

# Valid – 2024/25

## LICENCE APPLICATION FEES & CHARGES

Please note that a 20% surcharge is payable for all temporary licence applications submitted within 28 days of the date the licence is due to start.

TYPE	SUB TYPE	FEE £ & DURATION
<b>CIVIC</b>		
<b>BOAT HIRE</b>		
	new/renewal	£776 – 1 year
	temporary	£259 – up to 28 days
	temporary – inc late application surcharge	£313 – up to 28 days
<b>INDOOR SPORTS</b>		
	new/renewal	£1296 – 1 year
	temporary	£904 – up to 28 days
	temporary- inc late application surcharge	£1084 – up to 28 days
	community or charitable events ( <b>reduced fee is not available when the event involves any commercial activity</b> )	£158 – up to 6 weeks
<b>KNIFE DEALERS</b>		
	new	£291 – 1 year
	renewal	£217 – 1 year
<b>LATE HOURS CATERING</b>		
	new	£815 – 1 year
	renewal	£583 – 1 year
	exemption	£147 – up to 2 months max
<b>MARKET OPERATORS - Including car boot sales within Ward 11 (City Centre)</b>		
The annual fee is only available to markets that operate with a frequency of <b>at least once</b> per calendar month	annual indoor markets	£74 - per stall – 1 year new/renewal
	annual outdoor markets	£109 - per stall – 1 year new/renewal
temporary outdoor markets who operate <b>less than once</b> per calendar month	temporary outdoor markets - <b>subject to a max fee of £5,000</b>	£109 – fee per stall for up to 28 days

	temporary outdoor markets - subject to a max fee of £5,000 <b>inc late application surcharge</b>	£131 – fee per stall for up to 28 days
temporary indoor markets who operate <b>less than once</b> per calendar month	temporary indoor markets - <b>subject to a max fee of £1,000</b>	£74 – fee per stall for up to 28 days
	temporary indoor markets - subject to a max fee of £1,000 <b>inc late application surcharge</b>	£88 – fee per stall for up to 28 days
<i>Note an indoor market is considered to be wholly or substantially contained within a building or other permanent structure. This does not apply to the exterior grounds of a building, any area temporary fenced off or restricted area or any temporary structure i.e. marquee</i>		
<b>MARKET OPERATORS - Including car boot sales out with the City Centre (Ward 11)</b>		
temporary markets are those who operate <b>less than once</b> per calendar month	temporary indoor or outdoor market	£7 – fee per stall for up to 28 days
	temporary indoor or outdoor market - <b>inc late application surcharge</b>	£8 – fee per stall for up to 28 days
The annual fee is only available to markets that operate with a frequency of <b>at least once</b> per calendar month		£18 – fee per stall new / renewal for 1 year
<b>COMMUNITY MARKETS OR REGISTERED CHARITIES - See Note 1</b>		
<b>provided there is no commercial element, i.e. where 100% of the profits is given over to the charity or community group</b>		
	City wide - 20 stalls maximum (thereafter normal fees will apply)	£158 – per week or part of a week ( <i>up to a max 7 days per application</i> )
	City wide - 20 stalls maximum (thereafter normal fees will apply) - <b>inc late application surcharge</b>	£188 – per week or part of a week ( <i>up to a max 7 days per application</i> )
<b>METAL DEALERS – Includes Itinerant Metal Dealers</b>		
	new / renewal	£832 – 1 year
	renewal	£2186 – 3 years
<b>PUBLIC CHARITABLE COLLECTION PERMIT (see note 1) – NO FEE</b>		
A maximum of 6 days street and/or 6 days house to house collections in any calendar year, with only one Saturday permitted for a street collection and/or house to house collection		
<b>PUBLIC ENTERTAINMENT</b>		
	Capacity 1 – 200	£1385 – 1 year new or temporary up to 28 days
	Capacity 1 – 200 - <b>inc late application surcharge</b>	£1658 – temporary up to 28 days
	Capacity 1 – 200	£1121 – 1 year renewal
	Capacity 201 - 1000	£2072 – 1 year new or temporary up to 28 days
	Capacity 201 – 1000 - <b>inc late application surcharge</b>	£2486 – temporary up to 28 days
	Capacity 201 - 1000	£1385 – 1 year renewal

Capacity 1001 - 5000	£4155 – 1 year new or temporary up to 28 days
Capacity 1001 – 5000 - <b>inc late application surcharge</b>	£4986 – temporary up to 28 days
Capacity 1001 - 5000	£2766 – 1 year renewal
Capacity 5,001 - 10,000	£8310 - 1 year new or temporary up to 28 days
Capacity 5,001 - 10,000 - <b>inc late application surcharge</b>	£9954 – temporary up to 28 days
Capacity 5,001 - 10,000	£5531 – 1 year renewal
Capacity 10001 - 15,000	£13497 – 1 year new or temporary up to 28 days
Capacity 10001 - 15,000 - <b>inc late application surcharge</b>	£16187 – temporary up to 28 days
Capacity 10001 - 15,000	£10120 – 1 year renewal
Capacity > 15000	£17456 – 1 year new or temporary up to 28 days
Capacity > 15000 - <b>inc late application surcharge</b>	£20953 – temporary up to 28 days
Capacity > 15000	£13090 – 1 year renewal
<b>Sun Tan Centres – number of sunbeds on premises</b>	
1 – 5 beds	£250 -1 year new or renewal
6 – 10 beds	£350 -1 year new or renewal
11+ beds	£600 -1 year new or renewal

### **PUBLIC ENTERTAINMENT - Community/Charitable/Religious or Political Group Events**

#### Free to enter events

capacity up to 500 - <b>see note 5</b>	No Fee
capacity 501 - 2500	£196 – temporary up to 28 days
capacity 2501 - 5000	£390 – temporary up to 28 days
capacity greater than 5000	temporary up to 28 days - 25% discount of normal fee
capacity 501 - 2500	£521 – 1 year
capacity 2501 - 5000	£1040 – 1 year
capacity greater than 5000	25% discount of normal fee - 1 year

#### Pay to enter events

capacity of up to 250- <b>see note 5</b>	No Fee
capacity 251 - 2500	£196 – temporary up to 28 days
capacity 2501 - 5000	£389 – temporary up to 28 days
capacity greater than 5000	temporary up to 28 days - 25% discount of normal fee
capacity 251 - 2500	£521 – 1 year

	capacity 2501 - 5000	£1040 – 1 year
	capacity greater than 5000	25% discount of normal fee - 1 year
<b>PUBLIC ENTERTAINMENT - Amusement Devices linked to a public entertainment event or a stand alone structure – see note 2</b>		
	Amusement devices 1	£275 – 1 year new or temporary up to 28 days
	Amusement devices 1 - <b>inc late application surcharge</b>	£328 – temporary up to 28 days
	Amusement devices 2 - 5	£1262 – 1 year new or temporary up to 28 days
	Amusement devices 2 - 5 - <b>inc late application surcharge</b>	£1513 – temporary up to 28 days
	Amusement devices 6 - 20	£3108 – 1 year new or temporary up to 28 days
	Amusement devices 6 – 20 - <b>inc late application surcharge</b>	£3730 – temporary up to 28 days
	Amusement devices > 20	£6157 – 1 year new or temporary up to 28 days
	Amusement devices > 20 - <b>inc late application surcharge</b>	£7387 – temporary up to 28 days
<b>PUBLIC ENTERTAINMENT – GALA DAYS OR COMMUNITY EVENTS – see note 6</b>		
	Amusement device capacity <b>up to 20 people</b>	£50
	Amusement device capacity <b>21 - 60 people</b>	£125
	Amusement device capacity <b>61 - 80 people</b>	£250
<i>The fees above apply to <b>Gala days and Community Events only</b>. Fees are based on the capacity of the amusement device/s only and are payable <u>in addition</u> to any fee due for a public entertainment licence application. Please see note 6 to see what criteria must to be met in order to be eligible to apply</i>		
<b>PUBLIC ENTERTAINMENT – Variation to an existing licence – see note 3</b>		
	Change to capacity > 15,000	£17485
	Change to capacity > 15,000 - <b>inc late application surcharge</b>	£20980
	Change to capacity > 10,001 to 15000	£13515
	Change to capacity > 10,001 to 15000 - <b>inc late application surcharge</b>	£16216
	Change to capacity 5,001 - 10,000	£8310
	Change to capacity 5,001 - 10,000 - <b>inc late application surcharge</b>	£9973
	Change to capacity 1,001 - 5,000	£4156
	Change to capacity 1,001 - 5,000 - <b>inc late application surcharge</b>	£4987
	Change to capacity 201 - 1,000	£2091
	Change to capacity 201 - 1,000 - <b>inc late application surcharge</b>	£2511
	Change to capacity 1 - 200	£1385
	Change to capacity 1 – 200 - <b>inc late application surcharge</b>	£1660

	Variation other than a capacity increase	£74
	Live animal supplement *	£291 – per event
	*any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition</u> to the licence application fee	
	Hypnotism supplement	£291 –per event
<b>SECOND-HAND DEALER</b>		
	new	£291 – 1 year
	renewal	£217 – 1 year
	renewal	£527 – 3 years
	exemption – disposal of stock in trade	£132 – per application
	temporary	£147 – up to 28 days
	temporary - <b>inc late application surcharge</b>	£175 – up to 28 days
	antique fairs dealers	£85 – 1 year
	stamp & book fairs dealers	£85 – 1 year
	record/transaction books	£11 – per book
<b>SEX SHOP</b>		
	new/renewal	£2044 – 1 year
<b>SEXUAL ENTERTAINMENT VENUE</b>		
	new/renewal	£1752 – 1 year
<b>SKIN PIERCING/TATTOOING</b>		
Where activity carried out from premises		
	Principal Operator with employees - New	£364 – 1 year
	Renewal	£364 – 1 year
	Renewal	£728 – 3 years
	Each additional employee	£109
	Self Employed Operator - New	£364 – 1 year
	Renewal	£364 – 1 year
	Renewal	£728 – 3 years
One Off Events		
	Principal Operator/Organiser	£349 – per application
	Attending an exhibition or Arts event – where event licence is already in place	£109 – per application up to 7 days max
<b>STREET TRADERS – a valid food hygiene certificate must be submitted with an application to sell food</b>		
	Food	£411 – 1 year
	Non food	£280 – 1 year
	Food - temporary	£291 – per application - up to 7 days max

	Food - temporary - <b>inc late application surcharge</b>	£349 – per application - up to 7 days max
	Non-food - temporary	£217 – per application - up to 7 days max
	Non-food - temporary - <b>inc late application surcharge</b>	£251 – per application - up to 7 days max
	Food - change of vehicle	£217 – per application
	Food Hygiene Inspection for vehicles	£217 – per vehicle when not part of a licence application
	Food - change of vehicle - <b>inc late application surcharge</b>	£261 – per application
	Employees – per applicant	£74 – for the duration of employer’s licence
	Employees – per applicant - <b>inc late application surcharge</b>	£86 – for the duration of employer’s licence

### Charitable Organisations

Provided there is no commercial element, i.e. where 100% of the profits is given over to the charity or community group. Qualifying criteria must be submitted with an application and after expiry of licence

	<b>See note 1</b>	£98 – 6 months max
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### WINDOW CLEANERS

	New/ Renewal	£147 – 1 year
	Renewal	£364 – 3 years

### OTHER LICENCE TYPES

#### ANIMAL BOARDING

	Commercial Kennels*	£434 – 1 year
	Home Boarding or Dog Day Care (1–10 animals)	£202 – 1 year
	Home Boarding or Dog Day Care (>10 animals) *	£434 – 1 year

\*any application that involves a vet inspection will be charged the full cost of that inspection **in addition to** the licence application fee

#### ANIMAL WELFARE

	Animal Welfare Establishment*	£458 – 1 year (new or renewal)
	Animal Rehoming Activities* ( <i>other than in the course of operating an animal welfare establishment</i> ) - <b>1-10 animals</b>	£182 – 1 year (new or renewal)
	Animal Rehoming Activities* ( <i>other than in the course of operating an animal welfare establishment</i> ) - <b>&gt;10 animals</b>	£391 – 1 year (new or renewal)
	Breeding of Animals* - dogs, cats, and rabbits	£391 – 1 year (new or renewal)
	Sale of Animals as Pets* - Pet shops etc	£458 – 1 year (new or renewal)
	Variation of licence – <i>other than capacity increase</i>	£118

\*any application that involves a vet inspection will be charged the full cost of that inspection **in addition to** the licence application fee

<b>CARAVAN SITE</b>		
	Relevant permanent sites	£630 – per site, 1 year (new or renewal)
<b>CINEMAS</b>		
	multi-screen	£600 – 1 year
	single screen	£300 – 1 year
	temp	£200 – 1 month
	transfer	£120
	up to 4 screens	£600 – 1 year
	variation	No fee
	Change of manager	£114
<b>DANGEROUS WILD ANIMALS</b>		
*any application that involves a vet inspection will be charged the full cost of that inspection <b><u>in addition to</u></b> the licence application fee		£434 – 1 year new or renewal
<b>FIREWORK SALES</b>		
	all year sale	£500 – 1 year
<b>FIREWORK DISPENSATION</b>		
You need a dispensation from the Council to operate a firework display between the hours of 23.00 and 07.00. Dispensations are not needed for a display between 23.00 and 01.00 at New Year, Chinese New Year and Diwali or between 23.00 and 24.00 on November 5th.		
		Free – per event
<b>HYPNOTISM</b>		
	permission	£277 – per event
<b>PERFORMING ANIMALS*</b>		
*any application that involves a vet inspection will be charged the full cost of that inspection <b><u>in addition to</u></b> the licence application fee		£774 – 1 year
<b>RIDING ESTABLISHMENTS*</b>		
*any application that involves a vet inspection will be charged the full cost of that inspection <b><u>in addition to</u></b> the licence application fee		£830 – 1 year new or renewal
<b>VENISON DEALER</b>		
		£224 – 3 years
<b>ZOO</b> - *any application that involves a vet inspection will be charged the full cost of that inspection <b><u>in addition to</u></b> the licence application fee		
		£1305 – 6 years new or renewal

<b>MISCELLANEOUS FEES</b>	
CERTIFIED COPY LICENCE	£69 – per copy
DUPLICATE ID BADGE	£69 – per badge
CHANGE OF MANAGER	£137 – per application
VARIATION OF ANY CIVIC LICENCE – other than change of manager or a capacity increase for a Public Entertainment	£74 – per application

**NOTES:**

**Note 1: Charitable Organisations**

when applying for a temporary licence as a charitable, religious, youth, sporting, community, political or similar organisations qualifying material must be submitted at the time of application and again after the event

Qualifying material to be submitted with an application for a licence includes, but is not restricted to the following;

- the organisations charity number (if a registered charity),
- a copy of the organisation’s constitution/ or a list of the organisations aims and objectives if no constitution exists
- a copy of the organisations last annual audited accounts or a copy of the recent statement of accounts

after the expiry of a licence organisations must provide the following returns;

- statement of account showing monies raised and any expenses incurred

**Note 2: Public Entertainment - Amusement Devices**

Amusement Devices – this includes carousels, bouncy castles, bungee jump, or bungee running equipment, stalls, tents, booths or structures. They will all have either been installed or erected and therefore require safety checking ahead of members of the public having access to them. They are operated in connection with the amusement or entertainment of the public

**Note 3: Public Entertainment Variation - Capacity Increase**

The fee due for an application to increase the capacity of an existing public entertainment licence will comprise of the difference between (a) the fee due for a licence with the new increased capacity and (b) the fee already paid for a licence with the original occupant capacity as per the following;

	<u>example</u>	<u>£</u>
(a) fee due for a licence with a capacity of 350		2091
(b) less the fee paid for a licence with a capacity of 200		1385
total fee payable for application to increase capacity		<u>£706</u>

**Note 4: Public Entertainment – Free to enter events**

no public entertainment licence is required for the following ‘free to enter’ events

- Events held by a charitable, religious, youth, sporting, community, political or similar organisation (see note 1) providing the capacity **does not exceed 500 people**
- premises used for exhibitions of artwork
- premises in which live music is being provided incidentally to the main purpose or use of the premises where that main purpose or use is not as a place of public entertainment.



#### **Note 5: Public Entertainment – Pay to enter events with a maximum capacity of 250 people**

no public entertainment licence is required for premises used for functions or events by;

- any charity, religious, community or political group or any similar non-commercial organisation where the public pay to enter or use the any facilities for their entertainment provided the capacity **does not exceed 250 people**

#### **Note 6: Public Entertainment Licence with Amusements**

To be eligible to apply the following criteria must be met;

- A non-commercial operation is a charitable, religious, youth, sporting, community, political or similar organisation.
- Organisers of the Community Event/Gala Day should be volunteers and part of a committee – you may be asked to provide evidence of this when submitting your application.
- An application for a Public Entertainment Licence with Amusements, must be submitted after the application for a Community Event/Gala Day has been received by the licensing service.
- To be eligible for the discounted rate, only the owner/operator of the amusement equipment i.e. the owner of the bouncy castle, can make an application for Public Entertainment Licence with Amusements.
- The insurance for the amusement equipment must be in the name of the owner/operator.
- The amusement device capacity should be total capacity of all pieces of equipment i.e. 2 bouncy castles with combined capacity of 20 would pay £50

# Valid – 2024/25

## SHORT TERM LET LICENCE APPLICATION FEES

Type of Licence	New (1 Year)	Renewal (3 Years)
Home Sharing	£120 per occupant	£360 per occupant
Home Letting	£120 per occupant	£360 per occupant
Home Sharing & Home Letting	£120 per occupant	£360 per occupant

Secondary Letting (Maximum Occupancy)	New/Renewal (1 Year)
1-3	£653
4-5	£1,089
6-10	£2,481
11-15	£3,872
16-20	£5,264
21 and over	£5,869

Temporary Licence (Maximum Occupancy)	Fee
1-5	£250
6-10	£350
11 and over	£600

Temporary Exemption (Maximum Occupancy)	Fee
1-5	£250
6-10	£350
11 and over	£600

<b>Property with HMO licence in place</b>	£120
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Other application types	Fee
Transfer of licence	£120
Provisional licence	<b>20%</b> of the full licence fee based on the maximum occupancy of the premises
Confirmation of a Provisional licence	<b>80%</b> of full licence fee based on the maximum occupancy of the premises