



AGENDA ITEM: 5

Report for:	Licensing and Health & Safety Enforcement Committee
Date of meeting:	24 January 2023
PART:	I
If Part II, reason:	

Title of report:	Licensing fees and charges 2023-2024
Contact:	Sally McDonald, Lead Licensing Officer and Kim Knight, Licensing Compliance Officer on behalf of Phil Wortley, Licensing Team Leader
Purpose of report:	To set the fees and charges payable in connection with licensing applications for the financial year 2023-2024.
Recommendations	That the fees and charges payable in connection with licensing application for the financial year 2023-24
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> The proposed fees have been calculated to incorporate a 10% uplift agreed corporately which is being applied across all services.</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 2023 to 31 March 2024, 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 of the current position with regard to fee setting in recent years:

- a) During the 2021-2022 budget round, the Licensing Team Leader left the Council, and was replaced at that time by an interim Team Leader, who did not undertake a fee setting exercise. Following the departure of the interim Team Leader in January 2022, a report was presented to seek authorisation from the Committee in March 2022 to continue charging the existing fees for a further year. This effectively means that the fees have not been re-calculated since January 2021.
- b) For the 2023 budget round, all services are subject to a 10% uplift which has been corporately agreed at senior level. While the existing fees were previously calculated in accordance with regulations and statutory guidance (see Annex A for summary powers), this year officers are instructed to apply the uplift and seek approval for this. The percentage increase is shown on the proposals set out in Annex B, but it should be borne in mind that these fees have not changed since 1 April 2021.
- c) In addition, this year has seen the introduction of the Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022, (<https://www.legislation.gov.uk/ukpga/2022/14>) which requires local authorities to check all new drivers to ensure they have not been refused or revoked by a previous authority. This has financial implications for the service due to the need to subscribe to the National Fraud Network, and pay an annual fee to use the national database which is set up and administered by them.

Alcohol/entertainment fees

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, and the severe impact that the pandemic, inflation and subsequent cost of living crisis has had on the hospitality industry, it seems likely that these fees will remain at current levels for the foreseeable future, which result in a substantial deficit against costs, with the only way to reduce this burden being to continue to look at how we can deal with such licences as efficiently and economically as possible, whilst meeting our statutory responsibilities.

Animal licences

The Council is now 4.5 years into this legislation, and approaching a five year legislative review by October 2023. At this point it is not known what, if any, changes are proposed but any process changes made in the review that have implications for

officer time or training will be examined in the following year's budget round. At present, applications require quite a large amount of work in checking documents and assisting and advising applicants.

Some 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. Therefore, the costs for inspections have been removed from the application fee in this case. The 10% uplift has been applied to the revised figures. 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.

Caravan Site Licences

Caravan site licensing fees can only be set by review of the Council's Mobile Homes Fees Policy, and this review will be presented to a future meeting of the Committee.

- 2.3. Comparisons with fees charged by other authorities, comparisons with inflation rates or other indices (including regulated taxi fares) or responses generally opposing an increase as it will raise costs for businesses should carry little weight. In previous years almost all of the responses received to consultations have fallen under these descriptions, as it is very difficult for third parties to make any other comment on the costs incurred by the licensing authority.
- 2.4. For fees covered by a public notice requirement, an opportunity will be available to make representations on the proposed fees prior to their going live, following the publication of a public notice in a local newspaper. The authority must consider any representations received prior to deciding whether to go ahead with the proposed fee levels.

3. RECOMMENDATIONS

- 3.1. 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, for the period from 1st April 2023 to 31st March 2024; and**
- 3.2. 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 regulations under the Gambling Act 2005. No fee chargeable for OUN's
3.1, 3.3	Gaming permits, lotteries	Prescribed in regulations made by the Secretary of State under the Gambling Act 2005
4.1, 4.2	Charity collections	No fees chargeable
5.1	Hypnosis	No fees chargeable (except by London boroughs)
6.1	Scrap metal	Sch 1 para 6, Scrap Metal Dealers Act 2013 Fee set by the authority, with regard to guidance <i>FEE-SETTING IS AN EXECUTIVE FUNCTION</i>
7.1	Sex establishments	Sch 3, para 19, Local Gov't (Misc. Provisions) Act 1982 Reasonable fee
8.1	Skin piercing, etc	s.14(6), 15(6), Local Gov't (Misc. Provisions) Act 1982 Reasonable fee
9.1	Street trading	Sch 4, para 9, Local Gov't (Misc. Provisions) Act 1982 Such fees as LA considers reasonable Different fees permissible for different types of licence/consent, including duration, location and type of goods.
10.1, 10.2	HC/PH drivers	s.53(2), Local Gov't (Misc. Provisions) Act 1976 Recovering the costs of issue and administration. <i>Refundable if licence not granted.</i>
10.2, 10.3	HC/PH vehicles, PH operators	s.70(1), Local Gov't (Misc. Provisions) Act 1976 Sufficient to cover the cost of: inspection of vehicle for licensing purposes, providing hackney carriage stands, or other costs for administration and control/supervision of vehicles. <i>Refundable if licence not granted. Max. fees must be advertised.</i>
11.1	Mobile homes	Mobile Homes Act 2013

Annex B
Current fees and charges – unchanged from April 2021

Cat	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £	Account code	
1.1 (Alcohol, Entertainment, etc – Club Premises Certificates - Applications)						
1.1	Band A	100.00	-	100.00	5260ED300ALCCLUB	
1.1	Band B	190.00	-	190.00	5260ED300ALCCLUB	
1.1	Band C	315.00	-	315.00	5260ED300ALCCLUB	
1.1	Application for new club premises certificate	Band D	450.00	-	450.00	5260ED300ALCCLUB
1.1	Band E	635.00	-	635.00	5260ED300ALCCLUB	
1.1	Site under construction/development	315.00	-	315.00	5260ED300ALCCLUB	
1.1	Band A	100.00	-	100.00	5260ED300ALCCLUB	
1.1	Band B	190.00	-	190.00	5260ED300ALCCLUB	
1.1	Band C	315.00	-	315.00	5260ED300ALCCLUB	
1.1	Application for full variation of club premises certificate	Band D	450.00	-	450.00	5260ED300ALCCLUB
1.1	Band E	635.00	-	635.00	5260ED300ALCCLUB	
1.1	Site under construction/development	315.00	-	315.00	5260ED300ALCCLUB	
1.1	Application for minor variation of club premises certificate	89.00	-	89.00	5260ED300ALCCLUB	
1.1	Request for duplicate copy of certificate following loss/theft/damage	10.50	-	10.50	5260ED300ALCCLUB	
1.1	Change of name or address on club premises certificate	10.50	-	10.50	5260ED300ALCCLUB	
1.1	Change of club rules	10.50	-	10.50	5260ED300ALCCLUB	
1.2 (Alcohol, Entertainment, etc – Club Premises Certificates – Annual fees)						
1.2	Band A	-	70.00	70.00	5261ED300ALCCLUB	
1.2	Band B	-	180.00	180.00	5261ED300ALCCLUB	
1.2	Band C	-	295.00	295.00	5261ED300ALCCLUB	
1.2	Annual fee (payable on anniversary of grant of certificate)	Band D	-	320.00	320.00	5261ED300ALCCLUB
1.2	Band E	-	350.00	350.00	5261ED300ALCCLUB	
1.2	Site under construction/development	-	295.00	295.00	5261ED300ALCCLUB	
1.3 (Alcohol, Entertainment, etc – Personal Licences)						
1.3	Application for new personal licence	37.00	-	37.00	5260ED300ALCPERSONAL	
1.3	Duplicate copy of licence following theft/loss/damage	10.50	-	10.50	5260ED300ALCPERSONAL	
1.3	Change of name or address	10.50	-	10.50	5260ED300ALCPERSONAL	
1.4 (Alcohol, Entertainment, etc – Premises Licences – Applications)						
1.4	Application for new premises licence	Band A	100.00	-	100.00	5260ED300ALCPREMISES
1.4	Band B	190.00	-	190.00	5260ED300ALCPREMISES	

Cat	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £	Account code
1.4	Band C	315.00	-	315.00	5260ED300ALCPREMISES
1.4	Band D	450.00	-	450.00	5260ED300ALCPREMISES
1.4	Band D with multiplier	900.00	-	900.00	5260ED300ALCPREMISES
1.4	Band E	635.00	-	635.00	5260ED300ALCPREMISES
1.4	Band E with multiplier	1,905.00	-	1,905.00	5260ED300ALCPREMISES
1.4	Site under construction/development	315.00	-	315.00	5260ED300ALCPREMISES
1.4	Band A	100.00	-	100.00	5260ED300ALCPREMISES
1.4	Band B	190.00	-	190.00	5260ED300ALCPREMISES
1.4	Band C	315.00	-	315.00	5260ED300ALCPREMISES
1.4	Band D	450.00	-	450.00	5260ED300ALCPREMISES
1.4	Band D with multiplier	900.00	-	900.00	5260ED300ALCPREMISES
1.4	Band E	635.00	-	635.00	5260ED300ALCPREMISES
1.4	Band E with multiplier	1,905.00	-	1,905.00	5260ED300ALCPREMISES
1.4	Site under construction/development	315.00	-	315.00	5260ED300ALCPREMISES
1.4	Capacity: 5,000–9,999	1,000.00	-	1,000.00	5260ED300ALCPREMISES
1.4	Capacity: 10,000–14,999	2,000.00	-	2,000.00	5260ED300ALCPREMISES
1.4	Capacity: 15,000–19,999	4,000.00	-	4,000.00	5260ED300ALCPREMISES
1.4	Capacity: 20,000–29,999	8,000.00	-	8,000.00	5260ED300ALCPREMISES
1.4	Capacity: 30,000–39,999	16,000.00	-	16,000.00	5260ED300ALCPREMISES
1.4	Capacity: 40,000–49,999	24,000.00	-	24,000.00	5260ED300ALCPREMISES
1.4	Capacity: 50,000–59,999	32,000.00	-	32,000.00	5260ED300ALCPREMISES
1.4	Capacity: 60,000–69,999	40,000.00	-	40,000.00	5260ED300ALCPREMISES
1.4	Capacity: 70,000–79,999	48,000.00	-	48,000.00	5260ED300ALCPREMISES
1.4	Capacity: 80,000–89,999	56,000.00	-	56,000.00	5260ED300ALCPREMISES
1.4	Capacity: 90,000+	64,000.00	-	64,000.00	5260ED300ALCPREMISES
1.4	Application for transfer of premises licence	23.00	-	23.00	5260ED300ALCPREMISES
1.4	Application for variation of premises licence to specify premises supervisor	23.00	-	23.00	5260ED300ALCPREMISES

Cat	Item	APPLICATION fee 2022-23 £	LICENC E fee 2022-23 £	TOTAL fee 2022-23 £	Account code
1.4	Application for minor variation of premises licence	89.00	-	89.00	5260ED300ALCPREMISES
1.4	Application to substitute mandatory condition for community premises (if not made simultaneously with another application)	23.00	-	23.00	5260ED300ALCPREMISES
1.4	Application for interim authority notice	23.00	-	23.00	5260ED300ALCPREMISES
1.4	Request for duplicate copy of premises licence following loss/theft/damage	10.50	-	10.50	5260ED300ALCPREMISES
1.4	Change of name or address on premises licence	10.50	-	10.50	5260ED300ALCPREMISES
1.5 (Alcohol, Entertainment, etc – Premises Licences – Annual Fees)					
1.5	Band A	-	70.00	70.00	5261ED300ALCPREMISES
1.5	Band B	-	180.00	180.00	5261ED300ALCPREMISES
1.5	Band C	-	295.00	295.00	5261ED300ALCPREMISES
1.5	Band D	-	320.00	320.00	5261ED300ALCPREMISES
1.5	Annual fee (payable on anniversary of grant of licence)	-	640.00	640.00	5261ED300ALCPREMISES
1.5	Band D with multiplier	-	640.00	640.00	5261ED300ALCPREMISES
1.5	Band E	-	350.00	350.00	5261ED300ALCPREMISES
1.5	Band E with multiplier	-	1,050.00	1,050.00	5261ED300ALCPREMISES
1.5	Site under construction/development	-	295.00	295.00	5261ED300ALCPREMISES
1.5	Exempt	-	-	-	5261ED300ALCPREMISES
1.5	Capacity: 5,000–9,999	-	500.00	500.00	5261ED300ALCPREMISES
1.5	Capacity: 10,000–14,999	-	1,000.00	1,000.00	5261ED300ALCPREMISES
1.5	Capacity: 15,000–19,999	-	2,000.00	2,000.00	5261ED300ALCPREMISES
1.5	Capacity: 20,000–29,999	-	4,000.00	4,000.00	5261ED300ALCPREMISES
1.5	Capacity: 30,000–39,999	-	8,000.00	8,000.00	5261ED300ALCPREMISES
1.5	Capacity: 40,000–49,999	-	12,000.00	12,000.00	5261ED300ALCPREMISES
1.5	Capacity: 50,000–59,999	-	16,000.00	16,000.00	5261ED300ALCPREMISES
1.5	Capacity: 60,000–69,999	-	20,000.00	20,000.00	5261ED300ALCPREMISES
1.5	Capacity: 70,000–79,999	-	24,000.00	24,000.00	5261ED300ALCPREMISES
1.5	Capacity: 80,000–89,999	-	28,000.00	28,000.00	5261ED300ALCPREMISES
1.5	Capacity: 90,000+	-	32,000.00	32,000.00	5261ED300ALCPREMISES
1.6 (Alcohol, Entertainment, etc – Temporary Event Notices)					
1.6	Temporary event notice (standard) - submission fee	21.00	-	21.00	5260ED300ALCTEN

Cat	Item	APPLICATION fee 2022-23 £	LICENC E fee 2022-23 £	TOTAL fee 2022-23 £	Account code
1.6	Temporary event notice (late) - submission fee	21.00	-	21.00	5260ED300ALCTEN
1.6	Duplicate copy of notice following theft/loss/damage	10.50	-	10.50	5260ED300ALCTEN
1.7 (Alcohol, Entertainment, etc - Miscellaneous)					
1.7	Application for provisional statement	315.00	-	315.00	5260ED300ALCPREMISES
1.7	Notification of legal/financial interest in premises	21.00	-	21.00	5260ED300ALCPREMISES
2.1 (Animals – Boarding of dogs and cats)					
2.1	Application for new animal boarding establishment licence, except franchises (kennels/home boarding/day care)(up to 3 yrs)	427.00	212.00	639.00	5260ED300ANIMBOARD
2.1	Application to renew animal boarding establishment licence, except franchises (kennels/home boarding/day care)(up to 3 yrs)	205.00	211.00	416.00	5260ED300ANIMBOARD
2.1	Application for new animal boarding establishment licence as a franchise.	427.00 (+ inspection fee per additional premises)	212.00	639.00 (+ inspection fee per additional premises)	5260ED300ANIMBOARD
2.1	Application to renew animal boarding establishment licence as a franchise.	205.00 (+inspection fee per additional premises)	211.00	416.00 (+ inspection fee per additional premises)	5260ED300ANIMBOARD
2.1	Application to vary animal boarding establishment licence (kennels/home boarding/day care) except franchises	131.00 (+inspection if required)	83.00	214.00 (+inspection if required)	5260ED300ANIMBOARD
2.1	Application to vary animal boarding establishment licence for a franchise to add premises	164.00 (+inspection per premises)		164.00 (+inspection per premises)	5260ED300ANIMBOARD
2.1	Application to vary to reduce licensable activities or numbers of animals (Kennels/home boarding/day care)	29.00	-	29.00	5260ED300ANIMBOARD
2.1	Re-evaluation of star rating (Kennels/home boarding/day care)	29.00 (+inspection if required)	-	29.00 (+for inspection if required)	5260ED300ANIMBOARD
2.1	Veterinary inspection of premises *	Recharged at cost			5070ED300
2.1	Qualified officer inspection of premises (when for renewal)	88.00			5260ED300ANIMBOARD
2.2 (Animals – Dangerous Wild Animals)					
2.2	Application for licence to keep dangerous wild animals (2yr) <i>plus vet inspection</i>	150.00	37.00	187.00	5260ED300ANIMDWA
2.2	Application to renew licence to keep dangerous wild animals (2yr) <i>plus vet inspection</i>	150.00	37.00	187.00	5260ED300ANIMDWA
2.2	Application to vary licence conditions (new species/increased numbers of animals)	65.00	37.00	102.00	5260ED300ANIMDWA
2.2	Application to vary licence conditions	29.00	-	29.00	5260ED300ANIMDWA

Cat	Item	APPLICATION fee 2022-23 £	LICENC E fee 2022-23 £	TOTAL fee 2022-23 £	Account code
	(administrative matters only)				
2.2	Veterinary inspection of premises *	Recharged at cost			5070ED300
2.3 (Animals – Breeding of dogs)					
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)	5260ED300ANIMBREED
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)	5260ED300ANIMBREED
2.3	Application to vary a dog breeding licence <i>Plus inspection if required</i>	44.00	57.00	101.00(+ inspection fees)	5260ED300ANIMBREED
2.3	Re-evaluation of Star Rating – Breeding Licence <i>Plus inspection if required</i>	29.00	0.00	29.00 (+ inspection fees)	5260ED300ANIMBREED
2.3	Application to vary a dog breeding licence (administrative matters only) <i>Plus inspection if required</i>	29.00	0.00	29.00	5260ED300ANIMBREED
2.3	Veterinary inspection of premises *	Recharged at cost			5070ED300
2.3	Qualified officer inspection of premises (when for renewal)	88.00			5260ED300ANIMBREED
2.4 (Animals – Selling animals as pets)					
2.4	Application for new pet shop licence (up to 3 yrs)	427.00	212.00	639.00	5260ED300ANIMPET
2.4	Application to renew pet shop licence (up to 3 yrs)	204.00	212.00	416.00	5260ED300ANIMPET
2.4	Application to vary pet shop licence	132.00 (+inspection if required)	57.00	189.00 (+inspection if required)	5260ED300ANIMPET
2.4	Application to vary to reduce licensable activities or numbers of animals – pet shops	29.00	-	29.00	5260ED300ANIMPET
2.4	Re-evaluation of star rating – pet shops	29.00 (+inspection if required)	-	29.00 (+inspection if required)	5260ED300ANIMPET
2.4	Veterinary inspection of premises *	Recharged at cost			5070ED300
2.4	Qualified officer inspection of premises (when for renewal)	88.00			5260ED300ANIMPET
2.5 (Animals – Hiring of horses)					
2.5	Application for hiring of horses (up to 3 yrs) <i>plus vet inspection on application & annually throughout licence duration)</i>	391.00	124.00	515.00 (+ vets fees)	5260ED300ANIMRIDING
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>	205.00	124.00	329.00 (+ vets fees)	5260ED300ANIMRIDING
2.5	Application to vary licence for hiring of horses	44.00 (+ inspection if required)	57.00	101.00 (+ inspection if required)	5260ED300ANIMRIDING

Cat	Item	APPLICATION fee 2022-23 £	LICENC E fee 2022-23 £	TOTAL fee 2022-23 £	Account code
2.5	Application to vary to reduce licensable activities or numbers of animals – hiring of horses	29.00	-	29.00	5260ED300ANIMRIDIN G
2.5	Re-evaluation of star rating – hiring of horses	29.00 (+ inspection if required)	-	29.00 (+ inspection if required)	5260ED300ANIMRIDIN G
2.5	Veterinary inspection of premises *	Recharged at cost			5070ED300
2.5	Qualified officer inspection of premises (when for renewal)	88.00			5260ED300ANIMRIDIN G
2.6 (Animals – Zoos)					
2.6	Application for new zoo licence (4yr) <i>plus vet inspection</i>	1540.00	336.00	1876.00	5260ED300ANIMZOO
2.6	Application to renew zoo licence (6yr) <i>plus vet inspection</i>	940.00	336.00	1276.00	5260ED300ANIMZOO
2.6	Application to vary licence <i>plus vet inspection</i>	1540.00	336.00	1876.00	5260ED300ANIMZOO
2.6	Application to transfer zoo licence <i>plus vet inspection</i>	142.00	79.00	221.00	5260ED300ANIMZOO
2.7 Animals – Keeping or training animals for exhibition					
2.7	Application to keep or train animals for exhibition (default 3yrs only)	281.00	124.00	405.00	5260ED300ANIMEXH
2.7	Application to renew licence to keep or train animals for exhibition (default 3yrs only)	205.00	124.00	329.00	5260ED300ANIMEXH
2.7	Application to vary licence to reduce licensable activities or numbers of animals	29.00	-	29.00	5260ED300ANIMEXH
2.7	Application to vary licence to keep or train animals for exhibition (administrative matters only)	29.00	-	29.00	5260ED300ANIMEXH
2.7	Application to vary licence to keep or train animals for exhibition	132.00 (+inspection if required)	57.00	189.00 (+inspection if required)	5260ED300ANIMEXH
2.7	Qualified officer inspection of premises (when for renewal)	88.00			5260ED300ANIMEXH
2.8 General provisions					
2.8	Boarding of dogs and cats Selling Animals as pets Breeding dogs Hiring of horses Keeping or training animals for exhibition	Combined activities: Equal to highest activity fee			
3.1 (Betting, Gambling, etc – Lotteries)					
3.1	Registration of society for small society lotteries	40.00	-	40.00	5260ED300GAMLOTTE RY
3.1	Annual fee (payable on anniversary of registration)	-	20.00	20.00	5261ED300GAMLOTTE RY
3.2 (Betting, Gambling, etc – Notices)					
3.2	Temporary use notice submission fee	372.00	-	372.00	5260ED300GAMPERMI T
3.2	Duplicate copy of temporary use notice following theft/loss/damage	16.00	-	16.00	5260ED300GAMPERMI T
3.2	Occasional use notice submission fee	-	-	-	-

Cat	Item	APPLICATION fee 2022-23 £	LICENC E fee 2022-23 £	TOTAL fee 2022-23 £	Account code	
3.3 (Betting, Gambling, etc – Permits)						
3.3	Notification of 1-2 gaming machine in alcohol-licensed premises	50.00	-	50.00	5260ED300GAMPERMIT	
3.3	Application for new permit	150.00	-	150.00	5260ED300GAMPERMIT	
3.3	Application for variation of permit	100.00	-	100.00	5260ED300GAMPERMIT	
3.3	Licensed premises gaming machine permit	Application for transfer of permit	25.00	-	25.00	5260ED300GAMPERMIT
3.3	Change of name or address	25.00	-	25.00	5260ED300GAMPERMIT	
3.3	Replacement - theft/loss	15.00	-	15.00	5261ED300GAMPERMIT	
3.3	Annual fee *	-	50.00	50.00	5261ED300GAMPERMIT	
3.3	Application for new permit (standard)	200.00	-	200.00	5260ED300GAMPERMIT	
3.3	Application for new permit (fast track)	100.00	-	100.00	5260ED300GAMPERMIT	
3.3	Application for variation of permit	100.00	-	100.00	5260ED300GAMPERMIT	
3.3	Club gaming permit	Application for renewal of permit (standard)	200.00	-	200.00	5260ED300GAMPERMIT
3.3	Application for renewal of permit (fast track)	100.00	-	100.00	5260ED300GAMPERMIT	
3.3	Replacement - theft/loss	15.00	-	15.00	5261ED300GAMPERMIT	
3.3	Annual fee *	-	50.00	50.00	5261ED300GAMPERMIT	
3.3	Application for new permit (standard)	200.00	-	200.00	5260ED300GAMPERMIT	
3.3	Application for new permit (fast track)	100.00	-	100.00	5260ED300GAMPERMIT	
3.3	Application for variation of permit	100.00	-	100.00	5260ED300GAMPERMIT	
3.3	Club machine permit	Application for renewal of permit (standard)	200.00	-	200.00	5260ED300GAMPERMIT
3.3	Application for renewal of permit (fast track)	100.00	-	100.00	5260ED300GAMPERMIT	
3.3	Replacement - theft/loss	15.00	-	15.00	5261ED300GAMPERMIT	
3.3	Annual fee *	-	50.00	50.00	5261ED300GAMPERMIT	
3.3	Application for new permit	300.00	-	300.00	5260ED300GAMPERMIT	
3.3	Prize gaming permit	Application for renewal of permit	300.00	-	300.00	5260ED300GAMPERMIT
3.3	Change of name or address	25.00	-	25.00	5260ED300GAMPERMIT	
3.3	Replacement - theft/loss	15.00	-	15.00	5261ED300GAMPERMIT	

Cat	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £	Account code	
3.3	Family entertainment centre gaming machine permit	Application for new permit	300.00	-	300.00	5260ED300GAMPREMIT
3.3		Application for renewal of permit	300.00	-	300.00	5260ED300GAMPREMIT
3.3		Change of name or address	25.00	-	25.00	5260ED300GAMPREMIT
3.3		Replacement - theft/loss	15.00	-	15.00	5261ED300GAMPREMIT
3.4 (Betting, Gambling, etc – Premises Licences – Applications)						
3.4	Application for new premises licence (without provisional statement)	Adult gaming centre	1165.00	-	1165.00	5260ED300GAMPREMISES
3.4		Betting (track)	1165.00	-	1165.00	5260ED300GAMPREMISES
3.4		Betting (other)	1165.00	-	1165.00	5260ED300GAMPREMISES
3.4		Bingo	1165.00	-	1165.00	5260ED300GAMPREMISES
3.4		Family entertainment centre	1165.00	-	1165.00	5260ED300GAMPREMISES
3.4	Application for new premises licence (with provisional statement)	Adult gaming centre	803.00	-	803.00	5260ED300GAMPREMISES
3.4		Betting (track)	803.00	-	803.00	5260ED300GAMPREMISES
3.4		Betting (other)	803.00	-	803.00	5260ED300GAMPREMISES
3.4		Bingo	803.00	-	803.00	5260ED300GAMPREMISES
3.4		Family entertainment centre	803.00	-	803.00	5260ED300GAMPREMISES
3.4	Application for provisional statement	Adult gaming centre	1,165.00	-	1,165.00	5260ED300GAMPREMISES
3.4		Betting (track)	1,165.00	-	1,165.00	5260ED300GAMPREMISES
3.4		Betting (other)	1,165.00	-	1,165.00	5260ED300GAMPREMISES
3.4		Bingo	1,165.00	-	1,165.00	5260ED300GAMPREMISES
3.4		Family entertainment centre	1,165.00	-	1,165.00	5260ED300GAMPREMISES
3.4	Application for variation of premises licence	Adult gaming centre	803.00	-	803.00	5260ED300GAMPREMISES
3.4		Betting (track)	803.00	-	803.00	5260ED300GAMPREMISES
3.4		Betting (other)	803.00	-	803.00	5260ED300GAMPREMISES
3.4		Bingo	803.00	-	803.00	5260ED300GAMPREMISES
3.4		Family entertainment centre	803.00	-	803.00	5260ED300GAMPREMISES
3.4	Application for transfer of premises licence	Adult gaming centre	338.00	-	338.00	5260ED300GAMPREMISES
3.4		Betting (track)	338.00	-	338.00	5260ED300GAMPREMISES
3.4		Betting (other)	338.00	-	338.00	5260ED300GAMPREMISES
3.4		Bingo	338.00	-	338.00	5260ED300GAMPREMISES

Cat	Item	APPLICATION fee 2022-23 £	LICENC E fee 2022-23 £	TOTAL fee 2022-23 £	Account code
					SES
3.4	Family entertainment centre	338.00	-	338.00	5260ED300GAMPREMI SES
3.4	Adult gaming centre	338.00	-	338.00	5260ED300GAMPREMI SES
3.4	Betting (track)	338.00	-	338.00	5260ED300GAMPREMI SES
3.4	Betting (other)	338.00	-	338.00	5260ED300GAMPREMI SES
3.4	Bingo	338.00	-	338.00	5260ED300GAMPREMI SES
3.4	Family entertainment centre	338.00	-	338.00	5260ED300GAMPREMI SES
3.4	Duplicate copy of licence following theft/loss/damage	16.00	-	16.00	5260ED300GAMPREMI SES
3.4	Change of name or address on premises licence	37.00	-	37.00	5260ED300GAMPREMI SES
3.5 (Betting, Gambling, etc - Premises Licences – Annual Fees)					
3.5	Adult gaming centre	-	513.00	513.00	5261ED300GAMPREMI SES
3.5	Betting (track)	-	513.00	513.00	5261ED300GAMPREMI SES
3.5	Betting (other)	-	513.00	513.00	5261ED300GAMPREMI SES
3.5	Bingo	-	513.00	513.00	5261ED300GAMPREMI SES
3.5	Family entertainment centre	-	513.00	513.00	5261ED300GAMPREMI SES
4.1 (Charity Collections – Street Collections)					
4.1	Application for street collection licence	-	-	-	-
4.2 (Charity Collections – House-to-House Collections)					
4.2	Application for house to house collection licence	-	-	-	-
5.1 (Hypnotism)					
5.1	Hypnotism authorisation	-	-	-	-
6.1 (Scrap Metal Dealers)					
6.1	Application for new scrap metal site licence	249.00	62.00	311.00	5260ED300SCRAP
6.1	Application for new scrap metal collectors licence	193.00	31.00	224.00	5260ED300SCRAP
6.1	Application to renew scrap metal site licence	231.00	62.00	293.00	5260ED300SCRAP
6.1	Application to renew scrap metal collectors licence	175.00	31.00	206.00	5260ED300SCRAP
6.1	Application to vary scrap metal licence - change of licensee details	16.00	1.00	17.00	5260ED300SCRAP
6.1	Application to vary scrap metal licence - change of licensed sites	86.00	1.00	87.00	5260ED300SCRAP
6.1	Application to vary scrap metal licence - change of site managers	51.00	1.00	52.00	5260ED300SCRAP
6.1	Application to vary scrap metal licence - site to collectors licence	31.00	1.00	32.00	5260ED300SCRAP
6.1	Application to vary scrap metal licence - collectors to site licence	112.00	42.00	154.00	5260ED300SCRAP
7.1 (Sex Establishments)					
7.1	Application for new sex establishment licence	1,903.00	254.00	2157.00	5260ED300SEXLICENCE

Cat	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £	Account code	
7.1	Application for renewal of sex establishment licence	1481.00	254.00	1735.00	5260ED300SEXLICENCE	
7.1	Application for variation of sex establishment licence	828.00	114.00	942.00	5260ED300SEXLICENCE	
7.1	Application for transfer of sex establishment licence	423.00	-	423.00	5260ED300SEXLICENCE	
8.1 (Skin Piercing, etc)						
8.1	Application for registration of skin piercing premises	242.00	-	242.00	5260ED300SKINPIERCE	
8.1	Application for registration of skin piercing operator	114.00	-	114.00	5260ED300SKINPIERCE	
9.1 (Street Trading)						
9.1	Street trading consent (annual)	New (1 vehicle/pitch, 1 year)	413.00	262.00	675.00	5260ED300STREETTRA D
9.1		Renewal (1 vehicle/pitch, 1 year)	413.00	262.00	675.00	5260ED300STREETTRA D
9.1		Additional fee per extra vehicle/pitch	34.00	41.00	75.00	5260ED300STREETTRA D
9.1		Interim substitution of vehicle	25.00	-	25.00	5260ED300STREETTRA D
9.1		Other consent variation	144.00	-	144.00	5260ED300STREETTRA D
9.1		Street trading consent partial year (up to 6 months)	219.00	129.00	348.00	5260ED300STREETTRA D
9.1	Street trading consent (single event)	Commercial event	161.00	-	161.00	5260ED300STREETTRA D
9.1		Community/charity event	30.00	-	30.00	5260ED300STREETTRA D
10.1 (Taxis and Private Hire - Drivers)						
10.1	Hackney Carriage Drivers Licence (3 years)	New	-	281.00	281.00	5260ED300TAXIDRIVER
10.1		Renewal	-	216.00	216.00	5260ED300TAXIDRIVER
10.1		Theft/loss of badge	20.00	-	20.00	5260ED300TAXIDRIVER
10.1	Private Hire Drivers Licence (3 years)	New	-	281.00	281.00	5260ED300TAXIDRIVER
10.1		Renewal	-	228.00	228.00	5260ED300TAXIDRIVER
10.1		Theft/loss of badge	20.00	-	20.00	5260ED300TAXIDRIVER
10.1	Dual HC/PH Drivers Licence (3 years)	New	-	307.00	307.00	5260ED300TAXIDRIVER
10.1		Renewal	-	254.00	254.00	5260ED300TAXIDRIVER
10.1		Renewal & Upgrade	-	247.00	247.00	5260ED300TAXIDRIVER
10.1		Interim Upgrade (+£1 / unexpired month)	-	72.00	72.00	5260ED300TAXIDRIVER
10.1		Theft/loss of badge (per)	20.00	-	20.00	5260ED300TAXIDRIVER
10.1	Disclosure & Barring Service (DBS) enhanced disclosure *	Recharged at cost (currently, 59.00) + £15 admin			£74	6020ED300CRB

Cat	Item	APPLICATION fee 2022-23 £	LICENC E fee 2022-23 £	TOTAL fee 2022-23 £	Account code	
10.1	External identity check (where required for DBS route 2 verification) *	Recharged at cost (current 7.20)			6020ED300CRB	
10.2 (Taxis and Private Hire – Driver Knowledge Tests)						
10.2	Hackney carriage written local/legal test	Full test	76.00	76.00	5270ED300	
10.2		Conditions only	42.00	42.00	5270ED300	
10.2	Private hire written local/legal test	Full test	76.00	76.00	5270ED300	
10.2		Conditions only	42.00	42.00	5270ED300	
10.2	Dual HC/PH driver written local/legal test	Full test	76.00	76.00	5270ED300	
10.2		Conditions only	42.00	42.00	5270ED300	
10.2	Versant English language assessment	Test fee *	Recharged at cost (currently 31.80)		5270ED300	
10.2		Administration fee	15.00	15.00	5270ED300	
10.2		Total fee payable	46.80	-	46.80	5270ED300
10.3 (Taxis and Private Hire – Vehicles) (in effect from 2 April 2021)						
10.3	Hackney carriage vehicle licence (excludes compliance test fee)	New (1 year)	-	370.00	370.00	5260ED300TAXIVEHICLE
10.3		Renewal (1 year)	-	275.00	275.00	5260ED300TAXIVEHICLE
10.3		Renewal & substitution (1 yr)	-	275.00	275.00	5260ED300TAXIVEHICLE
10.3		Interim substitution	-	132.00	132.00	5260ED300TAXIVEHICLE
10.3		Transfer of ownership	-	63.00	63.00	5260ED300TAXIVEHICLE
10.3		Theft/loss of rear plate	19.00	-	19.00	5260ED300TAXIVEHICLE
10.3		Theft/loss of front plate	19.00	-	19.00	5260ED300TAXIVEHICLE
10.3		Change of vehicle particulars	55.00	-	55.00	5260ED300TAXIVEHICLE
10.3	Private hire vehicle licence (excludes compliance test fee)	New (1 year)	-	246.00	246.00	5260ED300TAXIVEHICLE
10.3		Renewal (1 year)	-	246.00	246.00	5260ED300TAXIVEHICLE
10.3		Renewal & substitution (1 yr)	-	250.00	250.00	5260ED300TAXIVEHICLE
10.3		Interim substitution	-	132.00	132.00	5260ED300TAXIVEHICLE
10.3		Transfer of ownership	-	63.00	63.00	5260ED300TAXIVEHICLE
10.3		Theft/loss of rear plate	19.00	-	19.00	5260ED300TAXIVEHICLE
10.3		Theft/loss of front plate	19.00	-	19.00	5260ED300TAXIVEHICLE
10.3		Change of vehicle particulars	55.00	-	55.00	5260ED300TAXIVEHICLE

Cat	Item	APPLICATION fee 2022-23 £	LICENC E fee 2022-23 £	TOTAL fee 2022-23 £	Account code	
10.3	Vehicle MOT and compliance test * (payable direct to test station)	Recharged at cost (currently 52.00)				
10.4 (Taxis and Private Hire – Operators) (in effect from 2 April 2021)						
10.4	New (0-3 vehicles)	-	443.00	443.00	5260ED300TAXIOPERATOR	
10.4	Private hire operator licence (5 years)	New (4+ vehicles)	-	751.00	751.00	5260ED300TAXIOPERATOR
10.4		Renewal (1-3 vehicles)	-	443.00	443.00	5260ED300TAXIOPERATOR
10.4		Renewal (4+ vehicles)	-	751.00	751.00	5260ED300TAXIOPERATOR
10.5 (Taxis and Private Hire – Miscellaneous)						
10.5	Duplicate copy of licence following theft/loss/damage	16.00	-	16.00	various	
10.5	Replacement internal vehicle licence plate holder	2.50 (inc. VAT)	-	2.50 (inc. VAT)	5490ED300	
11. Mobile Home Sites Licences						
11.1	New licence	467.00 + 7.90 per unit		467.00 + 7.90 per unit	5260ED300CARAVANSITE	
11.1	Annual fee		47.40 + 7.90 per unit	47.40 + 7.90 per unit	5261ED300CARAVANSITE	
11.1	Variation	190 (+94.00 if visit required)		190 (+94.00 if visit required)	5260ED300CARAVANSITE	
11.1	Transfer	190 (+94.00 if visit required)		190 (+94.00 if visit required)	5260ED300CARAVANSITE	
11.1	Site Rules Deposit	81.00		81.00	5260ED300CARAVANSITE	
12.1 (Miscellaneous Licensing Fees)						
12.1	Photocopies (per A4 side, at officers discretion, subject to legal restrictions)	0.20	-	0.20	5260ED300MISCLIC	
12.1	Additional copies of PACE interview recording (per tape/disc)	17.00	-	17.00	5260ED300MISCLIC	
12.1	Copy of public register entry (where kept and made available by statute) (per entry)	16.00	-	16.00	5260ED300MISCLIC	
12.1	Duplicate copy of licence following loss/theft/damage (where not otherwise listed)	15.00	-	15.00	5260ED300MISCLIC	
12.1	Licensing pre-application advice (per whole or part hour)	48.00	-	48.00	5490ED300	

Annex C
Fees proposals for financial year 2023-24

		22/23 Charge	2023/24 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		10.50	10.50	-	10.50	0.0%

theft/loss/damage						
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%

	80,000–89,999				0	
	Capacity: 90,000+	64,000.00	64,000.00	-	64,000.00	0.0%
Application for transfer of premises licence		23.00	23.00	-	23.00	0.0%
Application for variation of premises licence to specify premises supervisor		23.00	23.00	-	23.00	0.0%
Application for minor variation of premises licence		89.00	89.00	-	89.00	0.0%
Application to substitute mandatory condition for community premises (if not made simultaneously with another application)		23.00	23.00	-	23.00	0.0%
Application for interim authority notice		23.00	23.00	-	23.00	0.0%
Request for duplicate copy of premises licence following loss/theft/damage		10.50	10.50	-	10.50	0.0%
Change of name or address on premises licence		10.50	10.50	-	10.50	0.0%
Premises licences – annual fees						
Annual fee (payable on anniversary of grant of licence)	Band A	70.00	-	70.00	70.00	0.0%
	Band B	180.00	-	180.00	180.00	0.0%
	Band C	295.00	-	295.00	295.00	0.0%
	Band D	320.00	-	320.00	320.00	0.0%
	Band D with multiplier	640.00	-	640.00	640.00	0.0%
	Band E	350.00	-	350.00	350.00	0.0%
	Band E with multiplier	1,050.00	-	1,050.00	1,050.00	0.0%
	Site under construction/development	295.00	-	295.00	295.00	0.0%
	Exempt	No fee	No fee	No fee	No fee	0.0%
Additional annual fee for high-capacity premises (payable in addition to the standard annual fee)	Capacity: 5,000–9,999	500.00	-	500.00	500.00	0.0%
	Capacity: 10,000–14,999	1,000.00	-	1,000.00	1,000.00	0.0%
	Capacity: 15,000–19,999	2,000.00	-	2,000.00	2,000.00	0.0%
	Capacity: 20,000–29,999	4,000.00	-	4,000.00	4,000.00	0.0%
	Capacity: 30,000–39,999	8,000.00	-	8,000.00	8,000.00	0.0%
	Capacity: 40,000–49,999	12,000.00	-	12,000.00	12,000.00	0.0%
	Capacity: 50,000–59,999	16,000.00	-	16,000.00	16,000.00	0.0%
	Capacity: 60,000–69,999	20,000.00	-	20,000.00	20,000.00	0.0%

	Capacity: 70,000–79,999	24,000.00	-	24,000.00	24,000.00	0.0%
	Capacity: 80,000–89,999	28,000.00	-	28,000.00	28,000.00	0.0%
	Capacity: 90,000+	32,000.00	-	32,000.00	32,000.00	0.0%
Temporary event notices						
Temporary event notice (standard) - submission fee		21.00	21.00	-	21.00	0.0%
Temporary event notice (late) - submission fee		21.00	21.00	-	21.00	0.0%
Duplicate copy of notice following theft/loss/damage		10.50	10.50	-	10.50	0.0%
Miscellaneous						
Application for provisional statement		315.00	315.00	-	315.00	0.0%
Notification of legal/financial interest in premises		21.00	21.00	-	21.00	0.0%
Animal licences						
*Where licences for multiple animal activities are issued under The Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018, the fees will be equivalent to the higher cost activity.						
Animal boarding establishments						
Application for new animal boarding establishment licence (up to 3yrs)		639.00	470.00	233.00	703.00	10.0%
Application to renew animal boarding establishment licence (3yrs)		416.00	226.00	233.00	459.00	10.3%
Application for a new animal boarding establishment Franchise		639.00	373.00	233.00	606.00	-5.2%
Application to renew a franchise		416.00	129.00	233.00	362.00	-13.0%
Application to vary animal boarding establishment licence (Qualified officer inspection may be required)		214.00	144.00	91.00	235.00	9.8%
Application to vary a franchise to add premises (Qualified officer inspection will be required for each additional premises)		164.00	180.00	n/a	180.00	9.8%
Application to vary to reduce numbers or types of animals or activities.		29.00	32.00	-	32.00	10.3%
Re-evaluation of star rating (Qualified officer inspection may be required)		29.00	32.00	-	32.00	10.3%
Qualified officer inspection (where required)		88.00	97.00			10.2%
Veterinary inspection of premises *	Recharged at cost					

(where required)					
Dangerous wild animals					
Application for licence to keep dangerous wild animals (2yr) (plus cost of vet inspection)	187.00	165.00	41.00	206.00	10.2 %
Application to renew licence to keep dangerous wild animals (2yr) (plus cost of vet inspection)	187.00	165.00	41.00	206.00	10.2 %
Application to vary licence conditions (new species/increased numbers of animals)	102.00	72.00	41.00	113.00	10.8 %
Application to vary licence conditions (administrative matters only)	29.00	32.00	0.00	32.00	10.3 %
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)	641.00	473.00	232.00	705.00	10.0 %
Application to renew dog breeding licence (plus cost of vet inspection) (up to 3 yrs)	418.00	228.00	232.00	460.00	10.0 %
Application to vary an animal breeding establishment (inspection may be required)	101.00	48.00	63.00	111.00	9.9%
Re-evaluation of star rating (inspection may be required)	29.00	32.00	0.00	32.00	10.3 %
Application to vary licence (administrative matters only)	29.00	32.00	0.00	32.00	10.3 %
Qualified officer inspection (where required)	88.00	97.00			10.2 %
Veterinary inspection of premises *	Recharged at cost				
Pet shops					
Application for new pet shop licence (up to 3yrs)	639.00	470.00	233.00	703.00	10.0 %
Application to renew pet shop licence (up to 3yrs)	416.00	224.00	233.00	457.00	9.9%
Application to vary a pet shop licence (Qualified officer inspection may be required)	189.00	145.00	63.00	208.00	10.1 %
Application to vary a pet shop licence - reduce animals	29.00	32.00	0.00	32.00	10.3 %
Re-evaluation of star rating (Qualified officer inspection may be required)	29.00	32.00	0.00	32.00	10.3 %
Application to vary licence (administrative matters only)	29.00	32.00	0.00	32.00	10.3 %

Qualified officer inspection (where required)	88.00	97.00			10.2 %
Veterinary inspection of premises * (where required)	Recharged at cost				
Riding establishments					
Application for new riding establishment licence (plus cost of vet inspection)	515.00	430.00	136.00	566.00	9.9%
Application to renew riding establishment licence (plus cost of vet inspection)	329.00	226.00	136.00	362.00	10.0 %
Application to vary a riding establishment licence (Inspection may be required)	101.00	48.00	63.00	111.00	9.9%
Application to vary - to reduce licensable activities or numbers of animals	29.00	32.00	0.00	32.00	10.3 %
Re-evaluation of star rating (Inspection may be required)	29.00	32.00	0.00	32.00	10.3 %
Application to vary licence (administrative matters only)	29.00	32.00	0.00	32.00	10.3 %
Qualified officer inspection (where required)	88.00	97.00			10.2 %
Veterinary inspection of premises *	Recharged at cost				
Keeping of Exhibition/Performing Animals					
Application for a new licence for keeping exhibition/performing animals	405.00	309.00	136.00	445.00	9.9%
Application for to renew licence for keeping exhibition/performing animals	329.00	226.00	136.00	362.00	10.0 %
Application to vary licence to keep or train animals for exhibition (Qualified officer inspection may be required)	189.00	145.00	63.00	208.00	10.1 %
Application to vary a licence for keeping exhibition/performing animals to reduce licensable activities or number of animal	29.00	32.00	0.00	32.00	10.3 %
Application to vary licence (administrative matters only)	29.00	32.00	0.00	32.00	10.3 %
Qualified officer inspection (where required)	88.00	97.00			10.2 %
Veterinary inspection of premises * (where required)	Recharged at cost				
Zoos					
Application for new zoo licence (4yr) (plus cost of vet inspection)	1,876.00	1,694.00	370.00	2,064.00	10.0 %
Application to renew zoo licence (6yr) (plus cost of vet inspection)	1,276.00	1,034.00	370.00	1,404.00	10.0 %

Application to vary zoo licence (plus cost of vet inspection)	1,876.00	1,694.00	370.00	2,064.00	10.0 %	
Application to transfer zoo licence (plus cost of vet inspection)	221.00	156.00	87.00	243.00	10.0 %	
Veterinary inspection of premises *	Recharged at cost					
Animal licences- change of details on any animal licence	0.00	£25.00 admin fee				
Betting, gambling and lottery licences						
Lottery registrations						
Registration of society for small society lotteries	40.00	44.00	0.00	44.00	10.0 %	
Annual fee (payable on anniversary of registration)	20.00	0.00	22.00	22.00	10.0 %	
Notices						
Temporary use notice submission fee	372.00	409.00	0.00	409.00	9.9%	
Duplicate copy of temporary use notice following theft/loss/damage	16.00	18.00	0.00	18.00	12.5 %	
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	55.00	-	55.00	10.0 %	
Licensed premises gaming machine permit	Application for new permit	150.00	165.00	-	165.00	10.0 %
	Application for variation of permit	100.00	110.00	-	110.00	10.0 %
	Application for transfer of permit	25.00	28.00	-	28.00	12.0 %
	Change of name or address	25.00	28.00	-	28.00	12.0 %
	Replacement - theft/loss	15.00	17.00	-	17.00	13.3 %
	Annual fee	50.00	55.00	-	55.00	10.0 %
Club gaming permit	Application for new permit (standard)	200.00	220.00	-	220.00	10.0 %
	Application for new permit (fast track)	100.00	110.00	-	110.00	10.0 %
	Application for variation of permit	100.00	110.00	-	110.00	10.0 %
	Application for renewal of permit (standard)	200.00	220.00	-	220.00	10.0 %

	Application for renewal of permit (fast track)	100.00	110.00	-	110.00	10.0 %
	Replacement - theft/loss	15.00	17.00	-	17.00	13.3 %
	Annual fee	50.00	55.00	-	55.00	10.0 %
Club machine permit	Application for new permit (standard)	200.00	220.00	-	220.00	10.0 %
	Application for new permit (fast track)	100.00	110.00	-	110.00	10.0 %
	Application for variation of permit	100.00	110.00	-	110.00	10.0 %
	Application for renewal of permit (standard)	200.00	220.00	-	220.00	10.0 %
	Application for renewal of permit (fast track)	100.00	110.00	-	110.00	10.0 %
	Replacement - theft/loss	15.00	17.00	-	17.00	13.3 %
	Annual fee	50.00	55.00	-	55.00	10.0 %
Prize gaming permit	Application for new permit	300.00	330.00	-	330.00	10.0 %
	Application for renewal of permit	300.00	330.00	-	330.00	10.0 %
	Change of name or address	25.00	28.00	-	28.00	12.0 %
	Replacement - theft/loss	15.00	17.00	-	17.00	13.3 %
Family entertainment centre gaming machine permit	Application for new permit	300.00	330.00	-	330.00	10.0 %
	Application for renewal of permit	300.00	330.00	-	330.00	10.0 %
	Change of name or address	25.00	28.00	-	28.00	12.0 %
	Replacement - theft/loss	15.00	17.00	-	17.00	13.3 %
Premises licences - applications						
Application for new premises licence (without	Adult gaming centre	1,165.00	1,282.00	-	1,282.00	10.0 %
	Betting (track)	1,165.00	1,282.00	-	1,282.00	10.0 %

provisional statement)	Betting (other)	1,165.00	1,282.00	-	1,282.00	10.0 %
	Bingo	1,165.00	1,282.00	-	1,282.00	10.0 %
	Family entertainment centre	1,165.00	1,282.00	-	1,282.00	10.0 %
Application for new premises licence (with provisional statement)	Adult gaming centre	803.00	883.00	-	883.00	10.0 %
	Betting (track)	803.00	883.00	-	883.00	10.0 %
	Betting (other)	803.00	883.00	-	883.00	10.0 %
	Bingo	803.00	883.00	-	883.00	10.0 %
	Family entertainment centre	803.00	883.00	-	883.00	10.0 %
Application for provisional statement	Adult gaming centre	1,165.00	1,282.00	-	1,282.00	10.0 %
	Betting (track)	1,165.00	1,282.00	-	1,282.00	10.0 %
	Betting (other)	1,165.00	1,282.00	-	1,282.00	10.0 %
	Bingo	1,165.00	1,282.00	-	1,282.00	10.0 %
	Family entertainment centre	1,165.00	1,282.00	-	1,282.00	10.0 %
Application for variation of premises licence	Adult gaming centre	803.00	883.00	-	883.00	10.0 %
	Betting (track)	803.00	883.00	-	883.00	10.0 %
	Betting (other)	803.00	883.00	-	883.00	10.0 %
	Bingo	803.00	883.00	-	883.00	10.0 %
	Family entertainment centre	803.00	883.00	-	883.00	10.0 %
Application for transfer of premises licence	Adult gaming centre	338.00	372.00	-	372.00	10.1 %
	Betting (track)	338.00	372.00	-	372.00	10.1 %
	Betting (other)	338.00	372.00	-	372.00	10.1 %
	Bingo	338.00	372.00	-	372.00	10.1 %
	Family entertainment centre	338.00	372.00	-	372.00	10.1 %
Application for reinstatement of	Adult gaming centre	338.00	372.00	-	372.00	10.1 %

premises licence	Betting (track)	338.00	372.00	-	372.00	10.1 %
	Betting (other)	338.00	372.00	-	372.00	10.1 %
	Bingo	338.00	372.00	-	372.00	10.1 %
	Family entertainment centre	338.00	372.00	-	372.00	10.1 %
Duplicate copy of licence following theft/loss/damage		16.00	18.00	-	18.00	12.5 %
Change of name or address on premises licence		37.00	41.00	-	41.00	10.8 %
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	513.00	-	564.00	564.00	9.9%
	Betting (track)	513.00	-	564.00	564.00	9.9%
	Betting (other)	513.00	-	564.00	564.00	9.9%
	Bingo	513.00	-	564.00	564.00	9.9%
	Family entertainment centre	513.00	-	564.00	564.00	9.9%
Charity collections						
House-to-house collections						
Application for house to house collection licence		No fee	No fee	No fee	No fee	0.0%
Street collections						
Application for street collection licence		No fee	No fee	No fee	No fee	0.0%
Hypnotism						
Authorisation of hypnotism performance		No fee	No fee	No fee	No fee	0.0%
Scrap metal dealers						
Application for new scrap metal site licence (3yr)		311.00	274.00	68.00	342.00	10.0 %
Application for new scrap metal collectors licence (3yr)		224.00	212.00	34.00	246.00	9.8%
Application to renew scrap metal site licence (3yr)		293.00	254.00	68.00	322.00	9.9%
Application to renew scrap metal collectors licence (3yr)		206.00	193.00	34.00	227.00	10.2 %
Application to vary scrap metal licence - change of licensee details		17.00	18.00	1.00	19.00	11.8 %
Application to vary scrap metal licence - change of licensed sites		87.00	95.00	1.00	96.00	10.3 %
Application to vary scrap metal licence - change of site managers		52.00	56.00	1.00	57.00	9.6%

Application to vary scrap metal licence - site to collectors licence		32.00	34.00	1.00	35.00	9.4%
Application to vary scrap metal licence - collectors to site licence		154.00	123.00	46.00	169.00	9.7%
Sex establishments						
Application for new sex establishment licence		2,157.00	2,093.00	279.00	2,372.00	10.0%
Application for renewal of sex establishment licence		1,735.00	1,629.00	279.00	1,908.00	10.0%
Application for variation of sex establishment licence		942.00	911.00	125.00	1,036.00	10.0%
Application for transfer of sex establishment licence		423.00	465.00	0.00	465.00	9.9%
Skin piercing, tattooing, etc.						
Application for registration of skin piercing, etc., premises		242.00	266.00	0.00	266.00	9.9%
Application for registration of skin piercing, etc., operator		114.00	125.00	0.00	125.00	9.6%
Street trading						
Street trading consent (annual) (1 year)	New (1 vehicle/pitch)	675.00	454.00	288.00	742.00	9.9%
	Renewal (1 vehicle/pitch)	675.00	454.00	288.00	675.00	0.0%
	Additional fee per extra vehicle/pitch	75.00	37.00	45.00	82.00	9.3%
	Interim substitution of vehicle	25.00	28.00	0.00	28.00	12.0%
	Other consent variation	144.00	158.00	0.00	158.00	9.7%
Street trading consent (single event)	Commercial event	161.00	177.00	0.00	177.00	9.9%
	Community/charity event	30.00	33.00	0.00	33.00	10.0%
Street trading consent partial year (up to 6 months)		348.00	241.00	142.00	383.00	10.1%
Taxis and private hire						
Driver licences						
Hackney Carriage Drivers Licence (3 years) [external e-form/checks]	New	281.00	0.00	309.00	309.00	10.0%
	Renewal	216.00	0.00	238.00	238.00	10.2%
	Theft/loss of badge	20.00	22.00	0.00	22.00	10.0%
Private Hire Drivers Licence (3 years) [external e-	New	281.00	0.00	309.00	309.00	10.0%
	Renewal	228.00	0.00	251.00	251.00	10.1%

form/checks]	Theft/loss of badge	20.00	22.00	0.00	22.00	10.0 %
Dual HC/PH Drivers Licence (3 years) [external e-form/checks]	New	307.00	0.00	338	338.00	10.1 %
	Renewal	254.00	0.00	279	279.00	9.8%
	Renewal & Upgrade	247.00	0.00	272	272.00	10.1 %
	Interim Upgrade (+£1 / unexpired month)	72.00	0.00	79	79.00	9.7%
	Theft/loss of badge (per)	20.00	22.00	0.00	22.00	10.0 %
Disclosure & Barring Service (DBS) enhanced disclosure * [in-house]		Recharged at cost + £15 admin	Recharged at cost + £15 admin			0.0%
External identity check (DBS route 2 verification) * [in-house]		Recharged at cost	Recharged at cost			0.0%
Driving licence verification check * [in-house]		Recharged at cost	Recharged at cost			0.0%
Driver knowledge tests						
Hackney carriage written local/legal test	Full test	76.00	84.00	-	84.00	10.5 %
	Conditions only	42.00	46.00	-	46.00	9.5%
Private hire written local/legal test	Full test	76.00	84.00	-	84.00	10.5 %
	Conditions only	42.00	46.00	-	46.00	9.5%
Dual HC/PH driver written local/legal test	Full test	76.00	84.00	-	84.00	10.5 %
	Conditions only	42.00	46.00	-	46.00	9.5%
Versant English language assessment	Test fee *	Recharged 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)	443.00	-	487.00	487.00	9.9%
	New (4+ vehicles)	751.00	-	826.00	826.00	10.0 %
	Renewal (1-3 vehicles)	443.00	-	487.00	487.00	9.9%
	Renewal (4+ vehicles)	751.00	-	826.00	826.00	10.0 %
Vehicle licences						
Hackney carriage vehicle licence (excludes	New (1 year)	370.00	-	407.00	407.00	10.0 %
	Renewal (1 year)	275.00	-	303.00	303.00	10.2 %

compliance test fee)	Renewal & substitution (1 year)	275.00	-	303.00	303.00	10.2 %
	Interim substitution (remaining duration)	132.00	-	145.00	145.00	9.8%
	Transfer of ownership	63.00	-	69.00	69.00	9.5%
	Theft/loss of rear plate	19.00	21.00	-	21.00	10.5 %
	Theft/loss of front plate	19.00	21.00	-	21.00	10.5 %
	Change of vehicle particulars	55.00	61.00	-	61.00	10.9 %
Private hire vehicle licence (excludes compliance test fee)	New (1 year)	246.00	-	271.00	271.00	10.2 %
	Renewal (1 year)	246.00	-	271.00	271.00	10.2 %
	Renewal & substitution (1 yr.)	250.00	-	275.00	275.00	10.0 %
	Interim substitution (remaining duration)	132.00	-	145.00	145.00	9.8%
	Transfer of ownership	63.00	-	69.00	69.00	9.5%
	Theft/loss of rear plate	19.00	21.00	-	21.00	10.5 %
	Theft/loss of front plate	19.00	21.00	-	21.00	10.5 %
Change of vehicle particulars	55.00	61.00	-	61.00	10.9 %	
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	16.00	18.00	-	18.00		12.5 %
Replacement internal vehicle licence plate holder	2.50	3.00	-	3.00		20.0 %
General service charges						
Photocopies (per A4 side, at officers discretion, subject to legal restrictions)	0.20	0.20	-	0.20		0.0%
Copy of interview recording following PACE interview (per tape/disc)	17.00	19.00	-	19.00		11.8 %

Copy of public register entry (where kept and made available by statute) (per entry)	16.00	18.00	-	18.00	12.5 %
Request for duplicate copy of licence following loss/theft/damage (where not otherwise listed)	15.00	17.00	-	17.00	13.3 %
Licensing pre-application advice (per whole or part hour)	48.00	53.00	-	53.00	10.4 %