

DECISION

**RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO HEALTH AND HOUSING COMMITTEE**

meeting date: 28 OCTOBER 2021
title: REVIEW OF FEES AND CHARGES 2022/23
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To seek member approval on proposals to increase this Committee's fees and charges with effect from 1 April 2022.

2 BACKGROUND

2.1 The Council's fees and charges are reviewed on an annual basis as part of the budget setting process.

2.2 This report requests that members consider proposals for the increase in fees and charges for this Committee's services. Such charges would be implemented with effect from the 1 April 2022 and would operate for the duration of the 2022/23 financial year.

2.3 The Council's latest budget forecast allows for a 3% inflationary increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2022/23 by this amount when compared with this year's original budget estimate.

2.4 After applying this percentage increase, most proposed charges have been rounded up to the next 10p, 50p or £1 dependent on the size of the fee to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low. Therefore, a small number of fees, where rounding up would have meant the actual fee increase being significantly more than 3%, have been rounded down to the nearest 10p.

3 ADVICE OF POLICY AND FINANCE COMMITTEE AND BUDGET WORKING GROUP

3.1 At their meeting in September 2021, Policy and Finance Committee considered the overall three year Budget Forecast. This forecast assumes that fees and charges are increased overall by 3%.

3.2 Policy and Finance Committee asked that Budget Working Group give guidance to committees based on the Budget Forecast. Service committees are asked to review their fees and charges in order to achieve this overall target increase in income of 3%.

3.3 The current year's budgeted income to be received from fees and charges which are set by this Committee is £284,970. A 3% increase on this total would therefore generate £8,549.

4 REVIEW OF FEES AND CHARGES 2022/23

4.1 The review of fees and charges was co-ordinated by Financial Services, working together with Heads of Service and budget holders.

4.2 The following process was undertaken:

- Heads of Service are provided with an indication of the fees and charges factoring in a 3% increase on the base budget for 2022/23.

- Discussion meetings are then held between the Heads of Service and Financial Services to enable the Heads of Service to propose a set of fees and charges for their services. This may include areas where there is a national requirement or service specific reason for setting a fee or charge different from the 3% target increase.
- 4.3 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2022 has been produced for this Committee and is shown at Annex 1. This Annex provides the following details:
- The current charges for 2021/22.
 - The 2021/22 budgeted income estimated to be raised by each charge (Net of VAT).
 - The proposed charges for implementation from 1 April 2022.
 - The resulting percentage increase in each proposed charge from 2021/22 to 2022/23.
 - An indication of the potential income that may be achieved in 2022/23, should the proposals be agreed (Net of VAT).
 - The date that each charge was last increased (They are all reviewed annually but may not necessarily be increased).
- 4.4 The indication of potential income which is shown throughout Annex 1 is provided for guidance purposes only and is based on past and current activity levels. No account is taken of any change in future service use which may be influenced by a change in charge levels or any other factors.
- 4.5 If Committee agrees the fees and charges as shown in Annex 1, the overall increase in income based on current budgeted activity levels is expected to be £8,750, or 3.07%.
- 4.6 A small number of the proposed fees and charges for 2022/23 have been set on a different basis to just an inflation increase from 2021/22. These are explained in the following sections of the report.
- 5 MOBILE HOMES REGULATIONS 2020 FIT AND PROPER PERSON TEST - NEW FEES
- 5.1 A report elsewhere on this agenda is requesting this Committee to approve the implementation of two new fees with immediate effect in relation to the new responsibilities that the Council has under the Mobile Homes Regulations 2020. These fees are:
- Mobile Homes Fit and Proper Person Test Application Fee.
 - Mobile Homes Site Manager Appointment Costs.
- 5.2 Proposed fees for 2022/23 are included in Annex 1 for these two fees, on the basis that this Committee will approve the implementation of these new fees with immediate effect in 2021/22.
- 6 CLITHEROE CEMETERY MEMORIAL BENCH FEE
- 6.1 There is currently a fixed fee of £797.00 for provision of a memorial bench at Clitheroe Cemetery. This fixed fee was set on the basis that only one type of bench was offered to those wanting to purchase a memorial bench. However, it is proposed to change the fee with immediate effect to be “At Cost – Materials and Labour”, to allow people to select their own choice of bench, as agreed with the Council, rather than limiting them to one type of bench. Different types of benches will have different costs associated with them, so a fixed fee is no longer appropriate.

7 ENVIRONMENTAL HEALTH AND DOG OFFENCES FIXED PENALTY NOTICES

7.1 No inflation related increases are proposed for Fixed Penalty Notices (FPNs) charges in 2022/23. This is because these charges are set by this Committee within Government guidelines for maximum and minimum levels and these levels do not increase by inflation each year.

8 RISK ASSESSMENT

8.1 The approval of this report may have the following implications:

- Resources – Fees and charges provide a key income source for the Council. Fees and charges also provide a mechanism to target concessions, and also to charge service users directly rather than allowing the financial burden of certain service provision to fall on the Council Tax.
- Technical, Environmental and Legal – The Local Government Acts of 2000 and 2003 extended authorities' powers to charge for discretionary services.
- Political – None.
- Reputation – Substantial increases to charges can generate adverse publicity.
- Equality and Diversity – One of the aims of the fees and charges mechanism on many services is to pass on service concession in order to increase inclusivity.

9 CONCLUSION

9.1 Service committees were asked to increase budgeted income from fees and charges by a target of 3% in 2022/23, in line with the Budget Forecast approved by Policy and Finance Committee in September 2021.

9.2 The proposed list of fees and charges for this Committee's services, for implementation from 1 April 2022, is attached at Annex 1. The proposed fees are based on work undertaken by Financial Services, Heads of Service and budget holders.

9.3 If Committee agree the proposed fees and charges for implementation from 1 April 2022, then potential income from the fees and charges for this Committee's services will increase in 2022/23 by 3.07%.

9.4 It is also proposed that the Clitheroe Cemetery Memorial Bench fee is changed with immediate effect to "At Cost – Materials and Labour".

10 RECOMMENDED THAT COMMITTEE

10.1 Approve the 2022/23 fees and charges proposed for this Committee in Annex 1, for implementation from 1 April 2022.

10.2 Approve to change the Clitheroe Cemetery Memorial Bench fee with immediate effect to "At Cost – Materials and Labour".

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH14-21/AC/AC
18 October 2021

For further information please ask for Andrew Cook
BACKGROUND PAPERS – None

Health and Housing Committee – Proposed Fees and Charges 2022/23

CLITHEROE CEMETERY - CLCEM		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Exclusive Burial Rights	Grave Plot	CLCEM/8447u	Non Vatable	01-Apr-21	880.00	20,290	907.00	3.07%	20,910
	Ashes Plot	CLCEM/8447u	Non Vatable	01-Apr-21	434.00	7,200	448.00	3.23%	7,430
	Woodland Burial	CLCEM/8747u	Non Vatable	01-Apr-21	797.00	13,830	821.00	3.01%	14,250
Woodland Burials	Tree and Wild Flower Planting	-	-	No Charge	No Charge	0	No Charge	N/A	0
Interments	Stillborn and Child up to 1 month***	-	-	No Charge	No Charge	0	No Charge	N/A	0
	Child under 16 years old	CLCEM/8441u	Non Vatable	01-Apr-21	172.00	0	178.00	3.49%	0
	3 depth	CLCEM/8441u	Non Vatable	01-Apr-21	790.00	4,450	814.00	3.04%	4,590
	2 depth	CLCEM/8441u	Non Vatable	01-Apr-21	653.00	8,430	673.00	3.06%	8,690
	1 depth (Includes Woodland Burials)	CLCEM/8441u	Non Vatable	01-Apr-21	609.00	19,180	628.00	3.12%	19,780
	Ashes (Includes Woodland Burials)	CLCEM/8441u	Non Vatable	01-Apr-21	147.00	4,980	152.00	3.40%	5,150

Please Note: Fees are double (for purchase of exclusive burial rights and interment) for persons who are non-residents of the Ribble Valley

***Interment of stillborn and child up to 1 month old will be the same fee as that for interment of a child under 16 years old for persons non-resident in the Ribble Valley

CLITHEROE CEMETERY - CLCEM		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Fees for Memorials	Provision of Foundation	CLCEM/8446n	VAT Inclusive	01-Apr-21	98.00	0	101.00	3.06%	0
	Right to Erect Headstone	CLCEM/8442u	Non Vatable	01-Apr-21	179.00	3,830	185.00	3.35%	3,960
	Right to Place Stone Plaque on Ashes Plot	CLCEM/8442u	Non Vatable	01-Apr-21	97.00	770	100.00	3.09%	790
	Cemetery Plaques	CLCEM/8445z	Non Vatable	01-Apr-21	At Cost-Materials	530	At Cost-Materials	N/A	550
	Removing/Refixing Headstones for Burials	CLCEM/8599u	Non Vatable	01-Apr-21	At Cost-Materials	660	At Cost-Materials	N/A	680
	Commemorative Trees	CLCEM/8508z	Non Vatable	01-Apr-21	182.00	0	188.00	3.30%	0
	Commemorative Shrubs	CLCEM/8508z	Non Vatable	01-Apr-21	96.00	0	99.00	3.13%	0
	Memorial Bench	CLCEM/8507z	Non Vatable	01-Apr-21	797.00	0	At Cost - Materials and Labour	N/A	0
Other Cemetery charges	Search Fee	CLCEM/8780n	VAT Inclusive	01-Apr-21	33.00	0	34.00	3.03%	0
	Copy of Grave Deed	CLCEM/8781n	VAT Inclusive	01-Apr-21	33.00	0	34.00	3.03%	0
	Certificate of Burial / Certificate of Transfer / Copy Certificate	CLCEM/8782n	VAT Inclusive	01-Apr-21	43.00	0	44.30	3.02%	0

PUBLIC HEALTH ACT BURIALS AND CREMATIONS - BURCR		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Public Health Act funerals	Public Health Act Funerals officer time fee (per hour)	BURCR/8576z	Non Vatable	01-Apr-21	53.10	0	54.70	3.01%	0.00

CLITHEROE MARKET – CLMKT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Cabins	Tuesday, Thursday and Saturday - per week	CLMKT/8824n	VAT Inclusive	01-Apr-21	59.40	108,430	61.20	3.03%	111,720
	Use of Cabins (preparation purposes): Non Market Days	CLMKT/8824n	VAT Inclusive	01-Apr-21	29.20	2,480	30.10	3.08%	2,560
Stalls - Tuesday & Saturday	- 10 ft	CLMKT/8825n	VAT Inclusive	01-Apr-21	19.90	1,890	20.50	3.02%	1,950
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01-Apr-21	10.20	0	10.50	2.94%	0
	- 8 ft	CLMKT/8825n	VAT Inclusive	01-Apr-21	16.40	4,070	16.90	3.05%	4,190
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01-Apr-21	8.70	610	9.00	3.45%	630
Stalls - Sunday Events	Regular Contract Traders	CLMKT/8825n	VAT Inclusive	01-Apr-21	11.30	0	11.60	2.65%	0
	Non Contract Traders	CLMKT/8825n	VAT Inclusive	01-Apr-21	21.50	0	22.20	3.26%	0
Stalls - Thursdays	- 10 ft	CLMKT/8825n	VAT Inclusive	01-Apr-21	10.20	0	10.50	2.94%	0
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01-Apr-21	5.10	0	5.20	1.96%	0
	- 8 ft	CLMKT/8825n	VAT Inclusive	01-Apr-21	8.70	20	9.00	3.45%	20
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01-Apr-21	4.10	0	4.20	2.44%	0
Pitches	Tuesday and Saturday - per day	CLMKT/8826n	VAT Inclusive	01-Apr-21	16.90	1,700	17.40	2.96%	1,750
	Thursday - per day	CLMKT/8826n	VAT Inclusive	01-Apr-21	8.70	10	9.00	3.45%	10
Clitheroe Market Special Events	Special Events Fee	CLMKT/8885n	VAT Inclusive	01-Apr-21	Price on Application	0	Price on Application	N/A	0

DOG WARDEN AND PEST CONTROL - DOGWD		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Pest Control	Commercial - Single Treatment Charge (per hour plus materials - minimum charge 1 hour)	DOGWD/8696n	VAT Inclusive	01-Apr-21	55.00	0	56.70	3.09%	0
	Commercial - Annual Contract - Per Visit	DOGWD/8696n	VAT Inclusive	01-Apr-21	40.00	4,360	41.20	3.00%	4,490
	Domestic Single Treatment Charge (Rodents - up to 3 visits)	DOGWD/8725n	VAT Inclusive	01-Apr-21	48.00	8,130	49.50	3.13%	8,380
	Domestic Single Treatment Charge - Out of Hours (Rodents - up to 3 visits)	DOGWD/8725n	VAT Inclusive	01-Apr-21	96.00	0	98.90	3.02%	0
	Domestic Callout Charge - Per Visit (Unspecified reason - up to 3 visits)	DOGWD/8725n	VAT Inclusive	01-Apr-21	48.00	0	49.50	3.13%	0
	Domestic Single Treatment Charge - Public Health Pests (eg. cockroaches and bed bugs - up to 3 visits)	DOGWD/8725n	VAT Inclusive	01-Apr-21	48.00	0	49.50	3.13%	0
	Domestic Single Treatment Charge - Public Health Pests (eg. cockroaches and bed bugs - up to 3 visits) - Out of Hours	DOGWD/8725n	VAT Inclusive	01-Apr-21	96.00	0	98.90	3.02%	0

DOG WARDEN AND PEST CONTROL - DOGWD		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Non-Public Health Insect Treatment (eg. wasps, ants, flies, carpet beetles and fleas)	Wasps/Fleas/Ants/ Other - Single Visit Charge during working hours	DOGWD/8412n	VAT Inclusive	01-Apr-21	48.00	4,580	49.50	3.13%	4,720
	Wasps/Fleas/Ants/ Other - Each additional nest treated on same visit	DOGWD/8412n	VAT Inclusive	01-Apr-21	24.00	0	24.80	3.33%	0
	Wasps/Fleas/Ants/ Other - Out of hours - Single Visit Charge	DOGWD/8412n	VAT Inclusive	01-Apr-21	96.00	0	98.90	3.02%	0
Pest Control Missed Appointments	Per missed appointment	DOGWD/8726n	VAT Inclusive	01-Apr-21	48.00	0	49.50	3.13%	0
Dog Bins Emptying - Post Mounted - one collection per bin per week	Commercial - per bin per week	DOGWD/8596n	VAT Inclusive	01-Apr-21	8.90	0	9.20	3.37%	0
	Parish Councils - per bin per week	DOGWD/8596n	VAT Inclusive	01-Apr-21	5.20	1,300	5.30	1.92%	1,330

DOG WARDEN AND PEST CONTROL - DOGWD - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Public Space Protection Orders - Dog Offences	Maximum full penalty - no discount allowed	DOGWD/8631z	Non Vatable	01-Apr-19	100.00	100	100.00	0.00%	100

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Boarding in Kennels Licence (Animal Welfare Regulations 2018)	Boarding in Kennels - Processing Application Fee	ENVHT/8674u	Non Vatable	01-Apr-21	244.00	1,320	251.50	3.07%	1,360
	Boarding in Kennels - Compliance/ Enforcement Fee	ENVHT/8674u	Non Vatable	01-Apr-21	116.00		119.50	3.02%	
	Boarding in Kennels - Variation Fee (with inspection)	ENVHT/8674u	Non Vatable	01-Apr-21	176.00		181.50	3.13%	
	Boarding in Kennels - Variation Fee (no inspection)	ENVHT/8674u	Non Vatable	01-Apr-21	80.00		82.50	3.13%	
Boarding in Catteries Licence (Animal Welfare Regulations 2018)	Boarding in Catteries - Processing Application Fee	ENVHT/8674u	Non Vatable	01-Apr-21	244.00	190	251.50	3.07%	200
	Boarding in Catteries - Compliance/ Enforcement Fee	ENVHT/8674u	Non Vatable	01-Apr-21	116.00		119.50	3.02%	
	Boarding in Catteries - Variation Fee (with inspection)	ENVHT/8674u	Non Vatable	01-Apr-21	176.00		181.50	3.13%	
	Boarding in Catteries - Variation Fee (no inspection)	ENVHT/8674u	Non Vatable	01-Apr-21	80.00		82.50	3.13%	
Home Boarding Licence (Animal Welfare Regulations 2018)	Home Boarding - Processing Application Fee	ENVHT/8776u	Non Vatable	01-Apr-21	213.00	370	219.50	3.05%	380
	Home Boarding - Compliance/ Enforcement Fee	ENVHT/8776u	Non Vatable	01-Apr-21	84.00		86.60	3.10%	
	Home Boarding - Variation Fee (with inspection)	ENVHT/8776u	Non Vatable	01-Apr-21	143.00		147.50	3.15%	
	Home Boarding - Variation Fee (no inspection)	ENVHT/8776u	Non Vatable	01-Apr-21	80.00		82.50	3.13%	

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Day Care for Dogs Licence (Animal Welfare Regulations 2018)	Day Care for Dogs - Processing Application Fee	ENVHT/8776u	Non Vatable	01-Apr-21	213.00	1,390	219.50	3.05%	1,430
	Day Care for Dogs - Compliance/ Enforcement Fee	ENVHT/8776u	Non Vatable	01-Apr-21	84.00		86.60	3.10%	
	Day Care for Dogs - Variation Fee (with inspection)	ENVHT/8776u	Non Vatable	01-Apr-21	143.00		147.50	3.15%	
	Day Care for Dogs - Variation Fee (no inspection)	ENVHT/8776u	Non Vatable	01-Apr-21	80.00		82.50	3.13%	
Breeding of Dogs Licence (Animal Welfare Regulations 2018)	Breeding of Dogs - Processing Application Fee	ENVHT/8675u	Non Vatable	01-Apr-21	244.00	70	251.50	3.07%	70
	Breeding of Dogs - Compliance/ Enforcement Fee	ENVHT/8675u	Non Vatable	01-Apr-21	116.00		119.50	3.02%	
	Breeding of Dogs - Variation Fee (with inspection)	ENVHT/8675u	Non Vatable	01-Apr-21	176.00		181.50	3.13%	
	Breeding of Dogs - Variation Fee (no inspection)	ENVHT/8675u	Non Vatable	01-Apr-21	80.00		82.50	3.13%	

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Selling Animals as Pets (Single Species) Licence (Animal Welfare Regulations 2018)	Selling Animals as Pets (Single Species) - Processing Application Fee	ENVHT/8676u	Non Vatable	01-Apr-21	188.00	0	194.00	3.19%	0
	Selling Animals as Pets (Single Species) - Compliance/ Enforcement Fee	ENVHT/8676u	Non Vatable	01-Apr-21	61.00		63.00	3.28%	
	Selling Animals as Pets (Single Species) - Variation Fee (with inspection)	ENVHT/8676u	Non Vatable	01-Apr-21	120.00		124.00	3.33%	
	Selling Animals as Pets (Single Species) - Variation Fee (no inspection)	ENVHT/8676u	Non Vatable	01-Apr-21	80.00		82.50	3.13%	
Selling Animals as Pets (Multiple Species) Licence (Animal Welfare Regulations 2018)	Selling Animals as Pets (Multiple Species) - Processing Application Fee	ENVHT/8676u	Non Vatable	01-Apr-21	269.00	400	277.50	3.16%	410
	Selling Animals as Pets (Multiple Species) - Compliance/ Enforcement Fee	ENVHT/8676u	Non Vatable	01-Apr-21	139.00		143.50	3.24%	
	Selling Animals as Pets (Multiple Species) - Variation Fee (with inspection)	ENVHT/8676u	Non Vatable	01-Apr-21	199.00		205.00	3.02%	
	Selling Animals as Pets (Multiple Species) - Variation Fee (no inspection)	ENVHT/8676u	Non Vatable	01-Apr-21	80.00		82.50	3.13%	

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Hiring out Horses Licence (Animal Welfare Regulations 2018)	Hiring out Horses - Processing Application Fee	ENVHT/8677u	Non Vatable	01-Apr-21	303.00	110	312.50	3.14%	110
	Hiring out Horses - Compliance/ Enforcement Fee	ENVHT/8677u	Non Vatable	01-Apr-21	170.00		175.50	3.24%	
	Hiring out Horses - Variation Fee (with inspection)	ENVHT/8677u	Non Vatable	01-Apr-21	235.00		242.50	3.19%	
	Hiring out Horses - Variation Fee (no inspection)	ENVHT/8677u	Non Vatable	01-Apr-21	80.00		82.50	3.13%	
Exhibition of Animals Licence (Animal Welfare Regulations 2018)	Exhibition of Animals - Processing Application Fee	ENVHT/8676u	Non Vatable	01-Apr-21	244.00	0	251.50	3.07%	0
	Exhibition of Animals - Compliance/ Enforcement Fee	ENVHT/8676u	Non Vatable	01-Apr-21	No Charge		No Charge	N/A	
	Exhibition of Animals - Variation Fee (with inspection)	ENVHT/8676u	Non Vatable	01-Apr-21	176.00		181.50	3.13%	
	Exhibition of Animals - Variation Fee (no inspection)	ENVHT/8676u	Non Vatable	01-Apr-21	80.00		82.50	3.13%	
Additional Activity Licence Fee (Animal Welfare Regulations 2018)	Extra fee for each Additional Activity on a Multiple Activity Licence, where applicable	ENVHT/any of above as applicable	Non Vatable	01-Apr-21	33.00	0	34.00	3.03%	0
Additional Host Inspection Fee (Animal Welfare Regulations 2018)	Extra fee for each Additional Host inspected for Franchise Licence applicants/holders	ENVHT/any of above as applicable	Non Vatable	01-Apr-21	48.00	0	49.50	3.13%	0

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Re-score Inspection (Animal Welfare Regulations 2018)	Re-score Inspection, where requested	ENVHT/any of above as applicable	Non Vatable	01-Apr-21	133.00	0	137.00	3.01%	0
Animal Welfare Licences - Others	Dangerous Wild Animals	ENVHT/8678u	Non Vatable	01-Apr-21	157.00	0	162.00	3.18%	0
	Annual Zoo compliance audit	ENVHT/8679u	Non Vatable	01-Apr-21	188.00	120	194.00	3.19%	120
	Zoo - 4 year renewal	ENVHT/8679u	Non Vatable	01-Apr-21	376.00		387.50	3.06%	
Vets fees charged at cost in addition to the fees shown above, where applicable									

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Street Trading Licences	Street Trading Consent - Classes I, II & III per annum	ENVHT/8430u	Non Vatable	01-Apr-21	760.00	4,560	783.00	3.03%	4,700
	Street Trading Consent Class V per Event	ENVHT/8430u	Non Vatable	01-Apr-21	131.00	0	135.00	3.05%	0
	Street Trading Consent Class IV	-	-	No Charge	No Charge	0	No Charge	N/A	0
Caravan Sites Licences	First time - new (based on 12 hours)	ENVHT/8684u	Non Vatable	01-Apr-21	495.00	0	510.00	3.03%	0
	Annual (based on 6 hours)	ENVHT/8684u	Non Vatable	01-Apr-21	250.00	500	257.50	3.00%	520
	Amendment of site (based on 6 hours)	ENVHT/8684u	Non Vatable	01-Apr-21	250.00	0	257.50	3.00%	0
	Transfer (based on 4 hours)	ENVHT/8684u	Non Vatable	01-Apr-21	168.00	0	173.50	3.27%	0
Mobile Homes Regulations 2020 - Fit and Proper Person Test <i>(NOTE - THESE ARE NEW FEES THAT HEALTH & HOUSING COMMITTEE ARE BEING ASKED TO APPROVE ON 28 OCTOBER 2021)</i>	Mobile Homes Fit and Proper Person Test Application Fee	TBC	Non Vatable	TBC	261.00	0	269.00	3.07%	0
	Mobile Homes Site Manager Appointment Costs	TBC	Non Vatable	TBC	At Cost, Recovered in full from site owner	0	At Cost, Recovered in full from site owner	N/A	0

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Houses of Multiple Occupation Licences **	HMO Licence Part 1 fee - Processing a licence application for either 2 years or 5 years	ENVHT/8685u	Non Vatable	01-Apr-21	823.00	0	848.00	3.04%	0
	HMO Licence Part 2 fee - Licence scheme running costs, including compliance monitoring	ENVHT/8685u	Non Vatable	01-Apr-21	458.00	0	472.00	3.06%	0
	Variation of an HMO Licence	ENVHT/8685u	Non Vatable	01-Apr-21	141.00	0	145.50	3.19%	0
** If licence applicant is a member of a recognised landlord scheme, there is a 20% reduction in these licence fees									
Registrations	Acupuncture	ENVHT/8680u	Non Vatable	01-Apr-21	178.00	0	183.50	3.09%	0
	Ear Piercing	ENVHT/8681u	Non Vatable	01-Apr-21	178.00	0	183.50	3.09%	0
	Tattooing	ENVHT/8682u	Non Vatable	01-Apr-21	178.00	0	183.50	3.09%	0
	Electrolysis	ENVHT/8683u	Non Vatable	01-Apr-21	178.00	0	183.50	3.09%	0

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Private Water Supplies Risk Assessment and Sample Analysis	Risk Assessment	ENVHT/8417u	Non Vatable	01-Apr-21	Cost of Officer time at £40.40 per hour	24,710	Cost of Officer time at £41.70 per hour	3.22%	25,510
	Other Investigations	ENVHT/8417u	Non Vatable	01-Apr-21	Cost of Officer time at £40.40 per hour plus lab test fees		Cost of Officer time at £41.70 per hour plus lab test fees	3.22%	
	Small Supplies (Regulation 10) Sample Analysis	ENVHT/8417u	Non Vatable	01-Apr-21	£80.80 plus lab test fees		£83.40 plus lab test fees	3.22%	
	Large Supplies (Regulation 9, Group A + B) Sample Analysis	ENVHT/8417u	Non Vatable	01-Apr-21	£80.80 plus lab test fees		£83.40 plus lab test fees	3.22%	
	Bacteriological Sample Analysis	ENVHT/8417u	Non Vatable	01-Apr-21	£40.40 plus lab test fees		£41.70 plus lab test fees	3.22%	
	Private Water Sample Re-test	ENVHT/8417u	Non Vatable	01-Apr-21	£80.80 plus lab test fees		£83.40 plus lab test fees	3.22%	
	Carrying out works or measures that an owner has failed to carry out in accordance with an improvement notice	ENVHT/8417u	Non Vatable	N/A	At Cost - Recovered in full from the Owner		At Cost - Recovered in full from the Owner	N/A	

Please note - The lab test fees are based on the fees paid to an external laboratory for each sample analysis

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Housing Enforcement Notice	Per notice	ENVHT/8689u	Non Vatable	01-Apr-21	599.00	0	617.00	3.01%	0
Immigration Inspection	Per inspection (3 hours minimum with hourly charge thereafter)	ENVHT/8687n	VAT Inclusive	01-Apr-21	148.80 plus 49.60 per hour after 3 hours	0	153.30 plus 51.10 per hour after 3 hours	3.02%	0
Removal of Unfit Food	Per removal	ENVHT/8519z	Non Vatable	01-Apr-21	At Cost, Recovered in full from food business	0	At Cost, Recovered in full from food business	N/A	0
Food Hygiene Rating Scheme Rescore Inspection	Per Inspection	ENVHT/8763z	Non Vatable	01-Apr-21	164.00	0	169.00	3.05%	0
Exhumations Charges	Environmental Health Officer Attendance Fee (per hour)	ENVHT/8583z	Non Vatable	01-Apr-21	40.40	0	41.70	3.22%	0
	Exhumation costs incurred by the Council	ENVHT/8583z	Non Vatable	01-Apr-21	At Cost, Recovered in full from those requesting the exhumation	0	At Cost, Recovered in full from those requesting the exhumation	N/A	0

ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Littering	Maximum full penalty - no discount allowed	ENVHT/8629z	Non Vatable	08-Jun-18	150.00	0	150.00	0.00%	0
Graffiti	Maximum full penalty	ENVHT/8638z	Non Vatable	25-May-17	80.00	0	80.00	0.00%	0
Graffiti	Minimum discounted penalty	ENVHT/8638z	Non Vatable	25-May-17	50.00		50.00	0.00%	
Fly-posting	Maximum full penalty	ENVHT/8638z	Non Vatable	25-May-17	80.00		80.00	0.00%	
Fly-posting	Minimum discounted penalty	ENVHT/8638z	Non Vatable	25-May-17	50.00		50.00	0.00%	
Unauthorised distribution of free literature on designated land	Maximum full penalty	ENVHT/8638z	Non Vatable	25-May-17	80.00		80.00	0.00%	
Unauthorised distribution of free literature on designated land	Minimum discounted penalty	ENVHT/8638z	Non Vatable	25-May-17	50.00		50.00	0.00%	
Alarm noise: failure to nominate key-holder or to notify local authority of key-holder's details	Maximum full penalty	ENVHT/8634z	Non Vatable	25-May-17	80.00		0	80.00	
Alarm noise: failure to nominate key-holder or to notify local authority of key-holder's details	Minimum discounted penalty	ENVHT/8634z	Non Vatable	25-May-17	50.00	50.00		0.00%	
Nuisance parking	Maximum full penalty	ENVHT/8635z	Non Vatable	25-May-17	100.00	0	100.00	0.00%	0
Nuisance parking	Minimum discounted penalty	ENVHT/8635z	Non Vatable		60.00		60.00	0.00%	

ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23		
					£	£	£	%	£		
Abandoning a vehicle	Maximum full penalty	ENVHT/8636z	Non Vatable	25-May-17	200.00	0	200.00	0.00%	0		
Abandoning a vehicle	Minimum discounted penalty	ENVHT/8636z	Non Vatable	25-May-17	120.00		120.00	0.00%			
Fly-tipping	Maximum full penalty	ENVHT/8637z	Non Vatable	25-May-17	400.00	120	400.00	0.00%	120		
Fly-tipping	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25-May-17	120.00		120.00	0.00%			
Failure to produce a waste transfer note	Maximum full penalty	ENVHT/8637z	Non Vatable	25-May-17	300.00		300.00	0.00%			
Failure to produce a waste transfer note	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25-May-17	180.00		180.00	0.00%			
Domestic waste receptacle offences	Maximum full penalty	ENVHT/8637z	Non Vatable	25-May-17	80.00		80.00	0.00%			
Domestic waste receptacle offences	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25-May-17	40.00		40.00	0.00%			
Industrial and commercial waste receptacle offences	Maximum full penalty	ENVHT/8637z	Non Vatable	25-May-17	110.00		110.00	0.00%			
Industrial and commercial waste receptacle offences	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25-May-17	60.00		60.00	0.00%			
Noise exceeding permitted level - domestic premises	Maximum full penalty	ENVHT/8634z	Non Vatable	25-May-17	110.00		0	110.00		0.00%	0
Noise exceeding permitted level - domestic premises	Minimum discounted penalty	ENVHT/8634z	Non Vatable	25-May-17	60.00			60.00		0.00%	
Noise exceeding permitted level - licensed premises	Maximum full penalty - no discount allowed	ENVHT/8634z	Non Vatable	25-May-17	500.00	500.00		0.00%			

ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
					£	£	£	%	£
Community Protection Notice breach	Maximum penalty - paid within 14 days	ENVHT/8789z	Non Vatable	25-May-17	100.00	0	100.00	0.00%	0
Community Protection Notice breach	Minimum penalty - paid within 7 days	ENVHT/8789z	Non Vatable	25-May-17	75.00		75.00	0.00%	
Operating a vehicle engine when parked	Maximum penalty - not paid within 28 days	ENVHT/8635z	Non Vatable	25-May-17	40.00	0	40.00	0.00%	0
Operating a vehicle engine when parked	Minimum penalty - paid within 28 days	ENVHT/8635z	Non Vatable	25-May-17	20.00		20.00	0.00%	

ENVIRONMENTAL HEALTH - ENVHT - LOCAL AIR POLLUTION PREVENTION AND CONTROL FEES (LAPPC)

The Council is responsible for issuing permits and charging fees for certain industrial activities under the Pollution Prevention Control element of the Environmental Permitting Regulations (EPR) 2010. Further information on current fees charged is available from the Environmental Health department.

CONTAMINATED LAND - CLAND	Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
				£	£	£	%	£
Enquiry	CLAND/8623n	VAT Inclusive	01-Apr-21	84.00	0	86.60	3.10%	0

IMPROVEMENT GRANTS - IMPGR	Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
				£	£	£	%	£
Administration Charges for Disabled Facilities Grants	IMPGR/8716m	Non Vatable	01-Apr-21	% of Total cost in line with current DFG Policy	26,500	% of Total cost in line with current DFG Policy	N/A	27,300
Administration Charges for Housing Improvement Grants	IMPGR/8717n	VAT Inclusive	01-Apr-21	5% of Total COST + VAT	2,410	5% of Total COST + VAT	N/A	2,480

HOUSING STRATEGY - HSTRA	Ledger Code	VAT	Date of last change	Current Charge from 1st April 2021	Budgeted Income Net of VAT for 2021/22	Proposed Charges from 1st April 2022	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2022/23
				£	£	£	%	£
Self Build and Custom House Build Registration Fee (annual charge)	HSTRA/8811z	Non Vatable	01-Apr-21	63.60	370	65.60	3.14%	380