

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 24 OCTOBER 2024
title: REVIEW OF FEES AND CHARGES 2025/26
submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE
principal author: LAWSON ODDIE

1 PURPOSE

- 1.1 To seek member approval on proposals to increase this Committee's fees and charges with effect from 1 April 2025.
- 1.2 These proposals are the first stage in the review of this Committee's budget for the forthcoming 2025/26 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 2025 and would operate for the duration of the 2025/26 financial year.
- 2.3 The Council's latest budget forecast allows for a 2.5% inflationary increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2025/26 by this amount as a minimum.

3 POLICY AND FINANCE COMMITTEE 10 SEPTEMBER 2024

- 3.1 In September 2024, the Budget Working Group and Policy and Finance Committee considered the overall three-year Budget Forecast. This forecast is based on many assumptions including inflation levels. It assumes that fees and charges are increased overall by 2.5%.
- 3.2 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 £339,630. A 2.5% increase on this total would therefore generate £348,121.

4 REVIEW OF THE FEES AND CHARGES 2025/26

- 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:
 - Heads of Service were provided with an indication of the fees and charges factoring in the Policy and Finance Committee proposals.
 - A discussion meeting is then held between Heads of Service, Budget Holders and Financial Services to enable the Heads of Service to propose a set of fees and charges for their services. These proposals may include circumstances where there is a national requirement or service specific reason for setting a fee or charge at a different level than the Budget Forecast assumes.

- 4.3 Following discussions, a **proposed** set of fees and charges for implementation from 1 April 2025 has been produced for this Committee and is shown at Annex 1. This annex provides details of:
- The current charge for 2024/25.
 - The proposed 2025/26 charge for implementation from 1 April 2025.
 - The resulting percentage increase from 2024/25 to 2025/26.
 - An estimate of the level of 2024/25 income raised by each charge (Net of VAT).
 - An indication of the potential income that may be achieved in 2025/26, should the proposals be agreed (Net of VAT).
- 4.4 When applying the 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 underway on forecasting income budget levels for 2025/26 and such budget proposals will be reported back to this Committee in January 2025 for approval.
- 4.7 If this Committee agrees the proposed fees and charges as shown in Annex 1, the overall increase in fees and charges is estimated to be 2.47%, increasing budgeted income to £348,019.
- 4.8 No inflation related increases are proposed for Public Space Protection Orders Dog Offences Fixed Penalty Notice Charges, or Environmental Health Fixed Penalty Notice Charges in 2025/26. 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.
- 4.9 There will also be no increase on Street Trading Licences from the 2024/25 charge. This is due to a desire to keep the cost of the Licence (£897) lower than the cost of the fine for not having a Licence (£1,000).
- 4.10 The Self Build and Custom House Build Registration Fees have recently been considered for a revised approach and pricing structure in order to reflect costs more accurately. It was also acknowledged on review that the charge should sit under the Planning and Development Committee, rather than Health and Housing.
- 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 to produce the list attached at Annex 1.
- 5.2 If members agree with the proposed fees and charges set out in Annex 1 this Committee will be setting charges that will produce on average a 2.47% increase to fees and charges, meeting the 2.5% increase assumed in the Council's Budget Forecast.

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 to increase inclusivity.

7 RECOMMENDATION THAT COMMITTEE

7.1 Approve the 2025/26 fees and charges proposed for this Committee in Annex 1, for implementation from 1 April 2025.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

HH12-24/JW/AC
11 October 2024

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

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2025/26

ANNEX 1

CLITHEROE CEMETERY - CLCEM		Ledger Code	VAT	Charge from 1st April 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	£
Exclusive Burial Rights	Grave Plot	CLCEM/8447u	Non Vatable	999.00	1,039.00	19,529.00	1,065.00	20,018.00	2.50%
	Ashes Plot	CLCEM/8447u	Non Vatable	494.00	513.80	10,601.00	526.60	10,865.00	2.49%
	Woodland Burial	CLCEM/8747u	Non Vatable	904.00	940.20	15,670.00	963.70	16,062.00	2.50%
Woodland Burials	Tree and Wild Flower Planting	-	-	No Charge	No Charge	-	No Charge	-	-
Interments	Stillborn and Child up to 1 month***	-	-	No Charge	No Charge	-	No Charge	-	-
	Child under 16 years old	CLCEM/8441u	Non Vatable	196.00	203.80	262.00	208.90	269.00	2.50%
	3 depth	CLCEM/8441u	Non Vatable	897.00	932.90	3,603.00	956.20	3,693.00	2.50%
	2 depth	CLCEM/8441u	Non Vatable	741.00	770.60	12,896.00	789.90	13,219.00	2.50%
	1 depth (<i>Includes Woodland Burials</i>)	CLCEM/8441u	Non Vatable	692.00	719.70	27,792.00	737.70	28,487.00	2.50%
	Ashes (<i>Includes Woodland Burials</i>)	CLCEM/8441u	Non Vatable	168.00	174.70	8,547.00	179.10	8,762.00	2.52%

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	Charge from 1st April 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	£
Fees for Memorials	Provision of Foundation	CLCEM/8446n	VAT Inclusive	112.00	116.50	0.00	119.40	0.00	2.49%
	Right to Erect Headstone	CLCEM/8442u	Non Vatable	204.00	212.20	5,027.00	217.50	5,153.00	2.50%
	Right to Place Stone Plaque on Ashes Plot	CLCEM/8442u	Non Vatable	110.00	114.40	1,033.00	117.30	1,059.00	2.53%
	Cemetery Plaques	CLCEM/8445z	Non Vatable	At Cost- Materials	At Cost- Materials	310.00	At Cost- Materials	N/A	
	Removing/Refixing Headstones for Burials	CLCEM/8599u	Non Vatable	At Cost- Materials	At Cost- Materials	760.00	At Cost- Materials	N/A	
	Commemorative Trees	CLCEM/8508z	Non Vatable	207.00	215.30	0.00	220.70	0.00	2.51%
	Commemorative Shrubs	CLCEM/8508z	Non Vatable	109.00	113.40	0.00	116.20	0.00	2.47%
	Memorial Bench	CLCEM/8507z	Non Vatable	At Cost - Materials and Labour	At Cost - Materials and Labour	0.00	At Cost - Materials and Labour	N/A	
Other Cemetery charges	Search Fee	CLCEM/8780n	VAT Inclusive	37.50	39.00	0.00	40.00	0.00	2.56%
	Copy of Grave Deed	CLCEM/8781n	VAT Inclusive	37.50	39.00	0.00	40.00	0.00	2.56%
	Certificate of Burial / Certificate of Transfer / Copy Certificate	CLCEM/8782n	VAT Inclusive	48.80	50.80	0.00	52.10	0.00	2.56%

PUBLIC HEALTH ACT BURIALS AND CREMATIONS - BURCR		Ledger Code	VAT	Charge from 1st April 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	£
Public Health Act funerals	Public Health Act Funerals officer time fee (per hour)	BURCR/8576z	Non Vatable	60.30	62.70	-	64.30	-	2.55%

CLITHEROE MARKET – CLMKT		Ledger Code	VAT	Charge from 1st April 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	£
Cabins	Tuesday, Thursday and Saturday - per week	CLMKT/8824n	VAT Inclusive	67.40	70.10	126,488.00	71.90	129,736.00	2.57%
	Use of Cabins (preparation purposes): Non Market Days	CLMKT/8824n	VAT Inclusive	33.20	34.50	3052.00	35.40	3132.00	2.61%
Stalls - Tuesday & Saturday	- 10 ft	CLMKT/8825n	VAT Inclusive	22.60	23.50	6,939.00	24.10	7,116.00	2.55%
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	11.60	12.10	32.00	12.40	33.00	2.48%
	- 8 ft	CLMKT/8825n	VAT Inclusive	18.70	19.40	11,524.00	19.90	11,821.00	2.58%
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	9.90	10.30	3,064.00	10.60	3,153.00	2.91%
Stalls - Sunday Events	Regular Contract Traders	CLMKT/8825n	VAT Inclusive	12.80	13.30	0.00	13.60	0.00	2.26%
	Non Contract Traders	CLMKT/8825n	VAT Inclusive	24.50	25.50	0.00	26.10	0.00	2.35%
Stalls - Thursdays	- 10 ft	CLMKT/8825n	VAT Inclusive	11.60	12.10	0.00	12.40	0.00	2.48%
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	5.70	5.90	0.00	6.00	0.00	1.69%
	- 8 ft	CLMKT/8825n	VAT Inclusive	9.90	10.30	1,866.00	10.60	1,920.00	2.91%
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	4.60	4.80	756.00	4.90	772.00	2.08%
Pitches	Tuesday and Saturday - per day	CLMKT/8826n	VAT Inclusive	19.20	20.00	8,017.00	20.50	8,217.00	2.50%
	Thursday - per day	CLMKT/8826n	VAT Inclusive	9.90	10.30	1,673.00	10.60	1,722.00	2.91%
Clitheroe Market Special Events	Special Events Fee	CLMKT/8885n	VAT Inclusive	Price on Application	Price on Application	0.00	Price on Application	0.00	

DOG WARDEN AND PEST CONTROL - DOGWD		Ledger Code	VAT	Charge from 1st April 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	£
Pest Control	Commercial - Single Visit Charge (per hour plus materials - minimum charge 1 hour)	DOGWD/8696n	VAT Inclusive	62.50	65.00	626.00	66.60	641.00	2.46%
	Commercial - Annual Contract - Per Visit	DOGWD/8696n	VAT Inclusive	45.40	47.20	4,524.00	48.40	4,639.00	2.54%
	Domestic - Rodents - Single Visit Charge during working hours	DOGWD/8725n	VAT Inclusive	54.50	56.70	1,749.00	58.10	1,792.00	2.47%
	Domestic - Rodents - Single Visit Charge - Out of Hours	DOGWD/8725n	VAT Inclusive	108.90	113.30	0.00	116.10	0.00	2.47%
	Domestic - Unspecified Reason - Single Visit Charge during working hours	DOGWD/8725n	VAT Inclusive	54.50	56.70	7,831.00	58.10	8,024.00	2.47%
	Domestic - Public Health Pests (eg. cockroaches and bed bugs) - Single Visit Charge during working hours	DOGWD/8725n	VAT Inclusive	54.50	56.70	0.00	58.10	0.00	2.47%
	Domestic - Public Health Pests (eg. cockroaches and bed bugs) - Single Visit Charge - Out of Hours	DOGWD/8725n	VAT Inclusive	108.90	113.30	0.00	116.10	0.00	2.47%
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	54.50	56.70	5,361.00	58.10	5,493.00	2.47%
	Wasps/Fleas/Ants/Other - Each additional nest treated on same visit	DOGWD/8412n	VAT Inclusive	27.40	28.50	39.00	29.20	40.00	2.46%
	Wasps/Fleas/Ants/Other - Single Visit Charge - Out of hours	DOGWD/8412n	VAT Inclusive	108.90	113.30	0.00	116.10	0.00	2.47%
Pest Control Missed Appointments	Per missed appointment	DOGWD/8726n	VAT Inclusive	54.50	56.70	0.00	58.10	0.00	2.47%
Dog Bins Emptying - Post Mounted - one collection per	Commercial - per bin per week	DOGWD/8596n	VAT Inclusive	10.20	10.60	0.00	10.90	0.00	2.83%
	Parish Councils - per bin per week	DOGWD/8596n	VAT Inclusive	5.80	6.00	1,570.00	6.20	1,622.00	3.33%

DOG WARDEN AND PEST CONTROL - DOGWD - FIXED PENALTY NOTICES		Ledger Code	VAT	Charge from 1st April 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	£
Public Space Protection Orders - Dog Offences	Maximum full penalty - no discount allowed	DOGWD/8631z	Non Vatable	100.00	104.00	100.00	100.00	100.00	-3.85%

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Charge from 1st April 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	£
Boarding in Kennels Licence (Animal Welfare Regulations 2018)	Boarding in Kennels - Processing Application Fee	ENVHT/8674u	Non Vatable	277.00	288.10	0.00	295.30	0.00	2.50%
	Boarding in Kennels - Compliance/ Enforcement Fee	ENVHT/8674u	Non Vatable	132.00	137.30	1,074.00	140.70	1,101.00	2.48%
	Boarding in Kennels - Variation Fee (with inspection)	ENVHT/8674u	Non Vatable	200.00	208.00	0.00	213.20	0.00	2.50%
	Boarding in Kennels - Variation Fee (no inspection)	ENVHT/8674u	Non Vatable	91.00	94.60	0.00	97.00	0.00	2.54%
Boarding in Catteries Licence (Animal Welfare Regulations 2018)	Boarding in Catteries - Processing Application Fee	ENVHT/8674u	Non Vatable	277.00	288.10	0.00	295.30	0.00	2.50%
	Boarding in Catteries - Compliance/ Enforcement Fee	ENVHT/8674u	Non Vatable	132.00	137.30	716.00	140.70	734.00	2.48%
	Boarding in Catteries - Variation Fee (with inspection)	ENVHT/8674u	Non Vatable	200.00	208.00	0.00	213.20	0.00	2.50%
	Boarding in Catteries - Variation Fee (no inspection)	ENVHT/8674u	Non Vatable	91.00	94.60	0.00	97.00	0.00	2.54%

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Charge from	Charge from	Budgeted	Proposed	Indication of	Percentage
				1st April 2023	1st April 2024	Income Net of VAT for 2024/25	Charges from 1st April 2025	Potential Income Net of VAT for 2025/26	Increase in Charge
				£	£	£	£	£	£
Home Boarding Licence (Animal Welfare Regulations 2018)	Home Boarding - Processing Application Fee	ENVHT/8776u	Non Vatable	242.00	251.70	1,246.00	258.00	1,277.00	2.50%
	Home Boarding - Compliance/ Enforcement Fee	ENVHT/8776u	Non Vatable	95.50	99.30	392.00	101.80	402.00	2.52%
	Home Boarding - Variation Fee (with inspection)	ENVHT/8776u	Non Vatable	162.50	169.00	172.00	173.20	176.00	2.49%
	Home Boarding - Variation Fee (no inspection)	ENVHT/8776u	Non Vatable	91.00	94.60	0.00	97.00	0.00	2.54%
Day Care for Dogs Licence (Animal Welfare Regulations 2018)	Day Care for Dogs - Processing Application Fee	ENVHT/8776u	Non Vatable	242.00	251.70	518.00	258.00	531.00	2.50%
	Day Care for Dogs - Compliance/ Enforcement Fee	ENVHT/8776u	Non Vatable	95.50	99.30	601.00	101.80	616.00	2.52%
	Day Care for Dogs - Variation Fee (with inspection)	ENVHT/8776u	Non Vatable	162.50	169.00	171.00	173.20	175.00	2.49%
	Day Care for Dogs - Variation Fee (no inspection)	ENVHT/8776u	Non Vatable	91.00	94.60	0.00	97.00	0.00	2.54%
Breeding of Dogs Licence (Animal Welfare Regulations 2018)	Breeding of Dogs - Processing Application Fee	ENVHT/8675u	Non Vatable	277.00	288.10	913.00	295.30	936.00	2.50%
	Breeding of Dogs - Compliance/ Enforcement Fee	ENVHT/8675u	Non Vatable	132.00	137.30	217.00	140.70	222.00	2.48%
	Breeding of Dogs - Variation Fee (with inspection)	ENVHT/8675u	Non Vatable	200.00	208.00	0.00	213.20	0.00	2.50%
	Breeding of Dogs - Variation Fee (no inspection)	ENVHT/8675u	Non Vatable	91.00	94.60	0.00	97.00	0.00	2.54%

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Charge from 1st April 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	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	214.00	222.60	204.00	228.20	209.00	2.52%
	Selling Animals as Pets (Single Species) - Compliance/ Enforcement Fee	ENVHT/8676u	Non Vatable	69.50	72.30	66.00	74.10	68.00	2.49%
	Selling Animals as Pets (Single Species) - Variation Fee (with inspection)	ENVHT/8676u	Non Vatable	137.00	142.50	0.00	146.10	0.00	2.53%
	Selling Animals as Pets (Single Species) - Variation Fee (no inspection)	ENVHT/8676u	Non Vatable	91.00	94.60	0.00	97.00	0.00	2.54%
Selling Animals as Pets (Multiple Species) Licence (Animal Welfare Regulations 2018)	Selling Animals as Pets (Multiple Species) - Processing Application Fee	ENVHT/8676u	Non Vatable	306.00	318.20	0.00	326.20	0.00	2.51%
	Selling Animals as Pets (Multiple Species) - Compliance/ Enforcement Fee	ENVHT/8676u	Non Vatable	158.00	164.30	0.00	168.40	0.00	2.50%
	Selling Animals as Pets (Multiple Species) - Variation Fee (with inspection)	ENVHT/8676u	Non Vatable	226.00	235.00	0.00	240.90	0.00	2.51%
	Selling Animals as Pets (Multiple Species) - Variation Fee (no inspection)	ENVHT/8676u	Non Vatable	91.00	94.60	0.00	97.00	0.00	2.54%
Hiring out Horses Licence (Animal Welfare Regulations 2018)	Hiring out Horses - Processing Application Fee	ENVHT/8677u	Non Vatable	344.50	358.30	437.00	367.30	448.00	2.51%
	Hiring out Horses - Compliance/ Enforcement Fee	ENVHT/8677u	Non Vatable	193.50	201.20	123.00	206.20	126.00	2.49%
	Hiring out Horses - Variation Fee (with inspection)	ENVHT/8677u	Non Vatable	267.00	277.70	0.00	284.60	0.00	2.48%
	Hiring out Horses - Variation Fee (no inspection)	ENVHT/8677u	Non Vatable	91.00	94.60	0.00	97.00	0.00	2.54%

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Charge from 1st April 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	£
Exhibition of Animals Licence (Animal Welfare Regulations 2018)	Exhibition of Animals - Processing Application Fee	ENVHT/8676u	Non Vatable	277.00	288.10	529.00	295.30	542.00	2.50%
	Exhibition of Animals - Compliance/ Enforcement Fee	ENVHT/8676u	Non Vatable	No Charge	No Charge	-	No Charge	-	
	Exhibition of Animals - Variation Fee (with inspection)	ENVHT/8676u	Non Vatable	200.00	208.00	0.00	213.20	0.00	2.50%
	Exhibition of Animals - Variation Fee (no inspection)	ENVHT/8676u	Non Vatable	91.00	94.60	0.00	97.00	0.00	2.54%
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	37.50	39.00	0.00	40.00	0.00	2.56%
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	54.50	56.70	0.00	58.10	0.00	2.47%
Re-score Inspection (Animal Welfare Regulations 2018)	Re-score Inspection, where requested	ENVHT/any of above as applicable	Non Vatable	151.00	157.00	0.00	160.90	0.00	2.48%
Animal Welfare Licences - Others	Dangerous Wild Animals	ENVHT/8678u	Non Vatable	178.50	185.60	-	190.20	-	2.48%
	Annual Zoo compliance audit	ENVHT/8679u	Non Vatable	214.00	222.60	140.00	228.20	144.00	2.52%
	Zoo - 4 year renewal	ENVHT/8679u	Non Vatable	427.00	444.10	0.00	455.20	0.00	2.50%

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 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	£
Street Trading Licences	Street Trading Consent - Classes I, II & III per annum	ENVHT/8430u	Non Vatable	862.50	897.00	9,880.00	897.00	9,880.00	0.00%
	Street Trading Consent Class V per Event	ENVHT/8430u	Non Vatable	149.00	155.00	0.00	155.00	0.00	0.00%
	Street Trading Consent Class IV	-	-	No Charge	No Charge	0.00		0.00	
Caravan Sites Licences	First time - new (based on 12 hours)	ENVHT/8684u	Non Vatable	562.00	584.50	0.00	599.10	0.00	2.50%
	Annual (based on 6 hours)	ENVHT/8684u	Non Vatable	284.00	295.40	590.00	302.80	605.00	2.51%
	Amendment of site (based on 6 hours)	ENVHT/8684u	Non Vatable	284.00	295.40	0.00	302.80	0.00	2.51%
	Transfer (based on 4 hours)	ENVHT/8684u	Non Vatable	191.50	199.20	0.00	204.20	0.00	2.51%
Mobile Homes Regulations 2020 - Fit and Proper Person Test	Mobile Homes Fit and Proper Person Test Application Fee	ENVHT/8089u	Non Vatable	296.50	308.40	0.00	316.10	0.00	2.50%
	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	0.00	At Cost, Recovered in full from site owner	-	
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	934.00	971.40	780.00	995.70	800.00	2.50%
	HMO Licence Part 2 fee - Licence scheme running costs, including compliance monitoring	ENVHT/8685u	Non Vatable	520.00	540.80	0.00	554.30	0.00	2.50%
	Variation of an HMO Licence	ENVHT/8685u	Non Vatable	160.50	166.90	0.00	171.10	0.00	2.52%

** If licence applicant is a member of a recognised landlord scheme, there is a 20% reduction in these licence fees

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Charge from 1st April 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	£
Registrations	Acupuncture	ENVHT/8680u	Non Vatable	202.50	210.60	0.00	215.90	0.00	2.52%
	Ear Piercing	ENVHT/8681u	Non Vatable	202.50	210.60	0.00	215.90	0.00	2.52%
	Tattooing	ENVHT/8682u	Non Vatable	202.50	210.60	0.00	215.90	0.00	2.52%
	Electrolysis	ENVHT/8683u	Non Vatable	202.50	210.60	0.00	215.90	0.00	2.52%
Private Water Supplies Risk Assessment and Sample Analysis	Risk Assessment	ENVHT/8417u	Non Vatable	£46.00 per hour	£47.80 per hour	28,440.00	£49.00 per hour	29,154.00	2.51%
	Other Investigations	ENVHT/8417u	Non Vatable	£46.00 per hour plus lab test fees	£47.80 per hour plus lab test fees	-	£49.00 per hour	-	2.51%
	Small Supplies (Regulation 10) Sample Analysis	ENVHT/8417u	Non Vatable	£92.00 plus lab test fees	£95.70 plus lab test fees	-	£98.10 plus lab test fees	-	2.51%
	Large Supplies (Regulation 9, Group A + B) Sample Analysis	ENVHT/8417u	Non Vatable	£92.00 plus lab test fees	£95.70 plus lab test fees	-	£98.10 plus lab test fees	-	2.51%
	Bacteriological Sample Analysis	ENVHT/8417u	Non Vatable	£46.00 plus lab test fees	£47.80 plus lab test fees	-	£49.00 per hour	-	2.51%
	Private Water Sample Re-test	ENVHT/8417u	Non Vatable	£92.00 plus lab test fees	£95.70 plus lab test fees	-	£98.10 plus lab test fees	-	2.51%
	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 in full from the Owner	At Cost - Recovered in full from the Owner	-	At Cost - Recovered in full from the Owner	-	

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	Charge from 1st April 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	£
Housing Enforcement Notice	Environmental Health Officer Fee (Per Hour), where applicable	ENVHT/8689u	Non Vatable	46.00	47.80	0.00	49.00	0.00	2.51%
Immigration Inspection	Per inspection (3 hours minimum with hourly charge thereafter)	ENVHT/8687n	VAT Inclusive	£168.90 plus £56.30 per hour after 3 hours	£175.70 plus £58.60 per hour after 3 hours	0.00	£180.10 plus £60.10 per hour after 3 hours	-	2.50%
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	0.00	At Cost, Recovered in full from food business	-	
Food Hygiene Rating Scheme Rescore Inspection	Per Inspection	ENVHT/8763z	Non Vatable	186.50	194.00	760.00	198.90	779.00	2.53%
Exhumations Charges	Environmental Health Officer Attendance Fee (per hour)	ENVHT/8583z	Non Vatable	46.00	47.80	0.00	49.00	0.00	2.51%
	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	0.00	At Cost, Recovered in full from those requesting the exhumation	-	

ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Charge from 1st April 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	£
Littering	Maximum full penalty - discount to £113 for early payment	ENVHT/8629z	Non Vatable	150.00	150.00	0.00	150.00	0.00	0.00%
Graffiti	Maximum full penalty	ENVHT/8638z	Non Vatable	80.00	80.00	0.00	80.00	0.00	0.00%
	Minimum discounted penalty	ENVHT/8638z	Non Vatable	50.00	60.00	0.00	60.00	0.00	0.00%
Fly-posting	Maximum full penalty	ENVHT/8638z	Non Vatable	80.00	80.00	0.00	80.00	0.00	0.00%
	Minimum discounted penalty	ENVHT/8638z	Non Vatable	50.00	60.00	0.00	60.00	0.00	0.00%
Unauthorised distribution of free literature on designated land	Maximum full penalty	ENVHT/8638z	Non Vatable	80.00	80.00	0.00	80.00	0.00	0.00%
	Minimum discounted penalty	ENVHT/8638z	Non Vatable	50.00	60.00	0.00	60.00	0.00	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	80.00	80.00	0.00	80.00	0.00	0.00%
	Minimum discounted penalty	ENVHT/8634z	Non Vatable	50.00	60.00	0.00	60.00	0.00	0.00%
Nuisance parking	Maximum full penalty	ENVHT/8635z	Non Vatable	100.00	100.00	0.00	100.00	0.00	0.00%
	Minimum discounted penalty	ENVHT/8635z	Non Vatable	60.00	75.00	0.00	75.00	0.00	0.00%
Abandoning a vehicle	Maximum full penalty	ENVHT/8636z	Non Vatable	200.00	200.00	0.00	200.00	0.00	0.00%
	Minimum discounted penalty	ENVHT/8636z	Non Vatable	120.00	150.00	0.00	150.00	0.00	0.00%
Fly-tipping	Maximum full penalty	ENVHT/8637z	Non Vatable	400.00	1,000.00	0.00	1,000.00	0.00	0.00%
	Minimum discounted penalty	ENVHT/8637z	Non Vatable	120.00	750.00	0.00	750.00	0.00	0.00%

ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Charge from 1st April 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	£
Failure to produce a waste transfer note	Maximum full penalty	ENVHT/8637z	Non Vatable	300.00	300.00	0.00	300.00	0.00	0.00%
	Minimum discounted penalty	ENVHT/8637z	Non Vatable	180.00	225.00	0.00	225.00	0.00	0.00%
Domestic waste receptacle offences	Maximum full penalty	ENVHT/8637z	Non Vatable	80.00	80.00	0.00	80.00	0.00	0.00%
	Minimum discounted penalty	ENVHT/8637z	Non Vatable	40.00	60.00	0.00	60.00	0.00	0.00%
Industrial and commercial waste receptacle offences	Maximum full penalty	ENVHT/8637z	Non Vatable	110.00	110.00	0.00	110.00	0.00	0.00%
	Minimum discounted penalty	ENVHT/8637z	Non Vatable	60.00	83.00	0.00	83.00	0.00	0.00%
Noise exceeding permitted level - domestic premises	Maximum full penalty	ENVHT/8634z	Non Vatable	110.00	110.00	0.00	110.00	0.00	0.00%
	Minimum discounted penalty	ENVHT/8634z	Non Vatable	60.00	82.00	0.00	82.00	0.00	0.00%
Noise exceeding permitted level - licensed premises	Maximum full penalty - no discount allowed	ENVHT/8634z	Non Vatable	500.00	500.00	0.00	500.00	0.00	0.00%
Community Protection Notice breach	Maximum penalty - paid within 14 days	ENVHT/8789z	Non Vatable	100.00	100.00	0.00	100.00	0.00	0.00%
	Minimum penalty - paid within 7 days	ENVHT/8789z	Non Vatable	75.00	75.00	0.00	75.00	0.00	0.00%
Operating a vehicle engine when parked	Maximum penalty - not paid within 28 days	ENVHT/8635z	Non Vatable	40.00	40.00	0.00	40.00	0.00	0.00%
	Minimum penalty - paid within 28 days	ENVHT/8635z	Non Vatable	20.00	30.00	0.00	30.00	0.00	0.00%

ENVIRONMENTAL HEALTH - ENVHT - LOCAL AIR POLLUTION PREVENTION AND CONTROL FEES (LAPPC)	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
	£	£	£	£
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 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	£
Enquiry		CLAND/8623n	VAT Inclusive	95.40	99.20	0.00	101.70	0.00	2.52%

IMPROVEMENT GRANTS - IMPGR		Ledger Code	VAT	Charge from 1st April 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	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 2023	Charge from 1st April 2024	Budgeted Income Net of VAT for 2024/25	Proposed Charges from 1st April 2025	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	£
Self Build and Custom House Build Registration Fee (annual charge)		HSTRA/8811z	Non Vatable	72.30	75.20	420.00	Now Transferred to Planning and Development Committee		