



DIRECT SERVICES SCALE OF FEES AND CHARGES

Environmental Health and Trading Standards fees

from 1st April 2024 to 31st March 2025

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1. GENERAL LICENSING 2024/25

See separately published document

2. TAXI AND PRIVATE HIRE LICENSING

See separately published document

3. LICENSING ACT 2003 FEES

See separately published document

4. GAMBLING ACT 2005 FEES

See separately published document

5. ANIMAL WELFARE REGULATIONS FEES

See separately published document

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

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 Tel: 01432 260535

Web: [Freedom of information 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.	£42.84
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.	£257.01
Every additional hour in excess of the above	£42.84

To make an EEIR request please contact: Environmental Health & Trading Standards | Herefordshire Council | Plough Lane | Hereford | HR4 0LE, Tel: 01432 261761

Email: ethelpline@herefordshire.gov.uk

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	£432.20 £216.10 if in receipt of means tested benefit)

LAPPC and LA IPPC fees and charges

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
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
	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	
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		
	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 (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)

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
Risk assessments: 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. The charges for the sample collection and analysis will be in addition to the risk assessment. Costs are as stated below.	£68.76 per hour plus any sampling costs
Investigations: Undertaken when there is a sample failure and an investigation to find the cause is required, may be substituted by risk assessment. The charges for the sample collection and analysis will be in addition to the risk assessment. Costs are as stated below.	£68.76 per hour plus any sampling costs

Sampling

Item	Fee
A flat rate sampling fee is charged for each sampling visit; this includes all officer time, mileage, the keeping of records and associated overheads for the reasonable cost of the service. The fee is in addition to the laboratory sampling costs quoted below.	£138.33 per visit
1. A check monitoring sample: 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. 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.	£79.72 + VAT

<p>2. Regulation 10 sample: 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>	<p>£57.20 + VAT</p>
<p>3. Bacteriological sampling only: 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>£79.81 + VAT</p>
<p>4. Full audit monitoring: 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. A check monitoring sample may additionally be required – see above sampling cost.</i></p>	<p>Up to £857.96 + VAT (dependent on required parameters)</p>
<p>5. Bottled water samples: 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>£66.45 + VAT Bacteriological monitoring only</p> <p>£169.44 + VAT Group A chemical parameters monitoring</p> <p>£857.96 + VAT Group B chemical parameters monitoring (up to)</p>
<p>6. Swimming pool monitoring: 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>£32.67 + VAT for bacteriological sample</p>
<p>7. Radioactivity suite: where a DWI risk assessment or other intelligence determines that monitoring is required.</p>	<p>£190.89 + VAT</p>

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.

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

Item	Fee
Fee: Basic application fee for a HMO licence up to 5 years	£1,310.98
Accreditation Discount: Applicants that are (or have applied to be at the time of licence application) accredited under the MLAS Scheme (or equivalent): see www.mlas.org.uk	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	£540.24
b) Houses in Multiple Occupation Notices	£809.71

Supplemental Fees

Item	Fee
i) Prohibition or Emergency Prohibition Order Served	£202.11
ii) Variation of a Notice	£134.74
iii) Emergency Remedial Action	£202.11

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)

Item	Fee
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.	£168.57

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

Item	Fee
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.	£381.35

9. FOOD SAFETY

Item	Fee
Disposal of unsound food	Commercial - £103.71 per hour plus cost of disposal Domestic - £77.79 per hour plus cost of disposal
Food Export / Health Certificates (up to eight products per certificate)	£68.42 per certificate £34.82 per certificate amendment

10. PEST CONTROL

See separately published document

11. TRADING STANDARDS AND ANIMAL HEALTH

Petroleum storage licence

Health and Safety and Nuclear (Fees) Regulations 2022

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 £48
	For 2 years renewal £96
	For 3 years renewal £144
Exceeding 2,500 litres (550 gallons) and not exceeding 50,000 litres (11,000 gallons)	For 1 year renewal £65
	For 2 years renewal £130
	For 3 years renewal £195
Exceeding 50,000 litres (11,000 gallons)	For 1 year renewal £137
	For 2 years renewal £274
	For 3 years renewal £411

Explosives and fireworks licence

New licence less than 250kg

Duration	Fee
1 year	£119.00
2 years	£154.00
3 years	£190.00
4 years	£226.00
5 years	£260.00

Renewal licence less than 250kg

Duration	Fee
1 year	£59.00
2 years	£118.00
3 years	£132.00
4 years	£166.00
5 years	£202.00

New licence above 250kg

Duration	Fee
1 year	£202.00
2 years	£266.00
3 years	£333.00
4 years	£409.00
5 years	£463.00

Renewal licence above 250kg

Duration	Fee
1 year	£94.00
2 years	£161.00
3 years	£226.00
4 years	£291.00
5 years	£357.00

Variations etc.	Fee
Variation on current licence (changing name/address of current licence)	£40.00 per variation
Other Variation	Reasonable cost of carrying out work
Transfer of licence or registration	£40.00 per transfer
Replacement of licence or registration if lost	£40.00 per replacement
Licence to supply fireworks all year round	£500.00 per licence (1 year)

Weights and Measures Fees

Liquid fuel Measuring Instruments	Fee
First Nozzle	£152.16 +VAT (£30.43) = £182.59
Additional Nozzles on same site (each)	£93.90 +VAT (£18.78) = £112.68
Section 74	£93.90 +VAT (£18.78) = £112.68
Officer hourly rate	£93.90 +VAT (£18.78) = £112.68

Projected Geographical Indication (Cider and Perry)

Size of business (all product produced)	Fee
Up to 10,000 litres per year	£149.34
10,000 litres to 100,000 litres per year	£298.67
Over 100,000 litres per year	£448.02

Feed Hygiene and Standards

The Animal Feed (Hygiene, Sampling etc. and Enforcement) (England) Regulations 2015

Item	Fee
Manufacture only, or manufacture and placing on the market, of substances referred to in Article 10(1)(a) or (b) of Regulation 183/2005 other than those feed additives specified in regulation 2(4), or of premixtures of such additives	£451.00
Placing on the market of substances referred to in Article 10(1)(a) or (b) of Regulation 183/2005 other than those feed additives specified in regulation 2(4), or of premixtures of such additives	£226.00
Any of the activities referred to at Point 10 of the Section headed "Facilities and Equipment" in Annex II to Regulation 183/2005	£451.00

Childrens Enforcement

Item	Fee
DBS check Volunteer	£8.00
DBS check Paid person	£53.60
Chaperone ID badge	£5.00