

Community Safety
Discretionary Fees & Charges 2016/17

Food, Health & Safety and Public Safety Discretionary Fees

Type of Registration/Licence/Fee	2015/16 £	2016/17 £
Body alteration registrations		
Tattooing, Electrolysis and Body Piercing (excluding cartridge systems) – Premises	N/A	140.00
Tattooing, Electrolysis and Body Piercing (excluding cartridge systems) – Practitioner	N/A	70.00
Amendment to registration	N/A	40.00
Ear piercing using an approved cartridge system – Premises	N/A	80.00
Ear piercing using an approved cartridge system – Practitioner	N/A	60.00
Amendment to registration	N/A	40.00
Fish Export Certificates		
Export Certificates (fish) – Basic	33.00	34.00
Export Certificates (fish) – Advanced *	108.00	110.00
* If two or more Advanced Certificates are issued on the same day then the second, third, etc, are charged at the basic rate.		
Factual reports to Solicitors following accidents		
Factual report	132.00+VAT	135.00+VAT
Photocopying	£1 per sheet	£1 per sheet
Photographs	Actual costs	Actual costs
Sports grounds		
General or Special Safety Certificate (Sportsgrounds) - new	545.00	555.00
General or Special Safety Certificate (Sportsgrounds) – alteration requested by sportsgrounds	275.00	280.00
Regulated Stand (Sportsgrounds) - new	N/A	300.00
Regulated Stand (Sportsgrounds) - alteration requested by sportsgrounds	N/A	150.00

Licensing Discretionary Fees

Type of Registration/Licence/Fee	2015/16 £	2016/17 £
Street Trading - individual		
Annual	750.00	765.00
Seasonal	592.00	604.00
3 months	335.00	342.00
1 month	144.00	147.00
Daily	100.00	102.00
Replacement or amendment	25.00	25.00

Street Trading - Events						
Traders size/days *	1-3 days £	4-6 days £	7-9 days £	10-12 days £	13-15 days £	16+ days £
Small 0-15	226.00#	329.00	432.00	535.00	638.00	741.00
Medium 16-30	546.00	803.00	1060.00	1318.00	1576.00	1833.00
High 31+	875.00	1287.00	1699.00	2111.00	2523.00	2935.00
<p>* If an applicant applying for an event/events, applies for a number of days within a given time period, even if those days are not consecutive or not at the same location then the charge will be based upon total number of days applied for. However this cannot be done in retrospect. Community Partnership Events applications can be co-ordinated using the same criteria, even if the events are run by different Community Partnerships. One Street Trading Consent can then be issued for all those events applied for and they will be listed within the Consent.</p>						
# Community Street Trading Events where the purpose is charitable, but where stall holders <u>only</u> pay a contribution for charitable purposes - £100 (with agreement from Council)						
Charitable Street Trading Events, where ALL money raised is for charitable purposes - Free (with agreement from Council)						

Type of Registration/Licence/Fee	2015/16 £	2016/17 £
Zoo Licensing		
First ever licence	540.00	550.00
Statutory six yearly inspection	270.00	275.00
Periodic three year inspection	270.00	275.00
Transfer of Licence	155.00	158.00
Animal Licensing		
Animal Boarding Establishments Act 1963	220.00**	225.00**
Animal Boarding Establishments Act 1963 renewal	118.00**	120.00**
<i>**Plus costs of vets fees as required</i>		
Pet Animals Act 1951	220.00**	225.00**
Pet Animals Act 1951 – renewal	118.00**	120.00**
<i>**Plus costs of vets fees as required</i>		
Riding Establishments Act 1964 and 1970	£340.00** min and £15.00 per horse in excess of 5	£350.00** min and £15.00 per horse in excess of 5
<i>**Plus costs of vets fees as required</i>		
Dangerous Wild Animals Act 1976	465.00**	475.00**
<i>**Plus costs of vets fees as required</i>		
Breeding of Dogs Act 1973	220.00**	225.00**
Breeding of Dogs Act 1973 renewal	118.00**	120.00**
<i>**Plus costs of vets fees as required</i>		

Performing Animals registration	111.00**	113.00**
<i>** Plus costs of vets fees as required</i>		
Sex Entertainment Premises		
Sex Shop Establishment: New Application (non refundable)	6000.00	6000.00
Sex Shop Establishment: Annual Licence Fee (non refundable)	3500.00	3500.00
Sex Shop Establishment: Transfer of Licence (non refundable)	3500.00	3500.00
Sexual Entertainment Venue: New Application (non refundable)	6000.00	6000.00
Sexual Entertainment Venue: Annual Licence Fee (non refundable)	3500.00	3500.00
Sexual Entertainment Venue: Transfer of Licence (non refundable)	3500.00	3500.00
Distribution of printed matter		
Consent under CNEA to distribute free printed matter – one distributor	100.00	105.00
For each additional distributor up to a maximum of six	20.00	20.00
Park Homes		
Annual Licence Fee (Lower band)	100.00	100.00
Annual Licence Fee (Higher band)	300.00	1000.00
Application Fee for a Site Licence	650.00	665.00
Application to Transfer a Site Licence	350.00	355.00
Application to vary conditions on a Site Licence	350.00	355.00
To post site conditions on Council website	80.00	82.00
Compliance Notice – Cost of Notice	80.00*	82.00*
*The costs of enforcement will then be added to this figure		

Type of Registration/Licence/Fee	2015/16 £	2016/17 £
Hackney Carriage		
Annual	163.00	163.00
Seasonal	100.00	100.00
Horse drawn annual	115.00	115.00
Seasonal **	67.00	67.00
Vehicle inspection	81.00	81.00
Meter test	45.00	45.00
Driver (New or renewal incl. Badge) one year	107.00	107.00
Driver (New or renewal incl. Badge) three years#		208.00
Excl. Criminal Record Bureau check	79.00	79.00
Drivers badge (replacement)	25.00	25.00
Transfer (permanent or temporary)/change of vehicle	72.00	72.00
Plate	58.50	58.50
Replacement bracket	15.00	20.00
Knowledge test	64.00	64.00
Failure to attend renewal appointment for vehicle & driver licences (additional charges) ***	36.00	36.00
Private Hire		
Annual	145.00	145.00
Vehicle inspection	81.00	81.00
Driver (New or renewal incl. Badge) one year	107.00	107.00
Driver (New or renewal incl. Badge) three years#		208.00
Excl. Criminal Record Bureau check	79.00	79.00
Drivers badge (replacement)	25.00	25.00
Operator (per vehicle)	67.00	67.00

Transfer (permanent or temporary)/change of vehicle	72.00	72.00
Plate	58.50	58.50
Replacement bracket	15.00	20.00
Knowledge test	64.00	64.00
Failure to attend renewal appointment for vehicle & driver licences (additional charge)***	36.00	36.00
Door signs per pair	15.00	15.00
New Drivers		
Handbook & replacements (incl VAT)	15.00 inc VAT	15.00 inc VAT

** For a period of 7 months, commencing with the Easter School Holidays.

***Failure to keep an appointment for a CRB check or for a renewal appointment (vehicle or driver) without 1 days prior notice will incur an administrative charge.

#Torbay Council is offering the option of a one or three year Drivers Licence, however for the three year Licence this must correspond to a current DBS check.

Gambling Fees

	Small Casinos (£)	Casino (existing) (£)	Bingo Premises (£)	Betting Premises (Tracks) (£)	Betting Premises (Other) (£)	Adult Gaming Centres (£)	Licensed FEC (£)
Application for new premises licence	8000	-	3500	2500	3000	2000	2000
Application to vary premises licence	4000	2000	1750	1250	1500	1000	1000
1st Annual Fee	5000	3000	1000	1000	600	1000	750
Application to transfer the premises licence	1800	1350	1200	950	1200	1200	950
Application for re-instatement of premises licence	1800	1350	1200	950	1200	1200	950
Application for a provisional statement	8000	-	3500	2500	3000	2000	2000
Application for a premises licence for a premises which already has a provisional statement	3000	-	1200	950	1200	1200	950

Type of Registration/Licence/Fee	2015/16 £	2016/17 £
Pavement Cafe Permit (per annum)		
Band 1-up to 10sqm	£232.75	Highways
Band 2- 10 to 20sqm	£346.50	Highways
Band 3 - 20 to 30sqm	£465.75	Highways
Band 4 - over 30sqm	£584.50	Highways
In addition to Band above - Permit to include non amplified music	N/A	£80.00
Temporary Event for amplified music	N/A	£60.00
Appeal to Licensing Committee	N/A	£150.00

Type of Registration/Licence/Fee	2015/16 £	2016/17 £
Application checking service for Licensing & Gambling applications		
Premises Licence & Club Premises Certificate applications (Licensing Act 2003 & Gambling Act 2005)	N/A	45.00
Transfer and Vary DPS application (Licensing Act 2003 & Gambling Act 2005)	N/A	15.00
Temporary Event Notices (Licensing Act 2003)	N/A	10.00
Permits (Gambling Act 2005)	N/A	10.00
Rate per hour for other application checks	N/A	TBC
Licensing advice and support visits for Businesses*		
Application licence advice (Up to 2 hours, including site visit & short report, identifying key issues)	N/A	50.00
Food and Safety advice and support visits for Businesses*		
New Business Health Check (Up to 2 hours, including site visit & short report, identifying key priorities)	N/A	50.00
Food Safety documentation health check	N/A	50.00
Pre start up advice for business (Up to 3 hours, including site visit & report)	N/A	100.00
FHRS Audit (How to get or keep a FIVE) (Up to 3 hours, including site visit & report)	N/A	100.00
New/existing business Coaching visit – one to one (Up to 3 hours)	N/A	100.00

*These services are in the process of being developed and further notification will be given before the service and therefore the fees are implemented.

Trading Standards Discretionary Fees

When a visit is made by a Trading Standards Officer to any premises for the purpose of carrying out any of the functions or activities listed below, each visit may be subject to a minimum charge of **£82.00** per Officer per visit regardless of the nature or amount of work requested or completed.

Visits carried out partly or entirely outside of normal office hours may incur a surcharge of **50%** of the standard fee or of the standard hourly rate per Officer per hour.

Previous discussions with HM Customs & Excise had concluded that fees with the exception of those put forward for the purposes of Section 74 of the Weights and Measures Act 1985, were NOT subject to VAT. This is because the work of local authorities was classified as a 'non-business' activity. However, the situation has now changed. Where applicable, VAT is included in the guidance provided. See Customs & Excise Notice 749 – Local Authorities and Similar Bodies (April 2002) for further details. NB – this may be subject to further review at any time, but is current at the time of writing (November 2007).

This is written on the assumption that the proposed that the proposed Legislative Reform Order (to permit self-verification after adjustment) will come into effect on 1st April 2008. If this were not to be the case, fees for such eventualities would continue to be VAT-exempt.

Activity	Cost	Fee subject to additional VAT
A. Measuring Instruments Directive		
In order to reflect additional costs associated with examination, testing and documentation, and maintenance of MID notified body status, certain classes of instrument covered by MID should be subject to additional charges as follows:		
<ul style="list-style-type: none"> Automatic discontinuous totalisers, automatic rail weighbridges, automatic catchweighers, automatic gravimetric filling instruments and beltweighers Cold water meters 	No extra charge	Yes
<ul style="list-style-type: none"> Measuring instruments for liquid fuel and lubricants Measuring instruments for liquid fuel delivered from road tankers 	10% surcharge	Yes
<ul style="list-style-type: none"> Capacity serving measures Material measures of length 	25% surcharge	Yes
Note: Fees increase for initial MID conformity assessment, but not subsequent reverification.		

Type of Registration/Licence/Fee	2015/16 £	2016/17 £
B. Special Weighing and Measuring Equipment		
For examining, testing, certifying, stamping, authorising or reporting on any type of weighing and measuring equipment not specifically described in Parts B to J below. Time spent is at the place at which the service is provided.	£75.00 per Officer / hour	£82.00 per Officer/ hour
Such types of equipment specifically excluded from parts B to J below include:-		
1. Automatic or totalising weighing machines.		
2. Equipment designed to weigh loads in motion.		
3. Bulk fuel measuring equipment tested following a stamp having been obliterated in the circumstances set out in Regulation 65 or 66 of SI 1983 No. 1390 (minor		

	modifications affecting air separator or printer arrangements)		
4.	Weighing or measuring equipment tested by means of statistical sampling.		
5.	The establishment of calibration curves for templets for measuring container bottles.		
6.	Templets graduated in millilitres.		
7.	Testing or other services in pursuance of a European Community obligation other than EC initial or partial verification.		
C. Weights			
	At M2 level with UKAS certification.	40.00	41.00
D. Measures			
1.	Linear measures not exceeding 3m, for each scale.	40.00	41.00
2.	Capacity measures without divisions not exceeding 1 litre.	40.00	41.00
3.	Cubic ballast measures (other than brim measures)	155.00	158.00
4.	Capacity measures within divisions, not exceeding 1 litre, including those for making up and checking average quantity packages.	65.00	67.00
5.	Templets graduated in millimetres		
a)	per scale, first templet	100.00	102.00
b)	subsequent templets	50.00	51.00

Type of Registration/Licence/Fee	2015/16 £	2016/17 £	
E. Weighing Instruments			
a) Non-EC			
	Not exceeding 15kg	58.00	60.00
	Exceeding 15kg to 100kg	58.00	60.00
	Exceeding 100kg to 250kg	58.00	60.00
	Exceeding 250kg to 1 tonne	98.00	100.00
	Exceeding 1 tonne	160.00	165.00
b) EC (NAWI)			
	Not exceeding 250kg	85.00	87.00
	Exceeding 250kg to 1 tonne	150.00	153.00
	Exceeding 1 tonne	250.00	255.00
2.	Weighing instruments as above but incorporating remote display or printing facilities.	Basic fee + 50%	Basic fee + 50%
3.	In addition to the fee shown the actual cost to the Authority of hiring and transporting the necessary test equipment. This additional charge will not be made if the submitter provides test equipment to the inspectors satisfaction with a recent test certificate from a Local Authority metrology laboratory, or UKAS accredited metrology laboratory.		
F. Measuring Instruments for Intoxicating Liquor			
1.	Not exceeding 150ml	38.00	39.00
2.	Other	52.00	53.00
G. Measuring Instruments for Liquid Fuel and Lubricants			

1.	Container type (unsubdivided)	65.00	66.00
2.	Single/multi-outlet (nozzles)		
a)	first nozzle tested, per site	120.00	122.00
b)	each additional nozzle tested	58.00	60.00
3.	Instruments as above with ancillary equipment such as credit card acceptors or note/coin acceptors which require additional testing.	75.00	77.00
4.	Testing of peripheral electronic equipment on a separate visit.	£80.00 per officer/hour	£82.00 per officer/hour

Type of Registration/Licence/Fee	2015/16 £	2016/17 £
H. Road Tanker Fuel Measuring (above 100 litres)		
The fixed fee shown below and, in addition, the actual cost to the Authority of hiring and transporting the necessary test equipment. This additional charge will not be made if the submitter provides test equipment to the inspectors satisfaction with a recent test certificate from a Local Authority metrology laboratory, or UKAS accredited metrology laboratory.		
1. Meter measuring systems		
a) Wet hose type with two testing liquids	106.00	108.00
b) Wet hose type with three testing liquids	122.00	124.00
c) Dry hose type with two testing liquids	124.00	126.00
d) Dry hose type with three testing liquids	147.00	150.00
e) Wet/dry hose with two testing liquids	175.00	178.00
f) Wet/dry hose with three testing liquids	195.00	200.00
2. Replacement dipstick - including examination of compartment.		
I. Fees for EC Purposes		
Testing of weighing or measuring equipment (other than non-automatic weighing instruments) with a view to EU initial or partial verification.		
The fee given above for same class of equipment plus 20%		
For other services or facilities provided, or authorisations, certificates or other documents issued in pursuance of any European Community obligation.		
Per officer/hour spent at the place where the service is provided.	75.00	77.00
J. Fees for Section 74(4) of the Weights and Measures Act 1985		
Weighing or measuring equipment submitted for test at the submitter's request.		
For the examination, testing and report on equipment of a type described in the sections above, the appropriate fee (with the addition of VAT) for the same class of equipment (or class of equipment to which the item submitted most closely relates)		
<i>The service of testing weighing equipment calibrated in imperial units will no longer be provided.</i>		
LPG equipment will, in addition to the above fees shown in		

Section F, attract the cost of the authority hiring the appropriate equipment.		
For the examination, testing and report on other equipment or the weighing or measuring of goods, per officer/hour at the place where the service is provided.	80.00 + VAT	82.00 + VAT

Type of Registration/Licence/Fee	2015/16 £	2016/17 £
K. Miscellaneous		
Cancelled appointments (This fee, plus any costs incurred, may be charged).	7.00	7.00
Certificate of errors. For supplying a certificate upon the request of the submitter when no other fee is payable.	36.00	37.00

Environmental Protection Discretionary Fees

Type of Registration/Licence/Fee	2015/16 £	2016/17 £
Stray Dogs		
Carriage of Stray Dogs	64.00	65.00
Carriage of Stray Dogs (Government Fine £25.00) plus dog warden transportation costs	89.00	90.00
Payment Plan Arrangement Fee	10.50	10.75
Private Water Supply Charges		
Risk Assessment	206.00	210.00
Sampling Visit	83.00 + analysis costs	87.00 + analysis costs
Investigation	108.00	110.00
Granting Authorisation	108.00	110.00
Missed Appointment	37.00	38.00
Scrap Metal Act		
Site Licence Application Fee (3 years)	824.00	840.00
Collectors Licence Application Fee	412.00	420.00
Variation Cost	96.00	98.00
Renewal Fee – Site Licence	618.00	630.00
Renewal Fee - Collector	309.00	315.00

Private Sector Housing – Discretionary Fees

Type of Registration/Licence/Fee	2015/16 £	2016/17 £
HMO Licensing	824.00	840.00
HMO Licensing – assisted application	824.00	840.00
Charges for Housing Act Notices	Variable from 100.00 to 300.00 plus reasonable costs incurred by the Council	Variable from 100.00 to 300.00 plus reasonable costs incurred by the Council
Immigration Inspection Fee	123.00	125.00
Administrative Charge for landlords who fail to submit	37.00	38.00

documentation when requested		
Works in Default (minimum admin charge)	£100 or 30% of total works (whichever is greater)	£100 or 30% of total works (whichever is greater)

General Fees for all services

Type of Registration/Licence/Fee	2015/16 £	2016/17 £
Personal Search/Solicitor Enquiries	66.00	68.00
Contaminated Land Searches	75.00 per hour	77.00 per hour
Repayment of fee where error was the applicant	25.00	25.00
Replacement licence certificates	25.00 + VAT	25.00 + VAT

Note: Visits carried out partly or entirely outside normal office hours may incur a surcharge of 50% on the standard fee or on the standard hourly rate per Officer hour.