

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

SERVICE DIRECTORATE: Legal and Community

1. DECISION TAKEN

To set the fees for the financial year 2023/24 as detailed in Appendix A.

2. DECISION TAKER

Jeanette Thompson, Service Director – Legal and Community
for non-executive fees

Cllr Sean Prendergast – Executive Member for Housing and Environmental Health
in respect of Executive fees (para 9.4)

3. DATE DECISION TAKEN:

24 February 2023

4. REASON FOR DECISION

- 4.1 To ensure that the Council recovers its reasonable costs of undertaking its licensing function as provided for within legislation.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 No other alternatives were considered as the decision is based upon the requirements of the Council's Medium Term Financial Strategy, the legislative requirements of *Hemming*¹ and a minute of the Licensing and Appeals Committee (now renamed the Licensing and Regulation Committee) outlining the parameters to be applied when setting fees.

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

- 6.1 The Executive Member for Housing and Environmental Health, and Deputy, has been consulted and supports the decision.
- 6.2 The new taxi and private hire fees will be subject to mandatory public consultation.

7. FORWARD PLAN

- 7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 The key consideration was compliance with the Licensing and Appeals Committee minutes setting out the parameters to be followed when setting fees, whilst adhering

¹ R (on the application of Hemming (t/a Simply Pleasure Ltd) and others) v Westminster City Council [2017] UKSC 50 [2015] UKSC 25

to the *Hemming*² judgement restricting Council's to recovering reasonable costs only.

RESOLVED: That, having considered the criteria suggested within the report, the following principles for the setting of future licensing fees and charges be supported:

- (a) *licensing fees and charges should be set having regard to the need to promote local economic growth provided that they are consistent with the following objectives:*
 - (i) *That the local Council Tax payers does not, unless provided for by law or decision of the Council, subsidise the operating costs associated with businesses or other trading entities (i.e. the Council seeks to fully recover the lawful costs licensing activity);*
 - (ii) *the Council may not fully recover its lawful costs associated with licensing activity if a) this would result in significant hardship to third parties, or b) the effect of fees or charges associated with licensing may encourage unlicensed activity and where formal enforcement is unlikely to be an effective control, or c) where the Council specifically wishes to encourage the growth a specific licensable activity;*
- (b) *an analysis of licensing costs, including detailed analysis of all recharges, should be undertaken every three years vis-à-vis licensing fees and charges;*
- (c) *in the years between cost reviews, fees and charges should ordinarily be subject to the Council's published inflationary increase;*
- (d) *any under/over recovery of full cost within existing licensing fees and charges should be rectified without undue delay, where legislation allows. However, where this may result in a significant increase in a licence fee/charge then consideration will be given to a phased introduction of the new levy;*
- (e) *that enforcement activities in respect of unlicensed businesses/individuals should continue with the associated costs being financed from the General Fund; and*
- (f) *that enforcement activities are periodically reviewed to ensure that they are delivered in the most cost effective manner including, where appropriate, the use of other internal departments or external statutory bodies.*

8.2 A full costing using hourly rates supplied by the Accounts team was undertaken for those fees set at a local level to ensure that all reasonable costs of administration, and enforcement, where permitted by legislation, were included. The fee breakdown analysis is set out at Appendix A.

Hackney carriage and private hire vehicle, driver and operator licences

- 8.3 The decision on these fees is provisional pending the result of a public consultation. The legislation provides for the fees to be advertised to take effect from a specified date in the absence of any representations. If representations are received, they must be considered and either the fees amended or confirmed without further consultation.
- 8.4 Further efficiencies in the way that applications are processed have enabled the fee for vehicle licences to be reduced further, making this the fourth annual reduction in fees for vehicle licence holders. Considerable work with the licensed trade has been undertaken to provide a more efficient service with a move to more self-service style applications. The trade has worked with the Council to achieve this with the knowledge that fee reductions may be possible given the legislation prohibiting a profit to be made on fees.
- 8.5 The increase in driver licence fees, despite some administrative savings, is the result of additional checks that the Council must undertake prior to the grant/renewal of a licence. It now checks the applicant's right to work status, that they are registered with HMRC, and that they do not appear on the national database of revocations and refusals.

² R (on the application of *Hemming* (t/a Simply Pleasure Ltd) and others) v Westminster City Council [2017] UKSC 50 [2015] UKSC 25

- 8.6 To encourage the trade to move towards more environmentally friendly vehicles, a discounted licence fee was introduced in 2019 for electric and hybrid vehicles for the first time. As the Council has declared a climate change emergency, this decision is consistent with the parameters set out by the then Licensing and Appeals Committee (now Licensing and Regulation) resolution and it is suggested that this continues for a further year. This will assist vehicle licence holders as we move towards the Council's Policy of uLEV licensed vehicles from 2028.

Animal licences

- 8.7 A change in animal licensing legislation in September 2018 had led to a considerable increase in costs occurred when administering and enforcing animal licences, resulting in higher licence fees when first set in 2019.
- 8.8 A significant part of this work was being undertaken by Central Bedfordshire Council due to the lack of in-house expertise however a senior licensing officer has now completed a professional qualification that has brought this task back in-house. This has reduced the cost of undertaking inspections for the Council, therefore allowing a reduction in licence fees.

Processes transferring from Environmental Health to Licensing

- 8.9 Skin piercing (including tattooing, piercing, electrolysis, acupuncture) was transferred to the licensing team from 1 April 2022 therefore a new fee costing was undertaken, including provision for upskilling the senior licensing officer. As the senior officer has developed experience in this area, the licence cost has reduced.
- 8.10 The licensing of park homes and houses of multiple occupation was transferred to the licensing team from 1 April 2022. The fees for 2023/23 were based on the previous year's fees plus an inflationary increase. As no new applications have been received for these licence types, a full costing exercise has not yet been possible therefore it is proposed to extend the 2022/23 fees to 2023/24. The normal inflationary increase would be offset by the reduction in officer hourly rate from an environmental health officer to a licensing officer. A full costing exercise will be undertaken when the next applications are received.

Other licence fees

- 8.11 Further smarter ways of working are being investigated to ensure a balance between best value for our customers and full cost recovery of the Council's costs where legislation allows.

9. LEGAL IMPLICATIONS

- 9.1 Section 14.6.4 (a) (viii) of the Council Constitution delegates the following powers to the Managing Director and the Service Directors:

To set fees and charges in accordance with the Council's Financial Regulations and relevant policies, in consultation with the Executive Member

- 9.2 Section 14.6.8 (b) (xii) further delegates the Service Director: Legal and Community:

Licensing including all functions under all relevant Licensing legislation other than matters reserved to the Licensing and Regulation Committee and Full Council.

- 9.3 The setting of fees is predominately a Council function by virtue of Regulation 2(6) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, which states:

(e) where a charge is made for any such approval, consent, licence, permit or registration, the amount of the charge, is not to be the responsibility of an executive of the authority.

- 9.4 As the Scrap Metal Dealers Act 2013 and the Animal Welfare Act 2006 are not included within Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, the setting of fees for these licences is an Executive function by virtue of section 9D of the Local Government Act 2000.

10. FINANCIAL IMPLICATIONS

- 10.1. This decision ensures that the Council recovers the maximum amount of its reasonable costs associated with this licensing function as provided for in legislation.
- 10.2 A number of the fees have reduced from previous levels due mainly to smarter ways of working that have resulted in a more streamlined and cost-effective way of administering applications.
- 10.3 Whilst the licensing income budget will initially decrease, lower fees may contribute to more applications being received.
- 10.4 The smarter ways of working will free more resource to focus on additional income generation through discretionary licensing services not subject to *Hemming*³, and undertake more customer engagement to increase public involvement in licensing.

11. RISK IMPLICATIONS

- 11.1 The risk to the Council of not taking this decision is that the Council would be under or over recovering reasonable costs associated with its licensing function.
- 11.2 Over recovery of costs associated with licensing would be unlawful as a result of the *Hemming*⁴ case.
- 11.3 Under recovery of costs associated with licensing would mean that businesses are being subsidised from Council funds.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 There are no equalities implications as a result of this decision.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 The Social Value Act and “go local” policy do not apply to this decision.

14. ENVIRONMENTAL IMPLICATIONS

- 14.1. There are no known Environmental impacts or requirements that apply to this decision, other than confirming the Council’s aim through the fee structure to support

³ R (on the application of Hemming (t/a Simply Pleasure Ltd) and others) v Westminster City Council [2017] UKSC 50 [2015] UKSC 25

⁴ R (on the application of Hemming (t/a Simply Pleasure Ltd) and others) v Westminster City Council [2017] UKSC 50 [2015] UKSC 25

the taxi trade to move to uLEV vehicles, which are more environmentally friendly, prior to the 2028 deadline.

15. HUMAN RESOURCE IMPLICATIONS

15.1 This decision will have no impact on staffing resources.

16. APPENDICES

16.1 Appendix A Licensing fees for 2023/24

16.2 Appendix B Comparison of 2023/24 fees with existing fees

Note:

These appendices will be available by link on the delegated decision page, and will not be circulated via MIS

[Delegated Decisions in 2023 | North Herts Council \(north-herts.gov.uk\)](#)

17. BACKGROUND PAPERS

17.1 [R \(on the application of Hemming \(t/a Simply Pleasure Ltd\) and others\) v Westminster City Council \[2017\] UKSC 50 \[2015\] UKSC 25](#)

Signature of Executive Member Consulted / decision maker (reference 9.4):

Approved by email dated 24/02/2023

Date: 24.02.2023

Signature of Decision Taker:

Date: 23.02.2023

NOTIFICATION DATE

Date in MIS: 24 February 2023

Last date for call-in: 6 March 2023

Decision to take effect: 1 April 2023

Note:

Only the scrap metal and animal licensing fees are Executive decisions subject to call-in

Licensing Service

Schedule of Fees and Charges 2023/24

Legal and Community
Service Director: Mrs J Thompson

LICENCE FEES

Following the decision of the Supreme Court in *R. (on the application of Hemming (t/a Simply Pleasure Ltd)) v Westminster City Council* and the subsequent referral of one point of law to the European Court of Justice, clarity was provided under the EU Services Directives on licensing fees through the Provision of Services Regulations 2009. At the point of setting these fees, however, it is unclear how the Retained EU Law (Revocation and Reform) Bill 2022-23, if implemented, will affect the EU Services Directives - but applies as at the point of setting the fees.

The law now precludes any requirement at the time of application for the payment of a fee relating to anything other than the authority's cost of processing and determining the application. The authority's costs of enforcement and ongoing management of a licence should be subject to a separate fee which becomes payable once the licence has been granted and prior to the licence being issued.

This does not preclude an applicant from paying both parts of the fee at the time of application however the authority is precluded from making this a requirement.

The authority will now split licence fees that are subject to the EU Services Directive into two parts as follows:

Application Fee

Payable at the time of application representing the authority's costs in processing and determining the application. This fee would not be refundable should an application be unsuccessful.

Licence Fee

Payable upon the grant of the application, but prior to the issue of the licence, representing the authority's costs of ongoing enforcement and maintenance of the licensing regime. This fee would be refundable, where paid in advance, if the application was not successful.

NOTES

Hackney carriage and private hire licensing falls outside the remit of the EU Services Directive. Fees in connection with hackney carriage and private hire licensing are defined in legislation as licence fees as they are payable for the grant of a licence not for the processing of an application.

Gambling licensing falls outside the remit of the EU Services Directive. Fees in connection with gambling licensing are defined as application fees as the legislation makes no provision for refunding the fee in the event of an unsuccessful application.

Fees under the Licensing Act 2003 which are set centrally by Government are defined as application fees as the legislation makes no provision for refunding the fee in the event of an unsuccessful application.

ANIMAL LICENSING

Licence Description		2023/24 Application	2023/24 Licence	2023/24 Total Fee
<u>PROVIDING OR ARRANGING FOR THE PROVISION OF BOARDING CATS OR DOGS</u>				
New application	1 year	£295.25	£217.75	£513.00
	2 year	£295.25	£253.00	£548.25
	3 year	£295.25	£288.00	£583.25
Renewal fee associated with existing licences	1 year	£231.75	£217.75	£449.50
	2 year	£231.75	£253.00	£484.75
	3 year	£231.75	£288.25	£520.00
<u>PROVIDING HOME BOARDING OF DOGS</u>				
New application	1 year	£234.25	£177.00	£411.25
	2 year	£234.25	£212.25	£446.50
	3 year	£234.25	£247.25	£481.50
Renewal fee associated with existing licences	1 year	£191.25	£177.00	£368.25
	2 year	£191.25	£212.25	£403.50
	3 year	£191.25	£247.75	£439.00
<u>PROVIDING DAY CARE FOR DOGS</u>				
New application	1 year	£254.50	£197.50	£452.00
	2 year	£254.50	£232.75	£487.25
	3 year	£254.50	£267.75	£522.25
Renewal fee associated with existing licences	1 year	£211.50	£197.50	£409.00
	2 year	£211.50	£232.50	£444.00
	3 year	£211.50	£267.75	£479.25
<u>BREEDING DOGS</u>				
New application	1 year	£415.25	£197.50	£612.75
	2 year	£415.25	£232.50	£647.75
	3 year	£415.25	£267.75	£683.00
Renewal fee associated with existing licences	1 year	£211.50	£197.50	£409.00
	2 year	£211.50	£232.50	£444.00
	3 year	£211.50	£267.75	£479.25
<u>SELLING ANIMALS AS PETS</u>				
New application	1 year	£300.75	£238.25	£539.00
	2 year	£300.75	£273.25	£574.00
	3 year	£300.75	£308.50	£609.25
Renewal fee associated with existing licences	1 year	£227.25	£238.00	£465.25
	2 year	£227.25	£273.25	£500.50
	3 year	£227.25	£308.25	£535.50
<u>HIRING OUT HORSES</u>				
New application	1 year	£532.00	£299.00	£831.00
	2 year	£532.00	£334.25	£866.25
	3 year	£532.00	£491.50	£1,023.50
Renewal fee associated with existing licences	1 year	£329.00	£299.00	£628.00
	2 year	£329.00	£334.25	£663.25
	3 year	£329.00	£491.50	£820.50
<u>DANGEROUS WILD ANIMALS</u>				
New application	2 year	£501.50	£293.75	£795.25
Renewal fee associated with existing licences	2 year	£308.50	£293.75	£602.25

ANIMAL LICENSING

Licence Description		2023/24 Application	2023/24 Licence	2023/24 Total Fee	
<u>KEEPING OR TRAINING ANIMALS FOR EXHIBITION (HOME)</u>					
New application	3 year	£213.75	£247.50	£461.25	
Renewal fee associated with existing licences	3 year	£157.25	£217.00	£374.25	
<u>KEEPING OR TRAINING ANIMALS FOR EXHIBITION (COMMERCIAL)</u>					
New application	3 year	£315.50	£418.50	£734.00	
Renewal fee associated with existing licences	3 year	£252.25	£328.75	£581.00	
<u>ZOOS</u>					
New application	1 year	Contact the licensing team			
	2 year				
	3 year				
	Renewal fee associated with existing licences				1 year
	2 year				
	3 year				
<u>VARIATION OF A SCHEDULE OF ANIMALS</u>					
Where an authorised council officer attends		£129.25	n/a	£129.25	
No authorised council officer attendance		£48.00	n/a	£48.00	
<u>MISCELLANEOUS</u>					
Rescore visit		£149.50	n/a	£149.50	
Additional activity (new or renewal)		£89.50	n/a	£89.50	
Copy licence		£28.50	n/a	£28.50	

NOTE

All application fees exclude the cost of a veterinary surgeon where required by legislation or Council Policy. The cost of the veterinary surgeon will be the responsibility of the applicant/licence holder and will be added to the above fees.

LICENSING ACT 2003 (Statutory Fees)

Please note that following a public consultation undertaken by the Government in 2012/13, it has been indicated that a new fee structure is likely to take effect in due course. Subject to ministerial approval, and associated secondary legislation, the Council (acting in its role as the licensing authority) will have the power to set fees on a local cost-recovery basis.

	Band A	Band B	Band C	Band D	Band E
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 and above
PREMISES LICENCES *					
New application and full variations	£100	£190	£315	£450	£635
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises	n/a	n/a	n/a	x2	x3
Annual fee #	£70	£180	£295	£320	£350
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises	n/a	n/a	n/a	x2	x3
CLUB PREMISES CERTIFICATES					
New application and full variations	£100	£190	£315	£450	£635
Annual fee #	£70	£180	£295	£320	£350

NOTES

* There are additional fees for premises licence applications and the associated annual fees for large scale events with capacities in excess of 5,000 attendees.

Failure to pay the annual fee by the anniversary of the original grant date each year will result in an automatic suspension of the premises licence/club premises certificate until payment has been received.

LICENSING ACT 2003 (Statutory Fees)

ADDITIONAL CAPACITY FEES

Number in attendance at any one time permitted by the premises licence	Additional premises licence fee for grants and full variations	Additional annual fee
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£1,000
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

MISCELLANEOUS FEES

Minor variation (premises licence or club premises certificate)	£89.00
Application for the grant of a personal licence	£37.00
Temporary event notice (including late temporary event notices)	£21.00
Replacement premises licence or club premises certificate (Part A)	£10.50
Replacement premises licence summary or club premises certificate summary (Part B)	£10.50
Application for a provisional statement where premises are not yet constructed	£315.00
Notification of a change of name or address	£10.50
Application to vary a premises licence to specify an individual as designated premises supervisor	£23.00
Application for a transfer of a premises licence	£23.00
Interim authority notice following death, insolvency or incapacity of the premises licence holder	£23.00
Notification of a change of name or alteration of club rules for a club premises certificate	£10.50
Change of registered address of club premises certificate holder	£10.50
Replacement temporary event notice	£10.50
Replacement personal licence	£10.50
Change of name and/or address on a personal licence	£10.50
Registration of interest in a premises licence	£21.00
The provision of pre-application advice (including but not limited to) provision of forms, advice on how to complete the forms, liaison with responsible authorities, provision of public notices, and a 'check and send' service. Applicants should be aware that the provision of advice does not guarantee that an application will be successful; normal statutory consultations and processes will apply.	£65.00 per hour (chargeable every 15 minutes or part thereof)
The rating of films for the purpose of the Licensing Act 2003 (restricted to films being shown in North Hertfordshire only)	£65.00 per hour (chargeable every 15 minutes or part thereof)

GAMBLING ACT 2005

GAMING PERMITS (statutory fees)

Permission under the Gambling Act 2005	Previous permission	Application Fee	Annual Fee	Renewal Fee	Transitional Application Fee
Family Entertainment Centre (FEC) Gaming Machine Permit	s34 Permit	£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 Gaming Permit or Gaming Machine Permit	Part II or Part III Club Registration	£100.00	£50.00	£100.00	£100.00
Alcohol Licensed Premises Gaming Machine Notification (automatic entitlement to two gaming machines)	s34 Permit for Alcohol Licensed Premises	£50.00	n/a	n/a	n/a
Alcohol Licensed Premises Gaming Machine Permit (greater than two gaming machines)	s34 Permit for Alcohol Licensed Premises	£150.00	£50.00	n/a	£100.00
Prize Gaming Permit	Permit for Commercial Provision of Amusements with Prizes	£300.00	n/a	£300.00	£100.00

	Change of Name	Copy of Permit	Variation	Transfer
Family Entertainment Centre (FEC) Gaming Machine Permit	£25.00	£15.00	n/a	n/a
Prize Gaming Permit	£25.00	£15.00	n/a	n/a
Alcohol Licensed Premises Gaming Machine Notification (automatic entitlement to two gaming machines)	n/a	n/a	n/a	n/a
Alcohol Licensed Premises Gaming Machine Permit (greater than two gaming machines)	£25.00	£15.00	£100.00	£25.00
Club Gaming Permit	n/a	£15.00	£100.00	n/a
Club Gaming Machine Permit	n/a	£15.00	£100.00	n/a

GAMBLING ACT 2005

PREMISES LICENCE FEES 2023/24

Category of premises licence	Application fee in respect of a premises provisional statement	Application fee in respect of other new premises licence applications	Annual fee	Application to vary a premises licence	Application to transfer a premises licence	Application to reinstate a premises licence
Bingo premises licence	£3,061.00	£3,061.00	£459.25	£1,237.25	£114.75	£104.50
Adult gaming centre (AGC) premises licence	£2,000.00	£2,000.00	£357.50	£1,000.00	£114.75	£104.50
Family entertainment centre (FEC) premises licence	£1,058.25	£1,058.25	£357.50	£1,000.00	£114.75	£104.50
Betting (other) premises licence	£2,251.25	£2,251.25	£398.25	£1,173.50	£114.75	£104.50
Betting (track) premises licence	£2,500.00	£2,500.00	£499.75	£1,237.25	£114.75	£104.50

MISCELLANEOUS FEES (statutory fees)

Replacement premises licence fee	£25.00
Change of circumstance fee	£50.00

TAXI AND PRIVATE HIRE LICENSING

Licence Description	2023/24 Application	2023/24 Licence	2023/24 Total Fee
<u>TAXI AND PRIVATE HIRE VEHICLES</u>			
One year vehicle licence	n/a	£202.75	£202.75
Six-month vehicle licence	n/a	£135.50	£135.50
Transfer of vehicle ownership	£24.00	n/a	£24.00
Temporary licence (following accident damage)	£65.50	n/a	£65.50
Monthly reduction against annual fee for shorter term licence	n/a	n/a	£8.50
<u>Electric vehicles only</u>			
Subsidised one year vehicle licence	n/a	£101.50	£101.50
Subsidised six-month vehicle licence	n/a	£67.75	£67.75
<u>Hybrid vehicles only</u>			
Subsidised one year vehicle licence	n/a	£135.25	£135.25
Subsidised six-month vehicle licence	n/a	£90.50	£90.50
<u>PRIVATE HIRE OPERATOR</u>			
Five year licence	n/a	£557.00	£557.00
<u>TAXI, PRIVATE HIRE AND DUAL DRIVERS</u>			
Six-month licence (awaiting Biometric Residence Permit)	n/a	£96.00	£96.00
One year licence	n/a	£140.25	£140.25
Three year licence	n/a	£289.00	£289.00
<u>KNOWLEDGE TESTS</u>			
Computerised test	£60.75	n/a	£60.75
Failure to attend a computerised test	n/a	n/a	£14.50
Verbal test	£32.50	n/a	£32.50
Failure to attend a verbal test	n/a	n/a	£18.50
<u>NEW DRIVER APPOINTMENT</u>			
Verbal test, enhanced DBS and right to work check	£102.25	n/a	£102.25
<u>DISCLOSURE & BARRING SERVICE (DBS)</u>			
Enhanced disclosure	£67.50	n/a	£67.50
Enhanced disclosure and right to work check	£72.25	n/a	£72.25
Failure to attend a DBS appointment	n/a	n/a	£9.75
DBS online registration (mandatory annual charge)	As specified by the service provider		
<u>MISCELLANEOUS</u>			
DVLA driving licence check	As specified by the service provider		
D4 medical examination	As specified by the service provider		
Safeguarding training	£16.00	n/a	£16.00
Right to work check	£12.00	n/a	£12.00
Failure to attend right to work check	£9.75	n/a	£9.75
Compliance test	£21.00	n/a	£21.00
Failure to attend a compliance test	£7.75	n/a	£7.75
<u>REPLACEMENTS/AMENDMENTS</u>			
Replacement internal licence and holder	£23.00	n/a	£23.00
Replacement internal licence holder	£9.00	n/a	£9.00
Replacement MOGO vehicle plate	£27.00	n/a	£27.00
Replacement MOGO driver badge	£16.75	n/a	£16.75
Replacement paper licence (vehicle, driver or operator)	£12.00	n/a	£12.00
Change of address (vehicle, driver or operator)	£14.50	n/a	£14.50
<u>REFUNDS (per complete month)</u>			
Driver licence (less administration fee)	n/a	n/a	£5.00
Vehicle licence (less administration fee)	n/a	n/a	£8.50

Operator licence (less administration fee)	n/a	n/a	£7.50
Administration fee	n/a	n/a	£14.50

SEX ESTABLISHMENT LICENSING

Licence Description	2023/24 Application	2023/24 Licence	2023/24 Total Fee
<u>SEX SHOP</u>			
New application	£2,591.50	£428.25	£3,019.75
Annual renewal of existing licence	£555.50	£428.25	£983.75
Transfer ownership of existing licence	£333.25	n/a	£333.25
<u>SEX CINEMA</u>			
New application	£2,693.25	£468.75	£3,162.00
Annual renewal of existing licence	£1,557.50	£469.00	£2,026.50
Transfer ownership of existing licence	£363.75	n/a	£363.75
<u>SEXUAL ENTERTAINMENT VENUE</u>			
New application	£2,693.25	£468.75	£3,162.00
Annual renewal of existing licence	£1,557.50	£469.00	£2,026.50
Transfer ownership of existing licence	£363.75	n/a	£363.75

SCRAP METAL DEALER LICENSING

Licence Description	2023/24 Application	2023/24 Licence	2023/24 Total Fee
<u>SITE LICENCE (3 year)</u>			
New application	£368.00	£322.00	£690.00
Renewal of existing licence	£268.00	£288.75	£556.75
<u>COLLECTOR LICENCE (3 year)</u>			
New application	£228.75	£108.75	£337.50
Renewal of existing licence	£180.25	£108.75	£289.00

CHARITABLE COLLECTIONS LICENSING

Licence Description	2023/24 Application	2023/24 Licence	2023/24 Total Fee
Street Collections or House to House Collections	n/a	n/a	No charge

STREET TRADING LICENSING

Licence Description	2023/24 Application	2023/24 Licence	2023/24 Total Fee
<u>PAVEMENT LICENCE (until 30 September each year)</u>	£100.00	n/a	£100.00
<u>FIXED PITCH OR MOBILE TRADER (Commercial)</u>			
Fee per quarter (i.e. lay-bys, car parks, etc.)	£66.25	£69.00	£135.25
<u>TRANSIENT TRADER (Commercial)</u>			
Fee (maximum period of four consecutive weeks, not-renewable)	£48.25	n/a	£48.25
<u>TRANSIENT TRADER (Not-for-profit)</u>			
One-off event fee (maximum period of seven consecutive days)	n/a	n/a	No charge
<u>TOWN CENTRE CONSENT</u>			
Annual fee	£306.25	£199.25	£505.50
<u>MARKET/SPECIAL EVENT CONSENT</u>			
Annual fee	£306.25	£199.25	£505.50
One-off event fee (maximum period of four consecutive weeks)	£48.25	n/a	£48.25

PARK HOMES AND CARAVAN SITE LICENSING

Licence Description			2023/24 Application	2023/24 Licence	2023/24 Total Fee
New applications	Number of units	1 - 5	£54.00 per unit	£21.00 per unit	£75.00 per unit
		6 - 10	£376.00	£107.00	£483.00
		11 - 20	£429.00	£107.00	£536.00
		21 - 50	£483.00	£107.00	£590.00
		51 - 100	£526.00	£107.00	£633.00
		101+	£558.00	£107.00	£665.00

			Low Risk	Medium Risk	High Risk
Annual Subsistence Fees	Number of units	1 - 5	£27.00 per unit	£54.00 per unit	£108.00 per unit
		6 - 10	£146.00	£290.00	£580.00
		11 - 20	£177.00	£355.00	£708.00
		21 - 50	£215.00	£429.00	£858.00
		51 - 100	£253.00	£505.00	£1,009.00
		101+	£290.00	£579.00	£1,159.00

		2022/23 Application	2022/23 Licence	2022/23 Total Fee
Other Fees	Variation of site licence	£179.00	£25.00	£204.00
	Transfer of site licence	£113.00	£27.00	£140.00
	Deposit of site rules	n/a	n/a	£118.00

HOUSES OF MULTIPLE OCCUPANCY

Licence Description	2023/24 Application	2023/24 Licence	2023/24 Total Fee
HMO licensing			
New application (5 years)	£756.00	£89.00	£845.00
Re-licence application	£444.00	£114.00	£558.00
Variation application	£161.00	£49.00	£210.00
Pre-application advice and consultation	n/a	n/a	£172.00
Immigration checks	n/a	n/a	£145.00
Housing Act 2004 Statutory Notices	n/a	n/a	£364.00
Penalty Charges under The Smoke and Carbon Monoxide Alarm (England) Regulations 2015			
First breach of requirements of a remedial notice	n/a	n/a	£2,550.00
Reduced charge if paid within 14 days (50% reduction)	n/a	n/a	£1,275.00
Subsequent breaches of penalty charge notices by the same landlord within five years	n/a	n/a	£5,100.00
Reduced charge if paid within 14 days (50% reduction)	n/a	n/a	£2,550.00
Advertising of dwellings			
Charge to private registered providers for advertising vacant dwellings via the Council's Choice Based Lettings system	n/a	n/a	£58.75

SKIN PIERCING

Acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis

Licence Description	2023/24 Total Fee
Premises registration	£211.00
Personal registration	£211.00
Combined charge for the registration of a premises and one personal registration	£231.50
Amendments to an existing registration	£48.25
Copy of a registration	£27.00

LICENSING ACT 2003 (Statutory Fees)

Please note that following a public consultation undertaken by the Government in 2012/13, it has been indicated that a new fee structure is likely to take effect in due course. Subject to ministerial approval, and associated secondary legislation, the Council (acting in its role as the licensing authority) will have the power to set fees on a local cost-recovery basis.

	Band A	Band B	Band C	Band D	Band E
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 and above
PREMISES LICENCES *					
New application and full variations	£100	£190	£315	£450	£635
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises	n/a	n/a	n/a	x2	x3
Annual fee #	£70	£180	£295	£320	£350
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises	n/a	n/a	n/a	x2	x3
CLUB PREMISES CERTIFICATES					
New application and full variations	£100	£190	£315	£450	£635
Annual fee #	£70	£180	£295	£320	£350

NOTES

* There are additional fees for premises licence applications and the associated annual fees for large scale events with capacities in excess of 5,000 attendees.

Failure to pay the annual fee by the anniversary of the original grant date each year will result in an automatic suspension of the premises licence/club premises certificate until payment has been received.

LICENSING ACT 2003 (Statutory Fees)

ADDITIONAL CAPACITY FEES

Number in attendance at any one time permitted by the premises licence	Additional premises licence fee for grants and full variations	Additional annual fee
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£1,000
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

MISCELLANEOUS FEES

Minor variation (premises licence or club premises certificate)	£89.00
Application for the grant of a personal licence	£37.00
Temporary event notice (including late temporary event notices)	£21.00
Replacement premises licence or club premises certificate (Part A)	£10.50
Replacement premises licence summary or club premises certificate summary (Part B)	£10.50
Application for a provisional statement where premises are not yet constructed	£315.00
Notification of a change of name or address	£10.50
Application to vary a premises licence to specify an individual as designated premises supervisor	£23.00
Application for a transfer of a premises licence	£23.00
Interim authority notice following death, insolvency or incapacity of the premises licence holder	£23.00
Notification of a change of name or alteration of club rules for a club premises certificate	£10.50
Change of registered address of club premises certificate holder	£10.50
Replacement temporary event notice	£10.50
Replacement personal licence	£10.50
Change of name and/or address on a personal licence	£10.50
Registration of interest in a premises licence	£21.00
The provision of pre-application advice (including but not limited to) provision of forms, advice on how to complete the forms, liaison with responsible authorities, provision of public notices, and a 'check and send' service. Applicants should be aware that the provision of advice does not guarantee that an application will be successful; normal statutory consultations and processes will apply.	£65.00 per hour (chargeable every 15 minutes or part thereof)
The rating of films for the purpose of the Licensing Act 2003 (restricted to films being shown in North Hertfordshire only)	£65.00 per hour (chargeable every 15 minutes or part thereof)

GAMBLING ACT 2005

GAMING PERMITS (statutory fees)

Permission under the Gambling Act 2005	Previous permission	Application Fee	Annual Fee	Renewal Fee	Transitional Application Fee
Family Entertainment Centre (FEC) Gaming Machine Permit	s34 Permit	£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 Gaming Permit or Gaming Machine Permit	Part II or Part III Club Registration	£100.00	£50.00	£100.00	£100.00
Alcohol Licensed Premises Gaming Machine Notification (automatic entitlement to two gaming machines)	s34 Permit for Alcohol Licensed Premises	£50.00	n/a	n/a	n/a
Alcohol Licensed Premises Gaming Machine Permit (greater than two gaming machines)	s34 Permit for Alcohol Licensed Premises	£150.00	£50.00	n/a	£100.00
Prize Gaming Permit	Permit for Commercial Provision of Amusements with Prizes	£300.00	n/a	£300.00	£100.00

	Change of Name	Copy of Permit	Variation	Transfer
Family Entertainment Centre (FEC) Gaming Machine Permit	£25.00	£15.00	n/a	n/a
Prize Gaming Permit	£25.00	£15.00	n/a	n/a
Alcohol Licensed Premises Gaming Machine Notification (automatic entitlement to two gaming machines)	n/a	n/a	n/a	n/a
Alcohol Licensed Premises Gaming Machine Permit (greater than two gaming machines)	£25.00	£15.00	£100.00	£25.00
Club Gaming Permit	n/a	£15.00	£100.00	n/a
Club Gaming Machine Permit	n/a	£15.00	£100.00	n/a

GAMBLING ACT 2005

PREMISES LICENCE FEES

MISCELLANEOUS FEES (statutory fees)

Replacement premises licence fee	£25.00
Change of circumstance fee	£50.00

GAMBLING ACT 2005

	2022/23 Total Fee	2023/24	2023/24
<u>BINGO PREMISES</u>			
Provisional statement	£2,521.25	£3,060.99	£3,061.00
New premises	£2,521.25	£3,060.99	£3,061.00
Annual fee	£397.00	£459.03	£459.25
Variation	£1,085.75	£1,237.23	£1,237.25
Transfer	£112.75	£114.59	£114.75
Reinstatement	£121.00	£104.42	£104.50
<u>ADULT GAMING CENTRE (AGC)</u>			
Provisional statement	£2,000.00	£2,000.00	£2,000.00
New premises	£2,000.00	£2,000.00	£2,000.00
Annual fee	£313.50	£357.35	£357.50
Variation	£992.50	£1,000.00	£1,000.00
Transfer	£112.75	£114.59	£114.75
Reinstatement	£121.00	£104.42	£104.50
<u>FAMILY ENTERTAINMENT CENTRE (FEC)</u>			
Provisional statement	£956.25	£1,058.12	£1,058.25
New premises	£956.25	£1,058.12	£1,058.25
Annual fee	£313.50	£357.35	£357.50
Variation	£992.50	£1,000.00	£1,000.00
Transfer	£112.75	£114.59	£114.75
Reinstatement	£121.00	£104.42	£104.50
<u>BETTING (OTHER)</u>			
Provisional statement	£1,960.00	£2,251.09	£2,251.25
New premises	£1,960.00	£2,251.09	£2,251.25
Annual fee	£346.75	£398.02	£398.25
Variation	£1,038.75	£1,173.27	£1,173.50
Transfer	£112.75	£114.59	£114.75
Reinstatement	£121.00	£104.42	£104.50
<u>BETTING TRACK</u>			
Provisional statement	£2,487.75	£2,500.00	£2,500.00
New premises	£2,487.75	£2,500.00	£2,500.00
Annual fee	£430.25	£499.70	£499.75
Variation	£1,084.75	£1,237.23	£1,237.25
Transfer	£112.75	£114.59	£114.75
Reinstatement	£121.00	£104.42	£104.50

Difference	%
£539.75	21.41%
£539.75	21.41%
£62.25	15.68%
£151.50	13.95%
£2.00	1.77%
-£16.50	-13.64%
£0.00	0.00%
£0.00	0.00%
£44.00	14.04%
£7.50	0.76%
£2.00	1.77%
-£16.50	-13.64%
£102.00	10.67%
£102.00	10.67%
£44.00	14.04%
£7.50	0.76%
£2.00	1.77%
-£16.50	-13.64%
£291.25	14.86%
£291.25	14.86%
£51.50	14.85%
£134.75	12.97%
£2.00	1.77%
-£16.50	-13.64%
£12.25	0.49%
£12.25	0.49%
£69.50	16.15%
£152.50	14.06%
£2.00	1.77%
-£16.50	-13.64%

NOTE: Yellow highlight is maximum fee set by legislation

ANIMAL LICENSING

Licence Description		2022/23 Total Fee	2023/24
<u>PROVIDING OR ARRANGING FOR THE PROVISION OF BOARDING CATS OR DOGS</u>			
New application	1 year	£586.25	£512.89
	2 year	£623.50	£548.03
	3 year	£661.00	£583.17
Renewal fee associated with existing licences	1 year	£518.25	£449.50
	2 year	£555.50	£484.64
	3 year	£593.00	£519.78
<u>PROVIDING HOME BOARDING OF DOGS</u>			
New application	1 year	£436.25	£411.21
	2 year	£473.50	£446.35
	3 year	£511.00	£481.49
Renewal fee associated with existing licences	1 year	£398.25	£368.16
	2 year	£435.50	£403.30
	3 year	£473.00	£438.44
<u>PROVIDING DAY CARE FOR DOGS</u>			
New application	1 year	£494.00	£451.89
	2 year	£531.25	£487.03
	3 year	£568.75	£522.17
Renewal fee associated with existing licences	1 year	£456.00	£408.83
	2 year	£493.50	£443.97
	3 year	£530.75	£479.11
<u>BREEDING DOGS</u>			
New application	1 year	£556.25	£612.56
	2 year	£593.50	£647.70
	3 year	£631.00	£682.84
Renewal fee associated with existing licences	1 year	£458.25	£408.83
	2 year	£495.50	£443.97
	3 year	£533.00	£479.11
<u>SELLING ANIMALS AS PETS</u>			
New application	1 year	£600.00	£538.81
	2 year	£637.25	£573.94
	3 year	£674.50	£609.08
Renewal fee associated with existing licences	1 year	£532.00	£465.25
	2 year	£569.25	£500.39
	3 year	£606.50	£535.52
<u>HIRING OUT HORSES</u>			
New application	1 year	£810.00	£830.98
	2 year	£847.25	£866.12
	3 year	£884.50	£1,023.26
Renewal fee associated with existing licences	1 year	£772.00	£627.93
	2 year	£809.25	£663.07
	3 year	£846.50	£820.21
<u>DANGEROUS WILD ANIMALS</u>			
New application	2 year	£607.25	£794.94
Renewal fee associated with existing licences	2 year	£599.25	£602.06

<u>KEEPING OR TRAINING ANIMALS FOR EXHIBITION (Commercial)</u>			
New application	3 year	£751.00	£733.83
Renewal fee associated with existing licences	3 year	£623.00	£580.78
<u>KEEPING OR TRAINING ANIMALS FOR EXHIBITION (Home)</u>			
New application	3 year	£481.00	£461.16
Renewal fee associated with existing licences	3 year	£413.00	£374.21
<u>ZOOS</u>			
New application	1 year 2 year 3 year	Contact licensing	Contact licensing
Renewal fee associated with existing licences	1 year 2 year 3 year		
<u>VARIATION OF A SCHEDULE OF ANIMALS</u>			
Where an authorised council officer attends		£126.00	£129.15
No authorised council officer attendance		£36.00	£47.81
<u>MISCELLANEOUS</u>			
Rescore visit		£124.00	£149.49
Additional activity (new or renewal)		£92.00	£89.50
Copy licence		£21.50	£28.48

NOTE

All application fees exclude the cost of a veterinary surgeon where required by legislation or Council Policy. The cost of the veterinary surgeon will be the responsibility of the applicant/licence holder and will be added to the above fees.

2023/24	Difference	%
£513.00	-£73.25	-12.49%
£548.25	-£75.25	-12.07%
£583.25	-£77.75	-11.76%
£449.50	-£68.75	-13.27%
£484.75	-£70.75	-12.74%
£520.00	-£73.00	-12.31%
£411.25	-£25.00	-5.73%
£446.50	-£27.00	-5.70%
£481.50	-£29.50	-5.77%
£368.25	-£30.00	-7.53%
£403.50	-£32.00	-7.35%
£438.50	-£34.50	-7.29%
£452.00	-£42.00	-8.50%
£487.25	-£44.00	-8.28%
£522.25	-£46.50	-8.18%
£409.00	-£47.00	-10.31%
£444.00	-£49.50	-10.03%
£479.25	-£51.50	-9.70%
£612.75	£56.50	10.16%
£647.75	£54.25	9.14%
£683.00	£52.00	8.24%
£409.00	-£49.25	-10.75%
£444.00	-£51.50	-10.39%
£479.25	-£53.75	-10.08%
£539.00	-£61.00	-10.17%
£574.00	-£63.25	-9.93%
£609.25	-£65.25	-9.67%
£465.25	-£66.75	-12.55%
£500.50	-£68.75	-12.08%
£535.50	-£71.00	-11.71%
£831.00	£21.00	2.59%
£866.25	£19.00	2.24%
£1,024.50	£140.00	15.83%
£628.00	-£144.00	-18.65%
£663.25	-£146.00	-18.04%
£820.25	-£26.25	-3.10%
£795.00	£187.75	30.92%
£602.25	£3.00	0.50%

£734.00	-£17.00	-2.26%
£581.00	-£42.00	-6.74%
£461.25	-£19.75	-4.11%
£374.25	-£38.75	-9.38%
Contact licensing		
£129.25	£3.25	2.58%
£48.00	£12.00	33.33%
£149.50	£25.50	20.56%
£89.50	-£2.50	-2.72%
£28.50	£7.00	32.56%

HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING

Licence Description	2022/23 Total Fee	2023/24
<u>HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES</u>		
One year vehicle licence	£244.00	£202.55
Six-month vehicle licence	£160.00	£135.44
Transfer of vehicle ownership	£26.00	£23.78
Temporary licence (following accident damage)	£67.50	£65.31
Monthly reduction against annual fee for shorter term licence	£11.80	£8.37
<u>Electric vehicles only</u>		
Subsidised one year vehicle licence	£122.00	£101.27
Subsidised six-month vehicle licence	£80.00	£67.72
<u>Hybrid vehicles only</u>		
Subsidised one year vehicle licence	£162.75	£135.03
Subsidised six-month vehicle licence	£106.75	£90.29
<u>PRIVATE HIRE OPERATOR</u>		
Five year licence	£568.50	£556.94
<u>HACKNEY CARRIAGE, PRIVATE HIRE AND DUAL DRIVERS</u>		
Six-month licence (awaiting Biometric Residence Permit)	£89.75	£95.76
One year licence	£120.50	£140.18
Three year licence	£250.00	£288.80
<u>KNOWLEDGE TESTS</u>		
Computerised test	£67.50	£60.52
Failure to attend a computerised test	£15.00	£14.32
Verbal test	£29.75	£32.31
Failure to attend a verbal test	£17.25	£18.44
<u>NEW DRIVER APPOINTMENT</u>		
Verbal test, enhanced DBS and right to work check	n/a	£102.01
<u>DISCLOSURE & BARRING SERVICE (DBS)</u>		
Enhanced disclosure	£72.75	£67.32
Enhanced disclosure and right to work check	n/a	£72.09
Failure to attend a DBS appointment	£12.75	£9.54
DBS online registration (mandatory annual charge)	* Note 1	
<u>MISCELLANEOUS</u>		
DVLA driving licence check	* Note 1	
D4 medical examination	* Note 1	
Safeguarding training	£17.25	£15.98
Right to work check	£17.75	£11.93
Failure to attend right to work check	£12.75	£9.54
Compliance test	£18.00	£20.82
Failure to attend a compliance test	£7.50	£7.51
<u>REPLACEMENTS/AMENDMENTS</u>		
Replacement internal licence and holder	£26.25	£22.95
Replacement internal licence holder	£9.50	£8.90
Replacement MOGO vehicle plate	£25.25	£26.99
Replacement MOGO driver badge	£18.00	£16.53
Replacement paper licence (vehicle, driver or operator)	£12.75	£11.85
Change of address (vehicle, driver or operator)	£15.00	£14.23

* Note 1: As specified by the service provider

2023/24	Difference	%
£202.75	-£41.25	-16.91%
£135.50	-£24.50	-15.31%
£24.00	-£2.00	-7.69%
£65.50	-£2.00	-2.96%
£8.50	-£3.30	-27.97%
£101.50	-£20.50	-16.80%
£67.75	-£12.25	-15.31%
£135.25	-£27.50	-16.90%
£90.50	-£16.25	-15.22%
£557.00	-£11.50	-2.02%
£96.00	£6.25	6.96%
£140.25	£19.75	16.39%
£289.00	£39.00	15.60%
£60.75	-£6.75	-10.00%
£14.50	-£0.50	-3.33%
£32.50	£2.75	9.24%
£18.50	£1.25	7.25%
£102.25	new fee	
£67.50	-£5.25	-7.22%
£72.25	new fee	
£9.75	-£3.00	-23.53%
£16.00	-£1.25	-7.25%
£12.00	-£5.75	-32.39%
£9.75	-£3.00	-23.53%
£21.00	£3.00	16.67%
£7.75	£0.25	3.33%
£23.00	-£3.25	-12.38%
£9.00	-£0.50	-5.26%
£27.00	£1.75	6.93%
£16.75	-£1.25	-6.94%
£12.00	-£0.75	-5.88%
£14.50	-£0.50	-3.33%

Based on 50%
reduction

Based on 33%
reduction

SEX ESTABLISHMENT LICENSING

Licence Description	2022/23 Total Fee	2023/24
SEX SHOP		
New application	£2,684.50	£3,019.66
Annual renewal of existing licence	£913.00	£983.59
Transfer ownership of existing licence	£296.00	£333.01
SEX CINEMA		
New application	£2,801.50	£3,162.00
Annual renewal of existing licence	£1,813.50	£2,026.33
Transfer ownership of existing licence	£321.00	£363.51
SEXUAL ENTERTAINMENT VENUE		
New application	£2,801.50	£3,162.00
Annual renewal of existing licence	£1,813.50	£2,026.33
Transfer ownership of existing licence	£321.00	£363.51

SCRAP METAL DEALER LICENSING

Licence Description	2022/23 Total Fee	2023/24
SITE LICENCE (3 year)		
New application	£683.75	£689.92
Renewal of existing licence	£551.25	£556.70
COLLECTOR LICENCE (3 year)		
New application	£341.75	£337.32
Renewal of existing licence	£295.50	£288.83

CHARITABLE COLLECTIONS LICENSING

Licence Description	2022/23 Total Fee	2023/24
Street Collections	No charge	
House to House Collections	No charge	

STREET TRADING LICENSING

Licence Description	2022/23 Total Fee	2023/24
Pavement licence	£100.00	£100.00
FIXED PITCH OR MOBILE TRADER (Commercial)		
Fee per quarter (i.e. lay-bys, car parks, etc.)	£132.25	£135.17
TRANSIENT TRADER (Commercial)		
Fee (maximum period of four consecutive weeks, not-renewable)	£46.50	£48.14
TRANSIENT TRADER (Not-for-profit)		
One-off event fee (maximum period of seven consecutive days)	No charge	
TOWN CENTRE CONSENT		
Annual fee	£524.75	£505.26
MARKET/SPECIAL EVENT CONSENT		
Annual fee	£524.75	£505.26

One-off event fee (maximum period of four consecutive weeks)	£46.50
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£48.14

SKIN PIERCING REGISTRATION

Licence Description	2022/23 Total Fee
Premises	£244.25
Personal	£244.25
<u>COMBINED</u>	
Premises and one person	£281.00
<u>REGISTRATION AMENDMENT</u>	
Change of name, address, etc	£45.75
Copy of registration	£25.50

2023/24
£210.99
£210.99
£231.33
£48.21
£26.87

PARK HOMES LICENSING

Licence Description	2022/23 Total Fee
New applications	
1 - 5 (per unit)	£75.00
6 - 10	£483.00
11 - 20	£536.00
21 - 50	£590.00
51 - 100	£633.00
100 +	£665.00
Annual fees	
1 - 5 (low risk) (per unit)	£27.00
1 - 5 (medium risk) (per unit)	£54.00
1 - 5 (high risk)	£108.00
6 - 10 (low risk)	£146.00
6 - 10 (medium risk)	£290.00
6 - 10 (high risk)	£580.00
11 - 20 (low risk)	£177.00
11 - 20 (medium risk)	£355.00
11 - 20 (high risk)	£708.00
21 - 50 (low risk)	£215.00
21 - 50 (medium risk)	£429.00
21 - 50 (high risk)	£858.00
51 - 100 (low risk)	£253.00
51 - 100 (medium risk)	£505.00
51 - 100 (high risk)	£1,009.00
100+ (low risk)	£290.00
100+ (medium risk)	£579.00
100+ (high risk)	£1,159.00
Variation of site licence	£204.00
Transfer of site licence	£140.00
Deposit of site rules	£118.00

2023/24
£75.00
£483.00
£536.00
£590.00
£633.00
£665.00
£27.00
£54.00
£108.00
£146.00
£290.00
£580.00
£177.00
£355.00
£708.00
£215.00
£429.00
£858.00
£253.00
£505.00
£1,009.00
£290.00
£579.00
£1,159.00
£204.00
£140.00
£118.00

HMO LICENSING

Licence Description	2022/23 Total Fee	2023/24
New application (5 year)	£845.00	£845.00
Renewal (5 year)	£558.00	£558.00
Variation	£210.00	£210.00
Pre-application advice/consultation	£172.00	£172.00
Immigration check	£145.00	£145.00
Housing Act 2004 Statutory Notices	£364.00	£364.00
Penalty Charges under The Smoke and Carbon Monoxide Alarm (England) Regulations 2015		
First breach of a remedial notice	£2,550.00	£2,550.00
Reduced charge if paid within 14 days	£1,275.00	£1,275.00
Subsequent breaches of penalty notices by same landlord within five years	£5,100.00	£5,100.00
Reduced charge if paid within 14 days	£2,550.00	£2,550.00
Private Registered Providers advertising vacant dwellings on the Council's Choice Based Lettings system (per dwelling)	£58.75	£58.75

2023/24	Difference	%
£3,019.75	£335.25	12.49%
£983.75	£70.75	7.75%
£33.25	-£262.75	-88.77%
£3,162.00	£360.50	12.87%
£2,026.50	£213.00	11.75%
£363.75	£42.75	13.32%
£3,162.00	£360.50	12.87%
£2,026.50	£213.00	11.75%
£363.75	£42.75	13.32%

2023/24	Difference	%
£690.00	£6.25	0.91%
£556.75	£5.50	1.00%
£337.50	-£4.25	-1.24%
£289.00	-£6.50	-2.20%

2023/24	Difference	%

2023/24	Difference	%
£100.00	£0.00	0.00%
£135.25	£3.00	2.27%
£48.25	£1.75	3.76%
£505.50	-£19.25	-3.67%
£505.50	-£19.25	-3.67%

£48.25	£1.75	3.76%
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2023/24	Difference	%
£211.00	-£33.25	-13.61%
£211.00	-£33.25	-13.61%
£231.50	-£49.50	-17.62%
£48.25	£2.50	5.46%
£27.00	£1.50	

2023/24	Difference	%
£75.00	£0.00	0.00%
£483.00	£0.00	0.00%
£536.00	£0.00	0.00%
£590.00	£0.00	0.00%
£633.00	£0.00	0.00%
£665.00	£0.00	0.00%
£27.00	£0.00	0.00%
£54.00	£0.00	0.00%
£108.00	£0.00	0.00%
£146.00	£0.00	0.00%
£290.00	£0.00	0.00%
£580.00	£0.00	0.00%
£177.00	£0.00	0.00%
£355.00	£0.00	0.00%
£708.00	£0.00	0.00%
£215.00	£0.00	0.00%
£429.00	£0.00	0.00%
£858.00	£0.00	0.00%
£253.00	£0.00	0.00%
£505.00	£0.00	0.00%
£1,009.00	£0.00	0.00%
£290.00	£0.00	0.00%
£579.00	£0.00	0.00%
£1,159.00	£0.00	0.00%
£204.00	£0.00	0.00%
£140.00	£0.00	0.00%
£118.00	£0.00	0.00%

2023/24	Difference	%
£845.00	£0.00	0.00%
£558.00	£0.00	0.00%
£210.00	£0.00	0.00%
£172.00	£0.00	0.00%
£145.00	£0.00	0.00%
£364.00	£0.00	0.00%
£2,550.00	£0.00	0.00%
£1,275.00	£0.00	0.00%
£5,100.00	£0.00	0.00%
£2,550.00	£0.00	0.00%
£58.75	£0.00	0.00%