



## AGENDA ITEM: 6

Report for:	Licensing and Health & Safety Enforcement Committee
Date of meeting:	13 December 2016
PART:	I
If Part II, reason:	

Title of report:	<b>Licensing Fees and Charges 2017-18</b>
Contact:	Ross Hill – Licensing Team Leader, Legal Governance
Purpose of report:	To set the fees and charges payable in connection with licensing applications for the financial year 2017-18
Recommendations	That the fees and charges payable in connection with licensing applications from 1 April 2017 to 31 March 2018 are set at the levels proposed in Annex B.
Corporate objectives:	Dacorum Delivers <ul style="list-style-type: none"> <li>• VFM</li> </ul>
Implications:	<p><u>Financial</u> There will be a small cost in adoption of fees, as some require public notice to be given. The proposed fee amendments are projected to result in an increase in Licensing service revenue of approximately 1.0% over the financial year.</p> <p>There is expected to be a further increase as a result of new non-domestic rateable values taking effect in April 2017, as alcohol / entertainment licence fees are based upon these values – however, the licensing authority currently has no direct fee-setting powers in that area, and therefore any increase is outside of our control.</p> <p><u>Value for Money</u> The proposed fees have been calculated using recent costs incurred by the Licensing service, with the aim of ensuring that administrative, processing and certain compliance costs are recovered in full.</p> <p><u>Risk / Community Impact / Health And Safety Implications</u> None identified</p>

Consultees:	See section 3 for commentary. Proposed fee levels have been discussed with the service accountant, for inclusion within 2017-18 budget-setting.
Background papers:	
Glossary of acronyms and any other abbreviations used in this report:	

## 1. BACKGROUND

- 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 (generally annually) 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*”.<sup>1</sup> This principle was affirmed by the Supreme Court in *R. (on the application of Hemming (t/a Simply Pleasure Ltd)) v Westminster City Council*.<sup>2</sup>
- 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<sup>3</sup> 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, it is now proposed to set fees for applications which fall within the scope of the Services Directive 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;

<sup>1</sup> Reg 18(4), Provision of Services Regulations 2009 (S.I. 2009 / 2999)

<sup>2</sup> [2015] UKSC 25

<sup>3</sup> [2016] EUECJ C-316/15 – [Link to judgement](#)

- 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. 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 2017 to 31 March 2018, is appended to this report as Annex B.
- 2.2. In addition to the general explanatory note at para 1.4-1.5, the following comments are made on specific proposals:

### **General**

Due to process restructuring, several fees have been discontinued this year, or are to be replaced by new fees which are not directly comparable. These are marked in red where applicable.

### **Alcohol/entertainment fees (1.1.-1.7)**

These continue to be set nationally in legislation, at levels which have not changed since 2005. Powers to set fees locally remain uncommenced. Officers responded to a national LGA/CIPFA survey earlier in the year to provide cost data for the Home Office. The survey results were submitted just before the EU referendum took place, and the Government have not yet responded to that submission.

### **Alcohol/entertainment annual fees (1.2, 1.5)**

Draft non-domestic rateable values (NDRV) for 2017 have now been reviewed, and 55 licensed premises in Dacorum are due to change to higher (43) or lower (12) fee bands from April 2017. Invoice amounts will be adjusted for affected premises. 34 licensed community premises (churches and community centres with entertainment-only licences) remain exempt from fees.

### **Animal licences (2.1-2.6)**

The Government's formal response to a consultation earlier this year on modernisation of the animal licensing schemes is expected imminently, but it is understood that moves will be made to introduce a new combined licensing scheme from 2018. Officers will continue to monitor developments, and will report to Committee when more information is available.

### **Animal home boarders (2.1)**

Over the last few years, these fees have gradually been increased towards full cost-recovery, reducing the Council's effective subsidy of these businesses. As numbers of licence-holders and expressions of interest have increased substantially over the same period, a larger increase is now proposed to achieve a cost-recovery position from the next financial year, ending the previous unsustainable position.

### **Pet shops (2.4)**

Similarly, the Council previously set preferential fee amounts for pet shops selling fish only, despite the amount of work (and thus costs incurred) being similar to an 'all animal' licence. These fees have also been gradually increased towards parity over the past few years, and this year it is intended to eliminate the distinction and equalise the fees.

### **Gambling premises licence application and annual fees (3.4-3.5)**

Unlike above, these fees are not dependent on rateable values, so will not be affected by the new ratings lists. However there are new (operating) licence conditions and policy requirements around local area profiles and risk assessments which affect these premises moving forward, hence the proposed increases accounting for this additional work.

### **Scrap metal (6.1)**

The first licences are falling due for renewal around the time of writing, but it is too early to state what proportion of licence-holders have renewed their licences. There has been a sharp decline in scrap metal prices in recent years, making a number of businesses nationally, particularly those with multiple fixed sites, less viable.

### **Sex establishments (7.1)**

Significantly less time was taken in reviewing the Council's sex establishment licensing policy on this cycle than previously, hence the significant reduction proposed to these fees.

### **Street trading (9.1)**

Licensing took over responsibility for this function from Regulatory Services in April 2016, and since then have run it using their policies and fees set last year. Meanwhile a review has been undertaken of the suitability of the current 'consent' framework, and officers are now proposing a wholly new structure be introduced from next year, for which a separate report will be presented to the Committee. The fees proposed for next year reflect the structure that will be proposed, and are based on a completely different methodology so are not comparable to current fees.

### **Taxi drivers (10.1)**

Ahead of the move to the Forum, driver applications and DBS/DVLA checks have been outsourced to a third party supplier, and fees have been revised to reflect the reduction in in-house administrative work due to this. The proposed fees listed are only what would be paid to the Council – a further fee would be payable to the supplier for the DBS/DVLA check and associated administration.

### **Taxi knowledge tests (10.2)**

These fees are based on current requirements/procedures. A consultation has recently concluded on the future of knowledge test requirements, the results of which will be brought to the Committee in the New Year. If the Committee resolve to make changes to the structure of the knowledge test, it will be necessary to re-set these fees at that time.

### **Taxi vehicles (10.3)**

The fees proposed reflect the modified system used since July 2016 whereby applicants book and pay for MOT/compliance tests directly. The previous inclusive fees are now discontinued.

- 2.3. As with last year, no prior consultation has been carried out on these proposed fees, save for discussions with 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, and 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. The Committee will be only too aware that any increase in fees and charges will be unwelcome among licensed businesses, and for this reason increases in fees have been minimized insofar as is possible.
- 2.4. For fees covered by a public notice requirement, an opportunity will be available to make representations on the proposed fees prior to their going live, following the publication of a public notice in a local newspaper. The authority must consider any representations received prior to deciding whether to go ahead with the proposed fee levels.

### **3. RECOMMENDATIONS**

- 3.1. **In pursuance of the fee-setting powers conferred upon the Council as specified in Annex A of this report, that the Licensing, Health & Safety and Enforcement Committee set as the fees and charges payable by applicants in connection with applications and other processes for licences, registrations and permits the fees and charges as set out in Annex B, for the period from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018; and**
- 3.2. **That authority to consider any objections arising from statutory notices pertaining to these fees be delegated to the Solicitor to the Council in consultation with the Chairman of the Licensing, Health & Safety and Enforcement Committee.**

**Annex A**  
**Summary of powers to set application fees**

Section	Area	Power arises from
General principle		Reg. 18, Provision of Services Regulations 2009 (2) Authorisation procedures and formalities provided for by a competent authority under an authorisation scheme must not— (a) be dissuasive, or (b) unduly complicate or delay the provision of the service. ... (4) Any charges provided for by a competent authority which applicants may incur under an authorisation scheme must be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities.
1.1 – 1.7	Alcohol, entertainment, etc	Prescribed in regulations made by the Secretary of State under the Licensing Act 2003. Section 197A of that Act will allow licensing authorities to set fees locally on a cost-recovery basis, but is yet to be commenced.
2.1	Animal boarding	s.1(2), Animal Boarding Establishments Act 1963 Fee as may be determined by LA.
2.2	Dangerous wild animals	s.1(2)(e), Dangerous Wild Animals Act 1976 Sufficient to meet direct and indirect costs incurred
2.3	Dog breeding	s.3A(2), Breeding of Dogs Act 1973 Reasonable costs incurred in administration and enforcement.
2.4	Pet shops	s.1(2), Pet Animals Act 1951 Fee as may be determined by LA.
2.5	Riding establishments	s.1(2), Riding Establishments Act 1964 Fee as may be determined by LA. Cost of veterinary inspection.
2.6	Zoos	s.15(1), Zoo Licensing Act 1981 Sufficient to cover reasonable expenditure incurred by the authority. Special provisions for inspections, closures, and direction making.
3.2, 3.4 – 3.5	Gambling notices, premises licences	Set on a cost recovery basis by the authority, up to maximum amounts prescribed in regulations under the Gambling Act 2005. No fee chargeable for OUN's
3.1, 3.3	Gaming permits, lotteries	Prescribed in regulations made by the Secretary of State under the Gambling Act 2005
4.1, 4.2	Charity collections	No fees chargeable
5.1	Hypnosis	No fees chargeable (except by London boroughs)
6.1	Scrap metal	Sch 1 para 6, Scrap Metal Dealers Act 2013 Fee set by the authority, with regard to guidance <b>FEE-SETTING IS AN EXECUTIVE FUNCTION</b>
7.1	Sex establishments	Sch 3, para 19, Local Gov't (Misc. Provisions) Act 1982 Reasonable fee
8.1	Skin piercing, etc	s.14(6), 15(6) , Local Gov't (Misc. Provisions) Act 1982 Reasonable fee
9.1	Street trading	Sch 4, para 9, Local Gov't (Misc. Provisions) Act 1982 Such fees as LA considers reasonable Different fees permissible for different types of licence/consent, including duration, location and type of goods.
10.1, 10.2	HC/PH drivers	s.53(2), Local Gov't (Misc. Provisions) Act 1976 Recovering the costs of issue and administration. <i>Refundable if licence not granted.</i>
10.2, 10.3	HC/PH vehicles, PH operators	s.70(1), Local Gov't (Misc. Provisions) Act 1976 Sufficient to cover the cost of: inspection of vehicle for licensing purposes, providing hackney carriage stands, or other costs for administration and control/supervision of vehicles. <i>Refundable if licence not granted. Max. fees must be advertised.</i>

## Annex B – Proposed licensing fees and charges 2016-17 (all fees in £)

Item	Current fee 2016-17	Proposed fee 2016-17			% chg	Account	
		App'n A	Licence B	Total fee			
<b>1. Alcohol, entertainment and late night refreshment licences</b>							
<b>1.1 Club premises certificates – applications</b>							
Application for new club premises certificate	Band A	100.00	100.00	-	100.00	-	5260ED300ALCCLUB
	Band B	190.00	190.00	-	190.00	-	5260ED300ALCCLUB
	Band C	315.00	315.00	-	315.00	-	5260ED300ALCCLUB
	Band D	450.00	450.00	-	450.00	-	5260ED300ALCCLUB
	Band E	635.00	635.00	-	635.00	-	5260ED300ALCCLUB
	Site under construction/development	315.00	315.00	-	315.00	-	5260ED300ALCCLUB
Application for full variation of club premises certificate	Band A	100.00	100.00	-	100.00	-	5260ED300ALCCLUB
	Band B	190.00	190.00	-	190.00	-	5260ED300ALCCLUB
	Band C	315.00	315.00	-	315.00	-	5260ED300ALCCLUB
	Band D	450.00	450.00	-	450.00	-	5260ED300ALCCLUB
	Band E	635.00	635.00	-	635.00	-	5260ED300ALCCLUB
	Site under construction/development	315.00	315.00	-	315.00	-	5260ED300ALCCLUB
Application for minor variation of club premises certificate	89.00	89.00	-	89.00	-	5260ED300ALCCLUB	
Request for duplicate copy of certificate following loss/theft/damage	10.50	10.50	-	10.50	-	5260ED300ALCCLUB	
Change of name or address on club premises certificate	10.50	10.50	-	10.50	-	5260ED300ALCCLUB	
Change of club rules	10.50	10.50	-	10.50	-	5260ED300ALCCLUB	
<b>1.2 Club premises certificates – annual fees</b>							
Annual fee (payable on anniversary of grant of certificate)	Band A	70.00	-	70.00	70.00	-	5261ED300ALCCLUB
	Band B	180.00	-	180.00	180.00	-	5261ED300ALCCLUB
	Band C	295.00	-	295.00	295.00	-	5261ED300ALCCLUB
	Band D	320.00	-	320.00	320.00	-	5261ED300ALCCLUB
	Band E	350.00	-	350.00	350.00	-	5261ED300ALCCLUB

Item		Current fee 2016-17	Proposed fee 2016-17			% chg	Account
			App'n A	Licence B	Total fee		
	Site under construction/development	295.00	-	295.00	295.00	-	5261ED300ALCCLUB
<b>1.3 Personal licences</b>							
	Application for new personal licence	37.00	37.00	-	37.00	-	5260ED300ALCPERSONAL
	Duplicate copy of licence following theft/loss/damage	10.50	10.50	-	10.50	-	5260ED300ALCPERSONAL
	Change of name or address	10.50	10.50	-	10.50	-	5260ED300ALCPERSONAL
<b>1.4 Premises licences – applications</b>							
Application for new premises licence	Band A	100.00	100.00	-	100.00	-	5260ED300ALCPREMISES
	Band B	190.00	190.00	-	190.00	-	5260ED300ALCPREMISES
	Band C	315.00	315.00	-	315.00	-	5260ED300ALCPREMISES
	Band D	450.00	450.00	-	450.00	-	5260ED300ALCPREMISES
	Band D with multiplier	900.00	900.00	-	900.00	-	5260ED300ALCPREMISES
	Band E	635.00	635.00	-	635.00	-	5260ED300ALCPREMISES
	Band E with multiplier	1,905.00	1,905.00	-	1,905.00	-	5260ED300ALCPREMISES
	Site under construction/development	315.00	315.00	-	315.00	-	5260ED300ALCPREMISES
	Exempt	No fee	No fee	-	No fee	-	5260ED300ALCPREMISES
Application for full variation of premises licence	Band A	100.00	100.00	-	100.00	-	5260ED300ALCPREMISES
	Band B	190.00	190.00	-	190.00	-	5260ED300ALCPREMISES
	Band C	315.00	315.00	-	315.00	-	5260ED300ALCPREMISES
	Band D	450.00	450.00	-	450.00	-	5260ED300ALCPREMISES
	Band D with multiplier	900.00	900.00	-	900.00	-	5260ED300ALCPREMISES
	Band E	635.00	635.00	-	635.00	-	5260ED300ALCPREMISES
	Band E with multiplier	1,905.00	1,905.00	-	1,905.00	-	5260ED300ALCPREMISES
	Site under construction/development	315.00	315.00	-	315.00	-	5260ED300ALCPREMISES
	Exempt	No fee	No fee	-	No fee	-	5260ED300ALCPREMISES
Additional application fee for high-capacity premises	Capacity: 5,000–9,999	1,000.00	1,000.00	-	1,000.00	-	5260ED300ALCPREMISES
	Capacity: 10,000–14,999	2,000.00	2,000.00	-	2,000.00	-	5260ED300ALCPREMISES



Item		Current fee 2016-17	Proposed fee 2016-17			% chg	Account
			App'n A	Licence B	Total fee		
(payable in addition to the standard application fee)	Capacity: 15,000–19,999	4,000.00	4,000.00	-	4,000.00	-	5260ED300ALCPREMISES
	Capacity: 20,000–29,999	8,000.00	8,000.00	-	8,000.00	-	5260ED300ALCPREMISES
	Capacity: 30,000–39,999	12,000.00	12,000.00	-	12,000.00	-	5260ED300ALCPREMISES
	Capacity: 40,000–49,999	16,000.00	16,000.00	-	16,000.00	-	5260ED300ALCPREMISES
	Capacity: 50,000–59,999	20,000.00	20,000.00	-	20,000.00	-	5260ED300ALCPREMISES
	Capacity: 60,000–69,999	24,000.00	24,000.00	-	24,000.00	-	5260ED300ALCPREMISES
	Capacity: 70,000–79,999	28,000.00	28,000.00	-	28,000.00	-	5260ED300ALCPREMISES
	Capacity: 80,000–89,999	32,000.00	32,000.00	-	32,000.00	-	5260ED300ALCPREMISES
	Capacity: 90,000+	64,000.00	64,000.00	-	64,000.00	-	5260ED300ALCPREMISES
Application for transfer of premises licence		23.00	23.00	-	23.00	-	5260ED300ALCPREMISES
Application for variation of premises licence to specify premises supervisor		23.00	23.00	-	23.00	-	5260ED300ALCPREMISES
Application for minor variation of premises licence		89.00	89.00	-	89.00	-	5260ED300ALCPREMISES
Application to substitute mandatory condition for community premises (if not made simultaneously with another application)		23.00	23.00	-	23.00	-	5260ED300ALCPREMISES
Application for interim authority notice		23.00	23.00	-	23.00	-	5260ED300ALCPREMISES
Request for duplicate copy of premises licence following loss/theft/damage		10.50	10.50	-	10.50	-	5260ED300ALCPREMISES
Change of name or address on premises licence		10.50	10.50	-	10.50	-	5260ED300ALCPREMISES
<b>1.5 Premises licences – annual fees</b>							
Annual fee (payable on anniversary of grant of licence)	Band A	70.00	-	70.00	70.00	-	5261ED300ALCPREMISES
	Band B	180.00	-	180.00	180.00	-	5261ED300ALCPREMISES
	Band C	295.00	-	295.00	295.00	-	5261ED300ALCPREMISES
	Band D	320.00	-	320.00	320.00	-	5261ED300ALCPREMISES
	Band D with multiplier	640.00	-	640.00	640.00	-	5261ED300ALCPREMISES
	Band E	350.00	-	350.00	350.00	-	5261ED300ALCPREMISES
	Band E with multiplier	1,050.00	-	1,050.00	1,050.00	-	5261ED300ALCPREMISES

Item		Current fee 2016-17	Proposed fee 2016-17			% chg	Account
			App'n A	Licence B	Total fee		
	Site under construction/development	295.00	-	295.00	295.00	-	5261ED300ALCPREMISES
	Exempt	No fee	-	No fee	No fee	-	5261ED300ALCPREMISES
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	-	5261ED300ALCPREMISES
	Capacity: 10,000–14,999	1,000.00	-	1,000.00	1,000.00	-	5261ED300ALCPREMISES
	Capacity: 15,000–19,999	2,000.00	-	2,000.00	2,000.00	-	5261ED300ALCPREMISES
	Capacity: 20,000–29,999	4,000.00	-	4,000.00	4,000.00	-	5261ED300ALCPREMISES
	Capacity: 30,000–39,999	8,000.00	-	8,000.00	8,000.00	-	5261ED300ALCPREMISES
	Capacity: 40,000–49,999	12,000.00	-	12,000.00	12,000.00	-	5261ED300ALCPREMISES
	Capacity: 50,000–59,999	16,000.00	-	16,000.00	16,000.00	-	5261ED300ALCPREMISES
	Capacity: 60,000–69,999	20,000.00	-	20,000.00	20,000.00	-	5261ED300ALCPREMISES
	Capacity: 70,000–79,999	24,000.00	-	24,000.00	24,000.00	-	5261ED300ALCPREMISES
	Capacity: 80,000–89,999	28,000.00	-	28,000.00	28,000.00	-	5261ED300ALCPREMISES
Capacity: 90,000+	32,000.00	-	32,000.00	32,000.00	-	5261ED300ALCPREMISES	
<b>1.6 Temporary event notices</b>							
Temporary event notice (standard) - submission fee		21.00	21.00	-	21.00	-	5260ED300ALCTEN
Temporary event notice (late) - submission fee		21.00	21.00	-	21.00	-	5260ED300ALCTEN
Duplicate copy of notice following theft/loss/damage		10.50	10.50	-	10.50	-	5260ED300ALCTEN
<b>1.7 Miscellaneous</b>							
Application for provisional statement		315.00	315.00	-	315.00	-	5260ED300ALCPREMISES
Notification of legal/financial interest in premises		21.00	21.00	-	21.00	-	5260ED300ALCPREMISES
<b>2. Animal licences</b>							
<b>2.1 Animal boarding establishments</b>							
Application for new animal boarding establishment licence (up to 1yr)		287.00	241.00	59.00	300.00	4.50%	5260ED300ANIMBOARD
Application to renew animal boarding establishment licence (1yr)		237.00	189.00	59.00	248.00	4.60%	5260ED300ANIMBOARD
Application to vary animal boarding establishment licence		145.00	129.50	19.50	149.00	2.80%	5260ED300ANIMBOARD
Application for new animal boarding establishment licence (home boarding) (up to 1yr)		193.00	208.00	29.00	237.00	22.80%	5260ED300ANIMBOARD

Item	Current fee 2016-17	Proposed fee 2016-17			% chg	Account
		App'n A	Licence B	Total fee		
Application to renew animal boarding establishment licence (home boarding) (1yr)	140.00	172.00	29.00	201.00	43.60%	5260ED300ANIMBOARD
Application to vary animal boarding establishment licence (home boarding)	90.00	74.50	19.50	94.00	4.40%	5260ED300ANIMBOARD
Veterinary inspection of premises * (where required)	Recharged at cost			-	6140ED300	
<b>2.2 Dangerous wild animals</b>						
Application for licence to keep dangerous wild animals (2yr) (plus cost of vet inspection)	302.00	255.00	59.00	314.00	4.00%	5260ED300ANIMDWA
Application to renew licence to keep dangerous wild animals (2yr) (plus cost of vet inspection)	302.00	255.00	59.00	314.00	4.00%	5260ED300ANIMDWA
Application to vary licence conditions (new species/increased numbers of animals)	192.00	177.50	19.50	197.00	2.60%	5260ED300ANIMDWA
Application to vary licence conditions (administrative matters only)	62.50	65.00	-	65.00	4.00%	5260ED300ANIMDWA
Veterinary inspection of premises *	Recharged at cost			-	6140ED300	
<b>2.3 Dog breeding establishments</b>						
Application for new dog breeding licence (<1yr) (plus cost of vet inspection)	200.00	168.00	59.00	227.00	13.50%	5260ED300ANIMBREED
Application to renew dog breeding licence (1yr) (plus cost of vet inspection)	200.00	168.00	59.00	227.00	13.50%	5260ED300ANIMBREED
Veterinary inspection of premises *	Recharged at cost			-	6140ED300	
<b>2.4 Pet shops</b>						
Application for new pet shop licence (<1yr)	161.00	138.00	29.00	167.00	3.70%	5260ED300ANIMPET
Application to renew pet shop licence (1yr)	150.00	138.00	29.00	167.00	11.30%	5260ED300ANIMPET
Application for new pet shop licence (fish only) (<1yr)	161.00				-	-
Application to renew pet shop licence (fish only) (1yr)	120.00				-	-
Veterinary inspection of premises * (where required)	Recharged at cost			-	6140ED300	
<b>2.5 Riding establishments</b>						

Item	Current fee 2016-17	Proposed fee 2016-17			% chg	Account
		App'n A	Licence B	Total fee		
Application for new riding establishment licence (1yr) (plus cost of vet inspection)	295.00	232.00	59.00	291.00	-1.40%	5260ED300ANIMRIDING
Application to renew riding establishment licence (1yr) (plus cost of vet inspection)	295.00	232.00	59.00	291.00	-1.40%	5260ED300ANIMRIDING
Veterinary inspection of premises *	Recharged at cost			-	6140ED300	
<b>2.6 Zoos</b>						
Application for new zoo licence (4yr) (plus cost of vet inspection)	1,805.00	1,578.00	280.00	1,858.00	2.90%	5260ED300ANIMZOO
Application to renew zoo licence (6yr) (plus cost of vet inspection)	1,325.00	1,098.00	280.00	1,378.00	4.00%	5260ED300ANIMZOO
Application to vary zoo licence (plus cost of vet inspection)	1,325.00	1,098.00	280.00	1,378.00	4.00%	5260ED300ANIMZOO
Application to transfer zoo licence (plus cost of vet inspection)	221.00	189.00	39.00	228.00	3.20%	5260ED300ANIMZOO
Veterinary inspection of premises *	Recharged at cost			-	6140ED300	
<b>3. Betting, gambling and lottery licences</b>						
<b>3.1 Lottery registrations</b>						
Registration of society for small society lotteries	40.00	40.00	-	40.00	-	5260ED300GAMLOTTERY
Annual fee (payable on anniversary of registration)	20.00	-	20.00	20.00	-	5261ED300GAMLOTTERY
<b>3.2 Notices</b>						
Temporary use notice submission fee	355.00	366.50	-	366.50	3.20%	5260ED300GAMPERMIT
Duplicate copy of temporary use notice following theft/loss/damage	15.00	15.00	-	15.00	-	5260ED300GAMPERMIT
Occasional use notice submission fee	No fee	No fee	No fee	No fee	-	-
<b>3.3 Permits</b>						
Notification of 1-2 gaming machine in alcohol-licensed premises	50.00	50.00	-	50.00	-	5260ED300GAMPERMIT
Licensed premises gaming machine permit	Application for new permit	150.00	150.00	-	150.00	5260ED300GAMPERMIT
	Conversion of s.34(5E) permit	100.00				-
	Application for variation of permit	100.00	100.00	-	100.00	5260ED300GAMPERMIT
	Application for transfer of permit	25.00	25.00	-	25.00	5260ED300GAMPERMIT
	Change of name or address	25.00	25.00	-	25.00	5260ED300GAMPERMIT

Item		Current fee 2016-17	Proposed fee 2016-17			% chg	Account
			App'n A	Licence B	Total fee		
	Replacement - theft/loss	15.00	15.00	-	15.00	-	5260ED300GAMPERMIT
	Annual fee	50.00	50.00	-	50.00	-	5261ED300GAMPERMIT
Club gaming permit	Application for new permit (standard)	200.00	200.00	-	200.00	-	5260ED300GAMPERMIT
	Application for new permit (fast track)	100.00	100.00	-	100.00	-	5260ED300GAMPERMIT
	Conversion of part II registration	100.00				-	-
	Application for variation of permit	100.00	100.00	-	100.00	-	5260ED300GAMPERMIT
	Application for renewal of permit (standard)	200.00	200.00	-	200.00	-	5260ED300GAMPERMIT
	Application for renewal of permit (fast track)	100.00	100.00	-	100.00	-	5260ED300GAMPERMIT
	Replacement - theft/loss	15.00	15.00	-	15.00	-	5260ED300GAMPERMIT
	Annual fee	50.00	50.00	-	50.00	-	5261ED300GAMPERMIT
	Club machine permit	Application for new permit (standard)	200.00	200.00	-	200.00	-
Application for new permit (fast track)		100.00	100.00	-	100.00	-	5260ED300GAMPERMIT
Conversion of part III registration		100.00				-	-
Application for variation of permit		100.00	100.00	-	100.00	-	5260ED300GAMPERMIT
Application for renewal of permit (standard)		200.00	200.00	-	200.00	-	5260ED300GAMPERMIT
Application for renewal of permit (fast track)		100.00	100.00	-	100.00	-	5260ED300GAMPERMIT
Replacement - theft/loss		15.00	15.00	-	15.00	-	5260ED300GAMPERMIT
Annual fee		50.00	50.00	-	50.00	-	5261ED300GAMPERMIT
Prize gaming permit		Application for new permit	300.00	300.00	-	300.00	-
	Conversion of s.16 permit	100.00				-	-

Item		Current fee 2016-17	Proposed fee 2016-17			% chg	Account
			App'n A	Licence B	Total fee		
	Application for renewal of permit	300.00	300.00	-	300.00	-	5260ED300GAMPERMIT
	Change of name or address	25.00	25.00	-	25.00	-	5260ED300GAMPERMIT
	Replacement - theft/loss	15.00	15.00	-	15.00	-	5260ED300GAMPERMIT
Family entertainment centre gaming machine permit	Application for new permit	300.00	300.00	-	300.00	-	5260ED300GAMPERMIT
	Conversion of s.34(1) permit	100.00				-	-
	Application for renewal of permit	300.00	300.00	-	300.00	-	5260ED300GAMPERMIT
	Change of name or address	25.00	25.00	-	25.00	-	5260ED300GAMPERMIT
	Replacement - theft/loss	15.00	15.00	-	15.00	-	5260ED300GAMPERMIT
<b>3.4 Premises licences - applications</b>							
Application for new premises licence (without provisional statement)	Adult gaming centre	1,040.00	1,075.00	-	1,075.00	3.40%	5260ED300GAMPREMISES
	Betting (track)	1,040.00	1,075.00	-	1,075.00	3.40%	5260ED300GAMPREMISES
	Betting (other)	1,040.00	1,075.00	-	1,075.00	3.40%	5260ED300GAMPREMISES
	Bingo	1,040.00	1,075.00	-	1,075.00	3.40%	5260ED300GAMPREMISES
	Family entertainment centre	1,040.00	1,075.00	-	1,075.00	3.40%	5260ED300GAMPREMISES
Application for new premises licence (with provisional statement)	Adult gaming centre	700.00	730.00	-	730.00	4.30%	5260ED300GAMPREMISES
	Betting (track)	700.00	730.00	-	730.00	4.30%	5260ED300GAMPREMISES
	Betting (other)	700.00	730.00	-	730.00	4.30%	5260ED300GAMPREMISES
	Bingo	700.00	730.00	-	730.00	4.30%	5260ED300GAMPREMISES
	Family entertainment centre	700.00	730.00	-	730.00	4.30%	5260ED300GAMPREMISES
Application for provisional statement	Adult gaming centre	1,040.00	1,075.00	-	1,075.00	3.40%	5260ED300GAMPREMISES
	Betting (track)	1,040.00	1,075.00	-	1,075.00	3.40%	5260ED300GAMPREMISES
	Betting (other)	1,040.00	1,075.00	-	1,075.00	3.40%	5260ED300GAMPREMISES
	Bingo	1,040.00	1,075.00	-	1,075.00	3.40%	5260ED300GAMPREMISES
	Family entertainment centre	1,040.00	1,075.00	-	1,075.00	3.40%	5260ED300GAMPREMISES
Application for variation of premises licence	Adult gaming centre	700.00	730.00	-	730.00	4.30%	5260ED300GAMPREMISES
	Betting (track)	700.00	730.00	-	730.00	4.30%	5260ED300GAMPREMISES

Item	Current fee 2016-17	Proposed fee 2016-17			% chg	Account	
		App'n A	Licence B	Total fee			
	Betting (other)	700.00	730.00	-	730.00	4.30%	5260ED300GAMPREMISES
	Bingo	700.00	730.00	-	730.00	4.30%	5260ED300GAMPREMISES
	Family entertainment centre	700.00	730.00	-	730.00	4.30%	5260ED300GAMPREMISES
Application for transfer of premises licence	Adult gaming centre	300.00	314.00	-	314.00	4.70%	5260ED300GAMPREMISES
	Betting (track)	300.00	314.00	-	314.00	4.70%	5260ED300GAMPREMISES
	Betting (other)	300.00	314.00	-	314.00	4.70%	5260ED300GAMPREMISES
	Bingo	300.00	314.00	-	314.00	4.70%	5260ED300GAMPREMISES
	Family entertainment centre	300.00	314.00	-	314.00	4.70%	5260ED300GAMPREMISES
Application for reinstatement of premises licence	Adult gaming centre	300.00	314.00	-	314.00	4.70%	5260ED300GAMPREMISES
	Betting (track)	300.00	314.00	-	314.00	4.70%	5260ED300GAMPREMISES
	Betting (other)	300.00	314.00	-	314.00	4.70%	5260ED300GAMPREMISES
	Bingo	300.00	314.00	-	314.00	4.70%	5260ED300GAMPREMISES
	Family entertainment centre	300.00	314.00	-	314.00	4.70%	5260ED300GAMPREMISES
Duplicate copy of licence following theft/loss/damage		15.00	15.00	-	15.00	-	5260ED300GAMPREMISES
Change of name or address on premises licence		35.00	35.00	-	35.00	-	5260ED300GAMPREMISES
<b>3.5 Premises licences – annual fees</b>							
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	515.00	-	525.00	525.00	1.90%	5261ED300GAMPREMISES
	Betting (track)	515.00	-	525.00	525.00	1.90%	5261ED300GAMPREMISES
	Betting (other)	440.00	-	458.00	458.00	4.10%	5261ED300GAMPREMISES
	Bingo	515.00	-	525.00	525.00	1.90%	5261ED300GAMPREMISES
	Family entertainment centre	440.00	-	458.00	458.00	4.10%	5261ED300GAMPREMISES
<b>4. Charity collections</b>							
<b>4.1 House-to-house collections</b>							
Application for house to house collection licence		No fee	No fee	No fee	No fee	-	-
<b>4.2 Street collections</b>							
Application for street collection licence		No fee	No fee	No fee	No fee	-	-
<b>5. Hypnotism</b>							
Authorisation of hypnotism performance		No fee	No fee	No fee	No fee	-	-

Item	Current fee 2016-17	Proposed fee 2016-17			% chg	Account	
		App'n A	Licence B	Total fee			
<b>6. Scrap metal dealers (EXECUTIVE-SET FEES)</b>							
Application for new scrap metal site licence (3yr)	266.50	220.00	59.00	279.00	4.70%	5260ED300SCRAP	
Application for new scrap metal collectors licence (3yr)	189.50	169.00	29.50	198.50	4.70%	5260ED300SCRAP	
Application to renew scrap metal site licence (3yr)	251.00	203.50	59.00	262.50	4.60%	5260ED300SCRAP	
Application to renew scrap metal collectors licence (3yr)	174.00	152.50	29.50	182.00	4.60%	5260ED300SCRAP	
Application to vary scrap metal licence - change of licensee details	15.00	15.50	-	15.50	3.30%	5260ED300SCRAP	
Application to vary scrap metal licence - change of licensed sites	72.50	76.00	-	76.00	4.80%	5260ED300SCRAP	
Application to vary scrap metal licence - change of site managers	41.00	43.00	-	43.00	4.90%	5260ED300SCRAP	
Application to vary scrap metal licence - site to collectors licence	24.50	25.50	-	25.50	4.10%	5260ED300SCRAP	
Application to vary scrap metal licence - collectors to site licence	129.00	95.50	39.00	134.50	4.30%	5260ED300SCRAP	
<b>7. Sex establishments</b>							
Application for new sex establishment licence	2,670.00	1,859.50	266.00	2,125.50	-20.40%	5260ED300SEXLICENCE	
Application for renewal of sex establishment licence	2,405.00	1,454.50	266.00	1,720.50	-28.50%	5260ED300SEXLICENCE	
Application for variation of sex establishment licence	1,215.00	882.00	204.00	1,086.00	-10.60%	5260ED300SEXLICENCE	
Application for transfer of sex establishment licence	430.00	439.00	-	439.00	2.10%	5260ED300SEXLICENCE	
<b>8. Skin piercing, tattooing, etc</b>							
Application for registration of skin piercing, etc, premises	200.00	212.00	-	212.00	6.00%	5260ED300SKINPIERCE	
Application for registration of skin piercing, etc, operator	90.00	93.50	-	93.50	3.90%	5260ED300SKINPIERCE	
<b>9. Street trading</b>							
Application for street trading consent (hot food) (1 year)	931.00				-	-	
Application for street trading consent (cold food/non-food) (1yr)	512.00				-	-	
Application for street trading consent (one month trial only)	160.00				-	-	
Street trading consent (annual) (1 year)	New (1 vehicle/pitch)	-	380.00	243.00	623.00	-	5260ED300STREETTRAD
	Renewal (1 vehicle/pitch)	-	380.00	243.00	623.00	-	5260ED300STREETTRAD
	Additional fee per extra vehicle/pitch	-	27.00	39.00	66.00	-	5260ED300STREETTRAD
	Interim substitution of vehicle	-	23.50	-	23.50	-	5260ED300STREETTRAD
	Other consent variation	-	132.00	-	132.00	-	5260ED300STREETTRAD



Item		Current fee 2016-17	Proposed fee 2016-17			% chg	Account
			App'n A	Licence B	Total fee		
Street trading consent (single event)	Commercial event	-	152.00	-	152.00	-	5260ED300STREETTRAD
	Community/charity event	-	25.00	-	25.00	-	5260ED300STREETTRAD
<b>10. Taxis and private hire</b>							
<b>10.1 Driver licences</b>							
Application for HC driver licence (3 years) [checks in-house]		145.00				-	-
Application for PH driver licence (3 years) [checks in-house]		145.00				-	-
Application for dual driver licence (3 years) [checks in-house]		215.00				-	-
Hackney Carriage Drivers Licence (3 years) [external e-form/checks]	New	128.00	-	133.00	133.00	3.90%	5260ED300TAXIDRIVER
	Renewal	128.00	-	133.00	133.00	3.90%	5260ED300TAXIDRIVER
	Theft/loss of badge	20.00	20.00	-	20.00	-	5260ED300TAXIDRIVER
Private Hire Drivers Licence (3 years) [external e-form/checks]	New	128.00	-	133.00	133.00	3.90%	5260ED300TAXIDRIVER
	Renewal	128.00	-	133.00	133.00	3.90%	5260ED300TAXIDRIVER
	Theft/loss of badge	20.00	20.00	-	20.00	-	5260ED300TAXIDRIVER
Dual HC/PH Drivers Licence (3 years) [external e-form/checks]	New	192.00	-	199.50	199.50	3.90%	5260ED300TAXIDRIVER
	Renewal	192.00	-	199.50	199.50	3.90%	5260ED300TAXIDRIVER
	Renewal & Upgrade	192.00	-	199.50	199.50	3.90%	5260ED300TAXIDRIVER
	Interim Upgrade (+£1 / unexpired month)	35.00	-	36.00	36.00	2.90%	5260ED300TAXIDRIVER
	Theft/loss of badge (per)	20.00	20.00	-	20.00	-	5260ED300TAXIDRIVER
Disclosure & Barring Service (DBS) enhanced disclosure * [in-house]		44.00	Recharged at cost			-	6020ED300
External identity check (DBS route 2 verification) * [in-house]		7.20	Recharged at cost			-	6020ED300
Driving licence verification check * [in-house]		6.90	Recharged at cost			-	6008ED300
<b>10.2 Driver knowledge tests</b>							
Hackney carriage written local/legal test	Full test	45.00	48.00	-	48.00	6.70%	5270ED300
	Conditions only	30.00	32.00	-	32.00	6.70%	5270ED300
Private hire written local/legal test	Full test	45.00	48.00	-	48.00	6.70%	5270ED300
	Conditions only	30.00	32.00	-	32.00	6.70%	5270ED300
Dual HC/PH driver written local/legal test	Full test	45.00	48.00	-	48.00	6.70%	5270ED300

Item		Current fee 2016-17	Proposed fee 2016-17			% chg	Account
			App'n A	Licence B	Total fee		
	Conditions only	30.00	32.00	-	32.00	6.70%	5270ED300
Versant English language assessment	Test fee *	31.80	Recharged at cost			-	5270ED300
	Administration fee	11.40	12.00	-	12.00	5.30%	5270ED300
<b>10.3 Operator licences</b>							
Private hire operator licence (5 years)	New (1-3 vehicles)	388.00	-	402.00	402.00	3.60%	5260ED300TAXIOPERATOR
	New (4+ vehicles)	647.00	-	670.00	670.00	3.60%	5260ED300TAXIOPERATOR
	Renewal (1-3 vehicles)	388.00	-	402.00	402.00	3.60%	5260ED300TAXIOPERATOR
	Renewal (4+ vehicles)	647.00	-	670.00	670.00	3.60%	5260ED300TAXIOPERATOR
<b>10.4 Vehicle licences</b>							
Application for HC vehicle licence (1 year) (includes compliance test fee)		264.00				-	-
Application for PH vehicle licence (1 year) (includes compliance test fee)		244.00				-	-
Application for stretch limo PH vehicle licence (6 month) (includes specialist compliance test fee)		190.00				-	-
Application for stretch limo PH vehicle licence (6 month) (excludes specialist compliance test fee)		110.00				-	-
Substitution of vehicle on licence (includes compliance test fee)		173.00				-	-
Hackney carriage vehicle licence (excludes compliance test fee)	New (1 year)	210.00	-	218.00	218.00	3.80%	5260ED300TAXIVEHICLE
	Renewal (1 year)	210.00	-	218.00	218.00	3.80%	5260ED300TAXIVEHICLE
	Renewal & substitution (1 yr)	210.00	-	218.00	218.00	3.80%	5260ED300TAXIVEHICLE
	Interim substitution (remaining duration)	119.00	-	117.00	117.00	-1.70%	5260ED300TAXIVEHICLE
	Transfer of ownership	64.00	-	63.50	63.50	-0.80%	5260ED300TAXIVEHICLE
	Theft/loss of rear plate	20.00	20.00	-	20.00	-	5260ED300TAXIVEHICLE
	Theft/loss of front plate	20.00	20.00	-	20.00	-	5260ED300TAXIVEHICLE
	Change of vehicle particulars	55.00	55.00	-	55.00	-	5260ED300TAXIVEHICLE
Private hire vehicle licence (excludes compliance test fee)	New (1 year)	190.00	-	193.00	193.00	1.60%	5260ED300TAXIVEHICLE

Item	Current fee 2016-17	Proposed fee 2016-17			% chg	Account
		App'n A	Licence B	Total fee		
Renewal (1 year)	190.00	-	193.00	193.00	1.60%	5260ED300TAXIVEHICLE
Renewal & substitution (1 yr)	190.00	-	193.00	193.00	1.60%	5260ED300TAXIVEHICLE
Interim substitution (remaining duration)	119.00	-	117.00	117.00	-1.70%	5260ED300TAXIVEHICLE
Transfer of ownership	64.00	-	63.50	63.50	-0.80%	5260ED300TAXIVEHICLE
Theft/loss of rear plate	20.00	20.00	-	20.00	-	5260ED300TAXIVEHICLE
Theft/loss of front plate	20.00	20.00	-	20.00	-	5260ED300TAXIVEHICLE
Change of vehicle particulars	55.00	55.00	-	55.00	-	5260ED300TAXIVEHICLE
Vehicle MOT and compliance test * (payable direct to test station)	52.00	Recharged at cost			-	-
Specialist vehicle MOT and compliance test * (stretch limos)	52.00				-	-
<b>10.5 Other fees</b>						
Duplicate copy of licence following theft/loss/damage	15.00	15.00	-	15.00	-	
<b>11. General service charges</b>						
Photocopies (per A4 side, at officers discretion, subject to legal restrictions)	0.20	0.20	-	0.20	-	5260ED300MISCLIC
Copy of interview recording following PACE interview (per tape/disc)	15.00	15.00	-	15.00	-	5260ED300MISCLIC
Copy of public register entry (where kept and made available by statute) (per entry)	15.00	15.00	-	15.00	-	5260ED300MISCLIC
Request for duplicate copy of licence following loss/theft/damage (where not otherwise listed)	15.00	15.00	-	15.00	-	5260ED300MISCLIC
Licensing pre-application advice (per whole or part hour)	-	-	-	-	-	

Key:

Fee prescribed in legislation

Fee set within prescribed maxima

\* recharge, automatically adjusted in event of supplier price changes

Discontinued item

**A: Application fees are payable upon making an application, and unless otherwise stated are non-refundable in the event of that application being refused.**

**B: Licence fees are payable upon the grant of an application. If paid earlier than this, these fees will be refunded if the application is unsuccessful.**