

Valid – 2016/17



LICENCE APPLICATION FEES & CHARGES

Please note that a 20% surcharge is payable for all temporary licence applications submitted within 28 days of the date the licence is due to start.

TYPE	SUB TYPE	FEE £ & DURATION
CIVIC		
BOAT HIRE		
	new/renewal	£555 – 1 year
	temporary	£186 – up to 28 days
	temporary – inc late application surcharge	£223 – up to 28 days
INDOOR SPORTS		
	new/renewal	£926 – 1 year
	temporary	£646 – up to 28 days
	temporary- inc late application surcharge	£775 – up to 28 days
	community or charitable events (reduced fee is not available when the event involves any commercial activity)	£112 – up to 6 weeks
KNIFE DEALERS		
	new	£208 – 1 year
	renewal	£156 – 1 year
LATE HOURS CATERING		
	new	£583 – 1 year
	renewal	£417 – 1 year
	exemption	£104 – up to 2 months max
MARKET OPERATORS - Including car boot sales within Ward 11 (City Centre)		
The annual fee is only available to markets that operate with a frequency of at least once per calendar month	annual indoor markets	£52 - per stall – 1 year new/renewal
	annual outdoor markets	£78 - per stall – 1 year new/renewal
temporary outdoor markets who operate less than once per calendar month	temporary outdoor markets - subject to a max fee of £5,000	£78 – fee per stall for up to 28 days

	temporary outdoor markets - subject to a max fee of £5,000 inc late application surcharge	£94 – fee per stall for up to 28 days
temporary indoor markets who operate less than once per calendar month	temporary indoor markets - subject to a max fee of £1,000	£52 – fee per stall for up to 28 days
	temporary indoor markets - subject to a max fee of £1,000 inc late application surcharge	£62 – fee per stall for up to 28 days
<i>Note an indoor market is considered to be wholly or substantially contained within a building or other permanent structure. This does not apply to the exterior grounds of a building, any area temporary fenced off or restricted area or any temporary structure i.e. marquee</i>		
MARKET OPERATORS - Including car boot sales out with the City Centre (Ward 11)		
temporary markets are those who operate less than once per calendar month	temporary indoor or outdoor market	£5 – fee per stall for up to 28 days
	temporary indoor or outdoor market - inc late application surcharge	£6 – fee per stall for up to 28 days
The annual fee is only available to markets that operate with a frequency of at least once per calendar month		£12 – fee per stall new / renewal for 1 year
COMMUNITY MARKETS OR REGISTERED CHARITIES - See Note 1		
provided there is no commercial element, i.e. where 100% of the profits is given over to the charity or community group		
	City wide - 20 stalls maximum (thereafter normal fees will apply)	£112 – per week or part of a week
	City wide - 20 stalls maximum (thereafter normal fees will apply) - inc late application surcharge	£134 – per week or part of a week
METAL DEALERS – Includes Itinerant Metal Dealers		
	new / renewal	£594 – 1 year
	renewal	£1563 – 3 years
PUBLIC CHARITABLE COLLECTION PERMIT (see note 1) – NO FEE		
A maximum of 6 days street and/or 6 days house to house collections in any calendar year, with only one Saturday permitted for a street collection and/or house to house collection		
PUBLIC ENTERTAINMENT		
	Capacity 1 – 200	£990 – 1 year new or temporary up to 28 days
	Capacity 1 – 200 - inc late application surcharge	£1188 – temporary up to 28 days
	Capacity 1 – 200	£802 – 1 year renewal
	Capacity 201 - 1000	£1481 – 1 year new or temporary up to 28 days
	Capacity 201 – 1000 - inc late application surcharge	£1777 – temporary up to 28 days
	Capacity 201 - 1000	£990 – 1 year renewal

	Capacity 1001 - 5000	£2970 – 1 year new or temporary up to 28 days
	Capacity 1001 – 5000 - inc late application surcharge	£3564 – temporary up to 28 days
	Capacity 1001 - 5000	£1978 – 1 year renewal
	Capacity 5,001 - 10,000	£5942 - 1 year new or temporary up to 28 days
	Capacity 5,001 - 10,000 - inc late application surcharge	£7130 – temporary up to 28 days
	Capacity 5,001 - 10,000	£3955 – 1 year renewal
	Capacity 10001 - 15,000	£9650 – 1 year new or temporary up to 28 days
	Capacity 10001 - 15,000 - inc late application surcharge	£11580 – temporary up to 28 days
	Capacity 10001 - 15,000	£7235 – 1 year renewal
	Capacity > 15000	£12480 – 1 year new or temporary up to 28 days
	Capacity > 15000 - inc late application surcharge	£14976 – temporary up to 28 days
	Capacity > 15000	£9360 – 1 year renewal
	Sun Tan Centres – sun beds	£234 – per bed for 1 year new or renewal

PUBLIC ENTERTAINMENT - Community/Charitable/Religious or Political Group Events

Free to enter events

	capacity up to 500 - see note 5	No Fee
	capacity 501 - 2500	£150 – temporary up to 28 days
	capacity 2501 - 5000	£300 – temporary up to 28 days
	capacity greater than 5000	temporary up to 28 days - 25% discount of normal fee
	capacity 501 - 2500	£400 – 1 year
	capacity 2501 - 5000	£800 – 1 year
	capacity greater than 5000	25% discount of normal fee - 1 year

Pay to enter events

	capacity of up to 250- see note 6	No Fee
	capacity 251 - 2500	£150 – temporary up to 28 days
	capacity 2501 - 5000	£300 – temporary up to 28 days
	capacity greater than 5000	temporary up to 28 days - 25% discount of normal fee
	capacity 251 - 2500	£400 – 1 year
	capacity 2501 - 5000	£800 – 1 year
	capacity greater than 5000	25% discount of normal fee - 1 year

PUBLIC ENTERTAINMENT - Amusement Devices linked to a public entertainment event or a stand alone structure – see note 2

	Amusement devices 1	£196 – 1 year new or temporary up to 28 days
	Amusement devices 1 - inc late application surcharge	£235 – temporary up to 28 days
	Amusement devices 2 - 5	£901 – 1 year new or temporary up to 28 days
	Amusement devices 2 - 5 - inc late application surcharge	£1081 – temporary up to 28 days
	Amusement devices 6 - 20	£2222 – 1 year new or temporary up to 28 days
	Amusement devices 6 – 20 - inc late application surcharge	£2666 – temporary up to 28 days
	Amusement devices > 20	£4402 – 1 year new or temporary up to 28 days
	Amusement devices > 20 - inc late application surcharge	£5282 – temporary up to 28 days

PUBLIC ENTERTAINMENT – Variation to an existing licence – see note 3

	Change to capacity > 15,000	£12500
	Change to capacity > 15,000 - inc late application surcharge	£15000
	Change to capacity > 10,001 to 15000	£9662
	Change to capacity > 10,001 to 15000 - inc late application surcharge	£11594
	Change to capacity 5,001 - 10,000	£5942
	Change to capacity 5,001 - 10,000 - inc late application surcharge	£7130
	Change to capacity 1,001 - 5,000	£2971
	Change to capacity 1,001 - 5,000 - inc late application surcharge	£3565
	Change to capacity 201 - 1,000	£1495
	Change to capacity 201 - 1,000 - inc late application surcharge	£1794
	Change to capacity 1 - 200	£990
	Change to capacity 1 – 200 - inc late application surcharge	£1188
	Variation other than capacity increase	£115
	Live animal supplement *	£208 – per event
	*any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition</u> to the licence application fee	
	Hypnotism supplement	£208 –per event

SECOND-HAND DEALER

	new	£208 – 1 year
	renewal	£156 – 1 year
	renewal	£377 – 3 years

	exemption – disposal of stock in trade	£95 – per application
	temporary	£104 – up to 28 days
	temporary - inc late application surcharge	£125 – up to 28 days
	antique fairs dealers	£61 – 1 year
	stamp & book fairs dealers	£61 – 1 year
	record/transaction books	£8 – per book
SEX SHOP		
	new/renewal	£1460 – 1 year
SKIN PIERCING/TATTOOING		
Where activity carried out from premises		
	Principal Operator with employees - New	£260 – 1 year
	Renewal	£260 – 1 year
	Renewal	£520 – 3 years
	Each additional employee	£78
	Self Employed Operator - New	£260 – 1 year
	Renewal	£260 – 1 year
	Renewal	£520 – 3 years
One Off Events		
	Principal Operator/Organiser	£250 – per application
	Attending an exhibition or Arts event – where event licence is already in place	£78 – max 7 days
STREET TRADERS – a valid food hygiene certificate must be submitted with an application to sell food		
	Food Hygiene Inspection for vehicles	£156 – per vehicle, in addition to the application fee.
	Food	£294 – 1 year
	Non food	£200 – 1 year
	Food - temporary	£208 – per application - up to 7 days max
	Food - temporary - inc late application surcharge	£250 – per application - up to 7 days max
	Non food - temporary	£156 – per application - up to 7 days max
	Non food - temporary - inc late application surcharge	£187 – per application - up to 7 days max
	Food - change of vehicle	£156 – per application
	Food - change of vehicle - inc late application surcharge	£187 – per application
	Employees – per applicant	£52 – for the duration of employers licence
	Employees – per applicant - inc late application surcharge	£62 – for the duration of employers licence

Charitable Organisations		
Provided there is no commercial element, i.e. where 100% of the profits is given over to the charity or community group. Qualifying criteria must be submitted with an application and after expiry of licence		
	See note 1	£73 – 6 months max
WINDOW CLEANERS		
	New/ Renewal	£104 – 1 year
	Renewal	£260 – 3 years
TAXI & PRIVATE HIRE		
TAXI		
	New Licence	£625 – 1 year
	Renewal Licence (existing vehicle)	£323 – 1 year
	Renewal Licence (with variation for new vehicle)	£375 – 1 year
	New Driver (Includes one 'topographical' test)	£172 – 1 year
	Renewal driver	£104 – 1 year
	Renewal driver	£166 – 3 years
PARTNERSHIP/INCORPORATION		£625
TAXI TOPOGRAPHICAL TEST		£63 – per application
VARIATION OF LICENCE TO ALLOW FITTING OF WIFI EQUIPMENT		£53 – per application
VARIATION OF LICENCE TO ALLOW INSTALLATION OF FORWARD FACING CAMERAS		£53 – per application
VARIATION OF LICENCE TO ALLOW INSTALLATION OF SAFETY CAMERAS		£53 – per application
WHEELCHAIR EXEMPTION CERTIFICATE		£10 – for duration of licence or temporary period as determined
PRIVATE HIRE		
	New Licence	£520 – 1 year
	Renewal Licence (existing vehicle)	£297 – 1 year
	Renewal Licence (with variation for new vehicle)	£349 – 1 year
	New driver	£141 – 1 year
	Renewal driver	£104 – 1 year
	Renewal driver	£156 – 3 years
PARTNERSHIP/INCORPORATION		£520
REPLACEMENT PLATE		£81
REPLACEMENT PRE-BOOKED DOOR SIGN		£11 – per sticker

TAXI & PRIVATE HIRE		
BRACKETS		£26 – per bracket
CANCELLATION OF INSPECTION		£99 – per cancellation
VEHICLE RETEST – second and thereafter		£50 - per retest
CHANGE OF MANAGER		£99 – per application
CHANGE OF VEHICLE - Other than at annual inspection		£156
DUPLICATE CERTIFICATE OF COMPLIANCE		No fee
DUPLICATE ID BADGE		£52 – per badge
DUPLICATE LICENCE		£52 – per licence
MEDICAL EXAMINATION NOT ATTENDED (without notice)		£99
MEDICAL EXAMINATION - FURTHER ASSESSMENT NOT ATTENDED (without notice)		£193
TAXI/PHC BOOKING OFFICE		
	New	£1042 – 1 year
	Renewal	£729 – 1 year
OTHER LICENCE TYPES		
ANIMAL BOARDING		
*any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition</u> to the licence application fee		£309 – 1 year
CINEMAS		
	multi-screen	£618 – 1 year
	single screen	£309 – 1 year
	temp	£206 – 1 month
	transfer	£123
	up to 4 screens	£618 – 1 year
	variation	No fee
	Change of manager	£95
DANGEROUS WILD ANIMALS		
*any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition</u> to the licence application fee		£309 – 1 year new or renewal
DOG BREEDING*		
*any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition</u> to the licence application fee		£309 – 1 year new or renewal
FIREWORK SALES		
	all year sale	£500 – 1 year

FIREWORK DISPENSATION		
You need a dispensation from the Council to operate a firework display between the hours of 23.00 and 07.00. Dispensations are not needed for a display between 23.00 and 01.00 at New Year, Chinese New Year and Diwali or between 23.00 and 24.00 on November 5th.		
		Free – per event
HOUSES IN MULTIPLE OCUPATION - * HMO licences in their first year may be granted for a minimum period of 6 months		
5 or 5+ persons	Initial (new) application*	£627 – 1 year
5 or 5+ persons	Subsequent (renewal) application	£440 – 1 year
4 Persons	Initial (new) application*	£584 – 1 year
4 Persons	Subsequent (renewal) application	£397 – 1 year
3 Persons	Initial (new) application*	£542 – 1 year
3 Persons	Subsequent (renewal) application	£353 – 1 year
Identical footprint / mirror image	Initial (new) application* or Subsequent (renewal) application	£53 – 1 year
HYPNOTISM		
	permission	£208 – per event
PERFORMING ANIMALS*		
*any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition</u> to the licence application fee		£553 – 1 year
PET SHOPS*		
*any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition</u> to the licence application fee		£364 – 1 year new or renewal
RIDING ESTABLISHMENTS*		
*any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition</u> to the licence application fee		£592 – 1 year new or renewal
THEATRE		
	Commercial operation - capacity > 1,000	£2783 – 1 year new or temporary up to 28 days
	Commercial operation - capacity 201 - 1,000	£1390 – 1 year new or temporary up to 28 days
	Commercial operation - capacity 1 – 200	£927 – 1 year new or temporary up to 28 days
	Commercial operation - capacity > 1,000	£1855 – 1 year renewal
	Commercial operation - capacity 201 - 1,000	£927 – 1 year renewal
	Commercial operation - capacity 1 - 200	£753 – 1 year renewal
	Charitable/ Community Organisation (<200)	£115 – max 4 per year
	Street Theatre	£45 – per event/per day

THEATRE - Variation to an existing licence – see note 4		
Capacity increase	Change to capacity > 1,000	£2783
	Change to capacity 201 - 1,000	£1390
	Change to capacity 1 - 200	£927
	Variation other than capacity increase	£115
	Live animal supplement *	£208 – per event
	* any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition</u> to the licence application fee	
VENISON DEALER		
		£160 – 3 years
ZOO - *any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition</u> to the licence application fee		
		£933 – 6 years new or renewal
MISCELLANEOUS FEES		
CERTIFIED COPY LICENCE		£52 – per copy
DUPLICATE ID BADGE		£52 – per badge
CHANGE OF MANAGER		£99
VARIATION OF ANY CIVIC LICENCE – other than a capacity increase for a Public Entertainment or Theatre licence		£52

NOTES:

Note 1: Charitable Organisations

when applying for a temporary licence as a charitable, religious, youth, sporting, community, political or similar organisations qualifying material must be submitted at the time of application and again after the event

Qualifying material to be submitted with an application for a licence includes, but is not restricted to the following;

- the organisations charity number (if a registered charity),
- a copy of the organisations constitution/ or a list of the organisations aims and objectives if no constitution exists
- a copy of the organisations last annual audited accounts or a copy of the recent statement of accounts

after the expiry of a licence organisations must provide the following returns;

- statement of account showing monies raised and any expenses incurred

Note 2: Public Entertainment - Amusement Devices

Amusement Devices – this includes carousels, bouncy castles, bungee jump or bungee running equipment, stalls, tents, booths or structures. They will all have either been installed or erected and therefore require safety checking ahead of members of the public having access to them. They are operated in connection with the amusement or entertainment of the public

Note 3: Public Entertainment Variation - Capacity Increase

The fee due for an application to increase the capacity of an existing public entertainment licence will comprise of the difference between (a) the fee due for a licence with the new increased capacity and (b) the fee already paid for a licence with the original occupant capacity as per the following;

<u>example</u>	<u>£</u>
(a) fee due for a licence with a capacity of 350	1481
(b) less the fee paid for a licence with a capacity of 200	990
total fee payable for application to increase capacity	<u>£491</u>

Note 4: Theatre Variation - Capacity Increase

The fee due for an application to increase the capacity of an existing theatre licence will comprise of the difference between (a) the fee due for a licence with the new increased capacity and (b) the fee already paid for a licence with the original occupant capacity, as per the following;

<u>example</u>	<u>£</u>
(a) fee due for a licence with a capacity of 350	1481
(b) less the fee paid for a licence with a capacity of 200	990
total fee payable for application to increase capacity	<u>£491</u>

Note 5: Public Entertainment – Free to enter events

no public entertainment licence is required for the following ‘free to enter’ events

- Events held by a charitable, religious, youth, sporting, community, political or similar organisation (see note 1) providing the capacity **does not exceed 500 people**
- premises used for exhibitions of art work
- premises in which live music is being provided incidentally to the main purpose or use of the premises where that main purpose or use is not as a place of public entertainment.

Note 6: Public Entertainment – Pay to enter events with a maximum capacity of 250 people

no public entertainment licence is required for premises used for functions or events by;

- any charity, religious, community or political group or any similar non-commercial organisation

where the public pay to enter or use the any facilities for their entertainment provided the capacity **does not exceed 250 people**