West Lothian Council Environmental Health and Trading Standards

Schedule of Charges 2012/13

Overview

Environmental Health & Trading Standards administers the regulatory function relating to a number of licence and registration approvals. The service also delivers a wide variety of commercial services to business. The following document outlines the charging structure for these functions and services.

Services

Unless otherwise specified, services charges will be based on a chargeable rate of £73 (+ VAT) per hour, subject to a minimum charge of one hour. Services delivered out-with core hours will be charged an appropriate additional sum for overtime. The charge includes costs associated with supply, maintenance and calibration of EH&TS equipment where appropriate with the exception of specialist weigh-bridge equipment, which will incur an additional fee where the service has to hire equipment on an hourly or daily rate.

Services available include, but are not restricted to –

- Examination, testing, certifying, stamping, authorising or reporting on weighing or measuring equipment, e.g.
    - Automatic or totalising weighing machines,
    - Equipment designed to weigh loads in motion,
    - Bulk fuel measuring equipment tested following a Regulation 65 or 66 occurrence,
    - Measuring Instruments for Liquid Fuel and Lubricants,
    - Road Tanker Fuel Measuring Equipment (Above 100 Litres).
- Former petroleum tanks site history search
- Food Export Health Certificates - £ 68 per certificate
- Duplicate Food Export Health Certificates requested with original - £6
- Duplicate Food Export Health Certificates requested after original issued - £12
- Immigration Letters (Housing inspections) - £ 73

Work in default of a Defective Building Notice (administration and contract tender) - 10% of the contract price (inc VAT), up to a maximum of £1000.

Pest Control - Treatment Charge Rate for Non Domestic (Commercial) Premises £31 per hour (+ VAT) plus minimum pesticides charge of £6.00/Treatment (where used).

The full services available may be discussed with the Principal Environmental Health Officer or Principal Trading Standards Officer on 01506 282 500. Email-environmentalhealth@westlothian.gov.uk

Licences/ Approvals / Registrations

Subject	Legislation	Frequency	New Licence Application (fee if refused)	New Licence Application (fee if granted)	Renewal (fee if refused)	Renewal (fee if granted)
Animal Boarding Establishment Licence (see note 1)	Animal Boarding Establishment Act 1963	Annual renewal after initial issue of licence	£ 209	£ 209	£94	£94
Homeboarding (see note 1)	Animal Boarding Establishment Act 1963	As above	£150	£150	£94	£94
Dog Day Care (see note 1)	Animal Boarding Establishment Act 1963	As above	£209	£209	£94	£94
Dog Breeding Establishment Licence (see note 1)	Breeding of Dogs Act 1973-91	As above	£ 209	£ 209	£94	£94
Dangerous Wild Animals Licence (see note 1)	Dangerous Wild Animals Act 1976	As above	£ 209	£ 209	£94	£94
Pet Shop Licence (see note 1)	Pet Animals Act 1951	As above	£ 209	£ 209	£94	£94
Riding School Licence (see note 1)	Riding Establishments Acts 1964-70	As above	£209	£209	£150	£150
Performing Animals Registration (see note 1)	Performing Animals (Regulations) Act 1925	On request	N/a	£71	N/A	N/A
Zoo Licence (see note 1)	Zoo Licensing Act 1981	Varies	£443	£665	£283	£3950 (for six years)
Licensing S50 Certificate (New premises – Planning approval) (note 2)	Licensing (Scotland) Act 2005	On request	£72.50 (new)	£72.50	N/a	N/a
Licensing S50 Certificate (Full approval – Food, Building Standards, Planning) (note 2)	Licensing (Scotland) Act 2005	On request	New premises £270 (new)	New premises £270	Existing premises £197.50	Existing premises £197.50
Licensing S50 Certificate replacement / duplicate certificate	Licensing (Scotland) Act 2005	On request	N/a	£10	N/a	N/a

Explosive Store Licence (Reg. 10 Licence) (see note 2)	The Manufacture and Storage of Explosives Regulations 2005. (under Health & Safety at Work Act).	Annual renewal after initial issue of licence	£178 (statute)	£178	£83	£83
Explosive Store Registration (Reg. 11) (see note 2)	As above	As above	£105 (statute)	£105	£52	£52
Variation or transfer of licence/registration (note 2)	As above	On request	£35 (statute)	£35	N/a	N/a
Firework extended sale period licence (see note 2)	Fireworks Act 2004	Annual	£500	£500	£500	£500
Petroleum Licence (not exceeding 2500 litres)	Petroleum (Consolidation) Act 1928	1, 2 or 3 year licence	£42 for each year. (statute)	£42 for each year.	£42 for each year.	£42 for each year.
Petroleum Licence (Exceeding 2500 litres but not exceeding 50,000 litres) (note 2)	As above	1, 2 or 3 year licence	£58 for each year (statute)	£58 for each year	£58 for each year	£58 for each year
Petroleum Licence (Exceeding 50,000 litres) (note 2)	As above	1, 2 or 3 year licence	£120 for each year(statute)	£120 for each year	£120 for each year	£120 for each year
Transfer of Petroleum Spirit Licence (note 2)	Petroleum (Transfer of Licence) Act 1936 Section 1(4)	On request	£8 (statute)	£8	N/a	
Licence to sell poisons	Poisons Act 1972	Annual	Initial registration £34		Re-registration £18	
Licence to sell poisons – change of details	As above	On request	£10.00			

Note 1- all vet fees involved incurred in assessing compliance with animal related licences will be fully recharged in addition to the licence application fee.

Note 2 – fee set by statute.