Reinstatement	£950	£950	0%
	Annual Fee	£750	£750	0%
Adult Gaming Centres	New Application	£2,000	£2,000	0%
	Provisional Statement	£2,000	£2,000	0%
	Application with Provisional Statement	£1,200	£1,200	0%
	Variation	£1,000	£1,000	0%
	Transfer/Reinstatement	£1,200	£1,200	0%
	Annual Fee	£1,000	£1,000	0%

Lotteries & Amusements	New Application	£40	£40	0%
	Annual Fee	£20	£20	0%
All licences	Notification of change	£50	£50	0%
	Copy of licence	£25	£25	0%
Club gaming or machine permit	New Application	£200	£200	0%
	Existing holder	£100	£100	0%
	Renewal	£200	£200	0%
	Annual Fee	£50	£50	0%
	Variation	£100	£100	0%
	Copy of licence	£15	£15	0%
Club Gaming or Machine Permit (holds a club Premises Certificate under Licensing Act 2003)	New Application	£100	£100	0%
	Renewal	£100	£100	0%
Licensed Premises Notifications		All Council Areas		
To make available up to 2 gaming machines on premises which hold on-premises alcohol licence	Notification of intention	£50	£50	0%
Gaming Machine Permit (more than 2 machines) on-premises which hold on premises alcohol licence	Application (existing holder)	£100	£100	0%
	New Application	£150	£150	0%
	Annual Fee	£50	£50	0%
	First Annual Fee (payable within 30 days of date permit takes effect)	£50	£50	0%
	Variation	£100	£100	0%
	Transfer	£25	£25	0%
	Change of name	£25	£25	0%
	Copy of permit	£15	£15	0%

Hackney Carriage and Private Hire Licences

Vehicle Licences		All Council Areas (where applicable) 2026/27 Fee	2025/26 Fee	% Increase
Hackney Carriage Vehicle – NEW		£333	£310.50*	7.2%
Hackney Carriage Vehicle – RENEWAL		£296	£276*	7.2%
Private Hire Vehicle – NEW		£333	£310.50*	7.2%
Private Hire Vehicle – RENEWAL		£296	£276*	7.2%
Home to school – NEW and RENEWAL	Bracknell only	£185	£172.50	7.2%
Private Hire Vehicle with Dispensation - NEW		£333	£310.50*	7.2%
Private Hire Vehicle with Dispensation - RENEWAL		£296	£276*	7.2%
Temporary Vehicle Licence	Up to 3 months	£296	£276	7.2%
Driver Licences				
Driver – NEW	3 year Includes initial tests and safeguarding training	£370.50	£348	6.5% (calc £ x 4.5 + £37.50)
Driver – RENEWAL	3 year Includes tests and safeguarding training	£333.50	£313.50	6.4% (calc £ x 4 + £37.50)
Home to school – NEW & RENEWAL Bracknell only	3 year Includes initial tests and safeguarding training	£259.50	£237.60	9.2% (calc £ x 2.9 + £37.50)
Conversion of driver licence to another type	1.5hrs (inc retaking tests)	£111	£103.50	7.2%
Disability Awareness Training		At cost	At cost	

Private Hire Operators (PHO)

Private Hire Operator	Number of Vehicles	2026/27 Fee	2025/26 Fee	% Increase
NEW Per vehicle calculation of 3.5 hours (at £74.00 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	£555.00	£517.50	7.2%
	2	£647.50	£603.75	7.2%
	3	£740.00	£690	7.2%
	4	£832.50	£776.25	7.2%
	5	£925.00	£862.50	7.2%
	6	£1,017.50	£948.75	7.2%
	7	£1,110.00	£1035	7.2%
	8	£1,202.50	£1121.25	7.2%
	9	£1,295.00	£1207.50	7.2%
	10	£1,387.50	£1293.75	7.2%
	11	£1,480.00	£1387	7.2%
	12	£1,572.50	£1466.25	7.2%
	13	£1,665.00	£1552.50	7.2%
	14	£1,757.50	£1638.75	7.2%
	15	£1,850.00	£1725	7.2%
	16	£1,942.50	£1811.25	7.2%
	17	£2,035.00	£1897.50	7.2%
	18	£2,127.50	£1983.75	7.2%
	19	£2,220.00	£2070	7.2%
	20	£2,312.50	£2156.25	7.2%
	20+	£2,312.50	£2156.25	7.2%
Private Hire Operator	Number of Vehicles	2026/27 Fee	2025/26 Fee	% Increase
RENEWAL Per vehicle calculation of 1.5 hours (at £74 hourly rate) plus an hour per year (years 2-5) for first	1	£407.00	£379.50	7.2%
	2	£499.50	£465.75	7.2%
	3	£592.00	£552	7.2%
	4	£684.50	£638.25	7.2%
	5	£777.00	£724.50	7.2%
	6	£869.50	£810.75	7.2%
	7	£962.00	£897	7.2%

vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles	8	£1,054.50	£983.25	7.2%
	9	£1,147.00	£1069.50	7.2%
	10	£1,239.50	£1155.75	7.2%
	11	£1,332.00	£1242	7.2%
	12	£1,424.50	£1328.25	7.2%
	13	£1,517.00	£1414.50	7.2%
	14	£1,609.50	£1500.75	7.2%
	15	£1,702.00	£1587	7.2%
	16	£1,794.50	£1673.25	7.2%
	17	£1,887.00	£1759.50	7.2%
	18	£1,979.50	£1845.75	7.2%
	19	£2,072.00	£1932	7.2%
	20	£2,164.50	£2018.25	7.2%
	20+	£2,164.50	£2018.25	7.2%

Other Private Hire & Hackney Carriage Charges

Other charges		2026/27 Fee All Council Areas (where applicable)	2025/26 Fee	% Increase
Transfer of vehicle to new owner		£74	£69	7.2%
Variation to a Private Hire Operator		£74	£69	7.2%
Change of vehicle		£92.50	£86.25	7.2%
Replacement Licence		£37	£34.50	7.2%
Replacement Badge	Badge was £5	£37 + Badge Costs (£5)	£34.50 + Badge Costs (£5)	7.2%
Replacement Vehicle Licence Plate	Plate was £26	£37 + Plate Costs (£6)	£34.50 + Plate Costs (£26)	7.2%
Knowledge Test	First attempt included in initial fee	£92.50	£86.25	7.2%
Missed Appointment		£37	£34.50	7.2%
Disclosure and Barring Service Check (DBS)		At cost	At cost	

Advertising on a Hackney carriage - NEW	Bracknell Only	£74	£69	7.2%
Advertising on a Hackney Carriage - RENEWAL	Bracknell Only	£37	£34.50	7.2%
Change of address (PH & HC)		£18.50	£17.25	7.2%
Backing Plate	£26 at cost	£26	£26 at cost	
Medical Exemption		£37	£34.50	7.2%
Refund Processing Fee		£37	£34.50	
Change of vehicle registration	Sticker and licence was £31	£37 + sticker and licence costs (£31)	£34.50 + sticker and licence costs (£31)	7.2%
Pre-application advice, hourly rate	Min 1 hour	Hourly rate	£69	7.2%

Hairdresser Registration

Description	2026/27 Fee All Council Areas	2025/26 Fee	% Increase
Hairdresser/barber registration	£37	£34.50	7.2%

Licensing Act 2003 – Statutory

Description	2026/27 Fee All Council Areas	2025/26 Fee All Council Areas	% Increase
Pre-application advice, hourly rate	£74	£69	7.2%
Premises Licence Application – “one off” fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee) *	All Council Areas	All Council Areas	
Band A – RV up to 4,300	£100	£100	0%
Band B – RV 4,300 to 33,000	£190	£190	0%
Band C – RV 33,001 to 87,000	£315	£315	0%
Band D – RV 87,001 to 125,000	£450	£450	0%
Band E – RV 125,001 and above	£635	£635	0%

Premises Licence – Annual Fee (Class B – Statutory Fee) *			
Band A – RV up to 4,300	£70	£70	0%
Band B – RV 4,300 to 33,000	£180	£180	0%
Band C – RV 33,001 to 87,000	£295	£295	0%
Band D – RV 87,001 to 125,000	£320	£320	0%
Band E – RV 125,001 and above	£350	£350	0%
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band D	X2 £640	X2 £640	0%
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band E	X3 £1050	X3 £1050	0%
Club Premises Certificate Application – “one off” fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee)	All Council Areas	All Council Areas	
Band A – RV up to 4,300	£100	£100	0%
Band B – RV 4,300 to 33,000	£190	£190	0%
Band C – RV 33,001 to 87,000	£315	£315	0%
Band D – RV 87,001 to 125,000	£450	£450	0%
Band E – RV 125,001 and above	£635	£635	0%
Club Premises Certificate – Annual Fee (Class B – Statutory Fee)			0%
Band A – RV up to 4,300	£70	£70	0%
Band B – RV 4,300 to 33,000	£180	£180	0%
Band C – RV 33,001 to 87,000	£295	£295	0%
Band D – RV 87,001 to 125,000	£320	£320	0%
Band E – RV 125,001 and above	£350	£350	0%

*There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5,000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of The Licensing Act 2003 (Fees) Regulations 2005

	2026/27	2026/27	2025/26	2025/26	% Inc
Additional fees	Additional Premises	Additional annual fee	Additional Premises	Additional annual fee	
Number in attendance at any one time	licence fee	payable if applicable	licence fee	payable if applicable	

5,000 to 9,999	£1,000	£500	£1,000	£500	0%
10,000 to 14,999	£2,000	£1000	£2,000	£1000	0%
15,000 to 19,999	£4,000	£2,000	£4,000	£2,000	0%
20,000 to 29,999	£8,000	£4,000	£8,000	£4,000	0%
30,000 to 39,999	£16,000	£8,000	£16,000	£8,000	0%
40,000 to 49,999	£24,000	£12,000	£24,000	£12,000	0%
50,000 to 59,999	£32,000	£16,000	£32,000	£16,000	0%
60,000 to 69,999	£40,000	£20,000	£40,000	£20,000	0%
70,000 to 79,999	£48,000	£24,000	£48,000	£24,000	0%
80,000 to 89,999	£56,000	£28,000	£56,000	£28,000	0%
90,000 and over	£64,000	£32,000	£64,000	£32,000	0%
Other fees					
Application for the grant or renewal of a personal licence		£37	£37		0%
Temporary event notice		£21	£21		0%
Theft, loss, etc.of premises licence or summary		£10.50	£10.50		0%
Application for a provisional statement where premises being built etc.		£315	£315		0%
Notification of change of name or address		£10.50	£10.50		0%
Application to vary licence to specify individual as premises supervisor		£23	£23		0%
Application for transfer of premises licence		£23	£23		0%
Interim authority notice following death etc.of licence holder		£23	£23		0%
Theft, loss etc.of certificate or summary		£10.50	£10.50		0%
Notification of change of name or alteration of rules of club		£10.50	£10.50		0%
Change of relevant registered address of club		£10.50	£10.50		0%
Theft, loss etc.of temporary event notice		£10.50	£10.50		0%
Theft, loss etc.of personal licence		£10.50	£10.50		0%
Duty to notify change of name or address		£10.50	£10.50		0%
Right of freeholder etc.to be notified of licensing matters		£21	£21		0%
Application for a minor variation		£89	£89		0%
Community Premises applying for the mandatory alcohol condition to be disapplied		£23	£23		0%

Application for the grant or renewal of a personal licence	£37	£37	0%
Temporary event notice	£21	£21	0%
Theft, loss, etc.of premises licence or summary	£10.50	£10.50	0%
Application for a provisional statement where premises being built etc.	£315	£315	0%
Notification of change of name or address	£10.50	£10.50	0%
Pre-application work, hourly rate	£74	£69	7.2%
Film Classification and Issue of Certificate	£18.50 per 15 minutes or part thereof of the film	£17.25 per 15 minutes or part thereof of the film	7.2%

Petroleum Licences – Statutory

Petroleum Licences	2026/27 Fee	2025/26 Fee	% Increase
Not exceeding 2,500 litres	£48	£48	0%
Not exceeding 50,000 litres	£65	£65	0%
Exceeding 50,000 litres	£137	£137	0%

Scrap Metal

Description		2026/27 Fee	2025/26 Fee	% Increase
Scrap Metal site –NEW	3 Years	£592	£552	7.2%
Scrap Metal site - RENEWAL	3 Years	£555	£517.50	7.2%
Scrap Metal mobile collector - NEW	3 Years	£296	£276	7.2%
Scrap Metal mobile collector - RENEWAL	3 Years	£259	£241.50	7.2%
Scrap Metal - Variation of Licence		£296	£276	7.2%
Scrap Metal - change of site manager		£74	£69	7.2%
Scrap Metal - copy of licence		£18.50	£17.25	7.2%
Scrap Metal - Change of Name		£37	£34.50	7.2%

Sex Establishments – Statutory

		2026/27	2025/26	% Increase
Description	Type	All Council Areas	All Council Areas	
Sex establishments	Initial	£6,728	£6,728	0%
Sex establishments	Renewal	£5,085	£5,085	0%
Sex establishments	Transfer	£1,340	£1,340	0%
Sex establishments	Variation	£1,340	£1,340	0%

Skin Piercing & Dermal Treatments

Description	Type	2026/27 Fee	2025/26 Fee	% Increase
Skin piercing Registrations (one off registration) - (Class A – Fee Discretionary)	Individual (4hrs)	£296	£276	7.2%
	Premises (5hrs)	£370	£345	7.2%
	Joint application (7hrs)	£518	£483	7.2%
Pre-application work, hourly rate	Min. 1 hour	£74	£69	7.2%

Street Trading Consents

Description	Type	Bracknell Forest 2026/27 Fee	West Berkshire 2026/27 Fee	Bracknell Forest 2025/26 Fee	% inc	West Berkshire 2025/26 Fee	% inc
	Daily	£74	£74	£69	7.2%	£69	7.2%
Street Trading Consents - (Class A – Fee Discretionary)	1 Week	£185	£185	£172.50	7.2%	£172.50	7.2%
	Monthly Rate	£296	£296	£276	7.2%	£276	7.2%
	3 months	£814	£814	£759	7.2%	£759	7.2%
	6 months	£1,017.50	£1,017.50	£948.75	7.2%	£948.75	7.2%
	Annual Fee	£1,720.50	£1,720.50	£1604.25	7.2%	£1604.25	7.2%
	6 months max. 2 trading days a week incl. Fri, Sat & Sun	£814	N/A	£759	7.2%	N/A	N/A

	6 months max. 2 trading days a week Mon-Thurs only	£610.50	N/A	£569.25	7.2%	N/A	7.2%
	Ice cream van (per van) 6 month	£962	£999	£851	13.3%	£942.50	6%
	Ice cream van (per van) 1 month	£259	£296.00	£221	17%	£282.90	4.7%
Variation fee		£111	£111	£103.50	7.2%	£103.50	7.2%
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	£74	£74	£69	7.2%	£69	7.2%

ENVIRONMENTAL PROTECTION

Abandoned vehicles – Statutory

		2026/27	2025/26	% Increase
Description		Bracknell Forrest Only	Bracknell Forrest Only	
Removal (prescribed fee)	Less than 3.5 tonnes	£150	£150	0%
Removal (prescribed fee)	Between 3.5 and 7.5 tonnes	£200	£200	0%
Removal (prescribed fee)	Over 7.5 tonnes	£350	£350	0%
Daily Storage (prescribed fee)	Less than 3.5 tonnes	£20	£20	0%
Daily Storage (prescribed fee)	Between 3.5 and 7.5 tonnes	£25	£25	0%
Daily Storage (prescribed fee)	Between 7.5 tonnes and 18 tonnes	£30	£30	0%
Daily Storage (prescribed fee)	Over 18 tonnes	£35	£35	0%
Enforcement Disposal costs (prescribed fee)	Less than 3.5 tonnes	£75	£75	0%
Fixed Penalty Notice	Reduced to £120.00 if paid within 7 days	£200	£200	0%
Enforcement invoice costs		£77	£77	0%

Fly Tipping Environment Protection Act 1990

		Bracknell Forest Only		
Description		2026/27 FPN	2025/26 FPN	% Increase
Section 33 of the Environmental Protection Act 1990	Fixed Penalty Notice	£400	£400	0%
Section 34 of the Environmental Protection Act 1990	Fixed Penalty Notice	£300	£300	0%

Anti-Social Behaviour Act

Description		2026/27 Fee	2025/26 Fee	% Increase
Anti-Social Behaviour Act	High Hedges Fee (Class A – Fee Discretionary)	£ 1,517.00	£1414.50	7.2%

Dog Warden Services

Description	2026/27 Fee	2025/26 Fee	% Increase
Stray Dogs – not taken to kennel	Call-out - £130 Statutory Fee - £25	Call-out - £130 Statutory Fee - £25	0 %
Stray Dogs – taken to kennel	Call-out - £130 Statutory Fee - £25 Returning dog from kennels to owner £130 Any kennelling and veterinary fees incurred are charged based on cost recovery.	Call-out - £130 Statutory Fee - £25 Returning dog from kennels to owner £130 Any kennelling and veterinary fees incurred are charged based on cost recovery.	0%
Kennels cost	Recharge based on cost. These are subject to variation depending on Kennel's used.	Recharge based on cost. These are subject to variation depending on Kennel's used.	

Dog fouling fixed penalty charge	£100	£100	
Miscellaneous stray dog activities e.g. microchipping.	Cost recovery charged at £74 ph	Cost recovery charged at £69ph	7.2%
Debit and credit card administration costs are subject to payment to Noah's Ark when applicable.	Cost recovery currently £45	Cost recovery currently £45	7.2%

Environmental Permitting Regulations 2016 – Statutory

		2026/27	2025/26	% Increase
Scheduled Processes – (Class B – statutory Fee)		All Council Areas	All Council Areas	
Standard Process		£1,650	£1,650	0%
Additional fee for operating without a permit		£1,188	£1,188	0%
Service Stations (PVR 1 & PVR II combined)		£257	£257	0%
Service Station (PVR 1)		£155	£155	0%
Dry Cleaners		£155	£155	0%
Vehicle Refinishers		£362	£362	0%
Mobile Screening & Crushing Plant for each of the 1 st and 2 nd applications		£1,650	£1,650	0%
Mobile Screening & Crushing Plant for the 3 rd to 7 th applications		£985	£985	0%
Mobile Screening & Crushing Plant for the 8 th and subsequent applications		£498	£498	0%
Substantial changes (variation)				0%
Standard Process		£1,050	£1,050	0%
Standard process where substantial change results in a new PPC activity or any other solvent emission activity		£1,650	£1,650	0%
Reduced Fee Activities		£102	£102	0%
Annual Subsistence Charge (Statutory)				

Standard Process or any other solvent activity	Low	£772	£772	0%
	Medium	£1,161	£1,161	0%
	High	£1,747	£1,747	0%
Service stations PVR II	Low	£113	£113	0%
	Medium	£226	£226	0%
	High	£341	£341	0%
Vehicle Refinishers and other reduced fees	Low	£228	£228	0%
	Medium	£365	£365	0%
	High	£548	£548	0%
Dry cleaners/PVR1	Low	£79	£79	0%
	Medium	£158	£158	0%
	High	£237	£237	0%
Mobile Screening & Crushing Plant	Low	£626	£626	0%
	Medium	£1,034	£1,034	0%
	High	£1,551	£1,551	0%
Mobile Screening & Crushing Plant for 2 nd permit	Low	£646	£646	0%
	Medium	£1,034	£1,034	0%
	High	£1,551	£1,551	0%
Mobile Screening & Crushing Plant for 3 rd to 7 th permit	Low	£385	£385	0%
	Medium	£617	£617	0%
	High	£924	£924	0%
Mobile Screening & Crushing Plant for the 8 th and subsequent permits	Low	£198	£198	0%
	Medium	£314	£314	0%
	High	£473	£473	0%
Late payment charge	If invoice issued & not paid within 8 weeks	£52	£52	0%
Payment in 4 instalments		Additional £38	Additional £38	0%
Transfer and Surrender				
Transfer		£169	£169	0%
Partial Transfer		£497	£497	0%
Surrender		£0	£0	0%
Transfer Reduced fees		£0	£0	0%

Partial Transfer Reduced Fees		£47	£47	0%
-------------------------------	--	-----	-----	----

Private Sector Housing

Description	2026/27 Fee	2025/26 Fee	% Increase
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)	£518	£476	8.8%
Enforcement Notices served under Housing Act 2004	Hrly Rate	Hrly Rate	7.2%
HMO Licence NEW - assisted application	£1,480	£1380	7.2%
Stage 1	£888	£828	
Stage 2	£592	£552	
HMO Licence RENEWAL	£999	£931.50	7.2%
Stage 1	£600	£559.00	
Stage 2	£399	£372.50	
Caravan Site Licences			
Site licence new (plus additional fee per pitch)	£555	£517.50	7.2%
New licence additional fee per pitch	£20	£18.50	8.1%
Transfer of licence	£222	£207	7.2%
Alteration of conditions	£296	Hrly Rate	Previously an hourly rate
Annual inspection fee – per pitch	£17.75	16.50	7.6%
Enforcement action -per hour	Hrly Rate	Hrly Rate	7.2%
Deposit, vary or deleting site rules	£148	£138	7.2%
Mobile Homes Regulations 2020			
Application Fee – Fit and Proper Test (any application taking more than two hours to process will be charged at an additional hourly rate of £74/ph or part thereof)	£148	£138	7.2%
Annual Check Fee – Fit and Proper Test	Hrly Rate	Hrly Rate	7.2%
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		2026/27 Fee	2025/26 Fee	% Increase
Risk assessment	Every 5 years.	At Hrly Rate	At Hrly Rate	7.2%

(for each assessment)	Min. charge 1 hour, simple risk assessment and report typically 5 hours			
Sampling visit (for each sampling visit) *	Charge for a visit, taking a sample and delivery to the laboratory. Typically 2.5 hours	At Hrly Rate	At Hrly Rate	7.2%
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.	At hrly rate	At hrly rate	7.2%
Regulation 9 Supply Analysis of Group A Parameters		Laboratory Costs **	Laboratory Costs **	
Regulation 9 Supply Analysis of Group B Parameters		Laboratory Costs **	Laboratory Costs **	
Regulation 10 Supply Parameters		Laboratory Costs **	Laboratory Costs **	
Analysis of Single Dwelling Supplies (upon request)		Laboratory Costs **	Laboratory Costs **	

* A local authority should not charge for the Officer time 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	2026/27 Fee	2025/26 Fee	% Increase
Environmental Information Request - Individual, Non-Commercial	Hourly rate applies minimum of 2 hours	£148 minimum	£138 minimum	7.2%
Environmental Information Request - Commercial and Government	Hourly rate applies minimum of 2 hours	£148 minimum	£138 minimum	7.2%

Civil Actions (Class A – Fee Discretionary)		£148 minimum	£138 minimum	7.2%
Safety Certification and administration	Hourly rate applies minimum of 2 hours	£148 minimum	£138 minimum	7.2%
Pre-Application Advice, hourly charge		£74	£69	7.2%

TRADING STANDARDS

Buy with confidence

Description	Employee numbers	2026/27 Fee	2025/26 Fee	% Increase
Application Fee (set nationally by Buy with Confidence scheme)	%	£159	£155	2.6%
	6-20 employees	£220	£215	2.3%
	21-49 employees	£277	£270	2.6%
	50+ employees	POA	POA	
Annual fee (set nationally by Buy with Confidence scheme)	1-5 employees	£295	£285	3.5%
	6-20 employees	£440	£430	2.3%
	21-49 employees	£580	£570	1.8%
	50+ employees	POA	POA	
Members before 2017/18 Annual Fee (Bracknell Forest legacy members only)	1-5 employees	£143	£143	0%
	6-20 employees	£216	£216	0%
	21-49 employees	£288	£288	0%
<i>Additional Premises: For businesses that operate from more than one premises, an additional £92 per premises per year fee will be charged.</i> <i>Additional Trading Styles: £149 pa per additional trading style will be charged.</i>				

* West Berkshire & Wokingham schemes administered by Hampshire County Council
Fees are set nationally and will be updated in accordance with any changes to those fees

Primary Authority

Description	2026/27 Fee	2025/26 Fee	% Increase
Primary Authority Work hourly chargeable rate	£74	£69	7.2%
Application Fee - Set-up costs	£370*	£345*	7.2%
Annual charge - previous year usage 10 hours or less	£666**	£621**	7.2%
Annual charge - previous year usage 20 hours	£1,332.00*	£1242**	7.2%
Anything likely to be in excess of 20 hours	Individually assessed	Individually assessed	

* Work subsequent to the initial visit will be charged at our hourly rate of £74 per hour.

** Hours do not roll over into the next financial year.

Assured Care and Support (Wokingham Only)

Description	Employee numbers	2026/27 Fee	2025/26 Fee	% Increase
Membership Fee	1-5 employees	£112	£105	6.7%
	6-20 employees	£225	£210	7.1%
	21+ employees	£561.75	£525	7%

Weights and Measures

Description		2026/27 Fee	2025/26 Fee	% Increase
Weights and Measures Fees	Includes the cost of maintaining calibration of equipment annually (Based on ACTSO guidance)	£74 p/h	£69 p/h	7.2%

Other Fees

Description		2026/27 Fee	2025/26 Fee	% Increase
Food export certificates	Full cost recovery based on hourly rate - These will be completed within 10 working days.	£74 minimum	£69 minimum	7.2%
Food export certificates - expedited	These will be completed within 5 working days.	£111 minimum	N/A	New Fee
Food Hygiene Rating Scheme rescore	2 hours	£185	£172.50	7.2%

General Business Advice (Non-Primary Authority)	Hourly rate (first 30 minutes free)	£74	£69	7.2%
Resident Request for Advice	Hourly rate	£74	£69	7.2%

Some of our animal inspections are currently undertaken by the City of London. Where these inspections are undertaken the cost will be added to the PPP fees. The current fees are set out below. Please note these are the 2025/26 fees. The fees for 2026/27 have not been set by City of London as yet and the Annex will be updated in due course

LEVEL OF CHARGES 1st April 2025 - 31st March 2026 - all fees are subject to VAT at the current rate		Cost 2025 - 2026
Activity	Visit type	TOTAL (exc. VAT)
Animal Boarding Est (Kennel / Cattery)	New Licence application or 1st inspection by CoLC - combined (dogs & cats)	488
	Renewal Licence Inspection - combined (dogs & cats)	427
	New Licence application or 1st inspection by CoLC - single species (dogs or cats)	427
	Renewal Licence Inspection - single species (dogs or cats)	366
	Unannounced mid licence visit	244
Home boarder	New Licence application or 1st inspection by CoCL	305
	Renewal Licence Inspection	244
	Unannounced mid licence visit	244

Franchisee arrangers licence	New Licence application or 1st inspection by CoCL of a home boarding arranger /franchisee	305
	Renewal Licence Inspection of a home boarding arranger /franchisee	244
	Assessment of a hobby host as part of a arranger /franchisee licence	244
	Unannounced mid licence visit	244
Dog Day Care	New Licence application or 1st inspection by CoCL - less than 10 dogs	366
	New Licence application or 1st inspection by CoCL - 10 or more dogs	488
	Renewal Licence Inspection - less than 10 dogs	305
	Renewal Licence Inspection - 10 or more dogs	366
	Unannounced mid licence visit	244
Dog Breeding Establishment	**New Licence application or 1st inspection by CoCL - vet inspection - dogs housed in kennel units	539
	Renewal License inspection - dogs housed in kennel units	427
	**New Licence application or 1st inspection by CoCL - vet inspection - dogs housed in home environment	385

	Renewal License inspection breeding - dogs housed in home environment	305
	Unannounced mid licence visit	244
*Riding Establishment	**New Licence application or 1st inspection by CoCL - inspection veterinary fee only (+ additional fee per horse)	539
	**Renewal Licence application - inspection veterinary fee only (+ additional fee per horse)	385
<u>Example of charge per horse in a yard with</u>	**Annual vet inspection veterinary fee - inspection veterinary fee only (+ additional fee per horse)	231
<u>60 horses</u>	Fee per horse for the first 10 horses	17
1st 10 horses @ £17 = £170	Fee per horse for next 11-50 horses	11
horses 11-50 @ £11 = £440	Fee per horse 51 horses & over	10
horses 51-60 horses @ £10 = £100	**Unannounced mid licence visit (on top of annual vet inspection)	308
Pet Vending / Sale of pets	New Licence application or 1st inspection by CoCL- up to 2 species	488
	New Licence application or 1st inspection by CoCL - more than 2 species	549

	Renewal Licence Inspection - up to 2 species	427
	Renewal Licence Inspection - more than 2 species	488
	Unannounced mid licence visit	244
Dangerous Wild Animals	**New Licence application or 1st inspection by CoCL vet inspection - commercial / outside premises (plus mileage over 100 miles @ 50p per mile)	539
	**Renewal License vet inspection commercial / outside premises (plus mileage over 100 miles @ 50p per mile)	385
	**New Licence application or 1st inspection by CoCL vet inspection - domestic dwelling (plus mileage over 100 miles @ 50p per mile)	385
	**Renewal License vet inspection - domestic dwelling domestic dwelling (plus mileage over 100 miles @ 50p per mile)	308
	**DWA on Location - 1st hour including travel and report writing	231
	**DWA on location visit additional charge per hour	77
Illegal Imports outside of CofL jurisdiction	Collection and Detention	366
	Mileage at 65p per mile	0.65

Zoos	**New or Periodical (Full Day)(Vet) without travel time (hourly rate to be added)	616
	**Informal / Special (Full Day)(Vet) without travel time (hourly rate to be added) includes report	693
	**Administration package (optional) - includes all additional support and administration required	1769
	**New or Periodical (Half Day)(Vet) without travel time (hourly rate to be added)	346.5
	**Informal / Special (Half Day)(Vet) without travel time (hourly rate to be added) includes report	423.5
	**Administration package (optional) - includes all additional support and administration required	915
	**Veterinary 14.1a exemption inspection	693
Animal for Exhibit on location	DWA on Location (Exhibit) - 1st hour including travel and report writing	244
	DWA on location visit additional charge per hour	77
Animal for Exhibition	New Licence application or 1st inspection by CoCL- Single species	488
	New Licence application or 1st inspection by CoCL - Multi species	549

	Renewal Licence Inspection - Single species	366
	Renewal Licence Inspection - Multi species	366
Shows-Exhibitions-AGO- Markets	Inspection (Full day per officer)	549
	Inspection (Half day per officer)	305
Animal Keepers Farm stock (Hobby / Domestic Address)	Inspection Visit	305
Animal Keepers / non Domestic address (Half Day)	Inspection Visit	366
Animal Keepers / non domestic address (full day)		549
Reassessment of star rating	**1 x Veterinary Officer	308
	1 x Animal Health Inspector	244

Hourly Rate - Complaint visits/reports and other additional functions	**1 x Veterinary Officer	77
	1 x Animal Health Inspector	61

** RCVS Veterinary
Surgeon.

AHI = Animal Health
Inspector

This page is intentionally left blank

Licensing Committee Forward Plan January 2026 to January 2027

Any changes agreed at Licensing Committee meetings will be added to the Forward Plan after the meeting.

If Members wish to add any items to the Forward Plan outside of meetings please send to Moira.fraser@westberks.gov.uk for the Chairman to consider.

No.	Ref No	Item	Purpose	Lead Officer	Comments
LC 19 January 2026					
1.		Fees for Taxi and Private Hire Vehicles, Drivers and Operators	To consider any issues arising from the consultation and their impact on the proposed fees which will be recommended to full Council for approval.	Moira Fraser	Report will only be needed if objections received
2.		Draft Hackney Carriage and Private Hire Licensing Policy	To consider a revised policy.	Sean Murphy	
3.		Hackney Carriage Tariffs - 2026	To provide any updates on tariffs for the 2026/ 27 financial year should a business case be submitted.	Moira Fraser	
LC 06 July 2026 (Date TBC)					
		Hackney Carriage Tariffs - 2026	To provide feedback on the 2026 process and any decisions made by the Executive.	Moira Fraser	
5.	LC4389	Annual Report 2025/26	To set out the work of the Licensing Committee in 2024/2 5as well as the work of the Licensing Service as delivered through the Public Protection Partnership.	Moira Fraser	
6.		Scrap Metal Licensing Policy	To consider a draft policy.	Julia O' Brien	
7.		Approach to Fireworks	To update the existing approach.	Theresa Bashford	
LC 02 November 2026 (Date TBC)					
8.		Fees and Charges 2027/28	To set out the Fees and Charges which have been proposed by the Joint Public Protection Committee at the October 2026 meeting and agree the methodology for consultation for the fees the council has a statutory duty to consult on.	Moira Fraser	
9.		Hackney Carriage Tariffs - 2027	To consider proposals for adjustments to the tariffs and the proposed consultation process.	Moira Fraser	

No.	Ref No	Item	Purpose	Lead Officer	Comments
10.		Charity Collections Policy	To consider a draft policy	Julia O' Brien	
LC 18 January 2027 (Date TBC)					
11.		Fees for Taxi and Private Hire Vehicles, Drivers and Operators	To consider any issues arising from the consultation and their impact on the proposed fees which will be recommended to full Council for approval.	Moirra Fraser	This report will only be submitted if there are objections to the fees subjected to the statutory consultation
12.		Hackney Carriage Tariffs - 2027	To provide any updates on tariffs for the 2027/ 28 financial year should a business case be submitted.	Moirra Fraser	
13.		Sex Establishment Policy	To consider a draft policy	Julia O' Brien	