

Resource & Assets

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic) £	Incl VAT (if applic) £	
Accountancy and Procurement						
Charge for printed copies of the MTFP or Statement of Accounts		Zero Rated	Full cost recovery	£20.80	£18.00	
Adult Social Services - Deputyship and Appointee						
Deputyship & Appointee WBC Fees/charges						
Management of client finances under Appointeeship where savings are over £3000	Annual	Exempt		£111.90	£119.70	
Additional services after death - e.g. locating executors, arranging funerals						
Estates Winding up fee - Level 1 (Deputy & Appointeeship)	One off	Exempt		£246.10	£263.30	
Estates Winding up fee - Level 2 (Deputy & Appointeeship)	One off	Exempt		£302.10	£323.20	
Estates Winding up fee - Level 3 (Deputy & Appointeeship)	One off	Exempt		£425.30	£455.10	
Additional services for clients with capacity e.g. arranging a will/funeral plan etc	One off	Exempt		£54.20	£58.00	
Sports Activities						
						For all Leisure activities - increases/price changes will not be implemented prior to overall service review. Members are asked to agree in principle, with officers having delegated authority for final fee setting
Children's Holidays Sports Activities:						
Wokingham Active Kids Full Day Course (9:30 am - 3:30pm)		Exempt		£25.00	£26.80	
Wokingham Active Kids Full Day Course (9:30 am - 3:30pm) - Weeks Charge		Exempt		£102.50	£109.70	
Wokingham Active Kids Full Day Course (8 am - 6pm)		Exempt		£36.25	£38.80	
Wokingham Active Kids Full Day Course (8 am - 6pm) - Week Charge		Exempt		£162.00	£173.30	
Power-Up (9am - 5pm) Standard Day		Exempt		£30.00	£32.10	
Specialised Sports Camps (Courses) Per Day		Exempt		£36.00	£38.50	
All sports 1/2 day 9 - 12pm		Exempt		£15.00	£16.10	
All Sports 1/2 day 9 - 12pm (Weeks Course Discount)		Exempt		£62.30	£66.70	
1/2 Day Special Offer Price (5 for the Price of 4)		Exempt		£55.00	£58.90	
Full Day Special Offer Price (5 for the Price of 4)		Exempt		£93.50	£100.00	
Breakfast Club		Standard		£6.00	£6.40	
Afterschool club		Standard		£11.00	£11.80	
Birthday party (3G 1 hour + ashridge room 1 hour) unsupervised - without food		Standard		£100.00	£107.00	
Children's Term Time Sports Activities:						
Term Time Activities (Sports) - Per session i.e. Mini Soccer		Exempt		£4.80	£5.10	

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Over 60's Physical Activities (S.H.I.N.E) / Adults with Health Conditions (Disability) - charges from 1 March 2023						
1 class	Class	Standard		£5.20	£5.60	
10 classes (£4.30/class)	10 classes	Standard		£43.00	£46.00	
8 week course - upfront payment	8wk course	Standard		£34.40	£36.80	
Single Session Ad-Hoc		Exempt		£7.50	£8.00	
Specialist Sessions (Archery-Pilates-Yoga) Block of 10		Exempt		£71.00	£76.00	
Block of 10 Sessions for non Wokingham borough residents		Exempt		£72.00	£77.00	
Social events		Exempt		£5.40	£5.80	
Sports Social/Special events - One-off sessions		Exempt		£5.40	£5.80	
Sports Social/Special events - Non WBC residence		Exempt		£6.20	£6.60	
Adult Classes:						
Sports Social/Special events		Exempt		£5.40	£5.80	
Non-Residents and Single Session Ad-Hoc		Exempt		£6.20	£6.60	
Specialised Health Prevention Projects						
Steady Steps (based on 12 weeks)		Exempt		£39.10	£41.80	
Steady Steps (based on 12 weeks) for non Wokingham borough residents		Exempt		£78.10	£83.60	
Cardiac Rehab (10 Week block)		Exempt		£39.10	£41.80	
LTHC Rehab Gym incl. phase 4 cancer rehab (based on 10 sessions)		Exempt		£39.10	£41.80	
GP referral (based on 10 sessions)		Exempt		£39.10	£41.80	
Steady Steps Drop In session Pay as you go		Exempt		£3.90	£4.20	
Steady Steps Drop In session Pay as you go non Wokingham residents		Exempt		£7.80	£8.30	
Mindful Health and Wellbeing - x10 coupon card		Exempt		£39.10	£41.80	
Escape Pain (12 Week Block)		Exempt		£41.60	£44.50	
Dementia Friendly Activities						
Dementia Class		Exempt		£3.60	£3.90	
Dementia Class - x10 coupon card		Exempt		£35.80	£38.30	
Ageing Actively		Exempt		£3.60	£3.90	
Ageing Actively - x10 coupon card		Exempt		£35.80	£38.30	
Dementia Class - Non-Residents		Exempt		£4.70	£5.00	
Ageing Actively - Non-Residents		Exempt		£4.70	£5.00	
Adults with Health Conditions & Additional Needs (Disability)						
General class per session off peak		Exempt		£3.20	£3.40	

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				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Children with Health Conditions & Additional Needs (Disability)						
General Class (£4.59 per session 10 weeks)		Exempt		£47.70	£51.00	
General Class (£3.76 per session CAN Card Holders 10 weeks)		Exempt		£39.10	£41.80	
Specialised Courses		Exempt		£62.00	£66.30	
Additional Services:						
Provision of Coach / Instructor Per Hour		Exempt		£29.50	£31.60	
Provision of Specialised Coach / Instructor Per Hour		Exempt		£41.10	£44.00	
Promotional social events for WBC Sports & Leisure		Exempt		£5.40	£5.80	
WBC 3G Pitches						
Cantley Park, Laural Park, Emmbrook						
Standard Clubs						
Full Pitch (peak) Peak 5pm to 10pm		Standard		£101.00	£108.10	
Half Pitch (peak) Peak 5pm to 10pm		Standard		£50.50	£54.00	
Quarter Pitch (peak) Peak 5pm to 10pm		Standard		£25.20	£27.00	
Full pitch (off peak)		Standard		£50.40	£53.90	
Half Pitch (off peak)		Standard		£25.25	£27.00	
Quarter Pitch (off-peak)		Standard		£12.80	£13.70	
Hire of changing rooms / shower facilities	per game	Standard		£32.50	£34.80	
Key Partner Club						
Full Pitch (peak)		Standard		£90.00	£96.30	
Half Pitch (peak)		Standard		£45.00	£48.20	
Quarter Pitch (peak)		Standard		£22.50	£24.10	
Full Pitch (off peak)		Standard		£45.00	£48.20	
Half Pitch (off peak)		Standard		£22.50	£24.10	
Quarter Pitch (off peak)		Standard		£11.20	£12.00	
Artificial Pitch, Cantley Park, Wokingham -						
Full Pitch (peak)		Standard		£92.00	£98.40	
Half Pitch (Peak)		Standard		£60.50	£64.70	
Full Pitch (Off Peak)		Standard		£46.00	£49.20	
Half Pitch (Off Peak)		Standard		£30.20	£32.30	
Astro Training Per Hour		Standard		£92.00	£85.00	Re-benchmarked in current economic climate
Astro Match 90 minutes		Standard		£92.00	£85.00	Re-benchmarked in current economic climate

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				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Commercial Operations (inc Private Coaching Companies- Discretion of WBC S&L)						
Full Pitch (peak)		Standard		£134.40	£143.80	
Half Pitch (peak)		Standard		£73.00	£78.10	
Quarter Pitch (peak)		Standard		£42.00	£44.90	
Full Pitch (off peak)		Standard		£77.10	£82.50	
Half pitch (off peak)		Standard		£41.00	£43.90	
Quarter Pitch (off peak)		Standard		£27.00	£28.90	
Football Foundation Match Play 3G						
Key Partner Clubs						
11 vs 11 2 Hours (inc changing room)		Standard		£89.00	£95.20	
11 vs 11 2 Hours (NO changing room)		Standard		£89.00	£95.20	
9v9 1 game full pitch 1.5 hours		Standard		£44.50	£47.60	
7v7 2 games full pitch 1 hour		Standard		£44.50	£47.60	
5v5 4 games full pitch 1 hour		Standard		£44.50	£47.60	
Non Football Foundation Match Play 3G						
Standard Clubs						
11 vs 11 2 Hours		Standard		£101.00	£108.10	
9v9 1 game half pitch 1.5 hours		Standard		£50.50	£54.00	
7v7 2 games half pitch 1 hour		Standard		£50.50	£54.00	
5v5 4 games half pitch 1 hour		Standard		£50.50	£54.00	
Artificial Five a Side Pitch Montague Park						
FA Charter/Key Partner/Informal						
Full Pitch (peak) 92yds x 49 yds (training only)		Standard		£52.10	£55.70	
Half Pitch (peak) 52yds x 49yds (Training only)		Standard		£25.50	£27.30	
Full Pitch (Off Peak)		Standard		£37.00	£39.60	
Half Pitch (off peak)		Standard		£21.10	£22.60	
Commercial Hire Montague Park						
Full Pitch (peak)		Standard		£66.60	£71.30	
Half Pitch (peak)		Standard		£33.25	£35.60	
Grass Pitches						

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				Incl VAT (if applic) £	Incl VAT (if applic) £	
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		£53.40	£57.10	
Junior Pitch (80 x 50 & smaller) per game		Standard		£25.50	£27.30	
Hire of changing rooms / shower facilities	per game	Standard		£32.50	£34.80	
Cantley Park Grass Pitches - nets and flags provided by WBC						
Senior Pitch				£60.00	£64.00	
Junior Pitch				£29.00	£31.00	
SPORTS PAVILION HIRE:						
Ashridge room inc kitchen, & upstairs toilets only, Cantley:						
Hire per hr - Off peak (before 6pm weekdays & Sundays inc WBC users)		Standard		£15.10	£20.00	
Hire per hr - Peak times (Weekdays after 6 pm & all day Saturday)		Standard		£18.60	£25.00	
EVENTS						
EVENTS	Deposit of 10% required					
Event hire based on new Event hire Matrix		Standard			POA	New pricing structure. Pricing to allow event organiser/hirers to understand charges with a discount for Charities
Hire of field for Cross Country race		Standard			£120.00	New

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				Incl VAT (if applic) £	Incl VAT (if applic) £	
MISCELLANEOUS GROUNDS MAINTENANCE FEES:						
Refundable deposit for all keys to Pavilions & Secure Sites (per set)		Exempt	N/A	£35.00	£37.50	
Emmbrook						
County FA 11v11 Flexi - Summer Saturdays x 8 weeks full pitch		Standard		£106.00	£113.40	
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		£158.30	£169.40	
4 x FA Safeguarding & FA Emergency First Aid - FA Day Rate		Standard		£79.20	£84.70	
Berks and Bucks FA		Standard		£132.30	£141.60	
Reading FC Community Trust	10am-3pm	Standard		£156.00	£166.90	
BOBi Disability League		Standard		£47.00	£50.30	
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				Variable	Variable	
Cricket Pitch (Artificial)						
Cricket Pitch Hire (Artificial) - School T20 Daytime/Evenings	per game	Standard		£36.40	£38.90	
Cricket Pitch Hire (Artificial) Club - Weekends & Evenings T20 (Junior or Adult)	per game	Standard		£52.00	£55.60	
Cricket Pitch Hire (Artificial) Club - Weekends 40+ overs per innings (Junior or Adult)	per game	Standard		£77.90	£83.40	
Cricket Pitch Hire (Artificial) Club - Weekday Daytime	per game	Standard		£41.60	£44.50	
SPONSORSHIP						
Banner Space Initial set-up + per annum		Standard		£500.00	£459.40	
Renewal		Standard		£350.00	£321.60	
Event sponsorship - negotiable at service managers discretion		Standard		Variable	Variable	
Event banner sponsorship		Standard		£250.00	£229.70	
Boxing Gym						
8 Week course		Standard		£100.00	£95.40	
12 week course		Standard		£125.00	£119.30	
Food, drinks and café item prices will be set at full cost recovery and in line with market rates						Currently in review whilst corresponding to supplier costs and sensitivity review.
Merchandise prices will be set at full cost recovery and in line with market rates						

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							Incl VAT (if applic) £	Incl VAT (if applic) £	
BXGFIT Boxing Fitness Hub									
									For all Leisure activities - increases/price changes will not be implemented prior to overall service review. Members are asked to agree in principle, with officers having delegated authority for final fee setting
ADULT MEMBERSHIPS 245		HEAVYWEIGHT - top level	Membership	Monthly	Standard		£30.00	£32.00	Unlimited Freebox Attendance - Paid Monthly
	CLASSES - organised exercise class sessions	HEAVYWEIGHT	Membership	Monthly	Standard		£44.00	£47.00	Unlimited Classes Attendance - Paid Monthly
			Membership	Annual	Standard		£440.00	£471.00	Unlimited Classes Attendance - Paid Upfront
		MIDDLEWEIGHT	Membership	Monthly	Standard		£35.20	£34.70	10 Classes Per Month
			Membership	Annual	Standard		£360.00	£385.00	10 Classes Per Month
		LIGHTWEIGHT	Membership	Monthly	Standard		£24.20	£23.10	5 Classes Per Month
			Membership	Annual	Standard		£250.00	£268.00	5 Classes Per Month
	OPEN GYM ADD ON	WITH EXISTING MEMBERSHIP	Membership	Monthly	Standard			£15.00	New
OTHER MEMBERSHIPS	JUNIOR	Junior Lightweight	Monthly	Standard			£15.00	£16.00	
		Junior Middleweight	Monthly	Standard			£20.00	£21.50	
		Junior Heavy weight	Monthly	Standard			£27.50	£29.50	
		Junior Open Gym add on	Monthly	Standard			£15.00	£16.00	
	CORPORATE	Corporate Premium Membership		Standard			20% off full price		
		Corporate Classes Membership		Standard			20% off full price		
		Corporate Freebox Membership		Standard			20% off full price		
MEMBERSHIP SAVINGS	MEMBERSHIP & AD-HOC SAVINGS	Family Discount					15% off full price		3+ memberships - discount applied to all members (same household)
		Couples/Household Discount					10% off full price		2 memberships - discount applied to all members
		Sport And Leisure Programme Discount					5%-20% off full price		members of another programme or family member
		Student Discount					10%-20%		University or College students - student ID required
		Early Bird Discount					10% off full price		on memberships upfront and monthly
AD-HOC/PAYG (PAY AS YOU GO) SESSIONS	FREEBOX	Adult	1				£11.00	£11.80	
		Junior	1				£7.00	£7.50	
	CLASSES	Adult	1				£13.20	£14.10	
		Junior	1				£9.50	£10.00	
		Miscellaneous Blocks Of Multiple 5,10,20,50,100	MISC				5-20% Off Full Price	5-20% Off Full Price	
		Block Of 10 Adult	10				£110.00	£117.70	
		Block Of 10 Junior	10				£82.50	£88.30	
		OFF-PEAK CLASS	E.G. Youth Offenders Group	1			£1.50	£1.60	

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PERSONAL TRAINING - 1 To 1 SESSION			Miscellaneous Blocks Of Multiple 5,10,20,50,100	MISC			5-20% Off Full Price	5-20% Off Full Price	
			Block of 3				£108.00	£115.60	
			Block of 6				£204.00	£218.30	
			Block of 12				£324.00	£346.70	
PROMOTIONS			Buy 1 Get 1 Half Price				1 Full One 50% Off	1 Full One 50% Off	
			5% To 30% Off Memberships				5% -30%	5% -30%	
246 OTHERS			Children In Care				Free	Free	
			Carer Leavers				Free	Free	<25 Years Old
			Foster Children + Siblings				Free	Free	Aged 12+
			Foster Parents				Free	Free	
			Nhs Discounts				20% Off	20% Off	
			Prevention Programmes				20% Off Full Price	20% Off Full Price	Upon Completion of a WBC Prevention Programme
			Disabled				20% Off Full Price	20% Off Full Price	Proof of Registered Disability
			Unemployed				10% Off Full Price	10% Off Full Price	Off Peak Access
			Café Discount				10% Off Food And Drink	10% Off Food And Drink	
			Corporate Rates	Per Company			£500-£2,000	£525-£2,140	
			PT Hire	Per Hour			£15.00	£16.10	
			Studio Hire Rate	Per Hour			£100-£500	£50 to £535	Re-benchmarked working with the commercial team. Based on numbers attending, length of booking, staff required

Children's Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes		
				Incl VAT (if applic)	Incl VAT (if applic)			
				£	£			
YOUTH & COMMUNITY SERVICE:								
Wokingham Youth & Community Centre								
Commercial rates agreed on negotiation								
Small Hall	per hour	Exempt	Covers full costs	£15.20	£16.30	Formerly called Activity		
Large Hall	per hour	Exempt		£19.10	£20.50	Formerly called Hall		
Kitchen	per hour	Exempt		£63.30	£15.00	Restructure of charges		
Lounge	per hour	Exempt		£32.70	£18.50			
Premises	per hour	Exempt		£79.10	£70.00			
Purple room	per hour	Exempt			£12.00	New		
Teal room	per hour	Exempt			£12.00	New		
Woodley Airfield								
Commercial Hire:								
Hall	per hour	Exempt		Covers full costs	£22.20	£23.80		
Lounge area and kitchen facilities	per session	Exempt	£7.00		£7.50			
Community Hire:								
Hall	per hour	Exempt	Covers full costs		£18.60	£19.90		
Lounge area and kitchen facilities	per session	Exempt			£7.00	£7.50		
Private Hire:								
Hall	per hour	Exempt			Covers full costs	£18.60	£19.90	
Storage facilities (for organisations storing equipment at Centre)	per month	Exempt		£10.00		£10.70		
Use of car park for organisations who are not hiring the hall	per session			5.20		£5.60		
Home To School / College Transport								
All changes in charges to come into effect from the start of the school year 1 September 2023								
Fee Payer Annual Charge	per pass	Zero Rated	Full cost recovery	£785.00		£840.00		
Lost Pass replacement fee	per pass	Zero Rated	Full cost recovery	£19.20		£21.00		
Disabled Children's Saturday Clubs								
Cost to other local authorities	per visit	Non Business	Full cost recovery	£108.60	£116.00			
Administration fee to process a licence for a chaperone	per licence	Standard			£10.00	New		
Administration fee to process a licence for a professional chaperone	per licence	Standard			£50.00	New		

Adult Social Services

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CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic) £	Incl VAT (if applic) £	
Home Care Service & Community Support Services						
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						
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	
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		£183.20	£192.40	
Care management for non-residential service – following years		Non Business		£105.10	£110.40	
Annual administration charge for non-residential services – start of service	Annual	Non Business		£124.00	£130.20	
Annual administration charge for non-residential services –following years	Annual	Non Business		£124.00	£130.20	
Deferred Payment Agreements (DPA)						
Setup charge excluding disbursements	Annual	Non Business		£891.60	£936.20	
Setup charge including disbursements	Annual	Non Business		£708.70	£744.10	
Annual Administration excluding disbursements	Annual	Non Business		£308.40	£323.80	
Annual Administration including disbursements	Annual	Non Business		£203.10	£213.30	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

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				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Concessionary Travel						
Replacement of lost National Bus Pass		Zero Rated	Full Cost Plus	£6.00	£12.50	Increase in charge also covers the cost to update the portal
Community Transport						
Community Transport Safeguarding Course		Standard	Cost recovery	£55.00	£55.00	
Building Control GF						
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		£34.00	£36.00	
48 hour response	per hour	Non business		£67.50	£71.00	
Research and response to enquiry per property where no documentation is supplied	per hour	Non business		£34.00	£36.00	
First issue of Completion Certificates on archive applications		Standard		£92.00	£96.00	
Provide pre-application advice (first hour free of charge)	per hour	Standard		£92.00	£96.00	
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		£34.00	£36.00	
Letter confirming exemption		Non business		£44.50	£47.00	
Letter confirming enforcement action will not be taken		Non business		£44.50	£47.00	
Pre-application site inspections to discuss possible work e.g. view trial holes. Payment is required in advance		Standard		£92.00	£96.00	
Submission of a Demolition Application		Non business		£264.00	£278.00	
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		£92.00	£96.00	
Scaffold licence	Each	Non business	Cost recovery & contribution towards income generation	£210.00	£220.00	
Scaffold licence extension	Each	Non business	Cost recovery & contribution towards income generation	£131.00	£137.00	

Place & Growth Services

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				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Building Regulations Application charges						
Application Type						
Applications: Plan charge						
Erection or extension of a detached or attached building which consists only of a garage or carport or both having a floor area not exceeding 60m2 in total and intended to be used in exempt building.	per application	Standard		£295.50	£316.00	
Conversion of a domestic garage to habitable accommodation	per application	Standard		£295.50	£316.00	
Any extension or loft conversion of a dwelling the total floor area of which does not exceed 10m2.	per application	Standard		£295.50	£316.00	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 10m2, but does not exceed 40m2	per application	Standard		£295.50	£316.00	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2	per application	Standard		£295.50	£316.00	
Applications: Inspection Charge						
Erection or extension of a detached or attached building which consists only of a garage or carport or both having a floor area not exceeding 60m2 in total and intended to be used in exempt building.	per application	Standard		£152.00	£162.00	
Conversion of a domestic garage to habitable accommodation	per application	Standard		£164.50	£176.00	
Any extension or loft conversion of a dwelling the total floor area of which does not exceed 10m2.	per application	Standard		£316.50	£338.00	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 10m2, but does not exceed 40m2	per application	Standard		£459.00	£491.00	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2	per application	Standard		£643.50	£688.00	
Applications: Building Notice						
Erection or extension of a detached or attached building which consists only of a garage or carport or both having a floor area not exceeding 60m2 in total and intended to be used in exempt building.	per application	Standard		£470.50	£503.00	
Conversion of a domestic garage to habitable accommodation	per application	Standard		£472.50	£505.00	
Any extension or loft conversion of a dwelling the total floor area of which does not exceed 10m2.	per application	Standard		£673.00	£720.00	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 10m2, but does not exceed 40m2	per application	Standard		£830.00	£888.00	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2	per application	Standard		£1,077.00	£1,152.00	
Window replacements (non competent persons scheme) on a single dwelling	per application	Standard		£206.00	£220.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Building Regulations Application charges						
Application Type:						
Applications: Plan charge						
< 5000m2	Per application	Standard		£211.00	£225.00	
> 5000m2 but < 10000m2	Per application	Standard		£211.00	£225.00	
> 10000m2 but < 20000m2	Per application	Standard		£211.00	£225.00	
> 20000m2 but < 30000m2	Per application	Standard		£285.00	£305.00	
> 30000m2 but < 40000m2	Per application	Standard		£337.50	£361.00	
> 40000m2 but < 50000m2	Per application	Standard		£400.00	£428.00	
Applications: Inspection charge						
< 5000m2	Per application	Standard		£113.00	£120.00	
> 5000m2 but < 10000m2	Per application	Standard		£215.50	£230.00	
> 10000m2 but < 20000m2	Per application	Standard		£358.50	£383.00	
> 20000m2 but < 30000m2	Per application	Standard		£424.50	£454.00	
> 30000m2 but < 40000m2	Per application	Standard		£495.00	£529.00	
> 40000m2 but < 50000m2	Per application	Standard		£635.00	£679.00	
Applications: Building notice						
< 5000m2	Per application	Standard		£355.50	£380.00	
> 5000m2 but < 10000m2	Per application	Standard		£469.00	£502.00	
> 10000m2 but < 20000m2	Per application	Standard		£650.00	£695.00	
> 20000m2 but < 30000m2	Per application	Standard		£779.50	£834.00	
> 30000m2 but < 40000m2	Per application	Standard		£915.50	£980.00	
> 40000m2 but < 50000m2	Per application	Standard		£1,127.50	£1,206.00	
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		£443.00	£474.00	
New-dwellings 2 units	Per application	Standard		£548.50	£587.00	
>2 units contact BC solutions						
Full Plans Inspection charge						
New-dwellings 1 unit	Per application	Standard		£622.50	£665.00	
New-dwellings 2 units	Per application	Standard		£801.50	£858.00	
>2 units contact BC solutions						

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Building notice charge						
New-dwellings 1 unit	Per application	Standard		£1,244.50	£1,332.00	
New-dwellings 2 units	Per application	Standard		£1,568.50	£1,679.00	
>2 units contact BC solutions						
Charges relating to work for electrical or heating work not carried out by an electrician/gas engineer registered under a Competent Persons Scheme						
Building Notice charge for electrical works only	Per application	Standard		£463.00	£495.00	
Additional cost to a Building Notice or Full Plans application	Per application	Standard		£427.00	£457.00	
Charges relating to renovation of thermal element Fixed price for works not exceeding £2000.00 in value						
Building Notice charge	Per application	Standard		£158.50	£169.00	
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		£185.00	£198.00	
Planning						
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	
Non-householder ≤40 sq m floorspace £200	Per application	Standard		£207.60	£238.74	
Non-householder 41-100 sq m floorspace £500	Per application	Standard		£519.00	£596.90	
Non-householder 101-200 sq m floorspace £1000	Per application	Standard		£1,038.00	£1,193.70	
Non-householder 201-500 sq m floorspace £1200	Per application	Standard		£1,245.00	£1,431.75	
Non-householder 501-1000 sq m floorspace £1500	Per application	Standard		£1,557.00	£1,790.55	
Non-householder 1001– 2000 sq m floorspace £2000	Per application	Standard		£2,076.00	£2,491.20	
Non-householder 2001–5000 sq m floorspace £2500	Per application	Standard		£2,595.00	£3,114.00	
Non-householder ≥5000 sq m floorspace £10K	Per application	Standard		£10,380.00	£12,456.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic) £	Incl VAT (if applic) £	
Non-householder where no new floorspace proposed based on site area ≤ 1 Ha	per 0.1 Ha	Standard		£311.40	£373.65	
1.01 - 3 Has	Per application	Standard		£2,076.00	£2,491.20	
3.01 - 5 Has	Per application	Standard		£5,190.00	£6,228.00	
≥ 5.01 Has	Per application	Standard		£10,380.00	£12,456.00	
New-dwellings cost per dwelling	Per Dwelling	Standard		£311.40	£400.00	
S106 agreement (Major Developments)- minimum charge	Per application	Non-business		£1,557.00	£1,868.40	
S106 agreement (Major Developments) - maximum charge	Per application	Non-business		£2,595.00	charge at hourly rate - available on application	
S106 agreement (all other developments)- minimum charge	Per application	Non-business		£1,000.00	£1,350.00	
S106 agreement (all other developments) - maximum charge	Per application	Non-business		POA	charge at hourly rate - available on application	
S106 agreement - deed of variation	Per application	Non-business		£500.00	£750 minimum and thereafter at hourly rate	
Responding to Solicitor S106/CIL enquiries	Per enquiry per application site	Standard			£100.00	New
S106 monitoring fees	Per planning obligation trigger	Non-business			£474.00	
Planning site research, examination and retrieval of data	Hourly Rate	Standard	Full cost recovery		£30.00	New
Planning Performance Agreements (PPA's)	Price On Application	Standard	Full cost recovery		POA	New
Planning Application Viability Assessment	Price On Application	Standard	Full cost recovery		POA	New
High Hedges Legislation		Non Business		£991.00	£1,040.60	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Transportation						
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						
Car Parking @ California Country Parks and Dinton Pastures						
Coach Parking per day		Standard	Full cost	£18.30	£21.50	
Charge per Visit - per hour	per hour	Standard		£1.70	£2.00	
Charge per Visit - over 4 hours		Standard		£6.80	£8.00	
Annual Season Ticket - 6 month		Standard		£91.00	£110.00	
Annual Season Ticket - 12 month		Standard		£171.00	£200.00	
Annual Season Ticket - 6 month concessionary		Standard		£63.50	£74.00	
Annual Season Ticket - 12 month concessionary		Standard		£128.00	£145.00	
Out of hours car park unlocking		Standard		£91.30	£107.00	
Mobil Scooter Joining Fee - admin charge		Exempt		£20.50	£21.50	
Angling						
Fishing Syndicates						
White Swan Lake	per person	Standard	Full cost plus	£740.00	£830.00	
White Swan winter		Standard		£274.00	£287.70	
Black Swan Lake		Standard		£740.00	£830.00	
River Loddon		Standard		£145.00	£150.00	
Longmoor Lake		Standard		£250.00	£275.00	
Gold Ticket		Standard		£1,450.00	£1,625.00	
Twyford Reserve		Standard		£330.00	£400.00	
Guest ticket		Standard		£30.00	£30.00	
Day season tickets full		Standard		£85.00	£93.50	
Day season discount		Standard		£62.50	£65.00	
Waiting list deposit non refundable , taken off first year membership		Standard	Concession	£20.00	£20.00	
Day ticket per rod	per rod	Standard	Full cost plus	£6.20	£6.50	
CALIFORNIA COUNTRY PARK						
Paddling Pool	Per Person	Exempt	Full cost	£2.60	£2.90	
Paddling Pool, Pool side ticket		Exempt		£1.00	£1.20	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Public Rights of Way						
Processing statutory Declarations	per item	Non Business	Cost	£606.50	£636.80	
Statutory Declarations - processing of subsequent declarations		Non Business	Cost	£58.00	£60.90	
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	£2,695.20	£2,830.00	
Public rights of way information - Definitive Map extract	1st query	Standard	Demand Driven	£109.00	£114.50	
Enforcement action under Section 143 Highways Act 1980 and Schedule 1	Per item	Non Business	Full cost plus officer time	POA	POA	
Highways						
Licence to Plant in the Highway		Non Business	Recovery of costs (Ref Highways Act S.142)	£355.00	£373.00	
Planters Licence		Non Business	Recovery of costs (Ref Highways Act S.142)	£355.00	£373.00	
Street Light Column Relocation - Admin Charge. (Recovery officers time and works cost is additional to this)		Non Business		£56.80	£59.60	
Licence to fit third party attachments to street lighting columns or similar Highways equipment/structures - Licence valid for one year - renewal required annually		Non Business	Recovery of costs	£45.00	£47.30	
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		£945.20	£992.50	
Cat 1		Non Business		£1,063.40	£1,116.60	
Cat 2		Non Business		£1,830.90	£1,922.40	
Cat 3		Non Business		POA	POA	
Street Naming & Numbering:						
Change of Property Name		Standard		£89.00	£98.00	
To alter the address if plans altered by developer		Standard		£31.00	£34.00	
Research into archives (where not part of statutory function) Per hour set as minimum.		Standard	Recovery of administration costs	£31.00	£34.00	
To rename a street when requested by residents		Standard		£484.00	£532.00	
Confirmation of address to solicitors, agents etc		Standard		£31.00	£34.00	
New Developments:						
First Address		Non Business	Recovery of administration costs	£117.00	£129.00	
Additional addresses		Non Business		£49.00	£54.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
STREETWORKS - PERMIT SCHEME			Permit fees cannot be amended without formal consultation			
Provisional Advance Authorisation	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business		£84.00	£84.00	
	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	To recover service costs	£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		Non Business				
NRSA - Streetworks Licence up to 20m (over 20m to be pro-rated to max £)	Minimum	Non Business	To recover service costs	£496.50	£521.30	New
NRSA s171 - Tree Works		Non Business	To recover service costs		£66.30	
s50 License		Non Business	To recover service costs		£521.30	New
Skip Licence (max 2 weeks)		Non Business	Recovery of costs (Ref Highways Act S.139)	£48.50	£65.00	
Skip Licence (additional fee per week beyond original 2 weeks)	Additional fee per week	Non Business	Recovery of costs (Ref Highways Act S.139)	£37.90	£45.00	
Crane Oversail License	per week	Non Business			£150.00	New

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DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
STREETWORKS - TRAFFIC ORDERS						
Temporary Order		Non Business	Full cost plus	£2,695.20	£2,830.00	
Temporary Notice	1	Non Business	Full cost plus	£417.40	£500.00	
Special Events	1	Non Business	Subsidised	£1,344.30	£1,411.50	
Street Parties (on Non through roads)	1	Non Business	Subsidised	£104.60	£1.00	
Street Parties - Provision of traffic signs (on Non through roads)	1	Non Business	Full cost recovery	POA	£100.00	£100 or 10% of Sign Provision Cost, dependant on quote. Applicant responsible for cost of providing signs
		Non Business				
TRAFFIC MANAGEMENT:						
Tourist Signing - formal application	1	Non Business	Full cost recovery	£190.10	£199.60	
Tourist Signs - actual cost + admin	1	Non Business	Full cost recovery	£278.80	£292.70	
Supervision of erection of signs	1	Non Business	Full cost recovery	£127.50	£133.90	
Daily Traffic Signal Switch off / on requests - initial instruction: Related to third party request to switch off existing traffic signal installed to facilitate local roadworks (either Stats Company or Developer)	1	Non Business	Full cost plus	£550.00	£577.50	
Traffic Signal Switch off / on requests - follow up cost per site visit as part of original request above	1	Non Business	Full cost plus	£245.00	£257.30	
Access Protection Markings - per 4.5m length (pro-rata thereafter)	1	Non Business	Full cost plus	£155.00	£162.80	
Temporary Developer Signs - Application 1-5 Signs	1	Non Business	Full cost recovery	£190.00	£199.50	
Temporary Developer Signs - Application 6+ Signs	1	Non Business	Full cost recovery	£450.00	£450.00	
Accident data requests:						
	1 - 20	Standard	Full cost recovery	£185.00	£194.30	
	21 - 40	Standard	Full cost recovery	£235.00	£246.80	
	41 - 60	Standard	Full cost recovery	£280.00	£294.00	
	61 - 80	Standard	Full cost recovery	£330.00	£346.50	
Accident data requests (81 or more units)		Standard	Full cost recovery	POA	POA	
Permanent Traffic Regulation Orders		Standard	Full cost recovery	£5,390.40	£5,659.92	
Traffic data request-Automated Traffic Counter Site / Junction Count Data	1	Non Business	Full cost plus	£171.50	£180.10	
Licence to undertake traffic surveys on highway per site	1	Standard	Full cost recovery	£50.00	£52.50	
Diversion signing schedule sensitive streets	1	Non Business	Full cost plus	£595.70	£625.50	
Diversion signing schedule non-sensitive streets	1	Non Business	Full cost plus	£470.60	£494.10	
Cycle Helmets (Schools)	1	Standard	Full cost recovery	£11.00	£12.00	
Cycling Level 1/2 Training (2 day session)	1	Standard	Full cost recovery	£20.00	£20.00	
Cycling Level 3 Training (1 day session)	1	Standard	Full cost recovery	£10.00	£10.00	
Bikeability Learn to Ride or Adult Cycle Training (per person)	1	Standard	Full cost recovery	£6.00	£6.00	
Adult cycle training		Standard	Full cost recovery		£10.00	New

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CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic) £	Incl VAT (if applic) £	
HIGHWAYS INFORMATION & TRAFFIC SCHEME INFORMATION:						
Highways information - ordnance survey extract	1st query	Standard	Demand Driven	£109.00	£120.00	
Each additional query	1	Standard	Demand Driven	£28.90	£32.00	
Traffic Scheme Information		Standard	Demand Driven	£108.00	£113.40	
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	£540.00	£567.00	
Travel Plan monitoring fee (Residential and Workplace)	1		Full cost	POA	POA	
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	
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	
S278 works to existing highways - 10% of works value. Deposit of 2% or £20k whichever is the greater will be required on commissioning of S38 adoption of highways where S38 agreement is completed prior to commencement of works onsite - 8% of works value. A deposit of 2% or	1	Non Business		POA	POA	
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%		Non Business		POA	POA	
Minor works agreement - works to existing highways.	1	Non Business		POA	POA	
Fee for works starting on development site in advance of a S38 agreement being completed		Non Business		£3,360.80	£3,528.80	
Fee per additional S38/S278 technical review of drawings following review of developer's initial two S38/S278 technical submissions		Non Business		£10,546.10	£11,073.40	
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		£210.90	£221.40	
Fee for separate specialist approval of new traffic signals junction		Non Business		£105.50	£110.80	
				POA	POA	

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CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
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		POA	POA	
Catchpit (per Catchpit) (30 years)		Non Business		POA	POA	
Road Gully (per Gully)	1	Non Business		POA	POA	
Petrol Interceptors (per interceptor) (30 years)	1	Non Business		POA	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		POA	POA	
Anti Skid (per m2)	m2	Non Business		POA	POA	
Footway (per m2)	m2	Non Business		POA	POA	
Verge (per m2)	m2	Non Business		POA	POA	
Landscaped area within or adjacent highways (per m2)	m2	Non Business		POA	POA	
Trees within or adjacent highways (per tree)	1	Non Business		POA	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		POA	POA	
Illuminated Road Signs/Traffic Bollards	1	Non Business		POA	POA	
Non Illuminated Traffic Bollards	1	Non Business		POA	POA	
Traffic Calming (per item)	1	Non Business		POA	POA	
Bus Shelters with Real Time Information	1	Non Business		POA	POA	
DOMESTIC VEHICULAR CROSSOVERS (formerly Footway Crossings):						
Application fee (includes highway site safety assessment)		Non Business		£185.00	£194.30	
Site supervision hourly fee where works undertaken by Term Contractor		Non Business	Recovery of Administration costs (recovery of works cost is additional to this)	£65.00	£68.30	
Site supervision hourly fee where works undertaken by Other Contractor		Non Business		£128.00	£134.40	
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 (Highways Act 1980) - does not include legal fees		Non Business	Demand Driven	£585.00	£614.00	
Charge for licensing tables and chairs on public highway (Business and Planning Act 2020)		Non Business	Demand Driven	£100.00	£100.00	Fixed rate set until Sept 23

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CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
CIVIL PARKING ENFORCEMENT						
Weekly Parking Suspensions & Dispensations	per 4.8m bay/vehicle or part thereof	Non Business	Recovery of Administration costs	£46.70	£49.00	
Discretionary Parking permit	per permit per day	Non-business	Recovery of Administration costs		£9.00	New
PROFESSIONAL SERVICES						
Programme Manager	Per Hour	Standard	Full cost plus		£68.00	New
Project Manager Design	Per Hour	Standard	Full cost plus		£50.00	New
Site Project Manager Days	Per Hour	Standard	Full cost plus		£50.00	New
Project Manager Night	Per Hour	Standard	Full cost plus		£75.00	New
Senior Civil Engineer	Per Hour	Standard	Full cost plus		£45.00	New
Graduate Engineer	Per Hour	Standard	Full cost plus		£39.00	New
Civil Engineer Apprentice	Per Hour	Standard	Full cost plus		£25.00	New
Waste						
Green Waste 240L or 180L Wheelie Bin (12-month existing subscriber)	Per annum	Non Business	Full cost	£70.00	£80.00	
Green Waste 75L Compostable Sacks	Each		Full cost	£1.15	£1.20	
Provision of extra residual waste bags in rolls of 10	Per roll		Full cost	£10.00	£10.50	
Collection of up to 5 bulky household items including a fridges / freezers			Full cost	£58.10	£61.00	
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					
Activity Centre						
Members receive 10% discount on • Activities for Adults • Activities for Juniors • Junior and Family Clubs • Personal Tuition • Pay & Play						
Lake Access Fees:						
Annual Lake Access Pass Adult	pp	Standard	Full cost plus	£100.00	£110.00	
Annual Lake Access Pass Concession	pp	Standard		£52.94	£58.00	
Annual Lake Access Pass Family (two adults, two juniors)	4 people	Standard		£141.18	£152.00	
Day Lake Access Pass	per boat, per day	Standard		£10.40	£10.00	
Afternoon Lake Access Pass	per boat 1pm-5pm	Standard		£6.20	£6.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Event / Course						
Activities for Adults :						
Adult Sailing Course (2 days or equivalent)	pp	Exempt	Full cost plus	£207.60	£210.00	
Adult Powerboat Course (2 days or equivalent)		Exempt		£300.00	£315.00	
Adult Paddlesports 1/2 Day Course (or equivalent)		Exempt		£51.90	£52.50	
Adult Paddlesports 1 Day Course (or equivalent)		Exempt		£103.80	£105.00	
Instructor Training:						
RYA Assistant Instructor / Paddlesports Leader Course	pp	Exempt	Full cost plus	£150.00	£160.00	
RYA Dinghy Instructor Pre-Assessment		Exempt		£103.80	£110.00	
RYA Dinghy Instructor Course		Exempt		£368.50	£390.00	
BCU FSRT		Exempt		£103.00	£110.00	
BCAB Paddle Sports Instructor Award		Exempt		£205.00	£215.00	
Archery Instructor Award		Exempt		£250.00	£265.00	
8hr First Aid		Exempt		£105.00	£110.00	
16hr First Aid		Exempt		£210.00	£220.00	
Activities for Juniors (8yrs +):						
Junior / Teen Sailing Course (5 days or equivalent)	pp	Exempt	Full cost plus	£290.00	£300.00	
Multi Activity Days Ages 8+ (1/2 day or equivalent)		Exempt		£30.00	£30.00	
Multi Activity Days Ages 6+ (1/2 day or equivalent)		Exempt		£35.00	£38.00	
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	£20.80	£22.00	
Activity Clubs Per Six Session Booking		Exempt		£93.40	£98.00	
Days Out:						
Promotional Events	pp	Exempt	Full cost plus	£4.00	£4.00	
Guided Paddles	per person	Exempt		£25.00	£26.50	
Themed Guided Paddles	per person	Exempt		£35.00	£36.00	
Cinema Ticket Adult - Dinton		Standard		£9.00	£9.00	
Cinema Ticket pre entry - Dinton		Standard		£4.00	£4.00	
* 10% block booking discount (4+ cinema tickets or two tickets for 2+ films)						
Dinton Show / Christmas Fair - Adult Standard	16+	Standard		£8.30	£9.00	
Dinton Show / Christmas Fair - Adult All Inclusive Ticket	16+	Standard		£11.40	£12.00	
Dinton Show / Christmas Fair - Child Standard	7+	Standard		£6.20	£6.50	
Dinton Show / Christmas Fair - Child All Inclusive Ticket	7+	Standard		£9.30	£9.80	
Dinton Show / Christmas Fair - Under 6		Standard		£1.00	£1.00	
*On the door tickets are +£2						

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Personal Tuition:						
1:1 Tuition	pp 2hrs	Exempt	Full cost plus	£80.00	£84.00	
2:1 Tuition	2ppl 2hrs	Exempt		£60.00	£63.00	
Small Group Tuition (up to 6:1)	pp 2hrs	Exempt		£55.00	£58.00	
Taster Sessions:						
Taster Sessions: 10% discount for multiple bookings	1 hr30 session	Exempt	Full cost plus	£31.00	£32.00	
School and Youth Group Activities:						
Bronze Packages - 12:1 ratio min age 8						
Evening Activity (min group size 20)	pp 1hr30	Exempt	Full cost plus	£18.70	£20.00	
Half Day Activity (min group size 20, max 2 activities)	pp 3hrs	Exempt		£22.80	£24.00	
Full Day Activity (min group size 20, max 3 activities)	pp 5hrs (day)	Exempt		£34.30	£36.00	
Regular Sessions (min group size 12)	pp 2hrs	Exempt		£16.60	£17.50	
winter season min group size reduced to 9 (daytime only)						
Silver - 8 to 1 ratio min age 6						
Evening Activity (min group size 20, 1 activity)	pp 1hr30	Exempt		£24.00	£25.75	
Half Day Activity (min group size 20, 2 activities)	pp 3hrs	Exempt		£29.30	£31.00	
Full Day Activity (min group size 20, 3 activities)	pp 5hrs (day)	Exempt		£44.00	£46.50	
Regular Sessions (min group size 6, Max 8)	pp 2hrs	Exempt		£21.30	£22.50	
winter season min group size reduced to 9 (daytime only)						
Gold - 6:1 ratio min age 8						
Evening Activity (min group size 20, 1 activity)	pp 1hr30	Exempt		£34.00	£35.70	
Half Day Activity (min group size 20, 2 activities)	pp 3hrs	Exempt		£41.50	£43.60	
Full Day Activity (min group size 20, 3 activities)	pp 5hrs (day)	Exempt		£62.30	£65.40	
Regular Group Sessions (min group size 4, max 6)	pp 2hrs	Exempt		£30.20	£31.70	
winter season min group size reduced to 9 (daytime only)						
* 15% Discount Nov-March on the above						
Facility Use Season Ticket (max group size 20)	per WBC Term	Exempt		£272.10	£285.00	
Environmental Education One Activity - Self Led	pp for up to 3 hours	Exempt		£4.30	£4.80	
Environmental Education Two Activities - Self	pp up to 5 hours	Exempt		£8.40	£9.00	
Environmental Education Ranger to lead package	per Ranger /per hour	Exempt		£31.70	£34.00	
Adult Group Activities:						
Half Day Activity (min group size 10, max 2 activities)	pp 3hrs	Exempt	Full cost plus	£29.00	£31.00	
Full Day Activity (min group size 10, max 3 activities)	pp 5hrs	Exempt		£43.50	£45.00	
* 15% Discount Nov-March on the above						
Corporate Conservation Task	pp up to 3hrs	Exempt		£3.00	£3.20	
Corporate Conservation Task	pp over 3hrs	Exempt		£5.00	£6.00	
Ranger to lead Conservation Task	per ranger per day	Exempt		£33.00	£35.00	
Exclusive Conservation Activity (includes parking, refreshments and range	pp up to 5hrs	Exempt		£18.50	£19.50	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Junior Group Activities / Children's Parties:						
Half Day Activity (for a group of 8 under 8's and 10 for over)	per 8 or 10 for 3hrs	Exempt		£290.60	£300.00	
Junior Rangers Party. Includes ranger and garden	up to 20 for 2hrs	Exempt		£218.00	£230.00	
Rock Climbing Wall Private Hire:						
wall + 2 ins + equip + delivery + PL	per day	Standard	Full cost plus	£568.80	£600.00	
wall + 2 ins + equip + delivery + PL	half day / evening	Exempt		£780.60	£820.00	
Delivery Charge outside of 10 mile radius	day	Exempt		£3.80	£4.00	
Archery Range + 1 ins + equip + delivery + PL	half day - 3hrs	Exempt			£370.00	New
Archery Range + 1 ins + equip + delivery + PL	per day	Exempt			£700.00	New
Fencing + 1 ins + equip + delivery + PL	half day - 3hrs	Exempt			£330.00	New
Fencing + 1 ins + equip + delivery + PL	per day	Exempt			£650.00	New
min of 2 instructors on any trip						
Room Hire: DAC and Loddon Emmbrook rooms						
Activity Hall						
Commercial Rate Half Day / Evening	per 3 hours	Exempt	Full cost plus	£92.40	£99.00	
Commercial Rate Full Day	per 7 hours	Exempt		£213.80	£225.00	
Commercial Rate per hour	per hour	Exempt		£33.20	£35.00	
Youth/Education/WBC Rate per hour	per hour	Exempt		£27.00	£28.00	
Commercial Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		£27.00	£28.00	
Youth Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		£23.40	£24.00	
Classroom						
Commercial Rate Half Day / Evening	per 3 hours	Exempt	Full cost plus	£43.80	£46.90	
Commercial Rate Full Day	per 7 hours	Exempt		£101.70	£107.00	
Commercial Rate per hour	per hour	Exempt		£15.80	£16.70	
Youth/Education/WBC Rate per hour	per hour	Exempt		£12.90	£13.40	
Commercial Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		£12.90	£13.40	
Youth Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		£11.10	£11.40	
Meeting Room						
Youth/Education/WBC Rate per hour	per hour	Exempt		£4.80	£5.00	
Late lock up fee for Hall / Room Hire (after 6pm)	one off charge	Standard		£63.30	£66.50	
10% discount for hiring all three rooms						
Book & Play:						
Single Handed Dinghy	1 hour	Standard	Full cost plus	£20.80	£20.00	
Sporty Single Handed Dinghy	1 hour	Standard		£26.00	£26.00	
Double Handed Dinghy	1 hour	Standard		£31.00	£30.00	
SUP / Kayak Hire (one person)	pp per half hour	Standard		£8.00	£8.00	
Canoe / Double Kayak Hire (two to three people)	per boat per half hour	Standard		£16.00	£16.00	
Pedalo Hire (max 5 people)	per boat per half hour	Standard		£24.00	£24.00	
Mega SUP	per boat per half hour	Standard			£24.00	New
Disc Hire (driver and midrange disc set)	pp per day	Standard		£6.20	£6.50	
Lost Disc Fee	per disc	Standard		£10.40	£12.00	
Clip and Climb session	pp per 1 hour	Standard		£10.00	£10.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Staff Resources:						
Countryside manager	per hour	Exempt			£60.00	New
Senior Instructor	per hour	Exempt	Full cost plus	£47.40	£49.80	
Lead Instructor	per hour	Exempt		£31.70	£33.30	
Instructor	per hour	Exempt		£26.40	£27.70	
Countryside and DAC administration/booking amendment		Exempt		£15.00	£15.80	
Ranger	per hour	Exempt			£33.30	New
Duty Ranger	per hour	Exempt			£49.80	New
Activity Equipment Hire:						
PPE (harness, helmet, wetsuit, life jackets)	per day	Standard	Full cost plus	£4.10	£4.00	
Land Hire						
Commercial up to 5 acre	per day	Standard		£227.80	£250.00	
Commercial up to 20 acre	per day	Standard		£568.90	£600.00	
Commercial of lakeside trails	per day	Standard			£1,200.00	New
Commercial up to 40 acre or use of lakeside trails -Set Up	per day	Standard		£827.64	£870.00	
Commercial up to 40 acre or use of lakeside trails - Event	per day	Standard		£1,655.27	£1,740.00	
Non-commercial 24% discount						New
WBC, Schools, charity, 48% discount						New
Use of park land for filming	per day	Standard		£685.00	£725.00	
Charge for removing bin liner bag of event litter		Standard	Full cost plus	£3.10	£3.50	
Charge for removing 1100L bin of event litter		Standard		£21.10	£22.50	
Charge for provision of water for event		Standard		£82.20	£90.00	
Charge for water use for event		Standard		£21.10	£22.00	
Additional grass cutting required for event		Standard		£108.00	£115.00	
Generator 2Kw exc fuel	per day	Standard			£50.00	New
Generator 5Kw exc fuel	per day	Standard			£65.00	New
Generator 6Kw exc fuel	per day	Standard			£70.00	New
Buggy exc fuel	per day	Standard			£70.00	New
All of the above 20% discount for low season Oct-end Mar						
Camping Pitch, Grass no electric per 2 man tent	per day	Standard		£10.60	£11.00	
All Land hire is at Budget Manager discretion to amend to meet commercial aspirations						
20ft Container rental	Per Month	Standard		£60.00	£63.00	
20ft Container Storage	Per Year	Standard		£600.00	£630.00	

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Cemeteries / Burial & Cremation						
Interment fees:						
Under 5 years (including stillborn)		Non Business	All fees will be reclaimed from the Children's' Funeral Fund	FREE	£122.00	New
Child 5 - 17 years		Non Business		FREE	£245.00	New
18 years an over*		Non Business	To cover maintenance cost	£633.00	£665.00	
Cremated remains*		Non Business		£211.00	£222.00	
Columbaria - ashes internment for 10 years only*		Non Business	To provide an additional service	£949.00	£996.00	
Columbaria fee for additional ashes into the same slot (2nd and final internment only)*		Non Business		£169.00	£177.00	
Renewal fee for the above (at end of 10 year period) per year		Non Business		£50.00	£53.00	
Exclusive Rights of Burial:						
Burial: 100 years*		Non Business	To cover maintenance cost	£1,413.00	£1,995.00	
Burial : or extension of exclusive rights 75 years*		Non Business			£1,496.00	New
Burial or extension of exclusive rights: 50 years*		Non Business			£1,050.00	New
Extension of exclusive rights: 25 years*		Non Business			£578.00	New
Cremated Remains: 100 years*		Non Business			£470.00	£634.00
Cremated Remains or extention of exclusive rights: 75 years*		Non Business			£475.00	New
Cremated Remains or extention of exclusive rights: 50 years*		Non Business			£334.00	New
Cremated Remains or extention of exclusive rights: 25 years*		Non Business			£193.00	New
Scattering of Cremated Remains on WBC land		Non Business	To cover maintenance and administration cost	£77.00	£81.00	
Scattering of Cremated Remains within prescribed Cemetery scattering areas		Non Business		£84.00	£88.00	
Memorial Benches						
Memorial Bench (provided by WBC) with plaque 10 year lease (outside Cemeteries)		Standard		POA	POA	
Renewal of lease for a further 5 years		Standard		£473.00	£497.00	
Installation of memorial bench on grass (without plaque/outside Cemeteries)		Standard		£290.00	POA	Variable Rates
Memorial Trees						
Memorial Tree for period of 10 years, includes supply, plant and plaque		Standard	To cover maintenance and administration cost	£1,113.00	POA	
Renewal of lease for a further 10 years		Standard		£473.00	£497.00	
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		£264.00	£277.00	
For the right to erect a temporary marker on a grave		Standard		£26.00	£27.00	
Memorial Mushroom						
Memorial Mushroom or similar. Initial set-up and 1st year lease		Standard	To cover maintenance and administration cost	£481.00	£259.00	
Renewal of lease for further 10 years		Standard		£260.00	£273.00	
Other						
Additional Inscription or works (on headstone)		Standard	Full Cost	£84.00	£88.00	
Cremation Tablet		Standard		£137.00	£144.00	
Transfer of exclusive Right of Burial (not done at time of interment)		Standard		£43.00	£45.00	
Family History Search of Burial Records		Standard		£14.00	£15.00	
*Non residents are charged triple fees for the purchase of a plot and for the first interment and scattering						

*Non residents are charged triple fees for the purchase of a plot and for the first interment and scattering

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Place Clienting						
Events						
Hire of public open space for event		Standard			POA	New
Sponsorship						
Sponsorship of roundabout or parks and open space asset		Standard			POA	New
Acorn Centre						
Hall (until 10pm)	1 hour	Exempt	Fees & Charges need to be flexible to respond to the demand of market forces	£25.50	£26.80	
Hall (until 10pm) concessionary rate		Exempt		£23.30	£24.50	
Hall (10pm-12am)		Exempt		£46.30	£48.60	
Meeting Room1 or Meeting Room 2		Exempt		£10.50	£11.00	
Meeting Room1 or Meeting Room 2 concessionary rate		Exempt		£9.30	£9.80	
Meeting Rooms 1 & 2 combined		Exempt		£18.60	£19.50	
Meeting Rooms 1 & 2 combined concessionary rate		Exempt		£17.30	£18.20	
Meeting Room 3		Exempt		£12.80	£13.40	
Meeting Room 3 concessionary rate		Exempt		£11.60	£12.20	
Art Room		Exempt		£12.80	£13.40	
Art Room concessionary rate		Exempt		£11.60	£12.20	
Sensory Room		Exempt		£18.70	£19.60	
Sensory Room concessionary rate		Exempt		£17.30	£18.20	

Place & Growth Services

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CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Housing General Fund - Charges from 3rd April 2023						
Carters Hill Park - Licence Fee	per week	Non Business		£63.40	£67.80	
Twyford Orchards - Licence Fee	per week	Non Business		£56.80	£60.80	
Grovelands Park - Plot Fee	per week	Non Business		£45.60	£48.80	
Grovelands Park Garages - tenants - non-vatable		Non Business		£9.00	£9.60	
Grovelands Park Garages - non-tenants - vatable		Standard		£12.90	£13.80	
Bed & Breakfast - family room (homeless residents in temporary accommo	room per week	Non Business		£23.70	£25.40	
Bed & Breakfast - single room (homeless residents in temporary accommo	room per week	Non Business		£14.10	£15.10	
Bed & Breakfast weekly charge for homeless residents in temporary accom	room per week	Non Business		£173.90	£186.10	
Storage costs contribution (for homeless residents in temporary accommodation whose goods are being stored)	per week	Non Business		£9.40	£10.10	
Service charges for 1-5 Foxwood and 1-9 Oxford Road	The rent setting policy allows rents to increase by 11.10% when re-let					Charge if re-let
Foxwood Room 1	per week	Non Business	Rent Setting Policy	£80.71	£85.54	£89.66
Foxwood Room 2		Non Business		£78.14	£82.82	£86.81
Foxwood Room 3		Non Business		£78.99	£83.72	£87.75
Foxwood Room 4		Non Business		£80.71	£85.54	£89.66
Foxwood Room 5		Non Business		£91.82	£97.32	£102.01
Oxford Road Hostel room 1	per week	Non Business	Rent Setting Policy	£78.14	£82.82	£86.81
Oxford Road Hostel room 2		Non Business		£78.14	£82.82	£86.81
Oxford Road Hostel room 3		Non Business		£79.85	£84.63	£88.72
Oxford Road Hostel room 4		Non Business		£79.86	£84.64	£88.72
Oxford Road Hostel room 5		Non Business		£91.82	£97.32	£102.01
Oxford Road Hostel room 6		Non Business		£79.85	£84.63	£88.72
Oxford Road Hostel room 7		Non Business		£91.82	£97.32	£102.01
Oxford Road Hostel room 8		Non Business		£79.85	£84.63	£88.72
Oxford Road Hostel room 9		Non Business		£91.82	£97.32	£102.01
6 Church Close		Non Business	Rent Setting Policy	£155.90	£165.24	£173.55
9 Sevenoaks Road		Non Business	Rent Setting Policy	£151.20	£160.26	£167.98
24 Orbit Close		Non Business	Rent Setting Policy	£112.90	£119.66	£112.90
76A Finchampstead Road		Non Business	Rent Setting Policy	£182.85	£193.80	£203.15
76B Finchampstead Road		Non Business	Rent Setting Policy	£148.02	£156.89	£166.08
87 Finchampstead Road		Non Business	Rent Setting Policy	£150.92	£159.96	£167.68
4 Woollahill Court		Non Business	Rent Setting Policy	£104.11	£110.35	£115.67
Any future General Fund properties (such as new purchases) where The Rent Standard 2020 applies						
		Non Business	Rent Setting Policy			

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CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Enforcement & Safety						
Animal Licences – (Class A – Fee Discretionary)* + vet fee where applicable		The granting fee includes initial inspection and mid-term inspection totalling 4 hours (unless stated differently). Inspections required beyond this due to additional visits, aborted visits will be charged at an additional fee				
Animal Boarding Establishment - combined (dogs and cats)	New Application	Exempt		£590.00	£650.00	
Renewal	Renewal Fee	Exempt		£531.00	£585.00	
Animal Boarding Establishment - single species (dogs or cats))	New Application	Exempt		£472.00	£520.00	
Renewal	Renewal Fee	Exempt		£413.00	£455.00	
Home boarder	New Application	Exempt		£271.85	£293.00	
Renewal	Renewal Fee	Exempt		£241.85	£260.00	
Home Boarder - Franchisee arrangers licence (excludes inspection fee per year)	New Application	Exempt		£207.00	£228.00	
Renewal	Renewal Fee	Exempt		£177.00	£195.00	
Home Boarder - Assessment of hobby host as part of a franchisee licence	New Application	Exempt		£118.00	£130.00	
Renewal	Renewal Fee	Exempt		£118.00	£130.00	
Dog Day Care	New Application	Exempt		£590.00	£650.00	
Renewal	Renewal Fee	Exempt		£531.00	£585.00	
Dog Breeding Establishment (excluding vet fee)	New Application	Exempt		£590.00	£650.00	
Renewal	Renewal Fee	Exempt		£531.00	£585.00	
Dog Breeding Establishment (in domestic dwelling)	New Application	Exempt		£472.00	£520.00	
Renewal	Renewal Fee	Exempt		£413.00	£455.00	
Pet Vending / Sale of pets	New Application	Exempt		£472.00	£520.00	
Renewal	Renewal Fee	Exempt		£413.00	£455.00	
Animal for Exhibition	New Application	Exempt		£590.00	£650.00	
Renewal	Renewal Fee	Exempt		£531.00	£585.00	
Riding Establishment (excludes vet's fees)						
Main inspection fee, plus fee per horse	New Application	Exempt		£472.00	£520.00	
Renewal	Renewal Fee	Exempt		£413.00	£455.00	
Fee per horse, for the first 10 horses		Exempt		£15.00	£17.00	
Fee per horse, for next 11-50 horses		Exempt		£10.00	£11.00	
Fee per horse, for every horse 51 & over		Exempt		£8.00	£9.00	
Other Fees						
Variation to the licence fee (inclusive of one visit)		Exempt		£224.00	£244.00	
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		Exempt		£56.00	£65.00	
Re-evaluation of star rating (inclusive of one visit)		Exempt		£112.00	£130.00	
Transfer due to death of licensee		Exempt		£56.00	£65.00	
Dangerous Wild Animal Consent	2 years	Exempt		£460.00	£520.00	
Zoo Licences (new & renewals)	Up to 6 years	Exempt		£2,066.00	£2,276.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Hackney Carriage and Private Hire Licences			Subject to statutory consultation			
Vehicle Licences						
Hackney Carriage Vehicle – New & renewal		Exempt		£248.00	£325.00	
Private Hire Vehicle – New and renewal		Exempt		£248.00	£325.00	
Private Hire Vehicle with Dispensation		Exempt		£248.00	£325.00	
Temporary Vehicle Licence	Up to 3 months	Exempt		£232.00	£260.00	
Driver licence - New & Renewal	3 years	Exempt		£271.00	£293.00	
Conversion of driver licence to another type		Exempt		£80.00	£98.00	
Private Hire Operators (PHO)						
NEW Private Hire Operator Per vehicle calculation of 4 hours (at £59.00 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles	Number of Vehicles					
1 vehicle	1	Exempt		£472.00	£520.00	
2	2	Exempt		£545.75	£601.00	
3	3	Exempt		£619.50	£683.00	
4	4	Exempt		£693.25	£764.00	
5	5	Exempt		£767.00	£845.00	
6	6	Exempt		£840.75	£926.00	
7	7	Exempt		£914.50	£1,008.00	
8	8	Exempt		£988.25	£1,089.00	
9	9	Exempt		£1,062.00	£1,170.00	
10	10	Exempt		£1,135.75	£1,251.00	
11	11	Exempt		£1,209.50	£1,333.00	
12	12	Exempt		£1,283.25	£1,414.00	
13	13	Exempt		£1,357.00	£1,495.00	
14	14	Exempt		£1,430.75	£1,576.00	
15	15	Exempt		£1,504.50	£1,658.00	
16	16	Exempt		£1,578.25	£1,739.00	
17	17	Exempt		£1,652.00	£1,820.00	
18	18	Exempt		£1,725.75	£1,901.00	
19	19	Exempt		£1,799.50	£1,983.00	
20+	20+	Exempt		£1,873.25	£2,064.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
RENEWAL Private Hire Operator Per vehicle calculation of 2 hours (at £59.00 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles	Number of Vehicles		Change would require re-assessment of the cost recovery basis and consultation with licensees			
1	1	Exempt		£354.00	£390.00	
2	2	Exempt		£427.75	£471.00	
3	3	Exempt		£501.50	£553.00	
4	4	Exempt		£575.25	£634.00	
5	5	Exempt		£649.00	£715.00	
6	6	Exempt		£722.75	£796.00	
7	7	Exempt		£796.50	£878.00	
8	8	Exempt		£870.25	£959.00	
9	9	Exempt		£944.00	£1,040.00	
10	10	Exempt		£1,017.75	£1,121.00	
11	11	Exempt		£1,091.50	£1,203.00	
12	12	Exempt		£1,165.25	£1,284.00	
13	13	Exempt		£1,239.00	£1,365.00	
14	14	Exempt		£1,312.75	£1,446.00	
15	15	Exempt		£1,386.50	£1,528.00	
16	16	Exempt		£1,460.25	£1,609.00	
17	17	Exempt		£1,534.00	£1,690.00	
18	18	Exempt		£1,607.75	£1,771.00	
19	19	Exempt		£1,681.50	£1,853.00	
20+	20+	Exempt		£1,755.25	£1,934.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Other Private Hire & Hackney Carriage Charges						
Variation to PHO licence		Exempt		£59.00	£65.00	
Transfer of vehicle to new owner		Exempt		£118.00	£130.00	
Change of vehicle		Exempt		£74.00	£82.00	
Replacement Licence		Exempt		£41.00	£49.00	
Replacement Badge		Exempt		£41.00	£49.00	
Replacement Vehicle Licence Plate		Exempt		£59.00	£65.00	
Knowledge Test		Exempt		£74.00	£82.00	
Missed Appointment		Exempt		£37.00	£44.00	
Disclosure and Barring Service Check (DBS)		Exempt		£90.00	£98.00	
Advertising on a Hackney carriage - New		Exempt		£47.00	£49.00	
Advertising on a Hackney carriage - Renewal		Exempt		£32.00	£33.00	
Change of address (PH & HC)		Exempt		£14.00	£16.00	
Backing Plate		Exempt		£26.00	£33.00	
Medical Exemption from carrying an assistance dog		Exempt		£22.00	£21.00	
Refund Processing Fee		Exempt		£59.00	£65.00	
Change of vehicle registration		Exempt		£57.00	£65.00	
Age of vehicle Inspection – initial & renewal		Exempt		£59.00	£65.00	
Scrap Metal Dealer Act 2013 (Discretionary)						
Description						
Scrap Metal site -New and renewal - 3 years	3 Years	Exempt	Cost recovery for assessment and administration of the application	£501.00	£552.00	
Scrap Metal mobile collector -new and renewal - 3 years	3 years	Exempt		£267.00	£293.00	
Scrap Metal - Variation of Licence		Exempt		£368.00	£390.00	
Scrap Metal - change of site manager		Exempt		£68.00	£65.00	
Scrap Metal - copy of licence		Exempt		£11.00	£12.00	
Scrap Metal - Change of Name		Exempt		£36.00	£33.00	
Skin Piercing & Dermal Treatments (one off registration) - (Class A – Fee Discretionary)						
Individual	Individual	Exempt		£180.00	£195.00	
Premises	Premises	Exempt		£282.00	£325.00	
Joint application	Joint application	Exempt		£451.00	£488.00	
Pre-application work, hourly rate	Min. 1 hour	Exempt		£59.00	£65.00	
Street Trading Consents (Class A – Fee Discretionary)						
Annual Fee	Annual Fee	Exempt		£1,378.00	£1,495.00	
6 months	6 months	Exempt		£805.00	£845.00	
Monthly Rate	Monthly Rate	Exempt		£228.00	£260.00	
Variation fee		Exempt		£91.00	£100.00	
Refund for Street Traders if application withdrawn	If application withdrawn	Exempt		£116.00	£128.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic) £	Incl VAT (if applic) £	
ENVIRONMENTAL PROTECTION						
Dog Warden Services						
Stray Dog recovered		Standard		£73.00	£80.00	
Stray Dog – recovered and taken to kennel	charges and cost recovery. Vets	Standard		£73 + £15 per day max £75	£80 + £16 per day max £112	
Dog fouling fixed penalty charge		Exempt	Fixed penalty	£75.00	£100.00	
Miscellaneous stray dog activities e.g. taxi, relocating, microchipping		Standard		£59.00	£65.00	
Environmental Fixed Penalties		Exempt		£80.00	£85.00	
Private Sector Housing						
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)		Exempt		£116.00	£130.00	
Enforcement Notices served under Housing Act 2004		Exempt	On a cost recovery basis	£402.00	£455.00	
Concurrent notices served under Housing Act 2004 on same property		Exempt		n/a	£65.00	
HMO Licence NEW - assisted application		Exempt	Set on a cost recovery basis for the costs of (a) the administration and processing of the application and (b) for the general management and enforcement of the scheme	£1,204.00	£1,300.00	
HMO Licence RENEWAL		Exempt		£805.00	£845.00	
Caravan Site Licences			Cost recovery for administering and monitoring site licences - a fee fixed by the authority under Caravan Sites and Control of Development Act 1960			
Site licence new		Exempt		£440.00	£488.00	
New licence per pitch		Exempt		£16.00	£16.00	
Transfer of licence		Exempt		£186.00	£195.00	
Annual fee per pitch		Exempt		£14.00	£16.00	
Enforcement Notices served under Mobile Homes Act 2013		Exempt		£402.00	£455.00	
Deposit, vary or deleting site rules		Exempt		£117.00	£130.00	
Variation of licence		Exempt		£116.00	£130.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Mobile Homes Regulations 2020			The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 ("the Regulations") permit the Council to charge a fee			
Application Fee – Fit and Proper Test		Exempt	Any application taking more than two hours to process will be charged at an additional hourly rate of £62/ph	£118.00	£130.00	
Annual Fee – Fit and Proper Test	Hourly	Exempt		£59.00	£65.00	
Other fees	Hourly rate applies minimum of 2 hours	Exempt				
Environmental Information Request - Individual, Non-Commercial		Exempt		£118.00	£130.00	
Environmental Information Request - Commercial and Government		Exempt		£118.00	£130.00	
Civil Actions (Class A – Fee Discretionary)		Exempt		£118.00	£130.00	
Safety Certification and administration	Hourly rate applies minimum of 2 hours	Exempt		£118.00	£130.00	
Pre-Application Advice, hourly charge		Exempt		£59.00	£65.00	
		Exempt				
Food Hygiene Rating Scheme rescore	2 hours	Exempt		£118.00	£130.00	
General Business Advice (NonPrimary Authority)	Hourly rate (first 30 minutes free)	Exempt		£59.00	£65.00	
Resident Request for Advice	Hourly rate	Exempt		£59.00	£65.00	
Hourly charge		Exempt		£59.00	£65.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Private Water Supplies			Maximums set in Schedule 5 Private Water Supplies Regulations 2016 and the Private Water Supplies (England) (Amendment) Regulations 2018			
Risk assessment - Every 5 years. Charged per hour, simple risk assessment and report typically 5 hours	Every 5 years.	Standard		£59.00	£65.00	
Private water and pool samples - Includes cost of testing	Includes cost of testing	Standard		£59.00	£65.00	
Investigation - Includes cost of testing Carried out in the event of a test failure - this does not include any required analysis costs.	Carried out in the event of a test failure, can be substituted by the	Standard		£59.00	£65.00	
Granting an authorisation	risk assessment - this does not include any required analysis costs.	Standard		£59.00	£65.00	
Analysis – Regulation 10 (1) a. to e. Where a supply provides <10m3/day or serves <50 people and is used for domestic purposes	Where a supply provides <10m3/day or serves <50 people and is used for domestic purposes	Standard		£59.00	£65.00	
Analysis - Regulation 8 and 9 Taking a sample and delivery to the laboratory.	Charge for a visit, taking a sample and delivery to the laboratory. Typically 2.5 hours	Standard		£59.00	£65.00	
Local Land Charges						
Part 1 enquiry		Standard	Service costs are fully covered	£115.00	£127.00	
Individual CON29 questions on part 1 of the enquiry form	per question	Standard			£25.00	New
Certificate of search for Part 1 enquiry		Exempt		£38.00	£42.00	
Each optional question on part two of the enquiry form		Standard		£25.00	£28.00	
Each additional question not covered by parts one and two		Standard		£39.00	£43.00	
Local Land Charges: Commercial / Land						
Part 1 enquiry		Standard	Service costs are fully covered	£145.00	£160.00	
Individual CON29 questions on part 1 of the enquiry form	per question	Standard			£40.00	New
Certificate of search for Part 1 enquiry		Exempt		£57.00	£63.00	
Each optional question on part two of the enquiry form		Standard		£25.00	£28.00	
Each additional question not covered by parts one and two		Standard		£40.00	£44.00	
Expedited Search Fee		Standard		£53.00	£60.00	

Chief Executive

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes	
				Incl VAT (if applic)	Incl VAT (if applic)		
				£	£		
Registration of Births, Marriages and Deaths							
Licence Fees for Approved Premises:			To cover costs benchmarked against other LA's				
Initial and Renewal of licences for Approved Premises (valid for 3 years)		Non Business		£2,095.00	£2,242.00		
Licence Fees for Civil Partnerships in Religious Buildings		Non Business		£952.00	£1,019.00		
Licence Amendment Fee		Non Business		£152.00	£163.00		
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		£472.00	£505.00		
Late Weddings 6-8pm		Non Business		£558.00	£597.00		
Friday - Saturday		Non Business		£544.00	£582.00		
Late Weddings 6-8pm		Non Business		£631.00	£675.00		
Sunday and Bank Holidays		Non Business		£619.00	£662.00		
Late Weddings 6-8pm		Non Business		£796.00	£852.00		
Ceremony Room							
Monday to Thursday	per ceremony	Non Business		£171.00	£183.00		
Late Weddings 4.30-8pm		Non Business		£305.00	£326.00		
Friday		Non Business		£299.00	£320.00		
Saturday or Sunday		Non Business		£342.00	£366.00		
Bank Holidays		Non Business		£482.00	£516.00		
Naming / Renewal of Vows:							
Naming / Renewal of Vows in Ceremony Room:							
Monday to Thursday	per ceremony	Standard		£161.00	£172.00		
Friday or Saturday		Standard		£331.00	£354.00		
Sunday and Bank Holidays		Standard		£434.00	£464.00		
Naming / Renewal of Vows in an Approved Premises:							
Monday to Thursday	per ceremony	Standard		£350.00	£375.00		
Friday or Saturday		Standard		£408.00	£437.00		
Sunday and Bank Holidays		Standard		£474.00	£507.00		
Naming / Renewal of Vows in Private Premises							
Monday to Thursday	per ceremony	Standard		£375.00	£401.00		
Friday or Saturday		Standard		£454.00	£486.00		
Sunday or Bank Holidays		Standard		£520.00	£556.00		
Private Citizenship Ceremony							
Citizenship Ceremony Fees in Ceremony Room Mon-Fri		Non Business		£141.00	£151.00		
Saturday	per ceremony	Non Business		£235.00	£251.00		
Miscellaneous:							
All other charges will be made at either cost price or a reasonable charge.			Full cost and be competitive with other LA's			All benchmarked against other LAs in SE region	

Chief Executive

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic) £	Incl VAT (if applic) £	
Libraries						
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	£0.33	£0.35	
Adult books, CD's / Cassettes (No overdue charges for people with visual impairment)	maximum charge	Non Business		£13.86	£14.70	
Children's Books	per item per day min	Non Business		£0.07	£0.07	
Children's Books	maximum charge	Non Business		£3.64	£3.85	
DVD	per item per day min	Non Business		£1.80	£1.90	
DVD	maximum charge	Non Business		£24.70	£26.60	
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	£1.50	£1.60	
Concessionary Groups		Non Business		£0.70	£0.70	
Cassettes [3-6 tape sets] :		Non Business		£1.80	£1.90	
Concessionary Groups		Non Business		£0.70	£0.70	
Cassettes [7 or more tapes] :		Non Business		£2.60	£2.80	
Concessionary Groups		Non Business		£1.50	£1.60	
Compact discs [1 disc in the item]		Non Business		£2.60	£2.80	
Concessionary Groups		Non Business		£1.50	£1.60	
Compact discs [7 disc in the item]		Non Business		£4.40	£4.70	
Children's compact discs		Non Business		£1.30	£1.40	
Children's cassettes		Non Business		£0.80	£0.90	
AUDIO-VISUAL LOAN CHARGES:						
DVD	per week min	Non Business	Tiered pricing system based on title popularity	£2.40	£2.60	
DVD	per week max	Non Business	Tiered pricing system based on title popularity	£4.30	£4.60	
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	£0.70	£0.75	
Any item not currently in Borough stock	per item	Non Business		£7.30	£8.00	
Photocopies from British Library	per item	Non Business		as per charge from British Library	as per charge from British Library	
Charge as per British Library in line with Copyright, Designs & Patents Act 1988						
Bookclub Reservations	per annum	Non Business		£34.90	£37.30	
Forget-Me-Not Service	per annum	Non Business		£33.20	£35.50	

Chief Executive

DISCRETIONARY FEES AND CHARGES 2023 - 2024

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.23	Notes
				Incl VAT (if applic) £	Incl VAT (if applic) £	
LOST AND DAMAGED ITEMS:						
BOOKS:						
Books on loan from British Library	per volume	Non Business	Full cost recovery	charge from British library plus £8.50	charge from British library plus £9.10	
British Library charge						
Lost items available for re-purchase from Library stock supplier	per item	Non Business		Replacement charge + £2.35 admin fee	Replacement charge + £2.50 admin fee	
LOST TICKETS:						
Reader's 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	£2.50	£2.60	
PHOTOCOPYING:						
Black & White: A4	per sheet A4	Standard	Fees & Charges need to be flexible to respond to the	£0.20	£0.20	
A3	per sheet A3	Standard		£0.40	£0.40	
FAXES:						
Sending in UK	1st sheet	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£1.70	£1.80	
	Each additional sheet thereafter	Standard		£0.80	£0.90	
Outside UK	1st sheet	Standard		£5.50	£5.90	
	Each additional sheet thereafter	Standard		£3.50	£3.70	
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	£0.75 - £10.70	£0.80 - £11.20	
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	£0.33	£0.35	
EVENTS (WHERE CHARGED):						
Adult Events	per event min	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£2.90	£3.10	
Adult Events	per event max	Standard		£15.60	£16.70	
Children's Events	per event	Standard		£1.40	£1.50	
Woodley Library Room Booking (non community & commercial)		Standard		£8.80	£9.40	
Wokingham Library Room Booking (non community & commercial)	maximum per hour	Standard		£19.30	£20.70	
Training Course Fees						
Fully day Course	Day	Non Business		£73.00	£78.00	
Half Day Course	Half day	Non Business		£36.00	£39.00	
Cancellation fee, (less that 7-14 days notice)	per course	Non Business		£83.00	£89.00	
Non attendance of course	per course	Non Business		£83.00	£89.00	

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