

<b>LICENSING FEES AND CHARGES 2026 - 2027</b>	
<b>Executive Summary</b>	A comprehensive review of licensing fees and charges for 2026–27 has been undertaken to ensure compliance with statutory cost-recovery requirements. The proposed changes aim to ensure fairness, transparency, and alignment with legal duties, with implementation delegated to officers from 1 April 2026.
<b>Options considered</b>	<p>Postpone review to a later date. Postponement would be out of line with legislation. The Council is required to charge on a cost recovery basis. To ensure accuracy, a regular cost analysis is required.</p> <p>Percentage uplift. This approach does not take account of fluctuating costs and demand on each licence type.</p>
<b>Consultation(s)</b>	Licensing fees and charges are set by Government or cost recovery; therefore, full consultation is not required. The Licensing Committee is a public meeting. Papers are publicly available online in advance of the meeting. Members of the public can attend the meeting. Fees will be published for at least 4 weeks before being introduced.
<b>Recommendations</b>	<p>That the Licensing and Appeals Committee:</p> <ol style="list-style-type: none"> <li>1. Acknowledges the scrap metal fees, licensed vehicle and private hire operator fees to be approved by Cabinet.</li> <li>2. Agrees the revised Mobile Home Fees Policy</li> <li>3. Agrees the 2026-27 fees and charges, excluding those mentioned in recommendation 1.</li> <li>4. Recommends approval by Full Council.</li> <li>5. Delegate authority to officers to implement the revised fees from 1 April 2026.</li> </ol>
<b>Reasons for recommendations</b>	<p>Consistency and fairness in decision making</p> <p>Alignment with statutory obligations</p> <p>Cost recovery</p>
<b>Background papers</b>	<p>Institute of Licensing Street fees and charges training 2025</p> <p>Local Government Miscellaneous Provisions Act 1982</p> <p>Licensing Act 2003</p> <p>Public Health Act 1936</p> <p>Licensing Activities Involving Animals (England) Regulations 2018</p> <p>Town Police Clauses Act 1847</p> <p>Local Government Miscellaneous Provisions Act 1976</p> <p>Breckland District Council fees and charges</p> <p>Great Yarmouth District Council fees and charges</p> <p>Norwich City Council fees and charges</p> <p>East Lindsey District Council Mobile Home Fees Policy</p> <p>South Norfolk and Broadland fees and charges</p>

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Councillor Callum Ringer
<b>Contact Officer</b>	Environmental and Leisure Business Support Manager

<b>Links to key documents:</b>	
Corporate Plan:	An environment for business to thrive in.
Medium Term Financial Strategy (MTFS)	The licensing fees and charges contribute to the overall budget-setting. Licensing fees are ringfenced to be reinvested in the licensing service.
Council Policies & Strategies	Mobile Home Fees Policy

<b>Corporate Governance:</b>	
Is this a key decision	Yes
Has the public interest test been applied	
Details of any previous decision(s) on this matter	Licensing fees and charges form part of the budget proposals set before Full Council each year.

## 1. Purpose of the report

To present the updated **Licensing fees and charges for 2026-27**, following a comprehensive review in line with relevant legislation and statutory guidance. The proposed fees are set on a **cost-recovery basis** to ensure compliance with:

- Local Government Miscellaneous Provisions Act 1982
- Licensing Act 2003
- Public Health Act 1936
- Licensing Activities Involving Animals (England) Regulations 2018
- Town Police Clauses Act 1847
- Local Government Miscellaneous Provisions Act 1976

## 2. Introduction & Background

The review covers licensing-related fees under Environmental Health, including:

- Taxi licensing
- Animal licensing
- Skin piercing
- Sex establishment licensing
- Street trading
- Mobile Homes licensing

Fees were re-calculated based on:

- Officer time
- Administrative costs
- Training
- Technical charges
- Compliance monitoring costs
- Inflation adjustments where applicable

Some fees remain unchanged where set by central government (for example: alcohol premises licences, gambling permits, personal licences).

Before fees can be introduced for mobile home licensing, a Mobile Home Fee Policy must be in place. The revised Mobile Home Fee Policy is circulated with this report.

## 3. Financial and Resource Implications

- Taxi licensing: significant adjustments to reflect actual costs (e.g., hackney carriage new licence reduced from £210 to £139.90). A surplus in the taxi licensing fund has been applied, which has significantly reduced some licence types. Costs are split over the number of licences received in the baseline year. The last full year statistics available are for 2024-25.
- Street trading: consolidated under a single annual fee; redundant fees removed.
- Sex establishment licences: updated for cost recovery; no licences issued in past 8+ years.
- Animal licensing: cost recovery applied. Significant training is underway to meet an uplift in demand and to fill a national shortage of animal welfare-qualified officers.
- Primate licensing: new legislation enforceable from April 2026.

- Mobile homes licensing: cost-recovery applied. In the baseline year, a full-time caravan officer was employed to bring the caravan archive up to date in compliance. This project is ongoing on a scaled-back basis, within the licensing team, since the caravan officer role was removed from the establishment.

#### **Comments from the S151 Officer:**

***The S151 Officer (or member of the Finance team on their behalf) will complete this section.***

The proposed fees have been reviewed and are in line with the council's cost recovery requirements. No significant budget impact is anticipated, as licensing income is ringfenced within the service. The methodology appears reasonable and transparent, with annual reviews recommended to maintain compliance and financial balance.

#### **4. Legal Implications**

Fees are considered in line with legislation and guidance. Benchmarking was undertaken. It is acknowledged that cost recovery will be unique to each council, based on volume of work and charges to be met by each individual district. Most fees benchmarked comparatively against neighbouring and similar authorities.

#### **Comments from the Monitoring Officer**

***The Monitoring Officer (or member of the Legal team on behalf of the MO) will complete this section. They will outline any legal advice provided.***

The licensing authority charges fees for its licensing functions, and reviews these fees as required. Caselaw details that fees must be proportionate to the cost of provision.

#### **5. Risks**

Legislation requires that Licensing Authorities establish fees on a cost recovery basis. In mitigation of risks, there should be a review of fees annually, to adjust for inflation and demand changes.

- Business impact: Local businesses may view increases as a barrier, affecting relationships with the council.
- Governance Risks: Some fees (such as Scrap Metal licensing) require Executive approval, not Licensing Committee. Incorrect governance route could invalidate decisions.
- Transparency: Failure to clearly document cost-recovery methodology could lead to audit challenges.
- Reputational Risks: Significant fee changes (especially reductions or increases) may attract negative media or stakeholder criticism. Relevant trades should reasonably expect fluctuation within district-set fees. Education and messaging would support this. The Licensing team will work with Communications to convey cost-recovery methodology.

**Appendix A: Schedule of fees and charges for 2026-27 (including statutory and discretionary fees).**

<b>Environmental Health</b>		2024/25 Agreed Charge £ : p	2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ ; p	Statutory Service / Discretionary Services	Set by Government / Set By District
<b>TAXI LICENCE FEES</b>						
<b>Taxi Licences</b>						
Licence to Drive Hackney Carriages or Private Hire Vehicles	- New Licence valid for 1 year	£205.00	£210.00	£139.90	Statutory	District
	- New Licence valid for 3 years	£205.00	£210.00	£139.90	Statutory	District
	- Renewal valid for 1 year	£205.00	£210.00	£107.36	Statutory	District
	- Renewal valid for 3 years	£205.00	£210.00	£107.36	Statutory	District
Hackney Carriage Vehicle Licence	- New valid for 1 year	£178.00	£182.00	£85.53	Statutory	District
	- Renewal valid for 1 year with plate	£178.00	£182.00	£39.34	Statutory	District
	- Renewal valid for 1 year with no plate	£157.00	£160.00	£27.34	Statutory	District
Private Hire Vehicle Licence	- New valid for 1 year	£178.00	£182.00	£49.00	Statutory	District
	- Renewal valid for 1 year with plate	£178.00	£182.00	£134.68	Statutory	District
	- Renewal valid for 1 year with no plate	£157.00	£160.00	£122.68	Statutory	District
Private Hire Operators Licence	- New or Renewal valid for 5 years	£184.00	£190.00	£0.00	Statutory	District
<b>Taxi Licence Charges</b>						
Replacement Badge & Licence (Name Change)		£18.00	£19.00	£45.06	Statutory	District
Replacement Licence (Address Change)		£13.00	£14.00	£9.45	Statutory	District
Replacement drivers badge holder		£4.00	£5.00	£2.00	Statutory	District
Windscreen pouches (additional or replacement)		£3.00	£4.00	£2.00	Statutory	District
Replacement plate for vehicle		£48.00	£50.00	£18.10	Statutory	District
Replacement door signs				£9.42		District
Replacement internal taxi plates/signs		£11.00	£11.20	£18.10	Statutory	District
Knowledge Tests (New Taxi Driver Applications)		£45.00	£46.00	Inc.	Statutory	District
Knowledge Tests (Retest)		New	£23.00	£17.88	Statutory	District

Page 1

Page 10

Licences and certificates of suitability						Government
Skin piercing premises	- Registration (one-off)	£298.00	£305.00	£336.20	Statutory	District
	Variation			£17.98		District
Skin piercing each additional operative at same premises	- Registration (one-off)	£40.00	£50.00	£50.94	Statutory	District
Scrap Metal Dealer - must be decision of Exec. NOT Council or will be void	New/Renewal (3 years)	£535.00	£550.00	£488.52	Statutory	District
Scrap Metal Dealer - must be decision of Exec. NOT Council or will be void	Variation	£402.00	£410.00	£25.14	Statutory	District
Scrap Metal Collector - must be decision of Exec. NOT Council or will be void	New/Renewal (3 years)	£134.00	£175.00	£213.68	Statutory	District
Scrap Metal Collector - must be decision of Exec. NOT Council or will be void	Variation	£101.00	£105.00	£25.14	Statutory	District
Scrap metal collector - must be decision of Exec. NOT Council or will be void	Replacement licence/badge			£6.29	Statutory	District
Sex Shop or sex cinema	New application	£2,406.00	£2,455.00	£108.95	Statutory	District
	Grant of new licence	£3,609.00	£3,680.00	£130.86	Statutory	District
	Renewal application			£77.19		District
	Grant of renewal licence			£124.06		District
	Transfer			£37.31	Statutory	District
	Variation			£54.69		District
	Replacement licence			£19.29		District
Sexual Entertainment Venue	New application	£3,609.00	£3,680.00	£130.86		District
	Grant of new application			£77.19		District
	Renewal application			£124.06		District
	Grant of renewal application			£37.31		District
	Variation			£54.69		District
	Replacement licence			£19.29		District
Street Trading Consent Annual Fee		£210.00	£210.00	£304.19	Statutory	District
Street Trading Consents	- Non profit	Free	Free	Free	Statutory	District
	- Commercial - per day	£89.00	£91.00	£93.73	Statutory	District
Pavement lic	New - 2 year licence			£166.20		District (Capped)
	Renewal licence			£143.64		District (Capped)
Replacement licence				£0.00	Statutory	District (Capped)

# Environmental Health

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ ; p	Statutory Service / Discretionary Services	Set by Government / Set By District
<b>OTHER LICENSING CONTINUED</b>						
Animal Boarding	- New application	£364.00	£370.00	£326.15	Statutory	District
	- Grant of new application			£250.30	Statutory	District
	- Variation (inc. transfer)	£117.00	£120.00	£103.52	Statutory	District
	Interim inspection	£55.00	£56.00	£57.61	Statutory	District
	Renewal application	£364.00	£370.00	£186.37	Statutory	District
	Grant of renewal application			£143.03	Statutory	District
	Replacement licence			£40.21	Statutory	District
Dangerous Wild Animals (plus vet fees where appropriate)	- New application	£216.00	£220.00	£443.39	Statutory	District
	Grant of new application			£360.63	Statutory	District
	Renewal application	£216.00	£220.00	£283.77	Statutory	District
	Grant of renewal application			£319.25	Statutory	District
Dog Breeding (and vet fees where appropriate)	- New application	£364.00	£370.00	£326.15	Statutory	District
	- Grant of new application			£250.30	Statutory	District
	- Variation (inc. transfer)	£117.00	£120.00	£103.52	Statutory	District
	Interim inspection	£55.00	£56.00	£57.61	Statutory	District
	Renewal application	£364.00	£370.00	£186.37	Statutory	District
	Grant of renewal application			£143.03	Statutory	District
	Replacement licence			£40.21	Statutory	District
Pet Shop	- New application	£364.00	£370.00	£326.15	Statutory	District
	- Grant of new application			£250.30	Statutory	District
	- Variation (inc. transfer)	£117.00	£120.00	£103.52	Statutory	District
	Interim inspection	£55.00	£56.00	£57.61	Statutory	District
	Renewal application	£364.00	£370.00	£186.37	Statutory	District
	Grant of renewal application			£143.03	Statutory	District
	Replacement licence			£40.21	Statutory	District

Page 6

Page 1

Riding Establishment (and vet fees where appropriate)	- New application	£364.00	£370.00	£326.15	Statutory	District
	- Grant of new application			£250.30	Statutory	District
	- Variation (inc. transfer)	£117.00	£120.00	£103.52	Statutory	District
	Interim inspection	£55.00	£56.00	£57.61	Statutory	District
	Renewal application	£364.00	£370.00	£186.37	Statutory	District
	Grant of renewal application			£143.03	Statutory	District
	Replacement licence			£40.21	Statutory	District
Zoo (and vet fees where appropriate)	- New application	£364.00	£370.00	£528.96	Statutory	District
	- Grant of new application			£542.19	Statutory	District
	- Variation (inc. transfer, change name or address)	£117.00	£120.00	£112.41	Statutory	District
	Interim inspection	£55.00	£56.00	£224.81	Statutory	District
	Renewal application	£364.00	£370.00	£396.71	Statutory	District
	Grant of renewal application			£462.84	Statutory	District
	Replacement licence			£0.00	Statutory	District
Keeping Animals for Exhibition	- New application	£364.00	£370.00	£434.87	Statutory	District
	- Grant of new application			£309.60	Statutory	District
	- Variation (inc. transfer)	£117.00	£120.00	£103.52	Statutory	District
	Interim inspection	£55.00	£56.00	£57.61	Statutory	District
	Renewal application	£364.00	£370.00	£124.25	Statutory	District
	Grant of renewal application			£109.14	Statutory	District
	Replacement licence			£40.21	Statutory	District
Primate (New licence 2025)	- New application			£197.96	Statutory	District
	- Grant of new application			£230.97	Statutory	District
	- Variation (inc. transfer)			£224.38	Statutory	District
	Interim inspection			£224.37	Statutory	District
	Renewal application			£131.99	Statutory	District
	Grant of renewal application			£191.38	Statutory	District
	Replacement licence			£0.00	Statutory	District
Combination of Activities		Equal to the highest activity fee.	Equal to the highest activity fee.	Equal to the highest activity fee.	Statutory	District (Capped)
Variation to reduce the licensable activities or numbers of animals		£64.00	£65.00	£103.52	Statutory	District
Transfer due to death of licensee		£64.00	£65.00		Statutory	District (Capped)
Reissue of Licence (copy only)		£12.00	£25.00	£40.21	Statutory	District
DBS Check (when requested)	Paid directly to Medicare (no profit to NNDC).	£51.80	£51.80	£65.70	Statutory	Cost is set by the provider

Page 7

Page 16

# Environmental Health

## OTHER LICENSING CONTINUED

### Premises Licences (Alcohol)

Premises Licences, under the Licensing Act 2003, are based on bands determined by the non-domestic rateable value of the property concerned.

The fees relating to applications for premises licences, club premises certificates and variations or conversions to existing licences are:

		2024/25 Agreed Charge £ : p	2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
<b>Band</b>	<b>Non-domestic rateable value</b>					
A	£0 - £4,300	£100.00	£100.00	£100.00	Statutory	Government
B	£4,301 - £33,000	£190.00	£190.00	£190.00	Statutory	Government
C	£33,001 - £87,000	£315.00	£315.00	£315.00	Statutory	Government
D	£87,001 - £125,000	£450.00	£450.00	£450.00	Statutory	Government
E	£125,001 and over	£635.00	£635.00	£635.00	Statutory	Government
Annual charges relating to the above are:						
<b>Band</b>	<b>Non-domestic rateable value</b>					
A	£0 - £4,300	£70.00	£70.00	£70.00	Statutory	Government
B	£4,301 - £33,000	£180.00	£180.00	£180.00	Statutory	Government
C	£33,001 - £87,000	£295.00	£295.00	£295.00	Statutory	Government
D	£87,001 - £125,000	£320.00	£320.00	£320.00	Statutory	Government
E	£125,001 and over	£350.00	£350.00	£350.00	Statutory	Government
Personal Licence	- Initial Fee	£37.00	£37.00	£37.00	Statutory	Government
Application for copy of licence or summary on theft, loss etc. of premises licence or summary		£10.50	£10.50	£10.50	Statutory	Government
Notification of change of name or address (holder of premises licence)		£23.00	£23.00	£23.00	Statutory	Government
Application to vary to specify individual as premises supervisor		£23.00	£23.00	£23.00	Statutory	Government
Application to transfer premises licence		£23.00	£23.00	£23.00	Statutory	Government
Interim authority notice		£23.00	£23.00	£23.00	Statutory	Government
Application for making of a provisional statement		£315.00	£315.00	£315.00	Statutory	Government
Application for copy of certificate or summary on theft, loss etc. of certificate or summary		£10.50	£10.50	£10.50	Statutory	Government
Notification of change of name or alteration of club rules		£10.50	£10.50	£10.50	Statutory	Government

Page 8

Page 19

Change of relevant registered address of club		£10.50	£10.50	£10.50	Statutory	Government
Temporary event notices		£21.00	£21.00	£21.00	Statutory	Government
Application for copy of notice on theft, loss etc. of temporary notice		£10.50	£10.50	£10.50	Statutory	Government
Application for copy of notice on theft, loss etc. of personal licence		£10.50	£10.50	£10.50	Statutory	Government
Notification of change of name or address (personal licence)		£10.50	£10.50	£10.50	Statutory	Government
Notice of interest in any premises		£21.00	£21.00	£21.00	Statutory	Government
Application for a minor variation to a premises licence or club premises licence		£89.00	£89.00	£89.00	Statutory	Government
<b>Environmental Health</b>		<b>2024/25 Agreed Charge £ : p</b>	<b>2025/26 Agreed Charge £ : p</b>	<b>2026/27 Proposed Charge £ : p</b>	<b>Statutory Service / Discretionary Services</b>	<b>Set by Government / Set By District</b>
<b>OTHER LICENSING CONTINUED</b>						
<b>Mobile Home Act 2013 (MHA 2013)</b>						
New Park Home Licence	Units - 1-5	£210.00	£210.00	£532.89	Statutory	District
	Units - 6-24	£225.00	£225.00	£595.53	Statutory	District
	Units - 25+	£240.00	£240.00	£658.16	Statutory	District
Annual Licence Fee	1-5	Free	Free	£238.27	Statutory	District
	6-24	£180.00	£180.00	£246.39	Statutory	District
	25+	£240.00	£240.00	£262.63	Statutory	District
	Fit and Proper Person - Caravan Sites	£205.00	£210.00	£195.75	Statutory	District
Licence Transfer	n/a	£97.50	£98.00	£99.25	Statutory	District
Licence Variation	n/a	£97.50	£98.00	£99.25	Statutory	District
Deposit of Site Rules	n/a	£45.00	£45.00	£97.43	Statutory	District
Replacement licence				£15.12	Statutory	District