

Report Title:	Proposed increases to fees and charges
Contains Confidential or Exempt Information	No
Cabinet Member:	Councillor Jones, Cabinet Member for Finance
Meeting and Date:	Cabinet 29 th November 2023
Responsible Officer(s):	Elizabeth Griffiths, Executive Director for Resources Becky Hatch, Assistant Director for Strategy & Communications
Wards affected:	All

REPORT SUMMARY

At Cabinet on 27 September, an action plan was agreed in response to the serious financial position the council faces. One of the actions in the plan was to look to maximise income from fees and charges to help close the council's budget gap. The action plan was also subsequently agreed by Full Council.

It is in this context that this report invites Cabinet to agree the early adoption of increases to a range of fees and charges (F&C's) for the financial year 2024/25 as set out in Appendix A. It is proposed to increase fees and charges to the levels detailed in Appendix A from 1 January 2024, in order to assist with ameliorating the council's overall financial position and to help close the budget gap for the 2023/24 financial year. This would generate an estimated £0.160m (£0.411m including parking) of additional income for the council for the remainder of this financial year (up to 31 March 2024) with the full year benefit for the 2024/25 financial year estimated to be £0.639m (£2.273m including parking). This will be included in the draft budget report, coming to Cabinet in December.

The proposed changes in parking fees and charges are set out in Appendix B, and Cabinet is asked to agree for these to go out to public consultation in December, for implementation in February 2024, following consideration of consultation feedback. The package of parking changes would generate an estimated £0.251m of additional income for the council in 2023/24.

Please note that this report is being considered as an urgency item, following the agreement of the Chair of Corporate Overview & Scrutiny. This report was originally due to be part of the Draft Budget Cabinet Report, which will now be considered by Cabinet in December. The Fees and Charges report is being taken forward separately, to enable changes to fees and charges to be implemented according to the planned timetable, set out below. The separation of the two reports, meant that the Fees and Charges report was entered on to the Forward Plan, with less than the 28 day notice period.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and agrees:

- i) To increase fees and charges detailed at Appendix A, from 1st January 2024. This includes a wide range of fees and charges, but excludes parking.
- ii) To go out to public consultation on the proposed parking fees and charges set out at Appendix B, for 21 days, ahead of proposed implementation of revised fees and charges from February 2024.
- iii) Agrees that the Executive Director of Place Services in consultation with the Leader, Cabinet Member for Finance and Cabinet member for Highways and Transport, will approve revised parking fees and charges, following the end of the consultation period and analysis of the feedback; and implement these after the mandatory 28-day notice period.

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

Options

Table 1: Options arising from this report

Option	Comments
To approve the proposed fees and charges set out at Appendix A for implementation from 1 st January 2024, and for the revised parking fees and charges set out at Appendix B, to go out to public consultation.	This is the recommended option
To amend the proposed schedule of fees and charges prior to implementation and / or public consultation.	Appendixes A and B sets out the recommended schedule of increases, following review and benchmarking with other local authorities.
To delay the timeline for consulting on and implementing the revised fees and charges.	It is proposed that increases in fees and charges are brought in ahead of the 2024/25 financial year, in order to assist with reducing overspend and balance this year's budget. A delay would negate this opportunity.
To not approve the proposed fees and charges in Appendix B.	The action plan for responding to the council's budget gap, agreed by both Cabinet and Full Council, includes maximising fees and charges. If not approved there will be significant pressure on the 2023/24 budget, which will require further savings or income generation in other areas.

3. KEY IMPLICATIONS

- 3.1 The financial outlook for RBWM continues to be very challenging, as set out in the Month 6 and 7 Budget Monitoring Reports, which are also being discussed by Cabinet. The council is taking urgent and continued action to reduce spend and generate income, but remains at risk of having to issue a Section 114 notice. Higher than expected inflation is driving increases in costs across all areas of council spend, including costs of placements, contracts, salaries, goods and services. The costs of servicing the council's £203m debt, have risen to £8m this year and will rise further in 2024/25. Increases in costs and demand, in particular within adult social care, children's services and housing have driven pressures on the 2023-24 budget, which was agreed in February 2023.
- 3.2 At Cabinet on 27 September, Members approved an action plan for response which included maximising income from fees and charges. Within this context, it is necessary for the council to consider options for maximising income, to address the budget shortfall in the current financial year, as well as for the 2024-25 financial year and beyond. We are exploring additional opportunities to generate commercial income, secure external grant funding and to bring in additional revenue from our buildings and assets. The council has also reviewed all of its fees and charges. The early implementation of increases to fees and charges is proposed, where this is possible, in order to generate increased income which will help to mitigate in year and 2024/25 budget pressures.
- 3.3 The Royal Borough continues to have the lowest council tax in the country, outside of London. The low level of council tax results in an inability to raise funds to the same amount as other councils and provides the council with a lower level of income with which to fund services. This means that we need to look to other sources of income, to allow us to achieve a balanced budget. Our residents benefit from having lower council tax bills than households in neighbouring areas. However, this needs to be balanced by generating revenue from higher fees and charges in other areas, in order to support the delivery of essential services.
- 3.4 The increases in fees and charges proposed in Appendices A and B have been calculated to take into account rates of inflation and the associated costs of providing services. Some fees are charged on a cost-recovery basis, and therefore any increases are calculated to reflect increased costs due to inflation and to accurately represent officer time. Other fees are discretionary, meaning that the council decides on the appropriate level. Whether a charge is discretionary or non-discretionary is indicated in Appendix A.
- 3.5 Where fees are discretionary, benchmarking has been undertaken to compare the proposed fees and charges with comparable local authorities and private sector providers, where relevant. Equality and socio-economic impacts have been considered with mitigation of negative impacts on disadvantaged groups, for example, through concessions, where appropriate. Where relevant, fees and charges are set to encourage behaviours which support the council's wider priorities. An Equality Impacts Assessment is included at Appendix C.

- 3.6 Changes to parking charges are set out at Appendix B. The changes include proposals to freeze parking charges in our two main town centre multi-storey car parks (Hines Meadow and Victoria Street) for the first three hours. This supplements our existing one hour free residents' parking offer at these car parks and selected others. This proposal encourages residents to enjoy leisure activities and shopping within their local town centre, and supports a thriving local economy. Within the consultation, we will present alternative options on resident parking permits, to gauge public views, before taking a final decision on charges. Both of these options presented include a tapering of charges, with second and third resident parking permits charged at a higher rate than the first permit, to ensure that we can keep charges lower for single car households.
- 3.7 Not all of our fees and charges will be changed before 1st April 2024 and a substantial number of non-discretionary fees and charges will remain unchanged for the next financial year. Those fees that are set by central government will either remain the same for the next financial year, or where there are increases, these will be implemented from 1st April 2024.
- 3.8 Some fees are still being discussed as part of the ongoing budget-setting process or wider policy reviews. These will be shared at February Cabinet, for agreement as part of the 2024-25 Budget and Medium Term Financial Plan. These include building regulations fees; scrap metal collection licenses; and taxi licensing. Licensing of Hackney Carriages and Private Hire Vehicles is linked to legislative changes on three-year licensing, and is currently under review, alongside wider consultation on livery and security checks.
- 3.9 Other fees have already been set for the academic or financial year, or sporting season, and an earlier than expected increase is therefore not recommended. These include home to school transport fees, which have been agreed for the academic year 2023-24; wedding venue licensing costs, which have been set for the financial year 2023-24; and fees for sports pitches and events. Proposed changes to fees and charges in these areas will be included within the wider Budget report coming to Cabinet in February 2024, and will be implemented for the 2024-25 Financial Year.
- 3.10 Some new charges are being proposed, for new services, or services which have been previously provided free of charge. In the main, these charges will not be implemented from 1st January, to enable engagement with relevant service users and to provide sufficient notice to those affected. However, some new charges, notably within planning, are included at Appendix A.

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Fees as set out in Appendix A, are increased on 1 st	Income generated by 1 st April 2024 <£0.41m	Income generated = £0.41m	Income generated >£0.41m	Income generated >£0.6m	1 January 2024

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
January 2024					

4. FINANCIAL CONTEXT:

4.1 The table below sets out the financial implications of increasing the fees and charges set out in Appendices A and B, in both the current financial year and 2024/25.

Table 3: Financial impact of report’s recommendations

REVENUE COSTS	2023/24	2024/25
Additional income	£0.411m	£2.273m

5. LEGAL IMPLICATIONS

5.1 Some services the council provides are mandatory and governed by specific legislation whilst other services provided are discretionary. Discretionary Services are those which the council is permitted to provide but not required to provide.

5.2 In the absence of specific powers or prohibitions on charging for services, the Council has the power to charge a person for discretionary services under Section 93 of the Local Government Act 2003 and under the power of general competence found in Section 1 of the Localism Act 2011. The Council cannot use these powers to make a profit, however the Council can include the full cost of all aspects of the service provision when calculating the costs.

5.3 The Council must ensure that taking one financial year with another the income from any charges for a service does not exceed the cost of providing the relevant service. Any surpluses or under recovery of income should be addressed through a regular review of the Fees and Charges Policy. Statutory Guidance ‘General Power for Best Value Authorities to Charge for Discretionary Services (2003)’ was issued by the Secretary of State which needs to be considered in the exercise of the charging powers and which addresses the above principles in greater detail.

5.4 Increases in parking fees and charges are subject to public consultation. The Road Traffic Regulation Act 1984 allows for parking tariff changes and minor changes to the charging period to be made by way of a Variation Order and made effective by publication of Notice. The Local Authorities’ Traffic Orders (Procedure) (England and Wales) Regulations 1996 which sets out the procedure we must follow, namely that the council must take appropriate steps to a) inform persons likely to be affected by the modifications; b) giving those persons an opportunity of making representations; and c) ensuring that any such representations are duly considered by the authority.

6. RISK MANAGEMENT

6.1 Failure to close the budget gap in 2023-24, would necessitate using reserves to balance the budget this financial year. This would reduce reserves for 2024-25 and beyond, and put the council at risk of being unable to maintain minimum levels of reserves and achieve a balanced budget.

7. POTENTIAL IMPACTS

7.1 **Equalities.** An Equality Impact Assessment is available at **Appendix C**. This draws out the equality implications of fees and charges increases, and shares mitigating actions where appropriate.

7.2 **Climate change/sustainability.** Promoting sustainability and tackling climate change are embedded within our decision-making process and inform decisions on a wide range of service areas, including parking and waste charges.

7.3 **Data Protection/GDPR.** There are no data protection implications for this report.

8. CONSULTATION:

8.1 Proposed changes to Parking fees and charges will be shared for public consultation for 21 days. Following analysis of feedback from the consultation, 28 days notice will be given of the final agreed increases. The consultation will be promoted through the RBWM Together online platform and shared through social media, the Residents Newsletter and with stakeholder groups.

8.2 In addition, services will undertake engagement with service users of specific services, to communicate the proposed increases in charges. This will include residents attending sessions at day centres.

9. TIMETABLE FOR IMPLEMENTATION:

Date	Activity
29-Nov-23	Cabinet
11-Dec-23	Start of consultation period: Parking Fees and Charges
01-Jan-24	Operation of early adopted Fees and Charges (except Parking)
	End 21-day consultation period (Parking Fees and Charges)
8 Jan-24	28 day notice period (Parking Fees and Charges)
5 Feb-24	Implementation of early adopted Parking Fees and Charges

10. APPENDICES

10.1 This report is supported by three appendices:

- **Appendix A** – Proposed increases in Fees and Charges
- **Appendix B** – Proposed changes to Parking fees and Charges for public consultation
- **Appendix C** – Equality Impact Assessment

11. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officer (or deputy)</i>			
Elizabeth Griffiths	Executive Director of Resources & S151 Officer	16/11/23	21/11/23
Elaine Browne	Deputy Director of Law & Governance & Monitoring Officer	16/11/23	21/11/23
<i>Deputies:</i>			
Andrew Vallance	Deputy Director of Finance & Deputy S151 Officer		
Jane Cryer	Principal Lawyer & Deputy Monitoring Officer		
<i>Mandatory: Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>			
Ellen McManus-Fry	Equalities & Engagement Officer	13/11/23	20/11/23
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Stephen Evans	Chief Executive	16/11/23	21/11/23
Andrew Durrant	Executive Director of Place	16/11/23	21/11/23
Kevin McDaniel	Executive Director of Adult Social Care & Health	16/11/23	16/11/23
Lin Ferguson	Executive Director of Children's Services & Education	16/11/23	20/11/23

Confirmation relevant Cabinet Member(s) consulted	All Cabinet Members consulted.	Yes
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Non-key decision	Yes	No

Report Author: Becky Hatch, Assistant Director for Strategy and Communications
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ADULTS AND HEALTH DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
ADULT SOCIAL CARE			
Residential placements (including short term/temporary) RBWM commissioned homes			
Residential home placements	Full cost recovery	Full cost recovery	Discretionary
Nursing home placements (Funded Nursing Care deducted where applicable)	Full cost recovery	Full cost recovery	Discretionary
Homeside Close and Winston Court - Standard Charge to other Funding Bodies	Per week 1,948.32	1,804.00	Discretionary
Respite provisions for people with Learning Disabilities Operated by Optalis			
Residents funded by RBWM including Personal Budget Holders	Per night 197.90	186.00	Discretionary
Other Funding Bodies, Mon-Thu	Per night 586.44	543.00	Discretionary
Other Funding Bodies, Fri-Sun	Per night 683.64	633.00	Discretionary
Residential Respite			
In residential and nursing homes, arranged by the Council	Per week Full cost recovery	Full cost recovery	Discretionary
Administration fee for self-funders			
Administration fee for setting up care arrangements	One-off 412.50	375.00	Discretionary
Annual fee for ongoing management of care arrangements	Annual 382.80	348.00	Discretionary
Deferred payments			
Set up fee	One-off 1,453.10	1,321.00	Discretionary
Management fee	Annual 412.50	375.00	Discretionary
<i>Note 1: Both the set up fee and management fee charged in first year and do not include disbursements or other fees incurred.</i>			
Homecare -			
Standard Charge	Per hour 20.99	19.95	Discretionary
Live in Carer	Full cost recovery	Full cost recovery	Discretionary
Sleep in Services	Full cost recovery	Full cost recovery	Discretionary
<i>Note 2: The Executive Director - Adults & Health, in liaison with the Lead Member for Adult Social Care, sets this rate.</i>			
Meals on Wheels	Per meal 5.85	5.50	Discretionary
Day activities or centres morning or afternoon session in day centre			
Ratio 1:1 - RBWM and AfC commissioned residents / Personal Budget Holders	Per session 110.66	104.00	Discretionary
Ratio 1:2 - RBWM and AfC commissioned residents / Personal Budget Holders	Per session 55.33	52.00	Discretionary
Ratio 1:3 - RBWM and AfC commissioned residents / Personal Budget Holders	Per session 37.24	35.00	Discretionary
Ratio 1:5 - RBWM and AfC commissioned residents / Personal Budget Holders	Per session 22.34	21.00	Discretionary
Ratio 1:10 - RBWM and AfC commissioned residents / Personal Budget Holders	Per session 10.64	10.00	Discretionary
Ratio 1:1 - Other Funding Bodies and full cost payers	Per session 140.40	130.00	Discretionary
Ratio 1:2 - Other Funding Bodies and full cost payers	Per session 99.36	92.00	Discretionary
Ratio 1:3 - Other Funding Bodies and full cost payers	Per session 71.28	66.00	Discretionary
Ratio 1:5 - Other Funding Bodies and full cost payers	Per session 45.36	42.00	Discretionary
Ratio 1:10 - Other Funding Bodies and full cost payers	Per session 25.92	24.00	Discretionary

ADULTS AND HEALTH DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
Continuing Health Care charge where care staff are separately funded				
Ratio 1:1	Per session	71.28	26.37	Discretionary
Other Funding Bodies midday meal supervision				
Ratio 1:1		66.96	62.00	Discretionary
Ratio 1:2		46.44	43.00	Discretionary
Ratio 1:3		32.40	30.00	Discretionary
Ratio 1:5		19.44	18.00	Discretionary
Ratio 1:10		9.72	9.00	Discretionary
Transport				
Learning Disability	Per journey	8.51	8.00	Discretionary
Older persons single Journey to day centre/activity (max 2 charges per session)	Per journey	6.38	6.00	Discretionary
Older People Day activities or centres				
RBWM commissioned residents / Personal Budget Holders		76.67	72.06	
Other Funding Bodies and full cost payers		77.82	72.06	
Blue Badge	Per badge	10.00	10.00	Non-discretionary
Direct Payments - Rates payable to service user.				
Standard Rate - care provided by homecare agency	Per hour	20.99	SEE NOTE 2 below	Discretionary
Sleeping Night Service	Per night	71.76	69.00	Discretionary
Employment of Personal Assistant - start up and emergency reserve	One-off	556.40	535.00	Discretionary
Employment of Personal Assistant - standard rate including all oncosts	Per hour	15.93	15.32	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
COMMUNICATIONS & MARKETING			
Film unit tariff (primary rates)			
Major production - significant presence, equipment and ongoing disruption, typically involving 30+ crew	Price on application	Price on application	Discretionary
Large production - creating some level of disruption and disturbance	Price on application	Price on application	Discretionary
Medium production - little disturbance, usually for one day only with equipment and lights, typical 8+ crew	Price on application	Price on application	Discretionary
Small production - student & charity productions	38.00	35.00	Discretionary
Facility fee			
Standard application processing (application provided with over 1 weeks notice of filming date)	160.00	150.00	Discretionary
Late application processing (application provided within 1 weeks notice of filming date)	215.00	200.00	Discretionary
Additional roads processing - per every 5 additional roads	50.00	45.00	Discretionary
Application Amendment	130.00	120.00	Discretionary
Location advice (advice or research that exceeds 1 hour of officer time)	45.00	40.00	Discretionary
Site Visit (any requests for a film officer to visit the filming site on the day)	65.00	60.00	Discretionary
Drone use	160.00	150.00	Discretionary
Cancellation	All facility fees incurred	All facility fees incurred	
<i>Primary rates 'per day' can be negotiated at the officer's discretion.</i>			
<i>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.</i>			
<i>Primary rates may vary depending on the size of the crew.</i>			

PLACE DIRECTORATE	2024/25 £	2023/24 £	Increase %	Discretionary / non-discretionary	
PUBLIC HALLS					
Guildhall, Windsor					
Commercial rates day hire 8am - 5pm, Mon - Thu	Per hour	800.00	750.00	6.7%	Discretionary
Commercial rates day hire 8am - 5pm, Fri - Sun	Per hour	955.00	895.00	6.7%	Discretionary
Commercial rates day hire 8am - 5pm, Bank Holidays	Per hour	1,300.00	1,200.00	8.3%	Discretionary
Evening Hire - 5pm - 11.00pm (Mon-Thu)		1,900.00	Prices available on request		Discretionary
Evening Hire - 5pm - 11.00pm (Fri-Sun)		2,250.00			
Advantage card holder day hire 8am - 5pm, Mon - Thu	Per hour	700.00	650.00	7.7%	Discretionary
Advantage card holder day hire 8am - 5pm, Fri - Sun	Per hour	855.00	800.00	6.9%	Discretionary
Advantage card holder day hire 8am - 5pm, Bank Holidays	Per hour	1,200.00	1,000.00	20.0%	Discretionary
Borough based registered charities day hire (Mon-Fri only)		20% discount	20% discount		Discretionary
Cornmarket private hire (negotiable)		Starting from £300	Starting from £500		
<i>Weddings over 50 guests will incur an additional £100 staffing fee.</i>					
<i>Any additional rates will need to be agreed with the Sales & Events team.</i>					
<i>Discounts for multiple bookings or extended hire can be agreed with the sales and event team</i>					

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
COMMUNITY, PROTECTION & ENFORCEMENT SERVICES			
Environmental Protection			
Converted to a PSPO*	100.00	100.00	Non-discretionary
Standard Fixed Penalty Notice for Environmental Protection Property	102.00	102.00	Non-discretionary
Environmental Protection Act - LA Pollution Prevention Control (dependant on type of process tested)	Set by DEFRA	Set by DEFRA	Non-discretionary
Scrap Metal Licensing: Collector Licence	250.00	250.00	Non-discretionary
Scrap Metal Licensing: Site Licence	373.00	373.00	Non-discretionary
Fixed Penalty Notice for fly tipping	428.00	428.00	Non-discretionary
Fixed Penalty Notice for failing to produce documentation for the transfer of waste	321.00	321.00	Non-discretionary
<i>*£100 reduced to £75 if paid within 14 days</i>			
CCTV (New charge in 2024/25 and fees exclusive of VAT)			
Search Fee for CCTV recording	100.00	New charge	Discretionary
Release Fee for CCTV recording	100.00	New charge	Discretionary
Service access request fee	100.00	New charge	Discretionary
Trading Standards			
Weights & measures fees	Per hour 70.00	70.00	Discretionary
Petroleum licences	See website	See website	Non-discretionary
Explosives licences	See website	See website	Non-discretionary
The Smoke And Carbon Monoxide Alarm (England) Regulations 2015 - penalty charges			
First offence paid within 14 days	1,000.00	1,000.00	Non-discretionary
First offence paid later than 14 days	2,000.00	2,000.00	Non-discretionary
Second offence	3,000.00	3,000.00	Non-discretionary
Third and subsequent offences	5,000.00	5,000.00	Non-discretionary
Community safety / anti-social behaviour			
Dog Faeces Fixed Penalty Notice*	100.00	100.00	Non-discretionary
Fixed Penalty Notice for Breach of Public Space Protection Officer (PSPO)*	100.00	100.00	Non-discretionary
Fixed Penalty Notice for Breach of Community Protection Notice (CPN)*	100.00	100.00	Non-discretionary
Fixed Penalty Notice for Littering*	100.00	100.00	Non-discretionary
Fixed Penalty Notice for Graffiti (New Fee)*	100.00	100.00	Non-discretionary
Civil Penalty of Littering for Vehicle (New Fee)*	100.00	100.00	Non-discretionary
<i>*£100 reduced to £75 if paid within 14 days</i>			
Licensing Act 2003			
Personal Licences (set by statute)	37.00	See website	Non-discretionary
Annual Fee for Premises Licences (set by statute)	See website	See website	Non-discretionary
Sexual Venue Licensing (Per Premises)	5,000.00	5,000.00	Discretionary
Sex Shop Licences (Per Premises)	5,000.00	5,000.00	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
Betting Premises (excluding Tracks)			
New application	3,000.00	3,000.00	Non-discretionary
Annual fee	600.00	600.00	Non-discretionary
Application to vary	1,500.00	1,500.00	Non-discretionary
Application to transfer	1,200.00	1,200.00	Non-discretionary
Application for re-instatement	1,200.00	1,200.00	Non-discretionary
Application for provisional statement	3,000.00	3,000.00	Non-discretionary
Licence application (provisional statement holders)	1,200.00	1,200.00	Non-discretionary
Copy licence	25.00	25.00	Non-discretionary
Notification of change	50.00	50.00	Non-discretionary
Tracks			
New application	2,500.00	2,500.00	Non-discretionary
Annual fee	1,000.00	1,000.00	Non-discretionary
Application to vary	1,250.00	1,250.00	Non-discretionary
Application to transfer	950.00	950.00	Non-discretionary
Application for re-instatement	950.00	950.00	Non-discretionary
Application for provisional statement	2,500.00	2,500.00	Non-discretionary
Licence application (provisional statement holders)	950.00	950.00	Non-discretionary
Copy licence	25.00	25.00	Non-discretionary
Notification of change	50.00	50.00	Non-discretionary
Safety of Sports Ground Act 1975			
Issuing of a safety certificate	1,105.00	1,105.00	Non-discretionary
Amendment of a safety certificate	553.00	553.00	Non-discretionary
Replacement of a safety certificate	553.00	553.00	Non-discretionary
Transfer of a safety certificate	553.00	553.00	Non-discretionary
Cancellation of a safety certificate	553.00	553.00	Non-discretionary
Adult gaming centre			
New application	2,184.28	2,184.28	Non-discretionary
Annual fee	1,094.98	1,094.98	Non-discretionary
Application to vary	1,094.98	1,094.98	Non-discretionary
Application to transfer	1,315.01	1,315.01	Non-discretionary
Application for re-instatement	1,315.01	1,315.01	Non-discretionary
Application for provisional statement	2,183.76	2,183.76	Non-discretionary
Licence application (provisional statement holders)	1,314.49	1,314.49	Non-discretionary
Copy licence	32.02	32.02	Non-discretionary
Notification of change	32.02	32.02	Non-discretionary
Other statutory licences - set by licensing panel			
Street trading	3,000.00	3,000.00	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary	
ENVIRONMENTAL HEALTH - COMMERCIAL SERVICES				
Freezer failure certificate	500.00	176.97	Discretionary	
Private water supplies - laboratory costs plus officer hourly rate	Set by statute	Set by statute	Non-discretionary	
Food hygiene rescore visit	350.00	275.00	Discretionary	
Health & Safety Work Act S28 - cost of officer time (min 2hrs)	36.09	93.50	Discretionary	
Breeding of dogs - single species and single activity only. NEW LICENCE	678.00	678.00	Non-discretionary	
Breeding of dogs - single species and single activity only. RENEWAL LICENCE	456.00	456.00	Non-discretionary	
Animal boarding (kennel or cattery) - single species and single activity only. NEW LICENCE	678.00	678.00	Non-discretionary	
Animal boarding (kennel or cattery) - single species and single activity only. RENEWAL LICENCE	456.00	456.00	Non-discretionary	
Home Boarders for dogs - single activity only NEW LICENCE	417.00	417.00	Non-discretionary	
Home Boarders for dogs - single activity only RENEWAL LICENCE	377.00	377.00	Non-discretionary	
Franchisee Arrangers Licence - NEW APPLICATION	417.00	417.00	Non-discretionary	
Franchisee Arrangers Licence - RENEWAL APPLICATION	377.00	377.00	Non-discretionary	
Franchisee Arrangers Licence - assessment of hobby host	377.00	377.00	Non-discretionary	
Dog Day Care - NEW LICENCE	504.00	504.00	Non-discretionary	
Dog Day Care - RENEWAL LICENCE	456.00	456.00	Non-discretionary	
Combined animal welfare activities (e.g. dogs and cats boarding)- NEW LICENCE	748.00	748.00	Non-discretionary	
Combined animal welfare activities (e.g., dogs and cats boarding)- RENEWAL LICENCE	560.00	560.00	Non-discretionary	
Hiring out of horses - NEW LICENCE (Does not include fee per horse)	634.00	634.00	Non-discretionary	
Hiring out of horses - RENEWAL LICENCE (Does not include fee per horse)	508.00	508.00	Non-discretionary	
Fees per horse: 1-10 horses - £15/horse; 11-50 horses - £10/horse; more than 50 horses - £8/horse				
1-10 horses	Per horse	15.00	15.00	Non-discretionary
11-50 horses	Per horse	10.00	10.00	Non-discretionary
More than 50 horses	Per horse	8.00	8.00	Non-discretionary
Hiring out of horses - ANNUAL INSPECTION (Does not include fee per horse)		214.00	214.00	Non-discretionary
Fees per horse: 1-10 horses - £15/horse; 11-50 horses - £10/horse; more than 50 horses - £8/horse			Non-discretionary	
1-10 horses	Per horse	15.00	15.00	Non-discretionary
11-50 horses	Per horse	10.00	10.00	Non-discretionary
More than 50 horses	Per horse	8.00	8.00	Non-discretionary
Sale of pets - NEW LICENCE	678.00	678.00	Non-discretionary	
Sale of pets - RENEWAL LICENCE	541.00	541.00	Non-discretionary	
Dangerous animals (Commercial/Outdoor) - NEW LICENCE (inc Vet Fees)	356.00	356.00	Non-discretionary	
Dangerous animals (Commercial/Outdoor) - RENEWAL LICENCE (inc Vet Fees)	191.00	191.00	Non-discretionary	
Zoo Licence - New or Renewal up to 6yrs (Does not include vet or officer fees)	473.55	451.00	Non-discretionary	
Zoo Licence - Other Inspection (Officer hourly rate -does not include vet fee)	68.00	396.00	Non-discretionary	
Animals for exhibit (Performing animals) - NEW LICENCE (does not include Vet fees)	483.00	483.00	Non-discretionary	
Animals for exhibit (Performing animals) - RENEWAL LICENCE	405.00	405.00	Non-discretionary	
Animal Licence Star Rating rescore	239.40	228.00	Non-discretionary	
Animal Licence Star Rating appeal (re-imbursed if appeal upheld)	94.50	90.00	Non-discretionary	

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
Animal Licence Variation	212.89	80.00	Non-discretionary
Animal Licence Transfer in death	84.00	80.00	Non-discretionary
Skin Piercing - Registration of premises and one practitioner	322.50	269.50	Non-discretionary
Skin Piercing Registration Certificate - additional practitioner existing premise	107.83	90.20	Non-discretionary
Skin Piercing - Administrative amendment of existing Registration Certificate Officer hourly rate min 1hr	68.00	46.75	Non-discretionary
Skin Piercing - replacement copy of Registration Certificate	34.00	22.00	Non-discretionary
Skin Piercing Registration Certificate - New procedure existing premise	107.83	90.20	Non-discretionary
RESIDENTIAL SERVICES			
Domestic pest control service - set by SDK Environmental Ltd	See website	See website	Discretionary
Housing Act notice	350.00	300.00	Non-discretionary
Enforcement - works in default	75.00	50.00	Non-discretionary
Houses In Multiple Occupation (HMO Licences) - basic compliance with 5 bedrooms	1,000.00	920.70	Non-discretionary
Houses In Multiple Occupation (HMO Licences) - additional rooms	50.00	30.80	Non-discretionary
Houses In Multiple Occupation (HMO Licences) - renewal of licence and subsequent properties	850.00	847.00	Non-discretionary
Follow ups of incomplete applications	50.00	44.00	Non-discretionary
Copy licence	30.00	22.00	Non-discretionary
The Smoke And Carbon Monoxide Alarm (England) Regulations 2015 - Penalty Charges			
First offence paid within 14 days	1,000.00	1,000.00	Non-discretionary
First offence not paid within 14 days	2,000.00	2,000.00	Non-discretionary
Second offence	3,000.00	3,000.00	Non-discretionary
Third and subsequent offences	5,000.00	5,000.00	Non-discretionary
Mobile Homes Act 2013			
Licensing of caravan sites for static or touring caravans for use as a holiday accommodation	536.00	487.30	Non-discretionary
New licence additional fee per pitch	19.40	17.60	Non-discretionary
Transfer of licence	226.30	205.70	Non-discretionary
Alteration of conditions (per hour)	36.09	50.00	Non-discretionary
Annual inspection fee per pitch	18.10	16.50	Non-discretionary
Enforcement action (per hour)	36.09	50.00	Non-discretionary
Deposit, vary or deleting site rules	142.80	129.80	Non-discretionary
Civil Penalty Notices for Housing Act 2004 (maximum penalty)	30,000.00	30,000.00	Non-discretionary
Integrated Pollution Prevention and Control			
<i>Application fee for a permit for an installation. Part B activity or solvent emission activity</i>			
Any Part 1 reduced fee activity (other than those in items II and vehicle finishers)	155.00	155.00	Non-discretionary
PVR I and PVR II activities carried on at the same service station	257.00	257.00	Non-discretionary
Vehicle refinishers, any Part 2 reduced fee activity, any Part 3 reduced fee activity or any Part 4 reduced fee activity	362.00	362.00	Non-discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
Any other Part B activity or any other solvent emission activity	1,650.00	1,650.00	Non-discretionary
<i>Application fee for grant of a permit for mobile plant (per permit)</i>			
Applications for 1-2 authorisations (per authorisation)	1,650.00	1,650.00	Non-discretionary
Applications for 3-7 authorisations (per authorisation)	985.00	985.00	Non-discretionary
Applications for 8 or more authorisations (per additional authorisation)	498.00	498.00	Non-discretionary
<i>Fee for the application for a transfer of a permit</i>			
Transfer of a permit authorising a reduced fee activity (partial transfer)	47.00	47.00	Non-discretionary
Transfer of a permit authorising any other Part B activity or any other solvent emission activity (partial)	497.00	497.00	Non-discretionary
Transfer of a permit authorising any other Part B activity or any other solvent emission activity (total)	169.00	169.00	Non-discretionary
<i>Substantial change</i>			
Standard process	1,050.00	1,050.00	Non-discretionary
Standard Process with substantial change and new PPC Activity	1,650.00	1,650.00	Non-discretionary
Reduced Fee Activity	102.00	102.00	Non-discretionary
<i>Amount of subsistence charge payable: installations</i>			
Any Part 1 reduced fee activity (other than those in items II & Vehicle finishers)			
Low risk	79.00	79.00	Non-discretionary
Medium risk	158.00	158.00	Non-discretionary
High risk	237.00	237.00	Non-discretionary
PVR I and PVR II activities carried on or at the same service station			
Low risk	113.00	113.00	Non-discretionary
Medium risk	226.00	226.00	Non-discretionary
High risk	341.00	341.00	Non-discretionary
Vehicle finishers, any Part 2 reduced fee activity, any Part 3 reduced fee activity or any Part 4 reduced fee activity			
Low risk	228.00	228.00	Non-discretionary
Medium risk	365.00	365.00	Non-discretionary
High risk	548.00	548.00	Non-discretionary
Any other Part B activity or any other solvent emission activity			
Low risk	772.00	772.00	Non-discretionary
Medium risk	1,161.00	1,161.00	Non-discretionary
High risk	1,747.00	1,747.00	Non-discretionary
<i>Amount of subsistence charge payable: mobile plant</i>			
Operator holding 1-2 authorisations (per authorisation)			
Low risk	646.00	646.00	Non-discretionary
Medium risk	1,034.00	1,034.00	Non-discretionary
High risk	1,506.00	1,506.00	Non-discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
<i>Operator holding 3-7 authorisations (per authorisation)</i>			
Low risk	385.00	385.00	Non-discretionary
Medium risk	617.00	617.00	Non-discretionary
High risk	924.00	924.00	Non-discretionary
<i>Operator holding 8 or more authorisations (per additional authorisation)</i>			
Low risk	198.00	198.00	Non-discretionary
Medium risk	316.00	316.00	Non-discretionary
High risk	473.00	473.00	Non-discretionary
Application fee for Part A2 installation			
Application for Permit	3,363.00	3,363.00	Non-discretionary
Additional fee for operating without a permit	1,188.00	1,188.00	Non-discretionary
Annual subsistence fee			
Low risk	1,446.00	1,446.00	Non-discretionary
Medium risk	1,610.00	1,610.00	Non-discretionary
High risk	2,333.00	2,333.00	Non-discretionary
Substantial variation	202.00	202.00	Non-discretionary
Transfer of permit - partial	698.00	698.00	Non-discretionary
Transfer of permit - transfer	235.00	235.00	Non-discretionary
Surrender	698.00	698.00	Non-discretionary
Late payment fee	52.00	52.00	Non-discretionary
Dog Warden Services (SDK Environmental)			
Kennel Fee	33.00	33.00	Discretionary
Delivery back to owner	38.50	38.50	Discretionary
Statutory fee	25.00	25.00	Non-discretionary
In-hour collection	55.00	55.00	Discretionary
Out of hours collection	95.00	95.00	Discretionary
The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 (MEES)			
Renting out a non-compliant property for less than 3 months (plus publication penalty)	2,000.00	2,000.00	Non-discretionary
Renting out a non-compliant property for 3 months or more (plus publication penalty)	4,000.00	4,000.00	Non-discretionary
Publication for providing false or misleading information on the PRS Exemptions Register	1,000.00	1,000.00	Non-discretionary
Publication for failure to comply with a Compliance Notice	2,000.00	2,000.00	Non-discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
WASTE			
Special collection service, trade waste and other - one item	45.00	42.50	Discretionary
Special collection service, trade waste and other - two items	52.00	49.50	Discretionary
Special collection service, trade waste and other - three items	60.50	57.50	Discretionary
Special collection service, trade waste and other - four items	68.00	64.50	Discretionary
Special collection service, trade waste and other - five items (maximum)	75.50	71.50	Discretionary
Special collection service, trade waste and other- fridges / freezers	50.00	42.50	Discretionary
Waste bin for new development	120.00	100.00	Discretionary
Green waste subscribed collection service	85.00	75.00	Discretionary

PLACE DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
HIGHWAYS & TRANSPORT				
Consultation with Highways		Price on application	Price on application	Discretionary
Other Highway Services				
Provision of accident information (for 3 years records for road up to 1-5km / over 1km pro-rata)		220.00	200.00	Discretionary
Provision of accident information (for 3 years records for road over 5km pro-rata)		Price on application	Price on application	Discretionary
Provision of accident information (for 5 years records for road up to 1-5km/ over 1km pro-rata)		365.00	330.00	Discretionary
Provision of accident information (for 3 years records for road over 5km pro-rata)		Price on application	Price on application	Discretionary
Provision of existing traffic signal data		275.00	250.00	Discretionary
Provision of personal injury accident database & traffic flow management system statistics		365.00	330.00	Discretionary
Traffic count information (for up to 2 count stations)	First 2 Station	365.00	330.00	Discretionary
Traffic count information (for every 2 count stations after)	Each	200.00	180.00	Discretionary
Provision of junction traffic model data		Price on application	Price on application	Discretionary
Access to / use of Borough traffic computer model		8,250.00	7,500.00	Discretionary
Research Into Archives (Where Not Part Of Statutory Function) - first 3 hours		330.00	300.00	Discretionary
Research Into Archives (Where Not Part Of Statutory Function) - subsequent hours	Per hour	90.00	80.00	Discretionary
Provision of hard copy statutory records (viewing only via website free)		95.00	85.00	Discretionary
Provision of supplementary information		175.00	160.00	Discretionary
Provision of hard copy statutory records - expediated service		135.00	120.00	Discretionary
Provision of supplementary information - expediated service		265.00	240.00	Discretionary
Site inspection - up to 3 hours		300.00	200.00	Discretionary
Site inspection - over 3 hours		450.00	330.00	Discretionary
Highway licences				
Street Café application fee for 3 year licence, (£150 refund if refused)		699.60	636.00	Discretionary
Straight forward renewals		163.90	149.00	Discretionary
Street cafes - area fee	Per m ²	163.90	149.00	Discretionary
Display of goods - town centre (£150 refund if refused)	Per m ²	699.60	636.00	Discretionary
Display of goods - non town centre (£50 refund if refused)	Per m ²	163.90	149.00	Discretionary
Display of goods - area fee (for 3 years)	Per m ²	163.90	149.00	Discretionary
No adhering to licence conditions - charge per condition		88.00	80.00	Discretionary
Removal charge per item		55.00	50.00	Discretionary
Storage charge per item	Per day	11.00	10.00	Discretionary
Removal of A Boards - charge Per A Board		165.00	150.00	Discretionary
S116 extinguishment of adopted highways and rights of way (minimum)		7,810.00	7,100.00	Discretionary
Skip licences				
Skip company registration fee		101.20	92.00	Discretionary
Skip company registration fee - admin fee per application including 1 week fee		82.50	75.00	Discretionary
Skip company registration fee - weekly charge (2 Weeks)		121.00	110.00	Discretionary
Skip company registration fee - weekly charge (3 Weeks)		171.60	156.00	Discretionary
Skip company registration fee - weekly charge (4 weeks)		227.70	207.00	Discretionary
Skip - removal of unauthorised builders skips		537.90	489.00	Discretionary
Minimum charge for skip collection and one day storage		537.90	489.00	Discretionary

PLACE DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
Skip collection additional days		61.60	56.00	Discretionary
Unauthorised unlicensed skips on the adopted highway		550.00	500.00	Discretionary
S169 residential scaffolding licences				
Application fees		63.80	58.00	Discretionary
Licence fees for 8 wks (renewable every 8 wks)		170.50	155.00	Discretionary
Unauthorised placement of scaffolding for a residential build / works		468.60	426.00	Discretionary
S169 commercial scaffolding licences				
Application fees		66.00	60.00	Discretionary
Minor road (less than 50m2)	0 to 2 months	601.70	547.00	Discretionary
Minor road (less than 50m2)	3 to 4 months	1,111.00	1,010.00	Discretionary
Minor road (less than 50m2)*	5 to 6 months	1,609.30	1,463.00	Discretionary
Minor road (More than 50m2)	0 to 2 months	3,207.60	2,916.00	Discretionary
Minor road (more than 50m2)	3 to 4 months	3,575.00	3,250.00	Discretionary
Minor road (more than 50m2)*	5 to 6 months	4,067.80	3,698.00	Discretionary
Major road or high amenity road (less than 50m2)	0 to 2 months	1,268.30	1,153.00	Discretionary
Major road or high amenity road (less than 50m2)	3 to 4 months	2,229.70	2,027.00	Discretionary
Major road or high amenity road (less than 50m2)*	5 to 6 months	3,263.70	2,967.00	Discretionary
Major road or high amenity road (more than 50m2)	0 to 2 months	6,487.80	5,898.00	Discretionary
Major road or high amenity road (more than 50m2)	3 to 4 months	7,153.30	6,503.00	Discretionary
Major road or high amenity road (more than 50m2)*	5 to 6 months	8,136.70	7,397.00	Discretionary
Not adhering to licence conditions		101.20	92.00	Discretionary
Unauthorised commercial scaffold / hoarding on minor road (less than 50m2)		1,334.30	1,213.00	Discretionary
Unauthorised commercial scaffold / hoarding on minor road (more than 50m2)		6,481.20	5,892.00	Discretionary
Unauthorised commercial scaffold / hoarding on major road or high amenity road (less than 50m2)		2,668.60	2,426.00	Discretionary
Unauthorised commercial scaffold / hoarding on major road or high amenity road (more than 50m2)		13,107.60	11,916.00	Discretionary
<i>* For periods greater than 6 months, a combination of above durations will be used to calculate fees.</i>				
S172 hoarding licences				
Application fees		63.80	58.00	Discretionary
Minor road (less than 50m2)	0 to 2 months	601.70	547.00	Discretionary
Minor road (less than 50m2)	3 to 4 months	1,111.00	1,010.00	Discretionary
Minor road (less than 50m2)*	5 to 6 months	1,609.30	1,463.00	Discretionary
Minor road (more than 50m2)	0 to 2 months	3,207.60	2,916.00	Discretionary
Minor road (more than 50m2)	3 to 4 months	3,575.00	3,250.00	Discretionary
Minor road (more than 50m2)*	5 to 6 months	4,067.80	3,698.00	Discretionary
Major road or high amenity road (less than 50m2)	0 to 2 months	1,268.30	1,153.00	Discretionary
Major road or high amenity road (less than 50m2)	3 to 4 months	2,229.70	2,027.00	Discretionary
Major road or high amenity road (less than 50m2)*	5 to 6 months	3,219.70	2,927.00	Discretionary
Major road or high amenity road (more than 50m2)	0 to 2 months	6,487.80	5,898.00	Discretionary
Major road or high amenity road (more than 50m2)	3 to 4 months	7,153.30	6,503.00	Discretionary
Major road or high amenity road (more than 50m2)*	5 to 6 months	8,136.70	7,397.00	Discretionary
Not adhering to licence conditions		101.20	92.00	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
Unauthorised hoarding on minor road (less than 50m2)	1,334.30	1,213.00	Discretionary
Unauthorised hoarding on minor road (more than 50m2)	6,481.20	5,892.00	Discretionary
Unauthorised hoarding on major road or high amenity road (less than 50m2)	2,668.60	2,426.00	Discretionary
Unauthorised hoarding on major road or high amenity road (more than 50m2)	13,107.60	11,916.00	Discretionary
<i>* For periods greater than 6 months, a combination of above durations will be used to calculate fees.</i>			
Other Structures including cranes			
Application fee*	63.80	58.00	Discretionary
Licence fee on approval	687.50	625.00	Discretionary
Not adhering to licence conditions	101.20	92.00	Discretionary
Unauthorised placement of structures / cranes on the highway	2,076.80	1,888.00	Discretionary
Mobile access platforms			
Mobile access platforms application fee*	66.00	60.00	Discretionary
Mobile access platforms licence fee on approval	299.20	272.00	Discretionary
Not adhering to licence conditions	1,300.20	1,182.00	Discretionary
Unauthorised placement of structures/cranes on the highway			
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*			
Application fee	63.80	58.00	Discretionary
Licence fee on approval	628.10	571.00	Discretionary
Not adhering to licence conditions	101.20	92.00	Discretionary
Licence to rectify a defect within guarantee period (not NRSWA)	347.60	316.00	Discretionary
Filming - including internal consultation - comms*	Actual cost + 20% admin	Actual cost + 20% admin	Discretionary
<i>* Road space booking application or road closure application might be required to facilitate</i>			
Crane Oversail licence application	831.60	756.00	Discretionary
Urgent Crane Oversail licence application	1,659.90	1,509.00	Discretionary
Area fee Per m2	13.20	12.00	Discretionary
S184 construction of vehicle crossings			
Domestic application fee	66.00	60.00	Discretionary
Domestic licence fee on approval	209.00	190.00	Discretionary
Domestic not adhering to licence conditions	101.20	92.00	Discretionary
Creation of unauthorised domestic dropped crossing	663.30	603.00	Discretionary
Heavy Duty Crossing			
Heavy duty crossing application fee	63.80	58.00	Discretionary
Heavy duty admin fee commercial	850.30	773.00	Discretionary
Heavy duty not adhering to licence conditions	101.20	92.00	Discretionary
Creation of unauthorised heavy duty dropped crossing	1,832.60	1,666.00	Discretionary
S142 licence to plant and maintain shrubs, trees, etc. minimum charge for non-commercial	789.80	718.00	Discretionary
S142 licence to plant and maintain shrubs, trees, etc. minimum charge for commercial	1,578.50	1,435.00	Discretionary
S154 cutting or felling trees etc overhanging the highway (actual costs with a minimum of)	492.80	448.00	Discretionary
S178 apparatus over highway - (banners/signs) (discretion to reduce charge)	313.50	285.00	Discretionary

PLACE DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
S171 temporary excavation of the highway				
Application fee		63.80	58.00	Discretionary
Licence fee on approval		630.30	573.00	Discretionary
Unauthorised excavation of the highway		1,391.50	1,265.00	Discretionary
Not adhering to licence conditions		101.20	92.00	Discretionary
Licence to rectify a defect within guarantee period (not NRSWA)		347.60	316.00	Discretionary
Charge per act (plus licence fee below): £50 Admin / 135 Licence - 2wks and 135 every two weeks		243.10	221.00	Discretionary
S171 Storing materials on the highway, including rubbish etc.				
Application fee		63.80	58.00	Discretionary
Licence fee on approval for first 2 weeks		133.10	121.00	Discretionary
Licence fee on approval for every 2 weeks after		199.10	181.00	Discretionary
Unauthorised storing materials on the highway		465.30	423.00	Discretionary
Not adhering to licence conditions		101.20	92.00	Discretionary
-licence fee	Plus	167.20	152.00	Discretionary
S179 control of construction of cellars under streets		Actual cost + 20% admin	Actual cost + 20% admin	Discretionary
S180 control of openings into cellars, under streets, pavement lights, etc		Actual cost + 20% admin	Actual cost + 20% admin	Discretionary
S176/177 construction over highway / canopies (flat fee plus area fee below)		940.50	855.00	Discretionary
S176/177 construction over highway / canopies (area fee)	Per m ²	15.40	14.00	Discretionary
Temporary Traffic Regulation Orders				
S14. Road Traffic Regulations (if advertising covered by applicant discount of £800)		1,995.00	1,995.00	Discretionary
S16A Road Traffic Act 1984 / Major Event if closure of 1 road or Public Right of Way*		3,190.00	2,900.00	Discretionary
S16A Road Traffic Act 1984 / Major Event if closure of 2 - 5 roads / Public Right of Way*		6,936.60	6,306.00	Discretionary
S16A Road Traffic Act 1984 / Major Event if closure of 6 - 9 roads or Public Right of Way*		8,323.70	7,567.00	Discretionary
S16A Road Traffic Act 1984 / Major Event if closure of 10 and over roads or Public Right of Way*		10,406.00	9,460.00	Discretionary
S14. Road Traffic Regulations for Local Interest Event (plus advertising costs at rate charged)		189.00	0.00	Discretionary
Unauthorised road closure		3,678.40	3,344.00	Discretionary
Access protection markings		165.00	145.00	Discretionary
Suspension of parking controls (flat fee for 4)		997.00	997.00	Discretionary
Introduction of temporary parking controls		1,995.00	1,996.00	Discretionary
Assistance with development of temporary traffic plans	Per hour	130.90	119.00	Discretionary
Lane closure request on dual carriageway (Not NRSWA)		348.70	317.00	Discretionary
Road space booking for works (Not NRSWA)		285.00	252.00	Discretionary
Road space booking for events		695.00	631.00	Discretionary
Road space bookings for Charitable and Local Community Interest events		189.00	171.00	Discretionary
Unauthorised placement of Traffic Management measures on the Highway (Not NRSWA)		1,650.00	1,500.00	Discretionary
<i>* if advertising covered by applicant discount of £1,000 applies</i>				
Highways Signage				
Removal of illegal signage relating to local event	Per sign	200.00	181.00	Discretionary
Removal of illegal signage relating to developer	Per sign	495.00	450.00	Discretionary
Repeat offender removal of illegal signage relating to developer	Per sign	715.00	650.00	Discretionary
Removal of estate agent boards from adopted highway land	Per sign	165.00	150.00	Discretionary

PLACE DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
Removal of any other signage placed in adopted highway land	Per sign	126.50	115.00	Discretionary
Developer site signage - application fee (Up to 1 m ² , thereafter, pro-rata)		170.50	155.00	Discretionary
Developer site signage - inspection fee		99.00	90.00	Discretionary
Developer site signage - removal of illegal directional signs	Per sign	352.00	320.00	Discretionary
Developer site signage - removal of illegal signs for repeat offenders		742.50	675.00	Discretionary
New Roads & Street Act inspections / permits				
S50 NRSWA private apparatus in the highway licences. First application flat fee		693.00	630.00	Discretionary
S50 NRSWA private apparatus in the highway licences. Second and subsequent application flat fee		346.50	315.00	Discretionary
Other Traffic Management Charges				
Application for temporary traffic signals (Not NRSWA) (Includes Vat)		249.70	227.00	Discretionary
Switching on / off permanent traffic signals (working hours)		506.00	460.00	Discretionary
Switching on / off permanent traffic signals (evenings and Saturdays)		748.00	680.00	Discretionary
Switching on / off permanent traffic signals (Sundays and bank holidays)		990.00	900.00	Discretionary
Hourly charge for temporary traffic signals (not NRSWA) - traffic sensitive streets	Per hour	275.00	250.00	Discretionary
Hourly charge for temporary traffic signals (not NRSWA) - other streets	Per hour	88.00	80.00	Discretionary
Hourly charge for temporary traffic signals (not NRSWA) - surcharge for peak hour operation	Per hour	220.00	200.00	Discretionary
Special signing - application of tourist / visitor information signs		187.00	170.00	Discretionary
Special signing - installation of tourist / visitor information signs		Actual cost plus 20% admin	Actual cost plus 20% admin	Discretionary
Special signing - application of shopping / business signs		352.00	320.00	Discretionary
Special signing - installation of shopping/ business signs		Actual cost plus 20% admin	Actual cost plus 20% admin	Discretionary
S50 placing temporary traffic counter / CCTV camera on the highway		198.00	180.00	Discretionary
Unauthorised survey equipment on the highway		550.00	500.00	Discretionary
Bike-ability training	Per pupil	5.50	5.00	Discretionary
Highway development control charges for adopted and unadopted roads				
S38/278 fees - up to £1m construction costs (13% but minimum charge)		5,000.00	4,500.00	Discretionary
S38/278 fees - over £1m construction costs (13% but minimum charge)		5,000.00	4,500.00	Discretionary
For structures / roads not being adopted - technical approval		Actual cost + 20% admin	Actual cost + 20% admin	Discretionary
Renegotiation of S38/278 contract period		2,000.00	1,500.00	Discretionary
4.8m wide block paved road + two 2m verges		2,000.00	1,500.00	Discretionary
5.0m wide road, two 2m footways and two 1m verges		2,500.00	1,900.00	Discretionary
5.5m wide road, two 2m footways and two 1m verges		3,000.00	2,300.00	Discretionary
6.7m wide road, two 2.5m footways and two 1m verges		4,000.00	3,000.00	Discretionary
Individual 2.0m footpath including lighting		1,000.00	700.00	Discretionary
Checking and approving interim and final travel plans small developments		1,500.00	1,200.00	Discretionary
Checking and approving interim and final travel plans standard developments		3,000.00	2,500.00	Discretionary
Checking and approving interim and final travel plans large / complex developments		6,000.00	5,000.00	Discretionary
Auditing of road safety audits		850.00	700.00	Discretionary
Design of street lighting schemes		750.00	550.00	Discretionary
Residential with Advantage Card - single item		Actual cost	Actual cost	Discretionary

PLACE DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
Commercial		Actual cost + 20%	Actual cost + 20%	Discretionary
Technical approval of traffic signals -standard (four way) installation		1,000.00	900.00	Discretionary
Technical approval of traffic signals - complex installation		1,750.00	1,500.00	Discretionary
Highway commuted sums				
Soakaways over 20 years		29,700.00	27,000.00	Discretionary
High friction surfacing over 5 years	Per m ²	13.20	12.00	Discretionary
Pumping stations over 10 years (minimum)		27,500.00	25,000.00	Discretionary
Standard street lighting over 20 years		2,000.00	1,800.00	Discretionary
Ornamental lighting over 20 years	Per item	3,200.00	2,800.00	Discretionary
Traffic signals over 20 years per single pole	Per item	20,000.00	18,000.00	Discretionary
Extra height pole	Per item	22,000.00	20,000.00	Discretionary
Cantilever pole	Per item	23,500.00	21,000.00	Discretionary
Illuminated traffic signs and bollards over 10 years =<1m ²		800.00	700.00	Discretionary
Illuminated traffic signs and bollards over 10 years > 1m ²		1,650.00	1,500.00	Discretionary
Road markings 50% of initial cost (minimum)		1,450.00	1,300.00	Discretionary
CCTV cameras over 10 years	Per item	25,000.00	21,000.00	Discretionary
Structures (cost to be agreed between local authority and contractor)		50% of cost	50% of cost	Discretionary
Pedestrian safety barriers (cost to be agreed between local authority and contractor)		50% of cost	50% of cost	Discretionary
Trees on adopted highway (standard tree up to 12cm girth)	Per tree	1,000.00	800.00	Discretionary
Trees on adopted highway (heavy standard tree between 12cm to 14cm girth)	Per tree	1,200.00	1,000.00	Discretionary
Trees on adopted highway (extra heavy standard tree between 14cm to 20cm girth)	Per tree	1,500.00	1,300.00	Discretionary
Trees on adopted highway (semi-mature tree 20cm girth or larger) - minimum	Per tree	3,100.00	2,800.00	Discretionary
Trees on adopted highway (semi-mature tree 20cm girth or larger) - maximum	Per tree	7,250.00	6,500.00	Discretionary
Grass cutting on adopted highway	Per m ²	15.00	13.00	Discretionary
Shrubs and planting areas maintenance	Per m ²	155.00	140.00	Discretionary
Other commuted sums		By agreement	By agreement	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
PLANNING & DEVELOPMENT			
Pre-Application Advice (Including VAT)			
<p>The fees for pre-application planning advice are charged as below for the service outlined in the updated Pre-application Protocol and charged on an individual cost relating to the types of staff required and level of advice provided. Advice for schemes outside of those listed in the schedule below will only be offered where agreed by a Senior Manager in the Planning Department and would be a bespoke fee arrangement or Planning Performance Agreement based on the hourly rates for the required officers, including administration fees. Charges for using the transport model are in addition to those set out below. Charges for review of viability studies or other work requiring the appointment of external consultants will be agreed on a case by case basis and funded by the applicant.</p>			
Parish Councils, local community groups for all categories of development	50% off respective fee	50% off respective fee	Discretionary
Pre-application fees for all new dwellings, commercial development or mixed schemes			
Householder Pre-application Fast Track (Response within 5 working days)	750.00	New charge	
Householder Pre-application (Response within 20 working days)	300.00	New charge	
Residential: per unit	Per unit 426.00	380.00	Discretionary
Residential: more than 1 unit - maximum of 49 units. Schemes of 50 units or more be required to enter into a PPA	20,854.00	18,620.00	Discretionary
Non-residential: No increase in gross floor space	241.00	215.00	Discretionary
Non-residential: Increase in gross floor space fee per 75m ² up to maximum of 9,999 m ² .	392.00	350.00	Discretionary
<i>Schemes of 10,000 sq m or more will be required to enter into a PPA</i>			
Planning decisions and related documents	18.15	16.50	Discretionary
Retrieval and copying from archive of planning documents - 1st A4 page	2.55	2.30	Discretionary
Retrieval and copying from archive of planning documents - subsequent pages	0.60	0.55	Discretionary
Use of RBWM Transport Model data by developers.	On Request-bespoke charge dependent on application requirement	On Request-bespoke charge dependent on application requirement	Discretionary
Hourly Rates & attendance at requested meetings (where requests are accepted by LPA)			
Head of Service	Per hour 280.00	250.00	Discretionary
Development Management Service or Policy Manager	Per hour 213.00	190.00	Discretionary
Team Leader	Per hour 185.00	165.00	Discretionary
Principal Officer	Per hour 168.00	150.00	Discretionary
Senior Officer	Per hour 141.00	126.00	Discretionary
Officer	Per hour 127.00	113.50	Discretionary
Specialist Officer Advice	Per hour 141.00	126.00	Discretionary
High Hedge Complaints	997.00	890.00	Discretionary
Enforcement			
Requests for confirmation of compliance with an Enforcement Notice, Breach of Condition Notice or other similar Notice	300.00	New charge	
Requests to withdraw an extant Enforcement Notice, Breach of Condition Notice or other similar Notice	300.00	New charge	
S106 Management, Maintenance, Compliance & Monitoring			
Major applications - Consideration of application to amend or vary requirements of a legal agreement (excluding solicitors/legal	1,500.00	1051.00	Discretionary
Minor and other applications - Consideration of application to amend or vary requirements of a legal agreement (excluding solic	600.00	540.00	Discretionary
Discharge of non-financial obligations (e.g. landscape plans, woodland management plans)	300.00	143.00	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
Monitoring of non-financial S106 obligations Monitoring & management of viability appraisals for development Confirmation that the obligations of a S106 legal agreement have been discharged <i>(Note: Charges for checking & monitoring travel plans refer to Highway Charges)</i>	350.00 Hourly Monitoring Officer rate 250.00	282.00 Hourly Monitoring Officer rate 201.00	Discretionary Discretionary Discretionary
Strategic Access Management Monitoring			
Bedsit / 1 bed dwelling	470.83	470.83	Discretionary
2 bed dwelling	620.98	620.98	Discretionary
3 bed dwelling	835.96	835.96	Discretionary
4 bed dwelling	951.52	951.52	Discretionary
5+ bed dwelling	1,241.96	1,241.96	Discretionary
Allen's Field, Ascot Suitable Alternative Natural Greenspace - provision / maintenance			
Bedsit / 1 bed dwelling	9,356.11	9,356.11	Discretionary
2 bed dwelling	10,208.93	10,208.93	Discretionary
3 bed dwelling	11,357.25	11,357.25	Discretionary
4 bed dwelling	11,959.24	11,959.24	Discretionary
5+ bed dwelling	13,477.43	13,477.43	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
STREET NAMING AND NUMBERING			
Change of name of named properties if not part of formal address (fees inclusive of VAT)			
Research into archives (where not part of statutory function) set as a minimum of	322.00	280.00	Discretionary
Research into archives (where not part of statutory function) charge per hour after 3 hours	83.00	72.00	Discretionary
Provision of hard copy of plans (A4)	83.00	72.00	Discretionary
Provision of supplementary information	171.00	149.00	Discretionary
Street naming and numbering of existing properties (fees are inclusive of VAT)			
Change of address for existing properties	191.00	166.00	Discretionary
Street name change	578.00	503.00	Discretionary
Rename street where requested by residents - base charge	58.00	50.00	Discretionary
Rename street where requested by residents - advertising	2,266.00	1,970.00	Discretionary
Rename street where requested by residents - street name plate charges (charge is variable)	At cost + 20%	At cost + 20%	Discretionary
Street naming and numbering of new properties (fees are exempt of VAT)			
New Developments 1	191.00	166.00	Discretionary
New Developments 2	381.00	331.00	Discretionary
New Developments 3	570.00	496.00	Discretionary
New Developments 4	761.00	662.00	Discretionary
New Developments 5	951.00	827.00	Discretionary
New Developments 6-25	1,352.00	1,176.00	Discretionary
New Developments 26+	1,880.00	1,635.00	Discretionary
Additional charge for naming of building	281.00	244.00	Discretionary
<i>Includes the registration of replacement dwelling of same name and property conversions</i>			

PLACE DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
OUTDOOR FACILITIES				
Allotments				
	Per annum	456.00	380.00	Discretionary
Grade A+, per 250m2, resident				
Grade A, per 250m2, resident	Per annum	120.00	100.00	Discretionary
Grade B, per 250m2, resident	Per annum	106.80	89.00	Discretionary
Grade A+, per 250m2, non-resident	Per annum	910.80	759.00	Discretionary
Grade A, per 250m2, non-resident	Per annum	242.40	202.00	Discretionary
Grade B, per 250m2, non-resident	Per annum	210.00	175.00	Discretionary
Water charge per plot (New charge in 2024/25)	Per annum	20.00	New charge	Discretionary
Cemeteries and churchyards				
Standard burial, grant of exclusive right of burial for 50 years including right to erect memorial, resident		1,930.85	1,679.00	Discretionary
Standard burial for three (Braywick Cemetery only), resident		1,900.95	1,653.00	Discretionary
Standard burial for two, resident		1,620.35	1,409.00	Discretionary
Standard burial for two (Oakley Green Cemetery only), resident		1,620.35	1,409.00	Discretionary
Standard burial for one, resident		1,463.95	1,273.00	Discretionary
Standard burial child 7 to 17 years, resident		0.00	0.00	Non-discretionary
Standard burial child up to 6 years, resident		0.00	0.00	Non-discretionary
Standard burial additional charge for a casket, resident		623.30	542.00	Discretionary
Standard burial re-open for 2nd burial 6ft depth, resident		1,620.35	1,409.00	Discretionary
Standard burial re-open for 2nd burial 4ft depth, resident		1,460.50	1,270.00	Discretionary
Standard burial, grant of exclusive right of burial for 50 years including right to erect memorial, non-resident		3,861.70	3,361.00	Discretionary
Standard burial for three (Braywick Cemetery only), non-resident		3,801.90	3,297.00	Discretionary
Standard burial for two, non-resident		3,240.70	2,813.00	Discretionary
Standard burial for two (Oakley Green Cemetery only), non-resident		3,240.70	2,813.00	Discretionary
Standard burial for one, non-resident		2,927.90	2,542.00	Discretionary
Standard burial child 7 to 17 years, non-resident		1,210.95	1,053.00	Discretionary
Standard burial child up to 6 years, non-resident		580.75	505.00	Discretionary
Standard burial additional charge for a casket, non-resident		1,246.60	1,084.00	Discretionary
Standard burial re-open for 2nd burial 6ft depth, non-resident (unless original burial was for a borough resident, in which case resident fee is charged)		3,240.70	1,409.00	Discretionary
Standard burial re-open for 2nd burial 4ft depth, non-resident (unless original burial was for a borough resident, in which case resident fee is charged)		2,921.00	1,273.00	Discretionary
<i>* (unless original burial was for a borough resident, in which case resident fee is charged)</i>				
Infant burial				
Grant of exclusive right of burial for 50 years, including right to erect memorial, resident		0.00	0.00	Non-discretionary
Burial fee, resident		0.00	0.00	Non-discretionary
Grant of exclusive right of burial for 50 years, including right to erect memorial, non-resident		822.00	822.00	Discretionary
Burial fee, non-resident		325.00	325.00	Discretionary
Cremation plot				
Grant of exclusive right of burial for 50 years, including right to erect memorial, resident		941.85	819.00	Discretionary
New Cremation Plot (2 caskets per plot), resident		509.45	443.00	Discretionary
Re-open for a second interment of ashes, resident		509.45	443.00	Discretionary
Grant of exclusive right of burial for 50 years, including right to erect memorial, non-resident		1,883.70	1,636.00	Discretionary
New Cremation Plot (2 caskets per plot), non-resident		1,018.90	882.00	Discretionary
Re-open for a second interment of ashes, non-resident (unless original burial was for a borough resident, in which case resident fee is charged)		1,018.90	443.00	Discretionary
Cremation chamber				
Grant of exclusive right of burial for 10 years, erect memorial, interment of ashes (Oakley Green cemetery), resident		1,010.85	879.00	Discretionary
Renew grant of exclusive right of burial for a further 10 years, resident		496.80	432.00	Discretionary
Re-open for a second interment of ashes, resident		347.30	302.00	Discretionary
Grant of exclusive right of burial for 10 years, erect memorial, interment of ashes (Oakley Green cemetery), non-resident		2,021.70	1,760.00	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
Renew grant of exclusive right of burial for a further 10 years, non-resident	993.60	867.00	Discretionary
Re-open for a second interment of ashes, non-resident (unless original burial was for a borough resident, in which case resident fee is charged)	694.60	302.00	Discretionary
Memorials			
Additional inscription / replacement stone	67.85	59.00	Discretionary
Wall plaque	86.25	75.00	Discretionary
Cremation tablet	86.25	75.00	Discretionary
Vase or book on cremation plot or grave	86.25	75.00	Discretionary
Reservation of wall plaque for 7 years	86.25	75.00	Discretionary
Stake in ground plaque - prices from:-	244.95	213.00	Discretionary
Miscellaneous			
Record research fee, resident	86.25	75.00	Discretionary
Reservation - grave or cremation plot for 7 years (renewal at 50% of current rate), resident	1,900.95	1,653.00	Discretionary
Inter cremated remains in Garden of Remembrance, resident	290.95	253.00	Discretionary
Interment outside prescribed hours (minimum charge), resident	681.95	593.00	Discretionary
Minimum cost for specific needs, resident	681.95	593.00	Discretionary
Private grave registration transfer, resident	86.25	75.00	Discretionary
Use of chapel at Oakley Green only, resident	248.40	216.00	Discretionary
Copy of Deed, resident	86.25	75.00	Discretionary
Record research fee, non-resident	172.50	75.00	Discretionary
Reservation - grave or cremation plot for 7 years (renewal at 50% of current rate), non-resident	3,801.90	1,653.00	Discretionary
Inter cremated remains in Garden of Remembrance, non-resident	581.90	253.00	Discretionary
Interment outside prescribed hours (minimum charge), non-resident	1,363.90	593.00	Discretionary
Minimum cost for specific needs, non-resident	1,363.90	593.00	Discretionary
Private grave registration transfer, non-resident	172.50	75.00	Discretionary
Use of chapel at Oakley Green only, non-resident	496.80	216.00	Discretionary
Copy of Deed, non-resident	172.50	75.00	Discretionary
Rights of way - actual costs + advertising (including VAT) minimum charges:			
S118 Stopping up of footpaths, bridleways & restricted byways	2,395.40	1,711.00	Discretionary
S119 Diversion of footpaths, bridleways & restricted byways	2,395.40	1,711.00	Discretionary
S257 Town & Country Planning Act 1980 Diversion Orders	2,395.40	1,711.00	Discretionary
S1 & 14 Road Traffic Regulation Act 1984 Traffic Regulation Orders	0.00	0.00	Non-discretionary
Provision of hard copy of definitive map extract (viewing only free of charge)	76.00	72.00	Discretionary
Land owner declaration (Highways Act 1980 / Commons Act 2006)	376.00	358.00	Discretionary
Land owner declaration (Highways Act 1980 / Commons Act 2006) - subsequent declaration	76.00	72.00	Discretionary
Events in parks (New charge in 2024/25)			
Application submission fee (non refundable)	25.00	New charge	Discretionary
Community/Charity & Not-for-Profit Events/Activities - Small 0-499 people	Per day 260.00	New charge	Discretionary
Community/Charity & Not-for-Profit Events/Activities - Medium 500-2499 people	Per day 525.00	New charge	Discretionary
Community/Charity & Not-for-Profit Events/Activities - Large 2500-4999 people	Per day 1,575.00	New charge	Discretionary
Community/Charity & Not-for-Profit Events/Activities - Extra large 5000-10,000 people	Per day 2,100.00	New charge	Discretionary
Community/Charity & Not-for-Profit Events/Activities - Above 10,000 people	Per day Price on application	New charge	Discretionary
Commercial Events/Activities - Small 0-499 people	Per day 520.00	New charge	Discretionary
Commercial Events/Activities - Medium 500-2499 people	Per day 1,050.00	New charge	Discretionary
Commercial Events/Activities - Large 2500-4999 people	Per day 3,150.00	New charge	Discretionary
Commercial Events/Activities - Extra large 5000-10,000 people	Per day 4,200.00	New charge	Discretionary
Commercial Events/Activities - Above 10,000 people	Per day Price on application	New charge	Discretionary
Non operational days on site eg for set up and break down	50% of applicable hire cost	New charge	Discretionary
Provision of bins for community events	Per bin and Delivery Price on application	New charge	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
Officer Site visit with specialist staff - e.g. Parks/Events officer	80.00	New charge	Discretionary

RESOURCES DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
INSURANCE Insurance Admin charges for Street Furniture Cost recovery (inclusive of VAT) Administration Charge on top of cost of repair Recoveries with a value < £1,000 Recoveries with a value > £1,000 and < £2,000 Recoveries with a value > £2,000			
	199.00	180.00	Discretionary
	265.00	240.00	Discretionary
	395.00	360.00	Discretionary

RESOURCES DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
LIBRARIES				
Overdue returns (Per Loan Period)				
Adult Books	Per day	0.35	0.30	Discretionary
Adult Books	Maximum per item	14.00	12.60	Discretionary
Children's / Teenage Books	Per day	0.10	0.05	Discretionary
Children's / Teenage Books	Maximum per item	16.00	12.60	Discretionary
DVDs	Per day	0.75	0.68	Discretionary
DVDs	Maximum per item	15.00	12.60	Discretionary
Audio / Visual Loan Charges				
DVD (Advantage Card Holder)	Per item for 1 week	3.20	3.00	Discretionary
DVD (non-Advantage Card Holder)	Per item for 1 week	3.35	3.10	Discretionary
Reservations				
Adult books from SELMS partnership libraries		3.00	3.00	Discretionary
Inter-Library Loans with Advantage Card		10.70	10.00	Discretionary
Inter-Library Loans without Advantage Card		12.80	12.00	Discretionary
Inter-Library Loans: Student Discount Rate with Advantage Card		2.90	2.70	Discretionary
Inter-Library Loans: Student Discount Rate without Advantage Card		2.90	2.70	Discretionary
Inter-Library Loans				
Urgent and Specialists administration (in addition to British Library Charge)		9.10	8.50	Discretionary
Music scores and play sets administration (in addition to courier charge)		10.70	10.00	Discretionary
Library events				
Library event charges will be determined on a case by case basis to cover costs and reflect demand				Discretionary
Library School Offers				
RDS: 100 books per year, unlimited exchange		406.00	380.00	Discretionary
RDS: 200 books per year, unlimited exchange		822.00	770.00	Discretionary
RDS: 400 books per year, unlimited exchange		1,440.00	1,350.00	Discretionary
RDS: 750 books per year, unlimited exchange		2,561.00	2,400.00	Discretionary
RDS: 950 books per year, unlimited exchange		2,988.00	2,800.00	Discretionary
Topic boxes per term		96.00	90.00	Discretionary
Sessions each		123.00	115.00	Discretionary
Library Services				
Printing from Electronic Information sources: black and white	Per A4 sheet	0.30	0.25	Discretionary
Printing from Electronic Information sources: colour	Per A4 sheet	0.60	0.50	Discretionary
Research (first 30 mins free)	Per 15 minutes (or part)	17.50	16.00	Discretionary
Advocacy/ Inclusions	Per 60 minutes (or part)	123.00	115.00	Discretionary
Photocopying				
Black and White	Per A4 copy	0.30	0.25	Discretionary

RESOURCES DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
Black and White	Per A3 copy	0.60	0.50	Discretionary
Colour	Per A4 copy	0.60	0.50	Discretionary
Colour	Per A3 copy	1.20	1.00	Discretionary
Microform & Microfiche				
Printing from Microform & Microfiche	Per A4 copy	0.60	0.50	Discretionary
Printing from Microform & Microfiche: Handling P&P (minimum)		2.70	2.50	Discretionary
Printing from Microform & Microfiche: Printing from customer's microform		0.60	0.50	Discretionary
Lost and damaged items				
Advantage Card Replacement		5.40	5.00	Discretionary
Bus Pass Replacement		16.00	15.00	Discretionary
Room & Exhibition Hire (All Libraries)				
Commercial Organisations	Per hour	53.40	50.00	Discretionary
Commercial Organisations	Per 1/2 day	117.40	110.00	Discretionary
Commercial Organisations	Per day	202.80	190.00	Discretionary
Non-Commercial Organisations (charged services)	Per hour	37.40	35.00	Discretionary
Non-Commercial Organisations (charged services)	Per 1/2 day	75.00	70.00	Discretionary
Non-Commercial Organisations (charged services)	Per day	106.70	100.00	Discretionary
Other Borough Based Community Groups	Per hour	16.00	15.00	Discretionary
Other Borough Based Community Groups	Per 1/2 day	42.70	40.00	Discretionary
Other Borough Based Community Groups	Per day	53.35	50.00	Discretionary
(Kitchen facilities included in all rates per hire, refreshments price per hire on app.)				
Cancellation fee for bookings cancelled within one month		20% of fee	20% of fee	Discretionary
Weekly or 'subsequent day' rates negotiable				
Interview Room				
Commercial Organisations	Per hour	32.10	30.00	Discretionary
Commercial Organisations	Per 1/2 day	64.10	60.00	Discretionary
Commercial Organisations	Per day	106.70	100.00	Discretionary
Non-Commercial Organisations (charged services)	Per hour	19.25	18.00	Discretionary
Non-Commercial Organisations (charged services)	Per 1/2 day	37.35	35.00	Discretionary
Non-Commercial Organisations (charged services)	Per day	57.65	54.00	Discretionary
Other Borough Based Community Groups	Per hour	6.40	6.00	Discretionary
Other Borough Based Community Groups	Per 1/2 day	19.25	18.00	Discretionary
Other Borough Based Community Groups	Per day	29.90	28.00	Discretionary
Use of library computer				
Guest' (non-members)	Per 1/2 hour	N/A	N/A	Discretionary
Library Members	Per 1/2 hour	0.50	0.50	Discretionary
Advantage Card holders (45mins per day free)	Per 1/2 hour	0.50	0.50	Discretionary

RSOURCES DIRECTORATE		2024/25 £	2023/24 £	Discretionary / non-discretionary
DESBOROUGH SUITE				
Commercial rates				
Desborough suite	08:00 - 13:00	1,380.00	1,279.00	Discretionary
Desborough suite	13:00 - 18:30	1,380.00	1,279.00	Discretionary
Desborough suite	18:30+	1,850.00	1,710.00	Discretionary
Desborough suite	All day	3,360.00	3,108.00	Discretionary
Auditorium	08:00 - 13:00	999.00	925.00	Discretionary
Auditorium	13:00 - 18:30	999.00	925.00	Discretionary
Auditorium	18:30+	1,300.00	1,203.00	Discretionary
Auditorium	All day	2,280.00	2,106.00	Discretionary
Receptions / dinner dance	08:00 - 13:00	555.00	512.00	Discretionary
Receptions / dinner dance	13:00 - 18:30	555.00	512.00	Discretionary
Receptions / dinner dance	18:30+	1,390.00	1,279.00	Discretionary
Receptions / dinner dance	All day	2,080.00	1,927.00	Discretionary
Meeting room	Per hour	125.00	117.00	Discretionary
Meeting room	Per hour	125.00	117.00	Discretionary
Meeting room	Per hour	160.00	147.00	Discretionary
Meeting room	Per hour	125.00	117.00	Discretionary
Additional time after 23.30	Per hour	520.00	482.00	Discretionary
Non-commercial rates - whole suite (dance schools / theatre groups / Borough based registered charities)				
Rehearsal / set up: Monday - Friday	08:00 - 13:00	95.00	88.00	Discretionary
Rehearsal / set up: Monday - Friday	13:00 - 18:30	95.00	88.00	Discretionary
Rehearsal / set up: Monday - Friday	18:30+	165.00	153.00	Discretionary
Rehearsal / set up: Monday - Friday	All day	275.00	254.00	Discretionary
Rehearsal / set up: Saturday	08:00 - 13:00	135.00	124.00	Discretionary
Rehearsal / set up: Saturday	13:00 - 18:30	135.00	124.00	Discretionary
Rehearsal / set up: Saturday	18:30+	210.00	194.00	Discretionary
Rehearsal / set up: Saturday	All day	290.00	270.00	Discretionary
Rehearsal / set up: Sunday	08:00 - 13:00	135.00	124.00	Discretionary
Rehearsal / set up: Sunday	13:00 - 18:30	135.00	124.00	Discretionary
Rehearsal / set up: Sunday	18:30+	230.00	212.00	Discretionary
Rehearsal / set up: Sunday	All day	395.00	365.00	Discretionary
Performance / function	08:00 - 13:00	210.00	195.00	Discretionary
Performance / function	13:00 - 18:30	210.00	195.00	Discretionary
Performance / function	18:30+	290.00	265.00	Discretionary
Performance / function	All day	650.00	602.00	Discretionary
Additional time after 23.30	Per hour	150.00	140.00	Discretionary
Kitchen hire-price on application (unavailable Mon-Fri 08:00 - 16:00)				

RESOURCES DIRECTORATE	2024/25 £	2023/24 £	Increase %	Discretionary / non-discretionary
LOCAL LAND CHARGES				
Table Of Search Fees (Excluding VAT)				
Standard Official Search (LLC1 and CON29R)	164.00	153.50	6.8%	Discretionary
Official Certificate of Search (Form LLC1 only) - no VAT	50.50	47.50	6.3%	Discretionary
Enquiries of Local Authority (Form CON29R only) part 1 enquiries*	105.50	98.50	7.1%	Discretionary
Additional Parcels of Land (each)	80.00	75.50	6.0%	Discretionary
CON 290 Enquiries-with the original search (dealing with individual questions)	56.00	52.00	7.7%	Discretionary
*Standalone CON29R and CON290 searches attract an additional fee (one per search) No VAT	3.80	3.40	11.8%	Discretionary
Repeat Searches (LLC1 and CON29R) within 2 months of original search	68.00	64.00	6.3%	Discretionary
Component data for CON29R questions		On request		
LEGAL FEES (Excluding VAT)				
Legal services hourly rate	Per hour 200.00	150.00	33.3%	Discretionary
Highways matters legal fees				
Joint S278/38 Agreement (including proforma) minimum non-refundable - <i>thereafter at hourly rates</i>	4,150.00	3,750.00	10.7%	Discretionary
S38 Agreement - minimum non-refundable - <i>thereafter hourly rates</i>	4,150.00	3,750.00	10.7%	Discretionary
Crane oversailing licence (charge dependant on complexity/urgency) - minimum non-refundable, <i>thereafter hourly rates</i>	1,650.00	1,500.00	10.0%	Discretionary
Oversail licence (charge dependant on complexity/urgency) - minimum non-refundable - <i>thereafter at hourly rates</i>	825.00	750.00	10.0%	Discretionary
Undersail licence (charge dependant on complexity/urgency) - minimum non-refundable - <i>thereafter at hourly rates</i>	825.00	750.00	10.0%	Discretionary
Planning matters legal fees				
S106 Bilateral Agreement (including proforma) minimum non-refundable - <i>thereafter at hourly rates</i>	2,750.00	2,500.00	10.0%	Discretionary
S106 unilateral undertakings (including proforma) minimum non-refundable - <i>thereafter at hourly rates</i>	2,750.00	1,500.00	83.3%	Discretionary
S106 unilateral undertakings (carbon offset provisions only) minimum non-refundable - <i>thereafter at hourly rates</i>	795.00	720.00	10.4%	Discretionary
S106 Deed of Variation / Deed of Covenant minimum non-refundable - <i>thereafter at hourly rates</i>	715.00	650.00	10.0%	Discretionary
S106 agreement (SANG mitigation - purchasing 3rd party SANG capacity) minimum non-refundable, <i>thereafter hourly rates</i>	1,750.00	1,500.00	16.7%	Discretionary
S106 agreement (SANG mitigation at Allen's Field) minimum non-refundable - <i>thereafter at hourly rates</i>	720.00	650.00	10.8%	Discretionary
Miscellaneous legal fees				
DS1 minimum non-refundable - <i>thereafter at hourly rates</i>	300.00	300.00	0.0%	Discretionary
Legal Fees - Retrieval and copy of legal documents from archive minimum non-refundable - <i>thereafter at hourly rates</i>	55.00	50.00	10.0%	Discretionary

RESOURCES DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
DEPUTYSHIP			
Estates Winding Up Fee - Level 1 Basic requirements assuming 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	294.00	280.00	Discretionary
Estates Winding Up Fee - Level 2 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	364.00	346.00	Discretionary
Estates Winding Up Fee - Level 3 Include some or all of levels 1 and 2, plus the additional work. - Collecting Death Certificate - Registering the death - Arranging the funeral	508.00	484.00	Discretionary
OFFICE OF THE PUBLIC GUARDIAN / COURT OF PROTECTION			
Remuneration of Local Authority deputies - fees are exempt of VAT and set by the Court of Protection			
Category I: Work up to and including appointment of a deputy for property and affairs	745.00	745.00	Non-discretionary
Category II: Annual fee local authority appointed deputy for property and affairs:			
- For the first year	775.00	775.00	Non-discretionary
- For the second and subsequent years	650.00	650.00	Non-discretionary
Where net assets are below £16,000, the local authority Deputy may take an annual fee not exceeding 3% net assets.			
Category III - Annual property management fee	300.00	300.00	Non-discretionary
Category IV - Preparation and lodgement of an annual report or account to the Public Guardian	216.00	216.00	Non-discretionary

RESOURCES DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
SUPERINTENDENT REGISTRAR			
General Searches			
General Search in indexes in Office not exceeding 6 successive hours	18.00	18.00	Non-discretionary
Certificates - Prices set by Statute			
Issue of Certificate (Standard 14-day despatch)	11.00	11.00	Non-discretionary
Issue of Certificate (Express 24-48 hours despatch)	35.00	35.00	Non-discretionary
Multilingual Standard Form (MSF)	N/A	N/A	Non-discretionary
Attestation of Foreign Pensions (Proof of Life)	23.00	22.00	Discretionary
Marriages - Prices set by Statute			
Attending outside office to be given notice of marriage of house-bound or detained person	46.00	46.00	Non-discretionary
Entering a notice of marriage in a marriage notice book	35.00	35.00	Non-discretionary
Attending a Marriage at a registered building	84.00	84.00	Non-discretionary
Attending a Marriage at the Register Office	46.00	46.00	Non-discretionary
Certification Of Worship And Registration For Marriage			
Certification of a place of meeting for religious worship-statutory fee	29.00	29.00	Non-discretionary
Registration of a building for the solemnisation of marriages-statutory fee	123.00	123.00	Non-discretionary
Marriage and Civil Partnership Ceremonies in Licenced Venues			
Monday to Thursday (up to / including 5:00pm)	610.00	587.00	Discretionary
Monday to Thursday (after 5.00pm if available)	676.00	650.00	Discretionary
Fridays and Saturdays (up to / including 5pm)	676.00	650.00	Discretionary
Friday and Saturday (after 5pm if available)	745.00	718.00	Discretionary
Sundays and Bank Holidays (up to / including 5pm)	745.00	718.00	Discretionary
Sundays and Bank Holidays after 5pm	785.00	755.00	Discretionary
Marriage and Civil Partnership Ceremonies in Maidenhead Ceremony Room			
Monday to Thursday (up to / including 3:30pm)	290.00	278.00	Discretionary
Monday to Thursday (after 3.30pm if available)	360.00	330.00	Discretionary
Friday to Saturday	360.00	330.00	Discretionary
Saturday (after 12pm if available)	460.00	440.00	Discretionary
Sunday	550.00	524.00	Discretionary
Bank Holiday	680.00	650.00	Discretionary

RESOURCES DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
Citizenship Ceremonies			
Per Ceremony	80.00	80.00	Non-discretionary
Private Citizenship Ceremonies - Register Office:			
Monday to Friday per individual	205.00	195.00	Discretionary
Monday Friday per couple / family	348.00	330.00	Discretionary
Saturday -individual or couple / family	348.00	330.00	Discretionary
Baby Naming And Reaffirmation (inclusive of VAT)			
Register Office - Monday to Thursday	325.00	305.00	Discretionary
Register Office - Friday and Saturday (up to 12pm)	365.00	345.00	Discretionary
Register Office - Saturday (after 12pm)	475.00	445.00	Discretionary
Register Office - Sunday	545.00	515.00	Discretionary
Register Office - Bank Holidays	625.00	585.00	Discretionary
Outside Venues - Monday to Thursday	465.00	435.00	Discretionary
Outside Venues - Friday and Saturday	605.00	570.00	Discretionary
Outside Venues - Sunday	695.00	655.00	Discretionary
Outside Venues - Bank Holidays	695.00	655.00	
Booking Fee	50.00	n/a	Discretionary
Changing the name on a venue license	45.00	42.00	Discretionary

PLACE DIRECTORATE	2024/25 £	2023/24 £	Discretionary / non-discretionary
CAR PARKING			
Alexandra, Windsor (198 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	2.30	2.00	Discretionary
1 to 2 hours	4.60	4.00	Discretionary
2 to 3 hours	7.00	6.10	Discretionary
3 to 4 hours	9.30	8.10	Discretionary
4 to 5 hours	14.70	12.80	Discretionary
Over 5 hours	18.60	16.20	Discretionary
Season tickets (3 months)	500.00	435.00	Discretionary
Season tickets (6 months)	990.00	860.00	Discretionary
Season tickets (per annum)	1,955.00	1,700.00	Discretionary
Alms Road, Windsor (130 spaces) - see separate tariff for Windsor Dials			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	2.30	2.00	Discretionary
1 to 2 hours	4.60	4.00	Discretionary
2 to 3 hours	7.00	6.10	Discretionary
3 to 4 hours	9.30	8.10	Discretionary
4 to 5 hours	14.70	12.80	Discretionary
Over 5 hours	18.60	16.20	Discretionary
Season tickets (3 months)	500.00	435.00	Discretionary
Season tickets (6 months)	990.00	860.00	Discretionary
Season tickets (per annum)	1,955.00	1,700.00	Discretionary
Ascot High Street (98 spaces)	Free	Free	Discretionary
The Avenue, Datchet (113 spaces)			
Charges apply Monday - Sunday 09.00-18.00 (Bank Holidays free)			
Up to 1 hour	1.40	1.20	Discretionary
1 to 2 hours	2.30	2.00	Discretionary
2 to 3 hours	4.60	4.00	Discretionary
3 to 4 hours	5.80	5.00	Discretionary
4 to 5 hours	8.30	7.20	Discretionary
Over 5 hours	9.90	8.60	Discretionary
Season tickets (3 months)	305.00	265.00	Discretionary
Season tickets (6 months)	575.00	500.00	Discretionary
Season tickets (per annum)	1,125.00	980.00	Discretionary
Boulton Lock, Maidenhead (87 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	1.40	1.20	Discretionary
1 to 2 hours	2.20	1.90	Discretionary
2 to 3 hours	3.00	2.60	Discretionary
3 to 4 hours	4.50	3.90	Discretionary
4 to 5 hours	5.80	5.00	Discretionary
Over 5 hours	7.10	6.20	Discretionary
Braywick Nature Park, Maidenhead 08:00-21:00 (12 spaces)	Free	Free	Discretionary
Braywick Sports Ground, Maidenhead (575 spaces)			
Charges apply Monday - Saturday 09.00-21.00 (Sundays and Bank Holidays free)			
Up to 1 hour	1.60	1.40	Discretionary
1 to 2 hours	3.30	2.90	Discretionary
2 to 3 hours	5.20	4.50	Discretionary
3 to 4 hours	6.80	5.90	Discretionary
4 to 5 hours	10.20	8.90	Discretionary
Over 5 hours	13.50	11.70	Discretionary
Season tickets (3 months)	220.00	190.00	Discretionary
Season tickets (6 months)	400.00	350.00	Discretionary
Season tickets (per annum)	760.00	660.00	Discretionary
Centrica, Windsor	Free	Free	Discretionary
<i>(Saturdays, Sundays & Bank Holidays in peak periods only - locked at 19:00 (134 spaces))</i>			
Coronation Road, Littlewick Green (24 spaces)	Free	Free	Discretionary
East Berks College, Windsor (112 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	2.10	1.80	Discretionary
1 to 2 hours	3.00	2.60	Discretionary
2 to 3 hours	4.40	3.80	Discretionary
3 to 4 hours	6.40	5.60	Discretionary
4 to 5 hours	9.60	8.30	Discretionary
Over 5 hours	12.10	10.50	Discretionary
Eton Court, Eton (57 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	2.20	1.90	Discretionary
1 to 2 hours	4.40	3.80	Discretionary
2 to 3 hours	6.70	5.80	Discretionary
3 to 4 hours	10.80	9.40	Discretionary
4 to 5 hours	13.30	11.60	Discretionary
Over 5 hours	15.30	13.30	Discretionary
Season tickets (3 months)	415.00	360.00	Discretionary
Season tickets (6 months)	815.00	710.00	Discretionary
Season tickets (per annum)	1,610.00	1,400.00	Discretionary
Grenfell Park, Maidenhead (18 spaces)	Free	Free	Discretionary
Grove Road, Maidenhead (82 spaces)			
Charges apply Monday - Saturday 09.00-21.00 (Sundays and Bank Holidays free)			
Up to 1 hour	2.10	1.80	Discretionary
1 to 2 hours	4.10	3.60	Discretionary
2 to 3 hours	6.10	5.30	Discretionary
Hines Meadow Multi Storey Maidenhead (1,280 spaces)			
Charges apply Monday - Saturday 09.00-21.00 (Sundays and Bank Holidays free)			
Up to 1 hour	1.40	1.40	Discretionary
1 to 2 hours	2.90	2.90	Discretionary
2 to 3 hours	4.50	4.50	Discretionary
3 to 4 hours	7.50	6.50	Discretionary
4 to 5 hours	8.30	7.20	Discretionary
Over 5 hours	13.30	11.60	Discretionary
Season tickets (3 months)	370.00	320.00	Discretionary
Season tickets (6 months)	715.00	620.00	Discretionary
Season tickets (per annum)	1,380.00	1,200.00	Discretionary
Home Park, Windsor (181 spaces)			
Charges apply Monday - Sunday 09.00-16.00 (Bank Holidays free)			
Up to 1 hour	1.50	1.30	Discretionary
1 to 2 hours	3.10	2.70	Discretionary
2 to 3 hours	5.60	4.90	Discretionary
3 to 4 hours	7.10	6.20	Discretionary
4 to 5 hours	8.30	7.20	Discretionary
Over 5 hours	10.20	8.90	Discretionary
Season tickets (3 months)	310.00	270.00	Discretionary
Season tickets (6 months)	600.00	520.00	Discretionary
Season tickets (per annum)	1,185.00	1,030.00	Discretionary

Horton Road, Datchet (60 spaces)			
Charges apply Monday - Sunday 09.00-18.00 (Bank Holidays free)			
Up to 1 hour	0.80	0.70	Discretionary
1 to 2 hours	1.50	1.30	Discretionary
2 to 3 hours	3.10	2.70	Discretionary
3 to 4 hours	4.50	3.90	Discretionary
4 to 5 hours	5.80	5.00	Discretionary
Over 5 hours	7.00	6.10	Discretionary
King Edward VII Ave, Windsor (192 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	2.20	1.90	Discretionary
1 to 2 hours	4.10	3.60	Discretionary
2 to 3 hours	6.70	5.80	Discretionary
3 to 4 hours	9.10	7.90	Discretionary
4 to 5 hours	11.00	9.60	Discretionary
Over 5 hours	12.80	11.10	Discretionary
Season tickets (3 months)	430.00	375.00	Discretionary
Season tickets (6 months)	860.00	750.00	Discretionary
Season tickets (per annum)	1,670.00	1,450.00	Discretionary
Meadow Lane, Eton (102 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	2.20	1.90	Discretionary
1 to 2 hours	4.40	3.80	Discretionary
2 to 3 hours	6.70	5.80	Discretionary
3 to 4 hours	10.80	9.40	Discretionary
4 to 5 hours	13.30	11.60	Discretionary
Over 5 hours	15.30	13.30	Discretionary
Season tickets (3 months)	415.00	360.00	Discretionary
Season tickets (6 months)	815.00	710.00	Discretionary
Season tickets (per annum)	1,610.00	1,400.00	Discretionary
Oak Lane (annual contract spaces for residents only)	60.00	60.00	Discretionary
River St, Windsor (145 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	6.80	5.90	Discretionary
1 to 2 hours	10.50	9.10	Discretionary
2 to 3 hours	13.30	11.60	Discretionary
3 to 4 hours	17.80	15.50	Discretionary
4 to 5 hours	20.50	17.80	Discretionary
Over 5 hours	25.50	22.20	Discretionary
Romney Lock, Windsor (94 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	2.20	1.90	Discretionary
1 to 2 hours	4.10	3.60	Discretionary
2 to 3 hours	6.70	5.80	Discretionary
3 to 4 hours	9.10	7.90	Discretionary
4 to 5 hours	11.00	9.60	Discretionary
Over 5 hours	12.80	11.10	Discretionary
Season tickets (3 months)	430.00	375.00	Discretionary
Season tickets (6 months)	860.00	750.00	Discretionary
Season tickets (per annum)	1,670.00	1,450.00	Discretionary
Stafferton Way Multi Storey, Maidenhead (576 spaces)			
Charges apply Monday - Saturday 09.00-21.00 (Sundays and Bank Holidays free)			
Daily charge	10.80	9.40	Discretionary
Season tickets (3 months)	370.00	320.00	Discretionary
Season tickets (6 months)	715.00	620.00	Discretionary
Season tickets (per annum)	1,380.00	1,200.00	Discretionary
Town Moor, Maidenhead (Blackmoor Lane) (28 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 3 hours	1.40	1.20	Discretionary
Over 3 hours	5.40	4.70	Discretionary
Trevelyan School, Windsor (76 spaces)			
Charges apply Monday - Sunday (including Bank Holidays), Monday - Friday 09.15-14.45 & 15.45-21.00, Saturday - Sunday 09.00-21.00			
Up to 1 hour	0.60	0.50	Discretionary
Up to 2 hours	1.20	1.00	Discretionary
Up to 3 hours	2.30	2.00	Discretionary
Over 3 hours	8.10	7.00	Discretionary
Victoria Street Multi Storey, Windsor (206 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	2.60	2.60	Discretionary
1 to 2 hours	4.40	4.40	Discretionary
2 to 3 hours	7.10	7.10	Discretionary
3 to 4 hours	14.00	12.20	Discretionary
4 to 5 hours	15.40	13.40	Discretionary
Over 5 hours	21.20	18.40	Discretionary
Vicus Way Multi Storey, Maidenhead (500 spaces)			
Charges apply Monday - Saturday 09.00-21.00 (Sundays and Bank Holidays free)			
Up to 1 hour	1.20	1.00	Discretionary
1 to 2 hours	2.30	2.00	Discretionary
2 to 3 hours	3.50	3.00	Discretionary
Over 3 Hours	6.90	6.00	Discretionary
Season tickets (1 month)	115.00	100.00	Discretionary
Season tickets (3 months)	345.00	300.00	Discretionary
Season tickets (6 months)	660.00	575.00	Discretionary
Season tickets (per annum)	1,265.00	1,100.00	Discretionary
West Street, Maidenhead (59 spaces)			
Charges apply Monday - Saturday 09.00-21.00 (Sundays and Bank Holidays free)			
Up to 1 hour	2.10	1.80	Discretionary
Up to 2 hours	4.10	3.60	Discretionary
Up to 3 hours	6.10	5.30	Discretionary
Windsor Dials (via Alma Road), Windsor (250 spaces)			
Car Park available on Saturdays, Sundays, Bank Holidays 09.00-21.00			
Up to 1 hour	2.30	2.00	Discretionary
1 to 2 hours	4.60	4.00	Discretionary
2 to 3 hours	7.00	6.10	Discretionary
3 to 4 hours	9.30	8.10	Discretionary
4 to 5 hours	14.70	12.80	Discretionary
Over 5 hours	18.60	16.20	Discretionary
Windsor Library (15 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (Bank Holidays free)			
Up to 30 mins	0.70	0.60	Discretionary
Up to 1 hour	3.30	2.90	Discretionary
1 to 2 hours	6.70	5.80	Discretionary
York House, Windsor (92 spaces)			
Weekends & Bank Holidays (up to 4 hours charge)	4.70	4.10	Discretionary
Weekends & Bank Holidays (over 4 hours charge)	9.30	8.10	Discretionary
Coach Park (Alma Road), Windsor (74 spaces)			
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)			
Up to 1 hour	17.50	14.00	Discretionary
Prepaid tickets (1 hour)	16.00	13.00	Discretionary
Up to 4 hours	35.00	29.00	Discretionary
Prepaid tickets (4 hours)	29.00	25.00	Discretionary
Up to 10 hours (equivalent to all day as evenings free)	45.00	39.00	Discretionary
Prepaid tickets (10 hours) (equivalent to all day as evenings free)	40.00	34.00	Discretionary
Christmas period (cars only)	4.00	3.50	Discretionary

Windsor Leisure Centre (249 spaces)				
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)				
Up to 1 hour	1.80		1.60	Discretionary
Up to 2 hours	2.80		2.40	Discretionary
Up to 3 hours	5.40		4.70	Discretionary
Up to 4 hours	15.40		13.40	Discretionary
Up to 5 hours	17.80		15.50	Discretionary
Over 5 hours	23.60		20.50	Discretionary
On-Street Parking				
Barry Avenue up to 1 hour	2.90		2.50	Discretionary
Barry Avenue 1 to 2 hours	5.90		5.10	Discretionary
St. Leonards Road (Shops) up to 1 hour	1.00		0.90	Discretionary
St. Leonards Road (Shops) 1 to 2 hours	2.50		2.20	Discretionary
Central (Includes Datchet Road, Park Street, Sheet Street, Victoria Street, Farm Yard & Thameside) up to 1 hour	1.70		1.50	Discretionary
Albert St, Alma Rd, Beaumont Rd, Bexley St, Clarence Rd, Duke St (charges apply Monday - Friday 08.30 - 17.30) up to 1 hour	0.90		0.80	Discretionary
Albert St, Alma Rd, Beaumont Rd, Bexley St, Clarence Rd, Duke St (charges apply Monday - Friday 08.30 - 17.30) 1 to 2 hours	1.70		1.50	Discretionary
Fawcett Rd, Frances Rd, Oxford Rd (charges apply Monday - Friday 08.30 - 17.30) up to 1 hour	0.90		0.80	Discretionary
Fawcett Rd, Frances Rd, Oxford Rd (charges apply Monday - Friday 08.30 - 17.30) 1 to 2 hours	1.70		1.50	Discretionary
Queens Rd, Vansittart Rd, Stovell Rd (charges apply Monday - Friday 08.30 - 17.30) up to 1 hour	0.90		0.80	Discretionary
Queens Rd, Vansittart Rd, Stovell Rd (charges apply Monday - Friday 08.30 - 17.30) 1 to 2 hours	1.70		1.50	Discretionary
Alma Rd, Clarence Rd, St Leonards Rd (charges Apply Monday - Sunday 8am - 8pm) up to 1 hour	0.90		0.80	Discretionary
Alma Rd, Clarence Rd, St Leonards Rd (charges Apply Monday - Sunday 8am - 8pm) 1 to 2 hours	1.70		1.50	Discretionary
Alexandra Rd, Claremont Rd, Devereux Rd, Dorset Rd, Grove Rd, St Leonards Ave, St Marks Rd, Helena Rd up to 1 hour	1.30		1.10	Discretionary
The Avenue & Windsor Road (Datchet) up to 1 hour	1.30		1.10	Discretionary
The Avenue & Windsor Road (Datchet) 1 to 2 hours	2.20		1.90	Discretionary
The Avenue & Windsor Road (Datchet) 2 to 3 hours	4.40		3.80	Discretionary
The Avenue & Windsor Road (Datchet) 3 to 4 hours	5.30		4.60	Discretionary
The Avenue & Windsor Road (Datchet) over 4 hours	7.90		6.90	Discretionary
Eton (2 hour maximum stay) up to 30 minutes	0.80		0.70	Discretionary
Eton (2 hour maximum stay) up to 1 hour	2.70		2.30	Discretionary
Eton (2 hour maximum stay) up to 2 hours	4.00		3.50	Discretionary
Penalty Charge Notices				
Higher level contraventions	70.00		70.00	Non-discretionary
Higher level contraventions discounted if paid within 14 days	35.00		35.00	Non-discretionary
Lower level contraventions	50.00		50.00	Non-discretionary
Lower level contraventions discounted if paid within 14 days	25.00		25.00	Non-discretionary
Fixed Penalty Notices				
Fixed Penalty Notice for fly tipping 1 item £100 (litter) Small (up to 6 bags) £400 Large £1,000	1,000.00		400.00	Non-discretionary
Fixed Penalty Notice for failing to produce documentation for the transfer of waste	300.00		300.00	Non-discretionary
Fixed Penalty Notice for duty of care, reduced to £180 if paid within 14 days	300.00		300.00	Non-discretionary
Fixed Penalty Notice for littering reduced to £100 if paid within 14 days	150.00		100.00	Non-discretionary
Fixed Penalty Notice for dog fouling and other dog control offences, reduced to £100 if paid within 14 days	150.00		100.00	Non-discretionary
Fixed Penalty Notice for flyposting/graffiti, reduced to £75 if paid within 14 days	100.00		100.00	Non-discretionary
Business permits				
Business parking permits				
Windsor: outer areas				
First permit	850.00		720.00	Discretionary
Second permit	1,000.00		840.00	Discretionary
Third permit	1,100.00		950.00	Discretionary
Windsor: inner areas				
Eton and Datchet first permit	420.00		360.00	Discretionary
Eton and Datchet second permit	300.00		200.00	Discretionary
Eton and Datchet third permit	500.00		420.00	Discretionary
Eton and Datchet fourth permit	700.00		580.00	Discretionary
Eton and Datchet fourth permit	900.00		800.00	Discretionary
Parking suspensions and dispensations				
Suspension of parking bay (per bay)	35.00		27.00	Discretionary
Parking dispensations - late charge	70.00		60.00	Discretionary
Parking dispensations - 1st day	35.00		27.00	Discretionary
Parking dispensations - additional days	7.00		6.00	Discretionary
Parking dispensations - 1 week	60.00		49.00	Discretionary
Parking dispensations - 2 weeks	95.00		82.00	Discretionary
Parking dispensations - 3 weeks	130.00		115.00	Discretionary
Parking dispensations - 4 weeks	160.00		143.00	Discretionary
Special parking / access permit	70.00		60.00	Discretionary
Special parking/ access permit - late charge	70.00		60.00	Discretionary
Permits (including Electric vehicles)				
	Consultation Option A:	Consultation Option B:		
	Resident Permit Charges	Resident Permit Charges		
1st Resident Permit	75.00	50.00	50.00	Discretionary
2nd Resident Permit	150.00	225.00	75.00	Discretionary
3rd Resident Permit	220.00	330.00	110.00	Discretionary
2 hours Visitor Voucher	1.50	1.50	1.00	Discretionary
6 hours Visitor Voucher	3.00	3.00	2.00	Discretionary
24 hours Visitor Voucher	4.50	4.50	4.00	Discretionary
1st Visitor Permit	100.00	100.00	55.00	Discretionary
2nd Visitor Permit	150.00	150.00	75.00	Discretionary
3rd Visitor Permit	220.00	220.00	110.00	Discretionary
1st Waiver Permit	100.00	100.00	55.00	Discretionary
2nd Waiver Permit	150.00	150.00	75.00	Discretionary
3rd Waiver Permit	220.00	220.00	110.00	Discretionary
Commercial Permits	300.00	300.00	165.00	Discretionary

Equality Impact Assessment – Fees & Charges changes

Background Information

Service area:	Discretionary Fees & charges relating to all service areas, except Childrens Services
Directorate:	See above
Proposal:	Non-statutory Fees & Charges
Completed by: Adrian Neighbour Date: 20/11/23	Approved by: Becky Hatch Date: 21/11/23

Provide a brief explanation of the budget proposal/s:

- What are the intended outcomes?
- Who will be affected by the proposal?
- Does this conflict with any statutory responsibilities or requirements?

The early adoption of increases in non-statutory fees and charges (F&C's) within the remaining financial year 2023/24 (from: 1/1/2024) & full financial year 2024/25 is intended to increase the income available to the Council, to help ameliorate financial pressures. The low council tax payable by residents in the Royal Borough means that income from residents is limited and this approach will increase the council's income and help to reduce the budget gap.

The list of proposed fees and charges which will be increased is wide ranging and is not displayed in full here. Most of these proposals reflect changes to existing fees and charges; a smaller number are new fees and charges to services or facilities that were previously free.

This impact assessment relates to fees and charges planned by all council services, except for Children's Services. Any increase in fees and charges will have a greater impact on those who have fewer financial resources, and those who use the specific affected services. A full list of all proposed increases to fees and charges are set out within Appendices A & B of the accompanying Fees and Charges Cabinet Report.

A summary of the selected fees and charges which are likely to have particular equality impacts can be found below.

Adults

Residential placement charges
 Respite provision for people with learning disabilities
 Day centre and day activities fees
 Transport for people with learning disabilities and older adults

Place

Parking charges

Allotment fees

Resources

Library computer fees

Bus pass replacement

The proposed changes in relation to parking fees and charges are due to go out to public consultation in December 2023, for implementation in February 2024, following consideration of consultation feedback. Public consultations are not planned for the other proposed fees and charges increases, although engagement will take place with service users, as appropriate.

Equality Impact Analysis

	How do the protected characteristics influence the needs of individuals within this proposal? How might these characteristics affect the impact of the proposal? (If no influence on impact, state 'N/A')	Potential positive impact (Tick where relevant)	Potential negative impact (Tick where relevant)
Age	A number of the proposed increases will impact upon services aimed specifically at older people, particularly the increases to charges associated with Adult Services such as residential care, Meals on Wheels, etc. Increases to fees and charges may result in older people and their carers reducing their use of certain services..		✓
Disability	A number of the proposed increases will impact upon services aimed specifically at people with disability and their carers, particularly the increases to charges associated with Adult Services such as day centres, transport, and respite provision. Increases to fees and charges may result in disabled people and their carers reducing their use of certain services.		✓
Sex	Fees and charges increases will impact all sections of the population, but are not expected to disproportionately affect people on the basis of sex.		✓
Race, Ethnicity and Religion/Belief	Fees and charges increases will impact all sections of the population, but are not expected to disproportionately affect people		

	on the basis of race, ethnicity or religion/belief.		
Sexual Orientation and Gender Reassignment	Fees and charges increases will impact all sections of the population, but are not expected to disproportionately affect people on the basis of sexual orientation or gender reassignment.		
Pregnancy and Maternity	Fees and charges increases will impact all sections of the population, but are not expected to disproportionately affect people on the basis of pregnancy and maternity.		
Care experience (children in care and care leavers)	Children's Services are not affected by these proposals. Fees and charges increases will impact all sections of the population, but are not expected to disproportionately affect people on the basis of care experience.		
Socio-economic disadvantage (e.g. low income, poverty)	Residents on low income and experiencing socio-economic disadvantage will be more affected by increases in fees and charges than the rest of the population due to their reduced financial resources. Some charges may also disproportionately affect those on lower incomes, such as charges for the use of library computer which are more likely to impact those who do not have access to a computer at home.		✓
Marriage and Civil Partnership (in respect of employment discrimination only)	Fees and charges increases will impact all sections of the population, but are not expected to disproportionately affect people on the basis of marriage and civil partnership		
Armed Forces Community (in respect of access to public services)	Fees and charges increases will impact all sections of the population, but are not expected to disproportionately affect people on the basis of their membership of the Armed Forces community		

Where a potential negative impact has been identified, what measures would be put in place to mitigate or minimise it?

- Increases in Adult Service Transport costs for the elderly and the disabled are to be kept at the rate of inflation. The service will engage with service users to communicate the changes.
- Adult Service Homecare charges are to be set at 'cost' or below the rate of inflation. The service will engage with service users to communicate the changes.
- Adult Service care meals-on-wheels service are to be set at below the rate of inflation. The service will engage with service users to communicate the changes.
- The council will engage with service users of adults services who pay per session to communicate the fees increase.
- F&C's relating to Deputyships & Winding-up of Estates are to be set below the rate of inflation.

- Tapered charging structure relating to 1st Resident/Visitor/Waiver permits, together with 24hrs visitor permits serve to help single/lower income households with single car ownership.
- Parking charges in the two main town centre shopping car parks (Hines Meadow and Victoria Street) are proposed to be frozen for the first three hours of parking, and the one hour free resident parking offer will be retained.
- Non-discretionary F&C's relating to the Blue Badge Scheme are to be frozen.
- Charges on use of computers in libraries are to be frozen, and retaining 45 minutes free for Advantage Card holders to avoid negative impacts on those without computer access at home.
- Marriage and Civil Partnership Ceremonies in Licenced Venues are to be set below the rate of inflation.
- F&C's relating to the replacement of bus passes are to be kept at the rate of inflation.