

FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2023/24 ONWARDS

Committee: Licensing
Service Area: Licensing

Objectives/rationale of the fee/charge (e.g. Full cost recovery)

The primary objective of the charge is cost recovery. The level of charge also helps maintain the high level of service provision for the Borough.

Proposed change in fee/charge from previous year (%)

This varies dependant on fee type. the range of fee increase is bwtween 10% and 22%

Justification for revised charge (compared to previous year)

Increase reflects the increase to costs for supplying the service

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

No benchmarking has been undertaken, these fees are set on a cost recovery basis in line with the legal requirements and guidance.

If significant change in charge, what consultation was undertaken with the general public?

These fees will be subject to consultation.

Expected budgeted income

N/A

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Street Trading

Independent Permanent Stall - Annual	O	D	400.00	400.00		
Independent 'One Off Stalls'	O	D	90.00	90.00		
Lighting Up Brentwood	O	D	30.00	30.00		
Static Licence	O	D			1,000.00	1,000.00
Mobile Licence	O	D			600.00	600.00
Static Consent	O	D			1,000.00	1,000.00
Mobile Consent	O	D			600.00	600.00
Market Operator weekly Fee	O	D	350.00	350.00	425.00	425.00
Market Operator additional days Fee (per day)	O	D	150.00	150.00	200.00	200.00

Scrap Metal

Site Application - New - 3 years	O	D	495.00	495.00	510.00	510.00
Collector Application - New - 3 years	O	D	280.00	280.00	300.00	300.00
Variation	O	D	89.00	89.00	100.00	100.00
Site Renewal Application - 3 years	O	D	445.00	445.00	510.00	510.00
Collector Renewal Application - 3 years	O	D	230.00	230.00	252.00	252.00

Skin Piercing

Premises Registration	O	D	257.50	257.50	284.00	284.00
Practitioner Registration	O	D	91.50	91.50	100.00	100.00

Animals

* Please note vet costs are in addition to these fees where vet required

Animal Boarding - Application Fee	O	D	300.00	300.00	330.00	330.00
Animal Boarding - Grant Fee	O	D	100.00	100.00	110.00	110.00
Selling Animals As Pets - Application Fee	O	D	300.00	300.00	330.00	330.00
Selling Animals As Pets - Grant Fee	O	D	100.00	100.00	110.00	110.00
Dog Breeding - Application Fee	O	D	300.00	300.00	330.00	330.00
Dog Breeding - Grant Fee	O	D	100.00	100.00	110.00	110.00
Hiring Out Horses - Application Fee	O	D	300.00	300.00	330.00	330.00
Hiring Out Horses - Grant Fee	O	D	100.00	100.00	110.00	110.00
Keeping Animals for Exhibition - Application Fee	O	D	300.00	300.00	330.00	330.00
Keeping Animals for Exhibition - Grant Fee	O	D	100.00	100.00	110.00	110.00
Combination Of Activities - Application Fee (for each additional activity)	O	D	150.00	150.00	145.00	145.00
Combination Of Activities - Grant Fee (for each additional activity)	O	D	75.00	75.00	82.00	82.00
Variation to licence/re-evaluation or rating	O	D	222.00	222.00	245.00	245.00
Appeal (All Licences)	O	D	137.00	137.00	150.00	150.00
Variation to reduce the licensable activities or number of animals	O	D	85.00	85.00	93.00	93.00
Additional Premises under an arrangers element of a Home Boarding Licence	O	D			70.00	70.00
Dangerous Wild Animals - 2 years	O	D	300.00	300.00	500.00	500.00
Zoo Premises New - 6 years	O	D	927.00	927.00	1,500.00	1,500.00
Zoo Premises Renewal - 4 years	O	D	566.50	566.50	800.00	800.00

Sex Establishment Licensing

Premises Application	O	D	2,330.00	2,330.00	2,330.00	2,330.00
Premises Renewal	O	D	1,590.00	1,590.00	1,590.00	1,590.00
Premises Variation	O	D	530.00	530.00	530.00	530.00

Pavement Permit

New Application Tables and Chairs 1-2 tables	O	D	260.00	260.00	286.00	286.00
New Application Tables and Chairs 3-6 tables	O	D	470.00	470.00	517.00	517.00
New Application Tables and Chairs over 6 tables	O	D	675.00	675.00	742.00	742.00
Renewal Application Tables and Chairs 1-2 tables	O	D	160.00	160.00	176.00	176.00
Renewal Application Tables and Chairs 3-6 tables	O	D	370.00	370.00	407.00	407.00
Renewal Application Tables and Chairs over 6 tables	O	D	575.00	575.00	632.00	632.00
Business and Planning Act applications	O	D	100.00	100.00	100.00	100.00

Road Closure

Application to close road with 0 - 499 people attending	O	D	200.00	200.00	220.00	220.00
Application to close road with 500 - 1999 people attending	O	D	360.00	360.00	396.00	396.00
Application to close road with 2000+ people attending	O	D	680.00	680.00	748.00	748.00

PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023

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SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Gambling Act 2005

Bingo Clubs

New Application	O D	3,500.00	3,500.00	3,500.00	3,500.00
Annual Fee	O D	1,000.00	1,000.00	1,000.00	1,000.00
CON 29R including LLC1	O D	1,750.00	1,750.00	1,750.00	1,750.00
Application to Transfer	O D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O D	3,500.00	3,500.00	3,500.00	3,500.00
Licence Application (Provisional Statement Holders)	O D	1,200.00	1,200.00	1,200.00	1,200.00

Betting Premises

New Application	O D	3,000.00	3,000.00	3,000.00	3,000.00
Annual Fee	O D	600.00	600.00	600.00	600.00
Application to Vary	O D	1,500.00	1,500.00	1,500.00	1,500.00
Application to Transfer	O D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O D	3,000.00	3,000.00	3,000.00	3,000.00
Licence Application (Provisional Statement Holders)	O D	1,200.00	1,200.00	1,200.00	1,200.00

Tracks

New Application	O D	2,500.00	2,500.00	2,500.00	2,500.00
Annual Fee	O D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Vary	O D	1,250.00	1,250.00	1,250.00	1,250.00
Application to Transfer	O D	950.00	950.00	950.00	950.00
Application to Re-instatement	O D	950.00	950.00	950.00	950.00
Application for Provisional Statement	O D	2,500.00	2,500.00	2,500.00	2,500.00
Licence Application (Provisional Statement Holders)	O D	950.00	950.00	950.00	950.00

Family Entertainment Centres

New Application	O D	2,000.00	2,000.00	2,000.00	2,000.00
Annual Fee	O D	750.00	750.00	750.00	750.00
Application to Vary	O D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Transfer	O D	950.00	950.00	950.00	950.00
Application to Re-instatement	O D	950.00	950.00	950.00	950.00
Application for Provisional Statement	O D	2,500.00	2,500.00	2,500.00	2,500.00
Licence Application (Provisional Statement Holders)	O D	950.00	950.00	950.00	950.00

Adult Gaming Centres

New Application	O D	2,000.00	2,000.00	2,000.00	2,000.00
Annual Fee	O D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Vary	O D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Transfer	O D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O D	2,000.00	2,000.00	2,000.00	2,000.00
Licence Application (Provisional Statement Holders)	O D	1,200.00	1,200.00	1,200.00	1,200.00

Prize Gaming Permit and Family Entertainment Centre Gaming Machine Permit

Permit Application (New)	O S	300.00	300.00	300.00	300.00
Permit Application (Existing Operator)	O S	100.00	100.00	100.00	100.00
Renewal of Permit	O S	300.00	300.00	300.00	300.00
Change of Name on Permit	O S	25.00	25.00	25.00	25.00
Copy of Permit	O S	15.00	15.00	15.00	15.00

Club Gaming or Machine Permit

Permit Application (New)	O S	200.00	200.00	200.00	200.00
Permit Application (Existing Holder)	O S	100.00	100.00	100.00	100.00
Permit Application (Holder of club premises certificate under Licensing Act 2003)	O S	100.00	100.00	100.00	100.00
Renewal of Permit	O S	200.00	200.00	200.00	200.00
Annual Fee for Permit	O S	50.00	50.00	50.00	50.00
Application to Vary Club Permit	O S	100.00	100.00	100.00	100.00
Copy of Permit	O S	15.00	15.00	15.00	15.00

Other

Temporary Use Notice (TUN)	O S	500.00	500.00	500.00	500.00
Occasional Use Notice (OUN)	O S	0.00	0.00	0.00	0.00
Copy of Premises Licence	O D	25.00	25.00	25.00	25.00
Notification of Change of Circumstances for Premises Licence	O D	50.00	50.00	50.00	50.00
Copy of Notice	O S	25.00	25.00	25.00	25.00

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

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SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Licensing Act 2003

Premises - Band A (None to £4,300)

Premises Licences - New Application and Variation	O	S	100.00	100.00	100.00	100.00
Premises Licences - Annual Charge	O	S	70.00	70.00	70.00	70.00
CON 29R including LLC1	O	S	100.00	100.00	100.00	100.00
Club Premises Certificates - Annual Charge	O	S	70.00	70.00	70.00	70.00

Premises - Band B (£4,301 to £33,000)

Premises Licences - New Application and Variation	O	S	190.00	190.00	190.00	190.00
Premises Licences - Annual Charge	O	S	180.00	180.00	180.00	180.00
Club Premises Certificates - New Application and Variation	O	S	190.00	190.00	190.00	190.00
Club Premises Certificates - Annual Charge	O	S	180.00	180.00	180.00	180.00

Premises - Band C (£33,001 to £87,000)

Premises Licences - New Application and Variation	O	S	315.00	315.00	315.00	315.00
Premises Licences - Annual Charge	O	S	295.00	295.00	295.00	295.00
Club Premises Certificates - New Application and Variation	O	S	315.00	315.00	315.00	315.00
Club Premises Certificates - Annual Charge	O	S	295.00	295.00	295.00	295.00

Premises - Band D (£87,001 to £125,000)

Premises Licences - New Application and Variation	O	S	450.00	450.00	450.00	450.00
Premises Licences - Annual Charge	O	S	320.00	320.00	320.00	320.00
Club Premises Certificates - New Application and Variation	O	S	450.00	450.00	450.00	450.00
Club Premises Certificates - Annual Charge	O	S	320.00	320.00	320.00	320.00

Premises - Band E (£125,001 plus)

Premises Licences - New Application and Variation	O	S	635.00	635.00	635.00	635.00
Premises Licences - Annual Charge	O	S	350.00	350.00	350.00	350.00
Club Premises Certificates - New Application and Variation	O	S	635.00	635.00	635.00	635.00
Club Premises Certificates - Annual Charge	O	S	350.00	350.00	350.00	350.00

Additional Fees (based on number in attendance at any one time)

Additional Premises Licence Fee:

5,000 to 9,999	O	S	1,000.00	1,000.00	1,000.00	1,000.00
10,000 to 14,999	O	S	2,000.00	2,000.00	2,000.00	2,000.00
15,000 to 19,999	O	S	4,000.00	4,000.00	4,000.00	4,000.00
20,000 to 29,999	O	S	8,000.00	8,000.00	8,000.00	8,000.00
30,000 to 39,999	O	S	16,000.00	16,000.00	16,000.00	16,000.00
40,000 to 49,999	O	S	24,000.00	24,000.00	24,000.00	24,000.00
50,000 to 59,999	O	S	32,000.00	32,000.00	32,000.00	32,000.00
60,000 to 69,999	O	S	40,000.00	40,000.00	40,000.00	40,000.00
70,000 to 79,999	O	S	48,000.00	48,000.00	48,000.00	48,000.00
80,000 to 89,999	O	S	56,000.00	56,000.00	56,000.00	56,000.00
90,000 and over	O	S	64,000.00	64,000.00	64,000.00	64,000.00

Additional Annual Fee Payable (if applicable):

5,000 to 9,999	O	S	500.00	500.00	500.00	500.00
10,000 to 14,999	O	S	1,000.00	1,000.00	1,000.00	1,000.00
15,000 to 19,999	O	S	2,000.00	2,000.00	2,000.00	2,000.00
20,000 to 29,999	O	S	4,000.00	4,000.00	4,000.00	4,000.00
30,000 to 39,999	O	S	8,000.00	8,000.00	8,000.00	8,000.00
40,000 to 49,999	O	S	12,000.00	12,000.00	12,000.00	12,000.00
50,000 to 59,999	O	S	16,000.00	16,000.00	16,000.00	16,000.00
60,000 to 69,999	O	S	20,000.00	20,000.00	20,000.00	20,000.00
70,000 to 79,999	O	S	24,000.00	24,000.00	24,000.00	24,000.00
80,000 to 89,999	O	S	28,000.00	28,000.00	28,000.00	28,000.00
90,000 and over	O	S	32,000.00	32,000.00	32,000.00	32,000.00

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SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Licensing Act 2003 (cont.)

Other Fees

Application for the grant or renewal of a personal licence	O	S	37.00	37.00	37.00	37.00
CON 29R including LLC1	O	S	21.00	21.00	21.00	21.00
Theft, loss etc of premises licence or summary	O	S	10.50	10.50	10.50	10.50
Application for a provisional statement where premises being built etc	O	S	315.00	315.00	315.00	315.00
Notification of change of name or address	O	S	10.50	10.50	10.50	10.50
Application to vary licence to specify individual as premises supervisor	O	S	23.00	23.00	23.00	23.00
Application for transfer of premises licence	O	S	23.00	23.00	23.00	23.00
Interim authority notice following death etc.of licence holder	O	S	23.00	23.00	23.00	23.00
Theft, loss etc.of certificate or summary	O	S	10.50	10.50	10.50	10.50
Notification of change of name or alteration of rules of club	O	S	10.50	10.50	10.50	10.50
Change of relevant registered address of club	O	S	10.50	10.50	10.50	10.50
Theft, loss etc.of temporary event notice	O	S	10.50	10.50	10.50	10.50
Theft, loss etc.of personal licence	O	S	10.50	10.50	10.50	10.50
Duty to notify change of name or address	O	S	10.50	10.50	10.50	10.50
Right of freeholder etc.to be notified of licensing matters	O	S	21.00	21.00	21.00	21.00
Application to vary premises licence at community premises to include alternative licence condition	O	S	23.00	23.00	23.00	23.00
Application for minor variation	O	S	89.00	89.00	89.00	89.00

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SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Taxi

Vehicle Licence - Hackney Carriage

Vehicle Licence - including Plate	O	S	243.00	243.00	296.00	296.00
Vehicle Replacement	O	S	75.00	75.00	80.00	80.00

Vehicle Licence - Private Hire

Vehicle Licence - including Plate	O	S	225.00	225.00	274.00	274.00
Vehicle Replacement	O	S	75.00	75.00	80.00	80.00

Vehicle Inspections - Hackney Carriage and Private Hire

Vehicle Inspection	O	S	47.00	47.00		
Trailer Inspections - Non Braked	O	S	15.00	15.00		
Trailer Inspections - Braked	O	S	23.00	23.00		
Re-Inspection	O	S	12.50	12.50		
Re-Inspection 2	O	S	47.00	47.00		

Drivers Licence - Hackney Carriage and Private Hire

Combined Driver New - 1 year (Excludes DBS)	O	S	145.00	145.00	160.00	160.00
Combined Driver Renewal - 1 year (Excludes DBS)	O	S	128.00	128.00	143.00	143.00
Combined Driver New - 3 years (Excludes DBS)	O	S	404.00	404.00	404.00	404.00
Combined Driver Renewal - 3 years (Excludes DBS)	O	S	354.00	354.00	354.00	354.00
Private Hire Driver New - 1 year (Excludes DBS)	O	S			160.00	160.00
Private Hire Driver Renewal - 1 year (Excludes DBS)	O	S			143.00	143.00
Private Hire Driver New - 3 years (Excludes DBS)	O	S			404.00	404.00
Private Hire Driver Renewal - 3 years (Excludes DBS)	O	S			354.00	354.00
Hackney Carriage Driver New - 1 year (Excludes DBS)	O	S			160.00	160.00
Hackney Carriage Driver Renewal - 1 year (Excludes DBS)	O	S			143.00	143.00
Hackney Carriage Driver New - 3 years (Excludes DBS)	O	S			404.00	404.00
Hackney Carriage Driver Renewal - 3 years (Excludes DBS)	O	S			354.00	354.00
Disclosure and Barring Service (DBS) Check (new to update service)	O	S	52.00	52.00	52.00	52.00
Disclosure and Barring Service (DBS) Check (update service lapsed)	O	S	85.00	85.00	85.00	85.00
Driver and Vehicle Licensing Agency (DVLA) Check outside of an application	O	S	5.00	5.00	5.00	5.00
Re-Test - Knowledge Test	O	S	35.00	35.00	35.00	35.00

Replacements

ID	O	S	6.00	6.00	6.00	6.00
PHV Cards	O	S	6.00	6.00	6.00	6.00
Tariff Cards	O	S	6.00	6.00	6.00	6.00
Replacement Plates	O	S	12.00	12.00	12.00	12.00
Replacement Door Sign	O	S	15.00	15.00	7.50	7.50
Plate Platforms	O	S	6.00	6.00	6.00	6.00

Private Hire Operators

Single Vehicle Operators Licence - 5 years	O	S	325.00	325.00	374.00	374.00
Operator Licence - 2 to 5 Vehicles - 5 years	O	S	1,085.00	1,085.00	1,248.00	1,248.00
Operator Licence - more than 5 Vehicles - 5 years	O	S	1,345.00	1,345.00	1,547.00	1,547.00
Single Vehicle Operators Licence - 1 years	O	S			105.00	105.00
Operator Licence - 2 to 5 Vehicles - 1 years	O	S			305.00	305.00
Operator Licence - more than 5 Vehicles - 1 years	O	S			405.00	405.00