

FEES AND CHARGES REPORT

ENVIRONMENT SERVICES

1. Description of service

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

- **Statutory Fees**

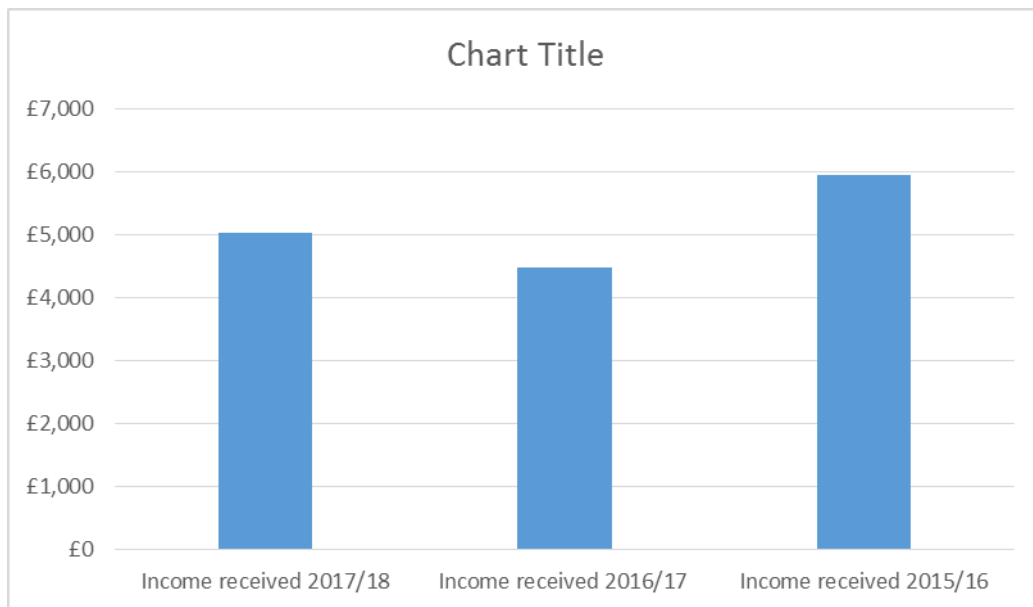
- Environmental Services – Part B installations & Mobile plant and solvent emission activities.
- Environmental Services – Part A(2) installations & small waste incineration plant.
- Private water Supply Work – all fees are set as a maximum charge.
- Request for Information

- **Non Statutory Fees**

- Health Certificate
- Food Advisory service

2. Prior years analysis, current financial year projections

The graph below demonstrates the total income received by the service for statutory fees over the last 3 years.



Environmental Services	Total	Budget	Under/(over)
Income received 2017/18	5,036	4,600	(436)
Income received 2016/17	4,484	10,800	6,316
Income received 2015/16	5,941	10,800	4,859

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

All works charged the actual time taken up to the maximum. In the last 12 months the maximum fee set by statute has been sufficient to cover costs.

Non Statutory:

Non Statutory Income generated for 2016/17 totalled £2,026 and was based on cost recovery.

3. Pricing

Statutory Fees

These charges are all set by DEFRA. The charges for 2018/19 will be set in January 2018 and the schedule of charges will be updated to reflect any changes. The current rates of fees are charges are those agreed for 2017-18 (information released August 17, later than normal due to general elections).

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, they have increased by 4.5% from the 2016-17 rates.

Non statutory Fees

Health Certificates – current service is proposing to round up to the nearest pound for 2018/19.

Food Advisory Service – this was a new service for 2017/18 to provide businesses with advice and support in order to ensure legal compliance. The rates have been increased to meet latest costs associated with the provision of service.

Food Hygiene Rating scheme – we have introduced the rate as advised for the re-inspection of food outlets at owners request in respect of food hygiene ratings. The rate has been set at full cost recovery and comes to £160 per visit. We will revisit in future to check the actual time spent in relation to our estimates used in establishing future rates.

The costing for all non statutory rates has been calculated based on a proportionate hourly rate for staff time with absorption of overheads and additional costs. The proposed price will give full cost recovery.

3. Understanding Customers and Markets

The majority of fees and charges are statutory and set by the Government.

With regard to the proposed new charge for advisory visits to businesses within the District. These visits will be to give businesses advice and support in order to ensure that their businesses comply with legal requirements. It is felt that this value adding service will enable businesses to attain a higher star rating.

4. Proposed Charges

Statutory charges will be applied in accordance with legislation, after a Defra consultation the fees have been increased by 4.5% in 2017/18, we are not anticipating an additional increase for 2018/19.

Non statutory amendments:

Health Certificate – Round up to £52.00 achieving full cost recovery

Request for Information – Rounded up to £72.00. This is in line with benchmarking information received from other local authorities.

Regulatory Advisory visits - These have been assessed and increased by £5 for the first two hours of service to a total of £130.00. The £130.00 covers officer time (including admin support and travel costs). The additional hours are charges at £42.00, this is for officer time and has been set at this level after benchmarking with other authorities charges. The additional hour fee now mirrors the rate for the additional hour for requests for information for consistency.

Health Act 2006 – Failure to display No Smoking signs £200

5. Recommendation

Members are requested to recommend to Council the charges for 2018/19 as set out below.

Prosperous Communities Committee		Environment Services - Part A (2) Installations & small waste incineration plant							
All charges are set by DEFRA		2017/18		Proposed Increase		2018/19		VAT	
		£	% Type	or £	£	£	£	£	VAT Rate
Application Fee									
- For the grant of a permit for an installation for each Part A(2) activity carried out				£3,363.00	£3,363.00	£0.00	£3,363.00		OS
- Fee payable for a small incineration plant at an installation				£3,363.00	£3,363.00	£0.00	£3,363.00		OS
- Application fee for mobile small waste incineration plant				£3,363.00	£3,363.00	£0.00	£3,363.00		OS
- Fee for a late application				£1,188.00	£1,188.00	£0.00	£1,188.00		OS
- Application fee for a variation of permit				£1,368.00	£1,368.00	£0.00	£1,368.00		OS
<i>If a change in operation of instalment which meets threshold specified in PartA(2) or change in the operation of a small waste incineration plant meets any of the threshold for a small waste</i>									
Transfer, Surrender of a permit from operator to another person									
- Total Transfer				£235.00	£235.00	£0.00	£235.00		OS
- Partial transfer				£698.00	£698.00	£0.00	£698.00		OS
- Total or partial surrender				£698.00	£698.00	£0.00	£698.00		OS
Subsistence charges - Authorised Part A(2) activity or small waste incineration plant									
Annual Subsistence Fee -Standard Process		Low		£1,343.00	£1,343.00	£0.00	£1,343.00		OS
		Medium		£1,507.00	£1,507.00	£0.00	£1,507.00		OS
		High		£2,230.00	£2,230.00	£0.00	£2,230.00		OS
Where the operator carries on an operation that falls within the reporting obligations of the EC Regulations, the sum of £103 will be charged to cover the authorities cost of collection									
Timing of Payments									
- If subsistence charges are paid in instalments there is an additional fee of				£38.00	£38.00	£0.00	£38.00		OS
- Reduced subsistence charges administrative fee of				£52.00	£52.00	£0.00	£52.00		OS

	2017/18		Proposed Increase		2018/19		VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
	£	% Type	or £		£	£	£	£	
All charges are set by DEFRA									
Application Fee									
- Standard Process	£1,579.00	4.50%			£1,650.00		£0.00	£1,650.00	OS
- Additional fee for operating without a permit	£1,137.00	4.50%			£1,188.00		£0.00	£1,188.00	OS
- I. Reduced fee activities	£148.00	4.50%			£155.00		£0.00	£155.00	OS
- Reduced fee activities: Additional Fee for operating without a permit	£68.00	4.50%			£71.00		£0.00	£71.00	OS
- II. PVR I and PVR II activities carried on at the same service station	£0.00	0.00%	£257.00		£257.00		£0.00	£257.00	OS
- III. Vehicle finishers(b) and part 2,3,4 reduced fee activity	£0.00	0.00%	£362.00		£362.00		£0.00	£362.00	OS
- IV. Mobile Screening and crushing plant	£1,579.00	4.50%			£1,650.00		£0.00	£1,650.00	OS
- For the third to seventh applications	£943.00	4.50%			£985.00		£0.00	£985.00	OS
- For the eighth and subsequent applications	£477.00	4.50%			£498.00		£0.00	£498.00	OS
- Additional fee for operating without a permit - Mobile Plant	£1,137.00	4.50%			£1,188.00		£0.00	£1,188.00	OS
<i>An additional charge of £279 applies to the fee payable at item III or item IV - Direction issued by EA Regulation 33</i>									
<i>Application for a transfer of a permit between plant user and operator £53, also applies to joint application is made either by different parties, to another authority or where evidence of previous</i>									
Annual Subsistence Fee -Standard Process	Low	£739.00	4.50%		£772.00		£0.00	£772.00	OS
	Medium	£1,111.00	4.50%		£1,161.00		£0.00	£1,161.00	OS
	High	£1,672.00	4.50%		£1,747.00		£0.00	£1,747.00	OS
<i>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.</i>									
- Reduced fee activities	Low	£76.00	4.50%		£79.00		£0.00	£79.00	OS
	Medium	£151.00	4.50%		£158.00		£0.00	£158.00	OS
	High	£227.00	4.50%		£237.00		£0.00	£237.00	OS
- PVR I & II Combined	Low	£108.00	4.50%		£113.00		£0.00	£113.00	OS
	Medium	£216.00	4.50%		£226.00		£0.00	£226.00	OS
	High	£326.00	4.50%		£341.00		£0.00	£341.00	OS
- Vehicle refinishers	Low	£218.00	4.50%		£228.00		£0.00	£228.00	OS
	Medium	£349.00	4.50%		£365.00		£0.00	£365.00	OS
	High	£524.00	4.50%		£548.00		£0.00	£548.00	OS
- Mobile Screening and crushing plant 1st to 2nd Permits	Low	£618.00		£8.00	£626.00		£0.00	£626.00	OS
	Medium	£989.00	4.50%		£1,034.00		£0.00	£1,034.00	OS
	High	£1,485.00		£66.00	£1,551.00		£0.00	£1,551.00	OS
- Mobile Screening and crushing plant 3rd to 7th Permits	Low	£368.00	4.50%		£385.00		£0.00	£385.00	OS
	Medium	£590.00	4.50%		£617.00		£0.00	£617.00	OS
	High	£884.00	4.50%		£924.00		£0.00	£924.00	OS
- Mobile Screening and crushing plant 8th and Subsequent permits	Low	£189.00	4.50%		£198.00		£0.00	£198.00	OS
	Medium	£302.00		£12.00	£314.00		£0.00	£314.00	OS
	High	£453.00	4.50%		£473.00		£0.00	£473.00	OS
<i>Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £104 applies.</i>									
Transfer and Surrender									
- Transfer	£162.00	4.50%			£169.00		£0.00	£169.00	OS
- Partial transfer	£476.00	4.50%			£497.00		£0.00	£497.00	OS
- New operator at low risk reduced fee	£75.00	4.50%			£78.00		£0.00	£78.00	OS
- Reduced fee activities: Partial transfer	£45.00	4.50%			£47.00		£0.00	£47.00	OS
Variation of Permit - Substantial Change									
- Standard Process	£1,005.00	4.50%			£1,050.00		£0.00	£1,050.00	OS
- Standard process where the substantial change results in a new PPC activity	£1,579.00	4.50%			£1,650.00		£0.00	£1,650.00	OS
- Reduced fee activities	£98.00	4.50%			£102.00		£0.00	£102.00	OS
<i>Subsistence charges can be paid in four equal instalments at an additional cost of £38 p.a.</i>									
<i>Reduced subsistence charge administrative fee of £52</i>									
<i>Late payment charge of £52 where payment of the subsistence charge. Or instalment of the subsistence charge is not received within 8 weeks beginning with the date of issue of the invoice</i>									

Prosperous Communities Committee

Environment Services - Health

		2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate	
		£	% Type	or £	£	£	£		
All charges are set by DEFRA									
Request for Information / Document	Minimum per request plus cost of materials	£71.54		£0.46	£72.00	£0.00	£72.00	OS	
Disclosure where Charging is Permitted	Thereafter per hour	£42.00		£0.00	£42.00	£0.00	£42.00	OS	
Health Certificates		£51.10		£0.90	£52.00	£0.00	£52.00	OS	
SFBB Pack	(including diary)	£10.00		£0.00	£10.00	£0.00	£10.00	OS	
Diary Refill		£6.00		£0.00	£6.00	£0.00	£6.00	OS	
Private Water Supply Work	Maximum charges								
		Risk assessment (each assessment)	£500.00		£0.00	£500.00	£0.00	£500.00	OS
		Sampling (each visit)	£100.00		£0.00	£100.00	£0.00	£100.00	OS
		Investigation (each investigation)	£100.00		£0.00	£100.00	£0.00	£100.00	OS
		Granting an authorisation (each authorisation)	£100.00		£0.00	£100.00	£0.00	£100.00	OS
		Analysing a sample:-							
		Taken under regulation 10 (domestic supplies)	£25.00		£0.00	£25.00	£0.00	£25.00	OS
		Taken during check monitoring (commercial supplies)	£100.00		£0.00	£100.00	£0.00	£100.00	OS
		Taken during audit monitoring (commercial supplies)	£500.00		£0.00	£500.00	£0.00	£500.00	OS
	Food Advisory	Charge for a visit (up to a maximum 2 hours)	£125.00		£5.00	£130.00	£0.00	£130.00	OS
	Charge for additional hours	£40.00		£2.00	£42.00	£0.00	£42.00	OS	
Food Hygiene Rating Scheme	Re-inspections	£160.00		£160.00	£160.00	£0.00	£160.00	OS	
Health Act 2006	Smoking in a smoke free place	£50.00		£0.00	£50.00	£0.00	£50.00	OS	
	Failure to display no smoking sign	£200.00		£0.00	£200.00	£0.00	£200.00	OS	