

# **Merton Council**

## **Joint Regulatory Service Committee Agenda**

### **Membership**

#### **Councillors:**

##### **LB Merton**

Nick Draper (Chair)  
Ross Garrod

##### **LB Richmond upon Thames**

Pamela Fleming  
Rita Palmer

**Date: Tuesday 4 October 2016**

**Time: 10.00 am**

**Venue: Committee rooms D & E - Merton Civic Centre, London Road,  
Morden SM4 5DX**

This is a public meeting and attendance by the public is encouraged and welcomed.

For more information about the agenda please contact  
[democratic.services@merton.gov.uk](mailto:democratic.services@merton.gov.uk) or telephone 020 8545 3357.

All Press contacts: [press@merton.gov.uk](mailto:press@merton.gov.uk), 020 8545 3181

# Joint Regulatory Service Committee Agenda

## 4 October 2016

- |   |   |         |
|---|---|---------|
| 1 | Apologies for Absence   |         |
| 2 | Declarations of pecuniary interest  |         |
| 3 | Minutes of the last meeting   | 1 - 4   |
| 4 | Regulatory Services Partnership Logo  | 5 - 12  |
| 5 | Charging for Regulatory Services  | 13 - 24 |
| 6 | Exclusion of the public   |         |
|   | To RESOLVE that the public are excluded from the meeting during consideration of the following report(s) on the grounds that it is (they are) exempt from disclosure for the reasons stated in the report(s). |         |
| 7 | Update on negotiations between the Regulatory Services Partnership and the London Borough of Wandsworth (Exempt report)   |         |

### **Note on declarations of interest**

Members are advised to declare any Disclosable Pecuniary Interest in any matter to be considered at the meeting. If a pecuniary interest is declared they should withdraw from the meeting room during the whole of the consideration of that matter and must not participate in any vote on that matter. If members consider they should not participate because of a non-pecuniary interest which may give rise to a perception of bias, they should declare this, withdraw and not participate in consideration of the item. For further advice please speak with the Assistant Director of Corporate Governance.

# Agenda Item 3

## JOINT REGULATORY SERVICE COMMITTEE 7 JUNE 2016

(10.00 am - 12.00 pm)

PRESENT Councillors (in the Chair), Councillor Nick Draper,  
Councillor Pamela Fleming and Councillor Rita Palmer.

ALSO Jonathan Cook, Deputy Leader of Wandsworth Council  
PRESENT: John Hill, Head of Public Protection  
Jon Freer, Assistant Director, Development and Street Scene,  
LB Richmond  
Paul Foster, Head of the Regulatory Services Partnership  
Andrew Bradley, Environmental Health (Commercial) Manager.

### 1 APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Councillor Ross Garrod.

Apologies for lateness were received from John Hill.

### 2 DECLARATIONS OF PECUNIARY INTEREST (Agenda Item 2)

No declarations of pecuniary interest were received.

### 3 APPOINTMENT OF CHAIR FOR THE MUNICIPAL YEAR 2016/17 (Agenda Item 3)

It was moved by Councillor Pamela Fleming, seconded by Councillor Rita Palmer and

RESOLVED: That Councillor Nick Draper be appointed Chair of the Committee for the municipal year 2016/17.

The Committee wished to place on record their thanks to Councillor Judy Saunders for her contribution to the Committee during the previous two years.

### 4 MINUTES OF THE LAST MEETING (Agenda Item 4)

Item 4 (Food Hygiene Rating System) was amended to read "Curry Master Chef competition".

Item 7 (Fees and Charges) was amended to reflect that the Committee had asked officers to determine costs associated with the provision of discretionary fees and in particular charges relating to street trading and special treatment licences.

RESOLVED: That, subject to the amendments shown above, the minutes are agreed as an accurate record of the meeting.

## 5 PARTNERSHIP ANNUAL PERFORMANCE REVIEW (Agenda Item 5)

The Head of the Regulatory Services Partnership, Paul Foster, presented this report in detail and invited comments and questions. Key matters discussed were as follows:

Paul Foster explained that the service adopts an escalated approach to enforcement that ranges from verbal advice through to written warnings, legal notices and in the worst cases prosecution. Closure of a business or process only takes place when there is an imminent risk of injury to health.

The Committee recorded thanks to all officers involved in work relating to the Rugby World Cup.

The Committee suggested that there should be some positive publicity around the work being done with regard to air quality, given that the Joint Service is at the forefront of authorities tackling poor air quality. Members asked that the Communications Teams in both authorities are contacted for advice on how best to publicise both the work planned and underway.

With regard to the data provided in Appendix A, Councillor Pamela Fleming asked why the rates of test purchases are lower in Richmond. Paul Foster explained that the service had a number of staff vacancies which have now been filled. Furthermore, the Police Cadets, who generally assist with these exercises, have not been available. John Hill advised that that LB Merton have recently entered into a two year agreement with the London Fire Brigade for a youth cadet scheme, and they will assist with test purchases.

The Chair thanked Paul Foster for the useful and informative report and sought reassurance that the staffing levels in the service are sufficient to deliver the service plan. In response, Paul Foster advised that he considered the staffing levels to be adequate to achieve the outcomes detailed in the service plan, but this was due to a deliberate targeting of limited resources at high risk premises/activities at the expense of lower risk premises and non-statutory work. He also advised that the service has been set challenging income targets for the next three years. The Head of Public Protection, John Hill reassured the Committee that the shared service meant that challenges can be met and resilience increased and he advised the Committee that the Partnership was awarded an LB Merton Excellence Award for Team of the Year in 2015, for which the Committee extended congratulations to the entire team.

RESOLVED: That the Committee notes the review of the annual performance of the Regulatory Services Partnership.

## 6 FEES AND CHARGES (Agenda Item 7)

The Head of the Regulatory Services Partnership, Paul Foster, presented the report which gives details of costs associated with the administration and enforcement of

discretionary licence fees levied by Merton and Richmond, and in particular, street trading and special treatments.

The Committee noted that currently each authority has a different mechanism in place for raising charges. Officers acknowledged that this is the case. Jon Freer, the Assistant Director, Development and Street Scene, LB Richmond suggested that a single charging structure across the entire service would be beneficial for the customer.

The Committee asked that officers bring a report to the October meeting presenting a range of options for charging, including a single charging mechanism for both authorities within the Partnership. The Chair asked that the report include the possible impact on the business of the Partnership, and any risk to achievement of income targets.

Noting that this was the last meeting that Jon Freer would attend, the Committee formally thanked him for his work in helping to set up the joint service.

RESOLVED: That the Joint Regulatory Committee note the contents of the report.

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## **Committee: Joint Regulatory Committee**

**Date: 4 October 2016**

Wards: All

### **Subject: Regulatory Services Partnership Logo**

Lead officer: Chris Lee, Director for Environment and Regeneration

Lead member: Cllr Ross Garrod, Cabinet Member for Street Cleanliness and Parking (LB Merton); Cllr Nick Draper, Cabinet Member for Community and Culture (LB Merton - Chair) , Cllr Pamela Fleming, Strategic Cabinet Member for Environment, Business and Community (LB Richmond); Cllr Rita Palmer (LB Richmond)

Forward Plan reference number:

Contact officer: Paul Foster, Head of the Regulatory Services Partnership

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### **Recommendations:**

- A. Members to note and comment on the proposal to create a Regulatory Services Partnership logo
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#### **1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1. To inform members of the perceived benefits of establishing a logo for the Regulatory Services Partnership (RSP) and seek their preference on a number of designs

#### **2 DETAILS**

- 2.1 Logos are a critical aspect of business marketing. As a service provider's major graphical representation, a logo anchors the service brand and becomes the single most visible manifestation of the service within the target market. For this reason, a well-designed logo is an essential part of any organisation's overall marketing strategy.
- 2.2 Corporate logos are intended to be the "face" of an organisation. They are graphical displays of a service provider's unique identity, and through colours, fonts and images they provide essential information about a company that allows customers to identify with the service provider's core brand. Logos are also a shorthand way of referring to the service in advertising and marketing materials; they also provide an anchor point for the various fonts, colours and design choices in all other business marketing materials.
- 2.3 Good logos should be unique and comprehensible to potential customers. Although there are myriad choices for colour, visual elements and typography, in general a logo should convey some information about the service, or be designed in a way that gives some sense of meaning about the service or the local authority as a whole. For example, cutting-edge firms and technological companies tend to have angular loops to convey speed, while service-oriented firms have rounded logos to provide a sense of service and trust.

2.4 The proposed logos for the RSP (Appendix 1) have taken colour inspiration from the existing borough logos of Merton and Richmond and linked them together.

2.5 The proposal to create a logo for the RSP is not a new idea and logos have been created (Appendix 2) for other local authority shared services most notably the South London Legal Partnership which is led by Merton and provides legal services on behalf of Kingston, Richmond and Sutton.

### **3 ALTERNATIVE OPTIONS**

3.1 Continue to use the existing corporate letterheads

### **4 CONSULTATION UNDERTAKEN OR PROPOSED**

4.1. None for the purposes of this report

### **5 TIMETABLE**

5.1. None for the purposes of this report

### **6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**

6.1 Costs of design and printing will be met from existing budgets

### **7 LEGAL AND STATUTORY IMPLICATIONS**

7.1. None for the purposes of this report

### **8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**

8.1. None for the purposes of this report

### **9 CRIME AND DISORDER IMPLICATIONS**

9.1. None for the purposes of this report

### **10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**

10.1. None for the purposes of this report

### **11 APPENDICES**

11.1 Appendix 1 - Proposed RSP logos

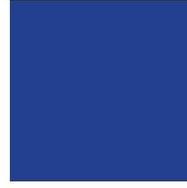
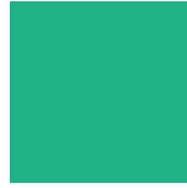
11.2 Appendix 2 – South London Legal Partnership Logo

### **12 BACKGROUND PAPERS**

12.1 None for the purposes of this report

# Appendix 1

Colour



Taking colour inspiration from the borough logos, this helps link them together



Plus a fresher more friendly colour

Option 1



Option 2



Regulatory Services Partnership



Regulatory Services Partnership



Option 3



Regulatory Services Partnership



Regulatory Services Partnership



Option 4

**RSP**

**Regulatory Services Partnership**



**RSP**



## APPENDIX 2



Gifford House  
67c St Helier Avenue  
Morden SM4 6HY  
DX 161030 Morden 3

Direct Line: 020 8545 xxxx

Fax: 020 8545 xxxx

My Ref:

Your Ref:

Date:

Dear Sirs

Subject matter:

Yours faithfully

[name of sender]

for Assistant Director Corporate Governance

E-mail: xxxx.xxxx@merton.gov.uk

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SLLP is a legal service provided by the London Boroughs of  
MERTON KINGSTON RICHMOND SUTTON  
ISO 9001:2008

## **Committee: Joint Regulatory Committee**

**Date: 4 October 2016**

Wards: All

## **Subject: Charging for Regulatory Services**

Lead officer: Chris Lee, Director for Environment and Regeneration

Lead member: Cllr Ross Garrod, Cabinet Member for Street Cleanliness and Parking (LB Merton); Cllr Nick Draper, Cabinet Member for Community and Culture (LB Merton), Cllr Pamela Fleming, Strategic Cabinet Member for Environment, Business and Community (LB Richmond – Chair); Cllr Rita Palmer (LB Richmond)

Contact officer: Paul Foster, Head of the Regulatory Services Partnership

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### **Recommendations:**

A. Members to note and comment on the report.

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#### **1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

1.1 To inform members of the potential income generating opportunities associated with chargeable regulatory business advice

#### **2. EXECUTIVE SUMMARY**

2.1 Local Government is facing an increasingly challenging financial situation with funding significantly cut in recent years. London in particular has been hit hard partly due to demographic pressures and the high cost of accommodation. Councils have already made substantial savings through efficiencies but the extent of the cuts now requires more fundamental shifts in how services are delivered and a much greater emphasis on income generation.

2.2 Changes introduced in the Localism Act 2011 such as the General Power of Competence have given councils greater powers but there are still substantial constraints on their ability to generate “profit”. Many local authorities are working in innovative ways to protect services to residents including setting up wholly owned companies and trading arms. Cultural shifts to more commercial methods are becoming increasingly common and strategies increasingly developed with an ideology of protecting services by cutting costs, promoting full cost recovery and changing behaviour within councils to be more focused on profit and quality of service delivery.

2.3 This report explores a range of potential charging options for the Regulatory Services Partnership together with an assessment of (a) how such initiatives might impact on the day to day business of the Partnership and (b) whether there is any risk to the achievement of suggested income targets.

### **3. DETAIL**

- 3.1 Regulatory Services comprise Environmental Health<sup>1</sup>, Trading Standards and Licensing functions. All of the services are statutory and performance is closely monitored by both internal and external agencies.
- 3.2 The Regulatory Services Partnership (RSP) between the London Boroughs of Merton and Richmond was established in August 2014 and since that time it has undergone two restructures saving approximately £500,000. The service generates approximately £800,000 in income, the vast majority of which comes from licensing.
- 3.3 However, a major barrier regarding the setting of fees and charges remains regulation. Many regulatory services fees and charges can only be charged on the basis of cost recovery, offering no scope for generating a profit. Westminster City Council recently faced a legal challenge against the fees it charged for licensing sex establishments. The Court of Appeal ruled that the fees must not exceed the costs of administering the licensing regime. This meant that the council was no longer able to include the cost of enforcement against unlicensed sex establishment operators when setting the licence fee, although the cost of visits to licensed premises to monitor compliance could be recovered through fees. Westminster City Council has appealed the decision but a final determination is still to be made.
- 3.4 Aside from licensing, the RSP does currently charge for a small number of permits and activities (see Appendix 1) but demand for these services is small and the total amount of income generated is relatively insignificant. However, there are a number of activities (see Appendix 2) currently provided by the RSP to local businesses free of charge, where it is considered that we provide a service well in excess of the statutory minimum and for which we may be able to charge a commercial rate. The Department for Business, Enterprise and Regulatory Reform estimates that small/medium enterprises spend approximately £1.4 billion annually seeking business advice with businesses reporting that they find regulations complex and desire support from local authorities to “cut through the red tape”. All of this points to an opportunity for regulators to support local businesses whilst bringing in much needed funding into the partnership.

### **4. POTENTIAL CHARGING OPPORTUNITIES**

#### **Licensing Pre-Application Service**

- 4.1 Currently, applicants wishing to submit a premises licence application to sell alcohol or provide regulated entertainment have to submit a 20 page form to the local authority and also send copies to a number of “responsible authorities” (e.g. police, fire, planning, environmental health, trading standards). There are strict deadlines attached to the application and if these are not adhered to, the application can be delayed or refused. Owing to the complexity of the process, many applicants approach a solicitor or licensing agent to submit the application on their behalf but the cost can be very expensive and much more than the local authority would charge.

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<sup>1</sup> The RSP excludes private sector housing

4.2 The LB Kensington & Chelsea<sup>2</sup> offer a chargeable pre-application advice service that is considered to be a model that the RSP could replicate. The fee (see Appendix 3) charged varies depending on the complexity of the application and ranges from £99 for 1 hours advice up to £1,245 for 21 hours advice for an event with a capacity of 5,000 people. The benefits to applicants of using such a service are seen as being:

- Advice and assistance with completing application forms;
- Advice on appropriate conditions taking into account the type and style of the operation intended at the premises, its location and in consultation with Environmental Health Officers;
- Advice on drawing up plans to accompany the application in accordance with the relevant regulations;
- Advice on nominating an appropriate designated premises supervisor;
- Assistance with completing the statutory notices and advertisements;
- On-site visit(s) to ensure plans are compliant with Regulations and the appropriate statutory notices are correctly on display; and
- Matters they may need to consider to assess possible noise transmission to neighbouring properties, dependent on the type of operation proposed for the premises.

### **Processing licence applications on behalf of other local authorities**

4.3 A number of councils process licence applications on behalf of other local authorities. Sevenoaks Council processes licence applications in respect of Maidstone, Tonbridge & Malling and Tunbridge Wells. East Northamptonshire Council provides a licensing processing service on behalf of Corby, Daventry, Kettering, Wellingborough and South Northamptonshire councils. In each model, the host council acts as a central administration unit which charges client councils on the number of licence applications received and the time taken to process them. In the Sevenoaks model, enforcement is also carried out by the lead authority. As with all shared services the benefits are seen as being:

- Financial savings resulting from the economies of scale
- Enhanced customer service
- Greater resilience
- Flexible enforcement, using a larger pool of licensing officers
- Uniformity with all people working from the same procedures
- Consolidated invoicing

### **Business Advice**

4.4 Whilst the RSP enforces relevant regulations across its remit, it could also offer a regulatory business advice service offering a single point of contact for bespoke business support. A number of local authorities<sup>3</sup> are starting to provide chargeable business advice. The primary advantage to local businesses is that it makes it much quicker and easier for them to get expert regulatory advice

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<sup>2</sup> <https://www.rbkc.gov.uk/licensing-information/applicants-and-businesses/licensing-pre-application-advice>

<sup>3</sup> <http://www.publicprotectioncornwall.co.uk/services/business-advice/business-regulatory-support/>  
<https://www.wigan.gov.uk/Business/Business-Support/Regulatory-advice-and-guidance/Business-regulatory-advice-and-guidance.aspx>

when they need it saving them time and money. The service generally includes free signposting as well as business support packages, charged at cost price. The service is suitable for all businesses whether they are pre-start, start-up or an established business.

4.5 Primary Authority agreements are another type of chargeable business advice service whereby a local authority provides assured advice not only for premises within its district but for all of the businesses' outlets across the UK. This simplifies regulatory processes and reduces the cost of compliance by providing businesses with a single point of access for regulatory matters. The advantages to businesses are seen as being:

- It saves them money by reducing their compliance costs.
- It reduces their risk.
- It improves standards.
- It results in fewer inspections, information requests and checks on businesses nationally.
- It helps businesses manage relationships with Local Authorities across the UK.

The RSP currently has a couple of Primary Authority agreements with a number of local businesses<sup>4</sup> that provide assured Trading Standards advice but the concept can be extended to other service areas like food safety and health & safety at work. We currently charge each company approximately £1,000 per annum for a Primary Authority agreement.

### **Environmental Consultancy**

4.6 The RSP's Pollution team can offer a range of chargeable environmental consultancy services to members of the public, businesses and property developers. These include:

- Construction logistics
- Contaminated land: assessments, reports, provision of information on commercial searches and property transactions.
- Air quality: air quality monitoring both indoor (occupational health and safety monitoring) and outdoor, modelling air pollution for developments and transport.
- Impact assessments of noise, odour, light and dust.
- Technical planning advice in relation to potentially contaminated land, air quality and acoustic assessment.

### **Proceeds of Crime Act**

4.7 The RSP's Trading Standards service employs an accredited financial investigator who conducts Proceeds of Crime Act investigations on behalf of the RSP as well as other local authorities. In respect of the latter, the RSP gets 50% of any financial award made to that particular local authority. The amount of

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<sup>4</sup> Bradford Exchange, Plastico and Truecall

money obtained by the RSP will depend on the size and value of the assets owned by the criminal enterprise and confiscated by the Court. Once an award is made it is shared out amongst a number of parties including the police and the local authority. It is difficult to predict how much money will be received from any POCA investigation because it is subject amongst other things to the trial process, the defendant's plea and the disposal of criminal assets which can all take time.

### **Food Safety/Health & Safety**

- 4.8 The RSP currently provides a half-day, basic food hygiene course for local businesses. The fee is £65 and we currently provide approximately 82 courses a year bringing in £5,315 per year. We also issue a handful of Food Export Certificates to businesses at £37 each. However, there is potential to charge for bespoke advice to improve the Food Hygiene Rating System score for a food business. We could also provide a specialist consultancy service to those food businesses seeking EU Approved Premises certification.
- 4.9 We could provide a chargeable water sampling and analysis service to commercial operators (e.g. health clubs) in respect of swimming pools and hot tubs. We could also provide water sampling and analysis of private drinking water supplies (e.g. springs, bore holes etc.)

### **Charging Rates**

- 4.9 A number of local authorities charge for business advice and support services. Examples include Surrey County Council which offers businesses one hour of free business advice and thereafter charge an hourly rate for any additional enquiries. They also offer Primary Authority Partnerships on a cost recovery basis. The standard hourly rate charged by Surrey Trading Standards is £67 per hour. Milton Keynes Council Trading Standards provides a Business One Stop Service. Businesses are required to register for this service. The registration fee is £75, which covers registration and the first hour of advice. From then on, an hourly rate of £56.63 per hour is charged. West Yorkshire Trading Standards Service has adopted a policy for the provision of Primary Authority Partnerships. Under this policy businesses engaged in partnerships are charged a fee to recover West Yorkshire's costs in supporting the partnership. The business is also charged a start-up fee for the partnership which includes 15 hours of advice.
- 4.10 For the RSP, it is proposed that the hourly rate to be charged will be set annually through the normal approval of fees and charges. Initially it is proposed that a charge of £50 per hour is applied which will cover the cost of the officer's time spent on the enquiry. Any additional costs incurred will also be charged to the business. Examples of these costs include travelling costs or the purchase of specialist materials required to provide the information requested

### **Single Charging Mechanism**

- 4.11 Since the formation of the RSP in August 2014 both Merton and Richmond have been responsible for their own income and fee setting processes. We have looked at the possibility of combining licensing fees and charges across the partnership but discovered that each authority had significantly different levels of overheads meaning that the legitimate costs of administering and enforcing licences would also differ. Until such time as we harmonise budgets and agree apportionment costs it will be difficult to arrive at a single, uniform fee structure.

### **Impact on existing RSP Business**

- 4.12 The RSP is a very lean organisation and any proposed diversion of resources from core business priorities will, in the short-term, impact adversely on current performance. In the medium to long term however, it is envisaged that income from charging will enable the business advice function to become self-financing.
- 4.13 Care will need to be taken to avoid a potential conflict of interest from regulatory enforcement staff carrying out business advice. To overcome any potential challenge, it is suggested that the two roles are kept separate and officers provide one function or the other.

### **Risk to income targets**

- 4.14 Setting the right fee and attracting the right level of income will depend on a number of factors including the adequacy of any market research i.e. whether the market for these advice services is buoyant, stable or stagnant. Given that this is a new business venture for the RSP, caution should be exercised in setting too high an income target in case the demand for our services isn't there or if it is, not at the level we anticipated. With this in mind it may be prudent not to set a budgeted income target until such time as the service has had time to bed-in say, for the first 12-18 months.
- 4.15 Creating new commercial ventures will necessitate staff having the right sort of commercial/business skills and competencies. At present, commercial/business management skills in the shared service are relatively weak as most of the managers come from a local authority professional/technical regulatory services background and it will be necessary to either develop these skills in-house or commission them from internal/external providers.

## **5. ALTERNATIVE OPTIONS**

None for the purpose of this report.

## **6. CONSULTATION UNDERTAKEN OR PROPOSED**

None for the purpose of this report.

## **7. TIMETABLE**

None for the purpose of this report.

## **8. FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**

- 8.1 The RSP is a very lean organisation and any proposed diversion of resources from core business priorities will, in the short-term, impact adversely on current performance. In the medium to long term however, it is envisaged that income from charging will enable the business advice function to become self-financing.

## **9. LEGAL AND STATUTORY IMPLICATIONS**

- 9.1 Changes introduced in the Localism Act 2011 such as the General Power of Competence have given councils greater powers but there are still substantial constraints on their ability to generate “profit”. One method of overcoming these constraints is for the local authority to set up wholly owned companies and trading arms.

## **10. HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**

None for the purposes of this report

## **11. CRIME AND DISORDER IMPLICATIONS**

None for the purposes of this report

## **12. RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**

None for the purposes of this report

## **13. APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT**

Appendix 1 – Current Fees & Charges (excluding licensing)

Appendix 2 – List of suggested chargeable activities

Appendix 3 - LB Kensington & Chelsea – Licensing Pre-Application Service

## **14. BACKGROUND PAPERS**

None for the purposes of this report

## Appendix 1

### Current fees and charges (excluding licensing)

| Description                             | Fee (£)                | Statutory/<br>Discretionary | Total Income (£) |
|---|------------------------|-----------------------------|------------------|
| Environmental Permit (Pollution)        | 166                    | Statutory                   | 6,000            |
| Food Safety Export Certificate          | 37                     | Discretionary               | 510              |
| Weights & Measures Testing              | 60                     | Discretionary               | 1,641            |
| Food Hygiene Training (Half-Day course) | 65<br>(20 for a resit) | Discretionary               | 5,315            |

## **APPENDIX 2**

### **List of suggested chargeable activities**

#### **1. Business advice and training**

- Trading Standards (new business start-up advice and training, either face-to-face or on-line, e-commerce, Primary Authority)
- Food Safety (new business start-up advice, Food Hygiene Rating System, EU Approved Premises Certification, Primary Authority)

#### **2. Pre - application advice for licensing applicants (see Appendix 3)**

#### **3. Licensing processing for other local authorities**

#### **4. Environmental consultancy (contaminated land, acoustic assessments, air quality) for developers**

#### **5. Proceeds of Crime Act investigations** carried out on behalf of other local authorities

#### **6. Internal charging mechanism** for planning consultation. This could be an optional add-on to the existing fee schedule for the planning pre-application service provided by the Planning Department.

## Appendix 3

### LB Kensington & Chelsea – Licensing Pre-Application Service

| <b>Application Type</b>                         | <b>Service</b>  | <b>Price<br/>(without<br/>VAT)</b> | <b>Price<br/>(with<br/>VAT)</b> |
|---|---|------------------------------------|---------------------------------|
| <b>Small</b>                                    | <b>Up to one hour of advice regarding small licence applications, the effect of which would have a minimal environmental impact on neighbouring properties. We would deal with the licensing process, guidance on plans, possible conditions, etc.</b>      | <b>£99</b>                         | <b>£118.80</b>                  |
| <b>Medium</b>                                   | <b>Up to 2 hours advice for medium size applications including a site visit by an Environmental Health Officer and/or a Licensing Officer if required, a meeting and written report(s).</b>   | <b>£154</b>                        | <b>£184.80</b>                  |
| <b>Large</b>                                    | <b>Up to 4 hours advice for large applications including multiple (if necessary) site visits by an Environmental Health Officer, meetings with Environmental Health Officers and Licensing Officers and written report(s).</b>                              | <b>£262</b>                        | <b>£314.40</b>                  |
| <b>Extra large events - 5000 people or more</b> | <b>Category A - up to 7 hours advice for extra large public events includes the cost of specialist officers carrying out inspections, giving advice, providing written reports and the cost of a supervising officer monitoring any reports provided as</b> | <b>£415</b>                        | <b>£498</b>                     |

|   |   |               |               |
|---|---|---------------|---------------|
|   | <b>part of this service</b>   |               |               |
| <b>Extra large events - 5000 people or more</b> | <b>Category B - up to 14 hours advice for extra large public events includes the cost of specialist officers carrying out inspections, giving advice, providing written reports and the cost of a supervising officer monitoring any reports provided as part of this service</b> | <b>£830</b>   | <b>£996</b>   |
| <b>Extra large events - 5000 people or more</b> | <b>Category C - up to 21 hours advice for extra large public events includes the cost of specialist officers carrying out inspections, giving advice, providing written reports and the cost of a supervising officer monitoring any reports provided as part of this service</b> | <b>£1,245</b> | <b>£1,494</b> |

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