



DERBY CITY COUNCIL

**LICENSING COMMITTEE**  
**18 January 2018**

**ITEM 6**

Report of the Strategic Director of Communities  
& Place

**General Licensing Fees and Charges 2018/19**

**SUMMARY**

- 1.1 The Communities & Place Directorate annually reviews its fees and charges across its range of services. This is to ensure that the fees and charges reflect the cost of delivering services and that inflationary cost increases are taken into account.
- 1.2 The proposed fees and charges for 2018/19 commencing 1 April 2018 are set out in Appendices 2 and 3. The amounts charged are either set by statute or are based on recovering the costs incurred. Appendix 4 outlines the fees that are set wholly by statute.
- 1.3 All charges are outside the scope of VAT.

**RECOMMENDATION**

- 2.1 Approve the proposed fees and charges for 2018/19 set out in Appendices 2 and 3.
- 2.2 Note the fees and charges made under the Licensing Act 2003 set out in Appendix 4.

**REASONS FOR RECOMMENDATION**

- 3.1 To ensure that the fees and charges for services provided during the next administrative year comply with and can be justified on the basis of statutory cost recovery principles, where applicable.

**SUPPORTING INFORMATION**

- 4.1 As part of the 2018/19 budget preparation, Departments within the Communities and Place Directorate have reviewed their fees and charges. This annual review is necessary to ensure that:
  - Any additional costs (or efficiencies) of providing the service are incorporated
  - Fees and charges reflect the cost of delivering the service

- 4.2 The proposed general licensing fees and charges for 2018/19 are set out at Appendices 2 and 3. All fees listed in Appendix 2 are based on cost recovery and inflationary cost increases.
- 4.3 Appendix 3 lists the fees chargeable under the Gambling Act 2005. Licence fees where permitted, are based on cost recovery up to the maximum permitted level. Permit and administrative fees, such as copy licence fees are set by statute.
- 4.4 Appendix 4 lists all fees chargeable under the Licensing Act 2003. All these fees and charges are set in statute.

<b>OTHER OPTIONS CONSIDERED</b>
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- 5.1 None.

**This report has been approved by the following officers:**

<b>Legal officer</b> <b>Financial officer</b> <b>Human Resources officer</b> <b>Service Director(s)</b> <b>Other(s)</b>	Olu Idowu Amanda Fletcher  Michael Kay
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<b>For more information contact:</b> <b>Background papers:</b> <b>List of appendices:</b>	Sandra Mansell 01332 641931 e-mail <a href="mailto:sandra.mansell@derby.gov.uk">sandra.mansell@derby.gov.uk</a> None Appendix 1 – Implications Appendix 2 – Proposed general licensing fees and charges for 2017/18 Appendix 3 – Proposed gambling fees and charges for 2017/18 Appendix 4 - Licensing Act 2003 fees and charges for 2017/18
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<b>IMPLICATIONS</b>
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**Financial and Value for Money**

- 1.1 The proposed fees and charges are either statutorily set or calculated on the basis of recovering the cost of running the service.
- 1.2 All charges are outside the scope of VAT.

**Legal**

- 2.1 Unless otherwise stated, the fees and charges set out in Appendix 2 and 3 are not fixed in statute and are set at the discretion of the local authority. With the exception of discretionary services, the generally applicable principle is that non-statutorily prescribed fees and charges must be set at a level that properly reflects the cost of delivering the service.

**Personnel**

- 3.1 None arising from this report.

**IT**

- 4.1 None arising from this report.

**Equalities Impact**

- 5.1 None arising from this report.

**Health and Safety**

- 6.1 None arising from this report.

**Environmental Sustainability**

- 7.1 None arising from this report.

**Property and Asset Management**

- 8.1 None arising from this report.

**Risk Management**

- 9.1 Failure to achieve income targets would result in departmental overspending and subsequent pressures.

**Corporate objectives and priorities for change**

- 10.1 The information set out in this report supports the Council's priority of **providing improved value for money for our customers.**

## Proposed general licensing fees and charges for 2018/19

## Appendix 2

Licence / Registration Type	PROPOSED FEE 2018/19	EXISTING FEE 2017/18
Skin Piercing - Premises	£149	£152
Body Piercing - Personal	£230	£227
Tattooing - Personal	£230	£227
Acupuncture - Personal	£210	£208
Ear Piercing Only - Personal	£176	£177
Electrolysis - Personal	£210	£208
Semi-Perm Skin Col. - Personal	£230	£227
Hypnotism Licence	No Charge	No Charge
Pet Shop New	£408	£404
Pet Shop Renewal	£264	£270
Cat / Dog Boarding	£408	£404
Cat / Dog Boarding Renewal	£305	£308
Home Boarding (Dog) New	£259	£262
Home Boarding ( Dog Renewal	£195	£203
Dog Breeding (10 and under bitches) new *	£584	£566
Dog Breeding (10 and under bitches) renewal *	£584	£566
Dog Breeding (over 10 breeding bitches) new *	£665	£640
Dog Breeding (over 10 breeding bitches) renewal *	£665	£640
Dangerous Wild Animals new *	£465	£456
Dangerous Wild Animals renewal *	£465	£456
* not including vet inspection fee		
Performing Animals	£191	£192
Sex Establishment (New)	£1,101	£1,200
Sex Establishment (Renewal)	£260	£258
Sex Establishment (Amendment to Lic/Conditions)	£898	£1,011
Horse Riding Establishment (10 horses & under)	£666	£631
Horse Riding Establishment (over 10 horses)	£734	£693
Caravan Site - New	£1,443	£1,511
Caravan Site - Annual Fee	£352	£339
Caravan Site - Amendment or Transfer	£1,258	£1,339
Depositing of Site Rules	£13	£13
Enforcement Costs * per hour	£81	£75
Scrap Metal - Site New	£371	£393
Scrap Metal - Site Variation - Site Manager*	£923	£1,028
Scrap Metal - Site Variation - Site Manager**	£40	£40
Scrap Metal - Site Variation - Change to Site Address	£40	£40

\* requiring a suitability test

\*\* not requiring a suitability test

<b>Licence / Registration Type</b>	<b>PROPOSED FEE 2018/19</b>	<b>EXISTING FEE 2017/18</b>
Scrap Metal Collectors - New	£281	£300
Conversion form a Site to a Collectors Licence	£42	£43
Conversion from a Collectors to a Site Licence	£42	£43
Change of Name and / or Address (admin change)	£24	£24
Replacement Licence	£16	£16
Addition of a New Site onto an existing Site Licence	£132	£137
Leaflet Distribution - Annual Fee per permit	£135	£139
Leaflet Distribution - 14 day per permit	£71	£77
Leaflet Distribution - Replacement Permit	£24	£24
Exhumation	£378	£324
Street Trading Licence/Consent	£296	£289

## Proposed gambling fees and charges for 2018/19

Appendix 3

<b>Gambling Fees by Licence / Permit Type –(NB. some fees are maximum permitted set by statute)</b>	<b>PROPOSED FEE 2018/19</b>	<b>MAXIMUM PERMITTED OR STATUTORY AMOUNT</b>	<b>EXISTING FEE 2017/18</b>
<b>Casinos</b>			
Casino (Existing) - Annual Fee	£571	£3,000	£602
Casino (Existing) - Variation	£1,394	£2,000	£1,550
Casino (Existing) - Transfer	£1,265	£1,350	£1,350
Casino (Existing) - Reinstatement	£1,289	£1,350	£1,350
Casino (Existing) - Copy Licence	set by statute	£25	£25
Casino (Existing) - Notification of Change	set by statute	£50	£50
Casino - Regional - New (none permitted)	n/a	n/a	n/a
Casino - Large - New (none permitted)	n/a	n/a	n/a
Casino (Small) - New	£1,610	£8,000	£1,750
Casino (Small) - Annual Fee	£571	£5,000	£602
Casino (Small) - Variation	£1,502	£4,000	£1,637
Casino (Small) - Transfer	£1,502	£1,800	£1,637
Casino (Small) - Provisional Statement	£1,394	£8,000	£1,550
Casino (Small) - Licence Appn foll Prov. Statement	£580	£3,000	£581
Casino (Small) - Reinstatement	£1,099	£1,800	£1,103
Casino (Small) - Copy Licence	set by statute	£25	£25
Casino (Small) - Notification of Change	set by statute	£50	£50
<b>Bingo Club</b>			
New	£1,459	£3,500	£1,596
Annual Fee	£574	£1,000	£596
Variation	£1,381	£1,750	£1,515
Transfer	£1,200	£1,200	£1,200
Reinstatement	£1,060	£1,200	£1,057
Provisional Statement	£1,077	£3,500	£1,237
Licence Application foll. Prov Statement	£544	£1,750	£544
Copy Licence	set by statute	£25	£25
Notification of Change	set by statute	£50	£50
<b>Betting Premises (excluding tracks)</b>			
New	£1,459	£3,000	£1,596
Annual Fee	£574	£600	£596
Variation	£1,381	£1,500	£1,500
Transfer	£1,200	£1,200	£1,200
Reinstatement	£965	£1,200	£969
Provisional Statement	£1,294	£3,000	£1,429

Licence Application foll. Prov Statement	£580	£1,200	£581
Copy Licence	set by statute	£25	£25
Notification of Change	set by statute	£50	£50
<b>Gambling Fees by Licence / Permit Type –(NB. some fees or maximum set by statute)</b>	<b>PROPOSED FEES 2018/19</b>	<b>MAXIMUM PERMITTED OR STATUTORY AMOUNT</b>	<b>CURRENT FEES 2017/18</b>
<b>Betting Premises (Tracks)</b>			
New	£1,243	£2,500	£1,371
Annual Fee	£550	£1,000	£571
Variation	£1,250	£1,250	£1,250
Transfer	£950	£950	£950
Reinstatement	£950	£950	£950
Provisional Statement	£1,042	£2,500	£1,192
Licence Application foll. Prov Statement	£536	£950	£531
Copy Licence	set by statute	£25	£25
Notification of Change	set by statute	£50	£50
<b>Adult Gaming Centres</b>			
New	£1,399	£2,000	£1,533
Annual Fee	£550	£1,000	£571
Variation	£1,000	£1,000	£1,000
Transfer	£1,200	£1,200	£1,200
Reinstatement	£1,060	£1,200	£1,057
Provisional Statement	£1,018	£2,000	£1,167
Licence Application foll. Prov Statement	£544	£1,200	£544
Copy Licence	set by statute	£25	£25
Notification of Change	set by statute	£50	£50
<b>Family Entertainment Centres</b>			
New	£1,399	£2,000	£1,533
Annual Fee	£550	£750	£571
Variation	£1,000	£1,000	£1,000
Transfer	£950	£950	£950
Reinstatement	£943	£950	£944
Provisional Statement	£1,018	£2,000	£1,167
Licence Application foll. Prov Statement	£544	£950	£544
Copy Licence	set by statute	£25	£25
Notification of Change	set by statute	£50	£50
<b>Permits</b>			
<b>UFEC Gaming Machine</b>			
New Application (10 year duration)	set by statute	£300	£300
Renewal (10 year duration)	set by statute	£300	£300
Transitional Application	set by statute	£100	£100
Change of Name	set by statute	£25	£25
Copy of Permit	set by statute	£15	£15
<b>Prize Gaming</b>			
New Application (10 year duration)	set by statute	£300	£300

Renewal (10 year duration)	set by statute	£300	£300
Transitional Application	set by statute	£100	£100
Change of Name	set by statute	£25	£25
Copy of Permit	set by statute	£15	£15

<b>Gambling Fees by Licence / Permit Type –(NB. some fees or maximum set by statute)</b>	<b>PROPOSED FEES 2018/19</b>	<b>MAXIMUM PERMITTED OR STATUTORY AMOUNT</b>	<b>CURRENT FEES 2017/18</b>
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**Gaming Machine**

Transitional Application	set by statute	£100	£100
New	set by statute	£150	£150
Annual Fee	set by statute	£50	£50
Variation	set by statute	£100	£100
Transfer / Change of Name	set by statute	£25	£25
Copy of Permit	set by statute	£15	£15

Gaming Machine Notification (2 or less machine)	set by statute	£50	£50
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**Club Gaming**

Renewal & Transitional (10 year duration)	set by statute	£100	£100
New (10 year duration)	set by statute	£100	£100
Annual Fee	set by statute	£50	£50
Variation	set by statute	£100	£100
Copy Permit	set by statute	£15	£15

**Club Machine**

Renewal & Transitional (10 year duration)	set by statute	£100	£100
New Application (10 year duration)	set by statute	£100	£100
Annual Fee	set by statute	£50	£50
Variation	set by statute	£50	£50
Copy of Permit	set by statute	£15	£15

**Small Society Lottery Registration**

Registration	set by statute	£40	£40
Renewal	set by statute	£20	£20

**Temporary Use Notice**

Temp Use Notice (TUN)	£520	n/a	£529
Modification of TUN	£13	n/a	£13

**Occasional Use Notice**

Occasional Use Notice (OUN)	set by statute	No Charge	£0
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**Licensing Act 2003 Fees (NB. all set by statute)****Premises Licences and Club Premises Certificate****New or Variation**

Premises with a rateable value of £0 - £4300	Band A -	£100
Premises with a rateable value of £4301 - £33,000	Band B -	£190
Premises with a rateable value of £33,001 - £87,000	Band C -	£315
Premises with a rateable value of £87,001 - £125,000	Band D -	£450
Premises with a rateable value of £125,001 and over	Band E -	£635

**Annual Fees**

Premises with a rateable value of £0 - £4300	Band A -	£70
Premises with a rateable value of £4301 - £33,000	Band B -	£180
Premises with a rateable value of £33,001 - £87,000	Band C -	£295
Premises with a rateable value of £87,001 - £125,000	Band D -	£320
Premises with a rateable value of £125,001 and over	Band E -	£350

**Other Fees**

Minor variation to club certificate or premises licence	£89
Copy of premises licence	£10.50
Copy of club premises certificate	£10.50
Change of premises name	£10.50
Change of name or address of licence holder	£10.50
Transfer of premises licence	£23
Interim authority notice	£23
Notification of interest in premises	£21
Change of relevant registered address of club	£10.50
Notification of change of name or alteration of club rules	£10.50
Application to vary an individual as designated premises supervisor	£23
Disapplication of DPS in community premises	£23
Provisional statement	£315

**Temporary Event Notices**

Temporary event notice	£21
Copy of temporary event notice	£10.50

**Personal Licence**

New	£37
Change of name or address	£10.50
Copy of personal licence	£10.50

**Exceptionally Large Events Application / Variation Application**

Capacity	
5,000 - 9,999	£1,000
10,000 – 14,999	£2,000
15,000 – 19,999	£4,000
20,000 – 29,999	£8,000

30,000 – 39,999	£16,000
40,000 – 49,999	£24,000
50,000 – 59,999	£32,000
80,000 – 89,999	£56,000
90,000 and over	£64,000

**Exceptionally Large Events Annual Fee**

Capacity	
5,000 - 9,999	£500
10,000 -14,999	£1,000
15,000 -19,999	£2,000
20,000 - 29,999	£4,000
30,000 - 39,000	£8,000
40,000 - 49,000	£12,000
50,000 - 59,999	£16,000
60,000 - 69,999	£20,000
70,000 – 79,999	£24,000
80,000 – 89,999	£28,000
90,000 and over	£32,000