

Public Protection Division

Fees & Charges 2025/26

(Figures in brackets represent the 2024/25)

<u>DANGEROUS WILD ANIMALS ACT 1976</u>		
New Licence	£345 (£325) plus any veterinary surgeon's fees where such inspection is considered necessary	
Variation of Licence	£105 (£100) plus any veterinary surgeon's fees where such inspection is considered necessary	
<u>FOOD SAFETY ACT 1990</u>		
Export Health Certificates	£110 + VAT (£105) for up to 1 one hour – additional time at £80 /hr (£75)	
Food condemnations		
<ul style="list-style-type: none">Certificate and removal	£110 + VAT (£105) for up to 1 hour - additional time at £/80hr (£75). Plus the costs incurred by the Department for removal.	
<ul style="list-style-type: none">Certificate only	£110+ VAT (£105) for up to 1 hour - additional time at £80/hr (£75).	
Level 2 Award in Food Safety	£75 + VAT (£75)	
Level 3 Award in supervising food safety in catering	£265 (£265)	
<u>ACUPUNCTURE, TATTOOING, EAR PIERCING, ELECTROLYSIS</u>		
<ul style="list-style-type: none">Premises - New	£195 (£185)	
<ul style="list-style-type: none">Personal	£105 (£100)	
<u>SEX ESTABLISHMENT</u>		
New Licence	£1785 (£1700)	
Renewal	£565 (£535)	
<u>STREET TRADING</u>		
All fees include a £70 non-refundable application charge, which will be retained by Hartlepool Borough Council, should an application be refused or withdrawn.		
Licence/Consent	0500 – 2100 hours	2100 – 0500 hours
Annual	£1630 (1550)	£3235 (3080)
6 months	£995 (945)	£1985 (1890)
Monthly	£265 (250)	£525 (500)
Weekly	£180 (170)	£360 (340)
Daily	£95 (90)	£190 (180)
Seaton Carew Annual	£2590(2465) (or, for shorter periods, an amount based on the same proportion of the annual fee as detailed above)	
Non Established Market	Fewer than 30 traders £150 (£140) per day. 30 or more traders £250 (£235) per day.	

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<u>EXPLOSIVES REGULATIONS 2014</u>					
	1 yr	2 yrs	3 yrs	4 yrs	5 yrs
Initial licence to store	£119	£154	£190	£226	£260
Renewal of licence	£59	£94	£132	£166	£202
Initial Licence to store (Where separation distances will apply)	£202	£266	£333	£409	£463
Renewal of Licence (Where separation distances will apply)	£94	£161	£226	£291	£357
Variation, transfer or replacement	£40				
<u>FIREWORKS ACT 2003</u>					
Annual Licence to Supply Fireworks	£500 (Statutory Fee)				
<u>PETROLEUM (CONSOLIDATION) Regulations 2014</u>					
Fee for less than one year or for two years and three years are pro-rata of the current fee					
Storage Certificate to keep petrol of a quantity not exceeding 2,500 litres	£48 (Statutory Fee) For each year up to a max 10yrs				
Storage Certificate to keep petrol of a quantity 2,500 litres, not exceeding 50,000 litres	£65 (Statutory Fee) For each year up to a max 10 yrs				
Storage Certificate to keep petrol of a quantity exceeding 50,000 litres	£137 (Statutory Fee) For each year up to a max 10 yrs				
<u>LOTTERIES AND AMUSEMENTS</u>					
Registration Fee	£40 (Statutory Fee)				
Annual Fee	£20 (Statutory Fee)				
<u>SAFETY OF SPORTS GROUNDS</u>					
Issue	£ 715 (680)				
Amendment	£ 245 (230)				

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PEST CONTROL (Pest control charges are inclusive of VAT)		
	Domestic	Commercial
Rats	House/garden call out £90.00 visit + up to 4 Re visits then invoiced for time £45.00 per hours + materials	Call out £70.00 then invoiced for time at £70.00 per hr + materials
Fleas	£90.00 up to 7 rooms additional £30 per room for any additional rooms	£135 up to 7 rooms additional £35 per room for any additional rooms
Treatment	Domestic	Commercial
Moles	£85.00 for visit + re visit then invoiced £45.00 per hr pro rata	£135.00 for visit + re visit then invoiced £70.00 per hr pro rata
Mice	£90.00 visit + up to 4 Re visits then invoiced for time £45.00 per hours + materials	Call out £70.00 then invoiced for time at £70.00 per hour + materials
Ants/Insects	£69 up to 7 rooms additional £30 per room for any additional rooms	£96 up to 7 rooms additional £35 per room for any additional rooms
Wasps	£55.00 then £25.00 per additional nest	£75.00 then £35.00 per additional nest
Bed Bugs	£90.00 up to 3 rooms additional £30per room for any additional rooms	£135.00 up to 3 rooms additional £35per room for any additional rooms
Cockroaches	£115 up to 7 rooms additional £30per room for any additional rooms	£150.00 up to 7 rooms additional £35 per room for any additional rooms
Pest Control Advice	Telephone advice - Free Advisory Visit- £45.00	

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Charges not increased from last year as charges are currently at the top end of the current market.	
TAXIS AND PRIVATE HIRE Local Government (Miscellaneous Provisions) Act 1976 & Town Police Clauses Act 1847	
Drivers	£
New 1 year – all types	180 (170)
Renew 1 year hackney driver – all types	160 (150)
New 3 year driver's licence (all types)	350 (330)
Renewal 3 year driver's licence (all types)	325 (310)
Change of Licence – Upon Renewal	20
Change of Licence – Mid Term	40
Vehicles	
New vehicle – all types	390
Renewal vehicle – all types	350
Vehicle Change of Licence	85
Replacement Decal/Plate	7.50
PH Operators	
Operators – 1 year licence	
New PH Operator (<5 vehicles)	535
New PH Operator (5-10 vehicles)	695
New PH Operator (>10 vehicles)	745
Renewal PH Operator (<5 vehicles)	405
Renewal PH Operator (5-10 vehicles)	565
Renewal (>10 vehicles)	680
Operators – 5 year licence	
New PH Operator (<5 vehicles)	1570
New PH Operator (5-10 vehicles)	2220
New PH Operator (>10 vehicles)	2750
Renewal PH Operator (<5 vehicles)	1365
Renewal PH Operator (5-10 vehicles)	2060
Renewal (>10 vehicles)	2605
SHIP INSPECTION CHARGES	

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(Ships Sanitation Certificates Statutory Fees)	
<i>*APHA recommended standard charging regime will apply from 1.4.25 (Increase not yet published)</i>	
Gross Tonnage	*Fees apply from 1/4/24-31/3/25
Up to 1,000	£135
1001 – 3,000	£185
3,001 – 10,000	£270
10,001 – 20,000	£355
20,001– 30,000	£450
Over – 30,000	£520
Extensions	£105
<p>With the exception of:</p> <ul style="list-style-type: none"> Vessels with the capacity to carry between 50 and 1000 persons - £480 Vessels with the capacity to carry more than 1000 persons £820 <p>Extra charges may be added for exceptional costs such as launch hire, lengthy journeys to the port or laboratories, out of hours visits and samples taken.</p>	
Water Sampling	
Bacteriological Samples	
First sample taken	£115 (£110)
Each additional sample taken	£60 (£50)
Legionella Samples	
First sample taken	£140 (£135)
Each additional sample	£85 (£80)
Prices exclude VAT. Additional courier charge will be applied.	
Illegal, Unreported, Unregulated (IUU) Catch Certification	
Documentary check – low risk	
1-5 certificates	£45 (£35)
6-10 certificates	£75 (£65)
11-20 certificates	£105 (£95)
21+ certificates	£140 (£130)
Documentary check – high risk	
1-5 certificates	£75 (£65)

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6-10 certificates	£105 (£95)
11-20 certificates	£140 (£130)
21+ certificates	£170 (£160)
Non-compliance fee	£170

Low risk imports are defined as;

- EEA/EFTA country (Norway, Iceland, Faroe Islands).
- Country with a bilateral agreement with the EU for IUU purposes (USA, Canada, New Zealand), e.g. fish caught by a US fishing vessel and processed in a US approved establishment.

High risk imports are defined as;

- fish caught by other third country fishing vessel.
- fish from EU/bilateral/EEA/EFTA countries that have been processed in a third country (indirectly imported), e.g. fish caught by a US fishing vessel and processed in a Vietnamese approved establishment.
- Fish caught by a vessel registered to an EU/EFTA/bilateral country and subsequently processed in another third country loses its low risk status and is charged at the higher rate.

Intervention Charges

Charges for consignments requiring verification/ movement control intervention or non-conforming consignments have increased to accurately reflect the amount of additional work required to be undertaken for such consignments.

- Formal verification / movement control notices = £130 (£120)
- Non-compliant IUU consignments = £170 (£160)

GAMBLING ACT 2005

Class of Premises	New Application	Annual Fee	Variation	Transfer	Licence Re-instatement
Bingo	2745 (2615)	1000 (Max)	1750 (Max)	1200 (Max)	1200 (Max)
Adult Gaming Centre	2000 (Max)	1000 (Max)	1000 (Max)	1200 (Max)	1200 (Max)
Betting (Tracks)	2355(2240)	1000 (Max)	1250 (Max)	950 (Max)	950 (Max)
Family Entertainment Centre	2000 (Max)	750 (Max)	1000 (Max)	950 (Max)	950 (Max)
Betting (Other)	2355 (2240)	600 (Max)	1500 (Max)	1200 (Max)	1200 (Max)

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<u>SCRAP METAL</u>				
Site Licence - New		£ 475 (450) for one site – add £255 (£240) for each additional site		
Site Licence – Variation		£ 110 (105)		
Site Licence - Renewal		£ 380 (360) (Every three years)		
Collectors Licence – New		£ 175 (165)		
Collectors – Minor Variation		£ 105 (100)		
Collectors – Major Variation – this includes a variation from a collector’s licence to a site licence)		£ 430 (410) for one site - add £245 (£230) for each additional site		
Renewal		£ 105 (100) (Every three years)		
<u>FOOD HYGIENE RE-RATING</u>				
FHRS re-rating visits is £155		£155 (£150)		
<u>PARK HOME FEES</u>				
Initial Application Fee for New Sites		£430 (£425)		
Application to Transfer a Site Licence		£150 (no site visit) (£145) £225 (includes site visit) (£220)		
Application to Vary Site Licence		£225 (no site visit) (£220) £300 (includes site visit)(£295)		
Deposit of site rules		£80 (£75)		
Application fee to be registered as Fit and Proper Person to manage a Park (Mobile) Home site		£220 (£215) + £120 (£115) for additional person, up to 5 applicants + £80 (£75) annual monitoring fee per condition		
Enforcement Costs		At officer hourly rate on a case by case basis		
<u>HMO LICENCE FEES</u>				
HMO Licence Applications				
Number of Lettings	Part 1 Fee	Part 2 Fee	Total Cost	Cost if paying in full at time of application
5 Lettings	£475 (£430)	£310 (£280)	£785 (£710)	£755 (£680)
6-10 Lettings	£525 (£475)	£360 (£325)	£885 (£800)	£855 (£770)
11-15 Lettings	£580	£410	£990	£960

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	(£525)	(£375)	(£900)	(£870)
16-20 Lettings	£630 (£570)	£470 (£425)	£1100 (£995)	£1070 (£965)
21-30 Lettings	£680 (£620)	£520 (£470)	£1200 (£1090)	£1170 (£1060)
31-35 Lettings	£740 (£670)	£570 (£520)	£1310 (£1190)	£1280 (£1160)
In the event that any applications are made for properties greater than 35 lettings, an additional charge of £50 for the part 1 and part 2 fee per additional letting (£100) applies.				
OPTION TO BE DELETED – NO LONGER APPLICABLE				
Fees to Renew Licences made more than six weeks before Licence Renewal Date				
Number of Lettings	Part 1 Fee	Part 2 Fee	Total Cost	Cost if paying in full at time of application
5 Lettings	£300	£260	£560	£530
6-10 Lettings	£335	£305	£640	£610+
11-15 Lettings	£370	£350	£720	£690
16-20 Lettings	£400	£395	£795	£765
21-30 Lettings	£435	£440	£875	£845
31-35 Lettings	£470	£485	£955	£925
<u>ENERGY PERFORMANCE CERTIFICATES</u>				
EPC inspection/certificate			£100 plus VAT	
<u>ECO Flexible Eligibility Applications</u>			£100 (£55) plus VAT	
<u>IMMIGRATION INSPECTIONS</u>				
£110 plus VAT – includes one re-inspection where recommendations made				
<u>HOUSING ACT 2004 ENFORCEMENT</u>				

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Charge of £360 per enforcement notice served under the provisions of Part 1 of Housing Act 2004, except Hazard Awareness Notice	
<u>WORKS IN DEFAULT ADMINISTRATION CHARGE</u>	
A minimum of £20 or 20% charge on top of costs for undertaking work in default of legal notices	
<u>FIXED PENALTY CHARGES – FOR CONTRAVENTIONS OF THE SMOKE AND CARBON MONOXIDE ALARM (ENGLAND) REGULATIONS 2015</u>	
First Offence	£1000 reduced to £500 if paid within 14 days
Second Offence	£2000
Third Offence	£3000
Fourth Offence	£4000
Fifth Offence	£5000
<u>FIXED PENALTY CHARGES – FOR CONTRAVENTION OF THE REQUIREMENT TO BELONG TO A REDRESS SCHEME</u>	
Business that has failed to join an approved scheme after being issued with a final notice and no appeal has been made	£5000
Business that has joined an approved scheme following the service of a final notice	£4000
Business that has not joined an approved scheme after being served with a notice of intent	£3000

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<u>LICENSING ACT 2003</u>			
Band	Rateable Value (£)	Variation Fee (£) & New Application Fee (£)	Annual Fee (£)
A	No rateable value to 4,300	100	70
B	4,301 to 33,000	190	180
C	33,001 to 87,000	315	295
D	87,001 to 125,000	450	320
D*	See Note 1 below	900	640
E	125,001 and above	635	350
E*	See Note 2 below	1905	1050

<u>LICENSING ACT 2003</u>	
Transfer of Premises Licence	£23
Change of Designated Premises Supervisor	£23
Minor Variation of Premises Licence	£89
New Personal Licence	£37
Personal Licence – Change of Details	£10.50
Premises Licence - Change of Details	£10.50
Copy licence	£10.50

CONTROL OF MAJOR ACCIDENT HAZARDS REGULATIONS 2015 / RADIATION EMERGENCY PUBLIC PREPAREDNESS INFORMATION REGULATIONS 2019

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COMAH Annual recharge cover (inclusive of external emergency response plan maintenance and test)	£3,060.21
Officer Recharge	£51/hour

Animal Activities Licence – New / Renewal Licence Applications

	Application Fee	Mid-Licence inspection fee	Annual Enforcement Fee	1 Year Licence	2 Year Licence	3 Year Licence
Breeding Dogs New / Renewal Licence Applications	£115 (110)	£75 (70)	£55 (50)	£245 (230)	£295 (280)	£345 (325)
Arranging Home Boarding for Dogs new/ renewal application	£115 (110)	£75 (70)	£55 (50)	£245 (230)	£295 (280)	£345 (325)
Providing Boarding for Dogs New / Renewal Licence Applications	£115(110)	£75 (70)	£55 (50)	£245 (230)	£295 (280)	£345 (325)
Providing Boarding for Cats New / Renewal Licence Applications	£115 (110)	£75 (70)	£55 (50)	£245 (230)	£295 (280)	£345 (325)
Providing Home Boarding for Dogs New / Renewal Licence Applications	£115 (110)	£75 (70)	£55 (50)	£245 (230)	£295 (280)	£345 (325)
Additional Home Boarding for Dogs New / Renewal Licence Applications	£115 (110)	£75 (70)	£55 (50)	£245 (230)	£295 (280)	£345 (325)
Providing Day care for Dogs New / Renewal Licence Applications	£115 (110)	£75 (70)	£55 (50)	£245 (230)	£295 (280)	£345 (325)
Selling Animals as Pets New / Renewal Licence Applications	£115 (110)	£75 (70)	£55 (50)	£245 (230)	£295 (280)	£345 (325)
Hiring out Horses New / Renewal Licence Applications	£115 (110)	£75 (70)	£55 (50)	£245 (230)	£365 (345)	£490 (465)
Training or Keeping Animals for Exhibition New / Renewal Licence Applications	£115 (110)	N/A	£55 (50)	N/A	N/A	£270 (255)

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Renewal Cost per Additional Licensable Activity	£75 (70) (including initial inspection)	£45 (40)	N/A	N/A	N/A	N/A
Variation of Licence	£40 – no inspection required £110 (105) – inspection is required	N/A	N/A	N/A	N/A	N/A

Notes – Animal Activities Licence

1. A vet's fee is also payable where a vet's inspection is either required by law or deemed to be necessary by the Council.
2. For dog boarding new application and renewal there is an additional application fee of £85 £80 per host and a further £65 £60 per host for the mandatory mid-licence inspection
3. It is a requirement of the regulations that premises licensed for the hiring out of horses receive a vet's inspection every year. The fees for these inspections are in addition to those listed above.
4. A new application would be needed for the following changes to a business: -
 - Change of address (of premises where animals are kept or accommodated)
 - Change of business operator
 - The addition of a new licensable activity
5. A variation of licence would be required for the following proposed amendments: -
 - Changes to the number of animals licensed
 - Changes to the identity of animals licensed (where animals are identified on the licence)
 - A change of licence holder's address (where no animals are kept or accommodated at those premises)
 - The addition/removal of a host premises for dog boarding activities
 - Changes to the plan of the premises that are being used to keep or accommodate animals
6. It is not possible to combine the activity of 'Keeping or Training Animals for Exhibition Only' with any other activity on one licence. This is because such licences must, by law, be for a three year duration and do not qualify for a Star Rating. Where this activity does take place at the same premises as another activity, a reduced fee may be applicable.

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Community Safety Team

Key Holding

Per building - £5 (£4) per week

The table of fees detailed above are hereby authorised and shall take effect from **1st April 2025**

Approved by 
Sylvia Pinkney
Assistant Director (Regulatory Services)

Date..28/03/2025