

Adur District Council

Licensing Fees & Charges 2025/26

Prices are subject to an annual increase in April, prices correct as at 1st April 2025:

Charge
£ pence

Animal Welfare Licensing	Part A	Part B	
New Applications			
Dog (Home Boarding)	124.00	136.00	260.00
Dog (Home Boarding) Franchise	88.00	98.00	186.00
Dog (Day Care)	215.40	226.60	442.00
Dog (Kennels)	215.40	226.60	442.00
Cattery	174.00	183.00	357.00
Dog Breeding *	169.00	167.00	336.00
Exhibition of Animals *	169.00	167.00	336.00
Hire of Horses * 1 to 10	191.00	203.00	394.00
Hire of Horses * 11 to 20	215.40	226.60	442.00
Hire of Horses * 21+	265.00	254.00	519.00
Sale of Pets	124.00	136.00	260.00
Secondary Activity			
Dog (Home Boarding)	-	-	107.00
Dog (Day Care)	-	-	293.00
Dog (Kennels)	-	-	293.00
Cattery	-	-	209.00
Dog Breeding *	-	-	181.50
Exhibition of Animals *	-	-	181.50
Hire of Horses * 1 to 10	-	-	242.00
Hire of Horses * 11 to 20	-	-	300.00
Hire of Horses * 21+	-	-	374.00
Sale of Pets	-	-	107.00
Variation to Licence	-	-	68.00
Re-inspection request for re-rating purposes			132.00

* = plus vet fees (the re-rating request fee is the same as the Part B for the activity)

Renewal Applications	
Dog (Home Boarding)	244.00
Dog (Home Boarding) Franchise	174.00
Dog (Day Care)	414.00
Dog (Kennels)	414.00
Cattery	335.00
Dog Breeding *	315.00
Exhibition of Animals *	315.00
Hire of Horses * 1 to 10	370.00
Hire of Horses * 11 to 20	414.00
Hire of Horses * 21+	486.00
Sale of Pets	244.00
Franchiser Host (inspection fee)	100.00
Pre application checking service	100.00

Dangerous Wild Animals	
Vertebrates - 1st species - one animal	869.00
Each additional species	515.00
Each additional animal	88.00
Invertebrates - 1st species - up to 50 animals	512.00
Each additional species	49.00
Dangerous Wild Animals (Premises) *	354.00
Dangerous Wild Animals (Premises) Renewal *	317.00
* = <i>plus vet fees</i>	
Zoo	2,057.00

Gambling Act 2005	
Bingo - New Application	3,500.00
Bingo - Annual fee	1,000.00
Bingo - Variation	1,750.00
Bingo - Transfer	1,200.00
Bingo - Reinstatement	1,200.00
Bingo - Provisional Statement	3,500.00
Adult Gaming Centre - New Application	2,000.00
Adult Gaming Centre - Annual fee	1,000.00
Adult Gaming Centre - Variation	1,000.00
Adult Gaming Centre - Transfer	1,200.00
Adult Gaming Centre - Reinstatement	1,200.00
Adult Gaming Centre - Provisional Statement	2,000.00
Family Entertainment Centre - New Application	2,000.00
Family Entertainment Centre - Annual fee	750.00
Family Entertainment Centre - Variation	1,000.00
Family Entertainment Centre - Transfer	950.00
Family Entertainment Centre - Reinstatement	950.00
Family Entertainment Centre - Provisional Statement	2,000.00
Betting Other - New Application	3,000.00
Betting Other - Annual fee	600.00
Betting Other - Variation	1,500.00
Betting Other - Transfer	1,200.00
Betting Other - Reinstatement	1,200.00
Betting Other - Provisional Statement	3,000.00
Betting Track - New Application	2,500.00
Betting Track - Annual fee	1,000.00
Betting Track - Variation	1,250.00
Betting Track - Transfer	950.00
Betting Track - Reinstatement	950.00
Betting Track - Provisional Statement	2,500.00
Notes:	
1. <i>First annual fee of a licence will be subject to a 25% discount</i>	
2. <i>All copy licences will be £25</i>	
3. <i>All notifications of change will be £50</i>	

Gambling Act 2005: Permit Fees	
Family Entertainment Gaming Machine Permit - Application Fee	300.00
Family Entertainment Gaming Machine Permit - Renewal Fee	300.00
Prize Gaming Permit - Application Fee	300.00
Prize Gaming Permit - Renewal Fee	300.00
Alcohol Licensed Premises Notification of 2 or less machines - Application Fee	150.00
Alcohol Licensed Premises Notification of 2 or less machines - Annual Fee	50.00
Club Gaming Permit - Application Fee	200.00
Club Gaming Permit - Annual Fee	50.00
Club Gaming Permit - Renewal Fee	200.00
Club Gaming Machine Permit - Application Fee	200.00
Club Gaming Machine Permit - Annual Fee	50.00
Club Gaming Machine Permit - Renewal Fee	200.00
Club Gaming Permit or Club Gaming Machine Permit fast track applications made by holders of LA 2003 Club Premises Certificates - Application Fee	100.00
Club Gaming Permit or Club Gaming Machine Permit fast track applications made by holders of LA 2003 Club Premises Certificates - Annual Fee	50.00
Small Society Lottery Registration - Application Fee	40.00
Small Society Lottery Registration - Annual Fee	20.00

Licensing Act 2003	
Premises Licence and Club Premises Certificates Statutory fees apply as shown below	
(Licence fees are linked to non-domestic rateable value of the premises)	
Application Fee	
Band A	100.00
Band B	190.00
Band C	315.00
Band D	450.00
Band E	635.00
Annual Charge	
Band A	70.00
Band B	180.00
Band C	295.00
Band D	320.00
Band E	350.00
Minor variation application	89.00
Disapplication of DPS (Designated Premises Supervisor)	23.00
Personal Licence	37.00
Temporary Event Notice (TEN)	21.00
Theft, loss etc of premises licence summary	10.50
Application for a provisional statement where premises being built etc	315.00
Notice of Change of name or address	10.50
Application to vary a licence to specify individual as DPS (Designated Premises Supervisor)	23.00
Application for transfer of Premises Licence	23.00
Interim authority notice following death etc of licence holder	23.00

Theft, loss etc. of certificate or summary	10.50
Notification of Change of name or alteration of rules of club	10.50
Change of relevant registered address of club	10.50
Theft, loss etc. of Temporary Event Notice (TEN)	10.50
Theft, loss etc. of Personal Licence	10.50
Duty to notify of Change of name or address	10.50
Right of freeholder etc. to be notified of licensing matters	21.00
<i>Premises Licences Additional Fees - Where the number of people that the applicant allows on the premises at any one time is 5,000 or more an additional fee will be charged.</i>	

Misc Licensing	
Pleasure Boats	118.00
Sex Establishment Licence - New	3,350.00
Sex Establishment Licence - Renewal	1,740.00

Pavement - Tables and Chairs Fees <i>(commencing 1st April 2025)</i>	
Small Businesses: up to 2 tables & 8 covers - New 1 Year	350.00
Small Businesses: up to 2 tables & 8 covers - Renewal Annually	250.00
Larger Businesses: with over 2 tables & 8 covers - New 1 Year	500.00
Larger Businesses: with over 2 tables & 8 covers - Renewal Annually	350.00

Permit Misc Fees	
FEC Permits - Change of name	25.00
FEC Permits - Copy of permit	15.00
Prize Gaming Permits - Change of name	25.00
Prize Gaming Permits - Copy of permit	15.00
Alcohol Licensed Premises - Notification of 2 or less machines	N/A
Alcohol Licensed Premises - More than 2 machines - Change of name	25.00
Alcohol Licensed Premises - More than 2 machines - Copy of permit	15.00
Alcohol Licensed Premises - More than 2 machines - Variation	100.00
Alcohol Licensed Premises - More than 2 machines - Transfer	25.00
Club Gaming Permit - Copy of permit	15.00
Club Gaming Permit - Variation	100.00
Club Gaming Machine Permit - Copy of permit	15.00
Club Gaming Machine Permit - Variation	100.00

Scrap Metal Dealers Act 2013	
Site Licence	537.00
Collector	342.00
Change of name/address	43.50
Licence Variation	126.50
Copy of Licence	17.00

Taxi Licensing	
1 Year Hackney Carriage Vehicle	351.00
1 Year Private Hire Vehicle	299.00
Drivers Licence New Application Fee (including 1st knowledge test)	148.00
Hackney Drivers 3 Year Licence (including online DBS update Service)	335.00
Private Hire Drivers 3 Year Licence (including online DBS update Service)	335.00
1 Year Driver (extenuating circumstances)	155.00
Private Hire Operator First Application Fee	137.00
5 Year Private Hire Operator - 1 to 2 vehicles	442.00
5 Year Private Hire Operator - 3 to 5 vehicles	877.00
5 Year Private Hire Operator - 6 to 10 vehicles	1,602.00
5 Year Private Hire Operator - 11 to 20 vehicles	3,632.00
5 Year Private Hire Operator - 21 to 30 vehicles	7,112.00
5 Year Private Hire Operator - 31+ vehicles	8,272.00
1 Year Private Hire Operator (exceptional circumstances) - 1 to 2 vehicles	210.00
1 Year Private Hire Operator (exceptional circumstances) - 3 to 5 vehicles	297.00
1 Year Private Hire Operator (exceptional circumstances) - 6 to 10 vehicles	472.40
1 Year Private Hire Operator (exceptional circumstances) - 11 to 20 vehicles	878.40
1 Year Private Hire Operator (exceptional circumstances) - 21 to 30 vehicles	1,574.40
1 Year Private Hire Operator (exceptional circumstances) - 31+ vehicles	1,776.00
Rear Plate	27.00
Door Signs Pair	32.00
Door Sign Single	19.00
Internal plate/sign	19.00
Change of Vehicle	63.50
Copy of Licence	28.00
Additional Knowledge Test (each)	74.00
Additional Drivers Licence (including DBS/Medical check)	73.00
Replacement Badge	19.00
DBS	63.00
Child Exploitation Training (external)	25.00
English Language Test (Versant)	55.00

Please note: Although the fees and charges are correct at the time of going to print they could be subject to change during the year and the prevailing charge at the time the service is provided will apply.