



ORKNEY
ISLANDS COUNCIL

Item: 5

Licensing Committee: 13 March 2025.

Review of Licensing Fees.

Joint Report by Corporate Director for Strategy, Performance and Business Solutions and Corporate Director for Neighbourhood Services and Infrastructure.

1. Overview

- 1.1. The Council functions as a licensing authority are funded directly by income raised from licence application fees.
- 1.2. In some cases, the Council has discretion to set fees, generally on the basis that fees charged should cover its expenses in the processing of applications. In other cases, fees are prescribed by statutory instrument or regulations.
- 1.3. The minimum annual increase to these fees is normally approved by the Council as part of the annual budget process. Licensing fees are an exception to that process.
- 1.4. Advertisement costs and third-party costs with related administration are met directly by applicants and licence holders.

2. Recommendations

- 2.1. It is recommended that members of the Committee:
 - i. Agree that, where the Council has discretion, with effect from 1 April 2025, licensing fees be increased by a minimum of 10%, resulting in the fee levels detailed in Appendix 2 to this report.

3. Background

- 3.1. On 21 March 2024, the Licensing Committee determined that, where the Council had discretion, with effect from 1 April 2024, licensing fees be increased by a minimum of 6.7%.

3.2. The Licensing budget for 2024/25 of £17,400 is made up as follows:

Staff Costs.	£133,000
Other Costs.	£34,500
Gross budget.	£167,500
Less Fees and Charges	£150,100
Net budget	£17,400

3.3. The fees and charges collected are principally:

- Short-term Let Licensing (STL) (40%).
- Liquor Licensing fees (31%).
- Licences, Approvals, Registrations and Permits fees (29%) which are the subject of this report.

3.4. Environmental Health and Trading Standards income in respect of licensing fees, subject to the categories determined by the Licensing Committee, for 2023/24 was £408 for licences administered by Environmental Health and £692 for licences administered by Trading Standards. Estimated income for 2024/25 is £912 for licences administered by Environmental Health and £865 for licences administered by Trading Standards.

4. Proposed Charges

4.1. A comparison of fees charged by the Council with fees charged for similar types of licences or approvals by other local authorities in the north of Scotland has been conducted, with the outcome detailed in Appendix 1 to this report.

4.2. The comparison information relates to financial year 2024/25. The local authorities concerned have not completed their review processes for financial year 2025/26.

4.3. On 4 March 2025, when considering the revenue budget for 2025/26, the Council resolved inter alia that Corporate Directors should increase existing charges by a minimum of 10%, from 1 April 2025, if possible to do so, or as early as possible thereafter, with exceptions, where alternative arrangements were required. One of the exceptions is licensing fees.

4.4. When calculating increases for the Council charges register, the following guidance has been issued in respect of rounding for ease of collection:

- Less than £2.00 – 10% rounded up to nearest 10p.
- £2.00 to £49.99 – 10% rounded up to nearest 10p.

- £50.00 to £99.99 – 10% rounded up to nearest 50p.
- £100.00 and over – 10% rounded up to nearest £1.

4.5. Appendix 2 to this report lists those licences, registrations and permits issued by the Council, where it has discretion in the setting of fees. It sets out the present level of fees, together with the level of fees proposed to take effect from 1 April 2025, taking cognisance of the guidance referred to above.

For Further Information please contact:

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Implications of Report

1. Financial

The financial implications are contained in the body of the report.

2. Legal

The legal aspects are contained in the body of the report.

3. Corporate Governance

In terms of the Scheme of Administration, setting fees and charges for those licences, permits, approvals and registrations where the Council has discretion to do so and overseeing any associated consultations with the public or operators as appropriate or necessary, is a delegated function of the Licensing Committee.

4. Human Resources None.

5. Equalities None.

6. Island Communities Impact None.

7. Links to Council Plan The proposals in this report support and contribute to improved outcomes for communities as outlined in the following Council Plan strategic priorities:

- Growing our economy.
- Strengthening our Communities.
- Developing our Infrastructure.
- Transforming our Council.

8. Links to Local Outcomes Improvement Plan The proposals in this report support and contribute to improved outcomes for communities as outlined in the following Local Outcomes Improvement Plan priorities:

- Cost of Living.
- Sustainable Development.
- Local Equality.
- Improving Population Health.

9. Environmental and Climate Risk None.

10. **Risk** None.
11. **Procurement** None.
12. **Health and Safety** None.
13. **Property and Assets** None.
14. **Information Technology** None.
15. **Cost of Living** None.

List of Background Papers

None

Appendices

Appendix 1: Council Licensing Fees (Various) 2024/25, Comparison with North of Scotland Authorities, Duration of Licences and Fees Charged.

Appendix 2: Current fees, effective from 1 April 2024 and proposed fees from 1 April 2025.

Appendix 1.

Council Licensing Fees (Various) 2024 to 2025.

Comparison with North of Scotland Authorities.

Duration of Licences and Fees Charged.

Type of Licence.	Authority.	Fee £.	Duration (Years).
Animal boarding – mandatory.	Aberdeenshire.	256.47.	1
	Highland.	217.00.	1
	Moray.	138.00.	1
	Orkney.	173.00.	1
	Shetland.	230.00.	1
	Western Isles.	104.00.	1
Breeding of dogs – mandatory.	Aberdeenshire.	256.00.	1
	Highland.	178.00.	1
	Moray.	194.00.	1
	Orkney.	173.00.	1
	Shetland.	230.00.	1
	Western Isles.	225.00.	1 - 3.
Caravan sites – mandatory where there are mobile homes with permanent residents. Does not apply to holiday caravan sites.	Aberdeenshire:		5
	1 unit.	376.22.	5.
	2 – 10 units.	498.60.	5
	11+ units.	779.34.	5
1 unit.	Highland.	353.00.	Life of site.
2 – 10 units.		478.00.	
11 – 20 units.		572.00.	
21 – 40 units.		626.00.	
41+ units.		699.00.	
	Moray.	N/A.	Life of site.
	Orkney.	938.00.	5
	Shetland.	N/A.	Life of site.
1 – 5 units.	Western Isles.	317.00.	5
6 – 10 units.		379.00.	5
11 or more units [fee increases by £111 per 10 units or parts thereof].		379.00.	5

Type of Licence.	Authority.	Fee £.	Duration (Years).
Cinemas – mandatory. Capacity (seats) –			
All.	Aberdeenshire.	103.00.	1
Up to 250.	Highland.	288.00.	1
Over 250.		575.00.	1
All.	Moray.	175.00.	1
Up to 100.	Orkney.	180.00.	1
Over 100.		353.00.	1
All.	Shetland.	202.00.	1
All.	Western Isles.	-.	-.
Dangerous wild animals – mandatory.	Aberdeenshire.		1
		254.10.	
	Highland.	328.00.	1
	Moray.	301.00.	1
	Orkney.	173.00.	1
	Shetland.	665.00.	1
	Western Isles.	104.00.	1
Houses in Multiple Occupation –			
Min 3 – 4 people.	Aberdeenshire	939.00.	3
5-9 Occupants.		1260.93.	3
10-14 Occupants.		1417.72.	3
15-25 Occupants.		1607.94.	3
Max over 25 people.		1639.64.	3
Up to 10 occupants.	Highland	801.00.	3
More than 10 occupants.		1066.00.	3
Up to 5 occupants.	Moray.	1903.00.	
6 – 10 occupants.		2719.00.	3
More than 10 occupants.		3536.00.	3
			3
Up to 9 occupants.	Orkney.	305.00.	3
10 or more occupants.		409.00.	3

Type of Licence.	Authority.	Fee £.	Duration (Years).
Houses in Multiple Occupation – mandatory – continued.			
Up to 6 occupants.	Shetland.	300.00.	3
More than 6 occupants.		500.00.	3
	Western Isles.	323.00.	3
Indoor sports entertainment.	Aberdeenshire.	-.	Licensed as PEL.
	Highland.	397.00.	3
	Moray.	-.	-.
	Orkney.	180.00.	1
		465.00.	3
	Shetland.	-.	-.
	Western Isles.	-.	-.
Knife dealers – mandatory.	Aberdeenshire.	260.00.	3
	Highland.	520.00.	3
	Moray.	764.00.	3
	Orkney.	142.00.	1
		374.00.	3
	Shetland.	230.00.	3
	Western Isles.	225.00.	3
Late hours catering – if resolved by local authority.	Aberdeenshire.	218.00.	3
	Highland.	497.00.	3
	Moray.	1006.00.	3
	Orkney.	212.00.	1
		560.00.	3
	Shetland.	250.00.	3
	Western Isles.	225.00.	3
Market operators – if resolved by local authority.	Aberdeenshire.	285.50.	3
	Highland.	497.00.	3
	Moray.	472.00.	1

Type of Licence.	Authority.	Fee £.	Duration (Years).
Market operators – if resolved by local authority – continued.	Orkney.	320.00.	1
		552.00.	3
	Shetland.	-.	-.
Less than 20 stalls.	Western Isles.	225.00.	3
More than 20 stalls.		386.00.	3
Metal dealers – mandatory.	Aberdeenshire.	187.00.	3
	Highland.	397.00.	3
	Moray.	722.00.	3
	Orkney.	167.00.	1
		441.00.	3
	Shetland.	800.00.	3
	Western Isles.	225.00.	3
Performing animals.	Aberdeenshire.	203.00.	Life of animal.
	Highland.	178.00.	Life of animal.
	Moray.	116.00.	Life of animal.
	Orkney.	168.00.	Life of animal.
	Shetland.	-.	-.
	Western Isles.	99.00.	Life of animal.
Pet shops – mandatory.	Aberdeenshire.	246.00.	1
	Highland.	178.00.	1
	Moray.	237.00.	1
	Orkney.	173.00.	1
	Shetland.	230.00.	1
	Western Isles.	214.00.	1
Public entertainment (PEL) – if resolved by local authority.	Aberdeenshire.	106.00.- 904.00.	Event only – 3 years
	Highland.	120.00 – 12403.00.	9 categories.
	Highland.	156.00.- - 16124.00.	6 weeks – 3 years
	Orkney.	168.00.	1
		435.00.	3

Type of Licence.	Authority.	Fee £.	Duration (Years).
Public entertainment (PEL) – if resolved by local authority – continued.	Shetland.	100.00.- 2400.00.	6 weeks – 3 years 5 Categories
Indoor.	Western Isles.	87.00.	6 weeks – 1 year
Outdoor.		259.00.	1 year.
Raised structures.	Aberdeenshire.	-.	-.
	Highland.	232.00.	Per event.
	Moray.	-.	-.
	Orkney.	106.00.	Per event.
	Shetland.	-.	-.
	Western Isles.	-.	-.
Riding establishments – mandatory.	Aberdeenshire.	286.49.	1
	Highland.	202.00.	1
	Moray.	437.00.	1
	Orkney.	173.00.	1
	Shetland.	282.00.	1
	Western Isles.	104.00.	1
Second hand dealers – if resolved by local authority.	Aberdeenshire.	166.00.	3
	Highland.	397.00.	3
	Moray.	156.00.	3
	Orkney.	167.00.	1
		441.00.	3
	Shetland.	200.00.	3
	Western Isles.	225.00.	3
Sex shops – if resolved by local authority.	Aberdeenshire.	468.00.	1
	Highland.	1157.00.	1
	Moray.	1350.00.	1
	Orkney.	2468.00.	1
	Shetland.	-.	-.

	Western Isles.	-.	-.
Type of Licence.	Authority.	Fee £.	Duration (Years).
Skin piercing and tattooing – mandatory.	Aberdeenshire.	355.56.- 469.13.	3 2 categories.
	Highland.	660.00.	3
	Moray.	416.00.	3
	Orkney.	277.00.	1
		730.00.	3
	Shetland.	270.00.	3
	Western Isles.	104.00.	3
Street traders including ID badge – if resolved by local authority.	Aberdeenshire.	260.00.(Street Traders Licence). 199.00.(Employee Licence).	3
Non-food.	Highland – operators.	397.00.	3
Food.	Highland – operators.	510.00.	3
	Highland – employees.	156.00.	3
	Moray.	416.00.	3
	Orkney.	167.00.	1
		441.00.	3
	Shetland.	270.00. (Street Traders Licence). 75.00.(Individual Licence).	3
Non-food.	Western Isles.	225.00	3
Food.		260.00.	3
Taxi and PHC booking offices – mandatory if the local authority licenses taxis and PHCs.	Aberdeenshire.	177.00.	3
	Highland.	404.00.	3
	Moray.	544.00.	3
	Orkney.	180.00.	1
		485.00.	3
	Shetland.	115.00.	3
	Western Isles.	50.00.	3

Type of Licence.	Authority.	Fee £.	Duration (Years).
Taxis and PHCs including plates – if resolved by local authority.	Aberdeenshire.	246.00.	1
		463.50.	3
	Highland.	506.00.	3
	Moray.	469.00.	3
	Orkney.	300.00.	1
		790.00.	3
	Shetland.	442.00.	1
		137.00.	1 year renewal.
	Western Isles.	146.00.	1
Taxi and PHC drivers including ID badge – if resolved by local authority.	Aberdeenshire.	140.50.	3
	Highland.	326.00.	3
	Moray.	257.00.	3
	Orkney.	83.50.	1
		212.00.	3
	Shetland.	90.00.	3
	Western Isles.	120.00.	3
NB: if local authority resolves to license taxis and PHCs, they must license both vehicles and drivers.			
Venison dealer registrations – mandatory.	Aberdeenshire.	114.50.	3
	Highland.	178.00.	3
	Moray.	56.00.	3
	Orkney.	125.00.	3
	Shetland.	-.	-.
	Western Isles.	104.00.	3
Window cleaners including ID badge – if resolved by local authority.	Aberdeenshire.	141.50.	3
	Highland.	397.00.	3
	Moray.	164.00.	3
	Orkney.	83.50.	1
		219.00.	3
	Shetland.	-.	-.

Type of Licence.	Authority.	Fee £.	Duration (Years).
Window cleaners including ID badge – if resolved by local authority – continued.	Western Isles.	-.	-.
Zoos – mandatory.	Aberdeenshire.	338.00.	4
	Highland.	178.00.	4
	Moray.	349.00.	4
	Orkney.	596.00.	4
	Shetland.	750.00.	-.
	Western Isles.	646.00.	1

Appendix 2.

Licences, Approvals, Registrations and Permits.

Licensing Fees.	Existing £.	Proposed £.
	2024/25.	2025/26
Animal boarding for 1 year.	173.00.	191.00.
Breeding of dogs for 1 year.	173.00.	191.00.
Caravan sites for 5 years (other than holiday sites).	938.00.	1032.00.
Caravan sites renewal for 5 years (other than holiday sites).	50% of fee current at time.	50% of fee current at time.
Cinemas for 1 year (capacity up to 100 persons).	180.00.	198.00.
Cinemas for 1 year (capacity over 100 persons).	353.00.	389.00.
Dangerous wild animals for 1 year.	173.00.	191.00.
Houses in multiple occupation for 3 years (capacity up to 9 occupants).	20% below STL of nearest capacity banding.	20% below STL of nearest capacity banding.
Houses in multiple occupation for 3 years (capacity for 10 or more occupants).	20% below STL of nearest capacity banding.	20% below STL of nearest capacity banding.
*Indoor sports entertainment for 1 year.	167.00.	184.00.
Indoor sports entertainment for 3 years.	441.00.	486.00.
*Knife dealers for 1 year.	142.00.	157.00.
Knife dealers for 3 years.	374.00.	412.00.
*Late hours catering for 1 year.	212.00.	234.00.
Late hours catering for 3 years.	560.00.	616.00.
*Market operators for 1 year.	320.00.	352.00.
Market operators for 3 years.	552.00.	608.00.
*Metal dealers for 1 year.	167.00.	184.00.
Metal dealers for 3 years.	441.00.	486.00.
Performing animals for life of animal.	168.00.	185.00.
Performing animals – additional – for life of animal.	50% of fee current at	50% of fee current at time.
Pet shop for 1 year.	173.00.	191.00.
*Public entertainment for 1 year.	180.00.	198.00.
Public entertainment for 3 years.	465.00.	512.00.
Raised structures.	106.00.	117.00.
Riding establishments for 1 year.	173.00.	191.00.
*Second hand dealers for 1 year.	167.00.	184.00.
Second hand dealers for 3 years.	441.00.	486.00.

Licensing Fees.	Existing £.	Proposed £.
	2024/25.	2025/26
Sex shops for 1 year.	2468.00.	2715.00.
*Skin piercing and tattooing for 1 year.	277.00.	305.00.
Skin piercing and tattooing for 3 years.	730.00.	803.00.
*Street traders for 1 year including ID badges.	167.00.	184.00.
Street traders for 3 years including ID badges.	441.00.	486.00.
*Taxi and private hire car booking offices for 1 year.	180.00.	198.00.
Taxi and private hire car booking offices for 3 years.	485.00.	534.00.
*Taxi or private hire car licences for 1 year including plates.	300.00.	330.00.
Taxi or private hire car licences for 3 years including plates.	790.00.	869.00.
Taxi or private hire car licence plate – external.	44.90.	49.40.
Taxi or private hire car licence plate – internal.	22.50.	24.80.
*Taxi or private hire car drivers for 1 year including ID badges.	83.50.	92.00.
Taxi or private hire car drivers for 3 years including ID badges.	212.00.	234.00.
Venison dealers for 3 years.	125.00.	138.00.
*Window cleaners for 1 year including ID badges.	83.50.	92.00.
Window cleaners for 3 years including ID badges.	219.00.	241.00.
Zoos for 4 years.	596.00.	656.00.
General		
Replacement / copy licence.	37.40.	41.10.
ID Badge including replacement.	37.40.	41.10.

Information:

Licence fees are non-refundable.

Advertisement costs and third-party costs with related administration are met directly by applicants or licence holders.

*The fee payable in respect of the substitution or variation to any type of licence so marked, together with the following matters, are the same as the fee for the appropriate licence type for one year:

- Temporary licences (which cannot exceed 6 weeks).
- Certified duplicate or true copy licences.
- Consideration of any material change of circumstances, including premises, vehicles or vessels.