

Valid – 2025/26

LICENCE APPLICATION FEES & CHARGES

Please note:

- Applications for temporary licences should be submitted in good time and not less than 60 days before the date a licence is expected to start
- A 20% surcharge is payable for any temporary licence application submitted within 42 days of the date the licence is due to start.

| TYPE | SUB TYPE | FEE £ & DURATION |
|----------------------------|--|---------------------------|
| CIVIC | | |
| BOAT HIRE | | |
| | new/renewal | £815 – 1 year |
| | temporary | £272 – up to 28 days |
| | temporary – incl. late application surcharge | £329 – up to 28 days |
| INDOOR SPORTS | | |
| | new/renewal | £1361 – 1 year |
| | temporary | £949 – up to 28 days |
| | temporary- incl. late application surcharge | £1138 – up to 28 days |
| | community or charitable events (reduced fee is not available when the event involves any commercial activity) | £166 – up to 6 weeks |
| KNIFE DEALERS | | |
| | New | £306 – 1 year |
| | Renewal | £228 – 1 year |
| LATE HOURS CATERING | | |
| | New | £856 – 1 year |
| | Renewal | £612 – 1 year |
| | Exemption | £154 – up to 2 months max |

| MARKET OPERATORS - Including car boot sales within Ward 11 (City Centre) | | |
|--|---|---|
| The annual fee is only available to markets that operate with a frequency of at least once per calendar month | annual indoor markets | £78 - per stall – 1 year new/renewal |
| | annual outdoor markets | £114 - per stall – 1 year new/renewal |
| temporary outdoor markets who operate less than once per calendar month | temporary outdoor markets - subject to a max fee of £5,000 | £114 – fee per stall for up to 28 days |
| | temporary outdoor markets - subject to a max fee of £5,000 incl. late application surcharge | £138 – fee per stall for up to 28 days |
| temporary indoor markets who operate less than once per calendar month | temporary indoor markets - subject to a max fee of £1,000 | £78 – fee per stall for up to 28 days |
| | temporary indoor markets - subject to a max fee of £1,000 incl. late application surcharge | £92 – 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> | | |
| MARKET OPERATORS - Including car boot sales out with the City Centre (Ward 11) | | |
| temporary markets are those who operate less than once per calendar month | temporary indoor or outdoor market | £7 – fee per stall for up to 28 days |
| | temporary indoor or outdoor market - incl. late application surcharge | £8 – fee per stall for up to 28 days |
| The annual fee is only available to markets that operate with a frequency of at least once per calendar month | | £19 – fee per stall new / renewal for 1 year |
| COMMUNITY MARKETS OR REGISTERED CHARITIES - See Note 1 | | |
| provided there is no commercial element, i.e. where 100% of the profits is given over to the charity or community group | | |
| | City wide - 20 stalls maximum (thereafter normal fees will apply) | £166 – 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) - incl. late application surcharge | £197 – per week or part of a week (<i>up to a max 7 days per application</i>) |
| METAL DEALERS – Includes Itinerant Metal Dealers | | |
| | new / renewal | £874 – 1 year |
| | Renewal | £2295 – 3 years |

| PUBLIC CHARITABLE COLLECTION PERMIT (see note 1) – NO FEE | | |
|---|---|---|
| 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 | | |
| PUBLIC ENTERTAINMENT | | |
| | Capacity 1 – 200 | £1454 – 1 year new or temporary up to 28 days |
| | Capacity 1 – 200 – incl. late application surcharge | £1741 – temporary up to 28 days |
| | Capacity 1 – 200 | £1177 – 1 year renewal |
| | Capacity 201 – 1000 | £2176 – 1 year new or temporary up to 28 days |
| | Capacity 201 – 1000 – incl. late application surcharge | £2610 – temporary up to 28 days |
| | Capacity 201 – 1000 | £1454 – 1 year renewal |
| | Capacity 1001 – 5000 | £4363 – 1 year new or temporary up to 28 days |
| | Capacity 1001 – 5000 – incl. late application surcharge | £5235 – temporary up to 28 days |
| | Capacity 1001 – 5000 | £2904 – 1 year renewal |
| | Capacity 5,001 - 10,000 | £8726 - 1 year new or temporary up to 28 days |
| | Capacity 5,001 - 10,000 – incl. late application surcharge | £10,452 – temporary up to 28 days |
| | Capacity 5,001 - 10,000 | £5808 – 1 year renewal |
| | Capacity 10001 - 15,000 | £14,172 – 1 year new or temporary up to 28 days |
| | Capacity 10001 - 15,000 – incl. late application surcharge | £16,996 – temporary up to 28 days |
| | Capacity 10001 - 15,000 | £10,626 – 1 year renewal |
| | Capacity > 15000 | £18,329 – 1 year new or temporary up to 28 days |
| | Capacity > 15000 – incl. late application Surcharge | £22,001 – temporary up to 28 days |
| | Capacity > 15000 | £13,745 – 1 year renewal |
| | Sun Tan Centre's – number of sunbeds on premises | |
| | 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 - see note 4 | No Fee |
| | capacity 501 – 2500 | £206 – temporary up to 28 days |

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| | capacity 2501 – 5000 | £410 – temporary up to 28 days |
| | capacity greater than 5000 | temporary up to 28 days - 25% discount of normal fee |
| | capacity 501 - 2500 | £547 – 1 year |
| | capacity 2501 - 5000 | £1092 – 1 year |
| | capacity greater than 5000 | 25% discount of normal fee - 1 year |
| Pay to enter events | | |
| | capacity of up to 250- see note 5 | No Fee |
| | capacity 251 - 2500 | £206 – temporary up to 28 days |
| | capacity 2501 - 5000 | £408 – temporary up to 28 days |
| | capacity greater than 5000 | temporary up to 28 days - 25% discount of normal fee |
| | capacity 251 - 2500 | £547 – 1 year |
| | capacity 2501 - 5000 | £1092 – 1 year |
| | capacity greater than 5000 | 25% discount of normal fee - 1 year |
| PUBLIC ENTERTAINMENT - Amusement Devices linked to a public entertainment event or a stand alone structure – see note 2 | | |
| | Amusement devices 1 | £289 – 1 year new or temporary up to 28 days |
| | Amusement devices 1 – incl. late application surcharge | £344 – temporary up to 28 days |
| | Amusement devices 2 - 5 | £1325 – 1 year new or temporary up to 28 days |
| | Amusement devices 2 - 5 – incl. late application surcharge | £1589 – temporary up to 28 days |
| | Amusement devices 6 - 20 | £3263 – 1 year new or temporary up to 28 days |
| | Amusement devices 6 – 20 – incl. late application surcharge | £3917 – temporary up to 28 days |
| | Amusement devices > 20 | £6465 – 1 year new or temporary up to 28 days |
| | Amusement devices > 20 – incl. late application surcharge | £7756 – temporary up to 28 days |
| PUBLIC ENTERTAINMENT – GALA DAYS OR COMMUNITY EVENTS – see note 6 | | |
| | Amusement device capacity up to 20 people | £50 |
| | Amusement device capacity 21 - 60 people | £125 |
| | Amusement device capacity 61 - 80 people | £250 |
| <i>The fees above apply to Gala days and Community Events only. 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> | | |

PUBLIC ENTERTAINMENT – Variation to an existing licence – see note 3

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| | Change to capacity > 15,000 | £18359 |
| | Change to capacity > 15,000 – incl. late application surcharge | £22029 |
| | Change to capacity > 10,001 to 15000 | £14191 |
| | Change to capacity > 10,001 to 15000 – incl. late application surcharge | £17027 |
| | Change to capacity 5,001 - 10,000 | £8726 |
| | Change to capacity 5,001 - 10,000 – incl. late application surcharge | £10472 |
| | Change to capacity 1,001 - 5,000 | £4364 |
| | Change to capacity 1,001 - 5,000 – incl. late application surcharge | £5236 |
| | Change to capacity 201 - 1,000 | £2196 |
| | Change to capacity 201 - 1,000 – incl. late application surcharge | £2637 |
| | Change to capacity 1 – 200 | £1454 |
| | Change to capacity 1 – 200 – incl. late application surcharge | £1743 |
| | Variation other than a capacity increase | £78 |
| | Live animal supplement * | £306 – 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 | £306 –per event |

SECOND-HAND DEALER

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|--|---|------------------------|
| | New | £306 – 1 year |
| | Renewal | £228 – 1 year |
| | Renewal | £553 – 3 years |
| | exemption – disposal of stock in trade | £139 – per application |
| | Temporary | £154 – up to 28 days |
| | temporary – incl. late application surcharge | £184 – up to 28 days |
| | antique fairs dealers | £89 – 1 year |
| | stamp & book fairs dealers | £89 – 1 year |
| | record/transaction books | £12 – per book |

SEX SHOP

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| | new/renewal | £2146 – 1 year |
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SEXUAL ENTERTAINMENT VENUE

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| | new/renewal | £1752 – 1 year |
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| SHORT TERM LETS | | |
|---|--|--|
| Home Letting | New (1 year) | £120 - per occupant |
| | Renewal (3 year) | £360 – per occupant |
| Home Sharing & Home Letting | New (1 year) | £120 - per occupant |
| | Renewal (3 year) | £360 – per occupant |
| Home Sharing | New (1 year) | £120 |
| | Renewal (3 year) | £120 |
| | Temporary licence or Temporary Exemption | £120 |
| SECONDARY LETTING | | |
| Maximum occupancy | 1 year (new or renewal) | 3 years (renewal) |
| 1-3 | £653 | £1053 |
| 4-5 | £1089 | £1489 |
| 6-10 | £2481 | £2881 |
| 11-15 | £3872 | £4272 |
| 16-20 | £5264 | £5664 |
| 21 and over | £5869 | £6869 |
| TEMPORARY LICENCE MAXIMUM OCCUPANCY | | |
| Home Letting | 1-5 | £250 |
| Home Letting & Home Sharing | 6-10 | £350 |
| Secondary Letting | 11 and over | £600 |
| TEMPORARY EXEMPTION MAXIMUM OCCUPANCY | | |
| Home Letting | 1-5 | £250 |
| Home Letting & Home Sharing | 6-10 | £350 |
| Secondary Letting | 11 and over | £600 |
| PROPERTY WITH CURRENT HMO LICENCE | | |
| | New/Renewal | £120 |
| SHORT TERM LETS – other application types | | |
| | Transfer of licence | £120 |
| | Provisional licence | 20% of the full licence fee based on the maximum occupancy of the premises |
| | Confirmation of a Provisional licence | 80% of full licence fee based on the maximum occupancy of the premises |
| | Change of manager | £137 |

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| Variation of licence - other than change of manager, capacity increase or change of letting type* | | £74 |
| *Note a capacity increase or change to the type of let will require a new application | | |
| SKIN PIERCING/TATTOOING | | |
| Where activity carried out from premises | | |
| | Principal Operator with employees - New | £382 – 1 year |
| | Renewal | £382 – 1 year |
| | Renewal | £764 – 3 years |
| | Each additional employee | £114 |
| | Self Employed Operator – New | £382 – 1 year |
| | Renewal | £382 – 1 year |
| | Renewal | £764 – 3 years |
| One Off Events | | |
| | Principal Operator/ Organiser | £366 – per application |
| | Attending an exhibition or Arts event – where event licence is already in place | £114 – per application up to 7 days max |
| STREET TRADERS – a valid food hygiene certificate must be submitted with an application to sell food | | |
| | Food | £432 – 1 year |
| | Non food | £294 – 1 year |
| | Food – temporary | £306 – per application - up to 7 days max |
| | Food - temporary – incl. late application surcharge | £366 – per application - up to 7 days max |
| | Non-food – temporary | £228 – per application - up to 7 days max |
| | Non-food - temporary – incl. late application surcharge | £264 – per application - up to 7 days max |
| | Food - change of vehicle | £228 – per application |
| | Food Hygiene Inspection for vehicles | £228 – per vehicle when not part of a licence application |
| | Food - change of vehicle – incl. late application surcharge | £274 – per application |
| | Employees – per applicant | £78 – for the duration of employer's licence |
| | Employees – per applicant – incl. late application surcharge | £90 – 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 | | |
| | See note 1 | £103 – 6 months max |
| WINDOW CLEANERS | | |

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| | New/ Renewal | £154 – 1 year |
| | Renewal | £382 – 3 years |
| OTHER LICENCE TYPES | | |
| ANIMAL BOARDING | | |
| | Commercial Kennels* | £456 – 1 year |
| | Home Boarding or Dog Day Care (1–10 animals) | £212 – 1 year |
| | Home Boarding or Dog Day Care (>10 animals) * | £456 – 1 year |
| *any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition to</u> the licence application fee | | |
| ANIMAL WELFARE | | |
| | Animal Welfare Establishment* | £481 – 1 year (new or renewal) |
| | Animal Rehoming Activities* (<i>other than in the course of operating an animal welfare establishment</i>) - 1-10 animals | £191 – 1 year (new or renewal) |
| | Animal Rehoming Activities* (<i>other than in the course of operating an animal welfare establishment</i>) - >10 animals | £411 – 1 year (new or renewal) |
| | Breeding of Animals* - dogs, cats, and rabbits | £411 – 1 year (new or renewal) |
| | Sale of Animals as Pets* - Pet shops etc. | £481 – 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 <u>in addition to</u> the licence application fee | | |
| CARAVAN SITE | | |
| | Relevant permanent sites | £662 – per site, 1 year (new or renewal) |
| CINEMAS | | |
| | 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 |
| DANGEROUS WILD ANIMALS | | |

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| *any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition to</u> the licence application fee | | £456 – 1 year new or renewal |
| FIREWORK SALES | | |
| | All year sale | £734 – 1 year |
| FIREWORK DISPENSATION | | |
| 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 |
| HYPNOTISM | | |
| | permission | £306 – per event |
| PERFORMING ANIMALS* | | |
| *any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition to</u> the licence application fee | | £813 – 1 year |
| RIDING ESTABLISHMENTS* | | |
| *any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition to</u> the licence application fee | | £872 – 1 year new or renewal |
| VENISON DEALER | | |
| | | £235 – 3 years |
| ZOO - *any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition to</u> the licence application fee | | |
| | | £1370 – 6 years new or renewal |

| MISCELLANEOUS FEES | |
|---|------------------------|
| CERTIFIED COPY LICENCE | £72 – per copy |
| DUPLICATE ID BADGE | £72 – per badge |
| CHANGE OF MANAGER | £144 – per application |
| VARIATION OF ANY CIVIC LICENCE – other than change of manager or a capacity increase for a Public Entertainment | £78 – per application |

NOTES:

| Note 1: Charitable Organisations | |
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| 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; | |
| <ul style="list-style-type: none">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 existsa 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; | |
| <ul style="list-style-type: none">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> | £ |
| (a) fee due for a licence with a capacity of 350 | 2176 |
| (b) less the fee paid for a licence with a capacity of 200 | 1454 |
| | <hr/> |
| total fee payable for application to increase capacity | £722 |
| Note 4: Public Entertainment – Free to enter events | |
| no public entertainment licence is required for the following ‘free to enter’ events | |
| <ul style="list-style-type: none">Events held by a charitable, religious, youth, sporting, community, political or similar organisation (see note 1) providing the capacity does not exceed 500 peoplepremises used for exhibitions of artworkpremises 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 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