

Appendix 2 – Proposed Fee Structure - Mandatory Licensing Scheme for Special Procedures

1.1 Each local authority is required to approve fees as per the following table. Total fees for practitioners and premises are divided into application fee and compliance fee which is payable once the application has been granted. The application fee covers the cost of processing the application, inspection and issuing documentation. The compliance fee is a reasonable contribution to the running of the licensing scheme, advising licence holders, following up complaints, additional inspections, and ongoing support.

Table 1		
Licence Type	New	Renewal
Special Procedures Licence (3yr licence)	£203 (£159 Application / £44 Compliance)	£189 (£148 Application / £41 Compliance)
Approved Premises Certificate (3yr licence)	£385 (£244 Application / £141 Compliance)	£345 (£204 Application / £141 Compliance)
Other Fees		
Special Procedure Licence - Variation (Add Procedure)	£131	
Special Procedure Licence - Variation (Change of Detail)	£26	
Special Procedure Licence - Replacement Licence	£13	
Temporary Special Procedure Licence	£92	

Approved premises / Vehicle - Variation (Add Procedure)	£189
Approved Premises / Vehicle - Variation (Structural Change	£189
Approved Premises / Vehicle - Change of Detail	£26
Approved Premises / Vehicle - Replacement Certificate	£13
Approved Premises / Vehicle - Temporary Approval (Ancillary Event)	£385
Approved Premises / Vehicle -Temporary Approval (Convention / Main Purpose)	£680