

# Public Document Pack



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2 December 2024

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **REGULATORY COMMITTEE** will be held in the Council Chamber at these Offices on Tuesday 10 December 2024 at 10.00 am 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

Regulatory Committee Membership:

G Cowan (Chairman)  
J P Loffman (Vice-Chairman)  
P M Brivio  
M F Hibbert  
O C de R Richardson

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointment of Substitute Members.

3 **DECLARATIONS OF INTEREST** (Page 4)

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

4 **MINUTES** (Pages 5 - 6)

To confirm the attached Minutes of the meeting of the Committee held on 15 October 2024.

5 **FEES AND CHARGES 2025/26** (Pages 7 - 19)

To consider the attached report of the Strategic Director (Corporate and Regulatory).

**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.
- In order to facilitate the broadcast of meetings there have been cameras set up in the Council Chamber that communicate with Microsoft Teams Live. This enables meetings held in the Council Chamber to be broadcast for public viewing through the Council's website.

The meetings in which these cameras will be used include meetings of: (a) Council; (b) Cabinet; (c) Dover Joint Transportation Advisory Board; (d) General Purposes Committee; (e) Electoral Matters Committee; (f) Governance Committee; (g) Planning Committee; and (h) Overview and Scrutiny Committee. Only agenda items open to the press and public to view will be broadcast.

- These recordings will be retained for 30 days from the date of the meeting. The recordings will be uploaded to YouTube as soon as practicable after the day of the meeting. In normal circumstances this would be within 2 working days of the meeting. However, there may be circumstances where it will take longer. The recordings can be viewed on the Council's YouTube Channel - [Council meetings - YouTube](#)
- 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.
- Members of the Regulatory Committee may receive confidential information relating to criminal offence personal data as part of an exempt or confidential item of business on the agenda. It is each Member's responsibility to ensure that this information is handled securely and confidentially as required under data protection legislation. This information must only be retained for as long as necessary and when no longer required disposed of via a shredder or the Council's secure disposal arrangements.

For further information about how this information should be processed, please view the Council's Data Protection Policy and Appropriate Policy Document at

[www.dover.gov.uk/Corporate-Information/PDF/Data-Protection-Policy.pdf](http://www.dover.gov.uk/Corporate-Information/PDF/Data-Protection-Policy.pdf)

- 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 **REGULATORY COMMITTEE** held at the Council Offices, Whitfield on Tuesday, 15 October 2024 at 11.00 am.

Present:

Chairman: Councillor G Cowan

Councillors: J P Loffman  
P M Brivio  
M F Hibbert  
M P Porter (as substitute for Councillor O C de R Richardson)

Officers: Principal Lawyer - Litigation and Regulatory  
Licensing Manager  
Licensing Officer  
Democratic Services Officer

Also Present: Applicant (Minute No.18)  
Supporting Person (Minute No.18)

13 APOLOGIES

An apology for absence was received from Councillor O C de R Richardson.

14 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, Councillor M P Porter be appointed substitute for Councillor O C de R Richardson.

15 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

16 MINUTES

The Minutes of the meeting held on 25 June 2024 were approved as a correct record for signing by the Chairman.

17 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor J P Loffman, duly seconded and

RESOLVED: That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the items to be considered involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12A of the Act.

18 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - JOINT DRIVERS LICENCE

The Committee considered the report of the Licensing Manager on an application for a Joint Hackey Carriage and Private Hire Drivers' licence. The application was referred to the Committee to determine whether the applicant was a Fit and Proper

Person to hold such a licence in light of the matters contained within the restricted report.

In accordance with the approved procedure Members heard from the applicant and the applicant's supporting person in respect of the applicant's character and the matters which led to the application being put before the Committee for their consideration. Members had the opportunity to ask questions of the applicant and their supporting person. The supporting person also gave Members the opportunity to ask questions of the applicant without them being present and they left the room.

The Committee withdrew from the meeting along with the Principal Lawyer – Litigation and Regulatory to consider its decision. Upon returning the legal advisor set out the Committee's considerations when determining whether they considered the applicant to be a Fit and Proper Person including the duty of the Licensing Authority to consider whether 'without any prejudice, and based on the information before you, would you allow a person for whom you care, regardless of their condition, to travel in a vehicle driven by this person at any time of day or night?'. If, on the balance of probabilities, the answer to the question was no, the individual should not hold a licence; an applicant should not be given the benefit of doubt.

RESOLVED: That the Committee determined that the applicant is not Fit and Proper and the application for a Joint Hackney Carriage and Private Hire Driver's licence be REFUSED.

The meeting ended at 12.40 pm.

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<b>Subject:</b>	<b>FEES AND CHARGES 2025/26</b>
<b>Meeting and Date:</b>	<b>Regulatory Committee – 10<sup>th</sup> December 2024</b> <b>Cabinet (for information) – 13<sup>th</sup> January 2025 (part of larger report)</b>
<b>Report of:</b>	<b>Louise May - Strategic Director (Corporate and Regulatory)</b>
<b>Portfolio Holder:</b>	<b>Councillor J L Pout (Portfolio Holder for Transport, Licensing and Environmental Services)</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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- Recommendation:**
1. The Regulatory Committee approve the Fees and Charges for 2025/26 as set out in Appendix 4.
  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.
  3. Members approve the general principle that, unless the fee is set by statute, licensing fees will be set on a cost recovery basis.
  4. That the Strategic Director (Corporate and Regulatory) 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.
  5. That the Strategic Director (Corporate and Regulatory) be authorised in consultation with the Strategic Director (Finance and Housing) to make minor adjustments to the fees and charges as necessary.
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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 – (Already taken) 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 10<sup>th</sup> December 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 Appendix 4.

#### 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.

## 3. **Identification of Options**

3.1 The recommended figures for consideration by Members are included in the Appendices. Members may approve these proposed figures.

4. 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.

## 5. **Evaluation of Options**

5.1 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.

5.2 Members should also consider the checklist of issues to consider (at Appendix 1) when reviewing the fees and charges included in the subsequent Appendices.

## 6. **Resource Implications**

See Appendices.

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

7.1 There are no climate change implications.

## 8. **Corporate Implications**

8.1 **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.

8.2 **Comment from the Solicitor to the Council:** The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.

8.3 **Comment from the Equalities Officer:** This report seeking approval for the levels of fees and charges (F&Cs) for the financial year 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>

9. **Appendices**

Appendix 1 – Fees and Charges checklist

Appendices 4.1 & 4.2 – Schedule of recommended F&Cs

Contact Officers: Rebecca Pordage, Licensing Manager and  
Melanie Woodland, Accountancy Assistant

**Fees and Charges Checklist**

**Corporate and Service Objectives**  
 Are links made between charges and our corporate and service objectives and are we able to use charges to help deliver these objectives?

**Users of the Service**  
 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.

**Comparison with other providers**  
 Is there a complete picture of competition and providers of similar services – including other Local Authorities?

**Consultation**  
 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?

**Performance Management**  
 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?

**Financial Considerations**  
 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?

**Corporate Income Policy**  
 Please ensure you adhere to the main principals of the Corporate Income Policy when setting your fees and charges.

**Legal Considerations and Other Guidance**  
 Does the Council have the power to levy the charges. Is there any ministerial or other guidance that should be taken into account?

**Customer Access Review**  
 Consider whether the CAR for your service includes any issues for specific fees.

	£				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	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income				
<b>Regulatory Licensing - L. May - Councillor J L Pout</b>																	
1	Health	Premise Registration	1411-00000-42108	N	£250	Premise Registration	NA	£1,000	£255		£2,000	2%	Increased in line with inflation				
2	Health	Additional Practitioner	1411-00000-42108	N	£110	Additional Practitioner	NA		£112			2%					
3	Health	Minor Variation	1411-00000-42108	N	£55	Minor Variation	NA		£56			2%					
4	Health	Copy of licence	1411-00000-42108	N			NA	£0	£12				New charge following requests for duplicates				
5	Health	Events - premises	1411-00000-42108	N			NA		£175				New charge following enquiries for tattoo conventions				
6	Health	Events - each additional practitioner	1411-00000-42108	N			NA		£25				New charge following enquiries for tattoo conventions				
5	Cosmetic Piercing	Premise Registration	1411-00000-42108	N	£250	Premise Registration	NA					-100%	No separate code required - all included above				
6	Cosmetic Piercing	Additional Practitioner	1411-00000-42108	N	£110	Additional Practitioner	NA		-100%								
7	Cosmetic Piercing	Minor Variation	1411-00000-42108	N	£55	Minor Variation	NA		-100%								
8	Ear Piercing	Premise Registration	1411-00000-42108	N	£250	Premise Registration	NA		-100%								
9	Ear Piercing	Additional Practitioner	1411-00000-42108	N	£110	Additional Practitioner	NA		-100%								
10	Ear Piercing	Minor Variation	1411-00000-42108	N	£55	Minor Variation	NA		-100%								
11	Electrolysis	Premise Registration	1411-00000-42108	N	£250	Premise Registration	NA		-100%								
12	Electrolysis	Additional Practitioner	1411-00000-42108	N	£110	Additional Practitioner	NA		-100%								
13	Electrolysis	Minor Variation	1411-00000-42108	N	£55	Minor Variation	NA		-100%								
14	Semi-permanent Skin-colouring	Premise Registration	1411-00000-42108	N	£250	Premise Registration	NA		-100%								
15	Semi-permanent Skin-colouring	Additional Practitioner	1411-00000-42108	N	£110	Additional Practitioner	NA		-100%								
16	Semi-permanent Skin-colouring	Minor Variation	1411-00000-42108	N	£55	Minor Variation	NA		-100%								
17	Tattooing	Premise Registration	1411-00000-42108	N	£250	Premise Registration	NA		-100%								
18	Tattooing	Additional Practitioner	1411-00000-42108	N	£110	Additional Practitioner	NA		-100%								
19	Tattooing	Minor Variation	1411-00000-42108	N	£55	Minor Variation	NA		-100%								
20	Animal Licensing	Boarding Establishments (new application 1 or 2 stars))	1410-00000-42300	N	£440	Boarding Establishments (new application 1 or 2 stars))	NA		£2,010			£440				0%	
21	Animal Licensing	Boarding Establishments (new application 3 or 4 stars)	1410-00000-42300	N	£525	Boarding Establishments (new application 3 or 4 stars)	NA					£525				0%	
22	Animal Licensing	Boarding Establishments (new application 5 stars)	1410-00000-42300	N	£605	Boarding Establishments (new application 5 stars)	NA					£605				0%	
23	Animal Licensing	Boarding Establishments (renewal 1 or 2 stars)	1410-00000-42300	N	£365	Boarding Establishments (renewal 1 or 2 stars)	NA					£365				0%	
24	Animal Licensing	Boarding Establishments (renewal 3 or 4 stars)	1410-00000-42300	N	£455	Boarding Establishments (renewal 3 or 4 stars)	NA	£455		0%							
25	Animal Licensing	Boarding Establishments (renewal 5 stars)	1410-00000-42300	N	£535	Boarding Establishments (renewal 5 stars)	NA	£535		0%							

	£				2024/25	2024/25		2024/25	2025/26	2025/26			
	Detail	Narrative	Income Code	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
26	Animal Licensing	Home Boarding (new application 1 or 2 stars)	1410-00000-42300	N	£370	Home Boarding (new application 1 or 2 stars)	NA	£726	£370			0%	
27	Animal Licensing	Home Boarding (new application 3 or 4 stars)	1410-00000-42300	N	£460	Home Boarding (new application 3 or 4 stars)	NA		£460			0%	
28	Animal Licensing	Home Boarding (new application 5 stars)	1410-00000-42300	N	£515	Home Boarding (new application 5 stars)	NA		£515			0%	
29	Animal Licensing	Home Boarding (renewal 1 or 2 stars)	1410-00000-42300	N	£300	Home Boarding (renewal 1 or 2 stars)	NA		£300			0%	
30	Animal Licensing	Home Boarding (renewal 3 or 4 stars)	1410-00000-42300	N	£395	Home Boarding (renewal 3 or 4 stars)	NA		£395			0%	
31	Animal Licensing	Home Boarding (renewal 5 stars)	1410-00000-42300	N	£450	Home Boarding (renewal 5 stars)	NA		£450			0%	
32	Animal Licensing	Dog Breeding Establishments (New application 1 or 2 Stars)	1410-00000-42300	N	£550	Dog Breeding Establishments (New application 1 or 2 Stars)	NA	£632	£550		0%		
33	Animal Licensing	Dog Breeding Establishments (New application 3 or 4 Stars)	1410-00000-42300	N	£675	Dog Breeding Establishments (New application 3 or 4 Stars)	NA		£675		0%		
34	Animal Licensing	Dog Breeding Establishments (New application 5 Stars)	1410-00000-42300	N	£790	Dog Breeding Establishments (New application 5 Stars)	NA		£790		0%		
35	Animal Licensing	Dog Breeding Establishments (renewal 1 or 2 stars)	1410-00000-42300	N	£450	Dog Breeding Establishments (renewal 1 or 2 stars)	NA		£450		0%		
36	Animal Licensing	Dog Breeding Establishments (renewal 3 or 4 stars)	1410-00000-42300	N	£570	Dog Breeding Establishments (renewal 3 or 4 stars)	NA		£570		0%		
37	Animal Licensing	Dog Breeding Establishments (renewal 5 stars)	1410-00000-42300	N	£685	Dog Breeding Establishments (renewal 5 stars)	NA		£685		0%		
38	Animal Licensing	Dangerous Wild Animals (new application)	1410-00000-42300	N	£270	Dangerous Wild Animals (new application)	NA	£0	£270		0%		
39	Animal Licensing	Dangerous Wild Animals (renewal) (every 2 years)	1410-00000-42300	N	£230	Dangerous Wild Animals (renewal) (every 2 years)			£230		0%		
40	Animal Licensing	Performing Animals (Exhibition of animals) (new application)	1410-00000-42300	N	£560	Performing Animals (Exhibition of animals) (new application)	NA	£0	£560		0%		
40	Animal Licensing	Performing Animals (Exhibition of animals) (renewal application)	1410-00000-42300	N	£500	Performing Animals (Exhibition of animals) (renewal application)	NA	£0	£500		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	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
41	Animal Licensing	Selling of Animals as Pets (new application 1 or 2 stars)	1410-00000-42300	N	£530	Selling of Animals as Pets (new application 1 or 2 stars)	NA	£976	£530		£5,000	0%	no separate code required - all included under the same code
42	Animal Licensing	Selling of Animals as Pets (new application 3 or 4 stars)	1410-00000-42300	N	£650	Selling of Animals as Pets (new application 3 or 4 stars)	NA		£650			0%	
43	Animal Licensing	Selling of Animals as Pets (new application 5 stars)	1410-00000-42300	N	£755	Selling of Animals as Pets (new application 5 stars)	NA		£755			0%	
44	Animal Licensing	Selling of Animals as Pets (renewal 1 or 2 stars)	1410-00000-42300	N	£505	Selling of Animals as Pets (renewal 1 or 2 stars)	NA		£505			0%	
45	Animal Licensing	Selling of Animals as Pets (renewal 3 or 4 stars)	1410-00000-42300	N	£625	Selling of Animals as Pets (renewal 3 or 4 stars)	NA		£625			0%	
46	Animal Licensing	Selling of Animals as Pets (renewal 5 stars)	1410-00000-42300	N	£730	Selling of Animals as Pets (renewal 5 stars)	NA		£730			0%	
47	Animal Licensing	Hiring out of Horses (New application 1 or 2 stars)	1410-00000-42300	N	£640	Hiring out of Horses (New application 1 or 2 stars)	NA	£0	£640			0%	
48	Animal Licensing	Hiring out of Horses (New application 3 or 4 stars)	1410-00000-42300	N	£800	Hiring out of Horses (New application 3 or 4 stars)	NA		£800			0%	
49	Animal Licensing	Hiring out of Horses (New application 5 stars)	1410-00000-42300	N	£960	Hiring out of Horses (New application 5 stars)	NA		£960			0%	
50	Animal Licensing	Hiring out of Horses (renewal 1 or 2 stars)	1410-00000-42300	N	£515	Hiring out of Horses (renewal 1 or 2 stars)	NA		£515			0%	
51	Animal Licensing	Hiring out of Horses (renewal 3 or 4 stars)	1410-00000-42300	N	£675	Hiring out of Horses (renewal 3 or 4 stars)	NA		£675			0%	
52	Animal Licensing	Hiring out of Horses (renewal 5 stars)	1410-00000-42300	N	£840	Hiring out of Horses (renewal 5 stars)	NA		£840			0%	
53	Animal Licensing	Zoos (new application)	1410-00000-42300	N	£950	Zoos (new application)	NA	£0	£950			0%	
54	Animal Licensing	Zoos (renewal) (every 6 years)	1410-00000-42300	N	£780	Zoos (renewal) (every 6 years)			£780			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	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income	
55	Animal Licensing	Arranging Provision of Home Boarding (New application 1 or 2 stars)	1410-00000-42300	N	£320	Arranging Provision of Home Boarding (New application 1 or 2 stars)	NA	£0	£320		£0	0%		
56	Animal Licensing	Arranging Provision of Home Boarding (New application 3 or 4 stars)	1410-00000-42300	N	£430	Arranging Provision of Home Boarding (New application 3 or 4 stars)	NA		£430			0%		
57	Animal Licensing	Arranging Provision of Home Boarding (New application 5 stars)	1410-00000-42300	N	£525	Arranging Provision of Home Boarding (New application 5 stars)	NA		£525			0%		
58	Animal Licensing	Arranging Provision of Home Boarding (Renewal 1 or 2 stars)	1410-00000-42300	N	£310	Arranging Provision of Home Boarding (Renewal 1 or 2 stars)	NA		£310			0%		
59	Animal Licensing	Arranging Provision of Home Boarding (Renewal 3 or 4 stars)	1410-00000-42300	N	£420	Arranging Provision of Home Boarding (Renewal 3 or 4 stars)	NA		£420			0%		
60	Animal Licensing	Arranging Provision of Home Boarding (Renewal 5 stars)	1410-00000-42300	N	£520	Arranging Provision of Home Boarding (Renewal 5 stars)	NA		£520			0%		
61	Animal Licensing	Arranging Provision of Home Boarding (Additional cost per host)	1410-00000-42300	N	£100	Arranging Provision of Home Boarding (Additional cost per host)	NA		£100			0%		
62	Animal Licensing	Replacement Licence	1410-00000-42300	N	£16	Replacement Licence	NA		£0	£16				0%
63	Animal Licensing	Minor variation	1410-00000-42300	N	£27	Minor variation	NA		£0	£27				0%
64	Animal Licensing	Full variation	1410-00000-42300	N	£180	Full variation	NA		£0	£180				0%
65	Animal Licensing	Re-rate	1410-00000-42300	N	£140	Re-rate	NA		£0	£140				0%
66	Animal Licensing	Additional Activities	1410-00000-42300	N	£100	Additional Activities		£0	£100		0%			
67	Street Trading Consent	Grant £302 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	1411-00000-42305	N	£565	Grant £302 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	NA	£1,000	£580	Grant £320 Non refundable to be submitted with application, a further £260 is due if application is approved to cover regulation.	£3,000	3%	Increased in line with inflation BP	
68	Street Trading Consent	Annual renewal	1411-00000-42305	N	£270	Annual renewal	NA		£275					2%
69	Street Trading Consent	Occasional	1411-00000-42305	N	£140	Occasional	NA	£0	£145			3%	Increased in line with inflation BP	
70	Street Trading Consent	Occasional Street Market Up to 25 stalls then £10 per stall thereafter	1411-00000-42305	N	£270	Occasional Street Market Up to 25 stalls then £10 per stall thereafter	NA	£1,000	£280		4%			
71	Street Trading Consent	Tables & Chairs (New)	1411-00000-42305	N	£160	Tables & Chairs (New)	NA	£150	£200			25%	Fee reviewed BP	
72	Street Trading Consent	Tables & Chairs (Renewal)	1411-00000-42305	N	£75	Tables & Chairs (Renewal)	NA	£1,275	£100			33%	Fee reviewed BP	

	£				2024/25	2024/25		2024/25	2025/26	2025/26	2025/26		
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73	Street Trading Consent	Pavement Licence	1411-32435-42300	N	£75	Pavement Licence (Grant)	N/A	N/A	£400				Legislative changes BP
	Street Trading Consent	Pavement Licence	1411-32435-42300	N		Pavement Licence (Renewal)	N/A	N/A	£200				Legislative changes BP
74	Sexual Entertainment Venue	Grant NOTE: £2167 Non refundable to be submitted with application, a further £1083 is due if application is approved to cover regulation.		N	£3,510	Grant NOTE: £2167 Non refundable to be submitted with application, a further £1083 is due if application is approved to cover regulation.	NA	£0	£3,510			0%	
75	Sexual Entertainment Venue	Renewal, Transfer or Variation NOTE: £1484 Non refundable to be submitted with application, a further £741 is due if application is approved to cover regulation.		N	£2,400	Renewal, Transfer or Variation NOTE: £1484 Non refundable to be submitted with application, a further £741 is due if application is approved to cover regulation.	NA	£0	£2,400			0%	
76	Boat Licence	Grant	1411-00000-42309	N	£220	Grant	NA	£0	£250		£600	14%	Fee reviewed BP
77	Boat Licence	Renewal or Transfer	1411-00000-42309	N	£175	Renewal or Transfer	NA	£320	£200			14%	Fee reviewed BP
78	Scrap Metal Dealer	Site Licence Grant	1411-00000-42316	N	£530	Site Licence Grant	NA	£0	£545		£3,000	3%	Increased in line with inflation BP
79	Scrap Metal Dealer	Site Licence Variation (Change of name and address)	1411-00000-42316	N	£20	Site Licence Variation (Change of name and address)	NA	£0	£20			0%	
80	Scrap Metal Dealer	Site Licence Variation (Change of Manager)	1411-00000-42316	N	£100	Site Licence Variation (Change of Manager)	NA	£0	£100			0%	
81	Scrap Metal Dealer	Site Licence Replacement licence	1411-00000-42316	N	£15	Site Licence Replacement licence	NA	£0	£15			0%	
82	Scrap Metal Dealer	Additional Site Grant	1411-00000-42316	N	£165	Additional Site Grant	NA		£170			3%	Increased in line with inflation BP
83	Scrap Metal Dealer	Site Licence Renewal	1411-00000-42316	N	£515	Site Licence Renewal	NA	£950	£530			3%	Increased in line with inflation BP
84	Scrap Metal Dealer	Additional Site Renewal	1411-00000-42316	N	£165	Additional Site Renewal	NA		£170			3%	BP
85	Scrap Metal Dealer	Collectors Licence Grant	1411-00000-42316	N	£300	Collectors Licence Grant	NA	£0	£310			3%	BP
86	Scrap Metal Dealer	Collectors Licence Variation (Change of name/address)	1411-00000-42316	N	£18	Collectors Licence Variation (Change of name/address)	NA	£0	£18			0%	
87	Scrap Metal Dealer	Collectors Licence Variation (Change of Vehicle)	1411-00000-42316	N	£30	Collectors Licence Variation (Change of Vehicle)	NA	£0	£30			0%	
88	Scrap Metal Dealer	Collectors Licence Replacement licence	1411-00000-42316	N	£15	Collectors Licence Replacement licence	NA	£0	£15		0%		
89	Scrap Metal Dealer	Collectors Licence Renewal	1411-00000-42316	N	£295	Collectors Licence Renewal	NA	£544	£300		2%	Increased in line with inflation BP	
90	Scrap Metal Dealer	Replacement Plate	1411-00000-42316	N	£20	Replacement Plate	NA		£20		0%		
	Changes made to previous year figure												
	New Charge Introduced												
	No Change to previous year												
	Delete the Charge												



				2024/25	2024/25	2024/25	2024/25	2025/26	2025/26	2025/26	2025/26		
	Detail	Narrative	Income Code	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income
<b>Regulatory Licensing</b>													
1	Hackney Carriage & Private Hire	Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	1413-00000-42303	N	£355	If vehicle is wheelchair accessible there is a 25% reduction in fee	N	£24,000	£355		£59,000	0%	Based on number of applications expected
2	Hackney Carriage & Private Hire	Electric/Hybrid Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	1413-00000-42303	N	£265	If vehicle is wheelchair accessible there is a further 25% reduction in fee		£2,000	£265			0%	
3	Hackney Carriage & Private Hire	Private Hire Vehicle Annual Licence (Grant and Renewal) No part of this fee is refundable in the event that the application is not approved or the vehicle is delicensed for any reason during the licence period.	1413-00000-42303	N	£285	No part of this fee is refundable in the event that the application is not approved or the vehicle is delicensed for any reason during the licence period. If vehicle is wheelchair accessible there is a 25% reduction in fee.	N	£32,000	£285			0%	
4	Hackney Carriage & Private Hire	Electric/Hybrid Private Hire Vehicle Annual Licence (Grant and Renewal)	1413-00000-42303	N	£210	If vehicle is wheelchair accessible there is a further 25% reduction in fee		£1,700	£210			0%	
5	Hackney Carriage & Private Hire	Licence Transfer Following Change of Vehicle	1413-00000-42303	N	£65		N	£3,500	£65			0%	
6	Hackney Carriage & Private Hire	Temporary vehicle transfer	1413-00000-42303	N	£48		N		£48			0%	
7	Hackney Carriage & Private Hire	Change of Vehicle ownership	1413-00000-42303	N	£23		N	£100	£23			0%	
8	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Grant) No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	1413-00000-42302	N	£140	No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	N	£10,000	£140		£15,000	0%	Based on number of applications expected
9	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Renewal) No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	1413-00000-42302	N	£125	No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	N		£125			0%	
10	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Grant) The first year (£124) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	1413-00000-42302	N	£325	The first year (£135) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	N		£325			0%	
11	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Renewal) The first year (£110) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	1413-00000-42302	N	£310	The first year (£119) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	N		£310			0%	

				2024/25	2024/25	2024/25	2024/25	2025/26	2025/26	2025/26	2025/26		
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<b>Regulatory Licensing</b>													
12	Hackney Carriage & Private Hire	DBS Disclosure (formerly CRB)	N	£40	Fee set externally. New drivers + every 6 months for renewals	N	£2,200	£51		£5,000	28%	Fees increased centrally from 02/12/24 with no warning	
13	Hackney Carriage & Private Hire	Overseas Driver Licence Check	N	£15			£0	£15			0%		
14	Hackney Carriage & Private Hire	Vehicle Plate	N	£20	Per plate	N	£80	£20		£80	0%		
15	Hackney Carriage & Private Hire	Vehicle Plate holder	N	£15	Per holder	N	£60	£15		£60	0%		
16	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) 1 to 5 vehicles 1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£100	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£3,000	£100		£3,200	0%	Based on number of applications expected	
17	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) 6 to 10 vehicles 1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£160	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N		£160			0%		
18	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) Over 10 vehicles 1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£220	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N		£220			0%		
19	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 1 to 5 vehicles Licence lasts 5 years. The first year (£90) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N	£400	Licence lasts 5 years. The first year (£100) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N		£400			0%		
20	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 6 to 10 vehicles Licence lasts 5 years. The first year (£144) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N	£690	Licence lasts 5 years. The first year (£160) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N		£690			0%		
21	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 11 or more vehicles Licence lasts 5 years. The first year (£197) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N	£970	Licence lasts 5 years. The first year (£212) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N		£970			0%		
22	Private Hire Operator	Variation to Operators Licence (within band) for PH Vehicles	N	£35.00		N			£35.00				

				2024/25	2024/25	2024/25	2024/25	2025/26	2025/26	2025/26			
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<b>Regulatory Licensing</b>													
23	Private Hire Operator	Variation to Operators Licence (outside of band) for PH Vehicles The additional charge for the new band will also be payable.	1413-00000-42304	N	£35.00	The additional charge for the new band will also be payable.	N	£200.00	£35.00			0%	
24	Hackney Carriage & Private Hire	Replacement of licence or badge		N	£12.00		N	£24	£12.00			0%	
25	Hackney Carriage & Private Hire	Full Knowledge test re-sit fee		N	£50.00		N	£0	£50.00			0%	
26	Hackney Carriage & Private Hire	Part Knowledge test re-sit fee if one module needs to be redone		N	£25.00		N	£0	£25.00			0%	
<p> Changes made to previous year figure</p> <p> New Charge Introduced</p> <p> No Change to previous year</p> <p> Delete the Charge</p>													