

APPENDIX 1

PRODUCTS AND FEES & CHARGES

Prices are charged on a cost recovery basis. Effective from 1st October 2018.

SUMMARY

Food Safety Products:	
Safer Food Direct (New Food Businesses)	£180
Gain or Retain (Existing Food Businesses with a Food Hygiene Rating)	£180
Bespoke Advice (Per Hour)	£50
Food Safety Pack And Diary	£15 VAT exempt
A 12 Month Supply of Diary Refills	£10 VAT exempt
Charging for Rescores for Food Hygiene Ratings	£145 per re-inspection / revisit
Licensing Products:	
Pre-Application or Application Advice (UP TO 1 HRS ADVICE)	£36
Pre-Application Advice And Visit (UP TO 3 HRS)	£105
Check and Send (FULL VARIATION / GRANT / CLUB PREMISES / PROVISIONAL STATEMENT)	£72
Check and Send (MINOR VARIATIONS)	£72
Check and Send (PERSONAL LICENCES / TEMPORARY EVENTS / TRANSFERS / CHANGE OF DPS / INTERIM AUTHORITY)	£36
Miscellaneous Products:	
Food Export Certificates	£73

FOOD SAFETY PRODUCTS:

1. SAFER FOOD DIRECT (NEW FOOD BUSINESSES) £180 INC. VAT

When a new business is setting up or when an existing business is planning a new layout or an extension etc. This includes an on-site visit by a food safety officer and bespoke advice for the business. A 'Safer Food Better Business' Pack will be available for the food business operator if they require it to help them work towards implementing a food safety management system.

2. GAIN OR RETAIN (EXISTING FOOD BUSINESSES WITH A FOOD HYGIENE RATING) £180 INC.VAT

To help produce and implement a food safety management system

To advise on areas of improvement so as to uplift a poor food hygiene rating
or maintain a good rating

3. BESPOKE ADVICE £50 PER HOUR INC. VAT

To help train food handlers in a specific area, for example handwashing
To advise on product manufacture or process changes
Post-incident review

NB: This advice can be tailored for health and safety for example for new businesses that need help developing risk assessments or safe systems of work. This isn't expected to be the core business of the commercial products however it is something that can be offered if requested.

4. FOOD SAFETY PACK AND DIARY £15

This is a downloadable printed copy of the 'Safer Food Better Business' pack with a years supply of 'all in one' food safety weekly diary record.

A 12 month supply of diary refills can be purchased for £10

These products are VAT exempt.

5. CHARGING FOR RESCORES FOR FOOD HYGIENE RATINGS £ 145 PER RE- INSPECTION/REVISIT

The Food Standards Agency have re-issued their guidance (the Brand Standard) for the Food Hygiene Rating Scheme in March 2017 and have written to all local authorities to advise them that the legal advice received by the FSA indicates that powers available to LA's in England under the Localism Act 2011 allows for recovery of costs of re-inspection / revisits. It is for each LA to decide to use these powers and set the charge in line with their costs. The Brand Standard allows for LA's to undertake requested re-inspections with charging. The general consensus of the Chief Officers Group in Cumbria is that each local authority set their own charges using a similar methodology.

Where charging is undertaken, the re-inspection must be undertaken within 3 months of receipt of the request. Under the charging system the FBO will be able to request more than one re-rating visit. This service is non-vatable as its statutory work that has an optional charge or standstill period.

LICENSING PRODUCTS:

6. PRE-APPLICATION OR APPLICATION ADVICE £ 36 INC.VAT UP TO 1 HRS -ADVICE

This advice is provided by the Licensing Team to help applicants determine which licence they require tailored to their needs, giving advice on drawing up plans to accompany the application, and on licensing operation and conditions. This includes a pre-arranged meeting at the Town Hall between the applicant and a licensing officer advising individuals or businesses on what licences they need for their business and help them successfully complete and submit licensing applications. The forms will be ready to go with no hassle or further phone calls.

7. PRE-APPLICATION ADVICE AND VISIT £105 INC.VAT UP TO 3 HRS

This advice is provided by the Licensing Team to help applicants determine which licence they require tailored to their needs, giving advice on drawing up plans to accompany the application, and on licensing operation and conditions. This includes a pre-arranged on-site meeting by a licensing officer advising individuals or businesses on what licences they need for their business and help them successfully complete and submit licensing applications. The forms will be ready-to-go with no hassle or further phone calls. This service is designed for premises where their main activity is the provision of alcohol and entertainment.

8. CHECK AND SEND £ 72 INC.VAT (FULL VARIATION/GRANT/CLUB PREMISES/PROVISIONAL STATEMENT)

This involves checking applications to ensure that are valid and have been completed correctly. The Licensing Team will submit the application on the applicant's behalf to the licensing and responsible authorities and provide an acceptance date so that the relevant consultation period commences immediately from that date. This service also assists you with the completion of the statutory and press notices. The completed copies of the required notices will also be provided if applicable.

9. CHECK AND SEND £ 72 INC.VAT (MINOR VARIATIONS)

This involves checking applications to ensure that are valid and have been completed correctly. The Licensing Team will submit the application on the applicant's behalf to the licensing and responsible authorities and provide an acceptance date so that the relevant consultation period commences immediately from that date. This service also assists you with the completion of the statutory and press notices. The completed copies of the required notices will also be provided if applicable.

10. CHECK AND SEND £ 36 INC.VAT (PERSONAL LICENCES/TEMPORARY EVENTS/TRANSFERS/CHANGE OF DPS/INTERIM AUTHORITY)

This involves checking applications to ensure that are valid and have been completed correctly. The Licensing Team will submit the application on the applicant's behalf to the licensing authorities and provide an acceptance date so that the relevant consultation period commences immediately from that date. This service also assists you with the completion of the statutory and press notices. The completed copies of the required notices will also be provided if applicable.

NB: An Officer visit can be made if necessary and charged at the hourly rate of £36 inc. VAT. This service may be useful where responsible authorities' consultations may present additional non-mandatory conditions for the applicant to consider.

MISCELLANEOUS SERVICES / PRODUCTS:

1. FOOD EXPORT CERTIFICATES £73

Within the EU there is 'free movement' of goods. Free movement is where goods, including food products, can freely move within the EU without customs checks. However exporting food and drink to non-EU countries is a more complex issue where importing Countries request certification that the food has been prepared in accordance with EU Food

legislation and that it is fit for human consumption at the point of entry into the Importing Country.

The Animal and Plant Health Agency (APHA) are responsible for issuing export health certificates (EHC) for certain products of animal origin (POAO) to specific third countries for example China, Russia, Ukraine. This process is facilitated by Local Authority Environmental Health Departments who are deemed to be the Competent Authority who have a statutory duty to enforce food legislation food within their area. Local authorities can also provide export certification for certain products not covered by EHCs issued by APHA and DAERA. This can relate to products that are:

- not of animal origin
- processed meat products
- manufactured food and drinks

The type of certification that needs to be provided is specific to the product being exported and the requirements of the destination country.