

**REPORT FROM:** HOUSING, HEALTH AND ECONOMIC DEVELOPMENT  
SERVICES MANAGER

**TO:** POLICY AND RESOURCES COMMITTEE

**DATE:** 18<sup>th</sup> DECEMBER, 2018

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## CHARGING FOR FOOD EXPORT CERTIFICATE

### PURPOSE OF REPORT

To seek approval to introduce cost recovery charges for work carried out to issue Food Export Certificates

### RECOMMENDATIONS

That Council be recommended to:

- (1) Agree to the introduction of charges for issuing a food export certificate to allow food manufactures to export their products to non EU countries;
- (2) Agree for the cost recovery charge of £80.00 to be set with effect from 1<sup>st</sup> April 2019

### REASON FOR RECOMMENDATIONS

To enable the Council to recover a cost for work over and above our statutory function.

### ISSUE

Environmental Health are responsible for regulating approximately 820 food businesses within the Pendle Borough Council area which are inspected and assessed in line with their food hygiene risk.

Food businesses who wish to export their products to countries outside the Economic Union area are required by the importing country to provide a certificate to show that the food has been produced in premises that meet the EU food safety standards in respect of;

- How hygienically the food is handled – how it is stored, prepared, cooked, cooled and re-heated.

- The condition of the structure of the building – the cleanliness, layout, lighting, ventilation and other facilities.
- How the business manages and records what it does to make sure that the food it produces is safe for the public.

These charges can be made using powers in the Localism Act 2011. The level of the fee is at the discretion of the Local Authority and should cover the cost of carrying out the work. A recent study of 10 Local Authorities found that charges ranged from £45 to £130. A number of Local Authorities in Lancashire already charge for the provision of these certificates including Blackburn with Darwen, Burnley, Lancaster, South Ribble and Preston.

In the year 2017/18 we received 4 applications for export certificates. However, in the current financial year we have received 11 requests and of these 4 have been received in November.

The proposed fee has been calculated at £79.96 on a cost recovery basis So We are proposing to charge a fee of £80.00 It is proposed to implement the charge with effect from 1<sup>st</sup> April 2019. To enable the Council to communicate the introduction of the fee on the relevant letters and the councils website

The introduction of this charge will allow for some cost recovery for this area of Environmental Health's work.

## **IMPLICATIONS**

**Policy:** The Councils fees and charges Policy will need to be updated to take account of these changes

**Financial:** This charge is outside the scope for VAT and we anticipate that it will recover £1500 per year given the current level of activity

**Legal:** None arising from this report

**Risk Management:** None arising from this report

**Health and Safety:** None arising from this report

**Sustainability:** None arising from this report

**Community Safety:** None arising from this report

**Equality and Diversity:** An equality impact assessment screening has been carried out which indicated that there was no requirement for a full impact assessment to be carried out

## **APPENDICES**

None

## **LIST OF BACKGROUND PAPERS**

None