Appendix A

FEES FOR HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS, VEHICLES AND OPERATOR LICENCES

DRIVER LICENCES	CURRENT FEE	PROPOSED FEE
Combined driver grant in full (incl. DBS (criminal record check), medical, badge, licence, DVLA D796 check and one knowledge test)	£306	£321
Combined driver renewal one year in full (incl. licence, badge and DVLA D796 check)	£140	£136
Combined driver renewal three year in full (incl. DBS (criminal record check), licence, badge and 3 DVLA D796 checks)	£282	£272
Medical Examination	£55 at cost	£55 at cost
DBS Criminal Record Check	£44 at cost	£54 at cost
Knowledge Examination (per test)	£60 at cost	£60 at cost
Theory element re-test	New charge	£15
DVLA D796 – drivers entitlement to drive	£5 at cost	£5 at cost
OPERATOR LICENCES	PROPOSED FEE	PROPOSED FEE
One year licence 1st to 5th vehicle	£65 per vehicle	£65 per vehicle
One year licence 6 th + vehicle	£35 per vehicle	£35 per vehicle
REPLACEMENT ITEMS	PROPOSED FEE	PROPOSED FEE
Dealers and driver lives and different	045	045
Replacement driver licence certificate	£15	£15
Replacement drivers licence badge 1	£18	£18
Replacement drivers licence badge 2	£21.80	£21.80
Driver badge 2 holder	£2.50	£2.50
Replacement vehicle licence certificate	£15	£15
Replacement vehicle licence plate	£25	£25
Replacement vehicle passenger side door Identity sticker	£12	£12
Replacement Hackney Carriage Tariff Card	free	Free
VEHICLE LICENCES	PROPOSED FEE	PROPOSED FEE
Grant for Hackney Carriage vehicle licence (incl. licence, plate, vehicle compliance test and Taximeter check)	£195	£195
Grant for Private Hire vehicle licence (incl. licence, plate and vehicle compliance test)	£140	£140
Grant for Private Hire - Special Events vehicle licence (incl. licence, two plates and vehicle compliance test)	£155	£155
Limousine vehicle licence (incl. licence, plate and vehicle compliance test)	£195	£195
One-off backing plate fee	£8.80	£8.80
Vehicle Test Fee (Hackney Carriage/Private Hire)	£16.50 at cost	£16.50 at cost (TBC)
Additional MOT (booked at the same time as above test)	£5 at cost	£5 at cost (TBC)
Vehicle Test Fee (Limousine only)	£60 at cost	£60 at cost (TBC)
Exception Conditions Licence (4 month extension)	£75	£75

Appendix B

REVIEW OF FEES AND CHARGES FOR REGULATORY SERVICES HOUSING AND WELLBEING FUNCTIONS 2018 - 19

Activity/service/legislation	Туре	Current Fee	Fee/Charge/Fine 2018/19 £
DOG BREEDING LICENCE (BREEDING OF DOGS ACT 1973, etc.) Annual	Licence	Up to 20 breeding bitches Grant £220 Up to 20 breeding bitches Renewal £165 Above 20 breeding bitches Grant £265 Above 20 breeding bitches Renewal £210 (and Vet's fees where applicable)	Up to 20 breeding bitches Grant £220 Up to 20 breeding bitches Renewal £165 Above 20 breeding bitches Grant £265 Above 20 breeding bitches Renewal £210 (and Vet's fees where applicable)
DOG AND CAT BOARDING (ANIMAL BOARDING ESTABLISHMENTS ACT 1963) Annual	Licence	Grant £220 Renewal £165 (and Vet's fees where applicable)	Grant £220 Renewal £165 (and Vet's fees where applicable)
HOME BOARDING (ANIMAL BOARDING ESTABLISHMENTS ACT 1963) Annual	Licence	Grant £200 Renewal £145 (and Vet's fees where applicable)	Grant £200 Renewal £145 (and Vet's fees where applicable)

Activity/service/legislation	Туре	Current Fee	Fee/Charge/Fine 2018/19 £
PET SHOPS (PET ANIMALS ACT 1951) ■ Annual	Licence	Grant £220 Renewal £165 (plus Vet's fees where applicable)	Grant £220 Renewal £165 (plus Vet's fees where applicable)
RIDING SCHOOLS			
(RIDING ESTABLISHMENTS ACT 1964 ETC) ■ Annual - up to 9 Horses	Licence	£165 + Vet's fee	£165 + Vet's fee
■ Annual - more than 9		£210 + Vet's fee	£210 + Vet's fee
Horses			
DANGEROUS WILD ANIMALS LICENCE (DANGEROUS WILD ANIMALS ACT 1976) Annual	Licence	£250 + Vet's fees	£250 + Vet's fee
ZOO LICENCE (ZOO LICENSING ACT 1981) ■ Issued every six years with annual inspections	Licence	Fee is calculated on actual cost basis - full cost recovered including Vet's fees	Fee is calculated on actual cost basis - full cost recovered including Vet's fees

Activity/service/legislation	Туре	Current Fee	Fee/Charge/Fine 2018/19 £
SEX ESTABLISHMENTS			
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 PREMISES	Licence	New £1650 (Inclusive of non-returnable application fee of £1000) Renewal £930 Transfer £310 Variation £330	New £1650 (Inclusive of non-returnable application fee of £1000) Renewal £930 Transfer £310 Variation £330
SEXUAL ENTERTAINMENT VENUE			
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 THE POLICING AND CRIME ACT 2009	Licence	New £1650 (Inclusive of non-returnable application fee of £1000)	New £1650 (Inclusive of non-returnable application fee of £1000) Renewal £930 Transfer £310
■ PREMISES		Transfer £310 Variation £330	Variation £330
SKIN TREATMENTS (inc Tattooists) AND EAR PIERCING *			
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982	Registration fee		
■ Premises		£170	£170
■ Persons		£80 £20	£80 £20
■ Person (minor amendment)			
*This is a one off registration fee only			
TRAINING COURSES			
■ CIEH Level 2 Award in Food Safety & Catering per Course (Inc course materials)	Charge	£49 pp for up to 10 people £45pp for over 10 people	£49 pp for up to 10 people

A adia standa a masa da a da a sa a da da	Туре	Current Fee	Fee/Charge/Fine
Activity/service/legislation			2018/19 £
STRAY DOGS			-
■ Collection charges	Statutory charge is £25	Collection charge of £25 plus kennelling	Collection charge of £25 plus kennelling
	Discretionary Service	Transportation of dogs on behalf of third parties. 80p per mile or part thereof. Minimum charge £30	Transportation of dogs on behalf of third parties. 80p per mile or part thereof. Minimum charge £30
DOG FOULING, WASTE AND LITTERING OFFENCES			
■ Offence of Dog Fouling (THE FOULING OF LAND BY DOGS (LICHFIELD) ORDER 2009, now a Public Space Protection Order by virtue of the Anti-social Behaviour, Crime and Policing Act 2014)	Statutory Within a range of fines as prescribed by law	£80 (reduced to £70 if paid within 10 days)	£80 (reduced to £60 if paid within 10 days)
■ Offences for dropping of Litter (THE ENVIRONMENTAL PROTECTION ACT 1990)		£80 (reduced to £60 if paid within 10 days)	£80 (reduced to £60 if paid within 10 days)
 Offence of duty of care in transporting Waste (THE ENVIRONMENTAL PROTECTION ACT 1990) 		£300	£300
■ Offence of Transporting waste (THE CONTROL OF POLLUTION (AMENDMENT) ACT 1989)		£300	£300
 Waste Deposit Offices (The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016) 		FPN amount not set, therefore at £200 statutory default level	£400
THE ENVIRONMENTAL INFORMATION ACT Environmental Information Search (per site/address)	Admin fee	£67	£67
■ Copy Of Public Register	Admin fee	a) free to view on reception b) at cost if greater than £10	a) free to view on reception b) at cost if greater than £10

Activity/service/legislation	Туре	Current Fee	Fee/Charge/Fine 2018/19 £
■ Copy of Technical Reports inc Health & Safety Accident / Investigation Report For External Bodies / Individuals/Food Purity Certificates/Legal Matters	Admin fee	£ 80 minimum fee for first 2 hours and £40 per hour thereafter	£ 80 minimum fee for first 2 hours and £40 per hour thereafter
RE-USE OF PUBLIC SECTOR INFORMATION REGULATIONS 2005 Re-use of public information for purposes other than its original purpose	Licence fee	Fee charged on a site/information specific basis (in consultation with Chairman of Regulatory and Licensing Committee)	Fee charged on a site/information specific basis (in consultation with Chairman of Regulatory and Licensing Committee)
PUBLIC HEALTH (CONTROL OF DISEASE) ACT 1984, PART III Disposal of Dead Bodies Charge to deceased estate for reasonable administration charges for statutory duty works carried out.	Admin fee	Fee charged on a case specific basis at officers time	Fee charged on a case specific basis at officers time
THE HOUSING ACT 2004 ■ Private Sector Housing enforcement action fee and - recharge of Officer time.	Admin fee	£85 minimum fee (or cost of Officers time cost whichever is greater)	£85 minimum fee (or cost of Officers time cost whichever is greater)
HOUSES IN MULTIPLE OCCUPATION LICENCE Premises	Licence	£565 up to 5 bedchambers / units, and thereafter an extra £55 per bedchamber / unit up to a maximum of £4500.	£565 up to 5 bedchambers / units, and thereafter an extra £55 per bedchamber / unit up to a maximum of £4500.
PRIVATE DRAINAGE WORKS ■ This is for works undertaken in default	Admin/ service fee	Fee charged at officers time subject to a maximum permitted by statute	Fee charged at officers time subject to a maximum permitted by statute

Activity/service/legislation	Туре	Current Fee Fee/Charge/Fine 2018/19	
PRIVATE WATER SUPPLY WORKS This is for a new work	Statutory	Cost up to the maximum permitted by statute (currently £500) and as prescribed below:	Cost up to the maximum permitted by statute (currently £500) and as prescribed below:
undertaken under the Private Water Supply Regulations 2009	Within a range of fines as prescribed by law	Risk Assessment - £500	Risk Assessment - £500
regulations 2000		Sampling - £100	Sampling - £100
		Investigation each - £100	Investigation each - £100
		Granting per Authorisation - £100	Granting per Authorisation - £100
		Analysis (each) – Taken under Reg 10 – £25 Taken during checking - £100 Taken during audit monitoring - £500	Analysis (each) – Taken under Reg 10 – £25 Taken during checking - £100 Taken during audit monitoring - £500
MOBILE HOMES ACT 2013			change
Annual Grant and Renewal of Site Licence	Licence	Annual and Grant Licence Fees Banding (number of pitches) 1 2-5 6-24 25-99 100-199 200+ Other chargeable fees Description of other fee Transfer of Licence Alteration of conditions on existing licence Amendment of existing licence Enforcement Action Depositing, varying or deleting site rules	Actual Cost Actual Cost
SCRAP METAL DEALERS ACT 2013 Site Licence Collectors Licence	Licence	£377	£377 £248
		£248 Levels set by Cabinet	Levels set by Cabinet
ANTI-SOCIAL BEHAVIOUR, CRIME and POLICING ACT 2014 Fixed Penalty Notices	Statutory Within a range of fines as prescribed by law	£100 Levels set by Cabinet	£100 Levels set by Cabinet

Activity/service/legislation	Туре	Current Fee	Fee/Charge/Fine 2018/19 £
SMOKE AND CARBON MONOXIDE ALARM (England) REGULATIONS 2015 Penalty Charge Notice	Statutory Within a range of fines as prescribed by law	1st Offence £2500 Subsequent offence £5000	1 st Offence £2500 Subsequent offence £5000
■ ENTERPRISE & REGULATORY REFORM ACT 2013- The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 Letting Agent Redress Scheme ■ Monetary Penalty	Statutory within a range of fines as prescribed by law	1 st Offence £2500 Subsequent offence £5000	1 st Offence £2500 Subsequent offence £5000
WORKS IN DEFAULT OF NOTICE ■ Interest rate applied to charges place on the local land charges register RADAR KEYS	Debt annual interest	Bank of England base rate plus 2%	Bank of England base rate plus 2%
■ Cost per key £3.00	Fee	£10.00	£10.00

Activity/service/legislation	Туре	Current Fee	Fee/Charge/Fine 2018/19 £
STREET TRADING (Not Market Stalls)			
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982			
■ Annual Based on daily fee 5 days worked per week, 50 weeks a year	Consent	£1881.00 (daily equivalent of £ 7.53)	£1881.00 (daily equivalent of £ 7.53)
Seasonal Roaming Trading (e.g. ice cream vans)	Consent	£157 per month	£157 per month
■ Temporary Fee: - per day	Consent	£43 for 1 day. Extra days £22 per day (within same financial year as first day if booked at same time)	£43 for 1 day. Extra days £22 per day (within same financial year as first day if booked at same time)
■ Special Event Fee: - per day	Consent	£33 for 1 day. Extra days £13 per day (within same special event if booked at the same time)	£33 for 1 day. Extra days £13 per day (within same special event if booked at the same time)
Primary Authority Cost of providing an officer to administer a Primary Authority Agreement	Fee	Fee is calculated on actual cost basis - full cost recovered	Fee is calculated on actual cost basis - full cost recovered
Food Hygiene Rating Scheme Re-rating visit	Fee	New Fee	£165

Charging table for determining the value of Financial Penalties imposed under Housing Act 2004

Failure to comply with an Improvement Notice (Section 30)		£
1st offence	(note 1)	5000
2nd subsequent offence by same person/company	(note 2)	15000
Subsequent offences by same person/company	(note 7)	25000
Premiums (use all that apply)		
Acts or omissions demonstrating high culpability	(note 8)	+2500
Large housing portfolio (10+ units of accommodation)	(note 3)	+2500
Multiple Category 1 or high Category 2 Hazards	(note 4)	+2500
Vulnerable occupant and/or significant harm occurred as result of conditions	housing (note 5)	+2500
Perpetrator demonstrates Income to be less than £440/week	(note 6)	-50%

Offences in relation to licensing of HMOs under Part 2 of the Act (Section 72)		£
Failure to obtain property Licence (section 72(1))	(note 1)	10000
2nd subsequent offence by same person/company	(note 2)	30000
Perpetrator demonstrates Income to be less than £440/week	(note 6)	-50%
Breach of Licence conditions (Section 72(2) and (3)) - Per licence breach	ch	5000
Perpetrator demonstrates Income to be less than £440/week	(note 6)	-50%

Offences in relation to licensing of HMOs under Part 3 of the Act (Section 95)		£
Failure to Licence (section 95(1))	(note 1)	10000
2nd subsequent offence by same person/company	(note 2)	30000
Perpetrator demonstrates Income to be less than £440/week	(note 6)	-50%
Breach of Licence conditions (Section 95(2)) - Per licence breach		5000
Perpetrator demonstrates Income to be less than £440/week	(note 6)	-50%

Offences of contravention of an overcrowding notice (section 139)		£
1st relevant offences	(note 1)	5000
2nd subsequent offence by same person/company	(note 2)	15000
Premiums (use all that apply)		
Acts or omissions demonstrating high culpability	(note 8)	+2500
Vulnerable occupant and/or significant harm occurred as result of overcrowding		+2500
	(note 3)	
Perpetrator demonstrates Income to be less than £440/week	(note 6)	-50%

Failure to comply with management regulations in respect of HMOs (Section 234)		£
1st relevant offences	(note1)	1000/offence

Second subsequent offences by same person/company for the same offence		3000/offence
Premiums (use all that apply)		
Acts or omissions demonstrating high culpability	(note 8)	+2500
Large housing portfolio (10+ units of accommodation)	(note 3)	+2500
Vulnerable occupant and/or significant harm occurred as result of housing conditions (note 5)		+2500
Perpetrator demonstrates Income to be less than £440/week	(note 6)	-50%

NOTES

Note 1 - Offences that may be dealt with by way of imposing a financial penalty

The starting point for a financial penalty is based on the number of previous convictions or imposition of a financial penalty for the same type of offence in the previous four years. After the starting point has been determined, relevant Premiums are added to the starting amount to determine the full financial penalty to be imposed

No single financial penalty may be over £30,000. Where the addition of all relevant premiums would put the penalty above the maximum, it shall be capped at £30,000

Note 2 - 2nd subsequent offence by same person/company

The Council will take into account any such convictions or financial penalties irrespective of the locality to which the offence relates.

Note 3 - Large housing portfolio (10+ units of accommodation)

The premium is applied where the perpetrator has control or manages of 10 or more units of accommodation.

For the purposes of this premium, the definition of a person having control and person managing are as defined by Housing Act 2004 Section 263.

Note 4 - Multiple Category 1 or high Category 2 Hazards

This premium will apply where the failure to comply with the Improvement Notice relates to three or more Category 1 or high scoring Category 2 hazards associated with different building deficiencies. For the avoidance of doubt this means that where two hazards are present but relate to the same property defect, they are counted as one hazard for purposes of this calculation.

For the purpose of this premium, a high scoring category 2 hazard is defined as one scored following the Housing Health and Safety Rating System as "D" or "E".

Note 5 - Vulnerable occupant and/or significant harm occurred as result of housing conditions

This premium will be applied once if either the property is occupied by a vulnerable person or if significant harm has occurred as a result of the housing conditions.

For purposes of this premium a vulnerable person is defined as someone who forms part of a vulnerable group under Housing Health and Safety Rating System relating to hazards present in the property or an occupant or group of occupants considered by the Council to be at particular risk of harm that the perpetrator ought to have had regard.

For purposes of this premium, significant harm is defined as physical or mental illness or injury that corresponds to one of the four classes of harm under the Housing Health and Safety Rating System Operating Guidance.

At the time of publication this document can be found at www.gov.uk and a summary table is below.

Hazard	Vulnerable age group (age of occupant)
Damp and mould growth	14 and under
Excess Cold	65 or over
Excess Heat	65 or over
Carbon Monoxide	65 or over
Lead	under 3 years
Personal Hygiene, Sanitation and Drainage	under 5 years
Falls associated with baths etc.	60 or over
Falling on level surfaces etc.	60 or over
Falling on stairs etc.	60 or over

falling between levels	under 5 years	
Electrical hazards	under 5 years	
Fire	60 or over	
Flames, hot surfaces etc.	under 5 years	
Collision and entrapment	under 5 years	
Collision and entrapment - low headroom	16 or over	
Position and operability of amenities etc.	60 or over	

Note 6 - Perpetrator demonstrates Income to be less than £440/week

This premium will be applied after all other relevant premiums have been included and if applicable will reduce the overall financial penalty by 50%.

To be applicable, the person served by the Notice of Intent must provide sufficient documented evidence of income.

The figure of £440/week is to be calculated after omission of income tax and national insurance. The Council reserves the right to request further information to support any financial claim, and where this is incomplete or not sufficiently evidenced may determine that the premium should not be applied.

Note 7 - Previous history of non-compliance with these provisions

This premium is applied where there has been a conviction or imposition of a financial penalty for the same type of offence in the previous four years.

The Council will take into account any such convictions or financial penalties irrespective of the locality to which the offence relates.

Note 8 – Acts or omissions demonstrating high culpability

This premium will be applied where, the person to which the financial penalty applies, acted in a reckless or deliberate manner in not complying with the statutory notice or previous relevant formal advice.

Licensing Fees - Licensing Act 2003 Premises Licences

Each premises that is licensable will be allocated to a fee band according to rateable value. Please note that exemptions may apply.

RATEABLE VALUE	BAND
No rateable value to £4,300	A
£4,301 to £33,000	В
£33,001 to 87,000	С
£87,001 to £125,000	D
£125,001 and above	E

Application & Full Variation

BAND	FEE
A	£100
В	£190
C	£315

D	£450
E	£635

A multiplier applied to premises in bands D and E where they are exclusively or primarily in the business of selling alcohol (mainly large town and city centre pubs).

Band	D (x 2)	E (x 3)
City/town centre pub application fee	900	1905
City/town centre pub annual charge	640	1050

Exemptions

In respect of an application under section 17 (application for new premises licence), section 34 (application to vary premises licence), section 71 (application for new club premises certificate) or section 84 (application to vary club premises certificate) which relates to the provision of regulated entertainment only, no fee shall be payable and accompany the application where the premises is a school or a college and the provision of regulated entertainment on the premises is carried out by the educational institution for and on behalf of the purposes of the educational institution or the application is in respect of premises that are or form part of a church hall, chapel hall or other similar building or a village hall, parish hall or community hall or other similar building. In addition, no annual fee will apply to these premises.

Annual fee – payable one year after the grant of the licence.

BAND	FEE
A	£70
A	£10
В	£180
С	£295
D	£320
E	£350

Exceptionally Large Events

Number in attendance at any one time	Additional fee
5,000 to 9,999	£1,000
10,000 to 14,999	£2,000
15,000 to 19,999	£4,000
20,000 to 29,999	£8,000
30,000 to 39,999	£16,000
40,000 to 49,999	£24,000
50,000 to 59,999	£32,000
60,000 to 69,999	£40,000
70,000 to 79,999	£48,000

80,000 to 89,999	£56,000
90,000 and over	£64,000

Personal Licences, Temporary Events and Other Fees

Application for a grant or renewal of personal licence	£37.00
Temporary event notice	£21.00
Theft, loss, etc. of premises licence or summary	£10.50
Application for a provisional statement where premises being built, etc.	£195.00
Notification of change of name or address	£10.50
Application to vary licence to specify individual as premises supervisor	£23.00
Application for transfer of premises licence	£23.00
Interim authority notice following death etc. of licence holder	£23.00
Theft, loss etc. of certificate or summary	£10.50
Notification of change of name or alteration of rules of club	£10.50
Change of relevant registered address of club	£10.50
Theft, loss etc. of temporary event notice	£10.50
Theft, loss etc. of personal licence	£10.50
Duty to notify change of name or address	£10.50
Right of freeholder etc. to be notified of licensing matters	£21.00
Minor Variation of Premises Licence or Club Certificate	£89.00
Application to vary a Premises Licence to include alternative licence condition where the only variation sought is the inclusion of the alternative licence condition	£23.00

Gambling Act 2005 Table of Fees

Fast-Track Non Fast-New Application Application Application Application 1 rack Application £300 £1,000 £2,000 £300 £1,000 £2,000 £300 £1,500 £3,000 £300 £1,500 £3,000	4 G G G G	4 G G G G	4 G G G G	4 G G G G	4 G G G G	New Annual Application Application Application Application Fee to Vary to Transfer Provisional Application Of Change Statement Application Application Of Change Statement Provisional Application Of Change Statement Application Of Change Statement E2,000 £1,200 £2,000 £1,200 £50 £2,000 £750 £1,000 £950 £50 £50 £3,000 £600 £1,500 £1,200 £50 £50 £3,000 £1,500 £1,200 £3,000 £1,200 £50	New Annual Application Application Application Application Application Fee to Vary to Transfer Provisional Application Of Change Statement Provisional Application Of Change Statement Notification Of Change Statement £2,000 £1,000 £1,200 £2,000 £1,200 £50 £2,000 £750 £1,000 £950 £50 £3,000 £600 £1,500 £1,200 £50 £3,000 £1,500 £1,200 £1,200 £50
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