
DACORUM BOROUGH COUNCIL

LICENSING AND HEALTH AND SAFETY ENFORCEMENT COMMITTEE

24 JANUARY 2023

Present-

MEMBERS:

Councillor Hearn (Chairman), Allen, Bassadone, Link, Peter, Pringle, Rogers and Sutton

OFFICERS:

Sally Mcdonald	Lead Licensing Officer
Kim Knight	Licensing Compliance & Technical Officer
Trudi Angel	Corporate & Democratic Support Officer (Minutes)

The meeting began at 7.30 pm

1. MINUTES

The minutes of the meeting held on 11 May 2022 were agreed by the members present and then signed by the Chairman.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Bhinder and Johnson.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. PUBLIC PARTICIPATION

There was no public participation.

5. LICENSING FEES & CHARGES 2023-24

The Chairman invited the officers to introduce the report.

S Mcdonald introduced the licensing fees and charges report for 2023-2024. As previously advised by email, Phil Wortley (Licensing Team Leader), was unfortunately not available for this meeting. That being the case, S Mcdonald and K Knight would try and answer any questions that members may have.

The report before members set out the draft licence fees and charges for the next financial year.

In addition to the content of the report, there were a small number of errors on the proposed list in Annex B as follows:

Pages 26 and 27 of the report, specifically the fees for Lottery registrations and Licensed premises, Club Gaming, Club Machine and Prize Gaming permits and their associated annual fees and administration fees cannot be raised, as these fees are set in Gambling Act regulations.

Pavement licensing fees have unfortunately been omitted from this list – the £100 fee is capped within the 2020 Business and Planning Act Regulations, and therefore the 10% uplift cannot be applied to these.

However, a review of this activity is currently being undertaken and a new licensing regime is expected to be announced in its final form around September 2023, potentially introducing longer term licences, with a revised fee structure.

A report will be presented to the Committee at that time, to appraise them of the new arrangements and to agree revised fees if appropriate.

It should also be noted that we cannot charge or recoup costs for charity collections or hypnosis registrations.

Consideration for fees for scrap metal licences are an Executive function, delegated to officers, and would therefore fall to the Assistant Director of Legal and Democratic Services along with final agreement following consultation for proposed taxi vehicle and operator charges, dependent on initial agreement this evening.

They therefore requested, that, following consideration of this report, the Committee agree the draft fees and delegate authority to officers to complete the process where required, as per the recommendations on page 6 of the report.

She welcomed questions from the committee.

The Chairman thanked the officers for all their hard work producing the new fees and charges for the coming year. She also thanked them for all the additional information they provided and for all the queries they had answered prior to this meeting.

Councillor Rogers also thanked the officers for the additional information they had provided him with prior to the meeting. He noted there had been a significant and consistent fall in taxi licences and asked if the officers had an indication of the impact Uber and other App based companies were having.

K Knight felt that although Uber had made an impact it wasn't significant. She explained that Uber wasn't licenced to cover Berkhamsted or Tring, so Uber drivers could only drop-off there but weren't able to pick up customers. This generated more work for local drivers. She advised that some private hire operators were also introducing App based services similar to Uber to keep up with the movement in technology.

Councillor Rogers expressed concern that an increase in fees could deter drivers and cause them to favour Uber. He queried if the officers were aware of the fees for Uber drivers.

K Knight felt that the increase in fees was minimal, particularly when broken down over a three year period to cover the term of a licence. She said the officers often speak to drivers and the general feeling was that they were happy to stay licenced

with DBC. Covid had had a big impact on drivers but that had been improving steadily. She added that Uber didn't advertise their fees on their website, someone would need to apply to find out.

Councillor Allen asked, what was the overall rationale for the majority of fees being increased by 10% on a seemingly blanket basis. He understood that there were inflationary pressures and that these are generally at over 10%, but these are not always uniform. For example pay increases in the public sector are not generally being pitched to meet the rate of inflation. He felt it was important that councils only raise fees in relation to the increase in actual costs rather than apply blanket increases – otherwise they were perpetuating the inflationary cycle and adding more pressure on businesses who are potentially struggling.

S McDonald read the following response from the Assistant Director, Legal and Democratic Services: 'The principle behind the fee increases is set out in the covering report to the budget proposals that was approved by the scrutiny committees in December 2022. As part of the Commercial Strategy, the Council have undertaken a review of all fees and charges. In order to ensure that fees for 2023/24 reflect expected increases in staffing and other costs, where we have discretion to do so we have applied expected inflationary increases to proposed 23/24 charges. This approach has helped us deliver a balanced proposed budget proposal for the Council for 23/24, which in turn supports the continued delivery of Council service.'

To give context to the increases, the average pay award for 2021/22 – 2022/23 was 5.92%. The assumption in the medium term financial strategy is that the award for 2023/24 which will be effective from 1st April 2023 will be a further 4% increase. In addition the Council has incurred significant increases in utilities and other premises costs.'

Councillor Allen commented that when fees were set in 2021 several fees relating to keeping wild animals, breeding, keeping performing animals and riding establishments saw increases of 8+%, and asked if officers knew what the rationale for the increases was? Given businesses in these fields are facing cost-of-living pressures, what is DBC's justification for further increasing the costs these businesses must pay to operate moving forward?

S McDonald replied that the Animal Activity regulations came in to force in 2018 replacing a much simpler system, at which time fees were set against estimates of the time it would take to process the applications and carry out the inspections. During 2019-20, DEFRA set out the legal requirement that any officers inspecting licensed premises would need to complete a Level 3 qualification, comprising over 130 hours of study. This came with a cost implication of around £1k per officer. Two officers were subsequently put on this training, one of which unfortunately passed away. A further officer is now working through the qualification to ensure resilience in the team. In addition to this, it was realised that, due to an increased number of new applications, the volume of documentation the applicants needed to show which needed checking, and the length of time it took to carry out inspections thoroughly, a lot more time was being taken to process these licences than was previously envisaged. S McDonald also explained that Animal Activity Licensing fees have not been reviewed since 2021 so no increase was implemented in the 2022-23 financial year.

Councillor Allen felt that a blanket approach could be seen as unreasonable. He then questioned if other comparable authorities were increasing their fees and how do our fees compare with theirs.

S McDonald replied it was difficult to draw comparisons with other authorities, as no single authority has exactly the same team structure, salaries and overheads etc. She had asked other local authorities in this area to provide us with their fees but had not yet had a response.

Councillor Pringle echoed Councillor Allen's concerns and felt we should avoid contributing to inflation. She said we needed to consider how increasing these fees would be affecting local businesses.

Councillor Allen thanked the officers for all the additional information they had provided him with.

It was proposed by Councillor Peter and seconded by Councillor Bassadone to agree the draft licensing fees and charges for 2023-24.

The Chairman asked members to vote on the recommendation.

For: 6 (Bassadone, Hearn, Link, Peter, Rogers and Sutton)

Against: 0

Abstain: 2 (Allen and Pringle)

Decision

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 A to these minutes, for the period from 1st April 2023 to 31st March 2024;

And,

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.

The meeting finished at 7.50 pm.

Dacorum Borough Council – Licensing fees and charges – 1 April 2023 to 31 March 2024

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	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	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	Band D with multiplier	900.00	-	900.00

Cat	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £
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	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	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 Band A	-	70.00	70.00

Cat	Item	APPLICATIO N fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £	
1.5	anniversary of grant of licence)	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
1.5		Site under construction/development	-	295.00	295.00
1.5		Exempt	-	-	-
1.5		Additional annual fee for high-capacity premises (payable in addition to the standard annual fee)	Capacity: 5,000–9,999	-	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)	233.00	606.00 (+ inspection fee per additional premises)	

Cat	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £
		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 establishment licence for a franchise to add premises	180.00 (+inspection per premises)		180.00 (+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 <i>Plus inspection if</i>	32.00	0.00	32.00

Cat	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £
	dog breeding licence (administrative matters only) <i>required</i>			
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)
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		

Cat	Item	APPLICATIO N fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £
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 only)	32.00	-	32.00
2.7	Application to vary licence to keep or train animals for exhibition	145.00 (+inspecti on 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	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

Cat	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £
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
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	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	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	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	Application for new premises licence (without provisional statement)	883.00	-	883.00
3.4	Application for new premises licence (with)	883.00	-	883.00

Cat	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £	
3.4	provisional statement)	Betting (other)	883.00	-	883.00
3.4		Bingo	883.00	-	883.00
3.4		Family entertainment centre	883.00	-	883.00
3.4	Application for provisional statement	Adult gaming centre	1282.00	-	1282.00
3.4		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	Application for variation of premises licence	Adult gaming centre	883.00	-	883.00
3.4		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	Application for transfer of premises licence	Adult gaming centre	372.00	-	372.00
3.4		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	Application for reinstatement of premises licence	Adult gaming centre	372.00	-	372.00
3.4		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					

Cat	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £	
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	
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

Cat	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £
11.1	Theft/loss of badge	22.00	-	22.00
11.1	New	-	309.00	309.00
11.1	Private Hire Drivers Licence (3 years) Renewal	-	251.00	251.00
11.1	Theft/loss of badge	22.00	-	22.00
11.1	New	-	338.00	338.00
11.1	Renewal	-	279.00	279.00
11.1	Dual HC/PH Drivers Licence (3 years) 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)		
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	Test fee *	Recharged at cost (currently 31.80)		
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	Hackney carriage vehicle Renewal (1 year)	-	303.00	303.00
11.3	licence Renewal & substitution (1 yr)	-	303.00	303.00
11.3	(exclude Interim substitution	-	145.00	145.00
11.3	compliance test Transfer of ownership	-	69.00	69.00
11.3	fee Theft/loss of rear plate	21.00	-	21.00

Cat	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £	
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 vehicle licence (exclude s compliance test fee)	Renewal & substitution (1 yr)	-	275.00	275.00
11.3	Interim substitution	-	145.00	145.00	
11.3	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		
11.4 (Taxis and Private Hire – Operators) (in effect from 2 April 2021)					
11.4	Private hire operator licence (5 years)	New (0-3 vehicles)	-	487.00	487.00
11.4		New (4+ vehicles)	-	826.00	826.00
11.4		Renewal (1-3 vehicles)	-	487.00	487.00
11.4		Renewal (4+ vehicles)	-	826.00	826.00
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	TBA		TBA	
12.1	Annual fee	TBA		TBA	
12.1	Variation	TBA		TBA	
12.1	Transfer	TBA		TBA	
12.1	Site Rules Deposit	TBA		TBA	
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	

Cat	Item	APPLICATION fee 2022-23 £	LICENCE fee 2022-23 £	TOTAL fee 2022-23 £
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

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

Mobile Home fees – To be agreed at a future Licensing and Health and Safety and Enforcement Committee.