



# LICENSING FEES AND CHARGES 2014-15

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## 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 disc/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 2014, at which point these fees will be subject to review.

<b>2.1. Club premises certificates</b>		
<b>Item</b>		<b>Fee</b>
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

<b>2.2. Personal licences</b>		
<b>Item</b>		<b>Fee</b>
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

<b>2.3. Premises licences</b>		
<b>Item</b>		<b>Fee</b>
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	

<b>2.4. Temporary event notices</b>	
<b>Item</b>	<b>Fee</b>
Temporary event notice submission fee	£21.00
Duplicate copy of notice following theft/loss/damage	£10.50

<b>2.5. Other fees and charges</b>	
<b>Item</b>	<b>Fee</b>
Application for provisional statement	£315.00
Notification of legal/financial interest in premises	£21.00

### 3. Animal welfare

<b>3.1. Animal boarding establishments</b>	
<b>Item</b>	<b>Fee</b>
Application for new animal boarding establishment licence (up to 1 year)	£320.00
Application to renew animal boarding establishment licence (1 year)	£210.00
Application to vary animal boarding establishment licence	£150.00
Application for new animal home boarding establishment licence (1 year) <i>(private dwellings only, where boarded animals are kept within the home)</i>	£170.00
Application to renew animal home boarding establishment licence (1 year) <i>(private dwellings only, where boarded animals are kept within the home)</i>	£110.00
Application to vary animal home boarding establishment licence <i>(private dwellings only, where boarded animals are kept within the home)</i>	£90.00
<p>Veterinary inspections of boarding establishments will be carried out at the discretion of licensing officers. Where required, the inspection of the premises will be carried out by the Council's approved veterinary surgeon, and the cost will be recharged in full to the applicant. The cost will depend upon the size of the premises and the amount of accommodation to be inspected.</p>	

<b>3.2. Dangerous wild animals</b>	
<b>Item</b>	<b>Fee</b>
Application for licence to keep dangerous wild animals (2 years)	£325.00 plus vet inspection
Application to vary licence conditions (new species/increased numbers of animals)	£210.00 plus vet inspection
Application to vary licence conditions (administrative matters only)	£65.00
<p>Veterinary inspection of premises will be carried out by the Council's approved veterinary surgeon, and the cost will be recharged in full to the applicant. The cost will depend upon the size of the premises and the number and species of animals to be inspected.</p>	

<b>3.3. Dog breeding</b>	
<b>Item</b>	<b>Fee</b>
Application for new dog breeding establishment licence (1 year)	£245.00 plus vet inspection
Application to renew dog breeding establishment licence (1 year)	£190.00
<p><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></p>	
<p>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.</p>	

<b>3.4. Pet shops</b>	
<b>Item</b>	<b>Fee</b>
Application for new pet shop licence (1 year)	£225.00
Application for new pet shop licence (fish only) (1 year)	£150.00
Application to renew pet shop licence (1 year)	£125.00
Application to renew pet shop licence (fish only) (1 year)	£90.00

<b>3.5. Riding establishments</b>	
<b>Item</b>	<b>Fee</b>
Application for riding establishment licence (1 year)	£300.00 plus vet inspection
Veterinary inspection of premises will be carried out by the Council's approved veterinary surgeon, and the cost will be recharged in full to the applicant. The cost will depend upon the size of the premises and the number of animals to be inspected.	

<b>3.6. Zoos</b>	
<b>Item</b>	<b>Fee</b>
Application for new zoo licence (4 years)	£2,000.00 plus vet inspection
Application to renew zoo licence (6 years)	£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 the cost will be recharged in full to the applicant. The 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

Fees in sections 4.2 and 4.4 are prescribed in Regulations.

<b>4.1. Notices</b>	
<b>Item</b>	<b>Fee</b>
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

<b>4.2. Permits and notifications</b>		
<b>Item</b>	<b>Fee</b>	
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)	£200.00
	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.



<b>4.3. Premises licences</b>		
	<b>Item</b>	<b>Fee</b>
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**

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

### **5. Charitable collections**

#### **5.1. Street collections**

<b>Item</b>	<b>Fee</b>
Application for street collection licence	Free

#### **5.2. House to house collections**

<b>Item</b>	<b>Fee</b>
Application for house to house collection licence	Free

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## 6. Hackney carriages and private hire vehicles

<b>6.1. Drivers</b>		
<b>Item</b>		<b>Fee</b>
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 part month remaining
Licence badge deposit (refundable on return of badge)		£50.00
Replacement licence badge		£20.00
Disclosure & Barring Service (formerly CRB) enhanced disclosure *		£44.00
External identity check (where required for DBS route 2 verification) *		£7.20
Driving licence verification check *		£6.90
Knowledge test – Local/legal knowledge assessment (full test) (non-refundable)		£40.00
Knowledge test – Local/legal knowledge assessment (upgrade/partial test) (non-refundable)		£30.00
Knowledge test – Versant speaking / listening skills assessment *		£28.80

\* 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.

<b>6.2. Vehicles</b>	
<b>Item</b>	<b>Fee</b>
Application for HC vehicle licence (including compliance test fee) (1 year)	£240.00
Application for PH vehicle licence (including compliance test fee) (1 year)	£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	£72.50
Substitution of vehicle on licence (including compliance test fee)	£165.00
Change of vehicle particulars (reg. no., colour, etc) (includes replacement plates)	£55.00
Vehicle compliance test *	£54.00
Specialist vehicle compliance test * (stretch limos only)	£80.00

\* 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.

<b>6.3. Operators</b>	
<b>Item</b>	<b>Fee</b>
Application for PH operator licence (1-3 vehicles) (3 years)	£350.00
Application for PH operator licence (4+ vehicles) (2 years)	£350.00

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

## **7. Hypnotism**

<b>7.1. Hypnotism authorisation</b>	
<b>Item</b>	<b>Fee</b>
Authorisation of exhibition, demonstration or performance of hypnotism	Free

## **8. Scrap metal dealers**

<b>8.1. Scrap metal dealers</b>		
<b>Item</b>		<b>Fee</b>
Application for new scrap metal licence	Site licence	£248.00
	Collectors licence	£178.00
Application to renew scrap metal licence	Site licence	£232.00
	Collectors licence	£162.00
Application to vary scrap metal licence	Change of licensee details	£12.00
	Change of licensed sites	£68.00
	Change of site managers	£35.00
	Site to collector's licence	£23.00
	Collector's to site licence	£80.00

## **9. Sex establishments**

<b>9.1. Sex establishment licences (sex shops, sex cinemas, sexual entertainment venues)</b>	
<b>Item</b>	<b>Fee</b>
Application for new sex establishment licence	£2,775.00
Application for renewal of sex establishment licence	£2,500.00
Application for variation of sex establishment licence	£1,800.00
Application for transfer of sex establishment licence	£600.00

## **10. Skin piercing, tattooing, acupuncture, etc**

<b>10.1. Skin piercing, etc</b>	
<b>Item</b>	<b>Fee</b>
Application for registration of premises	£220.00
Application for registration of operator	£115.00

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