

CORPORATE ISSUES- FEES AND CHARGES WEF 01/04/2025 - 31/03/2026

SERVICE : **GUILDHALL (excl LEASE OR TENDER) , CITY HALL & COMMITTEE ADMIN (CX)**
 NOT SUBJECT TO VAT UNLESS STATED IN END COLUMN

	PREVIOUS 2023/24 £	PREVIOUS 2024/25 £	CURRENT 2025/26 £	
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GUILDHALL**ROOM HIRE:**

Guildhall Room Hire Fee	218.40	218.40	225.00	
Private & Specialist Tours (Charge per person)				
- Classification 1 - during normal working hours (minimum booking of 10 people) *				
Monday to Saturday 60-90 minutes	4.67	4.67		
Monday to Saturday 120-180 minutes	8.25	8.25		
Monday to Saturday			4.83	plus VAT
- Classification 2 - out-of-hours (minimum booking for 15 people)**				
Monday to Sunday 60-90 minutes	6.83	6.83		
Monday to Sunday 120-180 minutes	7.17	7.17		
Monday to Sunday 120-180 minutes			7.08	plus VAT
- Classification 3 - specialised tour (per person)				
Monday to Sunday			8.75	plus VAT
Guildhall - General Admission			4.50	plus VAT

* Where a private tour is booked during the day and interferes with public tours

** Where a tour is outside of normal working hours - evenings Monday-Friday
 all day Saturday and Sunday) & Any other Specialist tours, talks & events

CITY HALL**ROOM HIRE:**

Charities & organisations with Council representation (per half day)				
- City Hall (Large Committee rooms, 1 and 2)	32.50	33.33	34.33	plus VAT
- City Hall (Small Committee rooms, 3 and 4)	22.92	23.75	24.50	plus VAT
Lincs non-profit making organisations (per half day)				
- City Hall (Large Committee rooms, 1 and 2)	54.58	56.25	57.92	plus VAT
- City Hall (Small Committee rooms, 3 and 4)	32.50	33.33	34.33	plus VAT
Other users including Government and Court use (per half day)				
- City Hall (Large Committee rooms, 1 and 2)	127.08	130.83	134.75	plus VAT
- City Hall (Small Committee rooms, 3 and 4)	85.83	88.33	91.00	plus VAT
Supplement for evening use	50%	50%	50%	
Drinks (per delegate per half day)	2.67	2.75	2.83	plus VAT
Cancellation Fee	12.50	13.00	13.40	

COMMITTEE SERVICES

- Supplying a copy of or extract from a document (excluding site plans or planning decision notices) (plus postage)	7.17	7.42		plus VAT
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CORPORATE ISSUES- FEES AND CHARGES WEF 01/04/2025 - 31/03/2026

SERVICE : **REPRESENTATION OF PEOPLES ACT (CX)**
 NOT SUBJECT TO VAT UNLESS STATED IN END COLUMN

	PREVIOUS 2023/24 £	PREVIOUS 2024/25 £	CURRENT 2025/26 £
ELECTORAL SERVICES			
STATUTORY:			
Public Sales			
- Sale of Electoral Register per 1000 names, or part (plus cost postage & packing)			
Paper copy			
- initial fee	10.00	10.00	10.00
- per 1000 names, or part	5.00	5.00	5.00
Data			
- initial fee	20.00	20.00	20.00
- per 1000 names, or part	1.50	1.50	1.50
- Sale of Marked Register per 1000 names, or part (plus cost postage & packing)			
Paper copy			
- initial fee	10.00	10.00	10.00
- per 1000 names, or part	2.00	2.00	2.00
Data			
- initial fee	10.00	10.00	10.00
- per 1000 names, or part	1.00	1.00	1.00
- Copies of Candidate's Expenses (per side)	0.20	0.20	0.20

CORPORATE ISSUES- FEES AND CHARGES WEF 01/04/2025 - 31/03/2026

SERVICE : **LICENSING (DCE)**
 NOT SUBJECT TO VAT UNLESS STATED IN END COLUMN

	PREVIOUS 2023/24 £	PREVIOUS 2024/25 £	CURRENT 2025/26 £	
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Please Note on All Licensing Fees and Charges for any Cheques that bounce there will be a £10.00 Charge Incurred

HACKNEY CARRIAGES

- Vehicle Licence/Renewal (one year)	149.00	154.00	155.00	
- Plates Deposit (refundable)	13.00	13.00	13.00	
- Replacement Plate(s)	20.00	20.00	20.00	
-Test Certificate admin fee	19.00	20.00	20.00	
- Change of Vehicle/HV/Reg	75.00	77.00	78.00	
-Change of Owner (Previously in above)	51.00	53.00	54.00	
- Driver Licence (one year)	139.00	141.00	144.20	
- Driver Licence (three year)	257.00	263.00	267.10	
- Drivers Knowledge Test	41.00	40.00	37.00	
-DBS check (enhanced)	Recharged at cost	Recharged at cost	Recharged at cost	
-DBS check (standard)	Recharged at cost	Recharged at cost	Recharged at cost	
-DVLA Check	Recharged at cost	Recharged at cost	Recharged at cost	plus VAT
-DVLA Check - (Non UK driving licences)	Recharged at cost	Recharged at cost	Recharged at cost	plus VAT
- Badge Deposit (refundable)	6.00	6.00	6.00	
- Badge Replacement (previously in above)	15.00	15.00	15.00	

PRIVATE HIRE

- Vehicle Licence/Renewal (one year)	122.00	125.00	126.00	
- Plates Deposit (refundable)	13.00	13.00	13.00	
- Replacement Plate(s)	20.00	20.00	20.00	
-Test Certificate admin fee	19.00	20.00	20.00	
- Change of Vehicle/Operator/HV/Reg	75.00	77.00	78.00	
-Change of Owner (Previously in above)	51.00	53.00	54.00	
- Driver Licence (one year)	106.00	112.00	115.20	
- Driver Licence (three year)	228.00	242.00	249.10	
- Drivers Knowledge Test	41.00	40.00	37.00	
-DBS check (enhanced)	Recharged at cost	Recharged at cost	Recharged at cost	
-DBS check (standard)	Recharged at cost	Recharged at cost	Recharged at cost	
-DVLA Check	Recharged at cost	Recharged at cost	Recharged at cost	plus VAT
-DVLA Check - (Non UK driving licences)	Recharged at cost	Recharged at cost	Recharged at cost	plus VAT
- Badge Deposit (refundable)	6.00	6.00	6.00	
- Badge Replacement (previously in above)	15.00	15.00	15.00	
- Operators Licence (five years) 10 Vehicles or More	1,171.00	1,214.00	1,226.00	
- Operators Licence (five years) less than 10 Vehicles	381.00	403.00	409.00	

CORPORATE ISSUES- FEES AND CHARGES WEF 01/04/2025 - 31/03/2026SERVICE : **LICENSING (DCE)**

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	PREVIOUS 2023/24 £	PREVIOUS 2024/25 £	CURRENT 2025/26 £	
LICENCES AND CERTIFICATES				
Dangerous Wild Animals	523.00	573.00	579.00	Plus Vet Fees
Dangerous Wild Animals Renewal	220.00	245.00	254.00	Plus Vet Fees
Horse Registration Fee	68.00	72.00	73.00	
Sex Establishment New Licence Application Fee	539.00	557.00	561.00	
Sex Establishment New Licence Issue Fee	229.00	236.00	236.00	
Sex Establishment Renewal Application Fee	220.00	226.00	230.00	
Sex Establishment Renewal Issue Fee	203.00	207.00	209.00	
Sex Establishment Transfer Application Fee	93.00	94.00	94.00	
Sex Establishment Transfer Issue Fee	220.00	226.00	227.00	
Sex Establishment Variation Application Fee	370.00	378.00	380.00	
Sex Establishment Variation Issue Fee	34.00	38.00	39.00	
STREET TRADING				
Street Trading Consent - Initial Application				
- Initial Administration Fee	336.00	366.00	370.00	
- Initial Annual Consent Fee	34.00	35.00	36.00	
Renewal Consent Fee				
- Renewable Annual Administration Fee	34.00	38.00	39.00	
- Renewable Annual Consent Fee	34.00	35.00	36.00	
ANIMAL ACTIVITIES LICENCE				
Animal Activities Licence	315.00	325.00	325.00	plus Vet Fees
Request Re-Inspection for Star Review	137.00	142.00	142.00	
Requesting Variation of the Licence	124.00	128.00	128.00	
Performing Animals Licence*	268.00	276.00	276.00	plus Vet Fees

* 10% Discount for Charities

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LICENCES AND CERTIFICATES			
Scrap Metal Dealers & Motor Salvage Operators			
New Application	1,016.00	1,056.00	1,056.00
Site Renewal	813.00	848.00	848.00
Collectors Licence	288.00	302.00	302.00
Variations			
- Add New Site Manager (Existing within LA area)	10.50	10.50	10.50
- Add New Site Manager (Not Existing within LA area)	69.00	69.00	69.00
- Remove Site Manager (Existing within LA area)	10.50	10.50	10.50
- Duplicate Licence	10.50	10.50	10.50
- Change of Trading Name	10.50	10.50	10.50
Remove a Site			
- Refund In Year 1**	313.00	352.00	352.00
- Refund In Year 2**	144.00	163.00	163.00
- In Year 3	15.00	15.00	15.00
Add a Site			
- In Year 1	542.00	566.00	566.00
- In Year 2	372.00	377.00	377.00
- In Year 3	203.00	189.00	189.00
Collectors Licence to Site Licence			
- In Year 1	688.00	708.00	708.00
- In Year 2	535.00	538.00	538.00
- In Year 3	383.00	369.00	369.00
Site Licence to Collectors Licence			
- Refund In Year 1**	25.00	50.00	50.00
- In Year 2**	144.00	139.00	139.00
- In Year 3	288.00	302.00	302.00
Surrender Collectors Licence			
- Refund In Year 1**	135.00	151.00	151.00
- Refund In Year 2**	68.00	75.00	75.00
** This is a Refund			

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LICENCES AND CERTIFICATES			
Premises Licence - Grant/Variation (Not change of name/address or premises supervisor)			
- NDRV £0 - £4,300	100.00	100.00	100.00
- NDRV £4,301 - £33,000	190.00	190.00	190.00
- NDRV £33,001 - £87,000	315.00	315.00	315.00
- NDRV £87,001 - £125,000	450.00	450.00	450.00
- NDRV £125,001 and over	635.00	635.00	635.00
Premises Licence - Annual			
- NDRV £0 - £4,300	70.00	70.00	70.00
- NDRV £4,301 - £33,000	180.00	180.00	180.00
- NDRV £33,001 - £87,000	295.00	295.00	295.00
- NDRV £87,001 - £125,000	320.00	320.00	320.00
- NDRV £125,001 and over	350.00	350.00	350.00
Premises Licence - Variation Fee in Transition			
- NDRV £0 - £4,300	20.00	20.00	20.00
- NDRV £4,301 - £33,000	60.00	60.00	60.00
- NDRV £33,001 - £87,000	80.00	80.00	80.00
- NDRV £87,001 - £125,000	100.00	100.00	100.00
- NDRV £125,001 and over	120.00	120.00	120.00
For premises used exclusively or primarily in the business of selling alcohol for consumption on the premises and within bands D & E - the following multiplier applies - Band D x 2, Band E x 3			
Premises Licence - Grant/Variation (Not change of name/address or premises supervisor)			
- NDRV £87,001 - £125,000	900.00	900.00	900.00
- NDRV £125,001 and over	1,905.00	1,905.00	1,905.00
Premises Licence - Annual			
- NDRV £87,001 - £125,000	640.00	640.00	640.00
- NDRV £125,001 and over	1,050.00	1,050.00	1,050.00
Club Premises Certificates -Grant/Variation (Not change of name, alteration of club rules or registered address)			
- NDRV £0 - £4,300	100.00	100.00	100.00
- NDRV £4,301 - £33,000	190.00	190.00	190.00
- NDRV £33,001 - £87,000	315.00	315.00	315.00
- NDRV £87,001 - £125,000	450.00	450.00	450.00
- NDRV £125,001 and over	635.00	635.00	635.00
Club Premises Certificates - Annual			
- NDRV £0 - £4,300	70.00	70.00	70.00
- NDRV £4,301 - £33,000	180.00	180.00	180.00
- NDRV £33,001 - £87,000	295.00	295.00	295.00
- NDRV £87,001 - £125,000	320.00	320.00	320.00
- NDRV £125,001 and over	350.00	350.00	350.00

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	PREVIOUS 2023/24 £	PREVIOUS 2024/25 £	CURRENT 2025/26 £
LICENCES AND CERTIFICATES			
Copy of Licence/Certificate/Notice or Summary on theft or loss of:			
- Premises Licence or Summary	10.50	10.50	10.50
- Club Premises Certificate or Summary	10.50	10.50	10.50
- Personal Licence	10.50	10.50	10.50
- Temporary Events Notice	10.50	10.50	10.50
Change of name or address			
- Holder of Premises Licence	10.50	10.50	10.50
- Personal Licence	10.50	10.50	10.50
Change of name or alteration to club rules	10.50	10.50	10.50
Change of relevant registered address of club	10.50	10.50	10.50
Vary specific individual as premises supervisor	23.00	23.00	23.00
Transfer Premises Licence	23.00	23.00	23.00
Interim Authority Notice	23.00	23.00	23.00
Provisional Statement	315.00	315.00	315.00
Temporary Events Notice	21.00	21.00	21.00
Personal Licences			
- Grant/Renewal	37.00	37.00	37.00
Minor Variation of a Premises Licence/Club Premises Certificate	89.00	89.00	89.00
Notification of Interest	21.00	21.00	21.00

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	PREVIOUS 2023/24 £	PREVIOUS 2024/25 £	CURRENT 2025/26 £
GAMBLING ACT - PERMIT FEES			
FEC Gaming Machine -			
- Application Fee	300.00	300.00	300.00
- Renewal Fee	300.00	300.00	300.00
Prize Gaming -			
- Application Fee	300.00	300.00	300.00
- Renewal Fee	300.00	300.00	300.00
Alcohol Licences Premises - Notification of 2 or less Machines			
- Application Fee	50.00	50.00	50.00
Alcohol Licences Premises - More than 2 Machines			
- Application Fee	150.00	150.00	150.00
- Annual Fee	50.00	50.00	50.00
- Transitional Application Fee	100.00	100.00	100.00
Club Gaming Permit -			
- Application Fee	200.00	200.00	200.00
- Annual Fee	50.00	50.00	50.00
- Renewal Fee	200.00	200.00	200.00
- Transitional Application Fee	100.00	100.00	100.00
Club Gaming Machine Permit -			
- Application Fee	200.00	200.00	200.00
- Annual Fee	50.00	50.00	50.00
- Renewal Fee	200.00	200.00	200.00
- Transitional Application Fee	100.00	100.00	100.00
Club Fast-track for Gaming Permit or Gaming Machine Permit -			
- Application Fee	100.00	100.00	100.00
- Annual Fee	50.00	50.00	50.00
- Renewal Fee	100.00	100.00	100.00
- Transitional Application Fee			
Small Society Lottery Registration -			
- Application Fee	40.00	40.00	40.00
- Annual Fee	20.00	20.00	20.00

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	PREVIOUS 2023/24 £	PREVIOUS 2024/25 £	CURRENT 2025/26 £
GAMBLING ACT - PERMIT FEES cont.			
FEC Permits -			
- Change of Name	25.00	25.00	25.00
- Copy of Permit	15.00	15.00	15.00
Prize Gaming Permits -			
- Change of Name	25.00	25.00	25.00
- Copy of Permit	15.00	15.00	15.00
Alcohol Licences Premises - Notification of More than 2 Machines -			
- Change of Name	25.00	25.00	25.00
- Copy of permit	15.00	15.00	15.00
- Variation	100.00	100.00	100.00
- Transfer	25.00	25.00	25.00
Club Gaming Permit -			
- Copy of Permit	15.00	15.00	15.00
- Variation	100.00	100.00	100.00
Club Gaming Machine Permit			
- Copy of Permit	15.00	15.00	15.00
- Variation	100.00	100.00	100.00

CORPORATE ISSUES- FEES AND CHARGES WEF 01/04/2025 - 31/03/2026

SERVICE : LICENSING (DCE)

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	PREVIOUS 2023/24 £	PREVIOUS 2024/25 £	CURRENT 2025/26 £
GAMBLING ACT - APPLICATION FEES			
Classes of Premises Licence -			
Regional Casino Premises Licence -			
- Application Fee in respect of Provisional statement premises	8,000.00	8,000.00	8,000.00
- Fee in respect of other premises	15,000.00	15,000.00	15,000.00
- Annual Fee	15,000.00	15,000.00	15,000.00
- Application to vary licence	7,500.00	7,500.00	7,500.00
- Application to transfer a licence	6,500.00	6,500.00	6,500.00
- Application for reinstatement of a licence	6,500.00	6,500.00	6,500.00
- Application for provisional statement	15,000.00	15,000.00	15,000.00
Large Casino Premises Licence -			
- Application Fee in respect of Provisional statement premises	5,000.00	5,000.00	5,000.00
- Fee in respect of other premises	10,000.00	10,000.00	10,000.00
- Annual Fee	10,000.00	10,000.00	10,000.00
- Application to vary licence	5,000.00	5,000.00	5,000.00
- Application to transfer a licence	2,150.00	2,150.00	2,150.00
- Application for reinstatement of a licence	2,150.00	2,150.00	2,150.00
- Application for provisional statement	10,000.00	10,000.00	10,000.00
Small Casino Premises Licence -			
- Application Fee in respect of Provisional statement premises	3,000.00	3,000.00	3,000.00
- Fee in respect of other premises	8,000.00	8,000.00	8,000.00
- Annual Fee	5,000.00	5,000.00	5,000.00
- Application to vary licence	4,000.00	4,000.00	4,000.00
- Application to transfer a licence	1,800.00	1,800.00	1,800.00
- Application for reinstatement of a licence	1,800.00	1,800.00	1,800.00
- Application for provisional statement	8,000.00	8,000.00	8,000.00
Converted Casino premises licence -			
- Annual Fee	3,000.00	3,000.00	3,000.00
- Application to vary licence	2,000.00	2,000.00	2,000.00
- Application to transfer a licence	1,350.00	1,350.00	1,350.00
- Application for reinstatement of a licence	1,350.00	1,350.00	1,350.00

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GAMBLING ACT - APPLICATION FEES			
Bingo Premises Licence -			
- Application Fee in respect of Provisional statement premises	1,200.00	1,200.00	1,200.00
- Fee in respect of other premises	3,500.00	3,500.00	3,500.00
- Annual Fee	1,000.00	1,000.00	1,000.00
- Application to vary licence	1,750.00	1,750.00	1,750.00
- Application to transfer a licence	1,200.00	1,200.00	1,200.00
- Application for reinstatement of a licence	1,200.00	1,200.00	1,200.00
- Application for provisional statement	3,500.00	3,500.00	3,500.00
Adult Gaming centre Premises Licence -			
- Application Fee in respect of Provisional statement premises	1,200.00	1,200.00	1,200.00
- Fee in respect of other premises	2,000.00	2,000.00	2,000.00
- Annual Fee	1,000.00	1,000.00	1,000.00
- Application to vary licence	1,000.00	1,000.00	1,000.00
- Application to transfer a licence	1,200.00	1,200.00	1,200.00
- Application for reinstatement of a licence	1,200.00	1,200.00	1,200.00
- Application for provisional statement	2,000.00	2,000.00	2,000.00
Betting premises (track) Licence -			
- Application Fee in respect of Provisional statement premises	950.00	950.00	950.00
- Fee in respect of other premises	2,500.00	2,500.00	2,500.00
- Annual Fee	1,000.00	1,000.00	1,000.00
- Application to vary licence	1,250.00	1,250.00	1,250.00
- Application to transfer a licence	950.00	950.00	950.00
- Application for reinstatement of a licence	950.00	950.00	950.00
- Application for provisional statement	2,500.00	2,500.00	2,500.00
Family Entertainment centre premises licence:			
- Application Fee in respect of Provisional statement premises	950.00	950.00	950.00
- Fee in respect of other premises	2,000.00	2,000.00	2,000.00
- Annual Fee	750.00	750.00	750.00
- Application to vary licence	1,000.00	1,000.00	1,000.00
- Application to transfer a licence	950.00	950.00	950.00
- Application for reinstatement of a licence	950.00	950.00	950.00
- Application for provisional statement	2,000.00	2,000.00	2,000.00

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GAMBLING ACT - APPLICATION FEES			
Betting premises (other) Licence			
- Application Fee in respect of Provisional statement premises	1,200.00	1,200.00	1,200.00
- Fee in respect of other premises	3,000.00	3,000.00	3,000.00
- Annual Fee	600.00	600.00	600.00
- Application to vary licence	1,500.00	1,500.00	1,500.00
- Application to transfer a licence	1,200.00	1,200.00	1,200.00
- Application for reinstatement of a licence	1,200.00	1,200.00	1,200.00
- Application for provisional statement	3,000.00	3,000.00	3,000.00
Change of Circumstance fee	50.00	50.00	50.00
Copy of Licence Fee	25.00	25.00	25.00