

# FEES AND CHARGES REPORT

## APPENDIX 9 - LICENSING SERVICES

### 1. Service description

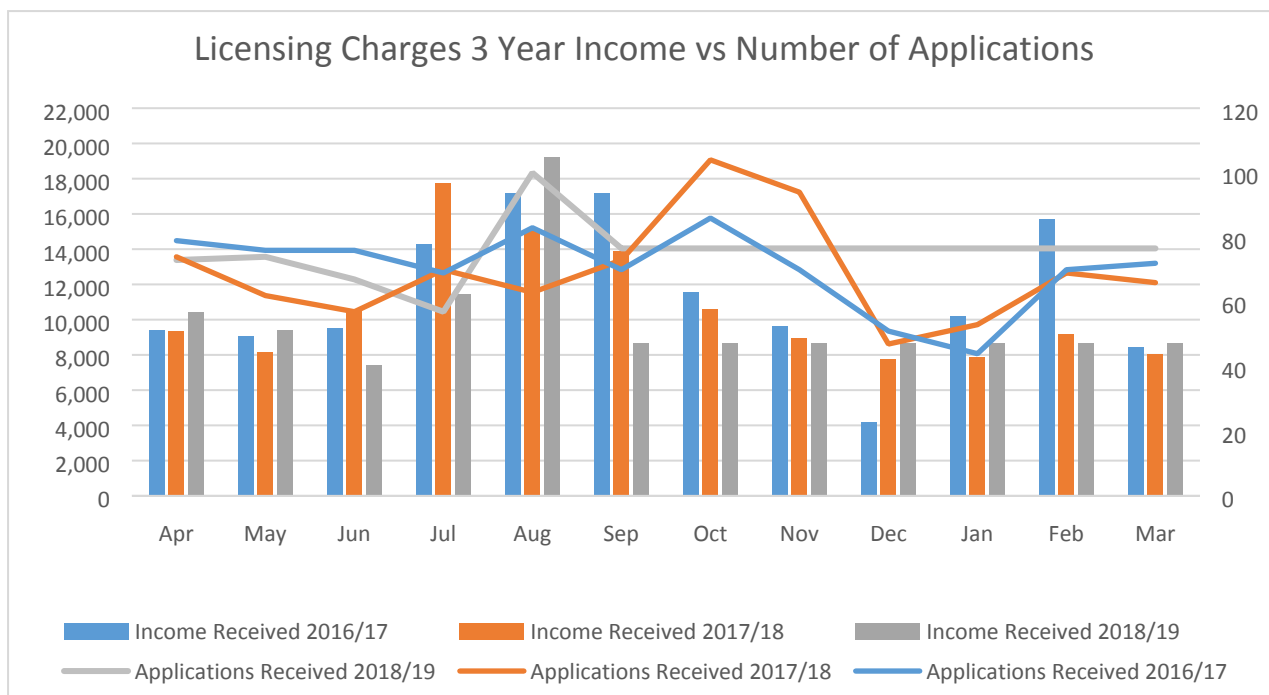
The Licensing service processes many different types of licences, (the majority of which but not all) incur a fee for the service we provide and can be broken down into the following categories;

- Licensing Fees – which are statutory set fees dependent upon type of application, the details of which are known by the Team Manager each year. The majority of these are derived from alcohol, entertainment and late night refreshment, all of which are governed by the Licensing Act 2003. It is important to note that the mandatory fees applied under this legislation have not been amended since the regime commenced in 2005 and in some cases we cannot recover our costs. Typically fees within this category are set for the sale of alcohol and entertainment in pubs, clubs, off-licences and supermarkets.
- Licensing Fees – which are totally discretionary gives us the opportunity to set the fees accordingly to recover the costs incurred. Typically fees within this category are set for dog breeding, boarding, pet shops, riding establishments, sex establishments and scrap metal etc.
- Licensing Fees – which are partially discretionary which allows us to set the fees to recover costs, however the fees we set are limited to prevent going beyond a statutory ceiling. Typically fees within this category are set for betting shops, betting tracks, bingo and adult gaming premises etc. all of which are governed by the Gambling Act 2005.
- There are also a number of applications that we process whereby we are prevented from setting any fee, such as house to house collections, street collections and some caravan site licences.

Whilst some of the fees are partially statutory charges the authority has the flexibility to set the fee up to a maximum. As with other service areas we are required to comply with the relevant regulations when compiling the fees and must be ready to justify the levels.

### 2. Prior years analysis, current financial year projections

The graph below illustrates income received v applications received over the last three years (please note that Sept 18 to Mar 19 is a forecast). A full Analysis of fees and charges has been undertaken with a view to achieving full cost recovery. Some fees are limited as they have a price ceiling that we can't go over.



The table below highlights actual income achieved against budget for the last three financial years (estimated for 2018/19).

	Total	Budget	Under/(over)
Income received 2016/17	136,215	131,300	(4,915)
Income received 2017/18	126,811	111,800	(15,011)
Income received 2018/19	120,500	118,500	(2,000)

Many of the fees within the Licensing service are statutory or statutory with a ceiling range as to what we can charge.

### 3. Pricing

There has been one reduction in Fees charged for the year.

The reduction relates to the scrap metal New/Renewal site fee for the year 2 annual inspection costs, which have been halved.

An inflationary increase has been applied of 3.4% for all non-statutory fees that WLDC have the powers to set.

New legislation came into force with effect from 01 October 2018 which governs Animal Welfare. The legislation is referred to as the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. The new legislation aims to control Dog Breeding, Hiring of Horses, Sale of Animals, and Animal Boarding which includes Dog Day Care and the Exhibition and Training of Animals. Operators will now be inspected and awarded a STAR rating and granted a licence ranging

from 1 to 3 years depending on their risk rating. The previous legislation which governed some of these activities will either be amended or repealed.

Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018									
Previously licensable activity			Current fee		New activity name		Proposed fee		
			Part A				Part A	Part B	
Dog Breeding	New		£82.00	plus vet fee	Dog Breeding	New	£228.00	£102.00 plus vet fee	
	Renewal		£228.00			Renewal	£228.00	£102.00 no vet fee	
Riding Establishment			New/Renewal	£82.00 plus vet fee	Hiring of Horses	New/Renewal	£228.00	£102.00 plus vet fee	
Pet Shop			New/Renewal	£182.00	Sale of Animals	New/Renewal	£182.00	£102.00 no vet fee	
Home Boarding			New/Renewal	£151.00	Home Boarding	New/Renewal	£151.00	£102.00 no vet fee	
Animal Boarding	Cats or dogs	New	£82.00	plus vet fee	Animal Boarding	Cats or dogs	New/Renewal	£228.00	£102.00 no vet fee
	Cats or dogs	Renewal	£228.00						
	Cats and dogs (dual)	New	£82.00	plus vet fee		Cats and dogs (dual)	New/Renewal	£269.00	£102.00 no vet fee
	Cats and dogs (dual)	Renewal	£269.00						
					Dog Day Care	New/Renewal	£151.00	£102.00 no vet fee	
					Exhibition of Animals	New/Renewal	£151.00	£102.00 no vet fee	
					Appeals to be re-rated			£63.00 per hour or part of	
					Variation to the licence			£63.00 per hour or part of	

The table below illustrates the impact on income of the RPI increase:

Current	120,500
Impact 1 - No change of Fees	120,500
Impact 2 - RPI increase (3.4%)	124,597

#### 4. Understanding Customers and Markets

The service has not carried out any customer satisfaction surveys relative to fee setting. 98% of licence applications are processed within the agreed timescales, the majority of which are from the statutory regime, which in turn have their own set turnaround times which we have to comply with, therefore it is highly unlikely that there is any scope for applicants to pay more for a faster turnaround.

#### 5. Proposed Charges

Statutory charges will be applied in accordance with legislation.

For other charges the Licensing Service proposes to apply inflationary increases of 3.4%.

#### 6. Recommendation

Members are requested to recommend to Council the charges for 2019/20 as illustrated below;

2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

**Bingo Premises Licence**

Application Fee for Provisional Statement	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises	£859.10	3.40%		£888.30	£0.00	£888.30	OS
Application Fee New Premises	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Annual Fee	£796.06	3.40%		£823.10	£0.00	£823.10	OS
Variation of Licence	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Transfer Fee	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Application for Reinstatement	£826.10	3.40%		£854.20	£0.00	£854.20	OS

**Adult Gaming Centre**

Application Fee for Provisional Statement	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises	£859.10	3.40%		£888.30	£0.00	£888.30	OS
Application Fee New Premises	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Annual Fee	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Variation of Licence	£867.00	3.40%		£896.50	£0.00	£896.50	OS
Transfer Fee	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Application for Reinstatement	£826.10	3.40%		£854.20	£0.00	£854.20	OS

**Family Entertainment Centre**

Application Fee for Provisional Statement	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises	£858.00	3.40%		£887.20	£0.00	£887.20	OS
Application Fee New Premises	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Annual Fee	£750.00			£750.00	£0.00	£750.00	OS
Variation of Licence	£867.00	3.40%		£896.50	£0.00	£896.50	OS
Transfer Fee	£796.06	3.40%		£823.10	£0.00	£823.10	OS
Application for Reinstatement	£796.06	3.40%		£823.10	£0.00	£823.10	OS

**Betting Premises (Other)**

Application Fee for Provisional Statement	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises	£858.00	3.40%		£887.20	£0.00	£887.20	OS
Application Fee New Premises	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Annual Fee	£600.00			£600.00	£0.00	£600.00	OS
Variation of Licence	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Transfer Fee	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Application for Reinstatement	£826.10	3.40%		£854.20	£0.00	£854.20	OS

**Betting Premises (Tracks)**

Application Fee for Provisional Statement	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises	£858.00	3.40%		£887.20	£0.00	£887.20	OS
Application Fee New Premises	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Annual Fee	£750.00	3.40%		£775.50	£0.00	£775.50	OS
Variation of Licence	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Transfer Fee	£796.06	3.40%		£823.10	£0.00	£823.10	OS
Application for Reinstatement	£796.06	3.40%		£823.10	£0.00	£796.06	OS

## Prosperous Communities Committee

## Licensing - Gambling Act

	2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
	£	% Type	or £	£	£	£	
<b>Miscellaneous</b>							
Change of Circumstances	£49.82		£0.18	£50.00	£0.00	£50.00	OS
Fee for Copy of a Licence Under the Gambling Act 2005	£24.00	3.40%		£24.80	£0.00	£24.80	OS
Temporary Usage License	£377.30	3.40%		£390.10	£0.00	£390.10	OS
<b>Unlicensed FEC's &amp; Prize gaming Permits (10 year duration)</b>							
New Gaming Machine Permit (no annual fee)	£300.00			£300.00	£0.00	£300.00	OS
Renewal	£300.00			£300.00	£0.00	£300.00	OS
Change of name on permit	£25.00			£25.00	£0.00	£25.00	OS
Copy of permit	£15.00			£15.00	£0.00	£15.00	OS
New Prize Gaming Permit (no annual fee)	£300.00			£300.00	£0.00	£300.00	OS
Renewal	£300.00			£300.00	£0.00	£300.00	OS
Change of name on permit	£25.00			£25.00	£0.00	£25.00	OS
Copy of permit	£15.00			£15.00	£0.00	£15.00	OS
<b>Club Gaming Permit &amp; Club Machine Permit (10 year duration)</b>							
New grant Club Gaming Permit	£200.00			£200.00	£0.00	£200.00	OS
New grant Club Gaming Permit with Club Premises Certificate (fast track)	£100.00			£100.00	£0.00	£100.00	OS
Renewal	£200.00			£200.00	£0.00	£200.00	OS
Renewal of Club Gaming Permit with Club Premises Certificate (fast track)	£100.00			£100.00	£0.00	£100.00	OS
Annual Fee	£20.00		£30.00	£50.00	£0.00	£50.00	OS
Variation	£100.00			£100.00	£0.00	£100.00	OS
Copy of permit	£15.00			£15.00	£0.00	£15.00	OS
<b>Lotteries</b>							
Society Lottery - New	£40.00			£40.00	£0.00	£40.00	OS
Society Lottery - Renewal	£20.00			£20.00	£0.00	£20.00	OS
<b>Machines in Alcohol Licensed premises - 3 or more machines</b>							
New	£150.00			£150.00	£0.00	£150.00	OS
Annual Fee	£50.00			£50.00	£0.00	£50.00	OS
Transfer	£25.00			£25.00	£0.00	£25.00	OS
Variation	£100.00			£100.00	£0.00	£100.00	OS
Change of name on permit	£25.00			£25.00	£0.00	£25.00	OS
Copy of gaming machine permit	£15.00			£15.00	£0.00	£15.00	OS
Gambling Machine Permit - Up to 2 Machines			One-off fee	£50.00	£0.00	£50.00	OS

		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type		or £	£	£	£
<b>Taxi Licensing (Including Horse Drawn Omnibus)</b>								
Driver's License Application (3Yr)	New/Renewal	£156.00	3.40%		£161.00	£0.00	£161.00	OS
Knowledge Test Fee	New or Lapsed Driver Licenses	£28.00		£5.00	£33.00	£0.00	£33.00	OS
Knowledge Test Fee	Retest	£28.00		£5.00	£33.00	£0.00	£33.00	OS
DBS Check	On New or Renewal	£44.00			£44.00	£0.00	£44.00	OS
DBS Admin Fee*	On New or Renewal	£10.00			£10.00	£2.00	£12.00	S
	<i>*This fee is controlled by LCC and subject to change</i>							
Vehicle License	New	£249.00			£249.00	£0.00	£249.00	OS
Vehicle License	Renewal	£249.00			£249.00	£0.00	£249.00	OS
Replacement Plate	Plate Only	£27.00	3.40%		£28.00	£0.00	£28.00	OS
Replacement Plate	Plate and Bracket	£36.00	3.40%		£37.00	£0.00	£37.00	OS
Private Hire Operators Licence (5Yr)		£210.00			£210.00	£0.00	£210.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle License		£25.00	3.40%		£26.00	£0.00	£26.00	OS
Alcohol and Entertainment Licenses		Charges set by Licensing Act 2003						
<b>New Premise Licence</b>								
Category A		£100.00			£100.00	£0.00	£100.00	OS
Category B		£190.00			£190.00	£0.00	£190.00	OS
Category C		£315.00			£315.00	£0.00	£315.00	OS
Category D		£450.00			£450.00	£0.00	£450.00	OS
Category E		£635.00			£635.00	£0.00	£635.00	OS
Large scale application >4999 (minimum fee applies)		£1,000.00			£1,000.00	£0.00	£1,000.00	OS
Variation of Premises Licence		£100 - £635			£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Disapplication of DPS		£23.00			£23.00	£0.00	£23.00	OS
<b>Annual fee demand</b>								
Category A		£70.00			£70.00	£0.00	£70.00	OS
Category B		£180.00			£180.00	£0.00	£180.00	OS
Category C		£295.00			£295.00	£0.00	£295.00	OS
Category D		£320.00			£320.00	£0.00	£320.00	OS
Category E		£350.00			£350.00	£0.00	£350.00	OS
Large scale annual fee >4999 (minimum fee applies)		£500.00			£500.00	£0.00	£500.00	OS
Minor Variation		£89.00			£89.00	£0.00	£89.00	OS
Provisional Statement		£195.00			£195.00	£0.00	£195.00	OS
Register of Interest		£21.00			£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50			£10.50	£0.00	£10.50	OS
Club Premises Certificate - New		£100 - £635			£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635			£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89.00			£89.00	£0.00	£89.00	OS
Personal Licence - New		£37.00			£37.00	£0.00	£37.00	OS
Personal Licence - Change of name /address		£10.50			£10.50	£0.00	£10.50	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50			£10.50	£0.00	£10.50	OS
Transfer of Premises Licence		£23.00			£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21.00			£21.00	£0.00	£21.00	OS
Skin Piercing	Premises registration	£174.00	3.40%		£180.00	£0.00	£180.00	OS
	Personal registration	£45.00	3.40%		£47.00	£0.00	£47.00	OS
Street Trading Consents		£170.00	3.40%		£176.00	£0.00	£176.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£25.00	3.40%		£26.00	£0.00	£26.00	OS

## Prosperous Communities Committee

## Licensing

		2018/19		Proposed Increase/decrease		2019/20		VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	£	£	
Sale of Animals	New (Part A)	£182.00			£182.00	£0.00	£182.00	OS		
	New (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS		
	Renewal (Part A)	£182.00			£182.00	£0.00	£182.00	OS		
	Renewal (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS		
Animal Boarding Establishments (Excludes vet fees payable direct to vet)	Cats or Dogs - New (Part A)	£82.00	178.0%	£146.00	£228.00	£0.00	£228.00	OS		
	Cats or Dogs - New (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS		
	Cats or Dogs - Renewal (Part A)	£228.00			£228.00	£0.00	£228.00	OS		
	Cats or Dogs - Renewal (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS		
	Dual Usage - New - Admin Fee Only (Part A)	£82.00	228.0%	£187.00	£269.00	£0.00	£269.00	OS		
	Dual Usage - New - Admin Fee Only (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS		
	Dual Usage - Renewal (Part A)	£269.00			£269.00	£0.00	£269.00	OS		
	Dual Usage - Renewal (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS		
	Home Boarding - New (Part A)	£151.00			£151.00	£0.00	£151.00	OS		
	Home Boarding - New (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS		
	Home Boarding - Renewal (Part A)	£151.00			£151.00	£0.00	£151.00	OS		
	Home Boarding - Renewal (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS		
Hiring of Horses	Admin Cost - New or Renewal (Part A) + vet fee	£82.00	178.0%	£146.00	£228.00	£0.00	£228.00	OS		
	Admin Cost - New or Renewal (Part B) + vet fee	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS		
Dog Breeding	New (part A) + vet fee	£82.00	178.0%	£146.00	£228.00	£0.00	£228.00	OS		
	New (part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS		
	Renewal (Part A)	£228.00			£228.00	£0.00	£228.00	OS		
	Renewal (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS		
Dog Day Care	New or Renewal (Part A)	£0.00	100.0%	£151.00	£151.00	£0.00	£151.00	OS		
	New or Renewal (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS		
Exhibition Of Animals	New or Renewal (Part A)	£0.00	100.0%	£151.00	£151.00	£0.00	£151.00	OS		
	New or Renewal (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS		
Appeals to be re-rated	per hour or part of	£0.00	100.0%	£63.00	£63.00	£0.00	£63.00	OS		
Variation to the licence	per hour or part of	£0.00	100.0%	£63.00	£63.00	£0.00	£63.00	OS		
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£145.00	3.4%	£5.00	£150.00	£0.00	£150.00	OS		
Zoos (Excluding vet fees) - payable at 4 yr initial applicatio	Vets fees plus admin costs of	£363.00	3.4%	£12.00	£375.00	£0.00	£375.00	OS		
Zoos (Excluding vet fees) - payable at 6 yr intervals	Vets fees plus admin costs of	£517.00	3.4%	£18.00	£535.00	£0.00	£535.00	OS		
Zoos Annual Inspection	Officer hourly rate	£61.00	3.4%	£2.00	£63.00	£0.00	£63.00	OS		

2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Scrap Metal								
New/Renewal Collectors fee - 3 yr	Admin/processing of application (part A)	£98.00	3.4%	£3.00	£101.00	£0.00	£101.00	OS
	Document inspection - year 1 (part B)	£35.00	3.4%	£1.00	£36.00	£0.00	£36.00	OS
	Document inspection - year 2 (part B)	£37.00	3.4%	£1.00	£38.00	£0.00	£38.00	OS
	Document inspection - year 3 (part B)	£37.00	3.4%	£1.00	£38.00	£0.00	£38.00	OS
Change of details, name / address		£104.00	3.4%	£4.00	£108.00	£0.00	£108.00	OS
New/Renewal Site fee - 3 yr	Admin/processing of application + initial inspection	£383.00	3.4%	£13.00	£396.00	£0.00	£396.00	OS
	Follow up inspection - year 1	£241.00	3.4%	£8.00	£249.00	£0.00	£249.00	OS
	Annual inspection - year 2	£481.00	-46.6%	-£224.00	£257.00	£0.00	£257.00	OS
	Annual inspection - year 3	£241.00	3.4%	£8.00	£249.00	£0.00	£249.00	OS
Change of site manager		£73.00	3.4%	£2.00	£75.00	£0.00	£75.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£1,825.00	3.4%	£62.00	£1,887.00	£0.00	£1,887.00	OS
	compliance check (part B)	£125.00	3.4%	£4.00	£129.00	£0.00	£129.00	OS
	Renewal (part A)	£298.00	3.4%	£10.00	£308.00	£0.00	£308.00	OS
	compliance check (part B)	£125.00	3.4%	£4.00	£129.00	£0.00	£129.00	OS
	Transfer fee	£395.00	3.4%	£13.00	£408.00	£0.00	£408.00	OS

\* \*\*To comply with legal requirements relevant licence fees are now made up of two parts. Part A is payable upon application, and Part B is only payable if the licence is granted and must be paid prior to the licence being issued. Applicants may, if they wish, pay both parts together at the time of the application but are under no obligation to do so. If an applicant does pay both parts of the fee at the time of the application and the licence is subsequently refused Part B will be refunded.