

Meeting of:	<b>Shared Regulatory Services Joint Committee</b>
Date of Meeting:	<b>Wednesday, 13 December 2023</b>
Relevant Scrutiny Committee:	Homes and Safe Communities
Report Title:	Shared Regulatory Services Fees and Charges 2024-25
Purpose of Report:	To advise the Joint Committee of the proposed fees and charges for services delivered within the Shared Regulatory Service (SRS) for 2024-25
Report Owner:	Miles Punter - Director of Environment and Housing Services
Responsible Officer:	Helen Picton - Head of Shared Regulatory Services
Elected Member and Officer Consultation:	No Elected Members have been consulted. The following officers have been consulted:- <ul style="list-style-type: none"> <li>• Assistant Director, Cardiff Council,</li> <li>• Chief Officer Legal, Regulatory and Human Resources, Bridgend County Borough Council</li> </ul>
Policy Framework:	This is matter delegated to the Joint Committee
<p>Executive Summary:</p> <ul style="list-style-type: none"> <li>• The report sets out the proposed fees to be charged by SRS in the 2024-25 financial year, for a range of licensing and other services. The Joint Committee is asked to approve the recommendations made with respect to the setting of those fees for which it has responsibility.</li> <li>• For completeness, the accompanying schedule also sets out fees which SRS will be required to charge during the 2024-25 financial year but which are set by external bodies such as the Association of Port Health Authorities and the UK and Welsh Governments.</li> </ul>	

## Recommendations

1. The Joint Committee is asked to consider the SRS charging and fee proposals, as set out in this report, and agree to their implementation from 1st April 2024.

## Reasons for Recommendations

1. The report reviews fees and charges for 2024-25. Part One of the **Annex** to this report itemises those fees within the remit of the Joint Committee. In broad terms, this includes all fees *apart* from Alcohol, Gambling, and Taxi licensing, Additional Licensing Scheme charges for Houses in Multiple Occupation and consents issued under the Local Government Act 1982.

In addition to the above charges which are set locally, others (as set out in Part Two of the Annex) are set through voluntary regional or national arrangements, or reflect the statutory regimes set by Welsh and UK Governments.

## 1. Background

- 1.1 The fees and charges adopted by the Shared Regulatory Service in previous years have reflected a continual process of harmonisation in the licensing regimes operated across the three local authority areas.
- 1.2 Across all three partner authorities, 'income generation' has been identified as a core work stream in Corporate Planning processes and is recognised as a method of ensuring continuing provision of services in the face of budgetary pressures. The core business case for the SRS identifies the potential for increases in income to exploit new sources of revenue and increase the yield from existing sources.
- 1.3 This approach was endorsed by the Wales Audit Office in its 'Delivering with Less – Environmental Health Services' follow-up review reports for each of the three partner authorities. One of the auditors' proposals for improvement for delivery of services is that 'the Councils should investigate further possibilities for commercialisation and income generation....in order to provide financial capacity if funding reduces in the future'.
- 1.4 Regard must also be had for the impact of the continuing cost of living pressures on businesses as well as residents, when setting fees and charges in the 2024-25 financial year.
- 1.5 The fees and charges set out in the Annex to this report aim to strike a balance between these considerations, whilst at the same time ensuring that they are transparent, proportionate, and compliant with statutory legislation. It is proposed that the new fees take effect from 1st April 2024.

## **2. Key Issues for Consideration**

- 2.1** Where any fees charged result in a surplus, that surplus must be used to reduce the fees charged in the following year. It is possible to extend the reinvestment of the surplus over more than one year, but this will need careful consideration about whether contributors may leave the licensing system over that period and therefore lose out on the return.
- 2.2** Deficits can similarly be recovered, although where there is a significant deficit, councils may want to consider how recovery can be undertaken over more than one year so as not to financially harm otherwise viable businesses.
- 2.3** To ensure that fees remain reasonable and proportionate the SRS has established a regular review process and reports the findings to the Joint Committee in the form of this annual fees report. These annual reviews will allow for the fine tuning of fees and put in place steps to avoid either a surplus or deficit accumulating in future years.
- 2.4** As part of this annual fee setting process, reference is always made to the Consumer Prices Index (CPIH) for the previous August when setting the rate of increase, and this is consistent with a range of governmental fees and benefits. The CPIH for August 2023 was 6.3% (compared with a rate of 8.6% in August 2022), and this has been applied to the majority of the fees contained in Part One of the Fees and Charges Annex. The exceptions to this are set out in 2.5 and 2.6 below.

### **2.5 *Pest Control***

The Pest Control Service is delivered for the Vale of Glamorgan Council as an authority-specific function. Fees for the various treatments underwent a full review in 2019 to ensure that the Service was properly recovering its costs, and this exercise resulted in adjustments being made in respect of a number of indoor domestic treatments. The review process has recently been repeated, and while the proposal for 2024-25 is that the majority of fees are increased in line with the CPIH rate of inflation (as outlined in 2.4 above), it is proposed that treatments for bedbugs, cockroaches, wasps, fleas, flies and carpet beetles are increased by more than the rate of inflation, as of late, the Service hasn't been able to cover its costs on these services, owing to the time and resources required to provide effective treatment. The fees proposed for 2024-25 will address what has in effect been the subsidising of the above-named treatments by the Vale of Glamorgan Council, and would bring fees more in line with those charged by other Pest Control providers while still being competitively priced for residents and businesses.

### **2.6 *Animal related licensing***

A review of the fee structure for animal-related Licensing has also been carried out, again to ensure that the cost of issuing each licence is being recovered. It is proposed that all fees in this category are increased in line with inflation, other than the fees for

a dog breeding licence and also the licence fee for a pet vendor. The proposed increases are based on officer time in reviewing applications, undertaking the necessary inspections and reporting requirements together with any subsequent follow up visits to ensure license conditions are met prior to licences being issued.

- 2.7** During the course of the coming year, SRS will continue to explore additional areas where charges may be levied for the provision of services. In the case of charges based on officer time, a rate of £80 an hour, to include overheads, will be used.

### **3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?**

- 3.1** The Well-being of Future Generations Act requires the SRS to underpin decision making by contributing to the seven well-being goals of the Act, following the five ways of working, and consequently undertaking actions that will have a positive impact on people living in the future as well as those living today. Consequently, SRS seeks to work in the following ways:

- Looking to the long term
- Taking an integrated approach;
- Involving a diversity of the population in the decisions affecting them;
- Working with others in a collaborative way to find shared sustainable solutions
- Acting to prevent problems from occurring or getting worse.

- 3.2** The fundamental purpose of the SRS (here defined as trading standards, environmental health and licensing) is to protect residents, consumers, businesses and communities. The broad range of responsibilities can make it difficult to demonstrate succinctly their impact and value in terms of the wellbeing; the SRS Business Plans provide members with greater detail and articulate how those statutory responsibilities, and subsequent activities, contribute toward wellbeing across the region. This update report reflects some of the activities undertaken in recent months to promote the sustainable development principle.

### **4. Climate Change and Nature Implications**

- 4.1** One of the key strategic themes for the Shared Regulatory Service is *Protecting the Local Environment*.
- 4.2** The SRS Business Plan articulates the work carried out under this theme to deliver on the corporate priorities for the participant Councils, including their ambitions to minimise climate change and impacts on the natural environment.

**4.3** In this context, the Joint Committee is regularly updated on the contribution of the Shared Service to this agenda, for example through its work in the areas of animal health and welfare, air quality, contaminated land, energy efficiency in the private rented sector and investigating greenwashing claims or environmental fraud.

## **5. Resources and Legal Considerations**

### **Financial**

**5.1** For the 2024-25 financial year, it is proposed that the locally set fees and charges set out in Part One of the Annex to this report are adopted, these having been derived from the application of an 6.3% inflationary increase, in line with the CPIH of August 2023.

### **Employment**

**5.2** There are no immediate employment implications associated with this report.

### **Legal (Including Equalities)**

**5.3** There are no immediate legal implications associated with this report.

## **6. Background Papers**

Appendices:

- Annex: Schedule of proposed SRS fees and charges 2024-25

## SHARED REGULATORY SERVICES CHARGES 2024-25

## Part One – Fees set by the SRS Joint Committee

Animal Related licensing – Fees 2024-25

	Fee	Notes
Riding Establishments	<b>£341.00</b>	Plus full Veterinary costs.
Dangerous Wild Animals (2yr Licence)	<b>£492.00</b>	Inclusive of one Veterinary inspection, but any other Veterinary costs are payable in full.
Animal Boarding Establishment (including Day Care)	<b>£256.00</b>	Plus full Veterinary costs if incurred.
Animal Boarding Establishment (Home Boarding)	<b>£155.00</b>	Plus full Veterinary costs if incurred.
Dog Breeding Establishment	<b>£300</b>	Plus full Veterinary costs if incurred.
Pet Vendors	<b>£320</b>	Plus full Veterinary costs if incurred.
Performing Animals	<b>£133.00</b>	Plus full Veterinary costs if incurred
Zoo	<b>£1275.00</b>	Plus full Veterinary costs.

Dog Warden Services

	Fee 2024-25	Notes
Dog Collection Fee	<b>£54.00</b>	Plus any kennelling and veterinary charges incurred.

## PEST CONTROL – Vale of Glamorgan only

### Domestic Premises

	2023-24 Charges		Proposed 2024-25 Charges	
	Standard Charge	Benefit Recipients	Standard Charge	Benefit Recipients
Rats (Outside)	£62.00	£31.00	£66.00	£33.00
Rats/ Mice (Inside)	£62.00	£31.00	£66.00	£33.00
Bedbugs, Cockroaches	£67.00	£33.50	£100	£50
Rats ( 6 month Domestic Contract )	£135.00	N/A	£150	N/A
Rats ( 6 month contract as addition to initial treatment)	N/A	N/A	N/A	N/A
Wasps (Treatment & Removal of Nest)	£78.00	£39.00	£83.00	£41.50
Wasps (Treatment Only)	£56.00	£28.00	£75	£37.50
Other Nuisance Pests (Spray Treatment) Fleas, Flies (cluster flies), Carpet beetles etc.) Single Floor	£89.00	£44.50	£95.00	£47.50
Whole House (up to 3 bedrooms)	£117.00	£58.50	£150	£75
Whole House (4/5 bedrooms)	£156.00	£78.00	£190	£95
Whole House (6/7 bedrooms)	£191.00	£95.50	£220	£110
Whole House as above + (each additional 2 bedrooms)	£39.00	£19.50	£42.00	£21.00
Advice and installation of Flea Trap	£38.00	£19.00	£41.00	£20.50
Call out charge for aborted call	£33.00	£16.50	£35.00	£17.50

### Commercial Premises

Rats, Mice	2023-24 charges	2024-25 charges
(First hour/part thereof)	£67.00	£72.00
(Additional half hourly increments)	£35.00	£38.00
Contract Price (6 month minimum) per hour	£48.00	£51.00

\*A 25% reduction in commercial charges will be made for Registered Charities

\*Internal Recharges will apply for other Council Departments

## Requests for Information and Services

	<b>2024-25 Charges</b>	<b>Notes</b>
Request for information on Contaminated Land	<b>£30.00</b>	Plus hourly rate for complex, detailed requests large areas of land
Request for Petroleum file information	<b>£132.00 Commercial</b> <b>£92.00 non Commercial</b>	
Request for Noise Attenuation Tests (other than as part of a statutory nuisance investigation)	<b>£80 per hour</b>	Full costs based on officer time and overheads
Request from Solicitors or other bodies for information in the preparation of civil cases	<b>£80 per hour</b>	Full costs based on officer time and overheads
Request for the inspection of houses to ascertain accommodation suitability, fitness etc.	<b>£80 per hour</b>	Full costs based on officer time and overheads

Note: The Service also undertakes Works in Default for breach of section 80, noise abatement notices (e.g. deactivating property alarms and vehicle alarms). These charges vary according to circumstances.

## Primary Authority and Bespoke Business Advice

	<b>Charges 2024-25</b>	<b>Notes</b>
Primary Authority Partnerships – hourly rate	<b>£80 per hour</b>	Full costs based on hourly rate and overheads.
Bespoke business advice	<b>£80 per hour</b>	Full costs based on hourly rate and overheads.
Bespoke training for businesses / staff update sessions	<b>POA- cost dependant on nature of training and size of group</b>	

## Food Safety

	<b>Fee 2024-25</b>	
Issue of a Food Export Certificate (also known as a 'Health Certificate')	<b>£80.00</b>	For food businesses wishing to export foodstuffs

## Port Health - Freshwater Analysis

Type of sample	Analysis	Number of Sampling points	Sample Cost 2024-25	Labour Cost (per visit)* 2024-25
<b>Drinking Water</b>	Aerobic Colony Counts, E.coli & Coliforms	2	<b>£29.00</b>	<b>£80.00</b>
<b>Legionella</b>	Legionella sp	2	<b>£69.00</b>	<b>£80.00</b>
<b>Chemical analysis</b>	Various physio/chemical parameters	1	<b>£168.00</b>	<b>£80.00</b>

*\*Labour cost not applied if ship already being visited.  
Extra charges may be added for exceptional costs such as launch hire*

## Approval of venues for marriage and civil partnerships

	Fee 2024-25
Application fee for the approval of a venue for marriage and civil partnership	<b>£1255.00</b>

### **Scrap Metal Dealer Licensing**

	<b>Fees 2024-25</b>
Scrap Metal Dealer Site Licence	<b>£423.00</b>
Renewal of SMD Site Licence	<b>£323.00</b>
SMD Site Licence Variation	<b>£211.00</b>
Scrap Metal Dealer Collector Licence	<b>£211.00</b>
Renewal of SMD Collector Licence	<b>£190.00</b>
Scrap Metal Dealer Licence Variation	<b>£211.00</b>
Scrap Metal Dealer Copy Licence	<b>£18.00</b>

### **Housing Act 2004, Part 1 (Bridgend & Vale)**

	<b>Fee 2024-25</b>
Statutory HMO Licence Grant (5 year licence)	<b>£761.00</b>
Statutory HMO Licence renewal (5 year licence)	<b>£631.00</b>

### **Housing Act 2004, Section 49**

A local housing authority may make such reasonable charge as they consider appropriate as a means of recovering certain administrative and other expenses incurred by them in service of a range of Notices under the Act

	<b>Fee 2024-25</b>
Power to charge for certain enforcement action	<b>£182.00 plus any additional costs incurred in relation to reports required from specialist contractors as part of the decision to serve the notice</b>

**Mobile Home Parks - Charges for Site Licence and Enforcement – fees 2024-25**

	<b>Small Site (1-10 Homes)</b>	<b>Medium Site (11- 49)</b>	<b>Large Site (+50)</b>	<b>Fee per pitch inspection</b>	<b>Enforcement</b>
New Site	£733.00	£765.00	£810.00	£7.00	
Existing Site /Renewal	£620.00	£620.00	£620.00	£7.00	
Vary Licence Condition	£344.00	£344.00	£344.00		
Lodging Rules	£81.00	£81.00	£81.00		
Replacement licence	£8.00 plus postage	£8.00 plus postage	£8.00 plus postage		
Fixed penalty notice					£92.00
Compliance Notice					£185.00

**Radon Monitoring**

Carried out a rate of £25 per radon monitor, plus £80 an hour to cover officer time and overheads

**Soil Sampling**

<b>Analysis Details</b>	<b>Charge</b>
SRS can arrange to undertake soil samples to assess for the presence of any suspected contamination within soils. Charges would be dependant on the nature and extent of any suspected contamination and level of reporting required.	Officer time at £80 per hour plus chemical analysis costs from external laboratory, which would be agreed in advance of any work

## Part Two – Fees set externally

### WEIGHTS AND MEASURES FEES 2024-25 (Set by the Cymru Group Joint Notified Body)

Activity	Net Cost	Fee Subject to addition of VAT
<b>A. Measuring Instruments Directive</b>		
In order to reflect additional costs associated with examination, testing and documentation, and maintenance of MID notified body status, certain classes of instrument covered by MID should be subject to additional charges, as follows:		
<ul style="list-style-type: none"> <li>Automatic discontinuous totalisers, automatic rail weighbridges, automatic catchweighers, automatic gravimetric filling instruments and beltweighers</li> <li>Cold water meters</li> </ul>	<b>No extra charge</b>	Yes
<ul style="list-style-type: none"> <li>Measuring instruments for liquid fuel and lubricants</li> <li>Measuring instruments for liquid fuel delivered from road tankers</li> </ul>	<b>10% surcharge</b>	Yes
<ul style="list-style-type: none"> <li>Capacity serving measures</li> <li>Material measures of length</li> </ul>	<b>25% surcharge</b>	Yes
Note: Fees increase for initial MID conformity assessment, but not subsequent re-verification.		

Activity	Net Cost 2023-24	Fee Subject to addition of VAT
<b>B. Special Weighing and Measuring Equipment</b>		
<p>Examining, testing, certifying, stamping, authorising or reporting on special weighing or measuring equipment at the place where the service is provided. Such types of equipment, specifically excluded from tables (C) to (I) below, include: Automatic or totalising weighing machines</p> <ol style="list-style-type: none"> <li>Equipment designed to weigh loads in motion</li> <li>Bulk fuel measuring equipment tested following a Regulation 65 or 66 occurrence under the 1983 Regulations or Regulation 23 to 24 occurrence under the 1988 Regulations</li> <li>Weighing or measuring equipment tested by means of statistical sampling</li> <li>The establishment of calibration curves from templates</li> </ol>	<b>£ 111.51 per hour</b>	Yes, unless <ol style="list-style-type: none"> <li>Under the Measuring Instruments (EEC Requirements) Regulations 1988</li> <li>In pursuance of a Community obligation other than under (1)</li> </ol>

5. Templates graduated in millilitres		
6. Testing or other services in pursuance of a Community obligation other than EC initial or partial verification		
<b>C. Weights</b>		
Weights Full hourly rate for first hour thereafter £61.95 ph	<b>£111.51 per hour (N.B. discount)</b>	Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988
<b>D. Measures</b>		
Linear measures not exceeding 3m, for each scale	<b>£13.89 each</b>	Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988
Capacity measures, without divisions, not exceeding 1 litre	<b>£10.97 each</b>	Yes
Cubic ballast measures (other than brim measures)	<b>£245.54 each</b>	Yes
Liquid capacity measures for making up and checking AQ packages	<b>£38.82 each</b>	Yes
Templates		
Per scale - first item	<b>£67.48 each</b>	Yes
Second and subsequent items	<b>£25.53 each</b>	Yes
<b>E. Weighing Instruments</b>		
<b>Non-NAWI (Non-EC)</b>		
Not exceeding 1 tonne	<b>£88.14 each</b>	Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988
Exceeding 1 tonne to 10 tonne	<b>£142.78 each</b>	Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988
Exceeding 10 tonnes	<b>£298.18 each</b>	Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988
Certification of Weighbridge Operators	<b>£111.51 per hour</b>	No VAT. Minimum charge of half an hour.

<b>NAWI</b>		
Not exceeding 1 tonne	<b>£146.74 each</b>	Yes
Exceeding 1 tonne to 10 tonne	<b>£227.05 each</b>	Yes
Exceeding 10 tonnes	<b>£497.04 each</b>	Yes
When testing instruments incorporating remote display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be charged	<b>50% Surcharge</b>	Yes
Note: When supplying specialist equipment (including but not limited to weighbridge test unit, van and test weights, etc.) an additional fee may be charged hourly, daily or per appointment, according to circumstance		
<b>F. Measuring Instruments for Intoxicating Liquor</b>		
Not exceeding 150ml	<b>£24.19 each</b>	Yes
Other	<b>£27.95 each</b>	Yes
<b>G. Measuring Instruments for Liquid Fuel and Lubricants</b>		
Container type (not subdivided)	<b>£101.34 each</b>	Yes
Single/multi-outlets (nozzles) a) First nozzle tested, per site b) Each additional nozzle tested	<b>£165.29 each</b> <b>£111.70 each</b>	Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988
Testing of peripheral electronic equipment on a separate visit (per site)	<b>£ 111.51 per hour</b>	Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988
Testing of credit card acceptor (per unit, regardless of no. of slots/nozzles/pumps)	<b>£ 111.51 per hour</b>	Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988
<b>H. Road Tanker Fuel Measuring Equipment (Above 100 Litres)</b>		
Meter measuring systems		

Wet hose with two testing liquids	<b>£ 354.80 each</b>	Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988
Wet hose with three testing liquids	<b>£413.93 each</b>	Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988
Dry hose with two testing liquids	<b>£394.17 each</b>	Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988
Dry hose with three testing liquids	<b>£453.54 each</b>	Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988
Wet/dry hose with two testing liquids	<b>£551.89 each</b>	Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988
Wet/dry hose with three testing liquids	<b>£589.97 each</b>	Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988
<b>7. Certificate of errors</b>		
For supplying a certificate containing results of errors found on testing (certificate supplied upon request of the submitter; fee applies when no other fee is payable).	<b>£ 71.60 each</b>	Yes

Angling/Fishing Scales Calibrated in Metric Units (inclusive of VAT)	<b>£15.12</b>	Note: this is outside the JNB set of fees above
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## **Food Safety**

	<b>2024 – 25 charge</b>	
Request for re-rating inspection under the Wales Food Hygiene Rating Scheme	<b>£180.00</b>	Set by the Environmental Health Wales Group and is consistent across all Welsh authorities

## **Ship Sanitation Certificate Charges**

The cost of a Ship Sanitation Certificate depends on the vessel's gross tonnage:

<b>Gross Tonnage</b>	<b>2023-24 Charges</b>
Up to 1000	<b>£125.00</b>
Up to 1001 to 3000	<b>£170.00</b>
3,001 – 10,000	<b>£250.00</b>
10,001-20,000	<b>£325.00</b>
20,001-30,000	<b>£415.00</b>
Over 30,000	<b>£480.00</b>
Extension	<b>£95.00</b>

**With the exception of:**

Vessels with the capacity to carry between 50 and 1000 persons - £480  
Vessels with the capacity to carry more than 1000 persons - £820

Extra charges may be added for exceptional costs such as launch hire, length journeys to the port or laboratories, out of hour visits and samples taken

Extra charges, based on actual costs, may be added for exceptional costs such as launch hire, out-of-hours duty, travel and re-inspections of ships subject to control measures.

**\* Note – Ship sanitation certificate charges are set by the Association of Port Health Authorities.**

## **FEES TO UNDERTAKE PRIVATE WATER SAMPLES 2024-25**

*Prescribed by Schedule 6 of the Private Water (Wales) Regulations 2017*

### **RISK ASSESSMENT**

Risk assessment Fee

**£80 per hour up to a statutory maximum of**

- **£700 for commercial premises / public supply (regulation 9 supply)**
- **£300 for single domestic / rented accommodation (regulation 10 / 11 supply)**

### **SAMPLING**

Cost based on officer time and mileage

**£80 per hour, up to the statutory maximum of £100.00**

### **INVESTIGATION**

Cost based on officer time

**£80 per hour, up to the statutory maximum of £250.00**

### **GRANTING AN AUTHORISATION**

Cost based on officer time

**£80 per hour, up to the statutory maximum of £100.00**

### **ANALYSING A SAMPLE (excl Laboratory Costs\*)**

Taken under Regulation 10 and 11

**£25.00**

Taken during check monitoring

**£110.00**

Taken during audit monitoring

**£600.00**

**(\*PLEASE NOTE THAT THE ACTUAL COST CHARGED WILL BE SUBJECT TO ADDITIONAL COSTS DEPENDENT ON SUITE OF ANALYSIS REQUIRED.)**

## **Petroleum Storage Certificate Fees 2024-25**

*Storage under the Petroleum (Consolidation) Regulations 2014; fees prescribed by the Health and Safety and Nuclear (Fees) Regulations 2022*

<b>Duration of Certificate</b>	<b>Band 'A' : Petroleum Spirit not exceeding 2,500 litres</b>	<b>Band 'B' : Petrol exceeding 2,500 but not 50,000 litres</b>	<b>Band 'C' : Petrol exceeding 50,000 litres</b>
a) 1 Year Fee	<b>£46.00</b>	<b>£62.00</b>	<b>£131.00</b>
(b) 2 Year Fee	<b>£92.00</b>	<b>£124.00</b>	<b>£262.00</b>
(c) 3 Year Fee	<b>£138.00</b>	<b>£186.00</b>	<b>£393.00</b>
(d) 4 Year Fee	<b>£184.00</b>	<b>£248.00</b>	<b>£524.00</b>
(e) 5 Year Fee	<b>£230.00</b>	<b>£310.00</b>	<b>£655.00</b>
(f) 6 Year Fee	<b>£276.00</b>	<b>£372.00</b>	<b>£786.00</b>
(g) 7 Year Fee	<b>£322.00</b>	<b>£434.00</b>	<b>£917.00</b>
(h) 8 Year Fee	<b>£368.00</b>	<b>£496.00</b>	<b>£1048.00</b>
(i) 9 Year Fee	<b>£414.00</b>	<b>£558.00</b>	<b>£1179.00</b>
(j) 10 Year Fee	<b>£460.00</b>	<b>£620.00</b>	<b>£1310.00</b>

## **Fees payable in respect of applications for the granting and transfer of Explosives Licences**

*Prescribed by the Health and Safety and Nuclear (Fees) Regulations 2022*

<b>Type of application</b>	<b>Duration</b>	<b>Fee 2024-25</b>
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed	1 year	£193
	2 years	£253
	3 years	£317
	4 years	£390
	5 years	£441
Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	1 year	£90
	2 years	£153
	3 years	£215
	4 years	£277
	5 years	£340
Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	1 year	£113
	2 years	£147
	3 years	£181
	4 years	£215
	5 years	£248
Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	1 year	£56
	2 years	£90
	3 years	£125
	4 years	£158
	5 years	£193

### **Fees payable in respect of variation to Explosives Licences**

<b>Variation</b>	<b>Fee 2024-25</b>
Varying the name of licensee or address of site	£38
Any other kind of variation	Reasonable cost to the licensing authority of having the work carried out
Transfer of licence	£38
Replacement of licence if lost	£38

### **Licence to sell fireworks all year round**

*Prescribed by the Fireworks Regulations 2004*

	<b>2024 – 25 charge</b>
Licence to sell fireworks all year round*	<b>£500</b>

\*All year round licence to sell isn't required if sales of fireworks are restricted to one of more of the following - Chinese New Year and three days prior, Diwali and three days prior, between 15 October and 10 November; and between 26 to 31 December (New Year).

## Environmental Permitting Charges

### Section 1: LAPPC (Part B) charges

Type of charge	Type of Activity	2023-24 Fee
Application Fee	<b>Standard Activity</b>	<b>£1629</b>
	<b>Mobile plant</b>	
	First & second applications	<b>£1629</b>
	Third to seventh applications	<b>£972</b>
	Eighth and subsequent applications	<b>£492</b>
	Mobile plant falling within Annex 1 of fees and charges scheme	<b>£355</b>
	<b>Combined Part B and waste application for any of above</b>	<b>Add £274 to above amounts</b>
	<b>Reduced fee activities</b>	
	Vehicle refinishers	<b>£355</b>
	Any Annex 1 reduced fee activity (from 1 <sup>st</sup> October 2015)- any applications received prior to this date which fall in this category will be charged the standard Part B fee)	<b>£355</b>
	PVR I & II combined	<b>£252</b>
	Dry cleaning, small waste oil burners & dry cleaners	<b>£152</b>

Type of charge	2023-24 Fee			
<b>Annual Subsistence Charge</b>	<b>Standard Activity</b>	<b>Low</b>	<b>Med</b>	<b>High</b>
	Combined Part B and waste installation add	£762	£1145	£1723
		£102	£153	£203
	<b>Reduced fee activities</b>			
	Annex1 activities	£223	£359	£542
	Vehicle Refinishers	£223	£359	£542
	<i>Dry Cleaning, PVRI</i>	£76	£155	£232
	<b>PVR I &amp; II</b>	£111	£222	£333
	<b>Mobile Plant</b>			
	First & second permits	£637	£1020	£1530
	Third to seventh permits	£381	£610	£914
	Eighth & subsequent permits	£195	£311	£467
	<b>Part B installation subject to reporting under e-PRTR</b>	<b>Add £102 to risk assessed fee</b>		
	Late Payment fee	<b>£51</b>		

Type of charge		2023-24 Fee
<b>Transfer &amp; Surrender</b>	Standard activity transfer	<b>£167</b>
	Standard activity partial transfer (for annex 1 activities, this charge applies up to 1 <sup>st</sup> October 2015)	<b>£491</b>
	Reduced fee activity transfer	<b>£0</b>
	Reduced fee activity partial transfer (for annex 1 activities, this charge applies from 1 <sup>st</sup> October 2015)	<b>£46</b>
	Surrender: all Part B activities	<b>£0</b>
<b>Substantial Change</b>	Standard activity	<b>£1037</b>
	Standard activity where substantial change results in new EPR activity	<b>£1629</b>
	Reduced fee activities (for annex 1 activities, this charge applies from 1 <sup>st</sup> October 2015)	<b>£101</b>

## LAPPC mobile plant charges

### *Fee payable for each permit to operate mobile plant*

Number of authorisations	Application fee 2023-24
1 (1 <sup>st</sup> permit)	<b>£1629</b>
2 (2 <sup>nd</sup> permit)	<b>£1629</b>
3 (3 <sup>rd</sup> permit)	<b>£972</b>
4 (4 <sup>th</sup> permit)	<b>£972</b>
5 (5 <sup>th</sup> permit)	<b>£972</b>
6 (6 <sup>th</sup> permit)	<b>£972</b>
7 (7 <sup>th</sup> permit)	<b>£972</b>
8 and over	<b>£492</b>

	Subsistence fee 2023 – 24		
	Low	Med	High
1 <sup>st</sup> permit	<b>£637</b>	<b>£1020</b>	<b>£1530</b>
2 <sup>nd</sup> permit	<b>£637</b>	<b>£1020</b>	<b>£1530</b>
3 <sup>rd</sup> permit	<b>£381</b>	<b>£610</b>	<b>£914</b>
4 <sup>th</sup> permit	<b>£381</b>	<b>£610</b>	<b>£914</b>
5 <sup>th</sup> permit	<b>£381</b>	<b>£610</b>	<b>£914</b>
6 <sup>th</sup> permit	<b>£381</b>	<b>£610</b>	<b>£914</b>
7 <sup>th</sup> permit	<b>£381</b>	<b>£610</b>	<b>£914</b>
8 <sup>th</sup> & subsequent	<b>£195</b>	<b>£311</b>	<b>£467</b>

## Section 2: LA-IPPC (Part A2) charges

**NB – every subsistence charge in the table below includes the additional £102 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation.**

Type of charge	2023-24
Application (if part B activity also carried out, add sum of Part B fee to A2 activity fee)	£3318
Annual Subsistence LOW	£1426
Annual Subsistence MEDIUM	£1588
Annual Subsistence HIGH	£2304
Substantial Variation (under reg 20) If this results in a change in operation which meets thresholds for A2 or SWIP add	£1350 £3318
Transfer	£233
Partial transfer	£689
Surrender	£689

### Key

Subsistence charges can be paid in four equal quarterly instalments paid on 1<sup>st</sup> April, 1<sup>st</sup> July, 1<sup>st</sup> October and 1<sup>st</sup> January. Where paid quarterly the total amount payable to the local authority will be increased by **£37.00**. There is no extra fee payable to the NRW where quarterly payments are made.

A late payment fee of **£51.00** will apply when an invoice remains unpaid 8 weeks from the date the invoice was issued.

### Newspaper advertisements

Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs

### Note

**During the course of the year, SRS will continue to explore additional areas where charges may be levied for the provision of services. In the case of charges based on officer time, a rate of £80 an hour, to include overheads, will be used**