


TO: THE MONITORING OFFICER  
(TOM CLARK, SOLICITOR TO THE COUNCIL)

RECORD OF ACTION TAKEN BY A CABINET MEMBER  
UNDER DELEGATED POWERS

<b>Subject: Environmental Health Fees and Charges for 2019-20</b>	
<b>Cabinet Member: Councillor Norman Webster, Cabinet Member for Community</b>	
<b>Has the Cabinet Member received a report prior to making the decision?</b>	<b>Yes</b>
<b>In the case of a key decision where the Cabinet Member has received a report, please state the date a copy of the report was made available to the Chair of the relevant Scrutiny Committee and placed in the public domain:</b>	<b>N/A</b>
<b>Record of decision taken: To approve the schedule of fees and charges for Environmental Health, effective from 1st April 2019</b>	
<b>Date of decision:</b> 21.02.19	
<b>Statement of reasons for making the decision:</b> To approve the schedule of fees and charges set in appendix 1 to the report, to take effect from the 1 <sup>st</sup> April 2019.	
<b>Alternative options considered and rejected:</b> None identified as the fees are set to cover the cost of providing the service in our 2019/20 budget.	
<b>Code of Conduct Interest of Cabinet Members? If yes, please advise on the nature and whether dispensation in place</b> None	
<b>Is the decision to be protected from call-in? (i.e if any delay would seriously prejudice the Council's or the public's interest) - see Scrutiny Procedure Rule 14 (M)</b>	<b>No</b>
<b>If so, please state:</b>	

Signed:  .....  
Cabinet Member

This record must be forwarded immediately to the Monitoring Officer (TC) and copied to the relevant Cabinet Member.

**For Monitoring Officer**

<b>Date of publication of Member Information Service Bulletin</b>	
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<b>Date of decision can be implemented (on the Thursday after publication of the Member Information Service Bulletin, unless already protected from call-in)</b>	
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## **PROPOSED FEES AND CHARGES IN ENVIRONMENT HEALTH 2019/20**

**REPORT OF:** Yvonne Leddy, Business Unit Leader – Environmental Health & Building Control  
Email: yvonneled@midsex.gov.uk Tel: 01444 477300

**Wards Affected:** All  
**Key Decision** No

### **Purpose of Report**

- 1 The purpose of this report is to propose the schedule of fees and charges for the environmental health services in 2019/20.

### **Recommendation**

- 2 It is recommended that the Cabinet Member for Community approve the schedule of fees and charges for 2019/20 as set out in Appendix 1
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### **Background**

- 3 The environmental health and licensing fees listed in Appendix 1 reflect the cost of providing the service. The fees have been reviewed and there is no proposal to increase them at this time.
- 4 The current licence fees for Private Hire and Hackney Carriage Drivers and Operators was agreed under delegated powers on the 26<sup>th</sup> January 2017 and these fees have been reviewed and remain unchanged for 2019/20

### **Policy Context**

- 5 Mid Sussex District Council's Environmental Health Section aim to provide effective and responsive services to protect the environment and our communities. This would not be possible if fees did not cover the costs of service provision.

### **Financial Implications**

- 6 The proposed fees will ensure income is in line with the agreed corporate budget.

### **Risk Management Implications**

- 7 None.

### **Equality and customer service implications**

- 8 Fees are set to cover the cost of providing the service. For Pest Control treatments the Council offers concessionary fees to all residents in receipt of a means tested benefit to make the service more accessible to those on low incomes.

### **Background Papers**

- 9 Environmental Health Fees 2019/20 contained in Appendix1.



**MID SUSSEX**  
DISTRICT COUNCIL

**Environmental Health - Licences and Registrations fees 2019/20**

Dangerous Wild Animals	£130+ VET FEES
House to House Collections )	Statute does not provide for fee
Street Collections )	to be charged
Public Lotteries Statutory fee	£40.00 1 <sup>st</sup> registration
	/£20 each year thereafter
Sex Establishments New Licence	£3689
Sex Establishments Renewal Licence	£2970
Scrap Metal Dealer	
• Site Licence New	£416
• Site licence renewal	£416
• Site Licence Variation	£83
• Collector's Licence	£260
• Collectors Licence renewal	£210
• Collector's Licence Variation	£63
• Lost paperwork	£15
Acupuncture, Tattooing, Ear Piercing and Electrolysis	
• Registering premises( one off fee)	£128
• Registering operator(one off fee)	£97
Street Trading Fees	
• Daily	£30
• 2/3 day event	£45
• Weekly	£80
• Monthly	£130
• Annually	£367
Voluntary Surrender of Unsound/Unsaleable Food	
Examination and Issue of Certificate	£82
Export Certificate: <i>(a fee will be agreed following discussions with the Food business operator and the Information regarding food products)</i>	Minimum £85
Immigration Inspection	£120
Stray Dog (statutory fee)	£25
Collection fee	£35
Drop off fee	£35
Kennelling Cost (per night)	£15
Microchipping	£10
Environmental Information Requests :	£50 for up to two hours and a further charge for additional hours.

### Licence fee for Park Homes

	A (2 – 5)	B (6 - 24)	C (25 - 99)	D (100+)	E Single unit sites/family sites
<b>New Application</b>	£138	£193	£226	£255	£138
<b>Annual Fee</b>	£110	£131	£162	£198	Exempt
<b>Transfer fee all bands (A to E)</b>	£60	£60	£60	£60	£60
<b>Amendment of Site Licence all Bands (A to E)</b>	£94	£94	£94	£94	£94
<b>Depositing of park rules all Bands (A to D)</b>	£72	£72	£72	£72	

### Licensing of Houses in Multiple Occupation (HMO's)

	Initial Fee	Renewal Fee
<b>Shared House</b>		
5 persons	£950	£750
6-10 persons	£960	£760
11-15 persons	£1020	£820
16 and over	£1200	£940
<b>Bedsit</b>		
up to 5 units	£1080	£830
6-10 units	£1200	£950
11 -15 units	£1320	£1070
16 - 20 units	£1440	£1190
21 - 30 units	£1,560	£1310
<b>Hostel</b>		
up to 20 residents	£780	£530
21-40	£1025	£725
41-60	£1250	£950
61- 80	£1625	£1125

**PEST CONTROL CHARGES FROM 1<sup>st</sup> APRIL 2019 FOR PESTS AFFECTING  
MID SUSSEX RESIDENTS HOMES/GARDENS**

<b>SERVICE</b>	<b>CHARGE (Inclusive of VAT at 20%)</b>	<b>CONCESSIONARY CHARGE (Inclusive of VAT at 20%)</b>
Rats	£45 per treatment (up to three visits) £15 per additional visit	£25 per treatment (up to three visits) £8 per additional visit
Mice	£45 per treatment (up to three visits) £15 per additional visit	£25 per treatment (up to three visits) £8 per additional visit
Squirrels	£90.00 for an initial survey, setting of traps & advice concerning proofing and one additional visit. £20.00 for each additional visit required	£50.00 for an initial survey, setting of traps & advice concerning proofing and one additional visit. £10.00 for each additional visit required
Wasps/Bees	£50.00 to treat the first 2 nests £20.00 for each additional nest	£25.00 to treat the first 2 nests £10.00 for each additional nest
Fleas	For up to 4 rooms £80.00 for the complete treatment Plus £20.00 for each additional room	For up to 4 rooms properties £40.00 for the complete treatment Plus £10.00 for each additional room
Bedbugs	£80.00 for up to 2 bedroom properties. Plus £20.00 for each additional room	£44.00 for up to 2 bedroom properties. Plus £10.00 for each additional room
Cockroaches	£110.00 for up to 2 bedroom properties. Plus £20.00 for each additional room	£60.00 for up to 2 bedroom properties. Plus £10.00 for each additional room
Stored food and textile pests <i>e.g. biscuit beetles, ants, flour moths, flies, carpet beetles &amp; clothes moths etc. (not cockroaches)</i>	£80.00 for up to 2 bedroom properties. Plus £20.00 for each additional room	£40.00 for up to 4 bedroom properties. Plus £10.00 for each additional room)
Visits to provide advice on other pest related problems e.g. snakes & foxes.	£30.00 per half hour visits	£15.00 per half hour visit
Insect Identification	£15.00 per specimen	£8.00 per specimen
<b>ABORTIVE CALL OUT CHARGE</b>	£20.00 call out charge where the visit is cancelled less than 24 hours in advance.	£10.00 call out charge where the visit is cancelled less than 24 hours in advance.

## HACKNEY CARRIAGE AND PRIVATE HIRE LICENCE FEES AND CHARGES 2019/20

### Hackney Carriage

	1 Year	3 Year
Hackney Carriage Vehicle - New / Renewal	£229	N/A
Hackney Carriage Vehicle Transfer	£25	N/A
Hackney Carriage Driver Licence	£86 – New	£182 – New £159 – Renewal
Replacement Paper Licence / Badge / Plate	£6	

### Private Hire

	1 Year	3 Year	5 Year
Private Hire Vehicle - New / Renewal	£194	/	/
Private Hire Vehicle Transfer	£25	/	/
Private Hire Driver Licence	£86 – New	£182 – New £159 – Renewal	/
Private Hire Operator Licence – 0-2 Vehicles	£157 New only	/	£394 – New £371 – Renewal
Private Hire Operator Licence – 3-30 Vehicles	£198 New only	/	£599 – New £576 – Renewal
Private Hire Operator Licence – 31 Plus Vehicles	£239 New only	/	£804 – New £781 – Renewal
Private Hire Operator – Upgrade to more vehicles	Discuss with Licensing Officer		
Private Hire Operator - Transfer of Premises / Proprietor	£25		
Replacement Paper Licence / Badge / Plate	£6		

### Refundable Plate Deposit

	Fee
Plate Deposit (All new vehicle licences)	£25

### Disclosure & Barring Service Check

	Fee to DBS	Administrative Fee	Total to Pay
First Time Applicant	£44	£71	£115
Renewal of DBS	£44	£31	£75

### VIP Plate Fittings

	Fee
Backing Platform	£6
Number Plate Bracket Kit	£8.50
Rigid Bridge Kit	£3.50

### Other

	Fee
DVLA Check	£5
Driver Knowledge Test	£30
English Language Test (Plus Administration Charge)	£32 + £20

**Licensing Fees for Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**

<b>Licence Type</b>	<b>Application Fee</b>	<b>Grant</b>	<b>Re Inspection</b>
<b>Boarding for Cats /Dogs – Kennels</b>	<b>£240</b>	<b>£168</b>	<b>£147</b>
<b>Boarding for Dogs – Home Boarding</b>	<b>£216</b>	<b>£132</b>	<b>£123</b>
<b>Boarding for Dogs – Day Care</b>	<b>£240</b>	<b>£168</b>	<b>£147</b>
<b>Breeding Dogs (ex Vet fee)</b>	<b>£216</b>	<b>£132</b>	<b>£123</b>
<b>Hiring out Horses (ex Vet fee)</b>	<b>£288</b>	<b>£204</b>	<b>£195</b>
<b>Selling Animals as Pets</b>	<b>£225</b>	<b>£153</b>	<b>£132</b>
<b>Exhibition of Animals</b>	<b>£216</b>	<b>£132</b>	<b>£123</b>