



Report for:	Licensing and Health & Safety Enforcement Committee
Date of meeting:	10 th September 2024
PART:	I
If Part II, reason:	

Title of report:	Licensing fees and charges 2025-2026
Contact:	Sally Mcdonald, Licensing Manager
Purpose of report:	To set the fees and charges payable in connection with licensing applications for the financial year 2025-2026.
Recommendations	That the fees and charges payable in connection with licensing applications for the financial year 2025-26 are approved.
Corporate objectives:	Ensuring efficient, effective and modern service delivery
Implications:	<p><u>Financial</u> There will be a small cost in adoption of fees, as some require public notice to be given.</p> <p><u>Value for Money</u> A full review of fees has been undertaken in line with associated statutory guidance and with the aim as far as possible of full cost recovery.</p> <p><u>Community Impact</u> None identified</p>
Consultees:	Public notice and an opportunity for objections will be provided where there is a statutory duty to advertise.
Background papers:	
Glossary of acronyms and any other abbreviations used in this report:	

1. GENERAL PRINCIPLES FOR FEE SETTING

- 1.1. Dacorum Borough Council has statutory responsibility for the administration and enforcement of a wide range of licences, registrations and permits. Many of these schemes allow the Council to charge a fee, payable by an applicant for a licence, in order to cover the costs (or a proportion thereof) of the administration of those licence types. In some cases, costs are also permitted to cover other aspects of providing the regulatory scheme, such as enforcement.
- 1.2. The basis in setting such fees is generally to ensure full cost recovery, or as close to it as possible. Numerous legal cases over the years have confirmed that licensing fees may not be used to generate a profit for councils, and that fees should be reviewed regularly to ensure that neither a significant surplus nor deficit is created. Surpluses or deficits may be carried forward to future years to be redistributed or recouped, as applicable.
- 1.3. Many licensing schemes fall within the definition of 'services', and are therefore subject to the EU Services Directive, incorporated in to UK law as the [Provision of Services Regulations 2009](#). For such schemes, fees and charges must "be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities". This principle was affirmed by the UK Supreme Court in [R. \(on the application of Hemming \(t/a Simply Pleasure Ltd\)\) v Westminster City Council](#).
- 1.4. In the above case, the Supreme Court referred one issue, on the legality of a demand for upfront payment relating to the ongoing enforcement and compliance of licensing and regulatory schemes, to the European Court of Justice for consideration. The ECJ issued its judgement in November 2016, stating that the law precludes any requirement for payment at the time of submitting an application, of part of a fee which relates to the ongoing management and enforcement of the authorisation scheme concerned, even if that part is refundable if that application is subsequently refused. As a result of this, and earlier decisions in the Hemming case, fees for licence types which fall within the scope of the Services Directive are now set in a two-stage structure:
 - an initial application fee payable at the time of application, representing the authority's costs in considering and determining the application;
 - a subsequent licence fee payable upon the grant of the application but prior to the issue of the licence, covering the costs of ongoing enforcement and compliance checks of the authorisation scheme, and any other costs which the authority is permitted to recover through its licence fees.
- 1.5. The key exclusions from the above provisions relate to gambling and taxi licences, as those categories of services are excluded from the Directive and the 2009 Regulations. Fees in connection with taxi applications are defined in the subject legislation as licence fees, as they are payable for the grant of a licence, not for an application (ancillary charges, e.g. DBS checks, are payable at the time, however). Gambling fees are treated as application fees, as the legislation makes no provision for refund in the event of an application being unsuccessful. Fees under the Licensing Act 2003 for alcohol/entertainment licences, which are set nationally within legislation, are also treated as application fees as the legislation is again silent on the subject of refunds.

1.6. The table at Annex A summarises the Council's powers to set its fees in respect of licensing applications, and any limitations on those powers.

2. CURRENT POSITION AND PROPOSALS

2.1. A proposed list of service-wide fees and charges (excluding those fees set by statute or under executive arrangements) for the period from 1 April 2025 to 31 March 2026, is appended to this report as Annex C.

2.2. In addition to the general explanatory note at para 1.4-1.5, the following comments are made to appraise the Committee in respect of current fees where arrangements have changed over the last year or there is legislation capping or preventing change.

- a) For the forthcoming year, a 3% uplift has been applied due to the increase in the cost of overheads. However, a full review of charges on all the non-statutory fees has been undertaken, taking into account statutory fees guidance for each function, and the fact that we must incorporate any surpluses into our calculations with the aim of achieving full cost recovery only.

Alcohol/entertainment fees

2.3. These continue to be set nationally in legislation, at levels which have not changed since 2005. In November 2017, the Government responded to a House of Lords Select Committee report examining the legislation for these licences, stating that the Government had decided not to commence statutory powers allowing licensing authorities to set these fees at a local level, citing additional costs facing licensed premises as a result of business rates revaluations. Given this history, a further review of business rates valuations in April 2023, and the continuing recovery of the hospitality industry from the pandemic, together with the issues in the last few years with high inflation and the subsequent cost of living crisis, it seems likely that these fees will remain at current levels for the foreseeable future, which result in a substantial deficit against costs, with the only way to reduce this burden being to continue to look at how we can deal with such licences as efficiently and economically as possible, whilst meeting our statutory responsibilities. It is hoped that the digital transformation project currently going forward will open up further ways to do this.

Gambling Act fees

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

Charity Collections

2.5. We do not charge fees for either street or house to house collections.

Pavement licence fees

2.6. There has been a recent change to this legislation, which has given local authorities discretion to set their own fees up to a cap of £500.00 for a new grant, and £350.00 for renewal. For these applications we must consider the cost of processing and determining applications (with or without objections), inspections for compliance, and enforcement for breaches and unauthorised activity, a power that has been given to

local authorities with the enactment of the Levelling up and Regeneration Act last year. Fees for the remainder of this financial year were agreed at the meeting of the Licensing Committee in July, and estimates incorporating the increase in overheads costs have been proposed for the 2025-26 financial year.

Scrap Metal Licensing

2.7. This is an executive function, so not dealt with by this Committee.

Caravan Site Licences

2.8. For this function we can charge fees to consider applications for the issue and transfer of site licences, to alter conditions on site licences and for the administration and monitoring of those licences. Fees policies must be “transparent and reasonable”.

2.9. Caravan site licensing fees are set out by review of the Council’s Mobile Homes Fees Policy. The revised Policy is attached to this report and approval is sought for the Policy and fees for the 2025-26 financial year at this meeting. The policy is set out at Annex D.

GENERAL COMMENTS

2.10. As in previous years, no prior consultation has been carried out on these proposed fees, save for assistance with calculations by the service accountant. As licensing authorities are legally obliged to set fees on a cost recovery basis, costs are the only factor they should consider. Comparisons with fees charged by other authorities, comparisons with inflation rates or other indices (including regulated taxi fares) or responses generally opposing an increase as it will raise costs for businesses should carry little weight. In previous years almost all of the responses received to consultations have fallen under these descriptions, as it is very difficult for third parties to make any other comment on the costs incurred by the licensing authority.

2.11. 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 and the Mobile Homes Fees Policy set out in Annex D, for the period from 1st April 2025 to 31st March 2026; 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.
2.1, 2.3, 2.4, 2.5, 2.7, 2.8	Animal Activity Licensing	Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. Cost recovery
2.2	Dangerous wild animals	s.1(2)(e), Dangerous Wild Animals Act 1976 Sufficient to meet direct and indirect costs incurred
2.6	Zoos	s.15(1), Zoo Licensing Act 1981 Sufficient to cover reasonable expenditure incurred by the authority. Special provisions for inspections, closures, and direction making.
3.2, 3.4 – 3.5	Gambling notices, premises licences	Set on a cost recovery basis by the authority, up to maximum amounts prescribed in fees regulations under the Gambling Act 2005. No fee chargeable for OUN's
3.1, 3.3	Gaming permits, lotteries	Prescribed in fees regulations made by the Secretary of State under the Gambling Act 2005
4.1, 4.2	Charity collections	No fees chargeable
5.1	Hypnosis	No fees chargeable (except by London boroughs)
6.1.	Pavement Licensing	S2(1A) can be set locally, up to maximum of £500.00 for new applications and £350.00 for renewal applications.
7.1	Scrap metal	Sch 1 para 6, Scrap Metal Dealers Act 2013 Fee set by the authority, with regard to guidance <i>FEE-SETTING IS AN EXECUTIVE FUNCTION</i>
8.1	Sex establishments	Sch 3, para 19, Local Gov't (Misc. Provisions) Act 1982 Reasonable fee
9.1	Skin piercing, etc	s.14(6), 15(6) , Local Gov't (Misc. Provisions) Act 1982 Reasonable fee
10.1	Street trading	Sch 4, para 9, Local Gov't (Misc. Provisions) Act 1982 Such fees as LA considers reasonable Different fees permissible for different types of licence/consent, including duration, location and type of goods.
11.1, 11.2	HC/PH drivers	s.53(2), Local Gov't (Misc. Provisions) Act 1976 Recovering the costs of issue and administration. <i>Licence fee refundable if licence not granted.</i>
11.3, 11.4	HC/PH vehicles, PH operators	s.70(1), Local Gov't (Misc. Provisions) Act 1976 Sufficient to cover the cost of: inspection of vehicle for licensing purposes, providing hackney carriage stands, or other costs for administration and control/supervision of vehicles. <i>Licence fee refundable if licence not granted. Max. fees must be advertised.</i>
12.1	Mobile homes	Mobile Homes Act 2013

Annex B
Current fees and charges 2024-25

Cat	Item	APPLICATION fee 2024 -25 £	LICENCE fee 2024 -25 £	TOTAL fee 2024 -25 £	
1.1	Application for new club premises certificate	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 full variation of club premises certificate	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	Annual fee (payable on anniversary of grant of certificate)	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	Application for new premises licence	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

Cat	Item	APPLICATION fee 2024 -25 £	LICENCE fee 2024 -25 £	TOTAL fee 2024 -25 £
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	-	12,000.00
1.4	Capacity: 40,000–49,999	24,000.00	-	16,000.00
1.4	Capacity: 50,000–59,999	32,000.00	-	20,000.00
1.4	Capacity: 60,000–69,999	40,000.00	-	24,000.00
1.4	Capacity: 70,000–79,999	48,000.00	-	28,000.00
1.4	Capacity: 80,000–89,999	56,000.00	-	32,000.00
1.4	Capacity: 90,000+	64,000.00	-	64,000.00
1.4	Application for transfer of premises licence	23.00	-	23.00
1.4	Application for variation of premises licence to specify premises supervisor	23.00	-	23.00
1.4	Application for minor variation of premises licence	89.00	-	89.00
1.4	Application to substitute mandatory condition for community premises (if not made simultaneously with another application)	23.00	-	23.00
1.4	Application for interim authority notice	23.00	-	23.00
1.4	Request for duplicate copy of premises licence following loss/theft/damage	10.50	-	10.50
1.4	Change of name or address on premises licence	10.50	-	10.50
1.5 (Alcohol, Entertainment, etc – Premises Licences – Annual Fees)				
1.5	Annual fee (payable on anniversary of grant of licence)	Band A	-	70.00
1.5		Band B	-	180.00
1.5		Band C	-	295.00

Cat	Item	APPLICATION fee 2024 -25 £	LICENCE fee 2024 -25 £	TOTAL fee 2024 -25 £
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	Capacity: 5,000–9,999	-	500.00	500.00
1.5	Capacity: 10,000–14,999	-	1,000.00	1,000.00
1.5	Capacity: 15,000–19,999	-	2,000.00	2,000.00
1.5	Capacity: 20,000–29,999	-	4,000.00	4,000.00
1.5	Capacity: 30,000–39,999	-	8,000.00	8,000.00
1.5	Capacity: 40,000–49,999	-	12,000.00	12,000.00
1.5	Capacity: 50,000–59,999	-	16,000.00	16,000.00
1.5	Capacity: 60,000–69,999	-	20,000.00	20,000.00
1.5	Capacity: 70,000–79,999	-	24,000.00	24,000.00
1.5	Capacity: 80,000–89,999	-	28,000.00	28,000.00
1.5	Capacity: 90,000+	-	32,000.00	32,000.00
1.6 (Alcohol, Entertainment, etc – Temporary Event Notices)				
1.6	Temporary event notice (standard) - submission fee	21.00	-	21.00
1.6	Temporary event notice (late) - submission fee	21.00	-	21.00
1.6	Duplicate copy of notice following theft/loss/damage	10.50	-	10.50
1.7 (Alcohol, Entertainment, etc - Miscellaneous)				
1.7	Application for provisional statement	315.00	-	315.00
1.7	Notification of legal/financial interest in premises	21.00	-	21.00
2.1 (Animals – Boarding of dogs and cats)				
2.1	Application for new animal boarding establishment licence, except franchises (kennels/home boarding/day care)(up to 3 yrs)	540.00	170.00	710.00
2.1	Application to renew animal boarding establishment licence, except franchises (kennels/home boarding/day care)(up to 3 yrs)	290.00	170.00	460.00
2.1	Application for new animal boarding establishment licence as a franchise.	440.00 (+ inspection fee per	170.00	610.00 (+ inspection fee per additional premises)

Cat	Item	APPLICATION fee 2024 -25 £	LICENCE fee 2024 -25 £	TOTAL fee 2024 -25 £
		additional premises)		
2.1	Application to renew animal boarding establishment licence as a franchise.	192.00 (+inspection fee per additional premises)	170.00	362.00 (+ inspection fee per additional premises)
2.1	Application to vary animal boarding establishment licence (kennels/home boarding/day care) except franchises	115.00 (+inspection if required)	120.00	235.00 (+inspection if required)
2.1	Application to vary animal boarding establishment licence for a franchise to add premises	120.00 (+inspection per premises)	70.00	190.00 (+inspection per premises)
2.1	Application to vary to reduce licensable activities or numbers of animals (Kennels/home boarding/day care)	35.00	-	35.00
2.1	Re-evaluation of star rating (Kennels/home boarding/day care)	35.00 (+inspection if required)	-	35.00 (+for inspection if required)
2.1	Application to vary an animal boarding establishment (administrative matters only)	35.00	0.00	35.00
2.1	Veterinary inspection of premises *	Recharged at cost		
2.1	Qualified officer inspection of premises (when for renewal)	100.00		
2.2 (Animals – Dangerous Wild Animals)				
2.2	Application for licence to keep dangerous wild animals (2yr) <i>plus vet inspection</i>	145.00	65.00	210.00
2.2	Application to renew licence to keep dangerous wild animals (2yr) <i>plus vet inspection</i>	145.00	65.00	210.00
2.2	Application to vary licence conditions (new species/increased numbers of animals)	95.00	20.00	115.00
2.2	Application to vary licence conditions (administrative matters only)	35.00	-	35.00
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>	550.00	165.00	715.00 (+ vet inspection fees)
2.3	Application to renew dog breeding licence (up to 3 yrs) <i>plus vet inspection</i>	310.00	165.00	475.00 (+ inspection fees)
2.3	Application to vary a dog breeding licence <i>Plus inspection if required</i>	65.00	50.00	115.00(+ inspection fees)
2.3	Re-evaluation of Star Rating – Breeding Licence <i>Plus inspection if required</i>	35.00	0.00	35.00 (+ inspection fees)
2.3	Application to vary a dog breeding licence <i>Plus inspection if required</i>	35.00	0.00	35.00

Cat	Item	APPLICATION fee 2024 -25 £	LICENCE fee 2024 -25 £	TOTAL fee 2024 -25 £
	(administrative matters only)			
2.3	Veterinary inspection of premises *			Recharged at cost
2.3	Qualified officer inspection of premises (when for renewal)			100.00
2.4 (Animals – Selling animals as pets)				
2.4	Application for new pet shop licence (up to 3 yrs)	540.00	170.00	710.00
2.4	Application to renew pet shop licence (up to 3 yrs)	290.00	170.00	460.00
2.4	Application to vary pet shop licence	150.00 (+inspection if required)	70.00	220.00 (+inspection if required)
2.4	Application to vary to reduce licensable activities or numbers of animals – pet shops	35.00	-	35.00
2.4	Application to vary licence (administrative matters only)	35.00		35.00
2.4	Re-evaluation of star rating – pet shops	35.00 (+inspection if required)	-	35.00 (+inspection if required)
2.4	Veterinary inspection of premises *			Recharged at cost
2.4	Qualified officer inspection of premises (when for renewal)			100.00
2.5 (Animals – Hiring of horses)				
2.5	Application for hiring of horses (up to 3 yrs)	425.00	165.00	590.00 (+ vets fees)
	<i>plus vet inspection on application & annually throughout licence duration)</i>			
2.5	Application to renew licence for hiring of horses (up to 3 yrs)	215.00	165.00	380.00 (+ vets fees)
	<i>plus vet inspection on application & annually throughout licence duration)</i>			
2.5	Application to vary licence for hiring of horses	65.00 (+ inspection if required)	50.00	115.00 (+ inspection if required)
2.5	Application to vary to reduce licensable activities or numbers of animals – hiring of horses	35.00	-	35.00
2.5	Re-evaluation of star rating – hiring of horses	35.00 (+ inspection if required)	-	35.00 (+ inspection if required)
2.5	Application to vary licence (administrative matters only)	35.00	-	35.00
2.5	Veterinary inspection of premises *			Recharged at cost
2.5	Qualified officer inspection of premises (when for renewal)			100.00

Cat	Item	APPLICATIO N fee 2024 -25 £	LICENCE fee 2024 -25 £	TOTAL fee 2024 -25 £
2.6 (Animals – Zoos)				
2.6	Application for new zoo licence (4yr) <i>plus vet inspection</i>	1780.00	320.00	2100.00
2.6	Application to renew zoo licence (6yr) <i>plus vet inspection</i>	1180.00	320.00	1500.00
2.6	Application to vary licence <i>plus vet inspection</i>	1780.00	320.00	2100.00
2.6	Application to transfer zoo licence <i>plus vet inspection</i>	220.00	45.00	265.00
2.7 Animals – Keeping or training animals for exhibition				
2.7	Application to keep or train animals for exhibition (default 3yrs only)	315.00	155.00	470.00
2.7	Application to renew licence to keep or train animals for exhibition (default 3yrs only)	220.00	155.00	375.00
2.7	Application to vary licence to reduce licensable activities or numbers of animals	35.00	-	35.00
2.7	Application to vary licence to keep or train animals for exhibition (administrative matters only)	35.00	-	35.00
2.7	Application to vary licence to keep or train animals for exhibition	155.00 (+inspection if required)	60.00	215.00 (+inspection if required)
2.7	Qualified officer inspection of premises (when for renewal)	100.00		
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	410.00	-	410.00
3.2	Duplicate copy of temporary use notice following theft/loss/damage	20.00	-	20.00
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	Licensed premises gaming machine permit 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

Cat	Item	APPLICATION fee 2024 -25 £	LICENCE fee 2024 -25 £	TOTAL fee 2024 -25 £	
3.3	Replacement - theft/loss	15.00	-	15.00	
3.3	Annual fee *	-	50.00	50.00	
3.3	Application for new permit (standard)	200.00	-	200.00	
3.3	Application for new permit (fast track)	100.00	-	100.00	
3.3	Application for variation of permit	100.00	-	100.00	
3.3	Application for renewal of permit (standard)	200.00	-	200.00	
3.3	Application for renewal of permit (fast track)	100.00	-	100.00	
3.3	Replacement - theft/loss	15.00	-	15.00	
3.3	Annual fee *	-	50.00	50.00	
3.3	Application for new permit (standard)	200.00	-	200.00	
3.3	Application for new permit (fast track)	100.00	-	100.00	
3.3	Application for variation of permit	100.00	-	100.00	
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	Application for new premises licence (without provisional statement)	Adult gaming centre	1345.00	-	1345.00
3.4		Betting (track)	1345.00	-	1345.00
3.4		Betting (other)	1345.00	-	1345.00
3.4		Bingo	1345.00	-	1345.00

Cat	Item	APPLICATION fee 2024 -25 £	LICENCE fee 2024 -25 £	TOTAL fee 2024 -25 £	
3.4	Family entertainment centre	1345.00	-	1345.00	
3.4	Adult gaming centre	925.00	-	925.00	
3.4	Betting (track)	925.00	-	925.00	
3.4	Betting (other)	925.00	-	925.00	
3.4	Bingo	925.00	-	925.00	
3.4	Family entertainment centre	925.00	-	925.00	
3.4	Adult gaming centre	1345.00	-	1345.00	
3.4	Betting (track)	1345.00	-	1345.00	
3.4	Betting (other)	1345.00	-	1345.00	
3.4	Bingo	1345.00	-	1345.00	
3.4	Family entertainment centre	1345.00	-	1345.00	
3.4	Adult gaming centre	925.00	-	925.00	
3.4	Betting (track)	925.00	-	925.00	
3.4	Betting (other)	925.00	-	925.00	
3.4	Bingo	925.00	-	925.00	
3.4	Family entertainment centre	925.00	-	925.00	
3.4	Adult gaming centre	390.00	-	390.00	
3.4	Betting (track)	390.00	-	390.00	
3.4	Betting (other)	390.00	-	390.00	
3.4	Bingo	390.00	-	390.00	
3.4	Family entertainment centre	390.00	-	390.00	
3.4	Adult gaming centre	390.00	-	390.00	
3.4	Betting (track)	390.00	-	390.00	
3.4	Betting (other)	390.00	-	390.00	
3.4	Bingo	390.00	-	390.00	
3.4	Family entertainment centre	390.00	-	390.00	
3.4	Duplicate copy of licence following theft/loss/damage	20.00	-	20.00	
3.4	Change of name or address on premises licence	45.00	-	45.00	
3.5 (Betting, Gambling, etc - Premises Licences – Annual Fees)					
3.5	Annual fee (payable 30 days after the licence takes effect, and then	Adult gaming centre	-	590.00	590.00
3.5		Betting (track)	-	590.00	590.00

Cat	Item	APPLICATIO N fee 2024 -25 £	LICENCE fee 2024 -25 £	TOTAL fee 2024 -25 £	
3.5	annually on the anniversary of the grant of the licence)	Betting (other)	-	590.00	590.00
3.5		Bingo	-	590.00	590.00
3.5		Family entertainment centre	-	590.00	590.00
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					
6.1	Application for new pavement licence		390.00	-	390.00
6.1	Application for renewal of pavement licence		195.00	-	195.00
7.1 (Scrap Metal Dealers)					
7.1	Application for new scrap metal site licence		290.00	70.00	360.00
7.1	Application for new scrap metal collectors licence		230.00	35.00	265.00
7.1	Application to renew scrap metal site licence		275.00	70.00	345.00
7.1	Application to renew scrap metal collectors licence		210.00	35.00	245.00
7.1	Application to vary scrap metal licence - change of licensee details		20.00	1.00	21.00
7.1	Application to vary scrap metal licence - change of licensed sites		100.00	1.00	101.00
7.1	Application to vary scrap metal licence - change of site managers		60.00	1.00	61.00
7.1	Application to vary scrap metal licence - site to collectors licence		35.00	1.00	36.00
7.1	Application to vary scrap metal licence - collectors to site licence		130.00	45.00	175.00
8.1 (Sex Establishments)					
8.1	Application for new sex establishment licence		2130.00	285.00	2415.00
8.1	Application for renewal of sex establishment licence		1635.00	285.00	1920.00
8.1	Application for variation of sex establishment licence		925.00	130.00	1055.00
8.1	Application for transfer of sex establishment licence		485.00	-	485.00
9.1 (Skin Piercing, etc)					
9.1	Application for registration of skin piercing premises		280.00	-	280.00
9.1	Application for registration of skin piercing operator		130.00	-	130.00
10.1 (Street Trading)					
10.1	Street trading consent (annual)	New (1 vehicle/pitch, 1 year)	475.00	290.00	765.00

Cat	Item	APPLICATION fee 2024 -25 £	LICENCE fee 2024 -25 £	TOTAL fee 2024 -25 £	
10.1	Renewal (1 vehicle/pitch, 1 year)	475.00	290.00	765.00	
10.1	Additional fee per extra vehicle/pitch	40.00	45.00	85.00	
10.1	Interim substitution of vehicle	30.00	-	30.00	
10.1	Other consent variation	170.00	-	170.00	
10.1	Street trading consent partial year (up to 6 months)	255.00	150.00	405.00	
10.1	Street trading consent (single event)	185.00	-	185.00	
10.1	Community/charity event	35.00	-	35.00	
11.1 (Taxis and Private Hire - Drivers)					
11.1	Hackney Carriage Drivers Licence (3 years)	New	-	325.00	325.00
11.1		Renewal	-	255.00	255.00
11.1		Theft/loss of badge	25.00	-	25.00
11.1	Private Hire Drivers Licence (3 years)	New	-	325.00	325.00
11.1		Renewal	-	255.00	255.00
11.1		Theft/loss of badge	25.00	-	25.00
11.1	Dual HC/PH Drivers Licence (3 years)	New	-	360.00	360.00
11.1		Renewal	-	295.00	295.00
11.1		Renewal & Upgrade	-	280.00	280.00
11.1		Interim Upgrade (+£1 / unexpired month)	-	85.00	85.00
11.1		Theft/loss of badge (per)	25.00	-	25.00
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 local/legal test	Full test	90.00	90.00	
11.2		Conditions only	50.00	50.00	
11.2	Private hire written local/legal test	Full test	90.00	90.00	
11.2		Conditions only	50.00	50.00	

Cat	Item	APPLICATIO N fee 2024 -25 £	LICENCE fee 2024 -25 £	TOTAL fee 2024 -25 £		
11. 2	Dual HC/PH driver written local/legal test	Full test	90.00	90.00		
11. 2		Conditions only	50.00	50.00		
11. 2	Versant English language assessment	Test fee *	Recharged at cost (currently 31.80)			
11. 2		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	Hackney carriage vehicle licence (exclude s compliance test fee)	New (1 year)	-	430.00	430.00	
11. 3		Renewal (1 year)	-	315.00	315.00	
11. 3		Renewal & substitution (1 yr)	-	315.00	315.00	
11. 3		Interim substitution	-	150.00	150.00	
11. 3		Transfer of ownership	-	75.00	75.00	
11. 3		Theft/loss of rear plate	25.00	-	25.00	
11. 3		Theft/loss of front plate	25.00	-	25.00	
11. 3		Change of vehicle particulars	65.00	-	65.00	
11. 3		Private hire vehicle licence (exclude s compliance test fee)	New (1 year)	-	285.00	285.00
11. 3			Renewal (1 year)	-	285.00	285.00
11. 3	Renewal & substitution (1 yr)		-	290.00	290.00	
11. 3	Interim substitution		-	150.00	150.00	
11. 3	Transfer of ownership		-	75.00	75.00	
11. 3	Theft/loss of rear plate		25.00	-	25.00	
11. 3	Theft/loss of front plate		25.00	-	25.00	
11. 3	Change of vehicle particulars	65.00	-	65.00		
11. 3	Vehicle MOT and compliance test * (payable direct to test station)	Recharged at cost (currently 52.00)				
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)	-	515.00	515.00	
11. 4		New (4+ vehicles)	-	865.00	865.00	
11. 4		Renewal (1-3 vehicles)	-	515.00	515.00	
11. 4		Renewal (4+ vehicles)	-	865.00	865.00	

Cat	Item	APPLICATION fee 2024 -25 £	LICENCE fee 2024 -25 £	TOTAL fee 2024 -25 £
11.5 (Taxis and Private Hire – Miscellaneous)				
11.5	Duplicate copy of licence following theft/loss/damage	20.00	-	20.00
11.5	Replacement internal vehicle licence plate holder	3.00 (inc. VAT)	-	3.00 (inc. VAT)
12.1 Mobile Home Sites Licences				
12.1	New licence	513.70 + 8.69 per unit		513.70 + 8.69 per unit
12.1	Annual fee	52.00 + 8.74 per unit		52.00 + 8.74 per unit
12.1	Variation	£209.00 + 103.40 if site visit required		£209.00 + 103.40 if site visit required
12.1	Transfer	£209.00 + 103.40 if site visit required		£209.00 + 103.40 if site visit required
12.1	Site Rules Deposit	89.10		89.10
13.1 (Miscellaneous Licensing Fees)				
13.1	Photocopies (per A4 side, at officers discretion, subject to legal restrictions)	0.25	-	0.25
13.1	Additional copies of PACE interview recording (per tape/disc)	20.00	-	20.00
13.1	Copy of public register entry (where kept and made available by statute) (per entry)	20.00	-	20.00
13.1	Duplicate copy of licence following loss/theft/damage (where not otherwise listed)	20.00	-	20.00
13.1	Licensing pre-application advice (per whole or part hour)	55.00	-	55.00

Annex C
Fees proposals for financial year 2025-26

		24/25 Charge	2025/26 Proposed Charge			
			Application	Licence	Total fee	% change
Alcohol, entertainment and late night refreshment licences						
Club premises certificates – applications						
Application for new club premises certificate	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Site under construction/development	315.00	315.00	-	315.00	0.0%
Application for full variation of club premises certificate	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Site under construction/development	315.00	315.00	-	315.00	0.0%
Application for minor variation of club premises certificate		89.00	89.00	-	89.00	0.0%
Request for duplicate copy of certificate following loss/theft/damage		10.50	10.50	-	10.50	0.0%
Change of name or address on club premises certificate		10.50	10.50	-	10.50	0.0%
Change of club rules		10.50	10.50	-	10.50	0.0%
Club premises certificates – annual fees						
Annual fee (payable on anniversary of grant of certificate)	Band A	70.00	-	70.00	70.00	0.0%
	Band B	180.00	-	180.00	180.00	0.0%
	Band C	295.00	-	295.00	295.00	0.0%
	Band D	320.00	-	320.00	320.00	0.0%
	Band E	350.00	-	350.00	350.00	0.0%
	Site under construction/development	295.00	-	295.00	295.00	0.0%
Personal licences						
Application for new personal licence		37.00	37.00	-	37.00	0.0%

Duplicate copy of licence following theft/loss/damage	10.50	10.50	-	10.50	0.0%	
Change of name or address	10.50	10.50	-	10.50	0.0%	
Premises licences – applications						
Application for new premises licence	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band D with multiplier	900.00	900.00	-	900.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Band E with multiplier	1,905.00	1,905.00	-	1,905.00	0.0%
	Site under construction/development	315.00	315.00	-	315.00	0.0%
	Exempt	No fee	No fee	No fee	No fee	0.0%
Application for full variation of premises licence	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band D with multiplier	900.00	900.00	-	900.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Band E with multiplier	1,905.00	1,905.00	-	1,905.00	0.0%
	Site under construction/development	315.00	315.00	-	315.00	0.0%
	Exempt	No fee	No fee	No fee	No fee	0.0%
Additional application fee for high-capacity premises (payable in addition to the standard application fee)	Capacity: 5,000–9,999	1,000.00	1,000.00	-	1,000.00	0.0%
	Capacity: 10,000–14,999	2,000.00	2,000.00	-	2,000.00	0.0%
	Capacity: 15,000–19,999	4,000.00	4,000.00	-	4,000.00	0.0%
	Capacity: 20,000–29,999	8,000.00	8,000.00	-	8,000.00	0.0%
	Capacity: 30,000–39,999	12,000.00	12,000.00	-	12,000.00	0.0%
	Capacity: 40,000–49,999	16,000.00	16,000.00	-	16,000.00	0.0%
	Capacity: 50,000–59,999	20,000.00	20,000.00	-	20,000.00	0.0%
	Capacity: 60,000–69,999	24,000.00	24,000.00	-	24,000.00	0.0%
	Capacity: 70,000–79,999	28,000.00	28,000.00	-	28,000.00	0.0%

	Capacity: 80,000–89,999	32,000.00	32,000.00	-	32,000.00	0.0%
	Capacity: 90,000+	64,000.00	64,000.00	-	64,000.00	0.0%
Application for transfer of premises licence		23.00	23.00	-	23.00	0.0%
Application for variation of premises licence to specify premises supervisor		23.00	23.00	-	23.00	0.0%
Application for minor variation of premises licence		89.00	89.00	-	89.00	0.0%
Application to substitute mandatory condition for community premises (if not made simultaneously with another application)		23.00	23.00	-	23.00	0.0%
Application for interim authority notice		23.00	23.00	-	23.00	0.0%
Request for duplicate copy of premises licence following loss/theft/damage		10.50	10.50	-	10.50	0.0%
Change of name or address on premises licence		10.50	10.50	-	10.50	0.0%
Premises licences – annual fees						
Annual fee (payable on anniversary of grant of licence)	Band A	70.00	-	70.00	70.00	0.0%
	Band B	180.00	-	180.00	180.00	0.0%
	Band C	295.00	-	295.00	295.00	0.0%
	Band D	320.00	-	320.00	320.00	0.0%
	Band D with multiplier	640.00	-	640.00	640.00	0.0%
	Band E	350.00	-	350.00	350.00	0.0%
	Band E with multiplier	1,050.00	-	1,050.00	1,050.00	0.0%
	Site under construction/development	295.00	-	295.00	295.00	0.0%
	Exempt	No fee	No fee	No fee	No fee	0.0%
Additional annual fee for high-capacity premises (payable in addition to the standard annual fee)	Capacity: 5,000–9,999	500.00	-	500.00	500.00	0.0%
	Capacity: 10,000–14,999	1,000.00	-	1,000.00	1,000.00	0.0%
	Capacity: 15,000–19,999	2,000.00	-	2,000.00	2,000.00	0.0%
	Capacity: 20,000–29,999	4,000.00	-	4,000.00	4,000.00	0.0%
	Capacity: 30,000–39,999	8,000.00	-	8,000.00	8,000.00	0.0%
	Capacity: 40,000–49,999	12,000.00	-	12,000.00	12,000.00	0.0%
	Capacity: 50,000–59,999	16,000.00	-	16,000.00	16,000.00	0.0%

	Capacity: 60,000–69,999	20,000.00	-	20,000.0 0	20,000.0 0	0.0%
	Capacity: 70,000–79,999	24,000.00	-	24,000.0 0	24,000.0 0	0.0%
	Capacity: 80,000–89,999	28,000.00	-	28,000.0 0	28,000.0 0	0.0%
	Capacity: 90,000+	32,000.00	-	32,000.0 0	32,000.0 0	0.0%
Temporary event notices						
Temporary event notice (standard) - submission fee		21.00	21.00	-	21.00	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)		710.00	545.00	185.00	730.00	2.8%
Application to renew animal boarding establishment licence (3yrs)		460.00	355.00	115.00	470.00	2.2%
Application for a new animal boarding establishment Franchise		610.00	445.00	185.00	630.00	3.3%
Application to renew a franchise		362.00	280.00	90.00	370.00	2.8%
Application to vary animal boarding establishment licence (Qualified officer inspection may be required)		235.00	160.00	80.00	240.00	2.1%
Application to vary a franchise to add premises (Qualified officer inspection will be required for each additional premises)		190.00	194.00	-	194.00	2.1%
Application to vary to reduce numbers or types of animals or activities.		35.00	36.00	-	36.00	2.9%
Re-evaluation of star rating (Qualified officer inspection may be required)		35.00	36.00	-	36.00	2.9%

Application to vary animal boarding establishment licence (administrative matters only)	35.00	36.00	-	36.00	2.9%
Qualified officer inspection (where required)	100.00	102.00			2.0%
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)	210.00	150.00	60.00	210.00	0.0%
Application to renew licence to keep dangerous wild animals (2yr) (plus cost of vet inspection)	210.00	150.00	60.00	210.00	0.0%
Application to vary licence conditions (new species/increased numbers of animals)	115.00	95.00	25.00	120.00	4.3%
Application to vary licence conditions (administrative matters only)	35.00	36.00	-	36.00	2.9%
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)	715.00	510.00	225.00	735.00	2.8%
Application to renew dog breeding licence (plus cost of vet inspection) (up to 3 yrs)	475.00	370.00	115.00	485.00	2.1%
Application to vary a dog breeding establishment (inspection may be required)	115.00	65.00	55.00	120.00	4.3%
Re-evaluation of star rating (inspection may be required)	35.00	36.00	-	36.00	2.9%
Application to vary licence (administrative matters only)	35.00	36.00	-	36.00	2.9%
Qualified officer inspection (where required)	100.00	102.00			2.0%
Veterinary inspection of premises *	Recharged at cost				
Pet shops					
Application for new pet shop licence (up to 3yrs)	710.00	515.00	200.00	715.00	0.7%
Application to renew pet shop licence (up to 3yrs)	460.00	380.00	90.00	470.00	2.2%
Application to vary a pet shop licence (Qualified officer inspection may be required)	220.00	180.00	45.00	225.00	2.3%

Application to vary a pet shop licence - reduce animals	35.00	36.00	-	36.00	2.9%
Re-evaluation of star rating (Qualified officer inspection may be required)	35.00	36.00	-	36.00	2.9%
Application to vary licence (administrative matters only)	35.00	36.00	-	36.00	2.9%
Qualified officer inspection (where required)	100.00	102.00			2.0%
Veterinary inspection of premises * (where required)	Recharged at cost				
Riding establishments					
Application for new riding establishment licence (plus cost of vet inspection)	590.00	485.00	115.00	600.00	1.7%
Application to renew riding establishment licence (plus cost of vet inspection)	380.00	300.00	90.00	390.00	2.6%
Application to vary a riding establishment licence (Inspection may be required)	115.00	51.00	67.00	118.00	2.6%
Application to vary - to reduce licensable activities or numbers of animals	35.00	36.00	-	36.00	2.9%
Re-evaluation of star rating (Inspection may be required)	35.00	36.00	-	36.00	2.9%
Application to vary licence (administrative matters only)	35.00	36.00	-	36.00	2.9%
Qualified officer inspection (where required)	100.00	102.00			2.0%
Veterinary inspection of premises *	Recharged at cost				
Keeping of Exhibition/Performing Animals					
Application for a new licence for keeping exhibition/performing animals	470.00	321.00	158.00	479.00	2.0%
Application for to renew licence for keeping exhibition/performing animals	375.00	225.00	158.00	383.00	2.0%
Application to vary licence to keep or train animals for exhibition (Qualified officer inspection may be required)	215.00	158.00	61.00	219.00	2.0%
Application to vary a licence for keeping exhibition/performing animals to reduce licensable activities or number of animal	35.00	36.00	-	36.00	2.9%
Application to vary licence (administrative matters only)	35.00	36.00	-	36.00	2.9%
Qualified officer inspection (where required)	100.00	102.00			2.0%

Veterinary inspection of premises * (where required)		Recharged at cost				
Zoos						
Application for new zoo licence (4yr) (plus cost of vet inspection)		2,100.00	1,795.00	330.00	2,125.00	1.2%
Application to renew zoo licence (6yr) (plus cost of vet inspection)		1,500.00	1,195.00	330.00	1,525.00	1.7%
Application to vary zoo licence (plus cost of vet inspection)		2,100.00	1,795.00	330.00	2,125.00	1.2%
Application to transfer zoo licence (plus cost of vet inspection)		265.00	225.00	45.00	270.00	1.9%
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		410.00	415.00	-	415.00	1.2%
Duplicate copy of temporary use notice following theft/loss/damage		20.00	20.00	-	20.00	0.0%
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 permit (standard)	200.00	200.00	-	200.00	0.0%
	Application for renewal of permit (fast track)	100.00	100.00	-	100.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
	Annual fee	50.00	50.00	-	50.00	0.0%
Prize gaming permit	Application for new permit	300.00	300.00	-	300.00	0.0%
	Application for renewal of permit	300.00	300.00	-	300.00	0.0%
	Change of name or address	25.00	25.00	-	25.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
Family entertainment centre gaming machine permit	Application for new permit	300.00	300.00	-	300.00	0.0%
	Application for renewal of permit	300.00	300.00	-	300.00	0.0%

	Change of name or address	25.00	25.00	-	25.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
Premises licences - applications						
Application for new premises licence (without provisional statement)	Adult gaming centre	1,345.00	1,372.00	-	1,372.00	2.0%
	Betting (track)	1,345.00	1,372.00	-	1,372.00	2.0%
	Betting (other)	1,345.00	1,372.00	-	1,372.00	2.0%
	Bingo	1,345.00	1,372.00	-	1,372.00	2.0%
	Family entertainment centre	1,345.00	1,372.00	-	1,372.00	2.0%
Application for new premises licence (with provisional statement)	Adult gaming centre	925.00	945.00	-	945.00	2.2%
	Betting (track)	925.00	945.00	-	945.00	2.2%
	Betting (other)	925.00	945.00	-	945.00	2.2%
	Bingo	925.00	945.00	-	945.00	2.2%
	Family entertainment centre	925.00	945.00	-	945.00	2.2%
Application for provisional statement	Adult gaming centre	1,345.00	1,372.00	-	1,372.00	2.0%
	Betting (track)	1,345.00	1,372.00	-	1,372.00	2.0%
	Betting (other)	1,345.00	1,372.00	-	1,372.00	2.0%
	Bingo	1,345.00	1,372.00	-	1,372.00	2.0%
	Family entertainment centre	1,345.00	1,372.00	-	1,372.00	2.0%
Application for variation of premises licence	Adult gaming centre	925.00	945.00	-	945.00	2.2%
	Betting (track)	925.00	945.00	-	945.00	2.2%
	Betting (other)	925.00	945.00	-	945.00	2.2%
	Bingo	925.00	945.00	-	945.00	2.2%
	Family entertainment centre	925.00	945.00	-	945.00	2.2%
Application for transfer of premises licence	Adult gaming centre	390.00	398.00	-	398.00	2.1%
	Betting (track)	390.00	398.00	-	398.00	2.1%
	Betting (other)	390.00	398.00	-	398.00	2.1%
	Bingo	390.00	398.00	-	398.00	2.1%
	Family entertainment centre	390.00	398.00	-	398.00	2.1%
Application for reinstatement	Adult gaming centre	390.00	398.00	-	398.00	2.1%

of premises licence	Betting (track)	390.00	398.00	-	398.00	2.1%
	Betting (other)	390.00	398.00	-	398.00	2.1%
	Bingo	390.00	398.00	-	398.00	2.1%
	Family entertainment centre	390.00	398.00	-	398.00	2.1%
Duplicate copy of licence following theft/loss/damage		20.00	21.00	-	21.00	5.0%
Change of name or address on premises licence		45.00	46.00	-	46.00	2.2%
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	590.00	-	600.00	600.00	1.7%
	Betting (track)	590.00	-	600.00	600.00	1.7%
	Betting (other)	590.00	-	600.00	600.00	1.7%
	Bingo	590.00	-	600.00	600.00	1.7%
	Family entertainment centre	590.00	-	600.00	600.00	1.7%
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 (amended to £390 July 2024)	400.00	-	400.00	2.6%
Renewal of pavement licence		(set at £195 July 2024)	200.00	-	200.00	2.6%
Scrap metal dealers						
Application for new scrap metal site licence (3yr)		360.00	300.00	70.00	370.00	2.8%
Application for new scrap metal collectors licence (3yr)		265.00	220.00	50.00	270.00	1.9%
Application to renew scrap metal site licence (3yr)		345.00	285.00	70.00	355.00	2.9%
Application to renew scrap metal collectors licence (3yr)		245.00	200.00	50.00	250.00	2.0%

Application to vary scrap metal licence - change of licensee details	21.00	20.00	1.00	21.00	0.0%	
Application to vary scrap metal licence - change of licensed sites	101.00	100.00	1.00	101.00	0.0%	
Application to vary scrap metal licence - change of site managers	61.00	65.00	1.00	66.00	8.2%	
Application to vary scrap metal licence - site to collectors licence	36.00	35.00	1.00	36.00	0.0%	
Application to vary scrap metal licence - collectors to site licence	175.00	125.00	50.00	175.00	0.0%	
Sex establishments						
Application for new sex establishment licence	2,415.00	2,225.00	245.00	2,470.00	2.3%	
Application for renewal of sex establishment licence	1,920.00	1,715.00	255.00	1,970.00	2.6%	
Application for variation of sex establishment licence	1,055.00	970.00	115.00	1,085.00	2.8%	
Application for transfer of sex establishment licence	485.00	510.00	-	510.00	5.2%	
Skin piercing, tattooing, etc.						
Application for registration of skin piercing, etc., premises	280.00	290.00	-	290.00	3.6%	
Application for registration of skin piercing, etc., operator	130.00	130.00	-	130.00	0.0%	
Street trading						
Street trading consent (annual) (1 year)	New (1 vehicle/pitch)	765.00	475.00	300.00	775.00	1.3%
	Renewal (1 vehicle/pitch)	765.00	475.00	300.00	775.00	1.3%
	Additional fee per extra vehicle/pitch	85.00	50.00	40.00	90.00	5.9%
	Interim substitution of vehicle	30.00	31.00	-	31.00	3.3%
	Other consent variation	170.00	174.00	-	174.00	2.4%
Street trading consent (single event)	Commercial event	185.00	189.00	-	189.00	2.2%
	Community/charity event	35.00	36.00	-	36.00	2.9%
Street trading consent partial year (up to 6 months)		405.00	255.00	150.00	405.00	0.0%
Taxis and private hire						
Driver licences						

Hackney Carriage Drivers Licence (3 years) [external e-form/checks]	New	325.00	-	332.00	332.00	2.2%
	Renewal	255.00	-	260.00	260.00	2.0%
	Theft/loss of badge	25.00	26.00	-	26.00	4.0%
Private Hire Drivers Licence (3 years) [external e-form/checks]	New	325.00	-	332.00	332.00	2.2%
	Renewal	255.00	-	260.00	260.00	2.0%
	Theft/loss of badge	25.00	26.00	-	26.00	4.0%
Dual HC/PH Drivers Licence (3 years) [external e-form/checks]	New	360.00	-	368.00	368.00	2.2%
	Renewal	295.00	-	301.00	301.00	2.0%
	Renewal & Upgrade	280.00	-	286.00	286.00	2.1%
	Interim Upgrade (+£1 / unexpired month)	85.00	-	87.00	87.00	2.4%
	Theft/loss of badge (per)	25.00	26.00	-	26.00	4.0%
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	90.00	92.00	-	92.00	2.2%
	Conditions only	50.00	51.00	-	51.00	2.0%
Private hire written local/legal test	Full test	90.00	92.00	-	92.00	2.2%
	Conditions only	50.00	51.00	-	51.00	2.0%
Dual HC/PH driver written local/legal test	Full test	90.00	92.00	-	92.00	2.2%
	Conditions only	50.00	51.00	-	51.00	2.0%
Versant English language assessment	Test fee *	Recharge at cost	Recharged at cost			0.0%
	Administration fee	15.00	16.00	-	16.00	6.7%
Operator licences						
Private hire operator licence (5 years)	New (0-3 vehicles)	515.00	-	526.00	526.00	2.1%
	New (4+ vehicles)	865.00	-	883.00	883.00	2.1%
	Renewal (1-3 vehicles)	515.00	-	526.00	526.00	2.1%
	Renewal (4+ vehicles)	865.00	-	883.00	883.00	2.1%

Vehicle licences						
Hackney carriage vehicle licence (excludes compliance test fee)	New (1 year)	430.00	-	440.00	440.00	2.3%
	Renewal (1 year)	315.00	-	322.00	322.00	2.2%
	Renewal & substitution (1 year)	315.00	-	322.00	322.00	2.2%
	Interim substitution (remaining duration)	150.00	-	153.00	153.00	2.0%
	Transfer of ownership	75.00	-	77.00	77.00	2.7%
	Theft/loss of rear plate	25.00	26.00	-	26.00	4.0%
	Theft/loss of front plate	25.00	26.00	-	26.00	4.0%
	Change of vehicle particulars	65.00	67.00	-	67.00	3.1%
Private hire vehicle licence (excludes compliance test fee)	New (1 year)	285.00	-	291.00	291.00	2.1%
	Renewal (1 year)	285.00	-	291.00	291.00	2.1%
	Renewal & substitution (1 yr.)	290.00	-	296.00	296.00	2.1%
	Interim substitution (remaining duration)	150.00	-	153.00	153.00	2.0%
	Transfer of ownership	75.00	-	77.00	77.00	2.7%
	Theft/loss of rear plate	25.00	26.00	-	26.00	4.0%
	Theft/loss of front plate	25.00	26.00	-	26.00	4.0%
	Change of vehicle particulars	65.00	67.00	-	67.00	3.1%
Vehicle MOT and compliance test * (payable direct to test station)				Driver pays garage directly	0.0%	
Specialist vehicle MOT and compliance test * (stretch limos)				Driver pays garage directly	0.0%	
Other fees						
Duplicate copy of licence following theft/loss/damage	20.00	21.00	-	21.00	5.0%	
Replacement internal vehicle licence plate holder	3.00	3.00	-	3.00	0.0%	
General service charges						

Photocopies (per A4 side, at officers discretion, subject to legal restrictions)	0.25	0.26	-	0.26	2.0%
Copy of interview recording following PACE interview (per tape/disc)	20.00	21.00	-	21.00	5.0%
Copy of public register entry (where kept and made available by statute) (per entry)	20.00	21.00	-	21.00	5.0%
Request for duplicate copy of licence following loss/theft/damage (where not otherwise listed)	20.00	21.00	-	21.00	5.0%
Licensing pre-application advice (per whole or part hour)	55.00	56.10	-	56.10	2.0%

ANNEX D
Mobile Homes Fees Policy 2025-2026