

Colchester Borough Council: Licensing, Food & Safety

Fees and Charges 2018-2019					
Description of charge	Optional	Optional	VAT Ind	Current 2018/19 Charges excl. VAT (£)	Current 2018/19 Charges incl. VAT (£)
Licensing, Food & Safety	Type	Statutory Fee set Yes/no			
Sex Shop Licence	New Applications	no	NB	1200.00	1200.00
Sex Shop Licence	Renewals	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
Scrap metal Dealers Act	Site New Application	no	NB	735.00	735.00
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
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

Riding Establishment Licences (+ vet fee)	New / Renewal	no	NB	200.00	200.00
Zoo Operators Licence (+ vet fee) (payable every 6 years - next due 2013)	New / Renewal	no	NB	1475.00	1475.00
Dangerous Wild Animals (+ vet fee) (payable every two years)	New / Renewal	no	NB	160.00	160.00
Pet Animal Licence	New / Renewal	no	NB	145.00	145.00
Animal Boarding Establishment Licence/Day Care	New / Renewal	no	NB	170.00	170.00
Home Boarding	New / Renewal	no	NB	100.00	100.00
Dog Breeder's Licence	New / Renewal	no	NB	150.00	150.00
Food Export Certificates	New / Renewal	no	NB	55.00	55.00
Food Surrender Certificates	New / Renewal	no	NB	40.00	40.00
Tattooing, Electrolysis and Skin Piercing - Premises - including 2 operators	New	no	NB	170.00	170.00
- Operators - up to 2 operators	New	no	NB	85.00	85.00
Hypnotists	New		NB	75.00	75.00
Pavement café Licence (PCA)					
Pavement Café License New Application	New			520.00	520.00
Pavement Café License Renewal	Renewal			250.00	250.00
Pavement café Licence (PCA) Transfer or alteration to licence	Transfer/Alteration			125.00	125.00
Pleasure Boats	New/Annual	no	NB	50.00	50.00

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					
Hackney Carriage Vehicle	Annual / Renewal	no	NB	365.00	365.00
Private Hire Vehicle	Annual / Renewal	no	NB	365.00	365.00
Operator's Licence - 1-2 vehicles (PHV)	New / Renewal (5 years)	no	NB	305.00	305.00
Operator's Licence - 3+ vehicles (PHV)	New / Renewal (5 years)	no	NB	355.00	355.00
Category change fee		no	NB	60.00	60.00
Operator's licence transfer fee		no	NB	60.00	60.00
Drivers Licences					
Initial Licence valid for up to 3 years	New (3 years)	no	NB	225.00	225.00
Renewal Licence valid for up to 3 years	Renewal (3 years)	no	NB	170.00	170.00
Deposit - refunded if application proceeds		no	NB	50.00	50.00

Colchester Standard Oral test	New	no	NB	60.00	60.00
Knowledge Test - initial fee (offset against licence if licence applied for)	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				60.00	60.00
Licence Transfer Fees					
Vehicle to vehicle (must always remain a licenced vehicle)		no	NB	100.00	100.00
Person to person		no	NB	100.00	100.00
Registration number change		no	NB	40.00	40.00
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
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 handling charge	no	NB	10.00	10.00

Standard Door Signs	At cost plus handling charge	no	NB	10.00	10.00
Fees for drivers' licences do not include the £44.00 fee for a mandatory DBS check, which will be charged additionally.	NOTE moving to Personal Checks Ltd			57.00	57.00
Plate Exemption		no	E	11.00	11.00
Transfer of PH vehicles to new Operator (per vehicle)		no	E	11.00	11.00
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
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
Gambling Licences – Variable					
Premises Licences - New Applications / Provisional Statements					
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
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
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
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
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
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

Small Society Lottery Registration - Annual Fee		no	NB	20.00	20.00
Permit - Miscellaneous Fees					
Change of Name					
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
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
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					
H&S Disclosures					
Statement of Relevant Facts (per hour)		no	ST	50.00	60.00
Application Checking Service					
Full Application		no	ST	225.00	270.00
Temporary Event Notice		no	ST	130.00	156.00
Food Hygiene Re-Inspection Request			ST	110.00	132.00
House to House NO CHARGE				N/A	
Street Collections NO CHARGE				N/A	