

Agenda Item 15.

TITLE	Fees And Charges For Licensable Activity 2024/25
FOR CONSIDERATION BY	Licensing and Appeals Committee on 18 October 2023
WARD	None Specific
LEAD OFFICER	Director, Place and Growth - Giorgio Framalocco

OUTCOME / BENEFITS TO THE COMMUNITY

Fees and charges relating to licenses, permits, and registrations contribute to covering the cost of administering the Council's function as a Licensing Authority.

RECOMMENDATION

- 1) That the Committee NOTES the fees set out at **Appendix A** and **Appendix B** as part of the Council's annual fee setting process.
- 2) That the Committee RECOMMENDS to Executive that, in relation to those fees which are within the Council's discretion to set, they are increased in line with the Consumer Prices Index (CPI).

SUMMARY OF REPORT

This report sets out the Fees and Charges which are proposed for licensable activities in this area of the Council for 2024/25.

No change is proposed in the current fee structure. The proposal is in line with the approach taken by the Licensing Committee last year by increasing fees in line with the Consumer Prices Index (CPI).

The Consumer Prices Index (CPI) is at 6.3% in the 12 months to August 2023. It is proposed that an increase in fees and charges be based on this figure.

Income from licensing fees offset the costs to the Council of administering the licensing service. Shortfalls or excesses should be balanced in following years over a balanced 5 year period of review.

In addition to the processing, enforcement, and management of the service, Licensing Officer's will now administer crime reduction schemes relevant to licensing that could support the Violence Against Women and Girls agenda or other best practice schemes such as Best Bar None accreditation and Purple Flag Status.

Background

1. Licensing Authorities are required to review their fees and charges on an annual basis. A significant number of fees within the licensing field are set by Government Statute or Regulation and, therefore, cannot be changed by the Council (“statutory fees”). These are set out in **Appendix A**.
2. Those fees which are within the Council’s discretion to set (“discretionary fees”) are usually required to be based on an assessment of the costs of administering the service. Including the general management of processing applications, IT infrastructure, office costs, legal support, democratic services, and the enforcement of the regulatory function. These discretionary fees are set out in **Appendix B**.

Analysis of Issues

3. Income from licensing fees should be no more than the costs of maintaining the licensing service. The service should be cost neutral, with fees balancing out over a five year period.
4. The Council has faced considerable cost increases. It is recommended that a 6.3% increase to discretionary fees is necessary to ensure that the costs of processing licence applications are covered. To ensure the administrative management and enforcement of licensing regimes, and any supported licensing related crime reduction initiatives are also adequately covered.
5. The Consumer Prices Index (CPI) rose by 6.3% in the 12 months to August 2023. It is proposed that the increase in discretionary fees and charges shown in **Appendix B** should be based on this figure, rounded to the nearest pound for clarity. The Council has no power to increase the fees set by statute or regulation in **Appendix A**.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	A 6.3% increase in discretionary fees in line with CPI to be assessed over a 5 year period.	Funding is through the income of application fees and annual maintenance fees.	Revenue
Next Financial Year (Year 2)	To be confirmed in fee setting for 2025/26		
Following Financial Year (Year 3)	To be confirmed in fee setting for 2026/27		

Other financial information relevant to the Recommendation/Decision

Proposed fees are set out in detail in the Appendices

Cross-Council Implications

There are no implications arising from the recommendation in this report.

Public Sector Equality Duty

An equalities impact assessment is not required at this stage, as no change is being proposed to the current fee structure.

Climate Emergency – This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030

No impact is anticipated to the Council's carbon neutral objective.

Reasons for considering the report in Part 2

N/A

List of Background Papers

None

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APPENDIX A

Statutory Fees

	Note	Regulatory Framework	Statutory Fee
Gambling Act 2005		Statutory maximum set by The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007	
Casinos (regional) New Application			£15,000
Provisional Statement			£15,000
Application with Provisional Statement			£8,000
Variation			£7,500
Transfer/Reinstatement			£6,500
Annual Fee			£15,000
Casinos (large) New Application			£10,000
Provisional Statement			£10,000
Application with Provisional Statement			£5,000
Variation			£5,000
Transfer/Reinstatement			£2,150
Annual Fee			£10,000
Casinos (small) New Application			£8,000
Provisional Statement			£8,000
Application with Provisional Statement			£3,000
Variation			£4,000
Transfer/Reinstatement			£1,800
Annual Fee			£5,000
Bingo Clubs New Application			£3,500
Provisional Statement			£3,500
Application with Provisional Statement			£1,200
Variation			£1,750
Transfer/Reinstatement			£1,200
Annual Fee			£1,000

	Note	Regulatory Framework	Statutory Fee
Betting Premises New Application			£3,000
Provisional Statement			£3,000
Application with Provisional Statement			£1,200
Variation			£1,500
Transfer/Reinstatement			£1,200
Annual Fee			£600
Tracks New Application			£2,500
Provisional Statement			£2,500
Application with Provisional Statement			£950
Variation			£1,250
Transfer/Reinstatement			£950
Annual Fee			£1,000
Family Entertainment Centres New Application			£2,000
Provisional Statement			£2,000
Application with Provisional Statement			£950
Variation			£1,000
Transfer/Reinstatement			£950
Annual Fee			£750
Adult Gaming Centres New Application			£2,000
Provisional Statement			£2,000
Application with Provisional Statement			£1,200
Variation			£1,000
Transfer/Reinstatement			£1,200
Annual Fee			£1,000
Lotteries & Amusements New Application			£40
Annual Fee			£20
All licences			£50
Copy of licence			£25

	Note	Regulatory Framework	Statutory Fee
Club gaming or machine permit New Application			£200
Existing holder			£100
Renewal			£200
Annual Fee			£50
Variation			£100
Copy of licence			£15
Club Gaming or Machine Permit (holds a club Premises Certificate under Licensing Act 2003)			£100
Renewal			£100
Notification of intention to make available up to 2 gaming machines on premises which hold on-premises alcohol licence			£50
Application for Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence (existing holder)			£100
New Application			£150
Annual Fee			£50
First Annual Fee (payable within 30 days of date permit takes effect)			£50
Variation			£100
Transfer			£25
Change of name			£25
Copy of permit			£15

	Note	Regulatory Framework	Statutory Fee
Licensing Act 2003		Set by The Licensing Act 2003 (Fees) Regulations 2005	
Premises licence new Band A – RV up to 4,300			£100
Premises licence new Band B – RV 4,300 to 33,000			£190
Premises licence new Band C – RV 33,001 to 87,000			£315
Premises licence new Band D – RV 87,001 to 125,000			£450
Premises licence new Band E – RV 125,001 and above			£635
Premises Licence – Annual Fee			
Band A			£70
Band B			£180
Band C			£295
Band D			£320
Band E			£350
Personal Licence			£37
Temporary Event Notices (TENs)			£21
Application for copy licence			£11
Application to vary DPS/transfer licence/interim notice			£23
Application for making a provisional statement			£315
Minor variation			£89
Application to disapply mandatory DPS condition			£23

	Note	Regulatory Framework	Statutory Fee
Environmental Permitting Regulations 2016		Set by The Environment Agency (Environmental Permitting) (England) Charging Scheme	
Scheduled Processes			
Standard Process			£1,650
Service Stations (PVI & PVII			£257
Dry Cleaners			£155
Vehicle Refinishers			£362
Mobile Screening & Crushing Plant			£1,650
Mobile Screening & Crushing Plant for the 3rd to 7th applications			£985
Mobile Screening & Crushing Plant for the 8th and subsequent applications			£498
Substantial changes			
Standard Process			£1,050
Reduced Activities			£102
Annual Subsistence Charge (Statutory)			
Standard Process - Low			£772
Medium			£1,161
High			£1,747
Service stations PVR2 - Low			£113
Medium			£226
High			£341
VR and other reduced fees - Low			£228
Medium			£365
High			£548
Dry cleaners/PVR1 - Low			£79
Medium			£158
High			£237

	Note	Regulatory Framework	Statutory Fee
Medium			£1,034
High			£1,506
Mobile Screening & Crushing Plant for 2nd permit - Low			£646
Medium			£1,034
High			£1,506
Mobile Screening & Crushing Plant for 3rd to 7th permit - Low			£385
Medium			£617
High			£924
Mobile Screening & Crushing Plant for the 8th and subsequent permits - Low			£198
Medium			£316
High			£473
Late payment charge	If invoice issued & not paid within 8 weeks		£52
Transfer			£169
Partial Transfer			£497
Partial Transfer Reduced Fees			£47

	Note	Regulatory Framework	Statutory Fee
Private Water Supplies		Maximums set in Schedule 5 Private Water Supplies Regulations 2016	
Risk assessment - Every 5 years. Charged per hour, simple risk assessment and report typically 5 hours	Every 5 years.	Stat maximum £500	£65/hour
Private water and pool samples - Includes cost of testing	Includes cost of testing	Stat maximum £500	£60
Investigation - Includes cost of testing Carried out in the event of a test failure - this does not include any required analysis costs.	Carried out in the event of a test failure, can be substituted by the	Stat maximum £100	£100
Granting an authorisation	risk assessment - this does not include any required analysis costs.	Stat maximum £100	£100
Analysis – Regulation 10 (1) a. to e. Where a supply provides <10m3/day or serves <50 people and is used for domestic purposes	Where a supply provides <10m3/day or serves <50 people and is used for domestic purposes	Stat maximum £25	£25
Analysis,- Regulation 8 and 9 Taking a sample and delivery to the laboratory.	Charge for a visit, taking a sample and delivery to the laboratory. Typically 2.5 hours	Stat maximum £100	£100
Petroleum Licences (Trading standards)		Petroleum (Consolidation) Regulations 2014 / The Health and Safety and Nuclear (Fees) Regulations 2021	
Not exceeding 2,500 litres			£44
Not exceeding 50,000 litres			£60
Exceeding 50,000 litres			£125

APPENDIX B

DISCRETIONARY FEES

	Note	Regulatory Framework	Current Fee	Proposed Fee from 01 April 2024
Animal Licenses		The granting fee includes initial inspection and mid-term inspection totalling 4 hours (unless stated differently). Inspections required beyond this due to additional visits, aborted visits will be charged at an additional fee		
Animal Boarding Establishment new - (dogs and cats)			£648	£689
Animal Boarding Establishment renewal - (dogs and cats)			£584	£621
Animal Boarding Establishment new - single species (dogs or cats)			£519	£552
Animal Boarding Establishment Renewal - single species			£454	£483
Home Boarder New			£299	£318
Home Boarder Renewal			£266	£283
Home Boarder - Franchisee New			£227	£241
Home Boarder - Franchisee Renewal			£195	£207
Home Boarder - Assessment of host in franchisee licence New			£130	£138
Home Boarder - Assessment of host in franchisee licence Renewal			£130	£138
Dog Day Care New			£648	£689
Dog Day Care Renewal			£584	£621
Dog Breeding Establishment New			£648	£689
Dog Breeding Establishment Renewal			£584	£621
Dog Breeding Establishment (domestic dwelling) New			£519	£552

	Note	Regulatory Framework	Current Fee	Proposed Fee from 01 April 2024
Dog Breeding Establishment (domestic dwelling) Renewal			£454	£483
Sale of pets new			£519	£552
Sale of pets renewal			£454	£483
Animal for Exhibition New			£648	£689
Animal for Exhibition Renewal			£584	£621
Riding Establishment				
Riding establishment inspection (plus fee per horse) New			£519	£552
Riding establishment inspection renewal			£454	£483
Inspection fee per horse, for the first 10 horses			£16	£17
Inspection fee per horse, for next 11-50 horses			£11	£12
Inspection fee per horse, for every horse 51 & over			£9	£10
Other Fees				
Variation to animal licence			£246	£262
Replacement licence fee (lost or stolen paperwork, change of name, etc.)			£62	£66
Re-evaluation of star rating (inclusive of one visit)			£123	£131
Transfer due to death of licensee			£62	£66
Wild animals and zoos				
Dangerous Wild Animal Consent	2 years		£506	£538
Zoo Licences (new & renewals)	Up to 6 years		£2,271	£2,414

	Note	Regulatory Framework	Current Fee	Proposed Fee from 01 April 2024
Taxi Licences		Cost recovery. Change would require consultation with licensees		
Hackney Carriage Vehicle – New & renewal	Based on 2019/20 fee of £290 prior to Covid discount		£319	£339
Private Hire Vehicle – New and renewal			£319	£339
Private Hire Vehicle with Dispensation			£319	£339
Temporary Vehicle Licence	Up to 3 months		£255	£271
Driver licence - New & Renewal	3 years		£298	£317
Conversion of driver licence to another type			£88	£94
Private Hire Operators (PHO)				
NEW Private Hire Operator				
NEW Private Hire Operator Licence Number of Vehicles: 1			£519	£552
NEW Private Hire Operator Licence Number of Vehicles: 2			£600	£638
NEW Private Hire Operator Licence Number of Vehicles: 3			£681	£724
NEW Private Hire Operator Licence Number of Vehicles: 4			£762	£810
NEW Private Hire Operator Licence Number of Vehicles: 5			£843	£896
NEW Private Hire Operator Licence Number of Vehicles: 6			£924	£982
NEW Private Hire Operator Licence Number of Vehicles: 7			£1,005	£1,068
NEW Private Hire Operator Licence Number of Vehicles: 8			£1,086	£1,154
NEW Private Hire Operator Licence Number of Vehicles: 9			£1,167	£1,241

NEW Private Hire Operator Licence Number of Vehicles: 10			£1,248	£1,327
NEW Private Hire Operator Licence Number of Vehicles: 11			£1,329	£1,413
NEW Private Hire Operator Licence Number of Vehicles: 12			£1,410	£1,499
NEW Private Hire Operator Licence Number of Vehicles: 13			£1,491	£1,585
NEW Private Hire Operator Licence Number of Vehicles: 14			£1,572	£1,671
NEW Private Hire Operator Licence Number of Vehicles: 15			£1,653	£1,757
NEW Private Hire Operator Licence Number of Vehicles: 16			£1,734	£1,843
NEW Private Hire Operator Licence Number of Vehicles: 17			£1,816	£1,930
NEW Private Hire Operator Licence Number of Vehicles: 18			£1,897	£2,017
NEW Private Hire Operator Licence Number of Vehicles: 19			£1,978	£2,103
NEW Private Hire Operator Licence Number of Vehicles: 20+			£2,059	£2,189
RENEWAL Private Hire Operator				
RENEWAL Private Hire Operator Licence Number of Vehicles: 1			£389	£414
RENEWAL Private Hire Operator Licence Number of Vehicles: 2			£470	£500
RENEWAL Private Hire Operator Licence Number of Vehicles: 3			£551	£586
RENEWAL Private Hire Operator Licence Number of Vehicles: 4			£632	£672
RENEWAL Private Hire Operator Licence Number of Vehicles: 5			£713	£758

RENEWAL Private Hire Operator Licence Number of Vehicles: 6			£794	£844
RENEWAL Private Hire Operator Licence Number of Vehicles: 7			£875	£930
RENEWAL Private Hire Operator Licence Number of Vehicles: 8			£956	£1,016
RENEWAL Private Hire Operator Licence Number of Vehicles: 9			£1,037	£1,102
RENEWAL Private Hire Operator Licence Number of Vehicles: 10			£1,119	£1,189
RENEWAL Private Hire Operator Licence Number of Vehicles: 11			£1,200	£1,276
RENEWAL Private Hire Operator Licence Number of Vehicles: 12			£1,281	£1,362
RENEWAL Private Hire Operator Licence Number of Vehicles: 13			£1,362	£1,448
RENEWAL Private Hire Operator Licence Number of Vehicles: 14			£1,443	£1,534
RENEWAL Private Hire Operator Licence Number of Vehicles: 15			£1,524	£1,620
RENEWAL Private Hire Operator Licence Number of Vehicles: 16			£1,605	£1,706
RENEWAL Private Hire Operator Licence Number of Vehicles: 17			£1,686	£1,792
RENEWAL Private Hire Operator Licence Number of Vehicles: 18			£1,767	£1,878
RENEWAL Private Hire Operator Licence Number of Vehicles: 19			£1,848	£1,964
RENEWAL Private Hire Operator Licence Number of Vehicles: 20+			£1,929	£2,051

	Note	Regulatory Framework	Current Fee	Proposed Fee from 01 April 2024
Other Private Hire & Hackney Carriage Charges				
Variation to PHO licence			£65	£69
Transfer of vehicle to new owner			£130	£138
Change of vehicle			£81	£86
Replacement Licence			£45	£48
Replacement Badge			£45	£48
Replacement Vehicle Licence Plate			£65	£69
Knowledge Test			£81	£86
Missed Appointment			£41	£44
Disclosure and Barring Service Check (DBS)			£98	£104
Advertising on a Hackney carriage - New			£52	£55
Advertising on a Hackney Carriage - Renewal			£35	£37
Change of address (PH & HC)			£15	£16
Backing Plate			£29	£31
Medical Exemption from carrying an assistance dog			£24	£26
Refund Processing Fee			£65	£69
Change of vehicle registration			£63	£67
Age of vehicle Inspection – initial & renewal			£65	£69

	Note	Regulatory Framework	Current Fee	Proposed Fee from 01 April 2024
Scrap Metal Dealers		Cost recovery for assessment and administration of the application		
Scrap Metal Site Licence	3 Years		£551	£586
Scrap Metal mobile collector licence	3 years		£293	£311
Scrap Metal - Variation of Licence			£404	£429
Scrap Metal - change of site manager			£75	£78
Scrap Metal - copy of licence			£12	£13
Scrap Metal - Change of Name			£40	£43
Skin Piercing & Treatments				
Skin Piercing & Dermal Treatments Individual	Individual		£198	£210
Skin Piercing & Dermal Treatments Premises	Premises		£310	£330
Skin Piercing & Dermal Treatments Joint Application	Joint application		£496	£527
Pre-application work, hourly rate	Min. 1 hour		£65	£69
Street Trading Consents				
Street Trading Consent Annual Fee	Annual Fee		£1,514	£1,609
Street Trading Consent 6 months	6 months		£885	£941
Street Trading Consent Monthly Rate	Monthly Rate		£251	£267
Variation fee			£100	£106
Refund for Street Traders if application withdrawn	If application withdrawn		£127	£135

	Note	Regulatory Framework	Current Fee	Proposed Fee from 01 April 2024
Dog Warden Services				
Stray Dog recovered		Fees based on cost recovery. Vets fees separate.	£82	£87
Stray Dog – kennel charge in addition to recovery charge			£16.50 per day max £82	£17.40 per day max £87
Dog fouling fixed penalty charge		Fixed penalty	£82	£87
Miscellaneous stray dog activities e.g. taxi, relocating, microchipping			£65	£69
Private Sector Housing				
Inspection of Housing Premises for Immigration purposes			£127	£135
Enforcement Notices served under Housing Act 2004		On a cost recovery basis	£442	£470
HMO Licence NEW		Set on a cost recovery basis for the costs of (a) the administration and processing of the application and (b) for the general management and enforcement of the scheme	£1,323	£1,406
HMO Licence RENEWAL			£885	£941
Copy of HMO Register	Hourly charge	Housing Act 2004	£65	£69

	Note	Regulatory Framework	Current Fee	Proposed Fee from 01 April 2024
Caravan Site Licences		Cost recovery for administering and monitoring site licences - a fee fixed by the authority under Caravan Sites and Control of Development Act 1960		
Caravan Site licence new			£484	£514
New Caravan Site pitch licence			£18	£19
Caravan Site Licence Transfer			£204	£217
Alteration of Caravan Site conditions			£375	£399
Caravan Site Annual fee per pitch			£15	£16
Enforcement Notice under Mobile Homes Act 2013			£442	£470
Deposit, vary or deleting Caravan Site rules			£129	£137
Variation of Caravan Site licence			£127	£135
Mobile Homes Regulations 2020		The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 (“the Regulations”) permit the Council to charge a fee		
Application Fee – Fit and Proper Test		Any application taking more than two hours to process will be charged at an additional hourly rate of £59/ph	£130	£138
Annual Fee – Fit and Proper Test			£65 per hour	£69 per hour

	Note	Regulatory Framework	Current Fee	Proposed Fee from 01 April 2024
Other fees	Hourly rate applies minimum of 2 hours			
Environmental Information Request - Individual, Non-Commercial			£130	£138
Environmental Information Request - Commercial and Government			£130	£138
Civil Actions (Class A – Fee Discretionary)			£130	£138
Safety Certification and administration	Hourly rate applies minimum of 2 hours		£130	£138
Pre-Application Advice, hourly charge			£65	£69
Food Hygiene Rating Scheme rescore	2 hours		£130	£138
General Business Advice (Non Primary Authority)	Hourly rate		£65	£69
Resident Request for Advice	Hourly rate		£65	£69
Hourly charge			£65	£69