

West Berkshire Council

Section 106 Compliance Requests

West Berkshire Council now charges for responses to queries regarding Section 106 agreements (S106) compliance. For example, queries about whether obligations have been discharged.

Prior to April 2016, the Council monitored the amount of officer time it takes to research and respond to this type of query. Having reviewed the evidence, West Berkshire Council decided that **from 1 April 2016 a charge will be made for this service.**

The Council's charge for this information will be based on an officer rate of £50 per hour, subject to a minimum charge of £50, and thereafter rounded to the nearest half an hour.

Some example charges are given below:

Examples of amount of time taken to respond	Rounded (hrs)	Officer rate (£)	Charge (£)
35 mins (0.58 of an hour)	0.5	x 50	(Subject to min. £50) = 50.00
50 mins (0.83 of an hour)	1.0	x 50	= 50.00
85 mins (1.42 hours)	1.5	x 50	= 75.00
125 mins (2.08 hours)	2.0	x 50	= 100.00

Based on the Council's evidence, we estimate that the vast majority of charges are likely to be £50.00 - £100.00.

However for particularly complex queries, more officer time will be required and the charge may exceed £100.00. Should this be the case, we will advise you of the increased charge before completing the request.

Payment process:

1. We will advise on the payment methods available at the time of receiving the request
2. You will confirm to us how you wish to pay
3. Following completion of the work, we will calculate the charge due
4. If the charge is likely to exceed £100.00, we will advise you in advance of doing the work
5. Following receipt of payment we will provide you with the response