

Description		Wokingham / West Berks / Bracknell 2020/2021 (Excluding VAT)	Wokingham / West Berks / Bracknell 2021/2022 (Excluding VAT) Fees Rounded Off	Notes
Hourly Rate for PPP		£57.00	£59.00	Hourly rate revised calculation carried out September 2020 - to be used instead of 0.6% increase
Public Protection Partnership				
Environmental Protection				
Prevention of Damage by Pests				
Pest Site survey		N/A		Hourly rate as part of cost recovery where WID only
Rat treatment		N/A		Hourly rate as part of cost recovery where WID only
Any other Pest treatment		N/A		Hourly rate as part of cost recovery where WID only
Dog Warden Services				
Stray Dogs - Not taken to Kennel		£73.00	£73.00	Amalgamate. Vet fees separate as applicable
Stray Dogs - Taken to Kennel		Fees based on charges & cost recovery. Vet fees separate as applicable	Fees based on charges & cost recovery. Vet fees separate as applicable	Fees based on charges & cost recovery. Vet fees separate as applicable
<i>Dog Fouling fixed penalty charge</i>		£75.00	£75.00	Set in FPN policy
Misc stray dog activities ie taxi, relocating, microchipping etc		£57.00	£59.00	Plus cost recovery on charges.
Abandoned Vehicles				
Bracknell Forest only				
<i>Removal (prescribed fee)</i>	<i>Less than 3.5 tonnes</i>	£150.00	£150.00	Set by statute
<i>Daily Storage (prescribed fee)</i>	<i>Less than 3.5 tonnes</i>	£20.00	£20.00	Set by statute
<i>Enforcement disposal costs (prescribed fee)</i>	<i>Less than 3.5 tonnes</i>	£75.00	£75.00	Set by statute
<i>Fixed penalty notice</i>	<i>Reduced to £120 if paid within 7 days</i>	£200.00	£200.00	Set by statute
<i>Enforcement invoice costs</i>		£77.00	£77.00	Set by statute
Trading Standards				
Weights and Measures Fees (per hour)		£64.00	£64.00	Discretionary, includes the cost of maintaining calibration of equipment annually
Explosives Licenses / Registrations - set by statute				NEC = Net Explosive Content
<i>New licence for explosives below 250Kg NEC</i>	<i>1 year</i>	£109.00	£109.00	Set by statute
	<i>2 years</i>	£141.00	£141.00	Set by statute
	<i>3 years</i>	£173.00	£173.00	Set by statute
	<i>4 years</i>	£206.00	£206.00	Set by statute
	<i>5 years</i>	£238.00	£238.00	Set by statute
<i>Renewal licence for explosives below 250Kg NEC</i>	<i>1 year</i>	£54.00	£54.00	Set by statute
	<i>2 years</i>	£86.00	£86.00	Set by statute
	<i>3 years</i>	£120.00	£120.00	Set by statute
	<i>4 years</i>	£152.00	£152.00	Set by statute
	<i>5 years</i>	£185.00	£185.00	Set by statute
<i>New licence for explosives above 250Kg NEC</i>	<i>1 year</i>	£185.00	£185.00	Set by statute
	<i>2 years</i>	£243.00	£243.00	Set by statute
	<i>3 years</i>	£304.00	£304.00	Set by statute
	<i>4 years</i>	£374.00	£374.00	Set by statute
	<i>5 years</i>	£423.00	£423.00	Set by statute
<i>Renewal licence for explosives below 250Kg NEC</i>	<i>1 year</i>	£86.00	£86.00	Set by statute
	<i>2 years</i>	£147.00	£147.00	Set by statute
	<i>3 years</i>	£206.00	£206.00	Set by statute
	<i>4 years</i>	£266.00	£266.00	Set by statute
	<i>5 years</i>	£326.00	£326.00	Set by statute
<i>Varying the name of licensee or address of site</i>		£36.00	£36.00	Set by statute
<i>Any other kind of variation</i>		£40.00	£40.00	Set by statute
<i>Transfer of licence</i>		£36.00	£36.00	Set by statute
<i>Replacement licence</i>		£36.00	£36.00	Set by statute
<i>Fullm year registration for fireworks</i>		£515.00	£515.00	Set by statute
Petroleum Licensing - set by statute				
<i>Petroleum Licensing Fees</i>	<i>not exceeding 2,500 litres</i>	£44.00	£44.00	Set by statute
<i>Petroleum Licensing Fees</i>	<i>not exceeding 50,000 litres</i>	£60.00	£60.00	Set by statute
<i>Petroleum Licensing Fees</i>	<i>exceeding 50,000 litres</i>	£125.00	£125.00	Set by statute

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Primary Authority				
Primary Authority Work hourly chargeable rate		£57.00	£59.00	
Annual charge - previous year usage 10 hours or less		£513.00	£516.00	
Annual charge - previous year usage 20 hours		£1,025.00	£1,031.00	
Anything likely to be in excess of 20 hours		CR		Individually assessed
Support with Confidence				
Application fee	1-5 employees	£59.00	£59.00	All disbursements charged at cost
	6-20 employees	£119.00	£120.00	As above except fee reduced to £50 if registered with confidence
	21+ employees	£298.00	£300.00	As above except fee reduced to £50 if registered with confidence
Buy with Confidence				
Members from 2017/18 Application Fee	1-5 employees	£128.00	£125.00	Not Statutory but agreed fee - no % increase Nationally agreed with 'Buy with Confidence' scheme holder as varied from time to time
	6-20 employees	£170.00	£167.00	Nationally agreed with 'Buy with Confidence' scheme holder
	21+ employees	£212.00	£208.00	Nationally agreed with 'Buy with Confidence' scheme holder
Annual Fee	1-5 employees	£255.00	£250.00	Nationally agreed with 'Buy with Confidence' scheme holder
	6-20 employees	£383.00	£375.00	Nationally agreed with 'Buy with Confidence' scheme holder
	21-49 employees	£510.00	£500.00	Nationally agreed with 'Buy with Confidence' scheme holder
	50+		POA	Nationally agreed with 'Buy with Confidence' scheme holder
Members before 2017/18 Annual Fee	1-5 employees	£125.00	£125.00	Applicable only to legacy Bracknell members
	6-20 employees	£189.00	£189.00	Applicable only to legacy Bracknell members
	21+ employees	£252.00	£252.00	Applicable only to legacy Bracknell members
Commercial				
Food Export Certificates		£57.00	£59.00	Full cost recovery based on officer hourly rate
Food Hygiene Rating Scheme rescore	2 hours	£114.00	£118.00	New - agreed dec 2019
Anti-Social Behaviour Act:				
High Hedges Fee (Class A – Fee Discretionary)		£1,199.00	£1,206.00	Cost recovery for consultant
Licences, Registrations and Similar Consents				
<i>Licensing Act 2003:</i>				
Premises Licence – "one off" fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee)				
<i>Band A – RV up to 4300</i>		£100.00	£100.00	<i>Statutory - no increase</i>
<i>Band B – RV 4300 to 33000</i>		£190.00	£190.00	<i>Statutory - no increase</i>
<i>Band C – RV 33001 to 87000</i>		£315.00	£315.00	<i>Statutory - no increase</i>
<i>Band D – RV 87001 to 125000</i>		£450.00	£450.00	<i>Statutory - no increase</i>
<i>Band E – RV 125001 and above</i>		£635.00	£635.00	<i>Statutory - no increase</i>
Pre-Application Advice, Hourly charge	Min 1 Hr	£57.00	£59.00	
Premises Licence – Annual Fee (Class B – Statutory Fee)				
<i>Band A</i>		£70.00	£70.00	<i>Statutory - no increase</i>
<i>Band B</i>		£180.00	£180.00	<i>Statutory - no increase</i>
<i>Band C</i>		£295.00	£295.00	<i>Statutory - no increase</i>
<i>Band D</i>		£320.00	£320.00	<i>Statutory - no increase</i>
<i>Band E</i>		£350.00	£350.00	<i>Statutory - no increase</i>
Personal Licence - (Class B – Statutory Fee)				
<i>Personal Licence - (Class B – Statutory Fee)</i>		£37.00	£37.00	<i>Statutory - no increase</i>
<i>Temporary Event Notices (TEN's) - (Class B – Statutory Fee)</i>		£21.00	£21.00	<i>Statutory - no increase</i>
<i>Application for copy licence, change address or club rules</i>		£10.50	£10.50	<i>Statutory - no increase</i>
<i>Application to vary DPS/transfer licence/interim notice</i>		£23.00	£23.00	<i>Statutory - no increase</i>
<i>Application for making a provisional statement</i>		£315.00	£315.00	<i>Statutory - no increase</i>
<i>Minor variation</i>		£89.00	£89.00	<i>Statutory - no increase</i>
<i>Application to disapply mandatory DPS condition</i>		£23.00	£23.00	<i>Statutory - no increase</i>
Pre-Application Advice, hry charge	Min 1 Hr	£57.00	£59.00	

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Gambling Licenses			
Casinos (regional)	New Application	£15,000.00	£15,000.00 100% of Statutory Maximum
	Provisional Statement	£15,000.00	£15,000.00 100% of Statutory Maximum
	Application with Provisional Statement	£8,000.00	£8,000.00 100% of Statutory Maximum
	Variation	£7,500.00	£7,500.00 100% of Statutory Maximum
	Transfer/Reinstatement	£6,500.00	£6,500.00 100% of Statutory Maximum
	Annual Fee	£15,000.00	£15,000.00 100% of Statutory Maximum
Casinos (large)	New Application	£10,000.00	£10,000.00 100% of Statutory Maximum
	Provisional Statement	£10,000.00	£10,000.00 100% of Statutory Maximum
	Application with Provisional Statement	£5,000.00	£5,000.00 100% of Statutory Maximum
	Variation	£5,000.00	£5,000.00 100% of Statutory Maximum
	Transfer/Reinstatement	£2,150.00	£2,150.00 100% of Statutory Maximum
	Annual Fee	£10,000.00	£10,000.00 100% of Statutory Maximum
Casinos (small)	New Application	£8,000.00	£8,000.00 100% of Statutory Maximum
	Provisional Statement	£8,000.00	£8,000.00 100% of Statutory Maximum
	Application with Provisional Statement	£3,000.00	£3,000.00 100% of Statutory Maximum
	Variation	£4,000.00	£4,000.00 100% of Statutory Maximum
	Transfer/Reinstatement	£1,800.00	£1,800.00 100% of Statutory Maximum
	Annual Fee	£5,000.00	£5,000.00 100% of Statutory Maximum
Bingo Clubs	New Application	£3,500.00	£3,500.00 100% of Statutory Maximum
	Provisional Statement	£3,500.00	£3,500.00 100% of Statutory Maximum
	Application with Provisional Statement	£1,200.00	£1,200.00 100% of Statutory Maximum
	Variation	£1,750.00	£1,750.00 100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00	£1,200.00 100% of Statutory Maximum
	Annual Fee	£1,000.00	£1,000.00 100% of Statutory Maximum
Betting Premises	New Application	£3,000.00	£3,000.00 100% of Statutory Maximum
	Provisional Statement	£3,000.00	£3,000.00 100% of Statutory Maximum
	Application with Provisional Statement	£1,200.00	£1,200.00 100% of Statutory Maximum
	Variation	£1,500.00	£1,500.00 100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00	£1,200.00 100% of Statutory Maximum
	Annual Fee	£600.00	£600.00 100% of Statutory Maximum
Tracks	New Application	£2,500.00	£2,500.00 100% of Statutory Maximum
	Provisional Statement	£2,500.00	£2,500.00 100% of Statutory Maximum
	Application with Provisional Statement	£950.00	£950.00 100% of Statutory Maximum
	Variation	£1,250.00	£1,250.00 100% of Statutory Maximum
	Transfer/Reinstatement	£950.00	£950.00 100% of Statutory Maximum
	Annual Fee	£1,000.00	£1,000.00 100% of Statutory Maximum
Family Entertainment Centres	New Application	£2,000.00	£2,000.00 100% of Statutory Maximum
	Provisional Statement	£2,000.00	£2,000.00 100% of Statutory Maximum
	Application with Provisional Statement	£950.00	£950.00 100% of Statutory Maximum
	Variation	£1,000.00	£1,000.00 100% of Statutory Maximum
	Transfer/Reinstatement	£950.00	£950.00 100% of Statutory Maximum
	Annual Fee	£750.00	£750.00 100% of Statutory Maximum

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Adult Gaming Centres	New Application	£2,000.00	£2,000.00	100% of Statutory Maximum
	Provisional Statement	£2,000.00	£2,000.00	100% of Statutory Maximum
	Application with Provisional Statement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Variation	£1,000.00	£1,000.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Annual Fee	£1,000.00	£1,000.00	100% of Statutory Maximum
Lotteries and Amusements	New Application	£40.00	£40.00	Statutory - no increase
	Annual Fee	£20.00	£20.00	Statutory - no increase
All Licences	Notification of change	£50.00	£50.00	100% of Statutory Maximum
	Copy of Licence	£25.00	£25.00	100% of Statutory Maximum
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	
Club Gaming Machines				
Club Gaming or Machine Permit	New Application	£200.00	£200.00	Statutory - no increase
Club Gaming or Machine Permit	Existing holder	£100.00	£100.00	Statutory - no increase
Club Gaming or Machine Permit	Renewal	£200.00	£200.00	Statutory - no increase
Club Gaming or Machine Permit	Annual Fee	£50.00	£50.00	Statutory - no increase
Club Gaming or Machine Permit	Variation	£100.00	£100.00	Statutory - no increase
Club Gaming or Machine Permit	Copy of Licence	£15.00	£15.00	Statutory - no increase
Club Gaming or Machine Permit (holds a Club Premises Certificate under Licensing Act 2003)	New Application	£100.00	£100.00	Statutory - no increase
Club Gaming or Machine Permit(holds a Club Premises Certificate under Licensing Act 2003)	Renewal	£100.00	£100.00	Statutory - no increase
Licensed Premises Notifications				
To make available up to 2 gaming machines on premises which hold on-premises alcohol licence	Notification of intention	£50.00	£50.00	Statutory - no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Application (existing holder)	£100.00	£100.00	Statutory - no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	New Application	£150.00	£150.00	Statutory - no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Annual Fee	£50.00	£50.00	Statutory - no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Annual Fee (payable within 30 days of date permit takes effect)	£50.00	£50.00	Statutory - no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Variation	£100.00	£100.00	Statutory - no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Transfer	£25.00	£25.00	Statutory - no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Change of Name	£25.00	£25.00	Statutory - no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Copy of Permit	£15.00	£15.00	Statutory - no increase
Pre-Application Advice, hrly charge	Min 1Hr	£57.00	£59.00	
Sex Establishments – (Class A – Fee Discretionary)				
Cinema		min £3,100 to max £5,150	min £3,100 to max £5,150	No change
Shop		min £3,100 to max £5,150	min £3,100 to max £5,150	No change
Entertainment Venue		min £3,100 to max £5,150	min £3,100 to max £5,150	No change
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	

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Street Trading Consents – (Class A – Fee Discretionary)				Fees remain as per individual authorities to be reviewed 2021 with a view to unifying 2022/23
Application / Renewal	1 week	£138.00	£139.00	Bracknell only
	Monthly Rate	£370.00	£372.00	Bracknell only
	Monthly Rate	£227.00	£228.00	WB & WOK only
	3 months	£871.00	£876.00	Bracknell only
	6 months	£1,424.00	£1,433.00	Bracknell only
	6 months	£800.00	£805.00	WB & WOK only
	Annual Fee	£1,370.00	£1,378.00	WB & WOK only
	6 months max 2 trading days a week incl Fri, Sat or Sun	£854.00	£859.00	Bracknell only
6 months max 2 trading days a week Mon to Thurs only	£569.00	£572.00	Bracknell only	
Ice Cream Van 1 month (per van) application / renewal	1 month	£185.00	£186.00	Bracknell only
Ice Cream Van 6 months (per van) application / renewal	6 months	£713.00	£717.00	Bracknell only
Variation fee		£90.00	£91.00	
Community Events			£0.00	50% reduction of appropriate fee for non profit making events
Refund for Street Traders	If application withdrawn	£115.00	£116.00	WB & WOK only
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	
Skin Piercing Registrations (one off registration) – (Class A – Fee Discretionary)				
Individual		£179.00	£180.00	Cost recovery
Premises		£280.00	£282.00	Cost recovery
Joint Application		£448.00	£451.00	Cost recovery
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00	£59.00	
		NEW or RENEWAL 2020/2021		
Animal Licences – (Class A – Fee Discretionary) * +vet fee where applicable				Licenses issued form 1-3 years depending on inspection rating
Animal Boarding Establishment - combined (dogs and cats)	New Application	£684.00	£590.00	
	Renewal Fee		£531.00	
Animal Boarding Establishment - single species (dogs or cats))	New Application	£570.00	£472.00	
	Renewal Fee		£413.00	
Home boarder	New Application	£570.00	£271.85	Grant Fee. Mid term and additional inspections charged at cost
	Renewal Fee		£241.85	Grant Fee. Mid term and additional inspections charged at cost
Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	New Application	£228.00	£207.00	
	Renewal Fee		£177.00	
Home Boarder - Assessment of hobby host as part of a franchisee licence	New Application	£112.00	£118.00	
	Renewal Fee		£118.00	
Dog Day Care	New Application	£684.00	£590.00	
	Renewal Fee		£531.00	
Dog Breeding Establishment (excluding vet fee)	New Application	£684.00	£590.00	
	Renewal Fee		£531.00	
Dog Breeding Establishment (in domestic dwelling)	New Application	£570.00	£472.00	
	Renewal Fee		£413.00	
Pet Vending / Sale of pets	New Application	£570.00	£472.00	
	Renewal Fee		£413.00	
Animal for Exhibition	New Application	£684.00	£590.00	
	Renewal Fee		£531.00	
Riding Establishment (excluding vet fee)*				
Main inspection fee, plus fee per horse	New Application	£570.00	£472.00	Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total
	Renewal Fee		£413.00	
Fee per horse, for the first 10 horses		£15.00	£15.00	
Fee per horse, for next 11-50 horses		£10.00	£10.00	
Fee per horse, for every horse 51 & over		£8.00	£8.00	
* Inspections are carried out annually, regardless of the star rating or length of licence, by a vet and officer. Vets fees will be recharged separately.				
Example of charge per horse in a yard with 60 horses				
1- 10 horses @ £15 = £150.00				
horses 11-50 @ £10 = £400.00				
horses 51 - 60 @ £8 = £80.00				

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Other fees 2020/2021				
Variation to the licence fee (inclusive of one visit)		£224.00	£224.00	
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		£56.00	£56.00	
Re-evaluation of star rating (inclusive of one visit)		£112.00	£112.00	
Transfer due to death of licensee		£56.00	£56.00	
Dangerous Wild Animal Consent*	2 years	£457.00	£460.00	WB & WOK only Cost recovery
Dangerous Wild Animal Consent - New*	2 years	£486.00	£489.00	Bracknell only Cost recovery
Dangerous Wild Animal Consent - Renewal*	2 years	£282.00	£284.00	Bracknell only Cost recovery
Zoo Licenses (new and renewals)*	Up to 6 Years	£2,054.00	£2,066.00	Cost recovery
Hairdresser Registration		£43.00	£43.00	Bracknell only
Scrap Metal				Discretionary
Scrap Metal Site - New	3 Years	£498.00	£501.00	Cost recovery
Scrap Metal Site - Renewal	3 Years	£498.00	£501.00	Cost recovery
Scrap Metal Mobile Collector - New	3 Years	£265.00	£267.00	Cost recovery
Scrap Metal Mobile Collector - Renewal	3 Years	£265.00	£267.00	Cost recovery
Scrap Metal -Variation of Licence		£366.00	£368.00	Cost recovery
Scrap Metal-Change of Site Manager		£68.00	£68.00	Cost recovery
Scrap Metal- Copy of licence		£11.00	£11.00	Cost recovery
Scrap Metal- Change of Name		£36.00	£36.00	Cost recovery
Pre-Application Advice, hrly charge		£57.00	£59.00	
Private Water Supplies (Statutory Maximums stated)				
Risk Assessment	Carried out every 5 years	£57.00	£59.00	Minimum charge 1 Hr, simple risk assessment and report typically 5 hours
Sampling		£57.00	£59.00	Cost recovery charge for a visit, taking a sample and delivering it to the laboratory. Typically 2.5 hours
Private water and pool samples	includes cost of testing	£60.00	£60.00	
Investigation		£108.00	£109.00	Carried out in the event of a test failure, can be substituted by the risk assessment - this does not include any required analysis costs.
Analysis - Regulation 10		£28.00	£28.00	Where a supply provides <10m ³ /day or serves <50 people and is used for domestic purposes
Analysis of Group A Parameters				Cost of laboratory analysis will be recovered and will depend on type of suite being analysed. Customer will be advised of cost.
Analysis of Group B Parameters				Additional parameters sampled less often to ensure the water complies with all safety standards - Hrly rate applies

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Environmental Permitting (Eng&W) Regulations 2016				
Scheduled Processes - (Class B – Statutory Fee)				
Standard Process		£1,650.00	£1,650.00	Statutory - no increase
Service Stations (PVI & PVII)		£257.00	£257.00	Statutory - no increase
Dry Cleaners		£155.00	£155.00	Statutory - no increase
Vehicle Refinishers		£362.00	£362.00	Statutory - no increase
Mobile screening & crushing plant		£1,650.00	£1,650.00	Statutory - no increase
for the third to seventh applications		£985.00	£985.00	Statutory - no increase
for the eighth and subsequent applications		£498.00	£498.00	Statutory - no increase
Substantial Changes				
Standard Process		£1,050.00	£1,050.00	Statutory - no increase
Reduced Activities		£102.00	£102.00	Statutory - no increase
Annual Substance Charge				
Standard Process	LOW	£772.00	£772.00	Statutory - no increase
	MEDIUM	£1,161.00	£1,161.00	Statutory - no increase
	HIGH	£1,747.00	£1,747.00	Statutory - no increase
Service Stations PVR2	LOW	£113.00	£113.00	Statutory - no increase
	MEDIUM	£226.00	£226.00	Statutory - no increase
	HIGH	£341.00	£341.00	Statutory - no increase
VRs and other reduced fees	LOW	£228.00	£228.00	Statutory - no increase
	MEDIUM	£365.00	£365.00	Statutory - no increase
	HIGH	£548.00	£548.00	Statutory - no increase
Dry Cleaners /PVR1	LOW	£79.00	£79.00	Statutory - no increase
	MEDIUM	£158.00	£158.00	Statutory - no increase
	HIGH	£237.00	£237.00	Statutory - no increase
Mobile Screening & Crushing Plant	LOW	£646.00	£646.00	Statutory - no increase
	MEDIUM	£1,034.00	£1,034.00	Statutory - no increase
	HIGH	£1,506.00	£1,506.00	Statutory - no increase
For the second permit	LOW	£646.00	£646.00	Statutory - no increase
	MEDIUM	£1,034.00	£1,034.00	Statutory - no increase
	HIGH	£1,506.00	£1,506.00	Statutory - no increase
For the third to seventh permit	LOW	£385.00	£385.00	Statutory - no increase
	MEDIUM	£617.00	£617.00	Statutory - no increase
	HIGH	£924.00	£924.00	Statutory - no increase
For the eighth & subsequent applications	LOW	£198.00	£198.00	Statutory - no increase
	MEDIUM	£316.00	£316.00	Statutory - no increase
	HIGH	£473.00	£473.00	Statutory - no increase
Late payment charge	When invoice issued & not paid in 8 weeks	£52.00	£52.00	Statutory - no increase
Transfer & Surrender				
Transfer		£169.00	£169.00	Statutory - no increase
Partial Transfer		£497.00	£497.00	Statutory - no increase
Surrender		£0.00	£0.00	Statutory - no increase
Transfer Reduced fees		£0.00	£0.00	Statutory - no increase
Partial Transfer Reduced fees		£47.00	£47.00	Statutory - no increase
Private Sector Housing				
Inspection of housing premises for immigration purposes (Class A - Fee Discretionary)		£400.00	£402.00	
Enforcement Notices served under Housing Act 2004		£115.00	£116.00	Activities as prescribed
HMO Licence NEW - assisted application		£1,197.00	£1,204.00	
HMO Licence RENEWAL		£800.00	£805.00	
Civil Penalties housing offences				Up to £30,000.00
Caravan Site Licence				
Site licence new		£437.00	£440.00	(Option 2 of DCLG Guide for Charging)
New licence per pitch		£16.00	£16.00	
Transfer of licence		£185.00	£186.00	
Alteration of conditions		£339.00	£341.00	
Annual fee per pitch		£14.00	£14.00	
Enforcement action -per hour		£57.00	£59.00	Hourly rate as for activity as prescribed.
Deposit, vary or deleting site rules		£116.00	£117.00	
Variation of licence		£115.00	£116.00	

Description		Wokingham / West Berks / Bracknell 2020/2021 (Excluding VAT)	Wokingham / West Berks / Bracknell 2021/2022 (Excluding VAT) Fees Rounded Off	Notes
Other Fees				Hourly rate applies minimum for 2 hours
Environmental Info Individual or Non Commercial		£115.00	£118.00	Cost recovery
Environmental Info Commercial and Government		£115.00	£118.00	Cost recovery
Civil Actions (Class A – Fee Discretionary)		£115.00	£118.00	Cost recovery
Safety Certification and administration	Minimum 2 hours	£115.00	£118.00	Cost recovery
Pre-Application Advice, hourly charge		£57.00	£59.00	
Resident and Business Advice				Hourly rate applies
General Business Advice (non-primary authority)	Per hour - free for first 30 minutes	£57.00	£59.00	
Request for Advice		£57.00	£59.00	
Hackney Carriage / Private Hire Licensing				
Vehicle Licences				
Hackney Carriage Vehicle New / Renewal		£288.00	£290.00	cost recovery
Private Hire Vehicle New / Renewal		£288.00	£290.00	cost recovery
Home to School New / Renewal		£147.00	£148.00	Bracknell only
Private Hire Vehicle with Dispensation		£288.00	£290.00	Included in operator fees
Temporary Vehicle licence	Issue up to 3 months maximum	£231.00	£232.00	cost recovery
Private Hire Operators - NEW				NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 4 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2021-2022 hourly rate £59.00)
1 vehicle		£456.00	£472.00	
2 vehicles		£527.25	£545.75	
3 vehicles		£598.50	£619.50	
4 vehicles		£669.75	£693.25	
5 vehicles		£741.00	£767.00	
6 vehicles		£812.25	£840.75	
7 vehicles		£883.50	£914.50	
8 vehicles		£954.75	£988.25	
9 vehicles		£1,026.00	£1,062.00	
10 vehicles		£1,097.25	£1,135.75	
11 vehicles		£1,168.50	£1,209.50	
12 vehicles		£1,239.75	£1,283.25	
13 vehicles		£1,311.00	£1,357.00	
14 vehicles		£1,382.25	£1,430.75	
15 vehicles		£1,453.50	£1,504.50	
16 vehicles		£1,524.75	£1,578.25	
17 vehicles		£1,596.00	£1,652.00	
18 vehicles		£1,667.25	£1,725.75	
19 vehicles		£1,738.50	£1,799.50	
20 vehicles		£1,809.75	£1,873.25	
20+ vehicles		£1,809.75	£1,873.25	

Description		Wokingham / West Berks / Bracknell 2020/2021 (Excluding VAT)	Wokingham / West Berks / Bracknell 2021/2022 (Excluding VAT) Fees Rounded Off	Notes
Private Hire Operators - RENEWAL				NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 2 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2020-2021 hourly rate £59.00)
1 vehicle		£342.00	£354.00	
2 vehicles		£413.25	£427.75	
3 vehicles		£484.50	£501.50	
4 vehicles		£555.75	£575.25	
5 vehicles		£627.00	£649.00	
6 vehicles		£698.25	£722.75	
7 vehicles		£769.50	£796.50	
8 vehicles		£840.75	£870.25	
9 vehicles		£912.00	£944.00	
10 vehicles		£983.25	£1,017.75	
11 vehicles		£1,054.50	£1,091.50	
12 vehicles		£1,125.75	£1,165.25	
13 vehicles		£1,197.00	£1,239.00	
14 vehicles		£1,268.25	£1,312.75	
15 vehicles		£1,339.50	£1,386.50	
16 vehicles		£1,410.75	£1,460.25	
17 vehicles		£1,482.00	£1,534.00	
18 vehicles		£1,553.25	£1,607.75	
19 vehicles		£1,624.50	£1,681.50	
20 vehicles		£1,695.75	£1,755.25	
20+ vehicles		£1,695.75	£1,755.25	
Variation to licence		£57.00	£59.00	to include reissue of licence with additional vehicle registration added plus extra fees for these for length of licence
Driver Licences				
Driver – New / Renewal	3 years	£269.00	£271.00	
Home to School New / Renewal	3 years	£185.00	£186.00	Bracknell only
Conversion of driver licence to another type		£80.00	£80.00	
Other Private Hire and Hackney Carriage Charges				
Transfer of vehicle to new owner		£114.00	£118.00	2 hours
Change of vehicle		£74.00	£74.00	
Replacement licence		£41.00	£41.00	
Replacement badge		£41.00	£41.00	
Replacement vehicle licence plate		£57.00	£59.00	
Meter test - retest after failure	Bracknell Forest and Wokingham	£32.00	£32.00	Not West Berks
Knowledge Test		£74.00	£74.00	
Missed Appointment		£37.00	£37.00	
Disclosure and Barring Service Check (DBS)	Bracknell Forest	£67.00	£67.00	
Disclosure and Barring Service Check (DBS)	West Berkshire and Wokingham	£92.50	£94.00	Capita cost + half an hour at hourly charge (£64+£29.50)
Advertising on a Hackney Carriage Initial	Bracknell Forest and Wokingham	£47.00	£47.00	Not West Berks
Advertising on a Hackney Carriage Renewal	Bracknell Forest	£32.00	£32.00	Bracknell only
Change of Address (PH & HC)		£14.00	£14.00	
Backing Plate		£26.00	£26.00	
Medical Exemption from carrying assistant dog		£22.00	£22.00	
Refund processing fee		£57.00	£59.00	
Change of vehicle registration		£57.00	£57.00	
Pre-Application Advice, hourly charge	Min 1 Hr	£57.00	£59.00	
Age of vehicle inspection initial/reinspection		£56.00	£59.00	
Disability Awareness Training Course				POA
Safeguarding Training				POA
First Aid training for drivers	Bracknell Forest and Wokingham			POA Not West Berks

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