

## BIRMINGHAM CITY COUNCIL

### REPORT OF THE DIRECTOR OF REGULATION AND ENFORCEMENT TO THE LICENSING AND PUBLIC PROTECTION COMMITTEE

17 JANUARY 2024  
ALL WARDS

#### REVIEW OF LICENSING AND PUBLIC PROTECTION FEES AND CHARGES 2024/25

- 1 Summary
  - 1.1 The Corporate Charging Policy and Financial Regulations require that fees and charges levied by the Licensing and Public Protection Committee be reviewed on an annual basis to ensure the continued full recovery of costs.
  - 1.2 It should be noted that some of the fees relating to areas which come within your committee's remit are set nationally through statute, and these cannot be varied by your Committee. These are indicated in the report.
  - 1.3 All fees and charges have been set to with the objective of maximising income so far as is possible within legal constraints.
  - 1.4 This report deals with all fees and charges within the control of your committee other than the fees charged by the Licensing Service, which are considered in a separate report.
- 2 Recommendations
  - 2.1 That the changes to the fees and charges for Trading Standards Services, as detailed in **Appendix 1**, are approved to take effect from 1 April 2024.
  - 2.2 That the changes to the fees and charges for Environmental Health Services, as detailed in **Appendix 2(a)**, are approved to take effect from 1 April 2024.
  - 2.3 That the changes to the fees and charges for Animal Welfare Services, as detailed in **Appendix 2(b)**, are approved to take effect from 1 April 2024.
  - 2.4 That the changes to the fees and charges for Environmental Health Fixed Penalty Notices, as detailed in **Appendix 2(c)**, are approved to take effect from 1 April 2024.
  - 2.5 That the changes to the fees and charges for Pest Control Services, as detailed in **Appendix 2(d)**, are approved to take effect from 1 April 2024.

- 2.6 That the changes to the non-statutory fees and charges for the Registration Service, as detailed in **Appendix 3**, are approved to take effect from 1 April 2024.
- 2.7 That the statutorily set charges for the Registration Service, as detailed in **Appendix 3 – Table 5** be noted.
- 2.8 That the changes to the fees and charges for Coroner’s Services as detailed in **Appendix 4**, are approved to take effect from 1 April 2024.
- 2.9 That the changes to the fees and charges for Statutory Team (Acivico - Building Consultancy) as detailed in **Appendix 5**, are approved to take effect from 1 April 2024.
- 2.10 That authority be delegated to the Director of Regulation and Enforcement (in respect of all fees and charges) and relevant Heads of Service (in respect of fees and charges that fall within their portfolio/service area) to authorise the negotiation of variations to the relevant fees and charges identified in this report, in the interests of commercial flexibility.

**Contact officer:** Sajeela Naseer – Director of Regulation and Enforcement  
**Telephone:** 0121 675 2495  
**Email:** [sajeela.naseer@birmingham.gov.uk](mailto:sajeela.naseer@birmingham.gov.uk)

### 3 Background

3.1 The City Council's Corporate Charging Policy and Financial Regulations require that Chief Officers, at least annually, report to and seek approval from Committee on a review of all fees and charges levied for services provided.

3.2 Tables with greyed out boxes indicates the fee is set by statute and is for noting only.

### 4 Proposals

4.1 The fees proposed in this report are calculated to maximise income and recover the full cost of carrying out the various services in line with City Council policy. This includes all overheads, administrative costs, expenses, and any appropriate recharge of officers' time.

4.2 The areas covered are as follows:

- Appendix 1 – Review of Charges for Trading Standards.
- Appendix 2(a) – Review of Charges for Environmental Health
- Appendix 2(b) – Review of Animal Welfare charges
- Appendix 2(c) – Review of Charges for FPNs issued by Environmental Health
- Appendix 2(c) – Review of Charges for Pest Control
- Appendix 3 – Review of Charges for Register Office, including statutory fees to note - (Table 5).
- Appendix 4 – Review of Charges for the Coroner's Service
- Appendix 5 – Review of charges for Birmingham Account Team (Acivico - Building Consultancy) (formerly Surveying Services)

4.3 Where fees in any service area are not covered by the appendices or a recovery of monies is to be levied then the full recharge will be based on the following table. The hourly rate by grade (includes full overhead recovery and central support costs) is broken down by the six salary grading bands the Local Authority appoints its officers under.

<b>OFFICER SALARY GRADE</b>	<b>CHARGEABLE HOURLY RATE (2023/24)</b>	<b>PROPOSED CHARGEABLE HOURLY RATE (2024/25)</b>
<b>Grade GR2</b>	£42	£44
<b>Grade GR3</b>	£55	£56
<b>Grade GR4</b>	£70	£71
<b>Grade GR5</b>	£88	£88
<b>Grade GR6</b>	£112	£112
<b>Grade GR7</b>	£149	£149

Generally, the rates are similar to last year, this is due to a significant reduction in the rate of employers' superannuation contributions (from 35.4 to 27.2%) and also a small decrease in Employers National Insurance. These have been offset by an increase in pay rates and inflationary pressure on running costs, fuel, supplies and overheads.

- 4.4 The hourly rate for officers on grades GR2 to GR4 have increased slightly (£1 to £2) - this is due to the methodology applied to the agreed pay award in April 2023 which had a higher value for those grades with the intent to reduce the gap between grades in the structure.
- 4.5 In carrying out this annual review of charges reference has been made to the requirements of the Corporate Charging Policy. Particular attention has been paid to the need to ensure that income is maximised insofar as is possible.
- 4.6 Regarding matters which relate to trading in the open market consideration has been given to competitors pricing and what the market can sustain. Where a fee has been proposed that does not achieve full cost recovery (for instance due to the need to compete with alternative providers), it has been indicated in the relevant appendix.
- 4.7 During the year ahead the financial position will continue to be closely monitored and options identified to resolve budgetary pressures as necessary and alternative savings proposals developed to meet new and emerging pressures.

## 5 Consultation

- 5.1 The fees and charges appended to this report do not require formal consultation.

## 6 Implications for Resources

- 6.1 The proposals represent an increase to income for 2024/25, assuming the same level of work being delivered. The proposed increases are in line with the council-wide strategy for 2024/25 onwards.

## 7 Legal Implications

- 7.1 The City Council's Corporate Charging Policy and Financial Regulations require that Chief Officers, at least annually, report to and seek approval from Committee on a review of all fees and charges levied for services provided. This report also takes account of the legal framework within which certain licence fees must be set.

## 8 Implications for Policy Priorities

8.1 The recommendations are in accordance with Financial Regulations, budget requirements and the Corporate Charging Policy.

9 Public Sector Equality Duty

9.1 There are no specific implications identified.

**DIRECTOR OF REGULATION AND ENFORCEMENT**

Background Papers: Birmingham City Council – Corporate Charging Policy

**REVIEW OF CHARGES 2024/2025 – TRADING STANDARDS**

- 1.1 In reviewing these fees and charges, officers from the Division have considered:
- the budget strategy for 2024/25, which is for a 10% increase in income where it is sustainable.
  - the need to ensure that relevant expenditure and income targets are met, and full cost recovery achieved.

1.1.1 Measuring Instruments for Measuring Liquid Fuel or Lubricants or Mixtures Thereof :

<b>Weights and Measures</b>	<b>2024/25</b>
Un-subdivided container types	£118.00*
1 meter tested	£146.00*
2 meters tested	£238.00*
3 meters tested	£335.00*
4 meters tested	£420.00*
5 meters tested	£494.00*
6 meters tested	£616.00*
7 meters tested	£701.00*
8 meters tested	£774.00*
All other Weights and Measures on site - charge per hour	£88.00
Measuring Instruments off-site within BCC boundary hourly rate + mileage	£88.00
Measuring Instruments on-site outside BCC boundary hourly rate + mileage + 10 % for other overheads	£88.00
Duplicate certificates or duplicate statements of accuracy (each)	£25.00*
Work outside of normal office hours, hourly rate will be subject to a 50% increase	
Metrology minimum charge for cancelled appointment	£88.00

\*10% increase on 23/24 charge. All other fees are based on the hourly rate shown in section 4.3.

### **1.2.0 Primary Authority Partnership**

- 1.2.1 This is part of a national programme to enable local authorities and businesses to work together to help improve consistency in regulation. The programme is overseen by the Better Regulation Delivery Office and enables local authorities to recharge for the time spent on servicing the partnership. Primary Authority Partnerships are agreed on a cost recovery basis.
- 1.2.2 The current charging arrangements which have already been agreed with our current partners are based on an officer's hourly rate. The proposed charge, therefore, reflects the 2024/2025 Grade 5 Officer as per the table in 3.3 of the main report plus expenses.

### 1.3 Business Support

1.3.1 Where businesses request business support but without entering into a Primary Authority Agreement, the local Authority would seek cost recovery and charge at Grade 5 Officer hourly rate.

Head Office	2024/25
Primary Authority Partnerships (cost recovery only) - hourly rate	£88.00
Primary Authority Partnership (PAP) - hourly rate	£88.00
Business Advice outside/without PAP Agreement - hourly rate	£88.00
Accredited Financial investigations for partner local authorities or other internal services. *	£200 initial assessment. £88 per hour or ½ of any subsequent POCA ARIS incentivisation

\* Fees have not been increased from 2023/24 this is a competitive market where other local authorities provide similar services.

### 1.4 Financial Investigations

1.4.1 Accredited Financial Investigators within Trading Standards are able to provide financial investigation services to both internal and external (public sector) clients. It is proposed that where services are provided outside Birmingham Trading Standards that the charge be at a GR5 hourly rate of £88.00 plus expenses. Any incentivisation money resulting from a Proceeds of Crime Act 2002 investigation will be shared according to the Home Office incentivisation scheme. The current Home Office Asset Recovery Incentivisation Scheme (ARIS) stipulates:

- Under the Home Office Asset Recovery Incentivisation Scheme (ARIS) 50% of the monies recovered from a particular defendant is given to the Home Office and the remaining 50% is distributed amongst the agencies involved in the Confiscation.

1.4.2 These agencies will receive the appropriate share (of the 50%) from their asset recovery activities allocated as follows:

Confiscation order receipts - Criminal Justice Service Ministers have agreed that confiscation order receipts will be split three ways thus:

- Investigation (Local Authority) – 18.75%
- Prosecution (Local Authority) – 18.75% and
- Enforcement (Her Majesty's Court Service) – 12.5%.

1.4.3 **Cash Forfeitures:** The ARIS 'rules' for cash forfeitures are different in that the agency seizing the cash receives 50% share of the forfeited amount. If the offender

has the ability to pay prosecution costs after the 'confiscation proceedings' have concluded these are also recoverable.

- 1.4.4 **Providing Service to other Local Authorities:** It is proposed that where the services of the Accredited Financial investigator are provided by Birmingham Trading Standards on behalf of another local authority and this has resulted in cash forfeiture, then 25% of the total forfeited amount will be retained by Birmingham Trading Standards.
- 1.4.5 It is proposed that where the services of the Accredited Financial Investigator have resulted in a successful confiscation order receipt the 18.75% investigation allocation will be retained by Birmingham Trading Standards.
- 1.4.6 **Regional Investigations Team:** The Regional Investigations Team is hosted by Birmingham Trading Standards. The grant agreement requires that 50% of the any ARIS payment awarded and received by the hosting Local Authority is returned to National Trading Standards (NTS). It is, therefore, proposed that any successful financial investigation undertaken on behalf of this team will result in the retention of 25% of the remaining ARIS money after payment is made to the NTS. This amounts to 9.375% of the total amount of a confiscation order and 12.5% of total cash forfeiture.
- 1.4.7 **Negotiation:** Financial investigation is a growing service within the public sector and many local authorities are now offering these services. There are many different charging policies and in some circumstances, it may be beneficial to have the ability to negotiate the charges with the client to secure the job. The Director of Regulation and Enforcement and the Head of Trading Standards have the discretion to agree any negotiated changes to the proposed fees and charges relating to financial investigations.

## 1.5 Trading Standards Fixed Penalty Notice and Penalty Charge Tariffs

- 1.5.1 All of the tariffs in the table below are set by statute.

Fixed Penalty Notices	2024/25
Nuisance Parking (s6(1) Clean Neighbourhoods and Environment Act)	£100
Energy Performance Certificates - Duty to Provide to Prospective Buyers (Energy Performance of Buildings (England & Wales) Regulations 2012)	£200
Energy Performance Certificates - Duty to Display (Energy Performance of Buildings (England & Wales) Regulations 2012) - 14(3)(a)	£1,000
Energy Performance Certificates - Duty to Display (Energy Performance of Buildings (England & Wales) Regulations 2012) - 14(3)(b)	£500
Energy Performance Certificates - Duty of Controllers of Air conditioning Systems (Energy Performance of Buildings (England & Wales) Regulations 2012) - 18(1), 20, 21	£300

Redress Schemes (requirement of Estate Agents to belong to scheme)	£1,000
Minimum Efficiency Standards for buildings (from April 2018)	£5,000 to £10,000 or 10%-to-20% of rateable value

**REVIEW OF CHARGES 2024/2025 - ENVIRONMENTAL HEALTH AND PEST CONTROL**

- 2.0 In reviewing these fees and charges, officers from the Division have considered:
- the budget strategy for 2024/25, which is for a sustainable increase in income to meet budgetary pressures.
  - the need to ensure that relevant expenditure and income targets are met, and full cost recovery achieved, and that work is not lost simply due to excessive costs.

2.0.1 The non-statutory fees and charges have been set in accordance with the above considerations.

2.0.2 For 2024/2025 Environmental Health and Pest Control have again used the rationale of maximising income, based on market forces, to assist in meeting the corporately set income targets and fees inflation for the sections.

**2.1 Issuing of Food Condemnation/Surrender Notes by Environmental Health Officers**

2.1.1 It is proposed that the fee for issuing condemnation/surrender notes for freezer breakdowns and for similar insurance purposes be increased to £141 per hour (from £128). This is based on the hourly rate for a GR5 officer plus administration support cost. (Non-Business activity VAT exempt (Tax Code A8 applies))

**2.2 Provision of Food Export Certificates**

2.2.1 It is proposed that where an inspection of the premises is required, this will be subject to a minimum of £191 (current charge £173) plus an administrative charge of 10%. Inspections that are longer than one hour will be charged at an hourly rate for a GR5 Officer per hour or part of an hour thereafter. Only a local authority authorised officer can issue certificates it is therefore a non-business activity and VAT exempt (Tax Code A8 applies).

2.2.2 Where no visit is required, it is proposed that the fee increase will be £125 (current charge £113) for the certificate. Only LA authorised officer can issue certificates it is therefore a non-Business activity and VAT exempt (Tax Code A8 applies).

2.2.3 Where Export Certificates have been produced and are no longer required, there will be a charge of £41 cancellation fee (current charge £37) for each certificate produced.

**2.3 Provision of a Veterinary Export Health Certificate**

2.3.1 We will continue to support companies that export products of animal origin from the UK however since 2022 there has been an increase in the number of companies that offer this service. We anticipate that our portfolio of companies will not increase and that we will continue to work only with those which are already supporting. It is proposed that where an inspection of the premises is required, this will remain at the 2023/24 rate of being subject to a minimum of £250 plus VAT (total of £300), private businesses also undertake this work therefore standard VAT rate applies. This is a slightly higher than the current market rate. Any increase beyond this may result in loss of income.

## 2.4 Food Hygiene Rating Scheme revisits (FHRS)

2.4.1 It is proposed to increase the charge for all FHRS revisits that are requested by businesses to obtain a new food hygiene score by 10% to £275 (currently £250).

2.4.2 These requests are received following a programmed inspection that gave a lower score than a business would like to trade under and is additional work over and above our statutory duty for food interventions.

2.4.3 As this only applies to businesses that are not compliant with legal requirements for hygiene and operation it is proposed to increase the fees, as the current fee is not acting as a disincentive to businesses to maintain standards between programmed inspections. (Non-Business activity VAT exempt (Tax Code A8 applies)).

### Summary

<b>Food Condemnation / Export / Hygiene matters</b>	<b>2023/24</b>	<b>2024/25</b>
Food Condemnation / Surrender Notes	£128	£141
Provision of Food Export Certificates	£173	£191
Provision of Food Export Certificates where no visit required	£113	£125
Food Export Certificates where produced but no longer required	£37	£41
Provision of a Veterinary Export Health Certificate	£250+VAT	£250 +VAT
FHRS Revisit to obtain new Food Hygiene Score	£250	£275

\* All fees increased by 10% (rounded up to nearest pound) except VEHC (see 2.3.1)

## 2.5 Health and Safety

2.5.1 On occasions solicitors request copies of health and safety accident reports. The Health and Safety at Work etc. Act 1974, Section 28, sub-section 9, allows a disclosure by an authorised officer of a “written statement of relevant facts observed by him” (Employment Protection Act 1975). It is proposed to make a minimum charge of £200 (two hours at GR5 plus administration costs) plus the hourly rate per hour or part hour thereafter for the officer compiling the report. (Current charge is £180). VAT will be applied at its appropriate rate, in addition to this cost.

2.5.2 Your officers can deliver a range of bespoke training courses specifically for other local authority officers for example on practical incident investigation. This service assists other local authorities who have less experience and smaller health and safety teams. It is proposed that the charge is increased to £110 per delegate for one day's training [including any refreshments] with a minimum number of ten delegates per course (currently £100). (VAT exempt if only L/A officer's attend. VAT would be payable for external delegates and must be added to their charge).

## Summary

Health and Safety	2023/24	2024/25
Section 28 HSWA for legal Accident Reports	£180+VAT	£200+VAT
Health and Safety Training - per delegate, per day	£100	£110

\* All fees increased by 10-11% (rounded up to nearest pound)

## 2.6 Food and Health and Safety Primary Authority Partnerships.

2.6.1 Environmental Health Food and Health & Safety Teams have set up several Primary Authority Partnerships with national multisite businesses. This is part of a national programme to enable local authorities and businesses to work together to help improve consistency in regulation.

2.6.2 The programme is overseen by the Government's Office of Product Safety & Standards and enables local authorities to recharge for the time spent on servicing the partnership. By statute costs incurred by Councils participating in Primary Authority Partnerships are recharged on a cost recovery basis.

2.6.3 The current charging arrangements which have already been agreed with our current partners are based on an officer's hourly rate. The proposed charge, therefore, reflects the 2024/2025 Grade 5 Officer hourly rate detailed in the table at 3.3 of the main report plus expenses. (VAT applies but is currently zero rated for this work).

## 2.7 Environmental Conveyancing Searches

2.7.1 Several requests are made (usually by solicitor firms) for environmental information held by the Service to assist in conveyancing. The information must be supplied (where held) under the Environmental Information Regulations.

2.7.2 Although no charge can be made for providing the raw information, a charge can be made for the cost of processing the information into a usable report. It is proposed that the fees increase by 10% this year, raising the fees for next year to £99 for a Basic Search and £139 for an Advanced Search. (Tax Code A8 applies no VAT as only LA can give this detail).

## 2.8 Statutory Default Work

- 2.8.1 Where work is carried out in default, reasonable costs of the work are recovered i.e. the officers' time (at their respective hourly rates) plus the costs associated with the work necessarily required from third party agents such as locksmiths or vehicle recovery contractors.
- 2.8.2 It would also include any statutory fees and daily charges that are applicable. It is proposed to charge £135 (previously £120) for administration costs for invoices. This work is undertaken by a GR4 officer, and the costs reflect both the raising of the invoice and chasing up and close down of invoices that are paid.
- 2.8.3 The total time of this is estimated to be 1½ hours on average per invoice. Officer time relating to seizure of sound equipment is charged at a fixed rate of £145 (currently £130). This is designed to minimise the likelihood of seized equipment not being reclaimed by owners, which would potentially result in excessive/ongoing storage and disposal costs for the council that may not be rechargeable.

## 2.9 Attendance at Exhumations

- 2.9.1 It is proposed to increase the fixed fee per from £400 to £450 to be received in advance of an exhumation (Tax Code A8 applies no VAT as only a local authority can oversee exhumation). This is inclusive of early starts and completion of documentation before and after such work. If human remains are to be added to an existing grave (and the above exhumation cost has been paid), this will be charged at the hourly rate for a GR5 officer, otherwise it will be the same as the exhumation cost.
- 2.9.2 New Proposal: Where large numbers of exhumations are to be undertaken on one site, as part of ongoing ground works project, an appropriate reduction has been proposed. The rationale for this is that the pre work is the most time consuming element of the exhumation and therefore a reduction is applied to larger projects.
- £450 per person for 1 to 10 remains.
  - £300 per person for 11 to 30 remains.
  - £225 per person for 31 remains and over.

Specified costs are for each person to be exhumed.

## 2.10 Licences for the Distribution of Free Literature

- 2.10.1 The three areas of the city which are designated as consent areas for the distribution of free literature are: the City Centre, Digbeth and Hurst Street. The current charge for consents is £305 and it is proposed to increase this to £336. The income supports the implementation and enforcement of this consent regime and this avoids putting any further burdens on businesses advertising in the City by way of free literature.
- 2.10.2 Under the legislation local authorities may only make reasonable charges for setting up and enforcement activities within the consent zones and the consent

zones are designed to prevent the defacement that can be caused by discarded material. All of the receipts from the scheme are reinvested in its implementation, operation and enforcement and no charge can be levied for clear-up costs. It is proposed that the charge for replacement consent cards is increased from £53 to £59. (Non-Business activity VAT exempt (Tax Code A8 applies)).

## 2.11 Private water supply monitoring

2.11.1 New Proposal: Local authorities must carry out risk assessments of larger private water supplies (>10m<sup>3</sup> per day or part of a commercial/public activity) and monitor them regularly, including the carrying out water sampling. The Private Water Supplies (England) Regulations 2016 allows local authorities to charge for these services up until set maximum amounts. We currently have two private water supplies in Birmingham. It is proposed that charges for the following works are introduced. (Non-Business activity VAT exempt (Tax Code A8 applies))

Item	Fee	Maximum fee allowed
Risk assessment – To be completed every 5 years or when there is a change that warrants a review. Time charged includes travel to site, time on site, updating records and completion of report. The average time taken is between 3-5 hours for a smaller supply.	Recommended £500	£500
Sampling visit – average time taken on site for a full suite is 3 hours	Recommended £100 plus the laboratory fees for the analysis carried out	£100
An investigation - Time charged includes travel to site, time on site, updating records and completion of report.	Recommended £100 plus the laboratory fees for the analysis carried out	£100

## Summary

<b>Conveyancing and Default work / Free Literature Consents</b>	<b>2023/24</b>	<b>2024/25</b>
Primary Authority Partnership's (statutorily set at cost recovery)	Cost recovery	Based on GR5
Processing Environmental Information for conveyancing – Basic	£90	£99
Processing Environmental Information for conveyancing – Advanced	£126	£139
Private Water Supplies Risk assessment	N/A	£500
Private Water Supplies Sampling	N/A	£100 + laboratory costs

Private Water Supplies Investigation	N/A	£100 + laboratory costs
Statutory Default Work - Admin costs for Invoices / Processing	£120	£135
Statutory Default Work - Seizure of Sound Equipment	£130	£145
Attendance at Exhumations (inc. completion of documentation)  Where large numbers of exhumations are to be undertaken on one site, as part of ongoing ground works project, an appropriate reduction may be applied.	£400	£450 For multiple exhumations each body will be charged - £450 for 1 to 10 remains - £300 for 11 to 30 remains - £225 For 31 and over.
Distribution of free literature consents	£305	£336
Replacement Identity badges	£53	£59

\* All fees increased by 10% (rounded up to nearest pound) except where explained in appropriate paragraphs above

**REVIEW OF CHARGES 2024/2025 - ANIMAL WELFARE**

**2.12 Stray Dog Charges**

- 2.12.1 The statutory charge prescribed under the Environmental Protection Act 1990 (the Act), where dogs are claimed from the contracted kennels or where dogs are returned directly to their owners is £25 and cannot be altered.
- 2.12.2 The Act also permits local authorities to charge dog owners for all the costs incurred by the seizure and detention of their dog if seized as a stray. We will continue to make an additional £10 charge per dog to cover these costs and continue to charge dog owners all other associated costs, which may include out of hours kennelling charges, veterinary fees, as well as additional officer time, where applicable.
- 2.12.3 We will charge £108 for dog handling services, in respect of restraining or removing dogs for example at an eviction or forced entry. Where the attendance on site extends beyond an hour additional time spent will be charged at GR3 per hour or part thereof. Any additional Dog Wardens that need to attend for multiple or large / difficult dogs, will be charged at an additional GR3 per officer per hour. Non-Business activity VAT exempt (Tax Code A8 applies) for all Public Services, however for private businesses VAT will be applied at relevant rate.
- 2.12.4 Where officers carry out assessments of dogs kept by any person looking to adopt or foster a child, it is proposed to charge the officer's full hourly rate from the start to completion of the assessment, this includes travel time and providing a report on the suitability or otherwise of any dog(s) kept by the potential carers to the adoption/fostering team. (Non-Business activity VAT exempt (Tax Code A8 applies)).
- 2.12.5 Where officers carry out work on behalf of social services involving the removal of animals where their owners have been admitted into hospital or found to be deceased, there will be a charge of £108 to attend and remove animals and a further GR3 grade for the time taken to relocate the seized animal to a kennelling facility and back to their normal duty. Officers hourly rate (GR3) or part thereof will be charged for any subsequent visits required. Office activities (GR4) will be charged at the officer's hourly rate or part thereof. (Non-Business activity VAT exempt (Tax Code A8 applies)).
- 2.12.6 Officers provide a stray dog collection service for Solihull Metropolitan Borough Council. It is proposed to charge £84 to collect and impound a stray dog or return it to its owner, this is based on a GR3 officers time at 1.5 hours per attendance. Should there be any additional requirements in terms of time or two officers needed, this will be charged in addition at the officer's standard hourly rate. Solihull pay directly for all veterinary and kennelling costs (Non-Business activity VAT exempt (Tax Code A8 applies)).

## 2.13 Animal Welfare Licensing

2.13.1 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, allow for licences to run for 1, 2 or 3 years. Licence fees must reflect this and the need for a separate application and annual fee. The length of a licence is determined by a 'star rating' of premises, which must be applied by the inspecting officers following inspection and in consideration of previous compliance history. There are also provisions to allow licenced premises to apply for a variation to their licence and request additional inspections.

2.13.2 The tables below identify animal related licensed premises and associated reviewed fees. The proposed fees are in-line with charges made by other local authorities and have been based on the average times taken by officers undertaking this work. The yearly licence fee remains unchanged, but there is a small increase applied to all application fees. The reason for the small increase, is that we have a number of non-complaint businesses which we are trying to bring into compliance. An application has been made to the medium-term financial plan for additional staff, as the licensing work has increased as has the enforcement work around licensing. Significant increases in the licence fees are likely to lead to more non-compliant businesses and put an even greater strain on our services. There is a further increase to the application fees in respect of a licence for Hiring out Horses, to reflect the inspections that must be carried out yearly despite them receiving a 3-year licence. The proposed charges as follows.

**New Licences** - NB All vets fees where applicable are charged at cost.

<b>Licensable Activity</b>	<b>Current Fee</b>	<b>Proposed Total Licence Fee 1 year licence</b>	<b>Local Authority Inspection upon Request (per hour)</b>
Selling Animals as Pets	£499.38	£550*	£88.00
Commercial Animal Boarding	£423.12	£465*	£88.00
Dog Breeding	£423.12	£465*	£88.00
Dangerous Wild Animals	£423.12	£465*	£88.00
Home Dog Boarding	£293.34	£323*	£88.00
Arranging Animal Boarding (where no animal boarding licence in place)	£226.00 (plus £88 per inspection)	£248* (plus £88 per inspection)	£88.00
Hiring out Horses	£557.78	£702 (Due to inspections taking longer the cost is 10% plus an addition hour)	£88.00

Keeping/Training Animals for Exhibition	£512.89 (3 year mandatory licence)	£554* (3 year mandatory licence)	£88.00
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\* Fees increased by 10% (rounded up to nearest pound)

Type of Licence	Current Fee	Proposed Fee
Zoos		
- 4 year licence (new)	£2,887.50	£3,176*
- 6 year licence (renewal)	£2,887.50	£3,176*

\* Fees increased by 10% (rounded up to nearest pound)

**Renewal Licence** - NB All vets fees where applicable are charged at cost.

Licensable Activity	Application Fee current	Proposed Application Fee	Licence Fee 1 year	Licence Fee 2 year	Licence Fee 3 year	Local Authority Inspection upon Request (per hour)
Selling animals as pets	£184.11	£203*	£88.00	£176	£264	£88.00
Commercial Animal Boarding	£198.72	£219*	£88.00	£176	£264	£88.00
Dog Breeding	£198.72	£219*	£88.00	£176	£264	£88.00
Dangerous Wild Animals	£198.72	£219*	£88.00	£176	£264	£88.00
Home Dog Boarding	£91.38	£100*	£88.00	£176	£264	£88.00
Arranging Animal Boarding (stand-alone licence)	£136.26 (plus £88 per inspection)	£150*	£88.00	£176	£264	£88.00
Hiring out Horses	£243.60	£356	£88.00	£176	£264	£88.00
Keeping or Training Animals for Exhibition	£198.72	£219*	N/A	N/A	£264	£88.00

\* Application fees increased by 10% (rounded up to nearest pound)

**Note 1-** Cost for the re-issue of an existing licence £10.50 as per the Licensing Act 2003 standard charge, which is included within the costs detailed in the table.

**Note 2-** Any additional animal licencing work, including applications to vary an existing licence, will be charged at the officer's hourly rate (GR5 £88 per hour) plus £54.50 for any application fees.

**Note 3-** Where any veterinary inspection is required then these will be charged at cost.

**Note 4-** Zoo Licensing - any inspections carried out by Inspector appointed by the Secretary to State are charged to the applicant as an additional fee.

## **APPENDIX 2(c)**

### **REVIEW OF CHARGES 2024/2025 – FIXED PENALTY NOTICES**

#### **2.15 Fixed Penalty Notice Tariffs**

2.15.1 Following 15 Nov 2023 Licensing and Public Protection Committee the FPNs have been set for 2024/25.

**REVIEW OF CHARGES 2024/2025 – PEST CONTROL**

**2.16 Domestic Services**

2.16.1 For 2024/25 Pest Control have used the rationale of maximising their income, having regard to market forces, to assist in meeting the income targets for the section. It also reflects the increased surplus for the section.

<b>Domestic</b>	<b>2023/24 (inc' VAT element)</b>	<b>2024/25</b>	<b>VAT @20%</b>	<b>2024/25 Total</b>
Rats - All domestic treatments – *This is the proposed amount for the Consultation process.	Free of charge	£20	£4	<b>£24</b>
Cockroaches - all treatments - first visit	£86	£125	£25	<b>£150</b>
Bedbugs - all treatments - first visit	£86	£125	£25	<b>£150</b>
Mice - All domestic treatments	£86	£125	£25	<b>£150</b>
Wasps - Minimum call out charge for a treatment	£60.00	£54.17	£10.83	<b>£65.00</b>
Fleas - Treatment per property (per visit) -	£86	£125	£25	<b>£150</b>
Other insect treatments - first hour £	£86	£125	£25	<b>£150</b>

**2.17 Commercial Services**

<b>Commercial (Single premises)</b>	<b>2023/24 (ex. VAT)</b>	<b>2024/25 (ex.VAT)</b>	<b>2024/25 Total</b>
All treatments for commercial / non-domestic and landlords that are responsible for property wide infestations - first visit -	<b>£120.00</b>	£132	<b>£158.4</b>
Bedbugs / Pharaoh Ants - first visit	<b>£120.00</b>	£132	<b>£158.4</b>
Clearance work (rodent/insect/bird/premises) - first hour	<b>£120.00</b>	£132	<b>£158.4</b>
Clearance work (rodent/insect/bird/premises) - subsequent hours plus materials plus VAT	<b>£120.00</b>	£132	<b>£158.4</b>

Additional Charges for jobs involving hazardous waste (clinical/needle/etc.)	<b>£180.00</b>	£200	<b>£240.00</b>
Land clearance and associated weed control when treating for rodents plus tipping charges as appropriate.	<b>£120.00</b>	£166.67	<b>£200</b>

Commercial jobs that are competitively tendered, at a rate above or below the agreed rate. Any “lower quotes” will be authorised by the Head of Service or Director.

**REVIEW OF CHARGES 2024/2025 - REGISTER OFFICE****3.0 Relevant Background**

3.0.1 In reviewing these fees and charges, officers from the Division have considered:

- The budget strategy for 2024/25
- The pressures that are being experienced by the event and hospitality industry as a result of the Coronavirus Pandemic.
- Fees and charges levied by neighbouring local authorities.

3.0.2 Where applicable, prices for 2025/26 have also been included. This is principally to allow for advanced booking and payment for ceremonies.

3.0.3 Some fees relate to services that are traditionally booked well in advance for which the fee will already have been taken.

3.0.4 The Registration Service provides several non-statutory services; however, these are in competition with neighbouring Local Authorities and so market sensitivities are considered when setting the fees.

3.0.5 Where the recommended fees 2024/25 are reduced, this is in response to competition and to support the service in being commercially viable. The same applies for fees that have a recommended zero increase, particularly where Birmingham are shown to apply higher fees than neighbouring authorities.

**3.1 Approved Buildings**

3.1.1 Birmingham City Council has responsibility for approving non-religious venues for Civil Marriage and Partnerships. Some fees relate to services that are traditionally booked well in advance. For these services the fees are set out for more than one financial year in the table below.

3.1.2 There are only two approved premises that have licences due to renew in 2024/25. The fees for new applications have been held at the 2023/24 rate (zero increase) to attempt to attract from new venues, albeit that these fees are still relatively high in comparison to neighbouring authorities. The proposed fees for 2025/26 have increased by 5% as this is considered sustainable within the current market.

**Approved Building Licence Fees**

<b>Register Office - Approved Buildings</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>VAT</b>
New Application for approval of premises to include ONE room 3 years	£3,682.00	£3,682.00	£3,866.00	NB
New Application for approval of premises to include ONE room 6 years	N/A	£6,517.00	£6,843.00	NB

Renewal of existing approved premises to include ONE Room 3 years	£2,573.00	£2,573.00	£2,702.00	NB
Additional rooms included in the application (per room) 3 years	£818.00	£818.00	£859.00	NB
Additional rooms added after the application approved 3 years (pro-rata)	£936.00	£936.00	£983.00	NB
Application for approval of religious building for Civil Partnerships 3 years	£723.00	£723.00	£759.00	NB
Renewal of existing approved premises to include ONE Room 6 years	£4,560.00	£4,560.00	£4,788.00	NB
Additional rooms included in the application (per room) 6 years	£1,169.00	£1,169.00	£1,227.00	NB
Additional rooms added after the application approved 6 years (pro-rata)	£1,300.00	£1,300.00	£1400.00	NB
Application for approval of religious building for Civil Partnerships 6 years	£723.00	£723.00	£759.00	NB
New Application for approval of small premises - 3 years	POA	POA	POA	NB
New Application for approval of small premises - 6 years	POA	POA	POA	NB
Registrar acting as a celebrant	POA	POA	POA	NB

NB – (Non-Business activity VAT exempt).

N/A – the service is not available in that year

### 3.2 Register Office Ceremony Suite

- 3.2.1 Holding the ceremony in Birmingham is not statutory and the Registration Service faces strong competition from neighbouring Local Authorities and other business premises. The geographic location and surroundings of the Register Office have an influence on the number of couples opting to use the ceremony suites for weddings and civil partnerships, with lower numbers than in previous years.
- 3.2.2 Ceremony Room 3 has the largest capacity of the three ceremony rooms but the trends are indicating that this is least used of the three rooms, supposedly due to decreasing size of wedding parties and couples opting to use alternative venues that accommodate similar numbers but offer additional facilities.
- 3.2.3 Maintaining the cost at a competitive level may increase uptake and this is the reason for a recommended zero increase in 2024/25, with a suggested 5% increase for 2025/26.
- 3.2.3 Statutory fees are set nationally by General Register Office and not by Licensing and Public Protection Committee. They are however provided for information.

### Marriage - Ceremony Suite

Register Office - Ceremony Suite	2023/24	2024/25	2025/26	VAT
Ceremony Suite - Statutory Room (excludes 1 x Certificate)	£46.00	£46.00	£46.00	NB
Ceremony Suite - Additional - Separate Interview before ceremony	£37.00	£41.00	£43.00	NB
Ceremony Suite - Room 1 (excludes certificate and postage) Mon - Fri	£190.00	£200.00	£210.00	NB
Ceremony Suite - Room 1 (excludes certificate and postage) weekends and Public Holiday	£220.00	£230.00	£242.00	NB
Ceremony Suite - Room 2 (excludes certificate and postage) Mon - Fri	£278.00	£278.00	£292.00	NB
Ceremony Suite - Room 2 (excludes certificate and postage) weekends and Public Holiday	£368.00	£368.00	£386.00	NB

Ceremony Suite - Room 3 (excludes certificate and postage) Mon - Fri	£341.00	£341.00	£358.00	NB
Ceremony Suite - Room 3 (excludes certificate and postage) weekends and Public Holiday	£446.00	£446.00	£468.00	NB
Portable photo booth photograph - where available	POA	POA	POA	S
Photograph of signing celebratory certificate at marriage/civil partnership ceremony (where available)	£35.00	£37.00	£37.00	NB
Naming ceremony	£100.00	£80.00	£80.00	NB
Photographs in courtyard	£37.00	£37.00	£37.00	NB

NB – (Non-Business activity VAT exempt (Tax Code A8 applies)), S – Standard (liable to tax charged at standard rate of VAT, currently 20%); POA – Price on application; N/A – the service is not available in that year

3.2.3 By setting the fees so far in advance it allows couples, wishing to marry, to plan and budget ahead with confidence, the fee to be paid is the one in force on the day of the ceremony.

3.2.4 All ceremony suite fees are subject to room availability.

### 3.3 Attendance at Approved Premises

3.3.1 Fees for registration staff to attend a ceremony taking place at one of the City's approved venues are also set out for more than one financial year for the same reason as above.

3.3.2 The fee for attendance on a Public Holiday has been brought in line with the fee for weekend attendance to encourage take up. A slightly increased fee for attendance on Fridays, compared to other weekdays is also being introduced and is in line with some other authorities, due to increased popularity for Fridays.

3.3.3 The proposed zero increase is to maintain the competitiveness of the service in comparison to neighbouring authorities and an attempt to encourage couples to use venues and businesses within the city as opposed to choosing venues outside of the city.

### Marriage - Attendance at Approved Premises

Register Office – Attendance at Approved Premises	2023/24	2024/25	2025/26	VAT
Monday to Thursday	£596.00	£596.00	£626.00	NB
Friday	N/A	£660.00	£700.00	NB
Weekend	£762.00	£762.00	£800.00	NB
Public Holiday	£762.00	£762.00	£800.00	NB

NB – (Non-Business activity VAT exempt).

### 3.4 Other Fees

3.4.1 Citizenship ceremonies could be requested elsewhere; however, the individual would need to apply to the Home Office to request a change of district. The main competition/market sensitivity therefore is the price differential between the statutory ceremony and the private ceremony. An increase of 10% has been applied to these fees.

## Other Fees

Register Office - Other Fees	2023/24	2024/25	2025/26	VAT
Private Citizenship Ceremony - Monday - Friday	£231.00	£254.00	£263.00	NB
Private Citizenship Ceremony - Saturday	£257.00	£295.00	£310.00	NB
Advanced Booking fee – Statutory Register Office Ceremony	£61.00	£67.00	£70.00	NB
Advanced Booking – Ceremony Suite	£71.00	£78.00	£82.00	NB
Advanced Booking – Approved Premise	£83.00	£91.00	£95.00	NB
Cancellation fee- Statutory Register Office Ceremony	£61.00	£67.00	£70.00	NB
Cancellation fee- Ceremony Suite	£71.00	£78.00	£82.00	NB
Cancellation fee- Approved Premise	£83.00	£91.00	£95.00	NB
Interpreter	N/A	POA	POA	NB
Change of ceremony appointment - Statutory Register Office Ceremony	£61.00	£67.00	£70.00	NB
Change of ceremony appointment- Ceremony Suite	£71.00	£78.00	£82.00	NB
Fee for change of ceremony appointment- Approved Premise	£83.00	£91.00	£95.00	NB
Fee charged for research (per half hour)	£56.00	£62.00	£65.00	S
Fee for international postage via on-line application	£8.00	£15.00	£16.00	S
Additional appointment/ change of appointment	£47.00	£52.00	£55.00	NB
Celebratory Certificates (at time of birth registration)	£12.00	£15.00	£18.00	S
Change of Name deed (includes certificate)	£66.00	£75.00	£79.00	NB
Change of name certificate additional copies	£12.00	£15.00	£18.00	NB
Special Celebratory Certificates (birthday, grandparents, anniversary)	£23.00	£25.00	£28.00	S
Photographs and flowers package (from)	£146.00	POA	POA	S
Pitch at Wedding Fayre	£56.00	£65.00	£70.00	S
Hire of ceremony rooms 2 or 3 for function/event - half day or full day	POA	POA	POA	E
Hire conference room for function/event - half / full day	POA	POA	POA	E
Training for authorised person to register marriages / quarterly returns	£83.00	POA	POA	E
Appointment to check completeness / validity of notice for Marriage (non-refundable)	£47.00	£52.00	£55.00	NB
Save the day – approved premise- ceremony > 12 months in advance	£83.00	£91.00	£95.00	NB
Save the day – ceremony suites- ceremony > 12 months in advance	£71.00	£78.00	£82.00	NB
Save the day – ceremony suites- Register Office ceremony > 12 months in advance	£61.00	£67.00	£70.00	NB
Priority service at approved premises – to take place within 12 weeks (additional)	£83.00	£91.00	£95.00	NB
Provision of folder	£2.00	£3.00	£3.00	NB
Provision of envelope	£1.00	£1.25	£1.50	NB
Postage-signed for	£4.00	£6.00	£7.00	S
Postage International- tracked and signed	£8.00	£15.00	£16.00	S

Priority Correction/ Re-registration Appointment	£47.00	£52.00	£55.00	NB
Production of further documents for notice of marriage/civil partnership	£27.00	£30.00	£32.00	NB
Keepsakes/additional products	POA	POA	POA	S
Administration of post-dated passport forms	£27.00	£30.00	£32.00	NB
Advice in advance of 'phone booking for notice of marriage/civil partnership per person	£6.00	£10.00	£10.00	NB
Separate Interviews before marriage/civil partnership ceremony (where not included in package)	£37.00	£41.00	£43.00	NB
Online processing fee for booking of notice of marriage/civil partnership per person.	N/A	£10.00	£10.00	NB

NB – (Non-Business activity VAT exempt ); S – Standard (liable to tax charged at standard rate of VAT, currently 20%); E – Exempt (the supply is exempt from VAT hence no VAT added); POA – Price on application

### 3.5 Statutory Fees and Charges

3.5.1 Statutory fees are set externally / nationally and are provided for information.

3.5.2 The statutory fees have not been reviewed since 2019. The GRO have indicated that there is currently a review of the fees and charges and it is possible that fees listed below will change in 2024/25. If this occurs, the statutory fees listed below will be amended to reflect any changes.

#### Statutory Fees

Register Office – Statutory Fees	2023/24	2024/25	VAT
Superintendent Registrar/Registrar's Certificate	£11.00	£11.00	NB
Priority Superintendent Registrar/Registrar's Certificate after registration	£35.00	£35.00	NB
A general search in indexes not exceeding 6 hours	£18.00	£18.00	NB
Certificate of Worship	£29.00	£29.00	NB
Registration of a religious building for marriage	£123.00	£123.00	NB
Registration of a religious building for marriages for same sex couples (That is already registered)	£64.00	£64.00	NB
Notice of Marriage	£35.00	£35.00	NB
Notice of Marriage subject to immigration Act	£47.00	£47.00	NB
Notice of Civil Partnership subject to immigration Act	£47.00	£47.00	NB
Notice of Civil Partnership	£35.00	£35.00	NB
Fee to reduce the legal waiting period of a notice of marriage/civil partnership	£28.00	£28.00	NB
Fee for sharing information under the Digital Economy Act	£50.00	£50.00	NB
Fee payable to Registrar for marriage Ceremony at register Office	£46.00	£46.00	NB
Fee payable to Registrar for marriage Ceremony at registered building	£86.00	£86.00	NB
Attendance of Civil Partnership Registrar at Register Office	£46.00	£46.00	NB
Notice given at Housebound Person's abode SR attendance	£47.00	£47.00	NB
Notice given at Detained Person's abode SR Attendance	£68.00	£68.00	NB
Attendance of Registrar at Housebound Person's Marriage	£81.00	£81.00	NB
Attendance of Registrar at Detained Person's Marriage	£88.00	£88.00	NB
Attendance of Superintendent Registrar at Housebound Person's marriage	£84.00	£84.00	NB
Attendance of Superintendent Registrar at Detained Person's marriage	£94.00	£94.00	NB
Attendance of CP Registrar at Housebound Person's CP	£81.00	£81.00	NB

Attendance of CP Registrar at Detained Person's CP	£88.00	£88.00	NB
Registrar General's Licence for Marriage	£15.00	£15.00	NB
Fee of priority certificate –Next working day	£24.00	£24.00	NB
Standard Conversion Civil partnership to marriage	£45.00	£45.00	NB
Two stage procedure stage 1 conversion civil partnership to marriage	£27.00	£27.00	NB
SR attendance Conversion Civil partnership to marriage according to Jews / Society of Friends	£91.00	£91.00	NB
SR attendance Conversion Civil partnership to marriage Housebound	£99.00	£99.00	NB
SR attendance Conversion Civil partnership to marriage detained	£117.00	£117.00	NB
Registrar General's Licence for Civil Partnership	£15.00	£15.00	NB
CP Registrar's attendance at religious building	£86.00	£86.00	NB
CP certificate issued after registration	£11.00	£11.00	NB
CP certificate issued after registration	£11.00	£11.00	NB
First short birth certificate issued at time of registration	£11.00	£11.00	NB
Consideration by a Superintendent Registrar of a divorce/Civil Partnership dissolution	£50.00	£50.00	NB
Consideration by a Registrar / Superintendent Registrar of a correction application	£75.00	£75.00	NB
Consideration by the Registrar General of a correction application	£90.00	£90.00	NB
Consideration by the Registrar General of divorce/ CP dissolution from outside British Isles	£75.00	£75.00	NB
Consideration of a reduction in the 28-day notice to marry / civil partnership	£60.00	£60.00	NB
Amendment	£40.00	£40.00	NB
Adult attending communal citizenship ceremony	£80.00	£80.00	NB

NB – (Non-Business activity VAT exempt)

**REVIEW OF CHARGES – CORONER’S SERVICE 2024/2025**

- 4.1 Fees that are chargeable are set out nationally in the Coroners Allowances, Fees and Expenses Regulations 2013. There are nationally set at:
1. After inquest, a document disclosed as a paper document is charged at £5 for a document of 10 pages or less, with an additional 50p payable for each subsequent page.
  2. A fee of £5 per document where it is disclosed in any form other than email or paper – i.e. CD copies of inquests.
  3. For a transcription of an inquest of 360 words or less the fee is £6.20, 361-1,439 words is £13.10 and 70p for every additional 72 words or part thereof.
- 4.2 The only locally set fee is the search fee for archive documents. It is proposed to increase the fee to £78 per hour or part thereof (Cost of a GR4 officer plus 10%).

**REVIEW OF CHARGES – STATUTORY TEAM 2024/2025**

**(Acivico -Building Consultancy)**

- 5.1 The, Statutory Team, which is part of Acivico (Building Consultancy) Limited, carry out a range of professional surveying services for both internal and external client groups that are responsible for property portfolios. The scope of services includes the carrying out of technical functions in support of the discharge of the Council's Building Control allied legislative requirements as detailed in The Building Act 1984 and the administration of demolition contracts required to facilitate the Council's regeneration targets. The group also carry out a variety of enforcement duties where full cost recovery is undertaken when the legislation allows.
- 5.2 The work is normally charged on an hourly basis. The current (2023/2024) charge is £100.00 per hour, and it is proposed that this fee will increase to £110.00 per hour. An increase in the rate is required to cover rising costs and ensure the service is not carried out at a loss. The revised rate recognises that the work is carried out by a mix of grade 5, 6 and a small number of grade 7 surveyors and is therefore a composite rate. The rate is still in line with other professional services carried out within the council (see rates proposed on page 3 item 4.3) and is very competitive with regards to the private sector. The increase is necessary to address the increased cost of labour, increases in other on-costs and the necessity to maintain sufficient resources to handle the Council's requirements.
- 5.3 The charge levied in respect of Private Demolition Notices, which is a fixed fee per notification, is currently (2023/2024) set at £305.00. It is proposed to increase this fee in line with the increases proposed in paragraph 5.2. Therefore, the new fee will be £335.00.
- 5.4 The charge in respect of notices for temporary grandstands, which is required under the West Midlands County Council Act 1980 Section 39, is based on cost recovery in line with the hourly rate for the Statutory Team as above and it is proposed to revise this rate to £110.00 per hour as well.
- 5.5 Work carried out indicates that, within the limitations of operating within a competitive market and statutory framework, the fees proposed should maximise income to the City Council through Acivico as well as providing good value for money to Acivico customers.