



Shropshire Council  
Legal and Democratic Services  
Guildhall,  
Frankwell Quay,  
Shrewsbury  
SY3 8HQ

Date: Tuesday, 30 September 2025

**Committee:**  
**Strategic Licensing Committee**

**Date:** Wednesday, 8 October 2025

**Time:** 10.00 am

**Venue:** The Council Chamber, The Guildhall, Frankwell Quay, Shrewsbury, SY3 8HQ

You are requested to attend the above meeting. The Agenda is attached

There will be some access to the meeting room for members of the press and public, but this will be limited. If you wish to attend the meeting please email [democracy@shropshire.gov.uk](mailto:democracy@shropshire.gov.uk) to check that a seat will be available for you.

Please click [here](#) to view the livestream of the meeting on the date and time stated on the agenda

The recording of the event will also be made available shortly after the meeting on the Shropshire Council Youtube Channel [Here](#)

Tim Collard  
Assistant Director - Legal and Governance

**Members of the Committee**

Jon Tandy (Chairman)  
Brian Evans (Vice Chairman)  
Jamie Daniels  
Greg Ebbs  
Susan Eden  
Adam Fejfer  
Rhys Gratton  
Nick Hignett  
Alan Holford  
Peter Husemann  
Christopher Lemon  
Nigel Lumby  
Vicky Moore  
Mark Owen  
Colin Taylor

**Substitute Members of the Committee**

Andy Boddington  
Julian Dean  
Mandy Duncan  
Gary Groves  
Brendan Mallon  
Mark Morris  
Chris Naylor  
Ed Potter  
Rosie Radford  
Carl Rowley  
Colin Stanford  
Teri Trickett  
Beverley Waite  
Sam Walmsley

Your Committee Officer is:

**Tim Ward** Committee Officer

Tel: 01743 257713

Email: [tim.ward@shropshire.gov.uk](mailto:tim.ward@shropshire.gov.uk)

# **AGENDA**

## **1 Apologies**

To receive apologies for absence

## **2 Minutes of Previous Meeting (Pages 1 - 2)**

To approve the minutes of the previous meeting as a true record

## **3 Public Question Time**

To receive any public questions or petitions from the public, notice of which has been given in accordance with Procedure Rule 14. The deadline for this meeting is 12 noon on Thursday 2 October 2025

## **4 Disclosable Pecuniary Interests**

Members are reminded that they must declare their disclosable pecuniary interests and other registrable or non-registrable interests in any matter being considered at the meeting as set out in Appendix B of the Members' Code of Conduct and consider if they should leave the room prior to the item being considered. Further advice can be sought from the Monitoring Officer in advance of the meeting.

## **5 Licensing Fees and Charges 2026 - 2027 (Pages 3 - 60)**

Report of the Transactional Management and Licensing Manager is attached.

Contact: Mandy Beever (01743 251702)

## **6 Exercise of Delegated Powers (Pages 61 - 70)**

Report of the Transactional Management and Licensing Manager is attached.

Contact: Mandy Beever (01743 251702)

## **7 Date of Next Meeting**

To note that the next scheduled meeting of the Strategic Licensing Committee will be held on Wednesday 17 December 2025 at 10.00am

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Strategic Licensing  
Committee

8 October 2025

Item

Public

**MINUTES OF THE STRATEGIC LICENSING COMMITTEE MEETING HELD ON 18  
JUNE 2025  
10.00 - 10.03 AM**

**Responsible Officer:** Tim Ward

Email: tim.ward@shropshire.gov.uk Tel: 01743 257713

**Present**

Councillors Jon Tandy (Chairman), Brian Evans (Vice Chairman), Greg Ebbs, Susan Eden, Adam Fejfer, Rhys Gratton, Nick Hignett, Alan Holford, Peter Husemann, Christopher Lemon, Nigel Lumby, Vicky Moore, Mark Owen and Colin Taylor

**6 Apologies**

6.1 Apologies for absence were received from Councillor Jamie Daniels

**7 Minutes of Previous Meeting**

**7.1 RESOLVED:**

That the minutes of the previous meetings held on 5 March 2025 and 22 May 2025 be agreed as a true record and signed by the Chairman

**8 Public Question Time**

8.1 There were no public questions

**9 Disclosable Pecuniary Interests**

9.1 Members were reminded that they must declare their disclosable pecuniary interests and other registrable or non-registrable interests in any matter being considered at the meeting as set out in Appendix B of the Members' Code of Conduct and consider if they should leave the room prior to the item being considered.

**10 Exercise of Delegated Powers**

10.1 Members received the report of the Transactional Management and Licensing – Team Manager which gave details of the licences issued and the variations that have been made between 1 February 2025 and the 31 May 2025, and a summary of applications considered by the Committee.

10.2 The Transactional Management and Licensing Team Manager reminded Members that the report was brought to each meeting of the committee and

that it updated them on the number and types of licences that had been issued since the last meeting

**10.3 RESOLVED:**

That the content of the report be noted

**11 Date of Next Meeting**

- 11.1 Members were advised that the next scheduled meeting of the Strategic Licensing Committee would be held on Wednesday 8 October 2025 at 10.00am

Signed ..... (Chairman)

Date:

**Committee and Date**

Strategic Licensing  
Committee

8 October 2025

Item

Public



## Licensing Fees and Charges 2026 - 2027

<b>Responsible Officer:</b>		Mandy Beever, Transactional Management and Licensing – Team Manager	
email:	Mandy.Beever@shropshire.gov.uk	Tel:	01743 251702
<b>Cabinet Member (Portfolio Holder):</b>		Councillor Bernie Bentick, Portfolio Holder for Health and Public Protection	

### 1. Synopsis

- 1.1 This report proposes the revision of licensing fees where the authority has the discretion to determine the relevant fees for the financial year from 1 April 2026 to 31 March 2027.

### 2. Executive Summary

- 2.1 The Shropshire Plan recognises the importance of supporting businesses to provide safer services. The fundamental purpose of the Licensing service is to support businesses to deliver their services in a way which allows them to thrive whilst protecting the safety and welfare of the public who live, work and visit Shropshire; together this will help to achieve a Healthy Economy.
- 2.2 This report proposes revised fees for the period 1 April 2026<sup>1</sup> to 31 March 2027 for licences and licensing related activities where the authority has the discretion to determine the relevant fees and relates to:

<sup>1</sup> the fees applicable to hackney carriage, private hire vehicle and operator licences may become effective on a date prior to the 1 April 2026. This is because the Council must follow the process prescribed by

- hackney carriage and private hire vehicles and drivers;
  - private hire operators;
  - public health (acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing, electrolysis);
  - animals (hiring out horses, providing day care for dogs, boarding for cats, home boarding, kennel boarding, breeding for dogs, selling animals as pets, keeping or training animals for exhibition, dangerous wild animals, zoos and primates);
  - scrap metal;
  - sex establishments;
  - street trading;
  - explosives and fireworks;
  - distribution of free printed matter;
  - relevant protected sites and
  - pleasure boats and vessels.
- 2.3 This report also proposes revised fees under the Gambling Act 2005 in relation to gambling activities where the authority has the discretion to determine fees up to legally set statutory maximums.
- 2.4 The statutory fees that must be charged for specific licences, permits and registrations under the Licensing Act 2003, the Gambling Act 2005 and explosives and fireworks legislation are also set out within the report.
- 2.5 Those licensed activities for which no fees may be set are also highlighted.

### 3. Recommendations

- 3.1. That the Committee notes the statutory fees that Shropshire Council is required to charge in accordance with the Licensing Act 2003 as set out in **Appendix A**, in accordance with the Gambling Act 2005 as set out in **Appendix B** and in accordance with explosives and fireworks legislation as set out in **Appendix C** and recommends that the authority implements these fees (or if subject to statutory amendment, the relevant amended fees) on the 1 April 2026 and instructs the Transactional Management and Licensing Team Manager to arrange for the fees to be included in the 2026/27 annual fees and charges reports that are presented to Cabinet and Council and further instructs the Transactional Management and Licensing Team Manager to implement, as appropriate, any other statutory fees that may be brought into force during the 2026/27 financial year and to publish all relevant statutory fees on the licensing pages of the Council's website as soon as is practicable.
- 3.2. That the Committee implements, with any necessary modification and with effect from 1 April 2026 the proposed fees as set out in **Appendices D, E, F, G, H and I** that relate to those licences and licensing related activities where the authority has the discretion to determine the fees and instructs the Transactional

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Section 70 of the Local Government (Miscellaneous Provisions) Act 1976 to vary these fees and the actual date that the fees become legally effective is dependent on whether or not objections are made as part of the prescribed process. Whilst not legally required to do so, the Council has historically applied the same process to hackney carriage and private hire vehicle drivers licences.



Management and Licensing Team Manager to arrange for the fees to be included in the 2026/27 annual fees and charges reports that are presented to Cabinet and Council and further instructs the Transactional and Licensing Team Manager to publish the fees on the licensing pages of the Council's website as soon as is practicable.

- 3.3. That the Committee proposes to vary the fees relevant to driver, hackney carriage, private hire vehicle and operator licences as set out in **Appendix F**, with any necessary modification, and instructs the Transactional Management and Licensing Team Manager, in accordance with the provisions of Section 70 of the Local Government (Miscellaneous Provisions) Act 1976 to undertake the necessary work to consult and implement the fees.
- 3.4. That the Committee instructs the Transactional Management and Licensing Team Manager to arrange for the proposed fees as set out in **Appendix F**, with any necessary modification, to be included in the 2026/27 annual fees and charges reports that are presented to Cabinet and Council and, where necessary, in respect of those fees a note is recorded in the said annual reports stating 'Provisional fees under consultation fees to be confirmed by the Strategic Licensing Committee'.
- 3.5. That the Committee agrees the Relevant Protected Site fees policy as set out at **Appendix J** and instructs the Transactional Management and Licensing Team Manager to published the fees policy on the licensing pages of the Council's website.

## Report

### 4. Risk Assessment and Opportunities Appraisal

- 4.1. The Council makes every effort to recover regulatory and enforcement costs from those who are licensed. However, it is acknowledged that the Council's licensing fees and charges may be challenged through a number of routes, including service complaints to the Local Government Ombudsman and judicial review; hence, the importance of undertaking robust processes to set discretionary fees and charges.
- 4.2. The Council is permitted to include costs for clerical and administrative aspects when determining licence fees but these must be reasonable and proportionate to the actual costs of the procedures. The costs of regulatory and enforcement activities, including enforcement to address unlicensed activity, can also be included. Only successful applicants can be required to make a contribution towards the regulatory and enforcement costs.
- 4.3. Where the Council intends to recover regulatory and enforcement costs, it cannot include these costs in the fee that is payable at the time any application is submitted. Such costs are only payable after the decision has been taken to grant or renew a licence. This means that for those licences that incur post application regulatory and enforcement costs, the fees are charged in two parts:

- (a) the first part is payable at the time an application is submitted and aims to recover the costs associated with the administrative procedures and formalities of the application process (this includes the costs of undertaking all the required checks relevant to each licence type); and
  - (b) the second part is payable by the applicant only once the licence is granted or renewed and aims to recover the costs associated with the ongoing regulation and enforcement of the licencing regimes.
- 4.4. There are a number of licences that do not incur post application regulatory and enforcement costs. This is because the work undertaken as part of the application process is deemed to be proportionate to the level of risk associated with the activity that is controlled by these particular licence types. For these licences, there is only one fee payable and this is at the point of application.
- 4.5. The two-part fee is not applicable to hackney carriage, private hire and gambling related licences; consequently, for these licence types a single fee is payable at the point of application. The same is applicable to all statutory fees.
- 4.6. To reduce the risk of challenge to the Council, a financial modelling tool was introduced in 2013 to calculate licensing fees from 2014/15 onwards. This continues to be updated, modified and refined to take account of amendments to the law, changes made by licensing officers, recommendations from the Council's finance officers and to reflect ongoing changes to the way in which the licensing function is resourced.
- 4.7. Overall, the tool draws together detailed information regarding the costs associated with undertaking the administrative procedures and formalities associated with all licensing procedures, including the costs of investigating the background and suitability of applicants for licences together with the cost of monitoring the compliance of those who are licensed against the conditions of their licences. It also aims to demonstrate that the cost of enforcing the licensing regime against unlicensed operators has been considered and is included in licence fees. Enforcement costs are not included for joint hackney and private hire drivers' licences in line with specific provisions of the Local Government (Miscellaneous Provisions) Act 1976. Fees are compared on an ongoing rolling basis.
- 4.8. An Equality and Social Inclusion Impact Assessment has not been undertaken as the report does not concern the implementation of a new policy; the focus of the report is the review of licensing costs to ensure the Council is in a position to recoup its costs on a cost recovery basis in line with current legislative requirements.
- 4.9. The recommendations are not at variance with the Human Rights Act 1998 and are unlikely to result in any adverse Human Rights Act implications. The recommendations are in line with current legal procedures laid down in domestic licensing legislation and takes into consideration relevant European provisions and case law.
- 4.10. There is no statutory duty on the Council to consult when setting or revising licensing fees with the exception of those fees relating to hackney carriage, private hire vehicles and operators' licences under Section 70 of the Local Government (Miscellaneous Provisions) Act 1976. This duty is reflected in the

recommendation set out at paragraph 3.3 above. Historically, the Council has also consulted on driver licence fees and consequently it is recommended that this practice continues. With respect to the remaining discretionary fees, it is suggested that publishing the Council's intentions, prior to the fees coming into force, is sufficient and this reflects previous practice.

- 4.11. The Committee's legal authority to agree the recommendations is based within a range of specific licensing legislation together with the delegated functions set out in the Council's Constitution. Extracts from the relevant legislation are provided in **Appendix K**. Due consideration has also been given to relevant European legislation.

## 5. Financial Implications

- 5.1. The total cost to the Council of delivering the licensing service in 2024/25 was calculated to be £751,529 and the income received was £748,774. There was an overall deficit of £2,755 with specific surpluses and deficits relating to each licence type calculated separately – see **Appendix L**. Steps have been, and continue to be taken, to improve cost recovery across all appropriate licence types in order to reduce the overall deficit and to redistribute, return and recoup fees in relation to each licence type as appropriate.
- 5.2. The proposed fees are based on undertaking the administrative procedures and formalities associated with the relevant licencing procedures, including the costs of investigating the background and suitability of applicants for licences together with the cost of monitoring the compliance of those who are licensed against the conditions of their licences and enforcement for unlicensed activities where it is permitted. Where relevant, the fees have been split into two parts. The recovery of the deficits and the return of the surpluses as set out in **Appendix L** have been included in the fee calculations for 2026/27. As a result of this work, the proposed fees have been calculated and are set out in **Appendices D to I**.
- 5.3. Costs can be recovered over a period of time allowing surpluses to be returned to licensees and deficits to be recouped by the Council. This does not mean that fees have to be adjusted every year to reflect immediately previous deficits or surpluses. In any case, it must be demonstrable over a period of time that only legitimately incurred costs are recovered. Costs associated with enforcing unlicensed operators/businesses are recoverable by the Council but these costs are excluded from the calculation for the joint hackney and private hire drivers' licences in line with provisions in the Local Government (Miscellaneous Provisions) Act 1976. In addition, costs of providing advice to those who may consider applying for a licence in the future are included.
- 5.4. The surpluses and deficits for hackney carriage and private hire licence fees are set out in **Appendix L (Table 2)** and have been incorporated into the revised fees as set out **Appendix F**. Where a surplus has been generated in 2024/25 but a cumulative deficit position exists licence fees have not been reduced.
- 5.5. The fees under the Licensing Act 2003 are statutory fees that the Council cannot change. **Appendix L (Table 1)** shows a fee surplus of £145,175 was generated. This is largely due to the requirement for licensed premises to pay an annual fee

to maintain their licence. The process of offsetting the overall licensing deficit using Licensing Act fees is permissible; however, this is only because the Licensing Act fees are statutory. Where the Council has the authority to set specific discretionary fees, these fees must be used only for the purposes of funding those specific licences.

- 5.6. Public health licences are issued indefinitely; hence, there is no opportunity to recoup deficits or return surpluses through a renewal process. Fee payments are entirely reliant on new applicants. The number of applicants is difficult to forecast, although there currently appears to be an upward trend. The administration and enforcement of the public health licences has, and continues to be, reviewed and efficiencies identified. However, the applications received still contributed to a £20,134 deficit across the public health licences in 2024/25. Where a surplus has been generated in 2024/25 but a cumulative deficit position exists licence fees have not been reduced.
- 5.7. On the 1 October 2018 the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (the Regulations) came into effect. This provides for the licensing of providing day care for dogs, breeding for dogs, boarding for cats, kennel boarding, home boarding, selling animals as pets, keeping or training animals for exhibition and hiring out horses. The new regulations do not include zoos and dangerous wild animals, the issuing of these licenses remain under the existing legislative requirements.
- 5.8. The work that has been undertaken to recover the deficits associated with animal licences to date has not been fully effective. The cumulative deficit increased by £26,127 in 2024/25. This is principally due to the changes introduced by the Regulations. The regulations required an increase in staffing resource to carry out inspections, particularly to address the increasing risk to animal welfare because of importation and over-breeding. Furthermore, the regulations allowed for licences to be issued to those businesses who met the higher standards for an extended period of up to three years, (previous legislation only allowed for a one-year licence to be issued). This resulted in a reduction in fees being received on an annual basis. The administration and enforcement of the animal health licences has, and continues to be, reviewed and efficiencies identified.
- 5.9. All licences subject to the Regulations are given a star rating (with the exception of Keeping or Training Animals for Exhibition Licences, which replaced Performing Animals Certificates and are subject to an automatic three year licence which is not star rated). The purpose of the star rating system is to ensure consistency in the implementation and operation of the licensing system, and to ensure that consumers can clearly see the star rating a business has received and therefore the risk level and standards of animal welfare they have. The star rating is determined by a scoring matrix set out in the Regulations. In order to calculate the star rating the results of an inspection of a premises and an assessment of the level of risk a business poses are combined to produce a rating between one and five stars. The higher the star rating is the better the standard of the business. The star rating also determines the length of time a licence lasts. One and two star licences last for one year, three and four star licences last for two years and five star licences last for three years.

- 5.10. The introduction of the star rating and different length licences makes it challenging to forecast annual income in relation to animal licences, this is due to the fact that under the new regime the number of licences issued in one financial year does not reflect the number that will be due for renewal in the following financial year. There are also a number of other variables which may affect when, or if, a licence is renewed, including:
- Surrender or non-renewal of a licence – there has been an increase in this since the new Regulations came into force as they are more difficult to comply with and some business have chosen not to continue operating.
  - A licence not being granted, or an application being withdrawn after the initial application and inspection phase (and therefore not paying the second part of the fee) because the business is not able to comply with the Regulations – instances of this have also increased due to some businesses finding it hard to comply with the new Regulations.
  - A business requesting a re-rating inspection mid-licence because they have carried out work identified as needed at the initial inspection and are now able to reach a higher standard. The star rating and therefore the length of the licence would increase as a result, changing the original renewal date.
  - A businesses star rating being downgraded following an unannounced inspection (either the mandatory unannounced inspection carried out during the course of the licence as required by the Regulations or as the result of a complaint), resulting in the licence lasting for a shorter period of time than originally issued, changing the original renewal date.
  - A business deciding not to continue with one activity where they carry out more than one or deciding to add a new activity. For example, a business which was a kennel and a cattery deciding not to offer cat boarding but continuing with kennel boarding when they come to renew their licence, reducing the renewal fee due.
- 5.11. Under the previous regimes the majority of licences lasted for one year, there were no star ratings and the regimes were less rigorous, so there were relatively fewer variables which could impact on the likelihood of when and if a licence was renewed. It was therefore possible to forecast expected income from animal licences in year more accurately.
- 5.12. A list of the fees under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 are set out at **Appendix H**.
- 5.13. The Animal Welfare (Primate Licences) (England) Regulations 2024 came into force on 6 April 2025. The regulations require anyone who keeps a primate to be licenced to do so from 6 April 2026. The Regulations allows for Local Authorities to set an application fee including fees for renewal, variation or surrender and for any inspection which it must or may arrange. The proposed new fees have been set out in **Appendix G** and include the costs associated with the licensing requirements in line with the Regulations.
- 5.14. Explosives and fireworks licence and registration fees are all statutory fees (with the exception of those discretionary fees listed in **Appendix D**), which cannot be

changed by the Council. **Appendix L (Table 1)** shows a deficit of £13,617, which will only be able to be reduced through making efficiency improvements across the administration and enforcement processes. The service is continuing to review how these efficiencies can be achieved. It should be noted that the activities to which the discretionary fees relate are little used in practice and were not used at all during 2024/25; hence there being no opportunity to generate additional discretionary income in order to recover the deficit incurred.

- 5.15. The work undertaken to recover the deficits associated with scrap metal licences to date has not been fully effective. The cumulative deficit increased by £7,619 in 2024/25. This is, in part, due to those existing businesses, at the time the legislation came into effect, being issued a licence for three years rather than the annual licence which had previously been required. The financial year 2024/25 is part way through the three-year cycle. The staffing resource required to carry out inspections to address the recognised criminal risks associated with scrap metal dealing is continually reviewed. The administration and enforcement of scrap metal licences has and continues to be reviewed and efficiencies identified. The fees associated with scrap metal licences are set out in **Appendix G**.
- 5.16. The licences that are grouped as miscellaneous include those for non-residential caravan sites, sex establishments, free printed matter, street collections, house to house collections, street trading and pleasure boats and vessels as listed in **Appendix G**. Work that has been undertaken to recover the deficit associated with these licences has not been fully effective with the cumulative deficit increasing with a further £8,087 in 2024/25. A proportion of these costs are not recoverable and will always be borne by the local taxpayer as there are certain licences where the Council is unable to charge fees, e.g. licensing house to house collections, street collections and non-residential caravan sites. The administration and enforcement of these licences has and continues to be reviewed and efficiencies identified.
- 5.17. The Caravan sites and control of development act 1960 as amended by the Mobile Homes Act 2013 (the Act) allows for the Council to fix fees for a new application for a Relevant Protected Site, fix a fee for the alteration of the site licence (whether by the variation or cancellation of existing conditions, or by the addition of new conditions, or by a combination of any such methods), fix a fee for the transfer of a site licence, fix annual fees and prepare and publish a fees policy. The fees associated with Relevant Protected Sites are set out at **Appendix I**. The Relevant Protected Site Fees Policy information it set out at **Appendix J**.
- 5.18. The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 allows for the Council to fix a fee for an application for inclusion in the register of fit and proper persons and prepare and publish a fees policy.
- 5.19. The Mobile homes (site rules) (England) Regulations 2014 allows the Council to determine a fee for the owner of a Relevant Protected Site to deposit site rules or a deletion notice with the local authority.
- 5.20. A Relevant Protected Site under the Act is a residential caravan site; it does not include any site licence which is granted for holiday use only or a site which is

subject to conditions that include periods of time when no caravan may be stationed on land for human habitation.

- 5.21. The Act came into effect from 1 July 2021, fees were set along with a fees policy from 1 April 2022. All existing licence holders were required to apply under the Act prior to the fees coming into effect. Each licence is renewed every five years and there were no new applications received and no income received under the Act in the year from 1 April 2024 to 31 March 2025. As a result, it has not been possible to report on any licensing costs, income, surplus/deficit adjustments. The fees have been set considering the details contained in the fees policy. The fees policy will continue to be reviewed and published each year.
- 5.22. The Gambling Act 2005 provides for licences, permits, notices and registrations. The Council has the discretion to set the fees for licences and notices up to certain statutory maximums. The fees for permits and registrations are statutory and the Council has no authority to change these.
- 5.23. The majority of the Gambling Act work undertaken relates to the administration and enforcement of permits and registrations, which are the subject of statutory fees. There is a clear indication that these statutory fees are insufficient to cover the cost of the work associated with the administration and enforcement of the permits, e.g. basic administrative costs are at least 20% more than the statutory fee payable and there are a considerable number where the overall costs are significantly more. Processes continue to be reviewed and refined to ensure efficiencies wherever practicable.
- 5.24. The Council has the authority to set the licence fees under the Gambling Act (up to certain statutory maximums). The proposed fees, which directly reflect the calculations to recover the costs incurred, or the statutory maximum depending on which of the two is lower, are set out in **Appendix E**. As with explosives licences referred to above, the activities to which the discretionary fees relate are little used in practice; hence there being no opportunity to generate additional discretionary income in order to recover the deficit incurred.
- 5.25. An assumption has been made about the number of renewals that will take place in 2026/27 in order to recover or redistribute the deficits and surpluses. Until the end of the 2026/27 financial year it will not be known whether the assumptions about the number of renewals were accurate or not. The activity in 2025/26 will again change the cumulative position and further adjustments will be required in this rolling annual process. The adjustments to correct any material discrepancy in the recovery or redistribution of the deficits and surpluses will be made against 2027/28 fees and so on until the recovery of the surplus or deficit reaches a satisfactory position.
- 5.26. Where licenses have a renewal period of greater than one year, the recovery or redistribution calculation is spread across the same period.
- 5.27. The setting of licensing fees and charges for the 2026/27 includes:
- The 3.2% pay award for local government staff effective from 1 April 2025.
- 5.28. Where legislation allows the Council to recover licensing costs, it is important that this is undertaken effectively. Losses that are not funded by other means,

including being subsidised by council tax payers, may result in a reduction in the Council's ability to effectively deliver the overall licensing regime in the Shropshire Council area. However, it is recognised that not all licensing costs are recoverable.

## 6. Climate Change Appraisal

- 6.1. There are no anticipated climate change or environmental impacts associated with the recommendations in this report.

## 7. Background

- 7.1 The principle of cost recovery under licensing legislation applies to the licensing of hackney carriages and private hire vehicles, operators and drivers. It also extends to sex establishments, street trading, acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing, electrolysis, zoos, providing day care for dogs, breeding for dogs, boarding for cats, kennel boarding, home boarding, selling animals as pets, keeping or training animals for exhibition, hiring out horses, dangerous wild animals, scrap metal dealers, pleasure boats/vessels, distribution of free printed matter, residential caravan sites, some explosives and fireworks licences, together with the issuing of various licences under the Gambling Act 2005.
- 7.2 Caravan sites are currently licensed by the Council under the Caravan Sites and Control of Development Act 1960, as amended by the Mobile Homes Act 2013. The amendment to the 1960 Act permits the Council to charge fees for the licensing of residential caravan sites.
- 7.3 The financial modelling tool, referred to in paragraph 4.6, has been set up to allow Licensing Act 2003 fees to be incorporated and calculated as and when the Council is in a position to do so both from a policy and a legislative perspective.
- 7.4 The government has previously consulted on its intention to move from centrally set to locally set licence fees under the Licensing Act 2003 but has yet to take this forward. As a result, the nationally determined statutory fees are retained and the Licensing Act 2003 fees are included in **Appendix A**. There are no discretionary Licensing Act 2003 fees proposed other than for providing a copy of information contained in an entry in the public register; this is reflected in **Appendix G**.
- 7.5 The costs associated with the licensing procedures that the Council may legally recover in fees consists of administrative costs, the costs of investigating the background and suitability of applicants for licences and the costs of monitoring the compliance of those with licences with their terms. Where applicable the cost of enforcement against unlicensed operators is also included in the fee. These will certainly include the costs that are directly attributable to licensing procedures and a proportion of indirect costs. The Council must be in a position to demonstrate that the costs included in any fees calculations are reasonable and proportionate to the cost of the licensing procedures.



- 7.6 Fees cannot exceed the cost of the licensing procedures and cannot be used to finance the delivery of other Council services.
- 7.7 To aid the Council to properly recover relevant licensing costs all licensing procedures have been considered and reviewed in detail; this work continues to evolve through an iterative process to further develop, improve and refine the processes involved. Managers, licensing officers and finance officers have collaborated in this work. The licensing procedures are considered from receipt of application to the issue of the final licence, permit, notice or registration with both variable and fixed costs being considered. These costs include officer, management and member time, including running of relevant Committees and the Licensing Panel, to administer and monitor compliance of both those already licensed and those who are unlicensed but exclude time spent enforcing matters that relate to joint hackney and private hire drivers' licences. In addition, a proportion of all indirect costs that can reasonably be attributed to licensing procedures have been included; for example, office accommodation, ICT, travelling, advertising, postage & printing, subscriptions, telephone costs, training and all other relevant internal market recharges and supplies and services costs.

## 8. Additional information

- 8.1. In respect of the discretionary fees proposed in **Appendix F**, namely the setting of fees for hackney carriages, private hire vehicles and operators' licences, statutory procedures must be followed. Consequently, to vary the fees from those currently set, the Council is required to follow specific procedures that allow for objections to be made and considered by the Committee.
- 8.2 The process that has been undertaken to determine the fees for 2026/27 is an extension of the process that commenced in 2013. This process will continue annually with amendments being made to take account of changes in the law and Council procedures and costs.

### **List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)**

- Services Directive 2006/123/EC of the European Parliament and of the Council of 12 December 2006 on services in the internal market
- Provision of Services Regulations 2009 - SI 2009 No 2999
- Supreme Court Judgement in the case of R (on the application of Hemming and others v Westminster City Council – 29 April 2015 - [2015] UKSC 25 on appeal from [2013] EWCA Civ 591
- Court of Justice for the European Union Judgement in the case of Hemming [2016] EUECJ C-316/15 (16 November 2016)
- Mobile Homes Act 2013
- The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

- The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020
- The Animal Welfare (Primate Licences) (England) Regulations 2024

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**Local Member:** This report covers all areas of Shropshire.

## Appendices

**Appendix A** Licensing Act 2003 Statutory Fees

**Appendix B** Gambling Act 2005 Statutory Fees

**Appendix C** Explosives and Fireworks Legislation Statutory Fees

**Appendix D** Explosives and Fireworks Legislation Discretionary Fees

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**Appendix I** Relevant Protected Site Fees

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**Appendix L** Licensing costs, income and surplus/deficit

## Appendix A – Licensing Act 2003 Statutory Fees

Rateable Value Bands	A	B	C	D	E
Initial Application / Variation Fee	£100	£190	£315	£450	£635
Annual Fee:	£70	£180	£295	£320	£350
Variation Fee:	£100	£190	£315	£450	£635

All premises are licensable based on the non-domestic rateable value of the property as follows:

Rateable Value	Band	Band	D (x 2)	E (x 3)
No value up to £4,300	A	Premises in Bands D & E (whose primary business is the sale of alcohol)	900	1905
£4,301 - £33,000	B	Premises in Bands D & E (whose primary business is the sale of alcohol) annual charge	640	1050
£33,001 - £87,000	C			
£87,001 - £125,000	D			
£125,001 and Above	E			

### Exceptionally large events:

Additional Premises Fees can be charged for such events:

Number in attendance at any one time	Additional Application Fee	Additional Annual Fee
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£1,000
15,000 to 19,999	£4,000	£2,000
20,000 to 29,999	£8,000	£4,000
30,000 to 39,999	£16,000	£8,000
40,000 to 49,999	£24,000	£12,000
50,000 to 59,999	£32,000	£16,000
60,000 to 69,999	£40,000	£20,000
70,000 to 79,999	£48,000	£24,000
80,000 to 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

### Personal Licences, Temporary Events and other fees:

Type of Application	Fee
• Grant of Personal Licence	£37
• Temporary Event Notice	£21
• Theft, Loss etc. of Premises Licence or summary	£10.50
• Provisional Statement (where premises are being built)	£315.00
• Notification of change of name or address	£10.50
• Vary licence to specify individual as Premises Supervisor	£23
• Transfer of Premises Licence	£23
• Interim authority notice following death etc. of Licence holder	£23
• Theft, loss etc. of Certificate or summary	£10.50
• Notification of change of name or alteration of rules of club	£10.50
• Change of relevant registered address of club	£10.50
• Theft, loss etc. of Temporary Event Notice	£10.50
• Theft, loss etc. of Personal Licence	£10.50
• Duty to notify change of name or address	£10.50
• Right of freeholder etc. to be notified of licensing matters	£21
• Minor Variation	£89
• Removal of DPS at Community Premises	£23

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## Appendix B - Gambling Act 2005 Statutory Fees

Licence Type	2025/26 Fees (£)	2026/27 Fees (£)	Difference (£)	Difference (%)
Prize Gaming Permit - New	300.00	300.00	0.00	0%
Prize Gaming Permit - Renewal	300.00	300.00	0.00	0%
Prize Gaming Permit - Request for a new name to be substituted for the old name specified on a permit	25.00	25.00	0.00	0%
Prize Gaming Permit - Copy of a Permit	15.00	15.00	0.00	0%
Club Machine Permit - New	200.00	200.00	0.00	0%
Club Machine Permit - New - Fast Track procedure for holder of a club premises certificate	100.00	100.00	0.00	0%
Club Machine Permit - Annual Fee	50.00	50.00	0.00	0%
Club Machine Permit - Renewal	200.00	200.00	0.00	0%
Club Machine Permit -Renewal - Fast Track procedure for holder of a club premises certificate	100.00	100.00	0.00	0%
Club Machine Permit - Variation	100.00	100.00	0.00	0%
Club Machine Permit - Copy	15.00	15.00	0.00	0%
Club Gaming Permit - New	200.00	200.00	0.00	0%
Club Gaming Permit - New - Fast Track procedure for holder of a club premises certificate	100.00	100.00	0.00	0%
Club Gaming Permit - Annual Fee	50.00	50.00	0.00	0%
Club Gaming Permit - Renewal	200.00	200.00	0.00	0%
Club Gaming Permit -Renewal - Fast Track procedure for holder of a club premises certificate	100.00	100.00	0.00	0%
Club Gaming Permit - Variation	100.00	100.00	0.00	0%
Club Gaming Permit - Copy	15.00	15.00	0.00	0%
Licensed Premises Gaming Machine Permit - New	150.00	150.00	0.00	0%
Licensed Premises Gaming Machine Permit - Annual Fee	50.00	50.00	0.00	0%
Licensed Premises Gaming Machine Permit - Variation	100.00	100.00	0.00	0%
Licensed Premises Gaming Machine Permit - Transfer	25.00	25.00	0.00	0%
Licensed Premises Gaming Machine Permit - Request for a new name to be substituted for the old name specified on a permit	25.00	25.00	0.00	0%
Licensed Premises Gaming Machine Permit - Copy of a Permit	15.00	15.00	0.00	0%
Gaming Machines Automatic Entitlement	50.00	50.00	0.00	0%
Unlicensed Family Entertainment Centre - New	300.00	300.00	0.00	0%
Unlicensed Family Entertainment Centre - Renewal	300.00	300.00	0.00	0%
Unlicensed Family Entertainment Centre - Request for a new name to be substituted for the old name specified on a permit	25.00	25.00	0.00	0%
Unlicensed Family Entertainment Centre - Copy of a Permit	15.00	15.00	0.00	0%
Small Society Lottery - New	40.00	40.00	0.00	0%
Small Society Lottery - Renewal	20.00	20.00	0.00	0%

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## Appendix C – Explosives and Fireworks Legislation Statutory Fees

**NEW** -Licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 regulations, a minimum separation distance of **greater than 0 metres** is prescribed.

One year's duration	£202.00
Two year's duration	£266.00
Three year's duration	£333.00
Four year's duration	£409.00
Five year's duration	£463.00

**Renewal** of licence to store explosives where a minimum separation distance of **greater than 0 metres** is prescribed.

<b>One year's duration</b>	£94.00
<b>Two year's duration</b>	£161.00
<b>Three year's duration</b>	£226.00
<b>Four year's duration</b>	£291.00
<b>Five year's duration</b>	£357.00

**NEW** Licence to store explosives where no minimum separation distance or a **0 metres minimum** separation distance is prescribed.

One year's duration	£119.00
Two year's duration	£154.00
Three year's duration	£190.00
Four year's duration	£226.00
Five year's duration	£260.00

**Renewal** of licence to store explosives where no minimum separation distance or a **0 metres minimum** separation distance is prescribed

One year's duration	£59.00
Two year's duration	£94.00
Three year's duration	£132.00
Four year's duration	£166.00
Five year's duration	£202.00

### **Varying a licence**

Varying name of licensee or address of site	£40.00
Transfer of licence	£40.00
Replacement of licence	£40.00

### **Licensing of Firework Suppliers**

One year's duration	£500
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## Appendix D – Explosives and Fireworks Legislation Discretionary Fees

Type	2025/26	2026/27
Any other kind of variation (Not varying name of licensee or address of site)	£743.00*	£743.00
Explosives Assent Procedure	£470.00	£470.00
Copy of public register entry (per individual entry)	£46.00	£55.00

\*The reasonable cost to the licensing authority of having the work carried out

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## Appendix E Gambling Act 2005 Discretionary with Statutory Maximum Fees

Licence Type				
All Casinos	See Gambling Act 2005 Policy Statement 2025 to 2028 paragraphs 36.1 and 36.2			
Licence Type	2025/26 Fees (£)	Proposed Fees 2026/27 (£)	Difference (£)	Difference (%)
<b>Bingo premises licence</b>				
Fee in respect of new premises	2,020.00	2,020.00	0.00	0.0%
Annual Fee	1,000.00	1,000.00	0.00	0.0%
Fee for application to vary licence	1,750.00	1,750.00	0.00	0.0%
Fee for application to transfer a licence	1,200.00	1,200.00	0.00	0.0%
Fee for application to reinstate a licence	1,200.00	1,200.00	0.00	0.0%
Fee for application for provisional statement	2,007.00	2,007.00	0.00	0.0%
<b>Adult Gaming Centre Premises Licence</b>				
Fee in respect of new premises	2,000.00	2,000.00	0.00	0.0%
Annual Fee	1,000.00	1,000.00	0.00	0.0%
Fee for application to vary licence	1,000.00	1,000.00	0.00	0.0%
Fee for application to transfer a licence	1,200.00	1,200.00	0.00	0.0%
Fee for application to reinstate a licence	1,200.00	1,200.00	0.00	0.0%
Fee for application for provisional statement	2,000.00	2,000.00	0.00	0.0%
<b>Betting Premises (track) licence</b>				
Fee in respect of new premises	2,020.00	2,020.00	0.00	0.0%
Annual Fee	1,000.00	1,000.00	0.00	0.0%
Fee for application to vary licence	1,250.00	1,250.00	0.00	0.0%
Fee for application to transfer a licence	950.00	950.00	0.00	0.0%
Fee for application to reinstate a licence	950.00	950.00	0.00	0.0%
Fee for application for provisional statement	2,007.00	2,007.00	0.00	0.0%
<b>Family Entertainment Centre Premises Licence</b>				
Fee in respect of other premises	2,000.00	2,000.00	0.00	0.0%
Annual Fee	750.00	750.00	0.00	0.0%
Fee for application to vary licence	1,000.00	1,000.00	0.00	0.0%
Fee for application to transfer a licence	950.00	950.00	0.00	0.0%
Fee for application to reinstate a licence	950.00	950.00	0.00	0.0%
Fee for application for provisional statement	2,000.00	2,000.00	0.00	0.0%

## Appendix E Gambling Act 2005 Discretionary with Statutory Maximum Fees

<b>Betting Premises (other) licence</b>				
Fee in respect of other premises	2,020.00	2,020.00	0.00	0.0%
Annual Fee	600.00	600.00	0.00	0.0%
Fee for application to vary licence	1,500.00	1,500.00	0.00	0.0%
Fee for application to transfer a licence	1,200.00	1,200.00	0.00	0.0%
Fee for application to reinstate a licence	1,200.00	1,200.00	0.00	0.0%
Fee for application for provisional statement	2,007.00	2,007.00	0.00	0.0%
<b>Temporary Use of Premises</b>				
Temporary Use Notice	500.00	500.00	0.00	0.0%
Occasional Use Notice	No Fee	No Fee	No Fee	No Fee
Replacement of an endorsed copy of a Temporary Use Notice	25.00	25.00	0.00	0.0%
<b>Applicable to all gaming licences</b>				
Change of circumstances fee - for all gaming licences	50.00	50.00	0.00	0.0%
Fee for copy licence - for all gaming licences	25.00	25.00	0.00	0.0%

## Appendix F - Hackney Carriage and Private Hire Discretionary Fees

2025 - 2026		2026 - 2027				
Licence Type	2025/26 Fee (£)	Licence Type	Calculated 2026/27 Fee (£) without surplus/deficit	Proposed 2026/27 Fee (£) including surplus/deficit adjustment	Difference (£)	Difference (%)
Drivers						
Driver's Joint Badge New 3 year (inc. DVLA, DBS check, first knowledge test, first driver training assessment and Safeguarding Course)	339.00	Driver's Joint Badge New 3 year (inc. DVLA, DBS check, first knowledge test, first driver training assessment and Safeguarding Course)	324.76	341.00	2.00	0.6%
Driver's Joint Badge New 3 year (inc. DVLA, first knowledge test, first driver training assessment and Safeguarding Course)	275.00	Driver's Joint Badge New 3 year (inc. DVLA, first knowledge test, first driver training assessment and Safeguarding Course)	259.55	304.00	29.00	10.5%
Driver's Badge 3 yr Renewal (inc. DVLA, DBS check and Safeguarding Course)	291.00	Driver's Badge 3 yr Renewal (inc. DVLA, DBS check and Safeguarding Course)	273.93	323.00	32.00	11.0%
Driver's Badge 3 yr Renewal (inc. DVLA and Safeguarding Course)	236.00	Driver's Badge 3 yr Renewal (inc. DVLA and Safeguarding Course)	210.12	274.00	38.00	16.1%
Driver's Knowledge Test	68.00	Driver's Knowledge Test	53.79	86.00	18.00	26.5%
Driver's Knowledge Test Resit	56.00	Driver's Knowledge Test Resit	57.00	57.00	1.00	1.8%
Driver additional DBS	97.00	Driver additional DBS	98.60	99.00	2.00	0.0%
Change of Details	52.00	Change of Details	53.64	54.00	2.00	3.8%

## Appendix F - Hackney Carriage and Private Hire Discretionary Fees

Vehicle Licensee Transfer	103.00	Vehicle Licensee Change	53.64	108.00	5.00	4.9%
Driver Badge replacement following damage or loss	48.00	Driver Badge replacement following damage or loss	49.87	50.00	2.00	4.2%
Driver Training assessment	82.00	Driver Training assessment	89.00	89.00	7.00	8.5%
Safeguarding Training	50.00	Safeguarding Training	51.00	51.00	1.00	2.0%
<b>Vehicles</b>						
Standard Private Hire Vehicle - new	213.00	Standard Private Hire Vehicle - new	202.29	224.00	11.00	5.2%
Standard Private Hire Vehicle - renewal	219.00	Standard Private Hire Vehicle - renewal	207.86	230.00	11.00	5.0%
Standard Private Hire Vehicle - transfer	213.00	Standard Private Hire Vehicle - transfer	202.29	224.00	11.00	5.2%
Novelty Private Hire Vehicle - new	200.00	Novelty Private Hire Vehicle - new	188.89	210.00	10.00	5.0%
Novelty Private Hire Vehicle - renewal	215.00	Novelty Private Hire Vehicle - renewal	195.48	245.00	30.00	14.0%
Novelty Private Hire Vehicle - transfer	196.00	Novelty Private Hire Vehicle - transfer	184.68	217.00	21.00	10.7%
Executive Private Hire Vehicle - new	206.00	Executive Private Hire Vehicle - new	192.58	230.00	24.00	11.7%
Executive Private Hire Vehicle - renewal	230.00	Executive Private Hire Vehicle - renewal	205.20	266.00	36.00	15.7%
Executive Private Hire Vehicle - transfer	206.00	Executive Private Hire Vehicle - transfer	192.58	230.00	24.00	11.7%
Hackney Carriage Vehicle - new	203.00	Hackney Carriage Vehicle - new	191.93	213.00	10.00	4.9%
Hackney Carriage Vehicle - renewal	206.00	Hackney Carriage Vehicle - renewal	191.48	231.00	25.00	12.1%

## Appendix F - Hackney Carriage and Private Hire Discretionary Fees

Hackney Carriage Licence Transfer (transfer of existing licence to a new vehicle)	205.00	Hackney Carriage Licence Transfer (transfer of existing licence to a new vehicle)	192.41	228.00	23.00	11.2%
Exterior plate replacement following damage, loss and for trailer	47.00	Exterior plate replacement following damage or loss	49.87	50.00	3.00	6.4%
Internal plate replacement following damage or loss	47.00	Internal plate replacement following damage or loss	49.87	50.00	3.00	6.4%
Fare Card replacement following damage or loss	3.00	Fare Card replacement following damage or loss	3.00	3.00	0.00	0.0%
Private Hire Door Signs (pair)	47.00	Private Hire Door Signs (pair)	50.00	50.00	3.00	6.4%
Licence Holder Transfer/Change of Details	31.00	Licence Holder Transfer/change of Details	53.64	54.00	23.00	74.2%

## Appendix F - Hackney Carriage and Private Hire Discretionary Fees

2025 - 2026		2026 - 2027					
Licence Type	2025/26 Fee (£)	Licence Type	Calculated 2026/27 Fee (£) without surplus/deficit adjustment	Calculated 2026/27 Fee (£) including surplus/deficit adjustment	Difference (£)	Difference (%)	
<b>Private Hire Operator - 5 Year - New</b>							
Private Hire Operator Small - up to and including 30 vehicles and one base	375.00	Private Hire Operator Small - up to and including 30 vehicles and one base	289.79	479.00	104.00	27.7%	
Private Hire Operator Large - 31 vehicles and more and/or more than one base	985.00	Private Hire Operator Large - 31 vehicles and more and/or more than one base	788.41	1034.00	49.00	5.0%	
<b>Private Hire Operator - 5 Year - Renewal</b>							
Private Hire Operator Small - up to and including 30 vehicles and one base	417.00	Private Hire Operator Small - up to and including 30 vehicles and one base	332.58	522.00	105.00	25.2%	
Private Hire Operator Large - 31 vehicles and more and/or more than one base	956.00	Private Hire Operator Large - 31 vehicles and more and/or more than one base	773.65	1186.00	230.00	24.1%	



## Appendix G Other Legislation Discretionary Fees FINAL

### Appendix G - Other Discretionary Fees

2025-2026			2026-2027					
Licence Type	2025/26 Fee (£)		Licence Type	Calculated 2026/27 Fee (£) without surplus/deficit adjustment	Proposed 2026/27 Fee (£) including surplus/deficit adjustment		Difference (£)	Difference (%)
Public Health								
Acupuncture Premises, inc. 1 person	333.00		Additional persons included on same application £29/person	122.20	333.00	Additional persons included on same application £29/person	-	0.0%
Acupuncture Person	160.00		When application submitted separately from premises application	122.20	160.00	When application submitted separately from premises application	-	0.0%
Electrolysis Premises, inc. 1 person	333.00		Additional persons included on same application £29/person)	122.20	333.00	Additional persons included on same application £29/person)	-	0.0%
Electrolysis Person	160.00		When application submitted separately from premises application	122.20	160.00	When application submitted separately from premises application	-	0.0%
Cosmetic-piercing Premises, inc. 1 person	333.00		Additional persons included on same application £29/person	122.20	333.00	Additional persons included on same application £29/person	-	0.0%
Cosmetic-piercing Person	160.00		When application submitted separately from premises application	122.20	160.00	When application submitted separately from premises application	-	0.0%
Tattooing Premises, inc. 1 person	333.00		Additional persons included on same application £29/person	122.20	333.00	Additional persons included on same application £29/person	-	0.0%

## Appendix G Other Legislation Discretionary Fees FINAL

Tattooing Person	160.00		When application submitted separately from premises application	122.20	160.00	When application submitted separately from premises application	-	0.0%
<b>Animals</b>								
Dangerous Wild Animals (new) - where total licensing procedure takes no more than 9 hrs	295.00	+ vet fees; if exceeds 9 hrs + hourly charge for each additional hour or part thereof @£24/hour	Dangerous Wild Animals (new) - where total licensing procedure takes no more than 9 hrs	199.50	295.00	+ vet fees; if exceeds 9 hrs + hourly charge for each additional hour or part thereof @£25/hour	-	0.0%
Dangerous Wild Animals (renewal) - where total licensing procedure takes no more than 3.75 hrs	273.00	+ vet fees; if exceeds 9 hrs + hourly charge for each additional hour or part thereof @£24/hour	Dangerous Wild Animals (renewal) - where total licensing procedure takes no more than 3.75 hrs	207.43	273.00	+ vet fees; if exceed 3.75 hrs + hourly charge for each additional hour or part thereof @ £25 /hour	-	0.0%
Dangerous Wild Animals (variation) - where total licensing procedure takes no more than 3.75 hrs	233.00	+ vet fees; if exceeds 9 hrs + hourly charge for each additional hour or part thereof	Dangerous Wild Animals (variation) - where total licensing procedure takes no more than 3.75 hrs	231.80	233.00	+ vet fees; if exceed 3.75 hrs + hourly charge for each additional hour or part thereof @ £25 /hour	-	0.0%

## Appendix G Other Legislation Discretionary Fees FINAL

Zoos (new)	981.00	+ vet fees	Zoos (new)	447.54	981.00	+ vet fees Initial application fee £196.20 Fee due after licence granted £784.80	-	0.0%
Zoos (renewal)	921.00	+ vet fees	Zoos (renewal)	462.12	921.00	+ vet fees Initial renewal fee £202.62 Fee due after renewal granted £718.38	-	0.0%
Zoos (transfer)	392.00		Zoos (transfer)	391.75	392.00	+ vet fees initial fee £101.92 Fee due after licence granted £290.08	-	0.0%
Zoos (alteration)	221.00		Zoos (alteration)	221.74	222.00	+ vet fees Initial renewal fee £144.30 Fee due after licence granted £77.70	-	0.0%
<b>Primates Licensing</b>								
Keeping Primates (New)	New Fee			510.00	510.00	+ vet fees Initial fee £306.00 Fee due after licence granted £204.00		
Keeping Primates (Renewal)	New Fee			476.00	476.00	+ vet fees Initial fee £318.06 Fee due after licence granted £157.94		
Keeping Primates (Premises Variation)	New Fee			379.00	379.00	+ vet fees Initial fee £280.84 Fee due after licence granted £98.16		
Keeping Primates (Animal Variation)	New Fee			312.00	312.00	+ vet fees Initial fee £249.32 Fee due after licence granted £62.68		

## Appendix G Other Legislation Discretionary Fees FINAL

Keeping Primates (Variation without inspection)	New Fee			71.00	71.00			
Keeping Primates (Surrender)	New Fee			71.00	71.00			
<b>Scrap Metal</b>								
Scrap Metal Dealer - Site (new)	785.00		Scrap Metal Dealer - Site (new)	414.35	785.00	Initial application fee £274.75 Fee due after licence granted £510.25	-	0.0%
Scrap Metal Dealer - Site (renewal)	3063.00		Scrap Metal Dealer - Site (renewal)	414.35	3,063.00	Initial renewal application fee £1072.05 Fee due after renewal granted £1990.95	-	0.0%
Scrap Metal Dealer - Collectors (new)	263.00		Scrap Metal Dealer - Collectors (new)	260.08	263.00	Initial application fee £165.69 Fee due after licence granted £97.31	0.00	0.0%
Scrap Metal Dealer - Collectors (renewal)	496.00		Scrap Metal Dealer - Collectors (renewal)	261.48	496.00	Initial renewal application fee £312.48 Fee due after renewal granted £183.52	-	0.0%
Scrap Metal Dealer Site Manager Variation	155.00		Scrap Metal Dealer Site Manager Variation	153.90	155.00		0.00	0.0%

## Appendix G Other Legislation Discretionary Fees FINAL

Scrap Metal Dealer - Site/Collector Licensee Name - Variation (not transfer of licensee)	58.00		Scrap Metal Dealer - Site/Collector Licensee Name - Variation (not transfer of licensee)	54.72	58.00		-	0.0%
Scrap Metal Dealer - collector to site variation	532.00		Scrap Metal Dealer - collector to site variation	292.44	532.00	Initial application fee £271.32 Fee due after variation granted £260.68	-	0.0%
Scrap Metal Dealer - site to collector variation	241.00		Scrap Metal Dealer - site to collector variation	237.91	241.00	Initial application fee £168.70 Fee due after variation granted £72.30	0.00	0.0%
<b>Sex Establishments</b>								
Sex Establishments (New)	2,838.00		Sex Establishments (New)	695.64	2,838.00		-	0.0%
Sex Establishments (Renewal)	2,015.00		Sex Establishments (Renewal)	746.37	2,015.00		-	0.0%
Sex Establishments (Variation)	946.00		Sex Establishments (Variation)	212.01	946.00			0.0%
Sex Establishments (Transfer)	2,013.00		Sex Establishments (Transfer)	632.89	2,013.00		-	0.0%
<b>Street Trading Consents/Licence</b>								
Minimum charge for up to 7 days (the 7 days may be used at any time within a 12 month period commencing from the date the consent/licence is issued, but the dates must be confirmed on application)	425.00		Minimum charge for up to 7 days (the 7 days may be used at any time within a 12 month period commencing from the date the consent is issued, but the dates must be confirmed on application)	173.05	425.00		-	0.0%

## Appendix G Other Legislation Discretionary Fees FINAL

Each additional day or part thereof	4.00		Each additional day or part thereof (the dates must be confirmed on application)	4.00	4.00		-	0.0%
Street Trading Consent/Licence - Annual	1,144.00		Street Trading Consents - Annual	236.20	1,144.00		-	0.0%
Street Trading Consent/Licence - Annual Renewal	1,147.00		Street Trading Consents - Annual Renewal	236.20	1,147.00		-	0.0%
Street Trading Event - Daily. Minimum charge for up to 7 days (the 7 days may be used at any time within a 12 month period commencing from the date the consent/licence is issued, but the dates must be confirmed on application)	243.00		Street Trading Event - Daily. Minimum charge for up to 7 days (the 7 days may be used at any time within a 12 month period commencing from the date the consent is issued, but the dates must be confirmed on application)	173.05	243.00		-	0.0%
Street Trading Event - Each additional day or part thereof (the dates must be confirmed on application)	4.00		Street Trading Event - Each additional day or part thereof (the dates must be confirmed on application)	4.00	4.00		-	0.0%
Street Trading Event - Annual	862.00		Street Trading Event - Annual	236.20	862.00		-	0.0%
<b>Distribution of free printed matter</b>								

## Appendix G Other Legislation Discretionary Fees FINAL

Weekly permit	87.00		Weekly permit	76.27	87.00		-	0.0%
Monthly permit	124.00		Monthly permit	76.27	124.00		-	0.0%
Annual permit	162.00		Annual permit	76.27	162.00		-	0.0%
<b>Miscellaneous</b>								
Pleasure Boats & Vessels	241.00	+ marine surveyor's report fee	Pleasure Boats & Vessels	154.45	241.00	+ marine surveyor's report fee	-	0.0%
<b>Gambling Act 2005 and Licensing Act 2003</b>								
Copy of public register entry (per individual entry)	39.00		Copy of public register entry (per individual entry)	41.00	41.00		2.00	5.1%
<b>Additional Administrative Charges (applicable to all licences)</b>								
License holder transfer/change of details	31.00		License holder transfer/change of details (e.g. change of address/other minor changes)	53.64	54.00		23.00	74.2%
Lost Stolen Damaged	56.00		Lost Stolen Damaged	52.33	56.00		0.00	0.0%

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## Appendix H New Animal Legislation Discretionary Fees FINAL

### Appendix H - New Animal Legislation Discretionary Fees

2025-2026			2026-2027					
Licence Type		2025/26 Fee (£)	Licence Type	Calculated 2026/27 Fee (£) without surplus/deficit adjustment	Proposed 2026/27 Fee (£) including surplus/deficit adjustment		Difference (£)	Difference (%)
Animals								
Dog Day Care < 10 new	562.00		Dog Day Care < 10 new	302.27	562.00	Initial application fee £354.06 Fee due after licence granted £207.94	0.00	0.0%
Dog Day Care > 10 new	634.00		Dog Day Care > 10 new	335.61	634.00	Initial application fee £405.76 Fee due after licence granted £228.24	0.00	0.0%
Dog Day Care < 10 renewal	487.00		Dog Day Care < 10 renewal	291.18	487.00	Initial application fee £321.42 Fee due after licence granted £165.58	0.00	0.0%
Dog Day Care > 10 renewal	537.00		Dog Day Care > 10 renewal	324.52	537.00	Initial application fee £354.42 Fee due after licence granted £182.58	0.00	0.0%
Dog Day Care < 10 additional activity	182.00		Dog Day Care < 10 additional activity	174.73	182.00		0.00	0.0%
Dog Day Care > 10 additional activity	242.00		Dog Day Care > 10 additional activity	191.36	242.00		0.00	0.0%
Breeding for dogs < 10 new	597.00		Breeding for dogs < 10 new	314.40	597.00	Initial application fee £364.17 Fee due after licence granted £232.83	0.00	0.0%
Breeding for dogs > 10 new	674.00		Breeding for dogs > 10 new	347.74	674.00	Initial application fee £417.88 Fee due after licence granted £256.12	0.00	0.0%

## Appendix H New Animal Legislation Discretionary Fees FINAL

Breeding for dogs < 10 renewal	489.00		Breeding for dogs < 10 renewal	308.85	489.00	Initial application fee £293.40 Fee due after licence granted £195.60	0.00	0.0%
Breeding for dogs > 10 renewal	513.00		Breeding for dogs > 10 renewal	342.19	513.00	Initial application fee £312.93 Fee due after licence granted £200.07	0.00	0.0%
Breeding for Dogs < 10 additional activity	233.00		Breeding for Dogs < 10 additional activity	195.80	233.00		0.00	0.0%
Breeding for Dogs > 10 additional activity	284.00		Breeding for Dogs > 10 additional activity	212.43	284.00		0.00	0.0%
Boarding for cats < 10 new	562.00		Boarding for cats < 10 new	302.27	562.00	Initial application fee £354.06 Fee due after licence granted £207.94	0.00	0.0%
Boarding for cats > 10 new	634.00		Boarding for cats > 10 new	335.61	634.00	Initial application fee £405.76 Fee due after licence granted £228.24	0.00	0.0%
Boarding for cats < 10 renewal	487.00		Boarding for cats < 10 renewal	291.18	487.00	Initial application fee £321.42 Fee due after licence granted £165.58	0.00	0.0%
Boarding for cats > 10 renewal	537.00		Boarding for cats > 10 renewal	324.52	537.00	Initial application fee £354.42 Fee due after licence granted £182.58	0.00	0.0%
Boarding for cats < 10 additional activity	182.00		Boarding for cats < 10 additional activity	174.73	182.00		0.00	0.0%
Boarding for cats > 10 additional activity	242.00		Boarding for cats > 10 additional activity	191.36	242.00		0.00	0.0%
Kennel Boarding < 10 animals new	563.00		Kennel Boarding < 10 animals new	307.81	563.00	Initial application fee £360.32 Fee due after licence granted £202.68	0.00	0.0%

## Appendix H New Animal Legislation Discretionary Fees FINAL

Kennel Boarding > 10 animals new	636.00		Kennel Boarding > 10 animals new	335.61	636.00	Initial application fee £407.04 Fee due after licence granted £228.96	0.00	0.0%
Kennel Boarding < 10 animals renewal	483.00		Kennel Boarding < 10 animals renewal	291.18	483.00	Initial application fee £318.78 Fee due after licence granted £164.22	0.00	0.0%
Kennel Boarding > 10 animals renewal	530.00		Kennel Boarding > 10 animals renewal	324.52	530.00	Initial application fee £349.80 Fee due after licence granted £180.20	0.00	0.0%
Kennel Boarding < 10 animals additional activity	182.00		Kennel Boarding < 10 animals additional activity	180.28	182.00		0.00	0.0%
Kennel Boarding > 10 additional activity	243.00		Kennel Boarding > 10 additional activity	191.36	243.00		0.00	0.0%
Home boarding < 10 animals new	562.00		Home boarding < 10 animals new	291.18	562.00	Initial application fee £370.92 Fee due after licence granted £191.08	0.00	0.0%
Home boarding > 10 animals new	634.00		Home boarding > 10 animals new	324.52	634.00	Initial application fee £418.44 Fee due after licence granted £215.56	0.00	0.0%
Home boarding < 10 animals renewal	487.00		Home boarding < 10 animals renewal	285.64	487.00	Initial application fee £326.29 Fee due after licence granted £160.71	0.00	0.0%
Home boarding > 10 animals renewal	537.00		Home boarding > 10 animals renewal	313.44	537.00	Initial application fee £370.53 Fee due after licence granted £166.47	0.00	0.0%
Home boarding < 10 animals additional activity	182.00		Home boarding < 10 animals additional activity	163.65	182.00		0.00	0.0%

## Appendix H New Animal Legislation Discretionary Fees FINAL

Home boarding > 10 animals additional activity	245.00		Home boarding > 10 animals additional activity	180.28	245.00		0.00	0.0%
Selling animals as pets < 10 new	564.00		Selling animals as pets < 10 new	318.89	564.00	Initial application fee £349.68 Fee due after licence granted £214.32	0.00	0.0%
Selling animals as pets > 10 new	638.00		Selling animals as pets > 10 new	352.23	638.00	Initial application fee £395.56 Fee due after licence granted £242.44	0.00	0.0%
Selling animals as pets < 10 renewal	490.00		Selling animals as pets < 10 renewal	307.81	490.00	Initial application fee £313.60 Fee due after licence granted £176.40	0.00	0.0%
Selling animals as pets > 10 renewal	540.00		Selling animals as pets > 10 renewal	341.15	540.00	Initial application fee £345.60 Fee due after licence granted £194.40	0.00	0.0%
Selling animals for pets < 10 additional activity	208.00		Selling animals for pets < 10 additional activity	191.36	208.00		0.00	0.0%
Selling animals for pets > 10 additional activity	246.00		Selling animals for pets > 10 additional activity	207.98	246.00		0.00	0.0%
Keeping or training animals for exhibition < 10 new	564.00		Keeping or training animals for exhibition < 10 new	318.89	564.00	Initial application fee £349.68 Fee due after licence granted £214.32	0.00	0.0%
Keeping or training animals for exhibition > 10 new	638.00		Keeping or training animals for exhibition > 10 new	352.23	638.00	Initial application fee £395.56 Fee due after licence granted £242.44	0.00	0.0%
Keeping or training animals for exhibition < 10 renewal	561.00		Keeping or training animals for exhibition < 10 renewal	307.81	561.00	Initial application fee £359.04 Fee due after licence granted £201.96	0.00	0.0%

## Appendix H New Animal Legislation Discretionary Fees FINAL

Keeping or training animals for exhibition > 10 renewal	634.00		Keeping or training animals for exhibition > 10 renewal	341.15	634.00	Initial application fee £405.76 Fee due after licence granted £228.24	0.00	0.0%
Keeping or training animals for exhibition < 10 additional activity	191.00		Keeping or training animals for exhibition < 10 additional activity	191.00	191.00		0.00	0.0%
Keeping or training animals for exhibition > 10 additional activity	252.00		Keeping or training animals for exhibition > 10 additional activity	252.00	252.00		0.00	0.0%
Hiring out horses < 10 new	602.00		Hiring out horses < 10 new	314.40	602.00	Initial application fee £367.22 Fee due after licence granted £234.78	0.00	0.0%
Hiring out horses > 10 new	675.00		Hiring out horses > 10 new	347.74	675.00	Initial application fee £418.50 Fee due after licence granted £256.50	0.00	0.0%
Hiring out horses < 10 renewal	529.00		Hiring out horses < 10 renewal	308.85	529.00	Initial application fee £317.40 Fee due after licence granted £211.60	0.00	0.0%
Hiring out horses > 10 renewal	578.00		Hiring out horses > 10 renewal	342.19	578.00	Initial application fee £352.58 Fee due after licence granted £225.42	0.00	0.0%
Hiring out horses annual vetinary inspection	85.00		Hiring out horses annual vet inspection	85.00	85.00	+ vet fees	0.00	0.0%
Hiring out horses < 10 additional activity	301.00		Hiring out horses < 10 additional activity	195.80	301.00		0.00	0.0%
Hiring out horses > 10 additional activity	328.00		Hiring out horses > 10 additional activity	212.43	328.00		0.00	0.0%
Licence variation with no inspection	64.00		Licence variation with no inspection	65.23	65.00		1.00	1.6%
Licence variation with an inspection < 10 animals	203.00		Licence variation with an inspection < 10 animals	200.30	203.00		0.00	0.0%

## Appendix H New Animal Legislation Discretionary Fees FINAL

Licence variation with an inspection > 10 animals	220.00		Licence variation with an inspection > 10 animals	216.93	220.00		0.00	0.0%
Re-inspection request < 10 animals with no vet	199.00		Re-inspection request < 10 animals with no vet	196.81	199.00		0.00	0.0%
Re-inspection request > 10 animals with no vet	233.00		Re-inspection request > 10 animals with no vet	230.15	233.00		0.00	0.0%
Re-inspection request < 10 animals with a vet	233.00		Re-inspection request < 10 animals with a vet	230.38	233.00		0.00	0.0%
Re-inspection request > 10 animals with a vet	265.00		Re-inspection request > 10 animals with a vet	260.99	265.00		0.00	0.0%

## Appendix I – Relevant Protected Site Fees

Type		2025/26 Fee	Proposed 2026/27 Fee
The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) 2014	New Application	£666.00	£666.00
The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) 2014	Renewal	£666.00	£666.00
The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) 2014	Annual Fee up to 5 conditions	£136.00	£136.00
The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) 2014	Annual Fee 6 – 10 conditions	£206.00	£206.00
The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) 2014	Annual Fee >10 conditions	£288.00	£288.00
Relevant Protected Site <sup>1</sup>	New Application 1 – 20 units	£792.00	£792.00
Relevant Protected Site	New Application 21 – 50 units	£869.00	£869.00
Relevant Protected Site	New Application 51 – 100 units	£918.00	£918.00
Relevant Protected Site	New Application >100 units	£969.00	£969.00
Relevant Protected Site	Alteration of conditions <sup>2</sup>	£874.00	£874.00
Relevant Protected Site	Transfer	£773.00	£773.00
Relevant Protected Site	Deposit of site rules or deletion notice	£52.00	£54.00

<sup>1</sup> As defined in The Caravan sites and Control of Development Act 1960 as amended by the Mobile Homes Act 2013

<sup>2</sup> whether by the variation or cancellation of existing conditions, or by the addition of new conditions, or by a combination of any such methods

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## **Appendix J – Relevant Protected Site Fees Policy Information**

The information below will be published on the Councils website and updated annually when the fees are reviewed.

### **The law**

The Caravan Sites and Control of Development Act 1960 as amended by the Mobile Homes Act 2013 (the Act) allows for the Council to fix fees for a new application for a Relevant Protected Site, fix a fee for the alteration of the site licence (whether by the variation or cancellation of existing conditions, or by the addition of new conditions, or by a combination of any such methods), fix a fee the transfer of a site licence, fix annual fees and prepare and publish a fees policy.

### **What is a Relevant Protected Site?**

A Relevant Protected Site under the Act is a residential caravan site.<sup>1</sup>

### **Costs included when calculating fees**

The salary cost of officer time incurred in the administration of licence fees, general administration costs for maintaining files, updating records and reconciliation of payments.

Site inspection costs including pre-inspection preparation, carrying out any risk assessment process considered necessary, the site inspection (including officer time, travelling time and mileage allowances), post inspection administration e.g., notifying the site owner of the details of compliance or non-compliance established during the inspection.

Re-inspection costs due to any non-compliance.

Licensing Officers training and research.

The maintenance, development, and licencing costs of IT systems.

Corporate oncosts e.g. Finance, Legal, Human Resources and building maintenance costs.

### **When are the fees payable?**

Application fees, the alteration of the site licence and transfer fees are payable upon submission of the application or notification to the Council.

### **The law**

The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 allows for the Council to fix a fee for an application for inclusion in the register of fit and proper persons and prepare and publish a fees policy.

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<sup>1</sup> it does not include any site licence which is granted for holiday use only or a site which is subject to conditions that include periods of time when no caravan may be stationed on land for human habitation.

### **Costs included when calculating fees**

The salary cost of officer time incurred in the administration of any initial enquiries, telephone calls/letters requesting additional information from the site owner/applicant or third party in connection with the application.

Land Registry searches.

Officer time for reviewing the application including all documents and certificates, general administration costs for maintaining files, updating records, reconciliation of payments, the preparation of preliminary and final decision notices and updating the register.

Manager and Solicitors time for reviewing any representations made by applicants or responses from third parties and any reviews of decisions for defending appeals.

### **When are the fees payable?**

Application fees are payable upon submission of an application.

### **The law**

The Mobile homes (site rules) (England) Regulations 2014 allows the Council to determine a fee for the owner of a Relevant Protected Site to deposit site rules or a deletion notice with the local authority.

### **Costs included when calculating fees**

The Council is required to maintain a register of site rules and publish a register of sites which have deposited their site rules, site rules are a set of rules created by the site owner with which residents must comply. The Council is required to be satisfied that new site rules being deposited by site owners have been made in accordance with the statutory procedure. In doing so the Council may levy a fee for the depositing of site rules or depositing of a deletion notice of site rules.

The salary cost of officer time incurred in the administration of licence fees, general administration costs for maintaining files, updating records and reconciliation of payments.

Licensing Officers training and research.

The maintenance, development, and licencing costs of IT systems.

Corporate oncosts e.g. Finance, Legal, Human Resources and building maintenance costs.

### **When are the fees payable?**

Depositing of site rules or a deletion notice fees are payable upon submission to the Council.

### **When will the fees be reviewed?**

All fees will be reviewed annually, taking into account the regulatory activity undertaken in the previous 12 months and any surplus/deficits.

**Extracts from relevant licensing legislation providing legal framework within which local authorities may charge licensing fees**

**Local Government (Miscellaneous Provisions) Act 1982**

Controls sex establishments, street trading, acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis

**Sex establishments - Schedule 3 paragraph 19**

An application for the grant, variation, renewal or transfer of a licence under this Schedule shall pay a reasonable fee determined by the appropriate authority.

**Street Trading – Schedule 4 paragraph 9**

(1) A district council may charge such fees as they consider reasonable for the grant or renewal of a street trading licence or a street trading consent.

(2) A council may determine different fees for different types of licence or consent and, in particular, but without prejudice to the generality of this sub-paragraph, may determine fees differing according—

(a) to the duration of the licence or consent;

(b) to the street in which it authorises trading; and

(c) to the descriptions of articles in which the holder is authorised to trade.

(3) A council may require that applications for the grant or renewal of licences or consents shall be accompanied by so much of the fee as the council may require, by way of a deposit to be repaid by the council to the applicant if the application is refused.

(4) A council may determine that fees may be paid by instalments.

(5) Where a consent is surrendered or revoked, the council shall remit or refund, as they consider appropriate, the whole or a part of any fee paid for the grant or renewal of the consent.

(6) A council may recover from a licence-holder such reasonable charges as they may determine for the collection of refuse, the cleansing of streets and other services rendered by them to him in his capacity as licence-holder.

(7) Where a licence—

(a) is surrendered or revoked; or

(b) ceases to be valid by virtue of paragraph 4(7) above,

the council may remit or refund, as they consider appropriate, the whole or a part—

(i) of any fee paid for the grant or renewal of the licence; or

(ii) of any charges recoverable under sub-paragraph (6) above.

(8) The council may determine—

## **Appendix K**

(a) that charges under sub-paragraph (6) above shall be included in a fee payable under sub-paragraph (1) above; or

(b) that they shall be separately recoverable.

(9) Before determining charges to be made under sub-paragraph (6) above or varying the amount of such charges the council—

(a) shall give notice of the proposed charges to licence-holders; and

(b) shall publish notice of the proposed charges in a local newspaper circulating in their area.

(10) A notice under sub-paragraph (9) above shall specify a reasonable period within which representations concerning the proposed charges may be made to the council.

(11) It shall be the duty of a council to consider any such representations which are made to them within the period specified in the notice.

### **Acupuncture - Section 14 (6)**

A local authority may charge such reasonable fees as they may determine for registration under this section.

### **Tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis – Section 15 (6)**

A local authority may charge such reasonable fees as they may determine for registration under this section.

## **Local Government (Miscellaneous Provisions) Act 1976**

### **Controls hackney carriages and private hire vehicles**

#### **Section 53 - Drivers' licences for hackney carriages and private hire vehicles**

(2) Notwithstanding the provisions of the Act of 1847\*, a district council may demand and recover for the grant to any person of a licence to drive a hackney carriage, or a private hire vehicle, as the case may be, such a fee as they consider reasonable with a view to recovering the costs of issue and administration and may remit the whole or part of the fee in respect of a private hire vehicle in any case in which they think it appropriate to do so.

\*Town Police Clauses Act 1847

#### **Section 70 - Fees for vehicle and operators' licences**

(1) Subject to the provisions of subsection (2) of this section, a district council may charge such fees for the grant of vehicle and operators' licences as may be resolved by them from time to time and as may be sufficient in the aggregate to cover in whole or in part—

(a) the reasonable cost of the carrying out by or on behalf of the district council of inspections of hackney carriages and private hire vehicles for the

## Appendix K

purpose of determining whether any such licence should be granted or renewed;

(b) the reasonable cost of providing hackney carriage stands; and

(c) any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles.

(2) The fees chargeable under this section shall not exceed—

(a) for the grant of a vehicle licence in respect of a hackney carriage, twenty-five pounds;

(b) for the grant of a vehicle licence in respect of a private hire vehicle, twenty-five pounds; and

(c) for the grant of an operator's licence, twenty-five pounds per annum;

or, in any such case, such other sums as a district council may, subject to the following provisions of this section, from time to time determine.

(3) (a) If a district council determine that the maximum fees specified in subsection (2) of this section should be varied they shall publish in at least one local newspaper circulating in the district a notice setting out the variation proposed, drawing attention to the provisions of paragraph (b) of this subsection and specifying the period, which shall not be less than twenty-eight days from the date of the first publication of the notice, within which and the manner in which objections to the variation can be made.

(b) A copy of the notice referred to in paragraph (a) of this subsection shall for the period of twenty-eight days from the date of the first publication thereof be deposited at the offices of the council which published the notice and shall at all reasonable hours be open to public inspection without payment.

(4) If no objection to a variation is duly made within the period specified in the notice referred to in subsection (3) of this section, or if all objections so made are withdrawn, the variation shall come into operation on the date of the expiration of the period specified in the notice or the date of withdrawal of the objection or, if more than one, of the last objection, whichever date is the later.

(5) If objection is duly made as aforesaid and is not withdrawn, the district council shall set a further date, not later than two months after the first specified date, on which the variation shall come into force with or without modification as decided by the district council after consideration of the objections.

(6) A district council may remit the whole or part of any fee chargeable in pursuance of this section for the grant of a licence under section 48 or 55 of this Act in any case in which they think it appropriate to do so.

## Zoo Licensing Act 1981

### Controls zoos – Section 15

(1) Subject to this section, the local authority may charge such reasonable fees as they may determine in respect of—

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(a) applications for the grant, renewal or transfer of licences;

(b) the grant, renewal, alteration or transfer of licences;

(2) Any fee charged under paragraph (a) of subsection (1) in respect of an application shall be treated as paid on account of the fee charged under paragraph (b) on the grant, renewal or transfer applied for.

(2A) Subject to this section, the authority may charge to the operator of the zoo such sums as they may determine in respect of reasonable expenses incurred by them—

(a) in connection with inspections in accordance with section 9A and under sections 10 to 12;

(b) in connection with the exercise of their powers to make directions under this Act;

(c) in the exercise of their function under section 16E(4) of supervising the implementation of plans prepared under section 16E(2); and

(d) in connection with the exercise of their function under section 16E(7) or (8).

(2B) The authority's charge under subsection (2A)(d) shall take into account any sums that have been, or will fall to be, deducted by them from a payment under section 16F(7) in respect of their costs.

(3) In respect of any fee or other sum charged under this section, the local authority may, if so requested by the operator, accept payment by instalments.

(4) Any fee or other charge payable under this section by any person shall be recoverable by the local authority as a debt due from him to them.

(5) The local authority shall secure that the amount of all the fees and other sums charged by them under this section in a year is sufficient to cover the reasonable expenditure incurred by the authority in the year by virtue of this Act.

## **Dangerous Wild Animals Act 1976**

### **Controls dangerous wild animals as listed in the Act – Section 1**

(2) A local authority shall not grant a licence under this Act unless an application for it—

.... and

(e) is accompanied by such fee as the authority may stipulate (being a fee which is in the authority's opinion sufficient to meet the direct and indirect costs which it may incur as a result of the application).

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### **Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**

The Regulations, made under the Animal Welfare Act 2006, repealed or revoked all previous legislation relating to the licensing of animal boarding establishments, dog breeding, dog day care, pet shops, performing animals and riding establishments.

- (1) A local authority may charge such fees as it considers necessary for—
  - (a) the consideration of an application for the grant, renewal or variation of a licence including any inspection relating to that consideration, and for the grant, renewal or variation,
  - (b) the reasonable anticipated costs of consideration of a licence holder's compliance with these Regulations and the licence conditions to which the licence holder is subject in circumstances other than those described in sub-paragraph (a) including any inspection relating to that consideration,
  - (c) the reasonable anticipated costs of enforcement in relation to any licensable activity of an unlicensed operator, and
  - (d) the reasonable anticipated costs of compliance with regulation 29.
- (2) The fee charged for the consideration of an application for the grant, renewal or variation of a licence and for any inspection relating to that consideration must not exceed the reasonable costs of that consideration and related inspection.

### **Public Health Acts Amendment Act 1907**

#### **Controls pleasure boats/vessels - Section 94**

- (1) The local authority may grant upon such terms and conditions as they may think fit licences for pleasure boats and pleasure vessels to be let for hire or to be used for carrying passengers for hire, and to the persons in charge of or navigating such boats and vessels, and may charge for each type of licence such annual fee as appears to them to be appropriate.

### **Environmental Protection Act 1990**

#### **Controls free printed matter – Schedule 3A paragraphs 3 & 4**

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3 (1) A principal litter authority may on the application of any person consent to that person or any other person (identified specifically or by description) distributing free printed matter on any land designated by the authority under this Schedule.

4 (1) A principal litter authority may require the payment of a fee before giving consent under paragraph 3 above.

(2) The amount of a fee under this paragraph is to be such as the authority may determine, but may not be more than, when taken together with all other fees charged by the authority under this paragraph, is reasonable to cover the costs of operating and enforcing this Schedule.

### **Gambling Act 2005**

Statutory fees are prescribed for:-

- small society lotteries (Schedule 11 – Part 5)
- club gaming permits and club machine permits (Schedule 12)
- notification of gaming machines in alcohol licensed premises (Section 282)
- family entertainment centre gaming machine permits (Schedule 10)
- licensed premises gaming machine permits (Schedule 13)
- prize gaming permits (Schedule 14)

And, therefore, the licensing authority has no control over these fees. The following statutory instruments are relevant:-

- Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007
- Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007
- Gaming Machines in Alcohol Licensed Premises (Notification Fee) (England and Wales) Regulations 2007
- Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007
- Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007
- Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007

The licensing authority must determine the fees, up to certain statutory maximums, that are applicable to premises licences, e.g. adult gaming centres, betting at race tracks, betting shops, bingo premises, casinos and for temporary use notices. The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 and the Gambling (Temporary Use Notices) Regulations 2007 set the relevant statutory maximums. In addition, Section 212 of the Act states:-

(2) .... the authority—



## Appendix K

- (a) shall determine the amount of the fee,
  - (b) may determine different amounts for different classes of case specified in the regulations (but may not otherwise determine different amounts for different cases),
  - (c) shall publish the amount of the fee as determined from time to time, and
  - (d) shall aim to ensure that the income from fees of that kind as nearly as possible equates to the costs of providing the service to which the fee relates (including a reasonable share of expenditure which is referable only partly or only indirectly to the provision of that service).
- (3) For the purposes of subsection (2)(d) a licensing authority shall compare income and costs in such manner, at such times and by reference to such periods as the authority, having regard to any guidance issued by the Secretary of State, think appropriate.

In addition, where the licensing authority is required to maintain licensing registers, the authority may determine fees for providing access to, making copies of and/or providing information to members of the public from those registers.

### Premises licences (Section 156)

- (1) A licensing authority shall—
- (a) maintain a register of premises licences issued by the authority together with such other information as may be prescribed,
  - (b) make the register and information available for inspection by members of the public at all reasonable times, and
  - (c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.
- (2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

### Small society lotteries (Schedule 11 Part 5 paragraph 55)

- (1) Where a statement is sent to a local authority under paragraph 39 the authority shall—
- (a) retain it for at least 18 months,
  - (b) make it available for inspection by members of the public at all reasonable times, and
  - (c) make arrangements for the provision of a copy of it or part of it to any member of the public on request.
- (2) But a local authority may refuse to provide access or a copy unless the person seeking access or a copy pays a fee specified by the authority.
- (3) A local authority may not specify a fee under sub-paragraph (2) which exceeds the reasonable cost of providing the service sought (but in calculating the cost of providing a service to a person the authority may include a reasonable share of expenditure which is referable only indirectly to the provision of that service).

## **Appendix K**

### **Club gaming permits and club machine permits (Schedule 12 paragraph 26)**

(1) A licensing authority shall—

- (a) maintain a register of permits issued by the authority together with such other information as may be prescribed,
- (b) make the register and information available for inspection by members of the public at all reasonable times, and
- (c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

### **Temporary Use Notice (Section 234)**

1) A licensing authority shall—

- (a) maintain a register of temporary use notices given to them together with such other information as may be prescribed,
- (b) make the register and information available for inspection by members of the public at all reasonable times, and
- (c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

### **Family entertainment centre gaming machine permits (Schedule 10 paragraph 23)**

(1) A licensing authority shall—

- (a) maintain a register of permits issued by the authority together with such other information as may be prescribed,
- (b) make the register and information available for inspection by members of the public at all reasonable times, and
- (c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

### **Licensed premises gaming machine permits (Schedule 13 paragraph 22)**

(1) A licensing authority shall—

- (a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

## **Appendix K**

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

### **Prize gaming permits (Schedule 14 paragraph 23)**

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

## **Scrap Metal Dealers Act 2013**

### **Controls buyers/sellers of scrap metal and motor salvage operators (Section 5 Schedule 1 paragraph 6)**

(1) An application must be accompanied by a fee set by the authority.

(2) In setting a fee under this paragraph, the authority must have regard to any guidance\* issued from time to time by the Secretary of State with the approval of the Treasury.

\*Scrap Metal Dealers Act 2013: guidance on licence fee charges – issued by Home Office 12 August 2013

## **Licensing Act 2003**

Statutory fees for premises licences, club premises certificates, temporary event notices and personal licences are currently prescribed by the Licensing Act 2003 (Fees) Regulations 2005. The licensing authority has no control over these fees.

In addition, there is a requirement to maintain a register and make it available for inspection without payment but if requested to provide a copy of information contained in the register a fee may be charged under Section 8 of the Act.

(4) If requested to do so by any person, a licensing authority must supply him with a copy of the information contained in any entry in its register in legible form.

## **Appendix K**

(5) A licensing authority may charge such reasonable fee as it may determine in respect of any copy supplied under subsection (4).

### **Caravan Sites and Control of Development Act 1960**

Under the Caravan Sites and Control of Development Act 1960, as amended by the Mobile Homes Act 2013, licensing authorities are permitted to charge fees for the licensing of residential caravan sites with effect from 1 April 2014.

(2A) A local authority in England may require a relevant protected site application in respect of land in their area to be accompanied by a fee fixed by the authority.

#### **5A Relevant protected sites: annual fee**

(1) A local authority in England who have issued a site licence in respect of a relevant protected site in their area may require the licence holder to pay an annual fee fixed by the local authority.

(2) When requiring a licence holder to pay an annual fee under this section, a local authority must inform the licence holder of the matters to which they have had regard in fixing the fee for the year in question (in particular, the extent to which they have had regard to deficits or surpluses in the accounts for the annual fee for previous years).

(1B) A local authority in England may require an application by the holder of a site licence in respect of a relevant protected site in their area for the alteration of the conditions attached to the site licence to be accompanied by a fee fixed by the local authority.

(1A) A local authority in England may require an application for consent to the transfer of a site licence in respect of a relevant protected site in their area to be accompanied by a fee fixed by the local authority.

### **Explosives and Fireworks**

#### **SI 2022/1378 Health and Safety and Nuclear (Fees) Regulations 2022 (SI 2022/1378)**

Schedule 7, Part 2

#### **Fireworks (Amendment) Regulations 2004 (SI 2004/3262)**

(7) A local licensing authority shall charge a fee of £500 a year in connection with the grant of a licence in accordance with this regulation.

### **The Animal Welfare (Primate Licences) (England) Regulations 2024**

## Appendix K

These regulations for charging a licence fee comes into effect on the 6 April 2026

13. A local authority may—

(a) charge a fee in respect of any application relating to a private licence under this Part;

(b) charge a fee in respect of any inspection which it must or may arrange under this Part.

### **Licences for which the licensing authority is NOT permitted to charge**

- **House-to-house collections:** House to House Collections Act 1939
- **Street collections:** Police, Factories, etc. (Miscellaneous Provisions) Act 1916

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## Appendix L – Licensing Costs, Income and Surplus/Deficit

**Table 1 – All Licences**

	<b>Overall (£)</b>	<b>HCPH* (£)</b>	<b>Licensing Act 2003 (£)</b>	<b>Public Health (£)</b>	<b>Animal s (£)</b>	<b>Explosives (£)</b>	<b>Scrap Metal (£)</b>	<b>Misc.** (£)</b>	<b>Gambling Act 2005 (£)</b>
<b>Total Costs</b>	751,529	374,014	185,223	39,819	74,998	16,985	12,687	39,002	8,801
<b>Total Income</b>	(748,774)	(287,493)	(330,398)	(19,685)	(48,871)	(3,368)	(5,068)	(30,915)	(22,976)
<b>(Surplus) / Deficit 2024/25</b>	2,755	86,521	(145,175)	20,134	26,127	13,617	7,619	8,087	(14,175)

\*Hackney carriage, private hire vehicle and operator licences and hackney carriage and private hire vehicle drivers' licences – see Table 2 for further breakdown

\*\* Includes caravan site licences, sex establishments, free printed matter, street collections, street trading, pleasure boats and vessels

**Table 2 – Hackney Carriage and Private Hire Licences**

	<b>Hackney Carriages (£)</b>	<b>Private Hire Vehicles (£)</b>	<b>Joint Drivers (£)</b>	<b>Operators (£)</b>
<b>Total Costs</b>	17,720	194,490	148,827	12,977
<b>Total Income</b>	(13,744)	(155,255)	(107,323)	(11,171)
<b>(Surplus) / Deficit 2024/25</b>	3,976	39,235	41,504	1,806

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## Committee and Date

Strategic Licensing  
Committee

8 October 2025

Item

Public



## Exercise of Delegated Powers Report

<b>Responsible Officer:</b>		Mandy Beever, Transactional Management and Licensing – Team Manager	
email:	Mandy.Beever@shropshire.gov.uk	Tel:	01743 251702
<b>Cabinet Member (Portfolio Holder):</b>		Councillor Bernie Bentick, Portfolio Holder for Health and Public Protection	

### 1. Synopsis

- 1.1 This report gives details of the licences issued and the variations that have been made between 1 June 2025 and the 31 August 2025 and a summary of applications considered by the Committee.

### 2. Executive Summary

- 2.1 The Shropshire Plan recognises the importance of supporting businesses to provide safer services. The fundamental purpose of the Licensing service is to support businesses to deliver their services in a way which allows them to thrive whilst protecting the safety and welfare of the public who live, work and visit Shropshire; together this will help to achieve a Healthy Economy.
- 2.2 Licensing officers have been given delegated powers to issue or amend licences, providing no objections have been received in the case of licences issued under the Licensing Act or regarding general and public health licences.

- 2.3 Further, procedures have been approved for officers with direct line management responsibility for Licensing to use their delegated powers to refuse, suspend or revoke driver, vehicle, and operator licences.
- 2.4 This report gives details of the licences issued and the variations that have been made between 1 June 2025 and the 31 August 2025 and a summary of applications considered by the Committee.

### **3. Recommendations**

- 3.1. That members note the position as set out in the report.

## **Report**

### **4. Risk Assessment and Opportunities Appraisal**

- 4.1. This is an information report giving Member's information on the work undertaken by the Licensing Team and Committee and therefore a risk assessment and opportunities appraisal has not been carried out.

### **5. Financial Implications**

- 5.1. There are financial implications associated with this report.

### **6. Climate Change Appraisal**

- 6.1. There are no anticipated climate change or environmental impacts associated with the recommendations in this report.

### **7. Background**

- 7.1 Information regarding the issue of licences by Officers under delegated powers is reported to Committee on a quarterly basis.
- 7.2 Officers use their delegated powers in a number of situations, including where:
  - a) A licence has been requested and there have been no objections raised by interested parties or Responsible Authorities.
  - b) The application has met the Council's policy criteria for accepting an application.
  - c) There are vehicle applications for new or renewal licences and refusal, suspension, and revocation of licences where the operating criteria as set by the Hackney Carriage and Private Hire Licensing Policy 2023 to 2027 is not met and the officer does not consider there to be any exceptional circumstances demonstrated by the applicant for an exception to be made.

- d) There are driver's applications for new or renewal licences and refusal, suspension, or revocation of licences where the criteria as set by the Hackney Carriage and Private Hire Licensing Policy 2023 to 2027 is not met and the officer does not consider there to be any exceptional circumstances demonstrated by the applicant for an exception to be made.
- e) There are Private Hire Operator applications for new or renewal licences and refusal, suspension, and revocation of licences where the operating criteria as set by the Hackney Carriage and Private Hire Licensing Policy 2023 to 2027 is not met and the officer does not consider there to be any exceptional circumstances demonstrated by the applicant for an exception to be made.

- 7.3 The table in **Appendix A** shows the complete range of licences issued by the licensing team during the period of 1 June 2025 to the 31 August 2025. During this period the total number of licences processed was 1484.
- 7.4 The Table in **Appendix B** shows that there were no Licensing and Safety Sub-Committee hearings held between the 1 June 2025 and the 31 August 2025.
- 7.5 The Table at **Appendix C** shows that there were two Licensing Act Sub Committee hearings held between the 1 June 2025 and the 31 August 2025.
- 7.6 Following the decision at the Strategic Licensing Committee on 18 March 2015, vehicles and driver applications are now being considered by Officers using delegated powers. This includes refusal of new licence applications, refusal to renew existing licences and revocation and suspension of existing licences, in relation to any matter concerning a hackney carriage or a private hire driver's licence or a vehicle licence or any matter concerning a private hire operator's licence.

The number of licences and actions determined by this process is as follows: -

<b>Driver</b>	<b>Granted</b>	<b>Granted and/or Warning Letter, Suspension</b>	<b>Letter Council is 'Minded to refuse' or 'Revoke'</b>	<b>Refuse to Grant</b>	<b>Revoke</b>	<b>To refer to Committee</b>
New	4			2		
Renew	2	4	4			
Conduct						
<b>Vehicle</b>	<b>Granted</b>	<b>Granted and/or Warning Letter</b>	<b>Letter Council is 'Minded to refuse' or 'Revoke'</b>	<b>Refuse to Grant</b>	<b>Revoke</b>	<b>To refer to Committee</b>
New						
Renewal						
Condition	1			1		
<b>Operator</b>	<b>Granted</b>	<b>Granted and/or Warning Letter</b>	<b>Letter Council is 'Minded to refuse' or 'Revoke'</b>	<b>Refuse to Grant</b>	<b>Revoke</b>	<b>To refer to Committee</b>

New						
Renewal						
Conduct						

## 8. Conclusions

- 8.1. During the period captured in this report the workload for the Licensing team has continued to be high. The team have worked together to answer all the queries, support businesses and maintain the flow of applications.

**List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)**

**Local Member:** This report covers all areas of Shropshire.

### Appendices

**Appendix A** – Licences processed between 1 June 2025 and the 31 August 2025.

**Appendix B** – Hearings held by the Licensing and Safety Sub-Committee between 1 June 2025 and the 31 August 2025.

**Appendix C** – Hearings held by the Licensing Act Sub-Committee between 1 June 2025 and the 31 August 2025.

**APPENDIX A****Licences processed from the 1 June 2025 and the 31 August 2025.**

<b>General Licensing</b>	<b>Renewal Period</b>	<b>Total</b>
Acupuncture Personal	For life	
Acupuncture Premises	For life	
Activities Involving Animals Licence	Up to 3 years	15
Caravan Sites	For life	3
Mobile Homes Fit and Proper Person Register	Up to 5 Years	1
Cosmetic Piercing Personal	For life	13
Cosmetic Piercing Premises	For life	13
House to House Collection	For the period applied for, no longer than 12 months	7
House to House Exemption Order	Exemption certificate is issued by the Home Office	5
Scrap Metal Site (new/renewal)	3 Years	2
Scrap Metal Collector (new/renewal)	3 Years	
Sex Establishment Licence	1 Year	
Sex Shop Licence	1 Year	
Street Collection	Covers the dates applied for	15
Street Trading Licence (new/renewal)	1 Year (daily licence also available which covers maximum of 7 days in a 12-month period)	8
Tattooing Personal	For life	
Tattooing Premises	For life	
Electrolysis Personal	For life	
Electrolysis Premises	For life	
Dangerous Wild Animals	2 Years	
Zoo	New licences last 4 years, upon renewal they can be granted for 6 years	
Distribution of Free Printed Matter	7 consecutive days, 28 consecutive days, 1 year – dependent on what is applied for	2
Storage of Explosives – Assent Procedure	1 Year	7
Year-round Fireworks Sales	1 Year	2
Pavement Licence	1 Year	4
Pavement Permit	1 Year	
<b>Total Applications General</b>		<b>97</b>

<b>Taxi Licensing</b>		<b>Renewal Period</b>	<b>Total</b>
Hackney Carriage	N	1 Year	3
Hackney Carriage	R	1 Year	16
Joint HC/PH Driver	N	Up to 3 Years	49
Joint HC/PH Driver	R	Up to 3 Years	45
Private Hire Operator	N	Up to 5 Years	5
Private Hire Operator	R	Up to 5 Years	2
Private Hire Vehicle	N	1 Year	70
Private Hire Vehicle	R	1 Year	151
Hackney Vehicle Transfer		For period left on existing licence	2
Private Hire Vehicle Transfer		For period left on existing licence	4
Private Hire Licensee Transfer		For period left on existing licence	4
<b>Total Taxi Applications</b>			<b>351</b>

<b>Taxi Licensing (Surrendered)</b>	<b>Total</b>
Private Hire Vehicles	26
Hackney Carriages	1
<b>Total Surrendered Vehicles</b>	<b>27</b>

<b>Licensing Act 2003</b>	<b>Renewal Period</b>	<b>Total</b>
Club Premises Certificate	For Life	
Personal Alcohol (variation/new)	For Life	33
Premises Licence	For Life	15
Temp Event Notice no Alcohol	For the dates applied for	
Temp Event Notice with Alcohol	For the dates applied for	422
Minor Variation Application	For Life	11
Designated Premises Supervisor (DPS) Change/Variation	For Life	41
Disapply DPS	For Life	2
Premises Licence Transfer Application	For Life	15
Annual Fee	Due each year on anniversary of granting of original licence	425
Notification of Interest	For Life	
Premises Licence with Alcohol - Full Variation	For Life	8
Premises Licence without Alcohol - Full Variation	For Life	

<b>Total Licensing Act Applications</b>	<b>972</b>
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<b>Gambling Act 2005</b>	<b>Renewal Period</b>	<b>Total</b>
Bingo Premise Licence	For Life	
Betting Premise Licence (other than track)	For Life	
Betting Premises Licence (track)	For Life	
Licensed Premise Gaming Machine Permit	For Life	3
Notification of Intent to have gaming machines	For Life	
Prize Gaming Permit	10 Years	
Club Machine Permits	10 Years	
Club Gaming Permit	10 Years	
Occasional Use Notice	For the dates applied for	1
Temporary Use Notice	For the dates applied for	
Adult Gaming Centre	For Life	
Small Society Lotteries	For Life	3
Change of Promoter	As necessary	
Annual Fee	Due each year on anniversary of granting of original licence	57
Family Entertainment gaming machine permit	10 Years	
<b>Total Gambling Act 2005 Applications</b>		<b>64</b>

<b>Total Applications</b>	<b>1484</b>
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<b>Total Surrendered Vehicles</b>	<b>27</b>
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## APPENDIX B

**Licensing and Safety Sub-Committee hearings held between 1 June 2025 and the 31 August 2025.**

Date	Premises	Type of Application	Councillors	Decision
None				



**APPENDIX C****Licensing Act Sub-Committee hearings held between 1 June 2025 and the 31 August 2025.**

<b>Date</b>	<b>Premises</b>	<b>Type of Application</b>	<b>Councillors</b>	<b>Decision</b>	<b>Review Requested by</b>
30 July 2025	Tumbledown Hotel and Albion Inn, Castle Foregate, Shrewsbury, SY1 2DJ.	Premises Licence Review	Susan Eden Nick Hignett Jon Tandy	That the premises licence be revoked	West Mercia Police
6 August 2025	Rowley's Mansion Courtyard, Barker Street, Shrewsbury, SY1 2BQ	New premises licence	Susan Eden Nigel Lumby Colin Taylor	That the premises licence be granted	N/A

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