

PUBLIC PROTECTION PARTNERSHIP FEES AND CHARGES 2024/2025

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

Fees effective from 1 April 2024

Please Note:

- All Statutory Fees and those linked to national schemes are based on fees published on 08 September 2023 and may be subject to change by Central Government or the management of the schemes.
- The Hourly rate is **£67 ph** for 2024/25, if there is a minimum number of hours or it is capped it is indicated in the text below.
- Class A Statutory Fees are marked with **Pale Gold** and Class B Discretionary Fees are headed **Blue**
- There are some additional fees which will be due when making an application, these are listed separately (if known) and with a note if varied amounts
- If you have any questions regarding our fees and charges please contact PPP Partnership Support Customer Care team using our [Make an enquiry form](#).

CONTENTS

Licences, Registrations and Consents.....	3
Pre Application Advice	3
Animal Licences.....	3
Explosives Licences – Statutory.....	6
Gambling Act 2005 – Statutory	6
Hackney Carriage and Private Hire Licences.....	8
Hairdresser Registration.....	10
Licensing Act 2003 – Statutory	11
Petroleum Licences – Statutory	11
Scrap Metal.....	11
Sex Establishments – Statutory.....	12
Skin Piercing & Dermal Treatments.....	12
Street Trading Consents.....	12
Environmental Protection	13
Abandoned vehicles – Statutory	13
Fly Tipping Environment Protection Act 1990	13
Anti-Social Behaviour Act	13
Dog Warden Services.....	13
Environmental Permitting Regulations 2016 – Statutory.....	13
Private Sector Housing.....	14
Private Water Supplies.....	15
* A local authority should not charge for a sample that is taken and analysed solely to confirm or clarify the results of a previous sample. A local authority can charge for a sample visit to verify the effectiveness of improvements, e.g. following completion of actions specified in a Notice.	15
Trading Standards	16
Buy with confidence.....	16
Primary Authority	16
Assured Care and Support.....	16
Weights and Measures.....	17
Other Fees.....	17

LICENCES, REGISTRATIONS AND CONSENTS

Pre Application Advice

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

License/Consents	2023/24 Fee	2024/25 Fee
Gambling Act	£64ph	£67ph
Licensed Premises Notifications	£64ph	£67ph
Licensing Act 2003	£64ph	£67ph
Scrap Metal	£64ph	£67ph
Sex Establishments	£64ph	£67ph
Skin Piercing & Dermal Treatments	£64ph	£67ph
Street Trading Consents	£64ph	£67ph

Animal Licences

Animal Licences – (Class A – Fee Discretionary)			
*The granting fee includes initial inspection and mid-term inspection totalling 4 hours (unless stated differently). Inspections required beyond this due to additional visits and aborted visits will be charged at an additional fee **Additional vets fee payable		2023/24 Fee	2024/25 Fee
NEW - Animal Boarding Establishment - combined (dogs and cats)	Application Fee	£192	£201
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £268*
	Total Fee (minimum)	£448 minimum	£469 minimum
RENEWAL - Animal Boarding Establishment - combined (dogs and cats)	Application Fee	£160	£167.50
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £268*
	Total Fee (minimum)	£416 minimum	£435.50 minimum
NEW - Animal Boarding Establishment - single species (dogs or cats))	Application Fee	£128	£134
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £268*
	Total Fee (minimum)	£384 minimum	£402 minimum
RENEWAL - Animal Boarding Establishment - single species (dogs or cats))	Application Fee	£96	£100.50
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £268*
	Total Fee (minimum)	£352 minimum	£368.50 minimum
NEW - Home boarder (midterm inspections removed for 2024)	Application Fee	£128	£134
	Granting Fee	Minimum 2 hours at £128*	Minimum 2 hours at £134*
	Total Fee (minimum)	£256 minimum	£268 minimum
RENEWAL - Home boarder (midterm inspections removed for 2024)	Application Fee	£96	£100.50
	Granting Fee	Minimum 2 hours at £128*	Minimum 2 hours at £134*
	Total Fee (minimum)	£224 minimum	£234.50 minimum

NEW - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	Application Fee	£128	£134
	Granting Fee	Per inspection at hourly rate	Per inspection at hourly rate
	Total Fee (minimum)	£128 + host inspection fee	£134 + host inspection fee
RENEWAL - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	Application Fee	£96	£100.50
	Granting Fee	Per inspection at hourly rate	Per inspection at hourly rate
	Total Fee (minimum)	£96 + host inspection fee	£100.50 + host inspection fee
Assessment of hobby host as part of a franchisee licence	Host inspection fee	£128	£134
NEW - Dog Day Care	Application Fee	£192	£201
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £268*
	Total Fee (minimum)	£448 minimum	£469 minimum
RENEWAL - Dog Day Care	Application Fee	£160	£167.50
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £268*
	Total Fee (minimum)	£416 minimum	£435.50 minimum
NEW - Dog Breeding Establishment (**excluding vet fee)	Application Fee	£192	£201
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £268*
	Total Fee (minimum)	£448 minimum	£469 minimum
RENEWAL - Dog Breeding Establishment	Application Fee	£160	£167.50
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £268*
	Total Fee (minimum)	£416 minimum	£435.50 minimum
NEW - Dog Breeding Establishment (in domestic dwelling)(**excluding vet fee)	Application Fee	£128	£134
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £268*
	Total Fee (minimum)	£384 minimum**	£402 minimum **
RENEWAL - Dog Breeding Establishment (in domestic dwelling)	Application Fee	£96	£100.50
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £268*
	Total Fee (minimum)	£352 minimum	£368.50 minimum
NEW - Pet Vending / Sale of pets	Application Fee	£128	£134
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £268*
	Total Fee (minimum)	£384 minimum	£402 minimum
RENEWAL - Pet Vending / Sale of pets	Application Fee	£96	£100.50
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £268*
	Total Fee (minimum)	£352 minimum	£368.50 minimum

NEW - Animal for Exhibition	Application Fee	£192	£201
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £268*
	Total Fee (minimum)	£448 minimum	£469 minimum
RENEWAL - Animal for Exhibition	Application Fee	£160	£167.50
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £268*
	Total Fee (minimum)	£416 minimum	£435.50 minimum
Riding Establishment - Inspections are carried out annually, regardless of the star rating or length of licence, by a qualified Veterinarian Officer. **Vets fees will be recharged separately.			
NEW - Main inspection fee, plus fee per horse (**excluding vets fee)	Application Fee	£128	£134
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £268*
	Total Fee (minimum)	£416 minimum**	£402 minimum**
RENEWAL - Main inspection fee, plus fee per horse (**excluding vets fee)	Application Fee	£96	£100.50
	Granting Fee	Minimum 4 hours at £256*	Minimum 4 hours at £268*
	Total Fee (minimum)	£352 minimum**	368.50 minimum**
Fee per horse, for the first 10 horses		£16	£16.75
Fee per horse, for next 11-50 horses		£11	£11.50
Fee per horse, for every horse 51 & over		£9	£9.50
Other Fees			
Additional mid licence visit		£128	£134
Variation to the licence fee (inclusive of one visit)		£192	£201
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		£32	£33.50
Re-evaluation of star rating (inclusive of one visit)		£128	£134
Transfer due to death of licensee	Admin cost	£32	£33.50

Wild Animals and Zoos

Wild Animals & Zoos	Duration	2023/24 Fee	2024/25 Fee
NEW - Dangerous Wild Animal Consent (** excluding vets fee)	2 years	£512	£536
RENEWAL - Dangerous Wild Animal Consent (** excluding vets fee)	2 years	£320	£335
NEW and RENEWAL - Zoo Licences Periodical inspections (** excluding Vets Fees)	Up to 6 years	£2240	£2345

Explosives Licences – Statutory

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

Gambling Act 2005 – Statutory

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

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

Club Gaming or Machine Permit (holds a club Premises Certificate under Licensing Act 2003)	New Application	£100
	Renewal	£100
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
Gaming Machine Permit (more than 2 machines) on-premises which hold on premises alcohol licence	Application (existing holder)	£100
	New Application	£150
	Annual Fee	£50
	First Annual Fee (payable within 30 days of date permit takes effect)	£50
	Variation	£100
	Transfer	£25
	Change of name	£25
	Copy of permit	£15

Hackney Carriage and Private Hire Licences

Vehicle Licences		Bracknell Forest 2023/24 Fee	West Berkshire 2023/24 Fee	All Council Areas (where applicable) 2024/25 Fee
Hackney Carriage Vehicle – NEW		£288	£288*	£301.50*
Hackney Carriage Vehicle – RENEWAL		£256	£256*	£268*
Private Hire Vehicle – NEW		£288	£288	£301.50
Private Hire Vehicle – RENEWAL		£256	£256	£268
Home to school – NEW and RENEWAL		£160	-	£167.50
Private Hire Vehicle with Dispensation - NEW		£288	£288	£301.50
Private Hire Vehicle with Dispensation - RENEWAL		£256	£256	£268
Temporary Vehicle Licence	Up to 3 months	£256	£256	£268
Driver Licences				
Driver – NEW	3 year Includes initial tests, safeguarding and disability trainings	£328	£328	£340
Driver – RENEWAL	3 year Includes initial tests, safeguarding	£296	£296	£306.50

	and disability trainings			
Home to school – NEW & RENEWAL	3 year Includes initial tests, safeguarding and disability trainings	£225	-	£233
Conversion of driver licence to another type	1.5hrs (inc retaking tests)	£96	£96	£100.50
* It was agreed at the Executive meeting on the 22 September 2022 that West Berkshire Council would offer a fee based remittance scheme, subsidised by the Council and that it be introduced from 01 April 2023 for both electric (100%) and hybrid (50%) vehicles that met the agreed criteria.				

Private Hire Operators (PHO)

Private Hire Operator	Number of Vehicles	2023/24 Fee	2024/25 Fee
NEW Per vehicle calculation of 3.5 hours (at £67.00 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	£480	£502.50
	2	£560	£586.25
	3	£640	£670.00
	4	£720	£753.75
	5	£800	£837.50
	6	£880	£921.25
	7	£960	£1005.00
	8	£1040	£1088.75
	9	£1120	£1172.50
	10	£1200	£1256.25
	11	£1280	£1340.00
	12	£1360	£1423.75
	13	£1440	£1507.50
	14	£1520	£1591.25
	15	£1600	£1675.00
	16	£1680	£1758.75
	17	£1760	£1842.50
	18	£1840	£1926.25
	19	£1920	£2010.00
	20	£2000	£2093.75
20+	£2000	£2093.75	
Private Hire Operator	Number of Vehicles	2023/24 Fee	2024/25 Fee
RENEWAL Per vehicle calculation of 1.5 hours (at £67 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per	1	£352	£368.50
	2	£432	£452.25
	3	£512	£536.00
	4	£592	£619.75
	5	£672	£703.50
	6	£752	£787.25
	7	£832	£871.00
	8	£912	£954.75
	9	£992	£1038.50
	10	£1072	£1122.25
	11	£1152	£1206.00

years (years 1-5) up to a maximum of 20 vehicles	12	£1232	£1289.75
	13	£1312	£1373.50
	14	£1392	£1457.25
	15	£1472	£1541.00
	16	£1552	£1624.75
	17	£1632	£1708.50
	18	£1712	£1792.25
	19	£1792	£1876.00
	20	£1872	£1959.75
	20+	£1872	£1959.75

Other Private Hire & Hackney Carriage Charges

Other charges		2023/24 Fee	2024/25 Fee All Council Areas (where applicable)
Transfer of vehicle to new owner		£64	£67
Change of vehicle		£80	£83.75
Replacement Licence		£32	£33.50
Replacement Badge		£32 + Badge Costs (£5)	£33.50 + Badge Costs (£5)
Replacement Vehicle Licence Plate		£32 + Plate Costs (£26)	£33.50 + Plate Costs (£26)
Knowledge Test	First attempt in initial fee	£80	£83.75
Missed Appointment		£32	£33.50
Disclosure and Barring Service Check (DBS)		£70	At cost
Advertising on a Hackney carriage - NEW	Bracknell Only	£64	£67
Advertising on a Hackney Carriage - RENEWAL	Bracknell Only	£32	£33.50
Change of address (PH & HC)		£11.50	£16.75
Backing Plate		£26 at cost	£26 at cost
Medical Exemption		£32	£33.50
Refund Processing Fee		£32	£33.50
Change of vehicle registration	Including	£32 + sticker and licence costs (£31)	£33.50 + sticker and licence costs (£31)
Age of vehicle Inspection – initial & renewal	Bracknell Only	£64	£67
Pre-application advice, hourly rate	Min 1 hour	£64	£67

Hairdresser Registration

Description	2023/24 Fee All Council Areas (where applicable)	2024/25 Fee All Council Areas (where applicable)
Hairdresser/barber registration	£32	£33.50

Licensing Act 2003 – Statutory

Premises Licence – “one off” fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee)	PPP Areas
Band A – RV up to 4,300	£100
Band B – RV 4,300 to 33,000	£190
Band C – RV 33,001 to 87,000	£315
Band D – RV 87,001 to 125,000	£450
Band E – RV 125,001 and above	£635
Pre-application advice, hourly rate	£67
Premises Licence – Annual Fee (Class B – Statutory Fee)	
Band A	£70
Band B	£180
Band C	£295
Band D	£320
Band E	£350
Personal Licence - (Class B – Statutory Fee)	£37
Temporary Event Notices (TENs) - (Class B – Statutory Fee)	£21
Application for copy licence	£10.50
Application to vary DPS/transfer licence/interim notice	£23
Application for making a provisional statement	£315
Minor variation	£89
Application to disapply mandatory DPS condition	£23
Pre-application work, hourly rate	£67

Petroleum Licences – Statutory

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

Scrap Metal

Description		2023/24 Fee	2024/25 Fee
Scrap Metal site –NEW	3 Years	£512	£536
Scrap Metal site - RENEWAL	3 Years	£480	£502.50
Scrap Metal mobile collector - NEW	3 Years	£256	£268
Scrap Metal mobile collector - RENEWAL	3 Years	£224	£234.50
Scrap Metal - Variation of Licence		£256	£268
Scrap Metal - change of site manager		£64	£67
Scrap Metal - copy of licence		£16	£16.75
Scrap Metal - Change of Name		£32	£33.50

Sex Establishments – Statutory

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

Skin Piercing & Dermal Treatments

Description	Type	2023/24 Fee	2024/25 Fee
Skin piercing Registrations (one off registration) - (Class A – Fee Discretionary)	Individual (4hrs)	£256	£268
	Premises (5hrs)	£320	£335
	Joint application (7hrs)	£448	£469
Pre-application work, hourly rate	Min. 1 hour	£64	£67

Street Trading Consents

Description	Type	Bracknell 2023/24 Fee	Bracknell Forest 2024/25 Fee	West Berkshire 2023/24 Fee	West Berkshire 2024/25 Fee
	Daily	£64	£67	£64	£67
Street Trading Consents - (Class A – Fee Discretionary)	1 Week	£156	£163.50	£156	£163.50
	Monthly Rate	£262	£275	£262	£275
	3 months	£699	£732.50	£699	£732.50
	6 months	£875	£917	£875	£917
	Annual Fee	£1487	£1558.50	£1487	£1558.50
	6 months max. 2 trading days a week incl. Fri, Sat & Sun	£699	£732.50	N/A	N/A
	6 months max. 2 trading days a week Mon-Thurs only	£525	£550	N/A	N/A
	Ice cream van (per van) 6 month	£781	£818.50	£875	£917
	Ice cream van (per van) 1 month	£202	£212	£262	£275
Variation fee		£96	£100.50	£96	£100.50
Refund for Street Traders	In the event that following consultation the application is refused or deemed withdrawn by officers, a sum of 50% of the application fee is payable as a refund. If the application is refused by a Panel, no refund of the application fee is payable.				
Pre-application work, hourly rate	Min. 1 hour	£64	£67	£64	£67

ENVIRONMENTAL PROTECTION

Abandoned vehicles – Statutory

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

Fly Tipping Environment Protection Act 1990

Description		Bracknell Forest Only	Bracknell Forest Only
		2023/24 Fee	2024/25 Fee
Section 33 of the Environmental Protection Act 1990	Fixed Penalty Notice	£400	£400
Section 34 of the Environmental Protection Act 1990	Fixed Penalty Notice	£300	£300

Anti-Social Behaviour Act

Description		2023/24 Fee	2024/25 Fee
Anti-Social Behaviour Act	High Hedges Fee (Class A – Fee Discretionary)	£1310	£1373

Dog Warden Services

Description	2023/24 Fee	2024/25 Fee
Stray Dogs – not taken to kennel	£80	£83.75
Stray Dogs – taken to kennel	£80 plus Cost recovery and Vets fees separate.	£83.75 plus Cost recovery and Vets fees separate.
Kennels cost	Recharge based on cost	Recharge based on cost
Dog fouling fixed penalty charge	£75	£75
Miscellaneous stray dog activities e.g. taxi, relocating, microchipping	Cost recovery charged at £64ph	Cost recovery charged at £67ph

Environmental Permitting Regulations 2016 – Statutory

Scheduled Processes – (Class B – statutory Fee)		All Council Areas
Standard Process		£1,650
Additional fee for operating without a permit		£1,188
Service Stations (PVR 1 & PVR II combined)		£257
Service Station (PVR 1)		£155
Dry Cleaners		£155
Vehicle Refinishers		£362
Mobile Screening & Crushing Plant		£1,650
Mobile Screening & Crushing Plant for the 3 rd to 7 th applications		£985

Mobile Screening & Crushing Plant for the 8 th and subsequent applications		£498
Substantial changes		
Standard Process		£1,050
Standard process where substantial change results in a new PPC activity		£1,650
Reduced Activities		£102
Annual Subsistence Charge (Statutory)		
Standard Process	Low	£772
	Medium	£1,161
	High	£1,747
Service stations PVR II	Low	£113
	Medium	£226
	High	£341
VR and other reduced fees	Low	£228
	Medium	£365
	High	£548
Dry cleaners/PVR1	Low	£79
	Medium	£158
	High	£237
Mobile Screening & Crushing Plant	Low	£626
	Medium	£1,034
	High	£1,506
Mobile Screening & Crushing Plant for 2 nd permit	Low	£646
	Medium	£1,034
	High	£1,506
Mobile Screening & Crushing Plant for 3 rd to 7 th permit	Low	£385
	Medium	£617
	High	£924
Mobile Screening & Crushing Plant for the 8 th and subsequent permits	Low	£198
	Medium	£316
	High	£473
Late payment charge	If invoice issued & not paid within 8 weeks	£52
Transfer and Surrender		
Transfer		£169
Partial Transfer		£497
Surrender		£0
Transfer Reduced fees		£0
Partial Transfer Reduced Fees		£47

Private Sector Housing

Description	2023/24 Fee	2024/25 Fee
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)	£435	£456
Enforcement Notices served under Housing Act 2004	Hrly Rate	Hrly Rate
HMO Licence NEW - assisted application	£1280	£1340
HMO Licence RENEWAL	£865	£907
Caravan Site Licences		
Site licence new (plus additional fee per pitch)	£480	£502.50
New licence additional fee per pitch	£17	£16.75
Transfer of licence	£192	£201

Alteration of conditions	Hrly Rate	Hrly Rate
Annual inspection fee – per pitch	£15	£16
Enforcement action -per hour	£64	Hrly Rate
Deposit, vary or deleting site rules	£128	£134
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 £67/ph or part thereof)	£128	£134
Annual Check Fee – Fit and Proper Test	Hrly Rate	Hrly Rate
Where the authority has to assist with appointing a site manager the costs will be specified in the agreement between the parties		

Private Water Supplies

Description		2023/24 Fee	2024/25 Fee
Risk assessment (for each assessment)	Every 5 years. Min. charge 1 hour, simple risk assessment and report typically 5 hours	£64 hourly rate	At Hrly Rate
Sampling visit (for each sampling visit) *	Charge for a visit, taking a sample and delivery to the laboratory. Typically 2.5 hours	£64 hourly rate	At Hrly Rate
Investigation	Carried out in the event of a test failure, can be substituted by the risk assessment - this does not include any required analysis costs.	£128	At hrly rate
Regulation 9 Supply Analysis of Group A Parameters		Hourly Rate + Laboratory Costs	Laboratory Costs **
Regulation 9 Supply Analysis of Group B Parameters		Hourly Rate + Laboratory Costs	Laboratory Costs **
Regulation 10 Supply Parameters		Hourly Rate + Laboratory Costs	Laboratory Costs **
Analysis of Single Dwelling Supplies (upon request)		Hourly Rate + Laboratory Costs	Laboratory Costs **

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

** Laboratory fees set annually

Other Fees

	Hourly rate applies minimum of 2 hours	2023/24 Fee	2024/25 Fee
Environmental Information Request - Individual, Non-Commercial	Hourly rate applies minimum of 2 hours	£128 minimum	£134 minimum
Environmental Information Request - Commercial and Government	Hourly rate applies minimum of 2 hours	£128 minimum	£134 minimum
Civil Actions (Class A – Fee Discretionary)		£128 minimum	£134 minimum
Safety Certification and administration	Hourly rate applies minimum of 2 hours	£128 minimum	£134 minimum
Pre-Application Advice, hourly charge		£64	£67

TRADING STANDARDS

Buy with confidence

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

* West Berkshire & Wokingham schemes administered by Hampshire County Council

Primary Authority

Description	2023/24 Fee	2024/25 Fee
Primary Authority Work hourly chargeable rate	£64 Hourly Rate	£67 Hourly Rate
Annual charge - previous year usage 10 hours or less	£576	£603
Annual charge - previous year usage 20 hours	£1,158	£1206
Anything likely to be in excess of 20 hours	Individually assessed	Individually assessed

Assured Care and Support

Description	Employee numbers	2023/24 Fee	2024/25 Fee
Application fee	1-5 employees	£64	£67
	6-20 employees	£130	£134
	21+ employees	£327	£343

Weights and Measures

Description		2023/24 Fee	2024/25 Fee
Weights and Measures Fees	Includes the cost of maintaining calibration of equipment annually (Based on ACTSO guidance)	£64 p/h	£67 p/h

Other Fees

Description		2023/24 Fee	2024/25 Fee
Food export certificates	Full cost recovery based on hourly rate	£64 minimum	£67 minimum
Food Hygiene Rating Scheme rescore	2 hours	£128	£134
General Business Advice (Non-Primary Authority)	Hourly rate (first 30 minutes free)	£64	£67
Resident Request for Advice	Hourly rate	£64	£67