

**BIRMINGHAM CITY COUNCIL**

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

**09 MARCH 2022**  
**ALL WARDS**

**REVIEW OF LICENSING AND PUBLIC PROTECTION  
FEES AND CHARGES 2022/23**

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 2022.
- 2.2 That the changes to the fees and charges for Environmental Health Services, as detailed in **Appendix 2(a)**, are approved to take effect from 1 April 2022.
- 2.3 That the changes to the fees and charges for Animal Welfare Services, as detailed in **Appendix 2(b)**, are approved to take effect from 1 April 2022.
- 2.4 That the changes to the fees and charges for Environmental Health Fixed Penalty Notices, as detailed in **Appendix 2(c)**, are approved to take effect from 1 April 2022.
- 2.5 That the changes to the fees and charges for Pest Control Services, as detailed in **Appendix 2(d)**, are approved to take effect from 1 April 2022.
- 2.6 That the changes to the non-statutory fees and charges for the Registration Service, as detailed in **Appendix 3**, are approved to take effect from 1 April 2022.

- 2.7 That the statutorily set charges for the Registration Service, as detailed in **Appendix 3(a)** be noted.
- 2.8 That the changes to the fees and charges for Coroner's Services as detailed in **Appendix 4**, are approved to take effect from 1 April 2022.
- 2.9 That the changes to the fees and charges for Birmingham Account Team (Acivico-Building Consultancy) as detailed in **Appendix 5**, are approved to take effect from 1 April 2022.
- 2.10 That authority be delegated to the Interim Assistant 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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## 2. Background

- 2.1 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.
- 2.2 Tables with greyed out boxes indicates the fee is set in statute and is for noting only.

## 3. Proposals

- 3.1 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.
- 3.2 The areas covered are as follows:
- Appendix 1 – Review of Charges for Trading Standards.
  - Appendix 2(a) – Review of Charges for Environmental Health
  - Appendix 2(b) – Review of Animal Welfare charges
  - Appendix 2(c) – Review of Charges for FPNs issued by Environmental Health
  - Appendix 2(c) – Review of Charges for Pest Control
  - Appendix 3 – Review of Charges for Register Office.
  - 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 (Acivico-Building Consultancy) (formerly Surveying Services)
  - Appendix 6 – Review of Highway Services Charges
- 3.3 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.

<b>OFFICER SALARY GRADE</b>	<b>CURRENT CHARGEABLE HOURLY RATE (2021/22)</b>	<b>PROPOSED CHARGEABLE HOURLY RATE 2022/23</b>
<b>Grade 2</b>	£37	<b>£38</b>
<b>Grade 3</b>	£50	<b>£51</b>
<b>Grade 4</b>	£65	<b>£65</b>
<b>Grade 5</b>	£82	<b>£83</b>
<b>Grade 6</b>	£105	<b>£107</b>
<b>Grade 7</b>	£141	<b>£143</b>

- 3.4 The hourly rate for officers has increased by around £1 or £2 per hour. This is due to the increased cost of employees offset by further improved efficiencies leading to the central support costs being reduced.
- 3.5 In carrying out this annual review of charges reference has been made to the requirements of the Corporate Charging Policy. Particular attention has been paid to the need to ensure that income is maximised insofar as possible.
- 3.6 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.
- 3.7 During the year ahead the financial position will continue to be closely monitored and options identified to resolve budgetary pressures as necessary and alternative savings proposals developed to meet new and emerging pressures.
4. Consultation
- 4.1 This report will be appended to a wider reaching City-wide Fees and Charges report to full Cabinet at the end of February 2022.
5. Implications for Resources
- 5.1 The proposals represent an increase to budgeted income for 2022/23. The proposed increases are in line with the budget strategy for 2022/23 onwards.
6. Implications for Policy Priorities
- 6.1 The recommendations are in accordance with Financial Regulations, budget requirements and the Corporate Charging Policy.
7. Public Sector Equality Duty
- 7.1 There are no specific implications identified.

## **INTERIM ASSISTANT DIRECTOR OF REGULATION AND ENFORCEMENT**

Background Papers: Birmingham City Council – Corporate Charging Policy

**REVIEW OF TRADING STANDARDS CHARGES 2022/23**

- 1.1 Due to the ongoing pandemic and the pressure this has put on small Birmingham based businesses it is proposed that the fees for 2022/23 do not include any increases from those applied in 2021/22. This should help support the sector through this difficult and uncertain time.

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

Weights and Measures	2022/23
Un-subdivided container types	£102.00
1 meter tested	£127.00
2 meters tested	£207.00
3 meters tested	£290.00
4 meters tested	£365.00
5 meters tested	£437.00
6 meters tested	£533.00
7 meters tested	£608.00
8 meters tested	£671.00
All other Weights and Measures on site - charge per hour	£83.00
Measuring Instruments off-site within BCC boundary hourly rate + mileage	£83.00
Measuring Instruments on-site outside BCC boundary hourly rate + mileage + 10 % for other overheads	£83.00
Duplicate certificates or duplicate statements of accuracy (each)	£24.00
Work outside of normal Office Hours, hourly rate will be subject to a 50% increase	
Metrology minimum charge for cancelled appointment	£83.00

**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 £92 + VAT per attendee for a day course and £58 +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 2022/2023 Grade 5 Officer as per the table in 3.3 of the main report 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 £83.

Head Office	2022/23
Primary Authority Partnerships (cost recovery only)	£83.00
Primary Authority Partnership (PAP) - hourly rate	£83.00
Business Advice outside/without PAP Agreement	£83.00
Accredited Financial investigations for partner local authorities or other internal services.	£200 initial assessment. £83 per hour or ½ of any subsequent POCA ARIS incentivisation

## 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 2021/22 remains the same.

Private Hire Knowledge	2021/22	2022/23
Private Hire Access to Knowledge Course Fee per attendee	£39.00	£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 £83.00 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.

<b>Fixed Penalty Notices</b>	<b>2022/23</b>
Nuisance Parking (s6(1) Clean Neighbourhoods and Environment Act)	£100
Energy Performance Certificates - Duty to Provide to Prospective Buyers (Energy Performance of Buildings (England & Wales) Regulations 2012)	£200
Energy Performance Certificates - Duty to Display (Energy Performance of Buildings (England & Wales) Regulations 2012) - 14(3)(a)	£1,000
Energy Performance Certificates - Duty to Display (Energy Performance of Buildings (England & Wales) Regulations 2012) - 14(3)(b)	£500
Energy Performance Certificates - Duty of Controllers of Air conditioning Systems (Energy Performance of Buildings (England & Wales) Regulations 2012) - 18(1), 20, 21	£300
Redress Schemes (requirement of Estate Agents to belong to scheme)	£1,000
Minimum Efficiency Standards for buildings (from April 2018)	£5,000 to £10,000 or 10%-to-20% of rateable value



**REVIEW OF CHARGES – ENVIRONMENTAL HEALTH  
AND PEST CONTROL 2022/2023**

- 2.0 In reviewing these fees and charges, officers from the Directorate have considered:
- the budget strategy for 2022/23, which is for a 3% increase in income where it is sustainable.
  - the need to ensure that relevant expenditure and income targets are met, and full cost recovery achieved.
  - fees and charges levied by neighbouring districts and similar providers.

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

2.0.2 For 2022/2023 Environmental Health have again used the rationale of maximising income, based on market forces, to assist in meeting the corporately set income targets and fees inflation for the sections.

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

It is proposed that the fee for issuing condemnation/surrender notes for freezer breakdowns and for similar insurance purposes be increased to £122 per hour (from £118). 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 £165 (current charge £160) 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 increase will be £108 (current charge £105) 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 £35 cancellation fee (current charge £30) for each certificate produced.

### 2.3 Provision of a Veterinary Export Health Certificate

In response to Brexit, to support local business we have employed an Official Veterinary Surgeon/ Food Safety Officer to issue export health certificates for meat products exported from the UK. This is a new service and we need to determine market forces. It is proposed that where an inspection of the premises is required, this will be subject to a minimum of £250 plus vat total of £300 (Private businesses also undertake this work therefore Standard VAT rate applies).

### 2.4 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 £206 (currently £200). 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. As this only applies to businesses that are not compliant with relatively simple requirements for hygiene and operation it is not proposed to hold the fees the same as last year.

### Summary

<b>Food Condemnation / Export / Hygiene matters</b>	<b>2021/22</b>	<b>2022/23</b>
Food Condemnation / Surrender Notes	£118	£122
Provision of Food Export Certificates	£160	£165
Provision of Food Export Certificates where no visit required	£105	£108
Food Export Certificates where produced but no longer required	£30	£35
Provision of a Veterinary Export Health Certificate	New Service	£250+VAT
FHRS Revisit to obtain new Food Hygiene Score	£200	£206

### 2.5 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 £171 plus the hourly rate per hour or part hour thereafter for the officer compiling the report. (Current charge is £166). VAT will be applied at its appropriate rate, in addition to this cost.

2.6 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 £95 per delegate for one day’s training [including any refreshments] with a minimum number of ten delegates per course (currently £92). (VAT exempt if only L/A officers attend. VAT would be payable for external delegates and must be added to their charge).

## Summary

<b>Health and Safety</b>	<b>2021/22</b>	<b>2022/23</b>
Section 28 HSWA for legal Accident Reports	£166	£171+VAT
Health and Safety Training - per delegate, per day	£92	£95

### 2.7 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 Office of Product Safety & Standards and enables local authorities to recharge for the time spent on servicing the partnership. By statute costs incurred by Councils participating in Primary Authority Partnerships are recharged on a cost recovery basis.

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 2022/2023 Grade 5 Officer hourly rate detailed in the table at 3.3 of the main report plus expenses. (VAT applies but is currently zero rated for this work).

### 2.8 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 £85 for a Basic Search and £120 for an Advanced Search (current charges £80 and £115 respectively).

### 2.9 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 £110 (previously £105) 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 £125 (currently £120). 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.

## 2.10 Attendance at Exhumations

It is proposed to increase the fixed fee from £350 to £360 (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.

## 2.11 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 £290 and it is proposed to not increase this to support business re-starting. 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. It is proposed to charge £50 for replacement identity badges.

### Summary

<b>Conveyancing and Default work / Free Literature Consents</b>	<b>2020/21</b>	<b>2021/22</b>
Primary Authority Partnership's (Statutorily set at cost recovery)	Cost recovery	Cost recovery
Processing Environmental Information for conveyancing – Basic	£80	£85
Processing Environmental Information for conveyancing – Advanced	£115	£120
Statutory Default Work - Admin costs for Invoices / Processing	£105	£110
Statutory Default Work - Seizure of Sound Equipment	£120	£125
Attendance at Exhumations (inc. completion of documentation)	£350	£360
Distribution of free literature consents	£290	£290
Replacement Identity badges	New	£50

## **APPENDIX 2(b)**

### **2.12 Animal Welfare – Stray Dog Charges**

2.12.1 The statutory charge prescribed under the Environmental Protection Act, where dogs are claimed from the Birmingham Dogs Home or where dogs are returned directly to their owners is £25 and cannot be altered. The Act also permits local authorities to charge dog owners for all the costs incurred by the seizure and detention of their dog if seized as a stray. We propose to make an additional £10 charge per dog to cover these costs and continue to charge dog owners any other associated costs, which may include out of hours kennelling charges or veterinary fees, as well as additional officer time, where applicable.

2.12.2 We will charge £97.85 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.

2.12.3 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.

2.12.4 Where officers carry out work on behalf of social services involving the removal of animals where their owners have been admitted into hospital or found to be deceased, there will be a charge of £97.85, to attend and remove animals. Officers hourly rate (GR3) or part thereof will be charged for any subsequent visits required. Office activities (GR4) will be charged at the officer's hourly rate or part thereof.

2.12.4 Officers provide a stray dog collection service for Solihull Metropolitan Borough Council. It is proposed to charge £78.80 to collect and impound a stray dog or return it to its owner, this is based on a GR 3 officers time at 1.5 hours per attendance. Should there be any additional requirements in terms of time or officers needed, this will be charged in addition at the officer's standard hourly rate.

### **2.13 Animal Welfare - Licensing**

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

There are also provisions to allow licenced premises to apply for a variation to their licence and to request additional inspections. 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. It is proposed to make a small increase in all the licence fees as follows;

## 2.14 Proposed Animal Welfare licence fees - 2022/2023.

### New Licences

Licensable Activity	Proposed Total Licence Fee 1 year licence	Current Fee	Vets Fees	L A Inspection upon Request	Application to Vary Licence
Selling Animals as Pets	£475.60	£461.75	At Cost	£76.22	£120.50
Commercial Animal Boarding	£402.98	£391.25	At Cost	£76.22	£120.50
Dog Breeding	£402.98	£391.25	At Cost	£76.22	£120.50
Dangerous Wild Animals	£402.98	£391.25	At Cost	£76.22	£120.50
Home Dog Boarding	£279.38	£271.25	At Cost	£76.22	£48.90
Arranging Animal Boarding (where no animal boarding licence in place)	£215.27 (plus £85.50 per inspection as required)	£209 (plus £83 per inspection as required)	At Cost	£76.22	£48.90 (plus £85.50 per inspection as required)
Hiring of Horses	£531.22	£515.75	At Cost	£76.22	£120.50
Keeping/Training Animals for Exhibition	£488.47 (3 year mandatory licence)	£474.25 (3 year mandatory licence)	At Cost	£76.22	£120.50

Type of Licence	Current Fee	Proposed Fee
Zoos		
- 4 year licence (new)	£2,670	£2,750
- 6 year licence (renewal)	£2,670	£2,750

## Renewal Licences

Licensable Activity	Application Fee	Licence Fee (1 year)	Licence Fee (2 year)	Licence Fee (3 year)	Vets Fees	LA Inspection on request	Appl to Vary Licence
Selling animals as pets	£175.35	£85.50	£171	£256.50	At Cost	£76.22	£120.50
Commercial Animal Boarding	£189.26	£85.50	£171	£256.50	At Cost	£76.22	£120.50
Dog Breeding	£189.26	£85.50	£171	£256.50	At Cost	£76.22	£120.50
Dangerous Wild Animals	£189.26	£85.50	£171	£256.50	At Cost	£76.22	£120.50
Home Dog Boarding	£87.03	£85.50	£171	£256.50	At Cost	£76.22	£48.90
Arranging Animal Boarding (as stand-alone licence)	£129.78 (plus £85.50 per inspection as required)	£85.50	£171	£256.50	At Cost	£76.22	£48.90 (plus £85.50 per inspection as required)
Hiring out Horses	£232	£85.50	£171	£256.50	At Cost	£76.22	£120.50
Keeping or Training Animals for Exhibition	£189.26	N/A	N/A	£256.50	At Cost	£76.22	£120.50

Note 1- Cost for the re-issue of an existing licence £10.50 (Licensing Act 2003 standard charge)

Note 2- Any animal licencing work required outside of the above will be charged at the officer's hourly rate of the relevant officer.

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

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

2.15 Fixed Penalty Notice Tariffs

The Fixed Penalty Notice (FPN) tariffs are tabulated below.

- 2.16 All other FPNs are set at their legal maximum except:
- Domestic Duty of Care FPN  
(Tariffs amended by The Environmental Offences (Fixed Penalties) (England) Regulations 2017)
- 2.17 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.
- 2.18 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 officer's recommendation that committee do not reinstate early payment rates.



## FIXED PENALTY NOTICE TARIFFS

OFFENCE	LEGISLATION	EXISTING TARIFF 2021/2022 Existing FPN & Early Discount	PENALTY CAN BE SET	FPN TARIFF FOR 2022/2023
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	£150 No discount for early payment	Between £65 - £150 Minimum discount for early payment £50	£150 No Discount for early payment
Graffiti and Flyposting	s.43 Anti-social Behaviour Act 2003	£150 No discount for early payment	Between £65 - £150 Minimum discount for early payment £65	£150 No Discount for early payment
Litter	s.88(1) Environmental Protection Act 1990	£150 No discount for early payment	Between £65 - £150 Minimum discount for early payment £65	£150 No Discount for early payment
Domestic Duty of Care Fixed Penalty Notice	Section 34(2)(A) Environmental Protection Act 1990	£200 No Discount for early payment	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 2020/2021 Existing FPN & Early Discount	PENALTY CAN BE SET	FPN TARIFF FOR 2021/2022
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

## **APPENDIX 2(d)**

### **2.19 Pest Control**

For 2022/23 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.

#### **DOMESTIC Pest Control**

All Domestic fees have gone up in line with the 3% corporate increase except for wasp treatments. This is because wasp treatments are highly competitive, and it is likely to detrimentally impact on the number of requests for assistance if this were increased.

<b>Domestic</b>	<b>2021/22 (inc VAT element)</b>	<b>2022/23</b>	<b>VAT @20%</b>	<b>Total</b>
Rats - All domestic treatments	Free of charge	Free of charge	N/A	<b>Free of charge</b>
Cockroaches - all treatments - first visit	£78	£68.00	£13.60	<b>£81.60</b>
Bedbugs - all treatments - first visit	£78	£68.00	£13.60	<b>£81.60</b>
Mice - mouse poison offered at Neighbourhood Office	Free of charge	Free of charge	N/A	<b>Free of charge</b>
Mice - All domestic treatments	£78	£68.00	£13.60	<b>£81.60</b>
Wasps - Minimum call out charge for a treatment	£60.00	£50.00	£10.00	<b>£60.00</b>
Wasps - 2 or more nests, multiple treatments + revisits	£75.00	£62.50	£12.50	<b>£75.00</b>
Fleas - Treatment per property (per visit)	£78	£68.00	£13.60	<b>£81.60</b>
Other insect treatments - first hour	£78	£68.00	£13.60	<b>£81.60</b>

## **COMMERCIAL**

<b>Commercial</b>	<b>2021/22</b>	<b>2022/23</b>	<b>VAT @20%</b>	<b>Total</b>
All treatments for commercial / non-domestic and landlords that are responsible for property wide infestations - first visit	£115	£100.00	£20.00	<b>£120.00</b>
Bedbugs / Pharaoh Ants - first visit	£115	£100.00	£20.00	<b>£120.00</b>
Clearance work (rodent/insect/bird/premises) - first hour	£115	£100.00	£20.00	<b>£120.00</b>
Clearance work (rodent/insect/bird/premises) - subsequent hours plus materials plus VAT	£115	£100.00	£20.00	<b>£120.00</b>
Additional Charges for jobs involving hazardous waste (clinical/needle/etc.)	£170	£150.00	£30.00	<b>£180.00</b>
Land clearance and associated weed control when treating for rodents (Land clearance materials charged plus 10% administration)	£115	£100.00	£20.00	<b>£120.00</b>

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.

**REVIEW OF CHARGES - REGISTER OFFICE 2022/2023**

**1.0 Relevant Background**

- 1.1 In reviewing these fees and charges, officers from the Directorate have considered:
- The budget strategy for 2022/23 and 2023/24.
  - The ongoing pandemic and the pressure that this has put on the event industry.
  - Fees and charges levied by neighbouring local authorities.
- 1.2 Where applicable, prices for 2023/24 have also been included. This is principally to allow for advanced booking and payment for ceremonies.
- 1.3 Some fees relate to services that are traditionally booked well in advance for which the fee will already have been taken.
- 1.4 During 2020/21 to support the Approved Premises sector (ceremony venues) due to the uncertainties of the Covid 19 pandemic, the fee for any three-year Approved Premises Licence applied in 2020/21 was reduced by one third, and the length of a standard three-year licence period for any new or renewed licence was increased to a period of four years. It is proposed to cease these concessions to help support the Service in delivering this budget.
- 1.5 The non-statutory fees and charges have been set in accordance with the above considerations.
- 1.6 The Registration Service provides a number of non-statutory services; however these are in competition with neighbouring Local Authorities and so market sensitivities are taken into account when setting the fees.
- 1.7 The provision of Registration Services is currently under review nationally by the General Register Office (GRO). The current focus is on charges for marriages including licensing of approved premises. It is highly likely that there will be statutory fees for licensing of approved premises and also for attendance at approved premises which will be considerably lower than fees currently charged by Birmingham City Council. Any changes or recommendations to discretionary prices made could cause financial pressure in the near future for this budget.

- 1.8 The non-statutory fees increase is intended to at least maintain the service's achievement of budgeted inflation on fees of £9.3k. No inflation on statutory fees was made.

## 2.0 Approved Buildings

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

**TABLE 1 Approved Building Licence Fees**

<b>1. Register Office - Approved Buildings</b>	<b>2021/22</b>	<b>2022/23</b>	<b>VAT</b>
New Application for approval of premises to include ONE room 3 years	N/A	£3,507.00	NB
New Application for approval of premises to include ONE room 4 years	£3,402.00	N/A	NB
Renewal of existing approved premises to include ONE Room 3 years	N/A	£2,450.00	NB
Renewal of existing approved premises to include ONE Room 4 years	£2,376.00	N/A	NB
Additional rooms included in the application (per room) 3 years	N/A	£779.00	NB
Additional rooms included in the application (per room) 4 years	£756.00	N/A	NB
Additional rooms added after the application approved 3 years	N/A	£891.00	NB
Additional rooms added after the application approved 4 years	£864.00	N/A	NB
Application for approval of religious building for Civil Partnerships 3 years	£668.00	£689.00	NB
Renewal of existing approved premises to include ONE Room 6 years	£4,212.00	£4,343.00	NB
Additional rooms included in the application (per room) 6 years	£1,080.00	£1,113.00	NB
Additional rooms added after the application approved 6 years	£864.00	£891.00	NB
Application for approval of religious building for Civil Partnerships 6 years	£668.00	£689.00	NB

NB – Non-Business (not liable to tax hence no VAT is added); N/A – the service is not available in that year

## 3.0 Register Office Ceremony Suites

- 3.1 Holding the ceremony in Birmingham is not statutory and the Registration Service faces tough competition from neighbouring Local Authorities and other business premises.
- 3.2 Historically the Service charged varying fees dependent on which room in the ceremony suite was booked and the day of the week the ceremony is to take place. A simpler fee structure was adopted in 2019/20 which included additional fees for various music, reading choices or bespoke ceremony enhancements. Following a benchmarking exercise with other authorities, it is proposed that the Service will return to the historic approach which better reflects both the value of service provided and public demand.
- 3.3 The fees for a ceremony within the Superintendent Registrar's office are statutory by nature.

- 3.4 Statutory fees are set nationally by General Register Office and not by Licensing and Public Protection Committee. They are however provided for information.

**TABLE 2 Marriage - Ceremony Suite**

<b>2. Register Office - Ceremony Suite</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>VAT</b>
Ceremony Suite - <u>Statutory</u> Room (excludes 1 x Certificate)	£46.00	£46.00	£46.00	NB
Ceremony Suite - Charge for Basic Room (excludes Certificate)	£203.00	N/A	N/A	NB
Ceremony Suite - Charge for Enhancements (Readings/Music)	£51.00	N/A	N/A	NB
Ceremony Suite - Additional - Own Reading (not on pre-approved list)	£32.00	N/A	N/A	NB
Ceremony Suite - Additional - Own Music (not on pre-approved list)	£32.00	N/A	N/A	NB
Ceremony Suite - Additional - Separate Interview before ceremony	£32.00	£35.00	£36.00	NB
Ceremony Suite - Fully Enhanced (excludes certificate)	£360.00	N/A	N/A	NB
Ceremony Suite - Room 1 (excludes certificate and postage) Mon - Fri	N/A	POA	POA	NB
Ceremony Suite - Room 1 (excludes certificate and postage) Sat and Public Holiday	N/A	POA	POA	NB
Ceremony Suite - Room 2 (excludes certificate and postage) Mon - Fri	N/A	£265.00	£275.00	NB
Ceremony Suite - Room 2 (excludes certificate and postage) Sat and Public Holiday	N/A	£350.00	£360.00	NB
Ceremony Suite - Room 3 (excludes certificate and postage) Mon - Fri	N/A	£325.00	£335.00	NB
Ceremony Suite - Room 3 (excludes certificate and postage) Sat and Public Holiday	N/A	£425.00	£455.00	NB
Web streaming	N/A	POA	POA	S
DVD or USB recording of ceremony	N/A	POA	POA	S
Tribute screen photo	N/A	POA	POA	S
Tribute screen slideshow	N/A	POA	POA	S
Tribute screen slideshow and music	N/A	POA	POA	S
Portable photo booth photograph	N/A	POA	POA	S

NB – Non-Business (not liable to tax hence no VAT is added), S – Standard (liable to tax charged at standard rate of VAT, currently 20%); POA – Price on application; N/A – the service is not available in that year

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

- 3.6 All ceremony suite fees are subject to room availability

#### **4.0 Attendance at Approved Premises**

- 4.1 Fees for registration staff to attend a ceremony taking place at one of the City's approved venues are also set out for more than one financial year for the same reason as above.
- 4.2 The fee for attendance on a Public Holiday has been brought in line with the fee for weekend attendance to encourage take up.

**TABLE 3 Marriage - Attendance at Approved Premises**

<b>3. Register Office – Attendance</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>VAT</b>
Monday to Friday	£551.00	£568.00	£586.00	NB
Weekend	£704.00	£726.00	£749.00	NB
Public Holiday	£800.00	£726.00	£749.00	NB

NB – Non-Business (not liable to tax hence no VAT is added)

## 5.0 Other Fees

- 5.1 Citizenship ceremonies could be requested elsewhere, however the individual would need to apply to the Home Office to request a change of district. The main competition/market sensitivity therefore is the price differential between the statutory ceremony and the private ceremony.

**TABLE 4 Other Fees**

<b>4. Register Office - Other Fees</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>VAT</b>
Private Citizenship Ceremony - Monday – Friday	£206.00	£220.00	£227.00	NB
Private Citizenship Ceremony – Saturday	£235.00	£245.00	£253.00	NB
Advanced Booking – Statutory Register Office Ceremony	£56.00	£58.00	£60.00	NB
Advanced Booking – Ceremony Suite	£66.00	£68.00	£70.00	NB
Advanced Booking – Approved Premise	£77.00	£79.00	£81.00	NB
Cancellation fee- Statutory Register Office Ceremony	£57.00	£58.00	£60.00	NB
Cancellation fee- Ceremony Suite	£66.00	£68.00	£70.00	NB
Cancellation fee- Approved Premise	£67.00	£79.00	£81.00	NB
Fee for change of ceremony appointment - Statutory Register Office Ceremony	£56.00	£58.00	£60.00	NB
Fee for change of ceremony appointment- Ceremony Suite	£66.00	£68.00	£70.00	NB
Fee for change of ceremony appointment- Approved Premise	£77.00	£79.00	£81.00	NB
Fee charged for research (per half hour)	£51.00	£53.00	£55.00	S
Fee for international postage via on-line application	£7.00	£7.50	£7.50	S
Additional appointment/ change of appointment	£44.00	£45.00	£46.00	NB
Celebratory Certificates (at time of birth registration)	£11.00	£11.00	£11.00	S
Change of Name deed (includes certificate)	£61.00	£63.00	£65.00	NB
Change of name certificate additional copies	£11.00	£11.00	£11.00	NB
Special Celebratory Certificates (birthday, grandparents, anniversary)	£21.00	£22.00	£23.00	S
Photographs and flowers package (from)	£135.00	£139.00	£143.00	S
Pitch at Wedding Fayre	£51.00	£53.00	£55.00	S
Hire of ceremony rooms 2 or 3 for function/event - half day or full day	POA	POA	POA	E
Hire conference room for function/event - half / full day	POA	POA	POA	E
Training for authorised person to register marriages / quarterly returns	£77.00	£79.00	£81.00	E
Appointment to check completeness / validity of notice for Marriage (non-refundable)	£44.00	£45.00	£46.00	NB
Save the day – approved premise- ceremony > 12 months in advance	£77.00	£79.00	£81.00	NB
Save the day – ceremony suites- ceremony > 12 months in advance	£66.00	£68.00	£70.00	NB



Save the day – ceremony suites- Register Office ceremony > 12 months in advance	£56.00	£58.00	£60.00	NB
Priority service at approved premises – to take place within 12 weeks (additional)	£77.00	£79.00	£81.00	NB
Provision of folder	£1.00	£1.00	£1.00	NB
Provision of envelope	£0.50	£1.00	£1.00	NB
Postage	£3.50	£4.00	£4.00	S
Postage International	£7.00	£7.50	£7.50	S
Priority Correction/ Re-registration Appointment	£44.00	£45.00	£46.00	NB
Production of further documents for notice of marriage/civil partnership	£25.00	£26.00	£27.00	NB
Keepsakes/additional products	POA	POA	POA	S
Administration of post-dated passport forms	£25.00	£26.00	£27.00	NB
Advice in advance of taking notice of marriage per applicant	£6.00	£6.00	£6.00	NB
Processing of a non-priority application for a standard certificate after registration	£7.00	£7.00	£7.00	NB

NB – Non-Business (not liable to tax hence no VAT is added); S – Standard (liable to tax charged at standard rate of VAT, currently 20%); E – Exempt (the supply is exempt from VAT hence no VAT added); POA – Price on application

## 6.0 Statutory Fees and Charges

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

5. Register Office – Statutory Fees	2021/22	2022/23	VAT
Superintendent Registrar/Registrar's Certificate	£11.00	£11.00	NB
Priority Superintendent Registrar/Registrar's Certificate after registration	£35.00	£35.00	NB
A general search in indexes not exceeding 6 hours	£18.00	£18.00	NB
Certificate of Worship	£29.00	£29.00	NB
Registration of a religious building for marriage	£123.00	£123.00	NB
Registration of a religious building for marriages for same sex couples (That is already registered)	£64.00	£64.00	NB
Notice of Marriage	£35.00	£35.00	NB
Notice of Marriage subject to immigration Act	£47.00	£47.00	NB
Notice of Civil Partnership subject to immigration Act	£47.00	£47.00	NB
Notice of Civil Partnership	£35.00	£35.00	NB
Fee to reduce the legal waiting period of a notice of marriage/civil partnership	£28.00	£28.00	NB
Fee for sharing information under the Digital Economy Act	£50.00	£50.00	NB
Fee payable to Registrar for marriage Ceremony at register Office	£46.00	£46.00	NB
Fee payable to Registrar for marriage Ceremony at registered building	£86.00	£86.00	NB
Attendance of Civil Partnership Registrar at Register Office	£46.00	£46.00	NB
Notice given at Housebound Person's abode SR attendance	£47.00	£47.00	NB
Notice given at Detained Person's abode SR Attendance	£68.00	£68.00	NB
Attendance of Registrar at Housebound Person's Marriage	£81.00	£81.00	NB
Attendance of Registrar at Detained Person's Marriage	£88.00	£88.00	NB
Attendance of Superintendent Registrar at Housebound Person's marriage	£84.00	£84.00	NB
Attendance of Superintendent Registrar at Detained Person's marriage	£94.00	£94.00	NB
Attendance of CP Registrar at Housebound Person's CP	£81.00	£81.00	NB
Attendance of CP Registrar at Detained Person's CP	£88.00	£88.00	NB
Registrar General's Licence for Marriage	£15.00	£15.00	NB
Fee of priority certificate –Next working day	£24.00	£24.00	NB

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

NB – Non-Business (not liable to tax hence no VAT is added)

**REVIEW OF CHARGES – CORONER’S SERVICE 2022/2023**

- 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 £52 per hour (from £50).

**REVIEW OF CHARGES – STATUTORY TEAM 2022/2023**

**(Acivico-Building Consultancy)**

- 5.1 The, Statutory Team (formerly Birmingham Account Team), which is part of Acivico (Building Consultancy) Limited, carry out a range of professional surveying services for both internal and external client groups that are responsible for property portfolios. The scope of services includes the carrying out of technical functions in support of the discharge of the Council's Building Control allied legislative requirements as detailed in The Building Act 1984 and the administration of demolition contracts required to facilitate the Council's regeneration targets. The group also carry out a variety of enforcement duties where full cost recovery is undertaken when the legislation allows.
- 5.2 The work is normally charged on an hourly basis. The current (2021/2022) charge is £85.00 per hour, and it is proposed that this fee will increase to £95.00 per hour. An increase in the rate is required to cover rising costs and ensure the service is not carried out at a loss. The revised rate recognises that the work is carried out by a mix of grade 5, 6 and a small number of grade 7 surveyors and is therefore a composite rate. The rate is still in line with other professional services carried out within the council (see rates proposed on page 3 item 3.3) and is very competitive with regards to the private sector. The increase is necessary to address the increased cost of labour, increases in other on-costs and the necessity to maintain sufficient resources to handle the Council's requirements.
- 5.3 The charge levied in respect of Private Demolition Notices, which is a fixed fee per notification, is currently (2021/2022) set at £260.00. It is proposed to increase this fee in line with the increases proposed in paragraph 5.2. Therefore, the new fee will be £290.00.
- 5.4 The charge in respect of notices for temporary grandstands, which is required under the West Midlands County Council Act 1980 Section 39, is based on cost recovery in line with the hourly rate for the Statutory Team as above and it is proposed to revise this rate to £95.00 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