

BIRMINGHAM CITY COUNCIL

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

14 FEBRUARY 2018
ALL WARDS

**REVIEW OF LICENSING AND PUBLIC PROTECTION
FEES AND CHARGES 2018/2019**

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 as detailed below be approved to take effect from 1 April 2018:
 - i. Trading Standards Services as detailed in Appendix 1.
 - ii. Environmental Health and Pest Control Services as detailed in Appendix 2 (excluding Appendix 2a Fixed Penalty Notices).
 - iii. Register Office Services as detailed in Appendix 3; statutorily set charges are shown in Appendix 3(a) and a benchmarking comparison is shown in Appendix 3(b).
 - iv. The Coroner's Service as detailed in Appendix 4.
- 2.2 That Committee consider and agree the Tariff for Unauthorised Distribution of Free Literature FPNs at a recommended level between £65 and £150.

- 2.3 That Committee consider and agree the Tariff for Graffiti and Flyposting FPNs at a recommended level between £65 and £150.
- 2.4 That Committee consider and agree the Tariff for Litter FPNs at a recommended level between £65 and £150.
- 2.5 That the Committee consider and agree the tariffs for all other fixed penalties in appendix 2a.
- 2.6 That Committee agree to not offering a discount for early payment of an FPN.
- 2.7 That Committee agree that the new tariffs for all FPNs are effective from 1 April 2018.
- 2.8 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.

Contact officer: Mark Croxford, Head of Environmental Health
Telephone: 0121 303 6350
Email: mark.croxford@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.

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 and Pest Control Services.
 - Appendix 3 – Review of Charges for Register Office.
 - Appendix 4 – Review of Charges for the Coroner's Service.

- 4.3 Where the fees are not covered by the appendices or a recovery of monies is to be levied then the recharge will be based on the following table. It includes full overhead recovery and is broken down by the seven salary grading bands the Local Authority appoints its officers under.

OFFICER SALARY GRADE	CHARGEABLE HOURLY RATE 2017/18	CHARGEABLE HOURLY RATE 2018/19
Grade 2	£33	£34
Grade 3	£43	£46
Grade 4	£58	£61
Grade 5	£73	£77
Grade 6	£93	£99
Grade 7	£124	£132

- 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 A draft version of this report was presented to Corporate Director - Finance and Governance {the Section 151 Officer for the Council}. He has agreed the draft report and for Committee to make the decisions laid out in the recommendations.

6. Implications for Resources

- 6.1 The proposals do not represent any substantial increases to budgeted income for 2018/2019. The proposed increases to charges for Pest Control and Registrars are designed to bridge the ongoing financial pressures that both services are under and take into account market forces.

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 CHARGES – TRADING STANDARDS 2018/2019

It is proposed that the revised fees are based on the 2017/2018 fees with a 3% increase; this takes account of the 2018/2019 pay award and increased superannuation costs. Fees have been rounded up or down as appropriate.

1.1 Measuring Instruments for Measuring Liquid Fuel or Lubricants or Mixtures Thereof

	Current Charge 2017/2018	Proposed Charge 2018/2019
Unsubdivided container types	£89	£92
1 meter tested	£112	£115
2 meters tested	£183	£188
3 meters tested	£255	£263
4 meters tested	£321	£331
5 meters tested	£384	£396
6 meters tested	£470	£484
7 meters tested	£535	£551
8 meters tested	£591	£609

All work undertaken under the Measuring Instruments Directive will be charged on the basis of time on site at the appropriate officer (GR5) hourly rate £77.00 and where tested outside the Birmingham boundary, the charges imposed will be subject to mileage costs from base plus an overhead of 10%. For equipment tested off-site within the Birmingham boundary this will not be subject to the 10% overhead.

1.2 Other Weighing Or Measuring Equipment Or Other Forms Of Test

A minimum charge, equivalent to one hour of the appropriate officer (GR5) hourly rate £77.00 will apply to all jobs carried out on the Garretts Green site. Please note that some services have been discontinued and are, therefore, not shown below. (VAT is applicable to those charges at the prevailing rate.)

1.3 Other Fees And Charges

	Current Charge 2017/2018	Proposed Charge 2018/2019
Duplicate certificates or duplicate statements of accuracy (each)	£21	£22

1.4 Metrology (out of hours)

All of the fees assume that the work will be undertaken during the standard opening times of the City Council, that is to say 9.00 am – 5.15pm Monday – Thursday and 9.00 am – 4.15pm on Friday. Work undertaken, at the request of the trader or person submitting the item, outside of these hours will be charged at an extra 50%.

1.5 Metrology (cancellation of appointments)

Where an appointment is made in advance and that appointment is subsequently cancelled at short notice by the trader (less than 24 hours) a fee equivalent to one hour at the appropriate officer (GR5) hourly rate £77.00 shall be payable.

1.6 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 £84 + Vat per attendee (minimum of 10 attendees) remains unchanged.

1.7 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 £77 plus expenses. (Current 2017/2018 charge is £73.)

1.8 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 £77.

1.9 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 £37 per attendee in 2018/2019. This is an increase from £35 per attendee in 2017/2018.

1.10 Private Hire Driver Knowledge Test

This private hire knowledge test was previously delivered by the Licensing Section. Licensing has commissioned Trading Standards to conduct the test on its behalf. It is proposed that the charge is £58 per applicant in 2018/2019 which remains unchanged from the charge administered by the Licensing Section.

1.11 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.

1.12 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.

OFFENCE	LEGISLATION	FPN TARIFF Existing FPN or PN 2017/2018	FPN TARIFF FOR 2018/2019
Nuisance parking	s.6(1) Clean Neighbourhoods and Environment Act 2005	£100 No discount for early payment	£100 No discount for early payment
Energy Performance Certificates (duty to provide to prospective buyers, tenants or owners) (also to provide recommendations pertaining to the report and provide a copy of the reports etc to an officer of the enforcing authority)	Energy Performance of Buildings (England and Wales) Regulations 2012; Regulation 6(2), 6(5), 7(2), 7(3), 7(4), 7(5) and 36	£200 set by statute	£200 set by statute

Energy Performance Certificates (duty to display)	Energy Performance of Buildings (England and Wales) Regulations 2012; Regulation 10(2), 14(3)(a) and 14(3)(b)	£1,000 set by statute £500 set by statute	£1,000 (EPB 14(3)(a) set by statute £500 (EPB 14(3)(b) set by statute
Energy Performance Certificates (duties of controllers of air conditioning systems)	Regulation 18(1), 20 and 21	£300 set by statute	£300 set by statute
Redress schemes (requirement of estate agents to belong to a redress scheme)	Estate Agents (Redress Scheme) (Penalty Charges) Regulations 2008	£1,000 set by statute	£1,000 set by statute
Minimum Efficiency Standards for Buildings (Coming into force April 2018)	Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 Non Domestic Property Reg 27, 36 and 41	£5,000-£10,000 or 10%-20% of rateable value Set by statute	£5,000-£10,000 or 10%-20% of rateable value

1.13 Surveillance assistance and test purchases

Officers are trained in surveillance techniques and this service can be offered to other law enforcement agencies, including local authorities. Recent examples of work undertaken for colleagues in Central England Trading Standards Authorities (CEntSA) included following suspects and procuring a test purchase using covert surveillance techniques with the provision of an evidence package. The recharge will be based on the hourly rate appropriate for the officers engaged in the exercise; either GR4 at £61.00 or GR5 at £77.00.

**REVIEW OF CHARGES – ENVIRONMENTAL HEALTH
AND PEST CONTROL 2018/2019**

For 2018/2019 Environmental Health and Pest Control have used the rationale of maximising their income, based on market forces, to assist in meeting the income targets 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 £105 per hour (from £100). 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 £140 (current charge £135) 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 £95 for the certificate. (Non-Business activity VAT exempt (Tax Code A8 applies)).

New Fee: where Export Certificates have been produced and are no longer required, there will be a charge of £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 £175 (currently £150). 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)).

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 £154 (two hours at GR5) plus the hourly rate of

£77 per hour or part hour thereafter. (Current charge is £146 and £73 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 £80 per delegate for one day's training [excluding any refreshments] with a minimum number of ten delegates per course (currently £75). This proposed cost brings it in line with other training providers offering similar courses and will enable your officers to continue to be a centre of excellence in the field of health and safety. (VAT exempt if only L/A officers attend. VAT would be payable for external delegates and must be added to their charge).

2.6 Food and Health and Safety Primary Authority Partnerships.

Environmental Health and Health and Safety 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 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 £77 plus expenses. (Current charge £73). (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. In order to remain competitive it is proposed that the fees remain unchanged, £68 for a Basic Search and £100 for an Advanced Search.

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 £90 (previously £84) 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 £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 £284 to £300 (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 not to increase this as 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 must be reinvested in its implementation, operation and enforcement and no charge can be levied for clear-up costs.

2.11 Pest Control

The Pest Control service has an income target for 2018/2019 of £0.7m for the financial year.

DOMESTIC

Chargeable Service	Current Charge 2017/2018	Proposed Charges 2018/2019
<u>Rats</u>		
All domestic treatments	Free of charge	Free of charge
Pest proofing of holes on site when treating for rats	No change, as there has been very little take up in this service.	No change, as there has been very little take up in this service.
Covering of broken or defective air vents on site when treating for rats	No change, as there has been very little take up in this service.	No change, as there has been no take up in this service.
<u>Cockroaches</u>		
All treatments	£85.00 for first visit, any follow up visits for the same treatment £30 per half hour thereafter plus materials and VAT	£85.00 for first visit, any follow up visits for the same treatment £30 per half hour thereafter plus materials and VAT

<u>Bedbugs</u>		
All treatments	£85.00 for first hour and £60 per hour thereafter plus materials and VAT	£85.00 for first hour and £60 per hour thereafter plus materials and VAT
<u>Mice</u>		
All enquiries requesting control of mice (see notes below)	Free mouse poison is provided via Neighbourhood Offices	Free mouse poison is provided via Neighbourhood Offices

1. Customers will be offered break-back traps plus advice on how and where to set the traps at a cost of £50.00 plus VAT. This is only when already on site and the infestation is mice rather than rats. There is no charge as there has been no take up last year.
2. A chargeable service for mice minimum initial charge of £85.00 plus materials and VAT for first hour on site plus £30 plus VAT thereafter for every half hour connected with the same treatment plus materials.

<u>Wasps</u>	Current Charge 2017/2018	Proposed Charges 2018/2019
Minimum call out charge for a treatment	£60.00 including VAT	£60.00 including VAT (Prices are unchanged due to a significant drop in demand last year)
Treatments where there are 2 or more nests entailing multiple treatments. Revisits are free within one month of treatment.	£70.00 including VAT	£70.00 including VAT (Prices are unchanged due to a significant drop in demand last year)

<u>Insects</u>	Current Charge 2017/2018	Proposed Charges 2018/2019
Fleas (includes up to 3 treatments/monitoring visits approximately one week apart)	Visit to put in monitoring traps £30 plus materials and VAT. Treatment £135.00 per property for two treatment visits plus materials and VAT	Visit to put in monitoring traps £30 plus materials and VAT. Treatment £135.00 per property for two treatment visits plus materials and VAT
Squirrels (excludes proofing works)	To be quoted at £85 per hour plus materials and VAT for pest proofing, lopping branches or trapping. Each reset trap is charged at £85 per hour for subsequent visits. No charge for final visit to collect of trap. (No change due to no take up last year)	To be quoted at £85 per hour plus materials and VAT for pest proofing, lopping branches or trapping. Each reset trap is charged at £85 per hour for subsequent visits. No charge for final visit to collect of trap. (No change due to no take up last year)
Ants (one visit, demonstrate how to treat ants and sale of appropriate bait stations excludes pharaoh ants).	No change, as there has been very little take up in this service.	No change, as there has been very little take up in this service.

Other insect treatments	Any requests to treat a property for insects (not specified in the appendix) will be charged at £85.00 for the first hour and £30.00 for every half hour thereafter.	Any requests to treat a property for insects (not specified in the appendix) will be charged at £85.00 for the first hour and £30.00 for every half hour thereafter.
-------------------------	--	--

COMMERCIAL

Chargeable Service	Current Charge 2017/2018	Proposed Charges 2018/2019
All treatments for commercial / non-domestic and landlords that are responsible for property wide infestations	£85.00 plus materials and VAT £60 (increased from £55) per hour for a further revisit plus materials and VAT or competitively quoted see 1 below.	£85.00 plus materials and VAT £60 per hour for a further revisit plus materials and VAT or competitively quoted see 1 below.
<u>Bedbugs / All Pharaoh Ants</u>		
All treatments for commercial landlords that are responsible for property wide infestations	£85.00 (plus materials and VAT) for first hour on site. £30 (Increased from £27.50) thereafter for every half hour (plus materials and VAT)	£85.00 (plus materials and VAT) for first hour on site. £30 thereafter for every half hour (plus materials and VAT)
<u>Clearance work</u>		
Rodent/insect control, bird control and clearance of premises including land (see notes below)	£85 per officer for the first hour then £60 (increased from £55) per officer per hour thereafter plus materials and VAT	£85 per officer for the first hour then £60 per officer per hour thereafter plus materials and VAT

1. Commercial jobs that are competitively tendered, at a rate above or below the agree rate above will be authorised by the Head of Service or Director, plus materials and VAT.
2. Additional charges will apply at a minimum of £150.00 for jobs involving hazardous waste. This may include clinical waste, such as faeces or used needle clearance.

Chargeable Service	Current Charge 2017/2018	Proposed Charges 2018/2019
Land clearance and associated weed control when treating for rodents	£85.00 per hour per officer plus materials (consumables such as herbicides etc.) and VAT and £30 (increased from £27.50) per half hour thereafter. Any hired equipment will be fully recharged. Re-charge for costs incurred	£85.00 per hour per officer plus materials (consumables such as herbicides etc.) and VAT and £30 plus VAT per half hour thereafter. Any hired equipment will be fully recharged. Re-charge for costs incurred
Materials	All materials will be charged at retail prices plus 10% and rounded up to the nearest full pound.	No change

2.12 Animal Welfare – Stray Dog Charges

It is proposed to alter the charges applied to dogs that have strayed. Where dogs are reclaimed from the Birmingham Dogs Home or where dogs are returned directly to their owners there will be a £25 charge made. (The £25 fee from a collection centre is prescribed in the Environmental Protection Act 1990. The charge where the dogs are taken to the owners premises is not). Failure to pay this charge, will lead to the raising of an invoice and this will incur an additional £115 made up of £25 plus £90 (increase from £84) as per paragraph 2.8. Where dog(s) have strayed more than once from a household, then the £115 plus all officers time, at GR3 hourly rate, will be charged. (Assistance dogs will be exempt from this.)

It is proposed to charge £90 (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 regulations in respect of animal licensing are currently under review and as part of that process, guidelines on fee setting are likely to be provided by government later in the year. This may result in an increase in licence fees. In advance of this, officers have reviewed the average time taken for processing licence applications for these premises and some licence fees have been increased accordingly. It was identified that there has been some significant under recovery of the cost to the city for administering licensing for animals. The tables below identify animal related licensed premises and associated 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 £90 (previously £85). This includes providing a report on the suitability or otherwise of any dog(s) kept by the potential parents to the adoption/fostering team. Assessments out of the Birmingham area will be charged at full hourly rate of GR4 (minimum £90), to cover travel time.

A new agreement with social services involving the removal of animals where their owners have been admitted into hospital or found to be deceased is now in place. There is a standard charge of £85 to attend and remove animals and a further £46 per hour charged for any subsequent visits required.

Type of Licence	Fee 2017/2018	Fee 2017/2018 Renewal	Fee 2018/2019	Fee 2018/2019 Renewal
Riding Establishments*	£210 Plus vets fees	£185 Plus vets fees	£220	£190
Animal (Commercial) Boarding Establishments	£175	£140	£220	£150
Home Dog Boarding	£135	£110	£140	£115
Pet Shops	£155	£125	£220	£130
Performing Animals	£140	n/a	£150	N/A
Dangerous Wild Animals*	£205 Plus vets fees	£190 Plus vets fees	£220	£190
Breeding of Dogs*	£145 Plus vets fees	£125	£220	£150

*The cost of an independent vet required to be used by the Council as part of the application process will be charged to the applicant as an additional fee. Should any premises need a veterinary inspection; this will also be charged 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

Costs for periodic inspections required to be carried out by the Inspector appointed by the Secretary to State are charged to the applicant as an additional fee.

2.14 Fixed Penalty Notice Tariffs

The Fixed Penalty Notice (FPN) tariffs are detailed at Appendix 2(a). Previous Licensing and Public Protection Committees have set FPN tariffs at their maximum permissible levels where legislation allows for variable tariffs.

2.15 The Environmental Offences (Fixed Penalties) (England) Regulations 2017 come into force on 1st April 2018. The effect of these regulations is to significantly change 3 FPNs to be considered here. These being

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

2.16 Currently the tariff is set at the maximum of £80 with no discount for early payment. If no decision is made on a tariff, the regulations would set a new default level of £100 for these 3 offences. However the committee is being asked to consider the tariffs for these FPNs. The consideration is as follows:

- i. FPN Tariff to be set between £65 and £150 (currently £80)
- ii. Should an early discount apply it can be set from £50 for litter and £65 for the other 2 FPNs.

2.17 Few FPNs are served for Unauthorised Distribution of Free Literature and Graffiti and Flyposting. The majority of the former are served on businesses and the latter ones tend to be referred for prosecution as the fixed penalty does not reflect the level of damage the offence causes.

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

- The current payment rate of FPNs is approximately 85%
- Approximately 600 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.
- Keeping 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 2017/2018 Existing FPN & Early Discount	PENALTY CAN BE SET	FPN TARIFF FOR 2018/2019
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	£80 No discount for early payment	Between £65 - £150 Minimum discount for early payment £50	Default £100 No Discount for early payment
Graffiti and Flyposting	s.43 Anti-social Behaviour Act 2003	£80 No discount for early payment	Between £65 - £150 Minimum discount for early payment £65	Default £100 No Discount for early payment
Litter	s.88(1)Environmental Protection Act 1990	£80 No discount for early payment	Between £65 - £150 Minimum discount for early payment £65	Default £100 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
Failure to comply with notice for commercial or industrial waste receptacles and presentation	s.47ZA, 47ZB of the Environmental Protection Act 1990	£100 No discount for early payment	Between £75 - £110 Minimum discount for early payment £60	£110 No Discount for early payment

OFFENCE	LEGISLATION	EXISTING TARIFF 2017/2018 Existing FPN & Early Discount	PENALTY CAN BE SET	FPN TARIFF FOR 2018/2019
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 2018/2019

Relevant Background

- 1.1 In reviewing these fees and charges, officers from the Directorate have considered:
- the budget strategy for 2018/2019.
 - 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.
- 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 have been set to generate an additional net income of £0.172m and will ensure that the provision of both statutory and non-statutory services will be delivered within budget.

Approved Buildings

- 1.4 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.
- 1.5 Following a consultation exercise, fees for non-religious venues have been increased by 8% rather than the proposed 24%. 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.

Approved Building Fees	Current Fees 3 Yr Approval 2017/18	Current Fees 6 Yr Approval 2017/18	<i>Proposed Fees 3 Yr Approval 2018/19</i>	<i>Proposed Fees 6 Yr Approval 2018/19</i>
New Application for approval of premises to include ONE room	£3,150	n/a	£3,402	n/a
Renewal of existing approved premises to include ONE Room	£2,200	£3,900	£2,376	£4,212
Additional rooms included in the application (per room)	£700	£1,000	£756	£1,080
Additional rooms added after the application approved	£800	£800	£864	£864
Application for approval of religious building for Civil Partnerships	£600	£600	£668	£668

Register Office Ceremony Suites

- 1.6 Enriched marriage/ civil partnership services in Rooms 2 and 3 will continue to be available for which an increased fee will be charged for these bookings.
- 1.7 The fees for a ceremony within the Superintendent Registrar's office are statutory by nature. There is no indication that any statutory fees will be changed for this

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

1.8 Prices include:

- One certificate.
- Fees vary depending on whether a standard, partly enhanced or fully enhanced option is chosen.

1.9 Standard ceremonies consist of joint interview limited music, declaration and reading choice.

1.10 Partly enhanced ceremonies consist of joint interview, a wider choice of music, declarations and readings.

1.11 Fully enhanced ceremonies consist of separate interviews, own music choices on entry, signing of register and exit, own reading choices and choice of additional declarations.

1.12 All ceremony suite fees are subject to room availability

2018/19	Register Office Room (2 guests) £	Ceremony Suite 1 (capacity 20) £	Ceremony Suite 2 (capacity 50) £	Ceremony Suite 3 (capacity 100) £
Tuesday am	46	-	-	-
Monday, Wed , Thursday am	-	120	180 - 230	180 - 230
Monday, Wed, Thursday pm	-	180 - 230	180-230	180 - 230
Tuesday PM	-	180 - 230	-	-
Friday	-	180 - 230	230	230
Saturday AM	-	180 -230	230	230
Saturday PM	-	180 -230	260	325

2019/20	Register Office Room (2 guests) £	Ceremony Suite 1 (capacity 20) £	Ceremony Suite 2 (capacity 50) £	Ceremony Suite 3 (capacity 100) £
Tuesday am	46	-	-	-
Monday, Wed, Thursday am	-	130	195- 250	195 - 250
Monday, Wed, Thursday pm	-	195- 250	195-250	195- 250
Tuesday pm	-	195- 250	-	-
Friday	-	195- 250	250	250
Saturday am	-	195 - 250	250	250
Saturday pm	-	195 - 250	280	350

Attendance at Approved Premises

1.13 Fees for registration staff to attend a ceremony taking place at one of the City's 60 approved venues are also set out for more than one financial year for the same reason as above.

Attendance Fees	Current Fees 2017/18	Proposed Fee 2018/19	Proposed Fee 2019/20
Monday to Friday	£420	£520	£540
Weekend and Public Holidays	£530	£660	£690

Other Fees

- 1.14 The charge for making an advanced booking for a ceremony at the Register Office will increase to £40.

Other Fees	Current Fees 2017/18	Proposed Fee 2018/19	Proposed Fee 2019/20
Advanced Booking and Change of Appointment Fee	£30	£40	£40

- 1.15 It is proposed to continue to provide a tiered priority service and the production of a certificate in line with other Local Authorities, the fees for which will increase following a review of staff time and resources.

Certificates	Current Fees 2017/18	Proposed Fee 2018/19	Proposed Fee 2019/20
Certificate Priority Fee (additional charge) Same Day	£30	£40	£40
- Next Working Day	£20	£22	£25
- 3 Working Days	£10	£11	£12

- 1.16 Following a review of The Nationality Checking Service (NCS) fees there will be an increase to fees from 1st April 2018 as shown below which will help to cover costs of the provision of this service. UK Visa and Immigration are withdrawing this service from local registration services and the expectation is that this service will no longer be available via local registration services by October 2018. The fee increases reflect the cost of service delivery until such time as this service ceases.

- 1.17 Other than the international postage fee, change of name certificate additional certificate fee, special celebration certificate fee, DVD fee and checking service for a minor making application to remain indefinitely fees, it is proposed to increase the remaining fees following a benchmarking exercise from 1st April 2018 as shown below.

Other Fees and Charges	Current Fees 2017/18	Proposed Fee 2018/19	Proposed Fee 2019/20
Nationality Checking service - one adult	£85	£110	£0*
Nationality Checking service - couple	£125	£160	£0*
Nationality Checking service - family (up to 4)	£145	£180	£0*
Nationality Checking service - additional minors	£50	£60	£0*
Private Citizenship Ceremony	£160	£170	£170
NCS change of appointment fee	£30	£40	£0*
NCS additional appointment fee	£30	£40	£0*
Fee for talk by genealogist	£40	£50	£0*
Fee for change of ceremony appointment	£30	£40	£40
Fee charged for research (per half hour)	£30	£40	£40

Fee for international postage via on-line application	£3	£3	£3
Additional appointment/ change of appointment	£30	£40	£40
Celebratory Certificates (at time of birth registration)	£7	£10	£10
Change of Name deed (includes certificate)	£50	£60	£60
Change of name certificate additional copies	£10	£10	£10
Checking service for adult making application to remain indefinitely	£95	£120	£120
Checking service for minor making application to remain indefinitely	£65	£80	£80
DVD of ceremony (where available)	£20	£20	£20
Special Celebratory Certificates (birthday, grandparents, anniversary)	£20	£20	£20
Photographs and flowers package	POA		
Pitch at Wedding Fayre	£35	£40	£40
Hire of ceremony rooms 2 or 3 for function/event - half day or full day	POA		
Hire conference room for function/event - half / full day	POA		
Training for authorised person to register marriages / quarterly returns	£60	£70	£70
Appointment to check completeness / validity of notice for Marriage (non-refundable)	£30	£40	£40
Save the day – approved premise- ceremony > 12 months in advance	£75	£90	£90
Save the day – ceremony suites- ceremony > 12 months in advance	£50	£60	£60
Priority service at approved premises – to take place within 12 weeks (additional)	£75	£90	£90
Provision of folder	£1.00	£1.25	£1.30
Provision of envelope	£0.50	£0.65	£0.70
Postage	£1.50	£1.85	£1.95

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

Priority Correction/ Re-registration Appointment	£30	£40	£40
Production of further documents for notice of marriage/civil partnerships	£30	£40	£40
Declaration fee	TBA	TBA	TBA
Keepsakes/additional products	POA	POA	POA
Administration of post-dated passport forms	£20	£20	£20
European Passport Return Service	£20	£20	£20
Postage per application up to and including 500g	£8	£8	£10
Postage per application up to and including 1kg	£10	£10	£10
Postage per application up to and including 2kg	£12	£12	£12
Postage per application up to and including 10kg	£30	£30	£30

Postage per application up to and including 20kg	£45	£45	£50
Joint Citizenship and Passport Application Service at time of a Citizenship application	£10	£10	£10
Settlement Checking Service per application	£95	£95	£95
Settlement Checking Service per additional dependent	£20	£20	£20
Register Office ceremony advance booking	£50	£50	£50
Register Office ceremony change to a booked ceremony	£50	£50	£50
Approved Premises advance ceremony booking fee	£75	£75	£80
Approved Premises change to a booked ceremony	£75	£75	£80
Advice in advance of taking notice of marriage per applicant	£5	£5	£7
Processing of a non-priority application for a standard certificate after registration	£5	£6	£6

New Fees and Charges for 2018/19 Onwards

- 2.1 It is proposed to introduce a commemorative photograph service in line with some neighbouring districts.
- 2.2 Following on from the withdrawal of the NCS there may be an opportunity for local registration services to deliver services which support the UK Visa and Immigration Service, i.e. a biometric data collection service.
- 2.3 If these services are to be delivered through local registration services appropriate fees, yet to be determined will be levied. The National Document Return Service is only available via local registration until Oct 2018

New Fees and Charges	Proposed Fees 2018/19	Proposed Fees 2019/20
Commemorative Photograph	£13	£15
UKVI - Nationality document return service/ Biometric collection change of appointment	TBA	TBA
UKVI- Nationality document return service- fee yet to be determined.	TBA	TBA
UKVI - Biometric collection-fees yet to be determined	TBA	TBA

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.

Statutory or PPC Fees	Current Fee 2017/18	Expected Fee 2018/19	Statutory or PPC
Superintendent Registrar's Certificate of Birth, Death or Marriage	£10	£10	Statutory/National
Registrar's Certificate issued at the time of Registration	£4	£4	Statutory/National

Registrar's Certificate after Registration	£7	£7	Statutory/National
A general search in indexes not exceeding 6 hours	£18	£18	Statutory/National
Certificate of Worship	£29	£29	Statutory/National
Registration of a religious building for marriage	£123	£123	Statutory/National
Registration of a religious building for marriages for same sex couples (That is already registered)	£64	£64	Statutory/National
Notice of Marriage	£35	£35	Statutory/National
Notice of Marriage subject to immigration Act	£47	£47	Statutory/National
Notice of Civil Partnership subject to immigration Act	£47	£47	Statutory/National
Notice of Civil Partnership	£35	£35	Statutory/National
Fee to reduce the legal waiting period of a notice of marriage/civil partnership	£28	£28	Statutory/National
Fee payable to Registrar for marriage Ceremony at register Office	£46	£46	Statutory/National
Fee payable to Registrar for marriage Ceremony at registered building	£86	£86	Statutory/National
Attendance of Civil Partnership Registrar at Register Office	£46	£46	Statutory/National
Notice given at Housebound Person's abode SR attendance	£47	£47	Statutory/National
Notice given at Detained Person's abode SR Attendance	£68	£68	Statutory/National
Attendance of Registrar at Housebound Person's Marriage	£81	£81	Statutory/National
Attendance of Registrar at Detained Person's Marriage	£88	£88	Statutory/National
Attendance of Superintendent Registrar at Housebound Person's marriage	£84	£84	Statutory/National
Attendance of Superintendent Registrar at Detained Person's marriage	£94	£94	Statutory/National
Attendance of CP Registrar at Housebound Person's CP	£81	£81	Statutory/National
Attendance of CP Registrar at Detained Person's CP	£88	£88	Statutory/National
Registrar General's Licence for Marriage	£15	£15	Statutory/National
Standard Conversion Civil partnership to marriage	£45	£45	Statutory/National
Two stage procedure stage 1 conversion civil partnership to marriage	£27	£27	Statutory/National
SR attendance Conversion Civil partnership to marriage according to Jews / Society of Friends	£91	£91	Statutory/National
SR attendance Conversion Civil partnership to marriage Housebound	£99	£99	Statutory/National
SR attendance Conversion Civil partnership to marriage detained	£117	£117	Statutory/National
Registrar General's Licence for Civil Partnership	£15	£15	Statutory/National

CP Registrar's attendance at religious building	£86	£86	PPC/Local
CP certificate issued after registration	£4	£4	Statutory/National
CP certificate issued after registration	£10	£10	Statutory/National
Adult attending communal citizenship ceremony	£80	£80	Statutory/National
First short birth certificate issued at time of registration	£4	£4	Statutory/National
Consideration by a Superintendent Registrar of a divorce/Civil Partnership dissolution	£50	£50	Statutory/National
Consideration by a Registrar / Superintendent Registrar of a correction application	£75	£75	Statutory/National
Consideration by the Registrar General of a correction application	£90	£90	Statutory/National
Consideration by the Registrar General of divorce/ CP dissolution from outside British Isles	£75	£75	Statutory/National
Consideration of a reduction in the 28 day notice to marry / civil partnership	£60	£60	Statutory/National
Amendment	£40	£40	Statutory/National

Benchmarking

- 4.1 A benchmarking table with participating neighbouring authorities is detailed at Appendix 3A

Implication for Resources

- 5.1 For the provision of many of the Register Office services, statutory fees are set nationally by the General Register Office, there is an expected cost burden to the City Council resulting from providing these services, this pressure has been addressed as part of the budget setting process.
- 5.2 Non statutory fees are calculated to reflect the time and resources used in the delivery of the services provided by the Register Office. This allows for the recovery of costs via non-statutory fees.
- 5.3 The changes proposed in this report represent pay/price inflation along with the stated budget aim for the service to move further towards self-funding.
- 5.4 The fees in this report are expected to generate an additional net income of £0.172m and will ensure that the provision of both statutory and non-statutory services will be delivered within budget.
- 5.5 It is expected that approval of the revised budget, alongside the approval of the new proposed fee structure will allow the Register Office to operate without causing a financial pressure to Regulatory Services or Birmingham City Council.

APPENDIX 3A
REGISTER OFFICE BENCHMARKING COMPARISONS

Proposed Fees	Birmingham		Dudley		Worcestershire	
	18/19	19/20	18/19	19/20	18/19	19/20
<i>Certificate Production</i>						
Non priority fee	£6.00	£6.00	£10.00	£10.00	£12.00	
Priority / same day express fee	£40.00	£40.00	£44.00	£45.00	£23.00	
Next day priority fee	£22.00	£25.00	£25.00	£25.00	£23.00	
Postage	£1.85	£1.95	£5.50	£5.50	£2.00	
International postage fee	£3.00	£3.00	£5.50	£5.50	£6.00	
Do you offer recorded delivery?	No		Registered signed for		Yes	
Refunds – do you refund the certificate fee?	Yes		Yes			
On line ordering processing fee	Same as in person/postal		Same as in person/postal			
<i>Ceremonies</i>						
Decommissioned Rooms						
Monday to Thursday	£120.00 – £230.00	£130.00 – £250.00	£210.00 – £280.00	£220.00 – £290.00	£170.00 – £225.00	£175.00 - £235.00
Friday	£180.00 - £230.00	£195.00 - £250.00	£380.00	£390.00	£250.00	£260.00
Saturday	£180.00 - £325.00	£195.00 - £350.00	£545.00	£555.00	£250.00	£260.00
Sunday and Bank Holidays	n/a		£545.00	£555.00	n/a	n/a
<i>Approved Premises</i>						
Monday to Thursday	£520.00	£540.00	£400.00	£410.00	£430.00	£445.00
Friday	£520.00	£540.00	£400.00	£410.00	£460.00	£475.00
Saturday	£660.00	£690.00	£460.00	£470.00	£490.00	£510.00
Sunday	£660.00	£690.00	£540.00	£550.00	£525.00	£545.00
Bank Holidays	£660.00	£690.00	£540.00	£550.00	£525.00	£545.00
<i>Special Days</i>			Variable		£630.00	£650.00 Xmas Day/Boxing Day NY Day
e.g. Valentine's Day			None		£580.00	£600.00 Good Friday, Easter Monday on application
Out of Usual Hours	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00
Advanced Booking Fee	£90.00	£90.00	£50.00	£50.00	£100.00	£100.00
Advance Booking Fees Approved Premises	£50.00	£50.00	£20.00	£20.00		
Cancellation / Rebooking Fees			Minimum £50 of fee is non-refundable plus sliding scale re refunds		Scaled depending on when cancelled. Rebooking £25.00	

APPENDIX 3A
REGISTER OFFICE BENCHMARKING COMPARISONS

Proposed Fees	Birmingham		Dudley		Worcestershire	
	18/19	19/20	18/19	19/20	18/19	19/20
Celebratory Ceremonies e.g. Baby Naming			Same as marriages		£170.00	£175.00
					£225.00	£235.00
					£250.00	£260.00
					£430.00	£445.00
					£460.00	£475.00
					£490.00	£510.00
					£525.00	£545.00
Private Citizenship Ceremonies	£170.00	£170.00	£155.00	£165.00	£75.00	£75.00
NCS change of appointment fee			None, lose money if less than 1 weeks' notice		n/a	n/a
<i>Building Approvals</i>						
3 Year Licence (inc. 1 room)	£3,402.00		£1,700.00	£1,700.00	£1,750.00	£1,750.00
					£2,800.00	£2,800.00
					£3,300.00	£3,300.00
Additional Rooms (per room)	£756.00		£75.00		£100.00	£100.00
Amendment to existing licence	£864.00		£1700.00		£100.00	£100.00
Do you offer a longer licence	Per room		No		Yes	Yes
If so for how long and what is the fee?					See above	See above
Renewal 3 years (inc. 1 room)	£2,376.00		£1,700.00		£1,750.00	
Renewal additional rooms inc. in application	£2,376.00		£75.00		Included in cost	
Renewal fee with longer licence	£4,212.00	6 years			Included in cost	
<i>Nationality Checking</i>						
Single	£110.00	£0.00	£95.00	£100.00	£65.00	
Couple	£160.00	£0.00	£140.00	£150.00	£130.00	
Family	£180.00	£0.00	£180.00	£190.00	£130.00 plus £30.00 per child	
Additional Child	£60.00	£0.00	£90.00	£100.00		
Passport Application			£10.00	£10.00	n/a	
European passport return service			£10.00	£10.00	£10.00	
Checking service for minor to remain indefinitely			£130.00	£140.00	n/a	
Checking service for adult to remain indefinitely			£90.00	£100.00	n/a	

APPENDIX 3A
REGISTER OFFICE BENCHMARKING COMPARISONS

Proposed Fees	Birmingham		Dudley		Worcestershire	
	18/19	19/20	18/19	19/20	18/19	19/20
<i>Additional Fees</i>						
Birth Wallets	£1.25	£1.30	£1.00	£1.00	n/a we get them free	
Name Change			£50.00	£50.00	£50.00	£50.00
<i>Any other fees you charge?</i>						
Decommissioned Rooms Ceremony package			Various for many different goods and services		Varies depending on what couple want	
Appointment Fees			£25.00 ceremony prep		n/a	
Commemorative Certificates	£10.00	£10.00	£5.00		£10.00	
Advertising in folder			Yes, but can't remember last fee charged		n/a	

REVIEW OF CHARGES – CORONER’S SERVICE 2017/2018

- 4.1 Fees that are chargeable are set out nationally in the Coroners Allowances, Fees and Expenses Regulations 2013.
- 4.2 There are:
 - 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 £46 per hour (from £43 per hour) which is the GR3 hourly cost.