

Appendix 9 - Fees and Charges Proposals from April 2024

Proposed Fees and Charges from 1st April 2024 - Directorate of Communities and Adult Social Care

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
SOCIAL CARE SERVICES								
Whitley Wood Hostel - Respite	Weekday - 1:1 Bed	Night	£605.00		£630.80		£25.80	4.3%
LD Day Services	1:4 Service	Day	£89.30		£93.10		£3.80	4.3%
	1:2 Service	Day	£140.10		£146.10		£6.00	4.3%
	1:1 Service	Day	£242.20		£252.50		£10.30	4.3%
Maples Resource Centre (Day Care)		Day	£49.90		£52.10		£2.20	4.4%
Day Centre Meals		Meal	£5.20	£6.24	£5.50	£6.60	£0.30	5.8%
Home Care Services - CRT	Use of Reading Borough Council services after reablement period Rate 1	Hour	£21.00		£21.90		£0.90	4.3%
	Use of Reading Borough Council services after reablement period Rate 2	Hour	£42.80		£44.70		£1.90	4.4%
OTHER CHARGES								
Self Funder	Set up charge	Once	£338.30		£352.70		£14.40	4.3%
	Annual Fee	Year	£278.20		£290.10		£11.90	4.3%
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'	Please refer to DoR Legal Services item 'Deferred Payment Agreement Flat Fee'			
	Admin set up Fee (Other administrative set-up costs)	Once	£168.90		£176.10		£7.20	4.3%
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		£281.90		£11.50	4.3%
SMALL GROUP HOMES - SUPPORTED LIVING								
Stanshawe Rd	All rooms	Week	£137.40		£148.00		£10.60	7.7%
Parkhurst Dr	Room 1,2,5 & 6	Week	£143.20		£154.30		£11.10	7.8%
	Room 3	Week	£137.40		£148.00		£10.60	7.7%
York Rd	All rooms	Week	£137.40		£148.00		£10.60	7.7%
Wensley Rd	All rooms	Week	£137.40		£148.00		£10.60	7.7%
Alexandra Road	All rooms	Week	£143.20		£154.30		£11.10	7.8%
Northumberland Ave	All rooms	Week	£137.40		£148.00		£10.60	7.7%
Liebenrood Rd	All rooms	Week	£209.50		£225.70		£16.20	7.7%
Argyle Rd	All rooms	Week	£137.40		£148.00		£10.60	7.7%
Corwen Rd	All rooms	Week	£143.20		£154.30		£11.10	7.8%
Appleford Rd	All rooms	Week	£137.40		£148.00		£10.60	7.7%
Great Knollys St	All rooms	Week	£137.40		£148.00		£10.60	7.7%
Bob Green Court	All rooms	Week	£137.40		£148.00		£10.60	7.7%
Focus House	All rooms	Week	£137.40		£148.00		£10.60	7.7%
HOUSING								
Temporary Accommodation Charges - B&B	One Room	Each		Rent + variable service charge per property is charged	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		£17.00		£0.70	4.3%
	Disabled Council Tenant	Each	£15.20		£15.80		£0.60	3.9%
	Other Borough Resident	Each	£16.25	£19.50	£16.92	£20.30	£0.67	4.1%
	Disabled Borough Resident	Each	£15.25	£18.30	£15.83	£19.00	£0.58	3.8%
Category B	Council Tenant	Each	£12.00		£12.60		£0.60	5.0%
	Disabled Council Tenant	Each	£11.00		£11.50		£0.50	4.5%
	Other Borough Resident	Each	£11.92	£14.30	£12.42	£14.90	£0.50	4.2%
	Disabled Borough Resident	Each	£10.92	£13.10	£11.33	£13.60	£0.41	3.8%
COMMUNITY SAFETY								
Town Safe Radio Membership daytime		Annual membership	£450.00	£540.00	£450.00	£540.00	0.00	0.0%
Town Safe Associate member		Annual membership	£225.00	£270.00	£225.00	£270.00	0.00	0.0%
Town Safe External member		Annual membership	£250.00	£300.00	£250.00	£300.00	0.00	0.0%
Town Safe Night-time full membership		Annual membership	£400.00	£480.00	£400.00	£480.00	0.00	0.0%
Internal partners		Annual membership	£250.00		£250.00		0.00	0.0%

Proposed Fees and Charges from 1st April 2024 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
STRATEGIC TRANSPORT								
Concessionary Fares Replacement Pass	Market Rate	Each	£10.83	£13.00	£11.25	£13.50	£0.42	3.9%
Car Park Charge at Mereok Park & Ride Site	Concession Rate	Each	£0.83	£1.00	£0.83	£1.00	£0.00	0.0%
Access Fee for the Reading Transport Model	Market Rate	Each	£450.83	£541.00	£469.17	£562.80	£18.34	4.1%
Buzz 42 Bus Ticket	Single Ticket	Each	£0.92	£1.10	£0.92	£1.10	£0.00	0.0%
PARKING PERMITS								
Parking Permits	Business	Each	£318.00		£331.00		£13.00	4.1%
	Carer Permit	Each	£0.00		£0.00		£0.00	0.0%
	Carer Permit (Offline)	Each	£0.00		£0.00		£0.00	0.0%
	Charity Discretionary FOC	Each	£0.00		£0.00		£0.00	0.0%
	Charity Discretionary	Each	£139.00		£145.00		£6.00	4.3%
	Charity Visitor (Discretionary)	Each	£25.00		£26.00		£1.00	4.0%
	Charity/Community Agency FOC	Each	£0.00		£0.00		£0.00	0.0%
	Charity/Community Agency	Each	£139.00		£145.00		£6.00	4.3%
	Chester Street Car Park	Each	£0.00		£0.00		£0.00	0.0%
	Disc. Business Visitor Permit	Each	£25.00		£26.00		£1.00	4.0%
	Disc. Resident Visitor Permit FOC	Each	£0.00		£0.00		£0.00	0.0%
	Disc. Resident Visitor Permit	Each	£25.00		£26.00		£1.00	4.0%
	Discretionary (Business)	Each	£382.00		£398.00		£16.00	4.2%
	Discretionary (Nannies)	Each	£382.00		£398.00		£16.00	4.2%
	Discretionary (Resident) 1st	Each	£46.00		£48.00		£2.00	4.3%
	Discretionary (Resident) 2nd	Each	£173.00		£178.00		£5.00	2.9%
	Discretionary (Resident) 3rd	Each	£348.00		£362.00		£14.00	4.0%
	Discretionary (Residents) 1st	Each	£46.00		£48.00		£2.00	4.3%
	Discretionary (Residents) 2nd	Each	£173.00		£180.00		£7.00	4.0%
	Discretionary (Residents) 3rd	Each	£348.00		£362.00		£14.00	4.0%
	Discretionary (Teachers)	Each	£46.00		£48.00		£2.00	4.3%
	Discretionary (Visitor) FOC	Each	£0.00		£0.00		£0.00	0.0%
	Discretionary (Visitor)	Each	£25.00		£26.00		£1.00	4.0%
	Discretionary (Visitors) FOC	Each	£0.00		£0.00		£0.00	0.0%
	Discretionary (Visitors)	Each	£25.00		£26.00		£1.00	4.0%
	Discretionary Business Permit	Each	£382.00		£398.00		£16.00	4.2%
	Discretionary Business Visitor	Each	£25.00		£26.00		£1.00	4.0%
	Emergency cover	Each	£34.00		£36.00		£2.00	5.9%
	Foreign Vehicle	Each	£382.00		£398.00		£16.00	4.2%
	HealthCare Professional Permit	Each	£46.00		£48.00		£2.00	4.3%
	Landlord (Annual Permit)	Each	£382.00		£398.00		£16.00	4.2%
	Landlord (daily)	Each	£8.00		£8.00		£0.00	0.0%
	Medical Practitioner Permit	Each	£46.00		£48.00		£2.00	4.3%
	Resident Permit 1st Permit	Each	£46.00		£48.00		£2.00	4.3%
	Resident Permit 2nd Permit	Each	£173.00		£180.00		£7.00	4.0%
	Resident Permit (Offline) 1st Permit	Each	£46.00		£48.00		£2.00	4.3%
	Resident Permit (Offline) 2nd Permit	Each	£173.00		£180.00		£7.00	4.0%
	Special Vehicle Access	Each	£0.00		£0.00		£0.00	0.0%
	Special Vehicle Permit - Daily	Each	£0.00		£0.00		£0.00	0.0%
	Temporary - All Zones	Each	£18.00		£19.00		£1.00	5.6%
Temporary - Resident	Each	£18.00		£19.00		£1.00	5.6%	
Temporary - Resident (Offline)	Each	£18.00		£19.00		£1.00	5.6%	
Temporary - scratchcard	Each	£18.00		£19.00		£1.00	5.6%	
Tradesperson (Annual Permit)	Each	£382.00		£398.00		£16.00	4.2%	
Tradesperson (Daily)	Each	£8.00		£8.00		£0.00	0.0%	
Tradesperson (scratchcard)	Each	£12.00		£13.00		£1.00	8.3%	
Visitor (Business)	Each	£25.00		£26.00		£1.00	4.0%	
Visitor (Charity/Community)	Each	£25.00		£26.00		£1.00	4.0%	
Visitor Resident (Offline) FOC	Each	£0.00		£0.00		£0.00	0.0%	
Visitor Resident (Offline)	Each	£25.00		£26.00		£1.00	4.0%	
Visitor Resident Permit FOC	Each	£0.00		£0.00		£0.00	0.0%	
Visitor Resident Permit	Each	£25.00		£26.00		£1.00	4.0%	
NEIGHBOURHOODS - STREET SCENE								
Mooring	Standard	24 hrs.	£8.33	£10.00	£8.33	£10.00	£0.00	0.0%
	Standard	up to 4hrs	£3.75	£4.50	£3.75	£4.50	£0.00	0.0%
Allotments	Site Category A Standard	Per year Per 25 sqm	£8.10		£9.00		£0.90	11.1%
	Site Category A YRP discount	Per year Per 25 sqm	£7.30		£8.10		£0.80	11.0%
	Site Category A Concession	Per year Per 25 sqm	£1.30		£1.50		£0.20	15.4%
	Site Category B Standard	Per year Per 25 sqm	£6.00		£6.50		£0.50	8.3%
	Site Category B YRP discount	Per year Per 25 sqm	£5.50		£5.85		£0.35	6.4%
	Site Category B Concession	Per year Per 25 sqm	£1.00		£1.10		£0.10	10.0%
	Site Category C Standard	Per year Per 25 sqm	£4.10		£4.50		£0.40	9.8%
	Site Category C YRP discount	Per year Per 25 sqm	£3.60		£4.05		£0.45	12.5%
	Site Category C Concession	Per year Per 25 sqm	£0.70		£0.75		£0.05	7.1%
	Start Up Fees Standard	Each	£45.10		£49.00		£3.90	8.6%
	Shed Rental	Each	£15.10		£16.50		£1.40	9.3%
Chickens	Per year Per 25 sqm	£15.10		£16.50		£1.40	9.3%	

Proposed Fees and Charges from 1st April 2024 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
HIGHWAYS								
Drainage Works	Rodding - Daytime	Each	Price on Application		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						
Solicitor Enquiries	Map Reproduction	first plan	£58.00		£60.00		£2.00	3.4%
	Map Reproduction	Each additional plan	£27.50		£28.60		£1.10	4.0%
	Supervision Of Works (Project <£250k)	cost of works	Price on Application		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		£90.90		£3.50	4.0%
	Skip permit fee for each additional week	Each	£39.50		£41.10		£1.60	4.1%
	Labour cost (clean up team) per hour	Each	Price on Application		Price on Application			
Tipping waste (transportation and disposal cost) per tonne	Each							
A-Boards	Application fee	Each	£114.00		£119.00		£5.00	4.4%
	Annual Licence fee	Each	£83.00		£86.00		£3.00	3.6%
	Recovery of A board from store	Each	£63.00		£66.00		£3.00	4.8%
HIGHWAYS								
Miscellaneous Income	Scaffold / Hoarding Licence Fee - Resident	Up to 4 weeks	£191.00		£199.00		£8.00	4.2%
	Scaffold / Hoarding Licence Fee - Commercial	Up to 4 weeks	£317.00		£330.00		£13.00	4.1%
	Scaffold / Hoarding Licence Fee - Renewal	Further period of up to 4 weeks.	£146.00		£152.00		£6.00	4.1%
	Stopping up of the public highway applications	Each	£895.00		£931.00		£36.00	4.0%
	S171 Licence (e.g. works on highway or store building material on the highway)	Up to 4 weeks	£455.00		£473.00		£18.00	4.0%
		each additional week or part week	£30.00		£31.00		£1.00	3.3%
	S142 Licence to plant on highway	Each	£220.00		£229.00		£9.00	4.1%
	S177 Projection over highway	Each	£455.00		£473.00		£18.00	4.0%
	Consenting on ordinary watercourse	Each	£50.00		£52.00		£2.00	4.0%
	Swapouts	Each	£435.00		£452.00		£17.00	3.9%
	Application fee for access protection markings to existing footway crossings	Each	Price on Application		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 2024 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %	
NEIGHBOURHOODS - WASTE									
Special Collections	Collection of 3 Items	Each	£52.50		£54.60		£2.10	4.0%	
	Collection of 3 Items - Concession	Each	£39.40		£41.00		£1.60	4.1%	
	Each additional item	Each	£8.40		£8.70		£0.30	3.6%	
	Fridge freezers - Domestic fridge/freezer (tall)	Each	£50.40		£52.40		£2.00	4.0%	
	Fridge freezers - Concession	Each	£37.80		£39.30		£1.50	4.0%	
	Cancellation charge (less than 3 days before collection)	Each	£11.80		£12.30		£0.50	4.2%	
	- Half load	1/2 load	Price on Application		Price on Application				
	- Full load	1 Load	Price on Application		Price on Application				
Trade Waste	Trade General sack in multiples of 50	Per 50	£156.00		£165.00		£9.00	5.8%	
	Trade recycling sack in multiples of 50	Per 50	£106.60		£115.00		£8.40	7.9%	
Bins (Wheeled/other)	240 litre new (plastic) - Domestic residual	Each	£62.40		£65.00		£2.60	4.2%	
	240 litre replacement - recycling (new developments)	Each	£62.40		£65.00		£2.60	4.2%	
	140 litre new or replacement bin	Each	£25.00		£30.00		£5.00	20.0%	
	23 litre food waste caddies	Each	£0.00		£0.00		£0.00	0.0%	
	5 litre food caddies	Each	£0.00		£0.00		£0.00	0.0%	
	180 litre food waste bin for managing agents and new developments	Each	£37.40		£39.00		£1.60	4.3%	
	240 litre food waste bins for managing agents and new developments	Each	£62.40		£65.00		£2.60	4.2%	
	240 litre replacement - recycling (Resident)	Each	£0.00		£0.00		£0.00	0.0%	
	360 litre new (plastic) - Domestic/Recycling	Each	£83.20		£86.50		£3.30	4.0%	
	1100 litre (steel) - Trade Waste	Each	Price on Application		Price on Application				
	1100 litre (Plastic) - Trade Waste	Each	Price on Application		Price on Application				
		Delivery of 1100ltr Bin	Each	£8.30		£9.00		£0.70	8.4%
Green Waste	Green Waste Service Bin	Per annum	£67.20		£69.90		£2.70	4.0%	
	Green Waste Service Bin (Concession)	Per annum	£50.50		£52.60		£2.10	4.2%	
	Additional Green Waste Service Bin - presented alongside an existing bin.	Per annum	£0.00		£0.00		£0.00	0.0%	
	Additional Green Waste Service Bin - presented alongside an existing bin. (Concession)	Per annum	£0.00		£0.00		£0.00	0.0%	
	Green Waste Service Bag	Per annum	£24.00		£25.10		£1.10	4.6%	
	Green Waste Service Bag (Concession)	Per annum	£18.00		£18.80		£0.80	4.4%	
	Additional Green Waste Service Bag - presented alongside an existing bag.	Per annum	£0.00		£0.00		£0.00	0.0%	
	Additional Green Waste Service Bag - presented alongside an existing bag (concession)	Per annum	£0.00		£0.00		£0.00	0.0%	
	New/Replacement Green Waste Bin	Each	£50.00		£52.30		£2.30	4.6%	
	New/Replacement Green Waste Bag	Each	£15.00		£15.50		£0.50	3.3%	
		Hazardous Clinical Waste Collections - per property per collection	Each	Price on Application		Price on Application			
	Exterior Cleansing and Graffiti Removal	Graffiti removal - call out and first hour	Each	Price on Application		Price on Application			
Each additional hour of graffiti removal		Each	Price on Application		Price on Application				
Emergency biohazard clearance		minimum per job	Price on Application		Price on Application				
Machine sweeping		minimum per job + tipping	Price on Application		Price on Application				
Fly tip removal		minimum per job + tipping	Price on Application		Price on Application				
+ additional labour		minimum per job	Price on Application		Price on Application				
LIBRARIES									
Children's activity Sessions	Cost recovery fee	Per child	£1.00		£1.00		£0.00	0.0%	
Reservations	Selms requests	Item	£3.50		£3.00		-£0.50	-14.3%	
	In stock	Item	£0.00		£0.00		£0.00	0.0%	
	From the British Library	Item	£17.00		£18.00		£1.00	5.9%	
Photocopies	Periodical Articles	Item	£17.00		£18.00		£1.00	5.9%	
	A4	per sheet	£0.15		£0.20		£0.05	33.3%	
Printing from Public Computers	A3	per sheet	£0.30		£0.30		£0.00	0.0%	
	A4 - Black & White	per sheet	£0.20		£0.20		£0.00	0.0%	
Replacement Cards	A4 - Colour	per sheet	£0.30		£0.30		£0.00	0.0%	
	Library Card Replacement or Provision of pin for Library Card	Item	£3.10		£3.50		£0.40	12.9%	
Local Studies Camera Licence		per day	£5.20		£5.50		£0.30	5.8%	
Local Studies High Res Scanning		per image	£2.10		£2.50		£0.40	19.0%	
Fee for postal item lost notice		per letter	£1.00		£1.50		£0.50	50.0%	
Admin fee for lost/damaged stock		per item	£5.20		£6.00		£0.80	15.4%	

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Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
LIBRARIES								
Vocal Sets Service (RBC Residents)	Borrowing from Reading stock	Set	£6.20		£6.50		£0.30	4.8%
	Overdue charges	Set	£6.20		£6.50		£0.30	4.8%
Vocal Sets Service (Non-RBC Residents)	Borrowing from Reading stock	Set	£11.40		£12.00		£0.60	5.3%
	Booking fee	Set	£11.40		£12.00		£0.60	5.3%
Orchestral Set Service	Overdue charges	Set	£6.20		£6.50		£0.30	4.8%
	Borrowing from Reading stock	Set	£6.20		£6.50		£0.30	4.8%
Drama Sets Service	Overdue charges	Set	As per Adult Book		As per Adult Book			
	Annual subscription for group	Group	£21.00		£22.00		£1.00	4.8%
Book Club Service (RBC Residents)	Overdue charges	Set	As per Adult Book		As per Adult Book			
	Annual subscription for group	Group	£31.00		£35.00		£4.00	12.9%
Book Club Service (Non-RBC Residents)	Borrowing from Reading stock	Set	£8.30		£9.00		£0.70	8.4%
	Overdue charges	Set	As per Adult Book		As per Adult Book			
Lost (in print items)	Full cost of replacement + £5.20 admin fee	Item	Full cost of replacement + £5 admin fee				Varies by item	
Lost (out of print items)	£20 + £5.20 Admin fee	Item	£26.00		£27.00		£1.00	3.8%
Damaged Items	Varies by item	Item	Varies by item				Varies by item	
Withdrawn Stock	Varies by item	Item	Varies by item				Varies by item	
Photocopying (serviced)	A4 black and white	Sheet	£0.50		£0.50		£0.00	0.0%
	A4 colour	Sheet	£0.50		£0.50		£0.00	0.0%
Photocopying (serviced)	A3 black and white	Sheet	£0.50		£0.50		£0.00	0.0%
	Service charge (does not include postage)	Transaction	£6.80		£7.50		£0.70	10.3%
Printing from microform	A4 print	Sheet	£1.00		£1.00		£0.00	0.0%
	A3 print	Sheet	£1.00		£1.00		£0.00	0.0%
Printing from microform (serviced)	A4 print	Sheet	£1.00		£1.00		£0.00	0.0%
	A3 print	Sheet	£1.00		£1.00		£0.00	0.0%
Copies of Local Studies Images	Service charge (does not include postage)	Service	£6.20		£7.50		£1.30	21.0%
	Email	Image	£3.10		£3.50		£0.40	12.9%
Study Carrels	Printed - glossy paper	Image	£5.20		£5.50		£0.30	5.8%
	10:00-13:00	Session	£4.00		£4.00		£0.00	0.0%
Library Display Panels	13:00-closing time (17:00/19:00)	Session	£4.00		£4.00		£0.00	0.0%
	Toy Library	Booking	£11.00		£11.00		£0.00	0.0%
Hire Charges	Membership childminders/playgroups	Annual	£15.60		£17.50		£1.90	12.2%
	Toy Small item	Item	£1.00		£1.00		£0.00	0.0%
Libraries - gallery fee	Toy Large item	Item	£1.00		£1.00		£0.00	0.0%
	Toy Large/Very large item	Item	£1.00		£1.00		£0.00	0.0%
Libraries - room hire	Libraries	fortnight	£52.00		£60.00		£8.00	15.4%
	Hire of a library space	Per Hour	£31.20		£40.00		£8.80	28.2%
PRIVATE SECTOR HOUSING								
Licence for house in multiple occupancy	Licence Fee (Accredited Landlord - proof required)	per application	£717.60		£800.00		£82.40	11.5%
	Licence Fee (Non accredited landlords)	per application	£800.80		£950.00		£149.20	18.6%
	Charge per additional sleeping room over 5	per application	£26.00		£27.00		£1.00	3.8%
	Missed Appointment charge	per missed appointment	£0.00		£45.00		New charge	New charge
Non Statutory Charge	Assistance with completing the on line HMO Licence application	Hourly	£86.67	£104.00	£90.00	£108.00	£3.33	3.8%
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	£530.00	£636.00	£20.00	3.9%
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	£176.67	£212.00	£6.84	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	£33.33	£40.00	£1.58	5.0%
Provision of Factual Statement	Factual Statement	per statement	£350.42	£420.50	£364.17	£437.00	£13.75	3.9%
Non Statutory Inspection Charge	Inspection and schedule of works for empty homes	up to 4 hours	£340.00	£408.00	£353.33	£424.00	£13.33	3.9%
LICENSING								
PREMISES LICENCES								
Gambling - Adult Gaming Centre Premises Licence	New application - 1st time of licencing	per licence	£1,447.00		£1,545.00		£98.00	6.8%
	Annual fee	per licence	£1,000.00		£1,000.00		£0.00	0.0%
	Variation	per licence	£1,000.00		£1,000.00		£0.00	0.0%
	Transfer	per licence	£1,200.00		£1,200.00		£0.00	0.0%
	Re-instatement	per licence	£1,040.00		£1,100.00		£60.00	5.8%
	Provisional statement	per statement	£1,404.00		£1,460.00		£56.00	4.0%
	Provisional statement - holder	per licence	£1,040.00		£1,082.00		£42.00	4.0%
	Copy of licence	per licence	£23.00		£25.00		£2.00	8.7%
	Notification of change	per licence	£23.00		£25.00		£2.00	8.7%
	Gambling - Betting (Other) Premises licence	New	per licence	£1,285.00		£1,375.00		£90.00
Annual fee		per licence	£514.00		£550.00		£36.00	7.0%
Variation		per licence	£857.00		£910.00		£53.00	6.2%
Transfer		per licence	£911.00		£950.00		£39.00	4.3%
Re-instatement		per licence	£911.00		£950.00		£39.00	4.3%
Provisional statement		per statement	£1,285.00		£1,336.00		£51.00	4.0%
Provisional statement - holder		per licence	£857.00		£891.00		£34.00	4.0%
Gambling - Bingo Premises licence	Copy of licence	per licence	£25.00		£25.00		£0.00	0.0%
	Notification of change	per licence	£25.00		£25.00		£0.00	0.0%
	New	per licence	£2,379.00		£2,500.00		£121.00	5.1%
	Annual fee	per licence	£911.00		£960.00		£49.00	5.4%
	Variation	per licence	£1,178.00		£1,225.00		£47.00	4.0%
	Transfer	per licence	£1,200.00		£1,200.00		£0.00	0.0%
	Re-instatement	per licence	£1,200.00		£1,200.00		£0.00	0.0%
Gambling - Bingo Premises licence	Provisional statement	per statement	£2,472.00		£2,571.00		£99.00	4.0%
	Provisional statement - holder	per licence	£1,237.00		£1,200.00		£-37.00	-3.0%
	Copy of licence	per licence	£25.00		£25.00		£0.00	0.0%
	Notification of change	per licence	£25.00		£25.00		£0.00	0.0%

Proposed Fees and Charges from 1st April 2024 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
Gambling - Casino Premises licence	New - 1st time licence	per licence	£1,291.00		£1,343.00		£52.00	4.0%
	Annual fee	per licence	£1,574.00		£1,637.00		£63.00	4.0%
	Variation	per licence	£1,686.00		£1,753.00		£67.00	4.0%
	Transfer	per licence	£1,473.00		£1,350.00		-£123.00	-8.4%
	Re-instatement	per licence	£1,419.00		£1,350.00		-£69.00	-4.9%
	Copy of licence	per licence	£25.00		£25.00		£0.00	0.0%
	Notification of change	per licence	£25.00		£25.00		£0.00	0.0%
Gambling - Family Entertainment Centre Premises Licence	New	per licence	£1,910.00		£2,040.00		£130.00	6.8%
	Annual fee	per licence	£750.00		£750.00		£0.00	0.0%
	Variation	per licence	£956.00		£1,000.00		£44.00	4.6%
	Transfer	per licence	£950.00		£950.00		£0.00	0.0%
	Re-instatement	per licence	£950.00		£950.00		£0.00	0.0%
	Provisional statement	per statement	£2,023.00		£2,000.00		-£23.00	-1.1%
	Provisional statement - holder	per licence	£899.00		£935.00		£36.00	4.0%
	Copy of licence	per statement	£25.00		£25.00		£0.00	0.0%
	Notification of change	per statement	£25.00		£25.00		£0.00	0.0%
	LICENSING							
Gambling - Track premises licence	New	per statement	£1,911.00		£1,987.00		£76.00	4.0%
	Annual fee	per statement	£1,000.00		£1,000.00		£0.00	0.0%
	Variation	per statement	£956.00		£994.00		£38.00	4.0%
	Transfer	per licence	£950.00		£950.00		£0.00	0.0%
	Re-instatement	per licence	£950.00		£950.00		£0.00	0.0%
	Provisional statement	per statement	£2,023.00		£2,104.00		£81.00	4.0%
	Provisional statement - holder	per licence	£899.00		£935.00		£36.00	4.0%
	Copy of licence	per licence	£25.00		£25.00		£0.00	0.0%
Notification of change	per licence	£25.00		£25.00		£0.00	0.0%	
Unlicensed Family Entertainment Centre	New	per permit	£300.00		£300.00		£0.00	0.0%
	Renewal	per permit	£300.00		£300.00		£0.00	0.0%
	Change of Name	per permit	£25.00		£25.00		£0.00	0.0%
Prize Gaming Permit	Copy of Permit	per permit	£15.00		£15.00		£0.00	0.0%
	Permit	per permit	£300.00		£300.00		£0.00	0.0%
	Renewal	per permit	£300.00		£300.00		£0.00	0.0%
Sex Shop Licence	Change of Name	per permit	£25.00		£25.00		£0.00	0.0%
	Copy of Permit	per permit	£15.00		£15.00		£0.00	0.0%
	Grant/Renewal of Licence	per licence	£1,180.00		£1,227.00		£47.00	4.0%
Sex Entertainment Licence (SEV)	Grant of Licence	per licence	£2,809.00		£2,921.00		£112.00	4.0%
	Renewal of Licence	per licence	£2,124.00		£2,209.00		£85.00	4.0%
	Variation	per licence	£1,103.00		£1,147.00		£44.00	4.0%
Film Classification	Transfer	per licence	£135.00		£140.00		£5.00	3.7%
	Film Classification (local film festivals)	per 15 mins or part thereof (of the film)	£16.00		£17.00		£1.00	6.3%
Street Trading Outside Town Centre	OUT OF TOWN - Grant/ Renewal (Fast Food)	per stall/per application	£2,421.00		£2,421.00		£0.00	0.0%
	OUT OF TOWN - Grant/Renewal (sandwich/ice-cream/retail food)	per stall/per application	£901.00		£901.00		£0.00	0.0%
	OUT OF TOWN - Grant/Renewal (Non Food)	per stall/per application	£464.00		£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		£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		£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		£206.00		£0.00	0.0%
	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		£144.00		£0.00	0.0%
	OUT OF TOWN - Occasional (9-14 days per year) (Trading dates listed on licence)	Single trader	£26.00		£26.00		£0.00	0.0%
	OUT OF TOWN - Occasional (15-45 days per year) (Trading dates listed on licence)	Single trader	£15.00		£15.00		£0.00	0.0%
	OUT OF TOWN - Occasional (46-60 days per year) (Trading dates listed on licence)	Single trader	£8.00		£8.00		£0.00	0.0%

Proposed Fees and Charges from 1st April 2024 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
LICENSING								
Street Trading Town Centre	Town Centre - Grant/ Renewal (Broad Street)	per stall	£6,129.00		£6,129.00		£0.00	0.0%
	Town Centre - Grant/ Renewal (Bridge Street)	per stall	£6,129.00		£6,129.00		£0.00	0.0%
	Town Centre - Grant/ Renewal (Reading Station)	per stall	£6,129.00		£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		£14.00		£1.00	7.7%
	Town Centre - Market not under charter 15-60 days per yr.	up to 3 x3 m single trader stall per day	£4.00		£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		£17.00		£1.00	6.3%
	Town Centre - Market not under charter 15-60 days per yr.	>over3x3m single trader stall per day	£6.00		£6.00		£0.00	0.0%
	All Street Traders - Variation	per stall	£257.00		£267.00		£10.00	3.9%
	All Street Traders - Additional Street Trading Assistant	per assistant	£16.00		£16.00		£0.00	0.0%
	All Street Traders - fee for paying by direct debit - no other instalment system allowed	per application	£54.00		£54.00		£0.00	0.0%
Scrap Metal	Site Licence - new/renewal	per 3 year licence	£911.00		£975.00		£64.00	7.0%
	Collectors Licence -new/renewal	per 3 year licence	£600.00		£640.00		£40.00	6.7%
	Variation of Site Licence /Collectors Licence	per licence	£270.00		£290.00		£20.00	7.4%
	Simple Variation (i.e., admin changes) for site Licence or Collector	per licence	£79.00		£85.00		£6.00	7.6%
	Replacement Licence or badge for collector	per licence	£16.00		£17.00		£1.00	6.3%
Pavement Café	Town Centre/Out of Town - Initial Charge (up to Sept 2023)	per annum	£100.00		£100.00		£0.00	0.0%
Caravan Site Licence	Grant	per site	£743.00		£795.00		£52.00	7.0%
	Transfer	per site	£341.00		£365.00		£24.00	7.0%
	Variation	per site	£509.00		£545.00		£36.00	7.1%
	Annual Fee (less than 10 units)	per site	£268.00		£279.00		£11.00	4.1%
	Annual fee (less than 30 units)	per site	£300.00		£312.00		£12.00	4.0%
	Annual fee (more than 30 Units)	per site	£331.00		£344.00		£13.00	3.9%
	copies of site licence	per site	£16.00		£17.00		£1.00	6.3%
	Application to be included on the Fit & Proper Person Register	per site every 5 years	£174.00		£181.00		£7.00	4.0%
Other Fees	Check & Submit Service	Each	£107.00		£115.00		£8.00	7.5%
	Pre-application advice and site visit	Each	£172.00		£185.00		£13.00	7.6%
	DBS Standard	per person	£33.00		£36.00		£3.00	9.1%
	Door Safe log Book	per book	£16.00		£17.00		£1.00	6.3%
LICENSING								
TRANSPORT LICENCES								
Hackney Carriage	Hackney carriage Vehicle grant or renewal	per operator	£400.00		£400.00		£0.00	0.0%
	3 Year Hackney carriage driver new/ renewal (not including disclosure fee)	per operator	£328.00		£328.00		£0.00	0.0%
Private Hire Operators - 1 Year Grant	Each additional applicant	per operator	£245.00		£245.00		£0.00	0.0%
	1 -3 Vehicles	per operator	£806.00		£806.00		£0.00	0.0%
	4-10 Vehicles	per operator	£1,292.00		£1,292.00		£0.00	0.0%
	11-40 Vehicles	per operator	£2,572.00		£2,572.00		£0.00	0.0%
	41-100 Vehicles	per operator	£4,314.00		£4,314.00		£0.00	0.0%
	101+ Vehicles	per operator	£5,181.00		£5,181.00		£0.00	0.0%
Private Hire Operators - 1 Year Renewal	Each additional applicant	per operator	£185.00		£185.00		£0.00	0.0%
	1 -3 Vehicles	per operator	£561.00		£561.00		£0.00	0.0%
	4-10 Vehicles	per operator	£892.00		£892.00		£0.00	0.0%
	11-40 Vehicles	per operator	£1,977.00		£1,977.00		£0.00	0.0%
	41-100 Vehicles	per operator	£3,583.00		£3,583.00		£0.00	0.0%
Private Hire Operators - 5 Year Grant	Each additional applicant	per operator	£245.00		£245.00		£0.00	0.0%
	1 -3 Vehicles	per operator	£2,125.00		£2,125.00		£0.00	0.0%
	4-10 Vehicles	per operator	£3,150.00		£3,150.00		£0.00	0.0%
	11-40 Vehicles	per operator	£8,020.00		£8,020.00		£0.00	0.0%
	41-100 Vehicles	per operator	£15,241.00		£15,241.00		£0.00	0.0%
	101+ Vehicles	per operator	£18,851.00		£18,851.00		£0.00	0.0%

Proposed Fees and Charges from 1st April 2024 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %	
Private Hire Operators - 5 Year Renewal	Each additional applicant	per operator	£185.00		£185.00		£0.00	0.0%	
	1 -3 Vehicles	per operator	£2,065.00		£2,065.00		£0.00	0.0%	
	4-10 Vehicles	per operator	£3,092.00		£3,092.00		£0.00	0.0%	
	11-40 Vehicles	per operator	£7,917.00		£7,917.00		£0.00	0.0%	
	41-100 Vehicles	per operator	£15,191.00		£15,191.00		£0.00	0.0%	
	101+ Vehicles	per operator	£18,730.00		£18,730.00		£0.00	0.0%	
Private Hire Vehicle and Driver	Private Hire Vehicle grant or renewal	per application	£315.00		£315.00		£0.00	0.0%	
	Executive vehicle grant or renewal	per application	£352.00		£352.00		£0.00	0.0%	
	3 Year driver new/renewal (not including disclosure fee)	per application	£319.00		£319.00		£0.00	0.0%	
TRANSPORT LICENCES									
School Transport	School Transport vehicle (Class IV) vehicle	per application	£100.00		£100.00		£0.00	0.0%	
	3 year ST driver grant/renewal (not incl disclosure fee)	per application	£240.00		£240.00		£0.00	0.0%	
School Transport - 1 Year Grant	Each additional applicant	per operator	£245.00		£245.00		£0.00	0.0%	
	1 -3 Vehicles	per operator	£445.00		£445.00		£0.00	0.0%	
	4-10 Vehicles	per operator	£836.00		£836.00		£0.00	0.0%	
	11-40 Vehicles	per operator	£1,727.00		£1,727.00		£0.00	0.0%	
	41-100 Vehicles	per operator	£2,251.00		£2,251.00		£0.00	0.0%	
	101+ Vehicles	per operator	£3,141.00		£3,141.00		£0.00	0.0%	
School Transport - 1 Year Renewal	Each additional applicant	per operator	£145.00		£145.00		£0.00	0.0%	
	1 -3 Vehicles	per operator	£345.00		£345.00		£0.00	0.0%	
	4-10 Vehicles	per operator	£570.00		£570.00		£0.00	0.0%	
	11-40 Vehicles	per operator	£1,132.00		£1,132.00		£0.00	0.0%	
	41-100 Vehicles	per operator	£1,513.00		£1,513.00		£0.00	0.0%	
	101+ Vehicles	per operator	£2,290.00		£2,290.00		£0.00	0.0%	
School Transport - 5 Year Grant	Each additional applicant	per operator	£245.00		£245.00		£0.00	0.0%	
	1 -3 Vehicles	per operator	£1,245.00		£1,245.00		£0.00	0.0%	
	4-10 Vehicles	per operator	£2,324.00		£2,324.00		£0.00	0.0%	
	11-40 Vehicles	per operator	£4,955.00		£4,955.00		£0.00	0.0%	
	41-100 Vehicles	per operator	£6,763.00		£6,763.00		£0.00	0.0%	
	101+ Vehicles	per operator	£10,351.00		£10,351.00		£0.00	0.0%	
School Transport - 5 Year Renewal	Each additional applicant	per operator	£145.00		£145.00		£0.00	0.0%	
	1 -3 Vehicles	per operator	£1,145.00		£1,145.00		£0.00	0.0%	
	4-10 Vehicles	per operator	£2,058.00		£2,058.00		£0.00	0.0%	
	11-40 Vehicles	per operator	£4,620.00		£4,620.00		£0.00	0.0%	
	41-100 Vehicles	per operator	£6,333.00		£6,333.00		£0.00	0.0%	
	101+ Vehicles	per operator	£9,890.00		£9,890.00		£0.00	0.0%	
TRANSPORT LICENCES									
Other Charges - Vehicle	Vehicle Transfer of ownership -(admin only + issue licence)	per application	£50.00		£52.00		£2.00	4.0%	
	Replace vehicle plate (4 new tags+plate+30 mins)	per vehicle	£60.00		£62.00		£2.00	3.3%	
	temporary replacement Hackney Carriage or Private Hire Vehicle Plate	per application	£49.00		£51.00		£2.00	4.1%	
	HC Taxi livery design + 1 vehicle	per application	£141.00		£147.00		£6.00	4.3%	
	HC Livery - Additional vehicle check	per vehicle	£40.00		£42.00		£2.00	5.0%	
	HC Taxi livery renewal +1 vehicle	per application	£93.00		£97.00		£4.00	4.3%	
	<3 year compliance test - PH, EXEC, HC OR ST	per application	£36.00		£37.00		£1.00	2.8%	
	Aged vehicle check - PH, ST or Executive Vehicles over age 10 years +	per vehicle	£36.00		£37.00		£1.00	2.8%	
	ULEV vehicle	per vehicle		25% of Standard fee for a HC, PH, EXEC, ST		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		50% of Standard fee for a HC, PH, EXEC, ST vehicle as appropriate			
Other Charges - Driver	Driver knowledge test	per driver	£45.00		£47.00		£2.00	4.4%	
	Rescheduled new driver interview/ (no shows)	per driver	£16.00		£17.00		£1.00	6.3%	
	Change of Application HC to PH or PH to HC	per application	£34.00		£35.00		£1.00	2.9%	
	Replacement badge or licence (incl change of address)	per driver	£16.00		£17.00		£1.00	6.3%	
	Basic DBS (PHO, STO)	per applicant	£36.00		£37.00		£1.00	2.8%	
	DBS Enhanced (HC, PH, ST driver)	per driver	£54.00		£56.00		£2.00	3.7%	
	Driver - Visa Expiry (2 Badges, 1 cert+admin fee)	per driver	£80.00		£83.00		£3.00	3.8%	

Proposed Fees and Charges from 1st April 2024 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
Other Charges - Operator	Operator logbook	Per logbook	£4.00		£4.00		£0.00	0.0%
	Admin charge + copy of the licence	per operator	£50.00		£52.00		£2.00	4.0%
	Copy of the licence	Per Operator	£16.00		£17.00		£1.00	6.3%
Other Charges - General	Bounced Cheque	Each	£34.00		£35.00		£1.00	2.9%
	Admin Charge	Each	£34.00		£35.00		£1.00	2.9%
	Factual Statement	Each	£146.00		£152.00		£6.00	4.1%
	Check and submit taxi application form	Each	£102.00		£106.00		£4.00	3.9%
FOOD & SAFETY								
Courses	Level 2 Food Safety & Hygiene Course (One day)	per candidate	£81.00		£84.00		£3.00	3.7%
	Level 2 Food Safety in Catering Exam- re-sit fee	per candidate	£46.00		£48.00		£2.00	4.3%
	Level 2 Food Safety - replacement certificate	Each	£94.00		£98.00		£4.00	4.3%
	Level 2 Food Safety & Hygiene Course - on clients premises	Each	£900.00		£936.00		£36.00	4.0%
	Level 2 Food Safety & Hygiene Course - on clients premises	Each	£1,167.00		£1,214.00		£47.00	4.0%
	Additional candidates for level 2 Course on clients premises	Each	£89.00		£93.00		£4.00	4.5%
	Level 3 Supervising food hygiene & safety (min 6 candidates)	Each	£362.00		£376.00		£14.00	3.9%
	Level 3 Supervising food hygiene & safety (2 or more candidates)	Each	£328.00		£341.00		£13.00	4.0%
	Level 3 Supervising food hygiene & safety (up to 10 candidates)	Each	£2,880.00		£2,995.00		£115.00	4.0%
	Preparation & delivery of bespoke Training	Each	£165.00		£172.00		£7.00	4.2%
Food Hygiene Visits	Fee for missed Food Hygiene premises inspection visit where appointment made	Each	£41.67	£50.00	£43.33	£52.00	£1.66	4.0%
	Food Hygiene Rating Scheme re-inspection	Each	£218.33	£262.00	£227.00		£8.67	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		£88.00		£3.00	3.5%
	Export Health Certificate/Endorsement + additional fee based on hourly rate for food inspection	Each	£180.00		£187.00		£7.00	3.9%
	Condemned Food Certificate	Each	£155.00		£161.00		£6.00	3.9%
	Administration Fee/Cancellation Fee	Each	£37.00		£38.00		£1.00	2.7%
	Factual Statement to solicitors & others	Each	£176.00		£183.00		£7.00	4.0%
Special treatments	Additional documents	Each	£115.00		£120.00		£5.00	4.3%
	Single treatment Premises (premises +1 operator)	per premises +1 operator	£292.00		£304.00		£12.00	4.1%
	One Off payment. (Fee for each treatment - cosmetic piercing, tattooist, acupuncture, electrolysis, cosmetic micro pigmentation)	per premises +1 operator	£51.00		£53.00		£2.00	3.9%
	Single treatment Operator (Fee for each treatment - cosmetic piercing, tattooist, acupuncture, electrolysis, cosmetic micro pigmentation)	per operator - One Off payment	£51.00		£53.00		£2.00	3.9%
Safety at Sports Ground	Special Treatment Operator/premises Replacement Certificate (no changes)	per certificate	£35.00		£36.00		£1.00	2.9%
	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	£240.00	£288.00	£9.00	3.9%
PRIMARY AUTHORITY AND BUSINESS ADVICE								
Primary Authority Business Advice	Commercial property search		£81.00		£84.00		£3.00	3.7%
	Mini Primary Authority fee / minimum annual PA fee	less than 7 hours advice per year	£627.00		£652.00		£25.00	4.0%
	Medi Primary Authority Fee	less than 25 hours advice per year	£2,128.00		£2,213.00		£85.00	4.0%
	Pay as You Go standing charge (PAYG)	per profession	£1,745.00		£1,815.00		£70.00	4.0%
	Primary Authority Advice (Admin Officer)	per hour	£70.00		£73.00		£3.00	4.3%
	Primary Authority Partnership advice (EHO, TSO, Lice Officer)	per hour	£85.00		£88.00		£3.00	3.5%
	Primary Authority Set up fee	per business	£294.00		£306.00		£12.00	4.1%
Business Advice - Regulation Services	Start Up advisory /Reg Services Health Check (Option 2)	per premises	£171.00		£178.33	£213.60	£7.33	4.3%
	Bespoke Service (Option 3) then hourly rate	per business	£894.00		£930.00	£1,116.00	£36.00	4.0%
Business Advice	Outside a Primary Authority Partnership	per hour	£85.00		£88.33	£105.60	£3.33	3.9%
TRADING STANDARDS & Coroners								
Petroleum Spirits (set by statute)	Up to 2500 litres	per licence	£47.00		£46.00		£-1.00	-2.1%
	2500-50,000 litres	per licence	£63.00		£62.00		£-1.00	-1.6%
	Over 50,000 litres	per licence	£133.00		£131.00		£-2.00	-1.5%
	Transfer of Licence	per licence	£8.00		£8.00		£0.00	0.0%
Weights and Measures Verification Fees	Petroleum Search	per search	£77.00		£80.00		£3.00	3.9%
	Technical Officer Hourly Rate	Per Hour	£41.00		£43.00		£2.00	4.9%
	Weights and Measures Inspector Hourly Rate	Per Hour	£67.00		£70.00		£3.00	4.5%

Proposed Fees and Charges from 1st April 2024 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
Explosives (Set by statute)	Licence to store explosives no min separation						£0.00	0.0%
	1 year	per Licence	£115.00		£113.00		£-2.00	-1.7%
	2 year	per Licence	£150.00		£147.00		£-3.00	-2.0%
	3 Year	per Licence	£184.00		£181.00		£-3.00	-1.6%
	4 Year	per Licence	£219.00		£215.00		£-4.00	-1.8%
	5 Year	per Licence	£253.00		£248.00		£-5.00	-2.0%
	Renewal to store explosives no minimum separation						£0.00	0.0%
	1 Year	per Licence	£57.00		£56.00		£-1.00	-1.8%
	2 Year	per Licence	£92.00		£90.00		£-2.00	-2.2%
	3 Year	per Licence	£128.00		£125.00		£-3.00	-2.3%
	4 Year	per Licence	£161.00		£158.00		£-3.00	-1.9%
	5 Year	per Licence	£197.00		£193.00		£-4.00	-2.0%
	Variation/Transfer/Replacement	per Licence	£38.00		£38.00		£0.00	0.0%
	Year round to sell fireworks	per Licence	£520.00		£500.00		£-20.00	-3.8%
Courses British Institute of Inn keeping Awarding Body Courses		per person	£82.00		£79.00		£-3.00	-3.7%
Coroner (Set by Statute)	Paper copy of document under 10 pages	First 10	£5.20		£5.00		£-0.20	-3.8%
	Additional pages	Each	£0.50		£0.50		£0.00	0.0%
	Document other than email or paper	Each	£5.20		£5.00		£-0.20	-3.8%
	Inquest transcript of not more than 360 words	Each	£6.40		£6.20		£-0.20	-3.1%
	for a copy of 361 to 1440 words	Each	£13.60		£13.10		£-0.50	-3.7%
	for a of the first 1440 of a document exceeding 1440 words	Each	£13.60		£13.10		£-0.50	-3.7%
for each 72 words after the first 1440 words or part thereof	Each	£0.70		£0.70		£0.00	0.0%	
ENVIRONMENTAL PROTECTION								
Environmental Protection & Nuisance Team	Contaminated Land/Environmental Information Request (Residents)	per hour	£48.33	£58.00	£50.00	£60.00	£1.67	3.5%
	Contaminated Land/Environmental Information Request (Commercial)	per hour	£69.17	£83.00	£71.67	£86.00	£2.50	3.6%
	Sound check consultancy	per hour	£69.17	£83.00	£71.67	£86.00	£2.50	3.6%
	Officer charge	per hour	£69.17	£83.00	£71.67	£86.00	£2.50	3.6%
Dog Warden	Statutory Stray Fee	Each	£25.00		£25.00		£0.00	0.0%
	Dog picked up but not kennelled	Each	£69.17	£83.00	£71.67	£86.00	£2.50	3.6%
	Dog picked up taken to kennels and returned to owner (new fee)	Each	£141.67	£170.00	£147.50	£177.00	£5.83	4.1%
	Daily Kennel charge	Each	£27.00			At cost		
	Animal Warden Initial Response fee	per call out	£115.00		£120.00		£5.00	4.3%
	Animal Warden Hourly rate	hourly	£69.00		£72.00		£3.00	4.3%
	Veterinary fees will be charged on a cost basis	Fee	At cost			At cost		
Animal Establishments	Kennels & Catteries (exclusive of vets' fees) New	Per Licence	£678.00		£705.00		£27.00	4.0%
	Kennels & Catteries (exclusive of vets' fees) Renewal	Per Licence	£598.00		£622.00		£24.00	4.0%
	Pet Shop small annual licence (exclusive of vets' fees) New	Per Licence	£496.00		£516.00		£20.00	4.0%
	Pet Shop small annual licence (exclusive of vets' fees) Renewal	Per Licence	£385.00		£400.00		£15.00	3.9%
	Pet Shop large (exclusive of vets' fees) - more than 75m2 New	Per Licence	£678.00		£705.00		£27.00	4.0%
	Pet Shop large (exclusive of vets' fees) - more than 75m3 Renewal	Per Licence	£598.00		£622.00		£24.00	4.0%
	Pet shop/boarder/breeding licence amendment	Per Licence	£104.00		£108.00		£4.00	3.8%
	small home boarder 1-6 dogs (annual fee) New	Per Licence	£458.00		£476.00		£18.00	3.9%
	small home boarder 1-6 dogs (annual fee) Renewal	Per Licence	£334.00		£347.00		£13.00	3.9%
	larger home boarder 7 + Dogs (annual fee) New	Per Licence	£496.00		£516.00		£20.00	4.0%
	larger home boarder 7 + Dogs (annual fee) Renewal	Per Licence	£385.00		£400.00		£15.00	3.9%
	Animal Breeding Establishments (exclusive of vets' fees) New	Per Licence	£496.00		£516.00		£20.00	4.0%
	Animal Breeding Establishments (exclusive of vets' fees) Renewal	Per Licence	£385.00		£400.00		£15.00	3.9%
	Horse Riding Establishment Licence - New	Per Licence	£678.00		£705.00		£27.00	4.0%
	Horse Riding Establishment Licence - Renewal	Per Licence	£598.00		£622.00		£24.00	4.0%
	Keeping or training animals for exhibition (3 year Licence)	Per Licence	£678.00		£705.00		£27.00	4.0%
	Dangerous Wild Animals Licence or Zoo Licence	Per Licence	Price on Application			Price on Application		
LOCAL AIR POLLUTION PREVENTION AND CONTROL (LAPPC)								
Annual Subsistence Charge	Standard process Low	per Licence	£772.00		£772.00		£0.00	0.0%
	Standard process Medium	per Licence	£1,161.00		£1,161.00		£0.00	0.0%
	Standard process High	per Licence	£1,747.00		£1,747.00		£0.00	0.0%
	Permit for Vapour Recovery Part I and Dry Cleaners L	per Licence	£79.00		£79.00		£0.00	0.0%
	Permit for Vapour Recovery Part I and Dry Cleaners M	per Licence	£158.00		£158.00		£0.00	0.0%
	Permit for Vapour Recovery Part I and Dry Cleaners H	per Licence	£237.00		£237.00		£0.00	0.0%
	Permit for Vapour Recovery Part I & II combined L	per Licence	£113.00		£113.00		£0.00	0.0%
	Permit for Vapour Recovery Part I & II combined M	per Licence	£226.00		£226.00		£0.00	0.0%
	Permit for Vapour Recovery Part I & II combined H	per Licence	£341.00		£341.00		£0.00	0.0%
	Vapour Recovery and other Reduced Fees L	per Licence	£228.00		£228.00		£0.00	0.0%
	Vapour Recovery and other Reduced Fees M	per Licence	£365.00		£365.00		£0.00	0.0%
	Vapour Recovery and other Reduced Fees H	per Licence	£548.00		£548.00		£0.00	0.0%

Proposed Fees and Charges from 1st April 2024 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
PLANNING								
PLANNING - PRE APPLICATION FEES								
Level 1	Householders advice on house extensions	Each	£166.67	£200.00	£173.33	£208.00	£6.66	4.0%
	Follow up Meetings	Each	£96.67	£116.00	£100.83	£121.00	£4.16	4.3%
	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	£173.33	£208.00	£6.66	4.0%
	Follow up Meetings	Each	£95.83	£115.00	£100.00	£120.00	£4.17	4.4%
	Proposals for local community uses - (Free of charge for up to 200sqm)	Each	£154.17	£185.00	£160.00	£192.00	£5.83	3.8%
	Follow up Meetings	Each	£95.83	£115.00	£100.00	£120.00	£4.17	4.4%
	Advertisements	Each	£260.00	£312.00	£270.00	£324.00	£10.00	3.8%
	Follow up Meetings	Each	£95.83	£115.00	£100.00	£120.00	£4.17	4.4%
	Telecommunication installations	Each	£160.83	£193.00	£167.50	£201.00	£6.67	4.1%
	Follow up Meetings	Each	£95.83	£115.00	£100.00	£120.00	£4.17	4.4%
	Listed Building consent /conservation area consent.	Each	£154.17	£185.00	£160.00	£192.00	£5.83	3.8%
	Follow up Meetings	Each	£95.83	£115.00	£100.00	£120.00	£4.17	4.4%
	Trees and Landscaping	Each	£154.17	£185.00	£160.00	£192.00	£5.83	3.8%
	Follow up Meetings	Each	£95.83	£115.00	£100.00	£120.00	£4.17	4.4%
	Works to trees covered by tree preservation orders.	Each	£154.17	£185.00	£160.00	£192.00	£5.83	3.8%
Follow up Meetings	Each	£95.83	£115.00	£100.00	£120.00	£4.17	4.4%	
Level 2	201 - 499sqm	Each	£385.00	£462.00	£400.00	£480.00	£15.00	3.9%
	500 - 1000sqm	Each	£717.50	£861.00	£745.83	£895.00	£28.33	3.9%
	1 - 3 dwellings	Each	£385.00	£462.00	£400.00	£480.00	£15.00	3.9%
	4 - 9 dwellings	Each	£717.50	£861.00	£745.83	£895.00	£28.33	3.9%
	10 - 15 dwellings	Each	£894.17	£1,073.00	£930.00	£1,116.00	£35.83	4.0%
Business, commercial or other development of 201 sqm to 1000 or up to 19 dwellings.	15 - 19 dwellings	Each	£1,195.83	£1,435.00	£1,243.33	£1,492.00	£47.50	4.0%
	One Meeting included in above fee, additional Meetings charged by hour.	Each	£122.50	£147.00	£127.50	£153.00	£5.00	4.1%
	Level 3	Pre-application fee	Each	£3,120.00	£3,744.00	£3,245.00	£3,894.00	£125.00
Development > 1,001 sqm or 20+ dwellings or other proposals	Additional Meetings and advice thereafter by negotiation.	Each	By Negotiation		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		By Negotiation			
PLANNING ADMINISTRATION CHARGES								
Planning History Search	Where more complicated or several addresses	per application	£31.00		£32.00		£1.00	3.2%
Copies of Section 106 Agreements	per agreement	per application	£31.00		£32.00		£1.00	3.2%
Copies of Planning Decision Notices	A list given of decision notices required	per application	£15.00		£16.00		£1.00	6.7%
	One decision notice from Microfiche slide	per application	£15.00		£16.00		£1.00	6.7%
	One decision notice from Microfiche slide plus plans (all on One slide)	per application	£31.00		£32.00		£1.00	3.2%
	Scanning more than One slide	per application	£31.00		£32.00		£1.00	3.2%
	Plans and documents for an application that need redacting	per application	£15.00		£16.00		£1.00	6.7%
Enquiries for evidence that conditions have been discharged (statutory Fee)	Householders	per application	£34.00		£34.00		£0.00	0.0%
	All others	per application	£116.00		£116.00		£0.00	0.0%
S106 and Community Infrastructure Levy obligation enquiries		per application	£31.00		£32.00		£1.00	3.2%
Returning Invalid	Refunds processed and advice given	per application	10.00%		10.00%		£0.00	0.0%
Tree Preservation Order Documents		per application	£31.00		£32.00		£1.00	3.2%
LEISURE								
Tennis Prospect Park (Artificial-turf)	Adult Standard	Session	£8.33	£10.00	£9.17	£11.00	£0.84	10.1%
	Junior Standard	Session	£4.17	£5.00	£5.00	£6.00	£0.83	19.9%
Bowls	Adult Standard	Session	£4.25	£5.10	£5.00	£6.00	£0.75	17.6%
	Junior Standard	Session	£2.08	£2.50	£2.50	£3.00	£0.42	20.2%
	Hire of woods and mats	Session	£3.42	£4.10	£4.17	£5.00	£0.75	21.9%
Football	Adult One Off Game Standard	Match	£110.08	£132.10	£114.17	£137.00	£4.09	3.7%
	Adult Block 10+ Games Standard	Match	£94.17	£113.00	£98.33	£118.00	£4.16	4.4%
	Adult Block 5+ Teams Standard	Match	£84.17	£101.00	£87.50	£105.00	£3.33	4.0%
	Senior League discounts	Match	£22.75	£27.30	£23.33	£28.00	£0.58	2.5%
	Senior League discounts	Match	£17.17	£20.60	£17.50	£21.00	£0.33	1.9%
	Senior League discounts	Match	£11.50	£13.80	£11.67	£14.00	£0.17	1.5%
	Junior One Off Game Standard	Match	£60.08	£72.10	£62.50	£75.00	£2.42	4.0%
	Junior Block 10+ Games Standard	Match	£43.67	£52.40	£45.00	£54.00	£1.33	3.0%
	Junior Block 5+ Teams standard	Match	£38.33	£46.00	£40.00	£48.00	£1.67	4.4%
	Mini Soccer per Game	Match	£18.17	£21.80	£19.17	£23.00	£1.00	5.5%
	Mini Soccer 10+ Games	Match	£15.50	£18.60	£15.83	£19.00	£0.33	2.1%
	Mini Soccer 5+ Teams	Match	£13.67	£16.40	£14.17	£17.00	£0.50	3.7%
Australian Rules & Gaelic	One Off	Match	£100.08	£120.10	£110.00	£132.00	£9.92	9.9%
	Block 10+ Games	Match	£82.83	£99.40	£91.67	£110.00	£8.84	10.7%
5-a-side football	Adult Peak - single	Per Hour	£51.00	£61.20	£51.67	£62.00	£0.67	1.3%
	Adult Peak - Block	Per Hour	£42.33	£50.80	£42.50	£51.00	£0.17	0.4%
	Junior Peak - single	Per Hour	£26.42	£31.70	£30.00	£36.00	£3.58	13.6%
	Junior Peak - Block	Per Hour	£22.33	£26.80	£25.00	£30.00	£2.67	12.0%

Proposed Fees and Charges from 1st April 2024 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
MUSEUM								
School Sessions	(Session, loan, membership, talk etc.)	per event	£159.00		£165.00		£6.00	3.8%
School session (virtual)		per event	£80.00		£83.00		£3.00	3.8%
Welcome and wow talks (schools)	(Session, loan, membership, talk etc.)	per event	£45.00		£45.00		£0.00	0.0%
Membership 1 box per half term		membership	£105.00		£110.00		£5.00	4.8%
Membership 5 boxes RBC non academy		membership	£310.00		£325.00		£15.00	4.8%
Membership 3 boxes RBC non academy		membership	£235.00		£249.00		£14.00	6.0%
Membership 5 boxes academy schools		membership	£315.00		£325.00		£10.00	3.2%
Membership 3 boxes RBC academy		membership	£235.00		£249.00		£14.00	6.0%
Membership 5 boxes non RBC schools		membership	£315.00		£325.00		£10.00	3.2%
Membership 3 boxes non rbc schools		membership	£235.00		£249.00		£14.00	6.0%
Individual box loan		per box	£45.00		£50.00		£5.00	11.1%
Reminiscence		membership	£95.00		£105.00		£10.00	10.5%
Museum introduction (adult) (Welcome and Wow)		per occasion	£50.00		£60.00		£10.00	20.0%
Talks - Booked privately		per talk	£85.00		£85.00		£0.00	0.0%
Long talks - booked privately		per talk	£155.00		£155.00		£0.00	0.0%
Photography/filming		per image/hour	From £18.50		From £18.50			
Archaeology		per deposit	From £130	From £156	From £135	From £162	£5.00	3.8%
Corporate loans		per loan	£1,000.00	£1,200.00	£1,000.00	£1,200.00	£0.00	0.0%
Family activities		per event	From £2.50		From £2.50		£0.00	0.0%
Talks - Public		per event	From £5.50		From £5.50		£0.00	0.0%
BERKSHIRE ARCHEOLOGY								
Charges for provision of Historic Environment Record data to commercial users	Berkshire Archaeology, DENS	Per Hour	£52.00	£62.40	£55.00	£66.00	£3.00	5.8%
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	£33.33	£40.00	£4.16	14.3%
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	£41.67	£50.00	£4.17	11.1%
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	£2.08	£2.50	£0.33	18.9%
BUSINESS DEVELOPMENT								
Lamp Column Banner Advertising (Broad Street West)	Single (3 months)	each	£750.00	£900.00	£750.00	£900.00	£0.00	0.0%
	Renewal (additional 3 months)	each	£650.00	£780.00	£650.00	£780.00	£0.00	0.0%
	Pair (3 Months)	each	£1,300.00	£1,560.00	£1,300.00	£1,560.00	£0.00	0.0%
	Renewal (additional 3 months)	each	£1,000.00	£1,200.00	£1,000.00	£1,200.00	£0.00	0.0%
	Single (6 months)	each	£1,300.00	£1,560.00	£1,300.00	£1,560.00	£0.00	0.0%
	Renewal (additional 6 months)	each	£1,000.00	£1,200.00	£1,000.00	£1,200.00	£0.00	0.0%
	Pair (6 months)	each	£2,300.00	£2,760.00	£2,300.00	£2,760.00	£0.00	0.0%
	Renewal (additional 6 months)	each	£2,000.00	£2,400.00	£2,000.00	£2,400.00	£0.00	0.0%
	Imperial Way - A33	each	£6,000.00	£7,200.00	£6,000.00	£7,200.00	£0.00	0.0%
	Castle Street - IDR	each	£6,000.00	£7,200.00	£6,000.00	£7,200.00	£0.00	0.0%
Roundabout Advertising	Caversham Road - Richfield Ave	each	£5,200.00	£6,240.00	£5,200.00	£6,240.00	£0.00	0.0%
	Chatham Street - IDR	each	£8,000.00	£9,600.00	£8,000.00	£9,600.00	£0.00	0.0%
	Forbury Reservation	each	£2,000.00	£2,400.00	£2,000.00	£2,400.00	£0.00	0.0%
	Forbury / Kenavon Drive	each	£4,500.00	£5,400.00	£4,500.00	£5,400.00	£0.00	0.0%
	Hartland / Northumberland	each	£4,000.00	£4,800.00	£4,000.00	£4,800.00	£0.00	0.0%
	Honiton / Northumberland	each	£2,000.00	£2,400.00	£2,000.00	£2,400.00	£0.00	0.0%
	Norcot / Oxford Road	each	£8,000.00	£9,600.00	£8,000.00	£9,600.00	£0.00	0.0%
	Liebenrood / Tilehurst Rd	each	£3,600.00	£4,320.00	£3,600.00	£4,320.00	£0.00	0.0%
	Queens Road reservation	each	£2,000.00	£2,400.00	£2,000.00	£2,400.00	£0.00	0.0%
	Vastern / Caversham road	each	£3,600.00	£4,320.00	£3,600.00	£4,320.00	£0.00	0.0%
	Vastern / Forbury Road	each	£4,500.00	£5,400.00	£4,500.00	£5,400.00	£0.00	0.0%
	Vastern / George Street	each	£8,000.00	£9,600.00	£8,000.00	£9,600.00	£0.00	0.0%
	Whitley / Christchurch	each	£4,000.00	£4,800.00	£4,000.00	£4,800.00	£0.00	0.0%
	Whitley Wood Lane/Road	each	£4,000.00	£4,800.00	£4,000.00	£4,800.00	£0.00	0.0%
	Circuit / Southcote Lane	each	£2,000.00	£2,400.00	£2,000.00	£2,400.00	£0.00	0.0%
	Southcote Lane / Virginia Way	each	£3,000.00	£3,600.00	£3,000.00	£3,600.00	£0.00	0.0%
	Gillette Way / Rosekin	each	£4,000.00	£4,800.00	£4,000.00	£4,800.00	£0.00	0.0%
	Discretionary discount <25%	each			£0.00	£0.00	£0.00	0.0%
Welcome to Reading Signage	Single 12 months	each	£1,200.00	£1,440.00	£1,200.00	£1,440.00	£0.00	0.0%
	Single 6 months	each	£800.00	£960.00	£800.00	£960.00	£0.00	0.0%
	All 6 months	each	£3,600.00	£4,320.00	£3,600.00	£4,320.00	£0.00	0.0%
	All 12 months	each	£8,000.00	£7,200.00	£8,000.00	£7,200.00	£0.00	0.0%

Proposed Fees and Charges from 1st April 2024 - Directorate of Economic Growth and Neighbourhood Services

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
TOWN HALL								
Concert Hall Room Hire	Room Hire	Day From	£2511.60	£3,014.00	£2,762.50	£3,315.00	£250.90	10.0%
Concert Hall plus Tech package	Room Hire & Equipment	Day From	£3,887.50	£4,665.00	£4,276.67	£5,132.00	£389.17	10.0%
Victoria Hall Room Hire	Room Hire	Half Day/Day From	£575.00	£688.00	£630.83	£757.00	£55.83	9.7%
Waterhouse Chamber Hire	Room Hire	Half Day/Day From	£240.25	£288.30	£264.17	£317.00	£23.92	10.0%
Soane Space	Room Hire	Half Day/Day From	£207.50	£249.00	£228.33	£274.00	£20.83	10.0%
Jane Austen/Oscar Wilde	Room Hire	Half Day/Day From	£101.08	£121.30	£110.83	£133.00	£9.75	9.6%
Marcus Adams	Room Hire	Day From	£95.58	£114.70	£105.00	£126.00	£9.42	9.9%
Concert Hall Daily Delegate Rate	Catering & room Hire	Day From	£51.92	£62.30	£57.50	£69.00	£5.58	10.7%
Victoria Hall Daily Delegate Rate	Catering & room Hire	Half Day/Day	£28.42	£34.10	£31.67	£38.00	£3.25	11.4%
Waterhouse Daily Delegate Rate	Catering & room Hire	Half Day/Day	£33.92	£40.70	£37.50	£45.00	£3.58	10.6%
Jane Austen/Oscar Wilde Daily Delegate Rate	Catering & room Hire	Half Day/Day	£33.92	£40.70	£37.50	£45.00	£3.58	10.6%
Soane Space Daily Delegate Rate	Catering & room Hire	Half Day/Day	£27.33	£32.80	£30.00	£36.00	£2.67	9.8%
Lectern PA Hire	Equipment	Day	£98.33	£118.00	£108.33	£130.00	£10.00	10.2%
PA Hire	Equipment	Day	£81.92	£98.30	£90.00	£108.00	£8.08	9.9%
Microphone Hire	Equipment	Day	£73.75	£88.50	£80.83	£97.00	£7.08	9.6%
Tech time	Equipment	Per hour	£35.50	£42.60	£39.17	£47.00	£3.67	10.3%
Monitor Hire	Equipment	Day	£49.17	£59.00	£54.17	£65.00	£5.00	10.2%
Additional Projector Screen	Equipment	Day	£21.83	£26.20	£24.17	£29.00	£2.34	10.7%
LCD Projector	Equipment	Day	£68.33	£82.00	£75.00	£90.00	£6.67	9.8%
Laptop Hire	Equipment	Day	£68.33	£82.00	£75.00	£90.00	£6.67	9.8%
Piano Hire	Equipment	Day	£109.17	£131.00	£120.00	£144.00	£10.83	9.9%
Piano Tuned	Equipment	Day	£120.08	£144.10	£132.50	£159.00	£12.42	10.3%
Lectern Hire	Equipment	Day	£19.17	£23.00	£20.83	£25.00	£1.66	8.7%
Flip Chart	Equipment	Each	£19.17	£23.00	£20.83	£25.00	£1.66	8.7%
Speaker phone	Equipment	Day	£38.33	£46.00	£42.50	£51.00	£4.17	10.9%
Display Board	Equipment	Day	£38.33	£46.00	£42.50	£51.00	£4.17	10.9%
Dance Floor	Equipment	Day	£109.17	£131.00	£120.00	£144.00	£10.83	9.9%
Pads & Pens	Equipment	Per person	£4.33	£5.20	£4.33	£5.20	£0.00	0.0%
Photocopies	Equipment	Each	£0.17	£0.20	£0.17	£0.20	£0.00	0.0%
Late Bar	Equipment	Event	£163.83	£196.60	£180.00	£216.00	£16.17	9.9%
Serving Staff	Equipment	Per hour	£21.83	£26.20	£25.00	£30.00	£3.17	14.5%
Security Staff	Equipment	Per hour	£24.58	£29.50	£26.67	£32.00	£2.09	8.5%
DJ	Equipment	Per event	£491.42	£589.70	£541.67	£650.00	£50.25	10.2%
Stage - Victoria Hall	Equipment	Day	£95.58	£114.70	£105.00	£126.00	£9.42	9.9%
ROYAL BERKSHIRE ARCHIVES								
Copy certificates (baptism, burial, pre 1837 marriage)		Each	£15.00	£18.00	£15.00	£18.00	£0.00	0.0%
Copy certificates (post 1837 marriage)		Each	£9.17	£11.00	£9.17	£11.00	£0.00	0.0%
Reprographics		Each	£1.67	£2.00	£1.67	£2.00	£0.00	0.0%
Self Service Photos		Each	£0.83	£1.00	£0.83	£1.00	£0.00	0.0%
Self-Service Printouts		Each	£0.83	£1.00	£0.83	£1.00	£0.00	0.0%
Digital Photos		Each	£8.33	£10.00	£8.33	£10.00	£0.00	0.0%
Restoration Service		Half Hour	£16.25	£19.50	£16.25	£19.50	£0.00	0.0%
Research		Half Hour	£16.25	£19.50	£16.25	£19.50	£0.00	0.0%
MODERN RECORDS								
Records Storage	Storage of records by box	Per Box	£9.00	£10.80	£9.00	£10.80	£0.00	0.0%
PLAY SERVICES								
School Support	1:1 Support Session	Per hour	£35.50		£37.00		£1.50	4.2%
	Lunchtime Support Session	Per hour	£27.30		£28.00		£0.70	2.6%
Staff Support	STEPS - Travel Project	Per hour	£59.00		£61.00		£2.00	3.4%
	0-5 Staff Support	Per hour	£18.60		£21.00		£2.40	12.9%
Events	Play in the Park	per Session	£4.40		£5.00		£0.60	13.6%
	Mini Kickers	Per hour	£2.70		£3.00		£0.30	11.1%
	Walking Football	Per hour	£5.00		£6.00		£1.00	20.0%
	Holiday Events	per Session	£7.60		£9.00		£1.40	18.4%
Discretionary	Archery for over 50's	per Session	£8.70		£10.00		£1.30	14.9%
	Bespoke Play education Attainment	Per session	£36.40		£70.00		£33.60	92.3%
Holiday Clubs Age range 4- 12	Team building	Hourly rate	£76.40		£85.00		£8.60	11.3%
	8:30am to 1pm	per Session	£10.92	£13.10	£14.17	£17.00	£3.25	29.8%
	1pm to 5:30pm	per Session	£10.92	£13.10	£14.17	£17.00	£3.25	29.8%
	9am to 3:30pm	per Session	£17.33	£20.80	£20.83	£25.00	£3.50	20.2%
Prospect Activity	8:30am to 5:30pm	per Session	£23.42	£28.10	£27.50	£33.00	£4.08	17.4%
	Low Ropes	Per person	£3.75	£4.50	£4.17	£5.00	£0.42	11.2%
Prospect Activity	Golf Course	Per Person	£3.75	£4.50	£4.17	£5.00	£0.42	11.2%

Proposed Fees and Charges from 1st April 2024 - Directorate of Resources

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
BEREAVEMENT SERVICES								
Reading Crematorium								
Cremation Fee	Adult (over 18) - full service	Each	£955.00		£995.00		£40.00	4.2%
	Adult (over 18) - committal	Each	£455.00		£495.00		£40.00	8.8%
	Adult (over 18) - without service (Direct)	Each	£315.00		£330.00		£15.00	4.8%
	Double length service in addition to usual cremation or interment fee	Each	£565.00		£565.00		£0.00	0.0%
	Child (under 18) or stillborn	Each	£0.00		£0.00		£0.00	0.0%
	Sunday/ Bank Holiday Surcharge	Each	£635.00				POA	
Public Health Fee	Each	£650.00		£685.00		£35.00	5.4%	
BEREAVEMENT SERVICES								
Reading Crematorium								
Certified extract from register	Duplicate Cremated remains certificate	Each	£40.00		£20.00		£20.00	-50.0%
	Out of England Certificate	Each	£40.00		£40.00		£40.00	0.0%
Book of remembrance	Two-line entry	Each	£86.00	£103.20	£88.00	£105.60	£2.00	2.3%
	Five-line entry	Each	£138.00	£165.60	£140.00	£168.00	£2.00	1.5%
	Five-line entry with illuminated capital	Each	£209.00	£250.80	£209.00	£250.80	£0.00	0.0%
	Five-line entry with floral motif, service badge etc.	Each	£235.00	£282.00	£235.00	£282.00	£0.00	0.0%
	Eight-line entry	Each	£187.00	£224.40	£187.00	£224.40	£0.00	0.0%
	Eight-line entry with illuminated capital	Each	£262.00	£314.40	£262.00	£314.40	£0.00	0.0%
	Eight-line entry with floral motif, service badge etc.	Each	£338.00	£405.60	£338.00	£405.60	£0.00	0.0%
	Full coat of arms 5-8 lines	Each	£431.00	£517.20	£431.00	£517.20	£0.00	0.0%
Extra Lines up to a maximum of 11	Each	£33.00	£39.60	£33.00	£39.60	£0.00	0.0%	
Remembrance card	Copy of a two-line entry	Each	£51.00	£61.20	£51.00	£61.20	£0.00	0.0%
	Copy of a five-line entry	Each	£86.00	£103.20	£86.00	£103.20	£0.00	0.0%
	Copy of a five-line entry with any type of motif	Each	£167.00	£200.40	£167.00	£200.40	£0.00	0.0%
	Copy of an eight-line entry	Each	£120.00	£144.00	£120.00	£144.00	£0.00	0.0%
Memorial vase and tablet	Copy of an eight-line entry with any type of motif	Each	£186.00	£223.20	£186.00	£223.20	£0.00	0.0%
	Purchase of vase and tablet	Each	£237.50	£285.00	£244.00	£292.80	£6.50	2.7%
Memorial plaques	Renewal for period of 10 years	Each	£305.00		£305.00		£0.00	0.0%
	Replacement single plaque	Each	£98.33	£118.00	£100.00	£120.00	£1.67	1.7%
	Replacement single plaque with motif	Each	£118.33	£142.00	£120.00	£144.00	£1.67	1.4%
	Lease of single plaque space for 10 years *Fees are doubled in the case of a 12" x 4" double plaque	Each	£200.00		£210.00		£10.00	5.0%
	Renewal of lease for baby plaque	Each	£24.00		£25.00		£1.00	4.2%
	Photo Cameo on Plaque additional cost (added to normal plaque cost)	Each	£95.83	£115.00	£100.00	£120.00	£4.17	4.4%

Proposed Fees and Charges from 1st April 2024 - Directorate of Resources

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	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		£76.00		£2.00	2.7%
	Replacement leaf	Each	£63.33	£76.00	£65.00	£78.00	£1.67	2.6%
Memorial Tree	Provision of Tree, Surround and stem plaque	Each	£437.50	£525.00	£440.00	£528.00	£2.50	0.6%
	Lease for 10 years	Each	£635.00		£635.00		£0.00	0.0%
Memorial bench	Replacement Bench	Each	£640.00	£768.00	£650.00	£780.00	£10.00	1.6%
	Lease for a 10 years	Each	£714.00		£714.00		£0.00	0.0%
	Replacement plaque for tree or bench	Each	£150.00	£180.00	£155.00	£186.00	£5.00	3.3%
Wall Plaque	Purchase of memorial granite wall plaque	Each	£158.33	£190.00	£165.00	£198.00	£6.67	4.2%
	Lease of space for memorial granite wall plaque	Each	£305.00		£305.00		£0.00	0.0%
Relocating plaque	Moving of Memorial Plaque to new location	Each	£55.83	£67.00	£58.00	£69.60	£2.17	3.9%
Administrative	Administration Fee	Each	£55.83	£67.00	£58.00	£69.60	£2.17	3.9%
Memorial Bed Garden	Replacement plaque and surround	Each	£437.50	£525.00	£445.00	£534.00	£7.50	1.7%
	Lease fee for 10 years	Each	£635.00		£635.00		£0.00	0.0%
Birdbath Memorial Plaques	Replacement Plaque (row 1)	Each	£102.50	£123.00	£105.00	£126.00	£2.50	2.4%
	Replacement Plaque (row 2)	Each	£150.00	£180.00	£153.00	£183.60	£3.00	2.0%
	Replacement Plaque (row 3)	Each	£208.33	£250.00	£210.00	£252.00	£1.67	0.8%
	Replacement Plaque (row 4)	Each	£279.17	£335.00	£285.00	£342.00	£5.83	2.1%
	Replacement Plaque (row 5)	Each	£350.00	£420.00	£355.00	£426.00	£5.00	1.4%
	Renewal of Lease (10 years)	Each	£305.00		£305.00		£0.00	0.0%
Sanctums	Granite Tablet (no motif)	Each	£408.33	£490.00	£410.00	£492.00	£1.67	0.4%
	Lease for further 25 years	Each	£705.00		£705.00		£0.00	0.0%
Baby Grave Galvanised Sculpture	Plaque for baby grave	Each	£120.83	£145.00	£125.00	£150.00	£4.17	3.5%
	Replacement plaque	Each	£69.17	£83.00	£70.00	£84.00	£0.83	1.2%
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 grave 9 feet by 4 feet:							
	Section B	Each	£2,630.00		£2,735.00		£105.00	4.0%
	Section D	Each	£2,100.00		£2,185.00		£85.00	4.0%
	Section G & Mayfield Traditional	Each	£1,590.00		£1,660.00		£70.00	4.4%
	* For details of the locations of Sections B, D and G please call at the Cemetery office to see the plan							
	b) The lawn or park Cemetery in an earth grave 9 feet by 4 feet	Each	£1,165.00		£1,215.00		£50.00	4.3%
	d) Desk Vase Tablet cremated remains plot for 2 set of ashes	Each	£620.00		£645.00		£25.00	4.0%
	e) Grave purchased/ reserved for future use (trebled if out of borough)	Each					£0.00	0.0%
	* Please note the charges payable for exclusive right of burial in any grave or vault will be trebled in the case of any person who was not an inhabitant of the Borough at the time of their death							
	*Extension to lease for exclusive rights of burial for 10yrs period on lawn graves	Each	£240.00		£250.00		£10.00	4.2%
*Extension to lease for exclusive rights of burial for 15 yrs period on lawn graves	Each	£360.00		£375.00		£15.00	4.2%	
*Extension to lease for exclusive rights of burial for 25yrs period on lawn graves	Each	£600.00		£625.00		£25.00	4.2%	
*Extension to lease for exclusive rights of burial for 10 yrs period on traditional graves	Each	£320.00		£335.00		£15.00	4.7%	
*Extension to lease for exclusive rights of burial for 15 yrs period on traditional graves	Each	£480.00		£500.00		£20.00	4.2%	
*Extension to lease for exclusive rights of burial for 25yrs period on traditional graves	Each	£800.00		£840.00		£40.00	5.0%	
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 2024 - Directorate of Resources

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	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		£140.00		£10.00	7.7%
	Dig Fee to be claimed from CFF for interment of a child aged 5-17yrs old	Each	£285.00		£305.00		£20.00	7.0%
	c) If the body is that of a person aged 18 years or over	Each	£915.00		£945.00		£30.00	3.3%
	d) Cremated remains in an existing grave or a cremated remains plot	Each	£156.00		£160.00		£4.00	2.6%
	Dig Fee to be claimed from CFF for interment of cremated remains stillborn to <5 years old	Each	£20.00		£25.00		£5.00	25.0%
	Dig Fee to be claimed from CFF for interment of cremated remains of a child aged 5-17yrs old	Each	£35.00		£40.00		£5.00	14.3%
	f) Cremated Remains returned from elsewhere for Burial	Each	£55.00		£60.00		£5.00	9.1%
	g) For any burial below 6 feet in depth an additional charge will be made per burial	Each	£310.00		£325.00		£15.00	4.8%
	Additional depth for child under 1£	Each	£185.00		£195.00		£10.00	5.4%
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	0.0%
	b) If the body is that of a person over 5 years old	Each	£155.00		£165.00		£10.00	6.5%
	c) If the body is that of a person aged 18 years or over (Public Health)	Each	£915.00		£945.00		£30.00	3.3%
	* 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 grave space:							
	a) Traditional	Each	£315.00		£335.00		£20.00	6.3%
	b) Lawn, Park and Mayfield Cemetery	Each	£215.00		£230.00		£15.00	7.0%
	c) Park cremated remains section flat stone & DVT's	Each	£85.00		£90.00		£5.00	5.9%
	f) Cremated Remains Headstone Section	Each	£85.00		£90.00		£5.00	5.9%
Other fees and charges	Transfer of grant of exclusive right of burial	Each	£95.00	£114.00	£100.00	£120.00	£5.00	5.3%
	Search Fee - up to 4 records per enquiry	Each	£17.00	£20.40	£18.00	£21.60	£1.00	5.9%
	Search Fee - for 1 record	Each	£5.00	£6.00	£5.50	£6.60	£0.50	10.0%
	Exhumation of Cremated Remains	Each	£275.00		£300.00		£25.00	9.1%
	Use of chapel prior to burial for stillborn child or a child under 18 years old	Each	£95.00		£100.00		£5.00	5.3%
	Chapel Fee Prior to a Burial for person over 18 years old	Each	£565.00		£565.00		£0.00	0.0%
	Administration Fee for Public Health Funera	Each	£285.00	£342.00	£300.00	£360.00	£15.00	5.3%
	Charge for provision of a Quran grave	Each		POA		POA		
	Bench Maintenance (Powerwash and treatment with teak oil)	Each	£90.00	£108.00	£95.00	£114.00	£5.00	5.6%
	Grave Maintenance	Each		POA		POA		
BEREAVEMENT SERVICES								
Reading Cemetery								
Webcast Services	Live Webcast (up to 20 viewers)	Each	£33.33	£40.00	£35.00	£42.00	£1.67	5.0%
	Live+On-Demand Webcast for up to 28 days and downloadable	Each	£45.83	£55.00	£50.00	£60.00	£4.17	9.1%
	Physical copy of Webcast recording on DVD, blu-ray or USB memory stick and audio cd	Each	£50.00	£60.00	£50.00	£60.00	£0.00	0.0%
	Additional Physical copy CD, DVD, Blu-ray or USB	Each	£23.33	£28.00	£26.67	£32.00	£3.34	14.3%
Visual Tributes	Single Photo	Each	£12.50	£15.00	£12.50	£15.00	£0.00	0.0%
	Slideshow (up to 25)	Each	£36.67	£44.00	£43.33	£52.00	£6.66	18.2%
	Photo Tribute (up to 25)	Each	£65.00	£78.00	£65.00	£78.00	£0.00	0.0%
	Additional 25 photos	Each	£23.33	£28.00	£23.33	£28.00	£0.00	0.0%
	Self Build Checking	Each	£20.00	£24.00	£20.00	£24.00	£0.00	0.0%
	Additional Time for tributes etc:							
	Downloadable copy of Pro Photo tribute	Each	£11.67	£14.00	£11.67	£14.00	£0.00	0.0%
	Extra Work required on tributes	Each	£23.33	£28.00	£23.33	£28.00	£0.00	0.0%
	Themed Tribute	Each			£82.50	£99.00	New	New
	Video Book	Each			£79.17	£95.00	New	New
Memory Box	Each			£108.34	£130.00	New	New	
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 2024 - Directorate of Resources

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
REGISTRATION SERVICE								
Registration Service	Notice of marriage or partnership	Per Person	Statutory		Statutory			
Registration Service (Twice monthly - Tuesday Am only)	Registrar's attendance at Register Office marriage or civil partnership	Per couple	Statutory		Statutory			
Registration Service	Registrar's attendance at outside church	Per couple	Statutory		Statutory			
Registration Service	Attendance at place of detention or house for notice of marriage or partnership	Per couple	Statutory		Statutory			
Certificates	Registration Certificate at first time of registering the event	Per Certificate	Statutory		Statutory			
	Express Service Replacement Certificate	Per Certificate	Statutory		Statutory			
	Replacement certificate Closed Register -Postal/Telephone/web Incl. admin fee	Per Certificate	Statutory		Statutory			
Correction Fee	Correction completed by Register office	Per correction	Statutory		Statutory			
	Correction referred to GRO		Statutory		Statutory			
	Amendment to birth record with 12 months of registration		Statutory		Statutory			
Foreign Divorce admin fee	The administration of foreign divorces when giving notice of marriage or CP.	Per Person	Statutory		Statutory			
Citizenship Ceremonies	Individual Citizenship Ceremony at The Town Hall (up to max of 10 people)	Per Person	£110.00	£132.00	£125.00	£150.00	15.00	13.64%
	Friday & Saturday Individual Citizenship Ceremony at the Town Hall (up to max of 10 people)	Per Person	£148.33	£178.00	£148.33	£178.00	0.00	0.00%
Approved Premises Marriages - (9am to 5pm) (Min of 2 -3 staff required. Registrar to conduct the ceremony, registrar to complete the Register and an Usher)	Monday to Thursday (9am to 5pm)	Per Couple	£350.00	£420.00	£350.00	£420.00	0.00	0.00%
	Friday & Saturday (9am to 5pm)	Per Couple	£402.50	£483.00	£402.50	£483.00	0.00	0.00%
	Sunday & Bank Hols (9am to 5pm)	Per Couple	£433.33	£520.00	£433.33	£520.00	0.00	0.00%
Approved Premises Marriages - After 5pm (Min of 2 -3 staff required. Registrar to conduct the ceremony, registrar to complete the Register and an Usher)	Venue: Monday to Thursday	Per Couple	£345.83	£415.00	£345.83	£415.00	0.00	0.00%
	Venue: Friday & Saturday	Per Couple	£407.50	£489.00	£407.50	£489.00	0.00	0.00%
	Venue: Sunday & Bank Hols	Per couple	£436.67	£524.00	£436.67	£524.00	0.00	0.00%
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	£187.50	£225.00	38.33	25.70%
	Friday & Saturday	Per Couple	£240.83	£289.00	£254.17	£305.00	13.34	5.54%
	Sunday & Bank Hols	Per Couple	£433.33	£520.00	£433.33	£520.00	0.00	0.00%
Renewal of Vows & Baby Naming (1 member of staff required)	Monday to Thursday	Per Ceremony	£145.00	£174.00	£145.00	£174.00	0.00	0.00%
	Friday & Saturday	Per Ceremony	£175.00	£210.00	£175.00	£210.00	0.00	0.00%
	Sunday & Bank Hols	Per Ceremony	£201.67	£242.00	£201.67	£242.00	0.00	0.00%
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	£1,666.67	£2,000.00	157.50	10.44%
Administrative fee	For services offered on a Saturday such as Notices of Marriage	Per Person	£21.67	£26.00	£21.67	£26.00	0.00	-0.02%
	Changes to booking	Per Person	£21.67	£26.00	£41.67	£50.00	20.00	92.28%
GIS - MAPPING								
Street Naming & Numbering	New addresses	Each	£48.00	£57.60	£51.25	£61.50	3.25	6.77%
	New streets	Each	£277.00	£332.40	£295.50	£354.60	18.50	6.68%

Proposed Fees and Charges from 1st April 2024 - Directorate of Resources

Service	Category	Charge Unit	Fee from April 2023	Fee including VAT	New Fee from April 2024	Fee including VAT	Increase/ (decrease) Excl. VAT	Increase/ (decrease) %
LEGAL SERVICES								
Right to Buy	Engrossment Fee (Freehold)	Per Transfer	£73.50	£88.20	£77.00	£92.40	3.50	4.76%
	Engrossment Fee (Leasehold)	Per Lease	£84.00	£100.80	£88.00	£105.60	4.00	4.76%
Requisition (LLC1) Postal	Search using LLC1 form only	per search	£34.70	£41.64	£34.70	£41.64	0.00	0.00%
***Standard Enquiries (CON29) Postal	Search using CON29 form only	per search	£90.30	£108.36	£90.30	£108.36	0.00	0.00%
Full Search LLC1 and CON29	Search using LLC1 and CON29 form	per search	£125.00	£150.00	£125.00	£150.00	0.00	0.00%
Copy documents	Copy document	per request	£26.30	£31.56	£26.30	£31.56	0.00	0.00%
Deferred Payment Agreement	Flat fee and hourly rate (pay rate)	per Agreement	£567.00	£680.40	£567.00	£680.40	0.00	0.00%
Legal Fess (Commercial)	Legal Services Manager	per Hour	£315.00	£378.00	£315.00	£378.00	0.00	0.00%
	Principal Lawyer / Team Leader	per Hour	£290.00	£348.00	£290.00	£348.00	0.00	0.00%
	Senior Lawyer	per Hour	£265.00	£318.00	£265.00	£318.00	0.00	0.00%
	Lawyer	per Hour	£210.00	£252.00	£210.00	£252.00	0.00	0.00%
	Trainees and Paralegals (Grade 6+)	per Hour	£135.00	£162.00	£135.00	£162.00	0.00	0.00%
	Trainees and Paralegals (Grade 4- 5)	per Hour	£100.00	£120.00	£100.00	£120.00	0.00	0.00%
Legal Fees (Community)*	Legal Services Manager	per Hour	£185.00	£222.00	£185.00	£222.00	0.00	0.00%
	Principal Lawyer / Team Leader	per Hour	£160.00	£192.00	£160.00	£192.00	0.00	0.00%
	Senior Lawyer	per Hour	£130.00	£156.00	£130.00	£156.00	0.00	0.00%
	Lawyer	per Hour	£100.00	£120.00	£100.00	£120.00	0.00	0.00%
	Trainees and Paralegals (Grade 6+)	per Hour	£75.00	£90.00	£75.00	£90.00	0.00	0.00%
	Trainees and Paralegals (Grade 4- 5)	per Hour	£55.00	£66.00	£55.00	£66.00	0.00	0.00%
* 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	£71.00		£71.00		0.00	0.00%
Council Tax Liability Order Cost		Per Liability Order issued	£40.00		£40.00		0.00	0.00%
Business Rates Summons Cost		Per Summons issued	£87.00		£87.00		0.00	0.00%
Business Rates Liability Order Cost		Per Liability Order issued	£70.00		£70.00		0.00	0.00%
Civil Penalties Housing Benefits		per case identified	£50.00		£50.00		0.00	0.00%
Civil Penalties Council Tax		per case identified	£70.00		£70.00		0.00	0.00%
DEMOCRATIC SERVICES								
Admission Appeals - Charge per appeal		per admission appeal heard	£225.00	£270.00	£240.00	£288.00	15.00	6.67%
School Exclusion Review Hearing		per review heard	£650.00	£780.00	£1,000.00	£1,200.00	350.00	53.85%
Admission Appeals - Admin Charge	Withdrawn/ Settled (WS) Appeals	per admission appeal W/S after papers circulated	£59.00	£70.80	£64.00	£76.80	5.00	8.47%
CUSTOMER SERVICES								
Blue Badges (New & Renewals)	Disabled Parking Badge	Each	£10.00		£10.00		0.00	0.00%
COMMUNICATIONS								
Event pitch fee	Charity	Per event	£31.50	£37.80	£33.58	£40.30	2.08	6.60%
Event pitch fee	Charity with 10% early bird discount	Per event	£28.35	£34.02	£30.25	£36.30	1.90	6.70%
Event pitch fee	RBC affiliated charity	Per event	£10.50	£12.60	£11.17	£13.40	0.67	6.38%
Event pitch fee	RBC affiliated charity with 10% early bird discount	Per event	£9.45	£11.34	£10.08	£12.10	0.63	6.67%
Event pitch fee	Community	Per event	£42.00	£50.40	£44.83	£53.80	2.83	6.74%
Event pitch fee	Community with 10% early bird discount	Per event	£37.80	£45.36	£40.33	£48.40	2.53	6.70%
Event pitch fee	Commercial	Per event	£105.00	£126.00	£112.00	£134.40	7.00	6.67%
Event pitch fee	Commercial with 10% early bird discount	Per event	£94.50	£113.40	£100.83	£121.00	6.33	6.70%
Event pitch fee	Food trader	Per event	£167.50	£189.00	£168.08	£201.70	10.58	6.72%
KENNET DAY NURSERY								
3 yrs and over - RBC		Daily rate (2 sessions)	£54.50		£57.50		3.00	5.50%
Under 3 yrs - RBC		Daily rate (2 sessions)	£56.50		£59.50		3.00	5.31%
3 yrs and over - Non RBC		Daily rate (2 sessions)	£59.80		£63.00		3.20	5.35%
Under 3 yrs - RBC		Daily rate (2 sessions)	£61.80		£65.00		3.20	5.18%
* 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		£70.00		0.00	0.00%