

Licensing, Food & Safety

Description of charge			Optional	Optional	VAT Ind	Charges 2020/21 excl VAT (£)	Charges 2020/21 incl VAT (£)
Licensing, Food & Safety			Type	Statutory Fee set Yes/no			
Sex Shop Licence			New Applications	no	NB	1120.00	1120.00
Sex Shop Licence			Renewals	no	NB	635.00	635.00
Sex Shop Licence			Transfer	no	NB	635.00	635.00
Sex Shop Variation			Variation	no	NB	635.00	635.00
Sex Entertainment Venue			New Applications	no	NB	1360.00	1360.00
Sex Entertainment Venue			Renewals	no	NB	715.00	715.00
Sex Entertainment Venue Variation			Variation	no	NB	715.00	715.00
Sex Entertainment Venue			Transfer	No	NB	715.00	715.00
Scrap metal Dealers Act			Site New Application	no	NB	715.00	715.00
Scrap metal Dealers Act			Site Renewal	no	NB	450.00	450.00
Scrap metal Dealers Act			Site/Collect or Variation	no	NB	200.00	200.00

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Scrap metal Dealers Act			Additional Site Licence	no	NB	200.00	200.00
Scrap metal Dealers Act			Collector New Application	no	NB	330.00	330.00
Scrap metal Dealers Act			Collector Renewal	no	NB	300.00	300.00
Scrap metal Dealers Act			New Site Manager and/or Partner	no	NB	180.00	180.00
Scrap metal Dealers Act			Minor Amendment (ie where no DBS disclosure certificate is required or assessment of an individual's suitability)	no	NB	70.00	70.00
Animal Welfare Regulations (note: 1-3 year Licence)	Application Fee	Grant Fee	Note: * Vets fees to be added				
Hiring out of Horses (Riding Establishment) Licences (vet fee to be added and Invoiced separately)	395.00	75.00	*	No	NB	470.00	470.00

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Selling Animals as Pets (Pet Shops and other (does not apply to breeding of dogs))	280.00	85.00		No	NB	365.00	365.00
Animal Boarding Licence (including Daycare)	360.00	75.00		No	NB	435.00	435.00
Home Boarding for dogs	220.00	50.00		No	NB	270.00	270.00
Dog Breeding	220.00	75.00	*	No	NB	275.00	275.00
Keeping or Training animals for exhibition (3 year Licence)	305.00	50.00		No	NB	355.00	355.00
Additional Licensable Activity	85.00	50.00		No	NB	135.00	135.00
Variation to licence/reevaluation star rating Application fee for Animal boarding, Selling Animals and Keeping Animals for exhibition	150.00	N/A		No	NB	150.00	150.00
Variation to licence/reevaluation Star Rating Application fee for Dog Breeding and Hiring out of horses (Not including vet fees)	150.00	N/A		No	NB	150.00	150.00
Transfer of Licence due to death of licensee	70.00	N/A		No	NB	70.00	70.00
Zoo Operators Licence (+ vet fee) (payable every 6 years - next due 2025)			New / Renewal	no	NB	1970.00	1970.00

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Dangerous Wild Animals (+ vet fee) (payable every two years)			New / Renewal	no	NB	275.00	275.00
Food Export Certificates			New / Renewal	no	NB	80.00	80.00
Food Surrender Certificates			New / Renewal	no	NB	70.00	70.00
Tattooing, Electrolysis and Skin Piercing (Permanent or Semi-permanent), Acupuncture, Electrolysis and Ear- piercing - Premises - including 2 operators			New	no	NB	240.00	240.00
- Operators - up to 2 operators			New	no	NB	120.00	120.00
Hypnotists			New		NB	110.00	110.00
Pavement café Licence (PCA)							
Pavement Permit (Café Furniture Licence) Under 5 Square metres			New	No	NB	210.00	210.00
Pavement Permit (Café Furniture Licence) 5-10 Square metres			New	No	NB	295.00	295.00
Pavement Permit (Café Furniture Licence) 10-15 Square metres			New	No	NB	380.00	380.00
Pavement Permit (Café Furniture Licence) Over 15 Square metres			New	No	NB	470.00	470.00
Transfer/Alteration of Pavement Permit.			Transfer	No	NB	85.00	85.00

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Pavement Permit (Café Furniture Licence) Under 5 Square metres Renewal			Renewal	No	NB	105.00	105.00
Pavement Permit (Café Furniture Licence) 5-10 Square metres Renewal			Renewal	No	NB	145.00	145.00
Pavement Permit (Café Furniture Licence) 10-15 Square metres Renewal			Renewal	No	NB	190.00	190.00
Pavement Permit (Café Furniture Licence) Over 15 Square metres Renewal			Renewal	No	NB	235.00	235.00
Pleasure Boats			New/Annual	no	NB	75.00	75.00
Boatsman Licence			New/Annual	no	NB	75.00	75.00
Basic Food Hygiene/Health and Safety Courses							
Basic charge (outside of Colchester)			Per person	no	EX	65.00	65.00
If resident or employed within Colchester Borough			Per person		EX	50.00	50.00
Delivered at businesses own premises Basic charge (up to 10)			(10 pers) + £20 p/h	no	EX	400.00	400.00
Each additional person			Per person	no	EX	20.00	20.00
Exam resit fees			Per person	no	EX	20.00	20.00
Hackney Carriage and Private Hire							
Vehicle and Operators Licences							

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Hackney Carriage Vehicle			Annual / Renewal	no	NB	400.00	400.00
Hackney Carriage Hybrid			Annual / Renewal	no	NB	290.00	290.00
Hackney Carriage Full Electric			Annual / Renewal	no	NB	195.00	195.00
Private Hire Vehicle			Annual / Renewal	no	NB	350.00	350.00
Private Hire Vehicle Hybrid			Annual / Renewal	no	NB	250.00	250.00
Private Hire Vehicle Full Electric			Annual / Renewal	no	NB	170.00	170.00
Operator's Licence - 1 vehicle (PHV)			New / Renewal (5 years)	no	NB	290.00	290.00
Operator's Licence – 2-5 vehicles (PHV)			New / Renewal (5 years)	no	NB	335.00	335.00
Operator's Licence – 6+ vehicles (PHV)			New / Renewal (5 years)	no	NB	400.00	400.00
Category change fee				no	NB	70.00	70.00
Operator's licence transfer fee				no	NB	70.00	70.00
Drivers Licences							
Initial Licence valid for up to 3 years unless probationary 1 year licence			New (3 years) also Probationary 1 year)	no	NB	190.00	190.00

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Renewal Licence valid for up to 3 years unless probationary 1 year licence			New (3 years) also Probationary 1 year)	no	NB	170.00	170.00
ENGLISH TEST Colchester English Study Centre	Direct application to CESC		New	no	NB	60.00	60.00
Knowledge Test			New	no	NB	60.00	60.00
Knowledge Test – re-sit fee				no	NB	60.00	60.00
Failure to attend Appointment at Rowan House without prior notification				no	NB	60.00	60.00
Licence Transfer Fees							
Vehicle to vehicle (must always remain a licenced vehicle)				no	NB	95.00	95.00
Person to person				no	NB	95.00	95.00
Registration number change				no	NB	95.00	95.00
Vehicle Inspection Fees							
HC Vehicle Inspection Fee (other than brand new) as MOT				no	NB	50.00	50.00
HC Vehicle Inspection Fee (Brand new)				no	NB	30.00	30.00

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PH Vehicle Inspection Fee (other than brand new) as MOT				no	NB	50.00	50.00
PH Vehicle Inspection Fee (Brand new)				no	NB	30.00	30.00
Failure to attend Garage for appointment				no	NB	60.00	60.00
Replacement Equipment							
Replacement Plates				no	NB	25.00	25.00
Replacement Badges				no	NB	17.00	17.00
Replacement vehicle window cards				no	NB	5.00	5.00
Standard Roof Sign			At cost plus	no	NB	10.00	10.00
			handling charge				
Standard Door Signs			At cost plus handling charge	no	NB	10.00	10.00
Fees for drivers' licences do not include the fee for a mandatory DBS +DVLA check, which will be charged additionally.			NOTE Personal Checks Ltd			69.00	69.00
Post Office Charge verification check						13.00	13.00
Plate Exemption				no	E	11.00	11.00
Transfer of PH vehicles to new Operator (per vehicle)				no	E	11.00	11.00

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CSE, Dementia and Vulnerable Persons Training				no	E	19.00	19.00
Alcohol and Entertainment Licences – Statutory fees							
Premises Licences - Initial Applications							
Band A - Rateable Value £0 - £4,300				Yes	NB	100.00	100.00
Band B - £4,301 - £33,000				Yes	NB	190.00	190.00
Band C - £33,001 - £87,000				Yes	NB	315.00	315.00
Band D - £87,001 - £125,000				Yes	NB	450.00	450.00
Band E - £125,000 and over				Yes	NB	635.00	635.00
Premises Licences - Renewals							

Band A - Rate able Value £0 - £4,300				Yes	NB	70.00	70.00
Band B - £4,301 - £33,000				Yes	NB	180.00	180.00
Band C - £33,001 - £87,000				Yes	NB	295.00	295.00
Band D - £87,001 - £125,000				Yes	NB	320.00	320.00
Band E - £125,000 and over				Yes	NB	350.00	350.00
Premises Licences - Variations							
Band A - Rateable Value £0 - £4,300				Yes	NB	100.00	100.00
Band B - £4,301 - £33,000				Yes	NB	190.00	190.00
Band C - £33,001 - £87,000				Yes	NB	315.00	315.00
Band D - £87,001 - £125,000				Yes	NB	450.00	450.00

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Band E - £125,000 and over				Yes	NB	635.00	635.00
Minor Variations - all Bands				Yes	NB	89.00	89.00
Personal Licences							
Initial Application				Yes	NB	37.00	37.00
Miscellaneous Fees							
Copies of Documents etc				Yes	NB	10.50	10.50
Transfers				Yes	NB	23.00	23.00
Change of Designated Premises Supervisor				Yes	NB	23.00	23.00
Temporary Event Notices				Yes	NB	21.00	21.00
Notice of Interest in Premises				Yes	NB	21.00	21.00
Theft or loss of certificate or summary				Yes	NB	10.50	10.50
Application for a provisional statement where premises being built				Yes	NB	315.00	315.00
Notification of change of name or address for holder of premise licence				Yes	NB	10.50	10.50
Application to vary to specify individual as premise supervisor				Yes	NB	10.50	10.50
Application to transfer premise licence				Yes	NB	23.00	23.00
Change of name or alteration of CLUB rules				Yes	NB	10.50	10.50
Change or registered address of club				Yes	NB	10.50	10.50

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Theft or loss of temporary event notice				Yes	NB	10.50	10.50
Theft or loss of personal licence				Yes	NB	10.50	10.50
Duty to notify change of name or address for personal license				Yes	NB	10.50	10.50
Right of freeholder etc to be notified of licensing matters				Yes	NB	21.00	21.00
Additional Fees for exceptionally large capacity venues							
500-9999				Yes	NB	1000.00	1000.00
10000-14999				Yes	NB	2000.00	2000.00
15000-19999				Yes	NB	4000.00	4000.00
20000-29999				Yes	NB	16000.00	16000.00
30000-39999				Yes	NB	20000.00	20000.00
40000-49999				Yes	NB	24000.00	24000.00
50000-59999				Yes	NB	32000.00	32000.00
60000-69999				Yes	NB	40000.00	40000.00
70000-79999				Yes	NB	48000.00	48000.00
80000-89999				Yes	NB	56000.00	56000.00
90000 and over				Yes	NB	65000.00	65000.00
Gambling Licences – Variable							
Premises Licences - New Applications / Provisional Statements							

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New Small Casino				no	NB	6,200.00	6,200.00
New Large Casino				no	NB	7,700.00	7,700.00
Regional Casino				no	NB	12500.00	12500.00
Bingo Club				no	NB	3,100.00	3,100.00
Betting Premises (excluding Tracks)				no	NB	2,600.00	2,600.00
Tracks				no	NB	2,100.00	2,100.00
Family Entertainment Centres				no	NB	1,600.00	1,600.00
Adult Gaming Centres				no	NB	1,600.00	1,600.00
Premises Licences - Annual Fees							
Existing Casinos				no	NB	2,600.00	2,600.00
New Small Casino				no	NB	4,200.00	4,200.00
New Large Casino				no	NB	7,700.00	7,700.00
Regional Casino				no	NB	12500.00	12500.00
Bingo Club				no	NB	850.00	850.00
Betting Premises (excluding Tracks)				no	NB	550.00	550.00
Tracks				no	NB	850.00	850.00
Family Entertainment Centres				no	NB	650.00	650.00
Adult Gaming Centres				no	NB	850.00	850.00
Premises Licences - Application to Vary							
New Small Casino				no	NB	3,000.00	3,000.00
New Large Casino				no	NB	4,000.00	4,000.00
Regional Casino				no	NB	6,000.00	6,000.00

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Bingo Club				no	NB	1,000.00	1,000.00
Betting Premises (excluding Tracks)				no	NB	1,000.00	1,000.00
Tracks				no	NB	750.00	750.00
Family Entertainment Centres				no	NB	600.00	600.00
Adult Gaming Centres				no	NB	750.00	750.00
Premises Licences - Application for Transfer / Reinstatement							
New Small Casino				no	NB	1,200.00	1,200.00
New Large Casino				no	NB	1,500.00	1,500.00
Regional Casino				no	NB	5,000.00	5,000.00
Bingo Club				no	NB	1,000.00	1,000.00
Betting Premises (excluding Tracks)				no	NB	1,000.00	1,000.00
Tracks				no	NB	750.00	750.00
Family Entertainment Centres				no	NB	750.00	750.00
Adult Gaming Centres				no	NB	1,000.00	1,000.00
Premises Licences - Licence Application (Provisional Statement Holders)							
New Small Casino				no	NB	3,000.00	3,000.00
New Large Casino				no	NB	4,000.00	4,000.00
Regional Casino				no	NB	6,000.00	6,000.00
Bingo Club				no	NB	900.00	900.00
Betting Premises (excluding Tracks)				no	NB	900.00	900.00

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Tracks				no	NB	750.00	750.00
Family Entertainment Centres				no	NB	600.00	600.00
Adult Gaming Centres				no	NB	800.00	800.00
Change of Circumstance				no	NB	30.00	30.00
Copy of Licence				no	NB	11.00	11.00
Gaming Licences – Statutory Fees							
Permits For Gaming Machines - New Application							
FEC Gaming Machine				no	NB	300.00	300.00
Prize Gaming				no	NB	300.00	300.00
Alcohol Licensed Premises - 2 or less machines				no	NB	50.00	50.00
Alcohol Licensed Premises - more than 2 machines				no	NB	150.00	150.00
Club Gaming Permit				no	NB	200.00	200.00
Club Gaming Machine Permit				no	NB	200.00	200.00
Club Fast track				no	NB	100.00	100.00
Small Society Lottery Registration - New Application				no	NB	40.00	40.00
Permits For Gaming Machines - Annual Fees/Renewals							
FEC Gaming Machine				no	NB	300.00	300.00
Prize Gaming				no	NB	300.00	300.00
Alcohol Licensed Premises - 2 or less machines				no	NB	N/A	N/A

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Alcohol Licensed Premises - more than 2 machines				no	NB	50.00	50.00
Club Gaming Permit				no	NB	50.00	50.00
Club Gaming Machine Permit				no	NB	50.00	50.00
Club Fast track				no	NB	100.00	100.00
Small Society Lottery Registration - Annual Fee				no	NB	20.00	20.00
Permit - Miscellaneous Fees							
Change of Name							
Temporary Use Notice				Yes	NB	200.00	200.00
Occational Use Notice				Yes	NB	150.00	150.00
FEC Permits				no	NB	25.00	25.00
Prize Gaming Permits				no	NB	25.00	25.00
Alcohol Licensed Premises - 2 or less machines				no	NB	N/A	N/A
Alcohol Licensed Premises - more than 2 machines				no	NB	25.00	25.00
Club Gaming Permit				no	NB	N/A	N/A
Club Gaming Machine Permit				no	NB	N/A	N/A
Small Society Lottery Registration				no	NB	N/A	N/A
Copy of Permit							
FEC Permits				no	NB	15.00	15.00
Prize Gaming Permits				no	NB	15.00	15.00
Alcohol Licensed Premises - 2 or less machines				no	NB	N/A	N/A

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Alcohol Licensed Premises - more than 2 machines				no	NB	15.00	15.00
Club Gaming Permit				no	NB	15.00	15.00
Club Gaming Machine Permit				no	NB	15.00	15.00
Small Society Lottery Registration				no	NB	N/A	N/A
Variation							
FEC Permits				no	NB	N/A	N/A
Prize Gaming Permits				no	NB	N/A	N/A
Alcohol Licensed Premises - 2 or less machines				no	NB	N/A	N/A
Alcohol Licensed Premises - more than 2 machines				no	NB	100.00	100.00
Alcohol Licensed Premises – more than two machines				no	NB	25.00	25.00
Club Gaming Permit				no	NB	100.00	100.00
Club Gaming Machine Permit				no	NB	100.00	100.00
Small Society Lottery Registration				no	NB	N/A	N/A
Miscellaneous Fees - Variable							
Food and Safety							
H&S Disclosures							
Statement of Relevant Facts (per hour)				no	ST	65.00	78.00
Food Hygiene Re-Inspection Request				no	ST	150.00	180.00

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Food Hygiene Advice and Consultation (getting to five) 1st 2 hours then every hour			New	no	ST	175.00	210.00
Licensing Application Checking Service							
Full Application 1st 2hours then every hour				no	ST	215.00	258.00
Temporary Event Notice Per Hour 1st 2 hours then every hour				no	ST	130.00	156.00
General Admin Charge for Licensing, Food or Safety (cost recovery)				No	NB	11.00	11.00
House to House NO CHARGE						N/A	N/A
Street Collections NO CHARGE						N/A	N/A
Caravan Licensing NO CHARGE						N/A	N/A