FEES AND CHARGES 2021/2022

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

Fees effective from 1 April 2021

CONTENTS

Licences, Registrations and Consents 2
- Animal Licences 2
- Explosives Licences 3
- Gambling Act 2005 4
- Hackney Carriage and Private Hire Licences 6
- Hairdresser Registration 8
- Licensing Act 2003 9
- Petroleum Licences 9
- Scrap Metal 9
- Sex Establishments 10
- Skin Piercing & Dermal Treatments 10
- Street Trading Consents 10

Environmental Protection 11
- Abandoned vehicles 11
- Anti-Social Behaviour Act 11
- Dog Warden Services 11
- Environmental Permitting Regulations 2016 11
- Private Sector Housing 13
- Private Water Supplies 13
- Other Fees 14

Trading Standards 15
- Buy with confidence 15
- Primary Authority 15
- Support with Confidence 15
- Weights and Measures 15
- Other Fees 15

LICENCES, REGISTRATIONS AND CONSENTS

Animal Licences

Animal Licences – (Class A – Fee Discretionary)* + vet fee where applicable		
		Fee
Animal Boarding Establishment - combined (dogs and cats)	New Application	£590.00
	Renewal Fee	£531.00
Animal Boarding Establishment - single species (dogs or cats))	New Application	£472.00
	Renewal Fee	£413.00
Home boarder	New Application	£271.85
	Renewal Fee	£241.85
Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	New Application	£207.00
	Renewal Fee	£177.00
Home Boarder - Assessment of hobby host as part of a franchisee licence	New Application	£118.00
	Renewal Fee	£118.00
Dog Day Care	New Application	£590.00
	Renewal Fee	£531.00
Dog Breeding Establishment (excluding vet fee)	New Application	£590.00
	Renewal Fee	£531.00
Dog Breeding Establishment (in domestic dwelling)	New Application	£472.00
	Renewal Fee	£413.00
Pet Vending / Sale of pets	New Application	£472.00
	Renewal Fee	£413.00
Animal for Exhibition	New Application	£590.00
	Renewal Fee	£531.00
Riding Establishment (excludes vet's fees)		
Main inspection fee, plus fee per horse	New Application	£472.00
	Renewal Fee	£413.00
Fee per horse, for the first 10 horses		£15.00
Fee per horse, for next 11-50 horses		£10.00
Fee per horse, for every horse 51 & over		£8.00
Other Fees		
Variation to the licence fee (inclusive of one visit)		£224.00
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		£56.00
Re-evaluation of star rating (inclusive of one visit)		£112.00
Transfer due to death of licensee		£56.00
*** 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.**		

Wild Animals and Zoos

Wild Animals & Zoos	Duration	Bracknell Forest	West Berkshire & Wokingham
Dangerous Wild Animal Consent	2 years	N/A	£460.00
Dangerous Wild Animal Consent – New	2 years	£489.00	N/A
Dangerous Wild Animal Consent - Renewal	2 years	£284.00	N/A
Zoo Licences (new & renewals)	Up to 6 years	£2,066.00	£2,066.00

Explosives Licences

Description	**Duration**	**All Council Areas**
New licence for explosives below 250kg Net Explosive Content (NEC)	1 year	£109.00
	2 years	£141.00
	3 years	£173.00
	4 years	£206.00
	5 years	£238.00
Renewal of licence for explosives below 250kg Net Explosive Content (NEC)	1 year	£54.00
	2 years	£86.00
	3 years	£120.00
	4 years	£152.00
	5 years	£185.00
New licence for explosives above 250kg Net Explosive Content (NEC)	1 year	£185.00
	2 years	£243.00
	3 years	£304.00
	4 years	£374.00
	5 years	£423.00
Renewal of licence for explosives above 250kg Net Explosive Content (NEC)	1 year	£86.00
	2 years	£147.00
	3 years	£206.00
	4 years	£266.00
	5 years	£326.00
Varying the name of licensee or address of site		£36.00
Any other kind of variation		£40.00
Transfer of licence		£36.00
Replacement Licence		£36.00
Full year registration for fireworks		£515.00

Gambling Act 2005

Description	Type	All Council Areas
Casinos (regional)	New Application	£15,000.00
	Provisional Statement	£15,000.00
	Application with Provisional Statement	£8,000.00
	Variation	£7,500.00
	Transfer/Reinstatement	£6,500.00
	Annual Fee	£15,000.00
Casinos (large)	New Application	£10,000.00
	Provisional Statement	£10,000.00
	Application with Provisional Statement	£5,000.00
	Variation	£5,000.00
	Transfer/Reinstatement	£2,150.00
	Annual Fee	£10,000.00
Casinos (small)	New Application	£8,000.00
	Provisional Statement	£8,000.00
	Application with Provisional Statement	£3,000.00
	Variation	£4,000.00
	Transfer/Reinstatement	£1,800.00
	Annual Fee	£5,000.00
Bingo Clubs	New Application	£3,500.00
	Provisional Statement	£3,500.00
	Application with Provisional Statement	£1,200.00
	Variation	£1,750.00
	Transfer/Reinstatement	£1,200.00
	Annual Fee	£1,000.00
Betting Premises	New Application	£3,000.00
	Provisional Statement	£3,000.00
	Application with Provisional Statement	£1,200.00
	Variation	£1,500.00
	Transfer/Reinstatement	£1,200.00
	Annual Fee	£600.00
Tracks	New Application	£2,500.00
	Provisional Statement	£2,500.00
	Application with Provisional Statement	£950.00
	Variation	£1,250.00
	Transfer/Reinstatement	£950.00
	Annual Fee	£1,000.00
Family Entertainment Centres	New Application	£2,000.00
	Provisional Statement	£2,000.00
	Application with Provisional Statement	£950.00
	Variation	£1,000.00
	Transfer/Reinstatement	£950.00
	Annual Fee	£750.00
Adult Gaming Centres	New Application	£2,000.00
	Provisional Statement	£2,000.00
	Application with Provisional Statement	£1,200.00
	Variation	£1,000.00
	Transfer/Reinstatement	£1,200.00

	Annual Fee	£1,000.00
Lotteries & Amusements	New Application	£40.00
	Annual Fee	£20.00
All licences	Notification of change	£50.00
	Copy of licence	£25.00
Pre-application work, hourly rate	Min. 1 hour	£59.00
Club gaming or machine permit	New Application	£200.00
	Existing holder	£100.00
	Renewal	£200.00
	Annual Fee	£50.00
	Variation	£100.00
	Copy of licence	£15.00
Club Gaming or Machine Permit (holds a club Premises Certificate under Licensing Act 2003)	New Application	£100.00
	Renewal	£100.00
Licensed Premises Notifications		All Council Areas
To make available up to 2 gaming machines on premises which hold on-premises alcohol licence	Notification of intention	£50.00
Gaming Machine Permit (more than 2 machines) on-premises which hold on premises alcohol licence	Application (existing holder)	£100.00
	New Application	£150.00
	Annual Fee	£50.00
	First Annual Fee (payable within 30 days of date permit takes effect)	£50.00
	Variation	£100.00
	Transfer	£25.00
	Change of name	£25.00
	Copy of permit	£15.00
Pre-application work, hourly rate	Min. 1 hour	£59.00

Hackney Carriage and Private Hire Licences

Bracknell Forest

Vehicle Licences		**Bracknell Forest**
Hackney Carriage Vehicle – New & renewal		£290.00
Private Hire Vehicle – New and renewal		£290.00
Home to school – New and renewal		£148.00
Private Hire Vehicle with Dispensation		£290.00
Temporary Vehicle Licence	Up to 3 months	£232.00
Driver Licences		
Driver – New & Renewal	3 years	£271.00
Home to school – New & Renewal	3 years	£186.00
Conversion of driver licence to another type		£80.00

West Berkshire

Vehicle Licences		**West Berkshire**
Hackney Carriage Vehicle – New & renewal		£288.00
Private Hire Vehicle – New and renewal		£288.00
Private Hire Vehicle with Dispensation		£288.00
Temporary Vehicle Licence	Up to 3 months	£232.00
Driver Licences		
Driver – New & Renewal	3 years	£271.00
Conversion of driver licence to another type		£80.00

Wokingham

Vehicle Licences		**Wokingham**
Hackney Carriage Vehicle – New & renewal		£290.00
Private Hire Vehicle – New and renewal		£290.00
Private Hire Vehicle with Dispensation		£290.00
Temporary Vehicle Licence	Up to 3 months	£232.00
Driver Licences		
Driver – New & Renewal	3 years	£271.00
Conversion of driver licence to another type		£80.00

Private Hire Operators (PHO)

Private Hire Operator	Number of Vehicles	Bracknell Forest and Wokingham	West Berkshire
NEW Per vehicle calculation of 4 hours (at £57.00 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles	1	£472.00	£456.00
	2	£545.75	£527.25
	3	£619.50	£598.50
	4	£693.25	£669.75
	5	£767.00	£741.00
	6	£840.75	£812.25
	7	£914.50	£883.50
	8	£988.25	£954.75
	9	£1,062.00	£1,026.00
	10	£1,135.75	£1,097.25
	11	£1,209.50	£1,168.50
	12	£1,283.25	£1,239.75
	13	£1,357.00	£1,311.00
	14	£1,430.75	£1,382.25
	15	£1,504.50	£1,453.50
	16	£1,578.25	£1,524.75
	17	£1,652.00	£1,596.00
	18	£1,725.75	£1,667.25
	19	£1,799.50	£1,738.50
	20	£1,873.25	£1,809.75
	20+	£1,873.25	£1,809.75
Private Hire Operator	**Number of Vehicles**	**Bracknell Forest and Wokingham**	**West Berkshire**
RENEWAL Per vehicle calculation of 2 hours (at £57.00 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles	1	£354.00	£342.00
	2	£427.75	£413.25
	3	£501.50	£484.50
	4	£575.25	£555.75
	5	£649.00	£627.00
	6	£722.75	£698.25
	7	£796.50	£769.50
	8	£870.25	£840.75
	9	£944.00	£912.00
	10	£1,017.75	£983.25
	11	£1,091.50	£1,054.50
	12	£1,165.25	£1,125.75
	13	£1,239.00	£1,197.00
	14	£1,312.75	£1,268.25
	15	£1,386.50	£1,339.50
	16	£1,460.25	£1,410.75
	17	£1,534.00	£1,482.00
	18	£1,607.75	£1,553.25
	19	£1,681.50	£1,624.50
	20	£1,755.25	£1,695.75
	20+	£1,755.25	£1,695.75

Other Private Hire & Hackney Carriage Charges

Other charges		**All Council Areas – where applicable**
Variation to PHO licence		£59.00
Transfer of vehicle to new owner		£118.00
Change of vehicle		£74.00
Replacement Licence		£41.00
Replacement Badge		£41.00
Replacement Vehicle Licence Plate		£59.00
Knowledge Test		£74.00
Missed Appointment		£37.00
Disclosure and Barring Service Check (DBS)	Bracknell Forest Wokingham & West Berks	£67.00 £89.50
Advertising on a Hackney carriage - New	Not applicable in West Berks	£47.00
Advertising on a Hackney Carriage - Renewal	Not applicable in West Berks or Wokingham	£32.00
Change of address (PH & HC)		£14.00
Backing Plate		£26.00
Medical Exemption from carrying an assistance dog		£22.00
Refund Processing Fee		£59.00
Change of vehicle registration		£57.00
Age of vehicle Inspection – initial & renewal	Not applicable in West Berks	£59.00
Pre-application advice, hourly rate	Min 1 hour	£59.00
Disability Awareness Training		POA
Safeguarding Training		POA
First aid Training	Not applicable in West Berks	POA

Hairdresser Registration

Description		**Bracknell Forest Only**
Hairdresser/barber registration		£43.00

Licensing Act 2003

Premises Licence – "one off" fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee)	All Council Areas
Band A – RV up to 4,300	£100.00
Band B – RV 4,300 to 33,000	£190.00
Band C – RV 33,001 to 87,000	£315.00
Band D – RV 87,001 to 125,000	£450.00
Band E – RV 125,001 and above	£635.00
Pre-application advice, hourly rate	£59.00
Premises Licence – Annual Fee (Class B – Statutory Fee)	
Band A	£70.00
Band B	£180.00
Band C	£295.00
Band D	£320.00
Band E	£350.00
Personal Licence - (Class B – Statutory Fee)	£37.00
Temporary Event Notices (TENs) - (Class B – Statutory Fee)	£21.00
Application for copy licence	£10.50
Application to vary DPS/transfer licence/interim notice	£23.00
Application for making a provisional statement	£315.00
Minor variation	£89.00
Application to disapply mandatory DPS condition	£23.00
Pre-application work, hourly rate	£59.00

Petroleum Licences

Petroleum Licences		**All Council Areas**
Not exceeding 2,500 litres		£44.00
Not exceeding 50,000 litres		£60.00
Exceeding 50,000 litres		£125.00

Scrap Metal

Description		**All Councils Areas**
Scrap Metal site -New and renewal	3 Years	£501.00
Scrap Metal mobile collector -new and renewal	3 years	£267.00
Scrap Metal - Variation of Licence		£368.00
Scrap Metal - change of site manager		£68.00
Scrap Metal - copy of licence		£11.00
Scrap Metal - Change of Name		£36.00
Pre-Application Advice, hourly charge		£59.00

Sex Establishments

Description	Type	All Council Areas
Sex Establishments - (Class A – Fee Discretionary)	Cinema	min £3,100 to max £5,150
	Shop	min £3,100 to max £5,150
	Entertainment Venue	min £3,100 to max £5,150
Pre-application work, hourly rate	Min. 1 hour	£59.00

Skin Piercing & Dermal Treatments

Description	Type	All Council Areas
Skin piercing Registrations (one off registration) - (Class A – Fee Discretionary)	Individual	£180.00
	Premises	£282.00
	Joint application	£451.00
Pre-application work, hourly rate	**Min. 1 hour**	£59.00

Street Trading Consents

Description	Type	Bracknell Forest	West Berkshire & Wokingham
Street Trading Consents - (Class A – Fee Discretionary)	Annual Fee	N/A	£1,378.00
	6 months	£1,433.00	£805.00
	3 months	£876.00	N/A
	Monthly Rate	£372.00	£228.00
	1 Week	£139.00	N/A
	6 months max. 2 trading days a week incl. Fri, Sat & Sun	£859.00	N/A
	6 months max. 2 trading days a week Mon-Thurs only	£572.00	N/A
	Ice cream van (per van) 6 month	£717.00	N/A
	Ice cream van (per van) 1 month	£186.00	N/A
Variation fee		£91.00	£91.00
Refund for Street Traders	If application withdrawn	N/A	£116.00
Pre-application work, hourly rate	Min. 1 hour	£59.00	£59.00

ENVIRONMENTAL PROTECTION

Abandoned vehicles

Description		Bracknell Forrest Only
Removal (prescribed fee)	Less than 3.5 tonnes	£150.00
Daily Storage (prescribed fee)	Less than 3.5 tonnes	£20.00
Enforcement Disposal costs (prescribed fee)	Less than 3.5 tonnes	£75.00
Fixed Penalty Notice	Reduced to £120.00 if paid within 7 days	£200.00
Enforcement invoice costs		£77.00

Anti-Social Behaviour Act

Description		All Council Areas
Anti-Social Behaviour Act	High Hedges Fee (Class A – Fee Discretionary)	£1,206.00

Dog Warden Services

Description	All Council Areas
Stray Dogs – not taken to kennel	£73.00
Stray Dogs – taken to kennel	Fees based on charges and cost recovery. Vets fees separate.
Kennels cost	Recharge based on cost
Dog fouling fixed penalty charge	£75.00
Miscellaneous stray dog activities e.g. taxi, relocating, microchipping	£59.00

Environmental Permitting Regulations 2016

Scheduled Processes – (Class B – statutory Fee)		All Council Areas
Standard Process		£1,650.00
Service Stations (PVI &PVII		£257.00
Dry Cleaners		£155.00
Vehicle Refinishers		£362.00
Mobile Screening & Crushing Plant		£1,650.00
Mobile Screening & Crushing Plant for the 3rd to 7th applications		£985.00
Mobile Screening & Crushing Plant for the 8th and subsequent applications		£498.00
Substantial changes		
Standard Process		£1,050.00
Reduced Activities		£102.00

Annual Subsistence Charge (Statutory)		
Standard Process	Low	£772.00
	Medium	£1,161.00
	High	£1,747.00
Service stations PVR2	Low	£113.00
	Medium	£226.00
	High	£341.00
VR and other reduced fees	Low	£228.00
	Medium	£365.00
	High	£548.00
Dry cleaners/PVR1	Low	£79.00
	Medium	£158.00
	High	£237.00
Mobile Screening & Crushing Plant	Low	£646.00
	Medium	£1,034.00
	High	£1,506.00
Mobile Screening & Crushing Plant for 2nd permit	Low	£646.00
	Medium	£1,034.00
	High	£1,506.00
Mobile Screening & Crushing Plant for 3rd to 7th permit	Low	£385.00
	Medium	£617.00
	High	£924.00
Mobile Screening & Crushing Plant for the 8th and subsequent permits	Low	£198.00
	Medium	£316.00
	High	£473.00
Late payment charge	If invoice issued & not paid within 8 weeks	£52.00
Transfer and Surrender		
Transfer		£169.00
Partial Transfer		£497.00
Surrender		£0.00
Transfer Reduced fees		£0.00
Partial Transfer Reduced Fees		£47.00

Private Sector Housing

Description	All Council Areas
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)	£402.00
Enforcement Notices served under Housing Act 2004	£116.00
HMO Licence NEW - assisted application	£1,204.00
HMO Licence RENEWAL	£805.00
Caravan Site Licences	
Site licence new	£440.00
New licence per pitch	£16.00
Transfer of licence	£186.00
Alteration of conditions	£341.00
Annual fee per pitch	£14.00
Enforcement action -per hour	£59.00
Deposit, vary or deleting site rules	£117.00
Variation of licence	£116.00
Mobile Homes Regulations 2020	**All Councils Areas**
Application Fee – Fit and Proper Test (any application taking more than two hours to process will be charged at an additional hourly rate of £59/ph or part thereof)	£118.00
Annual Fee – Fit and Proper Test	£59.00/hour
Where the authority has to assist with appointing a site manager the costs will be specified in the agreement between the parties	

Private Water Supplies

Description		All Councils Areas
Risk assessment	Every 5 years. Min. charge 1 hour, simple risk assessment and report typically 5 hours	£59.00/hour
Sampling	Charge for a visit, taking a sample and delivery to the laboratory. Typically 2.5 hours	£59.00/hour
Private water and pool samples	Includes cost of testing	£60.00
Investigation	Carried out in the event of a test failure, can be substituted by the risk assessment - this does not include any required analysis costs.	£109.00
Analysis – Regulation 10	Where a supply provides <10m^3/day or serves <50 people and is used for domestic purposes	£28.00
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 - Hourly rate applies
Hourly charge		£59.00

Other Fees

	Hourly rate applies minimum of 2 hours	**All Council Areas**
Environmental Information Request - Individual, Non-Commercial		£118.00
Environmental Information Request - Commercial and Government		£118.00
Civil Actions (Class A – Fee Discretionary)		£118.00
Safety Certification and administration	Hourly rate applies minimum of 2 hours	£118.00
Pre-Application Advice, hourly charge		£59.00

TRADING STANDARDS

Buy with confidence

Description	Employee numbers	Bracknell Forest Only
Application Fee (set nationally by Buy with Confidence scheme)	1-5 employees	£125.00
	6-20 employees	£167.00
	21-49 employees	£208.00
	50+ employees	POA
Annual fee (set nationally by Buy with Confidence scheme)	1-5 employees	£250.00
	6-20 employees	£375.00
	21-49 employees	£500.00
	50+ employees	POA
Members before 2017/18 Annual Fee (Bracknell Forest legacy members only)	1-5 employees	£125.00
	6-20 employees	£189.00
	21-49 employees	£252.00

* West Berkshire & Wokingham schemes administered by Hampshire County Council

Primary Authority

Description	All Council Areas
Primary Authority Work hourly chargeable rate	£59.00
Annual charge - previous year usage 10 hours or less	£516.00
Annual charge - previous year usage 20 hours	£1031.00
Anything likely to be in excess of 20 hours	Full recovery of costs - Individually assessed

Support with Confidence

Description	Employee numbers	All Council Areas
Application fee	1-5 employees	£59.00
	6-20 employees	£120.00
	21+ employees	£300.00

Weights and Measures

Description		All Council Areas
Weights and Measures Fees	Hourly rate	£64.00

Other Fees

Description		All Council Areas
Food export certificates	Full cost recovery based on hourly rate	£59.00
Food Hygiene Rating Scheme rescore	2 hours	£118.00
General Business Advice (Non-Primary Authority)	Hourly rate (first 30 minutes free)	£57.00
Resident Request for Advice	Hourly rate	£57.00