

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO HEALTH AND HOUSING COMMITTEE

DECISION

Agenda Item No 5

meeting date: 7 NOVEMBER 2019
title: REVIEW OF FEES AND CHARGES 2020/21
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 2020.

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 2020 and would operate for the duration of the 2020/21 financial year.
- 2.3 These proposals are the first stage in the review of this Committee's budget for the forthcoming 2020/21 financial year.
- 2.4 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 2020/21 by this amount as a minimum.
- 2.5 After applying this percentage increase, proposed charges have generally been rounded up or down to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.

3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In September and October 2019, the Budget Working Group considered the overall three-year Budget Forecast. This forecast assumes that fees and charges are increased overall by 2%.
- 3.2 Guidance from Budget Working Group to service committees is that they review their fees and charges in order to achieve this overall target increase in income of 2%.
- 3.3 The comparable budgeted income to be received from fees and charges which are set by this Committee is £269,290 and a 2% increase would therefore generate £5,386.

4 REVIEW OF FEES AND CHARGES 2020/21

- 4.1 The review of fees and charges was coordinated 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 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.
- 4.3 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2020 has been produced for this Committee and is shown at Annex 1. This Annex provides details of:
- the current charge for 2019/20
 - a budget estimate of 2019/20 income raised by each charge (net of VAT)
 - the proposed charges for implementation from 1 April 2020
 - an indication of the potential income that may be achieved in 2020/21, should the proposals be agreed (net of VAT)
 - the resulting percentage increase from 2019/20 to 2020/21; 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 2020/21 and such budget proposals will be reported back to this Committee in January 2020 for approval.
- 4.6 If this Committee agrees the fees and charges as shown in Annex 1, the overall increase based on current budgeted demand levels is expected to be £5,700, which is an overall increase of 2.12%.
- 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 or £1, as appropriate. This inevitably impacts on the percentage rise for each individual charge.
- 4.8 However, some of the proposed fees and charges for 2020/21 have been set on a different basis to just an inflation increase, one new fee has been proposed and some fees and charges deletions have been proposed. These are explained in the following sections of the report.

5 CLITHEROE MARKET FEES

- 5.1 On 12 September 2019, this Committee approved some Clitheroe Market Improvements works and actions. One of the actions approved was to remove the current stalls from the bullring area of the Market and purchase a small number of pop-up stalls. The report to Committee confirmed that the Council will still allow pitches on the Market to be let to current traders and to any current stallholders who bring their own stalls/equipment.
- 5.2 The future use of the small number of pop-up stalls that will be purchased is still to be considered in detail and a way forward agreed. If the stalls are easily movable gazebo-type stalls then they will be available for traders that hire pitches to use as they see fit on any given day, but if they are more solid type stalls that require considerable input to put up and take down, then a new fee will have to be set for hire of such stalls in due course.
- 5.3 At the current time, the approved way forward after the current stalls have been removed from the bullring area of the Market is for the Council to let pitches only. Consequently, it is proposed that the Clitheroe Market stalls and pitches fees for 2020/21 are amended as follows:

- All stalls fees (including the Friday Flea Market fees) to be deleted.
- The two different daily pitches fees currently in place (£16.00 per day for Tuesdays and Saturdays and £8.50 per day for Thursdays) are replaced by one daily pitches fee of £16.50 per day for Tuesdays, Thursdays and Saturdays.

5.4 As part of the review of Clitheroe Market fees, it is also proposed to delete the current fees for Cabins Special Sunday Events £10.00 and Pitches Special Sunday Events £20.50. This is because all special events fees are now covered by the Clitheroe Market Special Events Fee of “Price on application”.

6 ENVIRONMENTAL HEALTH AND DOG OFFENCES FIXED PENALTY NOTICES

6.1 There will be no inflation related increases in 2020/21 for Fixed Penalty Notices (FPNs) charges. 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.

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 2020/21 fees and charges for this Committee, for implementation from 1 April 2020, has been completed.

8.2 If this Committee approves the recommended fees and charges for 2020/21 shown in Annex 1, this Committee will meet the target 2% increase in budgeted income from fees and charges that was included in the guidance issued by the Budget Working Group.

9 RECOMMENDED THAT COMMITTEE

9.1 Approve the 2020/21 fees and charges proposed for this Committee in Annex 1, for implementation from 1 April 2020.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH10-19/AC/AC
29 OCTOBER 2019

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

Health and Housing Committee – Proposed Fees and Charges 2020/21

CLITHEROE CEMETERY - CLCEM		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	%
Exclusive Burial Rights	Grave Plot	CLCEM/8447u	Non Vatable	01-Apr-19	845.00	0	862.00	0	2.01
	Grave Plot - New Extension	CLCEM/8447u	Non Vatable	01-Apr-19	845.00	15,110	862.00	15,410	2.01
	Ashes Plot	CLCEM/8447u	Non Vatable	01-Apr-19	416.00	7,940	425.00	8,110	2.16
	Ashes Plot - New Extension	CLCEM/8447u	Non Vatable	01-Apr-19	416.00	3,370	425.00	3,440	2.16
	Woodland Burial	CLCEM/8747u	Non Vatable	01-Apr-19	765.00	12,220	781.00	12,480	2.09
Woodland Burials	Tree and Wild Flower Planting	-	-	No Charge	No Charge	0	No Charge	0	0.00
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-19	164.00	0	168.00	0	2.44
	3 depth	CLCEM/8441u	Non Vatable	01-Apr-19	757.00	2,390	773.00	2,440	2.11
	2 depth	CLCEM/8441u	Non Vatable	01-Apr-19	627.00	9,040	640.00	9,230	2.07
	1 depth (<i>Includes Woodland Burials</i>)	CLCEM/8441u	Non Vatable	01-Apr-19	585.00	16,980	597.00	17,330	2.05
	Ashes (<i>Includes Woodland Burials</i>)	CLCEM/8441u	Non Vatable	01-Apr-19	141.00	5,150	144.00	5,260	2.13

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

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

CLITHEROE CEMETERY - CLCEM		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	%
Fees for Memorials	Provision of Foundation	CLCEM/8446n	VAT Inclusive	01-Apr-19	94.00	0	96.00	0	2.13
	Right to Erect Headstone	CLCEM/8442u	Non Vatable	01-Apr-19	171.00	3,990	175.00	4,080	2.34
	Right to Place Stone Plaque on Ashes Plot	CLCEM/8442u	Non Vatable	01-Apr-19	93.00	1,310	95.00	1,340	2.15
	Cemetery Plaques	CLCEM/8445z	Non Vatable	01-Apr-19	At cost - materials	510	At cost - materials	520	N/a
	Removing/Refixing Headstones for Burials	CLCEM/8599u	Non Vatable	01-Apr-19	At cost - materials	640	At cost - materials	650	N/a
	Commemorative Trees	CLCEM/8508z	Non Vatable	01-Apr-19	174.00	0	178.00	0	2.30
	Commemorative Shrubs	CLCEM/8508z	Non Vatable	01-Apr-19	92.00	0	94.00	0	2.17
	Memorial Bench	CLCEM/8507z	Non Vatable	01-Apr-19	765.00	0	781.00	0	2.09
Other Cemetery charges	Search Fee	CLCEM/8780n	VAT Inclusive	01-Apr-19	31.00	0	32.00	0	3.23
	Copy of Grave Deed	CLCEM/8781n	VAT Inclusive	01-Apr-19	31.00	0	32.00	0	3.23
	Certificate of Burial / Certificate of Transfer / Copy Certificate	CLCEM/8782n	VAT Inclusive	01-Apr-19	41.00	0	42.00	0	2.44
PUBLIC HEALTH ACT BURIALS AND CREMATIONS - BURCR		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	%
Public Health Act funerals	Public Health Act Funerals officer time fee (per hour)	BURCR/8576z	Non Vatable	01-Apr-19	51.00	0	52.00	0	1.96

CLITHEROE MARKET – CLMKT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	%
Cabins	Tuesday, Thursday and Saturday - per week	CLMKT/8824n	VAT Inclusive	01-Apr-19	57.00	104,220	58.20	106,410	2.11
	Use of Cabins (preparation purposes): Non-Market Days	CLMKT/8824n	VAT Inclusive	01-Apr-19	28.00	2,390	28.60	2,440	2.14
	Special Sunday Events	CLMKT/8824n	VAT Inclusive	01-Apr-19	10.00	0	Deleted	0	0.00
Stalls - Tuesday & Saturday	- 10 ft	CLMKT/8825n	VAT Inclusive	01-Apr-19	19.50	2,140	Deleted	0	0.00
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01-Apr-19	10.00	0	Deleted	0	0.00
	- 8 ft	CLMKT/8825n	VAT Inclusive	01-Apr-19	16.00	5,990	Deleted	0	0.00
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01-Apr-19	8.50	650	Deleted	0	0.00
Stalls - Sunday Events	Regular Contract Traders	CLMKT/8825n	VAT Inclusive	01-Apr-19	11.00	0	Deleted	0	0.00
	Non-Contract Traders	CLMKT/8825n	VAT Inclusive	01-Apr-19	21.00	0	Deleted	0	0.00
Stalls - Thursdays	- 10 ft	CLMKT/8825n	VAT Inclusive	01-Apr-19	10.00	0	Deleted	0	0.00
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01-Apr-19	5.00	0	Deleted	0	0.00
	- 8 ft	CLMKT/8825n	VAT Inclusive	01-Apr-19	8.50	210	Deleted	0	0.00
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01-Apr-19	4.00	0	Deleted	0	0.00
Stalls - Friday	Flea Market	CLMKT/8825n	VAT Inclusive	01-Apr-19	6.50	0	Deleted	0	0.00
Pitches	Tuesday and Saturday - per day	CLMKT/8826n	VAT Inclusive	01-Apr-19	16.00	3,800	16.50	3,920	3.13
	Thursday - per day	CLMKT/8826n	VAT Inclusive	01-Apr-19	8.50	120	16.50	230	94.12
	Special Sunday Events	CLMKT/8826n	VAT Inclusive	01-Apr-19	20.50	0	Deleted	0	0.00
Clitheroe Market Special Events	Special Events Fee	CLMKT/8885n	VAT Inclusive	01-Apr-19	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 from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	%
Pest Control	Commercial - Single Treatment Charge (per hour plus materials - minimum charge 1 hour)	DOGWD/8696n	VAT Inclusive	01-Apr-19	52.00	0	53.50	0	2.88
	Commercial - Annual Contract - Per Visit	DOGWD/8696n	VAT Inclusive	01-Apr-19	38.00	4,270	39.00	4,380	2.63
	Domestic Single Treatment Charge (Rodents - up to 3 visits)	DOGWD/8725n	VAT Inclusive	01-Apr-19	46.00	7,810	47.00	7,980	2.17
	Domestic Single Treatment Charge - Out of Hours (Rodents - up to 3 visits)	DOGWD/8725n	VAT Inclusive	01-Apr-19	92.00	0	94.00	0	2.17
	Domestic Callout Charge - Per Visit (Unspecified reason - up to 3 visits)	DOGWD/8725n	VAT Inclusive	01-Apr-19	46.00	0	47.00	0	2.17
	Domestic Single Treatment Charge - Public Health Pests (eg. cockroaches and bed bugs - up to 3 visits)	DOGWD/8725n	VAT Inclusive	01-Apr-19	46.00	0	47.00	0	2.17
	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-19	92.00	0	94.00	0	2.17
Non-Public Health Insect Treatment (eg. wasps, ants, flies, carpet beetles and fleas)	Wasps/Fleas/Ants/Other - Single Visit Charge during working hours	DOGWD/8412n	VAT Inclusive	01-Apr-19	46.00	4,310	47.00	4,400	2.17
	Wasps/Fleas/Ants/Other - Each additional nest treated on same visit	DOGWD/8412n	VAT Inclusive	01-Apr-19	23.00	0	23.50	0	2.17
	Wasps/Fleas/Ants/Other - Out of hours - Single Visit Charge	DOGWD/8412n	VAT Inclusive	01-Apr-19	92.00	0	94.00	0	2.17
Pest Control Missed Appointments	Per missed appointment	DOGWD/8726n	VAT Inclusive	01-Apr-19	46.00	0	47.00	0	2.17
Dog Bins Emptying - Post Mounted - one collection per bin per week	Commercial - per bin per week	DOGWD/8596n	VAT Inclusive	01-Apr-19	8.50	0	8.70	0	2.35
	Parish Councils - per bin per week	DOGWD/8596n	VAT Inclusive	01-Apr-19	5.00	1,190	5.10	1,210	2.00

DOG WARDEN AND PEST CONTROL - DOGWD - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	%
Public Space Protection Orders - Dog Offences	Maximum full penalty - no discount allowed	DOGWD/8631z	Non Vatable	01-Apr-19	100.00	120	100.00	120	0.00

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	%
Boarding in Kennels Licence (Animal Welfare Regulations 2018)	Boarding in Kennels - Processing Application Fee	ENVHT/8674u	Non Vatable	01-Apr-19	234.00	340	239.00	350	2.14
	Boarding in Kennels - Compliance/Enforcement Fee	ENVHT/8674u	Non Vatable	01-Apr-19	110.00	160	113.00	160	2.73
	Boarding in Kennels - Variation Fee (with inspection)	ENVHT/8674u	Non Vatable	01-Apr-19	168.00	0	172.00	0	2.38
	Boarding in Kennels - Variation Fee (no inspection)	ENVHT/8674u	Non Vatable	01-Apr-19	76.00	0	78.00	0	2.63
Boarding in Catteries Licence (Animal Welfare Regulations 2018)	Boarding in Catteries - Processing Application Fee	ENVHT/8674u	Non Vatable	01-Apr-19	234.00	190	239.00	190	2.14
	Boarding in Catteries - Compliance/Enforcement Fee	ENVHT/8674u	Non Vatable	01-Apr-19	110.00	90	113.00	90	2.73
	Boarding in Catteries - Variation Fee (with inspection)	ENVHT/8674u	Non Vatable	01-Apr-19	168.00	0	172.00	0	2.38
	Boarding in Catteries - Variation Fee (no inspection)	ENVHT/8674u	Non Vatable	01-Apr-19	76.00	0	78.00	0	2.63

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	%
Home Boarding Licence (Animal Welfare Regulations 2018)	Home Boarding - Processing Application Fee	ENVHT/8776u	Non Vatable	01-Apr-19	203.00	720	208.00	740	2.46
	Home Boarding - Compliance/Enforcement Fee	ENVHT/8776u	Non Vatable	01-Apr-19	80.00	290	82.00	300	2.50
	Home Boarding - Variation Fee (with inspection)	ENVHT/8776u	Non Vatable	01-Apr-19	137.00	0	140.00	0	2.19
	Home Boarding - Variation Fee (no inspection)	ENVHT/8776u	Non Vatable	01-Apr-19	76.00	0	78.00	0	2.63
Day Care for Dogs Licence (Animal Welfare Regulations 2018)	Day Care for Dogs - Processing Application Fee	ENVHT/8776u	Non Vatable	01-Apr-19	203.00	330	208.00	340	2.46
	Day Care for Dogs - Compliance/Enforcement Fee	ENVHT/8776u	Non Vatable	01-Apr-19	80.00	130	82.00	130	2.50
	Day Care for Dogs - Variation Fee (with inspection)	ENVHT/8776u	Non Vatable	01-Apr-19	137.00	0	140.00	0	2.19
	Day Care for Dogs - Variation Fee (no inspection)	ENVHT/8776u	Non Vatable	01-Apr-19	76.00	0	78.00	0	2.63
Breeding of Dogs Licence (Animal Welfare Regulations 2018)	Breeding of Dogs - Processing Application Fee	ENVHT/8675u	Non Vatable	01-Apr-19	234.00	220	239.00	220	2.14
	Breeding of Dogs - Compliance/Enforcement Fee	ENVHT/8675u	Non Vatable	01-Apr-19	110.00	110	113.00	110	2.73
	Breeding of Dogs - Variation Fee (with inspection)	ENVHT/8675u	Non Vatable	01-Apr-19	168.00	0	172.00	0	2.38
	Breeding of Dogs - Variation Fee (no inspection)	ENVHT/8675u	Non Vatable	01-Apr-19	76.00	0	78.00	0	2.63
Selling Animals as Pets (Single Species) Licence (Animal Welfare Regulations 2018)	Selling Animals as Pets (Single Species) - Processing Application Fee	ENVHT/8676u	Non Vatable	01-Apr-19	180.00	0	184.00	0	2.22
	Selling Animals as Pets (Single Species) - Compliance/Enforcement Fee	ENVHT/8676u	Non Vatable	01-Apr-19	57.00	0	59.00	0	3.51
	Selling Animals as Pets (Single Species) - Variation Fee (with inspection)	ENVHT/8676u	Non Vatable	01-Apr-19	114.00	0	117.00	0	2.63
	Selling Animals as Pets (Single Species) - Variation Fee (no inspection)	ENVHT/8676u	Non Vatable	01-Apr-19	76.00	0	78.00	0	2.63

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	%
Selling Animals as Pets (Multiple Species) Licence (Animal Welfare Regulations 2018)	Selling Animals as Pets (Multiple Species) - Processing Application Fee	ENVHT/8676u	Non Vatable	01-Apr-19	257.00	180	263.00	180	2.33
	Selling Animals as Pets (Multiple Species) - Compliance/Enforcement Fee	ENVHT/8676u	Non Vatable	01-Apr-19	133.00	100	136.00	100	2.26
	Selling Animals as Pets (Multiple Species) - Variation Fee (with inspection)	ENVHT/8676u	Non Vatable	01-Apr-19	191.00	0	195.00	0	2.09
	Selling Animals as Pets (Multiple Species) - Variation Fee (no inspection)	ENVHT/8676u	Non Vatable	01-Apr-19	76.00	0	78.00	0	2.63
Hiring out Horses Licence (Animal Welfare Regulations 2018)	Hiring out Horses - Processing Application Fee	ENVHT/8677u	Non Vatable	01-Apr-19	291.00	100	297.00	100	2.06
	Hiring out Horses - Compliance/Enforcement Fee	ENVHT/8677u	Non Vatable	01-Apr-19	162.00	50	166.00	50	2.47
	Hiring out Horses - Variation Fee (with inspection)	ENVHT/8677u	Non Vatable	01-Apr-19	225.00	0	230.00	0	2.22
	Hiring out Horses - Variation Fee (no inspection)	ENVHT/8677u	Non Vatable	01-Apr-19	76.00	0	78.00	0	2.63
Exhibition of Animals Licence (Animal Welfare Regulations 2018)	Exhibition of Animals - Processing Application Fee	ENVHT/8676u	Non Vatable	01-Apr-19	234.00	0	239.00	0	2.14
	Exhibition of Animals - Compliance/Enforcement Fee	ENVHT/8676u	Non Vatable	No Charge	No Charge	0	No Charge	0	0.00
	Exhibition of Animals - Variation Fee (with inspection)	ENVHT/8676u	Non Vatable	01-Apr-19	168.00	0	172.00	0	2.38
	Exhibition of Animals - Variation Fee (no inspection)	ENVHT/8676u	Non Vatable	01-Apr-19	76.00	0	78.00	0	2.63
Additional Activity Licence Fee (Animal Welfare Regulations 2018)	Extra fee for each Additional Activity on a Multiple Activity Licence, where applicable	ENVHT/any of above as applicable	Non Vatable	01-Apr-19	31.00	0	32.00	0	3.23
Additional Host Inspection Fee (Animal Welfare Regulations 2018)	Extra fee for each Additional Host inspected for Franchise Licence applicants/holders	ENVHT/any of above as applicable	Non Vatable	01-Apr-19	46.00	0	47.00	0	2.17

ENVIRONMENTAL HEALTH - ENVHT					Ledger Code	VAT	Date of last change	Current Charge from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
								£	£	£	£	%
Re-score Inspection (Animal Welfare Regulations 2018)	Re-score Inspection, where requested	ENVHT/ any of above as applicable	Non Vatable	01-Apr-19	127.00	0	130.00	0	2.36			
Animal Welfare Licences - Others	Dangerous Wild Animals	ENVHT/ 8678u	Non Vatable	01-Apr-19	150.00	0	153.00	0	2.00			
	Annual Zoo compliance audit	ENVHT/ 8679u	Non Vatable	01-Apr-19	180.00	0	184.00	0	2.22			
	Zoo - 4 year renewal	ENVHT/ 8679u	Non Vatable	01-Apr-19	360.00	0	368.00	0	2.22			
For all Animal Welfare Licences - Vets fees charged at cost in addition to the fees shown above, where applicable												
Street Trading Licences	Street Trading Consent - Classes I, II & III per annum	ENVHT/ 8430u	Non Vatable	01-Apr-19	730.00	4,730	745.00	4,830	2.05			
	Street Trading Consent Class V per Event	ENVHT/ 8430u	Non Vatable	01-Apr-19	125.00	0	128.00	0	2.40			
	Street Trading Consent Class IV	-	-	No Charge	No Charge	0	No Charge	0	0.00			
Caravan Sites Licences	First time - new (based on 12 hours)	ENVHT/ 8684u	Non Vatable	01-Apr-19	475.00	0	485.00	0	2.11			
	Annual (based on 6 hours)	ENVHT/ 8684u	Non Vatable	01-Apr-19	240.00	480	245.00	490	2.08			
	Amendment of site (based on 6 hours)	ENVHT/ 8684u	Non Vatable	01-Apr-19	240.00	0	245.00	0	2.08			
	Transfer (based on 4 hours)	ENVHT/ 8684u	Non Vatable	01-Apr-19	160.00	0	164.00	0	2.50			
Houses of Multiple Occupation Licences **	HMO Licence Part 1 fee - Processing a licence application for either 2 years or 5 years	ENVHT/ 8685u	Non Vatable	01-Apr-19	790.00	790	806.00	810	2.03			
	HMO Licence Part 2 fee - Licence scheme running costs, including compliance monitoring	ENVHT/ 8685u	Non Vatable	01-Apr-19	440.00	0	449.00	0	2.05			
	Variation of an HMO Licence	ENVHT/ 8685u	Non Vatable	01-Apr-19	135.00	0	138.00	0	2.22			

**** 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	Date of last change	Current Charge from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	%
Registrations	Acupuncture	ENVHT/8680u	Non Vatable	01-Apr-19	170.00	170	174.00	170	2.35
	Ear Piercing	ENVHT/8681u	Non Vatable	01-Apr-19	170.00	0	174.00	0	2.35
	Tattooing	ENVHT/8682u	Non Vatable	01-Apr-19	170.00	170	174.00	170	2.35
	Electrolysis	ENVHT/8683u	Non Vatable	01-Apr-19	170.00	0	174.00	0	2.35
Private Water Supplies Risk Assessment and Sample Analysis	Risk Assessment	ENVHT/8417u	Non Vatable	01-Apr-19	Cost of officer time at £38.80 per hour	26,320	Cost of officer time at £39.60 per hour	26,860	2.06
	Other Investigations	ENVHT/8417u	Non Vatable	01-Apr-19	Cost of officer time at £38.80 per hour plus lab test fees		Cost of officer time at £39.60 per hour plus lab test fees		2.06
	Small Supplies (Regulation 10) Sample Analysis	ENVHT/8417u	Non Vatable	01-Apr-19	£77.60 plus lab test fees		£79.20 plus lab test fees		2.06
	Large Supplies (Regulation 9, Group A + B) Sample Analysis	ENVHT/8417u	Non Vatable	01-Apr-19	£77.60 plus lab test fees		£79.20 plus lab test fees		2.06
	Bacteriological Sample Analysis	ENVHT/8417u	Non Vatable	01-Apr-19	£38.80 plus lab test fees		£39.60 plus lab test fees		2.06
	Private Water Sample Re-test	ENVHT/8417u	Non Vatable	01-Apr-19	£77.60 plus lab test fees		£79.20 plus lab test fees		2.06
	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-19	At cost - recovered in full from the owner		0		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	Date of last change	Current Charge from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	%
Housing Enforcement Notice	Per notice	ENVHT/8689u	Non Vatable	01-Apr-19	575.00	0	587.00	0	2.09
Immigration Inspection	Per inspection (3 hours minimum with hourly charge thereafter)	ENVHT/8687n	VAT Inclusive	01-Apr-19	142.80 plus 47.60 per hour after 3 hours	0	145.80 plus 48.60 per hour after 3 hours	0	2.10
Removal of Unfit Food	Per removal	ENVHT/8519z	Non Vatable	01-Apr-19	At cost, recovered in full from food business operator	0	At cost, recovered in full from food business operator	0	N/a
Food Hygiene Rating Scheme Rescore Inspection	Per Inspection	ENVHT/8763z	Non Vatable	01-Apr-19	156.00	0	160.00	0	2.56
Exhumations Charges	Environmental Health Officer Attendance Fee (per hour)	ENVHT/8583z	Non Vatable	01-Apr-19	38.80	0	39.60	0	2.06
	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

ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	%
Littering	Maximum full penalty - no discount allowed	ENVHT/8629z	Non Vatable	08-Jun-18	150.00	100	150.00	100	0.00
Graffiti	Maximum full penalty	ENVHT/8638z	Non Vatable	25-May-17	80.00	0	80.00	0	0.00
Graffiti	Minimum discounted penalty	ENVHT/8638z	Non Vatable	25-May-17	50.00	0	50.00	0	0.00
Fly-posting	Maximum full penalty	ENVHT/8638z	Non Vatable	25-May-17	80.00	0	80.00	0	0.00
Fly-posting	Minimum discounted penalty	ENVHT/8638z	Non Vatable	25-May-17	50.00	0	50.00	0	0.00
Unauthorised distribution of free literature on designated land	Maximum full penalty	ENVHT/8638z	Non Vatable	25-May-17	80.00	0	80.00	0	0.00
Unauthorised distribution of free literature on designated land	Minimum discounted penalty	ENVHT/8638z	Non Vatable	25-May-17	50.00	0	50.00	0	0.00
Alarm noise: failure to nominate key-holder or to notify local authority of key-holder's details	Maximum full penalty	ENVHT/8634z	Non Vatable	25-May-17	80.00	0	80.00	0	0.00
Alarm noise: failure to nominate key-holder or to notify local authority of key-holder's details	Minimum discounted penalty	ENVHT/8634z	Non Vatable	25-May-17	50.00	0	50.00	0	0.00
Nuisance parking	Maximum full penalty	ENVHT/8635z	Non Vatable	25-May-17	100.00	0	100.00	0	0.00
Nuisance parking	Minimum discounted penalty	ENVHT/8635z	Non Vatable	25-May-17	60.00	0	60.00	0	0.00
Abandoning a vehicle	Maximum full penalty	ENVHT/8636z	Non Vatable	25-May-17	200.00	0	200.00	0	0.00
Abandoning a vehicle	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 from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	%
Fly-tipping	Maximum full penalty	ENVHT/8637z	Non Vatable	25-May-17	400.00	0	400.00	0	0.00
Fly-tipping	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25-May-17	120.00	40	120.00	40	0.00
Failure to produce a waste transfer note	Maximum full penalty	ENVHT/8637z	Non Vatable	25-May-17	300.00	0	300.00	0	0.00
Failure to produce a waste transfer note	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25-May-17	180.00	0	180.00	0	0.00
Domestic waste receptacle offences	Maximum full penalty	ENVHT/8637z	Non Vatable	25-May-17	80.00	0	80.00	0	0.00
Domestic waste receptacle offences	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25-May-17	40.00	0	40.00	0	0.00
Industrial and commercial waste receptacle offences	Maximum full penalty	ENVHT/8637z	Non Vatable	25-May-17	110.00	0	110.00	0	0.00
Industrial and commercial waste receptacle offences	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25-May-17	60.00	0	60.00	0	0.00
Noise exceeding permitted level - domestic premises	Maximum full penalty	ENVHT/8634z	Non Vatable	25-May-17	110.00	0	110.00	0	0.00
Noise exceeding permitted level - domestic premises	Minimum discounted penalty	ENVHT/8634z	Non Vatable	25-May-17	60.00	0	60.00	0	0.00
Noise exceeding permitted level - licensed premises	Maximum full penalty - no discount allowed	ENVHT/8634z	Non Vatable	25-May-17	500.00	0	500.00	0	0.00
Community Protection Notice breach	Maximum penalty - paid within 14 days	ENVHT/8789z	Non Vatable	25-May-17	100.00	0	100.00	0	0.00
Community Protection Notice breach	Minimum penalty - paid within 7 days	ENVHT/8789z	Non Vatable	25-May-17	75.00	0	75.00	0	0.00
Operating a vehicle engine when parked	Maximum penalty - not paid within 28 days	ENVHT/8635z	Non Vatable	25-May-17	40.00	0	40.00	0	0.00
Operating a vehicle engine when parked	Minimum penalty - paid within 28 days	ENVHT/8635z	Non Vatable	25-May-17	20.00	0	20.00	0	0.00

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

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

CONTAMINATED LAND - CLAND	Ledger Code	VAT	Date of last change	Current Charge from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
				£	£	£	£	%
Enquiry	CLAND/8623n	VAT Inclusive	01-Apr-19	80.60	0	82.30	0	2.11

IMPROVEMENT GRANTS - IMPGR	Ledger Code	VAT	Date of last change	Current Charge from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
				£	£	£	£	%
Administration Charges for Disabled Facilities Grants	IMPGR/8716m	Non Vatable	01-Apr-19	% of Total cost in line with current DFG policy	24,070	% of Total cost in line with current DFG policy	24,550	N/a
Administration Charges for Housing Improvement Grants	IMPGR/8717n	VAT Inclusive	01-Apr-19	5% of Total Cost + VAT	2,410	5% of Total Cost + VAT	2,410	N/a

HOUSING STRATEGY – HSTRA	Ledger Code	VAT	Date of last change	Current Charge from 1st April 2019	Budgeted Income Net of VAT for 2019/20	Proposed Charges from 1st April 2020	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
				£	£	£	£	%
Self Build and Custom House Build Registration Fee (annual charge)	HSTRA/8811z	Non Vatable	01-Apr-19	61.00	120	62.30	120	2.13

2019/20 Total Budgeted Income from Fees and Charges (including Stalls income)	278,280	
2019/20 Stalls Budgeted Income adjustment (No Stalls income budgeted for in 2020/21)	-8,990	
TOTAL BUDGETED INCOME FROM FEES AND CHARGES - 2019/20 TO 2020/21 COMPARISON	269,290	274,990
EXTRA BUDGETED INCOME GENERATED		5,700
		2.12%