



## Port Health & Environmental Services Committee

**Date:** TUESDAY, 9 JANUARY 2024

**Time:** 11.00 am

**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:**

Mary Durcan (Chairman)	Henry Jones
Deputy Peter Dunphy (Deputy Chairman)	Deputy Elizabeth King
George Abrahams	Andrew McMurtrie
Shahnan Bakth	Deputy Alastair Moss
Alderman Alexander Barr	Deputy Henry Pollard
Deputy Christopher Boden	Henrika Priest
Deputy Timothy Butcher	Jason Pritchard
Deputy Simon Duckworth	Hugh Selka
John Edwards	Oliver Sells KC
Helen Fentimen	Deputy Dr Giles Shilson
John Foley	Alethea Silk
Deputy Marianne Fredericks	Mandeep Thandi
Steve Goodman OBE	Luis Felipe Tilleria
Alderman Prem Goyal, OBE	Jacqui Webster
Caroline Haines	Glen Witney
Jaspreet Hodgson	Alderman Kawsar Zaman
Wendy Hyde	

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<https://www.youtube.com/@CityofLondonCorporation/streams>

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**Ian Thomas CBE**  
**Town Clerk and Chief Executive**



# **AGENDA**

## **Part 1 - Public Agenda**

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **MINUTES**

To agree the public minutes and summary of the meeting held on 14 November 2023.

**For Decision**  
(Pages 7 - 14)

4. **ANNUAL REVIEW OF CHARGES - ANIMAL HEALTH**

Report of the Interim Executive Director of Environment.

**For Decision**  
(Pages 15 - 22)

5. **CEMETERY AND CREMATORIUM FEES AND CHARGES 2023-24**

Report of the Interim Executive Director of Environment.

**For Decision**  
(Pages 23 - 38)

6. **STREET TRADING FEES 2024/25**

Report of the Interim Executive Director of Environment.

**For Decision**  
(Pages 39 - 44)

7. **MASSAGE AND SPECIAL TREATMENT FEES 2024/25**

Report of the Interim Executive Director of Environment.

**For Decision**  
(Pages 45 - 52)

8. **PROPOSED CHARGES FOR STREET CLEANSING, WASTE COLLECTION AND PUBLIC CONVENIENCES 2024/25**

Report of the Interim Executive Director of Environment.

**For Decision**  
(Pages 53 - 62)

9. **TRADING STANDARDS UPDATE - NICOTINE INHALING PRODUCTS**

Report of the Interim Executive Director of Environment.

**For Information**  
(Pages 63 - 68)

10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

12. **EXCLUSION OF THE PUBLIC**

MOTION – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

**Part 2 - Non-public Agenda**

13. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 14 November 2023.

**For Decision**  
(Pages 69 - 70)

14. **WALBROOK WHARF FEASIBILITY 2027 AND BEYOND - G2 ISSUES REPORT**

Joint report of the City Surveyor, Executive Director for Property, and Executive Director for Environment.

**For Decision**  
(Pages 71 - 86)

15. **REPORT OF ACTION TAKEN**

Report of the Town Clerk.

**For Information**  
(Pages 87 - 90)

16. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERED URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**



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## **PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE**

**Tuesday, 14 November 2023**

**Minutes of the meeting of the Port Health & Environmental Services Committee held at the Guildhall EC2 at 11.00 am**

### **Present**

#### **Members:**

Mary Durcan (Chairman)	Wendy Hyde
Deputy Peter Dunphy (Deputy Chairman)	Deputy Elizabeth King
Timothy Butcher	Deputy Natasha Maria Cabrera Lloyd-Owen
Deputy Simon Duckworth	Andrew McMurtrie
John Edwards	Deputy Henry Pollard
Helen Fentimen	Jason Pritchard
John Foley	Oliver Sells KC
Deputy Marianne Fredericks	Alethea Silk
Steve Goodman OBE	Luis Felipe Tilleria
Jaspreet Hodgson	Alderman Kawsar Zaman

#### **Officers:**

Bob Roberts	- Interim Executive Director of Environment
Gavin Stedman	- Environment Department
Susie Pritchard	- Environment Department
Rachel Pye	- Environment Department
Ian Hughes	- Environment Department
Jenny Pitcairn	- Chamberlain's Department
Frank Marchione	- Comptroller and City Solicitor's Department
Kate Doidge	- Governance Officer

### **1. APOLOGIES**

Apologies were received from Alderman Alexander Barr, Alderman Prem Goyal, Henrika Priest, and Hugh Selka.

Caroline Haines, Henry Jones, and Deputy Dr Giles Shilson observed the meeting virtually.

### **2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

### **3. MINUTES**

The Committee were advised there were a number of missed attendances in the minutes of the previous meeting. These would be updated and recorded accordingly.

RESOLVED – That, the public minutes and non-public summary be approved, as corrected.

4. **OUTSTANDING ACTIONS**

Member's received the Committee's Outstanding Actions.

The Committee heard an update in respect of Item 1 of the Outstanding Actions. A meeting had been with LUL that had included the Chairman and Deputy Chairman. LUL had outlined a methodology for modelling the noise and vibration impacts within the tunnel structure. A timeline of the measuring and analysing the interim results had been discussed and a further meeting date arranged. If the data supported moving the points and crossings, a viability report with detailed costings would be provided from LUL. The Committee heard that the night-tube was not being considered for those underground lines.

Members suggested that future meetings should include the elected representatives of the relevant wards. The Committee heard that a Member who was a resident of one of affected locations had been present at the meeting with LUL.

5. **51ST CITY OF LONDON THAMES FISHERY RESEARCH EXPERIMENT**

The Committee received a report of the Interim Executive Director for Environment, regarding the outcome of the 51<sup>st</sup> City of London Thames Fishery Research Experiment, and options for the 52<sup>nd</sup> Experiment in 2024.

A question was raised on whether there were concerns with the number of fish when compared to previous years, and the response was that environmental conditions impacted the fish present in the river and the change to discourage the catching of whiting (the most abundant fish in recent years) would have impacted on overall numbers. In future years information could be provided to the Committee on how aspects such as water temperature impacted fish.

Members of the Committee raised concerns and reservations about the scientific value of the Experiment and whether it was worthwhile to continue in the future. There were concerns on the continued naming of the event as an 'experiment'. It was raised that changing the scoring system yearly was unhelpful. Other Members raised that the Experiment could have more of an environmental angle, by measuring the condition of the Thames, including taking water samples, collecting metrics on the water, and collecting waste at the foreshore. With regards to sustainability concerns, the Committee heard that traditional line fishing techniques were used, and fish were returned to the water.

The community involvement of the event was discussed, and that it was an important event for the river community. With regards to Members concerns on the financial value of the Experiment, it was suggested that officers could explore commercial sponsorship for future Experiments. For this, the Chairman could write to City firms. This could contribute to the community aspect of the



Experiment. Finally, it was raised that there could be entrance fees to the Experiment which would assist with the financial value.

Officers informed the Committee that they would consider its suggestions as detailed above in its planning of the 52<sup>nd</sup> City of London Thames Fishery Research Experiment.

**RESOLVED** – That the Port Health and Environmental Services Committee:

- (i) Approve the recommended option (a): to proceed with the 52<sup>nd</sup> City of London Thames Fishery Research Experiment in 2024 in its existing format and scale, accepting the higher cost to the local risk budget.
- (ii) Reviewed and approve the grant from City's Cash to partially fund the 2024 Experiment.

## **6. STREET CLEANSING RESOURCES**

The Committee received a report of the Interim Executive Director for Environment, to consider options to remediate impact of previous service cuts to street cleansing resources and loss-making public conveniences, following concerns raised by Members in the context of the City's recovery.

A Member had submitted a public question for matters relating to the Committee, that with consent of the Chairman, was asked during this item. The Member raised that they had received correspondence from residents on the street cleansing. The Member asked if Destination City should contribute to the street cleansing funding, whether resources were being used optimally given the change in footfall, and whether officers could provide feedback on lessons learned from approaches to litter in other major cities. In response to the latter question, it was said that some cities had no bins, but there needed to be the right balance for the number of bins in the City, and the recommended option focused on the resources to collect the litter rather than reducing or expanding the number of bins. The points from the Member's remaining questions were discussed and answered during the remainder of the item, as detailed below.

The Committee commented that there needed to be more funding for street cleansing. Several Members agreed that street cleansing resources should be linked with Destination City, to support the delivery and success of major events. The Committee heard that the Chairman would write to the Chairman of Policy & Resources Committee on this matter. Discussions on the funding of street cleansing by Destination City would be for the consideration of the Resource Allocation Sub-Committee and the Policy & Resources Committee.

The Committee discussed the cleaning contract with Veolia, and whether the service was performing effectively. The Committee heard that the contract was a hybrid input/output contract, as the cleansing resources outweighed the waste collection resources in the City. There were KPIs that were being used to hold Veolia to account, including monetary penalties.

Members also discussed the provision of public conveniences in the City. Concerns were raised on the proposal of not re-opening the toilets at Bank Station. One Member raised that the London Society were due to hold an event

on public health and inequalities, which was linked to the provision of toilets. Members also raised their concerns on the effectiveness of the Community Toilet Scheme, and many commented that there was a lack of signage and signposting to the locations within the Scheme. Some commented that many locations were not open on weekends, when visitors (and not workers) would most often come into the City. The Committee heard that there was an officer who checked Scheme locations every six months to check if they were available during opening hours. Locations were promoted on the Corporation's website and through available external apps.

In response to suggestions on opening staffed toilets or removing the charge on toilets, the Committee heard that it was too costly to open staffed toilets. Previous provision of automated public conveniences had caused issues. If the current charge was removed on toilets, this would have a negative impact on the current deficit.

Following discussions on the provision of public toilets, members agreed that there needed to be a strategic approach. Members of the Committee agreed to send a resolution to the Planning and Transportation Committee to request the provision of publicly accessible toilet facilities in major developments and as part of planning obligations within the City. The Committee further agreed that final wording of the resolution be delegated to the Interim Executive Director for Environment, in consultation with the Chairman and Deputy Chairman.

The provision of bins throughout the City was also discussed by the Committee. It was raised that the big belly bins were out-of-date, and that officers should also consider funds being raised with capital spending on bins. Officers responded that lunch packaging was larger, which meant that although bins were not full, they were becoming jammed. There had been a change of locations for the bins around St. Pauls, and changes in the schedule of sweepers which was believed to be a better way of resolving the issue. There would shortly be a trial of alternative automated bins.

The Committee also raised concerns on the levels of dog fouling within the City, and the availability of bins for dog waste. Officers informed the Committee that a report concerning dogs (including dogs off lead and dog fouling) would be received at the Natural Environment Board. There would be a pilot at Bunhill Fields, and if successful lessons learnt could be applied to the City.

Another Member had also submitted a public question on matters relating to the work of the Committee, that with the consent of the Chairman, was received under this item. The Member asked what powers the City of London Corporation officers had to deal with urination in the street. The response was that there were 3 routes for enforcement: by-laws, community PSPOs, and Fixed Penalty Notices (FPNs). FPNs were the preferred route recommended by Central Government. The City of London Police could issue FPNs which were processed by the Corporation. There had been work with the Police on the nighttime economy, especially with regards to the upcoming Christmas season.

Finally, it was agreed that a report would be received every six months, concerning updates and progress on the street cleansing resources.

RESOLVED, That –

- (i) The Port Health and Environmental Services Committee submit a resolution to the Planning and Transportation Committee, to request the consideration of provision of publicly accessible toilet facilities in major developments and as part of planning obligations within the City, and that final wording of the resolution be delegated to the Interim Executive Director for Environment, in consultation with the Chairman and Deputy Chairman.
- (ii) The Committee support the need to seek additional funding for enhanced cleansing resources based on the proposals & priorities outlined in Option 2 (paragraph 15) of this report, funded from the On-Street Parking Reserve (subject to the approval of Resource Allocation Sub Committee & Policy & Resources Committee).

**7. UPDATE ON THE IMPACT OF THE BORDER TARGET OPERATING MODEL ON PORT HEALTH & PUBLIC PROTECTION**

The Committee received a report of the Interim Executive Director for Environment, regarding an update on the impact of the Border Target Operating Model on Port Health & Public Protection.

The Committee heard that controls for food and feed would come into effect on 30<sup>th</sup> April 2023. There had been preparations, but there had been unknowns including throughput, charging regimes, and differences between low and medium food and feed consignments. Officers had been working with Defra regarding planning recruitment, development, onboarding, and funding of between 25 and 35 additional staff. Some aspects of the unknowns had recently been confirmed by Central Government. Officers were waiting for Defra to agree their readiness proposals before proceeding the Committee would be advised accordingly.

The Port Health & Public Protection Director had written to the Programme Delivery Director (Biosecurity, Borders, and Trade) at Defra seeking an agreement for the next financial year to be underwritten.

Despite the challenges, the City Corporation were considered a green risk and an example of how other Border Control Posts should be preparing for the future.

RESOLVED – That the report be received and its contents noted.

**8. REVENUE AND CAPITAL BUDGETS 2024-25**

The Committee received a joint report of the Chamberlain and the Interim Executive Director for Environment, concerning the approval for the revenue and capital budgets for the Committee for 2024/25. Questions were asked and responses were provided as follows:

The Committee heard that the 3% inflation uplift provision had been agreed by the Resource Allocation Sub-Committee as being affordable for the Corporation as a whole.

Officers explained that the reduction from the 2023/24 in street cleansing was due to additional funding from the on-street parking reserve to meet the cumulative cost of inflationary price increases.

It was raised licensing and enforcement of river boats should be reviewed, but the Corporation could only do six enforcement trips per year. It was suggested that officers meet and discuss with other Local Authorities on ways to recuperate the costs of enforcement.

RESOLVED, That –

- (i) Members reviewed and approved the proposed revenue budget for 2024/25 for submission to Finance Committee;
- (ii) Members reviewed and approved the proposed capital budgets for 2024/25 for submission to Finance Committee;
- (iii) Members agree that amendments for 2023/24 and 2024/25 budgets arising from changes to recharges or any further implications arising from subsequently approved savings proposals, changes to the Cyclical Works Programme, or changes to the resource envelope be delegated to the Chamberlain in consultation with the Interim Executive Director for Environment.

9. **BUSINESS PLAN 2023/24: PROGRESS REPORT (PERIOD ONE: 1 APRIL - 31 JULY 2023)**

The Committee received a report of the Interim Executive Director for Environment, regarding an update on the progress made during Period One (1 April – 31 July 2023) against the Business Plan for 2023/24.

RESOLVED – That the report be received and its contents noted.

10. **RISK MANAGEMENT UPDATE**

The Committee received a report of the Interim Executive Director for Environment, concerning actions being taken by the Environment Department to monitor, mitigate and effectively manage risks arising from their operations.

RESOLVED – That the report be received and its contents noted.

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were two public questions received on matters relating to the work of the Committee, which were received under Item 6, Street Cleansing Resources.

12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no items of public urgent business.

13. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

14. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the previous meeting held on 19 September 2023 be approved as a correct record.

15. **HEATHROW ANIMAL RECEPTION CENTRE - FORWARD PLAN**

The Committee received and noted a report of the Interim Executive Director for Environment, regarding an update to the Heathrow Animal Reception Centre (HARC) forward plan.

**Note: The Committee agreed that, under Standing Order 40, the meeting be extended by 5 minutes to in order to conclude its business.**

16. **PORT HEALTH AND ENVIRONMENTAL SERVICES DEBTORS - PERIOD ENDING 30 SEPTEMBER 2023**

The Committee received and noted a report of the Executive Director (Interim) for Environment, concerning debtors for the period ending 30 September 2023.

17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no non-public questions on matters relating to the work of the Committee.

18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERED URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no items of non-public urgent business.

**The meeting closed at 1.00 pm**

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Chairman

**Contact Officer: Kate Doidge**  
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<b>Committee(s):</b> Port Health & Environmental Services Committee	<b>Dated:</b> 09/01/2024
<b>Subject:</b> Annual Review of Charges – Animal Health	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	1, 5, 7
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	n/a
<b>What is the source of Funding?</b>	n/a
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	n/a
<b>Report of:</b> Bob Roberts, Interim Executive Director – Environment	<b>For Decision</b>
<b>Report author:</b> Susie Pritchard – Assistant Director – Animal Health & Welfare Gavin Stedman – Director Port Health & Public Protection	

## Summary

The Animal Health Team enforce animal health and welfare across Greater London and carry out inspections of activities involving animals under contract for 30 Local Authorities. This report details the increase in charges for this service to ensure cost recovery.

Approval is also sought for increases of 5% - 20% to be applied to the Schedule of Charges in respect of services provided at the Heathrow Animal Reception Centre (HARC), for the forthcoming financial year 2024/25.

## Recommendation(s)

Members are asked to:

1. Approve the Animal Health Service fees in Appendix 1 of this report.
2. Approve the increases in HARC fees through the proposed Byelaws contained in Appendix 2 of this report and, recommend to the Court of Common Council that the Byelaws be made, and that the Comptroller and City Solicitor be instructed to seal the Byelaws accordingly.

## **Main Report**

### **Background**

#### Animal Health Team

1. The City's Animal Health Team consists of highly experienced Veterinary Officers and Animal Health Inspectors, with responsibility for the enforcement of certain animal health and welfare legislation across Greater London. The majority of their work is focussed on the licensing of activities involving animals (pet shops, dog and cat boarding, dog breeding, hiring of horses and animal exhibits). The City offers an Animal Health contract service to other Local Authorities who do not have their own function-specific teams, or sufficient skills and knowledge to discharge their statutory duties. The team currently carries out services for 42 Local Authorities across Greater London and the Home Counties.
2. Last year, the Animal Health Team restructured its contract fee to create four tiers to account for the large variation in the number of operators within each contracted authority. In addition, a 5% increase in the inspection fees was made to account for increasing costs.
3. The contracted services of the Animal Health Team need to demonstrate full cost recovery in isolation from HARC.
4. The Animal Health Team inspection fees have been revised to better reflect the hours taken per inspection type and therefore give a more transparent and accurate reflection of cost to contracted authorities. Calculating fees based on the hours taken has resulted in a small number of inspections being reduced in cost but an increase of between 4% and 35% has been applied to most. The proposed annual contract fee has been increased from £1,250 - £1,500 in 2023/24 to £1,350 - £1,900 for 2024/25.
5. Feedback from contracted authorities has been sought on this approach to a more transparent and accurate set of fees and has been received with understanding and appreciation for the value of the service and true cost of delivery.

#### HARC

6. The charges for holding animals and provision of other services at the Heathrow Animal Reception Centre (HARC) require review towards the end of each year to enable an appropriate variation to be applied with effect from the following April. The major proportion of the charges is in respect of quarantine animals and allied services and has to be introduced as an "additional byelaw" to the principal byelaws for the Centre. The second, smaller element of the charges is not byelaw controlled and relates to non-quarantine (export and boarding) charges but for practical and operational reasons the two are dealt with together.



7. The main source of income at HARC, the Pet Travel Scheme, is a non-statutory function and is thus open to competition from commercial enterprises. Income for 2023/24 has been severely impacted by competition, as documented in reports presented to Committee in November 2023.
8. Whilst a downturn in pet import numbers is evident for 2023, this calendar year to date, HARC has received 76% of the level of pet imports received for the same period in 2019 (2019 being the most recent typical year to measure against). Considering the market share of British Airways was estimated to be around 40% before their move to the competing BCP, this is a positive result. It demonstrates that imports have increased, albeit not to the levels predicted, and/or that British Airways have lost market share to airlines using HARC services.
9. To allow HARC to compete against the other service provider at Heathrow, there was zero increase to fees in 2023/24. However, loss of income and additional costs mean that an increase in fees for 2024/25 is advised. Fees are charged to customs clearing agents and not typically to airlines, and no further airlines have been lost to the competing facility since February 2023 when Lufthansa informed HARC managers that they would recommence their pet imports using Animal AirCare. It is therefore felt that agents will accept an increase in fees at this time, provided this is kept minimal for pet imports.
10. A 5% increase to fees relating to pet imports is proposed, with a 10% or 20% increase in fees for commercial movements (except for commercial dog and cat imports which are typically pets). The 20% increase is to be applied to the disposal of crates (£18 to £22), destruction of goods (£90 to £108) and to the use of the large animal facility (£367 to £440). Pet imports are more price sensitive than commercial imports, and there is greater choice of carriers, routes and BCPs. The range of percentage increases reflects the need to maintain a more competitive price for pet imports and increase income through commercial imports.
11. The processing and handling fee of £22 will be reintroduced for all imports other than cats, dogs and ferrets. This fee was suspended in 2023/24 to ensure HARC fees were competitive but should now be reintroduced for consignments other than pets.

### **Current Position**

12. The contracted services of the Animal Health Team need to demonstrate full cost recovery in isolation from HARC and the proposed increases in fees and charges aims to achieve this.
13. It should be noted that HARC should only operate on a full-cost recovery basis for many of the services and functions it provides. Increasing HARC fees is a measure designed to contribute towards cost recovery.

14. Budgeted income for the Animal Health and Welfare Service in 2023/24 was £4.766M. The overall projected outturn for 2023/24 is £1.074M net expenditure.
15. Budgeted income for the service for 2024/25 is £3.51M.

## **Proposals**

### Animal Health Team

16. Increase the annual contract fees from £1,250 - £1,500 to £1,350 - £1,900 for 2024/25. Increase the inspection fees by 4% to 35% to represent the true cost based on the established hourly rate.

### HARC

17. Increase the schedule of fees by 5% to £20% and reintroduce the £22 processing and handling fee for all imports other than cats, dogs and ferrets.

## **Corporate & Strategic Implications**

18. Strategic implications – These proposals aim to achieve the following Corporate Plan aims of 1. People are safe and feel safe; 5. Businesses are trusted and socially and environmentally responsible, and; 7. We are a global hub for innovation in finance and professional services, commerce and culture.
19. Resource implications – The proposal has been designed to contribute towards cost recovery for the Animal Health and Welfare Service which includes the Animal Welfare Team and HARC.
20. Legal implications – HARC fees have been reviewed by the City Solicitor. The Comptroller and City Solicitor comments:

The statutory provision under which these charges are now made is Section 30 of the City of London (Various Powers) Act 1987 (which was an enactment removing the need for Ministerial approval of the HARC Byelaws), which provides ... “the charges imposed by such Byelaws shall be such as to secure so far as is possible, that taking one year with another, the aggregate amount raised by such charges is equivalent to the reasonable costs incurred by the Corporation in operating the Animal Reception Centre”. The need for increases to be reasonable is especially important here, since, unusually, the Byelaws machinery which implements the new charges is not subject to any public notification procedure or to confirmation by the appropriate Minister.

21. Risk implications – Increasing Animal Health Team fees may result in a loss of contracts with Local Authorities. This risk is perceived to be minimal as the proposal has been tested. Increasing HARC fees does pose a risk of negative response from shipping agents who compete for import work. However, it is felt that reducing resources to create savings at a level to match the increase in

income proposed, would detriment the service and pose a greater risk at this point. Efforts towards new income streams and cost reductions continue alongside this proposal.

22. Equalities implications – None

23. Climate implications – None

24. Security implications – None

## **Conclusion**

25. This proposal will increase HARC income which, alongside increased Animal Health Team fees, new income streams and savings, will move the service budget towards full cost recovery.

26. In November 2023, this Committee reviewed and approved the proposed revenue budget and capital budgets for 2024/25 for submission to Finance Committee.

## **Appendices**

Appendix 1: Animal Health Inspection fees

Appendix 2: HARC fees

## **Background Papers**

N/A

### **Susie Pritchard**

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### **Gavin Stedman**

Director – PHPP

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LEVEL OF CHARGES 1st April 2024 - 31st March 2025 - all fees are subject to VAT at the current rate		Cost 2024-2025 exc. VAT
Contract Charge	Charged quarterly on all contracts	£1350-1900
		<b>By hour</b>
Animal Boarding Est (Kennel / Cattery)	New Licence application or 1st inspection by C of L - combined (dogs & cats)	364
	Renewal Licence application Inspection - combined (dogs & cats)	312
	New Licence application or 1st inspection by C of L - single species (dogs or cats)	312
	Renewal Licence Inspection - single species (dogs or cats)	260
	Unannounced mid licence visit	156
	reassessment of star rating visit	156
	Complaint Visit 1st hour including travel and report writing	156
	Complaint / visit additional charge per hour	52
Home boarder	New Licence application or 1st inspection by C of L	208
	Renewal Licence Inspection	156
	Unannounced mid licence visit	156
	Complaint Visit 1st hour including travel and report writing	156
	Complaint visit additional charge per hour	52
	reassessment of star rating visit	156
Franchisee arrangers licence	Assessment of an existing arranger / Franchisee	156
	Assessment of a new application or 1st inspection by C of L of an arranger /Franchisee	208
	Assessment of a hobby host as part of a arranger /franchisee licence	156
	Unannounced mid licence visit	156
	Complaint Visit 1st hour including travel and report writing	156
	Complaint visit additional charge per hour	52
	reassessment of star rating visit	156
Dog Day Care	Renewal Licence Inspection	208
	New Licence application or 1st inspection by C of L - less than 10 dogs	260
	New Licence application or 1st inspection by C of L - more than 10 dogs	364
	Unannounced mid licence visit	156
	Complaint Visit 1st hour including travel and report writing	156
	Complaint visit additional charge per hour	52
	reassessment of star rating visit	156
Dog Breeding Establishment	New applicant vet inspection with kennel units	432
	Renewal applicant inspection with kennel units	312
	New applicant vet inspection domestic dwelling	288
	Renewal applicant inspection breeding in a domestic dwelling	208
	Unannounced mid licence visit	156
	Complaint Visit 1st hour including travel and report writing	156
	Complaint visit additional charge per hour	52
	reassessment of star rating visit	156
*Riding Establishment	Existing licence inspection veterinary fee + fee per horse	288
	New premises licence inspection veterinary fee + fee per horse	432
	Annual vet inspection veterinary fee + fee per horse	144
<b>Example of charge per horse in a yard with 60 horses</b>	Fee per horse for the first 10 horses	17
	Fee per horse for next 11-50 horses	11
1st 10 horses @ £15 = £150	Fee per horse 51 horses & over	9
horses 11-50 @ £10 = £400	Complaint Visit 1st hour including travel and report writing	156
horses 51-60 horses @ £8 = £80	Complaint visit additional charge per hour	52
	Unannounced mid licence visit (on top of annual vet inspection)	156
	reassessment of star rating visit	156
Pet Vending / Sale of pets	New Licence or new premises to City of London application Inspection - up to 2 species	364
	New Licence or new premises to City of London application Inspection - more than 2 species	416
	Renewal Licence application Inspection -	312
	Unannounced mid licence visit	156
	reassessment of star rating visit	156
	Complaint Visit 1st hour including travel and report writing	156
	Complaint visit additional charge per hour	52
Dangerous Wild Animals	New applicant or new premises to City of London vet inspection commercial / outside premises	432
	Renewal applicant vet inspection commercial / outside premises	288
	New applicant or new premises to City of London vet inspection domestic dwelling	288
	Renewal applicant vet inspection domestic dwelling	216
	DWA on Location - 1st hour including travel and report writing	144
	DWA on location visit additional charge per hour	72
	Complaint Visit 1st hour including travel and report writing	144
	Complaint visit additional charge per hour	72
Illegal Imports outside of CofL jurisdiction	Collection and Detention	52
	Mileage at 65p per mile	0
Zoos	Periodical / Informal / Special (Full Day)(Vet) without travel time (hourly rate to be added)	792
	Periodical / Informal / Special (Full Day)(AHI)	416
	Periodical / Informal / Special (Half Day)(Vet) without travel time (hourly rate to be added)	396
	Periodical / Informal / Special (Half Day)(AHI)	208
	Veterinary 14.1a exemption inspection	576
Circus / Animal for Exhibit on location	DWA on Location (Exhibit) - 1st hour including travel and report writing	156
	DWA on location visit additional charge per hour	52
Animal for Exhibition	New Licence or 1st Inspection by City of London application Inspection - Single species	364
	New Licence or 1st Inspection by City of London application Inspection - Multi species	416
	Renewal Licence application Inspection -	260
	Complaint Visit 1st hour including travel and report writing	156
	Complaint visit additional charge per hour	52
Shows-Exhibitions-AGO- Markets	Inspection (Full day per officer)	416
	Inspection (Half day per officer)	208
Animal Keepers Farm stock (Hobby / Domestic Address)	Inspection Visit	208
Animal Keepers / non Domestic address (Half Day)	Inspection Visit	260
Animal Keepers / non domestic address (full day)		416
Daily Rate	1 x veterinary officer £72 per hour	576
Daily Rate	1 x Animal Health Inspector £52 per hour	416
* RCVS Veterinary Surgeon.		
AHI = Animal Health Inspector		
Unless stated all inspections include travelling costs and report writing		

**ADDITIONAL BYELAWS RELATING TO THE  
HEATHROW ANIMAL RECEPTION CENTRE**

**1 April 2024 – 31 March 2025**  
(2023/24 rates shown in brackets)

Processing and handling fee for all shipments that terminate at Heathrow (excluding those listed under point 2.0 and 2.1 where consignments contain 5 animals or less): £22 (£0)

**ANIMALS CHARGE PER CONSIGNMENT**

**1. a. Mammals** (excluding those listed under point 2.0 and 2.1) £205 (£186) for up to 24 hours, £52 (£47) per day or part thereof after 24 hours

**2.0 Dogs, Cats and Ferrets under the Pet Travel Scheme Non-commercial movement of Pet Animals Order 2011**

In order to meet the “pre-check” requirements (where applicable) all documentation must be submitted to the HARC no later than 72 hours prior to the animal’s departure.

- If a documentation ‘pre-check’ has been completed and approved by HARC, the consignment will be charged at the minimum charge of £195 (£186) for the first animal. Where the consignment consists of more than one animal, a handling fee of £49 (£47) per animal thereafter.
- PETS that have NOT received a documentation ‘pre-check’ or arrive against the advice of HARC, will be charged at £268 (£255) for the first animal. Where the consignment consists of more than one animal, a handling fee of £49 (£47) per animal thereafter.

**a. PETS checked at aircraft (Assistance Animals)**

- If a documentation ‘pre-check’ has been completed and approved by HARC, Assistance Animals will be charged at £240 (£230) plus a 1-hour collection charge of £189 (£180) = £429 (£410) for the first animal. Where the consignment consists of more than one animal, a fee of £49 (£47) per animal thereafter.
- Assistance Animals that have NOT received a documentation ‘pre-check’ or arrive against the advice of HARC, will be charged at £494 (£470) for the first animal. Where the consignment consists of more than one animal, a fee of £49 (£47) per animal thereafter.

**2.1 Dogs, Cats and Ferrets not under the Pet Travel Scheme**

**a. Dogs, Cats and Ferrets imported under licence to authorised quarantine kennels**

£195 (£186) for up to 24 hours, £49 (£47) per animal per day or part thereof after 12 hours

**b. Dogs, Cats and Ferrets being moved into the U.K. under Commercial Rules**

£195 (£186) for up to 12 hours and £49 (£47) per animal per day or part thereof after 12 hours

**3. Birds**

**Commercial birds** £73 (£66) per box for up to 24 hours £205 (£186) minimum charge

Pet birds: £73 (£47) per box for up to 24 hours.

Birds of prey £20 per bird for up to 24 hours, £205 (£186) minimum charge

**Transit commercial bird consignments should be booked through to have a maximum stay at Heathrow of 24 hours. Any transit commercial bird consignments that stay more than 24 hours will be charged at £73 (£47) per box per day, or part thereof.**

Bird Quarantine £414 - £1,413 (£376-£1,300) plus laboratory testing fees.

Fees are dependent on size of consignment and housing requirements.

Faecal Sampling and Bird Autopsy costs as per current Animal & Plant Health Agency rates.

Larger consignments to be negotiated see Part 2, Section 6

**4. Reptiles and amphibians** £205 (£186) for up to 24 hours, £205 (£226) per day or part thereof after 24 hours.

**Transit commercial reptile consignments should be booked through to have a maximum stay at Heathrow of 24 hours.**

Additional special £249 (£226) minimum per consignment per day, or part thereof handling for any consignment after 24 hours requiring transfer from containers.

**5. Fish/Aquatic Invertebrates/Invertebrates/Semen/Fish and Bird Eggs** £2.26 (£2.05) per box, £40 (£36) minimum charge.

**A surcharge of £741 (£674) will be added to the above for any transit consignment that has landed without an “OK to forward” from the on-going airline.**

#### **6. Security**

A charge of £25 (£23) will be made in respect of any consignment, which requires security screening prior to leaving the ARC.

#### **7. Not on Board**

Requests for collection of animals from aircraft, which are subsequently not found on board will be charged at normal collection charge (see Part 2, Section 5).

### **PART 2 CHARGES FOR ANCILLIARY SERVICES**

1. Destruction including disposal of livestock or goods - £50 (£42) per kilogram. Minimum charge £108 (£82).

Travelling containers are the owner's property and should be collected with the animal. If they are no longer required, they will be disposed of for a fee of £22 (£18) per box.

2. Cleansing and disinfecting aircraft, animal holding facilities, vehicles, loose boxes etc. - £402 (£365) per hour (including disposal of special waste).

3. Identification of species for DEFRA/HM Revenue and Customs/Border Agency - £184 (£175) per hour. Assisting on off airport operations - £99 (£90) per hour/£627 (£570) per day.

4. Re-crating or repair to crates - quotations on request.

5. Collection and delivery of animals and birds to and from the Animal Reception Centre by an Animal Reception Centre member of staff - £189 (£180) per hour or £95 (£90) per consignment if no extra waiting time.

6. Long term rates for government agencies and non-government agencies i.e., RSPCA, to be negotiated.

7. Modification of containers to International Air Travel Association (IATA) standards: -

Space Bars/Battens - £55 (£50) per box

Air Holes - £25 (£23) per box

Water Pots - £25 (£23) per box

(If these services are carried out on the airport an additional fee of £99 (£90) applies for 'delivery' of the service).

8. Use of Large Animal Facility (per pallet) £440 (£367)

9. Special handling e.g., re-oxygenation of fish/re-packaging reptiles £99 (£90) per hour plus cost of materials

10. Additional administrative functions £99 (£90) per hour

<b>Committee(s):</b> Port Health and Environmental Services Committee	<b>Dated:</b> 09/01/2024
<b>Subject:</b> Cemetery and Crematorium Fees and Charges 2023-24	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	4, 5, 11, 12
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of:</b> Bob Roberts Interim Executive Director Environment	<b>For Decision</b>
<b>Report author:</b> Graham Holmes Assistant Director and Crematorium	

## Summary

Fees and charges for the services provided at the City of London Cemetery and Crematorium are reviewed annually and this report presents the proposals for 2024/25.

The report proposes price increases of 4% (with some rounding) for most of our services, excluding webcasting/audiovisual, grave care, book of remembrance, genealogy searches and grave transfers. The Cemetery and Crematorium continues to offer a wide range of cremation and burial options, however we are actively looking at improving the range of both services, to ensure that we cater to a range of needs and budgets.

The proposed increases are set to help us in our aim to achieve a full cost recovery position for the Service as far as possible, and ensure our fees are in line with other providers in the local area.

## Recommendations

Members are asked to:

- Agree the fees and charges as set out in this report and shown in Appendix 1 for implementation with effect from 1 April 2024

## **Main Report**

### **Background**

1. The City of London Cemetery and Crematorium carries out an annual review of its fees and charges and the new fees come into force on 1 April each year. This report sets out the proposed fees and charges for the year 2024/25 for your committee's approval.

### **Current Position**

2. The strategy used when setting fees and charges in previous years has been to keep prices affordable, maintain choice and increase income to meet the needs of the service and to operate as close to a break-even position as possible. Last year fees were increased by 4.5% for burials, new graves, cremations, and most other items.
3. When setting fees in a competitive market, it is critical to consider those charged by our competitors. We have therefore reviewed the fees and charges of other local authorities and private companies in the surrounding areas; details are given in Tables 1 and 2 below. We have also looked at what is offered both locally and nationally and have taken the decision to increase the time given to families in chapel from 30 to 40 minutes at no additional cost.
4. The cost of funerals has climbed significantly in recent years but has now stabilised with reductions in some areas. The Cemetery and Crematorium has considered this when offering a range of funeral choices and in the setting of fees and charges. The Service also aims to provide choice and prices to ensure that burial and cremation remains affordable.
5. The Children's Funeral Fund was introduced in England in July 2019 and means that families who suffer the death of a child (up to the age of 18) do not have to meet the cost of the funeral. The Fund is generous and allows for a cremation or burial and for a grave to be purchased that will allow for future adult burials. To date we have processed 43 claims through the Fund.
6. In February 2021 the City introduced live funeral streaming at the modern crematorium, this has been extremely well received and has improved our offer. At the time of writing, we have carried out a total of 1,565 streaming services. We are confident that the live-streaming of funerals continues to be a benefit to the bereaved and an asset to the Cemetery & Crematorium. In 2023 we extended this service to include personalised visual tributes, to be professionally produced by our supplier, Wesley Media. This will add further to our cremation offer, giving families the ability to enhance the service for their loved one in line with most other crematoria. This also adds an additional revenue stream.
7. Tables 1 and 2 provide a comparison of the cremation and lawn grave fees of surrounding local authorities and private companies: these have been provided in detail as indicative benchmarks. A full list of proposed burial and cremation charges at the Cemetery and Crematorium is provided at Appendix 1; these



include a wide variety of funeral options ranging from early morning “drop off” cremation slots with no service, to longer weekend funeral times; and from burial in a public or woodland grave through to large, constructed graves or catacomb loculi with 100-year leases. This wide range helps to ensure choice and that more affordable options remain despite price increases.

**Table 1 – Comparison table of fees and charges for cremation at the city and other local crematoria (December 2024)**

<b>Crematorium</b>	<b><u>Distance from C&amp;C</u></b>	<b><u>Std Fee</u></b>	<b><u>Slot Length</u></b>	<b><u>Early Fee</u></b>	<b><u>Sat Fee</u></b>	<b><u>Sun Fee</u></b>	<b><u>Direct</u></b>
<b>Manor Park</b>	<b>0.5 Miles</b>	£990	30 mins	£655	£1,700	£1,700	£250 (contract)
<b>East London (Dignity)</b>	<b>3.4 Miles</b>	£975	40 mins	£750	£1,304	£1,739	£499
<b>Forest Park (Westerleigh)</b>	<b>6.5 Miles</b>	£1,170	40 mins	£815	£1,460	£1,755	£525
<b>New Southgate (Westerleigh)</b>	<b>12.0 miles</b>	£995	40 mins	£745	£1,190	£1,425	£525
<b>Enfield (Dignity)</b>	<b>14.5 Miles</b>	£1,055	40 mins	£750	£1,583	£2,110	£499
<b>South Essex</b>	<b>15.3 Miles</b>	£1,060	40 mins	N/A	£1,855	£1,855	£580
<b>Parndon Wood (Westerleigh)</b>	<b>17.7 miles</b>	£1,170	40 mins	£815	£1,460	£1,755	£525
<b>Bentley (Dignity)</b>	<b>22.6 Miles</b>	£1,115	40 mins	£750	£1,544	£2,088	£499
<b>City of London 2023-2024</b>		£1,040	30 mins	£560	£1,492	£1,492	£520
<b>City of London 2024-2025 - Proposed</b>		£1,082	40 mins	£582	£1,492	£1,726	£495

**Note: City of London Residents will receive a reduction of £541 on the proposed fees**

8. Table 1 shows that the current cremation fee is competitive with other local crematoria, that the proposed fee is in keeping with fees within the general area and continues to provide value for money, whilst providing extra income needed to meet inflationary increases.

**Table 2 - Residential and non-residential adult grave purchase and burial fees (December 2023)**

<b>Cemetery</b>	<b>New lawn grave (30yr lease) resident &amp; non-resident + 1<sup>st</sup> interment</b>	<b>Burial Fee (Current)</b>
<b>East London</b>	Not publicly available	Not publicly available
<b>Manor Park</b>	£4,825	£1,975

Forest Park	(Res) £3,770 (Non-Res) £7,099	(Res) £1,180 (Non-Res) £2,100
South Essex	(Res) £3,728 (Non-Res) £7,456	(Res) £1,462 (Non-Res) £2,924
Enfield	£4,886	£1,515
New Southgate	Standard Grave £4,797	£2,450
City of London (Heritage Grave)	£4,082	£1,812
City of London (virgin soil) Lawn	£5,585	£1,812
<b>Proposed fee for 2024/25</b>	<b>Heritage £4,254 Virgin Soil Lawn £5,814</b>	<b>£1,884</b>
<b>City of London Residents will receive a reduction of £541 on the proposed fees</b>		

9. Table 2 illustrates that there is a significant variation between fees, but the City of London remains in line with those of other nearby local authorities and with our nearest private competitors and that our burial fees are also in keeping. However, the landscape value, service provision and maintenance levels at the site means that it remains the preferred burial location choice for many.

## Proposals

10. Having considered the information set out above and having consulted within the funeral industry and with cemetery staff, we believe that the market can withstand the price increases proposed in the following paragraphs and listed in Appendix 1.
11. The level of increase proposed for 2024/25 is 4% (with some rounding of fees) for most of our services, excluding webcasting, audiovisual, grave care, book of remembrance, genealogy searches and grave transfers. This will increase our cremation fee to £1,082; it is felt that any greater increase at this time would not be prudent. There is no increase for genealogy fees or grave transfers as both are considered appropriate.
12. The Cemetery & Crematorium offers a proposed woodland grave fee, including burial, of £3,294 and a heritage grave (reuse grave) fee of £4,254 which allows for a memorial. At the opposite end of the fee structure the proposed charge for a partly constructed grave will be £25,560. We are introducing a Heritage Roadside grave at a fee of £5,514 which offers premium location whilst still more affordable than a standard virgin lawn grave. This offers a choice to suit a wider range of families.
13. Local charges for funeral streaming, where it is available, range from £60 to £80 and we propose to keep our current fee of £66 as it is reasonable

but not excessive.

14. The Service are only looking to uplift fees and charges to protect our cost recovery model against increased overheads. We do not envisage that this increase will affect our market share due to the level of service provided and proposed improvements to our cremation chapel offers through 2024 and the increases that will be made by our local competitors.
15. Options such as early cremation services at a lower fee ensure that those families on low incomes can still choose the City of London as a choice for the funeral of a loved one and our proposed fee of £495 for funerals with no service means that families choosing to have a funeral service elsewhere (at a local church for example) can do so, whilst bringing us slightly below fees charged at our local competition to attract more business in this currently untapped sector of our business. This means that our proposed cremation fees range from £495 up to £1,726 for those with a full service in our chapel on a Sunday.

### Key Data

16. This report sets out proposals for a 4% increase in fees and charges at the Cemetery and Crematorium for all services excluding webcasting/audiovisual, grave care, book of remembrance, genealogy searches and grave transfers. This proposal is made after careful benchmarking as set out in the tables above and is intended to increase income whilst maintaining the offer of affordable burial and cremation as well as a range of choices to bereaved families in the areas served.

### Options

17. **Option 1** - Agree the proposed scale of charges for the year 1 April 2024 to 31 March 2025 as set out in the main list attached as Appendix 1 and explained within this report. **This is recommended.**
18. **Option 2** - To keep charges as they are. This would be, in effect, a price cut whilst inflationary increases would still apply to our own expenses. **This is not recommended.**
19. **Option 3** - To increase fees and charges higher than those proposed in Appendix 1. This has the risk of putting our fees and charges in the upper / higher end of the market and making us less competitive. This could result in a reduction in the number of burials, cremations and take up of other services provided at the Cemetery and Crematorium as families choose to go to cheaper neighbouring facilities. It could also contribute to funeral debt and funeral poverty.  
**This is not recommended.**

### Corporate and Strategic Implications Strategic Implications

20. The Cemetery and Crematorium services actively contribute to the following Corporate Plan aims and outcomes:

- Communities are cohesive and have the facilities they need
- Businesses are trusted and socially and environmentally responsible
- We have clean air, land and water and a thriving and sustainable natural environment.
- Our spaces are secure, resilient and well-maintained

### **Financial Implications**

21. The Cemetery and Crematorium is expected to operate as a not-for-profit service and to meet all costs, where possible. We will achieve this by introducing a new pricing plan and by careful management of expenditure whilst trying to avoid a reduction in the quality of maintenance and the service provided to bereaved families. The proposed fees and charges should generate additional income of approximately £217,000 which will contribute towards increases in costs.
22. The services we provide are at the point of need and whilst we may retain our percentage share of the market, any regional trend in death rates may create unpredictability around the achievement of income.

### **Resource Implications**

23. None.

### **Legal Implications**

24. The City of London is empowered to make fees and charges for the services provided at the Cemetery and Crematorium under powers provided within Article 15(1) of the Local Authorities Cemeteries Order 1977 and section 9 of the Cremation Act 1902. Such fees must be properly incurred.

### **Risk Implications**

25. The Cemetery and Crematorium business risks are not changed by the recommendations in this report.

### **Equalities Implications**

26. The recommendations in this report should have no impact (positive or negative) on people protected by existing equality legislation – age, disability, gender reassignment, race, religion, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. There is no fee for the cremation and service of a child up to 16 years and the burial fee for a child is reduced by the current full cremation fee.

### **Climate Implications**

27. There are no climate implications from the recommendations in this report. However, it should be noted that the successful completion of the cremator replacement project in February 2021 means that the emissions from all cremations carried out by the crematorium now are fully abated when all plant is working correctly. The current legal requirement is for 50% abatement.

### **Security Implications**

28. None.

## **Conclusion**

29. As the major provider of burial and cremation services for the City and its neighbours, the Corporation is recognised as one of the UK's leading burial and cremation authorities. In addition to meeting the needs of the bereaved, the Cemetery and Crematorium is an historic and listed open space (the largest in the London Borough of Newham) and one that was originally designed as both a park and an educational resource. The Cemetery and Crematorium is, however, also a business in competition with several local public and privately-owned operators.
30. The above factors have been considered in setting the fees and charges for the Cemetery and Crematorium for implementation in the financial year 2024/25 which I propose for approval by your committee.

## **Appendices**

- Appendix 1 – main items of the Proposed Fees and Charges for 2024/25

## **Report author**

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City of London  
Cemetery and Crematorium  
Changes to the Fees and Charges design from last year  
Appendix 1

# 2024/25 Fees and Charges

(Blue = Old fee)

(Green = New Fee)

## Cremations

Day	Time	Type	Duration of service 2023	2023 Fees	Duration of service 2024	2024 Fees
Monday – Friday	0800-0900	No service	Nil	£520	Nil	£495
	0830 – 1000	Adult	30 mins	£560	30 mins	£582
	1015 – 1800	Adult	30 mins	£1040	40 mins	£1082
	0830 – 1800	Adult	60 mins	£1360	100 mins	£1689
	0830 – 1800	Under 16	30 mins	Free	40 mins	Free
	Additional Time	All			40 mins	£587
Saturday	1000 – 1300	All	Up to 60 mins	£1492	Up to 60 mins	£1492
	Additional Time	All			40 mins	£997
Sunday	1000 – 1300	All	Up to 60 mins	£1492	Up to 60 mins	£1726
	Additional Time	All			40 mins	£1231
Webcasting	Where available			£66		£66
Single Image				N/A		£FOC
Slideshow-Max 25 images, no music				N/A		£38
Slideshow-Max 25 images, with music				N/A		£75

## Burials

Grave	Grave Type	Type	Duration of Church service	2023 Fees	2024 Fees
Burial in a private grave	Lawn	Adult	30 mins	£1812	£1884
		Under 16	30 mins	£772	£803
	Traditional Grave up to 7x3	Adult	30 mins	£2025	£2106
		Under 16	30 mins	£985	£1024
	Traditional Grave over 7x3	Adult	30 mins	£2,238	£2,328
		Under 16	30 mins	£1,198	£1,246
Burial in a public grave		Adult	30 mins	£1812	£1884
		Under 16	30 mins	£772	£803
		Baby	30 mins	£639	£665
Burial in the garden for babies		Baby	30 mins	£386	£401
Additional costs for chapel services		Weekday	Extra 15 mins	£194	£202
Additional fees & charges		Saturday	30 mins	£386	£402
		Sunday	30 mins	£575	£599
Reserve Chapel for memorial services			Per hour	£394	£410

Price on application for larger graves and vaults

## New Private Graves

Grave	Lease (in years)	2023 fees including 1 <sup>st</sup> interment £1812	2024 fees including 1 <sup>st</sup> interment £1884	Ground Only 2023 Fees	Ground Only 2024 Fees	Lease Extension 2023 Fees	Lease Extension 2024 Fees
Woodland	30	£3170	£3294	£1358	£1410	£45.27	£47
	45	£3849	£3999				
	60	£4528	£4704				
	75	£5207	£5409				
Heritage General	30	£4082	£4254	£2270	£2370	£75.66	£79
	45	£5216	£5439				
	60	£6351	£6624				
	75	£7486	£7809				
Heritage Roadside	30	n/a	£5514	n/a	£3630	n/a	£121
	45	n/a	£7329				
	60	n/a	£9144				
	75	n/a	£10959				
Lawn	30	£5585	£5814	£3773	£3930	£125.76	£131
	45	£7471	£7779				
	60	£9357	£9744				
	75	£11244	£11709				
Large lawn	Lease Extensions only					£132.20	£137
Heritage Large	50	£9858	£10234	£8369	£8350	£160.93	£167



(Where available)							
Traditional Conservation	50	£7193	£7484	£5381	£5600	£107.63	£112
	75	£9884	£10284				
Traditional non-constructed	75	£14194	£14784	£12382	£12900	£165.1	£172
	100	£18322	£19084				
Traditional part constructed	100	£26372	£27426	£24560	£25542	£245.6	£255
Vault – Constructed (Where available)	100	£42462	£44184	£40650	£42300	£406.5	£423
Catacomb	100	£10172	£10584	£8360	£8700	£83.60	£87

- All the above fees are reduced by £1082 for Under 16's.

## Ashes

Option	2023 Fees	2024 Fees
Burial of Ashes in a Lawn Grave (Maximum Depth)	£1260	£1310
Burial of Ashes in a Traditional grave (Maximum depth)	£1353	£1407
Burial of Ashes in a Woodland grave (in an eco urn)	£357	£371
Strewing of Ashes from other crematoria	£225	£234
Scattering of Ashes on a Lawn Grave	£225	£234
Scattering of Ashes in Garden of Rest (if cremation carried out at City of London)	Free	Free
Weekend surcharge for burial / strewing of Ashes	£147	£53
Storage of Ashes – first two months	Free	Free
Storage of Ashes – after two months (per month)	£40.75	£42
Storage of Ashes – annual fee	£243	£253
Burial of Ashes in a Private Grave* - no Landing	£307	£319
Burial of Ashes in a Private Grave* – 7'x3' Landing	£449	£467
Burial of Ashes in a Private Grave* – over 7'x3' Landing	POA	POA

\*This fee is only applicable for existing graves where interments have already occurred and where no further full burials will take place

## Graves for Ashes

Option	2023 Fees	2024 Fees
Classic grave for Ashes (10 years) <b>If available</b>	£1598	£1670
Classic Ash Grave lease extension (Per year)	£159.80	£167
Lawn grave for Ashes (20 years)	£4120	£4280
Lawn Grave lease extension (Per Year)	£206	£214

## Memorial Gardens

The cost of memorial plaques is included in the fees set out below.

	2023	2024	2023	2024	2023	2024	2023	2024
<b>Lease in years</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>10</b>	<b>20</b>	<b>20</b>	<b>30</b>	<b>30</b>
Rose bush	£325	£338	£428	£445	£879	£914	£1381	£1436
Flowering border shrub								
Space in heather border								

Space in flower bed								
Standard Rose	£476	£495	£627	£652	£1244	£1294	£1890	£1966
Specimen shrub or tree	£627	£652	£1056	£1098	£2139	£2225	£3040	£3162
Garden Bench	N/A	N/A	£1381	£1436	£2770	£2881	£4008	£4168
Flagstone in pathway	N/A	N/A	£533	£554	£1089	£1133	£1638	£1704

Second dedications in the beds can be arranged for £194 on the remainder of the lease period.  
Second dedications on the flagstones can be arranged for £222 on the remainder of the lease period.

## Memorial Garden - Outdoor niches

	2023	2024	2023	2024
<b>Lease in years</b>	10	10	20	20
Niche with inscribed Aluminium tablet	£1384	£1442	£2774	£2890

## Columbarium (indoor niches)

	2023	2024	2023	2024	2023	2024	2023	2024
<b>Lease in years</b>	5	5	10	10	20	20	30	30
Niche	£506	£526	£865	£900	£1322	£1375	£1800	£1872
Niche with a gate	£768	£799	£1135	£1180	£1677	£1744	£2162	£2248
Large Niche	£903	£939	£1259	£1309	£1922	£1999	£2522	£2623

For subsequent City Casket or urn placed in the niche within the outdoor or indoor niches £202.

## Plaques

Options	2023 Fees	2024 Fees
Replacement Memorial Garden plaque	£77	£80
Replacement Memorial Bench Plaque (large)	£115	£120
Plaques for elsewhere	£100	£104
Plaques for elsewhere with concrete post £	£120	£125
Postal return of up to two plaques	£30	£30
Replacement aluminium tablet for Memorial Garden niches	£226	£235
Baby Garden Memorial Wall Plaque – five years	£118	£123
Baby Garden Memorial Wall Plaque - ten years	£236	£245
Temporary grave marker (small plaque with stem)	£23.50	£25
Temporary grave marker (Large)	£55	£57
Indoor columbarium tablet	£247	£257

## Urns and Caskets

Options	2023 Fees	2024 Fees
City Oak	£107	£111
Classic Oak	£112	£116
Regal Oak	£118	£123
Metal Urn	£97	£101
Biodegradable urn	£90	£94
Mandalay urn	£49	£51
Sealing of metal Urn or casket including overseas certificate and metal urn	£155	£161
Sealing and certificate only (container purchased separately)	£69	£72

## Grave Transfers

Options	2023 Fees	2024 Fees
By private Statutory Declaration, Probate or Letters of Administration	£60	£60
By assignment assent or City Statutory Declaration	£100	£100
Combination of the above	£150	£150

## Duplicate documentation

Options	2023 Fees	2024 Fees
Duplicate Cremation Certificate	£18	£18
Duplicate Deeds (only possible after 1997)	£35	£35

## Memorial Management

Options	2023 Fees	2024 Fees
Renovation of an existing memorial and/or any other minor works completed insitu	£91	£95
Inscription to an existing memorial and / or any other works completed insitu	£132	£138
Removal and / or installation of a tablet, lawn or traditional memorial	£250	£260
Raise and level landing	£213	£222
Dowel and cement headstone	£213	£222
Dowel and cement headstone and kerbs	£392	£409
Renovate and Clean Memorial	POA	POA
Supply and install landing - 7 x 3' x 6"	£491	£511
Supply and install landing - 6'6" x 2'6" x 6"	£437	£455

## Genealogy searches

Options	2023 Fees	2024 Fees
Burial registers Search where <u>exact</u> date of death is not known (per name, per year)	£100	£100
Burial registers Search where exact date of death is known (1856 – 1956)	£25	£25
Burial registers Search where exact date of death is known (1956 – present)	Free	Free
Cremation Search registers from 1904 – 1998 – where exact date is not known (per name, per year)	£100	£100
Cremation Search 1904 – 1956 where exact date is known	£25	£25
Cremation Registers – From 1956 – present, where exact date is known	Free	Free

## Book of Remembrance

Options	2023 Fees	2024 Fees	2023 Fees	2024 Fees	2023 Fees	2024 Fees	2023 Fees	2024 Fees	2023 Fees	2024 Fees
	2 lines	2 lines	5 lines	5 lines	5 with flower/crest	5 with flower/crest	8 lines	8 lines	8 with flower or crest	8 with flower or crest
Inscription in main Remembrance book (including online/electronic books)	£110	£115	£143	£149	£219	£228	£195	£203	£263	£274
Inscribed Replica – white card	£38	£40	£49	£51	£116	£121	£62	£65	£126	£131
Inscribed replica – paper book	£55	£57	£69	£72	£126	£131	£78	£81	£137	£143
Inscribed replica – simulated leather book	£91	£95	£116	£121	£178	£185	£188	£196	£243	£253
Inscription in main Remembrance book (including online/electronic books)	£110		£143							

## Grave Care

Planting of Spring and Summer Flowers	2023 Fees	2024 Fees
Lawn graves	£107	£107
Traditional private grave	£149	£149
Traditional brick grave	£221	£221
Larger graves/vaults	£324	£324
Tree ring	£149	£149
<b>Washing and Weeding your Memorial</b>		
Lawn graves	£72	£72
Traditional private grave	£89	£89
Traditional brick grave	£114	£114
<b>Planting with Thrift</b>		
Traditional private grave	£96	£96
Traditional	£114	£114

brick grave		
Larger graves/ vaults	£144	£144
<b>Turf Banker</b>	£114	£114

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<b>Committee(s)</b>	<b>Dated:</b>
Port Health and Environmental Services Committee	9/01/2024
<b>Subject:</b> Street Trading Fees 2024/25	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	4,5,10
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	n/a
<b>What is the source of Funding?</b>	n/a
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	n/a
<b>Report of:</b> Bob Roberts, Interim Executive Director of Environment	<b>For Decision</b>
<b>Report author:</b> Aggie Minas – Licensing Manager	

## Summary

The City of London Corporation may set annual fees for issuing a licence to those persons wishing to participate in Street Trading in Middlesex Street and for those persons wishing to apply for a temporary street trading licence.

The matters considered by the Licensing Service in setting the proposed fees are discussed in this report and include all aspects within the licensing process.

The proposed fees will result in income similar to previous years.

## Recommendation(s)

Members are asked to:

- Agree the proposed fees for 2024/25 as set out in Appendix 1

## Main Report

### Background

1. Street Trading within the City of London is permitted on a temporary basis in addition to those trading on a Sunday in Middlesex Street Market. The City of London (Various Powers) Act 2013 (the Act) permits temporary Street Trading licences to be granted for up to 21 days in the City of London providing any application complies with the criteria laid down in the Street Trading Policy.
2. The Act also permits the City Corporation to recover charges from those trading in Middlesex Street for:

- The removal of refuse or other services rendered by the City Corporation to licensees; and
  - Expenses incurred by the City Corporation in the administration concerned with granting and issuing of the licence, ensuring compliance with relevant byelaws and in the cleansing of that part of Middlesex Street in the City where street trading takes place.
3. A High Court case held on 16 May 2012 (*R (Hemming and Others) v Westminster City Council*) concluded that the amount of the fee is required to be determined every year and further that a local authority was precluded from making a profit from the licensing regime. A full account of the fee income and expenditure would therefore need to be considered to ensure a surplus is not being made.
  4. Successive appeals/decisions in the Court of Appeal, The Supreme Court and the European Court of Justice decided that the fee can include administrative costs involved, the costs of vetting the applicants (in the case of applications for a licence) and the costs of investigating/enforcing the licensing scheme including costs involved in enforcement against those premises that are not licensed.

### **Calculation of Fees for 2024/25**

5. To avoid possible complications arising from non-compliance with the Hemming decision, the Licensing Service has carried out an in-depth examination of the processes that are undertaken to administer licence applications/renewals, the costs of investigating compliance with any licence conditions/byelaws and the cost of cleaning the area in Middlesex Street where street trading takes place.

#### Middlesex Street Traders

6. In determining the proposed fee structure, the following factors have been considered:
  - Officer time spent on processing applications and the issue of any licence.
  - Officer time spent on the development and maintenance of processes and guidance notes.
  - Training of staff as necessary.
  - A percentage of the service costs such as accommodation and equipment.
  - Administration cost and inspections to ascertain compliance with byelaws.
  - Costs connected with cleaning the area in Middlesex Street and associated areas, but only in relation to Middlesex Street Traders licensed by the City Corporation.



7. Costs for 2024/25 have been calculated on the above basis assuming average occupancy of 40 pitches. These costs can be seen in the table below.

	Number of Pitches	Annual Cost £	Annual Cost per trader £	Weekly Equivalent per trader £
Cost of cleaning Middlesex Street	40	34,000	850	16.35
Administration/compliance costs of Middlesex Street	40	14,000	350	6.73
TOTAL	40	48,000	1,200*	23.08

\*This does not incorporate the statutory £5 application fee.

8. Street Trading Licences for Middlesex Street Market are valid for up to twelve months from the date of grant unless revoked. The licence fee is due for payment quarterly and all licences expire on 31 December each year. Any increase in fee will take effect from 1 April 2024.

#### Temporary Street Trading Licences

9. Temporary Street Trading Licences can be granted for up to 21 days in the City of London providing any application complies with the criteria laid down in the Street Trading Policy. The licence fee is due for payment as and when an application is submitted.
10. The City Corporation granted 46 temporary licenses during 2022/23 many of which were to regular small markets, and some to one off events such as the London Marathon. The regular markets are based at Monument (17 licences) and in Paternoster Square (15 licences)
11. The type and style of the temporary trader can vary, and the circumstances associated with each application numerous. Consequently, the fee for a temporary licence is calculated separately for each application. The fee is based on the number of officer hours required to manage the application process and ensure licence conditions are being adhered to. Typically, this is between 1 to 4 hours per application. The cost of processing these applications in 2022-23 was £5,400.
12. It is anticipated that a similar number of applications will be made in 2024-25.

#### **Proposals**

13. Fees for temporary street trading licences will be calculated as outlined in paragraph 11 of this report and Middlesex Street Market fees are calculated as

outlined in the table in paragraph 7 of this report. Both fees are summarised in Appendix 1.

14. If fees are set lower than those recommended the result will be a deficit for 2024/25 as costs of administering the licences will not be fully met from income received.
15. Fees set higher than those recommended will result in a surplus i.e. an income which exceeds the cost of providing the service.
16. Any such under or over recovery of costs from 2023/24 will be calculated after the end of that financial year and be carried forward to be taken into consideration in setting the fees for 2025/26. Ignoring a surplus or deficit could result in the City Corporation being subject to legal challenge.

### **Financial Implications**

17. Setting the recommended fees will result in an estimated income from street trading fees for 2024/25 of £53,000 in line with the budgeted income.

### **Appendices**

- Appendix 1 – Proposed Fees for 2024/25

### **Background Papers**

None

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## STREET TRADING FEES

### 2024-25

#### Middlesex Street Licence

Application Fee (statutory)	£5 (refundable if application refused)
Annual fee required for full cost recovery	£1,200 (payable by quarterly invoice)
TOTAL RECOMMENDED FEE FOR 2024/25	£1,205 (Annual fee + Application fee):

NB: For persons renewing their licence the £5 application fee will be included in the first quarters invoice

#### Temporary Street Trading Licence

The fee is dependent on a number of factors and will be quoted on receipt of an application form or following discussion with the applicant prior to the application being submitted. Receipt of the full fee will be required before a temporary licence is issued.

The fee will take into consideration:

- The number of traders
- The size of the trading area
- Whether the trading area has been used before
- The duration of the licence
- Waste disposal arrangements

The fee will be calculated on the number of officer hours required to manage the application process and ensure licence conditions are being adhered to. This can range from 1 to 4 hours per application at £84 per hour.

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<b>Committee(s)</b>	<b>Dated:</b>
Port Health and Environmental Services Committee	09/01/2024
<b>Subject:</b> Massage & Special Treatment Fees 2024/25	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	1,4,5
<b>Does this proposal require extra revenue and/or capital spending?</b>	N
<b>If so, how much?</b>	
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	n/a
<b>Report of:</b> Bob Roberts, Interim Executive Director of Environment	<b>For Decision</b>
<b>Report author:</b> Aggie Minas, Licensing Manager	

## Summary

The City of London Corporation may set annual fees for those premises requiring a licence for Massage and Special Treatments (MSTs) and for those premises seeking to register for acupuncture, tattooing, cosmetic piercing, or electrolysis. The report outlines relevant case law which has indicated that the process for setting the fees must be robust, that income received through the licensing process cannot exceed the cost of obtaining that income and the administration part of the fee must be charged separate to the non-administration or compliance part of the fee.

The matters considered by the Licensing Service in setting the proposed fees are discussed and include all aspects of the licensing process.

The proposed fees will result in income similar to that achieved prior to the pandemic.

## Recommendation(s)

Members are asked to:

- Agree the proposed fees for 2024/25 as set out in Appendix 2 (column two).

## Main Report

### Background

1. Part IV of the London County Council (General Powers) Act 1920 permits the City Corporation to set a fee for the administration and inspection costs associated with granting or renewing a licence to permit an establishment to carry on massage or special treatments (MSTs). Examples of the different types

of massage and special treatments which require a licence can be seen as Appendix 1.

2. Part V of the Greater London Council (General Powers) Act 1981 permits the City Corporation to set a fee for the administration and inspection costs associated with registering an individual person or premises for the practice of acupuncture or the business of tattooing or cosmetic piercing.
3. Part VIII of the Local Government (Miscellaneous Provisions) Act 1982 permits the City Corporation to set a reasonable fee for registering a premises under this Act associated with the practice of electrolysis.
4. MST licences are valid for up to twelve months from the date of grant, with an expiry date of 31 March annually, unless surrendered or revoked prior to expiry. The licence fee is due for payment at the time of application or prior to renewal.
5. Registrations for acupuncture, tattooing, cosmetic piercing, and electrolysis are valid indefinitely unless suspended or cancelled by an order of court for a contravention of an applicable byelaw.
6. A High Court case held on 16 May 2012 (*R (Hemming and Others) v Westminster City Council*) concluded that the amount of the fee is required to be determined every year and further that a local authority was precluded from making a profit from the licensing regime. A full account of the fee income and expenditure would therefore need to be considered to ensure a surplus is not being made.
7. Successive appeals/decisions in the Court of Appeal, The Supreme Court and the European Court of Justice decided that the fee can include administrative costs involved, the costs of vetting the applicants (in the case of applications for a licence) and the costs of investigating/enforcing the licensing scheme including costs involved in enforcement against those premises that are not licensed.

### **Calculation of Fees for 2024/25**

8. To avoid possible complications arising from non-compliance with the Hemming decision, the licensing service has carried out an in-depth examination of the processes that are undertaken in order to administer the licence application/renewal and the costs of investigating compliance with any licence conditions, or any unlicensed enforcement activity.
9. In determining the proposed fee structure for MST premises, the following factors have been taken into account:
  - Officer time spent on processing applications including site inspections and the issue of any licence.
  - Officer time spent on the development and maintenance of processes and guidance notes.
  - Training of staff as necessary.

- A proportion of the service costs such as accommodation, equipment, and central recharges.
  - Officer time spent on inspections of licensed premises to ensure compliance with terms and conditions of any licence.
  - Administration cost and inspections to ascertain compliance with byelaws in relation to the registration of premises and individuals.
10. MST fees for 2024/25 have been calculated on the above basis for each of a number of different types of licence/registration. Proposed fees can be seen at Appendix 2. All proposed fees are the total fees and include an administrative element for issuing a licence and an element for inspection and compliance with legislation.
11. A number of premises let their MST licence lapse during the pandemic, whilst others subsequently surrendered their licence possibly as a result of reduced footfall in the City. However, 2023 has seen a recovery of the beauty industry in the City of London, almost to pre-pandemic levels, with an increase from 74 licensed premises in 2022/23 to 80 licensed premises in 2023/24, compared to 88 in 2019/20. It is uncertain how many more premises will open but forecast figures for 2024/25 allow for some continued growth.
12. The forecast number of applications for each type of licence/registration have been estimated for 2024/25 and can be seen in the table below along with the number of licences/registrations that were issued in 2023/24.

	2023/24	2023/24	2024/25
	Forecast	Actual	Forecast
New MSTs with lasers	5	4	5
Renewal of MSTs with lasers	11	15	14
New MSTs (standard)	8	11	8
Renewal of MSTs (standard)	55	50	56
Premises Registration (without MST licence)	2	7	2
Premises Registration (with an MST licence)	2	1	2
Additional registration(s)	0	0	0
Individual Registration	12	16	15

## **Proposals**

13. If fees are set lower than those recommended the result will be a deficit for 2024/25 as costs of administering the licence will not be fully met from income received.
14. Fees set higher than those recommended will result in a surplus i.e. an income which exceeds the cost of providing the service.
15. Proposed fees for 2024/25 include any under/over recovery from 2022/23.
16. Any under or over recovery of costs from 2023/24 will be calculated after the end of that financial year and will be carried forward to be taken into consideration in setting fees for 2025/26.
17. Ignoring a surplus or deficit could result in the City Corporation being subject to legal challenge.
18. Any increase in fee will take effect from 1 April 2024.
19. It is therefore recommended that the proposed fees for 2024/25 as set out in Appendix 2 are adopted

## **Corporate & Strategic Implications**

20. The proposals within this report meet the requirement to set fees for the licensing of activities within the London County Council (General Powers) Act 1920, the Greater London Council (General Powers) Act 1981 and the Local Government (Miscellaneous Provisions) Act 1982, as they apply to the City of London Corporation.

## **Implications**

21. Setting the recommended fees will result in MST licence estimated income for 2024/25 of £48,000 in line with the budgeted income.
22. Setting fees above or below those recommended will have the implications as set out in paragraph 13-17 above.

## **Appendices**

- Appendix 1 – Examples of Massage and Special Treatments
- Appendix 2 – Proposed Fees for 2024/25

## **Background Papers**

None

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**London County Council (General Powers) Act 1920**  
**Licensing of establishments for massage or special treatment**

**Examples of Massage and Special Treatment**

**a. Massage** including but not limited to acupressure, aromatherapy, ayurveda, body massage, bowen technique, champissage (Indian head massage), facial massage, Grinberg method, holistic massage, manual lymphatic drainage, marma therapy, metamorphic technique, reflexology, rolfing, shiatsu, sports massage, stone therapy, thai massage or tui-na.

**b. Manicure** including but not limited to all forms of manicures, nail extensions or pedicures.

**c. Chiropody**

**d. Light** including but not limited to colour therapy, infra-red, lasers / intense pulse light (IPL), lumi-lift / lumi-facial or ultra-violet tanning (sunbeds).

**e. Electric** including but not limited to endermologie, faradism, foot detox, galvanism, high frequency, lumi-lift / lumi-facial, micro current therapy, scenar therapy or ultra sound.

**f. Vapour** including but not limited to facial steamers, halo therapy or steam room.

**g. Baths** including but not limited to fish pedicures, floatation tank, foot detox, hydrotherapy, sauna, spa or thalassotherapy.

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## Special Treatment Licence Fees 2024/25

This document sets out the fees payable for the licensing and/or the registration of:

- premises providing massage or special treatments
- premises that carry on the business of acupuncture, ear piercing or tattooing
- individuals that carry on the practice of, acupuncture, ear piercing or tattooing
- premises that carry on the business of electrolysis.

The fee is made up of 2 parts:

- The Administration element is the cost of processing the application and must be paid at the point the application is made
- The Compliance element is the cost of managing and enforcing the special treatments licensing regime and needs to be paid at the point the licence is granted

**NOTE: Both parts of the fee must be paid before the licence can be granted.**

(Important – please read note C)

Application Type	<b>Proposed Total Fee 2024/25</b>	Administration element of fee (See note A below)	Compliance element of fee (See note A below)	Current Fees 2023/24
<b>New</b> massage and special treatment licence <b><u>to include laser treatment</u></b>	<b>£760</b>	£580	£180	£760
<b>Renewal of a</b> massage and special treatment licence <b><u>to include laser treatment</u></b>	<b>£570</b>	£430	£140	£570
<b>New</b> massage and special treatment licence <b><u>No laser treatment</u></b>	<b>£660</b>	£480	£180	£660
<b>Renewal of a</b> massage and special treatment licence ( <b><u>No laser treatment</u></b> )	<b>£500</b>	£360	£140	£500



## Special Treatment Fees 2024/25

<b>Registration</b> to provide acupuncture, tattooing, piercing or electrolysis - <b>premises <u>without</u> an MST licence</b>	<b>£370</b>	£370	N/A (see note B)	£355
<b>Registration</b> to provide acupuncture, tattooing, piercing or electrolysis - <b>premises <u>with</u> an MST licence</b>	<b>£320</b>	£320	N/A (see note B)	£320
<b>Additional Registration(s)</b> (Premises)	<b>£285</b>	£285	N/A (see note B)	£285
<b>Registration</b> of an Individual	<b>£60</b>	£60	N/A (see note B)	£55

### Note A:

The Administration element of the fee is not refundable, even for unsuccessful applications as the fee only covers the administration and inspection costs of processing the application.

However, if an application is withdrawn prior to the technical inspection, the cost of the technical inspection will be refunded: **£248** for a new licence with no laser treatment and **£348** for a new licence with laser treatment.

If a licence is surrendered during the period in which it is in force, a refund of the Compliance element of the fee will be given for every full month remaining on the licence.

### Note B:

No part of the fee for a registration is refundable, even for unsuccessful applications, as the fee only covers the administration and inspection costs of processing the application.

### Note C:

The local authority is not permitted to charge for both elements of the fee up front. However, in order to assist customers, we will accept payment for the total fee upon application. In these circumstances the Compliance element of the fee will of course be refunded if the licence is not renewed/granted.

If you do pay just the Administration element of the fee up front the Compliance element will have to be paid before the licence is granted and issued.

<b>Committee(s)</b> Port Health & Environmental Services Committee	<b>Date:</b> 09/01/2024
<b>Subject:</b> Proposed Charges for Street Cleansing, Waste Collection and Public Conveniences 2024/25	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	10, 11, 12
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of:</b> Bob Roberts, Interim Environment Director	<b>For Decision</b>
<b>Report author:</b> Joe Kingston, Assistant Director, Gardens and Cleansing	

## Summary

This report sets out the proposed 2024/25 fees and charges for a range of services provided by the City's Street Cleansing, Waste Collection and Public Conveniences operations.

All proposals in the report align with the City's charging policies such as raising revenue and contributing to the achievement of policy objectives. The charges proposed in this report are exclusive of VAT and take effect from 1<sup>st</sup> April 2024.

Income received from fees and charges during this financial year has improved compared to previous years. However, there are differences between industries and occupations, and hence improvements are not uniform.

An increase by Retail Price Index, all items, (RPI) of 6.1%, thanks to a drop in energy prices (13.4 % in 2022/23), is proposed for cleansing of private land, removal of highway obstructions and charges for general waste collection from educational establishments.

No changes are proposed to current charges for use of public conveniences, recycling for educational establishments, and the Clean City Awards Scheme membership fee. Sale of Smart bins (post mounted cigarette bins) to remain at current level with 30% administration costs.

It is also proposed to continue the provision of free collection of bulky waste for low-income households, and free assisted collections for the infirm and the disabled, to enable them to access these services. No increase is proposed for this service to be comparable with other local authorities.

The charges proposed in the report, when taken together, are estimated to generate an income of £443,000.

## Recommendations

Members are asked to:

- approve the following charges in the report with effect from 1 April 2024.

- charges for Street Cleansing services to external clients are increased by 6.1% in line with RPI.
- charges for special events and other ad-hoc works provided to third parties continue to be made at full cost plus 30% to cover the City's management and administration costs.
- bulky waste collection continues to be offered free of charge on request to those who are in receipt of means tested benefits and to those who are infirm or disabled receiving assisted collections.
- the general waste charges for educational establishments are increased by 6.1% and food and recycling collection charges should be maintained at the current level to encourage recycling.
- charges for the removal of highway obstructions to be increased from £72.57 to £77 and for the removal of uncollected bagged waste also be increased to £161.27 from £152 for up to 10 bags and £5 per bag thereafter.
- charges for the staffed toilet facilities at Tower Hill and Paternoster Square conveniences to remain at 50p per use.
- costs of smart bins (post mounted cigarette bins) sold to businesses be charged at cost plus 30% to cover the City's administration costs.
- Clean City Awards Scheme membership fees are kept the same.

## **Main Report**

### **Background**

1. Fees and charges are reviewed yearly to ensure that they reflect the City Corporation's priorities and charging policies such as raising revenue to allow the continued provision of services and contribute to the corporate policy objectives. They are also reviewed annually as part of the budget setting process within the agreed corporate timeline and are set within the context of value for money.

### **Current Position**

2. The City Corporation has general power under section 93 of the Local Government Act 2003 ("LGA 2003") and under the power of general competence in section 1 of Localism Act 2011 ("LA 2011") to charge a person for service it provides. They are discretionary services where the City is authorised, not required, to provide and the service receiver has agreed to its provision.
3. However, the income from discretionary services must not exceed the cost of provision as these services are provided on a cost recovery basis under Act of 2003.
4. There is a need for continuous price review of those service offered and income generated to avoid any service reductions. The proposed fees and charges are competitive within the market environment operated by other local authorities and the services offered are not inappropriately subsidised.
5. Officers have set charges to recoup the total cost of providing a service including overheads, whilst also enabling them to influence demands and to offer subsidised services to those who are vulnerable to encourage use and service access. The policy, therefore, ensures a fair and reasonable price for all services reflecting the ability of the community and organisation to pay.

## **Proposals**

6. Set out below are the details of the review and the proposed fees and charges for the following services in 2024/25 with effect from 1 April 2024.

### **Cleansing for Private Landowners**

7. The City provides, via its term contractor, cleansing services to private landowners whose land is open to public use to maintain the land in good order. This is a chargeable service and is revised annually in April. It is proposed to increase charges by 6.1% in line with RPI for those landowners continuing to use the service. The total anticipated income from this service is £12,250 in 2024/25 as shown in Appendix 1.

### **Special Events Cleansing**

8. A number of special events are held in the City each year by various organisations. The City arrange for the clean up on request after each event via its term contractor and recharge the event organisers the full cost plus 30% to cover the City's management and administration costs.
9. Income from those services was circa. £85,000 in 2022/23 reflecting the improvement in business activities. This is likely to continue in 2024/25 but it is difficult to predict.

### **Removal of Obstructions, Bagged Waste and Fly-Tips**

10. Bicycles and other items are routinely removed from the highway if they pose an obstruction. Currently there is a charge of £73 for this service and it is proposed that these charges be increased to £77 in line with inflation.
11. The City has powers granted under Section 17 of the Local Authorities and Transport for London Act 2003, which empower the removal of the offending items from the highway.
12. Uncollected commercial waste left on the highway for collection by third parties is also collected and disposed of with current charges of £152 plus VAT per occasion for up to 10 bags and £5 per bag thereafter. An inflationary increase of 6.1% is proposed to these charges bringing them to £161.27 for the first 10 bags and £5 per bag thereafter.
13. Large quantities of waste deposited on the highway will continue to be treated as 'fly-tip' which carries a fine of up to £50,000 (unlimited if the case goes to the Crown Court) and offenders could also face a prison sentence of up to five years.

### **Provision of Pocket Ashtrays and Smartbins**

14. The City also provide twin and solo Smartbins to businesses, if requested and this is to be charged at cost plus a 30% administration fee.

### **Bulky Waste Collection**

15. The standard charge for bulky waste collection is currently £42.50. This is a doorstep collection service, and the charge covers, for example, the collection of a three-piece suite or ten bags of waste. No increase is proposed to this fee to be comparable to those charged by neighbouring authorities and it is anticipated to receive an income of £6,000 in 2024/25.

16. The service is free for those who are in receipt of means tested benefits and an assisted collection is offered free of charge to those who are disabled or infirm and it is proposed to maintain this policy.

### **Clean City Awards Scheme**

17. The Clean City Awards Scheme in pre-pandemic years had had an average membership of over 100 earning £36,000 in fee income. The impact of Covid-19 over the past few years has affected the membership level, particularly SMEs and it has declined to 55 over the past two years and this trend may continue into 2024/25. The anticipated income from membership fees is therefore reduced to £20,000 based on the current membership level. A nil increase is proposed to the fee structure and the City is looking to work closely with other teams such as the Heart of the City to increase income.

### **Educational Establishments and Charities**

18. Waste collection and disposal from schools and educational institutions in the City, are chargeable under the Controlled Waste (England and Wales) Regulations 2012 (CWR 2012). The exception to this in the City is The Aldgate School. This school is wholly state funded and therefore, only the collection cost is chargeable.
19. In order to promote more recycling, it is proposed to maintain food waste and recycling waste charges at their current level whilst increasing the general waste charges by 6.1% in line with RPI, as detailed in Appendix 2.
20. The anticipated income from these schools and educational institutions, as detailed in Appendix 3, is £85,000 based on the existing number of customers, containers / bags in use and frequency of collection. However, there is a risk that they could opt to seek services from other service providers.
21. Waste from charities is collected as commercial waste under the Controlled Waste Regulations (CWR) 2012, whilst waste from places of religious worship is classified as household waste and the City makes no charges for either collection or disposal.

### **Public Conveniences**

22. The impact of the pandemic is felt markedly in the use of public conveniences in the City. Tower Hill and Paternoster Square facilities revenue is improving, but it has not yet reached pre-pandemic level.
23. The income from these facilities is anticipated to be £240,000. in 2024/25 compared to an average income of £335,000 in pre-pandemic years. No significant increase in income is expected next year and a nil increase is proposed to the charge of 50p per use.

### **Key Data**

24. The proposed 2024/25 charges should produce an estimated income from the services detailed in this report of £443,000, summarised below, in line with the budgeted income.

<b>Description</b>	<b>Forecast Income £'000</b>
Private Land Cleansing	12
City Events – Street Cleansing	85



Clean City Awards Scheme Membership	20
Collections from Educational Institutions	85
Bulky Waste Collections	6
Public Conveniences	240
<b>Total</b>	<b>443</b>

## Corporate & Strategic Implications

### Strategic

25. Effective street cleansing services are proven to be an important factor in reducing residents' fear of crime and would maintain both private and public areas to the City's high cleansing standards.
26. Providing efficient and high-quality local services to achieve sustainable outcomes within the Square Mile is part of the City's Corporate Plan 2018/23.

### Financial

27. The October 2023 Retail Price Index (RPI) of 6.1% has been used as the measure of inflation.
28. Although the Index used is high reflecting the current cost of living, to recover the full of cost of chargeable services is an important part of the City's policy on fees and charges. Thus, the cost increases in delivering chargeable services are recovered to avoid additional cost pressures on the city.

### Legal

29. The fees and charges detailed in this report are discretionary services that the City is permitted to provide but not required by law. The income from those services do not exceed the cost of provision (both direct and indirect costs) as these services are provided on a cost recovery basis under Act of 2003, referred to in para 2 above.

### Equality

30. Under Section 149 of the Equality Act 2010, the City has a public sector equality duty to have 'due regard' to the need to eliminate discrimination and to advance equality of opportunity and foster good relations between those who share a "protected characteristic" and those who do not.
31. Such characteristics have been carefully considered and factored in to ensure the proposals in the report do not unduly affect people with a protected characteristic.
32. Climate implications: None

33. Security implications None

## **Conclusion**

34. The charges for 2024/25 set out in this report, are aimed at maintaining a good standard of City's Street scene, encouraging sustainable waste management, safeguarding the full recovery of income from services, and operating in a competitive environment.
35. Business activities in the City have certainly improved. However, as the pandemic has ushered in changes in working habits, there are differences in economic activities between industries and occupations, and hence improvements in business activities are not uniform and a full resumption to historic income level is slow.

## **Appendices**

- Appendix 1 – Cleansing Service Charges to Private Landowners
- Appendix 2 – Charges for Schools
- Appendix 3 – Estimated School Income

**Background Papers**-None attached.

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## Appendix 1 - Cleansing Service Charges to Private Landowners

Customer	Current Charge 2023/24 £	Proposed Charge 2024/25 £
Telereal Trillium Ltd, Bastion House Slip Road	3,386	3,593
Drapers Hall, Footpaths adjacent to Drapers Hall, Throgmorton Avenue	2,395	2,541
Carpenters Hall, Footpaths adjacent to Carpenters Hall, Throgmorton Ave (twice daily sweeping)	5,764	6,116
<b>Total</b>	<b>11,545</b>	<b>12,250</b>

***Note: VAT (not shown) is applicable to these charges.***

## Appendix 2 – Charges for Schools

Container Type	Current Charge 2023/24 £	Proposed Charge 2024/25 £	Percentage Increase
General Waste Bag – roll of 50	124.97	132.60	6.1%
General Waste – 1100L bin per lift	19.53	20.72	6.1%
General Waste – 240L bin per lift	6.24	6.62	6.1%
Recycling Bag – roll of 50	42.50	42.50	0%
Recycling Waste – 240L bins per lift	1.50	1.50	0%
Recycling Waste – 660L bins per lift	3.00	3.00	0%
Recycling Waste – 1100L bins per lift	4.00	4.00	0%
Food Bin – 140L per lift	11.50	11.50	0%
Food Bin – 500L per lift	45.00	45.00	0%
<b><i>Note: VAT (not shown) is applicable to these charges</i></b>			

## Appendix 3 - Estimated Income from Schools

<b>Educational Institution</b>	<b>Type of Institution</b>	<b>Estimated Income 2024/25 £'000</b>
The Aldgate School	State School	6
City of London School	Independent	12
City of London School for Girls	Independent	14
St Paul's Cathedral School	Independent	17
Guildhall School of Music and Drama (Silk Street)	Further Education Institution	10
Guildhall School of Music and Drama (Sundial Court)	Further Education Institution	18
Guildhall School of Music and Drama (Milton Court)	Further Education Institution	4
New Park Nursery	Nursery	4
<b><i>Note: VAT (not shown) is applicable to these charges</i></b>	<b>Total</b>	<b>85</b>

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<b>Committee(s):</b> Port Health and Environmental Services Committee Health & Wellbeing Board	<b>Dated:</b> 09/01/2024 02/02/2024
<b>Subject:</b> Trading Standards Update – Nicotine Inhaling Products	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	1,2,5,6
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b> Bob Roberts, Executive Director Environment	<b>For Information</b>
<b>Report author:</b> Ian Dobson, Trading Standards Officer	

## Summary

The purpose of this report is to inform members of the current situation with regards to sales of illegal nicotine inhaling products (vapes and e-cigarettes), the action currently being undertaken by the City of London's Trading Standards Service, including enforcement activity.

## Recommendation(s)

Members are asked to note the report.

## Main Report

### Background

1. Nicotine inhaling products, often referred to as vapes or e-cigarettes, are battery-operated devices which heat a solution of nicotine and deliver it to the user in the form of an aerosol rather than through combustion of tobacco. The NHS claim that vaping is 95% safer than smoking tobacco and they, and The UK Health Security Agency (previously Public Health England), promote vaping as a safer alternative to smoking tobacco and as an effective smoking cessation aid for current smokers. The NHS do concede, however, that the long-term risks of vaping are not yet clear and discourage the use of vapes by persons who do not currently smoke tobacco.
2. There are concerns about the popularity of vaping among children and young people and the associated health risks. Nicotine is a poisonous and highly

addictive substance which has been shown to harm adolescent brain development and can prove fatal in large doses.

3. A study by public health charity 'Action on Smoking and Health' (ASH) found that in March/April 2023 the proportion of children experimenting with vaping had grown by 50% year on year, from one in thirteen to one in nine. Children's awareness and the promotion of vapes has also grown and this is inevitably linked to the way that vape manufacturers make the products child appealing with packaging design and flavours.
4. Currently, vapes offered for sale are required to be notified to the Medicines and Healthcare Regulatory Agency and must comply with strict standards prescribed by the Tobacco and Related Products Regulations 2016 (TRPRs). The TRPRs stipulate the maximum strength and tank capacity of nicotine solutions, ban certain ingredients, and require specific labelling and health warnings. The TRPRs are defined as safety regulations for the purposes of the Consumer Protection Act 1987 and the enforcement responsibility sits with Trading Standards.
5. The sale of vapes to under 18s is also prohibited by the Nicotine Inhaling Products (Age of Sale and Proxy Purchasing) Regulations 2015.
6. Based on the findings of Trading Standards services around the UK, it is apparent that many vapes offered for sale do not comply with the strict requirements of the TRPRs, particularly with respect to maximum tank size, maximum strength of nicotine solution, labelling and presence of toxic metals such as nickel, cadmium and lead.
7. The Tobacco and Vapes Bill, announced in the King's Speech on 7 November 2023, seeks to reduce the appeal of vapes to children by regulating point-of-sale displays and restricting flavours, presentation and packaging of vapes. Restricting the sale of disposable vapes will also be considered. These products are not only attractive to children but are extremely harmful to the environment.
8. The BBC reports that around five million disposable vapes, which contain non-biodegradable plastics and toxic lithium batteries, are thrown away each week in normal bins or on the roadside and that recycling rates are low. Vapes can cause fires in refuse collection lorries and waste treatment facilities if not disposed of correctly, although this has not been an issue within the City to date.
9. The increased use of single use vapes is concerning from a waste production perspective, particularly single use vapes. Although vape recycling is possible, it is technically difficult due to the varied and complex nature of the products.
10. A recent government consultation on the subject recognised that although there are measures already in place to ensure responsible production and disposal of electronic items through the Waste Electrical and Electronic Equipment Regulations 2013 (WEEE) and obligations under the Waste Batteries and Accumulators Regulations 2009, compliance with these obligations is low, given the recent surge of businesses supplying disposable vapes.



11. There is further work in this area planned as both the WEEE and batteries regulations are being reviewed, with further consultations planned on the subject.
12. Information on disposing of vapes is on the City of London website under the recycling A to Z. Currently, there is a dedicated vape disposal point located in Tesco Cheapside. Additional drop off points will be added to the website as and when they become available.

## **Current Position**

13. City of London Trading Standards Officers (TSOs) are authorised for the purposes of the TRPRs and the Nicotine Inhaling Products (Age of Sale and Proxy Purchasing) Regulations.
14. As part of a joint SLA with the Public Health Team and funded by the City's and Hackney's Public Health grants, TSOs have been conducting inspections of retailers selling vapes. Since November 2022 TSOs have carried out 28 visits to retailers to check that vapes sold in the City comply with the requirements of the TRPRs. Retailers are also being reminded of their legal obligation, under the WEEE (Waste Electrical and Electronic Equipment) Regulations, to provide facilities for safe recycling of vapes.
15. Out of the 28 premises visited, problems were found in ten premises. Around twelve thousand non-compliant vapes, and other related products such as oral tobacco and nicotine pouches, have been seized by City TSOs and taken off the market. The retail value of the seized, non-compliant stock is around £64,000. There have been three particularly large seizures of illegal products, one of which was reported on in February 2023 <https://news.cityoflondon.gov.uk/40000-worth-of-illegal-vapes-taken-off-city-streets-set-to-be-destroyed/>
16. Where illegal products are found, Trading Standards will decide on how to deal with the issues identified. In the case of significant seizures, retailers of non-compliant vapes are interviewed under caution with a view to possible prosecution. Where prosecution is not considered appropriate, having regard to the Port Health & Public Protection's Enforcement Policy, seized vapes have been surrendered voluntarily by the seller and safely destroyed by an authorised waste treatment company in accordance with relevant legal and environmental requirements. Sellers are required to meet the cost of secure destruction.
17. One recent inspection in October 2023 resulted in TSOs being obstructed while trying to carry out their duties. As a result, officers received excellent support from City of London Police and a large seizure was made. This matter is currently under investigation.
18. Currently, the Trading Standards Service is conducting a test-purchasing exercise to test retailers' age verification processes for the sales of vapes. An eighteen-year-old member of the trading standards team is visiting all retailers in the City that are known to sell vapes and attempting to make a purchase. Whilst

a sale to an eighteen-year-old is not an offence under the Nicotine Inhaling Products (Age of Sale and Proxy Purchasing) Regulations, it provides an indication that the seller's approach to age verification is not sufficiently robust because they have not effectively implemented a "Challenge 25" scheme, which requires a prospective purchaser of age-restricted products to provide documented proof of their age if they appear to be under the age of 25. Out of 14 purchases attempted, sales were made on 4 occasions without checking proof of age.

19. All schools/colleges within the City of London have been contacted by email to ascertain whether there are any concerns about students using vapes, but none have expressed any concerns.
20. Arrangements are being made for the Trading Standards Service to use fifteen- and sixteen-year-old volunteers for an under-age sales test-purchasing exercise. The exercise is planned to take place during 2024 and will focus initially on retailers that have previously failed a Challenge 25 test-purchase. Prior to commencing the exercise, these retailers will receive written notification of the Challenge 25 test-purchase failure and advice on good practice on sales of age-restricted products.

### **Corporate & Strategic Implications**

21. None

### **Conclusion**

22. The Trading Standards Service plays a significant role in ensuring that consumers in the City of London are not exposed to harm from non-compliant and dangerous nicotine inhaling products and that children and young people are protected from the health risks associated with nicotine consumption and being drawn into nicotine addiction through illegal sales of vapes.
23. If the proposals in the Tobacco and Vapes Bill becomes law, the Trading Standards Service will enforce the new provisions and this protection will be further strengthened.

### **Appendices**

None

### **Background Papers**

None

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