

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 8

meeting date: 20 OCTOBER 2016
title: REVIEW OF FEES AND CHARGES 2017/18
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 2017.
- 1.2 These proposals are the first stage in the review of this Committee's budget for the forthcoming 2017/18 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 2017 and would operate for the duration of the 2017/18 financial year.
- 2.3 The Council's latest budget forecast allows for a 1.5% inflation increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2017/18 by this amount as a minimum.
- 2.4 After applying this percentage increase, many proposed charges have been rounded up 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.
- 2.5 Please note, some of the charges made by the Council are statutory charges set by Central Government. For example, Environmental Protection Registration fees are set by DEFRA. Statutory charges are not included in this review.

3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In September 2016, the Budget Working Group considered the overall three year budget forecast. In summary the forecast shows a potential budget deficit for 2017/18 of £265k after taking £300k from general fund balances.
- 3.2 The forecast includes an overall increase in income from fees and charges of 1.5%. Clearly if this 1.5% increase is not achieved the budget deficit will be higher. Therefore, service committees are requested to review their fees and charges in order to achieve this targeted income.
- 3.3 The current budgeted income to be received from fees and charges which are set by this Committee is £194,280. A 1.5% increase on this total would therefore generate £2,914.

4 REVIEW OF THE FEES AND CHARGES - APPROACH

- 4.1 The review of the fees and charges is co-ordinated by Financial Services, working together with Heads of Service and budget holders. The process is as follows:

- Heads of Service and budget holders are provided with an indication of the fees and charges, factoring in the budget working group proposals.
- Discussion meetings are then held between the Heads of Service/budget holders and Financial Services to enable the Heads of Service/budget holders 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 Budget Working Group target.

4.2 This year, there is an on-going review of fees and charges within the Environmental Health service. Issues coming out of that review so far have been included in the fees and charges proposed.

5 PROPOSED FEES AND CHARGES 2017/18

5.1 Many of the proposed fees and charges for this Committee have been uplifted by 1.5% and rounded up to minimise any problems with small change. In most cases, the fees have been rounded up to the next 10p, 20p, 50p or £1.

5.2 Some proposed fees and charges have been uplifted or set on a different basis to the above. These have been explained in detail in Annex 1. The main issues are as follows:

- Fourteen new fees and charges have been introduced.
- All Pest Control and Non-Public Health Insect Treatment fees have been reviewed and are referred to elsewhere on this agenda.
- All Licences proposed fees have been uplifted by 1.5% and rounded up to the next £5, because the current fees are set at a low rate considering the officer time input.
- The Basic Food Hygiene Course fee has been removed because the service is no longer provided.

5.3 For the purposes of this report the revised pest control fees and charges are shown as being introduced from 1 April 2017. However, a report elsewhere on the agenda includes a proposal to potentially introduce these with immediate effect. If these charges are introduced immediately, there would be the opportunity for further additional income in the 2016/17 financial year.

5.4 Following the discussions a **proposed** set of fees and charges for implementation from 1 April 2017 has been produced for this Committee and is shown at Annex 2. For each fee or charge Annex 2 provides details of:

- the current charge for 2016/17
- the budgeted income for 2016/17 (net of VAT)
- the proposed charge for implementation from 1 April 2017
- an indication of the potential budgeted income that may be achieved in 2017/18, should the proposals be agreed (net of VAT)
- the resulting percentage increase from 2016/17 to 2017/18; and
- the date that the charge was last increased (they are all reviewed annually, but may not necessarily be increased).

5.5 The indication of potential income which is shown throughout Annex 2 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.

5.6 Work is still underway on forecasting income budget levels for 2017/18 and such budget proposals will be reported back to this Committee in January 2017 for approval.

5.7 If you agree the recommended fees and charges shown in Annex 2, the estimated extra income raised is £3,740, an overall increase of 1.93%.

6 ON-GOING FEES REVIEW

6.1 Reviews of fees and charges within the Environmental Health service are on-going, including the reviews for Clitheroe Market and the Dog Warden service. If there are any further fees changes or new fees proposed, these will be brought to a future meeting of this Committee for approval and inclusion in the 2017/18 fees and charges schedule.

7 RISK ASSESSMENT

7.1 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.

8 CONCLUSION

8.1 The review of fees and charges for this Committee, for implementation from 1 April 2017, has been completed.

8.2 The proposed fees and charges for this Committee have been largely uplifted in line with the advice of the Budget Working Group.

8.3 This year, some of the proposed fees and charges have been uplifted on a different basis, several new fees and charges have been introduced and one fee has been deleted (Annex 1). This is due to an on-going review of fees and charges within the Environmental Health service.

8.4 If you agree with the recommended fees and charges, this Committee will meet the target 1.5% increase in fees and charges recommended by the Budget Working Group.

9 RECOMMENDATION

9.1 Committee to consider the charges at Annex 2 and approve them for implementation with effect from 1 April 2017.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH10-15/AC/AC
11 October 2016

FEES AND CHARGES UPLIFTED ON A DIFFERENT BASIS, NEW FEES AND DELETED FEES

PUBLIC HEALTH ACT BURIALS AND CREMATIONS

New fees

- Public Health Act Funerals officer time - A fee per hour has been introduced to formalise the hourly charge for officer time involved in administering Public Health Funerals. This is subject to approval of the separate Public Health Act Funerals policy report at the 20 October 2016 Health and Housing Committee meeting.

CLITHEROE CEMETERY

Fees uplifted on a different basis

- Right to Place Stone Plaque on Ashes Plot – 6.06% increase due to rounding to the nearest £5, to be consistent with most other cemetery fee uplifts and this fee is currently set at a low rate.

New fees

- Four fees (Cemetery Plaques, Removing/Refixing Headstones for Burials, Commemorative Trees and Commemorative Plants) have been added into the schedule to formalise the current charging approach in these areas.

CLITHEROE MARKET

New fees

- Clitheroe Market Special Events – Clarifying that one-off rates can be set for special events, such as the Christmas Market. This follows on from the approach agreed for the Christmas Market fees at the 1 September 2016 Health and Housing Committee meeting.

DOG WARDEN AND PEST CONTROL

Fees uplifted on a different basis

- All Pest Control and Non-Public Health Insect Treatment fees – These have been reviewed and re-set, as proposed in the report to the Health and Housing Committee elsewhere on this agenda. These proposed new fees have been reflected in the 2017/18 fees and charges schedule at Annex 2, and for illustrative purposes are shown to be introduced from 1 April 2017. A report elsewhere on the agenda offers a proposal for immediate effect.

New fees

- Dog Bins Emptying, Commercial per bin per week – New charge introduced for any dog bins that the Council empty for commercial organisations, based on recent costings for a fee proposed to a potential commercial service user.

FEES AND CHARGES UPLIFTED ON A DIFFERENT BASIS, NEW FEES AND DELETED FEES

ENVIRONMENTAL HEALTH

Fees uplifted on a different basis

- All Licences fees – All licences have been uplifted by 1.5% and rounded up to the next £5, because the current fees are set at a low rate, considering the officer time input.

New fees

- Private water supplies, granting an authorisation – At cost fee added in to clarify that the Council can charge such a fee to cover costs up to a maximum of £100 if an authorisation is ever granted. This is subject to approval of the separate Private Water Supplies policy report at this 20 October 2016 Health and Housing Committee meeting.
- Private water supplies, carrying out works or measures that an owner has failed to carry out in accordance with an improvement notice – At cost fee added in to clarify that the Council can charge such a fee to cover costs it incurs if such work is ever required. This is subject to approval of the separate Private Water Supplies policy report at this 20 October 2016 Health and Housing Committee meeting.
- Housing Enforcement Notice – New fee added in, to allow the Council to charge for officer time when a notice is prepared and issued. This fee was approved by Health and Housing Committee on 1 September 2016.
- Immigration Inspection – New fee added in, to allow the Council to charge for officer time input to an immigration inspection when requested. This fee was approved by Health and Housing Committee on 26 May 2016.
- Fly Tipping Fixed Penalty Notice - New £400 maximum charge allowed under legislation. This fee was approved by Health and Housing Committee on 26 May 2016.
- Exhumations, Environmental Health Officer attendance fee - A fee per hour has been introduced to formalise the hourly charge for officer attendance at exhumations in line with legislation. This is subject to approval of the separate Exhumations policy report at this 20 October 2016 Health and Housing Committee meeting.
- Exhumation costs incurred by the Council – At cost fee added in to clarify that the Council can charge such a fee to cover costs it incurs if such work is ever required. This is subject to approval of the separate Exhumations policy report at this 20 October 2016 Health and Housing Committee meeting.

Fees removed

- Basic Food Hygiene Course – Fee removed because the service is no longer provided.

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

| PUBLIC HEALTH ACT BURIALS AND CREMATIONS - BURCR | | Ledger Code | VAT | Date of Last Change | Current Charge 2016/17 | Budgeted Income Net of VAT for 2016/17 | Proposed Charges for 2017/18 | Indication of Potential Income Net of VAT for 2017/18 | Percentage Increase in Charge |
|--|--|-------------|-------------|---------------------|------------------------|--|------------------------------|---|-------------------------------|
| | | | | | £ | £ | £ | £ | % |
| Public Health Act funerals | Public Health Act Funerals officer time fees | BURCR/8576z | Non Vatable | NEW 20 Oct 2016 | 49.00 per hour | 0 | 49.00 per hour | 0 | 0.00 |

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

| CLITHEROE CEMETERY - CLCEM | | Ledger Code | VAT | Date of Last Change | Current Charge 2016/17 | Budgeted Income Net of VAT for 2016/17 | Proposed Charges for 2017/18 | Indication of Potential Income Net of VAT for 2017/18 | Percentage Increase in Charge |
|----------------------------|--------------------------------------|-------------|-------------|---------------------|------------------------|--|------------------------------|---|-------------------------------|
| | | | | | £ | £ | £ | £ | % |
| Exclusive Burial Rights | Grave Plot | CLCEM/8447u | Non Vatable | 01 April 2016 | 379.00 | 3,070 | 385.00 | 3,120 | 1.58 |
| | Grave Plot - New Extension | CLCEM/8447u | Non Vatable | 01 April 2016 | 467.50 | 5,170 | 475.00 | 5,250 | 1.60 |
| | Ashes Plot | CLCEM/8447u | Non Vatable | 01 April 2016 | 96.00 | 2,050 | 98.00 | 2,090 | 2.08 |
| | Woodland Burial | CLCEM/8747u | Non Vatable | 01 April 2016 | 379.00 | 7,270 | 385.00 | 7,390 | 1.58 |
| Woodland Burials | Tree and Wild Flower Planting | - | - | - | No Charge | - | No Charge | - | - |
| Interments | Stillborn to 1 month | - | - | - | No Charge | - | No Charge | - | - |
| | 3 depth | CLCEM/8441u | Non Vatable | 01 April 2016 | 335.00 | 1,800 | 340.00 | 1,830 | 1.49 |
| | 2 depth | CLCEM/8441u | Non Vatable | 01 April 2016 | 305.00 | 3,870 | 310.00 | 3,930 | 1.64 |
| | 1 depth (Includes Woodland Burials) | CLCEM/8441u | Non Vatable | 01 April 2016 | 275.00 | 10,010 | 280.00 | 10,190 | 1.82 |
| | Ashes (Includes Woodland Burials) | CLCEM/8441u | Non Vatable | 01 April 2016 | 96.00 | 2,850 | 98.00 | 2,910 | 2.08 |
| | Saturday Surcharge - Funeral | CLCEM/8441u | Non Vatable | 01 April 2016 | 178.00 | 0 | 180.00 | 0 | 1.12 |
| | Saturday Surcharge - Ashes Interment | CLCEM/8441u | Non Vatable | 01 April 2016 | 91.50 | 0 | 93.00 | 0 | 1.64 |

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

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

| CLITHEROE CEMETERY - CLCEM | | Ledger Code | VAT | Date of Last Change | Current Charge 2016/17 | Budgeted Income Net of VAT for 2016/17 | Proposed Charges for 2017/18 | Indication of Potential Income Net of VAT for 2017/18 | Percentage Increase in Charge |
|---------------------------------------|---|-------------|---------------|---------------------|------------------------|--|------------------------------|---|-------------------------------|
| | | | | | £ | £ | £ | £ | % |
| Fees for Memorials | Provision of Foundation | CLCEM/8446n | VAT Inclusive | 01 April 2016 | 88.50 | 0 | 90.00 | 0 | 1.69 |
| | Right to Erect Headstone | CLCEM/8442u | Non Vatable | 01 April 2016 | 122.00 | 2,270 | 125.00 | 2,330 | 2.46 |
| | Right to Place Stone Plaque on Ashes Plot | CLCEM/8442u | Non Vatable | 01 April 2016 | 33.00 | 270 | 35.00 | 290 | 6.06 |
| | Cemetery Plaques | CLCEM/8445z | Non Vatable | NEW 20 Oct 2016 | At cost | 1,170 | At cost | 1,170 | 0.00 |
| | Removing/Refixing Headstones for Burials | CLCEM/8599u | Non Vatable | NEW 20 Oct 2016 | At cost | 610 | At cost | 610 | 0.00 |
| Commemorative Trees and Plants | Commemorative Trees | CLCEM/8508z | Non Vatable | NEW 20 Oct 2016 | 100.00 | 0 | 100.00 | 0 | 0.00 |
| | Commemorative Plants | CLCEM/8508n | Non Vatable | NEW 20 Oct 2016 | At cost | 0 | At cost | 0 | 0.00 |

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

| CLITHEROE MARKET – CLMKT | | Ledger Code | VAT | Date of Last Change | Current Charge 2016/17 | Budgeted Income Net of VAT for 2016/17 | Proposed Charges for 2017/18 | Indication of Potential Income Net of VAT for 2017/18 | Percentage Increase in Charge |
|--|---|-------------|---------------|---------------------|------------------------|--|------------------------------|---|-------------------------------|
| | | | | | £ | £ | £ | £ | % |
| Cabins | Tuesday, Thursday and Saturday - per week | CLMKT/8824n | VAT Inclusive | 01 April 2016 | 53.80 | 99,570 | 54.70 | 101,240 | 1.67 |
| | Use of Cabins (preparation purposes): Non Market Days | CLMKT/8824n | VAT Inclusive | 01 April 2016 | 26.40 | 2,330 | 26.80 | 2,370 | 1.52 |
| | Special Sunday Events | CLMKT/8824n | VAT Inclusive | 01 April 2016 | 9.20 | 0 | 9.40 | 0 | 2.17 |
| Stalls - Tuesday & Saturday | - 10 ft | CLMKT/8825n | VAT Inclusive | 01 April 2016 | 17.80 | 3,410 | 18.20 | 3,490 | 2.25 |
| | - 10 ft Third Stall Reduced Rate | CLMKT/8825n | VAT Inclusive | 01 April 2016 | 8.90 | 20 | 9.10 | 20 | 2.25 |
| | - 8 ft | CLMKT/8825n | VAT Inclusive | 01 April 2016 | 14.40 | 8,560 | 14.80 | 8,800 | 2.78 |
| | - 8 ft Third Stall Reduced Rate | CLMKT/8825n | VAT Inclusive | 01 April 2016 | 7.20 | 50 | 7.40 | 50 | 2.78 |
| Stalls - Sunday Events | Regular Contract Traders | CLMKT/8825n | VAT Inclusive | 01 April 2016 | 9.70 | 0 | 9.90 | 0 | 2.06 |
| | Non Contract Traders | CLMKT/8825n | VAT Inclusive | 01 April 2016 | 19.40 | 0 | 19.80 | 0 | 2.06 |
| Stalls - Thursdays | - 10 ft | CLMKT/8825n | VAT Inclusive | 01 April 2016 | 9.00 | 340 | 9.20 | 350 | 2.22 |
| | - 10 ft Third Stall Reduced Rate | CLMKT/8825n | VAT Inclusive | 01 April 2016 | 4.50 | 0 | 4.60 | 0 | 2.22 |
| | - 8 ft | CLMKT/8825n | VAT Inclusive | 01 April 2016 | 7.20 | 260 | 7.40 | 270 | 2.78 |
| | - 8 ft Third Stall Reduced Rate | CLMKT/8825n | VAT Inclusive | 01 April 2016 | 3.60 | 0 | 3.70 | 0 | 2.78 |
| Stalls - Friday | Flea Market | CLMKT/8825n | VAT Inclusive | 01 April 2016 | 5.60 | 410 | 5.70 | 420 | 1.79 |

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

| CLITHEROE MARKET – CLMKT | | Ledger Code | VAT | Date of Last Change | Current Charge 2016/17 | Budgeted Income Net of VAT for 2016/17 | Proposed Charges for 2017/18 | Indication of Potential Income Net of VAT for 2017/18 | Percentage Increase in Charge |
|---|--------------------------------|-------------|---------------|---------------------|----------------------------------|--|----------------------------------|---|-------------------------------|
| | | | | | £ | £ | £ | £ | % |
| Pitches | Tuesday and Saturday - per day | CLMKT/8826n | VAT Inclusive | 01 April 2016 | 14.40 | 3,750 | 14.80 | 3,850 | 2.78 |
| | Thursday | CLMKT/8826n | VAT Inclusive | 01 April 2016 | 7.20 | 0 | 7.40 | 0 | 2.78 |
| | Special Sunday Events | CLMKT/8826n | VAT Inclusive | 01 April 2016 | 19.30 | 90 | 19.60 | 90 | 1.55 |
| Clitheroe Market Special Events - one-off events | Special Events Fee | CLMKT/8885n | VAT Inclusive | NEW 1 Sept 2016 | One off rates set for each event | 0 | One off rates set for each event | 0 | 0.00 |

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

| DOG WARDEN AND PEST CONTROL - DOGWD | | Ledger Code | VAT | Date of Last Change | Current Charge 2016/17 | Budgeted Income Net of VAT for 2016/17 | Proposed Charges for 2017/18 | Indication of Potential Income Net of VAT for 2017/18 | Percentage Increase in Charge |
|-------------------------------------|---|-------------|---------------|---------------------|------------------------|--|------------------------------|---|-------------------------------|
| | | | | | £ | £ | £ | £ | % |
| Pest Control | Commercial - Single Treatment Charge (per hour plus materials - minimum charge 1 hour) | DOGWD/8696n | VAT Inclusive | 1 April 2016 | 44.70 | 70 | 50.00 | 70 | 11.86 |
| | Commercial - Annual Contract - Per Visit | DOGWD/8696n | VAT Inclusive | 1 April 2016 | 36.10 | 8,090 | 36.10 | 8,210 | 0.00 |
| | Domestic Single Treatment Charge (Rodents)*** | DOGWD/8725n | VAT Inclusive | 1 April 2016 | 22.00 | 3,400 | 44.00 | 3,450 | 100.00 |
| | Domestic Single Treatment Charge - Out of Hours (Rodents) | DOGWD/8725n | VAT Inclusive | 1 April 2016 | 44.00 | 0 | 88.00 | 0 | 100.00 |
| | Domestic Callout Charge - Per Visit (unspecified reason) | DOGWD/8725n | VAT Inclusive | 1 April 2016 | 11.40 | 380 | 44.00 | 390 | 285.96 |
| | Domestic Single Treatment Charge - Public Health Pests (e.g. cockroaches and bed bugs) | - | - | 1 April 2016 | No Charge | - | No Charge | - | - |
| | Missed Appointments (Will only be introduced if the revised pest control fees and charges are approved) | - | - | - | - | - | 44.00 | 0 | - |

*** Currently 50% concession if householder is eligible for State Pension, Housing or Disability Benefits. This will be removed from 1 April 2017 if the revised pest control fees and charges are approved.

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

| DOG WARDEN AND PEST CONTROL - DOGWD | | Ledger Code | VAT | Date of Last Change | Current Charge 2016/17 | Budgeted Income Net of VAT for 2016/17 | Proposed Charges for 2017/18 | Indication of Potential Income Net of VAT for 2017/18 | Percentage Increase in Charge |
|---|--|-------------|---------------|---------------------|------------------------|--|------------------------------|---|-------------------------------|
| | | | | | £ | £ | £ | £ | % |
| Non-Public Health Insect Treatment (e.g. wasps, ants, flies, silverfish, carpet beetles and fleas) <i>'Single Treatment' will change to 'Single Visit' if the revised pest control fees and charges are approved.</i> | WASPS - Single Treatment Charge during working hours *** | DOGWD/8412n | VAT Inclusive | 1 April 2016 | 44.00 | 3,810 | 44.00 | 3,870 | 0.00 |
| | WASPS - Each additional nest treated on same visit*** | DOGWD/8412n | VAT Inclusive | 1 April 2016 | 16.50 | 30 | No Charge | - | - |
| | WASPS - Out of Hours | DOGWD/8412n | VAT Inclusive | 1 April 2016 | 88.00 | 0 | 88.00 | 0 | 0.00 |
| | FLEAS - Single Treatment Charge during working hours*** | DOGWD/8698n | VAT Inclusive | 1 April 2016 | 44.00 | 0 | 44.00 | 0 | 0.00 |
| | FLEAS - Each additional nest treated on same visit*** | DOGWD/8698n | VAT Inclusive | 1 April 2016 | 16.50 | - | No Charge | - | - |
| | FLEAS - Out of Hours | DOGWD/8698n | VAT Inclusive | 1 April 2016 | 88.00 | 0 | 88.00 | 0 | 0.00 |
| | ANTS – Single Treatment Charge during working hours *** | DOGWD/8699n | VAT Inclusive | 1 April 2016 | 44.00 | 0 | 44.00 | 0 | 0.00 |
| | ANTS - Each additional nest treated on same visit*** | DOGWD/8699n | VAT Inclusive | 1 April 2016 | 16.50 | - | No Charge | - | - |
| | ANTS - Out of Hours | DOGWD/8699n | VAT Inclusive | 1 April 2016 | 88.00 | 0 | 88.00 | 0 | 0.00 |

*** Currently 50% concession if householder is eligible for State Pension, Housing or Disability Benefits. This will be removed from 1 April 2017 if the revised pest control fees and charges are approved.

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

| DOG WARDEN AND PEST CONTROL - DOGWD | | Ledger Code | VAT | Date of Last Change | Current Charge 2016/17 | Budgeted Income Net of VAT for 2016/17 | Proposed Charges for 2017/18 | Indication of Potential Income Net of VAT for 2017/18 | Percentage Increase in Charge |
|---|---|-------------|---------------|---------------------|------------------------|--|------------------------------|---|-------------------------------|
| | | | | | £ | £ | £ | £ | % |
| Non-Public Health Insect Treatment (e.g. wasps, ants, flies, silverfish, carpet beetles and fleas) continued <i>'Single Treatment' will change to 'Single Visit' if the revised pest control fees and charges are approved.</i> | OTHERS - Single Treatment Charge during working hours *** | DOGWD/8697n | VAT Inclusive | 1 April 2016 | 44.00 | 0 | 44.00 | 0 | 0.00 |
| | OTHERS - Each additional nest treated on same visit *** | DOGWD/8697n | VAT Inclusive | 1 April 2016 | 16.50 | - | No Charge | - | - |
| | OTHERS - Out of Hours | DOGWD/8697n | VAT Inclusive | 1 April 2016 | 88.00 | 0 | 88.00 | 0 | 0.00 |
| | Missed Appointments | DOGWD/8726n | VAT Inclusive | 1 April 2016 | 44.00 | 0 | 44.00 | 0 | 0.00 |
| Dog Bins Emptying - Post Mounted - one collection per bin per week | Parish Councils - per bin per week | DOGWD/8596n | VAT Inclusive | 1 April 2016 | 4.10 | 1,050 | 4.20 | 1,080 | 2.44 |
| | Commercial - per bin per week | DOGWD/8596n | VAT Inclusive | NEW 20 Oct 2016 | 7.50 | 0 | 7.50 | 0 | 0.00 |

*** Currently 50% concession if householder is eligible for State Pension, Housing or Disability Benefits. This will be removed from 1 April 2017 if the revised pest control fees and charges are approved.

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

| ENVIRONMENTAL HEALTH - ENVHT | | Ledger Code | VAT | Date of Last Change | Current Charge 2016/17 | Budgeted Income Net of VAT for 2016/17 | Proposed Charges for 2017/18 | Indication of Potential Income Net of VAT for 2017/18 | Percentage Increase in Charge |
|---------------------------------|--|-------------|-------------|---------------------|------------------------|--|------------------------------|---|-------------------------------|
| | | | | | £ | £ | £ | £ | % |
| Licences | Animal Boarding Establishments | ENVHT/8674u | Non Vatable | 01 April 2016 | 84.50 | 720 | 90.00 | 770 | 6.51 |
| | Dog Breeding Establishments (plus vets fees at cost) | ENVHT/8675u | Non Vatable | 01 April 2016 | 59.50 | 60 | 65.00 | 70 | 9.24 |
| | Pet Shops (plus vets fees at cost) | ENVHT/8676u | Non Vatable | 01 April 2016 | 84.50 | 180 | 90.00 | 190 | 6.51 |
| | Riding Establishments (plus vets fees at cost) | ENVHT/8677u | Non Vatable | 01 April 2016 | 84.50 | 90 | 90.00 | 100 | 6.51 |
| | Dangerous Wild Animals (plus vets fees at cost) | ENVHT/8678u | Non Vatable | 01 April 2016 | 84.50 | 0 | 90.00 | 0 | 6.51 |
| | Annual Zoo compliance audit (plus vets fees at cost) | ENVHT/8679u | Non Vatable | 01 April 2016 | 145.00 | 150 | 150.00 | 160 | 3.45 |
| | Zoo - 4 year renewal (plus vets fees at cost) | ENVHT/8679u | Non Vatable | 01 April 2016 | 224.00 | 0 | 230.00 | 0 | 2.68 |
| | Acupuncture | ENVHT/8680u | Non Vatable | 01 April 2016 | 102.00 | 100 | 105.00 | 100 | 2.94 |
| | Ear Piercing | ENVHT/8681u | Non Vatable | 01 April 2016 | 102.00 | 100 | 105.00 | 100 | 2.94 |
| | Tattooing | ENVHT/8682u | Non Vatable | 01 April 2016 | 102.00 | 200 | 105.00 | 210 | 2.94 |
| | Electrolysis | ENVHT/8683u | Non Vatable | 01 April 2016 | 102.00 | 0 | 105.00 | 0 | 2.94 |
| | Street Trading Consent - Classes I, II & III per annum | ENVHT/8430u | Non Vatable | 01 April 2016 | 689.00 | 4,480 | 700.00 | 4,550 | 1.60 |
| | Street Trading Consent Class V per Event | ENVHT/8430u | Non Vatable | 01 April 2016 | 96.00 | 0 | 100.00 | 0 | 4.17 |
| Street Trading Consent Class IV | - | - | - | No Charge | - | No Charge | - | - | |

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

| ENVIRONMENTAL HEALTH - ENVHT | | Ledger Code | VAT | Date of Last Change | Current Charge 2016/17 | Budgeted Income Net of VAT for 2016/17 | Proposed Charges for 2017/18 | Indication of Potential Income Net of VAT for 2017/18 | Percentage Increase in Charge |
|---------------------------------|--------------------------------------|-------------|-------------|---------------------|------------------------|--|------------------------------|---|-------------------------------|
| | | | | | £ | £ | £ | £ | % |
| Caravan Sites - Licences | First time - new (based on 12 hours) | ENVHT/8684u | Non Vatable | 01 April 2016 | 447.00 | 0 | 455.00 | 0 | 1.79 |
| | Annual (based on 6 hours) | ENVHT/8684u | Non Vatable | 01 April 2016 | 224.00 | 220 | 230.00 | 230 | 2.68 |
| | Amendment of site (based on 6 hours) | ENVHT/8684u | Non Vatable | 01 April 2016 | 224.00 | 0 | 230.00 | 0 | 2.68 |
| | Transfer (based on 4 hours) | ENVHT/8684u | Non Vatable | 01 April 2016 | 148.00 | 0 | 150.00 | 0 | 1.35 |

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

| ENVIRONMENTAL HEALTH - ENVHT | | Ledger Code | VAT | Date of Last Change | Current Charge 2016/17 | Budgeted Income Net of VAT for 2016/17 | Proposed Charges for 2017/18 | Indication of Potential Income Net of VAT for 2017/18 | Percentage Increase in Charge |
|------------------------------|---|-------------|-------------|---------------------|--|--|--|---|-------------------------------|
| | | | | | £ | £ | £ | £ | % |
| Water Sample Analysis | Risk Assessment | ENVHT/8417u | Non Vatable | - | At cost min £100, max £500 | 1,780 | At cost min £100, max £500 | 1,780 | 0.00 |
| | Other Investigations | ENVHT/8417u | Non Vatable | - | At cost max £100 | 110 | At cost max £100 | 110 | 0.00 |
| | Granting an authorisation | ENVHT/8417u | Non Vatable | NEW 20 Oct 2016 | At cost max £100 | 0 | At cost max £100 | 0 | 0.00 |
| | Small Water Supply* | ENVHT/8417u | Non Vatable | 01 April 2016 | 57.00 | 1,010 | 58.00 | 1,030 | 1.75 |
| | Large Water Supply - Audit Monitoring* | ENVHT/8417u | Non Vatable | 01 April 2016 | 72.00 | 0 | 74.00 | 0 | 2.78 |
| | Large Water Supply - Check Monitoring* | ENVHT/8417u | Non Vatable | 01 April 2016 | 75.00 | 0 | 77.00 | 0 | 2.67 |
| | Large Water Supply - Audit & Check Monitoring* | ENVHT/8417u | Non Vatable | 01 April 2016 | 109.00 | 1,260 | 111.00 | 1,280 | 1.83 |
| | Bacteriological* | ENVHT/8417u | Non Vatable | 01 April 2016 | 42.00 | 490 | 43.00 | 500 | 2.38 |
| | Request/multi-bacteriological | ENVHT/8417u | Non Vatable | 01 April 2016 | 4.00 | 50 | 4.10 | 50 | 2.50 |
| | Carrying out works or measures that an owner has failed to carry out in accordance with an improvement notice | ENVHT/8417u | Non Vatable | NEW 20 Oct 2016 | At cost - recovered in full from the owner | 0 | At cost - recovered in full from the owner | 0 | 0.00 |

Please note: * These analysis charges are based on cost of lab fees plus employee costs

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

| ENVIRONMENTAL HEALTH - ENVHT | | Ledger Code | VAT | Date of Last Change | Current Charge 2016/17 | Budgeted Income Net of VAT for 2016/17 | Proposed Charges for 2017/18 | Indication of Potential Income Net of VAT for 2017/18 | Percentage Increase in Charge |
|---|--|-------------|---------------|---------------------|--|--|--|---|-------------------------------|
| | | | | | £ | £ | £ | £ | % |
| Basic Food Hygiene Course | Per Student | ENVHT/8519z | Non Vatable | 01 April 2016 | 63.70 | 0 | DELETE – no longer provided | | |
| Removal of Unfit Food | Per hour or part hour | ENVHT/8519z | Non Vatable | 01 April 2016 | 53.30 | 0 | 55.00 | 0 | 3.19 |
| Housing Enforcement Notice | Per notice | ENVHT/8689u | Non Vatable | NEW 1 Sept 2016 | 550.00 | 0 | 550.00 | 0 | 0.00 |
| Immigration Inspection | Per inspection (3 hours minimum with hourly charge thereafter) | ENVHT/8687n | VAT Inclusive | NEW 26 May 2016 | 136.80 plus 45.60 per hour after 3 hours | 0 | 136.80 plus 45.60 per hour after 3 hours | 410 | 0.00 |
| Fly Tipping Fixed Penalty Notice | Per notice | ENVHT/8637z | Non Vatable | NEW 26 May 2016 | 400.00 | 0 | 400.00 | 0 | 0.00 |
| Exhumations charges | Environmental Health Officer Attendance fee | ENVHT/8583z | Non Vatable | NEW 20 Oct 2016 | 37.00 per hour | 0 | 37.00 per hour | 0 | 0.00 |
| | Exhumation costs incurred by the Council | ENVHT/8583z | Non Vatable | NEW 20 Oct 2016 | At cost - recovered in full from those requesting the exhumation | 0 | At cost - recovered in full from those requesting the exhumation | 0 | 0.00 |

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

| CONTAMINATED LAND - CLAND | | Ledger Code | VAT | Date of Last Change | Current Charge 2016/17 | Budgeted Income Net of VAT for 2016/17 | Proposed Charges for 2017/18 | Indication of Potential Income Net of VAT for 2017/18 | Percentage Increase in Charge |
|---------------------------|--|-------------|---------------|---------------------|------------------------|--|------------------------------|---|-------------------------------|
| | | | | | £ | £ | £ | £ | % |
| Enquiry | | CLAND/8623n | VAT Inclusive | 01 April 2016 | 76.20 | 0 | 77.40 | 0 | 1.57 |

| IMPROVEMENT GRANTS - IMPGR | | Ledger Code | VAT | Date of Last Change | Current Charge 2016/17 | Budgeted Income Net of VAT for 2016/17 | Proposed Charges for 2017/18 | Indication of Potential Income Net of VAT for 2017/18 | Percentage Increase in Charge |
|----------------------------|--|-------------|---------------|---------------------|------------------------|--|------------------------------|---|-------------------------------|
| | | | | | £ | £ | £ | £ | % |
| Administration Charges | | IMPGR/8716m | Non Vatable | - | 5% of Total Cost | 4,040 | 5% of Total Cost | 4,040 | 0.00 |
| Administration Charges | | IMPGR/8717n | VAT Inclusive | - | 6% of Total Cost | 3,210 | 6% of Total Cost | 3,210 | 0.00 |

TOTAL INCOME FROM FEES AND CHARGES SET BY THIS COMMITTEE

194,280

198,020

OVERALL EXTRA INCOME GENERATED

3,740

1.93%