

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 26 OCTOBER 2023
title: REVIEW OF FEES AND CHARGES 2024/25
submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE
principal author: LAWSON ODDIE

PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2024.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2024/25 financial year.

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 2024 and would operate for the duration of the 2024/25 financial year.
- 2.3 The Council's latest budget forecast allows for a 4% inflationary increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2024/25 by this amount as a minimum.

3 ADVICE OF POLICY AND FINANCE COMMITTEE 12 SEPTEMBER 2023

- 3.1 In September 2023, the Budget Working Group and Policy and Finance Committee considered the overall three-year Budget Forecast. This forecast assumes that fees and charges are increased overall by 4%.
- 3.2 Guidance from Policy and Finance Committee to service committees is that they review their fees and charges in order to achieve on average overall target increase in income of 4%.
- 3.3 The current budgeted income to be received from fees and charges which are set by this Committee and are considered for a percentage increase each year is £291,409. A 4% increase on this total would therefore generate £303,065.

4 REVIEW OF THE FEES AND CHARGES

- 4.1 The review of the fees and charges is coordinated by financial services, working together with heads of service and budget holders.
- 4.2 The following process was taken:
 - Budget holders are provided with an indication of the fees and charges factoring in the Policy and Finance Committee proposals.
 - A discussion meeting is then held between budget holder and financial services to enable the budget holder to propose a set of fees and charges for their services. This may depend on where there is a national requirement or service specific reason for setting a fee or charge at a different level than the Policy and Finance Committee target.
- 4.3 Following discussions, a **proposed** set of fees and charges for implementation from 1 April 2024 has been produced for this committee and is shown at Annex 1. This annex provides details of:
 - the current charge for 2023/24

- an estimate of the level of 2023/24 income raised by each charge (Net of VAT)
 - the proposed charges for implementation from 1 April 2024
 - an indication of the potential income that may be achieved in 2024/25, should the proposals be agreed (Net of VAT)
 - the resulting percentage increase from 2023/24 to 2024/25
 - Date that each charge was last increased (they are all reviewed annually, but may not necessarily be increased)
- 4.4 After applying this percentage increase, proposed charges have generally been rounded up or down 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.
- 4.5 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 service use which may be influenced by a change in charge levels.
- 4.6 Work is still underway on forecasting income budget levels for 2024/25 and such budget proposals will be reported back to this committee in January 2024 for approval.
- 4.7 If Committee agrees the fees and charges as shown in Annex 1, the overall increase based on current budgeted demand levels is expected to be 3.98%.
- 4.8 No inflation related increases are proposed for Dog Offences Fixed Penalty Notice charges and Environmental Health Fixed Penalty Notice charges in 2024/25. 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.
- 5 CONCLUSION
- 5.1 Work has been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this committee. This review has now been completed as part of the budget process, for implementation from 1 April, should the proposals be approved.
- 5.2 If members agree with the proposed fees and charges set out in Annex 1 then this committee will be setting charges that will produce on average a 3.98% increase to fees and charges.
- 5.3 The Policy and Finance Committee recommends that all service committees seek to increase their fees and charges by 4% on average. If you agree with the recommended charges, this committee will meet the target required.
- 6 RISK ASSESSMENT
- 6.1 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.

7 RECOMMENDATION THAT COMMITTEE

7.1 Consider the level of fees and charges to be levied for this committee for 2024/25.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

HH12-23/LO/AC
13 OCTOBER 2023

For further information please ask for Lawson Oddie
BACKGROUND PAPERS – None

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

CLITHEROE CEMETERY – CLCEM		Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Exclusive Burial Rights	Grave Plot	CLCEM/8447u	Non Vatable	907.00	999.00	20,483	1,039.00	21,303	4.00%
	Ashes Plot	CLCEM/8447u	Non Vatable	448.00	494.00	6,907	513.80	7,184	4.01%
	Woodland Burial	CLCEM/8747u	Non Vatable	821.00	904.00	15,070	940.20	15,673	4.00%
Woodland Burials	Tree and Wild Flower Planting	-	-	No Charge	No Charge				
Interments	Stillborn and Child up to 1 month***	-	-	No Charge	No Charge				
	Child under 16 years old	CLCEM/8441u	Non Vatable	178.00	196.00	0	203.80	0	3.98%
	3 depth	CLCEM/8441u	Non Vatable	814.00	897.00	4,821	932.90	5,014	4.00%
	2 depth	CLCEM/8441u	Non Vatable	673.00	741.00	11,820	770.60	12,292	3.99%
	1 depth (Includes Woodland Burials)	CLCEM/8441u	Non Vatable	628.00	692.00	23,800	719.70	24,753	4.00%
	Ashes (Includes Woodland Burials)	CLCEM/8441u	Non Vatable	152.00	168.00	5,339	174.70	5,552	3.99%

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

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

CLITHEROE CEMETERY - CLCEM		Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Fees for Memorials	Provision of Foundation	CLCEM/8446n	VAT Inclusive	101.00	112.00	0	116.50	0	4.02%
	Right to Erect Headstone	CLCEM/8442u	Non Vatable	185.00	204.00	5,185	212.20	5,393	4.02%
	Right to Place Stone Plaque on Ashes Plot	CLCEM/8442u	Non Vatable	100.00	110.00	645	114.40	671	4.00%
	Cemetery Plaques	CLCEM/8445z	Non Vatable	At Cost-Materials	At Cost-Materials				
	Removing/Refixing Headstones for Burials	CLCEM/8599u	Non Vatable	At Cost-Materials	At Cost-Materials				
	Commemorative Trees	CLCEM/8508z	Non Vatable	188.00	207.00	0	215.30	0	4.01%
	Commemorative Shrubs	CLCEM/8508z	Non Vatable	99.00	109.00	0	113.40	0	4.04%
	Memorial Bench	CLCEM/8507z	Non Vatable	At Cost - Materials and Labour	At Cost - Materials and Labour				
Other Cemetery charges	Search Fee	CLCEM/8780n	VAT Inclusive	34.00	37.50	0	39.00	0	4.00%
	Copy of Grave Deed	CLCEM/8781n	VAT Inclusive	34.00	37.50	0	39.00	0	4.00%
	Certificate of Burial / Certificate of Transfer / Copy Certificate	CLCEM/8782n	VAT Inclusive	44.30	48.80	0	50.80	0	4.10%

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

PUBLIC HEALTH ACT BURIALS AND CREMATIONS - BURCR		Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Public Health Act funerals	Public Health Act Funerals officer time fee (per hour)	BURCR/8576z	Non Vatable	54.70	60.30	0	62.70	0	3.98%

CLITHEROE MARKET – CLMKT		Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Cabins	Tuesday, Thursday and Saturday - per week	CLMKT/8824n	VAT Inclusive	61.20	67.40	121,644	70.10	126,517	4.01%
	Use of Cabins (preparation purposes): Non Market Days	CLMKT/8824n	VAT Inclusive	30.10	33.20	2,916	34.50	3,030	3.92%
Stalls - Tuesday & Saturday	- 10 ft	CLMKT/8825n	VAT Inclusive	20.50	22.60	1,383	23.50	1,438	3.98%
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	10.50	11.60	170	12.10	177	4.31%
	- 8 ft	CLMKT/8825n	VAT Inclusive	16.90	18.70	11,072	19.40	11,486	3.74%
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	9.00	9.90	2,211	10.30	2,300	4.04%
Stalls - Sunday Events	Regular Contract Traders	CLMKT/8825n	VAT Inclusive	11.60	12.80	0	13.30	0	3.91%
	Non Contract Traders	CLMKT/8825n	VAT Inclusive	22.20	24.50	0	25.50	0	4.08%

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

CLITHEROE MARKET – CLMKT		Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
Stalls - Thursdays	- 10 ft	CLMKT/8825n	VAT Inclusive	10.50	11.60	0	12.10	0	4.31%
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	5.20	5.70	0	5.90	0	3.51%
	- 8 ft	CLMKT/8825n	VAT Inclusive	9.00	9.90	1,274	10.30	1,325	4.04%
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	4.20	4.60	0	4.80	0	4.35%
Pitches	Tuesday and Saturday - per day	CLMKT/8826n	VAT Inclusive	17.40	19.20	2,473	20.00	2,576	4.17%
	Thursday - per day	CLMKT/8826n	VAT Inclusive	9.00	9.90	437	10.30	455	4.04%
Clitheroe Market Special Events	Special Events Fee	CLMKT/8885n	VAT Inclusive	Price on Application	Price on Application				

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

DOG WARDEN AND PEST CONTROL - DOGWD		Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Pest Control	Commercial - Single Visit Charge (per hour plus materials - minimum charge 1 hour)	DOGWD/8696n	VAT Inclusive	56.70	62.50	846	65.00	880	4.00%
	Commercial - Annual Contract - Per Visit	DOGWD/8696n	VAT Inclusive	41.20	45.40	3,644	47.20	3,788	3.96%
	Domestic - Rodents - Single Visit Charge during working hours	DOGWD/8725n	VAT Inclusive	49.50	54.50		56.70		4.04%
	Domestic - Rodents - Single Visit Charge - Out of Hours	DOGWD/8725n	VAT Inclusive	98.90	108.90		113.30		4.04%
	Domestic - Unspecified Reason - Single Visit Charge during working hours	DOGWD/8725n	VAT Inclusive	49.50	54.50		56.70		4.04%
	Domestic - Public Health Pests (eg. cockroaches and bed bugs) - Single Visit Charge during working hours	DOGWD/8725n	VAT Inclusive	49.50	54.50		56.70		4.04%
	Domestic - Public Health Pests (eg. cockroaches and bed bugs) - Single Visit Charge - Out of Hours	DOGWD/8725n	VAT Inclusive	98.90	108.90		113.30		4.04%

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

DOG WARDEN AND PEST CONTROL - DOGWD		Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
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	49.50	54.50	5,144	56.70	5,352	4.04%
	Wasps/Fleas/Ants/Other - Each additional nest treated on same visit	DOGWD/8412n	VAT Inclusive	24.80	27.40	46	28.50	48	4.01%
	Wasps/Fleas/Ants/Other - Out of hours - Single Visit Charge	DOGWD/8412n	VAT Inclusive	98.90	108.90	0	113.30	0	4.04%
Pest Control Missed Appointments	Per missed appointment	DOGWD/8726n	VAT Inclusive	49.50	54.50	0	56.70	0	4.04%
Dog Bins Emptying - Post Mounted - one collection per bin per week	Commercial - per bin per week	DOGWD/8596n	VAT Inclusive	9.20	10.20	0	10.60	0	3.92%
	Parish Councils - per bin per week	DOGWD/8596n	VAT Inclusive	5.30	5.80	1,430	6.00	1,479	3.45%

DOG WARDEN AND PEST CONTROL - DOGWD - FIXED PENALTY NOTICES		Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Public Space Protection Orders - Dog Offences	Maximum full penalty - no discount allowed	DOGWD/8631z	Non Vatable	100.00	100.00	100	104.00	104	4.00%

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Boarding in Kennels Licence (Animal Welfare Regulations 2018)	Boarding in Kennels - Processing Application Fee	ENVHT/8674u	Non Vatable	251.50	277.00	812	288.10	845	4.01%
	Boarding in Kennels - Compliance/ Enforcement Fee	ENVHT/8674u	Non Vatable	119.50	132.00	386	137.30	401	4.02%
	Boarding in Kennels - Variation Fee (with inspection)	ENVHT/8674u	Non Vatable	181.50	200.00	0	208.00	0	4.00%
	Boarding in Kennels - Variation Fee (no inspection)	ENVHT/8674u	Non Vatable	82.50	91.00	0	94.60	0	3.96%
Boarding in Catteries Licence (Animal Welfare Regulations 2018)	Boarding in Catteries - Processing Application Fee	ENVHT/8674u	Non Vatable	251.50	277.00	135	288.10	140	4.01%
	Boarding in Catteries - Compliance/ Enforcement Fee	ENVHT/8674u	Non Vatable	119.50	132.00	386	137.30	401	4.02%
	Boarding in Catteries - Variation Fee (with inspection)	ENVHT/8674u	Non Vatable	181.50	200.00	0	208.00	0	4.00%
	Boarding in Catteries - Variation Fee (no inspection)	ENVHT/8674u	Non Vatable	82.50	91.00	0	94.60	0	3.96%
Home Boarding Licence (Animal Welfare Regulations 2018)	Home Boarding - Processing Application Fee	ENVHT/8776u	Non Vatable	219.50	242.00	439	251.70	457	4.01%
	Home Boarding - Compliance/ Enforcement Fee	ENVHT/8776u	Non Vatable	86.60	95.50	462	99.30	480	3.98%
	Home Boarding - Variation Fee (with inspection)	ENVHT/8776u	Non Vatable	147.50	162.50	197	169.00	205	4.00%
	Home Boarding - Variation Fee (no inspection)	ENVHT/8776u	Non Vatable	82.50	91.00	55	94.60	57	3.96%

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

ENVIRONMENTAL HEALTH - ENVHT	Ledger Code	Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
Day Care for Dogs Licence (Animal Welfare Regulations 2018)	Day Care for Dogs - Processing Application Fee	ENVHT/8776u	Non Vatable	219.50	242.00	722	251.70	751	4.01%
	Day Care for Dogs - Compliance/ Enforcement Fee	ENVHT/8776u	Non Vatable	86.60	95.50	115	99.30	120	3.98%
	Day Care for Dogs - Variation Fee (with inspection)	ENVHT/8776u	Non Vatable	147.50	162.50	0	169.00	0	4.00%
	Day Care for Dogs - Variation Fee (no inspection)	ENVHT/8776u	Non Vatable	82.50	91.00	0	94.60	0	3.96%

For all Animal Welfare Licences - Vets fees charged at cost in addition to the fees shown above, where applicable

ENVIRONMENTAL HEALTH - ENVHT	Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge	
			£	£	£	£	£	%	
Breeding of Dogs Licence (Animal Welfare Regulations 2018)	Breeding of Dogs - Processing Application Fee	ENVHT/8675u	Non Vatable	251.50	277.00	59	288.10	61	4.01%
	Breeding of Dogs - Compliance/ Enforcement Fee	ENVHT/8675u	Non Vatable	119.50	132.00	21	137.30	22	4.02%
	Breeding of Dogs - Variation Fee (with inspection)	ENVHT/8675u	Non Vatable	181.50	200.00	0	208.00	0	4.00%
	Breeding of Dogs - Variation Fee (no inspection)	ENVHT/8675u	Non Vatable	82.50	91.00	0	94.60	0	3.96%

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

ENVIRONMENTAL HEALTH - ENVHT Ledger Code		Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
Selling Animals as Pets (Single Species) Licence (Animal Welfare Regulations 2018)	Selling Animals as Pets (Single Species) - Processing Application Fee	ENVHT/8676u	Non Vatable	194.00	214.00	257	222.60	267	4.02%
	Selling Animals as Pets (Single Species) - Compliance/ Enforcement Fee	ENVHT/8676u	Non Vatable	63.00	69.50	84	72.30	87	4.03%
	Selling Animals as Pets (Single Species) - Variation Fee (with inspection)	ENVHT/8676u	Non Vatable	124.00	137.00	0	142.50	0	4.01%
	Selling Animals as Pets (Single Species) - Variation Fee (no inspection)	ENVHT/8676u	Non Vatable	82.50	91.00	0	94.60	0	3.96%
Selling Animals as Pets (Multiple Species) Licence (Animal Welfare Regulations 2018)	Selling Animals as Pets (Multiple Species) - Processing Application Fee	ENVHT/8676u	Non Vatable	277.50	306.00	0	318.20	0	3.99%
	Selling Animals as Pets (Multiple Species) - Compliance/ Enforcement Fee	ENVHT/8676u	Non Vatable	143.50	158.00	0	164.30	0	3.99%
	Selling Animals as Pets (Multiple Species) - Variation Fee (with inspection)	ENVHT/8676u	Non Vatable	205.00	226.00	0	235.00	0	3.98%
	Selling Animals as Pets (Multiple Species) - Variation Fee (no inspection)	ENVHT/8676u	Non Vatable	82.50	91.00	0	94.60	0	3.96%
Hiring out Horses Licence (Animal Welfare Regulations 2018)	Hiring out Horses - Processing Application Fee	ENVHT/8677u	Non Vatable	312.50	344.50	1,990	358.30	2,070	4.01%
	Hiring out Horses - Compliance/ Enforcement Fee	ENVHT/8677u	Non Vatable	175.50	193.50	0	201.20	0	3.98%
	Hiring out Horses - Variation Fee (with inspection)	ENVHT/8677u	Non Vatable	242.50	267.00	0	277.70	0	4.01%
	Hiring out Horses - Variation Fee (no inspection)	ENVHT/8677u	Non Vatable	82.50	91.00	0	94.60	0	3.96%

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

For all Animal Welfare Licences - Vets fees charged at cost in addition to the fees shown above, where applicable

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Exhibition of Animals Licence (Animal Welfare Regulations 2018)	Exhibition of Animals - Processing Application Fee	ENVHT/8676u	Non Vatable	251.50	277.00	0	288.10	0	4.01%
	Exhibition of Animals - Compliance/ Enforcement Fee	ENVHT/8676u	Non Vatable	No Charge	No Charge				
	Exhibition of Animals - Variation Fee (with inspection)	ENVHT/8676u	Non Vatable	181.50	200.00	0	208.00	0	4.00%
	Exhibition of Animals - Variation Fee (no inspection)	ENVHT/8676u	Non Vatable	82.50	91.00	109	94.60	113	3.96%
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	34.00	37.50	0	39.00	0	4.00%
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	49.50	54.50	0	56.70	0	4.04%
Re-score Inspection (Animal Welfare Regulations 2018)	Re-score Inspection, where requested	ENVHT/any of above as applicable	Non Vatable	137.00	151.00	0	157.00	0	3.97%
Animal Welfare Licences - Others	Dangerous Wild Animals	ENVHT/8678u	Non Vatable	162.00	178.50	0	185.60	0	3.98%
	Annual Zoo compliance audit	ENVHT/8679u	Non Vatable	194.00	214.00	130	222.60	135	4.02%
	Zoo - 4 year renewal	ENVHT/8679u	Non Vatable	387.50	427.00		444.10		4.00%

For all Animal Welfare Licences - Vets fees charged at cost in addition to the fees shown above, where applicable

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Street Trading Licences	Street Trading Consent - Classes I, II & III per annum	ENVHT/8430u	Non Vatable	783.00	862.50	7,750	897.00	8,060	4.00%
	Street Trading Consent Class V per Event	ENVHT/8430u	Non Vatable	135.00	149.00	0	155.00	0	4.03%
	Street Trading Consent Class IV	-	-	No Charge	No Charge				
Caravan Sites Licences	First time - new (based on 12 hours)	ENVHT/8684u	Non Vatable	510.00	562.00	0	584.50	0	4.00%
	Annual (based on 6 hours)	ENVHT/8684u	Non Vatable	257.50	284.00	570	295.40	593	4.01%
	Amendment of site (based on 6 hours)	ENVHT/8684u	Non Vatable	257.50	284.00	0	295.40	0	4.01%
	Transfer (based on 4 hours)	ENVHT/8684u	Non Vatable	173.50	191.50	0	199.20	0	4.02%
Mobile Homes Regulations 2020 - Fit and Proper Person Test	Mobile Homes Fit and Proper Person Test Application Fee	ENVHT/8089u	Non Vatable	269.00	296.50	0	308.40	0	4.01%
	Mobile Homes Site Manager Appointment Costs	ENVHT/8089u	Non Vatable	At Cost, Recovered in full from site owner	At Cost, Recovered in full from site owner				
Houses of Multiple Occupation Licences <i>(If licence applicant is a member of a recognised landlord scheme, there is a</i>	HMO Licence Part 1 fee - Processing a licence application for either 2 years or 5 years	ENVHT/8685u	Non Vatable	848.00	934.00	0	971.40	0	4.00%
	HMO Licence Part 2 fee - Licence scheme running costs, including compliance monitoring	ENVHT/8685u	Non Vatable	472.00	520.00	0	540.80	0	4.00%

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<i>20% reduction in these licence fees)</i>	Variation of an HMO Licence	ENVHT/8685u	Non Vatable	145.50	160.50	0	166.90	0	3.99%
ENVIRONMENTAL HEALTH - ENVHT Ledger Code	Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge	
Registrations	Acupuncture	ENVHT/8680u	Non Vatable	183.50	202.50	0	210.60	0	4.00%
	Ear Piercing	ENVHT/8681u	Non Vatable	183.50	202.50	0	210.60	0	4.00%
	Tattooing	ENVHT/8682u	Non Vatable	183.50	202.50	0	210.60	0	4.00%
	Electrolysis	ENVHT/8683u	Non Vatable	183.50	202.50	0	210.60	0	4.00%
Private Water Supplies Risk Assessment and Sample Analysis <i>(Please note - The lab test fees are based on the fees paid to an external laboratory for each sample analysis)</i>	Risk Assessment	ENVHT/8417u	Non Vatable	£41.70 per hour	£46.00 per hour	27,350	£47.80 per hour	28,420	3.91%
	Other Investigations	ENVHT/8417u	Non Vatable	£41.70 per hour plus lab test fees	£46.00 per hour plus lab test fees		Officer time £47.80 per hour plus lab test fees		3.91%
	Small Supplies (Regulation 10) Sample Analysis	ENVHT/8417u	Non Vatable	£83.40 plus lab test fees	£92.00 plus lab test fees		£95.70 plus lab test fees		4.02%
	Large Supplies (Regulation 9, Group A + B) Sample Analysis	ENVHT/8417u	Non Vatable	£83.40 plus lab test fees	£92.00 plus lab test fees		£95.70 plus lab test fees		4.02%
	Bacteriological Sample Analysis	ENVHT/8417u	Non Vatable	£41.70 plus lab test fees	£46.00 plus lab test fees		£47.80 plus lab test fees		3.91%
	Private Water Sample Re-test	ENVHT/8417u	Non Vatable	£83.40 plus lab test fees	£92.00 plus lab test fees		£95.70 plus lab test fees		4.02%

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ENVIRONMENTAL HEALTH - ENVHT	Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge	
			£	£	£	£	£	%	
Carrying out works or measures that an owner has failed to carry out in accordance with an improvement notice	ENVHT/8417u	Non Vatable	At Cost – recovered from owner	At Cost – recovered from owner		At Cost – recovered from owner			
Housing Enforcement Notice	Environmental Health Officer Fee (Per Hour), where applicable	ENVHT/8689u	Non Vatable	N/A	46.00	0	47.80	0	3.91%
Immigration Inspection	Per inspection (3 hours minimum with hourly charge thereafter)	ENVHT/8687n	VAT Inclusive	£153.30 plus £51.10 per hour after 3 hours	£168.90 plus £56.30 per hour after 3 hours	0	£175.70 plus £58.60 per hour after 3 hours	0	4.03%
Removal of Unfit Food	Per removal	ENVHT/8519z	Non Vatable	At Cost, recovered in full from food business	At Cost, recovered in full from food business	0	At Cost, recovered in full from food business	0	
Food Hygiene Rating Scheme Rescore Inspection	Per Inspection	ENVHT/8763z	Non Vatable	169.00	186.50	0	194.00	0	4.02%
Exhumations Charges	Environmental Health Officer Attendance Fee (per hour)	ENVHT/8583z	Non Vatable	41.70	46.00	0	47.80	0	3.91%
	Exhumation costs incurred by the Council	ENVHT/8583z	Non Vatable	At Cost, recovered in full from those requesting the exhumation	At Cost, recovered in full from those requesting the exhumation		At Cost, recovered in full from those requesting the exhumation		

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ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Littering	Maximum full penalty - discount to £113 for early payment	ENVHT/8629z	Non Vatable	150.00	150.00	0	150.00	0	0.00%
Graffiti	Maximum full penalty	ENVHT/8638z	Non Vatable	80.00	80.00	0	80.00	0	0.00%
	Minimum discounted penalty	ENVHT/8638z	Non Vatable	50.00	50.00	0	60.00	0	20.00%
Fly-posting	Maximum full penalty	ENVHT/8638z	Non Vatable	80.00	80.00	0	80.00	0	0.00%
	Minimum discounted penalty	ENVHT/8638z	Non Vatable	50.00	50.00	0	60.00	0	20.00%
Unauthorised distribution of free literature on designated land	Maximum full penalty	ENVHT/8638z	Non Vatable	80.00	80.00	0	80.00	0	0.00%
	Minimum discounted penalty	ENVHT/8638z	Non Vatable	50.00	50.00	0	60.00	0	20.00%
Alarm noise: failure to nominate key-holder or to notify local authority of key-holder's details	Maximum full penalty	ENVHT/8634z	Non Vatable	80.00	80.00	0	80.00	0	0.00%
	Minimum discounted penalty	ENVHT/8634z	Non Vatable	50.00	50.00	0	60.00	0	20.00%
Nuisance parking	Maximum full penalty	ENVHT/8635z	Non Vatable	100.00	100.00	0	100.00	0	0.00%

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	Minimum discounted penalty	ENVHT/8635z	Non Vatable	60.00	60.00	0	75.00	0	25.00%
Abandoning a vehicle	Maximum full penalty	ENVHT/8636z	Non Vatable	200.00	200.00	0	200.00	0	0.00%
	Minimum discounted penalty	ENVHT/8636z	Non Vatable	120.00	120.00	0	150.00	0	25.00%
ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
Fly-tipping	Maximum full penalty	ENVHT/8637z	Non Vatable	400.00	400.00	0	1,000.00	0	150.00%
	Minimum discounted penalty	ENVHT/8637z	Non Vatable	120.00	120.00	0	750.00	0	525.00%
Failure to produce a waste transfer note	Maximum full penalty	ENVHT/8637z	Non Vatable	300.00	300.00	120	300.00	120	0.00%
	Minimum discounted penalty	ENVHT/8637z	Non Vatable	180.00	180.00		225.00		25.00%
Domestic waste receptacle offences	Maximum full penalty	ENVHT/8637z	Non Vatable	80.00	80.00		80.00		0.00%
	Minimum discounted penalty	ENVHT/8637z	Non Vatable	40.00	40.00		60.00		50.00%
Industrial and commercial waste receptacle offences	Maximum full penalty	ENVHT/8637z	Non Vatable	110.00	110.00		110.00		0.00%
	Minimum discounted penalty	ENVHT/8637z	Non Vatable	60.00	60.00		83.00		38.33%
Noise exceeding permitted level - domestic premises	Maximum full penalty	ENVHT/8634z	Non Vatable	110.00	110.00	0	110.00	0	0.00%
	Minimum discounted penalty	ENVHT/8634z	Non Vatable	60.00	60.00	0	82.00	0	36.67%
	Maximum full penalty - no discount allowed	ENVHT/8634z	Non Vatable	500.00	500.00	0	500.00	0	0.00%

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Community Protection Notice breach	Maximum penalty - paid within 14 days	ENVHT/8789z	Non Vatable	100.00	100.00	0	100.00	0	0.00%
	Minimum penalty - paid within 7 days	ENVHT/8789z	Non Vatable	75.00	75.00	0	75.00	0	0.00%

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ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
Operating a vehicle engine when parked	Maximum penalty - not paid within 28 days	ENVHT/8635z	Non Vatable	40.00	40.00	0	40.00	0	0.00%
	Minimum penalty - paid within 28 days	ENVHT/8635z	Non Vatable	20.00	20.00	0	30.00	0	50.00%

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	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
			£	£	£	£	£	%
Enquiry	CLAND/8623n	VAT Inclusive	86.60	95.40	0	99.20	0	3.98%

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IMPROVEMENT GRANTS - IMPGR	Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
			£	£	£	£	£	%
Administration Charges for Disabled Facilities Grants	IMPGR/8716m	Non Vatable	% of Total cost in line with current DFG Policy	% of Total cost in line with current DFG Policy	-	% of Total cost in line with current DFG Policy	-	-
Administration Charges for Housing Improvement Grants	IMPGR/8717n	VAT Inclusive	5% of Total Cost + VAT	5% of Total Cost + VAT	-	5% of Total Cost + VAT	-	-

HOUSING STRATEGY - HSTRA	Ledger Code	VAT	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges from 1st April 2024	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
			£	£	£	£	£	%
Self Build and Custom House Build Registration Fee (annual charge)	HSTRA/8811z	Non Vatable	65.60	72.30	400	75.20	416	4.01%