

PORTFOLIO HOLDER FOR SAFER AND STRONGER COMMUNITIES

DATE	21st March 2021
REPORT OF	Councillor Shepherd – Safer and Stronger Communities
RESPONSIBLE OFFICER	Sharon Wroot, Executive Director of Environment, Economy and Resources
SUBJECT	Review of Fees and Charges for Regulation and Enforcement Services
STATUS	Open
FORWARD PLAN REF NO.	PHSSC 03/22/01

CONTRIBUTION TO OUR AIMS

The income that would be achieved if the options detailed within Appendices 1 and 2 were implemented would benefit the Council in the delivery of its budget and medium-term financial plan and therefore contribute to the delivery of:

- Investing in our Future, by ensuring all people in North East Lincolnshire benefit from a high quality environment.
- Vitality & Health, by providing safe and attractive public spaces which local people can enjoy promoting health & well-being.
- Economic recovery and growth, by providing quality of place and an enjoyable resort, we encourage investment and increased visitor numbers, bringing with it prosperity and jobs.

EXECUTIVE SUMMARY

This report aims to provide an annual update to these statutory and locally set charges to keep in line with inflation. A review of the discretionary locally set charges has been undertaken to ensure that the Council maintains its income base and generates income to support provision of services within the agreed budget envelope.

The aim is to achieve full cost recovery both for statutory services whenever this is possible and for any discretionary services we provide, to contribute to the budget available to deliver services

RECOMMENDATIONS

It is recommended that Portfolio Holder for Safer and Stronger Communities:

1. Approves the Fees and Charges, as set out in Appendix 1 of this report, to take effect as of 1st April 2022.
2. Notes the Licensing fees set out in Appendix 2 of this report, approved by the Licensing Committee on 15th March 2022.

REASONS FOR DECISION

All Fees and Charges within the Regulation and Enforcement Service are reviewed annually to ensure that they reflect inflationary cost increases of providing the service.

The review has been completed using the following principles:

1. Charges previously set to achieve full cost recovery, have been increased by 5.4% to meet inflationary rise.
2. Fees and charges set at a fixed amount by statute will continue at the same level. However, some fixed penalty notice amounts within the permitted limits have been changed.
3. Charges which previously have not achieved full cost recovery have been reviewed with an aim of increasing the charge to a level where full cost recovery is achieved where appropriate.
4. For traded services, charges have been set to be consistent with the market rate for such services, which may generate income to support the universal offer of other services.

1. BACKGROUND AND ISSUES

1.1 Activities within the service are often driven by legislation or national guidance, which sets the fees and charges for such regulatory activity. Others, such as many of our licensing fees, are set locally or others are set in partnership with others such as regional partners, but must adhere to strict cost recovery principles, whilst some other fees and charges are discretionary. The review has been completed using the following principles:

1.1.1 Charges previously set to achieve full cost recovery, increases have been applied in line with inflation since previous review, using the consumer price index.

1.1.2 Charges which previously have not achieved full cost recovery have been reviewed with an aim of increasing the charge to a level where full cost recovery is achieved.

The inflation figures used to calculate increases are based on ONS inflation data and can be seen in Table 1 below:

Year	Annual inflation (CPI)	Cumulative inflation to April 2022
1 st April 2021- 31 st March 2022	5.4%*	5.4%

**predicted rate*

1.2 Charges for Environmental Protection

A complete list of proposed charges is provided in Appendix 1a

1.3 Charges for Commercial Regulatory Team

A list of proposed charges is provided in Appendix 1b. During 2022-2023, a review of fees and charges will be undertaken as there is currently a high degree of uncertainty in respect of demand levels given the impact of EU Exit on trade flows.

There will be an increase in income from chargeable services, however there will also be an increase in service delivery costs particularly with regards to imported food control. All charges are structured on a cost recovery basis. Clarity over 'break even' position for imported food control is unlikely to be established until 2023/24.

1.4 Charges for Environmental Enforcement Team

A complete list of proposed charges is provided in Appendix 1c

2. RISKS AND OPPORTUNITIES

- 2.1 The fees and charges in this report relate to operational service delivery within Regulation and Enforcement Services. They have a range of risks, issues and opportunities, which are captured within the service operational risk register. The risk register is monitored regularly in line with the Council's risk management framework.
- 2.2 There are a range of reputational and financial risks which relate to operational services. These services are high profile, customer facing, and often subject to a high level of public and elected member scrutiny.
- 2.3 By providing effective funding to front line services, the Council will continue to deliver its ambition of maintaining a high quality environment, which local people and visitors can enjoy promoting health & well-being, economic recovery and growth.

3. OTHER OPTIONS CONSIDERED

For those fees and charges set nationally by statute at a fixed amount or is presently at the charged at the maximum permitted the authority has no ability to deviate. For those locally set, options were considered to:

- i) Increase by 5.4% inflation only (recommended)
- ii) Increase higher than inflation (not recommended)
- iii) Not increase at all (not recommended)

In addition, a phased introduction of import controls for EU origin products may lead to further interim charging arrangements for 'documentary screening' of imports from July 2022 onwards. However, if charges are based on cost recovery, then they will be based on the new 22/23 staffing and service costs.

4. REPUTATION AND COMMUNICATIONS CONSIDERATIONS

There are potential reputational implications for the Council resulting from the decision to increase locally set charges. However, as these increases are either within inflation, within statutory ranges prescribed by law or due a review of the level to where full cost recovery is achieved this is considered acceptable. An engagement plan is under development with the Council's communication service, covering statutory communication requirements and consultation requirements as well as information requirements.

5. FINANCIAL CONSIDERATIONS

Fees and charges are reviewed annually to ensure where appropriate that the costs of providing services are recovered, after accounting for inflation, and that they are fair, legal, and competitive in comparison to the local and regional market.

For some activities, such as the Port Health Service, consideration of fees and charges was applied nationally and internationally to ensure the services are competitive.

Any increases in income from the proposed changes in fees and charges will help offset inflationary cost increases and help the Council achieve a balanced budget.

The table below provides a forecast of the additional income to be generated from the proposed fees and charges:

Proposed	Total (£'000's)
Licensing	£15,000
Environmental Protection	£3,000
Commercial Regulatory Team	£26,300
Environmental Protection	£2,000

6. CHILDREN AND YOUNG PEOPLE IMPLICATIONS

Enforcement of licenced and other premises are essential to protect all our residents, however in particularly vulnerable groups such as children and young people. By increasing fees and charges the service can ensure continued effective regulatory control and enforcement in areas such as licensed taxis, prevention of underage sale of alcohol and protection of young and workers.

7. CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

There are no impacts on climate change and the environment as a direct result of this report.

8. CONSULTATION WITH SCRUTINY

The principals of increasing fees and charges to maintain cost recovery for services were discussed at the Scrutiny in Budget Workshops December 2021 and January 2022

9. FINANCIAL IMPLICATIONS

The changes proposed will result in a small increase in overall income to the service.

10. LEGAL IMPLICATIONS

- 10.1 Statute, regulations, guidance and codes of practice set out the statutory provisions and limitations for setting these fees. The Local Authority has some discretion where maximum levels are prescribed.
- 10.2 In the case of locally set fees the Local Authority must adhere to strict cost recovery principles.
- 10.3 Where fees and charges are discretionary, although the Local Authority do set assumptions as to income generation, these fees must be reasonable.
- 10.4 Care must be taken to ensure the level of fee is such that the fees can demonstrate to be reasonable and proportionate in comparison to providing the cost of the service.
- 10.5 It should be noted that the level of fees proposed are comparable to our neighbouring authorities.
- 10.6 It is considered best practice to regularly review fees to ensure a robust and transparent cost recovery basis for such fees.

11. HUMAN RESOURCES IMPLICATIONS

There are no direct HR implications arising from the contents of this report.

12. WARD IMPLICATIONS

Affects all wards

13. BACKGROUND PAPERS

None

14. CONTACT OFFICER

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Councillor Ron Shepherd

Portfolio Holder – Safer & Stronger Communities

APPENDIX 1: PROPOSED CHARGES FOR REGULATION AND ENFORCEMENT SERVICES

Appendix 1a – Environmental Protection

Environmental Protection	Current Fees 2021/22	Proposed Fees	Notes
Private Water Supplies -Risk Assessment	Time taken to carry out the risk assessment (including travel and administration) at the officer's hourly rate. Officer hourly rate = £36	Time taken to carry out the risk assessment (including travel and administration) at the officer's hourly rate. Officer hourly rate = £45	
Private Water Supplies - Sampling Visit	Standard PWS Sampling Visit Fee of £72	Standard PWS Sampling Visit Fee of £79	The proposed set fee equates to the average time to take a sample + administrative costs (including arranging with laboratory and invoicing) calculated at 1.75 hours.
Private Water Supplies - Investigation	Time taken to carry out the investigation (including travel and administration) at the officers' hourly rates Officer hourly rate = £36	Time taken to carry out the investigation (including travel and administration) at the officers' hourly rates	

		Officer hourly rate = £45	
Environmental Permitting	Set by legislation	Set by legislation	Statutory
Formal Contaminated Land Data Request	£36 / hr (Min 3 hrs)	£ 54 / hr (Min 2.5 hrs)	Paid in advance of service

Appendix 1b – Commercial Regulatory Team

PORT HEALTH SERVICES	CURRENT 2021/22	PROPOSED	NOTES
Imported Products of Animal Origin Checks (Border Control Post)	<ul style="list-style-type: none"> • Consignments up to 6 tonnes are subject to a minimum charge of £49.36 per consignment. • Additional tonnage between 7 – 46 tonnes is charged at £8.08 per tonne. • For consignments over 46 tonnes, a maximum charge 	<p>Same charges per consignment</p> <p>Official exchange rate for 2022 yet to be confirmed.</p>	<p>Statutory minimum charge. If costs of carrying out checks exceed minimum charge for individual consignments, then full cost recovery will be sought.</p> <p>*Phased introduction of import controls for EU/EEA origin from the 1st July 2022 – 1st November 2022.</p> <p>Any additional enforced sampling will incur additional charges on a cost recovery basis. Importers will need to enquire for further information.</p>

	<p>of £376.91 is applicable</p> <p>The Regulation does not set a conversion rate and no official exchange rate for 2021 was confirmed, therefore North East Lincolnshire Council decided to keep the minimum charges the same as the previous year (2020) until we are notified of any further changes.</p>		
<p>Frozen Products of Animal Origin from New Zealand:</p>	<ul style="list-style-type: none"> • Consignments up to 6 tonnes are subject to a minimum charge of £38.26 per consignment • Additional tonnage between 7 & 46 tonnes £6.26 per tonne • Consignments over 46 tonnes are subject to a maximum charge 	<p>See above</p>	<p>Any additional enforced sampling will incur additional charges on a cost recovery basis. Importers will need to enquire for further information.</p>

	of £292.55 per consignment		
(Import) Admin for CHED not presented on IPAFFS	£15 per CHED entered	No Change	Cost recovery for service, fee to be implemented from 1 st July 2022 (Originally intended to be 1 st October 2021)
(Import) Late notification fee	£55	No Change	Cost recovery for service, fee to be implemented from 1 st July 2022 (Originally intended to be 1 st October 2021)
(Import) Non-compliance charge	£110 per rejected consignment	No Change	Cost recovery for service, fee to be implemented from 1 st July 2022 (Originally intended to be 1 st October 2021)
(Import and Export) Additional document (non-manipulation certificate)	£55 per document	No Change	Cost recovery for service, fee to be implemented from 1 st July 2022 (Originally intended to be 1 st October 2021)
(Import) Illegal, Unreported and Unregistered Fishing	Sliding scale fee based on number of catch certificates:	No Change	Cost recovery together with national guidance on charging levels from Association of Port Health Authorities and benchmarking against other Port Health Authority charges.

Documentary checks	<p><u>1-5 Certificates</u></p> <p>Low risk- £22</p> <p>High risk- £44</p> <p><u>6-10 Certificates</u></p> <p>Low risk- £39</p> <p>High risk- £68</p> <p><u>11-20 Certificates</u></p> <p>Low risk- £51</p> <p>High risk- £79</p> <p><u>21+ Certificates</u></p> <p>Low risk- £63</p> <p>High risk- £91</p>		Fee was intended to be implemented from 1 st October 2021, will now be 1 st July 2022.
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(Import) Sample administrative fee	£15 per sampling activity (in addition to any costs associated with transport and analysis costs)	No Change	Cost recovery for service, fee to be implemented from 1 st July 2022. (Originally intended to be 1 st October 2021)
Ship Sanitation Inspections and SSC Extensions	Sliding scale based on gross tonnage of vessel. Lowest charge = £105, highest charge = £405 £75 per SSC extension	National Charge. New 2022/23 rate: Lowest Charge- £110 Highest charge- £425 £80 per SCC extension	Cost recovery together with national guidance on charging levels from Association of Port Health Authorities
Ship Water Sampling	Standard microbiological or legionella sample = £121*. Additional charges may apply for bespoke chemical analysis.	No Change	Cost Recovery for officer time plus private laboratory charges. * Additional price rises may be applied following information being received from Eurofins
Organic Food Import Documentary Checks	£45 per certificate	No Change	Nationally agreed charging level

Imported High Risk Food Not of Animal Origin Checks	£52 per documentary check plus cost recovery for any additional official controls	£55 per documentary check plus cost recovery for any additional official controls	Consistent with other Port Health Authorities
Imported Plastic Kitchenware from China Checks	£45 per certificate	No Change	Nationally agreed charging level
FOOD HYGIENE SERVICES	CURRENT 2021/22	PROPOSED	NOTES
National Food Hygiene Rating Scheme - Charge for requested revisits	£165 per accepted request	£174 per accepted request	Delivered in partnership with FSA
Export Health Certificates	£110 per certificate	£117 + VAT per Certificate	Cost recovery for discretionary service Charge now to be exclusive of 20% VAT so VAT will be added
Export Health Certificate (EHC) administration fee (to amend already issued EHC)	£55 per certificate	£58 + VAT per Certificate	Cost recovery for discretionary service Charge now to be exclusive of 20% VAT so VAT will be added

<p>Out of hours fee for EHC</p> <p>Monday to Friday between the hours of 19:00 – 07:00</p>	£220	£234 + VAT	<p>Cost recovery for discretionary service</p> <p>Out of hours EHC fee applicable where officer presence is required outside of normal working hours</p> <p>Charge now to be exclusive of 20% VAT so VAT will be added</p> <p>(Originally intended to be 1st October 2021)</p>
<p>Out of hours fee for EHC</p> <p>Friday 19:00 – Monday 07:00</p>	£220	£234 + VAT	<p>Cost recovery for discretionary service</p> <p>Out of hours EHC fee applicable where officer presence is required outside of normal working hours</p> <p>Charge now to be exclusive of 20% VAT so VAT will be added</p>
<p>Out of hours fee for EHC</p> <p>Bank Holidays</p>	£220	£234 + VAT	<p>Cost recovery for discretionary service</p> <p>Out of hours EHC fee applicable where officer presence is required outside of normal working hours</p> <p>Charge now to be exclusive of 20% VAT so VAT will be added</p> <p>(Originally intended to be 1st October 2021)</p>

SPECIAL TREATMENT REGISTRATIONS	CURRENT 2021/22	PROPOSED	NOTES
Registration of Tattooist / Semi-permanent Skin Colouring/ Cosmetic Piercer / Acupuncturist / Electrolysis - PREMISES	£88.50 per premises (one-off registration fee)	£90	Locally set
Special Treatment Licence - Registration of Tattooist / Semi-permanent Skin Colouring/ Cosmetic Piercer / Acupuncturist / Electrolysis – PERSON	£67.50 per individual (one-off registration fee)	£69 per individual (one-off registration fee)	Locally set
TRADING STANDARDS – COMMERCIAL SERVICES	CURRENT 2021/22	PROPOSED	NOTES
Business Advice	£60 + VAT per hour	No Change	Locally set
Buy with Confidence approval scheme	Application fee: (Sliding scale based on number of employees):	No Change	Fees based on national pricing structure.

	1-5 £125. 6-20 £167. 20-49 £208. 50+ POA Annual Fee: 1-5 £250; 6-20 £375. 20-49 £500; 50+ POA		
TRADING STANDARDS – FEED HYGIENE	CURRENT 2021/22	PROPOSED	NOTES
Approval of a feed business who manufacture only, or manufacture and placing on the market, of feed additives referred to in Article 10(1)(a) of EC Regulation 183/2005 laying down requirements for feed hygiene, or of pre-mixtures of such additives	£451	No Change	Prescribed statutory fee(s).

Approval of a feed business placing on the market of feed additives referred to in Article 10(1)(a) of EC Regulation 183/2005 laying down requirements for feed hygiene, or of premixtures of such additives	£226	No Change	Prescribed statutory fee(s).
Approval/amendment of approval of any of the activities referred to a Point 10 of the Section headed "Facilities and Equipment" in Annex II to Regulation 183/2005.	£451	No Change	Prescribed statutory fee(s).
TRADING STANDARDS – FIREWORK STORAGE REGISTRATION	CURRENT 2021/22	PROPOSED	NOTES
Licence (under 250kg) – prescribed sales periods only	£111	No Change	Prescribed statutory fee(s). Additional charges apply for multiple year licences.

Renewal (under 250kg) – prescribed sales periods only	£55	No Change	Prescribed statutory fee(s). Additional charges apply for multiple year licences.
Licence (250 - 2000kg) – prescribed sales periods only	£189	No Change	Prescribed statutory fee(s). Additional charges apply for multiple year licences.
Renewal (250 - 2000kg) – prescribed sales periods only	£88	No change	Prescribed statutory fee(s). Additional charges apply for multiple year licences.
Annual Sales Licence (up to 2000kg)	£500	No Change	Prescribed statutory fee(s). Additional charges apply for multiple year licences.
TRADING STANDARDS – PETROLEUM LICENCE	CURRENT 2021/22	PROPOSED	NOTES
Not exceeding 2,500 litres	£45	No Change	Prescribed statutory fee(s). Additional charges apply for multiple year licences.

Exceeding 2,500 litres but not exceeding 50,000 litres	£61	No Change	Prescribed statutory fee(s). Additional charges apply for multiple year licences.
Exceeding 50,000 litres	£128	No change	Prescribed statutory fee(s). Additional charges apply for multiple year licences.
Transfer of licence	£8	No Change	Prescribed statutory fee(s).
TRADING STANDARDS – WEIGHTS & MEASURES	CURRENT 2021/22	PROPOSED	NOTES
Weights and Measures Verification Fees	£88	£91	1. The 2022-23 fees are based on a chargeable rate of £91.00 per officer hour , designed to facilitate full cost recovery for metrological activity.

			<p>2. Visits made by Trading Standards Officer's to any premises for the purpose of carrying out any of the functions or activities listed below, may be subject to a minimum charge of £91.00 per officer per visit regardless of the nature or amount of work requested or completed.</p> <p>Note: when making such a charge the full circumstances must be carefully considered and agreement should be sought with the submitter/bill payer, at present the legal position, regarding the charging of a minimum fee in the case of cancellation or curtailment of work</p>
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			<p>to be carried out has yet to be fully established, however it may be reasonable to recover the costs in such a situation providing the occurrence was not due to NELC officers.</p> <p>3. Visits carried out partly or entirely outside of normal offices hours may incur a surcharge of 50% of the standard fee or of the standard hourly rate per officer per hour.</p> <p>4. All fees are now subject to the current rate of VAT which on 1st April 2022 is 20%</p>
<p>Weighing Instruments Non-EC NAWI (Stamping)</p>	<p>Not exceeding 1 tonne (each): £69.00 each</p>	<p>Not exceeding 1 tonne (each): £71.50 each</p>	<p>Prices agreed across Humber</p>

	Exceeding 1 tonne to 10 tonnes (each): £113.50 each Exceeding 10 tonnes (each): £236.00 each	Exceeding 1 tonne to 10 tonnes (each): £117.00 each Exceeding 10 tonnes (each): £244.50 each	
Weighing Instruments EC NAWI (Stickering)	Not exceeding 1 tonne (each): £116.50 each Exceeding 1 tonne to 10 tonnes (each): £179.50 each Exceeding 10 tonnes (each): £397.00 each	Not exceeding 1 tonne (each): £120.50 each Exceeding 1 tonne to 10 tonnes (each): £186.00 each Exceeding 10 tonnes (each): £412.00 each	Prices agreed across Humber
When testing instruments incorporating remote	50% surcharge	50% surcharge	No change

display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be charged			
TRADING STANDARDS – PETROLEUM DISPENSING EQUIPMENT TESTING (UK STAMPED EQUIPMENT ONLY)	CURRENT 2022/23	PROPOSED	NOTES
First nozzle tested, per site (each)	£132 each	£136 each	Prices agreed across Humber
Each additional nozzle tested (each)	£81.50 each	£84.00 each	Prices agreed across Humber
Testing of peripheral electronic equipment on a separate visit (per site)	£88 ph.	£91 ph.	Prices agreed across Humber
Testing of credit card acceptor (per unit,	£88 ph.	£91ph.	Prices agreed across Humber

regardless of no. of slots/nozzles/pumps)			
TRADING STANDARDS – CERTIFICATE OF ERRORS	CURRENT	PROPOSED	NOTES
For supplying a certificate containing results of errors found on testing (certificate supplied upon request of the submitter; fee applies when no other fee is payable).	£46 each	£47 each	Prices agreed across Humber

Trading Standards Fixed Penalty and Penalty Charge Notices

Offence & Description	Current Early payment amount, if appropriate - within 10 days	Current payment amount after 10 days.	Notes
R13 The Quality Schemes (Agricultural Products and Foodstuffs) Regulations	Discount is permitted	Up to £40,000*	No Change

2018 – Failure to comply with a compliance notice on PGI indication e.g. Grimsby smoked fish			
s.146(3) Licensing Act 2003 - sale of alcohol to a child	Not available	£90	No Change
The Energy Performance of Buildings (England and Wales) Regulations 2012 as amended Failure by relevant persons to supply an EPC within 7 days of the request from an authorised officer	Not available	£200 per residential dwelling*	No Change
The Energy Performance of Buildings (England and Wales) Regulations 2012 as amended - Failure by relevant persons to have registered an EPC with	Not available	£200 per residential dwelling	No Change

an accredited energy assessor			
The Energy Performance of Buildings (England and Wales) Regulations 2012 as amended - Failure by relevant persons for an EPC to be issued by an accredited energy assessor	Not available	£200 per residential dwelling*	No Change
The Energy Performance of Buildings (England and Wales) Regulations 2012 as amended - Failure by relevant persons to make an EPC available to any prospective buyer or tenant when selling or renting a non-dwelling	Not available	Range set by statute based at 12.5 per cent of the rateable value of the building, with a default penalty of £750 capped at a maximum of £5000*	No Change

<p>The Energy Performance of Buildings (England and Wales) Regulations 2012 as amended - Failure by relevant persons to provide air conditioning reports following request by an authorised officer.</p>	<p>Not available</p>	<p>£300*</p>	<p>No Change</p>
<p>The Energy Performance of Buildings (England and Wales) Regulations 2012 as amended - Failure by relevant persons to comply with the duties concerning Display Energy Certificates and their associated recommendation reports</p>	<p>Not available</p>	<p>Charges set by statute up to £1,000*.</p>	<p>No Change</p>
<p>Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong</p>	<p>No discount</p>	<p>£5,000*</p>	<p>No Change</p>

to a Scheme etc.) (England) Order 2014 - Failure by Letting agents and property management companies to join a Government-approved tenants' redress scheme			
Consumer Rights Act 2015 - Failure by Letting agents and property management companies to display their fees and charges to clients.	No discount	£5,000*	No Change

* Indicate tariffs set at the maximum rate

Appendix 1c – Environmental Enforcement Team

Environmental Enforcement Team – Fixed Penalty Notices Offences	Current: Early payment amount, if appropriate – within 14 days	Current: Amount to be paid within 14 - 28 days	Proposed	Notes
Anti-Social Behaviour, Crime & Policing Act 2014, Section 48 – Failing to comply with a Community Protection Notice	None	£100	£100	No Change
Anti-Social Behaviour, Crime & Policing Act 2014, Section 67 – Failure to comply with a Public Space Protection Order (dog control PSPO)	None	£100	£100	No Change
Environmental Protection Act 1990, Section 87 – Littering	None	£100	£150	Proposal to increase to £150

Environmental Protection Act 1990, Section 33 – Depositing, or knowingly causing or knowingly permitting the depositing of controlled waste on land without a permit	£300	£400	No Change	
Control of Pollution Act 1989, Section 5 – Failure to produce an authority for transporting controlled waste (waste carrier licence/exemption)	£200	£300	No Change	
Environmental Protection Act 1990, Section 34(5) – Failure to produce written waste information (Waste Transfer Note)	£200	£300	Amount to be paid within 28 days - £400 Early payment amount, within 14 days - £300	Proposal to increase
Environmental Protection Act 1990, Section 34(2A)– Failure by householder to ensure their waste is given to an authorised waste carrier	£200	£300	Amount to be paid within 28 days - £400	Proposal to increase

			Early payment amount, within 14 days - £300	
Environmental Protection Act 1990, Section 46 – Failing to comply with household waste provisions (residential)	£75	£80	£80	Proposal to remove Early payment amount of £75
Environmental Protection Act 1990, Section 47(2) – Failure to comply with a notice to provide adequate commercial waste receptacles	£75	£100	£110	Proposal to remove Early payment amount of £75 and increase fine to £110
Clean Neighbourhoods & Environment Act 2005, Section 3 – Exposing vehicles for sale on a road	£75	£100	Amount to be paid within 28 days - £150 Early payment amount, within 14 days - £100	Proposal to increase
Clean Neighbourhoods & Environment Act 2005, Section 4 – Repairing vehicle on a road	£75	£100	Amount to be paid within 28 days - £150 Early payment amount, within 14 days - £100	Proposal to increase

Clean Neighbourhoods and Environment Act 2005 Part 2 Section 10 – Abandoning a Vehicle	£150	£200	No Change	
S94B and Schedule 3A Environmental Protection Act – Distribution of Printed Matter	£75	£100	Amount to be paid within 28 days - £150 Early payment amount, within 14 days - £100	Proposal to increase
Part 6 S43 Anti-Social Behaviour Act 2003 – Graffiti (on property)	£75	£100	Amount to be paid within 28 days - £150 Early payment amount, within 14 days - £100	Proposal to increase
Part 6 S43 Anti-Social Behaviour Act 2003 – Graffiti (Highway Signs)	£75	£100	Amount to be paid within 28 days - £150 Early payment amount, within 14 days - £100	Proposal to increase
Part 6 S43 Anti-Social Behaviour Act 2003 – Graffiti (on Highways)	£75	£100	Amount to be paid within 28 days - £150	Proposal to increase

			Early payment amount, within 14 days - £100	
Part 6 S43 Anti-Social Behaviour Act 2003 – Flyposting (Illegal adverts)	£75	£100	Amount to be paid within 28 days - £150 Early payment amount, within 14 days - £100	Proposal to increase
Environmental Protection (Stray Dogs) Regulations 1992, reg 2 - Stray Dogs Fee– including Statutory straying fee and Stray dog administration Fee	None	£75 including statutory Fee	If stray dog reunited from Doughty - £75 (including statutory Fee) If stray dog taken to contracted Kennels by Officers (including statutory fee) = £115	Proposal to change
High Hedge Application Fee – Anti Social Behaviour Act 2003 – Part 8 High Hedges	£400 None	£400 £200* (for those Disabled, Unemployed	No change	

		and Low-Income Households which shall be payable in advance		
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Locally set Fees	Current 2021/22	Proposed	Notes
Daily Boarding Fee for Stray Dogs	£20	£20	No change but is subject to the appropriate contract variations in place
Stray Dog Return (Delivery Fee)	£60	£90	Following review of cost recovery
Officer time resulting from processing Works in Default activities –	Cost recovery based on 2021/22	Cost recovery based on 2022/23 Officer costs – see below	Increase due to rise in Environmental Services costs

subject to specific legislation	Officer costs – see below		
Officer Costs: (Including warrant costs)	Time taken to carry out the investigation (including travel and administration) at the officers' hourly rates Officer hourly rate = £36	Time taken to carry out the investigation (including travel and administration) at the officers' hourly rates Officer hourly rate = £45	Increases due to rise in Environmental Services costs
Abandoned vehicles costs for the recovery and disposal fees including contractual and officer costs *Costs as per the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 Storage costs (based on contractual arrangements)	*£150 Standard = < 3.5 tonnes	*£150 Standard = <3.5 tonnes £20 per day after 14 days	No Change

APPENDIX 2: PROPOSED LICENSING FEES TO BE PRESENTED TO LICENSING COMMITTEE

Licensing Fees	Current Fees	Proposed Fees	Notes
Licensing Act 2003			
Provisional Statement for Licensed Premises/ Proposed Licence Premises	£315	£315	Statutory
New Premises Licence/Club Premises Certificate			
Rateable Value Band A: up to £4,300	£100	£100	Statutory
Rateable Value Band B: £4,300 to £33,000	£190	£190	Statutory
Rateable Value Band C: £33,001 to £87,000	£315	£315	Statutory
Rateable Value Band D: £87,001 to £125,000	£450*	£450*	Statutory
Rateable Value Band E: £125,001 and above	£635*	£635*	Statutory
Variation of a Premises Licence/Club Premises Certificate			
Rateable Value Band A: up to £4,300	£100	£100	Statutory
Rateable Value Band B: £4,300 to £33,000	£190	£190	Statutory
Rateable Value Band C: £33,001 to £87,000	£315	£315	Statutory
Rateable Value Band D: £87,001 to £125,000	£450*	£450*	Statutory
Rateable Value Band E: £125,001 and above	£635*	£635*	Statutory

Minor Variation to a Premises Licence	£89	£89	Statutory
Vary a Designated Premises Supervisor	£23	£23	Statutory
Transfer a Premises Licence	£23	£23	Statutory
Certified copy of a Premises Licence or Summary	£10.50	£10.50	Statutory
Change of details not requiring a Vary DPS or Transfer	£10.50	£10.50	Statutory
Notification of Interest	£15	£15	Statutory
Interim Authority Notice	£23	£23	Statutory
Personal Licence New	£37	£37	Statutory
Personal Licence Amend	£10.50	£10.50	Statutory
Personal Licence replacement (lost/stolen/damaged)	£10.50	£10.50	Statutory
Temporary Event Notice	£21	£21	Statutory
Late Temporary Event Notice	£21	£21	Statutory
Gambling Act 2005			
Bingo Premises Licence			
Application fee for Provisional Statement	£893	£987	Locally set
Licence for Provisional Statement Premises	£569	£634	Locally set
Application for new Premises	£893	£987	Locally set

Annual Fee	£903	£918	Max £1000
Variation of a Licence	£623	£714	Locally set
Transfer of a Licence	£569	£636	Locally set
Application for reinstatement of a Licence	£569	£609	Locally set
Adult Gaming Centre			
Application fee for a Provisional Statement	£893	£987	Locally set
Licence for Provisional Statement Premises	£569	£634	Locally set
Application fee for a New Premises	£893	£987	Locally set
Annual Fee	£903	£918	Max £1000
Variation of a Licence	£623	£714	Locally set
Transfer of a Licence	£569	£636	Locally set
Application for reinstatement of a Licence	£569	£609	Locally set
Family Entertainment Centre			
Application fee for a Provisional Statement	£893	£987	Locally set
Licence for a Provisional Statement Premises	£569	£634	Locally set
Application fee for a New Premises	£893	£987	Locally set
Annual Fee	£683	£698	Max £750

Variation of a Licence	£623	£714	Locally set
Transfer of a Licence	£569	£636	Locally set
Application for reinstatement of a Licence	£569	£609	Locally set
Betting Premises			
Application fee for a Provisional Statement	£893	£987	Locally set
Licence for a Provisional Statement Premises	£569	£634	Locally set
Application fee for a New Premises	£893	£987	Locally set
Annual Fee	£600	£600	Max £600
Variation of a Licence	£623	£714	Locally set
Transfer of a Licence	£569	£636	Locally set
Application for reinstatement of a Licence	£569	£609	Locally set
Miscellaneous Gambling			
Change of Circumstances	£50	£50	Statutory
Copy of a Licence	£25	£25	Statutory
Temporary usage Licence	£250	£250	Statutory
Lottery Licence			
Application for a new Lottery Licence	£40	£40	Statutory

Renewal of a Lottery Licence	£20	£20	Statutory
Street Trading			
Application Fee	£103	£109	Locally set
Market Stalls – Per Stall, Per Day	£32	£34	Locally set
Individual Stall – Per Stall, Per Day	£52	£55	Locally set
Sex Establishments			
Application for a New Premises Licence	£1755	£1794	Locally set
Annual Renewal Fee	£1182	£1230	Locally set
Transfer Application	£1182	£1230	Locally set
Scrap Metal Dealers			
Site Licence with one site	£544	£560	3 Years
Each additional site added to a site licence on application	£288	£312	Locally set
Collectors Licence	£382	£400	3 Years
Change of Licence Details	£36	£39	Locally set
Changes to Site Details on Site Licence	£35 plus £35 for each additional site	£39 plus £39 for each additional site	Locally set
Changes to Site Manager on Site Licence	£142	£148	Locally set

Change from Site Licence to Collectors Licence	£142	£148	Locally set
Change from Collectors Licence to Site Licence	£322 plus £144 for each additional site	£331 plus £156 for each extra site	Locally set
Copy of Licence	£26	£39	Locally set
Animal Establishment Licence **			
Sale of Pets	£402	£431	Max 3 Years
Riding Establishments	£501	£538	Max 3 Years
Animal Boarding	£411	£440	Max 3 Years
Home Boarding	£384	£411	Max 3 Years
Home Boarding Arranger	£429	£460 + £244 per additional host	Max 3 Years
Day Care for Dogs	£501	£538	Max 3 Years

Dog Breeding	£384	£411	Max 3 Years
Keeping or Training Animals for Exhibition	£384	£411	Max 3 Years
Copy of an Animal Welfare Licence	£26	£39	
Variation of an Animal Establishment Licence	£126	£146	Max 3 Years
Re-rating inspection	£117	£136	Max 3 Years
Dangerous Wild Animal Licence	£252	£429	2 Years
Zoo Licence	£540	£936	6 Years
Hackney Carriage and Private Hire Licensing Fees			
New Hackney Carriage and Private Hire Drivers Licence	£261	£282	Max 3 Years
Renewal of Hackney Carriage and Private Hire Drivers Licence after 15 th of the Month	£239	£259	Max 3 Years
Renewal of Hackney Carriage and Private Hire Drivers Licence up to 15 th of the Month	£203	£220	Max 3 Years

Replacement Drivers Badge	£19	£20	
New Hackney Carriage and Private Hire Vehicle Licence for one year	HC £216 PH £208	HC £234 PH £224	
Hackney Carriage and Private Hire Vehicle Licence for six months (vehicles over 5 years old)	HC £128 PH £115	HC £137 PH £124	Late applications: + £39
Hackney Carriage and Private Hire Vehicle Licence for one year (vehicles under 5 years old)	HC £199 PH £188	HC £215 PH £202	Late applications: + £39
Plate Deposit	£70	£70	Locally set
Change of Plate	£36	£44	Locally set
Vehicle Inspection	£36	£39	Locally set
Door Sign for Private Hire Vehicles	£10 (each)	£10 (each)	Locally set
Hackney Carriage or Private Hire advertising on vehicle	£36	£39	Locally set
Vehicle Transfers	£36	£39	Locally set
New Private Hire Operators Licence (including one vehicle)	£558	£607	5 Years
Renewal Private Hire Operators Licence (including one vehicle)	£513	£555	5 Years

Private Hire Operators Licence – additional vehicles (per car)	£5	£5	
Replacement Tariff Cards & Window Stickers	/	£20	New
Medical Exemption Certificates	/	£39	New
Meter Tests	/	£20	New
Copy Licence or any additional paperwork	£26	£39	

* In relation to fees under Licensing Act 2003 as listed in the table above, a multiplier is applied to premises in band D and E where they are exclusively or primarily in the business of supplying alcohol for consumption on the premises.

Rateable Value	Band	Initial Application Fee	Annual Maintenance Fee
No rateable value to £4,300	A	£100	£70
£4,300 to £33,000	B	£190	£180
£33,001 to £87,000	C	£315	£295
£87,001 to £125,000	D*	£450	£320
£125,001 and above	E*	£635	£350

** Animal Establishment Licence fees do not include Vets fees. Premises are invoiced for these fees based on the invoice received from the Vet.

