

**SCHEDULE OF FEES FOR 2025/26**

Effective from Tuesday 1 April 2025

<b>HOUSING ACT 2004 SELECTIVE LICENSING</b>		
	<b>2024/25</b>	<b>2025/26</b>
Standard fee (Part 1 payment (application and processing)) (Part 2 payment (enforcement))	£900 (£250) (£650)	£1000 (£300) (£700)
Discount for membership of a nationally recognised landlord body or recognised accreditation scheme	£100	£100
Discount for EPC rating of C and above	£100	£100
Valid application submitted within one month of property purchase	£50	£50
Reduced fee for subsequent properties	£0	£0

<b>HOUSING ACT 2004 HOUSES IN MULTIPLE OCCUPATION</b>		
	<b>2024/25</b>	<b>2025/26</b>
Application fee for the first Licence for a property (Part 1 payment (application and processing)) (Part 2 payment (enforcement))	£1,000 (£300) (£700)	£1,100 (£400) (£700)
Application fee for second and subsequent Licences for a property by the same Licence holder	n/a	n/a
Application for an HMO Licence renewal (Part 1 payment (application and processing)) (Part 2 payment (enforcement))	£900 (£250.02) (£649.98)	£1000 £300 (£700)
Application fee for a Licence for property owned by a registered charity - remove	£750	£750
Variation of an existing Licence, e.g. change in occupancy levels or change in manager	£0	£0
Change in permanent home or business address of Licence holder	No charge	No charge

Discount for membership of a nationally recognised landlord body or recognised accreditation scheme	£100	£100
Discount for EPC rating of C and above	£100	£100
Valid application submitted within one month of property purchase	£50	£50
Reduced fee for subsequent properties	£0	£0

<b>HOUSING ACT 2004 OTHER CHARGES</b>		
	<b>2024/25</b>	<b>2025/26</b>
Accreditation reinspection following failed inspection	£50	£50
Temporary Exemption Notice (TEN)	£0	£0
Variation of an existing licence e.g., change of address, mortgagee etc.	£0	£0
Change of licence holder to a new manager who is the most appropriate person to hold the licence and the property owner remains the same (with prior approval of licensing team with the sole purpose of improving management arrangements)		
Selective Licence fee	£250	£300
Additional and Mandatory HMO Licence fee	£300	£350
To apply for a Selective Licence for a property which has an existing HMO licence but where that existing licence is no longer applicable to the property (for example, where the number of occupants has changed since the granting of the initial licence)	£250	Part A £300
To apply for an HMO licence for a property which has an existing Selective licence but where that existing licence is no longer applicable to the property (for example, where the number of occupants has changed since the granting of the initial licence)	£300	£350

### HOUSING ACT 2004 - Charges for Notices

Section 49 of the Housing Act 2004 gives local authorities the power to make a reasonable charge to recover certain expenses incurred by them when taking enforcement action under the Act. This includes service of notices to remove hazards under sections 11, 12, 20, 21, 40 and 43 of the Act.

	2024/25	2025/26
Hazard Awareness Notice	£450	£450
Improvement Notice	£450	£450
Prohibition and Emergency Prohibition Notice	£450	£450
Emergency Remedial Action Notice	£450	£450
Multiple Notices	£450 plus any incidental costs	£450 plus any incidental costs

### UNDERTAKING WORK IN DEFAULT OF A STATUTORY NOTICE

	2024/25	2025/26
Establishment charge	£265	£278

### ANTI-SOCIAL BEHAVIOUR ACT 2003, PART 8 HIGH HEDGES

	2024/25	2025/26
Complaint (request for adjudication regarding unresolved high hedge dispute)	£300	£300
Refund if the complaint is withdrawn within 21 days or if complaint does not meet the statutory criteria defined within the Act	£165	£165

### LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

	2024/25	2025/26
Registration of premises for acupuncture, ear/cosmetic piercing, tattooing, electrolysis or semi-permanent skin colouring	£182.70	£192.00
Registration of each person for acupuncture, ear/cosmetic piercing, tattooing, electrolysis or semi-permanent skin colouring	£75.60	£79.00
Amendment of registration, e.g. change of name or transfer to new occupier	£20.00	£21.00

**LICENSING ACT 2003****PLACES OF ENTERTAINMENT – where premises licence is held by the Division**

	<b>2024/25</b>	<b>2025/26</b>
<p>Fee to use land where the Council hold the premises licence issued under the Licensing Act 2003, in order to recover the costs of processing, organisation and enforcement.</p> <p>It may be appropriate to remit all or part of the proposed fee in order to enhance the cultural offer of the city. Any such reduction is to be agreed by the Head of Service / Service Manager / Director.</p>	<p>£315.00 (Band C) as a benchmark Standard Fee (for the whole event, even if over more than one day) plus a charge for additional persons above 500 at a rate of £20 for every 250 persons or part thereof for a fee set to recoup costs (for cultural non-profit making events the additional fee will normally be remitted and in exceptional circumstances a further reduction in the standard fee may be agreed to enable the event to proceed)</p>	<p>£315.00 (Band C) as a benchmark Standard Fee (for the whole event, even if over more than one day) plus a charge for additional persons above 500 at a rate of £20 for every 250 persons or part thereof for a fee set to recoup costs (for cultural non-profit making events the additional fee will normally be remitted and in exceptional circumstances a further reduction in the standard fee may be agreed to enable the event to proceed)</p>

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 AND POLICING AND CRIME ACT 2009  
SEX ESTABLISHMENTS**

	<b>2024/25</b>	<b>2025/26</b>
Application for the grant of Sex Shop Licence	£1,900.00	£1,900.00
Application for the grant of Sex Cinema Licence	£2,535.00	£2,535.00
Application for the grant of Sexual Entertainment Venue Licence	£2,535.00	£2,535.00
Application for the grant of renewal or variation of Sex Shop Licence	£1,720.00	£1,720.00

Application for the grant of renewal or variation of Sex Cinema Licence or Sexual Entertainment Venue Licence	£2,077.00	£2,077.00
Application for the transfer of Sex Shop Licence, Sex Cinema Licence or Sexual Entertainment Venue Licence	£181.00	£181.00

<b>TOWN POLICE CLAUSES ACT 1847</b> <b>LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976</b> <b>HACKNEY CARRIAGE AND PRIVATE HIRE</b>		
	2024/25	2025/26
Hackney Carriage – vehicle (including new plate platform, affixing buttons, door crests, 2 x decal holder and internal decals and tariff card)	£258.00 Renewal £250.00	£258.00 Renewal £250.00
Hackney Carriage – driver (includes new identification issue & DBS cost)		
- new (1 year)	£120.00	£120.00
- new (3 year)	£180.00	£180.00
Fee includes Disclosure & Barring Service and DVLA checks)		
- renewal (1 year)	£60.00	£60.00
- renewal (1 year) (where DBS & DVLA 3 year cyclical check required)	£120.00	£120.00
- renewal (3 year) – as per new (3 year)	£180.00	£180.00
Private Hire – vehicle (includes new plate, platform, plate, affixing buttons, 2 x decal holders and internal decals)	£255.00 Renewal £240.00	£255.00 Renewal £240.00
Private Hire – driver (includes new ID badge and DBS cost)		
- new (1 year)	£120.00	£120.00
- new (3 year)	£180.00	£180.00
- renewal (1 year)	£60.00	£60.00
- renewal (1 year) (where DBS & DVLA 3-year cyclical check required)	£120.00	£120.00
- renewal (3 year) – as per new (3 year)	£180.00	£180.00
Private Hire/Hackney Carriage – driver dual status		
- new (1 year)	£150.00	£150.00
- new (3 year)	£210.00	£210.00
Fee includes production of two licences, plus Disclosure & Barring Service & DVLA checks)		
- renewal (1 year)	£90.00	£90.00
- renewal (where DBS & DVLA 3 year cyclical check required)	£150.00	£150.00
- renewal (3 year) – as per new (3 year)	£210.00	£210.00
Private Hire – operator (1 year new and renewal)	£328.00	£328.00
Private Hire – operator (5 year new and renewal)	£1400.00	£1400.00
Locality test re-sit fee	£24.00	£24.00
Tariff card	£1.00	£1.00

Interior decal	£2.25 each (£4.50 per 2 set)	£2.25 each (£4.50 per 2 set)
Door crests	£8.37 each (£16.74 per 2 set)	£11.93 each (£23.86 per 2 set)
Decal holder	£1.59	£2.27
Replacement Private Hire/Hackney Carriage Plates	£7.05	£8.22
Replacement platform	£6.74	£9.61
Replacement security button	£0.32	£0.45
Replacement clear buttons	£0.32 each (£0.96 per 3 set)	£0.46 each (£1.38 per 3 set)
Replacement vehicle (post-renewal re-branding)		
- Hackney Carriage	£39.49	£39.49
- Private Hire	£22.75	£22.75
Approval of new Hackney Carriage variant		
Lost/damaged Private Hire Hackney Carriage ID badge	£3.40	£4.53
Transfer of vehicle licence/proprietor licence	£20.00	£20.00

<b>LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982</b>		
<b>STREET TRADING</b>		
<b>Street Trading Licences</b>	<b>2024/25</b>	<b>2025/26</b>
Day time sites	£1,442.00	£1,442.00
Night-time sites and Sunday-only sites	£402.00	£402.00
Sites in vicinity of St. James Park	£233.00	£233.00
Sites in vicinity of the Arena	£233.00	£233.00
<b>Street Trading Consents</b>		
Armstrong Bridge	£20 (per month)	£20 (per month)
Quayside	£20	£20
St. James' Park	£20	£20

<b>MARRIAGE ACT 1949, MARRIAGE ACT 1994 AND CIVIL PARTNERSHIP ACT 2004</b>		
<b>MARRIAGE PREMISES</b>		
	<b>2024/25</b>	<b>2025/26</b>
Grant (3-year licence)	£985.00 plus advertising	£985.00 plus advertising
(£492.50 of the fee is forwarded to the Registrar of Marriages)		
Review of decision	£400.00	£400.00

**ENVIRONMENTAL PROTECTION ACT 1990, SCHEDULE 3A  
DISTRIBUTION OF FREE PRINTED MATTER**

	<b>2024/25</b>	<b>2025/26</b>
Per distributor	£65.00	£65.00

**SCRAP METAL DEALERS ACT 2013**

	<b>2024/25</b>	<b>2025/26</b>
Site Licence	£332.00	£332.00
Cost for each additional site	£150.00	£150.00
Site Licence (renewal)	£260.00	£260.00
Variation (all types)	£88.00	£88.00
Yearly cost for each additional site	£50.00	£50.00
Itinerant Collector's Licence	£157.00	£157.00

**PUBLIC HEALTH ACTS AMENDMENT ACT 1907  
PLEASURE BOATS AND BOATPERSONS**

	<b>2024/25</b>	<b>2025/26</b>
Pleasure boatperson	£20.50	£20.50
Pleasure boats	£49.20	£49.20

**POLICE, FACTORIES, ETC. (MISCELLANEOUS PROVISIONS) ACT 1916  
HOUSE TO HOUSE COLLECTIONS ACT 1939  
CHARITABLE COLLECTIONS**

There is no fee associated with these permissions

**ANIMAL LICENSING**

	<b>2024/25</b>	<b>2025/26</b>
<b>ANIMAL WELFARE (LICENSING ACTIVITIES INVOLVING ANIMALS (ENGLAND)) REGULATIONS 2018</b>		
Licence to sell animals as pets; board cats or dogs; breed dogs; keep or train animals for exhibition (there will be an additional charge for any inspection by a veterinarian)	£150.00	£150.00

Boarding establishments with multiple hosts – additional hourly charge	£46.00	£46.00
<b>ANIMAL WELFARE (LICENSING ACTIVITIES INVOLVING ANIMALS (ENGLAND) REGULATIONS 2018</b>		
Licence to hire out horses (there will be an additional charge for any inspection by a veterinarian)	£250.00	£250.00
<b>DANGEROUS WILD ANIMALS ACT 1976</b>		
Registration fee (there will be an additional charge for any inspection by a veterinarian)	£150.00	£250.00
<b>THE ANIMAL WELFARE (PRIMATE LICENCES) (ENGLAND) REGULATIONS 2024</b>		
Licence fee (there will be an additional charge for any inspection by a veterinarian)	N/A	£250.00
<b>ZOO LICENSING ACT 1981</b>		
Grant, renewal or transfer of licence (there will be an additional charge for any inspection by a veterinarian)	£350.00	£350.00

<b>WEIGHTS &amp; MEASURES ACT 1985</b>		
	<b>2024/25</b>	<b>2025/26</b>
Hourly rate for a Weights and Measures Inspector (inclusive of infrastructure to provide a weights and measures verification service)	£62.52	£62.52
If a particular piece of work requires the presence of support staff, then this will be charged in addition – Technician / Technical Officer charge	£37.36	£40.00
Additional charges will be levied if the Council is required, for example, to hire in specialist equipment	At cost	At cost

**ENVIRONMENTAL PROTECTION ACT 1990, PART VIII  
ENVIRONMENTAL PROTECTION (STRAY DOGS) REGULATIONS 1992  
STRAY DOGS**

	<b>2024/25</b>	<b>2025/26</b>
Fee for recovery of impounded dog (statutory fee)	£25.00	£25.00
Daily boarding charge (day one (includes vaccines and treatments))	£10.46	*£30.00
Daily boarding charge (days two to seven)	£10.46	*£16.00
Out-of-hours collection and boarding	£30.00	£30.00
Handling / administration charge	£10.00	£15.00
Veterinary charges	At cost	At cost
Surrender of dog/welfare custody (non-statutory)	£80.00	£145.00

\*Daily boarding charge subject to change on contract renewal.

**GAMBLING ACT 2005  
PREMISES LICENCES**

<b>PREMISES TYPE</b>	<b>NEW APPLICATION</b>	<b>ANNUAL FEE</b>
Existing Casinos	N/A	£2,550
Bingo Club	£2,975	£850
Betting Premises (excluding Tracks)	£2,550	£510
Tracks	£2,125	£850
Family Entertainment Centres	£1,700	£638
Adult Gaming Centre	£1,700	£850

	Application to Vary	Application to Transfer	Application for Re-instatement	Application for Provisional Statement	Licence Application (provisional)	Copy Licence	Notification of Change
Existing Casinos	£1,700	£1,148	£1,148	N/A	N/A	£25	£50
Bingo Club	£1,488	£1,020	£1,020	£2,975	£1,020	£25	£50
Betting Premises (not Tracks)	£1,275	£1,020	£1,020	£2,550	£1,020	£25	£50
Tracks	£1,063	£808	£808	£2,125	£808	£25	£50

	Application to Vary	Application to Transfer	Application for Re-instatement	Application for Provisional Statement	Licence Application (provisional)	Copy Licence	Notification of Change
Family Entertainment Centres	£850	£808	£808	£1,700	£808	£25	£50
Adult Gaming Centre	£850	£1,020	£1,020	£1,700	1,020	£25	£50

Fee Type Permit Type	Application Fee	Annual Fee	Renewal Fee	Transitional Application Fee
FEC Gaming Machine	£300	N/A	£300	N/A
Prize Gaming	£300	N/A	£300	N/A
Alcohol Licensed Premises – Notification of 2 or less machines	£50	N/A	N/A	N/A

Alcohol Licensed Premises Gaming Machine Permit – More than 2 machines	£150	£50	N/A	£100
Club Gaming Permit	£200	£50	£200	£100
Club Gaming Machine Permit	£200	£50	£200	£100
Club Fast-track for Gaming Permit or Gaming Machine Permit	£100	£50	£100	£100
Small Society Lottery Registration	£40	N/A	£20	N/A

<b>Permit Miscellaneous Fees</b>				
	<b>Change of Name</b>	<b>Copy of Permit</b>	<b>Variation</b>	<b>Transfer</b>
FEC Permits	£25	£15	N/A	N/A
Prize Gaming Permits	£25	£15	N/A	N/A
Alcohol Licensed Premises – Notification of 2 or Less Machines	N/A	N/A	N/A	N/A
Alcohol Licensed Premises Gaming Machine Permit – More than 2 Machines	£25	£15	£100	£25
Club Gaming Permit	N/A	£15	£100	N/A
Club Gaming Machine Permit	N/A	£15	£100	N/A

<b>MISCELLANEOUS FEES</b>		
	<b>2024/25</b>	<b>2025/26</b>
Immigration Inspection	£123.00	£123.00
Surrender Certificates (food) Minimum charge plus additional costs to reflect time incurred at officer recharge rate	£46.00	£48.30
Export Certificates	£65.00	£68.25

Food hygiene revisit	£208.00	£208.00
Photocopying, per sheet	£0.12	£0.12
<b>Filming and promotional activities</b>		
Application fee	£69.00+VAT	£70.00+VAT
Initial consent	-	No additional charge
Variation to consent	-	£23.00+VAT

<b>DATA PROTECTION ACT 2018</b>		
	<b>2024/25</b>	<b>2025/26</b>
Subject access request	No charge	No charge
Copy of CCTV by data subject	No charge	No charge

<b>ENVIRONMENTAL INFORMATION REGULATIONS 2004 FREEDOM OF INFORMATION AND DATA PROTECTION (APPROPRIATE LIMIT AND FEES) REGULATIONS 2004</b>		
	<b>2024/25</b>	<b>2025/26</b>
Where appropriate limited is exceeded under the Freedom of information Act 2000 or where the Environmental Information Regulations 2004 apply	£25.00 per hour	£25.00 per hour

<b>CONTAMINATED LAND SEARCHES</b>		
	<b>2024/25</b>	<b>2025/26</b>
Private residences (search and first two hours)	£70	£74
Business properties (search and first two hours)	£140	£147
Each additional hour	£46	£46
<p>Environmental Information Regulations 2004, regulation 8(1) permits a public authority to charge for supplying environmental information. However, regulation 8(3) states any charge cannot “exceed any amount which the public authority is satisfied is a reasonable amount”. In general terms, a reasonable amount will not exceed the cost of making the information available. However, there are certain exceptions to this, one of which is where information is available on a commercial basis and the charge is necessary to ensure such information continues to be collected and published. A market-based charge is considered to be reasonable where the information is property search information requested as part of a commercial transaction.</p>		



<b>OFFICER COSTS / RECHARGES</b>		<b>2023/24</b>	<b>2024/25</b>
Officer costs for legal cases and charge out rate	Technician/EO, per hour	£40.00	£40.00
	EH/TS Officer, per hour	£46.00	£46.00
	Senior Officer, per hour	£70.00	£70.00
	Expert Witness, per hour	£262.00	£262.00
<b>LEGAL ADVOCATE COSTS (CRIMINAL CASES FOR PUBLIC SAFETY AND REGULATION)</b>			
Case proved in absence (effective first hearing (EFH))			£85
Guilty plea, at first opportunity (at EFH)			£85
Guilty plea, not at first opportunity (e.g. when a warrant has had to be executed or letter sent re attendance)			£105
Fixed penalty cases, following non-payment, either proved in absence or guilty plea at EFH			£50
<b>TRIALS:</b> Hourly charge - £112 # On average a trial listed for a 1 hour hearing, takes 1 hour to prepare, and 2 hour trial, 2 hours to prepare, etc.			
1 hour trial			£224
2 hour trial			£448
3 hour trial			£672
4 hour trial			£896
All day trial (~5 hours)			£1,120
<b>Guilty plea on day of trial</b> The figures are based on preparation time plus the £85 standard EFH charge			
1 hour			£197
2 hour			£309
3 hour			£421
4 hour			£533
If listed for all day			£645
<b>Fixed penalty cases: prosecution following non-payment of FP and not guilty plea entered</b>			
Standard cost for an effective trial			£224
Standard cost for a guilty plea on day of trial			£197
# There will still be a residual discretion to deviate from the above scheme and charge more if a case has taken more time than usual or has required more court hearings than usual.  Cases heard on indictment would still be charged out at the actual hourly rate, for solicitor, officers and Counsel, which is provided by way of a formal Costs Schedule to the Crown Court.  Officer costs for investigation, case preparation and attendance at court as a witness are in addition to the costs detailed above for the prosecutor.			

## ENVIRONMENTAL PERMITTING REGULATIONS

The Secretary of State, under regulation 66 of the Environmental Permitting (England and Wales) Regulations 2016, sets the relevant fees.

### THE LOCAL AUTHORITY PERMITS FOR PART B INSTALLATIONS AND MOBILE PLANT AND SOLVENT EMISSION ACTIVITIES (FEES AND CHARGES) (ENGLAND) SCHEME 2017

Type of charge	Type of process	2025/26 fee		
<b>Application Fee</b>	Standard process (includes solvent emission activities)	£1650		
	Additional fee for operating without a permit	£1188		
	PVR I and Dry Cleaners	£155		
	PVR I & II combined	£257		
	VRs and other Reduced Fee Activities	£362		
	Additional fee for operating without a permit - reduced fee activities	£71		
	Mobile plant** 1 <sup>st</sup> permit	£1650		
	Mobile plant** 2 <sup>nd</sup> permit	£1650		
	for the third to seventh applications	£985		
	for the eighth and subsequent applications	£498		
	Additional fee for operating without a permit - mobile plant	£1188		
	Where a direction has been issued under regulation 33 whereby a local authority is to exercise Environment Agency functions in respect of a single permit covering			
	(i) Part B activities and waste operations; or			
(ii) solvent emission activities and waste operations; or				
(iii) Part B activities, solvent emission activities and waste operations, an extra £279 is added to the above amounts				
<b>Annual Subsistence Charge</b>	Standard process Low	£772		
	Standard process Medium	£1161		
	Standard process High	£1747		
	PVRI, and Dry Cleaners L/M/H	£79	£158	£237
	PVR I & II combined L/M/H	£113	£226	£341
	VRs and other Reduced Fees L/M/H	£228	£365	£548
	Mobile plant, for first and second permits L/M/H**	£626	£1034	£1551
	for the third to seventh permits L/M/H	£385	£617	£924
	eighth and subsequent permits L/M/H	£198	£314	£473
	Late payment Fee	£52		
	Where a direction has been issued under regulation 33 whereby a local authority is to exercise Environment Agency functions in respect of a single permit covering			
(i) Part B activities and waste operations; or				
(ii) solvent emission activities and waste operations; or				

	(iii) Part B activities, solvent emission activities and waste operations, then an additional subsistence charge is payable which shall be £104 if the activity is a “low” risk activity, £156 if the activity is a “medium” risk activity, and £207 if the activity is a “high” risk activity.	
	Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts.	
<p>The reduced subsistence charge shall be forty per cent (40%) of the full subsistence charge The reduced subsistence charge is payable by the operator if, without surrendering its permit:</p> <p>(a) it carries on the Part B activity or solvent emission activity below the relevant threshold requiring a permit; or</p> <p>(b) it has temporarily ceased carrying on the Part B activity or solvent emission activity but will preserve the necessary equipment in order to resume carrying on that activity at a future date; and</p> <p>(c) (i) the circumstances set out in point (a) or (b) above subsist for at least 12 months; and (ii) there is no breach of condition in the permit which, in the local authority’s opinion, may result in a significant negative effect on human beings or the environment.</p> <p>Reduced subsistence charge administration fee £52.</p>		
Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £38.		
<b>Transfer and Surrender</b>	Standard process transfer	£169
	Standard process partial transfer	£497
	New operator of a reduced fee activity, low risk, (additional one-off subsistence charge)	£78
	Surrender: all Part B activities	£0
	Reduced fee activities: partial transfer (no fee for total transfer)	£47
<b>Temporary transfer for mobiles</b>	First transfer (same plant user and operator jointly apply for a second time to the same authority for a further fixed period transfer, no fee)	£53
	Repeat following enforcement or warning	£53
<b>Substantial change</b>	Standard process	£1050
	Standard process where the substantial change results in a new Part B activity or a solvent emission activity	£1650
	Reduced fee activities	£102

\*\* Not using simplified permits

## LA-IPPC charges for 2025/26

NB – every subsistence charge in the table below includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation.

Type of charge	Local authority element
Application	£3363
Additional fee for operating without a permit	£1188
Annual Subsistence LOW	£1343
Annual Subsistence MEDIUM	£1507
Annual Subsistence HIGH	£2230
Late Payment Fee	£52
Substantial Variation	£1368
Transfer	£235
Partial transfer	£698
Surrender	£698

## Newspaper advertisements

Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs.

## LICENSING ACT 2003 – FEES

(Fees are set nationally and based upon the ‘non-domestic rateable value’ of the premises) Premises Licences

	Non-Domestic Rateable Value	Application for Grant of a New Licence / Variation	Annual Fee
<b>A</b>	<b>£0 to £4,300</b>	£100	£70
<b>B</b>	<b>£4,301 to £33,000</b>	£190	£180
<b>C</b>	<b>£33,001 to £87,000</b>	£315	£295
<b>D</b>	<b>£87,001 to £125,000</b>	£450	£320
<b>E</b>	<b>£125,001 and over</b>	£635	£350
<b>Alcohol D1</b>	<b>£87,001 to £125,000</b>	£900	£640
<b>Alcohol E2</b>	<b>£125,001 and over</b>	£1905	£1,050

### Notes

1. Premises used exclusively or primarily for the supply of **alcohol for consumption on the premises** and have a rateable value in **band D** will pay **twice** the application fee and twice the annual fee.
2. Premises used exclusively or primarily for the supply of **alcohol for consumption on the premises** and have a rateable value in **band E** will pay **three** times the application fee and three times the annual fee.

### Additional Fees for Premises Licences (large scale venues)

These additional fees apply when an application is made for a Premises Licence for large scale venues. ‘Premises’ includes land and it is expected that these additional fees will only apply in respect of large scale outdoor events. Additional renewal fees are payable when a ‘premises’ (area of land) continues to be licensed.

On Application		On Renewal	
Number	Additional Fee	Number	Additional Fee
5,000 – 9,999	£1000	5,000 – 9,999	£500
10,000 – 14,999	£2000	10,000 – 14,999	£1000
15,000 – 19,999	£4000	15,000 – 19,999	£2000
20,000 – 29,999	£8000	20,000 – 29,999	£4000
30,000 – 39,999	£16,000	30,000 – 39,999	£8000
40,000 – 49,999	£24,000	40,000 – 49,999	£12,000
50,000 – 59,999	£32,000	50,000 – 59,999	£16,000
60,000 – 69,999	£40,000	60,000 – 69,999	£20,000
70,000 – 79,999	£48,000	70,000 – 79,999	£24,000

80,000 – 89,999	£56,000	80,000 – 89,999	£28,000
90,000 and over	£64,000	90,000 and over	£32,000

### Other Fees associated with Premises Licences

<b>Transfer of Licence</b>	£23
<b>Minor Variation</b>	£89
<b>Variation of Designated Premises Supervisor</b>	£23
<b>Mandatory Alcohol condition to be disapplied</b>	£23
<b>Interim Authority Notice</b>	£23
<b>Copy of Licence or Summary on theft, loss etc</b>	£10.50
<b>Notification of change of name or address – Licence Holder</b>	£10.50
<b>Provisional Statement – Application Fee</b>	£315
<b>Notice of interest in any Premises</b>	£21
<b>Copies of Information contained in Register</b>	£23

### Temporary Event Notices

<b>Temporary Event Notice</b>	£21
<b>Copy of Notice on theft, loss etc</b>	£10.50
<b>Copies of Information contained in Register</b>	£23

### Personal Licences

<b>Personal Licence</b>	£37
<b>Copy of Licence on theft, loss etc</b>	£10.50
<b>Notification of change of name or address</b>	£10.50
<b>Copies of Information contained in Register</b>	£23

### Club Premises Certificates

	<b>Non-Domestic Rateable Value</b>	<b>Application for Grant/Variation</b>	<b>Annual Fee</b>
<b>A</b>	<b>£0 to £4,300</b>	£100	£70
<b>B</b>	<b>£4,301 to £33,000</b>	£190	£180
<b>C</b>	<b>£33,001 to £87,000</b>	£315	£295
<b>D</b>	<b>£87,001 to £125,000</b>	£450	£320
<b>E</b>	<b>£125,001 and over</b>	£635	£350

### **Other Fees associated with Club Premises Certificates**

<b>Copy of Certificate or Summary on theft, loss etc</b>	£10.50
<b>Notification of change of name or alteration of Club Rules</b>	£10.50
<b>Minor Variation</b>	£89.00
<b>Change of relevant registered address of Club</b>	£10.50
<b>Copies of Information contained in Register</b>	£23

### **Pavement Café (Section 115 permissions)**

New	£1000.00 (inclusive of £385.00 to planning)
Variation	£615.00
Annual Renewal	£300.00

### **Exemptions from fees**

In respect of an application under Sections 17, 34, 71 or 84 of the Licensing Act 2003 which relates to the provision of regulated entertainment only, no fee shall be payable if:

- a) in the case of an application by a proprietor of an educational institution in respect of premises that are or form part of an educational institution-i) that the educational institution is a school or college; and
  - ii) the provision of regulated entertainment on the premises is carried on by the educational institution for and on behalf of the purposes of the educational institution; or
- b) that the application is in respect of premises that are or form part of a church hall, chapel hall or other similar building or a village hall, parish hall or community hall or other similar building.

## PENALTY NOTICE AMOUNTS

### **Anti-social Behaviour, Crime and Policing Act 2014, section 48**

Failing to comply with a community protection notice

Power to issue notice: Anti-social Behaviour, Crime and Policing Act 2014, section 52

Set locally at £100

### **Anti-social Behaviour, Crime and Policing Act 2014, section 63 or 67**

Failing to comply with a public spaces protection order

Power to issue notice: Anti-social Behaviour, Crime and Policing Act 2014, s.68

Set locally at £100

### **Clean Neighbourhoods & Environment Act 2005, Section 3**

Exposing vehicles for sale on a road

Power to issue notice: Clean Neighbourhoods and Environment Act 2005, section 6

Set in law nationally at £100

### **Clean Neighbourhoods & Environment Act 2005, Section 4**

Repairing vehicles on a road

Power to issue notice: Clean Neighbourhoods and Environment Act 2005, section 6

Set in law nationally at £100

### **Control of Pollution (Amendment) Act 1989, section 5(2)(a)**

Failure to produce authority to transport waste

Power to issue notice: Control of Pollution (Amendment) Act 1989, section 5B

Set in law nationally at £300

### **Criminal Damage Act 1971, section 1(1)**

Damaging / defacing property (less than £5,000)

Power to issue notice: Anti-social Behaviour Act 2003, section 43

Default amount £100

(would only be issued in rare circumstances and after decision with police/CPS)

### **Environmental Protection Act 1990, section 33(1)(a)**

Depositing controlled waste on land without the authority of an environmental permit

Power to issue notice: Environmental Protection Act 1990, section 33ZA

Set locally at:

	Householder offence	Trade waste (commercial, industrial or non-domestic household waste)
First offence	£250	£400
Subsequent offence	£400	£700

**Environmental Protection Act 1990, section 34(2A)**

Failing to comply with the duty in relation to the transfer of household waste  
Power to issue notice: Environmental Protection Act 1990, section 34ZA  
Set locally at £250

**Environmental Protection Act 1990, section 34(6), and The Waste (England & Wales) Regulations 2011**

Failing to produce waste transfer documents as required by notice  
Power to issue notice: Environmental Protection Act 1990, section 34A  
Set in law nationally at £300

**Environmental Protection Act 1990, section 47(6)**

Failing to comply with requirements of statutory notice (trade waste)  
Power to issue notice: Environmental Protection Act 1990, section 47ZA  
Set locally at £110

**Environmental Protection Act 1990, section 87(1)**

Depositing litter  
Power to issue notice: Environmental Protection Act 1990, section 88  
Set locally at £75  
Non-standard litter (i.e. broken glass, electronic vapes and domestic waste) £100

Civil penalty under **Littering From Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018**, regulation 6

The amount is the amount set for the criminal fixed penalty above, increasing by 100% with effect from the day after the last day of the fixed penalty payment period.

**Environmental Protection Act 1990, section 94B, Schedule 3A**

Distributing free printed matter on designated land without consent  
Power to issue notice: Environmental Protection Act 1990, para. 7 of Schedule 3A  
Set locally at £100

**Health Act 2006, section 7**

Smoking in a smoke-free place  
Power to issue notice: Health Act 2006, section 9  
Set nationally at £50, with discount to £30 for early payment

**Highways Act 1980, section 132(1)**

Painting or affixing unauthorised mark/sign on highway structure  
Power to issue notice: Anti-social Behaviour Act 2003, section 43  
Set locally at £100

**Noise Act 1996, section 4(1)**

Night-time noise (from domestic premises)  
Power to issue notice: Noise Act 1996, section 8  
Set locally at £110

**Noise Act 1996, section 4A(1), as amended**

Night-time noise (from commercial premises)

Power to issue notice: Noise Act 1996, section 8

Set in law nationally at £500

**Town & Country Planning Act 1990, Section 224(3), and Town and Country Planning (Control of Advertisements) (England) Regulations 2007, regulations 4 and 30**

Displaying advertisement in contravention of regulations

Power to issue notice: Anti-social Behaviour Act 2003, section 43

Set locally at £100

**Environment Act 1995, section 87(8) and Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002**

**Road Traffic Act 1988, section 42, and Road Vehicles (Construction and Use) Regulations 1986, regulation 98**

Stationary vehicle engine idling offence in contravention of construction and use regulations

Power to issue notice: Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002, where request to stop engine is ignored

Set in law nationally at £20

**Late payment surcharge when summons or written charge posted**

Once a summons or single justice procedure notice (charge) has been posted, a surcharge will be applied to late payments. This surcharge will be:

- Summary-only offence, default £60
- Either-way offence a default £100, or
- Other amount reflecting the actual costs of the case

After the first hearing at court, the surcharge will be:

- Summary-only offence, not less than £60
- Either-way offence, not less than £100, or
- The actual costs or an amount agreed at court with prosecutor when the case is adjourned and/or the accused is bailed to attend a subsequent hearing.

**Lesser penalty amount for early payment**

For the offences to which The Environmental Offences (Fixed Penalties) (England) Regulations 2017, as amended, sets the fixed penalty amounts and ranges, no discount amount is set under regulation 8, 9 or 11. Accordingly, for consistency and equitability, no discount amount is set for the purposes of regulations 6(6) – (8) of the Littering From Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018.

No discounts have been set for the purposes of section 68 of the Anti-social Behaviour, Crime and Policing Act 2014 or sections 33ZA or 34ZA of the Environmental Protection Act 1990.