

Proposed Fees and Charges from 1st April 2023 - Directorate of Adults Care and Health Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) % %
SOCIAL CARE SERVICES						
Whitley Wood Hostel - Respite LD Day Services	Weekday - 1:1 Bed	Night	605.00		23.30	4.0%
	1:4 Service	Day	89.30		3.50	4.1%
	1:2 Service	Day	140.10		5.40	4.0%
	1:1 Service	Day	242.20		9.40	4.0%
Maples Resource Centre (Day Care)		Day	49.90		1.90	4.0%
Day Centre Meals		Meal	5.20	6.24	0.20	4.0%
Home Care Services - CRT	Use of Reading Borough Council services after reablement period Rate 1	Hour	21.00		0.80	4.0%
	Use of Reading Borough Council services after reablement period Rate 2	Hour	42.80		1.70	4.1%
OTHER CHARGES						
Self Funder	Set up charge	Once	338.30		13.10	4.0%
	Annual Fee	Year	278.20		10.70	4.0%
Deferred Payment Agreement (DPA)	Set-up Fees (excluding Land Registry fees, property valuation fees if required, cost of specialist legal/financial advice if required, which are recharged at actual cost to the Council on a case by case basis).	Once	Please refer to DoR Legal Services item 'Deferred Payment Agreement Flat Fee'			
	Admin set up Fee (Other administrative set-up costs)	Once	168.90		6.50	4.0%
Deferred Payment Agreement (DPA) & Interim Funding Arrangement	Annual Fee (excluding property valuation fees, Land Registry fees, cost of specialist legal/financial advice which are recharged at actual cost to the Council on a case by case basis if required).	Year	270.40		10.40	4.0%
SMALL GROUP HOMES - Supported Living						
Stanshawe Rd	All rooms	Week	137.40		9.01	7.0%
Parkhurst Dr	Room 1,2,5 & 6	Week	143.20		9.46	7.1%
	Room 3	Week	137.40		9.01	7.0%
York Rd	All rooms	Week	137.40		9.01	7.0%
Wensley Rd	All rooms	Week	137.40		9.01	7.0%
Alexandra Road	All rooms	Week	143.20		9.46	7.1%
Northumberland Ave	All rooms	Week	137.40		9.01	7.0%
Liebenrood Rd	All rooms	Week	209.50		13.75	7.0%
Argyle Rd	All rooms	Week	137.40		9.01	7.0%
Corwen Rd	All rooms	Week	143.20		9.46	7.1%
Appleford Rd	All rooms	Week	137.40		9.01	7.0%
Great Knollys St	All rooms	Week	137.40		9.01	7.0%
Bob Green Court	All rooms	Week	137.40		9.01	7.0%
Focus House	All rooms	Week	137.40		9.01	7.0%

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
STRATEGIC TRANSPORT						
Concessionary Fares Replacement Pass	Market Rate	Each	10.83	13.00	0.41	3.9%
Car Park Charge at Mere oak Park & Ride Site	Concession Rate	Each	0.83	1.00	0.00	0.0%
Access Fee for the Reading Transport Model	Market Rate	Each	450.83	541.00	17.50	4.0%
Buzz 42 Bus Ticket	Single Ticket	Each	0.92	1.10	0.00	0.0%
PARKING PERMITS						
Parking Permits	Business	Each	318.00		15.00	5.0%
	Carer Permit	Each	0.00		0.00	N/A
	Carer Permit (Offline)	Each	0.00		0.00	N/A
	Charity Discretionary FOC	Each	0.00		0.00	N/A
	Charity Discretionary	Each	139.00		7.00	5.3%
	Charity Visitor (Discretionary)	Each	26.00		1.00	4.0%
	Charity/Community Agency FOC	Each	0.00		0.00	N/A
	Charity/Community Agency	Each	139.00		7.00	5.3%
	Chester Street Car Park	Each	0.00		0.00	N/A
	Disc. Business Visitor Permit	Each	26.00		1.00	4.0%
	Disc. Resident Visitor Permit FOC	Each	0.00		0.00	N/A
	Disc. Resident Visitor Permit	Each	26.00		1.00	4.0%
	Discretionary (Business)	Each	382.00		18.00	4.9%
	Discretionary (Nannies)	Each	382.00		18.00	4.9%
	Discretionary (Resident) 1st	Each	46.00		2.00	4.5%
	Discretionary (Resident) 2nd	Each	173.00		8.00	4.8%
	Discretionary (Resident) 3rd	Each	348.00		17.00	5.1%
	Discretionary (Residents) 1st	Each	46.00		2.00	4.5%
	Discretionary (Residents) 2nd	Each	173.00		8.00	4.8%
	Discretionary (Residents) 3rd	Each	348.00		17.00	5.1%
	Discretionary (Teachers)	Each	46.00		2.00	4.5%
	Discretionary (Visitor) FOC	Each	0.00		0.00	N/A
	Discretionary (Visitor)	Each	26.00		1.00	4.0%
	Discretionary (Visitors) FOC	Each	0.00		0.00	N/A
	Discretionary (Visitors)	Each	26.00		1.00	4.0%
	Discretionary Business Permit	Each	382.00		18.00	4.9%
	Discretionary Business Visitor	Each	26.00		1.00	4.0%
	Emergency cover	Each	34.00		2.00	6.3%
	Foreign Vehicle	Each	382.00		18.00	4.9%
	HealthCare Professional Permit	Each	46.00		2.00	4.5%
	Landlord (Annual Permit)	Each	382.00		18.00	4.9%
	Landlord (daily)	Each	12.00		1.00	9.1%
	Medical Practitioner Permit	Each	46.00		2.00	4.5%
	Resident Permit 1st Permit	Each	46.00		2.00	4.5%
	Resident Permit 2nd Permit	Each	173.00		8.00	4.8%
	Resident Permit (Offline) 1st Permit	Each	46.00		2.00	4.5%
	Resident Permit (Offline) 2nd Permit	Each	173.00		8.00	4.8%
	Special Vehicle Access	Each	0.00		0.00	N/A
	Special Vehicle Permit - Daily	Each	0.00		0.00	N/A
	Temporary - All Zones	Each	18.00		1.00	5.9%
Temporary - Resident	Each	18.00		1.00	5.9%	
Temporary - Resident (Offline)	Each	18.00		1.00	5.9%	
Temporary - scratchcard	Each	18.00		1.00	5.9%	
Tradesperson (Annual Permit)	Each	382.00		18.00	4.9%	
Tradesperson (Daily)	Each	8.00		0.00	0.0%	
Tradesperson (scratchcard)	Each	12.00		1.00	9.1%	
Visitor (Business)	Each	26.00		1.00	4.0%	
Visitor (Charity/Community)	Each	26.00		1.00	4.0%	
Visitor Resident (Offline) FOC	Each	0.00		0.00	N/A	
Visitor Resident (Offline)	Each	26.00		1.00	4.0%	
Visitor Resident Permit FOC	Each	0.00		0.00	N/A	
Visitor Resident Permit	Each	26.00		1.00	4.0%	

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
NEIGHBOURHOODS - STREET SCENE						
Mooring	Standard	24 hrs.	8.33	10.00	0.41	5.2%
	Standard	up to 4hrs	3.75	4.50	0.42	12.6%
Allotments	Site Category A Standard	Per year Per 25 sqm	8.10		0.30	3.8%
	Site Category A YRP discount	Per year Per 25 sqm	7.30		0.30	4.3%
	Site Category A Concession	Per year Per 25 sqm	1.30		0.05	4.0%
	Site Category B Standard	Per year Per 25 sqm	6.00		0.20	3.4%
	Site Category B YRP discount	Per year Per 25 sqm	5.50		0.20	3.8%
	Site Category B Concession	Per year Per 25 sqm	1.00		0.05	5.3%
	Site Category C Standard	Per year Per 25 sqm	4.10		0.20	5.1%
	Site Category C YRP discount	Per year Per 25 sqm	3.60		0.10	2.9%
	Site Category C Concession	Per year Per 25 sqm	0.70		0.05	7.7%
	Start Up Fees Standard	Each	45.10		1.71	3.9%
	Shed Rental	Each	15.10		0.60	4.1%
	Chickens	Per year Per 25 sqm	15.10		0.60	4.1%
	HIGHWAYS					
Drainage Works	Rodding - Daytime	Each	Price on Application			
	Rodding - Out of Hours	Each				
	Jetting - Daytime	Each				
	Jetting - Out of Hours	Each				
	Cesspools & Septic Tanks	per 1000 gallons				
	CCTV Surveys	Each				
	Recovery of property from gullies	Each				
Out of Hours Call Out	Fixed fee for standby and vehicle costs	Per call out				
Accident Reclaims	Administration Fee	Each				
	Inspectors Visit	Each				
Administration Charges	Reproduction of Agreements	Each				
	Reproduction of plan	Each				
Footway Crossings	Application Fee - inc 1 visit (Council contractor)	Each				
	Application Fee (own contractor)	Each				
	Additional visit - measure etc.	Each				
	Developer - 1 property	Each				
	Developer - 2 to 5 properties	Each				
	Developer - 6 properties	Each				

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
HIGHWAYS						
Solicitor Enquiries	Map Reproduction	first plan	58.00		2.00	3.6%
	Map Reproduction	Each additional plan	27.50		1.25	4.8%
	Supervision Of Works (Project <£250k)	cost of works	Price on Application			
	Design Check & Admin (Project <£250k)	cost of works				
	Supervision Of Works (Project >£250k)	cost of works				
	Design Check & Admin (Project >£250k)	cost of works				
Skip Licences	Skip permit application and first 2 weeks	Each	87.40		3.40	4.0%
	Skip permit fee for each additional week	Each	39.50		1.50	3.9%
	Labour cost (clean up team) per hour	Each	Price on Application			
	Tipping waste (transportation and disposal cost) per tonne	Each				
A-Boards	Application fee	Each	114.00		4.00	3.6%
	Annual Licence fee	Each	83.00		3.00	3.8%
	Recovery of A board from store	Each	63.00		2.50	4.1%
Miscellaneous Income	Scaffold / Hoarding Licence Fee - Resident	Up to 4 weeks	191.00		7.42	4.0%
	Scaffold / Hoarding Licence Fee - Commercial	Up to 4 weeks	317.00		12.83	4.2%
	Scaffold / Hoarding Licence Fee - Renewal	Further period of up to 4 weeks.	146.00		5.67	4.0%
	Stopping up of the public highway applications	Each	895.00		35.00	4.1%
	S171 Licence (e.g. works on highway or store building material on the highway)	Up to 4 weeks	455.00		20.00	4.6%
		each additional week or part week	30.00		2.00	7.1%
	S142 Licence to plant on highway	Each	220.00		9.17	4.3%
	S177 Projection over highway	Each	455.00		19.67	4.5%
	Consenting on ordinary watercourse	Each	50.00		0.00	0.0%
	Swapouts	Each	435.00		16.67	4.0%
	Application fee for access protection markings to existing footway crossings	Each	Price on Application			
	Provision of new access protection marking up to 5m long	Each				
	Provision of new access protection marking each additional metre over 5m	Metre				
	Refreshing access protection marking up to 5m long	Each				
Refreshing access protection marking each additional metre	Metre					
Access control/Key for lockable bollard fee	Each					

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
NEIGHBOURHOODS - WASTE						
Special Collections	Collection of 3 Items	Each	52.50		0.00	0.0%
	Collection of 3 Items - Concession	Each	39.40		0.00	0.0%
	Each additional item	Each	8.40		0.00	0.0%
	Fridge freezers - Domestic fridge/freezer (tall)	Each	50.40		0.00	0.0%
	Fridge freezers - Concession	Each	37.80		0.00	0.0%
	Cancellation charge (less than 3 days before collection)	Each	11.80		0.00	0.0%
	- Half load	1/2 load	Price on Application			
	- Full load	1 Load	Price on Application			
Trade Waste	Trade General sack in multiples of 50	Per 50	156.00		6.00	4.0%
	Trade recycling sack in multiples of 50	Per 50	106.60		4.10	4.0%
Bins (Wheeled/other)	240 litre new (plastic) - Domestic residual	Each	62.40		2.40	4.0%
	240 litre replacement - recycling (new developments)	Each	62.40		2.40	4.0%
	140 litre new or replacement bin	Each	25.00		1.00	4.2%
	23 litre food waste caddies	Each	0.00		0.00	0.0%
	5 litre food caddies	Each	0.00		0.00	0.0%
	180 litre food waste bin for managing agents and new developments	Each	37.40		1.40	3.9%
	240l litre food waste bins for managing agents and new developments	Each	62.40		2.40	4.0%
	240 litre replacement - recycling (Resident)	Each	0.00		0.00	0.0%
	360 litre new (plastic) - Domestic	Each	83.20		3.20	4.0%
	1100 litre (steel) - Trade Waste	Each	Price on Application			
	1100 litre (Plastic) - Trade Waste	Each	Price on Application			
	Delivery of 1100ltr Bin	Each	8.30		0.30	3.8%
	Green Waste	Green Waste Service Bin	Per annum	67.20		2.60
Green Waste Service Bin (Concession)		Per annum	50.50		2.00	4.1%
Green Waste Service Bag		Per annum	24.00		1.00	4.3%
Green Waste Service Bag (Concession)		Per annum	18.00		0.80	4.7%
New/Replacement Green Waste Bin		Each	50.00		2.20	4.6%
New/Replacement Green Waste Bag		Each	15.00		0.50	3.4%
Hazardous Clinical Waste Collections - per property per collection		Each	Price on Application			
Exterior Cleansing and Graffiti Removal	Graffiti removal - call out and first hour	Each	Price on Application			
	Each additional hour of graffiti removal	Each				
	Emergency biohazard clearance	minimum per job				
	Machine sweeping	minimum per job + tipping				
	Fly tip removal	minimum per job + tipping				
	+ additional labour	minimum per job				

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
HOUSING						
Temporary Accommodation Charges - B&B	One Room	Each	Rent + variable service charge per property is charged			
	Two Room	Each				
Temporary Accommodation charges Base Rent - non B&B	One Room/One Bedroom	Each				
	Two Bedrooms	Each				
	Three Bedrooms	Each				
Temporary Accommodation charges Service Charge - non B&B	One Room/One Bedroom	Each				
	Two Bedrooms	Each				
	Three Bedrooms	Each				
Garage Rental (Weekly)						
Category A	Council Tenant	Each	16.30		0.66	4.2%
	Disabled Council Tenant	Each	15.20		0.57	3.9%
	Other Borough Resident	Each	16.25	19.50	0.61	3.9%
	Disabled Borough Resident	Each	15.17	18.20	0.54	3.7%
Category B	Council Tenant	Each	12.00		0.52	4.5%
	Disabled Council Tenant	Each	10.90		0.44	4.2%
	Other Borough Resident	Each	12.00	14.40	0.52	4.5%
	Disabled Borough Resident	Each	10.92	13.10	0.46	4.4%
LIBRARIES						
Overdue Charges	Adult Book - daily (to a maximum of £10.00)	Item	0.00		-0.30	-100.0%
	Children's Book - Daily (to a maximum of £3.00)	Item	0.00		-0.15	-100.0%
	Children's CD - Story/Teen (to a maximum of £4.00)	Item	0.00		-0.15	-100.0%
	CD - SINGLE (to a maximum of £12.00)	Item	0.00		-0.50	-100.0%
	CD - Set (to a maximum of £15.00)	Item	0.00		-0.50	-100.0%
	DVD (to a maximum of £15.00)	Item	0.00		-1.50	-100.0%
Hire Charges	Children's CD - Story/Teen	21 Days	0.00		0.00	0.0%
	CD - Single	21 Days	0.00		-1.00	-100.0%
	CD Set 2-6	21 Days	0.00		-1.00	-100.0%
	CD Set 7+	21 Days	0.00		-1.00	-100.0%
	DVD - 1-2	7 Days	0.00		-2.00	-100.0%
	DVD Set 3-6	7 Days	0.00		-4.50	-100.0%
	DVD Set 7+	7 Days	0.00		-4.00	-100.0%
	Children's DVDS	7 Days	0.00		-2.00	-100.0%
	Audio Visual Subscription (unlimited)	per year	0.00		-60.00	-100.0%
Children's activity Sessions	Cost recovery fee	Per child	1.00		0.00	0.0%
Reservations	Selms requests	Item	3.50		0.00	0.0%
	In stock	Item	0.00		-0.75	-100.0%
	From the British Library	Item	17.00		7.00	70.0%
	Periodical Articles	Item	17.00		7.00	70.0%
Photocopies	A4	per sheet	0.15		0.00	0.0%
	A3	per sheet	0.30		0.00	0.0%
Printing from Public Computers	A4 - Black & White	per sheet	0.20		0.05	33.3%
	A4 - Colour	per sheet	0.30		0.00	0.0%
Replacement Cards	Library Card Replacement or Provision of pin for Library Card	Item	3.10		0.10	3.3%
Local Studies Camera Licence		per day	5.20		0.20	4.0%
Local Studies High Res Scanning		per image	2.10		0.10	5.0%
Fee for postal item lost notice		per letter	1.00		0.00	0.0%

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
LIBRARIES						
Admin fee for lost/damaged stock		per item	5.20		0.20	4.0%
Overdue Charges	Toy - Small - Daily (To a max of 6.00)	Item	0.00		-0.50	-100.0%
	Toy - Large - Daily (To a max of 15.00)	Item	0.00		-0.50	-100.0%
Vocal Sets Service (RBC Residents)	Borrowing from Reading stock	Set	6.20		0.20	3.3%
	Overdue charges	Set	6.20		0.20	3.3%
Vocal Sets Service (Non-RBC Residents)	Borrowing from Reading stock	Set	11.40		0.40	3.6%
Orchestral Set Service	Booking fee	Set	11.40		0.40	3.6%
	Overdue charges	Set	6.20		0.20	3.3%
Drama Sets Service	Borrowing from Reading stock	Set	6.20		0.20	3.3%
	Overdue charges	Set	As per Adult Book			
Book Club Service (RBC Residents)	Annual subscription for group	Group	21.00		1.00	5.0%
	Borrowing from Reading stock	Set	0.00		0.00	
	Overdue charges	Set	As per Adult Book			
Book Club Service (Non-RBC Residents)	Annual subscription for group	Group	31.00		1.00	3.3%
	Borrowing from Reading stock	Set	8.30		0.30	3.8%
	Overdue charges	Set	As per Adult Book			
Lost (in print items)	Full cost of replacement + £5.20 admin fee	Item	Varies by item			
Lost (out of print items)	£20 + £5.20 Admin fee	Item	26.00		1.00	4.0%
Damaged Items	Varies by item	Item	Varies by item			
Withdrawn Stock	Varies by item	Item	Varies by item			
Photocopying (serviced)	A4 black and white	Sheet	0.50		0.00	0.0%
Photocopying (serviced)	A4 colour	Sheet	0.50		0.00	0.0%
	A3 black and white	Sheet	0.50		0.00	0.0%
	Service charge (does not include postage)	Transaction	6.80		0.30	4.6%
Printing from microform	A4 print	Sheet	1.00		0.00	0.0%
	A3 print	Sheet	1.00		0.00	0.0%
Printing from microform (serviced)	A4 print	Sheet	1.00		0.00	0.0%
	A3 print	Sheet	1.00		0.00	0.0%
	Service charge (does not include postage)	Service	6.20		0.20	3.3%
Copies of Local Studies Images	Email	Image	3.10		0.10	3.3%
	Printed - glossy paper	Image	5.20		0.20	4.0%
Study Carrels	10:00-13:00	Session	4.00		0.00	0.0%
	13:00-closing time (17:00/19:00)	Session	4.00		0.00	0.0%
Library Display Panels		Booking	11.00		1.00	10.0%
Toy Library	Membership childminders/playgroups	Annual	15.60		0.60	4.0%
	Membership parents	Annual	5.20		0.20	4.0%
	Membership schools/nurseries/providers	Annual	78.00		3.00	4.0%
Hire Charges	Toy Small item	Item	1.00		0.00	0.0%
	Toy Large item	Item	1.00		0.00	0.0%
	Toy Large/Very large item	Item	1.00		0.00	0.0%
Libraries - gallery fee	Libraries	fortnight	52.00		2.00	4.0%
Libraries - room hire	Hire of a library space	Per Hour	31.20		1.20	4.0%

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
PRIVATE SECTOR HOUSING						
Licence for house in multiple occupancy	Band A Licence Fee (Accredited Landlord - proof required)	per application	717.60		27.60	4.0%
	Band B Licence Fee (Non accredited landlords)	per application	800.80		30.80	4.0%
	Charge per additional sleeping room over 5	per application	26.00		1.00	4.0%
	Band A Renewal Fee	per application	410.80		15.80	4.0%
	Band B Renewal Fee	per application	494.00		19.00	4.0%
Non Statutory Charge	Assistance with completing the on line HMO Licence application	Hourly	86.67	104.00	3.34	4.0%
Non Statutory Inspection Charge	Fee HMO inspection, report, drawing up plans and assisting with the completion of the licence application form	up to 6 hours	510.00	612.00	19.70	4.0%
Non Statutory Inspection Charge	Fee for non-statutory inspection to provide advice and a report. Charge for up to 2 hours and does not include drawing up plans or completing HMO licence application	up to 2 hours	169.83	203.80	6.50	4.0%
Administration Charges	Fee for bounced cheque, copy of notices, copy of HMO licence, landlord information pack , HMO licence register	per transaction	31.75	38.10	1.25	4.1%
Provision of Factual Statement	Factual Statement	per statement	350.42	420.50	13.52	4.0%
Non Statutory Inspection Charge	Inspection and schedule of works for empty homes	up to 4 hours	340.00	408.00	13.13	4.0%
LICENSING						
PREMISES LICENCES						
Gambling - Adult Gaming Centre Premises Licence	new application - 1st time of licencing	per licence	1,447.00		56.00	4.0%
	annual fee	per licence	1,000.00		0.00	0.0%
	variation	per licence	1,000.00		12.00	1.2%
	transfer	per licence	1,200.00		0.00	0.0%
	re-instatement	per licence	1,040.00		40.00	4.0%
	provisional statement	per statement	1,404.00		54.00	4.0%
	provisional statement - holder	per licence	1,040.00		40.00	4.0%
	copy of licence	per licence	23.00		1.00	4.5%
Gambling - Betting (Other) Premises licence	new	per licence	1,285.00		49.00	4.0%
	annual fee	per licence	514.00		20.00	4.0%
	variation	per licence	857.00		33.00	4.0%
	transfer	per licence	911.00		35.00	4.0%
	re-instatement	per licence	911.00		35.00	4.0%
	provisional statement	per statement	1,285.00		49.00	4.0%
	provisional statement - holder	per licence	857.00		33.00	4.0%
	copy of licence	per licence	25.00		3.00	13.6%
Gambling - Bingo Premises licence	new	per licence	2,379.00		92.00	4.0%
	annual fee	per licence	911.00		35.00	4.0%
	variation	per licence	1,178.00		45.00	4.0%
	transfer	per licence	1,200.00		0.00	0.0%
	re-instatement	per licence	1,200.00		0.00	0.0%
	provisional statement	per statement	2,472.00		95.00	4.0%
	provisional statement - holder	per licence	1,237.00		48.00	4.0%
	copy of licence	per licence	25.00		2.00	8.7%
Gambling - Casino Premises licence	new - 1st time licence	per licence	1,291.00		50.00	4.0%
	annual fee	per licence	1,574.00		61.00	4.0%
	variation	per licence	1,686.00		65.00	4.0%
	transfer	per licence	1,473.00		57.00	4.0%
	re-instatement	per licence	1,419.00		55.00	4.0%
	copy of licence	per licence	25.00		2.00	8.7%
	notification of change	per licence	25.00		2.00	8.7%

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %	
LICENSING							
Gambling - Family Entertainment Centre Premises Licence	new	per licence	1,910.00		73.20	4.0%	
	annual fee	per licence	750.00		0.00	0.0%	
	variation	per licence	956.00		37.00	4.0%	
	transfer	per licence	950.00		31.00	3.4%	
	re-instatement	per licence	950.00		31.00	3.4%	
	provisional statement	per statement	2,023.00		78.00	4.0%	
	provisional statement - holder	per licence	899.00		35.00	4.1%	
	copy of licence	per statement	25.00		2.00	8.7%	
	notification of change	per statement	25.00		2.00	8.7%	
Gambling - Track premises licence	new	per statement	1,911.00		74.00	4.0%	
	annual fee	per statement	1,000.00		0.00	0.0%	
	variation	per statement	956.00		37.00	4.0%	
	transfer	per licence	950.00		31.00	3.4%	
	re-instatement	per licence	950.00		31.00	3.4%	
	provisional statement	per statement	2,023.00		78.00	4.0%	
	provisional statement - holder	per licence	899.00		35.00	4.1%	
	copy of licence	per licence	25.00		2.00	8.7%	
	notification of change	per licence	25.00		2.00	8.7%	
Unlicensed Family Entertainment Centre	New	per permit	300.00		0.00	0.0%	
	Renewal	per permit	300.00		0.00	0.0%	
	Change of Name	per permit	25.00		0.00	0.0%	
	Copy of Permit	per permit	15.00		0.00	0.0%	
	Prize Gaming Permit	Permit	per permit	300.00		0.00	0.0%
		Renewal	per permit	300.00		0.00	0.0%
		Change of Name	per permit	25.00		0.00	0.0%
		Copy of Permit	per permit	15.00		0.00	0.0%
Sex Shop Licence	Grant/Renewal of Licence	per licence	1,180.00		45.00	4.0%	
Sex Entertainment Licence (SEV)	Grant of Licence	per licence	2,809.00		107.83	4.0%	
	Renewal of Licence	per licence	2,124.00		81.60	4.0%	
	Variation	per licence	1,103.00		42.46	4.0%	
	Transfer	per licence	135.00		5.00	3.8%	
Film Classification	Film Classification (local film festivals)	per 15 mins or part thereof (of the film)	16.00		1.00	6.7%	
Street Trading Outside Town Centre	OUT OF TOWN - Grant/ Renewal (Fast Food)	per stall/per application	2,421.00		0.00	0.0%	
	OUT OF TOWN - Grant/Renewal (sandwich/Ice-cream/retail food)	per stall/per application	901.00		0.00	0.0%	
	OUT OF TOWN - Grant/Renewal (Non Food)	per stall/per application	464.00		0.00	0.0%	
	OUT OF TOWN - Occasional (1-8 days per year) with alcohol/food trader up 3m (Trading dates listed on licence)	up to 3 x3 m single trader stall per day	129.00		0.00	0.0%	
	OUT OF TOWN - Occasional (1-8 days per year) no alcohol/food trader up 3m (Trading dates listed on licence)	up to 3 x3 m single trader stall per day	98.00		0.00	0.0%	
	OUT OF TOWN - Occasional (1-8 days per year) with alcohol/food trader up to 6 m (Trading dates listed on licence)	up to 6 x6 m single trader stall per day	206.00		0.00	0.0%	

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
LICENSING						
Street Trading Outside Town Centre	OUT OF TOWN - Occasional (1-8 days per year) no alcohol/food trader up to 6 m (Trading dates listed on licence)	up to 6 x6 m single trader stall per day	144.00		0.00	0.0%
	OUT OF TOWN - Occasional (9-14 days per year) (Trading dates listed on licence)	Single trader	26.00		0.00	0.0%
	OUT OF TOWN - Occasional (15-45 days per year) (Trading dates listed on licence)	Single trader	15.00		0.00	0.0%
	OUT OF TOWN - Occasional (46-60 days per year) (Trading dates listed on licence)	Single trader	8.00		0.00	0.0%
Street Trading Town Centre	Town Centre - Grant/ Renewal (Broad Street)	per stall	6,129.00		0.00	0.0%
	Town Centre - Grant/ Renewal (Bridge Street)	per stall	6,129.00		0.00	0.0%
	Town Centre - Grant/ Renewal (Reading Station)	per stall	6,129.00		0.00	0.0%
TOWN CENTRE AD-HOC	Town Centre - Market not under charter 1-14 days per yr.	up to 3 x3 m single trader stall per day	13.00		1.00	8.3%
	Town Centre - Market not under charter 15-60 days per yr.	up to 3 x3 m single trader stall per day	4.00		0.00	0.0%
	Town Centre - Market not under charter 1-14 days per yr.	>over3x3m single trader stall per day	16.00		1.00	6.7%
	Town Centre - Market not under charter 15-60 days per yr.	>over3x3m single trader stall per day	6.00		0.00	0.0%
	All Street Traders - Variation	per stall	257.00		10.00	4.0%
	All Street Traders - Additional Street Trading Assistant	per assistant	16.00		1.00	6.7%
	All Street Traders - fee for paying by direct debit - no other instalment system allowed	per application	54.00		2.00	3.8%
Scrap Metal	Site Licence - new/renewal	per 3 year licence	911.00		35.00	4.0%
	Collectors Licence -new/renewal	per 3 year licence	600.00		23.00	4.0%
	Variation of Site Licence /Collectors Licence	per licence	270.00		10.00	3.8%
	Simple Variation (i.e.. admin changes) for site Licence or Collector	per licence	79.00		3.00	3.9%
	Replacement Licence or badge for collector	per licence	16.00		1.00	6.7%
Pavement Café	Town Centre/Out of Town - Initial Charge (up to Sept 2023)	per annum	100.00		0.00	0.0%
Caravan Site Licence	Grant	per site	743.00		29.00	4.1%
	Transfer	per site	341.00		13.00	4.0%
	Variation	per site	509.00		20.00	4.1%
	Annual Fee (less than 10 units)	per site	268.00		10.00	3.9%
	Annual fee (less than 30 units)	per site	300.00		12.00	4.2%
	Annual fee (more than 30 Units)	per site	331.00		13.00	4.1%
	copies of site licence	per site	16.00		1.00	6.7%
	Application to be included on the Fit & Proper Person Register	per site every 5 years	174.00		7.00	4.2%
Other Fees	Check & Submit Service	Each	107.00		4.00	3.9%
	Pre-application advice and site visit	Each	172.00		7.00	4.2%
	DBS Standard	per person	33.00		1.00	3.1%
	Door Safe log Book	per book	16.00		1.00	6.7%

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
LICENSING						
TRANSPORT LICENCES						
Hackney Carriage	Hackney carriage Vehicle grant or renewal	per operator	400.00		0.00	0.0%
	3 Year Hackney carriage driver new/ renewal (not including disclosure fee)	per operator	328.00		0.00	0.0%
Private Hire Operators - 1 Year Grant	Each additional applicant	per operator	245.00		0.00	0.0%
	1 -3 Vehicles	per operator	806.00		0.00	0.0%
	4-10 Vehicles	per operator	1,292.00		0.00	0.0%
	11-40 Vehicles	per operator	2,572.00		0.00	0.0%
	41-100 Vehicles	per operator	4,314.00		0.00	0.0%
	101+ Vehicles	per operator	5,181.00		0.00	0.0%
	Private Hire Operators - 1 Year Renewal	Each additional applicant	per operator	185.00		0.00
1 -3 Vehicles		per operator	561.00		0.00	0.0%
4-10 Vehicles		per operator	892.00		0.00	0.0%
11-40 Vehicles		per operator	1,977.00		0.00	0.0%
41-100 Vehicles		per operator	3,583.00		0.00	0.0%
101+ Vehicles		per operator	4,333.00		0.00	0.0%
Private Hire Operators - 5 Year Grant	Each additional applicant	per operator	245.00		0.00	0.0%
	1 -3 Vehicles	per operator	2,125.00		0.00	0.0%
	4-10 Vehicles	per operator	3,150.00		0.00	0.0%
	11-40 Vehicles	per operator	8,020.00		0.00	0.0%
	41-100 Vehicles	per operator	15,241.00		0.00	0.0%
	101+ Vehicles	per operator	18,851.00		0.00	0.0%
Private Hire Operators - 5 Year Renewal	Each additional applicant	per operator	185.00		0.00	0.0%
	1 -3 Vehicles	per operator	2,065.00		0.00	0.0%
	4-10 Vehicles	per operator	3,092.00		0.00	0.0%
	11-40 Vehicles	per operator	7,917.00		0.00	0.0%
	41-100 Vehicles	per operator	15,191.00		0.00	0.0%
	101+ Vehicles	per operator	18,730.00		0.00	0.0%
Private Hire Vehicle and Driver	Private Hire Vehicle grant or renewal	per application	315.00		0.00	0.0%
	Executive vehicle grant or renewal	per application	352.00		0.00	0.0%
	3 Year driver new/renewal (not including disclosure fee)	per application	319.00		0.00	0.0%

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
TRANSPORT LICENCES						
School Transport	School Transport vehicle (Class IV) vehicle	per application	100.00		0.00	0.0%
	3 year ST driver grant/renewal (not incl disclosure fee)	per application	240.00		0.00	0.0%
School Transport - 1 Year Grant	Each additional applicant	per operator	245.00		0.00	0.0%
	1 -3 Vehicles	per operator	445.00		0.00	0.0%
	4-10 Vehicles	per operator	836.00		0.00	0.0%
	11-40 Vehicles	per operator	1,727.00		0.00	0.0%
	41-100 Vehicles	per operator	2,251.00		0.00	0.0%
	101+ Vehicles	per operator	3,141.00		0.00	0.0%
	School Transport - 1 Year Renewal	Each additional applicant	per operator	145.00		0.00
1 -3 Vehicles		per operator	345.00		0.00	0.0%
4-10 Vehicles		per operator	570.00		0.00	0.0%
11-40 Vehicles		per operator	1,132.00		0.00	0.0%
41-100 Vehicles		per operator	1,513.00		0.00	0.0%
101+ Vehicles		per operator	2,290.00		0.00	0.0%
School Transport - 5 Year Grant		Each additional applicant	per operator	245.00		0.00
	1 -3 Vehicles	per operator	1,245.00		0.00	0.0%
	4-10 Vehicles	per operator	2,324.00		0.00	0.0%
	11-40 Vehicles	per operator	4,955.00		0.00	0.0%
	41-100 Vehicles	per operator	6,763.00		0.00	0.0%
	101+ Vehicles	per operator	10,351.00		0.00	0.0%
	School Transport - 5 Year Renewal	Each additional applicant	per operator	145.00		0.00
1 -3 Vehicles		per operator	1,145.00		0.00	0.0%
4-10 Vehicles		per operator	2,058.00		0.00	0.0%
11-40 Vehicles		per operator	4,620.00		0.00	0.0%
41-100 Vehicles		per operator	6,333.00		0.00	0.0%
101+ Vehicles		per operator	9,890.00		0.00	0.0%
Other Charges - Vehicle		Vehicle Transfer of ownership -(admin only + issue licence)	per application	50.00		2.00
	Replace vehicle plate (4 new tags+plate+30 mins)	per vehicle	60.00		2.00	3.4%
	temporary replacement Hackney Carriage or Private Hire Vehicle Plate	per application	49.00		2.00	4.3%
	HC Taxi livery design + 1 vehicle	per application	141.00		5.00	3.7%
	HC Livery - Additional vehicle check	per vehicle	40.00		2.00	5.3%
	HC Taxi livery renewal +1 vehicle	per application	93.00		4.00	4.5%
	<3 YEAR COMPLIANCE TEST - PH, EXEC, HC OR ST	per application	36.00		1.00	2.9%
	AGED VEHICLE CHECK - PH, ST or Executive Vehicles over age 10 years +	per vehicle	36.00		1.00	2.9%
	ULEV VEHICLE	per vehicle	25% of Standard fee for a HC, PH, EXEC, ST vehicle as appropriate			
	100% ELECTRIC VEHICLE	per vehicle	50% of Standard fee for a HC, PH, EXEC, ST vehicle as appropriate			

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
TRANSPORT LICENCES						
Other Charges - Driver	Driver knowledge test	per driver	45.00		2.00	4.7%
	Rescheduled new driver interview/ (no shows)	per driver	16.00		1.00	6.7%
	Change of Application HC to PH or PH to HC	per application	34.00		1.00	3.0%
	Replacement badge or licence (incl change of address)	per driver	16.00		1.00	6.7%
	Basic DBS (PHO, STO)	per applicant	36.00		1.60	4.7%
	DBS Enhanced (HC, PH, ST driver)	per driver	54.00		1.60	3.1%
	Driver - Visa Expiry (2 Badges, 1 cert+admin fee)	per driver	80.00		3.00	3.9%
Other Charges - Operator	Operator logbook	Per logbook	4.00		0.50	14.3%
	Admin charge + copy of the licence	per operator	50.00		2.00	4.2%
	Copy of the licence	Per Operator	16.00		1.00	6.7%
Other Charges - General	Bounced Cheque	Each	34.00		1.00	3.0%
	Admin Charge	Each	34.00		1.00	3.0%
	Factual Statement	Each	146.00		6.00	4.3%
	Check and submit taxi application form	Each	102.00		4.00	4.1%
FOOD & SAFETY						
Courses	Level 2 Food Safety & Hygiene Course (One day)	per candidate	81.00		3.00	3.8%
	Level 2 Food Safety in Catering Exam- re-sit fee	per candidate	46.00		2.00	4.5%
	Level 2 Food Safety - replacement certificate	Each	94.00		4.00	4.4%
	Level 2 Food Safety & Hygiene Course - on clients premises	Each	900.00		35.00	4.0%
	Level 2 Food Safety & Hygiene Course - on clients premises	Each	1,167.00		45.00	4.0%
	Additional candidates for level 2 Course on clients premises	Each	89.00		3.00	3.5%
	Level 3 Supervising food hygiene & safety (min 6 candidates)	Each	362.00		14.00	4.0%
	Level 3 Supervising food hygiene & safety (2 or more candidates)	Each	328.00		13.00	4.1%
	Level 3 Supervising food hygiene & safety (up to 10 candidates)	Each	2,880.00		111.00	4.0%
	Preparation & delivery of bespoke Training	Each	165.00		6.00	3.8%
Food Hygiene Visits	Fee for missed Food Hygiene premises inspection visit where appointment made	Each	41.67	50.00	1.67	4.2%
	Food Hygiene Rating Scheme re-inspection	Each	218.33	262.00	8.33	4.0%
Food Hygiene Miscellaneous	Fishery Product Inspections per tonne (set by statute) - 1 Euro/ £0.90	Each			0.00	0.0%
	Approved Cold Store inspection per hour per Officer	Each	85.00		3.00	3.7%
	Export Health Certificate/Endorsement + additional fee based on hourly rate for food inspection	Each	180.00		7.00	4.0%
	Condemned Food Certificate	Each	155.00		6.00	4.0%
	Administration Fee/Cancellation Fee	Each	37.00		1.00	2.8%
	Factual Statement to solicitors & others	Each	176.00		7.00	4.1%
	Additional documents	Each	115.00		4.00	3.6%

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
FOOD & SAFETY						
Special treatments	Single treatment Premises (premises +1 operator) One Off payment. (Fee for each treatment - cosmetic piercing, tattooist, acupuncture, electrolysis, cosmetic micro pigmentation)	per premises +1 operator	292.00		11.00	3.9%
	Single treatment Operator (Fee for each treatment - cosmetic piercing, tattooist, acupuncture, electrolysis, cosmetic micro pigmentation)	per operator - One Off payment	51.00		2.00	4.1%
	Special Treatment Operator/premises Replacement Certificate (no changes)	per certificate	35.00		1.00	2.9%
Safety at Sports Ground	Issue of Safety of Sports Grounds Safety Certificate/amendment to safety certificate/issue of Special Safety Certificate + newspaper advert cost + additional fee for risk based system checks. Fee invoiced quarterly.	certificate	231.00	276.60	9.00	4.1%
PRIMARY AUTHORITY AND BUSINESS ADVICE						
Primary Authority Business Advice	Commercial property search		81.00		3.00	3.8%
	Mini Primary Authority fee / minimum annual PA fee	less than 7 hours advice per year	627.00		24.00	4.0%
	Medi Primary Authority Fee	less than 25 hours advice per year	2,128.00		82.00	4.0%
	Pay as You Go standing charge (PAYG)	per profession	1,745.00		67.00	4.0%
	Primary Authority Advice (Admin Officer)	per hour	70.00		3.00	4.5%
	Primary Authority Partnership advice (EHO, TSO, Lice Officer)	per hour	85.00		3.00	3.7%
	Primary Authority Set up fee	per business	294.00		11.00	3.9%
Business Advice - Regulation Services	Start Up advisory /Reg Services Health Check (Option 2)	per premises	171.00		7.00	4.3%
	Bespoke Service (Option 3) then hourly rate	per business	894.00		34.00	4.0%
Business Advice	Outside a Primary Authority Partnership	per hour	85.00		3.00	3.7%

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
TRADING STANDARDS & Coroners						
Petroleum Spirits (set by statute)	Up to 2500 litres	per licence	47.00		2.00	4.4%
	2500-50,000 litres	per licence	63.00		2.00	3.3%
	Over 50,000 litres	per licence	133.00		5.00	3.9%
	Transfer of Licence	per licence	8.00		0.00	0.0%
	Petroleum Search	per search	77.00		3.00	4.1%
Weights and Measures Verification Fees	Technical Officer Hourly Rate	Per Hour	41.00		2.00	5.1%
	Weights and Measures Inspector Hourly Rate	Per Hour	67.00		3.00	4.7%
Explosives (Set by statute)	Licence to store explosives no min separation				0.00	0.0%
	1 year	per Licence	115.00		4.00	3.6%
	2 year	per Licence	150.00		6.00	4.2%
	3 Year	per Licence	184.00		7.00	4.0%
	4 Year	per Licence	219.00		8.00	3.8%
	5 Year	per Licence	253.00		10.00	4.1%
	Renewal to store explosives no minimum separation				0.00	0.0%
	1 Year	per Licence	57.00		2.00	3.6%
	2 Year	per Licence	92.00		4.00	4.5%
	3 Year	per Licence	128.00		5.00	4.1%
	4 Year	per Licence	161.00		6.00	3.9%
	5 Year	per Licence	197.00		8.00	4.2%
	Variation/Transfer/Replacement	per Licence	38.00		1.00	2.7%
Year round to sell fireworks	per Licence	520.00		20.00	4.0%	
Courses British Institute of Inn keeping Awarding Body Courses		per person	82.00		3.00	3.8%
Coroner (Set by Statute)	Paper copy of document under 10 pages	First 10	5.20		0.20	4.0%
	Additional pages	Each	0.50		0.00	0.0%
	Document other than email or paper	Each	5.20		0.20	4.0%
	Inquest transcript of not more than 360 words	Each	6.40		0.20	3.2%
	for a copy of 361 to 1440 words	Each	13.60		0.50	3.8%
	for a of the first 1440 of a document exceeding 1440 words	Each	13.60		0.50	3.8%
	for each 72 words after the first 1440 words or part thereof	Each	0.70		0.00	0.0%

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
ENVIRONMENTAL PROTECTION						
Environmental Protection & Nuisance Team	Contaminated Land/Environmental Information Request (Residents)	per hour	48.33	58.00	2.16	4.7%
	Contaminated Land/Environmental Information Request (Commercial)	per hour	69.17	83.00	2.67	4.0%
	Sound check consultancy	per hour	69.17	83.00	2.67	4.0%
	Officer charge	per hour	69.17	83.00	2.67	4.0%
Dog Warden	Statutory Stray Fee	Each	25.00		0.00	0.0%
	Dog picked up but not kenneled	Each	69.17	83.00	2.67	4.0%
	Dog picked up taken to kennels and returned to owner (new fee)	Each	141.67	170.00	5.67	4.2%
	Daily Kennel charge	Each	27.00		2.00	8.0%
	Animal Warden Initial Response fee	per call out	115.00		4.00	3.6%
	Animal Warden Hourly rate	hourly	69.00		2.30	3.4%
	Veterinary fees will be charged on a cost basis	Fee	At cost			
Animal Establishments	Kennels & Catteries (exclusive of vets' fees) - New	Per Licence	678.00		26.00	4.0%
	Kennels & Catteries (exclusive of vets' fees) - Renewal	Per Licence	598.00		23.00	4.0%
	Pet Shop small annual licence (exclusive of vets' fees) New	Per Licence	496.00		19.00	4.0%
	Pet Shop small annual licence (exclusive of vets' fees) Renewal	Per Licence	385.00		15.00	4.1%
	Pet Shop large (exclusive of vets' fees) - more than 75m2 New	Per Licence	678.00		26.00	4.0%
	Pet Shop large (exclusive of vets' fees) - more than 75m3 Renewal	Per Licence	598.00		23.00	4.0%
	Pet shop/boarding/breeding licence amendment	Per Licence	104.00		4.25	4.3%
	small home boarder 1-6 dogs (annual fee) New	Per Licence	458.00		18.00	4.1%
	small home boarder 1-6 dogs (annual fee) Renewal	Per Licence	334.00		13.00	4.0%
	larger home boarder 7 + Dogs (annual fee) New	Per Licence	496.00		19.00	4.0%
	larger home boarder 7 + Dogs (annual fee) Renewal	Per Licence	385.00		15.00	4.1%
	Animal Breeding Establishments (exclusive of vets' fees) New	Per Licence	496.00		19.00	4.0%
	Animal Breeding Establishments (exclusive of vets' fees) Renewal	Per Licence	385.00		15.00	4.1%
	Horse Riding Establishment Licence - New	Per Licence	678.00		26.00	4.0%
	Horse Riding Establishment Licence - Renewal	Per Licence	598.00		23.00	4.0%
	Keeping or training animals for exhibition (3 year Licence)	Per Licence	678.00		26.00	4.0%
	Dangerous Wild Animals Licence or Zoo Licence	Per Licence	Price on Application			

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %	
LOCAL AIR POLLUTION PREVENTION AND CONTROL (LAPPC)							
Annual Subsistence Charge	Standard process Low	per Licence	772.00		0.00	0.0%	
	Standard process Medium	per Licence	1,161.00		0.00	0.0%	
	Standard process High	per Licence	1,747.00		0.00	0.0%	
	Permit for Vapour Recovery Part I and Dry Cleaners L	per Licence	79.00		0.00	0.0%	
	Permit for Vapour Recovery Part I and Dry Cleaners M	per Licence	158.00		0.00	0.0%	
	Permit for Vapour Recovery Part I and Dry Cleaners H	per Licence	237.00		0.00	0.0%	
	Permit for Vapour Recovery Part I & II combined L	per Licence	113.00		0.00	0.0%	
	Permit for Vapour Recovery Part I & II combined M	per Licence	226.00		0.00	0.0%	
	Permit for Vapour Recovery Part I & II combined H	per Licence	341.00		0.00	0.0%	
	Vapour Recovery and other Reduced Fees L	per Licence	228.00		0.00	0.0%	
	Vapour Recovery and other Reduced Fees M	per Licence	365.00		0.00	0.0%	
	Vapour Recovery and other Reduced Fees H	per Licence	548.00		0.00	0.0%	
PLANNING							
PLANNING - PRE APPLICATION FEES							
Level 1	Householders advice on house extensions	Each	166.67	200.00	6.67	4.2%	
	Follow up Meetings	Each	96.67	116.00	3.67	3.9%	
	Small business and developers: advice on building works and change of use where the floor area involved is up to 200sqm.	Each	166.67	200.00	6.67	4.2%	
	Follow up Meetings	Each	95.83	115.00	2.83	3.0%	
	Proposals for local community uses - (Free of charge for up to 200sqm)	Each	154.17	185.00	5.57	3.7%	
	Follow up Meetings	Each	95.83	115.00	2.83	3.0%	
	Advertisements	Each	260.00	312.00	10.00	4.0%	
	Follow up Meetings	Each	95.83	115.00	2.83	3.0%	
	Telecommunication installations	Each	160.83	193.00	5.83	3.8%	
	Follow up Meetings	Each	95.83	115.00	2.83	3.0%	
	Listed Building consent /conservation area consent.	Each	154.17	185.00	5.57	3.7%	
	Follow up Meetings	Each	95.83	115.00	2.83	3.0%	
	Trees and Landscaping	Each	154.17	185.00	5.57	3.7%	
	Follow up Meetings	Each	95.83	115.00	2.83	3.0%	
	Works to trees covered by tree preservation orders.	Each	154.17	185.00	5.57	3.7%	
	Follow up Meetings	Each	95.83	115.00	2.83	3.0%	
Level 2	201 - 499sqm	Each	385.00	462.00	15.00	4.1%	
	500 - 1000sqm	Each	717.50	861.00	27.50	4.0%	
	Business, commercial or other development of 201 sqm to 1000 or up to 19 dwellings.	1 - 3 dwellings	Each	385.00	462.00	15.00	4.1%
		4 - 9 dwellings	Each	717.50	861.00	27.50	4.0%
		10 - 15 dwellings	Each	894.17	1,073.00	34.17	4.0%
		15 - 19 dwellings	Each	1,195.83	1,435.00	45.83	4.0%
		One Meeting included in above fee, additional Meetings charged by hour.	Each	122.50	147.00	4.50	3.8%
Level 3	Pre-application fee	Each	3,120.00	3,744.00	120.00	4.0%	
Development > 1,001 sqm or 20+ dwellings or other proposals	Additional Meetings and advice thereafter by negotiation.	Each	By Negotiation				
Responses to Enquiries Involving Research	e.g. enquiries about legal status of land or property, enforcement notices, planning history, etc., by negotiation based on an estimate of the time needed.	Each	By Negotiation				

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
PLANNING ADMINISTRATION CHARGES						
Planning History Search	Where more complicated or several addresses	per application	31.00		1.40	4.7%
Copies of Section 106 Agreements	per agreement	per application	31.00		1.40	4.7%
Copies of Planning Decision Notices	A list given of decision notices required	per application	15.00		0.80	5.6%
	One decision notice from Microfiche slide	per application	15.00		0.80	5.6%
	One decision notice from Microfiche slide plus plans (all on One slide)	per application	31.00		1.40	4.7%
	Scanning more than One slide	per application	31.00		1.40	4.7%
	Plans and documents for an application that need redacting	per application	15.00		0.80	5.6%
Enquiries for evidence that conditions have been discharged (statutory Fee)	Householders	per application	34.00		-1.70	-4.8%
	All others	per application	116.00		-5.70	-4.7%
S106 and Community Infrastructure Levy obligation enquiries		per application	31.00		1.40	4.7%
Returning Invalid	Refunds processed and advice given	per application	0.10		0.00	0.0%
Tree Preservation Order Documents		per application	31.00		1.40	4.7%
PUBLIC CONVENIENCES						
	charge for entry to automated toilets	Each	0.00		0.00	0.0%
COMMUNITY SAFETY						
Town Safe Radio Membership daytime		Annual membership	450.00	540.00	0.00	0.0%
Town Safe Associate member		Annual membership	225.00	270.00	0.00	0.0%
Town Safe External member		Annual membership	250.00	300.00	0.00	0.0%
Town Safe Night-time full membership		Annual membership	400.00	480.00	0.00	0.0%
Internal partners		Annual membership	250.00		0.00	0.0%

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %	
Leisure							
Cricket - Weekend	Adult One Off Game	Session	147.50	177.00	5.75	4.1%	
	Adult Block 10+ Games	Session	125.58	150.70	4.83	4.0%	
	Junior One Off Game	Session	73.75	88.50	2.88	4.1%	
	Junior Block 10+ Games	Session	63.67	76.40	2.42	4.0%	
	Tennis (Artificial-turf)	Adult Standard	Session	8.33	10.00	0.41	5.2%
		Adult Your Reading Passport Concession	Session	0.00	0.00	0.00	
		Junior Standard	Session	4.17	5.00	0.25	6.4%
		Junior Your Reading Passport Concession	Session	0.00	0.00	0.00	
	Bowls	Adult Standard	Session	4.25	5.10	0.17	4.1%
		Junior Standard	Session	2.08	2.50	0.04	1.9%
		Hire of woods and mats	Session	3.42	4.10	0.17	5.2%
	Football	Adult One Off Game Standard	Match	110.08	132.10	4.25	4.0%
Adult Block 10+ Games Standard		Match	94.17	113.00	3.59	4.0%	
Adult Block 5+ Teams Standard		Match	84.17	101.00	3.21	4.0%	
Senior League discounts		Match	22.75	27.30	0.87	4.0%	
Senior League discounts		Match	17.17	20.60	0.63	3.8%	
Senior League discounts		Match	11.50	13.80	0.46	4.2%	
Junior One Off Game Standard		Match	60.08	72.10	2.33	4.0%	
Junior Block 10+ Games Standard		Match	43.67	52.40	1.67	4.0%	
Junior Block 5+ Teams standard		Match	38.33	46.00	1.58	4.3%	
Mini Soccer per Game		Match	18.17	21.80	0.67	3.8%	
Mini Soccer 10+ Games		Match	15.50	18.60	0.62	4.2%	
Mini Soccer 5+ Teams		Match	13.67	16.40	0.50	3.8%	
Australian Rules & Gaelic		One Off	Match	100.08	120.10	3.83	4.0%
		Block 10+ Games	Match	82.83	99.40	3.20	4.0%
5-a-side football	Adult Peak - single	Per Hour	51.00	61.20	2.00	4.1%	
	Adult Peak - Block	Per Hour	42.33	50.80	1.62	4.0%	
	Junior Peak - single	Per Hour	26.42	31.70	1.05	4.1%	
	Junior Peak - Block	Per Hour	22.33	26.80	0.87	4.1%	
MUSEUM							
School Sessions	(Session, loan, membership, talk etc.)	per event	159.00		4.00	2.6%	
School session (virtual)		per event	80.00		0.00	0.0%	
Welcome and wow talks (schools)	(Session, loan, membership, talk etc.)	per event	45.00		5.00	12.5%	
Membership 1 box per half term		membership	105.00		5.00	5.0%	
Membership 5 boxes RBC non academy		membership	310.00		10.00	3.3%	
Membership 3 boxes RBC non academy		membership	235.00		10.00	4.4%	
Membership 5 boxes academy schools		membership	315.00		15.00	5.0%	
Membership 3 boxes RBC academy		membership	235.00		10.00	4.4%	
Membership 5 boxes non RBC schools		membership	315.00		15.00	5.0%	
Membership 3 boxes non rbc schools		membership	235.00		10.00	4.4%	
Individual box loan		per box	45.00		0.00	0.0%	
Reminiscence		membership	95.00		0.00	0.0%	
Museum introduction (adult) (Welcome and Wow)		per occasion	50.00		0.00	0.0%	
Talks - Booked privately		per talk	85.00		5.00	6.3%	
Long talks - booked privately		per talk	155.00		5.00	3.3%	
photography/filming		per image/hour	From £18.50				
Archaeology		per deposit	From £130	From £156	5.00	4.0%	
Corporate loans		membership	1,000.00	1,200.00	0.00	0.0%	
Family activities		per event	From £2.50		0.00	0.0%	
Talks - Public		per event	From £5.50		0.00	0.0%	

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
BERKSHIRE ARCHEOLOGY						
Charges for provision of Historic Environment Record data to commercial users	Berkshire Archaeology, DENS	Per Hour	52.00	62.40	2.00	4.0%
ARTS VENUES						
Reading Arts - Membership scheme for The Hexagon - Silver Membership	Charged at the discretion of customers, and along the booking pathway.	Per Transaction	29.17	35.00	0.00	0.0%
Reading Arts - Membership scheme for The Hexagon - Gold Membership	Charged at the discretion of customers, and along the booking pathway. Price corrected to current rate charged	Per Transaction	37.50	45.00	6.83	22.3%
Reading Arts - per transaction postage fee for ticket bookings	Across all price points for tickets available from Reading Arts and Venues	Per Transaction	1.75	2.10	0.00	0.0%
BUSINESS DEVELOPMENT						
Lamp Column Banner Advertising (Broad Street West)	Single (3 months)	each	750.00	900.00	0.00	0.0%
	Renewal (additional 3 months)	each	650.00	780.00	0.00	0.0%
	Pair (3 Months)	each	1,300.00	1,560.00	0.00	0.0%
	Renewal (additional 3 months)	each	1,000.00	1,200.00	0.00	0.0%
	Single (6 months)	each	1,300.00	1,560.00	0.00	0.0%
	Renewal (additional 6 months)	each	1,000.00	1,200.00	0.00	0.0%
	Pair (6 months)	each	2,300.00	2,760.00	0.00	0.0%
	Renewal (additional 6 months)	each	2,000.00	2,400.00	0.00	0.0%
Roundabout Advertising	Imperial Way - A33	each	6,000.00	7,200.00	0.00	0.0%
	Castle Street - IDR	each	6,000.00	7,200.00	0.00	0.0%
	Caversham Road - Richfield Ave	each	5,200.00	6,240.00	0.00	0.0%
	Chatham Street - IDR	each	8,000.00	9,600.00	0.00	0.0%
	Forbury Reservation	each	2,000.00	2,400.00	0.00	0.0%
	Forbury / Kenavon Drive	each	4,500.00	5,400.00	0.00	0.0%
	Hartland / Northumberland	each	4,000.00	4,800.00	0.00	0.0%
	Honiton / Northumberland	each	2,000.00	2,400.00	0.00	0.0%
	Norcot / Oxford Road	each	8,000.00	9,600.00	0.00	0.0%
	Liebenrood / Tilehurst Rd	each	3,600.00	4,320.00	0.00	0.0%
	Queens Road reservation	each	2,000.00	2,400.00	0.00	0.0%
	Vastern / Caversham road	each	3,600.00	4,320.00	0.00	0.0%
	Vastern / Forbury Road	each	4,500.00	5,400.00	0.00	0.0%
	Vastern / George Street	each	8,000.00	9,600.00	0.00	0.0%
	Whitley / Christchurch	each	4,000.00	4,800.00	0.00	0.0%
	Whitley Wood Lane/Road	each	4,000.00	4,800.00	0.00	0.0%
	Circuit / Southcote Lane	each	2,000.00	2,400.00	0.00	0.0%
Southcote Lane / Virginia Way	each	3,000.00	3,600.00	0.00	0.0%	
Gillette Way / Rosekiln	each	4,000.00	4,800.00	0.00	0.0%	
Discretionary discount <25%			0.00	0.00		
Welcome to Reading Signage	Single 12 months	each	1,200.00	1,440.00	0.00	0.0%
	Single 6 months	each	800.00	960.00	0.00	0.0%
	All 6 months	each	3,600.00	4,320.00	0.00	0.0%
	All 12 months	each	6,000.00	7,200.00	0.00	0.0%

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) % %
TOWN HALL						
Concert Hall Room Hire	Room Hire	Day From	£2511.60	3,014.00	£96.60	4.0%
Concert Hall plus Tech package	Room Hire & Equipment	Day From	3,887.50	4,665.00	149.50	4.0%
Victoria Hall Room Hire	Room Hire	Half Day/Day From	575.00	688.00	£23.45	4.5%
Waterhouse Chamber Hire	Room Hire	Half Day/Day From	240.25	288.30	9.25	4.0%
Soane Space	Room Hire	Half Day/Day From	207.50	249.00	8.00	4.0%
Jane Austen/Oscar Wilde	Room Hire	Half Day/Day From	101.08	121.30	3.91	4.0%
Marcus Adams	Room Hire	Day From	95.58	114.70	3.66	4.0%
Concert Hall Daily Delegate Rate	Catering & room Hire	Day From	51.92	62.30	2.00	4.0%
Victoria Hall Daily Delegate Rate	Catering & room Hire	Half Day/Day	28.42	34.10	1.09	4.0%
Waterhouse Daily Delegate Rate	Catering & room Hire	Half Day/Day	33.92	40.70	1.34	4.1%
Jane Austen/Oscar Wilde Daily Delegate Rate	Catering & room Hire	Half Day/Day	33.92	40.70	1.34	4.1%
Soane Space Daily Delegate Rate	Catering & room Hire	Half	27.33	32.80	1.08	4.1%
Lectern PA Hire	Equipment	Day	98.33	118.00	3.83	4.1%
PA Hire	Equipment	Day	81.92	98.30	3.17	4.0%
Microphone Hire	Equipment	Day	73.75	88.50	2.83	4.0%
Tech time	Equipment	Per hour	35.50	42.60	1.33	3.9%
Monitor Hire	Equipment	Day	49.17	59.00	1.92	4.1%
Additional Projector Screen	Equipment	Day	21.83	26.20	0.83	4.0%
LCD Projector	Equipment	Day	68.33	82.00	2.66	4.1%
Laptop Hire	Equipment	Day	68.33	82.00	2.66	4.1%
Piano Hire	Equipment	Day	109.17	131.00	4.17	4.0%
Piano Tuned	Equipment	Day	120.08	144.10	4.58	4.0%
Lectern Hire	Equipment	Day	19.17	23.00	0.75	4.1%
Flip Chart	Equipment	Each	19.17	23.00	0.75	4.1%
Speaker phone	Equipment	Day	38.33	46.00	1.58	4.3%
Display Board	Equipment	Day	38.33	46.00	1.58	4.3%
Dance Floor	Equipment	Day	109.17	131.00	4.17	4.0%
Pads & Pens	Equipment	Per person	4.33	5.20	0.16	3.9%
Photocopies	Equipment	Each	0.17	0.20	0.00	2.0%
Late Bar	Equipment	Event	163.83	196.60	6.33	4.0%
Serving Staff	Equipment	Per hour	21.83	26.20	0.83	4.0%
Security Staff	Equipment	Per hour	24.58	29.50	0.91	3.9%
DJ	Equipment	Per event	491.42	589.70	18.92	4.0%
Stage - Victoria Hall	Equipment	Day	95.58	114.70	3.66	4.0%

Proposed Fees and Charges from 1st April 2023 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	New Fee from April 2023 £	Fee including VAT £	Increase/ (decrease) Excl. VAT £	Increase/ (decrease) %
BERKSHIRE RECORD OFFICE						
Copy certificates (baptism, burial, pre 1837 marriage)		Each	13.33	16.00	1.66	14.2%
Copy certificates (post 1837 marriage)		Each	9.17	11.00	0.00	0.0%
Reprographics		Each	1.67	2.00	0.00	0.0%
Self Service Photos		Each	0.83	1.00	0.00	0.0%
Self-Service Printouts		Each	0.83	1.00	0.00	0.0%
Digital Photos		Each	8.33	10.00	0.00	0.0%
Restoration Service		Half Hour	16.25	19.50	2.92	21.9%
Research		Half Hour	16.25	19.50	2.92	21.9%
MODERN RECORDS						
Records Storage	Storage of records by box	Per Box	9.00	10.80	0.00	0.0%
PLAY SERVICES						
School Support	1:1 Support Session	Per hour	35.50		1.40	4.1%
	Lunchtime Support Session	Per hour	27.30		1.05	4.0%
	STEPS - Travel Project	Per hour	59.00		2.30	4.1%
Hire	Equipment Hire - Large	per Session	120.10		4.60	4.0%
	Equipment Hire - Medium	per Session	94.00		3.70	4.1%
	Equipment Hire - Small	per Session	59.00		2.30	4.1%
Staff Support	0-5 Staff Support	Per hour	18.60		0.75	4.2%
Events	Play in the Park	per Session	4.40		0.20	4.8%
	Mini Kickers	Per hour	2.70		0.10	3.8%
	Walking Football	Per hour	5.00		0.30	6.4%
	Holiday Events	per Session	7.60		0.25	3.4%
Discretionary	Archery for over 50's	per Session	8.70		0.30	3.6%
	Bespoke Play education Attainment	Per session	36.40		1.40	4.0%
	Team building	per Session	76.40		2.90	3.9%
Holiday Clubs Age range 4- 12	8:30am to 1pm	per Session	10.92	13.10	0.42	4.0%
	1pm to 5:30pm	per Session	10.92	13.10	0.42	4.0%
	9am to 3:30pm	per Session	17.33	20.80	0.66	4.0%
	8:30am to 5:30pm	per Session	23.42	28.10	0.92	4.1%
After School Club	Regular Session (single)	per child	10.92	13.10	0.42	4.0%
	Regular Session (siblings)	per child	9.83	11.80	0.37	3.9%
	Short Session (single)	per child	8.17	9.80	0.30	3.7%
	Short Session (siblings)	per child	7.33	8.80	0.25	3.5%
Prospect Activity	Low Ropes	Per person	3.92	4.70	0.17	4.5%
Prospect Activity	Golf Course	Per Person	3.92	4.70	0.17	4.5%

Proposed Fees and Charges from 1st April 2023 - Directorate of Resources

Service	Category	Charge Unit	New Fee from April 2023	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
			£	£	£	%
BEREAVEMENT SERVICES						
Reading Crematorium						
Cremation Fee Cremation of the remains of:	Stillborn child or child under 18 years of age (includes use of chapel, strewing of any cremated remains or the provision of a container and medical referees fee)	Each	0.00		0.00	0.00%
	A person aged 18 years and over (includes strewing of cremated remains or the provision of a container and medical referee's fee). Including Environmental Levy 30min service, 45 min time slot	Each	995.00		128.00	14.76%
Cremation Fee	A person aged 18 years and over (includes strewing of cremated remains or the provision of a container and medical referee's fee). Including Environmental Levy 30 min service, 45 time slot	Each	710.00		52.00	7.90%
	Cremation Fee without service including environmental levy (DIRECT Crem)	Each	315.00		0.00	0.00%
	Memorial service or service of double length in addition to usual cremation or interment fee	Each	565.00		132.00	30.48%
	Witness Direct Cremation	Each	455.00		20.00	4.60%
	Saturday Surcharge	Each	0.00		-440.00	-100.00%
	Sunday/ Bank Holiday Surcharge	Each	635.00		0.00	0.00%
	Public Health Cremation Fee including environmental levy	Each	650.00		40.00	6.56%
					0.00	0.00%
BEREAVEMENT SERVICES						
Reading Crematorium						
Strewing of cremated remains	Remains received from another Crematorium	Each	100.00		2.50	2.56%
	Retention of remains on temporary deposit per month after the first month for a maximum of three months	Each	88.00		0.00	0.00%
	To witness the strewing of remains	Each	0.00		-46.00	-100.00%
	Unwitnessed strewing of remains	Each	0.00		-46.00	-100.00%
Certified extract from register		Each	40.00		0.00	0.00%
Book of remembrance	Two-line entry	Each	86.00	103.20	16.83	24.34%
	Five-line entry	Each	138.00	165.60	23.00	20.00%
	Five-line entry with illuminated capital	Each	209.00	250.80	34.83	20.00%
	Five-line entry with floral motif, service badge etc.	Each	235.00	282.00	39.17	20.00%
	Eight-line entry	Each	187.00	224.40	31.17	20.00%
	Eight-line entry with illuminated capital	Each	262.00	314.40	43.67	20.00%
	Eight-line entry with floral motif, service badge etc.	Each	338.00	405.60	56.33	20.00%
	Full coat of arms 5-8 lines	Each	431.00	517.20	71.83	20.00%
	Extra Lines up to a maximum of 11	Each	33.00	39.60	7.38	28.78%
Remembrance card	Copy of a two-line entry	Each	51.00	61.20	8.92	21.19%
	Copy of a five-line entry	Each	86.00	103.20	15.00	21.13%
	Copy of a five-line entry with any type of motif	Each	167.00	200.40	28.25	20.36%
	Copy of an eight-line entry	Each	120.00	144.00	20.58	20.70%
	Copy of an eight-line entry with any type of motif	Each	186.00	223.20	31.21	20.16%
Memorial vase and tablet	Purchase of vase and tablet	Each	237.50	285.00	2.92	1.24%
	Renewal for period of 10 years	Each	305.00		0.00	0.00%
Memorial plaques	Replacement single plaque	Each	98.33	118.00	4.58	4.89%
	Replacement single plaque with motif	Each	118.33	142.00	5.41	4.79%
	Lease of single plaque space for 10 years *Fees are doubled in the case of a 12" x 4" double plaque	Each	200.00		0.00	0.00%
	Renewal of lease for baby plaque	Each	24.00		0.00	0.00%
	Photo Cameo on Plaque additional cost (added to normal plaque cost)	Each	95.83	115.00	4.16	4.54%

Proposed Fees and Charges from 1st April 2023 - Directorate of Resources

Service	Category	Charge Unit	New Fee from April 2023	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
			£	£	£	%
BEREAVEMENT SERVICES						
Reading Crematorium						
Hall of Memory Tree Leaf	Lease for 5 years renewal	Each	74.00		0.50	0.68%
	Replacement leaf	Each	63.33	76.00	0.00	-0.01%
Memorial Tree	Provision of Tree, Surround and stem plaque	Each	437.50	525.00	0.00	0.00%
	Lease for 10 years	Each	635.00		2.00	0.32%
Memorial bench	Replacement Bench	Each	640.00	768.00	1.25	0.20%
	Lease for a 10 years	Each	714.00		0.00	0.00%
	Replacement plaque for tree or bench	Each	150.00	180.00	7.50	5.26%
Wall Plaque	Purchase of memorial granite wall plaque	Each	158.33	190.00	2.50	1.60%
	Lease of space for memorial granite wall plaque	Each	305.00		0.00	0.00%
Relocating plaque	Moving of Memorial Plaque to new location	Each	55.83	67.00	0.00	-0.01%
Administrative	Administration Fee	Each	55.83	67.00	0.00	-0.01%
Memorial Bed Garden	Replacement plaque and surround	Each	437.50	525.00	0.00	0.00%
	Lease fee for 10 years	Each	635.00		2.00	0.32%
Birdbath Memorial Plaques	Replacement Plaque (row 1)	Each	102.50	123.00	0.00	0.00%
	Replacement Plaque (row 2)	Each	150.00	180.00	2.50	1.69%
	Replacement Plaque (row 3)	Each	208.33	250.00	2.50	1.21%
	Replacement Plaque (row 4)	Each	279.17	335.00	0.00	0.00%
	Replacement Plaque (row 5)	Each	350.00	420.00	0.00	0.00%
	Renewal of Lease (10 years)	Each	305.00		0.00	0.00%
Sanctums	Granite Tablet (no motif)	Each	408.33	490.00	0.83	0.20%
	Lease for further 25 years	Each	705.00		0.00	0.00%
Baby Grave Galvanised Sculpture	Plaque for baby grave	Each	120.83	145.00	0.00	0.00%
	Replacement plaque	Each	69.17	83.00	0.42	0.61%
Reading Cemetery						
Henley Road, Reading Cemetery, Caversham Cemetery - Exclusive rights of burial in earth graves (including certificates of grant) New graves and interment fees for persons under the age of 18 are charged directly to the CFF (Children's Funeral Fund for England) and not to residents.	For the exclusive right of burial for 75 years in an earth					
	Section B	Each	2,630.00		100.00	3.95%
	Section D	Each	2,100.00		80.00	3.96%
	Section G & Mayfield Traditional	Each	1,590.00		60.00	3.92%
	* For details of the locations of Sections B, D and G please call at the					
	b) The lawn or park Cemetery in an earth grave 9 feet by 4 feet	Each	1,165.00		45.00	4.02%
	d) Desk Vase Tablet cremated remains plot for 2 set of ashes	Each	620.00		28.00	4.73%
	e) Grave purchased/ reserved for future use (trebled if out of borough)	Each			-551.00	0.00%
	* Please note the charges payable for exclusive right of burial in any grave or vault will be trebled in the case of					
	*Extension to lease for exclusive rights of burial for 10yrs period on lawn graves	Each	240.00		15.00	6.67%
	*Extension to lease for exclusive rights of burial for 15 yrs period on lawn graves	Each	360.00		72.00	25.00%
	*Extension to lease for exclusive rights of burial for 25yrs period on lawn graves	Each	600.00		159.00	36.05%
	*Extension to lease for exclusive rights of burial for 10 yrs period on traditional graves	Each	320.00		21.00	7.02%
	*Extension to lease for exclusive rights of burial for 15 yrs period on traditional graves	Each	480.00		108.00	29.03%
*Extension to lease for exclusive rights of burial for 25yrs period on traditional graves	Each	800.00		186.00	30.29%	
Vaulted or walled graves	Charges to be individually agreed with the Cemeteries Manager according to size and depth of graves where an exclusive right of burial has been purchased for 50 years					

Proposed Fees and Charges from 1st April 2023 - Directorate of Resources

Service	Category	Charge Unit	New Fee from April 2023	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
			£	£	£	%
BEREAVEMENT SERVICES						
Reading Cemetery						
Burials New graves and interment fees for persons aged under 18 years are charged directly to the CFF (Children's Funeral Fund for England) and not to residents/customers.	Dig Fee to be claimed from Children's Funeral Fund (CFF) for interment of Stillborn to <5 years old.	Each	130.00		5.00	4.00%
	Dig Fee to be claimed from CFF for interment of a child aged 5-17yrs old	Each	285.00		13.00	4.78%
	c) If the body is that of a person aged 18 years or over	Each	915.00		35.00	3.98%
	d) Cremated remains in an existing grave or a cremated remains plot	Each	156.00		6.00	4.00%
	Dig Fee to be claimed from CFF for interment of cremated remains stillborn to <5 years old	Each	20.00		4.00	25.00%
	Dig Fee to be claimed from CFF for interment of cremated remains of a child aged 5-17yrs old	Each	35.00		0.50	1.45%
	f) Cremated Remains returned from elsewhere for Burial	Each	55.00		2.00	3.77%
	g) For any burial below 6 feet in depth an additional charge will be made per burial	Each	310.00		-1.00	-0.32%
	Additional depth for child under 18	Each	185.00		0.00	0.00%
Common grave	In a grave where an exclusive right of burial has not been granted:					
	a) If the body is that of a stillborn child or under 5 years old	Each	0.00		0.00	0.00%
	b) If the body is that of a person over 5 years old	Each	155.00		7.00	4.73%
	c) If the body is that of a person aged 18 years or over (Public Health)	Each	915.00		35.00	3.98%
* The charge payable for burials in any grave where no exclusive right of burial has been granted will be doubled in the case of any person who was not an inhabitant of the Borough						
Monuments, Gravestones, Tablets and Stone kerbs	For the right to erect any gravestone or monument on a					
	a) Traditional	Each	315.00		18.50	6.24%
	b) Lawn, Park and Mayfield Cemetery	Each	215.00		9.00	4.37%
	c) Park cremated remains section flat stone & DVT's	Each	85.00		9.00	11.84%
	f) Cremated Remains Headstone Section	Each	85.00		9.00	11.84%
Other fees and charges	Transfer of grant of exclusive right of burial	Each	95.00	114.00	16.67	21.28%
	Search Fee - up to 4 records per enquiry	Each	17.00	20.40	2.83	20.00%
	Search Fee - for 1 record	Each	5.00	6.00	0.83	20.00%
	Exhumation of Cremated Remains	Each	275.00		3.50	1.29%
	Use of chapel prior to burial for stillborn child or a child under 18 years old	Each	95.00		26.50	38.69%
	Chapel Fee Prior to a Burial for person over 18 years old	Each	565.00		132.00	30.48%
	Administration Fee for Public Health Funeral	Each	285.00	342.00	48.75	20.63%
	Charge for provision of a Quran grave	Each	POA		N/A	N/A
	Bench Maintenance (Powerwash and treatment with teak oil)	Each	90.00	108.00	17.50	24.14%
	Removal of trees from plots	Each	0.00	0.00	0.00	N/A
	Grave Maintenance	Each	POA	POA	N/A	N/A

Proposed Fees and Charges from 1st April 2023 - Directorate of Resources

Service	Category	Charge Unit	New Fee from April 2023	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
			£	£	£	%
BEREAVEMENT SERVICES						
Reading Cemetery						
Webcast Services	Live Webcast (upto 20 viewers)	Each	33.33	40.00	3.75	12.66%
	Live+On-Demand Webcast for up to 28 days and downloadable	Each	45.83	55.00	3.75	8.90%
	Physical copy of Webcast recording on DVD, blu-ray or USB memory stick and audio cd	Each	50.00	60.00	2.50	5.26%
	Additional Physical copy CD, DVD, Blu-ray or USB	Each	23.33	28.00	0.62	2.74%
Visual Tributes	Single Photo	Each	12.50	15.00	0.67	5.63%
	Slideshow (up to 25)	Each	36.67	44.00	0.42	1.16%
	Photo Tribute (up to 25)	Each	65.00	78.00	0.00	0.00%
	Additional 25 photos	Each	23.33	28.00	0.62	2.74%
	Photos & Video Tribute (up to 2 minutes)	Each		0.00	0.00	0.00%
	Self Build Checking	Each	20.00	24.00	0.83	4.35%
	Additional Time for tributes etc:				0.00	0.00%
	DVD of Pro Photo tribute only	Each	23.33	28.00	0.62	2.74%
	Physical Copy of Webcast recording including the Pro Photo Tribute on DVD, Memory Stick, Blu-ray	Each		0.00	0.00	0.00%
	Downloadable copy of Pro Photo tribute	Each	11.67	14.00	0.21	1.85%
	Extra Work required on tributes	Each	23.33	28.00	0.62	2.74%
Reading Cemetery	*NO NEW GRAVE SPACE AVAILABLE. Charges for burials into existing graves and all other fees and charges are the same as for Henley Road Cemetery.					
Caversham Cemetery	*NO NEW GRAVE SPACES AVAILABLE. Charges for burials into existing graves and all other fees and charges are the same as for Henley Road Cemetery.					

Proposed Fees and Charges from 1st April 2023 - Directorate of Resources

Service	Category	Charge Unit	New Fee from April 2023	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
			£	£	£	%
REGISTRATION SERVICE						
Registration Service	Notice of marriage or partnership	Per Person	Statutory		TBC Feb 23	TBC Feb 23
Registration Service (Twice monthly - Tuesday Am only)	Registrar's attendance at Register Office marriage or civil partnership	Per couple	Statutory		TBC Feb 23	TBC Feb 23
Registration Service	Registrar's attendance at outside church	Per couple	Statutory		TBC Feb 23	TBC Feb 23
Registration Service	Attendance at place of detention or house for notice of marriage or partnership	Per couple	Statutory		TBC Feb 23	TBC Feb 23
Certificates	Registration Certificate at first time of registering the event	Per Certificate	Statutory		TBC Feb 23	TBC Feb 23
	Express Service Replacement Certificate	Per Certificate	Statutory		TBC Feb 23	TBC Feb 23
	Replacement certificate Closed Register -Postal/Telephone/web Incl. admin fee	Per Certificate	Statutory		TBC Feb 23	TBC Feb 23
Correction Fee	Correction completed by Register office	Per correction	Statutory		TBC Feb 23	TBC Feb 23
	Correction referred to GRO		Statutory		TBC Feb 23	TBC Feb 23
	Amendment to birth record with 12 months of registration		Statutory		TBC Feb 23	TBC Feb 23
Foreign Divorce admin fee	The administration of foreign divorces when giving notice of marriage or CP.	Per Person	Statutory		TBC Feb 23	TBC Feb 23
Citizenship Ceremonies	Individual Citizenship Ceremony at The Town Hall (up to max of 10 people)	Per Person	110.00	132.00	5.83	5.60%
	Friday & Saturday Individual Citizenship Ceremony at the Town Hall (up to max of 10 people)	Per Person	148.33	178.00	7.50	5.33%
Approved Premises Marriages - (9am to 5pm)	Monday to Thursday (9am to 5pm)	Per Couple	350.00	420.00	16.67	5.00%
	Friday & Saturday (9am to 5pm)	Per Couple	402.50	483.00	19.17	5.00%
	Sunday & Bank Hols (9am to 5pm)	Per Couple	433.33	520.00	20.83	5.05%
Approved Premises Marriages - After 5pm (Min of 2 -3 staff required. Registrar to conduct the ceremony, registrar to	Venue: Monday to Thursday	Per Couple	345.83	415.00	16.66	5.06%
	Venue: Friday & Saturday	Per Couple	407.50	489.00	20.00	5.16%
	Venue: Sunday & Bank Hols	Per couple	436.67	524.00	20.84	5.01%
New Ceremony Room: Reading Museum & Town Hall (Marriages / Civil Partnerships) (Only to 4pm as Town Hall closes) (Min of 2 -3 staff required. Registrar to conduct the ceremony, registrar to complete the Register and an Usher)	Monday to Thursday	Per Couple	149.17	179.00	7.50	5.29%
	Friday & Saturday	Per Couple	240.83	289.00	11.66	5.09%
	Sunday & Bank Hols	Per Couple	433.33	520.00	20.83	5.05%
Renewal of Vows & Baby Naming (1 member of staff required)	Monday to Thursday	Per	145.00	174.00	7.50	5.45%
	Friday & Saturday	Per Ceremony	175.00	210.00	8.33	5.00%
	Sunday & Bank Hols	Per Ceremony	201.67	242.00	10.00	5.22%
Approval of venues for marriages or Civil Partnerships (up to 2 rooms)	Renewal of marriage or Civil Partnership licence	Per Venue	1,509.17	1,811.00	71.67	4.99%
Administrative fee	For services offered on a Saturday such as Notices of Marriage	Per Person	21.67	26.00	0.84	4.03%
	Changes to booking	Per Person	21.67	26.00	0.84	4.03%
GIS - MAPPING						
Street Naming & Numbering	New addresses	Each	48.00	57.60	2.00	4.35%
	New streets	Each	277.00	332.40	13.00	4.92%

Proposed Fees and Charges from 1st April 2023 - Directorate of Resources

Service	Category	Charge Unit	New Fee from April 2023	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
			£	£	£	%
LEGAL SERVICES						
Right to Buy	Engrossment Fee (Freehold)	Per Transfer	73.50	88.20	3.50	5.00%
	Engrossment Fee (Leasehold)	Per Lease	84.00	100.80	4.00	5.00%
Requisition (LLC1) Postal	Search using LLC1 form only	per search	34.70	41.64	1.70	5.15%
***Standard Enquiries (CON29) Postal	Search using CON29 form only	per search	90.30	108.36	4.30	5.00%
Full Search LLC1 and CON29	Search using LLC1 and CON29 form	per search	125.00	150.00	6.00	5.04%
Copy documents	Copy document	per request	26.30	31.56	1.30	5.20%
Deferred Payment Agreement	Flat fee and hourly rate (pay rate)	per Agreement	567.00	680.40	27.00	5.00%
Legal Fess (Commercial)	Legal Services Manager	per Hour	315.00	378.00	15.00	5.00%
	Principal Lawyer / Team Leader	per Hour	290.00	348.00	15.00	5.45%
	Senior Lawyer	per Hour	265.00	318.00	15.00	6.00%
	Lawyer	per Hour	210.00	252.00	10.00	5.00%
	Trainees and Paralegals (Grade 6+)	per Hour	135.00	162.00	10.00	8.00%
	Trainees and Paralegals (Grade 4- 5)	per Hour	100.00	120.00	5.00	5.26%
Legal Fees (Community)*	Legal Services Manager	per Hour	185.00	222.00	10.00	5.71%
	Principal Lawyer / Team Leader	per Hour	160.00	192.00	10.00	6.67%
	Senior Lawyer	per Hour	130.00	156.00	10.00	8.33%
	Lawyer	per Hour	100.00	120.00	5.00	5.26%
	Trainees and Paralegals (Grade 6+)	per Hour	75.00	90.00	5.00	7.14%
	Trainees and Paralegals (Grade 4- 5)	per Hour	55.00	66.00	5.00	10.00%
* Community rates apply to voluntary organisations, charities and the like providing services to residents in Reading.						
INCOME & RECOVERY						
Council Tax Summons Cost		Per summons issued	111.00		0.00	0.00%
Business Rates Summons Cost		Per summons issued	157.00		0.00	0.00%
Civil Penalties Housing Benefits		per case identified	50.00		0.00	0.00%
Civil Penalties Council Tax		per case identified	70.00		0.00	0.00%
DEMOCRATIC SERVICES						
Admission Appeals - Charge per appeal		per admission appeal heard	210.00	252.00	0.00	0.00%
School Exclusion Review Hearing		per review heard	650.00	780.00	0.00	0.00%
Admission Appeals - Admin Charge	Withdrawn/ Settled (W/S) Appeals	per admission appeal W/S after papers circulated	55.00	66.00	0.00	0.00%
CUSTOMER SERVICES						
Blue Badges (New & Renewals)	Disabled Parking Badge	Each	10.00		0.00	0.00%
COMMUNICATIONS						
Event pitch fee	Charity	Per event	31.50	37.80	1.50	5.00%
Event pitch fee	Charity with 10% early bird discount	Per event	28.35	34.00	1.35	5.00%
Event pitch fee	RBC affiliated charity	Per event	10.50	12.60	0.50	5.00%
Event pitch fee	RBC affiliated charity with 10% early bird discount	Per event	9.45	11.30	0.45	5.00%
Event pitch fee	Community	Per event	42.00	50.40	2.00	5.00%
Event pitch fee	Community with 10% early bird discount	Per event	37.80	45.40	1.80	5.00%
Event pitch fee	Commercial	Per event	105.00	126.00	5.00	5.00%
Event pitch fee	Commercial with 10% early bird discount	Per event	94.50	113.40	4.50	5.00%
Event pitch fee	Food trader	Per event	157.50	189.00	7.50	5.00%

Proposed Fees and Charges from 1st April 2023 - Directorate of Resources

Service	Category	Charge Unit	New Fee from April 2023	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
			£	£	£	%
KENNET DAY NURSERY						
3 yrs and over - RBC		Daily rate (2 sessions)	54.50		2.59	4.99%
Under 3 yrs - RBC		Daily rate (2 sessions)	56.50		2.59	4.80%
3 yrs and over - Non RBC		Daily rate (2 sessions)	59.80		2.85	5.00%
Under 3 yrs - RBC		Daily rate (2 sessions)	61.80		2.85	4.83%
* AM or PM sessions are charged at half the daily rate.						
* Siblings are entitled to a £2 per day reduction						
* Grant Funding available for children a term after their 3rd birthday						
LEARNING AND WORKFORCE DEVELOPMENT						
Training	Places on training for school staff (1 day)	per place	70.00		4.00	6.06%
	Places on training for PVI sector	per place	N/A		N/A	N/A