

Dacorum Borough Council – Licensing fees and charges – 1 April 2022 to 31 March 2023

Cat.	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £	
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	
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	Annual fee (payable on anniversary of grant of certificate)	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	Band A	100.00	-	100.00	
1.4	Band B	190.00	-	190.00	
1.4	Band C	315.00	-	315.00	
1.4	Application for full variation of premises licence	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	

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Cat.	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £	
1.4	Site under construction/development	315.00	-	315.00	
1.4	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	Additional application fee for high-capacity premises (payable in addition to the standard application fee)	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	
<b>1.5 (Alcohol, Entertainment, etc – Premises Licences – Annual Fees)</b>					
1.5	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	Annual fee (payable on anniversary of grant of licence)	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	
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	Additional annual fee for high-capacity premises (payable in addition to the standard annual fee)	Capacity: 30,000–39,999	8,000.00	8,000.00	
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
<b>1.6 (Alcohol, Entertainment, etc – Temporary Even Notices)</b>					

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Cat.	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £
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
<b>1.7 (Alcohol, Entertainment, etc - Miscellaneous)</b>				
1.7	Application for provisional statement	315.00	-	315.00
1.7	Notification of legal/financial interest in premises	21.00	-	21.00
<b>2.1 (Animals – Boarding of dogs and cats)</b>				
2.1	Application for new animal boarding establishment licence, except franchises (kennels/home boarding/day care)(up to 3 yrs)	427.00	212.00	639.00
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
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)
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)
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)
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)
2.1	Application to vary to reduce licensable activities or numbers of animals (Kennels/home boarding/day care)	29.00	-	29.00
2.1	Re-evaluation of star rating (Kennels/home boarding/day care)	29.00 (+inspection if required)	-	29.00 (+for inspection if required)
2.1	Veterinary inspection of premises *	Recharged at cost		
2.1	Qualified officer inspection of premises (when for renewal)	88.00		
<b>2.2 (Animals – Dangerous Wild Animals)</b>				
2.2	Application for licence to keep dangerous wild animals (2yr) <i>plus vet inspection</i>	150.00	37.00	187.00
2.2	Application to renew licence to keep dangerous wild animals (2yr) <i>plus vet inspection</i>	150.00	37.00	187.00
2.2	Application to vary licence conditions (new species/increased numbers of animals)	65.00	37.00	102.00
2.2	Application to vary licence conditions (administrative matters only)	29.00	-	29.00
2.2	Veterinary inspection of premises *	Recharged at cost		
<b>2.3 (Animals – Breeding of dogs)</b>				
2.3	Application for new dog breeding licence (up to 3 yrs) <i>plus vet inspection</i>	430.00	211.00	641.00 (+ vet inspection fees)
2.3	Application to renew dog breeding licence (up to 3 yrs) <i>plus vet inspection</i>	207.00	211.00	418.00 (+ inspection fees)

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Cat.	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £
2.3	Application to vary a dog breeding licence <i>Plus inspection if required</i>	44.00	57.00	101.00( + inspection fees)
2.3	Re-evaluation of Star Rating – Breeding Licence <i>Plus inspection if required</i>	29.00	0.00	29.00 ( + inspection fees)
2.3	Application to vary a dog breeding licence (administrative matters only) <i>Plus inspection if required</i>	29.00	0.00	29.00
2.3	Veterinary inspection of premises *	Recharged at cost		
2.3	Qualified officer inspection of premises (when for renewal)	88.00		
<b>2.4 (Animals – Selling animals as pets)</b>				
2.4	Application for new pet shop licence (up to 3 yrs)	427.00	212.00	639.00
2.4	Application to renew pet shop licence (up to 3 yrs)	204.00	212.00	416.00
2.4	Application to vary pet shop licence	132.00 (+inspection if required)	57.00	189.00 (+inspection if required)
2.4	Application to vary to reduce licensable activities or numbers of animals – pet shops	29.00	-	29.00
2.4	Re-evaluation of star rating – pet shops	29.00 (+inspection if required)	-	29.00 (+inspection if required)
2.4	Veterinary inspection of premises *	Recharged at cost		
2.4	Qualified officer inspection of premises (when for renewal)	88.00		
<b>2.5 (Animals – Hiring of horses)</b>				
2.5	Application for hiring of horses (up to 3 yrs) <i>plus vet inspection on application &amp; annually throughout licence duration)</i>	391.00	124.00	515.00 (+ vets fees)
2.5	Application to renew licence for hiring of horses (up to 3 yrs) <i>plus vet inspection on application &amp; annually throughout licence duration)</i>	205.00	124.00	329.00 (+ vets fees)
2.5	Application to vary licence for hiring of horses	44.00 (+ inspection if required)	57.00	101.00 (+ inspection if required)
2.5	Application to vary to reduce licensable activities or numbers of animals – hiring of horses	29.00	-	29.00
2.5	Re-evaluation of star rating – hiring of horses	29.00 (+ inspection if required)	-	29.00 (+ inspection if required)
2.5	Veterinary inspection of premises *	Recharged at cost		
2.5	Qualified officer inspection of premises (when for renewal)	88.00		
<b>2.6 (Animals – Zoos)</b>				
2.6	Application for new zoo licence (4yr) <i>plus vet inspection</i>	1540.00	336.00	1876.00
2.6	Application to renew zoo licence (6yr) <i>plus vet inspection</i>	940.00	336.00	1276.00
2.6	Application to vary licence <i>plus vet inspection</i>	1540.00	336.00	1876.00
2.6	Application to transfer zoo licence <i>plus vet inspection</i>	142.00	79.00	221.00
<b>2.7 Animals – Keeping or training animals for exhibition</b>				

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Cat.	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £
2.7	Application to keep or train animals for exhibition (default 3yrs only)	281.00	124.00	405.00
2.7	Application to renew licence to keep or train animals for exhibition (default 3yrs only)	205.00	124.00	329.00
2.7	Application to vary licence to reduce licensable activities or numbers of animals	29.00	-	29.00
2.7	Application to vary licence to keep or train animals for exhibition (administrative matters only)	29.00	-	29.00
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)
2.7	Qualified officer inspection of premises (when for renewal)		88.00	
<b>2.8 General provisions</b>				
2.8	Boarding of dogs and cats Selling Animals as pets Breeding dogs Hiring of horses Keeping or training animals for exhibition	Combined activities: Equal to highest activity fee		
<b>3.1 (Betting, Gambling, etc – Lotteries)</b>				
3.1	Registration of society for small society lotteries	40.00	-	40.00
3.1	Annual fee (payable on anniversary of registration)	-	20.00	20.00
<b>3.2 (Betting, Gambling, etc – Notices)</b>				
3.2	Temporary use notice submission fee	372.00	-	372.00
3.2	Duplicate copy of temporary use notice following theft/loss/damage	16.00	-	16.00
3.2	Occasional use notice submission fee	-	-	-
<b>3.3 (Betting, Gambling, etc – Permits)</b>				
3.3	Notification of 1-2 gaming machine in alcohol-licensed premises	50.00	-	50.00
3.3	Application for new permit	150.00	-	150.00
3.3	Application for variation of permit	100.00	-	100.00
3.3	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	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 (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

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Cat.	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £	
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	Family entertainment centre gaming machine permit	Application for new permit	300.00	-	300.00
3.3	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	
<b>3.4 (Betting, Gambling, etc – Premises Licences – Applications)</b>					
3.4	Adult gaming centre	1165.00	-	1165.00	
3.4	Application for new premises licence (without provisional statement)	Betting (track)	1165.00	-	1165.00
3.4		Betting (other)	1165.00	-	1165.00
3.4		Bingo	1165.00	-	1165.00
3.4		Family entertainment centre	1165.00	-	1165.00
3.4		Adult gaming centre	803.00	-	803.00
3.4	Application for new premises licence (with provisional statement)	Betting (track)	803.00	-	803.00
3.4		Betting (other)	803.00	-	803.00
3.4		Bingo	803.00	-	803.00
3.4		Family entertainment centre	803.00	-	803.00
3.4		Adult gaming centre	1,165.00	-	1,165.00
3.4	Application for provisional statement	Betting (track)	1,165.00	-	1,165.00
3.4		Betting (other)	1,165.00	-	1,165.00
3.4		Bingo	1,165.00	-	1,165.00
3.4		Family entertainment centre	1,165.00	-	1,165.00
3.4		Adult gaming centre	803.00	-	803.00
3.4	Application for variation of premises licence	Betting (track)	803.00	-	803.00
3.4		Betting (other)	803.00	-	803.00
3.4		Bingo	803.00	-	803.00
3.4		Family entertainment centre	803.00	-	803.00
3.4		Adult gaming centre	338.00	-	338.00
3.4	Application for transfer of premises licence	Betting (track)	338.00	-	338.00
3.4		Betting (other)	338.00	-	338.00
3.4		Bingo	338.00	-	338.00
3.4		Family entertainment centre	338.00	-	338.00
3.4		Adult gaming centre	338.00	-	338.00
3.4	Application for reinstatement of premises licence	Betting (track)	338.00	-	338.00
3.4		Betting (other)	338.00	-	338.00

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3.4	Bingo	338.00	-	338.00	
3.4	Family entertainment centre	338.00	-	338.00	
3.4	Duplicate copy of licence following theft/loss/damage	16.00	-	16.00	
3.4	Change of name or address on premises licence	37.00	-	37.00	
<b>3.5 (Betting, Gambling, etc - Premises Licences – Annual Fees)</b>					
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
3.5		Betting (track)	-	513.00	513.00
3.5		Betting (other)	-	513.00	513.00
3.5		Bingo	-	513.00	513.00
3.5		Family entertainment centre	-	513.00	513.00
<b>4.1 (Charity Collections – Street Collections)</b>					
4.1	Application for street collection licence	-	-	-	
<b>4.2 (Charity Collections – House-to-House Collections)</b>					
4.2	Application for house to house collection licence	-	-	-	
<b>5.1 (Hypnotism)</b>					
5.1	Hypnotism authorisation	-	-	-	
<b>6.1 (Scrap Metal Dealers)</b>					
6.1	Application for new scrap metal site licence	249.00	62.00	311.00	
6.1	Application for new scrap metal collectors licence	193.00	31.00	224.00	
6.1	Application to renew scrap metal site licence	231.00	62.00	293.00	
6.1	Application to renew scrap metal collectors licence	175.00	31.00	206.00	
6.1	Application to vary scrap metal licence - change of licensee details	16.00	1.00	17.00	
6.1	Application to vary scrap metal licence - change of licensed sites	86.00	1.00	87.00	
6.1	Application to vary scrap metal licence - change of site managers	51.00	1.00	52.00	
6.1	Application to vary scrap metal licence - site to collectors licence	31.00	1.00	32.00	
6.1	Application to vary scrap metal licence - collectors to site licence	112.00	42.00	154.00	
<b>7.1 (Sex Establishments)</b>					
7.1	Application for new sex establishment licence	1,903.00	254.00	2157.00	
7.1	Application for renewal of sex establishment licence	1481.00	254.00	1753.00	
7.1	Application for variation of sex establishment licence	828.00	114.00	942.00	
7.1	Application for transfer of sex establishment licence	423.00	-	423.00	
<b>8.1 (Skin Piercing, etc)</b>					
8.1	Application for registration of skin piercing premises	242.00	-	242.00	
8.1	Application for registration of skin piercing operator	114.00	-	114.00	
<b>9.1 (Street Trading)</b>					
9.1	Street trading consent (annual)	New (1 vehicle/pitch, 1 year)	413.00	262.00	675.00
9.1		Renewal (1 vehicle/pitch, 1 year)	413.00	262.00	675.00
9.1		Additional fee per extra vehicle/pitch	34.00	41.00	75.00
9.1		Interim substitution of vehicle	25.00	-	25.00
9.1		Other consent variation	144.00	-	144.00

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9.1	Street trading consent partial year (up to 6 months)	219.00	129.00	348.00
9.1	Street trading consent (single event)			
	Commercial event	161.00	-	161.00
	Community/charity event	30.00	-	30.00
<b>10.1 (Taxis and Private Hire - Drivers)</b>				
10.1	Hackney Carriage Drivers			
	New	-	281.00	281.00
10.1	Licence (3 years)			
	Renewal	-	216.00	216.00
	Theft/loss of badge	20.00	-	20.00
10.1	Private Hire Drivers			
	New	-	281.00	281.00
10.1	Licence (3 years)			
	Renewal	-	228.00	228.00
	Theft/loss of badge	20.00	-	20.00
10.1	Dual HC/PH Drivers			
	New	-	307.00	307.00
10.1	Licence (3 years)			
	Renewal	-	254.00	254.00
	Renewal & Upgrade	-	247.00	247.00
	Interim Upgrade (+£1 / unexpired month)	-	72.00	72.00
	Theft/loss of badge (per)	20.00	-	20.00
10.1	Disclosure & Barring Service (DBS) enhanced disclosure *	Recharged at cost (currently, 59.00) + £15 admin £74		
10.1	External identity check (where required for DBS route 2 verification) *	Recharged at cost (current 7.20)		
<b>10.2 (Taxis and Private Hire – Driver Knowledge Tests)</b>				
10.2	Hackney carriage written local/legal test			
	Full test	76.00		76.00
	Conditions only	42.00		42.00
10.2	Private hire written local/legal test			
	Full test	76.00		76.00
	Conditions only	42.00		42.00
10.2	Dual HC/PH driver written local/legal test			
	Full test	76.00		76.00
	Conditions only	42.00		42.00
10.2	Versant English language assessment			
	Test fee *	Recharged at cost (currently 31.80)		
	Administration fee	15.00		15.00
	Total fee payable	46.80	-	46.80
<b>10.3 (Taxis and Private Hire – Vehicles) (in effect from 2 April 2021)</b>				
10.3	Hackney carriage vehicle licence (excludes compliance test fee)			
	New (1 year)	-	370.00	370.00
	Renewal (1 year)	-	275.00	275.00
	Renewal & substitution (1 yr)	-	275.00	275.00
	Interim substitution	-	132.00	132.00
	Transfer of ownership	-	63.00	63.00
	Theft/loss of rear plate	19.00	-	19.00
	Theft/loss of front plate	19.00	-	19.00
	Change of vehicle particulars	55.00	-	55.00
10.3	Private hire vehicle licence (excludes compliance test fee)			
	New (1 year)	-	246.00	246.00
	Renewal (1 year)	-	246.00	246.00
	Renewal & substitution (1 yr)	-	250.00	250.00
	Interim substitution	-	132.00	132.00
	Transfer of ownership	-	63.00	63.00



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10.3	Theft/loss of rear plate	19.00	-	19.00
10.3	Theft/loss of front plate	19.00	-	19.00
10.3	Change of vehicle particulars	55.00	-	55.00
10.3	Vehicle MOT and compliance test * (payable direct to test station)	Recharged at cost (currently 52.00)		
<b>10.4 (Taxis and Private Hire – Operators) (in effect from 2 April 2021)</b>				
10.4	New (0-3 vehicles)	-	443.00	443.00
10.4	Private hire operator licence (5 years)	-	751.00	751.00
10.4	Renewal (1-3 vehicles)	-	443.00	443.00
10.4	Renewal (4+ vehicles)	-	751.00	751.00
<b>10.5 (Taxis and Private Hire – Miscellaneous)</b>				
10.5	Duplicate copy of licence following theft/loss/damage	16.00	-	16.00
10.5	Replacement internal vehicle licence plate holder	2.50 (inc. VAT)	-	2.50 (inc. VAT)
<b>11. Mobile Home Sites Licences</b>				
11.1	New licence	467.00 + 7.90 per unit		467.00 + 7.90 per unit
11.1	Annual fee		47.40 + 7.90 per unit	47.40 + 7.90 per unit
11.1	Variation	190 (+94.00 if visit required)		190 (+94.00 if visit required)
11.1	Transfer	190 (+94.00 if visit required)		190 (+94.00 if visit required)
11.1	Site Rules Deposit	81.00		81.00
<b>12.1 (Miscellaneous Licensing Fees)</b>				
12.1	Photocopies (per A4 side, at officers discretion, subject to legal restrictions)	0.20	-	0.20
12.1	Additional copies of PACE interview recording (per tape/disc)	17.00	-	17.00
12.1	Copy of public register entry (where kept and made available by statute) (per entry)	16.00	-	16.00
12.1	Duplicate copy of licence following loss/theft/damage (where not otherwise listed)	15.00	-	15.00
12.1	Licensing pre-application advice (per whole or part hour)	48.00	-	48.00

**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