

<b>14 December 2023</b>		<b>ITEM: 4</b>
<b>Licensing Committee</b>		
<b>Setting of Licensing Fees 2024/2025</b>		
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key	
<b>Report of:</b> Paul Adams – Licensing Manager		
<b>Accountable Head of Service:</b> Michael Dineen, Assistant Director for Investigation, Enforcement and Community Protection & Safety (Incl. Emergency Planning and Resilience)		
<b>Accountable Director:</b> Claire Demmel – Interim Director of Public Realm		
<b>This report is:</b> Public		

## Executive Summary

This report sets out the process and methodology for the setting of Licence Fees associated with licence applications under the remit of the Licensing Committee and proposes the licencing fees for the 2024-2025 financial year for consideration.

### 1. Recommendation(s)

**1.1 To agree for the proposed fees and charges as set out in Appendix B for the 2024- 2025 financial year.**

### 2. Introduction and Background

2.1 Most licence applications attract a fee, different licensing regimes have different ways in which the fees are set, which generally is by one of three ways:

- A statutory set fee.
- A locally set fee that has by statute, a capped maximum amount.
- A locally set fee with no maximum cap.

2.2 With the exception of the statutory set fees, any fee charged must be based on cost recovery, no profit can be made on the licence fee income.

2.3 Fees that are set by statute, cannot be varied and must be charged as they are set within the legislation, this relates to all licences under the Licensing Act 2003 (Alcohol and Entertainment).

- 2.4 Fees that can be set locally with a capped maximum, must be set on a cost recovery basis up to the cap. If the cost recovery is less than the capped amount, then less than the cap should be charged. If the cost it is higher than the cap, then a loss will need to be made. This relates to fees under the Gambling Act 2005. Fees are currently set at the maximum cap.
- 2.5 Fees that can be set locally without a cap, must be set on a cost recovery basis only, they cannot be used to generate an income to perform other functions of the Council. This relates to Taxis, Sex Establishments, Scrap Metal Dealers, Street Trading, MST and all Animal Welfare Licences.
- 2.6 Guidance does exist in relation to fee setting in the form of:
- Home Office Guidance on setting Scrap Metal Dealers Act 2013 Fees.
  - Draft LGA Guidance on Locally Set Fees, issued September 2013.
  - DEFRA Guidance, Animal Welfare Licence Fees - A Practical Guide to Fee Setting
  - Welsh Technical Panel Templates
  - Case law.
- 2.7 Cost recovery includes the covering the full cost of administering and ensuring compliance with the licensing regime. Each licensing regime has some slight differences but generally the costs that could be included calculations and apportioned appropriately are:
- Administration - processing of the licence, officer time, printing, postage and licensing software, etc.
  - Visits - officer time for initial visits, renewal inspections, etc.
  - Third Party Costs – veterinary visits, vehicle inspections etc.
  - Consultation and liaison with third parties – engaging with Responsible Authorities and other stake holders.
  - Management Costs – apportioned cost of the management involvement in any process.
  - Democracy costs – committee costs for determining applications
  - On Costs – payroll, accommodation, finance, legal, travel
  - Training – For officers and members
  - Policies – development, consultation, publishing and review.
  - Web material – compliance with EU Directive, online applications.
  - Compliance work – ensuring licence holders are compliant with the licence.
  - Fees – setting and reviewing of fees
  - Appeals - legal costs of appeals
  - Maintaining registers – local and national
- 2.8 There are costs that are unrecoverable; this should include the cost of enforcement action in relation to un-licensed persons/premises/vehicles. This type of action should be funded out of the Council's General Fund.

- 2.9 In order to ensure that fees remain reasonable and proportionate it is necessary to carry out a regular review of the fees.
- 2.10 Generally fees cannot make a profit, case law has established that any surplus must be carried forward, and any deficit can also be carried forward and recouped.
- 2.11 Benchmarking of fees could be used only as a comparison and should not be used as a fee matching exercise. Each authority will have different costs, structures and processes, which could create significant differences in fees.

### **3. Issues, Options and Analysis of Options**

- 3.1 Thurrock Council's locally set licence fees were last increased in 2023.
- 3.2 A set of trading accounts have been prepared which have included the cost of providing each area of licensing based on the percentage of time officers spend on each activity, against the income against each area, which can be found in **Appendix A**.
- 3.3 Based on the trading accounts, the proposed fees and charges for the 2024 – 2025 period are attached as **Appendix B**. It is intended that these fees and charges will come into effect from 1<sup>st</sup> April 2023. A summary of any the proposed fees for each licensing area is provided below.
- 3.4 Hackney Carriage and Private Hire Drivers fees. No increase is required. While there is a small deficit between the income and the expenditure, there is a small deficit on the Hackney drivers account and a small surplus on the private hire driver account. This will be monitored to ensure that the overall costs across the following years remains cost neutral. We currently have 317 licensed drivers.
- 3.5 Hackney Carriage and Private Hire Vehicles. No increase is required. the. There is a surplus between the income and expenditure which is being used to reduce the overall deficit. This will be monitored to ensure that the overall costs across the following years remains cost neutral. We currently have licensed 72 Hackney Carriage vehicles and 171 Private Hire Vehicles.
- 3.6 Private Hire Operators. No increase is required. While there is a deficit being carried forward there is a small surplus between income and expenditure. This will be monitored to ensure that the overall costs across the following years remains cost neutral.
- 3.7 Animal Licences. An increase is required for the animal establishment licences due to the deficit between the income and the expenditure. These licences included pet shops, dog boarders and breeders etc. We currently issue 47 licences.

- 3.8 Street Trading Consents. An increase is required. There is a small deficit between the income and the expenditure. This will be monitored to ensure that the overall costs across the following years remains cost neutral.
- 3.9 Sex Establishments, Massage and Special Treatments (MST), Scrap Metal Licensing. An increase is required as there is a deficit between the income and the expenditure. This will be monitored to ensure that the overall costs across the following years remains cost neutral.
- 3.10 A new charge has been introduced for the rating of films to cover the cost in providing this service. No charge was made previously as this service was rarely used, however in the last couple of years we have seen requests for local film festivals. The introduction of this charge will ensure cost recovery.
- 3.11 A benchmarking exercise has been provided on the current fees charged for the 2022- 2023 period by other Essex Authorities. As attached as **Appendix C**. The information has been taken from the information published on each authority's website, and has no reflection on the different costs, structures and processes that each authority may have.

#### **4. Reasons for Recommendation**

- 4.1 is important that all licence fees are subject to regular review to ensure that they remain reasonable and proportionate. Where there is to be a significant change to the licensing fee, sufficient consultation must be undertaken to ensure compliance with legislation and to seek a balanced view of the proposed changes.

#### **5. Consultation (including Overview and Scrutiny, if applicable)**

- 5.1 Consultation on the proposed fee change is not being undertaken. Consultation should be undertaken on any significant proposed changes to fees, or where consultation is required by statute as below. None of the changes proposed meet these criteria.
- 5.2 Under the Local Government (Miscellaneous Provisions) Act 1976, with regards to hackney carriage proprietors' licences, private hire vehicle licences and private hire operator licences, there is a requirement where the fee charged is greater than £25 to consult on the proposed fee as prescribed by the legislation.
- 5.3 The procedure requires that a notice must be published in a local newspaper, and at the offices, which must give 28 days from the date of publishing for objections to be lodged and advertise the date the fees will come into effect.
- 5.4 If objection is received and has not been withdrawn then the council must consider the objections. If this is the case, then this committee will consider the objections.

## **6. Impact on corporate policies, priorities, performance and community impact**

6.1 This review will ensure the licensing service continues to be cost recovery where possible.

## **7. Implications**

### **7.1 Financial**

Implications verified by: **Laura Last**  
**Finance Manager**

As part of the annual budget setting process, the Council is required to review its fees and charges. This report sets out information for the Licensing Committee, the process of setting fees in accordance with legislation, guidance, and good practice. It is important that, where possible, the Licensing fees and charges are set to cost recovery.

The effect of any changes to fees and charges on individual income targets will be determined as part of the 2024-25 budget setting process in which Corporate Finance and the service areas will review anticipated levels of demand, fee increases, previous performance and potential associated costs.

### **7.2 Legal**

Implications verified by: **Adam Rulewski**  
**Deputy Principal – Housing, Civil and Prosecutions (Advocate)**

A Council is entitled to charge a reasonable fee for the grant of a licence, in accordance with relevant legislation, with a view to recovering the costs of issue and administration of those licences. This report set out what is considered reasonable and the process to be followed.

### **7.3 Diversity and Equality**

Implications verified by: **Natalie Smith**  
**Head of Community Development.**

A Community Equality Impact Assessment has been completed. The proposed fees and charges are not considered to any have known equality impacts.

7.4 **Other implications** (where significant) – i.e., Staff, Health, Sustainability, Crime and Disorder)

None

8. **Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

None

9. **Appendices to the report**

- Appendix A – Licensing Trading Accounts.
- Appendix B – Proposed Fees 2024/2025.
- Appendix C – Benchmarking.
- Appendix D – Licensing Fees - Community Equality Impact Assessment

**Report Author:**

Paul Adams

Licensing Manager

Licensing Team, Public Protection

## Fees Other

Cost Centre Code EH005 - Licensing	Total		LA 03		GA05		Sex Est.		Animal		Scrap		MST		Street Trading		Other	
% Split			38.50%		2%		1%		5%		2.50%		0.50%		5.75%		6.75%	
Subjective Code3	Expense	Income	Expense	Income	Expense	Income	Expense	Income	Expense	Income	Expense	Income	Expense	Income	Expense	Income	Expense	Income
0001 - Salary	216,231.00		83,248.94		4,324.62		2,162.31		10,811.55		5,405.78		1,081.16		12,433.28		14,595.59	
0006 - Standby Payment	1,139.00		438.52		22.78		11.39		56.95		28.48		5.70		65.49		76.88	
0016 - Overtime	4,261.00		1,640.49		85.22		42.61		213.05		106.53		21.31		245.01		287.62	
0060 - National Insurance	24,426.00		9,404.01		488.52		244.26		1,221.30		610.65		122.13		1,404.50		1,648.76	
0065 - Superannuation	42,490.00		16,358.65		849.80		424.90		2,124.50		1,062.25		212.45		2,443.18		2,868.08	
0410 - Agency Staff Payments	31,688.00		12,199.88		633.76		316.88		1,584.40		792.20		158.44		1,822.06		2,138.94	
1300 - Car Allowances	1,971.00		758.84		39.42		19.71		98.55		49.28		9.86		113.33		133.04	
1332 - Fleet Vehicle Testing	12,547.00		4,830.60		250.94		125.47		627.35		313.68		62.74		721.45		846.92	
1400 - Equipment Purchase	475.00		182.88		9.50		4.75		23.75		11.88		2.38		27.31		32.06	
1752 - Legal Fees	3,600.00		1,386.00		72.00		36.00		180.00		90.00		18.00		207.00		243.00	
2600 - Private Contractors	1,515.00		583.28		30.30		15.15		75.75		37.88		7.58		87.11		102.26	
2772 - CRB	8,361.00																	
2779 - Additional Expenditure	29.00		11.17		0.58		0.29		1.45		0.73		0.15		1.67		1.96	
4525 - Licenses Other -Scrap		1,719.00										1,719.00						
5057 Hackney Carriage Vehicles		16,377.00																
5058 Licensing Act 2003		76,840.00		76,840.00														
5060 Private Hire Vehicles		53,513.00																
5048 Fees And Charges Exempt		295.00																
5070 Animal Licensing		9,715.00							9,715.00									
5071 Private Hire Operators		12,836.00																
5072 LA 03 Premises		16,448.00		16,448.00														
5073 LA 03 Personals		3,032.00		3,032.00														
5074 LA 2003 TEN's		3,171.00		3,171.00														
5075 Gambling Act 2005		20.00					20.00											
5076 GA 05 Permits		1,245.00					1,245.00											
5077 GA05 Lottery		440.00					440.00											
5078 Private Hire Drivers		21,394.00																
5079 Hackney Carriage Drivers		16,451.00																
5089 Sex Establishments		2,698.00						2,698.00										
5087 MST/IPL		5,630.00												5,630.00				
5062 Street Trading Licence		8,779.00														8,779.00		
BCC Income		37,352.00																
<b>EH005 - Licensing Total</b>	<b>348,733.00</b>	<b>287,955.00</b>	<b>131,043.22</b>	<b>99,491.00</b>	<b>6,807.44</b>	<b>1,705.00</b>	<b>3,403.72</b>	<b>2,698.00</b>	<b>17,018.60</b>	<b>9,715.00</b>	<b>8,509.30</b>	<b>1,719.00</b>	<b>1,701.86</b>	<b>5,630.00</b>	<b>19,571.39</b>	<b>8,779.00</b>	<b>22,975.11</b>	<b>0.00</b>
EH008 PP Management	2,098.88																	
EH010 Central Costs	1,156.50																	
ER100 Business Mangement	9,653.05																	
<b>Total</b>	<b>12,908.43</b>		<b>4,969.75</b>		<b>258.17</b>		<b>129.08</b>		<b>645.42</b>		<b>322.71</b>		<b>64.54</b>		<b>742.23</b>		<b>871.32</b>	

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## Fees Taxi

Cost Centre Code EH005 - Licensing			Private Hire Driver		Private Hire Vehicle		Private Hire Operator		Hackney Driver		Hackney Vehicle	
% Split			8%		18%		3.50%		4%		4.50%	
Subjective Code3	Expense	Income	Expense	Income	Expense	Income	Expense	Income	Expense	Income	Expense	Income
0001 - Salary	£216,231.00		£17,298.48		£38,921.58		£7,568.09		£8,649.24		£9,730.40	
0006 - Standby Payment	£1,139.00		£91.12		£205.02		£39.87		£45.56		£51.26	
0016 - Overtime	£4,261.00		£340.88		£766.98		£149.14		£170.44		£191.75	
0060 - National Insurance	£24,426.00		£1,954.08		£4,396.68		£854.91		£977.04		£1,099.17	
0065 - Superannuation	£42,490.00		£3,399.20		£7,648.20		£1,487.15		£1,699.60		£1,912.05	
0410 - Agency Staff Payments	£31,688.00		£2,535.04		£5,703.84		£1,109.08		£1,267.52		£1,425.96	
1300 - Car Allowances	£1,971.00		£157.68		£354.78		£68.99		£78.84		£88.70	
1332 - Fleet Vehicle Testing	£12,547.00		£1,003.76		£2,258.46		£439.15		£501.88		£564.62	
1400 - Equipment Purchase	£475.00		£38.00		£85.50		£16.63		£19.00		£21.38	
1752 - Legal Fees	£3,600.00		£288.00		£648.00		£126.00		£144.00		£162.00	
2600 - Private Contractors	£1,515.00		£121.20		£272.70		£53.03		£60.60		£68.18	
2772 - CRB	£8,361.00		£4,180.50						£4,180.50			
2779 - Additional Expenditure	£29.00		£2.32		£5.22		£1.02		£1.16		£1.31	
4525 - Licenses Other -Scrap		£1,719.00										
5057 Hackney Carriage Vehicles		£16,377.00										£16,377.00
5058 Licensing Act 2003		£76,840.00										
5060 Private Hire Vehicles		£53,513.00				£53,513.00						
5048 Fees And Charges Exempt		£295.00		£295.00								
5070 Animal Licensing		£9,715.00										
5071 Private Hire Operators		£12,836.00						£12,836.00				
5072 LA 03 Premises		£16,448.00										
5073 LA 03 Personals		£3,032.00										
5074 LA 2003 TEN's		£3,171.00										
5075 Gambling Act 2005		£20.00										
5076 GA 05 Permits		£1,245.00										
5077 GA05 Lottery		£440.00										
5078 Private Hire Drivers		£21,394.00		£21,394.00								
5079 Hackney Carriage Drivers		£16,451.00							£16,451.00			
5089 Sex Establishments		£2,698.00										
5087 MST/IPL		£5,630.00										
5062 Street Trading Licence		£8,779.00										
BCC Income		£37,352.00		£6,009.94		£17,600.26		£3,865.93		£3,432.65		£6,443.22
<b>EH005 - Licensing Total</b>	<b>£348,733.00</b>	<b>£287,955.00</b>	<b>£31,410.26</b>	<b>£27,698.94</b>	<b>£61,266.96</b>	<b>£71,113.26</b>	<b>£11,913.02</b>	<b>£12,836.00</b>	<b>£17,795.38</b>	<b>£16,451.00</b>	<b>£15,316.74</b>	<b>£16,377.00</b>
EH008 PP Management	£2,098.88											
EH010 Central Costs	£1,156.50											
ER100 Business Mangement	£9,653.05											
<b>Total</b>	<b>£12,908.43</b>		<b>£1,032.67</b>		<b>£2,323.52</b>		<b>£451.80</b>		<b>£516.34</b>		<b>£580.88</b>	

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# Summary

**2022-23**

	Private Hire Driver	Private Hire Vehicle	Private Hire Operator	Hackney Driver	Hackney Vehicle	LA 03	GA05	Sex Est.	Animal	Scrap	MST	Street Trading
B/fwd (+/-)	5,707.67	-19,522.33	-15,740.42	-66.68	-13,470.27	-213,146.47	-80,299.70	1,406.02	-24,186.31	0	-14,089.49	-3,519.49
Income	27,698.94	71,113.26	12,836.00	16,451.00	16,377.00	99,491.00	1,705.00	2,698.00	9,715.00	1,719.00	5,630.00	8,779.00
Net	33,406.61	51,590.93	2,904.42	16,384.32	2,906.73	-113,655.47	-78,594.70	4,104.02	-14,471.31	1,719.00	-8,459.49	5,259.51
<b>Expenditure</b>	32,442.93	63,590.48	12,364.82	18,311.72	15,897.62	136,012.97	7,065.61	3,532.80	17,664.02	8,832.01	8,832.01	8,832.01
<b>Direct Staffing</b>	25,618.80	57,642.30	11,208.23	12,809.40	14,410.58	123,290.48	6,404.70	3,202.35	16,011.75	8,005.88	8,005.88	8,005.88
<b>Transport</b>	157.68	354.78	68.99	78.84	88.7	758.84	39.42	19.71	98.55	49.28	49.28	49.28
<b>Supplies &amp; Services</b>	5,633.78	3,269.88	635.81	4,907.14	817.47	6,993.91	363.32	181.66	908.3	454.15	454.15	454.15
<b>Support Services</b>	1,032.67	2,323.52	451.8	516.34	580.88	4,969.75	258.17	129.08	645.42	322.71	322.71	322.71
<b>Surplus/Deficit</b>	<b>963.67</b>	<b>-11,999.55</b>	<b>-15,269.23</b>	<b>-1,927.39</b>	<b>-12,990.89</b>	<b>-249,668.43</b>	<b>-85,660.30</b>	<b>571.22</b>	<b>-32,135.34</b>	<b>-7,113.01</b>	<b>-17,291.51</b>	<b>-3,572.51</b>

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Name of fee or Charge	Statutory/ Discretionary Charge	Charge 23/24	Charge 24/25	Change from last Increase	Change from last Increase	Comments
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH New (Combined Licence) 1 year (excludes DBS)	D	£ 185.00	£ 185.00	£ -	-	
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH New (Combined Licence) 3 years (excludes DBS)	D	£ 420.00	£ 420.00	£ -	-	
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH Renewal (Combined Licence) 1 year (excluding DBS)	D	£ 145.00	£ 145.00	£ -	-	
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH Renewal (Combined Licence) 3 years (excluding DBS)	D	£ 380.00	£ 380.00	£ -	-	
Public Protection - Hackney Carriage Licences - Drivers Licences - HC New 1 year (excludes DBS)	D	£ 150.00	£ 150.00	£ -	-	
Public Protection - Hackney Carriage Licences - Drivers Licences - HC New 3 years (excludes DBS)	D	£ 315.00	£ 315.00	£ -	-	
Public Protection - Hackney Carriage Licences - Drivers Licences - HC Renewal 1 year (excludes DBS)	D	£ 110.00	£ 110.00	£ -	-	
Public Protection - Hackney Carriage Licences - Drivers Licences - HC Renewal 3 years (excludes BDS)	D	£ 275.00	£ 275.00	£ -	-	
Public Protection - Hackney Carriage Licences - Drivers Licences - PH New 1 year (excludes DBS)	D	£ 130.00	£ 130.00	£ -	-	

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Public Protection - Hackney Carriage Licences - Drivers Licences - PH New 3 year (excludes DBS)	D	£ 245.00	£ 245.00	£ -	-	
Public Protection - Hackney Carriage Licences - Drivers Licences - PH Renewal 1 year (excludes DBS)	D	£ 90.00	£ 90.00	£ -	-	
Public Protection - Hackney Carriage Licences - Drivers Licences - PH Renewal 3 years(excludes DBS)	D	£ 205.00	£ 205.00	£ -	-	
Public Protection - Hackney Carriage Licences - Other Charges - Additional Knowledge test	D	£ 27.00	£ 27.00	£ -	-	
Public Protection - Hackney Carriage Licences - Other Charges - Checking and sealing taximeters	D	£ 27.00	£ 27.00	£ -	-	
Public Protection - Hackney Carriage Licences - Other Charges - DBS New to update service	D	£ 52.00	£ 52.00	£ -	-	
Public Protection - Hackney Carriage Licences - Other Charges - DBS Update service lapsed	D	£ 85.00	£ 85.00	£ -	-	
Public Protection - Hackney Carriage Licences - Other Charges - Replacement Drivers Badges	D	£ 22.00	£ 22.00	£ -	-	
Public Protection - Hackney Carriage Licences - Other Charges - Replacement Plate, mounting Bracket & Vehicle ID card	D	£ 26.00	£ 26.00	£ -	-	
Public Protection - Hackney Carriage Licences - Other Charges - Replacement door stickers	D	£ 8.00	£ 8.00	£ -	-	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 1 vehicle 1 year	D	£ 80.00	£ 80.00	£ -	-	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 1 vehicle 5 years	D	£ 385.00	£ 385.00	£ -	-	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 11-20 vehicles 1 year	D	£ 815.00	£ 815.00	£ -	-	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 11-20 vehicles 5 years	D	£ 4,060.00	£ 4,060.00	£ -	-	

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Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 2-5 vehicles 1 year	D	£ 265.00	£ 265.00	£ -	-	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 2-5 vehicles 5 years	D	£ 1,325.00	£ 1,325.00	£ -	-	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 6-10 vehicles 1 year	D	£ 550.00	£ 550.00	£ -	-	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 6-10 vehicles 5 years	D	£ 2,740.00	£ 2,740.00	£ -	-	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having more than 21 vehicles 1 year	D	£ 1,010.00	£ 1,010.00	£ -	-	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having more than 21 vehicles 5 years	D	£ 5,050.00	£ 5,050.00	£ -	-	
Public Protection - Hackney Carriage Licences - Vehicle Licences - Hackney Carriage (HC)	D	£ 260.00	£ 260.00	£ -	-	
Public Protection - Hackney Carriage Licences - Vehicle Licences - Hackney Carriage (HC) (Wheelchair Accessible)	D	£ 210.00	£ 210.00	£ -	-	
Public Protection - Hackney Carriage Licences - Vehicle Licences - Private Hire Vehicle (PHV)	D	£ 325.00	£ 325.00	£ -	-	
Public Protection - Hackney Carriage Licences - Vehicle Licences - Private Hire Vehicle (PHV) (Wheelchair Accessible)	D	£ 275.00	£ 275.00	£ -	-	
Public Protection - Hackney Carriage Licences - Vehicle Licences - Vehicle Compliance Test	D	£ 47.00	£ 47.00	£ -	-	
Public Protection - Hackney Carriage Licences - Vehicle Licences - Vehicle Replacement	D	£ 42.00	£ 42.00	£ -	-	

# Animals

Name of fee or Charge	Statutory/ Discretionary Charge	Charge 23/24	Charge 24/25	Change from last Increase	Change from last Increase	Comments
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - New application fee	D	£ 300.00	£ 320.00	£ 20.00	+6.67%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - New grant fee	D	£ 80.00	£ 85.00	£ 5.00	+6.25%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - renewal application fee	D	£ 300.00	£ 320.00	£ 20.00	+6.67%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - renewal grant fee	D	£ 80.00	£ 85.00	£ 5.00	+6.25%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - Variation to licence application fee	D	£ 90.00	£ 95.00	£ 5.00	+5.56%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - Variation to licence Inspection fee	D	£ 145.00	£ 155.00	£ 10.00	+6.90%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - re-evaluation of rating application fee	D	£ 90.00	£ 95.00	£ 5.00	+5.56%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - re-evaluation of rating Inspection fee	D	£ 145.00	£ 155.00	£ 10.00	+6.90%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - variation to reduce licensable activities or number of animals fee	D	£ 90.00	£ 95.00	£ 5.00	+5.56%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - transfer of licence fee	D	£ 90.00	£ 95.00	£ 5.00	+5.56%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - appeal fee	D	£ 145.00	£ 155.00	£ 10.00	+6.90%	



## Animals

Public Protection - Licences - Other Sales and Service Charges - Animal- Establishments Licence - Combination of licensable activities application fee	D	£ 300.00	£ 320.00	£ 20.00	+6.67%	
Public Protection - Licences - Other Sales and Service Charges - Animal- Establishments Licence - Combination of licensable activities - additional activity fee(per additional activity)	D	£ 150.00	£ 160.00	£ 10.00	+6.67%	
Public Protection - Licences - Other Sales and Service Charges - Animal- Establishments Licence - Combination of licensable activities - grant fee (per activity) + vets fee if required	D	£ 80.00	£ 85.00	£ 5.00	+6.25%	
Public Protection - Licences - Other Sales and Service Charges - Animal- Establishments Licence - Additional premises under an arrangers element of a Home Boarding Licence (per additional premises).	D	£ 60.00	£ 65.00	£ 5.00	+8.33%	
Public Protection - Licences - Other Sales and Service Charges - Animal- Related Licences - Dangerous Wild Animals - plus appointed vets fee charge	D	£ 500.00	£ 530.00	£ 30.00	+6.00%	
Public Protection - Licences - Other Sales and Service Charges - Animal- Related Licences - Zoo - plus appointed vets fee charge	D	£ 1,500.00	£ 1,600.00	£ 100.00	+6.67%	

## Others

Name of fee or Charge	Statutory/ Discretionary Charge	Charge 23/24	Charge 24/25	Change from last Increase	Change from last Increase	Comments
Public Protection - Licences - Other Sales and Service Charges - Skin Piercing Registrations - Registration of acupuncture, tattooing, ear piercing and electrolysis (licence Charge)	D	£ 140.00	£ 150.00	£ 10.00	+7.14%	
Public Protection - Licences - Other Sales and Service Charges - Skin Piercing Registrations - Registration of acupuncture, tattooing, ear piercing and electrolysis (Additional Fee per employee)	D	£ 75.00	£ 80.00	£ 5.00	+6.67%	
Massage and Special Treatment Licences - New	D	£ 140.00	£ 150.00	£ 10.00	+7.14%	
Massage and Special Treatment Licences - Renewal	D	£ 75.00	£ 80.00	£ 5.00	+6.67%	
Massage and Special Treatment Licences - Renewed Licence	D	£ 75.00	£ 80.00	£ 5.00	+6.67%	
Massage and Special Treatment Licences - Replacement Licence (Address change or change of ownership)	D	£ 140.00	£ 150.00	£ 10.00	+7.14%	
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Static	D	£ 1,500.00	£ 1,600.00	£ 100.00	+6.67%	
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Mobile	D	£ 700.00	£ 750.00	£ 50.00	+7.14%	
Public Protection - Sex Establishment Licences - Application for new licence	D	£ 3,800.00	£ 4,000.00	£ 200.00	+5.26%	
Public Protection - Sex Establishment Licences - Application for renewed licence	D	£ 2,800.00	£ 2,900.00	£ 100.00	+3.57%	
Public Protection - Sex Establishment Licences - Application for transfer	D	£ 100.00	£ 105.00	£ 5.00	+5.00%	

## Others

Scrap Metal Dealers Site Licence	D	£ 510.00	£ 540.00	£ 30.00	+5.88%	
Scrap Metal Dealers Collectors Licence	D	£ 330.00	£ 350.00	£ 20.00	+6.06%	
Scrap Metal Dealers Site Licence - Renewal	D	£ 425.00	£ 450.00	£ 25.00	+5.88%	
Scrap Metal Dealers Collectors Licence - Renewal	D	£ 275.00	£ 295.00	£ 20.00	+7.27%	
Scrap Metal Dealers Site Licence - Variation	D	£ 120.00	£ 130.00	£ 10.00	+8.33%	
Scrap Metal Dealers Collectors Licence - Variation	D	£ 120.00	£ 130.00	£ 10.00	+8.33%	
Registration - Approved Premises Regulations - Request for Review	D	£ 620.00	£ 660.00	£ 40.00	+6.45%	
Registration - Approved Premises Regulations - Application for Approval	D	£ 2,000.00	£ 2,120.00	£ 120.00	+6.00%	
Film Clasification minimum charge (inc 1st Hr)	D	£ -	£ 50.00	£ 50.00		New Fee
Film Clasification minimum charge (inc 1st Hr)	D	£ -	£ 50.00	£ 50.00		New Fee

## Gambling

Name of fee or Charge	Statutory/ Discretionary Charge	Charge 23/24	Charge 24/25	Change from last Increase	Change from last Increase	Comments
Gambling Licences - Adult Gaming Centre Premises Licence - Annual Fee	D	£ 800.00	£ 800.00	£ -	-	
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee for reinstatement of a licence	D	£ 1,000.00	£ 1,000.00	£ -	-	
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee in respect of Premises Licence	D	£ 1,600.00	£ 1,600.00	£ -	-	
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee in respect of Provisional Statement	D	£ 1,600.00	£ 1,600.00	£ -	-	
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee to transfer a licence	D	£ 1,000.00	£ 1,000.00	£ -	-	
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee to vary a licence	D	£ 800.00	£ 800.00	£ -	-	
Gambling Licences - Annual fee for Club Gaming or Machine Permit	S	£ 50.00	£ 50.00	£ -	-	

## Gambling

Gambling Licences - Application for Club Gaming or Machine Permit	S	£ 200.00	£ 200.00	£ -	-	
Gambling Licences - Application for Club Gaming or Machine Permit (existing holder)	S	£ 100.00	£ 100.00	£ -	-	
Gambling Licences - Application for Club Gaming or Machine Permit (holding Certificate under licensing act 2003)	S	£ 100.00	£ 100.00	£ -	-	
Gambling Licences - Application for Prize Gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	£ 300.00	£ 300.00	£ -	-	
Gambling Licences - Application to Vary Club Gaming or Machine Permit	S	£ 100.00	£ 100.00	£ -	-	
Gambling Licences - Betting Premises (Track) Licence - Annual Fee	D	£ 1,000.00	£ 1,000.00	£ -	-	
Gambling Licences - Betting Premises (Track) Licence - Application fee for reinstatement of a licence	D	£ 950.00	£ 950.00	£ -	-	
Gambling Licences - Betting Premises (Track) Licence - Application fee in respect of Premises Licence	D	£ 2,500.00	£ 2,500.00	£ -	-	

## Gambling

Gambling Licences - Betting Premises (Track) Licence - Application fee in respect of Provisional Statement	D	£ 2,500.00	£ 2,500.00	£ -	-	
Gambling Licences - Betting Premises (Track) Licence - Application fee to transfer a licence	D	£ 950.00	£ 950.00	£ -	-	
Gambling Licences - Betting Premises (Track) Licence - Application fee to vary a licence	D	£ 1,250.00	£ 1,250.00	£ -	-	
Gambling Licences - Bingo Premises Licence - Annual Fee	D	£ 800.00	£ 800.00	£ -	-	
Gambling Licences - Bingo Premises Licence - Application fee for reinstatement of a licence	D	£ 1,000.00	£ 1,000.00	£ -	-	
Gambling Licences - Bingo Premises Licence - Application fee in respect of Premises Licence	D	£ 3,000.00	£ 3,000.00	£ -	-	
Gambling Licences - Bingo Premises Licence - Application fee in respect of Provisional Statement	D	£ 3,000.00	£ 3,000.00	£ -	-	
Gambling Licences - Bingo Premises Licence - Application fee to transfer a licence	D	£ 1,000.00	£ 1,000.00	£ -	-	
Gambling Licences - Bingo Premises Licence - Application fee to vary a licence	D	£ 1,500.00	£ 1,500.00	£ -	-	

## Gambling

Gambling Licences - Change of name on Prize gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	£ 25.00	£ 25.00	£ -	-	
Gambling Licences - Copy of Club Gaming or Machine Permit	S	£ 15.00	£ 15.00	£ -	-	
Gambling Licences - Copy of Prize gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	£ 15.00	£ 15.00	£ -	-	
Gambling Licences - Copy of the Premises Licence	S	£ 15.00	£ 15.00	£ -	-	
Gambling Licences - Family Entertainment Centre Premises Licence - Annual Fee	D	£ 600.00	£ 600.00	£ -	-	
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee for reinstatement of a licence	D	£ 800.00	£ 800.00	£ -	-	
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee in respect of Premises Licence	D	£ 1,600.00	£ 1,600.00	£ -	-	
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee in respect of Provisional Statement	D	£ 1,600.00	£ 1,600.00	£ -	-	

## Gambling

Gambling Licences - Family Entertainment Centre Premises Licence - Application fee to transfer a licence	D	£ 800.00	£ 800.00	£ -	-	
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee to vary a licence	D	£ 800.00	£ 800.00	£ -	-	
Gambling Licences - Large Casino Premises Licence - Annual Fee	D	£ 10,000.00	£ 10,000.00	£ -	-	
Gambling Licences - Large Casino Premises Licence - Application fee for reinstatement of a licence	D	£ 2,150.00	£ 2,150.00	£ -	-	
Gambling Licences - Large Casino Premises Licence - Application fee in respect of Premises Licence	D	£ 10,000.00	£ 10,000.00	£ -	-	
Gambling Licences - Large Casino Premises Licence - Application fee in respect of Provisional Statement	D	£ 10,000.00	£ 10,000.00	£ -	-	
Gambling Licences - Large Casino Premises Licence - Application fee to transfer a licence	D	£ 2,150.00	£ 2,150.00	£ -	-	
Gambling Licences - Large Casino Premises Licence - Application fee to vary a licence	D	£ 5,000.00	£ 5,000.00	£ -	-	
Gambling Licences - Notification of change of circumstances from premises Licence	S	£ 50.00	£ 50.00	£ -	-	



## Gambling

Gambling Licences - Occasional Use Notice	S	£ -	£ -	£ -	#DIV/0!	
Gambling Licences - Regional casino premises Licence	S	£ 15,000.00	£ 15,000.00	£ -	-	
Gambling Licences - Regional Casino Premises Licence - Annual Fee	D	£ 15,000.00	£ 15,000.00	£ -	-	
Gambling Licences - Regional Casino Premises Licence - Application fee for reinstatement of a licence	D	£ 6,500.00	£ 6,500.00	£ -	-	
Gambling Licences - Regional Casino Premises Licence - Application fee in respect of Premises Licence	D	£ 15,000.00	£ 15,000.00	£ -	-	
Gambling Licences - Regional Casino Premises Licence - Application fee in respect of Provisional Statement	D	£ 15,000.00	£ 15,000.00	£ -	-	
Gambling Licences - Regional Casino Premises Licence - Application fee to transfer a licence	D	£ 6,500.00	£ 6,500.00	£ -	-	
Gambling Licences - Regional Casino Premises Licence - Application fee to vary a licence	D	£ 7,500.00	£ 7,500.00	£ -	-	
Gambling Licences - Renewal of a Club Gaming or Machine Permit	S	£ 200.00	£ 200.00	£ -	-	

## Gambling

Gambling Licences - Renewal of Prize gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	£ 300.00	£ 300.00	£ -	-	
Gambling Licences - Small Casino Premises Licence - Annual Fee	D	£ 5,000.00	£ 5,000.00	£ -	-	
Gambling Licences - Small Casino Premises Licence - Application fee for reinstatement of a licence	D	£ 1,800.00	£ 1,800.00	£ -	-	
Gambling Licences - Small Casino Premises Licence - Application fee in respect of Premises Licence	D	£ 8,000.00	£ 8,000.00	£ -	-	
Gambling Licences - Small Casino Premises Licence - Application fee in respect of Provisional Statement	D	£ 8,000.00	£ 8,000.00	£ -	-	
Gambling Licences - Small Casino Premises Licence - Application fee to transfer a licence	D	£ 1,800.00	£ 1,800.00	£ -	-	
Gambling Licences - Small Casino Premises Licence - Application fee to vary a licence	D	£ 4,000.00	£ 4,000.00	£ -	-	
Gambling Licences - Temporary Use Notice	S	£ 500.00	£ 500.00	£ -	-	
Lotteries and Amusements act 1976 - Annual fee (1st Jan to 31st Dec)	S	£ 20.00	£ 20.00	£ -	-	
Lotteries and Amusements act 1976 - Initial Registration Fee	S	£ 40.00	£ 40.00	£ -	-	

## Licensing Act 2003

Name of fee or Charge	Statutory/ Discretionary Charge	Charge 23/24	Charge 24/25	Change from last Increase	Change from last Increase	Comments
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 5,000 to 9,999	S	£ 1,000.00	£ 1,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 10,000 to 14,999	S	£ 2,000.00	£ 2,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 15,000 to 19,999	S	£ 4,000.00	£ 4,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 20,000 to 29,999	S	£ 8,000.00	£ 8,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 30,000 to 39,999	S	£ 16,000.00	£ 16,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 40,000 to 49,999	S	£ 24,000.00	£ 24,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 50,000 to 59,999	S	£ 32,000.00	£ 32,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 60,000 to 69,999	S	£ 40,000.00	£ 40,000.00	£ -	-	

## Licensing Act 2003

Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 70,000 to 79,999	S	£ 48,000.00	£ 48,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 80,000 to 89,999	S	£ 56,000.00	£ 56,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 90,000 and over	S	£ 64,000.00	£ 64,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 5,000 to 9,999	S	£ 1,000.00	£ 1,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 10,000 to 14,999	S	£ 2,000.00	£ 2,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 15,000 to 19,999	S	£ 4,000.00	£ 4,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 20,000 to 29,999	S	£ 8,000.00	£ 8,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 30,000 to 39,999	S	£ 16,000.00	£ 16,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 40,000 to 49,999	S	£ 24,000.00	£ 24,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 50,000 to 59,999	S	£ 32,000.00	£ 32,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 60,000 to 69,999	S	£ 40,000.00	£ 40,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 70,000 to 79,999	S	£ 48,000.00	£ 48,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 80,000 to 89,999	S	£ 56,000.00	£ 56,000.00	£ -	-	

## Licensing Act 2003

Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 90,000 and over	S	£ 64,000.00	£ 64,000.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - Annual Charge - A = None to £4,400	S	£ 70.00	£ 70.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - Annual Charge - B = £4,301 to £33,000	S	£ 180.00	£ 180.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - Annual Charge - C = £33,001 to £87,000	S	£ 295.00	£ 295.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - Annual Charge - D = £87,001 to £125,000	S	£ 320.00	£ 320.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - Annual Charge - E = £125,000 plus	S	£ 350.00	£ 350.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - New Application & Variation - A = None to £4,400	S	£ 100.00	£ 100.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - New Application & Variation - B = £4,301 to £33,000	S	£ 190.00	£ 190.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - New Application & Variation - C = £33,001 to £87,000	S	£ 315.00	£ 315.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - New Application & Variation - D = £87,001 to £125,000	S	£ 450.00	£ 450.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - New Application & Variation - E = £125,000 plus	S	£ 635.00	£ 635.00	£ -	-	

## Licensing Act 2003

Alcohol and Entertainment Licences - Other Fees - Application for a provisional statement where premises being built etc.	S	£ 315.00	£ 315.00	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Application for the grant or renewal of a personal licence	S	£ 37.00	£ 37.00	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Application for transfer of premises licence	S	£ 23.00	£ 23.00	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Application to vary licence to specify individual as premises supervisor	S	£ 23.00	£ 23.00	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Change of relevant registered address of club	S	£ 10.50	£ 10.50	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Duty to notify change of name or address	S	£ 10.50	£ 10.50	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Notification of change of name or address	S	£ 10.50	£ 10.50	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Notification of change of name or alteration of rules of club	S	£ 10.50	£ 10.50	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Right of freeholder etc. to be notified of licensing matters	S	£ 21.00	£ 21.00	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Temporary event notice	S	£ 21.00	£ 21.00	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Theft, loss etc. of certificate or summary	S	£ 10.50	£ 10.50	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Theft, loss etc. of personal licence	S	£ 10.50	£ 10.50	£ -	-	

## Licensing Act 2003

Alcohol and Entertainment Licences - Other Fees - Theft, loss etc. of premises licence or summary	S	£ 10.50	£ 10.50	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Theft, loss etc. of temporary event notice	S	£ 10.50	£ 10.50	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - Annual Charge - A = None to £4,400	S	£ 70.00	£ 70.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - Annual Charge - B = £4,301 to £33,000	S	£ 180.00	£ 180.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - Annual Charge - C = £33,001 to £87,000	S	£ 295.00	£ 295.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - Annual Charge - D = £87,001 to £125,000	S	£ 320.00	£ 320.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - Annual Charge - E = £125,000 plus	S	£ 350.00	£ 350.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - New Application & Variation - A = None to £4,400	S	£ 100.00	£ 100.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - New Application & Variation - B = £4,301 to £33,000	S	£ 190.00	£ 190.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - New Application & Variation - C = £33,001 to £87,000	S	£ 315.00	£ 315.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - New Application & Variation - D = £87,001 to £125,000	S	£ 450.00	£ 450.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - New Application & Variation - E = £125,000 plus	S	£ 635.00	£ 635.00	£ -	-	

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## Licence Fee Benchmarking 2023

Fee	Thurrock	Brentwood	Basildon	Rochford	Southend	Average	% > TC
Animal-Establishments Licence - New application fee	£300.00	£330.00	£260.00	£259.00	£242.00	£278.20	-7.27%
Animal-Establishments Licence - New grant fee	£80.00	£110.00	£115.00		£120.00	£106.25	32.81%
Animal-Establishments Licence - renewal application fee	£300.00	£330.00	£260.00	£259.00	£242.00	£278.20	-7.27%
Animal-Establishments Licence - renewal grant fee	£80.00	£110.00	£115.00		£120.00	£106.25	32.81%
Animal-Establishments Licence - Variation to licence application fee	£90.00	£108.00	£57.00	£68.38	£30.86	£70.85	-21.28%
Animal-Establishments Licence - Variation to licence Inspection fee	£145.00	£137.00	£177.00		£30.86	£122.47	-15.54%
Animal-Establishments Licence - re-evaluation of rating application fee	£90.00	£108.00	£57.00	£68.38	£80.00	£80.68	-10.36%
Animal-Establishments Licence - re-evaluation of rating Inspection fee	£145.00	£137.00	£179.00		£80.00	£135.25	-6.72%
Animal-Establishments Licence - variation to reduce licensable activities or number of animals fee	£90.00	£93.00	£57.00	£89.57	£30.86	£72.09	-19.90%
Animal-Establishments Licence - transfer of licence fee	£90.00	£90.00	£83.00	£89.57		£88.14	-2.06%
Animal-Establishments Licence - appeal fee	£145.00	£137.00		£68.38		£116.79	-19.45%
Animal-Establishments Licence - Combination of licensable activities application fee	£300.00	£330.00	£260.00	£259.00	£242.00	£278.20	-7.27%
Animal-Establishments Licence - Combination of licensable activities - additional activity fee(per additional activity)	£150.00	£155.00	£83.00			£129.33	-13.78%
Animal-Establishments Licence - Combination of licensable activities - grant fee (per activity) + vets fee if required	£80.00	£110.00			£120.00	£103.33	29.17%
Animal-Establishments Licence - Additional premises under an arrangers element of a Home Boarding Licence (per additional premises)	£60.00	£70.00				£65.00	8.33%
Animal-Related Licences - Dangerous Wild Animals - plus appointed vets fee charge	£500.00	£500.00	£662.00	£185.21	£578.00	£485.04	-2.99%
Animal-Related Licences - Zoo - plus appointed vets fee charge	£1,500.00	£1,500.00	£915.00	£495.00	£1,163.00	£1,114.60	-25.69%
Drivers Licences - HC & PH New (Combined Licence) 1 year (excludes DBS)	£185.00	£160.00	£225.00	£160.00	£351.00	£216.20	16.86%
Drivers Licences - HC & PH New (Combined Licence) 3 years (excludes DBS)	£420.00	£404.00	£297.00	£160.00	£351.00	£326.40	-22.29%
Drivers Licences - HC & PH Renewal (Combined Licence) 1 year (excluding DBS)	£145.00	£143.00	£113.00	£140.00	£303.00	£168.80	16.41%
Drivers Licences - HC & PH Renewal (Combined Licence) 3 years (excluding DBS)	£380.00	£354.00	£195.00	£140.00	£303.00	£274.40	-27.79%
Drivers Licences - HC New 1 year (excludes DBS)	£150.00	£160.00	£225.00	£160.00	£351.00	£209.20	39.47%
Drivers Licences - HC New 3 years (excludes DBS)	£315.00	£404.00	£297.00	£160.00	£351.00	£305.40	-3.05%
Drivers Licences - HC Renewal 1 year (excludes DBS)	£110.00	£143.00	£113.00	£140.00	£303.00	£161.80	47.09%
Drivers Licences - HC Renewal 3 years (excludes BDS)	£275.00	£354.00	£195.00	£140.00	£303.00	£253.40	-7.85%
Drivers Licences - PH New 1 year (excludes DBS)	£130.00	£160.00	£225.00	£140.00	£351.00	£201.20	54.77%
Drivers Licences - PH New 3 year (excludes DBS)	£245.00	£404.00	£297.00	£140.00	£351.00	£287.40	17.31%
Drivers Licences - PH Renewal 1 year (excludes DBS)	£90.00	£143.00	£113.00	£120.00	£303.00	£153.80	70.89%
Drivers Licences - PH Renewal 3 years(excludes DBS)	£205.00	£354.00	£195.00	£120.00	£303.00	£235.40	14.83%
Private Hire Operations - Operations having 1 vehicle 1 year	£80.00	£105.00	£110.00	£80.00	£117.00	£98.40	23.00%
Private Hire Operations - Operations having 1 vehicle 5 years	£385.00	£374.00	£300.00	£400.00	£1,277.00	£547.20	42.13%
Private Hire Operations - Operations having 2-5 vehicles 1 year	£265.00	£305.00	£180.00	£120.00	£860.00	£346.00	30.57%
Private Hire Operations - Operations having 2-5 vehicles 5 years	£1,325.00	£1,248.00	£750.00	£600.00	£1,277.00	£1,040.00	-21.51%
Private Hire Operations - Operations having 6-10 vehicles 1 year	£550.00	£405.00	£180.00	£200.00	£860.00	£439.00	-20.18%
Private Hire Operations - Operations having 6-10 vehicles 5 years	£2,740.00	£1,547.00	£750.00	£1,000.00	£1,277.00	£1,462.80	-46.61%
Private Hire Operations - Operations having 11-20 vehicles 1 year	£815.00	£405.00	£300.00	£200.00	£860.00	£516.00	-36.69%
Private Hire Operations - Operations having 11-20 vehicles 5 years	£4,060.00	£1,547.00	£1,250.00	£1,000.00	£1,277.00	£1,826.80	-55.00%
Private Hire Operations - Operations having more than 21 vehicles 1 year	£1,010.00	£405.00	£300.00	£200.00	£860.00	£555.00	-45.05%
Private Hire Operations - Operations having more than 21 vehicles 5 years	£5,050.00	£1,547.00	£1,250.00	£1,000.00	£1,277.00	£2,024.80	-59.90%

## Licence Fee Benchmarking 2023

Vehicle Licences - Hackney Carriage (HC)	£260.00	£296.00	£390.00	£280.00	£348.00	£314.80	21.08%
Vehicle Licences - Hackney Carriage (HC) (Wheelchair Accessible)	£210.00	£296.00	£390.00	£230.00	£348.00	£294.80	40.38%
Vehicle Licences - Private Hire Vehicle (PHV)	£325.00	£274.00	£340.00	£225.00	£310.00	£294.80	-9.29%
Vehicle Licences - Private Hire Vehicle (PHV) (Wheelchair Accessible)	£275.00	£274.00	£340.00	£175.00	£310.00	£274.80	-0.07%
Vehicle Licences - Vehicle Replacement	£42.00	£80.00	£100.00	£50.00	£58.50	£66.10	57.38%
Skin Piercing Registrations - Registration of acupuncture, tattooing, ear piercing and electrolysis (licence Charge)	£140.00	£284.00	£190.00	£252.80	£152.00	£203.76	45.54%
Skin Piercing Registrations - Registration of acupuncture, tattooing, ear piercing and electrolysis (Additional Fee per employee)	£75.00	£100.00	£57.00		£37.00	£67.25	-10.33%
Massage and Special Treatment Licences - New	£140.00				£152.00	£146.00	4.29%
Massage and Special Treatment Licences - Renewal	£75.00				£125.00	£100.00	33.33%
Massage and Special Treatment Licences - Renewed Licence	£75.00				£125.00	£100.00	33.33%
Massage and Special Treatment Licences - Replacement Licence (Address change or change of ownership)	£140.00					£140.00	0.00%
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Static	£1,500.00	£1,000.00	£347.00	£305.49		£788.12	-47.46%
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Mobile	£700.00	£600.00	£347.00	£305.49		£488.12	-30.27%
Sex Establishment Licences - Application for new licence	£3,800.00	£2,330.00	£1,433.00	£3,398.18	£1,650.00	£2,522.24	-33.63%
Sex Establishment Licences - Application for renewed licence	£2,800.00	£1,590.00	£438.00	£3,398.18	£1,247.00	£1,894.64	-32.33%
Sex Establishment Licences - Application for transfer	£100.00	£530.00	£370.00		£1,247.00	£561.75	461.75%
Scrap Metal Dealers Site Licence	£510.00	£510.00	£397.00	£405.95	£522.00	£468.99	-8.04%
Scrap Metal Dealers Collectors Licence	£330.00	£300.00	£307.00	£268.95	£366.00	£314.39	-4.73%
Scrap Metal Dealers Site Licence - Renewal	£425.00	£510.00	£300.00	£323.36	£412.00	£394.07	-7.28%
Scrap Metal Dealers Collectors Licence - Renewal	£275.00	£252.00	£230.00	£224.28	£275.00	£251.26	-8.63%
Scrap Metal Dealers Site Licence - Variation	£120.00	£100.00	£75.00	£77.89	£180.00	£110.58	-7.85%
Scrap Metal Dealers Collectors Licence - Variation	£120.00	£100.00	£75.00	£77.89	£142.00	£102.98	-14.19%
Registration - Approved Premises Regulations - Request for Review	£620.00				£685.00	£652.50	5.24%
Registration - Approved Premises Regulations - Application for Approval	£2,000.00				£2,000.00	£2,000.00	0.00%

# Thurrock Council

## Community Equality Impact Assessment

### Service area and lead officer

<b>Name of service</b>	Licensing
<b>CEIA Lead Officer</b>	Paul Adams
<b>CEIA Lead Officer job title</b>	Licensing Manager
<b>CEIA Lead Officer email address</b>	pxadams@thurrock.gov.uk

### Subject of this assessment

<b>What specific policy, strategy, function or service is the subject of this assessment?</b>
Setting of Licensing Fees
<b>Borough-wide or location-specific?</b>
<input checked="" type="checkbox"/> Borough-wide <input type="checkbox"/> Location-specific – please state locations below.
Click or tap here to enter text.
<b>Why is this policy, strategy, function or service development or review needed?</b>
<p>The setting of licensing fees and charges must be undertaken on an annual basis</p> <p>Most licence applications attract a fee, different licensing regimes have different ways in which the fees are set, which generally is by one of three ways:</p> <ul style="list-style-type: none"><li>• A statutory set fee.</li><li>• A locally set fee that has by statute, a capped maximum amount.</li><li>• A locally set fee with no maximum cap.</li></ul> <p>With the exception of the statutory set fees, any fee charged must be based on cost recovery, no profit can be made on the licence fee income.</p>

## 1. Engagement, consultation and supporting information

- 1.1. What steps you have taken, or do you plan to take, to engage or consult (where applicable) the whole community or specific groups affected by this development or review? **This is a vital step.**

### Steps you have taken, or plan to take, to engage or consult

Click or tap here to enter text.

Consultation on the proposed fee change is not required as there are no significant proposed changes and those fees that require statutory consultation are not being increased.

Consultation should be undertaken on any significant proposed changes to fees, or where consultation is required by statute as below. None of the changes proposed meet these criteria.

Under the Local Government (Miscellaneous Provisions) Act 1976, with regards to hackney carriage proprietors' licences, private hire vehicle licences and private hire operator licences, there is a requirement where the fee charged is greater than £25 to consult on the proposed fee as prescribed by the legislation. The procedure requires that a notice must be published in a local newspaper, and at the offices, which must give 28 days from the date of publishing for objections to be lodged and advertise the date the fees will come into effect. If objection is received and has not been withdrawn, then the council must consider the objections. If this is the case, then this committee will consider the objections.

The fee increase will be notified to all service users at least 6 weeks before implementation.

- 1.2. What data or intelligence sources have you used to inform your assessment of the impact? How have these helped you understand who will be affected by the development or review?

### Sources of data or intelligence, and how they have been used

Licensing fees are being increased in accordance with legislation on a cost recovery basis.

We have reviewed our own costs associated with providing these services and reviewed charges made by other local authorities for similar work and where appropriate benchmarked against these. Most local authorities publish these charges online.

## 2. Community and workforce impact

2.1. What impacts will this development or review have on communities, workforce and the health and wellbeing of local residents?

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
<b>Local communities in general</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Age</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Disability</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Gender reassignment</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Marriage and civil partnership</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Pregnancy and maternity</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Race</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Religion or belief</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Sex</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Sexual orientation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Location-specific impact, if any</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Workforce</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Health and wellbeing of residents</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Socio-economic outcomes</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

Communities and groups	Positive	Neutral	Negative	Summary of positive and negative impacts	How will positives be maximised, and negatives minimised or eliminated?
Veterans and serving members of the armed forces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.

### 3. Monitoring and review

3.1. How will you review community and equality impact once the policy, strategy, function or service has been implemented? These actions should be developed using the information gathered in sections 1 and 2 and included in your service area's business plans.

Action	By when	By who
N/A	Click or tap here to enter text.	Click or tap here to enter text.
N/A	Click or tap here to enter text.	Click or tap here to enter text.
N/A	Click or tap here to enter text.	Click or tap here to enter text.
N/A	Click or tap here to enter text.	Click or tap here to enter text.
N/A	Click or tap here to enter text.	Click or tap here to enter text.
N/A	Click or tap here to enter text.	Click or tap here to enter text.

### 4. Next steps

4.1. The information gathered must be used to inform reports presented to Cabinet or overview and scrutiny committees. This will give members a necessary understanding of the impact their decisions will have on different groups and the whole community.

Summarise the implications and customer impact below. This summary should be added to the committee reports template in the Diversity and Equality Implications section for review and sign-off at the consultation stage of the report preparation cycle.

**Summary of implications and customer impact**

The increase to our charges will affect anyone that holds a relevant licence with Thurrock Council or is wanting to apply for a relevant licence with Thurrock Council.

## 5. Sign off

5.1. This Community Equality Impact Assessment must be authorised by the relevant project sponsor, strategic lead, or assistant director. This should not be the CEIA Lead Officer. Officers authorising this assessment are responsible for:

- the accuracy of the information
- making sure actions are undertaken

Name	Role	Date
Gavin Dennett	Head of Public Protection	07/11/23
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