

# 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 priro 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

		2023/24	2023/24	2023/24
Licence Description		Application	Licence	Total Fee
PROVIDING OR ARRANGING FOR THE PROVISION OF BOARI	DING			
CATS OR DOGS				
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
PROVIDING HOME BOARDING OF DOGS				
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
PROVIDING DAY CARE FOR DOGS				
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
BREEDING DOGS	4	6445.25	6107 50	CC40 75
New application	1 year	£415.25	£197.50	£612.75
	2 year	£415.25 £415.25	£232.50 £267.75	£647.75 £683.00
Renewal fee associated with existing licences	3 year	£415.25 £211.50	£197.50	£685.00 £409.00
Reflewal fee associated with existing licences	1 year 2 year	£211.50 £211.50	£197.50 £232.50	£409.00 £444.00
	2 year 3 year	£211.50	£252.50	£479.25
SELLING ANIMALS AS PETS	Jycai	1211.50	1207.75	L475.25
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
HIRING OUT HORSES				
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
DANGEROUS WILD ANIMALS				
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

		2023/24	2023/24	2023/24
Licence Description		Application	Licence	Total Fee
KEEPING OR TRAINING ANIMALS FOR EXHIBITION (HOME)				
New application	3 year	£213.75	£247.50	£461.25
Renewal fee associated with existing licences	3 year	£157.25	£217.00	£374.25
<b>KEEPING OR TRAINING ANIMALS FOR EXHIBITION (COMMERCI</b>	AL)			
New application	3 year	£315.50	£418.50	£734.00
Renewal fee associated with existing licences	3 year	£252.25	£328.75	£581.00
ZOOS				
New application	1 year	Conta	ct the licensing	team
	2 year	Conta	ct the licensing	team
	3 year	Conta	ct the licensing	team
Renewal fee associated with existing licences	1 year	Conta	ct the licensing	team
	2 year	Conta	ct the licensing	team
	3 year	Conta	ct the licensing	team
VARIATION OF A SCHEDULE OF ANIMALS				
Where an authorised council officer attends		£129.25	n/a	£129.25
No authorised council officer attendance		£48.00	n/a	£48.00
MISCELLANEOUS				
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

#### <u>NOTE</u>

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	£4,301 to	£33,001 to	£87,001 to	£125,001 and	
	£4,300	£33,000	£87,000	£125,000	above	
	PRE	<b>MISES LICENCE</b>	S *			
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.

#### **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 Registartion	£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	62.061.00	62.061.00	6450.25	61 227 25	6114 75	6104 50
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
		21,000120	2007100			
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

	2023/24	2023/24	2023/24
Licence Description	Application	Licence	Total Fee
TAXI AND PRIVATE HIRE VEHICLES	, application	Licence	10101100
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
Electric vehicles only	, .	, «	
Subsidised one year vehicle licence	n/a	£101.50	£101.50
Subsidised six-month vehicle licence	n/a	£67.75	£67.75
Hybrid vehicles only			
Subsidised one year vehicle licence	n/a	£135.25	£135.25
Subsidised six-month vehicle licence	n/a	£90.50	£90.50
PRIVATE HIRE OPERATOR		230.50	230130
Five year licence	n/a	£557.00	£557.00
TAXI, PRIVATE HIRE AND DUAL DRIVERS	in a	2337.00	2007100
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
KNOWLEDGE TESTS		2205100	
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
NEW DRIVER APPOINTMENT		, .	
Verbal test, enhanced DBS and right to work check	£102.25	n/a	£102.25
DISCLOSURE & BARRING SERVICE (DBS)		,	
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)		d by the servic	e provider
MISCELLANEOUS		-	•
DVLA driving licence check	As specifie	d by the servic	e provider
D4 medical examination	As specifie	d by the servic	e 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
REPLACEMENTS/AMENDMENTS			
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
REFLINDS (nor complete month)			
REFUNDS (per complete month)			
Driver licence (less administration fee)	n/a	n/a	£5.00

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

## SEX ESTABLISHMENT LICENSING

	2023/24	2023/24	2023/24
Licence Description	Application	Licence	Total Fee
SEX SHOP			
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
SEX CINEMA			
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
SEXUAL ENTERTAINMENT VENUE			
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

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

## CHARITABLE COLLECTIONS LICENSING

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

## STREET TRADING LICENSING

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

			2023/24	2023/24	2023/24
Licence Description		Application	Licence	Total Fee	
	1 - 5	£54.00	£21.00	£75.00	
			per unit	per unit	per unit
		6 - 10	£376.00	£107.00	£483.00
New applications	Number of units	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
	Number of units	1 - 5	£27.00	£54.00	£108.00
			per unit	per unit	per unit
		6 - 10	£146.00	£290.00	£580.00
Annual Subsistence Fees		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	2022/23	2022/23	
		Application	Licence	Total Fee	
	Variation of site licence		£179.00	£25.00	£204.00
Other Fees	Transfer of site licence		£113.00	£27.00	£140.00
	Deposit of site rules		n/a	n/a	£118.00

## HOUSES OF MULTIPLE OCCUPANCY

	2023/24	2023/24	2023/24
Licence Description	Application	Licence	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 ame 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, tattoing, semi-permanent skin colouring, cosmetic piercing and electrolysis

	2023/24
Licence Description	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