

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 10

meeting date: 8 NOVEMBER 2018  
title: REVIEW OF FEES AND CHARGES 2019/20  
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 2019.

### 2 BACKGROUND

- 2.1 The Council's fees and charges are reviewed on an annual basis as part of the budget setting process. These proposals are the first stage in the review of this Committee's budget for the forthcoming 2019/20 financial year.
- 2.2 The Council's latest budget forecast allows for a 2% inflationary increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2019/20 by this amount as a minimum.
- 2.3 This report requests that members consider the proposals for increases to the fees and charges for which this Committee is responsible for reviewing at a local level.

### 3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In September 2018, the Budget Working Group considered the overall three-year Budget Forecast. In summary the forecast shows a potential budget deficit for 2019/20 of £101k after taking £250k from general fund balances.
- 3.2 The forecast includes an overall increase in income from fees and charges of 2%. 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 £226,040. A 2% increase on this total would therefore generate £4,520.

### 4 REVIEW OF FEES AND CHARGES 2019/20

- 4.1 The review of fees and charges was co-ordinated by Financial Services, working together with Heads of Service and budget holders.
- 4.2 The following process was undertaken:
- Budget holders were provided with an indication of the fees and charges factoring in the Budget Working Group proposals.
  - Discussion meetings were then held between budget holders and Financial Services to enable the budget holders to propose a set of fees and charges for their services. This identified the fees that could be increased by the minimum 2% plus roundings and the fees that could be based on other factors. These other factors were any national requirements to follow as a result of legislative or regulations changes and any other service specific reasons.

- 4.3 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2019 has been produced for this Committee and is shown at Annex 1. This Annex provides details of:
- the current charge for 2018/19
  - an estimate of the level of 2018/19 income raised by each charge (Net of VAT)
  - the proposed charges for implementation from 1 April 2019
  - an indication of the potential income that may be achieved in 2019/20, should the proposals be agreed (Net of VAT)
  - the percentage increase for each charge from 2018/19 to 2019/20; and
  - the date that each charge was last increased (They are all reviewed annually, but may not necessarily be increased).
- 4.4 The indication of potential income which is shown throughout Annex 1 is provided for guidance purposes only and is based on past and current activity levels. No account is taken of any change in service use which may be influenced by a change in charge levels.
- 4.5 Work is still underway on forecasting income budget levels for 2019/20 and such budget proposals will be reported back to this Committee in January 2019 for approval.
- 4.6 If this Committee agrees the recommended charges shown in Annex 1, the estimated extra income raised in 2019/20, based on current service levels, would be £23,670, an overall increase of 10.47%.
- 4.7 The majority of the proposed fees and charges for this Committee have been uplifted by 2% and rounded up to the next 10p, 50p, £1 or £5, as appropriate. This inevitably impacts on the individual percentage rise for each separate charge.
- 4.8 Several of the proposed fees and charges for 2019/20 have been set on a different basis to just an inflation increase, some new fees and charges have been proposed and some fees and charges deletions have been proposed.
- 4.9 Please note, that some fees and charges amendments for 2018/19 have also been proposed as part of this review.
- 4.10 The 2019/20 fees and charges proposals which have been set on a different basis to just an inflation increase and the 2018/19 amendments are explained in the following sections of the report.

## 5 CLITHEROE CEMETERY FEES

- 5.1 As part of the review of fees and charges 2018/19 report to this Committee in October 2017 it was identified that fees at Clitheroe cemetery were significantly lower than the average fees at other Lancashire cemeteries.
- 5.2 It was proposed that *“the Clitheroe cemetery fees for “Exclusive Burial Rights”, “Interments”, “Right to Erect Headstone” and “Right to Place Stone Plaque on Ashes Plot” were increased from the current fee levels to the average of other Lancashire cemeteries fees over two years, as follows – increase fees by half the difference in 2018/19 and move to the average level in 2019/20, subject to the fees and charges review policy that will be set for 2019/20. Members may wish to phase-in this increase over a longer period of time.”* The first part of the fees increase was approved by this Committee for 2018/19.

5.3 It is now proposed that the second part of the fee increases for “Exclusive Burial Rights”, “Interments”, “Right to Erect Headstone” and “Right to Place Stone Plaque on Ashes Plot” is approved by this Committee for 2019/20, so that the fees at Clitheroe cemetery are moved to the average level of other Lancashire cemeteries. The table in Annex 2 shows the basis for this proposal and the proposed fee levels for 2019/20.

5.4 It is proposed that a new fee is introduced for “Commemorative Shrubs” with immediate effect in 2018/19. This is because there is very little room left within the current cemetery grounds for commemorative trees and allowing the planting of commemorative shrubs as well as trees will allow more memorial shrubs/trees to be fitted into the areas left for planting. The proposed fee is £90 for 2018/19, increasing to £92 in 2019/20.

## 6 ANIMAL WELFARE LICENCES

6.1 As set out in the “*Animal Welfare and Licensing*” decision report elsewhere on this Committee’s agenda, new licence fees will need to be set under the new Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, which came into force from 1 October 2018. The current licence fees affected by these regulations are:

- Animal Boarding Establishments.
- Home Boarding/Doggy Day Care Establishments.
- Dog Breeding Establishments.
- Pet Shops.
- Riding Establishments.
- Dangerous Wild Animals.

6.2 The new fees for these licences have not been set at this stage because we have no accurate information or estimates to ascertain the work involved in processing/granting a licence application and monitoring compliance under the new regulations.

6.3 The new licence fees to be charged under the regulations will be set at the Health and Housing Committee meeting on 21 March 2019. This will allow time for the fees to be costed and set on the basis of more accurate time-taken information and estimates from undertaking initial inspections for granting a licence after mid-October 2018 and having more information to set compliance (unannounced inspection) fees, enforcement fees and re-score fees.

## 7 HOUSES OF MULTIPLE OCCUPATION LICENCES

7.1 As set out in the “*Extension to Mandatory Houses in Multiple Occupation Licensing*” decision report elsewhere on this Committee’s agenda the regulations for licensing of Houses in Multiple Occupation (HMO) have been extended from 1 October 2018 to cover more types of property. In addition, separate Part 1 and Part 2 licence fees must be charged for:

- processing a licence application for either 2 years or 5 years (Part 1 fee); and
- covering licence scheme running costs including compliance monitoring and enforcement (Part 2 fee).

7.2 The proposed new Part 1 and Part 2 fees are shown in the following table.

HMO Licences		Ledger Code	VAT	Charge from 9 November 2018 £	Charge from 1 April 2019 £
<b>Houses in Multiple Occupation Licences</b>	HMO Licence Part 1 fee - Processing a licence application for either 2 years or 5 years *	ENVHT/8685u	Non-Vatable	£770	£790
	HMO Licence Part 2 fee - Licence scheme running costs, including compliance monitoring *	ENVHT/8685u	Non-Vatable	£430	£440
* If licence applicant is a member of a recognised landlord scheme, there is a 20% reduction in these licence fees					

7.3 If approved, the new fees will be implemented with immediate effect and will replace the current fee of £750 for granting or renewing a HMO licence.

## 8 PRIVATE WATER SUPPLY RISK ASSESSMENT AND ANALYSIS FEES

8.1 As set out in the “*Private Water Supply (England) (Amendment) Regulations 2018*” decision report elsewhere on this Committee agenda, the private water supply regulations have been updated from 11 July 2018. This involves increasing the work undertaken on private water supply risk assessments and extending the parameters to be tested when private water samples are undertaken for both large supply and small supply sites. In addition, the maximum level of fees requirement to be charged by councils for risk assessments has been removed from the regulations.

8.2 Local authorities are permitted to set fees to recover the reasonable costs incurred for private water supply work and the costs incurred will increase for both risk assessments work (increased officer time anticipated) and sample analysis (increased officer time and lab test fees). Consequently, a new set of fees has been proposed and these are shown in the following table.

Private Water Supplies Risk Assessment and Analysis	Ledger Code	VAT	Charge from 9 November 2018 £	Charge from 1 April 2019 £
Risk Assessment	ENVHT/8417u	Non Vatable	Cost of officer time at £38 per hour	Cost of officer time at £38.80 per hour
Other Investigations	ENVHT/8417u	Non Vatable	Cost of officer time at £38 per hour plus lab test fees	Cost of officer time at £38.80 per hour plus lab test fees
Small Supplies (Regulation 10) Sample Analysis	ENVHT/8417u	Non Vatable	£76 plus lab test fees	£77.60 plus lab test fees
Large Supplies (Regulation 9, Group A + B) Sample Analysis	ENVHT/8417u	Non Vatable	£76 plus lab test fees	£77.60 plus lab test fees
Bacteriological Sample Analysis	ENVHT/8417u	Non Vatable	£38 plus lab test fees	£38.80 plus lab test fees
Private Water Sample Re-test	ENVHT/8417u	Non Vatable	£76 plus lab test fees	£77.60 plus lab test fees
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

8.3 If approved, the new fees will be implemented with immediate effect and will replace the current Private Water Supplies fees in operation.

## 9 REMOVAL OF UNFIT FOOD FEE

9.1 The current Removal of Unfit Food Fee is an hourly charge of £56.10 per hour. It is proposed to move to a “per removal” fee of “At cost, recovered in full from food business operator”, so that all costs can be recovered for removal, rather than being restricted to charging an hourly based fee. If approved, this new fee will be implemented with immediate effect.

## 10 ENVIRONMENTAL HEALTH AND DOG OFFENCES FIXED PENALTY NOTICES

10.1 There will be no inflation related increases in 2019/20 for Fixed Penalty Notices (FPNs) fees. This is because these fees are set by this Committee within Government guidelines for maximum and minimum levels and these levels do not increase by inflation each year.

10.2 As part of this annual fees and charges review, officers have also reviewed all FPNs which can be issued by Council staff for environmental health, waste and dog offences. This review has identified two areas where FPNs should be included in the Fees and Charges schedule for completeness.

10.3 Firstly, the FPNs maximum and minimum fees for “Breach of a Community Protection Notice” were approved by this Committee on 25 May 2017, as £75 if paid within 7 days and £100 if paid within 14 days. At that time the fees were not added to the Fees and Charges schedule.

10.4 Secondly, Council officers can issue FPNs for “Operating a vehicle engine when parked”, under the Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002. The fee payable is £20 if paid within 28 days and £40 if not paid within 28 days.

10.5 For completeness, these fees will now be added to the Fees and Charges schedule with immediate effect.

## 11 RISK ASSESSMENT

11.1 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.

## 12 CONCLUSION

- 12.1 The review of 2019/20 fees and charges for this Committee, for implementation from 1 April 2019, has been completed.
- 12.2 The majority of the proposed fees and charges for this Committee have been uplifted in line with the advice of the Budget Working Group. However, several of the proposed fees and charges have been uplifted on a different basis to just an inflation increase and some new fees and charges have been proposed.
- 12.3 If this Committee approves the recommended fees and charges for 2019/20 shown in Annex 1, this Committee will exceed the target 2% increase in budgeted income from fees and charges that was recommended by the Budget Working Group.
- 12.4 This review has also identified some fees and charges that require amending or introducing with immediate effect in 2018/19, mainly as a result of changes in nationally prescribed regulations.

## 13 RECOMMENDED THAT COMMITTEE

- 13.1 Approve the amended and new 2018/19 fees and charges proposed for this Committee in Annex 1, for immediate implementation.
- 13.2 Approve the 2019/20 fees and charges proposed for this Committee in Annex 1, for implementation from 1 April 2019.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH10-18/AC/AC  
29 OCTOBER 2018

For further information please ask for Andrew Cook.

BACKGROUND PAPERS – None

## Health and Housing Committee – Proposed Fees and Charges 2019/20

CLITHEROE CEMETERY - CLCEM		Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
					£	£	£	£	%
Exclusive Burial Rights	Grave Plot	CLCEM/8447u	Non Vatable	01-Apr-18	615.00	110	845.00	150	37.40
	Grave Plot - New Extension	CLCEM/8447u	Non Vatable	01-Apr-18	660.00	14,980	845.00	19,180	28.03
	Ashes Plot	CLCEM/8447u	Non Vatable	01-Apr-18	257.00	4,270	416.00	6,910	61.87
	Ashes Plot - New Extension	CLCEM/8447u	Non Vatable	01-Apr-18	274.00	940	416.00	1,430	51.82
	Woodland Burial	CLCEM/8747u	Non Vatable	01-Apr-18	575.00	9,670	765.00	12,870	33.04
Interments	Stillborn and Child up to 1 month***	-	-	No Charge	No Charge	0	No Charge	0	0.00
	Child under 16 years old	CLCEM/8441u	Non Vatable	01-Apr-18	164.00	0	328.00	0	100.00
	3 depth	CLCEM/8441u	Non Vatable	01-Apr-18	548.00	1,710	757.00	2,360	38.14
	2 depth	CLCEM/8441u	Non Vatable	01-Apr-18	469.00	9,370	627.00	12,530	33.69
	1 depth ( <i>Includes Woodland Burials</i> )	CLCEM/8441u	Non Vatable	01-Apr-18	432.00	10,570	585.00	14,310	35.42
	Ashes ( <i>Includes Woodland Burials</i> )	CLCEM/8441u	Non Vatable	01-Apr-18	120.00	5,550	141.00	6,520	17.50

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

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

CLITHEROE CEMETERY - CLCEM		Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
					£	£	£	£	%
<b>Fees for Memorials</b>	Provision of Foundation	CLCEM/8446n	VAT Inclusive	01-Apr-18	92.00	0	94.00	0	2.17
	Right to Erect Headstone	CLCEM/8442u	Non Vatable	01-Apr-18	148.00	2,910	171.00	3,360	15.54
	Right to Place Stone Plaque on Ashes Plot	CLCEM/8442u	Non Vatable	01-Apr-18	64.00	640	93.00	930	45.31
	Cemetery Plaques	CLCEM/8445z	Non Vatable	01-Apr-18	At cost - materials	1,370	At cost - materials	1,400	N/a
	Removing/Refixing Headstones for Burials	CLCEM/8599u	Non Vatable	01-Apr-18	At cost - materials	630	At cost - materials	640	N/a
	Commemorative Trees	CLCEM/8508z	Non Vatable	01-Apr-18	170.00	1,500	174.00	1,540	2.35
	<b>Commemorative Shrubs **</b>	CLCEM/8508z	Non Vatable	9 Nov 2018, subject to approval	90.00	0	92.00	0	2.22
	Memorial Bench	CLCEM/8507z	Non Vatable	01-Apr-18	750.00	0	765.00	0	2.00
<b>Other Cemetery charges</b>	Search Fee	CLCEM/8780n	VAT Inclusive	01-Apr-18	30.00	0	31.00	0	3.33
	Copy of Grave Deed	CLCEM/8781n	VAT Inclusive	01-Apr-18	30.00	0	31.00	0	3.33
	Certificate of Burial / Certificate of Transfer / Copy Certificate	CLCEM/8782n	VAT Inclusive	01-Apr-18	40.00	0	41.00	0	2.50
<b>** New fee proposed from 9 Nov 2018, subject to approval by Committee</b>									

PUBLIC HEALTH ACT BURIALS AND CREMATIONS - BURCR		Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
					£	£	£	£	%
<b>Public Health Act funerals</b>	Public Health Act Funerals officer time fees	BURCR/8576z	Non Vatable	01-Apr-18	50.00	0	51.00	0	2.00

CLITHEROE MARKET – CLMKT		Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
					£	£	£	£	%
<b>Cabins</b>	Tuesday, Thursday and Saturday - per week	CLMKT/8824n	VAT Inclusive	01-Apr-18	55.80	102,180	57.00	104,380	2.15
	Use of Cabins (preparation purposes): Non Market Days	CLMKT/8824n	VAT Inclusive	01-Apr-18	27.40	2,340	28.00	2,390	2.19
	Special Sunday Events	CLMKT/8824n	VAT Inclusive	01-Apr-18	9.60	0	10.00	0	4.17
<b>Stalls - Tuesday &amp; Saturday</b>	- 10 ft	CLMKT/8825n	VAT Inclusive	01-Apr-18	19.00	3,570	19.50	3,660	2.63
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01-Apr-18	9.50	0	10.00	0	5.26
	- 8 ft	CLMKT/8825n	VAT Inclusive	01-Apr-18	15.50	6,430	16.00	6,640	3.23
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01-Apr-18	8.00	510	8.50	540	6.25
<b>Stalls - Sunday Events</b>	Regular Contract Traders	CLMKT/8825n	VAT Inclusive	01-Apr-18	10.50	0	11.00	0	4.76
	Non Contract Traders	CLMKT/8825n	VAT Inclusive	01-Apr-18	20.50	0	21.00	0	2.44
<b>Stalls - Thursdays</b>	- 10 ft	CLMKT/8825n	VAT Inclusive	01-Apr-18	9.50	90	10.00	90	5.26
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01-Apr-18	5.00	0	5.00	0	0.00
	- 8 ft	CLMKT/8825n	VAT Inclusive	01-Apr-18	8.00	160	8.50	170	6.25
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01-Apr-18	4.00	0	4.00	0	0.00
<b>Stalls - Friday</b>	Flea Market	CLMKT/8825n	VAT Inclusive	01-Apr-18	6.00	560	6.50	610	8.33
<b>Pitches</b>	Tuesday and Saturday - per day	CLMKT/8826n	VAT Inclusive	01-Apr-18	15.50	3,660	16.00	3,780	3.23
	Thursday	CLMKT/8826n	VAT Inclusive	01-Apr-18	8.00	80	8.50	90	6.25
	Special Sunday Events	CLMKT/8826n	VAT Inclusive	01-Apr-18	20.00	0	20.50	0	2.50
<b>Clitheroe Market Special Events</b>	Special Events Fee	CLMKT/8885n	VAT Inclusive	01-Apr-18	Price on application	0	Price on application	0	N/a

DOG WARDEN AND PEST CONTROL - DOGWD		Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
					£	£	£	£	%
<b>Pest Control</b>	Commercial - Single Treatment Charge (per hour plus materials - minimum charge 1 hour)	DOGWD/8696n	VAT Inclusive	01-Apr-18	51.00	0	52.00	0	1.96
	Commercial - Annual Contract - Per Visit	DOGWD/8696n	VAT Inclusive	01-Apr-18	36.90	4,270	38.00	4,400	2.98
	Domestic Single Treatment Charge (Rodents - up to 3 visits)	DOGWD/8725n	VAT Inclusive	01-Apr-18	45.00	7,660	46.00	7,830	2.22
	Domestic Single Treatment Charge - Out of Hours (Rodents - up to 3 visits)	DOGWD/8725n	VAT Inclusive	01-Apr-18	90.00	0	92.00	0	2.22
	Domestic Callout Charge - Per Visit (Unspecified reason - up to 3 visits)	DOGWD/8725n	VAT Inclusive	01-Apr-18	45.00	0	46.00	0	2.22
	Domestic Single Treatment Charge - Public Health Pests (eg. cockroaches and bed bugs - up to 3 visits)	DOGWD/8725n	VAT Inclusive	01-Apr-18	45.00	0	46.00	0	2.22
	Domestic Single Treatment Charge - Public Health Pests (eg. cockroaches and bed bugs - up to 3 visits) - Out of Hours	DOGWD/8725n	VAT Inclusive	01-Apr-18	90.00	0	92.00	0	2.22
<b>Non-Public Health Insect Treatment (eg. wasps, ants, flies, carpet beetles and fleas)</b>	Wasps/Fleas/Ants/Other - Single Visit Charge during working hours	DOGWD/8412n	VAT Inclusive	01-Apr-18	45.00	4,310	46.00	4,410	2.22
	Wasps/Fleas/Ants/Other - Each additional nest treated on same visit	DOGWD/8412n	VAT Inclusive	01-Apr-18	22.50	0	23.00	0	2.22
	Wasps/Fleas/Ants/Other - Out of hours - Single Visit Charge	DOGWD/8412n	VAT Inclusive	01-Apr-18	90.00	0	92.00	0	2.22
<b>Pest Control Missed Appointments</b>	Per missed appointment	DOGWD/8726n	VAT Inclusive	01-Apr-18	45.00	0	46.00	0	2.22
<b>Dog Bins Emptying - Post Mounted - one collection per bin per week</b>	Commercial - per bin per week	DOGWD/8596n	VAT Inclusive	01-Apr-18	8.00	0	8.50	0	6.25
	Parish Councils - per bin per week	DOGWD/8596n	VAT Inclusive	01-Apr-18	4.50	1,090	5.00	1,210	11.11

DOG WARDEN AND PEST CONTROL - DOGWD - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
					£	£	£	£	£
<b>Public Space Protection Orders - Dog Offences</b>	Maximum full penalty - no discount allowed	DOGWD/8631z	Non Vatable	08-Jun-18	100.00	120	100.00	100	0.00

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
					£	£	£	£	%
Licences	Animal Boarding Establishments **	ENVHT/8674u	Non Vatable	01-Apr-18	150.00	1,110	150.00	1,110	0.00
	Home Boarding/Doggy Day Care **	ENVHT/8776u	Non Vatable	01-Apr-18	125.00	940	125.00	940	0.00
	Dog Breeding Establishments (plus vets fees at cost) **	ENVHT/8675u	Non Vatable	01-Apr-18	150.00	120	150.00	120	0.00
	Pet Shops (plus vets fees at cost) **	ENVHT/8676u	Non Vatable	01-Apr-18	125.00	350	125.00	350	0.00
	Riding Establishments (plus vets fees at cost) **	ENVHT/8677u	Non Vatable	01-Apr-18	200.00	160	200.00	160	0.00
	Dangerous Wild Animals (plus vets fees at cost) **	ENVHT/8678u	Non Vatable	01-Apr-18	150.00	0	150.00	0	0.00
	Annual Zoo compliance audit (plus vets fees at cost)	ENVHT/8679u	Non Vatable	01-Apr-18	175.00	170	180.00	170	2.86
	Zoo - 4 year renewal (plus vets fees at cost)	ENVHT/8679u	Non Vatable	01-Apr-18	350.00	0	360.00	0	2.86
	Acupuncture	ENVHT/8680u	Non Vatable	01-Apr-18	165.00	290	170.00	300	3.03
	Ear Piercing	ENVHT/8681u	Non Vatable	01-Apr-18	165.00	0	170.00	0	3.03
	Tattooing	ENVHT/8682u	Non Vatable	01-Apr-18	165.00	290	170.00	300	3.03
	Electrolysis	ENVHT/8683u	Non Vatable	01-Apr-18	165.00	150	170.00	150	3.03
	Street Trading Consent - Classes I, II & III per annum	ENVHT/8430u	Non Vatable	01-Apr-18	714.00	4,640	730.00	4,740	2.24
	Street Trading Consent Class V per Event	ENVHT/8430u	Non Vatable	01-Apr-18	120.00	0	125.00	0	4.17
	Street Trading Consent Class IV			No Charge	No Charge	0	No Charge	0	0.00

**\*\* These fees have not been updated for 2019/20 at this stage. 2019/20 new fees under the Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018 will be set at Health and Housing Committee on 21 March 2019.**

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
					£	£	£	£	%
<b>Caravan Sites - Licences</b>	First time - new (based on 12 hours)	ENVHT/8684u	Non Vatable	01-Apr-18	465.00	0	475.00	0	2.15
	Annual (based on 6 hours)	ENVHT/8684u	Non Vatable	01-Apr-18	235.00	230	240.00	230	2.13
	Amendment of site (based on 6 hours)	ENVHT/8684u	Non Vatable	01-Apr-18	235.00	0	240.00	0	2.13
	Transfer (based on 4 hours)	ENVHT/8684u	Non Vatable	01-Apr-18	153.00	0	160.00	0	4.58

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge 2018/19 £	Budgeted Income Net of VAT for 2018/19 £	Proposed Charges for 2019/20 £	Indication of Potential Income Net of VAT for 2019/20 £	Percentage Increase in Charge %
Houses of Multiple Occupation Licences	Grant of a new HMO Licence per dwelling, up to a maximum of 10 units of accommodation - For every unit above this, an extra £50 per unit **	ENVHT/8685u	Non Vatable	01-Apr-18	750.00, then Delete from 9 Nov 2018, subject to approval	0	Delete	Delete	Delete
	2 Year HMO Licence Renewal per dwelling, up to a maximum of 10 units of accommodation - For every unit above this, an extra £50 per unit **	ENVHT/8685u	Non Vatable	01-Apr-18	750.00, then Delete from 9 Nov 2018, subject to approval	0	Delete	Delete	Delete
	5 Year HMO Licence Renewal, up to a maximum of 10 units of accommodation - For every unit above this, an extra £50 per unit **	ENVHT/8685u	Non Vatable	01-Apr-18	750.00, then Delete from 9 Nov 2018, subject to approval	0	Delete	Delete	Delete
	HMO Licence Part 1 fee - Processing a licence application for either 2 years or 5 years * ##	ENVHT/8685u	Non Vatable	9 Nov 2018, subject to approval	770.00	0	790.00	0	2.60
	HMO Licence Part 2 fee - Licence scheme running costs, including compliance monitoring * ##	ENVHT/8685u	Non Vatable	9 Nov 2018, subject to approval	430.00	0	440.00	0	2.33
	Variation of an HMO Licence	ENVHT/8685u	Non Vatable	01-Apr-18	130.00	0	135.00	0	3.85

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

\*\* Fee deleted from 9 November 2018 because new fees must be set for extension of HMOs mandatory licensing to properties with 5 or more occupiers living in 2 or more households and sharing amenities

## New Part 1 and Part 2 fees proposed from 9 November 2018 for extension of HMOs mandatory licensing to properties with 5 or more occupiers living in 2 or more households and sharing amenities, subject to approval by Committee

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
					£	£	£	£	%
Private Water Supplies Risk Assessment and Analysis	Risk Assessment **	ENVHT/8417u	Non Vatable	01-Apr-18	£100 minimum or at cost for additional time taken, up to maximum of £500, <b>then Delete from 9 Nov 2018, subject to approval</b>	9,180	Delete	Delete	Delete
	Other Investigations **	ENVHT/8417u	Non Vatable	01-Apr-18	At cost, max £100, <b>then Delete from 9 Nov 2018, subject to approval</b>		Delete	Delete	Delete
	Small Water Supply **	ENVHT/8417u	Non Vatable	01-Apr-18	66.00, <b>then Delete from 9 Nov 2018, subject to approval</b>		Delete	Delete	Delete
	Large Water Supply - Audit Monitoring **	ENVHT/8417u	Non Vatable	01-Apr-18	69.00, <b>then Delete from 9 Nov 2018, subject to approval</b>		Delete	Delete	Delete
	Large Water Supply - Check Monitoring **	ENVHT/8417u	Non Vatable	01-Apr-18	76.00, <b>then Delete from 9 Nov 2018, subject to approval</b>		Delete	Delete	Delete
	Large Water Supply - Audit & Check Monitoring **	ENVHT/8417u	Non Vatable	01-Apr-18	100.00 <b>then Delete from 9 Nov 2018, subject to approval</b>		Delete	Delete	Delete
	Bacteriological **	ENVHT/8417u	Non Vatable	01-Apr-18	46.00, <b>then Delete from 9 Nov 2018, subject to approval</b>		Delete	Delete	Delete
	Request/multi-bacteriological **	ENVHT/8417u	Non Vatable	01-Apr-18	4.20, <b>then Delete from 9 Nov 2018, subject to approval</b>		Delete	Delete	Delete
	Private Water Sample Re-test **	ENVHT/8417u	Non Vatable	01-Apr-18	Cost of lab test fees plus officer time, <b>then Delete from 9 Nov 2018, subject to approval</b>		Delete	Delete	Delete
	Granting an authorisation **	ENVHT/8417u	Non Vatable	01-Apr-18	At cost, max £100, <b>then Delete from 9 Nov 2018, subject to approval</b>		Delete	Delete	Delete

**\*\* Fees deleted from 9 November 2018 because new fees have been set to cover the costs of the work undertaken in line with the risk assessment and sample analysis changes introduced under the Private Water Supplies (England) (Amendment) Regulations 2018**

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
					£	£	£	£	%
Private Water Supplies Risk Assessment and Analysis CONT....	Carrying out works or measures that an owner has failed to carry out in accordance with an improvement notice	ENVHT/8417u	Non Vatable	01-Apr-18	At cost - recovered in full from the owner	0	At cost - recovered in full from the owner	0	N/a
	<b>Risk Assessment ##</b>	ENVHT/8417u	Non Vatable	9 Nov 2018, subject to approval	Cost of officer time at £38 per hour	N/a	Cost of officer time at £38.80 per hour	9,360	2.11
	<b>Other Investigations ##</b>	ENVHT/8417u	Non Vatable	9 Nov 2018, subject to approval	Cost of officer time at £38 per hour plus lab test fees		Cost of officer time at £38.80 per hour plus lab test fees		N/a
	<b>Small Supplies (Regulation 10) Sample Analysis ##</b>	ENVHT/8417u	Non Vatable	9 Nov 2018, subject to approval	£76 plus lab test fees		£77.60 plus lab test fees		N/a
	<b>Large Supplies (Regulation 9, Group A + B) Sample Analysis ##</b>	ENVHT/8417u	Non Vatable	9 Nov 2018, subject to approval	£76 plus lab test fees		£77.60 plus lab test fees		N/a
	<b>Bacteriological Sample Analysis ##</b>	ENVHT/8417u	Non Vatable	9 Nov 2018, subject to approval	£38 plus lab test fees		£38.80 plus lab test fees		N/a
	<b>Private Water Sample Re-test ##</b>	ENVHT/8417u	Non Vatable	9 Nov 2018, subject to approval	£76 plus lab test fees		£77.60 plus lab test fees		N/a

**## New fees proposed from 9 November 2018 to cover the costs of the work undertaken in line with the risk assessment and sample analysis changes introduced under the Private Water Supplies (England) (Amendment) Regulations 2018, subject to approval by Committee**

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
					£	£	£	£	%
<b>Housing Enforcement Notice</b>	Per notice	ENVHT/8689u	Non Vatable	01-Apr-18	561.00	0	575.00	0	2.50
<b>Immigration Inspection</b>	Per inspection ( 3 hours minimum with hourly charge thereafter )	ENVHT/8687n	VAT Inclusive	01-Apr-18	139.80 plus 46.60 per hour after 3 hours	0	142.80 plus 47.60 per hour after 3 hours	0	2.15
<b>Removal of Unfit Food **</b>	<b>Per removal</b>	ENVHT/8519z	Non Vatable	9 Nov 2018, subject to approval	At cost, recovered in full from food business operator	0	At cost, recovered in full from food business operator	0	N/a
<b>Food Hygiene Rating Scheme Rescore Inspection</b>	Per Inspection	ENVHT/8763z	Non Vatable	01-Apr-18	153.00	0	156.00	0	1.96
<b>Exhumations Charges</b>	Environmental Health Officer Attendance Fee	ENVHT/8583z	Non Vatable	01-Apr-18	38.00	0	38.80	0	2.11
	Exhumation costs incurred by the Council	ENVHT/8583z	Non Vatable	01-Apr-18	At cost, recovered in full from those requesting the exhumation	0	At cost, recovered in full from those requesting the exhumation	0	N/a

**\*\* Amended charge proposed from 9 Nov 2018, subject to approval by Committee**

ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
					£	£	£	£	%
<b>Littering</b>	Maximum full penalty - no discount allowed	ENVHT/8629z	Non Vatable	08-Jun-18	150.00	100	150.00	150	0.00
<b>Graffiti</b>	Maximum full penalty	ENVHT/8638z	Non Vatable	25-May-17	80.00	0	80.00	0	0.00
<b>Graffiti</b>	Minimum discounted penalty	ENVHT/8638z	Non Vatable	25-May-17	50.00	0	50.00	0	0.00
<b>Fly-posting</b>	Maximum full penalty	ENVHT/8638z	Non Vatable	25-May-17	80.00	0	80.00	0	0.00
<b>Fly-posting</b>	Minimum discounted penalty	ENVHT/8638z	Non Vatable	25-May-17	50.00	0	50.00	0	0.00
<b>Unauthorised distribution of free literature on designated land</b>	Maximum full penalty	ENVHT/8638z	Non Vatable	25-May-17	80.00	0	80.00	0	0.00
<b>Unauthorised distribution of free literature on designated land</b>	Minimum discounted penalty	ENVHT/8638z	Non Vatable	25-May-17	50.00	0	50.00	0	0.00
<b>Alarm noise: failure to nominate key-holder or to notify local authority of key-holder's details</b>	Maximum full penalty	ENVHT/8634z	Non Vatable	25-May-17	80.00	0	80.00	0	0.00
<b>Alarm noise: failure to nominate key-holder or to notify local authority of key-holder's details</b>	Minimum discounted penalty	ENVHT/8634z	Non Vatable	25-May-17	50.00	0	50.00	0	0.00
<b>Nuisance parking</b>	Maximum full penalty	ENVHT/8635z	Non Vatable	25-May-17	100.00	0	100.00	0	0.00
<b>Nuisance parking</b>	Minimum discounted penalty	ENVHT/8635z	Non Vatable	25-May-17	60.00	0	60.00	0	0.00
<b>Abandoning a vehicle</b>	Maximum full penalty	ENVHT/8636z	Non Vatable	25-May-17	200.00	0	200.00	0	0.00
<b>Abandoning a vehicle</b>	Minimum discounted penalty	ENVHT/8636z	Non Vatable	25-May-17	120.00	0	120.00	0	0.00

ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
					£	£	£	£	%
<b>Fly-tipping</b>	Maximum full penalty	ENVHT/8637z	Non Vatable	25-May-17	400.00	0	400.00	0	0.00
<b>Fly-tipping</b>	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25-May-17	120.00	0	120.00	0	0.00
<b>Failure to produce a waste transfer note</b>	Maximum full penalty	ENVHT/8637z	Non Vatable	25-May-17	300.00	0	300.00	0	0.00
<b>Failure to produce a waste transfer note</b>	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25-May-17	180.00	0	180.00	0	0.00
<b>Domestic waste receptacle offences</b>	Maximum full penalty	ENVHT/8637z	Non Vatable	25-May-17	80.00	0	80.00	0	0.00
<b>Domestic waste receptacle offences</b>	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25-May-17	40.00	0	40.00	0	0.00
<b>Industrial and commercial waste receptacle offences</b>	Maximum full penalty	ENVHT/8637z	Non Vatable	25-May-17	110.00	0	110.00	0	0.00
<b>Industrial and commercial waste receptacle offences</b>	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25-May-17	60.00	0	60.00	0	0.00
<b>Noise exceeding permitted level - domestic premises</b>	Maximum full penalty	ENVHT/8634z	Non Vatable	25-May-17	110.00	0	110.00	0	0.00
<b>Noise exceeding permitted level - domestic premises</b>	Minimum discounted penalty	ENVHT/8634z	Non Vatable	25-May-17	60.00	0	60.00	0	0.00
<b>Noise exceeding permitted level - licensed premises</b>	Maximum full penalty - no discount allowed	ENVHT/8634z	Non Vatable	25-May-17	500.00	0	500.00	0	0.00
<b>Community Protection Notice breach **</b>	<b>Maximum penalty - paid within 14 days</b>	ENVHT/8789z	Non Vatable	25-May-17	100.00	0	100.00	0	0.00
<b>Community Protection Notice breach **</b>	<b>Minimum penalty - paid within 7 days</b>	ENVHT/8789z	Non Vatable	25-May-17	75.00	0	75.00	0	0.00

**\*\* Fees updated to include the Community Protection Notice breach fee, which was approved by Committee on 25 May 2017**

ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
					£	£	£	£	%
<b>Operating a vehicle engine when parked ***</b>	<b>Maximum penalty – not paid within 28 days</b>	ENVHT/8635z	Non Vatable	9 Nov 2018, subject to approval	40.00	0	40.00	0	0.00
<b>Operating a vehicle engine when parked ***</b>	<b>Minimum penalty – paid within 28 days</b>	ENVHT/8635z	Non Vatable	9 Nov 2018, subject to approval	20.00	0	20.00	0	0.00

**\*\*\* Fees updated to include this Fixed Penalty Notice fee, which the Council can issue under the Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002, subject to Committee approval**

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

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

CONTAMINATED LAND - CLAND	Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
				£	£	£	£	%
<b>Enquiry</b>	CLAND/8623n	VAT Inclusive	01-Apr-18	79.00	0	80.60	0	2.03

IMPROVEMENT GRANTS - IMPGR	Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
				£	£	£	£	%
<b>Administration Charges for Disabled Facilities Grants</b>	IMPGR/8716m	Non Vatable	01-Apr-18	% of Total cost in line with current DFG policy	4,700	% of Total cost in line with current DFG policy	4,790	N/a
<b>Administration Charges for Housing Improvement Grants</b>	IMPGR/8717n	VAT Inclusive	01-Apr-18	5% of Total Cost + VAT	2,360	5% of Total Cost + VAT	2,410	N/a

HOUSING STRATEGY - HSTRA	Ledger Code	VAT	Date of last change	Current Charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
				£	£	£	£	%
<b>Self Build and Custom House Build Registration Fee</b>	HSTRA/8811z	Non Vatable	01-Aug-18	60.00	0	61.00	0	1.67

<b>TOTAL BUDGETED INCOME FROM FEES AND CHARGES SET BY THIS COMMITTEE</b>					<b>226,040</b>		<b>249,710</b>	
<b>EXTRA TOTAL BUDGETED INCOME GENERATED</b>							<b>23,670</b>	<b>+10.47%</b>

## Basis for proposed Clitheroe Cemetery fees and charges 2019/20

Implementation of second year of increasing various fees and charges to the average of other Cemeteries

Fees		RVBC 2017/18 Fee £	Average of other Cemeteries Fees in 2017 £	2018/19 Fee £	2019/20 Proposed Fee £	Basis of fee set
<b>Exclusive Burial Rights</b>	Grave Plot	385	845	615	845	Increase fees to average of other Cemeteries fees over two years. Increase by half the difference in 2018/19 and move to the average level in 2019/20.
	Grave Plot - New extension	475	845	660	845	
	Ashes Plot	98	416	257	416	
	Ashes Plot – New extension	133	416	274	416	
	Woodland Burial	385	765	575	765	
<b>Interments</b>	Child under 16 years old		328	164	328	
	3 depth	340	757	548	757	
	2 depth	310	627	469	627	
	1 depth (includes Woodland Burials)	280	585	432	585	
	Ashes (Includes Woodland Burials)	98	141	120	141	
<b>Fees for Memorials</b>	Right to Erect Headstone	125	171	148	171	
	Right to Place Stone Plaque on Ashes Plot	35	93	64	93	