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Licensing Committee

Monday 2 November 2026 at 5.00 pm

in Council Chamber Council Offices
Market Street Newbury

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Date of despatch of Agenda: Friday 23 October 2026

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Thomas Radbourne (Democratic Services Officer) on
e-mail: Thomas.Radbourne1@westberks.gov.uk

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

West Berkshire COUNCIL

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 7 September 2026.

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 2027/28** 9 - 48
   Purpose:

   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 12 October 2026. Each partner Council is required to review the fees and charges on an annual basis. ***Appendix A*** *details the proposed fees and charges for 2027/28 for the Public Protection Service.*

   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.

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.

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 7 SEPTEMBER 2026

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

Also Present: Moira Fraser (Principal Officer - Policy and Governance), Mark Groves (Lead Licensing Enforcement Officer), Darius Zarazel (Zoom Host) and Thomas Radbourne (Clerk)

Apologies for inability to attend the meeting: Councillor Jeremy Cottam and Councillor Clive Taylor

PART I

1. Declarations of Interest

There were no declarations of interest received.

2. Outcome of the Consultation on the Protected Hackney Carriage Plate Arrangements

The Committee considered a report (Agenda Item 3) concerning Outcome of the Consultation on the Protected Hackney Carriage Plate Arrangements.

Mark Groves (Lead Licensing Enforcement Officer – Public Protection Partnership) introduced the item and highlighted the following points:

- The West Berkshire Hackney Carriage and Private Hire Licensing Policy had been adopted on 15 December 2025.
- As part of that decision, Members had resolved that the protected plate provisions should be reviewed within six months and any proposed amendments brought back to the Committee.
- Legal advice had been obtained regarding the protected plate arrangements and the consultation process, with details included within the report.
- The Licensing Committee had approved a public consultation on 24 March 2026.
- The consultation had been undertaken over a seven-week period between 27 March and 15 May 2026.
- The consultation had been promoted through the Council's website, direct engagement with the licensed trade, social media, parish councils and Council press releases.
- Four possible options for the future operation of protected licences had been consulted upon.
- A total of 38 consultation responses had been received, with a breakdown provided within the report.

Members asked a number of questions and received the following responses:

- Members asked for clarification regarding the tax implications for drivers who might need to replace their vehicles. Officers advised that taxation matters were a matter for individual licence holders, their accountants and HM Revenue and Customs, and were not directly relevant to the decision before the Committee.
- Regarding a question referring to the legal advice contained within the report, and what evidence or rational could be used to justify retaining any exemption or transferability arrangements should the Committee choose to do so. Officers advised that they were not in a position to comment on the legal advice beyond that already provided within the report and confirmed that the options presented had been through the appropriate legal process
- Officers advised that, to their knowledge, West Berkshire was unique in operating protected plate arrangements and that implementation would be managed in a manner that was workable for those affected

At the Chairmans request, officers provided a professional recommendation and advised that Option 2 was their preferred option.

Councillor Martha Vickers stated that she had initially been inclined towards Option 1 but recognised the rationale behind Option 2. She considered that the public had waited a significant period for improved accessibility but acknowledged that Option 2 sought to balance accessibility objectives with fairness to existing licence holders by providing additional time for adjustment.

Councillor Nigel Foot supported Option 2. He considered that the proposed implementation period would provide licence holders with sufficient time to plan and replace vehicles where necessary.

Councillor Phil Barnett expressed support for the officer recommendation. He considered the additional period before implementation to be important and indicated that he would support Option 2.

Councillor Stephanie Stevenson referred to comments contained within the consultation responses relating to:

- The transfer of protected plates between family members.
- Suggestions that some transfers may have involved financial gain.
- Concerns raised regarding the availability of wheelchair accessible vehicles.
- Allegations that some drivers were reluctant to transport wheelchair users.
- Comments regarding the comfort of wheelchair accessible vehicles.

While acknowledging that these matters were not directly related to the decision before the Committee, Councillor Stevenson considered them important issues arising from the consultation. The Chairman requested that officers note these concerns for future consideration.

Councillor Tom McCann stated that the consultation had confirmed the need for change. He noted that West Berkshire's arrangements differed from those operated elsewhere and considered that Option 2 represented a fair and reasonable approach, striking an appropriate balance between accessibility objectives and the interests of existing licence holders.

Councillor David Marsh, attending remotely and unable to vote, stated that he would probably have supported Option 1 for reasons similar to those expressed by Councillor Vickers. However, he recognised the arguments in favour of Option 2 and indicated that he was comfortable with the apparent direction of the Committee.

Councillor Phil Barnett proposed that the Committee adopt Option 2, as recommended by officers. This was seconded by Councillor Tom McCann.

Prior to the vote, officers sought clarification regarding the wording of Option 2, which referred to licences renewed "on or after" 1 January 2029. Members agreed that the decision should be clarified so that the exemption would cease **on 1 January 2029**, rather than only upon renewal after that date.

Councillor Barnett, as proposer, and Councillor McCann, as seconder, agreed to the amended wording

At the vote, the motion was carried.

RESOLVED that the Licensing Committee approve Option 2 and the protected plate exemption for all protected Hackney Carriage licences be phased out on 1 January 2029, at which point the protected licences would cease to have legal standing.

(The meeting commenced at 4.30 pm and closed at 4.50 pm)

CHAIRMAN …….

Date of Signature …….

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Licensing Fees and Charges 2027/28

Committee considering report:	Licensing Committee
Date of Committee:	02 November 2026
Portfolio Member:	Councillor Tom McCann
Date Head of Service agreed report:	13 October 2026
Date Portfolio Member agreed report:	23 October 2026
Report Author:	Moira Fraser
Forward Plan Ref:	Licensing Committee

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 12 October 2026. Each partner Council is required to review the fees and charges on an annual basis. **Appendix A** details the proposed fees and charges for 2027/28 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 2027/28 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 5.10.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	The costs of producing this report and running the consultation exercise will be met from within the existing Public Protection Partnership budgets.

	Discretionary fees and charges relating to licences and registrations are based on cost recovery, and should they not reflect the cost of providing the service, there is a risk of generating a surplus or deficit. **25/26 Licensing Income** The Partnership Licensing Service generated a total income of £684k during 2025/26. **26/27 Licensing Income** For the period P1 to P6, the service has generated £244k of licensing income, which is broadly in line with the income achieved during the same period in the previous financial year. Based on the Q2 Budget Monitoring data, the Service is currently forecasting total licensing income of approximately £600k for 2026/27. This forecast will be reviewed and refined as part of the Q3 budget monitoring process in conjunction with the service. From an income perspective, performance is currently on track with expectations, although this will continue to be monitored throughout the remainder of the financial year.
Human Resource:	There are no HR implications associated with the production of this report. All consultation work will be undertaken within existing resources.
Legal:	**Fees for vehicle and operators' licences** 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: (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."

	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." The Council must also have regard to the principles established in R (Hemming t/a Simply Pleasure Ltd) v Westminster City Council, which confirmed that licensing fees must be set on a cost-recovery basis and be reasonable, proportionate and transparent. The case highlighted the importance of ensuring that fee income is used only to recover those costs lawfully attributable to the administration, control, supervision and, where legislation permits, enforcement of the relevant licensing regime. Licensing fees should not be used to generate a profit or subsidise unrelated Council functions.
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 2027/28. 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 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. Any equalities comments received during the consultation would be fed back to the Committee.
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		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.
Health Impact:		x		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. 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.

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:				This work is business as usual within the service.
Data Impact:		x		All information collected as a result of the consultation and any data collected during the processing of applications will be dealt with in accordance with the relevant privacy statement.

Consultation and Engagement:	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.

4 Executive Summary

4.1 This report seeks approval of the proposed Licensing Fees and Charges for 2027/28 in accordance with the requirements of the Inter-Authority Agreement governing the Public Protection Partnership.

4.2 Whilst a significant proportion of licensing fees are prescribed by national legislation and cannot be amended locally, the discretionary fees have been reviewed to ensure they continue to reflect the full cost of service delivery. Taking account of increases in staffing costs, support service recharges, IT systems costs and wider inflationary pressures, the proposed hourly rate used to calculate discretionary fees is proposed to increase from £74 to £79 per hour for 2027/28.

4.3 The Joint Public Protection Committee has considered the proposed fees and recommended their approval. The Committee voted in favour of the recommendations set out in that report and reflected in Appendix A. The Committee did however ask for additional information about the make-up of the above inflation hourly rate to come back to the December JPPC meeting. The most significant contributor to this has been increased costs associated with the Service's IT system.

4.4 A small number of discretionary licensing fees, specifically those relating to Private Hire Operators and Hackney Carriage and Private Hire Vehicle licences, are subject to a statutory consultation process. The proposed consultation arrangements, timescales and decision-making process are set out within this report.

5 Supporting Information

5.1 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.

5.2 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.**

5.3 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 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.

5.4 In recognition of the growing disparity between income and the costs of administering and enforcing these regimes, Berkshire Leaders have agreed to co-sign a letter to Central Government urging a review of the current statutory fee levels and seeking greater flexibility to ensure that local authorities are able to recover the reasonable costs of delivering these important regulatory functions.

5.5 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 relating to licensing functions, contracts, systems and the necessary training to maintain a competent workforce.

5.6 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, £69p/h in 2025/26 and £74 in 2026/27.

5.7 For the financial year 2027/28, the proposed hourly rate has been rounded to £79 per hour, representing an increase of 6.7% on the 2026/27 discretionary fee rate. The increase reflects the rising cost of delivering the licensing service, including employee salaries and associated on-costs, travel costs, printing costs, professional training, professional fees associated with licensing, management and administrative support, accommodation, information technology, specialist systems, equipment used for licensing purposes and corporate support service recharges.

5.8 Fees are calculated on a cost-recovery basis and may include the reasonable and proportionate costs of processing and determining applications, inspections, consultation, policy development relating to licensing functions, compliance monitoring

and enforcement where permitted by the relevant legislation. In accordance with the principles established by the Hemming vs Wakefield case, the Council has reviewed the methodology used to calculate fees to ensure that charges are robustly evidenced, transparent and limited to the recovery of costs reasonably attributable to the licensing function. Fees may not be used to generate a profit or subsidise unrelated Council services.

5.9 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.

5.10 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 12 November 2026 to 10 December 2026.
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 2027 Executive and Council papers for approval; or if objections are received they be considered by the Licensing Committee at the meeting on 18 January 2027 and any changes be recommended to full Council for approval.

5.11 The proposed fees were discussed at the Joint Public Protection Committee meeting on the 12 October 2026. The Committee were supportive of the proposals set out in that report and they are reflected in Appendix A. The Committee voted in favour of the recommendations set out in that report and reflected in Appendix A. The Committee did however ask for additional information about the make-up of the above inflation hourly rate to come back to the December JPPC meeting.

6 Proposals

6.1 The Licensing Committee is asked to note the proposed fees and comment on the statutory consultation process.

6.2 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 5.10 for Members to consider and approve.

7 Other options considered

7.1 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

8 Conclusion

8.1 Members of the Licensing Committee are asked to note the proposed fees and charges and the consultation proposals and agree a way forward in accordance with the requirements of the relevant legislation and the Inter Authority Agreement.

9 Appendices

9.1 Appendix A – Proposed Fees and Charges for 2027/28

Background Papers:

Joint Public Protection Committee Report (12 October 202)6 can be found here: West Berkshire Council - Browse meetings - Joint Public Protection Committee

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 Scrutiny Commission or associated Committees, Task Groups within preceding six months ☐

Item is Urgent Key Decision ☐

Report is to note only ☐

Wards affected: All

Officer details:

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DRAFT PUBLIC PROTECTION PARTNERSHIP FEES AND CHARGES 2027/2028

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 2027.

Please Note:

- All Statutory Fees and those linked to national schemes are based on fees published on 01 September 2026 and may be subject to change by Central Government or the management of the schemes.
- The Hourly rate is **£79 ph** for 2027/28, 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.

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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	2026/27 Fee	2075/86 Fee	% Increase
Gambling Act	£74 ph	£79ph	6.7%
Licensed Premises Notifications	£74 ph	£79ph	6.7%
Licensing Act 2003	£74 ph	£79ph	6.7%
Scrap Metal	£74 ph	£79ph	6.7%
Sex Establishments	£74 ph	£79ph	6.7%
Skin Piercing & Dermal Treatments	£74 ph	£79ph	6.7%
Street Trading Consents	£74 ph	£79ph	6.7%

Animal Licences

Animal Licences – (Class A – Fee Discretionary)		2026/27 Fee	2027/28 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	£237* plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£370 plus inspection costs**	**£395 plus inspection costs**	6.7%
RENEWAL - Animal Boarding Establishment - combined (dogs and cats)	Application Fee	£185* plus inspection costs	£197.50* plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£333 plus inspection costs**	**£355.50 plus inspection costs**	6.7%

NEW - Animal Boarding Establishment - single species (dogs or cats))	Application Fee	£148* plus inspection costs	£158** plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£296 plus inspection costs**	**£316 plus inspection costs**	6.7%
RENEWAL - Animal Boarding Establishment - single species (dogs or cats))	Application Fee	£111* plus inspection costs	£118.50* plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£259 plus inspection costs**	**£276.50 plus inspection costs**	6.7%
NEW - Home boarder	Application Fee	£148* plus inspection costs	£158** plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£296 plus inspection costs**	**£316 plus inspection costs**	6.7%
RENEWAL - Home boarder	Application Fee	£111*plus inspection costs	£118.50* plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£259 plus inspection costs**	**£276.50 plus inspection costs**	6.7%
NEW - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	Application Fee	£148* plus host inspection costs	£158** plus inspection costs	6.7%
	Granting Fee	Per inspection at inspection costs/hourly costs	Per inspection at inspection costs/hourly costs	
	Total Fee (minimum)	**£148 + host inspection costs**	**£158** plus inspection costs**	6.7%
RENEWAL - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	Application Fee	£111* plus host inspection costs	£118.50* + host inspection costs	6.7%
	Granting Fee	Per inspection at inspection costs/hourly rate	Per inspection at inspection costs/hourly costs	
	Total Fee (minimum)	**£111 + host inspection costs**	**£118.50* + host inspection costs**	6.7%
Assessment of hobby host as part of a franchisee licence	Host inspection fee – Charged by CoL	(£244) at cost of inspection	(£259) at cost of inspection	6.1%
NEW - Dog Day Care	Application Fee	£222* plus inspection costs	£237* plus inspection costs	6.7%

	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£296 plus inspection costs**	**£316 plus inspection costs**	6.7%
RENEWAL - Dog Day Care	Application Fee	£185* plus inspection costs	£197.50* plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£333 plus inspection costs**	**£355.50 plus inspection costs**	6.7%
NEW - Dog Breeding Establishment **(***excluding vet fee)**	Application Fee	£222* plus inspection costs	£237* plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£370 plus inspection costs**	**£395 plus inspection costs**	6.7%
RENEWAL - Dog Breeding Establishment	Application Fee	£185* plus inspection costs	£197.50* plus inspection costs	6.7%
	Granting Fee	148**plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£333 plus inspection costs**	**£355.50 plus inspection costs**	6.7%
NEW - Dog Breeding Establishment (in domestic dwelling)**(***excluding vet fee)**	Application Fee	£148* plus inspection costs	£158** plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£296** plus inspection costs**	**£316** plus inspection costs**	6.7%
RENEWAL - Dog Breeding Establishment (in domestic dwelling)	Application Fee	£111* plus inspection costs	£118.50* plus inspection costs	6.7%
	Granting Fee	£148**plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£259 plus inspection costs**	**£276.50 plus inspection costs**	6.7%
NEW - Pet Vending / Sale of pets	Application Fee	£148* plus inspection costs	£158** plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£296 plus inspection costs**	**£316 plus inspection costs**	6.7%
RENEWAL - Pet Vending / Sale of pets	Application Fee	£111*plus inspection costs	£118.50* plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%

	Total Fee (minimum)	**£259 plus inspection costs**	**£276.50 plus inspection costs**	6.7%
NEW - Animal for Exhibition	Application Fee	£222* plus inspection costs	£237* plus inspection costs	6.7%
	Granting Fee	148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£370 plus inspection costs**	**£395 plus inspection costs**	6.7%
RENEWAL - Animal for Exhibition	Application Fee	£185* plus inspection costs	£197.50* plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£333 plus inspection costs**	**£355.50 plus inspection costs**	6.7%
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	£158	6.7%
	Granting Fee	Minimum 4 hours at £296	Minimum 4 hours at £316	6.7%
	Total Fee (minimum)	**£444 minimum*** **	**£474 minimum*** **	6.7%
RENEWAL - Main inspection fee, plus fee per horse **(***excluding vets fee)**	Application Fee	£111	£118.50	6.7%
	Granting Fee	Minimum 4 hours at £296	Minimum 4 hours at £316	6.7%
	Total Fee (minimum)	**£407 minimum*** **	**£434.50 minimum*** **	6.7%
Fee per horse, for the first 10 horses		£18.50	£19.75	6.7%
Fee per horse, for next 11-50 horses		£12.50	£13.25	6%
Fee per horse, for every horse 51 & over		£10.50	£11.25	7.14%
NEW - Primate Keepers **(***excluding vets fee)**	Application Fee	£148 plus inspection costs	£158 plus inspection costs	6.7%
	Granting Fee	Minimum 4 hours at £296 plus inspection costs	Minimum 4 hours at £316 plus inspection costs	6.7%
	Total Fee (minimum)	**£444 minimum*** ** **plus inspection costs**	**£474 minimum*** ** **plus inspection costs**	6.7%
RENEWAL - Primate Keepers **(***excluding vets fee)**	Application Fee	£111 plus inspection costs	£118.50* plus inspection costs	6.7%

	Granting Fee	Minimum 4 hours at £296 plus inspection costs	Minimum 4 hours at £316 plus inspection costs	6.7%
	Total Fee (minimum)	**£407 minimum*** plus inspection costs**	**£434.50minimum*** plus inspection costs**	6.7%
Primate Keeper (Variation)		£222 plus inspection costs	£237 plus inspection costs	6.7%
Other Fees				
Additional mid licence visit		£148 plus cost of inspection	£158 plus inspection costs	6.7%
Variation to the licence fee (inclusive of one visit)		£222	£237 plus inspection costs	6.7%
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		£37	£39.50	6.7%
Re-evaluation of star rating (inclusive of one visit)		£74 plus cost of inspection	£79 plus cost of inspection	6.7%
Transfer due to death of licensee	Admin cost	£37	£39.50	6.7%

Wild Animals and Zoos

Wild Animals & Zoos	Duration	2026/27 Fee	**2027/28 Fee**	**% Increase**
NEW - Dangerous Wild Animal Consent **(*** excluding vets fee)**	2 years	£592 plus inspection costs	£632 plus inspection costs	6.7%
RENEWAL - Dangerous Wild Animal Consent **(*** excluding vets fee)**	2 years	£370 plus inspection costs	£395 plus inspection costs	6.7%
NEW and RENEWAL - Zoo Licences Periodical inspections **(*** excluding Vets Fees)**	Up to 6 years	£2,590.00	£2765.00	6.7%

Explosives Licences – Statutory

Description	Duration	2026/27 All Council Areas	2027/28 All Council Areas	% Increase
Licence to store explosives where a separation distance is required by law e.g. over250kg 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 lawe.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%
Licence to store explosives where no minimum separation distance is required by lawe.g. up to 250kg hazard class 4 fireworks	1 year	£119	£119	0%
	2 years	£154	£154	0%
	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 isrequired 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	2027/28 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	New Application	£100	£100	0%
	Renewal	£100	£100	0%

Certificate under Licensing Act 2003)				
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	2027/28 Fee	% Increase
Hackney Carriage Vehicle – NEW		£333	£355.50	6.7%
Hackney Carriage Vehicle – RENEWAL		£296	£316	6.7%
Private Hire Vehicle – NEW		£333	£355.50	6.7%
Private Hire Vehicle – RENEWAL		£296	£316	6.7%
Home to school – NEW and RENEWAL	Bracknell only	£185	£197.50	6.7%
Private Hire Vehicle with Dispensation - NEW		£333	£355.50	6.7%
Private Hire Vehicle with Dispensation - RENEWAL		£296	£316	6.7%
Temporary Vehicle Licence	Up to 3 months	£296	£316	6.7%

Driver Licences				
Driver – NEW	3 year Includes initial tests, update service management re-charge, safeguarding training	£370.50	£395	6.6%
Driver – RENEWAL	3 year Includes tests, update service management re-charge, safeguarding training	£333.50	£353.50	6.0%
Home to school – NEW & RENEWAL Bracknell only	3 year Includes initial tests, update service management re-charge, safeguarding training and TaxiPlus re-charge	£259.50	£276.50	6.5%
Conversion of driver licence to another type	1.5hrs (inc retaking tests)	£111	£118.50	6.7%
Disability Awareness Training		At cost	At cost	
Wheelchair Assessment Training (if required in policy)	New fee	N/a	At cost	

Private Hire Operators (PHO)

Private Hire Operator	Number of Vehicles	2026/27 Fee	2027/28 Fee	% Increase
NEW Per vehicle calculation of 3.5 hours (at £79.00 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	£592.00	6.7%
	2	£647.50	£691.00	6.7%
	3	£740.00	£790.00	6.7%
	4	£832.50	£888.00	6.7%
	5	£925.00	£987.00	6.7%
	6	£1,017.50	£1,086.00	6.7%
	7	£1,110.00	£1,184.00	6.7%
	8	£1,202.50	£1,283.00	6.7%
	9	£1,295.00	£1,382.00	6.7%
	10	£1,387.50	£1,480.50	6.7%

	11	£1,480.00	£1,579.00	6.7%
	12	£1,572.50	£1,678.00	6.7%
	13	£1,665.00	£1,776.50	6.7%
	14	£1,757.50	£1,875.00	6.7%
	15	£1,850.00	£1,974.00	6.7%
	16	£1,942.50	£2,073.00	6.7%
	17	£2,035.00	£2,171.00	6.7%
	18	£2,127.50	£2,270.00	6.7%
	19	£2,220.00	£2,369.00	6.7%
	20	£2,312.50	£2,467.50	6.7%
	20+	£2,312.50	£2,467.50	6.7%
Private Hire Operator	**Number of Vehicles**	**2026/27 Fee**	**2027/28 Fee**	**% Increase**
RENEWAL Per vehicle calculation of 1.5 hours (at £79 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	£407.00	£434.50	6.7%
	2	£499.50	£533.00	6.7%
	3	£592.00	£632.00	6.7%
	4	£684.50	£730.50	6.7%
	5	£777.00	£829.00	6.7%
	6	£869.50	£928.00	6.7%
	7	£962.00	£1,026.50	6.7%
	8	£1,054.50	£1,125.00	6.7%
	9	£1,147.00	£1,224.00	6.7%
	10	£1,239.50	£1,322.50	6.7%
	11	£1,332.00	£1,421.00	6.7%
	12	£1,424.50	£1,520.00	6.7%
	13	£1,517.00	£1,619.00	6.7%
	14	£1,609.50	£1,717.00	6.7%
	15	£1,702.00	£1,816.00	6.7%
	16	£1,794.50	£1,915.00	6.7%
	17	£1,887.00	£2,013.50	6.7%
	18	£1,979.50	£2,112.00	6.7%
	19	£2,072.00	£2,211.00	6.7%
	20	£2,164.50	£2,309.50	6.7%

	20+	£2,164.50	£2,309.50	6.7%

Other Private Hire & Hackney Carriage Charges

Other charges		2026/27 Fee All Council Areas (where applicable)	2027/28 Fee	% Increase
Transfer of vehicle to new owner		£74	£79	6.7%
Variation to a Private Hire Operator		£74	£79	6.7%
Change of vehicle		£92.50	£98.75	6.7%
Replacement Licence		£37	£39.50	6.7%
Replacement Badge	Badge was £5	£37 + Badge Costs (£5)	£39.50 + Badge Costs	6.7%
Replacement Vehicle Licence Plate	Plate was £26	£37 + Plate Costs (£6)	£39.50 + Plate Costs	6.7%
Knowledge Test	First attempt included in initial fee	£92.50	£98.75	6.7%
Missed Appointment		£37	£39.50	6.7%
Disclosure and Barring Service Check (DBS)		At cost	At cost	N/a
Advertising on a Hackney carriage - NEW	Bracknell Only	£74	£79	6.7%
Advertising on a Hackney Carriage - RENEWAL	Bracknell Only	£37	£39.50	6.7%
Change of address (PH & HC)		£18.50	£19.75	6.7%
Backing Plate	£26 at cost	£26	£26	0%
Medical Exemption		£37	£39.50	6.7%
Refund Processing Fee		£37	£39.50	6.7%
Change of vehicle registration	Sticker and licence was £31	£37 + sticker and licence costs (£31)	£39.50 + sticker and licence costs (£31)	6.7%
Pre-application advice, hourly rate	Min 1 hour	Hourly rate	Hourly rate	6.7%

Hairdresser Registration

Description	2026/27 Fee All Council Areas	2027/28 Fee	% Increase
Hairdresser/barber registration	£37	£39.50	6.7%

Licensing Act 2003 – Statutory

Description	2026/27 Fee All Council Areas	2027/28 Fee All Council Areas	% Increase
Pre-application advice, hourly rate	£74	£79	6.7%
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	£640	£640	0%
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band E	£1,050	£1,050	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**	**2027/28**	**2027/28**	**% Inc**
Additional fees Number in attendance at any one time	**Additional Premises licence fee**	**Additional annual fee payable if applicable**	**Additional Premises licence fee**	**Additional annual 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	£79	6.7%
Film Classification and Issue of Certificate	£18.50 per 15 minutes or part thereof of the film	£19.75 per 15 minutes or part thereof of the film	6.7%

Petroleum Licences – Statutory

Petroleum Licences	2026/27 Fee	2027/28 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	2027/28 Fee	% Increase
Scrap Metal site –NEW	3 Years	£592	£632	6.7%
Scrap Metal site - RENEWAL	3 Years	£555	£592.50	6.7%
Scrap Metal mobile collector - NEW	3 Years	£296	£316	6.7%
Scrap Metal mobile collector - RENEWAL	3 Years	£259	£276.50	6.7%
Scrap Metal - Variation of Licence		£296	£316	6.7%
Scrap Metal - change of site manager		£74	£79	6.7%
Scrap Metal - copy of licence		£18.50	£19.75	6.7%
Scrap Metal - Change of Name		£37	£39.50	6.7%

Sex Establishments

		2026/27	2027/28	% Increase
Description	Type	All Council Areas	All Council Areas	6.7%
Sex establishments	Initial	£6,728	£7,179	6.7%
Sex establishments	Renewal	£5,085	£5,426	6.7%
Sex establishments	Transfer	£1,340	£1,430	6.7%
Sex establishments	Variation	£1,340	£1,430	6.7%

Skin Piercing & Dermal Treatments

Description	Type	2026/27 Fee	2027/28 Fee	% Increase
Skin piercing Registrations (one off registration) - (Class A – Fee Discretionary)	Individual (4hrs)	£296	£316	6.7%
	Premises (5hrs)	£370	£395	6.7%
	Joint application (7hrs)	£518	£553	6.7%

Pre-application work, hourly rate	**Min. 1 hour**	£74	£79	6.7 %

Street Trading Consents

Description	Type	Bracknell Forest 2026/27 Fee	West Berkshire 2026/27 Fee	Bracknell Forest 2027/28 Fee	% inc	West Berkshire 2027/28 Fee	% inc
	Daily	£74	£74	£79	6.7%	£79	6.7%
Street Trading Consents - (Class A – Fee Discretionary)	1 Week	£185	£185	£197.50	6.7%	£197.50	6.7%
	Monthly Rate	£296	£296	£316	6.7%	£316	6.7%
	3 months	£814	£814	£869	6.7%	£869	6.7%
	6 months	£1,017.50	£1,017.50	£1,086.25	6.7%	£1,086.25	6.7%
	Annual Fee	£1,720.50	£1,720.50	£1,836.75	6.7%	£1,836.75	6.7%
	6 months max. 2 trading days a week incl. Fri, Sat & Sun	£814	N/A	£869	6.7%	N/A	N/A
	6 months max. 2 trading days a week Mon-Thurs only	£610.50	N/A	£651.50	6.7%	N/a	N/a
	Ice cream van (per van) 6 month	£962	£999	£1053	9.5%	£1053	5.4%
	Ice cream van (per van) 1 month	£259	£296	£292.5	13%	£316	6.7%
Variation fee		£111	£111	£118.50	6.7%	£118.50	6.7%
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	£79	6.7%	£79	6.7%

ENVIRONMENTAL PROTECTION

Abandoned vehicles – Statutory

		2026/27 Fees	2027/28	% Increase
Description		**Bracknell Forrest Only**	**Bracknell Forrest Only**	
Removal (prescribed fee)	Less than 3.5 tonnes	£192	£192	0%
Removal (prescribed fee)	Between 3.5 and 7.5 tonnes	£256	£256	0%
Removal (prescribed fee)	Between 7.5 tonnes and 18 tonnes	£448	£448	0%
Removal (prescribed fee)	Over 18 tonnes	£448	£448	0%
Daily Storage (prescribed fee)	Less than 3.5 tonnes	£26	£26	0%
Daily Storage (prescribed fee)	Between 3.5 and 7.5 tonnes	£32	£32	0%
Daily Storage (prescribed fee)	Between 7.5 tonnes and 18 tonnes	£38	£38	0%
Daily Storage (prescribed fee)	Over 18 tonnes	£45	£45	0%
Enforcement Disposal costs (prescribed fee)	Less than 3.5 tonnes	£96	£96	0%
Enforcement Disposal costs (prescribed fee)	Between 3.5 and 7.5 tonnes	£128	£128	0%
Enforcement Disposal costs (prescribed fee)	Between 7.5 tonnes and 18 tonnes	£160	£160	0%
Enforcement Disposal costs (prescribed fee)	Over 18 tonnes	£192	£192	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**	**2027/28 FPN**	**% Increase**
Section 33 of the Environmental Protection Act 1990	Fixed Penalty Notice	£400	£1,000	150%

Section 34 of the Environmental Protection Act 1990	Fixed Penalty Notice	£300	£600	100%

Anti-Social Behaviour Act

Description		2026/27 Fee	2027/28 Fee	% Increase
Anti-Social Behaviour Act	High Hedges Fee (Class A – Fee Discretionary)	£ 1,517.00	£1,619.50	6.7%

Dog Warden Services

Description	2026/27 Fee	2027/28 Fee	% Increase
Stray Dogs – not taken to kennel	Call-out - £130 Statutory Fee - £25	Call-out – hourly rate (min 2 hours) Statutory Fee – £25	This is a new contract and the methodology for the fees have been amended
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 – hourly rate (min 2 hours) Statutory Fee - £25 Returning dog from kennels to owner – hourly rate (min 2 hours) Any kennelling and veterinary fees incurred are charged based on cost recovery.	This is a new contract and the methodology for the fees have been amended
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	0%
Miscellaneous stray dog activities e.g. microchipping.	Cost recovery charged at £74 ph	Cost recovery charged at £79 p/h	6.7%
Debit and credit card administration costs are subject to payment to Noah's Ark when applicable.	Cost recovery currently £45	Cost recovery currently £45	0%

Environmental Permitting Regulations 2016 – Statutory

		2026/27	2027/28	% 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 1st and 2nd applications		£1,650	£1,650	0%
Mobile Screening & Crushing Plant for the 3rd to 7th applications		£985	£985	0%
Mobile Screening & Crushing Plant for the 8th 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 2nd permit	Low	£646	£646	0%
	Medium	£1,034	£1,034	0%
	High	£1,551	£1,551	0%
Mobile Screening & Crushing Plant for 3rd to 7th permit	Low	£385	£385	0%
	Medium	£617	£617	0%
	High	£924	£924	0%
Mobile Screening & Crushing Plant for the 8th 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	2027/28 Fee	% Increase
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)	£518	£553	6.7%
Enforcement Notices served under Housing Act 2004	Hrly Rate	Hrly Rate	6.7%
HMO Licence NEW - assisted application	**£1,480**	**£1,579**	6.7%

Stage 1	£888	£947.50	6.7%
Stage 2	£592	£631.50	6.7%
HMO Licence RENEWAL	**£999**	**£1,066**	**6.7 %**
Stage 1	£600	£640	6.7%
Stage 2	£399	£426	6.7%
Caravan Site Licences			
Site licence new (plus additional fee per pitch)	£555	£592.50	6.7%
New licence additional fee per pitch	£20	£21.50	7.5%
Transfer of licence	£222	£237	6.7%
Alteration of conditions	£296	£316	6.7%
Annual inspection fee – per pitch	£17.75	£18.75	5.6%
Enforcement action -per hour	Hrly Rate	Hourly rate	
Deposit, vary or deleting site rules	£148	£158	6.7%
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 £79/ph or part thereof)	£148	£158	6.7%
Annual Check Fee – Fit and Proper Test	Hrly Rate	Hrly Rate	5.4%
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	2027/28 Fee	% Increase
Risk assessment (for each assessment)	Every 5 years. Min. charge 1 hour, simple risk assessment and report typically 5 hours	At Hrly Rate	At Hrly Rate	6.7%
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	6.7%
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	6.7%

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	2027/28 Fee	% Increase
Environmental Information Request - Individual, Non-Commercial	Hourly rate applies minimum of 2 hours	£148 minimum	£158 minimum	6.7%
Environmental Information Request - Commercial and Government	Hourly rate applies minimum of 2 hours	£148 minimum	£158 minimum	6.7%
Civil Actions (Class A – Fee Discretionary)		£148 minimum	£158 minimum	6.7%
Safety Certification and administration	Hourly rate applies minimum of 2 hours	£148 minimum	£158 minimum	6.7%
Pre-Application Advice, hourly charge		£74	£79	6.7%

TRADING STANDARDS

Buy with confidence

Description	Employee numbers	2026/27 Fee	2027/28 Fee	% Increase
Application Fee (set nationally by Buy with Confidence scheme)	0-5 employees	£159	£165	Set Nationally
	6-20 employees	£220	£229	Set Nationally
	21-49 employees	£277	£288	Set Nationally
	50+ employees	POA	POA	
Annual fee (set nationally by Buy with Confidence scheme)	0-5 employees	£295	£305	Set Nationally
	6-20 employees	£440	£460	Set Nationally
	21-49 employees	£580	£610	Set Nationally
	50+ employees	POA	POA	
Members before 2017/18 Annual Fee (Bracknell Forest legacy members only)	0-5 employees	£147	£158	6.8%
	6-20 employees	£222.50	£237	6.7%
	21-49 employees	£296	£316	6.7%
Additional Premises: For businesses that operate from more than one premises, an additional £96 per premises per year fee will be charged. *Additional Trading Styles: £155 pa per additional trading style will be charged.*				

* 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	2027/28 Fee	% Increase
Primary Authority Work hourly chargeable rate	£74	£79	6.7%
Application Fee - Set-up costs	£370*	£395*	6.7%
Annual charge - previous year usage 10 hours or less	£666**	£711**	6.7%
Annual charge - previous year usage 20 hours	£1,332.00*	£1,422*	6.7%
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 £79 per hour.

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

Assured Care and Support (Wokingham Only)

Description	Employee numbers	2026/27 Fee	2027/26Fee	% Increase
Membership Fee	1-5 employees	£112	£119	6.7%
	6-20 employees	£225	£240	6.7%
	21+ employees	£561.75	£600	6.7%

Weights and Measures

Description		2026/27 Fee	2027/28 Fee	% Increase
Weights and Measures Fees	Includes the cost of maintaining calibration of equipment annually (Based on ACTSO guidance)	£74 p/h	£79 p/h	6.7%

Tobacco and Vapes Act 2026 – Statutory

The penalties below are prescribed by legislation and may be amended by Central Government. Fixed Penalty Notices do not preclude prosecution where this is considered appropriate in accordance with the Council's Enforcement Policy.

Description		2026/27 Fee	2027/28 Fee	% Increase
Sale of tobacco products, herbal smoking products or cigarette papers to a person prohibited by law	Fixed Penalty Notice	£200	£200	0%
Sale of vaping products or nicotine products to a person under 18 years of age	Fixed Penalty Notice	£200	£200	0%
Proxy purchase of tobacco products, vaping products or nicotine products on behalf of a prohibited person	Fixed Penalty Notice	£200	£200	0%
Failure to display prescribed age of sale signage	Fixed Penalty Notice	£200	£200	0%
Supply of vaping or nicotine products free of charge for promotional purposes	Fixed Penalty Notice	£200	£200	0%
Sale of vaping or nicotine products at a prohibited promotional discount	Fixed Penalty Notice	£200	£200	0%
Sale of tobacco, vape or nicotine products from a	Fixed Penalty Notice	£200	£200	0%

prohibited vending machine				
Investigation of offences under the Tobacco and Vapes Act 2026	Cost Recovery / Court Proceedings	POA	POA	

Other Fees

Description		2026/27 Fee	2027/268 Fee	% Increase
Food export certificates	Full cost recovery based on hourly rate - These will be completed within 10 working days.	£74 minimum	£79 minimum	6.7%
Food export certificates - expedited	These will be completed within 5 working days.	£111 minimum	£118.50 minimum	6.7%
Food Hygiene Rating Scheme rescore	2 hours	£185	£197.50	6.7%
General Business Advice (Non-Primary Authority)	Hourly rate (first 30 minutes free)	£74	£79	6.7%
Resident Request for Advice	Hourly rate	£74	£79	6.7%

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