



LONDON BOROUGH OF  
**HARROW**

## **Council (Council Tax)**

## **Summons and Agenda**

**Date:** Thursday 22 February 2024

**Time:** 6.30 pm

**Venue:** Harrow Arts Centre, 171 Uxbridge Road, Pinner,  
HA5 4EA

**All Councillors are hereby summoned to attend the Council Meeting for the transaction of the business set out.**

A handwritten signature in black ink that reads 'J. Farmer.' The signature is written in a cursive style.

Jessica Farmer  
Interim Director of Legal and Governance Services

**Despatch Date:** 14 February 2024

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# Useful Information

## Joining the Meeting virtually

The meeting is open to the public and can be viewed online at [London Borough of Harrow webcasts](#)

## Attending the Meeting in person

The Harrow Arts Centre can be found using [Google Map directions to Harrow Arts Centre](#).

The venue is accessible to people with special needs. If you have specific requirements, please contact the officer listed on the front page of this agenda.

You will be admitted on a first-come-first basis and directed to seats.

Please:

- (1) Stay seated.
- (2) Access the meeting agenda online at [Browse meetings - Council – Harrow Council](#)
- (3) Put mobile devices on silent.
- (4) Follow instructions of the Security Officers.
- (5) Advise Security on your arrival if you are a registered speaker.

## Filming / recording

This meeting may be recorded or filmed, and if you choose to attend, you will be deemed to have consented to this. Any recording may be published on the Council website.

**Agenda publication date: Wednesday 14 February 2024**

## **Prayers**

Yogvivekdas Swami, Head Swami of BAPS Shri Swaminarayan Mandir ('Neasden Temple'), will open the meeting with Prayers.

### **1. Council Minutes (Pages 9 - 32)**

That the minutes of the meeting held on 30 November 2023 be taken as read and signed as a correct record.

### **2. Declarations of Interest**

To receive declarations of disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from all Members of the Council.

### **3. Procedural Motions**

To receive and consider any procedural motions by Members of the Council in relation to the conduct of this Meeting. Notice of such procedural motions, received after the issuing of this Summons, will be tabled.

### **4. Petitions**

To receive any petitions to be presented:

- (i) by a representative of the petitioners;
- (ii) by a Councillor, on behalf of petitioners;
- (iii) by the Mayor, on behalf of petitioners.

### **5. Public Questions**

A period of up to 15 minutes is allowed for members of the public to ask questions of members of the Executive, Portfolio Holders and Chairs of Committees, of which notice has been received no later than 3.00 pm two clear working days prior to the day of this Meeting. Any such questions received will be tabled.

### **6. Leader and Portfolio Holder Announcements**

To receive a presentation from the Leader of the Council and Portfolio Holders on business since the last ordinary meeting, followed by a question and answer session. The item is allotted 20 minutes.

### **7. Members Allowances' Scheme 2024/25 (To Follow)**

Report of the Interim Director of Finance and Assurance

### **8. Corporate Plan 2023-26: Review of first year and Flagship Actions 2024/25 (To Follow)**

Recommendation I: Cabinet  
(15 February 2024)

9. **Final Revenue Budget 2024/25 and Medium Term Financial Strategy to 2026/27**  
(To Follow)

Recommendation I: Cabinet  
(15 February 2024)

10. **Housing Revenue Account Budget 2024-25 & Medium-Term Financial Strategy 2025-26 to 2026-27, HRA Capital Programme 2024-25 to 2028-29 and 30 year HRA Business Plan** (Pages 33 - 36)

Recommendation I: Cabinet  
(24 January 2024)

11. **Treasury Management Strategy Statement including Annual Investment Strategy for 2024/25 and Capital Strategy for 2024/25** (To Follow)

Recommendation I: Cabinet  
(15 February 2024)

12. **Final Capital Programme 2024/25 to 2026/27** (To Follow)

Recommendation I: Cabinet  
(15 February 2024)

13. **Calculation of Council Tax Base for 2024-2025** (Pages 37 - 40)

Recommendation I: Cabinet  
(19 December 2023)

14. **Non-Executive Fees and Charges 2024/25** (Pages 41 - 70)

Report of the Managing Director

15. **Calendar of Meetings 2024/25** (To Follow)

Report of the Interim Director of Legal and Governance

16. **Information Report - Use of the Urgency Procedure - Executive** (Pages 71 - 76)

17. **Information Report - Remuneration and Severance Packages of £100,000 or greater** (Pages 77 - 82)

18. **Questions with Notice**

A period of up to 15 minutes is allowed for asking written questions by Members of Council of a member of the Executive or the Chair of any Committee:-

- (i) of which notice has been received at least two clear working days prior to the day of this Meeting; or
- (ii) which relate to urgent matters, and the consent of the Executive Member or Committee Chair to whom the question is to be put has been obtained and the content has been advised to the Director of Legal and Governance Services by 12 noon on the day of the Council Meeting.

Any such questions received will be tabled.

## 19. **Motions**

The following Motions have been notified in accordance with the requirements of Council Procedure Rule 15, to be moved and seconded by the Members indicated:

### (1) **Motion: NHS Waiting Times**

To be moved by Councillor David Perry and seconded by Councillor Natasha Proctor:

#### **“This council notes:**

- 2023 marked 75 years of the National Health Service (NHS).
- Treating over a million people a day in England, the NHS touches all of our lives. When it was founded in 1948, the NHS was the first universal health system to be available to all, free at the point of delivery.
- Labour created the NHS. The values built into the NHS’s founding principle that everyone, wherever they live, whatever they earn, should get healthcare that is free at the point of use.
- The NHS in Harrow is facing both an unprecedented immediate crisis and a long-term challenge. Despite having a dedicated workforce locally, right now, the NHS is not working.
- Nearly 14 years of Conservative led Government policy has run our once proud National Health Service into a critical state with morale amongst local doctors, nurses and staff in Harrow at an all-time low.
- Long waits to see a GP, ambulances that can’t get to people in time to save lives, dangerously long queues in A&E, over 7.5 million people on waiting lists for hospital treatment – a system at breaking point.
- The NHS in Harrow is at a critical point with waiting times much worse than the national average.

#### **The Council believes:**

- It is the responsibility of the local authority to show leadership and help bring agencies together to campaign for change and champion local residents concerns with regards to local health provision.

- The current waiting times at LONDON NORTHWEST UNIVERSITY HEALTHCARE NHS TRUST are unacceptable and the residents of Harrow deserve a better service from Northwick Park Hospital and other health agencies.
- Residents in Harrow are waiting too long for NHS treatment, in December 2023 the median wait for all treatments in Harrow was 18.2 weeks following referral.
- Furthermore, 52.6% of residents in Harrow had to wait more than four hours to be seen in A&E in January 2024 and the NHS waiting list has grown to record levels as the rate at which patients are removed can't keep pace.
- Cancer treatment waiting times are far longer in Harrow than current NHS targets – seriously impacting residents life chances.

**The Council resolves to:**

- Call on the Leader of the Council and Leader of the Opposition to demand a meeting with the Secretary of State for Health to highlight the local circumstances being faced by Harrow residents experiencing excessive local waiting times at Northwick Park Hospital.
- The Council to invite the local Chief Executive and / or other Senior Health Representatives to a future meeting of Full Council and to invite local residents and Councillors alike to raise concerns and increase the participation locally so future services can be more resident led. To enable this important request to take place in the public interest all relevant steps should be taken through the Constitutional Review Working Group to facilitate this measure.”

**Data Protection Act Notice**

The Council will record the meeting and will place the recording on the Council's website.

**[Note:** The questions and answers will not be reproduced in the minutes.]

# **COUNCIL 22 FEBRUARY 2024**

## **MINUTES**

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# Council

# Minutes

## 30 November 2023

**Present:** Councillor Ramji Chauhan (The Worshipful the Mayor)

Councillor Salim Chowdhury (The Deputy Mayor)

**Councillors:**

Ghazanfar Ali	Eden Kulig
Dan Anderson	Kuha Kumaran
David Ashton	Jean Lammiman
Marilyn Ashton	Jerry Miles
Peymana Assad	Vipin Mithani
Christopher Baxter	Amir Moshenson
June Baxter	Janet Mote
Philip Benjamin	Phillip O'Dell
Govind Bharadia	Paul Osborn
Nicola Blackman	Mina Parmar
Simon Brown	Varsha Parmar
Shahania Choudhury	Anjana Patel
Matthew Goodwin-Freeman	Pritesh Patel
Stephen Greek	David Perry
Chetna Halai	Natasha Proctor
Susan Hall	Kanti Rabadia
Graham Henson	Aneka Shah-Levy
Maxine Henson	Rekha Shah
Stephen Hickman	Norman Stevenson
Nitesh Hirani	Samir Sumaria
Asif Hussain	Krishna Suresh
Thaya Idaikkadar	Sasi Suresh
Ameet Jogia	Yogesh Teli
Rashmi Kalu	Zak Wagman
Hitesh Karia	Antonio Weiss

**Apologies  
received:**

Councillor Kandy Dolor  
Councillor Dean Gilligan

Councillor Nitin Parekh

## PRAYERS

The meeting opened with Prayers offered by Kirit Wadia ('Neasden Temple')

### 108. Minute Silence

Members of Council stood and observed one minute silence for former Mayor and Councillor Asad Omar who had sadly passed away in October 2023 and for former Councillor Tony Ferrari who had passed away in November 2023.

### 109. Council Minutes

**RESOLVED:** That the minutes of the meeting held on 28 September 2023 be taken as read and signed as a correct record.

### 110. Declarations of Interest

The following interests were declared during the course of the meeting:

#### Item 14 – Questions with Notice

Councillor Susan Hall declared an interest in that the Mayor of London was mentioned and that she was a member of the Greater London Authority. She would remain in the room whilst the question was put and answered.

Councillor Asif Hussain declared an interest in that the Mayor of London was mentioned and that he was employed by the Greater London Authority. He would remain in the room whilst the question was put and answered.

### 111. Procedural Motions

There were no procedural motions.

### 112. Petitions

There were no petitions received.

### 113. Public Questions

There were no public questions.

### 114. Leader and Portfolio Holder Announcements

- (i) The Leader of the Council, Councillor Paul Osborn, introduced the item highlighting the Administration's achievements, challenges and plans since the last ordinary meeting.
- (ii) Other Members spoke and asked questions of the Leader of the Council which were duly responded to.

**115. Long Service Award - Councillor Simon Brown**

Council had previously agreed, by Resolution 192 on 18 July 1985, that Members who completed 25 years' service with the Council be presented with framed, illuminated copy resolutions of appreciation. Councillor Simon Brown had completed 25 years' service as a Member of the Authority in May 2023, and the resolution of appreciation had been adopted by Council on 28 September 2023.

The Mayor, Councillor Ramji Chauhan, on behalf of the Council, now formally congratulated Councillor Simon Brown and presented him with a framed, illuminated copy resolution to mark his long service achievement. Councillors David Perry, Marilyn Ashton, Graham Henson, Jean Lammiman, Natasha Proctor, Janet Mote, Sasi Suresh and Paul Osborn spoke in appreciation of Councillor Simon Brown's service.

Councillor Simon Brown returned thanks for his presentation.

**116. Employment Arrangements for the Head of Paid Service (Managing Director)**

**RESOLVED (unanimously): That the current fixed-term arrangements for Alex Dewsnap, Head of Paid Service (Managing Director) be extended for a further three years until 2026 in accordance with the terms and conditions governing Chief Officer posts.**

**117. Constitution Update**

**RESOLVED: That**

- (1) the Constitution be amended as set out in appendices A, B and C to these minutes;**
- (2) the Monitoring Officer be authorised to make these changes to the Constitution.**

**118. Governance, Audit, Risk Management and Standards Committee Annual report**

**RESOLVED: That the Governance, Audit, Risk Management and Standards Committee Annual Report 2022/23 be noted.**

**119. Annual Youth Justice Plan**

**RESOLVED: That the Youth Justice Plan 2023-24 be approved.**

**120. Information Report - Use of Urgency Procedure - Council**

**RESOLVED: That the report be noted.**

**121. Information Report - Remuneration Packages of £100,000 or greater**

**RESOLVED: That the report be noted.**

## **122. Questions with Notice**

To note that four questions from Councillors to the Portfolio Holders had been received and that the recording was on the Council's website.

## **123. Motions**

### **(i) "Tamil Heritage Month Motion"**

Motion in the names of Councillor Thaya Idaikkadar and seconded by Councillor Kuha Kumaran:

"This Council notes:

- that January 2024 will be Tamil Heritage Month.
- The tremendous contributions that Tamils make to Harrow's diverse community.
- The richness of Tamil culture and the positive difference it has made to our society locally.
- January is an important month for Tamils as it marks Thai Pongal, the Tamil Harvest Festival.
- The importance of increasing awareness about the accomplishments of the Tamil diaspora.

This Council resolves to:

- Reaffirm our strong commitment to support Tamil Heritage Month events in Harrow.
- Continue to work with and support the local Tamil community."

A tabled amendment in the names of Councillor Krishna Suresh and Councillor David Perry was received. Councillor Paul Osborn raised a point of order stating that the amendment introduced a new proposal. In accordance with Council Procedure Rule 17.6.1, the Mayor stated that he would accept the amendment subject to the deletion of the changes proposed to the last bullet point. The tabled amendment, having been further amended was then put to the vote and was agreed.

**RESOLVED (unanimously): That the amended Motion, as set below, be adopted:**

"This Council notes:

- that January 2024 will be Tamil Heritage Month.
- That Harrow Council was the first ever council in the country in 2020 to recognise celebration of Tamil Heritage Month in January.
- The tremendous contributions that Tamils make to Harrow's diverse community.

- **The richness of Tamil culture and the positive difference it has made to our society locally.**
- **January is an important month for Tamils as it marks Thai Pongal, the Tamil Harvest Festival which are proud to be celebrating in Harrow since 2011.**
- **The importance of increasing awareness about the accomplishments of the Tamil diaspora.**

**This Council resolves to:**

- **Reaffirm our strong commitment to continue to support Tamil Heritage Month events in Harrow.**
- **Continue to work with and support the local Tamil community.”**

**(ii) “Supporting Voter ID Motion**

Motion in the names of Councillor Paul Osborn and Councillor Marilyn Ashton:

“The London Borough of Harrow recognises the importance of public trust in the security of the electoral process.

This Council notes:

- The threats to the democratic process must be combated to protect the integrity of our democracy.
- That the independent electoral Commission has called for a resolution to issues relating to voter ID in the UK.
- The recent law change allows for the provision of free voter ID cards (Voter Authority Certificates) which are issued by local authorities. This means financial hardship will not be a barrier to a voter’s ability to get an ID and cast their ballot.

This Council believes:

- Considering how frequently residents now require ID in their day-to-day lives, the new requirement for voters to have ID to vote is a reasonable approach to reducing the threat of voter fraud and ensures that there are still not significant barriers to voting.
- That the system for applying for voter ID for those without a valid voter ID is simple and has ensured that all can access the electoral process.

This Council resolves:

- To fulfil its duty to properly inform residents about the latest change in voting requirements.
- To commit to continuing to use its communication channels to notify residents about the need for voter ID in next year’s Mayoral, GLA and parliamentary elections.”

A tabled amendment in the names of Councillor Eden Kulig and Councillor Asif Hussain was received, put to the vote and was lost.

**RESOLVED: That the Motion, as set out at (ii) above, be adopted.**

**(iii) “Motion – Mortgages and Rent in Harrow**

Motion in the names of Councillor Antonio Weiss and seconded by Councillor David Perry:

Council recognises that people across our borough are struggling to make ends meet and are in urgent need of support.

- One in five adults in the UK has less than £100 in savings.
- Nearly four million children in Britain live in poverty.
- Areas of Harrow are the most deprived in the country, with many residents living in overcrowded accommodation.

High inflation and borrowing rates have hit lower-income households hardest, mostly because of the sharp increases in mortgage rates and rent.

Council notes that:-

- The Resolution Foundation estimate that about 21% of the 7.586m households with mortgages or loans (around 1.6 million households) will see their fixed-rate mortgage deal expire between Q1 2023 to Q1 2024, and are set to face an average increase in their annual mortgage bill of around £2,300 if they re-fix.  
<https://www.resolutionfoundation.org/publications/macroeconomic-policy-outlook-q2-2023/>. In Harrow, that is the equivalent of 5771 households paying a combined £13,273,806
- For a typical mortgage couple in their 30s that would translate into a fall in disposable income of around 11%.
- The Bank of England Bank Rate was just 0.25% at the beginning of 2022 and although the Bank of England kept interest rates at 5.25% in November 2023, analysts expect more pain to come with some predicting rates will go as high as 5.75% and remaining above 5% until the summer of 2024 before starting to fall towards 3.6% in five years' time.
- Mortgage stress levels are set to hit heights not seen since the 1980s.
- Private landlords will also be looking to pass this increase onto their tenants through increased rents.
- Between April 2019 and September 2023 there were 753 no fault evictions in Harrow.

‘No-fault evictions’, also known as Section 21 notices, allow landlords to order tenants to leave with a minimum of two months’ warning - without

having to prove that the tenant is at fault in any way.

The figure of 753 is based on the number of no-fault eviction letters that have been followed up with a possession claim in the courts. The true scale of the problem in Harrow could be worse, as not all Section 21 notices will necessarily reach this stage.

- According to the latest Government data, in 2021 there were:-
  - 22,629 households privately renting in Harrow
  - 9,234 properties were let at social rent.
- According to the latest Bank of England data, 43% families are struggling to pay their rent – 13,700 households in Harrow.
- Due to the lack of leadership in government from successive Conservative Prime Ministers and Chancellor's, the economy has suffered from bad policy to bad decisions, thus negatively impacting mortgage payers and renters in Harrow.

Council resolves: -

- To use all available routes to urge central government to take a more proactive approach in supporting Harrow residents through the ongoing cost of living crisis and high inflation, in particular: -
  - to immediately adopt measures to ease the mortgage crisis and halt repossessions and evictions by guaranteeing support from lenders for struggling mortgage borrowers.
  - Mandatory mortgage flexibility and support from lenders, not voluntary.
  - recognise the pressures that high inflation is placing on local government finances and provide proper funding to councils to support residents to remain living locally in Harrow; like through Discretionary Housing Payments that allow councils to support those in the greatest need.
- To clearly signpost the support, networks and guidance that is available in Harrow, and promote through appropriate channels to our residents and businesses.
- To ensure our local voices are heard, the Leader of the Council and Leader of the Opposition will form a delegation with all Harrow MP's and request a meeting with the Chancellor of the Exchequer. The Council must stand up for our local residents and aim for the above positive changes to alleviate the pressure on mortgage and rent payers."

A tabled amendment in the names of Councillor Paul Osborn and Councillor Marilyn Ashton was received, put to the vote and was carried.

**RESOLVED: That the Motion as set out below be adopted:**

**“Council recognises that people across our borough are struggling to make ends meet and are in urgent need of support.**

- **A few surveys were conducted during 2021/2022 and the data analysis suggested that one in five adults in the UK has less than £100 in savings.**
- **In 2021/22 Child Poverty Action Group asserted that nearly four million children in Britain live in poverty.**
- **Two LSOAs (Lower Layer Super Output Areas) within Harrow are in England’s most deprived 20% and some residents are living in overcrowded accommodation.**
- **According to the 2019 English Indices of Deprivation Index, published by the previous administration on the 26 September 2019, Harrow ranks 207 out of 317 (where 1 is the most deprived out of 317 local authorities in England) and 27 out of 33 London Boroughs (including City of London).**

**High inflation and borrowing rates have hit lower-income households hardest, mostly because of the sharp increases in mortgage rates and rent caused by the global Covid pandemic and the war in Ukraine.**

**Council notes that:-**

- **The Resolution Foundation estimate that about 21% of the 7.586m households with mortgages or loans (around 1.6 million households) will see their fixed-rate mortgage deal expire between Q1 2023 to Q1 2024, and are set to face an average increase in their annual mortgage bill of around £2,300 if they refix.**  
<https://www.resolutionfoundation.org/publications/macroeconomic-policyoutlook-q2-2023/> In Harrow, that is the equivalent of 5771 households paying a combined £13,273,806.
- **For a typical mortgage couple in their 30s that would translate into a fall in disposable income of around 11%.**
- **The Bank of England Bank Rate was 5.5% in 2008 before the global financial crisis before falling to just 0.25% in August 2016 where it held steady until the beginning of February 2022.**
- **Mortgage stress levels are set to hit heights not seen since Gordon Brown was Chancellor of the Exchequer.**
- **Under both the Coalition and Conservative government’s interest rates averaged at 1.18%, this compares with an average of 4.82% under the last Labour government (1997-2010).**
- **Private landlords may also be looking to pass increased costs onto their tenants through increased rents.**
- **The current mechanism of ‘no-fault evictions’, also known as Section 21 notices, has existed since the Housing Act 1988.**
- **Between April 2019 and September 2023 there were 753 no-fault evictions in Harrow.**
  - **‘No-fault evictions’ allow landlords to order tenants to leave with a minimum of two months’ warning - without having to prove that the tenant is at fault in any way.**
  - **The figure of 753 is based on the number of no-fault**



eviction letters that have been followed up with a possession claim in the courts. The true scale of the problem in Harrow could be worse, as not all Section 21 notices will necessarily reach this stage.

- According to the latest Government data, in 2021 there were:-
  - 22,629 households privately renting in Harrow.
  - 9,234 properties were let at social rent.
- According to the latest Bank of England data, 43% families are struggling to pay their rent – 13,700 households in Harrow.

**Council resolves: -**

- To use all available routes to urge central government to continue to take a proactive approach in supporting Harrow residents through the ongoing cost of living crisis and high inflation, in particular: -
  - Continue the Household Support Fund for an additional year.
  - Raising the Local Housing Allowance (LHA) rates to the 30th percentile of local market rents from April 2024.
  - Continue the measures the Chancellor has agreed with lenders in the mortgage charter which will help ease the mortgage crisis and will help halt repossessions and evictions.
  - recognise the pressures that high inflation is placing on local government finances and provide fairer funding to councils to support residents to remain living locally in Harrow; like through Discretionary Housing Payments that allow councils to support those in the greatest need.
- To continue to signpost the support, networks and guidance that is available in Harrow, and promote through appropriate channels to our residents and businesses.”

**(Close of Meeting:** All business having been completed, the Mayor declared the meeting closed at 9.29 pm).

## ~~Cabinet Decisions Protocol~~

~~Corporate Directors have delegated authority to take and implement decisions required to run their services and to authorise expenditure within approved limits.~~

~~This delegation should not be exercised where:~~

- ~~• The issue is not covered by an approved policy~~
- ~~• There are unusual features~~
- ~~• There are political or other significant issues~~
- ~~• Specific terms of the officer delegation require it or~~
- ~~• Members are specifically charged with making the decision (e.g. certain licensing or planning matters).~~

~~Where it is not appropriate to exercise officer delegated powers, the matter should be referred to members to determine. For an executive function the decision should go to Cabinet or portfolio holder, for a non-executive function to the appropriate council side body or Council, for example, planning and licensing decisions.~~

~~In determining who should determine the matter, early discussion with the portfolio holder, and where appropriate the Leader, is essential. Significant decisions relating to executive functions will normally be considered by the Corporate Leadership Board, where the issue of who should determine the matter will also be considered.~~

~~If it is decided that the matter should be determined by Cabinet, consideration should be given the responsibilities of Cabinet in the Constitution at page 3-19 and whether the matter might be a Key Decision.~~

~~**A Key Decision is an executive decision which:**~~

- ~~(i) is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or~~
- ~~(ii) is likely to be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough.~~

~~**A decision is significant for the purposes of (i) above if it involves expenditure or the making of savings of an amount in excess of £1m for capital expenditure or £500,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question.**~~

~~The rationale behind having a key decision threshold is to ensure that residents and Overview and Scrutiny are aware in good time of significant matters under consideration, via the published Forward Plan.~~

~~In determining whether an effect is significant under paragraph (ii) above, the following factors should be taken into account:~~

- ~~• the extent of the impact (i.e. how many wards may be affected?);~~
- ~~• the likely views of those affected (i.e. is the decision likely to result in substantial public interest?);~~
- ~~• whether the decision is likely to be a matter of political controversy; and~~
- ~~• whether the decision may involve a significant social, economic or environmental risk.~~

~~Where there is any doubt, Corporate Directors should err on the side of caution and include the matter in the Key Decision Schedule.~~

~~If a Corporate Director decides to exercise their delegated powers then they are accountable to the Council or Cabinet or the Committee from which those delegated powers derive, and they must comply with the Contract Procedure Rules and Financial Regulations in force at the time.~~

~~Whoever makes a decision must comply with following principles:~~

- ~~• proportionality;~~
- ~~• appropriate consultation;~~
- ~~• consideration of professional advice;~~
- ~~• respect for human rights;~~
- ~~• due regard to the public sector Equality Duty;~~
- ~~• a presumption in favour of openness;~~
- ~~• clarity of aims and desired outcomes;~~
- ~~• a recording of options considered and rejected.~~

## Code of Conduct for Officer Member Relations

### 1. Context

- 1.1 This Code is to guide members and officers of the Council in their relations with one another. It aims to promote the high standards in public office that are required for a modern local government.
- 1.2 The Council has endorsed this Code as setting the standard for the conduct between officers and members.
- 1.3 Members set the core values of the organisation, agree a policy framework, set the corporate goals and promote the Council in all its work. Members are also the key channels of democratic accountability, ensuring that officers uphold the values of the organisation and deliver those policies that have been determined by democratic means. Members are the channel for the voices of residents in their wards.
- 1.4 The officers of the Council will support all members to enable them to perform these roles effectively in the interests of the Council and residents. They will provide support, information and advice to members to help them in these roles in accordance with this Code.
- 1.5 The organisational role of officers has two important dimensions. Some officers have professional skills relevant to a particular organisational task. Others have a primarily managerial responsibility. Many have elements of both in their job.
- 1.6 Professional officers reasonably expect to have the opportunity to give 'honest advice' and to have their professional integrity respected (e.g. not be required to make recommendations they cannot professionally support) and the chance to 'explain' the facts of any particular situation.
- 1.7 In addition, members and officers must understand there is a clear and acceptable division of responsibilities regarding policy and implementation. It is the duty of officers to manage the implementation of policy. This does not necessarily imply no member involvement in implementation issues, however members set the direction of travel and officers are responsible for the implementation of policy.
- 1.8 Where these two spheres of policy and implementation come together and overlap, it is important that there is effective dialogue in a shared space and the opportunity for ideas, support, problem-solving and monitoring of progress. While members and officers may have their own specific roles and responsibilities, there are some grey areas in which both groups have a shared responsibility, e.g., agreeing workable policies and monitoring performance.
- 1.9 If members and officers work in isolation, and there is little or no communication between them, it is easy to see how strategic direction and delivery become disconnected. This would have a detrimental effect on services and make it difficult to provide the community with clear communication about priorities.
- 1.10 Officers serve the whole Council. They work to the instructions of their line manager through to the Head of Paid Service.
- 1.11 In relation to staffing matters members and officers will comply with Human Resource policies and procedures. Employees will not use their relationship with Councillors to advance their personal interests or to influence decisions improperly.

## 2. **Performance of officers**

- 2.1 Members can constructively challenge and comment on reports or the actions taken by officers, but they should always:
- avoid personal attacks on officers
  - ensure that constructive challenge is presented in a reasonable manner.
- 2.2 Complaints about officers or council services should be made to the relevant Director, Head of Paid Service, Monitoring Officer or Chief Finance Officer as appropriate. Members have a duty to raise any issues that they have reason to think might involve fraud or corruption of any sort.
- 2.3 Members should avoid undermining officers at meetings, or in any public forum. This would be damaging both to effective working relationships and to the public image of the Council. In general officers are unable to 'answer back' or defend themselves against criticism in a public forum.

## 3. **Political Neutrality of Officers**

- 3.1 Officers and members make distinct contributions to the running of the council. Officers must act with political impartiality, serving the whole council rather than particular groups or councillors.
- 3.2 Officer reports will be factual and may identify options with the merits or otherwise of these. Reports will not deal with any political implications of the matter or any options set out and recommendations will not be made to a political group.
- 3.3 Officers must never allow their own personal or political opinions to interfere with their work or be explicitly displayed in their work.
- 3.4 Senior officers and political assistants are subject to legal rules limiting their political activities outside work.

## 4. **Meetings between officers and members**

- 4.1 The extent to which it is appropriate for officers to attend meetings with members depends on the nature of the meeting, but the general principles governing the basis on which they attend and take part are the same. In principle, equivalent access to officers' time is available to all political groups represented on the Council if they so request.
- 4.2 Information received by officers at these meetings may be shared with other officers as is necessary but should not be shared with members of another Political Party unless this is agreed and necessary.
- 4.3 Officers may attend for briefing with the Leader, Portfolio Holders and/or Lead Members of all political parties on the Council in their offices.
- 4.4 Any particular case of difficulty or uncertainty in this area of officer advice to party groups should be raised with the Head of Paid Service who will discuss them with the relevant group leader(s).

## 5. **Political Group Meetings**

- 5.1 Officers, apart from group office staff, should not attend political party group meetings, or party political meetings involving party colleagues who are not members of the Council, without the agreement of the Head of Paid Service or Monitoring Officer. Conversely, the Head of Paid Service may arrange meetings with, or presentations to, party groups on particular topics.
- 5.2 Officers may make presentations to party groups of members of the Council on request. All requests for advice of this kind should be routed through the Head of Paid Service or Monitoring Officer who would be responsible for advising the other groups who could then ask for the same briefing. Officers may attend briefing meetings with councillors prior to a formal meeting.

## 6. **Personal relationships**

- 6.1 In order for the business of a council to be conducted effectively, it is necessary for there to be a close working relationship between the councillors and the officers of the council
- 6.2 Mutual respect, trust and good communication are key to establishing good councillor and officer relations. Close personal familiarity should be avoided – such relationships should never be allowed to become so close, or appear to be so close, that the officer's ability to deal impartially with other councillors and party groups is brought into question.
- 6.3 Members should declare to their Group Leader and to the Head of Paid Service/ Monitoring Officer any external relationship with an Officer which might be seen as influencing their work as a member. Officers, too, have a duty to declare any such relationship to their Director or Head of Service.
- 6.4 In most cases, members are expected to deal in the first instance with the Directors and Heads of Service. This is because:
  - Senior officers are in a better position to provide authoritative information or advice;
  - They need to be aware of any questions or complaints raised by Councillors;
  - They are able to respond to Councillors requests, for example by making a judgement as to whether action may be taken under officers' delegated authority; and
  - They are able to investigate and deal with any shortcomings there might be at the point of service delivery
- 6.5 Members need to be especially careful about contact with less senior staff and must avoid deliberately or unwittingly intimidating staff. Dealing with more senior staff avoids the possibility of junior staff being 'intimidated' by over-enthusiastic members.
- 6.6 It is especially important that there should be a close working relationship between Portfolio Holders, Chairs, Vice Chairs and senior officers. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the officer's ability to deal impartially with other members and other party groups.

## 7. Officer appointments

7.1 Appointments at Chief Officer level and DCS, DASS, DPH and political assistants, are made by a member level selection committee or panel. All other appointments are made at officer level. However, the Head of Paid Service may invite relevant members as observers to join the interview panel for political-facing roles such as other Director roles, Head of Service roles and the Mayor's secretary,

7.17.2 ~~other than employees working in the political group offices, where the Head of Paid Service may invite a relevant member to join the interview panel and to participate in the selection process.~~ New remuneration packages over £100k must be approved by members but this does not mean that they need to be involved in the recruitment. These packages are reported by COEP to Full Council.

7.27.3 Staffing matters (including discipline, training, setting and monitoring performance) are dealt with by the relevant managers, though the relevant cabinet member may agree the performance targets jointly with the Head of Paid Service in the case of chief officers.

7.37.4 Councillors wishing to comment on an individual officer's performance and/or deficiencies are usually expected to raise the matter with the relevant corporate service director or Head of Paid Service ~~in the first instance.~~

7.47.5 Specific provisions apply in relation to disciplinary action against the Relevant Officers (Head of Paid Service, Monitoring Officer, Chief Finance Officer) (see Officer Employment Procedure Rules in Part 4H of the Constitution).

## 8. Working with Overview and Scrutiny

- 8.1 Overview and Scrutiny Committees have the power to require members of the cabinet and officers to appear before them and answer questions. Harrow's Constitution states that officer attendance should be by a Chief Officer, but that they may, if appropriate arrange for other staff to attend meetings to assist.
- 8.2 The Head of Paid Service has overall responsibility for ensuring that staffing support is adequate. It is not anticipated that officers will be faced with conflicts of interest in having to serve both Executive and Scrutiny, but should any problems arise, they should be raised with the Head of Paid Service.
- 8.3 Further information about member and officer involvement in Overview and Scrutiny can be found in the Committee Procedure Rules.

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## J. PROTOCOL ON GIFTS AND HOSPITALITY

### 1. Introduction

- 1.1 This Protocol is intended to provide guidance on acceptance of gifts and hospitality to all Members of the Council. Examples of such gifts and hospitality may be invitations to awards ceremonies, courses, dinners and lunches.
- 1.2 In this Protocol, "Member" includes the Mayor, all elected Members of the Council and all non-elected members (Co-opted members) of any Committee including the Standards and Overview and Scrutiny Committee (or any Sub-committees).
- 1.3 The Code of Conduct requires that you register in your Register of Interests, any gifts or hospitality with an estimated valued of **at least £100.00** which are received and accepted by you in the conduct of the business of the Council, the business of the office to which you have been elected or appointed or when you are acting as a representative of the Council.
- 1.4 You must register the source and nature of the gift or hospitality received.
- 1.5 This must be registered as soon as possible after acceptance and, in any event, within 28 days of receipt.
- 1.6 An accumulation of small gifts you receive from the same source over a short period that add up to £100 or more must be registered.
- 1.7 You may have to estimate how much a gift or hospitality is worth. Although the registration requirement in the Code is limited to gifts or hospitality worth at least £100.00, you are encouraged to register any significant gift or hospitality you receive below this value.
- 1.8 If in doubt as to the value of a gift or hospitality and/or whether to register it, please consult the Monitoring Officer, but as a general rule; you should register it, as a matter of good practice.
- 1.9 There is no requirement to register gifts or hospitality offered but declined. However, as a matter of good practice, it would be advisable to inform the Monitoring Officer, particularly if they were of value.
- 1.10 The information contained in this Protocol supplements the Council's Code of Conduct for Councillors and sets out the principles which Members should apply whenever they have to decide whether it would be proper to accept any gift or hospitality.

### 2. General Caution

- 2.1 As a Member you must act in the public interest and must not be swayed in the discharge of your duties by any inducement or reward. Your personal reputation and that of the Council can be seriously jeopardised by the inappropriate



acceptance by you of a gift or hospitality.

- 2.2 You should treat with extreme caution any offer or gift or hospitality that is made to you personally and consider carefully all the circumstances surrounding the offer.
- 2.3 The scale, amount of the offer and the potential frequency and sources are all relevant factors. You should be sensitive to the timing of the offer in relation for example to decisions which the Council may be taking, affecting those making the offer.
- 2.4 You should ask yourself, "**would I have been given this if I was not a member appointed to the Council**". If you are in doubt as to the motive behind a gift or hospitality, you should register it and speak to the Monitoring Officer.
- 2.5 The acceptance of gifts and hospitality is not always unlawful or inappropriate. The decision for you in every case is whether or not it is appropriate to accept any gift or hospitality that might be offered to you, having regard to how it might be perceived by an ordinary member of the public.
- 2.6 There is a delicate balance between acceptance or refusal of hospitality or tokens of goodwill on certain occasions. To refuse may cause misunderstanding or offence. However, to accept may give rise to questions of impropriety or conflict of interest, which are likely to be of more significance to you when making your decision. When returning a gift be careful not to cause any offence or harm future relations.
- 2.7 No hard and fast rules can be laid down to cover every circumstance as to what is appropriate or inappropriate. This guidance is intended to enable you to make your own decision.

### **3. ~~Personal and Prejudicial Interests~~**

- 3.1 Like other interests in your Register of Interests, you automatically have an ~~personal~~ interest in a matter under consideration if it is likely to affect the person/organisation who gave you a gift or hospitality that is registered. In such circumstances you must consider whether the interest would lead to bias or predetermination on your part.
- 3.2 You must **disclose the interest at a meeting** of the Council or one of its bodies at which business is considered to which the interest relates. (i.e. business relating to the interests of the person or body giving the gift or hospitality).
- ~~3.3 You will also then have to decide whether that interest is also a prejudicial interest. In all cases you should ask yourself "**would a member of the public, knowing the facts, reasonably think that I might have been influenced by the gift or hospitality received.**" If the interest is prejudicial, you must declare that you have a prejudicial interest and comply with the rules on prejudicial interest.~~
- 3.34 You must continue to disclose the existence and nature of the gift or hospitality

at relevant Council meetings for ~~one~~<sup>3</sup> years from the date you first registered the gift or hospitality. Once ~~one year~~ ~~three years~~ has~~ve~~ passed since you first registered the gift or hospitality, your obligation to disclose that interest to any relevant meeting will cease.

#### **4. Appropriate Gifts and Hospitality – THE DO'S**

4.1 It is acceptable to receive gifts and hospitality from family and friends (as birthday or other festive presents) that are not related to your position as a member. You should, however, question any such gifts or hospitality offered from an unusual source.

4.2 You may accept gifts or hospitality provided to you by the Council and accept on the Council's behalf those gifts that are given formally to the Council and which are retained by the Council and not by you personally.

4.3 Other circumstances where you may accept gifts and hospitality and declare them if they are over the value of £100 in the normal course of your duties:

- Civic hospitality provided by another public authority.
- Modest refreshment in connection with any meeting in the course of your work as a Councillor (e.g. tea, coffee and other normal beverages and refreshments).
- Tickets for sporting, cultural and entertainment events which are sponsored or promoted by the Council or bodies to which you have been appointed by the Council.
- Small low value gifts such as pens, mouse pads, calendars, diaries, branded with the name of a company or organisation, flowers or other mementos and tokens. However you should take care not to display branded items when this may be taken as an indication of favour to a particular supplier or contractor.
- Drinks or other modest refreshment in the normal course of socialising arising consequentially from Council business (e.g. inclusion in a round of drinks after a meeting).
- Modest meals provided as a matter of courtesy in the office or meeting place of a person with whom the Council has a business connection.
- Modest souvenirs and gifts from other public bodies intended as personal gifts (e.g. arising from twin-town and other civic events).



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#### **5. Principles to Apply in Relation to Gifts and Hospitality – THE DON'TS**

5.1 In deciding whether it is appropriate to accept any gifts or hospitality you must apply the following principles:

- Do not accept a gift or hospitality as an inducement or reward for anything you do as a member of the Council. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward to you then you should decline it. ('Reward' includes remuneration, reimbursement and fee)
- Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances.
- Do not accept a gift or hospitality if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality:
  - From parties involved with the Council in a competitive tendering or other procurement process.
  - From applicants for planning permission and other applications for licences, consents and approvals in which the Council has an involvement.
  - From applicants for grants, including voluntary bodies and other organisations applying for public funding from the Council.
  - From applicants for benefits, claims and dispensations.
  - From parties in legal proceedings with the Council.
- Do not accept a gift or hospitality if you believe that it will put you under any obligation to the provider as a consequence.
- Do not solicit any gift or hospitality and avoid giving any perception of so doing.
- Cash or monetary gifts should always be refused without exception and their refusal notified to the Monitoring Officer.

## 6. Gifts Received and Donated to the Mayor's Charities

- 6.1 Sometimes the refusal of a small gift may cause offence or it may be impractical to return them. If the provider is not seeking business with or a decision from the Council, in such circumstances Members should pass them to the Mayor's Secretary for use in relation to the Mayor's Charities e.g. as a prize in a fundraising raffle.
- 6.2 Members who do this should indicate this intention to the provider. If the gift is worth £100.00 or more this will still need to be registered on the Register of Interests and made clear that it has been donated to the Mayor's Charities.

## 7. ~~Gifts~~ and the to-the Mayor

- 7.1 There are no special legislative rules for those who serve as Mayor. However, there is a Mayor's Handbook of good practice for the Mayor to follow. Under this Handbook, all gifts to the office of Mayor should be recorded, for example, a commemorative goblet which is kept on display in the authority's offices, does not need to be registered in the member's Register of Gifts and Hospitality.

Any gifts to the Mayor as an individual councillor must be recorded on their register of interests.

~~Gifts that are made to the authority, eg a commemorative goblet which is kept on display in the authority's offices, do not need to be registered in the member's Register of Gifts and Hospitality. However, such gifts ought to be recorded by the authority for audit purposes.~~

#### Hospitality and the Mayor

7.2 If the Mayor attends an event and receives hospitality in the capacity as office holder as Mayor they do not need to record the hospitality on the register.

If the Mayor attends an event and receives hospitality as an individual councillor, they would have to declare the hospitality on their register of interests if it reached the required threshold.

~~Although the Mayor may attend many social functions, they are not exempt from the requirement to register hospitality. Where the gift or hospitality is extended to the office holder for the time being rather than the individual the Standards Board takes the view that there is no requirement under the Code to register the hospitality. The question a member needs to ask is "would I have received this hospitality even if I were not the Mayor". If the answer is yes, then the hospitality must be registered.~~

### **8. Reporting of Inappropriate Gifts and Hospitality offered**

8.1 You must immediately report to the Monitoring Officer any circumstances where an inappropriate gift or hospitality has been offered to you. You may thereafter be required to assist the Police in providing evidence.

8.2 It is a criminal offence for you to accept any gift, loan, fee, reward or advantage as an inducement to or reward for doing or forbearing to do anything in respect of any matter or transaction in which the Council is concerned. Corrupt acceptance of a gift or hospitality can lead to a heavy fine or up to seven years' imprisonment.

~~8.3 Acceptance of a gift or hospitality in breach of the Code of Conduct or failure to declare the receipt can lead to disqualification from holding any public office for a period of up to five years.~~

### **9. Meaning of Gifts and Hospitality**

9.1 The terms 'gifts' and 'hospitality' have wide meanings and no conclusive definition is possible. However they may include:

- the free gift of any goods or services;

- the opportunity to acquire any goods or services at a discount or at terms not available to the general public;
- the opportunity to obtain goods or services not available to the general public;
- the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event;
- common gifts include pens, diaries, calendars and other business stationery, articles of clothing, books, flowers and bouquets;
- hospitality from private companies eg. free drinks, tickets to shows or hotel accommodation to persons with whom they do business or hope to in the future.

#### **10. Breaches of this Protocol**

- 10.1 Allegations of any failure to meet the guidance must be made in writing to the Monitoring Officer who may refer it to [Governance, Audit, Risk Management and the Standards Committee](#).

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# **COUNCIL 22 FEBRUARY 2024**

## **CABINET RECOMMENDATION (24 JANUARY 2024)**

### **RECOMMENDATION I**

**Housing Revenue Account  
Budget 2024-25 & Medium-Term  
Financial Strategy 2025-26 to  
2026-27, HRA Capital Programme  
2024-25 to 2028-29 and 30 year  
HRA Business Plan**

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# **Cabinet**

# **Minutes**

## **24 January 2024**

Record of decisions taken at the meeting held on Wednesday 24 January 2024.

**Present:**

**Chair:** Councillor Paul Osborn

**Councillors:** David Ashton  
Marilyn Ashton  
Stephen Greek  
Hitesh Karia  
Jean Lammiman  
Mina Parmar  
Anjana Patel  
Pritesh Patel

**Non-Executive  
Cabinet Member:** Thaya Idaikkadar

**Non-Executive  
Voluntary Sector  
Representatives:** John Higgins

**In attendance  
(Councillors):** Peymana Assad For Minute 248  
Graham Henson For Minute 248  
David Perry For Minutes 248, 251-258  
Natasha Proctor For Minute 248

**Apologies  
received:** Councillor Kanti Rabadia Councillor Norman  
Stevenson

**Absent:** Harrow Youth Parliament  
Representative

## **Recommended Items**

### **251. Housing Revenue Account Budget 2024-25 & Medium-Term Financial Strategy 2025-26 to 2026-27, HRA Capital Programme 2024-25 to 2028-29 and 30 year HRA Business Plan**

**Resolved to RECOMMEND: (to Council)**

That

- (1) the Housing Revenue Account (HRA) Budgets for 2024-25, as set out in Appendix 1 to the officer report, be approved;
- (2) HRA capital programme, as set out in Appendix 6(a) to the officer report, be approved.

**COUNCIL  
22 FEBRUARY 2024**

**CABINET  
RECOMMENDATION  
(19 DECEMBER 2023)**

**RECOMMENDATION I**

**Calculation of Council Tax Base  
for 2024-2025**

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# **Cabinet**

# **Minutes**

## **19 December 2023**

Record of decisions taken at the meeting held on Tuesday 19 December 2023.

**Present:**

**Chair:** Councillor Paul Osborn

**Councillors:** David Ashton Mina Parmar  
Marilyn Ashton Anjana Patel  
Stephen Greek Pritesh Patel  
Hitesh Karia Norman Stevenson  
Jean Lammiman

**Non-Executive Cabinet Member:** Thaya Idaikkadar  
Kanti Rabadia

**Non-Executive Voluntary Sector Representatives:** John Higgins Harrow Youth Parliament Representative

**In attendance (Councillors):** Peymana Assad For Minute 231  
Graham Henson For Minute 231  
Eden Kulig For Minute 231  
David Perry For Minute 228-242

## **Recommended Item**

### **234. Calculation of Council Tax Base for 2024-2025**

**Resolved to RECOMMEND:** (to Council)

That

- (1) the band D equivalent number of taxable properties be calculated as shown in officer report and in accordance with the Government regulations;
- (2) the provision for uncollectable amounts of Council Tax for 2024-2025 be agreed at 2% producing an expected collection rate of 98%;
- (3) subject to (a) and (b) above, a Council Tax Base for 2024-2025 of 89,375 Band D equivalent properties (being 91,199 x 98%) be approved, allowing for payment in lieu of Ministry of Defence properties;
- (4) having considered whether to review the local Council Tax Support scheme, no change be required and approve and recommend to Full Council the continuation of the existing Council Tax Support Scheme, as previously adopted by Full Council, for the 2024/25 financial year.

**Reason for Recommendation:** To fulfil the Council's statutory obligation to set the Council Tax Base for 2024-2025.

**COUNCIL**  
**22 FEBRUARY 2024**

**NON-EXECUTIVE FEES AND CHARGES FOR**  
**2024-25**

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## **Report for: Council**

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<b>Date of Meeting:</b>	22 February 2024
<b>Subject:</b>	Non-Executive fees and charges for 2024-25
<b>Responsible Officer:</b>	Alex Dewsnap, Managing Director
<b>Exempt:</b>	No
<b>Wards affected:</b>	All wards
<b>Enclosures:</b>	Appendix 1 - Fees and Charges 2024/25

## **Section 1 – Summary and Recommendations**

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This report sets out the proposed fees and charges for licences/applications for those matters listed in this report, and as set out in Appendix 1.

### **Recommendations:**

Council is requested to:

1. Approve and set the fees and charges listed in Appendix 1 for the financial year 2024/25.
2. Delegate authority to the Director of Finance to amend fees and charges in year and agree new fees and charges, following consultation with the Corporate Director of Place and the relevant Portfolio Holder.

## **Section 2 – Report**

### **2.1 Background**

2.1.1 The following fees & charges (amongst others) are covered in this report:

- Fees for applications for Special Treatment Licensing under the London Local Authorities Act 1991
- Fees for licence applications for Houses in Multiple Occupation and Selective Licensing under the Housing Act 2004
- Charges for notifications for Skip Licences, Materials on Highway, Hoarding and scaffolding licences under the Highways Act 1980
- Fees for applications under Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 – including pet shops, dog breeders etc.
- Fees for applications for Hypnotism, Sex Shops, Sexual Entertainment Venues, Poisons and Scrap Metal & Motor Salvage Operators licences.
- Street Trading Fees and charges
- Other non-executive fees covered by the Environmental Services

2.1.2 The fees and charges in Appendix 1 were historically considered by the Licensing & General Purposes Committee, as the above relate to non-executive functions. As the Licensing & General Purposes Committee no longer has regular meetings, and usually only meets once annually to agree sub-committees' membership, approval of these fees and charges rests with full Council.

### **2.2 Statutory Fees**

2.2.1 The requirement or ability to levy a fee/charge for those items listed in Appendix 1 are provided for in statute, either being set down as a fixed amount (*statutory prescribed*) that the Council cannot vary/set, or by providing the authority with the power to set a fee/charge in accordance with the requirements of the legislation (eg. up to a maximum amount,

or cost recovery only, or reasonable cost etc) (*statutory discretionary*). Fees noted in Appendix 1 as 'statutory prescribed' are for noting only.

- 2.2.2 The majority of Licensing Act 2003 regime fees were originally set via the Licensing Act 2003 (Fees) Regulations 2005 and are prescribed. In a number of cases these fees do not reflect the actual cost of administering the regime but the Council cannot change these.
- 2.2.3 The Gambling Act 2005 sets out maximum fees for gambling premises licences and fees for permits, notifications and lotteries, and were set in 2007 when the Gambling Act came into effect. The authority can set its fees in accordance with this up to the maximum permitted level.
- 2.2.4 Section 32 of the London Local Authorities Act 1990 permits the council to set fees and charges in respect of street trading licences on a cost recovery basis. In respect of some offences relating to street trading, fixed penalty notices can be issued, and the penalty levels are agreed through London Councils.
- 2.2.5 The Levelling-up and Regeneration Act 2023 proposes to amend the cost of pavement licences as set out in the Business and Planning Act 2020 to prescribe fees of £350 where an application is received in respect of premises where a pavement licence is already held (ie, a renewal application) and £500 in all other cases (ie, a new application). At the time of this report, these provisions have not been brought into force. A review of Street Trading licensing is currently taking place and any impact on proposed fees will be considered and addressed as part of this process.

## **23 European Services Directive**

- 2.3.1 The European Union Services Directive (2006/123/EC), brought into effect in the UK by the Provision of Services Regulations 2009, requires that fees & charges set under an authorisation scheme have to be reasonable and proportionate to the cost of the procedures and formalities of it and should not exceed these costs.
- 2.3.2 Following a ruling by the European Court of Justice in the case of *Hemming v Westminster City Council* (C-316/15), it is now clear that fees charged in accordance with a scheme that falls under the provisions of the Services Directive cannot at the outset cover more than just the cost of administering and processing the application (to grant a licence for example). Whilst the cost of enforcing the regime can be recovered, this cannot be wrapped up into one fee at the outset. Therefore, such fees and charges are split into:
  - a. The costs of the application process; and
  - b. On the application being successful, a further fee to cover the costs of the management and enforcement of the licensing regime.

- 2.3.3. It is no longer permitted to seek one fee incorporating both application and enforcement costs, and the fees need to be split and the second charge only due for applications which are successful (i.e. granted).
- 2.3.4 While the UK has now formally left the EU, the principles remain the same and the EU Services Directive is transferred across into UK legislation, so the requirements must still be met.
- 2.3.5 Therefore, a number of the fees and charges within Appendix 1 are now split into two parts - the administration fee, and the management and enforcement fee. This is not applicable to all, whereby this aspect is left blank on the schedule.
- 2.3.6 The fees are reflective of the costs for each aspect, and it can be noted that the greater part of the overall fee is usually the cost of the administration of the application (Part 1 of the fee), which includes initial inspections in a lot of licensing cases.

## **2.4 Discretionary Fees**

- 2.4.1 It is recognised that discretionary fees are set at a level that ensures cost recovery but must also not distract from the Council's goal to be more business friendly.
- 2.4.2 With statutory discretionary fees, these would always remain within the fee range or requirements set out under legislation.

## **2.5 Main Options**

### **Approve the recommended fees and charges**

- 2.5.1 The fees and charges set out for approval have been reviewed and varied, where appropriate, to reflect the cost in administering the process. Their approval will therefore ensure recovery of costs.

## **2.6 Other options considered**

### **Do not approve the recommended fees and charges**

- 2.6.1 The Council needs to set its fees and charges for the forthcoming financial year and the proposed amounts stated in Appendix 1 are to ensure cost recovery as far as possible. This option is therefore not recommended as it will mean that the authority may face a shortfall in

covering its costs, which may result in a reduction in service or monies being required elsewhere from the Council's budget.

## **2.7 Legal Implications**

- 2.7.1 As noted earlier, a number of fees and charges are prescribed by statute (eg. Licensing Act 2003 (Fees) Regulations 2005), as a set amount (in which case it is noted as '*statutory prescribed*' in the appendix). For other fees and charges the relevant legislation may provide that a charge can be made for providing the service but the amount of the charge is discretionary, within the remit of the legislation, often limited to cost recovery only, or a reasonable amount, or within a range/maximum amount. The authority therefore sets the amount of the charge accordingly. These are noted as '*statutory discretionary*' in the appendix.
- 2.7.2 Some of the charges in Appendix 1 are covered by the European Services Directive and the Provision of Services Regulations 2009, which implements the Directive. As noted earlier this requires that fees charged in relation to authorisations must be reasonable and proportionate to the cost of the process, and the European Court of Justice ruling in the *Hemming v Westminster City Council (C-316/15)* case which confirmed that a fee covering the administration costs of processing an application should be charged separately from the charge (to successful applicants) for enforcing the regime. It is not possible to charge one fee at the outset to all applicants and then refund unsuccessful applicants the enforcement part of the fee. The two must be charged separately.
- 2.7.3 The Local Authorities (Functions & Responsibilities) Regulations 2000 sets out what fees and charges cannot be set by the Executive (i.e. Cabinet) as the functions to which they relate are non-Executive functions. The fees and charges in Appendix 1 are those that Council should set, with the exception of those which are prescribed by statute, and therefore for information only.

## **2.8 Financial Implications**

- 2.8.1 The fees and charges for approval are set to recover total cost of administering the licensing functions as per legislation and guidance. Many of the charges are being increased by 7% to take account of the level of inflationary cost increases as measured by the Retail Price Index.
- 2.8.2 The Charging Policy provides guidance on the factors to consider when reviewing charges. Where possible, and consistent with the Council's service priorities, charges are increased to ensure a move towards full cost recovery. The general practice in the past was to increase fees and charges by a % to cover the September Retail Price Index (RPI) increase

and an additional 1 to 2% towards full cost recovery. However, the September 2022 RPI was exceptionally high at 12.6%, Similarly, the September 2023 RPI was still considerably high at 8.9%. Given the current economic climate and challenges already faced by residents, the proposed increase is 7% (rounded up or down as appropriate) which is less than September RPI.

## 2.9 Risk Management Implications

- 2.9.1 Fees/charges need to be set correctly so as to comply with the requirements of the Provision of Services Regulations 2009, based on the EU Services Directive. Failure to do this could result in the Authority levying a fee that is subsequently considered to have been set unlawfully.
- 2.9.2 Reference to recent case law around fees and charges under the Provision of Services Regulations 2009 is covered above and has been taken into account in the splitting of the fees and charges to ensure compliance.
- 2.9.3 Risks included on corporate or directorate risk register? **No**  
Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below.  
**N/A**

The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Failure to agree fees and charges mean they are not updated for 2024-25 and Council will not be able to recover costs, putting more financial burden on the organisation	The previous 2023-24 fees and charges shall remain applicable	
Fees/charges need to be set correctly so as to comply with the requirements of the Provision of Services Regulations 2009, based on the EU Services Directive. Failure to do this could result in the Authority levying a fee that is subsequently considered to have been set unlawfully.	Legislative requirement set out in appendix for fees, and confirmed by legal as part of clearance for report	

<b>Risk Description</b>	<b>Mitigations</b>	<b>RAG Status</b>
Fees and charges do not comply with recent case law around fees and charges under the Provision of Services Regulations 2009	Fees and charges split as per the requirement and checked by both legal and finance to ensure in place and accurate	
Fees and charges are not reasonable and proportionate to the cost of the procedures and formalities of it and exceed these costs.	Breakdown of costs carried out, to be able to demonstrate cost to Council and therefore fee level	
Fees and charges are set below the cost of the procedures and formalities meaning the Council is not covering all costs	Breakdown of costs carried out, to be able to demonstrate cost to Council and therefore fee level	

## **2.10 Equalities Implications / Public Sector Equality Duty**

2.10.1 Section 149 of the Equality Act 2010 created the public sector equality duty.

Section 149 states:-

(1) A public authority must, in the exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

2.10.2 The protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, marriage or civil partnership, religion or belief, sex and sexual orientation.

2.10.3 Fees and charges are kept under regular review to ensure that they are justifiable, fair and, where appropriate, comparable with neighboring councils.

2.10.4 When making decisions in relation to service provision, the Council must take account of the equality duty and in particular any potential impact

on protected groups. Each proposal has been prepared in accordance with the Council's charging policy regarding fees and charges.

2.10.5 Some charges will not increase in 2024/25 and some will be reduced. In others, the level of charge is set by Government and not within the Council's control.

## **Council Priorities**

2.11.1 Good financial accountability and appropriately set fees ensures that costs are fully recovered for services provided. This ensure that resources can be given to compliance and enforcement to ensure that the Borough remains clean and safe.

## **Section 3 - Statutory Officer Clearance**

**Statutory Officer: Jessie Man**

Signed on behalf of the Chief Financial Officer

**Date: 09 02 2024**

**Statutory Officer: Baljeet Virdee**

Signed on behalf of the Monitoring Officer

**Date: 09 02 2024**

**Chief Officer: Dipti Patel**

Signed by the Corporate Director

**Date: 09 02 2024**

## **Mandatory Checks**

**Ward Councillors notified: NO, as it impacts on all Wards**

## **Section 4 - Contact Details and Background Papers**

**Contact: Emma Phasey – Head of Licensing and Enforcement.**[Emma.Phasey@Harrow.gov.uk](mailto:Emma.Phasey@Harrow.gov.uk)



If appropriate, does the report include the following considerations?

1. Consultation
2. Priorities

NO  
YES

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Place Directorate Council Approval Fees & Charges 2024/25

Appendix 1

	Agreed charges 2023/24					Proposed charges 2024/25					2024/25	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval	
	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee					% change
<b>18. Licences for Projections over the Highway Section 177 Highways Act 1980 (outside scope of VAT)</b>															
The Council issues licences for canopies and any other projection over the highway, and incurs ongoing administration/inspection costs for which an initial lump sum of £500 is normally charged.															
Application for Licence for a building to oversail the highway	324.70		324.70			347.30		347.30			7%	Section 177 Highways Act 1980	Statutory Discretionary		
Application for permission to oversail the highway with construction equipment (not cranes - covered elsewhere)	324.60		324.60			347.30		347.30			7%	Section 177 Highways Act 1980	Statutory Discretionary		
Application to change a structure projecting over or under the highway (additional charges per hours)	71.60		71.60			76.60		76.60			7%	Section 177 Highways Act 1980	Statutory Discretionary		
<b>21. Tables &amp; Chairs on the Highway licence (please note planning permission is likely to be needed)</b>															Non Executive Licensing - Council Approval Required
Issue of licence (subject to successful application)	541.00		541.00	373.00	168.00	580.00		580.00	380.00	200.00	7%	S 32, London Local Authorities Act 1990	Statutory Discretionary		
Annual renewal of licence (subject to successful application)	541.00		541.00	373.00	168.00	580.00		580.00	380.00	200.00	7%	S 32, London Local Authorities Act 1990	Statutory Discretionary		
Pavement Licence	100.00		100.00	100.00		100.00		100.00	100.00		0%	S 1 2, Business and Planning Act 2020	Statutory Discretionary		
Pavement Licence renewal			Not Applicable			100.00		100.00	100.00		NEW	Business and Planning Act 2020, as amended by Levelling Up and Regeneration Act 2023	Statutory Discretionary		
<b>22. Adding or changing a name of an existing property or address (exempt VAT)</b>															
A charge to make amendments to the National Land and Property Gazetteer															
Minimum charge (up to one hour of officer time)	75.50		75.50			80.80		80.80			7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
Any period of time in excess of one hour to the nearest half an hour (hourly rate shown)	127.10		127.10			136.00		136.00			7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
<b>41. Condemnation Certificate for Food Considered Unfit for Human Consumption (outside scope of VAT)</b>															
The fee is per half hour. The fee reflects the cost of undertaking the service with two officer visits.	178.00		178.00			191.00		191.00			7%	s45 Food Safety Act 1990	Statutory Discretionary		
<b>42. Amendments to Registers (outside scope of VAT)</b>															
Where a fee can be charged, the fee reflects the cost of undertaking the service	79.20		79.20			85.00		85.00			7%	s45 Food Safety Act 1990	Statutory Discretionary		
<b>45. Copies of entries on Public Register</b>															
Data Extraction	16.80		16.80			18.00		18.00			7%	Data Protection (Charges and Information) Regulations 2018	Discretionary		
Copy charge per A4 page	0.17	0.03	0.20			0.18	0.04	0.21				Section 93 Local Government Act 2003 / section 3 Localism Act 2011	Discretionary		
<b>46. Copies of entries on Food Premises Register (exempt VAT)</b>															
a) Single entry (up to 100 entries)	16.20		16.20			17.30		17.30			7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
b) Part Register (100 entries)	459.70		459.70			492.00		492.00			7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
c) Part Register (200 entries)	922.90		922.90			988.00		988.00			7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
d) Part/Whole Register	1,533.80		1,533.80			1,642.00		1,642.00			7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
<b>47. Environmental Information (regulations)</b>															
** Note: Access to this information is in most circumstances free of charge. However reasonable charges can be made for supplying additional information. Charges, where levied, will be chiefly for the copying of documents, officer time to provide more detailed work including, for example the review or preparation of reports, letter, opinions, etc. The Council also receives periodic requests for information, which do not fall under the remit of the above regulations. The same fee is applied to reflect the cost of provision of this service. The charging structure includes the waiver of fees for provision of information to individuals and organisations of a registered charity. In this way the charging structure is not intended to deter such persons or bodies with a genuine interest in the local environment.															
Minimum charge:															
Allowing one hour of officer time	115.00		115.00			123.00		123.00			7%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary		
Every hour or part hour thereafter	115.00		115.00			123.00		123.00			7%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary		
Fees for copies:															
A4 photocopy (where copying has to be put out to a commercial company, fees are the commercial copy costs plus any costs to the council.)	0.12	0.02	0.15			0.18	0.04	0.21			20%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary		
<b>48. Health, Safety and Environmental Information per hour or part hour</b>															
Provision of a statement of fact or provision of information with regard to civil/statutory investigations undertaken by the Council. The Health & Safety at work act permits a fee to be charged for the provision of this information	115.20		115.20			123.50		123.50			7%	S 57, Health & Safety at Work Act 1974	Statutory Discretionary		
<b>49. Immigration Employment Requests</b>															
** Note: The service (principally food team) receives an increasing number of requests from business that are seeking immigration clearance for employees entering the UK for employment purposes. The request requires official notification that the business is registered and or licensed with the council and is trading within its area.															
Standard Fee	115.00		115.00			123.50		123.50			7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
Every hour or part hour thereafter if visits required	115.00		115.00			123.50		123.50			7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
<b>50. Health Certificates</b>															
Companies requests for health certificates for foods being exported outside the EC (outside scope of VAT).	153.30		153.30			164.00		164.00			7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
<b>51. Service of Hazard Awareness Notice</b>															
Charge per hour of work involved	115.00		115.00			123.50		123.50			7%	S 49, Housing Act 2004	Statutory Discretionary		
<b>52. Prohibition/Emergency Prohibition Orders</b>															
Charge per hour of work involved	115.00		115.00			123.50		123.50			7%	S 49, Housing Act 2004	Statutory Discretionary		
<b>55. Local Authority Pollution Control</b>															Non Executive Licensing - Council Approval Required
<b>55a. Application Fee</b>															
Standard Process	1,642.20		1,642.20			1,650.00		1,650.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Additional fee for operating without a permit	1,182.50		1,182.50			1,188.00		1,188.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
PVRI, SWOBs and Dry Cleaners Reduced Fee Activities	155.40		155.40			155.00		155.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
PVR I & II combined	255.80		255.80			257.00		257.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Other Reduced Fee Activities	363.30		363.30			365.00		365.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Reduced fee activities: Additional fee for operating without a permit	70.70		70.70			70.70		70.70			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Standard Mobile Plant for the 1 <sup>st</sup> & 2 <sup>nd</sup> applications	1,642.20		1,642.20			1,650.00		1,650.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
For the 3 <sup>rd</sup> to 7 <sup>th</sup> applications	980.70		980.70			990.00		990.00			1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
For the 8 <sup>th</sup> and subsequent applications	491.30		491.30			498.00		498.00			1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts	279.00		279.00			808.00		808.00			190%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
<b>55b. Annual Subsistence Charge</b>															
Standard process Low	768.60		768.60			772.00		772.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Additional amounts charged where a permit is for a combined Part B and waste installation	104.00		104.00			104.00		104.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Standard process Medium	1,166.60		1,166.60			1,161.00		1,161.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Additional amounts charged where a permit is for a combined Part B and waste installation	156.50		156.50			156.50		156.50			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Standard process High	1,738.90		1,738.90			1,747.00		1,747.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Additional amounts charged where a permit is for a combined Part B and waste installation	207.90		207.90			207.00		207.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Reduced fee activities Low	79.00		79.00			79.00		79.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Reduced fee activities Med	158.60		158.60			158.00		158.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Reduced fee activities High	236.10		236.10			237.00		237.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
PVR I & II combined Low	113.40		113.40			113.00		113.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
PVR I & II combined Medium	226.80		226.80			226.00		226.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
PVR I & II combined High	342.30		342.30			341.00		341.00			0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		

	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
Other Reduced Fee Activities Low	228.90		228.90			228.00		228.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities Medium	366.50		366.50			365.00		365.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities High	550.20		550.20			548.00		548.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits Low	624.20		624.20			626.00		626.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits Medium	1,038.50		1,038.50			1,034.00		1,034.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits High	1,558.20		1,558.20			1,551.00		1,551.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits Low	386.40		386.40			385.00		385.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits Medium	619.50		619.50			617.00		617.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits High	928.20		928.20			924.00		924.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits Low	190.90		190.90			198.00		198.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits Medium	314.10		314.10			316.00		316.00			Emma Phasey	1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits High	471.10		471.10			473.00		473.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Late payment Fee	52.00		52.00			52.00		52.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts	104.00		104.00			104.00		104.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016		
<b>55c Transfer and Surrender</b>											Emma Phasey				
Standard process transfer	169.00		169.00			169.00		169.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process partial transfer	497.00		497.00			497.00		497.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
New operator at low risk reduced fee activity (extra one-off subsistence charge)	78.00		78.00			78.00		78.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities: partial transfer	47.00		47.00			47.00		47.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
<b>55d Temporary Transfer for mobiles</b>											Emma Phasey				
First transfer	53.00		53.00			51.00		51.00			Emma Phasey	-4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Repeat following enforcement or warning	53.00		53.00			51.00		51.00			Emma Phasey	-4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
<b>55e Substantial Changes s10 &amp; s11</b>											Emma Phasey				
Standard Process	1,050.00		1,050.00			1,050.00		1,050.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process where the substantial change results in a new PPC activity	1,650.00		1,650.00			1,650.00		1,650.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced Fee Activities	102.00		102.00			102.00		102.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
<b>55f LA-PPC Fees &amp; Charge (Local Authority Integrated Pollution, prevention and control.)</b>											Emma Phasey				
Application	3,218.00		3,218.00			3,363.00		3,363.00			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional fee for operating without a permit	1,137.00		1,137.00			1,188.00		1,188.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence Low Risk	1,384.00		1,384.00			1,447.00		1,447.00			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence Medium Risk	1,541.00		1,541.00			1,611.00		1,611.00			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence High Risk	2,233.00		2,233.00			2,324.00		2,324.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Substantial Variation	1,309.00		1,309.00			1,650.00		1,650.00			Emma Phasey	26%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Transfer	225.00		225.00			235.00		235.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Partial Transfer	668.00		668.00			698.00		698.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Surrender	668.00		668.00			698.00		698.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
<b>56. Application for a new premises or club premises licence or to vary a premises or a club premises licence</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
Non domestic Rateable Value Band											Emma Phasey				
Band A	100.00		100.00			100.00		100.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band B	190.00		190.00			190.00		190.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band C	315.00		315.00			315.00		315.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band D	450.00		450.00			450.00		450.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	635.00		635.00			635.00		635.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>57. Application fee for Premises exclusively or primarily in the business of selling alcohol for consumption on the premises</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
Band D	900.00		900.00			900.00		900.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	1,905.00		1,905.00			1,905.00		1,905.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>58. Annual renewal fee for premises or club premises licence</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
Band A	70.00		70.00			70.00		70.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band B	180.00		180.00			180.00		180.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band C	295.00		295.00			295.00		295.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band D	320.00		320.00			320.00		320.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	350.00		350.00			350.00		350.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>58A. Annual renewal fee for Premises exclusively or primarily in the business of selling alcohol for consumption on the premises</b>											Emma Phasey				
Band D	640.00		640.00			640.00		640.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	1,050.00		1,050.00			1,050.00		1,050.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>59. Exceptionally large events</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
Number in attendance at any one time											Emma Phasey				
5,000 to 9,999	1,000.00		1,000.00			1,000.00		1,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
10,000 to 14,999	2,000.00		2,000.00			2,000.00		2,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
15,000 to 19,999	4,000.00		4,000.00			4,000.00		4,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
20,000 to 29,999	8,000.00		8,000.00			8,000.00		8,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
30,000 to 39,999	16,000.00		16,000.00			16,000.00		16,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
40,000 to 49,999	24,000.00		24,000.00			24,000.00		24,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
50,000 to 59,999	32,000.00		32,000.00			32,000.00		32,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
60,000 to 69,999	40,000.00		40,000.00			40,000.00		40,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
70,000 to 79,999	48,000.00		48,000.00			48,000.00		48,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
80,000 to 89,999	56,000.00		56,000.00			56,000.00		56,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
90,000 and over	64,000.00		64,000.00			64,000.00		64,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>60. Personal Licences, Temporary Events &amp; Other Fees</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
Application for a grant of personal licence	37.00		37.00			37.00		37.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc. of premises licence or summary	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application for a provisional statement where premises being built etc	315.00		315.00			315.00		315.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Notification of change of name or address	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application to vary licence to specify individual as premises supervisor	23.00		23.00			23.00		23.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application for transfer of premises licence	23.00		23.00			23.00		23.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Interim authority notice following death etc of licence holder	23.00		23.00			23.00		23.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc of certificate or summary	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Notification of change of name or alteration of rules of club	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Change of relevant registered address of club	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	

	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
<b>62A. Adult Gaming Centres</b>															
- New	2,000.00		2,000.00			2,000.00		2,000.00			Emma Phasey		The Gambling (Premises Licence Fees) (England & Wales) Regulations 2007		
- Annual fee	1,000.00		1,000.00			1,000.00		1,000.00			Emma Phasey	0%	Regulation 5 & Schedule 1	Statutory Prescribed	
- Variation	1,000.00		1,000.00			1,000.00		1,000.00			Emma Phasey	0%	Regulation 8 & Schedule 1	Statutory Prescribed	
- Transfer	1,200.00		1,200.00			1,200.00		1,200.00			Emma Phasey	0%	Regulation 11 & Schedule 1	Statutory Prescribed	
											Emma Phasey	0%	Regulation 12 & Schedule 1	Statutory Prescribed	
<b>62B. Gaming Machines &amp; Lotteries</b>															
Small Society Lotteries application for a new licence	40.00		40.00			40.00		40.00			Emma Phasey	0%	Regulation 3 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	Statutory Prescribed	
Small Society Lotteries annual fee	20.00		20.00			20.00		20.00			Emma Phasey	0%	Regulation 5 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	Statutory Prescribed	
Notification of gaming machines in alcohol licensed premises	50.00		50.00			50.00		50.00			Emma Phasey	0%	Regulation 3 Gaming Machines in Alcohol Licensed Premises (Notification Fee) (England and Wales) Regulations 2007	Statutory Prescribed	
Notification of more than two machines	100.00		100.00			100.00		100.00			Emma Phasey	0%	Regulation 3 Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Annual fee	50.00		50.00			50.00		50.00			Emma Phasey	0%	Regulation 5 Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Club Gaming Permits	200.00		200.00			200.00		200.00			Emma Phasey	0%	Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Annual Fee	50.00		50.00			50.00		50.00			Emma Phasey	0%	Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Club Machine Permits	100.00		100.00			100.00		100.00			Emma Phasey	0%	Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Annual fee	50.00		50.00			50.00		50.00			Emma Phasey	0%	Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
<b>67. Annual renewal fees for large events</b>															
76a LA 2003 Premises/Clubs											Emma Phasey				Non Executive Licensing - Council Approval Required
Additional annual fees for capacities 5000 - 9999	500.00		500.00			500.00		500.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 10000 - 14999	1,000.00		1,000.00			1,000.00		1,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 15000 - 19999	2,000.00		2,000.00			2,000.00		2,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 20000 - 29999	4,000.00		4,000.00			4,000.00		4,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 30000 - 39999	8,000.00		8,000.00			8,000.00		8,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 40000 - 49999	12,000.00		12,000.00			12,000.00		12,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 50000 - 59999	16,000.00		16,000.00			16,000.00		16,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 60000 - 69999	20,000.00		20,000.00			20,000.00		20,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 70000 - 79999	24,000.00		24,000.00			24,000.00		24,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 80000 - 89999	28,000.00		28,000.00			28,000.00		28,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 90000 and over	32,000.00		32,000.00			32,000.00		32,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>68. Special Treatments</b>															
Grant of a new licence											Emma Phasey				Non Executive Licensing - Council Approval Required
Band A - Ear piercing only	258.00		258.00	158.00	100.00	276.00		276.00	166.00	110.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band B - Aromatherapy, body massage, Champissage (Indian Head massage), Fairbairn therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, Infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A.	507.00		507.00	407.00	100.00	542.00		542.00	432.00	110.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band B (Domestic)- Aromatherapy, body massage, Champissage (Indian Head massage), Fairbairn therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, Infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A.	231.00		231.00	131.00	100.00	250.00		250.00	140.00	110.00	Emma Phasey	8%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band C - Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotory Massage - G5, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxabustion, Nail extensions, NAET, Rolling, Sclerotherapy, Stone therapy, Trichology, Tui - na, Ultra sonic and all treatments in Band A and B.	775.50		775.50	650.50	125.00	830.00		830.00	720.00	110.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band C (Domestic)- Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotory Massage - G5, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxabustion, Nail extensions, NAET, Rolling, Sclerotherapy, Stone therapy, Trichology, Tui - na, Ultra sonic and all treatments in Band A and B.	352.00		352.00	242.00	110.00	377.00		377.00	267.00	110.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band D - Body piercing, beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C	1,023.00		1,023.00	923.00	100.00	1,095.00		1,095.00	985.00	110.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band D (Domestic) - Body piercing, beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C	462.00		462.00	352.00	110.00	495.00		495.00	385.00	110.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band E - Laser and intense pulse light treatments	880.00		880.00	750.00	130.00	942.00		942.00	832.00	110.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band E (Domestic) - Laser and intense pulse light treatments	880.00		880.00	750.00	130.00	942.00		942.00	832.00	110.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Variation of licence	115.00		115.00	115.00		123.00		123.00	123.00		Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
<b>69. Pet Shops</b>															
New/variation for selling of animals (pets shops etc)	688.00		688.00	450.00	238.00	735.00		735.00	485.00	250.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	Non Executive Licensing - Council Approval Required
Renewal for selling of animals (pets shops etc)	604.00		604.00	366.00	238.00	646.00		646.00	396.00	250.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	250.00	0.00	268.00		268.00	268.00		Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Note: Plus fee for approved veterinary or other specialist inspection, fee structure aligned to Department of Business Innovation & Skills Guidance											Emma Phasey		Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018		Non Executive Licensing - Council Approval Required
<b>70. Sex Entertainment Venue</b>															
Annual Licence New Grant	5,357.00		5,357.00	2,487.00	2,870.00	5,732.00		5,732.00	2,866.00	2,866.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Renewal	4,417.00		4,417.00	2,217.00	2,200.00	4,726.00		4,726.00	2,363.00	2,363.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Variation (in combination with renewal)	1,446.00		1,446.00	1,446.00		1,550.00		1,550.00	1,550.00		Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Variation (mid term)	2,744.00		2,744.00	2,744.00		2,940.00		2,940.00	2,940.00		Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Transfer	946.00		946.00	946.00		1,010.00		1,010.00	1,010.00		Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
<b>71. Sex Shops</b>															
Initial application	3,112.00		3,112.00	2,000.00	1,112.00	3,330.00		3,330.00	2,000.00	1,330.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	Non Executive Licensing - Council Approval Required
Renewal	1,584.00		1,584.00	750.00	834.00	1,700.00		1,700.00	1,000.00	700.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Application to transfer a sex shop licence	779.00		779.00	779.00		835.00		835.00	835.00		Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
<b>72. (NOT USED)</b>															
<b>74. Immigration Inspections (outside scope of VAT)</b>															
** Note: The Council responding to requests, provides a letter to the British High Commission in respect of accommodation being fit for purpose.											Emma Phasey				Non Executive Licensing - Council Approval Required
Inspection of property and provision of report for immigration purposes (within 10 working days).	205.00		205.00	205.00		220.00		220.00	220.00		Emma Phasey	7%	S93 - Local Government Act / Localism Act 2011	Discretionary	
Inspection of property and provision of report for immigration purposes (within 3 working days).	294.00		294.00	294.00		315.00		315.00	315.00		Emma Phasey	7%	S93 - Local Government Act / Localism Act 2011	Discretionary	
<b>75. Scrap Metal and Salvage (outside scope of VAT)</b>															
Scrap Metal dealers site licence/renewal	701.00		701.00	401.00	300.00	750.00		750.00	450.00	300.00	Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	Non Executive Licensing - Council Approval Required
Scrap Metal dealers collectors licence/renewal	392.00		392.00	200.00	192.00	420.00		420.00	220.00	200.00	Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of site licence	611.00		611.00	611.00		655.00		655.00	655.00		Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of site licence (minor variation)	120.00		120.00	120.00		130.00		130.00	130.00		Emma Phasey	8%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of collectors licence	314.00		314.00	314.00		335.00		335.00	335.00		Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of collectors licence (minor variation)	120.00		120.00	120.00		130.00		130.00	130.00		Emma Phasey	8%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	

	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval	
<b>76. Highways Enforcement (outside scope of VAT)</b>											Ian Slaney					Non Executive Licensing - Council Approval Required
Where a non-licensed skip is found, a retrospective application fee of twice the standard is applied											Ian Slaney					
Skip (per month)	70.50		70.50			75.40		75.40			Ian Slaney	7%	Skip licences - Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary		
Skip Renewal (per month)	70.50		70.50			75.40		75.40			Ian Slaney	7%	Skip licences - Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary		
** Note: The deposit required from builders, developers, etc for the positioning of materials on the highway is £200. This deposit is fully or partially refunded, depending on any necessary repairs or reinstatement works. The change reflects increases in costs of works by contractors and protects the council if costs exceed the current amount of the deposit.											Ian Slaney		As above			
<b>77. Building Materials on the Highway (outside scope of VAT)</b>											Ian Slaney					Non Executive Licensing - Council Approval Required
** Note: Where building material is identified that does not have a permit the council may issue a permit whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial fee. The fee for a 'retrospective' renewal application is twice the renewal fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the permit in advance or is a genuine emergency.											Ian Slaney					
Deposit (subject to highway damage)	650.30		650.30			695.80		695.80			Ian Slaney	7%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary		
First month	128.80		128.80			137.80		137.80			Ian Slaney	7%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary		
Renewal (per month)	116.10		116.10			124.20		124.20			Ian Slaney	7%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary		
<b>78. Housing of Multiple Occupation</b>											Emma Phasey					Non Executive Licensing - Council Approval Required
HMO Application	1,623.00		1,623.00	1,000.00	475.30	1,740.00		1,740.00	1,240.00	500.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary		
HMO Renewal	1,150.00		1,150.00	450.00	700.00	1,230.50		1,230.50	730.50	500.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary		
HMO Renewal with material change	1,623.00		1,623.00	923.00	700.00	1,740.00		1,740.00	1,240.00	500.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary		
New Application (self contained) (per unit)	335.00		335.00	204.50	100.00	360.00		360.00	260.00	100.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary		
Renewal Application (self contained)	239.00		239.00	117.40	100.00	255.00		255.00	155.00	100.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary		
Renewal Application (self contained) with material change (per unit)	335.00		335.00	204.50	100.00	360.00		360.00	260.00	100.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary		
Fees associated with an aborted visit			Not Applicable			20.00		20.00			Emma Phasey	NEW	s63(3) and (7) Housing Act 2004	Statutory Discretionary		
HMO administration fee for failure to pay 2nd HMO fee within 5 working days of request.			Not Applicable			50.00		50.00			Emma Phasey	NEW	s63(3) and (7) Housing Act 2004	Statutory Discretionary		
(a) Selective Licensing											Emma Phasey					
Selective Licensing Application	671.00		671.00	571.00	100.00	720.00		720.00	620.00	100.00	Emma Phasey	7%	s87(3) & (7) Housing Act 2004	Statutory Discretionary		
Fees associated with an aborted visit			Not Applicable			20.00		20.00			Emma Phasey	NEW	s87(3) & (7) Housing Act 2004	Statutory Discretionary		
Selective licence administration fee for failure to pay 2nd fee within 5 working days of request.			Not Applicable			50.00		50.00			Emma Phasey	NEW	s87(3) & (7) Housing Act 2004	Statutory Discretionary		
<b>79. Hypnotism events</b>											Emma Phasey					Non Executive Licensing - Council Approval Required
Capacity (maximum permitted) number of persons up to 2000	384.20		384.20	384.20		410.00		410.00	410.00		Emma Phasey	7%	s2A Hypnotism Act 1952	Statutory Discretionary		
Note: Additional charges for extension of hours beyond 11pm, 10% of scale fee plus 1% for each day of extension. Prices for larger capacities on application											Emma Phasey		s2A Hypnotism Act 1952	Statutory Discretionary		
<b>80. Animal Boarding Establishment</b>											Emma Phasey					Non Executive Licensing - Council Approval Required
Animal Boarding Establishment (Kennel/Cattery)											Emma Phasey		Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
New/Renewal application Single or combined species	673.00		673.00	435.00	238.00	720.00		720.00	482.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
Renewal application combined species	604.00		604.00	366.00	238.00	645.00		645.00	407.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
New application Single species	588.00		588.00	350.00	238.00	630.00		630.00	392.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
Renewal application Single species	519.00		519.00	281.00	238.00	555.00		555.00	300.00	255.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
reassessment of star rating visit	250.00		250.00	250.00		270.00		270.00	270.00		Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
<b>Home Boarder</b>											Emma Phasey					
New/Renewal application	485.00		485.00	247.00	238.00	520.00		520.00	282.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
Renewal application	451.00		451.00	213.00	238.00	480.00		480.00	242.00	238.00	Emma Phasey	6%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
reassessment of star rating visit	250.00		250.00	250.00		270.00		270.00	270.00		Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
<b>Franchise arrangers Licence</b>											Emma Phasey					
New/Renewal application	200.00		200.00	200.00		214.00		214.00	214.00		Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
Assessment of a hobby host as part of a franchisee licence	214.00		214.00	214.00		230.00		230.00	230.00		Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
<b>Dog Day Care</b>											Emma Phasey					
New/Renewal Licence Inspection	568.00		568.00	200.00	50.00	610.00		610.00	372.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
Renewal application	549.00		549.00			590.00		590.00			Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
reassessment of star rating visit	250.00		250.00	250.00		270.00		270.00	270.00		Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
<b>Dog Breeding Establishment</b>											Emma Phasey					
New applicant vet inspection with kennel units	751.60		751.60	513.60	238.00	805.00		805.00	567.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
Renewal applicant with kennel units	634.00		634.00	396.00	238.00	680.00		680.00	442.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
New application breeding in a domestic dwelling	634.00		634.00	396.00	238.00	680.00		680.00	442.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
Renewal application breeding in a domestic dwelling	482.00		482.00	244.00	238.00	515.00		515.00	277.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
reassessment of star rating visit	250.00		250.00	250.00		270.00		270.00	270.00		Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
All licences											Emma Phasey		Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
<b>81. Dangerous wild animals</b>											Emma Phasey					
Dangerous Wild Animals											Emma Phasey					
New applicant vet inspection commercial / outside premises	548.00		548.00	548.00		590.00		590.00	590.00		Emma Phasey	8%	Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
Renewal applicant vet inspection commercial / outside premises	506.00		506.00	506.00		540.00		540.00	540.00		Emma Phasey	7%	Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
New applicant vet inspection domestic dwelling	499.00		499.00	499.00		535.00		535.00	535.00		Emma Phasey	7%	Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
Renewal applicant vet inspection domestic dwelling	420.00		420.00	420.00		450.00		450.00	450.00		Emma Phasey	7%	Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
<b>82. Performing Animals</b>											Emma Phasey					
New/Renewal of performing animals	465.00		465.00	465.00		500.00		500.00	500.00		Emma Phasey	8%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
Renewal for circus animals for exhibit on location	397.00		397.00	397.00		425.00		425.00	425.00		Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
<b>83a. Riding Establishments (Not in Use)</b>											Emma Phasey					
new / renewal for hiring out horses < 11 horses	922.00		922.00			990.00		990.00			Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		
new / renewal for hiring out horses 11-50 horses	1,322.00		1,322.00			1,415.00		1,415.00			Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary		

	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
new / renewal for hiring out horses Over 50 horses	1,402.00		1,402.00			1,500.00		1,500.00			Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities Involving Animals) England Regulations 2018	Statutory Discretionary	
<b>83b. (NOT IN USE)</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
<b>84. Scaffolding Licence</b>											Ian Slaney				Non Executive Licensing - Council Approval Required
** Note: The fee for scaffolding found without a licence requiring a 'retrospective' application is twice the initial first month fee. The fee for a 'retrospective' extension to the application is twice the subsequent month fee.											Ian Slaney				
<b>Residential</b>											Ian Slaney				
Up to 10 square metres (first month)	206.80		206.80	159.80	47.00	221.30		221.30	174.30	47.00	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
10-15 square metres (first month)	237.90		237.90	190.90	47.00	254.60		254.60	207.60	47.00	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 square metres (first month)	294.60		294.60	247.60	47.00	315.20		315.20	268.20	47.00	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 10 square metres (subsequent months)	164.00		164.00	117.00	47.00	175.50		175.50	128.50	47.00	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
10-15 square metres (subsequent months)	188.30		188.30	141.30	47.00	201.50		201.50	154.50	47.00	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 square metres (subsequent months)	237.90		237.90	190.90	47.00	254.60		254.60	207.60	47.00	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
<b>Commercial</b>											Ian Slaney				
Up to 15 square metres (first month)	237.90		237.90	68.60	169.30	254.60		254.60	85.30	169.30	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 square metres (first month)	294.60		294.60	73.80	220.80	315.20		315.20	94.40	220.80	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 15 square metres (subsequent months)	188.30		188.30	64.10	124.20	201.50		201.50	77.30	124.20	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 square metres (subsequent months)	237.90		237.90	68.60	169.30	254.60		254.60	85.30	169.30	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - less than 15 metres squared	649.70		649.70	649.70		695.20		695.20	695.20		Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - more than 15 metres squared	1,299.40		1,299.40	1,299.40		1,390.40		1,390.40	1,390.40		Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Additional charges per hour e.g. for attending site meeting	115.50		115.50	115.50		123.60		123.60	123.60		Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
<b>85. Hoarding Licence</b>											Ian Slaney				Non Executive Licensing - Council Approval Required
** Note: Where hoarding is identified that does not have a licence the council may issue a licence whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial first month fee. The fee for a 'retrospective' extension to the application is twice the subsequent month fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the licence in advance or there was a genuine emergency.											Ian Slaney				
Up to 15 metres in length (first month)	237.90		237.90	190.90	47.00	254.60		254.60	207.60	47.00	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres in length (first month)	294.60		294.60	247.60	47.00	315.20		315.20	268.20	47.00	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 15 metres in length (subsequent months)	188.30		188.30	141.30	47.00	201.50		201.50	154.50	47.00	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres in length (subsequent months)	237.90		237.90	190.90	47.00	254.60		254.60	207.60	47.00	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - less than 15 metres in length	649.70		649.70	649.70		695.20		695.20	695.20		Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - more than 15 metres in length	1,299.40		1,299.40	1,299.40		1,390.40		1,390.40	1,390.40		Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Additional charges per hour e.g. for attending site meeting	114.40		114.40	114.40		122.40		122.40	122.40		Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
<b>86. Crane (Lifting Equipment) Licence</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
Where a non-licensed crane is found, a retrospective application fee of twice the standard is applied											Ian Slaney				
Licence Administration Fee	294.60		294.60	247.60	47.00	315.20		315.20	268.20	47.00	Ian Slaney	7%	s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Deposit	649.70		649.70			695.20		695.20			Ian Slaney	7%	s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
<b>87. Advertising Board Licence</b>											Ian Slaney				Non Executive Licensing - Council Approval Required
Permission for a A1 (637 (width) x 1100 (height) x 800 (depth) mm) size advertising board on the public highway. No other sizes permitted											Ian Slaney				
Permit per year	182.50		182.50	135.50	47.00	195.30		195.30	148.30	47.00	Ian Slaney	7%	s.115F(1) Highways Act 1980	Statutory Discretionary	
Penalty for non compliance under Highways Act 1980 and Planning legislation to recover all costs associated with the removal	cost recovery		cost recovery			cost recovery		cost recovery			Ian Slaney		s.115K(3) Highways Act 1980	Statutory Discretionary	
<b>90. Street Naming and Numbering</b>											Ian Slaney				
Adding alias/name	243.00		243.00			260.00		260.00			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Application for numbering property per property	243.00		243.00			260.00		260.00			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Application for naming a road (applicant choice of name adhering to SNN policy with LFB approval)	£283.20 plus £40.32 per property		£283.20 plus £40.32 per property			£303.02 plus £43.14 per property		£303.02 plus £43.14 per property			Ian Slaney		s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Naming or renaming of house or block of flats (applicants choice of name adhering to SNN Policy and approval of LFB)	243.00		243.00			260.00		260.00			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Naming or renaming of commercial premises (applicants choice of name adhering to SNN Policy and approval of LFB)	243.00		243.00			260.00		260.00			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 1 plot	140.40		140.40			150.20		150.20			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 2-20 plots	£71.5 per unit		£71.5 per unit			£76.51 per unit		£71.5 per unit			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 21-50 plots	£1,430.00 + £28.27 per unit		£1,430.00 + £28.27 per unit			£1,530.00 + £30.25 per unit		£1,530.00 + £30.25 per unit			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: over 50 plots	£2,278.01 + £21.34 per unit		£2,278.01 + £21.34 per unit			£2,437.47 + £22.83 per unit		£2,437.47 + £22.83 per unit			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Certificate of naming/numbering/historic documents	120.80		120.80			129.30		129.30			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
<b>93. Hourly rates for Environmental Health Officers</b>											Emma Phasey				
Relating to enforcement, works in default, serving of statutory notice:											Emma Phasey		S8, Environmental Protection Act 1990	Statutory Discretionary	
a) Divisional Director per hour or part thereof	296.90		296.90			320.00		320.00			Emma Phasey	8%	S8, Environmental Protection Act 1990	Statutory Discretionary	
b) Service Manager per hour or part thereof	222.50		222.50			240.00		240.00			Emma Phasey	8%	S8, Environmental Protection Act 1990	Statutory Discretionary	
c) Team Leader per hour or part thereof	149.20		149.20			160.00		160.00			Emma Phasey	7%	S8, Environmental Protection Act 1990	Statutory Discretionary	
d) Enforcement Officers	115.00		115.00			123.00		123.00			Emma Phasey	7%	S8, Environmental Protection Act 1990	Statutory Discretionary	
e) Consultation fee for any application permit or licence per hour (min 1 hour)	115.00		115.00			123.00		123.00			Emma Phasey	7%	S8, Environmental Protection Act 1990	Discretionary	Will be subject to a charging policy that sets out per hour and part hour
f) Premise consultation per hour (minimum 1 hour)	115.00		115.00			123.10		123.10			Emma Phasey	7%	S8, Environmental Protection Act 1990	Discretionary	
<b>109. Street Trading</b>											Emma Phasey				

	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
Licence Administration fee ( Applicable to all Licensing types, including variations and cancellations)	50.00		50.00	0.00	50.00	50.00		50.00	50.00		Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Standalone street trading unit licence (e.g. stall)											Emma Phasey				
Up to 7 days (per trader)	21.00		21.00	0.00	21.00	21.00		21.00	0.00	21.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Up to 2 months (per trader)	206.00		206.00	110.00	96.00	206.00		206.00	110.00	96.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
2 to 6 months (per trader)	458.00		458.00	266.00	192.00	458.00		458.00	266.00	192.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
7 to 12 months (per trader)	633.00		633.00	345.00	288.00	633.00		633.00	345.00	288.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Market on the footway only	1,491.00		1,491.00	1,092.00	399.00	1,491.00		1,491.00	1,092.00	399.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Front of Shop Displays (connected with business)- based on a standard single shop front											Emma Phasey		S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
6 Month Licence	312.00		312.00	218.00	94.00	312.00		312.00	218.00	94.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
1 Year Licence (15% discount)	541.00		541.00	373.00	168.00	541.00		541.00	373.00	168.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
<b>109a. Contaminated land</b>											Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
Contaminated land enquiry			Not Applicable			41.67	8.33	50.00	50.00		Emma Phasey	NEW	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	



	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge	Basis for charging	Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change			
	£	£	£	£	£	£					
<b>18. Licences for Projections over the Highway Section 177 Highways Act 1980 (outside scope of VAT)</b>							Ian Slaney				Non Executive Licensing - Council Approval Required
The Council issues licences for canopies and any other projection over the highway, and incurs ongoing administration/inspection costs for which an initial lump sum of £500 is normally charged.							Ian Slaney				
Application for Licence for a building to oversail the highway	324.60		324.60	347.30		347.30	Ian Slaney	7%	Section 177 Highways Act 1980	Statutory Discretionary	
Application for permission to oversail the highway with construction equipment (not cranes - covered elsewhere)	324.60		324.60	347.30		347.30	Ian Slaney	7%	Section 177 Highways Act 1980	Statutory Discretionary	
Application to change a structure projecting over or under the highway (additional charges per hours)	71.60		71.60	76.60		76.60	Ian Slaney	7%	Section 177 Highways Act 1980	Statutory Discretionary	
<b>21. Tables &amp; Chairs on the Highway licence (please note planning permission is likely to be needed)</b>							Emma Phasey				Non Executive Licensing - Council Approval Required
Issue of licence (subject to successful application)	541.00		541.00	580.00		580.00	Emma Phasey	7%	S 32, London Local Authorities Act 1990	Statutory Discretionary	
Annual renewal of licence (subject to successful application)	541.00		541.00	580.00		580.00	Emma Phasey	7%	S 32, London Local Authorities Act 1990	Statutory Discretionary	
Pavement Licence	100.00		100.00	500.00		500.00	Emma Phasey	400%	S 1, Building and Planning Act 2020	Statutory Discretionary	
Pavement Licence renewal		Not Applicable		350.00		350.00	Emma Phasey	NEW	Building and Planning Act 2020 as amended by Levelling Up and Regeneration Bill (2022)	Statutory Discretionary	
<b>22. Adding or changing a name of an existing property or address (exempt VAT)</b>							Ian Slaney				Non Executive Licensing - Council Approval Required
A charge to make amendments to the National Land and Property Gazetteer							Ian Slaney				
Minimum charge (up to one hour of officer time)	75.50		75.50	80.80		80.80	Ian Slaney	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Any period of time in excess of one hour to the nearest half an hour (hourly rate shown)	127.10		127.10	136.00		136.00	Ian Slaney	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
<b>41. Condemnation Certificate for Food Considered Unfit for Human Consumption (outside scope of VAT)</b>							Emma Phasey				
The fee is per half hour. The fee reflects the cost of undertaking the service with two officer visits.	178.00		178.00	191.00		191.00	Emma Phasey	7%	s45 Food Safety Act 1990	Statutory Discretionary	
<b>42. Amendments to Registers (outside scope of VAT)</b>							Emma Phasey				
Where a fee can be charged, the fee reflects the cost of undertaking the service	79.20		79.20	85.00		85.00	Emma Phasey	7%	s45 Food Safety Act 1990	Statutory Discretionary	
<b>45. Copies of entries on Public Register</b>							Emma Phasey				Non Executive Licensing - Council Approval Required
Data Extraction	16.80		16.80	18.00		18.00	Emma Phasey	7%	Data Protection (Charges and Information) Regulations 2018	Discretionary	
Copy charge per A4 page	0.17	0.03	0.20	0.18	0.04	0.21	Emma Phasey	7%	Section 93 Local Government Act 2003 / section 3 Localism Act 2011	Discretionary	
<b>46. Copies of entries on Food Premises Register (exempt VAT)</b>							Emma Phasey				Non Executive Licensing - Council Approval Required
a) Single entry (up to 100 entries)	16.20		16.20	17.30		17.30	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
b) Part Register (100 entries)	459.70		459.70	492.00		492.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
c) Part Register (200 entries)	922.90		922.90	988.00		988.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
d) Part/Whole Register	1,533.80		1,533.80	1,642.00		1,642.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
<b>47. Environmental Information (regulations)</b>							Emma Phasey				Non Executive Licensing - Council Approval Required

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
** Note: Access to this information is in most circumstances free of charge. However reasonable charges can be made for supplying additional information. Charges, where levied, will be chiefly for the copying of documents, officer time to provide more detailed work including, for example the review or preparation of reports, letter, opinions, etc. The Council also receives periodic requests for information, which do not fall under the remit of the above regulations. The same fee is applied to reflect the cost of provision of this service. The charging structure includes the waiver of fees for provision of information to individuals and organisations of a registered charity. In this way the charging structure is not intended to deter such persons or bodies with a genuine interest in the local environment.		0.20			0.20		Emma Phasey		Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
Minimum charge:							Emma Phasey				
Allowing one hour of officer time	115.00		115.00	123.00		123.00	Emma Phasey	7%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
Every hour or part hour thereafter	115.00		115.00	123.00		123.00	Emma Phasey	7%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
Fees for copies:							Emma Phasey				
A4 photocopy (where copying has to be put out to a commercial company, fees are the commercial copy costs plus any costs to the council.)	0.12	0.02	0.15	0.17	0.03	0.21	Emma Phasey	43%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
<b>48. Health, Safety and Environmental Information per hour or part hour</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
Provision of a statement of fact or provision of information with regard to civil/statutory investigations undertaken by the Council. The Health & Safety at work act permits a fee to be charged for the provision of this information	115.20		115.20	123.50		123.50	Emma Phasey	7%	S 57, Health & Safety at Work Act 1974	Statutory Discretionary	
<b>49. Immigration Employment Requests</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
** Note: The service (principally food team) receives an increasing number of requests from business that are seeking immigration clearance for employees entering the UK for employment purposes. The request requires official notification that the business is registered and or licensed with the council and is trading within its area.							Emma Phasey				
Standard Fee	115.00		115.00	123.50		123.50	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Every hour or part hour thereafter if visits required	115.00		115.00	123.50		123.50	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
<b>50. Health Certificates</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
Companies requests for health certificates for foods being exported outside the EC (outside scope of VAT).	153.30		153.30	164.00		164.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
<b>51. Service of Hazard Awareness Notice</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
Charge per hour of work involved	115.00		115.00	123.50		123.50	Emma Phasey	7%	S 49, Housing Act 2004	Statutory Discretionary	
<b>52. Prohibition/Emergency Prohibition Orders</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
Charge per hour of work involved	115.00		115.00	123.50		123.50	Emma Phasey	7%	S 49, Housing Act 2004	Statutory Discretionary	
<b>55. Local Authority Pollution Control</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
<b>55a. Application Fee</b>							Emma Phasey				
Standard Process	1,642.20		1,642.20	1,650.00		1,650.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional fee for operating without a permit	1,182.50		1,182.50	1,188.00		1,188.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVRI, SWOBs and Dry Cleaners Reduced Fee Activities	155.40		155.40	155.00		155.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined	255.80		255.80	257.00		257.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities	363.30		363.30	365.00		365.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge	Basis for charging	Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change			
	£	0.20	£	£	0.20	£					
Reduced fee activities: Additional fee for operating without a permit	70.70		70.70	70.70		70.70	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant for the 1 <sup>st</sup> & 2 <sup>nd</sup> applications	1,642.20		1,642.20	1,650.00		1,650.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
For the 3 <sup>rd</sup> to 7 <sup>th</sup> applications	980.70		980.70	990.00		990.00	Emma Phasey	1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
For the 8 <sup>th</sup> and subsequent applications	491.30		491.30	498.00		498.00	Emma Phasey	1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts	279.00		279.00	808.00		808.00	Emma Phasey	190%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
<b>55b. Annual Subsistence Charge</b>							Emma Phasey				
Standard process Low	768.60		768.60	772.00		772.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional amounts charged where a permit is for a combined Part B and waste installation	104.00		104.00	104.00		104.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process Medium	1,166.60		1,166.60	1,161.00		1,161.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional amounts charged where a permit is for a combined Part B and waste installation	156.50		156.50	156.50		156.50	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process High	1,738.90		1,738.90	1,747.00		1,747.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional amounts charged where a permit is for a combined Part B and waste installation	207.90		207.90	207.00		207.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities Low	79.00		79.00	79.00		79.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities Med	158.60		158.60	158.00		158.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities High	236.10		236.10	237.00		237.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined Low	113.40		113.40	113.00		113.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined Medium	226.80		226.80	226.00		226.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined High	342.30		342.30	341.00		341.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities Low	228.90		228.90	228.00		228.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities Medium	366.50		366.50	365.00		365.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities High	550.20		550.20	548.00		548.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits Low	624.20		624.20	626.00		626.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits Medium	1,038.50		1,038.50	1,034.00		1,034.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits High	1,558.20		1,558.20	1,551.00		1,551.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits Low	386.40		386.40	385.00		385.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits Medium	619.50		619.50	617.00		617.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits High	928.20		928.20	924.00		924.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits Low	190.90		190.90	198.00		198.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits Medium	314.10		314.10	316.00		316.00	Emma Phasey	1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits High	471.10		471.10	473.00		473.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Late payment Fee	52.00		52.00	52.00		52.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts	104.00		104.00	104.00		104.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
<b>55c Transfer and Surrender</b>							Emma Phasey				
Standard process transfer	169.00		169.00	169.00		169.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process partial transfer	497.00		497.00	497.00		497.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
New operator at low risk reduced fee activity (extra one-off subsistence charge)	78.00		78.00	78.00		78.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities: partial transfer	47.00		47.00	47.00		47.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
<b>55d Temporary Transfer for mobiles</b>							Emma Phasey				
First transfer	53.00		53.00	51.00		51.00	Emma Phasey	-4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20	£	£	0.20	£					
Repeat following enforcement or warning	53.00		53.00	51.00		51.00	Emma Phasey	-4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
<b>55e Substantial Changes s10 &amp; s11</b>							Emma Phasey				
Standard Process	1,050.00		1,050.00	1,050.00		1,050.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process where the substantial change results in a new PPC activity	1,650.00		1,650.00	1,650.00		1,650.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced Fee Activities	102.00		102.00	102.00		102.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
<b>55f LA-IPPC Fees &amp; Charge (Local Authority Integrated Pollution, prevention and control.)</b>							Emma Phasey				
Application	3,218.00		3,218.00	3,363.00		3,363.00	Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional fee for operating without a permit	1,137.00		1,137.00	1,188.00		1,188.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence Low Risk	1,384.00		1,384.00	1,447.00		1,447.00	Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence Medium Risk	1,541.00		1,541.00	1,611.00		1,611.00	Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence High Risk	2,233.00		2,233.00	2,324.00		2,324.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Substantial Variation	1,309.00		1,309.00	1,650.00		1,650.00	Emma Phasey	26%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Transfer	225.00		225.00	235.00		235.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Partial Transfer	668.00		668.00	698.00		698.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Surrender	668.00		668.00	698.00		698.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
<b>56. Application for a new premises or club premises licence or to vary a premises or a club premises licence</b>							Emma Phasey				Non Executive Licensing - Council Approval Required
Non domestic Rateable Value Band							Emma Phasey				
Band A	100.00		100.00	100.00		100.00	Emma Phasey	0%	Regulation 4, Regulation 6 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band B	190.00		190.00	190.00		190.00	Emma Phasey	0%	Regulation 4, Regulation 6 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band C	315.00		315.00	315.00		315.00	Emma Phasey	0%	Regulation 4, Regulation 6 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band D	450.00		450.00	450.00		450.00	Emma Phasey	0%	Regulation 4, Regulation 6 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	635.00		635.00	635.00		635.00	Emma Phasey	0%	Regulation 4, Regulation 6 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>57. Application fee for Premises exclusively or primarily in the business of selling alcohol for consumption on the premises</b>							Emma Phasey				Non Executive Licensing - Council Approval Required
Band D	900.00		900.00	900.00		900.00	Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	1,905.00		1,905.00	1,905.00		1,905.00	Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>58. Annual renewal fee for premises or club premises licence</b>							Emma Phasey				Non Executive Licensing - Council Approval Required
Band A	70.00		70.00	70.00		70.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band B	180.00		180.00	180.00		180.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band C	295.00		295.00	295.00		295.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band D	320.00		320.00	320.00		320.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	350.00		350.00	350.00		350.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>58A. Annual renewal fee for Premises exclusively or primarily in the business of selling alcohol for consumption on the premises</b>							Emma Phasey				
Band D	640.00		640.00	640.00		640.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	1,050.00		1,050.00	1,050.00		1,050.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>59. Exceptionally large events</b>							Emma Phasey				Non Executive Licensing - Council Approval Required
Number in attendance at any one time							Emma Phasey				
5,000 to 9,999	1,000.00		1,000.00	1,000.00		1,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
10,000 to 14,999	2,000.00		2,000.00	2,000.00		2,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
15,000 to 19,999	4,000.00		4,000.00	4,000.00		4,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
20,000 to 29,999	8,000.00		8,000.00	8,000.00		8,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
30,000 to 39,999	16,000.00		16,000.00	16,000.00		16,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
40,000 to 49,999	24,000.00		24,000.00	24,000.00		24,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
50,000 to 59,999	32,000.00		32,000.00	32,000.00		32,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge	Basis for charging	Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change			
	£	0.20 £	£	£	0.20 £	£					
60,000 to 69,999	40,000.00		40,000.00	40,000.00		40,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
70,000 to 79,999	48,000.00		48,000.00	48,000.00		48,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
80,000 to 89,999	56,000.00		56,000.00	56,000.00		56,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
90,000 and over	64,000.00		64,000.00	64,000.00		64,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>60. Personal Licences, Temporary Events &amp; Other Fees</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
Application for a grant of personal licence	37.00		37.00	37.00		37.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc. of premises licence or summary	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application for a provisional statement where premises being built	315.00		315.00	315.00		315.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Notification of change of name or address	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application to vary licence to specify individual as premises	23.00		23.00	23.00		23.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application for transfer of premises licence	23.00		23.00	23.00		23.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Interim authority notice following death etc of licence holder	23.00		23.00	23.00		23.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc of certificate or summary	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Notification of change of name or alteration of rules of club	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Change of relevant registered address of club	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Temporary Event Notice	21.00		21.00	21.00		21.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc of temporary event notice	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc of personal licence	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Duty to notify change of name or address	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Right of freeholder etc to be notified of licensing matters	21.00		21.00	21.00		21.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>61. Gambling Act 2005</b>							Emma Phasey		Gambling Act (Premises Licence Fees) (Eng. & Wales) Regs 2007		<b>Non Executive Licensing - Council Approval Required</b>
Betting Premises (Other) Licence Application							Emma Phasey				
- New	3,000.00		3,000.00	3,000.00		3,000.00	Emma Phasey	0%	Regulation 5 & Schedule 1	Statutory Prescribed	
- Annual fee	600.00		600.00	600.00		600.00	Emma Phasey	0%	Regulation 8 & Schedule 1	Statutory Prescribed	
- Variation	1,500.00		1,500.00	1,500.00		1,500.00	Emma Phasey	0%	Regulation 11 & Schedule 1	Statutory Prescribed	
- Transfer	1,200.00		1,200.00	1,200.00		1,200.00	Emma Phasey	0%	Regulation 12 & Schedule 1	Statutory Prescribed	
<b>62. Bingo Premises Licence</b>							Emma Phasey		Gambling (Premises Licence Fees) (Eng & Wales) Regs 2007		<b>Non Executive Licensing - Council Approval Required</b>
- New	3,500.00		3,500.00	3,500.00		3,500.00	Emma Phasey	0%	Regulation 5 & Schedule 1	Statutory Prescribed	
- Annual fee	1,000.00		1,000.00	1,000.00		1,000.00	Emma Phasey	0%	Regulation 8 & Schedule 1	Statutory Prescribed	
- Variation	1,750.00		1,750.00	1,750.00		1,750.00	Emma Phasey	0%	Regulation 11 & Schedule 1	Statutory Prescribed	
- Transfer	1,200.00		1,200.00	1,200.00		1,200.00	Emma Phasey	0%	Regulation 12 & Schedule 1	Statutory Prescribed	
<b>62A. Adult Gaming Centres</b>							Emma Phasey		The Gambling (Premises Licence Fees) (England & Wales) Regulations 2007		
- New	2,000.00		2,000.00	2,000.00		2,000.00	Emma Phasey	0%	Regulation 5 & Schedule 1	Statutory Prescribed	
- Annual fee	1,000.00		1,000.00	1,000.00		1,000.00	Emma Phasey	0%	Regulation 8 & Schedule 1	Statutory Prescribed	
- Variation	1,000.00		1,000.00	1,000.00		1,000.00	Emma Phasey	0%	Regulation 11 & Schedule 1	Statutory Prescribed	
- Transfer	1,200.00		1,200.00	1,200.00		1,200.00	Emma Phasey	0%	Regulation 12 & Schedule 1	Statutory Prescribed	
<b>62B. Gaming Machines &amp; Lotteries</b>							Emma Phasey				
Small Society Lotteries application for a new licence	40.00		40.00	40.00		40.00	Emma Phasey	0%	Regulation 3 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	Statutory Prescribed	
Small Society Lotteries annual fee	20.00		20.00	20.00		20.00	Emma Phasey	0%	Regulation 5 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	Statutory Prescribed	
Notification of gaming machines in alcohol licensed premises	50.00		50.00	50.00		50.00	Emma Phasey	0%	Regulation 3 Gaming Machines in Alcohol Licensed Premises (Notification Fee) (England and Wales) Regulations 2007	Statutory Prescribed	
Notification of more than two machines	100.00		100.00	100.00		100.00	Emma Phasey	0%	Regulation 3 Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Annual fee	50.00		50.00	50.00		50.00	Emma Phasey	0%	Regulation 5 Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Club Gaming Permits	200.00		200.00	200.00		200.00	Emma Phasey	0%	Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Annual Fee	50.00		50.00	50.00		50.00	Emma Phasey	0%	Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Club Machine Permits	100.00		100.00	100.00		100.00	Emma Phasey	0%	Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Annual fee	50.00		50.00	50.00		50.00	Emma Phasey	0%	Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
<b>67. Annual renewal fees for large events</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
76a LA 2003 Premises/Clubs							Emma Phasey				
Additional annual fees for capacities 5000 - 9999	500.00		500.00	500.00		500.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 10000 - 14999	1,000.00		1,000.00	1,000.00		1,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 15000 - 19999	2,000.00		2,000.00	2,000.00		2,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 20000 - 29999	4,000.00		4,000.00	4,000.00		4,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Additional annual fees for capacities 30000 - 39999	8,000.00		8,000.00	8,000.00		8,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 40000 - 49999	12,000.00		12,000.00	12,000.00		12,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 50000 - 59999	16,000.00		16,000.00	16,000.00		16,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 60000 - 69999	20,000.00		20,000.00	20,000.00		20,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 70000 - 79999	24,000.00		24,000.00	24,000.00		24,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 80000 - 89999	28,000.00		28,000.00	28,000.00		28,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 90000 and over	32,000.00		32,000.00	32,000.00		32,000.00	Emma Phasey		Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>68. Special Treatments</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
<b>Grant of a new licence</b>							Emma Phasey		s.7(6) London Local Authorities Act 1991		
Band A : Ear piercing only	258.00		258.00	276.00		276.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band B - Aromatherapy, body massage, Champissage (Indian Head massage), Fairbane therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, Infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A.	507.00		507.00	542.00		542.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band B (Domestic)- Aromatherapy, body massage, Champissage (Indian Head massage), Fairbane therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, Infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A.	231.00		231.00	250.00		250.00	Emma Phasey	8%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band C - Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotory Massage – G5, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxabustion, Nail extensions, NAET, Roling, Sclerotherapy, Stone therapy, Trichology, Tui – na, Ultra sonic and all treatments in Band A and B.	775.50		775.50	830.00		830.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band C (Domestic) - Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotory Massage – G5, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxabustion, Nail extensions, NAET, Roling, Sclerotherapy, Stone therapy, Trichology, Tui – na, Ultra sonic and all treatments in Band A and B.	352.00		352.00	377.00		377.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band D - Body piercing, beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C	1,023.00		1,023.00	1,095.00		1,095.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band D (Domestic) - Body piercing, beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C	462.00		462.00	495.00		495.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band E - Laser and intense pulse light treatments	880.00		880.00	942.00		942.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band E (Domestic) - Laser and intense pulse light treatments	880.00		880.00	942.00		942.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Variation of licence	115.00		115.00	123.00		123.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
<b>69. Pet Shops</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
New/variation for selling of animals (pets shops etc)	688.00		688.00	735.00		735.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal for selling of animals (pets shops etc)	604.00		604.00	646.00		646.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018		
reassessment of star rating visit	250.00		250.00	268.00		268.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
<b>70. Sex Entertainment Venue</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
Annual Licence New Grant	5,357.00		5,357.00	5,732.00		5,732.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
		0.20			0.20						
	£	£	£	£	£	£					
Renewal	4,416.50		4,416.50	4,726.00		4,726.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Variation (in combination with renewal)	1,446.00		1,446.00	1,550.00		1,550.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Variation (mid term)	2,744.50		2,744.50	2,940.00		2,940.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Transfer	946.00		946.00	1,010.00		1,010.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
<b>71. Sex Shops</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
Initial application	3,112.00		3,112.00	3,330.00		3,330.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Renewal	1,584.00		1,584.00	1,700.00		1,700.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Application to transfer a sex shop licence	779.00		779.00	835.00		835.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
<b>72. (NOT USED)</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
<b>74. Immigration Inspections (outside scope of VAT)</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
** Note: The Council responding to requests, provides a letter to the British High Commission in respect of accommodation being fit for purpose.							Emma Phasey				
Inspection of property and provision of report for immigration purposes (within 10 working days).	205.00		205.00	220.00		220.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Inspection of property and provision of report for immigration purposes (within 3 working days).	294.00		294.00	315.00		315.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
<b>75. Scrap Metal and Salvage (outside scope of VAT)</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
Scrap Metal dealers site licence/renewal	700.00		700.00	750.00		750.00	Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Scrap Metal dealers collectors licence/renewal	391.00		391.00	420.00		420.00	Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of site licence	611.00		611.00	655.00		655.00	Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of site licence (minor variation)	120.00		120.00	130.00		130.00	Emma Phasey	8%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of collectors licence	314.00		314.00	335.00		335.00	Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of collectors licence (minor variation)	120.00		120.00	130.00		130.00	Emma Phasey	8%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
<b>76. Highways Enforcement (outside scope of VAT)</b>							Ian Slaney				<b>Non Executive Licensing - Council Approval Required</b>
<b>Where a non-licensed skip is found, a retrospective application fee of twice the standard is applied</b>							Ian Slaney				
Skip (per month)	70.50		70.50	75.40		75.40	Ian Slaney	7%	Skip licences - Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
Skip Renewal (per month)	70.50		70.50	75.40		75.40	Ian Slaney	7%	Skip licences - Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
** Note: The deposit required from builders, developers, etc for the positioning of materials on the highway is £200. This deposit is fully or partially refunded, depending on any necessary repairs or reinstatement works. The change reflects increases in costs of works by contractors and protects the council if costs exceed the current amount of the deposit.							Ian Slaney		As above		
<b>77. Building Materials on the Highway (outside scope of VAT)</b>							Ian Slaney				<b>Non Executive Licensing - Council Approval Required</b>
** Note: Where building material is identified that does not have a permit the council may issue a permit whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial fee. The fee for a 'retrospective' renewal application is twice the renewal fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the permit in advance or is a genuine emergency.							Ian Slaney				
Deposit (subject to highway damage)	650.30		650.30	695.80		695.80	Ian Slaney	7%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
First month	128.80		128.80	137.80		137.80	Ian Slaney	7%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Renewal (per month)	116.10		116.10	124.20		124.20	Ian Slaney	7%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
<b>78. Housing of Multiple Occupation</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
HMO Application	1,623.00		1,623.00	1,740.00		1,740.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
HMO Renewal/Variation	1,150.00		1,150.00	1,230.50		1,230.50	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
HMO Renewal with material change	1,623.00		1,623.00	1,740.00		1,740.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
New Application (self contained) (per unit)	335.00		335.00	360.00		360.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Renewal Application (self contained)	239.00		239.00	255.00		255.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Renewal Application (self contained) with material change (per unit)	335.00		335.00	360.00		360.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Fees associated with an aborted visit		Not Applicable		20.00		20.00	Emma Phasey	NEW	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
HMO administration fee for failure to pay 2nd HMO fee within 5 working days of request.		Not Applicable		50.00		50.00	Emma Phasey	NEW	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
<b>(a) Selective Licensing</b>							Emma Phasey				
Selective Licensing Application	671.00		671.00	720.00		720.00	Emma Phasey	7%	s87(3) & (7) Housing Act 2004	Statutory Discretionary	
Fees associated with an aborted visit		Not Applicable		20.00		20.00	Emma Phasey	NEW	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Selective licence administration fee for failure to pay 2nd fee within 5 working days of request.		Not Applicable		50.00		50.00	Emma Phasey	NEW	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
<b>79. Hypnotism events</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
Capacity (maximum permitted) number of persons up to 2000	384.20		384.20	410.00		410.00	Emma Phasey	7%	s2A Hypnotism Act 1952	Statutory Discretionary	
Note: Additional charges for extension of hours beyond 11pm, 10% of scale fee plus 1% for each day of extension. Prices for larger capacities on application							Emma Phasey		s2A Hypnotism Act 1952	Statutory Discretionary	
<b>80. Animal Boarding Establishment</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
Animal Boarding Establishment (Kennel/Cattery)							Emma Phasey				
New/Renewal application Single or combined species	673.00		673.00	720.00		720.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application combined species	604.00		604.00	645.00		645.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
New application Single species	588.00		588.00	630.00		630.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application Single species	519.00		519.00	555.00		555.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	270.00		270.00	Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
<b>Home Boarder</b>							Emma Phasey				
New/Renewal application	485.00		485.00	520.00		520.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application	451.00		451.00	480.00		480.00	Emma Phasey	6%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	270.00		270.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
<b>Franchisee arrangers Licence</b>							Emma Phasey				
New/Renewal application	200.00		200.00	214.00		214.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Assessment of a hobby host as part of a franchisee licence	214.00		214.00	230.00		230.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
<b>Dog Day Care</b>							Emma Phasey				
New/Renewal application	568.00		568.00	610.00		610.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application	549.00		549.00	590.00		590.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	270.00		270.00	Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
<b>Dog Breeding Establishment</b>							Emma Phasey				
New applicant vet inspection with kennel units	751.60		751.60	805.00		805.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal applicant with kennel units	634.00		634.00	680.00		680.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
New application breeding in a domestic dwelling	634.00		634.00	680.00		680.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application breeding in a domestic dwelling	482.00		482.00	515.00		515.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	270.00		270.00	Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
<b>81. Dangerous wild animals</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>

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	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Dangerous Wild Animals							Emma Phasey				
New applicant commercial / outside premises	548.00		548.00	590.00		590.00	Emma Phasey	8%	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
Renewal applicant commercial / outside premises	506.00		506.00	540.00		540.00	Emma Phasey	7%	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
New applicant domestic dwelling	499.00		499.00	535.00		535.00	Emma Phasey	7%	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
Renewal applicant on domestic dwelling	420.00		420.00	450.00		450.00	Emma Phasey	7%	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
<b>82. Performing Animals</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
New/Renewal of performing animals	465.00		465.00	500.00		500.00	Emma Phasey	8%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal for circus animals for exhibit on location	397		397.00	425.00		425.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
<b>83a. Riding Establishments</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
new / renewal for hiring out horses < 11 horses	922.00		922.00	990.00		990.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
new / renewal for hiring out horses 11-50 horses	1,322.00		1,322.00	1,415.00		1,415.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
new / renewal for hiring out horses Over 50 horses	1,402.00		1,402.00	1,500.00		1,500.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
<b>83b.(NOT USED)</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
<b>84. Scaffolding Licence</b>							Ian Slaney				<b>Non Executive Licensing - Council Approval Required</b>
** Note: The fee for scaffolding found without a licence requiring a 'retrospective' application is twice the initial first month fee. The fee for a 'retrospective' extension to the application is twice the subsequent month fee.							Ian Slaney				
<b>Residential</b>							Ian Slaney				
Up to 10 metres (first month)	206.80		206.80	221.30		221.30	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
10-15 metres (first month)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (first month)	294.60		294.60	315.20		315.20	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 10 metres (subsequent months)	164.00		164.00	175.50		175.50	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
10-15 metres (subsequent months)	188.30		188.30	201.50		201.50	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (subsequent months)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
<b>Commercial</b>							Ian Slaney				
Up to 15 metres (first month)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (first month)	294.60		294.60	315.20		315.20	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 15 metres (subsequent months)	188.30		188.30	201.50		201.50	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (subsequent months)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - less than 15 metres squared	649.70		649.70	695.20		695.20	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - more than 15 metres	1,299.40		1,299.40	1,390.40		1,390.40	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Additional charges per hour e.g. for attending site meeting	115.50		115.50	123.60		123.60	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
<b>85. Hoarding Licence</b>							Ian Slaney				<b>Non Executive Licensing - Council Approval Required</b>
** Note: Where hoarding is identified that does not have a licence the council may issue a licence whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial first month fee. The fee for a 'retrospective' extension to the application is twice the subsequent month fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the licence in advance or there was a genuine emergency.							Ian Slaney				
Up to 15 metres in length (first month)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres in length (first month)	294.60		294.60	315.20		315.20	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 15 metres in length (subsequent months)	188.30		188.30	201.50		201.50	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20	£	£	0.20	£					
More than 15 metres in length (subsequent months)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - less than 15 metres in length	649.70		649.70	695.20		695.20	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - more than 15 metres in length	1,299.40		1,299.40	1,390.40		1,390.40	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Additional charges per hour e.g. for attending site meeting	114.40		114.40	122.40		122.40	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
<b>86. Crane (Lifting Equipment) Licence</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
<b>Where a non-licensed crane is found, a retrospective application fee of twice the standard is applied</b>						0.00	Ian Slaney				
Licence Administration Fee	294.60		294.60	315.20		315.20	Ian Slaney	7%	s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Deposit	649.70		649.70	695.20		695.20	Ian Slaney	7%	s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
<b>87. Advertising Board Licence</b>							Ian Slaney				<b>Non Executive Licensing - Council Approval Required</b>
Permission for a A1 (637 (width) x 1100 (height) x 800 (depth) mm) size advertising board on the public highway. No other sizes permitted							Ian Slaney				
Permit per year	182.50		182.50	195.30		195.30	Ian Slaney	7%	s.115F(1) Highways Act 1980	Statutory Discretionary	
Penalty for non compliance under Highways Act 1980 and Planning legislation to recover all costs associated with the removal	cost recovery		cost recovery	cost recovery		cost recovery	Ian Slaney		s.115K(3) Highways Act 1980	Statutory Discretionary	
<b>90. Street Naming and Numbering</b>							Ian Slaney				<b>Non Executive Licensing - Council Approval Required</b>
Adding alias/name	243.00		243.00	260.00		260.00	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Application for numbering property per property	243.00		243.00	260.00		260.00	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Application for naming a road (applicant choice of name adhering to SNN policy with LFB approval)	£283.20 plus £40.32 per property		£283.20 plus £40.32 per property	£303.02 plus £43.14 per property		£303.02 plus £43.14 per property	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Naming or renaming of house or block of flats (applicants choice of name adhering to SNN Policy and approval of LFB)	243.00		243.00	260.00		260.00	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Naming or renaming of commercial premises (applicants choice of name adhering to SNN Policy and approval of LFB)	243.00		243.00	260.00		260.00	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 1 plot	140.40		140.40	150.20		150.20	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 2-20 plots	£71.50 per unit		£71.50 per unit	£76.51 per unit		£76.51 per unit	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 21-50 plots	£1,430.00 + £28.27 per unit		£1,430.00 + £28.27 per unit	£1,530.00 + £30.25 per unit		£1,530.00 + £30.25 per unit	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: over 50 plots	£2,278.01 + £21.34 per unit		£2,278.01 + £21.34 per unit	£2,437.47 + £22.83 per unit		£2,437.47 + £22.83 per unit	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Certificate of naming/numbering/historic documents	120.80		120.80	129.30		129.30	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
<b>93. Hourly rates for Environmental Health Officers</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
Relating to enforcement, works in default after serving of statutory notice:							Emma Phasey		S8 , Environmental Protection Act 1990	Statutory Discretionary	
a) Divisional Director per hour or part thereof	296.90		296.90	320.00		320.00	Emma Phasey	8%	S8 , Environmental Protection Act 1990	Statutory Discretionary	
b) Service Manager per hour or part thereof	222.50		222.50	240.00		240.00	Emma Phasey	8%	S8 , Environmental Protection Act 1990	Statutory Discretionary	
c) Team Leader per hour or part thereof	149.20		149.20	160.00		160.00	Emma Phasey	7%	S8 , Environmental Protection Act 1990	Statutory Discretionary	
d) Enforcement Officers	115.00		115.00	123.00		123.00	Emma Phasey	7%	S8 , Environmental Protection Act 1990	Statutory Discretionary	
e) Consultation fee for any application permit or licence per hour (min 1 hour)	115.00		115.00	123.00		123.00	Emma Phasey	7%	S8 , Environmental Protection Act 1990	Discretionary	
f) Premise consultation per hour (minimum 1 hour)	115.00		115.00	123.10		123.10	Emma Phasey	7%	S8 , Environmental Protection Act 1990	Discretionary	
<b>109. Street Trading</b>							Emma Phasey				
<b>Licence Administration fee ( Applicable to all Licensing types, including variations and cancellations)</b>	50.00		50.00	50.00		50.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
<b>Standalone street trading unit licence (e.g. stall)</b>							Emma Phasey				
Up to 7 days (per trader)	21.00		21.00	21.00		21.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
		0.20			0.20						
	£	£	£	£	£	£					
Up to 2 months (per trader)	206.00		206.00	206.00		206.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
2 to 6 months (per trader)	458.00		458.00	458.00		458.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
7 to 12 months (per trader)	633.00		633.00	633.00		633.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Market on the footway only	1,491.00		1,491.00	1,491.00		1,491.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Front of Shop Displays (connected with business)- based on a standard single shop front							Emma Phasey		S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
6 Month Licence	312.00		312.00	312.00		312.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
1 Year Licence (15% discount)	541.00		541.00	541.00		541.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
<b>109a. Contaminated land</b>							Emma Phasey				<b>Non Executive Licensing - Council Approval Required</b>
Contaminated land enquiry	Not Applicable			41.67	8.33	50.00	Emma Phasey	NEW	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
	check ok			586,301.12	8.40	586,309.52					

**Statutory prescribed** - legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e set eg. £100 or (b) the range is prescribed.

**Statutory discretionary (or statutory costs recovery)** - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

**Discretionary** – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

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**COUNCIL**  
**22 FEBRUARY 2024**

**INFORMATION REPORT – USE OF THE  
URGENCY PROCEDURE - EXECUTIVE**

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**Report for: Council**

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<b>Date of Meeting:</b>	22 February 2024
<b>Subject:</b>	Information Report – Use of Urgency Procedure - Executive
<b>Responsible Officer:</b>	Jessica Farmer – Interim Director of Legal and Governance Services
<b>Exempt:</b>	No
<b>Wards affected:</b>	N/a
<b>Enclosures:</b>	None

**Section 1 – Summary and Recommendations**

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This report sets out details of decisions taken under the Urgency procedure by the Leader since the meeting of the Council on 30 November 2023.

**Recommendations:**  
That the report be noted.

**Section 2 – Report**

In accordance with Committee Procedure Rule 47.6 set out in Part 4 of the Council's Constitution, any Executive decisions taken as a matter of urgency are reported to the next available meeting of the Council.

Since the Council meeting on 30 November 2023, one such decision was taken, the details of which are below:

<b>Subject</b>	<b>Decision Maker</b>	<b>Reason for Urgency</b>
The acquisition of a site as a proposed location for a Special Educational Needs school provision	Leader	The decision was urgent as it involved a property acquisition which has timescales which are outside of the usual decision- making process.

As the decision was deemed urgent, the agreement of the Chair of the Overview and Scrutiny Committee was obtained that the decision would not be subject to the call-in procedure as any delay likely to be caused by the call-in process would seriously prejudice the Council's interests.

### **General Exception, Special Urgency and Private Meetings**

In accordance with Rule 17 of the Access to Information Procedure Rules, the Chair of the Overview and Scrutiny Committee agreed that the key decision in relation to the following report to the Leader, which had not been included on the Key Decision Schedule could be taken:

<b>Subject</b>	<b>Decision Maker</b>	<b>Reason for Urgency</b>
The acquisition of a site as a proposed location for a Special Educational Needs school provision	Leader	At the time of the publication of the Key Decision Schedule, it was not envisaged that a Leader's Decision meeting would be required, and the decision could not wait until the next scheduled meeting of Cabinet on 15 February 2024.

Since the last report to Council it has been necessary to seek the agreement of the Chair of the Overview and Scrutiny Committee for the Leader to meet in private in order to consider one of the appendices to the above-mentioned report.

**Ward Councillors' comments N/A**



## **Legal Implications**

As set out in the urgent report.

## **Financial Implications**

As set out in the urgent report.

## **Risk Management Implications**

As set out in the urgent report.

## **Equalities implications / Public Sector Equality Duty**

As set out in the urgent report.

## **Council Priorities**

A place where those in need are supported.

## **Section 3 - Statutory Officer Clearance**

**Statutory Officer: Sharon Daniels**

Signed by the Chief Financial Officer

**Date: 11 February 2024**

**Statutory Officer: Jessica Farmer**

Signed by the Monitoring Officer

**Date: 9 February 2024**

## **Mandatory Checks**

**Ward Councillors notified:** Ward Councillors were informed.

## **Section 4 - Contact Details and Background Papers**

**Contact:** Alison Atherton, Senior Professional Democratic Services  
Email:alison.atherton@harrow.gov.uk

**Background Papers:** Urgent Decision Forms

If appropriate, does the report include the following considerations?

- |                 |     |
|-----------------|-----|
| 1. Consultation | YES |
| 2. Priorities   | n/a |

**COUNCIL**  
**22 FEBRUARY 2024**

**INFORMATION REPORT - REMUNERATION  
AND SEVERANCE PACKAGES OF £100,000  
OR GREATER**

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**Report for: Council**

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<b>Date of Meeting:</b>	22 February 2024
<b>Subject:</b>	Information Report – Remuneration and Severance Packages of £100,000 or greater
<b>Responsible Officer:</b>	Alex Dewsnap – Managing Director (Head of Paid Service)
<b>Exempt:</b>	No
<b>Wards affected:</b>	N/a
<b>Enclosures:</b>	None

## Section 1 – Summary and Recommendations

---

This report sets out a summary of the remuneration and severance packages approved by the Chief Officers' Employment Panel (COEP) from November 2023 till January 2024.

### Recommendations:

That the report be noted.

## Section 2 – Report

1. Department for Levelling Up, Housing and Communities (DHLUC) guidance ('Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011') states that the full Council should be given the opportunity to vote on any remuneration package of £100,000pa or greater.
2. The Council delegates authority to the Chief Officers' Employment Panel ('COEP') the approval of any remuneration package of £100,000 and the approval of any severance package of £100,000 or more, subject to all approvals being reported for information to the full Council.
3. The Council delegates authority to the Chief Officers' Employment Panel to determine any payments on termination of £100,000 or greater. In the case of redundancy, the components of the severance package including pensions are contractual and any refusal to approve them would be a breach of contract and could result in a legal challenge for breach of contract and/or constructive dismissal.
4. Between November 2023 and January 2024, one remuneration and one severance package were approved by the Chief Officers' Employment Panel.
5. Following the restructure of Place Directorate, Regeneration Division posts, COEP held on 4<sup>th</sup> of January 2024 approved the following remuneration and severance packages:
6. **Assistant Director of Regeneration**

The Assistant Director of Regeneration post is critical for coordinating and leading regeneration programmes across the Council. The role will be responsible for the Council's ambitious regeneration programme, ensuring Harrow delivers on its housing numbers in accordance with the London Plan.

The COEP panel convened in January 2024 and approved the remuneration package for the Assistant Director of Regeneration role, in line with the evaluated grade of D1 (£94,902 to £111,474), be approved.

## 7. Severance Package of £100k or greater

Members received a confidential report that sought approval for a severance package greater than £100,000.

The COEP panel convened in January 2024 and agreed the severance package, as outlined in the officer report, be approved.

## Legal Implications

In accordance with the Constitution, the Chief Officers' Employment Panel is required to approve remuneration packages of £100,000 or greater for a Council Post and any severance package of £100,000 or greater. The Panel is required to report back to Council for information purposes on all such approved remuneration packages.

## Financial Implications

The salary for the Assistant Director of Regeneration cost is fully accounted for in the relevant Directorate annual budget. The Severance package is funded from a one-off MTFs Implementation reserve held corporately.

## Risk Management Implications

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below. **n/a**

## Equalities implications / Public Sector Equality Duty

Was an Equality Impact Assessment carried out? **No**

- The roles quoted in this report have the mandatory responsibility to deliver the Council's vision and values by addressing inequalities faced by the residents of Harrow.
- One of the responsibilities for the postholders is to promote equality, diversity and inclusion and reduce inequalities, ensuring that everyone can contribute through everyday actions to deliver the required health and well-being outcomes.

## **Council Priorities**

1. A council that puts residents first.
2. A borough that is clean and safe.
3. A place where those in need are supported.

## **Section 3 - Statutory Officer Clearance**

### **Statutory Officer: Jessie Man**

Signed on behalf of the Chief Financial Officer

**Date: 12/02/2024**

### **Statutory Officer: Caroline Eccles**

Signed on behalf of the Monitoring Officer

**Date: 12/02/2024**

### **Chief Officer: Alex Dewsnap**

Signed by the Managing Director

**Date: 12/02/2024**

## **Mandatory Checks**

**Ward Councillors notified: NO as it impacts on all Wards.**

## **Section 4 - Contact Details and Background Papers**

**Contact:** Akhil Wilson, Head of Resourcing – [akhil.wilson@harrow.gov.uk](mailto:akhil.wilson@harrow.gov.uk)