

FEES AND CHARGES REPORT

APPENDIX 6 - ENVIRONMENT SERVICES

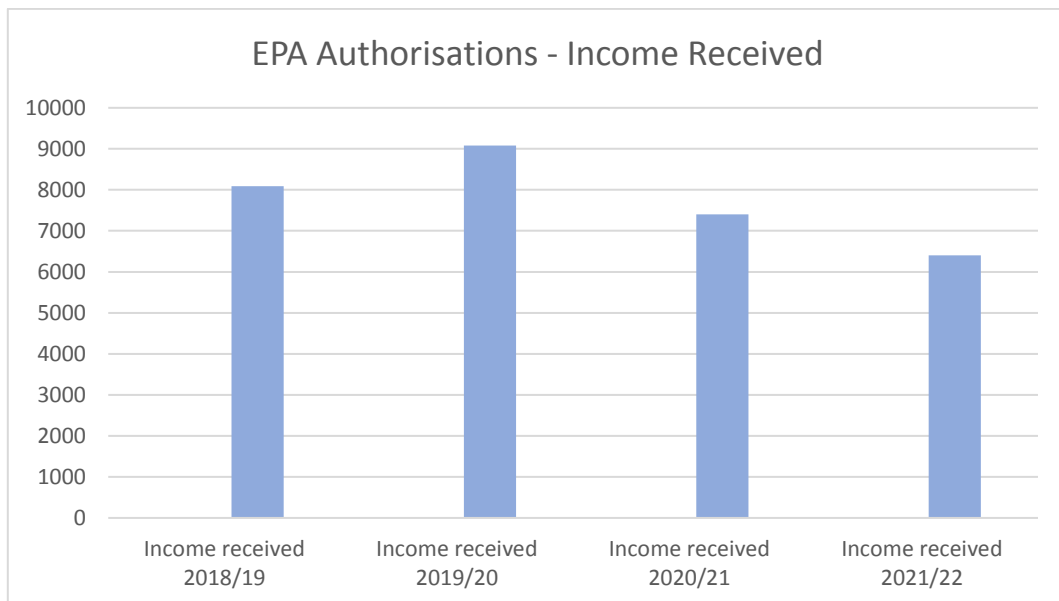
1. Service Description

The Environmental Regulatory Service has a number of Fees and Charges namely:

- **Statutory Fees**
 - Environmental Services – Part B installations & Mobile plant and solvent emission activities.
 - Environmental Services – Part A (2) installations & small waste incineration plant.
 - Private water Supply Work – all fees are set as a maximum charge.
 - Request for Information
- **Non Statutory Fees**
 - Health Certificate
 - Food Advisory service
 - Food Hygiene Re-inspection

2. Prior years analysis, current financial year projections

The graph below demonstrates the total income received by the service for Environmental Protection Act (EPA) Authorisations over the last 3 years and year to do as at mid July 2021.



Statutory Fees are set at a maximum and cannot be increased.

All works are charged the actual time taken up to the maximum cost that can be recovered. In the last 12 months, the maximum fee set by statute has been sufficient to cover costs.

Private Water Supply Work – This legislation does allow for total cost recovery, therefore the fees charged reflect the actual cost of providing this service.

Non-Statutory:

Non Statutory Income generated for 2020/2021 totalled £1,557 (including health certificates). Included within this area is the provision for food hygiene re-visits which were introduced in 2018/2019 and are proposed to continue into future years.

3. COVID impact

The Food and Health, and Safety work areas have been significantly impacted by the Covid situation. Food inspections have not taken place and as a result there has been no scope to offer re inspections that can be charged for. Alongside this the relevant officers have been focussed on Covid advice and enforcement, and not on specific food business work. Work is being undertaken to consider how this returns to normal, but is guided by the Government's position on Covid.

Other environmental type services have not stalled during this period and we continue to charge as usual for work relating to private water supplies and permitting.

4. Pricing

Statutory Fees

These charges are all set by DEFRA. The charges for 2022/2023 will be reviewed in February 2022 and the schedule of charges will be updated to reflect any changes.

All works undertaken are charged on a case-by-case basis, costed on the actual time taken up to a maximum charge that is set by statute. In the last 12 months the maximum fee set by statute has been sufficient to cover costs.

Non-statutory Fees

An inflationary increase of 3.9% has been applied for all non-statutory fees as appropriate, to bring into line with available benchmarking data.

5. Understanding Customers and Markets

The majority of fees and charges are statutory and set by the Government and therefore there is limited scope to reflect market conditions.

Where development takes place or industry grows, there is scope for the customer base to increase. Proactive work in regards to the identification of premises where fees may be charged is ongoing.

6. Proposed Charging

Statutory charges will be applied in accordance with legislation. Statutory charges are set by DEFRA and 2022/2023 rates are not released until February 2022. The fees and charges schedule will be updated to reflect any changes at that time.

Non-statutory amendments:

Non-statutory charges have been increased by between 3.9% where appropriate to reflect inflation, and to bring into line with benchmarking data.

New Fees

Public Health Exhumation (£1,000) – where an exhumation is required within the District, it is a requirement for an Environmental Health Officer to be present and oversee and advise on arrangements. This fee recovers the cost for the Council to do this. West Lindsey District Council has been required to carry out this duty three times in the past two years, and usually occurs where a family wish for a body to be moved to a different area. There has never been a set fee agreed previously, and this regularises that.

Additional inspections (outside routine plan) (£170) - Based on the re inspection fee, this reflects the potential for food businesses not falling within the scope of the Food Hygiene Rating Scheme to request a food hygiene inspection where this is outside the routine planned inspection programme

7. Impact on Medium Term Financial Plan (MTFP)

| | 2022/23 (£) | 2023/24 (£) | 2024/25 (£) | 2025/26 (£) | 2026/27 (£) |
|---|----------------|----------------|----------------|----------------|----------------|
| Current Budget in MTFP | (13,400) | (13,500) | (13,600) | (13,700) | (13,700) |
| Proposed Budget - EPA Authorisations | (6,500) | (6,500) | (6,500) | (6,500) | (6,500) |
| Proposed Budget - Food Safety Health Certificates | (700) | (700) | (700) | (700) | (700) |
| Proposed Budget - Food Safety Other Income | (6,300) | (6,400) | (6,500) | (6,600) | (6,600) |
| Impact on MTFP 2022/23 Pressure/ (Saving) | (100) | (100) | (100) | (100) | (100) |

8. Recommendation

Members are requested to recommend to Council the charges for 2022/2023 as set out in the schedule below.

Prosperous Communities Committee

Environment Services Local Air Pollution

All charges are set by DEFRA

| | 2021/22 | | Proposed Increase / (Decrease) | | 2022/23 | | VAT Amount | 2022/23 Charge Inc. VAT | VAT Rate |
|--|-----------|------|--------------------------------|---|-----------|-------|------------|-------------------------|----------|
| | £ | % | £ | £ | £ | £ | £ | £ | |
| Application Fee | | | | | | | | | |
| - Standard Process | £1,650.00 | 0.0% | £0.00 | | £1,650.00 | £0.00 | £1,650.00 | | OS |
| - Reduced fee activities | £155.00 | 0.0% | £0.00 | | £155.00 | £0.00 | £155.00 | | OS |
| PVR I and PVR II activities | £257.00 | 0.0% | £0.00 | | £257.00 | £0.00 | £257.00 | | OS |
| Vehicle refinishers & Parts 2, 3, 4 reduced fee activity | £362.00 | 0.0% | £0.00 | | £362.00 | £0.00 | £362.00 | | OS |
| - Mobile Screening and crushing plant | £1,650.00 | 0.0% | £0.00 | | £1,650.00 | £0.00 | £1,650.00 | | OS |
| - For the third to seventh applications | £985.00 | 0.0% | £0.00 | | £985.00 | £0.00 | £985.00 | | OS |
| - For the eighth and subsequent applications | £498.00 | 0.0% | £0.00 | | £498.00 | £0.00 | £498.00 | | OS |
| An additional charge of £297 applies to the above where the permit is for a combined part B and waste installation. | | | | | | | | | |
| Late Application Fee Schedule B reduce fee activity | £71.00 | 0.0% | £0.00 | | £71.00 | £0.00 | £71.00 | | OS |
| Late Application for other Part B activity or any other solvent emission | £1,188.00 | 0.0% | £0.00 | | £1,188.00 | £0.00 | £1,188.00 | | OS |
| Late Application for Mobile Plant | £1,188.00 | 0.0% | £0.00 | | £1,188.00 | £0.00 | £1,188.00 | | OS |
| Late Application Fee Schedule B Vehicle refinishers or any other Part B | £279.00 | 0.0% | £0.00 | | £279.00 | £0.00 | £279.00 | | OS |
| Annual Subsistence Fee -Standard Process | | | | | | | | | |
| Low | £772.00 | 0.0% | £0.00 | | £772.00 | £0.00 | £772.00 | | OS |
| Medium | £1,161.00 | 0.0% | £0.00 | | £1,161.00 | £0.00 | £1,161.00 | | OS |
| High | £1,747.00 | 0.0% | £0.00 | | £1,747.00 | £0.00 | £1,747.00 | | OS |
| An additional charge of £104 for Low, £156 for Medium and £207 for High applies to the above where the permit is for a combined part B and waste installation. | | | | | | | | | |
| - Reduced fee activities | | | | | | | | | |
| Low | £79.00 | 0.0% | £0.00 | | £79.00 | £0.00 | £79.00 | | OS |
| Medium | £158.00 | 0.0% | £0.00 | | £158.00 | £0.00 | £158.00 | | OS |
| High | £237.00 | 0.0% | £0.00 | | £237.00 | £0.00 | £237.00 | | OS |
| - PVR I & II Combined | | | | | | | | | |
| Low | £113.00 | 0.0% | £0.00 | | £113.00 | £0.00 | £113.00 | | OS |
| Medium | £226.00 | 0.0% | £0.00 | | £226.00 | £0.00 | £226.00 | | OS |
| High | £341.00 | 0.0% | £0.00 | | £341.00 | £0.00 | £341.00 | | OS |
| - Vehicle refinishers | | | | | | | | | |
| Low | £228.00 | 0.0% | £0.00 | | £228.00 | £0.00 | £228.00 | | OS |
| Medium | £365.00 | 0.0% | £0.00 | | £365.00 | £0.00 | £365.00 | | OS |
| High | £548.00 | 0.0% | £0.00 | | £548.00 | £0.00 | £548.00 | | OS |
| - Mobile Screening and crushing plant 1st to 2nd Permits | | | | | | | | | |
| Low | £626.00 | 0.0% | £0.00 | | £626.00 | £0.00 | £626.00 | | OS |
| Medium | £1,034.00 | 0.0% | £0.00 | | £1,034.00 | £0.00 | £1,034.00 | | OS |
| High | £1,551.00 | 0.0% | £0.00 | | £1,551.00 | £0.00 | £1,551.00 | | OS |
| - Mobile Screening and crushing plant 3rd to 7th Permits | | | | | | | | | |
| Low | £385.00 | 0.0% | £0.00 | | £385.00 | £0.00 | £385.00 | | OS |
| Medium | £617.00 | 0.0% | £0.00 | | £617.00 | £0.00 | £617.00 | | OS |
| High | £924.00 | 0.0% | £0.00 | | £924.00 | £0.00 | £924.00 | | OS |
| - Mobile Screening and crushing plant 8th and Subsequent permits | | | | | | | | | |
| Low | £198.00 | 0.0% | £0.00 | | £198.00 | £0.00 | £198.00 | | OS |
| Medium | £314.00 | 0.0% | £0.00 | | £314.00 | £0.00 | £314.00 | | OS |
| High | £473.00 | 0.0% | £0.00 | | £473.00 | £0.00 | £473.00 | | OS |

All charges are set by DEFRA

| 2021/22 | Proposed Increase / (Decrease) | | 2022/23 | VAT Amount | 2022/23 Charge Inc. VAT | VAT Rate |
|---------|-----------------------------------|---|---------|---------------|-------------------------------|----------|
| | £ | % | | | | |

Application Fee for Part A(2) Activity

| | | | | | | | | |
|---|--------|-----------|------|-------|-----------|-------|-----------|----|
| For Each Part A(2) | | £3,363.00 | 0.0% | £0.00 | £3,363.00 | £0.00 | £3,363.00 | OS |
| SWIP (Small Waste Incineration Plant Installation) | | £3,363.00 | 0.0% | £0.00 | £3,363.00 | £0.00 | £3,363.00 | OS |
| Mobile Small Waste Incineration Plant | | £3,363.00 | 0.0% | £0.00 | £3,363.00 | £0.00 | £3,363.00 | OS |
| Late Fee Application Part A(2) | | £1,188.00 | 0.0% | £0.00 | £1,188.00 | £0.00 | £1,188.00 | OS |
| Variation of Part A(2) Permit | | £1,368.00 | 0.0% | £0.00 | £1,368.00 | £0.00 | £1,368.00 | OS |
| Subsistence Charge for Part A(2) | Low | £1,343.00 | 0.0% | £0.00 | £1,343.00 | £0.00 | £1,343.00 | OS |
| | Medium | £1,507.00 | 0.0% | £0.00 | £1,507.00 | £0.00 | £1,507.00 | OS |
| | High | £2,230.00 | 0.0% | £0.00 | £2,230.00 | £0.00 | £2,230.00 | OS |
| Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £104 applies. | | | | | | | | |

Transfer and Surrender

| | | | | | | | | |
|--|------------------|-----------|------|-------|-----------|-------|-----------|----|
| Transfer Schedule B Part B Reduced Fee Activity | Total Transfer | £0.00 | 0.0% | £0.00 | £0.00 | £0.00 | £0.00 | OS |
| Transfer Schedule B Part B Reduced Fee Activity | Partial Transfer | £47.00 | 0.0% | £0.00 | £47.00 | £0.00 | £47.00 | OS |
| Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity | Total Transfer | £169.00 | 0.0% | £0.00 | £169.00 | £0.00 | £169.00 | OS |
| Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity | Partial Transfer | £497.00 | 0.0% | £0.00 | £497.00 | £0.00 | £497.00 | OS |
| Joint Application to Transfer Part B Mobile Plant | | £53.00 | 0.0% | £0.00 | £53.00 | £0.00 | £53.00 | OS |
| Surrender Part B Permit | | £0.00 | 0.0% | £0.00 | £0.00 | £0.00 | £0.00 | OS |
| Part A(2) Total Transfer | | £235.00 | 0.0% | £0.00 | £235.00 | £0.00 | £235.00 | OS |
| Part A(2) Partial Transfer | | £698.00 | 0.0% | £0.00 | £698.00 | £0.00 | £698.00 | OS |
| Part A(2) Surrender Permit | | £698.00 | 0.0% | £0.00 | £698.00 | £0.00 | £698.00 | OS |
| Part A (2) where the substantial change results in SWIP | | £3,363.00 | 0.0% | £0.00 | £3,363.00 | £0.00 | £3,363.00 | OS |

Substantial Change

| | | | | | | | | |
|---|--|-----------|------|-------|-----------|-------|-----------|----|
| Reduce Fee Activity | | £102.00 | 0.0% | £0.00 | £102.00 | £0.00 | £102.00 | OS |
| Other Part B or Solvent Emission Activity | | £1,050.00 | 0.0% | £0.00 | £1,050.00 | £0.00 | £1,050.00 | OS |
| - Standard process where the substantial change results in a new PPC activity | | £1,650.00 | 0.0% | £0.00 | £1,650.00 | £0.00 | £1,650.00 | OS |
| - New operator at low risk reduced fee | | £78.00 | 0.0% | £0.00 | £78.00 | £0.00 | £78.00 | OS |
| Subsistence charges can be paid in four equal instalments at an additional cost of £38 p.a. | | | | | | | | |
| Reduced Subsistence Charge | | £52.00 | 0.0% | £0.00 | £52.00 | £0.00 | £52.00 | OS |
| Late Fee Payment of Subsistence Fees | | £52.00 | 0.0% | £0.00 | £52.00 | £0.00 | £52.00 | OS |

| | | 2021/22 | | Proposed Increase / (Decrease) | | 2022/23 | | VAT Amount | 2022/23 Charge Inc. VAT | VAT Rate |
|---|--|-------------------------|------|--------------------------------|-------------------------|-------------------------|-----------|------------|-------------------------|----------|
| | | £ | % | £ | £ | £ | £ | £ | £ | |
| ** Statutory charges are set by DEFRA | | | | | | | | | | |
| **Request for Information / Document Disclosure where Charging is Permitted | Minimum per request plus cost of materials | £78.00 | 0.0% | £0.00 | £78.00 | £0.00 | £78.00 | OS | | |
| | Thereafter per hour | £46.00 | 0.0% | £0.00 | £46.00 | £0.00 | £46.00 | OS | | |
| Health Certificates | | £57.00 | 3.5% | £2.00 | £59.00 | £0.00 | £59.00 | OS | | |
| Food Premises Register | Per page | £3.00 | 0.0% | £0.00 | £3.00 | £0.00 | £3.00 | OS | | |
| SFBB Pack | (including diary) | £11.00 | 0.0% | £0.00 | £11.00 | £2.20 | £13.20 | S | | |
| Diary Refill | | £6.18 | 3.9% | £0.24 | £6.42 | £1.28 | £7.71 | S | | |
| Private Water Supply Work | Cost Recovery - Mileage (Per Mile) | £0.40 | 0.0% | £0.00 | £0.40 | £0.00 | £0.40 | OS | | |
| | Risk assessment - Maximum Hourly Charge | £43.58 | 7.1% | £3.10 | £46.68 | £0.00 | £46.68 | OS | | |
| | Sampling (each visit) - Maximum Hourly Charge | £43.58 | 7.1% | £3.10 | £46.68 | £0.00 | £46.68 | OS | | |
| | Investigation - Maximum Hourly Charge | £43.58 | 7.1% | £3.10 | £46.68 | £0.00 | £46.68 | OS | | |
| | Granting an authorisation (each authorisation) - Maximum Hourly Charge | £38.39 | 8.1% | £3.11 | £41.49 | £0.00 | £41.49 | OS | | |
| | Analysing a sample - | | | | | | | | | |
| | Full Laboratory Costs | as per laboratory costs | | | | as per laboratory costs | £0.00 | £0.00 | OS | |
| Full Courier Charges | as per laboratory costs | | | | as per laboratory costs | £0.00 | £0.00 | OS | | |
| Public Health Exhumation | | £0.00 | | | £1,000.00 | £0.00 | £1,000.00 | OS | | |
| Food Advisory | Charge for a visit (up to a maximum 2 hours contact time) | £138.00 | 3.6% | £5.00 | £143.00 | £28.60 | £171.60 | S | | |
| | Charge for additional hours | £44.00 | 4.5% | £2.00 | £46.00 | £9.20 | £55.20 | S | | |
| Food Hygiene Rating Scheme | Re-inspections | £170.00 | 4.1% | £7.00 | £177.00 | £0.00 | £177.00 | OS | | |
| | Additional inspections (outside routine plan) | £0.00 | | | £177.00 | £0.00 | £177.00 | OS | | |
| ** Health Act 2006 | Smoking in a smoke free place | £50.00 | 0.0% | £0.00 | £50.00 | £0.00 | £50.00 | OS | | |
| | Failure to display no smoking sign | £200.00 | 0.0% | £0.00 | £200.00 | £0.00 | £200.00 | OS | | |

* Private Water Supply Work 19/20 moved from a flat fee to a maximum hourly rate.