

**CYNGOR SIR POWYS COUNTY COUNCIL.**

**6<sup>th</sup> September 2010**

**REPORT AUTHOR: Public Protection Manager**

**SUBJECT: Review of Fees for Public Registers**

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**REPORT FOR: Decision of Portfolio Holder for Housing, Public Protection and Community Safety**

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**1. Introduction**

1.1 Approval is sought for a change to the fees chargeable for providing copies of information held on two of the public registers maintained by Public Protection.

**2. Background**

2.1 Legislation requires a local authority to maintain a register of the food premises in its area and specifies the information to be held. The same law requires the proprietors of food businesses to register with their local authority. Similarly, a local authority must maintain a register of the private water supplies in use within the locality.

2.2 The public are allowed by law to view the register at all reasonable times, free of charge. A reasonable charge may be made for a copy of all or part of the register.

2.3 The present charge for the whole food register is £717.40 and £7.20 for a single entry copy. A similar situation prevails for the private water supplies register. These charges date back to the time when the information had to be retrieved and copied manually, whereas it can now be produced and sent electronically, requiring considerably less work than before.

**3. Proposal**

3.1 In view of the ability to produce and send the register electronically, it is proposed that the charges in both cases be reduced to £100 for the whole register and no more than £1 per page if the request is for a part of the register.

<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
<b>That the charge for a copy of the whole food premises register or the private water supplies register be reduced to £100 and that a charge not exceeding £1 be charged per page copied.</b>	<b>To reflect more accurately the cost of providing copies of public registers</b>

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<b>Relevant Portfolio Member(s):</b>	<b>Councillor R G Brown</b>
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<b>Relevant Local Member(s):</b>	<b>N/a</b>
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**Background Papers used to prepare report: None**