



# DIRECT SERVICES SCALE OF FEES AND CHARGES

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Environmental Health and Trading Standards fees

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from 1st April 2020 to 31st March 2021

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## I. GENERAL LICENSING 2020/21

All fees in £ (unless otherwise stated)

### Acupuncture\*

Person registration	141.00
Premises (new or variation)	170.00
Person transfer	16.00

### Amusements with prizes

Maximum prizes under £25	32.50
Maximum prize £25 and over	255.00

### Campsites

	Nil
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### Caravan sites

	Nil
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### Residential mobile home sites

Commercial site	533.00 plus £18.00 per pitch
Variation of licence	319.00
Transfer of licence	270.00
Annual fee for commercial sites	417.00 plus 18.00 per pitch
Deposit or vary site rules	184.00
Enforcement cost	56.00
Copy of replacement licence	22.00

### Dangerous wild animals\*

Grant / renewal 2 year	459.00 plus vet fees where deemed necessary
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### Ear piercing and electrolysis \*

Person registration	141.00
Premises (new or variation)	170.00
Person transfer	16.00

### House to house collections

	Nil
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### Massage\*

Person annual licence (Hereford City only)	174.00
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### Pleasure boats\*

Grant/renewal with BU accreditation	102.00
Grant/renewal without BU accreditation	314.00 plus boat inspection fee

### Scrap metal dealers\*

Collector Licence grant/renewal		472.00
Site Licence Grant/renewal	1 site	551.00
	2 sites	836.00
	3 sites	1123.00
	4 sites	1410.00
	5 sites	1693.00
Variation (site/collector)		123.00

### Sex establishments\*

Grant/renewal/transfer	3152.00
Variation	1013.00

### Small lotteries

Registration	40.00
Renewal	20.00

### Tattooing\*

Person registration	214.00
Premises (new or variation)	255.00
Person transfer	45.00

### Zoo licensing\*

Granting of licence	460.00 plus vets fees and DEFRA fees
Renewal	197.00 plus £55 for each year on the licence

### Additional fees for licences marked\*

*Change of business name	16.00
*Transfer	45.00
*Variation	167.00 plus 184.00 if committee/panel hearing required
*Copy of licence	16.00

## 2. TAXI AND PRIVATE HIRE LICENSING

TAXI AND PRIVATE HIRE LICENSING		2020/21
<b>Hackney Carriage vehicle</b>	New / Renewal/Transfer plate (inc vehicle compliance test)	321.00
<b>Private Hire vehicle</b>	New / Renewal/Transfer plate (inc vehicle compliance test)	321.00
<b>Private Hire Operator</b>	1 vehicle	122.00
	2-5 vehicles	192.00
	Over 5 vehicles	262.00
	Plus (Annual Standard DBS cost if applicant has not had one previously)	
<b>Dual driver badge</b>	New (including medical and knowledge test as part of this fee)	309.00
	DBS - separate fee payable to Hoople Ltd	
	3 year renewal (plus medical fee if due)	209.00
	Annual Self declaration renewal (not new or 3 year renewal)	56.00
<b>Change of Proprietor of vehicle</b>		109.00
<b>Change of vehicle on plate (3 months or less)</b>	(inc vehicle compliance test)	260.00
<b>Change of vehicle on plate (6 months or less)</b>	(inc vehicle compliance test)	192.00
<b>Change of vehicle on plate (9 months or less)</b>	(inc vehicle compliance test)	112.00
<b>Application for a certificate of readiness</b>	(inc vehicle compliance test)	214.00
<b>Application for temporary insurance vehicle replacement</b>	(inc vehicle compliance test)	160.00
<b>Replacement of driver badge</b>		14.50
<b>Replacement of vehicle plate</b>	without brackets	8.50
<b>Replacement of vehicle plate</b>	with brackets	15.50
<b>Replacement paper licence</b>		10.50
<b>DBS – fee payable direct to Hoople Ltd</b>		

<b>DVLA check</b>		Now provided by driver
<b>Knowledge test – re sit</b>		20.50
<b>Vehicle Test Rotherwas</b>		48.00
<b>Doctors examination</b>	Cost payable by applicant to own GP	
<b>Occupational Health Doctors paper medical referral</b>		40.00
<b>Application that varies from standard conditions</b>	(Plus new application fee)	286.00
<b>Late application charge</b>	Application not received 5 days before expiry	25.50

### 3. LICENSING ACT 2003 FEES

<b>Licensing Act 2003</b>		
New Premises Licences and Club Premises Certificates		
Premise licence, Club premise certificate and One off event over 499 people		
Rateable value band	Fee	Fee for premises exclusively or primarily supplying alcohol
<b>A - No Rateable Value to - £4300</b>	100	
<b>B - £4300 – 33,000</b>	190	
<b>C - £33,001 - £87000</b>	315	
<b>D - £ 87,001 - £ 125,000</b>	450	900
<b>E - £125,001 - above</b>	635	1905
Annual fees* - Premises Licences and Club Premises Certificates VAT zero		
Premise licence or Club premise certificate		
Rateable value band	Fee	Fee for premises exclusively or primarily supplying alcohol
<b>A - No Rateable Value to - £4300</b>	70	
<b>B - £4300 – 33,000</b>	180	
<b>C - £33,001 - £87000</b>	295	
<b>D - £ 87,001 - £ 125,000</b>	320	640
<b>E - £125,001 - above</b>	350	1050
<b>Additional fee to new and annual fee of premises licence or club premise certificate if over a certain amount of persons.</b>		
Number	Additional Fee new application	Additional fee annual renewal
<b>5,000 – 9,999</b>	1,000	500
<b>10,000 – 14,999</b>	2,000	1,000
<b>15,000 - £19,999</b>	4,000	2,000
<b>20,000 – 29,999</b>	8,000	4,000



<b>30,000 - £30,999</b>	16,000	8,000
<b>40,000 – 49,999</b>	24,000	12,000
<b>50,000 – 59,999</b>	32,000	16,000
<b>60,000 – 69,999</b>	40,000	20,000
<b>70,000 – 79,999</b>	48,000	24,000
<b>80,000 – 89,999</b>	56,000	28,000
<b>90,000 – and over</b>	64,000	32,000
Other fees		
<b>Temporary Event Notice TEN</b>		21
<b>Personal Licence – New or Renewal</b>		37
<b>Vary DPS Designated Premises Supervisor</b>		23
<b>Transfer premises licence</b>		23
<b>Change of name or address</b>		10.50
<b>Change of Club Rules</b>		10.50
<b>Change registered address of club</b>		10.50
<b>Theft or loss of personal licence</b>		10.50
<b>Theft or loss of Temporary Event Notice TEN</b>		10.50
<b>Theft or loss of premises or club licence or summary</b>		10.50
<b>Interim Authority notice following death etc. of licence holder</b>		23
<b>Right of Freeholder etc. to be notified of licensing matters</b>		21
<b>Application for a provisional statement where premises being built etc. Premise licence and Club premise certificate</b>		315

**\*Exemptions**

The following organisations are exempt from paying a premise licence fee when they are ONLY providing Regulated entertainment:-

Education institutions such as schools or colleges

Premises forming part of a church hall, chapel hall or other similar building

## 4. GAMBLING ACT 2005 FEES

### Gambling Act 2005 Premises Licences

APPLICATION TYPE	Bingo Club	Betting Shop	Track	Family Entertainment Centre	Adult Gaming Centre
New Application (Premises Licence)	£ 3150	£ 2620	£ 2004	£ 1624	£ 1624
Variation of application	£ 1504	£ 1249	£1037	£ 757	£ 757
Annual Fee	£ 799	£ 512	£ 864	£ 661	£ 799
Provisional Statement	£ 3150	£ 2620	£ 2004	£ 1624	£ 1624
New Application (Premises Licence) with a provisional statement	£ 920	£ 920	£ 757	£757	£ 920
Transfer of licence	£ 920	£ 920	£ 757	£ 757	£ 920
Reinstatement of licence	£ 920	£ 920	£ 757	£ 757	£ 920
Copy of Licence	£ 25	£ 25	£ 25	£ 25	£ 25
Change of circumstance	£ 50	£ 50	£ 50	£ 50	£ 50
Transitional 'Fast Track' application *	£ 272	£ 272	£ 272	£ 272	£ 272
Transitional Variation application *	£ 1504	£ 1249	£ 1037	£757	£757

### Gambling Act Permit Fees

#### Licensed Premises Gaming Machine Permit

Occasion on which fee may be payable	Fee
Grant	£150.00
Existing operator Grant	£100.00
Variation	£100.00
Transfer	£25.00
Annual Fee	£50.00
Change of name	£25.00
Copy of Permit	£15.00

#### Licensed Premises Automatic Notification Process (Gaming Machine Permit)

Occasion on which fee may be payable	Fee
On notification	£50.00

#### Club Gaming Permits

Occasion on which fee may be payable	Fee
Grant	£200.00

<b>Occasion on which fee may be payable</b>	<b>Fee</b>
Grant (Club Premises Certificate holder)	£100.00
Existing operator Grant	£100.00
Variation	£100.00
Renewal	£200.00
Renewal (Club Premises Certificate holder)	£100.00
Annual Fee	£50.00
Copy of Permit	£15.00

*Club Machine Permits*

<b>Occasion on which fee may be payable</b>	<b>Fee</b>
Grant	£200.00
Grant (Club Premises Certificate holder)	£100.00
Existing operator Grant	£100.00
Variation	£100.00
Renewal	£200.00
Renewal (Club Premises Certificate holder)	£100.00
Annual Fee	£50.00
Copy of Permit	£15.00

*Family Entertainment Centre Gaming Machine Permits*

<b>Occasion on which fee may be payable</b>	<b>Fee</b>
Grant	£300.00
Renewal	£300.00
Existing operator Grant	£100.00
Change of name	£25.00
Copy of Permit	£15.00

*Prize Gaming Permits*

<b>Occasion on which fee may be payable</b>	<b>Fee</b>
Grant	£300.00
Renewal	£300.00
Existing operator Grant	£100.00
Change of name	£25.00
Copy of Permit	£15.00

*Small Lottery Registration*

<b>Occasion on which fee may be payable</b>	<b>Fee</b>
Grant	£40.00
Annual Fee	£20.00

Temporary Use Notice

	<b>Fee</b>
Grant	£500.00
Copy of Notice	£25.00

Occasional Use Notice

	<b>Fee</b>
Notification only	No Fee

## 5. ANIMAL WELFARE REGULATIONS FEES

Providing boarding in kennels and catteries for dogs and cats	Application fee	1 year renewal	1 year grant	2 year renewal	2 year grant	3 year renewal	3 year grant
<b>Up to 10 animals</b>	232.00	197.00	248.00	299.00	350.00	350.00	401.00
<b>11 to 20</b>	232.00	248.00	309.00	350.00	412.00	401.00	411.00
<b>21 to 30</b>	232.00	299.00	360.00	401.00	462.00	452.00	462.00
<b>31 to 40</b>	232.00	350.00	411.00	452.00	513.00	503.00	564.00
<b>41 to 50</b>	232.00	401.00	462.00	503.00	564.00	554.00	615.00
<b>51 to 60</b>	232.00	452.00	513.00	554.00	615.00	605.00	666.00
<b>61 to 70</b>	232.00	503.00	564.00	605.00	666.00	656.00	717.00
<b>Over 71</b>	232.00	554.00	615.00	656.00	717.00	707.00	768.00

Arrangement Licence for Home Boarding	Application fee	1 year renewal	1 year grant	2 year renewal	2 year grant	3 year renewal	3 year grant
	160.00	248.00	309.00	350.00	412.00	401.00	421.00

Providing home boarding for dogs	Application fee	1 year renewal	1 year grant	2 year renewal	2 year grant	3 year renewal	3 year grant
<b>1 to 2</b>	160.00	125.00	187.00	227.00	289.00	278.00	340.00
<b>3 to 4</b>	160.00	258.00	309.00	360.00	411.00	411.00	462.00
<b>5 to 6</b>	160.00	309.00	360.00	411.00	462.00	462.00	513.00
<b>7 to 8</b>	160.00	360.00	411.00	462.00	513.00	513.00	564.00
<b>9 to 10</b>	160.00	411.00	462.00	513.00	564.00	564.00	615.00
<b>Over 11</b>	160.00	462.00	513.00	564.00	615.00	615.00	666.00

Providing day care for dogs	Application fee	1 year renewal	1 year grant	2 year renewal	2 year grant	3 year renewal	3 year grant
<b>Up to 10 animals</b>	232.00	197.00	248.00	299.00	357.00	350.00	401.00
<b>11 to 20</b>	232.00	248.00	309.00	350.00	420.00	401.00	411.00
<b>21 to 30</b>	232.00	299.00	360.00	401.00	471.00	451.00	564.00
<b>31 to 40</b>	232.00	350.00	411.00	452.00	523.00	503.00	564.00
<b>41 to 50</b>	232.00	401.00	462.00	503.00	575.00	554.00	615.00
<b>51 to 60</b>	232.00	452.00	513.00	554.00	615.00	605.00	666.00
<b>61 to 70</b>	232.00	503.00	564.00	605.00	666.00	656.00	768.00
<b>Over 71</b>	232.00	664.00	812.00	766.00	914.00	817.00	965.00

Breeding of dogs domestic	Application fee	1 year renewal	1 year grant	2 year renewal	2 year grant	3 year renewal	3 year grant
<b>1 x domestic (pet) breeding bitch</b>	160.00	61.00	112.00	122.00	214.00	218.00	265.00
<b>1 to 2</b>	160.00	112.00	163.00	214.00	265.00	270.00	316.00
<b>3 to 4</b>	160.00	163.00	214.00	265.00	316.00	316.00	367.00
<b>5 to 6</b>	160.00	214.00	265.00	316.00	367.00	367.00	418.00
<b>7 to 8</b>	160.00	265.00	316.00	367.00	418.00	418.00	469.00
<b>9 to 10</b>	160.00	316.00	367.00	418.00	469.00	469.00	520.00
<b>11 to 20</b>	160.00	367.00	418.00	469.00	520.00	520.00	571.00
<b>21 to 30</b>	160.00	418.00	469.00	520.00	571.00	571.00	622.00
<b>31 to 40</b>	160.00	469.00	520.00	571.00	622.00	622.00	673.00
<b>Over 40</b>	160.00	520.00	571.00	622.00	673.00	673.00	724.00

Breeding of dogs commercial	Application fee	1 year renewal	1 year grant	2 year renewal	2 year grant	3 year renewal	3 year grant
<b>1 to 2</b>	232.00	197.00	248.00	299.00	350.00	364.00	401.00
<b>3 to 4</b>	232.00	248.00	299.00	350.00	401.00	417.00	452.00
<b>5 to 6</b>	232.00	299.00	314.00	416.00	416.00	470.00	467.00
<b>7 to 8</b>	232.00	314.00	365.00	467.00	467.00	486.00	518.00
<b>9 to 10</b>	232.00	365.00	416.00	518.00	518.00	539.00	569.00
<b>11 to 20</b>	232.00	416.00	467.00	569.00	569.00	592.00	620.00

<b>21 to 30</b>	232.00	467.00	518.00	620.00	620.00	698.00	671.00
<b>31 to 40</b>	232.00	518.00	569.00	671.00	671.00	684.00	722.00
<b>Over 40</b>	232.00	569.00	620.00	722.00	673.00	736.00	773.00

Selling animals as pets	Application fee	1 year renewal	1 year grant	2 year renewal	2 year grant	3 year renewal	3 year grant
<b>Single species only</b>	160.00	197.00	258.00	299.00	360.00	350.00	411.00
<b>Multiple species</b>	232.00	248.00	309.00	370.00	431.00	503.00	564.00

Keeping or training animals for exhibition	Application fee	3 year renewal	3 year grant
<b>Single species only</b>	160.00	350.00	411.00
<b>Multiple species</b>	232.00	503.00	564.00

Hiring out horses	Application fee	1 year renewal	1 year grant	2 year renewal	2 year grant	3 year renewal	3 year grant
<b>1-5</b>	232.00	197.00	258.00	299.00	360.00	350.00	411.00
<b>6-10</b>	232.00	248.00	309.00	350.00	411.00	401.00	462.00
<b>11-20</b>	232.00	299.00	360.00	401.00	462.00	452.00	513.00
<b>21-30</b>	232.00	350.00	411.00	452.00	513.00	503.00	564.00
<b>31-40</b>	232.00	401.00	462.00	503.00	564.00	554.00	615.00
<b>Over 40</b>	232.00	452.00	513.00	554.00	615.00	605.00	666.00
<b>Variation of licence</b>	240.00						

## 6. ENVIRONMENTAL PROTECTION

### Environmental Information Regulation (EIR) requests regarding Environmental Health and Trading Standards records

You can request specific information we hold about the environment under the Environmental Information Regulation 2004 (EIR). This may include information about air, land and water as well as factors which can affect these environments such as substances, energy, noise, radiation, and waste.

If it is estimated that the EIR request will take less than 18 hours to complete and requires the straightforward provision of the information, the request will be dealt with free of charge. For more information relating to the provision of environmental information and charges including applicable disbursement costs where the request takes more than 18 hours see:

[https://www.herefordshire.gov.uk/info/200148/your\\_council/15/access\\_to\\_information/2](https://www.herefordshire.gov.uk/info/200148/your_council/15/access_to_information/2)

Before you make an EIR request, you should check that we have not already published the information you are looking for or have a public register containing the information.

To make an EIR request please contact:

**Information Access Team | Herefordshire Council | Plough Lane | Hereford | HR4 0LE**

**Email: [accesstoinformation@herefordshire.gov.uk](mailto:accesstoinformation@herefordshire.gov.uk) Tel: 01432 260535**

**Web: <https://myaccount.herefordshire.gov.uk/freedom-of-information-environmental-information-regulations-request-form>**

### Enhanced Environmental Information Regulation (EEIR) Requests

If your request for environmental information from Environmental Health and Trading Standards involves ***any form of interpretation, analysis or opinion***, this will be classed as an Enhanced Environmental Information Regulation (EEIR) request, and a fee will be chargeable as follows:

Item	Fee
Basic Environmental Information enquiries (up to 1 hour research) - for example a request relating to a single domestic property (may include any relevant adjoining sites), for conveyancing purposes etc.	£34.37
Detailed Environmental Information enquiries (up to 6 hours research) - usually, but not necessarily, relating to a commercial premises and including a wide search area around the subject site as required for a commercial sale, letting or undertaking due diligence etc.	£206.24
Every additional hour in excess of the above	£34.37

To make an EEIR request please contact: Environmental Health & Trading Standards | 8 St Owen Street | Hereford | HR1 2PJ, Tel: 01432 261761, Email: [ethelpline@herefordshire.gov.uk](mailto:ethelpline@herefordshire.gov.uk), Web: <https://myaccount.herefordshire.gov.uk/contact-us-form>

Once you have submitted your request and fee, we will respond within 20 working days with the information requested.



## High Hedges

Item	Fee
To process a high hedge complaint	£346.80 (£173.40 if in receipt of means tested benefit)

## LAPPC and LA IPPC fees and charges 2020-21

Applications must be accompanied by the correct fee - in addition there is an annual subsistence fee usually payable from 1 April each year which must be paid once the permit has been issued. A pro-rata fee will apply following the issue of a permit to cover the remaining months until 1 April of the next financial year.

These fees are set by the Department of the Environment (DEFRA) and can be found on their website: <https://www.gov.uk/government/collections/environmental-permitting-resources-for-local-authorities>

Applicable fees are dependent on the type of process, and the type of application. Annual subsistence fees also vary depending on process type and the risk rating given by the Council during programmed inspection of the process.

Type of charge	Type of process	Fee 2020/21
Application fee	Standard process (includes solvent emission activities)	£1650
	Additional fee for operating without a permit	£1188
	PVRI, and dry cleaners	£155
	PVR I & II combined	£257
	Vehicle (VRs) and other reduced fee activities	£362
	Reduced fee activities: Additional fee for operating without a permit	£99
	Mobile plant**	£1650
	for the third to seventh applications	£985
	for the eighth and subsequent applications	£498
	<b>Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts</b>	
Annual subsistence charge	Standard process low	£772 (+104)*
	Standard process medium	£1161 (+£156) *
	Standard process high	£1747 (+£207)
	PVRI, and dry cleaners low/med/high	£79    £158    £237

Type of charge	Type of process	Fee 2020/21		
	PVR I & II combined low/med/high	£113	£226	£341
	Vehicle refinishers and other reduced fees low/med/high	£228	£365	£548
	Mobile plant, for first and second permits low/med/high**	£646	£1034	£1551
	for the third to seventh permits L/M/H	£385	£617	£924
	eighth and subsequent permits L/M/H	£198	£316	£473
	Late payment fee	£52		
	* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation. Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £104 to the above amounts			
Transfer and surrender	Standard process transfer	£169		
	Standard process partial transfer	£497		
	New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	£78		
	Surrender: all Part B activities	£0		
	Reduced fee activities: transfer	£0		
	Reduced fee activities: partial transfer	£47		
Temporary transfer for mobiles	First transfer	£53		
	Repeat following enforcement or warning	£53		
Substantial change	Standard process	£1050		
	Standard process where the substantial change results in a new PPC activity	£1650		
	Reduced fee activities	£102		

*LAPPC (Part B) mobile plant charges for 2020/21 (Not using simplified permits)*

Number of permits	Application fee	Subsistence fee		
		Low	Medium	High
1	£1650	£646	£1034	£1506
2	£1650	£646	£1034	£1506
3	£985	£385	£617	£924
4	£985	£385	£617	£924
5	£985	£385	£617	£924
6	£985	£385	£617	£924
7	£985	£385	£617	£924
8 and over	£498	£198	£316	£473

*LA-IPPC (Part A2 charges for 2020/21*

NB – every subsistence charge in the table below includes the additional £104 charge to cover LA costs in dealing with reporting under the E-PRTR Regulation.

Type of charge	Local authority element 2020/21
Application	£3363
Additional fee for operating without a permit	£1188
Annual subsistence low	£1446
Annual subsistence medium	£1610
Annual Subsistence high	£2333
Late payment fee	£52
Substantial variation	£202
Transfer	£235
Partial transfer	£698
Surrender	£698

## 7. DRINKING WATER

Charges for carrying out risk assessments, investigations and sampling for drinking water supplies under The Private Water Supplies (England) Regulations 2016 (as amended) and other legislation.

### Risk Assessment and Investigation

Item	Fee
<b>Risk assessments:</b> Regulation 6 specifies the legal requirement for a risk assessment every five years: Typically a risk assessment and follow up report on a small supply may take 3-5 hours. Time charged includes travel to site, time on site, updating records and completion of report plus the costs of the sample analysis	£55.18 per hour plus any analysis costs
<b>Investigations:</b> Undertaken when there is a sample failure and an investigation to find the cause is required, may be substituted by risk assessment	£55.18 per hour plus any analysis costs

### Sampling

Item	Fee
<p><b>1. A check monitoring sample:</b> The sampling regime for a private water supply serving a regulation 9 supply (water used in commercial activity including rented properties or where the water is used for a larger scale or public purpose) is specified in Schedule 2 of the regulations. The frequency is determined by the amount of water supplied. The standard parameters are specified in Part A and Part B of Schedule 1 of the Regulations. Tests include conductivity, colour, ammonium, nitrate, nitrite, hydrogen ion concentration, odour, taste, turbidity, iron, manganese, arsenic, antimony, aluminium, boron, cadmium, selenium, mercury, cyanide and coliform bacteria, general bacterial colony count and Escherichia coli (E Coli) and any other potential local contaminants such as sodium as shown by risk assessment. Single domestic premises where the water quality is not known will be analysed for the same parameters in the above check suite to check that the water complies with the standards and to aid guidance on water treatment processes.</p> <p><b>Please note: If the presence of certain contaminants, in the water supply, is suspected (i.e. the presence of lead, pesticides, chlorination by-products or industrial chemicals etc.) additional testing may be required and these will be recharged as per the laboratory analysis costs only.</b></p>	£197.00 per sample
<p><b>2. Regulation 10 sample:</b> Routine sampling is undertaken under Regulation 10 of The Private Water Supplies (England) Regulations 2016 (as amended), for small shared water supplies where there is no commercial activity. The sample includes tests for conductivity, hydrogen ion concentration, turbidity, coliforms and for pathogens enterococci and Escherichia coli (E coli) and any other potential local contaminants as shown by risk assessment.</p>	£170.00 per sample

<p><b>3. Bacteriological sampling only:</b> This sampling to be undertaken usually on a retest or as part of an investigation and is for bacteriological parameters only. Tests are for coliform bacteria, E Coli, Enterococci and Clostridium Perfringens.</p>	<p>£195.00 per sample</p>
<p><b>4. Full audit monitoring:</b> Full audit (Group B) monitoring for all parameters, undertaken less often to ensure that water complies with all safety standards. Standard fee plus costs of laboratory analysis Price will vary dependent on the parameters required.</p> <p><i>Please note: An audit sample will be required for all supplies not previously known to the authority or to supplies which have been reclassified as regulation 9 supplies where there is no previous sampling data.</i></p>	<p>Up to £600 dependent on required parameters</p>
<p><b>5. Bottled water samples:</b> Sampling of water put into bottles or containers: Sampling frequency of check and audit monitoring is dependent on volume of water supplied.</p> <p><i>Please note: The Bottle Water Regulations 2007 (as amended) apply to commercially bottled waters.</i></p> <p>Audit monitoring - Standard fee plus costs of laboratory analysis Price will vary dependent on the parameters required</p>	<p>Up to £600 per sample full audit monitoring</p> <p>£197.00 per sample check monitoring</p> <p>£200.00 per sample for labelling</p>
<p><b>6. Swimming pool monitoring:</b> Bacteriological sampling of swimming pool waters. Tests included are for Coliform bacteria, Escherichia Coli, TVC's @37 and Pseudomonas. A poolside test for pH, free and total chlorine, if appropriate, is also undertaken.</p> <p>For additional chemical analysis please contact to discuss requirements and costs</p>	<p>£147.00 for bacteriological sample</p>

**Please note that the above prices may alter for your sample as our sampling parameters may change dependent on the baseline information we have for your premises and the risk assessment. NB there is no VAT fee.**

**A flat rate sampling fee of £111.00 is charged per sample, this includes all officer time, mileage, the keeping of records and associated overheads for the reasonable cost of the service. This fee is included in the prices quoted above.**

**Where 2 samples are taken from the same supply, the cost will be the laboratory fees plus the visit fee of £111.**

**Please note: - The local authority will share costs between the relevant persons for the all risk assessment and monitoring if requested by one or more relevant persons and information on the relevant persons is provided to local authority. If no request is received the costs will be invoiced to the most relevant person identified by the local authority normally this would be the initial contact for the water supply.**

## 8. HOUSING

### HMO Licences 2020/21

Item	Fee
Fee: Basic application fee for a HMO licence up to 5 years	£1052.64
Accreditation Discount: Applicants that are (or have applied to be at the time of licence application) accredited under the MLAS Scheme (or equivalent): see <a href="http://www.mlas.org.uk">www.mlas.org.uk</a>	5% reduction of fee
Association Discount: Where the landlord is a member of one or more recognised Landlord Associations.	5% reduction of fee
Renewal Discount: Renewal of a HMO licence.	15% reduction of fee

### Enforcement Charges

Charges for administrative and other expenses incurred in the serving of an **improvement notice** or **hazard awareness notice**, making of a **prohibition order**, **emergency prohibition order** or **demolition order** or undertaking of **emergency remedial action** under the Housing Act 2004

#### Standard Charge (Per Property)

Item	Fee
a) Single Family Dwelling (SFD) Notices	£433.50
b) Houses in Multiple Occupation Notices	£649.74

#### Supplemental Fees

Item	Fee
i) Prohibition or Emergency Prohibition Order Served	£162.18
ii) Variation of a Notice	£108.12
iii) Emergency Remedial Action	£162.18

#### Fee Calculation

Item	Fee
First Notice	Standard charge a) or b) plus any supplemental fees
Subsequent Notices	Supplemental fees only

There will be discretion to waive the charge when it is not reasonable to expect a person to pay for the enforcement action taken i.e. where the reason for the charge was outside of the control of the person charged or persons acting on their behalf. Where expenses are to be charged they will be made relating to all stages of enforcement as detailed in Section 49 in the Housing Act 2004.

#### *Recovery of Debts*

Expenses will be recovered in accordance with Section 50 of the Housing Act 2004, by a demand for payment of the charge. At the time that the demand becomes operative, the sum recoverable together with the interest accrued will, until recovered, be registered as a local land charge on the premises concerned. Interest will be added to outstanding charges at 4% above the current Bank of England base rate annually using a daily compound interval.

### Housing Inspections for UK Entry Clearance (VISA Inspections)

<b>Item</b>	<b>Fee</b>
An independent housing inspection to assess:  a) the number of rooms and occupants of proposed accommodation, and  b) that the accommodation will not become overcrowded within the definition of the Housing Act 1985, and  c) that it will not contravene public health regulations.	£135.26

### HHSRS Housing Inspections for third party agencies (e.g. HIA)

<b>Item</b>	<b>Fee</b>
An independent housing inspection to assess:  a) the number of significant Category 1 and Category 2 hazards in accordance with Part 1 of the Housing Act 2004, and  b) the provision of appropriate advice, information and notices commensurate with identified hazards.	£306.00

## Fixed Penalty Notices

Charging tables for determining the value of Financial Penalties imposed under the Housing Act 2004

Failure to comply with an Improvement Notice (Section 30)	£
1st offence	5000
2nd subsequent offence by same person/company	15000
Subsequent offences by same person/company	25000
<b>Premiums (use all that apply)</b>	
Acts or omissions demonstrating high culpability	+2500
Large housing portfolio (10+ units of accommodation)	+2500
Multiple Category 1 or high Category 2 Hazards	+2500
Vulnerable occupant and/or significant harm occurred as result of housing conditions	+2500
Perpetrator demonstrates Income to be less than £440/week	-50%

Offences in relation to licensing of HMOs under Part 2 of the Act (Section 72) (note 1)	£
Failure to obtain property Licence (section 72(1))	10000
2nd subsequent offence by same person/company	30000
Perpetrator demonstrates Income to be less than £440/week	-50%
Breach of Licence conditions (Section 72(2) and (3)) - Per licence breach	5000
Perpetrator demonstrates Income to be less than £440/week	-50%

Offences in relation to licensing of HMOs under Part 3 of the Act (Section 95)	£
<b>Failure to Licence (section 95(1))</b>	10000
2nd subsequent offence by same person/company	30000
Perpetrator demonstrates Income to be less than £440/week	-50%
Breach of Licence conditions (Section 95(2)) - Per licence breach	5000
Perpetrator demonstrates Income to be less than £440/week	-50%



Offences of contravention of an overcrowding notice (section 139)	£
1st relevant offences	5000
2nd subsequent offence by same person/company	15000
<b>Premiums (use all that apply)</b>	
Acts or omissions demonstrating high culpability	+2500
Vulnerable occupant and/or significant harm occurred as result of overcrowding	+2500
Perpetrator demonstrates Income to be less than £440/week	-50%

Failure to comply with management regulations in respect of HMOs (Section 234)	£
1 <sup>st</sup> relevant offences	1000/offence
Second subsequent offences by same person/company for the same offence	3000/offence
<b>Premiums (use all that apply)</b>	
Acts or omissions demonstrating high culpability	+2500
Large housing portfolio (10+ units of accommodation)	+2500
Vulnerable occupant and/or significant harm occurred as result of housing conditions	+2500
Perpetrator demonstrates Income to be less than £440/week	-50%

## 9. FOOD SAFETY

Item	Fee
Disposal of unsound food	
Commercial	£83.23 plus cost of disposal
Domestic	£62.42 plus cost of disposal
Export Certificates	£52.02

## 10. PEST CONTROL

### Domestic pest control fees

Service	Standard Charges (includes VAT at 20%)	Concession Charges (Housing or Council Tax benefit recipients).	Notes
Advisory visit (call out charge)	£29.95	£29.95	This is non-refundable. Fee deducted if treatment starts
Insect identification	£11.95 per identification	£11.95 per identification	Bring sample into 8 St Owen Street, Hereford
Ants	£59.95	£39.95	Fee is for one treatment
Bedbugs	£149.95 for a two bedroom house. Additional bedrooms £75. Retreatment if required after two weeks £75	£119.95 for a two bedroom house. Additional bedrooms £60. Retreatment if required after two weeks £60	Fee is for one treatment
Cluster flies	£89.95. Retreatment if required after 2 weeks £49.95	£69.95. Retreatment if required after 2 weeks £29.95	Fee is for one treatment
Insects (not ants, bedbugs, wasps, bees, hornets, cluster flies)	£119.95 for a two bedroom house. Additional bedrooms £24. Retreatment if required after four weeks £60	£89.95 for a two bedroom house. Additional bedrooms £18. Retreatment if required after four weeks £45	Fee is for one treatment
Wasps	£54.95 £27.95 - Additional nests if treated at same site, same time	£39.95 £19.95 - Additional nests if treated at same site, same time	We do not treat bees unless they are a threat to safety
Mice / rats	£96.95 - Up to 5 visits within a maximum 35 calendar day period	£66.95 - Up to 5 visits within a maximum 35 calendar day period	Includes all labour, equipment and materials.
Moles	£120 (minimum)		Price dependent on area affected. Includes all labour, equipment and materials. No concession.

## Business premises pest control fees

Service	Price net	Price gross	Notes
Advisory visit (call out charge)	£37.50 per hour	£45 per hour	Fee deducted from treatment charge if treatment starts
Insect identification	£12.50 per ID	£15 per ID	Bring sample to 8 St Owen Street, Hereford
Insects (not ants, wasps, bees, hornets)	£100 per hour	£120 per hour	One treatment charge
Ants	£80	£96	One treatment
Wasps / bees Additional nests if treated at same site, same time	£70 £35 each additional nest	£84 £42 each additional nest	We do not treat honey bees unless they are a threat to human safety
Mice / rats	£80 per hour	£96 per hour	Includes all labour, equipment and materials. Up to 5 visits within a maximum 35 calendar day period.
Moles	£100 (minimum)	£120 (minimum)	Price dependent on area affected. Includes all labour, equipment and materials

## II. TRADING STANDARDS AND ANIMAL HEALTH

### Petroleum storage licence

Licence to run a business where petrol is stored for dispensing directly into the fuel tank of an internal combustion engine - or where large amounts of petrol are stored for private use

Quantity	Fee per year
Not exceeding 2,500 litres (550 gallons)	For 1 year renewal £42
	For 2 years renewal £84
	For 3 years renewal £126
Exceeding 2,500 litres (550 gallons) and not exceeding 50,000 litres (11,000 gallons)	For 1 year renewal £58
	For 2 years renewal £116
	For 3 years renewal £174
Exceeding 50,000 litres (11,000 gallons)	For 1 year renewal £120
	For 2 years renewal £240
	For 3 years renewal £360

### Explosives and fireworks licence

New licence less than 250kg

Duration	Fee
1 year	£109
2 years	£141
3 years	£173
4 years	£206
5 years	£238

Renewal licence less than 250kg

Duration	Fee
1 year	£54
2 years	£86
3 years	£120
4 years	£152
5 years	£185

### New licence above 250kg

<b>Duration</b>	<b>Fee</b>
1 year	£185
2 years	£243
3 years	£304
4 years	£374
5 years	£423

### Renewal licence above 250kg

<b>Duration</b>	<b>Fee</b>
1 year	£86
2 years	£147
3 years	£206
4 years	£266
5 years	£326

### Weights and Measures Fees

	<b>Fee</b>
Liquid fuel Measuring Instruments	
First Nozzle	£122.10 +VAT ( £24.42) = £146.52
Additional Nozzles on same site (each)	£75.35 +VAT ( £15.07) = £90.42
Section 74	
Officer hourly rate	£82.38 +VAT ( £16.48) = £98.86

### Projected Geographical Indication (Cider and Perry)

<b>Size of business (all product produced)</b>	<b>Fee</b>
Up to 10,000 litres per year	£102
10,000 litres to 100,000 litres per year	£204
Over 100,000 litres per year	£306