



LICENSING FEES AND CHARGES 2013-14

AUTHOR	Ross Hill – Licensing Team Leader, Legal Governance
RESPONSIBLE OFFICER	Mark Brookes – Group Manager, Legal Governance

Date of publication	1 st April 2013	Date of last version	n/a
Version no.	1.0 DRAFT	Date of expiry	31 st March 2014
Associated documents			

Contents

1. General service charges	1
2. Alcohol, entertainment and late night refreshment.....	2
3. Animal welfare	5
4. Betting, gaming and lotteries	7
5. Charitable collections	10
6. Hackney carriages and private hire vehicles	11
7. Hypnotism	12
8. Scrap metal & motor salvage	13
9. Sex establishments	13
10. Skin piercing, tattooing, acupuncture, etc	13

1. General service charges

1.1. General	
Item	Fee
Photocopies at customer's request (per A4 side, subject to legal/copyright restrictions and at officers discretion)	£0.20
Copy of interview tape following PACE interview (per tape) (where copy has already been provided, or where no action is to be taken against subject)	£15.00
Copy of public register entry (where kept and made available by statute) (per entry)	£15.00
Request for duplicate copy of licence following loss/theft/damage (where not otherwise listed)	£15.00

2. Alcohol, entertainment and late night refreshment

N.B. The fees within this section are currently prescribed by the Government through statutory instruments. Powers for licensing authorities to set fees on a local, cost-recovery basis are expected to be commenced in 2013, at which point these fees will be subject to review.

2.1. Club premises certificates		
Item		Fee
Application for new club premises certificate	Band A: Non-Domestic Rateable Value is £0–£4,300	£100.00
	Band B: NDRV is £4,301–£33,000	£190.00
	Band C: NDRV is £33,001–£87,000	£315.00
	Band D: NDRV is £87,001–£125,000	£450.00
	Band E: NDRV is £125,001+	£635.00
	Site under construction/development	£315.00
Application for full variation of club premises certificate	Band A	£100.00
	Band B	£190.00
	Band C	£315.00
	Band D	£450.00
	Band E	£635.00
	Site under construction/development	£315.00
Application for minor variation of club premises certificate		£89.00
Request for duplicate copy of certificate following loss/theft/damage		£10.50
Change of name or address on club premises certificate		£10.50
Change of club rules		£10.50
Annual fee (payable on anniversary of grant of certificate)	Band A	£70.00
	Band B	£180.00
	Band C	£295.00
	Band D	£320.00
	Band E	£350.00
	Site under construction/development	£295.00

2.2. Personal licences		
Item		Fee
Application for new personal licence		£37.00
Application to renew personal licence		£37.00
Duplicate copy of licence following theft/loss/damage		£10.50
Change of name or address		£10.50

2.3. Premises licences		
Item		Fee
Application for new premises licence	Band A: Non-Domestic Rateable Value is £0–£4,300	£100.00
	Band B: NDRV is £4,301–£33,000	£190.00
	Band C: NDRV is £33,001–£87,000	£315.00
	Band D: NDRV is £87,001–£125,000	£450.00
	Band D with multiplier	£900.00
	Band E: NDRV is £125,001+	£635.00
	Band E with multiplier	£1,905.00
	Site under construction/development	£315.00
Application for full variation of premises licence	Band A	£100.00
	Band B	£190.00
	Band C	£315.00
	Band D	£450.00
	Band D with multiplier	£900.00
	Band E	£635.00
	Band E with multiplier	£1,905.00
	Site under construction/development	£315.00
Additional application fee for high-capacity premises (payable in addition to the standard application fee)	Capacity: 5,000–9,999	£1,000.00
	Capacity: 10,000–14,999	£2,000.00
	Capacity: 15,000–19,999	£4,000.00
	Capacity: 20,000–29,999	£8,000.00
	Capacity: 30,000–39,999	£16,000.00
	Capacity: 40,000–49,999	£24,000.00
	Capacity: 50,000–59,999	£32,000.00
	Capacity: 60,000–69,999	£40,000.00
	Capacity: 70,000–79,999	£48,000.00
	Capacity: 80,000–89,999	£56,000.00
Capacity: 90,000+	£64,000.00	
Application for transfer of premises licence		£23.00
Application for variation of premises licence to specify premises supervisor		£23.00
Application for minor variation of premises licence		£89.00
Application to substitute mandatory condition for community premises (if not made simultaneously with another application)		£23.00
Application for interim authority notice		£23.00

Request for duplicate copy of premises licence following loss/theft/damage		£10.50
Change of name or address on premises licence		£10.50
Annual fee (payable on anniversary of grant of licence)	Band A	£70.00
	Band B	£180.00
	Band C	£295.00
	Band D	£320.00
	Band D with multiplier	£640.00
	Band E	£350.00
	Band E with multiplier	£1,050.00
	Site under construction/development	£295.00
Additional annual fee for high-capacity premises (payable in addition to the standard annual fee)	Capacity: 5,000–9,999	£500.00
	Capacity: 10,000–14,999	£1,000.00
	Capacity: 15,000–19,999	£2,000.00
	Capacity: 20,000–29,999	£4,000.00
	Capacity: 30,000–39,999	£8,000.00
	Capacity: 40,000–49,999	£12,000.00
	Capacity: 50,000–59,999	£16,000.00
	Capacity: 60,000–69,999	£20,000.00
	Capacity: 70,000–79,999	£24,000.00
	Capacity: 80,000–89,999	£28,000.00
	Capacity: 90,000+	£32,000.00

2.4. Temporary event notices

Item	Fee
Temporary event notice submission fee	£21.00
Duplicate copy of notice following theft/loss/damage	£10.50

2.5. Other fees and charges

Item	Fee
Application for provisional statement	£315.00
Notification of legal/financial interest in premises	£21.00

3. Animal welfare

3.1. Animal boarding establishments	
Item	Fee
Application for new animal boarding establishment licence	£320.00 plus vet inspection
Application to vary animal boarding establishment licence	£200.00 plus vet inspection
Application to renew animal boarding establishment licence	£200.00 plus vet inspection
Veterinary inspections of such premises will be at the discretion of officers. Veterinary inspection of premises will be carried out by the Council's approved veterinary surgeon, and cost will depend upon the size of the premises and the amount of accommodation to be inspected.	
A 50% discount will be applied to the above fees (excluding veterinary inspections) for home boarding establishments – that is, premises which are private dwellings, where animals are kept within the home.	

3.2. Dangerous wild animals	
Item	Fee
Application for licence to keep dangerous wild animals	£320.00 plus vet inspection
Application to vary licence conditions (new species/increased numbers of animals)	£220.00 plus vet inspection
Application to vary licence conditions (administrative matters only)	£80.00
Veterinary inspection of premises will be carried out by the Council's approved veterinary surgeon, and cost will depend upon the size of the premises and the number and species of animals to be inspected.	

3.3. Dog breeding	
Item	Fee
Application for new dog breeding establishment licence	£240.00 plus vet inspection
Application to renew dog breeding establishment licence	£180.00
<i>A veterinary inspection of the premises may be required on receipt of a renewal application, at officer's discretion. In such a case, the cost of such inspection shall be recharged in full.</i>	
Veterinary inspection of premises will be carried out by the Council's approved veterinary surgeon, and cost will depend upon the size of the premises and the number of animals to be inspected.	

3.4. Pet shops	
Item	Fee
Application for new pet shop licence	£225.00
Application for new pet shop licence (fish only)	£150.00
Application to renew pet shop licence	£115.00
Application to renew pet shop licence (fish only)	£80.00

3.5. Riding establishments	
Item	Fee
Application for riding establishment licence	£300.00 plus vet inspection
Veterinary inspection of premises will be carried out by the Council's approved veterinary surgeon, and cost will depend upon the size of the premises and the number of animals to be inspected.	

3.6. Zoos	
Item	Fee
Application for new zoo licence	£2,000.00 plus vet inspection
Application to renew zoo licence	£1,600.00 plus vet inspection
Application to vary zoo licence	£1,600.00 plus vet inspection
Application to transfer zoo licence	£600.00
Veterinary inspection of premises will be carried out by the Council's approved veterinary surgeon, and cost will depend upon the size of the premises and the number and species of animals to be inspected.	
A 50% discount will be applied to the above fees (excluding veterinary inspections) for a zoo that is subject to a current dispensation from DEFRA's Zoos Inspectorate under section 14 of the 1981 Act.	

4. Betting, gaming and lotteries

4.1. Notices	
Item	Fee
Temporary use notice submission fee	£350.00
Duplicate copy of temporary use notice following theft/loss/damage	£15.00
Occasional use notice submission fee	Free

4.2. Permits and notifications		
Item	Fee	
Notification of 1-2 gaming machine in alcohol-licensed premises	£50.00	
Licensed premises gaming machine permit	Application for new permit	£150.00
	Conversion of s.34(5E) permit	£100.00
	Application for variation of permit	£100.00
	Application for transfer of permit	£25.00
	Change of name or address	£25.00
	Annual fee *	£50.00
	Club machine permit Club gaming permit	Application for new permit (standard)
Application for new permit (fast track)		£100.00
Conversion of part II / III registration		£100.00
Application for variation of permit		£100.00
Application for renewal of permit (standard)		£200.00
Application for renewal of permit (fast track)		£100.00
Annual fee *		£50.00
Family entertainment centre gaming machine permit	Application for new permit	£300.00
	Conversion of s.34(1) permit	£100.00
	Application for renewal of permit	£300.00
	Change of name or address	£25.00
Prize gaming permit	Application for new permit	£300.00
	Conversion of s.16 permit	£100.00
	Application for renewal of permit	£300.00
	Change of name or address	£25.00
Duplicate copy of permit following theft/loss/damage	£15.00	

* Annual fee is payable 30 days after the permit takes effect, and then annually on the anniversary of the grant of the permit.

4.3. Premises licences		
	Item	Fee
Application for new premises licence (without provisional statement)	Adult gaming centre	£1,340.00
	Betting (track)	£1,670.00
	Betting (other)	£2,000.00
	Bingo	£2,450.00
	Family entertainment centre	£1,200.00
Application for new premises licence (with provisional statement)	Adult gaming centre	£800.00
	Betting (track)	£640.00
	Betting (other)	£800.00
	Bingo	£840.00
	Family entertainment centre	£570.00
Application for provisional statement	Adult gaming centre	£1,340.00
	Betting (track)	£1,670.00
	Betting (other)	£2,000.00
	Bingo	£2,450.00
	Family entertainment centre	£1,200.00
Application for variation of premises licence	Adult gaming centre	£670.00
	Betting (track)	£840.00
	Betting (other)	£1,000.00
	Bingo	£1,225.00
	Family entertainment centre	£600.00
Application for transfer of premises licence	Adult gaming centre	£800.00
	Betting (track)	£640.00
	Betting (other)	£800.00
	Bingo	£840.00
	Family entertainment centre	£570.00
Application for reinstatement of premises licence	Adult gaming centre	£800.00
	Betting (track)	£640.00
	Betting (other)	£800.00
	Bingo	£840.00
	Family entertainment centre	£570.00
Annual fee (payable 30 days after the licence takes effect, and then annually on the anniversary of the grant of the licence)	Adult gaming centre	£670.00
	Betting (track)	£670.00
	Betting (other)	£420.00
	Bingo	£700.00
	Family entertainment centre	£450.00
Duplicate copy of licence following theft/loss/damage		£15.00
Change of name or address on premises licence		£35.00

4.4. Small society lottery registrations

Item	Fee
Registration of society	£40.00
Annual fee (payable on anniversary of registration)	£20.00

Fees in sections 4.2 and 4.4 are prescribed in Regulations.

DRAFT

5. Charitable collections

5.1. Street collections	
Item	Fee
Application for street collection licence	Free

5.2. House to house collections	
Item	Fee
Application for house to house collection licence	Free

DRAFT

6. Hackney carriages and private hire vehicles

6.1. Drivers		
Item		Fee
Application for PH or HC driver licence	1 year	£70.00
	3 years	£130.00
Application for dual driver licence #	1 year	£105.00
	3 years	£195.00
Interim application for dual driver licence (where one licence already held) #		£30.00 plus £1.00 per month remaining
Licence badge deposit (refundable on return of badge)		£50.00
Replacement licence badge		£20.00
Knowledge test (non-refundable)		£40.00
Disclosure & Barring Service (formerly CRB) enhanced disclosure *		£44.00
External identity check (where required for CRB route 2 verification) *		£7.20
Driving licence verification check *		£6.90

The proposal to issue dual driver licences is subject to confirmation by the council.

* These fees are rechargeable on a full cost recovery basis, and will be adjusted automatically in accordance with any variation of the fee charged by the council's supplier.

6.2. Vehicles	
Item	Fee
Application for HC vehicle licence (including compliance test fee)	£240.00
Application for PH vehicle licence (including compliance test fee)	£225.00
Application for stretch limo PH vehicle licence (including specialist compliance test fee) (6m.)	£175.00
Licence plate deposit (refundable on return of plates)	£50.00
Replacement rear (external) licence plate	£20.00
Replacement front (internal) licence plate	£20.00
Replacement front (internal) licence plate holder	£2.00
Transfer of ownership of licence/vehicle	£70.00
Substitution of vehicle on licence (including compliance test fee)	£160.00
Change of vehicle particulars (reg. no., colour, etc) (includes replacement plates)	£55.00
Vehicle compliance test *	£55.20
Specialist vehicle compliance test * (stretch limos only)	£80.00

* This fee is rechargeable on a full cost recovery basis, and will be adjusted automatically in accordance with any variation of the fee charged by the council's supplier.

6.3. Operators		
Item		Fee
Application for PH operator licence (1 year)	1 to 5 vehicles	£125.00
	6 or more vehicles	£320.00

6.4. Other fees and charges	
Item	Fee
Duplicate copy of licence following theft/loss/damage	£15.00

7. Hypnotism

7.1. Hypnotism authorisation	
Item	Fee
Authorisation of exhibition, demonstration or performance of hypnotism	Free

DRAFT

8. Scrap metal & motor salvage

8.1. Scrap metal dealers	
Item	Fee
Registration as a scrap metal dealer	Free
Change of registered particulars	Free
Request to cancel registration as scrap metal dealer	Free

8.2. Motor salvage operators	
Item	Fee
Registration as a motor salvage operator	£75.00
Change of registered particulars	Free
Request to cancel registration as motor salvage operator	Free

9. Sex establishments

9.1. Sex establishment licences (sex shops, sex cinemas, sexual entertainment venues)	
Item	Fee
Application for new sex establishment licence	£2,800.00
Application for renewal of sex establishment licence	£2,600.00
Application for variation of sex establishment licence	£2,600.00
Application for transfer of sex establishment licence	£700.00

10. Skin piercing, tattooing, acupuncture, etc

10.1. Skin piercing, etc	
Item	Fee
Application for registration of premises	£200.00
Application for registration of operator	£125.00