



# GLASGOW CITY COUNCIL

## LICENSING SECTION, CORPORATE SERVICES

### CURRENT APPLICATION FEES & CHARGES

Please refer to this document for a full list of applications fees and other charges sets by the Licensing Section of Glasgow City Council from April 2011.

If you have any questions regarding this document please contact us.

The Council reserves the right to update this document at any time.

#### **Contact Us:**

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**GLASGOW CITY COUNCIL: LICENSING SECTION, CORPORATE SERVICES  
FEES & CHARGES FROM APRIL 2011**

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- E Grant of Private Hire Car Licence
- F Renewal of Private Hire Car Licence
- G Grant of Taxi Licence
- H Renewal of Taxi Licence
- I Booking Office

**Additional Items**

- J Substitute Vehicle (Taxi / Private hire Car)
- K Paragraph 9(1)
- L Topographical Test
- M Duplicate Licence
- N Duplicate Identification Badge

**Vehicle Identification Plates**

- O Taxi Identification Plate (cost per plate)
- P Full Set – Private Hire Car Identification Plates (with Bracket)
- Q Full Set – Private Hire Car Identification Plates (no Bracket)
- R Private Hire Car Identification Plates – Front Plate
- S Private Hire Car Identification Plates – Rear Plate
- T Private Hire Car Identification Plates – Side Stickers
- U Private Hire Car Identification Plates – Front Bracket
- V Private Hire Car Identification Plates – Rear Bracket Plate
- W Private Hire Car Identification Plates – Strapping Kit

**Taxi Advertising**

- X Full Livery Advert
- Y Superside Advert
- Z Double Door Advert
- AA Hub Car Advert
- AB Full Livery and Hub Cap Advert

**2. CIVIC GOVERNMENT LICENCES**

**Application Fees for Licence**

- A Late Hours Catering
- B Second Hand Dealer
- C Market Operator
- D Metal Dealer
- E Itinerant Metal Dealer
- F Metal Dealer Exemption Warrant
- G Skin Piercing and Tattooing
- H Sex Shop
- I Street Traders
- J Window Cleaner (As Business)
- K Window Clearer (As Individual)
- L Knife Dealer

**Additional Items**

- M Duplicate Licence
- N Variation of Licence – Premises
- O Variation of Licence – Other

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### **3. PUBLIC ENTERTAINMENT, PUBLIC ENTERTAINMENT (HEALTH & FITNESS) AND INDOOR SPORTS ENTERTAINMENT**

#### **Application Fees for Licence**

- A A commercial operation where the capacity of the venue is up to 5000 persons
- B A commercial operation where the capacity of the venue exceeds 5000 persons but is less than 10,000 persons
- C A commercial operation where the capacity of the venue exceeds 10,000 persons
- D A commercial event held within a Designated Stadium as defined by the Safety of Sports Grounds Act where a Safety Certificate has been granted
- E Other commercial events (including festival events or events with local community input or publicly subsidised events organised by local authorities)
- F Fair Grounds
- G Tanning Saloons (Sun Beds)
- H Non Commercial Events
- I Community Bases Organisations

#### **Additional Items**

- J Duplicate Licence
- K Variation of Licence – Premises

### **4. HOUSES IN MULTIPLE OCCUPATION**

#### **Application Fees for Grant of HMO Licence**

- A Occupancy Level – Up to 10 Persons
- B Occupancy Level – Between 11 and 100 Persons
- C Occupancy Level – Between 101 and 200 Persons
- D Occupancy Level – Between 201 and 300 Persons
- E Occupancy Level – Between 301 and 400 Persons
- F Occupancy Level – Between 401 and 500 Persons
- G Occupancy Level – Between 501 and 600 Persons
- H Occupancy Level – Between 601 and 700 Persons

#### **Application Fees for Renewal of HMO Licence**

- I Occupancy Level – Up to 10 Persons
- J Occupancy Level – Between 11 and 100 Persons
- K Occupancy Level – Between 101 and 200 Persons
- L Occupancy Level – Between 201 and 300 Persons
- M Occupancy Level – Between 301 and 400 Persons
- N Occupancy Level – Between 401 and 500 Persons
- O Occupancy Level – Between 501 and 600 Persons
- P Occupancy Level – Between 601 and 700 Persons

#### **Application Fees for Variation of Licence Due to Alterations**

- Q Occupancy Level – Up to 10 Persons
- R Occupancy Level – Between 11 and 100 Persons
- S Occupancy Level – Between 101 and 200 Persons
- T Occupancy Level – Between 201 and 300 Persons
- U Occupancy Level – Between 301 and 400 Persons
- V Occupancy Level – Between 401 and 500 Persons
- W Occupancy Level – Between 501 and 600 Persons
- X Occupancy Level – Between 601 and 700 Persons

#### **Application Fees for Variation of Licence Due to Change in Occupant Capacity**

- Y Occupancy Level – Up to 10 Persons
- Z Occupancy Level – Between 11 and 100 Persons
- AA Occupancy Level – Between 101 and 200 Persons

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- AB Occupancy Level – Between 201 and 300 Persons
- AC Occupancy Level – Between 301 and 400 Persons
- AD Occupancy Level – Between 401 and 500 Persons
- AE Occupancy Level – Between 501 and 600 Persons
- AF Occupancy Level – Between 601 and 700 Persons

**Additional Items**

- AG Duplicate Licence

**5. MISCELLANEOUS LICENCES**

**Application Fees for Licence**

- A Sale of Venison
- B Pet Shop
- C Storage of Poisons
- D Theatre Licence
- E Cinema Licence (Per Screen)
- F Animal Boarding Establishments
- G Breeding Establishments for Dogs
- H Dangerous Wild Animals
- I Horse Riding Establishments
- J Performing Animals
- K Civil Marriage – Premises (Period Approval)
- L Civil Marriage – Other
- N Safety of Sports Grounds – Special Safety Certificate
- M Safety of Sports Grounds – Grant of Regulated Stand Certificate

**Additional Items**

- O Duplicate Licence
- P Transfer of Theatre Licence
- Q Transfer of Cinema Licence

**6. OTHER CHARGES**

- A Certified Extract from any Register of Applications for Licence
- B Photocopy Charges

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**NOTES OF FEES:**

**1. METHOD OF PAYMENT**

**At the Licensing Service Desk**

Payment can be made by cash, cheque, postal order or debit/credit card.

**By Post**

Payment submitted by post should be in the form of Cheque or Postal Order.

**Do not send cash by post.**

All Cheques and Postal Orders should be made payable to Glasgow City Council.

**2. PARTIAL PAYMENT**

Applications will not be lodged without payment in full.

**3. PAYMENT BY 3<sup>RD</sup> PARTY**

Payments will only be accepted from the applicant (i.e. an individual or company named on the application form) or their registered agent (i.e. Solicitor or Accountant).

**Payments made by a 3<sup>rd</sup> party other than a Registered Agent will not be accepted.**

**3. BACS / ELECTRONIC FUND TRANSFER**

The Licensing Section does not routinely accept payment by EFT for applications; you should contact the Licensing Section directly if you wish to make payment by EFT.

**4. INTERNAL CUSTOMERS**

Internal Council Customers can make payment via cross journal entries. Please note payment from ALEOs can only be accepted by cheque. Contact the Licensing Section directly for more information.

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**1. TAXI AND PRIVATE HIRE CAR**

<b>Application Fees for Licence</b>		<b>Temporary (£)</b>	<b>3 Years (£)</b>
A	Grant of Private Hire Car Drivers Licence	68	162
B	Renewal of Private Hire Car Drivers Licence		162
C	Grant of Taxi Drivers Licence	68	162
D	Renewal of Taxi Drivers Licence		162
E	Grant of Private Hire Car Licence <sup>1</sup>	168	402
F	Renewal of Private Hire Car Licence <sup>1</sup>		402
G	Grant of Taxi Licence	168	402
H	Renewal of Taxi Licence		402
I	Booking Office	298	298
<b>Additional Items</b>			<b>Charge (£)</b>
J	Substitute Vehicle (Taxi / Private hire Car)		27
K	Paragraph 9(1)		25
L	Topographical Test		23
M	Duplicate Licence		11
N	Duplicate Identification Badge		11
<b>Vehicle Identification Plates</b>			<b>Charge (£)</b>
O	Taxi Identification Plate (cost per plate)		10
P	Full Set – Private Hire Car Identification Plates (with Bracket)		28
Q	Full Set – Private Hire Car Identification Plates (no Bracket)		17
R	Private Hire Car Identification Plates – Front Plate		6
S	Private Hire Car Identification Plates – Rear Plate		6
T	Private Hire Car Identification Plates – Side Stickers		5
U	Private Hire Car Identification Plates – Front Bracket		4
V	Private Hire Car Identification Plates – Rear Bracket Plate		7
W	Private Hire Car Identification Plates – Strapping Kit		8

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<b>Taxi Advertising</b>	<b>Charge (£)</b>
X Full Livery Advert	105
Y Superside Advert	42
Z Double Door Advert	21
AA Hub Cap Advert	21
AB Full Livery and Hub Cap Advert	105

**NOTE:**

1. Applicants for Private Hire Car Licence must pay for Vehicle Identification Plates at the time of lodging their application. Please refer to the application form for more details.

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**2. CIVIC GOVERNMENT**

<b>Application Fees for Licence</b>	<b>Temporary (£)</b>	<b>3 Years (£)</b>
A Late Hours Catering	75	181
B Second Hand Dealer	124	298
C Market Operator	124	298
D Metal Dealer	124	298
E Itinerant Metal Dealer		121
F Metal Dealer Exemption Warrant	121	121
G Skin Piercing and Tattooing	122	293
H Sex Shop	12798	
I Street Traders	62	147
J Window Cleaner (As Business)	122	293
K Window Clearer (As Individual)	62	147
L Knife Dealer		643
<b>Additional Items</b>		<b>Charge (£)</b>
M Duplicate Licence		11
N Variation of Licence – Premises		70
O Variation of Licence – Other		25



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**3. PUBLIC ENTERTAINMENT,  
PUBLIC ENTERTAINMENT (HEALTH & FITNESS),  
INDOOR SPORTS ENTERTAINMENT**

<b>Application Fees for Licence</b>		<b>Temporary (£)</b>	<b>3 Years (£)</b>
A	A commercial operation where the capacity of the venue is up to 5000 persons	597	1792
B	A commercial operation where the capacity of the venue exceeds 5000 persons but is less than 10,000 persons	3810	3810
C	A commercial operation where the capacity of the venue exceeds 10,000 persons	7520	7520
D	A commercial event held within a Designated Stadium as defined by the Safety of Sports Grounds Act where a Safety Certificate has been granted	597	1792
E	Other commercial events (including festival events or events with local community input or publicly subsidised events organised by local authorities)	248	597
F	Fair Grounds	597	1792
G	Sunbeds (Tanning Salons)	122	293
H	Non Commercial Events	124	298
I	Community Bases Organisations	27	
<b>Additional Items</b>			<b>Charge (£)</b>
J	Duplicate Licence		11
K	Variation of Licence – Premises		70

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**4. HOUSES IN MULTIPLE OCCUPATION**

<b>Application Fees for New HMO Licence</b>		<b>3 Years (£)</b>
A	Occupancy Level – Up to 10 Persons	1906
B	Occupancy Level – Between 11 and 100 Persons	4036
C	Occupancy Level – Between 101 and 200 Persons	8745
D	Occupancy Level – Between 201 and 300 Persons	13453
E	Occupancy Level – Between 301 and 400 Persons	18162
F	Occupancy Level – Between 401 and 500 Persons	22870
G	Occupancy Level – Between 501 and 600 Persons	27579
H	Occupancy Level – Between 601 and 700 Persons	32288
<b>Application Fees for Existing HMO Licence</b>		<b>Charge (£)</b>
I	Occupancy Level – Up to 10 Persons	953
J	Occupancy Level – Between 11 and 100 Persons	2018
K	Occupancy Level – Between 101 and 200 Persons	4372
L	Occupancy Level – Between 201 and 300 Persons	6666
M	Occupancy Level – Between 301 and 400 Persons	9081
N	Occupancy Level – Between 401 and 500 Persons	11435
O	Occupancy Level – Between 501 and 600 Persons	13790
P	Occupancy Level – Between 601 and 700 Persons	16144
<b>Application Fees for Variation of Licence Due to Alteration</b>		<b>Charge (£)</b>
Q	Occupancy Level – Up to 10 Persons	953
R	Occupancy Level – Between 11 and 100 Persons	2018
S	Occupancy Level – Between 101 and 200 Persons	4372
T	Occupancy Level – Between 201 and 300 Persons	6666
U	Occupancy Level – Between 301 and 400 Persons	9081
V	Occupancy Level – Between 401 and 500 Persons	11435
W	Occupancy Level – Between 501 and 600 Persons	13790

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X	Occupancy Level – Between 601 and 700 Persons	16144
<b>Application Fees for Variation of Licence Due to Change in Occupant Capacity</b>		<b>Charge (£)</b>
Y	Occupancy Level – Up to 10 Persons	572
Z	Occupancy Level – Between 11 and 100 Persons	1211
AA	Occupancy Level – Between 101 and 200 Persons	2623
AB	Occupancy Level – Between 201 and 300 Persons	4036
AC	Occupancy Level – Between 301 and 400 Persons	5449
AD	Occupancy Level – Between 401 and 500 Persons	6861
AE	Occupancy Level – Between 501 and 600 Persons	8274
AF	Occupancy Level – Between 601 and 700 Persons	9686
<b>Additional Items</b>		<b>Charge (£)</b>
AG	Duplicate Licence	11

1. Applications for Grant due to Change of Manager will only be accepted if existing Licence does not expiry within one year from the date the application is lodged.

**Educational Institutions**

Glasgow City Council has agreed capped fees with the following Educational Institutions:

- Glasgow University
- Strathclyde University
- Caledonian University
- Glasgow School of Art

Details of these capped fees are available on request.

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**5. MISCELLANEOUS LICENCES**

<b>Application Fees for Licence</b>	<b>Temporary (£)</b>	<b>1 Years (£)</b>
A Sale of Venison		29
B Pet Shop		23
C Storage of Poisons		23
D Theatre Licence		597
E Cinema Licence (Per Screen)		250
F Animal Boarding Establishments		23
G Breeding Establishments for Dogs		23
H Dangerous Wild Animals		84
I Horse Riding Establishments		23
J Performing Animals		84
K Civil Marriage – Premises (Period Approval)	732	732
L Civil Marriage – Other	732	732
N Safety of Sports Grounds – Special Safety Certificate	5306	
M Safety of Sports Grounds – Grant of Regulated Stand Certificate		109
<b>Additional Items</b>		<b>Charge (£)</b>
O Duplicate Licence		11
P Transfer of Theatre Licence		305
Q Transfer of Cinema Licence		125

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**6. OTHER CHARGES**

<b>Miscellaneous Charges</b>	<b>Charge (£)</b>
A Certified Extract from any Register of Applications for Licence	11
B Photocopy Charge (per sheet)	0.10