

RUSHMOOR BOROUGH COUNCIL RECORD OF EXECUTIVE DECISION



Decision taken by individual Cabinet member

(All sections must be completed (mark "N/A" as applicable))

DECISION MAKER

Executive Head of Operations in Consultation with the Neighbourhood Services Portfolio Holder

DECISION AND THE REASON(S) FOR IT

As per the officer recommendations in report number OS2505

- To commence consultation on the proposed new fees for street trading in accordance with the legislation. If no significant representations are received, to agree that the proposed fees shall take effect from 1st June 2025;
- require a further report on taxi licensing fees to be provided following a decision regarding taxi vehicle plates, current fees to remain in place pending review;
- agree a minor amendment to the mobile homes fit and proper person fees policy as per paragraph 3.9, to enable appropriate cost recovery in this area;
- to agree that Primate Licensing Fees take immediate effect; and
- to agree that all other proposed fees and charges contained within this report take effect from 1st May 2025

To ensure that licensing fees and charges are set at a level which enables cost recovery in accordance with the legislation.

DATE DECISION TAKEN 11/04/2025

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

(Those examined by officers and generated by consultation, etc)

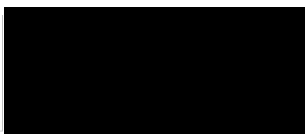
Failure to amend the fees, but it is correct that fees and charges should be set at a level which enables cost recovery, and that they are reviewed on a regular basis.

ANY CONFLICTS OF INTERESTS DECLARED

(conflict of interests of any executive member who is consulted by the officer which relates to the decision. A note of dispensation should be attached).

N/A

Signed: James Duggin
(Decision maker)



Designation: Executive Head of Operations

Signed: Christine Guinness
(Consultee)



Designation: Pride in Place/Neighbourhood Services Portfolio Holder

12th March

REPORT NO. OS2505

KEY DECISION? NO

REVIEW OF LICENSING FEES

SUMMARY AND RECOMMENDATIONS:

This report outlines background and current fees for the various licensing regimes that have discretionary fees and proposes a new fee scale for each regime.

Recommendations to the Executive Head of Operations, on consultation with the portfolio holder:

- commence consultation on the proposed new fees for street trading in accordance with the legislation. If no significant representations are received, to agree that the proposed fees shall take effect from 1st June 2025;
- require a further report on taxi licensing fees to be provided following a decision regarding taxi vehicle plates, current fees to remain in place pending review;
- agree a minor amendment to the mobile homes fit and proper person fees policy as per paragraph 3.9, to enable appropriate cost recovery in this area;
- to agree that Primate Licensing Fees take immediate effect; and
- to agree that all other proposed fees and charges contained within this report take effect from 1st May 2025

1. INTRODUCTION

- 1.1. The purpose of this report is to seek the approval for the amendment of the current licensing fees from 1st May 2025.

2. BACKGROUND

- 2.1. The Council is facing significant financial pressures in the upcoming financial year due to the impact of inflation on costs and uncertainty around interest rates and the wider UK economy.
- 2.2. In common with many other local authorities, the Council is also forecasting a funding gap over the Medium-Term Financial Strategy (MTFS) period. A Savings and Transformation Programme is already in place with the Council

working on a number of cost reduction and income generation workstreams to mitigate the financial sustainability risk outlined in the MTFS.

- 2.3. In light of the financial pressures and the funding gap over the medium-term, services are expected to regularly review their services to ensure costs are minimised and income from fees and charges take into account issues of cost recovery. This report sets out the position on licensing fees and should be seen in the wider context of strong budgetary control and robust financial management as a proportionate and balanced response.
- 2.4. For licensing regimes, the application fee is payable at the time an application is made to cover the cost of processing the application, the enforcement fee is payable only when a licence or permit is granted, and is to cover the ongoing costs of administering the licence.

3. DETAILS OF THE PROPOSALS

Animal Licensing

- 3.1. Under the Animal Welfare Act 2018, local authorities may only charge on a cost recovery basis and there is guidance in respect of how fees should be calculated.
- 3.2. Fees were last reviewed in 2022, since this time we have invested in training members of the licensing team and have now handed in notice to our contractor, so that we can carry out animal licensing inspections in house. As such, the recommendation is that a number of the fees reduce when the application and enforcement fees are combined, as this is more cost effective.
- 3.3. With the move to in-house licensing, it is possible to simplify the fee structure, which has also been done as part of this review.
- 3.4. In addition, there is a new licensing regime for the keeping of primates, which we are required to implement from April 2025, as such the proposal includes fees for this.
- 3.5. The proposed fees are as follows:

Licence Types		Application Fee	Enforcement fee*			
			1 yr	2yr	3yr	
Boarders (inc. home boarding, dog day care, kennels & catteries)	New	£430.56	£119.70	£119.70	£119.70	
	Renewal	£380.69	£119.70	£119.70	£119.70	
Breeders	New	£445.52	£139.65	£159.60	£179.55	+Vet fee
	Renewal	£380.69	£139.65	£159.60	£179.55	
Pets for Sale	New	£430.56	£135.38	£151.05	£166.73	
	Renewal	£380.69	£135.38	£151.05	£166.73	
	New	£430.56	£119.70	£119.70	£119.70	

Animals for exhibition	Renewal	£380.69	£119.70	£119.70	£119.70	
Primates	New	£431.95	£119.70	£119.70	£119.70	+ Vet Fee
	Renewal	£388.16	£119.70	£119.70	£119.70	+ Vet Fee
DWA	New	£445.52	£0.00	£0.00	£0.00	+ Vet Fee
	Renewal	£405.93	£0.00	£0.00	£0.00	+ Vet Fee
Hiring Horses (fee + fee per horse)	New	£445.52	£119.70	£239.40	£359.10	+ vet Fee + fee per Horse
	Renewal	£395.65	£119.70	£239.40	£359.10	+ vet Fee + fee per Horse
Fee per horse:	1 st 10 - £18	Next 11–50 - £12		51+ - £9.60		
Zoos	Price on application					
Vet fees as invoiced to RBC						
Miscellaneous						
Minor Variation	£15.10					
Re-Rating or Major variation	£159.53					
Additional copy of Licence	£5.92					

3.6. The current fees are as follows:

Licence Types		Application Fee	Enforcement fee*			
			1 yr	2yr	3yr	
Kennels and catteries	New	£460.59	£193.18	£193.18	£193.18	
	Renewal	£370.92	£193.18	£193.18	£193.18	
Home Boarders	New	£344.31	£193.18	£193.18	£193.18	
	Renewal	£295.03	£193.18	£193.18	£193.18	
Dog Day Care	New	£437.33	£193.18	£193.18	£193.18	
	Renewal	£382.25	£193.18	£193.18	£193.18	
Breeders	New	£477.72	£206.77	£220.37	£233.96	+Vet fee
	Renewal	£370.92	£206.77	£220.37	£233.96	
Pets for Sale	New	£554.83	£206.77	£220.37	£233.96	
	Renewal	£466.39	£206.77	£220.37	£233.96	
Animals for exhibition	New	£554.83	-	-	-	
	Renewal	£466.39	-	-	-	
DWA	New	£554.83	-	-	-	+ Vet Fee

	Renewal	£466.39	-	-	-	+ Vet Fee
	New	£570.75	£324.15	£455.12	£586.09	+ vet Fee + fee per Horse
Hiring Horses (fee + fee per horse)	Renewal	£395.65	£119.70	£239.40	£359.10	+ vet Fee + fee per Horse
Fee per horse:	£29.93					
Zoos	Price on application					
Vet fees as invoiced to RBC						
Miscellaneous						
Minor Variation	£20.00					
Re-Rating or Major variation	£140.00					
Additional copy of Licence	£6.90					

Mobile Homes Fit & Proper Person Registration

- 3.7. Under the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, local authorities may only charge on a cost recovery basis and there is guidance in respect of how fees should be calculated.
- 3.8. In accordance with the legislation, Rushmoor Borough Council have a Fit and Proper Person Fees Policy and the fees are required to be set in accordance with this. This policy and the current fee were set based on best estimates for the work involved when the regime was implemented. We have now been able to calculate based on the actual time taken to administer the regime.
- 3.9. Notably, the current policy does not include any element for covering the cost of policy, fee setting and review of these and procedures. In light of this, and the need to ensure appropriate cost recovery, it is recommended that the portfolio holder for neighbourhood services, agrees that these should be added at paragraph 3.0 of the policy so that they can be taken into consideration.
- 3.10. The current application fee is £339, with an annual fee of £37 per specific condition added to the registration in addition to the standard conditions.
- 3.11. Assuming the change of policy recommended at 3.9 above, the proposed fee is £560.33 for a new application, £515.33 for a renewal application, and £50 per year for each additional non-standard condition.

Pavement Licensing

- 3.12. Since the pavement licensing fees were last reviewed, temporary legislation has been made permanent, and the previous tables and chairs permitting regime has been repealed.
- 3.13. The Business and Planning Act 2020 (as revised) states that fees should be based on cost recovery and specifies a maximum total fee of £500 for a new licence, and £350 for a renewal.
- 3.14. Currently the fee is set at £100 for both new and renewal applications, as this was the previous maximum fee in the temporary legislation.
- 3.15. The proposed fees are £383.09 for a new application, with a £59.85 enforcement fee payable on grant (in accordance with paragraph 2.4), and £313.26 application fee on renewal.

Sex Establishment Licensing

- 3.16. The Local Government (Miscellaneous Provisions) Act 1982 states that licensing authorities can charge a reasonable fee for applications for sex establishments, which should be based on cost recovery in accordance with relevant requirements. The fees were last reviewed in 2014. Currently we have no licensed sex establishments in Rushmoor.
- 3.17. Currently the fee is set at £1115 for both new and transfer applications, with renewal set as £270. There is no current fee set for variation of a licence.
- 3.18. The proposed fees are £2052.95 for a new or transfer application, £692.15 for renewal and £231.47 for a variation. As we currently have no licensed sex establishments, there is no proposed enforcement fees.

Scrap Metal Licensing

- 3.19. Under the Scrap Metal Dealers Act 2013, local authorities may only charge on a cost recovery basis, and there is guidance in respect of how fees should be calculated. Fees were last reviewed in 2022. At that time no fee for variation was set, however there is a mechanism for this in the legislation, and therefore a fee for this is proposed.
- 3.20. The proposed fees are as follows:

Licence Type	Application Fee	Enforcement Fee
New Collector	£232.15	£59.85
Renewal Collector	£202.22	£59.85
New Site	£303.75	£89.78
Renewal Site	£248.89	£89.78
Variation Site	£248.89	
Replacement Licence / Change of Details Collector	£20.46	

Replacement Licence / Change of Details Site	£6.90	
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3.21. The current fees are as follows:

Licence Type	Application Fee	Enforcement Fee
New Collector	£228.07	£45.31
Renewal Collector	£202.20	£45.31
New Site	£283.95	£90.68
Renewal Site	£193.33	£90.62
Replacement Licence Collector	£18.00	
Replacement Licence Site	£5.92	

Street Trading

3.22. Under the Local Government (Miscellaneous Provisions) Act 1982, local authorities may charge what is reasonable for the grant of a street trading consent. Fees were last reviewed in 2022.

3.23. The proposed fees are as follows:

Licence Type	Application Fee	Enforcement Fee
New Street Trading Consent	£307.24	£59.85
Renewal Street Trading Consent	£267.34	£59.85
One-off event (up to 7 consecutive days)	£307.24	-

3.24. The current fees are as follows:

Licence Type	Application Fee	Enforcement Fee
New Street Trading Consent	£262.37	£71.75
Renewal Street Trading Consent	£238.46	£71.75
One-off event (up to 7 consecutive days)	£262.37	-

3.25. Before varying changes to the fees, the legislation requires local authorities to give notice to current licence holders and publish a notice in a local newspaper advertising the proposed changes and giving a reasonable period for representations. It is proposed that we allow a period of 28 days for representations, and if there are no significant representations received

within this period, that the proposed fees are implemented with effect from 1st June 2025.

Taxi Licensing

- 3.26. Under the Local Government (Miscellaneous Provisions) Act 1976, local authorities may only charge on a cost recovery basis for certain elements of taxi licensing, and there is guidance in respect of how fees should be calculated. Fees were last reviewed in 2010.
- 3.27. Given the length of time since the last review some of the proposed fees on a cost recovery basis are likely to be a significant rise, however we are currently exploring alternative options for taxi vehicle plates, which would be more environmentally friendly, and potentially reduce costs, which would go some way towards counteracting this.
- 3.28. As such, the recommendation is that the review of taxi vehicle plate options is completed prior to fees being amended, in order to ensure that any savings can be implemented at the same time, to have a lesser impact on licence holders.

Benchmarking

- 3.29. The fees and charges for Rushmoor's immediate neighbouring authorities for those regimes where amended fees are proposed are given at **appendix A**.

Alternative Options

- 3.30. No change. Fees would remain unchanged and we would not recover the costs we are able to, and would be open to challenge on the basis that costs are not based on cost recovery.

4. IMPLICATIONS

Risks

- 4.1. There are no risks associated with this report.

Legal Implications

- 4.2. The Council is obliged to work within the relevant regulations to avoid any income over and above a cost recovery basis. There are no other legal implications for this report.

Financial and Resource Implications

- 4.3. If fees are not increased, cost recovery is not achieved and there will be a budgetary shortfall in some areas, and additional income in others. It has taken a significant amount of time to review the fees and charges that have not been updated for some time, and amending the fees so that they are

correct will mean that an annual review will be less resource intensive going forward.

Equalities Impact Implications

- 4.4. There are no equalities implications arising from this report, the fees and charges apply to all applicants and licence holders regardless of any protected characteristics and are based on the cost recovery of providing the service.

Community Safety Implications

- 4.5. There are no community safety implications arising from this report.

5. CONCLUSIONS

- 5.1. Licensing fees and charges have been reviewed taking account of the costs of providing each service, and the costs that can be lawfully recovered on the relevant legislation.
- 5.2. The Executive Head of Operations, in consultation with the Portfolio Holder for Neighbourhood Services is recommended to:
- commence consultation on the proposed new fees for street trading in accordance with the legislation. If no significant representations are received, to agree that the proposed fees shall take effect from 1st June 2025;
 - require a further report on taxi licensing fees to be provided following a decision regarding taxi vehicle plates, current fees to remain in place pending review;
 - agree a minor amendment to the mobile homes fit and proper person fees policy as per paragraph 3.9, to enable appropriate cost recovery in this area;
 - to agree that Primate Licensing Fees take immediate effect; and
 - to agree that all other proposed fees and charges take effect from 1st May 2025

BACKGROUND DOCUMENTS:

None

CONTACT DETAILS:

Report Author – Shelley Bowman - Licensing Manager

Head of Service – James Duggin – Head of Operations

Appendix A Fees from neighbouring authorities

Surrey Heath Borough Council

Animal Licensing

Selling animals as pets

- new applications: £250
- renewals: £237
- enforcement: £145
- each additional animal activity: £200

Fees for dog home boarding and day care

- new application: £200
- renewal: £187
- enforcement: £111
- each additional animal activity: £200

Fees for catteries and kennels

- new application: £250
- renewal: £237
- enforcement: £145
- each additional animal activity: £200

Hiring out Horses

- new applications up to 10 horses: £284
- renewals up to 10 horses: £272
- enforcement: £163
- each additional animal activity: £200
- Each additional horse: £24
- Annual Inspection (between renewals – up to 10 horses): £78
- Plus vet fees for all inspections

Breeding Dogs

- new applications: £250
- renewals: £237
- enforcement: £145
- each additional animal activity: £200
- Vet fee on application for new breeders.

Keeping or training animals for exhibition

- new applications: £250
- renewals: £237
- enforcement: £145
- each additional animal activity: £200

Additional animal licensing charges:

- copy of conditions of animal welfare licence: £33
- re-evaluation of rating request: £120
- variation or transfer of licence: £63
- Animal Welfare Advisory visit: £85

Street Trading

For new applications for a permanent annual consent licence, a non-refundable Part 1 fee of £150 is payable.

The remainder of the fee (Part 2) is payable on grant of the consent.

Charge For	Initial Cost	Renewal Cost	Total Cost
Fast/Takeaway Food/Ice Cream Vehicles or stalls	£2530	£1265	N/A
Fruit and veg and other traders	£1480	£740	N/A
Annual Charge – Camberley Town Centre – markets/events 37 days a year (to include 25 markets and 12 events)	£2910	£1455	N/A

Adhoc trading

For ad hoc applications non-refundable Part 1 fee of £50 is payable.

The remainder of the fee (Part 2) is payable on grant of the consent.

Charge for	Initial Cost	Renewal Cost	Total Cost
Daily Charge for stall in Town Centre	N/A	N/A	£56.50
Weekly Charge for stall in Town Centre	N/A	N/A	£237
Monthly Charge for stall in Town Centre	N/A	N/A	£778
1 day per week for 12 month period (any category of trader)	£688	£344	N/A
Market/special event day – up to 20 stalls	N/A	N/A	£102.50
Market/special event day – 20 stalls and over	N/A	N/A	£153.50

Pavement Licensing

- New application fee is £500
- Renewal application fee is £350

Scrap Metal Licensing

- scrap metal dealers site licence (lasts for three years): £525
- Variation (site) £265.50
- scrap metal collectors licence (lasts for 3 years): £265.50
- Mobile licence variation: £134

Sex Shop Licensing

- New application £1,950
- Renewal application £650

Hart District Council

Animal Licensing

Fees for small businesses

Business type	2024/2025 Gross charge (from 1 April 2023)
Boarding of animals; cats, dogs, home boarding and day care (under 20 licensed animals) - application fee and granting the licence	£297
Hiring of horses for riding of instruction (under 20 horses) - application fee and granting the licence	£328
Hiring of horses for riding of instruction (under 20 horses) - additional costs	£31
Breeding of dogs (up to 3 licenced dogs) - application fee and granting the licence	£328 plus veterinary costs
Breeding of dogs (up to 3 licenced dogs) - additional costs	£31
Licence variation and extra activity fee (All licence types)	£149

Veterinary fees are set by the vets and must be paid in full before the licence can be granted.

Fees for Large Businesses

Business type	2024/2025 Gross charge (from 1 April 2024)
Boarding of animals; cats, dogs, home boarding, day care and commercial pet shops (over 20 licensed animals) - application fee and granting the licence	£415
Hiring of horses for riding of instruction (over 20 horses) - application fee and granting the licence	£445 plus veterinary costs
Hiring of horses for riding of instruction (over 20 horses) - additional costs	£31
Breeding of dogs (over 3 licensed dogs) - application fee and granting the licence	£445 plus veterinary costs
Breeding of dogs (over 3 licensed dogs) - additional costs	£31
Licence variation (All licence types)	£149
Keeping or training animals for exhibition (3-year licence) - application fee and granting the licence	£415
Dangerous wild animals - application fee and granting the licence	£445 plus veterinary costs
Dangerous wild animals - additional costs	£31

Mobile homes fit & proper person registration

From 1st April 2025 £288

Pavement Licensing

The fee for a pavement licence is £257

Scrap metal dealers

Licence type	2024/2025 Gross charge (from 1 April 2024)
Three-year site licence	£464
Three-year collectors licence	£415
Variation of a licence	£135
Replacement licence - site	£42
Replacement licence - collector	£64

Sex Establishment Licensing

Initial Licence £6793

Renewal £5134

Transfer £1353

Variation £1353

Street Trading Licensing

Annual Street Trader New £921

Annual Street Trader Renewal £587

Seasonal Trader (Christmas Trees) £295

Waverley Borough Council

Animal Licensing

Part A and B fees apply for the duration of the licence. Eg - if you get a three year licence, you only need to pay this once.

When you apply for a licence you can choose to pay Parts A and B together, or Part A when you apply and Part B when we are ready to issue your licence.

Boarding for dogs and cats – kennels and catteries

You will need to pay this fee for each type of animal boarding you offer. Eg - if your business boards dogs **and** cats you will need to pay for both. We do offer discounts, please see 'other fees' information below to find out more.

- Part A: £453
- Part B: £355.30
- Total: £808.30

Boarding for dogs – home boarding (including home boarding arranger licences)

- Part A: £394.00
- Part B: £355.30
- Total: £749.30

Boarding for dogs – day care

- Part A: £453
- Part B: £355.30
- Total: £808.30

Breeding dogs

- Part A: £394
- Part B: £355.30
- Total: £749.30
- Plus vet fees

Selling animals as pets

- Part A: £394
- Part B: £355.30
- Total: £749.30

Exhibition of animals

- Part A: £394
- Part B: £355.30
- Total: £749.30

Hiring horses

- **1 to 8 horses**
- Part A: £453
- Part B: £387
- Total: £840
- Plus vet fees

- **9 to 15 horses**
- Part A: £543
- Part B: £384.60
- Total: £927.60
- Plus vet fees
- **Over 15 horses**
- Part A: £625
- Part B: £384.60
- Total: £1,009.60
- Plus vet fees

Other fees

- Additional activities: 50% off (if you conduct more than one activity that needs a licence, you get 50% off the total fee for each additional activity. We will apply the discount to the activity with the smaller fee)
- Each additional inspection / visit: £178
- Each advisory visit: £178
- Variation of licence (including one visit): £237.30
- Re-evaluation of star rating (including one visit) : £237.30
- Changes to reduce the number of licensable activities / numbers of animals: £88.90
- Transfer a licence if licence holder has died: £88.90

Dangerous Wild Animal Licence

- £239.40 + 2 yearly vet inspection

Mobile Homes Fit & Proper Person Registration

- Application Fee £249
- Where an applicant is making applications in respect of more than one site for the same relevant persons each additional site £115

Scrap Metal Licensing

Site Licence

- new - £551.80
- renewal - £316.70
- change to collector's licence - £480.70

Collectors Licence

- new - £504.80
- renewal - £269.70
- change to site licence - £551.80

Street Trading

- Sole Trader, annual consent - £430
- Schedule 2 event, up to 50 traders, annual consent - £551.80
- Schedule 2 event, 51 traders or more, annual consent - £566.40
- Schedule 2 event, up to 50 traders, single event - £502.70
- Schedule 2 event, 51 traders or more, single event - £519

Pavement Licensing

- The fee for a new pavement licence is £500.
- The fee for renewing a pavement licence is £300.

Guildford Borough Council

Animal Licensing

Licence Type	Application Fee	Fee For Grant	Total Fee	Other Costs
Animal Boarding	£759.13	£306.08	£1065.21	Vet fees upon application and as required for licence duration.
Home Boarding	£759.13	£306.08	£1065.21	
Dog Day Care	£759.13	£306.08	£1065.21	
Dog Breeding	£877.56	£240.26	£1117.82	
Keeping Animals for Exhibition	£319.18	£160.18	£479.36	
Selling Animals as Pets	£759.13	£306.08	£1065.21	
Hiring out horses	£615.36	£308.21	£923.57	
Each Additional Licence Activity	£93.29	£103.09	£196.38	
Each Additional Inspection			£214.06	
Advisory Visit			£101	
Variation to licence			£253.36	
Re-evaluation of rating			£253.36	
Variations to reduce the licensable activities or numbers of animals			£104.26	
Transfer due to death of licensee			£104.26	
Varying a schedule of horses on a licence			£37.80	
Dangerous Wild Animals			New: £460.72 Renewal: £240.26	
Zoos			New/renewal: £2683.16	

Street Trading

- new/renewal application fee £786.97
- community event £43.47

Pavement Licensing

- The new application fee is £500
- Renewal application fees are £350

Sex Establishment Licensing

The application fee to apply for this licence is £2741 and is non-refundable even if the licence is declined

The venue grant fee is £377 which only applies if your licence is granted