

## **FEES AND CHARGES REPORT**

### **APPENDIX I - HOUSING AND COMMUNITIES**

#### **1. Description of Service**

Housing and Communities has a number of Fees and Charges namely;

- Housing Enforcement Charges
- Mobile Homes
- Selective Licensing

##### 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. Charges have been in place for this service for a number of years and it is now timely to review these.

##### Mobile Home Fees

Under the Mobile Homes Act the Council is able to charge for site inspections and licensing on an annual basis, as long as it has a charging policy in place.

This policy has been approved by Council and sets out the fees that are charged annually per site, fees for site inspections and fees for new licenses that are issued.

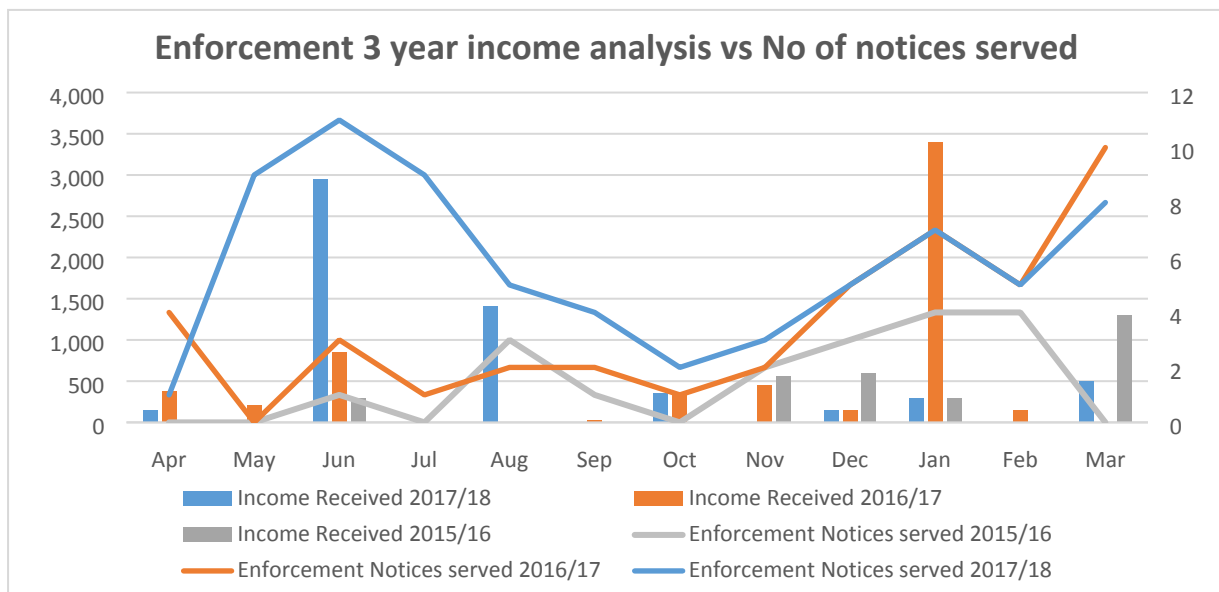
The Council can also charge for any enforcement work related to these sites and recover its costs accordingly.

##### Selective Licensing

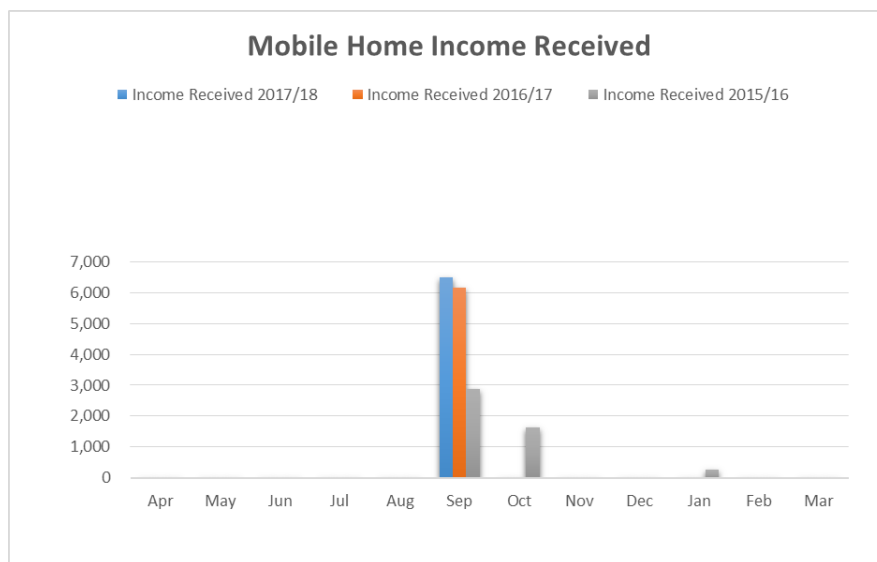
This is a new fee that the Council has introduced in 2016 for properties in the private rented sector that fall within the designated selective licensing area. This fee is set for a 5 year period at £375 and will not be changed for the duration of the scheme.

Any enforcement work related to selective licensing will be charged as per the housing enforcement charges schedule previously detailed.

## 2. Prior years analysis



Housing Enforcement Charges	Total	Budget	Under/(over)
Estimated Income 2017/18	5,800	0	(5,800)
Income Received 2016/17	5,968	0	(5,968)
Income Received 2015/16	3,066	0	(3,066)



Mobile Home Fees	Total	Budget	Under/(over)
Income Estimated 2017/18	6,483	6,300	(183)
Income Received 2016/17	6,152	6,300	148
Income Received 2015/16	4,683	7,200	2,517

### **3. Pricing**

Housing Enforcement Charges and Income from Mobile Homes 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**

#### Housing Enforcement Charges

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.

#### Mobile Home Fees

Any new sites that receive planning permission are added to the fees and charges schedule as per the planning application.

#### Selective Licensing

The legislation for selective licensing is very prescriptive in regards to fees and charges therefore the current scheme is in line with this. Should any other schemes be considered in the future the fees will be reviewed accordingly.

### **5. Proposed Charges**

#### Housing Enforcement Charges

It is proposed to freeze the standard enforcement fee within housing at £300 (increased from £150 to £300 in 2017-18). This fee reflects the average time taken by officers to investigate and deal with cases where notices are served and fees can be applied. This fee is also in line with other local authorities from Lincolnshire and the East Midlands as per a recent benchmarking exercise carried out within the service.

It is essential the Council recovers its costs in relation to this type of work, which is brought about in the main by landlords who do not meet their legal obligations under the Housing Act.

#### Mobile Home Fees

We recommend no increase in this area. The costs incurred are fully recovered and our fees are set in the upper quartile of our geographic neighbours.

## Selective Licensing

These fees are agreed and set for a 5 year period until 2021 in line with the legislation.

### **6. Recommendation**

Members are asked to approve charges for the next year as detailed below;

#### Housing Enforcement Charges:

Members are requested to recommend to Council the frozen fees for 2018/19.

#### Mobile Home Fees:

Members are requested to recommend to Council the maintained fees for 2018/19.

Prosperous Communities Committee				Mobile Homes - HR02			
2017/18				2018/19			
Proposed Increase				VAT Amount			
£				£			
% Type				or £			
2018/19				VAT Amount			
£				£			
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Prosperous Communities Committee				Strategic Housing				
2017/18	Proposed Increase			2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate	
£	% Type	or £		£	£	£		
Housing Enforcement Charges								
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£450.00			£450.00	£0.00	£450.00	OS
	Per additional unit	£10.00			£10.00	£0.00	£10.00	OS
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£450.00			£450.00	£0.00	£450.00	OS
	Per additional unit	£10.00			£10.00	£0.00	£10.00	OS
Improvement Notice	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
Emergency Remedial Action Notice (plus work - see below)	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
Prohibition Order	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
Emergency Prohibition Order	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
Demolition Order	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
Immigration Procedure Inspection	Per inspection	£65.00		£35.00	£100.00	£0.00	£100.00	OS
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 costs of works							OS
Penalty Charge Notice (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Up to £5,000							OS
Notice of Intent (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
Works In Default of any Legislation or Emergency Remedial Action	Base charge	Cost of work plus hourly rate of officer with on costs						OS
Selective Licensing	WLDC Scheme Fee	£375.00			£375.00	£0.00	£375.00	OS
	Co-Regulated Scheme (WLDC Fee)	£120.00			£120.00	£0.00	£120.00	OS
Housing and Planning Act - Civil Penalties	up to £30,000							