

Place and Resources Fees & Charges Proposals – 2023-24

1. Introduction

1.1 The starting point for the base budget for the 2023-24 budget build is that fees and charges should increase at least in line with inflation in order to maximise income accepting that:

- Fees and charges can have a direct impact on usage and take up.
- In some circumstances the Council is providing services in direct competition to the private sector. Where this is the case, price is likely to have a direct link with demand and it is important that the Council does not price itself out of the market. In some areas benchmarking has taken place to ensure West Berkshire can compete with other authorities.
- Raising fees and charges can in some instances work against the Council's social inclusion agenda by effectively discriminating against those who are less able to pay.
- For some services there is a clear expectation that fees and charges will reflect the costs incurred in providing the service; the Council may be subject to legal challenge if increases in fees and charges cannot be justified.

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

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

1.4 A fees and charges task & finish group of the Overview & Scrutiny Management Commission (OSMC) has been meeting in recent months, with an interim report provided to the OSMC in November 2022. These papers have been produced reflecting some of the comments made and future budget papers will take into account proposals of the group as they emerge and where they are approved.

2. Proposals – Place Directorate

2.1 Development and Regulation

(1) Housing

Temporary accommodation is charged in line with Local Housing Allowance (LHA) rates which have not yet been released for 2023-24. Do It Yourself Shared Ownership (DIYSO) leases will be increased in line with the Social Rent Cap.

The Council also charge for homeless households placed in Bed and Breakfast accommodation. Households will need to claim Housing Benefit, or will be charged up to the amount Housing Benefit would pay, if they were eligible. In addition households will need to pay the ineligible charges, mainly breakfast. These charges are proposed to increase in line with inflation at 11.1% for 2023-24.

The Council may also charge applicants placed in emergency bed provision at Two Saints Hostel. Applicants are unable to claim Housing Benefit when placed in an emergency bed. A charge of £1 a night may be made for emergency bed provision for people who are not employed and £5 a night for people who full or part time employment. However the process

for charging for emergency accommodation at Two Saints Hostel is under review with a view to bringing the process in line with that for other types of temporary accommodation.

In some instances, the Council provides transport to temporary accommodation for households who have no other means of getting to that accommodation. The cost of providing the transport will be recharged, in full to the client.

The Council can assist with providing removals and/or storage for homeless applicants. The full cost of providing this service will be recharged to the client.

The Council can assist with securing cattery or kennel provision for homeless applicants in temporary accommodation, as pets are not permitted in temporary accommodation. The full cost of providing this service will be recharged to the client.

The Council provides repairs and maintenance to a small supply of temporary accommodation, including an out-of-hours service. In the event that a tenant or licensee uses the emergency service for a non-emergency repair, or fails to attend an appointment for a contractor to attend to a repair, a charge will be made to the tenant to cover the call-out costs. Where repairs arise as a result of neglect or damage caused by the tenant or licensee, or a member of their household, or a visitor to their home, the full cost of the repair will be recharged to the tenant or licensee.

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

For 2023-24 the council will charge an agency fee of 12% to any application for grants or loan where these are overseen and managed by the Home Improvement Agency.

DESCRIPTION	FEE 2022/23	PROPOSED FEE 2023/24
Copy of housing assessment	No Charge	No Charge
Average rent for temporary accommodation per week	In Line with Local Housing Allowance	In Line with Local Housing Allowance
Do It Yourself Ownership rent (DIYSO) rent	4.2 % increase on individual contracts	Social Rent Cap applied to individual contracts
Transport costs to temporary accommodation (TA)	Actual cost	Actual cost
Gypsy Traveller rent (Per week, per plot)	£98	£98
Home Improvement Agency (HIA) fee for private adaption work	12% of total cost of works to eligible clients	12% of total cost of works to eligible clients
Failed call out charges	Actual cost	Actual cost
B&B charging		
Ineligible Charges for Bed and Breakfast Accommodation:		
Heating, lighting and hot water per week per Family Unit**	£41.90	£46.55
Breakfast per person, per week	£3.60	£4.00
** Family Units Include: Single person, Couple - no children, Couple with 1-4 children, Single person with 1-4 children.		

(2) Development Control

(a) Pre-application advice

Pre-Application Advice		2021/22	
Total income		£43,371	
Pre-Application Advice: Minor Operations			
APPLICATION TYPE	TYPE OF ADVICE	FEE 2022/23 - including VAT	PROPOSED FEE 2023/24 - including VAT
Householder	Written Advice Only	£160	£178
	Written Advice after a Site Visit.	£257	£285
	Written Advice with a meeting – No SV	£257	£285
	Written Advice after Site Visit + meeting	£349	£387
Adverts	Written Advice Only	£250	£278
	Written Advice after a Site Visit.	£347	£385
	Written Advice with a meeting – No SV	£347	£385
	Written Advice after Site Visit + meeting	£444	£493
Listed Building Consent Advice	Written Advice Only	£178	£198
	Written Advice after a Site Visit.	£275	£305
	Written Advice with a meeting – No SV	£275	£305
	Written Advice after Site Visit + meeting	£365	£405
Change of Use (Land only)	Written Advice Only	£178	£198
	Written Advice after a Site Visit.	£300	£333
	Written Advice with a meeting – No Site Visit	£300	£333
	Written Advice after Site Visit + meeting	£406	£451
Telecommunications (including prior notifications/approvals)	Written Advice Only	£186	£206
	Written Advice after a Site Visit.	£283	£314
	Written Advice with a meeting – No SV	£283	£314
	Written Advice after S/Visit + meeting	£396	£440
Shopfronts	Written Advice Only	£221	£245
	Written Advice after a Site Visit.	£294	£326
	Written Advice with a meeting – No SV	£294	£326
	Written Advice after S/Visit + meeting	£366	£406
Agricultural and Forestry development (including prior notifications/approvals)	Written Advice Only	£222	£246
	Written Advice after a Site Visit.	£444	£493
	Written Advice with a meeting – No SV	£444	£493
	Written Advice after S/Visit + meeting	£554	£615
Renewable Energy Development under 1 hectare	Written Advice Only		£178
	Written Advice after a Site Visit.		£285
	Written Advice with a meeting – No SV		£285
	Written Advice after S/Visit + meeting		£387
Renewable Energy Development over 1 hectare	Detailed Written Advice with meeting and Site Visit		£4,400
	Advice in Principle only		£755
Discharge, vary or remove a condition	Detailed Written Advice only	50% of equivalent type of development	

Pre-Application Advice: Residential Development (including new build houses, changes of use to houses/flats, mobile homes for residential use)

APPLICATION TYPE	TYPE OF ADVICE	FEE 2022/23 - including VAT	PROPOSED FEE 2023/24 - including VAT
1 new residential dwelling	Written Advice Only	£240	£266
	Written Advice after a Site Visit.	£300	£333
	Written Advice with a meeting – No SV	£300	£333
	Written Advice after S/Visit + meeting	£380	£422
	Advice in Principle only	£120	£133
2-4 new residential dwellings	Written Advice Only	£480	£533
	Written Advice after a Site Visit.	£540	£599
	Written Advice with a meeting – No SV	£540	£599
	Written Advice after S/Visit + meeting	£640	£710
	Advice in Principle only	£240	£266
5-9 new residential dwellings	Written Advice Only	£960	£1,066
	Written Advice after a Site Visit.	£1,080	£1,199
	Written Advice with a meeting – No SV	£1,080	£1,199
	Written Advice after S/Visit + meeting	£1,300	£1,443
	Advice in Principle only	£480	£533
10-25 new residential dwellings	Written Advice Only	£1,680	£1,865
	Written Advice after a Site Visit.	£1,860	£2,065
	Written Advice with a meeting – No SV	£1,860	£2,065
	Written Advice after S/Visit + meeting	£2,020	£2,242
	Advice in Principle only	£840	£932
26-49 new residential dwellings	Detailed Written Advice with meeting and Site Visit	£3,300	£3,663
	Advice in Principle only	£960	£1,066
50-99 new residential dwelling	Detailed Written Advice with meeting and Site Visit – Based on maximum of 30hrs work, additional hours charged at £150 per hour	Initial payment of £4,500	Initial payment of £4,995
	Advice in Principle only	£1,200	£1,332
100-199 new residential dwelling	Detailed Written Advice with meeting and Site Visit – Based on maximum of 30hrs work, additional hours charged at £150 per hour	Initial payment of £5,500	Initial payment of £6,105
	Advice in Principle only	£2,000	£2,220
200-499 new residential dwelling	Detailed Written Advice with meeting and Site Visit – Based on maximum of 30hrs work, additional hours charged at £150 per hour	Initial payment of £7,500	Initial payment of £8,325
	Advice in Principle only	£2,500	£2,775
500+ new residential dwelling	Detailed Written Advice with meeting and Site Visit – Based on maximum of 30hrs work, additional hours charged at £150 per hour	Initial payment of £8,500	Initial payment of £9,435
	Advice in Principle only	£3,000	£3,330

Pre-Application Advice: Non-residential Development			
APPLICATION TYPE	TYPE OF ADVICE	FEE 2022/23 - including VAT	PROPOSED FEE 2023/24 - including VAT
Less than 249sqm	Written Advice Only	£265	£294
	Written Advice after a Site Visit.	£350	£389
	Written Advice with a meeting – No SV	£350	£389
	Written Advice after S/Visit + meeting	£496	£551
	Advice in Principle only	£128	£142
Between 250 – 499sqm	Written Advice Only	£480	£533
	Written Advice after a Site Visit.	£540	£599
	Written Advice with a meeting – No SV	£540	£599
	Written Advice after S/Visit + meeting	£820	£910
	Advice in Principle only	£240	£266
Between 500 – 1000sqm	Written Advice Only	£960	£1,066
	Written Advice after a Site Visit.	£1,080	£1,199
	Written Advice with a meeting – No SV	£1,080	£1,199
	Written Advice after S/Visit + meeting	£1,200	£1,332
	Advice in Principle only	£360	£400
Between 1000 - 2,499sqm	Detailed Written Advice with meeting and Site Visit	£2,400	£2,664
	Advice in Principle only	£480	£533
Between 2,500 – 4,999sqm	Detailed Written Advice with meeting and Site Visit	£3,300	£3,663
	Advice in Principle only	£540	£599
Between 5000 – 9999sqm	Detailed Written Advice with meeting and Site Visit	£4,400	£4,884
	Advice in Principle only	£680	£755
Greater than 10,000sqm	Detailed Written Advice with meeting and Site Visit	£5,500	£6,105
	Advice in Principle only	£810	£899

(b) Planning

Fees for planning applications are set centrally by the Department for Levelling Up, Housing and Communities. For invalid applications, 25% of the set fee will be retained by the service after the 3rd failed attempt.

	Income 2021/22	Fees and Charges 2023/24
Planning Applications	£1,366,760	Government set fees
Invalid applications charge		25% of Government set fee after 3 failed attempts

	FEE 2022/23 (Including VAT)	PROPOSED FEE 2023/24 (including VAT)
** Planning history search	£50 each	£50 each
** General Planning Policy Advice	£150 per hour	£150 per hour
** Ecology Advice	£150 per hour	£150 per hour
** Conservation Advice	£150 per hour	£150 per hour
** Senior Manager attendance	£150 per hour	£150 per hour
** Confirmation of compliance with a S106/ compliance with a notice	£150	£100
Pre-Validation Checking Service: A technical officer will check the following for common errors, omissions or disclaimers: <ul style="list-style-type: none"> • Application Form • Location/Block Plan • Cil Form • Plan(s) 	£60 per hour	£60 per hour
	Householder, advertisement and prior notification applications – 1 hour	Householder, advertisement and prior notification applications – 1 hour
	Minor and similar applications – 2 hours	Minor and similar applications – 2 hours
	Major and similar complex applications – 4 hours	Major and similar complex applications – 4 hours
Two Strikes – Invalid submissions (if an application is not validated in two successive submissions)	25% of Application fee	25% of Application fee
Charging for invalid applications (that have not been made valid within 28 days)	Householder, advertisement and prior notification applications – £60	Householder, advertisement and prior notification applications – £60
	Minor and similar applications – £110	Minor and similar applications – £110
	Major and similar complex applications – £250	Major and similar complex applications – £250
** Advice which is not covered by any of the above Categories	£150 per hour	£150 per hour
** Copy of Decision Notice, TPO, Appeal Decision Notice, Enforcement Notice	£30	£30
** Benchmarked fee		

(3) Public Protection Partnership

The Public Protection Partnership (PPP) provides chargeable services on behalf of West Berkshire Council and Bracknell Forest Council. The proposed fees for 2023-24 have been agreed by the Joint Public Protection Committee and the relevant licensing committees of the two councils.

PPP chargeable services can be found in Appendix Fiii.

(4) Registration Services

Registration fees are largely controlled by statute. It is proposed to increase all discretionary fees by 11.1 %, in line with CPI inflation at October 2022.

Registrars Fees		2021/22		
Total income		£416,366		
Registrars				
			FEE 2022/23 - including VAT	PROPOSED FEE 2023/24 - including VAT
*	Marriage and Civil Partnership	Notice of Marriage or Civil Partnership	£35	£35
		Additional fee for Saturday appointment	£25	£28
*	Register Office	Available Wednesday morning. Fee paid at time of notice and includes fee for a certificate	£57	£57
	Shaw House Ceremony Room - Up to 46 guests	Tuesday - Friday	£277	£308
		Saturday	£308	£342
	Shaw House Hall - Up to 100 guests	Saturday	n/a	£467
	Ceremonies at approved premises	Mon-Fri	£485	£539
		Saturday	£516	£573
		Sunday & Bank Holiday	£590	£655
	Approved Premise Licence - any number of rooms		£2,136	£2,373
	Celebratory Services - Baby Naming/Affirmation of vows - Shaw House	Monday to Friday	£273 + VAT	£303 + VAT
		Saturday	£346 + VAT	£384 + VAT
	Celebratory Services - Baby Naming/Affirmation of vows - At approved premises	Monday - Friday	£325 + VAT	£361 + VAT
		Saturday	£389 + VAT	£432 + VAT
		Sunday & Bank Holiday	£436 + VAT	£484 + VAT
	Private Citizenship ceremony Mon to Sat		£128	£142
	Marriages & Civil Partnerships Booking Fee (non-refundable)		£26	£29
	Ceremony Amendment Fee (Change of date/time)			£15
	Additional Registrar Fee	Superintendent Registrar		£19
		Registrar		£16
	Marriages & Civil Partnerships Cancellation Fee	More than 4 months before ceremony	Fees refunded minus £100	Fees refunded minus £111
		1-4 months before ceremony	50% refund	50% refund
		Less than 1 month before ceremony	No refund	No refund
*	Certificates	All Certificates	£11.00	£11.00
*		Priority service within 24 hours	£35.00	£35.00

* Statutory fee

(5) Archaeology

Archaeology	2021/22	
Total income	£6,534	
Archaeology - Historic Environment Record Charges	FEE 2022/23	PROPOSED FEE 2023/24
A4 computer printout (b/w) HER Data	£0.20	£0.22
A4 computer printout (colour) HER data	£0.60	£0.66
A3 computer printout (colour) HER Data	£1.00	£1.10
Research charges for staff time dealing with HER enquiries	Hourly rate of £125 exc. VAT with a minimum of £75 exc. VAT for the first half hour.	Hourly rate of £150 exc. VAT with a minimum of £75 exc. VAT for the first half hour.
Providing archaeological information and advice for agri-environment scheme in line with nationally agreed service standards	Scale of charges, depending on the type of scheme and the area covered, in line with nationally agreed service standards	Scale of charges, depending on the type of scheme and the area covered, in line with nationally agreed service standards

2.2 Environment

(1) **Car Park Charges** – There are no proposed increases for existing car park charges for 2023-24. The Council owned Charging Points for Electric Vehicles fees outlined in the table are base costs, which will increase/decrease based on the cost of energy at each site.

Car Parking		2021/22	
Total income		£2,638,957	
		FEE 2022/23	PROPOSED FEE 2023/24
Newbury - Car Park Charges (Mon to Sun inc Bank Holidays):			
Newbury Station Multi-storey Car Park (Saturday & Sunday)	Up to 2 hours	£2.00	£2.00
	Up to 4 hours	£3.50	£3.50
	Daily Charge	£4.40	£4.40
Newbury Station Multi-storey Car Park (Monday – Friday)	Up to 1 hour	£1.00	£1.00
	Up to 2 hours	£2.00	£2.00
	Up to 3 hours	£3.00	£3.00
	Up to 4 hours	£4.00	£4.00
	Peak daily charge (arrive before 10am) Ticket expires 23:59	£7.30	£7.30
	Off Peak daily charge (arrive after 10am) Ticket expires 23:59	£4.40	£4.40
Kennet Centre Multi-storey Car Park	Up to 1 hour	£1.50	£1.50
	Up to 2 hours	£2.70	£2.70
	Up to 3 hours	£3.90	£3.90
	Up to 4 hours	£5.20	£5.20
	Up to 6 hours	£7.20	£7.20
	Up to 8 hours	£8.70	£8.70
	Over 8 hours	£12.00	£12.00
	Evening Charge	£2.00	£2.00
Northbrook Multi-storey Car Park	Up to 1 hour	£1.00	£1.00
	Up to 2 hours	£2.00	£2.00
	Up to 3 hours	£3.00	£3.00
	Up to 4 hours	£4.00	£4.00
	Up to 6 hours	-	-
	Up to 8 hours	-	-
	Over 4 hours	£5.00	£5.00
	Evening Charge	£2.00	£2.00
Short and Long Stay Car Parks - Pelican Lane, West Street, 8 Bells, Market Street , Bear Lane, Central and Library	Up to 1 hour	£1.50	£1.50
	Up to 2 hours	£2.70	£2.70
	Up to 3 hours	£3.90	£3.90
	Up to 4 hours	£5.20	£5.20
	Up to 6 hours	£7.20	£7.20
	Up to 8 hours	£8.70	£8.70
	Over 8 hours	£12.00	£12.00
	Evening Charge	£2.00	£2.00

		FEE 2022/23	PROPOSED FEE 2023/24
Short Stay Car Parks – Northcroft Lane and The Wharf	Up to 1 hour	£1.50	£1.50
	Up to 2 hours	£2.70	£2.70
	Up to 3 hours	£3.90	£3.90
	Up to 4 hours	£5.20	£5.20
	Over 4 hours	£12.00	£12.00
	Evening Charge	£2.00	£2.00
Long Stay Car Parks – Northcroft Lane West 08:00 am to 10:00pm	Up to 2 hours	£1.70	£1.70
	Up to 4 hours	£3.20	£3.20
	Over 4 hours	£5.20	£5.20
Long Stay Car Parks – Newbury Football Club and Market Street staff car park. Market Street (Saturday's only).	Up to 4 hours	£1.00	£1.00
	Over 4 hours	£2.00	£2.00
	no evening charge		
Goldwell Park	Up to 4 hours	£1.00	£1.00
	Over 4 hours	£2.00	£2.00
	No Evening Charge	Free	Free
Newbury Car Park Charges (Sunday) - All car Parks	Daily charge up to 6.00pm	Same as Mon to Sat	Same as Mon to Sat
	Evening charge from 6.00pm	£2.00	£2.00
Newbury on-street Charges (Mon to Sat inc Bank Holidays):			
Northbrook Street (west side) - either side of Albert Road Broadway (east side)- near Clock Tower Cheap Street (west side) Bartholomew Street	30 Mins	Free	Free
	1 hour	£1.00	£1.00
Kings Road West	30 Mins	Free	Free
	1 Hour	£1.00	£1.00
	2 Hours	£1.50	£1.50
	4 Hours	£3.00	£3.00
Newtown Road (north of St John's Road) West Mills	30 Mins	Free	Free
	2 hours	£1.00	£1.00
	4 hours	£2.00	£2.00
Pelican Lane (west side)	30 mins	Free	Free
	1 hour	£1.00	£1.00
	2 hours	£2.20	£2.20
Newbury on-street Charges (Mon to Sat inc Bank Holidays) continued:			
Newtown Road (south of St John's Road) -west side	4 hours	£1.00	£1.00
	over 4 hours	£2.00	£2.00
Catherine Road and Link Road	2 hours	£1.00	£1.00
	4 hours	£2.00	£2.00
	over 4 hours	£3.80	£3.80
Station Road	2 hours	£1.00	£1.00
	4 hours	£2.00	£2.00
	over 4 hours	£3.80	£3.80

		FEE 2022/23	PROPOSED FEE 2023/24
Old Bath Road (south side) west of Leys Gardens	2 hours	£0.50	£0.50
	4 hours	£1.00	£1.00
	over 4 hours	£1.50	£1.50
Faraday Road area	30 mins	Free	Free
	2 hours	£0.50	£0.50
	4 hours	£1.00	£1.00
	over 4 hours	£1.50	£1.50
Newbury On-Street Charges (Sunday):			
Standard daily charge of £1.00 at all locations where on-street charging applies. The 30 minutes free parking will be retained at all locations where it applies Monday to Saturday as will the £0.50 charge for up to 2 hours parking at the two locations where it applies (Old Bath Road and Faraday Road).		£1.00	£1.00
Out of Newbury Car Park Hourly Rates:			
Hungerford: Church St	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 Hours	£1.70	£1.70
	Up to 4 Hours	£2.00	£2.00
	Up to 10 hours	£4.00	£4.00
	Over 10 hours	£10.00	£10.00
Hungerford: Station Road	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 Hours	£1.70	£1.70
	Up to 4 Hours	£2.00	£2.00
	Up to 10 hours	£4.00	£4.00
	Over 10 hours	£6.00	£6.00
Hungerford High Street (On-Street)	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 4 hours	£3.80	£3.80
	Up to 8 hours	£6.00	£6.00
	Over 8 hours	£10.00	£10.00
Pangbourne Station Road:	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 hours	£1.70	£1.70
	Over 3 hours	£5.50	£5.50
Pangbourne River Meadow	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 hours	£1.70	£1.70
	Up to 4 hours	£2.00	£2.00
	Up to 8 hours	£2.50	£2.50
	Over 8 hours	£5.50	£5.50
Thatcham Kennet Leisure Centre - Monday to Friday 8:30 to 17:30	Up to 2 hours (no return within 4 hours)	Free - (a ticket must be displayed)	Free - (a ticket must be displayed)
	Up to 3 hours	£1.00	£1.00
	Over 3 hours	£10.00	£10.00

		FEE 2022/23	PROPOSED FEE 2023/24
Thatcham Kingsland Centre	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 hours	£1.70	£1.70
	Over 3 hours	£3.00	£3.00
Thatcham Gilbert Court	Up to 1 hour	Free	Free
	Up to 2 hours	£0.60	£0.60
	Up to 3 hours	£0.90	£0.90
	Over 3 hours	£2.00	£2.00
Thatcham Burdwood Centre	Up to 2 hours	Free	Free
	Up to 3 hours	£0.90	£0.90
	Over 3 hours	£2.00	£2.00
Thatcham Station (Monday - Friday)	Peak daily charge (arrive before 10am) Ticket expires 23:59	£3.40	£3.40
	Off Peak daily charge (arrive after 10am) Ticket expires 23:59	£2.00	£2.00
Thatcham Station (Saturday & Sunday)	Daily charge	£2.00	£2.00
Thatcham On-Street:			
Pipers Lane (Monday to Sunday at all times)	Up to 4 hours	£1.00	£1.00
	Over 4 hours	£1.50	£1.50
Ayleford Way (Monday to Sunday 8.00am to 6.00pm)	Up to 4 hours	£1.00	£1.00
	Over 4 hours	£1.50	£1.50
Theale Main	Up to 2 hours	£0.80	£0.80
	Over 2 hours	£1.30	£1.30
Theale West	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Over 2 hours	£5.50	£5.50
Newbury Season Ticket Prices:			
Kennet Centre:	Per Quarter	£350.00	£350.00
Northbrook MSCP:	Per Quarter	£350.00	£350.00
	Per Annum	£1,150.00	£1,150.00
Newbury "General":	Per Quarter	£350.00	£350.00
	Per Annum	£1,150.00	£1,150.00
Out of Newbury Season Tickets:			
Hungerford	Annual	£425.00	£425.00
Pangbourne	Per Quarter	£160.00	£160.00
	½ year	£315.00	£315.00
	Annual	£500.00	£500.00
Theale	Annual	£160.00	£160.00
Resident Parking Permits:			
West Berkshire Residents Parking Permits		£30.00	£30.00
West Berkshire Visitor Parking Permits		£1.00	£1.00
Hungerford High Street (Zone HHS)		£70.00	£70.00
Park Terrace		£70.00	£70.00
Blue Badge (new application)		£10.00	£10.00

		FEE 2022/23	PROPOSED FEE 2023/24	
Replacement Blue Badge		£10.00	£10.00	
Parking Dispensation	Per Day	£15.00	£15.00	
Parking Suspensions	Per application	£15.00	£15.00	
	Per 5m bay per day	£10.00	£10.00	
Council owned EV Charge Points (these are the base charges and will be subject to increase/decrease in line with the Council's 2022/23 electricity costs):			Min	Max
Slow (7kWh) Charger	per kWh	£0.25	40p	79p
Fast (22kW AC) Charger	per kWh	£0.30	45p	50p
Rapid (50kW DC) Charger	per kWh	£0.39	50p	60p
Overstay fee (for Rapid charger).	per hour after 2 hours	£10.00	£10.00	

(2) Licence Fees, Permits and Other Charges

Fees are charged for a range of services e.g. where Highway Authority approval is required to place items or to work on the public highway. These include vehicular crossings, skips, scaffolds, table and chairs on the highway, issuing permits for and inspecting utility operations, temporary or permanent traffic regulation orders. It is proposed to increase these charges by 11.1%, in line with CPI inflation at October 2022.

		FEE 2022/23	PROPOSED FEE 2023/24
Tree Preservation Order		£28	£31
Michaelmas Fair		£4,000	£4,444
Public Rights of Way	Search fees	£78	£86
	Path order fees	£1,530-£3,850	£1,670 - £4,277
Statutory Declarations		£210 flat rate with rights to increase if the work required is onerous	£253 flat rate with rights to increase if the work required is onerous
Highways Act Charges:			
Land charges		£54	£60
Vehicular Crossing (S.184)	Approval	£156	£173
Skips on the Highway (S.139)	Initial fee	£48	£53
	per week	£56	£62
Scaffold/hoarding on the Highway (S.169/172)	Initial fee	£97	£107
	per week	£55	£61
Tables and Chairs on the Highway (based on number of Chairs) (S.115)	1 to 10	£243	£270
	10 to 27	£399	£443
	27+	£798	£887
Storing Materials on the Highways (S.171)	Initial fee	£91	£101
	per week	£30	£33
EV charging duct across footpath (S.171)	Approval	£153	£170
Temporary Excavation in the highway (S.171)		£121	£134
Cranes, machinery, structure on the highway (S.178)		£175	£194
Per Necessary inspection		£66	£73
S142 Licence to plant in the highway		£145	£161

Permits under SI 2014 No. 3110 Highways, England and the Traffic Management (West Berkshire Council) Permit Scheme Order 2014 (Maximum Permissible Charge)

These are maximum charges, pending consultation on changes to the West Berkshire Permit Scheme.

	FEE 2022/23				PROPOSED FEE 2023/24			
	Main Roads			Minor Roads	Main Roads			Minor Roads
	0, 1 and 2	3 and 4		3 and 4	0, 1 and 2	3 and 4		3 and 4
Reinstatement category of street								
Street designated as traffic sensitive or not	All streets	Traffic sensitive at some times/locations		Non traffic sensitive at any time or location	All streets	Traffic sensitive at some times/locations		Non traffic sensitive at any time or location
Time and location of activity	Any time and location	Any part within traffic sensitive times / locations	Wholly within non traffic sensitive times / locations	Any time and location	Any time and location	Any part within traffic sensitive times / locations	Wholly within non traffic sensitive times / locations	Any time and location
* Provisional Advance Authorisation	£105	£105	£75	£75	£69	£69	£49	£49
* Major Works - over 10 days and all major works requiring a traffic regulation order	£240	£240	£150	£150	£156	£156	£98	£98
* Major works - 4 to 10 days	£130	£130	£75	£75	£156	£156	£98	£98
* Major works - up to 3 days	£65	£65	£45	£45	£156	£156	£98	£98
* Standard Activity	£130	£130	£75	£75	£85	£85	£49	£49
* Minor Activity	£65	£65	£45	£45	£43	£43	£30	£30
* Immediate Activity	£60	£60	£40	£40	£39	£39	£26	£26
* Permit Variation	£45	£45	£35	£35	£30	£30	£23	£23

* Statutory fee

	FEE 2022/23	PROPOSED FEE 2023/24
Other Licences and Charges:		
Licence to place advertising sign on public highway (A board or similar) in Newbury Town Centre	£57	£63
Streetworks licence (S.50 NRSWA)	£273	£303
* Utility Works Inspection (NRSWA/TMA)	£57	£57
* Fixed Penalty Charge (Utility Companies) NRSWA/TMA	£120/£80	£120/£80
* Working on the highway without a valid permit	£500 (£300 if paid within 29 days)	£500 (£300 if paid within 29 days)
* Defect inspection fee for third party apparatus	£68	£68
Permanent Traffic Regulation Order for Developer	£900 plus actual costs of signage, road markings, agency & advertising	£999
** Temporary Traffic Regulation Orders Section 14(1)	£928	£2,000
** Emergency Temporary Traffic Regulation Orders Section 14(2)	£480	£2,000
** Retrospective Temporary Traffic Regulation Orders Section 14(2)	£693	£2,000
Temporary Traffic Regulation Orders Section 16A where appropriate & Section 21 of PTCA	£84	£90
Cutting through signal loops and not informing LA	£515 plus cost of recutting loops	£600 plus cost of recutting loops
Tourist / Direction signs	£556	£617 application and design fee, plus cost of actual sign installation. No charge for unsuccessful applications.
Traffic Signs / Signals Equipment damaged by Road Traffic Accident or other event	10% of cost of repairs	Cost of repairs plus 10% administration charge.
Use of permanent Traffic Regulation Order for railway crossing works	£84	£93
** Access Protection Marking (single standard width dropped kerb driveway)	£133	£250
Sewerage treatment property charge	£405	£450
* Cycle Training (non-schools)	£42	£42
Cycle Training (schools)		£10
Recovery and storage of unauthorised signs	£145	£161
* Street Works Core Sampling - Charge per failed core test	£185 (this is an average cost - actual cost calculated from the Coring Advice Note published by SEHAUC)	£200 (this is an average cost - actual cost calculated from the Coring Advice Note published by SEHAUC)
* Statutory fee		
** Benchmarked fee		

		FEE 2022/23	PROPOSED FEE 2023/24	
Provision of Data:				
**		One A4 plan covering 100 metres of highway	£54	£75
**	Highway search enquiries	Additional 100 metres	£15	£25
**		Additional question	£15	£25
	Provision of recorded injury accident Data		£145 + £47 per additional block of up to 10 accidents	£161 + £52 per additional block of up to 10 accidents
	Provision of Traffic Data, per request per site:	data up to 1 year old	£145	£161
		data up to 3 years old	£116	£129
		data over 3 years old	£85	£94
* Statutory fee				
** Benchmarked fee				

Charges in relation to works occupying the carriageway during period of overrun			FEE 2022/23	PROPOSED FEE 2023/24
Item	Description of street		Amount (£) (each of first three days)	Amount (£) (each subsequent day)
*	1	Traffic-sensitive or protected street not in road categories 2,3 or 4	5,000	10,000
*	2	Other street not in road categories 2,3 or 4	2,500	2,500
*	3	Traffic-sensitive or protected street in road categories 3 or 4	3,000	8,000
*	4	Other street in road category 2	2,000	2,000
*	5	Traffic-sensitive or protected street in road category 3 or 4	750	750
*	6	Other street in road category 3 or 4	250	250
*	Statutory fee			

Charges in relation to works outside the carriageway during period of overrun			FEE 2022/23	PROPOSED FEE 2023/24
Item	Description of street		Amount (£)	Amount (£)
*	1	Street not in road category 2, 3 or 4	2,500	2,500
*	2	Street in road category 2	2,000	2,000
*	3	Street in road category 3 or 4	250	250
*	Statutory fee			

(3) Public Transport

Use of public transport has been affected by the impact of the Covid pandemic. No increases are proposed for 2023-24 in charges to bus operators and passengers, with the exception of Temporary Bust Stop Closures which are to increase by 20% as they have not been uplifted since April 2020.

Public Transport			
		FEE 2022/23	PROPOSED FEE 2023/24
Charge per departure		£0.60	£0.60
Bus stands 0400-1800	up to 20 minutes	£0.00	£0.00
	20 minutes to 1 hour (max stay)	£1.20	£1.20
Coach stands 0400-1800	up to 90 mins (max stay)	£4.00	£4.00
Bus/coach stand and Bays B-F Mon-Sat 1800-0400 and all day Sunday	up to 3 hours	£3.00	£3.00
	over 3 hours	£6.00	£6.00
Additional charge for breaches		£25.00-£50.00	£25.00-£50.00
Temporary bus stop closure	Per stop	£150.00	£180.00
	Per pair of opposite stops	£180.00	£210.00
Provision of information at bus stops for services not subsidised by WBC	Per stop	£11.20	£11.20
Concession bus pass replacement fee		£16.50	£16.50

(4) Highways Development Control & Pre-Planning Application Advice

Fees are charged to developers for design checking, supervision and inspection of new roads under construction and off site highway improvements. The charges proposed have been benchmarked with other authorities. It is proposed to increase these charges by 11.1%, in line with CPI inflation at October 2022.

Highways Development Control Fees			
		FEE 2022/23	PROPOSED FEE 2023/24
Street naming and numbering - Property name change		£91	£101
Changes to new addresses due to the development changing after the schedule has been issued.	Per plot	£91	£101
Street Naming and Numbering - New Developments	One address/plot	£87	£97
	2 - 5 addresses/plots	£141	£151
	6 - 10 addresses/plots	£252	£280
	11 - 20 addresses/plots	£403	£445
	21 or more addresses/plots	£20	£23
S115 Fee		£541	£601

Provision of Pre-Planning Application Advice			
		FEE 2022/23	PROPOSED FEE 2023/24
Transport Assessment Scoping Note		£169	£188
Draft Transport Assessment		£572	£635
Provision of Private Access		£105	£117
Highway Advice for New Developments	Less than 5 Dwellings	£169	£188
	5 to 25 dwellings	£382	£424
	26 to 79 dwellings	£496	£551
	80 to 200 dwellings	£572	£635
	More than 200 dwellings	£647	£718
	0 to 249 sqm	£139	£154
	250 sqm to 999 sqm	£244	£271
	1,000 to 9,999 sqm	£382	£424
	over 10,000 sqm	£496	£551
Meeting charge	per hour per officer	£141	£157

(5) Sustainable Drainage Pre-Application Advice Fees

Fees for sustainable drainage advice and meeting charges are being introduced from 2023-24, as follows:

		FEE 2022/23	PROPOSED FEE 2023/24
SuDS advice for Major sites (written responses only).	Up to 20 dwellings	£250	£278
	Over 20 dwellings	£450	£500
Meeting charge	Per hour per officer	£141	£157

Ordinary Watercourse and Land Drainage Consent Pre-application Advice			
		FEE 2022/23	PROPOSED FEE 2023/24
Written advice for a general site enquiry or flood risk assessment enquiry.	Per enquiry	-	£300
Meeting charge	Per hour per officer	-	£157
Further written advice after meetings		-	£180
Any additional correspondence/advice required upon application	Per hour per officer	-	£157

(6) Hire of Sports Facilities

Sports facilities at Henwick Worthy, Holy Brook, Northcroft, Moorside and The Diamond at Greenham. It is proposed to increase the charges for use of our sports facilities by 11.1%, in line with CPI inflation at October 2022.

Sports Pitches	2021/22	FEE 2022/23		PROPOSED FEE 2023/24	
Total income	£547,813				
		Single Booking	Block Booking	Single Booking	Block Booking
Henwick Worthy Sports Ground:					
Cricket – 1 st Hand Wicket (per match)	Adult	£109.00	£90.80	£121.10	£100.88
	Junior	£50.20	£41.90	£55.77	£46.55
Cricket – 2 nd Hand Wicket (used grass)	Adult	£80.70	£67.20	£89.66	£74.66
	Junior	£39.20	£32.70	£43.55	£36.33
Cricket – Artificial Wicket	Adult	£72.50	£60.40	£80.55	£67.10
	Junior	£37.00	£30.80	£41.11	£34.22
Cricket – 2 nd (Reserve) Artificial Wicket	Adult	Free	Free	Free	Free
	Junior	Free	Free	Free	Free
Football – Grass (per game)	Adult	£82.50	£68.80	£91.66	£76.44
	Junior	£40.40	£33.70	£44.88	£37.44
Football - Mini Pitch	Adult	£46.70	£38.90	£51.88	£43.22
	Junior	£23.30	£19.50	£25.89	£21.66
Rugby – Grass (per game)	Adult	£82.50	£68.80	£91.66	£76.44
	Junior	£40.40	£33.70	£44.88	£37.44
Rugby Training	Cost per Hour	£22.40	£18.70	£24.89	£20.78
Use of Portable Lights	Cost Per Hour	£22.40	£18.70	£24.89	£20.78
Full Pitch Artificial Grass - peak	30 Mins	£44.70	£37.30	£49.66	£41.44
	1hr Only	£89.40	£74.50	£99.32	£82.77
	1hr 30mins (11 a side)	£134.20	£111.80	£149.10	£124.21
Half Pitch Artificial Grass - peak	30 Mins	£25.00	£20.80	£27.78	£23.11
	1hr Only (5 a side)	£50.00	£41.70	£55.55	£46.33
	1hr 30mins	£75.00	£62.50	£83.33	£69.44
Full Pitch Artificial Grass – off-peak	30 Mins	£20.80	£17.40	£23.11	£19.33
	1hr Only	£41.70	£34.80	£46.33	£38.66
	1hr 30mins (11 a side)	£62.50	£52.10	£69.44	£57.88
Half Pitch Artificial Grass – off-peak	30 Mins	£10.80	£9.10	£12.00	£10.11
	1hr Only (5 a side)	£21.80	£18.10	£24.22	£20.11
	1hr 30mins	£32.60	£27.20	£36.22	£30.22

		FEE 2022/23		PROPOSED FEE 2023/24	
		Single Booking	Block Booking	Single Booking	Block Booking
Hardcourt Activities:					
Netball (per court per hr) (OUT OF ORDER AT TIME OF PUBLICATION)	Adult	£23.30	£19.40	£25.89	£21.55
	Junior	£11.70	£9.70	£13.00	£10.78
Tennis (per court per hr) (OUT OF ORDER AT TIME OF PUBLICATION)	Adult	£7.00	£5.80	£7.78	£6.44
	Junior	£3.80	£3.10	£4.22	£3.44
Basketball Hardcut and BMX Pump Track	Adult	Free	Free	Free	Free
	Junior	Free	Free	Free	Free
Moorside:					
Football - Grass (Per Game)	Adult	£69.10	£57.50	£76.77	£63.88
	Junior	£34.20	£28.60	£38.00	£31.77
The Diamond -Greenham:				£0.00	£0.00
Football - Grass (Per Game)	Adult	£69.10	£57.50	£76.77	£63.88
	Junior	£34.20	£28.60	£38.00	£31.77
Holybrook Park:					
Football – Grass (per game)	Adult	£69.10	£57.50	£76.77	£63.88
	Junior	£34.20	£28.60	£38.00	£31.77
Northcroft Recreation Ground:				£0.00	£0.00
Football - Grass (per game)	Adult	£69.10	£57.50	£76.77	£63.88
	Junior	£34.20	£28.60	£38.00	£31.77
Open space hire for coaching/ community use/festivals/other entertainment.			P.O.A	P.O.A	
Peak Rate – Weekday evenings after 6pm and all day Saturday, Off-Peak Rate – Weekdays before 6pm and all day Sunday, Block Booking: 10 games and over, Schools Rate: £21.42 Per Hour (£25.07 inc vat if applicable)					

(7) Charges to Householders for Sewage Treatment

Approximately 150 properties, mainly in rural areas, are connected to small sewage treatment plants. These are the responsibility of West Berkshire Council to maintain, having previously been the ownership of Newbury District Council from when the housing stock was transferred to Sovereign Housing Association. The householders pay a fee to the Council which contributes to the maintenance costs.

(8) Waste

Fees include bulky household collection, garden waste collection and provision of additional wheelie bins for garden waste collection. It is proposed to increase the charges by 11.1%, in line with CPI inflation at October 2022.

Waste Services	2021/22		
Total income	£1,811,456		
		FEE 2022/23	PROPOSED FEE 2023/24
Special Collection Charges (Bulky Household Collection)	Normal (within 7 days)	£45	£50
	Within 7 days by appointment outside property	£60	£67
	Within 7 days by appointment inside property	£70	£78
Provision of wheelie bin		£27	£30
Collection of garden waste for year (scheduled) - for 1st green bin (new subscriptions or renewals).		£52	£58
Garden Waste service charge for 2nd to 5th green bins (For renewals only where one off set up payment has already been made).		£40	£44
Removal of fly tipping on private land		P.O.A	P.O.A
Removal of graffiti up to 2m ² area		P.O.A	P.O.A
HWRC non-household waste charges:			
Soil and Rubble	Per 25L bag or equivalent/ single item	£2.50	£2.70
	Standard Car/Hatchback	£14.30	£15.30
	Trailer	£23.80	£25.80
	Small Van /Estate Car	£28.60	£31.60
	Transit van or similar	£95.20	£105.70
Plasterboard	Per 25L bag or equivalent	£2.10	£2.33
	Standard car / Hatchback	£12.90	£14.32
	Trailer	£21.40	£23.75
	Small Van / Estate car	£25.80	£28.65
	Transit Van or similar	£85.60	£95.00
Tyres	Motorised mini bike / motorised go-kart	£2.50	£2.61
	Standard tyre off rim (car/motorcycle)	£5.00	£5.55
	Standard tyre on rim (car motor cycle)	£7.00	£7.77
	Medium tyre off rim (large 4 x4 / large van)	£9.00	£10.00
	Medium tyre on rim (large 4 x 4 / large van)	£11.00	£12.20
	Miscellaneous tyres	£2.50	£2.78
Gas canisters		£6.00	£6.66
Charges for Non WBC Residents' Use of HWRCs	New charge per visit TBC	£7.00	£7.77

3. Proposals – Resources Directorate

3.1 Electoral Services

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

3.2 Local Land Charges

Local Land Charges are set in line with legislation which requires the Council only to recover costs incurred in service delivery. All fees have been reviewed to reflect service delivery costs and an increase of 11.1% in line with CPI at October 2022 is proposed for 2023-24 where appropriate.

	INCOME 2021/22	FEE 2022/23	PROPOSED FEE 2023/24
LLC1	£242,869	£54	£60
Con29 PT1		£78	£87
Con29PT11		£27	£30
Additional Questions		£49	£54
Con29 additional parcel		£43	£64
LLC1 additional parcel		£58	£48

3.3 Legal Services Fees

There is a change of categorisation for recharges of staff time to more accurately reflect the staff whose time is recharged. The increase is comparable to inflation of 11.1% for 2023-24, in line with CPI at October 2022.

Legal Services	2021/22		
Total Income	£185,832		
CHARGE	RATE	FEE 2022/23	PROPOSED FEE 2023/24
Managers	Hourly	£156	n/a
Team Leader	Hourly	£148	n/a
Solicitor / Barrister	Hourly	£143	n/a
Legal Executive/Senior Legal	Hourly	£132	n/a
Solicitors, Barristers, Chartered Legal Executives of 8 Years + PQE	Hourly	n/a	£173
Solicitors, Barristers and Chartered Legal Executives between 4 and 8 year PQE	Hourly	n/a	£159
All other fee earners (including Paralegals and Legal Executives but excluding Trainee Solicitors)	Hourly	n/a	£147
Trainee Solicitors	Hourly	£111	£123

In 2023-24 there is a proposal for the introduction of new charge for the completion of Proof of Life forms.

CHARGE	FEE 2022/23	PROPOSED FEE 2023/24
Proof of Life Forms	No Fee	£35

The rest of Legal Services fees and charges are statutory.

	Provision under, or for the purpose of which, the application is made	Purpose of application	FEE 2022/23	PROPOSED FEE 2023/24
*	Section 15A of the Commons Act 2006; section 15 Growth and Infrastructure Act 2013	Landowners' Statements	£1,140	£1,200
*	Section 15(1) of the Commons Act 2006	Registration of a new Town or Village green, other than by the Owner	No Fee	No Fee
*	Section 15(8) of the Commons Act 2006	Registration of a New Town or Village Green by Landowner	No Fee	No Fee
*	Section 19 of the Commons Act 2006	Correction, for the purpose of Section 19(2)(a) and [c]of a mistake made by the Registration Authority	No Fee	No Fee
*	Section 19 of the Commons Act 2006	Correction, for a purpose described in section 19(2)(b) or (e)	£200	£200
*	Section 19 of the Commons Act 2006	Correction, for a purpose described in section 19(2)(d) – payable per register unit	£30	£30
*	Schedule 2, paragraph 2 or 3 to the Commons Act 2006	Non-registration of Common Land or Town or Village Green	No Fee	No Fee
*	Schedule 2, paragraph 4 to the Commons Act 2006	Waste Land of a Manor not Registered as Common Land	No Fee	No Fee
*	Schedule 2, paragraph 5, to the Commons Act 2006	Town or Village Green wrongly registered as Common Land	No Fee	No Fee
*	Schedule 2, paragraphs 6 9 to the Commons Act 2006	Deregistration of certain land registered as common land or as a Town or Village Green	£1,000	£1,000
	* Statutory charge			

3.4 Council Tax Fees

Fees relating to recovery of unpaid Council Tax are set in consultation with the Ministry of Justice. There is no increase in fees for 2023-24.

	CHARGE	INCOME 2021/22	FEE 2022/23	PROPOSED FEE 2023/24
**	Summons cost	£594,192	£57.50	£57.50
**	Liability Order cost		£50.00	£50.00
*	Penalty charge		£70.00	£70.00
*	Enforcement Agent compliance fee		£75.00	£75.00
*	Enforcement Agent visit fee		£235.00 + if debt is above £1,500 then 7.5% of the amount above £1,500 is added	£235.00 + if debt is above £1,500 then 7.5% of the amount above £1,500 is added
*	Committal fee		£330.00	£330.00
* level set by government				
** level set by Local Authority				