

Medium Term Financial Strategy 2019/20
Fees and Charges
Communities, Housing Environment Committee

Fees and Charges April 2018 - March 2019	*	Discretionary Fee	2017-2018 Actuals £	2018-2019 Current Estimate	Current Charges 2018-2019	Proposed Charges 2019-2020	% Change	2019-2020 +/- Income	2019 -2020 Estimate	Comments
	Includes VAT		£	£	£	£		£	£	
Environmental Health										
Level 2 Food Hygiene Courses - C040	×		0	1,910	65.00	65.00	0.00%	-935	975	Food Hygiene Training is a competitive market and during the past year we have seen a decline in numbers of people trained through traditional classroom courses. This has reduced the number of courses run.
Voluntary Surrender of unsound food (certificate)	×		0	0	183.00	200.00	9.29%	0	0	No Food Businesses currently use this discretionary service. The increase has been set to enable full cost recovery of officer time should businesses need to claim from insurance for unsaleable or unfit foods.
Food Export certificate	×		0	0	82.00	120.00	46.34%	600	600	A re-evaluation of costs associated with issuing food export certificates has identified that the new fee will cover costs of inspection, assessment and issuing of certificate. Food export is an area of potential growth.
Food Export certificate (New Business)	×					250.00		1,000	1,000	Where food businesses approach the authority to issue export certificates the fee reflects the additional research, assessment and inspection time involved for officers.
Admin Charge for changes to certificates, re-issue of certificates	×					25.00		50	50	To cover wording or details on certificates already issued to meet the Importing Country's individual requirements before the goods can enter.
Charge for Re-Visit and Re-scoring under the Food Hygiene Rating Scheme - C045	×				160.00	160.00	0.00%			The charge has recently been introduced in 2018. no increase proposed.
Contaminated Land search fee	×		400	1,000	25.00	25.00	0.00%	0	1,000	Based on advice from Mid Kent Legal the fee should be £25 per hour rather than a set fee. This will be consistent with the charge across the partnership.
Private Water Risk Assessment- Proposed charge £40 per hour- Max £500	×				40.00	40.00	0.00%			Rates for Private Water are set by the Directorate of Water Inspectorate not local government
Private Water Sampling Charge - Max £100	×				40.00	40.00	0.00%			hourly rate up to a max of 100.00
Private water Authorisation Charge £40 per hour- Max £100	×				100.00	100.00	0.00%			hourly rate up to a max of 100.00
Private Water Investigation Charge £40 per hour- Max £100	×				100.00	100.00	0.00%			hourly rate up to a max of 100.00
<u>Tattooing, Electrolysis, Acupuncture & Ear-piercing - C205</u>	×		6,131	570				2,430	3,000	
Skin Piercing/Tattooing Registration (previously 961 CL00 C205)	×				303.00	313.00	3.30%	6,260	6,260	Registration of tattooing is a demand led service If demand continues to be maintained at the rate seen in 2017 and 2018, the estimate for 2019/20 is based on 20 new registrations.
Additional registration of tattoo/piercing or other beauty treatment	×				51.50	53.00	2.91%	106	106	Fee charged for amendment or increase in treatments provided by previously registered practitioner.
Analysis – under Reg 10 (Domestic supplies) CL21	×				25.00	25.00	0.00%			Where a domestic supply provides < 10 cubic meters per day or serves < 50 people.
Analysis – Check monitoring (Commercial supplies) (Maximum £100) CL21	×				100.00	100.00	0.00%			change from hourly rate to set fee
Analysis – Audit monitoring (Commercial supplies) (Maximum £500) CL21	×				100.00	100.00	0.00%			change from hourly rate to set fee
Statutory Fees for 48 Pollution Prevention Control Processes - C061	×		8,412	9,570	*	*		-1,170	8,400	The fee levels for this are set by the Environmental Permitting Regulations. If better pollution controls are implemented by the business their fees reduce and Maidstone income reduces.
Environmental Health Total			14,943	13,050				8,341	21,391	

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				£	£	£	£		£	£	
Community Protection											
Fixed Penalty Fines		x		47,441	64,380	120.00	120.00	0.00%		64,380	Charge reduces to £90 if paid within 14 days. Income budget removed as this was associated with previous contract.
Dog Control Order (Fouling)		x				80.00	80.00	0.00%			
Dog Control Order (Exclusion)		x				80.00	80.00	0.00%			
Failure to produce waste documents		x				300.00	300.00	0.00%			
Failure to produce authority to transport waste		x				300.00	300.00	0.00%			
Unauthorised distribution of free printed matter		x				75.00	75.00	0.00%			
Fly Posting		x				80.00	80.00	0.00%			
Abandonment of a vehicle		x				200.00	200.00	0.00%			
Repairing vehicles on a road		x				100.00	100.00	0.00%			
Graffiti		x				75.00	75.00	0.00%			
Failure to comply with a waste receptacles notice		x				100.00	100.00	0.00%			
Smoking in a smoke free place		x				50.00	50.00	0.00%			Discounted to £30 for early payment - set by central government
Failure to display no smoking signs		x				200.00	200.00	0.00%			Discounted to £150 for early payment - set by central government
Community Protection Notice Fixed Penalty Notice		x				100.00	100.00	0.00%			Amount shown is the maximum penalty
Public Space Protection Order Fixed Penalty Notice		x				100.00	100.00	0.00%			Amount shown is the maximum penalty
Duty of Care (Household Waste)		x				0.00	300.00	0.00%			This is a new charge for 2019/20
Fly tipping		x				400.00	400.00	0.00%			Amount shown is the maximum penalty
				47,441	64,380				0	64,380	

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	Includes VAT		£	£	£	£		£	£	
Community Protection										
Stray dog charges										
	x		7,510	3,900					3,900	Fees have been increased in line with collection fees from contractor
Collection charge (office hours)	x				85.00	85.00	0.00%			Reduced to £65 if paid within two weeks of the invoice date. Includes statutory fee of £25
Collection charge (out of office hours)	x				85.00	85.00	0.00%			Reduced to £65 if paid within two weeks of the invoice date. Includes statutory fee of £25
Collection charge (out of office hours (after midnight))	x				85.00	85.00	0.00%			Reduced to £65 if paid within two weeks of the invoice date. Includes statutory fee of £25
Pest Control charges										
Hourly charge for treatments carried out on industrial and commercial properties					"Call for quote"	"Call for quote"				Flexible to allow competition in bidding for contracts
For treatments outside of normal office hours	x				96.00	96.00	0.00%			
Charge per visit for the treatment of wasps nests carried out on domestic properties	x				58.50	58.50	0.00%			Per visit charge (Wasp nest requiring treatment using a ladder/tower scaffold, this will require a survey as a surcharge may be applied)
Additional nests treatment	x				8.00	8.00	0.00%			Additional nests treated on same visit
Charge per visit for the treatment of rat and mouse nests carried out on domestic premises for initial two visits.	x				58.00	58.00	0.00%			For mandatory two visits
Additional rat and mouse treatment visits £29 per visit	x				29.00	29.00	0.00%			
Minimum charge for the treatment of ants carried out on domestic premises	x				30.00	30.00	0.00%			Per visit charge
Squirrels: for a 2 x Fenn Trapping Programme	x				96.00	96.00	0.00%			
Culls	x				70.00	70.00	0.00%			
For the treatment of fleas and other household pests (Flies, Lice, Silverfish etc.) carried out on a domestic premises upto 6 x rooms. Additional rooms over the original 6 are £10 each	x				70.00	70.00	0.00%			Subsequent minimum charge will apply for further treatments after a period of 14 days has elapsed
Minimum charge (including up to four rooms) for the treatment of bedbugs carried out on a domestic premises	x				280.00	280.00	0.00%			Higher cost in relation to other services reflects the nature of the treatment and number of visits required. Subsequent minimum charge will apply for further treatments after a period of 14 days has elapsed.
For each additional room (up to four rooms additional)	x				10.00	10.00	0.00%			As above
Documentation charge added to charges above where it is necessary to send an invoice for payment.	x				29.50	29.50	0.00%			
Community Safety Charges										
Road closure application	x				75.00	75.00				New charge - standard fee to cover the cost of trained operatives displaying signage and an administration fee
CCTV Footage request (insurance companies etc.)	x				50.00	50.00				New charge - administration fee for handling CCTV Footage requests from insurance companies in relation to their investigations into claims
Environmental Enforcement Total			7,510	3,900				0	3,900	

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Recycling & Refuse Collection										
Bulky Collection			112,816	126,870				0	126,870	
1-4 items	x				25.00	26.00	4.00%			Any increased income through the bulky collection service will be required to fund any additional contract cost for the increased number of collections. It is recommended that the charge is increased by £1 per booking to cover the additional contract costs which have arisen due to indexation.
5-8 items	x				35.00	36.00	2.86%			
Fridge/Freezers	x				20.00	20.00	0.00%			
Garden Waste Service										
140 litre bin hire	x		858,635	856,340	33.30	36.00	8.11%	66,000	922,340	
240 litre bin hire					37.00	40.00	8.11%			
										There are no plans to increase the charges this year as the service needs to remain competitive in the market. The current charges are already above what some companies charge and therefore it is not recommended to increase them. In addition, the service has been consolidated over the past 12 months to ensure that it remains profitable and is now in the process of growing again and the charges should be held to reflect that.
Trade Waste			151,827	153,170				0	153,170	
Sack collection - refuse only	x				3.00	3.00	0.00%			
240 litre bin - refuse only	x				10.00	10.00	0.00%			
500 litre bin - refuse only	x				20.00	20.00	0.00%			
1100 litre bin - refuse only	x				25.00	26.00	4.00%			
Sack collection - with recycling	x				2.00	2.00	0.00%			
240 litre bin - with recycling	x				8.00	8.00	0.00%			
500litre bin - with recycling	x				16.00	16.00	0.00%			
1100 litre bin - with recycling	x				20.00	20.00	0.00%			
£1 charge per 240 litre bin or weekly sacks collection - for paper/cardboard	x				1.00	1.00	0.00%			
Recycling & Refuse Collection Total			1,123,278	1,136,380				66,000	1,202,380	

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				£	£	£	£		£	£	

HMO Licensing

Mandatory HMO Licensing

Initial Licence Fees

Landlord Accreditation Status

Accredited landlord on application						505.00	505.00	0.00%			(These fees are applicable on first application for a licence, or where a licence has been revoked or has lapsed for whatever reason.)
Non-accredited landlord						525.00	525.00	0.00%			

Renewal Licence Fees

Landlord Accreditation Status

Accredited landlord on application						490.00	490.00	0.00%			(These fees are applicable on application for a licence renewal, where a licence remains in force at the time of the application.)
Non-accredited landlord						490.00	490.00	0.00%			

Variation application licence fees applicable

Proposed Licence Variation

Change of address details of any existing licence holder, manager, owner, mortgagor, freeholder, leaseholder etc.						no charge	no charge				(These fees are applicable on application for a licence variation, where a licence remains in force at the time of the application.)
Change of mortgagor, owner, freeholder, and leaseholder (unless they are also the licence holder or manager)						no charge	no charge				
Reduction in the number of maximum occupiers for licensing purposes						100.00	100.00	0.00%			
Variation of licence instigated by the council						no charge	no charge				
Increase in the number of habitable rooms						100.00	100.00	0.00%			Initial licence application fee applicable, less fee paid on application to be varied (minimum £100.00)
Increase in the number of maximum occupiers for licensing purposes						100.00	100.00	0.00%			
Change of use of HMO, e.g. from bedsits to shared house						100.00	100.00	0.00%			Initial licence application fee applicable, less fee paid on application to be varied (minimum £100.00) This type of charge is rarely made.
Change in room sizes of HMO						100.00	100.00	0.00%			
Change in amenity provision						100.00	100.00	0.00%			

Other licence fees applicable

Revocation of licence						no charge	no charge				(These fees are applicable as appropriate in relation to HMO licensing applications, or where HMOs are licensed.)
Application to licence following revocation of licence						0.00	0.00	0.00%			
Application refused by the council						0.00	0.00	0.00%			
Application withdrawn by the applicant						0.00	0.00	0.00%			
Application made in error						0.00	0.00	0.00%			
Properties that cease to be licensable during the licensing process						0.00	0.00	0.00%			
Application received following the expiry of a Temporary Exemption Notice (TEN) made by the council						100.00	100.00	0.00%			
Enforcement action under Part 1 of the Housing Act 2004 relating to a licensed HMO						0.00	0.00	0.00%			

Initial licence application fee applicable, less fee paid on application to be varied (minimum £100.00)
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This type of charge is rarely made.
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(These fees are applicable as appropriate in relation to HMO licensing applications, or where HMOs are licensed.)
Initial application fee (see 1.1 & 1.2) with no refund
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Initial application fee (see 1.1 & 1.2) with no refund
Refund of application fee will be made
Initial application fee (see 1.1 & 1.2) with no refund
Additional charge for non-compliance with the TEN in addition to initial licence fee
No reduction in the charge for taking enforcement action

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	Includes VAT		£	£	£	£	Change	£	£	
(These fees are applicable as appropriate in relation to the service of enforcement notices, and taking enforcement action under the Housing Act 2004.)										
<u>Charge for enforcement under S49 of the Housing Act 2004</u>										
<u>Enforcement Action</u>										
Service of Improvement Notice under s11 and/or s12					425.00	425.00	0.00%			This type of charge is rarely made.
Service of Prohibition Order under s20 and/or s21					425.00	425.00	0.00%			This type of charge is rarely made.
Service of Hazard Awareness Notice under s28 and/or s29					425.00	425.00	0.00%			New charge in line with current powers to charge for this type of work
										New charge in line with current powers to charge for this type of work -
										Charge In addition to cost of works plus administration fee of 30% (minimum £100)
Taking Emergency Remedial Action under s40					425.00	425.00	0.00%			This type of charge is rarely made.
Making of Emergency Prohibition Order under s43					425.00	425.00	0.00%			Cost of works + 30% (minimum of £100)
Works in Default of Enforcement Notice					100.00	100.00	0.00%			
<u>Immigration - housing inspection and accommodation certificates</u>										
Fee for inspection	*				221.00	221.00	0.00%			
<u>Housing Register Application Medical Fee</u>										
					75.00	75.00	0.00%			
HMO Licensing Total			10,604	14,380				0	14,380	
<u>Gypsy & Traveller Site Plot fee</u>										
Stilebridge Lane			34,417	29,510	51.94	53.60	3.20%	944	30,454	Weekly Increase in line with RPI increase 12 months to July 2018
Water Lane			34,046	38,690	60.41	62.34	3.19%	1,234	39,924	Weekly increase in line with RPI increase 12 months to July 2018
Gypsy & Traveller Site Total			68,463	68,200				2,179	70,379	
GRAND TOTAL			1,272,239	1,300,290				76,520	1,376,810	