

Public Document Pack



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18 November 2013

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **REGULATORY COMMITTEE** will be held in the Council Chamber at these Offices on Tuesday 26 November 2013 at 10.00 am when the following business will be transacted.

Members of the public who require further information are asked to contact Rebecca Brough on (01304) 872304 or by e-mail at rebeccabrough@dover.gov.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read "Nicky", written over a white background.

Chief Executive

Regulatory Committee Membership:

Councillor B W Butcher (Chairman)
Councillor P S Le Chevalier (Vice-Chairman)
Councillor S C Manion
Councillor J M Smith
Councillor R J Thompson

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointment of Substitute Members.

3 **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

Where a Member has a new or registered Disclosable Pecuniary Interest (DPI) in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Where a Member is declaring an Other Significant Interest (OSI) they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the later case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

4 **MINUTES** (Pages 4 - 10)

To confirm the attached Minutes of the meetings of the Committee held on 20 August 2013, 5 September 2013, 26 September 2013 and 15 October 2013.

5 **FEES AND CHARGES 2014/15** (Pages 11 - 27)

To consider the attached report of the Director of Governance.

6 **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION TO LICENCE VEHICLE OUTSIDE OF POLICY GUIDELINES - MR K SHORT** (Pages 28 - 34)

To consider the attached report of the Licensing Enforcement Officer.

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of

charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting. Basic translations of specific reports and the Minutes are available on request in 12 different languages.

- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Rebecca Brough, Team Leader - Democratic Support, telephone: (01304) 872304 or email: rebeccabrough@dover.gov.uk for details.

Large print copies of this agenda can be supplied on request.

Minutes of the meeting of the **REGULATORY COMMITTEE** held at the Council Offices, Whitfield on Tuesday, 20 August 2013 at 10.00 am.

Present:

Chairman: Councillor B W Butcher

Councillors: P S Le Chevalier
J M Smith
R J Thompson

Also Present: Mr M Oatridge (Minute No. 162)
Applicant (Minute No. 164)

Officers: Senior Solicitor
Acting Licensing Team Leader
Team Leader – Democratic Support
Democratic Support Officer

159 APOLOGIES

An apology for absence was received from Councillor S C Manion.

160 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute members appointed.

161 DECLARATION OF INTEREST

There were no declarations of interest from Members.

162 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION TO LICENCE VEHICLE OUTSIDE OF POLICY GUIDELINES - MR M OATRIDGE

The Licensing Team Leader advised the Committee that Mr M Oatridge had applied for permission to transfer a Hackney Carriage Vehicle licence (HV001) to a 2008 Citroen C4 Picasso (CE08 EUU), first registered on 1 March 2008.

The vehicle was outside the Council's Hackney Carriage and Private Hire Licensing Policy 2013-16 by reason that it exceeded five years of age. However, at 56,418 miles the vehicle was under the 100,000 miles limit.

The Committee adjourned to examine the vehicle accompanied by the applicant and officers and upon reconvening it was

RESOLVED: That, notwithstanding the Council's current policy guidelines that Mr M Oatridge be granted a Hackney Carriage Vehicle licence in respect of a 2008 Citroen C4 Picasso (CE08 EUU) for a period of 12 months.

163 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor P S Le Chevalier, duly seconded and

RESOLVED: That, under Section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of business on the grounds that the item to be considered involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act.

164 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION FOR RENEWAL OF A JOINT DRIVERS LICENCE

The Committee considered the report of the Licensing Team Leader on an application for a Joint Hackney Carriage/Private Hire Drivers Licence where a disclosure from the Disclosure and Barring Service (DBS) had shown two previous convictions that were relevant to the decision as to the applicant's suitability to hold a licence to driver a taxi in the Dover District.

In accordance with the approved procedure Members offered the applicant the opportunity to present evidence concerning the circumstances surrounding the convictions. The Committee withdrew to consider its decision and upon resuming the meeting the Senior Solicitor explained how the Council's policy regarding fit and proper persons related to offences on record.

RESOLVED: (a) That, having regard to the evidence heard, the existing convictions and the conviction for failing to insure a vehicle within the last three years which is classed as a major motoring offence under the policy, the application for a Joint Hackney Carriage/Private Hire licence be refused.

(b) That the driver be advised of the right of appeal against the determination.

The meeting ended at 10.34 am.

Minutes of the meeting of the **REGULATORY COMMITTEE** held at the Council Offices, Whitfield on Thursday, 5 September 2013 at 10.00 am.

Present:

Chairman: Councillor B W Butcher

Councillors: P S Le Chevalier
J M Smith
R J Thompson

Also Present: Mr C Mason (Minute No. 173)

Officers: Senior Solicitor
Acting Licensing Team Leader
Team Leader – Democratic Support
Democratic Support Officer

169 APOLOGIES

There were no apologies for absence received.

170 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute members appointed.

171 DECLARATIONS OF INTEREST

There were no declarations of interest from Members.

172 MINUTES

The Minutes of the meeting of the Committee held on 5 August 2013 were approved as a correct record and signed by the Chairman.

173 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 - LICENCE VARIATION - SEX SHOP, 64 LONDON ROAD, DOVER CT17 0SP

The Committee was advised that premises operated by Darker Enterprises Ltd, a national retailer, had been found in breach of Condition 21 of its licence relating to its external appearance during a compliance visit by the Licensing Enforcement Officer. The display was removed following the visit and a variation application made in respect of a new display.

Mr C Mason, on behalf of Darker Enterprises, accepted that there had been an unintentional breach of the conditions and as soon as this was drawn to their attention the display was removed. It was emphasised that there had been no intention to display anything indecent and that they would be willing to accept a condition requiring the removal of any display immediately upon receipt of a notice from the Council.

The application had been advertised in accordance with the legislation by means of a public notice sent to Kent Police, an advertisement in the local paper and a sign at the shop. There had been no representations received from Kent Police or local residents.

The Committee withdrew to consider the application. Upon reconvening the Committee stated that it would grant the application with conditions but that it was emphatic that the applicant must strictly comply with the conditions to protect the public and not offend public decency.

RESOLVED: That the application for a variation to the Sex Shop Licence in respect of 64 London Road, Dover, Kent CT17 0SP be granted subject to the following conditions:

- (a) Any display must be arranged in such a way that the interior of the premises, other than the window display itself, is not visible from the exterior.
- (b) Wording shall not be used in any window display or on the exterior of the premises that could be considered as stimulating or encouraging sexual activity, or acts of force or restraint associated with sexual activity.
- (c) No article or material shall be displayed on the premises so as to be visible from outside of the premises that are for use in connection with, or for the purpose of stimulating sexual activity, acts of force or restraint associated with sexual activity, genital organs, urinary or excretory functions.
- (d) A maximum of three mannequins may be used in any window display for the purpose of displaying such clothing as lingerie, nightwear, underwear, fancy dress, etc. Such displays shall not include any clothing or item which could be considered to be for use in connection with, or for purpose of acts of force or restraint. Where mannequins are used they shall not be posed in such a fashion as to suggest sexual activity or acts of force or restraint.
- (e) If the council notifies the licensee in writing of the unsuitability of any poster, photograph, sketch, painting, image or any form or display visible to members of the public who are not on the premises, then the item shall be removed or obscured from the sight of members of the public not on the premises immediately upon receipt of such notice.

The meeting ended at 10.31 am.

Minutes of the meeting of the **REGULATORY COMMITTEE** held at the Council Offices, Whitfield on Thursday, 26 September 2013 at 10.00 am.

Present:

Chairman: Councillor B W Butcher

Councillors: P S Le Chevalier
J M Smith
R J Thompson

Also Present: Mr D Lamb (Minute No 178)

Officers: Senior Solicitor
Public Protection Manager
Acting Licensing Team Leader
Licensing Officer
Team Leader – Democratic Support
Democratic Support Officer

237 APOLOGIES

There were no apologies for absence.

238 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute members appointed.

239 DECLARATIONS OF INTEREST

There were no declarations of interest from Members.

240 MINUTES

The minutes of the meetings held on 20 August 2013 and 5 September 2013 were deferred from consideration.

241 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION TO LICENCE VEHICLE OUTSIDE OF POLICY GUIDELINES - RELYON TRANSPORT

The Licensing Team Leader informed the Committee that Relyon Transport had applied to renew the licence for 4 Ford Transit Minibuses, (1) VX52 WXS, (2) VA03 YTN, (3) GLO4 USZ and (4) KP05 OUT, as Private Hire Vehicles.

The vehicles had not be altered since the original application and the number of seats had been reduced to a maximum of eight passengers. They were therefore within the scope of the Council's private hire licensing regime rather than having to be licensed as PSV vehicles under the VOSA regulations.

A condition had been imposed on the licence to restrict the vehicles use to the transport of passengers between the Port of Dover/Cruise Terminal and the parking facilities operated by the company in Poulton Close, Dover.

The vehicles were outside the current policy guidelines by reason that they exceeded 8 years of age at the time of the application for relicensing. The Licensing Team Leader's report confirmed that the vehicles were in good condition and under the 300,000 mile limit.

- RESOLVED: (a) That Mr D K Lamb be granted a Private Hire Vehicle licence in respect of 4 Ford Transit Minibuses as follows (1) VX52 WXS, (2) VA03 YTN, (3) GLO4 USZ and (4) KP05 OUT, for a period of 12 months.
- (b) That a condition be imposed on the licence to restrict the vehicles use to the transport of passengers between the Port of Dover/Cruise Terminal and the parking facilities operated by the company in Poulton Close, Dover.

242 SCRAP METAL DEALERS ACT 2013

The Public Protection Manager presented the report on the Scrap Metal Dealers Act 2013 which set out the changes to the regulatory regime for scrap metal dealers. The Act replaced the previous Scrap Metal Dealers Act 2013 and was intended to deal with the problem of metal theft.

Under the new arrangements there would be two types of licence (Site License and a Collectors Licence), both valid for a three year period. A person could not hold more than one type of licence in the area of the authority.

The Act allowed the fees for both Site Licences and Collectors' Licences to be set by the Council on a cost recovery basis and subject to having regard to the European Union Services Directive and any relevant licensing case law.

- RESOLVED: (a) That authority be delegated to the Licensing Team Leader to determine non-contentious licence applications in accordance with the Scrap Metal Dealers Act 2013.
- (b) That responsibility for setting all relevant fees be delegated to the Head of Regulatory Services and the Director of Governance concurrently, in conjunction with the Chairman and vice-chair of the Regulatory Committee.

The meeting ended at 10.33 am.

Minutes of the meeting of the **REGULATORY COMMITTEE** held at the Council Offices, Whitfield on Tuesday, 15 October 2013 at 10.00 am.

Present:

Chairman: Councillor B W Butcher

Councillors: J M Smith
R J Thompson

Also Present: Mr Abdul Hassan Rajabi

Officers: Senior Solicitor
Acting Licensing Team Leader
Licensing Officer
Democratic Support Officer

268 APOLOGIES

There were no apologies for absence received from Members.

269 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute Members appointed.

270 DECLARATIONS OF INTEREST

There were no declarations of interest from Members.

271 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION TO LICENCE VEHICLE OUTSIDE OF POLICY GUIDELINES - MR ABDUL HASSAN RAJABI

The Licensing Enforcement Officer informed the Committee that Mr Abdul Hassan Rajabi had applied for the grant of a new Private Hire Vehicle licence for a Skoda Octavia GF58 KND.

The vehicle was outside the current policy guidelines by reason that the vehicle had covered 104,136 miles at the time the application was made. The vehicle was under five years of age.

The Committee adjourned to examine the vehicle accompanied by the applicant (Mr Abdul Hassan Rajabi) and officers and upon reconvening it was

RESOLVED: That, notwithstanding the Council's current policy guidelines and as an exception on the grounds of the age, overall condition of the vehicle and its mileage being just outside of policy guidelines, Mr Abdul Hassan Rajabi be GRANTED a Private Hire Vehicle licence in respect of a Skoda Octavia (GF58 KND) for a period of 12 months.

The meeting ended at 10.09 am.

Subject:	FEES AND CHARGES 2014/15
Meeting and Date:	Licensing Committee – 27 November 2013 Regulatory Committee – 26 November 2013 Cabinet (for information) – 6 January 2014 (part of larger report)
Report of:	David Randall, Director of Governance
Portfolio Holder:	Councillor N Collor, Portfolio Holder for Access and Property Management
Decision Type:	Non- Executive
Classification:	Unrestricted

Purpose of the report:	This report has been prepared in order to obtain formal approval for the levels of fees and charges (F&Cs) for the financial year 2014/15. These revised F&Cs will be included in the budget estimates for 2014/15.
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Recommendation:	<ol style="list-style-type: none"> 1. The Licensing Committee approve the Fees and Charges for 2014/15 as set out in Annex 3 2. The Regulatory Committee approve the Fess and Charges for 2014/15 as set out in Annex 4. 3. Members approve the general principle that fees are set at an appropriate inclusive level, irrespective of VAT status, and that the VAT element within the overall fee level is then determined. 4. Members approve the general principle that, unless the fee is set by statute, licensing fees will be set on a cost recovery basis. 5. Approval is sought for the Head of Regulatory Services to adopt fees at, or close to government directed levels without the need for further reporting, in cases where the Council is awaiting for Government guidance and it has not been possible to set a fee level at this stage. 6. Minor adjustments to the fees and charges can be delegated to the Head of Regulatory Services in consultation with the Director of Governance and the Director of Finance, Housing and Community.
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1. Summary

1.1 The Council's constitution specifies that F&Cs shall be reviewed annually. In order to meet this requirement all Directors have been asked to review the F&Cs within their areas of responsibility and to produce recommended levels for 2014/15.

- 1.2 Fees and charges for the Licensing Act 2003, Gambling Act 2005, Cosmetic treatments (tattooing, piercing and Electrolysis etc.), Scrap metal dealers, Animal Licensing, Street Trading and Sexual Entertainment Venues have remain unchanged from 2013/14.
- 1.3 In relation to Hackney Carriage and Private Hire licensing, a new charge has been introduced to cover the administrative costs associated with changes to vehicle ownership. A small reduction in fees for short term licences following a change of vehicle is proposed to reflect costs in providing the service and there is a proposal to remove the Driver Identity deposit fee for new drivers. This refundable deposit held by DDC until such a time as the driver surrenders their badge, is no longer considered necessary. Deposits retained in relation to existing drivers will continue to be refunded upon surrender of their badge. The remaining Hackney Carriage / Private Hire Charges remain unchanged.

2. Introduction and Background

- 2.1 The Council's constitution specifies that F&Cs shall be reviewed annually.
- 2.2 The level of Member approval required is dependent upon the types of F&Cs raised and therefore reports have to be submitted to:
- Licensing Committee
 - Regulatory Committee
 - Planning Committee (for information only)
 - Cabinet
- 2.3 In order to meet this requirement it is proposed to submit the following reports:
- Licensing Committee - Report to meeting on 27 November 2013 of all F&Cs to be set by the Licensing Committee.
 - Regulatory Committee – Report to meeting on 26 November 2013 of all F&Cs to be set by the Regulatory Committee.
 - Planning Committee – Report (for information) to the meeting on 21 November 2013 of all F&Cs relevant to the Planning Committee.
 - Cabinet – Report to the meeting on 6 January 2014 of all F&Cs, but seeking specific approval of those F&Cs set by Cabinet.
- 2.4 Members are reminded that in 2004/05 a Member and Officer review group developed a framework of broad guidelines to be considered in formulating proposals for F&Cs.
- 2.5 A copy of the checklist produced at that time and since updated to maintain currency, has been circulated to all Service Directors and to all officers considering F&Cs so that a rigorous and consistent approach is taken. A copy is attached at Annex 1.
- 2.6 As in previous years, in order to assist Members, the data on F&Cs has been tabulated into a standard format that has been used for Annexes 3 and 4.

Detail and Narrative (Columns 2 & 3)

These give a brief summary of the type of service being provided.

Statutory (Column 4)

This indicates whether a charge is "Statutory" or not. If a charge is "Statutory" then it is effectively set by Government and although formal Member approval is still sought, there is little or no scope to make changes.

2013/14 Charge Inc VAT (Column 5)

The charge has been provided inclusive of VAT for two reasons. First, it shows what the customer will actually pay and is therefore more meaningful.

Second, charges for some services, especially those such as car parking, which are not simply a direct recovery of costs, are set at a level, inclusive of VAT, based on the appropriate market level. The VAT is therefore a deduction from the amount of charge retained by DDC and is not a key factor in determining the appropriate charge. Members are asked to approve this approach..

2013/14 Total Expected Income ex VAT (Column 8)

This gives a broad indication as to how much income DDC will receive and has been included to provide Members with a sense of the relative importance of individual charges. It may therefore save Members from debating the merits of an increase in a charge level, where the overall amount of income is not significant.

In some cases, the level of use is very low, or infrequent, or the service has only recently been introduced and so no level of income has been included.

2014/15 Proposed Charge Inc VAT (Column 9)

This is the recommended charge for 2014/15 and will, subject to Members' approval, be included in the 2014/15 budget.

Reason for the Change in Charges (Column 12)

This provides Members with a brief explanation for the change. This will often be due to inflation or "catch up" inflation if the increase has been previously deferred until it can be made to a sensible rounded figure.

In some instances guidance may still be awaited from Government as to the basis upon which F&Cs should be set. In these cases it has not always been possible to set a fee level, Member's approval is sought to enable officers to adopt such fees at or close to government directed levels without a further report.

Service Manager and Portfolio Holder (Columns 13, 14)

These show the responsibilities for specific F&Cs.

Significant Charges

To assist Members the more significant charges (generating over £3,000 per annum) are highlighted in bold text.

3. Identification of Options

- 3.1 The recommended figures for consideration by Members are included in the Annexes. Members may approve these proposed figures.
- 3.2 Members may propose and approve alternative figures with reasons recorded for their decisions.

4. Evaluation of Options

- 4.1 The recommended fees and charges take into account the actual cost of providing the service and seek to ensure full cost recovery. This is the recommended approach due to the need to maximise income at a time of grant cuts and council tax freezes.
- 4.2 Members should also take into account the checklist of issues to consider (at Annex 1) when reviewing the fees and charges included in the subsequent Annexes.

5. Resource Implications

See Annexes.

6. Corporate Implications

- 6.1 Comment from the Director of Finance, Housing and Community (linked to the MTFP): Finance have been involved in the production of this report and have no further comment to make. CB
- 6.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.
- 6.3 Comment from the Equalities Officer: The Equality officer has been consulted during the development of this report and has no further comments to make other than to remind members that in discharging their responsibilities they are required to comply with the public sector equality duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>

7. Appendices

- Annex 1 – Fees and Charges checklist
- Annex 3 & 4 – Schedule of recommended F&Cs

Contact Officers: Sue Herivel, Licensing Team Leader and Charlotte Buss, Accountancy Assistant

Fees and Charges Checklist

<p>Corporate and Service Objectives</p> <p>Are links made between charges and our corporate and service objectives and are we able to use charges to help deliver these objectives?</p>
<p>Users of the Service</p> <p>Is there sufficient understanding of our service users and their needs and wishes?</p> <p>Have we considered different pricing to specific target groups and has the potential impact of charges or the changes to existing charges been assessed?</p> <p>Ensure that you consider the potential diversity and equality issues and where necessary consider and document any issues and mitigation.</p>
<p>Comparison with other providers</p> <p>Is there a complete picture of competition and providers of similar services – including other Local Authorities?</p>
<p>Consultation</p> <p>Has the relevant Portfolio holder been consulted and do charges meet with their aspirations and requirements?</p> <p>Is wider community consultation appropriate for any of your charges? Has it been undertaken?</p>
<p>Performance Management</p> <p>Are the principles for charges clearly defined and are clear targets set and monitored. Do we have a clear picture of what is a success?</p>
<p>Financial Considerations</p> <p>Is the charge at a level to fully recover all costs or if is subsidised - why?</p> <p>Have we considered all services for which we can / should charge a fee?</p> <p>Are there any fees that we charge, that have not been included in the schedule?</p> <p>Are we being radical in our approach to charging and are our charges cost effective?</p>
<p>Corporate Income Policy</p> <p>Please ensure you adhere to the main principals of the Corporate Income Policy when setting your fees and charges.</p>
<p>Legal Considerations and Other Guidance</p> <p>Does the Council have the power to levy the charges. Is there any ministerial or other guidance that should be taken into account?</p>
<p>Customer Access Review</p> <p>Consider whether the CAR for your service includes any issues for specific fees.</p>

				2013/14	2013/14		2013/14	2014/15	2014/15	2014/15				
Service	Detail	Narrative	Statutory Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	Service Manager	Portfolio Holder
1	2	3	4	5	6	7	8	9	6a	10	11	12	13	14
Licensing	Personal Licences	Grant or Renewal	Y	£37.00		N	£3,293	£37.00	Statutory Fee set by Government	£3,293	0%		D Croucher	Clr Collor
Licensing	Personal Licences	Change of Name or Address	Y	£10.50		N	£210	£10.50		£210	0%		D Croucher	Clr Collor
Licensing	Personal Licences	Theft, Loss etc	Y	£10.50		N	£0	£10.50		£0	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	Theft, Loss etc	Y	£10.50		N	£0	£10.50		£0	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	Change of Name or Address	Y	£10.50		N	£0	£10.50		£0	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	Change of Club Rules	Y	£10.50		N	£0	£10.50		£0	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	Vary DPS	Y	£23.00		N	£1,449	£23.00		£1,449	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	Transfer Licence	Y	£23.00		N	£391	£23.00		£391	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	Interim Authority	Y	£23.00		N	£0	£23.00		£0	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	Notification Interest	Y	£21.00		N	£0	£21.00		£0	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	Provisional Statement	Y	£315.00		N	£0	£315.00		£0	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	Minor Variation	Y	£89.00		N	£623	£89.00		£623	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	New Application & Variation NDR Band A	Y	£100.00		N	£700	£100.00		£700	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	New Application & Variation NDR Band B	Y	£190.00		N	£1,900	£190.00		£1,900	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	New Application & Variation NDR Band C	Y	£315.00		N	£630	£315.00		£630	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	New Application & Variation NDR Band D	Y	£450.00		N	£450	£450.00		£450	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	New Application & Variation NDR Band E	Y	£635.00		N	£635	£635.00		£635	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	Annual Fee NDR Band A	Y	£70.00		N	£5,880	£70.00		£5,880	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	Annual Fee NDR Band B	Y	£180.00		N	£49,500	£180.00		£49,500	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	Annual Fee NDR Band C	Y	£295.00		N	£10,325	£295.00		£10,325	0%		D Croucher	Clr Collor
Licensing	Premises & Club Licences	Annual Fee NDR Band D	Y	£320.00		N	£3,200	£320.00	£3,200	0%		D Croucher	Clr Collor	

				2013/14	2013/14		2013/14	2014/15	2014/15	2014/15				
Service	Detail	Narrative	Statutory Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	Service Manager	Portfolio Holder
1	2	3	4	5	6	7	8	9	6a	10	11	12	13	14
Licensing	Premises & Club Licences	Annual Fee NDR Band E	Y	£350.00		N	£5,250	£350.00	Statutory Fee set by Government	£5,250	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 5,000 to 9,999	Y	£1,000.00	Additional fee on top of premises NDR Band Fee	N	£0	£1,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 10,000 to 14,999	Y	£2,000.00	Additional fee on top of premises NDR Band Fee	N	£0	£2,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 15,000 to 19,999	Y	£4,000.00	Additional fee on top of premises NDR Band Fee	N	£0	£4,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 20,000 to 29,999	Y	£8,000.00	Additional fee on top of premises NDR Band Fee	N	£0	£8,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 30,000 to 39,999	Y	£16,000.00	Additional fee on top of premises NDR Band Fee	N	£0	£16,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 40,000 to 49,999	Y	£24,000.00	Additional fee on top of premises NDR Band Fee	N	£0	£24,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 50,000 to 59,999	Y	£32,000.00	Additional fee on top of premises NDR Band Fee	N	£0	£32,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 60,000 to 69,999	Y	£40,000.00	Additional fee on top of premises NDR Band Fee	N	£0	£40,000.00		£0	0%		D Croucher	Clr Collor

				2013/14	2013/14		2013/14	2014/15	2014/15	2014/15				
Service	Detail	Narrative	Statutory Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	Service Manager	Portfolio Holder
1	2	3	4	5	6	7	8	9	6a	10	11	12	13	14
Licensing	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 70,000 to 79,999	Y	£48,000.00	Additional fee on top of premises NDR Band Fee	N	£0	£48,000.00	Statutory Fee set by Government	£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 80,000 to 89,999	Y	£56,000.00	Additional fee on top of premises NDR Band Fee	N	£0	£56,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 90,000 and over	Y	£64,000.00	Additional fee on top of premises NDR Band Fee	N	£0	£64,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	Annual Fee 5,000 to 9,999	Y	£500.00	Additional fee on top of premises NDR Band Annual Fee	N	£0	£500.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	Annual Fee 10,000 to 14,999	Y	£1,000.00	Additional fee on top of premises NDR Band Annual Fee	N	£0	£1,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	Annual Fee 15,000 to 19,999	Y	£2,000.00	Additional fee on top of premises NDR Band Annual Fee	N	£0	£2,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	Annual Fee 20,000 to 29,999	Y	£4,000.00	Additional fee on top of premises NDR Band Annual Fee	N	£0	£4,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	Annual Fee 30,000 to 39,999	Y	£8,000.00	Additional fee on top of premises NDR Band Annual Fee	N	£0	£8,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	Annual Fee 40,000 to 49,999	Y	£12,000.00	Additional fee on top of premises NDR Band Annual Fee	N	£0	£12,000.00		£0	0%		D Croucher	Clr Collor

				2013/14	2013/14		2013/14	2014/15	2014/15	2014/15				
Service	Detail	Narrative	Statutory Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	Service Manager	Portfolio Holder
1	2	3	4	5	6	7	8	9	6a	10	11	12	13	14
Licensing	Large Scale Events	Annual Fee 50,000 to 59,999	Y	£16,000.00	Additional fee on top of premises NDR Band Annual Fee	N	£0	£16,000.00	Statutory Fee set by Government	£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	Annual Fee 60,000 to 69,999	Y	£20,000.00	Additional fee on top of premises NDR Band Annual Fee	N	£0	£20,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	Annual Fee 70,000 to 79,999	Y	£24,000.00	Additional fee on top of premises NDR Band Annual Fee	N	£0	£24,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	Annual Fee 80,000 to 89,999	Y	£28,000.00	Additional fee on top of premises NDR Band Annual Fee	N	£0	£28,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Large Scale Events	Annual fee 90,000 and over	Y	£32,000.00	Additional fee on top of premises NDR Band Annual Fee	N	£0	£32,000.00		£0	0%		D Croucher	Clr Collor
Licensing	Temporary Event Notices	New Notice	Y	£21.00		N	£3,507	£21.00		£3,507	0%		D Croucher	Clr Collor
Licensing	Temporary Event Notices	Theft, Loss etc	Y	£10.50		N	£0	£10.50		£0	0%		D Croucher	Clr Collor
Licensing	Small Society Lotteries	Registration Fee	Y	£40		N	£760	£40		£760	0%		D Croucher	Clr Collor
Licensing	Small Society Lotteries	Annual Fee	Y	£20		N	£1,880	£20		£1,880	0%		D Croucher	Clr Collor

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Licensing	Bingo Club	Licence Application	N	£3,500		N	£0	£3,500		£0	0%		D Croucher	Cllr Collor
Licensing	Bingo Club	Annual Fee	N	£950		N	£1,900	£950		£1,900	0%		D Croucher	Cllr Collor
Licensing	Bingo Club	Application to Vary	N	£1,750		N	£0	£1,750		£0	0%		D Croucher	Cllr Collor
Licensing	Bingo Club	Application to Transfer	N	£1,200		N	£0	£1,200		£0	0%		D Croucher	Cllr Collor
Licensing	Bingo Club	Application for Reinstatement	N	£1,200		N	£0	£1,200		£0	0%		D Croucher	Cllr Collor
Licensing	Bingo Club	Application for Provisional Statement	N	£3,500		N	£0	£3,500		£0	0%		D Croucher	Cllr Collor
Licensing	Bingo Club	Licence Application (Provisional Statement Holders)	N	£1,200		N	£0	£1,200		£0	0%		D Croucher	Cllr Collor
Licensing	Bingo Club	Copy of Licence	N	£25		N	£0	£25		£0	0%		D Croucher	Cllr Collor
Licensing	Bingo Club	Notification of Change	N	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	Betting Premise (excluding Tracks)	Licence Application	N	£3,000		N	£0	£3,000		£0	0%		D Croucher	Cllr Collor
Licensing	Betting Premise (excluding Tracks)	Annual Fee	N	£575		N	£5,175	£575		£5,175	0%		D Croucher	Cllr Collor
Licensing	Betting Premise (excluding Tracks)	Application to Vary	N	£1,250		N	£0	£1,250		£0	0%		D Croucher	Cllr Collor
Licensing	Betting Premise (excluding Tracks)	Application to Transfer	N	£1,200		N	£0	£1,200		£0	0%		D Croucher	Cllr Collor
Licensing	Betting Premise (excluding Tracks)	Application for Reinstatement	N	£1,200		N	£0	£1,200		£0	0%		D Croucher	Cllr Collor
Licensing	Betting Premise (excluding Tracks)	Application for Provisional Statement	N	£3,000		N	£0	£3,000		£0	0%		D Croucher	Cllr Collor
Licensing	Betting Premise (excluding Tracks)	Licence Application (Provisional Statement Holders)	N	£1,200		N	£0	£1,200		£0	0%		D Croucher	Cllr Collor
Licensing	Betting Premise (excluding Tracks)	Copy of Licence	N	£25		N	£0	£25		£0	0%		D Croucher	Cllr Collor
Licensing	Betting Premise (excluding Tracks)	Notification of Change	N	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	Track	Licence Application	N	£2,500		N	£0	£2,500		£0	0%		D Croucher	Cllr Collor

				2013/14	2013/14		2013/14	2014/15	2014/15	2014/15				
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1	2	3	4	5	6	7	8	9	6a	10	11	12	13	14
Licensing	Track	Annual Fee	N	£950		N	£0	£950		£0	0%		D Croucher	Cllr Collor
Licensing	Track	Application to Vary	N	£1,250		N	£0	£1,250		£0	0%		D Croucher	Cllr Collor
Licensing	Track	Application to Transfer	N	£950		N	£0	£950		£0	0%		D Croucher	Cllr Collor
Licensing	Track	Application for Reinstatement	N	£950		N	£0	£950		£0	0%		D Croucher	Cllr Collor
Licensing	Track	Application for Provisional Statement	N	£2,500		N	£0	£2,500		£0	0%		D Croucher	Cllr Collor
Licensing	Track	Licence Application (Provisional Statement Holders)	N	£950		N	£0	£950		£0	0%		D Croucher	Cllr Collor
Licensing	Track	Copy of Licence	N	£25		N	£0	£25		£0	0%		D Croucher	Cllr Collor
Licensing	Track	Notification of Change	N	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	Family Entertainment Centre	Licence Application	N	£2,000		N	£0	£2,000		£0	0%		D Croucher	Cllr Collor
Licensing	Family Entertainment Centre	Annual Fee	N	£725		N	£2,175	£725		£2,175	0%		D Croucher	Cllr Collor
Licensing	Family Entertainment Centre	Application to Vary	N	£1,000		N	£0	£1,000		£0	0%		D Croucher	Cllr Collor
Licensing	Family Entertainment Centre	Application to Transfer	N	£950		N	£0	£950		£0	0%		D Croucher	Cllr Collor
Licensing	Family Entertainment Centre	Application for Reinstatement	N	£950		N	£0	£950		£0	0%		D Croucher	Cllr Collor
Licensing	Family Entertainment Centre	Application for Provisional Statement	N	£2,000		N	£0	£2,000		£0	0%		D Croucher	Cllr Collor
Licensing	Family Entertainment Centre	Licence Application (Provisional Statement Holders)	N	£950		N	£0	£950		£0	0%		D Croucher	Cllr Collor
Licensing	Family Entertainment Centre	Copy of Licence	N	£25		N	£0	£25		£0	0%		D Croucher	Cllr Collor
Licensing	Family Entertainment Centre	Notification of Change	N	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	Adult Gaming Centre	Licence Application	N	£2,000		N	£0	£2,000		£0	0%		D Croucher	Cllr Collor
Licensing	Adult Gaming Centre	Annual Fee	N	£950		N	£9,500	£950		£9,500	0%		D Croucher	Cllr Collor

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1	2	3	4	5	6	7	8	9	6a	10	11	12	13	14
Licensing	Adult Gaming Centre	Application to Vary	N	£1,000		N	£0	£1,000		£0	0%		D Croucher	Cllr Collor
Licensing	Adult Gaming Centre	Application to Transfer	N	£1,200		N	£0	£1,200		£0	0%		D Croucher	Cllr Collor
Licensing	Adult Gaming Centre	Application for Reinstatement	N	£1,200		N	£0	£1,200		£0	0%		D Croucher	Cllr Collor
Licensing	Adult Gaming Centre	Application for Provisional Statement	N	£2,000		N	£0	£2,000		£0	0%		D Croucher	Cllr Collor
Licensing	Adult Gaming Centre	Licence Application (Provisional Statement Holders)	N	£1,200		N	£0	£1,200		£0	0%		D Croucher	Cllr Collor
Licensing	Adult Gaming Centre	Copy of Licence	N	£25		N	£0	£25		£0	0%		D Croucher	Cllr Collor
Licensing	Adult Gaming Centre	Notification of Change	N	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	New Small Casino	Licence Application	N	£8,000		N	£0	£8,000		£0	0%		D Croucher	Cllr Collor
Licensing	New Small Casino	Annual Fee	N	£5,000		N	£0	£5,000		£0	0%		D Croucher	Cllr Collor
Licensing	New Small Casino	Application to Vary	N	£4,000		N	£0	£4,000		£0	0%		D Croucher	Cllr Collor
Licensing	New Small Casino	Application to Transfer	N	£1,800		N	£0	£1,800		£0	0%		D Croucher	Cllr Collor
Licensing	New Small Casino	Application for Reinstatement	N	£1,800		N	£0	£1,800		£0	0%		D Croucher	Cllr Collor
Licensing	New Small Casino	Application for Provisional Statement	N	£8,000		N	£0	£8,000		£0	0%		D Croucher	Cllr Collor
Licensing	New Small Casino	Licence Application (Provisional Statement Holders)	N	£3,000		N	£0	£3,000		£0	0%		D Croucher	Cllr Collor
Licensing	New Small Casino	Copy of Licence	N	£25		N	£0	£25		£0	0%		D Croucher	Cllr Collor
Licensing	New Small Casino	Notification of Change	N	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	New Large Casino	Licence Application	N	£10,000		N	£0	£10,000		£0	0%		D Croucher	Cllr Collor
Licensing	New Large Casino	Annual Fee	N	£10,000		N	£0	£10,000		£0	0%		D Croucher	Cllr Collor
Licensing	New Large Casino	Application to Vary	N	£5,000		N	£0	£5,000		£0	0%		D Croucher	Cllr Collor
Licensing	New Large Casino	Application to Transfer	N	£2,150		N	£0	£2,150		£0	0%		D Croucher	Cllr Collor
Licensing	New Large Casino	Application for Reinstatement	N	£2,150		N	£0	£2,150		£0	0%		D Croucher	Cllr Collor

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1	2	3	4	5	6	7	8	9	6a	10	11	12	13	14
Licensing	New Large Casino	Application for Provisional Statement	N	£10,000		N	£0	£10,000		£0	0%		D Croucher	Cllr Collor
Licensing	New Large Casino	Licence Application (Provisional Statement Holders)	N	£5,000		N	£0	£5,000		£0	0%		D Croucher	Cllr Collor
Licensing	New Large Casino	Copy of Licence	N	£25		N	£0	£25		£0	0%		D Croucher	Cllr Collor
Licensing	New Large Casino	Notification of Change	N	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	Regional Casino	Licence Application	N	£15,000		N	£0	£15,000		£0	0%		D Croucher	Cllr Collor
Licensing	Regional Casino	Annual Fee	N	£15,000		N	£0	£15,000		£0	0%		D Croucher	Cllr Collor
Licensing	Regional Casino	Application to Vary	N	£7,500		N	£0	£7,500		£0	0%		D Croucher	Cllr Collor
Licensing	Regional Casino	Application to Transfer	N	£6,500		N	£0	£6,500		£0	0%		D Croucher	Cllr Collor
Licensing	Regional Casino	Application for Reinstatement	N	£6,500		N	£0	£6,500		£0	0%		D Croucher	Cllr Collor
Licensing	Regional Casino	Application for Provisional Statement	N	£15,000		N	£0	£15,000		£0	0%		D Croucher	Cllr Collor
Licensing	Regional Casino	Licence Application (Provisional Statement Holders)	N	£8,000		N	£0	£8,000		£0	0%		D Croucher	Cllr Collor
Licensing	Regional Casino	Copy of Licence	N	£25		N	£0	£25		£0	0%		D Croucher	Cllr Collor
Licensing	Regional Casino	Notification of Change	N	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	Temporary Use Notice	Application Fee	Y	£500		N	£0	£500		£0	0%		D Croucher	Cllr Collor
Licensing	Alcohol Licences Premises	Permit Application Fee (2 or less Machines)	Y	£50		N	£50	£50		£50	0%		D Croucher	Cllr Collor
Licensing	Alcohol Licences Premises	Permit Application Fee (3+ Machines)	Y	£150		N	£0	£150		£0	0%		D Croucher	Cllr Collor
Licensing	Alcohol Licences Premises	Permit Annual Fee (3+ Machines)	Y	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	Alcohol Licences Premises	Permit Transitional Application Fee (3+ Machines)	Y	£100		N	£0	£100		£0	0%		D Croucher	Cllr Collor
Licensing	Family Entertainment Centre Gaming Machine	Permit Application Fee	Y	£300		N	£0	£300		£0	0%		D Croucher	Cllr Collor

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Licensing	Family Entertainment Centre Gaming Machine	Permit Renewal Fee	Y	£300		N	£2,700	£300		£2,700	0%		D Croucher	Cllr Collor
Licensing	Family Entertainment Centre Gaming Machine	Permit Transitional Application Fee	Y	£100		N	£0	£100		£0	0%		D Croucher	Cllr Collor
Licensing	Prize Gaming	Permit Application Fee	Y	£300		N	£0	£300		£0	0%		D Croucher	Cllr Collor
Licensing	Prize Gaming	Permit Renewal Fee	Y	£300		N	£0	£300		£0	0%		D Croucher	Cllr Collor
Licensing	Prize Gaming	Permit Transitional Application Fee	Y	£100		N	£0	£100		£0	0%		D Croucher	Cllr Collor
Licensing	Club Gaming	Permit Application Fee	Y	£200		N	£0	£200		£0	0%		D Croucher	Cllr Collor
Licensing	Club Gaming	Permit Annual Fee	Y	£50		N	£50	£50		£50	0%		D Croucher	Cllr Collor
Licensing	Club Gaming	Permit Renewal Fee	Y	£200		N	£1,000	£200		£1,000	0%		D Croucher	Cllr Collor
Licensing	Club Gaming	Permit Transitional Application Fee	Y	£100		N	£0	£100		£0	0%		D Croucher	Cllr Collor
Licensing	Club Gaming Machine	Permit Application Fee	Y	£200		N	£0	£200		£0	0%		D Croucher	Cllr Collor
Licensing	Club Gaming Machine	Permit Annual Fee	Y	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	Club Gaming Machine	Permit Renewal Fee	Y	£200		N	£0	£200		£0	0%		D Croucher	Cllr Collor
Licensing	Club Gaming Machine	Permit Transitional Application Fee	Y	£100		N	£0	£100		£0	0%		D Croucher	Cllr Collor
Licensing	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Application Fee	Y	£100		N	£0	£100		£0	0%		D Croucher	Cllr Collor
Licensing	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Annual Fee	Y	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Renewal Fee	Y	£200		N	£0	£200		£0	0%		D Croucher	Cllr Collor
Licensing	Gaming Machine Permit	Annual Fee	Y	£50		N	£250	£50		£250	0%		D Croucher	Cllr Collor
Licensing	Provision of Gambling	Copy Licence	Y	£25		N	£0	£25		£0	0%		D Croucher	Cllr Collor
Licensing	Provision of Gambling	Notification of Change	Y	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor

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Licensing	Acupuncture	Premise Registration	N	£175		N	£0	£175		£0	0%		D Croucher	Cllr Collor
Licensing	Acupuncture	Additional Practitioner	N	£80		N	£80	£80		£80	0%		D Croucher	Cllr Collor
Licensing	Acupuncture	Minor Variation	N	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	Cosmetic Piercing	Premise Registration	N	£175		N	£0	£175		£0	0%		D Croucher	Cllr Collor
Licensing	Cosmetic Piercing	Additional Practitioner	N	£80		N	£80	£80		£80	0%		D Croucher	Cllr Collor
Licensing	Cosmetic Piercing	Minor Variation	N	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	Ear Piercing	Premise Registration	N	£175		N	£0	£175		£0	0%		D Croucher	Cllr Collor
Licensing	Ear Piercing	Additional Practitioner	N	£80		N	£80	£80		£80	0%		D Croucher	Cllr Collor
Licensing	Ear Piercing	Minor Variation	N	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	Electrolysis	Premise Registration	N	£175		N	£0	£175		£0	0%		D Croucher	Cllr Collor
Licensing	Electrolysis	Additional Practitioner	N	£80		N	£80	£80		£80	0%		D Croucher	Cllr Collor
Licensing	Electrolysis	Minor Variation	N	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	Semi-permanent Skin-colouring	Premise Registration	N	£175		N	£0	£175		£0	0%		D Croucher	Cllr Collor
Licensing	Semi-permanent Skin-colouring	Additional Practitioner	N	£80		N	£80	£80		£80	0%		D Croucher	Cllr Collor
Licensing	Semi-permanent Skin-colouring	Minor Variation	N	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	Tattooing	Premise Registration	N	£175		N	£0	£175		£0	0%		D Croucher	Cllr Collor
Licensing	Tattooing	Additional Practitioner	N	£80		N	£80	£80		£80	0%		D Croucher	Cllr Collor
Licensing	Tattooing	Minor Variation	N	£50		N	£0	£50		£0	0%		D Croucher	Cllr Collor
Licensing	Animal Licensing	Boarding Establishments	N	£235	plus Vet fees	N	£2,820	£235	plus Vet fees	£2,820	0%		D Croucher	Cllr Collor
Licensing	Animal Licensing	Dog Breeding Establishments	N	£235	plus Vet fees	N	£470	£235	plus Vet fees	£470	0%		D Croucher	Cllr Collor
Licensing	Animal Licensing	Dangerous Wild Animals	N	£235	plus Vet fees	N	£235	£235	plus Vet fees	£235	0%		D Croucher	Cllr Collor

				2013/14	2013/14		2013/14	2014/15	2014/15	2014/15					
Service	Detail	Narrative	Statutory Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	Service Manager	Portfolio Holder	
1	2	3	4	5	6	7	8	9	6a	10	11	12	13	14	
Licensing	Animal Licensing	Performing Animals	N	£235	plus Vet fees	N	0	£235	plus Vet fees	0	0%		D Croucher	Cllr Collor	
Licensing	Animal Licensing	Pet Shops	N	£170	plus Vet fees	N	£1,020	£170	plus Vet fees	£1,020	0%		D Croucher	Cllr Collor	
Licensing	Animal Licensing	Horse Riding Establishments	N	£235	plus Vet fees	N	£1,880	£235	plus Vet fees	£1,880	0%		D Croucher	Cllr Collor	
Licensing	Animal Licensing	Zoos	N	£750	plus Vet fees	N	£0	£750	plus Vet fees	£0	0%		D Croucher	Cllr Collor	
Licensing	Street Trading Consent	Grant or Renewal	N	£490		N	£2,940	£490		£2,940	0%		D Croucher	Cllr Collor	
Licensing	Street Trading Consent	Occasional	N	£130		N	£0	£130		£0	0%		D Croucher	Cllr Collor	
Licensing	Street Trading Consent	Occasional Street Market	N	£200	up to 25 stalls then £10 per stall thereafter	N	£1,200	£200		£1,200	0%		D Croucher	Cllr Collor	
Licensing	Street Trading Consent	Pavement Permit (New) - Tables & Chairs	N	£75	New & Variation Applications	N	£150	£75		£150	0%		D Croucher	Cllr Collor	
Licensing	Street Trading Consent	Pavement Permit (Renewal) - Tables & Chairs	N	£35	Renewal	N	£875	£35		£875	0%		D Croucher	Cllr Collor	
Licensing	Sexual Entertainment Venue	Grant	N	£3,250		N	0	£3,250		0	0%		D Croucher	Cllr Collor	
Licensing	Sexual Entertainment Venues	Renewal, Transfer or Variation	N	£2,225		N	£2,225	£2,225		£2,225	0%		D Croucher	Cllr Collor	
Licensing	Boat Licence	Grant	N	£90		N	£0	£93		£0	3%	Fee reflects actual figure charged in previous year	D Croucher	Cllr Collor	
Licensing	Boat Licence	Renewal or Transfer	N	£90		N	£360	£93		£279	3%	Fee reflects actual figure charged in previous year	D Croucher	Cllr Collor	
Licensing	Hypnotism Performance	Grant	N	£50		N	£50	£50		£50	0%		D Croucher	Cllr Collor	

				2013/14	2013/14		2013/14	2014/15	2014/15	2014/15				
Service	Detail	Narrative	Statutory Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	Service Manager	Portfolio Holder
1	2	3	4	5	6	7	8	9	6a	10	11	12	13	14
Licensing	Hackney Carriage & Private Hire	Hackney Carriage & Private Hire Vehicle Annual Licence (Grant and Renewal)	N	£315		N	£57,015	£315	If vehicle is wheelchair accessible there is a £100 reduction in fee	£57,015	0%		D Croucher	Cllr Collor
Licensing	Hackney Carriage & Private Hire	Unmet Demand Survey	N	£60		N	£4,140	£60		£4,140	0%		D Croucher	Cllr Collor
Licensing	Hackney Carriage & Private Hire	Short-term Licence Following Change of Vehicle	N	£90	(£30 discount on first transfer. Subsequent transfers charged at full rate)	N	£3,060	£50	No discount applicable	£1,700	-44%	Reduction in fee reflecting actual costs	D Croucher	Cllr Collor
Licensing	Hackney Carriage & Private Hire	Change of Vehicle ownership	N					£20	New administrative Fee	£100	n/a	New fee to reflect costs in providing service	D Croucher	Cllr Collor
Licensing	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year	N	£85		N	£24,310	£85		£24,310	0%		D Croucher	Cllr Collor
Licensing	Hackney Carriage & Private Hire	Driver Identity Deposit	N	£40	new drivers	N	£560	£0	No longer considered necessary	£0	-100%	No longer considered necessary	D Croucher	Cllr Collor
Licensing	Hackney Carriage & Private Hire	DBS Disclosure (formerly CRB)	N	£44	new drivers + every 3 years for renewals	N	£4,180	£44	Fee set externally. New drivers + every 3 years for renewals	£4,180	0%		D Croucher	Cllr Collor
Licensing	Hackney Carriage & Private Hire	Knowledge Test	N	£26	new drivers	N	£364	£26	new drivers	£364	0%		D Croucher	Cllr Collor
Licensing	Hackney Carriage & Private Hire	Vehicle Plate	N	£19	per plate	N	£380	£19	per plate	£380	0%		D Croucher	Cllr Collor
Licensing	Hackney Carriage & Private Hire	Vehicle Plate holder	N	£16	per holder	N	320	£16	per holder	320	0%		D Croucher	Cllr Collor
Licensing	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney)	N	£55	per vehicle	N	£6,160	£55	per vehicle	£6,160	0%		D Croucher	Cllr Collor

Subject:	LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 – APPLICATION TO LICENCE VEHICLE OUTSIDE OF POLICY GUIDELINES – MR K SHORT
Meeting and Date:	Regulatory Committee – 26 November 2013
Report of:	Rebecca Pordage, Licensing Enforcement Officer
Classification:	Unrestricted

Purpose of the report:	To consider an application to licence a Private Hire Vehicle outside of policy guidelines
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Recommendation:	That the Committee determine the application
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1. Summary

1.1 Mr Kevin Short has applied to the Council for the transfer of Private Hire Vehicle licence PHV106 onto a Chrysler 300c KY56 OGM. The date of first registration is 26th September 2006.

2. Introduction and Background

2.1 The regulation of Hackney Carriage & Private Hire Vehicles is a statutory duty of the Council under the provisions of the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976.

2.2 This Council has a policy stating that “No application for a hackney carriage or private hire vehicle licence will be granted if the vehicle, when application is made, exceeds 5 years of age, or the total mileage travelled by the vehicle exceeds 100,000 miles.”

2.3 The policy also states “applicants wishing to licence vehicles outside of the policy should show sufficient reason for the Council to deviate from agreed policy”.

2.4 Mr Short has applied to licence a vehicle that falls outside of the current age limits specified in the policy.

2.5 The Licensing Enforcement Officer inspected the vehicle on 14 November 2013 and found the vehicle to be in excellent condition. The vehicle has a current MOT but Mr Short is arranging for a new MOT to be carried out on the vehicle prior to the hearing.

3. Identification of Options

3.1 Options:

(a) To allow the application for the grant of the vehicle licence to the vehicle notwithstanding that this would be a deviation from existing policy.

(b) To reject the application as there are insufficient reasons to justify a deviation from existing policy.

4. **Evaluation of Options**

4.1 Options:

- (a) The vehicle is over the age limit defined in the policy for the grant of a licence as it is over the maximum 5 years of age. However, Mr Short is requesting that the Committee consider whether the vehicle could be licensed as he feels it has been maintained to the highest standard and used exclusively for wedding hire. The mileage of the vehicle is low for its age at 62,000 miles.

If such a deviation from policy were allowed then it would be necessary to make clear that this was an exceptional circumstance and that under normal circumstances such a deviation would not be considered.

Should this be Members' preferred option, they may wish to consider delegating the decision to re-licence the vehicle to the Licensing Team Leader for a set period, after which the matter must return to Committee for consideration.

- (b) If the Committee felt that there were insufficient reasons to deviate from the Policy, then the application should be refused.

5. **Resource Implications**

None.

6. **Appendices**

Appendix A – Application form submitted by Mr Short

Appendix B – Licensing Enforcement Officer's inspection report form

7. **Background Papers**

Hackney Carriage & Private Hire Licensing Policy

Contact Officer Rebecca Pordage, Licensing Enforcement Officer

Exemption Disc required -
100% chauffeur services only.

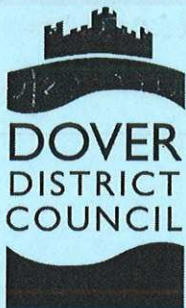


PLATE NUMBER PHV106

DOVER DISTRICT COUNCIL

APPLICATION FOR A PRIVATE HIRE VEHICLE LICENCE

GRANT RENEWAL TRANSFER TEMPORARY TRANSFER

TITLE	MR <input checked="" type="checkbox"/>	MRS <input type="checkbox"/>	MS <input type="checkbox"/>	MISS <input type="checkbox"/>
SURNAME	SHORT		FORENAME/S	KEVIN
ADDRESS (including postcode)	219 LONDON ROAD DEAL CT14 9PW KENT			
HOME PHONE	01304 365131		MOBILE	07817 725328
EMAIL	KEVINSHORT345@CMAIL.COM			

If a firm or partnership, the names of all proprietors or partners or any other person concerned in the keeping, employing or letting on hire of the vehicle.
KCS DRIVING SERVICES

Name and Address of Operator
219 LONDON ROAD DEAL KENT

VEHICLE DETAILS

Make:	CHRYSLER	Model:	300c	Colour:	SILVER
Date of first registration	2006		C.C.	2987	
REGISTRATION NUMBER	KY56 OYM		Fuel Type:	Petrol <input type="checkbox"/> Diesel <input checked="" type="checkbox"/> Hybrid <input type="checkbox"/>	
Is the vehicle adapted as wheelchair accessible?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Number of seats excluding the driver	4		
Is a meter fitted	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	If so please attach the tariff card			

INSURANCE DETAILS

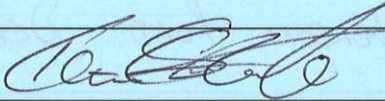
Is the vehicle insured for the carriage of passengers for hire Or reward	To be arranged if application YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> successful
Name of insurance company	INSURE TAXI
Policy number:	
Date insurance expires	
If changing vehicle, please give details of existing vehicle	CHRYSLER 300c KV08FLR
Are you requesting an exemption from displaying private hire plates on the vehicle?	yes
If so, is the vehicle used <u>exclusively</u> for the provision of prestige chauffeur services?	yes

Declaration:

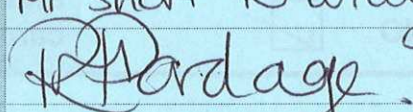
I apply for a licence for the private hire vehicle stated and enclose the relevant fee

I confirm that I have read and understand the notes supplied to me with this form and declare that the particulars I have supplied are correct to the best of my knowledge and belief.

I understand that Dover District Council may share this information with other agencies for the prevention and detection of crime.

SIGNATURE		DATE	14. 11. 13
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NOTE: Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976: "If any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this Section he/she shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding £100.00."

For office use only	
Fee Renewal/Transfer	£ 60-00 paid by card
Plate Deposit	£
Receipt No.	D300013-0000 379559
Date of Commencement of Licence	Immediately if approved
Date when next MOT due	Mr Short to arrange ASAP.
Signed by officer	
Date received	14/11/13.

DOVER DISTRICT COUNCIL
NOTES OF PRIVATE HIRE VEHICLE LICENCE

1. It is an offence to operate a vehicle for private hire unless a valid private hire vehicle licence is held by the owner of such vehicle and a licensed private hire vehicle may only be used as such when in the charge of and driven by a person holding a current private hire driver's licence.

2. **ACCOMPANYING DOCUMENTS**

The applicant is required to submit for examination:

- (a) a valid Certificate of Insurance for Hire and Reward
- (b) a valid Department of Transport Vehicle Test Certificate (not more than 14 days old) or a pre-delivery inspection report in lieu of MOT for new vehicles
- (c) a Vehicle Excise Act 1971 Registration Document

All vehicles shall also be presented to the Licensing Officer for additional inspection. Prior to submitting the vehicle for examination, proprietors shall ensure that the vehicle is in good condition, i.e. mechanically sound, bodywork satisfactory and the engine and full chassis steam cleaned.

3. **VEHICLE TESTS**

The Authority needs to be satisfied that licensed vehicles operating within its area are safe.

All hackney carriage and private hire vehicles shall be subject to the current MOT standard test at licence renewal. The vehicle must pass a further MOT test at 6 monthly intervals once the vehicle is over three years old. The Licensing Team Leader has delegated authority to require further, more frequent testing up to a maximum of 3 tests per year where concerns over safety standards have been identified.

Licensed vehicles that fail an inspection and/or MOT test and are deemed unsuitable for use as a passenger vehicle by the vehicle examiner or Licensing Officer, will result in the vehicle proprietor being issued with a suspension notice in order to prevent the vehicle being used to carry passengers until the defect(s) is/are remedied. Once the defects have been satisfactorily remedied then the proprietor may seek the lifting of the suspension notice by the Licensing Officer.

When a licensed vehicle sustains serious accident damage it shall be subjected to a further satisfactory MOT test prior to it being presented back into service.

4. **VEHICLE EXAMINATION**

Any authorised officer of the Council or any constable has the power at all reasonable times to inspect and test, for the purpose of ascertaining its fitness, any private hire vehicle licensed by a District Council, or any taximeter affixed to such a vehicle, and if he is not satisfied as to the fitness of the private hire vehicle or as to accuracy of its taximeter he may by notice in writing require the proprietor of a private hire vehicle to make it or its taximeter available for further inspection and testing at such reasonable time and place as may be specified in the notice and suspend the vehicle licence until such time as such authorised officer or constable is so satisfied.

5. **TAXIMETERS**

Private Hire Vehicles do not have to be fitted with a 'Taximeter' but if one is fitted it must be checked and, where possible, sealed by the Council prior to use.

Private Hire Vehicles that are fitted with Taximeters must also display a Tariff Card and provide a copy to the Licensing Authority for reference.

If at anytime after the grant of a licence a different type of tyre is fitted to the vehicle, and/or any alterations are carried out to the vehicle which might affect the reading on the face of the taximeter, and/or the seal of the taximeter is broken, whether accidentally or otherwise, the vehicle must be submitted for re-examination and/or sealing of the taximeter.

6. **ACCIDENT DAMAGE**

The proprietor of a private hire vehicle must report to the Council as soon as reasonably practicable, and in any case within 72 hours of the occurrence thereof, any accident to the vehicle causing damage materially affecting the safety, performance or appearance of the private hire vehicle or the comfort or convenience of persons carried therein.

7. **DISPLAY OF PLATE**

The proprietor of a private hire vehicle shall fix to the vehicle licence identification plates of size, colour, design and type supplied by the Authority.

The proprietor shall ensure that the licence identification plate is fixed to the front and rear exterior of the private hire vehicle in the vicinity of the bumper in such a position as the vehicle registration plate is not obscured, with the particulars thereon facing outwards and in such a manner and place that the licence is clearly visible by daylight from the highway. It shall be fixed on a

platform kit as supplied by the Authority in such a manner as to be easily removed by an authorised officer or a police constable. The platform kit shall be fixed by bolts or screws or other similar means.

The proprietor shall ensure that an approved holder displaying a private hire driver badge and a vehicle licence identification card as supplied by the council is displayed, in a position for all passengers to clearly see.

The proprietor shall ensure that no licence identification plate be displayed other than the plates issued by the council, and the said plate shall be displayed only on the vehicle to which it relates.

The licence plates shall remain the property of the council and shall be returned to them within seven days after the service on the proprietor of an appropriate notice by the Authority in the event of the private hire vehicle licence ceasing to be in force in respect of the vehicle.

Private hire vehicles must display door signs in prominent positions on both rear doors of the vehicle indicating that they must be booked in advance and separate signs on the front doors indicating details of the operator

8. RESTRICTION ON SIGNS, NOTICES & ADVERTISING, ETC

Vehicles shall not be allowed to display any printed, written or other material on the windows of the vehicle except in respect of the following:-

- No eating or drinking;
- Public health and safety campaigns;
- Permits for private ranks;
- Trade organisation membership;
- No smoking; and
- Vehicle Excise Licence

Vehicle proprietors shall not display or allow to be displayed in or on their vehicle any signs, notices, advertisements, video or audio display etc either for the purpose of advertising or by way of identifying or personalising marks. However, the Authority will consider varying this prohibition on application from vehicle licence holders in accordance with the terms of these conditions.

Applications for approval of advertisements must be made in writing on the approved form to the Licensing Team Leader. The form must be accompanied by a copy of the proposed advertisement in full colour.

Permitted advertisements may be displayed in the interior of vehicles on the underside of tip-up seats and these must be encapsulated in clear non-flammable plastic or be manufactured of rigid plastic.

9. COMPANY SIGNS

Cars

Company (Operator) signs (not magnetised) shall be displayed on the two front doors (upper half panel in line with Authority signs). The maximum size shall be 770mm x 260mm.

A sign may be displayed on the rear of the vehicle advertising the company but it shall not exceed 100mm in height and the telephone number should not exceed 75mm in height.

A copy of any proposed company sign shall be forwarded to the Licensing Section for approval.

MPV's

Company (Operator) signs (not magnetised) shall be displayed on the two front doors (upper half panel in line with Authority signs) of private hire vehicles. Signs may be displayed on the rear of the vehicle advertising the company (but not the window). A copy of any proposed company signage shall be forwarded to the Licensing Section for who shall approve by vehicle make and model, signage parameters in proportion to the design of each vehicle.

Other (Large) Vehicles

The Authority shall approve, by vehicle make and model, signage parameters in proportion to the design of each vehicle. Company (Operator) signs (not magnetised) shall be displayed on the two front doors (upper half panel in line with Council signs).

All company signs shall be the same for each vehicle.

The words "For Hire", "Cab" or "Taxi" must not be included even if the name of the firm includes such words.

10. PERIOD OF LICENCE

A licence shall be in force from the time it is taken out until the expiration of the period of twelve months beginning with the first day of the month in which it is taken out.

11. LICENCE RESTRICTION

A private hire vehicle licence is issued in respect of the vehicle the registration number of which is shown on the licence and cannot in any circumstances be an authority for the use of any other vehicle as a private hire vehicle.



NEW VEHICLE

Mileage 62,078.

HACKNEY/PHV 1430

COMPLIANCE CHECK REPORT

Time: 13:00 Date: 14/11/13
 Location: DDC OFFICES
 Vehicle type: Chrysler
 Vehicle number: KY50 OGM
 Plate number: PHV106 Badge number:
 Driver: Kevin Short
 Address: 219 London Road, Deal, Kent
 Absolutely immaculate vehicle, as new, has been used for

PURPOSE OF CHECK Please tick

Routine inspection weddings
 Cleanliness of vehicle Immaculate only.
 Construction and use
 Compliance with policy over age limit
 Driver conduct/appearance

RESULT OF CHECK Please tick

In order:
 Verbal advice given
 Written advice given
 Offence or breach of policy Referral to Regulatory

Issuing Officer: P. Hardage
 Received: [Signature]