

Report Title:	<b>Fees and Charges Report 2020/21</b>
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Hilton, Lead Member for Finance and Ascot
Meeting and Date:	Full Council - 25 February 2020
Responsible Officer(s):	Duncan Sharkey, Managing Director & Terry Neaves, Interim S151 Officer
Wards affected:	All

www.rbwm.gov.uk



## REPORT SUMMARY

1. This report sets out the Council's proposed fees and charges for 2020/21 which are detailed in Appendix A.

## 1. DETAILS OF RECOMMENDATION(S)

### RECOMMENDATION:

That Full Council approves:

- i) **The Fees and Charges for 2020/21 as set out in Appendix A**

## 2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 The Council provides a wide range of services and the ability to charge for some of these services has always been a key funding source to support the cost of providing the service.
- 2.2 Some charges are statutory, such as planning fees which are set nationally.
- 2.3 Other charges are discretionary and the Council can choose to set the level.
- 2.4 Charges are based on the cost of providing the service and what is reasonable. In determining reasonableness the Council compares the charges made for the same service by other councils and the private sector.
- 2.5 There are other circumstances where a charge is set to manage demand to meet the Council's overall objectives such as mitigating the impact of climate change. An example of this is increasing parking charges to encourage the use of public transport.
- 2.6 Charges are generally increased by estimated inflation, 3.0% has been used for 2020/21.

### 3. KEY IMPLICATIONS

**Table 2: Key Implications**

<b>Outcome</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Significantly Exceeded</b>	<b>Date of delivery</b>
Services delivered within approved budget	Budget overspend >£250,000	Budget variance +/- £250,000	Budget underspend >£250,000 <£1,500,000	Budget underspend >£1,500,000	31 March 2021

### 4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The fees and charges set out in the report have been used to estimate the level of income in the 2020/21 revenue report.
- 4.2 The main levels of income, above £100k, from charges in this report are set out in the table below:

	£'000
Parking	10,253
Planning & Development	1,340
New Roads and Street Works Inspections/Permits	742
Green Waste Subscribed Collection Service	830
Marriage and Civil Partnership Ceremonies	396
Cemeteries and Churchyards	381
Highway Licences	327
Local Land Charges	255
Temporary Traffic Regulation Orders	154
Hire of Public Halls	151

### 5. LEGAL IMPLICATIONS

- 5.1 Local authorities have a variety of powers to charge for specific statutory services set out in statute.
- 5.2 The Local Government Act 2003 also provides a power to trade and a power to charge for discretionary services.
- 5.3 The Localism Act 2011 provides local authorities with a general power of competence that confers on them the power to charge for services.
- 5.4 Where authorities have a duty to provide a statutory service free of charge to a certain standard, no charge can be made for delivery to that standard. However, service delivery beyond that point may constitute a discretionary service for which a charge can be made.

### 6. RISK MANAGEMENT

- 6.1 In proposing the fees and charges for 2020/21 the impact of increases adversely affecting demand have been assessed. This risk will be monitored through the budget monitoring process.

## 7. POTENTIAL IMPACTS

7.1 As set out in the report

## 8. CONSULTATION

8.1 With appropriate Overview and Scrutiny Panels

## 9. TIMETABLE FOR IMPLEMENTATION

9.1 The revised fees and charges will be implemented from 1 April 2020.

## 10. APPENDICES

10.1 Appendix A – Fees and Charges Schedule

## 11. BACKGROUND DOCUMENTS

5.1. None

## 12. CONSULTATION (MANDATORY)

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Date returned</b>
Cllr Hilton	Lead Member for Finance	23/01/20	28/01/20
Cllr Johnson	Leader of the Council	23/01/20	27/01/20
Duncan Sharkey	Managing Director	23/01/20	27/01/20
Russell O'Keefe	Director of Place	23/01/20	24/01/20
Terry Neaves	Interim Section 151 Officer	23/01/20	23/01/20
Elaine Browne	Head of Law	23/01/20	28/01/20
Nikki Craig	Head of HR, Corporate Projects & ICT	23/01/20	28/01/20
Louisa Dean	Communications	23/01/20	28/01/20
Kevin McDaniel	Director of Children's Services	23/01/20	28/01/20
Hilary Hall	Director of Adults, Commissioning & Health	23/01/20	28/01/20
Karen Shepherd	Head of Governance	23/01/20	23/01/20
	Other		

## REPORT HISTORY

<b>Decision type:</b>	<b>Urgency item?</b>	<b>To Follow item?</b>
Key decision	No	Not applicable
Report Author: Terry Neaves, Interim S151 Officer, 01628 796222		

	Unit Cost	2020/21 £	2019/20 £	% Increase
<b>COMMUNICATIONS &amp; MARKETING</b>				
<b>Film Unit Tariff - Price on application (POA)</b>				
<b>Primary Rate</b>				
-Major Production Feature films and major TV productions. Substantial presence, significant equipment and ongoing disruption. Typically involving a large crew of 30+.		POA	POA	
-Large Production Film / TV productions. Dramas, adverts, corporate productions, music videos etc. creating some level of disruption and disturbance		POA	POA	
- Medium Production Smaller set ups creating relatively little disturbance, usually for one day only with equipment and lights. Typical crew of 8+		POA	POA	
- Small Production -Student & Charity Productions Student films or charitable/community purpose, little disruption.		POA 30	POA No Charge	
<b>Facility Fee</b>				
-Standard Application Processing Application provided with over 1 weeks notice of filming date		85	80	6.3%
-Late Application Processing Application provided within 1 weeks notice of filming date		150	150	0.0%
-Additional Roads Processing - per every 5 additional roads Application lists 10 or more roads under locations to be processed on street works systems		41	40	2.5%
-Application Amendment		103	100	3.0%
-Location Advice Any advice or research required that exceeds 1 hour of officer time	per hour	31	30	3.3%
-Site Visit Any requests for a film officer to visit the filming site on the day	per hour	51	50	2.0%
-Drone Use Any use of a drone during filming		50	New Fee	
-Cancellation Application has been processed but requires cancellation 100% of agreed facility fees already incurred				

Unit Cost	2020/21 £	2019/20 £	% Increase
<p><b>Notes</b>                      Student and Charity Productions are exempt from facility fees also at the film officer's discretion - dependant on workload created by application                      Primary rates 'per day' can be negotiated at the officer's discretion                      When a primary rate is applied it forfeits the facility fee for the application process - however if location advice and/or site visit exceed £100 this is to be included                       Primary rates may vary depending on the size of the crew</p>			

	Unit Cost	2020/21		2019/20		% Increase	% Increase
		£	£	£	£		
<b>CARE FOR ADULTS</b>							
<b>RESIDENTIAL CARE</b>							
		RBWM residents & PBH		RBWM residents & PBH		RBWM residents & PBH	
		OLA		OLA		OLA	
<b>Homes for Older People - residential care in RBWM commissioned homes</b>							
Maximum charge							
Residential Home placements		week		Full cost recovery			
Nursing Home placements (FNC to be deducted where applicable)		week		Full cost recovery			
<b>Homes for People with Learning Disability - residential care</b>							
Homeside Close and Winston Court - Standard Charge to other local authorities		week		1,603		1,554	
Other than in exceptional circumstances, the charge to the service user will be equal to their benefit payment less the personal expenses allowance.						3.2%	
<b>COMMUNITY CARE &amp; RESPITE CARE</b>							
OLA is an abbreviation for "Other Local Authority"							
PBH is an abbreviation for "Personal Budget Holder"							
		RBWM residents & PBH		RBWM residents & PBH		% Increase	
		OLA & Full Cost Payers		OLA & Full Cost Payers		% Increase	
<b>Homes for People with Learning Disability - Respite care</b>							
RBWM - PBH		night		165		160	
OLA - Weekdays Mon-Thurs		night		482		468	
OLA - Weekends Fri-Sun		night		561		545	
<b>Administration Fee for Self-Funders Receiving Care at Home</b>							
Administration fee for setting up care arrangements		one-off		300		300	
Annual fee for ongoing management of care arrangements		annual		250		250	
<b>Homecare</b>							
Standard Charge		hour		Full cost recovery		17.95	
<b>Meals on Wheels</b>		per meal		4.95		NEW	

(\*) - all service user contributions towards cost of care  
(\*\*) - all OLA & health income for day centres. Service

ADULT, HEALTH AND COMMISSIONING DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	Unit Cost	2020/21		2019/20		% Increase	% Increase
		£	£	£	£		
<b>Learning Disability: day activity charge</b>							
morning or afternoon session in daycentre for							
ratio 1:1	session	92.10	115.20	89.40	111.80	3.0%	3.0%
ratio 1:2	session	46	81.80	44.70	79.40	2.9%	3.0%
ratio 1:3	session	30.60	58.20	29.70	56.50	3.0%	3.0%
ratio 1:5	session	18.30	37.40	17.80	36.30	2.8%	3.0%
ratio 1:10	session	9.10	21.50	8.80	20.90	3.4%	2.9%
<b>LEARNING DISABILITY: OLA midday meal supervision</b>							
ratio 1:1			54.70		53.10		3.0%
ratio 1:2			38		36.90		3.0%
ratio 1:3			26.30		25.50		3.1%
ratio 1:5			16		16		3.2%
ratio 1:10			7.90		7.70		2.6%
<b>Learning Disability: Transport</b>	per journey		7.40		7.20		2.8%
<b>Room Hire - Learning Disability Day Centres</b>							
6.00-11.00 Monday to Friday and 9.00-11.00 Saturday to Sunday							
Ground Floor, Hall & Kitchen	hour	25.10		24.40		2.9%	
Dance Studio	hour	18.10		17.60		2.8%	
Music / Art Room	hour	15.20		14.80		2.7%	
There is an additional charge for public liability insurance and staffing when required							
<b>Older Persons: Day Centres</b>	RBWM - PBH	day	64		62.10		3.1%
transport single Journey to day centre/activity (max 2 charges per session)		per journey	5.20		5		4.0%
<b>Blue Badge</b>		per badge	10		10		0.0%
<b>Older Persons: Residential Respite</b>		week	749		728		2.9%
In residential and nursing homes, arranged by the Council							

Unit Cost	2020/21		2019/20		% Increase	% Increase
	£	£	£	£		
<b>ALLOWANCES</b>						
<b>Direct Payments - Rates payable to service user</b>						
Standard Rate - care provided by homecare agency	hour	17.95	17.95		0.0%	
Sleeping Night Service	night	63.80	62		3.1%	
<u>Rates payable for employment of Personal Assistant</u>						
Start up and emergency reserve	one-off	500	500		0.0%	
Composite Rate for a Personal Assistant	hour	15.70	15.20		3.3%	
Standard Rate including all oncosts	hour	13.60	13.20		3.0%	
Enhanced Rate including all oncosts	hour	25	24.30		2.9%	



	2020/21 £	2019/20 £	% Increase
<b>WASTE</b>			
<b>Special Collection Service, Trade Waste &amp; Other</b>			
-special collection service -one item	35	34	2.9%
-special collection service -two items	40	39	2.6%
-special collection service -three items	47	46	2.2%
-special collection service -four items	53	51	3.9%
-special collection service -five items (maximum)	59	57	3.5%
-special collection service -fridges/freezers per unit	35	34	2.9%
<b>Green Waste Subscribed Collection Service</b>			
-annual subscription	65	37	75.7%

	2020/21 £	2019/20 £	% Increase
<b>HOME TO SCHOOL TRANSPORT</b>			
<b>(To AfC 1/8/2017)</b>			
Charges take effect from the beginning of each academic year in September.			
<b>Pupils not entitled to free transport</b>			
Residents not entitled to free transport (mainstream and SEN)	639	620	3.1%
Eton Wick residents not entitled to free transport	336	320	5.0%
Non-resident fare payers	893	850	5.1%
Commercial bus routes - contact the relevant operator to purchase passes			
Post 16 Reduced Fare Railcard	N/A	£80 + £15 admin charge	
Replacement travel pass	23	22	4.5%

CHILDRENS SERVICES DIRECTORATE FEES AND CHARGES 2020/21

	Unit Cost	2020/21 £	2019/20 £	% Increase
<b>EARLY HELP AND SAFEGUARDING - TRANSFERRED TO AFC</b>				
<p>Early Help and Safeguarding charges have historically been linked to RBWM fostering allowances which are made up of an age-related core allowance plus a career element payment linked to expertise. The core allowance is set in line with the DfE guidelines. AFC moved to a new shared Fostering Service from April 2019 - fostering allowances are now standardised across the organisation.</p>				
Parental contribution towards cost of children in care	Per week	Up to the full amount of the fostering allowance	Up to the full amount of the fostering allowance	
Foster care placements - Charges to other local authorities for placing non-RBWM children	Per week	Cost of the placement	Cost of the placement	
Short term breaks for disabled children - Charges to other local authorities for placing non-RBWM children	Per week	Cost of the placement	Cost of the placement	
Administration charge to other local authorities for foster care placements and short term breaks.	Per week	100	100	0.0%
Flying High Play Scheme	Per day	25	25	0.0%

RESOURCES DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

			2020/21		2019/20		% Increase	% Increase
			£	£	£	£		
<b>LIBRARIES</b>								
OVERDUE RETURNS (PER LOAN PERIOD):			Per Day	Max. per Item	Per Day	Max. per Item		
Adult Books & Magazines			0.26	10.82	0.25	10.50	4.0%	3.0%
Children's/Teenage Books & Magazines			0.05	10.82	0.05	10.50	0.0%	3.0%
CDs/Tapes/Playaway Audio Books			0.26	10.82	0.25	10.50	4.0%	3.0%
DVDs / CD-ROMs/Video Games			0.60	10.82	0.25	10.50	140.0%	3.0%
<b>AUDIO / VISUAL LOAN CHARGES:</b>			Non Adv Card Holder	Adv Card Holder	Non Adv Card Holder	Adv Card Holder		
Adult - CDs	per item for 3 weeks							
	1 to 2 discs		2.70	2.50	2.60	2.45	3.8%	2.0%
	3 to 6 discs		3.40	3.20	3.30	3.10	3.0%	3.2%
	7 or more discs		3.40	3.20	3.30	3.10	3.0%	3.2%
Adult - Tapes	per item for 3 weeks							
	1 to 2 tapes		2.10	1.90	2.00	1.85	5.0%	2.7%
	3 or more tapes		2.10	2	2.05	1.95	2.4%	2.6%
DVDs	per item for 1 week							
	New released titles-first 8 weeks in stock		3.60	3	3.50	2.95	2.9%	1.7%
	Single Disc in stock for longer than 8 weeks		2.60	2.60	2.50	2.50	4.0%	4.0%
<b>RESERVATIONS:</b>								
Adult books & Magazines	Books from SELMS partnership libraries		3	-	3	-		
Inter-Library Loans	Standard Rate		10	8	7.50	7	33.3%	14.3%
Inter-Library Loans	Student Discount Rate (with ID)		2	2	2	2	0.0%	0.0%
Urgent and Specialists	Current full British Library charges will apply		Plus 7.50		Plus 7.50			
			Admin Cost	-	Admin Cost	-	-	-
			Plus 7.50		Plus 7.50			
Music scores and play sets	Current full courier charges will apply		Admin Cost	-	Admin Cost	-	-	-
<b>LIBRARY EVENTS:</b>								
	Children (minimum)		3.80	3.30	3.70	3.20	2.7%	3.1%
	Adults (minimum)		5.90	5.40	5.70	5.20	3.5%	3.8%

RESOURCES DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

		2020/21		2019/20		% Increase	% Increase
		£	£	£	£		
<b>LIBRARY SCHOOL OFFERS</b>							
RDS	200 books per year, unlimited exchange	915		890		2.8%	
RDS	400 books per year, unlimited exchange	1,580		1,531		3.2%	
RDS	750 books per year, unlimited exchange	2,665		2,586		3.1%	
RDS	950 books per year, unlimited exchange	3,200		3,116		2.7%	
<b>REFERENCE LIBRARY SERVICES:</b>							
Printing from Electronic Information sources - per A4 sheet							
	Black and White	0.25	0.25	0.25	0.20	0.0%	25.0%
	Colour	0.50	0.50	0.40	0.40	25.0%	25.0%
Copying of photographs - per print							
	Scan and laser print	7.70	6.70	7.50	6.50	2.7%	3.1%
	Photographic print	33	31	32	30	3.1%	3.3%
	Per 15 minutes (or part) (first 30 minutes free)						
Research		10.30	8.20	10	8	3.0%	2.5%
<b>PHOTOCOPYING:</b>							
Per A4 copy	Black and White	0.25	0.25	0.25	0.20	0.0%	25.0%
Per A3 copy	" " "	0.50	0.50	0.40	0.40	25.0%	25.0%
Per A4 copy	Colour	0.50	0.50	0.40	0.40	25.0%	25.0%
Per A3 copy	Colour	1	1	0.80	0.80	25.0%	25.0%
<b>FAX:</b>							
Sending in UK							
	1st sheet	1.60	1.40	1.60	1.35	0.0%	3.7%
	Each subsequent sheet	0.80	0.70	0.75	0.70	6.7%	0.0%
Sending to European Countries							
	1st sheet	3.10	2.70	3	2.60	3.3%	3.8%
	Each subsequent sheet	1.70	1.60	1.65	1.55	3.0%	3.2%
Sending to rest of world							
	1st sheet	5.10	4.60	5	4.50	2.0%	2.2%
	Each subsequent sheet	2.90	2.60	2.80	2.50	3.6%	4.0%
Receiving - per message							
		1.80	1.50	1.75	1.45	2.9%	3.4%
Printing from Microform & Microfiche							
	Per A4 copy	0.50	0.50	0.50	0.50	0.0%	0.0%
	Handling P&P (minimum)	2.10	2.10	2	2	5.0%	5.0%
	Printing from customer's microform	0.50	0.50	0.50	0.50	0.0%	0.0%

RESOURCES DIRECTORATE FEES AND CHARGES 2020/21

		2020/21		2019/20		% Increase	% Increase
		£	£	£	£		
<b>LOST AND DAMAGED ITEMS:</b>							
Out of print adult books		15	15	15	15	0.0%	0.0%
Out of print children's books		8	8	7.50	7.50	6.7%	6.7%
Damaged Books & Magazines -per volume / issue							
Damage to new items	Full replacement cost						
One or more pages damaged to affect	Full replacement cost						
Water damage / Chewed books	Full replacement cost						
Scribbling all over book, underlining et	Full replacement cost						
<b>LOST AND DAMAGED ITEMS:</b>							
Audio Visual Items - Tapes	Full replacement cost			25	25	-100.0%	-100.0%
Audio Visual Items - CDs	Full replacement cost			25	25	-100.0%	-100.0%
Replacement membership card		2.60	2.60	2.50	2.50	4.0%	4.0%
<b>ROOM &amp; EXHIBITION HIRE (All Libraries):</b>							
Commercial Organisations-per hour		41		40		3.0%	
Commercial Organisations-per 1/2 day		93		90		3.0%	
Commercial Organisations-per day		155		150		3.3%	
Non-Commercial Organisations (charged services) per hour		28		27		3.0%	
Non-Commercial Organisations (charged services) per 1/2day		56		54		3.0%	
Non-Commercial Organisations (charged services) per day		85		83		3.0%	
Other Borough Based Community Groups-per hour		12		12		3.0%	
Other Borough Based Community Groups-per 1/2day		32		31		3.0%	
Other Borough Based Community Groups-per day		42		41		3.0%	
(Kitchen facilities included in all rates per hire, refreshments price ph on app.)							
Cancellation fee for bookings cancelled within one month		20% of fee		20% of fee			
Weekly or 'subsequent day' rates negotiable							

RESOURCES DIRECTORATE FEES AND CHARGES 2020/21

	2020/21		2019/20		% Increase	% Increase
	£	£	£	£		
<b>INTERVIEW ROOM</b>						
Commercial Organisations-per hour	21		20		3.0%	
Commercial Organisations-per 1/2 day	46		45		2.9%	
Commercial Organisations-per day	74		72		2.9%	
Non-Commercial Organisations (charged services) per hour	15		15		2.7%	
Non-Commercial Organisations (charged services) per 1/2day	30		29		2.8%	
Non-Commercial Organisations (charged services) per day	46		45		2.9%	
Other Borough Based Community Groups-per hour	5		5		2.0%	
Other Borough Based Community Groups-per 1/2day	15		15		2.7%	
Other Borough Based Community Groups-per day	24		23		3.0%	
<b>USE OF LIBRARY COMPUTER:</b>						
Per half hour, to 'Guest' (non-members)	1		1		0.0%	
Per half hour, to Library Members (Advantage Card Holders to have 45 minutes use per day free of charge)	0.50		0.50		0.0%	
Per additional half hour to Advantage Card holders	0.50		0.50		0.0%	
<b>IMAGE USE CHARGES:</b>						
	<u>EU Rights</u>	<u>World Rights</u>	<u>EU Rights</u>	<u>World Rights</u>		
Commercial Use						
Book	68	79	66	77	3.0%	3.0%
Exhibition	68	79	66	77	3.0%	3.0%
Journal / Magazine	68	79	66	77	3.0%	3.0%
Book Jacket	87	98	84	95	3.0%	3.0%
TV/Film per image screened	87	98	84	95	3.0%	3.0%
DVD or CD-Rom	87	98	84	95	3.0%	3.0%
Postcard:Calendar: Publicity Brochure etc	87	98	84	95	3.0%	3.0%
Website	N/A	98	N/A	95		3.0%
Other Use	POA	POA	POA	POA		
Invoice Admin Fee	62	61	60	59	3.0%	3.0%

	2020/21		2019/20		% Increase	% Increase
	£	£	£	£		
<b>RESIDENT PARKING PERMITS AND VISITOR VOUCHERS</b>						
Residents Permits (first)	50		New			
Second permit	70		New			
Third and subsequent (Where residents are entitled to more permits)	100		New			
Visitor Vouchers:						
2 hour voucher	1		Free			
4 hour voucher	2		New			
24 hour voucher	4		2		100.0%	
(No restriction on the number of vouchers purchased)						



RESOURCES DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	2020/21 £	2019/20 £	% Increase
<b>STREET NAMING &amp; NUMBERING</b>			
<b>Fees are inclusive of VAT</b>			
- Research into Archives (where not part of statutory function) set as a minimum of	228	221	3.2%
- Research into Archives (where not part of statutory function) charge per hour after 3 hours	58	56	3.6%
- Provision of Hard Copy of Plans (A4)	58	56	3.6%
- Provision of Supplementary Information	121	117	3.4%
<b>Street Naming and Numbering of Existing Properties (Fees are inclusive of VAT)</b>			
-Change of address for existing properties	135	131	3.1%
-Street Name Change	410	398	3.0%
-Rename street where requested by residents - base charge	40	39	2.6%
-Rename street where requested by residents - advertising	1,609	1,562	3.0%
-Rename street where requested by residents - street name plate charges (charge is variable)	Charge Varies	Charge Varies	
<b>Street Naming and Numbering of New Properties (Fees are exempt of VAT)</b>			
<b>Includes the registration of replacement dwelling of same name and property conversions</b>			
-New Developments 1	135	131	3.1%
-New Developments 2	270	262	3.1%
-New Developments 3	405	393	3.1%
-New Developments 4	540	524	3.1%
-New Developments 5	675	655	3.1%
-New Developments 6-25	960	932	3.0%
-New Developments 26+	1,335	1,296	3.0%
Additional charge for naming of building	199	193	3.1%

	2020/21 £	2019/20 £	% Increase
<b>DEPUTYSHIP</b>			
<b>Estates Winding Up Fee - Level 1</b>			
Work undertaken would include the basic requirements and assume that there is a valid will and next of kin / solicitor in place to administer the estate:			
Notify DWP			
Notify Court of Protection / Office of the Public Guardian			
Notify other financial institutions			
Complete BD8			
Settle funeral and other final bills			
Distribute estate to executors			
	243	236	3.0%
<b>Estates Winding Up Fee - Level 2</b>			
Work undertaken would include some or all the basic requirements above, plus any of the additional work required:			
Completion of final account report for Court of Protection			
Advising or assisting on the completion of Probate applications			
Referring the estate to Treasury Solicitors			
Liaising with Treasury Solicitors			
	300	290	3.5%
<b>Estates Winding Up Fee - Level 3</b>			
Work undertaken would include some or all of levels 1 and 2, plus the additional work of:			
Collecting Death Certificate			
Registering the death			
Arranging the funeral			
	420	408	3.0%

	2020/21 £	2019/20 £	% Increase
<b>OFFICE OF THE PUBLIC GUARDIAN / COURT OF PROTECTION</b>	<u>Statutory</u>	<u>Statutory</u>	
<b>Remuneration of Local Authority deputies - Fees are exempt of VAT</b>			
Fees set by the Court of Protection			
The following fixed rates of remuneration will apply where the court appoints a holder of an office in a public authority to act as deputy:			
Category I - Work up to and including the date upon which the court makes an order appointing a deputy for property and affairs	745	745	0.0%
Category II - Annual management fee where the court appoints a local authority deputy for property and affairs, payable on the anniversary of the court order:			
a) For the first year	775	775	0.0%
b) For the second and subsequent years	650	650	0.0%
Where the net assets of 'P' are below £16,000, the local authority Deputy for property and affairs may take an annual management fee not exceeding 3% of P's net assets on the anniversary of the court order appointing the local authority as deputy			
Category III - Annual property management fee to include work involved in preparing property for sale, instructing agents, conveyancers, etc. or the ongoing maintenance of property including management and letting of a rental property.	300	300	0.0%
Category IV - Preparation and lodgement of an annual report or account to the Public Guardian	216	216	0.0%

	2021/22	2020/21	2020/21	2020/21	2019/20	2019/20	% Increase	
	£	£	£	£	£	£		
<b>LIBRARY &amp; RESIDENT SERVICES</b>	Super-intendent Registrar		Registrar	Super-intendent Registrar	Registrar			
<b>General Searches</b>								
General Search in indexes in Office not exceeding 6 successive hours		18		18			0.0%	
<b>Certificates</b>		Statutory		Statutory				
Issue of Certificate (Standard 14-day despatch) NEW		11		11				
Issue of Certificate (Express 24-48 hours despatch) NEW		35		35				
Multilingual Standard Form (MSF) NEW		11		11				
Attestation of Foreign Pensions (Proof of life)			20					
<b>Marriages</b>								
Attending outside office to be given notice of marriage of house-bound or detained person		46		46			0.0%	
Entering a notice of marriage in a marriage notice book		35		35			0.0%	
Attending a Marriage at a registered building			84		84		0.0%	0.0%
Attending a Marriage at the Register Office		46		46			0.0%	
<b>Certification Of Worship And Registration For Marriage</b>								
Certification of a place of meeting for religious worship		28		28			0.0%	
Registration of a building for the solemnisation of marriages		120		120			0.0%	
Licensing an outside venue for weddings and civil partnerships		1,878		1,823			3.0%	
Additional rooms		569		552			3.0%	
<b>Marriage and Civil Partnership Ceremonies:</b>								
Mondays to Thursdays	547	531		531	514		3.0%	3.3%
Fridays and Saturdays until 5pm	607	589		589	571		3.0%	3.2%
Friday and Saturday after 5pm	673	653		653	633		3.0%	3.2%
Sundays and Bank Holidays until 5pm	673	653		653	633		3.0%	3.2%
Sundays and Bank Holidays after 5pm	711	690		690	670		3.0%	3.0%
<b>Maidenhead Ceremony Room</b>								
Monday to Thursday	258	250		250	240		3.0%	4.2%
Friday to Saturday	309	300		300	290		3.0%	3.4%
Saturday after 12	412	400		400	390		3.0%	2.6%
Sunday	494	480		480	460		3.0%	4.3%
Bank Holiday	608	590		590	580		3.0%	1.7%

RESOURCES DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	2021/22	2020/21	2020/21	2020/21	2019/20	2019/20	% Increase
	£	£	£	£	£	£	
<b>LIBRARY &amp; RESIDENT SERVICES</b>	Super-intendent Registrar		Registrar	Super-intendent Registrar		Registrar	
<b>CITIZENSHIP CEREMONIES</b>							
Per Ceremony		80		80	Statute		0.0%
Private Citizenship Ceremonies - Register Office							
Mondays to Thursdays		165		160			3.0%
Fridays and Saturdays		309		300			3.0%
The ceremony room is not available for Sunday Bookings							
<b>Baby Naming And Reaffirmation (inclusive of VAT)</b>							
Register Office - Monday to Thursday		268		260			3.0%
Register Office - Friday and Saturday (up to 12pm)		309		300			3.0%
Register Office - Saturday (after 12pm)		397		385			3.0%
Register Office - Sunday		458		445			3.0%
Register Office - Bank Holidays		515		500			3.0%
Outside Venues - Monday to Thursday		376		365			3.0%
Outside Venues - Friday and Saturday		494		480			3.0%
Outside Venues - Sunday		567		550			3.0%
Outside Venues - Bank Holidays		597		580			3.0%
Changing the name on a venue license		36		35			3.0%

	2020/21 £		
<b>PUBLIC HALLS</b>			
<b>GUILDHALL, WINDSOR</b>	1 Hour	4 Hours	6+ Hours
<b>COMMERCIAL RATES:</b>			
Day Hire - 8am - 5pm			
Mon - Thurs	600	850	1,000
Fri - Sun	850	1,200	1,500
Evening Hire - 5pm - 11.30pm	850	1,700	2,000
<b>ADVANTAGE CARD HOLDERS:</b>			
Day Hire - 8am - 5pm			
Mon - Thurs	450	700	850
Fri - Sun	650	950	1,250
Evening Hire - 5pm - 11.30pm	800	1,300	1,800
<b>BOROUGH BASED REGISTERED CHARITIES:</b>			
Day Hire - 8am - 5pm	200	650	850
Evening Hire - 5pm - 11.30pm	200	800	1,000
Weddings over 50 guests require an additional £100 staffing fee.			

	2019/20		
	£		
<b>PUBLIC HALLS</b>			
<b>GUILDHALL, WINDSOR</b>	Chamber	Room	Building
COMMERCIAL RATES:			
Morning 8am - 1pm	700	330	
Afternoon 1pm - 5.30pm	700	330	
Evening 6pm - 11pm	1,630	444	
All Day 8am - 11pm	2,680	720	
NON-COMMERCIAL RATES - WHOLE SUITE:			
Borough Based Registered Charities Per hour/Per Room	118	74	170
<b>WEDDINGS AND CIVIL PARTNERSHIPS CEREMONIES</b>		2019/20	
		Groom or	from
Monday-Friday Per Hour		410	580
Saturday Per hour		575	815
Sunday / Bank Holiday Per Hour		630	870

MANAGING DIRECTORS DIRECTORATE FEES AND CHARGES 2020/21

	2020/21				2019/20				% Increase			
	£				£							
DESBOROUGH SUITE	Morning 8am- 1pm	Afternoon 1pm- 6.30pm	Evening 6.30pm- 11.30pm	All Day 8am- 11.30pm	Morning 8am- 1pm	Afternoon 1pm- 6.30pm	Evening 6.30pm- 11.30pm	All Day 8am- 11.30pm				
<b>COMMERCIAL RATES</b>												
Desborough Suite	1,201	1,201	1,606	2,919	1,166	1,166	1,559	2,834	3.0%	3.0%	3.0%	3.0%
Auditorium	870	870	1,130	1,978	845	845	1,097	1,920	3.0%	3.0%	3.0%	3.0%
Receptions / Dinner Dance	482	482	1,201	1,810	468	468	1,166	1,757	3.0%	3.0%	3.0%	3.0%
Meeting Rooms (per hour/per room)	110	110	138	110	106.92	106.92	133.77	106.92	3.0%	3.0%	3.0%	3.0%
Additional time per hour, or part of, after 11.30pm				453				440				3.0%
<b>NON-COMMERCIAL RATES - WHOLE SUITE</b>												
<b>DANCE SCHOOLS / THEATRE GROUPS / BOROUGH BASED REGISTERED CHARITIES</b>												
Rehearsal / Set up (Mon-Fri)	82	82	144	238	80.06	80.06	140	231	3.0%	3.0%	3.0%	3.0%
Rehearsal / Set up (Saturday)	116	116	182	254	113	113	177	247	3.0%	3.0%	3.0%	3.0%
Rehearsal / Set up (Sunday)	116	116	199	343	113	113	193	333	3.0%	3.0%	3.0%	3.0%
Performance / Function	183	183	249	565	178	178	242	549	3.0%	3.0%	3.0%	3.0%
Additional time per hour, or part of, after 11.30pm				132				128.61				3.0%



**MANAGING DIRECTORS DIRECTORATE FEES AND CHARGES 2020/21**

**Appendix A**

	2020/21 £	2019/20 £	% Increase
<b>LOCAL LAND CHARGES</b>			
<b>Table Of Search Fees (Excluding VAT)</b>			
Standard Official Search (LLC1 and CON29R)	127	123	3.0%
Official Certificate of Search (Form LLC1 only)	41	40	3.0%
Enquiries of Local Authority (Form CON29R only) Part 1 Enquiries*	85	83	3.0%
Additional Parcels of Land (each)	66	64	3.0%
CON 29O Optional Enquiries of Local Authorities questions (dealing with all questions)*	155	150	3.0%
CON 29O Enquiries-with the original search (dealing with individual questions)	43	42	3.0%
*Standalone CON29R and CON29O searches attract an additional fee (one per search)	3	3	3.0%
Repeat Searches (LLC1 and CON29R) within 3 months of original search	55	53	3.0%
Component Data for CON29R Questions	On request	On request	
<b>LEGAL FEES (Excluding VAT)</b>			
Legal Fees - joint S278/38 One-off minimum charge non-refundable, thereafter hourly rates	3,261	3,166	3.0%
Legal Fees - S38 One-off minimum charge non-refundable, thereafter hourly rates	3,261	3,166	3.0%
Legal Fees - Crane oversailing licence - charge dependant on complexity/urgency	£647 Min-£1,293 Max	£628 Min-£1,255 Max	
Legal Fees - Oversail licence- charge dependant on complexity/urgency	£647 Min-£1,293 Max	£628 Min-£1,255 Max	
Legal Fees - Undersail licence- charge dependant on complexity/urgency	£647 Min-£1,293 Max	£628 Min-£1,255 Max	
Legal Fees - Rectification of Community Register	1,143	1,110	3.0%

MANAGING DIRECTORS DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

		2020/21 £	2019/20 £	% Increase
<b>PARKING SERVICE</b>				
<b>CAR PARKS</b>				
	<b>No. of Spaces</b>			
	<b>Chargeable    Free</b>			
<b>NO DISCOUNTED TARIFFS</b>				
<b>Alexandra, Windsor (see separate tariff for Windsor Dials)</b>				
	198			
Charges apply Monday - Sunday between 9am-Midnight (including Bank Holidays)				
Up To 1 Hour		1.60	1.60	0.0%
1 To 2 Hours		3.20	3.20	0.0%
2 To 3 Hours		5	5	0.0%
3 To 4 Hours		7	7	0.0%
4 To 5 Hours		10.50	10.50	0.0%
Over 5 Hours		13	13	0.0%
Evening Charge (6pm - Midnight)		2	2	0.0%
Season Tickets (3 Months)		370	360	2.8%
Season Tickets (6 Months)		735	710	3.5%
Season Tickets (Per Annum)		1,450	1,400	3.6%
<b>Alma Road, Windsor (See separate tariff For Windsor Dials)</b>				
	130			
Charges apply Monday - Sunday between 9am-Midnight (including Bank Holidays)				
Up To 1 Hour		1.60	1.60	0.0%
1 To 2 Hours		3.20	3.20	0.0%
2 To 3 Hours		5	5	0.0%
3 To 4 Hours		7	7	0.0%
4 To 5 Hours		10.50	10.50	0.0%
Over 5 Hours		13	13	0.0%
Evening Charge (6pm - Midnight)		2	2	0.0%
Season Tickets (3 Months)		370	360	2.8%
Season Tickets (6 Months)		735	710	3.5%
Season Tickets (Per Annum)		1,450	1,400	3.6%

MANAGING DIRECTORS DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

		2020/21 £	2019/20 £	% Increase
<b>Ascot High Street</b>	98	0.00	0.00	
<b>The Avenue, Datchet</b>	113			
Charges apply Mon - Sat between 9am-6pm (Sundays and bank holidays free)				
Up To 1 Hour		1	1	0.0%
1 To 2 Hours		1.50	1.50	0.0%
2 To 3 Hours		3.10	3.10	0.0%
3 To 4 Hours		4	4	0.0%
Over 4 Hours		7	7	0.0%
Season Tickets (3 Months)		225	220	2.3%
Season Tickets (6 Months)		425	410	3.7%
Season Tickets (Per Annum)		830	800	3.8%
<b>Boulton Lock, Maidenhead</b>	87			
Charges apply Mon - Sun between 9am-midnight (Incl Bank holidays)				
Up To 3 Hours		1	1	0.0%
Over 3 Hours		1.50	1.50	0.0%
Evenings (6pm - Midnight)		1	1	0.0%
<b>Bowden Rd, Sunninghill</b>	15	0.00	0.00	
<b>Braywick Nature Park, Maidenhead (8am - 9pm)</b>	12	0.00	0.00	
<b>Braywick Park, Maidenhead (Mon - Fri 9am - 5pm) &gt;</b>	48			
Less than 3 Hours		1	1	
Over 3 Hours		5.50	5.50	0.0%
Season Tickets (3 Months)		150	145	3.4%
Season Tickets (6 Months)		290	280	3.6%
Season Tickets (Per Annum)		570	550	3.6%
<b>Brockenhurst Road, S. Ascot</b>				
<b>Centrica, Windsor *</b>	134	0.00	0.00	
<b>(Saturdays, Sundays &amp; Bank Holidays In Peak Periods Only- Locked at 7pm)</b>				

MANAGING DIRECTORS DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

			2020/21 £	2019/20 £	% Increase
<b>Clewer Memorial, Windsor (Dawn To Dusk)</b>	50		0.00	0.00	
<b>Coronation Road, Littlewick Green</b>	24		0.00	0.00	
<b>Desborough Park, Maidenhead</b>	18		0.00	0.00	
<b>East Berks College, Windsor</b>	112				
Charges apply Mon-Sun (Including Bank Holidays) between 9am-Midnight					
<i>Please note: change on the Sunday/ Bank Holiday tariff is subject to approval from East Berkshire College</i>					
Up To 1 Hour			1.40	1.40	0.0%
1 To 2 Hours			2.00	2	0.0%
2 To 3 Hours			2.80	2.80	0.0%
3 To 4 Hours			4.40	4.40	0.0%
Over 4 Hours			8.80	8.80	0.0%
Evenings (6pm - Midnight)			2	2.0	0.0%
<b>Eton Court, Eton</b>	57				
Charges apply Mon-Sun between 9am-7pm (Incl Bank Holidays)					
Up To 1 Hour			1.60	1.60	0.0%
1 To 2 Hours			3.10	3.10	0.0%
2 To 3 Hours			4.50	4.50	0.0%
3 To 4 Hours			8	8	0.0%
4 To 5 Hours			9	9	0.0%
Over 5 Hours			11	11	0.0%
Season Tickets (3 Months)	1,200	25.5%	310	300	3.3%
Season Tickets (6 Months)	1,180	50.2%	610	590	3.4%
Season Tickets (Per Annum)			1,215	1,175	3.4%
<b>Eton Wick (Haywards Mead)</b>	25		0.00	0.00	
<b>Grenfell Park, Maidenhead (Dawn - Dusk)</b>	18		0.00	0.00	
<b>Grove Road, Maidenhead (2 Hours max. stay except after 6pm)*</b>	82				
Charges apply Mon - Sat between 9am-Midnight (Sunday and bank holidays free)					
Up To 1 Hour			1.40	1.40	0.0%
1 To 2 Hours			2.80	2.80	0.0%
Evenings (6pm - Midnight)			1.80	1.80	0.0%

MANAGING DIRECTORS DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

		2020/21 £	2019/20 £	% Increase
<b>Guards Club, Maidenhead (Dawn - Dusk)</b>	20	0.00	0.00	
<b>Hines Meadow Multi Storey Maidenhead</b>	1,280			
Charges apply Mon - Sat between 9am-Midnight (Sunday and bank holidays free)				
Up To 1 Hour		1.10	1.10	0.0%
1 To 2 Hours		2.20	2.20	0.0%
2 To 3 Hours		3.40	3.40	0.0%
3 To 4 Hours		5.20	5.20	0.0%
4 To 5 Hours		5.90	5.90	0.0%
Over 5 Hours		9.50	9.50	0.0%
Evenings (6pm - Midnight)		2	2	0.0%
Season Tickets (3 Months)		270	260	3.8%
Season Tickets (6 Months)		530	510	3.9%
Season Tickets (Per Annum)		1,035	1,000	3.5%
<b>Home Park, Windsor &gt;</b>	181			
Charges apply Mon - Fri between 9am-4pm (Weekends and Bank Holidays free)				
Signs will indicate when the car park is not in use due to events or functions				
Up To 1 Hour		1	1	0.0%
Up To 1 Hour Discounted		0.90	0.90	0.0%
1 To 2 Hours		2	2	0.0%
1 To 2 Hours Discounted		1.80	1.80	0.0%
2 To 4 Hours		4	4	0.0%
2 To 4 Hours Discounted		3.60	3.60	0.0%
Over 4 Hours		7	7	0.0%
Over 4 Hours Discounted		6	6	0.0%
Season Tickets (3 Months)		225	220	2.3%
Season Tickets (6 Months)		445	430	3.5%
Season Tickets (Per Annum)		880	850	3.5%
<b>Horton Road, Datchet</b>	60			
Charges apply Mon - Sat between 9am-6pm (Sundays and bank holidays free)				
Up To 1 Hour		0.20	0.20	0.0%
1 To 2 Hours		0.50	0.50	0.0%
2 To 3 Hours		1	1	0.0%
3 To 4 Hours		1.50	1.50	0.0%
Over 4 Hours		5	5	0.0%

MANAGING DIRECTORS DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

		2020/21 £	2019/20 £	% Increase
<b>High Street, Hurley</b>	60	0.00	0.00	
<b>King Edward VII Ave, Windsor</b>	192			
Charges apply Mon-Sun between 9am-Midnight (Including Bank Holidays)				
Up To 1 Hour		1.60	1.60	0.0%
1 To 2 Hours		2.90	2.90	0.0%
2 To 3 Hours		4.70	4.70	0.0%
3 To 4 Hours		6.50	6.50	0.0%
4 To 5 Hours		8	8	0.0%
Over 5 Hours		9.30	9.30	0.0%
Evenings (6pm - Midnight)		2	2	0.0%
Season Tickets (3 Months)		325	315	3.2%
Season Tickets (6 Months)		640	620	3.2%
Season Tickets (Per Annum)		1,265	1,225	3.3%
<b>King Edward VII Hospital, Windsor</b>	150			
Charges apply Saturdays, Sundays and Bank Holidays between 9am-6pm				
Up to 2 Hours		1	1	0.0%
2 to 4 Hours		2	2	0.0%
Over 4 Hours		5	5	0.0%
<b>Meadow Lane, Eton</b>	102			
Charges apply Mon-Sun between 9am-7pm (Incl Bank Holidays)				
Up to 1 Hour		1.60	1.60	0.0%
1 To 2 Hours		3.10	3.10	0.0%
2 To 3 Hours		4.50	4.50	0.0%
3 To 4 Hours		8	8	0.0%
4 To 5 Hours		9	9	0.0%
Over 5 Hours		11	11	0.0%
Season Tickets (3 Months)		310	300	3.3%
Season Tickets (6 Months)		610	590	3.4%
Season Tickets (Per Annum)		1,215	1,175	3.4%

MANAGING DIRECTORS DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

		2020/21 £	2019/20 £	% Increase
<b>Nicholsons MultiStorey, Maidenhead</b>	734			
Charges apply Mon - Sat between 9am-Midnight (Sunday and bank holidays free)				
Up To 30 Mins		0.70	0.70	0.0%
30 Mins To 1 Hour		1.30	1.30	0.0%
1 To 2 Hours		2.30	2.30	0.0%
2 To 3 Hours		3.60	3.60	0.0%
3 To 4 Hours		4.70	4.70	0.0%
4 To 5 Hours		9.50	9.50	0.0%
Over 5 Hours		13.50	13.50	0.0%
Evenings (6pm - Midnight)		2	2	0.0%
Season Tickets (1 Month)		155	150	3.3%
Season Tickets (3 Months)		450	435	3.4%
Season Tickets (6 Months)		895	865	3.5%
Season Tickets (Per Annum)		1,760	1,700	3.5%
<b>Oakengrove, Maidenhead (Dawn - Dusk)</b>	50	0.00	0.00	
<b>Oak Lane (Annual Contract Spaces For Residents Only)</b>		60	60	0.0%
<b>Queens Road, Sunninghill</b>	52	0.00	0.00	
<b>River St, Windsor</b>	145			
Charges apply Mon-Sun between 9am-9pm (Incl Bank Holidays)				
Up To 1 Hour		5	5	0.0%
1 To 2 Hours		7.70	7.70	0.0%
2 To 3 Hours		9.90	9.90	0.0%
3 To 4 Hours		13.20	13.20	0.0%
4 To 5 Hours		15.40	15.40	0.0%
Over 5 Hours		18.70	18.70	0.0%

MANAGING DIRECTORS DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

		2020/21 £	2019/20 £	% Increase
<b>Romney Lock, Windsor</b>	94			
Charges apply Mon-Sun between 9am-Midnight (Incl Bank Holidays)				
Up To 1 Hour		1.60	1.60	0.0%
1 To 2 Hours		2.90	2.90	0.0%
2 To 3 Hours		4.70	4.70	0.0%
3 To 4 Hours		6.50	6.50	0.0%
4 To 5 Hours		8	8	0.0%
Over 5 Hours		9.30	9.30	0.0%
Evenings (6pm - Midnight)		2	2	0.0%
Season Tickets (3 Months)		325	315	3.2%
Season Tickets (6 Months)		640	620	3.2%
Season Tickets (Per Annum)		1,265	1,225	3.3%
<b>Stafferton Way Multi Storey, Maidenhead</b>	576			
Charges apply Mon - Sat between 9am-7pm				
Daily charge - Saturday		3	n/a	
Daily charge - Sunday to Friday		7.50	7.50	0.0%
Evenings (6pm - Midnight)		1.80	1.80	0.0%
Season Tickets (3 Months)		270	260	3.8%
Season Tickets (6 Months)		530	510	3.9%
Season Tickets (Per Annum)		1,035	1,000	3.5%
<b>Sunningdale (London Road) (Closed between 6.45pm - 8.45am)</b>	210	0.00	0.00	
<b>Sutton Road, Cookham</b>	18	0.00	0.00	
<b>Town Moor, Maidenhead (Blackamoor Lane)</b>	28	0.00	0.00	
Charges apply Mon - Sun between 9am-Mdnight (Incl Bank holidays)				
Up To 3 Hours		1	1	
Over 3 Hours		1.50	1.50	
Evenings (6pm - Midnight)		1	1	



MANAGING DIRECTORS DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

			2020/21 £	2019/20 £	% Increase
<b>Upper Village Road, Sunninghill</b>		28	0.00	0.00	
<b>Victoria Street Multi Storey, Windsor</b>	206				
Charges apply Mon - Sun between 9am-Midnight (Incl Bank Holidays)					
Up To 1 Hour			2.20	2.20	0.0%
1 To 2 Hours			3.60	3.60	0.0%
2 To 3 Hours			5.60	5.60	0.0%
3 To 4 Hours			10	10	0.0%
4 To 5 Hours			11	11	0.0%
Over 5 Hours			15.50	15.50	0.0%
Evenings (6pm - Midnight)			2.20	2.20	0.0%
<b>West Street, Maidenhead</b>	59				
Charges apply Mon - Sat between 9am-Midnight					
Up To 1 Hour			1.40	1.40	0.0%
1 To 2 Hours			2.80	2.80	0.0%
2 To 3 Hours			4	4	0.0%
Evenings (6pm - Midnight)			1.80	1.80	0.0%
<b>Windsor Dials (via Alma Road), Windsor</b>	250				
Car Park only available on Saturdays, Sundays, Bank Holidays					
Up To 1 Hour			1.60	1.60	0.0%
1 To 2 Hours			3.20	3.20	0.0%
2 To 3 Hours			5	5	0.0%
3 To 4 Hours			7	7	0.0%
4 To 5 Hours			10.50	10.50	0.0%
Over 5 Hours			13	13	0.0%
Evenings (6pm - Midnight)			2	2	0.0%

MANAGING DIRECTORS DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

		2020/21 £	2019/20 £	% Increase
<b>Windsor Library</b>	15			
Charges apply Mon - Sat between 9am-Midnight (Sunday and bank holidays free)				
Up To 30 Mins		0.30	0.30	0.0%
Up To 1 Hour		2.50	2.50	0.0%
1 To 2 Hours		5	5	0.0%
Evenings (6pm - Midnight)		1.80	1.80	0.0%
<b>York House, Windsor</b>	92			
Charges apply Mon-Sun between 9am-midnight (Incl Bank Holidays)				
Weekends & Bank Holidays (Up To 4 Hours Charge)		3.50	3.50	0.0%
Weekends & Bank Holidays (Over 4 Hours Charge)		7	7	0.0%
Evenings (Any Day) (6pm - Midnight)		1.80	1.80	0.0%
<b>Coach Park (Alma Road), Windsor</b>	74			
Charges apply Mon-Sun between 9am-6pm (Incl Bank Holidays)				
Up To 1 Hour - Entry		11	11	0.0%
Prepaid Tickets (1 Hour)		11	11	
Up To 4 Hours		22	22	0.0%
Prepaid Tickets (4 Hours)		18.50	18.50	0.0%
Up To 10 Hours (equivalent to all day as evenings free)		33	33	0.0%
Prepaid Tickets (10 Hours) (equivalent to all day as evenings free)		26	26	0.0%
Christmas Period (cars only)		2.50	2.50	0.0%
<b>Magnet Leisure Centre - Maidenhead &gt;</b>	248			
Charges apply Mon - Sun (Incl Bank Holidays) between 9.30am-Midnight				
Up to 60 mins		1.10	1.10	0.0%
Up to 90 mins		1.50	1.50	0.0%
Up to 2 Hours		2.20	2.20	0.0%
Up to 3 Hours		3	3	0.0%
Up to 4 Hours		7.20	7.20	0.0%
Over 4 Hours		9.50	9.50	0.0%

MANAGING DIRECTORS DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

		2020/21 £	2019/20 £	% Increase
<b>Windsor Leisure Centre &gt;</b>	249			
Charges apply Mon - Sun between 9am-9pm (Incl Bank Holidays)				
Up to 60 mins		1.20	1.20	0.0%
Up to 2 Hours		1.80	1.80	0.0%
Up to 3 Hours		3.70	3.70	0.0%
Up to 4 Hours		11	11	0.0%
Up to 5 Hours		13	13	0.0%
Over 5 Hours		17.50	17.50	0.0%

MANAGING DIRECTORS DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	2020/21 £	2019/20 £	% Increase
<b>On-Street Parking</b>			
<b>Barry Avenue</b>			
Up To 1 Hour	2.10	2.10	0.0%
1 To 2 Hours	4.20	4.20	0.0%
<b>St. Leonards Road (Shops)</b>			
Up To 1 Hour	0.60	0.60	0.0%
1 To 2 Hours	1.80	1.80	0.0%
<b>Central (Includes Datchet Road, Park Street, Sheet Street, Victoria Street, Farm Yard &amp; Thameside (1 Hour Maximum Stay) *</b>			
Up To 1 Hour	1.20	1.20	0.0%
<b>Albert St, Alma Rd, Beaumont Rd, Bexley St, Clarence Rd, Duke St, Fawcett Rd, Frances Rd, Oxford Rd, Queens Rd, Vansittart Rd, Stovell Rd. * (Where Charges Apply Mon-Fri 8.30am - 5.30pm)</b>			
Up To 1 Hour	0.50	0.50	0.0%
1 To 2 Hours	1.20	1.20	0.0%
<b>Alma Rd, Clarence Rd, St Leonards Rd. * (Where Charges Apply Mon-Sun 8am - 8pm)</b>			
Up To 1 Hour	0.50	0.50	0.0%
1 To 2 Hours	1.20	1.20	0.0%
<b>Alexandra Rd, Claremont Rd, Devereux Rd, Dorset Rd, Grove Rd, St Leonards Ave, St Marks Rd, Helena Rd *</b>			
Up To 1 Hour	0.80	0.80	0.0%
<b>The Avenue &amp; Windsor Road (Datchet) *</b>			
Up To 1 Hour	0.80	0.80	0.0%
1 To 2 Hours	1.50	1.50	0.0%
2 To 3 Hours	3	3	0.0%
3 To 4 Hours	3.60	3.60	0.0%
Over 4 Hours	6	6	0.0%
<b>Eton (2 Hour Maximum Stay) *</b>			
Up To 30 Mins	0.40	0.40	0.0%
Up To 1 Hour	2	2	0.0%

MANAGING DIRECTORS DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	2020/21 £	2019/20 £	% Increase
<b><u>Other Parking Fees And Charges</u></b>			
<b>Penalty Charge Notices</b>			
Higher Level Contraventions	70	70	0.0%
-Discounted If Paid Within 14 Days	35	35	0.0%
Lower Level Contraventions	50	50	0.0%
-Discounted If Paid Within 14 Days	25	25	0.0%
<b>Business Permits</b>			
Business Parking Permits			
Windsor: Outer Areas			
First Permit	650	650	0.0%
Second Permit	750	750	0.0%
Third Permit	850	850	0.0%
Windsor: Inner Areas			
Eton and Datchet:			
First Permit	175	175	0.0%
Second Permit	375	375	0.0%
Third Permit	525	525	0.0%
Fourth Permit	725	725	0.0%
<b>Parking Suspensions and Dispensations</b>			
Suspension Of Parking Bay (Per Bay)	20	20	0.0%
Parking Dispensations - Late Charge	50	50	0.0%
Parking Dispensations - 1st Day	20	20	0.0%
Parking Dispensations - Additional Days	5	5	0.0%
Parking Dispensations - 1 Week	40	40	0.0%
Parking Dispensations - 2 Weeks	70	70	0.0%
Parking Dispensations - 3 Weeks	100	100	0.0%
Parking Dispensations - 4 Weeks	125	125	0.0%
Special Parking/ Access Permit	50	50	0.0%

PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	Unit Cost	2020/21 £	2019/20 £	% Increase
<b>COMMUNITY, PROTECTION &amp; ENFORCEMENT SERVICES</b>				
<b>ENVIRONMENTAL PROTECTION</b>				
Standard FPN for Environmental Protection Property		94	91	3.0%
Scrap Metal Licensing				
- Collector Licence		221	214.35	3.0%
- Site Licence		331	321.26	3.0%
Fixed Penalty Notice for Fly Tipping (New Fee)		400	400	N/A
Fixed Penalty Notice for Failing to Produce Documentation for the Transfer of Waste		300	300	N/A
<b>ENVIRONMENTAL HEALTH - COMMERCIAL SERVICES</b>				
Freezer Failure Certificate		153	148.24	3.0%
Water Sampling-Laboratory costs plus officer hourly rate		-	-	
Private Water Supplies-Laboratory costs plus officer hourly rate, subject to statutory maximums		-	-	
Food Hygiene Rescore Visit		206	200	3.0%
Health & Safety Work Act S28-Cost Of Officer Time + 15% Admin, Minimum Charge Of:		80.27	80.57	-0.4%
Riding Establishments:				
- first application (plus vet's fees)				
- renewal (plus vet's fees if appropriate)				
Animal Boarding, Breeding Of Dogs, Pet Animals & Shops:				
- first application				
- renewal (plus vet's fees if appropriate)				
Dangerous Animals:				
- first application				
- renewal (plus vet's fees if appropriate)				
Performing Animals:				
Zoo Licence First Application.				
Zoo Licence Renewal.				
Ear Piercing/Acupuncture/Electrolysis and Tattooing				
- registration of premises and one practitioner		232	225	3.0%
- each additional practitioner		77	75	3.0%
- existing Licence amendment		40		
- replacement of operator certificate	Min fee:	31	30	3.0%

**Fees & Charges  
will be agreed  
by delegation  
with the  
Lead Member  
and published  
on RBWM website**

PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	Unit Cost	2020/21 £	2019/20 £	% Increase
<b>TRADING STANDARDS</b>				
Weights & Measures Fees	Weights & Measures Inspector Hourly Rate Of:	65.52	62.52	4.8%
Petroleum Licences	Set Externally - See Website			
Explosives Licences	Set Externally - See Website			
Poisons Licences	Set Externally - See Website			
<b>RESIDENTIAL SERVICES</b>				
Domestic Pest Control Service	Set by SDK Environmental Ltd- See website			
Housing Act Notice	Officer time			
Enforcement - Works in default	Officer time			
Houses In Multiple Occupation (HMO Licences)				
-basic compliance with 5 bedrooms		824	800	3.0%
-additional rooms	Per Additional Room:	27	26.34	3.0%
-renewal of licence and second and subsequent properties		758	736	3.0%
Follow ups of Incomplete applications	Per Hour:	40		
Copy Licence		11		
<b>The Smoke And Carbon Monoxide Alarm (England) Regulations 2015 - Penalty Charges</b>				
First offence	£2,000 reduced to £1000 if paid within 14 days			
Second offence		3,000	3,000	0.0%
Third and subsequent offences		5,000	5,000	0.0%

PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	Unit Cost	2020/21 £	2019/20 £	% Increase
<b>COMMUNITY SAFETY/ ANTI SOCIAL BEHAVIOUR</b>				
*Dog Faeces Fixed Penalty Notice	*£100 reduced to £75 if paid within 14 days	100	52	92.3%
*Fixed Penalty Notice for Breach of Public Space Protection Officer (PSPO)		100	100	0.0%
*Fixed Penalty Notice for Breach of Community Protection Notice (CPN)		100	100	0.0%
*Fixed Penalty Notice for Littering		100	100	0.0%
*Fixed Penalty Notice for Graffiti (New Fee)		100	100	0.0%
*Civil Penalty of Littering for Vehicle (New Fee)		100	100	0.0%
<b>LICENSING/ ENFORCEMENT TEAM</b>				
<b>Licensing Of Hackney Carriages And Private Hire Vehicles</b>				
For 1-5 Vehicles		265	265	0.0%
For 6-10 Vehicles		440	440	0.0%
For 11-15 Vehicles		615	615	0.0%
For 16-20 Vehicles		790	790	0.0%
For 21 Vehicles And Over		1,035	1,035	0.0%
For 30 Vehicles And Over		1,420	1,420	0.0%
Drivers Annual Licence		100	100	0.0%
Drivers Dual Licence		160	160	0.0%
Transfer Of Driver Or Vehicle Licence		37	37	0.0%
Badge Replacement		10	10	0.0%
Knowledge Test		16	16	0.0%
Meter Test		27	27	0.0%
Carriage Licence		255	255	0.0%
Replacement Plate		10	10	0.0%
<b>Licensing Act 2003</b>				
Personal Licences	Prices set by statute - See Website			
Annual Fee for Premises Licences:-	Prices set by statute - See Website			
Sexual Venue Licensing (Per Premises)		5,000	5,000	0.0%
Sex Shop Licences (Per Premises)		5,000	5,000	0.0%



## PLACE DIRECTORATE FEES AND CHARGES 2020/21

## Appendix A

Unit Cost	2020/21 £	2019/20 £	% Increase
<b>Gambling Act 2005 (3 Tariff Levels Set By Statute, RBWM Complies With Higher Level)</b>			
<b>Betting Premises (excluding Tracks)</b>			
New Application	3,000	3,000	0.0%
Annual Fee	600	600	0.0%
Application To Vary	1,500	1,500	0.0%
Application To Transfer	1,200	1,200	0.0%
Application For Re-Instatement	1,200	1,200	0.0%
Application For Provisional Statement	3,000	3,000	0.0%
Licence Application (Provisional Statement Holders)	1,200	1,200	0.0%
Copy Licence	25	25	0.0%
Notification Of Change	50	50	0.0%
<b>TRACKS</b>			
New Application	2,500	2,500	0.0%
Annual Fee	1,000	1,000	0.0%
Application To Vary	1,250	1,250	0.0%
Application To Transfer	950	950	0.0%
Application For Re-Instatement	950	950	0.0%
Application For Provisional Statement	2,500	2,500	0.0%
Licence Application (Provisional Statement Holders)	950	950	0.0%
Copy Licence	25	25	0.0%
Notification Of Change	50	50	0.0%
<b>Safety of Sports Ground Act 1975</b>			
Issuing of a safety certificate	1,105	1,073	3.0%
Amendment of a safety certificate	553	537	3.0%
Replacement of a safety certificate	553	537	3.0%
Transfer of a safety certificate	553	537	3.0%
Cancellation of a safety certificate	553	537	3.0%

## PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	Unit Cost	2020/21 £	2019/20 £	% Increase
<b>Adult Gaming Centre</b>				
New Application		2,184	2,184	0.0%
Annual Fee		1,095	1,095	0.0%
Application To Vary		1,095	1,095	0.0%
Application To Transfer		1,315	1,315	0.0%
Application For Re-Instatement		1,315	1,315	0.0%
Application For Provisional Statement		2,184	2,184	0.0%
Licence Application (Provisional Statement Holders)		1,314	1,314	0.0%
Copy Licence		32	32	0.0%
Notification Of Change		32	32	0.0%
<b>Other Statutory Licences</b>				
Street Trading		3,000	3,278	-8.5%

PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	2020/21		2019/20		% Increase	% Increase
	£	£	£	£		
<b>OUTDOOR FACILITIES</b>						
<b>ALLOTMENTS</b>	Non-Res.	Res.	Non-Res	Res.	Non-Res	Res.
The scale of charges for Maidenhead allotments per 250 sq.m. per annum:-						
Grade of Plot -	619	310	601	301	3.0%	3.0%
A	165	82	160	80	3.1%	2.5%
B	143	72	139	70	2.9%	2.9%
<b>CEMETERIES AND CHURCHYARDS</b>	Non-Res.	Res.	Non-Res	Res.	Non-Res	Res.
<b>STANDARD BURIAL:</b>						
Grant of exclusive right of burial for 50 yrs including right to erect memorial Burial Fees	2,745	1,371	2,665	1,331	3.0%	3.0%
For three - Braywick Cemetery only	2,693	1,349	2,615	1,310	3.0%	3.0%
For two	2,297	1,151	2,230	1,117	3.0%	3.0%
For two - Oakley Green Cemetery only	2,297	1,151	2,230	1,117	3.0%	3.0%
For one	2,075	1,039	2,015	1,009	3.0%	3.0%
Child 7 to 17 years	989		960		3.0%	
Child up to 6 years	474		460		3.0%	
Additional charge for a casket	886	442	860	429	3.0%	3.0%
Re-open for 2nd burial 6ft depth	1,151	1,151			New	
Re-open for 2nd burial 4ft depth	1,039	1,039			New	
<b>INFANT BURIAL:</b>						
Grant of exclusive right of burial for 50 yrs, including right to erect memorial Burial Fee	671		651		3.1%	
	266		258		3.1%	
<b>CREMATION PLOT:</b>						
Grant of exclusive right of burial for 50 yrs, including right to erect memorial New Cremation Plot (2 caskets per plot)	1,337	668	1,298	649	3.0%	2.9%
Re-open for a second interment of ashes	720	361	699	350	3.0%	3.1%
	361	361			New	
<b>CREMATION CHAMBER:</b>						
Grant of exclusive right of burial for 10 years and interment of ashes, including right to erect memorial - Oakley Green Cemetery only	1,437	718	1,395	697	3.0%	3.0%
Renew grant of exclusive right of burial for a further 10 years	708	353	687	343	3.1%	2.9%
Re-open for a second interment of ashes	247	247	480	240	-48.5%	2.9%

## PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	2020/21		2019/20		% Increase	% Increase
	£	£	£	£		
<b>MEMORIALS:</b>						
Additional inscription / replacement stone	48	48	94	47	-48.9%	2.1%
Wall plaque	61	61	118	59	-48.3%	3.4%
Cremation tablet	61	61	118	59	-48.3%	3.4%
Vase or book on cremation plot or grave	61	61	118	59	-48.3%	3.4%
Reservation of wall plaque for 7 years	61	61	117	59	-47.9%	3.4%
Stake in Ground Plaque - prices from:-	174	174	186	169	-6.5%	3.0%
<b>MISCELLANEOUS:</b>						
Record research fee	61	61	62	59	-1.6%	3.4%
Reservation - grave or cremation plot for 7 years (renewal at 50% of current rate)	1,349	674	1,310	654	3.0%	3.1%
Inter cremated remains in Garden of Remembrance	207	207	403	201	-48.6%	3.0%
Interment outside prescribed hours (minimum charge)	484	242	470	235	3.0%	3.0%
Minimum cost for specific needs	484	242	470	235	3.0%	3.0%
Private grave registration transfer	61	61	118	59	-48.3%	3.4%
Use of chapel at Oakley Green only	176	176	343	171	-48.7%	2.9%
Copy of Deed	61	61	118	59	-48.3%	3.4%
<b>PARKS AND OPEN SPACES</b>	<u>Per Season</u>		<u>Per Season</u>			
<b>FOOTBALL:</b>						
Grade A Pitch	1,824		1,771		3.0%	
Grade B Pitch	1,381		1,341		3.0%	
Mini Football Pitch - Marked 2hr session						
<b>RUGBY:</b>						
Braywick / Home Park	2,311		2,244		3.0%	
Mini Rugby Pitch - Marked 2hr session						
<b>CRICKET:</b>						
Home Park	3,128		3,037		3.0%	
<b>LAWN TENNIS:</b>						
Home Park	1,438		1,396		3.0%	
<b>MISCELLANEOUS:</b>						
Royal Windsor Dog Show	8,512		8,264		3.0%	
Triathlon	7,295		7,083		3.0%	
Horse Show	8,512		8,264		3.0%	
Ockwells Dog Show	718		697		3.0%	

PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	Unit Cost	2020/21 £	2019/20 £	% Increase
<b>HIGHWAYS &amp; TRANSPORT</b>				
Consultation with Highways	Price on application			
<b>Other Highway Services</b>				
Provision Of Accident Information (For 3 Years Records For Road Up To 1-5Km/ Over 1km Pro-Rata)	Flat Fee:	147	143	2.8%
Provision Of Accident Information (For 3 Years Records For Road Over 5km Pro-Rata)	Price on application			
Provision Of Accident Information (For 5 Years Records For Road Up To 1-5Km/ Over 1km Pro-Rata)	Flat Fee:	244	237	3.0%
Provision Of Accident Information (For 3 Years Records For Road Over 5km Pro-Rata)	Price on application			
Provision Of Existing Traffic Signal Data	Flat Fee:	183	178	2.8%
Provision Of Personal Injury Accident Database & Traffic Flow Management System Statistics	Flat Fee:	244	237	3.0%
Traffic Count Information (For Up To 2 Count Stations)	First Station Charge, Flat Fee:	244	237	3.0%
Traffic Count Information (For Up To 2 Count Stations)	Each Additional Station, Flat Fee:	124	120	3.3%
Provision Of Junction Traffic Model Data	Price on application - dependant on complexity of model:			
Access To/Use Of Borough Traffic Computer Model		5,837	5,667	3.0%
Research Into Archives (Where Not Part Of Statutory Function)	Min' Charge Applies:	233	226	3.1%
- charge after 3 hrs	Per Hour:	59	57	
Provision Of Hard Copy Of Statutory Records (Viewing Only Free Of Charge and available via our website)		63	57	10.5%
Provision Of Supplementary Information		124	113	9.7%
Provision Of Hard Copy Of Statutory Records - EXPEDITED SERVICE		95	N/A	
Provision Of Supplementary Information - EXPEDITED SERVICE		186	N/A	
Site Inspection:				
- up to 3 hours	Per Inspection:	152	148	2.7%
- over 3 hours	Per Inspection:	244	237	3.0%

PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	Unit Cost	2020/21 £	2019/20 £	% Increase
<b>HIGHWAY LICENCES</b>				
S115 Provision Of Amenities On The Highway				
- Street Café _ application fee (3 year licence), (£150 refund if refused)		525	510	2.9%
Fee for 'straight forward' renewals -		122	118	3.4%
-street cafes- area fee	Per m2:	122	118	3.4%
- display of goods - Application fee if licence is issued, £150 refund if refused (town centre areas)	Per m2:	525	510	2.9%
- display of goods - Application fee if licence is issued, £50 refund if refused (non-town centre areas)	Per m2:	122	118	3.4%
Display of goods Area fee (For 3 years)	Per m2:	122	118	3.4%
Unauthorised Use Of The Highway				
- removal and storage of tables and chairs and display of goods- flat fee (plus daily charge)	Flat Fee:	122	118	3.4%
- removal and storage of tables and chairs and display of goods- (daily charge)	Per Day:	25	24	4.2%
S116 Extinguishment Of Adopted Highways And Rights Of Way	Act' cost + advertising cost, min of:	5,837	5,667	3.0%
(NB- Advertising costs above will include Vat.)				
S139 Control Of Builders Skips				
- admin fee per application (plus weekly charge below)	Per Application	64	62	3.2%
- weekly charge (Week1)	Plus:	20	19	5.3%
- weekly charge (Weeks 2 - 4)	Plus:	23	22	4.5%
- weekly charge (Thereafter)	Plus:	36	35	2.9%
- removal of builders skips	Act' Costs, At A Min' Of:	237	230	3.0%
S169 Scaffolding Licences				
- residential		160	153	4.6%
-commercial				
Minor Road (less than 50m2)	0 to 2 Months	495		New
Minor Road (less than 50m2)	3 to 4 Months	825		New
Minor Road (less than 50m2)*	5 to 6 Months	1,195		New
Minor Road (More than 50m2)	0 to 2 Months	2,430		New
Minor Road (More than 50m2)	3 to 4 Months	2,655		New
Minor Road (More than 50m2)*	5 to 6 Months	3,020		New
Major Road or High Amenity Road (less than 50m2)	0 to 2 Months	990		New
Major Road or High Amenity Road (less than 50m2)	3 to 4 Months	1,655		New
Major Road or High Amenity Road (less than 50m2)*	5 to 6 Months	2,390		New
Major Road or High Amenity Road (more than 50m2)	0 to 2 Months	4,865		New
Major Road or High Amenity Road (more than 50m2)	3 to 4 Months	5,310		New
Major Road or High Amenity Road (more than 50m2)*	5 to 6 Months	6,040		New

PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	Unit Cost	2020/21 £	2019/20 £	% Increase
* For periods greater than 6 months, a combination of above durations will be used to calculate fees.				
S172 Hoarding Licences				
-commercial				
Minor Road (less than 50m2)	0 to 2 Months	495		New
Minor Road (less than 50m2)	3 to 4 Months	825		New
Minor Road (less than 50m2)*	5 to 6 Months	1,195		New
Minor Road (More than 50m2)	0 to 2 Months	2,430		New
Minor Road (More than 50m2)	3 to 4 Months	2,655		New
Minor Road (More than 50m2)*	5 to 6 Months	3,020		New
Major Road or High Amenity Road (less than 50m2)	0 to 2 Months	990		New
Major Road or High Amenity Road (less than 50m2)	3 to 4 Months	1,655		New
Major Road or High Amenity Road (less than 50m2)*	5 to 6 Months	2,390		New
Major Road or High Amenity Road (more than 50m2)	0 to 2 Months	4,865		New
Major Road or High Amenity Road (more than 50m2)	3 to 4 Months	5,310		New
Major Road or High Amenity Road (more than 50m2)*	5 to 6 Months	6,040		New
* For periods greater than 6 months, a combination of above durations will be used to calculate fees.				
Other Structures - inc cranes	Flat fee plus area fee	542	526	3.0%
- additional charge (per m2)	Plus Charge Per m2:	11	11	0.0%
Mobile Access Platforms. Flat fee Plus area fee below Per Week Or Part:		271	263	3.0%
- additional charge (per m2)	Plus Charge Per m2:	5	5	0.0%
Filming - inc internal consultation	Cost Plus 20% Admin Fee			
S184 Construction Of Vehicle Crossings				
- admin fee domestic		160	153	4.6%
- admin fee commercial (Heavy Duty)		680	660	3.0%
S142 Licence To Plant And Maintain Shrubs, Trees, Etc.				
- Min' charge (discretion to reduce fees) for non-commercial	Min':	586	569	3.0%
- Min' charge (discretion to reduce fees) for commercial	Min':	1,171	1,137	3.0%
S154 Cutting Or Felling Trees Etc Overhanging The Highway	Act' Costs, To A Min' Of:	365	354	3.1%
S178 Apparatus Over Highway - (banners/signs) (discretion to reduce charge)		232	225	3.1%
S171 Deposition Of Building Materials, Rubbish, Etc And Temporary Excavation Of The Highway				
-charge per act (plus licence fee below):		180	175	2.9%
-licence fee	Plus:	124	120	3.3%
S179 Control Of Construction Of Cellars Under Streets	Cost Plus 20% Admin Fee			
S180 Control Of Openings Into Cellars, Under Streets, Pavement Lights, Etc	Cost Plus 20% Admin Fee			
S176/177 Construction Over Highway/Canopies	Flat Fee Plus Area Fee	698	678	2.9%
- additional charge (per m2)	Plus Charge Per m2:	11	11	0.0%

PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	Unit Cost	2020/21 £	2019/20 £	% Increase
<b>TEMPORARY TRAFFIC REGULATION ORDERS</b>				
S14. Road Traffic Regulations (if advertising covered by applicant discount of £800 applies)	Flat Fee including Advertising Costs:	1,868	1,814	3.0%
S16A Road Traffic Act 1984/ Major Event if closure of 1 road or PROW (if advertising covered by applicant discount of £1000 applies)	Flat Fee including Advertising Costs:	2,709	2,630	3.0%
S16A Road Traffic Act 1984/ Major Event if closure of 2 - 5 roads/PROW (if advertising covered by applicant discount of £1000 applies)	Flat Fee including Advertising Costs:	5,150	5,000	3.0%
S16A Road Traffic Act 1984/ Major Event if closure of 6 - 9 roads or PROW (if advertising covered by applicant discount of £1000 applies)	Flat Fee including Advertising Costs:	6,180	6,000	3.0%
S16A Road Traffic Act 1984/ Major Event if closure of 10 and over roads or PROW (if advertising covered by applicant discount of £1000 applies)	Flat Fee including Advertising Costs:	7,725	7,500	3.0%
Unauthorised Road Closure	Flat Fee	2,730	2,650	3.0%
Access Protection Markings		118	115	2.6%
Suspension of Parking Controls	Flat fee for 4 weeks period	936	909	3.0%
Introduction of temporary parking controls	Flat Fee including Advertising Costs:	1,868	1,814	3.0%
Assistance With Development Of Temporary Traffic Plans	Per Hour:	96	93	3.2%
N.B. Charges for Charitable and Community Interest events will be reduced at the discretion of the Director of Communities , with the agreement of the Lead Member for Highways. The organisers will however remain responsible for all costs associated with advertising.		138	134	3.0%
Lane closure request on dual carriageway (Not NRSWA)	Flat fee	258	250	3.2%
Road space booking for works (Not NRSWA)	Flat fee max 2 weeks	206	200	3.0%
Road space booking for events	Flat fee	515	500	3.0%
Road space bookings for Charitable and Local Community Interest events	Flat fee	139	135	3.0%
Unauthorised placement of Traffic Management measures on the Highway (Not NRSWA)	Flat fee	1,030	1,000	3.0%



PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	Unit Cost	2020/21 £	2019/20 £	% Increase
<b>OTHER TRAFFIC MANAGEMENT CHARGES</b>				
Application For Temporary Traffic Signals (Not NRSWA) (Includes Vat)		185	180	2.8%
Switching On/Off Permanent Traffic Signals				
- working hours:	Min. Charge:	359	349	2.9%
- evenings, and saturdays:	Min. Charge:	542	526	3.0%
- sundays and bank holidays:	Min. Charge:	719	698	3.0%
Hourly Charge For Temporary Traffic Signals (Not NRSWA)				
- traffic sensitive streets	Per Hour	187	182	2.7%
- other streets	Per Hour	62	60	3.3%
- surcharge for peak hour operation	Per Hour	155	150	3.3%
Special Signing				
-application of tourist/ visitor information signs		127	123	3.3%
-installation of tourist/ visitor information signs	Act' Cost Plus 20% Admin Fee	-	-	
-application of shopping/ business signs		248	241	2.9%
-installation of shopping/ business signs	Act' Cost Plus 20% Admin Fee	288	280	2.9%
Removal of illegal signage relating to Local Event	Fee per sign	103	100	3.0%
Removal of illegal signage relating to Developer	Fee per sign	361	350	3.1%
Repeat offender removal of illegal signage relating to Developer	Fee per sign	515	500	3.0%
S50 Placing Temporary Traffic Counter/ CCTV Camera On The Highway		127	123	3.3%
Unauthorised Survey Equipment On The Highway		248	241	2.9%
Bike-ability Training	Per Pupil	5	5	0.0%

PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	Unit Cost	2020/21 £	2019/20 £	% Increase
<b>HIGHWAY DEVELOPMENT CONTROL CHARGES FOR ADOPTED AND UNADOPTED ROADS</b>				
S38/278 Fees (based on costs of infrastructure construction - index linked)				Incl
-up to £1.0m construction costs (Min' Charge £2,500)	13% but Min' charge of	3,499	3,397	3.0%
-over £1.0m construction costs	13% but Min' charge of	3,499	3,397	3.0%
-For structures/roads not being adopted- Technical Approval		Act' Cost Plus 20% Admin Fee	Act' Cost Plus 20% Admin Fee	
-renegotiation of S278/38 Contract Period		1,166	1,132	3.0%
-4.8m wide block paved road + two 2m verges		1,216	1,181	3.0%
-5.0m wide road, two 2m footways and two 1m verges		1,514	1,470	3.0%
-5.5m wide road, two 2m footways and two 1m verges		1,835	1,782	3.0%
-6.7m wide road, two 2.5m footways and two 1m verges		2,432	2,361	3.0%
-individual 2.0m footpath including lighting		547	531	3.0%
Travel Plans (to cover approval and 5 years monitoring)				
-Checking and approving interim and final travel plans small developments (one off fee)		967	939	3.0%
-Checking and approving interim and final travel plans standard developments (one off fee)		1,934	1,878	3.0%
-Checking and approving interim and final travel plans large/complex developments (one off		3,870	3,757	3.0%
Auditing Of Road Safety Audits		525	510	2.9%
Design Of Street Lighting Schemes		409	397	3.0%
Relocation Of Street Light Equipment				
-Residential with Advantage Card	Single Item:	Actual Cost	Actual Cost	
-Commercial		Act' Cost Plus 20% Admin Fee	Act' Cost Plus 20% Admin Fee	
Technical Approval Of Traffic Signals				
-Standard (Four Way) Installation		696	676	3.0%
-Complex Installation		1,166	1,132	3.0%

PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	Unit Cost	2020/21 £	2019/20 £	% Increase
<b>HIGHWAY COMMUTED SUMS:</b>				
-soakaways over 20 years		19,623	19,051	3.0%
-high friction surfacing over 5 years	Per m2:	10	10	0.0%
-pumping stations over 10 years	Min':	18,043	17,517	3.0%
-standard street lighting over 20 years		1,216	1,181	3.0%
-ornamental lighting over 20 years	Per Item:	2,006	1,948	3.0%
-traffic signals over 20 years per single pole	Per Item:	13,957	13,550	3.0%
-extra height pole	Per Item:	15,145	14,704	3.0%
-cantilever pole	Per Item:	16,516	16,035	3.0%
-illuminated traffic signs and bollards over 10 years	)/m2 & £1,100 over 1m2			
-illuminated traffic signs and bollards over 10 years				
-road markings 50% of initial cost	Min':	912	885	3.1%
-CCTV cameras over 10 years	Per Item:	15,830	15,369	3.0%
-structures (Cost to be agreed between local authority and contractor)	50% of initial cost			
Pedestrian Safety Barriers (Cost to be agreed between local authority and contractor)	50% of initial cost			
Trees on adopted highway (standard tree up to 12cm girth) each		608	590	3.1%
Trees on adopted highway (heavy standard tree between 12cm to 14cm girth) each		735	714	2.9%
Trees on adopted highway (extra heavy standard tree between 14cm to 20cm girth) each		1,117	1,084	3.0%
Trees on adopted highway (semi-mature tree 20cm girth or larger) each	£1,245 min to £5,400 max			
Grass cutting on adopted highway	Per m2	10	10	0.0%
Shrubs and planting areas maintenance	Per m2	105	102	2.9%
Other Commuted Sums	ull cost or by agreement			
Developer site Signage				
-Application Fee (Up to 1 m2, thereafter, pro-rata)		122	118	3.4%
-Inspection Fee		72	70	2.9%
-Removal Of Illegal Directional Signs	Per sign	232	225	3.1%
Removal of illegal signs for repeat offenders	Flat fee	515	500	3.0%

PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

Unit Cost	2020/21	2019/20	%
	£	£	Increase
<b>RIGHTS OF WAY</b>			
S118 Stopping Up of Footpaths, Bridleways and Restricted Byways. Act' Costs Plus Advertising Min' Of:	1,398	1,357	3.0%
S119 Diversion of Footpaths, Bridleways and Restricted Byways. Act' Costs Plus Advertising Min' Of:	1,398	1,357	3.0%
S257 Town & Country Planning Act 1980 Diversion Orders. Act' Costs Plus Advertising Min' Of:	1,398	1,357	3.0%
S1 & 14 Road Traffic Regulation Act 1984 Traffic Regulation Orders. Act' Costs Plus Advertising costs (NB- Advertising costs above include Vat.)			
Provision Of Hard Copy Of Definitive Map Extract (Viewing Only Free Of Charge)	59	57	3.5%
Land Owner Declaration (Highways Act 1980/ Commons Act 2006)	292	284	2.8%
Land Owner Declaration (Highways Act 1980/ Commons Act 2006) - Subsequent Declaration	59	57	3.5%
<b>New Roads &amp; Street Works Act Inspections/ Permits</b>			
S74 NRSWA Charges For Late Completions. Fees range depending on circumstances and are set by statute	-	-	-
S76 NRSWA Inspection Fees. Fees range depending on circumstances and are set by statute	-	-	-
S50 NRSWA private apparatus in the highway licences. First application flat fee	515	500	3.0%
S50 NRSWA private apparatus in the highway licences. Second and subsequent application flat fee.	257	250	2.8%
<b>Street Furniture Cost Recovery Admin Fee</b>			
Recoveries with a value <£2000 flat fee	NEW 150	-	100%
Recoveries with a value >£2000 flat fee	NEW 250	-	100%

PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

Unit Cost	2020/21 £	2019/20 £	% Increase
<b>BUILDING CONTROL</b>			
Fees set by Shared Service			
<b>PLANNING &amp; DEVELOPMENT</b>			
<b>Pre-Application Advice (Including VAT)</b>			
The fees for pre-application planning advice are charged on the Planning Unit's Pre-Application Charging Protocol and charged on an individual cost basis relating to the different types of staff required. Schemes subject to a Planning Performance Agreement would be considered outside of this schedule with a bespoke fee arrangement. Charges for using the transport model are in addition to those set out below and will be agreed prior to instruction. Charges for review of viability studies also sit outside of this and will be agreed on a case by case basis.			
Parish Councils, Local community groups (at the discretion of the Head of Planning) for all categories of development			
	50% off respective fee		
Level 1 - Householder Pre App (Extensions, Alterations and Outbuildings) (In principle advice from planning officer)	125	-	
Level 2 - Householder pre-app (Extensions, Alterations and Outbuildings) (involves some internal consultation at discretion of planning officer - dependent on submission documents)	166	148	12.0%
Follow up meeting to a level one or level 2 householder pre-app (Planning Officer attendance only)	90	-	
Advertisements	152	148	3.0%
Telecommunications	351	341	3.0%
Listed buildings works to a single dwelling house	152	148	3.0%
<b>Residential</b>			
1 unit	285	300	-5.0%
2-5 units	550	523	5.3%
6-9 units	869	840	3.5%
10-24 units	1,166	1,110	5.0%
25-49 units	2,717	2,640	2.9%
50-99 units	5,690	5,530	2.9%
100-149 units	7,847	7,626	2.9%
150+ units	9,996	9,800	2.0%

PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	Unit Cost	2020/21 £	2019/20 £	% Increase
<b>Non-residential</b>				
Less than 200 sq. m. floor space		540	523	3.2%
200-999 sq. m. floor space		1,006	977	3.0%
1,000-1,999 sq. m. floor space		2,100	2,042	3.0%
2,000-4,999 sq. m. floor space		3,314	3,217	3.0%
5,000-9,999 sq. m. floor space		5,700	5,532	3.0%
10,000+ sq. m. floor space		7,854	7,625	3.0%
All forms of development that does not fall in to above categories		Contact for quote		
Minerals / waste proposals		Contact for quote		
Complex heritage/conservation proposals		Contact for quote		
Requests for confirmation of compliance with an Enforcement Notice, Breach of Condition Notice or other similar Notice under the Planning Acts		220	214	3.0%
Requests to withdraw an extant Enforcement Notice, Breach of Condition Notice or other similar Notice under the Planning Acts		220	214	3.0%
Planning History Search excl. VAT				
- Householder	per application	32	31	3.0%
- All other cases	per application	103	100	3.0%
Planning decisions and related documents		13	12	3.0%
Retrieval and copying from Archive of Planning Documents		£1.55 for A4 1st page / 40p per sheet thereafter	£1.50 for A4 1st page / 40p per sheet thereafter	3.0%
Administration fee for checking validity of a planning application		25% of application fee	25% of application fee	
Use of RBWM Transport Model data by Developers.		On Request-bespoke charge dependent on application requirement	On Request-bespoke charge dependent on application requirement	

PLACE DIRECTORATE FEES AND CHARGES 2020/21

Appendix A

	Unit Cost	2020/21 £	2019/20 £	% Increase
<b>Hourly Rates &amp; attendance at requested meetings (Where requests are accepted by LPA)</b>				
Head of Service	Hourly Rates	200	-	
Deputy Head of Service or Policy Manager	Hourly Rates	150	-	
Team Leader	Hourly Rates	130	-	
Principal Officer	Hourly Rates	120	-	
Senior Officer	Hourly Rates	100	-	
Planning Officer / Conservation Officer	Hourly Rates	90	-	
Specialist Advice - e.g.. trees, ecology, highways, environmental protection	Hourly Rates	100	-	
<b>Trees and High Hedges</b>				
Pre-application fees for Tree TPO works	min fee	152	148	3.0%
High Hedges Complaints		757	735	3.0%
TPO- Hard Copy per TPO	Per TPO	32	31	3.0%
<b>S106 Management, Maintenance, Compliance &amp; Monitoring</b>				
Major applications - non-refundable charge		824	800	3.0%
Minor and Other applications - non-refundable charge		421	409	3.0%
Discharge of non-financial obligations (e.g. Landscape Plans, Woodland Management Plans)		112	108	3.0%
Monitoring of non-financial S106 Obligations		220	214	3.0%
Monitoring & Management of Viability appraisals for development	Hourly Rate		Hourly Rate	
Confirmation that the obligations of a S106 legal agreement have been discharged (Note: Charges for Checking & monitoring Travel Plans refer to Highway Charges)		156	152	3.0%
Legal fees S106 Bilateral - hourly rates		107	104	3.0%
Legal fees S106 unilateral undertakings (including proforma):- Legal checking fees - Dependent on complexity		£1,200 min, thereafter £108 per hr	£1,165 min, thereafter £105 per hr	3.0%
Legal fees S106 Deed of Variation		£396 min, thereafter £108 per hr	£385 min, thereafter £105 per hr	3.0%
Legal Fees S111 Agreement (SANG mitigation)		£553 min, thereafter £108 per hr	£537 min, thereafter £105 per hr	3.0%
<b>STRATEGIC ACCESS MANAGEMENT MONITORING</b>				
Bedsit/1 bed dwelling		464	450	3.0%
2 bed dwelling		612	594	3.0%
3 bed dwelling		824	800	3.0%
4 bed dwelling		937	910	3.0%
5+ bed		1,224	1,188	3.0%