

Public Document Pack



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10 November 2017

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **REGULATORY COMMITTEE** will be held in the Council Chamber at these Offices on Tuesday 21 November 2017 at 10.00 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 jemmaduffield@dover.gov.uk.

Yours sincerely

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

Chief Executive

Regulatory Committee Membership:

B W Butcher (Chairman)
P S Le Chevalier (Vice-Chairman)
B Gardner
S J Jones
D P Murphy

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointment of Substitute Members.

3 **DECLARATIONS OF INTEREST** (Page 4)

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

4 **MINUTES** (Pages 5 - 9)

To confirm the attached Minutes of the meeting of the Committee held on 18 July 2017.

There are no Minutes of the meeting that was scheduled to be held on 19 September 2017 by reason of the meeting falling inquorate.

PROCEDURE FOR HEARING (Pages 10 - 15)

The procedure for the Hearing is attached.

5 **HIGHWAYS ACT 1980 - SECTION 115E - PORT OF CALL, MARKET SQUARE, DOVER** (Pages 16 - 24)

To consider the attached report of the Licensing Team Leader.

6 **FEES AND CHARGES 2018/19** (Pages 25 - 49)

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

7 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 50)

The recommendation is attached.

MATTERS WHICH THE MANAGEMENT TEAM SUGGESTS SHOULD BE CONSIDERED IN PRIVATE AS THE REPORT CONTAINS EXEMPT INFORMATION AS DEFINED WITHIN PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AS INDICATED AND IN RESPECT OF WHICH THE PROPER OFFICER CONSIDERS THAT THE PUBLIC INTEREST IN MAINTAINING THE EXEMPTION OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION

8 **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION FOR A DRIVER'S LICENCE** (Pages 51 - 63)

To consider the attached report of the Licensing Team Leader.

9 **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION FOR A DRIVER'S LICENCE** (Pages 64 - 76)

To consider the attached report of the Licensing Team Leader.

10 **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION FOR A DRIVER'S LICENCE** (Pages 77 - 89)

To consider the attached report of the Licensing Team Leader.

11 **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION FOR A DRIVER'S LICENCE** (Pages 90 - 102)

To consider the attached report of the Licensing Team Leader.

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: jemmaduffield@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 **REGULATORY COMMITTEE** held at the Council Offices, Whitfield on Tuesday, 18 July 2017 at 10.02 am.

Present:

Chairman: Councillor B W Butcher

Councillors: B Gardner
S J Jones
D P Murphy

Officers: Head of Legal Services
Licensing Team Leader
Democratic Support Officer

1 APOLOGIES

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

2 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute Members appointed.

3 DECLARATIONS OF INTEREST

Councillor B Gardner declared a Voluntary Announcement of Other Interests (VAOI) in Minute no 5 by reason that he used to be a customer at the ice cream van.

4 MINUTES

The Minutes of the meeting of the Committee held on 16 May 2017 were approved as a correct record and signed by the Chairman.

5 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982
APPLICATION FOR STREET TRADING CONSENT

The Committee considered an application by Mr M Nobbs for permission to trade from an ice cream van on Deal Promenade (north east corner of Marine Road, Deal) every day from 11:00hrs to 18:00hrs between 1 March to 31 October each year. The application was for the sale of soft ice cream, frozen lollies and chilled drinks.

The Licensing Team Leader advised the Committee that following the 28 day consultation period one representation was received objecting to the application. Members were advised that attempts had been made by the Licensing Team to contact the representor to attempt mediation however it had not been possible to

speak with them. In accordance with the approved procedure, Mr Nobbs presented his application to the Committee and addressed the concerns raised by the objector. He was an experienced trader having been trading for more than thirty years and served high quality fresh ice cream, the variety which he believed was not sold elsewhere in the vicinity of the proposed location. The siting of the van would be approximately half a mile away from the Beach Parlour which also sold ice cream and was the nearest competitive outlet of half a dozen ice cream shops in the town. Whilst most of the products sold from the van were consumable, Mr Nobbs was committed to keeping the area around his van clean and tidy and would provide a bin for customers' use as well as collecting litter in the area 2 – 3 times a day. Mr Nobbs believed the ice cream van would add to the atmosphere of the area and that it would add to the coastal charm and in his experience the ice cream van was regularly visited by walkers and cyclists.

RESOLVED: That the application by Mr M Nobbs for Street Trading Consent to trade from an ice cream van on Deal Promenade (north east corner of Marine Road, Deal) every day from 11:00hrs to 18:00hrs between 1 March to 31 October each year be APPROVED for a period not exceeding 12 months.

6 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982
APPLICATION FOR STREET TRADING CONSENT

The Committee considered an application by Mr Taha Sadiq for permission to trade from a towable catering trailer in Beaconsfield Road, Dover between the hours of 11:00hrs to 21:00hrs Monday to Saturday. The application was to sell burgers, shawarma, chips, falafel, drinks, rice and sauces.

The Licensing Team Leader advised that three representations had been received objecting to the application during the consultation period. There were concerns from those making representation that there were many empty shops in the vicinity and it would be unfair to trade from a catering trailer. Other concerns included cooking smells, noise and the congregation of customers obstructing the pavement to pedestrians.

In accordance with the approved procedure the applicant's representative presented the application to the Committee and sought to address some of the concerns raised by the objectors. Members were advised that it was a static trailer that would not be moved. There would be very little cooking smell produced as there was no high fat food being cooked and customers would be served quickly and would not have reason to congregate at the trailer which would also help to alleviate the concerns regarding noise. In addition, Members were advised that a generator was not required to power the trailer as the only power required was to power a hot plate. The applicant advised that it was not viable to occupy one of the empty shops due to their budget. With the consent of the Committee a photo on the applicant's phone of the trailer was shown to the Committee.

In accordance with the approved procedure the Committee and the Head of Legal Services withdrew to consider the application and upon returning it was

RESOLVED: That, having considered the application, the objections and the legal advice in relation to the Local Government (Miscellaneous Provisions) Act 1982 – Schedule 4, paragraph 7 and the

Council's Policy Guidelines in relation to Street Trading Consents, the application for Street Training Consent be REFUSED by reason that there was not sufficient reason to depart from criteria (b) as there was already sufficient food outlets and criteria (c), that there was insufficient space on the pavement on London Road and there would be undue inconvenience and interference caused to pedestrians.

7 HIGHWAYS ACT 1980 - SECTION 115E - PORT OF CALL, MARKET SQUARE, DOVER

The Committee considered the report of the Licensing Team Leader on an application by Mr Robin Norris of the Port of Call, 18-19 Market Square, Dover for a Street Furniture permit to allow the placement of 22 tables and 88 chairs at the front of the premises. The tables and chairs would be cast iron and placed between 10:00hrs to 22:00hrs every day between 1 April to 1 October.

Following the 28 day consultation period two representations had been received objecting to the placing of the tables and chairs and stated that the furniture would be unsafe for pedestrians as it would encroach onto the pedestrianised area. In his absence, the Licensing Team Leader read out a statement submitted by the applicant which addressed the concerns of the representations. The applicant clarified the siting of the furniture and that there would be a clear thoroughfare for pedestrians by way of a pathway between the bollards and permanent flower beds in the vicinity of the proposed area and pedestrians would unlikely cause issues for passing traffic which had restricted access to the pedestrian zone.

In addition, the applicant believed that alfresco dining in the Market Square benefitted the area and helped to deter some of the anti-social activities taking place and in turn would enhance the tourist experience and benefit trade as a whole. Councillor B Gardner queried the siting of the tables and chairs in relation to the corner of 19 Market Square and required some clarity of the plans which had been provided by the applicant. The Licensing Team Leader was unable to answer Councillor Gardner's queries.

In accordance with the approved procedure the Committee and the Head of Legal Services withdrew to consider the application. Upon reconvening the Head of Legal Services advised that due to insufficient information and the non-attendance of the applicant, a number of questions remained unanswered and that there was insufficient information to make a decision. The Committee would defer the consideration of the application to the next scheduled meeting of the Regulatory Committee in September.

8 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor B W Butcher, duly seconded and

RESOLVED: That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the items to be considered involved the

likely disclosure of exempt information as defined in paragraphs 1 of Part I of Schedule 12A of the Act.

9 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION FOR A HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER'S LICENCE

The Committee considered the report of the Licensing Team Leader on an application for a Joint Hackney Carriage and Private Hire Driver's Licence where an Enhanced Disclosure from the Disclosure and Barring Service had shown previous convictions that were relevant to the decision as to the applicant's suitability as a fit and proper person to hold a licence to drive a taxi in the Dover District.

In accordance with the approved procedure Members offered the applicant the opportunity to present evidence concerning the circumstances surrounding the convictions.

The Committee withdrew to consider its decision and upon resuming the Head of Legal Services explained that she had advised the Committee in relation to the Council's Policy guidelines and Sections 51 and 59 of Local Government (Miscellaneous Provisions) Act 1976 in so far as they related to the applicant's suitability as a fit and proper person.

RESOLVED: That having regard to the evidence, the Committee considered that the applicant was a fit and proper person in accordance with Sections 51 and 59 of the Local Government (Miscellaneous Provisions) Act 1976 and that the application for a Joint Hackney Carriage and Private Hire Licence be granted for an initial period of six months; and

(a) That the Licensing Team Leader will monitor and review the applicant's performance for the duration of this period and;

(b) That providing there are no issues during the initial six months the licence will be granted for a further six months.

10 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION FOR A HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER'S LICENCE

The Committee considered the report of the Licensing Team Leader on an application for a Joint Hackney Carriage and Private Hire Driver's Licence where an Enhanced Disclosure from the Disclosure and Barring Service had shown previous convictions that were relevant to the decision as to the applicant's suitability as a fit and proper person to hold a licence to drive a taxi in the Dover District.

In accordance with the approved procedure Members offered the applicant and the applicant's representative the opportunity to present evidence concerning the circumstances surrounding the convictions.

The Committee withdrew to consider its decision and upon resuming the Head of Legal Services explained that she had advised the Committee in relation to the Council's Policy guidelines and Sections 51 and 59 of Local Government (Miscellaneous Provisions) Act 1976 in so far as they related to the applicant's suitability as a fit and proper person.

RESOLVED: That having regard to the evidence, the Committee considered that the applicant was a fit and proper person in accordance with Sections 51 and 59 of the Local Government (Miscellaneous Provisions) Act 1976 and that the application for a Joint Hackney Carriage and Private Hire Licence be granted for an initial period of six months; and

- (a) That the Licensing Team Leader will monitor and review the applicant's performance for the duration of this period and;
- (b) That providing there are no issues during the initial six months the licence will be granted for a further six months.

The meeting ended at 12.07 pm.

DOVER DISTRICT COUNCIL

REGULATORY COMMITTEE PROCEDURE FOR HEARINGS

INTRODUCTIONS AND PRELIMINARIES		
1	Chairman	The Chairman invites all present to introduce themselves.
2	Legal Adviser	The applicant is asked to confirm receipt of: <ul style="list-style-type: none"> • the agenda • Licensing Officer's report • Council's policy guidelines • procedure for hearing
HEARING		
3	Licensing Officer	The Licensing Officer: <ul style="list-style-type: none"> • advises of the purpose of the hearing • presents the Licensing Officer's report • summarises any issues
4	Licensing Officer	The Licensing Officer may call any witnesses. Each witness in turn: <ul style="list-style-type: none"> • Will give evidence • May be questioned by the applicant or applicant's representatives • May be questioned by the Committee • May, if necessary, be re-questioned by the Licensing Officer
5	Applicant or applicant's representative	The applicant is asked to present his/her case and any particular issues (including whether the applicant accepts the facts presented or wishes to correct them).
6	Applicant or applicant's representative	The applicant or the applicant's representative may call any witnesses (including the applicant themselves). Each witness in turn: <ul style="list-style-type: none"> • will give evidence • may be questioned by the Licensing Officer • may be questioned by the Committee • may, if necessary, be re-questioned by the applicant/applicant's representative.
7	Members	The Committee may ask further questions of any of the parties or any witnesses for the purpose of obtaining further relevant information or clarification.
8	Licensing Officer	The Licensing Officer may give their final submission.
9	Applicant or applicant's representative	The applicant/applicant's representative may give their final submission.

DETERMINATION		
10	Members	The Committee withdraws to consider in private. The Legal Adviser and Clerk may be invited to assist the Committee.
11	Members	If the Committee requires any further information from any party or any further evidence, all parties will be recalled and the meeting reconvened. Any Member of the Committee who has not been present during the whole of the proceedings must not take part in the decision making.
12	Legal Adviser	The Committee reconvenes. Any legal advice given to the Committee in private will be summarised to the Applicant.
13	Chairman	The decision of the Committee is given to all parties.

NOTES

1. The opportunities given to the parties within this procedure to ask questions should be used only for that purpose - to ask questions. The person asking the question will not be allowed to use this right as an opportunity to make statements.

2. Members of the Committee are, as a general rule, expected to ask questions of the various parties in accordance with this procedure. However circumstances may arise where it is desirable for a Member to seek immediate clarification or a point made by a witness or by a party during the course of giving evidence, answering questions being put to him by another party or making a submission. This should be permitted by the Chairman provided that the question is relevant and is conducive to the proper conduct of the hearing. Where additional questions are permitted after the Applicant's case has been summed up, the Applicant or his/her representative will always be given the final right of reply.

3. Under no circumstances must the parties or their witnesses offer members of the Committee information in the absence of the other party. Similarly Members must not attempt to gain information from any party at the hearing in the absence of the other. These are essential requirements of the proper application of the rules of natural justice.

4. The Chairman may vary this procedure as circumstances require but having full regard to adhering to the rules of natural justice.

DOVER DISTRICT COUNCIL

REGULATORY COMMITTEE PROCEDURE FOR HEARINGS LICENSING OF A DRIVER, VEHICLES AND OPERATORS

INTRODUCTIONS AND PRELIMINARIES		
1	Chairman	The Chairman invites all present to introduce themselves.
2	Chairman	The Chairman advises the applicant of the reason for the Hearing and the procedure.
3	Legal Adviser	The applicant is asked to confirm receipt of: <ul style="list-style-type: none"> • the agenda • Licensing Officer's report • Council's policy guidelines • procedure for hearing • extract from the Rehabilitation of Offenders Act 1974
HEARING		
3	Licensing Officer	The Licensing Officer: <ul style="list-style-type: none"> • presents the Licensing Officer's report • summarises any issues
4	Licensing Officer	The Licensing Officer may call any witnesses. Each witness in turn: <ul style="list-style-type: none"> • will give evidence • may be questioned by the applicant or applicant's representatives • may be questioned by the Committee • may, if necessary, be re-questioned by the Licensing Officer
5	Applicant or applicant's representative	The applicant is asked to present his/her case and any particular issues (including whether the applicant accepts the facts presented or wishes to correct them).
6	Applicant or applicant's representative	The applicant or the applicant's representative may call any witnesses (including the applicant themselves). Each witness in turn: <ul style="list-style-type: none"> • will give evidence • may be questioned by the Licensing Officer • may be questioned by the Committee • may, if necessary, be re-questioned by the applicant/applicant's representative.
7	Members of the Committee	The Committee may ask further questions of any of the parties or any witnesses for the purpose of obtaining further relevant information or clarification.
8	Licensing Officer	The Licensing Officer may give their final submission.
9	Applicant or applicant's representative	The applicant/applicant's representative may give their final submission.

DETERMINATION		
10	Committee members/Legal Adviser	The Committee will withdraw to consider its determination. The Legal Adviser may be requested by the Chairman to accompany the Committee.
10	Committee members	If the Committee requires any further information from any party or any further evidence, all parties will be recalled and the meeting reconvened. Any Member of the Committee who has not been present during the whole of the proceedings must not take part in the decision making.
11	Legal Adviser	Any legal advice given to the Committee in private will be summarised to the Applicant.
12	Chairman	The decision of the Committee is given to all parties. In the event of a decision to refuse, suspend or revoke an application, the applicant is told that he/she has the right of appeal through the Magistrates Court and then to the Crown Court.

NOTES

1. The opportunities given to the parties within this procedure to ask questions should be used only for that purpose - to ask questions. The person asking the question will not be allowed to use this right as an opportunity to make statements.

2. Members of the Committee are, as a general rule, expected to ask questions of the various parties in accordance with this procedure. However circumstances may arise where it is desirable for a Member to seek immediate clarification or a point made by a witness or by a party during the course of giving evidence, answering questions being put to him by another party or making a submission. This should be permitted by the Chairman provided that the question is relevant and is conducive to the proper conduct of the hearing. Where additional questions are permitted after the Applicant's case has been summed up, the Applicant or his/her representative will always be given the final right of reply.

3. Under no circumstances must the parties or their witnesses offer members of the Committee information in the absence of the other party. Similarly Members must not attempt to gain information from any party at the hearing in the absence of the other. These are essential requirements of the proper application of the rules of natural justice.

4. The Chairman may vary this procedure as circumstances require but having full regard to adhering to the rules of natural justice.

Subject:	Highways Act 1980 – Section 115E – Port of Call, Market Square, Dover
Meeting and Date:	Regulatory Committee – 21 November 2017
Report of:	Licensing Team Leader
Classification:	Unrestricted

Purpose of the report: Permission to site street furniture on the highway

1. **Summary**

The regulation of the placing of tables and chairs on a highway is a statutory function of the Council under the Section 115E, of the Highways Act 1980.

2. **Introduction and Background**

2.1 Mr Robin Norris has applied for a Street Furniture permit to allow the placement of 22 tables and 88 chairs at the front of the premises, Port of Call, 18-19 Market Square, Dover. The application states that the furniture will be cast iron tables and chairs. Mr Norris has requested they be placed between 10:00hrs to 22:00hrs every day between 1 April – 1 October.

2.2 A copy of the application form is shown at **Appendix A**. A plan of the proposed siting of the street furniture is shown at **Appendix B**.

2.3 As part of the consultation process views have been sought from local businesses, Kent Highway Services and the Police. The application was also advertised at the site by way of a Notice and copies were delivered to nearby frontagers.

2.4 Two representations were received in respect of this application (see **Appendix C**), as follows:

Denise Smith objected to the placing of tables and chairs at the front of the property. She is a Dover Greeter, who meets cruise passengers at the shuttle bus stop and directs them to local visitor spots, and finds the use of this piece of land dangerous and intrusive. .

Liz Dimech objected on behalf of Castle Forum. They are not against the café culture, but object to any encroachment onto the designated walkway. They feel that this would be unsafe for elderly residents, visitors and cruise passengers.

2.5 This matter was brought before Regulatory Committee on 18 July 2017, however the Members had some questions for the applicant (who was not in attendance), so the matter was deferred to the next scheduled Regulatory Committee on 19 September 2017

- 2.6 On 19 September 2017, the Regulatory committee was not quorate so the matter was unable to be heard, and it was decided that as the application was to site the street furniture between 1 April and 1 October each year, and another committee could not be convened before that date the applicant agreed to defer it again to the next scheduled Regulatory Committee on 21 November 2017.
- 2.7 It should be noted that it has been reported to the Licensing Section that the tables and chairs have been sited outside the Port of Call, 18-19 Market Square, Dover, throughout the summer without permission. They were also seen in situ on 5 November 2017. This contradicts the application which asks for the furniture to be sited from 1 April – 1 October each year.

3 Options available to the Committee:

- (1) To allow the application as applied for
- (2) To allow the application but with additional conditions
- (3) To reject the application.

Appendices

Appendix A – Application form

Appendix B – Location plan

Appendix C – Representations

Contact Officer: Rebecca Pordage, Licensing Team Leader. Ext.2279

wk/201716297-



Highways Act 1980 - Section 115

Application for a Street Furniture Licence

1. Applicant

Full name

ROBIN NORRIS

Date of birth

04-06-1974

Address including postcode

SUITE 5 THE LIMES BUSINESS CENTRE
6 BROAD STREET
DEAL, KENT CT14 6ER

Telephone number(s)

Mobile number

-AS ABOVE-

Email address

2. Business

Name

PORT OF CALL T/A CAPPAGH CAPITAL

Address including postcode

18-19 MARKET SQUARE
DOVER
KENT CT16 1NX

Telephone

3. Licence Required

From (month) To (month)

Days

Between the times and

Number of tables

Number of chairs

Brief description of type and quality of tables and chairs
Please also provide photos if possible

4. Additional Information

Do you have toilets for customers to use? Yes No

If yes, please say how Many?

Have you sought the advice of the environmental health officer in respect of food hygiene and health and safety matters? Yes No

Have you ever been refused a street furniture Licence in this or any other areas? Yes No

If yes, please give details

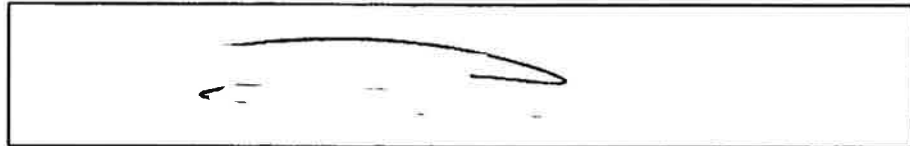
**PLANNING PERMISSION MAY BE REQUIRED
PLEASE TELEPHONE 01304 872042.**

5. Declaration

I enclose

- Plan showing dimensions of area of highway and proposed layout of street furniture (AS PER 2016 APPLICATION)
- Copy of Public Liability Insurance
- Fee: £75 Application Fee or £35 For Annual Renewal.
- I declare that I have checked the information given on this application form and to the best of my knowledge and belief it is correct.

Signature



Date

28/03/2017

Notes

1. If any person makes a false statement or omits any material particular in giving the foregoing information knowingly he may be guilty of an offence and liable to prosecution. In addition the licence may be revoked forthwith.
2. Please complete this form on a computer or in block capital letters and return it to
Licensing
Dover District Council
White Cliffs Business Park
Dover CT16 3PJ

		For Office Use Only	
Date		Time	Officer
Receipt number		Fee	£
Licence number		Issue date	

O - REPRESENTS 1 TABLE & 4 CHAIRS

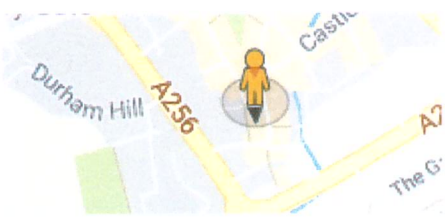




Image capture: May 2014 © 2017 Google

Dover, England

Street View - May 2014



AREA REPRESENTS NO TABLES OR USE BY PUBLIC HOUSE

① - REPRESENTS OWNED BY PUBLIC HOUSE

② - REPRESENTS AREA REQUESTED TO LICENCE 22 TABLES AND 88 CHAIRS IN TOTAL (WITH AREA 1) SAME AS PREVIOUS LICENCE

Katy Sharp

From:
Sent: 20 June 2017 13:55
To: DDC Licuser
Subject: Planning application in Market Square

I am writing on behalf of Castle Forum, which is the neighbourhood forum for the Castle Ward, which includes the Market Square. We are concerned to see an application for Burger Bros to have permission to put 20 tables and 80 chairs on the outside of their premises. At the moment half that number of tables and chairs go outside and even then it is extremely difficult to walk around the Square without stepping into the road. I am not sure how far out they are permitted to put their chairs and tables, so I would be grateful if you could clarify that.

We would agree that the market square benefits from an outside cafe culture, but would object to any encroachment onto the designated walkway. Cars enter market square all times of the day so there must be a clear pavement for pedestrians. Elderly residents use that route from The Gateway Flats and visitors and cruise passengers, and they must be able to do so safely.

Can you take this as an objection to that large number of chairs and tables being permitted. If I need to do anything else can you let me know today as I am away on holiday tomorrow.

Many thanks,

Liz Dimech

On behalf of Castle Forum

Katy Sharp

From: Denise Smith
Sent: 18 June 2017 17:13
To: DDC Licuser
Cc: Debbie Dainton
Subject: Burger Brothers. Market Square

I saw a notice on the lamppost next to the above property. I understand they are seeking permission to put out 22 tables.

As a Dover Greeter, meeting cruise passengers at the shuttle bus stop and signposting them to the museum, into town or up to the Castle, we find the complete use of this piece of land as dangerous and intrusive. Very happy with some tables, but would ask that they are not taken right up to the side of the road.

Visitors walk on the roadway – grey bit ! – to get to the visitor Information office and museum and residents to the library. As more and more vehicles are using that road to use the banks and quite often come round the corner from the official road at quite high speed, it is quite dangerous and we would like to see a couple of feet perimeter left free, not sure how many tables this would leave, but it is rarely completely full except on rare very sunny days.

Do we need to put in an official complaint ?

Denise Smith

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

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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		
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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.

DOVER DISTRICT COUNCIL

REGULATORY COMMITTEE – 21 NOVEMBER 2017

EXCLUSION OF THE PRESS AND PUBLIC

Recommendation

That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the items to be considered involve the likely disclosure of exempt information as defined in the paragraph of Part I of Schedule 12A of the Act set out below:

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
Item 8 – Local Government (Miscellaneous Provisions) Act 1976 – Application for a Driver’s Licence	1	Information relating to any individual
Item 9 – Local Government (Miscellaneous Provisions) Act 1976 – Application for a Driver’s Licence	1	Information relating to any individual
Item 10 – Local Government (Miscellaneous Provisions) Act 1976 – Application for a Driver’s Licence	1	Information relating to any individual
Item 11 – Local Government (Miscellaneous Provisions) Act 1976 – Application for a Driver’s Licence	1	Information relating to any individual

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item No 8

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