

FEES AND CHARGES REPORT

APPENDIX 6 - 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:

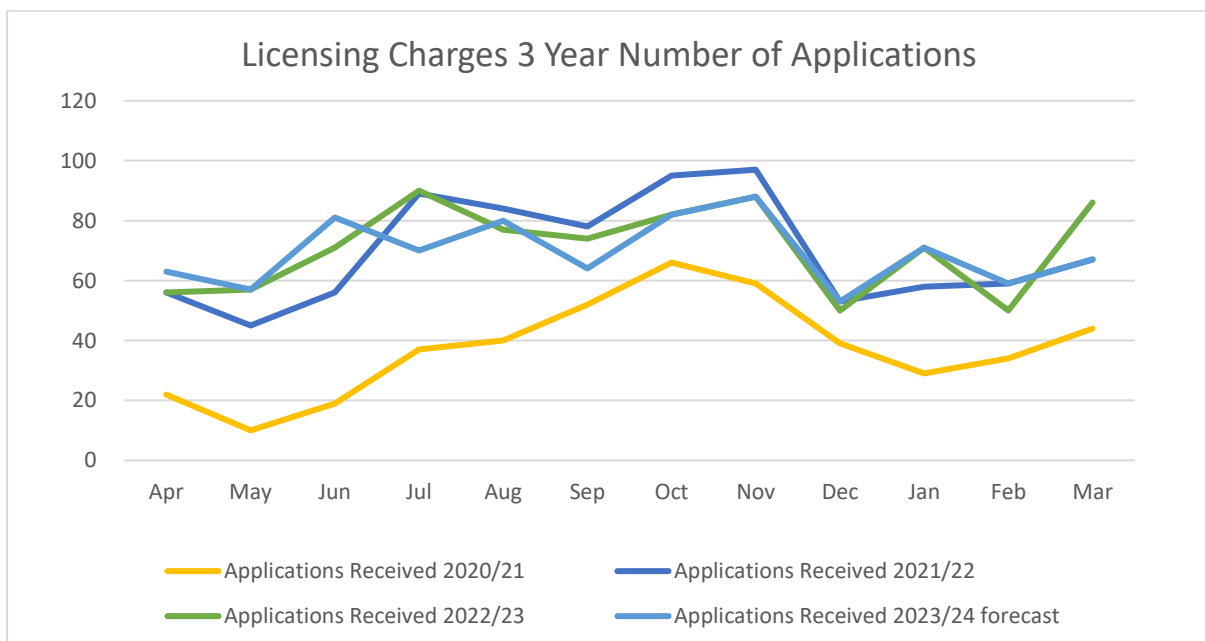
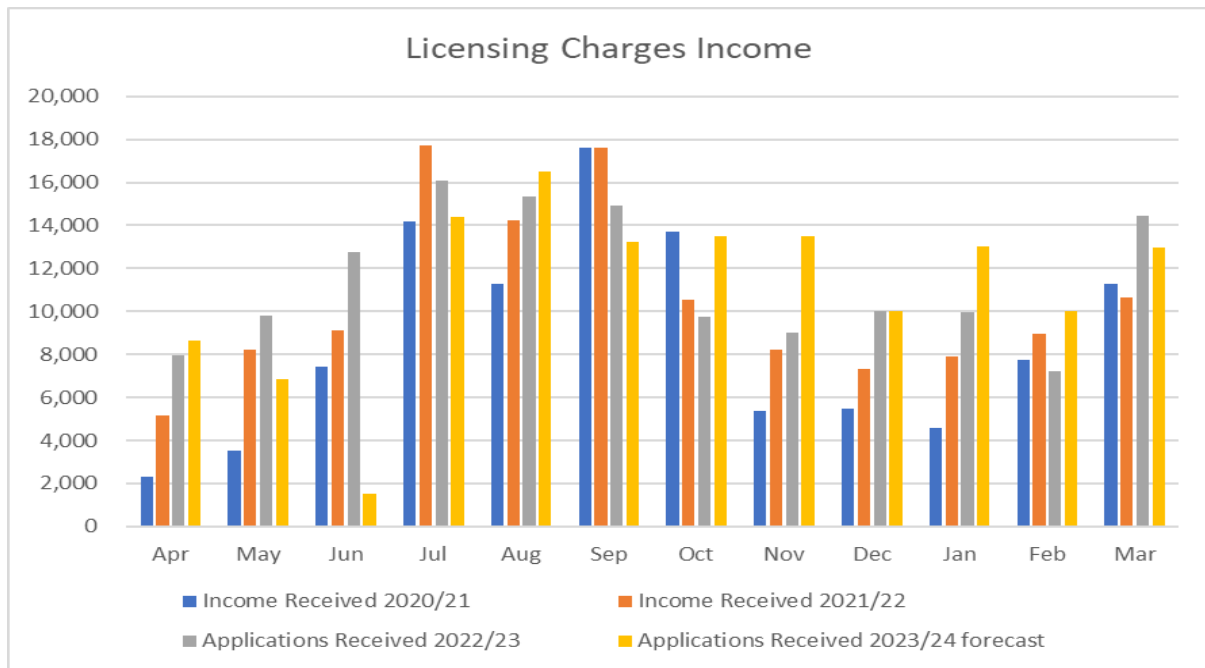
- Licensing Fees – which are statutory set fees dependent upon type of application. The majority of these are derived from alcohol, entertainment and late-night refreshment, all of which are governed by the Licensing Act 2003. It is important to note that the mandatory fees applied under this legislation 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 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.
- 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 all of which are governed by the Gambling Act 2005.
- There are also 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 fees are partially statutory charges the authority has the flexibility to set the fee up to a maximum amount. 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. There is a broader conversation being undertaken with the Local Government Association regarding the setting of fees, which in some instances have been set at a statutory rate for nearly 20 years.

2. Prior years analysis, current financial year projections

The graph below illustrates income received compared to applications received over the last three years and a forecast for the current year. A full analysis of fees and charges has been undertaken with a view to achieving total cost recovery. Some fees are limited as they have a price ceiling that we cannot breach.

	2020/21	2021/22	2022/23	2023/24 forecast
Applications Received	451	837	852	835
Income Received	(104,475)	(125,723)	(137,164)	(134,100)



The table below highlights actual income achieved against budget for the last three financial years and a forecast for 2023/2024. Many of the fees within the Licensing service are statutory, or statutory with a ceiling range as to what we can charge.

Income achieved	2020/21 (£)	2021/22 (£)	2022/23 (£)	2023/24 Forecast (£)
Licensing	(104,475)	(125,723)	(137,164)	(134,100)
Total Income	(104,475)	(125,723)	(137,164)	(134,100)
Budget	(115,300)	(129,700)	(135,500)	(134,100)
Income Achieved (Above)/Below Budget	10,825	3,977	(1,664)	-

3. Pricing

An inflationary increase of 6% has been applied for all non-statutory fees that WLDC have the powers to set locally, and to those fees with a statutory range 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.

4. Understanding Customers and Markets

The service has not conducted any customer satisfaction surveys relative to fee setting. 100% 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 are required to comply with, therefore it is highly unlikely that there is any scope for applicants to pay more for a faster turnaround.

5. Proposed Charging

Statutory charges will be applied in accordance with legislation.

For other charges, the Licensing Service proposes to apply an inflationary increase of 6%. Total cost recovery has been achieved in most areas; the rest have recovered controllable overheads as a minimum.

6. Impact on Medium Term Financial Plan (MTFP)

	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)	2028/29 (£)
Current Budget in MTFP	(138,700)	(140,100)	(140,100)	(140,100)	(140,100)
Proposed Budget - Licence Fees	(135,500)	(138,900)	(142,400)	(146,000)	(149,700)
Proposed Budget - DBS Fees Recharged	(3,200)	(3,200)	(3,200)	(3,200)	(3,200)
Impact on MTFP 2024/25 Pressure/ (Saving)	-	(2,000)	(5,500)	(9,100)	(12,800)

7. Recommendation

Members are requested to recommend to Council the charges for 2024/2025 as illustrated in the schedules below:

2023/24	Proposed Increase / (Decrease)		2024/25	VAT Amount	2024/25 Charge Inc. VAT	VAT Rate
	£	% Type or £				

							£		£	£	£		
Bingo Premises Licence													
Application Fee for Provisional Statement							£1,186.00	6.0%	£71.00	£1,257.00	£0.00	£1,257.00	OS
Licence for Provisional Statement Premises							£1,068.00	6.0%	£64.00	£1,132.00	£0.00	£1,132.00	OS
Application Fee New Premises							£1,186.00	6.0%	£71.00	£1,257.00	£0.00	£1,257.00	OS
Annual Fee							£990.00	1.0%	£10.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Licence							£1,186.00	6.0%	£71.00	£1,257.00	£0.00	£1,257.00	OS
Transfer Fee							£1,027.00	6.0%	£62.00	£1,089.00	£0.00	£1,089.00	OS
Application for Reinstatement							£1,027.00	6.0%	£62.00	£1,089.00	£0.00	£1,089.00	OS
Adult Gaming Centre													
Application Fee for Provisional Statement							£1,186.00	6.0%	£71.00	£1,257.00	£0.00	£1,257.00	OS
Licence for Provisional Statement Premises							£1,068.00	6.0%	£64.00	£1,132.00	£0.00	£1,132.00	OS
Application Fee New Premises							£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Annual Fee							£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Licence							£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Transfer Fee							£1,027.00	6.0%	£62.00	£1,089.00	£0.00	£1,089.00	OS
Application for Reinstatement							£1,027.00	6.0%	£62.00	£1,089.00	£0.00	£1,089.00	OS
Family Entertainment Centre													
Application Fee for Provisional Statement							£1,186.00	6.0%	£71.00	£1,257.00	£0.00	£1,257.00	OS
Licence for Provisional Statement Premises							£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Application Fee New Premises							£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Annual Fee							£750.00	0.0%	£0.00	£750.00	£0.00	£750.00	OS
Variation of Licence							£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Transfer Fee							£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Application for Reinstatement							£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Betting Premises (Other)													
Application Fee for Provisional Statement							£1,186.00	6.0%	£71.00	£1,257.00	£0.00	£1,257.00	OS
Licence for Provisional Statement Premises							£1,067.00	6.0%	£64.00	£1,131.00	£0.00	£1,131.00	OS
Application Fee New Premises							£1,186.00	6.0%	£71.00	£1,257.00	£0.00	£1,257.00	OS
Annual Fee							£600.00	0.0%	£0.00	£600.00	£0.00	£600.00	OS
Variation of Licence							£1,186.00	6.0%	£71.00	£1,257.00	£0.00	£1,257.00	OS
Transfer Fee							£1,027.00	6.0%	£62.00	£1,089.00	£0.00	£1,089.00	OS
Application for Reinstatement							£1,027.00	6.0%	£62.00	£1,089.00	£0.00	£1,089.00	OS
Betting Premises (Tracks)													
Application Fee for Provisional Statement							£1,186.00	6.0%	£71.00	£1,257.00	£0.00	£1,257.00	OS
Licence for Provisional Statement Premises							£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Application Fee New Premises							£1,186.00	5.4%	£64.00	£1,250.00	£0.00	£1,250.00	OS
Annual Fee							£932.00	6.0%	£56.00	£988.00	£0.00	£988.00	OS
Variation of Licence							£1,186.00	5.4%	£64.00	£1,250.00	£0.00	£1,250.00	OS
Transfer Fee							£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Application for Reinstatement							£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS

	2023/24	Proposed Increase / (Decrease)		2024/25	VAT Amount	2024/25 Charge Inc. VAT	VAT Rate	
	£	%	Type or £	£	£	£		
Miscellaneous								
Change of Circumstances	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS	
Fee for Copy of a Licence Under the Gambling Act 2005	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS	
Temporary Usage License	£443.00	6.1%	£27.00	£470.00	£0.00	£470.00	OS	
Unlicensed FEC's & Prize gaming Permits (10 year duration)								
New Gaming Machine Permit (no annual fee)	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS	
Renewal	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS	
Change of name on permit	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS	
Copy of permit	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS	
New Prize Gaming Permit (no annual fee)	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS	
Renewal	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS	
Change of name on permit	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS	
Copy of permit	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS	
Club Gaming Permit & Club Machine Permit (10 year)								
New grant Club Gaming Permit	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS	
New grant Club Gaming Permit with Club Premises Certificate (fast track)	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS	
Renewal	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS	
Renewal of Club Gaming Permit with Club Premises Certificate (fast track)	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS	
Annual Fee	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS	
Variation	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS	
Copy of permit	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS	
Lotteries								
Society Lottery - New	£40.00	0.0%	£0.00	£40.00	£0.00	£40.00	OS	
Society Lottery - Renewal	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS	
Machines in Alcohol Licensed premises - 3 or more								
New	£150.00	0.0%	£0.00	£150.00	£0.00	£150.00	OS	
Annual Fee	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS	
Transfer	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS	
Variation	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS	
Change of name on permit	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS	
Copy of gaming machine permit	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS	
Gambling Machine Permit - Up to 2 Machines	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS	

One-off fee

		2023/24	Proposed Increase / (Decrease)		2024/25	VAT Amount	2024/25 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Taxi Licensing (Including Horse Drawn Omnibus)								
Driver's License Application (3Yr)	New/Renewal	£199.00	6.0%	£12.00	£211.00	£0.00	£211.00	OS
Knowledge Test Fee Including ID check	New Driver Licenses includes Right to licence checks	£40.00	5.0%	£2.00	£42.00	£0.00	£42.00	OS
Knowledge Test Fee - Resit	New Driver Licenses	£38.00	5.3%	£2.00	£40.00	£0.00	£40.00	OS
DBS Check	On New or Renewal	£38.00	0.0%	£0.00	£38.00	£0.00	£38.00	OS
DBS Admin Fee*	On New or Renewal	£10.00	0.0%	£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	£282.00	0.0%	£0.00	£282.00	£0.00	£282.00	OS
Vehicle License	Renewal	£282.00	0.0%	£0.00	£282.00	£0.00	£282.00	OS
Replacement Plate ADD cost of materials	Plate only (does not include cost of plate)	£33.00	6.1%	£2.00	£35.00	£0.00	£35.00	OS
Replacement Plate & Bracket ADD cost of materials	Plate and Bracket (does not include cost of plate & bracket)	£43.00	7.0%	£3.00	£46.00	£0.00	£46.00	OS
Private Hire Operators Licence (5Yr)		£246.00	0.0%	£0.00	£246.00	£0.00	£246.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle License		£32.00	6.3%	£2.00	£34.00	£0.00	£34.00	OS
Alcohol and Entertainment Licenses		Charges set by Licensing Act 2003						
New Premise Licence								
Category A		£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Category B		£190.00	0.0%	£0.00	£190.00	£0.00	£190.00	OS
Category C		£315.00	0.0%	£0.00	£315.00	£0.00	£315.00	OS
Category D		£450.00	0.0%	£0.00	£450.00	£0.00	£450.00	OS
Category E		£635.00	0.0%	£0.00	£635.00	£0.00	£635.00	OS
Large scale application >4999 (minimum fee applies)		£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Premises Licence		£100 - £635	0.0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Disapplication of DPS		£23.00	0.0%	£0.00	£23.00	£0.00	£23.00	OS
Annual fee demand								
Category A		£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS
Category B		£180.00	0.0%	£0.00	£180.00	£0.00	£180.00	OS
Category C		£295.00	0.0%	£0.00	£295.00	£0.00	£295.00	OS
Category D		£320.00	0.0%	£0.00	£320.00	£0.00	£320.00	OS
Category E		£350.00	0.0%	£0.00	£350.00	£0.00	£350.00	OS
Large scale annual fee >4999 (minimum fee applies)		£500.00	0.0%	£0.00	£500.00	£0.00	£500.00	OS
Minor Variation		£89.00	0.0%	£0.00	£89.00	£0.00	£89.00	OS
Provisional Statement		£195.00	0.0%	£0.00	£195.00	£0.00	£195.00	OS
Register of Interest		£21.00	0.0%	£0.00	£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50	0.0%	£0.00	£10.50	£0.00	£10.50	OS
Club Premises Certificate - New		£100 - £635	0.0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635	0.0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89.00	0.0%	£0.00	£89.00	£0.00	£89.00	OS
Personal Licence - New		£37.00	0.0%	£0.00	£37.00	£0.00	£37.00	OS
Personal Licence - Change of name /address		£10.50	0.0%	£0.00	£10.50	£0.00	£10.50	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50	0.0%	£0.00	£10.50	£0.00	£10.50	OS
Transfer of Premises Licence		£23.00	0.0%	£0.00	£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21.00	0.0%	£0.00	£21.00	£0.00	£21.00	OS
Skin Piercing	Premises registration	£210.00	0.0%	£0.00	£210.00	£0.00	£210.00	OS
	Personal registration	£59.00	6.8%	£4.00	£63.00	£0.00	£63.00	OS
	Personal Registration for conventions				£20.00	£0.00	£20.00	OS
Street Trading Consents		£219.00	5.9%	£13.00	£232.00	£0.00	£232.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£28.00	-53.6%	-£15.00	£13.00	£0.00	£13.00	OS

		2023/24	Proposed Increase / (Decrease)		2024/25	VAT Amount	2024/25 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Sale of Animals	New (Part A)	£226.00	6.2%	£14.00	£240.00	£0.00	£240.00	OS
	New (Part B)	£122.00	5.7%	£7.00	£129.00	£0.00	£129.00	OS
	Renewal (Part A)	£219.00	5.9%	£13.00	£232.00	£0.00	£232.00	OS
Animal Boarding Establishments (Excludes vet fees payable direct to vet)	Renewal (Part B)	£119.00	5.9%	£7.00	£126.00	£0.00	£126.00	OS
	Cats or Dogs - New (Part A)	£283.00	6.0%	£17.00	£300.00	£0.00	£300.00	OS
	Cats or Dogs - New (Part B)	£122.00	5.7%	£7.00	£129.00	£0.00	£129.00	OS
	Cats or Dogs - Renewal (Part A)	£275.00	6.2%	£17.00	£292.00	£0.00	£292.00	OS
	Cats or Dogs - Renewal (Part B)	£119.00	5.9%	£7.00	£126.00	£0.00	£126.00	OS
	Cats and Dogs (Dual) - New (Part A)	£333.00	6.0%	£20.00	£353.00	£0.00	£353.00	OS
	Cats and Dogs (Dual) - New (Part B)	£122.00	5.7%	£7.00	£129.00	£0.00	£129.00	OS
	Cats and Dogs (Dual) - Renewal (Part A)	£323.00	5.9%	£19.00	£342.00	£0.00	£342.00	OS
	Cats and Dogs (Dual) - Renewal (Part B)	£119.00	5.9%	£7.00	£126.00	£0.00	£126.00	OS
	Home Boarding - New (Part A)	£188.00	5.9%	£11.00	£199.00	£0.00	£199.00	OS
	Home Boarding - New (Part B)	£122.00	5.7%	£7.00	£129.00	£0.00	£129.00	OS
	Home Boarding - Renewal (Part A)	£181.00	6.1%	£11.00	£192.00	£0.00	£192.00	OS
	Home Boarding - Renewal (Part B)	£119.00	5.9%	£7.00	£126.00	£0.00	£126.00	OS
	Hiring of Horses	New or Renewal (Part A) + vet fee	£283.00	6.0%	£17.00	£300.00	£0.00	£300.00
New or Renewal (Part B) + vet fee		£125.00	6.4%	£8.00	£133.00	£0.00	£133.00	OS
Dog Breeding	New (part A) + vet fee	£283.00	6.0%	£17.00	£300.00	£0.00	£300.00	OS
	New (part B)	£125.00	6.4%	£8.00	£133.00	£0.00	£133.00	OS
	Renewal (Part A)	£275.00	6.2%	£17.00	£292.00	£0.00	£292.00	OS
	Renewal (Part B)	£125.00	6.4%	£8.00	£133.00	£0.00	£133.00	OS
Dog Day Care	New (Part A)	£188.00	5.9%	£11.00	£199.00	£0.00	£199.00	OS
	New (Part B)	£125.00	6.4%	£8.00	£133.00	£0.00	£133.00	OS
Dog Day Care	Renewal (Part A)	£181.00	6.1%	£11.00	£192.00	£0.00	£192.00	OS
	Renewal (Part B)	£119.00	5.9%	£7.00	£126.00	£0.00	£126.00	OS
Exhibition Of Animals	New or Renewal (Part A)	£188.00	5.9%	£11.00	£199.00	£0.00	£199.00	OS
Application to be re-rated	per hour or part of	£72.00	5.6%	£4.00	£76.00	£0.00	£76.00	OS
Variation to the licence	per hour or part of	£72.00	5.6%	£4.00	£76.00	£0.00	£76.00	OS
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£187.00	5.9%	£11.00	£198.00	£0.00	£198.00	OS
Zoos (Excluding vet fees) - 4 yr. initial application	Application fee plus Vets fees plus admin/costs Inc. initial inspection and informal visits	£813.00	6.0%	£49.00	£862.00	£0.00	£862.00	OS
Zoos (Excluding vet fees) - 6 yr. licence	Application fee plus Vets fees plus admin/costs Inc. initial inspection and informal visits	£1,985.00	6.0%	£119.00	£2,104.00	£0.00	£2,104.00	OS
Scrap Metal								
New/Renewal Collectors fee - 3 yr.	Admin/processing of application (part A)	£124.00	5.6%	£7.00	£131.00	£0.00	£131.00	OS
	Document inspection - year 1 (part B)	£45.00	6.7%	£3.00	£48.00	£0.00	£48.00	OS
	Document inspection - year 2 (part B)	£47.00	6.4%	£3.00	£50.00	£0.00	£50.00	OS
	Document inspection - year 3 (part B)	£47.00	6.4%	£3.00	£50.00	£0.00	£50.00	OS
Change of details, name / address		£47.00	-68.1%	-£32.00	£15.00	£0.00	£15.00	OS
New/Renewal Site fee - 3 yr.	Part A Admin of application includes initial yr. 1 inspection by 2 officers	£476.00	6.1%	£29.00	£505.00	£0.00	£505.00	OS
	Part B Follow up compliance inspection by 2 officers - year 1	£299.00	6.0%	£18.00	£317.00	£0.00	£317.00	OS
	Part B Follow up compliance inspection - year 2 by 2 officers	£310.00	6.1%	£19.00	£329.00	£0.00	£329.00	OS
Change of site manager		£46.00	6.5%	£3.00	£49.00	£0.00	£49.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£2,079.00	6.0%	£125.00	£2,204.00	£0.00	£2,204.00	OS
	compliance check (part B)	£155.00	5.8%	£9.00	£164.00	£0.00	£164.00	OS
	Renewal (part A)	£370.00	5.9%	£22.00	£392.00	£0.00	£392.00	OS
	compliance check (part B)	£155.00	5.8%	£9.00	£164.00	£0.00	£164.00	OS
	Transfer fee	£258.00	5.8%	£15.00	£273.00	£0.00	£273.00	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.

2023/24	Proposed Increase / (Decrease)		2024/25	VAT Amount	2024/25 Charge Inc. VAT	VAT Rate
	£	% Type or £				

Mobile Homes Act 2013

Caravan Site - Fit & Proper Person	One-off license	£258.00	5.8%	£15.00	£273.00	£0.00	£273.00	OS
Issue of a New Licence		£340.00	5.9%	£20.00	£360.00	£0.00	£360.00	OS
Deposit of Site Rules		£34.00	5.9%	£2.00	£36.00	£0.00	£36.00	OS
Transfer and Alteration of a Licence		£113.00	6.2%	£7.00	£120.00	£0.00	£120.00	OS