

# FEES AND CHARGES REPORT

## APPENDIX 12 – STRATEGIC HOUSING

### 1. Service Description

#### Housing Enforcement Charges

The Housing Act makes provision for the Council to recover its costs when carrying out certain enforcement functions. This is generally in relation to the serving of notices and the carrying out of works in default. A more proactive approach to enforcement is resulting in more cases where charges can be applied, therefore there is more potential to recover certain costs.

The Council can also now issue Civil Penalties for certain housing offences and the income derived from these is ring fenced to resource further private sector housing work.

### 2. Prior years analysis, current financial year projections

The table below illustrates income achieved 2021/2022, 2022/2023 and 2023/2024. A forecast for 2024/2025 is provided.

Income achieved	2021/22 Actual (£)	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Forecast (£)
Enforcement Notices Income	(29,749)	(74,412)	(80,287)	(75,900)
Budget	(44,000)	(82,200)	(74,900)	(75,900)
Income Achieved (Above)/Below Budget	14,251	7,788	(5,387)	-

### 3. Pricing

Housing Enforcement Charges only represent a small element of the Housing and Communities Service.

The costing for each element has been calculated based on a proportionate hourly rate for staff time with absorption of overheads and additional costs.

### 4. Understanding Customers and Markets

The scope for increasing income within housing enforcement charges is limited. Charges can only be applied in set situations and our policy approach is to resolve

matters reasonably and cooperatively. Charges are only applied when formal notices are served which is usually only as a last resort measure.

## 5. Proposed Charging

It is proposed to apply inflation at 3.5% to the current years' fee, rounded to the nearest pound.

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

The income budgets have been increased by inflation at 3.5% for 2025/2026, and 2.5% pa from 2026/2027.

	2025/26 (£)	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)
Current Budget in MTFP	(51,700)	(52,700)	(53,700)	(54,800)	(54,800)
Proposed Budget - Housing Standards Fees & Charges	(11,400)	(11,700)	(12,000)	(12,300)	(12,600)
Proposed Budget - Housing Standards Other income	(41,100)	(42,100)	(43,200)	(44,300)	(45,400)
Impact on MTFP 2025/26 Pressure/ (Saving)	(800)	(1,100)	(1,500)	(1,800)	(3,200)

## 7. Recommendation

Members are requested to recommend to Council the charges for 2025/2026 as set out in the schedule below:

2024/25	Proposed Increase / (Decrease)		2025/26	VAT Amount	2025/26 Charge Inc. VAT	VAT Rate
	£	% Type or £				

Housing Enforcement Charges								
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£955.00	3.5%	£33.00	£988.00	£0.00	£988.00	OS
	Per additional unit	£59.00	3.4%	£2.00	£61.00	£0.00	£61.00	OS
	Maximum charge - n/a							
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£810.00	3.5%	£28.00	£838.00	£0.00	£838.00	OS
	Per additional unit	£59.00	3.4%	£2.00	£61.00	£0.00	£61.00	OS
	Maximum charge - n/a							
Hazard Awareness Notice		£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Improvement Notice		£421.00	3.6%	£15.00	£436.00	£0.00	£436.00	OS
Emergency Remedial Action Notice (plus work - see below)	Cost of works plus hourly rate of officer time			Cost of works plus officer time to execute and arrange				OS
	Officer time charged at £39 per hour							
Prohibition Order		£405.00	3.5%	£14.00	£419.00	£0.00	£419.00	OS
Emergency Prohibition Order		£421.00	3.6%	£15.00	£436.00	£0.00	£436.00	OS
Demolition Order		£421.00	3.6%	£15.00	£436.00	£0.00	£436.00	OS
Immigration Procedure Inspection	Per inspection	£84.17	3.0%	£2.50	£86.67	£17.33	£104.00	S
Mobile Homes Act 2013 – Compliance Notice	Hourly rate of relevant officers with on costs plus work in default costs of works							OS
Mobile Homes Act 2014 – Emergency Remedial Action Notice	Hourly rate of relevant officers with on costs plus work in default cost of works							OS
Penalty Charge Notice (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Up to £5,000							OS
Monetary penalty (Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014)	Up to £5,000							OS
Financial Penalty - Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020	up to £30,000							OS
Works In Default of any Legislation or Emergency Remedial Action *	Base charge							OS
Enforcement of the Domestic Minimum Level of Energy Efficiency (under the Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015, as amended)	up to £5,000							OS
Housing and Planning Act - Civil Penalties	up to £30,000							

\* Outside the scope of VAT unless the owner agrees in which case VAT is chargeable at the standard rate.