

# Report to Regulatory Panel

Meeting Date: 27<sup>th</sup> October 2021

Portfolio: Finance, Governance and Resources

Key Decision: Not Applicable:

Within Policy and Budget Framework YES

Public / Private Public

Title: Review of Charges 2022/23 – Licensing

Report of: Director of Governance & Regulatory Services

Report Number: GD 67/21

## Purpose / Summary:

This report sets out the proposed fees and charges for licences falling within the responsibility of the Licensing Section and the Food and Public Protection Section of the Governance and Regulatory Services Directorate. The Regulatory Panel has responsibility for determining the licence fees, with the exception of those under the Scrap Metal Dealers Act 2013 which falls to the Executive

## Recommendations:

The Regulatory Panel is asked to agree the charges as set out in Appendices ‘A’, ‘B’ and ‘C’ with effect from 1<sup>st</sup> April 2022 and to recommend to the Executive to agree the charges for the Scrap Metal Act Fees for 2022/23.

## Tracking

Executive:	<b>22<sup>nd</sup> November &amp; 20<sup>th</sup> December 2021</b>
Scrutiny:	<b>Health &amp; Wellbeing O&amp;S Panel – 25<sup>th</sup> November 2021</b> <b>Economic Growth O&amp;S Panel – 2<sup>nd</sup> December 2021</b> <b>Business &amp; Transformation O&amp;S Panel – 7<sup>th</sup> December 2021</b>
Council:	<b>N/A</b>

## **1. BACKGROUND**

- 1.1 Each Directorate is required to carry out an annual review of fees and charges.
- 1.2 This report proposes a review of charges within the Governance and Regulatory Services Directorate in respect of licence charges delegated to the Regulatory Panel. The report has been prepared in accordance with the principles approved under the Council's Corporate Charging Policy.
- 1.3 The charges, which have been reviewed, are addressed separately below.
- 1.4 Attached at **Appendix A, B & C** is an extract from the summary of charges book, which shows the current and proposed level of charge for each of these services.

## **2. CORPORATE CHARGING POLICY 2022**

- 2.1 The Corporate Charging Policy, which is part of the Strategic Financial Framework, was approved by the Executive and Full Council and sets out the City Council's policy for reviewing charges.
- 2.2 It is recognised that licence fees (that can be determined by local authorities) can only be set at a level which recovers the cost of administration, inspection and in some cases compliance of existing licences, which arise out of carrying out their licensing functions under the various legislation. Under European Directive 2006/123 art 13(2), any charges which an applicant for a licence may incur shall be reasonable and proportionate to the cost of the authorisation procedures in question and shall not exceed the cost of the procedures.
- 2.3 It is Council policy to maximise charges to maintain full cost recovery wherever possible, and this should be the case when setting charges. In the case of licensing Section, we are currently operating at an income level that is achieving full cost recovery.
- 2.4 Recognition should be made of the risk that licensing income levels can be subject to market forces out with the Council's overall control, including new responsibilities and the repeal of other legislation. In previous years, shortfalls in income projections for certain services were encountered. This reinforces the message that any practice of simple annual increments in charges in line with the rate of inflation is inappropriate, as is a copycat approach that simply compares prices with other authorities, without taking into account other local factors, demand, and the achievement of Council priorities. The full range of factors identified in the guidance must be taken into account when setting charges, with the overall aim of achieving target income levels to achieve the full cost recovery of the administration, inspection and compliance with the licensing function.
- 2.5 In addition, the policy recognises that each Directorate is different, and requires Directors to develop specific principles for their particular service or client groups.

### **3 LICENCES**

3.1 Licensing income covers an extremely wide range of functions for which the Council is the licensing authority and the number of applications for various licences fluctuates each year. The current principal functions relate to the issue of licences for Premises and Personal (Licensing Act 2003), Hackney Carriages/Private Hire (Vehicles, Drivers and Operators), Gambling Premises and Machine Permits (Gambling Act 2005), Street Trading, Auctioneers and Sex Establishments.

3.2 The licensing of activities involving animals is administered and enforced by Food and Public Protection Section of Environmental Health. The fees and charges associated with these licences are brought to Regulatory Panel for determination and approval. The licences issued under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, include:

- Selling animals as pets
- Animal boarding (including Kennels/Catteries/Dog Day Care/Home Boarding for dogs)
- Breeding of dogs
- Hiring Out Horses (including Riding Establishments)
- Keeping or training animals for exhibition

The Food and Public Protection Team are also responsible for the licensing Dangerous Wild Animals (Dangerous Wild Animals Act 1976) and Zoos (Zoo Licensing Act 1981).

3.3 The registration of persons or businesses engaged in the business or practice of Cosmetic Piercing, Tattooing, Electrolysis, Semi-Permanent Skin Colouring and Acupuncture, are administered and enforced by the Food and Public Protection Section of Environmental Health.

3.4 With regard to the Gambling Act 2005 local authorities assumed responsibility for licensing gambling premises and gaming machines during 2007, whilst the Gambling Commission licensed operators and personal licence holders. The fee banding was set nationally, and licensing authorities were given the flexibility to set their fees within these bands, dependent upon local circumstances. On 4<sup>th</sup> April 2007 the Licensing Committee (through delegated authority) determined the fees in accordance with the regulations which are included in Appendix B. Fees under the Act for Lottery registration are fixed by Central Government.

3.5 The remaining licences administered by the Authority have locally set charges. A full review of the charging was undertaken for the charges for 2018/19 using a new formula on a cost per hour charge and a fee structure was agreed. This has formed a fair charging structure and it is proposed that the charges which are set by the Council are increased for 2022/23 by 3% in line with the MTFP. This will not

compromise the Council's position as a fair charging authority and should achieve full cost recovery for the administration process.

## **4 LICENCING ACT 2003**

### **PREMISES LICENCES AND CLUB CERTIFICATES**

- 4.1 The total number of premises and club certificates currently licensed is 500. This will always fluctuate each year and applications for variations will continue. There was an impact in the 20/21 budget which continued into 2021/22 budget due to a reduction in applications and events due to Covid-19. However it is expected that this will not continue in 2022/23 and numbers will revert to pre 2020/21 levels.
- 4.2 The fee structure is fixed by central government and is based upon five non-domestic rateable value bands. There is no change in the fee structure and based upon the current number of licences issued, it is estimated that there will be an income of £95,000 in 2022/23 as set out in the fee bands at Appendix A.

### **PERSONAL LICENCES**

- 4.3 Any person who authorises the sale of alcohol requires a personal licence. All premises that are licensed for the sale of alcohol must therefore have a personal licence holder to authorise that sale.
- 4.4 We currently have a total of 2016 Personal Licences issued to date and a licence is issued for an indefinite period.
- 4.5 The Authority receives requests for amendments to licences and these are charged at £10.50.
- 4.6 There was a significant decrease in personal licence applications during the period 1<sup>st</sup> April – 1<sup>st</sup> September 2020 (10) compared to the same period in 2019 (42). For the same period in this current year the numbers of applications have risen to 25. It is expected that in 2022/2023 the numbers will revert to 2019/20 levels and an income of £3,500 is projected.

## **5 VEHICLE & DRIVERS LICENCES**

### **HACKNEY CARRIAGE VEHICLES**

- 5.1 Under the provision of the Local Government (Miscellaneous Provisions) Act 1976, the City Council may fix a reasonable fee to cover the cost of administration of Hackney Carriage Licences and vehicle inspections.

### **HACKNEY CARRIAGE DRIVER LICENCES**

- 5.2 The cost of a new driver licences reflect work that is currently undertaken with prospective new drivers. This includes advice, training, knowledge and communication tests, verification of Disclosure and Barring Service applications and an assessment on the initial application to determine the fitness and propriety of an applicant.

- 5.3 Licences are issued for a 3 year period unless a request has been made for a 1 year licence and licenced Private Hire drivers who apply for a Hackney Carriage Drivers Licence are charged at a renewal rate.
- 5.4 Should Members resolve that an Unmet Demand Survey is commissioned as detailed in report GD 74/21 then £20 should be added to the proposed cost of the licence so that the cost of the survey is recouped via licence fees.

### **PRIVATE HIRE**

- 5.5 The Local Government (Miscellaneous Provisions) Act 1976 provides for the regulation of the private hire trade by means of the issue of licences for operators, vehicles and drivers.

### **PRIVATE HIRE DRIVER LICENCES**

- 5.6 The cost of a new driver licence reflects work that is currently undertaken with prospective new drivers. This includes advice, training, knowledge and communication tests, verification of Disclosure and Barring Service applications and an assessment on the initial application to determine the fitness and propriety of an applicant.
- 5.7 Licences are issued for a 3 year period unless a request has been made for a 1 year licence and licenced Hackney Carriage Drivers who apply for a Private Hire Drivers Licence are charged at a renewal rate.

### **New costs for Licensed Drivers**

- 5.8 In order to ensure that the Council have a driver's complete driving history, thus enabling a fully informed decision to be made in respect of an application, the Council upon new application and annually thereafter will undertake a check on licensed drivers DVLA driving licence.
- 5.9 Currently this is undertaken by staff using Gov.uk. However, this is very time consuming if the driver does not provide a code and some licences cannot be accessed. Therefore, this is to be carried out in future by an external company and applicants are required to complete a mandate authorising access to their DVLA driving licence record. The checks will then be automatically undertaken on a annual basis or at any time the Council wishes to check the status of a licence. The cost of the service will be incorporated into the licence fee.

### **National Register of refusals and revocations (NR3)**

- 5.10 The Council will subscribe to the National Register of Hackney Carriage and PHV driver licence refusals and revocations, the 'national register of refusals and revocations' or NR3 as it is more commonly known. The council will search the national database in all cases where an application is made for a new hackney carriage or private hire driver licence and when an application is made for the renewal of these licences.

- 5.11 The Council will also place drivers who have been refused a licence or have had their licence revoked on the database.
- 5.12 The charges for the Driver licences for both Hackney Carriage and Private Hire have increased due to the inclusion of the costs of subscribing to the NR3 database and the cost of DVLA driver licence checks via GBG as detailed above. Licensed drivers not renewing in 2022/23 will be required to pay the costs of the NR3 and Driving Licence Checks for the years remaining on their current licence.
- 5.13 The fees for drivers, vehicles and operators, which aim to generate income of £80,000 for Hackney Carriage and £30,400 for Private Hire in 2022/23, are set out in Appendix A.

## **6 SEX ESTABLISHMENTS**

- 6.1 The City Council has issued two sex establishment licences. It is proposed that the fee is set to £2,250 for a new application and £2,060 for a renewal application. It is estimated that the income received is £4,120 in 2022/23.

## **7 AUCTIONEERS**

- 7.1 We only have one premise which requires licensed auctioneers. Currently we have 17 licensed Auctioneers. The estimated income in 2021/22 is £700.

## **8 PLEASURE BOATS & BOATMEN**

- 8.1 The number of pleasure boats and boatmen has remained static in recent years and the income target is set at £500 for 2022/23.

## **9 SCRAP METAL DEALERS**

- 9.1 The Scrap Metal Dealers Act 2013 which commenced on 1st October 2013 brings together two earlier pieces of legislation that covered Scrap Metal and Motor Salvage Operators. The licence covers a three-year period and the income is appropriated accordingly.
- 9.2 The Executive set the fee for Scrap Metal Licensing and a recommendation is made to the Executive to agree the fees detailed at Appendix A.
- 9.3 The current renewals expect to generate income of £3,000 in 2022/23, as set out in Appendix A.

## **10 STREET TRADING**

- 10.1 The Council issues Street Trading Consents on an annual and occasional basis. The number of consents issued decreased between 2017 and 2020. However there has been an increase during the past 12 months and the number of annual consents issued has risen from 15 to 22.
- 10.2 The number of Occasional Street Trading Consents issued has remained low at 1 but there is expected to be a rise in the number during 2022/23 as the number of events taking place which would require an OST are slowly increasing.

10.3 Based upon the current numbers of consents it is estimated that this will generate an estimated annual income of £4,500 in 2022/23.

## **11 ANIMAL WELFARE LICENSING**

### **ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS)**

11.1 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 requires licences for the following animal activities:

- Selling animals as pets
- Animal boarding (including Kennels/Catteries/Dog Day Care/Home Boarding for dogs)
- Breeding of dogs
- Hiring Out Horses (including Riding Establishments)
- Keeping or training animals for exhibition

Fees have been increased by 3% in line with the Corporate Charging Policy. Based on the proposed fees and charges, an estimated income of £8,000 will be generated in 2022/23 for animal activity related licences.

### **DANGEROUS WILD ANIMALS**

11.2 In line with the Corporate Charging Policy, the fee for an individual to hold a Dangerous Wild Animal Licence has been increased by 3%. The licence will be issued for 2 years and a compliance visit will be made in the second year. The cost of the compliance visit is incorporated into the grant of licence fee. The full fee structure is detailed in Appendix B. We currently have no licences issue under the Dangerous Wild Animals Act 1976.

### **ZOO LICENSING**

11.3 In line with the Corporate Charging Policy, the fees associated with an individual/organisation applying for a Zoo Licence has been increased by 3%. On application for a new zoo licence, the law indicates that a licence will be issued for a 4-year period in the first instance. The applicant is then required to apply for their licence renewal in the 4th year. If successful, a 6-year licence will then be issued and renewed thereafter every 6 years. The Application Fee and Grant of Licence Fee will cover the full term of the licence. The full fee structure is detailed in Appendix B. We currently have no licences issue under the Zoo Licensing Act 1981.

## **12 COSMETIC PIERCING, TATTOOING, ELECTROLYSIS & ACUPUNCTURE**

12.1 Any person or businesses engaged in the business or practice of Cosmetic Piercing, Tattooing, Electrolysis, Semi-Permanent Skin Colouring and Acupuncture,

must be registered with their Local Authority. This is a one-off registration and is not subject to renewal requirement. A 3% increase has been applied to registration applications during 2022/23. The administration and enforcement of the registration provisions is undertaken by officers of the Food and Public Protection Team. The current fee should generate an income of approximately £1,000 in 2022/23.

### **13 GAMBLING ACT 2005**

#### **LOTTERY LICENCES**

- 13.1 The fee for lottery registrations is determined by central government and is at present £40 and the renewal fee is £20; these charges were last increased in September 2007. There has been a decrease in the number of applications received over recent years and the income target has been reduced to reflect this. The current fee should generate approximately £3,800 in 2022/23.

#### **GAMBLING PREMISES AND MACHINE PERMITS**

- 13.2 The fee bands are set by central government and the Licensing Committee sets its own fees within these limits, based upon full cost recovery of providing the licensing service. These fees were determined on 4<sup>th</sup> April 2007 by this committee and we continue to recover the full cost of providing the service and no change is recommended.
- 13.3 At the current level of fees, an estimated income of £14,000 for Gambling Premises and Machine Permits will be received during 2022/23 which is set out in Appendix C.

### **14 SUMMARY OF INCOME GENERATED**

- 14.1 The introduction of the charges proposed is an estimate (based upon the current and estimated number of licences) to generate income of £239,500 for the Licensing Section, and £9,000 for Environmental Health in 2022/23 which is summarised in the table below:



## 14.2

Service Area	Updated Budget 2021/22	MTFP Target 2022/23	Original Estimate 2022/23	Shortfall or (Excess) over MTFP	
Licensing Act 2003 – Premises	90,000	90,000	95,000	(5,000)	*
Licensing Act 2003 - Personal Licences	3,000	3,000	3,500	(500)	*
Gambling Act 2005 - Lotteries	3,800	3,800	3,800	0	*
Gambling Act 2005 - Premises and Gaming Machines	14,000	14,000	14,000	0	*
Hackney Carriage	80,000	80,000	80,000	0	
Private Hire	30,400	30,400	30,400	0	
Sex Establishment	4,000	4,000	4,100	(120)	
Auctioneers	600	600	700	(100)	
Pleasure Boats	500	500	500	0	
Scrap Metal	2,900	2,900	3,000	(100)	
Street Trading	4,000	4,000	4,500	(500)	
<b>Total (Licensing)</b>	<b>233,200</b>	<b>233,200</b>	<b>239,500</b>	<b>(6,300)</b>	
Animal Welfare Licensing	8,000	8,000	8,000	0	
Cosmetic Piercing, Tattooing, Electrolysis & Acupuncture	1,000	1,200	1,000	200	
<b>Total (Environmental Health)</b>	<b>9,500</b>	<b>9,500</b>	<b>9,000</b>	<b>500</b>	

\*Fixed fee

## 15 CONSULTATION

Consultation to Date – None

Consultation Proposed - Hackney fees must be advertised in the local press after determination.

## 16 RECOMMENDATIONS

The Regulatory Panel are recommended to:

- 16.1 Agree the charges as set out in Appendices 'A', 'B' and 'C' with effect from 1<sup>st</sup> April 2022.
- 16.2 Make a recommendation to the Executive to agree the charges for the Scrap Metal Act Fees for 2022/23.

## 17 REASONS FOR RECOMMENDATIONS

To ensure that the City Council's Corporate Charging Policy is complied with and sufficient income is generated to cover the costs associated with administering and enforcing the Council's statutory licensing function

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**Appendices**                    **A – Charging Structure 2022/23 – Licensing Act & Misc**  
**attached to report:**        **B – Proposed Charging 2022/23 – Animal Welfare**  
   **C – Proposed Charges 2022/23 – Gambling**

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:**

- **None**

## **CORPORATE IMPLICATIONS/RISKS:**

### **LEGAL –**

1. In accordance with Article 13(2) of the EU Services Directive and Regulation 18(4) of the Provision of Services Regulations 2009, any fees charged in relation to licences and authorisations must seek to recover the actual cost of the application process and must not be used to raise funds. The licensing authority cannot make a profit from licence fees and must carry forward any surplus. However, the authority can recoup deficits.
2. Under the Local Government (Miscellaneous Provisions) Act 1976, the City Council can only charge a level of fees which is sufficient to cover the reasonable costs of administering and enforcing the Hackney Carriage and Private Hire licensing function. The 1976 Act lays down as statutory process for varying fees for Hackney Carriage Proprietors, Private Hire Vehicle licences and Private Hire Operators' licences.

3. This issue of Hackney Carriage and Private Hire licences and the amount of any charge for their issue is excluded from being an executive function by regulation 2(6) and Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.
4. Failure to consult and advertise in accordance with statute may lead to a legal challenge by judicial review.

**FINANCE** – The acceptance of the charges highlighted in this report will result in an anticipated level of income of £248,500 (£239,500 Licensing and £9,000 Environmental Health) against the MTFP target of £242,400. This represents an increase of £6,100 which will be retained within the service.

**EQUALITY – None**

**INFORMATION GOVERNANCE** – The changes referenced at points 5.8-5.10 will require amendments to data protection documentation such as the application form and privacy notice. Advice given to ensure an appropriate Data Processing Agreement is in place with the third-party organisation, and that the process detailed is lawful.

## Charging structure – Licensing 2022/23

Licensing Act 2003 (charges are currently set by the Home Office)

	New	Charge from 01/04/21 Annual Fee	Charge from 01/04/22 Annual Fee	Implementation Date
<b>Premises</b>	<b>Band A</b>	100.00	70.00	24/11/05
	<b>Band B</b>	190.00	180.00	24/11/05
	<b>Band C</b>	315.00	295.00	24/11/05
	<b>Band D</b>	450.00	320.00	24/11/05
	<b>Band E</b>	635.00	350.00	24/11/05
<b>Personal Licence</b>	37.00	Amendment – 10.50	Amendment 10.50	24/11/05

## Vehicles - Hackney Carriages

		Charge from 01/04/21	Proposed Charge from 01/04/22
<b>Hackney Carriage Vehicle</b>	New	247.00	254.00 (*274.00)
	Renewal	206.00	212.00 (*232.00)
<b>Hackney Carriage Driver – 1 year</b>	New	180.00	200.00
	Renewal	119.00	135.00
<b>Hackney Carriage Driver – 3 year</b>	New	309.00	355.00
	Renewal	212.00	255.00
<b>Certificate of Compliance (COC)</b>		11.00	11.00
<b>Transfer of Licence</b>		34.00	35.00
<b>Change of Vehicle</b>		54.00	55.00
<b>Duplicate Licence</b>		14.00	14.50
<b>Test Fee</b>		56.00	57.00
<b>Test Fee DNTU</b>		28.00	28.50
<b>Retest Fee</b>		40.00	41.00
<b>New Licence Plate</b>		15.00	15.00
<b>**DVLA Licence Check (per year)</b>	new		5.00
<b>**NR3 Database contribution (per year)</b>	new		6.00

\* cost of Hackney Carriage licence if Unmet Demand Survey Commissioned

\*\*costs are incorporated in the HC/PH driver application fee – those drivers not due to renew will need to pay costs from April 2022 for the years left on their current licence.

**Vehicles – Private Hire**

		<b>Charge from 01/04/21</b>	<b>Proposed Charge from 01/04/22</b>	
<b>Private Hire Vehicle</b>	New	237.00	244.00	
	Renewal	180.00	185.00	
<b>Private Hire Driver – 1 year</b>	New	180.00	200.00	
	Renewal	119.00	135.00	
<b>Private Hire Driver – 3 year</b>	New	309.00	355.00	
	Renewal	212.00	255.00	
<b>Certificate of Compliance (COC)</b>		11.00	11.00	
<b>Transfer of Licence</b>		34.00	35.00	
<b>Change of Vehicle</b>		54.00	55.00	
<b>Duplicate Licence</b>		14.00	14.00	
<b>Test Fee</b>		56.00	57.00	
<b>Test Fee DNTU</b>		28.00	29.00	
<b>Retest Fee</b>		40.00	41.00	
<b>Private Hire Operator</b>	<b>1-5 Vehicles</b>	1 Year	226.00	232.00
		5 Year	535.00	550.00
	<b>6-10 Vehicles</b>	1 Year	300.00	310.00
		5 Year	680.00	700.00
	<b>11-20 Vehicles</b>	1Year	350.00	360.00
		5 Year	788.00	810.00
	<b>21-30 Vehicles</b>	1 Year	397.00	408.00
		5 Year	948.00	975.00
<b>New Licence Plate</b>		15.00	15.00	

## Miscellaneous Licences

		Charge from 01/04/21	Proposed Charge from 01/04/22
<b>Auctioneers</b>		48.00	48.00
<b>Sex Establishments</b>	New	2120.00	2250.00
	Renewal	2000.00	2000.00
	Variation	265.00	265.00
	Transfer	130.00	130.00
<b>Street Trader</b>	New	250.00	250.00
	Renewal	227.00	227.00
	Change of site	new	50.00
	Occasional	54.00	54.00
		33.00 (annual consent holders)	33.00
<b>Scrap Metal Collector</b>	New	278.00	286.00
	Renewal	278.00	286.00
	Vary Name/Address	30.00	30.00
<b>Scrap Metal Site</b>	New	494.00	510.00
	Renewal	453.00	465.00
	Vary Name	30.00	30.00
	Vary Site Manager	75.00	75.00
	Vary Collector to Site	210.00	210.00
	Add Site	150.00	150.00
<b>Boats</b>	1-20 vessels	410.00	420.00
	21-30 vessels	460.00	470.00
<b>Boatman</b>	New	38.00	39.00
	Renewal	30.00	31.00
<b>Miscellaneous Duplicate Items</b>		13.50	14.00
<b>Cosmetic Skin Piercing / Tattooing</b>	Premises Registration	121.00	125.00
	Personal Registration	121.00	125.00
<b>Acupuncture</b>	Premises Registration	121.00	125.00
	Personal Registration	121.00	125.00

## Licensing of Activities Involving Animals 2022/23

		PART A Application Fee	PART B Grant of Licence Fee	Total	Additional Cost to Applicant
Riding Establishments / Hiring Out Horses	New	£ 212.00	£ 53.50	£ 265.50	+ Vets Fee
	Renewal	£ 183.00	£ 53.50	£ 236.50	+ Vets Fee
	2/3 Year Licences - Inspection Fee	£ 141.00	£ 0.00	£ 141.00	Nil
Animal Boarding (inc Kennels, Catteries & Dog Day Care)	New	£ 183.00	£ 53.50	£ 236.50	Nil
	Renewal	£ 163.00	£ 53.50	£ 216.50	Nil
	2/3 Year Licences - Inspection Fee	£ 133.00	£ 0.00	£ 133.00	Nil
Home Boarding	New	£ 141.00	£ 35.00	£ 176.00	Nil
	Renewal	£ 128.00	£ 35.00	£ 163.00	Nil
	2/3 Year Licences - Inspection Fee	£ 84.50	£ 0.00	£ 84.50	Nil
Breeding Dogs	New	£ 183.00	£ 53.50	£ 236.50	+ Vets Fee
	Renewal	£ 163.00	£ 53.50	£ 216.50	+ Vets Fee where business identified as High Risk following risk assessment
	2/3 Year Licences - Inspection Fee	£ 133.00	£ 0.00	£ 133.00	Nil
Selling Animals as Pets	New	£ 177.00	£ 53.50	£ 230.50	Nil
	Renewal	£ 155.50	£ 53.50	£ 209.00	Nil
	2/3 Year Licences - Inspection Fee	£ 133.00	£ 0.00	£ 133.00	Nil
Keeping / Training Animals for Exhibition	3 Year Licence (New / Renewal)	£ 183.00	£ 53.50	£ 236.50	Nil
Additional Licensable Activities*	New / Renewal*	£ 84.50	£ 53.50	£ 138.00	+ Vets Fee if required
	2/3 Year Licence – Inspection Fee*	£ 42.00	£ 0.00	£ 42.00	Nil
Variation to licence/re-evaluation of star rating - Animal Boarding / Pet Shops / Keeping animals for exhibition	Variation	£ 133.00	N/A	£ 133.00	Nil
Variation to licence/re-evaluation of star rating - Dog Breeding / Hiring out horses	Variation	£ 133.00	N/A	£ 133.00	+ Vets Fee if required
Minor Variation of Licence (Administrative change)	Variation	£ 28.00	N/A	£ 28.00	Nil
Transfer of Licence due to death of licensee	Transfer	£ 28.00	N/A	£ 28.00	Nil

\* Where an application relates to more than one activity, the higher licence application/issue fee will apply and the additional activity fee will also be payable for each additional licensable activity applied for. The inspection fee for 2/3-year licences will be applied for those where an additional licensable activity has been applied to the licence.

		PART A Application (New/Renewal) Fee	PART B Grant of Licence Fee	Total	Additional Cost to Applicant
Dangerous Wild Animals (2 Year Licence)	New/Renewal (includes inspection in year 2)	£ 308.00	£ 133.00	£ 441.00	+ Specialist Vets Fee
	Variation	£ 133.00	£ 0.00	£ 133.00	+ Specialist Vets Fee (if required)
Zoo Licence Fee calculated based on officer time spent considering the application, conducting the inspections and the expenses of the personnel involved (including visit by DEFRA appointed Vet)	New – 4-Year Licence	£ 344.00 (Officer hourly rate of £68.70 will be applied for applications exceeding 5 hours of officer time)	£ 849.00	£ 1,193.00	+ DEFRA Vets Fee (Application / Year 1 and Year 4)
	Renewal – 6-year Licence	£ 344.00	£ 1,273.00	£ 1,617.00	+ DEFRA Vets Fee (Year 3 and Year 6)
	Variation	£ 133.00	£ 0.00	£ 133.00	+ DEFRA Vets Fee if required



**Gambling Act 2005 Premises Licence Fee Structure**

**APPENDIX C**

Type of Premises	Provisional Statement Premises	New Application Premises	Annual Fee	Seasonal Annual Fee	Variation Application	Provisional Statement Application	Transfer	Re-instatement
<b>Regional Casino</b>	£8,000	£15,000	£15,000	£15,000	£7,500	£15,000	£6,500	£6,500
<b>Large Casino</b>	£5,000	£10,000	£10,000	£10,000	£5,000	£10,000	£2,150	£2,150
<b>Small Casino</b>	£3,000	£8,000	£5,000	£5,000	£4,000	£8,000	£1,800	£1,800
<b>Converted Casino</b>			£3,000	£3,000	£2,000		£1,350	£1,350
<b>Bingo</b>	£1,000	£2,500	£700	£700 pro rata* min £300	£1,250	£2,500	£500	£500
<b>Adult Gaming Centre</b>	£600	£1,600	£700	£700 pro-rata* min £300	£800	£1,600	£400	£400
<b>Betting (Track)</b>	£950	£2,500	£1,000	£1,000 pro-rata* min £300	£1,250	£2,500	£950	£950
<b>Family Entertainment Centre</b>	£600	£1,600	£400	£400 pro-rata min £200	£800	£1,600	£300	£300
<b>Betting (Other)</b>	£600	£1,800	£500	£500 pro-rata* min £200	£900	£1,800	£300	£300

**All Premises Fee for copy of Licence £15 Fee to accompany notification change of circumstances £30**

**Gambling Act 2005 Fees (excluding Premises Licences)**

<b>Type of Application</b>	<b>Conversion</b>	<b>New</b>	<b>Renewal</b>	<b>Transfer</b>	<b>Variation Fee</b>	<b>Annual Fee</b>
<b>Unlicensed FEC Permit</b>	£100	£300	£300	N/A	N/A	N/A
<b>Prize Gaming Permit</b>	£100	£300	£300	N/A	N/A	N/A
<b>Licensed Premises Permit (more than 2 machines)</b>	N/A	£100	N/A	N/A	£100	£50
<b>Licensed Premises Notification of Intention</b>	N/A	£50	N/A	N/A	N/A	N/A
<b>Club Gaming/Club Machine Permit</b>	£100	£200	£200	N/A	£100	£50
<b>Society Lotteries Registration</b>		£40				£20

**Change of Name/Address or Change of Premises Name £25 Duplicate Permit Fee £15\*£100 where applicant is holder of Club Premises Certificate under Licensing Act 2003**