

Resource & Assets

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from	CHARGE from 1.12.20	Notes
				1.12.19	1.12.20	
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Housing General Fund - charges from 1 April 2021						
Gypsy Caravan Sites:						
Carters Hill Park - Licence Fee	per week	Non Business		£60.00	£61.00	
Twyford Orchards - Licence Fee	per week	Non Business		£53.80	£54.70	
Foxwood Room 1 (new property)	per week	Non Business		£130.00	£132.10	
Foxwood Room 2 (new property)		Non Business		£119.50	£121.40	
Foxwood Room 3 (new property)		Non Business		£60.00	£61.00	
Foxwood Room 4 (new property)		Non Business		£31.00	£31.50	
Foxwood Room 5 (new property)		Non Business		£75.00	£76.20	
Oxford Road Hostel room 1	per week	Non Business		£100.90	£102.50	
Oxford Road Hostel room 2		Non Business		£100.90	£102.50	
Oxford Road Hostel room 3		Non Business		£123.80	£125.80	
Oxford Road Hostel room 4		Non Business		£129.30	£131.40	
Oxford Road Hostel room 5		Non Business		£135.10	£137.30	
Oxford Road Hostel room 6		Non Business		£123.80	£125.80	
Oxford Road Hostel room 7		Non Business		£135.10	£137.30	
Oxford Road Hostel room 8		Non Business		£123.80	£125.80	
Oxford Road Hostel room 9		Non Business		£152.00	£154.40	
Grovelands a	per week	Non Business		£99.00	£100.60	
Grovelands b		Non Business		£99.00	£100.60	
Grovelands c		Non Business		£99.00	£100.60	
Grovelands d		Non Business		£99.00	£100.60	
Grovelands e		Non Business		£99.00	£100.60	
Grovelands Park f		Non Business		£99.00	£100.60	
Grovelands Park g		Non Business		£99.00	£100.60	
Grovelands Park h		Non Business		£99.00	£100.60	
Grovelands Park i		Non Business		£99.00	£100.60	
Grovelands Park k		Non Business		£99.00	£100.60	
Grovelands Park l		Non Business		£99.00	£100.60	
Grovelands plot fees		Non Business		£43.20	£43.90	
Groveland Garages - tenants - non-vatable x 2		Non Business		£8.60	£8.70	
Groveland Garages - non-tenants - vatable x 16		Standard		£12.20	£12.40	
Bed & Breakfast - family room		room per week	Non Business		£22.40	£22.80
Bed & Breakfast - single room	room per week	Non Business		£13.40	£13.60	
Bed & Breakfast (non HB charge)	room per week	Non Business		£164.90	£167.50	
Storage costs	per week	Non Business		£9.00	£9.10	
Accountancy and Procurement						
Charge for printed copies of the MTFP or Statement of Accounts		Zero Rated	Full cost recovery	£20.00	£20.00	Price frozen as no demand

Resource & Assets

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Training Course Fees - charges from 1 April 2021						
Fully day Course	Day	Non Business		£60.00	£70.00	Fees increased after review and benchmarking against other local authority training charges. Our training charges have not been raised for a number of years. Note: these fees apply to face to face (classroom) events, and virtual events.
Half Day Course	Half day	Non Business		£31.00	£35.00	
Cancellation fee, (less that 7-14 days notice)	per course	Non Business		£75.00	£80.00	
Non attendance of course	per course	Non Business		£75.00	£80.00	
SPORTS ACTIVITIES - charges from 1 January 2021						
Children's Holidays Sports Activities:						
Wokingham Active Kids Full Day Course (9:30 am - 3:30pm)		Exempt		£20.00	£24.00	6 hours childcare & sports activities - £4 per hour
Wokingham Active Kids Full Day Course (9:30 am - 3:30pm) - Weeks Charge		Exempt		£82.00	£98.40	
Wokingham Active Kids Full Day Course (8 am - 6pm)		Exempt		£29.00	£34.80	10 hours childcare & sports activities - £3.48 per hour
Wokingham Active Kids Full Day Course (8 am - 6pm) - Week Charge		Exempt		£130.00	£156.00	
15 % Off Discount if you book before specified date Week (9:30 - 3:30)		Exempt		£70.00	£84.00	
15 % Off Discount if you book before specified date Day (9:30 - 3:30)		Exempt		£16.50	£19.80	
15 % Off Discount if you book before specified date Week (8 - 6)		Exempt		£109.50	£131.40	
15 % Off Discount if you book before specified date Day (8-6)		Exempt		£25.00	£30.00	
Specialised Sports Camps (Courses) Per Day		Exempt		£28.80	£34.56	5 hours specialist sports camp - focusing on coaching of a sport e.g. rugby, football, netball. £6.91 per hour
All sports 1/2 day 9 - 12pm		Exempt		£12.00	£14.40	
All Sports 1/2 day 9 - 12pm (Weeks Course Discount)		Exempt		£50.00	£60.00	
1/2 Day Special Offer Price (5 for the Price of 4)		Exempt		£44.00	£52.80	
Full Day Special Offer Price (5 for the Price of 4)		Exempt		£75.00	£90.00	
Early drop off		Exempt		£4.20	£5.04	
Late pick up after 3:30pm & before 6:00pm (£12.50 per 15 minutes)		Exempt		£13.00	£15.60	
Late pickups after 6:00pm (£25.00 per 15 minutes)		Exempt		£26.00	£31.20	
Children's Term Time Sports Activities:						
Term Time Activities (Sports) - Per session i.e. Mini Soccer		Exempt		£4.50	£4.60	
10% Sibling Discount		Exempt	10% discount of the above fees (Children's Term Time Sports Activities)			
20% CAN Card Holder Discount		Exempt	20% discount of the above fees (Children's Term Time Sports Activities)			

Resource & Assets

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Over 60's Physical Activities (S.H.I.N.E) / Adults with Health Conditions (Disability) - charges from 1 March 2021						
Bronze package		Exempt			£312.00	New - 1 class per week = ~ £6.00 per class. Average one off Exercise class between £5-10 (Specialist class £10-12)
Silver package		Exempt			£468.00	New - 2 classes per week = ~ £4.50 per class. Average one off Exercise class between £5-10 (Specialist class £10-12)
Gold package		Exempt			£624.00	New - 4 classes per week = ~ £3.00 per class. Average one off Exercise class between £5-10 (Specialist class £10-12)
Platinum package		Exempt			£780.00	New - 6 classes per week = ~ £2.50 per class. Average one off Exercise class between £5-10 (Specialist class £10-12)
Running Jan -March 2021 - BELOW TO BE REPLACED BY ABOVE						
SHINE Coupon Card		Exempt		£34.00	£37.40	
Annual Membership		Exempt		£191.00	£210.10	
Direct Debit		Exempt		£263.04	£289.34	
Non-Resident package		Exempt			£288.00	New
Single Session Ad-Hoc		Exempt			£7.20	New
Block of 10 Sessions		Exempt		£33.40	£34.50	
Specialist Sessions (Archery-Pilates-Yoga) Block of 10		Exempt		£66.80	£68.10	
Block of 10 Sessions for non Wokingham borough residents		Exempt		£68.00	£69.10	
Personal training for three (inc trainer)		Exempt		£47.30	£48.30	
Offer: 50% off promotional at various times of the year		Exempt				
Social events		Exempt		£5.10	£5.20	
Sports Social/Special events - One-off sessions		Exempt			£5.20	New
Sports Social/Special events - Non WBC residence		Exempt			£6.00	New
Late cancelation within two hours of class/no show fee		Exempt			£2.50	New
Adult Classes:						
Bronze Package 1 session/week 10 week block		Exempt		£54.00	£54.90	Not currently running
Silver Packaged 2 sessions/week 10 week block		Exempt		£93.00	£94.50	Not currently running
Gold Package 3 sessions/week 10 week block		Exempt		£130.00	£132.10	Not currently running
Platinum Package 4 session/week 10 week block		Exempt		£171.00	£173.70	Not currently running
Sports Social/Special events		Exempt		£5.10	£5.20	
Non-Residents and Single Session Ad-Hoc		Exempt			£6.00	New

Resource & Assets

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0-5 classes - WOKINGHAM ACTIVE TOTS						
General Class Pay as you go		Exempt		£5.70	£5.80	
Specialist classes Pay as you go		Exempt		£7.20	£7.30	
Additional sibling		Exempt		£1.00	£1.00	
Pre and post natal physical activity pay as you go		Exempt		£6.00	£6.10	
Specialised Health Prevention Projects						
Steady Steps (based on 12 weeks)		Exempt		£37.00	£37.60	
Steady Steps (based on 12 weeks) for non Wokingham borough residents		Exempt		£74.00	£75.20	
Cardiac Rehab (10 Week block)		Exempt		£37.00	£37.60	
LTHC Rehab Gym incl. phase 4 cancer rehab (based on 10 sessions)		Exempt		£37.00	£37.60	
GP referral (based on 10 sessions)		Exempt		£37.00	£37.60	
Steady Steps Drop In session Pay as you go		Exempt		£3.70	£3.80	
Steady Steps Drop In session Pay as you go non Wokingham residents		Exempt		£7.40	£7.50	
Mental Wellbeing (10 Week Block)		Exempt		£37.00	£37.60	
Escape Pain (12 Week Block)		Exempt			£40.00	New Programme
Dementia Friendly Activities						
Activity Class		Exempt		£3.40	£3.50	
Activity Class - x10 coupon card		Exempt		£34.00	£34.50	
Ageing Actively		Exempt		£3.40	£3.50	
Ageing Actively - x10 coupon card		Exempt		£34.00	£34.50	
Mindful Health and Wellbeing		Exempt		£3.40	£3.50	
Mindful Health and Wellbeing - x10 coupon card		Exempt		£34.00	£34.50	
Social Isolation Project		Exempt		£3.40	£3.50	
Social isolation Project - x10 coupon card		Exempt		£34.00	£34.50	
Activity Class - Non-Residents		Exempt			£4.50	New
Adults with Health Conditions & Additional Needs (Disability)						
General class per session off peak		Exempt		£3.10	£3.10	

Resource & Assets

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

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Children with Health Conditions & Additional Needs (Disability)						
General Class (£4.59 per session 10 weeks)		Exempt		£45.20	£45.90	
General Class (£3.76 per session CAN Card Holders 10 weeks)		Exempt		£37.00	£37.60	
Specialised Courses		Exempt		£58.60	£59.50	
Additional Services:						
Provision of Coach / Instructor Per Hour		Exempt		£28.00	£28.40	
Provision of Specialised Coach / Instructor Per Hour		Exempt		£39.00	£39.60	
Promotional social events for WBC Sports & Leisure		Exempt		£5.10	£5.20	
Charter Standard Clubs (junior & Adults)						
Full Pitch (peak) Peak 5pm to 10pm		Standard		£108.00	£109.70	
Half Pitch (peak) Peak 5pm to 10pm		Standard		£54.00	£54.90	
Quarter Pitch (peak) Peak 5pm to 10pm		Standard		£27.00	£27.40	
Half pitch (off peak)		Standard		£48.00	£48.80	
Full Pitch (off peak)		Standard		£24.00	£24.40	
WBC 3G/Artificial Pitches Standard Clubs						
Full Pitch (peak) Peak 5pm to 10pm		Standard		£95.50	£97.10	Updated - not affiliated with FA users
Half Pitch (peak) Peak 5pm to 10pm		Standard		£47.80	£48.60	Updated - not affiliated with FA users
Quarter Pitch (peak) Peak 5pm to 10pm		Standard		£23.80	£24.20	Updated - not affiliated with FA users
Full pitch (off peak)		Standard		£47.75	£48.51	Updated - not affiliated with FA users
Half Pitch (off peak)		Standard		£23.90	£24.30	Updated - not affiliated with FA users
Quarter Pitch (off-peak)		Standard		£11.95	£12.30	Updated - not affiliated with FA users
Hire of changing rooms / shower facilities	per game	Standard		£30.70	£31.20	Updated - not affiliated with FA users
Key Partner Club						
Full Pitch (peak)		Standard		£84.80	£86.20	
Half Pitch (peak)		Standard		£42.40	£43.10	
Quarter Pitch (peak)		Standard		£21.20	£21.60	
Full Pitch (off peak)		Standard		£42.40	£43.10	
Half Pitch (off peak)		Standard		£21.20	£21.60	
Quarter Pitch (off peak)		Standard		£10.60	£10.80	
Artificial Pitch, Cantley Park, Wokingham -						
Full Pitch (peak)		Standard		£86.80	£88.20	
Half Pitch (Peak)		Standard		£57.20	£58.10	
Full Pitch (Off Peak)		Standard		£43.40	£44.10	
Half Pitch (Off Peak)		Standard		£28.60	£29.10	

Resource & Assets

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

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Commercial Operations (inc Private Coaching Companies- Discretion of WBC S&L)						
Full Pitch (peak)		Standard		£127.30	£129.40	
Half Pitch (peak)		Standard		£69.00	£70.10	
Quarter Pitch (peak)		Standard		£39.80	£40.40	
Full Pitch (off peak)		Standard		£63.60	£64.60	
Half pitch (off peak)		Standard		£38.90	£39.50	
Quarter Pitch (off peak)		Standard		£25.50	£26.00	
Football Foundation Match Play 3G						
Key Partner Clubs						
11 vs 11 2 Hours (inc changing room)		Standard		£84.20	£85.60	
11 vs 11 2 Hours (NO changing room)		Standard		£84.20	£85.60	
9v9 1 game full pitch 1.5 hours		Standard		£42.10	£42.80	
7v7 2 games full pitch 1 hour		Standard		£42.10	£42.80	
5v5 4 games full pitch 1 hour		Standard		£42.10	£42.80	
Non Football Foundation Match Play 3G						
Standard Clubs						
11 vs 11 2 Hours		Standard		£95.50	£97.00	
9v9 1 game half pitch 1.5 hours		Standard		£47.80	£48.60	
7v7 2 games half pitch 1 hour		Standard		£47.80	£48.60	
5v5 4 games half pitch 1 hour		Standard		£47.80	£48.60	
Artificial Five a Side Pitch Montague Park						
FA Charter/Key Partner/Informal						
Full Pitch (peak) 92yds x 49 yds (training only)		Standard		£49.40	£50.20	
Half Pitch (peak) 52yds x 49yds (Training only)		Standard		£24.00	£24.50	
Third of a Pitch (peak) Approx 49yd x 30yd (training only)		Standard		£16.40	£16.70	
Full Pitch (Off Peak)		Standard		£35.00	£35.60	
Half Pitch (off peak)		Standard		£20.00	£20.30	
Commercial Hire Montague Park						
Full Pitch (peak)		Standard		£63.00	£64.10	
Half Pitch (peak)		Standard		£31.55	£32.00	
Grass Pitches						
All sites:						
Ryeish Green Grass	Sandford Park					
Cantley Park Grass						
Barkham Rec						
Elizabeth Park						
Chalfont Park						
Waverley Way						
Bigshotte Park						
Senior Pitch (90 x 60 & above)		Standard		£50.60	£51.40	
Junior Pitch (80 x 50 & smaller) per game		Standard		£24.20	£24.60	
Hire of changing rooms / shower facilities	per game	Standard		£30.70	£31.20	

Resource & Assets

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SPORTS PAVILION HIRE:						
Ashridge room inc kitchen, & upstairs toilets only, Cantley:		Standard				
Hire per hr - Off peak (before 6pm weekdays & Sundays inc WBC users)		Standard		£14.30	£14.50	
Hire per hr - Peak times (Weekdays after 6 pm & all day Saturday)		Standard		£17.60	£17.90	
Standard overrun charge per booking - Minimum charge	Per hire min	Standard		£7.70	£7.80	
Standard overrun charge per booking - Maximum charge	Per hire max	Standard		£8.30	£8.40	
Cantley Park Café Area:						
Hire per hr - Off peak (before 6pm weekdays & Sundays inc WBC users)		Standard		£14.30	£14.50	
Hire per hr - Peak times (Weekdays after 6 pm & all day Saturday)		Standard		£17.60	£17.90	
EVENTS						
EVENTS *rates negotiable with WBC Service Managers consent. Labour rates & extras upon request and negotiable.	Deposit of 10% required					
Hire of field/open space for event - Small (family gathering up to 30 with minimal impact on other users)	Maximum	Standard		£171.50	£174.20	
Hire of field/open space for event - Medium (Community event with between 30 and 70 attendees with medium impact on other users)	Maximum	Standard		£448.40	£455.60	
Hire of field/open space for event - Extra Large (Any event above 120 restricting use of facility for others)		Standard		£840.80	£854.30	
MISCELLANEOUS GROUNDS MAINTENANCE FEES:						
Refundable deposit for all keys to Pavilions & Secure Sites (per set)		Exempt	N/A	£33.00	£33.50	
Emmbrook						
Wokingham and Emmbrook FC (WEFC)- 6-10pm for 30 weeks - Monday		Standard		£9,600.00	£9,753.60	
Wokingham and Emmbrook FC (WEFC) - 6-10pm for 30 weeks - Tuesday		Standard		£9,600.00	£9,753.60	
Wokingham and Emmbrook FC (WEFC)- 6-10pm for 30 weeks - Wednesday		Standard		£9,600.00	£9,753.60	
Wokingham and Emmbrook FC (WEFC) - 6-10pm for 30 weeks - Thursday		Standard		£9,600.00	£9,753.60	
Football season match - 5v5/7v7 and 9v9 mini soccer - full pitch for 1 hour (sat 9-1pm) 30 weeks		Standard		£4,800.00	£4,876.80	
Wokingham and Emmbrook FC - off peak (may - Aug) full pitch hire per 2 hrs		Standard		£40.00	£40.60	
County FA 11v11 Flexi - Summer Saturdays x 8 weeks full pitch		Standard		£100.00	£101.60	
15 Berks Bucks FA Coach Ed Days to include 1) 1 st 4 sport Level 1 Award Coaching Football; 2) Level 2 Block 1,2 & 3; 3) Referee Courses - included in BBFA 15 days		Standard		£150.00	£152.40	
4 x FA Safeguarding & FA Emergency First Aid - FA Day Rate		Standard		£75.00	£76.20	
WEFC Summer Use - 6 hours full pitch		Standard		£240.00	£243.80	
Berks and Bucks FA		Standard		£127.30	£127.30	Not in use
Reading FC Community Trust	10am-3pm	Standard			£150.00	New
BOBi Disability League		Standard		£42.40	£44.94	

Resource & Assets

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Workplace Health						
ONLINE/IN PERSON CLASSES - monthly					£12.00	New - unlimited class attendance and access to online library
Wokingham Active Kids						
PPA (Planning, preparation & assesment time) Provisions School Sport / per term ~ 10 weeks. 1hr sessions per week.		Standard			£462.00	New - 1hr sessions per week with qualified coach running a PE session alongside national curriculum. Per 1 session/week = £46.20. ~per child £1.85 (class of 25). Coaching session to free up time for teachers not qualified to deliver sport/physical education to focus on PPA time.
Online PE Plans/ Per Monthly		Standard			£180.00	New - Online Access to Session Plans for 1 year. To assist with planning of PE (physical education) lessons
Parent PE Resources/ Per Month		Standard			£120.00	New - Online access to Videos and Home PE lessons for parents to do at home/in the park
Art & Culture Events						
Outdoor Cinema	per person	Standard			£6.00	New
Outdoor Cinema - Family (2 Adults + 2 Children)		Standard			£20.00	New
Additional Children for above	per person	Standard			£2.00	New
Indoor Cinema	per person	Standard			£6.00	New
Indoor Cinema - Family (2 Adults + 2 Children)		Standard			£20.00	New
Additional Children for above	per person	Standard			£2.00	New
Carers	per person	Standard			FREE	New
Ice Rink Adult - Synthetic	per person	Standard			£12.00	New
Ice Rink Child - Synthetic	per person	Standard			£7.50	New
Family (2 Adults + 2 children) - Synthetic		Standard			£30.00	New - Combined price = £39 = saving £9 per family of 4
Additional Children - Synthetic	per person	Standard			£5.00	New
Ice Rink Adult - Real	per person	Standard			£18.00	New
Ice Rink Child - Real	per person	Standard			£10.00	New
Family (2 Adults + 2 children) - Real		Standard			£40.00	New - Combined price = £56 = saving £16 per family of 4
Additional Children - Real	per person	Standard			£7.50	New
Food/Retail vendors - Evening		Standard			£100.00	New
Food/Retail Vendors - Day		Standard			£150.00	New
Food/Retail Vendors - Week		Standard			£500.00	New - Per day = ~ £78 - Saving £550 per week on daily rate across 7 days (£150 x 7 = £1,050 per week)
Commercial Vendors - per day		Standard			£250.00	New
Non-commercial craft Vendors		Standard			£50.00	New
Online non-commercial craft & Food vendors - E.g. Virtual Market		Standard			£20.00	New
Online commercial craft & Food vendors - E.g. Virtual Market		Standard			£50.00	New

Resource & Assets

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Events						
All Day event - Festival/Fayre adult	per person	Standard			£7.50	New
All Day event - Festival/Fayre Child	per person	Standard			£5.00	New
Evening Event - Book talk Adult	per person	Standard			£5.00	New
Evening Event - Book talk Child	per person	Standard			£3.50	New
Tea Dance Adult No Food	per person	Standard			£10.00	New
Tea Dance Adult with Food	per person	Standard			£15.00	New
Tea Dance Child no food	per person	Standard			£7.00	New
Tea Dance Child With Food	per person	Standard			£12.00	New
Pt Permits						
One-to-One 47	Monthly	Standard			£18.75	New - Example Based on Trainer working 50 weeks 5 sessions per week 1 client per session. Cost Per Week for trainer = £4.5 - 5 sessions per week = £0.90 per session.
2-5 Clients	Monthly	Standard			£28.33	New - Example Based on Trainer working 50 weeks 5 sessions per week 3 clients per session. Cost Per Week for trainer = £6.80 - 5 sessions per week = £1.36 per session.
6-10 Clients	Monthly	Standard			£37.50	New - Example Based on Trainer working 50 weeks 4 sessions per week 8 clients per session. Cost Per Week for trainer = £9 - 4 sessions per week = £2.25 per session.
10+ Clients	Monthly	Standard			£56.25	New - Based on Trainer working 50 weeks 2 sessions per week, Bootcamp of 15 people. Cost Per Week for trainer = £13.5 - 2 sessions per week = £6.75 per session.
Wokingham Lates Art Events - Adults Only		Standard			£25.00	New

Resource & Assets

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Art Workshops						
Online half-day Adult	per person	Standard			£27.50	New
Online half-day 60+	per person	Standard			£24.20	New
Online half-day Child	per person	Standard			£22.00	New
Online Full-day Adult	per person	Standard			£55.00	New
Online Full-day 60+	per person	Standard			£41.80	New
Online Full-day Child	per person	Standard			£38.50	New
Real Life Half-day Adult	per person	Standard			£33.00	New
Real Life Half-day 60+	per person	Standard			£30.80	New
Real Life Half-day Child	per person	Standard			£27.50	New
Real Life Full-day Adult	per person	Standard			£66.00	New
Real Life Full-day 60+	per person	Standard			£60.50	New
Real Life Full-day Child	per person	Standard			£44.00	New
Online Virtual Workshops - 1 off event - all Ages	per person	Standard			£5.50	New
Online Virtual Vulnerable Groups - Mental Health, Socially Isolated, Disability Arts	per person	Standard			£3.85	New
Vulnerable Groups - Mental Health, Socially Isolated, Disability Arts	per person	Standard			£3.85	New
Arts Exhibition/Festival/Trail Administration Fee	per person	Standard			£35.00	New
Exhibition Sales Percentage		Standard			30%	New
Open Space Hire						
Hire of field/open space for non-commercial event - Small (family gathering up to 30)		Standard			£174.20	New
Hire of field/open space for non-commercial event - Medium (Community event with between 30 and 70 attendees)		Standard			£455.60	New
Hire of field/open space for non-commercial event - Extra Large (Any event above 120)		Standard			£854.30	New
Hire of field/open space for Commercial Event		Standard			£1,000.00	New
Café Items- Cantley Park						
Café food and drink prices will be set at full cost recovery and in line with market rates offering diverse catering offerings for all dietary requirements					Various	New
Cricket Pitch (Artificial)						
Cricket Pitch Hire (Artificial) - School T20 Daytime/Evenings	per game	Standard			£35.00	New
Cricket Pitch Hire (Artificial) Club - Weekends & Evenings T20 (Junior or Adult)	per game	Standard			£50.00	New
Cricket Pitch Hire (Artificial) Club - Weekends 40+ overs per innings (Junior or Adult)	per game	Standard			£75.00	New
Cricket Pitch Hire (Artificial) Club - Weekday Daytime	per game	Standard			£40.00	New
Cricket Net Hire - per lane 1 hour	per game	Standard			£10.00	New

Children's Services

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from	CHARGE from	Notes	
				1.12.19	1.12.20		
				Incl VAT (if applic)	Incl VAT (if applic)		
				£	£		
YOUTH & COMMUNITY SERVICE:							
Wokingham Youth & Community Centre - charges from 1 April 2021							
Commercial rates agreed on negotiation							
Activity	per hour	Exempt	Covers full costs	£14.40	£14.60		
Hall	per hour	Exempt		£18.10	£18.40		
Hard Court	per hour	Exempt		£17.60	£17.90		
Kitchen	per hour	Exempt		£60.00	£61.00		
Meeting	per hour	Exempt		£31.00	£31.50		
Premises	per hour	Exempt		£75.00	£76.20		
Woodley Airfield							
Commercial Hire:							
Hall	per hour	Exempt	Covers full costs	£21.10	£21.40		
Community Hire:							
Hall	per hour	Exempt		£17.60	£17.90		
Private Hire:							
Hall	per hour	Exempt		£17.60	£17.90		
Use of car park for organisations who are not hiring the hall	per session				£5.00	New - to take affect from 1 December 2020	
Home To School / College Transport							
All changes in charges to come into effect from the start of the school year 1 September 2021							
Concessionary Fare (average)	per pass	Zero Rated	Full cost recovery	£745.00	£755.00		
Lost Pass replacement fee	per pass	Zero Rated	Full cost recovery	£18.50	£18.50	Cost to update website more than extra revenue received	
Disabled Children's Saturday Clubs							
Cost to other local authorities	per visit	Non Business	Full cost recovery	£103.00	£104.60		

Adult Social Services

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.19	CHARGE from 1.12.20	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Home Care Service & Community Support Services - charges from 1 December 2020						
Full cost recovery (means Tested) except where two carers required where only one will be charged (maximum charge to individual is the actual cost incurred by WBC)	Hour	Non Business		Full cost recovery	Full cost recovery	
Second carer		Non Business		Full cost recovery	Full cost recovery	
Older People - charges from 1 December 2020						
Residential Care:						
WBC Homes for Older People						
Full Standard charge - residents - Suffolk Lodge	Week	Non Business		Full cost recovery	Full cost recovery	
Full Cost to other local authorities - Suffolk Lodge	Week	Non Business		Full cost recovery	Full cost recovery	
Independent Sector Homes for the Elderly						
Maximum charge to resident is the actual cost incurred by WBC		Non Business		Full cost recovery	Full cost recovery	
Respite Care:						
Adults - charge to resident - WBC Homes						
WBC Home - Suffolk Lodge - Maximum charge subject to a financial assessment	Week	Non Business		Full cost recovery	Full cost recovery	
Adults - charge to resident - Independent Sector						
Maximum charge to resident is the actual cost incurred by WBC		Non Business		Full cost recovery	Full cost recovery	
ADULTS AND MENTAL HEALTH:						
Day Care Service:						
Where a meal is received, flat rate charge	Day	Non Business		Full cost recovery	Full cost recovery	
Two or more meals received, minimum charge	Day	Non Business		Full cost recovery	Full cost recovery	

Adult Social Services

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.19	CHARGE from 1.12.20	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Day Care:						
Full cost to other local authorities	Day	Non Business		Full cost recovery	Full cost recovery	
Self Funders:						
Care management for non-residential service – start of service		Non Business		£173.46	£176.50	
Care management for non-residential service – following years		Non Business		£99.66	£101.30	
Annual administration charge for non-residential services – start of service	Annual	Non Business		£117.64	£119.50	
Annual administration charge for non-residential services –following years	Annual	Non Business		£117.64	£119.50	
Deferred Payment Agreements (DPA)						
Setup charge excluding disbursements	Annual	Non Business		£845.50	£859.00	
Setup charge including disbursements	Annual	Non Business		£672.00	£682.80	
Annual Administration excluding disbursements	Annual	Non Business		£292.40	£297.10	
Annual Administration including disbursements	Annual	Non Business		£192.60	£195.70	
Adult Social Services - Deputyship and Appointee - charges from 1 December 2020						
Deputyship & Appointee WBC Fees/charges						
Management of client finances under Appointeeship where savings are over £3000	Annual	Exempt		£106.10	£107.80	changed from below to over £3,000 - error in wording
Additional services after death - e.g. locating executors, arranging funerals						
Estates Winding up fee - Level 1 (Deputy & Appointeeship)	One off	Exempt		£233.40	£237.10	
Estates Winding up fee - Level 2 (Deputy & Appointeeship)	One off	Exempt		£286.40	£291.00	
Estates Winding up fee - Level 3 (Deputy & Appointeeship)	One off	Exempt		£403.20	£409.70	
Additional services for clients with capacity e.g. arranging a will/funeral plan etc	One off	Exempt		£51.40	£52.20	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from	CHARGE from	Notes
				1.12.19	1.12.20	
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Concessionary Travel - charges from 1 December 2020						
Replacement of lost National Bus Pass		Zero Rated	Full Cost Plus	£6.50	£6.50	Charge frozen as cost of implementing price change will exceed benefits as we don't get large numbers of residents losing their passes
Building Control GF - charges from 1 December 2020						
Building Control Residual						
Demolition notice	Each	Non business	Cost recovery & contribution towards income generation	£250.00	£254.00	
Building Control Solutions						
Research, retrieval and copy charge per property for Building Regulation Decision Notice(s) and/or Completion Certificate(s) intended for commercial re-use.						
To professionals for commercial purposes or owners/buyers	per hour	Non business		£32.00	£32.50	
48 hour response	per hour	Non business		£64.00	£65.00	
Research and response to enquiry per property where no documentation is supplied	per hour	Non business		£32.00	£32.50	
First issue of Completion Certificates on archive applications		Standard		£87.00	£88.40	
Provide pre-application advice (first hour free of charge)	per hour	Standard		£87.00	£88.40	
Subsequent Building Regulation Charges may be reduced accordingly to reflect this advice.						
Research, Retrieval and examination of Building Regulation record						
To professionals for commercial purposes	per hour	Non business		£32.00	£32.50	
Letter confirming exemption		Non business		£42.00	£42.70	
Letter confirming enforcement action will not be taken		Non business		£42.00	£42.70	
Pre-application site inspections to discuss possible work e.g. view trial holes. Payment is required in advance		Standard		£87.00	£88.40	
Submission of a Demolition Application		Non business		£250.00	£254.00	
Retrieve archive file, undertake research, further inspection(s) and issue a completion certificate in respect of a project, following a period of three years since the last inspection of the work	per hour	Standard		£87.00	£88.40	
Scaffold licence	Each	Non business	Cost recovery & contribution towards income generation	£199.00	£202.20	
Scaffold licence extension	Each	Non business	Cost recovery & contribution towards income generation	£124.00	£126.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from	CHARGE from	Notes
				1.12.19	1.12.20	
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Building Regulations Application charges - Already in force since May 2020 due to separate approval						
Application Type:						
Applications: Plan charge						
< 5000m2	Per application	Standard		£200.00	£200.00	
> 5000m2 but < 10000m2	Per application	Standard		£200.00	£200.00	
> 10000m2 but < 20000m2	Per application	Standard		£220.00	£220.00	
> 20000m2 but < 30000m2	Per application	Standard		£270.00	£270.00	
> 30000m2 but < 40000m2	Per application	Standard		£20.00	£20.00	
> 40000m2 but < 50000m2	Per application	Standard		£379.00	£379.00	
Applications: Inspection charge						
< 5000m2	Per application	Standard		£107.00	£107.00	
> 5000m2 but < 10000m2	Per application	Standard		£204.00	£204.00	
> 10000m2 but < 20000m2	Per application	Standard		£340.00	£340.00	
> 20000m2 but < 30000m2	Per application	Standard		£402.00	£402.00	
> 30000m2 but < 40000m2	Per application	Standard		£469.00	£469.00	
> 40000m2 but < 50000m2	Per application	Standard		£602.00	£602.00	
Applications: Building notice						
< 5000m2	Per application	Standard		£337.00	£337.00	
> 5000m2 but < 10000m2	Per application	Standard		£444.00	£444.00	
> 10000m2 but < 20000m2	Per application	Standard		£616.00	£616.00	
> 20000m2 but < 30000m2	Per application	Standard		£739.00	£739.00	
> 30000m2 but < 40000m2	Per application	Standard		£868.00	£868.00	
> 40000m2 but < 50000m2	Per application	Standard		£1,069.00	£1,069.00	
Charges Relating to New Houses and Flats up to Three Storeys High and Not Exceeding 500m2						
Full Plans charge						
New-dwellings 1 unit	Per application	Standard		£420.00	£420.00	
New-dwellings 2 units	Per application	Standard		£520.00	£520.00	
>2 units contact BC solutions						
Full Plans Inspection charge						
New-dwellings 1 unit	Per application	Standard		£590.00	£590.00	
New-dwellings 2 units	Per application	Standard		£760.00	£760.00	
>2 units contact BC solutions						
Building notice charge						
New-dwellings 1 unit	Per application	Standard		£1,180.00	£1,180.00	
New-dwellings 2 units	Per application	Standard		£1,487.00	£1,487.00	
>2 units contact BC solutions						
Charges relating to work for electrical work not carried out by an electrician registered to self-certify under Part P of building regulations						
Building Notice charge for electrical works only	Per application	Standard		£439.00	£439.00	
Additional cost to a Building Notice or Full Plans application	Per application	Standard		£405.00	£405.00	
Charges relating to renovation of thermal element Fixed price for works not exceeding £2000.00 in value						
Building Notice charge	Per application	Standard		£150.00	£150.00	
Domestic work involving the installation of solar panels/wind turbines (where controlled by Building Regulations)						
Building Notice charge for electrical works only	Per application	Standard		£175.00	£175.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from	CHARGE from	Notes
				1.12.19	1.12.20	
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Planning - charges from 1 December 2020						
Application Fees						
Planning Application fee levels are set nationally and individual local planning authorities have no powers to vary them. The anticipated income is based on current fee levels.						
Pre-application Charges:						
Application Type:						
House Holder	Per application	Standard		£192.00	£192.00	The planning app fee is £206, if this charge increases there will be no point applying for pre-app advice
Non-householder ≤40 sq m floorspace £200	Per application	Standard			£200.00	New method of charging
Non-householder 41-100 sq m floorspace £500	Per application	Standard			£500.00	
Non-householder 101-200 sq m floorspace £1000	Per application	Standard			£1,000.00	
Non-householder 201-500 sq m floorspace £1200	Per application	Standard			£1,200.00	
Non-householder 501-1000 sq m floorspace £1500	Per application	Standard			£1,500.00	
Non-householder 1001– 2000 sq m floorspace £2000	Per application	Standard			£2,000.00	
Non-householder 2001–5000 sq m floorspace £2500	Per application	Standard			£2,500.00	
Non-householder ≥5000 sq m floorspace £10K	Per application	Standard			£10,000.00	
Non-householder where no new floorspace proposed based on site area						
≤ 1 Ha	per 0.1 Ha	Standard			£300.00	New charge
1.01 - 3 Has	Per application	Standard			£2,000.00	New charge
3.01 - 5 Has	Per application	Standard			£5,000.00	New charge
≥ 5.01 Has	Per application	Standard			£10,000.00	New charge
New-dwellings 1 to 9 units	Per Dwelling	Standard		£255.60	£300.00	New unit of charging
New-dwellings 10 to 50 units	Per Dwelling	Standard			£300.00	
Change to S106 agreement- minimum						
Change to S106 agreement- maximum	Per application	Non-business		£1,028.00	£1,500.00	
Change to S106 agreement- maximum						
	Per application	Non-business		£2,056.00	£2,500.00	
Copying Charges:						
Copying Decision Notice	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10	
Copying T.P.O.	per A4 sheet	Standard		£0.10	£0.10	
General Photocopying:						
A4 additional sheets	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10	
A3 additional sheets	per A4 sheet	Standard		£0.10	£0.10	
Plan Printing:						
Reprographics service charge - single charge levied per batch of plan printing		Standard	Statutory constraints / Guidance	£3.40	£3.50	
A2		Standard		£1.00	£1.00	
A1		Standard		£2.30	£2.30	
A0		Standard		£3.40	£3.50	
Ordnance Survey (1:1250 Scale extracts)						
Per set of O/S plans produced		Standard	Statutory constraints / Guidance	£29.70	£30.20	
Ordnance Survey (1:500 Scale extracts)						
Per set of O/S plans produced		Standard		£7.90	£8.00	
High Hedges Legislation						
		Non Business		£939.70	£954.70	
Copy of a Tree Preservation Order						
		Non Business		£0.10	£0.10	
Highways Design Guide - paper copy of document						
		Standard	Demand Driven	£116.50	£118.40	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from	CHARGE from	Notes
				1.12.19	1.12.20	
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Transportation - charges from 1 December 2020						
Park & Ride User		standard	Full cost recovery	£1.00	£1.00	
Winnersh Station Parking						
Train User		standard	Full cost recovery	£4.00	£4.00	
Day Parking		standard	Full cost recovery	£4.00	£4.00	
Countryside Services - charges from 1 December 2020						
Car Parking @ California Country Parks and Dinton Pastures						
Coach Parking per day		Standard	Full cost	£16.00	£17.60	Same charge
Charge per Visit - per hour	per hour	Standard		£1.50	£1.65	One flat fee all year
Charge per Visit - over 4 hours		Standard		£6.00	£6.60	One flat all day fee all year
Annual Season Ticket - 6 month		Standard		£80.00	£88.00	Increase on 6mth to encourage people to purchase a year long ticket
Annual Season Ticket - 12 month		Standard		£150.00	£165.00	
Annual Season Ticket - 6 month concessionary		Standard		£56.00	£61.50	Increase on 6mth to encourage people to purchase a year long ticket
Annual Season Ticket - 12 month concessionary		Standard		£112.00	£123.50	
Out of hours car park unlocking		Standard		£88.00	£88.00	
Mobility Scooter Joining Fee		Exempt		£20.00	£20.00	
Angling						
Fishing Syndicates						
White Swan Lake		Standard		£610.00	£671.00	
White Swan winter		Standard		£240.00	£264.00	
Black Swan Lake		Standard		£610.00	£671.00	group over subscribed
River Loddon		Standard		£140.00	£140.00	group undersubscribed
Longmoor Lake		Standard		£220.00	£242.00	
Gold Ticket		Standard	Full cost plus	£1,200.00	£1,320.00	group over subscribed
Twyford Reserve		Standard		£250.00	£300.00	group over subscribed
Guest ticket		Standard		£20.00	£30.00	tickets over subscribed
Day season tickets full		Standard		£75.00	£82.50	
Day season discount		Standard	Concession	£55.00	£60.50	
Waiting list deposit non refundable , taken off first year membership		Standard		£20.00	£20.00	
Day ticket per rod	per rod	Standard	Full cost plus	£5.00	£6.00	
CALIFORNIA COUNTRY PARK						
Paddling Pool		Exempt	Full cost	£2.50	£2.50	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from	CHARGE from	Notes
				1.12.19	1.12.20	
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Public Rights of Way						
Processing statutory Declarations	per item	Non Business	Cost	£575.10	£584.30	
Statutory Declarations - processing of subsequent declarations		Non Business	Cost	£55.00	£55.90	
Extinguishment and Diversion Orders of Public Rights of Way under Section 118 and 119 Highways Act 1980	per item	Non Business	Full cost plus	POA	POA	
Extinguishment and Diversion Orders of Public Rights of Way under Section 257 Town and Country Planning Act 1990		Non Business	Full cost plus	POA	POA	
Temporary Traffic Regulation Order		Non Business	Full cost plus	£2,555.60	£2,596.50	
Public rights of way information - Definitive Map extract	1st query	Standard	Demand Driven	£103.30	£105.00	
Enforcement action under Section 143 Highways Act 1980 and Schedule 1	Per item	Non Business	Full cost plus officer time	POA	POA	
Highways - charges from 1 December 2020						
Licence to Plant in the Highway		Non Business	Recovery of costs (Ref Highways Act S.142)	£336.30	£341.70	Legal costs not included and will be provided for each case individually
Planters Licence		Non Business	Recovery of costs (Ref Highways Act S.142)		£341.70	Legal costs not included and will be provided for each case individually
Street Light Column Relocation - Admin Charge. (Recovery officers time and works cost is additional to this)		Non Business		£53.80	£54.70	
Rechargeable works on the highway including accident damage - charges depend on actual value of the works and costs associated with reinstatement		Non Business	Full cost plus administrative, legal and insurance	Variable	Variable	
Technical Approval of Highways Structures						
Cat 0		Non Business		£896.30	£910.60	
Cat 1		Non Business	To recover service costs	£1,008.40	£1,024.50	
Cat 2		Non Business		£1,736.10	£1,763.90	
Cat 3		Non Business		Based on quote	Based on quote	
Street Naming & Numbering:						
Change of Property Name		Standard		£84.70	£86.00	All SN&N fees benchmarked against neighbouring LA's and analysed to ensure full cost recovery
To alter the address if plans altered by developer		Standard		£29.20	£30.00	
Research into archives (where not part of statutory function) Per hour set as minimum.		Standard	Recovery of administration costs	£29.20	£30.00	
To rename a street when requested by residents		Standard		£458.30	£466.00	
Confirmation of address to solicitors, agents etc		Standard		£29.20	£30.00	
New Developments:						
First Address		Non Business	Recovery of administration costs	£111.60	£113.00	
Additional addresses		Non Business		£46.70	£47.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from	CHARGE from	Notes
				1.12.19	1.12.20	
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
STREETWORKS - PERMIT SCHEME						
Provisional Advance Authorisation	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business	To recover service costs	£84.00	£84.00	Permit fees can only be raised via industry consultation following extensive reporting. Permit scheme must be self funding. If income doesn't cover permit function, fees can be raised, if profit is made, fees must be lowered (judged over a 3 year period). Any profit can only be reinvested into permit function, not wider Council operations. All as per 'Statutory guidance for highway authority permit schemes'.
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets	Non Business		£74.00	£74.00	
Major Activity over 10 days and all major works requiring a traffic regulation order	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business		£219.00	£219.00	
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets	Non Business		£143.00	£143.00	
Permit Variation	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business		£45.00	£45.00	
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets	Non Business		£35.00	£35.00	
Major Activity (4-10 days)	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business		£127.00	£127.00	
Major Activity (up to 3 days)		Non Business		£63.00	£63.00	
Standard Activity		Non Business		£127.00	£127.00	
Minor Activity		Non Business		£63.00	£63.00	
Minor Activity (carried out wholly outside traffic sensitive times)		Non Business		£51.00	£51.00	
Immediate Activity		Non Business		£54.00	£54.00	
Immediate Activity (carried out wholly outside traffic sensitive times)		Non Business		£44.00	£44.00	
STREETWORKS - LICENSES						
NRSWA - Streetworks Licence up to 20m (over 20m to be pro-rated to max £)	Minimum	Non Business	To recover service costs	£470.80	£478.30	Combined under Streetworks responsibility
NRSWA - Streetworks Licence up to 20m (over 20m to be pro-rated to max £)	Maximum	Non Business		£2,349.00	£2,386.60	
Skip Licence (max 2 weeks, additional fee per week)		Non Business	Recovery of costs (Ref Highways Act S.139)	£46.00	£46.70	
Skip Licence (max 2 weeks, additional fee per week)	Additional fee per week	Non Business	Recovery of costs (Ref Highways Act S.139)	£35.90	£36.50	
STREETWORKS - TRAFFIC ORDERS						
Temporary Order		Non Business	Full cost plus	£2,555.60	£2,596.50	
Temporary Notice	1	Non Business	Full cost plus	£395.80	£402.10	
Special Events	1	Non Business	Subsidised	£1,274.70	£1,295.10	
Street Parties (on Non through roads)	1	Non Business	Subsidised	£99.20	£100.80	
Street Parties - Provision of traffic signs (on Non through roads)	1	Non Business	Full cost recovery	POA	POA	
		Non Business				

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from	CHARGE from	Notes
				1.12.19	1.12.20	
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
TRAFFIC MANAGEMENT:						
Tourist Signing - formal application	1	Non Business	Full cost recovery	£180.20	£183.10	
Tourist Signs - actual cost + admin	1	Non Business	Full cost recovery	£264.40	£268.60	
Supervision of erection of signs	1	Non Business	Full cost recovery	£120.90	£122.80	
Daily Traffic Signal Switch off / on requests - initial instruction: Relates to third party request to switch off existing traffic signal installations to facilitate local roadworks (either Stats Company or Developer)	1	Non Business	Full cost plus	£498.40	£508.00	
Traffic Signal Switch off / on requests - follow up cost per site visit as part of original request above	1	Non Business	Full cost plus	£212.10	£216.00	
Access Protection Markings - per 4.5m length (pro-rata thereafter)	1	Non Business	Full cost plus	£143.40	£146.00	
Temporary Developer Signs - Application 1-5 Signs	1	Non Business	Full cost recovery	£180.20	£183.80	
Temporary Developer Signs - Application 6+ Signs	1	Non Business	Full cost recovery		£450.00	New charge to come in 01.04.21
Accident data requests:	1 - 20	Standard	Full cost recovery	£176.90	£179.70	
	21 - 40	Standard	Full cost recovery	£222.00	£225.60	
	41 - 60	Standard	Full cost recovery	£266.50	£270.80	
	61 - 80	Standard	Full cost recovery	£311.10	£316.10	
Accident data requests (81 or more units)		Standard	Full cost recovery	POA	POA	
Permanent Traffic Regulation Orders		Standard	Full cost recovery	POA	POA	
Traffic data request-Automated Traffic Counter Site / Junction Count Data	1	Non Business	Full cost plus	£162.60	£165.20	
Diversion signing schedule sensitive streets	1	Non Business	Full cost plus	£564.90	£573.90	
Diversion signing schedule non-sensitive streets	1	Non Business	Full cost plus	£446.30	£453.40	
Cycle Helmets (Schools)	1	Standard	Full cost recovery	£10.00	£10.00	We receive some grant funding and we are running a campaign to encourage more people to wear helmets. We want to make sure helmets are as affordable as possible to our residents, so we sell them at cost.
Cycle Helmets (Rural Schools)	1	Standard	Full cost recovery	£5.00	£5.00	
Cycling Level 1/2 Training (3 day session)	1	Standard	Full cost recovery	£25.00	£26.00	
Cycling Level 3 Training (1 day session)	1	Standard	Full cost recovery	£10.00	£11.00	
Bikeability Learn to Ride or Adult Cycle Training (per person)	1	Standard	Full cost recovery	£5.00	£6.00	
HIGHWAYS INFORMATION & TRAFFIC SCHEME INFORMATION:						
Highways information - ordnance survey extract	1st query	Standard	Demand Driven	£103.30	£105.00	
Each additional query	1	Standard	Demand Driven	£27.40	£27.80	
Traffic Scheme Information		Standard	Demand Driven	£102.20	£103.80	
Access to Wokingham Transportation Model (by negotiation @ Commercial rates)				POA	POA	
Travel Planning / My Journey						
Developer contribution to My Journey (per dwelling)	1		Full cost	£450.00	£520.00	Not previously included on list. Charge not increased for several years, will new index link
Travel Plan monitoring fee (Residential and Workplace)	1		Full cost	POA	POA	Already apply a charge for monitoring of developers Travel Plans agreed as per planning application/permission

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from	CHARGE from	Notes	
				1.12.19	1.12.20		
				Incl VAT (if applic)	Incl VAT (if applic)		
				£	£		
HIGHWAY DEVELOPMENT							
Combined S38/S278 works agreement - 10% of works value & a deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services	1	Non Business	Demand Driven	POA	POA		
		Non Business					
		Non Business					
S38 adoption of highways - 10% of works value. A deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services	1	Non Business			POA	POA	
		Non Business					
		Non Business					
S278 works to existing highways - 10% of works value. Deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services	1	Non Business			POA	POA	
		Non Business					
S38 adoption of highways where S38 agreement is completed prior to commencement of works onsite - 8% of works value. A deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services		Non Business			POA	POA	
		Non Business					
If works associated with a S38 Agreement have not been completed within 2 years from the works start date, then an additional fee of 4.25% of the cost of the works value will be levied to cover the ongoing inspection and administration.		Non Business			POA	POA	
		Non Business					
Minor works agreement - works to existing highways.	1	Non Business			£3,186.80	£3,237.80	
Fee for works starting on development site in advance of a S38 agreement being completed		Non Business			£10,000.00	£10,160.00	
Fee per additional S38/S278 technical review of drawings following review of developer's initial two S38/S278 technical submissions		Non Business			£200.00	£203.20	
Fee per site visit should WBC engineers visit the site to carry out inspections and are not able to do so through no fault of their own		Non Business		£100.00	£101.60		
Fee for separate specialist approval of new traffic signals junction		Non Business			POA	New	
COMMUTED SUMS (payable prior to issue final certificate):							
Highway Structures (per structure)	1	Non Business		POA	POA		
Structural & Non Structural Retaining Walls	1	Non Business		POA	POA		
Structural or Non Structural Noise Reducing Fences	1	Non Business		POA	POA		
Vehicle Road Restraint Systems	1	Non Business		POA	POA		
Soakaways (per soakaway)	1	Non Business		£4,506.20	POA	changed to POA- Full review of Commuted sums ongoing	
Catchpit (per Catchpit) (30 years)		Non Business		£4,506.20	POA	changed to POA	
Road Gully (per Gully)	1	Non Business		£549.60	POA	changed to POA	
Petrol Interceptors (per interceptor) (30 years)	1	Non Business		£5,914.20	POA	changed to POA	
Linear Drainage Systems, Carrier Drains, Headwalls & Storm Water Grills	1	Non Business		POA	POA		
Balancing Pond (per item)	1	Non Business		POA	POA		
Carriageway (per m2)	m2	Non Business		£164.90	POA	changed to POA	
Anti Skid (per m2)	m2	Non Business		POA	POA		
Footway (per m2)	m2	Non Business	Demand Driven	£55.00	POA	changed to POA	
Verge (per m2)	m2	Non Business		£55.00	POA	changed to POA	
Landscaped area within or adjacent highways (per m2)	m2	Non Business		£28.60	POA	changed to POA	
Trees within or adjacent highways (per tree)	1	Non Business		£219.80	POA	changed to POA	
Traffic Signal Junction	1	Non Business		POA	POA		
Pedestrian Crossing (Pelican/Toucan)	1	Non Business		POA	POA		
Zebra Crossing	1	Non Business		POA	POA		
Street Lighting	1	Non Business		£824.40	POA	changed to POA	
Illuminated Road Signs/Traffic Bollards	1	Non Business		£549.60	POA	POA because cost now related to availability of power supply and traffic management costs which varies from scheme to scheme	
Non Illuminated Traffic Bollards	1	Non Business		£274.80	POA		
Traffic Calming (per item)	1	Non Business		POA	POA		
Bus Shelters with Real Time Information	1	Non Business		POA	POA		

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from	CHARGE from	Notes
				1.12.19	1.12.20	
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
DOMESTIC VEHICULAR CROSSOVERS (formerly Footway Crossings):						
Application fee (includes highway site safety assessment)		Non Business	Recovery of Administration costs (recovery of works cost is additional to this)	£176.00	£179.50	
Site supervision hourly fee where works undertaken by Term Contractor		Non Business		£52.80	£53.80	
Site supervision hourly fee where works undertaken by Other Contractor		Non Business		£120.90	£123.30	
Domestic Vehicular Crossing - Standard Width		Non Business	Full Cost Recovery	POA	POA	
Charge per crossing where carried out by residents to an approved specification under council supervision		Non Business	Recovery of Administration costs	POA	POA	
Charge for licensing tables and chairs on public highway		Non Business	Demand Driven	£555.00	£563.90	
CIVIL PARKING ENFORCEMENT						
Weekly Parking Suspensions & Dispensations	per 4.8m bay/vehicle or part thereof	Non Business	Recovery of Administration costs	£15.40	£46.70	Charge adjusted to reflect same costs as Skip Licence above
Waste - charges from 1 December 2020						
Green Waste 240L Wheelie Bin	Per annum	Non Business	Full cost	£60.00	£65.00	
Green Waste 75L Compostable Sacks	Each		Full cost	£1.00	£1.10	
Provision of extra residual waste bags in rolls of 10	Per roll		Full cost	£4.00	£4.40	
Collection of up to 5 bulky household items including a fridges / freezers			Full cost	£56.00	£56.00	Kept frozen as large increase last year
EPA 1990, s45(1)(b) - Commercial Waste Collection		Contractor deals direct with Business				
EPA 1990, s45(1)(b) - Chargeable Household Waste Collection (excludes cost of disposal)		Contractor deals direct with Charity				

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from	CHARGE from	Notes
				1.12.19	1.12.20	
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Activity Centre - charges from 1 December 2020						
Members receive 10% discount on • Activities for Adults • Activities for Juniors • Junior and Family Clubs • Personal Tuition • Pay & Play						
Annual Boat Storage Fees - MEMBERS only						
Kayak, Canoe, Board Storage and Parking	per boat	Standard	Full cost plus	£31.00	£40.00	Increase in storage due to land costs
Small Boat Storage and Parking		Standard		£73.00	£94.00	Increase in storage due to land costs
Large Boat Storage and Parking		Standard		£124.00	£160.00	Increase in storage due to land costs
Lake Access Fees:						
Annual Lake Access Pass Adult	pp	Standard	Full cost plus	£64.00	£85.00	2.4 million on new facilities for members - DAC build project. Day Lake Access Passes are £10 per day, so an adult annual pass equates to roughly 12 day tickets, which is once a month or twice a week for 6 months of the year. Family ticket needs to be at least the cost of two adults, as it if for two adults and two concessions.
Annual Lake Access Pass Concession	pp	Standard		£35.00	£45.00	
Annual Lake Access Pass Family (two adults, two juniors)	4 people	Standard		£92.00	£120.00	
Day Lake Access Pass	per boat, per day	Standard		£10.00	£10.00	
Afternoon Lake Access Pass	per boat 1pm-5pm	Standard		£6.00	£6.00	
Event / Course						
Activities for Adults :						
Adult Sailing Course (2 days or equivalent)	pp	Exempt	Full cost plus	£200.00	£200.00	Keep price the same - courses did not fill
Adult Powerboat Course (2 days or equivalent)		Exempt		£275.00	£275.00	
Adult Paddlesports 1/2 Day Course (or equivalent)		Exempt		£50.00	£50.00	
Adult Paddlesports 1 Day Course (or equivalent)		Exempt		£100.00	£100.00	
Instructor Training:						
RYA Assistant Instructor / Paddlesports Leader Course	pp	Exempt	Full cost plus	£130.00	£130.00	
RYA Dinghy Instructor Pre-Assessment		Exempt		£98.00	£100.00	
RYA Dinghy Instructor Course		Exempt		£350.00	£355.00	
BCU FSRT		Exempt		£100.00	£100.00	
BCAB Paddle Sports Instructor Award		Exempt		£200.00	£200.00	
Archery Instructor Award		Exempt		£250.00	£300.00	
8hr First Aid		Exempt		£103.00	£105.00	
16hr First Aid		Exempt		£206.00	£210.00	
Activities for Juniors (8yrs +):						
Junior / Teen Sailing Course (5 days or equivalent)	pp	Exempt	Full cost plus	£260.00	£290.00	
Multi Activity Days Ages 8+ (1 day or equivalent)		Exempt		£42.00	£45.00	
Multi Activity Days Ages 6+ (1 day or equivalent)		Exempt		£50.00	£50.00	
10% Discount for booking a full week of Multi Activity Days						
10% Sibling Discount for multiple bookings in the same transaction						
10% Discount for October Half Term						
Only one discount applies						
Activity Clubs:						
Activity Clubs Per Session	pp	Exempt	Full cost plus	£20.00	£20.00	Keep the same. We increased significantly last year but did not get chance to test this increase due to COVID
Activity Clubs Per Six Session Booking		Exempt		£90.00	£90.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from	CHARGE from	Notes		
				1.12.19	1.12.20			
				Incl VAT (if applic)	Incl VAT (if applic)			
				£	£			
Days Out:								
Promotional Events	pp	Exempt	Full cost plus	£3.00	£3.00			
Themed Events	per Adult	Exempt		£8.00	£8.00			
Themed Events	per Junior	Exempt		£6.00	£6.00			
Nature Events	pp	Exempt		£11.00	£11.00			
Guided Night Paddles	per Adult	Exempt		£20.00	£20.00			
Guided Night Paddles	per Junior	Exempt		£15.00	£15.00			
Themed Guided Night Paddles	per Adult	Exempt		£21.00	£30.00			
Themed Guided Night Paddles	per Junior	Exempt		£16.00	£25.00			
Cinema Ticket Adult - Dinton		Standard		£13.95	£14.50			
Cinema Ticket Concession - Dinton		Standard		£8.95	£9.50			
* 10% block booking discount (4+ cinema tickets or two tickets for 2+ films)								
Dinton Show / Christmas Fair - Adult Standard	16+	Standard			£8.00	New		
Dinton Show / Christmas Fair - Adult All Inclusive Ticket	16+	Standard			£11.00	New		
Dinton Show / Christmas Fair - Child Standard	7+	Standard			£6.00	New		
Dinton Show / Christmas Fair - Child All Inclusive Ticket	7+	Standard			£9.00	New		
Dinton Show / Christmas Fair - Under 6		Standard			£1.00	New		
*On the door tickets are +£2								
Personal Tuition:								
1:1 Tuition	pp 2hrs	Exempt	Full cost plus	£70.00	£75.00			
2:1 Tuition	2ppl 2hrs	Exempt		£55.00	£55.00	Having two people costs us nothing extra		
Small Group Tuition (up to 6:1)	pp 2hrs	Exempt		£50.00	£50.00			
Taster Sessions:								
Taster Sessions: 10% discount for multiple bookings	1 hr30 session	Exempt	Full cost plus	£25.00	£30.00	High uptake, can increase		
School and Youth Group Activities:								
Evening Activity (min group size 20)	pp 1hr30	Exempt	Full cost plus	£18.00	£18.00	We significantly increased last year and want to encourage schools back post covid		
Half Day Activity (min group size 20, max 2 activities)	pp 3hrs	Exempt		£22.00	£22.00			
Full Day Activity (min group size 20, max 3 activities)	pp 5hrs (day)	Exempt		£33.00	£33.00			
Regular Sessions (min group size 12)	pp 2hrs	Exempt		£16.00	£16.00			
Small Group Regular Sessions (min group size 6, max 8)	pp 2hrs	Standard		£32.00	£32.00			
* 15% Discount Nov-March on the above								
Facility Use Season Ticket (max group size 20)	per WBC Term	Exempt		£258.00	£262.10			
Environmental Education One Activity - Self Led	pp for up to 3 hours	Exempt		£4.00	£4.10			
Environmental Education Two Activities - Self	pp up to 5 hours	Exempt		£8.00	£8.10			
Environmental Education Ranger to lead package	per Ranger /per hour	Exempt		£30.00	£30.50			
Adult Group Activities:								
Half Day Activity (min group size 10, max 2 activities)	pp 3hrs	Exempt	Full cost plus	£27.50	£28.00	Conservation task activities were a new concept due to COVID-19 this product has not been tested. Proposed to keep the same as last year.		
Full Day Activity (min group size 10, max 3 activities)	pp 5hrs	Exempt		£41.25	£42.00			
* 15% Discount Nov-March on the above								
Corporate Conservation Task	pp up to 3hrs	Exempt		£3.00	£3.00			
Corporate Conservation Task	pp over 3hrs	Exempt	£5.00	£5.00				
Ranger to lead Conservation Task	per ranger per day	Exempt	£32.00	£32.00				
Exclusive Conservation Activity (includes parking, refreshments and range	pp up to 5hrs	Exempt	£18.00	£18.00				

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from	CHARGE from	Notes
				1.12.19	1.12.20	
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Junior Group Activities / Childrens Parties:						
Evening Activity (for a group of 8 under 8's and 10 for over)	per 8 or 10 for 1hr30	Exempt	Full cost plus	£240.00	£240.00	
Half Day Activity (for a group of 8 under 8's and 10 for over)	per 8 or 10 for 3hrs	Exempt		£280.00	£280.00	
Full Day Activity (for a group of 8 under 8's and 10 for over)	per 8 or 10 for 5hrs	Exempt		£420.00	£420.00	
Supplementary Fee for Zip Wire	for 1.5hrs	Exempt		£60.00	£60.00	
Junior Rangers Party. Includes ranger and garden	up to 20 for 2hrs	Exempt		£210.00	£210.00	
Rock Climbing Wall Private Hire:						
wall + 2 ins + equip + delivery + PL	per day	Standard	Full cost plus	£540.00	£548.00	
wall + 2 ins + equip + delivery + PL	half day / evening	Exempt		£740.00	£752.00	
Delivery Charge outside of 10 mile radius	day	Exempt		£3.60	£3.70	
Room Hire: DAC and Loddon Emmbrook rooms						
						Re-worked for the new building
Activity Hall						
Commercial Rate Half Day / Evening	per 3 hours	Exempt	Full cost plus	£72.00	£89.00	
Commercial Rate Full Day	per 7 hours	Exempt		£167.00	£206.00	
Commercial Rate per hour	per hour	Exempt		£26.00	£32.00	
Youth/Education/WBC Rate per hour	per hour	Exempt		£22.00	£26.00	
Commercial Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		£22.00	£26.00	
Youth Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt	£19.00	£22.50		
Classroom						
Commercial Rate Half Day / Evening	per 3 hours	Exempt	Full cost plus		£42.20	New £2.4 million building with three rooms to hire, Activity Hall (now larger than the previous hall), classroom and meeting room. Price worked out by dividing the existing price down per m2 then multiplying it up by the new footprint areas per room then adding 15% due to new improved facilities. These fees are still a lot lower than commercial hires of local facilities for conferencing, view to increase again in 2021.
Commercial Rate Full Day	per 7 hours	Exempt			£98.00	
Commercial Rate per hour	per hour	Exempt			£15.20	
Youth/Education/WBC Rate per hour	per hour	Exempt			£12.40	
Commercial Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt			£12.40	
Youth Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		£10.70		
Meeting Room						
Commercial Rate Half Day / Evening	per 3 hours	Exempt	Full cost plus		£15.75	
Commercial Rate Full Day	per 7 hours	Exempt			£36.00	
Commercial Rate per hour	per hour	Exempt			£5.60	
Youth/Education/WBC Rate per hour	per hour	Exempt			£4.60	
Commercial Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt			£4.60	
Youth Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		£4.00		
Late lock up fee for Hall / Room Hire (after 6pm)	one off charge	Standard		£60.00	£61.00	
10% discount for hiring all three rooms						

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from	CHARGE from	Notes
				1.12.19	1.12.20	
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Book & Play:						
Single Handed Dinghy	1 hour	Standard	Full cost plus	£20.00	£20.00	Pay & Play Boat Hire is now bookable by boat not per head. It was £7pp. It's now £8, £16 or £25 per boat, depending upon what boat you hire. For pedalos and kayaks there was a number of complaints that a family of 4 cost £28 where as two people would only cost £14. So changed to £16 per boat per half hour which is similar to other watersports places.
Sporty Single Handed Dinghy	1 hour	Standard		£25.00	£25.00	
Double Handed Dinghy	1 hour	Standard		£30.00	£30.00	
SUP / Kayak Hire (one person)	pp per half hour	Standard		£7.00	£8.00	
Canoe / Double Kayak Hire (two to three people)	per boat per half hour	Standard		£7.00	£16.00	
Pedalo Hire (max 5 people)	per boat per half hour	Standard		£7.00	£16.00	
Disc Hire (driver and midrange disc set)	pp per day	Standard		£6.00	£6.00	
Lost Disc Fee	per disc	Standard		£10.00	£10.00	
Staff Resources:						
Senior Instructor	per hour	Exempt	Full cost plus	£45.00	£45.70	
Lead Instructor	per hour	Exempt		£30.00	£30.50	
Instructor	per hour	Exempt		£25.00	£25.40	
Activity Equipment Hire:						
PPE (harness, helmet, wetsuit, life jackets)	per day	Standard	Full cost plus	£4.00	£4.00	
Land Hire						
Commercial up to 5 acre	per day	Standard	Full cost plus	£216.00	£219.50	
Commercial up to 20 acre	per day	Standard		£539.50	£548.10	
Commercial up to 40 acre or use of lakeside trails	per day	Standard		£1,079.00	£1,096.30	
Non- Commercial up to 5 acre	per day	Standard		£165.00	£167.60	
Non- Commercial up to 20 acre	per day	Standard		£432.00	£438.90	
Non- Commercial up to 40 acre	per day	Standard		£864.00	£877.80	
WBC, Charity, Sch, Youth up to 5 acre	per day	Standard		£134.00	£136.10	
WBC, Charity, Sch, Youth up to 20 acre	per day	Standard		£345.50	£351.00	
WBC, Charity, Sch, Youth up to 40 acre	per day	Standard		£691.00	£702.10	
Use of park land for filming	per day	Standard		£650.00	£660.40	
Charge for removing bin liner bag of event litter		Standard		£3.00	£3.00	
Charge for removing 1100L bin of event litter		Standard		£20.00	£20.30	
Charge for provision of water for event		Standard		£78.00	£79.20	
Charge for water use for event		Standard		£20.00	£20.30	
Additional grass cutting required for event		Standard		£85.00	£86.40	
All of the above 20% discount for low season Oct-end Mar						
Camping Pitch, Grass no electric per 2 man tent	per day	Standard		£10.00	£10.20	
All Land hire is at Budget Manager discretion to amend to meet commercial aspirations						

Communities, Insight & Change Service

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.19 or 1.4.20	CHARGE from 1.12.20 or 1.4.21	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Cemeteries / Burial & Cremation - charges from 1 April 2021						
Interment fees:						
Under 1 month		Non Business	Not applicable	FREE	FREE	
Under 1 month out of Borough		Non Business		£110.00	£112.00	
1 month - 12 years		Non Business		FREE	FREE	
1 month - 12 years out of Borough		Non Business		£220.00	£224.00	
Over 12 years*		Non Business	To cover maintenance cost	£600.00	£610.00	
Cremated remains*		Non Business		£200.00	£203.00	
Columbaria - ashes interment for 10 years only*		Non Business		£900.00	£914.00	
Columbaria fee for additional ashes into the same slot (2nd and final interment only)*		Non Business	To provide an additional service	£160.00	£163.00	
Renewal fee for the above (at end of 10 year period) per year		Non Business		£47.00	£48.00	
Exclusive Rights of Burial:						
Burial		Non Business	To cover maintenance cost	£1,340.00	£1,361.00	
Cremated Remains*		Non Business		£446.00	£453.00	
Scattering of Cremated Remains on WBC land		Non Business	To cover maintenance and administration cost	£72.60	£74.00	
Scattering of Cremated Remains within prescribed Cemetery scattering areas		Non Business		£80.00	£81.00	
Memorial Benches						
Memorial Bench (provided by WBC) with plaque 5-10 year lease (outside Cemeteries)		Standard		POA	POA	
Renewal of lease for a further 5 years		Standard		£448.40	£456.00	
Installation of memorial bench on grass (without plaque/outside Cemeteries)		Standard		£274.80	£279.00	
Memorial Trees						
Memorial Tree for period of 10 years, includes supply, plant and plaque		Standard	To cover maintenance and administration cost	£1,055.10	£1,072.00	
Renewal of lease for a further 10 years		Standard		£448.40	£456.00	
Replacement/additional plaque		Standard		POA	POA	
Right to erect Memorials						
For the right to erect any headstone or monument on a burial grave space		Standard		£250.00	£254.00	
For the right to erect a temporary marker on a grave		Standard		£25.00	£25.00	
Memorial Mushroom						
Memorial Mushroom or similar for period of 10 years (with 3 disks for inscription)		Standard	To cover maintenance and administration cost	£456.10	£463.00	
Renewal of lease for further 10 years		Standard		£246.20	£250.00	
Other						
Additional Inscription or works (on headstone)		Standard		£80.00	£81.00	
Cremation Tablet		Standard		£130.00	£132.00	
Transfer of exclusive Right of Burial (not done at time of interment)		Standard		£40.00	£41.00	
Family History Search of Burial Records		Standard	Full Cost	£13.00	£13.00	
*Non residents are charged triple fees for the purchase of a plot and for the first interment and scattering						

Communities, Insight & Change Service

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.19 or 1.4.20	CHARGE from 1.12.20 or 1.4.21	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Acorn Centre - charges from 1 December 2020						
Hall (until 10pm)	1 hour	Exempt	Fees & Charges need to be flexible to respond to the demand of market forces	£24.20	£24.60	
Hall (until 10pm) concessionary rate		Exempt		£22.00	£22.40	
Hall (10pm-12am)		Exempt		£43.90	£44.60	
Meeting Room1 or Meeting Room 2		Exempt		£9.90	£10.10	
Meeting Room1 or Meeting Room 2 concessionary rate		Exempt		£8.80	£9.00	
Meeting Rooms 1 & 2 combined		Exempt		£17.60	£17.90	
Meeting Rooms 1 & 2 combined concessionary rate		Exempt		£16.40	£16.70	
Meeting Room 3		Exempt		£12.10	£12.30	
Meeting Room 3 concessionary rate		Exempt		£11.00	£11.20	
Art Room		Exempt		£12.10	£12.30	
Art Room concessionary rate		Exempt		£11.00	£11.20	
Sensory Room		Exempt		£17.60	£18.00	
Sensory Room concessionary rate	Exempt	£16.40	£16.70			


Communities, Insight & Change Service

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.19 or 1.4.20	CHARGE from 1.12.20 or 1.4.21	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Libraries - charges from 1 December 2020						
OVERDUE CHARGES:						
Adult books, CD's / Cassettes (No overdue charges for people with visual impairment)	per item per day min	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£0.30	£0.31	Benchmarked against ex-berks authorities & neighbouring authorities; average charge £0.28
Adult books, CD's / Cassettes (No overdue charges for people with visual impairment)	maximum charge	Non Business		£12.30	£12.51	
Children's Books	per item per day min	Non Business		£0.05	£0.07	Benchmarked against ex-berks authorities & neighbouring authorities - charges range from zero to 20p, average charge is 9p; charge kept lower to avoid discouraging children from using the library
Children's Books	maximum charge	Non Business		£3.35	£3.47	
DVD	per item per day min	Non Business		£1.65	£1.70	Benchmarked against ex-berks authorities & neighbouring authorities; average charge £0.98
DVD	maximum charge	Non Business		£23.10	£23.80	Maximum charge adjusted to be divisible by the daily rate
AUDIO VISUAL LOAN CHARGES :						
Cassettes [1-2 tape sets] :	per set per 3 weeks	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£1.40	£1.40	
Concessionary Groups		Non Business		£0.70	£0.70	
Cassettes [3-6 tape sets] :		Non Business		£1.70	£1.70	
Concessionary Groups		Non Business		£0.70	£0.70	
Cassettes [7 or more tapes] :		Non Business		£2.45	£2.50	
Concessionary Groups		Non Business		£1.40	£1.40	
Compact discs [1 disc in the item]		Non Business		£2.45	£2.50	
Concessionary Groups		Non Business		£1.40	£1.40	
Compact discs [7 disc in the item]		Non Business		£4.10	£4.20	
Children's compact discs		Non Business		£1.30	£1.30	
Children's cassettes		Non Business		£0.77	£0.80	
Mixed Media packs [i.e. 3 or more formats in the item] :		Non Business		£2.45	£2.50	
AUDIO-VISUAL LOAN CHARGES:						
DVD	per week min	Non Business	Tiered pricing system based on title popularity	£2.30	£2.35	Benchmarked against ex-berks authorities & neighbouring authorities; average charge £1.52; Highest charge £2.50
DVD	per week max	Non Business	Tiered pricing system based on title popularity	£4.05	£4.15	Benchmarked against ex-berks authorities & neighbouring authorities; average charge £2.58; Highest charge £3.40

Communities, Insight & Change Service

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.19 or 1.4.20	CHARGE from 1.12.20 or 1.4.21	Notes	
				Incl VAT (if applic)	Incl VAT (if applic)		
				£	£		
RESERVATIONS:							
Any item within Borough stock (excluding children's)	per item	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£0.65	£0.70	Benchmarked against ex-berks authorities & neighbouring authorities: average charge	
Any item not currently in Borough stock	per item	Non Business		£3.60	£7.00		Benchmarked against ex-berks authorities & neighbouring authorities: average is
Photocopies from British Library	per item	Non Business		£3.60	£3.70		+ British Library Charge
Bookclub Reservations	per annum	Non Business		£33.00	£33.60	No benchmarking available	
Forget-Me-Not Service	per annum	Non Business		£31.30	£32.00	No benchmarking available	
LOST AND DAMAGED ITEMS:							
BOOKS:							
Books on loan from British Library British Library charge	per volume	Non Business	Full cost recovery	£8.25	£8.40	+ British Library Charge	
Lost items available for re-purchase from Library stock supplies	per item	Non Business		Replacement charge for the same, or comparable title + £2.25 admin fee	Replacement charge + £2.25 admin fee		
LOST TICKETS:							
 Reading Tickets (No charge for first replacement issued)	per ticket	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£2.30	£2.40	Benchmarking - average £2.50 per ticket	
PHOTOCOPYING:							
Black & White: A4	per sheet A4	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£0.20	£0.25	Implementation required to reprogramme coinboxes via IMT, this may incur a charge	
A3	per sheet A3	Standard		£0.40	£0.45		
FAXES:							
Sending in UK	1st sheet	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£1.60	£1.65	No benchmarking available via other authorities	
	Each additional	Standard		£0.70	£0.75		
Outside UK	1st sheet	Standard		£5.20	£5.30		
	Each additional	Standard		£3.30	£3.40		
WITHDRAWN STOCK:							
All withdrawn stock	per item	Standard/Zero Rated dependent on stock type	Fees & Charges need to be flexible to respond to the demand of market forces	£0.67 - £10.00	£0.70 - £10.30	No benchmarking available via other authorities	

Communities, Insight & Change Service

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.19 or 1.4.20	CHARGE from 1.12.20 or 1.4.21	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
PRINTING FROM ELECTRONIC INFORMATION SOURCES:						
Black & White / Colour	per sheet	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£0.30	£0.32	
EVENTS (WHERE CHARGED):						
Adult Events	per event min	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£2.65	£2.75	
Adult Events	per event max	Standard		£14.55	£15.00	
Children's Events	per event	Standard		£1.30	£1.35	
Woodley Library Room Booking (non community & commercial)		Standard		£8.25	£8.50	
Wokingham Library Room Booking (non community & commercial)	maximum per hour	Standard		£18.25	£18.60	
Local Land Charges - charges from 1 December 2020						All Land Charges fees benchmarked against neighbouring LA's and analysed to ensure full cost recovery
Part 1 enquiry		Standard	Service costs are fully covered	£106.70	£108.00	
Certificate of search for Part 1 enquiry		Exempt		£35.20	£36.00	
Each optional question on part two of the enquiry form		Standard		£23.50	£24.00	
Each additional question not covered by parts one and two		Standard		£37.90	£38.00	
Local Land Charges: Commercial / Land - charges from 1 December 2020						
Part 1 enquiry		Standard	Service costs are fully covered	£137.80	£140.00	
Certificate of search for Part 1 enquiry		Exempt		£54.20	£55.00	
Each optional question on part two of the enquiry form		Standard		£23.50	£24.00	
Each additional question not covered by parts one and two		Standard		£37.90	£39.00	
Expedited Search Fee		Standard		£50.00	£51.00	

Communities, Insight & Change Service

DISCRETIONARY FEES AND CHARGES 2020/21 - 2021/22

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from	CHARGE from 1.12.20	Notes
				1.12.19 or 1.4.20	or 1.4.21	
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Registration of Births, Marriages and Deaths - charges from 1 December 2020						All Registrars fees benchmarked against South East LA's and analysed to ensure full cost recovery
Licence Fees for Approved Premises:						
Initial and Renewal of licences for Approved Premises (valid for 3 years)		Non Business		£2,062.00	£2,095.00	
Licence Fees for Civil Partnerships in Religious Buildings		Non Business		£903.00	£917.00	
Licence Amendment Fee		Non Business		£150.00	£152.00	
Marriage Fees / Civil Partnership Fees:						
Attendance of Superintendent Registrar and Registrar at a marriage or Civil Partnership at approved premise						
Monday - Thursday	per ceremony	Non Business	To cover costs benchmarked against other LA's	£448.00	£455.00	
Late Weddings 6-8pm		Non Business		£530.00	£538.00	
Friday - Saturday		Non Business		£516.00	£524.00	
Late Weddings 6-8pm		Non Business		£598.00	£608.00	
Sunday and Bank Holidays		Non Business		£587.00	£596.00	
Late Weddings 6-8pm		Non Business		£755.00	£767.00	
Ceremony Room						
Monday to Thursday	per ceremony	Non Business	To cover costs benchmarked against other LA's	£162.00	£165.00	
Late Weddings 4.30-8pm		Non Business		£289.00	£294.00	
Friday		Non Business		£283.00	£288.00	
Saturday or Sunday		Non Business		£324.00	£329.00	
Bank Holidays		Non Business		£457.00	£464.00	
Naming / Renewal of Vows:						
Naming / Renewal of Vows in Ceremony Room:						
Monday to Thursday	per ceremony	Standard	To cover costs benchmarked against other LA's	£153.00	£155.00	
Friday or Saturday		Standard		£314.00	£319.00	
Sunday and Bank Holidays		Standard		£411.00	£418.00	
Naming / Renewal of Vows in an Approved Premises:						
Monday to Thursday	per ceremony	Standard	To cover costs benchmarked against other LA's	£332.00	£337.00	
Friday or Saturday		Standard		£387.00	£393.00	
Sunday and Bank Holidays		Standard		£450.00	£457.00	
Naming / Renewal of Vows in Private Premises						
Monday to Thursday	per ceremony	Standard	To cover costs benchmarked against other LA's	£355.00	£361.00	
Friday or Saturday		Standard		£430.00	£437.00	
Sunday or Bank Holidays		Standard		£493.00	£501.00	
Private Citizenship Ceremony						
Citizenship Ceremony Fees in Ceremony Room	Mon-Fri	Non Business		£134.00	£136.00	
Saturday	per ceremony	Non Business		£314.00	£319.00	
Miscellaneous:						
All other charges will be made at either cost price or a reasonable charge.			Full cost and be competitive with other LA's			