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Licensing and Health and Safety Enforcement Committee

TUESDAY 19 JANUARY 2021 AT 6.30 PM

Microsoft Teams

This meeting will be held remotely via the Microsoft Teams application. Should any members of the public wish to join this meeting, please contact member.support@dacorum.gov.uk by 5pm on Monday 18th January.

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 Allen	Councillor Link
Councillor Mrs Bassadone	Councillor Peter
Councillor Bhinder (Vice-Chairman)	Councillor Pringle
Councillor P Hearn (Chairman)	Councillor Rogers
Councillor Imarni	Councillor R Sutton
Councillor Johnson	Councillor Woolner

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 2021-22 (Pages 3 - 44)

Report for:	**Licensing and Health & Safety Enforcement Committee**
Date of meeting:	**19 January 2021**
PART:	**I**
If Part II, reason:	

Title of report:	**Licensing fees & charges 2021-22**
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 2021-22
Recommendations	That the fees and charges payable in connection with licensing applications from 1 April 2021 to 31 March 2022 are set at the levels proposed in Annex B.
Corporate objectives:	• A clean, safe and enjoyable environment • Delivering an efficient and modern council
Implications:	<u>Financial</u> There will be a small cost in adoption of fees, as some require public notice to be given. <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. <u>Risk / Community Impact / Health And Safety Implications</u> None identified
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:	Draft Mobile Homes Fees Policy 2021-2022 (attached, and circulated to committee separately with changes highlighted)

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*".[1] 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.*[2]

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[3] 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.

[1] Reg 18(4), Provision of Services Regulations 2009 (S.I. 2009 / 2999)
[2] [2015] UKSC 25
[3] [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 2021 to 31 March 2022, 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[4] 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 business rates revaluations. Given this history, and the severe impact that the pandemic has had on the hospitality industry, it seems likely that these fees will remain at current levels for the foreseeable future, which result in a substantial deficit against costs, with the only way to reduce this burden being to continue to look at how we can deal with such licences as efficiently and economically as possible, whilst meeting our statutory responsibilities.

Animal licences (2.1-2.8)
The Council now has a couple of years of experience in dealing with the new legislation implementing a 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 which came into existence on 1st October 2018. The fees have been adjusted following the experience gained since October 2018, as applicants need much more assistance than was originally anticipated, and it has also been necessary to include some recovery of the cost of training that will be a legal requirement for inspectors in the future.

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.

Caravan Site Licences

[4] 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 site licensing fees can only be set by review of the Council's Mobile Homes Fees Policy, this has been reviewed as part of the fees setting process this year, and the reviewed policy is attached. Only minor changes have been made – these are as follows –

- Removal of references to the transition from calendar year fees to fiscal year, as this is no longer relevant as the transition is complete.

- Fees updated to reflect the cost of managing these licences, estimated based based on cost recovery using time spent on these in the last 12 months.

The new draft policy for these fees is attached as Appendix 1 for consideration

2.3. There has been a significant increase in the level of internal recharges for Licensing. When calculating the fees previously, these were set just under £92k, whereas for this year the recharges have been set just below £116k, this is understood to be largely due to the restructure of Corporate and Contracted Services.

2.4. 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. 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.

2.5. 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 1st April 2021 to 31st March 2022; 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 *FEE-SETTING IS AN EXECUTIVE FUNCTION*
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. *Refundable if licence not granted.*
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. *Refundable if licence not granted. Max. fees must be advertised.*
11.1	Mobile homes	Mobile Homes Act 2013

Cat.	Item		APPLICATION fee 2021-22 £	LICENCE fee 2021-22 £	TOTAL fee 2021-22 £	Account code
1.1 (Alcohol, Entertainment, etc – Club Premises Certificates - Applications)						
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
1.2 (Alcohol, Entertainment, etc – Club Premises Certificates – Annual fees)						
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
1.3 (Alcohol, Entertainment, etc – Personal Licences)						
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
1.4 (Alcohol, Entertainment, etc – Premises Licences – Applications)						
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
1.4		Band C	315.00	-	315.00	5260ED300ALCPREMISES

Cat.	Item		APPLICATION fee 2021-22 £	LICENCE fee 2021-22 £	TOTAL fee 2021-22 £	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	Additional application fee for high-capacity premises (payable in addition to the standard application fee)	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
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
1.5 (Alcohol, Entertainment, etc – Premises Licences – Annual Fees)						
1.5	Annual fee (payable on anniversary of grant of licence)	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		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	Additional annual fee for high-capacity premises (payable in addition to the standard annual fee)	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		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

Cat.	Item	APPLICATION fee 2021-22 £	LICENCE fee 2021-22 £	TOTAL fee 2021-22 £	Account code
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
1.6 (Alcohol, Entertainment, etc – Temporary Evene Notices)					
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
1.7 (Alcohol, Entertainment, etc - Miscellaneous)					
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
2.1 (Animals – Boarding of dogs and cats)					
2.1	Application for new animal boarding establishment licence, except franchises (kennels/home boarding/day care)(up to 3 yrs)	427.00	212.00	639.00	5260ED300ANIMBOARD
2.1	Application to renew animal boarding establishment licence, except franchises (kennels/home boarding/day care)(up to 3 yrs)	205.00	211.00	416.00	5260ED300ANIMBOARD
2.1	Application for new animal boarding establishment licence as a franchise.	427.00 (+ inspection fee per additional premises)	212.00	639.00 (+ inspection fee per additional premises)	5260ED300ANIMBOARD
2.1	Application to renew animal boarding establishment licence as a franchise.	205.00 (+inspection fee per additional premises)	211.00	416.00 (+ inspection fee per additional premises)	5260ED300ANIMBOARD
2.1	Application to vary animal boarding establishment licence (kennels/home boarding/day care) except franchises	131.00 (+inspection if required)	83.00	214.00 (+inspection if required)	5260ED300ANIMBOARD
2.1	Application to vary animal boarding establishment licence for a franchise to add premises	164.00 (+inspection per premises)		164.00 (+inspection per premises)	5260ED300ANIMBOARD
2.1	Application to vary to reduce licensable activities or numbers of animals (Kennels/home boarding/day care)	29.00	-	29.00	5260ED300ANIMBOARD
2.1	Re-evaluation of star rating (Kennels/home boarding/day care)	29.00 (+inspection if required)	-	29.00 (+for inspection if required)	5260ED300ANIMBOARD
2.1	Veterinary inspection of premises *	Recharged at cost			5070ED300
2.1	Qualified officer inspection of premises (when for renewal)	88.00			5260ED300ANIMBOARD
2.2 (Animals – Dangerous Wild Animals)					
2.2	Application for licence to keep dangerous wild animals (2yr) *plus vet inspection*	150.00	37.00	187.00	5260ED300ANIMDWA
2.2	Application to renew licence to keep dangerous wild animals (2yr) *plus vet inspection*	150.00	37.00	187.00	5260ED300ANIMDWA
2.2	Application to vary licence conditions (new species/increased numbers of animals)	65.00	37.00	102.00	5260ED300ANIMDWA
2.2	Application to vary licence conditions (administrative matters only)	29.00	-	29.00	5260ED300ANIMDWA
2.2	Veterinary inspection of premises *	Recharged at cost			5070ED300

Cat.	Item		APPLICATION fee 2021-22 £	LICENCE fee 2021-22 £	TOTAL fee 2021-22 £	Account code
2.3 (Animals – Breeding of dogs)						
2.3	Application for new dog breeding licence (up to 3 yrs)	*plus vet inspection*	430.00	211.00	641.00 (+ vet inspection fees)	5260ED300ANIMBREED
2.3	Application to renew dog breeding licence (up to 3 yrs)	*plus vet inspection*	207.00	211.00	418.00 (+ inspection fees)	5260ED300ANIMBREED
2.3	Application to vary a dog breeding licence	*Plus inspection if required*	44.00	57.00	101.00(+ inspection fees)	5260ED300ANIMBREED
2.3	Re-evaluation of Star Rating – Breeding Licence	*Plus inspection if required*	29.00	0.00	29.00 (+ inspection fees)	5260ED300ANIMBREED
2.3	Application to vary a dog breeding licence (administrative matters only)	*Plus inspection if required*	29.00	0.00	29.00	5260ED300ANIMBREED
2.3	Veterinary inspection of premises *		Recharged at cost			5070ED300
2.3	Qualified officer inspection of premises (when for renewal)		88.00			5260ED300ANIMBREED
2.4 (Animals – Selling animals as pets)						
2.4	Application for new pet shop licence (up to 3 yrs)		427.00	212.00	639.00	5260ED300ANIMPET
2.4	Application to renew pet shop licence (up to 3 yrs)		204.00	212.00	416.00	5260ED300ANIMPET
2.4	Application to vary pet shop licence		132.00 (+inspection if required)	57.00	189.00 (+inspection if required)	5260ED300ANIMPET
2.4	Application to vary to reduce licensable activities or numbers of animals – pet shops		29.00	-	29.00	5260ED300ANIMPET
2.4	Re-evaluation of star rating – pet shops		29.00 (+inspection if required)	-	29.00 (+inspection if required)	5260ED300ANIMPET
2.4	Veterinary inspection of premises *		Recharged at cost			5070ED300
2.4	Qualified officer inspection of premises (when for renewal)		88.00			5260ED300ANIMPET
2.5 (Animals – Hiring of horses)						
2.5	Application for hiring of horses (up to 3 yrs)	*plus vet inspection on application & annually throughout licence duration)*	391.00	124.00	515.00 (+ vets fees)	5260ED300ANIMRIDING
2.5	Application to renew licence for hiring of horses (up to 3 yrs)	*plus vet inspection on application & annually throughout licence duration)*	205.00	124.00	329.00 (+ vets fees)	5260ED300ANIMRIDING
2.5	Application to vary licence for hiring of horses		44.00 (+ inspection if required)	57.00	101.00 (+ inspection if required)	5260ED300ANIMRIDING
2.5	Application to vary to reduce licensable activities or numbers of animals – hiring of horses		29.00	-	29.00	5260ED300ANIMRIDING
2.5	Re-evaluation of star rating – hiring of horses		29.00 (+ inspection if required)	-	29.00 (+ inspection if required)	5260ED300ANIMRIDING
2.5	Veterinary inspection of premises *		Recharged at cost			5070ED300
2.5	Qualified officer inspection of premises (when for renewal)		116.00 (102.00)			5260ED300ANIMRIDING
2.6 (Animals – Zoos)						
2.6	Application for new zoo	*plus vet inspection*	1540.00	336.00	1876.00	5260ED300ANIMZOO

Cat.	Item		APPLICATION fee 2021-22 £	LICENCE fee 2021-22 £	TOTAL fee 2021-22 £	Account code
	licence (4yr)					
2.6	Application to renew zoo licence (6yr)	*plus vet inspection*	940.00	336.00	1276.00	5260ED300ANIMZOO
2.6	Application to vary licence	*plus vet inspection*	1540.00	336.00	1876.00	5260ED300ANIMZOO
2.6	Application to transfer zoo licence	*plus vet inspection*	142.00	79.00	221.00	5260ED300ANIMZOO
2.7	**Animals – Keeping or training animals for exhibition**					
2.7	Application to keep or train animals for exhibition (default 3yrs only)		281.00	124.00	405.00	5260ED300ANIMEXH
2.7	Application to renew licence to keep or train animals for exhibition (default 3yrs only)		205.00	124.00	329.00	5260ED300ANIMEXH
2.7	Application to vary licence to reduce licensable activities or numbers of animals		29.00	-	29.00	5260ED300ANIMEXH
2.7	Application to vary licence to keep or train animals for exhibition (administrative matters only)		29.00	-	29.00	5260ED300ANIMEXH
2.7	Application to vary licence to keep or train animals for exhibition		132.00 (+inspection if required)	57.00	189.00 (+inspection if required)	5260ED300ANIMEXH
2.7	Qualified officer inspection of premises (when for renewal)			88.00		5260ED300ANIMEXH
2.8	**General provisions**					
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			
3.1 (Betting, Gambling, etc – Lotteries)						
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
3.2 (Betting, Gambling, etc – Notices)						
3.2	Temporary use notice submission fee		372.00	-	372.00	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		-	-	-	-
3.3 (Betting, Gambling, etc – Permits)						
3.3	Notification of 1-2 gaming machine in alcohol-licensed premises		50.00	-	50.00	5260ED300GAMPERMIT
3.3	Licensed premises gaming machine permit	Application for new permit	150.00	-	150.00	5260ED300GAMPERMIT
3.3		Application for variation of permit	100.00	-	100.00	5260ED300GAMPERMIT
3.3		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
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

Cat.		Item	APPLICATION fee 2021-22 £	LICENCE fee 2021-22 £	TOTAL fee 2021-22 £	Account code
3.3		Replacement - theft/loss	15.00	-	15.00	5261ED300GAMPERMIT
3.3		Annual fee *	-	50.00	50.00	5261ED300GAMPERMIT
3.3	Club machine permit	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		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
3.4 (Betting, Gambling, etc – Premises Licences – Applications)						
3.4	Application for new premises licence (without provisional statement)	Adult gaming centre	1165.00	-	1165.00	5260ED300GAMPREMISES
3.4		Betting (track)	1165.00	-	1165.00	5260ED300GAMPREMISES
3.4		Betting (other)	1165.00	-	1165.00	5260ED300GAMPREMISES
3.4		Bingo	1165.00	-	1165.00	5260ED300GAMPREMISES
3.4		Family entertainment centre	1165.00	-	1165.00	5260ED300GAMPREMISES
3.4	Application for new premises licence (with provisional statement)	Adult gaming centre	803.00	-	803.00	5260ED300GAMPREMISES
3.4		Betting (track)	803.00	-	803.00	5260ED300GAMPREMISES
3.4		Betting (other)	803.00	-	803.00	5260ED300GAMPREMISES
3.4		Bingo	803.00	-	803.00	5260ED300GAMPREMISES
3.4		Family entertainment centre	803.00	-	803.00	5260ED300GAMPREMISES
3.4	Application for provisional statement	Adult gaming centre	1,165.00	-	1,165.00	5260ED300GAMPREMISES
3.4		Betting (track)	1,165.00	-	1,165.00	5260ED300GAMPREMISES
3.4		Betting (other)	1,165.00	-	1,165.00	5260ED300GAMPREMISES
3.4		Bingo	1,165.00	-	1,165.00	5260ED300GAMPREMISES
3.4		Family entertainment centre	1,165.00	-	1,165.00	5260ED300GAMPREMISES
3.4	Application for variation of premises licence	Adult gaming centre	803.00	-	803.00	5260ED300GAMPREMISES
3.4		Betting (track)	803.00	-	803.00	5260ED300GAMPREMISES
3.4		Betting (other)	803.00	-	803.00	5260ED300GAMPREMISES
3.4		Bingo	803.00	-	803.00	5260ED300GAMPREMISES
3.4		Family entertainment centre	803.00	-	803.00	5260ED300GAMPREMISES
3.4	Application for transfer of	Adult gaming centre	338.00	-	338.00	5260ED300GAMPREMISES

Cat.	Item		APPLICATION fee 2021-22 £	LICENCE fee 2021-22 £	TOTAL fee 2021-22 £	Account code
3.4	premises licence	Betting (track)	338.00	-	338.00	5260ED300GAMPREMISES
3.4		Betting (other)	338.00	-	338.00	5260ED300GAMPREMISES
3.4		Bingo	338.00	-	338.00	5260ED300GAMPREMISES
3.4		Family entertainment centre	338.00	-	338.00	5260ED300GAMPREMISES
3.4	Application for reinstatement of premises licence	Adult gaming centre	338.00	-	338.00	5260ED300GAMPREMISES
3.4		Betting (track)	338.00	-	338.00	5260ED300GAMPREMISES
3.4		Betting (other)	338.00	-	338.00	5260ED300GAMPREMISES
3.4		Bingo	338.00	-	338.00	5260ED300GAMPREMISES
3.4		Family entertainment centre	338.00	-	338.00	5260ED300GAMPREMISES
3.4	Duplicate copy of licence following theft/loss/damage		16.00	-	16.00	5260ED300GAMPREMISES
3.4	Change of name or address on premises licence		37.00	-	37.00	5260ED300GAMPREMISES
3.5 (Betting, Gambling, etc - Premises Licences – Annual Fees)						
3.5	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	-	513.00	513.00	5261ED300GAMPREMISES
3.5		Betting (track)	-	513.00	513.00	5261ED300GAMPREMISES
3.5		Betting (other)	-	513.00	513.00	5261ED300GAMPREMISES
3.5		Bingo	-	513.00	513.00	5261ED300GAMPREMISES
3.5		Family entertainment centre	-	513.00	513.00	5261ED300GAMPREMISES
4.1 (Charity Collections – Street Collections)						
4.1	Application for street collection licence		-	-	-	-
4.2 (Charity Collections – House-to-House Collections)						
4.2	Application for house to house collection licence		-	-	-	-
5.1 (Hypnotism)						
5.1	Hypnotism authorisation		-	-	-	-
6.1 (Scrap Metal Dealers)						
6.1	Application for new scrap metal site licence		249.00	62.00	311.00	5260ED300SCRAP
6.1	Application for new scrap metal collectors licence		193.00	31.00	224.00	5260ED300SCRAP
6.1	Application to renew scrap metal site licence		231.00	62.00	293.00	5260ED300SCRAP
6.1	Application to renew scrap metal collectors licence		175.00	31.00	206.00	5260ED300SCRAP
6.1	Application to vary scrap metal licence - change of licensee details		16.00	1.00	17.00	5260ED300SCRAP
6.1	Application to vary scrap metal licence - change of licensed sites		86.00	1.00	87.00	5260ED300SCRAP
6.1	Application to vary scrap metal licence - change of site managers		51.00	1.00	52.00	5260ED300SCRAP
6.1	Application to vary scrap metal licence - site to collectors licence		31.00	1.00	32.00	5260ED300SCRAP
6.1	Application to vary scrap metal licence - collectors to site licence		112.00	42.00	154.00	5260ED300SCRAP
7.1 (Sex Establishments)						
7.1	Application for new sex establishment licence		1,903.00	254.00	2157.00	5260ED300SEXLICENCE
7.1	Application for renewal of sex establishment licence		1481.00	254.00	1753.00	5260ED300SEXLICENCE
7.1	Application for variation of sex establishment licence		828.00	114.00	942.00	5260ED300SEXLICENCE
7.1	Application for transfer of sex establishment licence		423.00	-	423.00	5260ED300SEXLICENCE
8.1 (Skin Piercing, etc)						
8.1	Application for registration of skin piercing premises		242.00	-	242.00	5260ED300SKINPIERCE
8.1	Application for registration of skin piercing operator		114.00	-	114.00	5260ED300SKINPIERCE

Cat.	Item		APPLICATION fee 2021-22 £	LICENCE fee 2021-22 £	TOTAL fee 2021-22 £	Account code
9.1 (Street Trading)						
9.1	Street trading consent (annual)	New (1 vehicle/pitch, 1 year)	413.00	262.00	675.00	5260ED300STREETTRAD
9.1		Renewal (1 vehicle/pitch, 1 year)	413.00	262.00	675.00	5260ED300STREETTRAD
9.1		Additional fee per extra vehicle/pitch	34.00	41.00	75.00	5260ED300STREETTRAD
9.1		Interim substitution of vehicle	25.00	-	25.00	5260ED300STREETTRAD
9.1		Other consent variation	144.00	-	144.00	5260ED300STREETTRAD
9.1	Street trading consent partial year (up to 6 months)		219.00	129.00	348.00	5260ED300STREETTRAD
9.1	Street trading consent (single event)	Commercial event	161.00	-	161.00	5260ED300STREETTRAD
9.1		Community/charity event	30.00	-	30.00	5260ED300STREETTRAD
10.1 (Taxis and Private Hire - Drivers)						
10.1	Hackney Carriage Drivers Licence (3 years)	New	-	281.00	281.00	5260ED300TAXIDRIVER
10.1		Renewal	-	216.00	216.00	5260ED300TAXIDRIVER
10.1		Theft/loss of badge	20.00	-	20.00	5260ED300TAXIDRIVER
10.1	Private Hire Drivers Licence (3 years)	New	-	281.00	281.00	5260ED300TAXIDRIVER
10.1		Renewal	-	228.00	228.00	5260ED300TAXIDRIVER
10.1		Theft/loss of badge	20.00	-	20.00	5260ED300TAXIDRIVER
10.1	Dual HC/PH Drivers Licence (3 years)	New	-	307.00	307.00	5260ED300TAXIDRIVER
10.1		Renewal	-	254.00	254.00	5260ED300TAXIDRIVER
10.1		Renewal & Upgrade	-	247.00	247.00	5260ED300TAXIDRIVER
10.1		Interim Upgrade (+£1 / unexpired month)	-	72.00	72.00	5260ED300TAXIDRIVER
10.1		Theft/loss of badge (per)	20.00	-	20.00	5260ED300TAXIDRIVER
10.1	Disclosure & Barring Service (DBS) enhanced disclosure *		Recharged at cost (currently, 59.00) + £15 admin			6020ED300CRB
10.1	External identity check (where required for DBS route 2 verification) *		Recharged at cost (current 7.20)			6020ED300CRB
10.2 (Taxis and Private Hire – Driver Knowledge Tests)						
10.2	Hackney carriage written local/legal test	Full test	76.00		76.00	5270ED300
10.2		Conditions only	42.00		42.00	5270ED300
10.2	Private hire written local/legal test	Full test	76.00		76.00	5270ED300
10.2		Conditions only	42.00		42.00	5270ED300
10.2	Dual HC/PH driver written local/legal test	Full test	76.00		76.00	5270ED300
10.2		Conditions only	42.00		42.00	5270ED300
10.2	Versant English language assessment	*Test fee **	*Recharged at cost (currently 31.80)*			5270ED300
10.2		*Administration fee*	*15.00*		*15.00*	5270ED300
10.2		Total fee payable	46.80	-	46.80	5270ED300
10.3 (Taxis and Private Hire – Vehicles)						
10.3	Hackney carriage vehicle licence *(excludes compliance test fee)*	New (1 year)	-	370.00	370.00	5260ED300TAXIVEHICLE
10.3		Renewal (1 year)	-	275.00	275.00	5260ED300TAXIVEHICLE
10.3		Renewal & substitution (1 yr)	-	275.00	275.00	5260ED300TAXIVEHICLE
10.3		Interim substitution	-	132.00	132.00	5260ED300TAXIVEHICLE
10.3		Transfer of ownership	-	63.00	63.00	5260ED300TAXIVEHICLE

Cat.	Item		APPLICATION fee 2021-22 £	LICENCE fee 2021-22 £	TOTAL fee 2021-22 £	Account code
10.3		Theft/loss of rear plate	19.00	-	19.00	5260ED300TAXIVEHICLE
10.3		Theft/loss of front plate	19.00	-	19.00	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)	-	246.00	246.00	5260ED300TAXIVEHICLE
10.3		Renewal (1 year)	-	246.00	246.00	5260ED300TAXIVEHICLE
10.3		Renewal & substitution (1 yr)	-	250.00	250.00	5260ED300TAXIVEHICLE
10.3		Interim substitution	-	132.00	132.00	5260ED300TAXIVEHICLE
10.3		Transfer of ownership	-	63.00	63.00	5260ED300TAXIVEHICLE
10.3		Theft/loss of rear plate	19.00	-	19.00	5260ED300TAXIVEHICLE
10.3		Theft/loss of front plate	19.00	-	19.00	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)			
10.4 (Taxis and Private Hire – Operators)						
10.4	Private hire operator licence (5 years)	New (0-3 vehicles)	-	443.00	443.00	5260ED300TAXIOPERATOR
10.4		New (4+ vehicles)	-	751.00	751.00	5260ED300TAXIOPERATOR
10.4		Renewal (1-3 vehicles)	-	443.00	443.00	5260ED300TAXIOPERATOR
10.4		Renewal (4+ vehicles)	-	751.00	751.00	5260ED300TAXIOPERATOR
10.5 (Taxis and Private Hire – Miscellaneous)						
10.5	Duplicate copy of licence following theft/loss/damage		16.00	-	16.00	various
10.5	Replacement internal vehicle licence plate holder		2.50 (inc. VAT)	-	2.50 (inc. VAT)	5490ED300
11. Mobile Home Sites Licences						
11.1	New licence		467.00 + 7.90 per unit		467.00 + 7.90 per unit	5260ED300CARAVANSITE
11.1	Annual fee			47.40 + 7.90 per unit	47.40 + 7.90 per unit	5261ED300CARAVANSITE
11.1	Variation		190 (+94.00 if visit required)		190 (+94.00 if visit required)	5260ED300CARAVANSITE
11.1	Transfer		190 (+94.00 if visit required)		190 (+94.00 if visit required)	5260ED300CARAVANSITE
11.1	Site Rules Deposit		81.00		81.00	5260ED300CARAVANSITE
12.1 (Miscellaneous Licensing Fees)						
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)		17.00	-	17.00	5260ED300MISCLIC
12.1	Copy of public register entry (where kept and made available by statute) (per entry)		16.00	-	16.00	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)		48.00	-	48.00	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

HOUSING & COMMUNITY COMMITTEE PROPOSED FEES AND CHARGES 2021/22						
		2020/21 Charge	2021/22 Proposed Charge			
			Application	Licence	Total fee	% change
Alcohol, entertainment and late night refreshment licences						
Club premises certificates – applications						
Application for new club premises certificate	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Site under construction/ development	315.00	315.00	-	315.00	0.0%
Application for full variation of club premises certificate	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Site under construction/ development	315.00	315.00	-	315.00	0.0%
Application for minor variation of club premises certificate		89.00	89.00	-	89.00	0.0%
Request for duplicate copy of certificate following loss/theft/damage		10.50	10.50	-	10.50	0.0%
Change of name or address on club premises certificate		10.50	10.50	-	10.50	0.0%
Change of club rules		10.50	10.50	-	10.50	0.0%
Club premises certificates – annual fees						
Annual fee (payable on anniversary of grant of certificate)	Band A	70.00	-	70.00	70.00	0.0%
	Band B	180.00	-	180.00	180.00	0.0%
	Band C	295.00	-	295.00	295.00	0.0%
	Band D	320.00	-	320.00	320.00	0.0%
	Band E	350.00	-	350.00	350.00	0.0%
	Site under construction/ development	295.00	-	295.00	295.00	0.0%
Personal licences						

Application for new personal licence		37.00	37.00	-	37.00	0.0%
Duplicate copy of licence following theft/loss/damage		10.50	10.50	-	10.50	0.0%
Change of name or address		10.50	10.50	-	10.50	0.0%
Premises licences – applications						
Application for new premises licence	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band D with multiplier	900.00	900.00	-	900.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Band E with multiplier	1,905.00	1,905.00	-	1,905.00	0.0%
	Site under construction/ development	315.00	315.00	-	315.00	0.0%
	Exempt	No fee	No fee	No fee	No fee	0.0%
Application for full variation of premises licence	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band D with multiplier	900.00	900.00	-	900.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Band E with multiplier	1,905.00	1,905.00	-	1,905.00	0.0%
	Site under construction/ development	315.00	315.00	-	315.00	0.0%
	Exempt	No fee	No fee	No fee	No fee	0.0%
Additional application fee for high-capacity premises(payable in addition to the standard application fee)	Capacity: 5,000–9,999	1,000.00	1,000.00	-	1,000.00	0.0%
	Capacity: 10,000–14,999	2,000.00	2,000.00	-	2,000.00	0.0%
	Capacity: 15,000–19,999	4,000.00	4,000.00	-	4,000.00	0.0%
	Capacity: 20,000–29,999	8,000.00	8,000.00	-	8,000.00	0.0%
	Capacity: 30,000–39,999	12,000.00	12,000.00	-	12,000.00	0.0%
	Capacity: 40,000–49,999	16,000.00	16,000.00	-	16,000.00	0.0%
	Capacity: 50,000–59,999	20,000.00	20,000.00	-	20,000.00	0.0%

	Capacity: 60,000–69,999	24,000.00	24,000.00	-	24,000.00	0.0%
	Capacity: 70,000–79,999	28,000.00	28,000.00	-	28,000.00	0.0%
	Capacity: 80,000–89,999	32,000.00	32,000.00	-	32,000.00	0.0%
	Capacity: 90,000+	64,000.00	64,000.00	-	64,000.00	0.0%
Application for transfer of premises licence		23.00	23.00	-	23.00	0.0%
Application for variation of premises licence to specify premises supervisor		23.00	23.00	-	23.00	0.0%
Application for minor variation of premises licence		89.00	89.00	-	89.00	0.0%
Application to substitute mandatory condition for community premises (if not made simultaneously with another application)		23.00	23.00	-	23.00	0.0%
Application for interim authority notice		23.00	23.00	-	23.00	0.0%
Request for duplicate copy of premises licence following loss/theft/damage		10.50	10.50	-	10.50	0.0%
Change of name or address on premises licence		10.50	10.50	-	10.50	0.0%
Premises licences – annual fees						
Annual fee (payable on anniversary of grant of licence)	Band A	70.00	-	70.00	70.00	0.0%
	Band B	180.00	-	180.00	180.00	0.0%
	Band C	295.00	-	295.00	295.00	0.0%
	Band D	320.00	-	320.00	320.00	0.0%
	Band D with multiplier	640.00	-	640.00	640.00	0.0%
	Band E	350.00	-	350.00	350.00	0.0%
	Band E with multiplier	1,050.00	-	1,050.00	1,050.00	0.0%
	Site under construction/ development	295.00	-	295.00	295.00	0.0%
	Exempt	No fee	No fee	No fee	No fee	0.0%
Additional annual fee for high-capacity premises (payable in addition to the standard annual fee)	Capacity: 5,000–9,999	500.00	-	500.00	500.00	0.0%
	Capacity: 10,000–14,999	1,000.00	-	1,000.00	1,000.00	0.0%
	Capacity: 15,000–19,999	2,000.00	-	2,000.00	2,000.00	0.0%
	Capacity: 20,000–29,999	4,000.00	-	4,000.00	4,000.00	0.0%

	Capacity: 30,000–39,999	8,000.00	-	8,000.00	8,000.00	0.0%
	Capacity: 40,000–49,999	12,000.00	-	12,000.00	12,000.00	0.0%
	Capacity: 50,000–59,999	16,000.00	-	16,000.00	16,000.00	0.0%
	Capacity: 60,000–69,999	20,000.00	-	20,000.00	20,000.00	0.0%
	Capacity: 70,000–79,999	24,000.00	-	24,000.00	24,000.00	0.0%
	Capacity: 80,000–89,999	28,000.00	-	28,000.00	28,000.00	0.0%
	Capacity: 90,000+	32,000.00	-	32,000.00	32,000.00	0.0%
Temporary event notices						
Temporary event notice (standard) - submission fee		21.00	21.00	-	21.00	0.0%
Temporary event notice (late) - submission fee		21.00	21.00	-	21.00	0.0%
Duplicate copy of notice following theft/loss/damage		10.50	10.50	-	10.50	0.0%
Miscellaneous						
Application for provisional statement		315.00	315.00	-	315.00	0.0%
Notification of legal/financial interest in premises		21.00	21.00	-	21.00	0.0%
Animal licences						
*Where licences for multiple animal activities are issued under The Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018, the fees will be equivalent to the higher cost activity.						
Animal boarding establishments						
Application for new animal boarding establishment licence (up to 3yrs)		587.00	427.00	212.00	639.00	8.9%
Application to renew animal boarding establishment licence (3yrs)		434.00	205.00	211.00	416.00	-4.1%
Application for a new animal boarding establishment Franchise (plus additional cost of a Qualified officer inspection required for each premises used)		587.00	427.00	212.00	639.00	8.9%
Application to renew a franchise (Qualified officer inspection will be required for each premises)		434.00	205.00	211.00	416.00	-4.1%
Application to vary animal boarding establishment licence (Qualified officer inspection may		198.00	131.00	83.00	214.00	8.1%

be required)					
Application for new animal boarding establishment licence (home boarding)	587.00	427.00	212.00	639.00	8.9%
Application to renew animal boarding establishment licence (home boarding) (Qualified officer inspection will be required for each premises)	434.00	205.00	211.00	416.00	-4.1%
Application to vary animal boarding establishment licence (home boarding) (Qualified officer inspection may be required)	198.00	131.00	83.00	214.00	8.1%
Application to vary a franchise to add premises (Qualified officer inspection will be required for each additional premises)	116.00	164.00	n/a	164.00	41.4%
Application to vary to reduce numbers or types of animals or activities.	28.00	29.00	-	29.00	3.6%
Re-evaluation of star rating (Qualified officer inspection may be required)	28.00	29.00	-	29.00	3.6%
Qualified officer inspection (where required)	116.00	88.00			-24.1%
Veterinary inspection of premises * (where required)	Recharged at cost				
Dangerous wild animals					
Application for licence to keep dangerous wild animals (2yr) (plus cost of vet inspection)	177.00	150.00	37.00	187.00	5.6%
Application to renew licence to keep dangerous wild animals (2yr) *(plus cost of vet inspection)*	177.00	150.00	37.00	187.00	5.6%
Application to vary licence conditions (new species/increased numbers of animals)	97.00	65.00	37.00	102.00	5.2%
Application to vary licence conditions (administrative matters only)	27.00	29.00	0.00	29.00	7.4%
Veterinary inspection of premises *	Recharged at cost				
Dog breeding establishments					
Application for new dog breeding licence	589.00	430.00	211.00	641.00	8.8%

(plus cost of vet inspection) (up to 3 yrs)					
Application to renew dog breeding licence (plus cost of vet inspection) (up to 3 yrs)	436.00	207.00	211.00	418.00	-4.1%
Application to vary an animal breeding establishment (inspection may be required)	95.00	44.00	57.00	101.00	6.3%
Re-evaluation of star rating (inspection may be required)	27.50	29.00	0.00	29.00	5.5%
Application to vary licence (administrative matters only)	27.50	29.00	0.00	29.00	5.5%
Qualified officer inspection (where required)	116.00	88.00			-24.1%
Veterinary inspection of premises *	Recharged at cost				
Pet shops					
Application for new pet shop licence (up to 3yrs)	587.00	427.00	212.00	639.00	8.9%
Application to renew pet shop licence(up to 3yrs)	434.00	204.00	212.00	416.00	-4.1%
Application for new pet shop licence (fish only) (up to 3yrs)	587.00	427.00	212.00	639.00	8.9%
Application to renew pet shop licence (fish only) (up to 3yrs)	434.00	205.00	212.00	417.00	-3.9%
Application to vary a pet shop licence (Qualified officer inspection may be required)	198.00	132.00	57.00	189.00	-4.5%
Application to vary a pet shop licence - reduce animals	27.50	29.00	0.00	29.00	5.5%
Re-evaluation of star rating (Qualified officer inspection may be required)	27.50	29.00	0.00	29.00	5.5%
Application to vary licence (administrative matters only)	27.50	29.00	0.00	29.00	5.5%
Qualified officer inspection (where required)	116.00	88.00			-24.1%
Veterinary inspection of premises * (where required)	Recharged at cost				
Riding establishments					
Application for new riding establishment licence (plus cost of vet inspection)	451.00	391.00	124.00	515.00	14.2%
Application to renew riding establishment licence (plus cost of vet inspection)	333.00	205.00	124.00	329.00	-1.2%

Application to vary a riding establishment licence (Inspection may be required)	96.00	44.00	57.00	101.00	5.2%
Application to vary - to reduce licensable activities or numbers of animals	27.50	29.00	0.00	29.00	5.5%
Re-evaluation of star rating (Inspection may be required)	27.50	29.00	0.00	29.00	5.5%
Application to vary licence (administrative matters only)	27.50	29.00	0.00	29.00	5.5%
Qualified officer inspection (where required)	116.00	88.00			-24.1%
Veterinary inspection of premises *	Recharged at cost				
Keeping of Exhibition/Performing Animals					
Application for a new licence for keeping exhibition/performing animals	333.00	281.00	124.00	405.00	21.6%
Application for to renew licence for keeping exhibition/performing animals	333.00	205.00	124.00	329.00	-1.2%
Application to vary licence to keep or train animals for exhibition (Qualified officer inspection may be required)	198.00	132.00	57.00	189.00	-4.5%
Application to vary a licence for keeping exhibition/performing animals to reduce licensable activities or number of animal	27.50	29.00	0.00	29.00	5.5%
Application to vary licence (administrative matters only)	27.50	29.00	0.00	29.00	5.5%
Qualified officer inspection (where required)	116.00	88.00			-24.1%
Veterinary inspection of premises * (where required)	Recharged at cost				
Zoos					
Application for new zoo licence (4yr) (plus cost of vet inspection)	1,809.00	1,540.00	336.00	1,876.00	3.7%
Application to renew zoo licence (6yr) (plus cost of vet inspection)	1,209.00	940.00	336.00	1,276.00	5.5%
Application to vary zoo licence (plus cost of vet inspection)	1,809.00	1,540.00	336.00	1,876.00	3.7%
Application to transfer zoo licence (plus cost of vet inspection)	210.00	142.00	79.00	221.00	5.2%
Veterinary inspection of premises *	Recharged at cost				
Betting, gambling and lottery licences					

Lottery registrations						
Registration of society for small society lotteries		40.00	40.00	-	40.00	0.0%
Annual fee (payable on anniversary of registration)		20.00	-	20.00	20.00	0.0%
Notices						
Temporary use notice submission fee		359.00	372.00	-	372.00	3.6%
Duplicate copy of temporary use notice following theft/loss/damage		15.00	16.00	-	16.00	6.7%
Occasional use notice submission fee		No fee	No fee	No fee	No fee	0.0%
Permits						
Notification of 1-2 gaming machine in alcohol-licensed premises		50.00	50.00	-	50.00	0.0%
Licensed premises gaming machine permit	Application for new permit	150.00	150.00	-	150.00	0.0%
	Application for variation of permit	100.00	100.00	-	100.00	0.0%
	Application for transfer of permit	25.00	25.00	-	25.00	0.0%
	Change of name or address	25.00	25.00	-	25.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
	Annual fee	50.00	50.00	-	50.00	0.0%
Club gaming permit	Application for new permit (standard)	200.00	200.00	-	200.00	0.0%
	Application for new permit (fast track)	100.00	100.00	-	100.00	0.0%
	Application for variation of permit	100.00	100.00	-	100.00	0.0%
	Application for renewal of permit (standard)	200.00	200.00	-	200.00	0.0%
	Application for renewal of permit (fast track)	100.00	100.00	-	100.00	0.0%
	Replacement -	15.00	15.00	-	15.00	0.0%

	theft/loss					
	Annual fee	50.00	50.00	-	50.00	0.0%
Club machine permit	Application for new permit (standard)	200.00	200.00	-	200.00	0.0%
	Application for new permit (fast track)	100.00	100.00	-	100.00	0.0%
	Application for variation of permit	100.00	100.00	-	100.00	0.0%
	Application for renewal of permit (standard)	200.00	200.00	-	200.00	0.0%
	Application for renewal of permit (fast track)	100.00	100.00	-	100.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
	Annual fee	50.00	50.00	-	50.00	0.0%
Prize gaming permit	Application for new permit	300.00	300.00	-	300.00	0.0%
	Application for renewal of permit	300.00	300.00	-	300.00	0.0%
	Change of name or address	25.00	25.00	-	25.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
Family entertainment centre gaming machine permit	Application for new permit	300.00	300.00	-	300.00	0.0%
	Application for renewal of permit	300.00	300.00	-	300.00	0.0%
	Change of name or address	25.00	25.00	-	25.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
Premises licences - applications						
Application for new premises licence (without	Adult gaming centre	1,119.00	1,165.00	-	1,165.00	4.1%
	Betting (track)	1,119.00	1,165.00	-	1,165.00	4.1%
	Betting (other)	1,119.00	1,165.00	-	1,165.00	4.1%
	Bingo	1,119.00	1,165.00	-	1,165.00	4.1%

provisional statement)	Family entertainment centre	1,119.00	1,165.00	-	1,165.00	4.1%
Application for new premises licence (with provisional statement)	Adult gaming centre	767.00	803.00	-	803.00	4.7%
	Betting (track)	767.00	803.00	-	803.00	4.7%
	Betting (other)	767.00	803.00	-	803.00	4.7%
	Bingo	767.00	803.00	-	803.00	4.7%
	Family entertainment centre	767.00	803.00	-	803.00	4.7%
Application for provisional statement	Adult gaming centre	1,119.00	1,165.00	-	1,165.00	4.1%
	Betting (track)	1,119.00	1,165.00	-	1,165.00	4.1%
	Betting (other)	1,119.00	1,165.00	-	1,165.00	4.1%
	Bingo	1,119.00	1,165.00	-	1,165.00	4.1%
	Family entertainment centre	1,119.00	1,165.00	-	1,165.00	4.1%
Application for variation of premises licence	Adult gaming centre	767.00	803.00	-	803.00	4.7%
	Betting (track)	767.00	803.00	-	803.00	4.7%
	Betting (other)	767.00	803.00	-	803.00	4.7%
	Bingo	767.00	803.00	-	803.00	4.7%
	Family entertainment centre	767.00	803.00	-	803.00	4.7%
Application for transfer of premises licence	Adult gaming centre	323.00	338.00	-	338.00	4.6%
	Betting (track)	323.00	338.00	-	338.00	4.6%
	Betting (other)	323.00	338.00	-	338.00	4.6%
	Bingo	323.00	338.00	-	338.00	4.6%
	Family entertainment centre	323.00	338.00	-	338.00	4.6%
Application for reinstatement of premises licence	Adult gaming centre	323.00	338.00	-	338.00	4.6%
	Betting (track)	323.00	338.00	-	338.00	4.6%
	Betting (other)	323.00	338.00	-	338.00	4.6%
	Bingo	323.00	338.00	-	338.00	4.6%
	Family entertainment centre	323.00	338.00	-	338.00	4.6%
Duplicate copy of licence following theft/loss/damage		15.00	16.00	-	16.00	6.7%
Change of name or address on		35.00	37.00	-	37.00	5.7%

premises licence						
Premises licences – annual fees						
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	486.00	-	513.00	513.00	5.6%
	Betting (track)	486.00	-	513.00	513.00	5.6%
	Betting (other)	486.00	-	513.00	513.00	5.6%
	Bingo	486.00	-	513.00	513.00	5.6%
	Family entertainment centre	486.00	-	513.00	513.00	5.6%
Charity collections						
House-to-house collections						
Application for house to house collection licence		No fee	No fee	No fee	No fee	0.0%
Street collections						
Application for street collection licence		No fee	No fee	No fee	No fee	0.0%
Hypnotism						
Authorisation of hypnotism performance		No fee	No fee	No fee	No fee	0.0%
Scrap metal dealers						
Application for new scrap metal site licence (3yr)		295.00	249.00	62.00	311.00	5.4%
Application for new scrap metal collectors licence (3yr)		213.00	193.00	31.00	224.00	5.2%
Application to renew scrap metal site licence (3yr)		278.00	231.00	62.00	293.00	5.4%
Application to renew scrap metal collectors licence (3yr)		196.00	175.00	31.00	206.00	5.1%
Application to vary scrap metal licence - change of licensee details		16.50	16.00	1.00	17.00	3.0%
Application to vary scrap metal licence - change of licensed sites		82.50	86.00	1.00	87.00	5.5%
Application to vary scrap metal licence - change of site managers		49.50	51.00	1.00	52.00	5.1%
Application to vary scrap metal licence - site to collectors licence		30.50	31.00	1.00	32.00	4.9%
Application to vary scrap metal licence - collectors to site licence		147.00	112.00	42.00	154.00	4.8%
Sex establishments						
Application for new sex establishment licence		2,075.00	1,903.00	254.00	2,157.00	4.0%
Application for renewal of sex		1,662.00	1,481.00	254.00	1,735.00	4.4%

establishment licence						
Application for variation of sex establishment licence		911.00	828.00	114.00	942.00	3.4%
Application for transfer of sex establishment licence		410.00	423.00	0.00	423.00	3.2%
Skin piercing, tattooing, etc.						
Application for registration of skin piercing, etc., premises		231.00	242.00	-	242.00	4.8%
Application for registration of skin piercing, etc., operator		109.00	114.00	-	114.00	4.6%
Street trading						
Street trading consent (annual) (1 year)	New (1 vehicle/pitch)	646.00	413.00	262.00	675.00	4.5%
	Renewal (1 vehicle/pitch)	646.00	413.00	262.00	675.00	4.5%
	Additional fee per extra vehicle/pitch	71.00	34.00	41.00	75.00	5.6%
	Interim substitution of vehicle	24.00	25.00	-	25.00	4.2%
	Other consent variation	139.00	144.00	-	144.00	3.6%
Street trading consent (single event)	Commercial event	156.00	161.00	-	161.00	3.2%
	Community/charity event	30.00	30.00	-	30.00	0.0%
Street trading consent partial year (up to 6 months)		new	219.00	129.00	348.00	0.0%
Taxis and private hire						
Driver licences						
Hackney Carriage Drivers Licence (3 years) [external e-form/checks]	New	271.00	-	281.00	281.00	3.7%
	Renewal	219.00	-	216.00	216.00	-1.4%
	Theft/loss of badge	19.00	20.00	-	20.00	5.3%
Private Hire Drivers Licence (3 years) [external e-form/checks]	New	271.00	-	281.00	281.00	3.7%
	Renewal	219.00	-	228.00	228.00	4.1%
	Theft/loss of badge	19.00	20.00		20.00	5.3%
Dual HC/PH Drivers	New	296.00	-	307	307.00	3.7%
	Renewal	244.00	-	254	254.00	4.1%

Licence (3 years) [external e-form/checks]	Renewal & Upgrade	236.00	-	247	247.00	4.7%
	Interim Upgrade (+£1 / unexpired month)	69.00	-	72	72.00	4.3%
	Theft/loss of badge (per)	19.00	20.00		20.00	5.3%
Disclosure & Barring Service (DBS) enhanced disclosure * [in-house]		Recharged at cost + £15 admin	Recharged at cost + £15 admin			0.0%
External identity check (DBS route 2 verification) * [in-house]		Recharged at cost				0.0%
Driving licence verification check * [in-house]		Recharged at cost				0.0%
Driver knowledge tests						
Hackney carriage written local/legal test	Full test	72.00	76.00	-	76.00	5.6%
	Conditions only	40.00	42.00	-	42.00	5.0%
Private hire written local/legal test	Full test	72.00	76.00	-	76.00	5.6%
	Conditions only	40.00	42.00	-	42.00	5.0%
Dual HC/PH driver written local/legal test	Full test	72.00	76.00	-	76.00	5.6%
	Conditions only	40.00	42.00	-	42.00	5.0%
Versant English language assessment	Test fee *	Recharged at cost				0.0%
	Administration fee	14.00	15.00	-	15.00	7.1%
Operator licences						
Private hire operator licence (5 years)	New (0-3 vehicles)	424.00	-	443.00	443.00	4.5%
	New (4+ vehicles)	717.00	-	751.00	751.00	4.7%
	Renewal (1-3 vehicles)	424.00	-	443.00	443.00	4.5%
	Renewal (4+ vehicles)	717.00	-	751.00	751.00	4.7%
Vehicle licences						
Hackney carriage vehicle licence	New (1 year)	355.00	-	370.00	370.00	4.2%
	Renewal (1 year)	262.00	-	275.00	275.00	5.0%

(excludes compliance test fee)	Renewal & substitution (1 year)	262.00	-	275.00	275.00	5.0%
	Interim substitution (remaining duration)	126.00	-	132.00	132.00	4.8%
	Transfer of ownership	60.00	-	63.00	63.00	5.0%
	Theft/loss of rear plate	15.00	19.00	-	19.00	26.7%
	Theft/loss of front plate	15.00	19.00	-	19.00	26.7%
	Change of vehicle particulars	55.00	55.00	-	55.00	0.0%
Private hire vehicle licence (excludes compliance test fee)	New (1 year)	235.00	-	246.00	246.00	4.7%
	Renewal (1 year)	237.00	-	246.00	246.00	3.8%
	Renewal & substitution (1 yr.)	237.00	-	250.00	250.00	5.5%
	Interim substitution (remaining duration)	126.00	-	132.00	132.00	4.8%
	Transfer of ownership	60.00	-	63.00	63.00	5.0%
	Theft/loss of rear plate	15.00	19.00	-	19.00	26.7%
	Theft/loss of front plate	15.00	19.00	-	19.00	26.7%
	Change of vehicle particulars	55.00	55.00	-	55.00	0.0%
Vehicle MOT and compliance test * (payable direct to test station)		Recharged at cost				0.0%
Specialist vehicle MOT and compliance test * (stretch limos)		Recharged at cost				0.0%
Other fees						
Duplicate copy of licence following theft/loss/damage		15.00	16.00	-	16.00	6.7%
Replacement internal vehicle licence plate holder		2.50	2.50	-	2.50	0.0%
General service charges						
Photocopies (per A4 side, at officers discretion, subject to legal restrictions)		0.20	0.20	-	0.20	0.0%

Copy of interview recording following PACE interview (per tape/disc)	16.00	17.00	-	17.00	6.3%
Copy of public register entry (where kept and made available by statute) (per entry)	15.00	16.00	-	16.00	6.7%
Request for duplicate copy of licence following loss/theft/damage (where not otherwise listed)	15.00	15.00	-	15.00	0.0%
Licensing pre-application advice (per whole or part hour)	45.00	48.00	-	48.00	6.7%

HOUSING & COMMUNITY COMMITTEE PROPOSED FEES AND CHARGES 2021/22				
-	**Unit Measurement**	**2020/21 Charge**	**2021/22 Proposed Charge**	**% Change**
Licensing				
Mobile Home Licences (Per Annum)				
Annual Fee initial charge		42.00	47.40	12.86%
Annual fee additional charges specific to site (per unit on site)		£7.95	7.9	-0.63%
New Site Application				
New Site Licence Application Fee initial charge		£414.00	£467	12.80%
New site additional charges specific to site (per unit on site)		7.00	7.9	12.86%
Other fees				
Deposit/Change of Site Rules		£72	£81	12.50%
Transfer/amendment of a Site Licence				
Transfer/amendment of a Site Licence (site visit additional cost if required)		£222.50	£190	-14.61%
Transfer/amendment of a Site Licence site visit		£84.00	£94	11.90%

Enforcement		Hourly rate of officers involved, plus any other costs such as legal fees.	Hourly rate of officers involved, plus any other costs such as legal fees.	N/A

Mobile Homes Fees Policy

Version no.	2.0
Date of last revision	**********2021

Working in partnership, to create a Borough which enables the communities of Dacorum to thrive and prosper

Affordable Housing ♦ Regeneration ♦ Building Community Capacity ♦ Safe and Clean Environment ♦ Dacorum Delivers

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Duration of the Policy

This policy will remain in force until reviewed.

1. Introduction

Dacorum Borough Council has granted Caravan site licences under The Caravan Sites and Control of Development Act 1960 (as amended) for sites that have planning permission for a caravan site. The Caravan Sites and Control of Development Act 1960 has now been amended by the Mobile Homes Act 2013. The Mobile Homes Act 2013 was introduced in order to provide greater protection to occupiers of residential park homes and caravans as the existing legislation had not been updated for more than 50 years. This Act introduced some important changes to the buying, selling or gifting of a park home and the pitch fee review process.

There is an expectation that councils inspect sites and the Council intends to do annually; this timescale will be reviewed if it becomes apparent that it is appropriate to do so. The Council can charge a fee for different licensing functions, serve enforcement notices and publish any site rules relating to a site. The fee generated by the Mobile Homes Act 2013 is not designed to include investigation of harassment or matters not related to the site licence – these should be dealt with through other appropriate channels.

This policy details what will be charged for each function. Current fees are shown in Table 1 in Annex 2. The table will be updated to reflect the current fees agreed by the Council via the Licensing and Health & Safety Committee. Fees will be reviewed annually ahead of each new fiscal year and from time to time as and when the cost of delivering licensing function is considered to have material changed.

2. Fees charged for site licences

The changes introduced by the Mobile Homes Act 2013 for site licensing came into force on 1st April 2014. These include powers for local authorities to charge fees for their licensing functions in respect of “relevant protected sites”. A relevant protected site is defined in the Act as any land to be used as a caravan site with planning consent, other than one where a licence is:

- Granted for holiday use only
- In any other way subject to conditions which restrict the usage of the site for the stationing of caravans for human habitation at certain times of the year (such as planning conditions).

Sites which do not fall within the definition of ‘relevant protected sites’ are still subject to the licensing requirements contained within the Caravan Sites and Control of Development Act 1960, but the provisions relating to payment of fees do not apply.

Under the new Act a fee can be charged for

- applications to grant a new licence
- applications to transfer or amend an existing licence

- Annual licence fees for administering and monitoring existing site licences.

The Council has calculated fees in accordance with the provisions of MHA13 which allows a local authority to include all reasonable costs and this includes administrative costs, officer visits to the site, travel costs, consultations, meetings, undertakings and informal advice.

3. Application for a new site licence

All sites require a site licence to operate (subject to exemptions in the Caravan Sites and Control of Development Act 1960); failure to apply for licence is an offence under Section 1(2) of Caravan Sites and Control of Development Act 1960. The Council may only issue a licence for a site with a valid and correct planning permission for the use.

As details of the required planning permission are required as part of a complete application, no application for a site licence will be accepted without this. Sites which have the correct planning permission in place will be processed within 2 months of the licence application.

4. Transfer/amendment of existing site licence (including changes to conditions)

Where a licence holder wishes to transfer the licence an application must be made to the Council, for which a fee is payable. The fee must accompany the application to transfer the licence.

Where a site owner requests an amendment to site licence conditions the Council will charge a fee for this function. Applications can be made at any time by licence holders to vary or cancel conditions, but the fee is payable at the application stage. Whether a site visit will be required as part of any variation will be a decision of the Council and an additional fee will apply when this is the case.

If the Council deem it necessary to alter conditions there will be no fee payable.

5. Annual Fees for Site Licences

All relevant protected sites must pay an annual fee to the Council (subject to any exemptions stated in this Policy). The fee is due on 1st April each year, see below for transitional arrangements where annual fees have previously been due in January each calendar year.

Charges are based on estimates from experience associated with the administration responding to enquiries and conducting inspections of sites varying in type and size. The Council is not permitted to make a surplus from this function.

The annual fee covers the costs associated with site inspections to ensure compliance with the site licence conditions and a follow up visit to ensure compliance with any informal schedule of works. If there is still a breach in site licence conditions at the point of the follow up visit further charges may be payable to cover the cost of any enforcement action which may be taken. Further details can be found in section 6 - Enforcement Action.

The fee is calculated using a standard initial fee which covers aspects of an inspection which are expected to be roughly similar in all cases such as travel time for example, the second part of the fee is established on an individual basis a price per licensed pitch to reflect the variation in cost due to the size of the site.

All sites will be inspected annually as it is recognised that any longer than this could lead to site licence breaches not being identified until a significant amount of time has passed.

DCLG guidance offers a variety of suggested options for local authorities in calculating the annual fee and this approach has been adopted as it is considered to offer a balance of transparency and fairness without creating an unnecessarily complicated fee setting process.

Annual fees payments

The fees will be considered annually by the Licensing and Health & Safety Committee and will be published by the Council along with all other fees and charges that the Council makes.

Sites exempted from Annual Licensing fees

- Sites that are not relevant protected sites
- Sites for the Site owner and their family (does not include sites that are run for financial gain)
- Gypsy Roma and Traveller Sites

Following a change of departmental responsibility for Caravan Site licensing in 2018, and the significant policy review that has taken place, together with training that has been required for officers, the cost of this means that fees charged for 2018-2019 will not be sufficient to recover this expenditure, the Council will not seek to recover the costs of this through the deficit process for the 20/21 fees. In future years the Council will continue to assess its previous year's costs to determine if they were accurate. If costs are less than predicted for that year, the excess monies will be reflected in the fee charged to the site owner in the next year. In that case the fee to the site owner would be the licence fee for year 2 minus the money not spent from year 1. If insufficient income was received in a year, consideration of this will be given when the fees are set for the following year, and whether to seek to recover the excess costs of regulating the sites.

Charging Arrangements

For the purpose of this policy the period covered by the annual fee will be 1st April to 31st March each financial year. The fee will be charged to the site owner/licence holder and payment advice will be sent at the start of the financial year with payment due within 30 days.

Where a new site licence is issued part way through the year, the annual fee will be pro-rata for that year. The calculation will be done using months and will take into account all months and part-months that the licence will cover for the initial year.

Where an amended licence is issued part way through the year (which included either additional units or a reduction in units), the change in annual fee will be calculated on a pro-rata basis for the remainder of the year. The calculation will be done using months and will take into account all months and part-months that the licence will cover for the initial year.

In the event an annual fee is not paid the Council may apply to the First Tier Tribunal (Property Chamber) for an order requiring the licence holder to pay the amount due. Following non-payment of the annual fee, the costs of any litigation and collection of the fee, may be re-

charged to the site owner. Charges for collection of the annual fee cannot be passed onto the residents pitch fee.

Applications will not be determined if no fee or a lower fee than required is paid.

Fees for new site applications or variation to site licences will not be refunded if the application is refused. However, if an applicant pays more than the required fee, the additional payment will be refunded in all circumstances.

6. Enforcement Action

Where there has been a breach in a site licence condition which comes to the attention of the Council we may serve a compliance notice. The Caravan Sites and Control of Development Act 1960 details the elements which a council may include when imposing a charge for enforcement action. These include the time involved in deciding to serve and prepare the notice. A detailed breakdown of the relevant expenses would be provided with the compliance notice. Charges would be based on an hourly rate in addition to any other costs incurred for example legal costs.

7. Fees for depositing Site rules

Site rules are different to the site licence conditions and are put in place by the owner of a site to ensure acceptable standards are maintained which will be of benefit to occupiers or will promote and maintain community cohesion on the site. The Mobile Homes Act 2013 changed the way site rules must be agreed between both parties. The Council must keep an up to date register of site rules on relevant protected sites and publish the register on-line.

Before publishing site rules the Council will ensure the rules deposited have been made in accordance with the statutory procedure – a fee can be charged for this function.

Any site rules deposited with the Council for the first time or applications to vary or delete existing site rules must be accompanied by the appropriate fee. The fee is the same for either a first deposit or for a subsequent variation or deletion. This is because the process will be very similar for all three types of deposits.

8. Publishing and revising the fee policy

This fees policy and the fees charged is published on the Dacorum Borough Council Licensing website at http://www.dacorum.gov.uk/home/environment-street-care/licensing/mobile-homes

The fees detailed in this policy have been determined based on experience of dealing with site licensing historically.

Annex 1 Elements included in fee setting

The Council following the Department for Communities and Local Government guidance has sets out the following activities that are included in calculating its fees, these include:

• letter writing/ telephone calls etc to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the licensing process;

• handling enquiries and complaints;

• updating document storage and computer systems (including maintenance and upgrade of such systems and the future development e-forms etc)

• updating the website as appropriate;

• processing the licensing fees through BACS, Cheque, e-payment systems

• time for reviewing necessary documents and certificates;

• preparing reports and the holding of committees to determine a licence or the review of policies and conditions of licensing;

• review by manager or lawyers

• review any consultation responses from third parties;

• carrying out any risk assessment process considered necessary

• full site inspection and reports;

• any follow up inspection to monitor compliance as necessary

Annex 2 Fees Table

Fee	Charge
New Site Licence Application Fee	£467.00 + £7.90 per unit
Annual Fee	£47.40 + £7.95 per unit
Deposit/Change of Site Rules	£81
Transfer/amendment of a Site Licence	£190 (+£94 if a site visit is required)
Enforcement	Hourly rate of officers involved, plus any other costs such as legal fees.

Table 1

Annex 3 – Contact details

For information on this policy, please contact:

Licensing
Dacorum Borough Council
The Forum
Marlowes
Hemel Hempstead
HP1 1DN

Email: **licensing@dacorum.gov.uk**
Web: **www.dacorum.gov.uk/licensing**

To make an application or for further guidance, please visit our website:
www.dacorum.gov.uk/licensing

For informal advice or queries, please email:
licensing@dacorum.gov.uk