

# PUBLIC PROTECTION PARTNERSHIP FEES AND CHARGES 2025/2026

The Public Protection Partnership (PPP) provides chargeable services on behalf of two authorities, Bracknell Forest Council and West Berkshire Council. Where Services are provided to Wokingham Borough Council the applicable fees will be levied.

Fees effective from 1 April 2025

Please Note:

- All Statutory Fees and those linked to national schemes are based on fees published on 16 September 2024 and may be subject to change by Central Government or the management of the schemes.
- The Hourly rate is **£69 ph** for 2025/26, 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 **Green** 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 Customer Delivery 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	2024/25 Fee	2025/26 Fee
Gambling Act	£67ph	£69ph
Licensed Premises Notifications	£67ph	£69ph
Licensing Act 2003	£67ph	£69ph
Scrap Metal	£67ph	£69ph
Sex Establishments	£67ph	£69ph
Skin Piercing & Dermal Treatments	£67ph	£69ph
Street Trading Consents	£67ph	£69ph

## 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		2024/25 Fee	2025/26 Fee
NEW - Animal Boarding Establishment - combined (dogs and cats)	Application Fee	£201	£207
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>£469 minimum</b>	<b>£483 minimum</b>
RENEWAL - Animal Boarding Establishment - combined (dogs and cats)	Application Fee	£167.50	£172.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276
	Total Fee (minimum)	<b>£435.50 minimum</b>	<b>£448.50 minimum</b>
NEW - Animal Boarding Establishment - single species (dogs or cats))	Application Fee	£134	£138
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>£402 minimum</b>	<b>£414 minimum</b>
RENEWAL - Animal Boarding Establishment - single species (dogs or cats))	Application Fee	£100.50	£103.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>£368.50 minimum</b>	<b>£379.50 minimum</b>
NEW - Home boarder	Application Fee	£134	£138
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>£402 minimum</b>	<b>£414 minimum</b>
RENEWAL - Home boarder	Application Fee	£100.50	£103.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>£368.50 minimum</b>	<b>£379.50 minimum</b>

NEW - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	Application Fee	£134	£138
	Granting Fee	Per inspection at hourly rate	Per inspection at hourly rate
	Total Fee (minimum)	<b>£134 + host inspection fee</b>	<b>£138 + host inspection fee</b>
RENEWAL - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	Application Fee	£100.50	£103.50
	Granting Fee	Per inspection at hourly rate	Per inspection at hourly rate
	Total Fee (minimum)	<b>£100.50 + host inspection fee</b>	<b>£103.50 + host inspection fee</b>
Assessment of hobby host as part of a franchisee licence	Host inspection fee	£134	£138
NEW - Dog Day Care	Application Fee	£201	£207
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>£469 minimum</b>	<b>£483 minimum</b>
RENEWAL - Dog Day Care	Application Fee	£167.50	£172.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>£435.50 minimum</b>	<b>£448.50 minimum</b>
NEW - Dog Breeding Establishment (**excluding vet fee)	Application Fee	£201	£207
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>£469 minimum</b>	<b>£483 minimum</b>
RENEWAL - Dog Breeding Establishment	Application Fee	£167.50	£172.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>£435.50 minimum</b>	<b>£448.50 minimum</b>
NEW - Dog Breeding Establishment (in domestic dwelling)(**excluding vet fee)	Application Fee	£134	£138
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>£402 minimum **</b>	<b>£414 minimum**</b>
RENEWAL - Dog Breeding Establishment (in domestic dwelling)	Application Fee	£100.50	£103.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>£368.50 minimum</b>	<b>£379.50 minimum</b>
NEW - Pet Vending / Sale of pets	Application Fee	£134	£138
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>£402 minimum</b>	<b>£414 minimum</b>
RENEWAL - Pet Vending / Sale of pets	Application Fee	£100.50	£103.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>£368.50 minimum</b>	<b>£379.50 minimum</b>

NEW - Animal for Exhibition	Application Fee	£201	£207
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>£469 minimum</b>	<b>£483 minimum</b>
RENEWAL - Animal for Exhibition	Application Fee	£167.50	£172.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>£435.50 minimum</b>	<b>£448.50 minimum</b>
Riding Establishment - Inspections are carried out annually, regardless of the star rating or length of licence, by a qualified Veterinarian Officer. <b>**Vets fees will be recharged separately.</b>			
NEW - Main inspection fee, plus fee per horse <b>(**excluding vets fee)</b>	Application Fee	£134	£138
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>£402 minimum**</b>	<b>£414 minimum**</b>
RENEWAL - Main inspection fee, plus fee per horse <b>(**excluding vets fee)</b>	Application Fee	£100.50	£103.50
	Granting Fee	Minimum 4 hours at £268*	Minimum 4 hours at £276*
	Total Fee (minimum)	<b>368.50 minimum**</b>	<b>£379.50 minimum**</b>
Fee per horse, for the first 10 horses		£16.75	£17.25
Fee per horse, for next 11-50 horses		£11.50	£11.75
Fee per horse, for every horse 51 & over		£9.50	£9.70
<b>Other Fees</b>			
Additional mid licence visit		£134	£138
Variation to the licence fee (inclusive of one visit)		£201	£207
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		£33.50	£34.50
Re-evaluation of star rating (inclusive of one visit)		£134	£138
Transfer due to death of licensee	Admin cost	£33.50	£34.50

## Wild Animals and Zoos

Wild Animals & Zoos	Duration	2024/25 Fee	2025/26 Fee
NEW - Dangerous Wild Animal Consent <b>(** excluding vets fee)</b>	2 years	£536	£552
RENEWAL - Dangerous Wild Animal Consent <b>(** excluding vets fee)</b>	2 years	£335	£345
NEW and RENEWAL - Zoo Licences Periodical inspections <b>(** excluding Vets Fees)</b>	Up to 6 years	£2345	£2415

## Explosives Licences – Statutory

Description	Duration	All Council Areas
Licence to store explosives where a separation distance is required by law e.g. over 250kg 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 law e.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 law e.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 is required 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
<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 2024/25 Fee	West Berkshire 2024/25 Fee	All Council Areas (where applicable) 2025/26 Fee
Hackney Carriage Vehicle – NEW		£301.50	£301.50*	£310.50*
Hackney Carriage Vehicle – RENEWAL		£268	£268*	£276*
Private Hire Vehicle – NEW		£301.50	£301.50*	£310.50*
Private Hire Vehicle – RENEWAL		£268	£268*	£276*
Home to school – NEW and RENEWAL		£167.50	-	£172.50
Private Hire Vehicle with Dispensation - NEW		£301.50	£301.50*	£310.50*
Private Hire Vehicle with Dispensation - RENEWAL		£268	£268*	£276*
Temporary Vehicle Licence	Up to 3 months	£268	£268	£276
<b>Driver Licences</b>				
Driver – NEW	3 year Includes initial tests and safeguarding training	£340	£340	£348
Driver – RENEWAL	3 year Includes tests and safeguarding training	£306.50	£306.50	£313.50
Home to school – NEW & RENEWAL	3 year Includes initial tests and safeguarding training	£233	-	£237.60
Conversion of driver licence to another type	1.5hrs (inc retaking tests)	£100.50	£100.50	£103.50
Disability Awareness Training		-	-	At cost



\* 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	2024/25 Fee	2025/26 Fee
<b>NEW</b>	1	£502.50	£517.50
	2	£586.25	£603.75
	3	£670.00	£690
	4	£753.75	£776.25
	5	£837.50	£862.50
	6	£921.25	£948.75
	7	£1005.00	£1035
	8	£1088.75	£1121.25
	9	£1172.50	£1207.50
	10	£1256.25	£1293.75
	11	£1340.00	£1380
	12	£1423.75	£1466.25
	13	£1507.50	£1552.50
	14	£1591.25	£1638.75
	15	£1675.00	£1725
	16	£1758.75	£1811.25
	17	£1842.50	£1897.50
	18	£1926.25	£1983.75
	19	£2010.00	£2070
	20	£2093.75	£2156.25
	20+	£2093.75	£2156.25
<b>RENEWAL</b>	1	£368.50	£379.50
	2	£452.25	£465.75
	3	£536.00	£552
	4	£619.75	£638.25
	5	£703.50	£724.50
	6	£787.25	£810.75
	7	£871.00	£897
	8	£954.75	£983.25
	9	£1038.50	£1069.50
	10	£1122.25	£1155.75
	11	£1206.00	£1242
	12	£1289.75	£1328.25
	13	£1373.50	£1414.50
	14	£1457.25	£1500.75
	15	£1541.00	£1587
	16	£1624.75	£1673.25
	17	£1708.50	£1759.50
	18	£1792.25	£1845.75
	19	£1876.00	£1932
	20	£1959.75	£2018.25
	20+	£1959.75	£2018.25

## Other Private Hire & Hackney Carriage Charges

Other charges		2024/25 Fee All Council Areas (where applicable)	2025/26 Fee All Council Areas (where applicable)
Transfer of vehicle to new owner		£67	£69
Change of vehicle		£83.75	£86.25
Replacement Licence		£33.50	£34.50
Replacement Badge		£33.50 + Badge Costs (£5)	£34.50 + Badge Costs (£5)
Replacement Vehicle Licence Plate		£33.50 + Plate Costs (£26)	£34.50 + Plate Costs (£26)
Knowledge Test	First attempt included in initial fee	£83.75	£86.25
Missed Appointment		£33.50	£34.50
Disclosure and Barring Service Check (DBS)		At cost	At cost
Advertising on a Hackney carriage - NEW	Bracknell Only	£67	£69
Advertising on a Hackney Carriage - RENEWAL	Bracknell Only	£33.50	£34.50
Change of address (PH & HC)		£16.75	£17.25
Backing Plate		£26 at cost	£26 at cost
Medical Exemption		£33.50	£34.50
Refund Processing Fee		£33.50	£34.50
Change of vehicle registration	Including	£33.50 + sticker and licence costs (£31)	£34.50 + sticker and licence costs (£31)
Pre-application advice, hourly rate	Min 1 hour	£67	£69

## Hairdresser Registration

Description	2024/25 Fee All Council Areas (where applicable)	2025/26 Fee All Council Areas
Hairdresser/barber registration	£33.50	£34.50

## 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	£69

<b>Premises Licence – Annual Fee (Class B – Statutory Fee)</b>	
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	£69

## Petroleum Licences – Statutory

Petroleum Licences	2024/25 Fee	2025/26 Fee
Not exceeding 2,500 litres	£48	£48
Not exceeding 50,000 litres	£65	£65
Exceeding 50,000 litres	£137	£137

## Scrap Metal

Description		2024/25 Fee	2025/26 Fee
Scrap Metal site –NEW	3 Years	£536	£552
Scrap Metal site - RENEWAL	3 Years	£502.50	£517.50
Scrap Metal mobile collector - NEW	3 Years	£268	£276
Scrap Metal mobile collector - RENEWAL	3 Years	£234.50	£241.50
Scrap Metal - Variation of Licence		£268	£276
Scrap Metal - change of site manager		£67	£69
Scrap Metal - copy of licence		£16.75	£17.25
Scrap Metal - Change of Name		£33.50	£34.50

## Sex Establishments – Statutory

Description	Type	All Council Areas
<b>Sex Establishments - (Class A – Fee Discretionary)</b>	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	2024/25 Fee	2025/26 Fee
<b>Skin piercing Registrations (one off registration) - (Class A – Fee Discretionary)</b>	Individual (4hrs)	£268	£276
	Premises (5hrs)	£335	£345
	Joint application (7hrs)	£469	£483
<b>Pre-application work, hourly rate</b>	<b>Min. 1 hour</b>	£67	£69

## Street Trading Consents

Description	Type	Bracknell Forest	Bracknell Forest	West Berkshire	West Berkshire
		2024/25 Fee	2025/26 Fee	2024/25 Fee	2025/26 Fee
	Daily	£67	£69	£67	£69
<b>Street Trading Consents - (Class A – Fee Discretionary)</b>	1 Week	£163.50	£172.50	£163.50	£172.50
	Monthly Rate	£275	£276	£275	£276
	3 months	£732.50	£759	£732.50	£759
	6 months	£917	£948.75	£917	£948.75
	Annual Fee	£1558.50	£1604.25	£1558.50	£1604.25
	6 months max. 2 trading days a week incl. Fri, Sat & Sun	£732.50	£759	N/A	N/A
	6 months max. 2 trading days a week Mon-Thurs only	£550	£569.25	N/A	N/A
	Ice cream van (per van) 6 month	£818.50	£851	£917	£942.50
	Ice cream van (per van) 1 month	£212	£221	£275	£282.90
	<b>Variation fee</b>		£100.50	£103.50	£100.50
<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	£67	£69	£67	£69

## 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

Description		Bracknell Forest Only	Bracknell Forest Only
		2024/25 Fee	2025/26 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		2024/25 Fee	2025/26 Fee
Anti-Social Behaviour Act	High Hedges Fee (Class A – Fee Discretionary )	£1373	£1414.50

## Dog Warden Services

Description	2024/25 Fee	2025/26 Fee
Stray Dogs – not taken to kennel	£83.75	Call-out - £130 Statutory Fee - £25
Stray Dogs – taken to kennel	£83.75 plus Cost recovery and Vets fees separate.	Call-out - £130 Statutory Fee - £25 Any kennelling and veterinary fees incurred are charged based on cost recovery.
Kennels cost	Recharge based on cost	Recharge based on cost
<b>Dog fouling fixed penalty charge</b>	<b>£75</b>	<b>£100</b>
Miscellaneous stray dog activities e.g. taxi, relocating, microchipping	Cost recovery charged at £67ph	Cost recovery charged at £69ph
* Debit and credit card payments to Noah's Ark	Cost recovery currently £45	Cost recovery currently £45

## 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 for each of the 1 <sup>st</sup> and 2 <sup>nd</sup> applications		£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 (variation)</b>		
Standard Process		£1,050
Standard process where substantial change results in a new PPC activity or any other solvent emission activity		£1,650
Reduced Fee Activities		£102
<b>Annual Subsistence Charge (Statutory)</b>		
Standard Process or any other solvent activity	Low	£772
	Medium	£1,161
	High	£1,747
Service stations PVR II	Low	£113
	Medium	£226
	High	£341
Vehicle Refinishers 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	£1,551
Mobile Screening & Crushing Plant for 2 <sup>nd</sup> permit	Low	£646
	Medium	£1,034
	High	£1,551
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	£314
	High	£473
Late payment charge	If invoice issued & not paid within 8 weeks	£52
Payment in 4 instalments		Additional £38
<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	2024/25 Fee	2025/26 Fee
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)	£456	£476
Enforcement Notices served under Housing Act 2004	Hrly Rate	Hrly Rate
HMO Licence NEW - assisted application	£1340	£1380
HMO Licence RENEWAL	£907	£931.50
<b>Caravan Site Licences</b>		
Site licence new (plus additional fee per pitch)	£502.50	£517.50

New licence additional fee per pitch	£18	£18.50
Transfer of licence	£201	£207
Alteration of conditions	Hrly Rate	Hrly Rate
Annual inspection fee – per pitch	£16	16.50
Enforcement action -per hour	Hrly Rate	Hrly Rate
Deposit, vary or deleting site rules	£134	£138
<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 £67/ph or part thereof)	£134	£138
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		2024/25 Fee	2025/26 Fee
Risk assessment (for each assessment)	Every 5 years. Min. charge 1 hour, simple risk assessment and report typically 5 hours	At Hrly 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	At Hrly 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.	At hrly rate	At hrly rate
Regulation 9 Supply Analysis of Group A Parameters		Laboratory Costs **	Laboratory Costs **
Regulation 9 Supply Analysis of Group B Parameters		Laboratory Costs **	Laboratory Costs **
Regulation 10 Supply Parameters		Laboratory Costs **	Laboratory Costs **
Analysis of Single Dwelling Supplies (upon request)		Laboratory Costs **	Laboratory Costs **

\* A local authority should not charge for the Officer time 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	2024/25 Fee	2025/26 Fee
Environmental Information Request - Individual, Non-Commercial	Hourly rate applies minimum of 2 hours	£134 minimum	£138 minimum
Environmental Information Request - Commercial and Government	Hourly rate applies minimum of 2 hours	£134 minimum	£138 minimum
Civil Actions (Class A – Fee Discretionary)		£134 minimum	£138 minimum
Safety Certification and administration	Hourly rate applies minimum of 2 hours	£134 minimum	£138 minimum
Pre-Application Advice, hourly charge		£67	£69

## TRADING STANDARDS

### Buy with confidence

Description	Employee numbers	2024/25 Fee	2025/26 Fee
Application Fee (set nationally by Buy with Confidence scheme)	1-5 employees	£145	£149.50
	6-20 employees	£200	£206
	21-49 employees	£250	£257.50
	50+ employees	POA	POA
Annual fee (set nationally by Buy with Confidence scheme)	1-5 employees	£270	£278
	6-20 employees	£405	£417
	21-49 employees	£540	£556
	50+ employees	POA	POA
Members before 2017/18 Annual Fee (Bracknell Forest legacy members only)	1-5 employees	£136	£140
	6-20 employees	£206	£212
	21-49 employees	£274	£282

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

### Primary Authority

Description	2024/25 Fee	2025/26 Fee
Primary Authority Work hourly chargeable rate	£67 Hourly Rate	£69
Annual charge - previous year usage 10 hours or less	£603	£621
Annual charge - previous year usage 20 hours	£1206	£1242
Anything likely to be in excess of 20 hours	Individually assessed	Individually assessed

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

Description	Employee numbers	2024/25 Fee	2025/26 Fee
Membership Fee	1-5 employees	£100	£103
	6-20 employees	£200	£206
	21+ employees	£500	£515



## Weights and Measures

Description		2024/25 Fee	2025/26 Fee
Weights and Measures Fees	Includes the cost of maintaining calibration of equipment annually (Based on ACTSO guidance)	£67 p/h	£69 p/h

## Other Fees

Description		2024/25 Fee	2025/26 Fee
Food export certificates	Full cost recovery based on hourly rate	£67 minimum	£69 minimum
Food Hygiene Rating Scheme rescore	2 hours	£134	£138
General Business Advice (Non-Primary Authority)	Hourly rate (first 30 minutes free)	£67	£69
Resident Request for Advice	Hourly rate	£67	£69