

Place Directorate Council Approval Fees & Charges 2024/25

Appendix 1

	Agreed charges 2023/24					Proposed charges 2024/25					2024/25	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval	
	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee							
18. Licences for Projections over the Highway Section 177 Highways Act 1980 (outside scope of VAT)																	
The Council issues licences for canopies and any other projection over the highway, and incurs ongoing administration/inspection costs for which an initial lump sum of £500 is normally charged.																	
Application for Licence for a building to overail the highway	324.70		324.70			347.30		347.30					7%	Section 177 Highways Act 1980	Statutory Discretionary		
Application for permission to overail the highway with construction equipment (not cranes - covered elsewhere)	324.60		324.60			347.30		347.30					7%	Section 177 Highways Act 1980	Statutory Discretionary		
Application to change a structure projecting over or under the highway (additional charges per hours)	71.60		71.60			76.60		76.60					7%	Section 177 Highways Act 1980	Statutory Discretionary		
21. Tables & Chairs on the Highway licence (please note planning permission is likely to be needed)																	Non Executive Licensing - Council Approval Required
Issue of licence (subject to successful application)	541.00		541.00	373.00	168.00	580.00		580.00	380.00	200.00	Emma Phasey	7%	S 32, London Local Authorities Act 1990	Statutory Discretionary			
Annual renewal of licence (subject to successful application)	541.00		541.00	373.00	168.00	580.00		580.00	380.00	200.00	Emma Phasey	7%	S 32, London Local Authorities Act 1990	Statutory Discretionary			
Pavement Licence	100.00		100.00	100.00		100.00		100.00	100.00		Emma Phasey	0%	S 1 2, Business and Planning Act 2020	Statutory Discretionary			
Pavement Licence renewal			Not Applicable			100.00		100.00	100.00		Emma Phasey	NEW	Business and Planning Act 2020, as amended by Levelling Up and Regeneration Act 2023	Statutory Discretionary			
22. Adding or changing a name of an existing property or address (exempt VAT)																	
A charge to make amendments to the National Land and Property Gazetteer																	
Minimum charge (up to one hour of officer time)	75.50		75.50			80.80		80.80					7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
Any period of time in excess of one hour to the nearest half an hour (hourly rate shown)	127.10		127.10			136.00		136.00					7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
41. Condemnation Certificate for Food Considered Unfit for Human Consumption (outside scope of VAT)																	
The fee is per half hour. The fee reflects the cost of undertaking the service with two officer visits.	178.00		178.00			191.00		191.00					7%	s45 Food Safety Act 1990	Statutory Discretionary		
42. Amendments to Registers (outside scope of VAT)																	
Where a fee can be charged, the fee reflects the cost of undertaking the service	79.20		79.20			85.00		85.00					7%	s45 Food Safety Act 1990	Statutory Discretionary		
45. Copies of entries on Public Register																	
Data Extraction	16.80		16.80			18.00		18.00					7%	Data Protection (Charges and Information) Regulations 2018	Discretionary		
Copy charge per A4 page	0.17	0.03	0.20			0.18	0.04	0.21						Section 93 Local Government Act 2003 / section 3 Localism Act 2011	Discretionary		
46. Copies of entries on Food Premises Register (exempt VAT)																	
a) Single entry (up to 100 entries)	16.20		16.20			17.30		17.30					7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
b) Part Register (100 entries)	459.70		459.70			492.00		492.00					7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
c) Part Register (200 entries)	922.90		922.90			988.00		988.00					7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
d) Part/Whole Register	1,533.80		1,533.80			1,642.00		1,642.00					7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
47. Environmental Information (regulations)																	
** Note: Access to this information is in most circumstances free of charge. However reasonable charges can be made for supplying additional information. Charges, where levied, will be chiefly for the copying of documents, officer time to provide more detailed work including, for example the review or preparation of reports, letter, opinions, etc. The Council also receives periodic requests for information, which do not fall under the remit of the above regulations. The same fee is applied to reflect the cost of provision of this service. The charging structure includes the waiver of fees for provision of information to individuals and organisations of a registered charity. In this way the charging structure is not intended to deter such persons or bodies with a genuine interest in the local environment.																	
Minimum charge:																	
Allowing one hour of officer time	115.00		115.00			123.00		123.00					7%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary		
Every hour or part hour thereafter	115.00		115.00			123.00		123.00					7%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary		
Fees for copies:																	
A4 photocopy (where copying has to be put out to a commercial company, fees are the commercial copy costs plus any costs to the council.)	0.12	0.02	0.15			0.18	0.04	0.21					20%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary		
48. Health, Safety and Environmental Information per hour or part hour																	
Provision of a statement of fact or provision of information with regard to civil/statutory investigations undertaken by the Council. The Health & Safety at work act permits a fee to be charged for the provision of this information	115.20		115.20			123.50		123.50					7%	S 57, Health & Safety at Work Act 1974	Statutory Discretionary		
49. Immigration Employment Requests																	
** Note: The service (principally food team) receives an increasing number of requests from business that are seeking immigration clearance for employees entering the UK for employment purposes. The request requires official notification that the business is registered and or licensed with the council and is trading within its area.																	
Standard Fee	115.00		115.00			123.50		123.50					7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
Every hour or part hour thereafter if visits required	115.00		115.00			123.50		123.50					7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
50. Health Certificates																	
Companies requests for health certificates for foods being exported outside the EC (outside scope of VAT).	153.30		153.30			164.00		164.00					7%	S93 - Local Government Act / Localism Act 2011	Discretionary		
51. Service of Hazard Awareness Notice																	
Charge per hour of work involved	115.00		115.00			123.50		123.50					7%	S 49, Housing Act 2004	Statutory Discretionary		
52. Prohibition/Emergency Prohibition Orders																	
Charge per hour of work involved	115.00		115.00			123.50		123.50					7%	S 49, Housing Act 2004	Statutory Discretionary		
55. Local Authority Pollution Control																	Non Executive Licensing - Council Approval Required
55a. Application Fee																	
Standard Process	1,642.20		1,642.20			1,650.00		1,650.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Additional fee for operating without a permit	1,182.50		1,182.50			1,188.00		1,188.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
PVRI, SWOBs and Dry Cleaners Reduced Fee Activities	155.40		155.40			155.00		155.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
PVR I & II combined	255.80		255.80			257.00		257.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Other Reduced Fee Activities	363.30		363.30			365.00		365.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Reduced fee activities: Additional fee for operating without a permit	70.70		70.70			70.70		70.70					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Standard Mobile Plant for the 1 st & 2 nd applications	1,642.20		1,642.20			1,650.00		1,650.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
For the 3 rd to 7 th applications	980.70		980.70			990.00		990.00					1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
For the 8 th and subsequent applications	491.30		491.30			498.00		498.00					1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts	279.00		279.00			808.00		808.00					190%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
55b. Annual Subsistence Charge																	
Standard process Low	768.60		768.60			772.00		772.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Additional amounts charged where a permit is for a combined Part B and waste installation	104.00		104.00			104.00		104.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Standard process Medium	1,166.60		1,166.60			1,161.00		1,161.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Additional amounts charged where a permit is for a combined Part B and waste installation	156.50		156.50			156.50		156.50					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Standard process High	1,738.90		1,738.90			1,747.00		1,747.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Additional amounts charged where a permit is for a combined Part B and waste installation	207.90		207.90			207.00		207.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Reduced fee activities Low	79.00		79.00			79.00		79.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Reduced fee activities Med	158.60		158.60			158.00		158.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Reduced fee activities High	236.10		236.10			237.00		237.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
PVR I & II combined Low	113.40		113.40			113.00		113.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
PVR I & II combined Medium	226.80		226.80			226.00		226.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
PVR I & II combined High	342.30		342.30			341.00		341.00					0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		

	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
Other Reduced Fee Activities Low	228.90		228.90			228.00		228.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities Medium	366.50		366.50			365.00		365.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities High	550.20		550.20			548.00		548.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits Low	624.20		624.20			626.00		626.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits Medium	1,038.50		1,038.50			1,034.00		1,034.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits High	1,558.20		1,558.20			1,551.00		1,551.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits Low	386.40		386.40			385.00		385.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits Medium	619.50		619.50			617.00		617.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits High	928.20		928.20			924.00		924.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits Low	190.90		190.90			198.00		198.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits Medium	314.10		314.10			316.00		316.00			Emma Phasey	1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits High	471.10		471.10			473.00		473.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Late payment Fee	52.00		52.00			52.00		52.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts	104.00		104.00			104.00		104.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016		
55c Transfer and Surrender											Emma Phasey				
Standard process transfer	169.00		169.00			169.00		169.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process partial transfer	497.00		497.00			497.00		497.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
New operator at low risk reduced fee activity (extra one-off subsistence charge)	78.00		78.00			78.00		78.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities: partial transfer	47.00		47.00			47.00		47.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
55d Temporary Transfer for mobiles											Emma Phasey				
First transfer	53.00		53.00			51.00		51.00			Emma Phasey	-4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Repeat following enforcement or warning	53.00		53.00			51.00		51.00			Emma Phasey	-4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
55e Substantial Changes s10 & s11											Emma Phasey				
Standard Process	1,050.00		1,050.00			1,050.00		1,050.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process where the substantial change results in a new PPC activity	1,650.00		1,650.00			1,650.00		1,650.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced Fee Activities	102.00		102.00			102.00		102.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
55f LA-PPC Fees & Charge (Local Authority Integrated Pollution, prevention and control.)											Emma Phasey				
Application	3,218.00		3,218.00			3,363.00		3,363.00			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional fee for operating without a permit	1,137.00		1,137.00			1,188.00		1,188.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence Low Risk	1,384.00		1,384.00			1,447.00		1,447.00			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence Medium Risk	1,541.00		1,541.00			1,611.00		1,611.00			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence High Risk	2,233.00		2,233.00			2,324.00		2,324.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Substantial Variation	1,309.00		1,309.00			1,650.00		1,650.00			Emma Phasey	26%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Transfer	225.00		225.00			235.00		235.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Partial Transfer	668.00		668.00			698.00		698.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Surrender	668.00		668.00			698.00		698.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
56. Application for a new premises or club premises licence or to vary a premises or a club premises licence											Emma Phasey				Non Executive Licensing - Council Approval Required
Non domestic Rateable Value Band											Emma Phasey				
Band A	100.00		100.00			100.00		100.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band B	190.00		190.00			190.00		190.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band C	315.00		315.00			315.00		315.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band D	450.00		450.00			450.00		450.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	635.00		635.00			635.00		635.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
57. Application fee for Premises exclusively or primarily in the business of selling alcohol for consumption on the premises											Emma Phasey				Non Executive Licensing - Council Approval Required
Band D	900.00		900.00			900.00		900.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	1,905.00		1,905.00			1,905.00		1,905.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
58. Annual renewal fee for premises or club premises licence											Emma Phasey				Non Executive Licensing - Council Approval Required
Band A	70.00		70.00			70.00		70.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band B	180.00		180.00			180.00		180.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band C	295.00		295.00			295.00		295.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band D	320.00		320.00			320.00		320.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	350.00		350.00			350.00		350.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
58A. Annual renewal fee for Premises exclusively or primarily in the business of selling alcohol for consumption on the premises											Emma Phasey				
Band D	640.00		640.00			640.00		640.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	1,050.00		1,050.00			1,050.00		1,050.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
59. Exceptionally large events											Emma Phasey				Non Executive Licensing - Council Approval Required
Number in attendance at any one time											Emma Phasey				
5,000 to 9,999	1,000.00		1,000.00			1,000.00		1,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
10,000 to 14,999	2,000.00		2,000.00			2,000.00		2,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
15,000 to 19,999	4,000.00		4,000.00			4,000.00		4,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
20,000 to 29,999	8,000.00		8,000.00			8,000.00		8,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
30,000 to 39,999	16,000.00		16,000.00			16,000.00		16,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
40,000 to 49,999	24,000.00		24,000.00			24,000.00		24,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
50,000 to 59,999	32,000.00		32,000.00			32,000.00		32,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
60,000 to 69,999	40,000.00		40,000.00			40,000.00		40,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
70,000 to 79,999	48,000.00		48,000.00			48,000.00		48,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
80,000 to 89,999	56,000.00		56,000.00			56,000.00		56,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
90,000 and over	64,000.00		64,000.00			64,000.00		64,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
60. Personal Licences, Temporary Events & Other Fees											Emma Phasey				Non Executive Licensing - Council Approval Required
Application for a grant of personal licence	37.00		37.00			37.00		37.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc. of premises licence or summary	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application for a provisional statement where premises being built etc	315.00		315.00			315.00		315.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Notification of change of name or address	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application to vary licence to specify individual as premises supervisor	23.00		23.00			23.00		23.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application for transfer of premises licence	23.00		23.00			23.00		23.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Interim authority notice following death etc of licence holder	23.00		23.00			23.00		23.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc of certificate or summary	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Notification of change of name or alteration of rules of club	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Change of relevant registered address of club	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	

	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
62A. Adult Gaming Centres															
- New	2,000.00		2,000.00			2,000.00		2,000.00			Emma Phasey		The Gambling (Premises Licence Fees) (England & Wales) Regulations 2007		
- Annual fee	1,000.00		1,000.00			1,000.00		1,000.00			Emma Phasey	0%	Regulation 5 & Schedule 1	Statutory Prescribed	
- Variation	1,000.00		1,000.00			1,000.00		1,000.00			Emma Phasey	0%	Regulation 8 & Schedule 1	Statutory Prescribed	
- Transfer	1,200.00		1,200.00			1,200.00		1,200.00			Emma Phasey	0%	Regulation 11 & Schedule 1	Statutory Prescribed	
											Emma Phasey	0%	Regulation 12 & Schedule 1	Statutory Prescribed	
62B. Gaming Machines & Lotteries															
Small Society Lotteries application for a new licence	40.00		40.00			40.00		40.00			Emma Phasey	0%	Regulation 3 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	Statutory Prescribed	
Small Society Lotteries annual fee	20.00		20.00			20.00		20.00			Emma Phasey	0%	Regulation 5 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	Statutory Prescribed	
Notification of gaming machines in alcohol licensed premises	50.00		50.00			50.00		50.00			Emma Phasey	0%	Regulation 3 Gaming Machines in Alcohol Licensed Premises (Notification Fee) (England and Wales) Regulations 2007	Statutory Prescribed	
Notification of more than two machines	100.00		100.00			100.00		100.00			Emma Phasey	0%	Regulation 3 Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Annual fee	50.00		50.00			50.00		50.00			Emma Phasey	0%	Regulation 5 Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Club Gaming Permits	200.00		200.00			200.00		200.00			Emma Phasey	0%	Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Annual Fee	50.00		50.00			50.00		50.00			Emma Phasey	0%	Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Club Machine Permits	100.00		100.00			100.00		100.00			Emma Phasey	0%	Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Annual fee	50.00		50.00			50.00		50.00			Emma Phasey	0%	Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
67. Annual renewal fees for large events															
76a LA 2003 Premises/Clubs											Emma Phasey				Non Executive Licensing - Council Approval Required
Additional annual fees for capacities 5000 - 9999	500.00		500.00			500.00		500.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 10000 - 14999	1,000.00		1,000.00			1,000.00		1,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 15000 - 19999	2,000.00		2,000.00			2,000.00		2,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 20000 - 29999	4,000.00		4,000.00			4,000.00		4,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 30000 - 39999	8,000.00		8,000.00			8,000.00		8,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 40000 - 49999	12,000.00		12,000.00			12,000.00		12,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 50000 - 59999	16,000.00		16,000.00			16,000.00		16,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 60000 - 69999	20,000.00		20,000.00			20,000.00		20,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 70000 - 79999	24,000.00		24,000.00			24,000.00		24,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 80000 - 89999	28,000.00		28,000.00			28,000.00		28,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 90000 and over	32,000.00		32,000.00			32,000.00		32,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
68. Special Treatments															
Grant of a new licence											Emma Phasey				Non Executive Licensing - Council Approval Required
Band A - Ear piercing only	258.00		258.00	158.00	100.00	276.00		276.00	166.00	110.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band B - Aromatherapy, body massage, Champissage (Indian Head massage), Fairbane therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, Infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A.	507.00		507.00	407.00	100.00	542.00		542.00	432.00	110.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band B (Domestic)- Aromatherapy, body massage, Champissage (Indian Head massage), Fairbane therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, Infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A.	231.00		231.00	131.00	100.00	250.00		250.00	140.00	110.00	Emma Phasey	8%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band C - Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotory Massage - G5, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxabustion, Nail extensions, NAET, Rolling, Sclerotherapy, Stone therapy, Trichology, Tui - na, Ultra sonic and all treatments in Band A and B.	775.50		775.50	650.50	125.00	830.00		830.00	720.00	110.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band C (Domestic)- Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotory Massage - G5, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxabustion, Nail extensions, NAET, Rolling, Sclerotherapy, Stone therapy, Trichology, Tui - na, Ultra sonic and all treatments in Band A and B.	352.00		352.00	242.00	110.00	377.00		377.00	267.00	110.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band D - Body piercing, beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C	1,023.00		1,023.00	923.00	100.00	1,095.00		1,095.00	985.00	110.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band D (Domestic) - Body piercing, beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C	462.00		462.00	352.00	110.00	495.00		495.00	385.00	110.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band E - Laser and intense pulse light treatments	880.00		880.00	750.00	130.00	942.00		942.00	832.00	110.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band E (Domestic) - Laser and intense pulse light treatments	880.00		880.00	750.00	130.00	942.00		942.00	832.00	110.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Variation of licence	115.00		115.00	115.00		123.00		123.00	123.00		Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
69. Pet Shops															
New/variation for selling of animals (pets shops etc)	688.00		688.00	450.00	238.00	735.00		735.00	485.00	250.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	Non Executive Licensing - Council Approval Required
Renewal for selling of animals (pets shops etc)	604.00		604.00	366.00	238.00	646.00		646.00	396.00	250.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	250.00	0.00	268.00		268.00	268.00		Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Note: Plus fee for approved veterinary or other specialist inspection, fee structure aligned to Department of Business Innovation & Skills Guidance											Emma Phasey		Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018		Non Executive Licensing - Council Approval Required
70. Sex Entertainment Venue															
Annual Licence New Grant	5,357.00		5,357.00	2,487.00	2,870.00	5,732.00		5,732.00	2,866.00	2,866.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Renewal	4,417.00		4,417.00	2,217.00	2,200.00	4,726.00		4,726.00	2,363.00	2,363.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Variation (in combination with renewal)	1,446.00		1,446.00	1,446.00		1,550.00		1,550.00	1,550.00		Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Variation (mid term)	2,744.00		2,744.00	2,744.00		2,940.00		2,940.00	2,940.00		Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Transfer	946.00		946.00	946.00		1,010.00		1,010.00	1,010.00		Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
71. Sex Shops															
Initial application	3,112.00		3,112.00	2,000.00	1,112.00	3,330.00		3,330.00	2,000.00	1,330.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	Non Executive Licensing - Council Approval Required
Renewal	1,584.00		1,584.00	750.00	834.00	1,700.00		1,700.00	1,000.00	700.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Application to transfer a sex shop licence	779.00		779.00	779.00		835.00		835.00	835.00		Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
72. (NOT USED)															
74. Immigration Inspections (outside scope of VAT)															
** Note: The Council responding to requests, provides a letter to the British High Commission in respect of accommodation being fit for purpose.											Emma Phasey				Non Executive Licensing - Council Approval Required
Inspection of property and provision of report for immigration purposes (within 10 working days).	205.00		205.00	205.00		220.00		220.00	220.00		Emma Phasey	7%	S93 - Local Government Act / Localism Act 2011	Discretionary	
Inspection of property and provision of report for immigration purposes (within 3 working days).	294.00		294.00	294.00		315.00		315.00	315.00		Emma Phasey	7%	S93 - Local Government Act / Localism Act 2011	Discretionary	
75. Scrap Metal and Salvage (outside scope of VAT)															
Scrap Metal dealers site licence/renewal	701.00		701.00	401.00	300.00	750.00		750.00	450.00	300.00	Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	Non Executive Licensing - Council Approval Required
Scrap Metal dealers collectors licence/renewal	392.00		392.00	200.00	192.00	420.00		420.00	220.00	200.00	Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of site licence	611.00		611.00	611.00		655.00		655.00	655.00		Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of site licence (minor variation)	120.00		120.00	120.00		130.00		130.00	130.00		Emma Phasey	8%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of collectors licence	314.00		314.00	314.00		335.00		335.00	335.00		Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of collectors licence (minor variation)	120.00		120.00	120.00		130.00		130.00	130.00		Emma Phasey	8%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	

	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
76. Highways Enforcement (outside scope of VAT)											Ian Slaney				Non Executive Licensing - Council Approval Required
Where a non-licensed skip is found, a retrospective application fee of twice the standard is applied											Ian Slaney				
Skip (per month)	70.50		70.50			75.40		75.40			Ian Slaney	7%	Skip licences - Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
Skip Renewal (per month)	70.50		70.50			75.40		75.40			Ian Slaney	7%	Skip licences - Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
** Note: The deposit required from builders, developers, etc for the positioning of materials on the highway is £200. This deposit is fully or partially refunded, depending on any necessary repairs or reinstatement works. The change reflects increases in costs of works by contractors and protects the council if costs exceed the current amount of the deposit.											Ian Slaney		As above		
77. Building Materials on the Highway (outside scope of VAT)											Ian Slaney				Non Executive Licensing - Council Approval Required
** Note: Where building material is identified that does not have a permit the council may issue a permit whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial fee. The fee for a 'retrospective' renewal application is twice the renewal fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the permit in advance or is a genuine emergency.											Ian Slaney				
Deposit (subject to highway damage)	650.30		650.30			695.80		695.80			Ian Slaney	7%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
First month	128.80		128.80			137.80		137.80			Ian Slaney	7%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
Renewal (per month)	116.10		116.10			124.20		124.20			Ian Slaney	7%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
78. Housing of Multiple Occupation											Emma Phasey				Non Executive Licensing - Council Approval Required
HMO Application	1,623.00		1,623.00	1,000.00	475.30	1,740.00		1,740.00	1,240.00	500.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
HMO Renewal	1,150.00		1,150.00	450.00	700.00	1,230.50		1,230.50	730.50	500.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
HMO Renewal with material change	1,623.00		1,623.00	923.00	700.00	1,740.00		1,740.00	1,240.00	500.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
New Application (self contained) (per unit)	335.00		335.00	204.50	100.00	360.00		360.00	260.00	100.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Renewal Application (self contained)	239.00		239.00	117.40	100.00	255.00		255.00	155.00	100.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Renewal Application (self contained) with material change (per unit)	335.00		335.00	204.50	100.00	360.00		360.00	260.00	100.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Fees associated with an aborted visit		Not Applicable				20.00		20.00			Emma Phasey	NEW	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
HMO administration fee for failure to pay 2nd HMO fee within 5 working days of request.		Not Applicable				50.00		50.00			Emma Phasey	NEW	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
(a) Selective Licensing											Emma Phasey				
Selective Licensing Application	671.00		671.00	571.00	100.00	720.00		720.00	620.00	100.00	Emma Phasey	7%	s87(3) & (7) Housing Act 2004	Statutory Discretionary	
Fees associated with an aborted visit		Not Applicable				20.00		20.00			Emma Phasey	NEW	s87(3) & (7) Housing Act 2004	Statutory Discretionary	
Selective licence administration fee for failure to pay 2nd fee within 5 working days of request.		Not Applicable				50.00		50.00			Emma Phasey	NEW	s87(3) & (7) Housing Act 2004	Statutory Discretionary	
79. Hypnotism events											Emma Phasey				Non Executive Licensing - Council Approval Required
Capacity (maximum permitted) number of persons up to 2000	384.20		384.20	384.20		410.00		410.00	410.00		Emma Phasey	7%	s2A Hypnotism Act 1952	Statutory Discretionary	
Note: Additional charges for extension of hours beyond 11pm, 10% of scale fee plus 1% for each day of extension. Prices for larger capacities on application											Emma Phasey		s2A Hypnotism Act 1952	Statutory Discretionary	
80. Animal Boarding Establishment											Emma Phasey				Non Executive Licensing - Council Approval Required
Animal Boarding Establishment (Kennel/Cattery)											Emma Phasey		Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
New/Renewal application Single or combined species	673.00		673.00	435.00	238.00	720.00		720.00	482.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application combined species	604.00		604.00	366.00	238.00	645.00		645.00	407.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
New application Single species	588.00		588.00	350.00	238.00	630.00		630.00	392.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application Single species	519.00		519.00	281.00	238.00	555.00		555.00	300.00	255.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	250.00		270.00		270.00	270.00		Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Home Boarder											Emma Phasey				
New/Renewal application	485.00		485.00	247.00	238.00	520.00		520.00	282.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application	451.00		451.00	213.00	238.00	480.00		480.00	242.00	238.00	Emma Phasey	6%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	250.00		270.00		270.00	270.00		Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Franchise arrangers Licence											Emma Phasey				
New/Renewal application	200.00		200.00	200.00		214.00		214.00	214.00		Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Assessment of a hobby host as part of a franchisee licence	214.00		214.00	214.00		230.00		230.00	230.00		Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Dog Day Care											Emma Phasey				
New/Renewal Licence Inspection	568.00		568.00	200.00	50.00	610.00		610.00	372.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application	549.00		549.00			590.00		590.00			Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	250.00		270.00		270.00	270.00		Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Dog Breeding Establishment											Emma Phasey				
New applicant vet inspection with kennel units	751.60		751.60	513.60	238.00	805.00		805.00	567.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal applicant with kennel units	634.00		634.00	396.00	238.00	680.00		680.00	442.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
New application breeding in a domestic dwelling	634.00		634.00	396.00	238.00	680.00		680.00	442.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application breeding in a domestic dwelling	482.00		482.00	244.00	238.00	515.00		515.00	277.00	238.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	250.00		270.00		270.00	270.00		Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
All licences											Emma Phasey		Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
81. Dangerous wild animals											Emma Phasey				
Dangerous Wild Animals											Emma Phasey				
New applicant vet inspection commercial / outside premises	548.00		548.00	548.00		590.00		590.00	590.00		Emma Phasey	8%	Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal applicant vet inspection commercial / outside premises	506.00		506.00	506.00		540.00		540.00	540.00		Emma Phasey	7%	Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
New applicant vet inspection domestic dwelling	499.00		499.00	499.00		535.00		535.00	535.00		Emma Phasey	7%	Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal applicant vet inspection domestic dwelling	420.00		420.00	420.00		450.00		450.00	450.00		Emma Phasey	7%	Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
82. Performing Animals											Emma Phasey				
New/Renewal of performing animals	465.00		465.00	465.00		500.00		500.00	500.00		Emma Phasey	8%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal for circus animals for exhibit on location	397.00		397.00	397.00		425.00		425.00	425.00		Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
83a. Riding Establishments (Not in Use)											Emma Phasey				
new / renewal for hiring out horses < 11 horses	922.00		922.00			990.00		990.00			Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
new / renewal for hiring out horses 11-50 horses	1,322.00		1,322.00			1,415.00		1,415.00			Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	

	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
new / renewal for hiring out horses Over 50 horses	1,402.00		1,402.00			1,500.00		1,500.00			Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities Involving Animals) England Regulations 2018	Statutory Discretionary	
83b. (NOT IN USE)											Emma Phasey				Non Executive Licensing - Council Approval Required
84. Scaffolding Licence											Ian Slaney				Non Executive Licensing - Council Approval Required
** Note: The fee for scaffolding found without a licence requiring a 'retrospective' application is twice the initial first month fee. The fee for a 'retrospective' extension to the application is twice the subsequent month fee.											Ian Slaney				
Residential											Ian Slaney				
Up to 10 square metres (first month)	206.80		206.80	159.80	47.00	221.30		221.30	174.30	47.00	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
10-15 square metres (first month)	237.90		237.90	190.90	47.00	254.60		254.60	207.60	47.00	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 square metres (first month)	294.60		294.60	247.60	47.00	315.20		315.20	268.20	47.00	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 10 square metres (subsequent months)	164.00		164.00	117.00	47.00	175.50		175.50	128.50	47.00	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
10-15 square metres (subsequent months)	188.30		188.30	141.30	47.00	201.50		201.50	154.50	47.00	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 square metres (subsequent months)	237.90		237.90	190.90	47.00	254.60		254.60	207.60	47.00	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Commercial											Ian Slaney				
Up to 15 square metres (first month)	237.90		237.90	68.60	169.30	254.60		254.60	85.30	169.30	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 square metres (first month)	294.60		294.60	73.80	220.80	315.20		315.20	94.40	220.80	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 15 square metres (subsequent months)	188.30		188.30	64.10	124.20	201.50		201.50	77.30	124.20	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 square metres (subsequent months)	237.90		237.90	68.60	169.30	254.60		254.60	85.30	169.30	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - less than 15 metres squared	649.70		649.70	649.70		695.20		695.20	695.20		Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - more than 15 metres squared	1,299.40		1,299.40	1,299.40		1,390.40		1,390.40	1,390.40		Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Additional charges per hour e.g. for attending site meeting	115.50		115.50	115.50		123.60		123.60	123.60		Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
85. Hoarding Licence											Ian Slaney				Non Executive Licensing - Council Approval Required
** Note: Where hoarding is identified that does not have a licence the council may issue a licence whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial first month fee. The fee for a 'retrospective' extension to the application is twice the subsequent month fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the licence in advance or there was a genuine emergency.											Ian Slaney				
Up to 15 metres in length (first month)	237.90		237.90	190.90	47.00	254.60		254.60	207.60	47.00	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres in length (first month)	294.60		294.60	247.60	47.00	315.20		315.20	268.20	47.00	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 15 metres in length (subsequent months)	188.30		188.30	141.30	47.00	201.50		201.50	154.50	47.00	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres in length (subsequent months)	237.90		237.90	190.90	47.00	254.60		254.60	207.60	47.00	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - less than 15 metres in length	649.70		649.70	649.70		695.20		695.20	695.20		Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - more than 15 metres in length	1,299.40		1,299.40	1,299.40		1,390.40		1,390.40	1,390.40		Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Additional charges per hour e.g. for attending site meeting	114.40		114.40	114.40		122.40		122.40	122.40		Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
86. Crane (Lifting Equipment) Licence											Emma Phasey				Non Executive Licensing - Council Approval Required
Where a non-licensed crane is found, a retrospective application fee of twice the standard is applied											Ian Slaney				
Licence Administration Fee	294.60		294.60	247.60	47.00	315.20		315.20	268.20	47.00	Ian Slaney	7%	s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Deposit	649.70		649.70			695.20		695.20			Ian Slaney	7%	s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
87. Advertising Board Licence											Ian Slaney				Non Executive Licensing - Council Approval Required
Permission for a A1 (637 (width) x 1100 (height) x 800 (depth) mm) size advertising board on the public highway. No other sizes permitted											Ian Slaney				
Permit per year	182.50		182.50	135.50	47.00	195.30		195.30	148.30	47.00	Ian Slaney	7%	s.115F(1) Highways Act 1980	Statutory Discretionary	
Penalty for non compliance under Highways Act 1980 and Planning legislation to recover all costs associated with the removal	cost recovery		cost recovery			cost recovery		cost recovery			Ian Slaney		s.115K(3) Highways Act 1980	Statutory Discretionary	
90. Street Naming and Numbering											Ian Slaney				
Adding alias/name	243.00		243.00			260.00		260.00			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Application for numbering property per property	243.00		243.00			260.00		260.00			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Application for naming a road (applicant choice of name adhering to SNN policy with LFB approval)	£283.20 plus £40.32 per property		£283.20 plus £40.32 per property			£303.02 plus £43.14 per property		£303.02 plus £43.14 per property			Ian Slaney		s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Naming or renaming of house or block of flats (applicants choice of name adhering to SNN Policy and approval of LFB)	243.00		243.00			260.00		260.00			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Naming or renaming of commercial premises (applicants choice of name adhering to SNN Policy and approval of LFB)	243.00		243.00			260.00		260.00			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 1 plot	140.40		140.40			150.20		150.20			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 2-20 plots	£71.5 per unit		£71.5 per unit			£76.51 per unit		£71.5 per unit			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 21-50 plots	£1,430.00 + £28.27 per unit		£1,430.00 + £28.27 per unit			£1,530.00 + £30.25 per unit		£1,530.00 + £30.25 per unit			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: over 50 plots	£2,278.01 + £21.34 per unit		£2,278.01 + £21.34 per unit			£2,437.47 + £22.83 per unit		£2,437.47 + £22.83 per unit			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Certificate of naming/numbering/historic documents	120.80		120.80			129.30		129.30			Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
93. Hourly rates for Environmental Health Officers											Emma Phasey				
Relating to enforcement, works in default, serving of statutory notice:											Emma Phasey				
a) Divisional Director per hour or part thereof	296.90		296.90			320.00		320.00			Emma Phasey	8%	S8, Environmental Protection Act 1990	Statutory Discretionary	
b) Service Manager per hour or part thereof	222.50		222.50			240.00		240.00			Emma Phasey	8%	S8, Environmental Protection Act 1990	Statutory Discretionary	
c) Team Leader per hour or part thereof	149.20		149.20			160.00		160.00			Emma Phasey	7%	S8, Environmental Protection Act 1990	Statutory Discretionary	
d) Enforcement Officers	115.00		115.00			123.00		123.00			Emma Phasey	7%	S8, Environmental Protection Act 1990	Statutory Discretionary	
e) Consultation fee for any application permit or licence per hour (min 1 hour)	115.00		115.00			123.00		123.00			Emma Phasey	7%	S8, Environmental Protection Act 1990	Discretionary	Will be subject to a charging policy that sets out per hour and part hour
f) Premise consultation per hour (minimum 1 hour)	115.00		115.00			123.10		123.10			Emma Phasey	7%	S8, Environmental Protection Act 1990	Discretionary	
109. Street Trading											Emma Phasey				

	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
Licence Administration fee (Applicable to all Licensing types, including variations and cancellations)	50.00		50.00	0.00	50.00	50.00		50.00	50.00		Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Standalone street trading unit licence (e.g. stall)											Emma Phasey				
Up to 7 days (per trader)	21.00		21.00	0.00	21.00	21.00		21.00	0.00	21.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Up to 2 months (per trader)	206.00		206.00	110.00	96.00	206.00		206.00	110.00	96.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
2 to 6 months (per trader)	458.00		458.00	266.00	192.00	458.00		458.00	266.00	192.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
7 to 12 months (per trader)	633.00		633.00	345.00	288.00	633.00		633.00	345.00	288.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Market on the footway only	1,491.00		1,491.00	1,092.00	399.00	1,491.00		1,491.00	1,092.00	399.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Front of Shop Displays (connected with business)- based on a standard single shop front											Emma Phasey		S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
6 Month Licence	312.00		312.00	218.00	94.00	312.00		312.00	218.00	94.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
1 Year Licence (15% discount)	541.00		541.00	373.00	168.00	541.00		541.00	373.00	168.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
109a. Contaminated land											Emma Phasey				Non Executive Licensing - Council Approval Required
Contaminated land enquiry			Not Applicable			41.67	8.33	50.00	50.00		Emma Phasey	NEW	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge	Basis for charging	Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change			
	£	£	£	£	£	£					
18. Licences for Projections over the Highway Section 177 Highways Act 1980 (outside scope of VAT)							Ian Slaney				Non Executive Licensing - Council Approval Required
The Council issues licences for canopies and any other projection over the highway, and incurs ongoing administration/inspection costs for which an initial lump sum of £500 is normally charged.							Ian Slaney				
Application for Licence for a building to oversail the highway	324.60		324.60	347.30		347.30	Ian Slaney	7%	Section 177 Highways Act 1980	Statutory Discretionary	
Application for permission to oversail the highway with construction equipment (not cranes - covered elsewhere)	324.60		324.60	347.30		347.30	Ian Slaney	7%	Section 177 Highways Act 1980	Statutory Discretionary	
Application to change a structure projecting over or under the highway (additional charges per hours)	71.60		71.60	76.60		76.60	Ian Slaney	7%	Section 177 Highways Act 1980	Statutory Discretionary	
21. Tables & Chairs on the Highway licence (please note planning permission is likely to be needed)							Emma Phasey				Non Executive Licensing - Council Approval Required
Issue of licence (subject to successful application)	541.00		541.00	580.00		580.00	Emma Phasey	7%	S 32, London Local Authorities Act 1990	Statutory Discretionary	
Annual renewal of licence (subject to successful application)	541.00		541.00	580.00		580.00	Emma Phasey	7%	S 32, London Local Authorities Act 1990	Statutory Discretionary	
Pavement Licence	100.00		100.00	500.00		500.00	Emma Phasey	400%	S 1, Building and Planning Act 2020	Statutory Discretionary	
Pavement Licence renewal		Not Applicable		350.00		350.00	Emma Phasey	NEW	Building and Planning Act 2020 as amended by Levelling Up and Regeneration Bill (2022)	Statutory Discretionary	
22. Adding or changing a name of an existing property or address (exempt VAT)							Ian Slaney				Non Executive Licensing - Council Approval Required
A charge to make amendments to the National Land and Property Gazetteer							Ian Slaney				
Minimum charge (up to one hour of officer time)	75.50		75.50	80.80		80.80	Ian Slaney	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Any period of time in excess of one hour to the nearest half an hour (hourly rate shown)	127.10		127.10	136.00		136.00	Ian Slaney	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
41. Condemnation Certificate for Food Considered Unfit for Human Consumption (outside scope of VAT)							Emma Phasey				
The fee is per half hour. The fee reflects the cost of undertaking the service with two officer visits.	178.00		178.00	191.00		191.00	Emma Phasey	7%	s45 Food Safety Act 1990	Statutory Discretionary	
42. Amendments to Registers (outside scope of VAT)							Emma Phasey				
Where a fee can be charged, the fee reflects the cost of undertaking the service	79.20		79.20	85.00		85.00	Emma Phasey	7%	s45 Food Safety Act 1990	Statutory Discretionary	
45. Copies of entries on Public Register							Emma Phasey				Non Executive Licensing - Council Approval Required
Data Extraction	16.80		16.80	18.00		18.00	Emma Phasey	7%	Data Protection (Charges and Information) Regulations 2018	Discretionary	
Copy charge per A4 page	0.17	0.03	0.20	0.18	0.04	0.21	Emma Phasey	7%	Section 93 Local Government Act 2003 / section 3 Localism Act 2011	Discretionary	
46. Copies of entries on Food Premises Register (exempt VAT)							Emma Phasey				Non Executive Licensing - Council Approval Required
a) Single entry (up to 100 entries)	16.20		16.20	17.30		17.30	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
b) Part Register (100 entries)	459.70		459.70	492.00		492.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
c) Part Register (200 entries)	922.90		922.90	988.00		988.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
d) Part/Whole Register	1,533.80		1,533.80	1,642.00		1,642.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
47. Environmental Information (regulations)							Emma Phasey				Non Executive Licensing - Council Approval Required

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
** Note: Access to this information is in most circumstances free of charge. However reasonable charges can be made for supplying additional information. Charges, where levied, will be chiefly for the copying of documents, officer time to provide more detailed work including, for example the review or preparation of reports, letter, opinions, etc. The Council also receives periodic requests for information, which do not fall under the remit of the above regulations. The same fee is applied to reflect the cost of provision of this service. The charging structure includes the waiver of fees for provision of information to individuals and organisations of a registered charity. In this way the charging structure is not intended to deter such persons or bodies with a genuine interest in the local environment.		0.20			0.20		Emma Phasey		Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
Minimum charge:							Emma Phasey				
Allowing one hour of officer time	115.00		115.00	123.00		123.00	Emma Phasey	7%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
Every hour or part hour thereafter	115.00		115.00	123.00		123.00	Emma Phasey	7%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
Fees for copies:							Emma Phasey				
A4 photocopy (where copying has to be put out to a commercial company, fees are the commercial copy costs plus any costs to the council.)	0.12	0.02	0.15	0.17	0.03	0.21	Emma Phasey	43%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
48. Health, Safety and Environmental Information per hour or part hour							Emma Phasey				Non Executive Licensing - Council Approval Required
Provision of a statement of fact or provision of information with regard to civil/statutory investigations undertaken by the Council. The Health & Safety at work act permits a fee to be charged for the provision of this information	115.20		115.20	123.50		123.50	Emma Phasey	7%	S 57, Health & Safety at Work Act 1974	Statutory Discretionary	
49. Immigration Employment Requests							Emma Phasey				Non Executive Licensing - Council Approval Required
** Note: The service (principally food team) receives an increasing number of requests from business that are seeking immigration clearance for employees entering the UK for employment purposes. The request requires official notification that the business is registered and or licensed with the council and is trading within its area.							Emma Phasey				
Standard Fee	115.00		115.00	123.50		123.50	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Every hour or part hour thereafter if visits required	115.00		115.00	123.50		123.50	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
50. Health Certificates							Emma Phasey				Non Executive Licensing - Council Approval Required
Companies requests for health certificates for foods being exported outside the EC (outside scope of VAT).	153.30		153.30	164.00		164.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
51. Service of Hazard Awareness Notice							Emma Phasey				Non Executive Licensing - Council Approval Required
Charge per hour of work involved	115.00		115.00	123.50		123.50	Emma Phasey	7%	S 49, Housing Act 2004	Statutory Discretionary	
52. Prohibition/Emergency Prohibition Orders							Emma Phasey				Non Executive Licensing - Council Approval Required
Charge per hour of work involved	115.00		115.00	123.50		123.50	Emma Phasey	7%	S 49, Housing Act 2004	Statutory Discretionary	
55. Local Authority Pollution Control							Emma Phasey				Non Executive Licensing - Council Approval Required
55a. Application Fee							Emma Phasey				
Standard Process	1,642.20		1,642.20	1,650.00		1,650.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional fee for operating without a permit	1,182.50		1,182.50	1,188.00		1,188.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVRI, SWOBs and Dry Cleaners Reduced Fee Activities	155.40		155.40	155.00		155.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined	255.80		255.80	257.00		257.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities	363.30		363.30	365.00		365.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Reduced fee activities: Additional fee for operating without a permit	70.70		70.70	70.70		70.70	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant for the 1 st & 2 nd applications	1,642.20		1,642.20	1,650.00		1,650.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
For the 3 rd to 7 th applications	980.70		980.70	990.00		990.00	Emma Phasey	1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
For the 8 th and subsequent applications	491.30		491.30	498.00		498.00	Emma Phasey	1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts	279.00		279.00	808.00		808.00	Emma Phasey	190%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
55b. Annual Subsistence Charge							Emma Phasey				
Standard process Low	768.60		768.60	772.00		772.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional amounts charged where a permit is for a combined Part B and waste installation	104.00		104.00	104.00		104.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process Medium	1,166.60		1,166.60	1,161.00		1,161.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional amounts charged where a permit is for a combined Part B and waste installation	156.50		156.50	156.50		156.50	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process High	1,738.90		1,738.90	1,747.00		1,747.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional amounts charged where a permit is for a combined Part B and waste installation	207.90		207.90	207.00		207.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities Low	79.00		79.00	79.00		79.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities Med	158.60		158.60	158.00		158.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities High	236.10		236.10	237.00		237.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined Low	113.40		113.40	113.00		113.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined Medium	226.80		226.80	226.00		226.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined High	342.30		342.30	341.00		341.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities Low	228.90		228.90	228.00		228.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities Medium	366.50		366.50	365.00		365.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities High	550.20		550.20	548.00		548.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits Low	624.20		624.20	626.00		626.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits Medium	1,038.50		1,038.50	1,034.00		1,034.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits High	1,558.20		1,558.20	1,551.00		1,551.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits Low	386.40		386.40	385.00		385.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits Medium	619.50		619.50	617.00		617.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits High	928.20		928.20	924.00		924.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits Low	190.90		190.90	198.00		198.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits Medium	314.10		314.10	316.00		316.00	Emma Phasey	1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits High	471.10		471.10	473.00		473.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Late payment Fee	52.00		52.00	52.00		52.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts	104.00		104.00	104.00		104.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
55c Transfer and Surrender							Emma Phasey				
Standard process transfer	169.00		169.00	169.00		169.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process partial transfer	497.00		497.00	497.00		497.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
New operator at low risk reduced fee activity (extra one-off subsistence charge)	78.00		78.00	78.00		78.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities: partial transfer	47.00		47.00	47.00		47.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
55d Temporary Transfer for mobiles							Emma Phasey				
First transfer	53.00		53.00	51.00		51.00	Emma Phasey	-4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Repeat following enforcement or warning	53.00		53.00	51.00		51.00	Emma Phasey	-4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
55e Substantial Changes s10 & s11							Emma Phasey				
Standard Process	1,050.00		1,050.00	1,050.00		1,050.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process where the substantial change results in a new PPC activity	1,650.00		1,650.00	1,650.00		1,650.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced Fee Activities	102.00		102.00	102.00		102.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
55f LA-IPPC Fees & Charge (Local Authority Integrated Pollution, prevention and control.)							Emma Phasey				
Application	3,218.00		3,218.00	3,363.00		3,363.00	Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional fee for operating without a permit	1,137.00		1,137.00	1,188.00		1,188.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence Low Risk	1,384.00		1,384.00	1,447.00		1,447.00	Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence Medium Risk	1,541.00		1,541.00	1,611.00		1,611.00	Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence High Risk	2,233.00		2,233.00	2,324.00		2,324.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Substantial Variation	1,309.00		1,309.00	1,650.00		1,650.00	Emma Phasey	26%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Transfer	225.00		225.00	235.00		235.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Partial Transfer	668.00		668.00	698.00		698.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Surrender	668.00		668.00	698.00		698.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
56. Application for a new premises or club premises licence or to vary a premises or a club premises licence							Emma Phasey				Non Executive Licensing - Council Approval Required
Non domestic Rateable Value Band							Emma Phasey				
Band A	100.00		100.00	100.00		100.00	Emma Phasey	0%	Regulation 4, Regulation 6 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band B	190.00		190.00	190.00		190.00	Emma Phasey	0%	Regulation 4, Regulation 6 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band C	315.00		315.00	315.00		315.00	Emma Phasey	0%	Regulation 4, Regulation 6 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band D	450.00		450.00	450.00		450.00	Emma Phasey	0%	Regulation 4, Regulation 6 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	635.00		635.00	635.00		635.00	Emma Phasey	0%	Regulation 4, Regulation 6 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
57. Application fee for Premises exclusively or primarily in the business of selling alcohol for consumption on the premises							Emma Phasey				Non Executive Licensing - Council Approval Required
Band D	900.00		900.00	900.00		900.00	Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	1,905.00		1,905.00	1,905.00		1,905.00	Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
58. Annual renewal fee for premises or club premises licence							Emma Phasey				Non Executive Licensing - Council Approval Required
Band A	70.00		70.00	70.00		70.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band B	180.00		180.00	180.00		180.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band C	295.00		295.00	295.00		295.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band D	320.00		320.00	320.00		320.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	350.00		350.00	350.00		350.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
58A. Annual renewal fee for Premises exclusively or primarily in the business of selling alcohol for consumption on the premises							Emma Phasey				
Band D	640.00		640.00	640.00		640.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	1,050.00		1,050.00	1,050.00		1,050.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
59. Exceptionally large events							Emma Phasey				Non Executive Licensing - Council Approval Required
Number in attendance at any one time							Emma Phasey				
5,000 to 9,999	1,000.00		1,000.00	1,000.00		1,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
10,000 to 14,999	2,000.00		2,000.00	2,000.00		2,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
15,000 to 19,999	4,000.00		4,000.00	4,000.00		4,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
20,000 to 29,999	8,000.00		8,000.00	8,000.00		8,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
30,000 to 39,999	16,000.00		16,000.00	16,000.00		16,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
40,000 to 49,999	24,000.00		24,000.00	24,000.00		24,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
50,000 to 59,999	32,000.00		32,000.00	32,000.00		32,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
60,000 to 69,999	40,000.00		40,000.00	40,000.00		40,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
70,000 to 79,999	48,000.00		48,000.00	48,000.00		48,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
80,000 to 89,999	56,000.00		56,000.00	56,000.00		56,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
90,000 and over	64,000.00		64,000.00	64,000.00		64,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
60. Personal Licences, Temporary Events & Other Fees							Emma Phasey				Non Executive Licensing - Council Approval Required
Application for a grant of personal licence	37.00		37.00	37.00		37.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc. of premises licence or summary	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application for a provisional statement where premises being built	315.00		315.00	315.00		315.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Notification of change of name or address	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application to vary licence to specify individual as premises	23.00		23.00	23.00		23.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application for transfer of premises licence	23.00		23.00	23.00		23.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Interim authority notice following death etc of licence holder	23.00		23.00	23.00		23.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc of certificate or summary	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Notification of change of name or alteration of rules of club	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Change of relevant registered address of club	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Temporary Event Notice	21.00		21.00	21.00		21.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc of temporary event notice	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc of personal licence	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Duty to notify change of name or address	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Right of freeholder etc to be notified of licensing matters	21.00		21.00	21.00		21.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
61. Gambling Act 2005							Emma Phasey		Gambling Act (Premises Licence Fees) (Eng. & Wales) Regs 2007		Non Executive Licensing - Council Approval Required
Betting Premises (Other) Licence Application							Emma Phasey				
- New	3,000.00		3,000.00	3,000.00		3,000.00	Emma Phasey	0%	Regulation 5 & Schedule 1	Statutory Prescribed	
- Annual fee	600.00		600.00	600.00		600.00	Emma Phasey	0%	Regulation 8 & Schedule 1	Statutory Prescribed	
- Variation	1,500.00		1,500.00	1,500.00		1,500.00	Emma Phasey	0%	Regulation 11 & Schedule 1	Statutory Prescribed	
- Transfer	1,200.00		1,200.00	1,200.00		1,200.00	Emma Phasey	0%	Regulation 12 & Schedule 1	Statutory Prescribed	
62. Bingo Premises Licence							Emma Phasey		Gambling (Premises Licence Fees) (Eng & Wales) Regs 2007		Non Executive Licensing - Council Approval Required
- New	3,500.00		3,500.00	3,500.00		3,500.00	Emma Phasey	0%	Regulation 5 & Schedule 1	Statutory Prescribed	
- Annual fee	1,000.00		1,000.00	1,000.00		1,000.00	Emma Phasey	0%	Regulation 8 & Schedule 1	Statutory Prescribed	
- Variation	1,750.00		1,750.00	1,750.00		1,750.00	Emma Phasey	0%	Regulation 11 & Schedule 1	Statutory Prescribed	
- Transfer	1,200.00		1,200.00	1,200.00		1,200.00	Emma Phasey	0%	Regulation 12 & Schedule 1	Statutory Prescribed	
62A. Adult Gaming Centres							Emma Phasey		The Gambling (Premises Licence Fees) (England & Wales) Regulations 2007		
- New	2,000.00		2,000.00	2,000.00		2,000.00	Emma Phasey	0%	Regulation 5 & Schedule 1	Statutory Prescribed	
- Annual fee	1,000.00		1,000.00	1,000.00		1,000.00	Emma Phasey	0%	Regulation 8 & Schedule 1	Statutory Prescribed	
- Variation	1,000.00		1,000.00	1,000.00		1,000.00	Emma Phasey	0%	Regulation 11 & Schedule 1	Statutory Prescribed	
- Transfer	1,200.00		1,200.00	1,200.00		1,200.00	Emma Phasey	0%	Regulation 12 & Schedule 1	Statutory Prescribed	
62B. Gaming Machines & Lotteries							Emma Phasey				
Small Society Lotteries application for a new licence	40.00		40.00	40.00		40.00	Emma Phasey	0%	Regulation 3 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	Statutory Prescribed	
Small Society Lotteries annual fee	20.00		20.00	20.00		20.00	Emma Phasey	0%	Regulation 5 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	Statutory Prescribed	
Notification of gaming machines in alcohol licensed premises	50.00		50.00	50.00		50.00	Emma Phasey	0%	Regulation 3 Gaming Machines in Alcohol Licensed Premises (Notification Fee) (England and Wales) Regulations 2007	Statutory Prescribed	
Notification of more than two machines	100.00		100.00	100.00		100.00	Emma Phasey	0%	Regulation 3 Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Annual fee	50.00		50.00	50.00		50.00	Emma Phasey	0%	Regulation 5 Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Club Gaming Permits	200.00		200.00	200.00		200.00	Emma Phasey	0%	Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Annual Fee	50.00		50.00	50.00		50.00	Emma Phasey	0%	Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Club Machine Permits	100.00		100.00	100.00		100.00	Emma Phasey	0%	Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Annual fee	50.00		50.00	50.00		50.00	Emma Phasey	0%	Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
67. Annual renewal fees for large events							Emma Phasey				Non Executive Licensing - Council Approval Required
76a LA 2003 Premises/Clubs							Emma Phasey				
Additional annual fees for capacities 5000 - 9999	500.00		500.00	500.00		500.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 10000 - 14999	1,000.00		1,000.00	1,000.00		1,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 15000 - 19999	2,000.00		2,000.00	2,000.00		2,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 20000 - 29999	4,000.00		4,000.00	4,000.00		4,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge	Basis for charging	Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change			
	£	0.20 £	£	£	0.20 £	£					
Additional annual fees for capacities 30000 - 39999	8,000.00		8,000.00	8,000.00		8,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 40000 - 49999	12,000.00		12,000.00	12,000.00		12,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 50000 - 59999	16,000.00		16,000.00	16,000.00		16,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 60000 - 69999	20,000.00		20,000.00	20,000.00		20,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 70000 - 79999	24,000.00		24,000.00	24,000.00		24,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 80000 - 89999	28,000.00		28,000.00	28,000.00		28,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 90000 and over	32,000.00		32,000.00	32,000.00		32,000.00	Emma Phasey		Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
68. Special Treatments							Emma Phasey				Non Executive Licensing - Council Approval Required
Grant of a new licence							Emma Phasey		s.7(6) London Local Authorities Act 1991		
Band A : Ear piercing only	258.00		258.00	276.00		276.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band B - Aromatherapy, body massage, Champissage (Indian Head massage), Fairbane therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, Infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A.	507.00		507.00	542.00		542.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band B (Domestic)- Aromatherapy, body massage, Champissage (Indian Head massage), Fairbane therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, Infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A.	231.00		231.00	250.00		250.00	Emma Phasey	8%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band C - Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotory Massage – G5, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxabustion, Nail extensions, NAET, Roling, Sclerotherapy, Stone therapy, Trichology, Tui – na, Ultra sonic and all treatments in Band A and B.	775.50		775.50	830.00		830.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band C (Domestic) - Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotory Massage – G5, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxabustion, Nail extensions, NAET, Roling, Sclerotherapy, Stone therapy, Trichology, Tui – na, Ultra sonic and all treatments in Band A and B.	352.00		352.00	377.00		377.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band D - Body piercing, beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C	1,023.00		1,023.00	1,095.00		1,095.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band D (Domestic) - Body piercing, beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C	462.00		462.00	495.00		495.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band E - Laser and intense pulse light treatments	880.00		880.00	942.00		942.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band E (Domestic) - Laser and intense pulse light treatments	880.00		880.00	942.00		942.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Variation of licence	115.00		115.00	123.00		123.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
69. Pet Shops							Emma Phasey				Non Executive Licensing - Council Approval Required
New/variation for selling of animals (pets shops etc)	688.00		688.00	735.00		735.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal for selling of animals (pets shops etc)	604.00		604.00	646.00		646.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018		
reassessment of star rating visit	250.00		250.00	268.00		268.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
70. Sex Entertainment Venue							Emma Phasey				Non Executive Licensing - Council Approval Required
Annual Licence New Grant	5,357.00		5,357.00	5,732.00		5,732.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
		0.20			0.20						
	£	£	£	£	£	£					
Renewal	4,416.50		4,416.50	4,726.00		4,726.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Variation (in combination with renewal)	1,446.00		1,446.00	1,550.00		1,550.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Variation (mid term)	2,744.50		2,744.50	2,940.00		2,940.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Transfer	946.00		946.00	1,010.00		1,010.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
71. Sex Shops							Emma Phasey				Non Executive Licensing - Council Approval Required
Initial application	3,112.00		3,112.00	3,330.00		3,330.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Renewal	1,584.00		1,584.00	1,700.00		1,700.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Application to transfer a sex shop licence	779.00		779.00	835.00		835.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
72. (NOT USED)							Emma Phasey				Non Executive Licensing - Council Approval Required
74. Immigration Inspections (outside scope of VAT)							Emma Phasey				Non Executive Licensing - Council Approval Required
** Note: The Council responding to requests, provides a letter to the British High Commission in respect of accommodation being fit for purpose.							Emma Phasey				
Inspection of property and provision of report for immigration purposes (within 10 working days).	205.00		205.00	220.00		220.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Inspection of property and provision of report for immigration purposes (within 3 working days).	294.00		294.00	315.00		315.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
75. Scrap Metal and Salvage (outside scope of VAT)							Emma Phasey				Non Executive Licensing - Council Approval Required
Scrap Metal dealers site licence/renewal	700.00		700.00	750.00		750.00	Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Scrap Metal dealers collectors licence/renewal	391.00		391.00	420.00		420.00	Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of site licence	611.00		611.00	655.00		655.00	Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of site licence (minor variation)	120.00		120.00	130.00		130.00	Emma Phasey	8%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of collectors licence	314.00		314.00	335.00		335.00	Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of collectors licence (minor variation)	120.00		120.00	130.00		130.00	Emma Phasey	8%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
76. Highways Enforcement (outside scope of VAT)							Ian Slaney				Non Executive Licensing - Council Approval Required
Where a non-licensed skip is found, a retrospective application fee of twice the standard is applied							Ian Slaney				
Skip (per month)	70.50		70.50	75.40		75.40	Ian Slaney	7%	Skip licences - Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
Skip Renewal (per month)	70.50		70.50	75.40		75.40	Ian Slaney	7%	Skip licences - Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
** Note: The deposit required from builders, developers, etc for the positioning of materials on the highway is £200. This deposit is fully or partially refunded, depending on any necessary repairs or reinstatement works. The change reflects increases in costs of works by contractors and protects the council if costs exceed the current amount of the deposit.							Ian Slaney		As above		
77. Building Materials on the Highway (outside scope of VAT)							Ian Slaney				Non Executive Licensing - Council Approval Required
** Note: Where building material is identified that does not have a permit the council may issue a permit whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial fee. The fee for a 'retrospective' renewal application is twice the renewal fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the permit in advance or is a genuine emergency.							Ian Slaney				
Deposit (subject to highway damage)	650.30		650.30	695.80		695.80	Ian Slaney	7%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
First month	128.80		128.80	137.80		137.80	Ian Slaney	7%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge	Basis for charging	Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change			
	£	0.20 £	£	£	0.20 £	£					
Renewal (per month)	116.10		116.10	124.20		124.20	Ian Slaney	7%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
78. Housing of Multiple Occupation							Emma Phasey				Non Executive Licensing - Council Approval Required
HMO Application	1,623.00		1,623.00	1,740.00		1,740.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
HMO Renewal/Variation	1,150.00		1,150.00	1,230.50		1,230.50	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
HMO Renewal with material change	1,623.00		1,623.00	1,740.00		1,740.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
New Application (self contained) (per unit)	335.00		335.00	360.00		360.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Renewal Application (self contained)	239.00		239.00	255.00		255.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Renewal Application (self contained) with material change (per unit)	335.00		335.00	360.00		360.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Fees associated with an aborted visit		Not Applicable		20.00		20.00	Emma Phasey	NEW	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
HMO administration fee for failure to pay 2nd HMO fee within 5 working days of request.		Not Applicable		50.00		50.00	Emma Phasey	NEW	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
(a) Selective Licensing							Emma Phasey				
Selective Licensing Application	671.00		671.00	720.00		720.00	Emma Phasey	7%	s87(3) & (7) Housing Act 2004	Statutory Discretionary	
Fees associated with an aborted visit		Not Applicable		20.00		20.00	Emma Phasey	NEW	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Selective licence administration fee for failure to pay 2nd fee within 5 working days of request.		Not Applicable		50.00		50.00	Emma Phasey	NEW	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
79. Hypnotism events							Emma Phasey				Non Executive Licensing - Council Approval Required
Capacity (maximum permitted) number of persons up to 2000	384.20		384.20	410.00		410.00	Emma Phasey	7%	s2A Hypnotism Act 1952	Statutory Discretionary	
Note: Additional charges for extension of hours beyond 11pm, 10% of scale fee plus 1% for each day of extension. Prices for larger capacities on application							Emma Phasey		s2A Hypnotism Act 1952	Statutory Discretionary	
80. Animal Boarding Establishment							Emma Phasey				Non Executive Licensing - Council Approval Required
Animal Boarding Establishment (Kennel/Cattery)							Emma Phasey				
New/Renewal application Single or combined species	673.00		673.00	720.00		720.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application combined species	604.00		604.00	645.00		645.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
New application Single species	588.00		588.00	630.00		630.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application Single species	519.00		519.00	555.00		555.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	270.00		270.00	Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Home Boarder							Emma Phasey				
New/Renewal application	485.00		485.00	520.00		520.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application	451.00		451.00	480.00		480.00	Emma Phasey	6%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	270.00		270.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Franchisee arrangers Licence							Emma Phasey				
New/Renewal application	200.00		200.00	214.00		214.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Assessment of a hobby host as part of a franchisee licence	214.00		214.00	230.00		230.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Dog Day Care							Emma Phasey				
New/Renewal application	568.00		568.00	610.00		610.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application	549.00		549.00	590.00		590.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	270.00		270.00	Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Dog Breeding Establishment							Emma Phasey				
New applicant vet inspection with kennel units	751.60		751.60	805.00		805.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal applicant with kennel units	634.00		634.00	680.00		680.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
New application breeding in a domestic dwelling	634.00		634.00	680.00		680.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application breeding in a domestic dwelling	482.00		482.00	515.00		515.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	270.00		270.00	Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
81. Dangerous wild animals							Emma Phasey				Non Executive Licensing - Council Approval Required

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Dangerous Wild Animals							Emma Phasey				
New applicant commercial / outside premises	548.00		548.00	590.00		590.00	Emma Phasey	8%	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
Renewal applicant commercial / outside premises	506.00		506.00	540.00		540.00	Emma Phasey	7%	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
New applicant domestic dwelling	499.00		499.00	535.00		535.00	Emma Phasey	7%	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
Renewal applicant on domestic dwelling	420.00		420.00	450.00		450.00	Emma Phasey	7%	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
82. Performing Animals							Emma Phasey				Non Executive Licensing - Council Approval Required
New/Renewal of performing animals	465.00		465.00	500.00		500.00	Emma Phasey	8%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal for circus animals for exhibit on location	397		397.00	425.00		425.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
83a. Riding Establishments							Emma Phasey				Non Executive Licensing - Council Approval Required
new / renewal for hiring out horses < 11 horses	922.00		922.00	990.00		990.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
new / renewal for hiring out horses 11-50 horses	1,322.00		1,322.00	1,415.00		1,415.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
new / renewal for hiring out horses Over 50 horses	1,402.00		1,402.00	1,500.00		1,500.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
83b.(NOT USED)							Emma Phasey				Non Executive Licensing - Council Approval Required
84. Scaffolding Licence							Ian Slaney				Non Executive Licensing - Council Approval Required
** Note: The fee for scaffolding found without a licence requiring a 'retrospective' application is twice the initial first month fee. The fee for a 'retrospective' extension to the application is twice the subsequent month fee.							Ian Slaney				
Residential							Ian Slaney				
Up to 10 metres (first month)	206.80		206.80	221.30		221.30	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
10-15 metres (first month)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (first month)	294.60		294.60	315.20		315.20	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 10 metres (subsequent months)	164.00		164.00	175.50		175.50	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
10-15 metres (subsequent months)	188.30		188.30	201.50		201.50	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (subsequent months)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Commercial							Ian Slaney				
Up to 15 metres (first month)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (first month)	294.60		294.60	315.20		315.20	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 15 metres (subsequent months)	188.30		188.30	201.50		201.50	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (subsequent months)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - less than 15 metres squared	649.70		649.70	695.20		695.20	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - more than 15 metres	1,299.40		1,299.40	1,390.40		1,390.40	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Additional charges per hour e.g. for attending site meeting	115.50		115.50	123.60		123.60	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
85. Hoarding Licence							Ian Slaney				Non Executive Licensing - Council Approval Required
** Note: Where hoarding is identified that does not have a licence the council may issue a licence whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial first month fee. The fee for a 'retrospective' extension to the application is twice the subsequent month fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the licence in advance or there was a genuine emergency.							Ian Slaney				
Up to 15 metres in length (first month)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres in length (first month)	294.60		294.60	315.20		315.20	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 15 metres in length (subsequent months)	188.30		188.30	201.50		201.50	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20	£	£	0.20	£					
More than 15 metres in length (subsequent months)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - less than 15 metres in length	649.70		649.70	695.20		695.20	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - more than 15 metres in length	1,299.40		1,299.40	1,390.40		1,390.40	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Additional charges per hour e.g. for attending site meeting	114.40		114.40	122.40		122.40	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
86. Crane (Lifting Equipment) Licence							Emma Phasey				Non Executive Licensing - Council Approval Required
Where a non-licensed crane is found, a retrospective application fee of twice the standard is applied						0.00	Ian Slaney				
Licence Administration Fee	294.60		294.60	315.20		315.20	Ian Slaney	7%	s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Deposit	649.70		649.70	695.20		695.20	Ian Slaney	7%	s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
87. Advertising Board Licence							Ian Slaney				Non Executive Licensing - Council Approval Required
Permission for a A1 (637 (width) x 1100 (height) x 800 (depth) mm) size advertising board on the public highway. No other sizes permitted							Ian Slaney				
Permit per year	182.50		182.50	195.30		195.30	Ian Slaney	7%	s.115F(1) Highways Act 1980	Statutory Discretionary	
Penalty for non compliance under Highways Act 1980 and Planning legislation to recover all costs associated with the removal	cost recovery		cost recovery	cost recovery		cost recovery	Ian Slaney		s.115K(3) Highways Act 1980	Statutory Discretionary	
90. Street Naming and Numbering							Ian Slaney				Non Executive Licensing - Council Approval Required
Adding alias/name	243.00		243.00	260.00		260.00	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Application for numbering property per property	243.00		243.00	260.00		260.00	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Application for naming a road (applicant choice of name adhering to SNN policy with LFB approval)	£283.20 plus £40.32 per property		£283.20 plus £40.32 per property	£303.02 plus £43.14 per property		£303.02 plus £43.14 per property	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Naming or renaming of house or block of flats (applicants choice of name adhering to SNN Policy and approval of LFB)	243.00		243.00	260.00		260.00	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Naming or renaming of commercial premises (applicants choice of name adhering to SNN Policy and approval of LFB)	243.00		243.00	260.00		260.00	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 1 plot	140.40		140.40	150.20		150.20	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 2-20 plots	£71.50 per unit		£71.50 per unit	£76.51 per unit		£76.51 per unit	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 21-50 plots	£1,430.00 + £28.27 per unit		£1,430.00 + £28.27 per unit	£1,530.00 + £30.25 per unit		£1,530.00 + £30.25 per unit	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: over 50 plots	£2,278.01 + £21.34 per unit		£2,278.01 + £21.34 per unit	£2,437.47 + £22.83 per unit		£2,437.47 + £22.83 per unit	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Certificate of naming/numbering/historic documents	120.80		120.80	129.30		129.30	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
93. Hourly rates for Environmental Health Officers							Emma Phasey				Non Executive Licensing - Council Approval Required
Relating to enforcement, works in default after serving of statutory notice:							Emma Phasey		S8 , Environmental Protection Act 1990	Statutory Discretionary	
a) Divisional Director per hour or part thereof	296.90		296.90	320.00		320.00	Emma Phasey	8%	S8 , Environmental Protection Act 1990	Statutory Discretionary	
b) Service Manager per hour or part thereof	222.50		222.50	240.00		240.00	Emma Phasey	8%	S8 , Environmental Protection Act 1990	Statutory Discretionary	
c) Team Leader per hour or part thereof	149.20		149.20	160.00		160.00	Emma Phasey	7%	S8 , Environmental Protection Act 1990	Statutory Discretionary	
d) Enforcement Officers	115.00		115.00	123.00		123.00	Emma Phasey	7%	S8 , Environmental Protection Act 1990	Statutory Discretionary	
e) Consultation fee for any application permit or licence per hour (min 1 hour)	115.00		115.00	123.00		123.00	Emma Phasey	7%	S8 , Environmental Protection Act 1990	Discretionary	
f) Premise consultation per hour (minimum 1 hour)	115.00		115.00	123.10		123.10	Emma Phasey	7%	S8 , Environmental Protection Act 1990	Discretionary	
109. Street Trading							Emma Phasey				
Licence Administration fee (Applicable to all Licensing types, including variations and cancellations)	50.00		50.00	50.00		50.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Standalone street trading unit licence (e.g. stall)							Emma Phasey				
Up to 7 days (per trader)	21.00		21.00	21.00		21.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
		0.20			0.20						
	£	£	£	£	£	£					
Up to 2 months (per trader)	206.00		206.00	206.00		206.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
2 to 6 months (per trader)	458.00		458.00	458.00		458.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
7 to 12 months (per trader)	633.00		633.00	633.00		633.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Market on the footway only	1,491.00		1,491.00	1,491.00		1,491.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Front of Shop Displays (connected with business)- based on a standard single shop front							Emma Phasey		S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
6 Month Licence	312.00		312.00	312.00		312.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
1 Year Licence (15% discount)	541.00		541.00	541.00		541.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
109a. Contaminated land							Emma Phasey				Non Executive Licensing - Council Approval Required
Contaminated land enquiry	Not Applicable			41.67	8.33	50.00	Emma Phasey	NEW	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
	check ok			586,301.12	8.40	586,309.52					

Statutory prescribed - legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e set eg. £100 or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011