

# HOUSING AND PUBLIC PROTECTION SERVICE

## SCHEDULE OF FEES AND CHARGES

2011/12

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## HOUSING

DESCRIPTION	2011/12 £
<b>APPLICATION FEE FOR A 5-YEAR LICENCE TO OPERATE A HOUSE IN MULTIPLE OCCUPATION (HMO)</b>  (VAT not applicable)	608.00
<b>IMMIGRATION CHECKS</b> - Inspection by an Environmental Health Officer of this Council to ascertain that premises are free from Category 1 hazards having regard to the provisions of Part 1 of the Housing Act 2004 and that having regard to section 326 of the Housing Act 1985 the premises are of an adequate size and will not become overcrowded.	105.00
<b>HOUSING ACT 2004 STATUTORY NOTICES*</b>	More details on request

\* Statutory notices served under the Housing Act 2004, from 1<sup>st</sup> April 2007, will attract a charge. This charge will be dependant on the costs incurred by the Council in enforcing any aspect of the Housing Act 2004 as regards the maintenance of private sector housing standards. More information on the charging structure is available on request from the Housing Strategy and Renewal Team: Tel 01462 474267

## ENVIRONMENTAL PROTECTION

Fees as regards local authority Integrated Pollution Prevention Control (IPPC) are set nationally and are available on the Following Department of Environment Food and Rural Affairs (DEFRA) website:

<http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/fees-risk/fees.htm>

DESCRIPTION	2011/12 £
BASIC FOOD HYGIENE COURSE	65.00

## **PUBLIC HEALTH**

DESCRIPTION	2011/12
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	£
<p><b>PREMISES CHARGE FOR THE FOLLOWING PROCEDURES:</b></p> <ul style="list-style-type: none"> <li>• ACUPUNCTURE</li> <li>• TATTOOING</li> <li>• SEMI-PERMANENT SKIN-COLOURING</li> <li>• COSMETIC PIERCING</li> <li>• ELECTROLYSIS</li> </ul>	120.00
<p><b>PERSONAL REGISTRATION CHARGE FOR THE PROVISION OF THE FOLLOWING PROCEDURES:</b></p> <ul style="list-style-type: none"> <li>• ACUPUNCTURE</li> <li>• TATTOOING</li> <li>• SEMI-PERMANENT SKIN-COLOURING</li> <li>• COSMETIC PIERCING</li> <li>• ELECTROLYSIS</li> </ul>	50.00
<p><b>PRIVATE WATER SUPPLY SAMPLING AND ANALYSIS</b></p> <ul style="list-style-type: none"> <li>• SITE SPECIFIC RISK ASSESSMENT</li> <li>• MICROBIOLOGICAL ANALYSIS</li> <li>• MICROBIOLOGICAL AND CHEMICAL ANALYSIS</li> <li>• INVESTIGATION FOLLOWING SAMPLE FAILURE</li> </ul>	30 per hour As incurred As Incurred 30 per hour*

\* Subject to a £100 maximum charge

## ANIMAL WELFARE

### STRAY DOG CHARGES

DESCRIPTION	2011/12
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	<b>£</b>
<b>STRAY DOG FINE (SET BY STATUTE)</b>	25.00
<b>1ST DAY KENNELING CHARGE AND ADMINISTRATION (INCLUDING STRAY DOG FINE)</b>	47.00 (excludes micro chipping)
<b>ADDITIONAL DAILY KENNEL CHARGE*</b>	12.00

### **ANIMAL LICENSES\***

<b>DESCRIPTION</b>	<b>2011/12 £</b>
<b>PET SHOPS</b>	177.00
<b>DANGEROUS WILD ANIMALS</b>	296.00 (Plus Vets Fees)
<b>ZOO LICENSING</b>	
• FOUR YEARLY	1663.00
• TRANSFER	715.00
<b>ANIMAL BOARDING ESTABLISHMENT (NUMBER OF ANIMALS)</b>	
• 0 – 50	177.00
• 51 – 100	297.00
• 101 – 200	415.00
• 200 +	594.00
<b>HOME BOARDING FOR DOGS ANNUAL CHARGE</b>	105.00
<b>DOG BREEDING</b>	122.00
<b>RIDING ESTABLISHMENTS</b>	415.00 (Plus Vets Fees)

\* Note: Applications, unless already stated, may attract additional vets fees which are payable by the applicant(s)

## **LICENSING ACT 2003** (Statutory Fees)

<b>Band</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Non domestic rateable value	None To £4,300	£4,301 to £33,000	£33,001 to £87,000	£87,001 to £125,000	£125,001 Plus

Premises Licences*					
New application & variation	£100	£190	£315	£450	£635
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on these premises (Bands D & E only)	N/A	N/A	N/A	X2	X3
Annual Charge**	£70	£180	£295	£320	£350
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on these premises (Bands D & E only)	N/A	N/A	N/A	X2	X3
Club premises certificates					
New application and variation	£100	£190	£315	£450	£635
Annual charge	£70	£180	£295	£320	£350

\* There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5,000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of the Licensing Act 2003 (Fees) Regulations 2005 for more information.

\*\* Failure to pay Annual Fee by due date will incur a late payment charge of officers time (this excludes any recovery charge).

## LICENSING ACT 2003 (CONT.)

### Additional fees

Number in attendance at any one time	Additional Premises Licence fee	Additional annual fee payable if applicable
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£1000

15,000 to 19,999	£4,000	£2,000
20,000 to 29,999	£8,000	£4,000
30,000 to 39,999	£16,000	£8,000
40,000 to 49,999	£24,000	£12,000
50,000 to 59,999	£32,000	£16,000
60,000 to 69,999	£40,000	£20,000
70,000 to 79,999	£48,000	£24,000
80,000 to 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

### Other Fees

Application for the grant or renewal of a personal licence	£37.00
Temporary event notice	£21.00
Theft, loss, etc., of premises licence or summary	£10.50
Application for a provisional statement where premises being built etc	£315.00
Notification of change of name or address	£10.50
Application to vary licence to specify individual as premises supervisor	£23.00
Application for transfer of premises licence	£23.00
Interim authority notice following death etc. of licence holder	£23.00
Theft, loss of certificate or summary	£10.50
Notification of change of name or alteration of rules of club	£10.50
Change of relevant registered address of club	£10.50
Theft, loss etc. of temporary event notice	£10.50
Theft, loss etc. of personal licence	£10.50
Duty to notify change of name or address	£10.50
Right of freeholder etc. to be notified of licensing matters	£21.00
The provision of pre-application advice relating to any single large scale commercial event* : <ul style="list-style-type: none"> <li>▪ Licensing Authority</li> <li>▪ Responsible Authority (Pollution Control)</li> <li>▪ Responsible Authority (Public Safety)</li> </ul>	First 3 hours per single event: free of charge First 2 hours per single event: free of charge First 2 hours per single event: free of charge

\* From 1<sup>st</sup> April 2007 the Authority will charge for provision of pre-application advice relating to commercial large scale open air events. More information on the charging structure is available on request from the Licensing and Enforcement Team: Tel – 01462 474000.

## GAMBLING ACT 2005

DESCRIPTION	2011/12 £
<b>SMALL SOCIETY LOTTERY REGISTRATION</b>	
• INITIAL REGISTRATION FEE (STATUTORY FEE)	40.00
• ANNUAL RENEWAL FEE (STATUTORY FEE)	20.00

## PERMIT FEES FOR 2011/12 (statutory fee)

- Unlicensed Family Entertainment Centre Gaming Machine Permits (Schedule 10)
- Registration of small lotteries (Schedule 11)
- Club Gaming Permits (Schedule 12)
- Club Gaming Machine Permits (Schedule 12)
- Licensed Premises Gaming Machine Permits (Schedule 13)
- Prize Gaming Permits (Schedule 14)

Permission under Gambling Act 2005	Previous Permission	Application Fee £	Annual Fee £	Renewal Fee £	Transitional Application Fee £
FEC Gaming Machine Permit	S34 Permit for arcades	300.00	N/A	300.00	100.00
Registration of Small Society Lotteries	Society Lottery Registration	40.00	20.00	N/A	N/A
Club Gaming Permit	Part II Club Registration	200.00	50.00	200.00	100.00
Club Gaming Machine Permit	Part III Club Registration	200.00	50.00	200.00	100.00
Club Fast-Track for Gaming Permit or Gaming Machine Permit	Part II or III Club Registration	100.00	50.00	100.00	100.00
Alcohol Licensed Premises Gaming Machine Permits (automatic entitlement to 2 machines)	S34 Permit for alcohol licensed premises	50.00	N/A	N/A	N/A
Alcohol Licensed Premises Gaming Machine Permits (greater than 2 machines)	S34 Permit for alcohol licensed premises	150.00	50.00	N/A	100.00
Prize Gaming Permits	Permit for commercial provision of Amusements with prizes	300.00	N/A	300.00	100.00

## GAMBLING ACT 2005 (CONT.)

### PERMIT FEES FOR 2011/12 (statutory fee)

- Unlicensed Family Entertainment Centre Gaming Machine Permits (Schedule 10)
- Registration of small lotteries (Schedule 11)
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- Club Gaming Machine Permits (Schedule 12)
- Licensed Premises Gaming Machine Permits (Schedule 13)
- Prize Gaming Permits (Schedule 14)

	<b>Change of Name</b>	<b>Copy of Permit</b>	<b>Variation</b>	<b>Transfer</b>
<b>Miscellaneous</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
FEC Permits	25.00	15.00	N/A	N/A
Prize Gaming Permits	25.00	15.00	N/A	N/A
Alcohol Licensed Premises Gaming Machine Permits (automatic entitlement to 2 machines)	N/A	N/A	N/A	N/A
Alcohol Licensed Premises Gaming Machine Permits (greater than 2 machines)	25.00	15.00	100.00	25.00
Club Gaming Permits	N/A	15.00	100.00	N/A
Club Gaming Machine Permits	N/A	15.00	100.00	N/A

## GAMBLING ACT 2005 (CONT.)

### Premises Licence fees

Category of premises licence	Application fee for fast track advance application	Application fee for non-fast track advance application	Application fee in respect of provisional statement premises	Application fee in respect of other New Applications	First annual fee	Annual fee	Application to vary licence	Application to transfer	Application for reinstatement
Bingo premises licence	N/A	N/A	2555	2555	N/A	513	1750	316	316
Adult gaming centre premises licence	N/A	N/A	2000	2000	N/A	382	1000	316	316
Family entertainment centre premises licence	N/A	N/A	2000	2000	N/A	392	1000	316	316
Betting premises (general) licence	N/A	N/A	2370	2370	N/A	382	1500	316	316
Track premises licence	N/A	N/A	2500	2500	N/A	594	1250	316	316

Duplicate licence fee                      £25.00 )  
 Change of circumstances fee            £50.00 ) Statutory Fees

## HACKNEY AND PRIVATE HIRE LICENSING

Description	2011/2012
<b>Hackney Carriage and Private Hire Vehicles</b>	
Annual vehicle licence (12 months)	£297.00
Six-month vehicle licence	£178.00
Transfer of vehicle ownership	£178.00
Monthly reduction for shorter-term licence eg. 10 month licence: £297.00 (2x£20.00)=£257.00	£20.00
<b>Private Hire Operators Licence</b>	
3 years	£358.00
<b>Hackney Carriage and Private Hire Driver's Licence</b>	
3 years	£178.00
2 years	£119.00
1 year	£61.00
<b>Knowledge Tests</b>	
Written	£36.50
Failure to attend a written test	£34.00
Verbal	£15.75
Failure to attend a verbal test	£13.50
<b>Enhanced Criminal Records Bureau Disclosure</b>	
£44.00 payable to CRB plus £11.00 NHDC administration fee	£55.00
<b>DVLA Driving Licence Check</b>	
External service provider	As specified by the service provider
<b>Medical Examination</b>	
External service provider	As specified by the service provider
<b>Replacement Licences</b>	
Replacement MOGO plate bracket	£12.00
Replacement MOGO vehicle plate	£36.50
Replacement MOGO driver badge	£24.00
Replacement paper vehicle licence	£10.50
Replacement paper driver's licence	£10.50
Change of address: driver's licence	£10.50
Change of address: vehicle licence	£10.50
<b>Refunds (per complete month)</b>	
Driver's licences (less administration fee)	£5.00
Vehicle licences (less administration fee)	£20.00
Operator's licences (less administration fee)	£25.00
Administration fee	£10.50

## STREET TRADING

DESCRIPTION	2011/12 £
<b>STREET TRADING</b> Street Trading (fixed pitch)*	24.00 per week or part of  298.00 per quarter payable in advance
Street Trading Consent (not fixed pitch)*	6.80 per week or part of  77.50 per quarter payable in advance

\* The Council is reviewing its approach to the licensing of street trading in 2011/12 and therefore the charges, above, may be subject to change within that financial year.

## MISCELLANEOUS LICENSING

DESCRIPTION	2011/12 £
<b>SEX ESTABLISHMENT LICENCE</b> <ul style="list-style-type: none"> <li>• ANNUAL/GRANT/RENEWAL</li> <li>• TRANSFER</li> </ul>	<p style="text-align: right;">5960.00</p> <p style="text-align: right;">895.00</p>
<b>MOTOR SALVAGE OPERATOR (STATUTORY FEE)</b>	<p style="text-align: right;">100.00</p>
<b>STREET COLLECTIONS</b>	<p style="text-align: right;">F.O.C.</p>
<b>HOUSE TO HOUSE COLLECTIONS</b>	<p style="text-align: right;">F.O.C.</p>

## ENFORCEMENT AND COMPLIANCE CHARGES

Legislation	Offence	Standard Penalty (14 days)	Reduced Penalty (if paid within 10 days)	Non-payment will result in prosecution and a criminal record (maximum fines do not include any associated court costs claimed back by the Council)
S6(1) Clean Neighbourhoods and Environment Act 2005	Nuisance Parking (repairs/exposing for sale)	£100	£60	£2,500
S2A(1) Refuse Disposal (Amenity) Act 1978	Abandoned Vehicle **	£200 (plus removal, storage and disposal costs)***	£120 (plus removal, storage and disposal costs)***	£2,500 or imprisonment up to 51 weeks or both
S88(1) Environmental Protection Act 1990	Littering	£75*	£50	£2,500
S94A(2) Environmental Protection 1990	Street Litter Control Notices and Litter Cleaning Notices	£100*	£60	£2,500
Schedule 3A, para 7(2) Environmental Protection 1990	Unauthorised distribution of literature on designated land	£75*	£50	£2,500
S43 Anti-social Behaviour Act 2003	Graffiti and Fly-posting	£75* (per sign)	£50 (per sign)	Unlimited
S59(2) Clean Neighbourhoods and Environment Act 2005	Offences under Dog Control Orders	£75*	£50	£1,000
The Dogs (Fouling of Land) Act 1996	Dog Fouling (where Dog Control Order does not exist)	£50	£50	£1,000
Environmental Protection Act 1990	Fly-Tipping	N/A	N/A	£50,000 or 3 months imprisonment, or both (prosecution is the preferred option, as it is not a low-level environmental crime)
S8 Noise Act 1996	Noise from dwellings	£100	£60	£1,000
S8 Noise Act 1996 (not in force yet)	Noise from licensed premises	£500	£500	£5,000
S7 Health Act 2006	Smoking in smoke-free premises	£50	£30	£200
S6 Health Act 2006	No signs smoke-free	£200	£150	£1,000

\* Denotes government recommended fixed penalty Notice default rate

\*\* Owners Request = Request to remove vehicle for scrap. For further information please contact 01462 474000

\*\*\* Removal = £150.00, Storage = £20.00 per each 24hrs vehicle is retained

## PROVISION OF INFORMATION

## PROVISION OF DOCUMENTS

DESCRIPTION	2011/12 £
List of authorised processes and other pollution registers	71.40
Electronic copy of Food Premises Register	596.00
Health Certificates	32.00
Copies of documents and individual entries on other registers (where allowed by law) per single sheet of A4 paper	11.94

## PRINTING PHOTOCOPYING & RESEARCH CHARGES

Licensing & Appeals Committee Decision Notice	Free of charge on the Web, if hard copy required see below – correspondence section
Copy of Premises Licence by applicant or agent	£11.94

A4 Size (1st A4 free) 2 – 6 copies	£5.94 then 54p per copy thereafter
A3 Size	£5.94 for 1st + £1.20 per copy thereafter
A2 Size	£9.50 for 1st + £2.30 per copy thereafter
A1 Size	£14.28 for 1st + £3.00 per copy thereafter
A0 Size	£17.82 for 1st + £3.00 per copy thereafter