

FEES AND CHARGES REPORT

APPENDIX 13 – 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 for 2022/2023, 2023/2024, 2024/2025 and a forecast for 2025/2026.

Income achieved	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Actual (£)	2025/26 Forecast (£)
Enforcement Notices Income	(74,412)	(80,287)	(20,967)	(77,900)
Budget	(82,200)	(74,900)	(75,900)	(77,900)
Income Achieved (Above)/Below Budget	7,788	(5,387)	54,933	-

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 3.2% to the current years fee, rounded to the nearest pound.

6. Impact on Medium Term Financial Plan (MTFP)

The fees and charges income budgets have been increased by inflation at 3.2% for 2026/2027, and 2.5% pa from 2027/2028.

	2025/26 (£)	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)
Current Budget in MTFP	(53,800)	(55,200)	(56,600)	(58,000)	(58,000)
Proposed Budget - Housing Standards Fees & Charges	(54,000)	(55,400)	(56,800)	(58,200)	(59,600)
Impact on MTFP 2026/27 Pressure/ (Saving)	(200)	(200)	(200)	(200)	(1,600)

7. Recommendation

Members are requested to recommend to Council the charges for 2026/2027 as set out in the schedule below:

statutory/statutory range
non statutory

Prosperous Communities Committee

Strategic Housing

2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Housing Enforcement Charges

NON STAT		Up to 5 units / bedrooms	£988.00	3.2%	£32.00	£1,020.00	£0.00	£1,020.00	OS
NON STAT	Mandatory HMO Licence Application	Per additional unit	£61.00	3.3%	£2.00	£63.00	£0.00	£63.00	OS
		Maximum charge - n/a							
NON STAT		Up to 5 units / bedrooms	£838.00	3.2%	£27.00	£865.00	£0.00	£865.00	OS
NON STAT	Mandatory HMO Licence Renewal	Per additional unit	£61.00	3.3%	£2.00	£63.00	£0.00	£63.00	OS
		Maximum charge - n/a							
NON STAT	Hazard Awareness Notice		£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
NON STAT	Improvement Notice		£436.00	3.2%	£14.00	£450.00	£0.00	£450.00	OS
NON STAT	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
NON STAT		Officer time charged at £39 per hour							
NON STAT	Prohibition Order		£419.00	3.1%	£13.00	£432.00	£0.00	£432.00	OS
NON STAT	Emergency Prohibition Order		£436.00	3.2%	£14.00	£450.00	£0.00	£450.00	OS
NON STAT	Demolition Order		£436.00	3.2%	£14.00	£450.00	£0.00	£450.00	OS
NON STAT	Immigration Procedure Inspection	Per inspection	£86.67	2.7%	£2.33	£89.00	£17.80	£106.80	S
NON STAT	Mobile Homes Act 2013 – Compliance Notice	Hourly rate of relevant officers with on costs plus work in default costs of works							OS
NON STAT	Mobile Homes Act 2014 – Emergency Remedial Action Notice	Hourly rate of relevant officers with on costs plus work in default cost of works							OS
STAT	Penalty Charge Notice (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Up to £5,000							OS
STAT	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
NON STAT	Financial Penalty - Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020	up to £30,000							OS
NON STAT	Works In Default of any Legislation or Emergency Remedial Action *	Base charge							OS
NON STAT	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
NON STAT	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.

Prosperous Communities Committee					Mobile Homes				
NON STAT			2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
			£	% Type	or £	£	£	£	
	Mobile Homes Act 2013								
	Caravan Site - Fit & Proper Person	One-off license	£283.00	3.2%	£9.00	£292.00	£0.00	£292.00	OS
NON STAT	Issue of a New Licence		£373.00	3.2%	£12.00	£385.00	£0.00	£385.00	OS
NON STAT	Deposit of Site Rules		£37.00	2.7%	£1.00	£38.00	£0.00	£38.00	OS
NON STAT	Transfer and Alteration of a Licence		£124.00	3.2%	£4.00	£128.00	£0.00	£128.00	OS