



RECORD OF OFFICER DELEGATED DECISIONS

TITLE:	Amendment to Private Sector Housing Policy Framework from version 1.3 to 1.4.																																					
DECISION:	<p>1. To update the agreed fees in respect of charging for enforcement action and for the licensing of Houses in Multiple Occupation, in line with the Corporate Policy.</p> <p>2. To amend the proposed charges in the '<i>Housing Standards 25.26 fees and charges</i>' spreadsheet to reflect a zero increase, instead of a reduction, in the penalty charge notice for failure to comply with the Electrical Safety Standards from the charges in 2024 to 2025.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;"><u>Housing Standards fees and charges</u></th> <th colspan="3" style="text-align: right;">4.10%</th> <th></th> </tr> <tr> <th></th> <th style="text-align: center;">Charges 2024/25 £</th> <th style="text-align: center;">Proposed Increase 2025/26 £</th> <th style="text-align: center;">Proposed Charges 2025/26 £</th> <th style="text-align: center;">VAT LIABILITY</th> </tr> </thead> <tbody> <tr> <td colspan="5"><u>Penalty charge notice - Failure to comply with The Electrical Safety Standards</u></td> </tr> <tr> <td>Failure to comply - first occasion</td> <td style="text-align: right;">1,000.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">500.00</td> <td style="text-align: center;">Exempt</td> </tr> <tr> <td>Failure to comply - second occasion</td> <td style="text-align: right;">2,500.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">100.00</td> <td style="text-align: center;">Exempt</td> </tr> <tr> <td>Failure to comply - third occasion</td> <td style="text-align: right;">5,000.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">1,500.00</td> <td style="text-align: center;">Exempt</td> </tr> <tr> <td>Failure to comply - fourth and subsequent occasion</td> <td style="text-align: right;">7,500.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">1,500.00</td> <td style="text-align: center;">Exempt</td> </tr> </tbody> </table>			<u>Housing Standards fees and charges</u>	4.10%					Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY	<u>Penalty charge notice - Failure to comply with The Electrical Safety Standards</u>					Failure to comply - first occasion	1,000.00	0.00	500.00	Exempt	Failure to comply - second occasion	2,500.00	0.00	100.00	Exempt	Failure to comply - third occasion	5,000.00	0.00	1,500.00	Exempt	Failure to comply - fourth and subsequent occasion	7,500.00	0.00	1,500.00	Exempt
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DECISION MADE BY:	Jonathan Challen																																					
DATE DECISION MADE:	1 st August 2025																																					
REASON FOR DECISION:	<p>1. The figures have not been updated in line with Corporate Policy.</p> <p>2. The figures for Proposed Charges 2025/2026 within the document are incorrect, showing a reduction rather than remaining the same.</p>																																					
DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED:	None																																					
FINANCIAL IMPLICATIONS OF DECISION:	Increase in revenue generated through Housing Standards enforcement.																																					
AUTHORITY FOR DECISION:	<p>1. In line with Corporate Policy to increase fees and charges.</p> <p>2. Penalty Charge Notices set nationally by legislation.</p>																																					
CONSULTATION WITH PORTFOLIO HOLDER REQUIRED:	Yes	PORTFOLIO HOLDER SIGNATURE: (If consulted)																																				
SUPPORTING PAPERS	Housing Standards 25.26 fees and charges.xlsx																																					
OFFICER/COUNCILLOR INTERESTS DECLARED:	None																																					
CONTACT PERSON	Jonathan Challen	Telephone number:																																				
SIGNATURE			Date: 28 th July 2025																																			

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Notes: When the decision has been made the relevant officer should complete the report within 14 days and send it to Democratic Services for publication on the Council's website in accordance with the Openness of Local Government Regulations 2014.