

# Public Document Pack



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8 October 2024

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **LICENSING COMMITTEE** will be held in the Council Chamber at these Offices on Wednesday 16 October 2024 at 5.30 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Democratic Services on (01304) 872305 or by e-mail at [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Nicky', written over a white background.

Chief Executive

Licensing Committee Membership:

S Hill (Chairman)	M F Hibbert
D G Cronk (Vice-Chairman)	J P Loffman
J S Back	S C Manion
M Bates	D J Parks
D G Beaney	M P Porter
S B Blair	O C de R Richardson
P M Brivio	C F Woodgate
Cowan	

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointments of Substitute Members.

3 **DECLARATIONS OF INTEREST** (Page 3)

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

4 **MINUTES** (Pages 4 - 5)

To confirm the attached Minutes of the meeting of the Committee held on 17 July 2024.

5 **FEES AND CHARGES 2025/26** (Pages 6 - 16)

To consider the attached report of the Head of Legal and Licensing.

**Access to Meetings and Information**

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is step free access via the Council Chamber entrance and an accessible toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website [www.dover.gov.uk](http://www.dover.gov.uk). Minutes will be published on our website as soon as practicably possible after each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Democratic Services, [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk), telephone: (01304) 872305 or email: [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk) for details.

**Large print copies of this agenda can be supplied on request.**

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

Minutes of the meeting of the **LICENSING COMMITTEE** held at the Council Offices, Whitfield on Wednesday, 17 July 2024 at 5.30 pm.

Present:

Chairman: Councillor S Hill

Councillors: D G Cronk  
M Bates  
D G Beaney  
S B Blair  
Cowan  
J P Loffman  
D J Parks  
M P Porter

Officers: Head of Corporate Services and Democracy  
Democratic Services Officer

9 APOLOGIES

There were apologies for absence received from Councillors P M Brivio, M F Hibbert and O C de R Richardson.

10 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute members appointed.

11 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

12 MINUTES

The Minutes of the meeting held on 22 May 2024 were approved as a correct record for signing by the Chairman.

13 MINUTES OF SUB-COMMITTEE MEETINGS

The Minutes of the meeting of the Licensing Sub-Committee held on 7 May 2024 were received and noted by the Committee.

14 DELIVERY OF AGENDAS TO COUNCIL MEMBERS

The Head of Corporate Services and Democracy presented the Delivery of Agendas to Council Members report to the Committee. It was at the request of the Leader of the Council that a review of the arrangements by which agendas and summons for Council meetings were distributed to Members, was required, with a view to reduce the number of agendas posted to Members to as low as possible on environmental and cost grounds.

The Licensing Committee was responsible for adopting its own arrangements and therefore it was asked to adopt the proposed amendment to Council Procedure Rule 6 set out in the report.

RESOLVED: That Council Procedure Rule 6, as amended below, be adopted by the Licensing Committee and Licensing Sub-Committees:

“The Proper Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the Proper Officer will send a summons signed by him or her to every member of the Council. All Members serving on a body will receive an electronic copy of the summons and agenda unless they have requested a paper copy which will be made available for collection from the Council Offices. All Members will receive an electronic notification by e-mail. The summons will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such reports as are available”.

The meeting ended at 5.33 pm.

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<b>Subject:</b>	<b>FEES AND CHARGES 2025/26</b>
<b>Meeting and Date:</b>	<b>Licensing Committee – 16<sup>th</sup> October 2024</b> <b>Cabinet (for information) – 13 January 2025 (part of larger report)</b>
<b>Report of:</b>	<b>Beverley Dempster – Head of Legal and Licensing</b>
<b>Decision Type:</b>	<b>Non- Executive</b>
<b>Classification:</b>	<b>Unrestricted</b>

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**Purpose of the report:** This report has been prepared to obtain formal approval for the levels of fees and charges (F&Cs) for the financial year 2025/26. These revised F&Cs will be included in the budget estimates for 2025/26.

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<b>Recommendation:</b>	<ol style="list-style-type: none"> <li>1. The Licensing Committee approve the Fees and Charges for 2025/26 as set out in Appendix 3.</li> <li>2. Members approve the general principle that fees are set at an appropriate inclusive level, irrespective of VAT status, and that the VAT element within the overall fee level is then determined.</li> <li>3. Members approve the general principle that, unless the fee is set by statute, licensing fees will be set on a cost recovery basis.</li> <li>4. That the Head of Legal and Licensing is authorised to adopt fees at, or close to government directed levels without the need for further reporting, in cases where the Council is awaiting Government guidance, and it has not been possible to set a fee level at this stage.</li> <li>5. That the Head of Legal and Licensing be authorised in consultation with the Portfolio Holder for Transport, Licensing and Environmental Services and the Strategic Director (Corporate and Regulatory) to make minor adjustments to the fees and charges as necessary</li> </ol>
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**1. Summary**

1.1 The Council’s constitution specifies that F&Cs shall be reviewed annually. To meet this requirement all Directors / Heads of Service have been asked to review the F&Cs within their areas of responsibility and to produce recommended levels for 2025/26.

**2. Introduction and Background**

2.1 The Council’s constitution specifies that F&Cs shall be reviewed annually.

2.2 The level of Member approval required is dependent upon the types of F&Cs raised and therefore reports must be submitted to:

- Licensing Committee
- Regulatory Committee
- Planning Committee (for information only)
- Cabinet

2.3 To meet this requirement, it is proposed to submit the following reports:

- Licensing Committee - Report to meeting on 16<sup>th</sup> October 2024 of all F&Cs to be set by the Licensing Committee.
- Regulatory Committee – Report to meeting on 26<sup>th</sup> November 2024 of all F&Cs to be set by the Regulatory Committee.
- Planning Committee – Report (for information) to the meeting on 21<sup>st</sup> November 2024 of all F&Cs relevant to the Planning Committee.
- Cabinet – Report to the meeting on 13<sup>th</sup> January 2025 of all F&Cs but seeking specific approval of those F&Cs set by Cabinet.

2.4 Members are reminded that in 2004/05 a Member and Officer Review group developed a framework of broad guidelines to be considered in formulating proposals for F&Cs.

2.5 A copy of the checklist produced at that time and since updated to maintain currency, has been circulated to all Service Directors and to all officers considering F&Cs so that a rigorous and consistent approach is taken. A copy is attached at Appendix 1.

2.6 As in previous years, to assist Members, the data on F&Cs has been tabulated into a standard format that has been used for Appendices 3.

#### Detail and Narrative

These give a summary of the type of service being provided.

#### Set by Government

This indicates whether a charge is statutory or not. If a charge is statutory then it is effectively set by Government and although formal Member approval is still sought, there is little or no scope to make changes.

#### 2024/25 Charge Inc VAT

The charge has been provided inclusive of VAT for two reasons. First, it shows what the customer will pay and is therefore more meaningful.

Second, charges for some services, car parking for example, which are not simply a direct recovery of costs, are set at a level, inclusive of VAT, having regard to relevant considerations including market level, where appropriate. The VAT is therefore a deduction from the amount of charge retained by DDC and is not a key factor in determining the appropriate charge. Members are asked to approve this approach.

### 2025/26 Proposed Charge Inc VAT

This is the recommended charge for 2025/26 and will, subject to Members' approval, be included in the 2025/26 budget.

### 2025/26 Total Expected Income ex VAT

This gives a broad indication as to how much income DDC is expected to receive and has been included to provide Members with a sense of the relative importance of individual charges or group of similar charges. The more significant income streams (generating over £3k) have been highlighted in **bold** type.

In some cases, the level of use is very low, or infrequent, or the service has only recently been introduced and so no level of income has been included.

### Comments (inc Reason for the Change in Charges)

The licensing fees are reviewed each year as part of a rolling programme. The reviews include a detailed time/cost breakdown of each licence type.

It should be noted that the Licensing Act fees and charges (Appendix 3) are all set centrally by government. In addition to this, the Gambling Act fees and charges are capped by government.

## **3. Identification of Options**

- 3.1 The recommended figures for consideration by Members are included in the Appendices. Members may approve these proposed figures.
- 3.2 Members may propose and approve alternative figures with reasons recorded for their decisions. Alternative figures should not however result in a total income which exceeds the cost of providing the service.

## **4. Evaluation of Options**

- 4.1 The recommended fees and charges consider the actual cost of providing the service and seek to ensure full cost recovery. This is the recommended approach.
- 4.2 Members should also consider the checklist of issues to consider (at Appendix 1) when reviewing the fees and charges included in the subsequent Appendices.

## **5. Resource Implications**

See Appendices.

## **6. Climate Change and Environmental Implications**

- 6.1 There are no climate change implications.

## **7. Corporate Implications**



- 7.1 Comment from the Strategic Director (Finance and Housing ) (linked to the MTFP): Accountancy has been consulted on the report and have no further comments to add. (SK)
- 7.2 Comment from the Solicitor to the Council: The Principal Lawyer – Litigation and Regulatory has been consulted in the preparation of this report and has no further comments to make.
- 7.3 Comment from the Equalities Officer: This report regarding the fees and charges for 2025/26 does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>

8. **Appendices**

Appendix 1 – Fees and Charges checklist

Appendix 3.1 & 3.2 – Schedule of recommended F&Cs

Contact Officers: Rebecca Pordage, Licensing Manager (ext. 42279) and  
Shane Kempster, Accounting Technician

**Fees and Charges Checklist**

<p><b>Corporate and Service Objectives</b> Are links made between charges and our corporate and service objectives and are we able to use charges to help deliver these objectives?</p>
<p><b>Users of the Service</b> Is there sufficient understanding of our service users and their needs and wishes?  Have we considered different pricing to specific target groups and has the potential impact of charges or the changes to existing charges been assessed?  Ensure that you consider the potential diversity and equality issues and where necessary consider and document any issues and mitigation.  Ensure that you consider the potential climate change and environmental issues and where necessary consider and document any issues and mitigation.</p>
<p><b>Comparison with other providers</b> Is there a complete picture of competition and providers of similar services – including other Local Authorities?</p>
<p><b>Consultation</b> Has the relevant Portfolio holder been consulted and do charges meet with their aspirations and requirements?  Is wider community consultation appropriate for any of your charges? Has it been undertaken?</p>
<p><b>Performance Management</b> Are the principles for charges clearly defined and are clear targets set and monitored. Do we have a clear picture of what is a success?</p>
<p><b>Financial Considerations</b> Is the charge at a level to fully recover all costs or if is subsidised - why?  Have we considered all services for which we can / should charge a fee?  Are there any fees that we charge, that have not been included in the schedule?  Are we being radical in our approach to charging and are our charges cost effective?</p>
<p><b>Corporate Income Policy</b> Please ensure you adhere to the main principals of the Corporate Income Policy when setting your fees and charges.</p>
<p><b>Legal Considerations and Other Guidance</b> Does the Council have the power to levy the charges. Is there any ministerial or other guidance that should be taken into account?</p>
<p><b>Customer Access Review</b>  Consider whether the CAR for your service includes any issues for specific fees.</p>

				2024/25	2024/25		2024/25	2025/26		2025/26	2025/26				
Detail	Narrative	Income Code	Set by Govt? Y/N	Approved Charges inc VAT	Units / Comments	VAT Code	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income			
<b>Licensing - L May - Rebecca Pordage - Councillor Jamie L Pout</b>															
1	Personal Licences	Grant or Renewal	1410-00000-42307	Y	£37	Statutory Fee set by Government	NA	£2,960	£37	£2,900	0%	Based on number of licence applications anticipated			
2	Personal Licences	Change of Name or Address	1410-00000-42307	Y	£10.50		NA	£105.00	£10.50		0%				
3	Personal Licences	Theft, Loss etc.	1410-00000-42307	Y	£10.50		NA	£52.50	£10.50		0%				
4	Premises & Club Licences	Theft, Loss etc.	1410-00000-42308	Y	£10.50	Statutory Fee set by Government	NA	£52.50	£10.50	£99,000.00	0%	Based on number of licence applications anticipated			
5	Premises & Club Licences	Change of Name or Address	1410-00000-42308	Y	£10.50		NA	£0.00	£10.50		0%				
6	Premises & Club Licences	Change of Club Rules	1410-00000-42308	Y	£10.50		NA	£0	£10.50		0%				
7	Premises & Club Licences	Vary DPS	1410-00000-42308	Y	£23		NA	£1,495	£23		0%				
8	Premises & Club Licences	Transfer Licence	1410-00000-42308	Y	£23		NA	£621	£23		0%				
9	Premises & Club Licences	Interim Authority	1410-00000-42308	Y	£23		NA	£0	£23		0%				
10	Premises & Club Licences	Notification Interest	1410-00000-42308	Y	£21		NA	£0	£21		0%				
11	Premises & Club Licences	Provisional Statement	1410-00000-42308	Y	£315		NA	£0	£315		0%				
12	Premises & Club Licences	Minor Variation	1410-00000-42308	Y	£89		NA	£534	£89		0%				
13	Premises & Club Licences	New Application & Variation NDR Band A	1410-00000-42308	Y	£100		NA	£0	£100		0%				
14	Premises & Club Licences	New Application & Variation NDR Band B	1410-00000-42308	Y	£190		NA	£2,850	£190		0%				
15	Premises & Club Licences	New Application & Variation NDR Band C	1410-00000-42308	Y	£315		NA	£315	£315		0%				
16	Premises & Club Licences	New Application & Variation NDR Band D	1410-00000-42308	Y	£450		NA	£0	£450		0%				
17	Premises & Club Licences	New Application & Variation NDR Band E	1410-00000-42308	Y	£635		NA	£0	£635		0%				
18	Premises & Club Licences	Annual Fee NDR Band A	1410-00000-42308	Y	£70		NA	£3,710	£70		0%				
19	Premises & Club Licences	Annual Fee NDR Band B	1410-00000-42308	Y	£180		NA	£46,980	£180		0%				
20	Premises & Club Licences	Annual Fee NDR Band C	1410-00000-42308	Y	£295		NA	£12,685	£295		0%				
21	Premises & Club Licences	Annual Fee NDR Band D	1410-00000-42308	Y	£320		NA	£2,880	£320		0%				
22	Premises & Club Licences	Annual Fee NDR Band E	1410-00000-42308	Y	£350		NA	£4,200	£350		0%				
23	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 5,000 to 9,999	1410-00000-42308	Y	£1,000		Statutory Fee set by Government	NA	£0		£1,000		£99,000.00	0%	Based on number of licence applications anticipated
24	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 10,000 to 14,999	1410-00000-42308	Y	£2,000			NA	£0		£2,000			0%	
25	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 15,000 to 19,999	1410-00000-42308	Y	£4,000			NA	£0		£4,000			0%	
26	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 20,000 to 29,999	1410-00000-42308	Y	£8,000	NA		£0	£8,000	0%					
27	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 30,000 to 39,999	1410-00000-42308	Y	£16,000	NA		£0	£16,000	0%					
28	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 40,000 to 49,999	1410-00000-42308	Y	£24,000	NA		£0	£24,000	0%					
29	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 50,000 to 59,999	1410-00000-42308	Y	£32,000	NA		£0	£32,000	0%					
30	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 60,000 to 69,999	1410-00000-42308	Y	£40,000	NA		£0	£40,000	0%					

				2024/25	2024/25		2024/25	2025/26		2025/26	2025/26	
Detail	Narrative	Income Code	Set by Govt? Y/N	Approved Charges inc VAT	Units / Comments	VAT Code	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
31	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 70,000 to 79,999	1410-00000-42308	Y	£48,000		NA	£0	£48,000		0%	
32	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 80,000 to 89,999	1410-00000-42308	Y	£56,000		NA	£0	£56,000		0%	
33	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 90,000 and over	1410-00000-42308	Y	£64,000		NA	£0	£64,000		0%	
34	Large Scale Events	Annual Fee 5,000 to 9,999	1410-00000-42308	Y	£500		NA	£0	£500		0%	
35	Large Scale Events	Annual Fee 10,000 to 14,999	1410-00000-42308	Y	£1,000		NA	£0	£1,000		0%	
36	Large Scale Events	Annual Fee 15,000 to 19,999	1410-00000-42308	Y	£2,000		NA	£0	£2,000		0%	
37	Large Scale Events	Annual Fee 20,000 to 29,999	1410-00000-42308	Y	£4,000		NA	£0	£4,000		0%	
38	Large Scale Events	Annual Fee 30,000 to 39,999	1410-00000-42308	Y	£8,000		NA	£0	£8,000		0%	
39	Large Scale Events	Annual Fee 40,000 to 49,999	1410-00000-42308	Y	£12,000		NA	£0	£12,000		0%	
40	Large Scale Events	Annual Fee 50,000 to 59,999	1410-00000-42308	Y	£16,000		NA	£0	£16,000		0%	
41	Large Scale Events	Annual Fee 60,000 to 69,999	1410-00000-42308	Y	£20,000		NA	£0	£20,000		0%	
42	Large Scale Events	Annual Fee 70,000 to 79,999	1410-00000-42308	Y	£24,000		NA	£0	£24,000		0%	
43	Large Scale Events	Annual Fee 80,000 to 89,999	1410-00000-42308	Y	£28,000		NA	£0	£28,000		0%	
44	Large Scale Events	Annual fee 90,000 and over	1410-00000-42308	Y	£32,000		NA	£0	£32,000		0%	
45	Temporary Event Notices	New Notice	1410-00000-42310	Y	£21	Statutory Fee set by Government	NA	£8,925	£21	£7,000	0%	Based on number of licence applications anticipated
46	Temporary Event Notices	Theft, Loss etc.	1410-00000-42310	Y	£10.50		NA	£0.00	£10.50		0%	

					2024/25	2024/25		2024/25	2025/26	2025/26	2025/26		
	Detail	Narrative	Income Code	Set by Govt? Y/N	Approved Charges inc VAT	Units / Comments	VAT Code	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Units / Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
<b>Licensing - L May - Rebecca Pordage - Councillor Jamie L Pout</b>													
47	Bingo Club	Licence Application	1410-00000-42324	N	£3,500		NA	£0	£3,500			0%	
48	Bingo Club	Annual Fee	1410-00000-42324	N	£950		NA	£2,850	£950		£2,850	0%	
49	Bingo Club	Application to Vary	1410-00000-42324	N	£1,750		NA	£0	£1,750			0%	
50	Bingo Club	Application to Transfer	1410-00000-42324	N	£1,200		NA	£0	£1,200			0%	
51	Bingo Club	Application for Reinstatement	1410-00000-42324	N	£1,200		NA	£0	£1,200			0%	
52	Bingo Club	Application for Provisional Statement	1410-00000-42324	N	£3,500		NA	£0	£3,500			0%	
53	Bingo Club	Licence Application (Provisional Statement Holders)	1410-00000-42324	N	£1,200		NA	£0	£1,200			0%	
54	Bingo Club	Copy of Licence	1410-00000-42324	N	£25		NA	£0	£25			0%	
55	Bingo Club	Notification of Change	1410-00000-42324	N	£50		NA	£0	£50			0%	
56	Betting Premise (excluding Tracks)	Licence Application	1410-00000-42320	N	£3,000		NA	£0	£3,000			0%	
57	Betting Premise (excluding Tracks)	Annual Fee	1410-00000-42320	N	£575		NA	£2,875	£575		£3,450	0%	Based on actuals from previous year
58	Betting Premise (excluding Tracks)	Application to Vary	1410-00000-42320	N	£1,250		NA	£0	£1,250			0%	
59	Betting Premise (excluding Tracks)	Application to Transfer	1410-00000-42320	N	£1,200		NA	£0	£1,200			0%	
60	Betting Premise (excluding Tracks)	Application for Reinstatement	1410-00000-42320	N	£1,200		NA	£0	£1,200			0%	
61	Betting Premise (excluding Tracks)	Application for Provisional Statement	1410-00000-42320	N	£3,000		NA	£0	£3,000			0%	
62	Betting Premise (excluding Tracks)	Licence Application (Provisional Statement Holders)	1410-00000-42320	N	£1,200		NA	£0	£1,200			0%	
63	Betting Premise (excluding Tracks)	Copy of Licence	1410-00000-42320	N	£25		NA	£0	£25			0%	
64	Betting Premise (excluding Tracks)	Notification of Change	1410-00000-42320	N	£50		NA	£0	£50			0%	
65	Track	Licence Application	1410-00000-42308	N	£2,500		NA	£0	£2,500			0%	
66	Track	Annual Fee	1410-00000-42308	N	£950		NA	£0	£950		£0	0%	
67	Track	Application to Vary	1410-00000-42308	N	£1,250		NA	£0	£1,250			0%	
68	Track	Application to Transfer	1410-00000-42308	N	£950		NA	£0	£950			0%	
69	Track	Application for Reinstatement	1410-00000-42308	N	£950		NA	£0	£950			0%	
70	Track	Application for Provisional Statement	1410-00000-42308	N	£2,500		NA	£0	£2,500			0%	
71	Track	Licence Application (Provisional Statement Holders)	1410-00000-42308	N	£950		NA	£0	£950			0%	
72	Track	Copy of Licence	1410-00000-42308	N	£25		NA	£0	£25			0%	

					2024/25	2024/25		2024/25	2025/26	2025/26	2025/26		
	Detail	Narrative	Income Code	Set by Govt? Y/N	Approved Charges inc VAT	Units / Comments	VAT Code	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Units / Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
73	Track	Notification of Change	1410-00000-42308	N	£50		NA	£0	£50			0%	
74	Family Entertainment Centre	Licence Application	1410-00000-42319	N	£2,000		NA	£0	£2,000		£725	0%	
75	Family Entertainment Centre	Annual Fee	1410-00000-42319	N	£725		NA	£725	£725			0%	
76	Family Entertainment Centre	Application to Vary	1410-00000-42319	N	£1,000		NA	£0	£1,000			0%	
77	Family Entertainment Centre	Application to Transfer	1410-00000-42319	N	£950		NA	£0	£950			0%	
78	Family Entertainment Centre	Application for Reinstatement	1410-00000-42319	N	£950		NA	£0	£950			0%	
79	Family Entertainment Centre	Application for Provisional Statement	1410-00000-42319	N	£2,000		NA	£0	£2,000			0%	
80	Family Entertainment Centre	Licence Application (Provisional Statement Holders)	1410-00000-42319	N	£950		NA	£0	£950			0%	
81	Family Entertainment Centre	Copy of Licence	1410-00000-42319	N	£25		NA	£0	£25			0%	
82	Family Entertainment Centre	Notification of Change	1410-00000-42319	N	£50		NA	£0	£50			0%	
83	Adult Gaming Centre	Licence Application	1410-00000-42318	N	£2,000		NA	£0	£2,000		£5,700	0%	
84	Adult Gaming Centre	Annual Fee	1410-00000-42318	N	£950		NA	£5,700	£950			0%	
85	Adult Gaming Centre	Application to Vary	1410-00000-42318	N	£1,000		NA	£0	£1,000			0%	
86	Adult Gaming Centre	Application to Transfer	1410-00000-42318	N	£1,200		NA	£0	£1,200			0%	
87	Adult Gaming Centre	Application for Reinstatement	1410-00000-42318	N	£1,200		NA	£0	£1,200			0%	
88	Adult Gaming Centre	Application for Provisional Statement	1410-00000-42318	N	£2,000		NA	£0	£2,000			0%	
89	Adult Gaming Centre	Licence Application (Provisional Statement Holders)	1410-00000-42318	N	£1,200		NA	£0	£1,200			0%	
90	Adult Gaming Centre	Copy of Licence	1410-00000-42318	N	£25		NA	£0	£25			0%	
91	Adult Gaming Centre	Notification of Change	1410-00000-42318	N	£50		NA	£0	£50			0%	
92	New Small Casino	Licence Application	1410-00000-42308	N	£8,000			£0	£8,000			0%	
93	New Small Casino	Annual Fee	1410-00000-42308	N	£5,000		NA	£0	£5,000			0%	
94	New Small Casino	Application to Vary	1410-00000-42308	N	£4,000		NA	£0	£4,000			0%	
95	New Small Casino	Application to Transfer	1410-00000-42308	N	£1,800		NA	£0	£1,800			0%	
96	New Small Casino	Application for Reinstatement	1410-00000-42308	N	£1,800		NA	£0	£1,800			0%	
97	New Small Casino	Application for Provisional Statement	1410-00000-42308	N	£8,000		NA	£0	£8,000			0%	
98	New Small Casino	Licence Application (Provisional Statement Holders)	1410-00000-42308	N	£3,000		NA	£0	£3,000			0%	
99	New Small Casino	Copy of Licence	1410-00000-42308	N	£25		NA	£0	£25			0%	

					2024/25	2024/25		2024/25	2025/26	2025/26	2025/26		
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100	New Small Casino	Notification of Change	1410-00000-42308	N	£50		NA	£0	£50		£0	0%	
101	New Large Casino	Licence Application	1410-00000-42308	N	£10,000		NA	£0	£10,000		£0	0%	
102	New Large Casino	Annual Fee	1410-00000-42308	N	£10,000		NA	£0	£10,000		£0	0%	
103	New Large Casino	Application to Vary	1410-00000-42308	N	£5,000		NA	£0	£5,000		£0	0%	
104	New Large Casino	Application to Transfer	1410-00000-42308	N	£2,150		NA	£0	£2,150		£0	0%	
105	New Large Casino	Application for Reinstatement	1410-00000-42308	N	£2,150		NA	£0	£2,150		£0	0%	
106	New Large Casino	Application for Provisional Statement	1410-00000-42308	N	£10,000		NA	£0	£10,000		£0	0%	
107	New Large Casino	Licence Application (Provisional Statement Holders)	1410-00000-42308	N	£5,000		NA	£0	£5,000		£0	0%	
108	New Large Casino	Copy of Licence	1410-00000-42308	N	£25		NA	£0	£25		£0	0%	
109	New Large Casino	Notification of Change	1410-00000-42308	N	£50		NA	£0	£50		£0	0%	
110	Regional Casino	Licence Application	1410-00000-42308	N	£15,000		NA	£0	£15,000		£0	0%	
111	Regional Casino	Annual Fee	1410-00000-42308	N	£15,000		NA	£0	£15,000		£0	0%	
112	Regional Casino	Application to Vary	1410-00000-42308	N	£7,500		NA	£0	£7,500		£0	0%	
113	Regional Casino	Application to Transfer	1410-00000-42308	N	£6,500		NA	£0	£6,500		£0	0%	
114	Regional Casino	Application for Reinstatement	1410-00000-42308	N	£6,500		NA	£0	£6,500		£0	0%	
115	Regional Casino	Application for Provisional Statement	1410-00000-42308	N	£15,000		NA	£0	£15,000		£0	0%	
116	Regional Casino	Licence Application (Provisional Statement Holders)	1410-00000-42308	N	£8,000		NA	£0	£8,000		£0	0%	
117	Regional Casino	Copy of Licence	1410-00000-42308	N	£25		NA	£0	£25		£0	0%	
118	Regional Casino	Notification of Change	1410-00000-42308	N	£50		NA	£0	£50		£0	0%	
119	Temporary Use Notice	Application Fee	1410-00000-42308	Y	£500		NA	£0	£500		£0	0%	
120	Alcohol Licences Premises	Permit Application Fee (2 or less Machines)	1410-00000-42317	Y	£50		NA	£150	£50		£350	0%	
121	Alcohol Licences Premises	Permit Application Fee (3+ Machines)	1410-00000-42317	Y	£150		NA	£0	£150		£350	0%	
122	Alcohol Licences Premises	Permit Annual Fee (3+ Machines)	1410-00000-42317	Y	£50		NA	£200	£50		£350	0%	
123	Family Entertainment Centre Unlicensed	Permit Application Fee	1410-00000-42308	Y	£300		NA	£0	£300		£0	0%	
124	Family Entertainment Centre Unlicensed	Permit Renewal Fee (Permits last for a period of 10 years)	1410-00000-42308	Y	£300		NA	£600	£300		£0	0%	
125	Prize Gaming	Permit Application Fee	1410-00000-42308	Y	£300		NA	£0	£300		£0	0%	
126	Prize Gaming	Permit Renewal Fee	1410-00000-42308	Y	£300		NA	£0	£300		£0	0%	
127	Club Gaming	Permit Application Fee	1410-00000-42321	Y	£200		NA	£0	£200		£100	0%	
128	Club Gaming	Permit Annual Fee	1410-00000-42321	Y	£50		NA	£150	£50		£100	0%	Based on actuals from previous year

					2024/25	2024/25		2024/25	2025/26	2025/26	2025/26		
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129	Club Gaming	Permit Renewal Fee (due every 10 years)	1410-00000-42321	Y	£200		NA	£0	£200			0%	
130	Club Gaming Machine	Permit Application Fee	1410-00000-42323	Y	£200		NA	£0	£200		£200	0%	Based on number of applications expected
131	Club Gaming Machine	Permit Annual Fee	1410-00000-42323	Y	£50		NA	£100	£50			0%	
132	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Application Fee	1410-00000-42308	Y	£100		NA	£0	£100		£0	0%	
133	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Annual Fee	1410-00000-42308	Y	£50		NA	£0	£50			0%	
134	Gaming Machine Permit	Annual Fee	1410-00000-42308	Y	£100		NA	£0	£100		£0	0%	
135	Gambling Permits	Copy of permit (FEC, Prize Gaming, Notification of 2 or less machines, 3+ machines, Club Gaming Permit, Club	1410-00000-42308	Y	£15		NA	£0	£15		£0	0%	
136	Small Society Lotteries	Registration Fee	1410-00000-42308	Y	£40		NA	£480	£40		£2,000	0%	Based on actuals from previous year
137	Small Society Lotteries	Annual Fee	1410-00000-42308	Y	£20		NA	£1,400	£20			0%	