

# HOUSING AND PUBLIC PROTECTION SERVICE

## SCHEDULE OF FEES AND CHARGES

2013/14

SERVICE AREA	PAGE NUMBER
HOUSING AND HOUSING RELATED SERVICES	1
ENVIRONMENTAL PROTECTION	2
FOOD SAFETY	3
PUBLIC HEALTH	4
ANIMAL WELFARE	5
LICENSING LICENSING ACT 2003 GAMBLING ACT 2005 HACKNEY AND PRIVATE HIRE STREET TRADING MISCELLANEOUS LICENSING	6 - 13
CHARGING FOR ENFORCEMENT AND COMPLIANCE	14
PROVISION OF INFORMATION	15

Version 3  
Sept 2013

# HOUSING AND HOUSING RELATED SERVICES

## CHARGES FOR PRIVATE DWELLING DISPERSED ALARM SERVICE

DESCRIPTION	2013/14 <sup>#</sup> £
MONTHLY RENTAL CHARGE	3.47
MONTHLY MONITORING CHARGE	10.83
MONTHLY MAINTENANCE FOR A PRIVATE DWELLING DISPERSED ALARM	0.83
MONTHLY RESPONSE CHARGE FOR A PRIVATE DWELLING DISPERSED	3.25
STANDARD INSTALLATION FEE	75.00
REFERRED/ASSESSED INSTALLATION FEE	50.00
KEYSAFE INCLUDING FITTING	60.00
BIG BUTTON PHONE	30.00
REPLACEMENT PENDANT CHARGE	50.00
PURCHASE OF DISPERSED ALARM *	125.00

## HOUSING STANDARDS

DESCRIPTION	2013/14 £
APPLICATION AND RENEWAL FEE FOR A 5-YEAR LICENCE TO OPERATE A HOUSE IN MULTIPLE OCCUPATION (HMO) (VAT not applicable)	659.00
<b>IMMIGRATION CHECKS</b> - Inspection by an Environmental Health Officer of this Council to ascertain that premises are free from Category 1 hazards having regard to the provisions of Part 1 of the Housing Act 2004 and that having regard to section 326 of the Housing Act 1985 the premises are of an adequate size and will not become overcrowded.	114.50
<b>HOUSING ACT 2004 STATUTORY NOTICES</b> <sup>Ω</sup>	More details on request

\* Must be taken with monitoring, response services and a key safe

# VAT status dependent on service users' circumstances

Ω Statutory notices served under the Housing Act 2004 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 and Renewal Team: Tel 01462 474267

## ENVIRONMENTAL PROTECTION

Fees as regards local authority Integrated Pollution Prevention Control (IPPC) are set nationally and are available on the Following Department of Environment Food and Rural Affairs (DEFRA) website:

<http://www.defra.gov.uk/environment/quality/industrial/las-regulations/charges-risk/>

### ENVIRONMENTAL INFORMATION

DESCRIPTION	2013/14 £
PROVISION OF INFORMATION RELATING TO LAND CONTAMINATION	77.25

## FOOD SAFETY

DESCRIPTION	2013/14 £
<p><b>BASIC FOOD HYGIENE COURSE</b></p> <ul style="list-style-type: none"> <li>• COMPANY SPONSORED CANDIDATES</li> <li>• UNEMPLOYED CANDIDATES</li> </ul>	<p>72.50</p> <p>36.00</p>
<p><b>PRIMARY AUTHORITY STATUS</b></p> <p>The Council is committed to working to ensure a sustainable and prosperous local economy, providing skills and jobs to meet the requirements of the district's residents and encourage local enterprise. As part of this, the Housing and Public Protection Service is supportive of the Primary Authority principle and will work with businesses to develop partnerships where appropriate. Each case will be considered according to the particular circumstances but in considering any charges, the Council will have regard to the LBRP Primary Authority Guidance and HM Treasury Guidance.</p>	<p>£48 p/h</p>

## PUBLIC HEALTH

DESCRIPTION			2013/14 £
<b>PREMISES CHARGE FOR THE FOLLOWING PROCEDURES:</b> <ul style="list-style-type: none"> <li>ACUPUNCTURE, TATTOOING, SEMI-PERMANENT SKIN-COLOURING, COSMETIC PIERCING &amp; ELECTROLYSIS</li> </ul>			130.00
<b>PERSONAL REGISTRATION CHARGE FOR THE PROVISION OF THE FOLLOWING PROCEDURES:</b> <ul style="list-style-type: none"> <li>ACUPUNCTURE, TATTOOING, SEMI-PERMANENT SKIN-COLOURING, COSMETIC PIERCING &amp; ELECTROLYSIS</li> </ul>			54.00
<b>PRIVATE WATER SUPPLY SAMPLING AND ANALYSIS</b>			
Activity	Charging basis	Maximum charge	Notes
Risk assessment	Hourly rate <sup>(1)</sup> x time <sup>(2)</sup>	£500	
Sampling	Hourly rate <sup>(1)</sup> x time <sup>(2)</sup>	£100	
Investigation	Hourly rate <sup>(1)</sup> x time <sup>(2)</sup>	£100	Carried out in the event of a sample failing to meet required standard
Authorisation	Hourly rate <sup>(1)</sup> x time <sup>(2)</sup>	£100	Application by the supply owner for permission to breach a standard temporarily whilst remedial work is undertaken
Analysis costs <sup>(3)</sup>			
Regulation 10 (domestic supplies)	Up to £25	£25	Where a supply provides <10 <sup>m3</sup> /day or used by <50 people and is for domestic purposes only
Check monitoring	Up to £100	£100	Check monitoring is carried out to ensure that water complies with set standards. Where possible, it will be undertaken at the same time as audit monitoring to minimise costs
Audit monitoring	Up to £500	£500	Additional parameters sampled less often

<sup>(1)</sup> Hourly rate is £32.50 per hour (excluding analysis costs)

<sup>(2)</sup> Time is per hour or part hour

<sup>(3)</sup> Analysis costs are actual costs that the Council is charged by laboratories undertaking the analysis

Note: the Council's charges are set within the framework laid down by The Private Water Supplies Regulations 2009

# ANIMAL WELFARE

## STRAY DOG CHARGES

DESCRIPTION	2013/14 £
STRAY DOG FINE (SET BY STATUTE)	25.00
1ST DAY KENNELING CHARGE AND ADMINISTRATION (INCLUDING STRAY DOG FINE)	50.00 (excludes micro chipping)
ADDITIONAL DAILY KENNEL CHARGE * <sup>Ω</sup>	13.00

## ANIMAL LICENSES\*

DESCRIPTION	2013/14 £
PET SHOPS	192.00
DANGEROUS WILD ANIMALS	321.00
ZOO LICENSING	
• FOUR YEARLY	1802.50
• TRANSFER	775.00
ANIMAL BOARDING ESTABLISHMENT (NUMBER OF ANIMALS)	
• 0 – 50	192.00
• 51 – 100	321.50
• 101 – 200	450.00
• 200 +	644.00
HOME BOARDING FOR DOGS ANNUAL CHARGE	114.00
DOG DAY CRECHE	129.00
DOG BREEDING	132.00
RIDING ESTABLISHMENTS	450.00
VARIATION OF AN ANIMAL ESTABLISHMENT (I.E. AMENDMENT TO SCHEDULE OF ANIMALS)*	26.00

\* Charges do not include vets fees, where appropriate, which are also payable by the applicant(s) or owner(s)

<sup>Ω</sup> No dog kennelled on behalf of the Council shall be returned to the owner until the appropriate payment has been received

## LICENSING ACT 2003 (Statutory Fees)

Please note that there will be a consultation on Licensing Act 2003 fees in 2012/13 and it has been indicated that a new fee structure is likely to take effect in 2013. Subject to ministerial approval, and associated regulations, the Council (acting in its statutory role as a Licensing Authority) will have the power to set fees on a cost-recovery basis. These costs may also include the costs of the Council acting in its capacity as a Responsible Authority under the Act, e.g. Local Planning Authority.

Subject to the new fee regime coming into affect, Premises Licences and Club Premises Certificates will be suspended on failure to pay the annual licence fee as set out below.

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
<b>Premises Licences*</b>					
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	X3
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	X3
<b>Club premises certificates</b>					
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 result in an automatic suspension of the premises licence until payment has been received.

## LICENSING ACT 2003 (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	£1000
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 any single large scale commercial event* : <ul style="list-style-type: none"> <li>▪ Licensing Authority</li> <li>▪ Responsible Authority (Pollution Control)</li> <li>▪ Responsible Authority (Public Safety)</li> </ul>	First 3 hours per single event: free of charge First 2 hours per single event: free of charge First 2 hours per single event: free of charge

\* From 1<sup>st</sup> April 2007 the Council 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 474000.



# GAMBLING ACT 2005

## PERMIT FEES (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 (CONT.)

### PERMIT FEES (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)

	<b>Change of Name</b>	<b>Copy of Permit</b>	<b>Variation</b>	<b>Transfer</b>
<b>Miscellaneous</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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 (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	2769	2769	N/A	557	1750	342	342
Adult gaming centre premises licence	N/A	N/A	2000	2000	N/A	414	1000	342	342
Family entertainment centre premises licence	N/A	N/A	2000	2000	N/A	425	1000	342	342
Betting premises (general) licence	N/A	N/A	2568	2568	N/A	414	1500	342	342
Track premises licence	N/A	N/A	2500	2500	N/A	644	1250	342	342

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

## HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING

Description	2013/14
<b>Hackney Carriage and Private Hire Vehicles</b>	
Annual vehicle licence (12 months)	£306.00
Six-month vehicle licence	£183.00
Transfer of vehicle ownership	£183.00
Monthly reduction for shorter-term licence (eg. 10 month licence: £297.00 (2x£20.00)=£257.00)	£21.00
Temporary Licence (following accident damage)	£60.00
<b>Private Hire Operators Licence</b>	
5 years	£575.00
<b>Hackney Carriage and Private Hire Driver's Licence</b>	
3 years	£183.00
2 years	£123.00
1 year	£63.00
<b>Knowledge Tests</b>	
Written	£38.00
Failure to attend a written test	£35.00
Verbal	£16.50
Failure to attend a verbal test	£14.00
Information from the Disclosure and Barring Service (DBS). (£44.00 payable to DBS plus £12.00 NHDC administration fee)	£56.00
<b>DVLA Driving Licence Check</b>	
External service provider	As specified by the service provider
<b>Medical Examination</b>	
External service provider	As specified by the service provider
<b>Replacements/Changes</b>	
Replacement internal licence and holder	£31.00
Replacement internal licence holder	£6.00
Replacement MOGO plate bracket	£12.50
Replacement MOGO vehicle plate	£38.00
Replacement MOGO driver badge	£25.00
Replacement paper vehicle licence	£11.00
Replacement paper driver's licence	£11.00
Change of address: driver's licence	£11.00
Change of address: vehicle licence	£11.00
<b>Refunds (per complete month)</b>	
Driver's licences (less administration fee)	£5.00
Vehicle licences (less administration fee)	£21.00
Operator's licences (less administration fee)	£26.00
Administration fee	£11.00

## STREET TRADING

DESCRIPTION	2013/14 £	DURATION
FIXED PITCH (i.e lay-bys, car parks, etc.)	26.00	Week
	325.00	Quarter
TRANSIENT TRADER COMMERCIAL (i.e lay-bys, car parks, etc.)	3.75	Day
	26.00	Week
TRANSIENT TRADER NOT-FOR-PROFIT (i.e town centres, etc.)	F.O.C.	Day
TOWN CENTRE CONSENT	773.00	Annual
MARKET/SPECIAL EVENT CONSENT	773.00	Annual
	155.00	One-off
COUNCIL LAND CONSENT	Charged at hourly rate	One-off

## MISCELLANEOUS LICENSING

### SEX ESTABLISHMENT LICENSING

DESCRIPTION	2013/14 £
<b>GRANT OF INITIAL LICENCE</b>	
SEX SHOP	1540.00
SEX CINEMA	1580.00
SEX ENTERTAINMENT VENUE	1580.00
<b>RENEWAL OF EXISTING LICENCE</b>	
SEX SHOP	770.00
SEX CINEMA	810.00
SEX ENTERTAINMENT VENUE	810.00
<b>TRANSFER OF LICENCE</b>	TBC

### SCRAP METAL DEALERS

DESCRIPTION	2013/14 £
<b>SITE LICENCE</b>	
GRANT OF INITIAL LICENCE	£644.00
RENEWAL OF EXISTING LICENCE	£470.00
TRANSFER OF LICENCE	TBC
<b>COLLECTOR'S LICENCE</b>	
GRANT OF INITIAL LICENCE	£366.00
RENEWAL OF EXISTING LICENCE	£277.00
TRANSFER OF LICENCE	TBC

### CHARITABLE COLLECTIONS

DESCRIPTION	2013/14 £
<b>STREET COLLECTIONS</b>	F.O.C.
<b>HOUSE TO HOUSE COLLECTIONS</b>	F.O.C.

## 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 474000

\*\*\* Additional contractor's fees apply for the removal, storage and disposal of each vehicle

# PROVISION OF INFORMATION

## PROVISION OF DOCUMENTS

DESCRIPTION	2013/14 £
List of authorised processes and other pollution registers	77.25
Electronic copy of Food Premises Register	645.81
Health Certificates	34.50
Copies of documents and individual entries on other registers (where allowed by law) per single sheet of A4 paper	12.90

## PRINTING PHOTOCOPYING & RESEARCH CHARGES

Licensing & Appeals Committee Decision Notice	Free of charge via the NHDC website, if hard copy required see below – correspondence section
Copy of Premises Licence by applicant or agent	£12.90

A4 Size	£6.45 for 1st + 57p per copy thereafter
A3 Size	£6.45 for 1st + £1.30 per copy thereafter
A2 Size	£10.30 for 1st + £2.50 per copy thereafter
A1 Size	£15.45 for 1st + £3.25 per copy thereafter
A0 Size	£19.31 for 1st + £3.25 per copy thereafter