
DACORUM BOROUGH COUNCIL

LICENSING AND HEALTH AND SAFETY ENFORCEMENT COMMITTEE

12 DECEMBER 2023

MEMBERS:

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

OFFICERS:

Sally Mcdonald	Licensing Manager
Kim Knight	Licensing Lead Officer
Trudi Angel	Democratic Support Officer

The meeting began at 7.30 pm.

1. MINUTES

The minutes of the meeting held on 12 September 2023 were agreed by the members present and then signed by the Chair.

2. APOLOGIES FOR ABSENCE

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

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. PUBLIC PARTICIPATION

There was no public participation.

5. LICENSING FEES AND CHARGES 2024-2025

S Mcdonald introduced the report and detailed the proposed fees and charges for 2024-2025.

Please refer to the video minutes for full discussion.

Decision

That the fees and charges payable in connection with licensing applications for the financial year 2024-25 are approved.

The meeting finished at 7.42 pm.

Fees proposals for financial year 2024-25

		23/24 Charge	2024/25 Proposed Charge			
			Application	Licence	Total fee	% change
Alcohol, entertainment and late night refreshment licences						
Club premises certificates – applications						
Application for new club premises certificate	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Site under construction/development	315.00	315.00	-	315.00	0.0%
Application for full variation of club premises certificate	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Site under construction/development	315.00	315.00	-	315.00	0.0%
Application for minor variation of club premises certificate		89.00	89.00	-	89.00	0.0%
Request for duplicate copy of certificate following loss/theft/damage		10.50	10.50	-	10.50	0.0%
Change of name or address on club premises certificate		10.50	10.50	-	10.50	0.0%
Change of club rules		10.50	10.50	-	10.50	0.0%
Club premises certificates – annual fees						
Annual fee (payable on anniversary of grant of certificate)	Band A	70.00	-	70.00	70.00	0.0%
	Band B	180.00	-	180.00	180.00	0.0%
	Band C	295.00	-	295.00	295.00	0.0%
	Band D	320.00	-	320.00	320.00	0.0%
	Band E	350.00	-	350.00	350.00	0.0%
	Site under construction/development	295.00	-	295.00	295.00	0.0%
Personal licences						
Application for new personal licence		37.00	37.00	-	37.00	0.0%

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

	Capacity: 50,000– 59,999	20,000.0 0	20,000. 00	-	20,000. 00	0.0%
	Capacity: 60,000– 69,999	24,000.0 0	24,000. 00	-	24,000. 00	0.0%
	Capacity: 70,000– 79,999	28,000.0 0	28,000. 00	-	28,000. 00	0.0%
	Capacity: 80,000– 89,999	32,000.0 0	32,000. 00	-	32,000. 00	0.0%
	Capacity: 90,000+	64,000.0 0	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	Capacity: 5,000–9,999	500.00	-	500.00	500.00	0.0%

high-capacity premises (payable in addition to the standard annual fee)	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)	703.00	540.00	170.00	710.00	1.0%	
Application to renew animal boarding establishment licence (3yrs)	459.00	290.00	170.00	460.00	0.2%	

Application for a new animal boarding establishment Franchise	606.00	440.00	170.00	610.00	0.7%
Application to renew a franchise	362.00	192.00	170.00	362.00	0.0%
Application to vary animal boarding establishment licence (Qualified officer inspection may be required)	235.00	115.00	120.00	235.00	0.0%
Application to vary a franchise to add premises (Qualified officer inspection will be required for each additional premises)	180.00	120.00	70.00	190.00	5.6%
Application to vary to reduce numbers or types of animals or activities.	32.00	35.00	-	35.00	9.4%
Re-evaluation of star rating (Qualified officer inspection may be required)	32.00	35.00	-	35.00	9.4%
Application to vary animal boarding establishment licence (administrative matters only)	32.00	35.00	-	35.00	9.4 %
Qualified officer inspection (where required)	97.00	100.00			3.1%
Veterinary inspection of premises * (where required)	Recharged at cost				
Dangerous wild animals					
Application for licence to keep dangerous wild animals (2yr) (plus cost of vet inspection)	206.00	145.00	65.00	210.00	1.9%
Application to renew licence to keep dangerous wild animals (2yr) (plus cost of vet inspection)	206.00	145.00	65.00	210.00	1.9%
Application to vary licence conditions (new species/increased numbers of animals)	113.00	95.00	20.00	115.00	1.8%
Application to vary licence conditions (administrative matters only)	32.00	35.00	-	35.00	9.4%
Veterinary inspection of premises *	Recharged at cost				
Dog breeding establishments					
Application for new dog breeding licence (plus cost of vet inspection) (up to 3 yrs)	705.00	550.00	165.00	715.00	1.4%

Application to renew dog breeding licence (plus cost of vet inspection) (up to 3 yrs)	460.00	310.00	165.00	475.00	3.3%
Application to vary a dog breeding establishment (inspection may be required)	111.00	65.00	50.00	115.00	3.6%
Re-evaluation of star rating (inspection may be required)	32.00	35.00	-	35.00	9.4%
Application to vary licence (administrative matters only)	32.00	35.00	-	35.00	9.4%
Qualified officer inspection (where required)	97.00	100.00			3.1%
Veterinary inspection of premises *	Recharged at cost				
Pet shops					
Application for new pet shop licence (up to 3yrs)	703.00	540.00	170.00	710.00	1.0%
Application to renew pet shop licence(up to 3yrs)	457.00	290.00	170.00	460.00	0.7%
Application to vary a pet shop licence (Qualified officer inspection may be required)	208.00	150.00	70.00	220.00	5.8%
Application to vary a pet shop licence - reduce animals	32.00	35.00	0.00	35.00	9.4%
Re-evaluation of star rating (Qualified officer inspection may be required)	32.00	35.00	0.00	35.00	9.4%
Application to vary licence (administrative matters only)	32.00	35.00	0.00	35.00	9.4%
Qualified officer inspection (where required)	97.00	100.00			3.1%
Veterinary inspection of premises * (where required)	Recharged at cost				
Riding establishments					
Application for new riding establishment licence (plus cost of vet inspection)	566.00	425.00	165.00	590.00	4.2%
Application to renew riding establishment licence (plus cost of vet inspection)	362.00	215.00	165.00	380.00	5.0%
Application to vary a riding establishment licence (Inspection may be required)	111.00	65.00	50.00	115.00	3.6%
Application to vary - to reduce licensable activities or numbers of animals	32.00	35.00	0.00	35.00	9.4%
Re-evaluation of star rating (Inspection may be required)	32.00	35.00	0.00	35.00	9.4%
Application to vary licence (administrative matters only)	32.00	35.00	0.00	35.00	9.4%
Qualified officer inspection (where required)	97.00	100.00			3.1%

Veterinary inspection of premises *	Recharged at cost				
Keeping of Exhibition/Performing Animals					
Application for a new licence for keeping exhibition/performing animals	445.00	315.00	155.00	470.00	5.6%
Application for to renew licence for keeping exhibition/performing animals	362.00	220.00	155.00	375.00	3.6%
Application to vary licence to keep or train animals for exhibition (Qualified officer inspection may be required)	208.00	155.00	60.00	215.00	3.4%
Application to vary a licence for keeping exhibition/performing animals to reduce licensable activities or number of animal	32.00	35.00	0.00	35.00	9.4%
Application to vary licence (administrative matters only)	32.00	35.00	0.00	35.00	9.4%
Qualified officer inspection (where required)	97.00	100.00			3.1%
Veterinary inspection of premises * (where required)	Recharged at cost				
Zoos					
Application for new zoo licence (4yr) (plus cost of vet inspection)	2,064.00	1,780.00	320.00	2,100.00	1.7%
Application to renew zoo licence (6yr) (plus cost of vet inspection)	1,404.00	1,180.00	320.00	1,500.00	6.8%
Application to vary zoo licence (plus cost of vet inspection)	2,064.00	1,780.00	320.00	2,100.00	1.7%
Application to transfer zoo licence (plus cost of vet inspection)	243.00	220.00	45.00	265.00	9.1%
Veterinary inspection of premises *	Recharged at cost				
Betting, gambling and lottery licences					
Lottery registrations					
Registration of society for small society lotteries	40.00	-	40.00	40.00	0.0%
Annual fee (payable on anniversary of registration)	20.00	-	20.00	20.00	0.0%
Notices					
Temporary use notice submission fee	409.00	410.00	-	410.00	0.2%
Duplicate copy of temporary use notice following theft/loss/damage	18.00	20.00	-	20.00	11.1%

Occasional use notice submission fee		No fee	No fee	No fee	No fee	0.0%
Permits						
Notification of 1-2 gaming machine in alcohol-licensed premises		50.00	50.00	-	50.00	0.0%
Licensed premises gaming machine permit	Application for new permit	150.00	150.00	-	150.00	0.0%
	Application for variation of permit	100.00	100.00	-	100.00	0.0%
	Application for transfer of permit	25.00	25.00	-	25.00	0.0%
	Change of name or address	25.00	25.00	-	25.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
	Annual fee	50.00	50.00	-	50.00	0.0%
Club gaming permit	Application for new permit (standard)	200.00	200.00	-	200.00	0.0%
	Application for new permit (fast track)	100.00	100.00	-	100.00	0.0%
	Application for variation of permit	100.00	100.00	-	100.00	0.0%
	Application for renewal of permit (standard)	200.00	200.00	-	200.00	0.0%
	Application for renewal of permit (fast track)	100.00	100.00	-	100.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
	Annual fee	50.00	50.00	-	50.00	0.0%
Club machine permit	Application for new permit (standard)	200.00	200.00	-	200.00	0.0%
	Application for new permit (fast track)	100.00	100.00	-	100.00	0.0%
	Application for variation of permit	100.00	100.00	-	100.00	0.0%
	Application for renewal of	200.00	200.00	-	200.00	0.0%

	permit (standard)					
	Application for renewal of permit (fast track)	100.00	100.00	-	100.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
	Annual fee	50.00	50.00	-	50.00	0.0%
Prize gaming permit	Application for new permit	300.00	300.00	-	300.00	0.0%
	Application for renewal of permit	300.00	300.00	-	300.00	0.0%
	Change of name or address	25.00	25.00	-	25.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
Family entertainment centre gaming machine permit	Application for new permit	300.00	300.00	-	300.00	0.0%
	Application for renewal of permit	300.00	300.00	-	300.00	0.0%
	Change of name or address	25.00	25.00	-	25.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
Premises licences - applications						
Application for new premises licence (without provisional statement)	Adult gaming centre	1,282.00	1,345.00	-	1,345.00	4.9%
	Betting (track)	1,282.00	1,345.00	-	1,345.00	4.9%
	Betting (other)	1,282.00	1,345.00	-	1,345.00	4.9%
	Bingo	1,282.00	1,345.00	-	1,345.00	4.9%
	Family entertainment centre	1,282.00	1,345.00	-	1,345.00	4.9%
Application for new premises licence (with provisional statement)	Adult gaming centre	883.00	925.00	-	925.00	4.8%
	Betting (track)	883.00	925.00	-	925.00	4.8%
	Betting (other)	883.00	925.00	-	925.00	4.8%
	Bingo	883.00	925.00	-	925.00	4.8%
	Family entertainment centre	883.00	925.00	-	925.00	4.8%

Application for provisional statement	Adult gaming centre	1,282.00	1,345.00	-	1,345.00	4.9%
	Betting (track)	1,282.00	1,345.00	-	1,345.00	4.9%
	Betting (other)	1,282.00	1,345.00	-	1,345.00	4.9%
	Bingo	1,282.00	1,345.00	-	1,345.00	4.9%
	Family entertainment centre	1,282.00	1,345.00	-	1,345.00	4.9%
Application for variation of premises licence	Adult gaming centre	883.00	925.00	-	925.00	4.8%
	Betting (track)	883.00	925.00	-	925.00	4.8%
	Betting (other)	883.00	925.00	-	925.00	4.8%
	Bingo	883.00	925.00	-	925.00	4.8%
	Family entertainment centre	883.00	925.00	-	925.00	4.8%
Application for transfer of premises licence	Adult gaming centre	372.00	390.00	-	390.00	4.8%
	Betting (track)	372.00	390.00	-	390.00	4.8%
	Betting (other)	372.00	390.00	-	390.00	4.8%
	Bingo	372.00	390.00	-	390.00	4.8%
	Family entertainment centre	372.00	390.00	-	390.00	4.8%
Application for reinstatement of premises licence	Adult gaming centre	372.00	390.00	-	390.00	4.8%
	Betting (track)	372.00	390.00	-	390.00	4.8%
	Betting (other)	372.00	390.00	-	390.00	4.8%
	Bingo	372.00	390.00	-	390.00	4.8%
	Family entertainment centre	372.00	390.00	-	390.00	4.8%
Duplicate copy of licence following theft/loss/damage		18.00	20.00	-	20.00	11.1%
Change of name or address on premises licence		41.00	45.00	-	45.00	9.8%
Premises licences – annual fees						
Annual fee (payable 30 days after the licence takes effect, and then annually on the anniversary of the grant of the licence)	Adult gaming centre	564.00	-	590.00	590.00	4.6%
	Betting (track)	564.00	-	590.00	590.00	4.6%
	Betting (other)	564.00	-	590.00	590.00	4.6%
	Bingo	564.00	-	590.00	590.00	4.6%
	Family entertainment centre	564.00	-	590.00	590.00	4.6%

Charity collections					
House-to-house collections					
Application for house to house collection licence	No fee	No fee	No fee	No fee	0.0%
Street collections					
Application for street collection licence	No fee	No fee	No fee	No fee	0.0%
Hypnotism					
Authorisation of hypnotism performance	No fee	No fee	No fee	No fee	0.0%
Pavement Licences					
Application for pavement licence	100.00	100.00	-	100.00	0.0%
Scrap metal dealers					
Application for new scrap metal site licence (3yr)	342.00	290.00	70.00	360.00	5.3%
Application for new scrap metal collectors licence (3yr)	246.00	230.00	35.00	265.00	7.7%
Application to renew scrap metal site licence (3yr)	322.00	275.00	70.00	345.00	7.1%
Application to renew scrap metal collectors licence (3yr)	227.00	210.00	35.00	245.00	7.9%
Application to vary scrap metal licence - change of licensee details	19.00	20.00	1.00	21.00	10.5%
Application to vary scrap metal licence - change of licensed sites	96.00	100.00	1.00	101.00	5.2%
Application to vary scrap metal licence - change of site managers	57.00	60.00	1.00	61.00	7.0%
Application to vary scrap metal licence - site to collectors licence	35.00	35.00	1.00	36.00	2.9%
Application to vary scrap metal licence - collectors to site licence	169.00	130.00	45.00	175.00	3.6%
Sex establishments					
Application for new sex establishment licence	2,372.00	2,130.00	285.00	2,415.00	1.8%
Application for renewal of sex establishment licence	1,908.00	1,635.00	285.00	1,920.00	0.6%
Application for variation of sex establishment licence	1,036.00	925.00	130.00	1,055.00	1.8%
Application for transfer of sex establishment licence	465.00	485.00	0.00	485.00	4.3%
Skin piercing, tattooing, etc.					
Application for registration of skin piercing, etc., premises	266.00	280.00	-	280.00	5.3%

Application for registration of skin piercing, etc., operator		125.00	130.00	-	130.00	4.0%
Street trading						
Street trading consent (annual) (1 year)	New (1 vehicle/pitch)	742.00	475.00	290.00	765.00	3.1%
	Renewal (1 vehicle/pitch)	742.00	475.00	290.00	765.00	3.1%
	Additional fee per extra vehicle/pitch	82.00	40.00	45.00	85.00	3.7%
	Interim substitution of vehicle	28.00	30.00	-	30.00	7.1%
	Other consent variation	158.00	170.00	-	170.00	7.6%
Street trading consent (single event)	Commercial event	177.00	185.00	-	185.00	4.5%
	Community/charity event	33.00	35.00	-	35.00	6.1%
Street trading consent partial year (up to 6 months)		383.00	255.00	150.00	405.00	5.7%
Taxis and private hire						
Driver licences						
Hackney Carriage Drivers Licence (3 years) [external e-form/checks]	New	309.00	0.00	325.00	325.00	5.2%
	Renewal	238.00	0.00	255.00	255.00	7.1%
	Theft/loss of badge	22.00	25.00	0.00	25.00	13.6%
Private Hire Drivers Licence (3 years) [external e-form/checks]	New	309.00	0.00	325.00	325.00	5.2%
	Renewal	251.00	0.00	255.00	255.00	1.6%
	Theft/loss of badge	22.00	25.00	-	25.00	13.6%
Dual HC/PH Drivers Licence (3 years) [external e-form/checks]	New	338.00	0.00	360.00	360.00	6.5%
	Renewal	279.00	0.00	295.00	295.00	5.7%
	Renewal & Upgrade	272.00	0.00	280.00	280.00	2.9%
	Interim Upgrade (+£1 / unexpired month)	79.00	0.00	85.00	85.00	7.6%
	Theft/loss of badge (per)	22.00	25.00	0.00	25.00	13.6%

Disclosure & Barring Service (DBS) enhanced disclosure * [in-house]		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	84.00	90.00	-	90.00	7.1%
	Conditions only	46.00	50.00	-	50.00	8.7%
Private hire written local/legal test	Full test	84.00	90.00	-	90.00	7.1%
	Conditions only	46.00	50.00	-	50.00	8.7%
Dual HC/PH driver written local/legal test	Full test	84.00	90.00	-	90.00	7.1%
	Conditions only	46.00	50.00	-	50.00	8.7%
Versant English language assessment	Test fee *	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)	487.00	-	515.00	515.00	5.7%
	New (4+ vehicles)	826.00	-	865.00	865.00	4.7%
	Renewal (1-3 vehicles)	487.00	-	515.00	515.00	5.7%
	Renewal (4+ vehicles)	826.00	-	865.00	865.00	4.7%
Vehicle licences						
Hackney carriage vehicle licence (excludes compliance test fee)	New (1 year)	407.00	-	430.00	430.00	5.7%
	Renewal (1 year)	303.00	-	315.00	315.00	4.0%
	Renewal & substitution (1 year)	303.00	-	315.00	315.00	4.0%
	Interim substitution (remaining duration)	145.00	-	150.00	150.00	3.4%
	Transfer of ownership	69.00	-	75.00	75.00	8.7%

	Theft/loss of rear plate	21.00	25.00	-	25.00	19.0%
	Theft/loss of front plate	21.00	25.00	-	25.00	19.0%
	Change of vehicle particulars	61.00	65.00	-	65.00	6.6%
Private hire vehicle licence (excludes compliance test fee)	New (1 year)	271.00	-	285.00	285.00	5.2%
	Renewal (1 year)	271.00	-	285.00	285.00	5.2%
	Renewal & substitution (1 yr.)	275.00	-	290.00	290.00	5.5%
	Interim substitution (remaining duration)	145.00	-	150.00	150.00	3.4%
	Transfer of ownership	69.00	-	75.00	75.00	8.7%
	Theft/loss of rear plate	21.00	25.00	-	25.00	19.0%
	Theft/loss of front plate	21.00	25.00	-	25.00	19.0%
	Change of vehicle particulars	61.00	65.00	-	65.00	6.6%
Vehicle MOT and compliance test * (payable direct to test station)	Recharged at cost	Recharged at cost			0.0%	
Specialist vehicle MOT and compliance test * (stretch limos)	Recharged at cost	Recharged at cost			0.0%	
Other fees						
Duplicate copy of licence following theft/loss/damage	18.00	20.00	-	20.00	11.1%	
Replacement internal vehicle licence plate holder	3.00	3.00	-	3.00	00.0%	
General service charges						
Photocopies (per A4 side, at officers discretion, subject to legal restrictions)	0.20	0.25	-	0.25	25.0%	
Copy of interview recording following PACE interview (per tape/disc)	19.00	20.00	-	20.00	5.3%	
Copy of public register entry (where kept and made available by statute) (per entry)	18.00	20.00	-	20.00	11.1%	
Request for duplicate copy of licence following loss/theft/damage (where not otherwise listed)	17.00	20.00	-	20.00	17.6%	
Licensing pre-application advice (per whole or part hour)	53.00	55.00	-	55.00	3.8%	

