PUBLIC PROTECTION PARTNERSHIP FEES AND CHARGES 2024/2025

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

Fees effective from 1 April 2024

Please Note:

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

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# Licences, Registrations and Consents

## Pre Application Advice

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

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

## Animal Licences

|  |
| --- |
| **Animal Licences – (Class A – Fee Discretionary)**  |
| **\*The granting fee includes initial inspection and mid-term inspection totalling 4 hours (unless stated differently). Inspections required beyond this due to additional visits and aborted visits will be charged at an additional fee****\*\*Additional vets fee payable** | **2023/24 Fee** | **2024/25 Fee** |
| NEW - Animal Boarding Establishment - combined (dogs and cats)  | Application Fee | £192 | £201 |
| Granting Fee | Minimum 4 hours at £256\* | Minimum 4 hours at £268\* |
| Total Fee (minimum) | **£448 minimum** | **£469 minimum** |
| RENEWAL - Animal Boarding Establishment - combined (dogs and cats)  | Application Fee | £160 | £167.50 |
| Granting Fee | Minimum 4 hours at £256\* | Minimum 4 hours at £268\* |
| Total Fee (minimum) | **£416 minimum** | **£435.50 minimum** |
| NEW - Animal Boarding Establishment - single species (dogs or cats))  | Application Fee | £128 | £134 |
| Granting Fee | Minimum 4 hours at £256\* | Minimum 4 hours at £268\* |
| Total Fee (minimum) | **£384 minimum** | **£402 minimum** |
| RENEWAL - Animal Boarding Establishment - single species (dogs or cats))  | Application Fee | £96 | £100.50 |
| Granting Fee | Minimum 4 hours at £256\* | Minimum 4 hours at £268\* |
| Total Fee (minimum) | **£352 minimum** | **£368.50 minimum** |
| NEW - Home boarder (midterm inspections removed for 2024) | Application Fee | £128 | £134 |
| Granting Fee | Minimum 2 hours at £128\* | Minimum 2 hours at £134\* |
| Total Fee (minimum) | **£256 minimum** | **£268 minimum** |
| RENEWAL - Home boarder (midterm inspections removed for 2024) | Application Fee | £96 | £100.50 |
| Granting Fee | Minimum 2 hours at £128\* | Minimum 2 hours at £134\* |
| Total Fee (minimum) | **£224 minimum** | **£234.50 minimum** |
| NEW - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host) | Application Fee | £128 | £134 |
| Granting Fee | Per inspection at hourly rate | Per inspection at hourly rate |
| Total Fee (minimum) | **£128 + host inspection fee** | **£134 + host inspection fee** |
| RENEWAL - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host) | Application Fee | £96 | £100.50 |
| Granting Fee | Per inspection at hourly rate | Per inspection at hourly rate |
| Total Fee (minimum) | **£96 + host inspection fee** | **£100.50 + host inspection fee** |
| Assessment of hobby host as part of a franchisee licence | Host inspection fee | £128 | £134 |
| NEW - Dog Day Care | Application Fee | £192 | £201 |
| Granting Fee | Minimum 4 hours at £256\* | Minimum 4 hours at £268\* |
| Total Fee (minimum) | **£448 minimum** | **£469 minimum** |
| RENEWAL - Dog Day Care | Application Fee | £160 | £167.50 |
| Granting Fee | Minimum 4 hours at £256\* | Minimum 4 hours at £268\* |
| Total Fee (minimum) | **£416 minimum** | **£435.50 minimum** |
| NEW - Dog Breeding Establishment **(\*\*excluding vet fee)** | Application Fee | £192 | £201 |
| Granting Fee | Minimum 4 hours at £256\* | Minimum 4 hours at £268\* |
| Total Fee (minimum) | **£448 minimum** | **£469 minimum** |
| RENEWAL - Dog Breeding Establishment  | Application Fee | £160 | £167.50 |
| Granting Fee | Minimum 4 hours at £256\* | Minimum 4 hours at £268\* |
| Total Fee (minimum) | **£416 minimum** | **£435.50 minimum** |
| NEW - Dog Breeding Establishment (in domestic dwelling)**(\*\*excluding vet fee)** | Application Fee | £128 | £134 |
| Granting Fee | Minimum 4 hours at £256\* | Minimum 4 hours at £268\* |
| Total Fee (minimum) | **£384 minimum\*\*** | **£402****minimum \*\*** |
| RENEWAL - Dog Breeding Establishment (in domestic dwelling) | Application Fee | £96 | £100.50 |
| Granting Fee | Minimum 4 hours at £256\* | Minimum 4 hours at £268\* |
| Total Fee (minimum) | **£352 minimum** | **£368.50 minimum** |
| NEW - Pet Vending / Sale of pets | Application Fee | £128 | £134 |
| Granting Fee | Minimum 4 hours at £256\* | Minimum 4 hours at £268\* |
| Total Fee (minimum) | **£384 minimum** | **£402 minimum** |
| RENEWAL - Pet Vending / Sale of pets | Application Fee | £96 | £100.50 |
| Granting Fee | Minimum 4 hours at £256\* | Minimum 4 hours at £268\* |
| Total Fee (minimum) | **£352 minimum** | **£368.50 minimum** |
| NEW - Animal for Exhibition | Application Fee | £192 | £201 |
| Granting Fee | Minimum 4 hours at £256\* | Minimum 4 hours at £268\* |
| Total Fee (minimum) | **£448 minimum** | **£469 minimum** |
| RENEWAL - Animal for Exhibition | Application Fee | £160 | £167.50 |
| Granting Fee | Minimum 4 hours at £256\* | Minimum 4 hours at £268\* |
| Total Fee (minimum) | **£416 minimum** | **£435.50 minimum** |
| Riding Establishment - Inspections are carried out annually, regardless of the star rating or length of licence, by a qualified Veterinarian Officer. \*\*Vets fees will be recharged separately. |
| NEW - Main inspection fee, plus fee per horse **(\*\*excluding vets fee)** | Application Fee | £128 | £134 |
|  Granting Fee | Minimum 4 hours at £256\* | Minimum 4 hours at £268\* |
| Total Fee (minimum) | **£384 minimum\*\*** | **£402 minimum\*\*** |
| RENEWAL - Main inspection fee, plus fee per horse **(\*\*excluding vets fee)** | Application Fee | £96 | £100.50 |
| Granting Fee | Minimum 4 hours at £256\* | Minimum 4 hours at £268\* |
| Total Fee (minimum) | **£352 minimum\*\*** | **368.50 minimum\*\*** |
| Fee per horse, for the first 10 horses |  | £16 | £16.75 |
| Fee per horse, for next 11-50 horses |  | £11 | £11.50 |
| Fee per horse, for every horse 51 & over  |  | £9 | £9.50 |
| **Other Fees** |  |  |  |
| Additional mid licence visit |  | £128 | £134 |
| Variation to the licence fee (inclusive of one visit) |  | £192 | £201 |
| Replacement licence fee (lost or stolen paperwork, change of name, etc.) |  | £32 | £33.50 |
| Re-evaluation of star rating (inclusive of one visit) |  | £128 | £134 |
| Transfer due to death of licensee  | Admin cost | £32 | £33.50 |

**Wild Animals and Zoos**

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

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## Explosives Licences – Statutory

|  |  |  |
| --- | --- | --- |
| **Description** | **Duration** | **All Council Areas** |
| Licence to store explosives where a separation distance is required by law e.g. over250kg hazard class 4 fireworks | 1 year | £202 |
| 2 years | £266 |
| 3 years | £333 |
| 4 years | £409 |
| 5 years | £463 |
| Renewal of licence to store explosives where a separation distance is required by lawe.g. over 250kg hazard class 4 fireworks | 1 year | £94 |
| 2 years | £161 |
| 3 years | £226 |
| 4 years | £291 |
| 5 years | £357 |
| Licence to store explosives where no minimum separation distance is required by lawe.g. up to 250kg hazard class 4 fireworks | 1 year | £119 |
| 2 years | £154 |
| 3 years | £190 |
| 4 years | £226 |
| 5 years | £260 |
| Renewal of licence to store explosives where no minimum separation distance isrequired by law e.g. up to 250kg hazard class 4 fireworks | 1 year | £59 |
| 2 years | £94 |
| 3 years | £132 |
| 4 years | £166 |
| 5 years | £202 |
| Varying the name of licensee or address of site |  | £40 |
| Any other kind of variation |  | Cost Recovery |
| Transfer of licence |  | £40 |
| Replacement Licence |  | £40 |
| Full year registration for sale of fireworks (capped fee) |  | £500.00 |

## Gambling Act 2005 – Statutory

|  |  |  |
| --- | --- | --- |
| **Description**  | **Type** | **All Council Areas** |
| **Casinos (regional)** | New Application | £15,000 |
| Provisional Statement | £15,000 |
| Application with Provisional Statement | £8,000 |
| Variation | £7,500 |
| Transfer/Reinstatement | £6,500 |
| Annual Fee | £15,000 |
| **Casinos (large)** | New Application | £10,000 |
| Provisional Statement | £10,000 |
| Application with Provisional Statement | £5,000 |
| Variation | £5,000 |
| Transfer/Reinstatement | £2,150 |
| Annual Fee | £10,000 |
| **Casinos (small)** | New Application | £8,000 |
| Provisional Statement | £8,000 |
| Application with Provisional Statement | £3,000 |
| Variation | £4,000 |
| Transfer/Reinstatement | £1,800 |
| Annual Fee | £5,000 |
| **Bingo Clubs** | New Application | £3,500 |
| Provisional Statement | £3,500 |
| Application with Provisional Statement | £1,200 |
| Variation | £1,750 |
| Transfer/Reinstatement | £1,200 |
| Annual Fee | £1,000 |
| **Betting Premises** | New Application | £3,000 |
| Provisional Statement | £3,000 |
| Application with Provisional Statement | £1,200 |
| Variation | £1,500 |
| Transfer/Reinstatement | £1,200 |
| Annual Fee | £600 |
| **Tracks** | New Application | £2,500 |
| Provisional Statement | £2,500 |
| Application with Provisional Statement | £950 |
| Variation | £1,250 |
| Transfer/Reinstatement | £950 |
| Annual Fee | £1,000 |
| **Family Entertainment Centres** | New Application | £2,000 |
| Provisional Statement | £2,000 |
| Application with Provisional Statement | £950 |
| Variation | £1,000 |
| Transfer/Reinstatement | £950 |
| Annual Fee | £750 |
| **Adult Gaming Centres** | New Application | £2,000 |
| Provisional Statement | £2,000 |
| Application with Provisional Statement | £1,200 |
| Variation | £1,000 |
| Transfer/Reinstatement | £1,200 |
| Annual Fee | £1,000 |
| **Lotteries & Amusements** | New Application | £40 |
| Annual Fee | £20 |
| **All licences** | Notification of change | £50 |
| Copy of licence | £25 |
| **Club gaming or machine permit** | New Application | £200 |
| Existing holder | £100 |
| Renewal | £200 |
| Annual Fee | £50 |
| Variation | £100 |
| Copy of licence | £15 |
| **Club Gaming or Machine Permit (holds a club Premises Certificate under Licensing Act 2003)** | New Application | £100 |
| Renewal | £100 |
| **Licensed Premises Notifications** | **All Council Areas** |
| **To make available up to 2 gaming machines on premises which hold on-premises alcohol licence** | Notification of intention | £50 |
| **Gaming Machine Permit (more than 2 machines) on-premises which hold on premises alcohol licence** | Application (existing holder) | £100 |
| New Application | £150 |
| Annual Fee | £50 |
| First Annual Fee (payable within 30 days of date permit takes effect) | £50 |
| Variation | £100 |
| Transfer | £25 |
| Change of name | £25 |
| Copy of permit | £15 |

## Hackney Carriage and Private Hire Licences

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vehicle Licences** |  | **Bracknell** **Forest 2023/24 Fee** | **West Berkshire****2023/24 Fee** | **All Council Areas (where applicable)****2024/25 Fee** |
| Hackney Carriage Vehicle – NEW |  | £288 | £288\* | £301.50\* |
| Hackney Carriage Vehicle – RENEWAL |  | £256 | £256\* | £268\* |
| Private Hire Vehicle – NEW |  | £288 | £288 | £301.50 |
| Private Hire Vehicle – RENEWAL |  | £256 | £256 | £268 |
| Home to school – NEW and RENEWAL |  | £160 | - | £167.50 |
| Private Hire Vehicle with Dispensation - NEW |  | £288 | £288 | £301.50 |
| Private Hire Vehicle with Dispensation - RENEWAL |  | £256 | £256 | £268 |
| Temporary Vehicle Licence  | Up to 3 months | £256 | £256 | £268 |
| **Driver Licences** |  |  |  |  |
| Driver – NEW | 3 yearIncludes initial tests, safeguarding and disability trainings | £328 | £328 | £340 |
| Driver – RENEWAL | 3 yearIncludes tests, safeguarding and disability trainings | £296 | £296 | £306.50 |
| Home to school – NEW & RENEWAL | 3 yearIncludes initial tests, safeguarding and disability trainings | £225 | - | £233 |
| Conversion of driver licence to another type | 1.5hrs (inc retaking tests) | £96 | £96 | £100.50 |
| \* It was agreed at the Executive meeting on the 22 September 2022 that West Berkshire Council would offer a fee based remittance scheme, subsidised by the Council and that it be introduced from 01 April 2023 for both electric (100%) and hybrid (50%) vehicles that met the agreed criteria. |

**Private Hire Operators (PHO)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Private Hire Operator** | **Number of Vehicles** | **2023/24 Fee** | **2024/25 Fee** |
| **NEW**Per vehicle calculation of 3.5 hours (at £67.00 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles | 1 | £480 | £502.50 |
| 2 | £560 | £586.25 |
| 3 | £640 | £670.00 |
| 4 | £720 | £753.75 |
| 5 | £800 | £837.50 |
| 6 | £880 | £921.25 |
| 7 | £960 | £1005.00 |
| 8 | £1040 | £1088.75 |
| 9 | £1120 | £1172.50 |
| 10 | £1200 | £1256.25 |
| 11 | £1280 | £1347.00 |
| 12 | £1360 | £1423.75 |
| 13 | £1440 | £1507.50 |
| 14 | £1520 | £1591.25 |
| 15 | £1600 | £1675.00 |
| 16 | £1680 | £1758.75 |
| 17 | £1760 | £1842.50 |
| 18 | £1840 | £1926.25 |
| 19 | £1920 | £2010.00 |
| 20 | £2000 | £2093.75 |
| 20+ | £2000 | £2093.75 |
| **Private Hire Operator** | **Number of Vehicles** | **2023/24 Fee** | **2024/25Fee** |
| **RENEWAL**Per vehicle calculation of 1.5 hours (at £67 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles | 1 | £352 | £368.50 |
| 2 | £432 | £452.25 |
| 3 | £512 | £536.00 |
| 4 | £592 | £619.75 |
| 5 | £672 | £703.50 |
| 6 | £752 | £787.25 |
| 7 | £832 | £871.00 |
| 8 | £912 | £954.75 |
| 9 | £992 | £1038.50 |
| 10 | £1072 | £1122.25 |
| 11 | £1152 | £1206.00 |
| 12 | £1232 | £1289.75 |
| 13 | £1312 | £1373.50 |
| 14 | £1392 | £1457.25 |
| 15 | £1472 | £1541.00 |
| 16 | £1552 | £1624.75 |
| 17 | £1632 | £1708.50 |
| 18 | £1712 | £1792.25 |
| 19 | £1792 | £1876.00 |
| 20 | £1872 | £1959.75 |
| 20+ | £1872 | £1959.75 |

**Other Private Hire & Hackney Carriage Charges**

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

## Hairdresser Registration

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

## Licensing Act 2003 – Statutory

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

## Petroleum Licences – Statutory

|  |  |  |
| --- | --- | --- |
| **Petroleum Licences** | **2023/24 Fee** | **2024/25 fee** |
| Not exceeding 2,500 litres | £46 | £48 |
| Not exceeding 50,000 litres | £62 | £65 |
| Exceeding 50,000 litres | £131 | £137 |

## Scrap Metal

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

## Sex Establishments – Statutory

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

##

## Skin Piercing & Dermal Treatments

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

##

## Street Trading Consents

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

# Environmental Protection

## Abandoned vehicles – Statutory

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

## Fly Tipping Environment Protection Act 1990

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

## Anti-Social Behaviour Act

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

## Dog Warden Services

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

## Environmental Permitting Regulations 2016 – Statutory

|  |  |  |
| --- | --- | --- |
| **Scheduled Processes – (Class B – statutory Fee)** |  | **All Council Areas** |
| Standard Process |  | £1,650 |
| Additional fee for operating without a permit |  | £1,188 |
| Service Stations (PVR 1 & PVR II combined) |  | £257 |
| Service Station (PVR 1) |  | £155 |
| Dry Cleaners |  | £155 |
| Vehicle Refinishers |  | £362 |
| Mobile Screening & Crushing Plant |  | £1,650 |
| Mobile Screening & Crushing Plant for the 3rd to 7th applications |  | £985 |
| Mobile Screening & Crushing Plant for the 8th and subsequent applications  |  | £498 |
| **Substantial changes** |  |  |
| Standard Process |  | £1,050 |
| Standard process where substantial change results in a new PPC activity |  | £1,650 |
| Reduced Activities |  | £102 |
| **Annual Subsistence Charge (Statutory)** |  |  |
| Standard Process | Low | £772 |
| Medium  | £1,161 |
| High | £1,747 |
| Service stations PVR II | Low | £113 |
| Medium  | £226 |
| High | £341 |
| VR and other reduced fees | Low | £228 |
| Medium  | £365 |
| High | £548 |
| Dry cleaners/PVR1 | Low | £79 |
| Medium  | £158 |
| High | £237 |
| Mobile Screening & Crushing Plant | Low | £626 |
| Medium  | £1,034 |
| High | £1,506 |
| Mobile Screening & Crushing Plant for 2nd permit | Low | £646 |
| Medium  | £1,034 |
| High | £1,506 |
| Mobile Screening & Crushing Plant for 3rd to 7th permit | Low | £385 |
| Medium  | £617 |
| High | £924 |
| Mobile Screening & Crushing Plant for the 8th and subsequent permits | Low | £198 |
| Medium  | £316 |
| High | £473 |
| Late payment charge | If invoice issued & not paid within 8 weeks | £52 |
| **Transfer and Surrender** |  |  |
| Transfer |  | £169 |
| Partial Transfer |  | £497 |
| Surrender |  | £0 |
| Transfer Reduced fees |  | £0 |
| Partial Transfer Reduced Fees |  | £47 |

## Private Sector Housing

|  |  |  |
| --- | --- | --- |
| **Description** | **2023/24 Fee** | **2024/25 Fee** |
| Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary) | £435 | £456 |
| Enforcement Notices served under Housing Act 2004 | Hrly Rate | Hrly Rate |
| HMO Licence NEW - assisted application | £1280 | £1340 |
| HMO Licence RENEWAL | £865 | £907 |
| **Caravan Site Licences** |  |  |
| Site licence new (plus additional fee per pitch) | £480 | £502.50 |
| New licence additional fee per pitch | £17 | £18 |
| Transfer of licence | £192 | £201 |
| Alteration of conditions | Hrly Rate | Hrly Rate |
| Annual inspection fee – per pitch | £15 | £16 |
| Enforcement action -per hour | £64 | Hrly Rate |
| Deposit, vary or deleting site rules | £128 | £134 |
| **Mobile Homes Regulations 2020** |  |  |
| Application Fee – Fit and Proper Test(any application taking more than two hours to process will be charged at an additional hourly rate of £67/ph or part thereof) | £128 | £134 |
| Annual Check Fee – Fit and Proper Test | Hrly Rate | Hrly Rate |
| Where the authority has to assist with appointing a site manager the costs will be specified in the agreement between the parties |

## Private Water Supplies

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

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

\*\* Laboratory fees set annually

**Other Fees**

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

# Trading Standards

## Buy with confidence

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

\* West Berkshire & Wokingham schemes administered by Hampshire County Council

## Primary Authority

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

##

## Assured Care and Support (West Berkshire and Wokingham)

|  |  |  |
| --- | --- | --- |
| **Description** |  **2023/24 Fee** | **2024/25 Fee** |
| Fees | £64  | New Scheme - Cost Recovery |

## Weights and Measures

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

## Other Fees

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