

Dacorum Borough Council – Licensing fees and charges – 1 April 2023 to 31 March 2024

Cat.	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £	
1.1	Application for new club premises certificate	Band A	100.00	-	100.00
1.1		Band B	190.00	-	190.00
1.1		Band C	315.00	-	315.00
1.1		Band D	450.00	-	450.00
1.1		Band E	635.00	-	635.00
1.1		Site under construction/development	315.00	-	315.00
1.1	Application for full variation of club premises certificate	Band A	100.00	-	100.00
1.1		Band B	190.00	-	190.00
1.1		Band C	315.00	-	315.00
1.1		Band D	450.00	-	450.00
1.1		Band E	635.00	-	635.00
1.1		Site under construction/development	315.00	-	315.00
1.1	Application for minor variation of club premises certificate	89.00	-	89.00	
1.1	Request for duplicate copy of certificate following loss/theft/damage	10.50	-	10.50	
1.1	Change of name or address on club premises certificate	10.50	-	10.50	
1.1	Change of club rules	10.50	-	10.50	
1.2	Annual fee (payable on anniversary of grant of certificate)	Band A	-	70.00	70.00
1.2		Band B	-	180.00	180.00
1.2		Band C	-	295.00	295.00
1.2		Band D	-	320.00	320.00
1.2		Band E	-	350.00	350.00
1.2		Site under construction/development	-	295.00	295.00
1.3	Application for new personal licence	37.00	-	37.00	
1.3	Duplicate copy of licence following theft/loss/damage	10.50	-	10.50	
1.3	Change of name or address	10.50	-	10.50	
1.4	Application for new premises licence	Band A	100.00	-	100.00
1.4		Band B	190.00	-	190.00
1.4		Band C	315.00	-	315.00
1.4		Band D	450.00	-	450.00
1.4		Band D with multiplier	900.00	-	900.00
1.4		Band E	635.00	-	635.00
1.4		Band E with multiplier	1,905.00	-	1,905.00
1.4		Site under construction/development	315.00	-	315.00
1.4	Application for full variation of premises licence	Band A	100.00	-	100.00
1.4		Band B	190.00	-	190.00
1.4		Band C	315.00	-	315.00
1.4		Band D	450.00	-	450.00
1.4		Band D with multiplier	900.00	-	900.00
1.4		Band E	635.00	-	635.00
1.4		Band E with multiplier	1,905.00	-	1,905.00

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Cat.	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £
1.4	Site under construction/development	315.00	-	315.00
1.4	Capacity: 5,000–9,999	1,000.00	-	1,000.00
1.4	Capacity: 10,000–14,999	2,000.00	-	2,000.00
1.4	Capacity: 15,000–19,999	4,000.00	-	4,000.00
1.4	Capacity: 20,000–29,999	8,000.00	-	8,000.00
1.4	Capacity: 30,000–39,999	16,000.00	-	16,000.00
1.4	Capacity: 40,000–49,999	24,000.00	-	24,000.00
1.4	Capacity: 50,000–59,999	32,000.00	-	32,000.00
1.4	Capacity: 60,000–69,999	40,000.00	-	40,000.00
1.4	Capacity: 70,000–79,999	48,000.00	-	48,000.00
1.4	Capacity: 80,000–89,999	56,000.00	-	56,000.00
1.4	Capacity: 90,000+	64,000.00	-	64,000.00
1.4	Application for transfer of premises licence	23.00	-	23.00
1.4	Application for variation of premises licence to specify premises supervisor	23.00	-	23.00
1.4	Application for minor variation of premises licence	89.00	-	89.00
1.4	Application to substitute mandatory condition for community premises (if not made simultaneously with another application)	23.00	-	23.00
1.4	Application for interim authority notice	23.00	-	23.00
1.4	Request for duplicate copy of premises licence following loss/theft/damage	10.50	-	10.50
1.4	Change of name or address on premises licence	10.50	-	10.50
1.5 (Alcohol, Entertainment, etc – Premises Licences – Annual Fees)				
1.5	Band A	-	70.00	70.00
1.5	Band B	-	180.00	180.00
1.5	Band C	-	295.00	295.00
1.5	Band D	-	320.00	320.00
1.5	Band D with multiplier	-	640.00	640.00
1.5	Band E	-	350.00	350.00
1.5	Band E with multiplier	-	1,050.00	1,050.00
1.5	Site under construction/development	-	295.00	295.00
1.5	Exempt	-	-	-
1.5	Capacity: 5,000–9,999	-	500.00	500.00
1.5	Capacity: 10,000–14,999	-	1,000.00	1,000.00
1.5	Capacity: 15,000–19,999	-	2,000.00	2,000.00
1.5	Capacity: 20,000–29,999	-	4,000.00	4,000.00
1.5	Capacity: 30,000–39,999	-	8,000.00	8,000.00
1.5	Capacity: 40,000–49,999	-	12,000.00	12,000.00
1.5	Capacity: 50,000–59,999	-	16,000.00	16,000.00
1.5	Capacity: 60,000–69,999	-	20,000.00	20,000.00
1.5	Capacity: 70,000–79,999	-	24,000.00	24,000.00
1.5	Capacity: 80,000–89,999	-	28,000.00	28,000.00
1.5	Capacity: 90,000+	-	32,000.00	32,000.00
1.6 (Alcohol, Entertainment, etc – Temporary Events Notices)				

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Cat.	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £
1.6	Temporary event notice (standard) - submission fee	21.00	-	21.00
1.6	Temporary event notice (late) - submission fee	21.00	-	21.00
1.6	Duplicate copy of notice following theft/loss/damage	10.50	-	10.50
1.7 (Alcohol, Entertainment, etc - Miscellaneous)				
1.7	Application for provisional statement	315.00	-	315.00
1.7	Notification of legal/financial interest in premises	21.00	-	21.00
2.1 (Animals – Boarding of dogs and cats)				
2.1	Application for new animal boarding establishment licence, except franchises (kennels/home boarding/day care)(up to 3 yrs)	470.00	233.00	703.00
2.1	Application to renew animal boarding establishment licence, except franchises (kennels/home boarding/day care)(up to 3 yrs)	226.00	233.00	459.00
2.1	Application for new animal boarding establishment licence as a franchise.	373.00 (+ inspection fee per additional premises)	233.00	606.00 (+ inspection fee per additional premises)
2.1	Application to renew animal boarding establishment licence as a franchise.	129.00 (+inspection fee per additional premises)	233.00	362.00 (+ inspection fee per additional premises)
2.1	Application to vary animal boarding establishment licence (kennels/home boarding/day care) except franchises	144.00 (+inspection if required)	91.00	235.00 (+inspection if required)
2.1	Application to vary animal boarding establishment licence for a franchise to add premises	180.00 (+inspection per premises)		180.00 (+inspection per premises)
2.1	Application to vary to reduce licensable activities or numbers of animals (Kennels/home boarding/day care)	32.00	-	32.00
2.1	Re-evaluation of star rating (Kennels/home boarding/day care)	32.00 (+inspection if required)	-	32.00 (+for inspection if required)
2.1	Application to vary an animal boarding establishment (administrative matters only)	32.00	0.00	32.00
2.1	Veterinary inspection of premises *	Recharged at cost		
2.1	Qualified officer inspection of premises (when for renewal)	97.00		
2.2 (Animals – Dangerous Wild Animals)				
2.2	Application for licence to keep dangerous wild animals (2yr) <i>plus vet inspection</i>	165.00	41.00	206.00
2.2	Application to renew licence to keep dangerous wild animals (2yr) <i>plus vet inspection</i>	165.00	41.00	206.00
2.2	Application to vary licence conditions (new species/increased numbers of animals)	72.00	41.00	113.00
2.2	Application to vary licence conditions (administrative matters only)	32.00	-	32.00
2.2	Veterinary inspection of premises *	Recharged at cost		
2.3 (Animals – Breeding of dogs)				
2.3	Application for new dog breeding licence (up to 3 yrs) <i>plus vet inspection</i>	473.00	232.00	705.00 (+ vet inspection fees)
2.3	Application to renew dog breeding licence (up to 3 yrs) <i>plus vet inspection</i>	228.00	232.00	460.00 (+ inspection fees)

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Cat.	Item		APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £
2.3	Application to vary a dog breeding licence	<i>Plus inspection if required</i>	48.00	63.00	111.00(+ inspection fees)
2.3	Re-evaluation of Star Rating – Breeding Licence	<i>Plus inspection if required</i>	32.00	0.00	32.00 (+ inspection fees)
2.3	Application to vary a dog breeding licence (administrative matters only)	<i>Plus inspection if required</i>	32.00	0.00	32.00
2.3	Veterinary inspection of premises *		Recharged at cost		
2.3	Qualified officer inspection of premises (when for renewal)		97.00		
2.4 (Animals – Selling animals as pets)					
2.4	Application for new pet shop licence (up to 3 yrs)		470.00	233.00	703.00
2.4	Application to renew pet shop licence (up to 3 yrs)		224.00	233.00	457.00
2.4	Application to vary pet shop licence		145.00 (+inspection if required)	63.00	208.00 (+inspection if required)
2.4	Application to vary to reduce licensable activities or numbers of animals – pet shops		32.00	-	32.00
2.4	Application to vary licence (administrative matters only)		32.00		32.00
2.4	Re-evaluation of star rating – pet shops		32.00 (+inspection if required)	-	32.00 (+inspection if required)
2.4	Veterinary inspection of premises *		Recharged at cost		
2.4	Qualified officer inspection of premises (when for renewal)		97.00		
2.5 (Animals – Hiring of horses)					
2.5	Application for hiring of horses (up to 3 yrs)	<i>plus vet inspection on application & annually throughout licence duration</i>	430.00	136.00	566.00 (+ vets fees)
2.5	Application to renew licence for hiring of horses (up to 3 yrs)	<i>plus vet inspection on application & annually throughout licence duration</i>	226.00	136.00	362.00 (+ vets fees)
2.5	Application to vary licence for hiring of horses		48.00 (+ inspection if required)	63.00	111.00 (+ inspection if required)
2.5	Application to vary to reduce licensable activities or numbers of animals – hiring of horses		32.00	-	32.00
2.5	Re-evaluation of star rating – hiring of horses		32.00 (+ inspection if required)	-	32.00 (+ inspection if required)
2.5	Application to vary licence (administrative matters only)		32.00	-	32.00
2.5	Veterinary inspection of premises *		Recharged at cost		
2.5	Qualified officer inspection of premises (when for renewal)		97.00		
2.6 (Animals – Zoos)					
2.6	Application for new zoo licence (4yr)	<i>plus vet inspection</i>	1694.00	370.00	2064.00
2.6	Application to renew zoo licence (6yr)	<i>plus vet inspection</i>	1034.00	370.00	1404.00
2.6	Application to vary licence	<i>plus vet inspection</i>	1694.00	370.00	2064.00

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Cat.	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £
2.6	Application to transfer zoo licence <i>plus vet inspection</i>	156.00	87.00	243.00
2.7 Animals – Keeping or training animals for exhibition				
2.7	Application to keep or train animals for exhibition (default 3yrs only)	309.00	136.00	445.00
2.7	Application to renew licence to keep or train animals for exhibition (default 3yrs only)	226.00	136.00	362.00
2.7	Application to vary licence to reduce licensable activities or numbers of animals	32.00	-	32.00
2.7	Application to vary licence to keep or train animals for exhibition (administrative matters only)	32.00	-	32.00
2.7	Application to vary licence to keep or train animals for exhibition	145.00 (+inspection if required)	63.00	208.00 (+inspection if required)
2.7	Qualified officer inspection of premises (when for renewal)	97.00		
2.8 General provisions				
2.8	Boarding of dogs and cats Selling Animals as pets Breeding dogs Hiring of horses Keeping or training animals for exhibition	Combined activities: Equal to highest activity fee		
3.1 (Betting, Gambling, etc – Lotteries)				
3.1	Registration of society for small society lotteries	40.00	-	40.00
3.1	Annual fee (payable on anniversary of registration)	-	20.00	20.00
3.2 (Betting, Gambling, etc – Notices)				
3.2	Temporary use notice submission fee	409.00	-	409.00
3.2	Duplicate copy of temporary use notice following theft/loss/damage	18.00	-	18.00
3.2	Occasional use notice submission fee	-	-	-
3.3 (Betting, Gambling, etc – Permits)				
3.3	Notification of 1-2 gaming machine in alcohol-licensed premises	50.00	-	50.00
3.3	Application for new permit	150.00	-	150.00
3.3	Application for variation of permit	100.00	-	100.00
3.3	Application for transfer of permit	25.00	-	25.00
3.3	Change of name or address	25.00	-	25.00
3.3	Replacement - theft/loss	15.00	-	15.00
3.3	Annual fee *	-	50.00	50.00
3.3	Application for new permit (standard)	200.00	-	200.00
3.3	Application for new permit (fast track)	100.00	-	100.00
3.3	Application for variation of permit	100.00	-	100.00
3.3	Application for renewal of permit (standard)	200.00	-	200.00
3.3	Application for renewal of permit (fast track)	100.00	-	100.00
3.3	Replacement - theft/loss	15.00	-	15.00
3.3	Annual fee *	-	50.00	50.00
3.3	Club machine permit Application for new permit (standard)	200.00	-	200.00

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Cat.	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £
3.3	Application for new permit (fast track)	100.00	-	100.00
3.3	Application for variation of permit	100.00	-	100.00
3.3	Application for renewal of permit (standard)	200.00	-	200.00
3.3	Application for renewal of permit (fast track)	100.00	-	100.00
3.3	Replacement - theft/loss	15.00	-	15.00
3.3	Annual fee *	-	50.00	50.00
3.3	Application for new permit	300.00	-	300.00
3.3	Application for renewal of permit	300.00	-	300.00
3.3	Prize gaming permit Change of name or address	25.00	-	25.00
3.3	Replacement - theft/loss	15.00	-	15.00
3.3	Application for new permit	300.00	-	300.00
3.3	Family entertainment centre gaming machine permit Application for renewal of permit	300.00	-	300.00
3.3	Change of name or address	25.00	-	25.00
3.3	Replacement - theft/loss	15.00	-	15.00
3.4 (Betting, Gambling, etc – Premises Licences – Applications)				
3.4	Adult gaming centre	1282.00	-	1282.00
3.4	Betting (track)	1282.00	-	1282.00
3.4	Betting (other)	1282.00	-	1282.00
3.4	Bingo	1282.00	-	1282.00
3.4	Family entertainment centre	1282.00	-	1282.00
3.4	Adult gaming centre	883.00	-	883.00
3.4	Betting (track)	883.00	-	883.00
3.4	Betting (other)	883.00	-	883.00
3.4	Bingo	883.00	-	883.00
3.4	Family entertainment centre	883.00	-	883.00
3.4	Adult gaming centre	1282.00	-	1282.00
3.4	Betting (track)	1282.00	-	1282.00
3.4	Betting (other)	1282.00	-	1282.00
3.4	Bingo	1282.00	-	1282.00
3.4	Family entertainment centre	1282.00	-	1282.00
3.4	Adult gaming centre	883.00	-	883.00
3.4	Betting (track)	883.00	-	883.00
3.4	Betting (other)	883.00	-	883.00
3.4	Bingo	883.00	-	883.00
3.4	Family entertainment centre	883.00	-	883.00
3.4	Adult gaming centre	372.00	-	372.00
3.4	Betting (track)	372.00	-	372.00
3.4	Betting (other)	372.00	-	372.00
3.4	Bingo	372.00	-	372.00
3.4	Family entertainment centre	372.00	-	372.00

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Cat.	Item	APPLICATION fee 2023-24 £	LICENCE fee 2023-24 £	TOTAL fee 2023-24 £
3.4	Adult gaming centre	372.00	-	372.00
3.4	Betting (track)	372.00	-	372.00
3.4	Betting (other)	372.00	-	372.00
3.4	Bingo	372.00	-	372.00
3.4	Family entertainment centre	372.00	-	372.00
3.4	Duplicate copy of licence following theft/loss/damage	18.00	-	18.00
3.4	Change of name or address on premises licence	41.00	-	41.00
3.5 (Betting, Gambling, etc - Premises Licences – Annual Fees)				
3.5	Adult gaming centre	-	564.00	564.00
3.5	Betting (track)	-	564.00	564.00
3.5	Betting (other)	-	564.00	564.00
3.5	Bingo	-	564.00	564.00
3.5	Family entertainment centre	-	564.00	564.00
4.1 (Charity Collections – Street Collections)				
4.1	Application for street collection licence	-	-	-
4.2 (Charity Collections – House-to-House Collections)				
4.2	Application for house to house collection licence	-	-	-
5.1 (Hypnotism)				
5.1	Hypnotism authorisation	-	-	-
6.1. Pavement Licensing				
7.1	Application for pavement licence	100.00	-	100.00
7.1 (Scrap Metal Dealers)				
7.1	Application for new scrap metal site licence	274.00	68.00	342.00
7.1	Application for new scrap metal collectors licence	212.00	34.00	246.00
7.1	Application to renew scrap metal site licence	254.00	68.00	322.00
7.1	Application to renew scrap metal collectors licence	193.00	34.00	227.00
7.1	Application to vary scrap metal licence - change of licensee details	18.00	1.00	19.00
7.1	Application to vary scrap metal licence - change of licensed sites	95.00	1.00	96.00
7.1	Application to vary scrap metal licence - change of site managers	56.00	1.00	57.00
7.1	Application to vary scrap metal licence - site to collectors licence	34.00	1.00	35.00
7.1	Application to vary scrap metal licence - collectors to site licence	123.00	46.00	169.00
8.1 (Sex Establishments)				
8.1	Application for new sex establishment licence	2093.00	279.00	2372.00
8.1	Application for renewal of sex establishment licence	1629.00	279.00	1908.00
8.1	Application for variation of sex establishment licence	911.00	125.00	1036.00
8.1	Application for transfer of sex establishment licence	465.00	-	465.00
9.1 (Skin Piercing, etc)				
9.1	Application for registration of skin piercing premises	266.00	-	266.00
9.1	Application for registration of skin piercing operator	125.00	-	125.00
10.1 (Street Trading)				
10.1	Street trading consent (annual) New (1 vehicle/pitch, 1 year)	454.00	288.00	742.00

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10.1	Renewal (1 vehicle/pitch, 1 year)	454.00	288.00	742.00	
10.1	Additional fee per extra vehicle/pitch	37.00	45.00	82.00	
10.1	Interim substitution of vehicle	28.00	-	28.00	
10.1	Other consent variation	158.00	-	158.00	
10.1	Street trading consent partial year (up to 6 months)	241.00	142.00	383.00	
10.1	Street trading consent (single event)	Commercial event	177.00	-	177.00
10.1		Community/charity event	33.00	-	33.00
11.1 (Taxis and Private Hire - Drivers)					
11.1	Hackney Carriage Drivers Licence (3 years)	New	-	309.00	309.00
11.1		Renewal	-	238.00	238.00
11.1		Theft/loss of badge	22.00	-	22.00
11.1	Private Hire Drivers Licence (3 years)	New	-	309.00	309.00
11.1		Renewal	-	251.00	251.00
11.1		Theft/loss of badge	22.00	-	22.00
11.1	Dual HC/PH Drivers Licence (3 years)	New	-	338.00	338.00
11.1		Renewal	-	279.00	279.00
11.1		Renewal & Upgrade	-	272.00	272.00
11.1		Interim Upgrade (+£1 / unexpired month)	-	79.00	79.00
11.1		Theft/loss of badge (per)	22.00	-	22.00
11.1	Disclosure & Barring Service (DBS) enhanced disclosure *		Recharged at cost (currently, 59.00) + £15 admin £74		
11.1	External identity check (where required for DBS route 2 verification) *		Recharged at cost (current 7.20)		
11.2 (Taxis and Private Hire – Driver Knowledge Tests)					
11.2	Hackney carriage written local/legal test	Full test	84.00		84.00
11.2		Conditions only	46.00		46.00
11.2	Private hire written local/legal test	Full test	84.00		84.00
11.2		Conditions only	46.00		46.00
11.2	Dual HC/PH driver written local/legal test	Full test	84.00		84.00
11.2		Conditions only	46.00		46.00
11.2	Versant English language assessment	Test fee *		Recharged at cost (currently 31.80)	
11.2		Administration fee	15.00		15.00
11.2		Total fee payable	46.80	-	46.80
11.3 (Taxis and Private Hire – Vehicles) (in effect from 2 April 2021)					
11.3		New (1 year)	-	407.00	407.00
11.3	Hackney carriage vehicle licence (excludes compliance test fee)	Renewal (1 year)	-	303.00	303.00
11.3		Renewal & substitution (1 yr)	-	303.00	303.00
11.3		Interim substitution	-	145.00	145.00
11.3		Transfer of ownership	-	69.00	69.00
11.3		Theft/loss of rear plate	21.00	-	21.00
11.3		Theft/loss of front plate	21.00	-	21.00

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11.3	Change of vehicle particulars	61.00	-	61.00
11.3	New (1 year)	-	271.00	271.00
11.3	Private hire vehicle licence (excludes compliance test fee)	-	271.00	271.00
11.3	Renewal (1 year)	-	271.00	271.00
11.3	Renewal & substitution (1 yr)	-	275.00	275.00
11.3	Interim substitution	-	145.00	145.00
11.3	Transfer of ownership	-	69.00	69.00
11.3	Theft/loss of rear plate	21.00	-	21.00
11.3	Theft/loss of front plate	21.00	-	21.00
11.3	Change of vehicle particulars	61.00	-	61.00
11.3	Vehicle MOT and compliance test * (payable direct to test station)		Recharged at cost	
11.3	Specialist vehicle MOT and compliance test (stretch limos)		Recharged at cost	
11.4 (Taxis and Private Hire – Operators) (in effect from 2 April 2021)				
11.4	Private hire operator licence (5 years)			
	New (0-3 vehicles)	-	487.00	487.00
	New (4+ vehicles)	-	826.00	826.00
	Renewal (1-3 vehicles)	-	487.00	487.00
	Renewal (4+ vehicles)	-	826.00	826.00
11.5 (Taxis and Private Hire – Miscellaneous)				
11.5	Duplicate copy of licence following theft/loss/damage	18.00	-	18.00
11.5	Replacement internal vehicle licence plate holder	3.00 (inc. VAT)	-	3.00 (inc. VAT)
12.1 Mobile Home Sites Licences				
12.1	New licence	513.70 + 8.69 per unit		513.70 + 8.69 per unit
12.1	Annual fee	52.00 + 8.74 per unit		52.00 + 8.74 per unit
12.1	Variation	209.00 + 103.40 if site visit required		209.00 + 103.40 if site visit required
12.1	Transfer	209.00 + 103.40 if site visit required		209.00 + 103.40 if site visit required
12.1	Site Rules Deposit	89.10		89.10
13.1 (Miscellaneous Licensing Fees)				
13.1	Photocopies (per A4 side, at officers discretion, subject to legal restrictions)	0.20	-	0.20
13.1	Additional copies of PACE interview recording (per tape/disc)	19.00	-	19.00
13.1	Copy of public register entry (where kept and made available by statute) (per entry)	18.00	-	18.00
13.1	Duplicate copy of licence following loss/theft/damage (where not otherwise listed)	17.00	-	17.00
13.1	Licensing pre-application advice (per whole or part hour)	53.00	-	53.00

Application fee - payable at time of application, non-refundable if application refused.

Licence fee - payable upon grant of licence, refundable if paid earlier and application refused

* recharged fee, to be automatically adjusted in event of supplier price changes

Mobile Home fees – To be agreed at a future Licensing and Health and Safety and Enforcement Committee.