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16 November 2015

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **LICENSING COMMITTEE** will be held in the Council Chamber at these Offices on Wednesday 25 November 2015 at 5.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Jemma Duffield on (01304) 872305 or by e-mail at jemma.duffield@dover.gov.uk.

Yours sincerely

Chief Executive

Licensing Committee Membership:

P M Brivio
B W Butcher
D G Cronk
M R Eddy
B Gardner (Vice-Chairman)
B J Glayzer
D Hannent
L A Keen
P S Le Chevalier (Chairman)
S M Le Chevalier
S C Manion
D P Murphy
M J Ovenden
M Rose
D A Sargent

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **DECLARATIONS OF INTEREST** (Page 3)

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

3 **MINUTES** (Pages 4 - 5)

To confirm the attached Minutes of the meeting of the Committee held on 2 June 2015.

4 **MINUTES OF THE SUB-COMMITTEE MEETINGS** (Pages 6 - 20)

To receive the attached Minutes of the meetings of Licensing Sub-Committees held on 29 April, 9 June, 19 June, 30 July, 2 September and 28 September 2015.

5 **FEES AND CHARGES 2016/17** (Pages 21 - 38)

To consider the attached report of the Head of Regulatory Services.

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.
- 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 Jemma Duffield, Democratic Support Officer, telephone: (01304) 872305 or email: jemma.duffield@dover.gov.uk for details.

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

Declarations of Interest**Disclosable Pecuniary Interest (DPI)**

Where a Member has a new or registered 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.

Other Significant Interest (OSI)

Where a Member is declaring an 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 latter 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.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

Minutes of the meeting of the **LICENSING COMMITTEE** held at the Council Offices, Whitfield on Tuesday, 2 June 2015 at 5.00 pm.

Present:

Chairman: Councillor P S Le Chevalier

Councillors: P M Brivio
B W Butcher
D G Cronk
M R Eddy
B Gardner
B Glayzer
D Hannent
L A Keen
S M Le Chevalier
D P Murphy
M J Ovenden
M Rose
D A Sargent

Officers: Solicitor to the Council
Team Leader – Democratic Support
Democratic Support Officer

1 ELECTION OF CHAIRMAN

The Democratic Support Officer called for nominations for the Chairman of the Licensing Committee. It was moved by Councillor D P Murphy duly seconded and

RESOLVED: That Councillor P S Le Chevalier be elected Chairman of the Committee for the ensuing Council year.

2 APPOINTMENT OF VICE-CHAIRMAN

The Chairman called for nominations for the Vice-Chairman of the Licensing Committee.

It was moved by Councillor M R Eddy and duly seconded that Councillor B Gardner be nominated Vice-Chairman.

It was moved by Councillor M J Ovenden and duly seconded that Councillor B W Butcher be nominated Vice-Chairman.

On there being an equality of votes the Chairman used his casting vote and

RESOLVED: That Councillor B Gardner be appointed as Vice-Chairman of the Committee for the ensuing Council year.

3 APOLOGIES

There were no apologies for absence received from Members.

4 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

5 MINUTES

The Minutes of the meeting of the Committee held on 4 March 2015 were approved as a correct record and signed by the Chairman.

6 MINUTES OF THE SUB-COMMITTEE MEETINGS

The Minutes of the meetings of the Licensing Sub-Committee held on 11 March 2015, 16 March 2015 and 24 March 2015 were received and noted.

7 LICENSING ACT 2003 AND GAMBLING ACT 2005 - APPOINTMENT OF LICENSING SUB-COMMITTEES AND CHAIRMAN OF SUB-COMMITTEES

Members considered the report of the Director of Governance which suggested the composition of the five Licensing Sub-Committees, each comprising of three members, to hear applications under the Licensing Act 2003 and Gambling Act 2005. Members were also asked to appoint the Chairmen of those Sub-Committees.

RESOLVED: (a) That the five Licensing Committees and their Chairmen for the ensuing Council year be as follows:

(A) Councillors B W Butcher (Chairman), L A Keen, M J Ovenden

(B) Councillors M R Eddy, B Gardner (Chairman), P S Le Chevalier

(C) Councillors D G Cronk, S M Le Chevalier (Chairman), D P Murphy

(D) Councillors D Hannent (Chairman), S C Manion, D A Sargent

(E) Councillors P M Brivio (Chairman), B Glayzer, M Rose

(b) That the Democratic Support Officer be given authority to vary the composition and Chairmanship of Licensing Sub-Committees when circumstances dictate.

The meeting ended at 5.08 pm.

Minutes of the meeting of the **LICENSING SUB-COMMITTEE** held at the Council Offices, Whitfield on Wednesday, 29 April 2015 at 2.01 pm.

Present:

Sub-Committee:

Chairman: Councillor B W Butcher

Councillors: P S Le Chevalier
M A Russell

Officers:

Legal Adviser: Senior Solicitor
Licensing Officer: Licensing Team Leader
Administrator: Democratic Support Officer

Persons attending in connection with the Hearing

As shown on the Notice of Determination (NOD/2015/005A).

70 APOLOGIES FOR ABSENCE

There were no apologies for absence received from Members.

71 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute Members appointed.

72 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

73 LICENSING ACT 2003 - APPLICATION FOR THE GRANT OF A PREMISES LICENCE IN RESPECT OF: 12A ATTLEE AVENUE, AYLESHAM, CANTERBURY, KENT CT3 3BU

The Sub-Committee considered an application from Mr V Selvakumar in respect of 12A Attlee Avenue, Aylesham, Canterbury, CT3 3BU. The application was for the grant of a premises licence for:

Supply of Alcohol

Monday to Friday	09:00 to 23:00 hrs
Saturday to Sunday	08:00 to 23:00 hrs

On the basis of the representations of the applicant, the responsible authorities and other persons, the Sub-Committee found the following facts to be established:

- (i) That both Kent Police and Aylesham Parish Council had withdrawn their representations following mediation with the applicant resulting in an agreement by them to amend the times for alcohol sales from 06:00 every day to 09:00 Monday to Friday and 08:00 Saturday and Sunday.

In reaching its findings the Sub-Committee took into account the following:

- (i) Guidance issued under s.182 Licensing Act 2003
- (ii) Dover District Council Licensing Policy
- (iii) Section 17 of the Crime and Disorder Act 1998

RESOLVED: That the application for a premises licence in respect of 12A Attlee Avenue, Aylesham, Canterbury, Kent CT3 3BU be determined as follows:

- (i) GRANT the application for a premises licence:

Monday to Friday	09:00 to 23:00 hrs
Saturday and Sunday	08:00 to 23:00 hrs

The meeting ended at 2.10 pm.

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Minutes of the meeting of the **LICENSING SUB-COMMITTEE** held at the Council Offices, Whitfield on Tuesday, 9 June 2015 at 10.00 am.

Present:

Sub-Committee:

Chairman: Councillor B W Butcher

Councillors: M R Eddy
D P Murphy

Officers:

Legal Adviser: Senior Solicitor
Licensing Officer: Licensing Team Leader
Administrator: Democratic Support Officer

Persons attending in connection with the Hearing

As shown on the Notice of Determination (NOD/2015/006V and NOD/2015/007A).

1 APOLOGIES FOR ABSENCE

There were no apologies for absence received from Members.

2 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute Members appointed.

3 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

4 LICENSING ACT 2003 - APPLICATION TO VARY A PREMISES LICENCE AT LONDIS, 10/11 MARKET SQUARE, DOVER

The Sub-Committee considered an application from Mr K Varatharajan for the variation of a premises licence for Londis, 10/11 Market Square, Dover, CT16 1NX. The applicant wished to vary the premises licence to increase the hours allowed for alcohol sales:

Supply of Alcohol (for consumption off the premises)

Every Day	06:00 to 23:00 hrs
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On the basis of the representation of the applicant and his representative, the responsible authorities and other persons, the Sub-Committee found the following facts to be established:

- (i) The premises licence for Londis at 12 Market Square, Dover was reviewed by another sub-committee on 16 January 2015, where they took a number of steps due to the failures of the licence holder to effectively promote the licensing objectives.

- (ii) The premises moved from 12 Market Square to 10/11 Market Square with effect from 6 February 2015.
- (iii) An application for a new premises licence for the premises 10/11 Market Square was submitted on 7 January 2015, requesting alcohol sales from 06:00 to midnight. Following representation by Kent Police and Dover Town Council, the applicant amended their application to include the conditions and times imposed by the sub-committee on 16 January 2015 and the licence was issued with effect from 6 February 2015.
- (iv) The premises licence holder is the same as at the previous premises.
- (v) A period of just over 2 months had elapsed between the grant of the new premises licence for 10/11 Market Square, Dover and the receipt of the application to vary.

In reaching its findings, the Sub-Committee took into account the following:

- (i) The Licensing Act 2003 and the guidance given under Section 182 of the Act.
- (ii) The Dover District Council Licensing Policy.
- (iii) Section 35 of the Licensing Act which deals with application for variation to a premises licence.

RESOLVED: That the application for a variation of a premises licence for Londis, 10/11 Market Square, Dover CT16 1NX be REFUSED on the grounds that:

- (a) They did not consider that there had been sufficient time since the previous decision at the review hearing held on 16 January 2015 to allow the licence holders to demonstrate their ability to comply with the conditions of the licence and to demonstrate that they are actively promoting the licensing objectives.
- (b) Although the review hearing concerned a different premises, it was within the same immediate geographical area and the licence holder remained the same.

5 LICENSING ACT 2003 - APPLICATION FOR THE GRANT OF A PREMISES LICENCE AT WHITE CLIFFS CONVENIENCE STORE, 141 FOLKESTONE ROAD, DOVER

The Sub-Committee considered an application from Mr R Patel in respect of White Cliffs Convenience Store, 141 Folkestone Road, Dover, CT17 9SG. The application was for the grant of a premises licence for:

Supply of Alcohol (for consumption OFF the premises)

Every Day	07:00 to 23:00 hrs
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On the basis of the representations of the applicants, the responsible authorities and other persons, the Sub-committee found the following facts to be established:

- (i) That the applicant accepted the conditions suggested by Kent Police.
- (ii) That the applicant runs a similar premises in Canterbury (a convenience store with a pharmacy attached).
- (iii) That the applicant is a responsible and experienced retailer.
- (iv) There was no specific evidence of crime and disorder or public nuisance in the area of the premises.

In reaching its finding, the Sub-Committee took into account the following:

- (i) The Licensing Act 2003 and the guidance given under Section 182 of the Act.

RESOLVED: That the application for a premises licence in respect of White Cliffs Convenience Store, 141 Folkestone Road, Dover CT17 9SG be determined as follows:

(a) GRANT the application for a premises licence for

Supply of Alcohol (for consumption OFF the premises)

Every Day	09:00 to 23:00 hrs
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(b) Subject to the following conditions:

- (i) Supply of alcohol to start at 09:00 each day.
- (ii) CCTV to be stored from a minimum of 28 days and will be made available to Police and Authorised Officers on request.
- (iii) Staff will be fully trained in the CCTV system and there will be at least one member of staff on duty during trading hours who is able to provide a recording of any incident at the request of the Police or Local Authority.
- (iv) All staff will be fully trained in their responsibilities under the Licensing Act 2003 and the training will be fully auditable and a log available to any responsible authority on request.

The meeting ended at 12.04 pm.

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Minutes of the meeting of the **LICENSING SUB-COMMITTEE** held at the Council Offices, Whitfield on Friday, 19 June 2015 at 10.00 am.

Present:

Sub-Committee:

Chairman: Councillor P M Brivio

Councillors: B J Glayzer
M Rose

Officers:

Legal Adviser: Senior Solicitor
Licensing Officer: Licensing Team Leader
Administrator: Democratic Support Officer

Persons attending in connection with the Hearing

As shown on the Notice of Determination (NOD/2015/008A).

6 APOLOGIES FOR ABSENCE

There were no apologies for absence received from Members.

7 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute Members appointed.

8 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

9 LICENSING ACT 2003 - APPLICATION FOR THE GRANT OF A PREMISES LICENCE AT KINGSDOWN AND RINGWOULD CEP SCHOOL, GLEN ROAD, KINGSDOWN, DEAL CT14 8DD

The Sub-Committee considered an application from Mrs J Hygate in respect of Kingsdown and Ringwould C.E.P School, Glen Road, Kingsdown, Deal, CT14 8DD. The application was for the grant of a premises licence for:

Live Music (indoors and outdoors)

Friday	19:00 to 23:00 hrs
Saturday	19:00 to 23:30 hrs
Non-standard timings	
The annual 'Kingsdown Rocks' Music Festival	12:00 to 23:00 hrs

Recorded Music (indoors and outdoors)

Friday	19:00 to 23:00 hrs
Saturday	19:00 to 23:30 hrs

Non-standard timings	
Annual School Fayre	12:00 to 19:00 hrs

On the basis of the representations of the applicant and other persons, the Sub-Committee found the following facts to be established:

- (i) That agreement had been reached between the parties, in that the applicant had agreed to limit the number of events on the school field to 3 per year.

In reaching its findings the Sub-Committee took into account the following:

- (i) The Licensing Act 2003 and the guidance given under Section 182 of the Act.
- (ii) The Dover District Council Licensing Policy.
- (iii) Section 18 of the Licensing Act in relation to determination of applications for a premises licence.

RESOLVED: That the application for a premises licence in respect of Kingsdown and Ringwould CEP School, Glen Road, Kingsdown, Deal CT14 8DD be determined as follows:

- (i) GRANT the application for a premises licence:

Live Music (indoors and outdoors)

Friday	19:00 to 23:30 hrs
Saturday	19:00 to 23:30 hrs
Non-standard timings	
The annual 'Kingsdown Rocks' Music Festival	12:00 to 23:00 hrs

Recorded Music (indoors and outdoors)

Friday	19:00 to 23:30 hrs
Saturday	19:00 to 23:30 hrs
Non-standard timings	
Annual School Fayre	12:00 to 19:00 hrs

And in addition impose the following condition:

- (ii) That events on the school field will be limited to three per year.

The meeting ended at 10.30 am.

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Minutes of the meeting of the **LICENSING SUB-COMMITTEE** held at the Council Offices, Whitfield on Thursday, 30 July 2015 at 2.00 pm.

Present:

Sub-Committee:

Chairman: Councillor B Gardner

Councillors: M R Eddy
P S Le Chevalier

Officers:

Legal Adviser: Head of Legal Services
Licensing Officer: Licensing Team Leader
Administrator: Democratic Support Officer

Persons attending in connection with the Hearing

As shown on the Notice of Determination (NOD/2015/009R).

10 APOLOGIES FOR ABSENCE

There were no apologies for absence received from Members.

11 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute Members appointed.

12 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

13 LICENSING ACT 2003 - APPLICATION FOR A REVIEW OF A PREMISES LICENCE IN RESPECT OF KINGS HALL, 287 LONDON ROAD, DOVER

The Sub-Committee considered an application for the review of a premises licence in respect of Kings Hall, 287 London Road, Dover, CT17 0SY. The review was made under Section 51 of the Licensing Act 2003 as requested by Dover District Council Environmental Health as a Responsible Authority on the grounds that the licensing objective of Prevention of Public Nuisance was not being promoted.

On the basis of the representations of the applicant for the review, the responsible authorities and other persons, the Sub-committee found the following facts to be established.

(i) The hours for licensable activities were as follows:

Live and Recorded Music

Sunday	N/A
Monday – Saturday	18:00 to 23:30 hrs

Alcohol Sales

Sunday – Thursday	11:00 to 23:30 hrs
Friday – Saturday	11:00 to 01:00 hrs

Late Night Refreshment

Sunday – Thursday	N/A
Friday – Saturday	23:00 to 01:00 hrs

- (ii) On 4 April 2015, Dover District Council's Out of Hours (OOH) noise service received calls at 00:17hrs and at 02:30hrs regarding loud music from Kings Hall. The callers were not on the referral list so no visit was made although access to the service was given in case of future events.
- (iii) On 8 April 2015 P Davison (Senior Environmental Protection Officer) spoke to the Premises Licence Holder, Mr B Ward, and was advised he was also the Designated Premises Supervisor (DPS) although this was in the process of being transferred to Mr J Mirga. Mr Mirga was the DPS with effect from 20 April 2015.
- (iv) On 17 April 2015 local residents rang the police regarding a disturbance from Kings Hall. The OOH noise service was also called and visited the area at 01:15hrs on 18 April 2015. Mr Mirga was advised a nuisance had been witnessed and a noise abatement notice would be served under Section 80 of the Environmental Protection Act 1990.
- (v) On 24 April 2015 a noise abatement was served on Mr Mirga and a copy of the notice was sent to Mr Ward. No appeal against the notice was made.
- (vi) On 26 April 2015 a call was made at 01:29hrs to the OOH service. The music stopped at 01:30hrs before the officers could attend.
- (vii) On 3 May 2015 noise officers were called and visited the area at 00:40hrs and witnessed a breach of the notice. Mr Mirga was advised he was breaching the notice.
- (viii) On 6 May 2015 Mr Mirga was written to and invited for a PACE interview on 14 May 2015.
- (ix) On 9 May 2015 noise officers were called out in the early hours but no breach was witnessed.
- (x) On 10 May 2015 noise officers were called out and a breach of the notice was witnessed at 01:10hrs. The music had stopped at 01:25hrs.
- (xi) On 11 May 2015 Mr Davison telephoned Mr Ward and advised him of the ongoing problems.
- (xii) On 14 May 2015 Mr Mirga was interviewed under caution. He acknowledged receipt of the abatement notice and stated that he had recently attended a Designated Premises Supervisor Course.
- (xiii) On 29 May 2015 the Council's Licensing Enforcement Officer visited the area at 23:18hrs and music from the premises was audible in the street.

- (xiv) On 5 June 2015 noise officers were called at 23:30hrs and visited the area between 00:10 – 00:20hrs and loud music from Kings Hall was audible in the street.
- (xv) In the early hours of 6 June 2015 noise officers were called at 02:10hrs but the caller only reported the noise and did not want a visit.
- (xvi) On 8 June 2015 the council contacted Mr Ward to discuss the issues and was advised that officers were considering calling for a review of the licence and initiating prosecution procedures. Mr Ward stated he would close the hall.
- (xvii) On 12 June 2015 Mr Davison spoke with Mr Mirga and again made him aware of his responsibilities not to cause disturbance to the surrounding area.
- (xviii) On the evening of 13 June 2015 noise officers attended following a call out and at 23:40hrs they witnessed music in a nearby residential property at a level likely to prevent sleep. They visited Kings Hall at 00:12hrs and advised the notice had been breached. On the same night, 4 police cars attended at 00:17hrs following a further complaint, noise officers attended again and at 01:18hrs, they witnessed music at a level likely to prevent sleep in a nearby property. At 01:28hrs, officers visited Kings Hall and spoke with Mr Mirga. Officers left the site at 01:28hrs and the music had stopped.
- (xix) Members accepted that the quality of life of those residents making representation had been severely affected during the period from April until June 2015.
- (xx) Members accepted evidence from the other parties that there were regularly people under the age of 18 outside the premises displaying drunk and disorderly behaviour.

In reaching its finding the Sub-Committee took into account the following:

- (i) The Dover District Council Licensing Policy.
- (ii) The Licensing Act 2003, Sections 52 and the guidance issued under s.182 of the Act relating to review hearings.
- (iii) The Live Music Act 2012.

RESOLVED: Taking into account the above facts, the Sub-Committee decided to:

(a) Revoke the premises licence for the following reasons:

- (i) The extensive and detailed evidence presented by the Environmental Protection Officer, Kent Police and the other parties (local residents) demonstrated the total failure by the licence holder to promote all four licensing objectives and despite warnings from the Environmental Protection Officer and numerous visits from the Out of Hours Service, the situation continued for a significant period of time.

- (ii) In coming to their decision, the Sub-Committee first considered the behaviour of Mr Mirga and was of the view that he should be removed as the Designated Premises Supervisor. However, when they went on to consider the evidence as a whole, they considered that the evidence was such so as to merit the revocation of the premises licence.

The meeting ended at 4.00 pm.

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Minutes of the meeting of the **LICENSING SUB-COMMITTEE** held at the Council Offices, Whitfield on Wednesday, 2 September 2015 at 10.00 am.

Present:

Sub-Committee:

Chairman: Councillor B W Butcher

Councillors: L A Keen
M J Ovenden

Officers:

Legal Adviser: Head of Legal Services
Licensing Officer: Licensing Team Leader
Administrator: Team Leader – Democratic Support

Persons attending in connection with the Hearing

As shown on the Notice of Determination (NOD/2015/010A).

14 APOLOGIES FOR ABSENCE

There were no apologies for absence received from Members.

15 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute members appointed.

16 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

17 LICENSING ACT 2003 - APPLICATION FOR THE GRANT OF A PREMISES LICENCE AT OXTALE BUTCHERS, UPPER STREET, KINGSDOWN, CT14 8BJ

The Sub-Committee considered an application from Mr N Britton in respect of Oxtale Butchers, Upper Street, Kingsdown, Kent CT14 8BJ. The application was for the grant of a premises licence for:

Sale of Alcohol (On and Off Premises)

Monday to Saturday	08:00hrs to 23:00hrs
Sunday	08:00hrs to 23:00hrs

On the basis of the representations of the applicant and his representative and other persons, the Sub-Committee finds the following facts to be established.

- (i) There had been no representations made by any of the Responsible Authorities, including the Police.

- (ii) That the Applicant wished to offer the sale of alcohol at the end of the butchery and sausage-making courses that he intended to hold on the premises when it was not open as a Butcher and Delicatessen.

In reaching its finds, the Sub-Committee took into account the following:

- (i) Dover District Council's Licensing Policy
- (ii) The Licensing Act 2003 and the guidance given under Section 182 of the Act.
- (iii) Section 17 and 18 of the Licensing Act 2003 which deal with applications for premises licence and determination of such applications.

RESOLVED: That the application for a premises licence in respect of Oxtale Butchers, Upper Street, Kingsdown, Kent CT14 8BJ be determined as follows:

- (i) GRANT the application for a premises licence in respect of Oxtale Butchers, Upper Street, Kingsdown, Kent CT14 8BJ for:

Sale of Alcohol (On and Off Premises)

Monday to Saturday	08:00hrs to 23:00hrs
Sunday	08:00hrs to 23:00hrs

18 LICENSING ACT 2003 - APPLICATION FOR THE GRANT OF A PREMISES LICENCE AT 20 PENCESTER ROAD, DOVER CT16 1BW

The Licensing Team Leader stated that the applicant had informed her that his interpreter was not in attendance and that he wished to seek an adjournment of the meeting to another date.

The Chairman sought the views of the Responsible Authorities and Other Persons present on the request for a potential adjournment.

RESOLVED: That it be agreed in accordance with Regulation 11 of the Licensing Act 2003 to extend the time limit for the reason of allowing the applicant time to arrange for an interpreter to be present at the next meeting.

The meeting ended at 10.45 am.

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Minutes of the meeting of the **LICENSING SUB-COMMITTEE** held at the Council Offices, Whitfield on Monday, 28 September 2015 at 10.02 am.

Present:

Sub-Committee:

Chairman: Councillor B W Butcher

Councillors: B J Glayzer
M Rose

Officers:

Legal Adviser: Head of Legal Services
Licensing Officer: Democratic Support Officer
Administrator: Licensing Team Leader

Persons attending in connection with the Hearing

As shown on the Notice of Determination (NOD/2015/011A).

19 APOLOGIES FOR ABSENCE

There were no apologies for absence received from Members.

20 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute Members appointed.

21 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

22 LICENSING ACT 2003 - APPLICATION FOR THE GRANT OF A PREMISES LICENCE AT ISAURA'S FINE FOODS, 4 VICTORIA ROAD, DEAL, CT14 7AP

The Sub-Committee considered an application from Mrs I Viveiros in respect of Isaura's Fine Foods, 4 Victoria Road, Deal CT14 7AP. The application was for the grant of a premises licence for the delicatessen and coffee shop to sell alcohol for consumption on and off the premises:

Supply of Alcohol (for consumption ON the premises)

Every Day	09.00 to 22.00 hrs
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Supply of Alcohol (for consumption OFF the premises)

Every Day	08.30 to 22.00 hrs
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On the basis of the representations of the applicant's representatives and other persons, the Sub-Committee found the following facts to be established:

- (i) The premises would operate a Challenge 25 Policy.

- (ii) Alcohol would only be consumed by those seated at tables and served by staff.
- (iii) No alcohol in open vessels would be taken outside the premises.
- (iv) Off sales would be sold in sealed containers.

In reaching its findings the Sub-Committee took into account the following:

- (i) Guidance issued under s. 182 Licensing act 2003.
- (ii) Dover District Council Licensing Policy.
- (iii) Section 18 of the Licensing Act 2003 which deal with applications for premises licence and determination of such applications.
- (iv) Section 17 of the Crime and Disorder Act 1998.

RESOLVED: That the application for a premises licence at Isaura's Fine Foods, 4 Victoria Road, Deal CT14 7AP be determined as follows:

- (a) GRANT the application for a premises licence for

Supply of Alcohol (for consumption ON the premises)

Every Day	09.00 to 22.00 hrs
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Supply of Alcohol (for consumption OFF the premises)

Every Day	08.30 to 22.00 hrs
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- (b) Subject to the following conditions:

- (i) No draught beers shall be sold from the premises.
- (ii) No alcohol in open vessels shall be taken outside the premises. Off-sales of alcohol will be served in sealed vessels.
- (iii) Alcohol sold for consumption on the premises shall only be consumed by customers seated at tables in the front and rear salon and served by a members of staff.
- (iv) Substantial food and non-alcoholic drink shall be available throughout the hours that alcohol is sold.
- (v) Signage shall be clearly displayed in both rooms asking patrons to smoke outside in the rear courtyard.

The meeting ended at 10.48 am.

Subject:	FEES AND CHARGES 2016/17
Meeting and Date:	Licensing Committee – 25 November 2015 Regulatory Committee – 1 December 2015 Cabinet (for information) – 11 January 2016 (part of larger report)
Report of:	Diane Croucher, Head of Regulatory Services
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 2016/17. These revised F&Cs will be included in the budget estimates for 2016/17.
Recommendation:	<ol style="list-style-type: none"> 1. The Licensing Committee approve the Fees and Charges for 2016/17 as set out in Appendix 3 2. The Regulatory Committee approve the Fess and Charges for 2016/17 as set out in Appendix 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. That the Head of Regulatory Services is authorised to adopt fees at, or close to government directed levels without the need for further reporting, in cases where the Council is awaiting Government guidance and it has not been possible to set a fee level at this stage. 6. That the Head of Regulatory Services be authorised in consultation with the Director of Governance and the Director of Finance, Housing and Community to make minor adjustments to the fees and charges as necessary

1. Summary

- 1.1 The Council's constitution specifies that F&Cs shall be reviewed annually. In order to meet this requirement all Directors / Heads of Service have been asked to review the F&Cs within their areas of responsibility and to produce recommended levels for 2016/17.

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 25 November 2015 of all F&Cs to be set by the Licensing Committee.
 - Regulatory Committee – Report to meeting on 1 December 2015 of all F&Cs to be set by the Regulatory Committee.
 - Planning Committee – Report (for information) to the meeting on 19 November 2015 of all F&Cs relevant to the Planning Committee.
 - Cabinet – Report to the meeting on 11 January 2016 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 Appendix 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 Appendices 3 and 4.

Detail and Narrative (Columns A & B)

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

Set by Government (Column C)

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.

2015/16 Charge Inc VAT (Column D)

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.

2015/16 Total Expected Income ex VAT (Column G)

This gives a broad indication as to how much income DDC is expecting to receive and has been included to provide Members with a sense of the relative importance of individual charges.

2016/17 Proposed Charge Inc VAT (Column H)

This is the recommended charge for 2016/17 and will, subject to Members' approval, be included in the 2016/17 budget.

2016/17 Total Expected Income ex VAT (Column J)

This gives a broad indication as to how much income DDC is expected to receive and has been included to provide Members with a sense of the relative importance of individual charges or group of similar charges. The more significant income streams (generating over £3k) have been highlighted in **bold** type.

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.

Reason for the Change in Charges (Column L)

This provides Members with a brief explanation for the change. A full review, including detailed breakdown, of all the Licensing fees, charges and accounts is currently being undertaken. Unfortunately this work is not yet complete and so cannot be used in the fees and charges setting process for 2016-17. However, consideration has been given to any deficit or surplus associated with the relevant accounts for the last three years with a view to adjusting the fees and charges accordingly. All accounts have shown a deficit and so the proposal at this stage is to maintain the majority of fees and charges at the current level until such a time as the detailed review of the accounts and the fees and charges has been completed. Some changes are proposed however due to amendments to legislation / guidance etc and these are summarised in Appendix 2.

In some instances guidance is still awaited from Government as to the basis upon which F&Cs should be set. In these cases it has not always been possible to confirm 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.

3. Identification of Options

- 3.1 The recommended figures for consideration by Members are included in the Appendices. 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 Appendix 1) when reviewing the fees and charges included in the subsequent Appendices.

5. Resource Implications

See Appendices.

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. VB
- 6.2 Comment from the Solicitor to the Council: The Head of Legal Services has been consulted in the preparation of this report and has no further comment to make.
- 6.3 Comment from the Equalities Officer: This report does not specifically highlight any equalities implications however, in discharging their responsibilities members 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>.
- 6.4 Other Officers (as appropriate):

7. Appendices

Appendix 1 – Fees and Charges checklist

Appendices 3 & 4 – Schedule of recommended F&Cs

Appendix 6 – Summary of proposed key changes to the licensing fees and charges

Contact Officers: Rebecca Pordage, Licensing Team Leader and
Victoria Baldwin, Accounting Technician

Fees and Charges Checklist

<p>Corporate and Service Objectives 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 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 Is there a complete picture of competition and providers of similar services – including other Local Authorities?</p>
<p>Consultation 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 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 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 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 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 Consider whether the CAR for your service includes any issues for specific fees.</p>

Fees and Charges 2016/17

	A	B	C	D	F	H	I	K	L	M	N
1				2015/16	2015/16	2015/16	2016/17	2016/17	2016/17		
2	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Comments	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
3	Licensing - D. Randall - D. Croucher - Cllr Collor										
4	Personal Licences	Grant or Renewal	Y	£37	Statutory Fee set by Government	£3,441	£37	Statutory Fee set by Government	£2,960	0%	
5	Personal Licences	Change of Name or Address	Y	£10.50		£178.50	£10.50		£315.00	0%	
6	Personal Licences	Theft, Loss etc.	Y	£10.50		£21	£10.50		£21	0%	
7	Premises & Club Licences	Theft, Loss etc.	Y	£10.50		£10.50	£10.50		£0.00	0%	
8	Premises & Club Licences	Change of Name or Address	Y	£10.50		£21	£10.50		£53	0%	
9	Premises & Club Licences	Change of Club Rules	Y	£10.50		£0	£10.50		£0	0%	
10	Premises & Club Licences	Vary DPS	Y	£23		£1,564	£23		£1,610	0%	
11	Premises & Club Licences	Transfer Licence	Y	£23		£460	£23		£575	0%	
12	Premises & Club Licences	Interim Authority	Y	£23		£0	£23		£0	0%	
13	Premises & Club Licences	Notification Interest	Y	£21		£42	£21		£42	0%	
14	Premises & Club Licences	Provisional Statement	Y	£315		£0	£315		£0	0%	
15	Premises & Club Licences	Minor Variation	Y	£89		£801	£89		£712	0%	
16	Premises & Club Licences	New Application & Variation NDR Band A	Y	£100		£800	£100		£1,000	0%	
17	Premises & Club Licences	New Application & Variation NDR Band B	Y	£190		£1,900	£190		£1,900	0%	
18	Premises & Club Licences	New Application & Variation NDR Band C	Y	£315		£315	£315		£315	0%	
19	Premises & Club Licences	New Application & Variation NDR Band D	Y	£450		£0	£450		£0	0%	
20	Premises & Club Licences	New Application & Variation NDR Band E	Y	£635		£1,270	£635		£0	0%	
21	Premises & Club Licences	Annual Fee NDR Band A	Y	£70		£5,950	£70		£5,110	0%	
22	Premises & Club Licences	Annual Fee NDR Band B	Y	£180		£50,040	£180		£47,160	0%	Reduction in anticipated income due to premises closures.
23	Premises & Club Licences	Annual Fee NDR Band C	Y	£295		£10,620	£295		£10,620	0%	
24	Premises & Club Licences	Annual Fee NDR Band D	Y	£320		£3,200	£320		£1,920	0%	

Fees and Charges 2016/17

	A	B	C	D	F	H	I	K	L	M	N
1				2015/16	2015/16	2015/16	2016/17	2016/17	2016/17		
2	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Comments	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
25	Premises & Club Licences	Annual Fee NDR Band E	Y	£350		£5,250	£350		£7,350	0%	
26	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 5,000 to 9,999	Y	£1,000	Statutory Fee set by Government	£0	£1,000	Statutory Fee set by Government	£0	0%	
27	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 10,000 to 14,999	Y	£2,000		£0	£2,000		£0	0%	
28	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 15,000 to 19,999	Y	£4,000		£0	£4,000		£0	0%	
29	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 20,000 to 29,999	Y	£8,000		£0	£8,000		£0	0%	
30	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 30,000 to 39,999	Y	£16,000		£0	£16,000		£0	0%	
31	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 40,000 to 49,999	Y	£24,000		£0	£24,000		£0	0%	
32	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 50,000 to 59,999	Y	£32,000		£0	£32,000		£0	0%	
33	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 60,000 to 69,999	Y	£40,000		£0	£40,000		£0	0%	
34	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 70,000 to 79,999	Y	£48,000		£0	£48,000		£0	0%	
35	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 80,000 to 89,999	Y	£56,000		£0	£56,000		£0	0%	
36	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 90,000 and over	Y	£64,000		£0	£64,000		£0	0%	
37	Large Scale Events	Annual Fee 5,000 to 9,999	Y	£500		£0	£500		£0	0%	
38	Large Scale Events	Annual Fee 10,000 to 14,999	Y	£1,000		£0	£1,000		£0	0%	
39	Large Scale Events	Annual Fee 15,000 to 19,999	Y	£2,000		£0	£2,000		£0	0%	
40	Large Scale Events	Annual Fee 20,000 to 29,999	Y	£4,000		£0	£4,000		£0	0%	
41	Large Scale Events	Annual Fee 30,000 to 39,999	Y	£8,000		£0	£8,000		£0	0%	
42	Large Scale Events	Annual Fee 40,000 to 49,999	Y	£12,000		£0	£12,000		£0	0%	
43	Large Scale Events	Annual Fee 50,000 to 59,999	Y	£16,000		£0	£16,000		£0	0%	

Fees and Charges 2016/17

	A	B	C	D	F	H	I	K	L	M	N
1				2015/16	2015/16	2015/16	2016/17	2016/17	2016/17		
2	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Comments	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
44	Large Scale Events	Annual Fee 60,000 to 69,999	Y	£20,000	Statutory Fee set by Government	£0	£20,000	Statutory Fee set by Government	£0	0%	
45	Large Scale Events	Annual Fee 70,000 to 79,999	Y	£24,000		£0	£24,000		£0	0%	
46	Large Scale Events	Annual Fee 80,000 to 89,999	Y	£28,000		£0	£28,000		£0	0%	
47	Large Scale Events	Annual fee 90,000 and over	Y	£32,000		£0	£32,000		£0	0%	
48	Temporary Event Notices	New Notice	Y	£21		£3,990	£21		£4,200	0%	
49	Temporary Event Notices	Theft, Loss etc.	Y	£10.50		£10.50	£10.50		£0.00	0%	
50	Small Society Lotteries	Registration Fee	Y	£40		£840	£40		£600	0%	
51	Small Society Lotteries	Annual Fee	Y	£20		£1,960	£20		£1,500	0%	

Fees and Charges 2016/17

	A	B	C	D	F	H	I	K	L	M	N
1				2015/16	2015/16	2015/16	2016/17	2016/17	2016/17		
2	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Comments	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
3	Licensing - D. Randall - D. Croucher - Cllr Collor										
4	Bingo Club	Licence Application	N	£3,500		£0	£3,500		£0	0%	
5	Bingo Club	Annual Fee	N	£950		£1,900	£950		£1,900	0%	
6	Bingo Club	Application to Vary	N	£1,750		£0	£1,750		£0	0%	
7	Bingo Club	Application to Transfer	N	£1,200		£0	£1,200		£0	0%	
8	Bingo Club	Application for Reinstatement	N	£1,200		£0	£1,200		£0	0%	
9	Bingo Club	Application for Provisional Statement	N	£3,500		£0	£3,500		£0	0%	
10	Bingo Club	Licence Application (Provisional Statement Holders)	N	£1,200		£0	£1,200		£0	0%	
11	Bingo Club	Copy of Licence	N	£25		£0	£25		£0	0%	
12	Bingo Club	Notification of Change	N	£50		£0	£50		£0	0%	
13	Betting Premise (excluding Tracks)	Licence Application	N	£3,000		£0	£3,000		£0	0%	
14	Betting Premise (excluding Tracks)	Annual Fee	N	£575		£7,475	£575		£5,750	0%	Reduced income due to premises closures
15	Betting Premise (excluding Tracks)	Application to Vary	N	£1,250		£0	£1,250		£0	0%	
16	Betting Premise (excluding Tracks)	Application to Transfer	N	£1,200		£0	£1,200		£0	0%	
17	Betting Premise (excluding Tracks)	Application for Reinstatement	N	£1,200		£0	£1,200		£0	0%	
18	Betting Premise (excluding Tracks)	Application for Provisional Statement	N	£3,000		£0	£3,000		£0	0%	
19	Betting Premise (excluding Tracks)	Licence Application (Provisional Statement Holders)	N	£1,200		£0	£1,200		£0	0%	
20	Betting Premise (excluding Tracks)	Copy of Licence	N	£25		£0	£25		£0	0%	
21	Betting Premise (excluding Tracks)	Notification of Change	N	£50		£0	£50		£0	0%	
22	Track	Licence Application	N	£2,500		£0	£2,500		£0	0%	
23	Track	Annual Fee	N	£950		£0	£950		£0	0%	
24	Track	Application to Vary	N	£1,250		£0	£1,250		£0	0%	
25	Track	Application to Transfer	N	£950		£0	£950		£0	0%	
26	Track	Application for Reinstatement	N	£950		£0	£950		£0	0%	
27	Track	Application for Provisional Statement	N	£2,500		£0	£2,500		£0	0%	
28	Track	Licence Application (Provisional Statement Holders)	N	£950		£0	£950		£0	0%	
29	Track	Copy of Licence	N	£25		£0	£25		£0	0%	
30	Track	Notification of Change	N	£50		£0	£50		£0	0%	
31	Family Entertainment Centre	Licence Application	N	£2,000		£0	£2,000		£0	0%	

Fees and Charges 2016/17

	A	B	C	D	F	H	I	K	L	M	N
1				2015/16	2015/16	2015/16	2016/17	2016/17	2016/17		
2	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Comments	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
32	Family Entertainment Centre	Annual Fee	N	£725		£2,175	£725		£2,175	0%	
33	Family Entertainment Centre	Application to Vary	N	£1,000		£0	£1,000		£0	0%	
34	Family Entertainment Centre	Application to Transfer	N	£950		£0	£950		£0	0%	
35	Family Entertainment Centre	Application for Reinstatement	N	£950		£0	£950		£0	0%	
36	Family Entertainment Centre	Application for Provisional Statement	N	£2,000		£0	£2,000		£0	0%	
37	Family Entertainment Centre	Licence Application (Provisional Statement Holders)	N	£950		£0	£950		£0	0%	
38	Family Entertainment Centre	Copy of Licence	N	£25		£0	£25		£0	0%	
39	Family Entertainment Centre	Notification of Change	N	£50		£0	£50		£0	0%	
40	Adult Gaming Centre	Licence Application	N	£2,000		£0	£2,000		£0	0%	
41	Adult Gaming Centre	Annual Fee	N	£950		£8,550	£950		£3,800	0%	Reduced income due to legislative changes
42	Adult Gaming Centre	Application to Vary	N	£1,000		£0	£1,000		£0	0%	
43	Adult Gaming Centre	Application to Transfer	N	£1,200		£0	£1,200		£0	0%	
44	Adult Gaming Centre	Application for Reinstatement	N	£1,200		£0	£1,200		£0	0%	
45	Adult Gaming Centre	Application for Provisional Statement	N	£2,000		£0	£2,000		£0	0%	
46	Adult Gaming Centre	Licence Application (Provisional Statement Holders)	N	£1,200		£0	£1,200		£0	0%	
47	Adult Gaming Centre	Copy of Licence	N	£25		£0	£25		£0	0%	
48	Adult Gaming Centre	Notification of Change	N	£50		£0	£50		£0	0%	
49	New Small Casino	Licence Application	N	£8,000		£0	£8,000		£0	0%	
50	New Small Casino	Annual Fee	N	£5,000		£0	£5,000		£0	0%	
51	New Small Casino	Application to Vary	N	£4,000		£0	£4,000		£0	0%	
52	New Small Casino	Application to Transfer	N	£1,800		£0	£1,800		£0	0%	
53	New Small Casino	Application for Reinstatement	N	£1,800		£0	£1,800		£0	0%	
54	New Small Casino	Application for Provisional Statement	N	£8,000		£0	£8,000		£0	0%	
55	New Small Casino	Licence Application (Provisional Statement Holders)	N	£3,000		£0	£3,000		£0	0%	
56	New Small Casino	Copy of Licence	N	£25		£0	£25		£0	0%	
57	New Small Casino	Notification of Change	N	£50		£0	£50		£0	0%	
58	New Large Casino	Licence Application	N	£10,000		£0	£10,000		£0	0%	
59	New Large Casino	Annual Fee	N	£10,000		£0	£10,000		£0	0%	
60	New Large Casino	Application to Vary	N	£5,000		£0	£5,000		£0	0%	
61	New Large Casino	Application to Transfer	N	£2,150		£0	£2,150		£0	0%	

Fees and Charges 2016/17

	A	B	C	D	F	H	I	K	L	M	N
1				2015/16	2015/16	2015/16	2016/17	2016/17	2016/17		
2	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Comments	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
62	New Large Casino	Application for Reinstatement	N	£2,150		£0	£2,150		£0	0%	
63	New Large Casino	Application for Provisional Statement	N	£10,000		£0	£10,000		£0	0%	
64	New Large Casino	Licence Application (Provisional Statement Holders)	N	£5,000		£0	£5,000		£0	0%	
65	New Large Casino	Copy of Licence	N	£25		£0	£25		£0	0%	
66	New Large Casino	Notification of Change	N	£50		£0	£50		£0	0%	
67	Regional Casino	Licence Application	N	£15,000		£0	£15,000		£0	0%	
68	Regional Casino	Annual Fee	N	£15,000		£0	£15,000		£0	0%	
69	Regional Casino	Application to Vary	N	£7,500		£0	£7,500		£0	0%	
70	Regional Casino	Application to Transfer	N	£6,500		£0	£6,500		£0	0%	
71	Regional Casino	Application for Reinstatement	N	£6,500		£0	£6,500		£0	0%	
72	Regional Casino	Application for Provisional Statement	N	£15,000		£0	£15,000		£0	0%	
73	Regional Casino	Licence Application (Provisional Statement Holders)	N	£8,000		£0	£8,000		£0	0%	
74	Regional Casino	Copy of Licence	N	£25		£0	£25		£0	0%	
75	Regional Casino	Notification of Change	N	£50		£0	£50		£0	0%	
76	Temporary Use Notice	Application Fee	Y	£500		£0	£500		£0	0%	
77	Alcohol Licences Premises	Permit Application Fee (2 or less Machines)	Y	£50		£100	£50		£100	0%	
78	Alcohol Licences Premises	Permit Application Fee (3+ Machines)	Y	£150		£0	£150		£0	0%	
79	Alcohol Licences Premises	Permit Annual Fee (3+ Machines)	Y	£50		£150	£50		£150	0%	
80	Alcohol Licences Premises	Permit Transitional Application Fee (3+ Machines)	Y	£100		£0	N/A		£0	0%	No Longer Relevant
81	Family Entertainment Centre Unlicensed	Permit Application Fee	Y	£300		£0	£300		£0	0%	
82	Family Entertainment Centre Unlicensed	Permit Renewal Fee	Y	£300		£3,300	£300		£0	0%	Permits last for a period of 10 years. Renewals not due until 2017
83	Family Entertainment Centre Gaming Machine	Permit Transitional Application Fee	Y	£100		£0	N/A		£0	0%	No Longer Relevant
84	Prize Gaming	Permit Application Fee	Y	£300		£0	£300		£0	0%	
85	Prize Gaming	Permit Renewal Fee	Y	£300		£0	£300		£0	0%	
86	Prize Gaming	Permit Transitional Application Fee	Y	£100		£0	N/A		£0	0%	No Longer Relevant

Fees and Charges 2016/17

	A	B	C	D	F	H	I	K	L	M	N
1				2015/16	2015/16	2015/16	2016/17	2016/17	2016/17		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Comments	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
2											
87	Club Gaming	Permit Application Fee	Y	£200		£0	£200		£0	0%	
88	Club Gaming	Permit Annual Fee	Y	£50		£100	£50		£100	0%	
89	Club Gaming	Permit Renewal Fee (due every 10 years)	Y	£200		£0	£200		£0	0%	
90	Club Gaming	Permit Transitional Application Fee	Y	£100		£0	N/A		£0	0%	No Longer Relevant
91	Club Gaming Machine	Permit Application Fee	Y	£200		£0	£200		£0	0%	
92	Club Gaming Machine	Permit Annual Fee	Y	£50		£0	£50		£0	0%	
93	Club Gaming Machine	Permit Renewal Fee	Y	£200		£0	£200		£0	0%	
94	Club Gaming Machine	Permit Transitional Application Fee	Y	£100		£0	N/A		£0	0%	No Longer Relevant
95	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Application Fee	Y	£100		£0	£100		£0	0%	
96	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Annual Fee	Y	£50		£0	£50		£0	0%	
97	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Renewal Fee	Y	£200		£0	N/A		£0	0%	
98	Gaming Machine Permit	Annual Fee	Y	£50		£100	£100		£100	100%	
99	Provision of Gambling	Copy Licence	Y	£25		£0	£0		£0	-100%	
100	Provision of Gambling	Notification of Change	Y	£50		£0	£0		£0	-100%	

Fees and Charges 2016/17

	A	B	C	D	F	H	I	K	L	M	N
1				2015/16	2015/16	2015/16	2016/17	2016/17	2016/17		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Comments	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
2	Licensing - D. Randall - D. Croucher - Clr Collor										
4	Acupuncture	Premise Registration	N	£175		£175	£175		£175	0%	
5	Acupuncture	Additional Practitioner	N	£80		£160	£80		£160	0%	
6	Acupuncture	Minor Variation	N	£50		£0	£50		£0	0%	
7	Cosmetic Piercing	Premise Registration	N	£175		£0	£175		£0	0%	
8	Cosmetic Piercing	Additional Practitioner	N	£80		£80	£80		£160	0%	
9	Cosmetic Piercing	Minor Variation	N	£50		£0	£50		£0	0%	
10	Ear Piercing	Premise Registration	N	£175		£0	£175		£0	0%	
11	Ear Piercing	Additional Practitioner	N	£80		£80	£80		£160	0%	
12	Ear Piercing	Minor Variation	N	£50		£0	£50		£0	0%	
13	Electrolysis	Premise Registration	N	£175		£0	£175		£0	0%	
14	Electrolysis	Additional Practitioner	N	£80		£0	£80		£0	0%	
15	Electrolysis	Minor Variation	N	£50		£0	£50		£0	0%	
16	Semi-permanent Skin-colouring	Premise Registration	N	£175		£0	£175		£0	0%	
17	Semi-permanent Skin-colouring	Additional Practitioner	N	£80		£80	£80		£80	0%	
18	Semi-permanent Skin-colouring	Minor Variation	N	£50		£0	£50		£0	0%	
19	Tattooing	Premise Registration	N	£175		£175	£175		£0	0%	
20	Tattooing	Additional Practitioner	N	£80		£160	£80		£80	0%	
21	Tattooing	Minor Variation	N	£50		£0	£50		£0	0%	
22	Animal Licensing	Boarding Establishments	N	£235	plus vet fees (initial visit)	£3,525	£235		£3,525	0%	
23	Animal Licensing	Home Boarding	N	N/A	plus vet fees (initial visit)	£0	£120	Plus vet fees (initial visit). Boarding within Domestic Premises.	£120		New fee to cater for up and coming business type (Within Domestic Premises)
24	Animal Licensing	Dog Breeding Establishments	N	£235	plus Vet fees	£705	£235		£470	0%	
25	Animal Licensing	Dangerous Wild Animals	N	£235	plus Vet fees	£235	£235		£470	0%	
26	Animal Licensing	Performing Animals	N	£235	plus Vet fees	£0	£235		£0	0%	
27	Animal Licensing	Pet Shops	N	£170	plus vet fees (initial visit)	£1,190	£170		£1,020	0%	
28	Animal Licensing	Horse Riding Establishments	N	£235	plus Vet fees	£1,645	£235		£1,470	0%	
29	Animal Licensing	Zoos	N	£750	plus Vet fees	£0	£750		£750	0%	

Fees and Charges 2016/17

	A	B	C	D	F	H	I	K	L	M	N
1				2015/16	2015/16	2015/16	2016/17	2016/17	2016/17		
2	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Comments	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
30	Street Trading Consent	Grant	N	£490		£1,470	£490	£295 Non refundable to be submitted with application, a further £195 is due if application is approved to cover regulation.	£980	0%	The fee has been split to cover the authorisation procedure (£295 non-refundable) with a further £195 due to cover regulation and enforcement once a consent has been approved.
31	Street Trading Consent	Annual renewal	N	£490		£0	£230		£920	-53%	
32	Street Trading Consent	Occasional	N	£130		£0	£130		£0	0%	
33	Street Trading Consent	Occasional Street Market	N	£200	up to 25 stalls then £10 per stall thereafter	£1,200	£200	up to 25 stalls then £10 per stall thereafter	£1,000	0%	
34	Street Trading Consent	Pavement Permit (New) - Tables & Chairs	N	£75	New & Variation Applications	£225	£75	New & Variation Applications	£150	0%	
35	Street Trading Consent	Pavement Permit (Renewal) - Tables & Chairs	N	£35	Renewal	£1,050	£35	Renewal	£980	0%	
36	Sexual Entertainment Venue	Grant	N	£3,250		£0	£3,250		£0	0%	
37	Sexual Entertainment Venue	Renewal, Transfer or Variation	N	£2,225		£0	£2,225		£0	0%	
38	Boat Licence	Grant	N	£93		£0	£93		£0	0%	
39	Boat Licence	Renewal or Transfer	N	£93		£279	£93		£279	0%	
40	Hypnotism Performance	Grant	N	£50		£0	£50		£0	0%	
41	Scrap Metal Dealer	Site Licence Grant	N	£470		£0	£470		£0	0%	
42	Scrap Metal Dealer	Site Licence Variation	N	£50		£0	£50		£0	0%	
43	Scrap Metal Dealer	Site Licence Renewal	N	£450		£4,050	£450		£3,600	0%	
44	Scrap Metal Dealer	Collectors Licence Grant	N	£275		£0	£275		£0	0%	
45	Scrap Metal Dealer	Collectors Licence Variation	N	£50		£0	£50		£0	0%	
46	Scrap Metal Dealer	Collectors Licence Renewal	N	£255		£1,275	£255		£1,785	0%	

Fees and Charges 2016/17

	A	B	C	D	E	G	H	J	K	L	M
2				2015/16	2015/16	2015/16	2016/17	2016/17	2016/17		
3	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Comments	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
4	Licensing - D. Randall - D. Croucher - Cllr Collor										
5	Hackney Carriage & Private Hire	Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	N	£315	If vehicle is wheelchair accessible there is a £100 reduction in fee	£57,645	£375	If vehicle is wheelchair accessible there is a £100 reduction in fee	£25,875	19%	Fee incorporates Unmet Demand Survey which was previously charged separately.
6	Hackney Carriage & Private Hire	Private Hire Vehicle Annual Licence (Grant and Renewal)	N	£315	If vehicle is wheelchair accessible there is a £100 reduction in fee		£315	No part of this fee is refundable in the event that the application is not approved or the vehicle is delicensed for any reason during the licence period. If vehicle is wheelchair accessible there is a £100 reduction in fee.	£34,650	0%	
7	Hackney Carriage & Private Hire	Unmet Demand Survey	N	£60		£4,200	£0		£0	-100%	Incorporated in HC Vehicle Renewal fee
8	Hackney Carriage & Private Hire	Licence Transfer Following Change of Vehicle	N	£50	No discount applicable	£1,900	£50		£3,000	0%	
9	Hackney Carriage & Private Hire	Change of Vehicle ownership	N	£20	New administrative Fee	£100	£20		£40	0%	
10	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year	N	£85		£25,160	£90.75	No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	£30,000	7%	Fee now incorporates DVLA Mandate fee (previously separate charge). Reduction in income anticipated in future years due to introduction of new 3 year licence in accordance with legislative changes)
11	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year	N	£0		£0	£187.25	Fee is broken down to include £85 for year 1, £42.50 for year 2, £42.50 for year 3 plus 3 x £5.75 annual DVLA Mandate). The first year (£90.75) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.		N/A	New 3 year License due to changes to legislation (Deregulation 2015)
12	Hackney Carriage & Private Hire	DBS Disclosure (formerly CRB)	N	£44	Fee set externally. New drivers + every 3 years for renewals	£4,400	£44	Fee set externally. New drivers + every 3 years for renewals	£4,840	0%	
13	Hackney Carriage & Private Hire	Knowledge Test	N	£26	new drivers	£390	£26	new drivers	£234	0%	
14	Hackney Carriage & Private Hire	Vehicle Plate	N	£19	per plate	£560	£19	per plate	£532	0%	
15	Hackney Carriage & Private Hire	Vehicle Plate holder	N	£16	per holder	£320	£12	per holder	£108	-25%	
16	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence)	N	£55	per vehicle (Licence lasts 1 year)	£6,655	£15 Plus £40 per vehicle	1 year licence only available in exceptional circumstances. No part of this fee is refundable in the event that the application is not approved, or the number of vehicles is reduced or the operator is delicensed for any reason during the Licence period.	£0	0%	Standard licence is now a 5 year licence - 1 year licences will only be issued in exceptional circumstances on a case by case basis

	A	B	C	D	E	G	H	J	K	L	M
2				2015/16	2015/16	2015/16	2016/17	2016/17	2016/17		
3	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Comments	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
17	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years)	N	N/A			£75 Plus £200 per vehicle	Licence lasts 5 years. NB additional vehicles will be charged at a rate of £40 per full and partial years remaining of the Licence period. The first year (£15 plus £40 per vehicle) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	£24,500	N/A	New 5 year License due to changes to legislation (Deregulation 2015)

Appendix 6:

Summary of proposed key changes to the licensing fees and charges

It is proposed that the following changes to the existing fees and charges structure are adopted:

Appendix 3 Gambling

- Removal of all Permit Transitional Application fees as they are no longer relevant.

Appendix 4 Miscellaneous Licensing

- Addition of a new Home Boarding Fee of £120 plus Vets Fees (initial visit) under the Animal Licensing category. It is proposed that this fee be introduced to cater for an up and coming business type – namely Boarding within domestic premises.
- Street Trading Consent Grant and Annual renewal are to be separated.
- The proposed fee for Street Trading Consent Grant is to remain the same at £490. However, it is proposed that this fee be split with a £295 non-refundable element being payable upon application to cover the authorisation procedure, with a further £195 due if the application is approved to cover regulation and enforcement.
- The proposed fee for Street Trading Consent Annual renewal is £230 as opposed to £490 to reflect the reduction in administrative duties related to renewal as opposed to grant.

Appendix 4 Hackney Carriage / Private Hire

- Hackney Carriage and Private Hire Vehicle Annual Licence are separated.
- The Vehicle Annual Licence (Grant and Renewal) for Hackney Carriages is increased from £315 to £375 but now includes the Unmet Demand Survey contribution of £60 which was previously charged for separately. This is in accordance with relevant guidance.
- The Private Hire Vehicle Annual Licence (Grant and Renewal) remains the same at £315 but is no longer refundable if the application is refused or for any other reason. The justification for this is that the majority of the fee relates to the cost of administering the authorisation process (including arranging hearings where necessary).
- Unmet demand Survey fee is to be removed as this is now incorporated within the Hackney Carriage Annual Licence fee.
- Due to the Deregulation Act 2015 Licensing Authorities are now required to establish a standard duration of 3 years for Hackney Carriage and Private Hire Driver Licences. However, it has been specified that a licence may be granted for a period of less than 3 years but only in the circumstances of an individual case. Therefore it is proposed that a fee of £187.25 be applied for a 3 year Joint Hackney Carriage / Private Hire Driver Licence. This fee is broken down to include £85 for year 1 (as existing), £42.50 for year 2, £42.50 for year 3 plus 3 times £5.75 to cover the annual DVLA mandate fee. The reduced rate for years 2 and 3 reflects the fact that the administrative duties will be lower in these periods.
- With regards to the 3 years for Hackney Carriage and Private Hire Driver Licences it is also proposed that the first year (£90.75) is non refundable in the event that the application is not approved or the driver is de-licensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.
- The 1 year Hackney Carriage and Private Hire Driver Licences is increased from £85 to £90.75 but now includes the Annual DVLA Mandate Fee of £5.75 which was previously charged for separately. No part of this fee is refundable in any circumstance. The justification for this is that the majority of the fee relates to the cost of administering the authorisation process (including arranging hearings where necessary).

- Vehicle Plate Holder fee is reduced from £16 to £12 to reflect actual costs.
- Due to the Deregulation Act 2015 Licensing Authorities are now required to establish a standard duration of 5 years for a Private Hire Operator Licence. However, it has been specified that a licence may be granted for a period of less than 5 years but only in the circumstances of an individual case. Therefore it is proposed that a fee of £15 plus £40 per vehicle is applied for a 1 year licence. No part of this fee is refundable in the event that the application is not approved or any other circumstances.
- The proposed fee for the 5 year Private Hire Operator Licence is £75 plus £200 per vehicle. This is simply 5 x the annual fee as the costs in administering and regulating the licence will not alter significantly from year to year. Additional vehicles added during the period of the Licence will be charged at a rate of £40 per full and partial years remaining of the Licence period. The first year (£15 plus £40 per vehicle) is non-refundable in any event. Refunds will be considered in subsequent years if the licence is surrendered or revoked during the period of the licence.