



Fees for Applications

2019~2020

(with effect from 1st April)

Note: Unless specified, these fees are for residents.
 Non-residents' fees* may vary, so please ask for details –
 Applications Processing Team: 01895 558170.

"A" BOARDS		
see Highways below for fees		
ADULT GAMING CENTRE LICENCE		
see Gambling Licence below for fees		
ANIMAL BOARDING ESTABLISHMENTS LICENCE		
Application for a licence to operate an animal boarding establishment:		Fees
No of Animals	1 to 9	125
	10 to 24	177
	25 to 49	260
	50 to 74	355
	75 +	420
Application to change an animal boarding establishment licence: plus the difference between 2 fee categories if increased No of animals being boarded		55
Application to renew an animal boarding establishment licence - Home Boarders (3 dogs or less):		81
AUCTION PREMISES REGISTRATION		
Application for registration of premises for the sale of goods by auction: 1 st April ~ 31 st March (1 Year)		177.50
Application for registration of premises for the sale of goods by auction: 1 st July ~ 30 th September (3 Quarters)		133.12
Application for registration of premises for the sale of goods by auction: 1 st October ~ 31 st December (2 Quarters)		88.75
Application for registration of premises for the sale of goods by auction: 1 st January ~ 31 st March (1 Quarter)		44.38
BANNERS ON STREET FURNITURE PERMIT		
see Highways below for fees		
BAR MARKS		
see Highways below for fees		
BETTING PREMISES LICENCE (Track & Other)		
see Gambling Licence below for fees		

BINGO LICENCE	
see Gambling Licence below for fees	
CAMP SITE LICENCE	
	Fees
Application to licence a camp site:	free
Application to change a camp site licence:	free
Application to transfer a camp site licence:	free
CARAVAN/CAMPING SITE LICENCE	
	Fees
Application for a caravan and camping site licence:	free
Application to change a caravan and camping site licence:	free
Application to transfer a caravan and camping site licence:	free
CELLAR & PAVEMENT LIGHTS	
see Highways below for fees	
CIVIL MARRIAGE AND CIVIL PARTNERSHIP PREMISES APPROVAL	
	Fees
Up to 100 capacity	625.83
Up to 200 capacity	725.83
Up to 400 capacity	925.83
Up to 600 capacity	1125.83
601+ capacity	1325.83
Application for transfer or update of approval:	25
CLUB PREMISES CERTIFICATE	
see Premises Licence & Club Premises Certificate below for fees	
COOLING TOWER NOTIFICATION	
	Fees
Notification of cooling towers or evaporative condensers on a premises:	free
Application to change a cooling tower notification:	free
DANGEROUS WILD ANIMAL LICENCE	
	Fees
Application for a licence to keep dangerous wild animal(s): plus vet inspection fees to be paid by the applicant	75
Application to change a licence to keep dangerous wild animal(s): plus vet inspection fees, if applicable, to be paid by the applicant	55
DOG BREEDING LICENCE	
	Fees
Application for a licence to keep a dog breeding establishment: plus vet inspection fees to be paid by the applicant	75
Application to change a licence to keep a dog breeding establishment: plus vet inspection fees, if applicable, to be paid by the applicant	55
Standard process:	1579
Additional fee for operating without a permit:	1137
Reduced fee activities (except VRs): e.g. PVRI, SWOBS, dry cleaners	148
PVR I & II combined:	246

Vehicle refinishers (VRs):				346
Reduced fee activities: additional fee for operating without a permit				68
Mobile plant: e.g. screening and crushing/ cement batching etc...				1579
			for the third to seventh applications:	943
			for the eighth and subsequent applications:	477
Extra sums to be added to the above amounts where an application for any of the above is for a combined Part B and waste application:				297
Local Air Pollution Prevention and Control charges - Annual Subsistence				Fees
			Low	Med
				High
Standard process: the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation.			739 (+99)	1111 (+149)
				1672 (+198)
Reduced fee activities:			76	151
				227
PVR I & II combined:			108	216
				326
Vehicle refinishers:			218	349
				524
Mobile screening and crushing plant	- for first and second permits:		618	989
	- for the third to seventh permits:		368	590
	- eighth and subsequent permits:		189	302
				453
Late payment fee: applies when an invoice remains unpaid 8 weeks from the date the invoice was issued				50
Where a Part B installation is subject to reporting under the E-PRTR Regulation, extra sums to be added to the above amounts:				99
Local Air Pollution Prevention and Control charges - Transfer and Surrender				Fees
Standard process transfer:				162
Standard process partial transfer:				476
New operator at low risk reduced fee activity:				75
Surrender: all Part B activities:				0
Reduced fee activities: transfer:				0
Reduced fee activities: partial transfer:				45
Local Air Pollution Prevention and Control charges - Temporary transfer for mobiles				Fees
First transfer:				51
Repeat following enforcement or warning:				51
Local Air Pollution Prevention and Control charges - Substantial change				Fees
Standard process:				1005
Standard process where the substantial change results in a new PPC activity:				1579
Reduced fee activities:				98

Local Air Pollution Prevention and Control Charges - Mobile Plant					
Number of permits	Application fee		Subsistence Fees		
			Low	Med	High
1	1579		618	989	1484
2	1579		618	989	1484
3	943		368	590	884
4	943		368	590	884
5	943		368	590	884
6	943		368	590	884
7	943		368	590	884
8 & over	477		189	302	453
Local Authority - Integrated Pollution Prevention and Control Charges					LA Fee Element
Application:					3218
Additional fee for operating without a permit:					1137
Late payment fee: applies when an invoice remains unpaid 8 weeks from the date the invoice was issued					50
Substantial Variation:					1309
Transfer:					225
Partial transfer:					668
Surrender:					668
Annual Subsistence:			Low	Med	High
			1384	1541	2233
NB – every subsistence charge in the table above includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation.					
Key					
Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.					
Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW					
Newspaper advertisements					
Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs.					
EVENT PERMIT					
see Highways below for fees					
EXPORT CERTIFICATE					Fees
Application for a certificate: visit not required					83
Application for a certificate: visit required					143
FAMILY ENTERTAINMENT CENTRE					
see Gambling Licence below for fees (and process times) ...					
FESTIVE LIGHTS & DECORATIONS PERMIT					
see Highways below for fees					

FIREWORKS - Licence to Store

Licence commencement date: 1st October (expires 30th Sept).

For applications made after 1st October, we will determine the fees for the remaining time period on a pro-rata basis using 3-monthly intervals. For example:

- the fee for a new storage licence for 9 months (>250kg) would be £138.75 (three quarters of the annual fee of £185);
- the fee for a new storage licence for 18 months (<250kg) would be £105.75 (three quarters of the bi-annual fee of £141).

New application - less than 250kg Net Explosive Mass

where no minimum separation distance or a 0 metres minimum separation distance is prescribed:

Valid from:	Duration (months)	Fee	Duration	Fee	Duration	Fee	Duration	Fee	Duration	Fee
Jul ~ Sept	3	27.25	1	88.13	2	129.7	3	167.7	5	202.47
Apr ~ Sept	6	54.50	1	105.7	3	144.3	4	180.6	5	214.38
Jan ~ Sept	9	81.75	2	123.3	3	158.7	4	193.5	5	226.29
Oct ~ Sept	1 year	109.00	2 years	141.00	3 years	173.00	4 years	206.00	5 years	238.00

Renewal - less than 250kg Net Explosive Mass

where no minimum separation distance or a 0 metres minimum separation distance is prescribed:

Valid from:	Duration	Fee	Duration	Fee	Duration	Fee	Duration	Fee	Duration	Fee
Oct ~ Sept	1 year	54	2 years	86	3 years	120	4 years	152	5 years	185

New application - more than 250kg but less than 2000kg Net Explosive Mass

where a minimum separation distance of greater than 0 metres is prescribed:

Valid from:	Duration (months)	Fee	Duration	Fee	Duration	Fee	Duration	Fee	Duration	Fee
Jul ~ Sept	3	46.25	1	151.8	2	227.8	3	303.8	5	359.55
Apr ~ Sept	6	92.50	1	182.2	3	253.2	4	327.1	5	380.70
Jan ~ Sept	9	138.7	2	212.6	3	278.5	4	350.5	5	401.85
Oct ~ Sept	1 year	185.00	2 years	243.00	3 years	304.00	4 years	374.00	5 years	423.00

Renewal - more than 250kg but less than 2000kg Net Explosive Mass

where a minimum separation distance of greater than 0 metres is prescribed:

Valid from:	Duration	Fee	Duration	Fee	Duration	Fee	Duration	Fee	Duration	Fee
Oct ~ Sept	1 year	86	2 years	147	3 years	206	4 years	266	5 years	326

Apply to vary the name of licensee or address of site:

36

Apply to transfer a licence:

36

Apply for a replacement of licence referred to above if lost:

36

Any other kind of variation - reasonable cost to the Council (per hour) for doing the work:

70

FIREWORKS - Licence to Sell

Fees

Licence to sell all year:

500

FOOD - ILLEGALLY IMPORTED

Fees

Disposal of Category 1 Waste:

up to 100 kg
thereafter per kg

70
0.55

FOOD PREMISES APPROVAL								Fees
Application for food premises approval:								free
Application to change a food premises approval:								free
FOOD PREMISES REGISTRATION								Fees
Registration of a food business establishment:								free
Application to change a food premises registration:								free
Application for copies of/from the food premises register: Whole register								10
Application for copies of/from the food premises register: One entry (currently one sheet, i.e. 5-7 registrations)								10
GAMBLING LICENCE								
Classes premises licence	Maximum conversion application fee for non-fast track application	Maximum conversion application fee in respect of provisional statement premises	Maximum conversion application fee in respect of other premises	Maximum annual fee	Maximum fee for application to vary licence	Maximum fee for application to transfer a licence	Maximum fee for application for reinstatement of a licence	Maximum fee for application for provisional statement
BINGO	1750	1200	3500	1000	1750	1200	1200	3500
ADULT GAMING CENTRE	1000	1200	2000	1000	1000	1200	1200	2000
FAMILY ENTERTAINMENT CENTRE	1000	950	2000	750	1000	950	950	2000
BETTING PREMISES (TRACK)	1250	950	2500	1000	1250	950	950	2500
BETTING PREMISES (OTHER)	1500	1200	3000	600	1500	1200	1200	3000
GAMING MACHINE PERMIT								Fees
Application for an unlicensed family entertainment centre gaming machine permit:								300
Licensed premises gaming machine permit:								150
Annual fee for licensed premises gaming machine permit:								50
Application for club gaming/gaming machine permit:								150
Annual fee for club gaming/gaming machine permit:								50
Transfer of gaming machine permit:								25
Notification of 2 x gaming machines:								50
HOUSE IN MULTIPLE OCCUPANCY LICENCE								Fees
Application to licence a house in multiple occupation:								980
Application to change a licence for a house in multiple occupation:								free
Application to renew a licence for a house in multiple occupation:								735
HYPNOTISM AUTHORISATION								Fees
Application for consent to conduct an exhibition, demonstration or performance of hypnotism:								21
HIGHWAYS (MINOR) - (non-residents' fees may apply)*								
"A" Boards								Fees
Application to erect "A" boards:								51.50
once approved by Planning, a further:								96.30
thereafter, annual fee:								147.80

Banners On Street Furniture Permit		Fees
Application for the erection of banners on street furniture:		147.10
Bar Marks for Vehicle Crossovers		Fees
Application for bar marks in front of vehicle crossings:		135
Cellar & Pavement Lights		Fees
Application for entrance to cellars and pavement lights:		recharged at costs
Enquiries		Fees*
All Highways enquiries for legal purposes requiring written response:		50
Standard Highways Adoption Question (1 to 3 questions):		34 * 36
Additional Highways Questions (each):		12 *12.50
Event Permit		Fees
Application for permission to use the highway for an event or display:		26.80
Festive Lights & Decorations Permit		Fees
Application for the erection of festive lights or decorations on street furniture or guardrails:		147.10
Mobile Construction Equipment		Fees
Application to place a crane on the highway		185
Plant & Maintain Licences		Fees
Application for plant and maintain licence:		basic cost charged per application: 185 additional cost / hr: 50
Portable Traffic Lights Permit		Fees
Application to place portable traffic lights on the road:		free
Projections Over a Highway Licence		Fees
Application for licence for a building to oversail the highway:		185
Application for permission to oversail the highway with construction equipment:		185
Application to change a structure projecting over or under the highway: additional charges per hour		50
Public Rights of Way		Fees*
Application to change definitive map & statement:		150 *152
Scaffolds/Hoardings/Fences Licence		Fees
Application to erect scaffolding or hoarding / fence on the highway: charge per application per month		185
Application to change a licence:		free
Application to extend a licence: fee to extend the permit beyond one month		50
additional charges per hour e.g. for attending site meetings:		50
refundable deposit based on the area covered / enclosed by the structure - per sq.m:		14.50
Skip Operator Registration		Fees
Application for a skip operator registration:		free
Application to change a skip operator registration:		free

Skip Permit		Fees
Application (from skip hire company) to put a builder's skip on a public road: Charge per application (for 1-49) - each application gives 14 days cover		40
Application to extend a skip permit: each application gives 14 days cover		17.50
Temporary Road Closure Order		Fees
Application to temporarily close a road:		
Complete road closure for event – by Notice (approximate fee only - please contact Highways for further information)		200
Complete road closure – by Order (approximate fee only - please contact Highways for further information)		1000
Temporary Street Works Consent		Fees*
Application to temporarily deposit building materials, rubbish etc. in a street: cost per application for one month only		143 * 145
Application to change a permit to temporarily deposit building materials, rubbish etc. in a street:		free
Application to extend a permit to temporarily deposit building materials, rubbish etc. in a street: cost to extend per month (maximum of a further 2 months)		30
Vehicle Crossovers		Fees
Application for a vehicle crossing (average crossing):		900
LEAFLET DISTRIBUTION CONSENT		Fees
Application for consent to distribute free printed material in designated areas: charge per application covering an eight hour period		27.50
MARKETS		Fees
Uxbridge Town Centre Market:		
up to 50 stalls per day:		760
up to an additional 50 stalls per day:		255
additional market days:		260
Other areas Market:		
up to 50 stalls per day:		510
up to an additional 50 stalls per day:		255
MASSAGE & SPECIAL TREATMENTS LICENCE		Fees
Application for a new (and renewed) premises licence for special treatments		
Category A: Laser and IPL treatments, tattooing, body piercing, microblading and micropigmentation.		818.64
Category B: Electrolysis, electrical treatments, sauna/steam room, spa pools, acupuncture, cartilage piercing and sun beds.		446.19
Category C: Artificial nails, facials, massage/aromatherapy and reflexology.		272.77
Category D: Manicure/pedicure, ear, lobe and nose piercing.		115
Application for refund, to change a licence premises for massage or other special treatments		55
Fees automatically cover one practitioner/therapist		
Additional fee each each extra practitioner/therapist:		50
MOBILE CONSTRUCTION EQUIPMENT		
see Highways above for fees		

PERFORMING ANIMALS REGISTRATION			Fees
Application to register for the exhibition or training of performing animals			
	Profit making organisations:		396
	Non-profit making organisations e.g. schools:		52
Application to change a performing animals registration:			55
PERSONAL LICENCE			Fees
Application for a personal licence:			37
Application to change name/address on a personal licence:			10.50
Application for a copy of a personal licence:			10.50
PET SHOPS LICENCE			Fees
Application for a licence to keep a pet shop:			192
Application to change a pet shop licence:			55
PLANT & MAINTAIN LICENCES			
see Highways above for fees			
PORTABLE TRAFFIC LIGHTS PERMIT			
see Highways above for fees			
PREMISES LICENCE & CLUB PREMISES CERTIFICATE			Fees
Application for the grant / variation of Premises Licence / Club Premises Certificate:	Band	Non-domestic	
(including premises with no non-domestic rateable value)	A	Nil to £4,300	100
	B	£4,301 to £33,000	190
(including premises under construction)	C	£33,001 to £87,000	315
(premises not primarily used for the supply/sale of alcohol for consumption on the premises)	D	£87,001 to £125,000	450
(premises primarily used for the supply/sale of alcohol for consumption on the premises)	D	£87,001 to £125,000	900
(premises not primarily used for the supply/sale of alcohol for consumption on the premises)	E	£125,001 and above	635
(premises primarily used for the supply/sale of alcohol for consumption on the premises)	E	£125,001 and above	1905
If you own a large premises you are subject to additional fees based upon the number in attendance at any one time:			Fees
Capacity 5000-9999:			1000
Capacity 10000 -14999:			2000
Capacity 15000-19999:			4000
Capacity 20000-29999:			8000
Capacity 30000-39000:			16000
Capacity 40000-49999:			24000
Capacity 50000-59999:			32000
Capacity 60000-69999:			40000
Capacity 70000-79999:			48000
Capacity 80000-89999:			56000

Capacity 90000 and over:		64000	
Make annual payment for a club certificate / premises licence payable on the anniversary of the grant of the licence	Band	Non-domestic Rateable Value	Fees
	A	Nil to £4,300	70
	B	£4,301 to £33,000	180
	C	£33,001 to £87,000	295
(premises not primarily used for the supply/sale of alcohol for consumption on the premises)	D	£87,001 to £125,000	320
(premises primarily used for the supply/sale of alcohol for consumption on the premises)	D	£87,001 to £125,000	640
(premises not primarily used for the supply/sale of alcohol for consumption on the premises)	E	£125,001 and above	350
(premises primarily used for the supply/sale of alcohol for consumption on the premises)	E	£125,001 and above	1050
Application for a copy of a premises licence or summary; club premises certificate or summary; personal licence:			10.50
Application for a provisional statement: where premises are being built etc.			315
Notification of change of registered address of club; name/address of premises licence holder; Designated Premises Supervisor; club rules; personal licence holder:			10.50
Application to vary a licence to specify a Designated Premises Supervisor:			23
Application to transfer a premises licence:			23
Consent to transfer:			free
Consent to be nominated as the designated premises supervisor:			free
Request to be removed as a designated premises supervisor:			free
Interim authority notice: e.g. following death etc. of a licence holder			23
Notification of an interest in premises under section 178:			21
Application for need for a Designated Premises Supervisor to be disapplied:			89
Application for a minor variation:			89
PROJECTIONS OVER A HIGHWAY LICENCE			
see Highways above for fees			
PUBLIC RIGHTS OF WAY			
see Highways above for fees			
PUBLIC WEIGHBRIDGE OPERATOR CERTIFICATION			Fees
Application for a public weighbridge operator's certificate:			free
RIDING ESTABLISHMENT LICENCE			Fees
Application for a licence to operate a riding establishment: plus vet inspection fees to be paid by the applicant			75
Application to change a riding establishment licence: plus vet inspection fees, if applicable, to be paid by the applicant			55
SCRAP METAL LICENCES			
Scrap Metal Site Licence			Fees
Application for a scrap metal site licence:			550
Application to renew a scrap metal site licence:			400
Application for a variation to change to a collector's licence:			150

Application for a variation to change minor details:	50
Mobile Collector's Licence	Fees
Application for mobile collector's licence:	250
Application to renew a mobile collector's licence:	225
Application for a variation to change to a site licence:	300
Application for a variation to change minor details:	50
Administration fee for a refund or a change of details:	55
SEX SHOPS, SEXUAL ENTERTAINMENT VENUES & SEX CINEMAS LICENCE	Fees
Application for a sex shop/sexual entertainment venue/sex cinema licence:	2300
Application to renew a sex shop licence:	1150
Application to transfer a Sex Establishment licence:	575
SKIP OPERATOR REGISTRATION	
see Highways above for fees	
SKIP PERMIT	
see Highways above for fees	
SMALL SOCIETY LOTTERY REGISTRATION	Fees
Registration of small society lottery:	40
Renewal of registration of small society lottery:	20
SPORTS STAND SAFETY CERTIFICATE	Fees
Application to certify a regulated stand at a sports ground:	free
Application to change a safety certificate for a regulated stand at a sports ground:	free
STREET ENTERTAINMENT LICENCE	Fees
Application for a busker's licence:	27.50
STREET PARTY APPLICATION	Fees
Application form for a street party or a small community event:	free
STREET TRADING PITCH LICENCE	Fees
Application to trade in the street – Temporary licence: e.g. from a stall, stationary vehicle, mobile catering unit or fun fair rides – valid for 6 months	440
Application to trade in the street – Permanent licence: e.g. from a stall, stationary vehicle, mobile catering unit or fun fair rides – valid for 1 year	880
Application to trade in the street – Short term event licence:	first day: 45 each day thereafter: 15
Application to change a street trading licence:	free

Contravention of street trading conditions: Fixed Penalty	90
TABLES AND CHAIRS LICENCE & SHOP FRONT DISPLAY	
Fees	
Application / Renewal to place tables, chairs or other temporary furniture on the pavement / to display goods on the pavement outside the front of a shop: per metre depth (maximum of 3m – subject to inspection) - valid for six months	1m: 280.84 2m: 305.84 3m: 330.84
Application for a change of licence (including trading area): per metre depth (maximum of 3m – subject to inspection) - valid for six months	1m: 280.84 2m: 305.84 3m: 330.84
Application for a change of licence (assistant details):	free
TEMPORARY EVENT NOTICE	
Fees	
Application for a Temporary Event Notice:	21
TEMPORARY ROAD CLOSURE ORDER	
see Highways above for fees	
TEMPORARY STREET WORKS CONSENT	
see Highways above for fees	
UNFIT FOOD CERTIFICATION	
Fees	
Examination and condemnation certificate: First hour	134
Examination and condemnation certificate: Subsequent hours or part of	97
VEHICLE CROSSINGS	
see Highways above for fees	
ZOO NOTIFICATION & LICENCE	
Fees	
Notification to operate a zoo:	free
Application for a licence to operate a zoo: plus vet inspection fees to be paid by the applicant	75
Application to renew a zoo licence: plus vet inspection fees to be paid by the applicant	75
Application to change a zoo licence: plus vet inspection fees, if applicable, to be paid by the applicant	55

2Nov16(vs. 1.2)