**SHARED REGULATORY SERVICES CHARGES 2024-25**

**ANNEX**

**Part One – Fees set by the SRS Joint Committee**

**Animal Related licensing – Fees 2024-25**

|  |  |  |
| --- | --- | --- |
|  | **Fee** | **Notes** |
| Riding Establishments | **£341.00** | Plus full Veterinary costs. |
| Dangerous Wild Animals (2yr Licence) | **£492.00** | Inclusive of one Veterinary inspection, but any other Veterinary costs are payable in full. |
| Animal Boarding Establishment (including Day Care) | **£256.00** | Plus full Veterinary costs if incurred. |
| Animal Boarding Establishment (Home Boarding) | **£155.00** | Plus full Veterinary costs if incurred. |
| Dog Breeding Establishment | **£300.00** | Plus full Veterinary costs if incurred. |
| Pet Vendors | **£320.00** | Plus full Veterinary costs if incurred. |
| Performing Animals | **£133.00** | Plus full Veterinary costs if incurred |
| Zoo | **£1275.00** | Plus full Veterinary costs. |

**Dog Warden Services**

|  |  |  |
| --- | --- | --- |
|  | **Fee 2024-25** | **Notes** |
| Dog Collection Fee | **£54.00** | Plus any kennelling and veterinary charges incurred. |

PEST CONTROL – Vale of Glamorgan only

Domestic Premises

|  |  |  |
| --- | --- | --- |
|  | **2024-25 Charges** | |
|  | Standard Charge | Benefit Recipients |
| Rats (Outside) | **£66.00** | **£33.00** |
| Rats/ Mice (Inside) | **£66.00** | **£33.00** |
| Bedbugs, Cockroaches | **£100.00** | **£50** |
| Rats ( 6 month Domestic Contract ) | **£150.00** | **N/A** |
| Rats ( 6 month contract as addition to initial treatment) | **N/A** | **N/A** |
| Wasps (Treatment & Removal of Nest) | **£83.00** | **£41.50** |
| Wasps (Treatment Only) | **£75.00** | **£37.50** |
| Other Nuisance Pests (Spray Treatment)  Fleas, Flies (cluster flies), Carpet beetles etc.)  Single Floor | **£95.00** | **£47.50** |
| Whole House (up to 3 bedrooms) | **£150.00** | **£75.00** |
| Whole House (4/5 bedrooms) | **£190.00** | **£95.00** |
| Whole House (6/7 bedrooms) | **£220.00** | **£110.00** |
| Whole House as above + (each additional 2 bedrooms) | **£42.00** | **£21.00** |
| Advice and installation of Flea Trap | **£41.00** | **£20.50** |
| Call out charge for aborted call | **£35.00** | **£17.50** |

**Commercial Premises**

|  |  |
| --- | --- |
| Rats, Mice | 2024-25 charges |
| (First hour/part thereof) | £72.00 |
| (Additional half hourly increments) | £38.00 |
| Contract Price (6 month minimum) per hour | £51.00 |

\*A 25% reduction in commercial charges will be made for Registered Charities \*Internal Recharges will apply for other Council Departments

**Requests for Information and Services**

|  |  |  |
| --- | --- | --- |
|  | **2024-25 Charges** | **Notes** |
| Request for information on Contaminated Land | **£30.00** | Plus hourly rate for complex, detailed requests large areas of land |
| Request for Petroleum file information | **£132.00 Commercial**  **£92.00 non Commercial** |  |
| Request for Noise Attenuation Tests (other than as part of a statutory nuisance investigation) | **£80 per hour** | Full costs based on officer time and overheads |
| Request from Solicitors or other bodies for information in the preparation of civil cases | **£80 per hour** | Full costs based on officer time and overheads |
| Request for the inspection of houses to ascertain accommodation suitability, fitness etc. | **£80 per hour** | Full costs based on officer time and overheads |

Note: The Service also undertakes Works in Default for breach of section 80, noise abatement notices (e.g. deactivating property alarms and vehicle alarms). These charges vary according to circumstances.

**Primary Authority and Bespoke Business Advice**

|  |  |  |
| --- | --- | --- |
|  | **Charges 2024-25** | **Notes** |
| Primary Authority Partnerships – hourly rate | **£80 per hour** | Full costs based on hourly rate and overheads. |
| Bespoke business advice | **£80 per hour** | Full costs based on hourly rate and overheads. |
| Bespoke training for businesses / staff update sessions | **POA- cost dependant on nature of training and size of group** |  |

**Food Safety**

|  |  |  |
| --- | --- | --- |
|  | **Fee 2024-25** |  |
| Issue of a Food Export Certificate (also known as a ‘Health Certificate’) | **£80.00** | For food businesses wishing to export foodstuffs |

**Port Health - Freshwater Analysis**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of sample** | **Analysis** | **Number of Sampling points** | **Sample Cost**  **2024-25** | **Labour**  **Cost (per visit)\***  **2024-25** |
| **Drinking Water** | Aerobic Colony Counts, E.coli & Coliforms | 2 | **£29.00** | **£80.00** |
| **Legionella** | Legionella sp | 2 | **£69.00** | **£80.00** |
| **Chemical analysis** | Various physio/chemical parameters | 1 | **£168.00** | **£80.00** |

*\*Labour cost not applied if ship already being visited.*

*Extra charges may be added for exceptional costs such as launch hire*

**Approval of venues for marriage and civil partnerships**

|  |  |
| --- | --- |
|  | **Fee 2024-25** |
| Application fee for the approval of a venue for marriage and civil partnership | **£1255.00** |

**Scrap Metal Dealer Licensing**

|  |  |
| --- | --- |
|  | **Fees 2024-25** |
| Scrap Metal Dealer Site Licence | **£423.00** |
| Renewal of SMD Site Licence | **£323.00** |
| SMD Site Licence Variation | **£211.00** |
| Scrap Metal Dealer Collector Licence | **£211.00** |
| Renewal of SMD Collector Licence | **£190.00** |
| Scrap Metal Dealer Licence Variation | **£211.00** |
| Scrap Metal Dealer Copy Licence | **£18.00** |

**Housing Act 2004, Part 1 (Bridgend & Vale)**

|  |  |
| --- | --- |
|  | **Fee 2024–25** |
| Statutory HMO Licence Grant (5 year licence) | **£761.00** |
| Statutory HMO Licence renewal (5 year licence) | **£631.00** |

**Housing Act 2004, Section 49**

A local housing authority may make such reasonable charge as they consider appropriate as a means of recovering certain administrative and other expenses incurred by them in service of a range of Notices under the Act

|  |  |
| --- | --- |
|  | **Fee 2024–25** |
| Power to charge for certain enforcement action | **£182.00 plus any additional costs incurred in relation to reports required from specialist contractors as part of the decision to serve the notice** |

**Mobile Home Parks - Charges for Site Licence and Enforcement – fees 2024-25**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Small Site**  **(1-10 Homes)** | **Medium Site**  **(11- 49)** | **Large Site**  **(+50)** | **Fee per pitch inspection** | **Enforcement** |
| New Site | £733.00 | £765.00 | £810.00 | £7.00 |  |
| Existing Site /Renewal | £620.00 | £620.00 | £620.00 | £7.00 |  |
| Vary Licence Condition | £344.00 | £344.00 | £344.00 |  |  |
| Lodging Rules | £81.00 | £81.00 | £81.00 |  |  |
| Replacement licence | £8.00 plus postage | £8.00 plus postage | £8.00 plus postage |  |  |
| Fixed penalty notice |  |  |  |  | £92.00 |
| Compliance Notice |  |  |  |  | £185.00 |

**Radon Monitoring**

Carried out a rate of £25 per radon monitor, plus £80an hour to cover officer time and overheads

**Soil Sampling**

|  |  |
| --- | --- |
| **Analysis Details** | **Charge** |
| SRS can arrange to undertake soil samples to assess for the presence of any suspected contamination within soils. Charges would be dependant on the nature and extent of any suspected contamination and level of reporting required. | Officer time at £80 per hour plus chemical analysis costs from external laboratory, which would be agreed in advance of any work |

**Part Two – Fees set externally**

**WEIGHTS AND MEASURES FEES 2024-25** *(Set by the Cymru Group Joint Notified Body)*

|  |  |  |
| --- | --- | --- |
| **Activity** | **Net Cost** | **Fee Subject to addition of VAT** |
| **A. Measuring Instruments Directive** |  |  |
| In order to reflect additional costs associated with examination, testing and documentation, and maintenance of MID notified body status, certain classes of instrument covered by MID should be subject to additional charges, as follows: | | |
| * Automatic discontinuous totalisers, automatic rail weighbridges, automatic catchweighers, automatic gravimetric filling instruments and beltweighers * Cold water meters | **No extra charge** | Yes |
| * Measuring instruments for liquid fuel and lubricants * Measuring instruments for liquid fuel delivered from road tankers | **10% surcharge** | Yes |
| * Capacity serving measures * Material measures of length | **25% surcharge** | Yes |
| Note: Fees increase for initial MID conformity assessment, but not subsequent re-verification. | | |

|  |  |  |
| --- | --- | --- |
| **Activity** | **Net Cost 2023-24** | **Fee Subject to addition of VAT** |
| **B. Special Weighing and Measuring Equipment** | |  |
| Examining, testing, certifying, stamping, authorising or reporting on special weighing or measuring equipment at the place where the service is provided. Such types of equipment, specifically excluded from tables (C) to (I) below, include:Automatic or totalising weighing machines   1. Equipment designed to weigh loads in motion 2. Bulk fuel measuring equipment tested following a Regulation 65 or 66 occurrence under the 1983 Regulations or Regulation 23 to 24 occurrence under the 1988 Regulations 3. Weighing or measuring equipment tested by means of statistical sampling 4. The establishment of calibration curves from templates 5. Templates graduated in millilitres 6. Testing or other services in pursuance of a Community obligation other than EC initial or partial verification | **£ 111.51 per hour** | Yes, unless   1. Under the Measuring Instruments (EEC Requirements) Regulations 1988 2. In pursuance of a Community obligation other than under (1) |
| **C. Weights** | | |
| Weights  Full hourly rate for first hour thereafter £61.95 ph | **£111.51 per hour**  **(N.B. discount)** | Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988 |
| **D. Measures** | | |
| Linear measures not exceeding 3m, for each scale | **£13.89 each** | Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988 |
| Capacity measures, without divisions, not exceeding 1 litre | **£10.97 each** | Yes |
| Cubic ballast measures (other than brim measures) | **£245.54 each** | Yes |
| Liquid capacity measures for making up and checking AQ packages | **£38.82 each** | Yes |
| Templates | | |
| Per scale - first item | **£67.48 each** | Yes |
| Second and subsequent items | **£25.53 each** | Yes |
| **E. Weighing Instruments** | | |
| **Non-NAWI (Non-EC)** | | |
| Not exceeding 1 tonne | **£88.14 each** | Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988 |
| Exceeding 1 tonne to 10 tonne | **£142.78 each** | Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988 |
| Exceeding 10 tonnes | **£298.18 each** | Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988 |
| Certification of Weighbridge Operators | **£111.51 per hour** | No VAT.  Minimum charge of half an hour. |

|  |  |  |
| --- | --- | --- |
| **NAWI** |  | |
| Not exceeding 1 tonne | **£146.74 each** | Yes |
| Exceeding 1 tonne to 10 tonne | **£227.05 each** | Yes |
| Exceeding 10 tonnes | **£497.04 each** | Yes |
| When testing instruments incorporating remote display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be charged | **50% Surcharge** | Yes |
| Note: When supplying specialist equipment (including but not limited to weighbridge test unit, van and test weights, etc.) an additional fee may be charged hourly, daily or per appointment, according to circumstance | | |
| **F. Measuring Instruments for Intoxicating Liquor** | | |
| Not exceeding 150ml | **£24.19 each** | Yes |
| Other | **£27.95 each** | Yes |
| **G. Measuring Instruments for Liquid Fuel and Lubricants** | | |
| Container type (not subdivided) | **£101.34 each** | Yes |
| Single/multi-outlets (nozzles)   1. First nozzle tested, per site 2. Each additional nozzle tested | **£165.29 each**  **£111.70 each** | Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988 |
| Testing of peripheral electronic equipment on a separate visit (per site) | **£ 111.51 per hour** | Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988 |
| Testing of credit card acceptor (per unit, regardless of no. of slots/nozzles/pumps) | **£ 111.51 per hour** | Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988 |
| **H. Road Tanker Fuel Measuring Equipment (Above 100 Litres)** | | |
| Meter measuring systems |  | |
| Wet hose with two testing liquids | **£ 354.80 each** | Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988 |
| Wet hose with three testing liquids | **£413.93 each** | Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988 |
| Dry hose with two testing liquids | **£394.17 each** | Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988 |
| Dry hose with three testing liquids | **£453.54 each** | Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988 |
| Wet/dry hose with two testing liquids | **£551.89 each** | Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988 |
| Wet/dry hose with three testing liquids | **£589.97 each** | Yes, unless under the Measuring Instruments (EEC Requirements) Regulations 1988 |
| **7. Certificate of errors** |  | |
| For supplying a certificate containing results of errors found on testing (certificate supplied upon request of the submitter; fee applies when no other fee is payable). | **£ 71.60 each** | Yes |

|  |  |  |
| --- | --- | --- |
| Angling/Fishing Scales Calibrated in Metric Units (inclusive of VAT) | **£15.12** | Note: this is outside the JNB set of fees above |

**Food Safety**

|  |  |  |
| --- | --- | --- |
|  | **2024 – 25 charge** |  |
| Request for re-rating inspection under the Wales Food Hygiene Rating Scheme | **£180.00** | Set by the Environmental Health Wales Group and is consistent across all Welsh authorities |

**Ship Sanitation Certificate Charges**

The cost of a Ship Sanitation Certificate depends on the vessel’s gross tonnage:

|  |  |
| --- | --- |
| **Gross Tonnage** | **2024-25**  **Charges** |
| Up to 1000 | **£135.00** |
| Up to 1001 to 3000 | **£185.00** |
| 3,001 – 10,000 | **£270.00** |
| 10,001-20,000 | **£355.00** |
| 20,001-30,000 | **£450.00** |
| Over 30,000 | **£520.00** |
| Extension | **£105.00** |
| **With the exception of:**  Vessels with the capacity to carry between 50 and 1000 persons - £520  Vessels with the capacity to carry more than 1000 persons - £890  Extra charges may be added for exceptional costs such as launch hire, length journeys to the port or laboratories, out of hour visits and samples taken | |

Extra charges, based on actual costs, may be added for exceptional costs such as launch hire, out-of-hours duty, travel and re-inspections of ships subject to control measures.

**\**Note – Ship sanitation certificate charges are set by the Association of Port Health Authorities.***

**FEES TO UNDERTAKE PRIVATE WATER SAMPLES 2024-25**

*Prescribed by Schedule 6 of the Private Water (Wales) Regulations 2017*

**RISK ASSESSMENT**

Risk assessment Fee **£80 per hour up to a statutory maximum of**

* **£700 for commercial premises / public supply (regulation 9 supply)**
* **£300 for single domestic / rented accommodation (regulation 10 / 11 supply)**

**SAMPLING**

Cost based on officer time and mileage **£80 per hour, up to the statutory maximum of £100.00**

**INVESTIGATION**

Cost based on officer time **£80 per hour, up to the statutory maximum of £250.00**

**GRANTING AN AUTHORISATION**

Cost based on officer time **£80 per hour, up to the statutory maximum of £100.00**

**ANALYSING A SAMPLE (excl Laboratory Costs\*)**

Taken under Regulation 10 and 11 **£25.00**

Taken during check monitoring **£110.00**

Taken during audit monitoring **£600.00**

**(\*PLEASE NOTE THAT THE ACTUAL COST CHARGED WILL BE SUBJECT TO ADDITIONAL COSTS DEPENDENT ON SUITE OF ANALYSIS REQUIRED.)**

**Petroleum Storage Certificate Fees 2024-25**

*Storage under the Petroleum (Consolidation) Regulations 2014; fees prescribed by the Health and Safety and Nuclear (Fees) Regulations 2024*

|  |  |  |  |
| --- | --- | --- | --- |
| **Duration of Certificate** | **Band ‘A’: Petroleum Spirit not exceeding 2,500 litres** | **Band ‘B’: Petrol exceeding 2,500 but not 50,000 litres** | **Band ‘C’: Petrol exceeding**  **50,000 litres** |
| a) 1 Year Fee | **£48.00** | **£65.00** | **£137.00** |
| (b) 2 Year Fee | **£96.00** | **£130.00** | **£274.00** |
| (c) 3 Year Fee | **£144.00** | **£195.00** | **£411.00** |
| (d) 4 Year Fee | **£192.00** | **£260.00** | **£548.00** |
| (e) 5 Year Fee | **£240.00** | **£325.00** | **£685.00** |
| (f) 6 Year Fee | **£288.00** | **£390.00** | **£822.00** |
| (g) 7 Year Fee | **£336.00** | **£455.00** | **£959.00** |
| (h) 8 Year Fee | **£384.00** | **£520.00** | **£1096.00** |
| (i) 9 Year Fee | **£432.00** | **£585.00** | **£1233.00** |
| (j) 10 Year Fee | **£480.00** | **£650.00** | **£1370.00** |

**Fees payable in respect of applications for the granting and transfer of Explosives Licences**

*Prescribed by the Health and Safety and Nuclear (Fees) Regulations 2024*

|  |  |  |
| --- | --- | --- |
| **Type of application** | **Duration** | **Fee 2024-25** |
| Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed | 1 year | £202 |
| 2 years | £266 |
| 3 years | £333 |
| 4 years | £409 |
| 5 years | £463 |
| Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed | 1 year | £94 |
| 2 years | £161 |
| 3 years | £226 |
| 4 years | £291 |
| 5 years | £357 |
| Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed | 1 year | £119 |
| 2 years | £154 |
| 3 years | £190 |
| 4 years | £226 |
| 5 years | £260 |
| Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed | 1 year | £59 |
| 2 years | £94 |
| 3 years | £132 |
| 4 years | £166 |
| 5 years | £202 |

**Fees payable in respect of variation to Explosives Licences**

|  |  |
| --- | --- |
| **Variation** | **Fee 2024-25** |
| Varying the name of licensee or address of site | £40 |
| Any other kind of variation | Reasonable cost to the licensing authority of having the work carried out |
| Transfer of licence | £40 |
| Replacement of licence if lost | £40 |

**Licence to sell fireworks all year round**

*Prescribed by the Fireworks Regulations 2004*

|  |  |
| --- | --- |
|  | **2024 – 25 charge** |
| Licence to sell fireworks all year round\* | **£500** |

\*All year round licence to sell isn’t required if sales of fireworks are restricted to one of more of the following - Chinese New Year and three days prior, Diwali and three days prior, between 15 October and 10 November; and between 26 to 31 December (New Year).

**Environmental Permitting Charges**

**Section 1: LAPPC (Part B) charges**

|  |  |  |
| --- | --- | --- |
| **Type of charge** | Type of Activity | **2024-25 Fee** |
| **Application Fee** | Standard Activity | **£1629** |
| Mobile plant |  |
| First & second applications | **£1629** |
| Third to seventh applications | **£972** |
| Eighth and subsequent applications | **£492** |
| Mobile plant falling within Annex 1 of fees and charges scheme | **£355** |
| **Combined Part B and waste application for any of above** | **Add £274 to above amounts** |
| Reduced fee activities |  |
| Vehicle refinishers | **£355** |
| Any Annex 1 reduced fee activity (from 1st October 2015)- any applications received prior to this date which fall in this category will be charged the standard Part B fee) | **£355** |
| PVR I & II combined | **£252** |
| Dry cleaning, small waste oil burners & dry cleaners | **£152** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of charge** |  | **2024-25 Fee** | | |
| **Annual Subsistence Charge** | Standard Activity Combined Part B and waste installation add | **Low**  £762  £102 | **Med**  £1145  £153 | **High**  £1723  £203 |
| Reduced fee activities |  | | |
| Annex1 activities | £223 | £359 | £542 |
| Vehicle Refinishers | £223 | £359 | £542 |
| Dry Cleaning, PVRI | £76 | £155 | £232 |
| PVR I & II | £111 | £222 | £333 |
| Mobile Plant |  | | |
| First & second permits | £637 | £1020 | £1530 |
| Third to seventh permits | £381 | £610 | £914 |
| Eighth & subsequent permits | £195 | £311 | £467 |
| **Part B installation subject to reporting under e-PRTR** | **Add £102 to risk assessed fee** | | |
|  | Late Payment fee | **£51** | | |

|  |  |  |
| --- | --- | --- |
| **Type of charge** |  | **2024-25 Fee** |
| **Transfer & Surrender** | Standard activity transfer | **£167** |
| Standard activity partial transfer (**for annex 1 activities, this charge applies up to 1st October 2015**) | **£491** |
| Reduced fee activity transfer | **£0** |
| Reduced fee activity partial transfer (**for annex 1 activities, this charge applies from 1st October 2015**) | **£46** |
| Surrender: all Part B activities | **£0** |
| **Substantial Change** | Standard activity | **£1037** |
| Standard activity where substantial change results in new EPR activity | **£1629** |
| Reduced fee activities (**for annex 1 activities, this charge applies from 1st October 2015**) | **£101** |

**LAPPC mobile plant charges**

***Fee payable for each permit to operate mobile plant***

|  |  |
| --- | --- |
| **Number of authorisations** | **Application fee**  **2024-25** |
| **1** (1st permit) | **£1629** |
| **2** (2ndt permit) | **£1629** |
| **3** (3rd permit) | **£972** |
| **4** (4th permit) | **£972** |
| **5** (5th permit) | **£972** |
| **6** (6th permit) | **£972** |
| **7** (7th permit) | **£972** |
| **8 and over** | **£492** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Subsistence fee 2024 – 25** | | |
| **Low** | **Med** | **High** |
| 1st permit | **£637** | **£1020** | **£1530** |
| 2nd permit | **£637** | **£1020** | **£1530** |
| 3rd permit | **£381** | **£610** | **£914** |
| 4th permit | **£381** | **£610** | **£914** |
| 5th permit | **£381** | **£610** | **£914** |
| 6th permit | **£381** | **£610** | **£914** |
| 7th permit | **£381** | **£610** | **£914** |
| 8th & subsequent | **£195** | **£311** | **£467** |
|  |  |  |  |

**Section 2: LA-IPPC (Part A2) charges**

**NB – every subsistence charge in the table below includes the additional £102 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation.**

|  |  |
| --- | --- |
| **Type of charge** | **2024-25** |
| **Application (if part B activity also carried out, add sum of Part B fee to A2 activity fee)** | **£3318** |
| **Annual Subsistence LOW** | **£1426** |
| **Annual Subsistence MEDIUM** | **£1588** |
| **Annual Subsistence HIGH** | **£2304** |
| **Substantial Variation (under reg 20)**  **If this results in a change in operation which meets thresholds for A2 or SWIP add** | **£1350**  **£3318** |
| **Transfer** | **£233** |
| **Partial transfer** | **£689** |
| **Surrender** | **£689** |

**Key**

Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by **£37.00.** There is no extra fee payable to the NRW where quarterly payments are made.

A late payment fee of **£51.00** will apply when an invoice remains unpaid 8 weeks from the date the invoice was issued.

**Newspaper advertisements**

Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs

***Note***

**During the course of the year, SRS will continue to explore additional areas where charges may be levied for the provision of services. In the case of charges based on officer time, a rate of £80 an hour, to include overheads, will be used**