

BIRMINGHAM CITY COUNCIL

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

13 FEBRUARY 2019
ALL WARDS

**REVIEW OF LICENSING AND PUBLIC PROTECTION
FEES AND CHARGES 2019/2020**

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 2019.
- 2.2 That the changes to the fees and charges for Environmental Health Services, as detailed in Appendix 2, are approved to take effect from 1 April 2019.
- 2.3 That the changes to the fees and charges for Environmental Health Fixed Penalty Notices, as detailed in Appendix 2(a), are approved to take effect from 1 April 2019.
- 2.4 That the changes to the fees and charges for Pest Control Services, as detailed in Appendix 2(c), are approved to take effect from 1 April 2019.

- 2.5 That the changes to the fees and charges for Register Office Services, as detailed in Appendix 3, are approved to take effect from 1 April 2019.
- 2.6 That the statutorily set charges for the Register Office, as detailed in Appendix 3(a) be noted.
- 2.7 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 2019.
- 2.8 That the changes to the fees and charges for Birmingham Account Team (formerly Surveying Services) as detailed in Appendix 5, are approved to take effect from 1 April 2019.
- 2.9 That authority be delegated to the Director of Regulation and Enforcement and Heads of Service to authorise the negotiation of variations to the fees and charges identified in this report, in the interests of commercial flexibility.

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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 in 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 – Review of Charges for Environmental Health
 - Appendix 2(a) – 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.
 - Appendix 3(a) – Register Office statutorily set fees.
 - Appendix 4 – Review of Charges for the Coroner's Service.
 - Appendix 5 – Review of charges for Birmingham Account Team (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 seven salary grading bands the Local Authority appoints its officers under.

OFFICER SALARY GRADE	CHARGEABLE HOURLY RATE 2018/19	CHARGEABLE HOURLY RATE 2019/20
Grade 2	£34	£35
Grade 3	£46	£48
Grade 4	£61	£63
Grade 5	£77	£79
Grade 6	£99	£102
Grade 7	£132	£136

4.4 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 possible.

4.5 With regard to 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.

4.6 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 This report will be appended to a wider reaching City wide Fees and Charges report to full Cabinet at the end of February 2019.

6. Implications for Resources

6.1 The proposals represent an increase to budgeted income for 2019/20. The proposed increases are in line with the budget strategy for 2019/20.

7. Implications for Policy Priorities

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

8. Public Sector Equality Duty

8.1 There are no specific implications identified.

ACTING DIRECTOR OF REGULATION AND ENFORCEMENT

Background Papers: Birmingham City Council – Corporate Charging Policy

REVIEW OF TRADING STANDARDS CHARGES 2019/20

1.1 It is proposed that the revised fees are based on the 2018/2019 fees with a 5% increase; this takes account of the 2019/20 pay award, increased superannuation costs and inflationary changes to operational and running overheads.

1.2 Fees have been rounded up or down as appropriate.

Measuring Instruments for Measuring Liquid Fuel or Lubricants or Mixtures Thereof

Weights and Measures	2018/19	2019/20
Un-subdivided container types	£92.00	£97.00
1 meter tested	£115.00	£121.00
2 meters tested	£188.00	£197.00
3 meters tested	£263.00	£276.00
4 meters tested	£331.00	£348.00
5 meters tested	£396.00	£416.00
6 meters tested	£484.00	£508.00
7 meters tested	£551.00	£579.00
8 meters tested	£609.00	£639.00
All other Weights and Measures on site - charge per hour	£77.00	£79.00
Measuring Instruments off-site within BCC boundary hourly rate + mileage	£77.00	£79.00
Measuring Instruments on-site outside BCC boundary hourly rate + mileage + 10 % for other overheads	£77.00	£79.00
Duplicate certificates or duplicate statements of accuracy (each)	£22.00	£23.00
Work outside of normal Office Hours , hourly rate will be subject to a 50% increase		
Metrology minimum charge for cancelled appointment	£77.00	£79.00

1.3 Bespoke seminars/training

A charge for businesses or trade sectors expressing an interest in a bespoke seminar or training on Trading Standards legislation relevant to that business or trade sector; this would include certification of Weighbridge Operators. It is proposed that the charge is £88 + VAT per attendee for a day course and £55 +VAT for half day course (minimum of 10 attendees) remains unchanged.

1.4 Primary Authority Partnership

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.

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 2018/2019 Grade 5 Officer hourly rate of £79 plus expenses.

1.5 Business Support

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 of £79.

Head Office	2018/19	2019/20
Primary Authority Partnerships (cost recovery only)	£77.00	£79.00
Bespoke Seminars and Training on Trading Standards Legislation full day course- charge per attendee (+ VAT)	£84.00	£88.00
Bespoke Seminars and Training on Trading Standards Legislation, half day course - charge per attendee (+ VAT)		£55.00
Primary Authority Partnership (PAP) - hourly rate	£77.00	£79.00
Business Advice outside/without PAP Agreement	£77.00	£79.00
Surveillance Assistance - Hourly Rate GR4	£61.00	£63.00
Surveillance Assistance - Hourly Rate GR5	£77.00	£79.00

1.6 Private Hire Access to Knowledge Course

This course is available to potential drivers in relation to preparation for the Licensing Private Hire Knowledge Test. It is proposed that the charge is £39 per attendee in 2019/20. This is an increase from £37 per attendee in 2018/2019.

Private Hire Knowledge	2018/19	2019/20
Private Hire Access to Knowledge Course Fee per attendee	£37.00	£39.00

1.7 Financial Investigations

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 £77.00 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.

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%.

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.

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.

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.

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.

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.

1.7 Trading Standards Fixed Penalty Notice and Penalty Charge Tariffs

All of the tariffs in the table below are set by statute except for the tariff for early payment discount in respect of nuisance parking and it is not proposed to change that tariff.

Fixed Penalty Notices	2018/19	2019/20
Nuisance Parking (s6(1) Clean Neighbourhoods and Environment Act)	£100	£100
Energy Performance Certificates - Duty to Provide to Prospective Buyers (Energy Performance of Buildings (England & Wales) Regulations 2012)	£200	£200
Energy Performance Certificates - Duty to Display (Energy Performance of Buildings (England & Wales) Regulations 2012) - 14(3)(a)	£1,000	£1,000
Energy Performance Certificates - Duty to Display (Energy Performance of Buildings (England & Wales) Regulations 2012) - 14(3)(b)	£500	£500
Energy Performance Certificates - Duty of Controllers of Air conditioning Systems (Energy Performance of Buildings (England & Wales) Regulations 2012) - 18(1), 20, 21	£300	£300
Redress Schemes (requirement of Estate Agents to belong to scheme)	£1,000	£1,000
Minimum Efficiency Standards for buildings (from April 2018) - £5,000 to £10,000 or 10%-to-20% of rateable value		

APPENDIX 2

REVIEW OF CHARGES – ENVIRONMENTAL HEALTH AND PEST CONTROL 2019/2020

2.0 In reviewing these fees and charges, officers from the Directorate have considered:

- the budget strategy for 2019/20.
- the need to ensure that relevant expenditure and income targets are met and full cost recovery achieved.
- fees and charges levied by neighbouring districts.
- consultation responses.

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

2.0.2 For 2019/2020 Environmental Health have again used the rationale of maximising their 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

It is proposed that the fee for issuing condemnation/surrender notes for freezer breakdowns and for similar insurance purposes be increased to £112 per hour (from £105). 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

It is proposed that where an inspection of the premises is required, this will be subject to a minimum of £150 (current charge £140) 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. (Non-Business activity VAT exempt (Tax Code A8 applies)).

Where no visit is required it is proposed that the fee remain at £102 (current charge £95) for the certificate. (Non-Business activity VAT exempt (Tax Code A8 applies)).

Where Export Certificates have been produced and are no longer required, there will be a charge of £27 (current charge £25) cancellation fee for each certificate produced.

2.3 Food Hygiene Rating Scheme revisits

It is proposed to increase the charge for all FHRS revisits that are requested by businesses to obtain a new food hygiene score to £187 (currently £175). 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. (Non-Business activity VAT exempt (Tax Code A8 applies)).

Summary

Food Condemnation / Export / Hygiene matters	2018/19	2019/20
Food Condemnation / Surrender Notes	£105.00	£112.00
Provision of Food Export Certificates	£140.00	£150.00
Provision of Food Export Certificates where no visit required	£95.00	£102.00
Food Export Certificates where produced but no longer required	£25.00	£27.00
FHRS Revisit to obtain new Food Hygiene Score	£175.00	£187.00

2.4 Health and Safety

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 £165 (two hours at GR5) plus the hourly rate of £82 per hour or part hour thereafter. (Current charge is £154 and £77 per hour). VAT will be applied at its appropriate rate, in addition to this cost.

- 2.5 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 £86 per delegate for one day’s training [excluding any refreshments] with a minimum number of ten delegates per course (currently £80). (VAT exempt if only L/A officers attend. VAT would be payable for external delegates and must be added to their charge).

Summary

Health and Safety	2018/19	2019/20
Section28 HSWA for legal Accident Reports	£154.00	£165.00
Section28 HSWA additional hourly rate for accident reports	£77.00	£82.00
Health and Safety Training - per delegate, per day	£80.00	£86.00

2.6 Food and Health and Safety Primary Authority Partnerships.

Environmental Health Food and Health & Safety Teams have set up a number of 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. The programme is overseen by the Government's Better Regulation office 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.

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 2019/2020 Grade 5 Officer hourly rate of £82 plus expenses. (Current charge £77). (VAT applies but is currently zero rated for this work).

2.7 Environmental Conveyancing Searches

A number of requests are made (usually by solicitor firms) for environmental information held by the Service to assist in conveyancing. The information has to be supplied (where held) under the Environmental Information Regulations. 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 to £73 for a Basic Search and £107 for an Advanced Search (current charges £68 and £100 respectively).

2.8 Statutory Default Work

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. It would also include any statutory fees and daily charges that are applicable. It is proposed to charge £96 (previously £90) 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. 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 £110 (currently £100). This is designed to minimise the likelihood of seized equipment not being reclaimed by owners, which would potentially result in excessive/on-going storage and disposal costs for the council that may not be rechargeable.

2.9 Attendance at Exhumations

It is proposed to increase the fixed fee from £300 to £321 (plus VAT) to be received in advance of an 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 requiring an exhumation approval then the charges for this work will be based on an hourly rate of a GR5 officer.

2.10 Licences for the Distribution of Free Literature

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 £260 and it is proposed to increase this to £278. 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. 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.

Summary

Conveyancing and Default work / Free Literature Consents	2018/19	2019/20
Primary Authority Partnership's (Statutorily set at cost recovery)	Cost recovery	Cost recovery
Processing Environmental Information for conveyancing – Basic	£68.00	£73.00
Processing Environmental Information for conveyancing – Advanced	£100.00	£107.00
Statutory Default Work - Admin costs for Invoices / Processing	£90.00	£96.00
Statutory Default Work - Seizure of Sound Equipment	£100.00	£110.00
Attendance at Exhumations (incl completion of documentation)	£300.00	£321.00
Distribution of free literature consents	£260.00	£278.00

2.11 Pest Control

For 2019/20 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.

Due to wider usages of effective gel treatments for cockroaches it is also proposed to reduce the price of these treatments to encourage a greater take-up. The table below identifies the number of treatments per year undertaken by the team. Treatment fees were introduced on 1st December 2015.

Cockroach Complaints by Year	
2012/13	512
2013/14	561
2014/15	637
2015/16	283
2016/17	230
2017/18	164
2018/19	196

DOMESTIC Pest Control

Domestic	2018/19 (inc' VAT element)	2019/20	VAT @20%	Total
Rats - All domestic treatments	Free of charge	Free of charge	N/A	Free of charge
Rats - Pest proofing of holes on site when treating for rats	£85 (£102)	£91.67	£18.33	£110.00
Rats - Covering of broken or defective air vents on site when treating for rats	£85 (£102)	£91.67	£18.33	£110.00
Cockroaches - all treatments - first visit	£85 (£102)	£50.00	£10.00	£60.00
Cockroaches - all treatments - follow up per 30mins	£30.00	£26.67	£5.33	£32.00
Bedbugs - all treatments - first visit	£85 (£102)	£91.67	£18.33	£110.00
Bedbugs - all treatments - follow up per hour plus VAT	£60.00	£52.50	£10.50	£63.00
Mice - mouse poison offered at Neighbourhood Office	Free of charge	Free of charge	N/A	Free of charge
Mice - Advice and break-back traps (only once on site and identified as mice not rats)	£85 (£102)	Cease: no up take		
Mice - All domestic treatments	£85 (£102)	£91.67	£18.33	£110.00
Wasps - Minimum call out charge for a treatment	£60.00	£50.00	£10.00	£60.00
Wasps - 2 or more nests, multiple treatments + revisits	£70.00	£62.50	£12.50	£75.00
Fleas - Visit to put in monitoring traps + materials	£30 (£36)	Cease: no up take		
Fleas - Treatment per property (per visit)	£135 (£162)	£50.00	£10.00	£60.00
Squirrels - proofing lopping trapping plus materials	£85 (£102)	Cease: no up take		
Squirrels - reset trap per visit	£85 (£102)	Cease: no up take		
Ants (one visit, demonstrate how to treat ants and sale of appropriate bait stations excludes pharaoh ants).	Free of charge	Cease: no up take		

Reduced
Price

Other insect treatments - first hour	£85 (£102)	£91.67	£18.33	£110.00
Other insect treatments - subsequent half hour	£30 (£36)	£26.67	£5.33	£32.00

COMMERCIAL

Commercial	2018/19	2019/20	VAT @20%	Total
All treatments for commercial / non-domestic and landlords that are responsible for property wide infestations - first visit	£85 (£102)	£91.67	£18.33	£110.00
Bedbugs / Pharaoh Ants - first visit	£85 (£102)	£91.67	£18.33	£110.00
Clearance work (rodent/insect/bird/premises) - first hour	£85 (£102)	£91.67	£18.33	£110.00
Clearance work (rodent/insect/bird/premises) - subsequent hours plus materials plus VAT	£85 (£102)	£91.67	£18.33	£110.00
Additional Charges for jobs involving hazardous waste (clinical/needle/etc.)	£125 (£150)	£133.33	£26.67	£160.00
Land clearance and associated weed control when treating for rodents (Land clearance materials charged plus 10% administration)	£85 (£102)	£91.67	£18.33	£110.00

Commercial jobs that are competitively tendered, at a rate above or below the agreed rate above will be authorised by the Head of Service or Director, plus materials and VAT.

2.12 Animal Welfare – Stray Dog Charges

It is proposed to alter the charges applied to dog owners where their dogs strayed. Where dogs are claimed from the Birmingham Dogs Home or where dogs are returned directly to their owners there will be a £25 charge made. The £25 fee is a statutory amount prescribed by the Environmental Protection Act 1990 and cannot be altered. The Act also permits local authorities to charge dog owners all costs incurred by the seizure and detention of their dog if seized as a stray. It is proposed therefore to charge dog owners all such costs, which may include out of hours kennelling charges or veterinary fees, as well as officer time.

It is proposed to charge £95 (previously £85) 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.

2.13 Animal Welfare Licensing

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, came into effect on 1 October 2018. Changes to licence fees came into effect in October 2018, following committee approval. The new Regulations allow licences to run for 1, 2 or 3 years and licence fees must reflect this; they must also reflect the need for a separate application and yearly fee. The length of a licence is determined by a new star rating of premises, which must be determined by the inspecting officers following inspection and in consideration of previous compliance history. The new Regulations require a longer inspection and application process, which has resulted in an increase in charges. There are also new provisions which allow licenced premises to apply for a variation to their licence and also to request additional inspections; proposed costs for these are outlined below.

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 GR4 and GR5 officers undertaking this work.

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. The previous cost of £85 per assessment does not reflect the variation in time spent processing these requests, in particular when assessments are conducted outside the Birmingham boundary.

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, it is proposed to charge £95 (previously £85) to attend and remove animals and a further £48 (GR3) per hour or part thereof charged for any subsequent visits required. Office activities (GR4) will be charged at the officer's hourly rate or part thereof.

Proposed Animal Welfare licence fees - 2019/2020.

New Licences

Licensable Activity	Total Licence Fee 1 year licence	Current Fee	Vets Fees	L A Inspection upon Request	Application to Vary Licence
Selling Animals as Pets	£444.25	£432.50	At Cost	£106.50	£164.25
Commercial Animal Boarding	£373.75	£314.50	At Cost	£106.50	£164.25
Dog Breeding	£373.75	£314.50	At Cost	£106.50	£164.25
Dangerous Wild Animals	£373.75	£322.50	At Cost	£106.50	£164.25
Home Dog Boarding	£259.25	£245.50	At Cost	£106.50	£57.75
Arranging Animal Boarding (where no animal boarding licence in place)	£140.75 (plus £79 inspection per premises as required)	N/A	At Cost	£106.50	£57.75 (plus £79 inspection per premises as required)
Hiring of Horses	£492.25	£322.50	At Cost	£106.50	£164.25
Keeping/Training Animals for Exhibition	£452.75 (3 year licence)	£245.50	At Cost	£106.50	£164.25

Renewal Licences

Licensable Activity	Application Fee	Licence Fee (1 year)	Licence Fee (2 year)	Licence Fee (3 year)	Vets Fees	L A Inspection on request	Application to Vary Licence
Selling animals as pets	£164.25	£79	£158	£237	At Cost	£106.50	£164.25
Commercial Animal	£176.25	£79	£158	£237	At Cost	£106.50	£164.25

Boarding							
Dog Breeding	£176.25	£79	£158	£237	At Cost	£106.50	£164.25
Dangerous Wild Animals	£176.25	£79	£158	£237	At Cost	£106.50	£164.25
Home Dog Boarding	£81.50	£79	£158	£237	At Cost	£106.50	£57.75
Arranging Animal Boarding (as stand-alone licence)	£140.75 (plus £79 per inspection per premises as required)	£79	£158	£237	At Cost	£106.50	£57.75 (plus £79 per inspection per premises as required)
Hiring out Horses	£215.75	£79	£158	£237	At Cost	£106.50	£164.25
Keeping / Training Animals for Exhibition	£215.75	N/A	N/A	£237	At Cost	£106.50	£164.25

Note 1

Cost for the re-issue of an existing licence £10.50 (Licensing Act 2003 standard charge)

Note 2

Where any veterinary inspection is required then these will be charged at cost.

Note 3

Zoo Licensing remains unchanged, any inspections carried out by Inspector appointed by the Secretary to State are charged to the applicant as an additional fee.

Type of Licence	Current Fee	Proposed Fee
Zoos		
- 4 year licence (new)	£2,670	£2,670
- 6 year licence (renewal)	£2,670	£2,670

2.14 Fixed Penalty Notice Tariffs

The Fixed Penalty Notice (FPN) tariffs are detailed at Appendix 2(a).

2.15 All other FPNs are set at their legal maximum except:

- Unauthorised Distribution of Free Literature
- Graffiti and Flyposting
- Litter

(Tariffs amended by The Environmental Offences (Fixed Penalties) (England) Regulations 2017)

2.16 Committee can consider varying the tariff for the FPNs in 2.15 and if so minded reduce the tariff of any FPN which is not set by statute.

2.17 With regard to the Littering FPN committee are asked to consider the following:

- The current payment rate of FPNs is approximately 85%
- Approximately 700 prosecutions for non-payment were submitted last year (10% of FPNs issued)
- The remainder had reasons not to be pursued.
- Increasing the tariff to the maximum may dissuade littering
- Increasing the tariff may decrease the repayment rate and increase the prosecution rate. An increased prosecution rate would require extra staff to administer this process.
- Reducing the tariff at £80 does not reflect the Governments default level (£100) if no action were taken.

2.19 Early repayment discounts were discontinued as few people took note of the timelines and most paid the lower payment significantly after the expiry of the discounted period. This led to inequalities and administration difficulties. It is your officers recommendation that committee do not reinstate early payment rates.

FIXED PENALTY NOTICE TARIFFS

APPENDIX 2(a)

OFFENCE	LEGISLATION	EXISTING TARIFF 2018/2019 Existing FPN & Early Discount	PENALTY CAN BE SET	FPN TARIFF FOR 2019/2020
Community Protection Notice. (For fixed penalty notices repealed under Environmental Protection Act 1990 and Clean Neighbourhoods and Environment Act 2005, including former Street Litter Control notices and Litter Clearing Notices)	s.52(7) Anti-social Behaviour Crime and Policing Act 2014	£100 No discount for early payment	Maximum £100 Indeterminate discount can be offered for early payment (the range is not specified)	£100 No Discount for early payment
Unauthorised distribution of literature in a consent area	Schedule 3A, para.7(2) Environmental Protection Act 1990	£100 No discount for early payment	Between £65 - £150 Minimum discount for early payment £50	£100 No Discount for early payment
Graffiti and Flyposting	s.43 Anti-social Behaviour Act 2003	£100 No discount for early payment	Between £65 - £150 Minimum discount for early payment £65	£100 No Discount for early payment
Litter	s.88(1) Environmental Protection Act 1990	£100 No discount for early payment	Between £65 - £150 Minimum discount for early payment £65	£100 No Discount for early payment
Domestic Duty of Care Fixed Penalty Notice	Section 34(2)(A) Environmental Protection Act 1990	This is a new FPN tariff set at 16 January 2019 LPPC meeting.	Between £150 to £400 Discount can be set between £120 & £150	£200 No Discount for early payment
Failure to produce written particulars of waste [waste transfer notes]	s.34A (2) Environmental Protection Act 1990	£300 set by statute No discount for early payment	Set by statute Minimum discount for early payment £180	£300 No Discount for early payment
Failure to furnish documentation of waste carriers registration	s.5B(2) Control of Pollution (Amendment) Act 1989	£300 set by statute No discount for early payment	Set by statute Minimum discount for early payment £180	£300 No Discount for early payment

OFFENCE	LEGISLATION	EXISTING TARIFF 2018/2019 Existing FPN & Early Discount	PENALTY CAN BE SET	FPN TARIFF FOR 2019/2020
Failure to comply with notice for commercial or industrial waste receptacles and presentation	s.47ZA, 47ZB of the Environmental Protection Act 1990	£110 No discount for early payment	Between £75 - £110 Minimum discount for early payment £60	£110 No Discount for early payment
Failure to comply with notice for household waste receptacles and presentation	s.46, Environmental Protection Act 1990	£60	Set by statute No discount allowed	£60
Noise from domestic dwellings exceeding a permitted level	s.8 Noise Act 1996	£110 No discount for early payment	Between £75 - £110 Minimum discount for early payment £60	£110 No Discount for early payment
Noise from licensed premises	s.8 Noise Act 1996	£500	Set by statute No discount allowed	£500
Unauthorised deposit of waste (fly-tipping)	33A Environmental Protection Act 1990	£400 No discount for early payment	Between £150 and £400 Minimum discount for early payment £120	£400 No Discount for early payment
Abandoning a vehicle	s.2A (1) Refuse Disposal (Amenity) Act 1978	£200 set by statute No discount for early payment	Set by statute Minimum discount for early payment £120	£200 No Discount for early payment
Smoking in a smoke free place or vehicle	S.7 Health Act 2006	£50 £30 If paid in 15 days	Set by statute Discount set by statute £30 if paid within 15 days	£50 £30 If paid in 15 days
Failure to display no smoking signs	s.6 Health Act 2006	£200 £150 if paid in 15 days	Set by statute Discount set by statute £150 if paid within 15 days	£200 £150 if paid in 15 days

REVIEW OF CHARGES - REGISTER OFFICE 2019/2020

Relevant Background

- 1.1 In reviewing these fees and charges, officers from the Directorate have considered:
 - the budget strategy for 2019/20.
 - the need to ensure that relevant expenditure and income targets are met and full cost recovery achieved.
 - Statutory Fee changes
 - Introduction of revised Statutory fees
 - consultation responses
- 1.2 The non-statutory fees and charges have been set in accordance with the above considerations.
- 1.3 The Register Office fees and charges were calculated to generate an additional net income of £0.051m (equivalent to 7% on Non-Statutory budgets). However General Register Office have announced a number of changes to the statutory fee structure which take effect on 16 February 2019. After having sought clarification and further to a letter of 21 January 2019 addressed to Proper Officers, Local Registration Services have been advised that they are required to implement the new structure without any local flexibility.
- 1.4 Whilst the changes increase certificate fees, they prevent Birmingham Register Office from generating income by charging a processing fee for certificate applications and by applying a tiered priority certificate production service. The financial implication is to cause a pressure on the service of an estimated £0.060m going into 2019/20.
- 1.5 The budget consultation process for 2019/20+ includes proposals of additional new services for Floral Ceremony Packages, Photography Packages, change of name service, etc. An additional income target of £0.040m has been applied for these schemes.
- 1.6 Where applicable, prices for 2020/21 have also been included. This is principally to allow for advanced booking and payment for weddings. In most cases these have assumed an inflation of 2% from the 2019/20 prices.

Approved Buildings

- 1.7 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.

- 1.8 Following a consultation exercise, fees for non-religious venues have been kept at the same level as 2018/19 as shown in the table below. This will mitigate potential loss of income and damage to the reputation of the city from non-renewal of licences by venues and cancelled ceremonies.

Register Office - Approved Buildings	2018/19	2019/20
New Application for approval of premises to include ONE room 3 years	£3,402.00	£3,402.00
Renewal of existing approved premises to include ONE Room 3 years	£2,376.00	£2,376.00
Additional rooms included in the application (per room) 3 years	£756.00	£756.00
Additional rooms added after the application approved 3 years	£864.00	£864.00
Application for approval of religious building for Civil Partnerships 3 years	£668.00	£668.00
Renewal of existing approved premises to include ONE Room 6years	£4,212.00	£4,212.00
Additional rooms included in the application (per room) 6years	£1,080.00	£1,080.00
Additional rooms added after the application approved 6years	£864.00	£864.00
Application for approval of religious building for Civil Partnerships 6years	£668.00	£668.00

Register Office Ceremony Suites

- 1.9 A simpler and streamlined fee structure is proposed for 2019/20. The fees for a ceremony within the Superintendent Registrar's office are statutory by nature.
- 1.10 Statutory fees are set nationally by General Register Office and not this committee. However, they are provided for information.
- 1.11 Enriched marriage/ civil partnership services will be available for which increased fees will be charged as shown in the table below.
- 1.12 The Ceremony Room charge will be £191 from 01 April 2019.
- 1.13 If the couple wish to have enhanced items such as readings or music then an additional charge of £50 will apply for those items not on the pre-approved list.
- 1.14 If the couple wish to add readings and music that are not on the pre-approved list then a further (i.e. additional to the £50) charge of £30 per additional item will be levied.

1.15 There will be a fee for separate interviews prior to the ceremony of 50, subject to availability.

Register Office - Ceremony Suite	2018/19	2019/20	2020/21
Ceremony Suite - Statutory Room (excludes Certificate)	£46.00	£46.00	£46.00
Ceremony Suite - Charge for Basic Ceremony (excludes Certificate)	£176.00	£191.00	£199.00
Ceremony Suite - Charge for Reading or Music Enhancements (not on pre- approved list)	£0.00	£50.00	£51.00
Ceremony Suite - Additional - Own Reading and Music Enhancements (not on pre-approved list)	£0.00	£80.00	£82.00
Ceremony Suite - Additional - Separate Interviews prior to the ceremony (subject to availability)	£0.00	£50.00	£51.00
Ceremony Suite Fully Enhanced Ceremony – Saturday afternoons only (excludes certificate fee)	£321.00	£346.00	£360.00

1.16 By setting the fees so far in advance it allows couples, wishing to marry, to plan and budget ahead with confidence.

1.17 All ceremony suite fees are subject to room availability

Attendance at Approved Premises

1.18 Fees for registration staff to attend a ceremony taking place at one of the City's 48 approved venues are also set out for more than one financial year for the same reason as above.

Register Office – Attendance	2018/19	2019/20	2020/21
Monday to Friday	£520.00	£540.00	£551.00
Weekend	£660.00	£690.00	£704.00
Public Holiday	£660.00	£800.00	£820.00

Other Fees

1.19 Following the implementation of revised Statutory fees for the issue of certificates in February 2019 there is no longer a tiered priority service for certificate production. The tiered service has been replaced by a single priority fee for the production of a certificate before the next working day of £24.00.

Register Office – Certificates	2018/19	2019/20	2020/21
Certificate Priority - Same Day (Statutory fee which excludes certificate fee)	£40.00	£24.00	£24.00
Certificate Priority (now a statutory fee) - Next Working Day (excludes certificate fee)	£22.00	£00.00	£00.00
Certificate Priority - 3 Working Days (excludes certificate fee)	£11.00	£00.00	£00.00

1.20 Following a review of The Nationality Checking Service (NCS), UK Visa and Immigration withdrew this service from local registration services in Autumn 2018.

1.21 It is proposed to increase the remaining non – statutory fees from 01 April 2019 as shown below.

Register Office - Other Fees	2018/19	2019/20	2020/21
Nationality Checking service - one adult	£110.00	£0.00	£0.00
Nationality Checking service - couple	£160.00	£0.00	£0.00
Nationality Checking service - family (up to 4)	£180.00	£0.00	£0.00
Nationality Checking service - additional minors	£60.00	£0.00	£0.00
Private Citizenship Ceremony - Monday – Friday (per person)	£170.00	£200.00	£204.00
Private Citizenship Ceremony – Saturday (per person)	£180.00	£225.00	£230.00
NCS change of appointment fee	£40.00	£0.00	£0.00
NCS additional appointment fee	£40.00	£0.00	£0.00
Fee for talk by genealogist	£50.00	£0.00	£0.00
Fee charged for research (per half hour)	£40.00	£50.00	£51.00
Fee for international postage via on-line application form	£6.50	£6.50	£6.50
Change of Notice appointment (charged on the second and subsequent appointment changes where 48 or more hours notice is given)	£20.00	£21.00	£22.00
Celebratory Certificates (at time of birth registration)	£10.00	£11.00	£11.00
Change of Name deed (includes certificate)	£60.00	£61.00	£61.00
Change of name certificate additional copies	£10.00	£11.00	£11.00
Special Celebratory Certificates (birthday, grandparents, anniversary)	£20.00	£21.00	£21.00

*** Those fees identified as £0 for 2019/20 ceased in Autumn 2018.**

Register Office - Other Fees	2018/19	2019/20	2020/21
Photographs and flowers package		TBA	TBA
Pitch at Wedding Fayre	£40.00	£50.00	£51.00
Hire of ceremony rooms 2 or 3 for function/event - half day or full day	POA	POA	POA
Hire conference room for function/event - half / full day	POA	POA	POA
Training for authorised person to register marriages / quarterly returns	£60.00	£70.00	£72.00
Appointment to check completeness / validity of notice for Marriage (non-refundable)	£40.00	£40.00	£40.00
Save the day – approved premise- ceremony > 12 months in advance	£75.00	£75.00	£77.00
Save the day – ceremony suites- ceremony > 12 months in advance	£60.00	£65.00	£66.00
Save the day – ceremony suites- Register Office ceremony > 12 months in advance	£50.00	£55.00	£56.00
Priority service at approved premises – to take place within 12 weeks (additional)	£75.00	£75.00	£77.00
Provision of folder	£1.25	£1.00	£1.00
Provision of envelope	£0.65	£0.50	£0.50
Postage – signed for from	£2.50	£2.50	£2.50
Postage International from	£6.50	£6.50	£6.50
Priority Correction/ Re-registration Appointment	£40.00	£43.00	£44.00
Production of further documents for notice of marriage/civil partnership	£20.00	£21.00	£22.00
Keepsakes/additional products	POA	POA	POA
Administration of post-dated passport forms	£20.00	£21.00	£21.00
European Passport Return Service	£20.00	£25.00	£26.00
Postage per application up to and including 500g	£8.00	£9.00	£9.00
Postage per application up to and including 1kg	£10.00	£11.00	£11.00
Postage per application up to and including 2kg	£12.00	£13.00	£13.00
Postage per application up to and including 10kg	£30.00	£32.00	£33.00
Postage per application up to and including 20kg	£45.00	£48.00	£49.00
Register Office ceremony advance booking	£50.00	£55.00	£56.00
Register Office ceremony suite advance booking	£60.00	£65.00	£66.00
Register Office ceremony change to a booked ceremony	£50.00	£55.00	£56.00
Register Office ceremony suite change of appointment fee	£60.00	£65.00	£66.00
Approved Premises advance ceremony booking fee	£75.00	£75.00	£77.00
Approved Premises change to a booked ceremony	£75.00	£75.00	£77.00
Advice in advance of taking notice of marriage per applicant	£5.00	£5.00	£5.00
Processing of a non-priority on-line application for a standard certificate after registration	£6.00	£0.00	£0.00

Statutory Fees and Charges

3.1 A table of the current statutory fees is detailed below. These are set externally / nationally and are provided for information.

3.2 It should be noted that the fee for the issue of a birth, death, marriage and civil partnership certificate has increased from £4.00 - £11.00. It is anticipated that this fee increase will mitigate some of the loss of income from the removal of the tiered priority certificate production service and processing fee.

Register Office – Statutory Fees	2018/19	2019/20
Superintendent Registrar's Certificate of Birth, Death or Marriage	£10.00	£11.00
Registrar's Certificate issued at the time of Registration	£4.00	£11.00
Registrar's Certificate after Registration	£7.00	£11.00
A general search in indexes not exceeding 6 hours	£18.00	£18.00
Certificate of Worship	£29.00	£29.00
Registration of a religious building for marriage	£123.00	£123.00
Registration of a religious building for marriages for same sex couples (That is already registered)	£64.00	£64.00
Notice of Marriage	£35.00	£35.00
Notice of Marriage subject to immigration Act	£47.00	£47.00
Notice of Civil Partnership subject to immigration Act	£47.00	£47.00
Notice of Civil Partnership	£35.00	£35.00
Fee to reduce the legal waiting period of a notice of marriage/civil partnership	£28.00	£28.00
Fee for sharing information under the Digital Economy Act	£50.00	£50.00
Fee payable to Registrar for marriage Ceremony at register Office	£46.00	£46.00
Fee payable to Registrar for marriage Ceremony at registered building	£86.00	£86.00
Attendance of Civil Partnership Registrar at Register Office	£46.00	£46.00
Notice given at Housebound Person's abode SR attendance	£47.00	£47.00
Notice given at Detained Person's abode SR Attendance	£68.00	£68.00
Attendance of Registrar at Housebound Person's Marriage	£81.00	£81.00
Attendance of Registrar at Detained Person's Marriage	£88.00	£88.00
Attendance of Superintendent Registrar at Housebound Person's marriage	£84.00	£84.00
Attendance of Superintendent Registrar at Detained Person's marriage	£94.00	£94.00
Attendance of CP Registrar at Housebound Person's CP	£81.00	£81.00
Attendance of CP Registrar at Detained Person's CP	£88.00	£88.00
Registrar General's Licence for Marriage	£15.00	£15.00
Fee of priority certificate –Next working day	£24.00	£24.00
Standard Conversion Civil partnership to marriage	£45.00	£45.00

Two stage procedure stage 1 conversion civil partnership to marriage	£27.00	£27.00
SR attendance Conversion Civil partnership to marriage according to Jews / Society of Friends	£91.00	£91.00
SR attendance Conversion Civil partnership to marriage Housebound	£99.00	£99.00
SR attendance Conversion Civil partnership to marriage detained	£117.00	£117.00
Registrar General's Licence for Civil Partnership	£15.00	£15.00
CP Registrar's attendance at religious building	£86.00	£86.00
CP certificate issued after registration	£4.00	£11.00
CP certificate issued after registration	£10.00	£11.00
First short birth certificate issued at time of registration	£4.00	£11.00
Consideration by a Superintendent Registrar of a divorce/Civil Partnership dissolution	£50.00	£50.00
Consideration by a Registrar / Superintendent Registrar of a correction application	£75.00	£75.00
Consideration by the Registrar General of a correction application	£90.00	£90.00
Consideration by the Registrar General of divorce/ CP dissolution from outside British Isles	£75.00	£75.00
Consideration of a reduction in the 28 day notice to marry / civil partnership	£60.00	£60.00
Amendment	£40.00	£40.00
Adult attending communal citizenship ceremony	£80.00	£80.00

APPENDIX 4

REVIEW OF CHARGES – CORONER’S SERVICE 2019/2020

- 4.1 Fees that are chargeable are set out nationally in the Coroners Allowances, Fees and Expenses Regulations 2013.
- 4.2 There are nationally set at:
 - 4.2.1 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.
 - 4.2.2 A fee of £5 per document where it is disclosed in any form other than email or paper – i.e. CD copies of inquests.
 - 4.2.3 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.
- 4.3 The only locally set fee is the search fee for archive documents. It is proposed to increase the fee to £48 per hour (from £46) which is the GR3 hourly cost.

APPENDIX 5

REVIEW OF CHARGES – BIRMINGHAM ACCOUNT TEAM 2019/2020 **(Formerly Surveying Services)**

- 5.1 The, Birmingham Account Team (formerly Surveying Services group), 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 (2018/2019) charge is £72.00 per hour, and it is proposed that this fee will increase to £78.00 per hour. The fees for the year 2018/2019 were held static at the 2017/2018 rate, however, this forthcoming year 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 is still in line with other professional services carried out within the council and 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 (2018/2019) set at £220.00 which was also held static last year. It is proposed to increase this fee in line with the increases proposed in paragraph 4.2. Therefore, the new fee will be £240.00.
- 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 Birmingham Account Team as above and it is proposed to revise this rate to £78.00 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.