

## Licensing Service Fees and Charges 2024/2025

LICENSING FUNCTION	FEE/CHARGE (£)
<b>CARAVAN SITES</b>	
Caravan Site Licence - New	1386.30
Caravan Site Licence - Transfer	846.60
Caravan Site Licence – Annual Fee	154.50
Change of details on licence	39.10
Replacement of missing documentation	39.10
Refund for part used licence	No refund
Refund for refusal of Caravan Site Licence application by Sub-Committee	No refund
<b>HACKNEY CARRIAGE (HC) &amp; PRIVATE HIRE (PH)</b>	
Private Hire Operator's 5 year Licence – New	304.70
Private Hire Operator's 5 year Licence – Renewal	304.70
Hackney Carriage Vehicle Licence – 12 Months New (including plates)	197.60
Hackney Carriage Vehicle Licence – 12 Months Renewal	197.60
Hackney Carriage Vehicle Licence – 6 Months Licence	180.00
Hackney Carriage Vehicle Licence – Transfer	73.90
Hackney Carriage Vehicle Licence – Change of vehicle (including plates)	89.30
Private Hire Vehicle Licence (& plate exemption) – 12 Months New (including plates)	197.60
Private Hire Vehicle Licence (& plate exemption) – 12 Months Renewal	197.60
Private Hire Vehicle Licence (& plate exemption) – 6 Months Licence	180.00
Private Hire Vehicle Licence – Transfer	73.90
Private Hire Vehicle Licence – Change of vehicle (including plates)	89.30
Change from Private Hire Vehicle Licence to Hackney Carriage Vehicle Licence (including plates)	55.40
Change from Hackney Carriage Vehicle Licence to Private Hire Vehicle Licence (including plates)	55.40
Vehicle 10 years old (WAV or adjusted vehicle) depart from policy application	85.50
Plate exemption request within licence (Private Hire executive high end vehicles)	81.20
Replacement of Hackney Carriage or Private Hire vehicle plate (each)	20.30
Replacement of Hackney Carriage or Private Hire vehicle rear mounting bracket	28.90
Replacement of Private Hire vehicle front mounting bracket	19.70
PH Driver's 3 year Licence – New (including 3 annual IDS checks)	276.60
PH Driver's 3 year Licence – Renewal (including 3 annual IDS checks)	276.60
Dual Driver's 3 year Licence – New (including 3 annual IDS checks)	276.60
Dual Driver's 3 year Licence – Renewal (including 3 annual IDS checks)	276.60
Change from Private Hire to Dual Driver's Licence	32.50
Driver's badges deposit – new applicants	45.00
Equality Act driver medical exemption request	99.20
Dual Knowledge/Private Hire Basic Skills, English and Suitability testing	175.50
Knowledge and basic competency test (new)	30.00
Replacement of driver's badge (each)	27.10
Certified copy of licence	13.60
Change of details on licence	27.10
Replacement of missing documentation	27.10
Refund for part used Operator's Licence	No refund
Refund for refusal of Operator's Licence application by Sub-Committee	No refund
Refund for part used Vehicle Licence	No refund
Refund for refusal of Vehicle Licence application by Sub-Committee	No refund
(*The Licensing Service has not stocked top signs since 2011/12, these must be sourced direct from Lettercraft or sub-supplier*) Deposit for top sign (Historically)	122.35
Top sign over ten years old	No refund

Refund for part used Driver's Licence	No refund
Refund for refusal of Driver's Licence application by Sub-Committee	Full fee refund
Refund for Dual Knowledge/Private Hire Basic Skills, English and Suitability testing (2 full working days' notice required)	Full fee refund
<b>PUBLIC COLLECTIONS</b>	
Street Collection Permit	No fee
House to House Collection Licence	No fee
Change of details on permit or licence	29.30
Replacement of missing documentation	29.30
Refund for part used permit or licence	No refund
<b>SCRAP METAL DEALERS</b>	
Scrap Metal Dealer Site Licence - New	700.90
Scrap Metal Dealer Collector Licence - New	601.20
Scrap Metal Dealer Site Licence - Renewal	700.90
Scrap Metal Dealer Collector Licence - Renewal	601.20
Scrap Metal Dealer Site Licence - Variation	564.20
Scrap Metal Dealer Collector Licence - Variation	464.50
Scrap Metal Dealer Site Licence – Change of name	78.10
Scrap Metal Dealer Collector Licence – Change of name	78.10
Certified copy of register	78.10
Change of details on licence	19.50
Replacement of missing documentation	19.50
Refund for part used licence	No refund
Refund for refusal of Site or Collector Licence application by Sub-Committee	No refund
<b>SEX ESTABLISHMENTS</b>	
Sex Establishment Licence - New	2081.40
Sex Establishment Licence - Renewal	1084.50
Sex Establishment Licence - Transfer	615.70
Change of details on licence	39.10
Replacement of missing documentation	39.10
Refund for part used licence	No refund
Refund for refusal of Sex Establishment Licence application by Sub-Committee	No refund
<b>STREET TRADING</b>	
Street Trading Consent Static - New	665.00
Street Trading Consent Mobile - New	665.00
Street Trading Consent Static - Renewal	665.00
Street Trading Consent Mobile - Renewal	665.00
Street Trading Consent Block – New (unlimited traders)	679.90
Street Trading Consent Block – Renewal (unlimited traders)	679.90
Street Trading Consent Block Community Event – New (unlimited traders)	171.30
Street Trading Consent Block Community Event – Renewal (unlimited traders)	171.30
Street Trading Consent - Transfer	263.00
Replacement of Street Trading Consent plate	29.80
Replacement of missing documentation	29.80
Refund for part used Street Trading Consent	No refund
Refund for refusal of Street Trading Consent application by Sub-Committee	Full fee refund

**Rateable values and Bands (Non Domestic Rateable Values)**

<b>Rateable Value</b>	<b>Band</b>
£0 - £4,300	A
£4301 - £33,000	B
£33,001 - £87,000	C
£87,001 - £125,000	D
£125001 and above	E

**Premises Licences and Club Premises Certificates (new and variations)**

<b>Band</b>	<b>Fee</b>
A	£100
B	£190
C	£315
D*	£450
E*	£635

**\* Fee multiplier:**

For premises exclusively or primarily used for the supply of alcohol on the premises, the fees in the above table will be increased as follows:

Band D – 2 x the fee (£900)      Band E – 3 x the fee (£1905)

**Annual Fee for Premises Licences and Club Premises Certificates**

<b>Band</b>	<b>Fee</b>
A	£70
B	£180
C	£295
D	£320
E	£350

**Miscellaneous Fees (Licensing Act 2003)**

<b>Application or notice</b>	<b>Fee</b>
Lost, theft etc, of a premises licence or club premises certificate summary	£10.50
Application for a provisional statement where a premises is being built	£315.00
Minor variation of a premises licence or club premises certificate	£89.00
Notification of change of name or address	£10.50
Application to vary premises licence to specify individual as designated premises supervisor	£23.00
Application for the mandatory alcohol condition requiring a designated premises supervisor in respect of a premises licence to be disappled	£23.00
Application for transfer of premises licence	£23.00
Interim authority notice following death etc. of licence holder	£23.00
Theft, loss etc. of licence, 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
Temporary event notice (standard or late)	£21.00
Theft, loss etc. of temporary event notice	£10.50
Application for a grant or renewal of personal licence	£37.00
Theft, loss etc. of personal licence	£10.50
Notification of the change of a name and/or address	£10.50
Notification of a freeholder of licensing matters	£21.00

## Additional Fees (Licensing Act 2003)

**Additional fee to be paid for premises where there are 5000 or more persons specified on the licence**

<b>Number</b>	<b>Additional Fee (new)</b>	<b>Additional Fee (annual charge)</b>
5,000 – 9,999	£1,000	£500
10,000 – 14,999	£2,000	£1,000
15,000 – 19,999	£4,000	£2,000
20,000 – 29,999	£8,000	£4,000
30,000 – 39,999	£16,000	£8,000
40,000 – 49,999	£24,000	£12,000
50,000 – 59,999	£32,000	£16,000
60,000 – 69,999	£40,000	£20,000
70,000 – 79,999	£48,000	£24,000
80,000 – 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

### Fee Exemptions

No fees are payable for the provision of regulated entertainment ONLY in respect of applications for Premises Licences, Club Premises Certificates and variations to Premises Licences and Club Premises Certificates in relation to:

- (a) Schools and colleges where the regulated entertainment is carried on by the educational institution for and on behalf of the purposes of the educational institution, or
- (b) Premises that are, or form part of, a church hall, chapel hall or other similar building or a village hall or community hall or other similar building

The same exemptions apply to an annual fee charge for Premises Licences and Club Premises Certificates.

Colleges are defined as a college or similar institution principally concerned with the provision of full-time education suitable to the requirements of persons over the compulsory school age who have not attained the age of 19.

### Refunds

There are no refunds for Premises Licences, Club Premises Certificates, Personal Licences or Temporary Event Notices and all associated application processes under the Licensing Act 2003.

## GAMBLING ACT 2005

<i>Classes of premises licence</i>	<i>Application fee in respect of premises</i>	<i>Annual fee</i>	<i>Fee for application to vary licence</i>	<i>Fee for application to transfer a licence</i>	<i>Fee for application for reinstatement of a licence</i>	<i>Fee for application for provisional statement</i>	<i>Application fee in respect of provisional statement premises</i>
Regional casino premises	£703.40	£148.70	£703.40	£279.90	£279.90	£425.50	£117.20
Large casino premises	£722.90	£226.90	£683.60	£260.10	£260.10	£464.50	£117.20
Small casino premises	£703.40	£226.90	£703.40	£279.70	£221.10	£425.50	£117.20
Converted casino premises licence	N/A to South Gloucestershire	£226.90	£394.70	£260.10	£221.68	N/A to South Gloucestershire	£117.20
Betting premises (other) licence	£547.10	£121.40	£547.10	£103.90	£103.90	£327.80	£78.10
Adult gaming centre premises licence	£547.10	£129.20	£547.10	£123.40	£123.40	£327.80	£78.10
Family entertainment centre premises licence	£547.10	£324.50	£547.10	£98.90	£103.90	£327.80	£58.60
Bingo premises Licence	£653.50	£168.30	£703.40	£274.70	£279.70	£484.10	£58.60
Betting premises (track) licence	£703.40	£226.90	£703.40	£255.20	£260.20	£386.40	£117.20
Temporary Use Notice	£142.90	Occasional Use Notice	No fee	Notification of Change of Circumstance (or fee as otherwise stated)	£25	Copy of Licence or Permit (or fee as otherwise stated)	£25
Copy of Temporary Use Notice	£56.90						

The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 set fees for prize gaming permits and the authority cannot change these. The fees laid down are:

<b>Licensed Premises Gaming Machine Permits</b>							
Licensed Premises Automatic Notification (2 or less)		New (3 or more)	Variation (3 or more)	Transfer (3 or more)	Annual Fee (3 or more)	Change of Name	Copy of Permit
£50		£150	£100	£25	£50	£25	£15
<b>Club Gaming Permits</b>							
New	New Fast Track (CPC Holder)	Existing Operator New	Variation	Renewal (10 years)	Renewal Fast Track (CPC Holder)	Annual Fee (Non-Fast Track and Fast Track)	Copy of Permit
£200	£100	£100	£100	£200	£100	£50	£15
<b>Club Machine Permits</b>							
New	New Fast Track (CPC Holder)	Existing Operator New	Variation	Renewal (10 years)	Renewal Fast Track (CPC Holder)	Annual Fee (Non-Fast Track and Fast Track)	Copy of Permit
£200	£100	£100	£100	£200	£100	£50	£15
<b>Unlicensed Family Entertainment Centre Machine Permits</b>							
New		Renewal (10 years)	Change of Name	Copy of Permit			
£300		£300	£25	£15			
<b>Prize Gaming Permits</b>							
New		Renewal (10 years)	Change of Name	Copy of Permit			
£300		£300	£25	£15			
<b>Lotteries</b>							
New		Renewal					
£40		£20					

**Refunds** – There are no refunds for Premises Licences, Temporary Use Notices, Occasional Use Notices, Gaming Permits, Machine Permits or Lotteries and all associated application processes under the Gambling Act 2005.

<b>PRE-APPLICATION ADVICE SERVICE</b>	<b>HOURLY RATE (£) (VAT exclusive)</b>
<b>LICENSING ACT 2003</b>	
Premises Licence or Club Premises Certificate	82.50
Personal Licence	82.50
Temporary Event Notice	82.50
<b>CARAVAN SITES</b>	
Site Licence	82.50
<b>GAMBLING ACT 2005</b>	
Premises Licence	82.50
Gaming or Machine Permits	82.50
Lotteries	82.50
Temporary Use or Occasional Use Notice	82.50
<b>HACKNEY CARRIAGE &amp; PRIVATE HIRE</b>	
Private Hire Operator's Licence	82.50
Vehicle Licence	82.50
Driver's Licence	82.50
<b>PUBLIC COLLECTIONS</b>	
Street Permit or House to House Licence	82.50
<b>SCRAP METAL DEALERS</b>	
Site or Collector Licence	82.50
<b>SEX ESTABLISHMENTS</b>	
Sex Establishment Licence	82.50
<b>STREET TRADING</b>	
Street Trading Consent	82.50

To request an advice appointment for the above listed functions, please send an email to [licensingadvice@southglos.gov.uk](mailto:licensingadvice@southglos.gov.uk). The advice service will be administered and provided by council authorised Licensing Officers and Assistants, appointments will take place at the Licensing offices, Broad Lane, Yate, BS37 7PN, or virtually through MS Teams.