

## **LICENSING FEES AND CHARGES REVIEW**

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**Portfolio:** Environmental Excellence

**Wards Affected:** All

**Purpose of the Report:**

To consider the ongoing deficit in full cost recovery of the Licensing service, to review the level of resources and costs, and agree revised fees and charges which enable full cost recovery (including the additional staffing required as a result of the Licensing service review).

**Recommendations:**

Cabinet is asked to:

1. Consider the report content and the proposed fees and charges in Appendix 1 and refer the agreed fees and charges to Council with a recommendation for adoption subject to RPI.
2. Recommend to Council to agree the reviewed Licensing fees and charges being applied to all new licence and renewal applications with effect from 1<sup>st</sup> April 2024, with a phased introduction (one-third of the increase applied in Year 1 from 1<sup>st</sup> April 2024 and remaining two-thirds increase applied in Year 2 from 1<sup>st</sup> April 2025).
3. Recommend to Council to agree the fees and charges relating to Scrap Metal at Appendix 1.

4. Recommend to Council to authorise the Food, Safety and Licensing Manager to publish the Hackney Carriage and Private Hire Licensing fees in accordance with the relevant legislative provisions, together with delegated authority to consider any objections received and only refer matters back to Cabinet if substantial comments, material to the implementation of the revised fees and charges, are received.

## 1. Summary

- 1.1 Broadland District Council is a statutory Licensing Authority and it makes fees and charges for a wide range of licensing services and activities. In recent years, the Council along with many local authorities, has raised Licensing fees and charges as part of generalised annual revisions.
- 1.2 It is the Council's policy under the Commercialisation Strategy adopted in December 2019 to aim to fully recover the costs of service delivery where it is able to do so.
- 1.3 It has been necessary to increase funding to meet service needs which have grown during and following the Covid-19 pandemic. Temporary contractors were engaged however the supplementary funding will run out this financial year.
- 1.4 A full review of the costs of delivering the Licensing service has been carried out to inform a robust and transparent fee setting process. This review has considered recent significant changes to certain areas of activity such as animal licensing.
- 1.5 The review has found that the current schedule of fees and charges does not recover the full costs of delivering Licensing services. Currently, this means that some licensing activities are being subsidised by the Council and taxpayers, with both capped and discretionary areas of fees set below a full cost recovery level a present.
- 1.6 This report details the conclusions of the fees and charges review and implications for budget years 2023-24 and 2024-25, the details of which can be found at Appendix 1 of this report. The real costs of providing Licensing services have also been reviewed to ensure that an up-to-date assessment of the full costs of service provision can inform decisions about fees and charges. The proposed increases in fees and charges have been calculated to cover the full cost of service delivery.
- 1.7 To cover the additional staffing and management capacity needs outlined above, a modest growth in staffing budget is required and this is detailed at paragraph 6.3.

## 2. Background

- 2.1 Broadland District Council is a statutory Licensing Authority which administers, issues and enforces compliance with a broad range of licences. These licensing services range from premises and events, taxis, alcohol, gambling, animal activities to diverse other areas of licensing.
- 2.2 The Council has a statutory obligation in many cases to levy fees and charges for statutory licensing activities, with discretion commonly as to maximum amounts. A breakdown of the different fee regimes is below:
  - a) **Prescribed by statute (no discretion)** – This covers Alcohol, Entertainment and Late Night Refreshment under the Licensing Act 2003. However, the prescribed fees have not been adjusted since the implementation of the regime in 2005, and for the majority, the Council has no power to recover the full costs

incurred. This affects all fees charged under the Licensing Act 2003 and some of the fees charged under the Gambling Act 2005. Prescribed fees outside the Council's control do not form part of annual fees and charges decision-making.

- b) **Capped by statute** – This offers the Council some discretion in the fees charged should Council wish to set fees at a lower level. The Council should, within the boundaries of this maximum fee, aim to provide a cost-neutral service provision. The capped fees apply to betting shops, track betting, bingo halls and adult gaming premises licensed under the Gambling Act 2005, as well as pavement licensing under other legislation.
  - c) **Discretionary charges** – These provide the Authority with the complete discretion about levels and whether to recover the full cost incurred in providing the relevant licensing service. Discretionary areas of licensing charges include Dog Breeding, Boarding Animals, Scrap Metal Dealers, Taxi and Private Hire fees. This also relates to fees charged for Animal Licensing and various animal welfare legislation, Hackney Carriage and Private Hire legislation, and the Scrap Metal Dealers' Act.
  - d) **Free of charge** – These include charitable Street Collections and House to House collections.
- 2.3 Licensing authorities are entitled to adjust the licence fees and charges on a periodic rather than an annual basis if preferred, doing so in order to recoup the costs of licensing service delivery on a multi-year basis.

### 3. Current position

- 3.1 The Council's Licensing service has been operating with a significant deficit of staffing and management capacity. This was partially covered during the period 2020 to 2023 by supplementary Covid-19 funding, which enabled the Council to support licensed businesses and residents under temporary capacity by bringing in two licensing contractors and offering three of our part-time staff additional working hours. The service has continued, however, to experience significant pressures and constraints on staffing capacity and this has been very difficult for the team. The shortfall in management capacity has been more challenging to resolve and the service has been operating for several years with significant additional burdens placed on the senior manager.
- 3.2 At present the Council's permanent staffing establishment is focussed primarily on administering applications and renewals, with limited capacity under current resources for undertaking compliance inspections, monitoring and enforcement. Enforcement action has generally been undertaken on a reactive basis.
- 3.3 Going forwards, the Licensing service needs the sustainable staffing and management capacity to meet the increases in licensing regulatory requirements, which are in summary:
- a) Substantial growth demand for driver licensing (across a range of licence types, an increase averaging around 40% in the year following easing of Covid-19 restrictions).

- b) Introduction of new legislation and licensing requirements such as delivering the onerous animal licensing regime.
  - c) Mandatory requirements for wider ranges of licensing checks to ensure compliance with the Council's updated licensing policies.
  - d) The identified need for conducting a regular programme of compliance inspection checks on licence holders.
  - e) Resourcing the capacity for licensing investigations and enforcement where necessary.
- 3.4 The Licensing service also requires two days per week of additional team management due to the team leader's part-time working hours. Operationally, Licensing is a service area of high day-to-day demand with a wide range of matters requiring management attention and decisions.
- 3.5 In the above context, as a Delivery Plan commitment, officers have undertaken the Licensing service review covered in an accompanying report which provides more detail of service capacity needs.
- 3.6 The baseline position for this review is the income revenue budget for the Broadland District Council's Licensing fees and charges which for 2023/24 stands at £245k, incorporating the approved 12.6% increase in RPI.

#### **4. Review of fees and charges**

##### Aims

- 4.1 The review of licensing fees and charges has been conducted to:
1. Comprehensively review and ascertain the true costs of delivering licensing services.
  2. Develop a clear, robust, rational, workable and defensible basis for calculating future licensing fees and charges, accurately reflecting the costs of providing and delivering the service.
  3. Inform decisions when setting fees and charges.

##### Principles

- 4.2 When carrying out the review of licensing fees and charges, officers have followed a set of key principles:
- a) Established a transparent and accurate understanding of full costs of delivering the service.
  - b) Addressed all the key Licensing activities and process steps including routine and targeted monitoring, inspection and enforcement where this would be offered for the general protection of the public and protection of a level business playing field.
  - c) Factoring in any licensing officer activities and steps required under recently introduced licensing requirements that have been outside pre-existing service delivery levels, and what they offer in terms of significant contribution to the

licensing service, its purpose and objectives. Examples include pavement licensing and animal licensing activities introduced under the new national regime.

#### Review method

- 4.3 An external licensing specialist was brought in to provide the Council with the necessary expertise and capacity to undertake the review. The need was also identified to develop a robust, rational and defensible basis for calculating future licensing fees and charges to reflect the true costs of providing and delivering the service. There is no single method for reviewing and calculating fees and charges, which is a complex process. A systematic and detailed method devised for Welsh unitary local authorities was chosen and an illustrative example of the resulting activity-based costings have been calculated is provided in Appendix 4. This provides the basis for comprehensively reviewing the Council's licensing costs, fees and charges for each individual area of licensing and its process, and for each distinct element of licensing across the service.
- 4.4 The review has taken into account legal provisions and precedents which direct and guide licensing authorities when setting appropriate fees and charges, and will serve to continue to ensure that:
- a) Income from charges for a service will not exceed the costs incurred over a three year period.
  - b) Any surplus or deficit will be addressed as part of the annual review of fees and charges.
  - c) Surpluses will be carried forward and deficits may be carried forward to future years within each ring-fenced licensing budget.
  - d) Surpluses will not be used to finance the delivery of other Council services.
  - e) The Council may, however, choose to subsidise the service. The Council has identified in the current review of fees and charges some areas of delivery costs that were not previously being recovered and were in effect subsidised. Some fees, notably in relation to the Licensing Act 2003, are set nationally within legislation and the Council has no control or legal basis to apply full cost recovery (i.e. fees cannot be set based on actual cost to the Council).
- Fees and charges will be approved by Council for implementation the following year.
- 4.5 In order to establish the full costs incurred in providing the various aspects of the Licensing service, it has been necessary to conduct a full review of all tasks required to process each licence application and the time taken for each task to be carried out. The cost to undertake this work was then calculated, based upon budgeted officer costs (reflected as a cost per minute rate). Examples with summary information are included at Appendix 4.

Part A – Hackney Carriage and Private Hire Vehicles

Part B – Animal Activity Licence - Dog Breeding

Part C – Dangerous Wild Animals

Part D – Pavement Licensing

Part E – Skin Piercing Treatments

- 4.6 The final calculations include the overheads and on-costs for the Council. The new proposed fees and charges aim to provide an accurate reflection of the actual costs incurred in delivering the service, ensuring that the service is cost neutral where Broadland District Council has legislative discretion to set reasonable fees, on a cost recovery basis.

## **5. Findings of the review**

- 5.1 The findings of the review are wide ranging and the detailed fees and charges proposals arising from the detailed review of each activity are found in Appendix 1 (Discretionary Fees), Appendix 2 (Capped Fees) and Appendix 3 (Statutory Fees). In summary the majority of fees and charges have increased and in some cases this increase is substantial. However, Members are advised that the greatest increases generally reflect areas change in the relevant licensing regime, and in many cases, they affect a very small number of businesses (and in some cases impact no businesses in the Council's jurisdiction).
- 5.2 Due to sizeable differences in licensing volumes in two specific areas of fees and charges, specifically scrap metal licensing and private hire vehicle / operator licensing, it has not been possible to align fees and charges due to differing economies of scale beyond the Council's control. Put simply, there are some unavoidable costs of licensing that are lower if divided between greater numbers of licence holders. The private hire licensing costs of Broadland District Council are also affected by the necessity of a higher number of driver licensing hearings which pose a significant cost to the licensing authority.
- 5.3 The proposed annual increases in fees and charges have been calculated to provide for the necessary increases in staffing which are contained in the Licensing service review recommendations. These have been costed for Broadland District Council at £35.6k and for South Norfolk Council at £43.9k.

### Benchmarking

- 5.4 A significant amount of work has been undertaken to compare the proposed fees and charges with the fees and charges of other authorities. This task is made difficult by the significant variance in different Council's fees and charges regimes. The majority of Councils across the country, including the Norfolk authorities, have not carried out a cost recovery review and so they apply legacy fees which do not reflect all the current demands of the regulatory framework. However, in general terms the benchmarking exercise indicates three key points:
- a) In comparison to the other Norfolk authorities (which have not carried out a cost recovery review) the proposed fees and charges are either broadly comparable or higher.

- b) In comparison to other authorities in the country which have carried out a cost recovery review the proposed fees and charges are broadly comparable or lower.
- c) In comparison to the other Norfolk authorities the number of officers delivering the licensing service of Broadland District Council is low.

5.5 A more detailed summary of the benchmarking exercise is attached at Appendix 5

## 6. Proposals

6.1 It is proposed to apply the licensing fees and charges as recommended at Appendix 1 and Appendix 2. This should be in line with a phased 2-year introduction from 1 April 2024 for discretionary fees (Appendix 1) and in full for capped fees (Appendix 2).

6.2 With regard to taxi licensing a notice of any variation to taxis (vehicles and operator’s licence fees) will be advertised in a local paper and will be deposited at the council offices for a period of 28 days. Any objections received within 28 days of publication of the notice and not withdrawn will be considered in the first instance by the Senior Manager for Food, Safety and Licensing. If there are no objections to the variation in fees they will come into effect on 1<sup>st</sup> April 2024 (as proposed in paragraph 6.1).

6.3 Members are advised that in parallel with the review of fees and charges a review of the Licensing service has been concluded at a proposed growth bid of £79k (based on 2023/24 total salary costs). In terms of Broadland District Council, the proposed staffing costs would be proportioned with South Norfolk Council (45/55 split). Subject to Cabinet decisions on the accompanying Licensing service review report, a likely implementation date for that service review would be from 1 October 2023. Projections for 2024/25 would be subject to adjustment for future pay awards and on-costs.

<b>Accounting Period</b>	<b>Broadland District Council (£k)</b>	<b>South Norfolk Council (£k)</b>
2023/24 (from 1 <sup>st</sup> October 2023)	17.8	21.7
2024/25	35.6	43.5

## 7. Other options

7.1 Given the financial implications and current economic climate, it is open to Council to consider an alternative approach and to implement any agreed changes in Licensing fees and charges. Council may decide to implement the new fees in full (from 1<sup>st</sup> April 2024) rather than as a phased introduction over a two-year period. It is also an option to adopt a longer phased introduction (being mindful that this would require the Council and local taxpayers to subsidise aspects of the Licensing Service for a longer period).



7.2 Alternatively, the Council could decide to increase Licensing fees and charges to full cost recovery at the earliest opportunity with an additional in-year increase (during 2023/24). However, this would follow the recent 12.6% inflationary rate increase of discretionary fees and charges from 1<sup>st</sup> April 2023.

## 8. Issues and risks

8.1 **Resource Implications** – It would be in line with the council's adopted policy of full cost recovery to approve increases in fees and charges based on the information currently available to the Council, enabling the Licensing team to be fully resourced in line with the accompanying Licensing service review recommendations wherever legislation allows for discretionary fees to be levied.

8.2 **Legal Implications** – This report addresses statutory licensing services for which the Council has the power to determine fees and charges as described. No specific legal implications have been identified resulting from the proposed fees and charges, which would demonstrably place the Licensing service on a cost neutral basis as far as possible over a three-year period.

8.3 **Equality Implications** – An Equality Impact Assessment has been conducted. It is not anticipated that there will be any equality implications as a result of this report – neutral assessment.

8.4 **Environmental Impact** – The additional service delivery capacity provided under increases in Licensing fees and charges would have positive environmental impacts by providing for licensed premises, event, driver and vehicle environmental and safety monitoring, inspections and proportionate enforcement.

8.5 **Crime and Disorder** – The additional service delivery capacity provided under increases in Licensing fees and charges would impact positively on crime and disorder by providing for deliver licensed premises, event, driver and vehicle inspections and proportionate enforcement.

8.6 **Risks** – The proposed changes in Licensing fees and charges would inevitably be borne by existing licence holding businesses and individuals where increases are agreed. However, failure to apply the increases mean that the deficit will be borne by the taxpayer in subsidising licence holders and it is the Council's policy to operate full cost recovery.

## 9. Recommendations

Cabinet is asked to:

9.1 Consider the report content and the proposed fees and charges in Appendix 1 and refer the agreed fees and charges to Council with a recommendation for adoption subject to RPI.

9.2 Recommend to Council to agree the reviewed Licensing fees and charges being applied to all new licence and renewal applications with effect from 1st April 2024, with a phased introduction (one-third of the increase applied in Year 1 from 1<sup>st</sup>

April 2024 and remaining two-thirds increase applied in Year 2 from 1<sup>st</sup> April 2025).

- 9.3 Recommend to Council to agree the fees and charges relating to Scrap Metal at Appendix 1.
- 9.4 Recommend to Council to authorise the Food, Safety and Licensing Manager to publish the Hackney Carriage and Private Hire Licensing fees in accordance with the relevant legislative provisions, together with delegated authority to consider any objections received and only refer matters back to Cabinet if substantial comments, material to the implementation of the revised fees and charges, are received.

### **Appendices:**

1. Broadland District Council Discretionary Licensing Fees and Charges
2. Broadland District Council Statutory Licensing Fees and Charges - not at maximum
3. Broadland District Council Statutory Licensing Fees and Charges - at maximum (no change)
4. Licensing Tasks – time breakdown (costed examples)
5. Licensing fees and charges benchmarking

### **Background papers**

1. Licensing Service Review report, on SIEC agenda for meeting on 3<sup>rd</sup> July 2023.

## Appendix 1 - Broadland D.C. current and proposed discretionary Licensing fees and charges

Licence Type	Licence Duration	Current Fee	Proposed Fee	Number of Licences	% change
<b>Animal Boarding</b>	Application Fee	£101	£293.25	0	+190%
<b>Animal Boarding</b>	1 year	£124.50	£144	1	+16%
<b>Animal Boarding</b>	2 year	£188	£200	12	+6%
<b>Animal Boarding</b>	3 year	£252	£256	2	+2%
<b>Animal Boarding</b>	Re-Inspection Fee	£94.50	£125	0	+32%
<b>Pet Shop Licence</b>	Application Fee	£101	£125	0	+23%
<b>Pet Shop Licence</b>	1 year	£124.50	£286	1	+130%
<b>Pet Shop Licence</b>	2 year	£188	£136.75	1	-27%
<b>Pet Shop Licence</b>	3 year	£252	£192.75	2	-24%
<b>Pet Shop Licence</b>	Re-Inspection Fee	£94.50	£248.75	0	+163%
<b>Breeding of Dogs</b>	Application Fee	£101	£363	0	+259%
<b>Breeding of Dogs</b>	1 year	£133.50	£144	1	+8%
<b>Breeding of Dogs</b>	2 year	£206	£200	1	-3%
<b>Breeding of Dogs</b>	3 year	£278	£256	3	-8%

<b>Licence Type</b>	<b>Licence Duration</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Number of Licences</b>	<b>% change</b>
<b>Breeding of Dogs</b>	Re-Inspection Fee	£94.50	£125	0	+32%
<b>Home Boarding/Dog Day Care</b>	Application Fee	£92	£293.25	0	+219%
<b>Home Boarding/Dog Day Care</b>	1 year	£115.50	£144	6	+25%
<b>Home Boarding/Dog Day Care</b>	2 year	£180	£200	6	+11%
<b>Home Boarding/Dog Day Care</b>	3 year	£243	£256	2	+5%
<b>Home Boarding/Dog Day Care</b>	Re-Inspection Fee	£85.50	£125.00	0	+46%
<b>Riding Establishment (plus veterinary costs)</b>	Application Fee	£109	£359.50	0	+230%
<b>Riding Establishment (plus veterinary costs)</b>	1 year	£132.50	£244	0	+84%
<b>Riding Establishment (plus veterinary costs)</b>	2 year	£197	£266	0	+35%
<b>Riding Establishment (plus veterinary costs)</b>	3 year	£260	£300	1	+15%
<b>Riding Establishment (plus veterinary costs)</b>	Re-Inspection Fee	£103.50	£125.00	0	+21%
<b>Animal Exhibition</b>	Application Fee	£92	£271.25	0	+195%

<b>Licence Type</b>	<b>Licence Duration</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Number of Licences</b>	<b>% change</b>
<b>Animal Exhibition</b>	3 year	£242	£200	0	-17%
<b>Animal Exhibition</b>	Re-Inspection Fee	£85.50	£125.00	0	+46%
<b>Animal Activities Licensing (multiple activities)</b>	Per additional activity applied for (plus initial application fee)		£44	0	New
<b>Dangerous Wild Animals (plus veterinary costs)</b>	1 year	£176.50	£361.24	1	+105%
<b>Zoo licence (plus staff and veterinary costs)</b>	On application or grant (6 year)	£105.50	£1,145	1 [in last 12 months]	+985%
<b>Zoo licence (plus staff and veterinary costs)</b>	On renewal or transfer	£58.50	£887	3 [total no. licenced zoos]	+1416%
<b>Misc fees</b>	Copy of Licence	£17.40	£18.50	0	+6%
<b>Misc fees</b>	Minor change/transfer of licence due to death	£38	£33.00	0	-13%
<b>Misc fees</b>	Variation of licence	£87	£77.00	0	-11%
<b>Acupuncture, Tattooing, Semi-Permanent Skin Colouring, Cosmetic Piercing and Electrolysis</b>	One-off fee per premises/practitioner	£117	£248.16 (Premises)	0	+112%
<b>Acupuncture, Tattooing, Semi-</b>	Per additional practitioner	£25.50	£91.00 (Practitioner)	0	+257%

<b>Licence Type</b>	<b>Licence Duration</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Number of Licences</b>	<b>% change</b>
<b>Permanent Skin Colouring, Cosmetic Piercing and Electrolysis</b>	applications, where registration already exists for the premises				
<b>Replacement byelaws registration certificate</b>		n/a	£20.00	0	New
<b>Scrap Metal Licence – Site Licence</b>	3 years	£362.50	£376.75	1	+4%
<b>Scrap Metal Licence – Collectors Licence</b>	3 years	£332	£211.75	13	-36%
<b>Scrap Metal Licence</b>	Change of Licensee	£47	£44.00	0	-6%
<b>Scrap Metal Licence</b>	Change of Licensed Sites	£72	£66.00	0	-8%
<b>Scrap Metal Licence</b>	Change of Site Manager	£72	£66.00	0	-8%
<b>Scrap Metal Licence</b>	Change from Site to Collector Licence	£47	£44.00	0	-6%
<b>Scrap Metal Licence</b>	Change from Collector to Site Licence	£95.50	£88.00	0	-8%
<b>Combined Hackney Carriage and Private Hire Driver Licence – new application</b>	3 years	£274	£347.75 (plus £44 for DBS check and £5 for DVLA check)	229 [issued during the last 12-months]	+27%
<b>Combined Hackney Carriage and Private Hire Driver Licence – renewal application</b>	3 years	£245	£347.75 (plus £44 for DBS check and £5 for DVLA check)	595 [no. current licence holders]	+42%

<b>Licence Type</b>	<b>Licence Duration</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Number of Licences</b>	<b>% change</b>
<b>Hackney Carriage Vehicle Licence</b>	1 year	-	£242.99	0	New
<b>Hackney Carriage Vehicle Licence</b>	6 months	-	£162.33	0	New
<b>Private Hire Vehicle Licence – new</b>	1 year	£263	£181.99	563 [total no. licensed at present]	-31%
<b>Private Hire Vehicle Licence – renewal</b>	1 year	£263	£156.33	388	-41%
<b>Private Hire Vehicle Licence</b>	6 months	£131	£126.33	57	-4%
<b>Private Hire Operator Licence – new</b>	5 years	£635	£537.29	11 [issued during the last 12-months]	-15%
<b>Private Hire Operator Licence – renewal</b>	5 years	£635	£515.29	43	-19%
<b>Disclosure and Barring Service Disclosure</b>	Per person	£38 (incl in driver app fee)	£44.00	0	+16%
<b>Driver Licence Consent Form</b>	Per person	£5 (incl in driver app fee)	£5.00	0	no change
<b>Replacement Plate</b>	Per replacement	£40	£44.00	0	+10%
<b>Trailer Plate</b>	Per trailer	£40	£44.00	0	+10%
<b>Replacement Driver's Badge / window screen sticker</b>	Per replacement	£12	£11.00	0	-8%
<b>Transfer Vehicle</b>	Per vehicle	£79	£88.00	0	+11%

<b>Licence Type</b>	<b>Licence Duration</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Number of Licences</b>	<b>% change</b>
<b>Film Classification</b>	Per film not subject to BBFC	-	£44.00 (plus viewing at £1 per minute)	0	new
<b>Sex Establishment</b>	On Application	£4,254	Licencing matter to be reviewed by way of separate report	0	no specific fee proposed at this time
	Refund if Licence Refused	£3,445		0	no specific fee proposed at this time

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Statutory Fees & Charges <b>(PROPOSED CHANGE)</b>	Current 2022/23	Proposed fee 2023/24
Pavement Licensing Business and Planning Act 2020 / Highways Act 1980		
New / Renewal	£75  Charged out at 75% of the Statutory Maximum capped charge	£100  Charged out at 100% of the Statutory Maximum capped charge

Statutory Fees & Charges <b>(NO CHANGES)</b>	Broadland District Council	23/24 Net	23/24 VAT	23/24 Gross
<b>Bingo Premises - Gambling Act 2005</b>				
New	Charge 90% of Statutory Maximum charge	£3,150.00		£3,150.00
Annual Fee	Charge 90% of Statutory Maximum charge	£900.00		£900.00
Application to Vary Licence	Charge 90% of Statutory Maximum charge	£1,575.00		£1,575.00
Transfer Licence	Charge 90% of Statutory Maximum charge	£1,080.00		£1,080.00
Change of Details	Charge 90% of Statutory Maximum charge	£45.00		£45.00
Duplicate	Charge 90% of Statutory Maximum charge	£22.50		£22.50
Reinstatement of Licence	Charge 90% of Statutory Maximum charge	£1,080.00		£1,080.00
Application -Provisional Statement	Charge 90% of Statutory Maximum charge	£3,150.00		£3,150.00
New licence application to those who already hold a Provisional Statement	Charge 90% of Statutory Maximum charge	£1,080.00		£1,080.00
<b>Betting (Other) Premises Licence</b>				
New - Per premises application	Charge 90% of Statutory Maximum charge	£2,700.00		£2,700.00
Annual Fee	Charge 90% of Statutory Maximum charge	£540.00		£540.00
Application to Vary Licence	Charge 90% of Statutory Maximum charge	£1,350.00		£1,350.00

Transfer Licence	Charge 90% of Statutory Maximum charge	£1,080.00		£1,080.00
Change of Details	Charge 90% of Statutory Maximum charge	£45.00		£45.00
Duplicate	Charge 90% of Statutory Maximum charge	£22.50		£22.50
Reinstatement of Licence	Charge 90% of Statutory Maximum charge	£1,080.00		£1,080.00
Application -Provisional Statement	Charge 90% of Statutory Maximum charge	£2,700.00		£2,700.00
New licence application to those who already hold a Provisional Statement	Charge 90% of Statutory Maximum charge	£1,080.00		£1,080.00
<b>Betting (Tracks) Premises Licence</b>				
New - Per premises application	Charge 90% of Statutory Maximum charge	£2,250.00		£2,250.00
Annual Fee	Charge 90% of Statutory Maximum charge	£900.00		£900.00
Application to Vary Licence	Charge 90% of Statutory Maximum charge	£1,125.00		£1,125.00
Transfer Licence	Charge 90% of Statutory Maximum charge	£855.00		£855.00
Change of Details	Charge 90% of Statutory Maximum charge	£45.00		£45.00
Duplicate	Charge 90% of Statutory Maximum charge	£22.50		£22.50
Reinstatement of Licence	Charge 90% of Statutory Maximum charge	£855.00		£855.00
Application -Provisional Statement	Charge 90% of Statutory Maximum charge	£2,250.00		£2,250.00
New licence application to those who already hold a Provisional Statement	Charge 90% of Statutory Maximum charge	£855.00		£855.00
<b>Family Entertainment Centre Premises Licence</b>				
New - Per premises application	Charge 90% of Statutory Maximum charge	£1,800.00		£1,800.00
Annual Fee	Charge 90% of Statutory Maximum charge	£675.00		£675.00
Application to Vary Licence	Charge 90% of Statutory Maximum charge	£900.00		£900.00
Transfer Licence	Charge 90% of Statutory Maximum charge	£855.00		£855.00
Change of Details	Charge 90% of Statutory Maximum charge	£45.00		£45.00
Duplicate	Charge 90% of Statutory Maximum charge	£22.50		£22.50
Reinstatement of Licence	Charge 90% of Statutory Maximum charge	£855.00		£855.00
Application -Provisional Statement	Charge 90% of Statutory Maximum charge	£1,800.00		£1,800.00
New licence application to those who already hold a Provisional Statement	Charge 90% of Statutory Maximum charge	£855.00		£855.00
<b>Adult Gaming Centre Premises Licence</b>				
New - Per premises application	Charge 90% of Statutory Maximum charge	£1,800.00		£1,800.00
Annual Fee	Charge 90% of Statutory Maximum charge	£900.00		£900.00
Application to Vary Licence	Charge 90% of Statutory Maximum charge	£900.00		£900.00

Transfer Licence	Charge 90% of Statutory Maximum charge	£1,080.00		£1,080.00
Change of Details	Charge 90% of Statutory Maximum charge	£45.00		£45.00
Duplicate	Charge 90% of Statutory Maximum charge	£22.50		£22.50
Reinstatement of Licence	Charge 90% of Statutory Maximum charge	£1,080.00		£1,080.00
Application -Provisional Statement	Charge 90% of Statutory Maximum charge	£1,800.00		£1,800.00
New licence application to those who already hold a Provisional Statement	Charge 90% of Statutory Maximum charge	£1,080.00		£1,080.00
<b>Casino Premises</b>				
Non-Conversion Provisional Statement Premises	Charge 90% of Statutory Maximum charge	Price on application.		
<b>Licensing Act 2003 - Premises Licences and Club Premises Certificates</b>				
Main Application Fee	Band A	£100.00		£100.00
	Band B	£190.00		£190.00
	Band C	£315.00		£315.00
	Band D	£450.00		£450.00
	Band E	£635.00		£635.00
Fee for large town / city centre pub	Band D	£900.00		£900.00
	Band E	£1,905.00		£1,905.00
Additional fee for Large Events	5,000 to 9,999	£1,000.00		£1,000.00
	10,000 to 14,999	£2,000.00		£2,000.00
	15,000 to 19,999	£4,000.00		£4,000.00
	20,000 to 29,999	£8,000.00		£8,000.00
	30,000 to 39,999	£16,000.00		£16,000.00
	40,000 to 49,999	£24,000.00		£24,000.00
	50,000 to 59,999	£32,000.00		£32,000.00
	60,000 to 69,999	£40,000.00		£40,000.00
	70,000 to 79,999	£48,000.00		£48,000.00
80,000 to 89,999	£56,000.00		£56,000.00	
90,000 and over	£64,000.00		£64,000.00	
Annual Renewal Fee	Band A	£70.00		£70.00
	Band B	£180.00		£180.00
	Band C	£295.00		£295.00
	Band D	£320.00		£320.00

	Band E	£350.00	£350.00
Fee for large town / city centre pub	Band D	£640.00	£640.00
	Band E	£1,050.00	£1,050.00
Fee for Large Events	5,000 to 9,999	£500.00	£500.00
	10,000 to 14,999	£1,000.00	£1,000.00
	15,000 to 19,999	£2,000.00	£2,000.00
	20,000 to 29,999	£4,000.00	£4,000.00
	30,000 to 39,999	£8,000.00	£8,000.00
	40,000 to 49,999	£12,000.00	£12,000.00
	50,000 to 59,999	£16,000.00	£16,000.00
	60,000 to 69,999	£20,000.00	£20,000.00
	70,000 to 79,999	£24,000.00	£24,000.00
	80,000 to 89,999	£28,000.00	£28,000.00
	90,000 and over	£32,000.00	£32,000.00
<b>Licensing Act 2003 - Permitted Temporary Activities, Personal Licences and Miscellaneous</b>			
Theft / loss of premises licence or summary		£10.50	£10.50
Application for a provisional statement where premises being built.		£315.00	£315.00
Notification of change of name or address		£10.50	£10.50
Application to vary licence to specify individual as premises supervisor		£23.00	£23.00
Application for transfer of premises licence		£23.00	£23.00
Interim authority notice following death of licence holder		£23.00	£23.00
Theft / loss of certificate or summary		£10.50	£10.50
Notification of change of name or alteration of rules of club		£10.50	£10.50
Change of relevant registered address of club		£10.50	£10.50
Temporary event notice		£21.00	£21.00
Theft / loss of temporary event notice		£10.50	£10.50
Application for a grant or renewal of personal licence		£37.00	£37.00

Theft / loss of personal licence		£10.50		£10.50
Duty to notify change of name or address		£10.50		£10.50
Right of freeholder to be notified of licensing matters		£21.00		£21.00
<b>Alcohol licensed premises gaming machine permit</b>				
New Existing Operator - Per application		£100.00		£100.00
New - per application		£150.00		£150.00
First Annual Fee - per year		£50.00		£50.00
Annual Fee - per year		£50.00		£50.00
Variation		£100.00		£100.00
Transfer		£25.00		£25.00
Notification of 2 or less gaming machines		£50.00		£50.00
<b>Club gaming and club machine permits</b>				
New - per application		£200.00		£200.00
New application made by the current holder of a club premises certificate or an existing operator that is registered under Part 2 or Part 3 of the Gaming Act 1968		£100.00		£100.00
First Annual Fee - per year		£50.00		£50.00
Annual Fee - per year		£50.00		£50.00
Permit Variation Fee		£100.00		£100.00
<b>Small Society Lotteries</b>				
New	Per lottery	£40.00		£40.00
Annual Fee	Per lottery	£20.00		£20.00

Continues on next page

Licence numbers (for those with statutory fees) for year-end or the last full-year's figures (2021/22) – Broadland District Council:

	<b>No.of licences</b>
<b>Licensing Act 2003</b>	
Premises Licences LA'03	364
Temporary Event Notices (issued 1/4/21 to 31/03/22)	213
Personal Licences	1695
<b>Gambling Act 2005</b>	
Unlicensed family entertainment centre (UFEC)	2
Betting shops	2
Gaming machine (notification of 2 machines or less)	71
Small Society Lotteries	115
<b>Pavement Licensing</b>	1

**Appendix 2 - Broadland D.C. statutory fees and charges that are not set at maximum**

Area of statutory fees & charges:	Current 2023/24	Proposed fee (upper permitted amount)	% Change
<b>Pavement Licensing</b> (Business and Planning Act 2020 / Highways Act 1980)			
<b>New application / Renewal</b>	£75  Charged out at 75% of the Statutory Maximum capped charge	£100  Charged out at 100% of the Statutory Maximum capped charge	33

Area of statutory fees & charges:	Current 2023/24	Proposed fee (upper permitted amount)	% Change
<b>Gambling Act 2005</b>			
<b>Bingo Premises</b>			

New	Charge 90% of Statutory Maximum charge	£3,150.00	£3,500	11
Annual Fee	Charge 90% of Statutory Maximum charge	£900.00	£1000	11
Application to Vary Licence	Charge 90% of Statutory Maximum charge	£1,575.00	£1,750	11
Transfer Licence	Charge 90% of Statutory Maximum charge	£1,080.00	£1,200.00	11
Change of Details	Charge 90% of Statutory Maximum charge	£45.00	£50.00	11
Duplicate	Charge 90% of Statutory Maximum charge	£22.50	£25.00	11
Reinstatement of Licence	Charge 90% of Statutory Maximum charge	£1,080.00	£1,200.00	11
Application -Provisional Statement	Charge 90% of Statutory Maximum charge	£3,150.00	£3,500.00	11
New licence application to those who already hold a Provisional Statement	Charge 90% of Statutory Maximum charge	£1,080.00	£1,200.00	11
<b>Betting (Other) Premises Licence</b>				
New - Per premises application	Charge 90% of Statutory Maximum charge	£2,700.00	£3,000.00	11
Annual Fee	Charge 90% of Statutory Maximum charge	£540.00	£600.00	11
Application to Vary Licence	Charge 90% of Statutory Maximum charge	£1,350.00	£1,500.00	11
Transfer Licence	Charge 90% of Statutory Maximum charge	£1,080.00	£1,200.00	11
Change of Details	Charge 90% of Statutory Maximum charge	£45.00	£50.00	11
Duplicate	Charge 90% of Statutory Maximum charge	£22.50	£25.00	11
Reinstatement of Licence	Charge 90% of Statutory Maximum charge	£1,080.00	£1,200.00	11
Application -Provisional Statement	Charge 90% of Statutory Maximum charge	£2,700.00	£3,000.00	11



New licence application to those who already hold a Provisional Statement	Charge 90% of Statutory Maximum charge	£1,080.00	£1,200.00	11
<b>Betting (Tracks) Premises Licence</b>				
New - Per premises application	Charge 90% of Statutory Maximum charge	£2,250.00	£2,500.00	11
Annual Fee	Charge 90% of Statutory Maximum charge	£900.00	£1,000.00	11
Application to Vary Licence	Charge 90% of Statutory Maximum charge	£1,125.00	£1,250.00	11
Transfer Licence	Charge 90% of Statutory Maximum charge	£855.00	£950.00	11
Change of Details	Charge 90% of Statutory Maximum charge	£45.00	£50.00	11
Duplicate	Charge 90% of Statutory Maximum charge	£22.50	£25.00	11
Reinstatement of Licence	Charge 90% of Statutory Maximum charge	£855.00	£950.00	11
Application -Provisional Statement	Charge 90% of Statutory Maximum charge	£2,250.00	£2,500.00	11
New licence application to those who already hold a Provisional Statement	Charge 90% of Statutory Maximum charge	£855.00	£950.00	11
<b>Family Entertainment Centre Premises Licence</b>				
New - Per premises application	Charge 90% of Statutory Maximum charge	£1,800.00	£2,000.00	11
Annual Fee	Charge 90% of Statutory Maximum charge	£675.00	£750.00	11
Application to Vary Licence	Charge 90% of Statutory Maximum charge	£900.00	£1,000.00	11
Transfer Licence	Charge 90% of Statutory Maximum charge	£855.00	£950.00	11
Change of Details	Charge 90% of Statutory Maximum charge	£45.00	£50.00	11
Duplicate	Charge 90% of Statutory Maximum charge	£22.50	£25.00	11

Reinstatement of Licence		Charge 90% of Statutory Maximum charge	£855.00	£950.00	11
Application -Provisional Statement		Charge 90% of Statutory Maximum charge	£1,800.00	£2,000.00	11
New licence application to those who already hold a Provisional Statement		Charge 90% of Statutory Maximum charge	£855.00	£950.00	11
<b>Adult Gaming Centre Premises Licence</b>					
New - Per premises application		Charge 90% of Statutory Maximum charge	£1,800.00	£2,000.00	11
Annual Fee		Charge 90% of Statutory Maximum charge	£900.00	£1,000.00	11
Application to Vary Licence		Charge 90% of Statutory Maximum charge	£900.00	£1,000.00	11
Transfer Licence		Charge 90% of Statutory Maximum charge	£1,080.00	£1,200.00	11
Change of Details		Charge 90% of Statutory Maximum charge	£45.00	£50.00	11
Duplicate		Charge 90% of Statutory Maximum charge	£22.50	£25.00	11
Reinstatement of Licence		Charge 90% of Statutory Maximum charge	£1,080.00	£1,200.00	11
Application -Provisional Statement		Charge 90% of Statutory Maximum charge	£1,800.00	£2,000.00	11
New licence application to those who already hold a Provisional Statement		Charge 90% of Statutory Maximum charge	£1,080.00	£1,200.00	11
<b>Casino Premises</b>					
Non-Conversion Provisional Statement Premises		Charge 90% of Statutory Maximum charge	Price on application	Price on application	

**Appendix 3 – Broadland D.C. statutory Licensing fees and charges set at maximum (no change proposed)**

Licensing Act 2003 - Premises Licences and Club Premises Certificates		Current Fee 2023/24
Main Application Fee	Band A Band B Band C Band D Band E	£100.00 £190.00 £315.00 £450.00 £635.00
Fee for large town / city centre pub	Band D Band E	£900.00 £1,905.00
Additional fee for Large Events	5,000 to 9,999 10,000 to 14,999 15,000 to 19,999 20,000 to 29,999 30,000 to 39,999 40,000 to 49,999 50,000 to 59,999 60,000 to 69,999 70,000 to 79,999 80,000 to 89,999 90,000 and over	£1,000.00 £2,000.00 £4,000.00 £8,000.00 £16,000.00 £24,000.00 £32,000.00 £40,000.00 £48,000.00 £56,000.00 £64,000.00
Annual Renewal Fee	Band A Band B Band C Band D Band E	£70.00 £180.00 £295.00 £320.00 £350.00
Fee for large town / city centre pub	Band D Band E	£640.00 £1,050.00

Fee for Large Events	5,000 to 9,999	£500.00
	10,000 to 14,999	£1,000.00
	15,000 to 19,999	£2,000.00
	20,000 to 29,999	£4,000.00
	30,000 to 39,999	£8,000.00
	40,000 to 49,999	£12,000.00
	50,000 to 59,999	£16,000.00
	60,000 to 69,999	£20,000.00
	70,000 to 79,999	£24,000.00
	80,000 to 89,999	£28,000.00
	90,000 and over	£32,000.00
<b>Licensing Act 2003 - Permitted Temporary Activities, Personal Licences and Miscellaneous</b>		
Theft / loss of premises licence or summary		£10.50
Application for a provisional statement where premises being built.		£315.00
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 of licence holder		£23.00
Theft / loss 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
Temporary event notice		£21.00
Theft / loss of temporary event notice		£10.50
Application for a grant or renewal of personal licence		£37.00
Theft / loss of personal licence		£10.50
Duty to notify change of name or address		£10.50

Right of freeholder to be notified of licensing matters		£21.00
<b>Alcohol licensed premises gaming machine permit</b>		
New Existing Operator - Per application		£100.00
New - per application		£150.00
First Annual Fee - per year		£50.00
Annual Fee - per year		£50.00
Variation		£100.00
Transfer		£25.00
Notification of 2 or less gaming machines		£50.00
<b>Club gaming and club machine permits</b>		
New - per application		£200.00
New application made by the current holder of a club premises certificate or an existing operator that is registered under Part 2 or Part 3 of the Gaming Act 1968		£100.00
First Annual Fee - per year		£50.00
Annual Fee - per year		£50.00
Permit Variation Fee		£100.00
<b>Small Society Lotteries</b>		
New	Per lottery	£40.00
Annual Fee	Per lottery	£20.00

## Appendix 4 – Licensing activities time breakdown, costed examples

Note: the following worked examples contain abbreviations

### Part A - Hackney Carriage and Private Hire Vehicles

<b>Activity</b>	<b>Time</b>
NEW APPLICATION	
Enquiry	10
send out pack	10
validate	10
create record and scan	40
payment and book inspection	15
inspect vehicle (New)	20
photo of vehicle and scan	5
confirmation to issue	10
issue licence	20
contact for collection	5
insurance reminder letter	10
MOT Reminder Letter	10
<b>TOTAL TIME TAKEN IN MINUTES</b>	<b>165</b>
PART A COST OF LICENCE APPLICATION (165 minutes x officer cost per minute - 73.33p)	£120.99
PART B COST OF LICENCE APPLICATION (divided by number of licences held)	
cost of directed operational costs (to include hearings/committee meetings, complaints, investigating unlicensed businesses, policy reviews, inspections and enforcement, sending out renewal/insurance reminders, dealing with general enquiries, advertising, taxi tariff reviews, provision of taxi ranks)	£55.00
Cost of overall (to include training, photocopying, printing, equipment, attending meetings, annual fee reviews, budget monitoring, subscriptions, advertising, audit/reconciliation)	£67.00
<b>Total cost per licence</b>	<b>£242.99</b>

## Part B – Animal Activity Licence - Dog Breeding Licence Application

Activity	Time	Notes	Cost
Receive application and check	15		
Contact applicant to obtain Part A fee	15		
Set up new record on Licensing module	50	Up to 10 minutes longer per Animal Activity Licence applied for. Averaging 40 + 10.	
Send applicant email requesting 'business management bundle (BMB)'	15	Dog breeding and horse riding: unable to arrange required vet visit until BMB received	
Receive business management bundle and check through	60	Checking for ability to comply with the DEFRA conditions	
Contact vet and applicant to arrange time and date for visit	20		
Pre-fill inspection form with information received in BMB	30		
Travel to/from premises	60	Varies, average 60 minutes	
Inspect premises with vet.	150	Varies depending on size/scale of business	
Receive vet's report and examine	10		
Write summary report	30		
Issue licence & schedule interim insp.	40		
Application (mins):	275	£44.00/60 X MINUTES (Based on £44 hourly rate/73.33p per minute)	£201.75
ANIMAL LICENSING OFFICER (& VETERINARY) Inspection - including travel	220		£161.25
Total time (hours):	495	<b>Total cost per licence (application fee only)</b>	<b>£363.00</b>
PLUS VET FEES		PAYABLE IN ADDITION TO LICENCE FEE	

## **Part C – Dangerous Wild Animals (DWA)**

<b>Activity</b>	<b>Time</b>	<b>Notes</b>	<b>Cost</b>
Receive application form and check it contains correct info	15		
Contact applicant to obtain payment	15		
Create Uniform unique no. and record	50		
Animal Licensing Officer examines application, check species with Schedule of Dangerous Wild Animal	10		
Contact vet to check if competent with specific species to carry out inspection, and arrange suitable day/time for inspection	20	This could vary considerably depending on appropriate vet availability	
Travel to/from premises	60		
Carry out inspection (mostly observing the vet as they are expert providing the report)	120	Can vary depending on the number of animals	
Receive vet's report and examine	10		
Liaise with applicant in event that further measures are required, then subsequent checks to ensure it has been complied with (if necessary)	20		
Issue licence on Uniform, including posting out hard copy and sending email	20		
Total time (minutes):	160	73.33p / minute	£117.25
inspection and travel time	180		£131.99
<b>Total time</b>	<b>340</b>		<b>249.24</b>
30 minutes for unlicensed enforcement	30		£22.00
Additional costs (including general enquiries/advice, enforcement, travel and surveillance, checking and ordering supplies, updates during course of licence) - divided by number of licences issued			£34.00
Cost of service provision (to include training, photocopying, printing, equipment, attending meetings, annual fee reviews, budget monitoring, subscriptions, advertising, audit/reconciliation)			£56.00
<b>Total cost per licence</b>			<b>£361.24</b>



## Part D – Pavement Licensing

Activity	Time	Comments	Cost
Enter Application on to system (including scanning), payment, email consultees	00:30		£25
Consider application, plans, etc	00:30		£25
Consider objections, determine application	00:30		£25
Issue Licence, update database	00:15		£12.50
Review Licence prior to posting	00:15		£12.50
	02:00		
Appeals process	02:00	Allow 15 min average per app	£12.50
	01:00	Allow 15 min average per app	£12.50
Inspections of licensed premises - per premises + 30 min travel time (average)	01:00		£50.00
		Plus travel costs	
Reasonable anticipated costs of enforcement of unlicensed operators	00:15		£25.00
Reasonable anticipated costs of suspensions, revocations	00:15		£25.00
TOTAL TIME:			
		TOTALS	
Licensing Officer costs £50 per hour	08:30		£225.00
Team Leader costs £67 per hour	30		£33.50
30 minutes for unlicensed enforcement	30		£25
Cost of overall team (to include training, photocopying, printing, equipment, attending meetings, annual fee reviews, budget monitoring, subscriptions, advertising, audit/reconciliation)			£34
Cost of service provision (to include training, photocopying, printing, equipment, attending meetings, annual fee reviews, budget monitoring, subscriptions, advertising, audit/reconciliation)			£33
capped at £100 by central govt - charges implemented by committee	<b>£75</b>		<b>£350.50</b>
<b>2023/24 Charge full capped rate, as per statute</b>	<b>£100</b>		
<b>2023/24 Actual capped rate by Cabinet</b>	<b>£75</b>		

## Part E – Skin Piercing Treatments

(Acupuncture, Electrolysis, Semi-Permanent Skin Colouring, Tattooing, Cosmetic Piercing)

<b>Activity</b>	<b>Time</b>	<b>Comments</b>	<b>Cost</b>
<b>REGISTRATION - PREMISES</b>			
PRE APPLICATION CONSULTATION	30		
RECEIVE REGISTRATION - post etc	10		
CHECK INFORMATION	10		
CREATE UNIFORM RECORD & UNIQUE RECORD NO.	50		
INSPECTION & travel time	120		
enter inspection record and issue registration	40		
<b>ONE-OFF REGISTRATION (officer cost – 85.83p/minute)</b>	260		223.16
Unlicensed premises follow-up*			25.00
			<b>248.16</b>
<b>REGISTRATION – PRACTITIONER</b>			
RECEIVE REGISTRATION - post etc	10		
CHECK INFORMATION	10		
CREATE UNIFORM RECORD & UNIQUE RECORD NO.	50		
Issue Mobile Practitioner Registration - applies to any registered premises	40		
<b>ONE-OFF REGISTRATION (officer cost – 60.0p/minute)</b>	110		66.00
Unlicensed practitioner follow-up*			25.00
			<b>91.00</b>
*Enforcement Costs (covering breach of byelaws, liaison with HSE, breaches of Health & Safety legislation, general enquiries/follow-up)			
<b>Minor cost - replacement registration certificate (EHO and Business Support time)</b>	25		£25

## Appendix 5: Broadland D.C. Licensing fees and charges benchmarking summary

Licence Type	Proposed fee	Norfolk (5 councils)	Suffolk (4 councils)	Welsh (6 councils)	New shire unitary councils (4 LAs)
<b>Animal boarding – application fee</b>	£293.25	Our proposed fee is significantly higher than other Norfolk LAs average (£157) <i>pending decision</i> is the lowest, 1 is similar, and 2 are higher; they average £255.00)	Our proposed fee is significantly higher than the Suffolk average (£203)	* See row below	* See row below
<b>Animal boarding – licence fee (for a 3 year licence)</b>	£256.00	Our proposed fee is lower than the other Norfolk LAs average which is £293.75	Our proposed fee is much higher than the apparently out-dated fees in Suffolk, which average £125	Difficult to compare with Welsh councils as they publish application-plus-licensing combined fees (examples £318, £252, £458 - averaging £323.80), but the benchmarking sample indicates our proposed fees are higher	Difficult to compare as two publish application-plus-licensing combined fees. They charge in the order of £500, £600 and £900 (the latter is £534 plus £117p.a.) for a 3 year licence. Our proposed fee appears are similar to of the four but above the average for all four
<b>Pet shop – application fee</b>	£286.00	Our proposed fee is slightly higher than the other Norfolk LAs average which is £255	Our proposed fee is significantly higher than the Suffolk LAs average, which is £227		* See row below
<b>Pet shop – licensing fee (for a 3 year licence)</b>	£248.75	Our proposed fee is significantly lower than the other Norfolk LAs average, which is £301.50	Our proposed fee is much higher than the Suffolk LAs average, which is £132	Difficult to compare with Welsh councils as they publish application-plus-licensing combined fees (averaging £402) but the benchmarking sample indicates our proposed fees are higher	Two unitaries publish application-plus-licensing combined fees (averaging £520 for a small pet shop and £540 for a larger pet shop) over a 3 year licence, so our proposed fees appear to be similar
<b>Dog breeding – application fee</b>	£363.00	Our proposed application fee is	Our proposed application fee much higher than the	* See row below	* See row below

Licence Type	Proposed fee	Norfolk (5 councils)	Suffolk (4 councils)	Welsh (6 councils)	New shire unitary councils (4 LAs)
		significantly higher than the other Norfolk LAs average, which is £321.75	Suffolk councils average, which is £207 (small scale breeder) to £315 (larger scale breeder)		
<b>Dog breeding – licence fee (for a 3 year licence)</b>	£256.00	Our proposed fee is significantly lower than the other Norfolk LAs average, which is £304	Our fees are much higher than the Suffolk LAs average, which is £145	Difficult to compare with Welsh councils as they publish application-plus-licensing combined fees (averaging £413 for a small scale breeder to £683 for a large scale breeder) but the benchmarking sample indicates our proposed fees are similar or slightly higher	Three unitaries publish application-plus-licensing combined fees (averaging £598 for a medium size breeding establishment over a 3 year licence), so our proposed fee appears to be similar
<b>Home boarding / day care – application</b>	£293.25	Our proposed fee is significantly higher than the other Norfolk LAs average, which is £247	Our proposed fees significantly higher than the Suffolk LAs average, which is £197 (small scale boarding) to £217 (larger scale boarding)	* See row below	* See row below
<b>Home boarding / day care – licence (for a 3 year licence)</b>	£256.00	Our proposed fees are significantly lower than the other Norfolk LAs average, which is £288	Our proposed fees are much higher than Suffolk LAs average, which is £125 (small scale boarders) and £139 (larger scale boarders)	Difficult to compare with Welsh councils as they publish application-plus-licensing combined fees (averaging £257) but the benchmarking sample indicates our costed fees are substantially higher	Difficult to compare with three unitaries having different fee arrangements (averaging £325 for a small scale boarder to £467 for a medium to large scale boarder). Overall, our proposed fees appear substantially higher

Licence Type	Proposed fee	Norfolk (5 councils)	Suffolk (4 councils)	Welsh (6 councils)	New shire unitary councils (4 LAs)
<b>Riding establishments – application fee</b>	£359.50	Our proposed fee is significantly higher than the other Norfolk LAs average, which is £297	Our proposed fee is much higher than the Suffolk councils average, which is £197 (small establishment) to £217 (larger establishment)	* See row below	* See row below
<b>Riding establishments – licence fee (for a 3 year licence)</b>	£300.00	Our proposed fee is significantly lower than the other Norfolk LAs average, which is £387	Our proposed fees are much higher than the Suffolk LAs average, which is £182 (smaller establishment) and £195 (larger establishment)	It is difficult to compare with Welsh councils as they publish application-plus-licensing combined fees (averaging £285 for smaller scale and £433 for larger scale) but the benchmarking sample indicates our proposed fees are substantially higher	Three unitaries different fee arrangements (averaging £538 for smaller to £565 for larger over a 3 year licence), so our proposed fees are substantially higher
<b>Dangerous Wild Animals (vet costs are in addition)</b>	361.24	Our proposed fee is significantly higher than the other Norfolk LAs average, which is £272	Our proposed fee is relatively low compared with the Suffolk LAs average, which is £429	Our proposed fee is much lower than the average £736 of 3 benchmarked Welsh LAs	Our proposed fee compares favourably with 2 out of 3 benchmarked shire unitaries, and is lower than the average of all 3 which is £378
<b>Zoo licence (vet costs are in addition)</b>	£1,145.00	Our proposed fee is much higher than the other Norfolk LAs average, which is £474	Our proposed fee is much higher than the Suffolk LAs average, which is £872	Our proposed fee is substantially lower than the average of benchmarked Welsh LAs, which is £1543	Our proposed fee is comparable generally with the average of benchmarked shire unitary LAs, which is £1,112 for a small scale zoo and considerably higher for larger scale zoos

Licence Type	Proposed fee	Norfolk (5 councils)	Suffolk (4 councils)	Welsh (6 councils)	New shire unitary councils (4 LAs)
<b>Acupuncture, Tattooing, Semi-Perm Skin Colouring, Cosmetic Piercing and Electrolysis (Premises)</b>	£248.16	Our proposed fee is broadly on par with the other Norfolk LAs average, which is £238	Our proposed fee is broadly on par with the Suffolk LAs average, which is £234	Our proposed fee is significantly higher than any benchmarked Welsh LAs, which average £192	Our proposed fee is higher than any benchmarked shire unitaries, which average £218
<b>Scrap Metal Licence – Site Licence</b>	£376.75	Our proposed fee is about 10% higher than the other Norfolk LAs average, which is £349	Our proposed fee is significantly lower than the Suffolk LAs average, which is £520	Our proposed fee is lower than Welsh average (£442)	Our proposed fee is much lower than benchmarked shire unitaries average, which is £1,070
<b>Scrap Metal Licence – Collectors Licence</b>	£211.75	Our proposed fee is slightly higher than the other Norfolk LAs average, which is £203	Our proposed fee is significantly lower than the Suffolk LAs average, which is £317	Our proposed fee is lower than Welsh average (£321)	Our proposed fee is much lower than benchmarked shire unitaries average, which is £505
<b>Combined Hackney Carriage and Private Hire Driver Licence – new application</b> Nb: some councils charge extra for dual licences	£347.75 (plus £44 for DBS check and £5 for DVLA check)	Varied picture in Norfolk - 1 higher, 1 similar, 3 much lower, the other LAs average £163	Our proposed fee is about 20% higher than the Suffolk LAs average, which is £293	Our proposed fee is about 20% higher than and Welsh (av. £291)	Our proposed fee is lower than benchmarked shire unitaries average, which is £418
<b>Hackney Carriage Vehicle Licence (1 year)</b>	£242.99	Varied picture in Norfolk - 1 higher, 1 similar, 3 lower, the other LAs average £175	Our proposed fee is about £10 higher than the Suffolk LAs average, which is £232	Our proposed fee is significantly higher than Welsh (av. £189)	Our proposed fee is slightly higher than new shire unitaries (av. £223)
<b>Private Hire Vehicle Licence – new (1 year)</b>	£181.99	Varied picture in Norfolk - 2 are much higher, 3 are lower. Our proposed fee is slightly lower than other Norfolk LAs average, which is £204	Our proposed fee is slightly lower than the Suffolk LAs average, which is £232 (based on 2 LAs publishing their fees)	Our proposed fee is broadly comparable averaging across our two with Welsh av. £203	Our proposed fee is slightly higher than new shire unitaries (av. £156)

Licence Type	Proposed fee	Norfolk (5 councils)	Suffolk (4 councils)	Welsh (6 councils)	New shire unitary councils (4 LAs)
<b>Private Hire Operator Licence – new</b>	£537.29	There is a varied picture in Norfolk - 2 are much higher, 3 are much lower. Our proposed fee is significantly higher than the other Norfolk LAs average, which is £509 or £611 (the latter reflecting the upper end of KLWNBC's charging range)	Our proposed fee is substantially higher than the two Suffolk LAs which publish fees averaging at £408 for small scale operators, but lower than their average of £714 when including East Suffolk's fee for large scale operators	Our proposed fee is similar to the average of benchmarked Welsh LAs upper scale range, which is £628, but higher than the small scale operator fee average which is £473. It is difficult to make a clear comparison.	Our proposed fee appears to be significantly higher than the benchmarked shire unitaries (low end average £314, high end average £440)
<b>Sex Establishments</b> Note: this is a contentious area of licensing fees	Revised fees are not being proposed in this report				