

# **MEETING OF THE COUNCIL**



**Thursday, 6th December, 2018**

**7.00 pm**

**Council Chamber  
Thanet District Council  
Margate**

**[www.thanet.gov.uk](http://www.thanet.gov.uk)  
01843 577000**



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Date: 27 November 2018  
Our ref: James Clapson  
Direct Dial: (01843) 577200  
Email: james.clapson@thanet.gov.uk



You are hereby summoned to attend the meeting of the Thanet District Council to be held in the Council Chamber, Council Offices, Cecil Street, Margate, Kent on Thursday, 6 December 2018 at 7.00 pm for the purpose of transacting the business mentioned below.

*Timothy Hines*

Director of Corporate Governance

To: The Members of Thanet District Council

**FIRE ALARM PROCEDURES:** If the fire alarm is activated, please vacate the offices via the stairs either through the security door to the left of the Chairman or opposite the lifts in the foyer. Please do not use the lifts. Please assemble in Hawley Square on the green. Officers will assist you and advise when it is deemed safe to return to the Chamber.

## **A G E N D A**

Item  
No

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES OF THE PREVIOUS MEETING 11 OCTOBER 2018** (Pages 5 - 10)

To approve the Minutes of the meeting of Council held on 11 October 2018, copy attached.

3. **MINUTES OF THE EXTRAORDINARY MEETING 6 NOVEMBER 2018** (Pages 11 - 12)

To approve the Minutes of the extraordinary meeting of Council held on 6 November 2018, copy attached.

4. **ANNOUNCEMENTS**

To receive any announcements from the Chairman, Leader, Members of the Cabinet or Chief Executive in accordance with Council Procedure Rule 2.2 (iv).

5. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members in accordance with Council Procedure rule 2.2 (v)

6. **PETITIONS**

To receive petitions from the public in accordance with Council Procedure Rule 12.

6a **PETITION REGARDING THE MARGATE MUSEUM AND THE MAYOR'S PARLOUR** (Pages 13 - 16)

6b **PETITION REGARDING THE PORT OF RAMSGATE** (Pages 17 - 20)

7. **QUESTIONS FROM THE PRESS AND PUBLIC**

To receive questions received from the press or public in accordance with Council Procedure Rule 13.

7a **QUESTION NO.1 - REGARDING RIVEROAK STRATEGIC PARTNERSHIP'S DCO APPLICATION** (Pages 21 - 24)

8. **QUESTIONS FROM MEMBERS OF THE COUNCIL**

To receive questions from Members of the Council in accordance with Council Procedure Rule 14.

9. **NOTICE OF MOTION**

To receive any Notices of Motion from Members of Council in accordance with the Council Procedure Rule 3.

10. **LEADERS REPORT** (Pages 25 - 26)

To receive a report from the Leader of the Council in accordance with Council Procedure Rule 2.4.

11. **REPORT OF THE CHAIRMAN OF THE EXECUTIVE, POLICY AND COMMUNITY SAFETY SCRUTINY PANEL** (Pages 27 - 32)

12. **REPORT OF THE CHAIRMAN OF THE FINANCE, BUDGET AND PERFORMANCE SCRUTINY PANEL** (Pages 33 - 38)

13. **2019-20 FEES AND CHARGES** (Pages 39 - 94)

14. **FOOD LAW SERVICE PLAN AND ENFORCEMENT POLICY 2018-2020** (Pages 95 - 142)

**Declaration of Interests Form**

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## COUNCIL

**Minutes of the meeting held on 11 October 2018 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.**

**Present:** Councillor David Saunders (Chairman); Councillors Ashbee, Bayford, Buckley, Campbell, G Coleman-Cooke, K Coleman-Cooke, Connor, Constantine, Crow-Brown, Curran, Dawson, Dellar, Dennis, Dexter, Dixon, Edwards, Evans, J Fairbrass, Fenner, Game, I Gregory, Grove, Hayton, Jaye-Jones, Johnston, Martin, Messenger, Parsons, L Piper, S Piper, L Potts, Rogers, Rusiecki, M Saunders, Savage, Shonk, Taylor, Taylor-Smith, Tomlinson, Townend and Wright

### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Bambridge, Braidwood, Brimm, L Fairbrass, Falcon, Hillman, Matterface, R Potts, Pugh and Stummer-Schmertzling.

### **2. MINUTES OF PREVIOUS MEETING**

It was proposed by the Chairman, seconded by the Vice-Chairman and agreed, that the minutes of the Council meeting held on 6 September 2018 be approved and signed by the Chairman.

### **3. ANNOUNCEMENTS**

The Chairman announced that former Councillor Trevor Emes had recently passed away. Members stood for a minute's silence as a mark of respect, and offered sympathy to Mr Emes family.

### **4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **5. PETITIONS**

No petitions were received in accordance with council procedure rule 12.

### **6. QUESTIONS FROM THE PRESS AND PUBLIC**

#### **(a) Question No.1 from a Member of the Public – Street Cleaning Around St Johns Road and Addington Street**

Ms White asked Councillor Savage, the Cabinet Member for Operational Services, the following question:

"What steps are being taken to clean the streets around Hawley Square? The only time the Square and Addington Street are free of litter is when I carry out a litter-pick. The area outside St John's Road is of particular concern with dumped mattresses and other rubbish"

Councillor Savage responded with the following points:

- A mechanical sweeper attended the area 5 days a week after 9am at the request of the residents to avoid noise disruption. However this reduced the effectiveness of the sweep due to the number of parked cars on the street after 9am.

- A manual sweep of Hawley Square took place daily. The Council intended to trial some pedestrian sweeping machines that were able to clean pavements and smaller spaces.
- Bulky waste should be taken to Margate Refuse and Recycling Centre, or pick up could be arranged with the Council for a charge. In cases where items were dumped, enforcement investigation would be carried out then arrangements made to remove the items.
- The Council greatly appreciated the efforts of proactive residents who took care of their local environment, and hoped that seeing this would encourage others to not drop litter or dump waste themselves.

### **7. QUESTIONS FROM MEMBERS OF THE COUNCIL**

No questions had been received from Members in accordance with council procedure rule 14.

### **8. NOTICE OF MOTION**

No motions on notice had been received in accordance with council procedure rule 3.

### **9. LEADERS REPORT**

During his report the Leader covered the following areas:

- The Council had been allocated an additional £483,000 to tackle rough sleeping in 2019-20.
- Currently there were no families with children living in temporary accommodation.
- Feedback from the House of Lords Select Committee visit to Margate had been good.
- New rules had come into force regarding Houses of Multiple Occupancy (HMO's), these rules would mean that more rented properties would fall into this category and required a license from the Council.
- The Council was looking at the possibility of transferring the Cliftonville shelter to a community group.
- 80 assets had been transferred to community groups, Parish or Town councils and sold on the open market. This had brought revenue into the Council.
- The recent beach clean event had been a success and had seen more volunteers than ever before.
- There had been a large number of visitors to the District over the summer; the Visitor Information Centre at Droit House had recorded a 19% increase in footfall compared to the previous year.
- Public toilets would remain open until the end of October.

In the absence of Councillor Wells, Councillor Crow-Brown as Opposition spokesperson for the Independent and UKIP Group, made the following points:

- It was good to hear of extra funding to tackle rough sleeping.
- The new rules around HMO's were welcome, the selective licensing scheme in Margate and Cliftonville had also been effective in dealing with bad landlords and antisocial behaviour.
- It was good that visitor numbers to the District had increased.

Councillor Reverend Piper as Leader of the Thanet Independent Councillors Group made the following points:

- Homelessness was an increasing problem, congratulations were offered to all those connected with the success of Winter Shelter project who helped the most vulnerable.
- The HMO changes were welcome as they would help to protect vulnerable tenants.

- It was a shame that the House of Lords Select Committee did not see Ramsgate when they visited the District.
- If the Western Undercliff site had to be disposed of, the Council should consider a partnership with the new owners, because the site was an important part of community.
- The Visitor Information Centre in Ramsgate should also be recognised for its important work.

The Leader replied to Councillor Reverend Piper's comments with the following points:

- Rough sleeping was an increasing problem nationally, however the Council had responded well to the challenge. The Winter Shelter project had received a number of awards and the volunteers that were involved deserved recognition for their hard work.
- Once the Western Undercliff site had been registered as a community asset the Council was obliged to follow the legal process that was currently in progress.

Councillor Constantine as representative of the Labour Party Group made the following points:

- There was double the national average number of rough sleepers in Thanet.
- While there were no families in temporary accommodation, children were still being moved away from their support networks.
- Volunteers who worked in the Visitor Information Centres should also be thanked for their effort.
- It was good to hear that visitor numbers had increased and that the public toilets would remain open until the end of October, however the toilets needed to be cleaned more regularly.
- The East Kent University Hospitals Trust had recently been cited as one of the worst four health care providers in country, what had been done to support stroke services in the District?
- Unlike the Council, other councils had been acquiring assets while borrowing rates were so low.

The Leader replied to Councillor Constantine's comments with the following points:

- Whenever families were put into accommodation outside of the area, these families were bought back into the district as soon as possible.
- At the last count, taken on 3 October, there were 40 people sleeping rough in Thanet.
- The Council always looked to undertake suitable investment opportunities when they arose.

### **10. REPORT OF THE CHAIRMAN OF THE EXECUTIVE, POLICY AND COMMUNITY SAFETY SCRUTINY PANEL**

Councillor G Coleman-Cooke, the Chairman of the Executive, Policy and Community Safety Scrutiny Panel, presented his report and the following points were noted:

- The Panel met on 27 September 2018, where it considered a report on Museums (Asset Management), and a report on the Food Law Service Plan and Enforcement Policy. The Panel made a number of recommendations to Cabinet on both topics.
- Under the new scrutiny arrangements, the Executive Scrutiny Panel was responsible for call-in of executive decisions; however since the last meeting of Council, no call-ins had been made.

Members noted the report

### **11. REPORT OF THE CHAIRMAN OF THE FINANCE, BUDGET AND PERFORMANCE SCRUTINY PANEL**

Councillor L Piper, the Chairman of the Finance, Budget and Performance Scrutiny Panel, presented her report and the following points were noted:

- The Panel had not met since the last meeting of Council, however Members were advised that the Ramsgate Port accounts would be considered at the October meeting, and the use of temporary accommodation would be considered when the Panel met in November.
- Members were invited to email the Panel Chairman if they had any topics that they wished to be considered at a future meeting of the Panel.

Members noted the report.

### **12. CONSTITUTIONAL CHANGES - CHANGES TO CONTRACT PROCEDURE RULES**

It was proposed by Councillor Gregory, seconded by Councillor Game and Members agreed that Council approve for adoption the revisions to Contract Standing Orders as shown in annex 1 of the report, including the recommendations provided by the Constitutional Review Working Party and the Standards Committee shown in paragraph 3.1 to 3.3 of the report, namely:

- '3.1 That consideration was given to the inclusion of a provision to require contractors to pay the national living wage.
- 3.2 That a reference to the purchasing guide, that contains examples of added social value, should be included in paragraph 7.
- 3.3. That the reference to £10,000.00 should be removed from paragraph 16.1, the sentence should read 'Each contract shall include standard clauses (excluding spend transacted on Government Procurement Card), including those indicated "where applicable" dependant on the nature of the contract as follows:'

### **13. DECLARATION OF VACANCY MARGATE CENTRAL WARD**

Ms Nartey, Interim Head of Legal Services and Deputy Monitoring Officer, advised Members of the Council's legal obligation to declare the vacancy for the Margate Central Ward.

It was proposed by the Chairman and seconded by the vice Chairman that Members agree the recommendations within the report, namely that:

- '1. Council notes that Ian Venables has become disqualified for being a member of this authority;
- 2. Council declares as vacant the office held by Ian Venables as a Councillor for the Margate Central ward.'

Members agreed to hold a recorded vote on the proposal.

Before a vote could be taken the meeting was adjourned due to disruption from the public gallery. The Chairman advised that the meeting would reconvene on Monday 15 October 2018.

**Meeting adjourned at 20:20.**

**Meeting reconvened at 19:00 Monday 15 October 2018**

Members present:

Councillors Ashbee, Bayford, Braidwood, Brimm, Buckley, Campbell, K Coleman-Cooke, Connor, Constantine, Crow-Brown, Dellar, Dennis, Dexter, Dixon, Evans, J Fairbrass, L Fairbrass, Falcon, Fenner, Gregory, Grove, Hillman, Jaye-Jones, Johnston, Martin, Parsons, L Piper, S Piper, L Potts, R Potts, Rogers, Rusiecki, D Saunders, M Saunders, Savage, Shonk, Taylor, Tomlinson, Townend, Wells, Wright.

Mr Howes, Director of Corporate Governance and Monitoring Officer, reminded Members of the Council's legal obligation to declare the vacancy for the Margate Central Ward.

In response to a question, Mr Howes advised Members that if an unlawful decision was made, he would have to consider his duty to prepare a report under Section 5 of the Local Government and Housing Act 1989.

Mr Howes conducted the recorded vote.

13 Members voted in favour the motion: Councillors Ashbee, Bayford, K Coleman-Cooke, Dexter, Gregory, Martin, Parsons, Rogers, D Saunders, M Saunders, Savage, Tomlinson, Wright.

27 Members voted against the motion: Councillors Braidwood, Brimm, Buckley, Campbell, Connor, Constantine, Crow-Brown, Dellar, Dennis, Dixon, Evans, J Fairbrass, L Fairbrass, Falcon, Fenner, Grove, Hillman, Jaye-Jones, Johnston, L Piper, S Piper, L Potts, R Potts, Rusiecki, Shonk, Townend, Wells.

1 Member abstained from voting on the motion: Councillor Taylor.

The motion was lost.

#### **14. CHANGES TO COMMITTEES, PANELS AND BOARDS - 2018/19**

The Leader proposed, Councillor Johnston seconded and Members agreed to postpone consideration of the item until a future meeting of the Council.

Meeting concluded: 8.22pm

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## COUNCIL

**Minutes of the meeting held on 6 November 2018 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.**

**Present:** Councillor David Saunders (Chairman); Councillors Ashbee, Bayford, Braidwood, Brimm, Buckley, Campbell, Connor, Constantine, Crow-Brown, Dawson, Day, Dennis, Dexter, Dixon, J Fairbrass, L Fairbrass, Falcon, Fenner, Game, I Gregory, Jaye-Jones, Johnston, Larkins, Martin, Matterface, Messenger, Parsons, L Piper, S Piper, L Potts, Pugh, Rogers, Rusiecki, M Saunders, Savage, Stummer-Schmertzing, Taylor, Taylor-Smith, Tomlinson, Wells and Wright.

### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Councilors Bambridge, G Coleman-Cooke, K Coleman-Cooke, Curran, Dellar, Edwards, Evans, Hillman, R Potts, Shonk and Townend.

### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3. REVISION TO THE SCHEME OF DELEGATIONS**

It was proposed by the Chairman and seconded by the Vice Chairman that:

‘Council amends its scheme of delegations by delegating to the Chief Executive (and in her absence the Director of Corporate Governance) the authority to declare vacancies in office under section 86 of the Local Government Act 1972.’

The Leader proposed and Councilor Savage seconded an amendment that replaced the words ‘Director of Corporate Governance’ with ‘Deputy Chief Executive’, the amended proposal read as follows:

‘Council amends its scheme of delegations by delegating to the Chief Executive (and in her absence the Deputy Chief Executive) the authority to declare vacancies in office under section 86 of the Local Government Act 1972.’

Upon being put to the vote, the amended motion was declared lost.

Members voted on the substantive motion and it was declared lost.

Meeting concluded: 7.30pm

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## PETITION REGARDING THE MARGATE MUSEUM AND THE MAYOR'S PARLOUR

Council	<b>6 December 2018</b>
Report Author	<b>Nick Hughes, Committee Services Manager and Deputy Monitoring Officer</b>
Portfolio Holder	<b>Councillor Ashbee, Cabinet Member for Corporate Governance and Coastal Development</b>
Status	<b>For recommendation</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>

### Executive Summary:

A petition containing 94 valid signatures was received by the Council requesting that the council reaffirm that there will be no sale or disposal of the buildings known as Margate Museum and the Mayor's Parlour.

This report sets out how the Council deals with petitions of this size; it explains that the petition organiser will present the petition to the meeting and sets out the next steps as to how the Council will deal with the petition.

### Recommendation(s):

Under the Council's petitions scheme, Council is required to refer the petition to Cabinet without debate for report back to Council.

### CORPORATE IMPLICATIONS

<b>Financial and Value for Money</b>	There are no identified financial implications from this report.
<b>Legal</b>	This matter is dealt with under the Council's scheme for dealing with petitions from the public which is contained within the constitution.
<b>Corporate</b>	In accordance with the Council's petition scheme if a petition has over 25, but less than 650, signatories, it will be referred to Cabinet or an appropriate committee without debate for report to Council within three ordinary meetings.
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do

	<p>not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td></td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td></td> </tr> </table> <p>There are no specific equity and equalities issues arising from this report.</p> <p>However it is important to be aware of the Council's responsibility under the Public Sector Equality Duty (PSED) and show evidence that due consideration had been given to the equalities impact that may be brought upon communities by the decisions made by Council.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it		Foster good relations between people who share a protected characteristic and people who do not share it.	
Please indicate which aim is relevant to the report.									
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,									
Advance equality of opportunity between people who share a protected characteristic and people who do not share it									
Foster good relations between people who share a protected characteristic and people who do not share it.									

CORPORATE PRIORITIES (tick those relevant)✓	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

CORPORATE VALUES (tick those relevant)✓	
Delivering value for money	
Supporting the Workforce	
Promoting open communications	✓

## 1.0 Introduction and Background

- 1.1 Under the terms of the Council's petitions scheme, members of the public may present petitions at ordinary meetings of Council; and if a petition has over 25, but less than 650, signatories, it will be referred to Cabinet or an appropriate committee without debate for report to Council within three ordinary meetings.

## 2.0 The Current Situation

- 2.1 A petition organised by Mr Smith-Stewart has been validly signed by 94 persons. The petition prayer and justification reads:

"We the undersigned petition the council to reaffirm that there will be no sale or disposal of the buildings known as Margate Museum and the Mayor's Parlour.

The Museum is ideally placed on its existing site, and only requires an extension into the Mayor's Parlour where a lift was to be installed to comply with the Disability Discrimination Act.

The Mayor's Parlour also known originally as a municipal building was funded by the widow of Mayor Kendall and must continue for mayoral use.

The Tudor House and Maltings are not suitable to take all the museum artefacts, a heritage lottery bid needs to be revisited for all for these buildings as a matter of urgency.”

- 2.2 The petition organiser is entitled to present their petition to Council, and in accordance with the Council's petition scheme has three minutes to present the petition.
- 2.3 Mr Smith-Stewart has informed the Council that he will be in attendance to present the petition.

### 3.0 Next Steps

- 3.1 Under the Council's petitions scheme, Council is required to refer the petition to Cabinet for report back to Council within three ordinary meetings.

Contact Officer:	Nick Hughes, Committee Services Manager (7208)
Reporting to:	Tim Howes, Director of Corporate Governance

### Annex List

None	N/A
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### Background Papers

Title	Details of where to access copy
None	N/A

### Corporate Consultation

Finance	Gary Whittaker, Interim Head of Financial Services
Legal	Tim Howes, Director of Corporate Governance & Monitoring Officer

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## PETITION REGARDING THE PORT OF RAMSGATE

Council	<b>6 December 2018</b>
Report Author	<b>Nick Hughes, Committee Services Manager and Deputy Monitoring Officer</b>
Portfolio Holder	<b>Councillor Ashbee, Cabinet Member for Corporate Governance and Coastal Development</b>
Status	<b>For recommendation</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>

### **Executive Summary:**

A petition containing 1119 valid signatures and an e-petition containing 154 valid signatures was received by the Council requesting that the council accept that the signatories have no confidence in the Council's operation of the Royal Harbour and Port; so demand that Thanet District Council create an independent working party to investigate the losses and bring forward a comprehensive regeneration plan within six months.

This report sets out how the Council deals with petitions of this size; it explains that the petition will be presented to the to the meeting and sets out the next steps as to how the Council will deal with the petition.

### **Recommendation(s):**

In accordance with 1.6(b) of the Council's petitions scheme, following presentation of the petition, Council refer the petition to Cabinet without debate as the petition is in reference to an executive function.

### **CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	There are no identified financial implications from this report.
<b>Legal</b>	This matter is dealt with under the Council's scheme for dealing with petitions from the public which is contained within the constitution.
<b>Corporate</b>	In accordance with the Council's petition scheme if a petition has over 25, but less than 650, signatories, it will be referred to Cabinet or an appropriate committee without debate for report to Council within three ordinary meetings.
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and

	other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.	
	Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.	
	Please indicate which aim is relevant to the report.	
	Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	
	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	
	Foster good relations between people who share a protected characteristic and people who do not share it.	
There are no specific equity and equalities issues arising from this report.		
However it is important to be aware of the Council's responsibility under the Public Sector Equality Duty (PSED) and show evidence that due consideration had been given to the equalities impact that may be brought upon communities by the decisions made by Council.		

<b>CORPORATE PRIORITIES (tick those relevant) ✓</b>	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant) ✓</b>	
Delivering value for money	
Supporting the Workforce	
Promoting open communications	✓

## 1.0 Introduction and Background

- 1.1 The Council's petition scheme allows an e-petition and a paper petition to be run side by side as long as the petition prayers are identical and the paper petition is submitted at the end date of the e-petition. The number of signatories for both the paper and e-petition are reported separately, within the same report and the Council will take action based upon the threshold met by the largest petition.
- 1.2 If a petition contains more than 1,000 signatures, Council can debate the petition unless it falls into a category of exception as detailed at paragraph (a) and (b) of 1.6 of the scheme. In this case paragraph (b) would be appropriate, namely;
- ‘(b) If the petition with 1000 or more signatures relates to an issue for which the executive (Cabinet) has responsibility, it may, following presentation, be referred by Council to Cabinet without debate.’

## 2.0 The Current Situation

- 2.1 A paper petition and e-petition was organised by Mr Coombs the paper petition was validly signed by 1119 persons, and the e-petition was validly signed by 154 persons. The petition prayers for both petitions were identical and read:

"We the undersigned petition the council to accept we have no confidence in the Council's operation of the Royal Harbour and Port. So we demand that Thanet District Council create an independent working party to investigate the losses and bring forward a comprehensive regeneration plan within six months"

- 2.2 In accordance with the Council's petition scheme the petition may be presented to Council and the presenter has five minutes in which to do this.

## 3.0 Next Steps

- 3.1 Under paragraph 1.6 (b) of the Council's petitions scheme, if the petition with 1000 or more signatures relates to an issue for which the executive (Cabinet) has responsibility, it may, following presentation, be referred by Council to Cabinet without debate.

Contact Officer:	Nick Hughes, Committee Services Manager (7208)
Reporting to:	Tim Howes, Director of Corporate Governance

## Annex List

None	N/A
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## Background Papers

Title	Details of where to access copy
None	N/A

## Corporate Consultation

<b>Finance</b>	Gary Whittaker, Interim Head of Financial Services
<b>Legal</b>	Tim Howes, Director of Corporate Governance & Monitoring Officer

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**QUESTION NO. 1 FROM A MEMBER OF THE PUBLIC –  
REGARDING RIVEROAK STRATEGIC PARTNERSHIP’S  
DCO APPLICATION**

Council	<b>6 December 2018</b>
Report Author	<b>Committee Services Manager</b>
Portfolio Holder	<b>Councillor Ashbee, Cabinet Member for Corporate Governance and Coastal Development</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>
Ward:	<b>All Wards</b>

**Executive Summary:**

The Leader will receive a question from a Member of the public in relation to RiverOak Strategic Partnership’s DCO application.

**Recommendation(s):**

This report is for information.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	There are no identified financial implications from this report.	
<b>Legal</b>	There are no legal implications directly from this report.	
<b>Corporate</b>	Council Procedure Rule 13 affords members of the public the opportunity to ask questions of Members of the Cabinet at ordinary meetings of the Council.	
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.	
	Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.	
	Please indicate which aim is relevant to the report.	
	Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	

	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	
	Foster good relations between people who share a protected characteristic and people who do not share it.	
There are no specific equity and equalities issues arising from this report.		

<b>CORPORATE PRIORITIES (tick those relevant) ✓</b>	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	x

<b>CORPORATE VALUES (tick those relevant) ✓</b>	
Delivering value for money	
Supporting the Workforce	
Promoting open communications	x

## 1.0 Introduction and Background

- 1.1 The following question, addressed to the Leader has been received from Mr Green in accordance with Council Procedure Rule No. 13.

Highways England, Historic England, Natural England, Public Health England, KCC, CCC, and 1100 Thanet residents, have registered concerns regarding RSP's DCO application. Could he detail how the Council has engaged the applicant to produce a SoCG and LIR, what issues have been discussed, and included in a section 106 agreement.

- 1.2 Under Council Procedure Rule 13.6, the Chairman will invite the questioner to put their question to the Member named in the notice. If the questioner is not present, the question shall not be put and shall be answered in writing.
- 1.3 Under Council Procedure Rule 13.7, if the Member to whom the question is directed is present they will provide an oral answer. If that Member is not present, the question will be answered by the Leader or another Member nominated by the Leader for the purpose unless it is inappropriate for the Leader to give an oral answer or to nominate another Member to give an oral answer, in which case the question will be dealt with by a written answer.
- 1.4 The total time devoted to questions shall not exceed 30 minutes. Any question which cannot be dealt with during that time will be replied to in writing.

Contact Officer:	Nick Hughes, Committee Services Manager
Reporting to:	Tim Howes, Director of Corporate Governance and Monitoring Officer

## Annex List

None	N/A
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## Background Papers

Title	Details of where to access copy
None	N/A

## Corporate Consultation

<b>Finance</b>	Matt Sanham, Corporate Finance Manager
<b>Legal</b>	Tim Howes, Director of Corporate Governance and Monitoring Officer

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## LEADER'S REPORT TO COUNCIL

Council	<b>6 December 2018</b>
Report Author	<b>Nick Hughes, Committee Services Manager</b>
Portfolio Holder	<b>The Leader</b>
Status	<b>For Information</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>

### Executive Summary:

To receive a report from the Leader in accordance with Council Procedure Rule 2.4

### Recommendation(s):

None - This report is for information only.

### CORPORATE IMPLICATIONS

Financial and Value for Money	There are no financial implications directly arising from this report.									
Legal	There are no legal implications arising from this report.									
Corporate	The Leaders report helps to contribute to the promoting open communications corporate value.									
Equalities Act 2010 & Public Sector Equality Duty	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table><tr><td colspan="2">Please indicate which aim is relevant to the report.</td></tr><tr><td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td><td>x</td></tr><tr><td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td><td>x</td></tr><tr><td>Foster good relations between people who share a protected characteristic and people who do not share it.</td><td>x</td></tr></table>		Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	x	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	x	Foster good relations between people who share a protected characteristic and people who do not share it.	x
Please indicate which aim is relevant to the report.										
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	x									
Advance equality of opportunity between people who share a protected characteristic and people who do not share it	x									
Foster good relations between people who share a protected characteristic and people who do not share it.	x									

	The Council demonstrates due regard to the aims of the Public Sector Equality Duty when conducting its business, this due regard is mirrored in the leaders report which provides an update on key issues arising since the last meeting of Council.
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<b>CORPORATE PRIORITIES (tick those relevant) ✓</b>	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	

<b>CORPORATE VALUES (tick those relevant) ✓</b>	
Delivering value for money	
Supporting the Workforce	
Promoting open communications	x

## 1.0 Introduction and Background

### 1.1 Council Procedure Rule 2.4 provides that:

The Leader of the Council will make available in writing the content of his oral report to opposition group leaders no later than the Saturday before the meeting. The speech will not exceed ten minutes on key issues arising since the last meeting of Council.

The Leaders of any other political group may comment on the Leader's report. The comments of the Leaders of the other political groups shall be limited each to five minutes. The other Group Leaders will comment in an order determined by the number of Councillors within those political groups, with the largest group commenting first, and so on.

The Leader has a right of reply to each Group Leader limited to two minutes, in hierarchical order, to any comments made on his/her report.

The Leader of the Council, the Leader of the Opposition and the Leader of any other political group may appoint substitutes to speak on their behalf.

No motions may be moved nor resolutions passed under this item.

Contact Officer:	Nicholas Hughes, Committee Services Manager
Reporting to:	Tim Howes, Director of Corporate Governance and Monitoring Officer

### Annex List

None	N/A
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### Background Papers

Title	Details of where to access copy
None	N/A

### Corporate Consultation

<b>Finance</b>	Matt Sanham, Corporate Finance Manager
<b>Legal</b>	Tim Howes, Director of Corporate Governance and Monitoring Officer

## EXECUTIVE, POLICY & COMMUNITY SAFETY SCRUTINY PANEL CHAIRMAN'S REPORT TO COUNCIL

Council	06 December 2018
Report Author	Cllr Glenn Coleman-Cooke, Chairman of the Executive, Policy & Community Safety Scrutiny Panel
Status	For Information
Classification:	Unrestricted
Key Decision	No
Ward:	Thanet Wide

### Executive Summary:

The purpose of the report is to highlight some of the key activities that have been planned for by the Executive Scrutiny Panel during the course of this 2018/19 municipal year and progress to date regarding implementation of the Panel's work programme.

### Recommendation(s):

1. Members are invited to discuss and note the report.

### CORPORATE IMPLICATIONS

<b>Financial and Value for Money</b>	There are no financial implications directly arising from this report. The report provides a briefing to Full Council about the current work activities of the Executive Scrutiny Panel.
<b>Legal</b>	There are no legal implications directly arising from this report. A presentation of the Panel Chairman's report to Full Council enables the Chairman to fulfil their duty as is required by the Council's Constitution.
<b>Corporate</b>	<p>There are no corporate risks associated with this report. The report enables discussion by Members at Full Council on the activities of the Executive Scrutiny Panel.</p> <p>The debate on the Panel Chairman's report contributes to open communication across the council. A strong scrutiny function contributes to an open democratic process for decision making and delivery of value for money services as council decisions are interrogated by Members before they are implemented. In instances where such decisions are interrogated after implementation, there will be lessons to learn for future policy development.</p>

<b>Equality Act 2010 &amp; Public Sector Equality Duty</b>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <p>Please indicate which aim is relevant to the report.</p> <p>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</p> <p>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</p> <p>Foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>No implications arise directly but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these.</p> <p>It is important to be aware of the Council's responsibility under the Public Sector Equality Duty (PSED) and show evidence that due consideration had been given to the equalities impact that may be brought upon communities by the decisions made by Council.</p>
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<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	✓
Supporting the Workforce	
Promoting open communications	✓

## 1.0 Introduction and Background

- 1.1 At each ordinary Full Council meeting, the Chairman of the each Overview and Scrutiny Panel presents a report on the work undertaken by the Panel since the last Council meeting.
- 1.2 Such a report would be subject to comment or debate by Members. This was in accordance with Council Procedure Rule 15.1 of Part 4 of the Council Constitution.



- 1.3 The report would therefore provide the basis for debate by Members on ongoing scrutiny activities and hopefully lead to sharing of views and ideas to enhance the Council's scrutiny function.

## **2.0 Current Scrutiny Activities**

- 2.1 The Executive Scrutiny Panel met on 13 November to review their work programme to consider the report on 'Crime Stats in Thanet'. Kent Police representatives made a presentation before the Panel and spoke about the initiatives they had taken working in collaboration with other agencies to reduce crime, particularly anti-social behaviour in the district.
- 2.2 They had also taken part in the national campaign against Knife Crime (Operation Sceptre). This operation included many different strands of activity, a key one being enforcement in the Night Time Economy but also included preventative work and engagement with young people. Members engaged the Police in debate on a number of points from the presentation and at the end of the discussion requested for a presentation on 'Police response times to emergency calls.'
- 2.3 The Panel was also consulted on the Housing Allocations Policy proposals as part of the public consultation on the new proposals. Although Members acknowledged that the proposals looked appropriate, they made an important intervention by requesting that the Key Worker list should include Care Support Workers. This recommendation will be considered by Cabinet on 15 January 2019.
- 2.4 The current work programme for the Panel for 2018/19 is attached as Annex 1 to the Council report. This schedule is subject to amendments during the course of the year as Members added more items for reviewing.

## **3.0 Call-in of Executive decisions**

- 3.1 Under the new scrutiny arrangements, the Executive Scrutiny Panel is responsible for all call-ins of executive decisions.
- 3.2 Members called in an Individual Cabinet Member decision on Digital Parking Pilot Project. The Panel felt that the information provided in the report accompanying the decision could have been more detailed.
- 3.3 The Executive acknowledged this point and indicated that the issue had since been resolved as the portfolio holder was given a briefing by officers. Additional information was provided to the Panel through the responses that were given by the Leader of Council who stood in for the portfolio holder.
- 3.4 At the end of the debate, the Panel did not take any further action, thereby making the decision implementable from that night.

## **4.0 Panel Recommendations to Cabinet - Implementation Monitoring**

- 4.1 **Asset Management – Thanet Museums report:** The Panel requested Cabinet to 'Establish when the £50k funds bequeathed to Dickens House would be made available to be used for the maintenance of the Museum and whether TDC had the right to dispose of the building.'
- 4.2 Cabinet considered the Panel recommendation on 18 October and agreed to address concerns raised in the recommendations; should Cabinet decide to proceed and

agree to the marketing of the properties as part of the stage 1 of the disposals process.

- 4.3 **Food Law Service Plan and Enforcement Policy report:** Whilst recommending the policy for adoption by Council, the Panel also proposed that 'Cabinet identified funding for staff training and additional staffing in order to effectively deliver the highly needed statutory service.'
- 4.4 At the same meeting, Cabinet also considered and acknowledged the Panel recommendation. Since this issue is a policy framework matter, it would be finalised at Full Council on 06 December.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 7186
Reporting to:	Nick Hughes, Committee Services Manager, Ext 7108

## Annex List

Annex 1	Executive, Policy & Community Safety Scrutiny Panel Work Programme 2018/19
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## Background Papers

Title	Details of where to access copy
None	N/A

## Corporate Consultation

<b>Finance</b>	Gary Whittaker, Interim Head of Financial & Procurement Services
<b>Legal</b>	Tim Howes, Director of Corporate Governance & Monitoring Officer

**Table 1**

Executive, Policy & Community Safety Scrutiny Panel Work Programme for 2018/19		
Meeting Date	Indicative Agenda Items	Issue Source
13 November 2018	Cabinet Member Presentation	Standing Agenda Item
	Crime Statistics for Thanet	Crime & Disorder Partnership (Kent Police)
	Allocations Policy	Housing Item
	Review of the Panel Work Programme 2018/19	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
31 January 2019	Cabinet Member Presentation	Standing Agenda Item
	Post decision/implementation review - Public Spaces Protection Order No. 3 (Anti-Social Behaviour) (PSPO)	Safer Neighbourhoods
	Review of Panel the Work Programme 2018/19	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
21 February 2019	Cabinet Member Presentation	Standing Agenda Item
	Review of the Panel Work Programme 2018/19	Standing Agenda Item
	Annual Crime & Disorder Partnership Report for 2018/19	Crime & Disorder Partnership (TDC)
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
12 March 2019	Cabinet Member Presentation	Standing Agenda Item

	Review of the Panel Work Programme 2018/19	Standing Agenda Item
	Annual proposals for Crime & Disorder Partnership Work Programme for 2019/20	Crime & Disorder Partnership (TDC)
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item

## FINANCE, BUDGET & PERFORMANCE SCRUTINY PANEL CHAIRMAN'S REPORT TO COUNCIL

Council	06 December 2018
Report Author	Cllr Lynda Piper, Chairman of the Finance, Budget & Performance Scrutiny Panel
Status	For Information
Classification:	Unrestricted
Key Decision	No
Ward:	Thanet Wide

### Executive Summary:

The purpose of the report is to highlight some of the key activities that have planned for by the Finance Scrutiny Panel during the course of this 2018/19 municipal year and progress to date regarding implementation of the Panel's work programme.

### Recommendation(s):

1. Members are invited to discuss and note the report.

### CORPORATE IMPLICATIONS

<b>Financial and Value for Money</b>	There are no financial implications directly arising from this report. The report provides a briefing to Full Council about the current work activities of the Finance Scrutiny Panel.
<b>Legal</b>	There are no legal implications directly arising from this report. A presentation of the Panel Chairman's report to Full Council enables the Chairman to fulfil their duty as is required by the Council's Constitution.
<b>Corporate</b>	<p>There are no corporate risks associated with this report. The report enables discussion by Members at Full Council on the activities of the Finance Scrutiny Panel.</p> <p>The debate on the Panel Chairman's report contributes to open communication across the council. A strong scrutiny function contributes to an open democratic process for decision making and delivery of value for money services as council decisions are interrogated by Members before they are implemented. In instances where such decisions are interrogated after implementation, there will be lessons to learn for future policy development.</p>

<b>Equality Act 2010 &amp; Public Sector Equality Duty</b>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <p>Please indicate which aim is relevant to the report.</p> <p>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</p> <p>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</p> <p>Foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>No implications arise directly but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these.</p> <p>It is important to be aware of the Council's responsibility under the Public Sector Equality Duty (PSED) and show evidence that due consideration had been given to the equalities impact that may be brought upon communities by the decisions made by Council.</p>
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<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	✓
Supporting the Workforce	
Promoting open communications	✓

## 1.0 Introduction and Background

- 1.1 At each ordinary Full Council meeting, the Chairman of the each Overview and Scrutiny Panel presents a report on the work undertaken by the Panel since the last Council meeting.
- 1.2 Such a report would be subject to comment or debate by Members. This was in accordance with Council Procedure Rule 15.1 of Part 4 of the Council Constitution.

- 1.3 The report would therefore provide the basis for debate by Members on ongoing scrutiny activities and hopefully lead to sharing of views and ideas to enhance the Council's scrutiny function.

- 1.4 This report follows on from the one presented at Full Council on 11 October.

### **2.0 Current Scrutiny Activities**

- 2.1 The Panel met twice since the Full Council meeting in October.
- 2.2 One of the key items on the agenda for the 23 October Panel meeting was the presentation on the performance of the Ramsgate Port & Harbour by the Leader of Council.
- 2.3 There was quite a detailed discussion on the port finances as Members sought to find out how the port and harbour were performing and whether there were any other considerations to explore other potential opportunities for developing the asset.
- 2.4 A number of questions were forwarded to the Leader as part of the preparation for the meeting and these were responded to as part of the presentation by the Leader of Council. Members had the opportunity to ask additional supplementary questions as part of the discussion and were individually responded to by the Leader.
- 2.5 The Panel was offered a further informal working session to explain the processes behind how the Port and Harbour finances are reported by Council as it was hoped that this approach would provide more clarity on the subject.
- 2.6 In concluding the debate, the Leader indicated that the Council would like to see the budget deficit relating to the Port and Harbour go down and was working on ways to improve the situation. It was further agreed that the Port and Harbour would be added to the topics for a future Members Briefing session. The Leader further indicated that the council would continue to look for ways of communicating the information regarding the Port and Harbour in an improved way and on a continuous basis.
- 2.7 The Panel also considered proposals for the 2019/20 Council Fees & Charges at the meeting on 20 November and forwarded the following recommendations to Cabinet:
1. To consider removing the fee for cremation services of children under the age of seven years;
  2. To review the costs for cremation services for all age groups, having considered similar charges in other districts;
  3. To review the licensing fee charges in order to determine whether it was appropriate that there was no increases in licensing fees across the board;
  4. To consider whether it was appropriate to set up an all party cabinet advisory group to look at future fees and charges.
- 2.8 The current work programme for the Panel for 2018/19 is attached as Annex 1 to the Council report. This schedule is subject to amendments during the course of the year as Members added more items for reviewing.

### **3.0 Cabinet Presentations at Panel Meetings**

- 3.1 As reported above the Panel received a presentation on the 'financial and operational performance of the Ramsgate Port and Harbour.' As a result of the discussions that followed on the presentation, it was agreed that the topic be presented again at a future Members Briefing session.

## 4.0 Panel Recommendations to Cabinet - Implementation Monitoring

- 4.1 There Panel made some recommendations regarding the proposed fees and charges for 2019/20. At the time of writing this report, the Cabinet was still to meet for an extraordinary meeting to consider those recommendations which are reported elsewhere in this report.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 7186
Reporting to:	Nick Hughes, Committee Services Manager, Ext 7108

## Annex List

Annex 1	Finance, Budget & Performance Scrutiny Panel Work Programme 2018/19
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## Background Papers

Title	Details of where to access copy
None	N/A

## Corporate Consultation

<b>Finance</b>	Gary Whittaker, Interim Head of Financial & Procurement Services
<b>Legal</b>	Tim Howes, Director of Corporate Governance & Monitoring Officer



**TABLE 1**

Finance, Budget & Performance Scrutiny Panel Work Programme for 2018/19		
Meeting Date	Indicative Agenda Items	Issue Source
20 November 2018	Cabinet Member Presentation	Standing Agenda Item
	Quarterly Performance Report Q2 2018/19	Financial Services Item
	Fees and Charges 2019-20	Financial Services Item
	Review of Panel the Work Programme 2018/19	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
24 January 2019	Cabinet Member Presentation (to be combined with the budget item)	Standing Agenda Item
	Budget 2019/20	Financial Services
	Review of the Panel Work Programme 2018/19	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
14 February 2019	Cabinet Member Presentation	Standing Agenda Item
	Quarterly Performance Report Q3 2018/19	Financial Services Item
	Review of the Panel Work Programme 2018/19	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
23 April 2019	Cabinet Member Presentation	Standing Agenda Item
	Quarterly Performance Report Q4 2018/19	Financial Services Item
	Review of the Panel Work Programme 2018/19	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item

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## 2019-20 FEES AND CHARGES

<b>Council</b>	<b>6 December 2018</b>
Report Author	<b>Tim Willis, Deputy Chief Executive and S151 Officer</b>
Portfolio Holder	<b>Cllr Ian Gregory, Cabinet Member for Financial Services &amp; Estates</b>
Status	<b>For Decision</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>Budget and Policy Framework</b>
Ward:	<b>All</b>

### Executive Summary:

A review of fees and charges has now been completed as part of the budget build. The proposed fees and charges are expected to generate additional income of around £189K, which represents an increase of 2.0%. This excludes items such as Selective Licensing and On Street Parking.

### Recommendation(s):

1. That Council consider and approve the fees and charges as listed in Annex 1, subject to any amendment following Cabinet's determination of the Finance, Budget and Performance Scrutiny Panel recommendations.

### CORPORATE IMPLICATIONS

<b>Financial and Value for Money</b>	The financial implications have been reflected within the body of the report. However were members to decide to reject any of the proposals, then additional savings of the same value would be required to deliver a balanced budget.
<b>Legal</b>	<p>Section 151 of the 1972 Local Government Act requires a suitably qualified named officer to keep control of the council's finances. For this council, it is the Deputy Chief Executive (S151 Officer), and this report is helping to carry out that function.</p> <p>Local authorities have a variety of powers to charge for specific statutory services as set out in section 42 of the Local Government Act 2003.</p> <p>The power to charge for discretionary services is not available to local authorities if there is a statutory duty to provide the service or if there is a specific power to charge for it or if there is a prohibition on charging.</p> <p>The Localism Act 2011 provides local authorities with a general power of competence that confers on them the power to charge for services but again subject to conditions/limitations similar to those noted above.</p>

	Any decision made by the council must give due regard to the Public Sector Equality Duty section 149 of the Equality Act 2010.								
<b>Corporate</b>	Corporate priorities can only be delivered with robust finances and this report gives Members the opportunity to review the council's proposed fees and charges for 2019-20 as part of the budget process.								
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (PSED) (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td></tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td><td></td></tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td><td>✓</td></tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td><td>✓</td></tr> </table> <p>The Equality Act 2010 (the "Act") came into force on 1 October 2010 and brings together over 116 separate pieces of legislation in order to create a framework to protect the rights of individuals and advance equality of opportunity for all.</p> <p>The Equality and Human Rights Commission recognises that with major reductions in public spending, local government has to make difficult and often unpopular decisions regarding funding and service provision. Thanet District Council has statutory public sector equality duties concerned with eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations on the basis of protected characteristics such as gender, race, disability or age. These duties do not prevent the council reducing services or charging where necessary - provided that decisions are taken in accordance with the Act.</p> <p>An Equality Impact Assessment ("EIA") is not a legal requirement in England, but it is an established and credible tool for demonstrating due regard to the public sector equality duty, which is required by law. Thanet District Council, taking its obligations as seriously as it does, had the Policy Owner for each proposed fee and charge, complete an EIA.</p> <p>An analysis of the impacts fees and charges might have to the statutory equality duties encouraged Thanet District Council to take a proportionate</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it	✓	Foster good relations between people who share a protected characteristic and people who do not share it.	✓
Please indicate which aim is relevant to the report.									
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,									
Advance equality of opportunity between people who share a protected characteristic and people who do not share it	✓								
Foster good relations between people who share a protected characteristic and people who do not share it.	✓								

	<p>approach to fees and charges. EIAs tailored the necessary mitigations and exceptions, for example.</p> <p>The council is satisfied that, in all the circumstances, the Schedule of 2019-20 fees and charges, those subject to an EIA, are lawful for the purposes of the public sector equality duties in the Equality Act 2010.</p> <p>The council recognises that EIAs are not an end in themselves. They are, of course, a way of showing that due regard has been paid to the general duties; but the council will continue, all-the-time, engaging with the equality considerations, accepting comments and opinions from stakeholders and maintain a positive relationship with the Equality and Human Rights Commission.</p>
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<b>CORPORATE PRIORITIES (tick those relevant) ✓</b>	
A clean and welcoming Environment	✓
Promoting inward investment and job creation	✓
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant) ✓</b>	
Delivering value for money	✓
Supporting the Workforce	
Promoting open communications	

## 1. Introduction and Background

- 1.1. This report seeks Council approval to set fees and charges for 2019-20. Fees and charges have historically been agreed early in the budget cycle so that they can be built into individual service estimates. This covering report summarises the main points, with the detail being provided in Annex 1. It should be noted that annex 1 may need to be revised and updated as a result of Cabinet's consideration of Finance, Budget and Performance Scrutiny Panel recommendations (see section 1.5 and 1.6 below).
- 1.2. A rigorous examination of all the council's fees and charges was undertaken by the service managers, using techniques such as benchmarking and other in-depth reviews.
- 1.3. Service managers also completed Equality Impact Assessments as per the requirement of the Public Sector Equality Duty and hence informed their design of the service and price.
- 1.4. Changes to bring to Members' attention:
  - i) Parking - Charges per hour are rounded to a 10p charge denomination. This charge supports the software within the machines which take a minimum of 5p. To reduce the cost of cash collection coinage the parking charges are rounded to 10p.
  - ii) In response to feedback, the first hour charge at seasonal car parks has been reduced - the daily charge remains the same.

- iii) Free car parking is still available on Saturdays in Margate, Broadstairs and Ramsgate. This has been changed in Broadstairs from Vere Road to St Peter's Park Road.
- iv) A charge is being introduced to support the call out charges for opening the multi storey car parks out of hours. This charge covers the call out and staff cost.
- v) Planning - 20% increase in fees reflects the change made by Central Government. This extra income is required to be re-invested in the planning service.
- vi) Building Control - Domestic Structural Design service will no longer be offered.

1.5 The proposed fees and charges were considered and approved by Cabinet on 15 November 2018 followed by Finance, Budget and Performance Scrutiny Panel on 20 November 2018. The Scrutiny Panel made the following recommendations to Cabinet;

- i) To consider removing the fee for cremation services of children under the age of seven years;
- ii) To review the costs for cremation services for all age groups, having considered similar charges in other districts;
- iii) To review the licensing fee charges in order to determine whether it was appropriate that there was no increases in licensing fees across the board;
- iv) To consider whether it was appropriate to set up an all party Cabinet advisory group to look at future fees and charges.

1.6 Cabinet is due to consider the Panel's recommendations at an extraordinary meeting on 6 December 2018 prior to Full Council. A verbal update on Cabinet's decisions will be provided at the meeting.

## 2. Implications

2.1. Annex 1 to this report sets out the proposed level of fees and charges for 2019-20 in respect of services provided by the council. As a result of reviewing all the council's fees and charges, additional income of £189K is anticipated in 2019-20. Table 1 compares 2018-19 to the proposed 2019-20 fees and charges. The proposals represent an increase in income of 2.0%. Some charges have remained at 2018-19 prices; others have increased to reflect parity with other authorities and some to cover cost of providing the service.

**Table 1 – Comparison with previous year**

	2018-19	2019-20
<b>Income Increase</b>	<b>£390,000</b>	<b>£189,000</b>
<b>Percentage Increase</b>	<b>4.0%</b>	<b>2.0%</b>

2.2. The major changes proposed to fees and charges 2019-20 can be summarised in Table 2:

**Table 2 – Summary of major changes**

2018-19 Fees & Charges	Major Changes
------------------------	---------------

Ref	Type of Fees & Charges	New Fees	Deleted Fees	Increased Fees
1.	<a href="#">Car Parks – Off Street</a>	✓	✓	✓
2.	<a href="#">Car Parks – On Street</a>	✓	✓	✓
4.	<a href="#">Crematorium</a>	✓	✓	✓
5.	<a href="#">Cemeteries</a>	✓	✓	✓
7.	<a href="#">Refuse - Bulky</a>	.	.	✓
8.	<a href="#">Green Waste</a>	.	.	✓
17.	<a href="#">Water Users</a>	✓	.	✓
18.	<a href="#">B'stairs &amp; M'gate Harbour</a>	✓	✓	✓
19.	<a href="#">Ramsgate Harbour/Port</a>	✓	✓	✓
27.	<a href="#">Planning</a>	.	.	✓
32.	<a href="#">Building Control</a>	.	✓	✓
37.	<a href="#">Property Services</a>	✓	✓	✓
<b>Note: A tick shows that there has been a change. A blank means no change.</b>				

## 3. Options

- 3.1. Council could notify officers of any changes required. If there are changes to those recommended that result in reduced income, then this will create a shortfall in the budget that will need to be funded from another source.
- 3.2. That Council approves the fees and charges for 2019-20.

## 4. Next Steps

- 4.1. If Council accepts the recommendations then the additional income generated by these proposals will be reflected in the 2019-20 budget report to the Council in February 2019.

<b>Contact Officer:</b>	Joanne Kemp, Finance Manager
<b>Reporting to:</b>	Matthew Sanham, Financial Services Manager

## Annex List

<b>Annex 1</b>	Fees and Charges Schedule 2019-20
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## Background Papers

<b>Title</b>	
None	

## Corporate Consultation

<b>Finance</b>	Gary Whittaker, Interim Head of Financial and Procurement Services
<b>Legal</b>	Sophia Nartey, Interim Head of Legal Services
<b>Communications</b>	Hannah Thorpe, Head of Communications

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														Annex 1
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS					Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
			1. <a href="#">OFF STREET PARKING</a>											
		1,119,830	LONG TERM											
Free Saturdays					HAROLD ROAD, Cliftonville					Free Saturdays				5,400
					ST PETER'S PARK ROAD, Broadstairs	new				Free Saturdays				35,000
Free Saturdays					CANNON ROAD, Ramsgate					Free Saturdays				25,000
					ALPHA ROAD Birchington									36,000
0.20	SR	1,750			ALBION ROAD, Birchington - First half hour					0.20	SR	0.00%	0.00	48,000
					7am - 10pm									
					Linear after 1st hour									
					Private motor cars									
1.00	SR				Per hour up to 4 hours		Discretionary	1-Apr-18		1.00	SR	0.00%	0.00	
0.01	SR				Each minute between 1 hour and 5 hours	removed	Discretionary	1-Apr-17		0.00	SR	-100.00%	-0.01	
5.00	SR				Over 5 hours (until 10.00 pm)		Discretionary	1-Apr-18		5.00	SR	0.00%	0.00	
					Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	new				0.10	SR			
					STAFFORDSHIRE STREET, Ramsgate									180,000
					TRINITY SQUARE, Margate									83,000
					QUEEN STREET/ELMS AVENUE, Ramsgate									18,000
					ALBION PLACE, Ramsgate									13,000
Free Saturdays					VERE ROAD, Broadstairs	No longer free								23,000
					7am - 10pm									
					Linear after 1st hour									
					Private motor cars									
1.30	SR				Per hour up to 4 hours		Discretionary	1-Apr-18		1.40	SR	7.69%	0.10	
0.02	SR				Each minute between 1 hour and 5 hours	removed	Discretionary	1-Apr-17		0.00	SR	-100.00%	-0.02	
6.50	SR				Over 5 hours (until 10.00 pm)		Discretionary	1-Apr-18		7.00	SR	7.69%	0.50	
					Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	new				0.10	SR			
					SEASONAL									
					ALBION STREET, Broadstairs									210,000
					MARINA ESPLANADE Area 2, Ramsgate									28,000
					MARINA ESPLANADE Area 3, Ramsgate									4,000
					MARINA ESPLANADE Area 4, Ramsgate									8,000
					7am - 10pm									
					Linear after 1st hour									
					Private motor cars									

												Annex 1	
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS				Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
					1st November to 31st March								
1.00	SR				Per hour up to 4 hours		Discretionary	1-Apr-18	1.00	SR	0.00%	0.00	
0.01	SR				Each minute between 1 hour and 5 hours	removed	Discretionary	1-Apr-17	0.00	SR	-100.00%	-0.01	
5.00	SR				Over 5 hours (until 10.00 pm)		Discretionary	1-Apr-18	5.00	SR	0.00%	0.00	
					Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	new			0.10	SR			
					1st April to 31st October								
4.00	SR				First Hour		Discretionary	1-Apr-17	2.50	SR	-37.50%	-1.50	
2.00	SR				Per hour up to 4 hours			1-Apr-17	2.50	SR	25.00%	0.50	
0.04	SR				Each minute between 1 hour and 5 hours	removed	Discretionary	1-Apr-17	0.00	SR	-100.00%	-0.04	
12.00	SR				Over 5 hours (until 10.00 pm)		Discretionary	1-Apr-17	12.00	SR	0.00%	0.00	
					Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	new			0.10	SR			
2.50	SR				Residents only- daily charge voucher scheme			27-Jul-17	2.60	SR	4.00%	0.10	
40.00	SR				Residents only- book of 20 daily vouchers			27-Jul-17	42.00	SR	5.00%	2.00	
					CHANDOS SQUARE, Broadstairs 7am - 10pm Linear after 1st hour								50,000
					Private motor cars								
					1st November to 31st March								
1.30	SR				Per hour up to 4 hours		Discretionary	1-Apr-18	1.40	SR	7.69%	0.10	
0.02	SR				Each minute between 1 hour and 5 hours	removed	Discretionary	1-Apr-17	0.00	SR	-100.00%	-0.02	
6.50	SR				Over 5 hours (until 10.00 pm)		Discretionary	1-Apr-18	7.00	SR	7.69%	0.50	
					Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	new			0.10	SR			
					1st April to 31st October								
4.00	SR				First Hour				2.50	SR	-37.50%	-1.50	
2.00	SR				Per hour up to 4 hours		Discretionary	1-Apr-17	2.50	SR	25.00%	0.50	
0.03	SR				Each minute between 1 hour and 5 hours	removed	Discretionary	1-Apr-17	0.00	SR	-100.00%	-0.03	
12.00	SR				Over 5 hours (until 10.00 pm)		Discretionary	1-Apr-17	12.00	SR	0.00%	0.00	
					Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	new			0.10	SR			
2.50	SR				Residents only- daily charge voucher scheme			27-Jul-17	2.60	SR	4.00%	0.10	
40.00	SR				Residents only- book of 20 daily vouchers			27-Jul-17	42.00	SR	5.00%	2.00	
					MULTI STOREY CAR PARKS								
Free Saturdays		67,180			MILL LANE MULTI STOREY CAR PARK, Margate 7am-7pm Linear after 1st hour				Free Saturdays				70,000
					7am - 7pm								
					Linear after 1st hour								
					Private motor cars								
1.30	SR				Per hour up to 4 hours		Discretionary	1-Apr-18	1.40	SR	7.69%	0.10	
0.02	SR				Each minute between 1 hour and 5 hours	removed	Discretionary	1-Apr-17	0.00	SR	-100.00%	-0.02	
6.50	SR				Over 5 hours (until 7.00 pm)		Discretionary	1-Apr-18	7.00	SR	7.69%	0.50	
					Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	new			0.10	SR			
		115,450			ROYAL HARBOUR (LEOPOLD STREET) MULTI STOREY CAR PARK, Ramsgate								149,000

													Annex 1
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS				Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
		9,000											
					7am - 10pm								
					Linear after 1st hour								
					Private motor cars								
1.30	SR				Per hour up to 4 hours		Discretionary	1-Apr-18	1.40	SR	7.69%	0.10	
0.02	SR				Each minute between 1 hour and 5 hours	removed	Discretionary	1-Apr-17	0.00	SR	-100.00%	-0.02	
6.50	SR				Over 5 hours (until 10.00 pm)		Discretionary	1-Apr-18	7.00	SR	7.69%	0.50	
					Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	new			0.10	SR			
3.50	SR				Hoteliers Charge (bulk purchase) - 24 hour ticket		Discretionary	1-Apr-18	3.50	SR	0.00%	0.00	
					Multi Storey car park release fee	new			50.00				1,200
					Hartdown Sports Cente								10,000
					Winter Gardens								22,000
					New Inn Minster								6,000
					The Bell Minster								4,000
					Westbrook Lower Prom								3,000
					SHORT TERM								
					CAVENDISH STREET, Ramsgate 7am -10pm								50,000
					MEETING STREET, Ramsgate 7am -10pm								43,000
					MARKET STREET, Margate 7am - 10pm Linear after 1st hour								75,000
					CROFT'S PLACE, Broadstairs 7am - 10pm Linear after 1st hour								57,000
					Linear after 1st hour								
					Private motor cars								
1.30	SR				Per hour up to 2 hours		Discretionary	1-Apr-18	1.40	SR	7.69%	0.10	
0.02	SR				Each minute between 1 hour and 4 hours	removed	Discretionary	1-Apr-17	0.00	SR	-100.00%	-0.02	
5.20	SR				4 hours (until 10.00 pm)		Discretionary	1-Apr-18	5.60	SR	7.69%	0.40	
					Each 10 minute slot between 1 hour and 4 hours rounded up to 10p	new			0.10	SR			
					SEASONAL PAY AND DISPLAY								
				(a)	MINNIS BAY, Birchington, 7am - 10pm								20,000
					Linear after 1st hour								
					Summer Season 1 April to 31 October								
					Private motor cars								
2.00	SR				Per hour up to 4 hours		Discretionary	1-Apr-17	1.00	SR	-50.00%	-1.00	

													Annex 1
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £	
0.02	SR			Each minute between 1 hour and 5 hours	removed	Discretionary	1-Apr-17	0.00	SR	-100.00%	-0.02		
10.00	SR			Over 5 hours (until 10.00 pm)		Discretionary	1-Apr-17	5.00	SR	-50.00%	-5.00		
				Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	new			0.10	SR				
			(b)	JOSS BAY, Broadstairs 7am- 10pm Linear after 1st hour								70,000	
				Summer Season 1 April to 31 October									
				Private motor cars									
4.00	SR			First Hour			1-Apr-17	2.50	SR	-37.50%	-1.50		
2.00	SR			Per hour up to 4 hours		Discretionary	1-Apr-17	2.50	SR	25.00%	0.50		
0.03	SR			Each minute between 1 hour and 5 hours	removed	Discretionary	1-Apr-17	0.00	SR	-100.00%	-0.03		
12.00	SR			Over 5 hours (until 10.00 pm)		Discretionary	1-Apr-17	12.00	SR	0.00%	0.00		
				Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	new			0.10	SR				
2.50	SR			Residents only- daily charge voucher scheme			27-Jul-17	2.60	SR	4.00%	0.10		
40.00	SR			Residents only- book of 20 daily vouchers			27-Jul-17	42.00	SR	5.00%	2.00		
			(c)	ST MILDRED'S BAY, Westgate, 7am-10pm								5,000	
				Linear after 1st hour									
				Summer Season 1 April to 31 October									
				Private motor cars									
2.00	SR			Per hour up to 4 hours		Discretionary	1-Apr-18	1.00	SR	-50.00%	-1.00		
0.02	SR			Each minute between 1 hour and 5 hours	removed	Discretionary	1-Apr-17	0.00	SR	-100.00%	-0.02		
10.00	SR			Over 5 hours (until 10.00 pm)		Discretionary	1-Apr-17	5.00	SR	-50.00%	-5.00		
				Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	new			0.10	SR				
				COACH PARKING									
				VERE ROAD, Broadstairs 7am- 10pm									
				JOSS BAY, Broadstairs 7am - 10pm									
				MINNIS BAY, Birchington 7am - 10pm									
				DREAMLAND, Margate 7am- 10pm									
				Summer Season 1 April to 31 October									
10.00	SR			Up to 4 hours		Discretionary	1-Apr-17	12.00	SR	20.00%	2.00		
20.00	SR			Over 4 hours and up to 15 hours (until 10.00 pm)		Discretionary	1-Apr-17	24.00	SR	20.00%	4.00		
				Off Season 1st November to 31 March									
10.00	SR			Per entry (up to 15 hour stay)		Discretionary	1-Apr-17	12.00	SR	20.00%	2.00		
							1-Apr-17						
				VERE ROAD, Broadstairs 7am - 10pm									
1.00	SR			Up to 30 minutes (dropping off/picking up)		Discretionary	1-Apr-16	1.00	SR	0.00%	0.00		
				HGV's									
				VERE ROAD, Broadstairs 7am - 10pm									
				MINNIS BAY, Birchington 7am - 10pm									

													Annex 1
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS				Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
					Summer Season 1 April to 31 October								
10.00	SR				Up to 4 hours	Discretionary	1-Apr-17	12.00	SR	20.00%	2.00		
20.00	SR				Over 4 hours and up to 15 hours (until 10.00 pm)	Discretionary	1-Apr-17	24.00	SR	20.00%	4.00		
		115,720			SEASON TICKETS								115,000
					(a) Annual								
630.00	SR				All Car Parks	Discretionary	1-Apr-18	630.00	SR	0.00%	0.00		
480.00	SR				All long term car parks only	Discretionary	1-Apr-18	480.00	SR	0.00%	0.00		
380.00	SR				Selected Car Parks	Discretionary	1-Apr-17	380.00	SR	0.00%	0.00		
					(b) Half Year								
390.00	SR				All Car Parks	Discretionary	1-Apr-18	390.00	SR	0.00%	0.00		
300.00	SR				All long term car parks only	Discretionary	1-Apr-17	300.00	SR	0.00%	0.00		
230.00	SR				Selected Car Parks	Discretionary	1-Apr-18	230.00	SR	0.00%	0.00		
					(c) Monthly								
80.00	SR				All Car Parks	Discretionary	1-Apr-18	80.00	SR	0.00%	0.00		
70.00	SR				All long term car parks only	Discretionary	1-Apr-18	70.00	SR	0.00%	0.00		
60.00	SR				Selected Car Parks	Discretionary	1-Apr-18	60.00	SR	0.00%	0.00		
					(d) Weekly								
40.00	SR	550			All Car Parks	Discretionary	1-Apr-14	42.00	SR	5.00%	2.00		500
					(e) Weekly Coach								
					Summer Season 1 April to 31 October								
75.00	SR				Vere Road, Joss Bay, Minnis Bay	Discretionary	1-Apr-17	90.00	SR	20.00%	15.00		
					Off Season 1st November to 31 March								
40.00	SR				Vere Road	Discretionary	1-Apr-17	48.00	SR	20.00%	8.00		
25.00	SR				Replacement Discs	Discretionary	11-Jun-15	25.00	SR	0.00%	0.00		
5.00	SR				Change of Registration	Discretionary	1-Apr-16	5.00	SR	0.00%	0.00		1,000
		99,720			FIXED PENALTY FINE - OFF STREET								174,720
					(Fixed by Central Government)								
70.00	NB				(a) Higher level penalty charge	Statutory	1-Apr-08	70.00	NB	0.00%	0.00		
35.00	NB				(b) Higher level penalty charge - Payment within fourteen days	Statutory	1-Apr-08	35.00	NB	0.00%	0.00		
50.00	NB				(c) Lower level penalty charge	Statutory	1-Apr-08	50.00	NB	0.00%	0.00		
25.00	NB				(d) Lower level penalty charge - Payment within fourteen days	Statutory	1-Apr-08	25.00	NB	0.00%	0.00		
					With effect from 31st March 2008								

											Annex 1		
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £	
			2.	ON STREET PARKING									
				On Charge Everyday									
		872,500											
				Maximum 2 hourly stay 9am - 6pm									
1.40	NB			Cecil Square, Margate			Discretionary	1-Apr-18	1.50	NB	7.14%	0.10	872,500
1.40	NB			Albert Terrace,			Discretionary	1-Apr-18	1.50	NB	7.14%	0.10	0
				1st April to 31st October									
				£ per half hour for up to 2 hours									
				1st November to 31st March									
1.10	NB			£ per half hour for up to 2 hours			Discretionary	1-Apr-18	1.20	NB	9.09%	0.10	
				Minimum 1 hour charge 9am - 6pm									
2.40	NB			Harbour Parade, Ramsgate			Discretionary	1-Apr-18	2.50	NB	4.17%	0.10	0
2.40	NB			Victoria Parade, Broadstairs			Discretionary	1-Apr-18	2.50	NB	4.17%	0.10	0
				Maximum 2 hourly stay									
				Linear Charging Maximum 2 hourly stay 9am - 6pm									
				Albion Place, Ramsgate			Discretionary						
				Belvedere Road, Broadstairs			Discretionary						
				Birchington			Discretionary						
				Broad Street, Ramsgate			Discretionary						
				Brunswick Street, Ramsgate			Discretionary						
				Carlton Ave, Broadstairs			Discretionary						
				Cavendish Street, Ramsgate			Discretionary						
				Charlotte Street, Broadstairs			Discretionary						
				Hardres Street, Ramsgate			Discretionary						
				Hawley Square/Churchfields Place			Discretionary						
				High Street, Broadstairs			Discretionary						
				High Street, Margate			Discretionary						
				King Street, Ramsgate			Discretionary						
				Marine Drive			Discretionary						
				Mill Lane, Margate			Discretionary						
				Northdown Road			Discretionary						
				Pierremont Avenue, Broadstairs			Discretionary						
				Queen Street, Ramsgate			Discretionary						
				Union Crescent, Margate			Discretionary						
				Vere Road, Broadstairs			Discretionary						
				York Street, Broadstairs			Discretionary						
				Lloyd Road, Broadstairs			Discretionary						
0.20	NB			10 minutes				11-Jun-12	0.20	NB	0.00%	0.00	

												Annex 1	
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS				Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
0.03	NB			Each minute thereafter up to 2 hours		removed		1-Apr-17	0.00	NB	-100.00%	-0.03	
4.40	NB			2 hours				1-Apr-18	4.60	NB	4.55%	0.20	
				Each 10 minute slot thereafter rounded up to 10p upto 2 hours		new			0.10	NB			
				9am - 6pm									
				Lawn Road, Broadstairs									
1.10	NB			Up to 1/2 hour			Discretionary	1-Apr-18	1.10	NB	0.00%	0.00	
2.20	NB			Up to 1 hour			Discretionary	1-Apr-18	2.20	NB	0.00%	0.00	
4.40	NB			Up to 2 hours			Discretionary	1-Apr-18	4.40	NB	0.00%	0.00	
6.60	NB			Up to 3 hours			Discretionary	1-Apr-18	6.60	NB	0.00%	0.00	
8.80	NB			Up to 4 hours			Discretionary	1-Apr-18	8.80	NB	0.00%	0.00	
0.20	NB			10 Minutes			Discretionary	1-Apr-16	0.20	NB	0.00%	0.00	
0.03	NB			Each minute thereafter up to 4 hours		removed	Discretionary	1-Apr-17	0.00	NB	-100.00%	-0.03	
				Each 10 minute slot thereafter rounded up to 10p upto 4 hours		new			0.10	NB			
			RESIDENTS PARKING										
		45,000		RESIDENTS PARKING PERMITS Annual Fee									50,000
70.00	NB			Margate West zone			Discretionary	1-Apr-17	74.00	NB	5.71%	4.00	
70.00	NB			Belmont Road Broadstairs			Discretionary	1-Apr-17	74.00	NB	5.71%	4.00	
70.00	NB			Addington Road Margate			Discretionary	1-Apr-17	74.00	NB	5.71%	4.00	
70.00	NB			Birchington			Discretionary	1-Apr-17	74.00	NB	5.71%	4.00	
70.00	NB			Victoria Parade, Broadstairs			Discretionary	1-Apr-17	74.00	NB	5.71%	4.00	
70.00	NB			Madeira			Discretionary	1-Apr-17	74.00	NB	5.71%	4.00	
25.00	NB			Replacement Discs			Discretionary	1-Apr-15	25.00	NB	0.00%	0.00	
		14,000		RESIDENTS PARKING AREAS									14,000
3.50	NB			Daily visitors tickets			Discretionary	1-Apr-17	3.60	NB	2.86%	0.10	
2.50	NB			Daily visitors tickets purchased in bulk (20 at a time)			Discretionary	1-Apr-17	2.60	NB	4.00%	0.10	
400.00	NB			Commercial premises sited in residential areas - per permit			Discretionary	1-Apr-17	415.00	NB	3.75%	15.00	
20.00	NB			Motorcycle permits			Discretionary	1-Apr-17	21.00	NB	5.00%	1.00	
25.00	NB			Replacement Permit			Discretionary	11-Jun-15	25.00	NB	0.00%	0.00	
5.00	NB			Change of registration			Discretionary	1-Apr-16	5.00	NB	0.00%	0.00	
			FIXED PENALTY FINE - ON STREET										
		80,000											172,000
		200,000											428,000
			(Fixed by Central Government)										
70.00	NB			Higher level penalty charge			Statutory	1-Apr-08	70.00	NB	0.00%	0.00	
35.00	NB			Higher level penalty charge - Payment within fourteen days			Statutory	1-Apr-08	35.00	NB	0.00%	0.00	
50.00	NB			Lower level penalty charge			Statutory	1-Apr-08	50.00	NB	0.00%	0.00	
25.00	NB			Lower level penalty charge - Payment within fourteen days			Statutory	1-Apr-08	25.00	NB	0.00%	0.00	

												Annex 1
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE £	ESTIMATED INCOME 2019/2020 £
				With effect from 31st March 2008								
				DECRIMINALISATION								
		12,500		ANNUAL DISPENSATION								15,000
450.00	NB			Utility Companies			Discretionary	1-Apr-17	500.00	NB	11.11%	50.00
70.00	NB			Professional Community Services			Discretionary	1-Apr-17	76.00	NB	8.57%	6.00
Free	NB			Voluntary Community Services			Discretionary	11-Jun-12	25.00	NB		
5.00	NB			Change of registration			Discretionary	1-Apr-16	5.00	NB	0.00%	0.00
				Commercial Users					120.00	NB		
		1,500		WEEKLY WAIVER								1,500
40.00	NB			Builders			Discretionary	11-Jun-15	45.00	NB	12.50%	5.00
				OTHER								
30.00	NB	50		Cones - Out of Hours Use/Less than 7 days notice/Lost Cones			Discretionary	11-Jun-12	35.00	NB	16.67%	5.00
15.00				More than 7 days notice			Discretionary	11-Jun-12	20.00	NB	33.33%	5.00
70.00	NB	2,000		Suspension of Bay - Administration Fee			Discretionary	1-Apr-17	70.00	NB	0.00%	0.00
				Abandoned Vehicles					200.00	NB		1,400
				Early payment 7 days					120.00	NB		600
250.00	NB	750		DISABLED PERSONS BAY - set by KCC			Discretionary	1-Apr-10	250.00	NB	0.00%	0.00
				MOBILE DISPLAYS - set by KCC								
150.00	NB			Weekly Charge			Discretionary	1-Apr-15	150.00	NB	0.00%	0.00
30.00	NB			Day Charge			Discretionary	1-Apr-15	30.00	NB	0.00%	0.00
25.00	NB	1,000		Additional Weeks			Discretionary	1-Apr-15	25.00	NB	0.00%	0.00
			3. DISTRICT HIGHWAYS ACTIVITIES									
100.00	NB	2,680		ROAD CLOSURES (Street Fairs)			Discretionary	11-Jun-12	100.00	NB	0.00%	0.00
			4. CREMATORIUM									
				CREMATION FEE								
50.00	EX			Child - one month but less than 12 years (med ref to be added)				1-Apr-12	50.00	EX	0.00%	0.00
55.00	EX			Body Parts (med ref to be added)				1-Apr-17	55.00	EX	0.00%	0.00



												Annex 1
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
258.50	EX			Person 12-17 years		Statutory	1-Apr-17	258.50	EX	0.00%	0.00	
681.80	EX	1,097,510		Person over 18 years (after 10am) -use of chapel for 30 minutes			1-Apr-18	730.00	EX	7.07%	48.20	1,168,000
498.75	EX			Person over 18 years (before 10am) - use of chapel for 20 minutes			1-Apr-18	520.00	EX	4.26%	21.25	
25.00	EX	41,250		Medical Referee			1-Apr-10	26.00	EX	4.00%	1.00	41,600
100.00	EX	169,400		Environmental Surcharge (additional to adult cremation fee and full cemetery burial-per adult cremation and full burial)		Statutory	1-Apr-11	100.00	EX	0.00%	0.00	164,800
ADDITIONAL CHARGES - CREMATORIUM												
450.00	EX			Weekend service (by request only and in addition to cremation fee) by the funeral director			1-Aug-16	460.00	EX	2.22%	10.00	
115.00	EX	7,130		Additional chapel hire - total 1 hour in chapel			1-Apr-18	120.00	EX	4.35%	5.00	
15.00	EX	110		Bearers fee		Discretionary	1-Apr-11	deleted	EX			0
150.00	EX			Service Overrun			1-Apr-18	165.00	EX	10.00%	15.00	
in excess of 35 minutes (20 minutes for 9.00 and 9.30 services)												
WESLEY MUSIC SYSTEM												
5.20	EX			Wesley music system (mandatory payment with all adult cremations)			1-Apr-18	5.75	EX	10.58%	0.55	
72.00	SR			Webcasting of Service			1-Apr-17	78.00	SR	8.33%	6.00	
50.00	SR			CD recording of service			1-Apr-17	50.00	SR	0.00%	0.00	
25.00	SR			Additional copy of CD			1-Apr-17	30.00	SR	20.00%	5.00	
WESLEY VISUAL TRIBUTE												
6.00	SR			Minute of video			1-Apr-17	9.00	SR	50.00%	3.00	
40.00	SR			2-16 photos			1-Apr-17	54.00	SR	35.00%	14.00	
51.00	SR			17-25 photos			1-Apr-17	64.00	SR	25.49%	13.00	
76.00	SR			26-50 photos			1-Apr-17	100.00	SR	31.58%	24.00	
20.00	SR			1 holding image during the service			1-Apr-17	25.00	SR	25.00%	5.00	
60.00	SR			DVD recording of service			1-Apr-17	72.00	SR	20.00%	12.00	
25.00	SR			Additional copy of DVD			1-Apr-17	30.00	SR	20.00%	5.00	
20.00	SR			DVD of the tribute only			1-Apr-17	28.00	SR	40.00%	8.00	
90.00	SR			DVD recording of the service including the tribute			1-Apr-17	108.00	SR	20.00%	18.00	
				Late tribute fee	new			at cost+20% admin+vat	SR			
DISPOSAL OF CREMATED REMAINS												
free				Scatter of ashes in crematorium grounds				free		0.00%	0.00	
free				Supply of container for release				free		0.00%	0.00	
78.50	SR			Memorial plaque in scattering area 1 year lease			1-Apr-18	78.50	SR	0.00%	0.00	
190.00	SR			Memorial plaque in scattering area 3 year lease			1-Apr-18	190.00	SR	0.00%	0.00	
Garden of rest Thanet Crematorium												
362.25	EX	30,940		Exclusive right of plot for the interment of ashes in caskets or urns (50 years)			1-Apr-18	375.00	EX	3.52%	12.75	26,000
540.00	EX			Exclusive right of plot for the interment of ashes in caskets or urns (75 years)			1-Apr-18	550.00	EX	1.85%	10.00	
157.50	NB	27,640		Interment of ashes in caskets or urns			1-Apr-18	160.00	NB	1.59%	2.50	25,000

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CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £	
168.00	NB	770		Interment of ashes in caskets or urns from other crematoria				1-Apr-18	170.00	NB	1.19%	2.00	
25.00	NB			Copy of deed				1-Apr-17	25.00	NB	0.00%	0.00	
49.50	EX			Transfer of EROB (in accordance with Probate)				1-Apr-18	50.00	EX	1.01%	0.50	5,000
66.00	EX			Transfer of EROB (additional transfer after Probate)				1-Apr-18	68.00	EX	3.03%	2.00	
68.00	EX			Transfer of EROB (with Statutory Declaration)				1-Apr-18	70.00	EX	2.94%	2.00	
70.00	EX			Assignment of EROB Living owners				1-Apr-18	70.00	EX	0.00%	0.00	
				Garden of Rest Memorial Thanet Crematorium									
140.00	EX	11,270		Right to erect memorial				1-Apr-18	142.00	EX	1.43%	2.00	12,500
175.00	EX			Right to erect memorial spanning two plots				1-Apr-18	180.00	EX	2.86%	5.00	
70.00	NB	4,690		Right to add Additional Inscription, Vase or Memorial under 12" tall (GoR)				1-Apr-18	72.00	NB	2.86%	2.00	5,000
30.00	SR	3,290		Memorial Inspection Fee				1-Apr-18	30.00	SR	0.00%	0.00	
18.00	NB	1,210		Temporary number stone				1-Apr-18	19.00	NB	5.56%	1.00	1,200
				Garden of Rest Ramsgate Cemetery									
345.00	EX			Exclusive right of burial for the interment of ashes in caskets or urns (50 years)				1-Apr-17	345.00	EX	0.00%	0.00	
475.00	EX			exclusive right of burial for the interment of ashes in caskets or urns (75 years)				1-Apr-18	475.00	EX	0.00%	0.00	
150.00	NB			Interment of ashes in caskets or urns				1-Apr-17	150.00	NB	0.00%	0.00	
160.00	NB			Interment of ashes in caskets or urns from other crematoria				1-Apr-17	160.00	NB	0.00%	0.00	
25.00	NB			Copy of deed				1-Apr-17	25.00	NB	0.00%	0.00	
49.50	EX			Transfer of EROB (in accordance with Probate)				1-Apr-18	50.00	EX	1.01%	0.50	
66.00	EX			Transfer of EROB (additional transfer after Probate)				1-Apr-18	68.00	EX	3.03%	2.00	
68.00	EX			Transfer of EROB (with Statutory Declaration)				1-Apr-18	70.00	EX	2.94%	2.00	
70.00	EX			Assignment of EROB Living owners				1-Apr-18	70.00	EX	0.00%	0.00	
				Garden of Rest Memorial Ramsgate Cemetery									
132.00	NB			Right to erect memorial				1-Apr-17	132.00	NB	0.00%	0.00	
175.00	NB			Right to erect memorial spanning two plots				1-Apr-18	175.00	NB	0.00%	0.00	
66.00	NB			Right to add Additional Inscription, Vase or Memorial under 12" tall (GoR)				1-Apr-17	66.00	NB	0.00%	0.00	
27.50	SR	1,070		Memorial Inspection Fee				1-Apr-17	27.50	SR	0.00%	0.00	
18.00	NB			Temporary number stone				1-Apr-18	19.00	NB	5.56%	1.00	
		1,390		Woodlands Lawns plots for cremated remains									2,500
195.00	EX			Exclusive right of burial (25 years)				1-Apr-18	200.00	EX	2.56%	5.00	
98.00	NB			Interment				1-Apr-18	105.00	NB	7.14%	7.00	
105.00	NB			Interment in urn from other crematoria				1-Apr-18	110.00	NB	4.76%	5.00	
18.00	NB			Temporary number stone				1-Apr-18	19.00	NB	5.56%	1.00	
70.00	NB			Memorial application (under 12")				1-Apr-18	72.00	NB	2.86%	2.00	
49.50	EX			Transfer of EROB (in accordance with Probate)				1-Apr-18	50.00	EX	1.01%	0.50	
66.00	EX			Transfer of EROB (additional transfer after Probate)				1-Apr-18	68.00	EX	3.03%	2.00	
68.00	EX			Transfer of EROB (with Statutory Declaration)				1-Apr-18	70.00	EX	2.94%	2.00	
70.00	EX			Assignment of EROB Living owners				1-Apr-18	70.00	EX	0.00%	0.00	

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CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS				Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
25.00	NB			Copy of deed				1-Apr-17	25.00	NB	0.00%	0.00	700
n/a	EX			Topping up of burial rights (not available until only 20 years remaining)				1-Apr-17		EX			
at cost + 30% +VAT	SR			Forwarding ashes within Great Britain (including postage, packing & approved container)			Discretionary		at cost + 30% +VAT	SR			
105.00	EX	3,330		Disposal of ashes from other crematoria (for scatter or auger plot)			Discretionary	1-Apr-18	110.00	EX	4.76%	5.00	2,400
10.00	NB			Copy of green registrar's certificate				1-Apr-17	10.00	NB	0.00%	0.00	
10.00	NB			Copy of cremated remains certificate				1-Apr-17	10.00	NB	0.00%	0.00	
22.00	SR	310		Family history searches				1-Apr-18	23.00	SR	4.55%	1.00	800
98.00	NB	8,750		Auger Plot - interment of ashes			Discretionary	1-Apr-18	105.00	NB	7.14%	7.00	10,000
105.00	NB			Auger interments and scatters from other crematoria				1-Apr-18	110.00	NB	4.76%	5.00	
45.00	EX			Permission for auger marker				1-Apr-18	45.00	EX	0.00%	0.00	
				Roses									
350.00	SR			Individual rose with granite style marker 10 year lease				1-Apr-17	350.00	SR	0.00%	0.00	
400.00	SR			Standard rose with granite style marker 10 year lease				1-Apr-17	400.00	SR	0.00%	0.00	
TBC	SR			Renewal of lease Individual rose for 10 years				1-Apr-17		SR	0.00%	0.00	
TBC	SR			Renewal of lease standard rose for 10 years				1-Apr-17		SR	0.00%	0.00	
350.00	SR			Mature Tree (interment only) + granite style marker 10 year lease				1-Apr-17	350.00	SR	0.00%	0.00	
TBC	SR			Renewal of lease (every 10 years)				1-Apr-17		SR	0.00%	0.00	
90.00	NB			Weekend cremated remains interment - usual fee +				1-Apr-18	90.00	NB	0.00%	0.00	
				Inscription in books of remembrance									
65.00	SR	11,680		Two lines			Discretionary	1-Apr-18	70.00	SR	7.69%	5.00	13,000
30.00	SR			Each additional line			Discretionary	1-Apr-18	30.00	SR	0.00%	0.00	
				Pin for electronic book		new			18.00	SR			
				First additional page for electronic book		new			36.00	SR			
				Additional pages for electronic book of remembrance (maximun 3)		new			30.00	SR			
		6,280		Memorial plaques									12,300
180.00	SR			Purchase and Lease for 5 years			Discretionary	1-Apr-13	190.00	SR	5.56%	10.00	
95.00	SR			Purchase and Lease for 1 year				1-Apr-17	100.00	SR	5.26%	5.00	
150.00	EX	5,490		Existing plaque - renewal per five years				1-Aug-16	160.00	EX	6.67%	10.00	
45.00	EX			Existing plaque - renewal per 1 year			Discretionary	1-Apr-14	45.00	EX	0.00%	0.00	
				Memorial Bench Plaque (when available) - Lease of space for 5 years									

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500.00	SR			Purchase and lease for 5 years				500.00	SR	0.00%	0.00		
190.00	SR			Purchase and lease for 1 year			1-Apr-17	190.00	SR	0.00%	0.00		
280.00	EX			Existing plaque - renewal per five years			1-Aug-16	280.00	EX	0.00%	0.00		
75.00	EX			Existing plaque - renewal per ONE year			1-Apr-17	75.00	EX	0.00%	0.00		
75.00	SR	-		Miniature books of remembrance			1-Apr-14	85.00	SR	13.33%	10.00		
30.00	SR	480		Memorial cards (folded)			Discretionary 1-Apr-18	35.00	SR	16.67%	5.00		
30.00	SR			Memorial cards (unfolded)			Discretionary 1-Apr-18	35.00	SR	16.67%	5.00		
20.00	SR			Photographic Images in miniature books or folded memorial cards per order			1-Apr-17	20.00	SR	0.00%	0.00		
8.00	SR			plus for each print			1-Apr-17	8.00	SR	0.00%	0.00		
12.00	SR			Floral illustration			Discretionary 1-Apr-18	50.00	SR	316.67%	38.00		
64.00	SR			All other illustrations (badges, crests etc.)			Discretionary 1-Apr-18	70.00	SR	9.38%	6.00		
30.00	SR			Hymn book dedication			Discretionary 1-Apr-11	30.00	SR	0.00%	0.00		
			5.	CEMETERIES									
				MARGATE CEMETERY									
82.00	EX	3,380		Use of Cemetery Chapel - for private memorial service - max 25 minutes (excluding children and contracted funerals)			Discretionary 1-Apr-18	84.00	EX	2.44%	2.00	3,500	
		52,000		Purchase of exclusive right of burial								40,000	
760.00	EX			Adult 50 Year EROB			Statutory 1-Apr-18	780.00	EX	2.63%	20.00		
1000.00	EX			Adult 75 Year EROB			1-Apr-18	1020.00	EX	2.00%	20.00		
1520.00	EX			Non Thanet Resident 50 year EROB			Discretionary 1-Apr-18	1560.00	EX	2.63%	40.00		
2080.00	EX			Non Thanet Resident 75 year EROB				2040.00	EX	-1.92%	-40.00		
175.00	EX			Child under 12 years			1-Apr-15	175.00	EX	0.00%	0.00		
25.00	NB			Copy of Deed			1-Apr-17	25.00	NB	0.00%	0.00		
49.50	EX	1,770		Assignment of EROB (in accordance with Probate)			Discretionary 1-Apr-18	50.00	EX	1.01%	0.50		
66.00	EX			Assignment of EROB (additional transfer after Probate)			Discretionary 1-Apr-18	68.00	EX	3.03%	2.00		
68.00	EX			Assignment of EROB Living Owners			Discretionary 1-Apr-18	70.00	EX	2.94%	2.00		
70.00	EX			Assignment of EROB (with statutory declaration)			1-Apr-18	70.00	EX	0.00%	0.00		

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CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £	
		85,720		Interment - adult - pre-purchased grave only - hand or mechanically dug First interment (virgin graves only max 10ft)								100,500	
1365.00	NB							1-Apr-18	1370.00	NB	0.37%	5.00	
830.00	NB			4ft 3" grave			Statutory	1-Apr-18	840.00	NB	1.20%	10.00	
1030.00	NB			6 ft grave			Statutory	1-Apr-18	1045.00	NB	1.46%	15.00	
1240.00	NB			8 ft grave			Statutory	1-Apr-18	1255.00	NB	1.21%	15.00	
155.00	NB			Body Parts			Statutory	1-Apr-17	155.00	NB	0.00%	0.00	
110.00	NB	7,600		Environmental surcharge (over 18 only)				1-Apr-15	110.00	NB	0.00%	0.00	
155.00	NB			Interment - child under 12 years 4ft 3" grave			Statutory	1-Apr-15	155.00	NB	0.00%	0.00	
18.00	NB	380		Temporary number stone			Discretionary	1-Apr-18	19.00	NB	5.56%	1.00	
165.00	NB			Cremated remains - per interment			Discretionary	1-Apr-18	170.00	NB	3.03%	5.00	
Burial fee + 30%	NB			Exhumation - burial charge +30% + vat where applicable			Discretionary		Burial fee + 30%	NB	0.00%	0.00	
506.25	NB			Miscellaneous charges Additional charge for interment at weekends or public holidays [NOTE : per 3 hours, minimum charge is for 3 hours]			Discretionary	1-Apr-17	515.00	NB	1.73%	8.75	
337.50	NB			Additional charge for interment at less than 3 working days' notice			Discretionary	1-Apr-17	350.00	NB	3.70%	12.50	
75.00	NB			Late funerals - each 15 minutes delay			Discretionary	1-Apr-16	75.00	NB	0.00%	0.00	
22.00	SR			Family Search fee			Discretionary	1-Apr-12	23.00	SR	4.55%	1.00	
16.50	SR	1,130		Barrier Card (Margate Cemetery)				1-Apr-17	deleted	SR			
175.00	EX	12,380		Memorial Fees Cemetery Headstone Memorial (Adult) (not exceeding 4ft )			Discretionary	1-Apr-18	178.00	EX	1.71%	3.00	
210.00	EX			Cemetery Headstone Memorial (Adult) (not exceeding 5ft )				1-Apr-18	214.00	EX	1.90%	4.00	
275.00	EX			Cemetery Headstone Memorial (Adult) (not exceeding 6ft )				1-Apr-18	280.00	EX	1.82%	5.00	
275.00	EX			Kerb Surrond - single (Adult)			Discretionary	1-Apr-18	280.00	EX	1.82%	5.00	
410.00	EX			Kerb Surrond - double (Adult)			Discretionary	1-Apr-18	415.00	EX	1.22%	5.00	
120.00	EX			Cemetery Headstone Memorial (Child's)			Discretionary	1-Apr-15	120.00	EX	0.00%	0.00	
120.00	EX			Kerb Surround (Child's)			Discretionary	1-Apr-15	120.00	EX	0.00%	0.00	
70.00	NB	2,530		Additional Inscription, Vase or Memorial under 12" tall			Discretionary	1-Apr-18	72.00	NB	2.86%	2.00	
80.00	EX			Landing memorials				1-Apr-18	80.00	EX	0.00%	0.00	
30.00	SR	2,040		Memorial Inspection Fee			Discretionary	1-Apr-18	30.00	SR	0.00%	0.00	
110.00	EX			Replacement of existing memorial				1-Apr-18	112.00	EX	1.82%	2.00	
				RAMSGATE CEMETERY									

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77.00	EX	2,800	Use of Cemetery Chapel - for private memorial service - max 25 minutes (excluding children and contracted funerals)		Discretionary	1-Apr-18	79.00	EX	2.60%	2.00	2,800
			Purchase of exclusive right of burial								
710.00	EX	29,360	Adult 50 year EROB		Statutory	1-Apr-17	720.00	EX	1.41%	10.00	25,000
950.00	EX		Adult 75 year EROB			1-Apr-18	960.00	EX	1.05%	10.00	
1420.00	EX		Non Thanet Resident 50 Year EROB		Discretionary	1-Apr-18	1440.00	EX	1.41%	20.00	
2100.00	EX		Non Thanet Resident 75 Year EROB			1-Apr-18	1920.00	EX	-8.57%	-180.00	
175.00	EX		Child under 12 years			1-Apr-15	175.00	EX	0.00%	0.00	
25.00	NB		Copy of Deed			1-Apr-17	25.00	NB	0.00%	0.00	
49.50	EX		Assignment of EROB (in accordance with Probate)		Discretionary	1-Apr-18	50.00	EX	1.01%	0.50	
66.00	EX	1,130	Assignment of EROB (additional transfer after Probate)		Discretionary	1-Apr-18	68.00	EX	3.03%	2.00	1,500
68.00	EX		Assignment of EROB Living Owners		Discretionary	1-Apr-18	70.00	EX	2.94%	2.00	
68.00	EX		Assignment of EROB (with statutory declaration)			1-Apr-18	70.00	EX	2.94%	2.00	
			Interment - adult - pre-purchased grave only - hand or mechanically dug First interment (virgin graves only max 10ft)								
1300.00	NB					1-Apr-15	1320.00	NB	1.54%	20.00	
780.00	NB	48,940	4ft 3" grave		Statutory	1-Apr-18	790.00	NB	1.28%	10.00	40,000
980.00	NB		6 ft grave		Statutory	1-Apr-18	990.00	NB	1.02%	10.00	
1190.00	NB		8 ft grave		Statutory	1-Apr-18	1200.00	NB	0.84%	10.00	
155.00	NB		Body Parts		Statutory	1-Apr-17	155.00	NB	0.00%	0.00	
110.00	NB	5,900	Environmental surcharge (over 18 only)			1-Apr-15	110.00	NB	0.00%	0.00	5,000
			Interment - child under 12 years								
155.00	NB		4ft 3" grave		Statutory	1-Apr-15	155.00	NB	0.00%	0.00	
			Interment - adult - general grave [NOTE: only available at Ramsgate Cemetery]								
800.00	NB		Per interment		Statutory	1-Apr-16	800.00	NB	0.00%	0.00	
18.00	NB	570	Temporary number stone		Discretionary	1-Apr-18	19.00	NB	5.56%	1.00	600
158.00	NB		Cremated remains - per interment		Discretionary	1-Apr-18	170.00	NB	7.59%	12.00	
Burial charge + 30%	NB		Exhumation - burial charge +30% + vat where applicable		Discretionary		Burial charge + 30%	NB	0.00%	0.00	
			Miscellaneous charges								
483.75	NB		Additional charge for interment at weekends or public holidays		Discretionary	1-Apr-17	490.00	NB	1.29%	6.25	
			[NOTE : per 3 hours, minimum charge is for 3 hours]								

													Annex 1	
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS				Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE £	ESTIMATED INCOME 2019/2020 £	
330.00	NB				Additional charge for interment at less than 3 working days' notice			Discretionary	1-Apr-18	340.00	NB	3.03%	10.00	
75.00	NB				Late funerals - each 15 minutes delay			Discretionary	1-Apr-16	75.00	NB	0.00%	0.00	
22.00	SR				Family Search fee			Discretionary	1-Apr-18	23.00	SR	4.55%	1.00	
					Memorial Fees									
175.00	EX	9,150			Cemetery Headstone Memorial (Adult) (not exceeding 4ft )			Discretionary	1-Apr-18	178.00	EX	1.71%	3.00	10,500
210.00	EX				Cemetery Headstone Memorial (Adult) (not exceeding 5ft )				1-Apr-18	214.00	EX	1.90%	4.00	
275.00	EX				Cemetery Headstone Memorial (Adult) (not exceeding 6ft )				1-Apr-18	280.00	EX	1.82%	5.00	
275.00	EX				Kerb Surrond - single (Adult)			Discretionary	1-Apr-18	280.00	EX	1.82%	5.00	
410.00	EX				Kerb Surrond - double (Adult)			Discretionary	1-Apr-18	415.00	EX	1.22%	5.00	
120.00	EX				Cemetery Headstone Memorial (Child's)			Discretionary	1-Apr-15	120.00	EX	0.00%	0.00	
120.00	EX				Kerb Surround (Child's)			Discretionary	1-Apr-15	120.00	EX	0.00%	0.00	
70.00	NB	1,260			Additional Inscription, Vase or Memorial under 12" tall			Discretionary	1-Apr-18	72.00	NB	2.86%	2.00	1,500
80.00	EX				Landing memorials				1-Apr-18	80.00	EX	0.00%	0.00	
30.00	SR				Memorial Inspection Fee			Discretionary	1-Apr-18	30.00	SR	0.00%	0.00	
110.00	EX				Replacement of existing memorial				1-Apr-18	112.00	EX	1.82%	2.00	
		100,000	6.	COMMERCIAL WASTE										100,000
					Priced per lift. ad hoc collections or contracted price remains same.									
P.O.A	NB				1100L Refuse bin per collection					P.O.A	NB			
P.O.A	NB				1100L mixed recycling bin per collection					P.O.A				
P.O.A	NB				1100L paper and card bin per collection					P.O.A	NB			
P.O.A.	NB				240L Refuse bin per collection					P.O.A.	NB			
P.O.A.	NB				240L mixed recycling bin per collection					P.O.A.	NB			
P.O.A.	NB				240L paper and card bin per collection					P.O.A.	NB			
P.O.A.	NB				Refuse sack per collection					P.O.A.	NB			
P.O.A.	NB				Mixed recycling sack per collection					P.O.A.	NB			
P.O.A.	NB				Paper and card sack per collection					P.O.A.	NB			
			7.	BULKY WASTE COLLECTIONS										
25.00	NB	37,560			Charge including collection of up to 5 items or up to 15 black sacks of household waste				1-Apr-15	25.50	NB	2.00%	0.50	40,000
25.00	NB				Fridge Freezers				1-Apr-17	25.50	NB	2.00%	0.50	

											Annex 1	
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
25.00	NB			Three piece suite/ large furniture item			1-Apr-17	25.50	NB	2.00%	0.50	
		2,730		All collections made on a number of items basis, no discounts offered for half or full loads.								2,730
				All collections priced as to be made from the ground floor at the front of property.								
			8. GREEN GARDEN WASTE COLLECTION									
35.00	NB	21,800		Hire charge for wheeled bin: One-off charge for wheeled bin (non-refundable)			1-Apr-18	35.00	NB	0.00%	0.00	21,800
50.00	NB	520,000		Collection charges - for collections until end of March			1-Apr-18	51	NB	2.00%	1.00	524,500
			9. REFUSE BINS									
				New Developments								
		21,230		Waste								21,230
38.00	NB			Black 180Ltr Waste Bin			1-Apr-18	38.00	NB	0.00%	0.00	
55.00	NB			Black 360Ltr Waste Bin - plastic			1-Apr-18	55.00	NB	0.00%	0.00	
300.00	NB			Black 660 Ltr Waste Bin - metal			1-Apr-18	300.00	NB	0.00%	0.00	
325.00	NB			Black 940Ltr Chamberlain Bin - metal			1-Apr-18	325.00	NB	0.00%	0.00	
425.00	NB			Black 1280Ltr Waste Bin - metal			1-Apr-18	425.00	NB	0.00%	0.00	
10.00	NB			Seagull Sack			1-Apr-17	10.00	NB	0.00%	0.00	
				Recycling								
9.00	NB			Food Bin (Brown)			1-Apr-17	9.00	NB	0.00%	0.00	
8.00	NB			Kitchen Caddy (silver)			1-Apr-17	8.00	NB	0.00%	0.00	
8.00	NB			Red Sack			1-Apr-17	8.00	NB	0.00%	0.00	
9.50	NB			Blue Mixed Recycling Box			1-Apr-17	9.50	NB	0.00%	0.00	
48.00	NB			Red or Blue 240Ltr Mixed Recycling Bin			1-Apr-18	48.00	NB	0.00%	0.00	
55.00	NB			Red or Blue 360 Ltr Bin - plastic			1-Apr-18	55.00	NB	0.00%	0.00	
300.00	NB			Red or Blue 660 Ltr Bin - metal			1-Apr-18	300.00	NB	0.00%	0.00	
425.00	NB			Red or Blue 1280Ltr Bin - Metal			1-Apr-18	425.00	NB	0.00%	0.00	
38.00	NB			Food 180 Ltr Bin			1-Apr-18	38.00	NB	0.00%	0.00	
150.00	NB			Launch Pack for Standard Properties (180Ltr Black, 240Ltr Blue, 240Ltr Red, Food Bin, Kitchen Caddy)			1-Apr-18	150.00	NB	0.00%	0.00	
110.00	NB			Launch Pack for Standard Properties (180Ltr Black, 240Ltr Blue, Red Sack, Food Bin, Kitchen Caddy)			1-Apr-18	110.00	NB	0.00%	0.00	
50.00	NB			Launch Pack Non Standard Properties (Seagull Sack, Blue Box, Red Sack, Food Bin, Kitchen Caddy)			1-Apr-18	50.00	NB	0.00%	0.00	
				Replacement bins - including Delivery								
				Waste								
38.00	NB	21,000		Black 180Ltr Waste Bin			1-Apr-18	38.00	NB	0.00%	0.00	21,000
55.00	NB			Black 360Ltr Waste Bin -plastic			1-Apr-18	55.00	NB	0.00%	0.00	



											Annex 1		
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £	
300.00	NB	14,000		Black 660Ltr Waste Bin - metal			1-Apr-18	300.00	NB	0.00%	0.00		
325.00	NB			Black 940Ltr Chamberlain Bin - metal			1-Apr-18	325.00	NB	0.00%	0.00		
425.00	NB			Black 1280Ltr Waste Bin = metal			1-Apr-18	425.00	NB	0.00%	0.00		
10.00	NB			Seagull Sack			1-Apr-17	10.00	NB	0.00%	0.00	14,000	
				Recycling									
9.00	NB			Food Bin (Brown)			1-Apr-17	9.00	NB	0.00%	0.00		
8.00	NB			Kitchen Caddy (silver)			1-Apr-17	8.00	NB	0.00%	0.00		
8.00	NB			Red Sack			1-Apr-17	8.00	NB	0.00%	0.00		
9.50	NB			Blue Mixed Recycling Box			1-Apr-17	9.50	NB	0.00%	0.00		
48.00	NB			Red or Blue 240Ltr Mixed Recycling Bin			1-Apr-18	48.00	NB	0.00%	0.00		
55.00	NB			Red or Blue 360 Ltr Bin - plastic			1-Apr-18	55.00	NB	0.00%	0.00		
300.00	NB			Red or Blue 660 Ltr Bin - metal			1-Apr-18	300.00	NB	0.00%	0.00		
425.00	NB			Red or Blue 1280Ltr Bin - Metal			1-Apr-18	425.00	NB	0.00%	0.00		
38.00	NB			Food 180 Ltr Bin			1-Apr-18	38.00	NB	0.00%	0.00		
			10. STREET CLEANSING										
				Provision of Litter Bins for Events									
25.00	SR	1,250		Delivery of bins to one site	deleted		1-Apr-18	Deleted	SR			1,250	
45.00	SR	2,250		Collection of waste (price per collection i.e. 4 x 1280 Ltr bins))	deleted		1-Apr-18	Deleted	SR			2,250	
				2019/20 changes (delivery&collection combined)									
				Price per lift per bin-240L wheeled bin	new			10.00	SR				
				Price per lift per bin-1100L wheeled bin	new			30.00	SR				
				Provision of Street Cleaning for Events									
20.90	SR	1,010		Cleansing Operative			1-Apr-18	20.90	SR	0.00%	0.00	1,010	
22.21	SR	530		7.5t Driver			1-Apr-18	22.21	SR	0.00%	0.00	530	
23.59	SR	570		HGV Driver			1-Apr-18	23.59	SR	0.00%	0.00	570	
30.80	SR	740		Supervisor			1-Apr-18	30.80	SR	0.00%	0.00	740	
				Rates are per hour Monday - Friday									
				Saturday Hourly rate x 1 1/2									
				Sunday Hourly rate x 2									
			11. PUBLIC CONVENIENCES										
direct cost PLUS 15% +vat	SR			Additional Opening hours outside schedule									
				£11.62 per operative per hour				11.62	SR				
				Rates are per hour Monday - Friday									
				Saturday Hourly rate x 1 1/2									

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CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
			Sunday Hourly rate x 2									
			12. ALLOTMENTS									
4.55	NB	11,440	25sq metres, per annum (Payable on 1st October)				1-Apr-18	4.68	NB	2.86%	0.13	11,800
28.27	NB		Minimum charge per plot				1-Apr-18	29.10	NB	2.94%	0.83	
1.04	NB		Water charge per 25 sq meters				1-Apr-18	1.07	NB	2.88%	0.03	
			13. ENFORCEMENT									
			LITTERING									
80.00	NB	15,200	Of public places			statutory	1-Apr-07	100.00	NB	25.00%	20.00	16,000
			GRAFFITI & FLY-POSTING									
80.00	NB		Of public places			statutory	1-Apr-18	100.00	NB	25.00%	20.00	200
60.00	NB		Early Payment (Within 10 days)			statutory	1-Apr-11	70.00	NB	16.67%	10.00	
			STRAY DOGS									
25.00	NB		Stray dog charge			statutory		25.00	NB	0.00%	0.00	1,250
80.00	NB		Stray dog collection and return				1-Apr-18	80.00	NB	0.00%	0.00	1,000
13.00	NB	1,340	Kennelling Fees per day in kennels				1-Apr-18	13.00	NB	0.00%	0.00	1,500
			DOG FOULING									
80.00	NB		Fouling the highways and public places			statutory		100.00	NB	25.00%	20.00	100
80.00	NB		Dog exclusion from designated beaches			statutory		100.00	NB	25.00%	20.00	0
60.00	NB		-early payment within 7 days			statutory		60.00	NB	0.00%	0.00	0
		4,270	WASTE NOTICES									4,300
400.00	NB		Unauthorised Deposit of Waste			statutory	17-Jan-17	400.00	NB	0.00%	0.00	
300.00	NB		early payment (within 10 days)			statutory	17-Jan-17	300.00	NB	0.00%	0.00	
80.00	NB					statutory		100.00	NB	25.00%	20.00	
60.00	NB		early payment (within 7 days)			statutory		60.00	NB	0.00%	0.00	
300.00	NB		Failure to produce waste documents			statutory		300.00	NB	0.00%	0.00	
200.00	NB		early payment (within 7 days)			statutory		200.00	NB	0.00%	0.00	

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											Annex 1
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS		Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
			Coastal Community Beach Hut (Margate)								
70.00	SR		One day charge			1-Apr-16	70.00	SR	0.00%	0.00	300
15.00	SR	280	£15 per hour up to 4 hours (1/2 day); £70/day			1-Apr-16	15.00	SR	0.00%	0.00	
			<b>17 WATER USERS</b>								
30.00		1,200	Water user group authority to use slipways owned by TDC								
			Water user group authority to use slipways owned by TDC -Yearly charge to register details and provide proof of Public Liability- includes barrier key.	new			60.00				1,200
			Charge for replacement Barrier Keys	new			10.00				
			(There will be a 50% reduction in the Water User Fee if the member can show proof of membership to a Thanet District Council approved Water User Club such as The Foreshore Water Ski Club)								
			<b>18 BROADSTAIRS &amp; MARGATE HARBOUR</b>								
			<b>BROADSTAIRS HARBOUR *</b>								
			(1) COMMERCIAL VESSELS								
			(a) Consent to lay moorings per annum or part thereof								
145.00	SR		Annual	delete		1-Apr-18	delete	SR			
104.00	SR		Summer (April to September inclusive)	delete		1-Apr-18	delete	SR			
68.00	SR		Winter (October to March inclusive)	delete		1-Apr-18	delete	SR			
3.22	SR		(b) Harbour charges - per metre per week or part thereof			1-Apr-18	2.06	SR	-36.02%	-1.16	
			Commercial vessels only may have 1 tender up to 4m in length free of charge								
			(2) PLEASURE VESSELS - permanent								
			(a) Consent to lay moorings per annum or part thereof (for vessels up to 10m in length)								
145.00	SR	800	Annual	delete		1-Apr-18	delete	SR			800
110.00	SR		Summer (April to September inclusive)	delete		1-Apr-18	delete	SR			
73.00	SR		Winter (October to March inclusive)	delete		1-Apr-18	delete	SR			
			(b) Harbour charges (for vessels up to 10m in length)	new							
167.00	SR	1,350	Annual			1-Apr-18	312.00	SR	86.83%	145.00	1,350
136.00	SR		Summer (April to September inclusive)			1-Apr-18	246.00	SR	80.88%	110.00	
89.00	SR		Winter (October to March inclusive)	delete		1-Apr-18	delete	SR			
			(3) WINTER BERTHING AT RAMSGATE (OUTER WEST MARINA)								
300.00	SR		Winter berthing for Broadstairs vessels at Ramsgate			1-Apr-18	300.00	SR	0.00%	0.00	
			(1 October to 31 March or Good Friday whichever comes first)								
			One off charge, non pro rata, for annual berth holders at Broadstairs that have occupied a licenced annual berth for a minimum of 3 months prior to the 1st October								

														Annex 1		
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS						Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £	
			(4)	SUMMER BERTHING AT RAMSGATE FOR COMMERCIAL VESSELS ONLY(SUBJECT TO AVAILABILITY) (OUTER WEST MARINA)												
				Summer berthing for Broadstairs vessels at Ramsgate						new		100.00	SR	100.00%	100.00	
				(1 July to 30 September only)												
				One off charge, non pro rata, for annual berth holders at Broadstairs that have occupied a licenced annual berth for the 3 months prior to the 1st July												
		66,000	(5)	CAR PARK Linear after 1st hour												66,000
				1 November - 31 March												
				Private Motor Cars												
				Per hour up to 4 hours							1-Apr-18	1.40	SR	7.69%	0.10	
1.30	SR			each minute between 1 hour and 5 hours							1-Apr-17		SR			
0.02	SR			Over 5 hours (until 10.00pm)							1-Apr-18	7.00	SR	7.69%	0.50	
6.50	SR			Each 10 minute slot between 1 hour and 5 hours rounded up to 10p								0.10				
				1 April - 31st October												
				Private Motor Cars												
				First hour							1-Apr-17	2.50	SR	-37.50%	-1.50	
4.00	SR			Per hour up to 4 hours							1-Apr-17	2.50	SR	25.00%	0.50	
2.00	SR			each minute between 1 hour and 5 hours							1-Apr-17	0.04	SR	0.00%	0.00	
0.04	SR			Over 5 hours (until 10.00pm)							1-Apr-17	12.00	SR	0.00%	0.00	
12.00	SR			Parking permit (Moorings & Stallholders only)							1-Apr-17	120.00	SR	0.00%	0.00	2,300
120.00	SR			Residents permits - Annual							1-Apr-17	580.00	SR	0.00%	0.00	
580.00	SR			Administration charge for replacing lost permits						Discretionary	11-Jun-15	25.00	SR	0.00%	0.00	
25.00	SR			Administration charge for changing registration no						Discretionary	1-Apr-16	5.00	SR	0.00%	0.00	
5.00	SR															
		1,500		FIXED PENALTY FINE - OFF STREET												1,500
				(Fixed by Central Government)												
			(a)	Higher level penalty charge						statutory	1-Apr-08	70.00	NB	0.00%	0.00	
70.00	NB		(b)	Higher level penalty charge - Payment within fourteen days						statutory	1-Apr-08	35.00	NB	0.00%	0.00	
35.00	NB		(c)	Lower level penalty charge						statutory	1-Apr-08	50.00	NB	0.00%	0.00	
50.00	NB		(d)	Lower level penalty charge - Payment within fourteen days						statutory	1-Apr-08	25.00	NB	0.00%	0.00	
25.00	NB			With effect from 31st March 2008												
			(6)	SAND REMOVAL												
				Only by prior arrangement with Ramsgate Harbour Office (Assistant Harbour Master)												
				Per tonne or part thereof							1-Apr-17	20.00	SR	0.00%	0.00	200
20.00	SR			Minimum charge							1-Apr-17	20.00	SR	0.00%	0.00	
20.00	SR															
			(7)	INTEREST												
				Interest will be charged at 2% above NatWest Bank plc base rate from the date of billing on any invoices outstanding over 90 days												

													Annex 1
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS				Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
			MARGATE HARBOUR										
			(1) COMMERCIAL VESSELS										
		-	(a)	Consent to lay moorings per annum or part thereof									
145.00	SR			Annual		delete	1-Apr-18	delete	SR				
104.00	SR			Summer (April to September inclusive)		delete	1-Apr-18	delete	SR				
68.00	SR			Winter (October to March inclusive)		delete	1-Apr-18	delete	SR				
3.22	SR	1,210	(b)	Harbour charges - per metre per week or part thereof				1-Apr-18	2.06	SR	-36.02%	-1.16	1,210
				Commercial vessels only may have 1 tender up to 4m in length free of charge									
			(2) PLEASURE VESSELS - permanent										
			(a)	Consent to lay moorings per annum or part thereof (for vessels up to 10m in length)									
145.00	SR	1,000		Annual		delete	1-Apr-18	delete	SR				
110.00	SR			Summer (April to September inclusive)		delete	1-Apr-18	delete	SR				
73.00	SR			Winter (October to March inclusive)		delete	1-Apr-18	delete	SR				
			(b)	Harbour charges (for vessels up to 10m in length)				new					
167.00	SR	1,500		Annual			1-Apr-18	312.00	SR	86.83%	145.00		4,000
136.00	SR			Summer (April to September inclusive)			1-Apr-18	246.00	SR	80.88%	110.00		
89.00	SR			Winter (October to March inclusive)		delete	1-Apr-18	delete	SR				
			(c)	Alongside Quay Berthing				delete					
450.00	SR	450		Vessels up to 10m, per annum		delete	1-Apr-18	delete	SR				
45.00	SR			Vessels over 10m, per additional metre, per annum		delete	1-Apr-18	delete	SR				
			(3) WINTER BERTHING AT RAMSGATE (OUTER WEST MARINA)										
				Winter berthing for Margate vessels at Ramsgate									
300.00	SR			(1 October to 31 March or Good Friday whichever comes first)				1-Apr-18	300.00	SR	0.00%	0.00	
				One off charge, non pro rata for annual berth holders at Margate that have occupied a licenced annual berth for a minimum of 3 months prior to the 1st October									
			(4) SUMMER BERTHING AT RAMSGATE FOR COMMERCIAL VESSELS ONLY(SUBJECT TO AVAILABILITY) (OUTER WEST MARINA)										
				Summer berthing for Broadstairs vessels at Ramsgate				new	100.00	SR	100.00%	100.00	
				(1 July to 30 September only)									
				One off charge, non pro rata, for annual berth holders at Margate that have occupied a licenced annual berth for the 3 months prior to the 1st July									
			(5) INTEREST										
				Interest will be charged at 2% above NatWest Bank plc base rate from the date of billing on any invoices outstanding over 90 days									

												Annex 1	
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £	
			19	RAMSGATE HARBOUR /PORT									
			RAMSGATE HARBOUR - LEISURE										
			(1)	PERMANENT BERTHS									
				Vessel Lengths - fractions of a metre of 0.5 and above are rounded up.									
				Signed Vessel Mooring Licence required.									
			(a)	Inner Marina									
280.90	SR	562,430		Annual - per metre			Discretionary	1-Apr-17	289.33	SR	3.00%	8.43	571,500
				2% Discount if paid in full before 1st May			Discretionary	1-Apr-16					
				5% Discount for vessels over 20 metres who pay in full before 1st May									
221.54	SR	10,500		Summer (April to September inclusive) - per metre - inch car park only**			Discretionary	1-Apr-17	228.19	SR	3.00%	6.65	10,500
				**Minimum 4 months or visitor rate applies.									
125.95	SR	23,000		Winter (October to March inclusive) - per metre - inch car park only**			Discretionary	1-Apr-17	129.73	SR	3.00%	3.78	23,000
				**Minimum 4 months or visitor rate applies.									
1671.78	SR	4,180		Boats under 7 metres - per annum (Limited Berth allocation) - non-refundable- [existing customers only]			Discretionary	1-Apr-17	1721.93	SR	3.00%	50.15	4,310
			(b)	Western Outer Marina									
308.63	SR	135,740	(1)	Annual - per metre - Minimum 9 months - Summer and Winter Rates do not apply.			Discretionary	1-Apr-17	317.89	SR	3.00%	9.26	147,670
				2% Discount if paid in full before 1st May			Discretionary						
34602.35	SR	28,830	(2)	Customs berth - Outer Western Marina			Discretionary	1-Apr-18	35709.62	SR	3.20%	1107.27	29,700
			(c)	Ancillary Services									
			(1)	Electricity - Inner Marina - subject to availability									
				Metered supplies									
100.00	NB			Metered Lead - Refundable Deposit if returned undamaged			Discretionary	1-Apr-12	100.00	NB	0.00%	0.00	
128.00	FR	20,400		Annual Standing charge			Discretionary	1-Apr-18	132.00	FR	3.13%	4.00	22,000
		24,480		Charge per kWh - subject to electricity market									28,520
				Ad hoc use by those not paying for electricity in other ways - subject to market									
7.30	FR			Per day or part thereof			Discretionary	1-Apr-18	7.52	FR	3.01%	0.22	
37.20	FR			Per week			Discretionary	1-Apr-18	38.32	FR	3.01%	1.12	
13.50	SR	1,500	(2)	Fobs - each (non-refundable)			Discretionary	1-Apr-17	14.00	SR	3.70%	0.50	1,600
			(d)	Outer Harbour - RSBOA Members Leisure Boats Only									
76.08	SR	34,080		Boats up to 8 metres - per month or part thereof - minimum 3 months			Discretionary	1-Apr-18	78.36	SR	3.00%	2.28	35,500
1690.29	SR	1,410		Ramsgate Small Boat Owners Association - Annual Water Space Fee			Discretionary	1-Apr-18	1741.00	SR	3.00%	50.71	1,450
46580.75	SR	38,820		Ramsgate Small Boat Owners Association - Additional Finger Moorings			Discretionary	1-Apr-18	48071.33	SR	3.20%	1490.58	40,000
26.20	SR		(e)	Additional fee to change billing method at request of customer			Discretionary	1-Apr-18	27.00	SR	3.05%	0.80	

													Annex 1		
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS				Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £		
26.20	SR				Insurance reminder charge for second and subsequent written request to see permanent berth holders third party insurance					1-Apr-18	27.00	SR	3.05%	0.80	
		400	(2)		INNER BASIN AND OUTER HARBOUR SLIPWAYS										400
					Boats irrespective of length (maximum weight 5 tonnes)										
39.10	SR				Non - Harbour users - per vessel per day				Discretionary	1-Apr-17	40.30	SR	3.07%	1.20	
24.80	SR				Harbour users - per vessel per day				Discretionary	1-Apr-17	25.55	SR	3.02%	0.75	
			(3)		VISITING PLEASURE CRAFT										
		211,790	(1)		Summer (April to September) including electricity (one lead only) per Metre of boat length per:-										211,790
3.00	SR	10,820			24 Hours or part thereof				Discretionary	1-Apr-17	3.09	SR	3.00%	0.09	0
17.85	SR				Week - part weeks at daily rate (15% discount)				Discretionary	1-Apr-18	18.39	SR	3.03%	0.54	
68.88	SR				28 Days - part 28 days on weekly / daily rates (18% discount)				Discretionary	1-Apr-18	70.95	SR	3.01%	2.07	
					Winter (October to March) including electricity per Metre of boat length per:-										
2.48	SR				24 Hours or part thereof				Discretionary	1-Apr-17	2.55	SR	2.82%	0.07	
14.26	SR				Week - part weeks at daily rate (15% discount)				Discretionary	1-Apr-18	15.18	SR	6.45%	0.92	
56.94	SR				28 Days - part 28 days on weekly / daily rates (18% discount)				Discretionary	1-Apr-18	58.65	SR	3.00%	1.71	
					Stays Less Than 4 Hours - 50% of daily rate										
	SR		(2)		Refuelling Only - No Charge - max stay 2 hours							SR			
	SR		(3)		Block Bookings- visiting craft only - 5 or more boats paying one sum on daily rate only - 10% discount							SR			
	SR		(4)		Training Vessels and Registered Charities - pay 75% of the Daily rate							SR			
	SR		(5)		Multi hulled vessels 50% surcharge if using finger moorings only							SR			
26.20	SR		(6)		Additional Fee for visiting craft leaving Harbour without paying charges in full				Discretionary	1-Apr-18	27.00	SR	3.05%	0.80	
			RAMSGATE HARBOUR - FACILITIES												
		90,000	(1)		BOAT LIFTING CHARGES										92,500
			(a)		Boat Hoist max 40 tonnes, max beam 5.3m, over 20m length subject to approval										
					Charges per metre of boat length or part thereof :-										
21.75	SR				Lift Out - Wash - Transport to Boat Park or Transport (First hour or part thereof)				Discretionary	1-Apr-17	22.40	SR	2.99%	0.65	
16.98	SR				Relaunch or lift onto transport (First hour or part thereof)				Discretionary	1-Apr-17	17.49	SR	3.00%	0.51	
14.12	SR				Lift Out, Wash, Return to water - one hour limit				Discretionary	1-Apr-17	14.54	SR	2.97%	0.42	
9.44	SR				Blocking off				Discretionary	1-Apr-17	9.72	SR	2.97%	0.28	
7.43	SR				Hold in slings after wash off for inspection - per 30 minutes or part thereof (subject to availability)				Discretionary	1-Apr-17	7.65	SR	2.96%	0.22	
8.92	SR				Move vessel in park area (First hour or part thereof)				Discretionary	1-Apr-17	9.19	SR	3.03%	0.27	
76.86	SR				Lift to clear fouled propeller(s) only - max 10 minutes - per lift				Discretionary	1-Apr-17	79.17	SR	3.01%	2.31	
			(b)		Boom Crane Lifting max 1 tonne										
11.98	SR				Mast Stepping and unstepping - per metre of boat length, per hour or part thereof				Discretionary	1-Apr-17	12.34	SR	3.01%	0.36	
77.56	SR				Engine Lift - per engine, per hour or part thereof				Discretionary	1-Apr-17	79.89	SR	3.00%	2.33	
			(c)		Other Services					1-Apr-17					
55.47	SR				Moving boat to/from marina berth from/to boat lift area				Discretionary	1-Apr-17	57.13	SR	2.99%	1.66	
					Above charges apply to job commencing 08.00-16.30 Mon -Fri, 08.00-12.00 Sat, except bank holidays, all other times add 30%										



												Annex 1	
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE £	ESTIMATED INCOME 2019/2020 £	
48.88	EX		(d)	Permission to bring crane not provided by Authority onto Harbour property (VAT exempt)			Discretionary	1-Apr-18	50.35	EX	3.01%	1.47	50
		76,870	(2)	BOAT PARKING - Per metre per week or part thereof								83,500	
6.72	SR		(a)	Boat Park - Visitors rate			Discretionary	1-Apr-17	6.92	SR	2.98%	0.20	
2.56	SR		(b)	Boat Park - Permanent berth holders rate (including Broadstairs and Margate - max 6 weeks)			Discretionary	1-Apr-17	2.64	SR	3.13%	0.08	
6.72	SR		(c)	Temporary Hard Standing - Commercial Quay - MAX 14 Days - then 50% surcharge Visitors rate			Discretionary	1-Apr-17	6.92	SR	2.98%	0.20	
2.56	SR			Permanent berth holders (including Broadstairs and Margate - max 6 weeks) Minimum 10 square meters charge			Discretionary	1-Apr-17	2.64	SR	3.13%	0.08	
68.45	SR		(e)	Charge for cleaning boat park if left untidy - per man hour			Discretionary	1-Apr-18	70.50	SR	2.99%	2.05	
9.03	SR		(3)	BOAT TRAILER or CRADLE STORAGE- subject to availability - per trailer per week or part thereof			Discretionary	1-Apr-17	9.30	SR	2.99%	0.27	
		3,550	(4)	HIRE OF FORKLIFT AND OPERATOR								3,650	
			(a)	Hire of Forklift and Operator Under 2.5 tonne									
73.33	SR			first half hour or part thereof			Discretionary	1-Apr-18	75.70	SR	3.23%	2.37	
36.56	SR			per additional half hour or part thereof			Discretionary	1-Apr-18	37.75	SR	3.25%	1.19	
				6 tonne									
83.20	SR			first half hour or part thereof			Discretionary	1-Apr-18	85.85	SR	3.19%	2.65	
41.58	SR			per additional half hour or part thereof			Discretionary	1-Apr-18	42.90	SR	3.17%	1.32	
				10 Tonne									
93.10	SR			first half hour or part thereof			Discretionary	1-Apr-18	96.10	SR	3.22%	3.00	
46.60	SR			per additional half hour or part thereof			Discretionary	1-Apr-18	48.10	SR	3.22%	1.50	
73.33	SR		(b)	Hire of Forklift under 2.5 Tonne - per tonne or part thereof			Discretionary	1-Apr-18	75.70	SR	3.23%	2.37	
			(c)	Hire of Cherry Picker and Operator									
89.10	SR			first half hour or part thereof			Discretionary	1-Apr-18	91.95	SR	3.20%	2.85	
41.58	SR			per additional half hour or part thereof			Discretionary	1-Apr-18	42.90	SR	3.17%	1.32	
415.80	SR			7 hour day rate			Discretionary	1-Apr-18	429.10	SR	3.20%	13.30	
			(d)	Hire of Tugmaster / Maffi Truck									
				Tugmaster									
93.10	SR			first half hour or part thereof			Discretionary	1-Apr-18	96.10	SR	3.22%	3.00	
46.60	SR			per additional half hour or part thereof			Discretionary	1-Apr-18	48.10	SR	3.22%	1.50	
61.68	SR			Maffi Truck - per 24 hours			Discretionary	1-Apr-18	63.65	SR	3.19%	1.97	
			(5)	MARINA PUMP OUT FACILITY									
5.75	SR			Per use subject to availability			Discretionary	1-Apr-17	6.00	SR	4.35%	0.25	
			(6)	DOCKMASTER CALLOUT CHARGE									
51.50	SR			Per hour or part thereof			Discretionary	1-Apr-18	53.15	SR	3.20%	1.65	

											Annex 1		
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE £	ESTIMATED INCOME 2019/2020 £	
			(7)	CALL OUT CHARGES-ELECTRICIAN									
				Outside of nomal working hours, where the fault lies with the vessel owner									
90.00	SR			Callout fee plus first hours labour			1-Apr-18	92.88	SR	3.20%	2.88	150	
45.00	SR			Labour charge per additional hour or part thereof			1-Apr-18	46.45	SR	3.22%	1.45		
				During working hours, where the fault lies with the vessel owner									
45.00	SR			Labour charge first hour or part thereof			1-Apr-18	46.45	SR	3.22%	1.45		
45.00	SR			Labour charge per additional hour or part thereof			1-Apr-18	46.45	SR	3.22%	1.45		
				RAMSGATE HARBOUR - COMMERCIAL (OUTER HARBOUR DUES)									
				These charges form part of Ships, Passengers and Goods Dues under the Harbours Act 1964.									
				VAT - Ships of 15 tons and over are zero rated (excluding ships used for recreation or pleasure)									
				N.B. Vessels paying following rates and entering Inner Basin Marina will be charged full Marina visitor's rate, except for stress of weather and seven days in any one year for repairs.									
1.15	ZO		(1)	COMMERCIAL VESSELS - Undertaking Cargo Operations or Lay By For all commercial vessels other than those mentioned hereunder per gross registered tonne per entry. An entry shall permit a maximum stay of four days, after which further entry dues become payable every four days.			Discretionary	1-Apr-18	1.19	ZO	3.48%	0.04	
6.66	SR		(2)	COMMERCIAL VESSELS - Visiting Commercial Fishing Boats				1-Apr-18	6.87	SR	3.15%	0.21	
				Per metre of length overall per 24 hours or part thereof - now including Port Controls and Navigation Aids									
		70,380	(3)	TUG BOATS and WORKBOATS - Non-Resident - Operational and non operational								70,380	
		43,860		Including Navigation Aids and port Control								54,000	
5.55	ZO	56,360		Per metre of length overall per 24 hours or part thereof			1-Apr-18	5.73	ZO	3.24%	0.18	50,000	
27.73	ZO			Per metre of length overall per 7 days			1-Apr-18	28.62	ZO	3.21%	0.89		
				Annual Charges per Port Tariff									
				Stays Less Than 4 Hours - 50% of daily rate									
				WORKBOATS - Resident in the port - Operational and non operational									
388.64	ZO			Per metre of length overall per annum (excludes Port Control and Navigation Aids)			1-Apr-18	401.08	ZO	3.20%	12.44		
21.49	ZO			Port Control and Navigation Aids per arrival subject to maximum charge			1-Apr-18	22.18	ZO	3.21%	0.69		
7843.88	ZO			Port Control and Navigation Aids maximum charge per annum per vessel minimum 6 months pro rata			1-Apr-18	8094.88	ZO	3.20%	251.00		
			(4)	COMMERCIAL FISHING BOATS - Resident at least 6 months (Operational or Non-Operational)									
				Vessels of 6 metres in length and over									
4.12	SR	42,400		Per metre of length overall per week or part thereof - plus 10% fish landing dues			1-Apr-18	4.12	SR	0.00%	0.00	32,000	
				Vessels under 6 metres in length									
4.12	SR	4,700		Per metre of length overall per week or part thereof - no fish landing dues			1-Apr-18	4.12	SR	0.00%	0.00	3,000	
200.34	SR	20,400	(5)	ANGLING BOATS Licensed To Ply For Hire				1-Apr-18	206.35	SR	3.00%	6.01	23,280
				Per metre of overall length per annum (at least 6 months resident)									

											Annex 1	
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
			(6)	WHARFAGE, CARGO HANDLING and STORAGE								
			(7)	CONTAINER STORAGE - conditions apply - subject to availability								
				In 10ft Containers (short term, per week or part thereof, in the Boat Park)			new	10.00	SR			
28.44	SR	37,190		In 20ft Containers (per container per week or part thereof - minimum 2 weeks - no services)			1-Apr-17	29.29	SR	2.99%	0.85	37,190
		1,300										1,300
44.00	SR			In 40ft Containers (per container per week or part thereof - minimum 2 weeks - no services)			1-Apr-17	45.32	SR	3.00%	1.32	
			(8)	FUEL TRANSFER CHARGE - All Vessels								
48.88	SR			Permission to bring tanker onto Port or Harbour property			1-Apr-18	50.35	SR	3.01%	1.47	
				- 24 hour notice and Harbour Master approval required								
0.02	SR			Fuel delivered over the quay royalty - per litre			1-Apr-17	0.015	SR	-25.00%	-0.01	
3.27	ZO	510	(9)	FRESH WATER - per Tonne			1-Apr-18	3.37	ZO	3.06%	0.10	300
30.00	ZO			There is a minimum charge of £30 for water, over this will be charged at the tonnage rate			1-Apr-15	30.00	ZO	0.00%	0.00	
			(10)	CONTAINERS ON PONTOONS								
7.33	SR			Charge for containers left on pontoons - per container per day			1-Apr-18	7.55	SR	3.00%	0.22	
34.50	SR		(11)	Tradesmen working in Harbour Area - Annual Permit to Work			Discretionary	1-Apr-18	35.60	SR	3.19%	1.10
				Licence for non-resident tradesmen to work in harbour - subject to Insurance and Harbour								
				Master approval from 1 April to 31 March each year								
2.64	SR		(12)	Land hire within Royal Harbour								
				per square metre, per week or part thereof			1-Apr-18	2.72	SR	3.03%	0.08	
			RAMSGATE HARBOUR - CAR PARKING / MISCELLANEOUS									
		50,000		CAR PARKING - PIER YARD AND MILITARY ROAD PAY & DISPLAY								
		39,000	(a)	Summer Rates (April to September):								55,000
3.00	SR			Up to 1 hour			Discretionary	1-Apr-17	3.00	SR	0.00%	0.00
6.00	SR			Up to 4 hours			Discretionary	1-Apr-17	6.00	SR	0.00%	0.00
8.00	SR			Up to 8 hours			Discretionary	1-Apr-17	8.00	SR	0.00%	0.00
10.00	SR			Up to 12 hours			Discretionary	1-Apr-17	10.00	SR	0.00%	0.00
17.50	SR			Up to 24 hours			Discretionary	1-Apr-17	17.50	SR	0.00%	0.00
			(b)	Winter Rates (October to March)								
1.40	SR			Up to 1 hour			Discretionary	1-Apr-18	1.40	SR	0.00%	0.00
4.00	SR			Up to 4 hours			Discretionary	1-Apr-18	4.00	SR	0.00%	0.00
5.50	SR			Up to 8 hours			Discretionary	1-Apr-18	5.50	SR	0.00%	0.00

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CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £	
7.00	SR	5,000		Up to 12 hours		Discretionary	1-Apr-18	7.00	SR	0.00%	0.00		
10.00	SR			Up to 24 hours		Discretionary	1-Apr-17	10.00	SR	0.00%	0.00		
1000.00	SR		(c)	Residents Parking in Pier Yard per annum		Discretionary	1-Apr-16	1000.00	SR	0.00%	0.00	5,150	
			4,750	CAR PARKING PERMITS								4,750	
6.50	SR	33,670		24 hour temporary parking permit		Discretionary		6.70	SR	3.08%	0.20		
11.50	SR			2 day temporary parking permit		Discretionary	1-Apr-17	11.80	SR	2.61%	0.30		
18.50	SR			5 day temporary parking permit		Discretionary	1-Apr-17	19.00	SR	2.70%	0.50		
27.00	SR			7 day temporary parking permit		Discretionary	1-Apr-17	27.80	SR	2.96%	0.80		
52.00	SR			28 day temporary parking permit		Discretionary	1-Apr-17	53.60	SR	3.08%	1.60		
140.00	SR			Annual - per space per annum - not refundable/pro rata - max.continual use without approval 2 weeks (Harbour users)		Discretionary	1-Apr-17	145.00	SR	3.57%	5.00	38,000	
140.00	SR		18,410	Annual - per space per annum - not refundable/pro rata - max.continual use without approval 2 weeks (Commercial)		Discretionary	1-Apr-17	145.00	SR	3.57%	5.00	18,410	
230.00	SR			Crew parking (within Royal Harbour (Leopold Street) Multi Storey Car Park)		Discretionary	1-Apr-17	237.00	SR	3.04%	7.00		
25.00	SR	-		Administration charge for replacing lost permits			1-Apr-16	25.00	SR	0.00%	0.00		
5.00	SR			Administration charge for changing registration no			1-Apr-16	5.00	SR	0.00%	0.00		
18.50	SR	10,000		COACH PARKING - subject to availability - empty coaches only (no drop off facility)			1-Apr-17	19.00	SR	2.70%	0.50		
				Per 24 hours or part thereof									
				FIXED PENALTY FINE - OFF STREET								10,000	
				(Fixed by Central Government)									
70.00	NB			(a)	Higher level penalty charge		statutory	1-Apr-08	70.00	NB	0.00%	0.00	
35.00	NB			(b)	Higher level penalty charge - Payment within fourteen days		statutory	1-Apr-08	35.00	NB	0.00%	0.00	
50.00	NB			(c)	Lower level penalty charge		statutory	1-Apr-08	50.00	NB	0.00%	0.00	
25.00	NB			(d)	Lower level penalty charge - Payment within fourteen days		statutory	1-Apr-08	25.00	NB	0.00%	0.00	
				With effect from 31st March 2008									
				INTEREST									
				The Council reserves the right to charge interest at 2% above NatWest plc. base rate from the date of billing on any invoices outstanding over 30 days									
			PORT OF RAMSGATE										
				These charges form part of Ships, Passengers and Goods Dues under the Harbours Act 1964.									
			(1)	VESSELS									
			(a)	Berthing Fees									
0.057	ZO	18,000		Conservancy* - Conventional Ro-Ro Vessels per arrival per tonne (1969 Rules GT)		Discretionary	1-Apr-18	0.059	ZO	3.51%	0.00		
117.36	ZO			VTS / Navigation Aids* - per arrival		Discretionary	1-Apr-18	121.12	ZO	3.20%	3.76		
88.94	ZO			Tug subsidy per berthing vessels over 80m LOA		Discretionary	1-Apr-18	91.79	ZO	3.20%	2.85		
0.98	ZO			Other Vessels (Not Conventional Ro-Ro) including VTS and Port Control per arrival per Tonne GT per 24 hours		Discretionary	1-Apr-18	1.01	ZO	3.06%	0.03	33,000	

												Annex 1	
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS				Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE £	ESTIMATED INCOME 2019/2020 £
0.49	ZO				Vessels undertaking bunkering, crew transfer, stores etc (not cargo operations)			1-Apr-18	0.51	ZO	4.08%	0.02	
					50% discount on published conservancy - other vessels tariff (per GRT per 24 hours)								
244.69	ZO		(b)		Berth - unscheduled layover - per 24 hours or part thereof after 4 hours (subject to availability)		Discretionary	1-Apr-18	252.52	ZO	3.20%	7.83	
			(c)		TUG BOATS and WORKBOATS - Non-Resident - Operational and non operational								
					Including Port Control and Navigation Aids								
5.54	ZO				Per metre of length overall per 24 hours or part thereof		Discretionary	1-Apr-18	5.72	ZO	3.25%	0.18	
27.73	ZO	330			Per metre of length overall per 7 days		Discretionary	1-Apr-18	28.62	ZO	3.21%	0.89	330
		38,120			Tug Boats - London Array								41,400
			(d)		WORKBOATS - Resident in the port - Operational and non operational								
388.64	ZO				Per metre of length overall per annum (excludes Port Control and Navigation Aids)		Discretionary	1-Apr-18	401.08	ZO	3.20%	12.44	
21.49	ZO				Port Control and Navigation Aids per arrival subject to maximum charge		Discretionary	1-Apr-18	22.18	ZO	3.21%	0.69	
7843.88	ZO				Port Control and Navigation Aids maximum charge per annum per vessel minimum 6 months pro rata		Discretionary	1-Apr-18	8094.88	ZO	3.20%	251.00	
			(e)		Pilotage - see Ramsgate Harbour pilotage tariff								
43.77	ZO	5,470			Vessels piloted to Ferry Terminal (per metre draft)		Discretionary	1-Apr-18	45.17	ZO	3.20%	1.40	5,470
43.77	ZO				Vessels piloted to Royal Harbour (per metre draft)		Discretionary	1-Apr-18	45.17	ZO	3.20%	1.40	
1.08	ZO				Additional charge for length: per metre over 20 metres length		Discretionary	1-Apr-18	1.11	ZO	2.78%	0.03	
21.90	ZO				Vessels proceeding to anchor for operational reasons - 50% of appropriate pilotage rate		Discretionary	1-Apr-18	22.60	ZO	3.20%	0.70	
21.90	ZO				Vessels shifting berths within the Port - 50% of appropriate pilotage rate		Discretionary	1-Apr-18	22.60	ZO	3.20%	0.70	
55.55	ZO				Charges for cancellation of Pilotage requirement if less than 3 hours notice given		Discretionary	1-Apr-18	57.33	ZO	3.20%	1.78	
					Waiting time								
					- under 30 mins								
22.43	ZO				- 30 mins to 1 hour		Discretionary	1-Apr-18	23.15	ZO	3.21%	0.72	
22.43	ZO				- after 1 hour (per hour or part thereof)		Discretionary	1-Apr-18	23.15	ZO	3.21%	0.72	
69.52	ZO				Additional charge for handling vessels using tugs		Discretionary	1-Apr-18	71.74	ZO	3.19%	2.22	
69.52	ZO				Charge for issuing of Exemption Certificate		Discretionary	1-Apr-18	71.74	ZO	3.19%	2.22	
198.64	ZO				Charge for Pilotage Certificate Examination		Discretionary	1-Apr-18	205.00	ZO	3.20%	6.36	
25.67	ZO				Charge to be made for vessels navigating with a Master or Mate holding a Ramsgate Exemption Certificate		Discretionary	1-Apr-18	26.49	ZO	3.19%	0.82	
					Charge to be made for vessels navigating with a pilot:								
261.11	ZO	2,040			- vessels 20m to 100m		Discretionary	1-Apr-18	269.47	ZO	3.20%	8.36	2,040
305.94	ZO				- vessels 100m to 120m		Discretionary	1-Apr-18	315.73	ZO	3.20%	9.79	
387.15	ZO				- vessels 120m to 150m		Discretionary	1-Apr-18	399.54	ZO	3.20%	12.39	
448.71	ZO				- vessels 150m to 175m		Discretionary	1-Apr-18	463.07	ZO	3.20%	14.36	
					Additional Pilotage surcharge:								
					Vessels under 80 metres in length, but over all 20 metres in length, not taking a pilot berthing								
					and unberthing within Port of Ramsgate, will be charged 30% of pilotage fee for vessel of their size								
122.35	ZO	10,770	(f)		Mooring - subject to prior arrangement		Discretionary	1-Apr-18	126.27	ZO	3.20%	3.92	13,500
					Aggregate Barges								
					Use of Linesmen								
			(g)		Waste disposal - standard charge per vessel arrival-								
70.93					per cubic metre or part thereof		Discretionary	1-Apr-18	73.20		3.20%	2.27	

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CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £	
			(2)	TRAFFIC									
1.77	ZO	80	(a)	Freight Drivers* - per unit			Discretionary	1-Apr-18	1.83	ZO	3.39%	0.06	80
1.77	ZO		(b)	Additional Freight Passengers* - per unit			Discretionary	1-Apr-18	1.83	ZO	3.39%	0.06	
8.83	ZO	380	(c)	Accompanied Freight* - per unit			Discretionary	1-Apr-18	9.11	ZO	3.17%	0.28	380
5.33	ZO		(d)	Unaccompanied Freight* - per unit			Discretionary	1-Apr-18	5.50	ZO	3.19%	0.17	
1.63	ZO		(e)	Trade Cars - per unit			Discretionary	1-Apr-18	1.68	ZO	3.07%	0.05	
1.77	ZO		(f)	Passengers - per unit			Discretionary	1-Apr-18	1.83	ZO	3.39%	0.06	
3.99	ZO		(g)	Cars, Light Vehicles, Caravans & Trailers - seating capacity 10 or less - accompanied - per unit			Discretionary	1-Apr-18	4.12	ZO	3.26%	0.13	
26.48	ZO		(h)	Coaches - vehicles with seating capacity over 10			Discretionary	1-Apr-18	27.33	ZO	3.21%	0.85	
P.O.A.			(i)	Stevedoring Services					P.O.A.				
			(3)	OTHER CHARGES - subject to availability									
990.94	ZO		(a)	Tug Stand-by or Assistance			Discretionary	1-Apr-18	1022.65	ZO	3.20%	31.71	
495.48	ZO			- per first hour or part thereof			Discretionary	1-Apr-18	511.34	ZO	3.20%	15.86	
3.27	ZO	3,250	(b)	Water - per tonne (metered)			Discretionary	1-Apr-18	3.37	ZO	3.06%	0.10	0
30.00	ZO	250		There is a minimum charge of £30 for water, over this will be charged at the tonnage rate			Discretionary	1-Apr-17	30.96	ZO	3.20%	0.96	250
26.40	SR		(c)	Hire of Security Operative (including re detainees) - per man hour or part thereof			Discretionary	1-Apr-18	27.24	SR	3.18%	0.84	
			(d)	Hire of Forklift and Operator			Discretionary						
				Under 2.5 Tonne									
61.11	NB			first half hour or part thereof			Discretionary	1-Apr-18	63.08	NB	3.22%	1.97	
30.47	NB			per additional half hour or part thereof				1-Apr-18	31.46	NB	3.25%	0.99	
				6 tonne									
69.33	NB			first half hour or part thereof			Discretionary	1-Apr-18	71.54	NB	3.19%	2.21	
34.65	NB			per additional half hour or part thereof			Discretionary	1-Apr-18	35.75	NB	3.17%	1.10	
				10 Tonne									
77.58	NB			first half hour or part thereof			Discretionary	1-Apr-18	80.08	NB	3.22%	2.50	
38.83	NB			per additional half hour or part thereof			Discretionary	1-Apr-18	40.08	NB	3.22%	1.25	
61.11	NB	600	(e)	Hire of Forklift* under 2.5 Tonne - per hour or part thereof			Discretionary	1-Apr-18	63.08	NB	3.22%	1.97	600
			(f)	Hire of Cherry Picker and Operator									
74.25	NB			first half hour or part thereof			Discretionary	1-Apr-18	76.63	NB	3.21%	2.38	
34.65	NB			per additional half hour or part thereof			Discretionary	1-Apr-18	35.75	NB	3.17%	1.10	
346.50	NB			7 hour day rate			Discretionary	1-Apr-18	357.58	NB	3.20%	11.08	
			(g)	Hire of Tugmaster / Maffi Truck									
				Tugmaster									
77.58	NB			first half hour or part thereof			Discretionary	1-Apr-18	80.08	NB	3.22%	2.50	
38.83	NB			per additional half hour or part thereof			Discretionary	1-Apr-18	40.08	NB	3.22%	1.25	
51.40	NB			Maffi Truck - per 24 hours			Discretionary	1-Apr-18	53.04	NB	3.19%	1.64	
68.64	NB		(h)	Hire of Terminal Tractor* - per hour or part thereof			Discretionary	1-Apr-18	70.84	NB	3.21%	2.20	
43.24	NB		(i)	Port Technician - per hour or part thereof			Discretionary	1-Apr-18	44.62	NB	3.19%	1.38	
		50,000	(j)	Aggregates									60,000

													Annex 1
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				Note; * Special agreements apply									
			(4)	DEMURRAGE - vehicles using ferry services - over 6 metres (under 6 metres half price)									
			(a)	Accompanied Freight - per 24 hours or part thereof									
14.14	SR			Days 1 - 7				Discretionary	1-Apr-18	14.59	SR	3.18%	0.45
28.28	SR			Days 8 and over				Discretionary	1-Apr-17	29.18	SR	3.18%	0.90
			(b)	Unaccompanied Freight - per 24 hours or part thereof									
14.14	SR			Days 1 - 7				Discretionary	1-Apr-18	14.59	SR	3.18%	0.45
28.28	SR			Days 8 and over				Discretionary	1-Apr-18	29.18	SR	3.18%	0.90
			(5)	TRUCK AND/OR TRAILER PARKING - subject to availability									
16.64	SR			Per 24 hours or part thereof				Discretionary	1-Apr-18	17.17	SR	3.19%	0.53
17.74	SR			Within passenger restricted area at the Port - 24 hours or part thereof				Discretionary	1-Apr-18	18.31	SR	3.21%	0.57
		27,080	(6)	COACH PARKING - subject to availability - empty coaches only (no drop off facility)									29,950
18.50	SR			Per 24 hours or part thereof				Discretionary	1-Apr-17	19.09	SR	3.19%	0.59
			(7)	CAR PARKING									
6.00	SR			Daily				Discretionary	1-Apr-16	6.19	SR	3.17%	0.19
162.50	SR			Annual Permit - Port only (Pro rata)				Discretionary	1-Apr-17	167.70	SR	3.20%	5.20
			(8)	LAND HIRE WITHIN SECURE PORT AREA									
2.64	SR			per square metre, per week or part thereof				Discretionary	1-Apr-17	2.72	SR	3.03%	0.08
			(9)	PERMISSION TO LAND A HELICOPTER AT THE PORT									
95.00	SR			per event per 24hrs or part thereof (subject to availability and/or frequency)					1-Apr-18	97.50	SR	2.63%	2.50
			20	ENVIRONMENTAL HEALTH SERVICES									
85 + costs	NB			Issue of unsound food certificate					1-Apr-11	85 +costs	NB	0.00%	0.00
				Voluntary surrender of unsound food/insurance claims									
80.00	NB	1,740		Issue of information to commercial organisations relating to previous land use, and other environmental information copies					1-Apr-17	80.00	NB	0.00%	0.00
350.00	NB	350		High Hedges Charge (For complaint requiring council investigation)				Statutory		350.00	NB	0.00%	0.00
				IMPORTED FOOD INSPECTION CHARGES (Designated Point of Entry)									

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					Office Hours: 08.30 to 17.00 Monday to Thursday and 08.30 to 16.30 Friday								
					Outside of Office Hours: any time outside of the above office hours, and at any time on weekends or Bank Holidays								
					These charges will apply whether a consignment is cleared or rejected.								
					These charges do not include any fees which the Cargo Handling Agent or BIP operator may impose.								
60.00	NB				Document Check		1-Apr-14	60.00	NB	0.00%	0.00		
160.00	NB				Document, physical and sampling check			160.00	NB	0.00%	0.00		
290.00	NB				Laboratory fees for sampling (set by lab)			290.00	NB	0.00%	0.00		
110.00	NB				Additional charge for Saturday service			110.00	NB	0.00%	0.00		
					Organic Produce Inspection Charges								
45.00	NB				Organic Product Release Notice	Statutory		45.00	NB	0.00%	0.00		
	NB				Export certificate (Foods)		1-Apr-11		NB				
60	NB				Basic Food Hygiene Training		1-Apr-15	50.00	NB	-16.67%	-10.00		
					ENVIRONMENTAL PROTECTION ACT 1990 - AIR POLLUTION								
					fees are set nationally by Government- details available on request								
Statutory	NB	9,060	(a)		Initial application fee (Standard)	Statutory		1650.00	NB				9,060
Statutory	NB		(b)		Substantial Changes Fee (Standard)	Statutory		1050.00	NB				
Statutory	NB		(c)		Substantial Changes Fee (Section 10 & 11)	Statutory		N/A	NB				
Statutory	NB		(d)		Annual Subsistence Charge (Standard)	Statutory							
					Low			772.00	NB				
					Medium			1161.00	NB				
					High			1747.00	NB				
					ENVIRONMENTAL PROTECTION ACT - ALARM NOISE NUISANCE								
officer time + travel	NB				callouts, alarms etc. - to be reclaimed from offender			officer time + travel	NB				
Statutory					PRIVATE WATER SUPPLIES (to max of)								
Statutory	NB		a)		Risk Assessments	Statutory		500.00	NB				0
Statutory	NB		b)		Sampling (each visit) + analysis fees	Statutory		100.00	NB				0



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Statutory	NB		c)	Investigation			Statutory		100.00	NB		0	
Statutory	NB		d)	Granting an authorisation			Statutory		100.00	NB		0	
Statutory	NB		e)	Analysis under regulation 10			Statutory		25.00	NB		0	
Statutory	NB		f)	Analysis during check monitoring			Statutory		100.00	NB		0	
Statutory	NB		g)	Analysis during audit monitoring			Statutory		500.00	NB		0	
			PUBLIC HEALTH FUNERALS										
200.00	NB	6,000		Investigation Fee for Public Health Funerals			Discretionary	1-Apr-17	200.00	NB	0.00%	0.00	6,000
			WORKS IN DEFAULT OF A NOTICE						Officer time + travel				
officer time + cost of work				Officer time + travel to be added to fees to be reclaimed from offender					officer time + travel				
			21 COMMUNITY SAFETY										
			SAFER FOOD BETTER BUSINESS										
46.00	EX			Onsite coaching - 2 hours				1-Apr-15	0.00	EX	-100.00%	-46.00	
	NB		SMOKE FREE							NB			
Statutory			a)	Smoking in a smoke free place			statutory		50.00	NB			
Statutory				- reduced if paid within 15 days			statutory		30.00	NB			
Statutory			b)	Failing to display no-smoking signs			statutory		200.00	NB			
Statutory				- reduced if paid within 15 days			statutory		150.00	NB			
			c)	Failing to prevent smoking in a smokefree space - Court awarded fine									
			Community Protection Notice				Statutory						
60.00			a)	Early Repayment					60.00	NB	0.00%		
80.00			b)	Failiure to Comply with Notice					100.00	NB	25.00%	20.00	
			Public Spaces Protection Order (PSPO)				Statutory						
60.00			a)	Early Repayment					60.00	NB	0.00%		
80.00			b)	Failiure to Comply with Order					100.00	NB	25.00%	20.00	
			22 SPORTS AND LEISURE										
			General sports activity - per child				Discretionary		1.00	SR	0.00%	1.00	
0.00	SR		Headline sports activity -per child				Discretionary		2.00	SR	0.00%	2.00	
			General sports activity - per adult				Discretionary		2.00	SR	0.00%	2.00	
0.00	SR		Headline sports activity -per adult				Discretionary		3.00	SR	0.00%	3.00	
			Inflatable sports pitch										
60.00	SR	240	Community hire request					1-Apr-18	60.00	SR	0.00%	0.00	500

											Annex 1	
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
10.00	SR	80	Transportaion costs of equipment				1-Apr-18	10.00	SR	0.00%	0.00	100
			23 CULTURAL AND OUTSIDE EVENTS									
			Fee for booking a Council Site (per day) - Payment in advance of permissions only.									
			Community Events									
75.00	SR	2,000	application fee				1-Apr-17	75	SR	0.00%	0.00	2,000
250.00	OS		Deposit (refundable after event if no damage is cused to the site)				1-Apr-17	250	OS	0.00%	0.00	
75.00	EX	16,000	Premium site				1-Apr-17	75	EX	0.00%	0.00	16,000
50.00	EX		Standard site				1-Apr-17	50	EX	0.00%	0.00	
25% of daily rate	EX		Build and de-rigs days				1-Apr-17	25% of daily rate	EX	0.00%	0.00	
			Active Recreation Sessions									
75.00	SR		application fee				1-Apr-17	75	SR	0.00%	0.00	
250.00	OS		Deposit (refundable after event if no damage is cused to the site)				1-Apr-17	250	OS	0.00%	0.00	
n/a	EX		Premium site				1-Apr-17	n/a	EX			
n/a	EX		Standard site				1-Apr-17	n/a	EX			
n/a	EX		Build and de-rigs days				1-Apr-17	n/a	EX			
			National Charity									
75.00	SR		application fee				1-Apr-17	75	SR	0.00%	0.00	
250.00	OS		Deposit (refundable after event if no damage is cused to the site)				1-Apr-17	250	OS	0.00%	0.00	
150.00	EX		Premium site				1-Apr-17	150	EX	0.00%	0.00	
100.00	EX		Standard site				1-Apr-17	100	EX	0.00%	0.00	
25% of daily rate	EX		Build and de-rigs days				1-Apr-17	25% of daily rate	EX			
			Local Charity									
75.00	SR		application fee				1-Apr-17	75	SR	0.00%	0.00	
250.00	OS		Deposit (refundable after event if no damage is cused to the site)				1-Apr-17	250	OS	0.00%	0.00	
100.00	EX		Premium site				1-Apr-17	100	EX	0.00%	0.00	
75.00	EX		Standard site				1-Apr-17	75	EX	0.00%	0.00	
25% of daily rate	EX		Build and de-rigs days				1-Apr-17	25% of daily rate	EX			
			Enthusiast									
75.00	SR		application fee				1-Apr-17	75	SR	0.00%	0.00	
250.00	OS		Deposit (refundable after event if no damage is cused to the site)				1-Apr-17	250	OS	0.00%	0.00	
150.00	EX		Premium site				1-Apr-17	150	EX	0.00%	0.00	
100.00	EX		Standard site				1-Apr-17	100	EX	0.00%	0.00	
25% of daily rate	EX		Build and de-rigs days				1-Apr-17	25% of daily rate	EX			

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CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
		22,850			Private Hire Vehicle Operator's Licence - Annual Initial grant/late renewal							22,850
643.00	NB					Discretionary	1-Apr-18	643.00	NB	0.00%	0.00	
591.00	NB				Prompt renewal - valid for 5 years		1-Apr-18	591.00	NB	0.00%	0.00	
		7,980			Hackney Carriage Driver's Licence - Annual Initial grant/late renewal							7,980
174.00	NB					Discretionary	1-Apr-18	174.00	NB	0.00%	0.00	
90.00	NB				Prompt renewal - valid 3 years DBS Disclosure		1-Apr-18	90.00	NB	0.00%	0.00	
					Private Hire Vehicle Driver's Licence - Annual Initial grant/late renewal	Discretionary	1-Apr-18	174.00	NB	0.00%	0.00	
90.00	NB	42,830			Prompt renewal DBS Disclosure	Discretionary	1-Apr-18	90.00	NB	0.00%	0.00	42,830
26.00	NB	3,860			Taxi Driver Knowledge Test	Discretionary	1-Apr-18	26.00	NB	0.00%	0.00	3,860
56.00	NB	1,540			Private Hire Vehicle Plate (Returnable Deposit)	Discretionary	1-Apr-18	56.00	NB	0.00%	0.00	1,540
					Hackney Carriage Vehicle Licence Initial grant/late renewal (Full Year)	Discretionary	1-Apr-18	338 + MOT	NB	0.00%	0.00	26,800
168 + MOT	NB				Initial grant (October to March)	Discretionary	1-Apr-18	168 + MOT	NB	0.00%	0.00	
248 + MOT	NB				Prompt renewal	Discretionary	1-Apr-18	248 + MOT	NB	0.00%	0.00	
104 + MOT	NB	7,410			Transfer from one vehicle to another	Discretionary	1-Apr-18	104 + MOT	NB	0.00%	0.00	7,410
					Vehicles adapted for disabled use - for first year only from 1 April 2001		1-Apr-17					
					Plates & Badges							
2.00	NB	2,570			Drivers Identification badges	Discretionary	1-Apr-17	2.00	NB	0.00%	0.00	2,570
10.00	NB				Replacement Private Hire Vehicle Plate	Discretionary	1-Apr-17	10.00	NB	0.00%	0.00	
18.00	NB				Replacement Hackney Carriage Vehicle Plate	Discretionary	1-Apr-17	18.00	NB	0.00%	0.00	
					Private Hire Vehicle Licence							
282 + MOT	NB	106,590			Initial grant/late renewal (Full Year)	Discretionary	1-Apr-18	282 + MOT	NB	0.00%	0.00	106,590
338 + MOT	NB				with meter	Discretionary	1-Apr-18	338 + MOT	NB	0.00%	0.00	
140 + MOT	NB				Initial grant (December to May)	Discretionary	1-Apr-18	140 + MOT	NB	0.00%	0.00	

												Annex 1	
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £	
168 + MOT	NB			with meter		Discretionary	1-Apr-18	168 + MOT	NB	0.00%	0.00		
195 + MOT	NB							195 + MOT	NB				
202 + MOT	NB			Prompt renewal		Discretionary	1-Apr-18	202 + MOT	NB	0.00%	0.00		
248 + MOT	NB			with meter		Discretionary	1-Apr-18	248 + MOT	NB	0.00%	0.00		
81 + MOT	NB	17,110		Transfer from one vehicle to another		Discretionary	1-Apr-18	81 + MOT	NB	0.00%	0.00	17,110	
104 + MOT	NB			with meter		Discretionary	1-Apr-18	104 + MOT	NB	0.00%	0.00		
88.00	NB			Permission to advertise on Hackney Carriage Vehicles/Private Hire Vehicles		Discretionary	1-Apr-18	88.00	NB	0.00%	0.00	0	
				Scrap Metal Dealers									
508.00	NB		3,710		Initial grant of Site licence		Discretionary	1-Apr-18	508.00	NB	0.00%	0.00	3,710
294.00	NB				Initial grant of Collectors licence		Discretionary	1-Apr-18	294.00	NB	0.00%	0.00	
455.00	NB			Renewal of Site licence		Discretionary	1-Apr-18	455.00	NB	0.00%	0.00		
295.00	NB			Renewal of Collectors licence		Discretionary	1-Apr-18	295.00	NB	0.00%	0.00		
215.00	NB			Variation Collector to Site licence		Discretionary	1-Apr-18	215.00	NB	0.00%	0.00		
65.00	NB			Variation Site to Collector licence		Discretionary	1-Apr-18	65.00	NB	0.00%	0.00		
33.00	NB			Variation (minor administrative, such as change of address)		Discretionary	1-Apr-18	33.00	NB	0.00%	0.00		
108.00	NB			Change of Site Manager		Discretionary	1-Apr-18	108.00	NB	0.00%	0.00		
				Miscellaneous Licences									
				Street Collection House to House Collection Street Trading									
		138,760		PREMISES LICENCES (The fees detailed below are statutory fees)		statutory						138,760	
				Application for grant and variation of Premises Licences and Club premises certificate									
				Band A - Non Domestic RV £0 - £4,300									
100.00	NB			Fee		statutory		100.00	NB				
70.00	NB			Annual Charge		statutory		70.00	NB				
				Band B - Non Domestic RV £4,301 - £33,000									
190.00	NB			Fee		statutory		190.00	NB				
180.00	NB			Annual Charge		statutory		180.00	NB				

											Annex 1			
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS				Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £	
					Band C - Non Domestic RV £33,001 - £87,000									
315.00	NB				Fee				statutory		315.00	NB		
295.00	NB				Annual Charge				statutory		295.00	NB		
					Band D - Non Domestic RV £87,001 - £125,000									
450.00	NB				Fee						450.00	NB		
900.00	NB				Large Town Centre Pubs				statutory		900.00	NB		
320.00	NB				Annual Charge				statutory		320.00	NB		
					Band E - Non Domestic RV £125,001 & over									
635.00	NB				Fee				statutory		635.00	NB		
1,905.00	NB				Large Town Centre Pubs				statutory		1,905.00	NB		
350.00	NB				Annual Charge				statutory		350.00	NB		
					Premises with no domestic rateable value=Band A; premises under construction=Band C									
10.50	NB				Notification of change of name or address of premises licence holder or club				Statutory		10.50	NB		
23.00	NB				Application to vary to specify individual as designated premises supervisor				Statutory		23.00	NB		
10.50	NB				Notification of change of address of designated premises supervisor				Statutory		10.50	NB		
10.50	NB				Notification of alteration of club rules				Statutory		10.50	NB		
23.00	NB				Application to transfer premises licence				Statutory		23.00	NB		
23.00	NB				Interim authority notice				Statutory		23.00	NB		
10.50	NB				Application for copy or summary				Statutory		10.50	NB		
315.00	NB				Application for making of a provisional statement				Statutory		315.00	NB		
					Personal Licence Fees									
37.00	NB				Application for grant				Statutory		37.00	NB		
10.50	NB				Application for copy				Statutory		10.50	NB		
10.50	NB				Notification of change of name or address				Statutory		10.50	NB		
					Temporary Event Notices Fees									
21.00	NB				Notification of a temporary event				Statutory		21.00	NB		
10.50	NB				Application for copy				Statutory		10.50	NB		
					Other Fees									
officer time and cost of copy					Supply of copy of information contained in licensing register						officer time and cost of copy			
21.00	NB				Notification of an interest in any premises				Statutory		21.00	NB		

											Annex 1	
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
		39,110		Applications under the Gambling Act 2005								39,110
				Non-conversion application fee in respect of provisional statement premises								
985.00	NB			Bingo premises licence				985.00	NB			
985.00	NB			Adult gaming centre premises licence				985.00	NB			
795.00	NB			Betting premises (track) licence				795.00	NB			
795.00	NB			Family entertainment centre premises licence				795.00	NB			
985.00	NB			Betting premises (other) licence				985.00	NB			
				Non-conversion application fee in respect of other premises								
5,850.00	NB			Bingo premises licence				5,850.00	NB			
1,640.00	NB			Adult gaming centre premises licence				1,640.00	NB			
2,025.00	NB			Betting premises (track) licence				2,025.00	NB			
1,640.00	NB			Family entertainment centre premises licence				1,640.00	NB			
2,460.00	NB			Betting premises (other) licence				2,460.00	NB			
				First annual fee and annual fee								
2,460.00	NB			Converted casino premises licence				2,460.00	NB			
820.00	NB			Bingo premises licence				820.00	NB			
820.00	NB			Adult gaming centre premises licence				820.00	NB			
820.00	NB			Betting premises (track) licence				820.00	NB			
615.00	NB			Family entertainment centre premises licence				615.00	NB			
495.00	NB			Betting premises (other) licence				495.00	NB			
				Fee for application to vary licence								
1,640.00	NB			Converted casino premises licence				1,640.00	NB			
1,430.00	NB			Bingo premises licence				1,430.00	NB			
820.00	NB			Adult gaming centre premises licence				820.00	NB			
1,015.00	NB			Betting premises (track) licence				1,015.00	NB			
820.00	NB			Family entertainment centre premises licence				820.00	NB			
1,225.00	NB			Betting premises (other) licence				1,225.00	NB			
				Fee for application to transfer a licence								
1,130.00	NB			Converted casino premises licence				1,130.00	NB			
985.00	NB			Bingo premises licence				985.00	NB			
985.00	NB			Adult gaming centre premises licence				985.00	NB			
795.00	NB			Betting premises (track) licence				795.00	NB			
795.00	NB			Family entertainment centre premises licence				795.00	NB			
985.00	NB			Betting premises (other) licence				985.00	NB			
				Fee for application for reinstatement of a licence								

													Annex 1
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £	
1,130.00	NB			Converted casino premises licence				1,130.00	NB				
985.00	NB			Bingo premises licence				985.00	NB				
985.00	NB			Adult gaming centre premises licence				985.00	NB				
795.00	NB			Betting premises (track) licence				795.00	NB				
795.00	NB			Family entertainment centre premises licence				795.00	NB				
985.00	NB			Betting premises (other) licence				985.00	NB				
				Fee for application for provisional statement									
2,850.00	NB			Bingo premises licence				2,850.00	NB				
1,605.00	NB			Adult gaming centre premises licence				1,605.00	NB				
1,985.00	NB			Betting premises (track) licence				1,985.00	NB				
1,605.00	NB			Family entertainment centre premises licence				1,605.00	NB				
2,410.00	NB			Betting premises (other) licence				2,410.00	NB				
300.00	NB			Prize permit application or renewal.				300.00	NB				
300.00	NB			Family entertainment centre gaming machine permit or renewal.				300.00	NB				
25.00	NB			Change of name on family entertainment centre/prize permit.				25.00	NB				
15.00	NB			Copy of family entertainment centre/prize permit.				15.00	NB				
30.00	NB			Change of circumstances, residence etc. S.186.				30.00	NB				
15.00	NB			Copy of licence.				15.00	NB				
200.00	NB			Club machine permit.				200.00	NB				
100.00	NB			Club machine permit renewal				100.00	NB				
50.00	NB			Club machine permit annual fee				50.00	NB				
30.00	NB			Club machine permit change of circumstances				30.00	NB				
15.00	NB			copy of club machine permit				15.00	NB				
50.00	NB			Licensed Premises gaming machine permit.				50.00	NB				
50.00	NB			Licensed Premises gaming machine permit.				50.00	NB				
25.00	NB			licensed Premises gaming machine permit transfer.				25.00	NB				
100.00	NB			licensed Premises gaming machine permit variation				100.00	NB				
30.00	NB			Licensed Premises gaming machine permit change of circumstances				30.00	NB				
15.00	NB			Copy of licensed premises gaming machine permit				15.00	NB				
			25	HOUSING HRA									
				CHARGES FOR HIRING HOUSING COMMUNITY HALLS									
		5,500		MILLMEAD HALL		Discretionary						5,000	
35.00	EX			Hire of Main Hall -Minimum charge for up to two hours*			1-Apr-18	35.00	EX	0.00%	0.00		
15.00	EX			Each additional hour or part there after			1-Apr-18	15.00	EX	0.00%	0.00		



												Annex 1		
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS				Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE		ESTIMATED INCOME 2019/2020 £
20.00	EX				Hire of Smaller Room -Minimum charge for up to two hours*			1-Apr-18	20.00	EX	0.00%	0.00		
10.00	EX				Each additional hour or part there after			1-Apr-18	10.00	EX	0.00%	0.00		
40.00	EX				Hire of both Main Hall & Smaller Room - Minimum charge for up to 2 hours*			1-Apr-18	40.00	EX	0.00%	0.00		
15.00	EX				Each additional hour or part there after			1-Apr-18	15.00	EX	0.00%	0.00		
					* included in the hire cost of the Main Hall will be: tables, chairs, access to stage area, toilets and kitchen									
					CHARGES FOR DESIGNATED PARKING SPACES									
460.00	SR	5,980			Harbour Towers			1-Apr-18	500.00	SR	8.70%	40.00		9,000
435.00	SR	2,180			Ramsgate General			1-Apr-18	450.00	SR	3.45%	15.00		1,800
					OTHER HOUSING CHARGES									
		8,000												
					Leasehold Enquiries									8,000
100.00	NB				Notice of Assignment (including notice of mortgage if submitted at the same time)		Statutory	1-Apr-14	100.00	NB	0.00%	0.00		
65.00	NB				Notice of Mortgage (where submitted separately to the notice of assignment)		Statutory	1-Apr-14	65.00	NB	0.00%	0.00		
0.00					Lease Extension				900.00	NB				
0.00					Lease Variation				200.00	NB				
40.00	NB				Copy of Fire Risk Safety Assessments		Statutory	1-Apr-14	40.00	NB	0.00%	0.00		
0.00					Copy of Lease				5.00	NB				
135.00	NB				Solicitors and Leaseholders enquiries (per enquiry letter answered and excluding the leaseholder's annual statement)		Statutory	1-Apr-15	135.00	NB	0.00%	0.00		
128.00	NB				Sub-letting fee		Discretionary	1-Apr-15	128.00	NB	0.00%	0.00		
152.00	NB				Leasehold Management Fee		Discretionary	1-Apr-18	128.00	NB	-15.79%	-24.00		
0.00					Alteration & Improvement Consent				50.00	NB				
0.00					Replacement Keys & Fobs				12.00	NB				
					Tenant Enquiries									500
30.00	NB				Rent Reference			1-Apr-18	40.00	NB	33.33%	10.00		0
5.00	NB				Copy of Rent Statement		Discretionary	1-Apr-18	5.00	NB	0.00%	0.00		0
15.00	NB				Copy of Tenancy Agreement			1-Apr-18	5.00	NB	-66.67%	-10.00		0
0.00					Replacement Keys & Fobs	new	Discretionary		12.00	NB				
0.00					Replacement Payment Cards	new			5.00	NB				
0.00					Alteration & Improvement Consent	new			50.00	NB				
0.00					Forced Entry (warrant)	new			65.00	NB				
0.00					Forced Entry & Lock Change	new			95.00	NB				
0.00					Wasted Emergency Call Out Fee	new			25.00	NB				
0.00					Rubbish Clearance	new			At Cost + 7.5% Admin	NB				
0.00					Additional TV/Sat Ariel Points	new			75.00	NB				

Annex 1												
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE £	ESTIMATED INCOME 2019/2020 £
0.00				Boarding of windows and doors (police in attendance or damage caused by occupant)	new			At Cost + 7.5% Admin	NB			
				Other								1,000
0.00				Lease a shed or store				100.00	NB			
0.00				Easements/Wayleaves/ Right of Access				200.00	NB			
0.00				Variation of Easements/Wayleaves/ Right of Access				200.00	NB			
0.00				Sale of Land				250.00	NB			
			26	HMO/SELECTIVE LICENSING								
				LICENCE FEES FOR HOUSES IN MULTIPLE OCCUPATION (HMOs) (Mandatory HMO Licensing and Selective Licensing)								12,000
			(a)	HMOs with 2 to 8 units of accommodation								
909.00	NB			Standard HMO application			Discretionary	1-Apr-18	918.00	NB	0.99%	9.00
819.00	NB			Standard HMO application (Accredited landlord)			Discretionary	1-Apr-18	828.00	NB	1.10%	9.00
697.00	NB			Early renewal application			Discretionary	1-Apr-18	703.00	NB	0.86%	6.00
607.00	NB			Early renewal application (Accredited landlord)			Discretionary	1-Apr-18	613.00	NB	0.99%	6.00
			(b)	HMOs with more than 8 units of accommodation								
41.00	NB			Fee per additional unit of accommodation over 8 (In addition to standard or early renewal fees for 2-8 units)			Discretionary	1-Apr-18	42.00	NB	2.44%	1.00
		155,890		SELECTIVE LICENSING FEES (FOR NON-HMOs)								60,000
			(a)	House/flat occupied by single household - Standard application				1-Apr-18	637.00	NB	0.95%	6.00
541.00	NB			House/flat occupied by single household - Standard application (Accredited landlord)				1-Apr-18	547.00	NB	1.11%	6.00
538.00	NB			House/flat occupied by single household - Early renewal application				1-Apr-18	543.00	NB	0.93%	5.00
448.00	NB			House/flat occupied by single household - Early renewal application (Accredited landlord)				1-Apr-18	453.00	NB	1.12%	5.00
			(b)	Buildings containing flats - Single licence required for whole building								
631.00	NB			First flat fee - Standard application				1-Apr-18	637.00	NB	0.95%	6.00
541.00	NB			First flat fee - Standard application (Accredited landlord)				1-Apr-18	547.00	NB	1.11%	6.00
235.00	NB			Per additional flat - Standard application (Accredited and non-accredited landlord)				1-Apr-18	238.00	NB	1.28%	3.00
538.00	NB			First flat fee - Early renewal application				1-Apr-18	543.00	NB	0.93%	5.00
448.00	NB			First flat fee - Early renewal application (Accredited landlord)				1-Apr-18	453.00	NB	1.12%	5.00
235.00	NB			Per additional flat - Early renewal application (Accredited and non-accredited landlord)				1-Apr-18	238.00	NB	1.28%	3.00
				Buildings containing flats - Capped fees (Multiple flats in building and separate licences required)								
631.00	NB			First flat fee - Standard application				1-Apr-18	637.00	NB	0.95%	6.00
541.00	NB			First flat fee - Standard application (Accredited landlord)				1-Apr-18	547.00	NB	1.11%	6.00

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														Annex 1	
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS				Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £		
2000.00	SR			Meeting and written confirmation 200 dwellings or more					1-Apr-17	2400.00	SR	20.00%	400.00		
				Minor Developments											
180.00	SR			Written Advice only					1-Apr-17	216.00	SR	20.00%	36.00		
300.00	SR			Meeting and written confirmation					1-Apr-17	360.00	SR	20.00%	60.00		
				Householder pre-application advise											
60.00	SR				Written advice					1-Apr-17	72.00	SR	20.00%	12.00	
120.00	SR				Meeting with written confirmation					1-Apr-17	144.00	SR	20.00%	24.00	
150.00	NB				Research of Planning History					1-Apr-17	150.00	NB	0.00%	0.00	
0.10	SR			Photocopy official document, per page					1-Apr-08	0.10	SR	0.00%	0.00		
0.10	NB			Tree Preservation Order copies per page					1-Apr-08	0.10	NB	0.00%	0.00		
			Copy Plans												
0.10	SR			A4 size per page					1-Apr-17	0.10	SR	0.00%	0.00		
0.20	SR			A3 size per page					1-Apr-17	0.20	SR	0.00%	0.00		
37.00	SR			A1 size per page					1-Apr-17	37.00	SR	0.00%	0.00		
37.00	SR			A0 size per page					1-Apr-17	37.00	SR	0.00%	0.00		
			Local Plan												
55.00	NB			New Local Plan					1-Apr-09	55.00	NB	0.00%	0.00		
			28	FINANCIAL SERVICES											
			House Purchase Advances												
176.00	EX	-		Redemption fee (Early redemption)					1-Apr-17	176.00	EX	0.00%	0.00	0	
		658,340											658,340		
60.00	NB		Council Tax					1-Apr-18	60.00	NB	0.00%	0.00			
50.00	NB		Liability Order					1-Apr-11	50.00	NB	0.00%	0.00			
		20,040	Business Rates										20,040		
60.00	NB		Summons					1-Apr-18	60.00	NB	0.00%	0.00			
50.00	NB		Liability Order					1-Apr-11	50.00	NB	0.00%	0.00			
			Payment of Housing Benefit												
10.00	NB	-	Replacement of lost payment card					1-Apr-09	10.00	NB	0.00%	0.00			
25.00	NB	100	Replacement of landlord payment schedule - single financial year					1-Apr-09	25.00	NB	0.00%	0.00	100		
50.00	NB	100	Replacement of landlord payment schedule - multiple financial years					1-Apr-09	50.00	NB	0.00%	0.00	100		

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												Annex 1
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
2.00	SR			Per hour up to 4 hours		Discretionary	1-Apr-17	2.50	SR	25.00%	0.50	
0.03	SR			each minute between 1 hour and 5 hours	removed	Discretionary	1-Apr-17		SR	-100.00%	-0.03	
12.00	SR			Over 5 hours (until 10.00 pm)		Discretionary	1-Apr-17	12.00	SR	0.00%	0.00	
				Each 10 minute slot between 1 hour and 5 hours rounded up to 10p	new	Discretionary		.10	SR			
			32. BUILDING CONTROL									
35.00	SR	1,750		Copies of Building Regulation (Decision notices & Completions)		Discretionary	1-Apr-18	50.00	SR	42.86%	15.00	1,750
335.00	SR	17,000		Demolition Inspection (during working hours and up to a maxium of 3 hours)		Discretionary	1-Apr-18	400.00	SR	19.40%	65.00	2,000
25.00	SR			Additional fee for receipt (of notice)		Discretionary	1-Apr-18	27.00	SR	8.00%	2.00	
				Written request for Building Control inspection notes (limited to owner of property)								
70.00	SR	3,500		Per enquiry letter answered		Discretionary	1-Apr-18	150.00	SR	114.29%	80.00	2,000
135.00	SR	900		Each Site Visit - Removed and included in above	Included in above	Discretionary	1-Apr-18		SR	-100.00%	-135.00	500
70.00				Research of Building Regulation Information		Discretionary	1-Apr-18	90.00		28.57%	20.00	
				- (not Land Registry, Land Charges or Local Land Charges )(per hour)								
				On line free of charge								
35.00				Subsequent Approval Notice copies following research		Discretionary	1-Apr-18	50.00		42.86%	15.00	
	SR	419,000		All Other Building Regulation Fees (Further details from Building Control)		Statutory			SR			488,750
	NB	36,000		Regularisation Fees -removed and included in above	Included in above				NB			
		5,000		Domestic Structural Design -per unit	Service discontinued	Discretionary						0
340.00	SR			- Small (ie. 1 beam)			1-Apr-18	delete	SR			
680.00	SR			- Medium (ie. 2 beams)			1-Apr-18	delete	SR			
1020.00	SR			- Large (ie. Loft conversions)			1-Apr-18	delete	SR			
35.00	SR			Duplicate compleiton certificates	(included in above)	Discretionary	1-Apr-18		SR	-100.00%		
140.00	SR	1,350		Hourly rate for Building Control Surveyor in office hours		Discretionary	1-Apr-18	90.00	SR	-35.71%		
				For out of hours rates contact Building Control								
210.00	SR	600		Site Visit for Events	Service Discontinued	Discretionary	1-Apr-18	deleted	SR			0
			33. MUSEUMS									
				Dickens House Museum								

											Annex 1	
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
3.80	SR	18,320	Admission - Adult				1-Apr-17	3.80	SR	0.00%	0.00	18,320
2.10	SR	760	Admission - Child (under 16)				1-Apr-12	2.10	SR	0.00%	0.00	760
2.50	SR	3,200	Students				1-Apr-17	2.50	SR	0.00%	0.00	3,200
10.00	SR	3,360	Family Ticket - 2 Adults and 2 Children				1-Apr-12	10.00	SR	0.00%	0.00	3,360
2.10	SR	400	Under 16s Group ticket - min 10 persons (including max 2 adults per group) - price per person				1-Apr-12	2.10	SR	0.00%	0.00	400
3.20	SR	360	Over 16s/Adults Group ticket - min 10 persons- price per person				1-Apr-11	3.20	SR	0.00%	0.00	360
			34. COUNCIL PUBLICATIONS									
corporate p/c charge	NB		Council agendas & Committee minutes - per page				1-Apr-08	corporate p/c charge	NB			
corporate p/c charge	NB		Committee agenda per single committee per single copy					corporate p/c charge	NB			
corporate p/c charge	NB		Committee agenda per page					corporate p/c charge	NB			
corporate p/c charge	NB		Planning Committee or Cabinet				1-Apr-08	corporate p/c charge	NB			
corporate p/c charge	NB		All other Committees				1-Apr-08	corporate p/c charge	NB			
corporate p/c charge	NB		Photocopy official document, per page (plus administration charge, if applicable)				1-Apr-07	corporate p/c charge	NB			
			Income included in other departmental charges									
3.00	SR	60	DVD of Council Meeting				1-Apr-16	3.00	SR	0.00%	0.00	40
			35. ELECTORAL SERVICES									
25.00	NB		Electoral Index of Streets				1-Apr-04	25.00	NB	0.00%	0.00	
10.00	NB		Marked copy of Register - Basic Charge plus per 1000 entries charge below				1-Apr-08	10.00	NB	0.00%	0.00	
5.00	NB		Marked copy of Register per 1000 entries in addition to basic charge				1-Apr-10	5.00	NB	0.00%	0.00	
10.00	NB	2,140	Register price list (paper copy) Basic Charge plus cost per 1,000 entries charge below					10.00	NB	0.00%	0.00	2,140
5.00	NB		Register price list (paper copy) per 1,000 entries in addition to basic charge				1-Apr-09	5.00	NB	0.00%	0.00	
20.00	NB		Register price list (data copy) Basic Charge plus cost per 1,000 entries charge below					20.00	NB	0.00%	0.00	
1.50	NB		Register price list (data copy) per 1,000 entries in addition to basic charge					1.50	NB	0.00%	0.00	
FREE			Inspection of marked copy of Register - per register				1-Apr-06	0.00				
		120	36. EXTERNAL PRINTING									2,000

											Annex 1	
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS			Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE	ESTIMATED INCOME 2019/2020 £
0.06	SR	50	A4 single sided black and white photo copy quantity 1 - 99				1-Apr-17	0.06	SR	0.00%	0.00	
0.04	SR	80	A4 single sided black and white photo copy quantity 100 - 499				1-Apr-17	0.04	SR	0.00%	0.00	
0.03	SR	30	A4 single sided black and white photo copy quantity 500+				1-Apr-17	0.03	SR	0.00%	0.00	
0.07	SR	60	A4 single Double sided black and white photo copy quantity 1-99				1-Apr-17	0.07	SR	0.00%	0.00	
0.05	SR	50	A4 single Double sided black and white photo copy quantity 100-499				1-Apr-17	0.05	SR	0.00%	0.00	
0.04	SR	120	A4 single Double sided black and white photo copy quantity 500+				1-Apr-17	0.04	SR	0.00%	0.00	
0.10	SR	50	A3 single sided black and white photo copy quantity 1 - 99				1-Apr-17	0.10	SR	0.00%	0.00	
0.08	SR	80	A3 single sided black and white photo copy quantity 100 - 499				1-Apr-17	0.08	SR	0.00%	0.00	
0.05	SR	100	A4 single sided black and white photo copy quantity 500+				1-Apr-17	0.05	SR	0.00%	0.00	
0.11	SR	110	A3 single Double sided black and white photo copy quantity 1-99				1-Apr-17	0.11	SR	0.00%	0.00	
0.09	SR	130	A3 single Double sided black and white photo copy quantity 100-499				1-Apr-17	0.09	SR	0.00%	0.00	
0.06	SR	120	A3 single Double sided black and white photo copy quantity 500+				1-Apr-17	0.06	SR	0.00%	0.00	
0.19	SR	60	A4 single sided colour photo copy quantity 1 - 99				1-Apr-17	0.19	SR	0.00%	0.00	
0.15	SR	70	A4 single sided colour photo copy quantity 100 - 499				1-Apr-17	0.15	SR	0.00%	0.00	
0.08	SR	60	A4 single sided colour photo copy quantity 500+				1-Apr-17	0.08	SR	0.00%	0.00	
0.24	SR	40	A4 single Double sided colour photo copy quantity 1-99				1-Apr-17	0.24	SR	0.00%	0.00	
0.20	SR	40	A4 single Double sidedcolour photo copy quantity 100-499				1-Apr-17	0.20	SR	0.00%	0.00	
0.14	SR	60	A4 single Double sided colour photo copy quantity 500+				1-Apr-17	0.14	SR	0.00%	0.00	
0.26	SR	10	A3 single sided colour photo copy quantity 1 - 99				1-Apr-17	0.26	SR	0.00%	0.00	
0.22	SR	20	A3 single sided colour photo copy quantity 100 - 499				1-Apr-17	0.22	SR	0.00%	0.00	
0.16	SR	20	A4 single sided colour photo copy quantity 500+				1-Apr-17	0.16	SR	0.00%	0.00	
0.34	SR	10	A3 single Double sided colour photo copy quantity 1-99				1-Apr-17	0.34	SR	0.00%	0.00	
0.30	SR	20	A3 single Double sided colour photo copy quantity 100-499				1-Apr-17	0.30	SR	0.00%	0.00	
0.24	SR	20	A3 single Double sided colour photo copy quantity 500+				1-Apr-17	0.24	SR	0.00%	0.00	
3.00	SR	60	Business cards per 100 single sided				1-Apr-17	3.00	SR	0.00%	0.00	
5.00	SR	50	Business cards per 100 double sided				1-Apr-17	5.00	SR	0.00%	0.00	
1.25	SR	20	Unibinding				1-Apr-17	1.25	SR	0.00%	0.00	
1.00	SR	10	Wire binding 34 hole				1-Apr-17	1.00	SR	0.00%	0.00	
1.50	SR	20	Wire binding 21 hole				1-Apr-17	1.50	SR	0.00%	0.00	
60.00	SR	240	Artwork Adjustments / hour				1-Apr-17	60.00	SR	0.00%	0.00	
0.03	SR	-	Carbon paper single sided				1-Apr-17	0.03	SR	0.00%	0.00	



[illegible]

																	Annex 1
CHARGES 2018/2019 £	INC. VAT * [1]	ESTIMATED INCOME 2018/2019 £	DETAILS						Statutory/ Discretionary	DATE LAST CHANGED	CHARGES 2019/2020 £	INC. VAT * [2]	% CHANGE	£ CHANGE £		ESTIMATED INCOME 2019/2020 £	
		10,000	Provision of Legal Services														10,000
220.00	SR		Commercial Property Matters, per hour							1-Jul-16	220.00	SR	0.00%	0.00			
220.00	SR		Planning Matters - external agreements, per hour							1-Jul-16	220.00	SR	0.00%	0.00			
120.00	SR		Civil Litigation and Prosecutions, per hour							1-Jul-16	120.00	SR	0.00%	0.00			
All Minimum Charges											All Minimum Charges						
1000.00	SR									1-Jul-16	1000.00	SR	0.00%	0.00			
700.00	SR		Renewal Lease							1-Jul-16	700.00	SR	0.00%	0.00			
600.00	SR		Licence to Assign							1-Jul-16	600.00	SR	0.00%	0.00			
600.00	SR		Licence for Works							1-Jul-16	600.00	SR	0.00%	0.00			
600.00	SR		Licence for Underletting							1-Jul-16	600.00	SR	0.00%	0.00			
700.00	SR		Occupational Licence							1-Jul-16	700.00	SR	0.00%	0.00			
600.00	SR		Sale							1-Jul-16	600.00	SR	0.00%	0.00			
700.00	SR		Purchase							1-Jul-16	700.00	SR	0.00%	0.00			
			39. KENT INNOVATION CENTRE														
		8,300	Meeting Room Hire														8,300
80.00	SR		Conference Room - Morning Session						Discretionary		80.00	SR	0.00%	0.00			
80.00	SR		Conference Room - Afternoon Session						Discretionary		80.00	SR	0.00%	0.00			
150.00	SR		Conference Room - All Day Session						Discretionary		150.00	SR	0.00%	0.00			
60.00	SR		Boardroom - Morning Session						Discretionary		60.00	SR	0.00%	0.00			
60.00	SR		Boardroom - Afternoon Session						Discretionary		60.00	SR	0.00%	0.00			
110.00	SR		Boardroom - All Day Session						Discretionary		110.00	SR	0.00%	0.00			
40.00	SR		Prince George Room - Morning Session						Discretionary		40.00	SR	0.00%	0.00			
40.00	SR		Prince George Room - Morning Session						Discretionary		40.00	SR	0.00%	0.00			
70.00	SR		Prince George Room - All Day Session						Discretionary		70.00	SR	0.00%	0.00			
10.00	SR		Princess Charlotte Room - bookable by the hour						Discretionary		10.00	SR	0.00%	0.00			
0.03	SR	80	A4 single sided black and white photo copy quantity 1 - 99						Discretionary		0.07	SR	133.33%	0.04			110
0.07	SR	60	A4 single sided colour photo copy quantity 1 - 99						Discretionary		0.17	SR	142.86%	0.10			80

## Food Law Service Plan and Enforcement Policy 2018-2020

<b>Council</b>	<b>6 December 2018</b>
Report Author	Debbie Huckstep – Public Protection Manager
Portfolio Holder	Cllr Lesley Ann Game – Cabinet Member for Housing & Safer Neighbourhoods
Status	For Decision
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>
Reasons for Key (if appropriate)	N/A
<i>Previously Considered by</i>	N/A
Ward:	All Wards

### Executive Summary:

The Food Standards Agency requires local authorities to produce a Plan that outlines how we intend to provide an effective food safety service, the TDC Food Law Enforcement Plan and Enforcement Policy sets out how the Public Protection Team will prioritise and manage their work for the next 24 months, taking into consideration the unknown elements of BREXIT and the Food Standards Agency (FSA) 'Regulating our Future' which plan to change the UK food safety service delivery with regards to local authorities. The Enforcement Policy is in accordance with the 'Enforcement Concordat' agreed by all appropriate UK local authority services on 11<sup>th</sup> June 1998 and remains in line with best practice and advice/guidance in the Food Law Code of Practice, the latest version being March 2017.

The implications of BREXIT are unknown, particularly with regards to food traceability and imports/exports, we will review this document as we receive information and instruction from the FSA. The Food Standards agency 'Regulating Our Future' plan is a controversial strategic plan which will coincide with BREXIT, and lead to major modernisation of the programme of regulatory change, the FSA seeking to modernise comprehensively, the delivery and enforcement of its regulatory regime regarding food businesses. This will affect local authority delivery from March 2019 with central registration of food businesses as discussed in their plan. The FSA are aiming for a graduated and sustainable approach although consultation with local authorities has been limited and details are awaited. The FSA aim to have delivered a new regulatory model for food by 2020.

In the meantime, the service plan has accounted for the statutory/non statutory functions that we currently perform, by carrying out programmed inspections on our 1359 food premises according to the Food Law Code of Practice, as well as health and safety duties, wheel traceability, events work, routine sampling, street auditing, complaints, caravan parks and infectious disease work.

<b>Recommendation(s):</b>
To approve the Food Law Service Plan and Enforcement Policy 2018-2020

<b>CORPORATE IMPLICATIONS</b>									
<b>Financial and Value for Money</b>	There are no additional financial costs associated with the plan, although the financial impact of BREXIT it currently unknown.								
<b>Legal</b>	<p>The statutory duty is imposed on the Council under the Food Safety Act 1990 to ensure the effective implementation of Government Strategy on food safety issues, having regard for the Food Law Code of Practice issued by the Food Standards Agency and guidance issued by the Local Authority Co-ordinating Body and Regulatory Services (LACORS)</p> <p>The Food Standards Agency are currently implementing their 'Regulating Our Future, why food regulation needs to change and how we are going to do it' plan between now and 2020, full details are not available but those that are have been included within the proposed plan.</p>								
<b>Corporate</b>	Failure to comply with the effective implementation of the Food Safety Act 1990 and the relevant guidance and codes of practice leave the authority open to challenge by the Food Standards Agency. More importantly it leaves our residents and visitors at risk of food poisoning and in worse case death due to poor hygiene standards practiced in food premises.								
<b>Equality Act 2010 &amp; Public Sector Equality Duty</b>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td></tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td><td></td></tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td><td></td></tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td><td></td></tr> </table> <p>It is not felt that the renewal of this service plan and enforcement policy should have any negative impact in respect of protected characteristics and the public sector equality duty.</p> <p>The Service Plan and enforcement policy does not discriminate against any of the protected characteristics in the diverse community that make up our many food businesses which we inspect, visit and give advice to as explained in the service plan. The FSA Codes of Practice and legislation that we follow are neutral to any protected characteristics.</p> <p>Regarding Customer Impact Assessment, there is no change to the service at the current time or cessation of a service. There are no changes</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it		Foster good relations between people who share a protected characteristic and people who do not share it.	
Please indicate which aim is relevant to the report.									
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,									
Advance equality of opportunity between people who share a protected characteristic and people who do not share it									
Foster good relations between people who share a protected characteristic and people who do not share it.									

	regarding the introduction or increases in fees and charges. Staffing remains the same.
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<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	✓
Promoting inward investment and job creation	✓
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	✓
Supporting the Workforce	✓
Promoting open communications	

## 1.0 Introduction and Background

- 1.1 A statutory duty is imposed on the Council under the Food Safety Act 1990 to ensure the effective implementation of Government Strategy on food safety issues in the UK, they produce the standards and codes of practice that local authorities must follow to ensure that food is safe for people to eat and to prevent food poisoning and disease.

A Food Service Plan and Enforcement Policy is written to ensure that as a local authority we carry out our statutory functions, we adequately resource the statutory services we provide and that the local authority is aware of changes that may occur in the future, it is part of the Constitution that we produce a service plan.

## 2.0 The Current Situation

In 2015 the FSA announced plans to change food service delivery by 2020, refreshing our plan was delayed in order to incorporate these changes. Delivery of this change has been delayed and we did not expect to still be facing the unknown changes that will occur regarding BREXIT and the Food Standards Agencies 'Regulating our Future' (ROF) plan' so close to the deadlines.

This position is unprecedented and makes the service difficult to plan ahead. The plan produced is an honest, transparent service plan that clarifies the lack of control that the Public Protection Team currently has in planning for the future.

The plan has been scrutinised and discussed by the Executive, Policy & Community Safety Scrutiny Panel and Cabinet who have recommend it to Council for approval.

## 3.0 Options –

- 3.1 Approve the Food Law Service Plan and Enforcement Policy 2018-2020.
- 3.2 Make relevant changes to the Food Law Service Plan and Enforcement Policy 2018-2020 and approve the amended Food Law Service Plan and Enforcement Policy 2018-2020.
- 3.3 Reject the Food Law Service Plan and Enforcement Policy 2018-2020

Contact Officer:	Debbie Huckstep, Public Protection Manager
Reporting to:	Penny Button, Head of Safer Neighbourhoods

## Annex List

Annex 1	Food Law Service Plan and Enforcement Policy 2018-2020
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## Background Papers

Title	Details of where to access copy
FSA's Regulating Our Future	<a href="http://www.food.gov.uk/sites/default/files/media/document/rof-paper-july2017.pdf">www.food.gov.uk/sites/default/files/media/document/rof-paper-july2017.pdf</a>

## Corporate Consultation

<b>Finance</b>	Matthew Sanham, Financial Services Manager
<b>Legal</b>	Sophia Nartley, Head of Legal Services

# Thanet District Council

## Environmental Health Public Protection Team

### **FOOD SERVICE PLAN AND ENFORCEMENT POLICY**

**2018/2020**

Prepared July 2018  
Review April 2020

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Annexe 1: Food Service Enforcement Policy

Annexe 2: Definitions

Annexe 3: Public Protection Team Organisation Chart

## Introduction

This Service Plan sets out how the Council intends to provide an effective food safety service that meets the requirements of the Food Standards Agency (FSA) Framework Agreement. It covers the functions carried out by authorised officers of the Public Protection Team under the provisions of the Food Safety Act 1990, the Food Safety & Hygiene (England) Regulations 2013 and relevant regulations made under the European Communities Act. Duties are statutory unless otherwise stated.

The 2018/20 service plan will be under constant review and will continue to be developed to include improving the use of social media and the internet to maintain an up to date database, and to gather local intelligence. An internal auditing regime continues to be implemented in order to ensure consistency and maintain standards of service delivery and accuracy. The team has made excellent progress and is now a well-functioning and organised unit achieving 100% accuracy of data in the 2016/17 LAEMS return.

Traditional ways of working by the Public Protection Team in the future will be heavily influenced and affected from March 2019 by two main factors, one being 'BREXIT' and the second being the Food Standards Agency's Transformation plan 'REGULATING OUR FUTURE' (ROF).

### BREXIT

On 30<sup>th</sup> March 2019 under Article 50 of the Treaty on European Union the UK will cease to be a member of the EU. The decision by the UK to leave the EU will have implications for the regulatory regime for food safety in the UK.

Food law throughout the current EU members largely consists of directly applicable EU legislation. The Withdrawal Bill will seek to ensure that The FSA has a statute book that works on day one after exit, it is presumed that we will adopt the current EU legislation, although information is not currently available on this.

There are many 'unknowns' at the current time particularly regarding food that after Brexit may be classed as imported from the EU into UK ports and there is a substantial volume of export trade from the UK to EU member states and beyond which may no longer be able to rely on the current EU systems and procedures for traceability, documented evidence trails, customs checks and import duties etc., all statutory functions which may require additional qualified and competent officers, training, resources and accommodation at designated ports in Thanet. Manston airport became a DPE (Designated Point of Entry) in January 2013, but has been closed since May 2014, we currently do not have activities at the airport.

Port health (imported food) and shellfish activities (whelks) through Ramsgate Harbour are included in our duties, the registration of shellfish (whelks) landed through Ramsgate is regulated and monitored by officers and registration documents are recorded onto a database system, currently we are unsure if the EU traceability system for whelks will remain as it is.

Imported food through Ramsgate harbour is not currently active but is monitored on a regular basis through the Harbour office, where we liaise regarding shipping movements where food may be imported.

We do not currently carry out shellfish sampling for cockles/pacific oysters etc., as our beds are not active, but they may become active at any time via CEFAS (Government Centre for Environment Fisheries & Aquaculture Science) and local fishermen, at which time extra resources would be required, we have no information on how commercial fishing will be regulated after Brexit, this may include new duties for local authorities being statutory.

### REGULATING OUR FUTURE

The Food Standards Agency (FSA), the regulators for UK food safety, have published a controversial strategic plan for the period 2015-2020 to coincide with Brexit. The plan will lead to a major programme of regulatory change (ROF) through which the FSA is seeking to modernise comprehensively, the delivery and enforcement of its regulatory regime regarding food businesses. The FSA need to move ahead with this programme before March 2019 and are beginning with the central registration of food businesses known as 'Enhanced Registration'.

Following this centralisation of an enhanced registration process, the idea is that in the future the FSA will 'risk assess' businesses according to the details given and then inform the local authorities which need to be inspected, the details of this are not currently clear to local authorities and have been challenged by local authorities as well as the Chartered Institute of Environmental Health.

The registration of food businesses has always been managed at local authority level, with registration forms on the council's website as well as available by post or email. Premises are tracked locally by the Public Protection Team through social media, street auditing, liaison with the planning and licensing departments as well as local intelligence. The FSA have suggested that this role may be expanded by local authorities to include liaising with solicitors, conveyancers, citizens advice etc., but further detail has not yet been made available, so we are unable to predict resource requirements.

According to current codes of practice, all premises must be inspected so that they can be accurately rated and included in the Food Hygiene Rating Scheme (FHRS) and then published on the National database, we are presuming that this will continue to 2020 so resources are predicted on the current food premises register of 1359 food businesses and this plan estimates this to be approx. 50% of officer time.

We have no information regarding new FSA IT systems and their compatibility with local systems regarding ROF, this has been questioned but no clarification has been provided. The FSA system of central registration of food businesses will begin with the development of their online service, testing is taking place from May – September 2018 with further testing September – February 2019 with a view to being launched by March 2019. The suggested system by the FSA has been questioned and challenged at various forums and meetings that the FSA have held but there are still a large number of unknowns.

ROF also plans to change who is able to conduct food safety inspections in the UK in the future, which is also extremely controversial, and there may be a proposal to transfer responsibility for many food safety inspections and audits to private commercial firms by 2020, we have no further details at the current time.

The FSA also intend to step up the regime on Primary Authorities/National Inspection strategies (NIS), this will be published by the FSA, following pathfinding trials with six partnerships to test the concept of NIS in practice. The first version of FSA standards for Primary Authorities (PA) will be published in Summer 2018. These will then be tested in practice and partnerships with LA's in late 2018 and throughout 2019.

### Primary Authorities (PA)

Basically this means that any food business or chain of food businesses can apply to have a 'Primary Authority'. Primary Authority is based on legal partnerships between businesses and an individual local authority of their choosing. Primary authorities provide advice to businesses that all other local authorities must respect, they can also produce their own inspection plan. Outside local authorities cannot take enforcement action against businesses who are signed up, registered and paid members of the scheme without extensive consultation, for example Co-Op have a Primary Authority which is Manchester City Council. We are unable to progress enforcement without following stringent time scales and rules.

### National Inspection Strategies (NIS)

NIS is a negotiated agreement 'inspection strategy/form' between the PA (local authority) and the business, for example Co-Op. Local authorities are then only allowed to inspect the pre-agreed parts of the business/paperwork etc., whereas Thanet currently conduct full inspections on any high risk businesses in the Thanet area, particularly those with a 'history', the NIS does not take poor history into account or previous enforcement actions. We have no further details or timescales on the issue of NIS.

### TDC Public Protection staffing levels

Staffing levels remain at 4 Officers. The Public Protection Manager's (EHO) role involves carrying out all of the duties the team are responsible for and also focuses on the auditing of officers work, ensuring accuracy and consistency leading to an accurate LAEMS return to the FSA, as dictated in the FSA external and internal audits.

### Public Protection Auditing

Public Protection Officers work is audited 100% on inspections and this will continue in order to ensure consistency of scoring and to maintain standards of service delivery. Other duties are audited monthly, but as the team have progressed through audit feedback this auditing has been relaxed. All food officer's now have the NEBOSH Health and Safety Diploma and carry out limited health and safety duties.

### Food Officer training 2018-2020

In 2016 the baseline qualification for Food Safety Officers was changed by the Food Standards Agency to include 'food standards' and 'food identification' modules which have never been required previously. A conversion course was designed for holders of the Higher Certificate in Food Premises Inspection (our officers have this) by the University of Birmingham. The new qualification is called The Higher Certificate in Food Control. Thanet Public Protection Officers managed to secure three of the very limited places for the first part of the course which was only provided by Birmingham University, they are awaiting the exam results. There is a second part still to be sourced, funded and completed.

### Health and Safety at Work Enforcement/RIDDOR

Local authorities are responsible for statutory Health and Safety at Work duties according to the Health and Safety (Enforcing Authority) Regulations 1998, specific duties are divided between local authorities and the Health and Safety Executive.

Public Protection Officers have Health and Safety duties included within their core hours. The Public Protection Manager, as an EHO, is the lead on Health and Safety, in addition one officer spends 20% of their time on Health and Safety and the other two FTE's spend 10% of their time on health and safety complaint work and investigating RIDDOR reports.

### Licensing of Caravan Parks

Public Protection Officers duties include health and safety inspections of local caravan sites for licensing purposes. A report has been produced regarding caravan sites in Thanet considering their characterisation/planning consent and comparing that information as to whether they actually meet the criteria as genuinely residential or non-residential sites. Residential site owners are afforded greater protection under The Mobile Homes Act 2013 and the residential sites are subject to fees for inspection by the Housing teams. A number of 'residential sites' have now been passed to the Housing team, but an in depth investigation has shown obvious anomalies, for example 'non residential sites' owners paying council tax. Unfortunately to progress this investigation further is proving difficult because legislation is not clear, or supporting of change or challenge. We will continue to monitor this situation and investigate the correct categories for these sites.

Public Protection intends to produce a Health and Safety Service Plan for 2018 – 2020 but the resources are food team resources and the document is planned to be completed by the end of 2018.

## 1. **Service Aims Objectives & Priorities**

### 1.1 Aims Objectives and Priorities

#### Aims

- The overall aim of the Food Safety Service is to ensure that food intended for human consumption produced, stored, distributed, handled or purchased within Thanet is without risk to public health and safety of the consumer.
- To encourage good practice amongst those responsible for preparing, handling and cooking food intended for human consumption, and to ensure they comply with their statutory obligations.
- To rate all premises under the Food Hygiene Rating Scheme (FHRS) enabling Thanet consumers to make informed decisions about where they consume food.

#### Objectives

- To fulfil the statutory duty imposed on the Council under the Food Safety Act 1990 as 'The Food Authority' and ensure the effective implementation of Government Strategy on food safety issues, having regard to the most recent Food Law Code of Practice Issued by the Food Standards Agency and other practice guidance issued by government organisations.
- Protect the public as far as reasonably practicable by delivering a complimentary programme of education and enforcement which endeavours to ensure that food businesses are conversant with the law, understand the principles of hygiene and are operated and maintained at a standard that complies with relevant legislation.
- To satisfy statutory requirements and have effective documented and procedural systems to enable accurate returns to the Government, ensuring these are reviewed and updated with key legislative changes.
- To take appropriate enforcement action using an educative approach where appropriate, but closing premises through either voluntary means or Magistrates' Court where an imminent risk to health is found.
- To achieve the above objectives, the following priorities for the two year period 2018 – 2020 have been identified. The Food Service plan will be reviewed annually or more frequently if appropriate.

### 1.1 Priorities:

Thanet District Council priorities, response work and service improvements are listed below. The consequences of not satisfying statutory obligations can lead to Central Government putting in 'measures' to manage the 'The Food Authority', to enable statutory functions to be carried out and recharging the local authority the costs.

### 1.2 Links to corporate objectives and priorities:

The service plans in TDC link and support each other as shown below:

Corporate Plan to 2015-2019



Safer Neighbourhoods Service Plan to 2020



Food Service Plan 2018/20

*Aims, Objectives and Priorities as set out*

*Priority 2 – Supporting Neighbourhoods*

*We will work with partner agencies through the Thanet Health and Wellbeing Board to support people to make better lifestyle choices and operationally through our range of services provided directly to residents.*

*Priority 3 – Promoting Inward Investment and Job Creation*

*Encourage new and existing businesses which support growth in the local and visitor economy.*

### 1.2.1 Programmed work

- Effectively deliver a comprehensive risk assessed inspection programme for all higher risk premises (Rated A, B and C).
- All food premises are considered as 'approved premises' on routine inspections and effective recording and monitoring system is put in place, both documentary and on the councils computer system for any premises that need approval. We currently have no 'approved premises' that fit the FSA criteria. For example a dairy farm.
- Develop and implement an alternative intervention programme including education, questionnaires and use of intelligence for some lower risk premises (Rated D and E).
- Carry out food hygiene rating re-rating inspections when requested by food business operators who have scored less than 5 at routine inspection.
- Carry out compliance re-visits and follow up visits to premises that have historical and/or ongoing compliance issues found during an intervention.
- Regularly review and update the Food Safety Procedure Manual. Develop and provide officers with guidelines/checklists to enable them to make consistent decisions in the field in line with current Government advice.
- Deliver a food sampling programme in accordance with County or National-wide programmes and sampling priorities.
- Monitor seaports for landing of third country imported foods, and ensure that landings of fish/shellfish are monitored and correctly registered in accordance with EU Legislation.
- Carry out a 100% audit of the inspections/revisits/complaint work carried out by the food team to ensure consistency, accuracy and efficiency.
- Carry out monthly checks of the LAEMS reports to ensure accuracy.
- Routine checks of the FHRS website for accuracy of published scoring and other information shown online compared to current data held.
- Routinely monitor the M3 database entries for local food businesses for accuracy and regularly carry out checks to cross-reference information against tourism websites/yellow pages/internal databases
- Implement the National Food Hygiene Rating Scheme as accurately and consistently as possible and using the Food Standards Agency Brand Standard when carrying out food hygiene rating inspections.



### 1.2.2 Response work

- Provide an effective response service able to deal proportionately with complaints regarding food hygiene
- Provide an effective service for new business enquiries, to include providing new businesses with written advice and guidance to help achieve compliance and drive up standards in the district.
- Provide an effective response service able to deal proportionately with incidents or outbreaks of food poisoning or other notifiable diseases.
- Ensure all new and emerging food businesses are registered and are assessed and receive a full initial inspection.
- Respond within appropriate timescales to FSA food alerts and withdrawals.
- Provide other advice and information to both the public and businesses within available resource.

### 1.2.3 *Service improvements*

- Expand on officer training as appropriate to ensure a consistent approach to food related enforcement within the district.
- Carrying out peer review and consistency exercises with all food team members as required by the Food Standards Agency.
- Put procedures in place to improve the consistency and accuracy of data held on the M3 data base.
- Seek to improve the safe and effective sharing of information within the Council and with external agencies, according to the Data Protection Act 2018 and General Data Protection Regulations 2018.
- Expand the intelligence based checking of food businesses visiting from outside the local authority area and show a presence at small and large scale public events. Share information and intelligence with other local authorities.
- Continue monthly accountability meetings with the Head of Safer Neighbourhoods to improve performance and management of food team activities.
- Ensure that out of hours inspections are up to date and carried out at a frequency stated in the Food Law Code of Practice.

- Take a pro-active approach to any imported food duties and accurately recording those activities for the LAEMS return.
- Promote food safety and monitor food businesses through the use of social media. To improve and make best use of online presence through the new Thanet Council website and using the Food Team Facebook page.

### 1.2.4 Service Reviews

- Review, update and then maintain officer training programmes, internal e-Learning courses to assist with the competency of Food Enforcement Officers who must achieve a minimum CPD of 20 Hours per annum.
- Review the procedure manual in full during 2018 to ensure that all references to documentation, practice guidance and other material is up to date and accurate.
- Carry out monthly 1:1 meetings as well as team meetings between Public Protection Manager and Public Protection Officers to ensure consistency.
- Review the work required in relation to the Port of Ramsgate for ferry and cargo services ensuring any requirements under the Food Law Code of Practice are met.
- Review the procedures in relation to the principles of Regulatory Delivery and Primary Authority as set out in the Regulatory Enforcement and Sanctions Act 2008 to ensure that requirements are being met.

## **2. Background**

### **2.1 Profile of Thanet District Council**

The District of Thanet comprises a mixture of rural and urban coastal resort communities with a population of approximately 143,941 in an area of 112 km sq. making it the second most densely populated district in Kent. Principal population areas are the resorts of Margate, Ramsgate and Broadstairs alongside a number of smaller villages. Thanet is one of 13 local authorities in Kent sharing some services with Dover and Canterbury Councils and is located on the South East Coast neighbouring the City of Canterbury to the West and the Port of Dover to the South West.

The area is recognised as deprived with low social mobility and an ageing population which is predicted to grow at a higher rate than elsewhere in the County. Six of the ten most deprived wards in Kent are in the Thanet area. This level of deprivation is evident in the significant difference in life expectancy of 11 years between the most affluent wards in Broadstairs and the most deprived ones in Central Margate.

The main industries were Ramsgate New Port, Kent International Airport, Manston, closed since 2014; light industry and tourism. The Port has been largely inoperative since 2013 however it is hoped that some services will resume in the future. There is a retail and food area at Westwood Cross on the borders of Broadstairs and Margate. Due to its history as a resort area, the district has an above average number of food premises; many of them meet the criteria for high risk which presents a challenge for the food safety enforcement function.

The Public Protection Team is based at:

Thanet District Council  
P O Box 9  
Cecil Street  
Margate  
Kent  
CT9 1XZ

Telephone number: 01843 577000  
Environmental health: 01843 577423

E-mail: [environmental.health@thanet.gov.uk](mailto:environmental.health@thanet.gov.uk)

Thanet District Council can be contacted via telephone or at the Gateway offices as follows:

Mon – Fri 08:45am – 5:00pm

An out of hours contact is available 24 hours for emergency contact.

## 2.2 Organisational Structure

The Council operates on a Leader and Cabinet system with lead members delivering specific portfolios as follows:

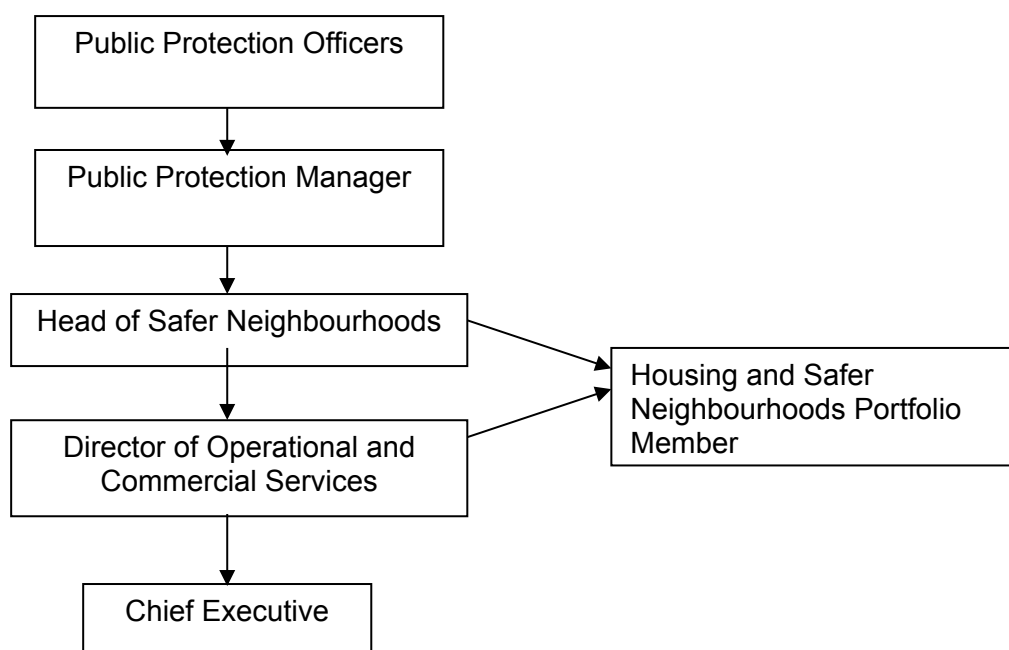
Cllr. Robert W Bayford is Leader of the Council.  
Cllr. Jason Savage is Deputy Leader.

The Cabinet posts for the council year 2018 are:

Portfolio	Cabinet Member
Cabinet Member for Housing and Safer Neighbourhoods	Cllr Lesley Ann Game
Cabinet Member for Operational Services	Cllr Jason Savage
Cabinet Member for Financial Services and Estates	Cllr Ian Gregory
Cabinet Member for Corporate Governance and Coastal Development	Cllr Ash Ashbee

The Food functions are considered to be part of Housing & Safer Neighbourhoods portfolio and Cllr Lesley Ann Game is the relevant portfolio member. Her main contact is with Penny Button, Head of Safer Neighbourhoods.

The key reporting lines for the flow of food safety/health and safety issues are:



### Specialist appointments

The food team are supported in delivery of their functions by the following specific appointments:

Public Health England Infectious diseases	Directors of HPA	Kent Health Protection Unit Kennington Road Ashford Kent
Public Analyst	General lab	Kent Scientific Services 8 Abbey wood Road Kings Hill West Malling Kent
Food Examiners	Government lab	FW&E Microbiology Lab (Collindale) London, 61 Collindale Avenue London NW9 5 EQ
Food Examiners	Shellfish Port Health samples	CEFAS Lowestoft Laboratory Pakefield Road Lowestoft SUFFOLK
Fish Inspectors	Internal appointments	Debbie Huckstep TDC

### 2.3 Scope of the Food Law Service Plan

The Public Protection Team are responsible for the following statutory duties:

- Implementing the proactive programme for food hygiene interventions and subsequent revisits for food premises
- Investigating the possibility of premises requiring 'Approval' at the time of inspection.
- Investigating reported cases of food poisoning and potential outbreaks in accordance with Public Health England (PHE) guidance and framework agreement
- Imported Food Controls at Ramsgate Port
- Investigating requests for service (complaints) regarding the hygiene of food premises, or food safety issues relating to foods purchased or produced in Thanet
- Registration of new food premises
- Responding to food alerts from the FSA
- Health and Safety enforcement duties (Health and Safety at Work Act 1974)
- Development and maintenance of partnerships and liaisons to the furtherance of the Food Service
- Providing the Food Standards Agency with statistical returns
- Carrying out enforcement of inland imported food/controls

And non-statutory duties:

- Provision of training, advice and support to existing and prospective food business operators and the users of the service
- Delivering a food sampling programme in line with national and regional programme and priorities
- Implementing projects and campaigns within available resources that promote good food hygiene
- Maintaining the database regarding food premises
- Delivering the National Food Hygiene Rating Scheme

### 2.4 Demands on the Food Service

As at April 2018 there are 1359 Food Premises in Thanet the District Council area. The following tables provide more detail regarding premises types and risks:

#### 2.4.1 Establishment numbers by Groups (April 2018)

<b>Description (MAFF Code)</b>	<b>No. of premises</b>
Producers (A)	0
Manufacturers/Processors (C)	13
Importers/Exporters (E)	1
Distributors/Transporters (F)	13
Supermarket/Hypermarket (G01)	25
Smaller Retailers (G02)	179
Retailers Others (G03)	62
Restaurant/Canteen (H01)	360
Hotel/Guest House (H02)	46
Pub/Club (H03)	158
Take-away (H04)	135
Caring Establishment (H05)	140
School/College (H06)	71
Mobile Food Unit (H07)	25
Restaurant/Caterer – others (H08)	131
<b>GRAND TOTAL</b>	<b>1359</b>

#### 2.4.2 Establishment numbers by risk groups (April 2018)

<b>Risk Rating</b>	<b>Number of premises</b>
A	2
B	5
C	152
D	763
E	430
F	0
Not categorised	7
<b>TOTAL</b>	<b>1359</b>

#### 2.4.3 Inspection frequency

In accordance with 5.6 of Food Law Code of Practice the food hygiene intervention frequencies are as set out below:

<b>Category</b>	<b>Score</b>	<b>Minimum intervention frequency</b>
A	92 or higher	At least every 6 months
B	72 to 91	At least every 12 months
C	52 to 71	At least every 18 months
D	31 to 51	At least every 24 months
E	0 to 30	A programme of alternative enforcement strategies or interventions every 3 years

#### 2.4.4 Inspections due per annum

<b>Category</b>	<b>No of premises</b>	<b>Inspections per annum</b>
A	2	4
B	5	5
C	152	101
D	763	382
E	430	143
No Cat	7	7
<b>Total</b>	<b>1359</b>	<b>642</b>

### 2.4.5 Inspections - Categories A-E

642 planned inspections per annum

(Total working days per year per FTE officer: 216 days; for time available see table 2.4.7)

Allocation of inspections to officers is by way of a rotating bi-annual geographical area, with an average of 165 inspections allocated per officer, per annum, the number of inspections fluctuates per season/per year. Officers split their time between inspections and non-inspection food responsibilities, with Category A and B food inspections being priority. Health and Safety work is split geographically and combined with food inspections where possible.

### 2.4.6 Non inspection Food Responsibilities:

- Port Health function – monitoring of Ramsgate Port for imported food
- Shellfish monitoring and registration documentation (whelks)
- Monitoring of Thanet events for food traders
- Street auditing for premises changes
- Complaints regarding food premises
- Infectious disease notification work
- Projects and Campaigns
- Reviewing internet/social media sites for intelligence

(Health and Safety duties)

- Health and Safety inspections and complaints
- Attending inquests
- Caravan licensing inspections
- Health and Safety admin
- RIDDOR investigations



### 2.4.7 Staffing Resource – Public Protection Team

EHO Environmental Health Officer x 0.8 from 1<sup>st</sup> April 2018  
 PPO Public Protection Officer x 3 from 1<sup>st</sup> April 2018

Task	PPM EHO x 80% FTE DH	PPO (Qualified) x 1 FTE MAK	PPO (Qualified) x 1 FTE SH	PPO (Qualified) x 1 FTE EW
Deduction for Statutory Health and Safety Duties	10%	10%	20%	10%
Auditing officers work	25%	-	-	-
HR/Occ health/pay	10%	-	-	-
Allocation and monitoring of workload	20%	-	-	-
Inspections A-E	10%	50%	45%	50%
Ramsgate port – whelk traceability		2.5%	2.5%	2.5%
Events Routine Sampling	2.5%	10%	2.5%	2.5%
Street Auditing	2.5%	5%	5%	5%
Complaints	10%	10%	10%	10%
Caravan Parks		5%	5%	10%
Infectious Disease work	5%	2.5%	5%	5%
Training	5%	5%	5%	5%
TOTAL	1 x 100%	1 x 100%	1 x 100%	1 x 100%

### 2.5 Regulation Policy

The Council adopted the enforcement concordat for all appropriate services on 11<sup>th</sup> June 1998. The Food Law Enforcement Plan has been developed in line with best practice and advice/guidance from the Food Standards Agency (FSA) and LACORS.

### 3. Service Delivery

#### 3.1 Food Premises interventions Statement (Statutory Duty)

The interventions programme for food premises on Categories A, B & C premises forms the core activity of the Food Safety Team. The programme of interventions which is detailed in Annexe 2 has been prepared to meet the aims, objectives and priorities summarised in paragraph 1.1 of this document in line with the Food Law Code of Practice (England).

##### 3.1.1 Intervention reports: (FSA Food Law Code of Practice FLCOP)

Checklists and aides-memoire are used at each inspection for consistency purposes, depending on high risk or low risk premises, and are used at the end of the inspection to produce a hand written report of the officer's findings. A copy of the handwritten report is left with the FBO so it is clear what they have to do and within a specified timescale. Where there are a number of serious contraventions, a holding report is left and a typed full inspection report is delivered/emailed/posted.

##### 3.1.2 Types of interventions:

Full inspections/ Partial Inspections/ Audits. (Statutory duty)

The presumption is that enforcement officers in all cases will undertake full inspections of all parts of the premises. However, there are options available for partial inspections and audits. Officers, after researching the previous history of the premises, may decide to carry out a partial inspection. The options are considered in a little more detail below:

##### Full Inspection: (FLCOP)

This is a check on compliance with legal requirements in accordance with elements set out in the Code. A full inspection will consider all aspects of a food business including structure, food safety management and management arrangements.

##### Partial Inspection: (FLCOP)

An inspection that covers only certain elements of the inspection as laid down in Section 4.2.2 of the Code. Partial inspections have been tried but do not assist us in scoring for the FHRS, they are rarely appropriate in premises other than multi-nationals, where the documented system is generic, tried and tested.

##### Planned audits (FLCOP)

An audit may be undertaken instead of a partial or full inspection, where any food business operator, including those providing a high risk business has put in place an acceptable documented food safety management system (addressing Article 5 Regulation 852/2004). Details of the system will be required in advance of the audit so the Officer can plan the appropriate audit, these are rarely appropriate in our District.

The audit may include one or more of the following elements (FLCOP)

- Complete audit of the food safety management system
- Audit of selected elements of the food safety management system where the system is complex
- Partial Audit concentrating on a particular produce

- Operational audit concentrating on certain arrangements such as temperature monitoring.

### 3.1.3 Revision of intervention rating: (Statutory duty)

On completion of the food inspection, partial inspection or audit the officer will revise the intervention rating of the establishment in accordance with Annexe 5 FLCOP. The FHRS rating is also awarded based on this scoring, records of the inspection are left with the FBO at the conclusion of the inspection, the premises may be scored at the end of the inspection on site or may be scored once the officer has returned to the council offices, in the latter case the food business will be notified on the inspection report.

### 3.1.4 New premises (FLCOP) (Statutory duty)

TDC responds positively and supportively to new food businesses which approach the authority prior to starting up. In response to initial enquiries they will receive as a minimum verbal advice, usually by telephone along with a registration form and advice on where to find the FSA 'starting up' booklet on the FSA website. The team are part of a Kent wide food group exercise to provide 'information packs' for new businesses. An initial advisory visit may be provided in exceptional circumstances, the preferred method is to visit the premises after a food registration has been received so that the advice given can be recorded on their entry on M3, which may avoid disputes on what was said at the time, if a pre-inspection visit does take place, a written record of what was agreed at the time is left with the FBO. There is an obligation to register the food premises 28 days before any food activities take place.

In all cases, new registrations will be recorded onto the M3 data base once received and then an initial full inspection will take place.

### 3.1.5 Routine planned inspections – high risk premises (A and B rated) (FLCOP) (Statutory duty)

The preferred method for A and B premises is to carry out a full inspection, unless a partial one or audit has been decided after reviewing the premises history. All such interventions are identified as appropriate by the FLCOP.

### 3.1.6 Planned interventions medium risk (rated C) (Statutory duty) (FLCOP)

Until an establishment is considered to be 'broadly compliant' an intervention will comprise either a full inspection, partial inspection or audit as defined above at the frequency identified by Annexe 5 FLCOP.

Once it is considered to be broadly compliant, planned interventions may alternate between inspections, partial inspection or audits and other official controls as defined in the Food Law code of practice and listed below and defined in Annexe 3:

- Monitoring
- Surveillance
- Verification
- Audit
- Sampling for analysis (more than just a visit to collect a sample)

Broadly compliant is defined as:

*Either an establishment that has an intervention rating score of not more than 10 points under each of the following three parts of Annexe 5:*

*Part 1 – Hygiene& Safety*

*Part 2 - Structure*

*Part 3 - Confidence in Management*

### 3.1.7 Planned interventions low risk premises (rated D) (Statutory duty) (FLCOP)

Interventions can alternate between an official control and an intervention that is not an official control, (for example a questionnaire) the frequency will remain that established by the Food law Code of Practice Annexe 5. Category D establishments that are also rated 30 or 40 for 'type of food and method of handling' must be an inspection, partial inspection or audit. Interventions such as questionnaire, although a useful resource saving method, are often not appropriate because the premises cannot be rated for the FHRS without an inspection.

### 3.1.8 Planned Interventions low risk premises (rated E) (Statutory duty)

Premises in this category will be subject to alternative interventions at least once every three years in accordance with the Food law code of practice. These are not considered useful methods by TDC because the premises cannot be rated for the FHRS without an inspection

### 3.1.9 Alternative Enforcement Strategies (Statutory duty) (FLCOP)

Premises in this category (E) can be subject to alternative interventions at least once every three years in accordance with the Food law code of practice, unless the premises is subject to Approval. These are not considered useful methods by TDC because the premises cannot be rated for the FHRS without a full inspection

### 3.1.10 Large scale public events

To improve the prospects for Thanet, the Council is concentrating on regeneration and bringing in more investment. Alongside this a lot of emphasis is placed on putting on events to bring in tourism. These will range from small and local events to major show case events such as 'Broadstairs Food Festival'. There are between 50 – 100 events planned during the year which will have TDC involvement either because they are on Council land, or are arranged by Parish or Town Councils or have food businesses in attendance.

The Public Protection Team have a system in place to respond to such events and carry out risk based desk top assessments using the information requested from event organisers 28 days before the event take place. Some events are spot checked by food officers on a regular basis to match the desk top data against premises are on site.

### 3.2 Food complaints (Statutory duty)

All incoming complaints are directed to the Public Protection Manager to audit and passed to the officer who deals with the geographical area if it requires further action. The officer considers following key criteria:

- Implied or actual risk to public health – public health significance
- Justification/seriousness or likely impact of the complaint
- Likely recurrence in the future
- Number of complainants
- Number of people potentially at risk
- History of premises from which food was produced/purchased/consumed etc.
- Last inspection details if relevant
- Date of next scheduled inspection

All complaints will be considered and will have a response within 3 working days, dependant on resources. Anonymous complaints are not accepted. This may comprise a phone call or a letter or email dependant on the nature of the complaint and the outcome of the assessment.

Complaints regarding suspected food poisoning receive a standard letter which explains the onset times and the criteria of sampling through a GP or hospital to confirm food poisoning. The information provided in this letter is very comprehensive and educative.

Complaints are investigated according to risk and the information provided. If a visit is warranted, where possible the next inspection will be brought forward and carried out at the same time as the complaint visit. Complaints are dealt with by officers, and changes to inspection frequency are supervised by the Public Protection Manager. Complaints are part of the PPM's audit.

### 3.3 Primary Authority Scheme (Mandatory)

We recognise the Better Regulation Delivery Office 'Primary Authority Scheme'. Inspection plans will be followed where required and it is expected that contact will be made with Primary Authorities as explained in the introduction where advice or enforcement action is considered, before action is taken against those premises who have a Primary Authority.

Primary authority partnerships are available to any business that trades across two or more council boundaries, regardless of size. Primary Authority partnerships are legally nominated by the Better Regulation Delivery office and partnerships are automatically recognised by all local regulators.

### 3.4 Advice to business (mandatory & corporate plan)

The service is committed to ensuring that advice and support is available to all food businesses in the District when requested. The key ways this is provided is through

TDC Website	Reviewed quarterly to ensure accuracy and usefulness of data
Leaflets/ Booklets	Use is made of FSA website, starting up booklet and SFBB booklets
Verbal advice.	This is absorbed into routine work and will take place either in the case of routine official interventions or resulting from business enquiries for new or changed premises
Global advice	TDC and Kent have developed factsheets for businesses which incorporate all of the departments and outside agencies that are involved in starting up a food business and explains their role. Most contact from businesses is regarding starting a new business or changes to an existing business.

### 3.5 Food sampling

We take part in both the UK National sampling programme and shellfish sampling as appropriate.

#### Routine samples

Within resources, TDC will take samples to meet the UK and County wide sampling programme based normally on the priorities set by Public Health England and the Food Standards Agency.

#### Environmental Swabbing

Environmental swabbing of food premises is a proven, cost effective, enforcement tool. Swabs can be tested for *E Coli* 0157 and other coliforms. The results can clearly demonstrate serious lapses in cross contamination control, personal hygiene and faecal contamination, all areas that can be difficult and time consuming to evaluate during routine inspections.

Following the FSA Audit in 2011, a sampling programme was said to be 'crucial in protecting public health', and Thanet have now been actively taking part in local and national sampling since January 2014. Procedures are based on the Kent Sampling procedures.

### 3.6 Infectious Diseases control and investigation (Statutory duty)

Officers investigate food related infectious disease notifications in accordance with the documented procedures, which are reviewed regularly. The primary objective of every investigation is to identify the cause of infection and prevent any further spread. One officer carries out the administration and investigation of notifications.

Response times and the nature of response are all set out in the procedures documented in the 'Public Health England South East Single Case Plan for Kent and Medway Environmental Health Teams and Ashford Health Protection Team'.

Officers liaise with Public Health England, a number of 'Proper Officers' are currently appointed under the Public Health Act 1984 and Section 47 of the National Assistance Act 1948 (as amended).

A GCSX secure mailbox is used to ensure confidentiality of the health information being provided to TDC and is a requirement of the agreement between PHE and Local Authorities.

### 3.7 Food Alerts/Incidents (Statutory duty)

A food incident is considered to be any event where, based on the information available, there are concerns about actual or suspected threats to the safety or quality of food that could require intervention to protect consumers' interests. TDC received routine reports of Food Alerts which in most circumstances do not require additional input from the enforcement officers; they are dealt with as part of normal duties.

### 3.8 National Food Hygiene Rating Scheme

In April 2011, the Food Standards Agency made representations to all Local Authorities on the implementation of the National Food Hygiene Rating Scheme. TDC's Corporate Management Team made the decision that Thanet will implement the National Scheme as long as there was minimum cost to the LA.

The Food Hygiene Rating scheme makes it easier for consumers to choose places with good hygiene standards when they're eating out or shopping for food. The food hygiene rating tells them about the hygiene standards by awarding a 'star rating' which is shown by way of standard stickers. The same stickers are used across the whole of the UK, by participating local authorities.

Thanet's scheme was launched in April 2012, alongside most other Kent authorities. The scheme is working well in Thanet with a small number of businesses asking for re-rating visits.

### 3.9 Liaison with Other Organisations

The team works in partnership with other organisations to deliver services, some examples are given below:

#### External Partnerships/Liaisons

Customs and Excise (HMRC) & UKBA	Imported Foods and potential Fraud
Association of Port Health Authorities (APHA)	Imported Food, air and sea port
Kent Environmental Health Managers (KEHM) Food Technical Working Group	County-wide liaison group for all food safety issues with representatives from the Health Protection Agency and Trading Standards as well as local Authorities.
CEFAS	Government Laboratories for Shellfish and Imported Food issues
Thames Port (City of London)	Port Health, advice and support
Trading Standards	Food complaints, Port Health
Food Standards Agency	Wide range of advice and support
Public Health England (PHE)	Outbreak control or advice
Food Sampling Group and Labs	Food sampling
Kent Infection Control Committee	Infectious disease investigations
Kent Food Group	Consistency meetings/Policy
Health and Safety Executive	RIDDOR/Gas Safety/Electricity at Work
CIEH	Chartered Institute of Environmental Health

#### Internal Partnerships

External partnerships and liaisons are good; the sharing of information with internal partners is improving. Particularly important partnerships include the Events team, Licensing Department, Building Control, Estates Team and Planning Department who make the best use of shared intelligence, all within FOI and data protection criteria. Since 2016 partnership work with the Community Safety Unit has increased.

### 3.10 Promotional Work

The overall resources available to the Public Protection Team have reduced since 2016, all working practices have been frequently reviewed and in turn, this has streamlined activities like promotional work, which is now based on FSA promotions.



## 4. Resources

### 4.1 Financial Allocation

Following the March 2018 restructure, the budgets for the Food Safety function are managed by the Head of Safer Neighbourhoods.

### 4.2 Staffing Allocation

The resources for Food Safety are currently:

Staff resource	Number (FTE)
Public Protection Manager	0.8 FTE
Public Protection Officers	3 FTE
Health and Safety Officer	0
Support (admin)	0
Total	3.8 FTE

### 4.3 Qualifications and competence

From 6<sup>th</sup> April 2016 the non-EHO Qualifications and competency for food officers was changed by the FSA. As well as Lead Officers and Authorised officers possessing the baseline qualification (Higher Certificate in Food Premises Inspection) or equivalent Officers must now complete a 'bolt on course' which leads to the new qualification of 'Higher Certificate in Food Control'. In addition Managers must consider the relevant competencies needed for their roles and build that into their personal development and reporting cycle. (Food Law Code of Practice Chapter 4). All Food Officers must also maintain 20 hours a year CPD, which is audited by the Chartered Institute of Environmental Health.

Annexe II of Regulation (EC) 882/2004 outlines the subject matters for the training of staff performing official controls. 10 hours of the core CPD must include at least one of the following elements:

- Different control techniques, such as auditing, sampling and inspection
- Control procedures
- Feed and Food law
- Different stages of production, processing and distribution and the possible risks to human health.
- Assessment for non-compliance
- Hazards in animal, feed and food production
- The evaluation of the application of HACCP procedures
- Management systems such as quality assurance programmes
- Official certification systems
- Contingency arrangements
- Legal proceedings
- Examination of written, documentary material and other records

- Any other area, including animal health and welfare

The qualifications required for types of establishment within the TDC area require the following officers/qualifications:

Establishment type or Action	Officer/Qualification
All establishments requiring inspection at intervals of 12 months or less (A & B rated)	HCFC/ EHO or Officer with Higher Certificate in Food Premises Inspection with 1 years' experience.
Approved premises – those requiring inspection under Regulation 853/2004	HCFC/EHP or Higher Certificate in Food Premises Inspection <b>And</b> with detailed knowledge of enforcement in approved establishments. If no experience, must be accompanied by experienced officer
Service of Improvement Notices (Reg 6)	HCFC/ EHP or Officer with Higher Certificate in Food Premises Inspection and one year's experience
Service of Prohibition Notice (Regulation 8)	HCFC/ EHP plus 2 years post qualification experience in food (only with PP Manager/Head of Safer Neighbourhoods agreement)
Service of application for closure order to Magistrates Court	EHO Food Safety Specialist with 2 years experience (PPM)

### Qualifications – Food Law Code of Practice

#### Higher Certificate in Food Control (Baseline):

- The Environmental Health registration Board (EHRB)
- The Scottish Food Safety Officers Registration Board (SFSORB)

#### Baseline Equivalent Qualifications (EHO or Diploma):

- Certificate of Registration of the Environmental Health registration Board (EHRB) or
- Diploma in Environmental Health (or its antecedents) awarded by EHRB or the Royal Environmental Health Institute of Scotland (REHIS)

The Higher Certificate in Food Premises Inspection may be awarded by one of the following:

- The Environmental Health registration Board (EHRB)
- The Scottish Food Safety Officers Registration Board (SFSORB)
- The Institute of Food Science and Technology (IFST)

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## Annex 1

The staffing establishment in April 2018 when this document was prepared, included the following officers whose qualifications are indicated in the table below:

Officer	Qualifications	CPD notes
Deborah Huckstep, Public Protection Manager (EHO)	MSc Environmental Health 2009 NEBOSH: General Certificate 2009 FSA Official Fish Inspector March 2006  EHORB Registration 2009	20 hours required p.a. (10 core)
Mark Kennedy  Public Protection Officer	Higher Certificate in Food Premises Inspection 1998 NEBOSH: National Certificate 2016  EHORB Registration 1998	20 hours p.a. (10 core)
Simon Hogben  Public Protection Officer	Higher Certificate in Food Premises Inspection 2014 NEBOSH: National Certificate 2016  EHORB Registration 2014	20 hours p.a. (10 core)
Emily Whittaker  Public Protection Officer	Higher Certificate in Food Premises Inspection 2015 NEBOSH: National Certificate 2017  EHORB Registration 2015	20 hours p.a. (10 core)

### 4.4 Staff development plan

As at April 2018 the appraisal scheme has been changed and no longer incorporates the pay for contribution element. 3 Objectives are set annually and 1:1 meetings arranged monthly, together with monthly team meetings. The appraisal scheme includes new staff development plans, improved training plans and encourages meeting attendance. Documentation of training qualifications and training courses attended are now recorded and contribute to the issue of authorisations for officers, to consider competence.

### 4.5 Training and Development

There is no specific training budget for food team officers. Officers have the opportunity to apply for funding for specific courses that would aid their development, as well as ample time off and opportunity to attend FSA food courses. The Food Standards Agency had highlighted this issue and the consideration of a specific budget was considered and not agreed by TDC, the FSA have now withdrawn funding for training courses.

In 2018 Public Protection Officers will attend the University of Birmingham and undertake a conversion course which on successful completion will award them the Higher Certificate in Food Control (the new baseline qualification). This will enable better use of staff resources and allow officers to carry out a wider range of official controls.

Funding has not yet been agreed for the second part of the course.

## 5. Quality Assessment and internal monitoring

The team is placing considerable emphasis on its effectiveness and accuracy within its available resources. This makes 'getting it right first time' and 'Making every inspection count' particularly important (FSA).

Following the FSA Audit recommendations, an auditing regime based on the FSA document 'Making every inspection count' has been established and has been operational since January 2014. Carrying out the following audits:

- 100% desktop audit of the officers inspections recorded on a control sheet checked against the inspection report, completed inspection checklist, to ensure that the Annexe 5 scores, the FHRS scores and the chosen star rating agree and are correct, as well as the FHRS status and whether the premises should be included in the scheme. Consistency is considered with regards to the scores and compared against other officers scoring. This audit is signed off by the Public Protection Manager before the administration team input any information and scoring onto the database, hence the database scoring and FHRS scoring is correct, and the correct FHRS sticker is sent out, this gives protection to the database, as well as the resulting LAEMS return.
- The PPM's targeted auditing is documented and the results passed to the Head of Safer Neighbourhoods for review (**targeted auditing**) areas are prioritised according to the FSA audit and issues arising from daily activities.

PPM's general audit includes: 100% audit of all inspections within 48 hours of inspection and

- Inspections due and carried out within 28 days (**targeted auditing**)
- Intervention anomalies (**targeted auditing**)
- Complaints anomalies (**targeted auditing**)
- Premises scoring
- Premises risk group categories
- Evening visit arrangements
- Fortightly upload of FHRS scores to FSA website
- Scores randomly checked on FSA website (**targeted auditing**)
- Correct risk ratings
- Contraventions identified correctly
- Written warnings annotated for input
- Port health – any imports (**targeted auditing**)
- Whelk documentation checks carried out (**targeted auditing**)
- Authorisations reviewed (monthly auditing)
- Revocations completed

## 6. Review Process

The Food Law Enforcement Plan is reviewed once per year but will be reviewed according to changes regarding BREXIT and ROF.

## **Annexe 1: Food Service Enforcement Policy**

### **Food Law Enforcement Objective**

It is council policy to strive to ensure that food and drink intended for sale for human consumption, which is produced, stored, distributed, handled or consumed within the district is without risk to the health or safety of the consumer.

### **The Aim of this Policy**

- To ensure a consistent approach to food related enforcement within the district;
- To provide officers with guidelines to enable them to make decisions in the field, consistent with current Government advice;
- To inform the public and food businesses of the principles by which enforcement action is taken.

### **Enforcement**

#### **Purpose of food hygiene inspections**

- To establish whether food is being handled and produced hygienically;
- To establish whether food is, or will be having regard to further processing, safe to eat;
- To identify foreseeable incidences of food poisoning or injury as a consequence of consumption of food;
- The identification of breaches in hygiene or processing legislation will be incidental to the above aims.

#### **Factors influencing the enforcement approach**

- An authorised officer has a range of options available in seeking to ensure the above aims are met. These range from the giving of advice and verbal warnings, to the service of statutory notices, or prosecution or closure of premises.
- This authority has signed the Enforcement Concordat and has adopted a graduated approach to enforcement as described in that document. As the first step towards securing compliance, an authorised officer will adopt an educative approach and discuss the requirements of the legislation relating to hazard analysis and the supervision and instruction and/or training with the food business operator.
- This authority will have regard to the BRE Regulator Compliance Code of Practice (attached as Appendix 1) in the conduct of its enforcement work.
- The Food Law Code of Practice (England) gives guidance on the appropriate use of the available procedures. This authority strictly follows advice issued by central government departments and authorised officers are required to follow this enforcement policy.
- Departures from this policy must be exceptional and the reasons will be documented.

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## Annex 1

- Enforcement action will be proportionate to the risk to public health arising from the contraventions identified. Combinations of formal notice and informal advice may be appropriate.
- Decisions on appropriate enforcement action will be taken based primarily on an assessment of risk to food safety and public health, but will also be influenced by the history of compliance by the food business operator with food safety legislation and his willingness to remedy contraventions.
- This authority has regard to the Primary Authority Agreement principle and will consider whether a relevant Primary Authority should be consulted before giving detailed advice or taking enforcement action.
- This authority recognises that some organizations, including voluntary and charitable ones operated by volunteers will need help and guidance to understand food safety requirements and an informal approach will be used where public health is not compromised.
- This authority recognises that many businesses in the District are small and family run on a tight budget. Consideration will always be given to low-cost solutions to contraventions, as long as this does not present a threat to the public health.
- This authority recognises that many businesses are seasonal and operate out of normal office hours and will need inspection and advice during these trading hours.
- This authority recognises that English is not the first language of many traders in its area and will take care to ensure its enforcement actions are clearly understood in an appropriate language wherever possible.
- Where there is a shared or complimentary enforcement role this authority will consult with those other enforcement agencies to ensure that the proposed action is consistent with the policies and actions of that other authority. An example would be consultation with Trading Standards over sampling programmes or the labelling of foodstuffs.
- Enforcement action taken by this authority will take into account the requirements of other departments of the Council and of other teams within the Environmental Services department to ensure consistency of action.
- Before taking action that the authority believes may be inconsistent with that taken by other food authorities, it will first discuss the area of difficulty with those bodies through the Kent Technical Food Group.

### **Legal Safeguards influencing the Enforcement Approach**

- The Regulation of Investigatory Powers Act 2000 as amended by Investigatory Powers Act 2016

Any covert surveillance which is conducted as part of any investigation of any case which falls within this policy, will comply with the Regulation of Investigatory Powers Act 2000 (RIPA) & Investigatory Powers Act 2016, in that covert surveillance falling within RIPA will be authorised and conducted in accordance with the statutory framework and any Code or Codes made there under.

- The Human Rights Act 1998 and the European Convention on Human Rights

The Human Rights Act 1998 (HRA) makes it unlawful for a public authority to act in a way that is incompatible with the European Convention on Human Rights (ECHR). This policy will be implemented taking into account the legal and procedural implications of both the HRA and the ECHR.

#### **Related Documents:**

- The Code for Crown Prosecutors (available from: The Crown Prosecution Service, Information Branch, 50 Ludgate Hill, London, EC4M 7EX,
- Criminal Procedure and Investigations Act 1996 (CPIA)
- Police & Criminal Evidence Act 1984 (PACE), and associated Codes
- Internal Procedure and Policy of TDC
- Statutory Code of Practice for Regulators, December 2007: Department of Business Enterprise and Regulatory Reform.

### **Qualification and Authorisation of Officers**

- No officer will carry out food hygiene inspection and enforcement duties unless suitably trained and experienced and authorised in writing by the Head of Safer Neighbourhoods.
- High risk premises (categories A and B), all food manufacturers and processors classified as substantial and premises approved under product specific legislation will only be inspected by qualified Environmental Health Officers, or Food Safety Officers holding the Higher Certificate in Food Premises Inspection/Food Control.
- Officers will be authorised to sign Hygiene Improvement Notices only for premises within the categories for which they are qualified.
- Hygiene Emergency Prohibition Notices and voluntary closure agreements will only be signed by specifically authorised officers, having a minimum of two years post-qualification experience of food safety enforcement and currently involved in

food safety enforcement. Only officers holding specific food inspection qualifications will be authorised to inspect, detain or seize foodstuffs (EHO).

- Only officers holding specific food inspection qualifications and specific imported foods training will be authorised to inspect, detain or seize imported foodstuffs.
- Newly qualified officers will only be authorised after a minimum of 6 months of structured practical training in enforcement procedures at the appropriate level.
- Continuing professional development training will be provided for all food safety officers to enable them to keep abreast of changes in legislation and good practice and meet the requirements of the Food Law Code of Practice
- Officers will be fully acquainted with the requirements of this Enforcement upon appointment and with any revisions as they arise.

### The Informal Approach option

- The existing procedure of giving advice and informing of minor contraventions by informal letters is accepted and understood by Thanet's food businesses. Officers will use this approach as long as they believe that this will achieve compliance with food safety legislation within a time-scale that will protect the public health and ensure safe food production.
- An authorised officer will be prepared to offer advice where this is requested by the operator of an existing or new food business, and will seek to encourage food businesses to adopt good food hygiene practice through this approach.
- This informal approach will be consistent with the Food Law Code of Practice and Practice Guidance.
- Officers will clearly differentiate between legal requirements and recommendations of good hygiene practice in both verbal and written communications.

### The Use of Hygiene Improvement Notices

An improvement notice is a legal document issued under the Food Safety and Hygiene (England) Regulations 2013, Reg 6. It details contraventions of the EU Hygiene Regulations, the works required to correct the contraventions and a time-scale for completion. Failure to comply with the notice is an offence.

Improvement notice procedure will be used where major contraventions of food hygiene or food processing regulations are found and where any of the following conditions are satisfied:

- where formal action is proportionate to the risk to public health;
- there is a documented history of non-compliance with food safety legislation;
- an informal approach has been tried but has not been successful, or the authorised officer has reason to believe that informal action will not be successful;
- in the case of new business or requirements, where the authorised officer assesses that the operator is unwilling or unlikely to comply, for whatever reason;
- Where there is a breakdown of controls critical for food safety, or where no such controls exist.



An improvement notice will not be used where:

- the contravention is minor and presents no risk to public health;
- The contravention is a continuing one, e.g. cleanliness or temperature control, and a notice would only secure an improvement at one point in time. (prosecution may be the only option);
- Swift action is required, such as at a one day event where there exists a risk to public health.

Improvement notice procedure will only be implemented after the authorised officer has discussed the need for such action and its requirements with the food business operator informally and considered alternatives. The food business operator will be offered the opportunity for the matter to be referred to the officer's manager in the event of a dispute.

Only suitably qualified and experienced officers will be authorised by the Council to sign improvement notices.

### Non-Compliance with Notices

Non-compliance with an improvement notice is a serious offence and will be considered to be grounds for prosecution with the following exceptions:

- Where the remaining contraventions detailed in the notice are minor and do not pose a risk to public health;
- Where the outstanding works are in hand, (confirmation from contractor or supplier required), and an extension of time to complete the works would have been granted, if requested.

Non-compliance with an informal notice will not be considered grounds for prosecution, but the authorised officer will reconsider at this stage the enforcement options available to remedy the contravention using the criteria described above. The failure to respond in the first instance to an informal approach will influence that decision.

### The Use of Hygiene Prohibition Orders

A prohibition order may be imposed by the courts following a conviction for a food hygiene offence, if the contravention has not been corrected or there still exists a risk of injury to health. The prohibition order may prohibit the use of a process, the use of premises or equipment, or the participation in a food business by a convicted food business operator.

- An application for a prohibition order will be made if an inspection of premises, prior to a court hearing to consider a food hygiene offence, reveals that the contravention is continuing and there is a risk of injury to health.

### The Use of Hygiene Emergency Prohibition Notices

An emergency prohibition notice has the effect of immediately closing a food business or prohibiting the use of equipment or a process where there is an imminent risk of injury to health.

Conditions where prohibition of premises may be appropriate:

- Premises which contravene food safety legislation and have been or are involved in an outbreak of food poisoning or present an imminent risk of one;
- Serious infestation of vermin resulting in actual or imminent risk of contamination of food;
- Poor structural condition and poor equipment and/or poor maintenance of routine cleaning and/or serious accumulations of refuse, filth or other extraneous matter resulting in actual or imminent risk of food contamination;
- Serious drainage defects or flooding of the premises leading to actual or imminent risk of food contamination;
- Any combination of the above or any cumulative effect of contraventions which together represent an imminent risk of injury to health.

Additionally, equipment or a process may be prohibited where there is a risk of cross contamination of ready to eat food or where there is a failure to achieve critical control criteria such as minimum cooking or pasteurisation temperatures or the use of a process which is inappropriate.

An emergency prohibition notice will only be signed by a specifically authorised officer being an Environmental Health Officer having a minimum of two years post qualification experience of food enforcement matters and being currently involved in food enforcement. Such actions will, additionally, have to be approved by the Public Protection Manager or other suitably qualified senior officer.

Outside, expert advice will be sought where the process or treatment under consideration requires specialist knowledge or qualifications to establish that the health risk conditions above are met.

### Voluntary Closure

- There may be occasion where an authorised officer is satisfied that grounds for Emergency Prohibition exist, but where the food business operator offers to close voluntarily until the health risk is removed.
- Such an offer will only be accepted if the authorised officer is satisfied that there is no likelihood of the premises being used as a food business, or of the use of equipment, or of a process without the express agreement of the food authority.
- Such an offer will only be accepted if the offer to close and its acceptance are fully documented and signed by the food business operator and by a specifically authorised officer, as for an emergency prohibition notice.
- When considering such an offer, great care will be taken to ensure that the food business operator is aware that in closing voluntarily they are relinquishing the rights to compensation for unjustified action contained in formal emergency prohibition notice procedure.

### Prosecution

- Prosecution may be considered as an alternative, in addition to, or as a consequence of failure to comply with the above enforcement procedures.
- In considering prosecution action for food safety offences an authorised officer will consider whether that course of action is proportionate to the risk presented to the public health by the contravention, using the principles outlined in the paragraph “Factors influencing the enforcement approach” above.
- Primary authorities will be consulted where prosecutions are planned and due regard will be paid to opinion of that authority. Such authorities will be notified of the outcome of prosecutions taken.
- The recommendation to prosecute will be made by the Public Protection Manager after careful consideration of a written report from the inspecting officer.
- The decision to prosecute will be made by the Principal Solicitor, who will take account of the criteria set out in the Code for Crown Prosecutors, in particular the Evidential Test and the Public Interest Test.

Factors that will be considered before initiating prosecution procedures include:

- The seriousness of the alleged offence;
- The previous compliance history of the food business;
- The likelihood that a *due diligence*\* defence could be established;
- The ability of any important witness and their willingness to co-operate;
- The willingness of the food business operator to prevent a recurrence of the contravention;
- The probable public benefit of a prosecution and the importance of the case in establishing a precedent;
- Whether other action, such as issuing a formal caution, serving an improvement notice, or imposing a prohibition, would be more appropriate or effective;
- Any explanation offered by the food business.

*\* due diligence: The Food Safety Act 1990 provides a defence for a person charged with an offence that he took all reasonable precautions and exercised all due diligence to avoid the offence. This requires that, not only are suitable precautions set up, but that these are adequately implemented and monitored to ensure their effectiveness.*

### Unfit Food Prosecution

(LACORS Guidance on Food Complaints – second edition)

The decision to prosecute for Food Safety Act 1990 offences relating to the sale of food unfit for human consumption, or not of the quality demanded by the purchaser will be taken at the earliest opportunity to avoid unnecessary and time consuming investigations by both authorised officers and food businesses.

Prosecution will be indicated where:

- the offence has resulted in a risk to public health;
- there is evidence of negligence in failing to adopt basic food hygiene precautions;
- The food business has failed to respond to an informal approach to prevent a recurrence of the problem.

Particular regard will be paid to the possibility of establishing a *due diligence* defence.

Only officers holding a relevant food inspection qualification will be authorised to consider whether food is fit for human consumption. Independent advice will be sought from the appointed food examiner or public analyst, or other expert, where appropriate.

In all cases where a prosecution is being considered, a report will be requested from the originating food authority as appropriate and particular regard will be paid to that report.

The integrity and co-operation of a complainant in providing witness support is especially important with food complaints. The wishes of the complainant as to whether to proceed to prosecution will be respected, unless it is felt to be in the public interest to proceed independently.

### Formal Cautions

The Home Office issued a circular (30/2005) in relation to the cautioning of offender to which reference should be made. Reference should also be made to the Code of Practice under Section 22 of the Legislative and Regulatory Reform Act 2006 and the Code for Crown Prosecutors. Cautions are a non-statutory disposal for adult offenders and Local Authorities may therefore exercise discretion when deciding to use them; as such it is not possible to be definitive about the circumstances in which they are appropriate.

The aims of the simple caution are:

- to deal quickly and simply with less serious offences;
- to divert offenders where appropriate from appearing in the criminal courts;
- to reduce the likelihood of re-offending.

Formal caution will only be considered where there is sufficient evidence to give a realistic expectation of success if the case went to the courts. It will not be seen as an alternative to prosecution where it is felt the prosecution case is weak.

A caution can only be administered where the suspected offender is prepared to admit the offence. Care will be taken to ensure that the suspected offender understands the significance of the caution and is able to give an informed consent to being cautioned.

The decision to offer a formal caution will be taken by the Principal Solicitor upon receiving the report of the Public Protection Manager (PPM). The PPM is authorised as the "Cautioning Officer" for the purpose of implementing the caution.

If the offer of a formal caution is declined, further enforcement action will be considered. This will usually be prosecution, but the option of a written warning will be considered.

Home and originating authorities will be notified of formal cautions issued by this authority where appropriate.

### **Review of Policy**

This Enforcement and Prosecution Policy will be reviewed annually or when changes in legislation or centrally issued guidance make this necessary.

### **Appendices**

1. Notes on BRE Regulators Compliance Code of Practice
2. Guidance on enforcement of Article 5 requirement for documented food safety systems.

## Annexe 2: Definitions

**BREXIT** On 30<sup>th</sup> March 2019 under Article 50 of the Treaty on European Union the UK will cease to be a member of the EU. The decision by the UK to leave the EU will have implications for the regulatory regime for food safety in the UK.

**ROF** The FSA, the regulators for UK food safety, have published a controversial strategic plan for the period 2015-2020 to coincide with Brexit. The plan will lead to a major programme of regulatory change (ROF) through which the FSA is seeking to modernise comprehensively, the delivery and enforcement of its regulatory regime regarding food businesses, stating that it sends a sharper focus for the need for the FSA to move ahead with this programme before March 2019 beginning with central registration of food businesses 'Enhanced Registration'.

**FLCOP** Food Law Code of Practice and Practice Guidance – issued by the Food Standards Agency and mandatory for local authorities to adhere to.

From the FLCOP:

**'Inspection'** means the examination of any aspect of feed, food, animal health and animal welfare in order to verify that such aspect(s) comply with the legal requirements of feed and food law and animal health and welfare rules.

**'Monitoring'** means conducting a planned sequence of observations or measurements with a view to obtaining an overview of the state of compliance with feed or food law, animal health and animal welfare rules.

**'Surveillance'** means a careful observation of one or more food businesses, or food business operator or their activities

**'Verification'** means the checking, by examination and the consideration of objective evidence, whether specified requirements have been fulfilled.

**'Audit'** means a systematic and independent examination to determine whether activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objective.

**'Sampling for analysis'** means taking feed or food or any other substance (including for the environment) relevant to the production, processing and distribution of feed or food or to the health of animals, in order to verify thought analysis compliance with feed or food law or animal health rules.

**'Intervention'** is defined as *Activities that are designed to monitor, support and increase food law compliance within a food establishment. This includes 'official controls'*

**‘Official controls’** are defined as *any form of control for the verification of compliance with food law. This includes:*

- *Inspections*
- *Monitoring*
- *Surveillance*
- *Verification*
- *Audit*
- *Sampling (where analysis is to be carried out by an Official laboratory).*  
*(These terms are defined in Annexe 3)*

**‘Other interventions’** are also defined and can include *‘other interventions, i.e. those which do not constitute official controls include:*

- *Targeted education, advice and coaching at food establishment*
- *Information and intelligence gathering (including sampling where analysis is not carried out by an Official laboratory)*

**NOTE:** *a visit to an establishment for the purpose of obtaining a sample does NOT constitute a planned intervention unless the sampling activity forms a component part of a wider reaching official control that overall provides sufficient information to allow the officer to determine the level of compliance. .*

**Full Inspection:** This is a check on compliance with legal requirement in accordance with elements set out in the Code. A full inspection will consider all aspects of a food business including structure, food safety management and management arrangements.

**Partial Inspection:** An inspection that covers only certain elements of the inspection as laid down in the Code.

Where a partial examination is agreed, the reasons for adopting this approach will be documented on the central data base M3 in the agreed format. The scope of the partial inspection will be specified in the inspection report provided to the food business operator.

**Planned audits:** An audit may be undertaken instead of a partial or full inspection, where any food business operator, including those providing a high risk business has put in place an acceptable documented food safety management system (addressing Article 5 Regulation 852/2004). Details of the system will be required in advance of the audit so the Officer can plan the appropriate audit.

The audit may include one or more of the following elements (FLCOP):

- Complete audit of the food safety management system
- Audit of selected elements of the food safety management system where the system is complex

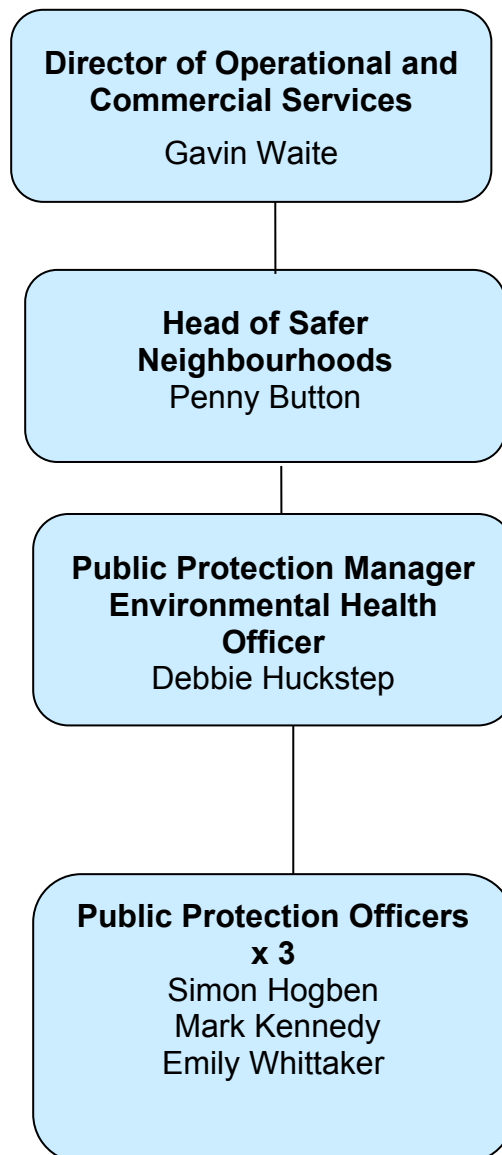
## Agenda Item 14

### Annex 1

- Partial Audit concentrating on a particular produce
- Operational audit concentrating on certain arrangements such as temperature monitoring.



Annexe 3: Organisation Chart: Public Protection Team



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## THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

### Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

### Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or  
Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
  - exercises functions of a public nature; or
  - is directed to charitable purposes; or
  - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992

If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the

matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must**:-

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

### **Gifts, Benefits and Hospitality**

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £25 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

### **What if I am unsure?**

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Committee Services Manager well in advance of the meeting.

## **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS, SIGNIFICANT INTERESTS AND GIFTS, BENEFITS AND HOSPITALITY**

MEETING.....

DATE..... AGENDA ITEM .....

DISCRETIONARY PECUNIARY INTEREST ☐

SIGNIFICANT INTEREST ☐

GIFTS, BENEFITS AND HOSPITALITY ☐

THE NATURE OF THE INTEREST, GIFT, BENEFITS OR HOSPITALITY:

.....  
.....  
.....

NAME (PRINT): .....

SIGNATURE: .....

Please detach and hand this form to the Democratic Services Officer when you are asked to declare any interests.