

# FEES AND CHARGES REPORT

## APPENDIX 6 - ENVIRONMENT SERVICES

### 1. Service Description

The Environmental Regulatory Service has several 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 table below demonstrates the Environmental Protection Act income received by the service over the last 3 years and the forecast for 2023/2024.

Income Achieved	2020/21 Actuals (£)	2021/22 Actuals (£)	2022/23 Actuals (£)	2023/24 Forecast (£)
Environmental Protection Act	(7,661)	(7,248)	(6,475)	(7,500)
<b>Total Income</b>	<b>(7,661)</b>	<b>(7,248)</b>	<b>(6,475)</b>	<b>(7,500)</b>
Budget	(7,400)	(6,500)	(7,500)	(7,500)
<b>Income Achieved (Above)/Below Budget</b>	<b>(261)</b>	<b>(748)</b>	<b>1,025</b>	<b>0</b>

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

All works are charged based on the actual officer 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 2022/2023 totalled £4,613 (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. Pricing**

### **Statutory Fees**

These charges are all set by the Department for Environment, Food and Rural Affairs (DEFRA). The charges for 2024/2025 will be reviewed in February 2024 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 6% has been applied for all non-statutory fees as appropriate, to bring into line with available benchmarking data.

## **4. Understanding Customers and Markets**

Most 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 regarding the identification of premises where fees may be charged is ongoing.

## **5. Proposed Charging**

Statutory charges will be applied in accordance with legislation. Statutory charges are set by DEFRA and 2024/2025 rates are not released until February 2024. 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 6% where appropriate to reflect inflation, and to bring into line with benchmarking data.

## 6. Impact on Medium Term Financial Plan (MTFP)

	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)	2028/29 (£)
Current Budget in MTFP	(14,800)	(14,900)	(14,900)	(14,900)	(14,900)
Proposed Budget - Environment Services	(14,800)	(14,900)	(14,900)	(14,900)	(14,900)
Impact on MTFP 2024/25 Pressure/ (Saving)	-	-	-	-	-

## 7. Recommendation

Members are requested to recommend to Council the charges for 2024/2025 as set out in the schedule below.

## Prosperous Communities Committee

## Environment Services Local Air Pollution

		2023/24	Proposed Increase / (Decrease)		2024/25	VAT Amount	2024/25 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
<b>All charges are set by DEFRA</b>								
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		£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

		2023/24		Proposed Increase / (Decrease)		2024/25		VAT Amount	2024/25 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	£	£	
<b>Application Fee for Part A(2) Activity</b>										
For Each Part A(2)		£3,363.00	0.0%	£0.00	£3,363.00	£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	£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	£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	£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	£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	£0.00	£1,343.00	OS
	Medium	£1,507.00	0.0%	£0.00	£1,507.00	£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	£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	£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	£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	£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	£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	£0.00	£53.00	OS
Surrender Part B Permit		£0.00	0.0%	£0.00	£0.00	£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	£0.00	£235.00	OS
Part A(2) Partial Transfer		£698.00	0.0%	£0.00	£698.00	£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	£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	£0.00	£3,363.00	OS
Substantial Change										
Reduce Fee Activity		£102.00	0.0%	£0.00	£102.00	£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	£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	£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	£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	£0.00	£52.00	OS
Late Fee Payment of Subsistence Fees		£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	£0.00	£52.00	OS

## Prosperous Communities Committee

## Environment Services Local Air Pollution

		2023/24	Proposed Increase / (Decrease)		2024/25	VAT Amount	2024/25 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
<b>** Statutory charges are set by DEFRA</b>								
**Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£78.00	6.4%	£5.00	£83.00	£0.00	£83.00	OS
	Thereafter per hour	£46.00	6.5%	£3.00	£49.00	£0.00	£49.00	OS
Health Certificates		£63.00	6.3%	£4.00	£67.00	£0.00	£67.00	OS
Food Premises Register	Per page	£3.00	0.0%	£0.00	£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)	£11.67	7.1%	£0.83	£12.50	£2.50	£15.00	S
Diary Refill		£6.67	12.4%	£0.83	£7.50	£1.50	£9.00	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	£46.68	24.1%	£11.23	£57.91	£0.00	£57.91	OS
	Sampling (each visit) - Maximum Hourly Charge	£46.68	24.1%	£11.23	£57.91	£0.00	£57.91	OS
	Investigation - Maximum Hourly Charge	£46.68	24.1%	£11.23	£57.91	£0.00	£57.91	OS
	Granting an authorisation (each authorisation) - Maximum Hourly Charge	£41.49	39.6%	£16.42	£57.91	£0.00	£57.91	OS
	Analysing a sample:-							
	Full Laboratory Costs	as per laboratory costs				as per laboratory costs	£0.00	£0.00
Full Courier Charges	as per laboratory costs				as per laboratory costs	£0.00	£0.00	OS
Public Health Exhumation		£1,060.00	6.0%	£64.00	£1,124.00	£0.00	£1,124.00	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)	£181.67	6.0%	£10.83	£192.50	£38.50	£231.00	S
	Charge for additional hours	£58.33	5.7%	£3.34	£61.67	£12.33	£74.00	S
Food Hygiene Rating Scheme	Re-inspections	£188.00	5.9%	£11.00	£199.00	£0.00	£199.00	OS
	Additional inspections (outside routine plan)	£188.00	5.9%	£11.00	£199.00	£0.00	£188.00	OS
** Health Act 2006	Smoking in a smoke free place	£100.00	6.0%	£6.00	£106.00	£0.00	£106.00	OS
	Failure to display no smoking sign	£100.00	6.0%	£6.00	£106.00	£0.00	£106.00	OS
Environment Act 2021	Penalty for emission of smoke in smoke control areas	£300.00						