

## MINUTES

### LICENSING AND HEALTH AND SAFETY ENFORCEMENT COMMITTEE

26 FEBRUARY 2019

**Present:**

**Councillors:** Armytage  
Mrs Bassadone  
Bhinder  
Conway  
Douris  
P Hearn (Chairman)  
Link  
Peter  
Taylor

<b>Officers:</b>	Nathan March	Licensing Team Leader
	Richard Mabbitt	Licensing Enforcement Officer
	Usman Mohammed	Barrister
	Phil Nolan	Licensing Compliance Officer
	Trudi Angel	Corporate & Democratic Support Officer
	Charlie Webber	Corporate & Democratic Support Officer

The meeting began at 7.03 pm

**1**            **MINUTES**

The minutes of the last meeting were agreed by the members present and then signed by the Chairman.

**2**            **APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of Councillor Howard.

**3**            **DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4**            **PUBLIC PARTICIPATION**

There was no public participation.

**5**            **LICENSING FEES & CHARGES 2019-20**

The Chairman asked N March to introduce the report.

Nathan March, Licensing Team Leader:

The report proposed fees for those licensing services which are chargeable.

Fees setting is complicated as the process is different for each aspect of licensing, depending on the legislation connected to the particular licensing regime.

Some fees are statutory – notably the Licensing Act fees, and the Gambling Act fees which have statutory maximum fee levels. Therefore, the Committee is unable to set these.

Other fees are set locally, some with and some without additional processes. The most notable is the requirement to consult on any increase in taxi fees, via a public notice in the local newspaper.

Finally, the Council is prohibited from levying a charge for some of the services they provide such as the issuing of charity collection permits.

Where the Council sets a fee, this is generally with a view to recovering the cost of issuing and sometimes 'managing the licence' i.e. any issues that arise with the licensee during the period that the licence is valid, but there are some exceptions to this, where only administration of a licence is chargeable.

Locally charged fees are normally calculated using the overall cost of a licence (including staff salaries and overheads/recharges, such as IT support etc.) They look at the time spent dealing with an average application, and how many applications are processed each year to estimate what the appropriate fee is for each licence.

Fees often have to be broken down into two separate charges – application (non-refundable irrelevant of the outcome) and a fee if the licence is granted. This is to prevent an unfair financial burden on an applicant prior to a decision on the application being made, whilst ensuring the work done by the Council is recovered. The fees are structured to meet these requirements where necessary.

Finally, it is important to recognise that if there are any identified surpluses from the licences that they control the fees for, this should be taken into account when setting fees the following year and cannot be kept by the Council. There have not been any identified surpluses.

The biggest change had been animal licensing, fees had been updated since they were set for October 2018 as there is now a better understanding of the work required as part of the new legislation. Now that these fees last 1-3 years, rather than only for 1 year, it will take time to see an accurate reflection of the impact this has on fees income.

#### Questions:

Councillor Bassadone referred to page 10, paragraph 2.3 about veterinary inspection premises and queried whether a specific veterinary service was being used by the Council.

N March responded and said that there is a specific veterinary service being used which is paid for by the Council but on a case by case basis. He stated that there is no contract in place and the Council is able seek a second opinion on cases from other vets if necessary.

Councillor Bhinder referred to paragraph 1.6 about temporary event notices and queried whether 'late' meant that the event runs late at night or whether 'late' referred to the Council receiving the application late.

N. March responded that late refers to the application being received late. He stated that applications for temporary event notices usually have to be received at least 10 clear working days before the event. Applications can be received late and follow the same process, however have to be received 5 clear working days before the event. Under national legislation the consequence of this is that if there is an objection to a late application then this means the event cannot be held at all. N. March added that there is time for appeals if applications received at least 10 working days before the event have been objected, but not if the application is received late.

Councillor Bhinder asked whether a comparison had been made in the report between the 2019/20 figures and figures from the past few years and/or figures from neighbouring districts and boroughs.

N. March responded that a comparison had not been included in the report. He went on to say that regarding comparison with neighbouring boroughs, that fees needed to reflect the cost of the Council's service rather than other boroughs due to the difference in size of other areas and the running costs of different Licensing teams.

Councillor Bhinder finally referred to paragraph 1.5 concerning large capacity venues and queried why there was no application fee but that the licence fee was a large sum of money.

N. March responded that concerning Licensing Act applications, including those for large capacity venues, the fee for the licence has to be paid to the Council on application, and is not refundable if the licence were refused. National legislation places these requirements on this type of licence.

Councillor Armytage queried how hypnosis is considered a charitable activity in the report and one which requires no fee.

N. March responded that it was unusual to get these applications, however the legislation for hypnosis does not permit fee charging, in the same way that fees cannot be charged for charitable activities, but these are different pieces of legislation. He stated that permits are required for charitable activities, but with no fee and that the Council cannot recover the costs.

Councillor Douris referred to paragraph 2.2 and queried whether the Council are losing the opportunity to charge for administration costs for recharges. He asked whether veterinary fees were charged at a cost to the Council.

N. March responded that licence fees should not run at a cost to the Council, nor provide a profit. He stated that concerning veterinary fees, these are recharged to applicants, and in addition to this the administration work around organising the veterinary inspection is included in the application fee.

Councillor Douris questioned whether N. March was confident in the costings and that the Council was getting the maximum return.

N. March confirmed that he was confident of the costings but could not say the same of receiving maximum return as there was some deficit with recovering costs. He stated that this was due to the estimates of how long work takes etc. N. March said that they have a strong fee-setting process and are not making surpluses. He could not say that he was confident on recovering everything due to the amount of estimation that was involved in the process.

Councillor Douris finally queried the fees set for 3 years and whether inflationary pressures were reflected in this.

N. March responded that inflationary pressures have less impact on fees. He stated that estimates are based on how long work takes, for example, the inspection checks of wheelchair-accessible taxis takes time. He said that there is a spreadsheet which includes finer details on the fees and that this can be shared with Members. N. March added that the spreadsheet can help with explaining why fees are what they are.

Councillor Taylor raised a peace of mind enquiry about camping and caravanning licences which he said were not mentioned at all in the report concerning fees. He asked whether the Council have a charging process that they are happy with and whether the policy is up-to-date and with a reasonable fee.

N. March corroborated that the camping and caravanning policy needs to be significantly reviewed using the 2013 Act and his experience of it. He agreed that they need to establish a better policy including, for example, the inspection of sites. N. March said that the 2019/20 policy will look different. He stated that they need time to review the policy, but that it would not be long until they see it.

Councillor Taylor confirmed that he was happy with the way in which N. March had addressed the question.

## **RECOMMENDATIONS**

The following recommendations were agreed by the Licensing and Health and Safety Enforcement Committee:

1. 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
2. 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 B:**

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

Cat.	Item	APPLICATION fee	LICENCE fee	TOTAL fee	Account code	
		2019-20 £	2019-20 £	2019-20 £		
<b>1.1 (Alcohol, Entertainment, etc – Club Premises Certificates - Applications)</b>						
1.1	Application for new club premises certificate	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		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 full variation of club premises certificate	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		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>						

Cat.	Item	APPLICATION fee 2019-20 £	LICENCE fee 2019-20 £	TOTAL fee 2019-20 £	Account code	
1.2	Annual fee (payable on anniversary of grant of certificate)	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		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	Application for new 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
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	Application for full variation of premises licence	Band A	100.00	-	100.00	5260ED300ALCPREMISES
1.4		Band B	190.00	-	190.00	5260ED300ALCPREMISES

Cat.	Item	APPLICATION fee	LICENCE fee	TOTAL fee	Account code
		2019-20 £	2019-20 £	2019-20 £	
1.4	Band C	315.00	-	315.00	5260ED300ALCPREMISES
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	Capacity: 40,000–49,999	24,000.00	-	24,000.00	5260ED300ALCPREMISES
1.4	Capacity: 50,000–59,999	32,000.00	-	32,000.00	5260ED300ALCPREMISES
1.4	Capacity: 60,000–69,999	40,000.00	-	40,000.00	5260ED300ALCPREMISES
1.4	Capacity: 70,000–79,999	48,000.00	-	48,000.00	5260ED300ALCPREMISES
1.4	Capacity: 80,000–89,999	56,000.00	-	56,000.00	5260ED300ALCPREMISES
1.4	Capacity: 90,000+	64,000.00	-	64,000.00	5260ED300ALCPREMISES
1.4	Application for transfer of premises licence	23.00	-	23.00	5260ED300ALCPREMISES
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

Cat.	Item	APPLICATION fee	LICENCE fee	TOTAL fee	Account code	
		2019-20 £	2019-20 £	2019-20 £		
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	640.00	5261ED300ALCPREMISES
1.5		Band E	-	350.00	350.00	5261ED300ALCPREMISES
1.5		Band E with multiplier	-	1,050.00	1,050.00	5261ED300ALCPREMISES
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	Capacity: 10,000–14,999	-	1,000.00	1,000.00	5261ED300ALCPREMISES	
1.5	Capacity: 15,000–19,999	-	2,000.00	2,000.00	5261ED300ALCPREMISES	
1.5	Capacity: 20,000–29,999	-	4,000.00	4,000.00	5261ED300ALCPREMISES	
1.5	Additional annual fee for high-capacity premises (payable in addition to the standard annual fee)	Capacity: 30,000–39,999	-	8,000.00	8,000.00	5261ED300ALCPREMISES
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



Cat.	Item	APPLICATION fee	LICENCE fee	TOTAL fee	Account code
		2019-20 £	2019-20 £	2019-20 £	
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

Cat.	Item	APPLICATION fee 2019-20 £	LICENCE fee 2019-20 £	TOTAL fee 2019-20 £	Account code
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
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

Cat.	Item	APPLICATION fee	LICENCE fee	TOTAL fee	Account code
		2019-20 £	2019-20 £	2019-20 £	
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

Cat.	Item	APPLICATION fee 2019-20 £	LICENCE fee 2019-20 £	TOTAL fee 2019-20 £	Account code
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
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>					

Cat.	Item	APPLICATION fee	LICENCE fee	TOTAL fee	Account code	
		2019-20 £	2019-20 £	2019-20 £		
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	Club gaming permit	Application for new permit (standard)	200.00	-	200.00	5260ED300GAMPERMIT
3.3		Application for new permit (fast track)	100.00	-	100.00	5260ED300GAMPERMIT

Cat.	Item	APPLICATION fee 2019-20 £	LICENCE fee 2019-20 £	TOTAL fee 2019-20 £	Account code
3.3	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
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	Application for new permit	300.00	-	300.00	5260ED300GAMPERMIT
3.3	Prize gaming permit 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 Application for new permit	300.00	-	300.00	5260ED300GAMPERMIT

Cat.	Item	APPLICATION fee	LICENCE fee	TOTAL fee	Account code	
		2019-20 £	2019-20 £	2019-20 £		
3.3	permit	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	5260ED300GAMPREMISES
3.4	Application for new premises licence (without provisional statement)	Betting (track)	1,128.00	-	1,128.00	5260ED300GAMPREMISES
3.4		Betting (other)	1,128.00	-	1,128.00	5260ED300GAMPREMISES
3.4		Bingo	1,128.00	-	1,128.00	5260ED300GAMPREMISES
3.4		Family entertainment centre	1,128.00	-	1,128.00	5260ED300GAMPREMISES
3.4		Adult gaming centre	770.00	-	770.00	5260ED300GAMPREMISES
3.4	Application for new premises licence (with provisional statement)	Betting (track)	770.00	-	770.00	5260ED300GAMPREMISES
3.4		Betting (other)	770.00	-	770.00	5260ED300GAMPREMISES
3.4		Bingo	770.00	-	770.00	5260ED300GAMPREMISES
3.4		Family entertainment centre	770.00	-	770.00	5260ED300GAMPREMISES
3.4		Adult gaming centre	1,128.00	-	1,128.00	5260ED300GAMPREMISES
3.4	Application for provisional statement	Betting (track)	1,128.00	-	1,128.00	5260ED300GAMPREMISES
3.4		Betting (other)	1,128.00	-	1,128.00	5260ED300GAMPREMISES
3.4		Bingo	1,128.00	-	1,128.00	5260ED300GAMPREMISES
3.4		Family entertainment centre	1,128.00	-	1,128.00	5260ED300GAMPREMISES
3.4		Adult gaming centre	770.00	-	770.00	5260ED300GAMPREMISES
3.4	Application for variation of premises licence	Betting (track)	770.00	-	770.00	5260ED300GAMPREMISES
3.4		Betting (other)	770.00	-	770.00	5260ED300GAMPREMISES
3.4		Bingo	770.00	-	770.00	5260ED300GAMPREMISES

Cat.	Item	APPLICATION fee	LICENCE fee	TOTAL fee	Account code	
		2019-20 £	2019-20 £	2019-20 £		
3.4	Family entertainment centre	770.00	-	770.00	5260ED300GAMPREMISES	
3.4	Adult gaming centre	331.00	-	331.00	5260ED300GAMPREMISES	
3.4	Application for transfer of premises licence	Betting (track)	331.00	-	331.00	5260ED300GAMPREMISES
3.4		Betting (other)	331.00	-	331.00	5260ED300GAMPREMISES
3.4		Bingo	331.00	-	331.00	5260ED300GAMPREMISES
3.4		Family entertainment centre	331.00	-	331.00	5260ED300GAMPREMISES
3.4		Adult gaming centre	331.00	-	331.00	5260ED300GAMPREMISES
3.4	Application for reinstatement of premises licence	Betting (track)	331.00	-	331.00	5260ED300GAMPREMISES
3.4		Betting (other)	331.00	-	331.00	5260ED300GAMPREMISES
3.4		Bingo	331.00	-	331.00	5260ED300GAMPREMISES
3.4		Family entertainment centre	331.00	-	331.00	5260ED300GAMPREMISES
3.4	Duplicate copy of licence following theft/loss/damage	15.00	-	15.00	5260ED300GAMPREMISES	
3.4	Change of name or address on premises licence	35.00	-	35.00	5260ED300GAMPREMISES	
<b>3.5 (Betting, Gambling, etc - Premises Licences – Annual Fees)</b>						
3.5	Adult gaming centre	-	525.00	525.00	5261ED300GAMPREMISES	
3.5	Annual fee (payable 30 days after the licence takes effect, and then annually on the anniversary of the grant of the licence)	Betting (track)	-	525.00	525.00	5261ED300GAMPREMISES
3.5		Betting (other)	-	458.00	458.00	5261ED300GAMPREMISES
3.5		Bingo	-	525.00	525.00	5261ED300GAMPREMISES
3.5		Family entertainment centre	-	458.00	458.00	5261ED300GAMPREMISES
<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	-	-	-	-	



Cat.	Item	APPLICATION fee 2019-20 £	LICENCE fee 2019-20 £	TOTAL fee 2019-20 £	Account code	
<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	
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

Cat.	Item	APPLICATION fee	LICENCE fee	TOTAL fee	Account code	
		2019-20 £	2019-20 £	2019-20 £		
9.1	Street trading consent (single event)	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		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	

Cat.	Item		APPLICATION fee 2019-20 £	LICENCE fee 2019-20 £	TOTAL fee 2019-20 £	Account code
<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
10.2		Conditions only	39.00		39.00	5270ED300
10.2	Private hire written local/legal test	Full test	69.00		69.00	5270ED300
10.2		Conditions only	39.00		39.00	5270ED300
10.2	Dual HC/PH driver written local/legal test	Full test	69.00		69.00	5270ED300
10.2		Conditions only	39.00		39.00	5270ED300
10.2		Test fee *	Recharged at cost (currently 31.80)			5270ED300
10.2	Versant English language assessment	Administration fee	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	Hackney carriage vehicle licence (excludes compliance test fee)	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		Interim substitution	-	115.00	115.00	5260ED300TAXIVEHICLE
10.3		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	Private hire vehicle licence (excludes compliance test fee)	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		Interim substitution	-	115.00	115.00	5260ED300TAXIVEHICLE

Cat.	Item	APPLICATION fee	LICENCE fee	TOTAL fee	Account code	
		2019-20 £	2019-20 £	2019-20 £		
10.3	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 (5 years)	New (4+ vehicles)	-	690.00	690.00	5260ED300TAXIOPERATOR
10.4		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>						
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	

<b>Cat.</b>	<b>Item</b>	<b>APPLICATION fee 2019-20 £</b>	<b>LICENCE fee 2019-20 £</b>	<b>TOTAL fee 2019-20 £</b>	<b>Account code</b>
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

Cat.	Item	APPLICATION fee	LICENCE fee	TOTAL fee	Account code
		2019-20 £	2019-20 £	2019-20 £	
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
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

The meeting finished at 7.28 pm.