# Specified Licences Fees and Charges

## Applicant Guidance Notes

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# 1 Fee Overview

The Fees charged in relation to a Licences fall into the following basic categories:

Standard Licence Fees
Over 28 day Licence Fees
Developments
Bond.

Fees for any licence issued become automatically payable and are not subject to any form of acceptance of the Licence and or its conditions.
Fees are recoverable on that basis that a licence has been issued following a request. Pursuant to the Highways Act 1980.
The information below is provided to enable you to understand how the fees and charges that relate to your on street activities that require a Specified Licence are calculated

# 2. Fee Structure

The fees charged in relation to specified licences fall into three basic categories: standard licences Over 28 day licences and Developments.

In addition to the Licence fees where the activity being undertaken has a duration of 29 days or more. We require a cash bond to be taken that covers any potential damage to the highway or failure of the contractors during the activity. This is calculated on the replacement cost of material on street and is returned on completion of a final inspection confirming damage has been caused or any damage has been reasonably repaired.

The fee that applies will depend on the type of licence activity, the duration of the activity, the number of streets affected and, where applicable, the contract value.

| Fee Type | Charge | When it applies |
|---|---|---|
| Application Fee | £133 each | Applies to standard and over 28 day licences, except Section 50 and Development activities |
| One-Day Crane Fee | £120 | Applies to a one-day crane licence |
| Standard Licence Fee | £240 | Applies to licences up to 28 days in duration in addition to the application fee |
| Over 28 Day Licence Fee | £575 | Applies to licences of 29 days or more where the contract value is under £1 million in addition to the application fee. |
| Additional Street Fee | £133 each | The first street is covered by the relevant licence fee. This fee applies to each additional street after the first. |
| Extension or Amendment Fee | £133 | Applies where a licence needs to be extended or amended. |
| Development Licence | 0.16% of contract value | Applies where the contract value is over £1 million and the licence duration is 29 days or more. |
| Bond | Calculated separately | Applies to every licence type of 29 days or more. |
| Bond Administration Fee | £133 | Applies once per bond. |
| Retrospective Licence Fee | Double the equivalent licence value | Applies where a licence hasn't been applied for in advance for planned activities. It excludes Development Fee and bond fees. |

# 3. Standard Licence Fee Examples

## Example 1: One-day crane licence

For a one-day crane licence, the fee is calculated by adding the Application Fee and the One-Day Crane Fee. The example calculation is £133 plus £120, giving a total licence value of £253.

## Example 2: Single licence activity on one street

For a single licence activity on one street lasting up to 28 days, the fee is calculated by adding the Application Fee and the Standard Licence Fee. The example calculation is £133 plus £240, giving a total licence value of £373.

### Example 3: Single licence activity on three streets

For a single licence activity on three streets, the fee is calculated by adding the Application Fee, the Standard Licence Fee and the applicable Additional Street Fees. The example calculation is £133 plus £240 plus two Additional Street Fees of £266, giving a total licence value of £639.

### Example 4: Two licence activities on one street

Where two licence activities (e.g. Hoard and scaffold) are required on one street, each activity attracts its own Application Fee and Standard Licence Fee. The two licence values are then added together to create the licence invoice value.

### Example 5: Two licence activities across multiple streets

Where licence activity 1 takes place on two streets and licence activity 2 takes place on three streets, each activity attracts the relevant Application Fee and Standard Licence Fee, with applicable Additional Street Fees added where required.

## 4. Over 28 Day Licence Fee Examples:

The Over 28 Day Licence Fee applies to licence activities lasting 29 days or more where the contract value is under £1 million.

For Over 28 Day Licence Fee cases, one licence invoice is raised for the licence and administration fees, and a separate invoice is raised for the bond.

### Example 1: Single licence activity on one street

For a single licence activity on one street, the fee is calculated by adding the Application Fee, the Over 28 Day Licence Fee and the Bond Administration Fee. The example calculation is £133 plus £575 plus £133, giving a licence value of £841, plus a separate bond invoice.

### Example 2: Single licence activity on three streets

For a single licence activity on three streets, the fee is calculated by adding the Application Fee, the Over 28 Day Licence Fee, the applicable Additional Street Fees and the Bond Administration Fee. The bond is calculated for all three streets and issued as a separate bond invoice

### Example 3: Two licence activities on one street

Where two licence activities (e.g. scaffold and a crane) are required on one street, each activity attracts the Application Fee and the Over 28 Day Licence Fee. One Bond Administration Fee is then added to

the licence value. A separate bond invoice is raised for the combined surface area being occupied on each street.

### Example 4: Two licence activities across multiple streets

Where two licence activities take place across multiple streets, each activity attracts the relevant Application Fee and Over 28 Day Licence Fee, with applicable Additional Street Fees added where required. The bond is calculated for all relevant streets and issued as a separate bond invoice.

## 5. Development Fee Examples

The Development Fee is calculated as 0.16% of the contract value. It applies where the contract value is over £1 million and the licence duration is 29 days or more.

The Development Fee covers all licences, excluding Section 50 licences, required by the applicant for the duration of the originally applied-for build phase. A bond is required and the Bond Administration Fee will be raised separately.

### Example 1: Single licence activity on one street

For a development with a contract value of £1,250,000, the Development Fee is calculated as 0.16% of the contract value. The example calculation gives a Development Fee value of £2,000, plus a separate bond invoice and a separate Bond Administration Fee invoice.

### Example 2: Single licence activity on three streets

Where the Development Fee applies and the activity takes place on three streets, the Development Fee is calculated as 0.16% of the contract value. The bond is calculated for all three streets and issued separately. The Bond Administration Fee is also raised separately

### Example 3: Two licence activities on one street

Where the Development Fee applies and two licence activities take place on one street, the Development Fee remains 0.16% of the contract value. A separate bond invoice and a separate Bond Administration Fee invoice are also required.

### Example 4: Multiple licence activities on different streets

Where the Development Fee applies and multiple licence activities take place across different streets, the Development Fee remains 0.16% of the contract value. The bond is calculated for all relevant streets and issued separately, with the Bond Administration Fee raised as a separate invoice.

## 6. Bonds and Bond Administration Fee

A bond is required for every licence type of 29 days or more.

The bond is calculated separately using the bond calculation process and is issued as a separate bond invoice. Where the bond covers multiple streets, the bond calculation will include a breakdown for each street.

The Bond Administration Fee is charged once per bond and is not charged multiple times unless separate bonds are required.

For Development Fee cases, the Bond Administration Fee is raised as a separate invoice.

# 7. Retrospective Licence Fee

Where a planned activity is carried out without the prior application and issue of a licence a retrospective fee of double the equivalent applied for licence value will apply. This does not include Development Fee or bond fees.

Failure to obtain a licence, pay the relevant fees once issued or comply with licence conditions may result in enforcement action that could lead to prosecution

# 8. Monitoring, Audit & Review

Birmingham City Council continually monitors and reviews its processes. Comments or suggestions on how the process could be improved or questions related to fees and charges can be sent to highwayspermitmanagement@birmingham.gov.uk