

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

**RECORD OF ACTION TAKEN BY A CABINET MEMBER
UNDER DELEGATED POWERS**

Subject: Environmental Health Fees from the 1 st April 2022	
Cabinet Member: Councillor Norman Webster, Cabinet Member for Community	
Has the Cabinet Member received a report prior to making the decision?	Yes
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:	N/A
Record of decision taken: To approve the schedule of fees for environmental health services, effective from 1 st April 2022	
Date of decision: 21st January 2022	
Statement of reasons for making the decision: To ensure that fees continue to reflect the cost of providing these services.	
Alternative options considered and rejected: None. Charges must accurately reflect the cost of delivering environmental health services	
Code of Conduct Interest of Cabinet Members? If yes, please advise on the nature and whether dispensation in place. None	
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)	No
If so, please state:	



**Signed:
Cabinet Member**

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

For Monitoring Officer

Date of publication of Member Information Service Bulletin	26/1/2022
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Date of decision can be implemented (on the Thursday after publication of the Member Information Service Bulletin, unless already protected from call-in)	3/2/2022
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PROPOSED FEES AND CHARGES IN ENVIRONMENT HEALTH 2022/2023

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 1st April 2022.

Recommendation

- 2 It is recommended that the Cabinet Member for Community approve the schedule of fees and charges from the 1st April 2022 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 not been increased since September 2019 due to the impact of the pandemic. They have now been reviewed and require an inflation increase of 5% (using December CPI figure) to reflect the cost and time spent to deliver the licences.
- 4 The Pest Control and Dog Control fees are set and agreed under the terms of their contract awarded in May 2020 and June 2021, respectively.
- 5 Following new legislation in 2019 the existing fees for Houses in Multiple Occupation were set in September 2019 and it was agreed that they would be reviewed following full implementation of our new responsibilities, appendix 1 reflects the revised fees which considers the additional burden.
- 6 The current Hackney Carriage and Private Hire fees will be reviewed by the Licensing Committee in 2022/23.
- 7 New fees introduced in 2021/22 have not been increased but will be reviewed on the anniversary of their implementation date.

Policy Context

- 8 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

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

Risk Management Implications

- 10 None.

Equality and Customer Service Implications

- 11 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.

Sustainability Implications

- 12 None Identified.

Background Papers

- 13 Environmental Health Fees from the 1st April 2022 contained in Appendix 1.



Environmental Health - Licences and Registrations

	Current fee	1st April 2022
House to House Collections (Street Collections)	Statute does not provide for fee to be charged	
Public Lotteries Statutory fee	£40.00 1 st registration/£20 each year thereafter	
Sex Establishments New Licence	£3836	£4028
Sex Establishments Renewal Licence	£3089	£3243
Film Classification (fee set in November 2021)		
• Processing application fee set at £70		
• Review of film is set at £70 per hour of part thereof		
Scrap Metal Dealer		
• Site Licence New	£433	£455
• Site licence renewal	£433	£455
• Site Licence Variation	£86	£90
• Collector's Licence	£270	£284
• Collectors Licence renewal	£218	£229
• Collector's Licence Variation	£65	£68
Acupuncture, Tattooing, Ear Piercing and Electrolysis		
• Registering premises (one off fee for life of the licence)	£135	£142
• Registering operator (one off fee)	£100	£105
Street Trading Fees		
• Daily	£31	£33
• 2/3 day event	£47	£49
• Weekly	£84	£88
• Monthly	£135	£142
• Annually	£382	£401
Voluntary Surrender of Unsound/Unsaleable Food/	£83	£87
Export Certificate	£86	£90
<i>(A £20 charge will be applied for requests for amended paperwork by the Food Business)</i>		
Immigration Inspection	£125	£131
Stray Dog (statutory fee)		£25 plus VAT
Collection fee		£60 plus VAT
Drop off fee		£84 plus VAT
Kennelling Cost (per night)		£17 plus VAT
Microchipping		£10 plus VAT
Environmental Information Requests :	£50 for up to two hours and a further charge for additional hours.	
Reissue/update and validation to replace or update an existing licence/permit		£20

Licence fee for Park Homes

	Fee 1st Sept 2019 A (2-5)	Fee from the 1st April 2022 A (2-5)	Fee 1st Sept 2019 B (6-25)	Fee from the 1st April 2022 B (6-25)	Fee 1st Sept 2019 C (25-99)	Fee from the 1st April 2022	Fee 1st Sept 2019 D (100 +)	Fee from the 1st April 2022	Fee 1st Sept 2019 Single unit sites/family sites	Fee from the 1st April 2022 Single unit sites/family sites
New Application	£144	£151	£200	£210	£235	£247	£265	£278	£151	£151
Annual Fee	£115	£121	£136	£143	£168	£176	£206	£216	Exempt	Exempt
Transfer fee all bands	£63	£66	£63	£66	£63	£66	£63	£66	£63	£66
Amendment of Site Licence all Bands	£98	£103	£98	£103	£98	£103	£98	£103	£98	£103
Depositing of park rules all Bands (A to D)	£75	£75	£75	£75	£75	£75	£75	£75	Does not apply	Does not apply
Application for Fit and Proper Person Introduced in July 2021	Application Fee		£85.00							
	Annual Fee		£8.25							

Licensing of Houses in Multiple Occupation (HMO's)

	Fee September 2019 New application	Fee September 2019 Renewal Fee	Fee 1 st April 2022 New application	Fee 1 st April 2022 Renewal
Shared House				
5 persons	£950	£750	£1,040 (£698 pre-approval + £342 issue)	£826
6-10 persons	£960	£760	£1,051 (£709 pre-approval + £342 issue)	£837
11-15 persons	£1020	£820	£1,115 (£752 pre-approval + £363 issue)	£880
16 and over	£1200	£940	£1,296 (£848 pre-approval + £448 issue)	£1,008
Bedsit				
up to 5 units	£1080	£830	£1,190 (£784 pre-approval + £406 issue)	£1,019
6-10 units	£1200	£950	£1,328 (£891 pre-approval + £438 issue)	£1,051
11 -15 units	£1320	£1070	£1,435 (£944 pre-approval + £491 issue)	£1,157
16 - 20 units	£1440	£1190	£1,574 (£1,019 pre-approval + £555 issue)	£1,286
21 - 30 units	£1,560	£1310	£1,723 (£1,083 pre-approval + £641 issue)	£1,424
Hostel				
up to 20 residents	£780	£530	£869 (£592 pre-approval + £278 issue)	£592
21-40	£1025	£725	£1,125 (£720 pre-approval + £406 issue)	£784
41-60	£1250	£950	£1,435 (£912 pre-approval + £523 issue)	£1,061
61- 80	£1625	£1125	£1,766 (£1083 pre-approval + £683 issue)	£1,222

HACKNEY CARRIAGE AND PRIVATE HIRE LICENCE FEES AND CHARGES FROM THE 1ST 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)	£34.80 + £21

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

Licence Type	Application Fee	Grant	Re Inspection	1 st April 2022 Application fee	1 st April 2022 Grant Fee	1 st April 2022 Proposed re-inspection fee
Boarding for Cats /Dogs – Kennels	£240	£168	£147	£252	£176	£154
Boarding for Dogs – Home Boarding	£216	£132	£123	£227	£139	£129
Boarding for Dogs – Day Care	£240	£168	£147	£252	£176	£154
Breeding Dogs (ex Vet fee)	£216	£132	£123	£227	£139	£129
Hiring out Horses (ex Vet fee)	£288	£204	£195	£302	£214	£205
Selling Animals as Pets	£225	£153	£132	£236	£161	£139
Exhibition of Animals	£216	£132	£123	£227	£139	£129
Amendment to licence/paperwork which does not require a visit	<u>Application to vary the existing licence</u>					
Amendment to Licence requiring an officer to visit	£20 £37 per hour					

Dangerous and Wild Animal Licence Fee from 1st December 2021

	Part A Application Fee	Part B Grant Licence
Dangerous and Wild Animal Licence	£288	£204 plus vet fees.