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22 November 2016

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 30 November 2016 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

A handwritten signature in black ink, appearing to be "N. Smith", written over a white background.

Chief Executive

Licensing Committee Membership:

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

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 25 May 2016.

4 **MINUTES OF SUB-COMMITTEE MEETINGS** (Pages 6 - 14)

To receive the attached Minutes of the Licensing Sub-Committee meetings held on 16 May, 3 August, 11 August and 8 September 2016.

5 **FEES AND CHARGES 2017/18** (Pages 15 - 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 will be published on our website as soon as practicably possible after 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 Wednesday, 25 May 2016 at 5.00 pm.

Present:

Chairman: Councillor P S Le Chevalier

Councillors: S F Bannister
P M Brivio
B W Butcher
B J Glayzer
D Hannent
L A Keen
S M Le Chevalier
D P Murphy
M J Ovenden
M Rose
D A Sargent

Officers: Contentious and Regulatory Lawyer
Team Leader – Democratic Support
Democratic Support Officer

1 ELECTION OF A 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 municipal year.

2 APPOINTMENT OF A VICE-CHAIRMAN

The Chairman called for nominations for the Vice-Chairman of the Licensing Committee. It was moved by Councillor P S Le Chevalier duly seconded and

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

3 APOLOGIES

Apologies for absence were received from Councillors D G Cronk, B Gardner and M J Holloway.

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 2 March 2016 were approved as a correct record and signed by the Chairman.

6 MINUTES OF SUB-COMMITTEE MEETINGS

The Minutes of the meeting of the Licensing Sub-Committee held on 4 April 2016 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 provided suggestions for 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 each of the sub-committees.

To better reflect the operational requirements of the Licensing Sub-Committees, Members were asked to formalise arrangements for the appointment of substitute members on the sub-committees by adopting the provisions of Council Procedure Rule 4 with the amendments outlined in Appendix 1 of the report. These arrangements included amendments to reflect the lack of political balance requirements for the sub-committees.

- RESOLVED:
- (a) That the five Licensing Committees and their Chairmen for the ensuing municipal year 2016/17 be as follows:
 - (A) Councillors B W Butcher (Chairman), L A Keen, M J Ovenden
 - (B) Councillors B Gardner (Chairman), S M Le Chevalier, D P Murphy
 - (C) Councillors S F Bannister (Chairman), D G Cronk, P S Le Chevalier
 - (D) Councillors D Hannent (Chairman), M J Holloway, M Rose
 - (E) Councillors P M Brivio (Chairman), B Glayzer, D A Sargent
 - (b) That the Licensing Committee adopt the procedure for the appointment of Substitute Members as set out in Appendix 1 of the report.

The meeting ended at 5.06 pm.

Minutes of the meeting of the **LICENSING SUB-COMMITTEE** held at the Council Offices, Whitfield on Monday, 16 May 2016 at 3.02 pm.

Present:

Sub-Committee:

Chairman: Councillor P M Brivio

Councillors: B Gardner
B J Glayzer

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/2016/003A).

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 FOR THE GRANT OF A PREMISES LICENCE IN RESPECT OF THE POLITICIAN'S DAUGHTER, 32-33 HIGH STREET, WINGHAM

The Sub-Committee considered an application from Mr W Illingworth in respect of The Politician's Daughter, 32-33 High Street, Wingham, Kent CT3 1AB. The application was for the grant of a premises licence for:

Supply of Alcohol (for consumption on the premises)

Every Day	11:00 to 23:00 hrs
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On the basis of the representations of the applicant, persons in support and other persons, the Sub-Committee found the following facts to be established:

- (i) There had been no representations made by any of the Responsible Authorities including the Police.
- (ii) The applicants intended to hold occasional evening events for charity, which would be ticket only events.

- (iii) The applicants would like to serve a glass of prosecco with a cream tea.
- (iv) The type of events to be held were likely to be talks about local history or poetry readings, with a maximum of approx. 23 people.
- (v) Evening events would only be likely to last until 9pm.

In reaching its findings 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 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 The Politician's Daughter, 32-33 High Street, Wingham, Kent CT3 1AB be determined as follows:

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

Supply of Alcohol (for consumption on the premises)

Every Day	11:00 to 22:00 hrs
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- (ii) The premises will close no later than 23:00 hrs.

And in addition impose the following conditions:

- (a) That evening events will be limited to a maximum of 24 events per calendar year.

The meeting ended at 3.57 pm.

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Minutes of the meeting of the **LICENSING SUB-COMMITTEE** held at the Council Offices, Whitfield on Wednesday, 3 August 2016 at 2.05 pm.

Present:

Sub-Committee:

Chairman: Councillor B Gardner

Councillors: S F Bannister
P S Le Chevalier

Officers:

Legal Adviser: Contentious and Regulatory Lawyer
Licensing Officer: Licensing Team Leader
Administrator: Democratic Support Officer

Persons attending in connection with the Hearing

As shown on the Notice of Determination (NOD/2016/004V).

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor S M Le Chevalier and D P Murphy.

2 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, Councillors P S Le Chevalier and S F Bannister were appointed as substitutes for Councillor S M Le Chevalier and D P Murphy respectively.

3 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

4 LICENSING ACT 2003 - APPLICATION TO VARY A PREMISES LICENCE AT THE COASTGUARD, THE BAY, ST MARGARETS BAY

The sub-committee considered an application from Shepherd Neame Ltd in respect of The Coastguard, The Bay, St Margaret's Bay, Dover CT15 6DY. The application was for the variation of a premises licence for the use of the upstairs area as licensed premises.

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

- (i) That in a letter dated 29 July 2016 the applicant, having considered the representations made to the application, submitted an amendment to the original application wishing to withdraw Part M – Change in commencing hour for the sale of alcohol from 10.00am to 9.00am and Part F – Recorded Music.

- (ii) That the amended application was now solely for the use of the upstairs area as licensed premises.
- (iii) All interested parties were advised of the amendment and given the opportunity to amend or withdraw their representation if they wished.
- (iv) When considering a premises licence, the sub-committee must have regard to the rulings in the judgment of R. (on the application of Daniel Thwaites Plc) v Wirral Borough Magistrates' Court. It was the view of the sub-committee that presently what was being said in relation to licensing the upper area for the sale of alcohol and the impact of that on the Licensing Objectives was speculative and not evidence based. Furthermore the sub-committee found that some of the representations were not relevant and thus could not be considered as they did not pertain to licensable activities.
- (v) The sub-committee noted the increase in area being licensed and the numbers of persons in the upper area was not significant i.e. some 23 seats.
- (vi) The sub-committee had been mindful of the lack of representations from the Responsible Authorities.

In reaching its finding the sub-committee took into account the following:

- (i) The Licensing Act 2003 and in particular the guidance given under Section 182 of the Act.
- (ii) The Dover District Council Licensing Policy.
- (iii) Section 17 of the Crime and Disorder Act 1998.

RESOLVED: That the application be GRANTED for the variation to the licence so as to license the upstairs area in respect of The Coastguard, The Bay, St Margaret's Bay, Dover CT15 6DY.

The meeting ended at 3.04 pm.

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Minutes of the meeting of the **LICENSING SUB-COMMITTEE** held at the Council Offices, Whitfield on Thursday, 11 August 2016 at 10.02 am.

Present:

Sub-Committee:

Chairman: Councillor B W Butcher

Councillors: D Hannent
M J Ovenden

Officers:

Legal Adviser: Contentious and Regulatory Lawyer
Licensing Officer: Licensing Enforcement Officer
Administrator: Democratic Support Officer

Persons attending in connection with the Hearing

As shown on the Notice of Determination (NOD/2016/005A).

5 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor L A Keen.

6 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, Councillor D Hannent had been appointed as a substitute for Councillor L A Keen.

7 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

8 LICENSING ACT 2003 - APPLICATION FOR THE GRANT OF A PREMISES LICENCE IN RESPECT OF ONE STOP, 208 COOMBE VALLEY ROAD, DOVER CT17 0HG

The sub-committee considered an application from Mr L S Cheema and Mrs J Cheema in respect of One Stop, 208 Coombe Valley Road, Dover CT17 0HG. The application was for the grant of a premises licence for:

Supply of Alcohol (for consumption off the premises)

Monday to Sunday	07.00 to 23.00 hrs
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On the basis of the representations of the applicants, their representatives and other persons, the sub-committee found the following facts to be established:

- (i) The premises would operate a Challenge 25 policy.
- (ii) The only types of ID that would be accepted as proof of age would be passports, driving licences and PASS cards.

- (iii) Posters would be on display advising customers of the Challenge 25 policy.
- (iv) The applicants ran an existing licensed premise in the Dover area, with potentially similar issues to the premise, and have done so for some considerable time without a licensing problem.
- (v) There had been no representations made by any of the Responsible Authorities, including the Police.
- (vi) The sub-committee acknowledged the crime statistics provided, and also that often it was the case that alcohol can be a contributory factor to anti-social behaviour. However the sub-committee did not believe that there was sufficient evidence provided to conclude that licensing the premises would undermine the Licensing Objectives, particularly given the conditions proposed.
- (vii) There was no cumulative impact policy relevant and that in any event the sub-committee did not consider that this further licensed premise in the area undermined the Licensing Objectives.
- (viii) In terms of restricting the licensing hours, there had been no evidence to conclude that it would be appropriate or proportionate to restrict this premises selling alcohol before 9am as suggested by Dover Town Council, particularly given there were other premises within the vicinity that already sold before 9am.

In reaching its finding 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 18 of the Licensing Act which deal with applications for premise licence and determination of such applications.
- (iv) The judgment in the case of Daniel Thwaites PLC V Wirral Borough Magistrates Court [2008] EWHC 38 (Admin) in which it was held that speculative representations should be disregarded unless supported by previous facts as evidence.

RESOLVED: That the application for a premises licence in respect of One Stop, 208 Coombe Valley Road, Dover CT17 0HG be determined as follows:

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

Supply of Alcohol (for consumption off the premises)

Monday to Sunday	07.00 to 23.00 hrs
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Subject to the following conditions:

- (a) A CCTV system will be in operation both inside and outside the premises and recorded images shall be retained for a period of 28 days. The data will be made

available to the Police and authorised officers of the council upon request, in line with the Data Protection Act.

- (b) A refusals and incidents register will be maintained at the premise (bound or electronic). The register will be made available for inspection by the Police and authorised officers of the council upon request.
- (c) The premise will operate a Challenge 25 policy.
- (d) Posters will be on display advising customers of the Challenge 25 policy.
- (e) The only types of ID that will be accepted as proof of age will be passports, driving licences and PASS cards.
- (f) Staff will be trained before making sale of alcohol in their responsibilities under the Licensing Act 2003. This includes the prevention of underage sales, the Challenge 25 policy, proxy sales, acceptable ID and intoxicated customers. Training will be documented and made available to the Police and authorised officers of the council upon request.

The meeting ended at 11.55 am.

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Minutes of the meeting of the **LICENSING SUB-COMMITTEE** held at the Council Offices, Whitfield on Thursday, 8 September 2016 at 2.40 pm.

Present:

Sub-Committee:

Chairman: Councillor S F Bannister

Councillors: L A Keen
P S Le Chevalier

Officers:

Legal Adviser: Contentious and Regulatory Lawyer
Licensing Officer: Public Protection Manager
Licensing Team Leader
Environmental Protection Manager
Administrator: Democratic Support Officer

Applicant: Mr J Chamberlain

Persons
in attendance: Mr E Edwards
Mrs M Edwards
Mr R MacFarlane
Mrs C MacFarlane
Mr K Saunders
Mrs A Saunders

9 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor D G Cronk.

10 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, Councillor L A Keen was appointed as substitute for Councillor D G Cronk.

11 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

12 LICENSING ACT 2003 - APPLICATION TO VARY A PREMISES LICENCE AT THE LYDDEN BELL, 81 CANTERBURY ROAD, LYDDEN, DOVER CT15 7EX

The Sub-Committee were asked to consider an application for the variation of a premises licence for The Lydden Bell, 81 Canterbury Road, Lydden, Dover CT15 7EX for the removal of two conditions on the current premises licence which stated

‘Any noise emanating from the premises when regulated entertainment is taking place shall not be audible at the boundary of the nearest residential property’

'No extension speakers to be utilised in the garden or skittle alley'

For the variation the applicant had completed section E of the operating schedule namely in respect of live music alone. The current licence however permitted live music to be played until 00.01hrs and recorded music until, on some days, as late as 01.00hrs. The Licensing Team Leader advised the Committee that immediately prior to the start of the meeting the applicant asked to amend the application for the timings of Live and Recorded Music from 11.00hrs to 23.00hrs every day.

In light of this the Legal Adviser explained to Members that this amendment, whereby no music would now be played beyond 23.00hrs, was permissible without a licence being required, due to amendments to the Licensing Act 2003 made by the Live Music Act 2012. As a result of this amendment, the playing of live and recorded music (amplified or unamplified) inside or outside on the licensed premises was no longer a licensable activity between the hours of 08.00hrs and 23.00hrs, provided it took place on a premise with fewer than 500 people and while alcohol was being served. As a result the two conditions that the Sub-Committee were to be asked to remove, would no longer apply as a result of these amendments, and as such there was no application to consider and therefore no hearing was necessary.

All representors in attendance were invited to discuss any noise related issues with regard to the premises and the powers under the Environmental Protection Act 1990 with the Environmental Protection Manager at the close of the meeting.

The meeting ended at 3.00 pm.

Subject:	FEES AND CHARGES 2017/18
Meeting and Date:	Licensing Committee – 30 November 2016 Regulatory Committee – 1 November 2016 Cabinet (for information) – 9 January 2017 (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 2017/18. These revised F&Cs will be included in the budget estimates for 2017/18.

- Recommendation:**
1. The Licensing Committee approve the Fees and Charges for 2017/18 as set out in Appendix 3
 2. The Regulatory Committee approve the Fess and Charges for 2017/18 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
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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 / Heads of Service have been asked to review the F&Cs within their areas of responsibility and to produce recommended levels for 2017/18.

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 30 November 2016 of all F&Cs to be set by the Licensing Committee.
 - Regulatory Committee – Report to meeting on 1 November 2016 of all F&Cs to be set by the Regulatory Committee.
 - Planning Committee – Report (for information) to the meeting on 24 November 2016 of all F&Cs relevant to the Planning Committee.
 - Cabinet – Report to the meeting on 9 January 2017 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

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

Set by Government

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.

2016/17 Charge Inc VAT

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.

2017/18 Proposed Charge Inc VAT

This is the recommended charge for 2017/18 and will, subject to Members' approval, be included in the 2017/18 budget.

2017/18 Total Expected Income ex VAT

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.

Comments (inc Reason for the Change in Charges)

This provides Members with a brief explanation for the change. A full breakdown analysis of the cost of each Hackney Carriage / Private Hire license application type has been undertaken resulting in the various changes to the fees and charges in appendix 4.2. Income will be monitored against costs in future years and the fees and charges adjusted to take into account any deficit / surplus.

It is the intention to undergo a similar cost analysis this year for all of the Gambling Act and miscellaneous licenses (appendices 3.2 and 4.1). However, in the meantime these fees and charges remain as existing.

In line with the latest guidance, the charge for administration (of the application) and inspection and enforcement of all licenses covered under the EU Services Directive (appendix 4.1) have been separated out. The fee for enforcement is only payable after an application has been granted (but before issue).

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 were involved in the production of this report and have no further comment to add (VB/SB).

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 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>

7. **Appendices**

Appendix 1 – Fees and Charges checklist

Appendices 3 & 4 – Schedule of recommended F&Cs

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? Have we considered different pricing to specific target groups and has the potential impact of charges or the changes to existing charges been assessed? 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? 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? Have we considered all services for which we can / should charge a fee? Are there any fees that we charge, that have not been included in the schedule? 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 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
Licensing - D. Randall - D. Croucher - Cllr Collor								
1	Personal Licences	Grant or Renewal	Y	£37	£37	£3,700	0%	Statutory Fee set by Government
2	Personal Licences	Change of Name or Address	Y	£10.50	£10.50	£315.00	0%	
3	Personal Licences	Theft, Loss etc.	Y	£10.50	£10.50	£52.50	0%	
4	Premises & Club Licences	Theft, Loss etc.	Y	£10.50	£10.50	£52.50	0%	
5	Premises & Club Licences	Change of Name or Address	Y	£10.50	£10.50	£52.50	0%	
6	Premises & Club Licences	Change of Club Rules	Y	£10.50	£10.50	£0	0%	
7	Premises & Club Licences	Vary DPS	Y	£23	£23	£1,886	0%	
8	Premises & Club Licences	Transfer Licence	Y	£23	£23	£621	0%	
9	Premises & Club Licences	Interim Authority	Y	£23	£23	£0	0%	
10	Premises & Club Licences	Notification Interest	Y	£21	£21	£21	0%	
11	Premises & Club Licences	Provisional Statement	Y	£315	£315	£0	0%	
12	Premises & Club Licences	Minor Variation	Y	£89	£89	£267	0%	
13	Premises & Club Licences	New Application & Variation NDR Band A	Y	£100	£100	£1,000	0%	
14	Premises & Club Licences	New Application & Variation NDR Band B	Y	£190	£190	£2,090	0%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
15	Premises & Club Licences	New Application & Variation NDR Band C	Y	£315	£315	£630	0%	
16	Premises & Club Licences	New Application & Variation NDR Band D	Y	£450	£450	£0	0%	
17	Premises & Club Licences	New Application & Variation NDR Band E	Y	£635	£635	£0	0%	
18	Premises & Club Licences	Annual Fee NDR Band A	Y	£70	£70	£6,300	0%	
19	Premises & Club Licences	Annual Fee NDR Band B	Y	£180	£180	£54,000	0%	
20	Premises & Club Licences	Annual Fee NDR Band C	Y	£295	£295	£12,390	0%	
21	Premises & Club Licences	Annual Fee NDR Band D	Y	£320	£320	£3,520	0%	
22	Premises & Club Licences	Annual Fee NDR Band E	Y	£350	£350	£2,800	0%	
23	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 5,000 to 9,999	Y	£1,000	£1,000	£0	0%	
24	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 10,000 to 14,999	Y	£2,000	£2,000	£0	0%	
25	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 15,000 to 19,999	Y	£4,000	£4,000	£0	0%	
26	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 20,000 to 29,999	Y	£8,000	£8,000	£0	0%	

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
27	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 30,000 to 39,999	Y	£16,000	£16,000	£0	0%	Statutory Fee set by Government
28	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 40,000 to 49,999	Y	£24,000	£24,000	£0	0%	
29	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 50,000 to 59,999	Y	£32,000	£32,000	£0	0%	
30	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 60,000 to 69,999	Y	£40,000	£40,000	£0	0%	
31	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 70,000 to 79,999	Y	£48,000	£48,000	£0	0%	
32	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 80,000 to 89,999	Y	£56,000	£56,000	£0	0%	
33	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 90,000 and over	Y	£64,000	£64,000	£0	0%	
34	Large Scale Events	Annual Fee 5,000 to 9,999	Y	£500	£500	£0	0%	
35	Large Scale Events	Annual Fee 10,000 to 14,999	Y	£1,000	£1,000	£0	0%	
36	Large Scale Events	Annual Fee 15,000 to 19,999	Y	£2,000	£2,000	£0	0%	
37	Large Scale Events	Annual Fee 20,000 to 29,999	Y	£4,000	£4,000	£0	0%	
38	Large Scale Events	Annual Fee 30,000 to 39,999	Y	£8,000	£8,000	£0	0%	

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
39	Large Scale Events	Annual Fee 40,000 to 49,999	Y	£12,000	£12,000	£0	0%	Statutory Fee set by Government
40	Large Scale Events	Annual Fee 50,000 to 59,999	Y	£16,000	£16,000	£0	0%	
41	Large Scale Events	Annual Fee 60,000 to 69,999	Y	£20,000	£20,000	£0	0%	
42	Large Scale Events	Annual Fee 70,000 to 79,999	Y	£24,000	£24,000	£0	0%	
43	Large Scale Events	Annual Fee 80,000 to 89,999	Y	£28,000	£28,000	£0	0%	
44	Large Scale Events	Annual fee 90,000 and over	Y	£32,000	£32,000	£0	0%	
45	Temporary Event Notices	New Notice	Y	£21	£21	£4,830	0%	
46	Temporary Event Notices	Theft, Loss etc.	Y	£10.50	£10.50	£0.00	0%	
47	Small Society Lotteries	Registration Fee	Y	£40	£40	£480	0%	
48	Small Society Lotteries	Annual Fee	Y	£20	£20	£1,400	0%	

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Fees and Charges 2016/17

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
Licensing - D. Randall - D. Croucher - Cllr Collor								
49	Bingo Club	Licence Application	N	£3,500	£3,500	£0	0%	
50	Bingo Club	Annual Fee	N	£950	£950	£1,900	0%	
51	Bingo Club	Application to Vary	N	£1,750	£1,750	£0	0%	
52	Bingo Club	Application to Transfer	N	£1,200	£1,200	£0	0%	
53	Bingo Club	Application for Reinstatement	N	£1,200	£1,200	£0	0%	
54	Bingo Club	Application for Provisional Statement	N	£3,500	£3,500	£0	0%	
55	Bingo Club	Licence Application (Provisional Statement Holders)	N	£1,200	£1,200	£0	0%	
56	Bingo Club	Copy of Licence	N	£25	£25	£0	0%	
57	Bingo Club	Notification of Change	N	£50	£50	£0	0%	
58	Betting Premise (excluding Tracks)	Licence Application	N	£3,000	£3,000	£0	0%	
59	Betting Premise (excluding Tracks)	Annual Fee	N	£575	£575	£6,325	0%	
60	Betting Premise (excluding Tracks)	Application to Vary	N	£1,250	£1,250	£0	0%	
61	Betting Premise (excluding Tracks)	Application to Transfer	N	£1,200	£1,200	£0	0%	
62	Betting Premise (excluding Tracks)	Application for Reinstatement	N	£1,200	£1,200	£0	0%	
63	Betting Premise (excluding Tracks)	Application for Provisional Statement	N	£3,000	£3,000	£0	0%	
64	Betting Premise (excluding Tracks)	Licence Application (Provisional Statement Holders)	N	£1,200	£1,200	£0	0%	
65	Betting Premise (excluding Tracks)	Copy of Licence	N	£25	£25	£0	0%	

Fees and Charges 2016/17

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
66	Betting Premise (excluding Tracks)	Notification of Change	N	£50	£50	£0	0%	
67	Track	Licence Application	N	£2,500	£2,500	£0	0%	
68	Track	Annual Fee	N	£950	£950	£0	0%	
69	Track	Application to Vary	N	£1,250	£1,250	£0	0%	
70	Track	Application to Transfer	N	£950	£950	£0	0%	
71	Track	Application for Reinstatement	N	£950	£950	£0	0%	
72	Track	Application for Provisional Statement	N	£2,500	£2,500	£0	0%	
73	Track	Licence Application (Provisional Statement Holders)	N	£950	£950	£0	0%	
74	Track	Copy of Licence	N	£25	£25	£0	0%	
75	Track	Notification of Change	N	£50	£50	£0	0%	
76	Family Entertainment Centre	Licence Application	N	£2,000	£2,000	£0	0%	
77	Family Entertainment Centre	Annual Fee	N	£725	£725	£2,175	0%	
78	Family Entertainment Centre	Application to Vary	N	£1,000	£1,000	£0	0%	
79	Family Entertainment Centre	Application to Transfer	N	£950	£950	£0	0%	
80	Family Entertainment Centre	Application for Reinstatement	N	£950	£950	£0	0%	
81	Family Entertainment Centre	Application for Provisional Statement	N	£2,000	£2,000	£0	0%	
82	Family Entertainment Centre	Licence Application (Provisional Statement Holders)	N	£950	£950	£0	0%	
83	Family Entertainment Centre	Copy of Licence	N	£25	£25	£0	0%	
84	Family Entertainment Centre	Notification of Change	N	£50	£50	£0	0%	

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Fees and Charges 2016/17

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
85	Adult Gaming Centre	Licence Application	N	£2,000	£2,000	£0	0%	
86	Adult Gaming Centre	Annual Fee	N	£950	£950	£3,800	0%	
87	Adult Gaming Centre	Application to Vary	N	£1,000	£1,000	£0	0%	
88	Adult Gaming Centre	Application to Transfer	N	£1,200	£1,200	£0	0%	
89	Adult Gaming Centre	Application for Reinstatement	N	£1,200	£1,200	£0	0%	
90	Adult Gaming Centre	Application for Provisional Statement	N	£2,000	£2,000	£0	0%	
91	Adult Gaming Centre	Licence Application (Provisional Statement Holders)	N	£1,200	£1,200	£0	0%	
92	Adult Gaming Centre	Copy of Licence	N	£25	£25	£0	0%	
93	Adult Gaming Centre	Notification of Change	N	£50	£50	£0	0%	
94	New Small Casino	Licence Application	N	£8,000	£8,000	£0	0%	
95	New Small Casino	Annual Fee	N	£5,000	£5,000	£0	0%	
96	New Small Casino	Application to Vary	N	£4,000	£4,000	£0	0%	
97	New Small Casino	Application to Transfer	N	£1,800	£1,800	£0	0%	
98	New Small Casino	Application for Reinstatement	N	£1,800	£1,800	£0	0%	
99	New Small Casino	Application for Provisional Statement	N	£8,000	£8,000	£0	0%	
100	New Small Casino	Licence Application (Provisional Statement Holders)	N	£3,000	£3,000	£0	0%	
101	New Small Casino	Copy of Licence	N	£25	£25	£0	0%	
102	New Small Casino	Notification of Change	N	£50	£50	£0	0%	
103	New Large Casino	Licence Application	N	£10,000	£10,000	£0	0%	
104	New Large Casino	Annual Fee	N	£10,000	£10,000	£0	0%	

Fees and Charges 2016/17

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
105	New Large Casino	Application to Vary	N	£5,000	£5,000	£0	0%	
106	New Large Casino	Application to Transfer	N	£2,150	£2,150	£0	0%	
107	New Large Casino	Application for Reinstatement	N	£2,150	£2,150	£0	0%	
108	New Large Casino	Application for Provisional Statement	N	£10,000	£10,000	£0	0%	
109	New Large Casino	Licence Application (Provisional Statement Holders)	N	£5,000	£5,000	£0	0%	
110	New Large Casino	Copy of Licence	N	£25	£25	£0	0%	
111	New Large Casino	Notification of Change	N	£50	£50	£0	0%	
112	Regional Casino	Licence Application	N	£15,000	£15,000	£0	0%	
113	Regional Casino	Annual Fee	N	£15,000	£15,000	£0	0%	
114	Regional Casino	Application to Vary	N	£7,500	£7,500	£0	0%	
115	Regional Casino	Application to Transfer	N	£6,500	£6,500	£0	0%	
116	Regional Casino	Application for Reinstatement	N	£6,500	£6,500	£0	0%	
117	Regional Casino	Application for Provisional Statement	N	£15,000	£15,000	£0	0%	
118	Regional Casino	Licence Application (Provisional Statement Holders)	N	£8,000	£8,000	£0	0%	
119	Regional Casino	Copy of Licence	N	£25	£25	£0	0%	
120	Regional Casino	Notification of Change	N	£50	£50	£0	0%	
121	Temporary Use Notice	Application Fee	Y	£500	£500	£0	0%	
122	Alcohol Licences Premises	Permit Application Fee (2 or less Machines)	Y	£50	£50	£250	0%	

Fees and Charges 2016/17

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
123	Alcohol Licences Premises	Permit Application Fee (3+ Machines)	Y	£150	£150	£0	0%	
124	Alcohol Licences Premises	Permit Annual Fee (3+ Machines)	Y	£50	£50	£150	0%	
125	Family Entertainment Centre Unlicensed	Permit Application Fee	Y	£300	£300	£0	0%	
126	Family Entertainment Centre Unlicensed	Permit Renewal Fee	Y	£300	£300	£1,800	0%	Permits last for a period of 10 years.
127	Prize Gaming	Permit Application Fee	Y	£300	£300	£0	0%	
128	Prize Gaming	Permit Renewal Fee	Y	£300	£300	£0	0%	
129	Club Gaming	Permit Application Fee	Y	£200	£200	£0	0%	
130	Club Gaming	Permit Annual Fee	Y	£50	£50	£100	0%	
131	Club Gaming	Permit Renewal Fee (due every 10 years)	Y	£200	£200	£0	0%	
132	Club Gaming Machine	Permit Application Fee	Y	£200	£200	£0	0%	
133	Club Gaming Machine	Permit Annual Fee	Y	£50	£50	£250	0%	
134	Club Gaming Machine	Permit Renewal Fee	Y	£200	£200	£0	0%	
135	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Application Fee	Y	£100	£100	£0	0%	

Fees and Charges 2016/17

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
136	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Annual Fee	Y	£50	£50	£0	0%	
137	Gaming Machine Permit	Annual Fee	Y	£100	£100	£0	0%	
138	Provision of Gambling	Copy Licence	Y	£0	£0	£0	0%	
139	Provision of Gambling	Notification of Change	Y	£0	£0	£0	0%	

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
Licensing - D. Randall - D. Croucher - Cllr Collor								
1	Acupuncture	Premise Registration	N	£175	£175	£0	0%	
2	Acupuncture	Additional Practitioner	N	£80	£80	£80	0%	
3	Acupuncture	Minor Variation	N	£50	£50	£0	0%	
4	Cosmetic Piercing	Premise Registration	N	£175	£175	£0	0%	
5	Cosmetic Piercing	Additional Practitioner	N	£80	£80	£80	0%	
6	Cosmetic Piercing	Minor Variation	N	£50	£50	£0	0%	
7	Ear Piercing	Premise Registration	N	£175	£175	£0	0%	
8	Ear Piercing	Additional Practitioner	N	£80	£80	£80	0%	
9	Ear Piercing	Minor Variation	N	£50	£50	£0	0%	
10	Electrolysis	Premise Registration	N	£175	£175	£0	0%	
11	Electrolysis	Additional Practitioner	N	£80	£80	£0	0%	
12	Electrolysis	Minor Variation	N	£50	£50	£0	0%	
13	Semi-permanent Skin-colouring	Premise Registration	N	£175	£175	£0	0%	
14	Semi-permanent Skin-colouring	Additional Practitioner	N	£80	£80	£80	0%	
15	Semi-permanent Skin-colouring	Minor Variation	N	£50	£50	£0	0%	
16	Tattooing	Premise Registration	N	£175	£175	£0	0%	
17	Tattooing	Additional Practitioner	N	£80	£80	£80	0%	

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
18	Tattooing	Minor Variation	N	£50	£50	£0	0%	
19	Animal Licensing	Boarding Establishments	N	£235	£235	£3,290	0%	Plus vet fees (initial visit). NOTE: £157 Non refundable to be submitted with application, a further £78 is due if application is approved to cover regulation.
20	Animal Licensing	Home Boarding	N	£120	£120	£480		Boarding within Domestic Premises. Plus vet fees (initial visit). NOTE: £80 Non refundable to be submitted with application, a further £40 is due if application is approved to cover regulation.
21	Animal Licensing	Dog Breeding Establishments	N	£235	£235	£470	0%	Plus Vet fees. NOTE: £157 Non refundable to be submitted with application, a further £78 is due if application is approved to cover regulation.
22	Animal Licensing	Dangerous Wild Animals	N	£235	£235	£0	0%	Every 2 years Plus Vet fees. NOTE: £157 Non refundable to be submitted with application, a further £78 is due if application is approved to cover regulation.
23	Animal Licensing	Performing Animals	N	£235	£235	£0	0%	Plus Vet fees. NOTE: £157 Non refundable to be submitted with application, a further £78 is due if application is approved to cover regulation.

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
24	Animal Licensing	Pet Shops	N	£170	£170	£1,020	0%	Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £114 Non refundable to be submitted with application, a further £56 is due if application is approved to cover regulation.
25	Animal Licensing	Horse Riding Establishments	N	£235	£235	£940	0%	Plus Vet fees. NOTE: £157 Non refundable to be submitted with application, a further £78 is due if application is approved to cover regulation.
26	Animal Licensing	Zoos	N	£750	£750	£0	0%	Every 4-6 years (Plus interim vet inspection fees during period) Plus Vet fees. NOTE: £500 Non refundable to be submitted with application, a further £250 is due if application is approved to cover regulation.
27	Street Trading Consent	Grant	N	£490	£490	£490	0%	£295 Non refundable to be submitted with application, a further £195 is due if application is approved to cover regulation.
28	Street Trading Consent	Annual renewal	N	£230	£230	£920	0%	
29	Street Trading Consent	Occasional	N	£130	£130	£0	0%	
30	Street Trading Consent	Occasional Street Market	N	£200	£200	£1,000	0%	Up to 25 stalls then £10 per stall thereafter

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
31	Street Trading Consent	Pavement Permit (New) - Tables & Chairs	N	£75	£75	£150	0%	New & Variation Applications
32	Street Trading Consent	Pavement Permit (Renewal) - Tables & Chairs	N	£35	£35	£980	0%	Renewal
33	Sexual Entertainment Venue	Grant	N	£3,250	£3,250	£0	0%	NOTE: £2167 Non refundable to be submitted with application, a further £1083 is due if application is approved to cover regulation.
34	Sexual Entertainment Venue	Renewal, Transfer or Variation	N	£2,225	£2,225	£0	0%	NOTE: £1484 Non refundable to be submitted with application, a further £741 is due if application is approved to cover regulation.
35	Boat Licence	Grant	N	£93	£93	£0	0%	
36	Boat Licence	Renewal or Transfer	N	£93	£93	£279	0%	
37	Hypnotism Performance	Grant	N	£50	£50	£0	0%	
38	Scrap Metal Dealer	Site Licence Grant	N	£470	£470	£0	0%	NOTE: £314 Non refundable to be submitted with application, a further £156 is due if application is approved to cover regulation.
39	Scrap Metal Dealer	Site Licence Variation	N	£50	£50	£0	0%	
40	Scrap Metal Dealer	Site Licence Renewal	N	£450	£450	£0	0%	Every 3 years

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Comments (inc reasons for change in charges and/or income)
41	Scrap Metal Dealer	Collectors Licence Grant	N	£275	£275	£0	0%	NOTE: £184 Non refundable to be submitted with application, a further £91 is due if application is approved to cover regulation.
42	Scrap Metal Dealer	Collectors Licence Variation	N	£50	£50	£0	0%	
43	Scrap Metal Dealer	Collectors Licence Renewal	N	£255	£255	£255	0%	Every 3 years

Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Comments (inc reasons for change in charges and/or income)
Licensing - D. Randall - D. Croucher - Cllr Collor								
44	Hackney Carriage & Private Hire	Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	N	£375	£327	£22,080	-13%	If vehicle is wheelchair accessible there is a 10% reduction in fee
45	Hackney Carriage & Private Hire	Private Hire Vehicle Annual Licence (Grant and Renewal)	N	£315	£259	£33,012	-18%	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 10% reduction in fee.
46	Hackney Carriage & Private Hire	Unmet Demand Survey	N	£0	£0	£0		Included within Grant / renewal Fee
47	Hackney Carriage & Private Hire	Licence Transfer Following Change of Vehicle	N	£50	£54	£2,800	8%	
48	Hackney Carriage & Private Hire	Change of Vehicle ownership	N	£20	£21	£42	5%	
49	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Grant)	N	£91	£124.00		37%	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.
50	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Renewal)	N		£110.00			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.

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Comments (inc reasons for change in charges and/or income)
Licensing - D. Randall - D. Croucher - Cllr Collor								
51	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Grant)	N	£187	£293.00	£30,000	N/A	The first year (£124) 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.
52	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Renewal)	N		£279.00			The first year (£110) 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.
53	Hackney Carriage & Private Hire	DBS Disclosure (formerly CRB)	N	£44	£44	£5,060	0%	Fee set externally. New drivers + every 3 years for renewals
54	Hackney Carriage & Private Hire	Knowledge Test	N	£26	£0	£0	-100%	Included within Grant fee
55	Hackney Carriage & Private Hire	Vehicle Plate	N	£19	£17	£306	-11%	Per plate
56	Hackney Carriage & Private Hire	Vehicle Plate holder	N	£12	£15	£150	25%	Per holder

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Comments (inc reasons for change in charges and/or income)
Licensing - D. Randall - D. Croucher - Cllr Collor								
57	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) 1 to 5 vehicles	N	£15 Plus £40 per vehicle	£90		0%	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.
58	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) 6 to 10 vehicles	N		£144			1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.
59	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) Over 10 vehicles	N		£197			1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.

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Fees and Charges 2017/18

				2016/17	2017/18	2017/18		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Comments (inc reasons for change in charges and/or income)
Licensing - D. Randall - D. Croucher - Cllr Collor								
60	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 1 to 5 vehicles	N	£75 Plus £200 per vehicle	£364	£2,480	N/A	Licence lasts 5 years. The first year (£90) 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.