

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;

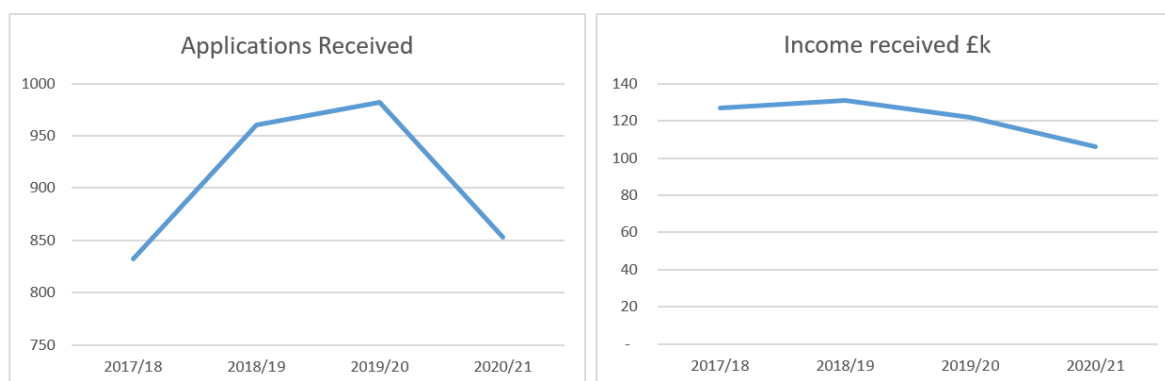
- Licensing Fees – which are statutory set fees dependent upon type of application, the details of which are known by the Team Manager each year. The majority of these are derived from alcohol, entertainment and late night refreshment, all of which are governed by the Licensing Act 2003. It is important 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 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 compared to applications received over the last three years (please note that Sept 20 to Mar 21 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.

	2017/18	2018/19	2019/20	2020/21
Applications Received	832	960	982	853
Income Received	£127k	£131k	£122k	£106k



The table below highlights actual income achieved against budget for the last three financial years (estimated for 2020/21).

	Total £	Budget £	Under/(over) £
Income received 2017/18	126,811	111,800	(15,011)
Income received 2018/19	130,627	118,500	(12,127)
Income received 2019/20	122,314	118,700	(3,614)
Income forecast 2020/21	105,800	115,300	9,500

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

3. COVID Impact

Many of the businesses that pay fees and charges within this work area have been significantly affected by the pandemic. In the main the income has not decreased in a manner which was first feared as there have been no concessions made within the licensing fees by Government during this period.

4. Pricing

A mix of inflationary increase of 3% and 6% has been applied for all non-statutory fees that WLDC have the powers to set unless the statutory maximum has been reached. The proposed increases have been applied with a view to achieving total

cost recovery, and to be consistent with charges being applied by neighbouring Authorities.

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

Current	£128,100
Impact 1 - No change of Fees	£128,100
Impact 2 - RPI increase (average 3%)	£129,700
<i>Increase of:</i>	<i>£1,600</i>

5. 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.

6. Proposed Charging

Statutory charges will be applied in accordance with legislation.

For other charges the Licensing Service proposes to apply a mix of inflationary increases of 0%, 3% and 6% depending on where total cost recovery has been achieved in those areas of service provision, with consideration to benchmarking data and what the service manager believes is appropriate within the market.

7. Recommendation

Members are requested to recommend to Council the charges for 2021/22 as illustrated in the schedules below:

	2020/21	2020/21 Inc.	Proposed		2021/22	VAT	2021/22	VAT	
	Excl. VAT	VAT	Increase/decrease		£	Amount	Charge Inc.	Rate	
	£	£	% Type	or £	£	£	£		
Bingo Premises Licence									
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS	
Licence for Provisional Statement Premises	£914.90	£914.90	6%	£54.90	£969.80	£0.00	£969.80	OS	
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS	
Annual Fee	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS	
Variation of Licence	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS	
Transfer Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS	
Application for Reinstatement	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS	
Adult Gaming Centre									
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS	
Licence for Provisional Statement Premises	£914.90	£914.90	6%	£54.90	£969.80	£0.00	£969.80	OS	
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS	
Annual Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS	
Variation of Licence	£923.40	£923.40	6%	£55.40	£978.80	£0.00	£978.80	OS	
Transfer Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS	
Application for Reinstatement	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS	
Family Entertainment Centre									
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS	
Licence for Provisional Statement Premises	£913.80	£913.80	3%	£27.40	£941.20	£0.00	£941.20	OS	
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS	
Annual Fee	£750.00	£750.00	0%	£0.00	£750.00	£0.00	£750.00	OS	
Variation of Licence	£923.40	£923.40	6%	£55.40	£978.80	£0.00	£978.80	OS	
Transfer Fee	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS	
Application for Reinstatement	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS	
Betting Premises (Other)									
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS	
Licence for Provisional Statement Premises	£913.80	£913.80	6%	£54.80	£968.60	£0.00	£968.60	OS	
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS	
Annual Fee	£600.00	£600.00	0%	£0.00	£600.00	£0.00	£600.00	OS	
Variation of Licence	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS	
Transfer Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS	
Application for Reinstatement	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS	
Betting Premises (Tracks)									
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS	
Licence for Provisional Statement Premises	£913.80	£913.80	3%	£27.40	£941.20	£0.00	£941.20	OS	
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS	
Annual Fee	£798.80	£798.80	6%	£47.90	£846.70	£0.00	£846.70	OS	
Variation of Licence	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS	
Transfer Fee	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS	
Application for Reinstatement	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS	

2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
£	£	% Type	or £	£	£	£	

Miscellaneous

Change of Circumstances		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Fee for Copy of a Licence Under the Gambling Act 2005		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Temporary Usage License		£390.10	£390.10	3%	£11.70	£401.80	£0.00	£401.80	OS
Unlicensed FEC's & Prize gaming Permits (10 year duration)									
New Gaming Machine Permit (no annual fee)		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
New Prize Gaming Permit (no annual fee)		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit		£15.00	£15.00	0%	£0.00	£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%	£0.00	£200.00	£0.00	£200.00	OS
New grant Club Gaming Permit with Club Premises Certificate (fast track)		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Renewal		£200.00	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS
Renewal of Club Gaming Permit with Club Premises Certificate (fast track)		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Annual Fee		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Variation		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Copy of permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Lotteries									
Society Lottery - New		£40.00	£40.00	0%	£0.00	£40.00	£0.00	£40.00	OS
Society Lottery - Renewal		£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
Machines in Alcohol Licensed premises - 3 or more machines									
New		£150.00	£150.00	0%	£0.00	£150.00	£0.00	£150.00	OS
Annual Fee		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Transfer		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Variation		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Change of name on permit		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of gaming machine permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Gambling Machine Permit - Up to 2 Machines	One-off fee	£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS

		2020/21	2020/21 Inc.	Proposed		2021/22	VAT	2021/22	VAT Rate
		Excl. VAT	VAT	Increase/decrease	or £	£	Amount	Charge Inc.	
		£	£	% Type		£	£	£	
Taxi Licensing (Including Horse Drawn Omnibus)									
Driver's License Application (3Yr)	New/Renewal	£171.00	£171.00	6%	£10.00	£181.00	£0.00	£181.00	OS
Knowledge Test Fee Including ID check	New Driver Licenses includes Right to licence checks	£35.00	£35.00	6%	£2.00	£37.00	£0.00	£37.00	OS
Knowledge Test Fee - Resit	New Driver Licenses	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
DBS Check	On New or Renewal	£44.00	£44.00	0%	£0.00	£44.00	£0.00	£44.00	OS
DBS Admin Fee*	On New or Renewal	£10.00	£10.00	0%	£0.00	£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	3%	£7.00	£256.00	£0.00	£256.00	OS
Vehicle License	Renewal	£249.00	£249.00	3%	£7.00	£256.00	£0.00	£256.00	OS
Replacement Plate ADD cost of materials	Plate only (does not include cost of plate)	£29.00	£29.00	3%	£1.00	£30.00	£0.00	£30.00	OS
Replacement Plate & Bracket ADD cost of materials	Plate and Bracket (does not include cost of plate & bracket)	£38.00	£38.00	3%	£1.00	£39.00	£0.00	£39.00	OS
Private Hire Operators Licence (5Yr)		£223.00	£223.00	0%	£0.00	£223.00	£0.00	£223.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle License		£28.00	£28.00	3%	£1.00	£29.00	£0.00	£29.00	OS
Charges set by Licensing Act 2003									
Alcohol and Entertainment Licenses									
New Premise Licence									
Category A		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Category B		£190.00	£190.00	0%	£0.00	£190.00	£0.00	£190.00	OS
Category C		£315.00	£315.00	0%	£0.00	£315.00	£0.00	£315.00	OS
Category D		£450.00	£450.00	0%	£0.00	£450.00	£0.00	£450.00	OS
Category E		£635.00	£635.00	0%	£0.00	£635.00	£0.00	£635.00	OS
Large scale application >4999 (minimum fee applies)		£1,000.00	£1,000.00	0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Premises Licence		£100 - £635	£100 - £635	0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Disapplication of DPS		£23.00	£23.00	0%	£0.00	£23.00	£0.00	£23.00	OS
Annual fee demand									
Category A		£70.00	£70.00	0%	£0.00	£70.00	£0.00	£70.00	OS
Category B		£180.00	£180.00	0%	£0.00	£180.00	£0.00	£180.00	OS
Category C		£295.00	£295.00	0%	£0.00	£295.00	£0.00	£295.00	OS
Category D		£320.00	£320.00	0%	£0.00	£320.00	£0.00	£320.00	OS
Category E		£350.00	£350.00	0%	£0.00	£350.00	£0.00	£350.00	OS
Large scale annual fee >4999 (minimum fee applies)		£500.00	£500.00	0%	£0.00	£500.00	£0.00	£500.00	OS
Minor Variation		£89.00	£89.00	0%	£0.00	£89.00	£0.00	£89.00	OS
Provisional Statement		£195.00	£195.00	0%	£0.00	£195.00	£0.00	£195.00	OS
Register of Interest		£21.00	£21.00	0%	£0.00	£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50	£10.50	0%	£0.00	£10.50	£0.00	£10.50	OS

Club Premises Certificate - New		£100 - £635	£100 - £635	0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635	£100 - £635	0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89.00	£89.00	0%	£0.00	£89.00	£0.00	£89.00	OS
Personal Licence - New		£37.00	£37.00	0%	£0.00	£37.00	£0.00	£37.00	OS
Personal Licence - Change of name /address		£10.50	£10.50	0%	£0.00	£10.50	£0.00	£10.50	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50	£10.50	0%	£0.00	£10.50	£0.00	£10.50	OS
Transfer of Premises Licence		£23.00	£23.00	0%	£0.00	£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21.00	£21.00	0%	£0.00	£21.00	£0.00	£21.00	OS
Skin Piercing	Premises registration	£185.00	£185.00	3%	£6.00	£191.00	£0.00	£191.00	OS
	Personal registration	£50.00	£50.00	6%	£3.00	£53.00	£0.00	£53.00	OS
Street Trading Consents		£187.00	£187.00	6%	£11.00	£198.00	£0.00	£198.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£26.00	£26.00	3%	£1.00	£27.00	£0.00	£27.00	OS

		2020/21	2020/21 Inc.	Proposed		2021/22	VAT	2021/22	VAT Rate		
		Excl. VAT	VAT	Increase/decrease		£	Amount	Charge Inc.			
		£	£	%	Type	or £	£	£	£		
Sale of Animals	New (Part A)	£193.00	£193.00	6%		£12.00	£205.00	£0.00	£205.00	OS	
	New (Part B)	£108.00	£108.00	3%		£3.00	£111.00	£0.00	£111.00	OS	
	Renewal (Part A)	£193.00	£193.00	3%		£6.00	£199.00	£0.00	£199.00	OS	
	Renewal (Part B)	£108.00	£108.00	0%		£0.00	£108.00	£0.00	£108.00	OS	
Animal Boarding Establishments (Excludes vet fees payable direct to vet)	Cats or Dogs - New (Part A)	£242.00	£242.00	6%		£15.00	£257.00	£0.00	£257.00	OS	
	Cats or Dogs - New (Part B)	£108.00	£108.00	3%		£3.00	£111.00	£0.00	£111.00	OS	
	Cats or Dogs - Renewal (Part A)	£242.00	£242.00	3%		£7.00	£249.00	£0.00	£249.00	OS	
	Cats or Dogs - Renewal (Part B)	£108.00	£108.00	0%		£0.00	£108.00	£0.00	£108.00	OS	
	Cats and Dogs (Dual) - New (Part A)	£285.00	£285.00	6%		£17.00	£302.00	£0.00	£302.00	OS	
	Cats and Dogs (Dual) - New (Part B)	£108.00	£108.00	3%		£3.00	£111.00	£0.00	£111.00	OS	
	Cats and Dogs (Dual) - Renewal (Part A)	£285.00	£285.00	3%		£9.00	£294.00	£0.00	£294.00	OS	
	Cats and Dogs (Dual) - Renewal (Part B)	£108.00	£108.00	0%		£0.00	£108.00	£0.00	£108.00	OS	
	Home Boarding - New (Part A)	£160.00	£160.00	6%		£10.00	£170.00	£0.00	£170.00	OS	
	Home Boarding - New (Part B)	£108.00	£108.00	3%		£3.00	£111.00	£0.00	£111.00	OS	
	Home Boarding - Renewal (Part A)	£160.00	£160.00	3%		£5.00	£165.00	£0.00	£165.00	OS	
	Home Boarding - Renewal (Part B)	£108.00	£108.00	0%		£0.00	£108.00	£0.00	£108.00	OS	
	Hiring of Horses	New or Renewal (Part A) + vet fee	£242.00	£242.00	6%		£15.00	£257.00	£0.00	£257.00	OS
		New or Renewal (Part B) + vet fee	£108.00	£108.00	6%		£6.00	£114.00	£0.00	£114.00	OS
Dog Breeding	New (part A) + vet fee	£242.00	£242.00	6%		£15.00	£257.00	£0.00	£257.00	OS	
	New (part B)	£108.00	£108.00	6%		£6.00	£114.00	£0.00	£114.00	OS	
	Renewal (Part A)	£242.00	£242.00	3%		£7.00	£249.00	£0.00	£249.00	OS	
Dog Day Care	Renewal (Part B)	£108.00	£108.00	6%		£6.00	£114.00	£0.00	£114.00	OS	
	New (Part A)	£160.00	£160.00	6%		£10.00	£170.00	£0.00	£170.00	OS	
Dog Day Care	New (Part B)	£108.00	£108.00	6%		£6.00	£114.00	£0.00	£114.00	OS	
	Renewal (Part A)	£160.00	£160.00	3%		£5.00	£165.00	£0.00	£165.00	OS	
Exhibition Of Animals	Renewal (Part B)	£108.00	£108.00	0%		£0.00	£108.00	£0.00	£108.00	OS	
	New or Renewal (Part A)	£160.00	£160.00	6%		£10.00	£170.00	£0.00	£170.00	OS	
Application to be re-rated	per hour or part of	£63.00	£63.00	3%		£2.00	£65.00	£0.00	£65.00	OS	
Variation to the licence	per hour or part of	£63.00	£63.00	3%		£2.00	£65.00	£0.00	£65.00	OS	
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£159.00	£159.00	6%		£10.00	£169.00	£0.00	£169.00	OS	
Zoos (Excluding vet fees) - 4 yr. initial application	Application fee plus Vets fees plus admin/costs inc	£696.00	£696.00	6%		£42.00	£738.00	£0.00	£738.00	OS	
Zoos (Excluding vet fees) - 6 yr. licence	Application fee plus Vets fees plus admin/costs inc	£1,701.00	£1,701.00	6%		£102.00	£1,803.00	£0.00	£1,803.00	OS	

Scrap Metal									
New/Renewal Collectors fee - 3 yr.	Admin/processing of application (part A)	£107.00	£107.00	6%	£6.00	£113.00	£0.00	£113.00	OS
	Document inspection - year 1 (part B)	£38.00	£38.00	6%	£2.00	£40.00	£0.00	£40.00	OS
	Document inspection - year 2 (part B)	£40.00	£40.00	6%	£2.00	£42.00	£0.00	£42.00	OS
	Document inspection - year 3 (part B)	£40.00	£40.00	6%	£2.00	£42.00	£0.00	£42.00	OS
Change of details, name / address		£40.00	£40.00	6%	£2.00	£42.00	£0.00	£42.00	OS
	Part A Admin of application includes initial yr. 1 inspection by 2 officers	£408.00	£408.00	6%	£24.00	£432.00	£0.00	£432.00	OS
New/Renewal Site fee - 3 yr.	Part B Follow up compliance inspection by 2 officers - year 1	£256.00	£256.00	6%	£15.00	£271.00	£0.00	£271.00	OS
	Part B Follow up compliance inspection - year 2 by 2 officers	£265.00	£265.00	6%	£16.00	£281.00	£0.00	£281.00	OS
Change of site manager		£40.00	£40.00	3%	£1.00	£41.00	£0.00	£41.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£1,887.00	£1,887.00	0%	£0.00	£1,887.00	£0.00	£1,887.00	OS
	compliance check (part B)	£133.00	£133.00	6%	£8.00	£141.00	£0.00	£141.00	OS
	Renewal (part A)	£317.00	£317.00	6%	£19.00	£336.00	£0.00	£336.00	OS
	compliance check (part B)	£133.00	£133.00	6%	£8.00	£141.00	£0.00	£141.00	OS
	Transfer fee	£221.00	£221.00	6%	£13.00	£234.00	£0.00	£234.00	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.