

## Rother District Council

<b>Report to:</b>	Licensing and General Purposes Committee
<b>Date:</b>	18 January 2021
<b>Title:</b>	Fees and charges
<b>Report of:</b>	Head of Service-Environmental Services, Licensing and Community Safety
<b>Ward(s):</b>	All
<b>Purpose of Report:</b>	To consider an increase in some fees next year

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**Recommendation:** It be **RESOLVED:** That the licensing fees and charges set out in Appendix A be approved and apply from 1 April 2021.

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### Background

1. This report seeks Committee approval for increases in some licensing fees proposed to be charged from April 2021.
2. Fees are set to recover the full administrative costs of issuing the licences and costs associated with ensuring compliance with the conditions attached to licences, but not the costs associated with the enforcement of unlicensed premises and activities. We cannot aim to recover more than the costs incurred.
3. Many fees are set by statute and are generally very low. The fees set by the Licensing Act 2003 have not been increased, despite requests by the Local Government Association. Maximum fees under the Gambling Act 2005 are also set by statute. This authority charges the maximum amounts.
4. Appendix A sets out the discretionary fees proposed to be charged from April 2021, changes highlighted in red. Appendix B sets out the fees set by Cabinet as an Executive function and Appendix C are the fees set by statute. The last two appendices are reproduced for information and completeness.
5. Animal welfare licensing fees were set for the first time in 2019 and been revised for home boarding, as the actual costs incurred in carrying out inspections and issuing licences have become known.
6. The Council does not currently licence any sex establishments or zoos.
7. As environmental health is a shared service with Wealden District Council, we aim to charge the same fees for licences issued for Rother and Wealden premises, although each authority sets its own fees.

### Legal Implications

There is the possibility of judicial review if fees are set too high or inconsistently.

## Conclusion

Members are recommended to approve revised fees for licences from April 2021.

## Financial implications

Fees should be set to reflect the costs incurred by the Council in carrying out the function.

<b>Other Implications</b>	<b>Applies?</b>	<b>Other Implications</b>	<b>Applies?</b>
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	Consultation	No
Environmental	No	Access to Information	No
Sustainability	No	Exempt from publication	No
Risk Management	No		
Chief Executive:	Malcolm Johnston		
Report Contact Officer:	Richard Parker-Harding, Head of Service		
e-mail address:	Richard.parker-harding@rother.gov.uk		
Appendices:	Appendix A – Discretionary Fees Appendix B – Fees set by Cabinet Appendix C – Fees set by Statute		
Relevant Previous Minutes:	LG19/19		
Background Papers:	None		
Reference Documents:	None		

**Appendix A  
Discretionary Fees**

**Animal Welfare Act 2006  
Animal Welfare Licensing Fees (3 years)**

Item	Unit	2020/21	2021/22
Home Boarding / Dog Day Care	Each	£220.00 (Combined fee) <sup>1</sup> -or- £215.00 for Processing & £25.00 for Issue of Licence plus actual vet costs if required	£230.00 (Combined fee) <sup>1</sup> -or- £220.00 for Processing & £30.00 for Issue of Licence plus actual vet costs if required
Animal Boarding / Selling Pets	For each activity; cat boarding, dog boarding or selling animals	£250.00 (Combined fee) <sup>1</sup> -or- £245.00 for Processing & £25.00 for Issue of Licence plus actual vet costs if required	£250.00 (Combined fee) <sup>1</sup> -or- £245.00 for Processing & £25.00 for Issue of Licence plus actual vet costs if required
Breeding of Dogs	Each	£250.00 (Combined fee) <sup>1</sup> -or- £245.00 for Processing & £25.00 for Issue of Licence plus actual vet costs if required	£250.00 (Combined fee) <sup>1</sup> -or- £245.00 for Processing & £25.00 for Issue of Licence plus actual vet costs if required

Exhibition of Animals	Each	£250.00 (Combined fee) <sup>1</sup> -or- £245.00 for Processing & £25.00 for Issue of Licence plus actual vet costs if required	£250.00 (Combined fee) <sup>1</sup> -or- £245.00 for Processing & £25.00 for Issue of Licence plus actual vet costs if required
Regrading Request (except Riding Establishments)	Each		£100.00
Hiring of Horses: 1 – 10 horses	Each	£490.00 (Combined fee) <sup>1</sup> -or- £480.00 for Processing & £30.00 for Issue of Licence. £390.00 for Re-grading. Includes initial vet costs.	£490.00 (Combined fee) <sup>1</sup> -or- £480.00 for Processing & £30.00 for Issue of Licence. £390.00 for Re-grading. Includes initial vet costs.

Hiring of Horses: 11 – 25 horses	Each	£490.00 (Combined fee) <sup>1</sup> -or- £480.00 for Processing & £30.00 for Issue of Licence. £390.00 for Re-grading. Includes initial vet costs.	£490.00 (Combined fee) <sup>1</sup> -or- £480.00 for Processing & £30.00 for Issue of Licence. £390.00 for Re-grading. Includes initial vet costs.
Hiring of Horses: 26 – 40 horses	Each	£690.00 (Combined fee) <sup>1</sup> -or- £680.00 for Processing & £30.00 for Issue of Licence. £590.00 for Re-grading. Includes initial vet costs.	£690.00 (Combined fee) <sup>1</sup> -or- £680.00 for Processing & £30.00 for Issue of Licence. £590.00 for Re-grading. Includes initial vet costs.
Hiring of Horses: 40 plus horses	Each	£790.00 (Combined fee) <sup>1</sup> -or- £780.00 for Processing & £30.00 for Issue of Licence. £690.00 for Re-grading. Includes initial vet costs.	£790.00 (Combined fee) <sup>1</sup> -or- £780.00 for Processing & £30.00 for Issue of Licence. £690.00 for Re-grading. Includes initial vet costs.

<sup>1</sup> Local authorities are required to charge separate fees for processing applications and issuing the licence and carrying out enforcement. However, if the two fees are paid at the same time, then the administration costs are lower.

## Animal Welfare Licensing Fees

Continued

<b>Item</b>	<b>Unit</b>	<b>2020/21</b>	<b>2021/22</b>
Dangerous Wild Animals (grant or renewal): small individual animal or small collection (Two year licence)	Each	£240.00 plus actual vet costs	£240.00 plus actual vet costs
Dangerous Wild Animals (grant or renewal): large individual or groups (Two year licence)	Each	£290.00 plus actual vet costs	£290.00 plus actual vet costs
Dangerous Wild Animals: Farm Type Activity – Grant: Two year licence (E.g. Ostrich, Wild Boar etc.)	Each	£780.00 plus actual vet costs	£780.00 plus actual vet costs
Dangerous Wild Animals: Farm Type Activity – Renewal: Two year licence (E.g. Ostrich, Wild Boar etc.)	Each	£300.00 plus actual vet costs	£300.00 plus actual vet costs
Dangerous Wild Animals: Variation of Licence (Two year licence)	Each	£240.00 plus actual vet costs	£240.00 plus actual vet costs
Zoo Licence: Application	Each	£1,000.00 plus actual team & vet costs	£1,000.00 plus actual team & vet costs
Zoo Licence Renewal - 6 Years	Each	£950.00 plus actual team & vet costs	£950.00 plus actual team & vet costs
Zoo Licence: Transfer	Each	£100.00 plus actual team & vet costs	£100.00 plus actual team & vet costs
Zoo (Dispensation)	Each	£210.00	£210.00
Variation of licence	Each	£100.00	£100.00

**Local Government (Miscellaneous Provisions) Act 1976  
Hackney Carriage and Private Hire Licensing Fees**

Note 1: Refunds are not given for surrendered licences.

Note 2: A £10.00 Discount will be applied for on-line applications.

<b>Item</b>	<b>Unit</b>	<b>2020/21</b>	<b>2021/22</b>
Dual Driver (Renewals only)	3 year licence	£365.00	£365.00
Dual Driver (Renewals only)	1 year licence	£205.00	£205.00
Dual Driver (New applicants for first year only)	1 year licence	£230.00	£230.00
Dual Driver (New applicants three years)	3 year licence	£470.00	£470.00
Hackney Carriage Vehicle (no mechanical examination)	Per vehicle	£240.00	£240.00
Private Hire Vehicle (no mechanical examination)	Per vehicle	£225.00	£225.00
Private Hire Operator (PHO)	1 year licence	£315.00	£315.00
Private Hire Operator	3 year licence	£525.00	£525.00
Private Hire Operator	5 year licence	£630.00	£630.00
PHO if more than 20 vehicles	5 year licence	£1,000.00	£1,000.00
Relief Vehicle	3 month licence	£130.00	£130.00
Relief Vehicle renewal	3 month licence	£70.00	£70.00
Inspections and visits carried out away from Council offices at the Licence Holder's request	Each	£60.00	£60.00
Change of licence on same vehicle	Each	£60.00	£60.00
Transfer on vehicle ownership	Each	£60.00	£60.00
Replacement external vehicle plates where lost or damaged	Each	£60.00	£60.00
Replacement internal vehicle plates where lost or damaged	Each	£30.00	£30.00
Replacement Driver's Badge where lost or damaged	Each	£30.00	£30.00
Replacement Licence	Each	£30.00	£30.00
Exemption certificate (if not part of an application)	Each	£100.00	£100.00
Guidance Booklet	Each	£10.00	£10.00
<b>Withdrawn applications administration fee</b>	<b>Per application</b>	<b>£120.00</b>	<b>£130.00</b>
Additional administrative fee for application visits made at a distance greater than 5 miles outside of the Council's district boundary	Per new driver application - First hour	£65.00	£65.00
	Per new driver application - each additional hour or part thereof	£45.00	£45.00

	Per renewal or vehicle application - First hour	£65.00	£65.00
	Per renewal or vehicle application - Each additional hour or part thereof	£45.00	£45.00

Item	Unit	2020/21	2021/22
Door Signs	Each	£20.00	£20.00
DBS (if fee paid by Council)	Each	£60.00	£60.00
DBS (if not part of an application)	Each	£220.00	£220.00
Knowledge Tests -first	Each	Free	Free
Second test	Each	£50.00	£50.00
Third or more test	Each	£70.00	£70.00
English Proficiency Test	Each	£40.00	£40.00

#### **Local Government (Miscellaneous Provisions) Act 1982-Sex Establishment Licensing Fees**

Item	Unit	2020/21	2021/22
Initial Application	Per application	£6,300.00	£6,300.00
Annual Fee	Per licence	£5,250.00	£5,250.00

#### **Skin and Body Piercing etc**

Item	Unit	2020/21	2021/22
Registration of persons <sup>1</sup>	Per registration	£90.00	£90.00
Registration of premises or parts of the premises used in connection with the business <sup>2</sup>	Per registration	£250.00	£250.00
Administration Fee for cheques Referred to Drawer	Per transaction	£10.00	£10.00

<sup>1</sup>If the applicant can provide evidence of registration with another local authority for the same type of piercing then a discount of 50% is available

<sup>2</sup>If the premises is already registered, but new applicant, option to reduce registration fee by up to 50%



## Other Licences

<b>Item</b>	<b>Unit</b>	<b>2020/21</b>	<b>2021/22</b>
Public Health Acts Amendment Act 1907			
Pleasure Boatman's Licence - annual	Each	£40.00	£40.00
Pleasure Boat Operator Licence	Annual	£250.00	£250.00
Pleasure Boat Operator Licence	3 year	£700.00	£700.00
Keddle Nets	3 years	£300.00	£300.00
Hypnotism Act 1952 licence	Each	£100.00	£100.00
Environmental Information Enquiries	Each	£90.00	£90.00
Photocopies of Public Register etc	Per hour or part thereof	£50.00	£50.00

## LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

### Street Trading in Bexhill

Street Trading during an organised event	Commercial event	Referred to Committee for decision	Fee for a consent per stall/pitch per day
No	N/A	Yes	Set by Committee
Yes	No, charitable or non-profit <sup>1</sup>	No, delegated to Officers	Free
Yes	Yes <sup>2</sup>	No, delegated to Officers	£25

<sup>1</sup>An event is classed as charitable/non profit if the event organisers are a registered charity, are substantially supporting a registered charity or a charity that benefits people locally. The event may generate an income however all profits are to be used for community projects or for charitable purposes. Event organisers must be able to supply event accounts and the registered Charity Number (if applicable)

<sup>2</sup>An event is classed as commercial if the event organisers are a profit making organisation, the event is planned to generate an income that is for benefit of the organiser or another commercial organisation.

A fee may be payable for a consent per stall/pitch per day in other consent streets that do not meet the specific criteria.

The fee for Street Trading for one year for Bexhill Farmers Market, Devonshire Square is £250.

### MOBILE HOMES ACT 2013

Relevant Protected Sites	Band				
	A (2 – 5)	B (6 - 24)	C (25 - 99)	D (100+)	E (Single unit sites and family sites)
New Application for Site Licence	£175.00	£300.00	£330.00	£350.00	£175.00
Transfer of Site Licence	£60.00	£115.00	£115.00	£115.00	£60.00
Amendment of Site Licence	£60.00	£115.00	£115.00	£115.00	£60.00
Annual Fee	No Fee Charged	£185.00	£215.00	£235.00	No Fee Charged
Depositing of park rules with Local Authority	£40.00	£75.00	£75.00	£75.00	£40.00

## Fees set by Cabinet

**SCRAP METAL DEALER LICENCE (3 years)**

	2020/21	2021/22
New Application	£500.00	£500.00
Renewal	£400.00	£400.00
Variation	£60.00	£60.00

**FOOD HYGIENE RATING SCHEME (FHRS)**

	2020/21	2021/22
First request for an inspection for FHRS scoring within three months of planned inspection	£150.00	£150.00
Further request for an inspection for FHRS scoring within three months of planned inspection	£200.00	£200.00
First request for an inspection for FHRS scoring after three months of planned inspection	Free	Free
Further request for an inspection for FHRS scoring after three months of planned inspection	£200.00	£200.00
Replacement FHRS sticker	NA	£25.00

**[INTERNAL] EXPORT HEALTH CERTIFICATES FOR FISH AND MOLLUSCS, INCLUDING INSPECTION**

	2020/21	2021/22
First hour (minimum)	NA	£100.00
Subsequent hours or part thereof	NA	£100.00 per hour

## HMO LICENCES (5 years)

	<b>2020/21</b>	<b>2021/22</b>
Initial (first) Application Fee	£920.00	£920.00
Initial Issuing Fee	£50.00	£50.00
Combined Fee (if paid at the same time)	£950.00	£950.00
Additional fee if premises inspected and found not to be licensed	£300.00	£300.00
Renewal Application Fee	£650.00	£650.00
Renewal Issuing Fee	£50.00	£50.00
Combined Fee (if paid at the same time)	£680.00	£680.00

## Appendix C

### Fees set by Statute

#### LICENSING ACT 2003

See <https://www.legislation.gov.uk/ukSI/2005/79/regulation/4/made>

#### Personal Licence

Application for grant/renewal	£37.00
Notification of change of name or address of holder	£10.50
Lost, stolen, damaged or destroyed. (A4 or Photo ID or both)	£10.50
Notice of surrender of personal licence	No Fee

#### Premises Licences

Application for New Licence/Variation and Annual Fees

Band	A	B	C	D	E
<b>Non Domestic Rateable Value (NDRV)</b>	None - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 +
<b>Application New Licence / Variation</b> For premises within Band B, D or Band E used exclusively or primarily for the supply of alcohol for consumption on the premises or where the maximum number of persons exceeds 5,000 please contact the Licensing Officer.	£100	£190	£315	£450	£635
<b>Annual Fee</b> For relevant premises in Band B, D or Band E, or where the maximum number of persons exceeds 5,000, please contact the Licensing Officer.	£70	£180	£295	£320	£350

If NDRV does not apply (i.e. you pay Council Tax) then Band A applies. Vehicles are also in Band A.

Church Halls, Village Halls, Parish Halls and Community Halls do not pay a fee for regulated entertainment only.

Schools and Colleges do not pay a fee for regulated entertainment carried on, for and on behalf of the school or college, however, a fee is payable if the school or college is letting out its premises to outside bodies.

Notification of change of name or address of Premises Licence Holder or Designated Premises Supervisor (DPS)	£10.50
Application to vary licence to specify individual as DPS	£23.00
Request from DPS for removal from licence	No Fee
Application for transfer of premises licence	£23.00
Lost, stolen damaged or destroyed licence or summary	£10.50
Application for a provisional statement	£315.00
Interim authority notice following death etc of licence holder	£23.00
Notice of interest in premises	£21.00
Supply of copy of information contained in register	£1.00 per page

### **Club Premises Certificate**

Application for New Certificate/Variation and Annual Fees.

Band	A	B	C	D	E
Non-Domestic Rateable Value (NDRV)	None – £4,300	£4,301 – £33,000	£33,001 – £87,000	£87,001 – £125,000	£125,001 +
Application for New Certificate/Variation	£100	£190	£315	£450	£635
Annual Fee	£70	£180	£295	£320	£350

Notification of change of name or alteration of club rules	£10.50
Notification of change of relevant registered address	£10.50
Lost, stolen, damaged or destroyed certificate or summary	£10.50

### **Temporary Event Notice**

Making of Temporary Event Notice	£21.00
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Lost, stolen, damaged or destroyed notice <b>POLICE, FACTORIES, ETC MISCELLANEOUS PROVISIONS ACT 1916</b>	£10.50
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Street Collection Permit <b>HOUSE TO HOUSE COLLECTIONS ACT 1939 or CHARITIES ACT 1992</b>	No fee
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House to House Collection Licence	No fee
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**CARAVAN SITES & CONTROL OF DEVELOPMENT ACT 1960**

Site Licence	No fee
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**THE FOOD PREMISES (REGISTRATION) REGULATIONS 1991**

Registration of Food Premises	No fee
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## GAMBLING ACT 2005 PERMIT FEES

### Licensed Premises Gaming Machine Permit

Occasion on which fee may be payable	Fee
Grant	£150.00
Existing operator Grant	£100.00
Variation	£100.00
Transfer	£ 25.00
Annual Fee	£ 50.00
Change of name	£ 25.00
Copy of Permit	£ 15.00

### Licensed Premises Automatic Notification Process

Occasion on which fee may be payable	Fee
On notification	£ 50.00

### Club Gaming Permits

Occasion on which fee may be payable	Fee
Grant	£200.00
Grant (Club Premises Certificate holder)	£100.00
Existing operator Grant	£100.00
Variation	£100.00
Renewal	£200.00
Renewal (Club Premises Certificate holder)	£100.00
Annual Fee	£ 50.00
Copy of Permit	£ 15.00



**Club Machine Permits**

Occasion on which fee may be payable	Fee
Grant	£200.00
Grant (Club Premises Certificate holder)	£100.00
Existing operator Grant	£100.00
Variation	£100.00
Renewal	£200.00
Renewal (Club Premises Certificate holder)	£100.00
Annual Fee	£ 50.00
Copy of Permit	£ 15.00

**Family Entertainment Centre Gaming Machine Permits**

Occasion on which fee may be payable	Fee
Grant	£300.00
Renewal	£300.00
Existing operator Grant	£100.00
Change of name	£ 25.00
Copy of Permit	£ 15.00

**Prize Gaming Permits**

Occasion on which fee may be payable	Fee
Grant	£300.00
Renewal	£300.00
Existing operator Grant	£100.00
Change of name	£ 25.00
Copy of Permit	£ 15.00

**Small Lottery Registration**

Occasion on which fee may be payable	Fee
Grant	£ 40.00
Annual Fee	£ 20.00

## Gambling Act 2005

<b>Classes of Premises Licence</b>	<b>Application Fee in respect of Provisional Statement Premises</b>	<b>Application Fee in respect of Other Premises</b>	<b>Annual Fee</b>	<b>Fee for Application to Vary Licence</b>	<b>Fee for Application to Transfer a Licence</b>	<b>Fee for Application for Reinstatement of a Licence</b>	<b>Maximum Fee for Application for Provisional Statement</b>
Large casino premises licence	£5,000	£10,000	£10,000	£5,000	£2,150	£2,150	£10,000
Small casino premises licence	£3,000	£8,000	£5,000	£4,000	£1,800	£1,800	£8,000
Bingo premises licence	£1,200	£3,500	£1,000	£1,750	£1,200	£1,200	£3,500
Adult gaming centre premises licence	£1,200	£2,000	£1,000	£1,000	£1,200	£1,200	£2,000
Betting premises (track) licence	£950	£2,500	£1,000	£1,250	£950	£950	£2,500
Family entertainment centre premises licence	£950	£2,000	£750	£1,000	£950	£950	£2,000
Betting premises (other) licence	£1,200	£3,000	£600	£1,500	£1,200	£1,200	£3,000

Reduction for licences with seasonal condition: Nil.

Change of circumstances fee: £50

Copy of licence fee: £25

**Permits FEC Gaming Machine and Prize Gaming:** Application £300; Renewal £300, Transitional Application £100; Change of Name £25; Copy of Permit £15

**Alcohol Licensed Premises (with Bar):** Notification of two machines £50; More than two machines £100 (existing) £150 (new). Annual fee for Permits £50; Fee to vary £100; transfer £25; change name £25; copies £15

**Temporary Use Notice £500.**

**Small Society Lotteries - £40 (£20 renewal)**