

APPENDIX 'B' AGENDA ITEM 8(B)

DETAILS OF CHARGE	UNIT OF CHARGE	2009/10			Any subsidy from council taxpayers to the service users should be a deliberate choice	Discretionary fees and charges should generate income to help deliver service improvements in priority services	Discretionary fees and charges should support the medium term financial strategy	There should be a measure of consistency in the setting of charges for similar services	Fees and charges should be set at a level to avoid unnecessary subsidies from the council taxpayer to commercial operations	If the impact of the fees and charges policy is going to be high, consideration should be given to changes being phased in	Comments
		Exc. VAT £	Inc. VAT 15% £	Inc. VAT 17.50% £							
Environmental Health Fees											
Riding Establishments	per annum	£362 (+ vet fees)	n/a (+VAT)	n/a (+VAT)	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		
Zoos - Registration	per 4 year registration	£1,746 (+ vet fees)	n/a (+VAT)	n/a (+VAT)	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: Middle	Y		
Zoos - Renewal Fee	per 6 years	£1,351 (+ vet fees)	n/a (+VAT)	n/a (+VAT)	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: Middle	Y		
Zoos - Transfer of Licence	per transfer	£587	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: Middle	Y		
Zoos - 3 years interim licence inspection		£587 (+ vet fees)	n/a (+VAT)	n/a (+VAT)	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		
Zoos - Annual Inspection Fee		£472 (+ vet fees)	n/a (+VAT)	n/a (+VAT)	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		
Dangerous Wild Animals	per annum	£494 (+ vet fees)	n/a (+VAT)	n/a (+VAT)	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: Middle	Y		
Dog breeding establishments	per annum	£104 (+ vet fees)	n/a (+VAT)	n/a (+VAT)	Unknown	Unknown	Reviewed in 2008 to set 09/10 fees and charges	Y: Low	Unknown		To-date we have not had any applications for dog-breeding, and therefore no time-recording data.
Animal boarding establishments	per annum	£214 (+ vet fees)	n/a (+VAT)	n/a (+VAT)	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: Middle	Y		
Home boarding establishments	per annum	£100 (+ vet fees)	n/a (+VAT)	n/a (+VAT)	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		
Pet Shops	per annum	£173 (+ vet fees)	n/a (+VAT)	n/a (+VAT)	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		
Registration for Skin Piercing	per registration	£171	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		
Registration for Skin Piercing	per person or premises change	£108	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		
Street trading consent	per annum	£285	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: Middle	Y		Because there are different types of trading consents and licences being used across herts & beds, this figure is difficult to benchmark.
Street trading Occasional	per occasion	£98	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: Middle	Y		Because there are different types of trading consents and licences being used across herts & beds, this figure is difficult to benchmark.
Issue of certificate following surrender of food	each	£79	n/a	n/a	Unknown	Unknown	Reviewed in 2008 to set 09/10 fees and charges	Y: Middle	Y		Scope to charge per hour and recover disposal costs
Food export health certificate	per hour or part	£42	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: Middle	Y		
Basic Food Hygiene Course	per course	£65	n/a	n/a	Y	Y	Reviewed in 2008 to set 09/10 fees and charges	Y: High	N		Currently the most expensive within herts & Beds. We encounter difficulty filling places with existing charges
Basic Health & Safety Course	per course	£65	n/a	n/a	Y	Y	Reviewed in 2008 to set 09/10 fees and charges	Y: High	N		Currently the most expensive within herts & Beds. We encounter difficulty filling places with existing charges
Food Hygiene Update Course	per course	£33	n/a	n/a	Y	Y		N	N		No data to benchmark against
Health & Safety Update Course	per course	£33	n/a	n/a	Y	Y		N	N		No data to benchmark against
Basic Food Hygiene - up to 10 places		£540	n/a	n/a	Y	Y		N	N		No data to benchmark against
Basic Food Hygiene - 11 to 14 places		£620	n/a	n/a	Y	Y	Reviewed in 2008 to set 09/10 fees and charges	Y: High	N		Currently the most expensive within herts & Beds. We encounter difficulty filling places with existing charges
Food register	per single entry	£11	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: Middle	Y		
Food register	per category	£45	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: Middle	Y		
Food register	per full copy	£565	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: Middle	Y		

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Air quality data enquiries	per hour or part	£83	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		
Additional Land charge enquiries	per hour or part	£83	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		
HMO Licensing Fees											
Licence for standard 5 bedroom HMO (initiated by applicant without LA intervention)		£630	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		2009/10 fees were increase of 52% over previous year. Covers average cost per licence based on hourly rates.
Licence for standard 5 bedroom HMO (initiated by applicant with LA intervention)		£840	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		New fee level in 2009/10 reflecting additional hours, was increase of 103% of previous basic fee.
Additional bedrooms	each	£10.50	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		
Complicated cases		£21	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		For example, complex layout or unusual fire safety arrangements, planning issues etc.
Production of drawings		£42	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		
Resolve application queries on site		£21	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		For example, unclear information provided, site discussion required.
Request and checking missing information - per item		£10.50	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		
Additional costs	per hour	£42	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		For example, for chasing for responses to proposed amenity works, missing meetings etc.
Variation of licence		£105	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		
Fee reduction for additional HMO's with same applicant / landlord		£53	n/a	n/a	N	N	Reviewed in 2008 to set 09/10 fees and charges	N	Y		No data to benchmark against
Miscellaneous Env Health											
Replacement 'Scores on Doors' certificate		£32	£36.80	£37.60	N	N	Reviewed in 2008 to set 09/10 fees and charges	N	Y		No data to benchmark against
Additional food hygiene inspection (medium risk premises)		£172	£197.80	£202.10	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: High	Y		
Additional food hygiene inspection (high risk premises)		£257	£295.55	£301.98	N	N	Reviewed in 2008 to set 09/10 fees and charges	N	Y		No data to benchmark against
Replacement of any environmental health licence or registration documents		£42	£48.30	£49.35	N	N	Reviewed in 2008 to set 09/10 fees and charges	N	Y		No data to benchmark against
Statement of fact for civil cases	per hour	£42	£48.30	£49.35	N	N	Reviewed in 2008 to set 09/10 fees and charges	Y: Low	Y		
Standards inspection for immigration		£97	£111.55	£113.98							Since charges introduced, had few enquiries, none of which progressed. Discretionary service, independent surveyors available, limits scope to generate income.
Housing Notices	per hour	£42	£48.30	£49.35							No data to benchmark against
Letter confirming food premises registration		£32	£36.80	£37.60	N	N	Reviewed in 2008 to set 09/10 fees and charges	N	Y		No data to benchmark against
Attendance at Exhumations	per hour (or part)	£42	£48.30	£49.35	N	N	Reviewed in 2008 to set 09/10 fees and charges	N	Y		No data to benchmark against