



Licensing and Health and Safety Enforcement Committee

TUESDAY 12 DECEMBER 2023 AT 7.30 PM

CONFERENCE ROOM 2 - THE FORUM

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

Membership

Councillor Allen
Councillor Bhinder
Councillor Bristow
Councillor Deacon
Councillor Durrant
Councillor Johnson

Councillor B Link (Vice-Chair)
Councillor Pesch
Councillor Pringle (Chair)
Councillor Reynolds
Councillor Santamaria
Councillor A Williams

For further information, please contact Corporate and Democratic Support on 01442 228209 or email member.support@dacorum.gov.uk

AGENDA

1. **MINUTES** (Pages 3 - 4)
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 2024-2025** (Pages 5 - 46)

Agenda Item 1

DACORUM BOROUGH COUNCIL

LICENSING AND HEALTH AND SAFETY ENFORCEMENT COMMITTEE

12 SEPTEMBER 2023

Present-

MEMBERS:

Councillor Pringle (Chair), B Link, Johnson, Santamaria and A Williams

OFFICERS:

Sally Mcdonald	Licensing Lead Officer
Kim Knight	Licensing Compliance & Technical Officer
Trudi Angel	Democratic Support Officer

The meeting began at 7.30 pm

1. MINUTES

The minutes of the meeting held on 17 May 2023 were agreed by the members present and then signed by the Chair.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Bhinder, Deacon, Durrant and Pesch.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. PUBLIC PARTICIPATION

There was no public participation.

5. ARRANGEMENTS FOR PAVEMENT LICENSING 2023-24

S Mcdonald explained the purpose of the report was to provide an update for members on the need to extend the existing arrangements for processing pavements licences until 30th September 2024. This was due to the delay in the enactment of the levelling up and regeneration bill, in which future and more permanent arrangements were included.

Authority was also sought to agree to continue to charge the existing £100 application fee, which was the maximum fee that could be charged under current regulations up until 30th September 2024.

The Chair asked the committee if they had any questions for the officers.

Councillor A Williams asked if the licence stated how much of the pavement a premises could use. S Mcdonald advised that a plan would be submitted with the application and that would be put out for consultation. If no objections were received it would be granted.

The Chair highlighted that in Berkhamsted there had been some questions around safe spaces for individuals that use electric wheelchairs. She queried if it was part of the licence that wheelchair users would be catered for. S Mcdonald explained it was part of statutory guidance to provide a minimum width for wheelchair users and prams/pushchairs to be able to get through. She advised that a site officer would usually visit a premises during the consultation period to check and measure the space. She added that a walk-through had been completed with Licensing Officers and a Berkhamsted Town Councillor due to the concerns in the area.

The Chair asked if there was any discretion when considering a licence for a narrow pavement to ask the applicant to ensure there was enough space for someone to step aside to allow a wheelchair or pushchair user to pass by. S Mcdonald advised that there was no policy for pavement licensing at present but they would have discretion once the new arrangements came in. She suggested it would be stricter and they would have more enforcement powers. She added that there wasn't much flexibility as it stood, they could only grant or refuse a licence, however if there was an issue Licensing Offices can go out and visit the premises to take measurements.

The Chair questioned whether they could put an advisory note on the licence for the applicant to consider as a matter of good practice, even if we couldn't enforce it. S Mcdonald replied they could do that and could also mention it to the licensee.

There were no further questions.

Decision

Following the publication of amendments to the current legislation that the Committee agree that the existing administrative and fee arrangements for pavement licences continue as they are until 30 September 2024.

6. MOBILE HOMES FEES POLICY 2023-24

S Mcdonald advised that the purpose of this report was to request the committee's approval on the corrected mobile homes fees policy following the accidental submission and approval of an incorrect document in March 2023. The fees themselves, which were set out in Annex 2 of the report, were agreed on the 28th March so they were not up for discussion at this meeting.

There were no questions.

Decision

That the Committee approve the amended Mobile Homes Fees Policy as set out in Annex A of the report.

The meeting finished at 7.36 pm.

Agenda Item 5



Report for:	Licensing and Health & Safety Enforcement Committee
Date of meeting:	12 December 2023
PART:	I
If Part II, reason:	

Title of report:	Licensing fees and charges 2024-2025
Contact:	Sally Mcdonald, Licensing Manager
Purpose of report:	To set the fees and charges payable in connection with licensing applications for the financial year 2024-2025.
Recommendations	That the fees and charges payable in connection with licensing applications for the financial year 2024-25 are approved.
Corporate objectives:	Ensuring efficient, effective and modern service delivery
Implications:	<p><u>Financial</u> There will be a small cost in adoption of fees, as some require public notice to be given.</p> <p><u>Value for Money</u> A full review of fees has been undertaken in line with associated statutory guidance and the aim of ensuring full cost recovery.</p> <p><u>Community Impact</u> None identified</p>
Consultees:	Public notice and an opportunity for objections will be provided where there is a statutory duty to advertise.
Background papers:	
Glossary of acronyms and any other abbreviations used in this report:	

1. GENERAL PRINCIPLES FOR FEE SETTING

- 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 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". 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](#).
- 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 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.
- 1.5. 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. CURRENT POSITION AND 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 2024 to 31 March 2025, is appended to this report as Annex C.

2.2. In addition to the general explanatory note at para 1.4-1.5, the following comments are made to appraise the Committee in respect of current fees, and proposals for 2024-25:

- a) For the previous 2023-24 budget round, all services were subject to a 10% uplift which was corporately agreed at senior level. In 2022-23 the fees were not reviewed due to a rapid turnaround in team managers around the review period. Prior to that existing fees had been calculated in accordance with regulations and statutory guidance (see Annex A for summary powers).
- b) For the forthcoming year, a review of charges on all the non-statutory fees has been undertaken, factoring in time spent administering applications in line with guidance, and service overheads.

Alcohol/entertainment fees

2.3. These continue to be set nationally in legislation, at levels which have not changed since 2005. In November 2017, the Government responded 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, a further review of business rates valuations in April 2023, and the ongoing recovery and impact on the hospitality industry from the pandemic, together with the issues this year with inflation and the subsequent cost of living crisis, 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. It is hoped that the digital transformation project currently going forward will open up further ways to do this.

Animal licence fees

2.4. The Council is now 5 years into this legislation, and a five year legislative review was due to start in late 2023 – the outcome of this review is not known at the time of producing this report, nor if any changes will be proposed that may require additional training or have implications for officer time. If there are changes, the financial implications will be assessed in a future budget exercise. At present, applications require quite a large amount of work in checking documents and assisting and advising applicants through the application process.

2.5. Applicants can be granted licences for up to three years in duration, dependent on a risk score and inspection, and officers offer practical advice to applicants where possible to enable them to achieve the higher standards if there is scope to do so, and obtain licences of two to three years where possible.

- 2.6. A slight change has been factored in to Animal boarding franchise applications and renewals due to the lack of requirement to inspect the franchisee's premises which is in line with statutory DEFRA guidance relating to franchises. Therefore, the costs for inspections have been removed from the application fee in this case.
- 2.7. Dangerous wild animal licences (currently 1 in force) and zoo licences (0 in force) remain separate from the new licences, due to their specialist nature.

Gambling Act fees

- 2.8. Fees for premises licence are capped in fees regulations, and fees for all permits, lottery applications and annual fees are set nationally within the legislation, so cannot be adjusted.

Pavement licence fees

- 2.9. These are currently set nationally in legislation, at the highest level permitted, with current arrangements in place nationally until 30th September 2024. However, once the Levelling up and Regeneration Bill has been enacted, a new set of arrangements and a different fee structure – also set nationally – will be brought in. These changes will be presented to a future meeting of the Licensing Committee ahead of 30th September when the current arrangements come to an end.

Caravan Site Licences

- 2.10. Caravan site licensing fees can only be set by review of the Council's Mobile Homes Fees Policy. The present fees were presented to Licensing on 12 September 2023, and no subsequent changes to the policy or those fees have taken place during this budget round. Therefore, approval is sought for the Policy and fees for the 2024-25 financial year at this meeting, and the policy is set out at Annex D.

3. GENERAL COMMENTS

- 3.1. As in previous years, no prior consultation has been carried out on these proposed fees, save for assistance with calculations by 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.
- 3.2. 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.

4. RECOMMENDATIONS

- 4.1. 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 C and the Mobile Homes Fees Policy set out in Annex D, for the period from 1st April 2024 to 31st March 2025; and

- 4.2. That authority to consider any objections arising from statutory notices pertaining to these fees be delegated to the Assistant Director (Legal and Democratic 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 fees regulations under the Gambling Act 2005. No fee chargeable for OUN's
3.1, 3.3	Gaming permits, lotteries	Prescribed in fees 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.	Pavement Licensing	S2(1)(c) can be set locally, up to maximum of £100.00
7.1	Scrap metal	Sch 1 para 6, Scrap Metal Dealers Act 2013 Fee set by the authority, with regard to guidance <i>FEE-SETTING IS AN EXECUTIVE FUNCTION</i>
8.1	Sex establishments	Sch 3, para 19, Local Gov't (Misc. Provisions) Act 1982 Reasonable fee
9.1	Skin piercing, etc	s.14(6), 15(6), Local Gov't (Misc. Provisions) Act 1982 Reasonable fee
10.1	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.
11.1, 11.2	HC/PH drivers	s.53(2), Local Gov't (Misc. Provisions) Act 1976 Recovering the costs of issue and administration. <i>Licence fee refundable if licence not granted.</i>
11.3, 11.4	HC/PH vehicles, PH operators	s.70(1), Local Gov't (Misc. Provisions) Act 1976 Sufficient to cover the cost of: inspection of vehicle for licensing purposes, providing hackney carriage stands, or other costs for administration and control/supervision of vehicles. <i>Licence fee refundable if licence not granted. Max. fees must be advertised.</i>
12.1	Mobile homes	Mobile Homes Act 2013

Annex B

Current fees and charges 2023-24

Cat	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £
1.1	Band A	100.00	-	100.00
1.1	Band B	190.00	-	190.00
1.1	Band C	315.00	-	315.00
1.1	Application for new club premises certificate Band D	450.00	-	450.00
1.1	Band E	635.00	-	635.00
1.1	Site under construction/development	315.00	-	315.00
1.1	Band A	100.00	-	100.00
1.1	Band B	190.00	-	190.00
1.1	Band C	315.00	-	315.00
1.1	Application for full variation of club premises certificate Band D	450.00	-	450.00
1.1	Band E	635.00	-	635.00
1.1	Site under construction/development	315.00	-	315.00
1.1	Application for minor variation of club premises certificate	89.00	-	89.00
1.1	Request for duplicate copy of certificate following loss/theft/damage	10.50	-	10.50
1.1	Change of name or address on club premises certificate	10.50	-	10.50
1.1	Change of club rules	10.50	-	10.50
1.2	Band A	-	70.00	70.00
1.2	Band B	-	180.00	180.00
1.2	Band C	-	295.00	295.00
1.2	Band D	-	320.00	320.00
1.2	Band E	-	350.00	350.00
1.2	Site under construction/development	-	295.00	295.00
1.3	Application for new personal licence	37.00	-	37.00
1.3	Duplicate copy of licence following theft/loss/damage	10.50	-	10.50
1.3	Change of name or address	10.50	-	10.50
1.4	Band A	100.00	-	100.00
1.4	Band B	190.00	-	190.00
1.4	Band C	315.00	-	315.00
1.4	Band D	450.00	-	450.00
1.4	Application for new premises licence Band D with multiplier	900.00	-	900.00
1.4	Band E	635.00	-	635.00
1.4	Band E with multiplier	1,905.00	-	1,905.00
1.4	Site under construction/development	315.00	-	315.00
1.4	Application for full variation Band A	100.00	-	100.00

Cat	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £	
1.4	of premises licence	Band B	190.00	-	190.00
1.4		Band C	315.00	-	315.00
1.4		Band D	450.00	-	450.00
1.4		Band D with multiplier	900.00	-	900.00
1.4		Band E	635.00	-	635.00
1.4		Band E with multiplier	1,905.00	-	1,905.00
1.4		Site under construction/development	315.00	-	315.00
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
1.4		Capacity: 10,000–14,999	2,000.00	-	2,000.00
1.4		Capacity: 15,000–19,999	4,000.00	-	4,000.00
1.4		Capacity: 20,000–29,999	8,000.00	-	8,000.00
1.4		Capacity: 30,000–39,999	16,000.00	-	16,000.00
1.4		Capacity: 40,000–49,999	24,000.00	-	24,000.00
1.4		Capacity: 50,000–59,999	32,000.00	-	32,000.00
1.4		Capacity: 60,000–69,999	40,000.00	-	40,000.00
1.4		Capacity: 70,000–79,999	48,000.00	-	48,000.00
1.4		Capacity: 80,000–89,999	56,000.00	-	56,000.00
1.4		Capacity: 90,000+	64,000.00	-	64,000.00
1.4	Application for transfer of premises licence		23.00	-	23.00
1.4	Application for variation of premises licence to specify premises supervisor		23.00	-	23.00
1.4	Application for minor variation of premises licence		89.00	-	89.00
1.4	Application to substitute mandatory condition for community premises (if not made simultaneously with another application)		23.00	-	23.00
1.4	Application for interim authority notice		23.00	-	23.00
1.4	Request for duplicate copy of premises licence following loss/theft/damage		10.50	-	10.50
1.4	Change of name or address on premises licence		10.50	-	10.50
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
1.5		Band B	-	180.00	180.00
1.5		Band C	-	295.00	295.00
1.5		Band D	-	320.00	320.00
1.5		Band D with multiplier	-	640.00	640.00
1.5		Band E	-	350.00	350.00
1.5		Band E with multiplier	-	1,050.00	1,050.00

Cat	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £
1.5	Site under construction/development	-	295.00	295.00
1.5	Exempt	-	-	-
1.5	Capacity: 5,000–9,999	-	500.00	500.00
1.5	Capacity: 10,000–14,999	-	1,000.00	1,000.00
1.5	Capacity: 15,000–19,999	-	2,000.00	2,000.00
1.5	Capacity: 20,000–29,999	-	4,000.00	4,000.00
1.5	Capacity: 30,000–39,999	-	8,000.00	8,000.00
1.5	Capacity: 40,000–49,999	-	12,000.00	12,000.00
1.5	Capacity: 50,000–59,999	-	16,000.00	16,000.00
1.5	Capacity: 60,000–69,999	-	20,000.00	20,000.00
1.5	Capacity: 70,000–79,999	-	24,000.00	24,000.00
1.5	Capacity: 80,000–89,999	-	28,000.00	28,000.00
1.5	Capacity: 90,000+	-	32,000.00	32,000.00
1.6 (Alcohol, Entertainment, etc – Temporary Event Notices)				
1.6	Temporary event notice (standard) - submission fee	21.00	-	21.00
1.6	Temporary event notice (late) - submission fee	21.00	-	21.00
1.6	Duplicate copy of notice following theft/loss/damage	10.50	-	10.50
1.7 (Alcohol, Entertainment, etc - Miscellaneous)				
1.7	Application for provisional statement	315.00	-	315.00
1.7	Notification of legal/financial interest in premises	21.00	-	21.00
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)	470.00	233.00	703.00
2.1	Application to renew animal boarding establishment licence, except franchises (kennels/home boarding/day care)(up to 3 yrs)	226.00	233.00	459.00
2.1	Application for new animal boarding establishment licence as a franchise.	373.00 (+ inspection fee per additional premises)	233.00	606.00 (+ inspection fee per additional premises)
2.1	Application to renew animal boarding establishment licence as a franchise.	129.00 (+inspection fee per additional premises)	233.00	362.00 (+ inspection fee per additional premises)
2.1	Application to vary animal boarding establishment licence (kennels/home boarding/day care) except franchises	144.00 (+inspection if required)	91.00	235.00 (+inspection if required)
2.1	Application to vary animal boarding	180.00		180.00

Cat	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £
	establishment licence for a franchise to add premises	(+inspection per premises)		(+inspection per premises)
2.1	Application to vary to reduce licensable activities or numbers of animals (Kennels/home boarding/day care)	32.00	-	32.00
2.1	Re-evaluation of star rating (Kennels/home boarding/day care)	32.00 (+inspection if required)	-	32.00 (+for inspection if required)
2.1	Application to vary an animal boarding establishment (administrative matters only)	32.00	0.00	32.00
2.1	Veterinary inspection of premises *	Recharged at cost		
2.1	Qualified officer inspection of premises (when for renewal)	97.00		
2.2 (Animals – Dangerous Wild Animals)				
2.2	Application for licence to keep dangerous wild animals (2yr) <i>plus vet inspection</i>	165.00	41.00	206.00
2.2	Application to renew licence to keep dangerous wild animals (2yr) <i>plus vet inspection</i>	165.00	41.00	206.00
2.2	Application to vary licence conditions (new species/increased numbers of animals)	72.00	41.00	113.00
2.2	Application to vary licence conditions (administrative matters only)	32.00	-	32.00
2.2	Veterinary inspection of premises *	Recharged at cost		
2.3 (Animals – Breeding of dogs)				
2.3	Application for new dog breeding licence (up to 3 yrs) <i>plus vet inspection</i>	473.00	232.00	705.00 (+ vet inspection fees)
2.3	Application to renew dog breeding licence (up to 3 yrs) <i>plus vet inspection</i>	228.00	232.00	460.00 (+ inspection fees)
2.3	Application to vary a dog breeding licence <i>Plus inspection if required</i>	48.00	63.00	111.00(+ inspection fees)
2.3	Re-evaluation of Star Rating – Breeding Licence <i>Plus inspection if required</i>	32.00	0.00	32.00 (+ inspection fees)
2.3	Application to vary a dog breeding licence (administrative matters only) <i>Plus inspection if required</i>	32.00	0.00	32.00
2.3	Veterinary inspection of premises *	Recharged at cost		
2.3	Qualified officer inspection of premises (when for renewal)	97.00		
2.4 (Animals – Selling animals as pets)				
2.4	Application for new pet shop licence (up to 3 yrs)	470.00	233.00	703.00
2.4	Application to renew pet shop licence (up to 3 yrs)	224.00	233.00	457.00
2.4	Application to vary pet shop licence	145.00 (+inspection if required)	63.00	208.00 (+inspection if required)

Cat	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £
2.4	Application to vary to reduce licensable activities or numbers of animals – pet shops	32.00	-	32.00
2.4	Application to vary licence (administrative matters only)	32.00		32.00
2.4	Re-evaluation of star rating – pet shops	32.00 (+inspection if required)	-	32.00 (+inspection if required)
2.4	Veterinary inspection of premises *	Recharged at cost		
2.4	Qualified officer inspection of premises (when for renewal)	97.00		
2.5 (Animals – Hiring of horses)				
2.5	Application for hiring of horses (up to 3 yrs) <i>plus vet inspection on application & annually throughout licence duration</i>	430.00	136.00	566.00 (+ vets fees)
2.5	Application to renew licence for hiring of horses (up to 3 yrs) <i>plus vet inspection on application & annually throughout licence duration</i>	226.00	136.00	362.00 (+ vets fees)
2.5	Application to vary licence for hiring of horses	48.00 (+ inspection if required)	63.00	111.00 (+ inspection if required)
2.5	Application to vary to reduce licensable activities or numbers of animals – hiring of horses	32.00	-	32.00
2.5	Re-evaluation of star rating – hiring of horses	32.00 (+ inspection if required)	-	32.00 (+ inspection if required)
2.5	Application to vary licence (administrative matters only)	32.00	-	32.00
2.5	Veterinary inspection of premises *	Recharged at cost		
2.5	Qualified officer inspection of premises (when for renewal)	97.00		
2.6 (Animals – Zoos)				
2.6	Application for new zoo licence (4yr) <i>plus vet inspection</i>	1694.00	370.00	2064.00
2.6	Application to renew zoo licence (6yr) <i>plus vet inspection</i>	1034.00	370.00	1404.00
2.6	Application to vary licence <i>plus vet inspection</i>	1694.00	370.00	2064.00
2.6	Application to transfer zoo licence <i>plus vet inspection</i>	156.00	87.00	243.00
2.7 Animals – Keeping or training animals for exhibition				
2.7	Application to keep or train animals for exhibition (default 3yrs only)	309.00	136.00	445.00
2.7	Application to renew licence to keep or train animals for exhibition (default 3yrs only)	226.00	136.00	362.00
2.7	Application to vary licence to reduce licensable activities or numbers of animals	32.00	-	32.00
2.7	Application to vary licence to keep or train animals for exhibition (administrative matters)	32.00	-	32.00

Cat	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £	
	only)				
2.7	Application to vary licence to keep or train animals for exhibition	145.00 (+inspection if required)	63.00	208.00 (+inspection if required)	
2.7	Qualified officer inspection of premises (when for renewal)			97.00	
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	
3.1	Annual fee (payable on anniversary of registration)	-	20.00	20.00	
3.2	(Betting, Gambling, etc – Notices)				
3.2	Temporary use notice submission fee	409.00	-	409.00	
3.2	Duplicate copy of temporary use notice following theft/loss/damage	18.00	-	18.00	
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	
3.3	Application for new permit	150.00	-	150.00	
3.3	Application for variation of permit	100.00	-	100.00	
3.3	Licensed premises gaming machine permit	Application for transfer of permit	25.00	-	25.00
3.3		Change of name or address	25.00	-	25.00
3.3		Replacement - theft/loss	15.00	-	15.00
3.3		Annual fee *	-	50.00	50.00
3.3		Application for new permit (standard)	200.00	-	200.00
3.3		Application for new permit (fast track)	100.00	-	100.00
3.3		Application for variation of permit	100.00	-	100.00
3.3	Club gaming permit	Application for renewal of permit (standard)	200.00	-	200.00
3.3		Application for renewal of permit (fast track)	100.00	-	100.00
3.3		Replacement - theft/loss	15.00	-	15.00
3.3		Annual fee *	-	50.00	50.00
3.3	Club machine permit	Application for new permit (standard)	200.00	-	200.00

Cat	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £
3.3	Application for new permit (fast track)	100.00	-	100.00
3.3	Application for variation of permit	100.00	-	100.00
3.3	Application for renewal of permit (standard)	200.00	-	200.00
3.3	Application for renewal of permit (fast track)	100.00	-	100.00
3.3	Replacement - theft/loss	15.00	-	15.00
3.3	Annual fee *	-	50.00	50.00
3.3	Application for new permit	300.00	-	300.00
3.3	Prize gaming permit Application for renewal of permit	300.00	-	300.00
3.3	Change of name or address	25.00	-	25.00
3.3	Replacement - theft/loss	15.00	-	15.00
3.3	Application for new permit	300.00	-	300.00
3.3	Family entertainment centre gaming machine permit Application for renewal of permit	300.00	-	300.00
3.3	Change of name or address	25.00	-	25.00
3.3	Replacement - theft/loss	15.00	-	15.00
3.4 (Betting, Gambling, etc – Premises Licences – Applications)				
3.4	Adult gaming centre	1282.00	-	1282.00
3.4	Application for new premises licence (without provisional statement) Betting (track)	1282.00	-	1282.00
3.4	Betting (other)	1282.00	-	1282.00
3.4	Bingo	1282.00	-	1282.00
3.4	Family entertainment centre	1282.00	-	1282.00
3.4	Adult gaming centre	883.00	-	883.00
3.4	Application for new premises licence (with provisional statement) Betting (track)	883.00	-	883.00
3.4	Betting (other)	883.00	-	883.00
3.4	Bingo	883.00	-	883.00
3.4	Family entertainment centre	883.00	-	883.00
3.4	Adult gaming centre	1282.00	-	1282.00
3.4	Application for provisional statement Betting (track)	1282.00	-	1282.00
3.4	Betting (other)	1282.00	-	1282.00
3.4	Bingo	1282.00	-	1282.00
3.4	Family entertainment centre	1282.00	-	1282.00
3.4	Adult gaming centre	883.00	-	883.00
3.4	Application for variation of premises licence Betting (track)	883.00	-	883.00
3.4	Betting (other)	883.00	-	883.00
3.4	Bingo	883.00	-	883.00
3.4	Family entertainment centre	883.00	-	883.00

Cat	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £	
3.4	Adult gaming centre	372.00	-	372.00	
3.4	Application for transfer of premises licence	Betting (track)	372.00	-	372.00
3.4		Betting (other)	372.00	-	372.00
3.4		Bingo	372.00	-	372.00
3.4		Family entertainment centre	372.00	-	372.00
3.4		Adult gaming centre	372.00	-	372.00
3.4	Application for reinstatement of premises licence	Betting (track)	372.00	-	372.00
3.4		Betting (other)	372.00	-	372.00
3.4		Bingo	372.00	-	372.00
3.4		Family entertainment centre	372.00	-	372.00
3.4	Duplicate copy of licence following theft/loss/damage	18.00	-	18.00	
3.4	Change of name or address on premises licence	41.00	-	41.00	
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	-	564.00	564.00
3.5		Betting (track)	-	564.00	564.00
3.5		Betting (other)	-	564.00	564.00
3.5		Bingo	-	564.00	564.00
3.5		Family entertainment centre	-	564.00	564.00
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. Pavement Licensing					
7.1	Application for pavement licence	100.00	-	100.00	
7.1 (Scrap Metal Dealers)					
7.1	Application for new scrap metal site licence	274.00	68.00	342.00	
7.1	Application for new scrap metal collectors licence	212.00	34.00	246.00	
7.1	Application to renew scrap metal site licence	254.00	68.00	322.00	
7.1	Application to renew scrap metal collectors licence	193.00	34.00	227.00	
7.1	Application to vary scrap metal licence - change of licensee details	18.00	1.00	19.00	
7.1	Application to vary scrap metal licence - change of licensed sites	95.00	1.00	96.00	
7.1	Application to vary scrap metal licence - change of site managers	56.00	1.00	57.00	
7.1	Application to vary scrap metal licence - site to collectors licence	34.00	1.00	35.00	
7.1	Application to vary scrap metal licence - collectors to site licence	123.00	46.00	169.00	
8.1 (Sex Establishments)					
8.1	Application for new sex establishment licence	2093.00	279.00	2372.00	

Cat	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £	
8.1	Application for renewal of sex establishment licence	1629.00	279.00	1908.00	
8.1	Application for variation of sex establishment licence	911.00	125.00	1036.00	
8.1	Application for transfer of sex establishment licence	465.00	-	465.00	
9.1 (Skin Piercing, etc)					
9.1	Application for registration of skin piercing premises	266.00	-	266.00	
9.1	Application for registration of skin piercing operator	125.00	-	125.00	
10.1 (Street Trading)					
10.1	Street trading consent (annual)	New (1 vehicle/pitch, 1 year)	454.00	288.00	742.00
10.1		Renewal (1 vehicle/pitch, 1 year)	454.00	288.00	742.00
10.1		Additional fee per extra vehicle/pitch	37.00	45.00	82.00
10.1		Interim substitution of vehicle	28.00	-	28.00
10.1		Other consent variation	158.00	-	158.00
10.1	Street trading consent partial year (up to 6 months)	241.00	142.00	383.00	
10.1	Street trading consent (single event)	Commercial event	177.00	-	177.00
10.1		Community/charity event	33.00	-	33.00
11.1 (Taxis and Private Hire - Drivers)					
11.1	Hackney Carriage Drivers Licence (3 years)	New	-	309.00	309.00
11.1		Renewal	-	238.00	238.00
11.1		Theft/loss of badge	22.00	-	22.00
11.1	Private Hire Drivers Licence (3 years)	New	-	309.00	309.00
11.1		Renewal	-	251.00	251.00
11.1		Theft/loss of badge	22.00	-	22.00
11.1	Dual HC/PH Drivers Licence (3 years)	New	-	338.00	338.00
11.1		Renewal	-	279.00	279.00
11.1		Renewal & Upgrade	-	272.00	272.00
11.1		Interim Upgrade (+£1 / unexpired month)	-	79.00	79.00
11.1		Theft/loss of badge (per)	22.00	-	22.00
11.1	Disclosure & Barring Service (DBS) enhanced disclosure *	Recharged at cost (currently, 59.00) + £15 admin £74			
11.1	External identity check (where required for DBS route 2 verification) *	Recharged at cost (current 7.20)			

Cat	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £
11.2 (Taxis and Private Hire – Driver Knowledge Tests)				
11.2	Hackney carriage written Full test	84.00		84.00
11.2	local/legal test Conditions only	46.00		46.00
11.2	Private hire written Full test	84.00		84.00
11.2	local/legal test Conditions only	46.00		46.00
11.2	Dual HC/PH driver written Full test	84.00		84.00
11.2	local/legal test Conditions only	46.00		46.00
11.2		<i>Test fee *</i>	<i>Recharged at cost (currently 31.80)</i>	
11.2	Versant English language assessment Administration fee	15.00		15.00
11.2	Total fee payable	46.80	-	46.80
11.3 (Taxis and Private Hire – Vehicles) (in effect from 2 April 2021)				
11.3	New (1 year)	-	407.00	407.00
11.3	Renewal (1 year)	-	303.00	303.00
11.3	Hackney carriage Renewal & substitution (1 yr)	-	303.00	303.00
11.3	vehicle licence Interim substitution	-	145.00	145.00
11.3	(excludes compliance test fee) Transfer of ownership	-	69.00	69.00
11.3	Theft/loss of rear plate	21.00	-	21.00
11.3	Theft/loss of front plate	21.00	-	21.00
11.3	Change of vehicle particulars	61.00	-	61.00
11.3	New (1 year)	-	271.00	271.00
11.3	Renewal (1 year)	-	271.00	271.00
11.3	Private hire Renewal & substitution (1 yr)	-	275.00	275.00
11.3	vehicle licence Interim substitution	-	145.00	145.00
11.3	(excludes compliance test fee) Transfer of ownership	-	69.00	69.00
11.3	Theft/loss of rear plate	21.00	-	21.00
11.3	Theft/loss of front plate	21.00	-	21.00
11.3	Change of vehicle particulars	61.00	-	61.00
11.3	Vehicle MOT and compliance test * (payable direct to test station)	Recharged at cost		
11.3	Specialist vehicle MOT and compliance test (stretch limos)	Recharged at cost		

Cat	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £
11.4 (Taxis and Private Hire – Operators) (in effect from 2 April 2021)				
11.4	New (0-3 vehicles)	-	487.00	487.00
11.4	Private hire operator licence (5 years)	New (4+ vehicles)	-	826.00
11.4		Renewal (1-3 vehicles)	-	487.00
11.4		Renewal (4+ vehicles)	-	826.00
11.4				
11.5 (Taxis and Private Hire – Miscellaneous)				
11.5	Duplicate copy of licence following theft/loss/damage	18.00	-	18.00
11.5	Replacement internal vehicle licence plate holder	3.00 (inc. VAT)	-	3.00 (inc. VAT)
12.1 Mobile Home Sites Licences				
12.1	New licence	513.70 + 8.69 per unit		513.70 + 8.69 per unit
12.1	Annual fee	52.00 + 8.74 per unit		52.00 + 8.74 per unit
12.1	Variation	209.00 + 103.40 if site visit required		209.00 + 103.40 if site visit required
12.1	Transfer	209.00 + 103.40 if site visit required		209.00 + 103.40 if site visit required
12.1	Site Rules Deposit	89.10		89.10
13.1 (Miscellaneous Licensing Fees)				
13.1	Photocopies (per A4 side, at officers discretion, subject to legal restrictions)	0.20	-	0.20
13.1	Additional copies of PACE interview recording (per tape/disc)	19.00	-	19.00
13.1	Copy of public register entry (where kept and made available by statute) (per entry)	18.00	-	18.00
13.1	Duplicate copy of licence following loss/theft/damage (where not otherwise listed)	17.00	-	17.00
13.1	Licensing pre-application advice (per whole or part hour)	53.00	-	53.00

Annex C
Fees proposals for financial year 2024-25

		23/24 Charge	2024/25 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:	20,000.00	-	20,000.00	20,000.00	0.0%

	60,000–69,999			0	0	
	Capacity: 70,000–79,999	24,000.00	-	24,000.0 0	24,000.0 0	0.0%
	Capacity: 80,000–89,999	28,000.00	-	28,000.0 0	28,000.0 0	0.0%
	Capacity: 90,000+	32,000.00	-	32,000.0 0	32,000.0 0	0.0%
Temporary event notices						
Temporary event notice (standard) - submission fee	21.00	21.00	-	21.00	21.00	0.0%
Temporary event notice (late) - submission fee	21.00	21.00	-	21.00	21.00	0.0%
Duplicate copy of notice following theft/loss/damage	10.50	10.50	-	10.50	10.50	0.0%
Miscellaneous						
Application for provisional statement	315.00	315.00	-	315.00	315.00	0.0%
Notification of legal/financial interest in premises	21.00	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)	703.00	640.00	70.00	710.00	710.00	1.0%
Application to renew animal boarding establishment licence (3yrs)	459.00	390.00	70.00	460.00	460.00	0.2%
Application for a new animal boarding establishment Franchise	606.00	540.00	70.00	610.00	610.00	0.7%
Application to renew a franchise	362.00	292.00	70.00	362.00	362.00	0.0%
Application to vary animal boarding establishment licence (Qualified officer inspection may be required)	235.00	215.00	20.00	235.00	235.00	0.0%
Application to vary a franchise to add premises (Qualified officer inspection will be required for each additional premises)	180.00	170.00	20.00	190.00	190.00	5.6%
Application to vary to reduce numbers or types of animals or activities.	32.00	35.00	-	35.00	35.00	9.4%
Re-evaluation of star rating (Qualified officer inspection may be required)	32.00	35.00	-	35.00	35.00	9.4%

Application to vary animal boarding establishment licence (administrative matters only)	32.00	35.00	-	35.00	9.4 %
Qualified officer inspection (where required)	97.00	100.00			3.1%
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)	206.00	145.00	65.00	210.00	1.9%
Application to renew licence to keep dangerous wild animals (2yr) (plus cost of vet inspection)	206.00	145.00	65.00	210.00	1.9%
Application to vary licence conditions (new species/increased numbers of animals)	113.00	95.00	20.00	115.00	1.8%
Application to vary licence conditions (administrative matters only)	32.00	35.00	-	35.00	9.4%
Veterinary inspection of premises *	Recharged at cost				
Dog breeding establishments					
Application for new dog breeding licence (plus cost of vet inspection) (up to 3 yrs)	705.00	650.00	65.00	715.00	1.4%
Application to renew dog breeding licence (plus cost of vet inspection) (up to 3 yrs)	460.00	410.00	65.00	475.00	3.3%
Application to vary a dog breeding establishment (inspection may be required)	111.00	50.00	65.00	115.00	3.6%
Re-evaluation of star rating (inspection may be required)	32.00	35.00	-	35.00	9.4%
Application to vary licence (administrative matters only)	32.00	35.00	-	35.00	9.4%
Qualified officer inspection (where required)	97.00	100.00			3.1%
Veterinary inspection of premises *	Recharged at cost				
Pet shops					
Application for new pet shop licence (up to 3yrs)	703.00	640.00	70.00	710.00	1.0%
Application to renew pet shop licence (up to 3yrs)	457.00	390.00	70.00	460.00	0.7%
Application to vary a pet shop licence (Qualified officer inspection may be required)	208.00	150.00	70.00	220.00	5.8%
Application to vary a pet shop	32.00	35.00	0.00	35.00	9.4%

licence - reduce animals					
Re-evaluation of star rating (Qualified officer inspection may be required)	32.00	35.00	0.00	35.00	9.4%
Application to vary licence (administrative matters only)	32.00	35.00	0.00	35.00	9.4%
Qualified officer inspection (where required)	97.00	100.00			3.1%
Veterinary inspection of premises * (where required)	Recharged at cost				
Riding establishments					
Application for new riding establishment licence (plus cost of vet inspection)	566.00	525.00	65.00	590.00	4.2%
Application to renew riding establishment licence (plus cost of vet inspection)	362.00	315.00	65.00	380.00	5.0%
Application to vary a riding establishment licence (Inspection may be required)	111.00	50.00	65.00	115.00	3.6%
Application to vary - to reduce licensable activities or numbers of animals	32.00	35.00	0.00	35.00	9.4%
Re-evaluation of star rating (Inspection may be required)	32.00	35.00	0.00	35.00	9.4%
Application to vary licence (administrative matters only)	32.00	35.00	0.00	35.00	9.4%
Qualified officer inspection (where required)	97.00	100.00			3.1%
Veterinary inspection of premises *	Recharged at cost				
Keeping of Exhibition/Performing Animals					
Application for a new licence for keeping exhibition/performing animals	445.00	415.00	55.00	470.00	5.6%
Application for to renew licence for keeping exhibition/performing animals	362.00	320.00	55.00	375.00	3.6%
Application to vary licence to keep or train animals for exhibition (Qualified officer inspection may be required)	208.00	195.00	20.00	215.00	3.4%
Application to vary a licence for keeping exhibition/performing animals to reduce licensable activities or number of animal	32.00	35.00	0.00	35.00	9.4%
Application to vary licence (administrative matters only)	32.00	35.00	0.00	35.00	9.4%
Qualified officer inspection (where required)	97.00	100.00			3.1%
Veterinary inspection of premises * (where required)	Recharged at cost				

Zoos						
Application for new zoo licence (4yr) (plus cost of vet inspection)	2,064.00	1,780.00	320.00	2,100.00	1.7%	
Application to renew zoo licence (6yr) (plus cost of vet inspection)	1,404.00	1,180.00	320.00	1,500.00	6.8%	
Application to vary zoo licence (plus cost of vet inspection)	2,064.00	1,780.00	320.00	2,100.00	1.7%	
Application to transfer zoo licence (plus cost of vet inspection)	243.00	220.00	45.00	265.00	9.1%	
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	409.00	410.00	-	410.00	0.2%	
Duplicate copy of temporary use notice following theft/loss/damage	18.00	20.00	-	20.00	11.1% %	
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	100.00	100.00	-	100.00	0.0%

	permit					
	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%
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 provisional statement)	Adult gaming centre	1,282.00	1,345.00	-	1,345.00	4.9%
	Betting (track)	1,282.00	1,345.00	-	1,345.00	4.9%
	Betting (other)	1,282.00	1,345.00	-	1,345.00	4.9%
	Bingo	1,282.00	1,345.00	-	1,345.00	4.9%
	Family entertainment centre	1,282.00	1,345.00	-	1,345.00	4.9%
Application for new premises licence (with provisional statement)	Adult gaming centre	883.00	925.00	-	925.00	4.8%
	Betting (track)	883.00	925.00	-	925.00	4.8%
	Betting (other)	883.00	925.00	-	925.00	4.8%
	Bingo	883.00	925.00	-	925.00	4.8%
	Family entertainment centre	883.00	925.00	-	925.00	4.8%
Application for provisional statement	Adult gaming centre	1,282.00	1,345.00	-	1,345.00	4.9%
	Betting (track)	1,282.00	1,345.00	-	1,345.00	4.9%
	Betting (other)	1,282.00	1,345.00	-	1,345.00	4.9%
	Bingo	1,282.00	1,345.00	-	1,345.00	4.9%
	Family entertainment centre	1,282.00	1,345.00	-	1,345.00	4.9%
Application for variation of premises licence	Adult gaming centre	883.00	925.00	-	925.00	4.8%
	Betting (track)	883.00	925.00	-	925.00	4.8%
	Betting (other)	883.00	925.00	-	925.00	4.8%
	Bingo	883.00	925.00	-	925.00	4.8%
	Family entertainment centre	883.00	925.00	-	925.00	4.8%
Application for transfer of premises licence	Adult gaming centre	372.00	390.00	-	390.00	4.8%
	Betting (track)	372.00	390.00	-	390.00	4.8%
	Betting (other)	372.00	390.00	-	390.00	4.8%
	Bingo	372.00	390.00	-	390.00	4.8%
	Family entertainment centre	372.00	390.00	-	390.00	4.8%
Application for reinstatement of premises licence	Adult gaming centre	372.00	390.00	-	390.00	4.8%
	Betting (track)	372.00	390.00	-	390.00	4.8%
	Betting (other)	372.00	390.00	-	390.00	4.8%

	Bingo	372.00	390.00	-	390.00	4.8%
	Family entertainment centre	372.00	390.00	-	390.00	4.8%
Duplicate copy of licence following theft/loss/damage		18.00	20.00	-	20.00	11.1%
Change of name or address on premises licence		41.00	45.00	-	45.00	9.8%
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	564.00	-	590.00	590.00	4.6%
	Betting (track)	564.00	-	590.00	590.00	4.6%
	Betting (other)	564.00	-	590.00	590.00	4.6%
	Bingo	564.00	-	590.00	590.00	4.6%
	Family entertainment centre	564.00	-	590.00	590.00	4.6%
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%
Pavement Licences						
Application for pavement licence		100.00	100.00	-	100.00	0.0%
Scrap metal dealers						
Application for new scrap metal site licence (3yr)		342.00	290.00	70.00	360.00	5.3%
Application for new scrap metal collectors licence (3yr)		246.00	230.00	35.00	265.00	7.7%
Application to renew scrap metal site licence (3yr)		322.00	275.00	70.00	345.00	7.1%
Application to renew scrap metal collectors licence (3yr)		227.00	210.00	35.00	245.00	7.9%
Application to vary scrap metal licence - change of licensee details		19.00	20.00	1.00	21.00	10.5%
Application to vary scrap metal licence - change of licensed sites		96.00	100.00	1.00	101.00	5.2%
Application to vary scrap metal licence - change of site managers		57.00	60.00	1.00	61.00	7.0%

Application to vary scrap metal licence - site to collectors licence		35.00	35.00	1.00	36.00	2.9%
Application to vary scrap metal licence - collectors to site licence		169.00	130.00	45.00	175.00	3.6%
Sex establishments						
Application for new sex establishment licence		2,372.00	2,130.00	285.00	2,415.00	1.8%
Application for renewal of sex establishment licence		1,908.00	1,635.00	285.00	1,920.00	0.6%
Application for variation of sex establishment licence		1,036.00	925.00	130.00	1,055.00	1.8%
Application for transfer of sex establishment licence		465.00	485.00	0.00	485.00	4.3%
Skin piercing, tattooing, etc.						
Application for registration of skin piercing, etc., premises		266.00	280.00	-	280.00	5.3%
Application for registration of skin piercing, etc., operator		125.00	130.00	-	130.00	4.0%
Street trading						
Street trading consent (annual) (1 year)	New (1 vehicle/pitch)	742.00	475.00	290.00	765.00	3.1%
	Renewal (1 vehicle/pitch)	742.00	475.00	290.00	765.00	3.1%
	Additional fee per extra vehicle/pitch	82.00	40.00	45.00	85.00	3.7%
	Interim substitution of vehicle	28.00	30.00	-	30.00	7.1%
	Other consent variation	158.00	170.00	-	170.00	7.6%
Street trading consent (single event)	Commercial event	177.00	185.00	-	185.00	4.5%
	Community/charity event	33.00	35.00	-	35.00	6.1%
Street trading consent partial year (up to 6 months)		383.00	255.00	150.00	405.00	5.7%
Taxis and private hire						
Driver licences						
Hackney Carriage Drivers Licence (3 years) [external e-form/checks]	New	309.00	0.00	325.00	325.00	5.2%
	Renewal	238.00	0.00	255.00	255.00	7.1%
	Theft/loss of badge	22.00	25.00	0.00	25.00	13.6%
Private Hire Drivers Licence	New	309.00	0.00	325.00	325.00	5.2%
	Renewal	251.00	0.00	255.00	255.00	1.6%

(3 years) [external e- form/checks]	Theft/loss of badge	22.00	25.00	-	25.00	13.6%
Dual HC/PH Drivers Licence (3 years) [external e- form/checks]	New	338.00	0.00	360.00	360.00	6.5%
	Renewal	279.00	0.00	295.00	295.00	5.7%
	Renewal & Upgrade	272.00	0.00	280.00	280.00	2.9%
	Interim Upgrade (+£1 / unexpired month)	79.00	0.00	85.00	85.00	7.6%
	Theft/loss of badge (per)	22.00	25.00	0.00	25.00	13.6%
Disclosure & Barring Service (DBS) enhanced disclosure * [in-house]		Recharge d at cost + £15 admin	Recharged at cost + £15 admin			0.0%
External identity check (DBS route 2 verification) * [in-house]		Recharge d at cost	Recharged at cost			0.0%
Driving licence verification check * [in-house]		Recharge d at cost	Recharged at cost			0.0%
Driver knowledge tests						
Hackney carriage written local/legal test	Full test	84.00	90.00	-	90.00	7.1%
	Conditions only	46.00	50.00	-	50.00	8.7%
Private hire written local/legal test	Full test	84.00	90.00	-	90.00	7.1%
	Conditions only	46.00	50.00	-	50.00	8.7%
Dual HC/PH driver written local/legal test	Full test	84.00	90.00	-	90.00	7.1%
	Conditions only	46.00	50.00	-	50.00	8.7%
Versant English language assessment	Test fee *	Recharge d at cost	Recharged at cost			0.0%
	Administration fee	15.00	15.00	-	15.00	0.0%
Operator licences						
Private hire operator licence (5 years)	New (0-3 vehicles)	487.00	-	515.00	515.00	5.7%
	New (4+ vehicles)	826.00	-	865.00	865.00	4.7%
	Renewal (1-3 vehicles)	487.00	-	515.00	515.00	5.7%
	Renewal (4+ vehicles)	826.00	-	865.00	865.00	4.7%
Vehicle licences						
Hackney carriage vehicle licence (excludes compliance test fee)	New (1 year)	407.00	-	430.00	430.00	5.7%
	Renewal (1 year)	303.00	-	315.00	315.00	4.0%
	Renewal & substitution (1 year)	303.00	-	315.00	315.00	4.0%

	Interim substitution (remaining duration)	145.00	-	150.00	150.00	3.4%
	Transfer of ownership	69.00	-	75.00	75.00	8.7%
	Theft/loss of rear plate	21.00	25.00	-	25.00	19.0%
	Theft/loss of front plate	21.00	25.00	-	25.00	19.0%
	Change of vehicle particulars	61.00	65.00	-	65.00	6.6%
Private hire vehicle licence (excludes compliance test fee)	New (1 year)	271.00	-	285.00	285.00	5.2%
	Renewal (1 year)	271.00	-	285.00	285.00	5.2%
	Renewal & substitution (1 yr.)	275.00	-	290.00	290.00	5.5%
	Interim substitution (remaining duration)	145.00	-	150.00	150.00	3.4%
	Transfer of ownership	69.00	-	75.00	75.00	8.7%
	Theft/loss of rear plate	21.00	25.00	-	25.00	19.0%
	Theft/loss of front plate	21.00	25.00	-	25.00	19.0%
	Change of vehicle particulars	61.00	65.00	-	65.00	6.6%
Vehicle MOT and compliance test * (payable direct to test station)	Recharged at cost	Recharged at cost				0.0%
Specialist vehicle MOT and compliance test * (stretch limos)	Recharged at cost	Recharged at cost				0.0%
Other fees						
Duplicate copy of licence following theft/loss/damage	18.00	20.00	-	20.00	20.00	11.1%
Replacement internal vehicle licence plate holder	3.00	3.00	-	3.00	3.00	00.0%
General service charges						
Photocopies (per A4 side, at officers discretion, subject to legal restrictions)	0.20	0.25	-	0.25	0.25	25.0%
Copy of interview recording following PACE interview (per tape/disc)	19.00	20.00	-	20.00	20.00	5.3%
Copy of public register entry (where kept and made available by statute) (per entry)	18.00	20.00	-	20.00	20.00	11.1%

Request for duplicate copy of licence following loss/theft/damage (where not otherwise listed)	17.00	20.00	-	20.00	17.6%
Licensing pre-application advice (per whole or part hour)	53.00	55.00	-	55.00	3.8%



Mobile Homes Fees Policy



Effective from	1 st April 2024
Version no.	3.0
Date reviewed	December 2023

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 materially 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

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	£513.70 + £8.69 per unit
Annual Fee	£52.00 + £8.74 per unit
Deposit/Change of Site Rules	£89.10
Transfer/amendment of a Site Licence	£209.00 (+£103.40 if a site visit is required)
Enforcement	Hourly rate of officers involved, plus any other costs such as legal fees.

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