



# Licensing and Health and Safety Enforcement Committee

**TUESDAY 29 JANUARY 2019 AT 7.30 PM**

**DBC Council Chamber - The Forum**

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

## Membership

Councillor Adeleke  
Councillor Armytage  
Councillor Mrs Bassadone  
Councillor Bhinder  
Councillor Conway  
Councillor Douris  
Councillor P Hearn (Chairman)

Councillor Howard (Vice-Chairman)  
Councillor Link  
Councillor Mills  
Councillor Peter  
Councillor Taylor  
Councillor Whitman

For further information, please contact Corporate and Democratic Support or 01442 228209

## **AGENDA**

### **1. MINUTES**

To approve the minutes from the last meeting.

### **2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence

### **3. DECLARATIONS OF INTEREST**

To receive any declarations of interest.

### **4. PUBLIC PARTICIPATION**

### **5. LICENSING FEES AND CHARGES 2019-20 (Pages 2 - 17)**

# Agenda Item 5



<b>Report for:</b>	<b>Licensing and Health &amp; Safety Enforcement Committee</b>
<b>Date of meeting:</b>	<b>29 January 2019</b>
<b>PART:</b>	<b>I</b>
If Part II, reason:	

<b>Title of report:</b>	<b>Licensing fees &amp; charges 2019-20</b>
Contact:	Nathan March - Licensing Team Leader
Purpose of report:	To set the fees and charges payable in connection with licensing applications for the financial year 2019-20
Recommendations	That the fees and charges payable in connection with licensing applications from 1 April 2019 to 31 March 2020 are set at the levels proposed in Annex B.
Corporate objectives:	<ul style="list-style-type: none"> <li>• A clean, safe and enjoyable environment</li> <li>• Delivering an efficient and modern council</li> </ul>
Implications:	<p><u>Financial</u> There will be a small cost in adoption of fees, as some require public notice to be given.</p> <p><u>Value for Money</u> The proposed fees have been calculated using recent costs incurred by the Licensing service, with the aim of ensuring that administrative, processing and certain compliance costs are recovered in full.</p> <p><u>Risk / Community Impact / Health And Safety Implications</u> None identified</p>
Consultees:	Public notice and an opportunity for objections will be provided for a number of fees where there is a statutory duty for such.

Background papers:	
Glossary of acronyms and any other abbreviations used in this report:	

## 1. BACKGROUND

- 1.1. Dacorum Borough Council has statutory responsibility for the administration and enforcement of a wide range of licences, registrations and permits. Many of these schemes allow the Council to charge a fee, payable by an applicant for a licence, in order to cover the costs (or a proportion thereof) of the administration of those licence types. In some cases, costs are also permitted to cover other aspects of providing the regulatory scheme, such as enforcement.
- 1.2. The basis in setting such fees is generally to ensure full cost recovery, or as close to it as possible. Numerous legal cases over the years have confirmed that licensing fees may not be used to generate a profit for councils, and that fees should be reviewed regularly (generally annually) to ensure that neither a significant surplus nor deficit is created. Surpluses or deficits may be carried forward to future years to be redistributed or recouped, as applicable.
- 1.3. Many licensing schemes fall within the definition of ‘services’, and are therefore subject to the EU Services Directive, incorporated in to UK law as the Provision of Services Regulations 2009. For such schemes, fees and charges must “*be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities*”.<sup>1</sup> This principle was affirmed by the UK Supreme Court in *R. (on the application of Hemming (t/a Simply Pleasure Ltd)) v Westminster City Council*.<sup>2</sup>
- 1.4. In the above case, the Supreme Court referred one issue, on the legality of a demand for upfront payment relating to the ongoing enforcement and compliance of licensing and regulatory schemes, to the European Court of Justice for consideration. The ECJ issued its judgement<sup>3</sup> in November 2016, stating that the law precludes any requirement for payment at the time of submitting an application, of part of a fee which relates to the ongoing management and enforcement of the authorisation scheme concerned, even if that part is refundable if that application is subsequently refused. As a result of this, and earlier decisions in the Hemming case, fees for licence types which fall within the scope of the Services Directive are now set in a two-stage structure:
- an initial **application fee** payable at the time of application, representing the authority’s costs in considering and determining the application;
  - a subsequent **licence fee** payable upon the grant of the application but prior to the issue of the licence, covering the costs of ongoing enforcement and compliance checks of the authorisation scheme, and any other costs which the authority is permitted to recover through its licence fees.

<sup>1</sup> Reg 18(4), Provision of Services Regulations 2009 (S.I. 2009 / 2999)

<sup>2</sup> [2015] UKSC 25

<sup>3</sup> [2016] EUECJ C-316/15 – [Link to judgement](#)

- 1.5. The key exclusions from the above provisions relate to gambling and taxi licences, as those categories of services are excluded from the Directive and the 2009 Regulations. Fees in connection with taxi applications are defined in the subject legislation as licence fees, as they are payable for the grant of a licence, not for an application (ancillary charges, e.g. DBS checks, are payable at the time, however). Gambling fees are treated as application fees, as the legislation makes no provision for refund in the event of an application being unsuccessful. Fees under the Licensing Act 2003 for alcohol/entertainment licences, which are set nationally within legislation, are also treated as application fees as the legislation is again silent on the subject of refunds.
- 1.6. The table at Annex A summarises the Council's powers to set its fees in respect of licensing applications, and any limitations on those powers.

## 2. PROPOSALS

- 2.1. A proposed list of service-wide fees and charges (excluding those fees set by statute or under executive arrangements) for the period from 1 April 2019 to 31 March 2020, is appended to this report as Annex B.
- 2.2. In addition to the general explanatory note at para 1.4-1.5, the following comments are made on specific proposals:

### **Alcohol/entertainment fees (1.1.-1.7)**

These continue to be set nationally in legislation, at levels which have not changed since 2005. In November 2017, the Government responded<sup>4</sup> to a House of Lords Select Committee report examining the legislation for these licences, stating that the Government had decided not to commence statutory powers allowing licensing authorities to set these fees at a local level, citing additional costs facing licensed premises as a result of recent business rates revaluations. It therefore appears that these fees will remain at current levels, which result in a substantial deficit against costs, for the foreseeable future.

### **Animal licences (2.1-2.8)**

Legislation implementing a new combined licensing scheme for businesses engaged in animal boarding, dog breeding, sales of pet animals, displaying or exhibiting animals, or hiring of horses for riding or riding tuition. The new 'animal activity licences' came into existence on 1st October 2018, with previous licences converting to the new style licence upon the first successful renewal application after that date. This process was completed throughout December and January for most licences. The fees in place for these licences in 18/19 were estimated prior to any applications being received, so the fees proposed for 19/20 reflect new estimations as a result of the experience that has been gained since the new requirements were introduced.

Dangerous wild animal licences (currently 2 in force) and zoo licences (0 in force) remain separate from the new licences, due to their specialist nature.

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<sup>4</sup> <https://www.gov.uk/government/publications/the-government-response-to-the-report-from-the-house-of-lords-select-committee-on-the-licensing-act-2003>; Recommendation 61, page 39

### **Caravan and camping site licences**

In 2018/19 the responsibility for the Licensing of Caravan and camping sites in Dacorum was passed to the Licensing team. Fees are chargeable for Mobile Home Sites, which are one type of caravan and camping site. However, these fees can only be set by reviewing the Mobile Homes Fees policy; a piece of work that is planned to take place during 2019-20. As such, no changes to these fees have been introduced as part of the overall fees review and these fees are not listed in Annex A or B.

- 2.3. As with last year, no prior consultation has been carried out on these proposed fees, save for discussions with the service accountant. As licensing authorities are legally obliged to set fees on a cost recovery basis, costs are the only factor they should consider, and comparisons with fees charged by other authorities, comparisons with inflation rates or other indices (including regulated taxi fares) or responses generally opposing an increase as it will raise costs for businesses should carry little weight. In previous years almost all of the responses received to consultations have fallen under these descriptions, as it is very difficult for third parties to make any other comment on the costs incurred by the licensing authority.
- 2.4. For fees covered by a public notice requirement, an opportunity will be available to make representations on the proposed fees prior to their going live, following the publication of a public notice in a local newspaper. The authority must consider any representations received prior to deciding whether to go ahead with the proposed fee levels.

### **3. RECOMMENDATIONS**

- 3.3. **In pursuance of the fee-setting powers conferred upon the Council as specified in Annex A of this report, that the Licensing, Health & Safety and Enforcement Committee set as the fees and charges payable by applicants in connection with applications and other processes for licences, registrations and permits the fees and charges as set out in Annex B, for the period from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020; and**
- 3.4. **That authority to consider any objections arising from statutory notices pertaining to these fees be delegated to the Assistant Director (Corporate and Contracted Services) in consultation with the Chairman of the Licensing, Health & Safety and Enforcement Committee.**

**Annex A**  
**Summary of powers to set application fees**

Section	Area	Power arises from
General principle		Reg. 18, Provision of Services Regulations 2009 (2) Authorisation procedures and formalities provided for by a competent authority under an authorisation scheme must not— (a) be dissuasive, or (b) unduly complicate or delay the provision of the service. ... (4) Any charges provided for by a competent authority which applicants may incur under an authorisation scheme must be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities.
1.1 – 1.7	Alcohol, entertainment, etc	Prescribed in regulations made by the Secretary of State under the Licensing Act 2003. Section 197A of that Act will allow licensing authorities to set fees locally on a cost-recovery basis, but is yet to be commenced.
2.1, 2.3, 2.4, 2.5, 2.7, 2.8	Animal Activity Licensing	Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. Cost recovery
2.2	Dangerous wild animals	s.1(2)(e), Dangerous Wild Animals Act 1976 Sufficient to meet direct and indirect costs incurred
2.6	Zoos	s.15(1), Zoo Licensing Act 1981 Sufficient to cover reasonable expenditure incurred by the authority. Special provisions for inspections, closures, and direction making.
3.2, 3.4 – 3.5	Gambling notices, premises licences	Set on a cost recovery basis by the authority, up to maximum amounts prescribed in regulations under the Gambling Act 2005. No fee chargeable for OUN's
3.1, 3.3	Gaming permits, lotteries	Prescribed in regulations made by the Secretary of State under the Gambling Act 2005
4.1, 4.2	Charity collections	No fees chargeable
5.1	Hypnosis	No fees chargeable (except by London boroughs)
6.1	Scrap metal	Sch 1 para 6, Scrap Metal Dealers Act 2013 Fee set by the authority, with regard to guidance <i>FEE-SETTING IS AN EXECUTIVE FUNCTION</i>
7.1	Sex establishments	Sch 3, para 19, Local Gov't (Misc. Provisions) Act 1982 Reasonable fee
8.1	Skin piercing, etc	s.14(6), 15(6) , Local Gov't (Misc. Provisions) Act 1982 Reasonable fee
9.1	Street trading	Sch 4, para 9, Local Gov't (Misc. Provisions) Act 1982 Such fees as LA considers reasonable Different fees permissible for different types of licence/consent, including duration, location and type of goods.
10.1, 10.2	HC/PH drivers	s.53(2), Local Gov't (Misc. Provisions) Act 1976 Recovering the costs of issue and administration. <i>Refundable if licence not granted.</i>
10.2, 10.3	HC/PH vehicles, PH operators	s.70(1), Local Gov't (Misc. Provisions) Act 1976 Sufficient to cover the cost of: inspection of vehicle for licensing purposes, providing hackney carriage stands, or other costs for administration and control/supervision of vehicles. <i>Refundable if licence not granted. Max. fees must be advertised.</i>
11.1	Mobile homes	Mobile Homes Act 2013

Dacorum Borough Council – Licensing fees and charges – 1 April 2019 to 31 March 2020

Cat.	Item	APPLICATION fee 2019-20 £	LICENCE fee 2019-20 £	TOTAL fee 2019-20 £	Account code	
<b>1.1 (Alcohol, Entertainment, etc – Club Premises Certificates - Applications)</b>						
1.1	Band A	100.00	-	100.00	5260ED300ALCCLUB	
1.1	Band B	190.00	-	190.00	5260ED300ALCCLUB	
1.1	Band C	315.00	-	315.00	5260ED300ALCCLUB	
1.1	Application for new club premises certificate	Band D	450.00	-	450.00	5260ED300ALCCLUB
1.1	Band E	635.00	-	635.00	5260ED300ALCCLUB	
1.1	Site under construction/development	315.00	-	315.00	5260ED300ALCCLUB	
1.1	Band A	100.00	-	100.00	5260ED300ALCCLUB	
1.1	Band B	190.00	-	190.00	5260ED300ALCCLUB	
1.1	Band C	315.00	-	315.00	5260ED300ALCCLUB	
1.1	Application for full variation of club premises certificate	Band D	450.00	-	450.00	5260ED300ALCCLUB
1.1	Band E	635.00	-	635.00	5260ED300ALCCLUB	
1.1	Site under construction/development	315.00	-	315.00	5260ED300ALCCLUB	
1.1	Application for minor variation of club premises certificate	89.00	-	89.00	5260ED300ALCCLUB	
1.1	Request for duplicate copy of certificate following loss/theft/damage	10.50	-	10.50	5260ED300ALCCLUB	
1.1	Change of name or address on club premises certificate	10.50	-	10.50	5260ED300ALCCLUB	
1.1	Change of club rules	10.50	-	10.50	5260ED300ALCCLUB	
<b>1.2 (Alcohol, Entertainment, etc – Club Premises Certificates – Annual fees)</b>						
1.2	Band A	-	70.00	70.00	5261ED300ALCCLUB	
1.2	Band B	-	180.00	180.00	5261ED300ALCCLUB	
1.2	Band C	-	295.00	295.00	5261ED300ALCCLUB	
1.2	Annual fee (payable on anniversary of grant of certificate)	Band D	-	320.00	320.00	5261ED300ALCCLUB
1.2	Band E	-	350.00	350.00	5261ED300ALCCLUB	
1.2	Site under construction/development	-	295.00	295.00	5261ED300ALCCLUB	
<b>1.3 (Alcohol, Entertainment, etc – Personal Licences)</b>						
1.3	Application for new personal licence	37.00	-	37.00	5260ED300ALCPERSONAL	
1.3	Duplicate copy of licence following theft/loss/damage	10.50	-	10.50	5260ED300ALCPERSONAL	
1.3	Change of name or address	10.50	-	10.50	5260ED300ALCPERSONAL	
<b>1.4 (Alcohol, Entertainment, etc – Premises Licences – Applications)</b>						
1.4	Band A	100.00	-	100.00	5260ED300ALCPREMISES	
1.4	Band B	190.00	-	190.00	5260ED300ALCPREMISES	
1.4	Band C	315.00	-	315.00	5260ED300ALCPREMISES	
1.4	Band D	450.00	-	450.00	5260ED300ALCPREMISES	
1.4	Application for new premises licence	Band D with multiplier	900.00	-	900.00	5260ED300ALCPREMISES
1.4	Band E	635.00	-	635.00	5260ED300ALCPREMISES	
1.4	Band E with multiplier	1,905.00	-	1,905.00	5260ED300ALCPREMISES	
1.4	Site under construction/development	315.00	-	315.00	5260ED300ALCPREMISES	
1.4	Application for full variation of premises licence	Band A	100.00	-	100.00	5260ED300ALCPREMISES
1.4	Band B	190.00	-	190.00	5260ED300ALCPREMISES	
1.4	Band C	315.00	-	315.00	5260ED300ALCPREMISES	

Dacorum Borough Council – Licensing fees and charges – 1 April 2019 to 31 March 2020

Cat.	Item	APPLICATION fee 2019-20 £	LICENCE fee 2019-20 £	TOTAL fee 2019-20 £	Account code
1.4	Band D	450.00	-	450.00	5260ED300ALCPREMISES
1.4	Band D with multiplier	900.00	-	900.00	5260ED300ALCPREMISES
1.4	Band E	635.00	-	635.00	5260ED300ALCPREMISES
1.4	Band E with multiplier	1,905.00	-	1,905.00	5260ED300ALCPREMISES
1.4	Site under construction/development	315.00	-	315.00	5260ED300ALCPREMISES
1.4	Capacity: 5,000–9,999	1,000.00	-	1,000.00	5260ED300ALCPREMISES
1.4	Capacity: 10,000–14,999	2,000.00	-	2,000.00	5260ED300ALCPREMISES
1.4	Capacity: 15,000–19,999	4,000.00	-	4,000.00	5260ED300ALCPREMISES
1.4	Capacity: 20,000–29,999	8,000.00	-	8,000.00	5260ED300ALCPREMISES
1.4	Capacity: 30,000–39,999	16,000.00	-	16,000.00	5260ED300ALCPREMISES
1.4	Additional application fee for high-capacity premises (payable in addition to the standard application fee)	Capacity: 40,000–49,999	-	24,000.00	5260ED300ALCPREMISES
1.4		Capacity: 50,000–59,999	-	32,000.00	5260ED300ALCPREMISES
1.4		Capacity: 60,000–69,999	-	40,000.00	5260ED300ALCPREMISES
1.4		Capacity: 70,000–79,999	-	48,000.00	5260ED300ALCPREMISES
1.4		Capacity: 80,000–89,999	-	56,000.00	5260ED300ALCPREMISES
1.4		Capacity: 90,000+	-	64,000.00	5260ED300ALCPREMISES
1.4		Application for transfer of premises licence	23.00	-	23.00
1.4	Application for variation of premises licence to specify premises supervisor	23.00	-	23.00	5260ED300ALCPREMISES
1.4	Application for minor variation of premises licence	89.00	-	89.00	5260ED300ALCPREMISES
1.4	Application to substitute mandatory condition for community premises (if not made simultaneously with another application)	23.00	-	23.00	5260ED300ALCPREMISES
1.4	Application for interim authority notice	23.00	-	23.00	5260ED300ALCPREMISES
1.4	Request for duplicate copy of premises licence following loss/theft/damage	10.50	-	10.50	5260ED300ALCPREMISES
1.4	Change of name or address on premises licence	10.50	-	10.50	5260ED300ALCPREMISES
<b>1.5 (Alcohol, Entertainment, etc – Premises Licences – Annual Fees)</b>					
1.5	Band A	-	70.00	70.00	5261ED300ALCPREMISES
1.5	Band B	-	180.00	180.00	5261ED300ALCPREMISES
1.5	Band C	-	295.00	295.00	5261ED300ALCPREMISES
1.5	Band D	-	320.00	320.00	5261ED300ALCPREMISES
1.5	Annual fee (payable on anniversary of grant of licence)	Band D with multiplier	-	640.00	5261ED300ALCPREMISES
1.5		Band E	-	350.00	5261ED300ALCPREMISES
1.5		Band E with multiplier	-	1,050.00	1,050.00
1.5	Site under construction/development	-	295.00	295.00	5261ED300ALCPREMISES
1.5	Exempt	-	-	-	5261ED300ALCPREMISES
1.5	Capacity: 5,000–9,999	-	500.00	500.00	5261ED300ALCPREMISES
1.5	Additional annual fee for high-capacity premises (payable in addition to the standard annual fee)	Capacity: 10,000–14,999	-	1,000.00	5261ED300ALCPREMISES
1.5		Capacity: 15,000–19,999	-	2,000.00	5261ED300ALCPREMISES
1.5		Capacity: 20,000–29,999	-	4,000.00	5261ED300ALCPREMISES
1.5		Capacity: 30,000–39,999	-	8,000.00	8,000.00



Dacorum Borough Council – Licensing fees and charges – 1 April 2019 to 31 March 2020

Cat.	Item	APPLICATION fee 2019-20 £	LICENCE fee 2019-20 £	TOTAL fee 2019-20 £	Account code
1.5	Capacity: 40,000–49,999	-	12,000.00	12,000.00	5261ED300ALCPREMISES
1.5	Capacity: 50,000–59,999	-	16,000.00	16,000.00	5261ED300ALCPREMISES
1.5	Capacity: 60,000–69,999	-	20,000.00	20,000.00	5261ED300ALCPREMISES
1.5	Capacity: 70,000–79,999	-	24,000.00	24,000.00	5261ED300ALCPREMISES
1.5	Capacity: 80,000–89,999	-	28,000.00	28,000.00	5261ED300ALCPREMISES
1.5	Capacity: 90,000+	-	32,000.00	32,000.00	5261ED300ALCPREMISES
<b>1.6 (Alcohol, Entertainment, etc – Temporary Event Notices)</b>					
1.6	Temporary event notice (standard) - submission fee	21.00	-	21.00	5260ED300ALCTEN
1.6	Temporary event notice (late) - submission fee	21.00	-	21.00	5260ED300ALCTEN
1.6	Duplicate copy of notice following theft/loss/damage	10.50	-	10.50	5260ED300ALCTEN
<b>1.7 (Alcohol, Entertainment, etc - Miscellaneous)</b>					
1.7	Application for provisional statement	315.00	-	315.00	5260ED300ALCPREMISES
1.7	Notification of legal/financial interest in premises	21.00	-	21.00	5260ED300ALCPREMISES
<b>2.1 (Animals – Boarding of dogs and cats)</b>					
2.1	Application for new animal boarding establishment licence, except franchises (kennels/home boarding/day care)(up to 3 yrs)	158.00	215.00	373.00	5260ED300ANIMBOARD
2.1	Application to renew animal boarding establishment licence, except franchises (kennels/home boarding/day care)(up to 3 yrs)	158.00	215.00	373.00	5260ED300ANIMBOARD
2.1	Application for new animal boarding establishment licence as a franchise.	158.00 (+ inspection fee per premises)	215.00	373.00 (+ inspection fee per premises)	5260ED300ANIMBOARD
2.1	Application to renew animal boarding establishment licence as a franchise.	158.00 (+inspection fee per premises)	215.00	373.00 (+ inspection fee per premises)	5260ED300ANIMBOARD
2.1	Application to vary animal boarding establishment licence (kennels/home boarding/day care) except franchises	35.00 (+inspection if required)	53.00	88.00 (+inspection if required)	5260ED300ANIMBOARD
2.1	Application to vary animal boarding establishment licence for a franchise to add premises	35.00 (+inspection per premises)	53.00	88.00 (+inspection per premises)	5260ED300ANIMBOARD
2.1	Application to vary to reduce licensable activities or numbers of animals (Kennels/home boarding/day care)	35.00	-	35.00	5260ED300ANIMBOARD
2.1	Re-evaluation of star rating (Kennels/home boarding/day care)	44.00 (+inspection if required)	-	44.00 (+for inspection if required)	5260ED300ANIMBOARD
2.1	Veterinary inspection of premises *	Recharged at cost			5070ED300
2.1	Qualified officer inspection of premises	102.00			5260ED300ANIMBOARD
<b>2.2 (Animals – Dangerous Wild Animals)</b>					
2.2	Application for licence to keep dangerous wild animals (2yr) <i>plus vet inspection</i>	254.00	56.00	310.00	5260ED300ANIMDWA
2.2	Application to renew licence to keep dangerous wild animals (2yr) <i>plus vet inspection</i>	254.00	56.00	310.00	5260ED300ANIMDWA

Dacorum Borough Council – Licensing fees and charges – 1 April 2019 to 31 March 2020

Cat.	Item	APPLICATION fee 2019-20 £	LICENCE fee 2019-20 £	TOTAL fee 2019-20 £	Account code
2.2	Application to vary licence conditions (new species/increased numbers of animals)	176.00	52.00	228.00	5260ED300ANIMDWA
2.2	Application to vary licence conditions (administrative matters only)	64.00	-	64.00	5260ED300ANIMDWA
2.2	Veterinary inspection of premises *	Recharged at cost			5070ED300
<b>2.3 (Animals – Breeding of dogs)</b>					
2.3	Application for new dog breeding licence (up to 3 yrs) <i>plus vet inspection</i>	160.00	113.00	273.00 (+ vet inspection fees)	5260ED300ANIMBREED
2.3	Application to renew dog breeding licence (up to 3 yrs) <i>plus vet inspection</i>	160.00	113.00	273.00 (+ inspection fees)	5260ED300ANIMBREED
2.3	Application to vary a dog breeding licence <i>Plus inspection if required</i>	35.00	53.00	88.00(+ inspection fees)	5260ED300ANIMBREED
2.3	Re-evaluation of Star Rating – Breeding Licence <i>Plus inspection if required</i>	35.00	-	35.00 (+ inspection fees)	5260ED300ANIMBREED
2.3	Veterinary inspection of premises *	Recharged at cost			5070ED300
2.3	Qualified officer inspection of premises	102.00			5260ED300ANIMBREED
<b>2.4 (Animals – Selling animals as pets)</b>					
2.4	Application for new pet shop licence (up to 3 yrs)	158.00	214.00	372.00	5260ED300ANIMPET
2.4	Application to renew pet shop licence (up to 3 yrs)	158.00	214.00	372.00	5260ED300ANIMPET
2.4	Application to vary pet shop licence	35.00 (+inspection if required)	53.00	88.00 (+inspection if required)	5260ED300ANIMPET
2.4	Application to vary to reduce licensable activities or numbers of animals – pet shops	35.00	-	35.00	5260ED300ANIMPET
2.4	Re-evaluation of star rating – pet shops	35.00 (+inspection if required)	-	35.00 (+inspection if required)	5260ED300ANIMPET
2.4	Veterinary inspection of premises *	Recharged at cost			5070ED300
2.4	Qualified officer inspection of premises	102.00			5260ED300ANIMPET
<b>2.5 (Animals – Hiring of horses)</b>					
2.5	Application for hiring of horses (up to 3 yrs) <i>plus vet inspection on application &amp; annually throughout licence duration)</i>	158.00	113.00	271.00 (+ vets fees)	5260ED300ANIMRIDING
2.5	Application to renew licence for hiring of horses (up to 3 yrs) <i>plus vet inspection on application &amp; annually throughout licence duration)</i>	158.00	113.00	271.00 (+ vets fees)	5260ED300ANIMRIDING
2.5	Application to vary licence for hiring of horses	35.00 (+ inspection if required)	53.00	88.00 (+ inspection if required)	5260ED300ANIMRIDING
2.5	Application to vary to reduce licensable activities or numbers of animals – hiring of horses	35.00	-	35.00	5260ED300ANIMRIDING
2.5	Re-evaluation of star rating – hiring of horses	35.00 (+ inspection if required)	-	35.00 (+ inspection if required)	5260ED300ANIMRIDING
2.5	Veterinary inspection of premises *	Recharged at cost			5070ED300
2.5	Qualified officer inspection of premises	102.00			5260ED300ANIMRIDING
<b>2.6 (Animals – Zoos)</b>					
2.6	Application for new zoo licence (4yr) <i>plus vet inspection</i>	1616.00	285.00	1901.00	5260ED300ANIMZOO

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Cat.	Item	APPLICATION fee 2019-20 £	LICENCE fee 2019-20 £	TOTAL fee 2019-20 £	Account code
2.6	Application to renew zoo licence (6yr) <i>plus vet inspection</i>	1136.00	285.00	1421.00	5260ED300ANIMZOO
2.6	Application to vary licence <i>plus vet inspection</i>	1136.00	285.00	1421.00	5260ED300ANIMZOO
2.6	Application to transfer zoo licence <i>plus vet inspection</i>	194.00	40.00	234.00	5260ED300ANIMZOO
<b>2.7 Animals – Keeping or training animals for exhibition</b>					
2.7	Application to keep or train animals for exhibition (default 3yrs only)	158.00	132.00	290.00	5260ED300ANIMEXH
2.7	Application to renew licence to keep or train animals for exhibition (default 3yrs only)	158.00	132.00	290.00	5260ED300ANIMEXH
2.7	Application to vary licence to reduce licensable activities or numbers of animals	35.00	-	35.00	5260ED300ANIMEXH
2.7	Application to vary licence to keep or train animals for exhibition	35.00 (+inspection if required)	53.00	88.00 (+inspection if required)	5260ED300ANIMEXH
2.5	Qualified officer inspection of premises		102.00		5260ED300ANIMRIDING
<b>2.8 General provisions</b>					
2.8	Boarding of dogs and cats Selling Animals as pets Breeding dogs Hiring of horses Keeping or training animals for exhibition	Combined activities: Equal to highest activity fee			
<b>3.1 (Betting, Gambling, etc – Lotteries)</b>					
3.1	Registration of society for small society lotteries	40.00	-	40.00	5260ED300GAMLOTTERY
3.1	Annual fee (payable on anniversary of registration)	-	20.00	20.00	5261ED300GAMLOTTERY
<b>3.2 (Betting, Gambling, etc – Notices)</b>					
3.2	Temporary use notice submission fee	366.00	-	366.00	5260ED300GAMPERMIT
3.2	Duplicate copy of temporary use notice following theft/loss/damage	16.00	-	16.00	5260ED300GAMPERMIT
3.2	Occasional use notice submission fee	-	-	-	-
<b>3.3 (Betting, Gambling, etc – Permits)</b>					
3.3	Notification of 1-2 gaming machine in alcohol-licensed premises	50.00	-	50.00	5260ED300GAMPERMIT
3.3	Application for new permit	150.00	-	150.00	5260ED300GAMPERMIT
3.3	Application for variation of permit	100.00	-	100.00	5260ED300GAMPERMIT
3.3	Licensed premises gaming machine permit Application for transfer of permit	25.00	-	25.00	5260ED300GAMPERMIT
3.3	Change of name or address	25.00	-	25.00	5260ED300GAMPERMIT
3.3	Replacement - theft/loss	15.00	-	15.00	5261ED300GAMPERMIT
3.3	Annual fee *	-	50.00	50.00	5261ED300GAMPERMIT
3.3	Application for new permit (standard)	200.00	-	200.00	5260ED300GAMPERMIT
3.3	Application for new permit (fast track)	100.00	-	100.00	5260ED300GAMPERMIT
3.3	Club gaming permit Application for variation of permit	100.00	-	100.00	5260ED300GAMPERMIT
3.3	Application for renewal of permit (standard)	200.00	-	200.00	5260ED300GAMPERMIT
3.3	Application for renewal of permit (fast track)	100.00	-	100.00	5260ED300GAMPERMIT
3.3	Replacement - theft/loss	15.00	-	15.00	5261ED300GAMPERMIT
3.3	Annual fee *	-	50.00	50.00	5261ED300GAMPERMIT

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Cat.	Item	APPLICATION fee 2019-20 £	LICENCE fee 2019-20 £	TOTAL fee 2019-20 £	Account code
3.3	Application for new permit (standard)	200.00	-	200.00	5260ED300GAMPERMIT
3.3	Application for new permit (fast track)	100.00	-	100.00	5260ED300GAMPERMIT
3.3	Application for variation of permit	100.00	-	100.00	5260ED300GAMPERMIT
3.3	Club machine permit Application for renewal of permit (standard)	200.00	-	200.00	5260ED300GAMPERMIT
3.3	Application for renewal of permit (fast track)	100.00	-	100.00	5260ED300GAMPERMIT
3.3	Replacement - theft/loss	15.00	-	15.00	5261ED300GAMPERMIT
3.3	Annual fee *	-	50.00	50.00	5261ED300GAMPERMIT
3.3	Prize gaming permit Application for new permit	300.00	-	300.00	5260ED300GAMPERMIT
3.3	Application for renewal of permit	300.00	-	300.00	5260ED300GAMPERMIT
3.3	Change of name or address	25.00	-	25.00	5260ED300GAMPERMIT
3.3	Replacement - theft/loss	15.00	-	15.00	5261ED300GAMPERMIT
3.3	Family entertainment centre gaming machine permit Application for new permit	300.00	-	300.00	5260ED300GAMPERMIT
3.3	Application for renewal of permit	300.00	-	300.00	5260ED300GAMPERMIT
3.3	Change of name or address	25.00	-	25.00	5260ED300GAMPERMIT
3.3	Replacement - theft/loss	15.00	-	15.00	5261ED300GAMPERMIT
<b>3.4 (Betting, Gambling, etc – Premises Licences – Applications)</b>					
3.4	Adult gaming centre	1,128.00	-	1,128.00	5260ED300GAMPREMISE S
3.4	Betting (track)	1,128.00	-	1,128.00	5260ED300GAMPREMISE S
3.4	Betting (other)	1,128.00	-	1,128.00	5260ED300GAMPREMISE S
3.4	Bingo	1,128.00	-	1,128.00	5260ED300GAMPREMISE S
3.4	Family entertainment centre	1,128.00	-	1,128.00	5260ED300GAMPREMISE S
3.4	Adult gaming centre	770.00	-	770.00	5260ED300GAMPREMISE S
3.4	Betting (track)	770.00	-	770.00	5260ED300GAMPREMISE S
3.4	Betting (other)	770.00	-	770.00	5260ED300GAMPREMISE S
3.4	Bingo	770.00	-	770.00	5260ED300GAMPREMISE S
3.4	Family entertainment centre	770.00	-	770.00	5260ED300GAMPREMISE S
3.4	Adult gaming centre	1,128.00	-	1,128.00	5260ED300GAMPREMISE S
3.4	Betting (track)	1,128.00	-	1,128.00	5260ED300GAMPREMISE S
3.4	Betting (other)	1,128.00	-	1,128.00	5260ED300GAMPREMISE S
3.4	Bingo	1,128.00	-	1,128.00	5260ED300GAMPREMISE S
3.4	Family entertainment centre	1,128.00	-	1,128.00	5260ED300GAMPREMISE S
3.4	Adult gaming centre	770.00	-	770.00	5260ED300GAMPREMISE S
3.4	Betting (track)	770.00	-	770.00	5260ED300GAMPREMISE S

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Cat.	Item	APPLICATION fee 2019-20 £	LICENCE fee 2019-20 £	TOTAL fee 2019-20 £	Account code
3.4	Betting (other)	770.00	-	770.00	5260ED300GAMPREMISE S
3.4	Bingo	770.00	-	770.00	5260ED300GAMPREMISE S
3.4	Family entertainment centre	770.00	-	770.00	5260ED300GAMPREMISE S
3.4	Adult gaming centre	331.00	-	331.00	5260ED300GAMPREMISE S
3.4	Betting (track)	331.00	-	331.00	5260ED300GAMPREMISE S
3.4	Application for transfer of premises licence	331.00	-	331.00	5260ED300GAMPREMISE S
3.4	Bingo	331.00	-	331.00	5260ED300GAMPREMISE S
3.4	Family entertainment centre	331.00	-	331.00	5260ED300GAMPREMISE S
3.4	Adult gaming centre	331.00	-	331.00	5260ED300GAMPREMISE S
3.4	Betting (track)	331.00	-	331.00	5260ED300GAMPREMISE S
3.4	Application for reinstatement of premises licence	331.00	-	331.00	5260ED300GAMPREMISE S
3.4	Bingo	331.00	-	331.00	5260ED300GAMPREMISE S
3.4	Family entertainment centre	331.00	-	331.00	5260ED300GAMPREMISE S
3.4	Duplicate copy of licence following theft/loss/damage	15.00	-	15.00	5260ED300GAMPREMISE S
3.4	Change of name or address on premises licence	35.00	-	35.00	5260ED300GAMPREMISE S
<b>3.5 (Betting, Gambling, etc - Premises Licences – Annual Fees)</b>					
3.5	Adult gaming centre	-	525.00	525.00	5261ED300GAMPREMISE S
3.5	Annual fee (payable 30 days after the licence takes effect, and then annually on the anniversary of the grant of the licence)	-	525.00	525.00	5261ED300GAMPREMISE S
3.5	Betting (other)	-	458.00	458.00	5261ED300GAMPREMISE S
3.5	Bingo	-	525.00	525.00	5261ED300GAMPREMISE S
3.5	Family entertainment centre	-	458.00	458.00	5261ED300GAMPREMISE S
<b>4.1 (Charity Collections – Street Collections)</b>					
4.1	Application for street collection licence	-	-	-	-
<b>4.2 (Charity Collections – House-to-House Collections)</b>					
4.2	Application for house to house collection licence	-	-	-	-
<b>5.1 (Hypnotism)</b>					
5.1	Hypnotism authorisation	-	-	-	-
<b>6.1 (Scrap Metal Dealers)</b>					
6.1	Application for new scrap metal site licence	228.00	56.00	284.00	5260ED300SCRAP
6.1	Application for new scrap metal collectors licence	177.00	28.00	205.00	5260ED300SCRAP
6.1	Application to renew scrap metal site licence	211.00	56.00	267.00	5260ED300SCRAP
6.1	Application to renew scrap metal collectors licence	161.00	28.00	189.00	5260ED300SCRAP
6.1	Application to vary scrap metal licence - change of licensee details	16.00	-	16.00	5260ED300SCRAP
6.1	Application to vary scrap metal licence - change of licensed sites	80.00	-	80.00	5260ED300SCRAP
6.1	Application to vary scrap metal licence - change of site managers	47.00	-	47.00	5260ED300SCRAP

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Cat.	Item	APPLICATION fee 2019-20 £	LICENCE fee 2019-20 £	TOTAL fee 2019-20 £	Account code	
6.1	Application to vary scrap metal licence - site to collectors licence	30.00	-	30.00	5260ED300SCRAP	
6.1	Application to vary scrap metal licence - collectors to site licence	104.00	38.00	142.00	5260ED300SCRAP	
<b>7.1 (Sex Establishments)</b>						
7.1	Application for new sex establishment licence	1,789.00	231.00	2,020.00	5260ED300SEXLICENCE	
7.1	Application for renewal of sex establishment licence	1,383.00	231.00	1,614.00	5260ED300SEXLICENCE	
7.1	Application for variation of sex establishment licence	786.00	104.00	890.00	5260ED300SEXLICENCE	
7.1	Application for transfer of sex establishment licence	402.00	-	402.00	5260ED300SEXLICENCE	
<b>8.1 (Skin Piercing, etc)</b>						
8.1	Application for registration of skin piercing premises	224.00	-	224.00	5260ED300SKINPIERCE	
8.1	Application for registration of skin piercing operator	106.00	-	106.00	5260ED300SKINPIERCE	
<b>9.1 (Street Trading)</b>						
9.1	Street trading consent (annual)	New (1 vehicle/pitch, 1 year)	388.00	239.00	627.00	5260ED300STREETTRAD
9.1		Renewal (1 vehicle/pitch, 1 year)	388.00	239.00	627.00	5260ED300STREETTRAD
9.1		Additional fee per extra vehicle/pitch	32.00	38.00	70.00	5260ED300STREETTRAD
9.1		Interim substitution of vehicle	24.00	-	24.00	5260ED300STREETTRAD
9.1		Other consent variation	137.00	-	137.00	5260ED300STREETTRAD
9.1	Street trading consent (single event)	Commercial event	153.00	-	153.00	5260ED300STREETTRAD
9.1		Community/charity event	30.00	-	30.00	5260ED300STREETTRAD
<b>10.1 (Taxis and Private Hire - Drivers)</b>						
10.1	Hackney Carriage Drivers Licence (3 years)	New	-	190.00	190.00	5260ED300TAXIDRIVER
10.1		Renewal	-	176.00	176.00	5260ED300TAXIDRIVER
10.1		Theft/loss of badge	19.00	-	19.00	5260ED300TAXIDRIVER
10.1	Private Hire Drivers Licence (3 years)	New	-	190.00	190.00	5260ED300TAXIDRIVER
10.1		Renewal	-	170.00	170.00	5260ED300TAXIDRIVER
10.1		Theft/loss of badge	19.00	-	19.00	5260ED300TAXIDRIVER
10.1	Dual HC/PH Drivers Licence (3 years)	New	-	213.00	213.00	5260ED300TAXIDRIVER
10.1		Renewal	-	199.00	199.00	5260ED300TAXIDRIVER
10.1		Renewal & Upgrade	-	214.00	214.00	5260ED300TAXIDRIVER
10.1		Interim Upgrade (+£1 / unexpired month)	-	65.00	65.00	5260ED300TAXIDRIVER
10.1		Theft/loss of badge (per)	19.00	-	19.00	5260ED300TAXIDRIVER
10.1	Disclosure & Barring Service (DBS) enhanced disclosure *	Recharged at cost (currently 44.00, increasing to 59.00)			6020ED300CRB	
10.1	External identity check (where required for DBS route 2 verification) *	Recharged at cost (current 7.20)			6020ED300CRB	
10.1	Driving licence verification check *	Recharged at cost (currently 6.90)			6008ED300	
<b>10.2 (Taxis and Private Hire – Driver Knowledge Tests)</b>						
10.2	Hackney carriage written local/legal test	Full test	69.00	69.00	5270ED300	

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Cat.	Item	APPLICATION fee 2019-20 £	LICENCE fee 2019-20 £	TOTAL fee 2019-20 £	Account code
10.2	Conditions only	39.00		39.00	5270ED300
10.2	Private hire written Full test	69.00		69.00	5270ED300
10.2	local/legal test Conditions only	39.00		39.00	5270ED300
10.2	Dual HC/PH driver written Full test	69.00		69.00	5270ED300
10.2	local/legal test Conditions only	39.00		39.00	5270ED300
10.2	Versant English language assessment <i>Test fee *</i>	Recharged at cost (currently 31.80)			5270ED300
10.2	<i>Administration fee</i>	14.00		14.00	5270ED300
10.2	Total fee payable	45.80	-	45.80	5270ED300
<b>10.3 (Taxis and Private Hire – Vehicles)</b>					
10.3	New (1 year)	-	279.00	279.00	5260ED300TAXIVEHICLE
10.3	Renewal (1 year)	-	242.00	242.00	5260ED300TAXIVEHICLE
10.3	Renewal & substitution (1 yr)	-	242.00	242.00	5260ED300TAXIVEHICLE
10.3	Hackney carriage vehicle licence Interim substitution	-	115.00	115.00	5260ED300TAXIVEHICLE
10.3	(excludes compliance test fee) Transfer of ownership	-	58.00	58.00	5260ED300TAXIVEHICLE
10.3	Theft/loss of rear plate	20.00	-	20.00	5260ED300TAXIVEHICLE
10.3	Theft/loss of front plate	20.00	-	20.00	5260ED300TAXIVEHICLE
10.3	Change of vehicle particulars	55.00	-	55.00	5260ED300TAXIVEHICLE
10.3	New (1 year)	-	217.00	217.00	5260ED300TAXIVEHICLE
10.3	Renewal (1 year)	-	217.00	217.00	5260ED300TAXIVEHICLE
10.3	Renewal & substitution (1 yr)	-	217.00	217.00	5260ED300TAXIVEHICLE
10.3	Private hire vehicle licence Interim substitution	-	115.00	115.00	5260ED300TAXIVEHICLE
10.3	(excludes compliance test fee) Transfer of ownership	-	58.00	58.00	5260ED300TAXIVEHICLE
10.3	Theft/loss of rear plate	20.00	-	20.00	5260ED300TAXIVEHICLE
10.3	Theft/loss of front plate	20.00	-	20.00	5260ED300TAXIVEHICLE
10.3	Change of vehicle particulars	55.00	-	55.00	5260ED300TAXIVEHICLE
10.3	Vehicle MOT and compliance test * (payable direct to test station)	Recharged at cost (currently 52.00)			
<b>10.4 (Taxis and Private Hire – Operators)</b>					
10.4	New (0-3 vehicles)	-	410.00	410.00	5260ED300TAXIOPERATOR
10.4	Private hire operator licence New (4+ vehicles)	-	690.00	690.00	5260ED300TAXIOPERATOR
10.4	(5 years) Renewal (1-3 vehicles)	-	410.00	410.00	5260ED300TAXIOPERATOR
10.4	Renewal (4+ vehicles)	-	690.00	690.00	5260ED300TAXIOPERATOR
<b>10.5 (Taxis and Private Hire – Miscellaneous)</b>					

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10.5	Duplicate copy of licence following theft/loss/damage	15.00	-	15.00	various
10.5	Replacement internal vehicle licence plate holder	2.50 (inc. VAT)	-	2.50 (inc. VAT)	5490ED300
<b>11. Mobile Home Sites Licences</b>					
11.1	New licence 1-5 units	50.00 per unit		50.00 per unit	5260ED300CARAVANSITE
11.1	New licence 6-10 units	300.00		300.00	5260ED300CARAVANSITE
11.1	New licence 11-20 units	370.00		370.00	5260ED300CARAVANSITE
11.1	New licence 21-50 units	430.00		430.00	5260ED300CARAVANSITE
11.1	New licence 51-100 units	470.00		470.00	5260ED300CARAVANSITE
11.1	New licence 101 or more units	490.00		490.00	5260ED300CARAVANSITE
11.1	Annual fee Site with 1-5 mobile homes, low risk, inspected every 3 years		102.00	102.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 1-5 mobile homes, medium risk, inspected every 2 years		180.00	180.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 1-5 mobile homes, high risk, inspected every year		256.00	256.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 6-10 mobile homes, low risk, inspected every 3 years		128.00	128.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 6-10 mobile homes, medium risk, inspected every 2 years		205.00	205.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 6-10 mobile homes, high risk, inspected every year		282.00	282.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 11-20 mobile homes, low risk, inspected every 3 years		154.00	154.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 11-20 mobile homes, medium risk, inspected every 2 years		230.00	230.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 11-20 mobile homes, high risk, inspected every year		333.00	333.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 10-50 mobile homes, low risk, inspected every 3 years		230.00	230.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 21-50 mobile homes, medium risk, inspected every 2 years		333.00	333.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 21-50 mobile homes, high risk, inspected every year		435.00	435.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 51-100 mobile homes, low risk, inspected every 3 years		333.00	333.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 51-100 mobile homes, medium risk, inspected every 2 years		435.00	435.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 51-100 mobile homes, high risk, inspected every year		538.00	538.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 101-150 mobile homes, low risk, inspected every 3 years		538.00	538.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 101-150 mobile homes, medium risk, inspected every 2 years		691.00	691.00	5261ED300CARAVANSITE
11.1	Annual fee Site with 101-150 mobile homes, high risk, inspected every year		845.00	845.00	5261ED300CARAVANSITE
11.1	Variation	178.00		178.00	5260ED300CARAVANSITE
11.1	Transfer	115.00		115.00	5260ED300CARAVANSITE
11.1	Site Rules Deposit	99.00		99.00	5260ED300CARAVANSITE
<b>12.1 (Miscellaneous Licensing Fees)</b>					
12.1	Photocopies (per A4 side, at officers discretion, subject to legal restrictions)	0.20	-	0.20	5260ED300MISCLIC



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Cat.	Item	APPLICATION fee 2019-20 £	LICENCE fee 2019-20 £	TOTAL fee 2019-20 £	Account code
12.1	Additional copies of PACE interview recording (per tape/disc)	15.00	-	15.00	5260ED300MISCLIC
12.1	Copy of public register entry (where kept and made available by statute) (per entry)	15.00	-	15.00	5260ED300MISCLIC
12.1	Duplicate copy of licence following loss/theft/damage (where not otherwise listed)	15.00	-	15.00	5260ED300MISCLIC
12.1	Licensing pre-application advice (per whole or part hour)	44.00	-	44.00	5490ED300

**Application fee** - payable at time of application, non-refundable if application refused.

**Licence fee** - payable upon grant of licence, refundable if paid earlier and application refused

\* recharged fee, to be automatically adjusted in event of supplier price changes