



**Central
Licensing
Administration
Unit**

Environmental Health Licensing



Fees and Charges for the Northants Licensing Partnership 2020/21

Charging period 01/04/20 – 31/03/21

Central Licensing Administration Unit

The Central Licensing Administration Unit (CLAU) produces licences on behalf of the members of the Northants Licensing Partnership. Current partners are: The Borough Council of Wellingborough, Corby Borough Council, East Northamptonshire Council and Kettering Borough Council.

Fee enquiries should be directed to the CLAU by email to licensingunit@east-northamptonshire.gov.uk

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Central Licensing Administration Unit

Environmental Health Licensing:

Services	Current Charge (before VAT)	VAT (if applicable)	Current Charge (including VAT)	Licensing Unit On-line Payment Descriptor	Income Code	
1	Cosmetic Piercing, Acupuncture, Electrolysis, Skin colouring and Tattooing:					
Registration of New Premises & Practitioners	£280.00	N/A	£280.00	Tattooing, Electrolysis and Acupuncture NEW (ENC)	CKN002 9621 ENC	
				Tattooing, Electrolysis and Acupuncture NEW (W'Boro)	CKN007 9621 BCW	
				Tattooing, Electrolysis and Acupuncture NEW Kettering	CKN008 9621 KBC	
				Tattooing, Electrolysis and Acupuncture NEW (Corby)	CKN009 9621 CBC	
Add/Remove Practitioner(s)	£67.00	N/A	£67.00	Tattoo/Electrol/Acup Add Practitioner (ENC)	CKN002 9621 ENC	
				Tattoo/Electrol/Acup Add Practitioner (W'Boro)	CKN007 9621 BCW	
				Tattoo/Electrol/Acup Add Practitioner (Kettering)	CKN008 9621 KBC	
				Tattoo/Electrol/Acup Add Practitioner (Corby)	CKN009 9621 CBC	
2	Hypnotism - Per event	£140.00	N/A	£140.00	N/A	CKN002 9603 ENC CKN007 9603 BCW CKN008 9603 KBC CKN009 9603 CBC

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Services	Current Charge (before VAT)	VAT (if applicable)	Current Charge (including VAT)	Licensing Unit On-line Payment Descriptor	Income Code
3 Sex Establishments:					
New Application	£1,316.00	N/A	£1,316.00	Sex Establishment New Application East Northants	CKN002 9677 ENC
				Sex Establishment New Application Wellingborough	CKN007 9677 BCW
				Sex Establishment New Application (Kettering)	CKN008 9677 KBC
				Sex Establishment New Application (Corby)	CKN009 9677 CBC
Renewal	£350.00	N/A	£350.00	Sex Establishment - Renewal East Northants	CKN002 9677 ENC
				Sex Establishment - Renewal (Wellingborough)	CKN007 9677 BCW
				Sex Establishment - Renewal (Kettering)	CKN008 9677 KBC
				Sex Establishment - Renewal (Corby)	CKN009 9677 CBC
4 Boat Licences (ENC only):					
New Licence	£130.00	N/A	£130.00	Boat Licence New Application (East Northants)	CKN002 9602 ENC
Plaque – price on application plus VAT	Quote on application	N/A	Quote on application		
Renewal Licence	£118.00	N/A	£118.00	Boat Licence Renewal (East Northants)	CKN002 9602 ENC

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Services	Current Charge (before VAT)	VAT (if applicable)	Current Charge (including VAT)	Licensing Unit On-line Payment Descriptor	Income Code
5	Scrap Metal Dealers Licence:				
Collectors Licence	£283.00	N/A	£283.00	Scrap Metal Collectors Licence (East Northants)	CKN002 9622 ENC
				Scrap Metal Collectors Licence (Wellingborough)	CKN007 9622 BCW
				Scrap Metal Collectors Licence (Kettering)	CKN008 9622 KBC
				Scrap Metal Collectors Licence (Corby)	CKN009 9622 CBC
Site Licence	£382.00	N/A	£382.00	Scrap Metal Site Licence (East Northants)	CKN002 9622 ENC
				Scrap Metal Site Licence (Wellingborough)	CKN007 9622 BCW
				Scrap Metal Site Licence (Kettering)	CKN008 9622 KBC
				Scrap Metal Site Licence (Corby)	CKN009 9622 CBC
Variation to Site Licence	£77.00	N/A	£77.00	Scrap Metal Site Variation (East Northants)	CKN002 9622 ENC
				Scrap Metal Site Variation (Wellingborough)	CKN007 9622 BCW
				Scrap Metal Site Variation (Kettering)	CKN008 9622 KBC
				Scrap Metal Site Variation (Corby)	CKN009 9622 CBC
Duplicate Copy Licence	£17.00	N/A	£17.00	Scrap Metal Copy Licence (East Northants)	CKN002 9622 ENC
				Scrap Metal Copy Licence (Wellingborough)	CKN007 9622 BCW
				Scrap Metal Copy Licence (Kettering)	CKN008 9622 KBC
				Scrap Metal Copy Licence (Corby)	CKN009 9622 CBC

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Services	Current Charge (before VAT)	VAT (if applicable)	Current Charge (including VAT)	Licensing Unit On-line Payment Descriptor	Income Code
6 Mobile Homes:					
Application Fee: 1 - 10 pitches 11 - 50 pitches 51 - 100 pitches 101 + pitches	£166.00	N/A	£166.00	Please select Mobile Home Application for the correct band of pitches to be licensed and for the area in which the site resides, e.g. Mobile Home Application 1 – 10 pitches (Corby)	CKN002 9617 ENC
	£223.00		£223.00		CKN007 9617 BCW
	£280.00		£280.00		CKN008 9617 KBC
	£335.00		£335.00		CKN009 9617 CBC
Annual Fee: 1 - 5 pitches 6 - 10 pitches 11 - 50 pitches 51 - 100 pitches 101 + pitches	Exempt	N/A	Exempt	Please select DBI Sundry Debtors and complete the information requested. Please note that the Account Reference field requires you to enter the invoice number excluding the 'dbi' prefix.	CKN002 9617 ENC
	£110.00		£110.00		CKN007 9617 BCW
	£138.00		£138.00		CKN008 9617 KBC
	£166.00		£166.00		CKN009 9617 CBC
Application to transfer or amend licence	£166.00	N/A	£166.00	Mobile home transfer application (East Northants)	CKN002 9617 ENC
				Mobile home transfer application (Wellingborough)	CKN007 9617 BCW
				Mobile home transfer application (Kettering)	CKN008 9617 KBC
				Mobile home transfer application (Corby)	CKN009 9617 CBC
Depositing, varying or deleting Site Rules	£110.00	N/A	£110.00	Mobile home deposit/vary etc site rules East Northants	CKN002 9617 ENC
				Mobile home deposit/vary etc site rules Wellingborough	CKN007 9617 BCW
				Mobile home deposit/vary etc site rules Kettering	CKN008 9617 KBC
				Mobile home deposit/vary etc site rules Corby	CKN009 9617 CBC

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How to pay your fees:

BACS/INTERNET BANKING

Our bank account details are as follows:

BARCLAYS BANK PLC
THRAPSTON BRANCH
SORT CODE 20-46-50
A/C NO. 00858846

BY POST

Cheques should be made payable to EAST
NORTHAMPTONSHIRE COUNCIL and crossed a/c payee.

Send your cheque payment to:
Central Licensing Administration Unit, Cedar Drive, Thrapston,
Northamptonshire NN14 4LZ

TELEPHONE PAYMENT

Payments by card may be made by calling our card payment line on
01832 742211.

For Invoices you can pay by automated telephone line: 01832
742259 and choose 'Option 3'

VIA OUR WEBSITE

Please log on to our host website for on-line payments:
[East Northamptonshire Council - Do It Online](#) > 24 hour internet
payment service.

- Select "All Other Council Bills"
- Select "Licensing Unit"
- Select the correct application descriptor and Council
reference.

Payments may be made by debit or credit card.

However you chose to pay please provide us with sufficient information to enable us to match your information to your application.
If you are paying an invoice please ensure you quote the invoice number (for automated payments enter the invoice number excluding the dbi
prefix)

WE DO NOT ACCEPT CASH PAYMENTS

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