

Public Document Pack



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10 November 2017

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **LICENSING COMMITTEE** will be held in the Council Chamber at these Offices on Tuesday 21 November 2017 at 9.30 am 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 "Nicky", written over a white background.

Chief Executive

Licensing Committee Membership:

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

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 17 May 2017.

4 **MINUTES OF SUB-COMMITTEE MEETINGS** (Pages 6 - 22)

To consider the Minutes of the meetings of the Licensing Sub-Committees held on 12 May, 4 August and 31 August 2017.

5 **FEES AND CHARGES 2018/19** (Pages 23 - 47)

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 Services 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, 17 May 2017 at 6.33 pm.

Present:

Chairman: Councillor P S Le Chevalier

Councillors: S F Bannister
P M Brivio
B W Butcher
D G Cronk
B Gardner
B J Glayzer
D Hannent
M J Holloway
S M Le Chevalier
A M Napier
M J Ovenden
N A G Richards

Officers: 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 B W Butcher 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 B W Butcher duly seconded and

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

3 APOLOGIES

An apology for absence was received from Councillor D P Murphy.

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 1 March 2017 were approved as a correct record and signed by the Chairman.

6 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.

RESOLVED: That the five Licensing Sub-Committees and their Chairman for the ensuing municipal year 2017/18 be as follows:

- (A) Councillors B W Butcher (Chairman), M Rose, M J Ovenden
- (B) Councillors B Gardner (Chairman), P S Le Chevalier, D G Cronk
- (C) Councillors S F Bannister (Chairman), D P Murphy, S M Le Chevalier
- (D) Councillors D Hannent (Chairman), A M Napier, B J Glayzer
- (E) Councillors P M Brivio (Chairman), M J Holloway, N A G Richards

The meeting ended at 6.35 pm.

Minutes of the meeting of the **LICENSING SUB-COMMITTEE** held at the Council Offices, Whitfield on Friday, 12 May 2017 at 10.04 am.

Present:

Sub-Committee:

Chairman: Councillor B Gardner

Councillors: P S Le Chevalier (as substitute for Councillor S M Le Chevalier)
D P Murphy

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/2017/00002A, NOD/2017/00003A and NOD/2017/00004A).

25 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor S M Le Chevalier.

26 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, Councillor P S Le Chevalier was appointed as substitute for Councillor S M Le Chevalier.

27 DECLARATIONS OF INTEREST

Councillor P S Le Chevalier declared a Voluntary Announcement of Other Interests (VAOI) in Minute No 28 by reason that he was a customer of Namaste, dining there 2 or 3 times a year.

28 LICENSING ACT 2003 - APPLICATION FOR THE GRANT OF A PREMISES LICENCE AT NAMASTE, THE QUAY, SANDWICH

The sub-committee considered an application from Mr S Patel in respect of Namaste, The Quay, Sandwich CT13 9EN. The application was for the grant of a premises licence for:

Supply of Alcohol (for consumption ON and OFF the premises)

Monday – Thursday	10:00 – 23:00 hrs
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Friday – Sunday	10:00 – 01:30 hrs
Non-standard timings as follows:	
New Year’s Eve Diwali Festival Christmas Eve Bank Holidays St George’s Day St Patrick’s Day	10:00 – 01:30 hrs

Late Night Refreshment

Monday – Thursday	23:00 – 00:00 hrs
Friday – Sunday	23:00 – 01:30 hrs

Live and Recorded Music, Performance of Dance and Provision of facilities for Dancing

Friday – Sunday	23:00 – 00:00 hrs
Non-standard timings as follows:	
New Year’s Eve Diwali Festival Christmas Eve Bank Holidays St George’s Day St Patrick’s Day	10:00 – 01:30 hrs

Films

Friday – Sunday	23:00 – 00:00 hrs
Non-standard timings as follows:	
New Year’s Eve Diwali Festival Christmas Eve Bank Holidays St George’s Day St Patrick’s Day	23:00 – 01:00 hrs

Having taken into account the objections to the application the applicant made an amendment to the application at the Hearing and removed the request for activities save the supply of alcohol.

The applicant sought for the grant of a premises licence for:

Supply of Alcohol (for consumption ON and OFF the premises)

Monday – Thursday	10:00 – 23:00 hrs
Friday – Sunday	10:00 – 00:00 hrs
Non-standard timings as follows:	
New Year’s Eve Diwali Festival Christmas Eve Bank Holidays St George’s Day St Patrick’s Day	10:00 – 01:30 hrs

On the basis of the representations of the applicant 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) That having received the representations from the Other Parties the applicant met with local residents and amended the original application. As a result of the amendment, Mr R Coleman and Mr R Barry withdrew their representations.
- (iii) That at the Hearing, the applicant chose to amend the application again to remove the request for all activities save the supply of alcohol for consumption on and off the premises.
- (iv) That having made the amendment the sub-committee adjourned the Hearing to allow for the Other Persons in attendance to discuss and consider if they still wished to make representations against the grant of the licence.
- (v) That upon reconvening having discussed and considered the representations of his ward, Councillor Holloway withdrew the objections to the amended application on behalf of those he was representing and the Other Persons in attendance.
- (vi) The remaining representations, which had not been withdrawn, were considered by the sub-committee.
- (vii) The sub-committee disregarded representations made outside of the hearing and application process.

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 17 of the Crime and Disorder Act 1998.
- (iv) The judgment in the case of Daniel Thwaites PLC V Wirral Borough Magistrates Court [2008] EWHC 38 (Admin).

RESOLVED: (a) That the application for a premises licence in respect of Namaste, The Quay, Sandwich CT13 9EN be GRANTED as follows:

Supply of Alcohol (for consumption ON and OFF the premises)

Monday – Thursday	10:00 – 23:00 hrs
Friday – Sunday	10:00 – 00:00 hrs
Non-standard timings as follows:	
New Year’s Eve Diwali Festival Christmas Eve Bank Holidays St George’s Day St Patrick’s Day	10:00 – 01:30 hrs

(i) Conditions as per the operating schedule would be applied to the licence.

29 LICENSING ACT 2003 - APPLICATION FOR THE GRANT OF A PREMISES LICENCE AT THE SALUTATION, KNIGHTRIDER STREET, SANDWICH

The sub-committee considered an application from The Salutation Hotel Ltd in respect of The Salutation, Knightrider Street, Sandwich CT13 9EW. The application was for the grant of a premises licence for:

Supply of Alcohol (for consumption ON the premises)

Every Day	10:00hrs – 00:00hrs
Seasonal Variations New Year’s Eve	10:00hrs – 01:00hrs
Non-standard timings Residents of the hotel and their bona fide guests	24 hours a day

Plays

Every Day	23:00hrs – 00:00hrs
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Films

Every Day	10:00hrs – 00:00hrs
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Performance of Dance

Every Day	23:00hrs – 00:00hrs
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Late Night Refreshment

Every Day	23:00hrs – 00:00hrs
Seasonal Variations New Year's Eve	23:00hrs – 01:00hrs

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

- (i) That following mediation with those who had made representations to the original application, the applicant amended the application to withdraw the request for Live and Recorded Music between 23:00hrs – 00:00hrs.
- (ii) That following the amendment to the application, R Smart, J Yapp, A Laughlin and Dover District Council (DDC) Environmental Health withdrew their representations. The two representations that remained were considered.
- (iii) That Mr J Fothergill had taken over the running of the premises in December 2016 following a Change of Use application being granted to change the use of the premises from Bed and Breakfast to a Luxury Boutique Hotel including a fine dining restaurant.
- (iv) That the applicant did not intend to increase the number of weddings and external events at the premises. The licence allowed up to 12 weddings per year although Mr Fothergill was not intending to have more than 3.
- (v) That the complaints made to DDC's Environmental Health relating to music events at The Salutation were received prior to Mr Fothergill taking over the running of the premises.

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 17 of the Crime and Disorder Act 1998.
- (iv) The judgment in the case of Daniel Thwaites PLC V Wirral Borough Magistrates Court [2008] EWHC 38 (Admin).

RESOLVED: (a) That the application for a premises licence in respect of The Salutation, Knightrider Street, Sandwich CT13 9EW be GRANTED as follows:

Supply of Alcohol (for consumption ON the premises)

Every Day	10:00hrs – 00:00hrs
Seasonal Variations New Year's Eve	10:00hrs – 01:00hrs
Non-standard timings Residents of the hotel and their bona fide	24 hours a day

Plays

Every Day	23:00hrs – 00:00hrs
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Films

Every Day	10:00hrs – 00:00hrs
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Performance of Dance

Every Day	23:00hrs – 00:00hrs
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Late Night Refreshment

Every Day	23:00hrs – 00:00hrs
Seasonal Variations New Year's Eve	23:00hrs – 01:00hrs

- (i) Conditions as per the operating schedule would be applied to the licence.

30 LICENSING ACT 2003 - APPLICATION FOR THE GRANT OF A PREMISES LICENCE AT THE BOOKING HALL, OLD HARBOUR STATION, ELIZABETH STREET, DOVER

The sub-committee considered an application from The Booking Hall, Old Harbour Station, Elizabeth Street, Dover CT17 9FE. The application was for the grant of a premises licence for:

Supply of Alcohol (for consumption ON the premises)

Every day	12:00hrs - 23:00hrs
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Plays

Every Day	12:00hrs – 23:00hrs
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Films

Every Day	12:00hrs - 00:00hrs
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Recorded Music

Every Day	12:00hrs – 00:00hrs
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Performance of Dance

Every Day	12:00hrs – 00:00hrs
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On the basis of the representations of the applicant and his representative, the responsible authority and its witness the sub-committee found the following facts to be established:

- (i) That Kent Police was objecting to the application on the grounds of Public Safety.
- (ii) On 18 April 2017 PC Noddings – Kent Police had been made aware of a letter to Paul Bannon (Senior Building Control Surveyor, Dover District Council) from Mark Moore, Fire Safety Manager, Kent Fire and Rescue Service (KFRS). The letter concluded that following a visit made to the premises in late 2016 by the local TFS group the capacity of The Booking Hall was limited to 60 persons due to the lack of means of escape from the premises via routes which were owned by the applicant.
- (iii) That KFRS had not objected to the application as the Responsible Authority and was called upon as a witness for Kent Police.
- (iv) That Kent Police stated that if the premises were to operate to full capacity of 360 persons, KFRS could issue a prohibition on the premises and evacuate the building. This would cause concern for Kent Police as a Public Order situation could occur.
- (v) That Kent Police asked that conditions be placed on the licence to restrict the premises to 60 persons including customers, staff and SIA staff at all times.
- (vi) That Fire Inspectors from KFRS had inspected the premises on two occasions and provided considerable advice to the applicant.
- (vii) That the applicant had sought advice from EK Fire Protection throughout the refurbishment of the premises. EK Fire Protection was unavailable to be in attendance at the meeting. An evacuation policy was being written and would include a large car park as a muster point.
- (viii) That the applicant advised he had use of the central part of the building (shown as “hall” on the plan). On either side of the hall were separate businesses not under the control of the applicant, each with its own lease.
- (ix) The hall itself had two fire exits, one opened outwardly and the other inwardly. KFRS stated that when considering fire safety, the best exit (the outward door) had to be assessed as being the seat of fire, and thus the other exit was the only one available and was only suitable to safely evacuate 60 persons.
- (x) The applicant (as per the plan provided) proposed two additional means of escape, one via the “entrance hall” the other through the “gym”.
- (xi) That the applicant advised the hall was 18m x 10m and contained 4 heat detectors. There were no smoke alarms within that part of the building due to the need for smoke machines during performances.
- (xii) That KFRS advised that heat detectors only activated in the event of a well-established fire and there would be a need for smoke detectors.
- (xiii) That there was emergency lighting throughout the whole building.

- (xiv) That the applicant advised that to the rear of the building was a railway line. Any evacuation would be to a safe area to the front of the building.
- (xv) That the evacuation exit through the “gym” eventually exited to the side of the building. It was under the 25 metres considered as a safe route and the corridor was 1.5 metres wide. The gym, the applicant stated, had no equipment left out and was only used during the day.
- (xvi) That the evacuation exit through the “main entrance” (as entitled on the plan) led out onto a gated pavement area. The corridor from the hall to the “entrance hall” was 2 metres wide.
- (xvii) KFRS confirmed that they had seen the new plans but still considered the venue only suitable for 60 persons. They also stated that the demographic of persons using the venue were that some would likely be under the influence of alcohol, which would also impact on safe evacuation.
- (xviii) That KFRS were concerned that the applicant would not have control of the other parts of the building and could not ensure all fire exit points would remain clear at all times. Only two exits would remain the sole control of the applicant.
- (xix) That the applicant advised that the leases for the other parts of the building were being re-written to include each leaseholder’s legal responsibility to keep all exits clear. The applicant stated this would allow for four exits from the hall and for 360 people to safely evacuate the building. The applicant stated that he would have right of inspection of the other parts of the building to ensure routes were clear.
- (xx) Police stated they did not accept there were leases with other parts of the building and KFRS stated they had had experience of such leases, which had shown not to operate as intended.
- (xxi) The applicant stated that in the event of fire as soon as guests leave the hall they would go to areas of temporary safety behind fire rated doors until they proceed to the external exit.
- (xxii) That the applicant was unable to amend the application to limit the capacity to 60 persons only (including staff) as this would not be commercially viable.

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 17 of the Crime and Disorder act 1998 (Duty to consider crime and disorder implications).
- (iv) The judgment in the case of Daniel Thwaites PLC V Wirral Borough Magistrates Court [2003] EWHC (admin) in which it was held that

speculative representations should be disregarded unless supported by previous facts as evidence.

- RESOLVED: (a) That the application for a premises licence in respect of The Booking Hall, Old Harbour Station, Elizabeth Street, Dover CT17 9FE be REFUSED on the grounds of public safety for the following reasons:
- (i) That having heard evidence from Kent Police and their witness, Kent Fire and Rescue Service, the venue is unsuitable for the number of persons intended to use it. If used by the proposed 360 persons it would give rise to public safety concerns including risk to life if the premises were to be evacuated, both in terms of exits and crowd control external to the building.
 - (ii) That Committee have considered the applicant's evidence regarding leases and extra exits however the evidence of the Kent Fire and Rescue Service is that in their experience these do not always operate as intended and such failure would increase the risk to public safety.
 - (iii) The Police and Kent Fire and Rescue Service stated that a maximum limit of 60 persons (including staff) would be acceptable. The applicant advised that this was not commercially viable when asked by the sub-committee.
 - (iv) The Committee accepts the evidence from Kent Fire and Rescue Service regarding public safety at the venue. The applicant made reference to his own fire assessment but no reports had been provided for all parties to consider and where exits/entrances open directly onto the front of the building there is a restricted area before accessing safely to the car park for the number of persons proposed.

The meeting ended at 1.05 pm.

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Minutes of the meeting of the **LICENSING SUB-COMMITTEE** held at the Council Offices, Whitfield on Friday, 4 August 2017 at 10.15 am.

Present:

Sub-Committee:

Chairman: Councillor B W Butcher

Councillors: S F Bannister (as substitute for Councillor M Rose)
M J Ovenden

Officers:

Legal Adviser: Contentious and Regulatory Lawyer

Licensing Officer: Licensing Team Leader

Administrator: Democratic Services Officer

Persons attending in connection with the Hearing

As shown on the Notice of Determination (NOD/2017/0005A).

1 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor M Rose.

2 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, that Councillor S F Bannister was appointed as substitute for Councillor M Rose.

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 AT 43 BIGGIN STREET, DOVER

The sub-committee considered an application from Arsto Ltd in respect of 43 Biggin Street, Dover CT16 1DB. The application was for the grant of a premises licence for:

Supply of Alcohol (for consumption OFF the premises)

Every Day	08:00 – 22:00 hrs
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At the outset of the hearing the police sought to introduce statements that were presented as part of the Medway hearings, there was no objection from any part

and copies of the statements were provided to all present. On the basis of the representations of the applicant and the responsible authority, the sub-committee found the following facts to be established:

- (i) The location of the premises had a large number of licensed premises in the vicinity (22 other licensed premises within a 200 metre radius) and was suffering from an increase in anti-social behaviour from various groups of people, including street drinkers.
- (ii) There was no cumulative impact assessment of problems caused by the licensed premises in the area. As a result there was no special policy in respect of the location.
- (iii) Kent Police objected to the application on the grounds of Crime and Disorder, Public Nuisance and Public Safety. Based on the previous record of the applicant, Mr Donchev (Director of Arsto Ltd), the application could be detrimental to the situation in the area with regard to alcohol related crime and disorder.
- (iv) Mr Donchev was the Director of Arsto Ltd and was named as the Designated Premises Supervisor (DPS) for the proposed premises licence at 43 Biggin Street. Mr Donchev had previously been the Director of companies known as Donston Ltd and Donsto Ltd which held premises licences – at both of which Mr Donchev was named as the DPS.
- (v) The applicant (Mr Donchev) had owned a premise (Eurofoods) in the Medway area under the company name Donston Ltd which Kent Police and Public Health had requested a review of the licence. As a result of the review the premises licence was revoked on 26th July 2016 and was later upheld on appeal at Court. The decision notice stated that this was “because of the licensees’ failure to meet any Licensing Objectives in any meaningful sense and because the Licensee has displayed continuing poor standards and a failure to co-operate with Local Authority, Police or Public Health.”
- (vi) The applicant (Mr Donchev) under the company name Donsto Ltd submitted a new application for the same premises (Eurofoods) which Kent Police objected to. This was heard at a Hearing of Medway Council’s Licensing Hearing panel on Tuesday 28th March 2017 where the application was refused.
- (vii) Mr Donchev stated the reason for applying to open a shop in Dover was as he was unable to in Medway and the premise at 43 Biggin Street was previously owned by his partner. He was aware of the current problems of street drinkers in the town and would ensure his staff would be fully trained to deal with all alcohol sales and the training would be provided by Mr Donchev as had been done previously. In the absence of the DPS, Mr Donchev would expect his staff to phone the police if there were problems with customers trying to purchase alcohol.
- (viii) Mr Donchev had encountered problems with proxy sales at his previous premises in Medway. Mr Donchev stated that he had not made any under-age sales of alcohol from his premises. He had sold to different people and could not recognise if they were street drinkers; once raised with him, he then stopped selling but that did not stop the proxy purchases.

- (ix) Mr Donchev stated he was fighting a system of public officials covering their backs and that the difficulties he had in Medway should not matter here. He had not sought to hide himself and was hard working and honest. He would be happy if someone wanted to volunteer to come and stand at his door and stop street drinkers coming in. He could not afford to provide such a person.
- (x) It was the opinion of Mr Donchev that the authorities were not dealing with the street drinkers and anti-social behaviour in Medway and that it was easier to revoke his licence rather than deal with the perpetrators. Mr Donchev would regularly confront those causing the problems of crime and disorder and said that the buck could not stop with the shop owner. He said tackling street drinkers was ultimately a job for the authorities.
- (xi) Mr Donchev was not intending to sell high alcohol percentage lagers from the premises.
- (xii) Kent Police stated they had attempted to make contact with Mr Donchev to engage with him over the application. Mr Donchev denied this and showed the Hearing Panel an email from PC S Noddings in relation to his application which stated the application had been received and he would contact him in due course. Mr Donchev stated he had not received any further correspondence from the police.
- (xiii) That should the licence be granted Kent Police would seek conditions as per their objection.

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 17 of the Crime and Disorder Act 1998 (Duty to consider crime and disorder implications).
- (iv) The judgment in the case of Daniel Thwaites PLC V Wirral Borough Magistrates Court [2008] EWHC (admin) in which it was held that speculative representations should be disregarded unless supported by previous facts as evidence.

RESOLVED: (a) Refuse the application on the grounds of Crime and Disorder, Public Nuisance and Public Safety for the following reasons:

- (i) There is no cumulative policy and although the sub-committee accept and acknowledge that there is an anti-social and drinking issue that has not been a significant consideration. The application has been considered independent of that on its own merits.
- (ii) The applicant in this application is a limited company of which Mr Donchev is a director with another. The sub-committee has heard evidence regarding a

revocation of a licence, upheld on Appeal and a new application in Medway which was made by a different named company. Mr Donchev in his explanation to the sub-committee as to how the Medway business was operated day to day, including staffing and training by him as the operator of the business, is on his own account to be the same in the premises in Dover.

- (iii) Mr Donchev accepts that sales of alcohol did take place to street drinkers and those under the influence, as was considered in the Medway matter, be it in person or as stated by Mr Donchev, by proxy.
- (iv) Mr Donchev did not show commitment to the training process to prevent such sales and seemed to suggest the problem was caused by the lack of action on the part of others. He did not seem to recognise his responsibility as a DPS and personal licence holder to join in addressing the issue by adhering and demonstrating understanding of the licensing objectives.
- (v) The sub-committee have considered the application afresh and pursuant to Thwaites do not take into account speculative matters, however given the events in Medway and Mr Donchev's lack of practical measures and attitude to address serious aspects of promoting the licensing objectives, particularly of Crime and Disorder, Public Safety and Prevention of Public Nuisance it is concerned.
- (vi) The sub-committee have considered if the licence could be granted and instead reject the proposed DPS, however, the information provided by Mr Donchev gives the sub-committee serious concern that it is Mr Donchev who is the primary operator of the premises and it is his failure to promote the licensing objectives.

The meeting ended at 11.42 am.

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Minutes of the meeting of the **LICENSING SUB-COMMITTEE** held at the Council Offices, Whitfield on Thursday, 31 August 2017 at 10.05 am.

Present:

Sub-Committee:

Chairman: Councillor P M Brivio

Councillors: D Hannent (as substitute for Councillor N A G Richards)
M J Holloway

Officers:

Legal Adviser: Contentious and Regulatory Lawyer
Licensing Team Leader

Licensing Officer: Public Protection Manager
Technical Support Officer - Licensing

Administrator: Democratic Services Officer

Persons attending in connection with the Hearing

As shown on the Notice of Determination (NOD/2017/0006V).

5 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor N A G Richards.

6 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, Councillor D Hannent was appointed as substitute for Councillor N A G Richards.

7 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

8 LICENSING ACT 2003 - APPLICATION TO VARY A PREMISES LICENCE AT DER BAR, 152 HIGH STREET, DEAL CT14 6BG

The sub-committee considered an application from Mr J Hill -Turner in respect of Der Bar, 152 High Street, Deal CT14 6BG. The application was for the variation of a premises licence for:

Supply of Alcohol (for consumption ON the premises)

Every Day	11:00 – 23:30 hrs
Seasonal Variations Christmas Eve Boxing Day New Year's Eve Bank Holidays – Sunday/Monday	11:00 – 00:30 hrs

Live Music

Monday - Friday	18:00 – 23:30 hrs
Saturday – Sunday	12:00 – 23:30 hrs
Seasonal Variations Christmas Eve Boxing Day New Year's Eve Bank Holidays – Sunday/Monday	11:00 – 00:30 hrs

Recorded Music

Every Day	11:00 – 23:30 hrs
Seasonal Variations Christmas Eve Boxing Day New Year's Eve Bank Holidays – Sunday/Monday	11:00 – 00:30 hrs

Prior to the Hearing and having taken into account the objections to the application, the applicant amended the application as followed:

Supply of Alcohol (for consumption ON the premises)

Sunday – Thursday	10:00 – 22:00 hrs
Friday – Saturday	10:00 – 23:00 hrs
Seasonal Variation – Bank Holiday Sundays	10:00 – 23:00 hrs

Recorded Music

Sunday – Thursday	10:00 – 22:00 hrs
Friday – Saturday	10:00 – 23:00 hrs

Live Music

Sunday – Thursday	11:00 – 21:30 hrs
Friday – Saturday	10:00 – 23:00 hrs

All parties were given the opportunity to withdraw their objection based on the amendments. Following consultation Mr David Warden withdrew his objection. The applicant amended the application further at the Hearing by removing the seasonal variation request for the sale of alcohol.

On the basis on the representations of the applicant, his representative 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) That having considered the 19 representations objecting to the application the applicant amended the application and reduced the hours for the sale of alcohol. Following this amendment one objection was withdrawn.
- (iii) That at the Hearing the applicant chose to further amend the application and remove the request for the seasonal variation for the sale of alcohol. In addition the request for live and recorded music was removed as this was already permitted within the Licensing Act 2012.
- (iv) The licence was granted in 2015 but that the premises did not begin trading until 2016.
- (v) Objectors were concerned with and gave first-hand experience of the level of noise emanating from the premises and patrons in the street that were congregating whilst smoking and drinking.
- (vi) The sub-committee considered there to be two aspects of noise. The first from music which under the deregulation was outside the scope of this determination. The other was noise from patrons. The sub-committee were of the view that extending the hours as per the application would not undermine the licensing objective of public nuisance.
- (vii) It was alleged that the applicant had not adhered to the conditions placed on the existing licence and in particular relating to the closing of windows and doors at the premises. In response, the Licensing Team Leader advised that the conditions attached promoting the Prevention of Public Nuisance and those referred to by the objectors were as followed and applied to regulated entertainment at the premises

‘During regulated entertainment events, in the form of live/recorded/karaoke music, all the doors and windows of the premises shall remain closed except for ingress and egress.’

However under the deregulation, no condition can be placed on the licence during the hours of 08:00 – 23:00 hrs in regard to live and recorded music, if alcohol is being sold.

In addition the following condition was also attached to the existing licence

‘Suitable signage to be displayed at the exit asking customers to leave quietly for the consideration of local residents.’

- (viii) The applicant advised that there had been no live music at the premises and any recorded music was turned off if the doors were opened.
- (ix) There was some confusion regarding non-adherence to conditions, in that there were planning conditions placed on the premises which were over and above any conditions required on the premises licence.
- (x) There had been no noise complaints reported to the Licensing Team or Environmental Health regarding the premises. In addition no review of the licence had been requested for the alleged breach of conditions.
- (xi) The remaining representations that had not been withdrawn were considered by the sub-committee.

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 17 of the Crime and Disorder Act 1998.
- (iv) The judgment in the case of Daniel Thwaites PLC V Wirral Borough Magistrates Court [2008] EWHC 38 (Admin).

RESOLVED: (a) That the application for the variation of a premises licence in respect of Der Bar, 152 High Street, Deal CT14 6BG be GRANTED as follows:

Sale of Alcohol (for consumption ON the premises)

Sunday – Thursday	10:00 – 22:00 hrs
Friday – Saturday	10:00 – 23:00 hrs

- (i) Throughout Sunday to Thursday the premise is to close and all patrons to have left the premise by 22:20 hrs.
- (ii) Throughout Friday to Saturday the premise is to close and all patrons to have left the premise by 23:20 hrs.

At the conclusion of the hearing the sub-committee reminded the applicant that he needed to adhere to all conditions on the licence.

The meeting ended at 12.05 pm.

Subject:	FEES AND CHARGES 2018/19
Meeting and Date:	Licensing Committee – 21 November 2017 Regulatory Committee – 21 November 2017 Cabinet (for information) – 15 January 2018 (part of larger report)
Report of:	Diane Croucher, Head of Regulatory Services
Portfolio Holder:	Councillor N Collor, Portfolio Holder for Access and Licensing
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 2018/19. These revised F&Cs will be included in the budget estimates for 2018/19.

- Recommendation:**
1. The Licensing Committee approve the Fees and Charges for 2018/19 as set out in Appendix 3
 2. The Regulatory Committee approve the Fess and Charges for 2018/19 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 2018/19.

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 21 November 2017 of all F&Cs to be set by the Licensing Committee.
 - Regulatory Committee – Report to meeting on 21 November 2017 of all F&Cs to be set by the Regulatory Committee.
 - Planning Committee – Report (for information) to the meeting on 16 November 2017 of all F&Cs relevant to the Planning Committee.
 - Cabinet – Report to the meeting on 15 January 2018 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.

2017/18 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.

2018/19 Proposed Charge Inc VAT

This is the recommended charge for 2018/19 and will, subject to Members' approval, be included in the 2018/19 budget.

2018/19 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.

Until last year the licensing fees and charges had not been thoroughly reviewed for many years. However, during 2016/17 a full review, including detailed time/cost breakdown of the Hackney carriage / Private Hire fees and charges was undertaken. This resulted in a number of changes which reflected the actual cost of administering the service.

During 2017/18 the focus has been on a number of "Miscellaneous" licensing fees and charges including skin piercing, animal, street trading, boat and scrap metal licences. This in-depth review has resulted in some proposed amendments as highlighted on the relevant spreadsheet (Appendix 4.1), which reflect the actual cost of administering these licence types.

It is anticipated that next year a detailed review will be undertaken of the remaining Miscellaneous and Gambling related licences. This review cycle will then continue to ensure a thorough review is undertaken for each licence type every 3 years.

It should be noted that the Licensing Act fees and charges (Appendix 3.1) are all set centrally by government.

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: This report does not specifically highlight any equalities implications, however in discharging their responsibilities members are required to comply with the public sector 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

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?

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.

Comparison with other providers

Is there a complete picture of competition and providers of similar services – including other Local Authorities?

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?

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?

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?

Corporate Income Policy

Please ensure you adhere to the main principals of the Corporate Income Policy when setting your fees and charges.

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?

Customer Access Review

Consider whether the CAR for your service includes any issues for specific fees.

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
Licensing - D. Randall - D. Croucher - Cllr Collor									
1	Personal Licences	Grant or Renewal	Y	£37	£3,700	£37	£3,700	0%	
2	Personal Licences	Change of Name or Address	Y	£10.50	£315.00	£10.50	£315.00	0%	
3	Personal Licences	Theft, Loss etc.	Y	£10.50	£52.50	£10.50	£52.50	0%	
4	Premises & Club Licences	Theft, Loss etc.	Y	£10.50	£52.50	£10.50	£52.50	0%	
5	Premises & Club Licences	Change of Name or Address	Y	£10.50	£52.50	£10.50	£52.50	0%	
6	Premises & Club Licences	Change of Club Rules	Y	£10.50	£0	£10.50	£0	0%	
7	Premises & Club Licences	Vary DPS	Y	£23	£1,886	£23	£1,886	0%	
8	Premises & Club Licences	Transfer Licence	Y	£23	£621	£23	£621	0%	
9	Premises & Club Licences	Interim Authority	Y	£23	£0	£23	£0	0%	
10	Premises & Club Licences	Notification Interest	Y	£21	£21	£21	£21	0%	
11	Premises & Club Licences	Provisional Statement	Y	£315	£0	£315	£0	0%	
12	Premises & Club Licences	Minor Variation	Y	£89	£267	£89	£267	0%	
13	Premises & Club Licences	New Application & Variation NDR Band A	Y	£100	£1,000	£100	£1,000	0%	
14	Premises & Club Licences	New Application & Variation NDR Band B	Y	£190	£2,090	£190	£2,090	0%	
15	Premises & Club Licences	New Application & Variation NDR Band C	Y	£315	£630	£315	£630	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
16	Premises & Club Licences	New Application & Variation NDR Band D	Y	£450	£0	£450	£0	0%	
17	Premises & Club Licences	New Application & Variation NDR Band E	Y	£635	£0	£635	£0	0%	
18	Premises & Club Licences	Annual Fee NDR Band A	Y	£70	£6,300	£70	£6,300	0%	
19	Premises & Club Licences	Annual Fee NDR Band B	Y	£180	£54,000	£180	£54,000	0%	
20	Premises & Club Licences	Annual Fee NDR Band C	Y	£295	£12,390	£295	£12,390	0%	
21	Premises & Club Licences	Annual Fee NDR Band D	Y	£320	£3,520	£320	£3,520	0%	
22	Premises & Club Licences	Annual Fee NDR Band E	Y	£350	£2,800	£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	£0	£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	£0	£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	£0	£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	£0	£8,000	£0	0%	
27	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%	
28	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%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
29	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%	
30	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%	
31	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%	
32	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%	
33	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%	
34	Large Scale Events	Annual Fee 5,000 to 9,999	Y	£500	£0	£500	£0	0%	
35	Large Scale Events	Annual Fee 10,000 to 14,999	Y	£1,000	£0	£1,000	£0	0%	
36	Large Scale Events	Annual Fee 15,000 to 19,999	Y	£2,000	£0	£2,000	£0	0%	
37	Large Scale Events	Annual Fee 20,000 to 29,999	Y	£4,000	£0	£4,000	£0	0%	
38	Large Scale Events	Annual Fee 30,000 to 39,999	Y	£8,000	£0	£8,000	£0	0%	
39	Large Scale Events	Annual Fee 40,000 to 49,999	Y	£12,000	£0	£12,000	£0	0%	
40	Large Scale Events	Annual Fee 50,000 to 59,999	Y	£16,000	£0	£16,000	£0	0%	
41	Large Scale Events	Annual Fee 60,000 to 69,999	Y	£20,000	£0	£20,000	£0	0%	
42	Large Scale Events	Annual Fee 70,000 to 79,999	Y	£24,000	£0	£24,000	£0	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
43	Large Scale Events	Annual Fee 80,000 to 89,999	Y	£28,000	£0	£28,000	£0	0%	
44	Large Scale Events	Annual fee 90,000 and over	Y	£32,000	£0	£32,000	£0	0%	
45	Temporary Event Notices	New Notice	Y	£21	£4,830	£21	£5,250	0%	
46	Temporary Event Notices	Theft, Loss etc.	Y	£10.50	£0.00	£10.50	£0.00	0%	
47	Small Society Lotteries	Registration Fee	Y	£40	£480	£40	£480	0%	
48	Small Society Lotteries	Annual Fee	Y	£20	£1,400	£20	£1,400	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
Licensing - D. Randall - D. Croucher - Cllr Collor									
49	Bingo Club	Licence Application	N	£3,500	£0	£3,500	£0	0%	
50	Bingo Club	Annual Fee	N	£950	£1,900	£950	£1,900	0%	
51	Bingo Club	Application to Vary	N	£1,750	£0	£1,750	£0	0%	
52	Bingo Club	Application to Transfer	N	£1,200	£0	£1,200	£0	0%	
53	Bingo Club	Application for Reinstatement	N	£1,200	£0	£1,200	£0	0%	
54	Bingo Club	Application for Provisional Statement	N	£3,500	£0	£3,500	£0	0%	
55	Bingo Club	Licence Application (Provisional Statement Holders)	N	£1,200	£0	£1,200	£0	0%	
56	Bingo Club	Copy of Licence	N	£25	£0	£25	£0	0%	
57	Bingo Club	Notification of Change	N	£50	£0	£50	£0	0%	
58	Betting Premise (excluding Tracks)	Licence Application	N	£3,000	£0	£3,000	£0	0%	
59	Betting Premise (excluding Tracks)	Annual Fee	N	£575	£6,325	£575	£6,325	0%	
60	Betting Premise (excluding Tracks)	Application to Vary	N	£1,250	£0	£1,250	£0	0%	
61	Betting Premise (excluding Tracks)	Application to Transfer	N	£1,200	£0	£1,200	£0	0%	
62	Betting Premise (excluding Tracks)	Application for Reinstatement	N	£1,200	£0	£1,200	£0	0%	
63	Betting Premise (excluding Tracks)	Application for Provisional Statement	N	£3,000	£0	£3,000	£0	0%	
64	Betting Premise (excluding Tracks)	Licence Application (Provisional Statement Holders)	N	£1,200	£0	£1,200	£0	0%	
65	Betting Premise (excluding Tracks)	Copy of Licence	N	£25	£0	£25	£0	0%	
66	Betting Premise (excluding Tracks)	Notification of Change	N	£50	£0	£50	£0	0%	
67	Track	Licence Application	N	£2,500	£0	£2,500	£0	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
68	Track	Annual Fee	N	£950	£0	£950	£0	0%	
69	Track	Application to Vary	N	£1,250	£0	£1,250	£0	0%	
70	Track	Application to Transfer	N	£950	£0	£950	£0	0%	
71	Track	Application for Reinstatement	N	£950	£0	£950	£0	0%	
72	Track	Application for Provisional Statement	N	£2,500	£0	£2,500	£0	0%	
73	Track	Licence Application (Provisional Statement Holders)	N	£950	£0	£950	£0	0%	
74	Track	Copy of Licence	N	£25	£0	£25	£0	0%	
75	Track	Notification of Change	N	£50	£0	£50	£0	0%	
76	Family Entertainment Centre	Licence Application	N	£2,000	£0	£2,000	£0	0%	
77	Family Entertainment Centre	Annual Fee	N	£725	£2,175	£725	£1,450	0%	
78	Family Entertainment Centre	Application to Vary	N	£1,000	£0	£1,000	£0	0%	
79	Family Entertainment Centre	Application to Transfer	N	£950	£0	£950	£0	0%	
80	Family Entertainment Centre	Application for Reinstatement	N	£950	£0	£950	£0	0%	
81	Family Entertainment Centre	Application for Provisional Statement	N	£2,000	£0	£2,000	£0	0%	
82	Family Entertainment Centre	Licence Application (Provisional Statement Holders)	N	£950	£0	£950	£0	0%	
83	Family Entertainment Centre	Copy of Licence	N	£25	£0	£25	£0	0%	
84	Family Entertainment Centre	Notification of Change	N	£50	£0	£50	£0	0%	
85	Adult Gaming Centre	Licence Application	N	£2,000	£0	£2,000	£0	0%	
86	Adult Gaming Centre	Annual Fee	N	£950	£3,800	£950	£4,750	0%	
87	Adult Gaming Centre	Application to Vary	N	£1,000	£0	£1,000	£0	0%	
88	Adult Gaming Centre	Application to Transfer	N	£1,200	£0	£1,200	£0	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
89	Adult Gaming Centre	Application for Reinstatement	N	£1,200	£0	£1,200	£0	0%	
90	Adult Gaming Centre	Application for Provisional Statement	N	£2,000	£0	£2,000	£0	0%	
91	Adult Gaming Centre	Licence Application (Provisional Statement Holders)	N	£1,200	£0	£1,200	£0	0%	
92	Adult Gaming Centre	Copy of Licence	N	£25	£0	£25	£0	0%	
93	Adult Gaming Centre	Notification of Change	N	£50	£0	£50	£0	0%	
94	New Small Casino	Licence Application	N	£8,000	£0	£8,000	£0	0%	
95	New Small Casino	Annual Fee	N	£5,000	£0	£5,000	£0	0%	
96	New Small Casino	Application to Vary	N	£4,000	£0	£4,000	£0	0%	
97	New Small Casino	Application to Transfer	N	£1,800	£0	£1,800	£0	0%	
98	New Small Casino	Application for Reinstatement	N	£1,800	£0	£1,800	£0	0%	
99	New Small Casino	Application for Provisional Statement	N	£8,000	£0	£8,000	£0	0%	
100	New Small Casino	Licence Application (Provisional Statement Holders)	N	£3,000	£0	£3,000	£0	0%	
101	New Small Casino	Copy of Licence	N	£25	£0	£25	£0	0%	
102	New Small Casino	Notification of Change	N	£50	£0	£50	£0	0%	
103	New Large Casino	Licence Application	N	£10,000	£0	£10,000	£0	0%	
104	New Large Casino	Annual Fee	N	£10,000	£0	£10,000	£0	0%	
105	New Large Casino	Application to Vary	N	£5,000	£0	£5,000	£0	0%	
106	New Large Casino	Application to Transfer	N	£2,150	£0	£2,150	£0	0%	
107	New Large Casino	Application for Reinstatement	N	£2,150	£0	£2,150	£0	0%	
108	New Large Casino	Application for Provisional Statement	N	£10,000	£0	£10,000	£0	0%	
109	New Large Casino	Licence Application (Provisional Statement Holders)	N	£5,000	£0	£5,000	£0	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
110	New Large Casino	Copy of Licence	N	£25	£0	£25	£0	0%	
111	New Large Casino	Notification of Change	N	£50	£0	£50	£0	0%	
112	Regional Casino	Licence Application	N	£15,000	£0	£15,000	£0	0%	
113	Regional Casino	Annual Fee	N	£15,000	£0	£15,000	£0	0%	
114	Regional Casino	Application to Vary	N	£7,500	£0	£7,500	£0	0%	
115	Regional Casino	Application to Transfer	N	£6,500	£0	£6,500	£0	0%	
116	Regional Casino	Application for Reinstatement	N	£6,500	£0	£6,500	£0	0%	
117	Regional Casino	Application for Provisional Statement	N	£15,000	£0	£15,000	£0	0%	
118	Regional Casino	Licence Application (Provisional Statement Holders)	N	£8,000	£0	£8,000	£0	0%	
119	Regional Casino	Copy of Licence	N	£25	£0	£25	£0	0%	
120	Regional Casino	Notification of Change	N	£50	£0	£50	£0	0%	
121	Temporary Use Notice	Application Fee	Y	£500	£0	£500	£0	0%	
122	Alcohol Licences Premises	Permit Application Fee (2 or less Machines)	Y	£50	£250	£50	£250	0%	
123	Alcohol Licences Premises	Permit Application Fee (3+ Machines)	Y	£150	£0	£150	£0	0%	
124	Alcohol Licences Premises	Permit Annual Fee (3+ Machines)	Y	£50	£150	£50	£150	0%	
125	Family Entertainment Centre Unlicensed	Permit Application Fee	Y	£300	£0	£300	£0	0%	
126	Family Entertainment Centre Unlicensed	Permit Renewal Fee	Y	£300	£1,800	£300	£0	0%	Permits last for a period of 10 years
127	Prize Gaming	Permit Application Fee	Y	£300	£0	£300	£0	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
128	Prize Gaming	Permit Renewal Fee	Y	£300	£0	£300	£0	0%	
129	Club Gaming	Permit Application Fee	Y	£200	£0	£200	£0	0%	
130	Club Gaming	Permit Annual Fee	Y	£50	£100	£50	£100	0%	
131	Club Gaming	Permit Renewal Fee (due every 10 years)	Y	£200	£0	£200	£0	0%	
132	Club Gaming Machine	Permit Application Fee	Y	£200	£0	£200	£0	0%	
133	Club Gaming Machine	Permit Annual Fee	Y	£50	£250	£50	£250	0%	
134	Club Gaming Machine	Permit Renewal Fee	Y	£200	£0	£200	£0	0%	
135	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Application Fee	Y	£100	£0	£100	£0	0%	
136	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Annual Fee	Y	£50	£0	£50	£0	0%	
137	Gaming Machine Permit	Annual Fee	Y	£100	£0	£100	£0	0%	
138	Provision of Gambling	Copy Licence	Y	£0	£0	£0	£0	0%	
139	Provision of Gambling	Notification of Change	Y	£0	£0	£0	£0	0%	

Fees and Charges 2018/19

	A	B	C	D	E	I	J	M	N	O
1					2017/18	2017/18	2018/19	2018/19		
2		Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
3		Licensing - D. Randall - D. Croucher - Cllr Collor								
4		Acupuncture	Premise Registration	N	£175	£0	£205	£720	17%	
5		Acupuncture	Additional Practitioner	N	£80	£80	£90		13%	
6		Acupuncture	Minor Variation	N	£50	£0	£50		0%	
7		Cosmetic Piercing	Premise Registration	N	£175	£0	£205		17%	
8		Cosmetic Piercing	Additional Practitioner	N	£80	£80	£90		13%	
9		Cosmetic Piercing	Minor Variation	N	£50	£0	£50		0%	
10		Ear Piercing	Premise Registration	N	£175	£0	£205		17%	
11		Ear Piercing	Additional Practitioner	N	£80	£80	£90		13%	
12		Ear Piercing	Minor Variation	N	£50	£0	£50		0%	
13		Electrolysis	Premise Registration	N	£175	£0	£205		17%	
14		Electrolysis	Additional Practitioner	N	£80	£0	£90		13%	
15		Electrolysis	Minor Variation	N	£50	£0	£50		0%	
16		Semi-permanent Skin-colouring	Premise Registration	N	£175	£0	£205		17%	
17		Semi-permanent Skin-colouring	Additional Practitioner	N	£80	£80	£90		13%	
18		Semi-permanent Skin-colouring	Minor Variation	N	£50	£0	£50		0%	
19		Tattooing	Premise Registration	N	£175	£0	£205		17%	
20		Tattooing	Additional Practitioner	N	£80	£80	£90		13%	
21		Tattooing	Minor Variation	N	£50	£0	£50		0%	

Fees and Charges 2018/19

	A	B	C	D	E	I	J	M	N	O
1					2017/18	2017/18	2018/19	2018/19		
2		Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
22		Animal Licensing	Boarding Establishments (new application)	N	£235	£3,290	£242	£3,456	3%	
23		Animal Licensing	Boarding Establishments (renewal)	N			£192			
24		Animal Licensing	Home Boarding (new application)	N	£120	£480	£181	£705		
25		Animal Licensing	Home Boarding (renewal)	N			£141			

Fees and Charges 2018/19

	A	B	C	D	E	I	J	M	N	O
1					2017/18	2017/18	2018/19	2018/19		
2		Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
26		Animal Licensing	Dog Breeding Establishments (New application)	N	£235	£470	£251	£482	7%	
27		Animal Licensing	Dog Breeding Establishments (renewal)	N			£241			
28		Animal Licensing	Dangerous Wild Animals (new application)	N	£235	£0	£250	£211	6%	
29		Animal Licensing	Dangerous Wild Animals (renewal) (every 2 years)	N			£211			
30		Animal Licensing	Performing Animals	N	£235	£0	£235	£0	0%	

A detailed review of licence fees has been

Fees and Charges 2018/19

	A	B	C	D	E	I	J	M	N	O
1					2017/18	2017/18	2018/19	2018/19		
2		Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
31		Animal Licensing	Pet Shops (new application)	N	£170	£1,020	£221	£1,158	30%	undertaken during 2017-18. Fees reflect actual costs of administering and monitoring compliance of licences where known.
32		Animal Licensing	Pet Shops (renewal)	N			£193			
33		Animal Licensing	Horse Riding Establishments (New application)	N	£235	£940	£311	£1,694	32%	
34		Animal Licensing	Horse Riding Establishments (renewal)	N			£242			

Fees and Charges 2018/19

	A	B	C	D	E	I	J	M	N	O
1					2017/18	2017/18	2018/19	2018/19		
2		Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
35		Animal Licensing	Zoos (new application)	N	£750	£0	£888	£0	18%	
36		Animal Licensing	Zoos (renewal) (every 6 years)	N			£719			
37		Street Trading Consent	Grant	N	£490	£490	£494	£0	1%	
38		Street Trading Consent	Annual renewal	N	£230	£920	£229	£1,374	0%	
39		Street Trading Consent	Occasional	N	£130	£0	£130	£0	0%	
40	1	Street Trading Consent	Occasional Street Market	N	£200	£1,000	£200	£1,000	0%	
41	2	Street Trading Consent	Pavement Permit (New) - Tables & Chairs	N	£75	£150	£75	£150	0%	
42	3	Street Trading Consent	Pavement Permit (Renewal) - Tables & Chairs	N	£35	£980	£35	£980	0%	
43	4	Sexual Entertainment Venue	Grant	N	£3,250	£0	£3,250	£0	0%	

Fees and Charges 2018/19

	A	B	C	D	E	I	J	M	N	O
1					2017/18	2017/18	2018/19	2018/19		
2		Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
44	5	Sexual Entertainment Venue	Renewal, Transfer or Variation	N	£2,225	£0	£2,225	£0	0%	
45	6	Boat Licence	Grant	N	£93	£0	£158	£0	70%	
46	7	Boat Licence	Renewal or Transfer	N	£93	£279	£135	£405	45%	
47	8	Hypnotism Performance	Grant	N	£50	£0	£50	£0	0%	
48	9	Scrap Metal Dealer	Site Licence Grant	N	£470	£0	£172	£0	-63%	
49	10	Scrap Metal Dealer	Site Licence Variation	N	£50	£0	£50	£0	0%	
50	11	Scrap Metal Dealer	Site Licence Renewal	N	£450	£0	£154	£0	-66%	
51	12	Scrap Metal Dealer	Collectors Licence Grant	N	£275	£0	£171	£0	-38%	
52	13	Scrap Metal Dealer	Collectors Licence Variation	N	£50	£0	£50	£0	0%	
53	14	Scrap Metal Dealer	Collectors Licence Renewal	N	£255	£255	£159	£0	-38%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government ? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income
Licensing - D. Randall - D. Croucher - Cllr Collor									
15	Hackney Carriage & Private Hire	Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	N	£327	£22,080	£327	£22,080	0%	If vehicle is wheelchair accessible there is a 10% reduction in fee
16	Hackney Carriage & Private Hire	Private Hire Vehicle Annual Licence (Grant and Renewal)	N	£259	£33,012	£259	£33,012	0%	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.
17	Hackney Carriage & Private Hire	Unmet Demand Survey	N	£0	£0	£0	£0	0%	Included within Grant / renewal Fee
18	Hackney Carriage & Private Hire	Licence Transfer Following Change of Vehicle	N	£54	£2,800	£54	£2,800	0%	
19	Hackney Carriage & Private Hire	Change of Vehicle ownership	N	£21	£42	£21	£42	0%	
20	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Grant)	N	£124		£124		0%	
21	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Renewal)	N	£110		£110			

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government ? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income
Licensing - D. Randall - D. Croucher - Cllr Collor									
22	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Grant)	N	£293	£30,000	£293	£10,000	N/A	In April 2017 DDC introduced a new 3 year licence (although a 1 year licence is still available in special circumstances). As such the anticipated annual income is reduced until 2020-21.
23	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Renewal)	N	£279		£279			
24	Hackney Carriage & Private Hire	DBS Disclosure (formerly CRB)	N	£44	£5,060	£44	£4,820	0%	
25	Hackney Carriage & Private Hire	Knowledge Test	N	£0	£0	£0	£0	0%	
26	Hackney Carriage & Private Hire	Vehicle Plate	N	£17	£306	£17	£170	0%	
27	Hackney Carriage & Private Hire	Vehicle Plate holder	N	£15	£150	£15	£75	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government ? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income
Licensing - D. Randall - D. Croucher - Cllr Collor									
28	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) 1 to 5 vehicles	N	£90		£90		0%	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.
29	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) 6 to 10 vehicles	N	£144		£144			1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.
30	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) Over 10 vehicles	N	£197		£197			1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government ? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income
Licensing - D. Randall - D. Croucher - Cllr Collor									
31	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 1 to 5 vehicles	N	£364	£2,480	£364	£7,385	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.
32	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 6 to 10 vehicles	N	£631		£631			Licence lasts 5 years. The first year (£144) 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.

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government ? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income
Licensing - D. Randall - D. Croucher - Cllr Collor									
33	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 11 or more vehicles	N	£898		£898			Licence lasts 5 years. The first year (£197) 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.
34	Private Hire Operator	Variation to Operators Licence (within band) for PH Vehicles	N	30	£200.00	30	£0.00		
35	Private Hire Operator	Variation to Operators Licence (outside of band) for PH Vehicles	N	50		30			Fee reduced in line with actual costs of administering.