

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 form the 1<sup>st</sup> September 2019</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:</b> To approve the schedule of fees and charges for Environmental Health, effective from 1st September 2019	
<b>Date of decision:</b> 06.08.19.	
<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> September 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?</b> If yes, please advise on the nature and whether dispensation in place None	
<b>Is the decision to be protected from call-in?</b> (i.e if any delay would seriously prejudice the Council's or the public's interest) - see Scrutiny Procedure Rule 14 (M)	<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</b> (on the Thursday after publication of the Member Information Service Bulletin, unless already protected from call-in)	
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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: yvonneleddy@midsussex.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 environmental health services from the 1<sup>st</sup> September 2019.

### **Recommendation**

- 2 It is recommended that the Cabinet Member for Community approve the schedule of fees and charges from the 1<sup>st</sup> September 2019 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 services. The fees have been reviewed and require an inflation increase of 4% to reflect the cost and time spent to deliver the licences.
- 4 The Pest Control and dog control fees are fixed until the contract is renewed in May 2020.
- 5 The fees for Houses in Multiple Occupation where set in September 2019 following the introduction of new legislative requirements and will be reviewed on the anniversary of their implementation date (1st October 2019).
- 6 The Animal Welfare where set in September 2019 following the introduction of new legislative requirements. A further fee category will be added from the 1<sup>st</sup> September 2019 to include a variation fee which we require when businesses want to alter the licence. All of the animal welfare licence fees will be reviewed on the anniversary of their implementation date (1<sup>st</sup> October 2019).

### **Policy Context**

- 6 Environmental Health services 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**

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

### **Risk Management Implications**

- 8 None.

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

- 9 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**

- 10 Environmental Health Fees from the 1<sup>st</sup> September 2019 contained in Appendix1.



**MID SUSSEX**  
DISTRICT COUNCIL

### Environmental Health - Licences and Registrations

	Current fee	1 <sup>st</sup> September 2019
Dangerous Wild Animals	£130+ VET FEES	£135+ VET FEES
House to House Collections/ Street Collections)	Statute does not provide for fee to be charged	
Public Lotteries Statutory fee	£40.00 1 <sup>st</sup> registration/£20 each year thereafter	
Sex Establishments New Licence	£3689	£3836
Sex Establishments Renewal Licence	£2970	£3089
Scrap Metal Dealer		
• Site Licence New	£416	£433
• Site licence renewal	£416	£433
• Site Licence Variation	£83	£86
• Collector's Licence	£260	£270
• Collectors Licence renewal	£210	£218
• Collector's Licence Variation	£63	£65
• Lost paperwork	£15	£16
Acupuncture, Tattooing, Ear Piercing and Electrolysis		
• Registering premises(one off fee for life of the licence)	£132	£135
• Registering operator(one off fee)	£97	£100
Street Trading Fees		
• Daily	£30	£31
• 2/3 day event	£45	£47
• Weekly	£80	£84
• Monthly	£130	£135
• Annually	£367	£382
Voluntary Surrender of Unsound/Unsaleable Food/ Export Certificate	£82	£83
(A £20 charge will be applied for requests for amended paperwork by the Food Business)	£85	£86
Immigration Inspection	£120	£125
Stray Dog (statutory fee)	£25	£25
Collection fee	£35	£35
Drop off fee	£35	£35
Kennelling Cost (per night)	£15	£15
Microchipping	£10	£10
Environmental Information Requests :		£50 for up to two hours and a further charge for additional hours.

### Licence fee for Park Homes

	Current Fee A (2 - 5)	Fee 1 <sup>st</sup> Sept 2019 A (2-5)	Current Fee B (6 - 24)	Fee 1 <sup>st</sup> Sept 2019 B (6-25)	Current Fee C (25 - 99)	Fee 1 <sup>st</sup> Sept 2019 B (6-25)	Current Fee D (100+)	Fee 1 <sup>st</sup> Sept 2019 B (100 +)	Current Fee E Single unit sites/family sites	Fee 1 <sup>st</sup> Sept 2019 Single unit sites/family sites
New Application	£138	£144	£193	£200	£226	£235	£255	£265	£138	£144
Annual Fee	£110	£115	£131	£136	£162	£168	£198	£206	Exempt	
Transfer fee all bands (A to E)	£60	£63	£60	£63	£60	£63	£60	£63	£60	£63
Amendment of Site Licence all Bands (A to E)	£94	£98	£94	£98	£94	£98	£94	£98	£94	£98
Depositing of park rules all Bands (A to D)	£72	£75	£72	£75	£72	£75	£72	£75	Does not apply	Does not apply

### 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> SEPTEMBER 2019 FOR PESTS AFFECTING  
MID SUSSEX RESIDENTS HOMES/GARDENS**

<b>SERVICE</b>	<b>CHARGE</b> (Inclusive of VAT at 20%)	<b>CONCESSIONARY CHARGE</b> (Inclusive of VAT at 20%)
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.

**EXISTING :HACKNEY CARRIAGE AND PRIVATE HIRE LICENCE FEES AND CHARGES**

**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



**PROPOSED:****HACKNEY CARRIAGE AND PRIVATE HIRE LICENCE FEES AND CHARGES FROM THE 1<sup>ST</sup> SEPTEMBER 2019****Hackney Carriage**

	1 Year	3 Year
Hackney Carriage Vehicle - New / Renewal	£238	N/A
Hackney Carriage Vehicle Transfer	£26	N/A
Hackney Carriage Driver Licence	£90 – New	£190 – New £165– Renewal
Replacement Paper Licence / Badge / Plate	£7	

**Private Hire**

	1 Year	3 Year	5 Year
Private Hire Vehicle - New / Renewal	£202	/	/
Private Hire Vehicle Transfer	£26	/	/
Private Hire Driver Licence	£90 – New	£190 – New £165 – Renewal	/
Private Hire Operator Licence – 0-2 Vehicles	£163 New only	/	£410 – New £385 – Renewal
Private Hire Operator Licence – 3-30 Vehicles	£205 New only	/	£623 – New £600 – Renewal
Private Hire Operator Licence – 31 Plus Vehicles	£248 New only	/	£836 – New £812 – Renewal
Private Hire Operator – Upgrade to more vehicles	Discuss with Licensing Officer		
Private Hire Operator - Transfer of Premises / Proprietor	£26		
Replacement Paper Licence / Badge / Plate	£7		

**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	£7
Number Plate Bracket Kit	£9
Rigid Bridge Kit	£4

**Other**

	Fee
DVLA Check	£5
Driver Knowledge Test	£30
English Language Test (Plus Administration Charge)	£32 + £21

**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>
<b>Amendment to licence/paperwork which does not require a visit</b>	<b><u>Application to vary the existing licence</u></b>		
<b>Amendment to Licence requiring an officer to visit</b>	<b>£20</b>		
	<b>£37 per hour</b>		