

REPORT TO: Licensing Sub-Committee
MEETING DATE: 8 March 2018
BY: Depute Chief Executive (Resources & People Services)
SUBJECT: Licensing Fees from 1 April 2018

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1 PURPOSE

- 1.1 To inform the Sub-Committee of the proposed new Licensing Fees and to seek comments and agreement that they be introduced as from 1st April 2018.

2 RECOMMENDATIONS

- 2.1 That the Licensing Sub-Committee authorises the new Licensing Fees at the levels proposed in Appendix A, with effect from 1st April 2018.

3 BACKGROUND

- 3.1 Legislation dictates that the Council fully recovers all costs involved in the provision of the Licensing Services which it manages. For some time now many License Fees have not been set at a level sufficient to cover the costs involved. A review has therefore been carried out to ascertain what levels the fees should be set at to ensure full recovery and compliance with legislation.
- 3.2 The Service Manager - Licensing, Administration & Democratic Services, the Commercial Development Officer, the Licensing Team Leader & one of the Senior Solicitors have worked on the fee levels, and have produced the document in Appendix A.
- 3.3 Benchmarking comparisons were made with the fee levels in surrounding Authorities and it was established that East Lothian Council's current fees are in general substantially below the national average. This is perhaps of limited value however as the legal requirement is that the Council recovers its full costs and these might be different in each Authority due to variations in procedures, policies and working practices. One would nevertheless

expect differences caused by such things to be small and it can be concluded that the Council is not been achieving full cost recovery to date.

3.4 Calculations were made to ascertain the actual level of costs involved in the provision of the service for each licence. These costs were then divided by the average number of licences processed in each category each year.

3.5 It was decided that the following costs be set at a fixed level across all types of licence, to provide consistency throughout:

- Application for a Material Change to a Licence already Granted - £60.00
- Issuing a Duplicate Licence - £25.00
- Certified True Copy of an Entry in the Register - £25.00
- Administration Fee - £25.00

3.6 Some fees are fixed by Legislation and these have not been altered.

3.7 HMO Licensing Fees were re-appraised in 2016 and therefore have not been affected by this review and have risen in line with the Retail Prices Index as previously agreed.

4 POLICY IMPLICATIONS

4.1 None

5 INTEGRATED IMPACT ASSESSMENT

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy

6 RESOURCE IMPLICATIONS

6.1 Financial - The new fees will aid full recovery of the costs involved and will raise income levels.

6.2 Personnel - None

6.3 Other - None

7 BACKGROUND PAPERS

7.1 Appendix A – Proposed Fee Levels from 1st April 2018.

AUTHOR'S NAME	Ewan Ritchie
DESIGNATION	Licensing Team Leader
CONTACT INFO	eritchie@eastlothian.gov.uk 01620 828763
DATE	26/02/18

Licence type	1 st April 2017	1st April 2018
Private Hire Cars		
Driver - 1 Year	£62.00	£130.00
Grant of Private Hire Car Licence – 1 year	£250.00	£386.00
Early Renewal & Replacement	£250.00	£386.00
Renewal & Replacement	£250.00	£386.00
Replacement Vehicle (remainder of year)	£117.00	£123.00
Replacement Plate (Front)	£19.00	£31.00
Replacement Plate (Rear)	£19.00	£28.00
Replacement Brackets (Front)		£31.00
Replacement Brackets (Rear)		£30.00
Replacement Drivers Badge		£25.00
Replacement Door Sign		£27.00
Substitute Vehicle	£118.00	£123.00
Cancellation of Inspection	£47.00	£74.00
Vehicle Re-test		£150.00
Grant/Renewal of Trailer	£62.00	£130.00
Advertising:		
Internal	£15.00	£16.00
External	£50.00	£52.00
Superside	£60.00	£63.00
Full Livery	£75.00	£79.00
Duplicate Licence	£11.00	£25.00
Variation	£63.00	£60.00
Taxis		
Driver - 1 Year	£62.00	£130.00
Grant of Taxi licence – 1 year	£250.00	£386.00
Renewal of Taxi licence – 1 year	£250.00	£386.00
Early Renewal & replacement	£250.00	£386.00
Renewal & Replacement	£250.00	£386.00
Replacement Plate (Front)	£19.00	£31.00
Replacement Plate (Rear)	£19.00	£28.00
Replacement Brackets (Front)		£31.00
Replacement Brackets (Rear)		£30.00
Replacement Drivers Badge		£25.00
Substitute Vehicle	£118.00	£123.00
Cancellation of Inspection	£47.00	£74.00
Vehicle Re-test		£150.00
Grant/Renewal of Trailer	£62.00	£130.00
Wheelchair Exemption Certificate		£25.00
Advertising:		
Internal	£15.00	£16.00
External	£50.00	£52.00
Superside	£60.00	£63.00
Full Livery	£75.00	£79.00

Duplicate Licence	£11.00	£25.00
Variation	£63.00	£60.00
Taxi Booking Offices		
Grant – 3 years	£185.00	£220.00
Duplicate Licence	£11.00	£25.00
Variation	£48.00	£60.00
Late Hours Catering		
Grant of Late Hours Catering licence – 3 years	£123.00	£242.00
Duplicate Licence	£11.00	£25.00
Variation	£31.00	£60.00
Public Entertainment		
Temp Public Entertainment Licence – up to 500 persons	£177.00	£185.00
Temp Public Entertainment licence 500 - 2000 persons	£410.00	£370.00
Temp Public Entertainment licence 2001 - 5000 persons	£499.00	£555.00
Temp Public Entertainment Licence - Over 5000	£614.00	£740.00
Duplicate Licence	£11.00	£25.00
Grant of Full Public Entertainment licence – 3 years	£216.00	£525.00
Grant of Full Public Entertainment Licence for Multi activity Indoor and Outdoor Facility.	£1,438.00	£1,500.00
Duplicate Licence	£11.00	£25.00
Variation	£55.00	£60.00
Indoor Sports Entertainment		
Duplicate Licence	£216.00	£225.00
Variation		£60.00
Tattoo & Piercing		
Grant of Tattoo & Piercing – 1 year	£108.00	£231.00
Additional employees (each)	£54.00	£116.00
Duplicate Licence	£11.00	£25.00
Variation	£27.00	£60.00
Theatre		
Grant of Theatre licence	£170.00	£360.00
Temp Theatre licence – 6 weeks	£86.00	£180.00
Duplicate Licence	£11.00	£25.00
Variation	£43.00	£60.00
Street Trader		

Grant of Street Trader licence (per person) – 3 years	£246.00	£257.00
Temporary Street Trader – 6 weeks	£51.00	£70.00
Duplicate Licence	£20.00	£25.00
Variation	£63.00	£60.00
Knife Dealers		
Grant – 3 years	£322.00	£336.00
Duplicate Licence	£11.00	£25.00
Variation	£81.00	£60.00
Others		
Venison Dealer licence – 3 years	£108.00	£113.00
Duplicate Licence	£20.00	£25.00
Variation	£27.00	£60.00
Metal Dealer – 1 year	£108.00	£257.00
Duplicate Licence	£20.00	£25.00
Variation	£27.00	£60.00
Itinerant Metal Dealer– 1 year	£94.00	£257.00
Duplicate Licence	£20.00	£25.00
Variation	£24.00	£60.00
Market Operators Licence – 1 year		
Less than 50 traders	£277.00	£290.00
More than 50 traders	£492.00	£513.00
Duplicate Licence	£11.00	£25.00
Variation	£70.00	£60.00
Temporary Market Operators Licence – 6 weeks		
Less than 50 traders	£140.00	£146.00
More than 50 traders	£246.00	£247.00
Duplicate Licence	£11.00	£25.00
Variation	£70.00	£60.00
Window Cleaners – 1 year		
Duplicate Licence	£20.00	£25.00
Variation		£60.00
Second Hand Dealers – 3 years		
Temporary Second Hand Dealer licence – 6 weeks	£48.00	£70.00
Duplicate Licence		£25.00
Variation	£59.00	£60.00

Boat Hirer licence – 1 year	£250.00	£261.00
Temporary Boat Hirer Licence – 6 weeks	£125.00	£131.00
Duplicate Licence		£25.00
Variation	£63.00	£60.00
Animal Licences		
Pet Shop- 1 year	£90.00	£120.00
Animal Boarding Establishment- 1 year	£90.00	£120.00
Animal Boarding (Use of Domestic Premises)		£60.00
Animal Groomers or Daycare Services	£90.00	£120.00
Dog Breeding Establishments	£90.00	£120.00
Dangerous Wild Animals- 1 year	£90.00	£120.00
Zoological Parks - 1 Year	£500.00	£520.00
Riding Establishments- 1 year	£90.00	£120.00
Duplicate Licence		£25.00
Variation	£23.00	£60.00
Explosives (Fixed Fees)		
Storage of Explosives Registration – 1 year (Fireworks)	£109.00	£109.00
“ “ “ - 2 years	£141.00	£141.00
“ “ “ - 3 years	£173.00	£173.00
“ “ “ - 4 years	£206.00	£206.00
“ “ “ - 5 years	£238.00	£238.00
Storage of Explosives Renewal - 1 year (Fireworks)	£54.00	£54.00
“ “ “ - 2 years	£86.00	£86.00
“ “ “ - 3 years	£120.00	£120.00
“ “ “ - 4 years	£152.00	£152.00
“ “ “ - 5 years	£185.00	£185.00
Vary Explosive Licence	£36.00	£36.00
Transfer of Licence	£36.00	£36.00
Replacement Licence	£36.00	£36.00
Petroleum (Fixed Fees)		
Petroleum- 1 year – not exceeding 2,500 litres	£42.00	£42.00
Petroleum- 1 year – exceeding 2,500 litres but not exceeding 50,000 litres	£59.00	£59.00
Petroleum- 1 year – exceeding 50,000 litres	£120.00	£120.00
Duplicate Licence	£10.00	£10.00
Houses in Multiple Occupation (min 6 months max 3 years - 3 yr default)		
3-5 Residents	£420.00	£440.00
6-10 Residents	£680.00	£710.00
11-20 Residents	£1,040.00	£1,085.00

21-30 Residents	£1,250.00	£1,305.00
31-40 Residents	£1,455.00	£1,515.00
41-50 Residents	£1,665.00	£1,735.00
51-75 Residents	£2,180.00	£2,270.00
76-100 Residents	£2,700.00	£2,815.00
101-200 Residents	£3,740.00	£3,895.00
201 + Residents	£4,775.00	£4,975.00
Additional Inspections after Initial (Per Officer)	£50.00	£52.00
Change of Ownership (Prior to Grant)	£150.00	£156.00
Change of Day to Day Mnager or Agent	£150.00	£156.00
Change of Maximum Ocupancy Level	£150.00	£156.00
Change to Physical Layout of Property	£150.00	£156.00
Duplicate Licence	£25.00	£25.00

Edinburgh 16/17	Borders 16/17	Midlothian 16/17	West Lothian 16/17	Scottish Avg (Exc. ELC) 16/17	ELC Over/Under Avg
£ 141.00	£ 84.00	£ 66.00	£ 176.16	£ 118.15	£11.85
£ 512.00	£ 588.00	£ 66.00	£ 361.83	£ 376.17	£9.83
		£ 26.00	£ 11.86	£ 22.95	£8.05
		£ 26.00	£ 23.37	£ 26.79	£1.21
	£ 89.00		£ 59.32	£ 82.44	£40.56
£ 50.00				£ 50.00	£100.00
		£ 18.00		£ 18.00	-£2.00
		£ 47.00	£ 51.52	£ 49.51	£2.49
		£ 55.00		£ 55.00	£8.00
		£ 95.00	£ 88.97	£ 91.99	-£12.99
£ 172.00	£ 84.00	£ 91.00	£ 176.76	£ 129.35	£0.65
£ 625.00	£ 588.00	£ 66.00	£ 380.81	£ 355.26	£30.74
		£ 26.00	£ 11.86	£ 22.95	£8.05
		£ 26.00	£ 23.37	£ 26.79	£1.21
£ 26.00		£ 26.00	£ 11.86	£ 21.29	£9.71
£ 26.00		£ 26.00	£ 17.79	£ 23.26	£6.74
£ 50.00				£ 50.00	-£25.00
	£ 89.00		£ 59.32	£ 82.44	£40.56
£ 50.00				£ 50.00	£100.00
£ 10.00				£ 10.00	£15.00
		£ 18.00		£ 18.00	-£2.00
		£ 47.00	£ 51.52	£ 49.51	£2.49
		£ 55.00		£ 55.00	£8.00
		£ 95.00	£ 88.97	£ 91.99	-£12.99

£ 1,042.00 £ 215.00 £ 118.63 £ 403.87 **-£183.87**

£ 583.00 £ 177.00 £ 242.00 £ 135.24 £ 276.65 **-£34.65**

£90 to £12,480 £ 518.00 £ 242.00 £ 2,055.31 **-£1,530.31**

£ 926.00 £ 149.00 £ 242.00 £ 135.24 £ 322.85 **-£97.85**

£ 521.00 £ 177.00 £ 242.00 £ 135.24 £ 276.65 **-£45.65**

£735 to £2,783 £ 149.00 £ 419.96 £ 696.12 **-£336.12**
£ 80.00 £ 138.80 £ 109.40 **£70.60**

£	200.00	£	199.00	£	142.00	£	79.48	£	166.33	£90.67
£	104.00	£	199.00	£	142.00	£	66.43	£	111.22	-£41.22

£	208.00	£	228.00	£	263.00	£		£	233.25	£102.75
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£160						£60.50		£101.83	£11.17
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£594	£149					£93.72		£231.93	£25.07
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	£149	£90				£79.84		£102.46	£154.54
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	£246	£269				£199.30		£237.08	
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£104				£66		£46.27		£76.82	£1.18
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£208	£177	£89.67				£135.24		£168.78	£88.22
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£176						£66.43		£111.22	-£41.22
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<i>£555</i>				£356.50	-£95.50
<i>£186</i>				£186	-£55.00
<i>£364</i>	<i>£66</i>	<i>£111</i>	<i>£239.83</i>	£173.17	-£53.17
<i>£309</i>	<i>£135</i>	<i>£111</i>	<i>£239.83</i>	£179.57	-£59.57
<i>£309</i>	<i>£135</i>	<i>£111</i>	<i>£239.83</i>	£220.57	-£100.57
<i>£309</i>	<i>£80</i>	<i>£111</i>	<i>£239.83</i>	£168.57	-£48.57
<i>£993</i>		<i>£53</i>	<i>£736.10</i>	£583.03	-£63.03
<i>£592</i>	<i>£68</i>	<i>£111</i>	<i>£239.83</i>	£22.77	£97.23

-£1,794.71