APPENDIX 8

FEES AND CHARGES REPORT

ENVIRONMENT SERVICES

1. Description of service

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

• Statutory Fees

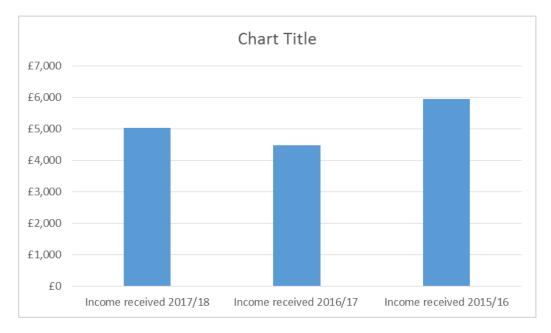
- Environmental Services Part B installations & Mobile plant and solvent emission activities.
- Environmental Services Part A(2) installations & small waste incineration plant.
- Private water Supply Work all fees are set as a maximum charge.
- Request for Information

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.

osperous Communities Committee				l			Part A (2) Inst cineration pla	
		2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
All charges are set by DEFRA]	£	% Type	or £	£	£	£	
Application Fee								
- For the grant of a permit for an instillation f	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				£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
If a change in operation of instalment which	meets threshold specified in PartA(2) or o	hange in the oper	ation of a smal	l waste inciner	ation plant me	ets any of the	threshold for a	small was
Transfer, Surrender of a permit from op	erator 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	n 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 t	hat falls within the reporting obligations of	the EC Regulatio	ns, the sum of	£103 will be ch	arged to cove	the authoritie	es cost of collect	ction
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

Interval Interval Notes Value	Prosperous Communities Committee					Environment Services - Part B installation mobile plant & solvent emission activitie					
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•				4.50%		£102.00	£0.00	£102.00	OS		
Reduced subsistence charge administrative fee of CEO	Subsistence charges can be paid in four eq	ual instalments at an additional cost of \mathfrak{L}	38 p.a.								
	Reduced subsistence charge administrative	fee of £52									

Prosperous Communities Committee		l			Environment Services - Health					
		2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate		
All charges are set by DEFRA		£	% Type	or £	£	£	£			
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	moroaxor por noai	£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		
	Maximum charges		1							
	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		
Private Water Supply Work	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		
				07.00						
Food Advisory	Charge for a visit (up to a maximum 2 hours	£125.00		£5.00	£130.00	£0.00	£130.00	OS		
Fred Uturing a Define Onterna	Charge for additional hours	£40.00		£2.00	£42.00	£0.00	£42.00	OS OS		
Food Hygiene Rating Scheme	Re-inspections	£160.00		£160.00	£160.00	£0.00	£160.00	05		
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		