



# EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,  
ELY, CAMBRIDGESHIRE CB7 4EE  
Telephone: 01353 665555

MEETING: **LICENSING COMMITTEE**  
TIME: 09:30am  
DATE: Wednesday 9<sup>th</sup> October 2019  
VENUE: Council Chamber, The Grange, Nutholt Lane, Ely  
ENQUIRIES REGARDING THIS AGENDA: Adrian Scaites-Stokes  
DIRECT DIAL: (01353) 665555 EMAIL: [adrian.scaites-stokes@eastcamb.gov.uk](mailto:adrian.scaites-stokes@eastcamb.gov.uk)

## Membership:

### Conservative Members

Cllr Julia Huffer (Chairman)  
Cllr Alan Sharp (Vice Chairman)  
Cllr David Ambrose Smith  
Cllr Lavinia Edwards  
Cllr Jo Webber

### Liberal Democrat Members

Cllr Sue Austen (Lead Member)  
Cllr Simon Harries  
Cllr Mark Inskip  
Cllr Alec Jones  
Cllr Alison Whelan

### Substitutes

Cllr Christine Ambrose Smith  
Cllr Ian Bovingdon  
Cllr Lisa Stubbs

### Substitutes

Cllr Lorna Dupre  
Cllr John Trapp  
Cllr Gareth Wilson

### **Lead Officer:**

Liz Knox, Environmental Services Manager

**Quorum:** 5 Members

# A G E N D A

1. **Apologies**
2. **Declarations of Interest**  
To receive declarations of interest from Members for any items on the Agenda in accordance with the Members Code of Conduct
3. **Minutes**  
To receive and confirm as correct records the Minutes of the Licensing Committee Meeting held on 11<sup>th</sup> September 2019
4. **Chairman's Announcements**

## 5. Review of Licensing Fees

## 6. Forward Agenda Plan

### NOTES:

1. Members of the public are welcome to attend this meeting. This Council has adopted a 'Purge on Plastics' strategy and is working towards the removal of all consumer single use plastics in our workplace. Therefore, we do not provide disposable cups in our building and would ask members of the public to bring your own reusable bottle/cup to meetings where water/hot drinks will be available.

If you are visiting The Grange during normal hours you should report to main reception desk, where you will be asked to fill in a visitor's pass that must be worn at all times whilst you are in the building. Please remember to return your pass before you leave.

This will not apply if you come to an evening meeting: in this case you will enter via the rear access doors in the glass atrium at the back of the building and a Facilities Assistant will direct you to the room in which the meeting will take place.

The maximum capacity for meetings in the Council Chamber has been set by the Fire Officer at 100 persons. Allowing for Member/Officer attendance and room layout constraints, this will normally give a capacity for public attendance of approx 60 people. Admittance to the Council Chamber is on a 'first come, first served' basis and public access will be from 15 minutes before the start time of the meeting.

There are a number of schemes aimed at encouraging public participation in the Council's activities and meetings. These include public question time and a process to enable petitions to be submitted. Details of these can be obtained by calling any of the telephone numbers below or by logging onto the Council's website.

2. Fire instructions for meetings:
  - If the fire alarm sounds please make your way out of the building by the nearest available exit - i.e. the back staircase or the fire escape in the chamber. Do not to use the lifts.
  - The fire assembly point is in the front staff car park by the exit barrier.
  - This building has an auto-call system to the fire services, so there is no need for anyone to call the fire services.

The Committee Officer will sweep the area to ensure that everyone is out of this area.

3. Reports are attached for each agenda item unless marked "oral".
4. If required all items on the agenda can be provided in different formats (e.g. large type, Braille or audio tape, or translated into other languages), on request, by calling Main Reception on (01353) 665555 or e-mail: [translate@eastcambs.gov.uk](mailto:translate@eastcambs.gov.uk)
5. If the Committee wishes to exclude the public and press from the meeting a resolution in the following terms will need to be passed:  
"That the press and public be excluded during the consideration of the remaining items no. X because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item there would be disclosure to them of exempt information of Categories X Part I Schedule 12A to the Local Government Act 1972 (as Amended)."

## AGENDA ITEM NO. 3



EAST  
CAMBRIDGESHIRE  
DISTRICT COUNCIL

Minutes of a meeting of the Licensing Committee held in the Council Chamber, The Grange, Nutholt Lane, Ely on Thursday, 11<sup>th</sup> September 2019.

### **PRESENT**

Cllr Julia Huffer (Chairman)  
Cllr David Ambrose Smith  
Cllr Sue Austen  
Cllr Lavinia Edwards  
Cllr Simon Harries  
Cllr Mark Inskip  
Cllr Alec Jones  
Cllr Alan Sharp  
Cllr Jo Webber

### **OFFICERS**

Stewart Broome – Senior Licensing Officer  
Maggie Camp – Legal Services Manager and Monitoring Officer  
Tracy Couper – Democratic Services Manager  
Adrian Scaites-Stokes – Democratic Services Officer

#### 4. **APOLOGIES**

Apologies were received from Councillor Alison Whelan.

#### 5. **DECLARATIONS OF INTEREST**

No declarations of interest were made.

#### 6. **MINUTES**

It was resolved:

That the Minutes of the Licensing Committee meetings held on 27<sup>th</sup> March 2019 and 30<sup>th</sup> May 2019 be confirmed as correct records and be signed by the Chairman.

#### 7. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made no announcements.

#### 8. **LICENSING SUB-COMMITTEES**

The Committee considered a report, U60 previously circulated, that provided future options for Licensing Sub-Committees.

The Democratic Services Manager advised the Committee that, following a recent forum attended by the Senior Licensing Officer, it became apparent that the Council needed a Licensing Sub-Committee of three Members to adhere to

the relevant statutory requirements of the Licensing Act 2003 and Gambling Act 2005. This meant that the current Licensing Sub-Committee contained too many Members. To stop any potential legal challenges a new Sub-Committee had to be set up which would incorporate some flexibility by including Substitute Members. The principle for Substitutes was already established so it was proposed to include two Substitutes from each Political Group.

This also gave an opportunity to tidy up the Terms of References for the main Committee and its two Sub-Committees. The intention was to make these more user friendly by implementing a more generic and consistent set of procedures.

Councillor Julia Huffer enquired whether, if all Members of the Sub-Committee were conflicted for a particular case, the case would go to the full Committee, as had happened with a recent street trading application.

The Democratic Services Manager confirmed that this could occur, but only in exceptional circumstances, as the Committee had delegated authority to the Sub-Committee to deal with such cases usually.

Councillor Mark Inskip questioned whether creating a new sub-committee would affect the political proportionality of the Council. He was also uncomfortable that the Sub-Committees' work would now be split thereby creating an additional Special Responsibility Allowance (SRA) payment. Perhaps the Independent Remuneration Panel (IRP) should be asked to consider that.

The Committee was informed that any sub-committees set up ad hoc during the year could be proportional on an individual basis but this would not affect the overall proportionality of the Council, as usually such sub-committees were on a limited time basis. This would be further considered at the Annual Council meeting. Paragraph 3.7 of the report showed that the work of the Sub-Committees had been fairly evenly split, so the future business should be even-handed. The issue of SRA could be put to the IRP, and it could also consider Vice Chairmen payments for sub-committees and working parties. At the moment there was a fixed sum paid per month for Chairmen.

The following nominations were made for the new (Statutory) Sub-Committee:  
Members – Councillors Sue Austen, Lavinia Edwards and Alan Sharp (as Chairman)

Substitutes – Councillors Julia Huffer and Jo Webber.

These nominations were approved.

The Liberal Democrat group would inform the Democratic Services Manager of their Substitutes at a later date.

It was resolved:

- (i) That the revised Terms of Reference for the Licensing Sub-Committees attached at Appendix 1 be approved on the following basis:
  - Licensing (Statutory) Sub-Committee: fixed membership of 3, on a proportionate basis of 2 Conservative and 1 Lib Dem Member

with up to 2 named substitutes from each Political Group drawn from the Membership of the Licensing Committee, and that Licensing Committee appoint Members to this Sub-Committee on that basis;

- Licensing (Non-Statutory) Sub-Committee: fixed membership of 5 (with a quorum of 3) drawn from the Membership of the Licensing Committee (Current composition agreed by Annual Council: 2 Conservative and 3 Lib Dem Councillors).
- (ii) That the following Members be appointed to the Licensing (Statutory) Sub-Committee:

Members

- Councillor Alan Sharp (as Chairman)
- Councillor Sue Austen
- Councillor Lavinia Edwards

Conservative Substitute Members

- Councillor Julia Huffer
- Councillor Jo Webber

Liberal Democrat Substitute Members

- To be confirmed later

- (iii) That the Legal Services Manager and Monitoring Officer be authorised to make the necessary consequential amendments to the Licensing Committee Terms of Reference and other relevant documents in the Constitution.

9. **LICENSING OFFICERS UPDATE**

The Committee considered an information only report, S169 previously circulated, that updated Members on the work of officers.

The Senior Licensing Officer advised the Committee that, even though performance had been affected by the long-term sickness of one member of staff, some progress with animal licensing had been made. The number of licences had increased to 54, with more enquiries being received. As well as requiring inspections by the Licensing team, veterinary inspections were also needed. The licence holders were rated, with 5 star being the highest ranking. So far 29 had achieved that rating with a further 17 rated at either 3 or 4 Star with the possibility of improving to the highest level. The success of this scheme, and the information provided on the website, had prompted enquiries from other areas of the country from other local authorities.

The general level of work so far this year was around the same as last, with a few fluctuations in different application categories. The host of inspections undertaken often led to further work, mostly relating to minor indiscretions. The level of suspensions looked high but the 21 day grace period affected those

figures, meaning few of those suspensions became active. A review of fees and charges would be coming to the Committee for consideration at its next meeting.

The Chairman asked the Senior Licensing Officer to give background details of the work done over the last few years, to bring the newer Members up-to-date. The Senior Licensing Officer then explained that, since June 2015, the department had seen its recovery of costs rise from 64% of its budget to around 80%, with the aim of achieving between 80% and 85%. It was accepted that not everything could be recovered, due to legislation. There had been no online presence for the department previously, but that was now available. So applications could now be submitted online, resulting in large amounts of documentation being received electronically. Changes had been made for the taxi trade, who could now collect their plates and badges yearly, and the badges now had a three-year limit as opposed to annually. Generally, bureaucracy had been significantly reduced and standards of service had risen. This had enabled the department to take on scrap metal licensing from another department. So after the last four and a half years massive improvements had been achieved, so much so that other local authorities were approaching the department asking for guidance.

The Environmental Services Manager pointed out that before the Senior Licensing Officer arrived the Council's relationship with the trade taxi was not good. That relationship had since been transformed. Two meetings per year were arranged to meet the trade to discuss issues but the trade were not attending because there were now no major issues to consider. Much of the information they needed was now online and the relationship was much improved. The Senior Licensing Officer explained that this was down to the department being transparent in its dealings with the trade. It was kept up-to-date with relevant issues, via emails, and a balanced approach to help the trade had been adopted, which made things better all round.

Councillor Alan Sharp asked how many people came forward for animal licences on their own volition, when they realised they needed to, and how many did the department identify? Would the Kennel Club want to see owners' registrations? The Committee was informed that roughly two-thirds of applicants came forward on their own. Anyone with more than two litters of puppies needed to be registered and the department had found some that needed prompting.

Councillor Alec Jones enquired after cat breeders and it was disclosed that was not licensable. However, if people wished to sell cats then they would require a pet shop licence, irrespective of where they were sold from. Each case would be considered and looked at on its merits.

#### 10. **FORWARD AGENDA PLAN**

The Committee considered its Forward Agenda Plan.

The Senior Licensing Officer reminded the Committee that a fees review report would be brought to the October meeting.

The meeting concluded at 10:01am.

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**TITLE: REVIEW OF LICENSING FEES**

**COMMITTEE: LICENSING COMMITTEE**

**DATE: 9 OCTOBER 2019**

**AUTHOR: SENIOR LICENSING OFFICER**

[U88]

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1.0 ISSUE

1.1 This report sets out the statutory fees that East Cambridgeshire District Council is required to charge for specific licences under the Licensing Act 2003 and the Gambling Act 2005.

1.2 The report also sets out the fees for the period 1 April 2020 to 31 March 2021 in respect of those licences and licensing related activities where the authority has the discretion to determine the relevant fees; this includes, but is not limited to hackney carriage and private hire licences, and animal licences.

2.0 RECOMMENDATION(S)

2.1 That Members:

- i) note the statutory fees that East Cambridgeshire District Council is required to charge in respect of the specified licences under the Licensing Act 2003 and the Gambling Act 2005 as set out in Appendix 1 and Appendix 2, and agree to implement these fees (or if subject to statutory amendment, the relevant amended fees) on the 1 April 2020.
- ii) instruct Officers to implement, as appropriate, any other statutory fees that may be brought into force during the 2019/20 financial year.
- iii) instruct Officers to include the agreed fees in the 2020/21 annual fees and charges report that is presented to full Council.

2.2 That Members:

- i) agree to implement, with any necessary modification, the proposed fees relevant to those licences and licensing related activities where the authority has the discretion to determine the fees, as set out in Appendix 3 and Appendix 4, on the 1 April 2020.
- ii) agree to implement immediately, with any necessary modification, the proposed fees relevant to scrap metal licences, as set out in Appendix 4, with an understanding that if Council do not approve the measure, refunds will be given.

- iii) agree to implement, with any necessary modification, the proposed fees relevant to Animal Welfare licensing, as set out in Appendix 5 on the 1 April 2020.
- iv) instruct Officers to include the fees in the 2020/21 annual fees and charges report that is presented to full Council.

2.3 That Members:

- i) agree to implement immediately, with any necessary modification, the proposed fees relevant to driver licences, as set out in Appendix 6.
- ii) Agree to implement the proposed fees relevant to hackney carriage vehicle, private hire vehicle and operator licences, as set out in Appendix 6 on the 1 April 2020.
- iii) instruct Officers to include the proposed fees, as set out in Appendix 6, in the 2020/21 annual fees and charges report that is presented to full Council.

3.0 BACKGROUND

- 3.1 With the exception of statutory fees set by central government the Council is responsible for setting fees and charges for the licensing regulations it is responsible for administering and enforcing.
- 3.2 There is no statutory duty on the Council to consult when setting or revising licensing fees with the exception of those fees relating to hackney carriage, private hire vehicles and operators' licences under Section 70 of the Local Government (Miscellaneous Provisions) Act 1976.
- 3.3 The Committee's legal authority to agree the recommendations is based within a range of specific licensing legislation together with the delegated functions set out in the Council's constitution. Extracts from the relevant legislation are provided in Appendix 7. Due consideration must also be given to the provisions of the EU Services Directive and the judgement in the Hemming case. Members are advised that Officers have considered these requirements when compiling this report.
- 3.4 The Council's fees and charges may be challenged through a number of routes, e.g. service complaints to the Local Government Ombudsman or via a judicial review.
- 3.5 The consequences of such a challenge are clearly demonstrated in the Court of Appeal judgement given in respect of R Hemming and others v Westminster City Council case, which involved the licensing of sex shops in Soho and Covent Garden.



- 3.6 The judgement has made it clear that local authorities may become liable for substantial costs if it is found that procedures for setting fees have not been correctly followed, and if the fees are not reasonable and proportionate to the costs of the licensing procedures.
- 3.7 When considering whether the licensing fees are reasonable and proportionate, it is also necessary to look at each regulatory power separately. In simple terms this means taxi and private hire licence holders should not be charged a fee for their licence that creates an excess which is then used to subsidise the fees paid by applicants wishing to obtain another type of licence such as an animal welfare licence for boarding dogs.
- 3.8 To reduce the risk of challenge to the Council, in 2015 officers created a financial modelling tool to help calculate the fees from 2016/2017 onwards.
- 3.9 This tool collated detailed information regarding the costs associated with undertaking the administrative procedures and formalities of each specific licensing procedure, including the costs of investigating the background and suitability of applicants for licences together with the cost of monitoring the compliance of those who are licensed against the conditions of their licences.
- 3.10 In November 2015 Members were presented with a report which illustrated that the use of this tool had shown there to be a significant deficit in the Licensing Authority's budget, and that this was due in part to not recovering the true costs where the Licensing Authority had a discretion to set the fees. Having considered the report Members took the decision to follow the Officer's recommendation that the Authority look to recover the financial deficit over the extended 2016 to 2021 period rather than look to increase the fees to full cost recovery in one go.

#### 4.0 SUMMARY

- 4.1 The licensing procedures are considered from receipt of application to the issue of the final licence or permit with both variable and fixed costs being considered. These costs include officer, management and member time spent on licensing administration and monitoring but excludes time spent on enforcing unlicensed operators/businesses, in the case of joint hackney/private hire drivers' and operators' licences. In addition, a proportion of all indirect costs that can reasonably be attributed to licensing procedures have been included; for example, office accommodation, ICT, travelling, legal costs, advertising, equipment, postage & printing, subscriptions, telephone costs, training and other corporate recharges.
- 4.2 In relation to the consideration of applications, it is reasonable to recover the costs of running the relevant Committees from licensing fees and so consequently these costs have been incorporated into the overall figures.

- 4.3 It is also necessary to reflect that not all costs to the licensing authority are recoverable, such as the processing of “Charity Street Collections” and “Charity House to House Collections” where a fee is not permitted to be charged.
- 4.4 In addition to work where no fee may be charged, when a licence fee is statutory, if the time spent dealing with these licences produces a cost recovery figure above that generated by the fees, it is not possible to recover this deficit from other sources, and it must be covered by the Council’s general fund.
- 4.5 The following table shows the cost of running the Licensing Authority for the three years 2016/2017, 2017/2018 and 2018/2019 and illustrates the impact that raising the fees has had on the deficit compared to the pre-increase figure of 2015.

Year	Income	Expenditure	Balance	% recovered
2015 (pre increase)	£125,514	£206,890	-£81,376	61%
2016/2017 (full year increase)	£163,741	£239,308	-£67,463	69%
2017/2018 (full year increase)	£174,857	£234,281	-£59,424	75%
2018/2019 (full year increase)	£188,442	£231,693	-£43,251	81%

- 4.6 Due to the legislation it will never be possible to recover 100% of the department’s costs, but work undertaken by Officers suggests that approximately 80% to 85% of the expenditure level incurred by the service can be legally recovered.
- 4.7 The proposed cost of running the service for the 2020/2021 period has yet to be set, but a 1.5% increase is possible. This would suggest an expenditure figure of £235,168, and therefore, a cost recovery figure of approximately £188,134 to £199,893 could be expected. Current projections for the 2019/2020 period suggest an income of £190,000 to £195,000 will be achieved.
- 4.8 Members will note that the total expenditure figure in 2018/2019 was lower than the previous two years. This was the result of looking at ways to reduce costs within the service.
- 4.9 The work conducted by officers in the 2018/2019 period implementing the new Animal Welfare legislation, and conducting a large number of Licensing Act 2003 inspections raised the percentage of time spent in these two areas, which in turn reduced the amount of time available to deal with other licensing types. As a result of this, when looked at in isolation, the breakdown suggests that statutory fee income did not cover the cost of the work conducted in this area and produced a deficit of approximately £8,263 that cannot be recovered from the discretionary fees.

- 4.10 The new animal licensing fees were implemented in 2018 and adjusted in May 2019. The breakdown of the 2018/2019 income (Appendix 7) suggests that these fees should be increased further, however, Officers would point out to Members that these figures are based on the large amount of work conducted in 2018/2019, which will not be repeated in 2019/2020, or 2020/2021, as the new regulations have now been fully implemented.
- 4.11 In previous years Members have asked for a neighbouring Council fees comparison table to be included in this report. As a result of this request a comparison chart has been included in Appendix 8, for information purposes only. Members are reminded that discretionary fee levels must be set subject to the Council's own parameters, whilst observing the legal requirements of the controlling legislation.

## 5.0 CONCLUSION

- 5.1 Over the past few years there have been a number of changes within the licensing department. New legislation has been implemented (animal welfare licensing), existing legislation (scrap metal licensing) has been moved from the environmental domestic team into licensing, and street trading has been overhauled. All of these facts have an impact on the work conducted throughout the year, and as detailed in this report, it also has an impact on the discretionary fee setting process.
- 5.2 Having considered all of the information available Officers believe the only discretionary fees that need to be adjusted at this point in time is the fee for scrap metal dealer licences, and the fee for 3 year taxi driver licences. The proposed fees are contained in Appendix 4 and Appendix 5.
- 5.3 Officers recommend that if Members agree to implement any increase to the scrap metal fees they should come into effect immediately (as in previous years), subject to refunds being given if Council do not approve the measure.
- 5.4 There is no need to conduct an Equality Impact Assessment (EIA) as this report does not lead to the creation of a policy, or additional regulation.

## 6.0 APPENDICES

- |     |            |  |
|-----|------------|--|
| 6.1 | Appendix 1 | Licensing Act Statutory Fees           |
| 6.2 | Appendix 2 | Gambling Act 2005 Statutory Fees       |
| 6.3 | Appendix 3 | Gambling Act 2005 – Discretionary fees |
| 6.4 | Appendix 4 | General discretionary fees             |
| 6.5 | Appendix 5 | Animal Welfare Regulation fees         |
| 6.6 | Appendix 6 | Discretionary taxi fees                |

- 6.7 Appendix 7 Extracts from legislation regarding fee setting
- 6.8 Appendix 8 Neighbouring authority fees chart
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<b><u>Background Documents</u></b>	<b><u>Location</u></b>	<b><u>Contact Officer</u></b>
Legislation contained in appendix 6	Room SF208 The Grange, Ely	Stewart Broome Senior Licensing Officer (01353) 616477
LGA guidance on local fee setting 2015		
Hemming v Westminster 2015		
R v Tower Hamlets LBC 1994		

## Appendix 1 Licensing Act 2003 – Statutory Fees

### Premises Licence and Club Premises Certificates:

Type of application:	Non-domestic rateable band				
	A	B	C	D	E
New, provisional statements, and full variation application fee	£100	£190	£315	£450	£635
Annual maintenance fee	£70	£180	£295	£320	£350
Minor variation	£89				
Provisional Statement (where premises is under construction)	£315				

NDR Value	Band	Fee multiplier for Premises Licences	D (x2)	E (x3)
£0 to £4,300	A	Premises Licences in bands D & E (whose primary business is the sale of alcohol)	£900	£1905
£4,301 to £33,000	B			
£33,001 to £87,000	C			
£87,001 to £125,000	D	Premises Licences in bands D & E (whose primary business is the sale of alcohol) annual maintenance fee	£640	£1050
£125,001 and above	E			

### Premises Licence - Large event fees (payable in addition to the standard fee):

Number in attendance at any one time:	Additional application fee:	Additional annual fee:
5000 to 9999	£1000	£500
10000 to 14999	£2000	£1000
15000 to 19999	£4000	£2000
20000 to 29999	£8000	£4000
30000 to 39999	£16000	£8000
40000 to 49999	£24000	£12000
50000 to 59999	£32000	£16000
60000 to 69999	£40000	£20000
70000 to 79999	£48000	£24000
80000 to 89999	£56000	£28000
90000 and over	£64000	£32000

### Personal Licence, Temporary Events and other miscellaneous fees:

Type of application:	Fee:
Grant of Personal Licence	£37
Temporary or Late Temporary Event Notice	£21
Theft, loss etc of Premises Licence or Summary	£10.50
Change of name or address on Premises Licence	£10.50
Vary Premises Licence to specify a new DPS	£23
Transfer a Premises Licence	£23
Interim Authority Notice	£23
Change of club name or address or change of rules	£10.50
Change of correspondence address for club	£10.50
Theft, loss etc of a Temporary Event Notice or Late Temporary Event Notice	£10.50
Theft, loss etc of a Personal Licence	£10.50
Right of freeholder etc to be notified of licensing matters	£21
Community Premises - removal of DPS fee	£23
Theft, loss etc of a Club Certificate or Summary	£10.50
Change of name or address on Personal Licence	£10.50

## Appendix 2 Gambling Act 2005 Statutory Fees

Permission Type	Fee:
<b>Lotteries</b>	
Small Society Lotteries - new registration	£40
Small Society Lotteries - renewal of existing registration	£20
<b>Licensed Premises Permits</b>	
Licensed Premises Gaming Machines - notice of intention for up to 2 machines	£50
Licensed Premises Gaming Machine Permits - new	£150
Licensed Premises Gaming Machine Permits - variation	£100
Licensed Premises Gaming Machine Permits – transfer	£25
Licensed Premises Gaming Machine Permits - annual Fee	£50
Licensed Premises Gaming Machine Permits - change of Name	£25
Licensed Premises Gaming Machine Permits - copy (lost, stolen, damaged)	£15
<b>Club Gaming/Club Machine Permits</b>	
Club Gaming/Club Machine Permits - new or renew	£200
Club Gaming/Club Machine Permits for holders of club premises certificates - new or renew	£100
Club Gaming/Club Machine Permits – annual fee	£50
Club Gaming/Club Machine Permits - variation	£100
Club Gaming/Club Machine Permits - copy (lost, stolen, damaged)	£15
<b>Prize Gaming Permits</b>	
Prize Gaming Permits - new or renewal	£300
Prize Gaming Permits - change of name	£25
Prize Gaming Permits - copy (lost, stolen, damaged)	£15
<b>Family Entertainment Gaming Centre Gaming Machine Permits</b>	
Family Entertainment Gaming Centre Gaming Machine Permits - new or renewal	£300
Family Entertainment Gaming Centre Gaming Machine Permits - change of name	£25
Family Entertainment Gaming Centre Gaming Machine Permits - copy (lost, stolen, damaged)	£15

### Appendix 3

## Discretionary Fees with Statutory Maximum - Gambling Act 2005 Licences

Licence type	2019/2020 fees	2020/2021 proposed fees	Difference (£)
<b>Regional Casino Licence</b>			
Fee in respect of new premises	15000	15000	0
Annual Fee	15000	15000	0
Fee for application to vary licence	7500	7500	0
Fee for application to transfer a licence	6500	6500	0
Fee for application to reinstate a licence	6500	6500	0
Fee for application for provisional statement	15000	15000	0
Maximum non-conversion application fee in respect of provisional statement premises	8000	8000	0
<b>Large Casino Licence</b>			
Fee in respect of new premises	10000	10000	0
Annual Fee	10000	10000	0
Fee for application to vary licence	5000	5000	0
Fee for application to transfer a licence	2150	2150	0
Fee for application to reinstate a licence	2150	2150	0
Fee for application for provisional statement	10000	10000	0
Maximum non-conversion application fee in respect of provisional statement premises	5000	5000	0
<b>Small Casino Licence</b>			
Fee in respect of new premises	8000	8000	0
Annual Fee	5000	5000	0
Fee for application to vary licence	4000	4000	0
Fee for application to transfer a licence	1800	1800	0
Fee for application to reinstate a licence	1800	1800	0
Fee for application for provisional statement	8000	8000	0
Maximum non-conversion application fee in respect of provisional statement premises	3000	3000	0
<b>Bingo Premises Licence</b>			
Fee in respect of new premises	3500	3500	0
Annual Fee	1000	1000	0
Fee for application to vary licence	1750	1750	0
Fee for application to transfer a licence	1200	1200	0
Fee for application to reinstate a licence	1200	1200	0

Fee for application for provisional statement	3500	3500	0
Maximum non-conversion application fee in respect of provisional statement premises	1200	1200	0
<b>Adult Gaming Licence</b>			
Fee in respect of new premises	2000	2000	0
Annual Fee	1000	1000	0
Fee for application to vary licence	1000	1000	0
Fee for application to transfer a licence	1200	1200	0
Fee for application to reinstate a licence	1200	1200	0
Fee for application for provisional statement	2000	2000	0
Maximum non-conversion application fee in respect of provisional statement premises	1200	1200	0
<b>Betting Premises (track) Licence</b>			
Fee in respect of new premises	2500	2500	0
Annual Fee	1000	1000	0
Fee for application to vary licence	1250	1250	0
Fee for application to transfer a licence	950	950	0
Fee for application to reinstate a licence	950	950	0
Fee for application for provisional statement	2500	2500	0
Maximum non-conversion application fee in respect of provisional statement premises	950	950	0
<b>Family Entertainment Centre Licence</b>			
Fee in respect of new premises	2000	2000	0
Annual Fee	750	750	0
Fee for application to vary licence	1000	1000	0
Fee for application to transfer a licence	950	950	0
Fee for application to reinstate a licence	950	950	0
Fee for application for provisional statement	2000	2000	0
Maximum non-conversion application fee in respect of provisional statement premises	950	950	0
<b>Betting Premises (other) Licence</b>			
Fee in respect of new premises	3000	3000	0
Annual Fee	600	600	0
Fee for application to vary licence	1500	1500	0
Fee for application to transfer a licence	1200	1200	0
Fee for application to reinstate a licence	1200	1200	0



Fee for application for provisional statement	3000	3000	0
Maximum non-conversion application fee in respect of provisional statement premises	1200	1200	0
<b>Temporary Use Notices</b>			
Temporary Use Notice fee	500	500	0
Replacement of an endorsed copy	25	25	0
<b>Applicable to all Premises Licences</b>			
Change of circumstances fee - for all Premises Licences	50	50	0
Fee for copy licence - for all Premises Licences	25	25	0

## Appendix 4 Discretionary fees for general licences

Licence type	2019/2020 fees	2020/2021 proposed fees	Difference (£)
<b>Dangerous Wild Animals (2yr licence)</b>			
New application	648 (v)	648 (v)	0
Renewal application	648 (v)	648 (v)	0
<b>Zoo</b>			
New application (4 years)	2415 (v)	2415 (v)	0
Renewal application (6 years)	2070 (v)	2070 (v)	0
<b>Applicable to all animal welfare licences</b>			
Theft, loss etc of a licence	10.50	10.50	0
Change of name on licence	10.50	10.50	0
Change of licence details	10.50	10.50	0

(v) – A Council instructed veterinary inspection is required. This fee is payable in addition to the application fee. The fee will depend upon the amount of time taken to inspect the premises.

Licence type	2019/2020 Fees	2020/2021 proposed fees	Difference (£)
<b>Sex Establishments</b>			
New application	3761	3761	0
Renewal application	1880.50	1880.50	0
Variation application	1880.50	1880.50	0
Transfer application	1880.50	1880.50	0
Theft, loss etc of a licence	10.50	10.50	0

<b>Scrap Metal – Site Licence (3yr licence)</b>			
New application	662	732	70
Renewal application	450	600	150
Variation application	120	120	0
Theft, loss etc of a licence	10.50	10.50	0

<b>Scrap Metal – Collector Licence (3yr licence)</b>			
New application	490	560	70
Renewal application	394	450	56
Variation application	120	120	0
Theft, loss etc of a licence	10.50	10.50	0

<b>Hypnotism</b>			
Daily permit	93	93	0

**Street Trading \***

As per the table below.

**Individual stall fees**

Type of goods	Ely (central zone) daily consent fees		Annual	All other areas (daily consent fees)		Annual	Transfer
	Sun to Wed	Thurs to Sat		Sun to Wed	Thurs to Sat		
Clothing	£20	£30	£1040	£15	£20	£740	£48
Electrical spares							
DIY products							
Hot food and drink							
Furniture							
Records, CD's and DVD	£20	£30	£780	£15	£20	£480	£48
Household cleaning goods							
Books							
Fresh fish	£20	£20	£520	£15	£15	£320	£48
Fresh meat							
Fruit and Veg							
Delicatessen							
Flowers and Plants							
Ice-cream vendors							
Cakes/ Bakery							
Arts and crafts							
All other traders	£20	£30	£1040	£15	£20	£740	£48

The application fee for annual consent applications is set at 10% of the full annual fee. This must accompany all applications, and will be refunded if the application is unsuccessful.

Replacement consent certificates cost is £10.50.

**Special Events/ Markets/Commercial Events fees**

Number of stalls	Fee per day of the event
10 – 20	£100
21 – 40	£200
41 or more	£500

**Charity/non-commercial events (see paragraph 6.3 in the street trading policy)**

Fee per day of the event
£20

## Appendix 5 Discretionary fees for Animal Welfare Licences

Licensable Activity		Application fee	Initial rating or re-rating inspection fee	Maintenance fee			Variation of a licence requiring a re-inspection	Copy of licence, change of details not requiring an inspection
				1 yr	2 yr	3 yrs		
Boarding of animals	Up to 10 animals	£48.00	£72	£218	£440	£666	£72	£10.50
	11 to 30 animals		£96				£96	
	31 to 60 animals		£120				£120	
	61 to 99 animals		£144				£144	
	100+ animals		£168				£168	
Arranging boarding	N/A		£96 + £24 per host <sup>1</sup>				£96 + £24 per host <sup>1</sup>	
Dog Breeding – Domestic	One litter per year maximum <sup>2</sup>		£72 + VET fee <sup>3</sup>				£72	
Dog Breeding - Commercial	More than one litter per year		£120 + VET fee <sup>3</sup>				£120	
Hiring of Horses	N/A		£96 + VET fee				£96	
Selling Animals as Pets	N/A		£120				£120	
Exhibiting Animals	N/A	£72	N/A	N/A	£666	£72		

<sup>1</sup> Out of scope hosts only. In scope hosts will be required to apply for their own licence and pay the relevant fees.

<sup>2</sup> Breeding and whelping must occur wholly within the domestic house. Outbuildings or garages are not included in this definition.

<sup>3</sup> VET fees are paid directly to the VET pre-inspection. No VET inspection is required upon subsequent renewals of a dog breeding licence.

Where more than one licensable activity occurs on the same site, only one application fee will be payable, however, the total fee will be calculated by adding the combined charges of the activity with the highest fee to 50% of the applicable inspection and maintenance fee for the additional activities.

## Appendix 6 Discretionary fees for taxi and private hire licences

Licence type	2019/2020 fees	2020/2021 fees	Difference (£)	
<b>Joint Driver Licence</b>				
New application – 1 year (excl. DVLA, and DBS check)	217	217	0	
Renewal application – 1 year (excl. DVLA check)	175	175	0	
New application – 3 year (excl. DVLA, and DBS check)	612	567	-45	
Renewal application – 3 year (excl. DVLA check)	570	525	-45	
Knowledge test re-sit	20	20	0	
DBS (3 yearly)	49	49	0	
DVLA check	5	5	0	
<b>Private Hire Vehicle Licence</b>				
New and renewal 1yr for all	250	250	0	
Variation application	35	35	0	
Transfer application	25	25	0	
<b>Hackney Carriage Vehicle Licence</b>				
New and renewal 1yr for all	250	250	0	
Variation application	35	35	0	
Transfer application	25	25	0	
<b>Private Hire Operator Licence</b>				
New application – 1 year	150 – 1 vehicle	126	126	0
	200 – 2 to 5	156	156	0
	250 – 6 to 10	186	186	0
	300 – 11+	216	216	0
Renewal application – 1 year	150 – 1 vehicle	126	126	0
	200 – 2 to 5	156	156	0
	250 – 6 to 10	186	186	0
	300 – 11+	216	216	0
New application – 5 year	646 – 1 vehicle	627	627	0
	896 – 2 to 5	737	737	0
	1146 – 6 to 10	847	847	0
	1396 – 11+	957	957	0
Renewal application – 5 year	646 – 1 vehicle	627	627	0
	896 – 2 to 5	737	737	0
	1146 – 6 to 10	847	847	0
	1396 – 11+	957	957	0
<b>Miscellaneous taxi and private hire fees</b>				
Theft, loss etc of a licence	10.50	10.50	0	
Theft, loss etc of a vehicle plate	20	20	0	
Change of address	10.50	10.50	0	
Replacement door sticker	6.00	6.00	0	

Extracts from relevant licensing legislation providing legal framework within which local authorities may charge licensing fees

**Local Government (Miscellaneous Provisions) Act 1982**

Controls sex establishments, street trading, acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis

Sex establishments - Schedule 3 paragraph 19

An application for the grant, variation, renewal or transfer of a licence under this Schedule shall pay a reasonable fee determined by the appropriate authority.

Street Trading – Schedule 4 paragraph 9

(1) A district council may charge such fees as they consider reasonable for the grant or renewal of a street trading licence or a street trading consent.

(2) A council may determine different fees for different types of licence or consent and, in particular, but without prejudice to the generality of this sub-paragraph, may determine fees differing according—

(a) to the duration of the licence or consent;

(b) to the street in which it authorises trading; and

(c) to the descriptions of articles in which the holder is authorised to trade.

(3) A council may require that applications for the grant or renewal of licences or consents shall be accompanied by so much of the fee as the council may require, by way of a deposit to be repaid by the council to the applicant if the application is refused.

(4) A council may determine that fees may be paid by instalments.

(5) Where a consent is surrendered or revoked, the council shall remit or refund, as they consider appropriate, the whole or a part of any fee paid for the grant or renewal of the consent.

(6) A council may recover from a licence-holder such reasonable charges as they may determine for the collection of refuse, the cleansing of streets and other services rendered by them to him in his capacity as licence-holder.

(7) Where a licence—

(a) is surrendered or revoked; or

(b) ceases to be valid by virtue of paragraph 4(7) above,

the council may remit or refund, as they consider appropriate, the whole or a part—

(i) of any fee paid for the grant or renewal of the licence; or

(ii) of any charges recoverable under sub-paragraph (6) above.

(8) The council may determine—

(a) that charges under sub-paragraph (6) above shall be included in a fee payable under sub-paragraph (1) above; or

(b) that they shall be separately recoverable.

(9) Before determining charges to be made under sub-paragraph (6) above or varying the amount of such charges the council—

(a) shall give notice of the proposed charges to licence-holders; and

(b) shall publish notice of the proposed charges in a local newspaper circulating in their area.

(10) A notice under sub-paragraph (9) above shall specify a reasonable period within which representations concerning the proposed charges may be made to the council.

(11) It shall be the duty of a council to consider any such representations which are made to them within the period specified in the notice.

#### Acupuncture - Section 14 (6)

A local authority may charge such reasonable fees as they may determine for registration under this section.

#### Tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis – Section 15 (6)

A local authority may charge such reasonable fees as they may determine for registration under this section.

### **Local Government (Miscellaneous Provisions) Act 1976**

#### Controls hackney carriages and private hire vehicles

##### Section 53 - Drivers' licences for hackney carriages and private hire vehicles

(2) Notwithstanding the provisions of the Act of 1847\*, a district council may demand and recover for the grant to any person of a licence to drive a hackney carriage, or a private hire vehicle, as the case may be, such a fee as they consider reasonable with a view to recovering the costs of issue and administration and may remit the whole or part of the fee in respect of a private hire vehicle in any case in which they think it appropriate to do so.

\*Town Police Clauses Act 1847

##### Section 70 - Fees for vehicle and operators' licences

(1) Subject to the provisions of subsection (2) of this section, a district council may charge such fees for the grant of vehicle and operators' licences as may be resolved by them from time to time and as may be sufficient in the aggregate to cover in whole or in part—

(a) the reasonable cost of the carrying out by or on behalf of the district council of inspections of hackney carriages and private hire vehicles for the

purpose of determining whether any such licence should be granted or renewed;

(b) the reasonable cost of providing hackney carriage stands; and

(c) any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles.

(2) The fees chargeable under this section shall not exceed—

(a) for the grant of a vehicle licence in respect of a hackney carriage, twenty-five pounds;

(b) for the grant of a vehicle licence in respect of a private hire vehicle, twenty-five pounds; and

(c) for the grant of an operator's licence, twenty-five pounds per annum;

or, in any such case, such other sums as a district council may, subject to the following provisions of this section, from time to time determine.

(3) (a) If a district council determine that the maximum fees specified in subsection (2) of this section should be varied they shall publish in at least one local newspaper circulating in the district a notice setting out the variation proposed, drawing attention to the provisions of paragraph (b) of this subsection and specifying the period, which shall not be less than twenty-eight days from the date of the first publication of the notice, within which and the manner in which objections to the variation can be made.

(b) A copy of the notice referred to in paragraph (a) of this subsection shall for the period of twenty-eight days from the date of the first publication thereof be deposited at the offices of the council which published the notice and shall at all reasonable hours be open to public inspection without payment.

(4) If no objection to a variation is duly made within the period specified in the notice referred to in subsection (3) of this section, or if all objections so made are withdrawn, the variation shall come into operation on the date of the expiration of the period specified in the notice or the date of withdrawal of the objection or, if more than one, of the last objection, whichever date is the later.

(5) If objection is duly made as aforesaid and is not withdrawn, the district council shall set a further date, not later than two months after the first specified date, on which the variation shall come into force with or without modification as decided by the district council after consideration of the objections.

(6) A district council may remit the whole or part of any fee chargeable in pursuance of this section for the grant of a licence under section 48 or 55 of this Act in any case in which they think it appropriate to do so.



## **Zoo Licensing Act 1981**

### **Controls zoos – Section 15**

(1) Subject to this section, the local authority may charge such reasonable fees as they may determine in respect of—

- (a) applications for the grant, renewal or transfer of licences;
- (b) the grant, renewal, alteration or transfer of licences;

(2) Any fee charged under paragraph (a) of subsection (1) in respect of an application shall be treated as paid on account of the fee charged under paragraph (b) on the grant, renewal or transfer applied for.

(2A) Subject to this section, the authority may charge to the operator of the zoo such sums as they may determine in respect of reasonable expenses incurred by them—

- (a) in connection with inspections in accordance with section 9A and under sections 10 to 12;
- (b) in connection with the exercise of their powers to make directions under this Act;
- (c) in the exercise of their function under section 16E(4) of supervising the implementation of plans prepared under section 16E(2); and
- (d) in connection with the exercise of their function under section 16E(7) or (8).

(2B) The authority's charge under subsection (2A)(d) shall take into account any sums that have been, or will fall to be, deducted by them from a payment under section 16F(7) in respect of their costs.

(3) In respect of any fee or other sum charged under this section, the local authority may, if so requested by the operator, accept payment by instalments.

(4) Any fee or other charge payable under this section by any person shall be recoverable by the local authority as a debt due from him to them.

(5) The local authority shall secure that the amount of all the fees and other sums charged by them under this section in a year is sufficient to cover the reasonable expenditure incurred by the authority in the year by virtue of this Act.

## **Dangerous Wild Animals Act 1976**

Controls dangerous wild animals as listed in the Act – Section 1

(2) A local authority shall not grant a licence under this Act unless an application for it—

.... and

(e) is accompanied by such fee as the authority may stipulate (being a fee which is in the authority's opinion sufficient to meet the direct and indirect costs which it may incur as a result of the application).

## **Public Health Acts Amendment Act 1907**

Controls pleasure boats/vessels - Section 94

(1) The local authority may grant upon such terms and conditions as they may think fit licences for pleasure boats and pleasure vessels to be let for hire or to be used for carrying passengers for hire, and to the persons in charge of or navigating such boats and vessels, and may charge for each type of licence such annual fee as appears to them to be appropriate.

## **Environmental Protection Act 1990**

Controls free printed matter – Schedule 3A paragraphs 3 & 4

3 (1) A principal litter authority may on the application of any person consent to that person or any other person (identified specifically or by description) distributing free printed matter on any land designated by the authority under this Schedule.

4 (1) A principal litter authority may require the payment of a fee before giving consent under paragraph 3 above.

(2) The amount of a fee under this paragraph is to be such as the authority may determine, but may not be more than, when taken together with all other fees charged by the authority under this paragraph, is reasonable to cover the costs of operating and enforcing this Schedule.

## **Gambling Act 2005**

Statutory fees are prescribed for:-

- small society lotteries (Schedule 11 – Part 5)
- club gaming permits and club machine permits (Schedule 12)
- notification of gaming machines in alcohol licensed premises (Section 282)
- family entertainment centre gaming machine permits (Schedule 10)
- licensed premises gaming machine permits (Schedule 13)
- prize gaming permits (Schedule 14)

And, therefore, the licensing authority has no control over these fees. The following statutory instruments are relevant:-

- Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007
- Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007
- Gaming Machines in Alcohol Licensed Premises (Notification Fee) (England and Wales) Regulations 2007
- Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007
- Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007
- Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007

The licensing authority must determine the fees, up to certain statutory maximums, that are applicable to premises licences, e.g. adult gaming centres, betting at race tracks, betting shops, bingo premises, casinos and for temporary use notices. The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 and the Gambling (Temporary Use Notices) Regulations 2007 set the relevant statutory maximums. In addition, Section 212 of the Act states:-

(2) .... the authority—

(a) shall determine the amount of the fee,

(b) may determine different amounts for different classes of case specified in the regulations (but may not otherwise determine different amounts for different cases),

(c) shall publish the amount of the fee as determined from time to time, and

(d) shall aim to ensure that the income from fees of that kind as nearly as possible equates to the costs of providing the service to which the fee relates (including a reasonable share of expenditure which is referable only partly or only indirectly to the provision of that service).

(3) For the purposes of subsection (2)(d) a licensing authority shall compare income and costs in such manner, at such times and by reference to such periods as the authority, having regard to any guidance issued by the Secretary of State, think appropriate.

In addition, where the licensing authority is required to maintain licensing registers, the authority may determine fees for providing access to, making copies of and/or providing information to members of the public from those registers.

#### Premises licences (Section 156)

(1) A licensing authority shall—

(a) maintain a register of premises licences issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

#### Small society lotteries (Schedule 11 Part 5 paragraph 55)

(1) Where a statement is sent to a local authority under paragraph 39 the authority shall—

(a) retain it for at least 18 months,

(b) make it available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of it or part of it to any member of the public on request.

(2) But a local authority may refuse to provide access or a copy unless the person seeking access or a copy pays a fee specified by the authority.

(3) A local authority may not specify a fee under sub-paragraph (2) which exceeds the reasonable cost of providing the service sought (but in calculating the cost of providing a service to a person the authority may include a reasonable share of expenditure which is referable only indirectly to the provision of that service).

#### Club gaming permits and club machine permits (Schedule 12 paragraph 26)

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

#### Temporary Use Notice (Section 234)

1) A licensing authority shall—

(a) maintain a register of temporary use notices given to them together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of

information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

#### Family entertainment centre gaming machine permits (Schedule 10 paragraph 23)

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

#### Licensed premises gaming machine permits (Schedule 13 paragraph 22)

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

#### Prize gaming permits (Schedule 14 paragraph 23)

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

### **Scrap Metal Dealers Act 2013**

Controls buyers/sellers of scrap metal and motor salvage operators (Section 5 Schedule 1 paragraph 6)

- (1) An application must be accompanied by a fee set by the authority.
- (2) In setting a fee under this paragraph, the authority must have regard to any guidance\* issued from time to time by the Secretary of State with the approval of the Treasury.

\*Scrap Metal Dealers Act 2013: guidance on licence fee charges – issued by Home Office 12 August 2013

### **Licensing Act 2003**

Statutory fees for premises licences, club premises certificates, temporary event notices and personal licences are currently prescribed by the Licensing Act 2003 (Fees) Regulations 2005. The licensing authority has no control over these fees. In addition, there is a requirement to maintain a register and make it available for inspection without payment but if requested to provide a copy of information contained in the register a fee may be charged under Section 8 of the Act.

- (4) If requested to do so by any person, a licensing authority must supply him with a copy of the information contained in any entry in its register in legible form.
- (5) A licensing authority may charge such reasonable fee as it may determine in respect of any copy supplied under subsection (4).

### **Caravan Sites and Control of Development Act 1960**

Under the Caravan Sites and Control of Development Act 1960, as amended by the Mobile Homes Act 2013, licensing authorities are permitted to charge fees for the licensing of residential caravan sites with effect from 1 April 2014. Transitional arrangements will be in place and the licensing authority is required to publish a fees policy. (NB The Council has not yet prepared a fees policy and therefore is currently unable to charge fees in this respect.)

### **Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**

- 13.—(1) A local authority may charge such fees as it considers necessary for—
- (a) the consideration of an application for the grant, renewal or variation of a Licence including any inspection relating to that consideration, and for the grant, renewal or variation,
  - (b) the reasonable anticipated costs of consideration of a licence holder's compliance with these Regulations and the licence conditions to which the

licence holder is subject in circumstances other than those described in subparagraph (a) including any inspection relating to that consideration,

(c) the reasonable anticipated costs of enforcement in relation to any licensable activity of an unlicensed operator, and

(d) the reasonable anticipated costs of compliance with regulation 29.

(2) The fee charged for the consideration of an application for the grant, renewal or variation of a licence and for any inspection relating to that consideration must not exceed the reasonable costs of that consideration and related inspection.

**Licences for which the licensing authority is NOT permitted to charge**

- House-to-house collections: House to House Collections Act 1939
- Street collections: Police, Factories, etc. (Miscellaneous Provisions) Act 1916

	East Cambs	Hunts	South Cambs	Kings Lynn	Cambs City	Fenland	West Suffolk
Home Boarding	Various £338 - £882	Various £240 - £320	Not available	470.00	Various £330 - £752	Various £307 - £393	238.00
Dog Day Care	Various £338 - £883	Various £240 - £321	Not available	470.00	Various £330 - £753	Various £307 - £393	264.00
Kennels and Catteries	Various £338 - £884	Various £240 - £322	Not available	470.00	Various £330 - £754	Various £307 - £393	264.00
Breeding	Various £338 - £786	Various £310 - £400	Not available	605.00	394.00	250.00	329.00
Breeding - Dom	Various £386 - £834	Various £240 - £300	Not available	N/A	N/A	N/A	N/A
DWA	£588	£395 + £50 per additional species	90.00	276.00	344.00	Not available	250.00
Pet Shop	Various £386 - £834	£250	Not available	480.00	666.00	250.00	329.00
Riding Est	Various £362 - £810	Various £250 - £450	Not available	635.00	394.00	250.00	329.00
Zoo	2070	£40 per hour	Not available	741.00	Not available	Not available	1,000.00
GA05	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory
LA03	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory
Sex Est	3761	2824	3,750.00	1,694.50	2,787.00	Not available	3,000.00
Street Trading	Various £20 - £1040	Various £58 - £1927	Various £245 - £803	£13 per day	N/A	N/A	Not available
Scrap Metal - Site	£450	£415	235.00	232.00	450.00	384.60	422.00
Scrap Metal - Collector	£394	£285	189.00	162.00	192.00	119.40	283.00
Taxi - Driver - 1yr	175	81	N/A	74.00	82.00	228.00	N/A
Taxi - Driver - 3yr	570	120	123.00	125.00	225.00	468.00	206.00
Taxi - Hackney Carriage	250	256	102.00	109.00	240*	150.00	163.00
Taxi - Private Hire	250	256	102.00	104.00	225*	132.00	154.00
Taxi - Operator - 1yr	Various £126 - £216	125	Various £100 - £510	Various £97 - £159	214.00	Various £84 - £306	200.00
Taxi - Operator - 5yr	Various £627 - £957	400	Various £439 - £2318	Various £180 - £772	877.00	Various £252 - £734	301.00

\* Exempt for 5 years.