

**9 December 2015**

## **Environment and Housing Management Committee**

### **Fees and Charges - Private Sector Housing**

**Report of:** *Ashley Culverwell, Head of Borough Health, Safety & Localism*

**Wards Affected:** *All*

**This report is:** *Public*

#### **1. Executive Summary**

- 1.1 Fees and charges made by the Council for various services are reviewed on an annual basis by the relevant Committees relating to the services provided.
- 1.2 Recommended amendments to the fees and charges are incorporated into the budget setting process to take effect from the following financial year.

#### **2. Recommendation**

- 2.1 Members agree the proposed Fees and Charges, as outlined within Appendix A to be incorporated within the 2016/17 Budget.

#### **3. Introduction and Background**

- 3.1 The Council has a number of fees and charges relating to the services it provides. As part of the budget setting process, these charges are reviewed on an annual basis. Whilst some of the fees and charges are statutory, and therefore determined through legislation, the Council must also review its charges for discretionary services to ensure they reflect the current costs of service provision.
- 3.2 The individual charges that are being proposed are set out in Appendix A to this report. These relate to charges for licences issued for houses in multiple occupation where there is a mandatory licence requirement, i.e. where there is a three or more storey property occupied by five or more people in two or more households. We also make charges for inspecting

properties for immigration and charge landlords where we have issued a formal notice under the Housing Acts.

#### **4. Issue, Options and Analysis of Options**

4.1 Following consideration of the methods of calculating fees and charges it has been decided that a full review of the Council's charging policies should be undertaken.

4.2 The proposed fees are based on a calculation of the costs involved in administering the various areas of work, apart from where there is a statutory charge or where the fees are set by Government.

#### **5. Reasons for Recommendation**

5.1 Recommendation is to revise the charges for 2016/17 following the review of all discretionary fees and charges to inform the 2016/17 budget setting process.

#### **6. Consultation**

6.1 Not applicable

#### **7. References to Corporate Plan**

7.1 A Modern Council – providing increased customer satisfaction in the quality of Council services

7.2 Costs of services provided based on efficient systems providing value for money to customers.

#### **8. Implications**

##### **Financial Implications**

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8.1 The HMO licence fees have been calculated to be cost neutral as required by legislation.

## **Legal Implications**

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- 8.2 The Housing Act 2004 introduced mandatory licensing for all Houses in Multiple Occupation (HMO). A HMO must be licensed if the property is three or more storeys and are occupied by five or more persons forming two or more households . The Council will make a charge for administering and issuing a licence . Each Council sets it's own fees for licensing . The fees must however reflect the actual cost's of licensing a property and have a structure which is fair and transparent . Normally a licence lasts for a maximum of five years although it may be issued for a shorter period in certain circumstances.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.2 None identified

**9. Background Papers** (include their location and identify whether any are exempt or protected by copyright)

- 9.1 Calculation of cost recovery

**10. Appendices to this report**

Appendix A - Schedule of Fees and Charges

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