

The Highland Council - Environmental Health

FEES AND CHARGES 2023/24 (applicable from 1st April 2023)

1. LICENSING FEES

LEGISLATION	COST	Invoice Fee
KENNELS/CATTERIES (ANIMAL BOARDING ESTABLISHMENT ACT, 1963) Application Fee Renewal Fee	£202* £165*	Yes
HOME BOARDING (ANIMAL BOARDING ESTABLISHMENT ACT, 1963) Application Fee Renewal Fee	£151* £125*	Yes
COMMERCIAL DAY BOARDING OF DOGS (ANIMAL BOARDING ESTABLISHMENT ACT, 1963) Application Fee Renewal Fee	£202* £165*	Yes
DANGEROUS WILD ANIMALS ACT, 1976 Application Fee Renewal Fee Variation Fee	£305* £203* nil*	Yes
RIDING ESTABLISHMENTS ACT, 1964 & 1970 Application Fee Renewal Fee	£188* £152*	Yes
PERFORMING ANIMALS (REGULATION) ACT, 1925 Registration Fee	£165*	Yes
*All the above application fees are subject to an additional charge to recover veterinary inspection costs where these are applicable.		
ZOOS ACT, 1981 Application fee (for four years) Renewal fee (for six years)	£165* £165*	Yes
*Subject to additional charge to recover costs of local authority and veterinary inspections together with those associated with the Secretary of State's appointed inspectors, where applicable.		
THE DEER (SCOTLAND) ACT, 1996 Application fee for licence to deal in venison (3 years) Renewal fee	£165 £127	Yes

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CINEMAS ACT 1985			Invoice Fee
Fees below are in accordance with the Fees for Cinema Licences (Variation) Order 1991			
Exemption from licensing - Premises used for up to six occasions per year and subject to meeting the safety regulations.			
Application Fee.....	Up to 250 seats Over 250 seats	£268 £534	Yes
Renewal Fee.....	Up to 250 seats Over 250 seats	£203 £406	Yes
Transfer Fee.....		£120	Yes
Temporary Licence Fee		£127	Yes

SAFETY AT SPORTS GROUND ACT, 1975			Invoice Fee
Application fees for –			
Grant of Safety Certificate in respect of regulated stand	500 to 2,000 capacity over 2,000 capacity	£534 £797	Yes
Amendment of Safety Certificate.....		£268	Yes
Replacement of Safety Certificate.....		£76	Yes
Transfer of Safety Certificate.....		£140	Yes
Cancellation of Safety Certificate.....		£76	Yes
Grant of Special Safety Certificate.....		£268	Yes

ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) (SCOTLAND) REGULATIONS 2021

Licence type	New licence application	Renewal application (every 1-3 years)
Pet selling	£165*	£127
Animal rehoming activities	£165*	£127
Animal welfare establishments	£165*	£127
Dog breeding	£165*	£127
Cat breeding	£165*	£127
Rabbit breeding	£165*	£127
* As permitted by the regulations the costs of an inspection if required, by a vet or Scottish SPCA Inspector if appropriate, will be recharged to the applicant		
Note 1 - Animal Welfare Establishments that can demonstrate they are a charity are charged 50% of standard application and renewal fees.		
Note 2 - cost recovery for enforcement action in relation to any licensable activity of an unlicensed operator is based on the appropriate productive hourly rate for the grade of officer taking the action with full cost recovery proposed unless it costs more to pursue the cost or where the operator has made their best efforts to comply with any enforcement action.		
Note 3 – No Invoice Fee until online payment option is operational for these licence types.		

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RESIDENTIAL CARAVAN SITE LICENSING under the Caravan Sites and Control of Development Act 1960 as amended by the Housing (Scotland) Act 2014

No. of units	New licence application	Renewal application
1	£328	£268
2-10	£444	£345
11-20	£532	£418
21-40	£582	£442
41+	£650	£492

Note 1 - cost recovery for enforcement action is based on the appropriate productive hourly rate for the grade of officer taking the action with full cost recovery proposed unless it costs more to pursue the cost or where the site owner has made their best efforts to comply with any enforcement action.

2. CHARGES FOR FOOD EXPORT CERTIFICATES

EU EHCs & EHCs for rest of the world other than China

Weight	Issued during office hours	Issued out with office hours (where service available)
less than 100 Kg	£21*	£51*
100kg to 1000 Kg	£42*	£72*
greater than 1000 Kg	£100*	£130*

EHCs for China

Weight	Issued during office hours	Issued out with office hours (where service available)
less than 100 Kg	£23*	£53*
100kg to 1000 Kg	£46*	£76*
greater than 1000 Kg	£110*	£140*

Notes

*plus VAT

Office Hours - Monday to Friday 09:00 to 17:00

Additional charges

- Travel and inspection time related to EHC: Hourly rate
- Time taken to research, confirm and produce non-standard certificate: Hourly rate
- Translation: Full cost recovery
- Correction/re-issue of a certificate: appropriate EHC fee
- Copies of a certificate: £10

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3. CHARGES FOR “VOLUNTARY SURRENDER OF FOOD” CERTIFICATES

Fixed charge	£74	Invoice Fee Yes
This charge relates solely to the issuing of the certificate and does not include the costs for collection or disposal of the foodstuffs surrendered.		

4. THE CIVIC GOVERNMENT (SCOTLAND) ACT 1982

Street Traders Licence - Certificate of Compliance with Food Hygiene Legislation	£105	Invoice Fee Yes
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5. LICENSING (SCOTLAND) ACT 2005

Application for Food Hygiene Certificate under Section 50 of the Licensing (Scotland) Act 2005	£105	Invoice Fee Yes
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6. PORT HEALTH

Public Health (Ships) (Scotland) Regulations 1971 (as amended)

Charges for issue of Ship Sanitation Exemption, Ship Sanitation Control Certificates and extending the period of validity of a ship sanitation certificate

The Highland Council have adopted the following standard charging regime issued by the Association of Port Health Authorities for 2023/24.

Gross Tonnage	Charge	Invoice Fee
Up to 1000	£125	No
1001 to 3,000	£170	No
3,001 – 10,000	£250	No
10,001 – 20,000	£325	No
20,001 – 30,000	£415	No
Over 30,000	£480	No
The above charges do not apply in the following circumstances:		
<ul style="list-style-type: none">• Vessels with the capacity to carry between 50 and 1000 persons – Charge £480• Vessels with the capacity to carry more than 1000 persons – Charge £820• Extensions - charge £95		
These charges are exempt from VAT		

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Port health – water sampling charges:

Sample Type	Test Suites	Lab charges	Visit fee £81.37	VAT	Total £	Invoice Fee
As part of Ship Sanitation	suites ** 1, 4 (usually)	£174.20	No	No	£174.20	No
Requested sample	1,4** (usually)	£174.20	Yes	Yes	£306.68	YES

** add in extra samples as required e.g. additional bacto add £25.62

NB: Note for suite 4 samples – completion of lab tests and report will take up 3 weeks.

7. IUU (Illegal, Unreported & Unregulated) Fishing Import checks

Charge for checking Catch Certificates: £30 per consignment Invoice Fee - No

8. Cooksafe Record Books

Charge per book: £14 Invoice Fee - Yes

9. Requests for environmental information (contaminated land)

Charge per hour or part thereof: £81 (+VAT) Invoice Fee - Yes

10. Property inspection for the purposes of immigration

Charge per visit: £103 (+vat) Invoice Fee - Yes

Note visits will include contacting UK Immigration Enforcement by email with a copy of the application form and inspection report.