

Appendix A - Fees & Charges – Licensing
Pre - Application Advice

Small applications (Minor Variations, Transfers, Vary DPS, TEN)

	Minimum Fee		For Each Additional Hour	
	Excluding VAT	Including VAT	Excluding VAT	Including VAT
Advice and assistance with application form	£60	£72	£60	£72
Assistance with advertising	£30	£36	£30	£36
On Site Visit	£90	£108	£90	£108

Medium to Large applications (New and Variation)

	Minimum Fee		For Each Additional Hour	
	Excluding VAT	Including VAT	Excluding VAT	Including VAT
Advice and assistance with application form	£100	£120	£100	£120
Assistance with advertising	£30	£36	£30	£36
On Site Visit	£125	£150	£85	£102

Event Licences

	Minimum Fee		For Each Additional Hour	
	Excluding VAT	Including VAT	Excluding VAT	Including VAT
Advice and assistance with application form	£210	£252	£140	£168
Assistance with advertising	£30	£36	£30	£36
On-Site Visit	£300	£360	£150	£180

Street Trading Applications

	Minimum Fee		For Each Additional Hour	
	Excluding VAT	Including VAT	Excluding VAT	Including VAT
Advice and assistance with application form	£60	£72	£60	£72
On Site Visit	£90	£108	£90	£108

Scrap Metal Applications

	Minimum Fee		For Each Additional Hour	
	Excluding VAT	Including VAT	Excluding VAT	Including VAT
Advice and assistance with application form	£60	£72	£60	£72

Check and Send Service

	Minimum Fee		For Each Additional Hour	
	Excluding VAT	Including VAT	Excluding VAT	Including VAT
Per application	£30	£36	£30	£36