

HOUSING AND ENVIRONMENTAL HEALTH SERVICE

SCHEDULE OF FEES AND CHARGES

2007/08 AND 2008/09

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PRIVATE SECTOR HOUSING

DESCRIPTION	2006/07 £	2007/08 £
APPLICATION FEE FOR A 5-YEAR LICENCE TO OPERATE A HOUSE IN MULTIPLE OCCUPATION (HMO)	513.00	534.55
HOUSING ACT 2004 STATUTORY NOTICES*	More details on request	More details on request

* Statutory notices served under the Housing Act 2004, from 1st April 2007, will attract a charge. This charge will be dependant on the costs incurred by the Council in enforcing any aspect of the Housing Act 2004 as regards the maintenance of private sector housing standards. More information on the charging structure is available on request from the Housing Strategy, Development and Renewal Team: Tel – 01462 474519.

ENVIRONMENTAL PROTECTION

LOCAL AUTHORITY INTEGRATED POLLUTION PREVENTION CONTROL (FEES SET NATIONALLY)

Type of charge	Type of process	2008/09 £
Application Fee	Standard process	1,514
	Additional fee for operating without a permit	1090
	Reduced fee activities (other than vehicle refinishers)	142
	PVR I & II	236
	Vehicle refinishers	332
	Reduced fee activities: Additional fee for operating without a permit	65
	Mobile screening and crushing plant	1514
	for the third to seventh applications	904
	for the eighth and subsequent applications	458
	Where an application for any of the above is for a combined Part B and waste application, add an extra £285 to the above amounts	
Annual Subsistence Charge	Standard process Low	766 (+ 95)*
	Standard process Medium	1120 (+ 143)*
	Standard process High	1641 (+ 190)*
	Reduced fee activities (other than vehicle refinishers)	161
	PVR I & II	224
	Vehicle refinishers	351
	Odourising of natural gas	369
	Mobile screening and crushing plant	965
	for the third to seventh authorisations	581
	for the eighth and subsequent authorisations	306
		* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation
	Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £95 to the above amounts	
Transfer and Surrender	Standard process transfer	155
	Standard process partial transfer	457
	Surrender: all Part B activities	0
	Reduced fee activities: transfer	0
	Reduced fee activities: partial transfer	43
Substantial change s10 and s11	Standard process	964
	Standard process where the substantial change results in a new PPC activity	1,514
	Reduced fee activities	94

Note

Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the Council will be increased by £35.

Reduced fee activities are:- Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW

FOOD SAFETY

DESCRIPTION	2007/08 £	2008/09 £
BASIC FOOD HYGIENE COURSE	55.00	57.50

PUBLIC HEALTH

DESCRIPTION	2007/08 £	2008/09 £
OPERATOR FOR EACH OF THE FOLLOWING: <ul style="list-style-type: none"> • SKIN PIERCING • EAR PIERCING • ELECTROSIS • ACUPUNCTURE • TATTOOING 	111.00	116.00
HEALTH CERTIFICATE	21.00	22.00
PRIVATE WATER SUPPLY SAMPLING AND ANALYSIS <ul style="list-style-type: none"> • MICROBIOLOGICAL ANALYSIS • MICROBIOLOGICAL AND CHEMICAL ANALYSIS 	50.00 70.00	* *

* A new sampling and charging regime is planned for introduction in 2008/9. A revised fee structure will be published when appropriate guidance is available to the Council.

ANIMAL WELFARE

STRAY DOG CHARGES

DESCRIPTION	2007/08 £	2008/09 £
STRAY DOG FINE (SET BY STATUTE)	25.00	25.00
1ST DAY KENNELING CHARGE AND ADMINISTRATION* (INCLUDING STRAY DOG FINE AND MICROCHIPPING)	41.80 (including micro chipping)	43.50 (including micro chipping)
ADDITIONAL DAILY KENNEL CHARGE*	10.50	11.00
MICRO CHIPPING	21.00	22.00

* these fees are scheduled for review early in 2008/9 and are likely to change

ANIMAL LICENSES

DESCRIPTION	2007/08 £	2008/09 £
PET SHOPS	157.00	163.50
DANGEROUS WILD ANIMALS (EXCLUDING VET FEES)	261.25 (plus vets fees)	272.00 (plus vets fees)
ZOO LICENSING		
• FOUR YEARLY	1465.00	1526.50
• TRANSFER	630.00	656.50
ANIMAL BOARDING ESTABLISHMENT (NUMBER OF ANIMALS)		
• 0 – 50	157.00	163.50
• 51 – 100	262.00	273.00
• 101 – 200	366.00	381.00
• 200 +	523.00	545.00
DOG BREEDING	108.00	112.50
RIDING ESTABLISHMENTS	366.00 + vets fees	381.00 + vets fees

LICENSING ACT 2003 FEES FOR 2008/09 (Statutory Fees)

Band	A	B	C	D	E
Non domestic rateable value	None To £4,300	£4,301 to £33,000	£33,001 to £87,000	£87,001 to £125,000	£125,001 Plus
Premises Licences*					
New application & variation	£100	£190	£315	£450	£635
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on these premises (Bands D & E only)	N/A	N/A	N/A	X2 (£900)	X3 (£1905)
Annual Charge**	£70	£180	£295	£320	£350
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on these premises (Bands D & E only)	N/A	N/A	N/A	X2 £640	X3 £1050
Club premises certificates					
New application and variation	£100	£190	£315	£450	£635
Annual charge	£70	£180	£295	£320	£350

* There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5,000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of the Licensing Act 2003 (Fees) Regulations 2005 for more information.

** Failure to pay Annual Fee by due date will incur a late payment charge of officers time (this excludes any recovery charge).

LICENSING ACT 2003 FEES FOR 2008/09 (CONT.)

Additional fees

Number in attendance at any one time	Additional Premises Licence fee	Additional annual fee payable if applicable
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£1,000
15,000 to 19,999	£4,000	£2,000
20,000 to 29,999	£8,000	£4,000
30,000 to 39,999	£16,000	£8,000
40,000 to 49,999	£24,000	£12,000
50,000 to 59,999	£32,000	£16,000
60,000 to 69,999	£40,000	£20,000
70,000 to 79,999	£48,000	£24,000
80,000 to 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

Other Fees

Application for the grant or renewal of a personal licence	£37.00
Temporary event notice	£21.00
Theft, loss, etc., of premises licence or summary	£10.50
Application for a provisional statement where premises being built etc	£315.00
Notification of change of name or address	£10.50
Application to vary licence to specify individual as premises supervisor	£23.00
Application for transfer of premises licence	£23.00
Interim authority notice following death etc. of licence holder	£23.00
Theft, loss of certificate or summary	£10.50
Notification of change of name or alteration of rules of club	£10.50
Change of relevant registered address of club	£10.50
Theft, loss etc. of temporary event notice	£10.50
Theft, loss etc. of personal licence	£10.50
Duty to notify change of name or address	£10.50
Right of freeholder etc. to be notified of licensing matters	£21.00
The provision of pre-application advice relating to large scale commercial events* : <ul style="list-style-type: none"> ▪ Licensing Authority ▪ Responsible Authority (Pollution Control) ▪ Responsible Authority (Public Safety) 	First 3 hours free of charge First 2 hours free of charge First 2 hours free of charge

* From 1st April 2007 the Authority will charge for provision of pre-application advice relating to commercial large scale open air events. More information on the charging structure is available on request from the Licensing and Enforcement Team: Tel – 01462 474478.

GAMBLING ACT 2005 FEES

DESCRIPTION	2007/08 £	2008/09 £
SMALL SOCIETY LOTTERY REGISTRATION		
• INITIAL REGISTRATION FEE (STATUTORY FEE)	35.00	40.00
• ANNUAL RENEWAL FEE (STATUTORY FEE)	17.50	20.00

PERMIT FEES FOR 2008/09 (statutory fee)

- Unlicensed Family Entertainment Centre Gaming Machine Permits (Schedule 10)
- Registration of small lotteries (Schedule 11)
- Club Gaming Permits (Schedule 12)
- Club Gaming Machine Permits (Schedule 12)
- Licensed Premises Gaming Machine Permits (Schedule 13)
- Prize Gaming Permits (Schedule 14)

Permission under Gambling Act 2005	Previous Permission	Application Fee £	Annual Fee £	Renewal Fee £	Transitional Application Fee £
FEC Gaming Machine Permit	S34 Permit for arcades	300.00	N/A	300.00	100.00
Registration of Small Society Lotteries	Society Lottery Registration	40.00	20.00	N/A	N/A
Club Gaming Permit	Part II Club Registration	200.00	50.00	200.00	100.00
Club Gaming Machine Permit	Part III Club Registration	200.00	50.00	200.00	100.00
Club Fast-Track for Gaming Permit or Gaming Machine Permit	Part II or III Club Registration	100.00	50.00	100.00	100.00
Alcohol Licensed Premises Gaming Machine Permits (automatic entitlement to 2 machines)	S34 Permit for alcohol licensed premises	50.00	N/A	N/A	N/A
Alcohol Licensed Premises Gaming Machine Permits (greater than 2 machines)	S34 Permit for alcohol licensed premises	150.00	50.00	N/A	100.00
Prize Gaming Permits	Permit for commercial provision of Amusements with prizes	300.00	N/A	300.00	100.00

GAMBLING ACT 2005 FEES (CONT.)

PERMIT FEES FOR 2008/09 (statutory fee)

- Unlicensed Family Entertainment Centre Gaming Machine Permits (Schedule 10)
- Registration of small lotteries (Schedule 11)
- Club Gaming Permits (Schedule 12)
- Club Gaming Machine Permits (Schedule 12)
- Licensed Premises Gaming Machine Permits (Schedule 13)
- Prize Gaming Permits (Schedule 14)

Miscellaneous	Change of Name	Copy of Permit	Variation	Transfer
	£	£	£	£
FEC Permits	25.00	15.00	N/A	N/A
Prize Gaming Permits	25.00	15.00	N/A	N/A
Alcohol Licensed Premises Gaming Machine Permits (automatic entitlement to 2 machines)	N/A	N/A	N/A	N/A
Alcohol Licensed Premises Gaming Machine Permits (greater than 2 machines)	25.00	15.00	100.00	25.00
Club Gaming Permits	N/A	15.00	100.00	N/A
Club Gaming Machine Permits	N/A	15.00	100.00	N/A

GAMBLING ACT 2005 FEES FOR 2008/09 (CONT.)

Premises Licence fees

Category of premises licence	Application fee for fast track advance application	Application fee for non-fast track advance application	Application fee in respect of provisional statement premises	Application fee in respect of other New Applications	First annual fee	Annual fee	Application to vary licence	Application to transfer	Application for reinstatement
Bingo premises licence	N/A	N/A	£2,345	£2,345	N/A	£470	£1,750	£290	£290
Adult gaming centre premises licence	N/A	N/A	£2,000	£2,000	N/A	£350	£1,000	£290	£290
Family entertainment centre premises licence	N/A	N/A	£2,000	£2,000	N/A	£360	£1,000	£290	£290
Betting premises (general) licence	N/A	N/A	£2,175	£2,175	N/A	£350	£1,500	£290	£290
Track premises licence	N/A	N/A	£2,300	£2,300	N/A	£545	£1,250	£290	£290

Duplicate licence fee £25.00)
 Change of circumstances fee £50.00) Statutory Fees

HACKNEY AND PRIVATE HIRE LICENSING FEES

DESCRIPTION	2007/08 £	2008/09 £
TAXI AND PRIVATE HIRE VEHICLE LICENCES		
Annual vehicle licence (for vehicles under five years old)	262.00	273.00
Six-month vehicle licence (only on HC over 5 years and under 7 years old, and on PH vehicles over 5 years old)	157.00	163.60
*Transfer of plate	52.50	54.70
*Transfer of vehicle ownership (payable by buyer)	157.00	163.60
PRIVATE HIRE OPERATORS (3 YEARS)	315.00	328.25
HACKNEY CARRIAGE DRIVERS LICENSES		
Driver licences (3 years)	157.00	163.60
Drivers licence (2 years)	105.00	109.40
Drivers licence (1year)	53.00	55.25
PRIVATE HIRE DRIVERS LICENSES		
Driver licences (3 years)	157.00	163.60
Drivers licence (2 years)	105.00	109.40
Drivers licence (1year)	53.00	55.25
Theory Knowledge Test – including an English Test (each attempt)	32.00	33.35
Failure to attend geography test	30.00	31.25
Refresher Theory Test	30.00	31.25
CRB Check (as specified by agency)	36.00	36.00
DVLA check (as specified by agency)	5.00	5.00
Medical examination	As charged by doctor	As charged by doctor
Replacement Mogo brackets	10.50	10.95
Replacement vehicle plates	32.00	33.35
Replacement drivers badges	21.00	21.90
Duplicate documents	16.00	16.70

These fees are scheduled for review early in 2008/9 and are likely to change

* Transfer fee will allow plate to end of existing expiry date, e.g. plate expires 31/3/08, transfer applied for 15/3/08, fee paid, plate issued 31/3/08. 1/4/08 renewal fee due for one year or six months dependant on age of vehicle.

NB: Pro rata refunds will only be given on the remainder of un-expired plates and only upon surrender of the said plate.

STREET TRADING FEES

DESCRIPTION	2007/08 £	2008/09 £
STREET TRADING Street Trading (fixed pitch)	21.00 per week or part or 262.00 per quarter payable in advance	22.00 per week or part or 273.00 per quarter payable in advance
Street Trading Consent (not fixed pitch)	6.00 per week or part or 68.00 per quarter payable in advance	6.25 per week or part or 71.00 per quarter payable in advance

MISCELLANEOUS LICENSING

DESCRIPTION	2007/08 £	2008/09 £
SEX ESTABLISHMENT LICENCE		
• ANNUAL/GRANT/RENEWAL	5250.00	5470.00
• TRANSFER	785.00	820.00
MOTOR SALVAGE OPERATOR (STATUTORY FEE)	100.00	100.00

ENFORCEMENT AND COMPLIANCE CHARGES

Legislation	Offence	Standard Penalty (14 days)	Reduced Penalty (if paid within 10 days)	Non-payment will result in prosecution and a criminal record (maximum fines do not include any associated court costs claimed back by the Council)
S6(1) Clean Neighbourhoods and Environment Act 2005	Nuisance Parking (repairs/exposing for sale)	£100	£60	£2,500
S2A(1) Refuse Disposal (Amenity) Act 1978	Abandoned Vehicle **	£200 (plus removal, storage and disposal costs)	£120 (plus removal, storage and disposal costs)	£2,500 or imprisonment up to 51 weeks or both
S88(1) Environmental Protection Act 1990	Littering	£75*	£50	£2,500
S94A(2) Environmental Protection 1990	Street Litter Control Notices and Litter Cleaning Notices	£100*	£60	£2,500
Schedule 3A, para 7(2) Environmental Protection 1990	Unauthorised distribution of literature on designated land	£75*	£50	£2,500
S43 Anti-social Behaviour Act 2003	Graffiti and Fly-posting	£75* (per sign)	£50 (per sign)	Unlimited
S59(2) Clean Neighbourhoods and Environment Act 2005	Offences under Dog Control Orders	£75*	£50	£1,000
The Dogs (Fouling of Land) Act 1996	Dog Fouling (where Dog Control Order does not exist)	£50	£50	£1,000
Environmental Protection Act 1990	Fly-Tipping	N/A	N/A	£50,000 or 3 months imprisonment, or both (prosecution is the preferred option, as it is not a low-level environmental crime)
S8 Noise Act 1996	Noise from dwellings	£100	£60	£1,000
S8 Noise Act 1996 (not in force yet)	Noise from licensed premises	£500	£500	£5,000
S7 Health Act 2006	Smoking in smoke-free premises	£50	£30	£200
S6 Health Act 2006	No signs smoke-free	£200	£150	£1,000

* Denotes government recommended fixed penalty Notice default rate

** Owners Request = Request to remove vehicle for scrap. For further information please contact 01462 474579

PROVISION OF INFORMATION

DESCRIPTION	2007/08 £	2008/09 £
ENVIRONMENTAL INFORMATION REQUEST Standard search for environmental data (check location, check file, check computer, check files of adjacent properties, draft letter, type letter, post letter)	63.00	65.50
Minimum charge - first two hours	63.00	65.50
Additional time - per block of 15 minutes	8.00	8.35
GIS SYSTEM SEARCH (when operational)	See above	See above
GIS SYSTEM SEARCH WITH STANDARD SEARCH	See above	See above

PROVISION OF DOCUMENTS

DESCRIPTION	2007/08 £	2008/09 £
List of authorised processes and other pollution registers	63.00	65.50
Soft copy of Food Premises Register	525.00	547.00
Health Certificates	21.00	21.90
Copies of documents and individual entries on other registers (where allowed by law) per single sheet of A4 paper	10.50	10.95

PRINTING PHOTOCOPYING & RESEARCH CHARGES

Licensing & Appeals Committee Decision Notice	Free of charge on the Web, if hard copy required see below – correspondence section
Copy of Premises Licence by applicant or agent	£10.95

A4 Size (1st A4 free) 2 – 6 copies	£5.45 then 52p per copy thereafter
A3 Size	£5.45 for 1st + £1.10 per copy thereafter
A2 Size	£8.70 for 1st + £2.20 per copy thereafter
A1 Size	£13.10 for 1st + £2.75 per copy thereafter
A0 Size	£16.35 for 1st + £2.75 per copy thereafter

Correspondence

A4 Size (1st A4 free) 2 – 6 copies	£5.45 then 52p per copy thereafter
Copy of Public Register	£163.50
Telephone request for research information which takes more than 15 minutes	£38.50
Invoice Charge	£16.40