

Information note on Regulation 21



Charging

Regulation 21 allows local authorities to charge up to a maximum fee for carrying out specified duties under the Regulations. Schedule 5 of the Regulations sets out the permissible maximum fee and the conditions that local authorities must adhere to when setting a fee. A local authority may only use this power to recover the actual cost incurred in carrying out a specified activity. The maximum fee is exclusive of Value Added Tax.

Chargeable activities

Regulatory activity	Maximum fee (£)
A risk assessment	500
A sampling visit	100
An investigation e.g. of a complaint or a breach of a regulatory standard	100
Laboratory testing costs	
Regulation 10 Supply – non-optional parameters	25
Regulation 10 supply - additional risk-based parameters	These costs can be recovered as part of the risk assessment activity
Regulation 9 supply - check monitoring	100
Regulation 9 supply - audit monitoring	500

When carrying out an investigation, if further samples are taken as part of the investigation, then the cost must be included and recovered up to the specified maximum for an investigation. An additional charge for a sampling visit should not be made.

A local authority can charge for a sample visit if the purpose is to verify the effectiveness of improvements, e.g. following the completion of actions specified in a Notice or action plan.

A local authority should not charge for a sample that is taken and analysed solely to confirm or clarify the results of a previous sample.

Where a local authority monitors a supply to a single dwelling where it suspects that the supply presents a potential risk to human health, it should only charge the owner or occupier for the cost of doing so if the owner or occupier requested the local authority to carry out the monitoring from the supply.

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Where other parameters are identified in the risk assessment as a risk to human health which are not specified by the Regulations, the charges may be included within the £500 maximum allowed for risk assessment charges.

Local authorities can limit the cost of risk assessment by making use of information from other stakeholders, e.g. EA, NRW, the local water company, BGS, DWI. The time taken to carry out the risk assessment, and therefore the costs incurred, can be reduced by requesting relevant persons to document relevant information about the supply in advance, for example by using or adapting the Private Water Supplies information pack available on our website (<http://dwi.defra.gov.uk/private-water-supply/Owner/pwsinfopack.htm>).

Charges will vary between local authorities due to a number of factors (e.g. numbers of supplies, locations etc.). Local authorities should have a transparent charging regime which is easily accessible and in a user-friendly format e.g. on their website.

Where monitoring is undertaken at a single property to represent a number of properties on a single supply, the responsibility for payment should be agreed by the relevant persons. Relevant persons are advised to document any agreements regarding payment of any ongoing charging costs, e.g. regulatory monitoring and risk assessment, maintenance, improvements servicing costs

Payment of fees is chargeable to the relevant person(s). Where there is more than one relevant person, the legislation does not specify how costs are apportioned (See Information Note on Regulations 2 and 3).