



Licensing Service

Schedule of Fees and Charges 2019/20

Legal and Community
Service Director: Mrs J Thompson

EU SERVICES DIRECTIVE AND 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 has been given to the implementation of the EU Services Directives on licensing 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		2019/20 Application	2019/20 Licence	2019/20 Total Fee
<u>PROVIDING OR ARRANGING FOR THE PROVISION OF BOARDING</u>				
<u>CATS OR DOGS</u>				
New application	1 year	£318.50	£319.25	£637.75
	2 year	£318.50	£361.50	£680.00
	3 year	£318.50	£403.50	£722.00
Renewal fee associated with existing licences	1 year	£263.50	£294.50	£558.00
	2 year	£263.50	£336.50	£600.00
	3 year	£263.50	£378.75	£642.25
<u>PROVIDING HOME BOARDING OF DOGS</u>				
New application	1 year	£248.50	£228.25	£476.75
	2 year	£248.50	£270.25	£518.75
	3 year	£248.50	£312.50	£561.00
Renewal fee associated with existing licences	1 year	£193.50	£203.25	£396.75
	2 year	£193.50	£245.50	£439.00
	3 year	£193.50	£287.50	£481.00
<u>PROVIDING DAY CARE FOR DOGS</u>				
New application	1 year	£268.00	£253.25	£521.25
	2 year	£268.00	£295.25	£563.25
	3 year	£268.00	£337.50	£605.50
Renewal fee associated with existing licences	1 year	£215.00	£233.25	£448.25
	2 year	£215.00	£275.25	£490.25
	3 year	£215.00	£317.50	£532.50
<u>BREEDING DOGS</u>				
New application	1 year	£273.50	£228.25	£501.75
	2 year	£273.50	£270.25	£543.75
	3 year	£273.50	£312.50	£586.00
Renewal fee associated with existing licences	1 year	£218.50	£203.25	£421.75
	2 year	£218.50	£245.50	£464.00
	3 year	£218.50	£287.50	£506.00
<u>SELLING ANIMALS AS PETS</u>				
New application	1 year	£331.50	£313.25	£644.75
	2 year	£331.50	£355.50	£687.00
	3 year	£331.50	£397.50	£729.00
Renewal fee associated with existing licences	1 year	£233.50	£258.25	£491.75
	2 year	£233.50	£300.50	£534.00
	3 year	£233.50	£342.50	£576.00
<u>HIRING OUT HORSES</u>				
New application	1 year	£496.75	£459.25	£956.00
	2 year	£496.75	£501.25	£998.00
	3 year	£496.75	£543.50	£1,040.25
Renewal fee associated with existing licences	1 year	£398.50	£404.25	£802.75
	2 year	£398.50	£446.50	£845.00
	3 year	£398.50	£488.50	£887.00
<u>DANGEROUS WILD ANIMALS</u>				
New application	2 year	£331.75	£300.25	£632.00
Renewal fee associated with existing licences	2 year	£288.50	£300.25	£588.75

ANIMAL LICENSING

Licence Description		2019/20 Application	2019/20 Licence	2019/20 Total Fee	
<u>KEEPING OR TRAINING ANIMALS FOR EXHIBITION</u>					
New application	3 year	£274.25	£312.50	£586.75	
Renewal fee associated with existing licences	3 year	£217.25	£287.50	£504.75	
<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		£104.50	n/a	£104.50	
No authorised council officer attendance		£34.50	n/a	£34.50	
<u>MISCELLANEOUS</u>					
Rescore visit		£114.00	n/a	£114.00	
Additional activity (new or renewal)		£89.75	n/a	£89.75	
Copy licence		£20.00	n/a	£20.00	

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.	£60.00 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)	£60.00 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

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	£3,178.50	£3,178.50	£697.50	£1,448.75	£148.75	£148.75
Adult gaming centre (AGC) premises licence	£2,000.00	£2,000.00	£540.75	£1,000.00	£148.75	£148.75
Family entertainment centre (FEC) premises licence	£1,050.25	£1,050.25	£540.75	£1,000.00	£148.75	£148.75
Betting (other) premises licence	£2,527.50	£2,527.50	£585.50	£1,318.50	£137.50	£137.50
Betting (track) premises licence	£2,500.00	£2,500.00	£697.50	£1,250.00	£148.75	£148.75

MISCELLANEOUS FEES (statutory fees)

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

HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING

Licence Description	2019/20 Application	2019/20 Licence	2019/20 Total Fee
<u>HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES</u>			
One year vehicle licence	n/a	£277.75	£277.75
Six-month vehicle licence	n/a	£180.00	£180.00
Transfer of vehicle ownership	£27.00	n/a	£27.00
Temporary licence (following accident damage)	£65.50	n/a	£65.50
Monthly reduction against annual fee for shorter term licence	n/a	n/a	£14.75
<u>Electric vehicles only</u>			
Subsidised one year vehicle licence	n/a	£138.75	£138.75
Subsidised six-month vehicle licence	n/a	£90.00	£90.00
<u>Hybrid vehicles only</u>			
Subsidised one year vehicle licence	n/a	£185.25	£185.25
Subsidised six-month vehicle licence	n/a	£120.00	£120.00
<u>PRIVATE HIRE OPERATOR</u>			
Five year licence	n/a	£666.75	£666.75
<u>HACKNEY CARRIAGE, PRIVATE HIRE AND DUAL DRIVERS</u>			
Six-month licence (awaiting Biometric Residence Permit)	n/a	£98.50	£98.50
One year licence	n/a	£123.00	£123.00
Three year licence	n/a	£249.75	£249.75
<u>KNOWLEDGE TESTS</u>			
Computerised test	£57.00	n/a	£57.00
Failure to attend a computerised test	£15.25	n/a	£15.25
Verbal test	£24.75	n/a	£24.75
Failure to attend a verbal test	£11.50	n/a	£11.50
<u>DISCLOSURE & BARRING SERVICE (DBS)</u>			
Enhanced disclosure	£65.00	n/a	£65.00
Failure to attend a DBS appointment	n/a	n/a	£5.75
DBS online registration (mandatory annual charge)	n/a	n/a	* Note 1
<u>MISCELLANEOUS</u>			
DVLA driving licence check	n/a	n/a	* Note 1
D4 medical examination	n/a	n/a	* Note 1
Safeguarding training	£24.75	n/a	£24.75
Failure to attend safeguarding training	£7.50	n/a	£7.50
Compliance test	£21.00	n/a	£21.00
Failure to attend a compliance test	n/a	n/a	£7.50
<u>REPLACEMENTS/AMENDMENTS</u>			
Replacement internal licence and holder	£22.75	n/a	£22.75
Replacement internal licence holder	£9.50	n/a	£9.50
Replacement MOGO vehicle plate	£23.25	n/a	£23.25
Replacement MOGO driver badge	£16.75	n/a	£16.75
Replacement paper licence (vehicle, driver or operator)	£13.75	n/a	£13.75
Change of address (vehicle, driver or operator)	£15.75	n/a	£15.75
<u>REFUNDS (per complete month)</u>			
Driver licence (less administration fee)	n/a	n/a	£4.00
Vehicle licence (less administration fee)	n/a	n/a	£14.75
Operator licence (less administration fee)	n/a	n/a	£7.75
Administration fee	n/a	n/a	£15.75

* Note 1: As specified by the service provider

SEX ESTABLISHMENT LICENSING

Licence Description	2019/20 Application	2019/20 Licence	2019/20 Total Fee
<u>SEX SHOP</u>			
New application	£2,504.00	£459.50	£2,963.50
Annual renewal of existing licence	£498.50	£459.50	£958.00
Transfer ownership of existing licence	£348.75	n/a	£348.75
<u>SEX CINEMA</u>			
New application	£2,615.75	£504.25	£3,120.00
Annual renewal of existing licence	£1,183.75	£504.25	£1,688.00
Transfer ownership of existing licence	£382.25	n/a	£382.25
<u>SEXUAL ENTERTAINMENT VENUE</u>			
New application	£2,615.75	£504.25	£3,120.00
Annual renewal of existing licence	£1,539.00	£504.25	£2,043.25
Transfer ownership of existing licence	£382.25	n/a	£382.25

SCRAP METAL DEALER LICENSING

Licence Description	2019/20 Application	2019/20 Licence	2019/20 Total Fee
<u>SITE LICENCE (3 year)</u>			
New application	£455.50	£334.50	£790.00
Renewal of existing licence	£270.75	£334.50	£605.25
<u>COLLECTOR LICENCE (3 year)</u>			
New application	£306.50	£77.50	£384.00
Renewal of existing licence	£293.00	£77.50	£370.50

CHARITABLE COLLECTIONS LICENSING

Licence Description	2019/20 Application	2019/20 Licence	2019/20 Total Fee
Street Collections	n/a	n/a	No charge
House to House Collections	n/a	n/a	No charge

STREET TRADING LICENSING

Licence Description	2019/20 Application	2019/20 Licence	2019/20 Total Fee
<u>FIXED PITCH OR MOBILE TRADER (Commercial)</u>			
Fee per quarter (i.e. lay-bys, car parks, etc.)	£109.75	£57.00	£166.75
<u>TRANSIENT TRADER (Commercial)</u>			
Fee (maximum period of four consecutive weeks, not-renewable)	£58.25	n/a	£58.25
<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	£495.50	£194.75	£690.25
<u>MARKET/SPECIAL EVENT CONSENT</u>			
Annual fee	£495.50	£194.75	£690.25
One-off event fee (maximum period of four consecutive weeks)	£58.25	n/a	£58.25