

**TO: LICENSING AND SAFETY COMMITTEE**  
**2 February 2023**

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## **Fees for Taxi and Private Hire Vehicles and Operators (Public Protection Manager)**

### **1 PURPOSE OF REPORT**

- 1.1 To consider any relevant matters arising from the statutory 28 day consultation period relating to variations to operators and vehicle licence fees and their impact on the proposed fees which will be recommended to full Council for approval.

### **2 RECOMMENDATIONS**

The Licensing and Safety Committee is asked to:

- 2.1 **NOTE** the comments received during the statutory consultation on variations to operators and vehicle licence fees as set out in Annex B to this report.
- 2.2 **CONSIDER** any amendments to the proposed operators and vehicle licence fees, as set out in Annex A, arising from the consultation.
- 2.3 **RECOMMEND** that Full Council adopt the fees, with or without modification, as part of the annual fee setting process and that these fees come into effect as of the 01 April 2023.

### **3 REASONS FOR RECOMMENDATIONS**

- 3.1 A revised set of fees were presented to the Licensing and Safety Committee at the 20 October 2022 meeting. The Committee agreed that the fees for Taxi and Private Hire Vehicles and Private Hire Operators be subjected to a twenty eight day statutory consultation period. The Committee also agreed that if objections were received they be considered by the Licensing and Safety Committee at this meeting and that any changes be recommended to full Council for approval.

### **4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 It is open to Members to propose an alternative approach to fee setting.

### **5 SUPPORTING INFORMATION**

- 5.1 In accordance with Section 70 (1) of the Local Government (Miscellaneous Provisions) Act 1976, the Council is required to undertake a statutory 28 day consultation when variations to hackney carriage and private hire operators and vehicle licence fees are proposed.
- 5.2 The proposed fees for 2023/24 were discussed at the Joint Public Protection Committee meeting held on the 05 October 2022. The Joint Public Protection Committee (JPPC) is required by the Inter-Authority Agreement (IAA) that set up the Public Protection Partnership (PPP) shared service to recommend a draft set of fees and charges to each of the member Councils. The individual authorities are then required to make their own decisions in relation to the fees.

## Unrestricted

- 5.3 At the meeting of the Joint Public Protection Committee in December 2017 it was agreed that as a matter of principle that all fees and charges should be set on the basis of full cost recovery. For 2021/22 the full cost of the service, including internal support service re-charges and the current establishment lists were updated which resulted in a rate of £59 p/h. These rates were retained for 2022/23. In light of the current inflation rate it was proposed to increase the hourly rate from £59p/h to £64p/h for 2023/24 (an increase of 8.47%). This is the first time the hourly rate has been increased in three years.
- 5.4 In calculating the fees and charges officers have considered how much time is spent dealing with matters related to each type of licence. This means that the charges reflect the actual resources being used by each licence type. A further review will be undertaken to consider the impact of the introduction of the new IT system ahead of next year's fee setting process. The anticipated savings were factored into the 2022/23 fees.
- 5.5 Bracknell Forest Council's Licensing and Safety Committee considered all the draft fees relating to Licensing at a meeting held on the 20 October 2022. It was agreed in particular that:
- the content of the knowledge test and the associated fee would be reviewed ahead of the 2024/25 budget setting cycle;
  - the cost of DBS checks would be reduced from £79 to £70;
  - In terms of ice cream vans it was the intention for the BFC fees to be aligned with those in West Berks over the next two years; and
  - the change of address fee for taxi licences be set at £11.50.
- 5.5 The fees are usually discussed with the trade at the October liaison meeting. At the meeting which took place on the 03 October 2022 the trade commented that:
- they had concerns about the cost of the DBS checks which the trade were really concerned about.
  - the trade had not yet recovered from the pandemic, footfall was down and that they could not absorb higher fees.
- 5.7 The fees set out above fall outside of the statutory consultation requirements but were included in a separate consultation undertaken by the Executive.
- 5.8 In respect of the statutory consultation process the Committee agreed that the fees for hackney carriage and private hire operators and vehicle licence fees be subjected to a twenty eight day statutory consultation period. The consultation took place between the 09 November 2022 and the 07 December 2022. A public notice was placed in the Bracknell News on the 09 November 2022. The consultation was published on the PPP website and a letter was emailed to all hackney carriage and private hire proprietors advising them of the consultation.
- 5.9 The statutory public consultation that the PPP undertook pertained to the following fees only:

Hackney carriage vehicle new / renewal
Private hire vehicle new / renewal
Home to School vehicle new / renewal
Private hire vehicle with dispensation new/ renewal
Temporary Vehicle Licence (issued up to 3 months Maximum)
Private hire operator licence new/renewal

- 5.10 The Council received a response submitted on behalf of the Bracknell Hackney Carriage Drivers Association which was signed by 48 of the 53 Drivers as well as two other responses from operators.. The letter from the Drivers Association also made reference to some of the fees that fell outside of this statutory consultation and we wrote to them to advise them how to respond to the general consultation on fees undertaken by the Executive.
- 5.10 As objections have been received in respect of the statutory consultation, in accordance with the Act the Council is required to consider relevant objections and set a date on which any variation to the fees, with or without modification, shall come into force.
- 5.11 The Licensing and Safety Committee is asked to note that some of the comments received from the Drivers' Association related to matters which fall outside of the scope of the statutory consultation. The Licensing and Safety Committee has already considered these fees at the October meeting and agreed to recommend them to the Executive.
- 5.12 The Executive discussed the budget proposals at their meeting on the 13 December 2022 and agreed to formally consult on those proposals. The Drivers Association was informed that they needed to direct their comments to this consultation and were told how to do so.
- 5.13 The Executive consultation ran from the 14 December 2022 to the 24 January 2023. The responses to that consultation will be summarised in a report to the council's Executive on 7 February 2023. Having considered the responses to the consultation, the Executive will recommend a budget package to Full Council, who meet on 22 February 2023 to agree the final budget and council tax for 2023/24.
- 5.14 In order to consider the comments received in relation to the fees set out in paragraph 5.9 Officers believe that Members need to consider the overall context in which they have been set. The cost of renewing a vehicle licence over the last five years are set out below:
- 2019 - £282  
2020 - £288  
2021 - £290  
2022 - £236  
2023 - £256 (proposed)
- 5.15 Sections 53 and 70 of the Local Government (Miscellaneous Provisions) Act 1976 allows the council to charge fees for the grant of licences in respect of hackney carriage and private hire drivers, vehicles and operators. The council cannot make a profit from the licence fees and the act does permit the recovery of any deficit.
- 5.16 Officers recommend that the objections and comments received are considered, however if Members are minded to amend the fees any reduction would need to be met from a subsidy from the Council.

## **6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

- 6.1 The relevant legal provisions are contained within the body of the report.

Borough Treasurer

- 6.2 The financial implications are included within the body of the report and there is nothing to add.

Equalities Impact Assessment

- 6.3 There are no implications arising from the recommendation in this report.

Strategic Risk Management Issues

- 6.4 There are no implications arising from the recommendation in this report.

**7 CONSULTATION**

Statutory consultation on Taxi and Private Hire Vehicles and Private Hire Operators was conducted following the decisions of this Committee.

Background Papers

The Consultation Document

Reports and Minutes from the 20 October 2022 Licensing and Safety Committee

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# PUBLIC PROTECTION PARTNERSHIP FEES AND CHARGES 2023/2024

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 2023

Please Note:

- All Statutory Fees and those linked to national schemes are based on fees published on **08 September 2022** and may be subject to change by Central Government or the management of the schemes.
- The Hourly rate is **£64 ph** for 2023/24, 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](#).

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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	2022/23 Fee	2023/24 Fee
Gambling Act	£59ph	£64ph
Licensed Premises Notifications	£59ph	£64ph
Licensing Act 2003	£59ph	£64ph
Scrap Metal	£59ph	£64ph
Sex Establishments	£59ph	£64ph
Skin Piercing & Dermal Treatments	£59ph	£64ph
Street Trading Consents	£59ph	£64ph

## 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		2022/23 Fee	2023/24 Fee
NEW - Animal Boarding Establishment - combined (dogs and cats)	Application Fee	£177	£192
	Granting Fee	Minimum 4 hours at £236*	Minimum 4 hours at £256*
	<b>Total Fee (minimum)</b>	<b>£413 minimum</b>	<b>£448 minimum</b>
RENEWAL - Animal Boarding Establishment - combined (dogs and cats)	Application Fee	£148	£160
	Granting Fee	Minimum 4 hours at £236*	Minimum 4 hours at £256*
	<b>Total Fee (minimum)</b>	<b>£384 minimum</b>	<b>£416 minimum</b>
NEW - Animal Boarding Establishment - single species (dogs or cats)	Application Fee	£118	£128
	Granting Fee	Minimum 4 hours at £236*	Minimum 4 hours at £256*
	<b>Total Fee (minimum)</b>	<b>£354 minimum</b>	<b>£384 minimum</b>
RENEWAL - Animal Boarding Establishment - single species (dogs or cats)	Application Fee	£89	£96
	Granting Fee	Minimum 4 hours at £236*	Minimum 4 hours at £256*
	<b>Total Fee (minimum)</b>	<b>£325 minimum</b>	<b>£352 minimum</b>
NEW - Home boarder (midterm inspections to be charged in addition to revisits and aborted visit charges)	Application Fee	£118	£128
	Granting Fee	Minimum 2 hours at £118*	Minimum 2 hours at £128*
	<b>Total Fee (minimum)</b>	<b>£236 minimum</b>	<b>£256 minimum</b>
RENEWAL - Home boarder (midterm inspections to be charged in addition to revisits and aborted visit charges)	Application Fee	£89	£96
	Granting Fee	Minimum 2 hours at £118*	Minimum 2 hours at £128*
	<b>Total Fee (minimum)</b>	<b>£207 minimum</b>	<b>£224 minimum</b>
NEW - Home Boarder -	Application Fee	£118	£128

Franchisee arrangers licence (excludes inspection fee per host)	Granting Fee	Per inspection at hourly rate	Per inspection at hourly rate
	Total Fee (minimum)	<b>£118 + host inspection fee</b>	<b>£128 + host inspection fee</b>
RENEWAL - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	Application Fee	£89	£96
	Granting Fee	Per inspection at hourly rate	Per inspection at hourly rate
	Total Fee (minimum)	<b>£89 + host inspection fee</b>	<b>£96 + host inspection fee</b>
Assessment of hobby host as part of a franchisee licence	Host inspection fee	£118	£128
NEW - Dog Day Care	Application Fee	£177	£192
	Granting Fee	Minimum 4 hours at £236*	Minimum 4 hours at £256*
	Total Fee (minimum)	<b>£413 minimum</b>	<b>£448 minimum</b>
RENEWAL - Dog Day Care	Application Fee	£148	£160
	Granting Fee	Minimum 4 hours at £236*	Minimum 4 hours at £256*
	Total Fee (minimum)	<b>£384 minimum</b>	<b>£416 minimum</b>
NEW - Dog Breeding Establishment (**excluding vet fee)	Application Fee	£177	£192
	Granting Fee	Minimum 4 hours at £236*	Minimum 4 hours at £256*
	Total Fee (minimum)	<b>£413 minimum</b>	<b>£448 minimum</b>
RENEWAL - Dog Breeding Establishment	Application Fee	£148	£160
	Granting Fee	Minimum 4 hours at £236*	Minimum 4 hours at £256*
	Total Fee (minimum)	<b>£384 minimum</b>	<b>£416 minimum</b>
NEW - Dog Breeding Establishment (in domestic dwelling)(**excluding vet fee)	Application Fee	£118	£128
	Granting Fee	Minimum 4 hours at £236*	Minimum 4 hours at £256*
	Total Fee (minimum)	<b>£354 minimum**</b>	<b>£384 minimum**</b>
RENEWAL - Dog Breeding Establishment (in domestic dwelling)	Application Fee	£89	£96
	Granting Fee	Minimum 4 hours at £236*	Minimum 4 hours at £256*
	Total Fee (minimum)	<b>£325 minimum</b>	<b>£352 minimum</b>
NEW - Pet Vending / Sale of pets	Application Fee	£118	£128
	Granting Fee	Minimum 4 hours at £236*	Minimum 4 hours at £256*
	Total Fee (minimum)	<b>£354 minimum</b>	<b>£384 minimum</b>
RENEWAL - Pet Vending / Sale of pets	Application Fee	£89	£96
	Granting Fee	Minimum 4 hours at £236*	Minimum 4 hours at £256*
	Total Fee (minimum)	<b>£325 minimum</b>	<b>£352 minimum</b>
NEW - Animal for Exhibition	Application Fee	£177	£192
	Granting Fee	Minimum 4 hours at £236*	Minimum 4 hours at £256*
	Total Fee (minimum)	<b>£413 minimum</b>	<b>£448 minimum</b>
RENEWAL - Animal for Exhibition	Application Fee	£148	£160

	Granting Fee	Minimum 4 hours at £236*	Minimum 4 hours at £256*
		<b>£384 minimum</b>	<b>£416 minimum</b>
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	£118	£128
	Granting Fee	Minimum 4 hours at £236*	Minimum 4 hours at £256*
	Total Fee (minimum)	<b>£354 minimum**</b>	<b>£416 minimum**</b>
RENEWAL - Main inspection fee, plus fee per horse (**excluding vets fee)	Application Fee	£89	£96
	Granting Fee	Minimum 4 hours at £236*	Minimum 4 hours at £256*
	Total Fee (minimum)	<b>£325 minimum**</b>	<b>£352 minimum**</b>
Fee per horse, for the first 10 horses		£15	£16
Fee per horse, for next 11-50 horses		£10	£11
Fee per horse, for every horse 51 & over		£8	£9
<b>Other Fees</b>			
Additional mid licence visit		£118	£128
Variation to the licence fee (inclusive of one visit)		£177	£192
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		£30	£32
Re-evaluation of star rating (inclusive of one visit)		£118	£128
Transfer due to death of licensee	Admin cost	£30	£32

## Wild Animals and Zoos

Wild Animals & Zoos	Duration	Bracknell Forest 2022/23 Fee	Bracknell Forest 2023/24	West Berkshire 2022/23 Fee	West Berkshire 2023/24
<b>Dangerous Wild Animal Consent - New (** excluding vets fee)</b>	2 years	£472	£512	£472	£512
<b>Dangerous Wild Animal Consent – Renewal (** excluding vets fee)</b>	2 years	£295	£320	£295	£320
<b>Zoo Licences (new &amp; renewals) Periodical inspections (** excluding Vets Fees)</b>	Up to 6 years	£2065	£2240	£2,066.00	£2240

## Explosives Licences – Statutory

Description	Duration	All Council Areas
New licence for explosives below 250kg Net Explosive Content (NEC)	1 year	£111.00
	2 years	£144.00
	3 years	£177.00
	4 years	£211.00
	5 years	£243.00
Renewal of licence for explosives below 250kg Net Explosive Content (NEC)	1 year	£55.00
	2 years	£88.00
	3 years	£123.00
	4 years	£155.00
	5 years	£189.00
New licence for explosives above 250kg Net Explosive Content (NEC)	1 year	£189.00
	2 years	£248.00
	3 years	£311.00
	4 years	£382.00
	5 years	£432.00
Renewal of licence for explosives above 250kg Net Explosive Content (NEC)	1 year	£88.00
	2 years	£150.00
	3 years	£211.00
	4 years	£272.00
	5 years	£333.00
Varying the name of licensee or address of site		£37.00
Any other kind of variation		Cost Recovery
Transfer of licence		£37.00
Replacement Licence		£37.00
Full year registration for sale of fireworks (capped fee)		£500.00

## Gambling Act 2005 – Statutory

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

<b>premises which hold on premises alcohol licence</b>	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 2022/23 Fee	West Berkshire 2022/23 Fee	All Council Areas (where applicable) 2023/24 Fee
Hackney Carriage Vehicle – New		£266	£266	£288*
Hackney Carriage Vehicle – Renewal		£236	£236	£256*
Private Hire Vehicle – New		£266	£266	£288
Private Hire Vehicle – Renewal		£236	£236	£256
Home to school – New and renewal		£148	N/a	£160
Private Hire Vehicle with Dispensation - New		£266	£266	£288
Private Hire Vehicle with Dispensation - Renewal		£236	£236	£256
Temporary Vehicle Licence	Up to 3 months	£236	£236	£256
<b>Driver Licences</b>				
Driver – New	3 year Includes initial tests, safeguarding and disability trainings	£301	£301	£328
Driver –Renewal		£272	£272	£296
Home to school – New & Renewal	3 year Includes initial tests, safeguarding and disability trainings	£207	N/A	£225
Conversion of driver licence to another type	1.5hrs (inc retaking tests)	£89	£89	£96
* 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	2022/23 Fee	2023/24 Fee
<b>NEW</b>  Per vehicle calculation of 3.5 hours (at £64.00 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	£443.00	£480
	2	£516.00	£560
	3	£590.00	£640
	4	£664.00	£720
	5	£738.00	£800
	6	£811.00	£880
	7	£885.00	£960
	8	£959.00	£1040
	9	£1,033.00	£1120
	10	£1,106.00	£1200
	11	£1,180.00	£1286
	12	£1,254.00	£1360
	13	£1,328.00	£1440
	14	£1,401.00	£1520
	15	£1,475.00	£1600
	16	£1,549.00	£1680
	17	£1,623.00	£1760
	18	£1,696.00	£1840
	19	£1,770.00	£1920
	20	£1,844.00	£2000
	20+	£1,844.00	£2000
Private Hire Operator	Number of Vehicles	2022/23 Fee	2023/24 Fee
<b>RENEWAL</b>  Per vehicle calculation of 1.5 hours (at £64 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	£325.00	£352
	2	£398.00	£432
	3	£472.00	£512
	4	£546.00	£592
	5	£620.00	£672
	6	£693.00	£752
	7	£767.00	£832
	8	£841.00	£912
	9	£915.00	£992
	10	£988.00	£1072
	11	£1,062.00	£1152
	12	£1,136.00	£1232
	13	£1,210.00	£1312
	14	£1,283.00	£1392
	15	£1,357.00	£1472
	16	£1,431.00	£1552
	17	£1,505.00	£1632
	18	£1,578.00	£1712
	19	£1,652.00	£1792
	20	£1,726.00	£1872
	20+	£1,726.00	£1872

## Other Private Hire & Hackney Carriage Charges

Other charges		2022/23 Fee	2023/24 Fee All Council Areas (where applicable)
Variation to PHO licence	To include reissue of licence with additional vehicle registration added plus extra fees for these for length of licence	£59	£64
Transfer of vehicle to new owner		£59	£64
Change of vehicle		£74	£80
Replacement Licence		£30	£32
Replacement Badge		£30 + Badge Costs	£32 + Badge Costs (£5)
Replacement Vehicle Licence Plate		£30 + Plate Costs (£26)	£32 + Plate Costs (£26)
Knowledge Test		£74	£80
Missed Appointment		£30	£32
Disclosure and Barring Service Check (DBS)		£79	£70
Advertising on a Hackney carriage - New	Bracknell Only	£59	£64
Advertising on a Hackney Carriage - Renewal	Bracknell Only	£30	£32
Change of address (PH & HC)		£10.50	£11.50
Backing Plate		£26 at cost	£26 at cost
Medical Exemption		£30	£32
Refund Processing Fee		£30	£32
Change of vehicle registration	Including	£30 + sticker and licence costs	£32 + sticker and licence costs (£31)
Age of vehicle Inspection – initial & renewal	Bracknell Only	£59	£64
Pre-application advice, hourly rate	Min 1 hour	£59	£64
Disability Awareness Training		Included in driver application fee	Included in driver application fee
Safeguarding Training		Included in driver application fee	Included in driver application fee
First aid Training	Bracknell Only		Will be removed if revisions to policy adopted

## Hairdresser Registration (Bracknell Forest Only)

Description	2022/23 Fee	2023/24 Fee All Council Areas (where applicable)
Hairdresser/barber registration	£30	£32

## 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	£64
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	£64

## Petroleum Licences – Statutory

Petroleum Licences	All Council Areas
Not exceeding 2,500 litres	£45
Not exceeding 50,000 litres	£61
Exceeding 50,000 litres	£128

## Scrap Metal

Description		2022/23 Fee	2023/24 Fee
Scrap Metal site –New	3 Years	£472	£512
Scrap Metal site - Renewal	3 Years	£443	£480
Scrap Metal mobile collector - new	3 Years	£236	£256
Scrap Metal mobile collector - renewal	3 Years	£207	£224
Scrap Metal - Variation of Licence		£236	£256
Scrap Metal - change of site manager		£59	£64
Scrap Metal - copy of licence		£11	£16
Scrap Metal - Change of Name		£30	£32

## 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	2022/23 Fee	2023/24 Fee
Skin piercing Registrations (one off registration) - (Class A – Fee Discretionary)	Individual (4hrs)	£236	£256
	Premises (5hrs)	£295	£320
	Joint application (7hrs)	£413	£448
Pre-application work, hourly rate	Min. 1 hour	£59	£64

## Street Trading Consents

Description	Type	Bracknell Forest	Bracknell Forest	West Berkshire	West Berkshire
		2022/23 Fee	2023/24	2022/23 Fee	2023/24
	Daily	N/a	£64	N/a	£64
Street Trading Consents - (Class A – Fee Discretionary)	1 Week	£144	£156	£144	£156
	Monthly Rate	£241	£262	£241	£262
	3 months	£642	£699	£642	£699
	6 months	£803	£875	£803	£875
	Annual Fee	£1365	£1487	£1365	£1487
	6 months max. 2 trading days a week incl. Fri, Sat & Sun	£642	£699	N/A	N/A
	6 months max. 2 trading days a week Mon-Thurs only	£482	£525	N/A	N/A

	Ice cream van (per van) 6 month	£717	£781	As for 6 months above	As for 6 months above
	Ice cream van (per van) 1 month	£186	£202	As for 1 months above	As for 1 months above
<b>Variation fee</b>		£89	£96	£89	£96
<b>Refund for Street Traders</b>	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.				
<b>Pre-application work, hourly rate</b>	Min. 1 hour	£59	£64	£59	£64

## 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

### Anti-Social Behaviour Act

Description		2022/32 Fee	2023/24 Fee
Anti-Social Behaviour Act	High Hedges Fee (Class A – Fee Discretionary )	£1,206	£1310

### Dog Warden Services

Description	2022/23Fee	2023/24 Fee
Stray Dogs – not taken to kennel	£73	£80
Stray Dogs – taken to kennel	£73 plus Cost recovery and Vets fees separate.	£80 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 £59	Cost recovery charged at £64ph

### 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 3 <sup>rd</sup> to 7 <sup>th</sup> applications		£985
Mobile Screening & Crushing Plant for the 8 <sup>th</sup> and subsequent applications		£498
<b>Substantial changes</b>		
Standard Process		£1,050
Standard process where substantial change results in a new PPC activity		£1,650
Reduced Activities		£102
<b>Annual Subsistence Charge (Statutory)</b>		
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 2 <sup>nd</sup> permit	Low	£646
	Medium	£1,034
	High	£1,506
Mobile Screening & Crushing Plant for 3 <sup>rd</sup> to 7 <sup>th</sup> permit	Low	£385
	Medium	£617
	High	£924
Mobile Screening & Crushing Plant for the 8 <sup>th</sup> and subsequent permits	Low	£198
	Medium	£316
	High	£473
Late payment charge	If invoice issued & not paid within 8 weeks	£52
<b>Transfer and Surrender</b>		
Transfer		£169
Partial Transfer		£497
Surrender		£0
Transfer Reduced fees		£0
Partial Transfer Reduced Fees		£47

## Private Sector Housing

Description	2022/23 Fee	2023/24 Fee
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)	£404	£435
Enforcement Notices served under Housing Act 2004	£118	Hrly Rate
HMO Licence NEW - assisted application	£1180	£1280
HMO Licence RENEWAL	£797	£865
<b>Caravan Site Licences</b>		
Site licence new (plus additional fee per pitch)	£443	£480
New licence additional fee per pitch	£16	£17
Transfer of licence	£187	£192
Alteration of conditions	Hrly Rate	Hrly Rate
Annual inspection fee – per pitch	£14	£15
Enforcement action -per hour	£59	£64
Deposit, vary or deleting site rules	£118	£128
<b>Mobile Homes Regulations 2020</b>		
Application Fee – Fit and Proper Test (any application taking more than two hours to process will be charged at an additional hourly rate of £64/ph or part thereof)	£118	£128
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 (Statutory Cap)

Description		2022/23 Fee	2023/24 Fee
Risk assessment	Every 5 years. Min. charge 1 hour, simple risk assessment and report typically 5 hours	£59 hourly rate	£64 hourly rate
Sampling	Charge for a visit, taking a sample and delivery to the laboratory. Typically 2.5 hours	£59 hourly rate	£64 hourly rate
Private water and pool samples	Includes cost of testing	£59	£64
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.	£118	£128
Analysis – Regulation 10	Where a supply provides <10m <sup>3</sup> /day or serves <50 people and is used for domestic purposes	£28	£32
Analysis of Group A Parameters		Hourly Rate + Laboratory Costs	Hourly Rate + Laboratory Costs
Analysis of Group B Parameters		Hourly Rate + Laboratory Costs	Hourly Rate + Laboratory Costs
Hourly charge			£64

## Other Fees

	Hourly rate applies minimum of 2 hours	2022/23 Fee	2023/24 Fee
Environmental Information Request - Individual, Non-Commercial	Hourly rate applies minimum of 2 hours	£118 minimum	£128 minimum
Environmental Information Request - Commercial and Government	Hourly rate applies minimum of 2 hours	£118 minimum	£128 minimum
Civil Actions (Class A – Fee Discretionary)		£118 minimum	£128 minimum
Safety Certification and administration	Hourly rate applies minimum of 2 hours	£118 minimum	£128 minimum
Pre-Application Advice, hourly charge		£59	£64

## TRADING STANDARDS

### Buy with confidence

Description	Employee numbers	2022/23 Fee	2023/24 Fee
Application Fee (set nationally by Buy with Confidence scheme)	1-5 employees	£125	£136
	6-20 employees	£167	£182
	21-49 employees	£208	£226
	50+ employees	POA	POA
Annual fee (set nationally by Buy with Confidence scheme)	1-5 employees	£250	£272
	6-20 employees	£375	£408
	21-49 employees	£500	£545
	50+ employees	POA	POA
Members before 2017/18 Annual Fee (Bracknell Forest legacy members only)	1-5 employees	£125	£136
	6-20 employees	£189	£206
	21-49 employees	£252	£274

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

### Primary Authority

Description	2022/23 Fee	2023/24 Fee
Primary Authority Work hourly chargeable rate	£59 Hrly Rate	£64 Hourly Rate
Annual charge - previous year usage 10 hours or less	£531	£576
Annual charge - previous year usage 20 hours	£1062	£1,158
Anything likely to be in excess of 20 hours	Individually assessed	Individually assessed

### Support with Confidence

Description	Employee numbers	2022/23 Fee	2023/24 Fee
Application fee	1-5 employees	£59	£64
	6-20 employees	£120	£130
	21+ employees	£300	£327

## Weights and Measures

Description		2022/23 Fee	2023/24 Fee
Weights and Measures Fees	Includes the cost of maintaining calibration of equipment annually (Based on ACTSO guidance)	£64	£64

## Other Fees

Description		2022/23 Fee	2023/24 Fee
Food export certificates	Full cost recovery based on hourly rate	£59 minimum	£64 minimum
Food Hygiene Rating Scheme rescore	2 hours	£118	£128
General Business Advice (Non-Primary Authority)	Hourly rate (first 30 minutes free)	£59	£64
Resident Request for Advice	Hourly rate	£59	£64

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## A Summary of the comments received during the 2022 Statutory Consultation on Taxi and Private Hire Vehicles and Private Hire Operators Fees.

**Response 1:** Letter submitted on behalf of the Bracknell Hackney Carriage Drivers' Association which was signed by 48 of the 53 Drivers

Request that the £236 vehicle license renewal fee be capped for a further year.

The reason is:

The Bracknell taxi trade is in danger of disappearing and we are still struggling badly with a lack of work with long waits in queues waiting in between each fare. It has not yet recovered from the pandemic, as we mentioned earlier in recent meetings, we hope you will come to make the right decision to take care of our trade, otherwise this taxi trade will disappear completely.

You know about the cost of living, due to the high rates of electricity, fuel, car maintenance, food, etc. So please use careful deliberation on this.

**Response 2:** from an Operator

We would request that the fees be capped for further year because the business has not recovered since the pandemic.

**Response 3** from an Operator

Having thought about this proposal for the past month, I am concerned that these increases will further endanger the Bracknell taxi trade which has been under immense pressure since the pandemic and continues to struggle. I am also concerned that this will further disincentives' new drivers from joining the trade.

With regards the operator's licenses, again the increase is unjustified and further harms the people working in this field. I am generally opposed to the decision to have the operator's license tiered by the number of vehicles, preferring instead a banded system if they are to be tiered at all, i.e. 1 to 10 - 11 to 20 etc. Making it so every time you take on a new driver you have to call the council and then pay an extra £80 + £64 when our doing so in no way affects the council, is overpriced to the point of unfairness.

At a time when inflation is still much too high and people are feeling the pinch, a trend that is predicted to continue for several years to come, this price rise contributes to that problem.

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