

REPORT TO:	Licensing Sub-Committee	
MEETING DATE:	18 April 2024	
BY:	Executive Director for Council Resources	R
SUBJECT:	Civic Government Licensing Fee Review	J

#### 1 PURPOSE

- 1.1 To inform Members of the results of the independent review of the Civic Government licensing fees.
- 1.2 To seek direction from Members of the Committee as to the preferred charging model and level of Civic Government Licensing Fees as set out in this report, with the resulting decision being taken to Cabinet for final approval.

### 2 **RECOMMENDATIONS**

2.1 Licensing Sub-Committee sets out the preferred fee model for the proposed fees for the licences as set out in Option 1 and Option 2;

### 3 BACKGROUND

- 3.1 In terms of the Civic Government (Scotland) Act 1982, the Council is required to set licence fee levels such that the costs of running the licensing service are fully covered by the level of fee income received.
- 3.2 The previous review of costs and fees was undertaken circa five years ago so it is now considered necessary to review the fees for licences to ensure these remain at an appropriate level. Given the legal obligation to ensure cost recovery, a robust and documented methodology has been applied to ensure accuracy and transparency in relation to the calculation of licence fees.
- 3.3 The fees for 2023/24 were frozen to allow this review to be undertaken and Arneil Johnston were commissioned in April 2023 to conduct a review of the discretionary licensing fees, noting that statutory licences, including alcohol and gambling were out of scope for this review as these fees are set by the Scottish Government and these regimes are administered by the East Lothian Licensing

Board, rather than the Council (these statutory licensing fees are set out in for information only at Appendix B).

- 3.4 The first part of the review was to carry out a benchmarking exercise for discretionary licensing fees. Arneil Johnston researched all Scottish local authorities to establish the types of licensing fees that are in place, fee levels and duration of licences. These were then compared to ELC's fee levels, and a summary of the findings is shown in Appendix A of this report.
- 3.5 The review then sought to establish the costs associated with the delivery of the licencing service. Costs were determined by:
  - Reviewing detailed budgets for the Licensing service for 2021/22, 2022/23 and 2023/24 as well as the financial outturns for 2021/22 and 2022/23 and agreeing the disaggregation of budgets relating to statutory and discretionary licences.
  - Establishing the various activities and volumes of activities undertaken by the licencing team and what percentage of staff time is typically spent delivering these activities.
  - Establishing and agreeing service, directorate and corporate overhead that are attributable to the licensing function and costing this to each fee type.
- 3.6 In establishing the level of fee to be set for each licence the licences were grouped into categories based on the processes involved in determining them and a standard fee was developed for those with a similar process. This ensures a consistency with the fees of licences with similar processes and allows the licencing team to quickly determine the fee to be set for any new licence by grouping it with licences which require a similar process to determine.
- 3.7 The review then analysed all budgets allocated to licencing then separated the costs attributable to different functions including Private Landlord Registration, Alcohol and Gambling Licensing and Civic Licensing. They then analysed the staff time and separated all licencing fees set by statute and the Private Landlord Registration, the latter sitting separate from the other licensing activities. The staff costs relevant to the licensing regimes were then considered with appropriate apportionment of staff time allocated to licencing costs. This included provision for a part time Licensing Standards Officer who would be able to focus on compliance of civic licensing matters and where appropriate also includes time spent by Environmental Health Officers reviewing, inspecting, and reporting on applications. The fee also accounts for overheads (non-staff costs) attributable to the operation of the licensing service. It should be noted however that the fee set out does not include external fees that may be required for certain licences, such as veterinary fees, which may also apply to certain licences, and these would be recharged at cost to the applicant.
- 3.8 In addition to the above considerations, it should be noted that not all licences are for a one-year duration and consideration was taken in terms of multi-year licences. Most commonly, licences are granted for three years with the exception of the following which are granted for one year:

- > Animal boarding
- > Market operator
- > Full public entertainment licences
- > Metal dealer and itinerant metal dealer
- Skin piercing and tattoo
- Window cleaner
- Taxi drivers and operators
- Lottery licence

Annual licences are mainly granted on the recommendation from Police Scotland where they expect certain licensees to undertake annual checks given the nature of the work and potential public safety impacts.

As part of the review consideration has been taken in relation to these representations and Option 1 sets out the fee structure based on these recommendations, noting that due to lack of interest in one- or two-year Full Public Entertainment licences, the new fee structure only seeks to put in place a three-year licence.

Further, as part of an additional benchmarking exercise carried out with neighbouring authorities, Option 2 provides the option of a three-year licence for Taxi Drivers, Private Hire Car Drivers, Metal Dealers, and Window Cleaners. However, taking on board Police Scotland representations, this would be subject to an initial one-year licence being granted and then an option to apply for a three-year licence for eligible applicants. Noting in particular for taxi drivers, East Lothian Council's policy is to follow guidance set out by DVLA and as such there are requirements for drivers to undergo periodic medicals dependant on age and any underlying conditions, which takes into consideration public safety impacts. These additions are shown highlighted in yellow on Option 2.

- 3.9 As set out above, the methodology for calculating the fees is based on the processes and time required by the licensing department to review, process, and determine the licence and, where appropriate for certain licences, includes the cost for inspections by Environmental Health Officers. The fee review ensures that each particular licence is not either subsidising or being subsidised by the fees for other licences. Accordingly, the proposed fees for a number of licences have decreased while others have been increased. In particular, the fees calculated for Short Term Let Licensing Applications have significantly increased. These costs have been increased as we now have experience of the actual cost and complexity of processing these licences together with the cost incurred as a result of an Environmental Health Officer inspecting the premises. The initial fee for these applications had to be set in advance of the new statutory regime coming into force and was based on a best estimate of the time that was believed it would take to process applications notwithstanding that the regime and applications had not been received at that point. Since then, we have now had experience of processing these applications and the time required to take these though to determination.
- 3.10 In order to ensure that the cost of the licensing service remains fully covered by the fees, there are a number of considerations for applying uplifts on an annual basis. However, to ensure that the model remains relevant it is recommended that:
  - Fees are inflated annually by the corporate budget assumption for other income

- The Council updates the model annually once budgets are approved and calculated fees are compared to the inflated fees levels
- Every five years the model is comprehensively updated to look again at processing times, overhead rates and fee groupings to ensure these are still fit for purpose
- New licences are assessed for time taken to process and assigned to the appropriate category.

And in addition, regular reviews are undertaken of

- The rationale for determining which fees are annual and which are multiyear and agree an approach to setting differential fee levels for single or multi-year licences
- The rationale for determining which fees are temporary and which are permanent and agree an approach to setting differential fee levels for temporary and permanent licences
- The rationale for determining which fees should have a sliding scale of fees levels depending on property size, capacity, ratable value etc. and agree an approach to setting differential fee levels
- The policy for setting nominal or free of charge licences and the rationale for this.

### 4 POLICY IMPLICATIONS

4.1 In fixing a scale of fees and other charges, the Council as Licensing Authority is complying with a statutory duty to ensure that its costs in administering these licences are fully covered by fee income.

### 5 INTEGRATED IMPACT ASSESSMENT

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

### 6 **RESOURCE IMPLICATIONS**

- 6.1 Financial the Council is required by the Civic Government (Scotland) Act 1982 to set licence fee levels such that the costs of running the licensing service are fully covered by the level of fee income received. Accordingly, there should be full cost recovery and no detrimental impact on finances for the service.
- 6.2 Personnel none.
- 6.3 Other none.

### 7 BACKGROUND PAPERS

7.1 None.

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DATE	5 April 2024

## Appendix A

## Benchmarking

		Benchmark Results					
Group	Licence	MAX	MIN	AVG	Current ELC Fee		
	НМО	£1,992.00	£308.00	£978.86	£504.00		
1	Zoo Parks	Benchm	Benchmarking Not Available				
	STL	Benchm	arking Not A	vailable	£390.00		
	Sexual Entertainment Venue	Benchm	arking Not A	vailable	£640.00		
	Late Hours Catering	£359.00	£120.00	£242.50	£272.00		
	Second hand dealer	£1,600.00	£146.00	£368.48	£294.00		
	Taxi Booking office	£1,312.00	£125.00	£439.12	£252.00		
	Temp Market Op	£371.00	£150.00	£235.33	£167.00		
	Petroleum		Set	Fee			
	Temp PEL	£877.00	£53.33	£273.73	£211.00		
2	Full PEL	£1,984.00	£243.00	£665.50	£600.00		
	Explosive Storage		Set	Fee			
	Venison dealer	£671.00	£32.50	£152.88	£129.00		
	Market Op	£1,080.00	£91.67	£339.81	£332.00		
	Metal Dealer	£792.00	£62.67	£251.35	£294.00		
	SP and Tattoo	£508.00	£6.67	£232.72	£263.00		
	Itinerant Metal Dealer	£683.00	£46.33	£200.81	£294.00		
	Taxi Drivers	£272.00	£37.67	£134.55	£149.00		
	Taxi Operators	Benchm	arking Not A	vailable	£405.00		
3	L&G Personal		Set				
-	Lottery Licence	Benchm	arking Not A	vailable	£10.00		
	Charity collect		arking Not A		£0.00		
	Street trader	£766.00	£140.00	£292.69	£294.00		
	Animal boarding	£425.00	£69.00	£115.26	£138.00		
4	Window cleaner	£305.00	£45.00	£123.59	£89.00		
	Temp Street trader	£187.00	£50.00	£98.60	£294.00		
	Pet seller	£436.00	£69.00	£195.55	£278.50		
	Dog breeder	£477.00	£69.00	£210.52	£278.50		
5	Cat breeder	£477.00	£69.00	£200.01	£278.50		
	Boat Hirer	£739.00	£41.00	£259.38	£220.50		
	Performing Animals		v Licence- fe				
	Occasional			Fee			
6	Extensions		Set	Fee			
	Minor		Set	Fee			
7	Premises		Set	Fee			
	Major		Set	Fee			
8	Riding Est	£790.00	£69.00	£255.04	£278.50		

# Option 1

## Licensing Fees

Licence type	Fee 2023/24 (£)	Duration	2024/25 proposal (£)	Duration
Private Hire Cars				
Driver	149	1 year	259	1 year
Grant and Renewal of vehicle	405	1 year	445	1 year
Early Renewal & Replacement	405		445	
Replacement or Substitute vehicle	141	28 days	89	
Medical Fee	55		55	
Replacement Plate (Front)	32		20	
Replacement Plate (Rear)	35		20	
Replacement Brackets (Front)	32		20	
Replacement Brackets (Rear)	35		20	
Replacement Drivers Badge	29		34	
Replacement Door Sign	31		20	
Grant/Renewal of Trailer	149	1 year	59	
Wheelchair Exemption Certificate	29	1 year	82	
Duplicate Licence	29		30	
Variation	69		89	
Taxis				
Driver	149	1 year	207	1 year
Grant and Renewal of vehicle	405	1 year	445	1 year
Early Renewal & replacement	405		445	
Replacement or Substitute vehicle	141	28 days	89	
Replacement Plate (Front)	32		20	
Replacement Plate (Rear)	35		20	
Replacement Brackets (Front)	32		20	
Replacement Brackets (Rear)	32		20	
Replacement Drivers Badge	29		34	
Replacement Door Sign	31		20	
Grant/Renewal of Trailer	149	1 year	59	
Wheelchair Exemption Certificate	29	1 year	82	
Duplicate Licence	20		20	
Variation	29 69		30 89	
Advertising:				
Internal	18	No Licensing Fu	nction	

External	60	No Licensing Fur	nction	
Superside	72	No Licensing Function		
Full Livery	90	No Licensing Fur		
Advertising:	-			
Internal	18	No Licensing Fur	nction	
External	60	No Licensing Fur	nction	
Superside	72	No Licensing Fur	nction	
Full Livery	90	No Licensing Fur	nction	
Taxi Booking Offices				
Grant and Renewal	252	3 years	207	1
Duplicate Licence	29	5 years	30	
Variation	69		89	
Late Hours Catering	T	-	1	1
Grant and Renewal	276	3 years	269	
Duplicate Licence	29		30	
Variation	69		89	
Dublic Entertainment				
Public Entertainment Grant and Renewal	<b>C00</b>	2	211	
Multi-activity Indoor and Outdoor Facility	600 1714	3 years	311 311	
Duplicate Licence	29	3 years	311	
Variation	69		89	
Valiation	05		05	
Temporary Public Entertainment (numbers base	d on daily at	tendance)		
Temp Public Entertainment Licence – up to				
500 persons	211	6 weeks	269	
Temp Public Entertainment licence 500 -				
2000 persons	423	6 weeks	285	
Temp Public Entertainment licence 2001 -				
5000 persons	635	6 weeks	301	
Temp Public Entertainment Licence - Over	0.45	C	247	
5000	845	6 weeks	317	
Duplicate Licence	29		30	
Indoor Sports Entertainment	I			
Grant and Renewal	257	3 years	311	
Duplicate Licence	29		30	
Variation	69		89	
Tattoo & Piercing		-		
Grant and Renewal	263	1 year	404	3 years
Additional employees (each)	132	1 year	311	3 years

Duplicate Licence	29		30	
Variation	69		89	
Street Trader	1	1		
Grant and Renewal (per person)	294	3 years	269	
Duplicate Licence	29		30	
Variation	69		89	
Temporary Street Trader		Proposed to ren	nove this option	l
Grant	81	6 weeks	269	
Duplicate Licence	29		30	
Variation	69		89	
Knife Dealers				
Grant and Renewal	384	3 years	310	
Duplicate Licence	29		30	
Variation	69		89	
Venison Dealer	100		2.52	
Grant and Renewal	129	3 years	269	
Duplicate Licence	29		30	
Variation	69		89	
Metal Dealer				
Grant and Renewal	294	1 year	207	
Duplicate Licence	29		30	
Variation	69		89	
Itinerant Metal Dealer				
Grant and Renewal	294	1.voar	207	
Duplicate Licence	294	1 year	30	
Variation	69		89	
Variation			89	
Market Operator		1 year		3 years
Less than 50 traders	332		310	
More than 50 traders	586		removed	
Duplicate Licence	29		30	
Variation	69		89	
Townser Marilet Oreset		6 !		
Temporary Market Operators	107	6 weeks	200	
Less than 50 traders	167		269	
More than 50 traders	283		331	
Duplicate Licence	29		30	
Variation	69		89	

Window Cleaners				
Grant and Renewal	89	1 year	207	
Duplicate Licence	29		30	
Variation	69		89	
Second Hand Dealers				
Grant and Renewal	294	3 years	207	
Duplicate Licence	29		30	
Variation	69		89	
Temporary Second-Hand Dealer		Proposed to rei	move this or	tion
Grant	81	6 weeks	207	
Duplicate Licence	29	0 WEEKS	30	
Variation				
vanation	69		89	
Boat Hirer				
Grant and Renewal	298	1 year	310	3 years
Duplicate Licence	29		30	- 1
Variation	69		89	
Temporary Boat Hirer		Proposed to rea	move this op	otion
Grant	151	6 weeks	310	
Duplicate Licence	29		30	
Variation	69		89	
Animal Licences				
Pet Seller - Grant	194	1 year	403	3 vears
Pet Seller - Renewal	205	1 year	403	3 years
Rehoming Activities - Grant	194	1 year	403	3 years
_		1 year	-	3 years
Rehoming Activities - Renewal Animal Welfare Establishment (unless	205	1 year	403	3 years
registered charity) - Grant	194	1 yoar	403	2 1/02/16
Animal Welfare Establishment (unless	194	1 year	405	3 years
registered charity) - Renewal	205	1 year	403	3 years
Dog Breeder - Grant	194	1 year	403	3 years
Dog Breeder - Renewal	205	1 year	403	3 years
Cat Breeder - Grant	194	1 year	403	3 years
Cat Breeder - Renewal	205	1 year	403	3 years
Rabbit Breeder - Grant	194		403	3 years
Rabbit Breeder - Renewal	205	1 year	403	-
	205	1 year	403	3 years
Duplicate of Pet Seller/Breeder /Rehoming Activities/Animal Welfare Est.	28		30	
	ΖÕ		30	
Variation of Pet Seller/Breeder /Rehoming				

Dangerous Wild Animals	138	1 year	269	
Duplicate Licence	29		30	
Variation	69		89	
Zoological Parks	595	4 years	1,067	
Duplicate Licence	29	,	30	
Variation	69		89	
Riding Establishments	138	1 year	400	3 years
Duplicate Licence	29	,	30	<u> </u>
Variation	69		89	
Animal Boarding Establishment	138	1 year	269	
Animal Boarding (Use of Domestic		,		
Premises)	69	1 year	269	
Animal Boarding (Day Care)	138	1 year	269	
Duplicate Licence			30	
Variation			89	
Performing Animals		Lifetime		
Houses in Multiple Occuration		2		
Houses in Multiple Occupation 3-5 Residents	504	3 years	1.007	
6-10 Residents	504		1,067	
	811		1,083	
11-20 Residents	1240		1,099	
21-30 Residents 31-40 Residents	1489		1,115	
	1730		1,131	
41-50 Residents	1981		1,147	
51-75 Residents	2594		1,179	
76-100 Residents	3214		1,211	
101-200 Residents	4447		1,243	
201 + Residents	5681		1,275	
Additional Inspections after Initial (Per Officer)	59		62	
Change of Ownership (Prior to Grant)	178		89	
Change of Day-to-Day Manager or Agent	178		89	
Change of Maximum Occupancy Level	178		89	
Change to Physical Layout of Property	1		89	
Duplicate Licence	178 29		30	
	29		50	
Caravan Licence (Residential and Touring)		5 years (resident	ial) / Lifetime	(Holiday)
01-25 caravans	578		1,067	
26-50 Caravans	933		1,099	
51-100 Caravans	1690		1,131	
101 + Caravans	1890		1,163	
Duplicate Licence	29		30	
Variation Licence	69		89	
Transfer licence	69			
Transfer licence	69			

Short-term Lets		3 years		
1 - 5 occupancy	390		1,067	
6 - 10 occupancy			1,083	
11 - 20 occupancy			1,099	
21 - 30 occupancy			1,115	
31 - 40 occupancy			1,131	
41 - 50 occupancy			1,147	
51 - 60 occupancy			1,179	
Duplicate Licence			30	
Variation Licence			89	
Sexual Entertainment Venue		3 years		
Grant and Renewal			1,067	
Duplicate Licence			30	
Variation			89	
Public Charitable Collections				
	No			
	income	Specified b	y applicant	

# Option 2

## Licensing Fees

2023/24 (£)		2024/25 proposal (£)	Duration
			•
149	1 year	207	1 year
-	-	310	3 years
405	1 year	445	1 year
405		445	
141	28 days	89	
55		55	
32		20	
35		20	
32		20	
35		20	
29		34	
31		20	
149	1 year	59	
29	1 year	82	
29		30	
69		89	
149	1 year	207	1 year
-	-	310	3 years
405	1 year	445	1 year
405	•	445	,
	28 davs	89	
	,		
35		20	
	1 vear		
29	1 year	82	
20		30	
69		89	
	(f)         149         -         405         405         141         55         32         35         32         35         32         35         29         31         149         29         69         69         69         405         405         405         405         405         32         32         32         32         33         149         29         31         149         -         405         32         35         32         35         32         32         32         32         32         32         32         32         32         32         32         32         32         32	(f)         149       1 year         -       -         405       1 year         405       1 year         405       1 year         32       32         32       32         35       32         35       32         35       32         31       1         149       1 year         29       1 year         405       1 year         405       1 year         405       1 year         405       1 year         32       32         335       32         32       32         33       32         32       32         32       32         32       32         32       32         32       32         32       32         32       32         32       32         31       149         149       1 year	(f)         (f)           149         1 year         207           -         -         310           405         1 year         445           405         1 year         445           405         1 year         445           405         28 days         89           55         55         55           32         20         35           32         20         35           32         20         35           32         20         35           32         20         34           31         20         20           35         20         20           35         20         20           31         20         20           32         20         34           31         20         20           29         1 year         82           -         -         310           405         1 year         207           -         -         310           405         1 year         445           405         20         35           32         20

Advertising:				
Internal	18	No Licensing Fun	ction	
External	60	No Licensing Fun		
Superside	72	No Licensing Function		
Full Livery	90	No Licensing Function		
Advertising:	1		<u> </u>	
Internal	18	No Licensing Fun	ction	
External	60	No Licensing Fun	ction	
Superside	72	No Licensing Fun	ction	
Full Livery	90	No Licensing Fun	ction	
Taxi Booking Offices				
Grant and Renewal	252	3 1/02/5	207	
Duplicate Licence	232	3 years	30	
Variation	69		30 89	
Vallation	69		89	
Late Hours Catering				
Grant and Renewal	276	3 years	269	
Duplicate Licence	29		30	
Variation	69		89	
Public Entertainment	<u> </u>		<u> </u>	
Grant and Renewal	600	3 years	311	
Multi-activity Indoor and Outdoor Facility	1714	3 years	311	
Duplicate Licence	29		30	
Variation	69		89	
Temporary Public Entertainment (numbers base	d on daily at	ttendance)		
Temp Public Entertainment Licence – up to				
500 persons	211	6 weeks	269	
Temp Public Entertainment licence 500 -				
2000 persons	423	6 weeks	285	
Temp Public Entertainment licence 2001 -				
5000 persons	635	6 weeks	301	
Temp Public Entertainment Licence - Over	0.45		247	
5000	845	6 weeks	317	
Duplicate Licence	29		30	
Indoor Sports Entertainment				
Grant and Renewal	257	3 years	311	
Duplicate Licence	29		30	
Variation	69		89	
Tattoo & Piercing				

Grant and Renewal	263	1 year	404	3 years
Additional employees (each)	132	1 year	311	3 years
Duplicate Licence	29		30	
Variation	69		89	
Street Trader				
Grant and Renewal (per person)	294	3 years	269	
Duplicate Licence	29		30	
Variation	69		89	
		-		
Temporary Street Trader		Proposed to ren		
Grant	81	6 weeks	269	
Duplicate Licence	29		30	
Variation	69		89	
Knife Dealers				
Grant and Renewal	384	3 years	310	
Duplicate Licence	29	,	30	
Variation	69		89	
Venison Dealer				
Grant and Renewal	129	3 years	269	
Duplicate Licence	29		30	
Variation	69		89	
Metal Dealer				
Grant and Renewal	294	1 year	207	
Grant and Renewal*	-	-	310	3 years
Duplicate Licence	29		30	J years
Variation	69		89	
Vanation	05		05	
Itinerant Metal Dealer				
Grant and Renewal	294	1 year	207	
Grant and Renewal*	-	-	310	3 years
Duplicate Licence	29		30	
Variation	69		89	
Market Operator		1 yoar		3 10255
Less than 50 traders	332	1 year	310	3 years
More than 50 traders	586		removed	
Duplicate Licence	29		30	
Variation	69		89	
Vanation	03		09	
Temporary Market Operators		6 weeks		

Less than 50 traders	167		269	
More than 50 traders	283		331	
Duplicate Licence	29		30	
Variation	69		89	
Window Cleaners				
Grant and Renewal	89	1 year	207	
Grant and Renewal*	-	-	310	3 years
Duplicate Licence	29		30	
Variation	69		89	
Second Hand Dealers				
Grant and Renewal	294	3 years	207	
Duplicate Licence	29		30	
Variation	69		89	
		Duran		
Temporary Second Hand Dealer		Proposed to rei		otion
Grant	81	6 weeks	207	
Duplicate Licence	29		30	
Variation	69		89	
Boat Hirer				
Grant and Renewal	298	1 year	310	3 years
Duplicate Licence	29		30	-
Variation	69		89	
Temporary Boat Hirer		Proposed to rei	move this or	ntion
Grant	151	6 weeks	310	
Duplicate Licence	29	0 Weeks	30	
Variation	69		89	
Variation	09		89	
Animal Licences				
Pet Seller - Grant	194	1 year	403	3 years
Pet Seller - Renewal	205	1 year	403	3 years
Rehoming Activities - Grant	194	1 year	403	3 years
Rehoming Activities - Renewal	205	1 year	403	3 years
Animal Welfare Establishment (unless				
registered charity) - Grant	194	1 year	403	3 years
Animal Welfare Establishment (unless				
registered charity) - Renewal	205	1 year	403	3 years
Dog Breeder - Grant	194	1 year	403	3 years
Dog Breeder - Renewal	205	1 year	403	3 years
Cat Breeder - Grant	194	1 year	403	3 years
Cat Breeder - Renewal	205	1 year	403	3 years
Rabbit Breeder - Grant	194	1 year	403	3 years

Rabbit Breeder - Renewal	205	1 year	403	3 years
Duplicate of Pet Seller/Breeder /Rehoming				
Activities/Animal Welfare Est.	28		30	
Variation of Pet Seller/Breeder /Rehoming				
Activities/Animal Welfare Est.	145		89	
Dangerous Wild Animals	138	1 year	269	
Duplicate Licence	29		30	
Variation	69		89	
Zoological Parks	595	4 years	1,067	
Duplicate Licence	29		30	
Variation	69		89	
Riding Establishments	138	1 year	400	3 years
Duplicate Licence	29		30	
Variation	69		89	
Animal Boarding Establishment	138	1 year	269	
Animal Boarding (Use of Domestic				
Premises)	69	1 year	269	
Animal Boarding (Day Care)	138	1 year	269	
Duplicate Licence			30	
Variation			89	
Performing Animals		Lifetime		
Houses in Multiple Occupation		3 years		
3-5 Residents	504		1,067	
6-10 Residents	811		1,083	
11-20 Residents	1240		1,099	
21-30 Residents	1489		1,115	
31-40 Residents	1730		1,131	
41-50 Residents	1981		1,147	
51-75 Residents	2594		1,179	
76-100 Residents	3214		1,211	
101-200 Residents	4447		1,243	
201 + Residents	5681		1,275	
Additional Inspections after Initial (Per			,	
Officer)	59		62	
Change of Ownership (Prior to Grant)	178		89	
Change of Day-to-Day Manager or Agent	178		89	
Change of Maximum Occupancy Level	178		89	
Change to Physical Layout of Property	178		89	
Duplicate Licence	29		30	
Caravan Licence (Residential and Touring)		5 years (resident	ial) / Lifetime	(Holiday)
01-25 caravans	578		1,067	
26-50 Caravans	933		1,099	
51-100 Caravans	1690		1,131	

101 + Caravans	1890		1,163	
Duplicate Licence	29		30	
Variation Licence	69		89	
Transfer licence	69			
Short-term Lets		3 years		
1 - 5 occupancy	390		1,067	
6 - 10 occupancy			1,083	
11 - 20 occupancy			1,099	
21 - 30 occupancy			1,115	
31 - 40 occupancy			1,131	
41 - 50 occupancy			1,147	
51 - 60 occupancy			1,179	
Duplicate Licence			30	
Variation Licence			89	
Sexual Entertainment Venue		3 years		
Grant and Renewal			1,067	
Duplicate Licence			30	
Variation			89	
Public Charitable Collections				
	No			
	income	Specified by applicant		

\*subject to conditions

### Appendix B Licensing Fees Set by Statute

With no minimum separation distance         Image: separation of the separatis of the separation of the separatis of the separation of the sep	Explosives (Statutory)		
Storage of Explosives Registration – 1 year (Fireworks)       119         "       "       - 2 years       154         "       "       - 3 years       190         "       "       - 3 years       226         "       "       - 4 years       226         "       "       - 5 years       260         Storage of Explosives Renewal - 1 year       59       -         (Fireworks)       59       -       -         "       "       - 2 years       94       -         "       "       - 2 years       94       -         "       "       - 3 years       132       -         "       "       - 4 years       202       -         With minum separation distance       Storage of Explosives Registration - 1 year       -       -         (Fireworks)       202       -       -       -         "       "       - 2 years       400       -       -         "       "       - 2 years       161       -       -         "       "       - 2 years       161       -       -         "       "       - 2 years       161       - <t< th=""><th>With no minimum separation distance</th><th></th><th></th></t<>	With no minimum separation distance		
(Fireworks)       119         """""-2 years       154         """""-3 years       190         """""-4 years       226         """""-5 years       260         Storage of Explosives Renewal - 1 year       59         (Fireworks)       59         """""-2 years       94         """""-2 years       132         """""-2 years       132         """""-3 years       166         """""-2 years       202         With minimum separation distance       202         Storage of Explosives Registration - 1 year       (Fireworks)         (Fireworks)       202         """"""-2 years       266         """""-2 years       266         """"""-2 years       463         Storage of Explosives Registration - 1 year       (Fireworks)         """"""-2 years       463         Storage of Explosives Renewal - 1 year       94         (Fireworks)       94         """""""-2 years       161         """""""-2 years       161         """"""-2 years       266         """""""-2 years       266         """""""-2 years       266         """""""-2 years       202	-		
""""" - 3 years       194         """" - 4 years       226         """" - 5 years       260         Storage of Explosives Renewal - 1 year       59         (Fireworks)       59         """" - 2 years       94         """" - 2 years       94         """" - 2 years       132         """" - 4 years       166         """" - 4 years       202         With minimum separation distance       202         Storage of Explosives Registration - 1 year       202         (Fireworks)       202         """""" - 2 years       266         """"" - 2 years       463         Storage of Explosives Renewal - 1 year       (Ireworks)         """""" - 2 years       463         Storage of Explosives Renewal - 1 year       100         """""" - 2 years       161         """"" - 2 years       161         """"" - 2 years       161         """" - 4 years       226         """" - 4 years       226         """" - 4 years       226         """"" - 4 years       337			
" " " " 4 years       226         " " " -5 years       260         Storage of Explosives Renewal - 1 year       59         (Fireworks)       59         " " " -2 years       94         " " " -3 years       132         " " " -4 years       166         " " " -5 years       202         With minimum separation distance       50         Storage of Explosives Registration - 1 year       202         (Fireworks)       202         " " " -2 years       266         " " " -2 years       463         Storage of Explosives Renewal - 1 year       (Fireworks)         " " " -2 years       463         Storage of Explosives Renewal - 1 year       (Fireworks)         " " " -2 years       463         Storage of Explosives Renewal - 1 year       (Fireworks)         " " " -2 years       161         " " " -2 years       161         " " " -2 years       266         " " " -2 years       161         " " " -2 years       161         " " " -2 years       261         " " " -2 years	" " " - 2 years	154	
""""       - 4 years       226         Storage of Explosives Renewal - 1 year       59         (Fireworks)       59         """""-2 years       94         """""-2 years       94         """""-4 years       166         """""-4 years       166         """""-4 years       202         With minimum separation distance       202         Storage of Explosives Registration – 1 year       202         """"""-2 years       266         """""-2 years       409         """""-2 years       463         Storage of Explosives Renewal - 1 year       94         (Fireworks)       94         """"""-2 years       161         """"""-2 years       161         """""-2 years       266         """"""-2 years       263         Storage of Explosives Renewal - 1 year       1         (Fireworks)       94         """"""-2 years       161         """"""-2 years       357         Variation       4         Transfer	" " " - 3 years	190	
-5 years       260         (Fireworks)       59         "       "         "       "         "       "         "       "         "       "         "       "         "       "         "       "         "       "         "       "         "       "         "       "         "       "         "       "         "       "         "       "         "       "         "       "         Storage of Explosives Registration – 1 year         (Fireworks)       202         "       "         "       "         "       "         "       "         "       "         "       "         Storage of Explosives Renewal - 1 year         (Fireworks)       94         "       "         (Fireworks)       94         "       "         Years       161         "       "         Years       216	" " " - 4 years	226	
(Fireworks)       59         "       "       - 2 years       94         "       "       - 3 years       132         "       "       - 4 years       166         "       "       - 5 years       202         With minimum separation distance       202       202         Storage of Explosives Registration – 1 year       202       202         "       "       - 2 years       266         "       "       - 3 years       333         "       "       - 2 years       266         "       "       - 3 years       333         "       "       - 4 years       409         "       "       - 5 years       463         Storage of Explosives Renewal - 1 year       [fireworks]       94         "       "       - 2 years       161         "       "       - 2 years       161         "       "       - 3 years       226         "       "       - 3 years       2357         Variation       - 4 years       291       -         Transfer       40       -       -         Replacement       40       -	" " " - 5 years	260	
"""""" - 2 years       94         """"" - 3 years       132         """"" - 4 years       166         """" - 5 years       202         With minimum separation distance	Storage of Explosives Renewal - 1 year		
- 2 years       394         """" - 3 years       132         """" - 4 years       166         """" - 5 years       202         With minimum separation distance       202         Storage of Explosives Registration - 1 year       202         (Fireworks)       202         """"""" - 2 years       266         """""" - 3 years       333         """""" - 4 years       409         """""" - 4 years       409         """""" - 4 years       403         Storage of Explosives Renewal - 1 year       94         (Fireworks)       94         """"""" - 2 years       161         """"" - 3 years       226         """" "" - 2 years       161         """" " - 2 years       161         """" " - 2 years       161         """" " - 3 years       226         """" " - 4 years       291         """ " - 5 years       357         Variation       40         Transfer       40         Replacement       40         Actionary       10         Not exceeding 2,500 litres       48       1 year         50,000 litres       65       1		59	
-3 years       132         """"-4 years       166         """"-4 years       202         With minimum separation distance       202         Storage of Explosives Registration - 1 year       202         (Fireworks)       202         """""-2 years       266         """""-3 years       333         """""-4 years       409         """""-5 years       463         Storage of Explosives Renewal - 1 year       463         (Fireworks)       94         """"""-2 years       161         """"""-2 years       161         """"""-2 years       161         """"""-2 years       226         """"""-2 years       161         """"""-2 years       226         """""""-2 years       226         """""""-2 years       2357         Variation       40         Transfer       400         Replacement       40         Variation       40         Not exceeding 2,500 litres       48         Statutory       1 year         Statutory       1 year         Alcohol       137         Transfer of Premises       37.50	" " " - 2 years	94	
	" " " - 3 years	132	
With minimum separation distance       202         With minimum separation distance          Storage of Explosives Registration – 1 year       202         """""-2 years       206         """""-2 years       266         """""-2 years       333         """""-2 years       409         """""-2 years       463         Storage of Explosives Renewal - 1 year       94         """""-2 years       161         """""-2 years       161         """"""-2 years       266         """"""-2 years       161         """"""-2 years       161         """"""-2 years       266         """"""-2 years       161         """"""-2 years       266         """"""-2 years       266         """"""-2 years       266         """""""-2 years       266         """""""-2 years       291         """""""-2 years       291         """""""-2 years       357         Variation       40         Transfer       40         Replacement       40         Variation       1         Not exceeding 2,500 litres       48       1 year         50,000 litres	" " " - 4 years	166	
Storage of Explosives Registration – 1 year (Fireworks)202""- 2 years266""- 3 years333""- 4 years409""- 4 years409""- 5 years463Storage of Explosives Renewal - 1 year (Fireworks)94-""- 2 years161""- 3 years226""- 3 years226""- 4 years291""- 5 years357Variation40-Transfer40-Petroleum (up to a maximum of 10 years) (Statutory)481 yearNot exceeding 2,500 litres but not exceeding 	" " " - 5 years	202	
(Fireworks)       202         """"-2 years       266         """"-3 years       333         """"-4 years       409         """"-5 years       463         Storage of Explosives Renewal - 1 year       94         (Fireworks)       94         """"-2 years       161         """"-2 years       161         """"-2 years       161         """"-2 years       201         """"-2 years       161         """""-3 years       226         """""-4 years       291         """""-5 years       357         Variation       40         Transfer       40         Replacement       40         Not exceeding 2,500 litres       48       1 year         50,000 litres       65       1         Exceeding 2,500 litres but not exceeding 50,000 litres       137       1 year         50,000 litres       137       1 year         Alcohol       137.50       1	With minimum separation distance		
""""       - 2 years       266         """"       - 3 years       333         """"       - 4 years       409         """"       - 5 years       463         Storage of Explosives Renewal - 1 year       94         (Fireworks)       94         """"       - 2 years       161         """"       - 2 years       161         """"       - 3 years       226         """"       - 4 years       291         """"       - 4 years       291         """"       - 5 years       357         Variation       40       40         Transfer       40       40         Replacement       40       40         Not exceeding 2,500 litres       48       1 year         50,000 litres       65       137       1 year         50,000 litres       137       1 year       40         Alcohol       137.50       1 year       140			
""""       - 2 years       266	· · ·	202	
-3 years       333       -4 years       409         """"-4 years       409       -         """"-5 years       463       -         Storage of Explosives Renewal - 1 year       94       -         """"-2 years       161       -         """"-2 years       161       -         """"-2 years       226       -         """"-4 years       226       -         """""-4 years       291       -         """""-4 years       291       -         """"""-4 years       291       -         """"""-5 years       357       -         Variation       40       -       -         Transfer       40       -       -         Petroleum (up to a maximum of 10 years)       40       -       -         (Statutory)       -       -       -       -         Not exceeding 2,500 litres       48       1 year       -       -         50,000 litres       65       -       -       -       -         65       -       -       -       -       -       -         65       -       137       1 year       -       -       -	" " " - 2 years	266	
""""" - 5 years       409         """" - 5 years       463         Storage of Explosives Renewal - 1 year       94         (Fireworks)       94         """" - 2 years       161         """" - 3 years       226         """" - 4 years       291         """" - 4 years       291         """" - 5 years       357         Variation       40         Transfer       40         Replacement       40         Votatutory)       40         Not exceeding 2,500 litres       48         Exceeding 2,500 litres but not exceeding       1 year         50,000 litres       65         Exceeding 50,000 litres       137         Alcohol       37.50	- 3 years	333	
Storage of Explosives Renewal - 1 year       463       6         (Fireworks)       94       94         "       "       - 2 years       161         "       "       - 3 years       226         "       "       - 3 years       226         "       "       - 4 years       291         "       "       - 4 years       291         "       "       - 5 years       357         Variation       40       100         Transfer       400       100         Replacement       400       100         Not exceeding 2,500 litres       48       1 year         Statutory)       11 year       11 year         S0,000 litres       137       1 year         S0,000 litres       137       1 year         Alcohol       37.50       100	- 4 years	409	
(Fireworks)       94       94         "       "       - 2 years       161         "       "       - 3 years       226         "       "       - 4 years       291         "       "       - 4 years       291         "       "       - 4 years       291         "       "       - 5 years       357         Variation       - 5 years       357         Variation       40       -         Transfer       40       -         Replacement       40       -         Petroleum (up to a maximum of 10 years)       40       -         (Statutory)       -       -       -         Not exceeding 2,500 litres       48       1 year         Exceeding 2,500 litres but not exceeding       1 year       -         50,000 litres       65       -       -         Exceeding 50,000 litres       137       1 year         Alcohol       -       -       -         Transfer of Premises       37.50       -       -	- 5 years	463	
"""" - 2 years       161         """" - 3 years       226         """" - 4 years       291         """" - 4 years       291         """" - 5 years       357         Variation       40         Transfer       40         Replacement       40         Petroleum (up to a maximum of 10 years)       40         (Statutory)       1         Not exceeding 2,500 litres       48         Exceeding 2,500 litres but not exceeding       1 year         50,000 litres       137       1 year         Alcohol       1       137			
"       "       - 3 years       226			
- 3 years       226         "       - 4 years       291         "       - 4 years       291         "       "       - 5 years       357         Variation       - 5 years       357       -         Transfer       40       -       -         Replacement       40       -       -         Petroleum (up to a maximum of 10 years) (Statutory)       -       -       -         Not exceeding 2,500 litres       48       1 year       -         Exceeding 2,500 litres but not exceeding 50,000 litres       1 year       -       -         Exceeding 50,000 litres       137       1 year       -         Alcohol       -       -       -       -         Transfer of Premises       37.50       -       -	- 2 years		
-4 years       291         " " -5 years       357         Variation       40         Transfer       40         Replacement       40         Petroleum (up to a maximum of 10 years)	- 3 years		
- 5 years357Variation40Transfer40Replacement404040Petroleum (up to a maximum of 10 years) (Statutory)40Not exceeding 2,500 litres481 yearExceeding 2,500 litres but not exceeding 50,000 litres1 year50,000 litres65Exceeding 50,000 litres137Alcohol40Transfer of Premises37.50	- 4 years		
Transfer40Replacement40Petroleum (up to a maximum of 10 years) (Statutory)Image: Constraint of the second se	- 5 years		
Replacement40Petroleum (up to a maximum of 10 years) (Statutory)Image: Constraint of 10 years) (Statutory)Not exceeding 2,500 litres48Not exceeding 2,500 litres but not exceeding 50,000 litres1 yearExceeding 2,500 litres but not exceeding 50,000 litres1 yearExceeding 50,000 litres65Exceeding 50,000 litres137AlcoholImage: Constraint of PremisesTransfer of Premises37.50			
Petroleum (up to a maximum of 10 years) (Statutory)Image: Constraint of the second se			
(Statutory)Image: Constraint of the second seco	Replacement	40	
(Statutory)Image: Constraint of the second seco			
Exceeding 2,500 litres but not exceeding 50,000 litres1 year50,000 litres65Exceeding 50,000 litres137Alcohol1Transfer of Premises37.50			
50,000 litres       65         Exceeding 50,000 litres       137         1 year         Alcohol         Transfer of Premises         37.50	Not exceeding 2,500 litres	48	1 year
Exceeding 50,000 litres1371 yearAlcoholTransfer of Premises37.50			1 year
AlcoholImage: Constraint of PremisesTransfer of Premises37.50		65	
Transfer of Premises 37.50	Exceeding 50,000 litres	137	1 year
Transfer of Premises 37.50	Alcohol		
		37.50	
	Minor Variation	20.00	

Minor Variation and change of Premises			
Manager	31.00		
Major Variation	200.00		
Major Variation and transfer of Premises	200.00		
licence holder	220.00		
Extended hours	10.00		
Occasional	10.00		
Personal	50.00		
Replacement Personal licence	25.00		
Replacement (other than Personal licence)	37.50		
Provisional	200.00		
	200.00		
Temporary Premises	200.00		
Alcohol Premises			
Category	Rateable value	Application	Annual
		Fee	Fee
1	Members club	£200	£180
2	£1 - £11,500	£800	£220
3	£11,501 - £35,000	£1,100	£280
4	£35,001 - £70,000	£1,300	£500
5	£70,001 -	£1,700	£700
	£140,000		
6	Over £140,000	£2,000	£900
Gambling			
Family Entertainment Centre gaming machine			
Grant and Renewal	300		
Copy of licence	15		
Prize Gaming	300		
Copy of licence	15		
Club or Club machine			
Grant	300		
Renewal	200		
Annual Fee	50		
Copy of licence	15		
Variation of licence	100		
Licensed premises gaming machine			
Grant	150		
Annual Fee	50		
Copy of licence	15		
Variation of licence	100		
Automatic Entitlement notification			
Grant	50		
Small Lotteries			
Grant	40		
	•	·	

Renewal	20	
Society Registration		
Grant	40	
Renewal	20	
Gambling Annual Fees		
Adult gaming centre premises	700	
Betting premises (track)	1,000	
Family entertainment centre premises	500	
Betting premises (other)	400	