

FEES AND CHARGES REPORT

APPENDIX F - LICENSING SERVICES

1. Service description

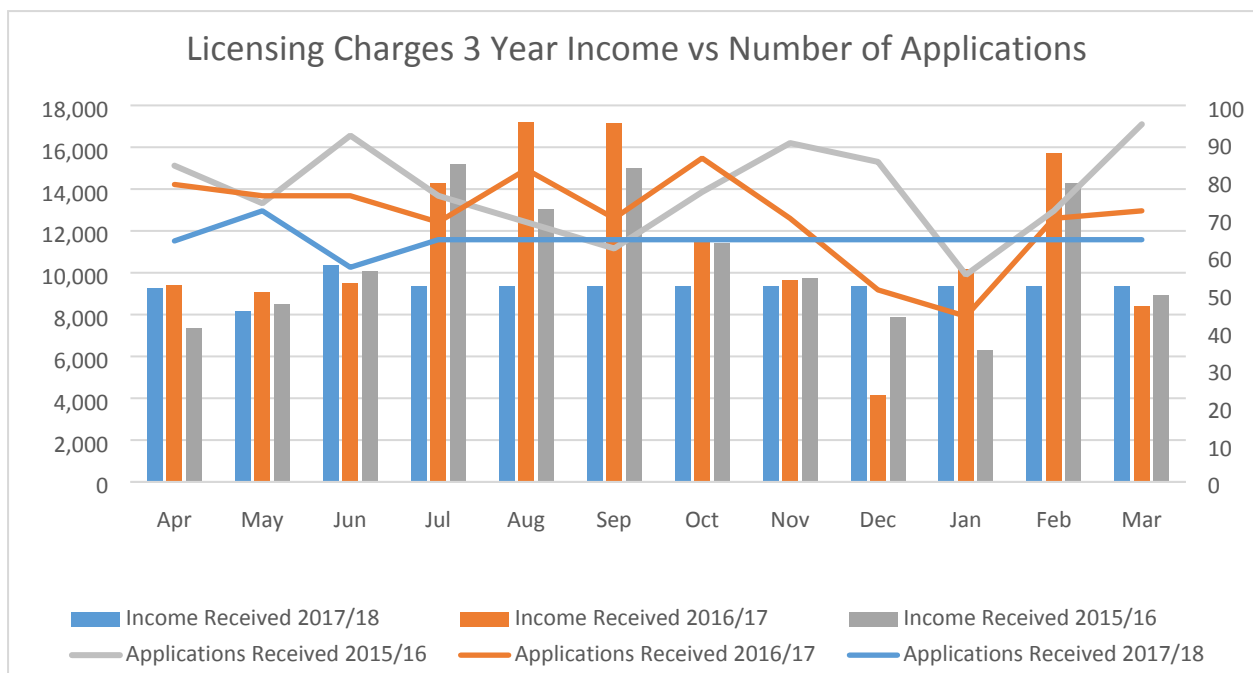
The Licensing service processes many different types of licences, (the majority of which but not all) incur a fee for the service we provide and can be broken down into the following categories;

- 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.

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 July 17 to Mar 18 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 2017/18).

	Total	Budget	Under/(over)
Income received 2017/18	111,800	111,800	0
Income received 2016/17	136,215	131,300	(4,915)
Income received 2015/16	127,634	141,500	13,866

Many of the fees within the Licensing service are statutory or statutory with a ceiling range as to what we can charge. After a thorough review it can be confirmed that we are currently operating at full cost recovery across the service. Therefore the proposal is to not increase fees for 2018-19.

3. Pricing

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

The reduction relates to the renewal fee for Sex shop licences, we have reduced the charge for the renewal only as this is not as onerous as the initial application works.

An inflationary increase has been applied of 3.5% for all non-statutory fees that WLDC have the powers to set.

It is proposed not to increase Vehicle Licences at this time due to cost recovery being achieved.

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 3.5%, with the exception of Vehicle Licences which will not be increased and Sex Shop licence renewal fee will be reduced following a reassessment of the procedure and costs. (There is currently only 1 licence of this type issued in West Lindsey).

6. Recommendation

Members are requested to recommend to Council the charges for 2018/19 as illustrated below

2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Bingo Premises Licence

Application Fee for Provisional Statement	£953.70			£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises	£859.10			£859.10	£0.00	£859.10	OS
Application Fee New Premises	£953.70			£953.70	£0.00	£953.70	OS
Annual Fee	£796.06			£796.06	£0.00	£796.06	OS
Variation of Licence	£953.70			£953.70	£0.00	£953.70	OS
Transfer Fee	£826.10			£826.10	£0.00	£826.10	OS
Application for Reinstatement	£826.10			£826.10	£0.00	£826.10	OS

Adult Gaming Centre

Application Fee for Provisional Statement	£953.70			£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises	£859.10			£859.10	£0.00	£859.10	OS
Application Fee New Premises	£953.70			£953.70	£0.00	£953.70	OS
Annual Fee	£826.10			£826.10	£0.00	£826.10	OS
Variation of Licence	£867.00			£867.00	£0.00	£867.00	OS
Transfer Fee	£826.10			£826.10	£0.00	£826.10	OS
Application for Reinstatement	£826.10			£826.10	£0.00	£826.10	OS

Family Entertainment Centre

Application Fee for Provisional Statement	£953.70			£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises	£858.00			£858.00	£0.00	£858.00	OS
Application Fee New Premises	£953.70			£953.70	£0.00	£953.70	OS
Annual Fee	£750.00			£750.00	£0.00	£750.00	OS
Variation of Licence	£867.00			£867.00	£0.00	£867.00	OS
Transfer Fee	£796.06			£796.06	£0.00	£796.06	OS
Application for Reinstatement	£796.06			£796.06	£0.00	£796.06	OS

Betting Premises (Other)

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

Betting Premises (Tracks)

Application Fee for Provisional Statement	£953.70			£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises	£858.00			£858.00	£0.00	£858.00	OS
Application Fee New Premises	£953.70			£953.70	£0.00	£953.70	OS
Annual Fee	£750.00			£750.00	£0.00	£750.00	OS
Variation of Licence	£953.70			£953.70	£0.00	£953.70	OS
Transfer Fee	£796.06			£796.06	£0.00	£796.06	OS
Application for Reinstatement	£796.06			£796.06	£0.00	£796.06	OS

Miscellaneous

Change of Circumstances	£49.82			£49.82	£0.00	£49.82	OS
Fee for Copy of a Licence Under the Gambling Act 2005	£24.00			£24.00	£0.00	£24.00	OS
Temporary Usage License	£377.30			£377.30	£0.00	£377.30	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	£100.00			£100.00	£0.00	£100.00	OS
Renewal	£200.00			£200.00	£0.00	£200.00	OS
Renewal with Club Premises Certificate	£100.00			£100.00	£0.00	£100.00	OS
Annual Fee	£20.00			£20.00	£0.00	£20.00	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 - One off Fee	£50.00			£50.00	£0.00	£50.00	OS

Prosperous Communities Committee				Licensing					
		2017/18		Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	£	
Taxi Licensing (Including Horse Drawn Omnibus)									
Driver's License Application (3Yr)	New/Renewal	£156.00			£156.00	£0.00	£156.00		OS
Knowledge Test Fee	New or Lapsed Driver Licenses	£28.00			£28.00	£0.00	£28.00		OS
Knowledge Test Fee	Retest	£28.00			£28.00	£0.00	£28.00		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
*This fee is controlled by LCC and subject to change									
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			£27.00	£0.00	£27.00		OS
Replacement Plate	Plate and Bracket	£36.00			£36.00	£0.00	£36.00		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			£25.00	£0.00	£25.00		OS
Charges set by Licensing Act 2003									
Alcohol and Entertainment Licenses									
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
Sex Shop Licences and Sexual Entertainment Venues	Initial application	£1,950.00		-£125.00	£1,825.00	£0.00	£1,825.00		OS
	compliance check	£0.00		£125.00	£125.00	£0.00	£125.00		OS
	Renewal	£1,528.52		-£1,230.52	£298.00	£0.00	£298.00		OS
	compliance check	£0.00		£125.00	£125.00	£0.00	£125.00		OS
	Transfer fee	£395.00			£395.00	£0.00	£395.00		OS
Pet Shops	New	£175.00	3.50%		£182.00	£0.00	£182.00		OS
	Renewal	£175.00	3.50%		£182.00	£0.00	£182.00		OS
Animal Boarding Establishments (Excludes vet fees payable direct to vet)	Cats or Dogs - New - Admin Fee Only	£79.00	3.50%		£82.00	£0.00	£82.00		OS
	Cats or Dogs - Renewal	£220.00	3.50%		£228.00	£0.00	£228.00		OS
	Dual Usage - New - Admin Fee Only	£79.00	3.50%		£82.00	£0.00	£82.00		OS
	Dual Usage - Renewal	£259.00	3.50%		£269.00	£0.00	£269.00		OS
	Home Boarding - New	£145.00	3.50%		£151.00	£0.00	£151.00		OS
	Home Boarding - Renewal	£145.00	3.50%		£151.00	£0.00	£151.00		OS
Horse Riding Establishment (Excluding vet fees) Admin Cost - New or Renewal		£79.00	3.50%		£82.00	£0.00	£82.00		OS
Dog Breeding	New	£79.00	3.50%		£82.00	£0.00	£82.00		OS
	Renewal	£220.00	3.50%		£228.00	£0.00	£228.00		OS
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£140.00	3.50%		£145.00	£0.00	£145.00		OS
Zoos (Excluding vet fees) - payable at 4 yr initial application	Vets fees plus admin costs of	£350.00	3.50%		£363.00	£0.00	£363.00		OS
Zoos (Excluding vet fees) - payable at 6 yr intervals	Vets fees plus admin costs of	£499.00	3.50%		£517.00	£0.00	£517.00		OS
Zoos Annual Inspection	Officer hourly rate	£58.00	3.50%		£61.00	£0.00	£61.00		OS
Scrap Metal									
New/Renewal Collectors fee - 3 yr	Admin/processing of application	£94.00	3.50%		£98.00	£0.00	£98.00		OS
	Document inspection - year 1	£35.00	3.50%		£37.00	£0.00	£37.00		OS
	Document inspection - year 2	£35.00	3.50%		£37.00	£0.00	£37.00		OS
	Document inspection - year 3	£35.00	3.50%		£37.00	£0.00	£37.00		OS
Change of details, name / address		£100.00	3.50%		£104.00	£0.00	£104.00		OS
New/Renewal Site fee - 3 yr	Admin/processing of application + initial insp	£370.00	3.50%		£383.00	£0.00	£383.00		OS
	Follow up inspection - year 1	£232.00	3.50%		£241.00	£0.00	£241.00		OS
	2 x Annual inspection - year 2	£464.00	3.50%		£481.00	£0.00	£481.00		OS
	Annual inspection - year 3	£232.00	3.50%		£241.00	£0.00	£241.00		OS
Change of site manager		£70.00	3.50%		£73.00	£0.00	£73.00		OS
Skin Piercing	Premises registration	£174.00			£174.00	£0.00	£174.00		OS
	Personal registration	£45.00			£45.00	£0.00	£45.00		OS
Street Trading Consents		£170.00			£170.00	£0.00	£170.00		OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£24.00	3.50%		£25.00	£0.00	£25.00		OS