

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2016/17 PROPOSED FEES & CHARGES**

Annex A

**Service :** Licensing  
**Purpose of the Charge:** To recover the cost of processing applications and monitoring compliance with conditions

	<b>2015/16 Budget</b>	<b>Proposed 2016/17 Budget</b>
	<b>274,400.00</b>	<b>276,500.00</b>
<b>Income the proposed fees will generate:</b>		

**Are concessions available?** No  
**Link to the Council's Medium Term Objectives:** To create a Borough where people are safe and feel safe.

**LICENSING ACT 2003**

The fees for all Licensing Act 2003 permissions are statutory fees set by central government.

Fees for new and variation applications for premises licences and club premises certificates are based on the rateable value of the premises and are as set out below:

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)
Rateable value band		
A	100.00	Set by Statute
B	190.00	Set by Statute
C	315.00	Set by Statute
D	450.00	Set by Statute
E	635.00	Set by Statute

The fees for new or variation applications for premises licences and club premises certificates where (a) the premises are in Band D or Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on the premises are as set out below:

Rateable value band		
D	900.00	Set by Statute
E	1,905.00	Set by Statute

Also, new or variation applications for premises licences and club premises where capacity will exceed 5000, are subject to an additional fee as set out below:

Number of people in attendance at any one time		
5,000 - 9,999	1,000.00	Set by Statute
10,000 - 14,999	2,000.00	Set by Statute
15,000 - 19,999	4,000.00	Set by Statute
20,000 - 29,999	8,000.00	Set by Statute
30,000 - 39,999	16,000.00	Set by Statute
40,000 - 49,999	24,000.00	Set by Statute
50,000 - 59,999	32,000.00	Set by Statute
60,000 - 69,999	40,000.00	Set by Statute
70,000 - 79,999	48,000.00	Set by Statute
80,000 - 89,999	56,000.00	Set by Statute
90,000 and over	64,000.00	Set by Statute

Premises licences sought for community centres and some schools that permit regulated entertainment but which do not permit the supply of alcohol and/or the provision of late night

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2016/17 PROPOSED FEES & CHARGES**

Annex A

**OTHER FEES**

There are other occasions that fees and charges must be paid to the Licensing Authority, as set out below:

<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>
Personal Licence Application	37.00	Set by Statute
Supply of copies of information contained in register	10.50	Set by Statute
Application for copy of licence or summary on theft, loss etc. of premises licence or summary	10.50	Set by Statute
Notification of change of name or address (holder of premises licence)	10.50	Set by Statute
Application to vary licence to specify an individual as designated premises supervisor	23.00	Set by Statute
Interim Authority Notice	23.00	Set by Statute
Application to transfer premises licence	23.00	Set by Statute
Application for making a provisional statement	315.00	Set by Statute
Application for copy of certificate or summary on theft, loss etc. of certificate summary	10.50	Set by Statute
Notification of change of name or alteration of club rules	10.50	Set by Statute
Change of relevant registered address of club	10.50	Set by Statute
Temporary Event Notices	21.00	Set by Statute
Application for copy of notice on theft, loss etc. of temporary event notice	10.50	Set by Statute
Application for copy of licence on theft, loss etc. of personal licence	10.50	Set by Statute
Notification of change of name or address (personal licence)	10.50	Set by Statute
Notice of interest in any premises	21.00	Set by Statute
Minor Variation	89.00	Set by Statute
Removal of DPS Condition	23.00	Set by Statute

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2016/17 PROPOSED FEES & CHARGES**

Annex A

**ANNUAL FEES**

Where premises licences and club premises certificates are issued, the holder shall pay an annual fee as set out below:

<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>
Rateable value band		
A	70.00	Set by Statute
B	180.00	Set by Statute
C	295.00	Set by Statute
D	320.00	Set by Statute
E	350.00	Set by Statute

Where (a) the premises are in Band D or in Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on those premises, the holder of the licence/certificate shall pay an annual fee as set out below:

<b>Rateable value band</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>
D	640.00	Set by Statute
E	1,050.00	Set by Statute

Also where the capacity of the premises exceeds 5,000, the holder of the licence/certificate shall pay an additional fee as set out below:

<b>Number of people in attendance at any one time</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>
5,000 - 9,999	500.00	Set by Statute
10,000 - 14,999	1,000.00	Set by Statute
15,000 - 19,999	2,000.00	Set by Statute
20,000 - 29,999	4,000.00	Set by Statute
30,000 - 39,999	8,000.00	Set by Statute
40,000 - 49,999	12,000.00	Set by Statute
50,000 - 59,999	16,000.00	Set by Statute
60,000 - 69,999	20,000.00	Set by Statute
70,000 - 79,999	24,000.00	Set by Statute
80,000 - 89,999	28,000.00	Set by Statute
90,000 and over	32,000.00	Set by Statute

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2016/17 PROPOSED FEES & CHARGES**

Annex A

**GAMBLING ACT 2005**

Description		Current Fee (Exc VAT)	Proposed Fee (Exc VAT)
<b>Bingo Club</b>	New Application	2,625.00	Set by Statute
	Variation	1,312.50	Set by Statute
	Transfer/Reinstatement	900.00	Set by Statute
	Application with Prov Statement	900.00	Set by Statute
	Prov Statement	2,625.00	Set by Statute
	Notification of Change	37.50	Set by Statute
	Annual Fee	750.00	Set by Statute
	Copy Licence	18.75	Set by Statute
<b>Adult Gaming Centre</b>	New Application	1,500.00	Set by Statute
	Variation	750.00	Set by Statute
	Transfer/Reinstatement	900.00	Set by Statute
	Application with Prov Statement	900.00	Set by Statute
	Prov Statement	1,500.00	Set by Statute
	Notification of Change	37.50	Set by Statute
	Annual Fee	750.00	Set by Statute
	Copy Licence	18.75	Set by Statute
<b>Betting (Other)</b>	New Application	2,250.00	Set by Statute
	Variation	1,125.00	Set by Statute
	Transfer/Reinstatement	900.00	Set by Statute
	Application with Prov Statement	900.00	Set by Statute
	Prov Statement	2,250.00	Set by Statute
	Notification of Change	37.50	Set by Statute
	Annual Fee	450.00	Set by Statute
	Copy Licence	18.75	Set by Statute
<b>* Licensed Premises Gaming Machine Permit</b>			
	New	150.00	Set by Statute
	Annual Fee	50.00	Set by Statute
	Variation	100.00	Set by Statute
	Transfer	25.00	Set by Statute
	Copy Permit	15.00	Set by Statute
	Change Name	25.00	Set by Statute
<b>** Club Gaming/Permit/Club Machine Permit</b>			
	New	200.00	Set by Statute
	Annual Fee	50.00	Set by Statute
	Renewal	200.00	Set by Statute
	Variation	100.00	Set by Statute
	Copy Permit	15.00	Set by Statute
<b>Notification of 2 or less gaming machines</b>		50.00	Set by Statute
<b>Registration of non-commercial lottery</b>			
	Initial Fee	40.00	Set by Statute
	Annual Fee	20.00	Set by Statute
* Where the applicant for a LPGMP is the holder of a s.34 permit issued under the Gaming Act 1968, the fee for a new permit shall be £100.			
** Where the applicant for a club gaming or club machine permit is the holder of a Club Premises Certificate under s.72 of the Licensing Act 2003, or an existing Part II or Part III registration of the Gaming Act 1968, the fee for new permits and renewals is £100.			

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2016/17 PROPOSED FEES & CHARGES**

Annex A

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	% Increase
<b>Home Boarding of Dogs: Annual Licence</b>			
Initial	137.00	138.00	0.7
Renewal	115.00	116.00	0.9
<b>Dog Breeders: Annual Licence</b>			
Initial	458.00	463.00	1.1
Renewal	207.00	209.00	1.0
<b>Pet Shops: Annual Licence</b>			
Initial	458.00	463.00	1.1
Renewal	207.00	209.00	1.0
<b>Performing Animals: Single Payment</b>			
Registration	93.00	94.00	1.1
<b>Zoo: Annual Licence</b>			
Initial/Renewal	458.00	463.00	1.1
<b>Hairdresser: Single Payment</b>			
Premises	39.50	40.00	1.3
<b>Street Trading Consents</b>			
Week (minimum charge)	127.00	128.00	0.8
1 month	341.00	344.00	0.9
3 months	801.00	809.00	1.0
6 months	1,310.00	1,323.00	1.0
6 months max trading 2 events per week including Fri,Sat,or	741.00	748.00	0.9
6 months max trading 2 events per week Monday to Thursday	493.00	498.00	1.0
Street trading consent variation fee	83.00	84.00	1.2
Ice cream vans 1 month (per van)	170.00	172.00	1.2
Ice cream vans 6 months (per van)	655.00	662.00	1.1
<b>Scrap Metal Dealers: Three Year Licence</b>			
Site Licence New	457.00	462.00	1.1
Site Licence Renewal	397.00	401.00	1.0
Mobile Collector New	244.00	247.00	1.2
Mobile Collector Renewal	224.00	226.00	0.9
Variation of licence	336.00	340.00	1.2
Change of site manager	62.00	63.00	1.6
Copy Licence	11.00	11.00	0.0
Change of name	33.00	33.00	0.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2016/17 PROPOSED FEES & CHARGES**

Annex A

<b>OTHER PREMISES LICENSING</b>				
<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>% Increase</b>	
<b>Sex Establishment: Annual Licence</b>				
Premises - Initial	2,517.00	2,542.00	1.0	
Premises - Renewal	1,336.00	1,349.00	1.0	
<b>Dangerous Wild Animal: Annual Licence</b>				
Premises - Initial	447.00	451.00	0.9	
Premises - Renewal	259.00	261.00	0.8	
<b>Riding Establishment: Annual Licence</b>				
Premises - Initial	483.00	487.00	0.8	
Premises - Renewal	251.00	253.00	0.8	
Provisional - Initial	282.00	284.00	0.7	
Provisional - Renewal	144.00	145.00	0.7	
<b>Animal Boarding Establishment: Annual Licence</b>				
1 - 30 animals	Initial	381.00	384.00	0.8
	Renewal	223.00	225.00	0.9
31 - 60 animals	Initial	449.00	453.00	0.9
	Renewal	242.00	244.00	0.8
61 (or more) animals	Initial	547.00	552.00	0.9
	Renewal	296.00	298.00	0.7

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT  
2016/17 PROPOSED FEES & CHARGES**

Annex A

<b>HACKNEY CARRIAGES</b>			
<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>% Increase</b>
<b>Hackney Carriages Vehicle: Annual Fee</b>			
Licensing (annual fee)	265.00	268.00	1.1
<b>Private Hire Vehicle: Annual Fee</b>			
Licensing (annual fee)	265.00	268.00	1.1
Home to School (annual fee)	135.00	136.00	0.7
<b>Operator Licence: Annual Fee</b>			
1 vehicle	172.00	174.00	1.2
2 - 5 vehicles	298.00	301.00	1.0
6 - 10 vehicles	500.00	505.00	1.0
11 - 15 vehicles	692.00	699.00	1.0
16 - 20 vehicles	938.00	947.00	1.0
more than 20 vehicles	1,130.00	1,141.00	1.0
<b>Operator Licence: 3 year Licences</b>			
1 vehicle	412.00	416.00	1.0
2 - 5 vehicles	724.00	731.00	1.0
6 - 10 vehicles	1,200.00	1,212.00	1.0
11 - 15 vehicles	1,663.00	1,680.00	1.0
16 - 20 vehicles	2,251.00	2,273.00	1.0
more than 20 vehicles	2,711.00	2,738.00	1.0
<b>Operator Licence: 5 year Licences</b>			
1 vehicle	New	652.00	0.0
2 - 5 vehicles	New	1,150.00	0.0
6 - 10 vehicles	New	1,900.00	0.0
11 - 15 vehicles	New	2,634.00	0.0
16 - 20 vehicles	New	3,564.00	0.0
more than 20 vehicles	New	4,292.00	0.0
<b>Driver Licences</b>			
Initial (all driver licence types)	138.00	139.00	0.7
Renewal	105.00	106.00	1.0
Renewal (3 years- 33% discount on annual fee)	210.00	212.00	1.0
Home to school renewal only	85.00	86.00	1.2
Home to school 3 years	170.00	172.00	1.2
<b>Other Charges</b>			
Transfer of vehicle to new owner	45.50	46.00	1.1
Conversion of driver licence to another type	73.00	74.00	1.4
Change of vehicle	68.00	69.00	1.5
Transfer of operator licence	45.50	46.00	1.1
Meter Test - Retest after failure	29.50	30.00	1.7
Knowledge Test	29.50	30.00	1.7
First Aid Training for drivers	25.50	26.00	2.0
DBS Check	At cost	At cost	
Administrative charge for DBS check	12.00	12.00	0.0
Replacement documents	22.00	22.00	0.0
Advertising on Hackney Carriages (Initial)	35.50	36.00	1.4
Advertising on Hackney Carriages (Renewal)	25.00	25.00	0.0
Replacement Badge	21.00	21.00	0.0
Replacement plate	25.00	25.00	0.0
Replacement backing plate	20.00	20.00	0.0
Medical exemption from carrying assistance dog	20.00	20.00	0.0
Refund processing fee	25.00	25.00	0.0
Change of vehicle registration	47.00	47.00	0.0