

**Community Safety**  
**Discretionary Fees & Charges 2015/16**

**Food, Health & Safety and Public Safety Discretionary Fees**

Type of Registration/Licence/Fee	2014/15 £	2015/16 £
<b>Body alteration registrations</b>		
Ear piercing/electrolysis/tattoo/acupuncture	183.34	189.00
Amendment to skin piercing registration	98.88	102.00
<b>Fish Export Certificates</b>		
Export Certificates (fish) – Basic	30.90	33.00
Export Certificates (fish) – Advanced *	105.00	108.00
* If two or more Advanced Certificates are issued on the same day then the second, third, etc, are charged at the basic rate.		
<b>Factual reports to Solicitors following accidents</b>		
Factual report	128.50+VAT	132.00+VAT
Photocopying	£1 per sheet	£1 per sheet
Photographs	Actual costs	Actual costs
<b>Sports grounds</b>		
General or Special Safety Certificate (Sportsgrounds) - new	530.00	545.00
General or Special Safety Certificate (Sportsgrounds) – alteration requested by sportsgrounds	265.00	275.00

**Licensing Discretionary Fees**

Type of Registration/Licence/Fee	2014/15 £	2015/16 £
<b>Street Trading</b>		
Annual	750.00	750.00
Seasonal	592.00	592.00
3 months	335.00	335.00
1 month	144.00	144.00
Daily	100.00	100.00
Replacement or amendment	20.00	25.00

Traders size/days *	1-3 days £	4-6 days £	7-9 days £	10-12 days £	13-15 days £	16+ days £
Small 0-15	226.00	329.00	432.00	535.00	638.00	741.00
Medium 16-30	546.00	803.00	1060.00	1318.00	1576.00	1833.00
High 31+	875.00	1287.00	1699.00	2111.00	2523.00	2935.00

\* If an applicant applying for an event/events, applies for a number of days within a given time period, even if those days are not consecutive or not at the same location then the charge will be based upon total number of days applied for. However this cannot be done in retrospect. Community Partnership Events applications can be co-ordinated using the same criteria, even if the events are run by different Community Partnerships. One Street Trading Consent can then be issued for all those events applied for and they will be listed within the Consent.

Charitable Street Trading Events supported by Torbay Council - Free (with agreement from Council)
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Type of Registration/Licence/Fee	2014/15 £	2015/16 £
<b>Zoo Licensing</b>		
First ever licence	525.00	540.00
Statutory six yearly inspection	262.50	270.00
Periodic three year inspection	262.50	270.00
Transfer of Licence	150.00	155.00
<b>Animal Licensing</b>		
Animal Boarding Establishments Act 1963	215.00**	220.00**
Animal Boarding Establishments Act 1963 renewal	115.00**	118.00**
<i>**Plus costs of vets fees as required</i>		
Pet Animals Act 1951	215.00**	220.00**
Pet Animals Act 1951 – renewal	115.00**	118.00**
<i>**Plus costs of vets fees as required</i>		
Riding Establishments Act 1964 and 1970	£330.00** min and £15.00 per horse in excess of 5	£340.00** min and £15.00 per horse in excess of 5
<i>**Plus costs of vets fees as required</i>		
Dangerous Wild Animals Act 1976	453.00**	465.00**
<i>**Plus costs of vets fees as required</i>		
Breeding of Dogs Act 1973	215.00**	220.00**
Breeding of Dogs Act 1973 renewal	115.00**	118.00**
<i>**Plus costs of vets fees as required</i>		
Performing Animals registration	108.00**	111.00**
<i>** Plus costs of vets fees as required</i>		
<b>Sex Entertainment Premises</b>		
Sex Shop Establishment: New Application (non refundable)	6000.00	6000.00
Sex Shop Establishment: Annual Licence Fee (non refundable)	3500.00	3500.00
Sex Shop Establishment: Transfer of Licence (non refundable)	3500.00	3500.00
Sexual Entertainment Venue: New Application (non refundable)	6000.00	6000.00
Sexual Entertainment Venue: Annual Licence Fee (non refundable)	3500.00	3500.00
Sexual Entertainment Venue: Transfer of Licence (non refundable)	3500.00	3500.00
<b>Distribution of printed matter</b>		
Consent under CNEA to distribute free printed matter – one distributor	95.00	100.00
For each additional distributor up to a maximum of six		20.00
<b>Park Homes</b>		
Annual Licence Fee (Lower band)	NIL	100.00
Annual Licence Fee (Higher band)	NIL	300.00
Application Fee for a Site Licence	NIL	650.00
Application to Transfer a Site Licence	NIL	350.00

Application to vary conditions on a Site Licence	NIL	350.00
To post site conditions on Council website	NIL	80.00
Compliance Notice – Cost of Notice	NIL	80.00*
*The costs of enforcement will then be added to this figure		

Type of Registration/Licence/Fee	2014/15 £	2015/16 £
<b>Hackney Carriage</b>		
Annual	158.00	163.00
Seasonal	100.00	100.00
Horse drawn annual	115.00	115.00
Seasonal **	67.00	67.00
Vehicle inspection	81.00	81.00
Meter test	45.00	45.00
Driver (New or renewal incl. Badge)	107.00	107.00
Excl. Criminal Record Bureau check	79.00	79.00
Drivers badge (replacement)	25.00	25.00
Transfer (permanent or temporary)/change of vehicle	72.00	72.00
Plate	58.50	58.50
Replacement bracket	15.00	15.00
Knowledge test	64.00	64.00
Failure to attend renewal appointment for vehicle & driver licences (additional charges) ***	36.00	36.00
<b>Private Hire</b>		
Annual	140.00	145.00
Vehicle inspection	81.00	81.00
Driver (initial or renewal incl. Badge)	107.00	107.00
Excl. Criminal Record Bureau check	79.00	79.00
Drivers badge (replacement)	25.00	25.00
Operator (per vehicle)	67.00	67.00
Transfer (permanent or temporary)/change of vehicle	72.00	72.00
Plate	58.50	58.50
Replacement bracket	15.00	15.00
Knowledge test	64.00	64.00
Failure to attend renewal appointment for vehicle & driver licences (additional charge)***	36.00	36.00
Door signs per pair	15.00	15.00
<b>New Drivers</b>		
Handbook & replacements (incl VAT)	15.00 inc VAT	15.00 inc VAT

\*\* For a period of 7 months, commencing with the Easter School Holidays.

\*\*\*Failure to keep an appointment for a CRB check or for a renewal appointment (vehicle or driver) without 1 days prior notice will incur an administrative charge.

## Gambling Fees

	<b>Small Casinos (£)</b>	<b>Casino (existing) (£)</b>	<b>Bingo Premises (£)</b>	<b>Betting Premises (Tracks) (£)</b>	<b>Betting Premises (Other) (£)</b>	<b>Adult Gaming Centres (£)</b>	<b>Licensed FEC (£)</b>
<b>Application for new premises licence</b>	8000	-	3500	2500	3000	2000	2000
<b>Application to vary premises licence</b>	4000	2000	1750	1250	1500	1000	1000
<b>1<sup>st</sup> Annual Fee</b>	5000	3000	1000	1000	600	1000	750
<b>Application to transfer the premises licence</b>	1800	1350	1200	950	1200	1200	950
<b>Application for re-instatement of premises licence</b>	1800	1350	1200	950	1200	1200	950
<b>Application for a provisional statement</b>	8000	-	3500	2500	3000	2000	2000
<b>Application for a premises licence for a premises which already has a provisional statement</b>	3000	-	1200	950	1200	1200	950

## **Trading Standards Discretionary Fees**

When a visit is made by a Trading Standards Officer to any premises for the purpose of carrying out any of the functions or activities listed below, each visit may be subject to a minimum charge of **£72.00** per Officer per visit regardless of the nature or amount of work requested or completed.

Visits carried out partly or entirely outside of normal office hours may incur a surcharge of **50%** of the standard fee or of the standard hourly rate per Officer per hour.

Previous discussions with HM Customs & Excise had concluded that fees with the exception of those put forward for the purposes of Section 74 of the Weights and Measures Act 1985, were NOT subject to VAT. This is because the work of local authorities was classified as a 'non-business' activity. However, the situation has now changed. Where applicable, VAT is included in the guidance provided. See Customs & Excise Notice 749 – Local Authorities and Similar Bodies (April 2002) for further details. NB – this may be subject to further review at any time, but is current at the time of writing (November 2007).

This is written on the assumption that the proposed that the proposed Legislative Reform Order (to permit self-verification after adjustment) will come into effect on 1<sup>st</sup> April 2008. If this were not to be the case, fees for such eventualities would continue to be VAT-exempt.

<b>Activity</b>	<b>Cost</b>	<b>Fee subject to additional VAT</b>
<b>A. Measuring Instruments Directive</b>		
In order to reflect additional costs associated with examination, testing and documentation, and maintenance of MID notified body status, certain classes of instrument covered by MID should be subject to additional charges as follows:		
<ul style="list-style-type: none"><li>• Automatic discontinuous totalisers, automatic rail weighbridges, automatic catchweighers, automatic gravimetric filling instruments and beltweighers</li><li>• Cold water meters</li></ul>	No extra charge	Yes
<ul style="list-style-type: none"><li>• Measuring instruments for liquid fuel and lubricants</li><li>• Measuring instruments for liquid fuel delivered from road tankers</li></ul>	10% surcharge	Yes
<ul style="list-style-type: none"><li>• Capacity serving measures</li><li>• Material measures of length</li></ul>	25% surcharge	Yes
Note: Fees increase for initial MID conformity assessment, but not subsequent reverification.		

Type of Registration/Licence/Fee	2014/15 £	2015/16 £
<b>B. Special Weighing and Measuring Equipment</b>		
For examining, testing, certifying, stamping, authorising or reporting on any type of weighing and measuring equipment not specifically described in Parts B to J below. Time spent is at the place at which the service is provided.	£75.00 per Officer / hour	£80.00 per Officer/ hour
Such types of equipment specifically excluded from parts B to J below include:-		
1. Automatic or totalising weighing machines.		
2. Equipment designed to weigh loads in motion.		
3. Bulk fuel measuring equipment tested following a stamp having been obliterated in the circumstances set out in Regulation 65 or 66 of SI 1983 No. 1390 (minor modifications affecting air separator or printer arrangements)		
4. Weighing or measuring equipment tested by means of statistical sampling.		
5. The establishment of calibration curves for templets for measuring container bottles.		
6. Templets graduated in millilitres.		
7. Testing or other services in pursuance of a European Community obligation other than EC initial or partial verification.		
<b>C. Weights</b>		
At M2 level with UKAS certification.	40.00	40.00
<b>D. Measures</b>		
1. Linear measures not exceeding 3m, for each scale.	40.00	40.00
2. Capacity measures without divisions not exceeding 1 litre.	40.00	40.00
3. Cubic ballast measures (other than brim measures)	155.00	155.00
4. Capacity measures within divisions, not exceeding 1 litre, including those for making up and checking average quantity packages.	65.00	65.00
5. Templets graduated in millimetres		
a) per scale, first templet	100.00	100.00
b) subsequent templets	50.00	50.00

Type of Registration/Licence/Fee	2014/15 £	2015/16 £
<b>E. Weighing Instruments</b>		
a) <b>Non-EC</b>		
Not exceeding 15kg	55.00	58.00
Exceeding 15kg to 100kg	55.00	58.00
Exceeding 100kg to 250kg	55.00	58.00
Exceeding 250kg to 1 tonne	95.00	98.00
Exceeding 1 tonne	155.00	160.00
b) <b>EC (NAWI)</b>		
Not exceeding 250kg	85.00	85.00
Exceeding 250kg to 1 tonne	150.00	150.00
Exceeding 1 tonne	250.00	250.00
2. Weighing instruments as above but incorporating remote display or printing facilities.	Basic fee + 50%	Basic fee + 50%
3. In addition to the fee shown the actual cost to the Authority of hiring and transporting the necessary test equipment. This additional charge will not be made if the submitter provides test equipment to the inspectors satisfaction with a recent test certificate from a Local Authority metrology laboratory, or UKAS accredited metrology laboratory.		
<b>F. Measuring Instruments for Intoxicating Liquor</b>		
1. Not exceeding 150ml	38.00	38.00
2. Other	52.00	52.00
<b>G. Measuring Instruments for Liquid Fuel and Lubricants</b>		
1. Container type (unsubdivided)	65.00	65.00
2. Single/multi-outlet (nozzles)		
a) first nozzle tested, per site	115.00	120.00
b) each additional nozzle tested	55.00	58.00
3. Instruments as above with ancillary equipment such as credit card acceptors or note/coin acceptors which require additional testing.	72.00	75.00
4. Testing of peripheral electronic equipment on a separate visit.	£75.00 per officer / hour	£80.00 per officer/hour

Type of Registration/Licence/Fee	2014/15 £	2015/16 £
<b>H. Road Tanker Fuel Measuring (above 100 litres)</b>		
The fixed fee shown below and, in addition, the actual cost to the Authority of hiring and transporting the necessary test equipment. This additional charge will not be made if the submitter provides test equipment to the inspectors satisfaction with a recent test certificate from a Local Authority metrology laboratory, or UKAS accredited metrology laboratory.		
1. Meter measuring systems		
a) Wet hose type with two testing liquids	106.00	106.00
b) Wet hose type with three testing liquids	122.00	122.00
c) Dry hose type with two testing liquids	124.00	124.00
d) Dry hose type with three testing liquids	147.00	147.00
e) Wet/dry hose with two testing liquids	175.00	175.00
f) Wet/dry hose with three testing liquids	195.00	195.00
2. Replacement dipstick - including examination of compartment.		
<b>I. Fees for EC Purposes</b>		
Testing of weighing or measuring equipment (other than non-automatic weighing instruments) with a view to EU initial or partial verification.		
The fee given above for same class of equipment plus 20%		
For other services or facilities provided, or authorisations, certificates or other documents issued in pursuance of any European Community obligation.		
Per officer/hour spent at the place where the service is provided.	75.00	75.00
<b>J. Fees for Section 74(4) of the Weights and Measures Act 1985</b>		
Weighing or measuring equipment submitted for test at the submitter's request.		
For the examination, testing and report on equipment of a type described in the sections above, the appropriate fee ( <b>with the addition of VAT</b> ) for the same class of equipment (or class of equipment to which the item submitted most closely relates)		
<b><i>The service of testing weighing equipment calibrated in imperial units will no longer be provided.</i></b>		
LPG equipment will, in addition to the above fees shown in Section F, attract the cost of the authority hiring the appropriate equipment.		
For the examination, testing and report on other equipment or the weighing or measuring of goods, per officer/hour at the place where the service is provided.	75.00 + VAT	80.00 + VAT

Type of Registration/Licence/Fee	2014/15 £	2015/16 £
<b>K. Miscellaneous</b>		
Cancelled appointments (This fee, plus any costs incurred, may	75.00	75.00



be charged).		
Certificate of errors. For supplying a certificate upon the request of the submitter when no other fee is payable.	36.00	36.00
<b>L. Poisons Act</b>		
Initial Registration	52.00	54.00
Renewal of Registration	41.00	42.00
Changes in Details of Registration in relation to the premise, other than at renewal	41.00	42.00

### **Environmental Protection Discretionary Fees**

<b>Type of Registration/Licence/Fee</b>	<b>2014/15 £</b>	<b>2015/16 £</b>
<b>Stray Dogs</b>		
Carriage of Stray Dogs	62.00	64.00
Carriage of Stray Dogs (Government Fine £25.00) plus dog warden transportation costs	87.00	89.00
Payment Plan Arrangement Fee	10.00	10.50
<b>Private Water Supply Charges</b>		
Risk Assessment	200.00	206.00
Sampling Visit	80.00 + analysis costs	83.00 + analysis costs
Investigation	105.00	108.00
Granting Authorisation	105.00	108.00
Missed Appointment	36.00	37.00
<b>Scrap Metal Act</b>		
Site Licence Application Fee (3 years)	800.00	824.00
Collectors Licence Application Fee	400.00	412.00
Variation Cost	93.00	96.00
Renewal Fee – Site Licence	600.00	618.00
Renewal Fee - Collector	300.00	309.00

### **Private Sector Housing – Discretionary Fees**

<b>Type of Registration/Licence/Fee</b>	<b>2014/15 £</b>	<b>2015/16 £</b>
HMO Licensing	800.00	824.00
HMO Licensing – assisted application	800.00	824.00
Charges for Housing Act Notices	Variable from 100.00 to 300.00 plus reasonable costs incurred by the Council	Variable from 100.00 to 300.00 plus reasonable costs incurred by the Council
Immigration Inspection Fee	120.00	123.00
Administrative Charge for landlords who fail to submit documentation when requested	36.00	37.00
Works in Default (minimum admin charge)	£100 or 30% of total works (whichever is greater)	£100 or 30% of total works (whichever is greater)

## **General Fees for all services**

<b>Type of Registration/Licence/Fee</b>	<b>2014/15 £</b>	<b>2015/16 £</b>
Personal Search/Solicitor Enquiries	64.00	66.00
Contaminated Land Searches	72.00 per hour	75.00 per hour
Repayment of fee where error was the applicant	NIL	25.00
Replacement licence certificates	20.00 + VAT	25.00 + VAT

Note: Visits carried out partly or entirely outside normal office hours may incur a surcharge of 50% on the standard fee or on the standard hourly rate per Officer hour.

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# **Torbay Council**

**Caravan Sites and Control of Development Act 1960  
(as amended)**

**Fees Policy for Licensing of**

**Residential Park Homes Sites**

*Insert Date of Policy*

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## 1. INTRODUCTION

1.1 The Caravan Sites and Control of Development Act 1960, as amended by the Mobile Homes Act 2013, authorises local authorities to issue licences in respect of 'relevant protected sites' and to require applications for such licences to be accompanied by a fee fixed by the authority. Fees may also be charged for applications to transfer site licences or to change conditions in site licences. Furthermore local authorities may charge for the administration and monitoring of site licences by the levy of an annual fee.

1.2 Torbay Council is the local authority for purposes of the act for the area of Torbay, and has agreed to make charges for the licensing of relevant protected sites in accordance with the powers granted under the act, as decided by Full Council on **XXXXXXXXXXXX**.

1.3 A relevant protected site is defined in the act as any land to be used as a caravan site other than one where the application for a licence is:

- For holiday use only, or
- Subject to restrictions or conditions which limit the times of the year when the site may be used for stationing caravans for human habitation (e.g. planning conditions)

1.4 A relevant protected site does not however include sites that are owned by the local authority.

1.5 Before a local authority can charge a fee, it must prepare and publish a fees policy. When fixing a fee the local authority:

- Must act in accordance with its fees policy
- May fix different fees in different cases
- May determine that no fee is required in some cases

1.6 Any fees charged must fairly cover the costs (or part of the costs) incurred by the local authority in performing its functions under Part 1 of the act, (excluding the costs of enforcement action or any functions relating to prohibiting caravans on commons or provision of sites by the local authority itself).

1.7 In setting its fees policy and the fees to be charged the council has had regard to the Guide for Local Authorities On Setting Site Licensing Fees issued by the Department for Communities and Local Government.

1.8 The council has consulted with the park home owners of existing sites in relation to the annual fee proposed. The results of the consultation were considered by the council in fixing the charges set out in this policy.

## 2. THE LICENCE FEE STRUCTURE

2.1 In calculating its fee structure, the council has calculated its fees in accordance with the provisions of the act, and the fees determined are set out in the appendix to this policy.

2.2 In determining those fees, the council has taken into account all administrative costs incurred in the licensing process, officer visits to sites, travel costs, consultations, meetings, monitoring of sites/investigation of complaints and the giving of informal advice.

2.3 The council has decided not to exempt any sites from the annual fee, though it will keep this decision under review.

2.4 The fee structure adopted by the council is based upon a fee based on or including a risk rating, taking into account the size of the site, level of compliance and confidence in management.

This risk rating is based upon two classifications. Those sites that receive more than 5 complaints a year, or have been subject to enforcement visits resulting in the service of or the monitoring of enforcement notices in the past 18 months, will be subject to a higher fee. Otherwise the site will be subject to a lower fee.

### **3. REVIEW OF THE LICENCE FEE STRUCTURE**

3.1 A review of the fee structure will be carried out annually and it will be revised if necessary. Any adjustments will take into account variations in officer and administration time to those used in calculating the fees set out in this policy document, along with any changes to other costs incurred in providing the licensing function.

3.2 Any surpluses/deficits for the previous year will be taken into account when fixing the fees for the following year.

3.3 In setting annual fees each year the council will inform the site owner of the extent to which they have had regard to any surpluses/ deficits from the previous year and will confirm to the site owner the annual fee for the forthcoming year.

### **4. PUBLISHING THE FEE POLICY**

4.1 The fees policy for licensing of residential park home sites will be published on the council's website

**insert link**

4.2 If the council revises its fees policy, it will replace the published policy with the revised policy. The policy will also be available to view during normal office hours at:

Torquay Town Hall, Castle Circus, Torquay, TQ1 3DR

### **5. PAYMENT OF FEES.**

5.1 The council requires application fees for a new site licence, for amending a site licence or for transferring a site licence to accompany the application. The council will not commence the application process until such time as the fee is received.

5.2 Application fees are not refundable if the application is not approved.

5.3 Annual fees will become due on the 1<sup>st</sup> May each year. The request for payment will be accompanied by information detailing what matters the council took into account in fixing the annual fee and the extent to which it had regard to deficits and surpluses from the previous year.

5.4 Where a fee becomes overdue for payment, the council may apply to a residential property tribunal for an order requiring the licence holder to pay the council the amount due by the date specified in the order. If the licence holder has still not paid the fee within three months from the date specified in the order, the council may apply to the tribunal for an order revoking the site licence.

## **6. OTHER CHARGES**

### **6.1 Enforcement Expenses**

6.1.1 The council is entitled, and will seek, to recover expenses incurred in carrying out enforcement action involved in the service of a compliance notice. These expenses include costs incurred in deciding whether to serve a notice, site inspections, preparing the notice and obtaining expert advice.

6.1.2 Where appropriate, the council will also seek to recover expenses incurred:

- In taking action following conviction of the site owner for failure to carry out actions required by a compliance notice; or
- In taking emergency action where there is an imminent risk of serious harm to any person on the site as a result of the site owner's failure to comply with licence conditions

6.1.3 Interest may be charged on any sums to be recovered as a result of enforcement action.

6.1.4 The council will also be able to register any of the debts to be recovered for enforcement actions as a local land charge against the site.

### **6.2 Deposit of Site Rules**

6.2.1 Fees payable for the deposit of site rules are: **£80**

6.3 This statement about enforcement costs and deposit of site rules is not required by the act to be included in the council's fees policy but is set out in this document in the interests of completeness and transparency.

## APPENDIX

### FEES FOR LICENSING RESIDENTIAL PARK HOME SITES

Application for a Site Licence	£650
Application to Transfer a Site Licence	£350
Application to vary conditions of a Site Licence	£350
Annual Licence fee (lower rate)	£100*
Annual Licence fee (higher rate)	£300*

\*See 2.4

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