



Decision Ref. No:			
Service Area:	Housing and Communities / Public Protection	Date:	25.04.24
Contact Name:	Caroline Fair		
E-mail:	caroline.fair@bcpcouncil.gov.uk		
Subject:	Proposed Fees for checks on relevant imports at the Border Control Post, Port of Poole		
Decision taken:			
To implement fees and charges for the Border Control Post, Port of Poole as detailed in the report.			
Reasons for the decision:			
In order to achieve income for the importation and exportation of good and the statutory Port Health Authority functions, held by BCP Council, fees must be legally set and publicised. The Border Control Post comes into operation on 1 st May 2024 and fees must be set by this date.			
<u>1. Background</u>			
1.1 As a Food, Feed and Port Health Authority, BCP Council has responsibility for ensuring that official controls in accordance with assimilated Regulation (EU) 2017/625 (OCR), and associated legislation, are delivered and enforced with respect to imported			

Products of Animal Origin (POAO) entering GB via the Port of Poole, which is a designated Border Control Post (BCP).

1.2 Official controls checks, under a number of specific regulations, also apply with respect to the import of High Risk Foods of non-Animal Origin (HFNAO), and Plastic Kitchenware from China, which the BCP at the Port of Poole is designated to receive.

1.3 Following EU Exit, official controls checks are extended to the importation into GB of POAO and HFNAO from the EU and EEA, commencing 30 April 2024 onwards (Border Target Operating Model August 2023).

1.4 The majority of checks will be documentary only, with 1-30% Identity and Physical checks (sampling as prescribed), dependent on commodity type.

1.5. The legislation requires that official controls checks on products of animal origin, animal by-products and certain composite products must be undertaken by an Official Veterinarian (OV), working in conjunction with BCP Council officers. BCP Council has appointed an OV of for this purpose.

2. Fees & Charges

2.1 OCR specify that the costs for undertaking official control checks are to be met by the importer, either at a rate specified in the OCR or on a full cost recovery basis.

2.2 DEFRA has issued guidance on charging (November 2023), specifying that for high and medium risk categories of relevant commodities, a cost recovery fee should be charged at a flat rate per consignment, regardless of the type of checks applied. Low risk consignments, subject only to surveillance related checks, should also be charged on a cost recovery basis, capped at £10 per consignment.

2.3 Fees can also be charged for sampling and analysis and for a range of non-compliance functions.

2.4 Fees are also be levied for checks and controls on organics imports and on fish/fishery products subject to controls related to illegal fishing. Also, Ships' Sanitation Inspections, Ships' water sampling, and issuing of Export Health Certificates. These are included within BCP Council existing fees & charges for Port Health – see point 4.5 for proposed changes to existing charging.

3. Level of Consignments & Cost Recovery

3.1 The numbers of documentary, identity, and physical checks (including sampling) which will be required is not known, due to limited data on existing and future levels of trade and consignment types. Estimated figures are provided in Table 1, based on data (2022/23) provided by DEFRA, together with locally derived figures, from IPAFFS notifications (2022/23).

Table 1. Consignment and Estimated Checks data

Estimated consignment volumes by risk level (POAO) 2022/23 (source: DEFRA)				
Low	Medium	High	Unknown	Total
300 – 1,440	40 - 300	0	0-40	1,480 – 1,510
Estimated checks 2024/25				
	Documentary	ID & Physical checks		
DEFRA estimate based on HMRC data 22/23 ^	40- 340	<5		
BCP Council estimate based on IPAFFS data 22/23 [§]	420	12 max.		

^ assumptions:

- 99% dairy & egg products are low risk, 1% medium risk
- Medium risk products are subject to 100% documentary & 1-30% ID and physical checks
- Low risk products will require risk -based documentary checks for surveillance purposes but only intelligence led inspection at the BCP

§ assumption: Poole/Bilbao route operates all year. Poole Cherbourg route operates end Mar 24 – 3 Nov. 24 only, recommencing end Mar 25.

3.2 Two Ro-Ro Ferry routes currently operate between the Port of Poole and the EU, as detailed in the Table 2, which carry freight potentially subject to official controls checks,.

Table 2. Ro-Ro Routes EU – Port of Poole#

	Arrival	Departure	Arrival
Monday		08:30	21:45
Tuesday		08:30	
Wednesday	07:00 10:00	08:30 15:00	
Thursday	07:00	08:30	21:45
Friday		08:30	21:45
Saturday		08:30	20:30 23:00
Sunday		08:30 04:00	21:45

Sailings confirmed until 3 November 2024. Sailing schedules for services operating after this date not yet released.

3.3 The estimated low numbers of checks attracting fees, together with the spread of Ro-Ro arrivals, seven days per week and out of normal working hours, presents a significant challenge in terms of achieving cost recovery at a level which will be

commercially viable, having regard to charges levied at alternative, larger ports. Earlier DEFRA advice on charging (January 2021) recognises this issue.

4. Proposed Fees

4.1 The main costs arising from undertaking official controls checks at the BCP are staffing costs for BCP Council staff and the contracted OV, sampling costs, equipment, licences and IT, ancillary costs e.g. printing, and support costs for assistance with billing etc.

4.2 Having regard to the significant uncertainties that exist, it is proposed that fees for official checks at the BCP Port of Poole, are initially set for a period of six months, at a level that is commercially competitive, having regard to charges made by other Ports (where published) and the officer hourly rate for 24/25. Fees to be reviewed after **six months** when income from checks and the costs arising are better known.

4.3 A DEFRA funding bid is to be made for costs incurred in setting up and operating the BCP between April and July 24. During the initial six-month period, this funding, together with funds kept in reserve from previous DEFRA bids, will be used to cover costs of operating a Port Health Service at the BCP, with income from fees charged for official controls used to offset overall costs.

4.4 The proposed Port Health charges for official controls checks at the BCP, Port of Poole, covering the period 30 April 24 – 31 October 24, are set out in **Annex 1**.

4.5 Existing Port Health charges have been reviewed on the basis of cost recovery and demand for the service. **Annex 2** sets out the proposed changes to existing charges, which vary from the standard 5% increase for 24/25.

Consultations undertaken:

Consultation:

- No public consultation has been undertaken as this relates to charging for a new statutory function.

- The Portfolio Holder for Housing and Regulatory Services has been consulted and of the proposed charges and six-month review period

Finance and Resourcing Implications:

- The proposed fees charged for official controls checks will be used to partially offset costs for operation of the new Port Health Service at the BCP, Port of Poole.
- Funding held in reserve from previous DEFRA bids, together with a further DEFRA funding bid for the period April – July 24, will also be used to support any staff costs.
- Fees are set for an initial 6 month period in order to assess the volume of imports and checks required and will be reviewed after this date.

The funding bid for Apr-Jul 2024 was submitted in April for £70k.
Reserves held for Port Health as at the end of March 2024 is £400k.

Name: Adam Richens

Date: 29.04.2024

Signature (of Chief Finance Officer):



Legal Implications:

- The legal implications are contained within the body of the report. The level of fees proposed is unlikely to provide cost recovery for undertaking official controls checks, as required by OCR. DEFRA is aware of the challenges faced by new low throughput BCPs. Given that this is a new statutory function, having regard to the lack of reliable data on which to base costs, this is not expected to present a significant legal risk during the initial six-month period.

Name: Janie Berry

Date: 29 April 2024

Signature (of Monitoring Officer):



Risk Assessment:

- A risk assessment has been undertaken. The fees have been set at a level which enables the new Port Health checks to be implemented at a commercially viable rate. The six-month review period will enable changes to be made to the structure and levels of fees, if needed, when there is better clarity on the number of and nature of official control checks required.
- Legal risk assessed as above.

Name: Caroline Fair

Date: 22/04/2024



Signature (of Officer Completing Assessment)

Impact Assessments:

- A screening tool has been undertaken and there is no perceived impact on equality and diversity.

Information for publication - No

This ODR contains commercially sensitive information, including the DEFRA checks estimates which were marked as "official sensitive".

Background Papers

- [Border Target Operating Model August 2023](#)
- [Regulation \(EU\) 2017/625 \(Official Controls Regulations\)](#)
- DEFRA letter to Port Health Managers 3rd November 2023 incl. Annex A Proposed Charging Framework for PHA/LA-led BTOM inspections in England from 30 April 2024
- Port Health Authorities – Fees and Charges guidance January 2021

Any declaration of interest by the Officer responsible for the decision	Nature of Interest		
/No*			
Note: No Officer having an personal financial interest in any matter should take a decision on that matter. Other interests of a non-disqualifying matter should be recorded here.			
Any conflict of interest declared by a Cabinet Member who is consulted by the Officer taking the decision	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the Monitoring Officer
Yes/No*			

Decision taken by: (print name and designation)

Signature:

A grey rectangular box redacting the signature, with a thin black line above it suggesting a signature stroke.

Date of Decision: 30/04/2024

Date Decision Effective: 30/4/24

Date of Publication of record of decision: (to be inserted by Democratic Services) N/A

Note: A record of this decision should be kept by the Service Area within which the decision falls.

Annex 1

Products of Animal Origin – CHED-P	
High & Medium Risk Categories	
Consignments up to 15 tonnes – minimum charge	£62
Cost per tonne thereafter up to 46 tonnes	£10.25
Consignments over 46 tonnes – maximum charge	£470
Transits	Officer hourly rate (min 1hr)
Low Risk Category surveillance checks	£10
Intensified Official Controls (sampling)	Officer hourly rate
Consignments of Products of Animal Origin from New Zealand	Costs on request
Analytical costs	Assigned by laboratory
High Risk Food Not of Animal Origin HRFNAO – CHED-D	
Documentary Check	£84.50
Identity or physical check (analysis fee may also apply)	Officer hourly rate
Analytical costs	Assigned by laboratory
Plastic Kitchenware from China & Hong Kong	
Document check: 1-5 certificates	£63
Document check: 6-10 certificates	£78
Document check: 11-20 certificates	£110
Document check: 21+ certificates	£138
Identity, Physical, Sampling	Officer hourly rate (min 1 hr)

Analytical costs	Assigned by laboratory
Other Charges – all categories	
Full documentary check on cargo that does not arrive	£84.50
Late Notification, per consignment	£84.50
Non-manipulation certificate	£84.50
Non-compliant consignments	£140
Miscellaneous functions	Officer hourly rate
Postage/ photocopy documents	£10
Courier	Variable
Officer Hourly Rate	
Port Health/ OV – rounded to nearest ¼ hr, except as otherwise specified	£84.50

Annex 2

Existing Port Health Fees – Proposed Changes

Service	Discretionary / Mandatory	Fees 23/24	Reason for increase	Fees 24/25
BCP Export Certificate	D	£ 57.00	Cost recovery assessed as 0.75 hrs officer time	£63.50
BCP Export Certificate with visit	D	£ 97.00	Cost of Cert plus additional 1 hr officer time (prev. 0.5 hr)	£148
BCP Export Certificate with out of hours visit (inc bank holiday)	D	£ 137.50	Service not generally offered. Remove this charge – align with new rate for visit + certificate.	-
EU Export Certificate (and similar format)	D	£ 100.00 + VAT	recovery reassessed as 1.5 hrs officer time	£127 + VAT
EU Export Certificate (and similar format) with visit	D	£ 140.00 +VAT	Cost of Cert plus additional 1 hr officer time (prev 0.5hr)	£211 + VAT
EU Export Certificate with out of hours visit (inc bank holiday)	D	£ 180.50 +VAT	Service not generally offered. Remove this charge	-

			- align with new rate for visit + certificate	
Formal Verification/ Movement Control/ Notice (IUU & Organics) & Non-compliance charge	M	£ 103.00	Align with new charge for non-compliance which is consistent with other PHA's charging	£140
Ships' Water Samples	D	Varies according to test	Increase to include laboratory cost increases, officer time charged as previously	Variable