



City of Westminster

Licensing Committee Report

Meeting:	<i>Licensing Committee</i>
Date:	<i>14th March 2012</i>
Classification:	<i>For General Release</i>
Title:	<i>General Licensing Fees (Excluding Sex Establishments) Review 2012/2013</i>
Wards Affected:	<i>All</i>
Financial Summary:	<i>This report sets out the fee strategy for general licensing and meets the approved target for 2012/13 of £687k</i>
Report of:	<i>Operational Director for Premises Management</i>

1. Executive Summary

- 1.1 The report sets out the methodology, costs, budgets and proposed fees for the general licensing regimes for 2012/2013.

2. Recommendations

2.1 That:

- 2.1.1 The proposed fees attached to this report as Appendix 1, be approved commencing 1st April 2012.
- 2.1.2 That the fee for zoo renewals will only take effect for existing licensed premises from the date of the next renewal, and
- 2.1.3 That the exhibition licence fee review will be deferred to a later date in 2012 and that the current fee will remain in effect until that review.

3. Reasons for Decision

- 3.1 The proposed fees, attached to this report as Appendix 1 to the report will enable to the council to recover its reasonable costs in processing, determining and ensuring compliance of the licence.
- 3.2 The proposed renewal fees for zoo licences shouldn't be applied to existing licensees until the licence period has lapsed and the licence is due for renewal. As these licences are in force for a period of 6 years the proposed fee has been calculated on that licence period.
- 3.3 Officers are currently reviewing the fee levels for exhibitions. There are further considerations that need to be applied to the fee review for that specific licensing regime so it has been proposed to defer the decision to review the fee till later in the year to enable more work to be completed on costs. The current fee should remain in effect until such time as the review is completed and new fee approved.

4. Background

- 4.1 General Licensing refers to the licensing regimes that are the responsibility of Environmental Health Consultation and Licensing Team which are not relating to the Licensing Act 2003 or Street Trading functions. General licensing regimes cover an extremely varied array of subjects and legislation. For simplicity within this report all of the general licensing regimes have been grouped according to their budget accounts. Within this financial year (2011/12) to date the council has received 2451 applications for general licensing regimes. The breakdown of the licensing regime grouping and the number of applications received per quarter is shown in the table below:

Licensing Regime	Q2 (2011)	Q3 (2011)	Q4 (2011)	Q1 (2012)	Totals
Animal Licensing	2	2	1	0	5
Gambling Act	23	36	28	17	104
Marriage Approvals	7	12	7	8	34
Other Misc (Auctions, Explosives, Exhibitions, etc)	0	17	1	0	18
Poisons	4	1	1	0	6
Sex Establishments	0	0	0	14	14
Special Treatment Premises	40	190	73	35	338
Special Treatment Therapists	1216	364	235	117	1932
Totals	1292	622	346	191	2451

- 4.2 The majority of the general licensing regimes enable the council to recover its reasonable costs for administering and ensuring compliance relating to those licensing regimes. Therapist registrations are not a statutory licensing regime.

That registration scheme was set up by the council by making it a requirement that all special treatment premises licences must only use therapists registered with the council. The council cannot charge a fee for each therapist application although it can recover some of the costs relating to that process from special treatment premises licences for the therapists that operate under the provision of their licences.

- 4.3 The fees relating to the regimes within this report, with the exception of gambling premises and special treatment premises have not had their fees amended since 2004. Some regimes have had no licensing activity in the period since the fee amendment. There are also some regime applications that have had no fee set. Under the requirements of the EU Service Directive the authority must publicise its fee levels to any person who may wish to apply under that regime even if there are no currently issued permissions or there have been no applications for that regime.

5. Methodology

- 5.1 All of the proposed fees in Appendix 1 have been calculated based on the average officer time for those regimes applications. The hourly costs for each officer incorporates the associated projected on-costs (direct expenditure and recharges) for 2012/2013.
- 5.2 Each application type has been fully considered in terms of how long the application will take to process and determine along with the officers involved in the process or any contractual costs (e.g. veterinary service contract for animal licensing). There are a number of licensing regimes that the council has not received any applications for or has not issued a licence in the past financial year. In these cases an estimate for the amount of time required to process and determine those application has been made. Where possible those processes will be similar or match other processes of a similar nature.
- 5.3 The report sets out the licensing regimes that the council has the power to set a fee. The fee must recover the reasonable costs for providing that function. The proposed fees set out in Appendix 1 show the processing and compliance costs. These costs have been separated in order to make these individual costs clear. If an application is unsuccessful or withdrawn the council will refund the compliance costs. This is in line with the requirements of the EU Service Directive.

6. Marriage and Civil Partnership Approval Fees

- 6.1 Marriage and civil partnership venue approvals are issued for a period of three years. These approvals allow the approved premises to be used for the solemnisation of marriage or civil partnerships. The council currently has 127 approved premises.

- 6.2 The current fee for these approvals has not been changed since 2004. The fees are based on the capacity of the venue. The larger the capacity the more time that was required to inspect the premises, hence the higher fee for bigger premises. There was originally a reduction of 20% if the premises held a public entertainment licence. Public entertainment licences were renewable every year and required an inspection prior to renewal. When the Licensing Act 2003 came into effect public entertainment licences were replaced by premises licences or club premises certificates under that Act. Premises licence and club premises certificates are issued for the life of the premises or until such time as surrendered, lapses or revoked. The 20% reduction in the licence fee is applicable to any premises that hold a premises licence or club premises certificate with regulated entertainment.
- 6.3 Since 2004 the council has been gradually changing the way it operates in terms of processing applications to determination. Although in some cases premises with larger capacity's can take longer than smaller premises to inspect on average across all premises the time it takes to process a new or renewal application is relatively similar no matter on the size of the premises. As such the average cost for processing those applications is the same no matter what the capacity of the venue.
- 6.4 The proposal for the 2012/13 fees is to restructure the fees for these approvals so as to remove the 20% discount and remove the need for differing fee levels based on capacity's. The fee has also been calculated to enable the authority to recover its reasonable costs in carrying out this licensing function. Due to the standardisation of one fee across all approved premises has meant that some premises will see a significant increase in fees and some will see a small reduction. For example a premises that currently holds an approval for a premises with a capacity of up to 100 persons and has a discount on the fee of 20% would currently pay £385.60 for a three year licence. Under the proposed fees this premises would pay £661 which is an increase of 71.4%. However, premises that don't have the 20% discount and has a capacity of 1501 or more will see a reduction between 1 and 6.5%. A detailed breakdown of the increase and decrease percentages is available at Appendix 3 to this report.
- 6.5 The current fees incorporate a fee for additional rooms. This fee no longer covers the actual cost involved in inspecting and approval those changes to the approval. It is proposed to remove those additional room charges and replace them with an amendment to the approval fee. That fee is significantly more than current fee for adding a room. However, the new fee does cover the full cost of processing, inspection and approving the changes to the approval.
- 6.6 When the named responsible person changes at the approved premises or any of the premises details change the council must be notified. The council must then amend its records and acknowledge the change. The cost of this has not

been charged to the approved premises operator in the past. It is proposed to add a fee for changing the responsible person or changing any details so the council will be able to recover its full costs.

- 6.7 The council 2012/13 budgeted income level is £28,000. It is projected that the council will receive £33,270. If this projection is correct that will leave a £5,270 surplus this financial year. This surplus will be available for any unforeseen costs, such as legal expenses, etc. The projections for 2012/13 income are attached to this report as Appendix 2.

7. Gambling Premises Fees

- 7.1 The Gambling Act 2003 premises licence fees were set on the 17th May 2007. These fees were set prior to the implementation of the premises licensing regime. The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 (2007 Regs) sets a cap on the amount that licensing authorities can charge for applications under the Gambling Act.
- 7.2 This licensing regime has been running since May 2007 and during that period the council has been able to improve the processes and inspection regimes for these premises.
- 7.3 The proposed fees for gambling premises licensing will see a reduction in fees across all application types except for those application types where the fee is capped below the actual cost of providing that function. In those cases the fee has remained at the capped amount. The fees have been calculated to recover the full costs for providing that function. The annual fees will continue to cover the cost of administration of the licences and annual fees as well as compliance costs. The majority of applicants will see either no rise or a reduction in the annual fee that they pay. A detailed breakdown of the percentage decrease for this licensing regime is available at Appendix 3 to this report.
- 7.4 Based on the proposed fee levels it is projected that the council will receive £193,144 in income in 2012/13. The budgeted income target is £192,400. It is anticipated that there may be a small surplus of £744. The projections for the 2012/13 financial year are attached to this report as Appendix 2.

8. Special Treatment Premises Fees

- 8.1 On the 17th September 2010 the council amended the fee levels as part of the special treatment premises licensing review that took place. That review changed how the special treatment licensing regime was conducted. It introduced two categories of special treatment premises, higher risk and lower risk. The risk related to the treatments that were permitted to be carried out on the premises. The fees were set to reflect that higher risk treatment required more officer time in relation to processing and inspections due to the nature of

the treatments carried out. The fee was increased significantly to recover the full costs of the functions as the fee had not been amended since 2004.

- 8.2 The current fee for new and renewal applications offer a reduction for applicants that apply online. The basis for this was that applications that were made online would cost slightly less to process and that saving was passed back to the applicants in those online licence fees. Unfortunately there has not been a large take up of online applications since the introduction of the online fee. In addition the costs associated with online and paper based applications are now equivalent as the online system does not offer a noticeable saving in costs. It is proposed to remove the reduction for online applications from the fee structure for special treatment premises licences.
- 8.3 There has been a significant concern from licensees relating to the costs for special treatment premises licences. It has been noticed that there has been a reduction in the number of premises renewing their licences. In an effort to reduce this trend and to support businesses the council has streamlined application processing and have looked at other service improvement possibilities relating to special treatments.
- 8.4 The Premises Management Business Unit has been carrying out a service improvement project on the special treatment therapist and premises licensing regimes. A report relating to that project and its recommendations will propose the removal of the requirement for therapists offering lower risk treatments to need a registration from the council. This will be reflected in the changes to standard conditions for special treatment premises. In an attempt to streamline the fee structure and also to reflect the changes being made to the therapist registration scheme the proposed fees remove the fee for therapists from all licence types. There will be a set fee for each category of premises licence for new and renewal applications.
- 8.5 The proposed 2012/13 fees will mean that there will be a small increase on the new and renewal fees. However, as the therapist fee will be removed the licensees will see an actual reduction in fees. For example a lower risk premises licensee will pay a fee of £1017 under the current proposals which is a 1.7% increase from the current £1000 fee. If this premises had one therapist then under the current fees he would actually pay a total of £1025 for the renewal. This means that he will receive an actual reduction of 0.78% under the new proposed fee. Any licensee that has more than one therapist will see an increased reduction depending on the number of therapists they had on their licence. The premises with the most therapists (62 therapists) will see a reduction in their licence fee of 37% which equates to a saving of £608 for that licence. A breakdown of the percentage increase or decreases relating to the current and proposed fees is attached to this report as Appendix 3.

8.6 The estimated income for special treatment premises licensing in 2012/13 will be £471,141. The budgeted income target is £460,580 which will mean that there will be an estimated surplus of £10,561. The surplus will be a buffer for any further reduction in renewal fees this coming financial year. If there is a significant drop in income then the fee levels will need to be reviewed with the aim of recovering the full costs of the council for this regime. The projections for 2012/13 are attached to this report at Appendix 2.

9. Animal Licensing and Other Miscellaneous Licensing Regime Fees

9.1 The fees proposed for animal licensing for 2012/13 will recover the council cost relating to those regimes. Where we currently have no issued licence we have calculated the estimated costs for the licensing process.

9.2 The council has a contract with the City of London to provide veterinary and animal health expertise. This contract has been in place for a number of years and works effectively. The costs relating to the contract for veterinary and animal health inspections has been broken down and split between the currently issued licences. For the annual inspections or for any new applications there is a specific charge relating to the cost for inspection and production of a report. These charges have been factored into the costs for the all animal related licensing regimes applications.

9.3 It should be noted that the fee relating to zoo licensing is new. The council only has one licensed zoo, London Zoo. Since 2009 the costs associated with this licence have been recorded and then invoiced to the licensee at the close of that financial year. However, to enable us to publish accurate fee levels for potential applicants it has been necessary to establish the actual costs year on year for the zoo licence period. Zoo licences are valid for a period of four years from the grant of a new licence and six years from the date of renewal. During this period the premises must be regularly inspected both by local authority officers and Department for Environment, Food and Rural Affairs (DEFRA) Zoo Inspectors. The costs relating to those inspections can be significant. DEFRA inspectors will charge a fee to the council for their expenses which will then be passed onto the licensee. An inspection that requires DEFRA inspectors occurs halfway through the period of the licence and prior to renewal. In the case of a London Zoo these inspections take three whole days, not including preparatory work.

9.4 The proposed fee takes into account the realistic council costs relating to the administration and inspection for zoo licensing. The fee does not include the costs associated with the DEFRA inspectors. These additional costs will be managed in the same way they are now, invoiced to the council and then charged to the licensee. For zoo licences only it is proposed to permit yearly payments of the new or renewal fee if the licensee wishes not to pay the full fee amount up front. As these fees are being introduced during the period of the current 6 year licence for London Zoo the proposed fee would not take effect until

the renewal date of the licence. The current process of cost recovery will continue until the licence is up for renewal.

- 9.5 It is estimated that the total income for animal licensing regimes will be £1,939 plus the cost recovery amount for zoo inspections this financial year (2012/13). The zoo inspection costs will be calculated after this report has been published so it is not possible to provide an estimate of that income at this present time. The projected income will include the full cost recovery for the contractual costs relating to the veterinary and animal welfare inspections from the City of London.

Hypnotism

- 9.6 Although the council has no licences issued for hypnotism within Westminster the council must set a fee. The proposed fee, attached to this report at Appendix 1 will recover the council's costs associated with processing, determining and ensuring compliance.

Non-Medical Poisons

- 9.7 The proposed fee for non-medical poisons has been reduced based on the efficiency improvements that the council has made in processing applications since the last fee review. The retention application fee will reduce by 45.7% from £142 to £77. The projected income for 2012/13 from poison applications will be £464.

Exhibition premises

- 9.8 Exhibition premises are specified within the Greater London Council (General Powers) Act 1966. These premises must hold a licence to enable them to hold exhibitions. Further work is being conducted relating to evaluating these fees and it is proposed that the fees remain unchanged at this stage. It is likely that these fees will be amended later in the year subject to the agreement from the Committee. The projected income from exhibition premises within 2012/13 will be £19,275.

10. Sex Establishments

- 10.1 The sex establishment fees are not including in this report. These were considered and approved by the Licensing Urgency Sub-Committee on the 5th January 2012 for the 2012/13 financial year. The projected income during 2012/13 for these licence types have been incorporated within the 2012/13 income projections attached at Appendix 2.

11. Statutory set fees

- 11.1 There are some general licensing regimes that the council is responsible for which have a statutory set fee. Those regimes are gambling permits and lotteries, manufacture and storage of explosives and firework licences. Although these fees cannot be changed, the projected income from these regimes has been included within the Income Projections contained within Appendix 2.

12. Financial Implications

- 12.1 The proposed fees will enable the council to meet its proposed budgets for 2012/13. The projected income for each of the specific licensing regime areas is detailed in the table below.

Licensing account	2012/13 Income Target	Projected Income	Projected Surplus or Deficit Against Income Target
Other Miscellaneous (Animals, Poisons, Auctions, etc)	£6,400	£22,890	£16,490
Special Treatments	£460,580	£471,141	£10,561
Marriage Approvals	£28,000	£33,270	£5,270
Gambling	£192,400	£193,144	£744
Total	£687,380	£720,445	£33,065

- 12.2 Although there's a projected surplus of £33,065 against the projected income targets for each licensing account this surplus could become a deficit if the projections are not met. The income targets also do not account for the potential unforeseen addition costs such as legal or increased central costs.
- 12.3 At the end of the 2012/13 financial year any surplus will be off set when adjusting for 2013/14 fees. Likewise any deficits will also be recouped by adjusting the licence fees to recover those costs.

13. Legal Implications

- 13.1 The Council can set its own fees for the regimes specified within this report under the provisions of the legislation that prescribe those regimes. The fee must be reasonable and cover the Council's costs in the administration of those application types and further costs to ensure compliance.
- 13.2 All of the regimes (excluding Gambling) are covered by the European Union Services Directive. Regulation 18 of the Provision of Services Regulations 2009 which implements the EU Services Directive into UK law requires that fees charged in relating to authorisations must be proportionate to the effective cost of the process. The proposed fees must recover the council's costs in relation to

the licensing process and cannot be used as an economic deterrent or to raise funds. The fees as proposed should enable to Council to recover its reasonable costs.

- 13.3 If the proposed fee structure results in a surplus or loss for the financial year there will be an appropriate reduction or increase in fees as the case may be for the following financial year.

Appendices

Appendix 1 – Proposed 2012/13 fees

Appendix 2 – Income projections and budget income targets for 2012/13

Appendix 3 – Breakdown of increase and decrease percentages between current and proposed fees.

If you have any queries about this report or wish to inspect any of the Background Papers please contact: Mr Kerry Simpkin, Assistant Service Manager on 020 7641 1840 or email ksimpkin@westminster.gov.uk

BACKGROUND PAPERS

- 2011/12 – Income reports.
- 2011/13 – Budgets.
- 2012/13 – Proposed budgets.
- 2012/13 – Officer Hourly rates including on costs.
- All legislation relating to the licensing regimes referred to within this report.

Proposed 2012/13 General Licensing Fees

Animal Licensing and Welfare				
Licensing Regime	Application Type	Processing Costs	Compliance / Enforcement Costs	Proposed 2012/13 Fee
Animal Boarding Establishments (Animal Boarding Establishments Act 1963)	New	£519	£99	£618
	Renewal	£376	£99	£475
	Duplicate	£18	£0	£18
Dangerous Wild Animals (Dangerous Wild Animals Act 1976)	New	£440	£140	£580
	Renewal	£394	£140	£534
	Duplicate	£18	£0	£18
Dog Breeding Establishments (Breeding of Dogs Act 1973)	New	£519	£99	£618
	Renewal	£376	£99	£475
	Duplicate	£18	£0	£18
Pet Shops (Pet Animals Act 1951)	New	£519	£99	£618
	Renewal	£376	£99	£475
	Duplicate	£18	£0	£18
Performing Animals (Performing Animals (Regulation) Act 1925)	New	£211	£0	£211
	Variation	£165	£0	£165
	Register Inspection	£34	£0	£34
	Copy of Register or extracts from	£5	£0	£5
	Duplicate	£18	£0	£18
Riding Establishments (Riding Establishments Act 1964)	New	£727	£203	£930
	Renewal	£457	£203	£660
	Duplicate	£18	£0	£18
Zoos (Zoo Licensing Act 1981)	New	£14,108	£812	£14,920
	Renewal	£23,612	£1,218	£24,830
	S14 Request to Sec of State for Exemption from Licensing	£1,959	£0	£1,959
	Alteration	£1,832	£0	£1,832
	Transfer	£550	£0	£550
	Duplicate	£18	£0	£18

Marriage and Civil Partnership Approvals				
Licensing Regime	Application Type	Processing Costs	Compliance / Enforcement Costs	Proposed 2012/13 Fee
Approved Marriage and Civil Partnership Venue Approval (Marriage Act 1949 & Marriage and Civil Partnerships (Approved Premises) Regulations 2006)	New	£912	£0	£912
	Renew	£661	£0	£661
	Amend Approval	£661	£0	£661
	Change of Responsible Person	£71	£0	£71
	Change of details	£120	£0	£120
	Duplicate	£18	£0	£18

Fair Trading and Poisons				
Licensing Regime	Application Type	Processing Costs	Compliance / Enforcement Costs	
Auctions (Greater London Council (General Powers) Act 1984, Part VI)	New	£317	£0	£317
Poisons Registration	Inclusion on List (New)	£168	£0	£168
	Retention on List (Renewal)	£142	£0	£142
	Alteration (Variation)	£26	£0	£26

Gambling – Premises				
Licensing Regime	Application Type	Processing Costs	Compliance / Enforcement Costs	
Converted Casino Premises Licence	Annual Fee	£1,399	£1,500	£2,899
	Variation	£1,542	£0	£1,542

(Gambling Act 2005)	Transfer			£423
	Reinstatement of licence	£423	£0	£423
	Duplicate	£18	£0	£18
	Change of Details	£50	£0	£50
Bingo Premises Licence (Gambling Act 2005)	New	£1,876	£259	£2,136
	Annual Fee	£741	£259	£1,000
	Variation	£1,380	£0	£1,380
	Transfer	£423	£0	£423
	Reinstatement of licence	£423	£0	£423
	Provisional Statement	£1,876	£0	£1,876
	New Licence application to those who already hold a Provisional Statement	£615	£259	£874
	Duplicate	£18	£0	£18
	Change of Details	£50	£0	£50
Betting (Other) Premises Licence (Gambling Act 2005)	New	£2,039	£259	£2,298
	Annual Fee	£341	£259	£600
	Variation	£1,380	£0	£1,380
	Transfer	£423	£0	£423
	Reinstatement of licence	£423	£0	£423
	Provisional Statement	£1,876	£0	£1,876
	New Licence application to those who already hold a Provisional Statement	£615	£259	£874
	Duplicate	£18	£0	£18
	Change of Details	£50	£0	£50
Betting (Tracks) Premises Licence (Gambling Act 2005)	New	£1,877	£259	£2,136
	Annual Fee	£741	£259	£1,000
	Variation	£1,250	£0	£1,250
	Transfer	£423	£0	£423
	Reinstatement of licence	£423	£0	£423
	Provisional	£1,876	£0	£1,876

	Statement			
	New Licence application to those who already hold a Provisional Statement	£615	£259	£874
	Duplicate	£18	£0	£18
	Change of Details	£50	£0	£50
Family Entertainment Centre Premises Licence (Gambling Act 2005)	New	£1,741	£259	£2,000
	Annual Fee	£491	£259	£750
	Variation	£1,000	£0	£1,000
	Transfer	£423	£0	£423
	Reinstatement of licence	£423	£0	£423
	Provisional Statement	£1,876	£0	£1,876
	New Licence application to those who already hold a Provisional Statement	£615	£259	£874
	Duplicate	£18	£0	£18
	Change of Details	£50	£0	£50
Adult Gaming Centre Premises Licence (Gambling Act 2005)	New	£1,741	£259	£2,000
	Annual Fee	£741	£259	£1,000
	Variation	£1,000	£0	£1,000
	Transfer	£423	£0	£423
	Reinstatement of licence	£423	0	£423
	Provisional Statement	£1,876	£0	£1,876
	New Licence application to those who already hold a Provisional Statement	£615	£259	£874
	Duplicate	£18	£0	£18
	Change of Details	£50	£0	£50

Hypnotism					
Licensing Regime		Application Type	Processing Costs	Compliance / Enforcement Costs	
Hypnotism (Hypnotism Act 1952)	New	£599	£0	£599	
	Renewal	£348	£0	£348	

Special Treatment Premises					
Licensing Regime	Application Type	Processing Costs	Compliance / Enforcement Costs	Proposed 2012/13 Fee	
Special Treatment Premises - Higher Risk Treatments (London Local Authorities Act 1991)	New	£1,385	£424	£1,809	
	Renewal	£1,931	£424	£1,617	
Special Treatment Premises - Lower Risk Treatments (London Local Authorities Act 1991)	New	£785	£424	£1,209	
	Renewal	£593	£424	£1,017	
All Special Treatment Premises (London Local Authorities Act 1991)	Variation	£535	£0	£535	
	Minor Variation	£112	£0	£112	
	Renewal of a Provisional Special Treatment Licence	£227	£0	£227	
	Confirmation of a Provisional Special Treatment Licence	£461	£424	£885	
	Transfer	£196	£0	£196	
	Duplicate	£18	£0	£18	
	Change Trading As Name or licensee details	£104	£0	£104	

Projected 2012/13 income and budget target income.

Licensing Regime	Application types	Projected Number of applications	2012/13 Fee	Projected income per app type	Total projected Income per budget account	2012-13 Budget (Target Income)	Income Received in 2011/12 (up until 17 th Feb)
Auctions	New	1	£588	£588	£27,027.640	£6,400.00	£32,937.00
Animal Boarding Establishments	New	0	£618	£0			
	Renew	0	£475	£0			
	Duplicate	0	£18	£0			
Dangerous Wild Animals	New	0	£580	£0			
	Renewal	0	£534	£0			
	Duplicate	0	£18	£0			
Dog Breeding Establishments	New	0	£618	£0			
	Renewal	0	£475	£0			
	Duplicate	0	£36	£0			
Pet Shops	New	1	£618	£618			
	Renewal	0	£475	£0			
	Duplicate	0	£18	£0			
Performaing Animals	New	0	£211	£0			
	Variation	0	£165	£0			
	Register inspection	0	£34	£0			
	Copy of register	0	£5	£0			
	Duplicate	0	£18	£0			

Riding Establishments	New	0	£930	£0			
	Renewal	2	£660	£1,321			
	Duplicate	0	£18	£0			
Zoo	New	0	£14,920	£0			
	Renewal (every 6th year)	0	£24,830	£4,138			
	S14 request for exemption	0	£1,959	£0			
	Variation	0	£1,832	£0			
	Transfer	0	£550	£0			
	Duplicate	0	£18	£0			
Hypnotism	New	0	£599	£0			
	Renewal	0	£348	£0			
Poisons	New	0	£104	£0			
	Renewal	6	£77	£464			
	Variation	0	£77	£0			
Manufacture and Storage of Explosives	New	0	Statutory				
	Renewals	14	Statutory	£624			
Fireworks	New	0	Statutory	£0			
	Renewal	0	Statutory	£0			
Exhibitions	Renewal	2	Variable	£19,275			
Approval for Marriage and Civil Partnership Venues	New	14	£912	£12,767	£33,269.83	£28,000.00	£23,866.00
	Renewal	31	£661	£20,503			
	Amendment of approval	0	£661	£0			
	Review of decision	0		£0			
	Change of responsible	0	£71	£0			

	person						
	Change of details	0	£120	£0			
	Duplicate	0	£18	£0			
Gambling - Converted Casino	Annual Fee	21	£2,899	£60,885			
	Variation	9	£1,542	£13,874			
	Transfer	0	£423	£0			
	Reinstatement of licence	0	£423	£0			
	Duplicate	0	£18	£0			
	Change of Details	1	£50	£50			
Gambling - Bingo Premises	New	0	£2,136	£0			
	Annual Fee	1	£1,069	£1,000			
	Variation	1	£1,380	£1,379			
	Transfer	0	£423	£0			
	Reinstatement of licence	0	£423	£0			
	Provisional Statement	0	£1,876	£0			
	New Licence for Provisional Statement Holder	0	£874	£0			
	Duplicate	0	£18	£0			
	Change of Details	0	£50	£0			
Gambling - Betting (Other) Premises	New	6	£2,298	£13,785			
	Annual Fee	119	£1,000	£71,400			
	Variation	5	£1,380	£6,895			
	Transfer	2	£423	£846			

	Reinstatement of licence	0	£423	£0			
	Provisional Statement	0	£1,876	£0			
	New Licence for Provisional Statement Holder	0	£874	£0	£193,144.35	£192,400.00	£205,083.00
	Duplicate	0	£18	£0			
	Change of Details	1	£50	£50			
Gambling - Betting (Tracks) Premises	New	0	£2,136	£0			
	Annual Fee	1	£1,000	£1,000			
	Variation	0	£1,380	£0			
	Transfer	0	£423	£0			
	Reinstatement of licence	0	£423	£0			
	Provisional Statement	0	£1,876	£0			
	New Licence for Provisional Statement Holder	0	£874	£0			
	Duplicate	0	£18	£0			
	Change of Details	0	£50	£0			
Gambling - Family Entertainment Centre	New	0	£2,000	£0			
	Annual Fee	2	£750	£1,500			
	Variation	0	£1,000	£0			
	Transfer	0	£423	£0			
	Reinstatement of licence	0	£423	£0			
	Provisional Statement	0	£1,876	£0			

	New Licence for Provisional Statement Holder	0	£874	£0			
	Duplicate	0	£18	£0			
	Change of Details	0	£50	£0			
Gambling - Adult Gaming Centre	New	0	£2,000	£0			
	Annual Fee	12	£1,000	£12,000			
	Variation	2	£1,000	£2,000			
	Transfer	0	£423	£0			
	Reinstatement of licence	0	£424	£0			
	Provisional Statement	0	£1,876	£0			
	New Licence for Provisional Statement Holder	0	£874	£0			
	Duplicate	0	£18	£0			
	Change of Details	0	£50	£0			
Gambling Permits	New	0	Statutory	£0			
	Annual Fee	0	Statutory	£0			
	Variation	1	Statutory	£0			
	Transfer	1	Statutory	£0			
Gambling Notifications	New	19	Statutory	£950			
	Annual Fee	26	Statutory	£1,300			
	Variation	1	Statutory	£25			
	Transfer	1	Statutory	£25			
Gambling Lotteries	New	30	Statutory	£1,200			
	Annual fee	149	Statutory	£2,980			
Special	New	5	£1,809	£9,047			

Treatment Premises - Higher Risk	Renewal	116	£1,617	£187,624	£471,141.29	£460,580.00	£382,325.00
Special Treatment Premises - Lower Risk	New	5	£1,209	£6,047			
	Renewal	249	£1,017	£253,344			
All Special Treatment Premises	Major variation	20	£535	£10,700			
	Minor Variation	5	£112	£560			
	Renewal of a Provisional Licence	0	£227	£0			
	Confirmation of a Provisional Licence	1	£885	£885			
	Transfer	15	£196	£2,934			
	Duplicate	0	£18	£0			
	Change of Details	0	£104	£0			
Sex Establishments - Shops, Cinema's and Hostess Bars	New	0	£19,972	£0	£399,537.90	£418,200.00	£263,554.00***
	Renewal	14	£18,755	£262,575			
	Variation	0	£1,250	£0			
	Transfer	0	£202	£0			
Sex Establishments - Sexual Entertainment Venues	New	25	£5,479	£136,963			
	Renewal	0	£3,864	£0			
	Variation	0	£1,021	£0			
	Transfer	0	£202	£0			
Totals	All				£1,124,121.03	£1,105,580.00	£907,765

* Exhibition licences will be reviewed separately later in the 2012/13 financial year.

** These fees were reviewed and agreed on the 5th January 2012 by the Licensing Urgency Sub-Committee.

*** Sexual Entertainment Venues will be a new licensing regime which commence in 2012/13

General Licensing Fee's Comparison 2011/12 and 2012/13

Animal Licensing and Welfare

Application Type		Current Fee	Proposed 2012/13 Fee	Percentage increase/decrease
Animal Boarding Establishments (Animal Boarding Establishments Act 1963)	New	£228	£618	+171%
	Renewal	£228	£475	+108.3%
	Duplicate	No Fee	£18	New Fee
Dangerous Wild Animals (Dangerous Wild Animals Act 1976)	New	£212	£580	+173.5%
	Renewal	£212	£534	+151.8%
	Duplicate	No Fee	£18	New Fee
Dog Breeding Establishments (Breeding of Dogs Act 1973)	New	£132	£618	+368.1%
	Renewal	£132	£475	+259.8%
	Duplicate	No Fee	£18	New Fee
Pet Shops (Pet Animals Act 1951)	New	£286	£618	+116%
	Renewal	£286	£475	+66%
	Duplicate	No Fee	£18	New Fee
Performing Animals (Performing Animals (Regulation) Act 1925)	New	£113	£211	+86.7
	Variation	No Fee	£165	New Fee
	Register Inspection	No Fee	£34	New Fee
	Copy of Register or extracts from	No Fee	£5	New Fee
	Duplicate	£43	£18	-58.1%
Riding Establishments (Riding Establishments Act 1964)	New	£501	£930	+85.6%
	Renewal	£501	£660	+31.7%
	Duplicate	No Fee	£18	New Fee
Zoos (Zoo Licensing Act 1981)	New	No Fee*	£14,920	New Fee
	Renewal	No Fee*	£24,830	New Fee
	S14 Request to Sec of State for Exemption from Licensing	No Fee*	£1,959	New Fee
	Alteration	No Fee*	£1,832	New Fee
	Transfer	No Fee*	£550	New Fee
	Duplicate	No Fee*	£18	New Fee

* The Council has recovered its costs associated with the licensing function in the past but has no set fee level

Approval for Marriage and Civil Partnership Venues

Application Type	Current Fee	Proposed Fee	Percentage
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				increase/decrease	
Approved Marriage and Civil Partnership Venue Approval – Without a licence for entertainment (Marriage Act 1949 & Marriage and Civil Partnerships (Approved Premises) Regulations 2006)	New - Up to 100 person capacity	£654	£912	+39.4%	
	New – 101 to 500 person capacity	£687		+32.7%	
	New – 501 to 1000 person capacity	£754		+20.9%	
	New – 1001 to 1500 person capacity	£828		+10.1%	
	New - 1501 to 2000 person capacity	£900		+1.3%	
	New – 2001 or more person capacity	£964		-5.3%	
	Renew - Up to 100 person capacity	£482	£661	+37.1%	
	Renew – 101 to 500 person capacity	£537		+23%	
	Renew – 501 to 1000 person capacity	£581		+13.7%	
	Renew – 1001 to 1500 person capacity	£622		+6.2%	
	Renew - 1501 to 2000 person capacity	£668		-1%	
	Renew – 2001 or more person capacity	£707		-6.5%	
	Approved Marriage and Civil Partnership Venue Approval – With licence for entertainment (Marriage Act 1949 & Marriage and Civil Partnerships (Approved Premises) Regulations 2006)	New - Up to 100 person capacity		£523.20	£912
	New – 101 to 500 person capacity	£549.60	+65.9%		

	New – 501 to 1000 person capacity	603.20		+51.1%
	New – 1001 to 1500 person capacity	£662.40		+37.6%
	New - 1501 to 2000 person capacity	£720		+26.6%
	New – 2001 or more person capacity	£771.20		+18.2%
	Renew - Up to 100 person capacity	£385.60	£661	+71.4%
	Renew – 101 to 500 person capacity	£429.60		+53.8%
	Renew – 501 to 1000 person capacity	£464.80		+42.2%
	Renew – 1001 to 1500 person capacity	£497.60		+32.8%
	Renew - 1501 to 2000 person capacity	£534.40		+23.6%
	Renew – 2001 or more person capacity	£656.60		+0.6%
All Approved Marriage and Civil Partnership Venue Approvals (Marriage Act 1949 & Marriage and Civil Partnerships (Approved Premises) Regulations 2006)	Additional Rooms (New)	£61	No Fee (Incorporated in new application Fee)	Fee Removed
	Additional Rooms (Renewal)	£47	No Fee (Incorporated in new Amend Approval fee)	Fee Removed
	Amend Approval	No Fee	£661	New Fee
	Change of Responsible	No Fee	£71	New Fee

	Person			
	Change of details	No Fee	£120	New Fee
	Duplicate	No Fee	£18	New Fee

Fair Trading and Poisons

Application Type		Current Fee	Proposed Fee	Percentage increase/decrease
Auctions (Greater London Council (General Powers) Act 1984, Part VI)	New	£317	£588	+85.4%
Poisons Registration	Inclusion on List (New)	£168	£104	-38%
	Retention on List (Renewal)	£142	£77	-45.7%
	Alteration (Variation)	£26	£77	+196.1%

Gambling

Application Type		Current Fee	Proposed 2012/13 Fee	Percentage increase/decrease
Converted Casino Premises Licence (Gambling Act 2005)	Annual Fee	£3000	£2899	-3.3%
	Variation	£2000	£1542	-22.9%
	Transfer	£1012.50	£423	-58.2%
	Reinstatement of licence	£1012.50	£423	-58.2%
	Duplicate	£25	£18	-28%
	Change of Details	£50	£50	No Change
Bingo Premises Licence (Gambling Act 2005)	New	£3500	£2136	-38.9%
	Annual Fee	£1000	£1000	No Change
	Variation	£1500	£1380	8%
	Transfer	£900	£423	-53%
	Reinstatement of licence	£900	£423	-53%
	Provisional Statement	£3500	£1876	-46.4%
	New Licence application to those who already hold a Provisional Statement	£1200	£874	-27.1%
	Duplicate	£25	£18	-28%
	Change of	£50	£50	No Change

	Details			
Betting (Other) Premises Licence (Gambling Act 2005)	New	£3000	£2298	-23.4%
	Annual Fee	£600	£600	No Change
	Variation	£1500	£1380	-8%
	Transfer	£900	£423	-53%
	Reinstatement of licence	£900	£423	-53%
	Provisional Statement	£3000	£1876	-37.4%
	New Licence application to those who already hold a Provisional Statement	£1200	£874	-27.1%
	Duplicate	£25	£18	-28%
	Change of Details	£50	£50	No Change
Betting (Tracks) Premises Licence (Gambling Act 2005)	New	£2500	£2136	-14.5%
	Annual Fee	£1000	£1000	No Change
	Variation	£1250	£1250	No Change
	Transfer	£712.50	£423	-40.6%
	Reinstatement of licence	£712.50	£423	-40.6%
	Provisional Statement	£2500	£1876	-24.9%
	New Licence application to those who already hold a Provisional Statement	£950	£874	-8%
	Duplicate	£25	£18	-28%
	Change of Details	£50	£50	No Change
Family Entertainment Centre Premises Licence (Gambling Act 2005)	New	£2000	£2000	No Change
	Annual Fee	£750	£750	No Change
	Variation	£1000	£1000	No Change
	Transfer	£712.50	£423	-40.6%
	Reinstatement of licence	£712.50	£423	-40.6%
	Provisional Statement	£2000	£1876	-6.2%
	New Licence application to those who already hold a	£950	£874	-8%

	Provisional Statement			
	Duplicate	£25	£18	-28%
	Change of Details	£50	£50	No Change
Adult Gaming Centre Premises Licence (Gambling Act 2005)	New	£2000	£2000	No Change
	Annual Fee	£1000	£1000	No Change
	Variation	£1000	£1000	No Change
	Transfer	£900	£423	-53%
	Reinstatement of licence	£900	£423	-53%
	Provisional Statement	£2000	£1876	-6.2%
	New Licence application to those who already hold a Provisional Statement	£1200	£874	27.1%
	Duplicate	£25	£18	-28%
	Change of Details	£50	£50	No Change

Note: There is a statutory cap on Gambling Act 2005 Premises Licence fees

Hypnotism

Application Type		Current Fee	Proposed Fee	Percentage increase/decrease
Hypnotism (Hypnotism Act 1952)	New	No Fee	£599	New Fee
	Renewal	No Fee	£348	New Fee

Special Treatment Premises

Application Type		Current Fee	Proposed Fee	Percentage increase/decrease
Special Treatment Premises - Higher Risk Treatments (London Local Authorities Act 1991)	New	£1750 Online £1700	£1809	+3.3% (+6.4% Online)
	Renewal	£1600 Online £1550	£1617	+1% (+4.3% Online)
Special Treatment Premises - Lower Risk Treatments (London Local Authorities Act 1991)	New	£1150 Online £1100	£1209	+5.1% (+9.9% Online)
	Renewal	£1000 Online £950	£1017	+1.7% (+7% Online)
All Special Treatment Premises (London Local Authorities Act 1991)	Variation	£550 Online £500	£535	-2.7% (+7% Online)
	Minor Variation	£110 Online £100	£112	+1.8% (+12% Online)

	Therapist fee (New and Renewals)	£25 per therapist	No Fee	Fee Removed
	Renewal of a Provisional Special Treatment Licence	£110	£227	+106.3%
	Confirmation of a Provisional Special Treatment Licence	£110	£461	+319%
	Transfer	£300	£196	-34.6%
	Duplicate	£55	£18	-67.2%
	Change Trading As Name	£55	£104	+89%
	Change licensee details	£55	£104	+89%