



## **List of Fees and Charges**

### **Environmental Health and Housing Services (2020/2021)**

Effective from 1 April 2020

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# 1. Introduction

- 1.1 The Council's Environmental Health and Housing Services department has produced this document to set out its fees and charges applicable for the majority of the regimes for which it is responsible. The fees listed do not contain VAT unless specifically listed.
- 1.2 The regimes listed within this document cover a wide range of activities and services ranging from the sale and supply of alcohol to individuals keeping dangerous wild animals. The purpose of the regimes are specific to the legislation that governs them, but in general are required to protect the public; businesses; ensure fair trading; and ensure the welfare of animals.
- 1.3 The Council has the power to set local fees for certain regimes, however, a number of regimes have fees that have been set by a specific Act or associated regulations. There are three types of fee regime set out within this document, each of which relates to how the fees have been set. These regimes are summarised in the following table:

<b>Type 1 Fee Regime</b>	<b>Type 2 Fee Regime</b>	<b>Type 3 Fee Regime</b>
Fees that are set by statute for which the Council has no power to amend.	A maximum fee cap is set by statute that permits the Council to set a reasonable fee to recover its costs up to that cap.	The relevant statute permits the Council to set its own local fees that will enable it to recover its reasonable costs.

- 1.4 All of the fees within Type 2 up to the relevant cap and all of the fees within Type 3 fee regimes aim to recover the Council's reasonable costs in carrying out its functions for each specific regime. Some of these fees are under review with the aim to improve the level of cost recovery. The fees relate to that regime only and all the income received from fees is used to offset those costs. The Council cannot and does not use the income from one specific licensing regime to cover deficits in other regimes.
- 1.5 The Council will aim to undertake a review of Type 2 and 3 licensing regime fees every year. When considering the fees the Council will take into account the costs that it has incurred from the previous year and set a fee based on those costs. If the Council does, in reviewing the fees identify a surplus or a deficit it will adjust the fees accordingly to either reduce the fee levels to reduce the surplus, or increase the fee levels to repay that deficit in costs from previous years. This means that the fees will fluctuate year on year based on the review of income and cost associated with that relevant licensing regime.
- 1.6 This document is intended to contain all of the relevant information relating to fees and payment of those fees that persons, businesses, and their agents require to ensure that they can make valid applications and continue relevant authorised activities.

## **2. European Services Directive**

- 2.1 The European Union Services Directive -2006/123/EC (the Directive) was given effect in UK law via the Provision of Services Regulations 2009 (SI2009/2999). This Directive and the Regulations contain provisions about the fees which may be charged under relevant licensing regimes within the scope of the Directive. In particular licensing authorities may not set fees that are dissuasive, and any fees must be reasonable and proportionate to the cost of the licensing process and the issuing of the licence.
- 2.2 These provisions have been taken into account in setting the fees set out in this document.

## **3. Hemmings v Westminster City Council**

- 3.1 In addition, the case of Hemmings v Westminster City Council has provided further clarification of the type of costs which may be taken into account when setting fees, and when fees may be payable. It was concluded that a licence fee is essentially made up of two parts; the first part for the direct costs of processing an application, and the second part for the costs associated with running the licensing function. The latter element included monitoring and enforcement of licensed and unlicensed premises, and this should be reflected in how the fees are charged. The second part of the fee should only be payable if a licence is granted.
- 3.2 The Council has following this decision, commenced a review of Type 3 regime fees, for which the Directive relates to identify the costs for processing an application through to determination (Part A) and the cost for running and the enforcement of the licensing regime (Part B). These are reflected in the Type 3 regime fees set out in Section 12 of this document.

## **4. Fee Guidance**

- 4.1 Further guidance contained in the following documents has been considered when setting fees.
  - 4.1.1 Local Government Association, Guidance on Locally Set Licence Fees, 2018.
  - 4.1.2 Department for Business, Innovation and Skills, Guidance for Business on the Provision of Services Regulations, 2009.

## **5. Process of Annual Fee Payments**

- 5.1 It is the responsibility of each licence holder to ensure that any relevant annual fee is paid in time. It is the practice of the Council to issue an invoice for annual maintenance fees under the Licensing Act 2003 and Gambling Act 2005. Non-payment may result in enforcement action. See Section 8 for further information.
- 5.2 The payment of annual fees can be paid over the phone or via cheque.

## **6. Payment Options**

6.1 The Council provides a number of fee payment options. These are:

- 6.1.1 attending Lynton House, Commercial Rd, Barnstaple, Devon, EX31 1DG in person and making a payment by credit or debit card, cheque or postal order
- 6.1.2 making an application online via the online payment system
- 6.1.3 requesting to make payment over the phone via an officer (not the automated telephone line) using a credit or debit card
- 6.1.4 sending in a cheque or postal order with a paper application form.

### **Online payment**

- 6.2 If an applicant uses the online application process they will be required to make a credit or debit card payment via this process before the application is submitted to the Council. This is the simplest and easiest way of making an application to the Council and paying the required fee.
- 6.3 To apply online for the majority of licence applications please visit the Council's website via [www.northdevon.gov.uk](http://www.northdevon.gov.uk)

### **Telephone payment**

- 6.4 If an applicant wishes to make a paper application, they may contact the Council and make a payment over the telephone. The Council accepts all credit and debit cards with the exception of American Express, Diners, and JCB.

## **7. Refunds**

- 7.1 The Council will not generally refund Environmental Health and Housing fees, particularly where it has incurred costs in accepting and processing applications. Each case will, however, be decided upon merit.
- 7.2 Any requests for a refund must be made in writing to Environmental Health and Housing Services, setting out the reasons for the refund request, which application the request relates to, and providing the required information to enable a potential refund to be processed.
- 7.3 If a fee was paid over the phone then a refund can be made to the same card in which the payment was made from, subject to that card still being within the relevant expiry date.
- 7.4 If a licence, for which a Part B fee is in place is surrendered during the period in which that licence is in force, a refund of the part B fee will be provided for every full month of the outstanding period of that licence. The Part A fee amount is non-refundable as this fee covers the initial processing cost for that application.

## **8. Failure to Make Payment**

- 8.1 If the application fee is not paid, is made via a payment method that isn't accepted or is not the correct fee amount then the application will be deemed as invalid. This means that if that application process has a consultation period it will not have started and the Council will not be able to determine the application.
- 8.2 In the event of an application being made without a fee, with the wrong payment method or with a fee which is not correct then a member of Environmental Health and Housing Services will attempt to contact the applicant or its agent via email or telephone. If these methods are not available then a letter will be sent to the applicant or agent. The applicant or the agent will be advised of the reasons for invalidity and what can be done to rectify the position.
- 8.3 The best option to address the issues with the fee is to make a payment over the phone via credit or debit card. Once the payment is authorised an officer will be able to confirm that the application is valid and any consultation start dates will be confirmed over the phone.
- 8.4 If no payment is made or no contact is made by the applicant or agent within 14 days of the notification of the application being invalid the Council will close the application. A new application will then be required in full. The applicant or agent will be notified of this in writing if the application is closed.

### **Non- Payment of Annual Maintenance Fees**

- 8.5 The Council sends invoices for annual maintenance fees, to remind licence holders of their annual fee payment due deadline, to inform them of the payment amount and how it can be made. If an annual maintenance fee payment has not been made by the specific deadline, the Council will serve a notice, advising of the need to make the payment immediately. If an annual maintenance fee is not then made within ten working days the Council will take the required steps which are to suspend the Licensing Act 2003 Premises Licence or revoke the Gambling Act 2005 Premises Licence.
- 8.6 If the licensable activity continues whilst a licence is suspended or revoked the Council will commence enforcement action for the relevant offence of operating without the correct permission being in place. Sanctions relating to the provision of licensable activities without required permissions can include imprisonment, a significant fine or both.

## **9. Criminal Record Disclosures**

- 9.1 The Licensing Team will require applicants to provide evidence of criminal record disclosures to ensure the suitability of applications for certain licences and permits.
- 9.2 There are two primary routes for gaining such checks, and these are dependent on the nature of the licence or permit applied for. They are typically gained either via the Disclosure and Barring Service (DBS) or a Responsible Organisation (a third party registered with DBS). The following disclosure requirements and fees currently apply.

Please note that fees are not payable directly to North Devon Council and as such please be mindful that they are subject to change.

9.3 All disclosures are handled according to a **Code of Practice**, a copy of which is available on request.

9.4 Further information about the DBS is available via:  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### Taxi and Private Hire Driver's Licences

9.5 An Enhanced DBS Disclosure is required for a new driver application and every three years thereafter.

Fee for Enhanced Disclosure via the DBS	£44.00
Administration fee for GBG Group PLC (North Devon Council's preferred umbrella body for Enhanced Disclosures)	£11.40 electronic application
	£24.00 non-electronic application

9.6 Electronic DBS applications will require payment to be made online to GB Group PLC when drivers make their online application. Non-electronic applications are not recommended but in these cases drivers will need to make the above payment to North Devon Council (who will in turn pay GB Group PLC).

9.7 Drivers using GB Group will have a choice of undertaking their ID verification either at the Council (at one of their offices in Barnstaple, South Molton or Ilfracombe) or at Barnstaple Post Office, High Street, Barnstaple. The Council's preference is that drivers use the Post Office for ID verification.

Fee for identity verification with North Devon Council	£6.00
Fee for identify verification with Post Office	£6.00

9.8 Where an applicant is unable to verify their identification using Route 1 information, such as a full driving licence, passport and utility bills; the DBS requires identification using Route 2 identification checks (using credit reference agency data). If applicable, a member of the Licensing Team will let you know, as a signed authority is required first before the Council will perform the check. The following administration fee will be payable to North Devon Council in these circumstances to cover the cost of the Route 2 check.

Route 2 check: £10.00

9.9 The DBS provides a service called the **Update Service** which is highly recommended for drivers. For an annual subscription drivers can keep their DBS Enhanced Disclosure up-to-date and take it with them from role to role, within the same workforce, where the same type and level of check is required. This can save drivers both time and money. Application must be made within 19 days of the date of issue of the certificate.

Sign up to DBS Update Service: £13.00

### **Basic Criminal Record Disclosure**

- 9.10 Basic Criminal Record Disclosures are applicable for licences and permits including, scrap metal site and collector licences, private hire operators, personal licences and gambling related permits etc. The applicant will receive a copy of the disclosure information for their reference and the Council will request to examine this information in order to help determine the outcome of the relevant application. These documents are generally only valid for a limited period depending on the nature of the application.
- 9.11 Applicants can gain their Basic Criminal Record Disclosure from a Responsible Organisation (a third party registered with DBS). A list of Responsible Organisations can be found at:
- <https://www.gov.uk/guidance/responsible-organisations>
- 9.12 Cost and return times vary with chosen Responsible Organisation.
- 9.13 For personal licences the alternative is a **Devon and Cornwall Police Access Search** available from:

Data Protection Office  
Strategic Development  
Devon and Cornwall Police  
Police HQ  
Middlemore  
Exeter  
EX2 7HQ

Tel: 01392 452675  
Email: [www.devon-cornwall.police.uk](http://www.devon-cornwall.police.uk)

- 9.14 Cost approx. £10.00 but return times are longer than a Basic Criminal Record Disclosure completed via a Responsible Organisation.

**If you have any further queries, please telephone Environmental Health and Housing Services on 01271 388870.**

## 10. Type 1 Regime Fees

- 10.1 The following fees have been set via the relevant statutes associated with that licensing regime. The specific legislation relating to these fees has been included for reference.

### Alcohol, Regulated Entertainment Etc.

- 10.2 The Licensing Act 2003 fees for Premises Licences and Club Premises Certificates are based on the rateable value for the premises to which the licence or certificate relates. To identify what the rateable value is for a property, applicants should visit the Valuation Office Agency (VOA) website <https://www.gov.uk/correct-your-business-rates>
- 10.3 Some newly built premises may not have a rateable value when an application is being made. Open spaces will not normally not have a rateable value and as such are unlikely to appear on the VOA site. In these cases applicants should make the application and pay the Band A fee level. When a rateable value of a premises is amended, any annual fee that becomes due will also be amended to reflect any change.
- 10.4 The fees relating to licences and notifications under the Licensing Act 2003 are set out in the Licensing Act 2003 (Fees) Regulations 2005.

<b>Grant &amp; Full Variation of Premises Licence/Club Premises Certificate</b>			
<b>Rateable value</b>	<b>Band</b>	<b>Initial application fee</b>	<b>Annual maintenance fee</b>
No rateable value to £4,300	A	£100	£70
£4,300 to £33,000	B	£190	£180
£33,001 to £87,000	C	£315	£295
£87,001 to £125,000	D <sup>^</sup>	£450	£320
£125,001 and above	E <sup>^</sup>	£635	£350
<sup>^</sup> A multiplier is applied to premises in bands D and E, where they are exclusively or primarily in the business of supplying alcohol for consumption on the premises as follows			
<b>Band</b>	<b>D (x2)</b>	<b>E (x2)</b>	
Application Fee	£900	£1,905	
Annual Fee	£640	£1,050	

<b>Large Venues - Additional Fees</b>		
Where the maximum number of persons the applicant proposes should, during the times when the existing licence authorises licensable activities to take place on the premises, be allowed on the premises at the same time is 5,000 or more, an application must be accompanied by an additional fee:		
<b>Number in attendance at any one time</b>	<b>Grant and Variation Fee</b>	<b>Annual Fee</b>
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£100
15,000 to 19,999	£4,000	£2000
20,000 to 29,999	£8,000	£4000

30,000 to 39,999	£16,000	£8,000
40,000 to 49,999	£24,000	£12,000
50,000 to 59,999	£32,000	£16,000
60,000 to 69,999	£40,000	£20,000
70,000 to 79,999	£48,000	£24,000
80,000 to 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

### **Exemptions**

**No fee payable for applications for premises licences/club premises certificates, which relate to the provision of regulated entertainment and:**

The application is by a proprietor of an educational institution in respect of premises that are or form part of an education establishment:

- (a) The establishment is a school or college;
- (b) The provision of regulated entertainment on the premises is carried on by the establishment for and on behalf of that establishment; OR

(2) The application is in respect of premises that are or form part of a church hall, chapel hall or similar building or a village hall, parish hall or other similar building

Additionally no annual fee is payable under the above exemption

### **Further Licensing Act fees**

\* see section on Criminal Record Disclosure for additional fees that may apply

Application for grant/renewal personal licence*	£37.00
Temporary Event Notice	£21.00
Theft, loss etc., of Temporary Event Notice	£10.50
Theft, loss etc., of premises licence or summary	£10.50
Application for Provisional Statement	£315.00
Notification of change of name or address	£10.50
Application to vary licence to specify individual as Premises Supervisor	£23.00
Application for transfer of Premises Licence	£23.00
Interim Authority Notice following death etc. of licence holder	£23.00
Theft, loss etc., of certificate or summary	£10.50
Notification of change of name or alteration of club rules	£10.50
Change of relevant registered address of club	£10.50
Theft, loss etc., of Personal Licence	£10.50
Duty to notify change of name or address	£10.50
Right of free holder etc., to be notified of licensing matters	£21.00
Disapplication of Premises Supervisor for community premises	£23.00
Minor Variation	£89.00

### **Fees for enquiries about the Licensing Act register**

5p per page, plus postage and packing

Where total charge per page equates to less than £5.00, no fee is applicable

No charge when viewed at Lynton House

Where officer time is required to search for individual records and prepare documents for viewing, an additional charge of £6.50 per hour may be made

# Gambling Act 2005

## Permits

- 10.5 The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007

Application Type		Fee
Family Entertainment Centre Gaming Machine Permit	New*	£300
	Renewal*	£300
	Change of name	£25
	Duplicate	£15

\* see Section 9 on Criminal Record Disclosure for additional fees that may apply

- 10.6 The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007

Application Type		Fee
Club Gaming and Club Machine Permits	New	£200
	New (holder of a Club Premises Certificate under the Licensing Act 2003)	£100
	Renewal	£200
	Renewal (holder of a Club Premises Certificate under the Licensing Act 2003)	£100
	Variation	£100
	First annual fee	£50
	Annual fee	£50
	Duplicate	£15

- 10.7 The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007

Application Type		Fee
Licensed Premises (Licensing Act 2003) Gaming Machine Permit	New	£150
	Transfer	£25
	Variation	£100
	First Annual Fee	£50
	Annual Fee	£50
	Change of name	£25
	Duplicate	£15

- 10.8 The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007

Application Type		Fee
Prize Gaming Permits	New	£300
	Renewal	£300
	Transfer (change of name)	£25
	Duplicate	£15

## Notifications

- 10.9 Gaming Machines in Alcohol Licensing Premises (Notification Fee) (England and Wales) Regulations 2007

Application Type		Fee
Alcohol licensing premises notification of making two or less gaming machines available for use	New	£50

## Small Society Lotteries

- 10.10 The Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007

Application Type	Fee	
Small Society Lotteries	New	£40
	Annual fee	£20

## Abandoned Vehicle Charges

- 10.11 The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 for further information, definitions etc.

Charges in Relation to Removal of Vehicles				
Vehicle position and condition	Vehicle equal to or less than 3.5 tonnes MAM	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	Vehicle exceeding 18 tonnes MAM
Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off the road	£150	£200	£350	£350
Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both	£250	£650	Unladen—£2000	Unladen—£3000
			Laden—£3000	Laden—£4500

### Charges in Relation to Removal of Vehicles

Vehicle position and condition	Vehicle equal to or less than 3.5 tonnes MAM	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	Vehicle exceeding 18 tonnes MAM
Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged	£200	£400	Unladen—£1000	Unladen—£1500
			Laden—£1500	Laden—£2000
Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both	£300	£850	Unladen—£3000	Unladen—£4500
			Laden—£4500	Laden—£6000

### Charges in Relation to the Storage of Vehicles

Two wheeled vehicle	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	Vehicle exceeding 18 tonnes MAM
£10	£20	£25	£30	£35

### Charges in Relation to the Disposal of Vehicles

Two wheeled vehicle	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	Vehicle exceeding 18 tonnes MAM
£50	£75	£100	£125	£150

# Local Air Pollution and Prevention and Control (LAPPC)

10.12 The Pollution Prevention and Control Act 1999 provides for the setting of fees and charges for Local Authority - Integrated Pollution Prevention and Control (LA-IPPC), and Local Air Pollution Prevention and Control (LAPPC) at levels that will recover costs of local authorities of implementing the system. The fees and charges are set nationally by DEFRA in consultation with affected industries and local authorities.

Type of charge	Type of process	Fee		
Application Fee	Standard process	£1650		
	Additional fee for operating without a permit	£1188		
	PVRI, SWOBs & Dry Cleaners RFA's:	£155		
	PVR I & II combined	£257		
	Vehicle Refinishers (VR's) & other RFA's	£362		
	Reduced Fee Activities: Additional fee for operating without a permit	£71		
	Mobile screening and crushing plant	£1650		
	For the third to seventh applications	£985		
	For the eighth and subsequent applications	£498		
	Where an application for any of the above is for a combined Part B and waste application, <b>add</b> an extra £279 to the above amounts.			
Annual Subsistence Charge	Standard Process – LOW RISK	£772 (+£104)*		
	Standard Process – MEDIUM RISK	£1161 (+£156)*		
	Standard process – HIGH RISK	£1747 (+£207)*		
	Reduced Fee Activities Low/Med/High	£79	£158	£237
	PVR I & II combined Low/Med/High	£113	£226	£341
	Vehicle Refinishers Low/Med/High	£228	£365	£548
	Mobile screening and crushing plant L/M/H	£626	£1034	£1551
	For the third to seventh permits L/M/H	£385	£617	£924
	For the eighth and subsequent permits L/M/H	£198	£314	£473
	*The additional amounts in brackets will be charged where a permit is for a combined Part B and waste installation.			
Where a Part B Installation is subject to reporting under the E-PRTR Regulation, an <b>additional</b> £103 will apply to the above amounts.				
Late payment fee – applies when invoice remains unpaid 8 weeks from the date issued.			£52	
Transfer and Surrender	Standard process transfer	£169		
	Standard process partial transfer	£497		
	New operator at low risk reduced fee activity	£78		
	Surrender: all Part B activities	£0		
	Reduced fee activities: transfer	£0		
	Reduced fee activities: partial transfer	£47		
Temporary transfer for mobiles	First transfer	£53		
	Repeat following enforcement or warning	£53		
Substantial	Standard process	£1050		

change	Standard process where the substantial change results in a new PPC activity	£1650
	Reduced fee activities	£102

## LAPPC Mobile Plant

No. of Permits	Application Fee	Subsistence Fee		
		Low	Med	High
1	£1650	£626	£1034	£1551
2	£1650	£626	£1034	£1551
3	£985	£385	£617	£924
4	£985	£385	£617	£924
5	£985	£385	£617	£924
6	£985	£385	£617	£924
7	£985	£385	£617	£924
8 and over	£498	£198	£314	£473

## LA-IPPC

Type of charge	Local Authority Element
Application	£3363
Additional fee for operating without a permit	£1188
Annual Subsistence - LOW	£1446
Annual Subsistence – MEDIUM	£1610
Annual Subsistence - HIGH	£2333
Late payment fee	£52
Substantial Variation	£1368
Transfer	£235
Partial Transfer	£698
Surrender	£698

Subsistence charges can be paid in four equal quarterly instalments paid on 1<sup>st</sup> April, 1<sup>st</sup> July, 1<sup>st</sup> October and 1<sup>st</sup> January. Where paid quarterly, the total amount payable to the local authority will be increased by £38.

Reduced fee activities are: Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW.

Newspaper adverts may be required under EPR at the discretion of the Local Authority as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs

# 11. Type 2 Regime Fees

## Gambling Act 2005

### Premises Licences

#### 11.1 The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007

<b>Gambling Act Premises Licence Applications, Annual &amp; Other Complex Fees</b>					
<b>Application/ premises</b>	Bingo Premises Licence	Adult Gaming Centre Premises Licence	Betting Premises (Track) Licence	Family Entertainment Centre Premises Licence	Betting Premises (other) Licence
Non- conversion fee, provisional statement	£705	£705	£560	£560	£705
Non- conversion fee, other premises	£2030	£1210	£1410	£1210	£1720
Annual fee	£590	£590	£590	£425	£365
Fee for variation application	£1015	£590	£705	£590	£850
Fee for transfer application	£705	£705	£560	£560	£705
Fee for application to reinstate	£705	£705	£560	£560	£705
Fee for provisional statement	£2030	£1210	£1410	£1210	£1720

<b>Premises licence ancillary fees</b>	
Notification of change in address/circumstances	£10.50
Replacement/copy of Licence	£10.50
<b>Copy of Public Register</b>	
5p per page, plus postage and packing. Where total charge per page equates to less than £5.00, no fee is applicable. No charge when viewed at Lynton House. Where officer time is required to search for individual records and prepare documents for viewing, an additional charge of £6.50 per hour may be made	

## Temporary Use Notices

### 11.2 The Gambling Act 2005 (Temporary Use Notices) Regulations 2007

<b>Gambling Notices</b>	
Giving of a Temporary Use Notice	£50.00
Replacement of an endorsed copy of a Temporary Use Notice	£10.50
Occasional Use Notice	No fee

## Private Water Supplies

### 11.3 Private Water Supply Regulations 2016

<b>Laboratory Fees – charged by the laboratory for sample analysis</b>	<b>Fee</b>
Analysis of sample under Regulation 10	£14.05
Analysis of sample under Regulation 9 - Check monitoring Schedule 1, Part 1, Table A (1 <sup>st</sup> part) – microbiological parameters.	£10.73
Analysis of sample under Regulation 9 - Check monitoring Schedule 2, Part 1, Table 1 – chemical parameters: Full suite (PWS CM)	£56.42
Analysis of sample under Regulation 9 - Check monitoring Schedule 2, Part 1, Table 1 – chemical parameters: Basic/Reduced Suite (PWS 210)	£14.05
Analysis of sample under Regulation 9 - Audit monitoring Schedule 1, Part 1, Table B	£25.11

<b>Type of Activity</b>	<b>Fee</b>
Risk Assessment – new	£204
Risk Assessment – review and update	£135
Sampling – programmed sampling (based on 5 visits per day programme)	£76.50
Sampling – customer requests (single requests, requiring unlinked geographical lists) and last minute or urgent requests	£100
Investigations	£100
Granting authorisations	£100

## 12. Type 3 Regime Fees

12.1 The following fees have been set by the council using the relevant statutory powers within the statutes governing those licensing regimes.

### Activities Involving Animals

12.2 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

<b>Licence Activity (Grant and Renewal)</b>	<b>Part A Initial Application</b>
Hiring out horses	£247
Breeding of dogs	£235
Keeping or training animals for exhibition	£154
Home boarder of dogs	£189
Non- home boarder of cats or dogs	£235
Dog day care	£212
Selling animals as pets	£235

<b>Veterinary Fee</b>	<b>Part A Veterinary Fee</b>
Breeding of dogs (grant only, unless in exceptional circumstances)	£200
Hiring out horses (grant and renewal)	£250

<b>All Licensed Activities Licence Period</b>	<b>Part B Fee (Payable after grant of licence only)</b>
One year licence	£180
Two year licence	£180
Three year licence	£180

<b>Variation Application Including Re-Rating</b>	<b>Variation Fee</b>
With no inspection	£31
With council inspection	£200
With veterinary inspection	£31 plus additional fee according to veterinary invoice

## Dangerous Wild Animals

### 12.3 Dangerous Wild Animals Act 1976

Under review, the following fees are proposed:

<b>Application Type</b>	<b>Part A</b>	<b>Part B</b>	<b>Total A &amp; B</b>
Grant and renewal of a licence for keeping dangerous wild animals plus vets fees as per invoice	£434.95	£1116.93	£551.87

## Zoos

### 12.4 The Zoo Licensing Act 1981

Under review, the following fees are proposed:

<b>Application Type</b>	<b>Part A</b>	<b>Part B</b>	<b>Total A &amp; B</b>
Zoo licence grant application plus vets fees	£646.59	£1,117.63	£1,764.21
Zoo licence grant application, s14(1)(b) dispensation plus vets fees	£646.59	£561.24	£1,207.83
Zoo licence renewal application plus vets fees	£286.51	£1,398.25	£1,684.76
Zoo licence renewal application s14(1)(b) dispensation plus vets fees	£286.51	£1,120.05	£1,406.57
Zoo licence transfer application, plus vets fees where appropriate	£220.42		
Exercising duties for treating and disposing of animals in accordance with section 16e	Invoiced pro rata at £46.77 per hour for local authority officer, plus any vets fees according to invoice		
Issue of directions	Invoiced pro rata at £46.77 per hour for local authority officer, plus any vets fees according to invoice		
Special inspection (section 11)	Invoiced pro rata at £46.77 per hour for local authority officer, plus any vets fees according to invoice		
Alteration of licence	Invoiced pro rata at £46.77 per hour for local authority officer, plus any vets fees according to invoice		

## Scrap Metal Dealers

12.5

Scrap Metal Dealers Act 2013

\* see Section 9 on Criminal Record Disclosure for additional fees that may apply.

Application Type	Fee
Grant of a collector's licence*	£125.45
Renewal of a collector's licence*	£125.45
Variation of a collector's licence*	£40.80

Application Type	Fee
Grant of a site licence	£176.45
Renewal of a site licence	£171.35
Variation of a site licence	£48.95

## Skin Piercing Registrations

12.6

Local Government (Miscellaneous Provisions Act) 1982

Application Type	Personal Registration	Premises Registration
Acupuncture Tattooing Cosmetic-Piercing Electrolysis Semi-Permanent Skin Colouring  <i>(Fee covers all activities applied for at the time of registration).</i>	£67.70	£67.70

## Sex Establishments

12.7

Local Government (Miscellaneous Provisions) Act 1982

Application Type	Fee
Grant of a licence	£4,419.15 (£2,073.09 refund if a hearing is not required)
Renewal of a licence	£3,308.05 (£1,623.31 refund if a hearing is not required)
Transfer of a licence	£573.10 (£388.88 refund if a hearing is not required)
Variation of a licence	£523.30 (£421.45 refund if a hearing is not required)

## Boat and Boatman's Licences

### 12.8 Public Health Acts Amendment Act 1907

Application Type	Size of Vessel	Fee
Pleasure boat licence based upon capacity of vessel	1-2 persons	£112.70
	3-6 persons	£135.15
	7-12 persons	£157.60

Application Type	Fee	
Pleasure boatman's licence	Grant of a licence	£165.60
	Renewal of a licence	£60.90

## Hackney Carriage and Private Hire

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

\*Please see Section 9 on Criminal Record Disclosures for additional fees which may apply to your application.

Application Type	Fee
Hackney carriage vehicle licence	£204.00
Private hire vehicle licence	£142.00
Grant hackney carriage/private hire driver's licence (1 year)*	£228.00
Grant hackney carriage/private hire driver's licence (3 years)*	£401.00
Renewal hackney carriage/private hire driver's licence (1 year)*	£138.00
Renewal hackney carriage/private hire driver's licence (3 years)*	£301.00
Private hire operator's licence (1 year)*	£71.00
Private hire operator's licence (5 years)*	£213.00
Driver's initial test	£31.00
Driver's test re-take	£12.00
Transfer of vehicle ownership	No Fee
Addition of trailer to vehicle	No Fee
Meter testing and resealing	£29.00
Deposit fee - vehicle plate	£50.00
Deposit fee - driver's lapel badge	£50.00
Deposit fee - trailer plate	£50.00
Replacement driver's badge	No Fee
Replacement vehicle plate	No Fee

## Camping and Caravan Sites

- 12.10 Caravan Sites and Control of Development Act 1960, as amended by the Mobile Homes Act 2013

Application Type	Fee
Camp site licence applications (tents only)	No fee
Holiday caravan site licence applications (non-residential)	No fee

The following fees are draft and are currently being consulted upon:

Relevant Protected Sites/Residential caravan sites	Fee
Application for a site licence	£617.79
Application to transfer a site licence	£91.12
Application to vary the conditions on a site licence*	£229.64
Annual licence fee	£336.74
Deposit of site rules	£30.87
Cost of enforcement action (Compliance Notices and Emergency Action)	£46.77 per hour
<i>*There are no fees payable where the Council deems it necessary to alter site licence conditions</i>	

## Houses in Multiple Occupancy (HMO)

- 12.11 Housing Act 2004

Application Type	Part A	Part B	Total Part A & Part B
HMO grant	£691.51	£28.06	£719.57
HMO renewal	£691.51	£28.06	£719.57
HMO variation	£138.30	-	-
Immigration inspections or accommodation certificates (UK Entry Clearance)	No fee		

## Food/Health and Safety Fees

### Export Health Certificate

- 12.12 Localism Act 2011

Application Type	Fee
Export Health Certificate	£50 per hour for certification

## Food Surrender Certificate

12.13 Food Safety Act 1990

Application Type	Fee
Food Surrender Certificate	£50 per hour for certification plus disposal costs

## Primary Authority Partnership

12.14 The Regulatory Enforcement and Sanctions Act 2008 as amended

Application Type	Fee
Work undertaken for primary authority partners	£50 per hour

## Fishery Products – Landed Fish Products

12.15 The Fishery Products (Official Controls Charges) (England) Regulations 2007

Fee	Amount
Fishery products fee for landed fish products	0.5 Euro per tonne of fishery product entering an establishment, from factory vessels on landing, 3rd country imports and consignments over 1 tonne landed (subject to change)

## Stray Dogs

12.16 The Environmental Protection Act 1990 and The Environmental Protection (Stray Dogs) Regulations 1992

Fee	Amount
Statutory fine	£25.00
Administration charge	£6.00 plus VAT
Boarding (for each period of 24 hours or part thereof)	£20.00
Any required veterinary costs, for example if the dog is injured or any other relevant fees	Based on costs of veterinary treatment or similar