

# Regulatory Committee

10.00am, Thursday, 9 January 2020

## Licence Income from Fees 2018/19

Executive/routine	
Wards	Citywide
Council Commitments	N/A

### 1. Recommendations

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- 1.1 The Regulatory Committee is asked to note the content of this report.

#### Paul Lawrence

Executive Director of Place

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# Report

## Licence Income from Fees 2018/19

### 2. Executive Summary

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- 2.1 This report provides the committee with high level information on the income collected from licensing fees during the last full financial year 2018/19. The report gives detail on income from the three main licence categories and provides a breakdown of the main expenditure against this.

### 3. Background

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- 3.1 The Council's activities as a Licensing Authority are funded directly by income raised from licence application fees. The fees currently charged are approved by full Council as part of the budget process. A small number of fees are fixed or capped by legislation and are thus not set by the Council. Notwithstanding that, this committee has the power to amend the fee structure.
- 3.2 The provision of licensing services is not directly funded from the Council's general revenue fund. Fees are designed to fully recover the costs of the service. Income in relation to Taxi and Private Hire Car Licences and Houses in Multiple Occupation ('HMOs') is ringfenced, and any surplus is maintained separately. Income from all other types of licence is not ringfenced, and any surplus which exists at the end of the financial year is included within the Council's end of year accounts.
- 3.3 The Air Weapons and Licensing (Scotland) Act 2015 introduced a requirement for Licensing Boards to report income and expenditure. There was a request from committee members that a similar format should be used to increase the transparency of reporting income from the Council's licensing activities, as historically this information was included in much more detailed financial reporting. The second such report was presented to the Regulatory Committee in October 2018.

### 4. Main report

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- 4.1 Income is collected from licence applications and is coded against three main licence types:
- 4.1.1 Taxi and Private Hire Cars (PHCs) etc;

4.1.2 Houses in Multiple Occupation (HMOs); and

4.1.3 Civic (which includes any remaining licence types dealt with by the Council not in 4.1.1 and 4.1.2 above).

- 4.2 In relation to 4.1.1, the Council does not further break down income to show, for example, income for taxis as opposed to PHCs, and for vehicles as opposed to drivers. The resource necessary to deal with these is the same and there is no operational need for the service to create a breakdown which does not reflect how the service is structured.
- 4.3 The Council's income from licence fees is attached at Appendix 2. The structure of Civic and taxi/PHC fees was last reviewed in 2015. As part of its budget process the Council considers whether any annual increase of fees is required. This report therefore does not deal with any fee increase, as this will be done as part of the wider budget process by Council later this year.
- 4.4 The fee structure for HMOs was last reviewed in April 2017, and a new three year fee structure was introduced at that time. This will be reviewed in 2020, and a report will be submitted to the next cycle of the committee.
- 4.5 Details of income generated and the main items of expenditure are attached at Appendix 2.
- 4.6 As indicated above, income from taxis/PHC and HMOs are ringfenced, and if there is a surplus of income this is held in reserve accounts. These accounts are monitored regularly to ensure that they remain appropriate, and are reported to the Finance and Resource Committee within much more detailed accounts.
- 4.7 In terms of Civic licence fees, as these are not subject to the same ring-fencing as taxi/PHC and HMO, no estimate is included in Appendix 2 as to the direct or supporting costs of related enforcement. This cost is considered likely to be in excess of the surplus indicated in Appendix 3, but it is important to note that services in Place Directorate do not receive a specific budget for undertaking licensing activity.
- 4.8 The current cash reserves are set out in Appendix 3. In relation to the HMO reserve, members may recall that, at the time the new fee structure was implemented as set out at paragraph 4.4 above, the long-term plan was to allow this reserve to reduce as the effect of three year licences became apparent. This will be monitored, and adjustments recommended if necessary, in the report at next cycle.
- 4.9 The taxi and PHC reserve is required to provide capital, should infrastructure or work on the Taxi Examination Centre ('TEC') be required. For example, the cost of procuring a new inspection ramp was approximately £60,000. The reserves are maintained at a prudent level to ensure that further capital is available should it be required, as other capital funding in the Council is not available for these costs. Whilst the reserve now stands at £800K, the need to ensure capital for the replacement of the TEC is now being quantified. Following a decision of the Finance & Resources Committee the last date for the closure of Murrayburn is April 2022, by which time a new facility will have to be secured and commissioned. The

initial estimated cost of this is £500K, which would account for most of the reserve and leave a small contingency. In conjunction with colleagues in Corporate Property, work is ongoing to identify an alternative location. A further report will be provided when this is completed and costs verified.

## **5. Next Steps**

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- 5.1 It is recommended that the committee notes this report and agrees to receive a further report in due course.

## **6. Financial impact**

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- 6.1 No direct financial impact - this report is for information only. The Council's scale of fees for licensing applications was approved by full Council with effect from 1 April 2019.

## **7. Stakeholder/Community Impact**

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- 7.1 The report provides members with information. No direct policy implications arise from the report. Decisions on fees and expenditure are made as part of the Council's budget process.

## **8. Background reading/external references**

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- 8.1 [Licence Income for Fees 2017-2018 report](#) to Regulatory Committee on 22 October 2018.

## **9. Appendices**

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- 9.1 Appendix 1 – Current fees.
- 9.2 Appendix 2 – Income and expenditure for 2018/19.
- 9.3 Appendix 3 – HMO and taxi/PHC reserve accounts.

# Valid – 2019/20

## LICENCE APPLICATION FEES & CHARGES

Please note that a 20% surcharge is payable for all temporary licence applications submitted within 28 days of the date the licence is due to start.

TYPE	SUB TYPE	FEE £ & DURATION
<b>CIVIC</b>		
<b>BOAT HIRE</b>		
	new/renewal	£597 – 1 year
	temporary	£200 – up to 28 days
	temporary – <b>inc late application surcharge</b>	£240 – up to 28 days
<b>INDOOR SPORTS</b>		
	new/renewal	£997 – 1 year
	temporary	£695 – up to 28 days
	temporary- <b>inc late application surcharge</b>	£834 – up to 28 days
	community or charitable events ( <b>reduced fee is not available when the event involves any commercial activity</b> )	£121 – up to 6 weeks
<b>KNIFE DEALERS</b>		
	new	£224 – 1 year
	renewal	£168 – 1 year
<b>LATE HOURS CATERING</b>		
	new	£627 – 1 year
	renewal	£449 – 1 year
	exemption	£112 – up to 2 months max
<b>MARKET OPERATORS - Including car boot sales within Ward 11 (City Centre)</b>		
The annual fee is only available to markets that operate with a frequency of <b>at least once</b> per calendar month	annual indoor markets	£56 - per stall – 1 year new/renewal
	annual outdoor markets	£84 - per stall – 1 year new/renewal
temporary outdoor markets who operate <b>less than once</b> per calendar month	temporary outdoor markets - <b>subject to a max fee of £5,000</b>	£84 – fee per stall for up to 28 days

	temporary outdoor markets - subject to a max fee of £5,000 <b>inc late application surcharge</b>	£101 – fee per stall for up to 28 days
temporary indoor markets who operate <b>less than once</b> per calendar month	temporary indoor markets - <b>subject to a max fee of £1,000</b>	£56 – fee per stall for up to 28 days
	temporary indoor markets - subject to a max fee of £1,000 <b>inc late application surcharge</b>	£68 – fee per stall for up to 28 days
<i>Note an indoor market is considered to be wholly or substantially contained within a building or other permanent structure. This does not apply to the exterior grounds of a building, any area temporary fenced off or restricted area or any temporary structure i.e. marquee</i>		
<b>MARKET OPERATORS - Including car boot sales out with the City Centre (Ward 11)</b>		
temporary markets are those who operate <b>less than once</b> per calendar month	temporary indoor or outdoor market	£6 – fee per stall for up to 28 days
	temporary indoor or outdoor market - <b>inc late application surcharge</b>	£7 – fee per stall for up to 28 days
The annual fee is only available to markets that operate with a frequency of <b>at least once</b> per calendar month		£14 – fee per stall new / renewal for 1 year
<b>COMMUNITY MARKETS OR REGISTERED CHARITIES - See Note 1</b>		
<b>provided there is no commercial element, i.e. where 100% of the profits is given over to the charity or community group</b>		
	City wide - 20 stalls maximum (thereafter normal fees will apply)	£121 – per week or part of a week ( <i>up to a max 7 days per application</i> )
	City wide - 20 stalls maximum (thereafter normal fees will apply) - <b>inc late application surcharge</b>	£144 – per week or part of a week ( <i>up to a max 7 days per application</i> )
<b>METAL DEALERS – Includes Itinerant Metal Dealers</b>		
	new / renewal	£640 – 1 year
	renewal	£1682 – 3 years
<b>PUBLIC CHARITABLE COLLECTION PERMIT (see note 1) – NO FEE</b>		
A maximum of 6 days street and/or 6 days house to house collections in any calendar year, with only one Saturday permitted for a street collection and/or house to house collection		
<b>PUBLIC ENTERTAINMENT</b>		
	Capacity 1 – 200	£1066 – 1 year new or temporary up to 28 days
	Capacity 1 – 200 - <b>inc late application surcharge</b>	£1276 – temporary up to 28 days
	Capacity 1 – 200	£863 – 1 year renewal
	Capacity 201 - 1000	£1594 – 1 year new or temporary up to 28 days
	Capacity 201 – 1000 - <b>inc late application surcharge</b>	£1913 – temporary up to 28 days
	Capacity 201 - 1000	£1066 – 1 year renewal

	Capacity 1001 - 5000	£3197 – 1 year new or temporary up to 28 days
	Capacity 1001 – 5000 - <b>inc late application surcharge</b>	£3837 – temporary up to 28 days
	Capacity 1001 - 5000	£2129 – 1 year renewal
	Capacity 5,001 - 10,000	£6395 - 1 year new or temporary up to 28 days
	Capacity 5,001 - 10,000 - <b>inc late application surcharge</b>	£7660 – temporary up to 28 days
	Capacity 5,001 - 10,000	£4257 – 1 year renewal
	Capacity 10001 - 15,000	£10387 – 1 year new or temporary up to 28 days
	Capacity 10001 - 15,000 - <b>inc late application surcharge</b>	£12459 – temporary up to 28 days
	Capacity 10001 - 15,000	£7788 – 1 year renewal
	Capacity > 15000	£13433 – 1 year new or temporary up to 28 days
	Capacity > 15000 - <b>inc late application surcharge</b>	£16124 – temporary up to 28 days
	Capacity > 15000	£10074 – 1 year renewal
	<b>Sun Tan Centres – sun beds</b>	£252 – per bed for 1 year new or renewal
<b>PUBLIC ENTERTAINMENT - Community/Charitable/Religious or Political Group Events</b>		
Free to enter events		
	capacity up to 500 - <b>see note 5</b>	No Fee
	capacity 501 - 2500	£155 – temporary up to 28 days
	capacity 2501 - 5000	£309 – temporary up to 28 days
	capacity greater than 5000	temporary up to 28 days - 25% discount of normal fee
	capacity 501 - 2500	£412 – 1 year
	capacity 2501 - 5000	£824 – 1 year
	capacity greater than 5000	25% discount of normal fee - 1 year
Pay to enter events		
	capacity of up to 250- <b>see note 6</b>	No Fee
	capacity 251 - 2500	£155 – temporary up to 28 days
	capacity 2501 - 5000	£309 – temporary up to 28 days
	capacity greater than 5000	temporary up to 28 days - 25% discount of normal fee
	capacity 251 - 2500	£412 – 1 year
	capacity 2501 - 5000	£824 – 1 year
	capacity greater than 5000	25% discount of normal fee - 1 year

<b>PUBLIC ENTERTAINMENT - Amusement Devices linked to a public entertainment event or a stand alone structure – see note 2</b>		
	Amusement devices 1	£211 – 1 year new or temporary up to 28 days
	Amusement devices 1 - <b>inc late application surcharge</b>	£252 – temporary up to 28 days
	Amusement devices 2 - 5	£970 – 1 year new or temporary up to 28 days
	Amusement devices 2 - 5 - <b>inc late application surcharge</b>	£1164 – temporary up to 28 days
	Amusement devices 6 - 20	£2392 – 1 year new or temporary up to 28 days
	Amusement devices 6 – 20 - <b>inc late application surcharge</b>	£2870 – temporary up to 28 days
	Amusement devices > 20	£4738 – 1 year new or temporary up to 28 days
	Amusement devices > 20 - <b>inc late application surcharge</b>	£5686 – temporary up to 28 days
<b>PUBLIC ENTERTAINMENT – Variation to an existing licence – see note 3</b>		
	Change to capacity > 15,000	£13455
	Change to capacity > 15,000 - <b>inc late application surcharge</b>	£16145
	Change to capacity > 10,001 to 15000	£10400
	Change to capacity > 10,001 to 15000 - <b>inc late application surcharge</b>	£12479
	Change to capacity 5,001 - 10,000	£6395
	Change to capacity 5,001 - 10,000 - <b>inc late application surcharge</b>	£7674
	Change to capacity 1,001 - 5,000	£3198
	Change to capacity 1,001 - 5,000 - <b>inc late application surcharge</b>	£3837
	Change to capacity 201 - 1,000	£1609
	Change to capacity 201 - 1,000 - <b>inc late application surcharge</b>	£1931
	Change to capacity 1 - 200	£1066
	Change to capacity 1 – 200 - <b>inc late application surcharge</b>	£1278
	Variation other than a capacity increase	£118
	Live animal supplement *	£224 – per event
	*any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition</u> to the licence application fee	
	Hypnotism supplement	£224 –per event
<b>SECOND-HAND DEALER</b>		
	new	£224 – 1 year
	renewal	£168 – 1 year
	renewal	£406 – 3 years

	exemption – disposal of stock in trade	£102 – per application
	temporary	£112 – up to 28 days
	temporary - <b>inc late application surcharge</b>	£135 – up to 28 days
	antique fairs dealers	£66 – 1 year
	stamp & book fairs dealers	£66 – 1 year
	record/transaction books	£9 – per book
<b>SEX SHOP</b>		
	new/renewal	£1572 – 1 year
<b>SKIN PIERCING/TATTOOING</b>		
Where activity carried out from premises		
	Principal Operator with employees - New	£280 – 1 year
	Renewal	£280 – 1 year
	Renewal	£560 – 3 years
	Each additional employee	£84
	Self Employed Operator - New	£280 – 1 year
	Renewal	£280 – 1 year
	Renewal	£560 – 3 years
One Off Events		
	Principal Operator/Organiser	£269 – per application
	Attending an exhibition or Arts event – where event licence is already in place	£84 – max 7 days
<b>STREET TRADERS</b> – a valid food hygiene certificate must be submitted with an application to sell food		
	Food	£316 – 1 year
	Non food	£215 – 1 year
	Food - temporary	£224 – per application - up to 7 days max
	Food - temporary - <b>inc late application surcharge</b>	£269 – per application - up to 7 days max
	Non food - temporary	£168 – per application - up to 7 days max
	Non food - temporary - <b>inc late application surcharge</b>	£202 – per application - up to 7 days max
	Food - change of vehicle	£168 – per application
	Food Hygiene Inspection for vehicles	£168 – per vehicle when not part of a licence application
	Food - change of vehicle - <b>inc late application surcharge</b>	£202 – per application
	Employees – per applicant	£56 – for the duration of employers licence
	Employees – per applicant - <b>inc late application surcharge</b>	£67 – for the duration of employers licence

<b>Charitable Organisations</b>		
Provided there is no commercial element, i.e. where 100% of the profits is given over to the charity or community group. Qualifying criteria must be submitted with an application and after expiry of licence		
	<b>See note 1</b>	£75 – 6 months max
<b>WINDOW CLEANERS</b>		
	New/ Renewal	£112 – 1 year
	Renewal	£280 – 3 years
<b>OTHER LICENCE TYPES</b>		
<b>ANIMAL BOARDING</b>		
	Commercial Kennels*	£333 – 1 year
	Home Boarding or Dog Day Care (1–10 animals) *	£155 – 1 year
	Home Boarding or Dog Day Care (>10 animals) *	£333 – 1 year
*any application that involves a vet inspection will be charged the full cost of that inspection <b>in addition to</b> the licence application fee		
<b>CINEMAS</b>		
	multi-screen	£618 – 1 year
	single screen	£309 – 1 year
	temp	£206 – 1 month
	transfer	£123
	up to 4 screens	£618 – 1 year
	variation	No fee
	Change of manager	£95
<b>DANGEROUS WILD ANIMALS</b>		
*any application that involves a vet inspection will be charged the full cost of that inspection <b>in addition to</b> the licence application fee		£333 – 1 year new or renewal
<b>DOG BREEDING*</b>		
*any application that involves a vet inspection will be charged the full cost of that inspection <b>in addition to</b> the licence application fee		£333 – 1 year new or renewal
<b>FIREWORK SALES</b>		
	all year sale	£538 – 1 year
<b>FIREWORK DISPENSATION</b>		
You need a dispensation from the Council to operate a firework display between the hours of 23.00 and 07.00. Dispensations are not needed for a display between 23.00 and 01.00 at New Year, Chinese New Year and Diwali or between 23.00 and 24.00 on November 5th.		
		Free – per event

HYPNOTISM		
	permission	£224 – per event
PERFORMING ANIMALS*		
*any application that involves a vet inspection will be charged the full cost of that inspection <b>in addition to</b> the licence application fee		£595 – 1 year
PET SHOPS*		
*any application that involves a vet inspection will be charged the full cost of that inspection <b>in addition to</b> the licence application fee		£391 – 1 year new or renewal
RIDING ESTABLISHMENTS*		
*any application that involves a vet inspection will be charged the full cost of that inspection <b>in addition to</b> the licence application fee		£638 – 1 year new or renewal
THEATRE		
	Commercial operation - capacity > 1,000	£2866 – 1 year new or temporary up to 28 days
	Commercial operation - capacity 201 - 1,000	£1432 – 1 year new or temporary up to 28 days
	Commercial operation - capacity 1 – 200	£955 – 1 year new or temporary up to 28 days
	Commercial operation - capacity > 1,000	£1911 – 1 year renewal
	Commercial operation - capacity 201 - 1,000	£955 – 1 year renewal
	Commercial operation - capacity 1 - 200	£776 – 1 year renewal
	Charitable/ Community Organisation (<200)	£118 – max 4 per year
	Street Theatre	£46 – per event/per day
	Street Theatre - <b>inc late application surcharge</b>	£56 – per event/per day
THEATRE - Variation to an existing licence – see note 4		
Capacity increase	Change to capacity > 1,000	£2866
	Change to capacity > 1,000- <b>inc late application surcharge</b>	£3339
	Change to capacity 201 - 1,000	£1432
	Change to capacity 201 - 1,000 - <b>inc late application surcharge</b>	£1669

	Change to capacity 1 - 200	£955
	Change to capacity 1 - 200 - <b>inc late application surcharge</b>	£1112
	Variation other than capacity increase	£118
	Live animal supplement *	£224 – per event
	* any application that involves a vet inspection will be charged the full cost of that inspection <b>in addition to</b> the licence application fee	
<b>VENISON DEALER</b>		
		£172 – 3 years
<b>ZOO</b> - *any application that involves a vet inspection will be charged the full cost of that inspection <u>in addition</u> to the licence application fee		
		£1004 – 6 years new or renewal
<b>MISCELLANEOUS FEES</b>		
	CERTIFIED COPY LICENCE	£56 – per copy
	DUPLICATE ID BADGE	£56 – per badge
	CHANGE OF MANAGER	£106
	VARIATION OF ANY CIVIC LICENCE – other than a capacity increase for a Public Entertainment or Theatre licence	£56

**NOTES:**

**Note 1: Charitable Organisations**

when applying for a temporary licence as a charitable, religious, youth, sporting, community, political or similar organisations qualifying material must be submitted at the time of application and again after the event

Qualifying material to be submitted with an application for a licence includes, but is not restricted to the following;

- the organisations charity number (if a registered charity),
- a copy of the organisations constitution/ or a list of the organisations aims and objectives if no constitution exists
- a copy of the organisations last annual audited accounts or a copy of the recent statement of accounts

after the expiry of a licence organisations must provide the following returns;

- statement of account showing monies raised and any expenses incurred

**Note 2: Public Entertainment - Amusement Devices**

Amusement Devices – this includes carousels, bouncy castles, bungee jump or bungee running equipment, stalls, tents, booths or structures. They will all have either been installed or erected and therefore require safety checking ahead of members of the public having access to them. They are operated in connection with the amusement or entertainment of the public

**Note 3: Public Entertainment Variation - Capacity Increase**

The fee due for an application to increase the capacity of an existing public entertainment licence will comprise of the difference between (a) the fee due for a licence with the new increased capacity and (b) the fee already paid for a licence with the original occupant capacity as per the following;

<u>example</u>	<u>£</u>
(a) fee due for a licence with a capacity of 350	1594
(b) less the fee paid for a licence with a capacity of 200	1066
	<hr/>
total fee payable for application to increase capacity	£528

**Note 4: Theatre Variation - Capacity Increase**

The fee due for an application to increase the capacity of an existing theatre licence will comprise of the difference between (a) the fee due for a licence with the new increased capacity and (b) the fee already paid for a licence with the original occupant capacity, as per the following;

<u>example</u>	<u>£</u>
(a) fee due for a licence with a capacity of 350	1432
(b) less the fee paid for a licence with a capacity of 200	927
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total fee payable for application to increase capacity	£505

**Note 5: Public Entertainment – Free to enter events**

no public entertainment licence is required for the following 'free to enter' events

- Events held by a charitable, religious, youth, sporting, community, political or similar organisation (see note 1) providing the capacity **does not exceed 500 people**
- premises used for exhibitions of art work
- premises in which live music is being provided incidentally to the main purpose or use of the premises where that main purpose or use is not as a place of public entertainment.

**Note 6: Public Entertainment – Pay to enter events with a maximum capacity of 250 people**

no public entertainment licence is required for premises used for functions or events by;

- any charity, religious, community or political group or any similar non-commercial organisation

where the public pay to enter or use the any facilities for their entertainment provided the capacity **does not exceed 250 people**

# Valid – 2019/20

## TAXI & PHC LICENCE APPLICATION FEES & CHARGES

TYPE	SUB TYPE	FEE £ & DURATION
<b>TAXI</b>		
	New Licence	£673 – 1 year
	Renewal Licence (existing vehicle)	£348 – 1 year
	Renewal Licence (with variation for new vehicle)	£404 – 1 year
	New Driver (Includes one 'topographical' test)	£185 – 1 year
	Renewal driver	£112 – 1 year
	Renewal driver	£178 – 3 years
PARTNERSHIP/INCORPORATION		£673
TAXI TOPOGRAPHICAL TEST		£68 – per application
VARIATION OF LICENCE TO ALLOW FITTING OF WIFI EQUIPMENT		£57 – per application
VARIATION OF LICENCE TO ALLOW INSTALLATION OF FORWARD FACING CAMERAS		£57 – per application
VARIATION OF LICENCE TO ALLOW INSTALLATION OF SAFETY CAMERAS		£57 – per application
WHEELCHAIR EXEMPTION CERTIFICATE		£11 – for duration of licence or temporary period as determined
<b>PRIVATE HIRE</b>		
	New Licence	£560 – 1 year
	Renewal Licence (existing vehicle)	£319 – 1 year
	Renewal Licence (with variation for new vehicle)	£376 – 1 year
	New driver	£151 – 1 year
	Renewal driver	£112 – 1 year
	Renewal driver	£168 – 3 years
PARTNERSHIP/INCORPORATION		£560
REPLACEMENT PLATE		£88
REPLACEMENT PRE-BOOKED DOOR SIGN		£12 – per sticker

<b>TAXI &amp; PRIVATE HIRE</b>		
BRACKETS		£28 – per application
CANCELLATION OF INSPECTION		£106 – per cancellation
VEHICLE RETEST – second and thereafter		£54 - per retest
CHANGE OF MANAGER		£106 – per application
CHANGE OF VEHICLE - Other than at annual inspection		£168
DUPLICATE CERTIFICATE OF COMPLIANCE		No fee
DUPLICATE ID BADGE		£56 – per badge
DUPLICATE LICENCE		£56 – per licence
MEDICAL EXAMINATION NOT ATTENDED (without notice)		£106
MEDICAL EXAMINATION - FURTHER ASSESSMENT NOT ATTENDED (without notice)		£208
<b>BOOKING OFFICE</b>		
	New	£1122 – 1 year
	Renewal	£785 – 1 year
<b>MISCELLANEOUS FEES</b>		
CERTIFIED COPY LICENCE		£56 – per copy
DUPLICATE ID BADGE		£56 – per badge
CHANGE OF MANAGER		£106

# Valid – 2019/20

## HOUSE IN MULTIPLE OCCUPATION LICENCE APPLICATION FEES

HMO licence application fees are based on occupant capacity with an option of a one or three year licence as approved by the Councils Regulatory Committee on 21 April 2017

Please note:

- HMO licences in their first year may be granted for a minimum period of 6 months
- Existing licences holders applying for a second or subsequent application ('renewal') for individual properties can apply for either a one or three year licence \*

\* The grant of a three year licence will only be considered for suitable properties on a case by case basis and can be restricted to one year licence based on the following assessment criteria:

- Premises/landlords that are subject to ongoing monitoring where issues have been identified by council officers
- Premises/landlords that are subject to enforcement action
- Premises/landlords where previous complaints have been upheld
- Premises that have failed to complete remedial work, identified upon inspection, within four weeks from the first inspection date, without prior consent of the council

Number of Occupants	Fee (£) (1or 3 year application)		
3	540		
4	720		
5	900		
6	1,130		
7	1,360		
8	1,590		
9	1,820		
10	2,050		
11	2,280		
12	2,510		
13	2,740		
14	2,970		
15	3,200		
16	3,430		
17	3,660		
18	3,890		
19	4,120		
20	4,350		
21-30	4,850		
31-40	5,350		

41-50	5,850		
51-60	6,350		
61-70	6,850		
71-80	7,350		
81-90	7,850		
91-100	8,350		
101-150	9,150		
151-200	9,950		
201-250	10,750		
251-300	11,550		
301-350	12,350		
351-400	13,150		
401-450	13,950		
451-500	14,750		
501-550	15,550		
551-600	16,350		
> 600	Increase of £800 per banding of 100		
Percentage discount available for charity registered with The Scottish Charity Regulator (OSCR) and linked to homeless and / or vulnerable adult accommodation			
Educational institutions – Property owned and managed by a charity registered with The Scottish Charity Regulator (OSCR) would be considered eligible for a 50% fee reduction			

## Appendix 2

### City of Edinburgh Licensing Services Financial Report

#### Year Ending: 31 March 2019

This report has been prepared using unaudited financial data taken for year ending 31 March 2019. It should be noted that not all expenditure is directly attributable to certain licensing categories. Where general costs have been incurred, these have been allocated to the Licensing category based on a best estimate of the expenditure incurred. The report accordingly should not be relied upon as a precise reflection of income and expenditure.

The financial statement is as follows:

	2018/19	2018/19	2018/19	2017/18	2017/18	2017/18
<u>Income</u> <sup>1</sup>	Cab Licensing	Civic Licensing	HMO Licensing	Cab Licensing	Civic Licensing	HMO Licensing
Licensing Income	-2,001,585	-959,768	-1,318,966	-1,755,790	-1,006,984	-1,583,319
Other Income	-136,089	-2,568	-1,500	-109,693	-1,591	-5,000
<b>Total</b>	<b>-2,137,674</b>	<b>-962,336</b>	<b>-1,320,466</b>	<b>-1,865,483</b>	<b>-1,008,575</b>	<b>-1,588,319</b>
<u>Staff Costs</u> <sup>2</sup>						
Regulatory Services Staff	532,775	165,720	876,833	336,483	185,541	908,509
Legal Services	53,812	26,906	44,844	55,485	27,743	46,238
Administrative Support	28,295	14,148	146,269	27,094	13,547	171,618
<b>Total</b>	<b>614,883</b>	<b>206,774</b>	<b>1,067,945</b>	<b>419,062</b>	<b>226,830</b>	<b>1,126,365</b>
<u>Other Direct Costs</u> <sup>3</sup>						
ICT Equipment	4,027	569	137	25,269	52	15,615

Training	0	743	0	891	849	437
Postage	6,248	2,159	6,395	6,489	2,889	1,509
Printing/Stationery/Photocopying	4,232	5,145	4,092	15,998	6,420	720
Capital funded through revenue	0	0	0	58,348	0	0
Consultant Fees	7,280	0	7,000	25,988	0	0
Medical Fees	152,959	0	0	118,250	0	0
Operational Materials	93,854	0	0	58,747	0	0
Recharges to other public bodies	0	0	48,026	0	0	59,007
Property Charges	40,464	0	0	41,132	0	0
Legal Fees	24,173	8,590	16,813	19,228	15,433	34,574
Transport	8,340	585	5,720	7,821	818	3,019
Other expenses	647,977	7,928	10,252	37,950	11,284	4,581
Internal Charges	24,441	188,882	40,733	590,884	189,359	38,119
<b>Total</b>	<b>1,013,994</b>	<b>214,600</b>	<b>139,169</b>	<b>1,006,996</b>	<b>227,105</b>	<b>157,581</b>

**Indirect Costs**<sup>4</sup>

ICT/Telecommunications	22,027	11,013	18,356	23,891	14,335	28,669
Business Support	19,346	9,673	16,122	18,444	11,066	22,133
Property	75,653	37,826	63,044	70,344	42,206	84,412
Corporate & Democratic Core	33,792	16,896	28,160	24,478	14,687	29,373
Other <sup>5</sup>	41,544	21,284	192,698	62,987	17,778	160,815

<b>Total</b>	<b>192,362</b>	<b>96,693</b>	<b>318,650</b>	<b>200,143</b>	<b>100,071</b>	<b>325,402</b>
<b>Net (Surplus)/Deficit</b>	<b>-316,435</b>	<b>-444,268</b>	<b>205,297</b>	<b>-239,282</b>	<b>-454,568</b>	<b>21,029</b>

**Notes:**

1. Denotes income from applications and annual fees received in 2018/19.
2. Denotes salary, superannuation, national insurance and pension costs associated with Legal Services/Depute Clerk, Licensing Officers, Licensing Standards Officers and other Council staff responsible for administrative support. HMO staffing costs include a share of Private Rental Sector enforcement officers. Where costs are not directly attributable to the Licensing Categories, costs have been allocated based on the proportional share of licensing applications.
3. Denotes direct budgetary costs associated with the exercise of the Licensing functions, such as travel and transport costs, stationery, supplies and services etc.
4. Denotes the portion of centralised administrative costs such as ICT, training, property costs etc. that are allocated to Licensing and PRS Enforcement. These allocations are derived from the Council's Central Support Cost model.
5. This represents a share of services such as Legal & Risk, HR, Finance, Strategy & Insight and Communications.

## Regulatory Report 2018/19

<u>Income 1</u>	2018/19 Outturn			2018/19 Revised Budget		
	Cab Licensing	Civic Licensing	HMO Licensing	Cab Licensing	Civic Licensing	HMO Licensing
Licensing Income	-2,001,585	-959,768	-1,318,966	-1,756,526	-954,061	-1,604,348
Other Income	-136,089	-2,568	-1,500	-109,693	-1,591	-5,000
<b>Total</b>	<b>-2,137,674</b>	<b>-962,336</b>	<b>-1,320,466</b>	<b>-1,866,219</b>	<b>-955,652</b>	<b>-1,609,348</b>
 <u>Staff Costs</u> <sup>2</sup>						
Regulatory Services Staff	532,775	165,720	876,833	339,889	249,031	909,042
Legal Services	53,812	26,906	44,844	0	0	0
Administrative Support	28,295	14,148	146,269	0	0	0
<b>Total</b>	<b>614,883</b>	<b>206,774</b>	<b>1,067,945</b>	<b>339,889</b>	<b>249,031</b>	<b>909,042</b>
 <u>Other Direct Costs</u> <sup>3</sup>						
ICT Equipment	4,027	569	137	25,269	52	15,615
Training	0	743	0	891	849	437
Postage	6,248	2,159	6,395	6,489	2,889	1,509
Printing/Stationery/Photocopying	4,232	5,145	4,092	15,998	6,420	720
Capital funded through revenue	0	0	0	58,348	0	0
Consultant Fees	7,280	0	7,000	25,988	0	0

Medical Fees	152,959	0	0	118,250	0	0
Operational Materials	93,854	0	0	58,747	0	0
Recharges to other public bodies	0	0	48,026	0	0	59,007
Property Charges	40,464	0	0	41,132	0	0
Legal Fees	24,173	8,590	16,813	19,228	15,433	34,574
Transport	8,340	585	5,720	7,821	818	3,019
Other expenses	647,977	7,928	10,252	628,834	11,359	4,599
Internal Charges	24,441	188,882	40,733	0	189,359	38,119
<b>Total</b>	<b>1,013,995</b>	<b>214,600</b>	<b>139,169</b>	<b>1,006,995</b>	<b>227,179</b>	<b>157,599</b>
<b><u>Indirect Costs</u></b> <sup>4</sup>						
ICT/Telecommunications	22,027	11,013	18,356	0	0	0
Business Support	19,346	9,673	16,122	0	0	0
Property	75,653	37,826	63,044	0	0	0
Corporate & Democratic Core	33,792	16,896	28,160	0	0	0
Other	41,544	21,284	192,968	0	0	0
<b>Total</b>	<b>192,362</b>	<b>96,693</b>	<b>318,650</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net (Surplus)/Deficit</b>	<b>-316,435</b>	<b>-444,268</b>	<b>205,297</b>	<b>-519,335</b>	<b>-479,442</b>	<b>-542,707</b>

## Appendix 3

### 2018/19 Regulatory - Reserves

<b>Service</b>	<b>2018/19 Starting position</b>	<b>2018/19 Interest</b>	<b>Final reserves balance</b>
Cab licensing - Payment to reserves - 9805 89803	-316,434.47	-2,719.03	-858,910.43
HMO licensing - Drawdown from reserves - 9805 89811	205,296.69	-7,162.55	-1,223,706.91