

FEES AND CHARGES REPORT

APPENDIX F - LICENSING SERVICES

1. Service Description

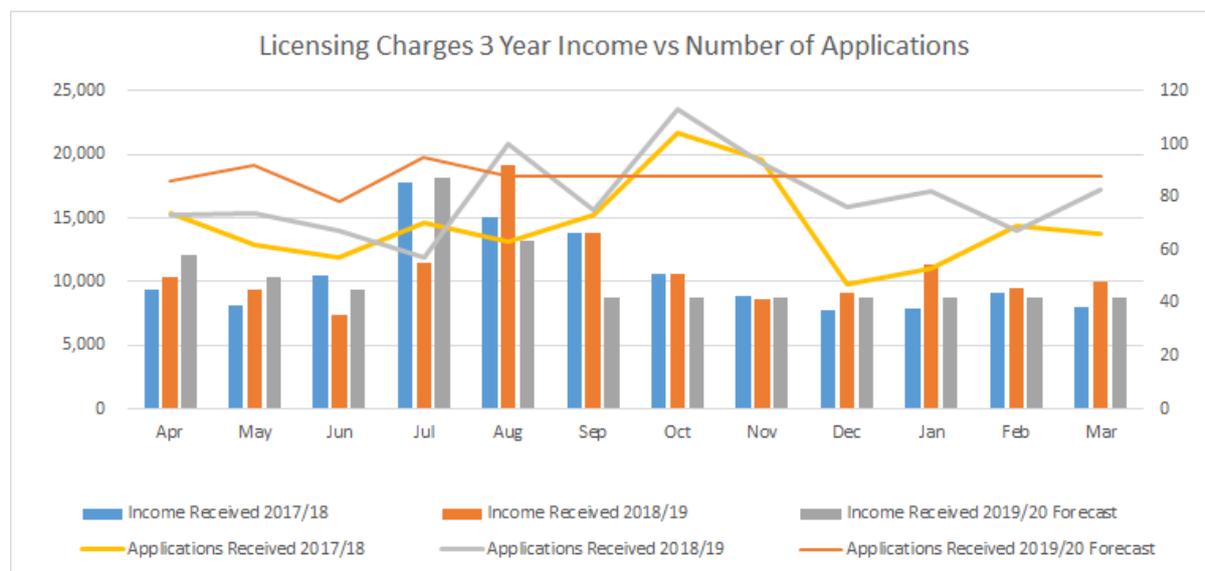
The Licensing service processes many different types of licences, the majority of which but not all, incur a fee for the service we provide and can be broken down into the following categories;

- 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 of fees which are approved. Licensing income cannot be used to subsidise other areas of work which the council undertakes and once any fees have been set there is always the potential risk that these can be challenged through the courts.

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 19 to Mar 20 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 2019/20).

	Total	Budget	Under/(over)
Income received 2017/18	126,811	111,800	(15,011)
Income received 2018/19	130,629	118,500	(12,129)
Income received 2019/20	124,500	118,700	(5,800)

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 are 4 reductions in the Fees being proposed for the 20/21 period, 3 of which relate to scrap metal dealers and 1 in relation to the transfer of a sex shop licence.

Reduction No 1 - is in relation to the applications for new and renewal applications of scrap metal sites. Reduced costs associated with these applications are due to the reduction in the amount of compliance checks now carried out, (3 visits over 3 years) as past evidence from previous years suggests that this is a relatively low risk area of licensing and therefore it is justifiable for the costs to be reduced accordingly by the appropriate amount.

Reductions No 2 & 3– are in relation to the process for change of name and address of scrap metal collectors & the change of a site manager. Over the years these have become artificially high and have never been applied, therefore now is the correct time to reset these fees at the appropriate level. This also mitigates risk of challenge as mentioned above.

Reduction 4 – is in relation the transfer of a sex shop licence, whereby the scenario is similar to the above, with fees previously being increased year on year which are now disproportionate to the task required. There has only ever been 1 sex shop within our district and the fee associated with the transfer of a licence has never been applied. This also mitigates risk of challenge as mentioned above.

A mix of inflationary increase of 3% and corporate maximum of 6% has been applied for all non-statutory fees that WLDC have the powers to set unless the statutory maximum has been reached.

The table below illustrates the impact on income at the RPI increase of 3%

Current	£124,500
Impact 1 - No change of Fees	£124,500
Impact 2 - RPI increase (3%)	£128,200
<i>Increase of:</i>	<i>£3,700</i>

There is no impact on forecast income as a result of the reduced fees as there has been little or no demand in recent years.

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 a mix of inflationary increases of 3% and corporate maximum of 6% (see schedule below for details).

There are 4 reductions in the Fees being proposed for the 20/21 period, 3 of which relate to scrap metal dealers and 1 in relation to the transfer of a sex shop licence.

6. Recommendation

Members are requested to recommend to Council the charges for 2020/21 as illustrated in the schedules below:

2019/20	Proposed Increase/decrease		2020/21	VAT Amount	2020/21 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Bingo Premises Licence						
Application Fee for Provisional Statement		£986.10	3%	£1,015.70	£0.00	£1,015.70 OS
Licence for Provisional Statement Premises		£888.30	3%	£914.90	£0.00	£914.90 OS
Application Fee New Premises		£986.10	3%	£1,015.70	£0.00	£1,015.70 OS
Annual Fee		£823.10	3%	£847.80	£0.00	£847.80 OS
Variation of Licence		£986.10	3%	£1,015.70	£0.00	£1,015.70 OS
Transfer Fee		£854.20	3%	£879.80	£0.00	£879.80 OS
Application for Reinstatement		£854.20	3%	£879.80	£0.00	£879.80 OS
Adult Gaming Centre						
Application Fee for Provisional Statement		£986.10	3%	£1,015.70	£0.00	£1,015.70 OS
Licence for Provisional Statement Premises		£888.30	3%	£914.90	£0.00	£914.90 OS
Application Fee New Premises		£986.10	3%	£1,015.70	£0.00	£1,015.70 OS
Annual Fee		£854.20	3%	£879.80	£0.00	£879.80 OS
Variation of Licence		£896.50	3%	£923.40	£0.00	£923.40 OS
Transfer Fee		£854.20	3%	£879.80	£0.00	£879.80 OS
Application for Reinstatement		£854.20	3%	£879.80	£0.00	£879.80 OS
Family Entertainment Centre						
Application Fee for Provisional Statement		£986.10	3%	£1,015.70	£0.00	£1,015.70 OS
Licence for Provisional Statement Premises		£887.20	3%	£913.80	£0.00	£913.80 OS
Application Fee New Premises		£986.10	3%	£1,015.70	£0.00	£1,015.70 OS
Annual Fee		£750.00		£750.00	£0.00	£750.00 OS
Variation of Licence		£896.50	3%	£923.40	£0.00	£923.40 OS
Transfer Fee		£823.10	3%	£847.80	£0.00	£847.80 OS
Application for Reinstatement		£823.10	3%	£847.80	£0.00	£847.80 OS
Betting Premises (Other)						
Application Fee for Provisional Statement		£986.10	3%	£1,015.70	£0.00	£1,015.70 OS
Licence for Provisional Statement Premises		£887.20	3%	£913.80	£0.00	£913.80 OS
Application Fee New Premises		£986.10	3%	£1,015.70	£0.00	£1,015.70 OS
Annual Fee		£600.00		£600.00	£0.00	£600.00 OS
Variation of Licence		£986.10	3%	£1,015.70	£0.00	£1,015.70 OS
Transfer Fee		£854.20	3%	£879.80	£0.00	£879.80 OS
Application for Reinstatement		£854.20	3%	£879.80	£0.00	£879.80 OS
Betting Premises (Tracks)						
Application Fee for Provisional Statement		£986.10	3%	£1,015.70	£0.00	£1,015.70 OS
Licence for Provisional Statement Premises		£887.20	3%	£913.80	£0.00	£913.80 OS
Application Fee New Premises		£986.10	3%	£1,015.70	£0.00	£1,015.70 OS
Annual Fee		£775.50	3%	£798.80	£0.00	£798.80 OS
Variation of Licence		£986.10	3%	£1,015.70	£0.00	£1,015.70 OS
Transfer Fee		£823.10	3%	£847.80	£0.00	£847.80 OS
Application for Reinstatement		£823.10	3%	£847.80	£0.00	£847.80 OS

	2019/20	Proposed Increase/decrease		2020/21	VAT Amount	2020/21 Charge Inc. VAT	VAT Rate
	£	% Type	or £	£	£	£	
Miscellaneous							
Change of Circumstances	£50.00			£50.00	£0.00	£50.00	OS
Fee for Copy of a Licence Under the Gambling Act 2005	£24.80		£0.20	£25.00	£0.00	£25.00	OS
Temporary Usage License	£390.10			£390.10	£0.00	£390.10	OS
Unlicensed FEC's & Prize gaming Permits (10 year duration)							
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
Club Gaming Permit & Club Machine Permit (10 year duration)							
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	£50.00			£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
Lotteries							
Society Lottery - New	£40.00			£40.00	£0.00	£40.00	OS
Society Lottery - Renewal	£20.00			£20.00	£0.00	£20.00	OS
Machines in Alcohol Licensed premises - 3 or more machines							
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	£50.00		One-off fee	£50.00	£0.00	£50.00	OS

2019/20	Proposed Increase/decrease		2020/21	VAT Amount	2020/21 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Taxi Licensing (Including Horse Drawn Omnibus)							
Driver's License Application (3Yr)	New/Renewal	£161.00	6%	£171.00	£0.00	£171.00	OS
Knowledge Test Fee	New or Lapsed Driver Licenses	£33.00	6%	£35.00	£0.00	£35.00	OS
Knowledge Test Fee	Retest	£33.00	6%	£35.00	£0.00	£35.00	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	£0.00	£10.00	OS
	<i>*This fee is controlled by City of Lincoln Council 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 ADD cost of materials	Plate only (does not include cost of plate)	£28.00	3%	£29.00	£0.00	£29.00	OS
Replacement Plate & Bracket ADD cost of materials	Plate and Bracket (does not include cost of plate & brack	£37.00	3%	£38.00	£0.00	£38.00	OS
Private Hire Operators Licence (5Yr)		£210.00	6%	£223.00	£0.00	£223.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle License		£26.00	6%	£28.00	£0.00	£28.00	OS
Alcohol and Entertainment Licenses		Charges set by Licensing Act 2003					
New Premise Licence							
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
Annual fee demand							
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	£180.00	3%	£185.00	£0.00	£185.00	OS
	Personal registration	£47.00	6%	£50.00	£0.00	£50.00	OS
Street Trading Consents		£176.00	6%	£187.00	£0.00	£187.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£26.00		£26.00	£0.00	£26.00	OS

		2019/20		2020/21	VAT Amount	2020/21 Charge Inc. VAT	VAT Rate
		£	Proposed Increase/decrease % Type or £				
Sale of Animals	New (Part A)	£182.00	6%	£193.00	£0.00	£193.00	OS
	New (Part B)	£102.00	6%	£108.00	£0.00	£108.00	OS
	Renewal (Part A)	£182.00	6%	£193.00	£0.00	£193.00	OS
	Renewal (Part B)	£102.00	6%	£108.00	£0.00	£108.00	OS
Animal Boarding Establishments (Excludes vet fees payable direct to vet)	Cats or Dogs - New (Part A)	£228.00	6%	£242.00	£0.00	£242.00	OS
	Cats or Dogs - New (Part B)	£102.00	6%	£108.00	£0.00	£108.00	OS
	Cats or Dogs - Renewal (Part A)	£228.00	6%	£242.00	£0.00	£242.00	OS
	Cats or Dogs - Renewal (Part B)	£102.00	6%	£108.00	£0.00	£108.00	OS
	Cats and Dogs (Dual) - New (Part A)	£269.00	6%	£285.00	£0.00	£285.00	OS
	Cats and Dogs (Dual) - New (Part B)	£102.00	6%	£108.00	£0.00	£108.00	OS
	Cats and Dogs (Dual) - Renewal (Part A)	£269.00	6%	£285.00	£0.00	£285.00	OS
	Cats and Dogs (Dual) - Renewal (Part B)	£102.00	6%	£108.00	£0.00	£108.00	OS
	Home Boarding - New (Part A)	£151.00	6%	£160.00	£0.00	£160.00	OS
	Home Boarding - New (Part B)	£102.00	6%	£108.00	£0.00	£108.00	OS
	Home Boarding - Renewal (Part A)	£151.00	6%	£160.00	£0.00	£160.00	OS
	Home Boarding - Renewal (Part B)	£102.00	6%	£108.00	£0.00	£108.00	OS
	Hiring of Horses	New or Renewal (Part A) + vet fee	£228.00	6%	£242.00	£0.00	£242.00
New or Renewal (Part B) + vet fee		£102.00	6%	£108.00	£0.00	£108.00	OS
Dog Breeding	New (part A) + vet fee	£228.00	6%	£242.00	£0.00	£242.00	OS
	New (part B)	£102.00	6%	£108.00	£0.00	£108.00	OS
	Renewal (Part A)	£228.00	6%	£242.00	£0.00	£242.00	OS
	Renewal (Part B)	£102.00	6%	£108.00	£0.00	£108.00	OS
Dog Day Care	New or Renewal (Part A)	£151.00	6%	£160.00	£0.00	£160.00	OS
	New or Renewal (Part B)	£102.00	6%	£108.00	£0.00	£108.00	OS
Exhibition Of Animals	New or Renewal (Part A)	£151.00	6%	£160.00	£0.00	£160.00	OS
Application to be re-rated	per hour or part of	£63.00		£63.00	£0.00	£63.00	OS
Variation to the licence	per hour or part of	£63.00		£63.00	£0.00	£63.00	OS
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£150.00	6%	£159.00	£0.00	£159.00	OS
Zoos (Excluding vet fees) - 4 yr. initial application	Part A Vets fees plus admin/costs inc initial inspection	£375.00	6%	£398.00	£0.00	£398.00	OS
Zoos Yr. 2 + Yr. 3 informal visits	Part B Compliance checks	£0.00		£298.00	£0.00	£298.00	OS
Zoos (Excluding vet fees) - 6 yr. licence	Part A Vets fees plus admin/costs inc initial inspection	£535.00	6%	£567.00	£0.00	£567.00	OS
Zoos Yr. 2 + Yr. 3 + Yr. 4 + Yr. 5 informal visits	Part B Compliance checks for yr. 2, 3, 5. Yr. 4 more in de	£0.00		£1,134.00	£0.00	£1,134.00	OS
Scrap Metal							
New/Renewal Collectors fee - 3 yr.	Admin/processing of application (part A)	£101.00	6%	£107.00	£0.00	£107.00	OS
	Document inspection - year 1 (part B)	£36.00	6%	£38.00	£0.00	£38.00	OS
	Document inspection - year 2 (part B)	£38.00	6%	£40.00	£0.00	£40.00	OS
	Document inspection - year 3 (part B)	£38.00	6%	£40.00	£0.00	£40.00	OS
Change of details, name / address		£108.00		£40.00	£0.00	£40.00	OS
New/Renewal Site fee - 3 yr.	Part A Admin of application includes initial yr. 1 inspection	£396.00	3%	£408.00	£0.00	£408.00	OS
	Part B Follow up compliance inspection by 2 officers - year 1	£249.00	3%	£256.00	£0.00	£256.00	OS
	Part B Follow up compliance inspection - year 2 by 2 officers	£257.00	3%	£265.00	£0.00	£265.00	OS
Change of site manager		£75.00		£40.00	£0.00	£40.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£1,887.00		£1,887.00	£0.00	£1,887.00	OS
	compliance check (part B)	£129.00	3%	£133.00	£0.00	£133.00	OS
	Renewal (part A)	£308.00	3%	£317.00	£0.00	£317.00	OS
	compliance check (part B)	£129.00	3%	£133.00	£0.00	£133.00	OS
	Transfer fee	£408.00		£221.00	£0.00	£221.00	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