

Public Protection Division

Fees & Charges 2023/24

(Figures in brackets represent the 2022/23)

<u>DANGEROUS WILD ANIMALS ACT 1976</u>		
New Licence	£175 (£165) plus any veterinary surgeon's fees where such inspection is considered necessary	
Variation of Licence	£95 (£92) plus any veterinary surgeon's fees where such inspection is considered necessary	
<u>FOOD SAFETY ACT 1990</u>		
Export Health Certificates	£100 + VAT (£95) for up to 1 one hour – additional time at £70/hr (£65)	
Food condemnations		
<ul style="list-style-type: none"> Certificate and removal 	£100 + VAT (£95) for up to 1 hour - additional time at £70/hr (£65). Plus the costs incurred by the Department for removal.	
<ul style="list-style-type: none"> Certificate only 	£100 + VAT (£95) for up to 1 hour - additional time at £70/hr (£65).	
Level 2 Award in Food Safety	£75 + VAT (£75)	
Level 3 Award in supervising food safety in catering	£265 (£265)	
<u>ACUPUNCTURE, TATTOOING, EAR PIERCING, ELECTROLYSIS</u>		
<ul style="list-style-type: none"> Premises - New 	£175 (£165)	
<ul style="list-style-type: none"> Personal 	(£95) (£92)	
<u>SEX ESTABLISHMENT</u>		
New Licence	£1590 (£1540)	
Renewal	£500 (£460)	
<u>STREET TRADING</u>		
All fees include a £65.00 (£65.00) non-refundable application charge, which will be retained by Hartlepool Borough Council, should an application be refused or withdrawn.		
Licence/Consent	0500 – 2100 hours	2100 – 0500 hours
Annual	£1445 (1375)	£2890 (2750)
6 months	£885 (840)	£1770 (1680)
Monthly	£235 (220)	£470 (440)
Weekly	£160 (155)	£320 (305)
Daily	£85 (80)	£ 170 (160)
Seaton Carew Annual	£2310 (2200) (or, for shorter periods, an amount based on the same proportion of the annual fee as detailed above)	
Non Established Market	Fewer than 30 traders £130 (£115) per day. 30 or more traders £220 (£200) per day.	

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EXPLOSIVES REGULATIONS 2014					
	1 yr	2 yrs	3 yrs	4 yrs	5 yrs
Initial licence to store	£111	£144	£177	£211	£243
Renewal of licence	£55	£88	£123	£155	£189
Initial Licence to store (Where separation distances will apply)	£189	£248	£311	£382	£432
Renewal of Licence (Where separation distances will apply)	£88	£150	£211	£272	£333
Variation, transfer or replacement	£37				
FIREWORKS ACT 2003					
Annual Licence to Supply Fireworks	£500 (Statutory Fee)				
PETROLEUM (CONSOLIDATION) Regulations 2014					
Fee for less than one year or for two years and three years are pro-rata of the current fee					
Storage Certificate to keep petrol of a quantity not exceeding 2,500 litres	£45 (Statutory Fee) For each year up to a max 10yrs				
Storage Certificate to keep petrol of a quantity 2,500 litres, not exceeding 50,000 litres	£61 (Statutory Fee) For each year up to a max 10 yrs				
Storage Certificate to keep petrol of a quantity exceeding 50,000 litres	£128 (Statutory Fee) For each year up to a max 10 yrs				
LOTTERIES AND AMUSEMENTS					
Registration Fee	£40 (Statutory Fee)				
Annual Fee	£20 (Statutory Fee)				
SAFETY OF SPORTS GROUNDS					
Issue	£ 635 (620)				
Amendment	£ 215 (210)				
PEST CONTROL (Pest control charges are inclusive of VAT)					
	Domestic		Commercial		
Rats	If in house call out £40.00 refunded if confirmed rats		Call out £60.00 then invoiced for time at £60.00 per hr + materials		
Fleas	£80.00 up to 7 rooms additional £25 per room for any additional rooms		£120.00 up to 7 rooms additional £30 per room for any additional rooms		

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Moles	£80.00 for visit + re visit then invoiced £40.00 per hr pro rata	£120.00 for visit + re visit then invoiced £60.00 per hr pro rata
Mice	£80.00 visit + up to 4 Re visits then invoiced for time £40.00 per hours + materials	Call out £60.00 then invoiced for time at £60.00 per hour + materials
Insects	Advice visit £40.00 if require treatment additional £20.00 charge	Advice visit £60.00 if require treatment additional £25.00 charge
Wasps	£44.00 then £20.00 per additional nest	£65.00 then £30.00 per additional nest
Bed Bugs	£80.00 up to 3 rooms additional £25per room for any additional rooms	£120.00 up to 3 rooms additional £30per room for any additional rooms
Cockroaches	£100.00 up to 7 rooms additional £25per room for any additional rooms	£140.00 up to 7 rooms additional £30 per room for any additional rooms
Pest Control Advice	Telephone advice - free Advisory Visit- £40.00	
Charges not increased from last year as charges are currently at the top end of the current market.		
TAXIS AND PRIVATE HIRE Local Government (Miscellaneous Provisions) Act 1976 & Town Police Clauses Act 1847		
Drivers	£	
New 1 year – all types	160 (150)	
Renew 1 year hackney driver – all types	140 (130)	
New 3 year driver’s licence (all types)	310 (295)	
Renewal 3 year driver’s licence (all types)	290 (275)	
Vehicles		
New vehicle – all types	390 (370)	
Renewal vehicle – all types	350 (330)	
PH Operators		
Operators – 1 year licence		
New PH Operator (<5 vehicles)	500 (485)	

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New PH Operator (5-10 vehicles)	650 (630)
New PH Operator (>10 vehicles)	700 (680)
Renewal PH Operator (<5 vehicles)	380 (365)
Renewal PH Operator (5-10 vehicles)	530 (500)
Renewal (>10 vehicles)	640 (610)
Operators – 5 year licence	
New PH Operator (<5 vehicles)	1470 (1420)
New PH Operator (5-10 vehicles)	2080 (2050)
New PH Operator (>10 vehicles)	2580 (2550)
Renewal PH Operator (<5 vehicles)	1280 (1250)
Renewal PH Operator (5-10 vehicles)	1930 (1910)
Renewal (>10 vehicles)	2440 (2420)
SHIP INSPECTION CHARGES	
(Ships Sanitation Certificates Statutory Fees)	
<i>APHA recommended standard charging regime</i>	
Gross Tonnage	
Up to 1,000	£125 (£110)
1001 – 3,000	£170 (£150)
3,001 – 10,000	£250 (£220)
10,001 – 20,000	£325 (£285)
20,001– 30,000	£415 (£365)
Over – 30,000	£480 (£425)
Extensions	£95 (£80)
With the exception of:	
<ul style="list-style-type: none"> • Vessels with the capacity to carry between 50 and 1000 persons - £480 (£425) • Vessels with the capacity to carry more than 1000 persons £820 (£725) 	
Extra charges may be added for exceptional costs such as launch hire, lengthy journeys to the port or laboratories, out of hours visits and samples taken.	
Water Sampling	
Bacteriological Samples	
First sample taken	£75
Each additional sample taken	£35
Legionella Samples	

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First sample taken	£105				
Each additional sample	£70				
Prices exclude VAT					
Illegal, Unreported, Unregulated (IUU) Catch Certification					
Documentary check – low risk					
1-5 certificates	£23.50				
6-10 certificates	£47.00				
11-20 certificates	£70.50				
21+ certificates	£94.00				
Documentary check – high risk					
1-5 certificates	£47.00				
6-10 certificates	£70.50				
11-20 certificates	£94.00				
21+ certificates	£117.50				
<u>GAMBLING ACT 2005</u>					
Class of Premises	New Application	Annual Fee	Variation	Transfer	Licence Re-instatement
Bingo	2450 (2400)	950 (900)	1740 (1700) Max is £1750	1200 (Max)	1200 (Max)
Adult Gaming Centre	2000 (Max)	950 (900)	1000 (Max)	1200 (Max)	1200 (Max)
Betting (Tracks)	2100 (2050)	950 (900)	1250 (Max)	950 (Max)	950 (Max)
Family Entertainment Centre	2000 (Max)	750 (720) Max is £750	1000 Max	950 (Max)	950 (Max)
Betting (Other)	2100 (2050)	600 Max	1500 (Max)	1200 (Max)	1200 (Max)
<u>SCRAP METAL</u>					
Site Licence - New	£ 420 (400) for one site – add £225 (£215) for each additional site				
Site Licence – Variation	£ 100 (95)				
Site Licence - Renewal	£ 340 (320) (Every three years)				
Collectors Licence – New	£ 155 (145)				
Collectors – Minor Variation	£ 95 (90)				

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Collectors – Major Variation – this includes a variation from a collector’s licence to a site licence)	£ 385 (370) for one site - add £215 (£210) for each additional site
Renewal	£ 95 (90) (Every three years)
<u>FOOD HYGIENE RE-RATING</u>	
FHRS re-rating visits is £150	£150 (£150)
<u>PARK HOME FEES</u>	
Initial Application Fee for New Sites	£345 (£340)
Application to Transfer a Site Licence	£105 (no site visit) (£100) £175 (includes site visit) (£170)
Application to Vary Site Licence	£90 (no site visit) (£85) £160 (includes site visit)(£155)
Deposit of site rules	£35
Application fee to be registered as Fit and Proper Person to manage a Park (Mobile) Home site	£150
Enforcement Costs	At officer hourly rate on a case by case basis
<u>HMO LICENCE FEES</u>	

Fees for New Application or Application less than six weeks before Licence Renewal Date

Number of Lettings	Part 1 Fee	Part 2 Fee	Total Cost	Cost if paying in full at time of application
5 Lettings	£400	£260	£660	£630
6-10 Lettings	£445	£305	£750	£720
11-15 Lettings	£490	£350	£840	£810
16-20 Lettings	£535	£395	£930	£900
21-30 Lettings	£580	£440	£1020	£990
31-35 Lettings	£625	£485	£1110	£1080

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Fees to Renew Licences made more than six weeks before Licence Renewal Date				
Number of Lettings	Part 1 Fee	Part 2 Fee	Total Cost	Cost if paying in full at time of application
5 Lettings	£300	£260	£560	£530
6-10 Lettings	£335	£305	£640	£610
11-15 Lettings	£370	£350	£720	£690
16-20 Lettings	£400	£395	£795	£765
21-30 Lettings	£435	£440	£875	£845
31-35 Lettings	£470	£485	£955	£925
<u>ENERGY PERFORMANCE CERTIFICATES</u>				
EPC inspection/certificate			£50 plus VAT	
<u>IMMIGRATION INSPECTIONS</u>				
£100 plus VAT – includes one re-inspection where recommendations made				
<u>HOUSING ACT 2004 ENFORCEMENT</u>				
Charge of £300 per enforcement notice served under the provisions of Part 1 of Housing Act 2004, except Hazard Awareness Notice				
<u>WORKS IN DEFAULT ADMINISTRATION CHARGE</u>				
A minimum of £20 or 20% charge on top of costs for undertaking work in default of legal notices				
<u>FIXED PENALTY CHARGES – FOR CONTRAVENTIONS OF THE SMOKE AND CARBON MONOXIDE ALARM (ENGLAND) REGULATIONS 2015</u>				
First Offence			£1000 reduced to £500 if paid within 14 days	
Second Offence			£2000	
Third Offence			£3000	
Fourth Offence			£4000	
Fifth Offence			£5000	

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LICENSING ACT 2003			
Band	Rateable Value (£)	Variation Fee (£) & New Application Fee (£)	Annual Fee (£)
A	No rateable value to 4,300	100	70
B	4,301 to 33,000	190	180
C	33,001 to 87,000	315	295
D	87,001 to 125,000	450	320
D*	See Note 1 below	900	640
E	125,001 and above	635	350
E*	See Note 2 below	1905	1050

FIXED PENALTY CHARGES – FOR CONTRAVENTION OF THE REQUIREMENT TO BELONG TO A REDRESS SCHEME

Business that has failed to join an approved scheme after being issued with a final notice and no appeal has been made	£5000
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Business that has joined an approved scheme following the service of a final notice	£4000
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Business that has not joined an approved scheme after being served with a notice of intent	£3000
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LICENSING ACT 2003

Transfer of Premises Licence	£23
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Change of Designated Premises Supervisor	£23
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Minor Variation of Premises Licence	£89
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New Personal Licence	£37
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Personal Licence – Change of Details	£10.50
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Premises Licence - Change of Details	£10.50
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Copy licence	£10.50
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Animal Welfare (Licensing of Activities.....) Regulations 2018

New Licence Applications

New Animal Welfare Licence – all activities (excluding ‘hiring out horses’ and ‘Keeping or training animals for exhibition’)

Application fee (including initial inspection)	£105 (100)
Mandatory mid-licence inspection fee	£65 (60)
Annual enforcement fee (payable for each year of licence)	£45 (45)

Therefore: -

1 year licence	£215 (205)
2 year licence	£260 (250)
3 year licence	£305 (295)

Note: A vet’s fee is also payable where a vet’s inspection is either required by law or deemed to be necessary by the Council.

Note: For dog boarding there is an additional application fee of £80 per host and a further £60 per host for the mandatory mid-licence inspection

New Animal Welfare Licence - Hiring out Horses only

Application fee (including initial inspection)	£105 (100)
Annual inspection fee (payable for each year of licence)	£65 (60)
Annual enforcement fee (payable for each year of licence)	£45 (45)

Therefore: -

1 year licence	£215 (205)
2 year licence	£325 (310)
3 year licence	£435 (415)

Note: It is a requirement of the regulations that premises licensed for the hiring out of horses receive a vet’s inspection every year. The fees for these inspections are in addition to those listed above.

New Animal Welfare Licence - Keeping or Training Animals for Exhibition only

Application fee (including initial inspection)	£105 (100)
Annual enforcement fee (payable for each year of the licence)	£45 (45)

Available as 3 year licence only £240 (235)

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New - Cost per Additional Licensable Activity

Application fee (including initial inspection)	£65 (60)
Mandatory mid-licence Inspection fee	£35 (30)

Licence Applications - Renewal

Renewal - Animal Welfare Licence – all activities (excluding ‘hiring out horses’ and ‘Keeping or training animals for exhibition’)

Application fee (including inspection)	£90 (80)
Mandatory mid-licence inspection fee	£65 (60)
Annual enforcement fee (payable for each year of licence)	£45 (45)

Therefore: -

1 year licence	£200 (185)
2 year licence	£245 (230)
3 year licence	£290 (275)

Note: A vet’s fee is also payable where a vet’s inspection is deemed by the Council to be necessary.

Note: For dog boarding there is an additional application fee of £70 per host and a further £60 per host for the mandatory mid-licence inspection

Renewal - Animal Welfare Licence - Hiring out Horses only

Application fee (including inspection)	£90 (80)
Annual inspection fee (payable for each year of licence)	£65 (60)
Annual enforcement fee (payable for each year of licence)	£45 (45)

Therefore: -

1 year licence	£200 (185)
2 year licence	£310 (290)
3 year licence	£420 (395)

Note: It is a requirement of the regulations that premises licensed for the hiring out of horses receive a vet’s inspection every year. The fees for these inspections are in addition to those listed above.

Renewal - Animal Welfare Licence - Keeping or Training Animals for Exhibition only

Application fee (including inspection)	£90 (80)
Annual enforcement fee (payable for each year of the licence)	£45 (45)

3 year licence only	£225 (215)
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Renewal - Cost per Additional Licensable Activity

Application fee (including initial inspection)	£65 (60)
Mandatory mid-licence Inspection fee	£35 (30)

Variation of licence

Application fee where no inspection is required	£35 (30)
Application fee where inspection is required	£100 (90)

Note: A vet's fee may be payable in addition to the above

Notes

1. A new application would be needed for the following changes to a business: -
 - Change of address (of premises where animals are kept or accommodated)
 - Change of business operator
 - The addition of a new licensable activity
2. A variation of licence would be required for the following proposed amendments: -
 - Changes to the number of animals licensed
 - Changes to the identity of animals licensed (where animals are identified on the licence)
 - A change of licence holder's address (where no animals are kept or accommodated at those premises)
 - The addition/removal of a host premises for dog boarding activities
 - Changes to the plan of the premises that are being used to keep or accommodate animals
3. It is not possible to combine the activity of 'Keeping or Training Animals for Exhibition Only' with any other activity on one licence. This is because such licences must, by law, be for a three year duration and do not qualify for a Star Rating. Where this activity does take place at the same premises as another activity, a reduced fee may be applicable.

Community Safety Team

Key Holding

Per building - £4 (£3) per week

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The table of fees detailed above are hereby authorised and shall take effect from **1st April 2023**

Approved by.....

Sylvia Pinkney
Assistant Director (Regulatory Services)

Date.....