

**Report of Head of Finance**

**2016-17 Fees and Charges Update**

**1 Purpose of report**

This report has been prepared in order to provide members with necessary updates to the fees and charges schedule for 2016-17 and to also seek clarification regarding the terms and conditions for hire of halls.

**2 Executive summary**

Since the fees and charges schedule was presented to resources committee in February 2016 there have been some statutory and other changes which need to be incorporated before the start of the new financial year

**3 Appendices**

2016-17 Revised Fees and Charges Schedule

**4 Proposed action:**

**The Resources Committee is invited to RECOMMEND**

**4.1 Approval of the Fees and Charges schedule attached at Appendix 1**

**4.2 Approval for the Heads of Service to have delegated authority to agree variations to Hire of Halls terms and conditions as detailed in 6.2 to 6.5 in the report**

**5 Background**

5.1 The 2016-17 fees and charges schedule was presented to resources committee on 3 February 2016 and represented the new charges which would be applicable from 1 April 2016.

5.2 Since the report was presented information, statutory and other changes have been identified which need to be included within the report in order for these service to be charged at the correct price in the new financial year.

## **6 Discussion**

### **2016-17 Revised Fees and Charges**

6.1 The revised 2016-17 fees and charges report is attached at Appendix 1 and a summary of the key changes are detailed below:

- **Markets** – The market working group have met and recommended options for charging a fee for the events space on the Market Square and a fee for Sunday trading and trading on non-market days

### **Hire of Halls – Terms and Conditions**

6.2 The council currently hires out the following halls as per the fees and charges schedule:

- Tithe Barn , Wellingborough
- Finedon Town Hall, Berry Green Road, Finedon
- Swanspool Pavilion, Swanspool Parade, Wellingborough

6.3 Each hall hire has a standard disclaimer within the conditions of hire for cancellations, this is:

- Cancellation after payment has been made will result in forfeit of the full fee unless the Hall can be re-booked in which case a charge of 25% to cover administration costs will be made.

6.4 Recently, there has been a case put forward where the cancellation terms have been challenged and officers have been unable to vary the terms and conditions of hire as there are no delegated powers available to approve this variation.

6.5 It is intended to review the fees and charges policies, terms and conditions and concessions in the new financial year. However in the interim, delegated authority is requested to be given to the Heads of Service to agree variations to the terms and conditions of hall hire, dependent on the merits of the individual case put forward and subject to suitable evidence, with the potential to back date any claims for a maximum period of 6 months.

## **7 Legal powers**

Local Government Acts 1992 & 2003  
Local Government Finance Act 2012

## **8 Financial and value for money implications**

Any changes to income levels will be reported through the standard outturn reports

## 9 Risk analysis

<b>Nature of risk</b>	<b>Consequences if realised</b>	<b>Likelihood of occurrence</b>	<b>Control measures</b>
Fees and charges are not set at the correct level	The council cannot collect all the income it is entitled to	Low	Charges are reviewed annually

## 10 Implications for resources

None

## 11 Implications for stronger and safer communities

None

## 12 Implications for equalities

None

## 13 Author and contact officer

Samantha Knowles, Principal Finance Manager

## 14 Consultees

Liz Elliott, Head of Finance  
Bridget Gamble, Head of Resources  
Julie Thomas, Head of Planning and Local Development  
Vicki Jessop, Principal Housing Manager  
Amanda Wilcox, Principal Environmental Health Manager  
Victoria Philipson, Principal Planning Policy and Regeneration Manager  
Karen Denton, Principal Corporate Support Manager

## 15 Background papers

3 February 2016 Resources Committee - Revenue budget and the medium term financial strategy projections



## Fees &amp; Charges for the 2016/17 Financial Year

	VAT Status	Current Charge 2015/16 £	Proposed Charge 2016/17 £
<b><u>Council Minutes etc.</u></b>			
<u>Minutes</u>			
Commercial Concerns	Zero Rated	153.20	153.20
Political Parties			
<u>Planning Committee</u>			
Agendas, reports and minutes	Zero Rated	306.40	306.40
Minutes	Zero Rated	77.50	77.50
<u>Register of land held by Public Bodies</u>			
Copy of an entry	VAT Exclusive	13.40	13.40
Duplicate sheet	VAT Exclusive	0.40	0.40
<u>Freedom of Information Act</u>			
Requests for information	O/S Scope		
A charge can be made for the materials (eg Paper, CD Rom, Video Tape etc) needed to respond to a request for information, if the total cost is £10 or more. If the cost of materials is less than £10 no charge can be made. Photocopies are to be charged at 10p per sheet of paper.			
Staff time taken to find and prepare the information in response to a request is to be charged at £25 per hour. However, if the total amount of time taken is less than 18 hours (£450), no charge may be made.			
Register of Electors (Full or Open) - Paper Copy	O/S Scope	£10, plus £5 per 1000 entries (or part thereof)	
Register of Electors (Full or Open) - Data Copy	O/S Scope	£20, plus £1.50 per 1000 entries (or part thereof)	
Certificate of Residency	O/S Scope	15.00	
<b><u>Cemeteries</u></b>			
<u>Interments-Public &amp; Purchased Graves ( Monday - 11.30 Friday)</u>			
Age to 1 month	Exempt	No charge	No charge
Over 1 month - 16 years	Exempt	No charge	No charge
<b>Over 16 years</b>			
Depth to 6 ft.	Exempt	358.10	358.10
Per additional ft.	Exempt	72.40	72.40
Chamber - Single Interment	Exempt	262.90	262.90
Chamber - Double or Second Interment	Exempt	476.20	476.20
Cremated Remains	Exempt	83.80	83.80
Memorial Chambers	Exempt	77.50	77.50
Prepurchased mausoleum	Exempt	753.60	753.60

# Appendix 1

	VAT Status	Current Charge 2015/16 £	Proposed Charge 2016/17 £
<u>Interments-Public &amp; Purchased Graves (Friday after 11.30am to 3.30pm, Saturday 9.00am -10.30 am)</u>			
Depth to 6 ft.	Exempt	537.20	537.20
Per additional ft.	Exempt	108.60	108.60
Chamber - Single Interment	Exempt	394.40	394.40
Chamber - Double or Second Interment	Exempt	714.20	714.20
Cremated Remains	Exempt	126.20	126.20
Memorial Chambers	Exempt	116.90	116.90
Prepurchased mausoleum	Exempt	1130.40	1130.40
* 50% uplift to basic charges with figures shown below rounded up to the nearest 10p			
<u>Exclusive Rights</u>			
Earth Graves (9 ft. x 4 ft.)	Exempt	368.00	368.00
Childs Plot (4 ft. x 3 ft.)	Exempt	180.00	180.00
Memorial Garden (2 ft. x 2 ft.)	Exempt	120.00	120.00
Chamber - Single Interment	Exempt	359.10	359.10
Chamber - Double or Second Interment	Exempt	359.10	359.10
Memorial Chamber, Ashes (Including Plaque)	Exempt	299.10	299.10
Mausoleum - Purchase, facia tablets and inscription	Exempt	3264.10	3264.10
<u>Memorials</u>			
Vase or Tablet	Exempt	33.10	33.10
Headstone or other monument	Exempt	182.20	182.20
Kerb	Exempt	103.50	103.50
Additional inscriptions	Exempt	51.70	51.70
Replacement of headstones	Exempt	58.90	58.90
Use of chapel	Exempt	36.10	36.10
Use of organ	Exempt	36.10	36.10
Search Fee	VAT inclusive	40.20	40.20
Exhumation	Exempt		
Exhumation of Ashes	Exempt		
<u>Special Conditions</u>			
Purchaser is a non-inhabitant (100% uplift in charges, applies to purchase of exclusive rights only)			
Deceased was a non-inhabitant 100% uplift in charges,applies to interment fee and memorial applicants)			
A non-inhabitant is a person who has not resided in the Borough for at least one year, in the five year period prior to the memorial application or interment.			
<u>Maintenance of Graves</u>			
Levelling and turfing grassed graves on one occasion	Exempt	85.80	85.80
Maintaining other graves for 25 years	Exempt	703.90	703.90
Planting on a single occasion	Exempt	58.90	58.90
Spring & Summer flowers for 25 years	Exempt	1408.90	1408.90

# Appendix 1

	VAT Status	Current Charge 2015/16 £	Proposed Charge 2016/17 £
<b><u>Swanspool Pavilion</u></b>			
Monday to Saturday- Minimum Charge (3 hours)			
Off Peak - Per Hour (Min. 2 hours)			
Level 1 - Open and close.	Exempt	14.90	14.90
Level 2 - Open, set out, clear away and close.	Exempt	19.00	19.00
Level 3 - As 2 but remain present.	Exempt	26.80	26.80
Peak - Per Hour (Min. 2 hours)			
Level 1 - Open and close.	Exempt	19.00	19.00
Level 2 - Open, set out, clear away and close.	Exempt	26.80	26.80
Level 3 - As 2 but remain present.	Exempt	29.90	29.90
<b><u>Tithe Barn</u></b>			
Off Peak - Per Hour (Min. 2 hours)			
Level 1 - Open and close.	Exempt	19.00	19.00
Level 2 - Open, set out, clear away and close.	Exempt	22.70	22.70
Level 3 - As 2 but remain present.	Exempt	35.10	35.10
Peak - Per Hour (Min. 2 hours)			
Level 1 - Open and close.	Exempt	22.70	22.70
Level 2 - Open, set out, clear away and close.	Exempt	35.10	35.10
Level 3 - As 2 but remain present.	Exempt	42.40	42.40
<b><u>Finedon Town Hall</u></b>			
Off Peak - Per Hour (Min. 2 hours)			
Level 1 - Open and close.	Exempt	14.90	14.90
Level 2 - Open, set out, clear away and close.	Exempt	19.00	19.00
Level 3 - As 2 but remain present.	Exempt	26.80	26.80
Peak - Per Hour (Min. 2 hours)			
Level 1 - Open and close.	Exempt	19.00	19.00
Level 2 - Open, set out, clear away and close.	Exempt	26.30	26.30
Level 3 - As 2 but remain present.	Exempt	29.90	29.90

	VAT Status	Current Charge 2015/16 £	Proposed Charge 2016/17 £
<b><u>All Halls</u></b>			
Sundays and Bank Holidays - 50% surcharge			
Commercial Rate - 100% surcharge			
Registered charities 50% discount			
8 or more bookings, bookings in excess of 16 hours 10% discount			
Cleaning Fee ( Disco's, Weddings etc)	Exempt	64.10	64.10
Hire of Piano (where available)	Exempt	2.50	2.50
Licensed Bar Facilities (per booking)	Exempt	38.20	38.20
<b><u>Parks</u></b>			
Floral Decorations	Exempt	31.00	31.00
Chairs - Charge per chair per day	Exempt	1.00	1.00
Bandstand Section - each per day	Exempt	3.50	3.50
Castlefields Bandstand - per day	Exempt	10.00	10.00
<b><u>Fairs</u></b>			
Charged at a daily rate per operating day for areas of land up to 15,000 square metres	Exempt	262.90	262.90
Additional 25% charged for any Bank Holiday on which the fair is operating	Exempt	328.60	328.60
Returnable deposit to be paid by the fair operators, some or all of which may be retained by the Council	Exempt	698.70	698.70
<b><u>Parks Games</u></b>			
Football	VAT Inclusive	42.40	42.40
Cricket -Day Matches	VAT Inclusive	50.70	50.70
Cricket -Evening Matches	VAT Inclusive	34.10	34.10
Tennis per court (per 45 minutes)	VAT Inclusive	4.60	4.60
Bowls-Per Rink (per hour)	VAT Inclusive	4.60	4.60
Equipment Hire Charges-Per Item (Query the proposed charge)	VAT Inclusive	1.00	1.00
Equipment Hire charges-Deposit (per session)	VAT Inclusive	6.60	6.60
Parks Games - Percentage increase in fees and proposed charge includes VAT rate at 20%.			



# Appendix 1

	VAT Status	Current Charge 2015/16 £	Proposed Charge 2016/17 £
<b><u>Planning</u></b>			
Planning Application Fees	VAT Inclusive	Statutorily determined	Statutorily determined
Supply of a set of map extracts for Planning and Building Regulation Applications	Zero Rated	25.80	25.80
Pre application Advice		<b>To be Reviewed</b>	
<b><u>Copying Charges</u></b>			
Planning Decisions notices or other stored or microfiched document	VAT Exclusive	15.30	15.90
Duplicate Sheet	VAT Exclusive	0.40	0.40
Written Information from Archived Files to Solicitors and members of the public (per question)	O/S Scope	36.10	36.10
Paper copies of any document (including TPOs and S106 agreements)	VAT Exclusive	41.40	41.40
Electronic emailed documents (TPO and section 106 Agreements and any other documents)	VAT Exclusive		15.90
<b><u>Pest Control - General Charges - All premises</u></b>			
Charge inclusive of Materials	VAT Exclusive	61.00	61.00
Call out charge- if treatment not required	VAT Exclusive	15.40	15.40
<b><u>Food Safety</u></b>			
Street Trading - Licence	O/S Scope	1165.60	1165.60
- Consent	O/S Scope	781.50	781.50
Food Export Certificate		81.70	81.70
Voluntary Surrender of Food		£35 per hr	£35 per hr
<b><u>Private Water Supplies</u></b>			
Risk assessment		35- 500	35- 500
Sampling per visit ( £35 per hour)		35-100	35-100
Other Investigations (£35 per hour)		35-100	35-100
Grant of Authorisation		100.00	100.00
Analysis of Samples			
Under Regulation 10		0-25	0-25
Taken during Check monitoring		0-100	0-100
Taken during Audit monitoring		0-500	0-500

	<b>VAT Status</b>	<b>Current Charge 2015/16 £</b>	<b>Proposed Charge 2016/17 £</b>
<b><u>Control of Stray Dogs</u></b>			
Collection of a stray dog fee		45.00	45.00
Kennelling fee per day		7.00	7.00
<b><u>Health &amp; Safety</u></b>			
Factual report requested for civil actions	<b>O/S Scope</b>	156.20	156.20
<b><u>Health Courses</u></b>			
Food Hygiene/Health & Safety Courses			
Individual	<b>VAT Exclusive</b>	61.00	61.00
Group	<b>VAT Exclusive</b>	458.50	458.50
<b><u>Taxi Licensing</u></b>			
Vehicle licence	<b>O/S Scope</b>	187.80	187.80
Driver's Licence original (3years)	<b>O/S Scope</b>	104.50	138.00
Driver's Licence renewal (3years)	<b>O/S Scope</b>	104.50	130.00
Operator's Licence, original and renewal (5 years)	<b>O/S Scope</b>	305.40	305.40
Trailers	<b>O/S Scope</b>	60.00	60.00
Hackney Carriage Knowledge Test	<b>O/S Scope</b>	40.00	50.00
Private Hire Drivers Test	<b>O/S Scope</b>	10.00	15.00
Transfer of Vehicle Licence (paperwork only, no plates)	<b>O/S Scope</b>	22.40	21.25
Temporary Vehicle Transfer (plates included)	<b>O/S Scope</b>	68.00	52.00
Personal Plate Application (plates included)	<b>O/S Scope</b>	68.00	52.00
In Year Permanent Vehicle Replacement	<b>O/S Scope</b>	68.00	52.00
Temporary Drivers Badge	<b>O/S Scope</b>	15.00	16.00
Spares and Replacements:			
Rear Vehicle Plate	<b>O/S Scope</b>	25.00	25.00
Hackney Internal Plate	<b>O/S Scope</b>	17.00	17.00
Private Hire Internal Plate	<b>O/S Scope</b>	18.00	18.00
Bracket	<b>O/S Scope</b>	25.00	25.00
Windscreen Pouch	<b>O/S Scope</b>	8.00	8.00
Lost Drivers Badge Replacement	<b>O/S Scope</b>	15.00	16.00
Change in name on Drivers Licence	<b>O/S Scope</b>	15.00	16.00
Change of address	<b>O/S Scope</b>	7.00	8.00

# Appendix 1

	VAT Status	Current Charge 2015/16 £	Proposed Charge 2016/17 £
<b><u>Private Sector Housing</u></b>			
Border Agency inspection certificates	VAT Exclusive	114.80	114.80
Licence Application Fee for Houses in Multiple Occupation-Preliminary application	O/S Scope	144.90	144.90
Licence Application Fee for Houses in Multiple Occupation-Secondary application Maximum Fee	O/S Scope	201.70	201.70
Enforcement Notice - Maximum fee (section 10 and 11 of the Housing Act 2004)		300.00	300.00
<b><u>Energy Assessments</u></b>			
Energy Performance Certificates	VAT Exclusive	64.10	64.10
<u>Non domestic Energy Performance Certificates :</u>	VAT Exclusive		
Retail Shop/Office Unit (50m <sup>2</sup> - 100m <sup>2</sup> )	VAT Exclusive	165.00	165.00
Retail Shop/Office Unit (101m <sup>2</sup> - 150m <sup>2</sup> )	VAT Exclusive	185.00	185.00
Retail Shop/Office Unit (151m <sup>2</sup> - 200m <sup>2</sup> )	VAT Exclusive	205.00	205.00
Retail Shop/Office Unit (201m <sup>2</sup> - 250m <sup>2</sup> )	VAT Exclusive	225.00	225.00
Large industrial/Office blocks (Over 250m <sup>2</sup> )	VAT Exclusive	Individual Quote	
<b><u>CODE for Sustainable homes</u></b>			
Design Stage Assessment : Minimum fee		750.50	750.50
Design Stage Assessment : Per unit		75.50	75.50
Post Construction Review : Minimum fee		750.50	750.50
Post Construction Review : Per unit		108.60	108.60
<b><u>Rural Housing Needs Surveys</u></b>			
Full Survey Document	VAT Exclusive	500.00	500.00
Full Survey Document - Parish Council	VAT Exclusive	300.00	300.00
Housing Needs Survey - Consultancy Charges	VAT Exclusive	£ to be determined per cost calculator	
<b><u>Keywords - Advertising of Housing Association Properties</u></b>			
Per Advert		70.00	70.00
Per New Build Advert		35.00	35.00

	<b>VAT Status</b>	<b>Current Charge 2015/16 £</b>	<b>Proposed Charge 2016/17 £</b>
<b><u>Building Control (excluding Countywide fees)</u></b>			
Building Control Charges	<b>VAT Inclusive</b>	Remain at current level	Being reviewed
Copies of Building Regulation Approvals, Completion Certificates, Regularisation Certificates and any other stored document (Microfiched or stored applications)	<b>O/S Scope</b>	45.50	45.50
Copies of Building Regulation Approvals, Completion Certificates, Regularisation Certificates and any other electronically stored document available for emailing	<b>O/S Scope</b>	0.00	15.90
Duplicate or second page	<b>O/S Scope</b>	0.40	0.40
Re-charge plan fee for applications rejected twice.		Full plan check fee	Full plan check fee
Written Information from Archived Files to Solicitors and members of the public (per question)		36.10	36.10
Desk top research and letter to confirm exempt work for Building Regulations	<b>VAT Exclusive</b>	55.80	55.80
Supervised Viewing of Files (per hour or part thereof)	<b>VAT Exclusive</b>	70.30	70.30
Site visits requested for investigation or advice in respect of Building Regulation matters OF ANY TYPE (not subject to a current application)		72.40	72.40
Withdrawal of Application before work commences or full plans examination takes place, and a refund of the fee is requested		64.10	64.10
<b><u>Bulky Waste Collection</u></b>			
Up to 5 items	<b>O/S Scope</b>	35.60	35.60
<b><u>Swanspool House (Meeting rooms)</u></b>			
Off Peak - Per Hour (Min. 2 hours)			
Level 1 - Open and close.	<b>VAT Exclusive</b>	19.00	19.00
Level 2 - Open, set out, clear away and close.	<b>VAT Exclusive</b>	22.70	22.70
Level 3 - As 2 but remain present.	<b>VAT Exclusive</b>	35.10	35.10
Peak - Per Hour (Min. 2 hours)			
Level 1 - Open and close.	<b>VAT Exclusive</b>	22.70	22.70
Level 2 - Open, set out, clear away and close.	<b>VAT Exclusive</b>	35.10	35.10
Level 3 - As 2 but remain present.	<b>VAT Exclusive</b>	42.40	42.40

	VAT Status	Current Charge 2015/16 £	Proposed Charge 2016/17 £
<b><u>Licensing of Additional Markets (non standard)</u></b>			
<b>Number of Pitches &amp; Event Fee</b>			
1-20 Registration Fee	Exempt	0.00	15.00
Fee Per Event	Exempt	0.00	0.00
21-50 Registration Fee	Exempt	0.00	15.00
Fee Per Event	Exempt	0.00	20.00
51-75 Registration Fee	Exempt	0.00	20.00
Fee Per Event	Exempt	0.00	25.00
76-100 Registration Fee	Exempt	0.00	25.00
Fee Per Event	Exempt	0.00	30.00
101-125 Registration Fee	Exempt	0.00	30.00
Fee Per Event	Exempt	0.00	35.00
125-150 Registration Fee	Exempt	0.00	35.00
Fee Per Event	Exempt	0.00	40.00
151-175 Registration Fee	Exempt	0.00	40.00
Fee Per Event	Exempt	0.00	45.00
176-200 (Max) Registration Fee	Exempt	0.00	45.00
Fee Per Event	Exempt	0.00	50.00



## Appendix 1

### Standard Market Charges from 1st April 2016

Day	Permanent Traders		Multiple
	Pebble Lane £	Main Market £	Stall Discount £
Monday	10.00	10.00	None
Tuesday	15.00	13.50	£1 per extra stall
Wednesday	11.00	10.00	£1 per extra stall
Thursday	10.00	10.00	None
Friday	15.00	11.00	£1 per extra stall
Saturday	18.00	13.00	£1 per extra stall
Sunday	10.00	10.00	None

Casual Traders	
Pebble Lane £	Main Market £
10.00	10.00
20.00	13.50
16.00	15.00
10.00	10.00
22.00	17.00
25.00	19.00
10.00	10.00

Events Space	
Daily Charge £	Weekly Charge £
100.00	380.00
120.00	
120.00	
100.00	
120.00	
120.00	
100.00	

1	Two stalls shall be available free of charge to charities or other not for profit users at the Council's discretion.
2	Vehicle or trailer units allowed to stand shall be charged as a single stall.
3	Open areas used for trading on their own or in conjunction with a stall shall be charged as a single stall.
4	There shall be a surcharge of £1 per stall per day for each stall trading in fruit and vegetables and each other stall which generates and leaves disposal more than 1 standard bag full of waste per market.
5	There shall be a loyalty bonus of two weeks credit per market for the February period for permanent traders who have stood at least 48 weeks by the 31st December. This does not include any traders with arrears on their account.
6	For casual traders who have not otherwise stood during that financial year, the casual trader rates shall be increased by £5 per stall for the two trading weeks prior to Christmas Day
7	New permanent traders shall receive the equivalent of a three month rent free period during their first year of trading. This shall be taken in a pattern agreed by the trader
8	Any trader requiring a stall on a Monday, Thursday or Sunday will need a minimum of 10 stalls in order for the market to be held, subject to approval by BCW/NORSE

### Hire of entire Market Pitch on non-trading days (Monday, Thursday & Sunday)

To cover the hours 6am – 2pm (trading hours, 7am – 1pm) to include all pitches on the Market Square:

- \* Sunday - £220.00 per day





**Street Trading Fees for 2016-2017**

**Current Fees from 1st April 2015 - 2016**

**Proposed Fees from 1st April 2016 - 2017**

	<u>Single Pitch</u>				
	Annual	Quarterly	Monthly	Weekly	Daily
Food & Drink	2,500	1,500	400	150	35
Other	1,700	1100	400	150	35
No charge for registered Charities					

	<u>Single Pitch</u>				
	Annual	Quarterly	Monthly	Weekly	Daily
Food & Drink	2,500	1,500	400	150	35
Other	1,700	1,100	400	150	35

	<u>Double Pitch</u>				
	Annual	Quarterly	Monthly	Weekly	Daily
Food & Drink	3,000	1,750	600	200	60
Other	2,000	1350	600	200	60
No charge for registered Charities					

	<u>Double Pitch</u>				
	Annual	Quarterly	Monthly	Weekly	Daily
Food & Drink	3,000	1,750	600	200	60
Other	2,000	1,350	600	200	60

**Single Pitch (4m x 4m)**

Containing no'1 3m x 3m gazebo with an additional 0.5m surrounding cordon to be used only for hanging space. Kiosk, trailer, barrow or other trading premises less than 3 metres long, which is removed at the end of each trading day.

**Double Pitch (8m x 4m)**

Containing no'2 3m x 3m gazebo with an additional 0.5m surrounding cordon to be used for hanging space. Kiosk, trailer, barrow or other trading premises less than 6 metres long which is removed at the end of each trading day.



**LICENSING ACT 2003:****Premises: Alcohol and Entertainment****1 Premises and Club Application and Annual fees**

Premises that are licensable will be allocated to a fee band according to rateable value.

Each band attracts a different level of Application Fee and Annual Fee. Annual Fees become payable one year after the grant of the licence.

Rateable Value	Band	Application Fee	Application Multiplier applied to premises used <b>exclusively or primarily</b> for the supply of alcohol for consumption on the premises	Annual Fee	Annual Fee Multiplier applied to premises used <b>exclusively or primarily</b> for the supply of alcohol for consumption on the premises
No rateable value to £4,300	A	£100	n/a	£70	n/a
£4,301 to £33,000	B	£190	n/a	£180	n/a
£33,001 to £87,000	C	£315	n/a	£295	n/a
£87,001 to £125,000	D	£450	£900	£320	£640
£125,001 and above	E	£635	£1,905	£350	£1,050

VAT is not applicable to these fees

**2 Exceptionally Large Events**

The Licensing Authority will also charge an additional premises fee for exceptionally large events:

Number in attendance at any one time	Additional Application Fee	Additional Application 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	£16,000
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

VAT is not applicable to these fees

The Licensing Authority charges other fees in relation to their duties under the Act, most notably for temporary events and personal licences:

3 Temporary Events and Other Fees

Item	Fee
Temporary event notice	£21.00
Theft, loss etc of temporary event notice	£10.50
Theft, loss etc of premises licence, club certificate or summary	£10.50
Application for a provisional statement where premises being built, etc	£315.00
Notification of change of licensee name or address	£10.50
Application to vary licence to specify individual as premises supervisor	£23.00
Application for transfer of premises licence	£23.00
Interim authority notice following death, etc of licence holder	£23.00
Notification of change of name or alteration of rules of club	£10.50
Change of relevant registered address of club	£10.50
Right of freeholder etc, to be notified of licensing matters	£21.00
DPS Community premises condition removal	£23.00
Minor Variation	£89.00

VAT is not applicable to these fees

4 Personal Licences

Item	Fee
Application for a grant or renewal of a personal licence	£37.00
Duty to notify change of name or address	£10.50
Theft, loss etc of personal licence	£10.50

VAT is not applicable to these fees

## Central Licensing Administration Unit

GAMBLING ACT 2005:

## 1 Schedule of Fees for Gambling Act 2005 – Premises Licence Fees (£)

Category Of premises licence	New Application	Variation	Transfer	Re-instatement	Provisional statement	Prov. Stat. to full licence	Copy Licence	Notification of change	Annual Fee
Existing Casino Estimate	N/A	£758.66	£512.78	£512.78	N/A	N/A	£29.42	£57.79	£1,140.10
New Small Casino Estimate	£3,036.75	£1,518.38	£684.06	£684.06	£3,036.75	£1,140.10	£29.42	£57.79	£1,898.76
New Large Casino Estimate	£3,796.47	£1,898.76	£816.46	£816.46	£3,796.47	£1,898.76	£29.42	£57.79	£3,796.47
Regional Casino Estimate	£5,695.23	£2,847.61	£2,467.23	£2,467.23	£5,695.23	£3,036.75	£29.42	£57.79	£5,695.23
Bingo Club Estimate	£1,328.19	£663.05	£457.10	£457.10	£1,328.19	£457.10	£29.42	£57.79	£380.38
Betting Premises (Excl. tracks) Estimate	£1,392.41	£569.53	£457.10	£457.10	£1,392.41	£457.10	£29.42	£57.79	£263.75
Tracks Estimate	£948.86	£474.95	£360.43	£360.43	£948.86	£360.43	£29.42	£57.79	£380.38
Licensed FEC Estimate	£758.66	£380.85	£360.43	£360.43	£758.66	£360.43	£29.42	£57.79	£270.05
Adult Gaming Licence Estimate	£758.66	£380.85	£380.85	£514.86	£758.66	£758.66	£29.42	£57.79	£379.34

VAT is not applicable to these fees

## 2 Schedule of Fees for Gambling Act 2005 (National) – Permits and Notifications (£)✶

Application Type	Brand New Application	Existing Operator	Annual Fee	Variation	Transfer	Renewal	Change of Name	Copy Permit
Alcohol Licensed Premises – Gaming Machine Permit	£150.00	£100.00	£50.00	£100.00	£25.00	N/A	£25.00	£15.00
Prize Gaming Permit	£300.00	£100.00	N/A	N/A	N/A	£300.00	£25.00	£15.00
Club Machine permit	£200.00	£100.00 (or with club premises certificate)	£50.00	£100.00	N/A	£200** or £100##	N/A	£15.00
Club Gaming Permit	£200.00	£100.00 (or with club premises certificate)	£50.00	£100.00	N/A	£200** or £100##	N/A	£15.00
Unlicensed FEC	£300.00	£100.00	N/A	N/A	N/A	£300.00	£25.00	£15.00

VAT is not applicable to these fees

\*\* new ## existing

Application Type	Initial Application Fee	Renewal Fee
Small Society Lotteries	£40.00	£20.00
Notification of 2 Machines or less on Alcohol Licensed Premises	£50.00	N/A

VAT is not applicable to these fees

**ENVIRONMENTAL HEALTH LICENSING:**

Services	Current Charge (excluding VAT)	VAT (If applicable)	Current Charge (including VAT)	Proposed 2016-17 Charge
1 Animal Boarding Commercial	£214.17	ZERO	£214.17	£221.00
2 Animal Boarding Domestic Home	£207.06	ZERO	£207.06	£215.00
3 Dangerous Wild Animals**	£191.84	ZERO	£191.84	£199.00
4 Zoo Licence	£508.52	ZERO	£508.52	£524.00
5 Dog Breeding Establishment**	£180.67	ZERO	£180.67	£186.00
6 Ear Piercing, Acupuncture, Electrolysis, Skin colouring and Tattooing:				
Registration of New Premises & Practitioners	£220.26	ZERO	£220.26	£247.00
Add/Remove Practitioner(s)	£49.74	ZERO	£49.74	£51.00
7 Sex Shops:				
Application	£1,136.80	ZERO	£1,136.80	£1,171.00
Renewal	£302.47	ZERO	£302.47	£312.00
8 Pet Shops:				
Application	£191.84	ZERO	£191.84	£199.00
9 Riding Establishments**	£235.48	ZERO	£235.48	£243.00
9 Hypnotism	£0.00	ZERO	£0.00	£130.00
10 Scrap Metal Dealers Licence				
Site Licence	£329.88	ZERO	£329.88	£340.00
Collectors Licence	£243.60	ZERO	£243.60	£251.00
Variation to Site Licence	£65.98	ZERO	£65.98	£68.00
Duplicate Copy Licence	£15.23	ZERO	£15.23	£16.00
11 Boat Licences				
New Licence	£152.25	ZERO	£152.25	£157.00
New Plaques	£50.75	ZERO	£50.75	£52.00
Renewal	£101.50	ZERO	£101.50	£105.00
12 Mobile Homes:				
<u>Application Fee:</u>				
1 - 10 pitches	£148.00	ZERO	£148.00	£148.00
11 - 50 pitches	£198.00	ZERO	£198.00	£198.00
51 - 100 pitches	£248.00	ZERO	£248.00	£248.00
101 + pitches	£298.00	ZERO	£298.00	£298.00
<u>Annual Fee</u>				
1 - 5 pitches	Exempt	ZERO	Exempt	Exempt
6 - 10 pitches	£98.00	ZERO	£98.00	£98.00
11 - 50 pitches	£123.00	ZERO	£123.00	£123.00
51 - 100 pitches	£148.00	ZERO	£148.00	£148.00
101 + pitches	£173.00	ZERO	£173.00	£173.00
Depositing, varying or deleting Site Rules	£98.00	ZERO	£98.00	£98.00

\*\* excludes veterinary inspection charges

**Taxi Licensing Costs 2016 -2017**

## Drivers

Application Type	Total Cost
HC/PH driver licence – grant, 3 years	<b>£138.00</b>
HC/PH driver licence – renewal, 3 years	<b>£130.00</b>
Replacement badge	<b>£16.00</b>

## Vehicles

**Note**

Type	Total Cost
Vehicle Licence (HC & PH) - grant, 1 year	<b>£187.80</b>
Vehicle Licence (HC & PH) - renewal, 1 year	<b>£187.80</b>
Transfer of interest for vehicle licence	<b>£21.25</b>
Replacement vehicle with plates	<b>£51.00</b>

## Operators

Application Type	Total Cost
Private Hire Operator licence - grant, 5 years	<b>£305.40</b>
Private Hire Operator licence - renewal, 5 years	<b>£305.40</b>

