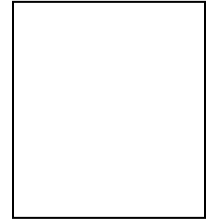




SHEFFIELD CITY COUNCIL Licensing Sub Committee Report



Report of:	Chief Licensing Officer & Head of Licensing
Date:	May 2018
Subject:	Determination of Licence Fees
Author of Report:	Steve Lonnia
Summary:	To determine the non-statutory licences fees for the 2018/19 financial year (Except Taxi Licensing Fees)
Recommendations:	The Chief Licensing Officer and Head of Licensing following detailed consultation with the Councils Legal and Finance officers recommends that the committee accept the proposed fees set out and detailed in the attachments to this report.
Background Papers:	None
Category of Report:	OPEN

**Licensing Fees Review (Determination of Fees)
2018/19 Financial Year**

1.0 PURPOSE AND OUTCOMES

- 1.1 The purpose of this report is for members to determine the fees for the following individual licensing systems:
- Animal Health (pets shops, animal boarding establishments, dangerous wild animals; riding establishments and breeders of dogs);
 - Street Trading (football, static, mobile, schools, and short term consents);
 - Scrap Metal Dealers;
 - Sex Establishment Licensing (sex shops and sexual entertainment venues);
 - Gambling Premises (casino, bingo, betting and track premises etc.);
 - Approved Marriage Premises (secular and religious);
 - Pavement Café Licences;
 - Second Hand Dealers Registration;
 - Skin Piercing / Tattooists; and
 - Safety of Sports Grounds (Part)
 - Commons Act 2006 – Landowner Statements.
- 1.2 To note, the following fee(s) are prescribed by the Secretary of State. These are “Statutory” fees and cannot be changed by the Local Authority. These are:
- Licensing Act 2003
 - Gambling Act 2005 (certain fees).
- 1.3 To inform members of the systems that are administered by the Licensing Service, where the legislation states we are unable to charge a fee:
- Safety of Sports Grounds (Part);
 - Street Collections;
 - House to House Collections;
 - Hypnotism; and
 - Commons Registration / Town & Village Greens
 - Children’s Permits
- 1.4 The intended outcomes of this report are to ensure that:-
- The Licensing Service recovers the reasonable costs of the service for administering and enforcing the terms and conditions of the relevant individual licensing systems;
 - The Council fees and charges are set in accordance with the Councils Fair Charging Principles set out in the Future Shape Policy Handbook; the Provision of Service Regulations 2009; all the relevant individual pieces of licensing legislation; and
 - All fees are determined on an annual basis whether they remain the same, increase or decrease.

2.0 FAIR CHARGING POLICY

- 2.1 It is agreed that fees and charges should be set in a consistent way across the Council and that we are transparent about the fees we expect people to pay.
- 2.2 Licence fees must also be set in accordance with the relevant individual piece of legislation; The Provision of Services Regulations 2009; and any other associated legislation / regulations. Members should note that some systems do not fall within the scope of these regulations, one particular system is Taxi Licensing (licensing of vehicles, drivers and operators) and another is the Gambling Act (Premises licences etc.) system.
- 2.3 To ensure consistency of approach we are dealing with all the fees in the same way to make it easier for our customers to understand.
- 2.4 The fees have been set so that they enable the service and the Council to deliver on our priorities and also on the principle of the polluter pays where it is appropriate.
- 2.5 The Council intends to recover the reasonable costs of the Licensing Service with regards to the administration and enforcement of the terms and conditions of each of the above individual licensing systems. Each licensing system has its fee calculated separately to ensure we are only recovering the costs in relation to that individual system.

3.0 CASE LAW

- 3.1 In order for the service to equalise revenue and expenditure, it is not sufficient to make an estimate of costs in the forthcoming year and see to equalise them with revenue. We must also ensure that any surpluses and deficits are brought forward. This was established in two cases, that deficits can be brought forward in R (Hutton) v Westminster City Council in 1985 and that surpluses can be brought forward in R (Hemming and Others) v Westminster City Council.
- 3.2 It is clear from R v Manchester City Council. Ex p. King, The Times, April 3, 1991 that the power to set fees does not permit the Council to raise revenue generally.
- 3.3 It has also been established in many cases such as R-v-The Greater London Council Ex Parte The Rank Organisation Limited where it was stated “the level of fees was a matter of policy and as long as the total fee income did not exceed the cost of the licensing system the court should not and could not see to interfere”.
- 3.4 The case of R (Hemming and Others) v Westminster City Council has changed the way we must consider setting fees and what legitimate costs we can recover.

Keith J upheld that the procedures the costs of which could be recharged to licensees are;

“... the steps which an applicant for a licence has to take if he wishes to be granted a licence or to have his licence renewed, and when you talk about the cost of those procedures, you are talking about the administrative costs of vetting the application and the costs of investigating their compliance with the terms of the licence. There is simply no room for the costs of authorisation procedures to include costs which are significantly in excess of those costs...”

- 3.5 Upon appeal to the Supreme Court on 29 April 2015, Lord Mance stated ...”there is no reason why it (the fee) should not be set at a level enabling the authority to recover from licensed operators the full cost of running and enforcing the licensing scheme, including the costs of enforcement and proceedings against those operating sex establishments without licences.”
- 3.6 The Council is entitled to set and require payment of a fee, including enforcement costs, as well as processing costs, applicable to all those who receive licences and benefit from enforcement. It was however wrong to charge this element of the fee relating to enforcement costs conditionally at the time of any licence application, yet once the application is successful, the fee becomes due unconditionally.
- 3.7 Members should note that the Council can only recover the actual costs of delivering each individual system from the fees it charges applicants / licensees. It cannot make a surplus from fees and must not use fees to subsidise any other licensing system or to offset other budgets or raise income generally.
- 3.8 The overarching principle and starting point for the setting of fees is that the Local Authority must only recover its reasonable costs of administering that individual system and enforcing the terms and conditions of those licences where applicable and that no irrelevant factors are taken in to account when setting such fees.

4.0 PROVISION OF SERVICES REGULATIONS 2009

- 4.1 These regulations came into force on 28 December 2009; Para 18(4) states any charges provided for by a competent authority which applicants may incur under an authorisation scheme must be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of these procedures and formalities.
- 4.2 The regulations suggest that all fees within the scope of the directive be separable in to two parts. Firstly the pre application costs, mainly the administrative costs incurred when dealing with the application from when it is first received up until it being determined (issued/refused). Secondly the on-going costs of monitoring and enforcing the terms and conditions of that licence. This is to show clearly which part of the fee is repayable should an application (applicant) be unsuccessful.

5.0 ANIMAL HEALTH LICENSING

- 5.1 **Pet Shops (Pet Animals Act 1951)** – Paragraph 1, Sub-paragraph 2, Every local authority may, on application being made to them for that purpose by a person who is not for the time being disqualified from keeping a Pet Shop, and on payment of such fee as may be determined by the local authority
- 5.2 **Animal Boarding Establishments Act 1963** – Paragraph 1, Sub-paragraph 2, Every local authority may, on application being made to them for that purpose by a person who is not for that time being disqualified-
- (a) ...
-
- (f) ...
- and on payment of such fee as may be determined by the Local Authority

- 5.3 **Riding Establishments Act 1964** - Paragraph 1, Sub-paragraph 2, Every local authority may, on application being made to them for that purpose by a person who is an individual over the age of eighteen years or a body corporate, being a person who is not for the time being disqualified-
- (a) ...
-
- (g) ...
- Grant, on payment of such a fee as may be determined by the Local Authority
- 5.4 **Breeding of Dogs Act 1973** - Paragraph 3A, Sub-paragraph 3, a local authority may set the level of fees to be charged by virtue of subsection (2) of this section-
- (a) With a view to recovering the reasonable costs incurred by them in connection with the administration and enforcement of this Act and the Breeding of Dogs Act 1991;
- 5.5 **Dangerous Wild Animals Act 1976** – Paragraph 1, Sub-paragraph 2, a local Authority shall not grant a licence under this Act unless an application for it-
- (a) ...
-
- (e) is accompanied by such fee as the authority may stipulate (being a fee which is in the authority’s opinion sufficient to meet the direct and indirect costs which it may incur as a result of the application).
- 5.6 **Zoo Licensing Act** – Paragraph 15, Sub-paragraph (1) Subject to this section, the Local Authority may charge such [reasonable] fees as they may determine in respect of
- 5.6.1 The Licensing Service through the Licensing Committee has agreed not to set a fee under this Act at this moment in time. It is agreed that such fees would be determined if an application was received.
- 6.0 STREET TRADING – LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982**
- 6.1 Schedule 4 – Paragraph 9, Sub-paragraph 1, a district Council may charge such fees as they consider reasonable for the grant or renewal of a street trading licence or street trading consent.
- 6.2 Sub-paragraph 2, a Council may determine different fees for different types of licence or consent and, in particular, but without prejudice to the generality of this sub-paragraph, may determine fees differing according-
- (a) to the duration of the licence or consent;
- (b) to the street in which it authorises trading; and
- (c) to the description of articles in which the holder is authorised to trade
- 7.0 SCRAP METAL DEALERS ACT 2013**
- 7.1 Schedule 1, Paragraph 6, Sub-paragraph 1, an application must be accompanied by the fee set by the Authority.
- 7.2 The Local Government Association has issued comprehensive guidance on licence fee charges and refers to the European Services Directive.

8.0 SEX ESTABLISHMENTS / SEXUAL ENTERTAINMENT VENUES – LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

8.1 Schedule 3 – Paragraph 19, an applicant for the grant, variation, renewal or transfer of a Licence under this Schedule shall pay a reasonable fee determined by the appropriate Authority

9.0 GAMBLING ACT 2005

9.1 Section 212, Sub-section (1), Regulations under this part prescribing a fee-

- (a) may provide for the amount of the fee to be determined by the Licensing Authority; and
- (b) may, if they make provision by virtue of paragraph (a), specify constraints on a licensing authority's power to determine the amount of the fee.

Subsection (2), where provision is made under sub-section (1) for the amount of fee to be determined by a Licensing Authority, the Authority-

- (a) Shall determine the amount of fee;
- (b) May determine different amounts for different classes of case specified in the regulations (but may not otherwise determine different amounts for different cases);
- (c) Shall publish the amount of the fee as determined from time to time; and
- (d) Shall aim to ensure that the income from fees of that kind as nearly as possible equates to the costs of providing the service to which the fee relates.

9.2 The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 sets out in detail the classes of premises and the maximum fees etc.

10.0 MARRIAGE ACT 1949 AND THE MARRIAGES & CIVIL PARTNERSHIPS (APPROVED PREMISES) REGULATIONS / RELIGIOUS PREMISES APPROVED PREMISES REGISTRATION

10.1 Paragraph 12, Sub-paragraph (1) – An Authority may, in accordance with paragraphs (2) to (4), determine a fee in respect of an application for or the renewal of an approval, and may determine that fee either for that particular application or renewal or for applications and renewals generally or of any class.

(2) A fee determined for particular application or renewal shall not exceed the amount which reasonably represents the costs incurred or to be incurred by the authority in respect of that application or renewal.

(3) A fee determined for applications or renewals generally of a particular class shall not exceed the amount which reasonably represents the average costs incurred or likely to be incurred by the authority in respect of an application or renewal, or, as the case may be, in respect of an application or renewal of that class.

(4) A fee determined in respect of an application or renewal may not include an amount representing costs incurred in respect of any review or possible review under regulation 9 unless and until such a review is requested in relation to that application or renewal; but where such a review is requested an authority may determine an additional fee in respect of that application or renewal in accordance in accordance with paragraph (2) or (3), taking in to account only the additional costs arising from the review.

11.0 PAVEMENT CAFÉ LICENCES - LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 AS INSERTED IN THE HIGHWAYS ACT 1982

11.1 Section 115F, Sub-section (1) – Subject to sub-section (2) to (4), a Council may grant a permission under section 115E above upon such conditions as they think fit, including conditions requiring payment to the council of such reasonable charges as they may determine.

12.0 SECOND HAND DEALERS – SOUTH YORKSHIRE ACT 1980

12.1 The registration under this Act remains in place for three years. There is no provision in the legislation with regards to fees.

12.2 The Provision of Services Regulations 2009, Paragraph 18, Sub-paragraph (4) states any charges provided for by a competent authority which applicants may incur under an authorisation scheme must be reasonable and proportionate. Therefore, we only recover our basic administration costs of issuing the registration.

13.0 REGISTRATION OF ACUPUNCTURE, EAR PIERCING, TATTOOISTS, ELECTROLYSIS AND SEMI PERMANENT SKIN COLOURING – LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982, PART VIII

13.1 Acupuncture – Paragraph 14, Sub-paragraph (6) and Tattooing, Ear Piercing, Electrolysis and Semi Permanent Skin Colouring – Paragraph 15, Sub-paragraph (6) both state, a Local Authority may charge such reasonable fees as they determine for registration under this section.

14.0 SAFETY OF SPORTS GROUNDS ACT 1972 (As Amended)

14.1 Under the Safety of Sports Grounds Regulations 1987 & the Safety of Places of Sport Regulations 1988 both give the local authority powers to determine a fee in certain circumstances.

14.2 Paragraph 8 of the Safety of Sports Grounds Regulations 1987 regarding fees states, “A Local Authority may determine a fee to be charged in respect of an application for the issue, amendment, replacement or transfer of a safety certificate but such a fee shall not exceed an amount commensurate with the work actually and reasonably done by or on behalf of the local authority in respect of the application”.

14.3 Paragraph 6 of the Safety of Places of Sport Regulations 1988 sets out an identical provision for the charging of fees.

15.0 ADOPTION OF LEGISLATION

15.1 The legislation administered and enforced by the council’s licensing service is either imposed by statute or adopted individually by the Council.

15.2 The following pieces of legislation are imposed on the Council by statute:

- Licensing Act 2003
- Gambling Act 2005
- Pet Animals Act 1951
- Animal Boarding Establishments Act 1963

- Riding Establishments Act 1964
- Breeding of Dogs Act 1973
- Dangerous Wild Animals Act 1976
- Zoo Licensing Act 1981
- Marriages Act 1949
- South Yorkshire Act 1980 – Second Hand Dealers
- Safety at Sports Grounds Act 1975 (As Amended)
- Town Police Clauses Act 1847 – Hackney Carriages

15.3 The following pieces of legislation are adopted by the council;

- Local Government (Miscellaneous Provisions) Act 1976 – Part II, Private Hire and Hackney Carriage Licensing
- Local Government (Miscellaneous Provisions) Act 1982 – Street Trading
- Local Government (Miscellaneous Provisions) Act 1982 – Sex Establishments / Sexual Entertainment Venues
- Local Government (Miscellaneous Provisions) Act 1982 – Acupuncture, Ear Piercing, Tattooists, Electrolysis and Semi Permanent Skin Colouring
- Highways Act 1980 – Pavement Café Licences
- Scrap Metal Dealers Act 2013

15.4 Those that are adopted by the council have to follow strict procedural requirements, including;

- Specifying the day the provisions come in to effect
- Placing a public notice in a local newspaper

Please note: the above are only an example of the procedural requirements and are not an exhaustive / detailed list

15.5 The City Councils Head of Legal has confirmed that the Council has properly adopted the above pieces of legislation where necessary and evidence is retained in the Councils archives (minutes etc.).

16.0 FEES STRUCTURE

16.1 As members are aware from previous reports it is a legal requirement under the European Services Directive to show application fees in two parts. These are the pre application costs in dealing with the application itself and post application costs which are the ongoing costs of managing the licence and enforcing the terms and conditions.

- For example: a licence fee that is £100 would show the fee in two parts - £75 pre costs and £25 post costs

16.2 The service would like applicants to pay both fees up front as over 95% of licences are granted and therefore it is more cost effective and is easier to administer.

- However an applicant must be able to pay the fee in two separate parts and all fees will be advertised this way;
 - Pre costs (cost of administering / determining the application)
 - Post costs (enforcement of terms / conditions and ongoing administration)

If an applicant would prefer to pay the two fees separately then there will be an additional administration cost of £20 for processing the fee. If the applicant chooses to pay the fee upfront then the post costs would be refunded where an application is unsuccessful.

- 16.3 Attached at Appendix "B" is a full schedule of non-statutory fees.
- 16.4 The service has calculated the fees and income based on a projected split in paper and electronic applications. This is based on the electronic forms being released later this year. The Chief Licensing Officer & Head of Licensing will manage the income generated in each area on a monthly basis.
- 16.5 If at any stage following the introduction of electronic applications and payments the service is not achieving the projected income it must then decide on a course of action to be undertaken. If the service is receiving more paper applications it may require extra resources (staff) to deal with the demand in any particular area and may therefore use the additional income for this purpose. If more electronic applications are being received then it may be possible to re-assign resources to undertake more enforcement etc.
- 16.6 If a surplus is achieved at the end of the year then this may be carried forward and taken in to account when determining next year's budget, or the relevant fees reduced accordingly and / or the money re-invested within the service if it is necessary.

17.0 PROPOSED CHANGES

- 17.1 Fees for the following systems were amended in the fees report considered by members in November 17. Following further consideration of the time and costs involved and the resulting calculations there is no intention to make any further changes to these fees for the forthcoming financial year;
- Sex Establishments
 - Street Trading
 - Animal Health and
 - Approved Marriage Premises
- 17.2 Further to careful consideration of the time and costs involved and the resulting calculations it is not intended to make any changes to the following fees for the 18/19 financial year;
- Gambling Premises
- 17.3 Further to careful consideration of the allocation of time, costs and the resulting calculations it is proposed to increase fees in the following areas;
- Scrap Metal
 - Pavement Cafes
 - Skin Piercing
 - Second Hand Dealers
- 17.4 The fees outlined in paragraph 17.3 above require us to allocate more staff time than in the previous year.

18.0 THE LICENSING SERVICE

- 18.1 Licensing provides a single service / single point of contact. Licensing staff work across the whole of the service and are able to react to any needs as they arise. The service must be able to undertake work wherever the demand dictates at any particular time.
- 18.2 In most cases except taxis (which is governed by express provisions), the enforcement costs for enforcing the terms and conditions of a licence can be recovered. It is in those cases covered by the European Services Directive / Provision of Services Regulations that costs relating to enforcement of unlicensed activity cannot be recovered. These systems include Sex Establishments and Street Trading etc.
- 18.3 The Service is keen to streamline processes, improve performance, and provide an efficient and effective customer service alongside a proportionate enforcement regime.

19.0 FINANCIAL INFORMATION (COSTS)

- 19.1 Below is a summary of the budget for the Licensing Service for 2018/19. More detail can be found at Appendix "A"

Expenditure Type 18/19	£000's	
Employee Costs	947	
Other Direct Costs	287	
Corporate & Mgt Overheads	304	
Total Budget	£1,538	

- 19.2 Employee Costs will remain the single largest cost for the Service at around £947K (62%).
- 19.3 Other Direct Costs include such things as equipment, protective clothing, fees, office expenses etc. have reduced to £287K this represents around 19% of the budget.
- 19.4 Corporate and Management Overheads includes accommodation, legal, finance, committee secretariat, ICT and management. At £304K they represent around 19% of total cost and are derived from the corporate service level agreement process.

20.0 FINANCIAL INFORMATION (REVENUE)

- 20.1 Fees are set in-line with the amount of time the licensing service plans to spend on each activity. During the fee setting process a review of the number of expected licences and activity/time spent on the service is undertaken.
- 20.2 Each year the services costs are budgeted for based on the proposed delivery of the service (see table in 19.1) and an hourly rate is calculated. This hourly rate is then used to inform the licence fee that is proposed based upon the amount of activity the licence is expected to receive (number of hours x hourly rate) by the service for the forthcoming year.
- 20.3 Below is a summary of the allocation of the licence service budgeted cost between the statutory, non-statutory and non-fee earning activities for 2018/19, together with the planned fee income to be generated.

18/19	Statutory	Non-Statutory	Other	Total
	£'000	£'000	£'000	£'000
Expenditure				
(a) Pre-app determination	290	558	27	875
(b) Post determination	137	485	41	663
Total Exp	427	1,043	68	1,538
Income	(472)	(1,043)	(23)	1,538
Net Exp	(45)	nil	45	nil

20.4 Revenue is raised from over 50 licensing processes such as alcohol & entertainment, taxis, street trading, gambling premises, sex shops and sexual entertainment venues, animal health licences etc.

21.0 NON STATUTORY FEES

21.1 The Licensing Service has undertaken an extensive review of the non-statutory fees with Finance. Based upon those time allocations and the current budgeted cost, it is being proposed that several fees will remain the same, and a number of fees will increase as set out in paragraph 17 above.

21.2 Members will note that fees must be reviewed / determined every year. Members should be aware that the fees were last determined in November 2017.

21.3 The proposed fees for the Licensing Authority are attached at Appendix "B".

22.0 STATUTORY FEES

22.1 The Licensing Service also administers several systems where the fee is determined by the Secretary of State through regulation. This includes all the fees under the Licensing Act 2003 and also several fees under the Gambling Act 2005.

22.2 The Licensing Authority has no powers to change these fees. Those fees are detailed at Appendix "C".

23.0 OTHER SYSTEMS

23.1 The last few systems the service administers are ones which in accordance with the legislation the Licensing Authority are unable to charge a fee. These systems include duties that are placed upon us by statute and must be undertaken.

23.2 These systems include Safety at Sports Grounds, Street Collections, House to House Collections, Hypnotism, Commons Registration (Town & Village Greens).

24.0 FINANCIAL IMPLICATIONS

24.1 There are no financial implications for the Council arising from this report if members agree the fees proposed.

24.2 Should Members agree to determine the licence fees as detailed in the report above and attachments, the Council will recover its reasonable costs of the Licensing Service in relation to administering and enforcing the above licensing systems.

25.0 RECOMMENDATIONS

25.1 The Chief Licensing Officer and Head of Licensing following detailed consultation with the Councils Legal and Finance officers recommends that the Committee accept the proposed fees set out and detailed in the attachments to this report.

25.2 Members must carefully consider all the information provided in this report and that included in any attachments and any written or verbal information received at the meeting before determining the licence fee(s) as set out and detailed in the attachments to this report.

25.3 These fees have been carefully calculated in order to ensure the Service recovers its reasonable costs and that the fees comply with all the relevant individual pieces of legislation and in particular the Provision of Services Regulations 2009.

26.0 OPTIONS OPEN TO THE BOARD

26.1 To determine (approve) the fees and authorise the Chief Licensing Officer and Head of Licensing to impose the fees as detailed in this report and the relevant attachments

26.2 To defer the decision to determine the fees for further consideration and work to be undertaken before being presented back to the Licensing Committee.

26.3 To determine (refuse) the fees and instruct the Chief Licensing Officer and Head of Licensing as members decide at this meeting.

Stephen Lonnia
Chief Licensing Officer & Head of Licensing
Business Strategy & Regulation, Place
Staniforth Road Depot, Staniforth Road
May 2018

APPENDIX "A"

2018/19 Breakdown of Licensing Budget

INCOME	Statutory Fees	Non Statutory	Other Systems	TOTAL
Sex Establishments	£0	£8,200	£0	£8,200
Sexual Entertainment Venues	£0	£2,400	£0	£2,400
Animal Health	£0	£11,500	£0	£11,500
Marriages	£0	£5,000	£0	£5,000
Street Trading	£0	£64,000	£0	£64,000
Pavement Cafes	£0	£1,400	£0	£1,400
LIQUOR ALTERATIONS FEES	£33,000	£0	£0	£33,000
LIQUOR CLUB PREMISES LICENSE	£200	£0	£0	£200
LIQUOR CLUB PREMISES ANN FEE	£16,800	£0	£0	£16,800
Sports Grounds	£0	£0	£15,000	£15,000
PH/HC Drivers	£0	£349,500	£0	£349,500
Private Hire Vehicles	£0	£334,500	£0	£334,500
Hackney Carriage Vehicles	£0	£150,000	£0	£150,000
LIQUOR PREMISES	£15,000	£0	£0	£15,000
LIQUOR PREMISES ANN FEE	£350,000	£0	£0	£350,000
LIQUOR MISCELLANEOUS	£30,000	£0	£0	£30,000
LIQUOR PERSONAL	£15,000	£0	£0	£15,000
PH Operators	£0	£5,000	£0	£5,000
Taxi Miscellaneous	£0	£27,500	£0	£27,500
GAME PERMITS	£9,000	£0	£0	£9,000
Scrap Metal	£0	£500	£0	£500
Second Hand Dealers	£0	£100	£0	£100
Acupuncture / Skin	£0	£500	£0	£500
Betting	£0	£21,000	£0	£21,000
Bingo	£0	£4,500	£0	£4,500
Casino	£0	£5,500	£0	£5,500
Tracks	£0	£3,000	£0	£3,000
AGC's	£0	£500	£0	£500
FEC's	£0	£2,400	£0	£2,400
Training/Knowledge/Consultancy	£3,000	£46,000	£8,000	£57,000
TOTAL INCOME	£472,000	£1,043,000	£23,000	£1,538,000
DIRECT COSTS	Statutory	Non Statutory	Other Systems	TOTAL
Staffing	283,501	615,355	47,844	946,700
Premises & Transport	8,400	18,200	1,400	28,000
Subscriptions, Publications & Periodicals	975	2,113	162	3,250
Equipment, Purchase, Repair & Other	19,800	45,800	400	66,000
Office Materials, Supplies & Clothing	13,500	29,250	2,250	45,000
Fee Expenses, Consultants, Legal Etc.	1,350	92,925	225	94,500
Advertising / Publicity & Insurance	1,650	3,575	275	5,500
Printing, Photocopying & Stationary	4,335	9,392	723	14,450
Telephone and IT	9,180	19,890	1,530	30,600
SUB TOTAL	342,691	836,500	54,809	1,234,000
INDIRECT COSTS	84,423	206,075	13,502	304,000
TOTAL COSTS	427,114	1,042,575	68,311	1,538,000
Net Cost / Income (-)	£44,886	£425	-£45,311	£0

APPENDIX “B”
Table of Fees for 2017-2018

Sex Establishments		Proposed 2018/19 Fee			Proposed 2018/19 Fee			
		PAPER			ELECTRONIC			
Type	2017/18 Fee	PRE	POST	TOTAL	2017/18 Fee	PRE	POST	TOTAL
New	2,050	1,300	750	2,050	1,550	932	618	1,550
Renewal	1,700	1,060	640	1,700	1,400	830	570	1,400
Transfer	1,200	999	201	1,200	700	600	100	700
Variation	850	785	65	850	450	420	30	450
Staff Reg.	40	33	7	40	35	28	7	35

SEV's		Proposed 2018/19 Fee			Proposed 2018/19 Fee			
		PAPER			ELECTRONIC			
Type	2017/18 Fee	PRE	POST	TOTAL	2017/18 Fee	PRE	POST	TOTAL
New	1,540	790	750	1,540	1,400	670	730	1,400
Renewal	1,220	645	575	1,220	1,100	525	575	1,100
Variation	1,100	530	470	1,000	950	490	460	950
Transfer	600	485	115	600	420	320	100	420

Street Trading		Proposed 2018/19 Fee			Proposed 2018/19 Fee			
		PAPER			ELECTRONIC			
Type	2017/18 Fee	PRE	POST	TOTAL	2017/18 Fee	PRE	POST	TOTAL
Mobile (Ice Cream)	250	130	120	250	205	90	115	205
Mobile (Fruit & Veg)	330	135	195	330	285	95	190	285
Football Hot Food	520	210	310	520	470	165	305	470
Football Memorabilia	115	75	40	115	90	65	25	90
Schools	55	27	28	55	47	37	10	47
Short Term Day	75	47	28	75	60	50	10	60
Short Term Week	95	67	28	95	80	67	13	80
Short Term Month	135	95	40	135	110	87	23	110
Variation	115	80	35	115	85	70	15	85
New Assistants badge	32	32	-	32	27	27	-	27
Change of details (Minor)	32	32	-	32	27	27	-	27
Replacement Badge	22	22	-	22	17	17	-	17
Replacement Certificate	22	22	-	22	17	17	-	17
Static Street Trading	41,955	24,283	17,672	41,955	-	-	-	-

Animal Health		Proposed 2018/19 Fee				Proposed 2018/19 Fee				
		PAPER				ELECTRONIC				
	2017/18 Fee	PRE	POST	OTHER	TOTAL	2017/18 Fee	PRE	POST	OTHER	TOTAL
Pet Shops New	185	53	20	112	185	162	30	20	112	162
Pet Shops Ren.	163	53	20	90	163	140	30	20	90	140
Riding Est. New	236	53	20	163	236	213	30	20	163	213
Riding Est. Ren.	205	53	20	132	205	182	30	20	132	182
Animal Bdrs. New	231	53	20	158	231	208	30	20	158	208
Animal Bdrs. Ren.	209	53	20	136	209	186	30	20	136	186
DWA's New	210	53	20	137	210	187	30	20	137	187
DWA's Ren.	186	53	20	113	186	163	30	20	113	163
Dog Breeders New	180	53	20	107	180	157	30	20	107	157
Dog Breeders Ren.	178	53	20	105	178	155	30	20	105	155

Civil Marriage Premises		Proposed 2018/19 Fee				Proposed 2018/19 Fee				
		PAPER				ELECTRONIC				
	2017/18 Fee	PRE	POST	OTHER	TOTAL	2017/18 Fee	PRE	POST	OTHER	TOTAL
	995	480	115	400	995	905	404	101	400	905
	995	480	115	400	995	905	404	101	400	905

Gambling Act		Proposed 2018/19 Fee			Proposed 2018/19 Fee			
		PAPER			ELECTRONIC			
Type	2017/18 Fee	PRE	POST	TOTAL	2017/18 Fee	PRE	POST	TOTAL
Betting New	1,080	612	468	1,080	980	530	450	980
Betting First Annual Fee	150	98	52	150	105	58	47	105
Betting Annual Fee	230	140	90	230	180	92	88	180
Betting Variation	585	412	173	585	485	328	157	485
Betting Transfer	500	347	153	500	420	264	156	420
Betting Reinstatement	500	347	153	500	420	264	156	420
Betting Provisional Statement	1,080	612	468	1,080	980	530	450	980
Betting App Following Prov Statmnt	715	463	252	715	615	379	236	615

Gambling Act		Proposed 2018/19 Fee			Proposed 2018/19 Fee			
		PAPER			ELECTRONIC			
Type	2017/18 Fee	PRE	POST	TOTAL	2017/18 Fee	PRE	POST	TOTAL
Casino Annual Fee	1,400	444	956	1,400	1,290	366	924	1,290
Casino Variation	860	615	245	860	750	520	230	750
Casino Transfer	780	543	237	780	670	448	222	670
Casino Reinstatement	780	543	237	780	670	448	222	670

Gambling Act		Proposed 2018/19 Fee			Proposed 2018/19 Fee			
		PAPER			ELECTRONIC			
Type	2017/18 Fee	PRE	POST	TOTAL	2017/18 Fee	PRE	POST	TOTAL
Bingo New	1,150	632	518	1,150	1,050	546	504	1,050
Bingo First Annual Fee	440	242	198	440	370	186	184	370
Bingo Annual Fee	610	352	258	610	540	300	240	540
Bingo Variation	665	455	210	665	610	422	188	610
Bingo Transfer	585	394	191	585	485	314	171	485
Bingo Reinstatement	585	394	191	585	485	314	171	485
Bingo Provisional Statement	1,150	632	518	1,150	1,050	546	504	1,050
Bingo App Following Prov Statmnt	800	502	298	800	700	420	280	700

Gambling Act		Proposed 2018/19 Fee			Proposed 2018/19 Fee			
		PAPER			ELECTRONIC			
Type	2017/18 Fee	PRE	POST	TOTAL	2017/18 Fee	PRE	POST	TOTAL
Tracks New	1,260	602	658	1,260	1,155	544	611	1,155
Tracks First Annual Fee	450	193	257	450	345	113	232	345
Tracks Annual Fee	680	254	426	680	575	165	410	575
Tracks Variation	755	530	225	755	650	443	207	650
Tracks Transfer	675	470	205	675	570	381	189	570
Tracks Reinstatement	675	470	205	675	570	381	189	570
Tracks Provisional Statement	1,260	602	658	1,260	1,155	544	611	1,155
Tracks App Following Prov Statmnt	835	502	333	835	730	418	312	730

Gambling Act		Proposed 2018/19 Fee			Proposed 2018/19 Fee			
		PAPER			ELECTRONIC			
Type	2017/18 Fee	PRE	POST	TOTAL	2017/18 Fee	PRE	POST	TOTAL
FEC's New	810	465	345	810	730	403	327	730
FEC's First Annual Fee	250	108	142	250	185	70	115	185
FEC's Annual Fee	340	154	186	340	275	110	165	275
FEC's Variation	500	350	150	500	420	302	118	420
FEC's Transfer	415	295	120	415	340	260	80	340
FEC's Reinstatement	415	295	120	415	340	260	80	340
FEC's Provisional Statement	810	465	345	810	730	403	327	730
FEC's App Following Prov Statmnt	440	305	135	440	370	250	120	370

Gambling Act		Proposed 2018/19 Fee			Proposed 2018/19 Fee			
		PAPER			ELECTRONIC			
Type	2017/18 Fee	PRE	POST	TOTAL	2017/18 Fee	PRE	POST	TOTAL
AGC's New	1,080	615	465	1,080	980	541	439	980
AGC's First Annual Fee	290	147	143	290	220	103	117	220
AGC's Annual Fee	420	186	234	420	350	142	208	350
AGC's Variation	610	481	129	610	515	410	105	515
AGC's Transfer	525	396	129	525	430	325	105	430
AGC's Reinstatement	525	396	129	525	430	325	105	430
AGC's Provisional Statement	1,080	615	465	1,080	980	541	439	980
AGC's App Following Prov Statmnt	715	503	212	715	615	433	182	615

		Proposed 2018/19 Fee				Proposed 2018/19 Fee				
		PAPER				ELECTRONIC				
	2017/18 Fee	PRE	POST	Other	TOTAL	2017/18 Fee	PRE	POST	Other	TOTAL
Skin Piercing / Tattooisits	50	55	-	N/A	55	50	52	-	N/A	52
Skin Piercing / Tattooisits	265	45	-	225	270	265	42	-	225	267
Scrap Metal Dealers Sites (New)	350	193	162	N/A	355	265	180	160	N/A	340
(Renewal)	300	157	148	N/A	305	360	140	145	N/A	285
(Variation)	75	46	34	N/A	80	60	34	31	N/A	65
Scrap Metal Collectors (New)	150	69	86	N/A	155	125	85	40	N/A	125
(Renewal)	100	62	43	N/A	105	80	50	30	N/A	80
Pavement Café	95	65	50	N/A	115	85	60	45	N/A	105
2nd hand dealers	15	20	-	N/A	20	15	20	-	N/A	20

APPENDIX C

STATUTORY FEES

LICENSING ACT

APPLICATION	FEE
Premises New Band A	£100.00
Premises New Band B	£190.00
Premises New Band C	£315.00
Premises New Band D	£450.00
Premises New Band E	£635.00
Premises New Band D x 2	£900.00
Premises New Band E x 3	£1,905.00
Premises Annual Fee Band A	£70.00
Premises Annual Fee Band B	£180.00
Premises Annual Fee Band C	£295.00
Premises Annual Fee Band D	£320.00
Premises Annual Fee Band E	£350.00
Premises Annual Fee Band D x 2	£640.00
Premises Annual Fee Band E x 3	£1,050.00
Premises Provisional Statement	£315.00
Premises Variation Band A	£100.00
Premises Variation Band B	£190.00
Premises Variation Fee Band C	£315.00
Premises Variation Band D	£450.00
Premises Variation Band E	£635.00
Premises Variation Band D x 2	£900.00
Premises Variation Band E x 3	£1,905.00
Minor Variation	£89.00
Variation of DPS	£23.00
Premises Transfer	£23.00
TEN's	£21.00
Notification of Freeholder Interest	£21.00
Theft or Loss of Licence	£10.50

Change of Address	£10.50
CPC New Band A	£100.00
CPC New Band B	£190.00
CPC New Band C	£315.00
CPC New Band D	£450.00
CPC New Band E	£635.00
CPC New Band D x 2	£900.00
CPC New Band E x 3	£1,905.00
CPC Variation Band A	£100.00
CPC Variation Band B	£190.00
CPC Variation Band C	£315.00
CPC Variation Band D	£450.00
CPC Variation Band E	£635.00
CPC Variation Band D x 2	£900.00
CPC Variation Band E x 3	£1,905.00
CPC Annual Fee Band A	£70.00
CPC Annual Fee Band B	£180.00
CPC Annual Fee Band C	£295.00
CPC Annual Fee Band D	£320.00
CPC Annual Fee Band E	£350.00
CPC Annual Fee Band D x 2	£640.00
CPC Annual Fee Band E x 3	£1,050.00
Theft or Loss of CPC	£10.50
Change of Details CPC	£10.50
Personal Licence Grant	£37.00
Personal Licence Renewal	£37.00
Personal Licence Change of Address	£10.50
Personal Licence Duplicate / Copy	£10.50

GAMBLING ACT

APPLICATION	FEE
Lotteries New	£40.00
Lotteries Renewal	£20.00
Notification of Two Machines	£50.00
LPGMP	£150.00
Club Machine Permit	£200.00
Club Gaming Permit	£200.00
Unlicensed FEC Permit	£300.00
Prize Gaming Permits	£300.00

APPENDIX “D”

Safety at Sports Grounds Schedule of Fees

PLEASE NOTE All the fees below are only to give an indication of the potential costs based on prior experience and knowledge of the work involved. The actual fee will be calculated after the completion of the process and the full costs to the Council are then able to be calculated accurately.

General Safety Certificate

Application for grant	£5,000 to £15,000
Application for amendment / variation	£ 1,000 (small) £ 3,000 (medium) £ 5,000 (large)
Application for a replacement	£ 100
Application for transfer	£ 750

Special Safety Certificate

Application for grant	£ 1,000 to £15,000 (dependent upon size / type of event)
Application for amendment / variation	£ 1,000 (small) £ 3,000 (medium) £ 5,000 (Large)
Application for a replacement	£ 100
Application for transfer	£ 750

Regulated Stand Certificate

Application for grant	£1,000 to £10,000 (dependent upon size / type of event)
Application for amendment / variation	£ 1,000 (small) £ 2,000 (medium) £ 3,000 (Large)
Application for a replacement	£ 100
Application for transfer	£ 750

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