

The Highland Council - Environmental Health

FEES AND CHARGES 2024/25 (applicable from Tuesday 30th April 2024)

1. LICENSING FEES

LEGISLATION	COST	Invoice Fee
KENNELS/CATTERIES (ANIMAL BOARDING ESTABLISHMENT ACT, 1963) Application Fee Renewal Fee	£217* £178*	Yes
HOME BOARDING (ANIMAL BOARDING ESTABLISHMENT ACT, 1963) Application Fee Renewal Fee	£162* £135*	Yes
COMMERCIAL DAY BOARDING OF DOGS (ANIMAL BOARDING ESTABLISHMENT ACT, 1963) Application Fee Renewal Fee	£217* £178*	Yes
DANGEROUS WILD ANIMALS ACT, 1976 Application Fee Renewal Fee Variation Fee	£328* £218* nil*	Yes
RIDING ESTABLISHMENTS ACT, 1964 & 1970 Application Fee Renewal Fee	£202* £164*	Yes
PERFORMING ANIMALS (REGULATION) ACT, 1925 Registration Fee	£178*	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)	£178* £178*	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	£178 £137	Yes

The Highland Council - Environmental Health

FEES AND CHARGES 2024/25 (applicable from Tuesday 30th April 2024)

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	£288 £575	Yes
Renewal Fee.....	Up to 250 seats Over 250 seats	£218 £437	Yes
Transfer Fee.....		£129	Yes
Temporary Licence Fee		£137	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	£575 £858	Yes
Amendment of Safety Certificate.....		£288	Yes
Replacement of Safety Certificate.....		£82	Yes
Transfer of Safety Certificate.....		£151	Yes
Cancellation of Safety Certificate.....		£82	Yes
Grant of Special Safety Certificate.....		£288	Yes

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

Licence type	New licence application	Renewal application (every 1-3 years)
Pet selling	£178*	£137
Animal rehoming activities	£178*	£137
Animal welfare establishments	£178*	£137
Dog breeding	£178*	£137
Cat breeding	£178*	£137
Rabbit breeding	£178*	£137
* 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.		

The Highland Council - Environmental Health

FEES AND CHARGES 2024/25 (applicable from Tuesday 30th April 2024)

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	£353	£288
2-10	£478	£371
11-20	£572	£450
21-40	£626	£476
41+	£699	£529

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	£23*	£55*
100kg to 1000 Kg	£45*	£76
greater than 1000 Kg	£108*	£140*

EHCs for China

Weight	Issued during office hours	Issued out with office hours (where service available)
less than 100 Kg	£25*	£57*
100kg to 1000 Kg	£49*	£82*
greater than 1000 Kg	£118*	£151*

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: £11

The Highland Council - Environmental Health

FEES AND CHARGES 2024/25 (applicable from Tuesday 30th April 2024)

3. CHARGES FOR “VOLUNTARY SURRENDER OF FOOD” CERTIFICATES

Fixed charge	£80	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	£113	Invoice Fee Yes
----------------------------------------------------------------------------------	------	--------------------

5. LICENSING (SCOTLAND) ACT 2005

Application for Food Hygiene Certificate under Section 50 of the Licensing (Scotland) Act 2005	£113	Invoice Fee Yes
------------------------------------------------------------------------------------------------	------	--------------------

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 2024/25. Note extra charges, based on actual costs, may be added for expenses incurred. These include launch hire; out-of-hours duty; travel and extended or re-inspections of ships due to ‘Control Measures’ etc.

Gross Tonnage	Charge	Invoice Fee
Up to 1000	£135	No
1001 to 3,000	£185	No
3,001 – 10,000	£270	No
10,001 – 20,000	£355	No
20,001 – 30,000	£450	No
Over 30,000	£520	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 £520• Vessels with the capacity to carry more than 1000 persons – Charge £890• Extensions - charge £105		
These charges are exempt from VAT		

The Highland Council - Environmental Health

FEES AND CHARGES 2024/25 (applicable from Tuesday 30th April 2024)

Port health – water sampling charges:

Sample Type	Test Suites	Lab charges	Visit fee £88	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	£314.64	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: £32 per consignment Invoice Fee - No

8. IMPORT OF FISH & FISHERY PRODUCTS THROUGH SCRABSTER BCP

Medium or high risk fish & fishery products not in bulk:

Consignment weight	Cost	Invoice fee
Up to & including 6 tonnes	£47.54	No
Over 6 tonnes and up to and including 46 tonnes	£7.78 per tonne, rounded to next full tonne	No
Over 46 tonnes	£363.01	No

Medium or high risk fish & fishery products, transported as break bulk shipment:

Per Vessel	Cost	Invoice fee
Cargo of up to 500 tonnes	£518.59	No
Cargo of over 500 and up to 1000 tonnes	£1037.18	No
Cargo of over 1000 and up to 2000 tonnes	£2074.37	No
Cargo of more than 2000 tonnes	£3111.55	No

Low risk fish & fishery products

Charge of £10 per consignment

Additional Charges

- Charges for statutory sampling: Cost recovery based on lab and courier costs.
- Consignments transiting through GB: Minimum fee of £25.93, increasing by £17.29 per quarter of an hour for every member of staff involved in the controls.
- Fee for production of a 'daughter' CHED-P: £45.87 each.
- Fee for postage of documents (where no courier is used): £8.
- Fee for photocopying: £10 for up to 20 pages relating to a single consignment.
- Charges for processing late notice consignments: Cost recovery where additional costs are incurred to redeploy staff. These costs include travel & officer time.
- Cost recovery for destruction of consignments where required.
- Catch certification under IUU fishing controls is subject to additional charges.

The Highland Council - Environmental Health

FEES AND CHARGES 2024/25 (applicable from Tuesday 30th April 2024)

Notes

Scrabster BCP's normal operational hours are Monday to Friday 09:00 – 17:00, excluding public holidays. For consignments arriving outwith these hours, you must contact us as soon as possible to discuss what service we can provide. Without prior arrangement, we cannot provide an out of hours service.

All charges are exempt from VAT. Fees based on Annex IV to Regulation (EU) 2017/625 - <https://www.legislation.gov.uk/eur/2017/625/annex/IV>.

Late Notification

Notification of consignments must be submitted through IPAFFS a minimum of 18 hours prior to their scheduled arrival. In exceptional circumstances less than 18 hours notification may be given, as long as it is still a minimum of 4 hours prior to scheduled arrival time. Supporting evidence must be submitted which explains why it was not possible to provide the normal notice.

Where there is a late notification which includes consignments that will arrive outwith normal operational hours, we cannot guarantee being able to provide an out of hours service, even if a prior arrangement has been made as staff may have been stood down.

All consignments where a minimum of 4 hours notification has not been given will be classed as illegal.

9. Cooksafe Record Books

Charge per book: £13.33 (+VAT) Invoice Fee - Yes

10. Requests for environmental information (contaminated land)

Charge per hour or part thereof: £87 (+VAT) Invoice Fee - Yes

11. Property inspection for the purposes of immigration

Charge per visit: £111 (+vat) Invoice Fee - Yes

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