

Public Document Pack



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5 November 2018

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 13 November 2018 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 democraticservices@dover.gov.uk.

Yours sincerely

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

Chief Executive

Licensing Committee Membership:

B W Butcher (Chairman)	D Hannent
D G Cronk	P S Le Chevalier
M R Eddy	S M Le Chevalier
B Gardner (Vice-Chairman)	D P Murphy
A Friend	A M Napier
P D Jull	M J Ovenden
S F Bannister	M Rose
P M Brivio	

AGENDA

- 1 **APOLOGIES**
To receive any apologies for absence.
- 2 **APPOINTMENT OF SUBSTITUTE MEMBERS**
To note appointments of Substitute Members.
- 3 **DECLARATIONS OF INTEREST** (Page 3)

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

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

To confirm the attached Minutes of the meeting of the Committee held on 23 May 2018.

5 **MINUTES OF SUB-COMMITTEE MEETINGS** (Pages 6 - 15)

To receive the attached minutes of the meetings of the Licensing Sub-Committees held on 18 May and 24 August 2018.

6 **LICENSING ACT 2003 AND GAMBLING ACT 2005 - APPOINTMENT OF LICENSING SUB-COMMITTEE**

Following the meeting of the full Council held on 31 October 2018, Council agreed to replace Councillor P Walker with Councillor D G Cronk on the Licensing Committee.

It is therefore recommended that the Licensing Committee replace Councillor P Walker with Councillor D G Cronk on Licensing Sub-Committee A.

7 **FEES AND CHARGES 2019/20** (Pages 16 - 39)

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: democraticservices@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, 23 May 2018 at 7.09 pm.

Present:

Chairman: Councillor B W Butcher

Councillors: S F Bannister
P M Brivio
M R Eddy
A Friend
B Gardner
D Hannent
M J Holloway (as substitute for Councillor P S Le Chevalier)
P D Jull
D P Murphy
M J Ovenden
M Rose
P Walker

Officers: Democratic Services Manager
Democratic Services Officer

1 ELECTION OF A CHAIRMAN

The Democratic Services Officer called for nominations for the Chairman of the Licensing Committee. It was moved by Councillor M J Ovenden, duly seconded and

RESOLVED: That Councillor B W Butcher 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 M J Ovenden, duly seconded and

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

3 APOLOGIES

There were apologies for absence received from Councillors P S Le Chevalier, S M Le Chevalier and A M Napier.

4 APPOINTMENT OF SUBSTITUTE MEMBERS

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

5 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

6 MINUTES

The Minutes of the meeting of the Committee held on 7 March 2018 were approved as a correct record and signed by the Chairman.

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

Members considered the report of the Director of Governance. Following confirmation of the Licensing Committee membership set at the Annual Meeting of Council, Members were provided with 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 Chairman of each of the sub-committees.

RESOLVED: That the five Licensing Sub-Committees and their Chairman for the ensuing municipal year 2018/19 be as follows:

(A) Councillors B W Butcher (Chairman), M J Ovenden, P Walker

(B) Councillors B Gardner (Chairman), M R Eddy, A Friend

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

(D) Councillors D Hannent (Chairman), S M Le Chevalier, P D Jull

(E) Councillors P M Brivio (Chairman), A M Napier, S F Bannister

The meeting ended at 7.13 pm.

Minutes of the meeting of the **LICENSING SUB-COMMITTEE** held at the Council Offices, Whitfield on Friday, 18 May 2018 at 10.01 am.

Present:

Sub-Committee:

Chairman: Councillor B W Butcher

Councillors: A M Napier (as substitute for Councillor M Rose)
M J Ovenden

Officers:

Legal Adviser: Contentious and Regulatory Lawyer
Licensing Officer: Licensing Team Leader
Administrator: Licensing Enforcement Officer
Technical Support Officer (Licensing)
Democratic Services Officer

Persons attending in connection with the Hearing

As shown on the Notice of Determination (NOD/2018/0002A) (Minute No.20) and (NOD/2018/0003A) Minute No.21).

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, Councillor A M Napier 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

The sub-committee considered an application from the Head of Assets and Building Control, Dover District Council, in respect of Kearsney Abbey and Russell Gardens, including Kearsney Abbey Tea Rooms, Kearsney Abbey, Alkham Road, Temple Ewell, Kent CT16 3DZ. The application was for the grant of a premises licence for Kearsney Abbey and Russell Gardens. The parks were open to the public 24 hours a day, 365 days a year.

The application was for:

Plays
Films
Live Music
Recorded Music
Performance of Dance

Every Day	08:00 to 23:00 hrs
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On the basis of the representations of the applicant, applicant's 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 attended a Kearsney Parks Forum meeting, Mr Brady and Mrs Girgin-Brady withdrew their representation.
- (iii) The parks were open to the public 24 hours a day, 365 days a year.
- (iv) At the Hearing, Mrs S Nicholas stated that if the sub-committee was minded to grant the licence, that she would request the sub-committee to consider limiting the events to six per year.
- (v) The applicant's representative stated that if the sub-committee were minded to grant the application twelve events per year would be suitable.
- (vi) No events would take place between the hours 23:00 and 08:00 on any day.
- (vii) Organisers would be expected to monitor noise levels along the appropriate park boundaries to ensure that amplified sound was not transmitted outside the park area.
- (viii) Signage would be placed at the appropriate park boundaries asking audience members to respect neighbours and to leave the park quietly.
- (ix) All large-scale events would go through the Events team at Dover District Council and circulated to the Events Safety Advisory Group (ESAG) for comments and amendment as necessary.
- (x) Organisers of large-scale events would be expected to produce a Traffic Management Plan as part of the application process and if necessary, will be expected to organise Park and Ride to minimise impact on the surrounding area.
- (xi) All events would be published via social media and signage placed at the park boundaries to help notify local residents of upcoming events. Notification would also be given to the parish council.

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 Kearsney Abbey and Russell Gardens, including Kearsney Abbey Tea Rooms, Kearsney Abbey, Alkham Road, Temple Ewell, Kent CT16 3DZ be GRANTED as follows:

Plays
 Films
 Live Music
 Recorded Music
 Performance of Dance

Every Day	08:00 to 23:00 hrs
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(i) There will be a maximum of twelve events in any one calendar year starting on the date of the first event.

5 LICENSING ACT 2003 - APPLICATION FOR THE GRANT OF A PREMISES LICENCE

The sub-committee considered an application from Deal Town Football Club (2001) Ltd in respect of Deal Town Football Club, The Charles Ground, St Leonard's Road, Deal CT14 9AU. The application was for the grant of a premises licence for:

Films

Monday – Thursday	10:00 to 23:00 hrs
Friday - Saturday	10:00 to 23:30 hrs
Sunday	10:00 to 23:00 hrs

Supply of Alcohol (for consumption on the premises)

Monday – Thursday	10:00 to 00:00 hrs
Friday – Saturday	10:00 to 02:00 hrs
Sunday	10:00 to 23:00 hrs
Seasonal Variations	
Sundays immediately before Bank Holiday Mondays	Terminal hour to be extended by 1 hour
New Year's Eve	From start of permitted hours on New Year's Eve to the terminal hour of New Year's Day

During the consultation process, 23 relevant representations were received from local residents. The applicant was contacted and the nature of the representations was discussed. The applicant then amended their application as followed:

Films

To be removed from the application.

Supply of Alcohol (form consumption on the premises)

Monday – Saturday	10:00 to 23:00 hrs
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Sunday	10:00 to 23:00 hrs
NO NON-STANDARD TIMINGS OR SEASONAL VARIATIONS	

All parties were given the opportunity to withdraw/amend their objection based on the amendments. Following consultation, of the 23 relevant representations to the original application, 11 withdrew them and 12 remained.

On the basis of the representations of the applicant and the 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 23 relevant representations objecting to the application the applicant amended the application to try to address the issues raised in the objections.
- (iii) Having discussed the application with PC Noddings during the consultation period, CCTV had been installed both inside and outside the premises and if the application were granted a condition would be included as followed:

‘CCTV is to be in operation at the premises, recorded for a minimum period of 28 days and provided to Police or Authorised Officers on request.’

- (iv) The football club currently had a Club Premises Certificate which authorised the carrying out of licensable activities as followed:

On the premises

Alcohol Sales

Sunday 12:00 to 23:30 hrs

Monday 11:00 to 23:00 hrs

Tuesday 11:00 to 23:00 hrs

Wednesday 11:00 to 23:00 hrs

Thursday 11:00 to 23:00 hrs

Friday 11:00 to 23:00 hrs

Saturday 11:00 to 23:00 hrs

Non Standard Timings

Good Friday: noon to 22:30 hrs

New Year’s Eve: 11:00 to 23:00 hrs; when on a Sunday: noon to 22:30 hrs

- (v) Residential properties were within close proximity of the football club, with properties being on all four side of the ground. At the hearing the objectors stated that there were issues with: light pollution from the lights at the ground; loud music, in particular the bass, from within the clubhouse; talking and shouting from patrons outside the clubhouse; noise from bottles being emptied into bins at the end of the night and; smokers congregating outside the fire doors of the premises.
- (vi) The Licensing Team Leader advised that no complaints regarding the football club and clubhouse had been made to the Licensing Team or Environmental Health.
- (vii) Ms S Dunning stated that the floodlights at the ground were used during evening matches and security lights were used for patrons leaving the

premises and were turned off by the last members of staff leaving the clubhouse.

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 Deal Town Football Club, The Charles Ground, St Leonard's Road, Deal CT14 9AU be GRANTED as follows:

Supply of Alcohol (for consumption on the premises)

Sunday	12:00 to 22:30 hrs
Monday – Saturday	11:00 to 23:00 hrs
NO NON-STANDARD TIMINGS OR SEASONAL VARIATIONS	

- (i) On all days there will be a drinking up time of 15 minutes after the terminal hour.
- (ii) The fire doors are to remain closed from 20:00 hrs.
- (iii) The bottles bins are to be used no later than 21:30 hrs.

The meeting ended at 11.46 am.

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Minutes of the meeting of the **LICENSING SUB-COMMITTEE** held at the Council Offices, Whitfield on Friday, 24 August 2018 at 10.10 am.

Present:

Sub-Committee:

Chairman: Councillor P M Brivio

Councillors: D Hannent (as substitute for Councillor S F Bannister)
M J Ovenden (as substitute for Councillor A M Napier)

Officers:

Legal Adviser: Contentious and Regulatory Lawyer
Licensing Officer: Licensing Team Leader
Technical Support Officer (Licensing)
Administrator: Democratic Services Officer

Persons attending in connection with the Hearing

As shown on the Notices of Determination: NOD/18/0006V (Minute no.9), NOD/18/0007A (Minute no.10) and NOD/18/0008A (Minute no.12).

6 APOLOGIES FOR ABSENCE

There were apologies for absence received from Councillors S F Bannister and A M Napier.

7 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, Councillors D Hannent and M J Ovenden were appointed as substitutes for Councillors S F Bannister and A M Napier respectively.

8 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

9 LICENSING ACT 2003 - APPLICATION TO VARY A PREMISES LICENCE AT PREMIER STORES, 14 KING EDWARD ROAD, DEAL

The sub-committee considered an application from S Thiyagarajah and A Thiyagarajah in respect of Premier Stores, King Edward Road, Deal. The application was for the variation of a premises licence to increase the hours allowed for alcohol sales as followed:

Supply of Alcohol (for consumption OFF the premises)

Every Day	06:00 – 23:00 hrs
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Immediately prior to the hearing the applicant amended the application as followed:

Supply of Alcohol (for consumption OFF the premises)

Monday to Saturday	07:00 to 23:00 hrs
Sunday	07:00 to 22:30 hrs

The applicant also advised that the store was now known as King Edward Store.

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 immediately prior to the hearing, the applicant chose to amend the application (as stated above).
- (iii) The applicant advised that a 7am licence was required as he had customers doing their shopping at that time and who wanted to purchase a bottle of wine.
- (iv) Other premises in the area that sold alcohol were open from 7am not 6am.
- (v) Councillor Gardner stated that, on behalf of those he was representing and himself, the objections remained in spite of the amendment to the hours.
- (vi) The applicant had been running a business in Deal for the last 11 years and had held a licence to serve alcohol for the last 20 years.
- (vii) The applicant stated that staff at the premises were fully trained in the sale of alcohol and a refusals book was used and it was available for inspection upon request. CCTV was installed on the premises.
- (viii) It was the opinion of the objectors that the proposed hours were not socially responsible. Residents already experienced anti-social behaviour from people, believed to be alcoholics, including some knocking on their doors and asking for money, being aggressive and intimidating and that the extended hours would have an adverse impact on residents' lives. The north end of Deal was a quiet residential area and whilst a convenience store was needed the extension in hours for the sale of alcohol was not.
- (ix) Residents stated that sales were being made before 8am, but that they were unaware that the current licensable start time was 8am Monday to Saturday.
- (x) No complaints had been made to the licensing department concerning the premises. Objectors had made complaints to Environmental Health concerning food safety and hygiene although this was not relevant to the premises licence and did not breach any of the licensing objectives.
- (xi) If the variation were to be granted, Councillor B Gardner asked that consideration be given to a condition being added to the licence to restrict the sale of single cans of alcohol to a minimum pack of 4.
- (xii) The objectors raised the issue of an application to planning for change of use and concerns about that. They were informed that this planning aspect was not an issue that the Licensing Sub-Committee was empowered to consider at the hearing.

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

- (i) Dover District Council's Licensing Policy.
- (ii) The Licensing Act 2003 and the guidance given under Section 182 of the Act.
- (iii) Section 17 of the Crime and Disorder Act 1998.
- (iv) Article 6 of the Human Rights Act (right to a fair trial).
- (v) 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 King Edward Store, 14 King Edward Road, Deal be GRANTED in part as followed:

Supply of Alcohol (for consumption OFF the premises)

Monday to Saturday	07:00 to 23:00 hrs
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- (i) Before the above variation takes effect the CCTV must be trained on the door and till area and be in operation whenever the shop is open. Recordings to be retained for a period of 28 days and provided to Police of Authorise Officers on request.

10 LICENSING ACT 2003 - APPLICATION FOR THE GRANT OF A PREMISES LICENCE AT CHICKEN KING, SOUTH STREET, DEAL

The sub-committee considered an application from Dilber Tasim in respect of Chicken King, 2 South Street, Deal. The application was for the grant of a premises licence as followed:

Provision of late night refreshment

Friday and Saturday	23:00 to 02:00 hrs
Non standard timings	
Bank holiday weekends	23:00 to 03:00 hrs
28, 29, 30, 31 December and 1 January each year	23:00 to 03:00 hrs
Deal Festival fireworks night and regatta weekend	23:00 to 03:00 hrs

On the basis of the representations of the applicant and her employee, 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) Between 25 May and 28 July 2018 the premises had been opening after 23:00 hrs under Temporary Event Notices (TENs).

- (iii) The premises had been open since 26 September 2017 and in that time no complaints had been made to the Licensing department regarding the premises, nor any breaches when the premises was operating under the TENS.
- (iv) The premise was there to provide a night time takeaway service for that area, due to her other premises being closed after a fire. The applicant was experienced in operating a late night refreshment premise in that area, without issues or complaints.

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) Article 6 of the Human Rights Act (right to a fair trial).

RESOLVED: (a) That the application for a premises licence in respect of Chicken King, 2 South Street, Deal be GRANTED as followed:

Provision of late night refreshment

Friday and Saturday	23:00 to 02:00 hrs
Non standard timings	
Bank holiday weekends	23:00 to 03:00 hrs
28, 29, 30, 31 December and 1 January each year	23:00 to 03:00 hrs
Deal Festival fireworks and regatta weekend	23:00 to 03:00 hrs

- (i) No customer is to be admitted into the premises 10 minutes before the terminal hour.

11 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor D Hannent, 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 paragraph 1 of Part I of Schedule 12A of the Act.

12 LICENSING ACT 2003 - APPLICATION FOR THE GRANT OF A PERSONAL LICENCE

The sub-committee considered an application for the grant of a personal licence under s117 of the Licensing Act 2003 for which an Objection Notice was submitted by Kent Police under Part 6 of the Act.

The sub-committee considered the representations of the applicant and the police and took into account the following:

- (i) The Licensing Act 2003 and the guidance given under Section 182 of the Act.
- (ii) Dover District Council's Licensing Policy.
- (iii) Article 6 of the Human Rights Act (right to a fair trial).
- (iv) Section 17 of the Crime and Disorder Act 1998.

RESOLVED: The sub-committee decided to REFUSE the application for a personal licence.

The meeting ended at 1.03 pm.

Subject: FEES AND CHARGES 2019/20

Meeting and Date: Licensing Committee – 13 November 2018
 Regulatory Committee – 13 November 2018
 Cabinet (for information) – 14 January 2019 (part of larger report)

Report of: Diane Croucher, Head of Regulatory Services

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 2019/20. These revised F&Cs will be included in the budget estimates for 2019/20. It is also requested that the fees for animal licensing are approved with immediate effect.

Recommendation:

1. The Licensing Committee approve the Fees and Charges for 2019/20 as set out in Appendix 3
2. The Regulatory Committee approve the Fees and Charges for 2019/20 as set out in Appendix 4.
3. Members approve the general principle that fees are set at an appropriate inclusive level, irrespective of VAT status, and that the VAT element within the overall fee level is then determined.
4. Members approve the general principle that, unless the fee is set by statute, licensing fees will be set on a cost recovery basis.
5. That the Head of Regulatory Services is authorised to adopt fees at, or close to government directed levels without the need for further reporting, in cases where the Council is awaiting Government guidance and it has not been possible to set a fee level at this stage.
6. That the Head of Regulatory Services be authorised in consultation with the Director of Governance and the Director of Finance, Housing and Community to make minor adjustments to the fees and charges as necessary

1. Summary

1.1 The Council's constitution specifies that F&Cs shall be reviewed annually. In order to meet this requirement all Directors / Heads of Service have been asked to review the F&Cs within their areas of responsibility and to produce recommended levels for 2019/20.

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 13 November 2018 of all F&Cs to be set by the Licensing Committee.
 - Regulatory Committee – Report to meeting on 13 November 2018 of all F&Cs to be set by the Regulatory Committee.
 - Planning Committee – Report (for information) to the meeting on 22 November 2018 of all F&Cs relevant to the Planning Committee.
 - Cabinet – Report to the meeting on 14 January 2019 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.

2018/19 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.

2019/20 Proposed Charge Inc VAT

This is the recommended charge for 2019/20 and will, subject to Members' approval, be included in the 2019/20 budget.

2019/20 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)

The licensing fees are reviewed each year as part of a rolling programme. The reviews include a detailed time/cost breakdown of each licence type. A review was planned for 2019/20 of the gambling fees, however this has had to be deferred due to changes in the legislation for animal licensing.

On 1 October 2018, a new statutory instrument came into force, namely The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. The introduction of the legislation and the guidance has triggered a national need to revise fee structures. It is therefore requested that the fees in respect of animals are adopted with immediate effect.

The in-depth review of the animal charges, incorporating the new additional inspections mid licence term, has resulted in some proposed amendments as highlighted on the relevant spreadsheet (Appendix 4). It is anticipated that next year a detailed review will be undertaken of the 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) 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.

4.2 Members should also take into account the checklist of issues to consider (at Appendix 1) when reviewing the fees and charges included in the subsequent Appendices.

5. **Resource Implications**

See Appendices.

6. **Corporate Implications**

6.1 Comment from the Director of Finance, Housing and Community (linked to the MTFP): Finance have been involved in the production of this report and have no further comment to make (NR).

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 equality implications however in discharging their duties members are reminded to comply with the public sector equality duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>

7. **Appendices**

Appendix 1 – Fees and Charges checklist

Appendices 3 & 4 – Schedule of recommended F&Cs

Contact Officers: Rebecca Pordage, Licensing Team Leader and
Natasha Rudlin, Accountancy Assistant

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 2019/20

				2018/19	2018/19	2019/20	2019/20		
	Detail	Narrative	Set by Govt? 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	£52.50	0%	Reduction in income based on previous year actual.
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%	
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%	

Fees and Charges 2019/20

				2018/19	2018/19	2019/20	2019/20		
	Detail	Narrative	Set by Govt? 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
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%	
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%	

Fees and Charges 2019/20

				2018/19	2018/19	2019/20	2019/20		
	Detail	Narrative	Set by Govt? 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
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%	
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	£5,250	£21	£6,006	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 2019/20

				2018/19	2018/19	2019/20	2019/20		
	Detail	Narrative	Set by Govt? 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	£6,900	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%	

Fees and Charges 2019/20

				2018/19	2018/19	2019/20	2019/20		
	Detail	Narrative	Set by Govt? 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
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%	
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	£1,450	£725	£2,175	0%	
78	Family Entertainment Centre	Application to Vary	N	£1,000	£0	£1,000	£0	0%	

Fees and Charges 2019/20

				2018/19	2018/19	2019/20	2019/20		
	Detail	Narrative	Set by Govt? 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
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	£4,750	£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%	
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%	

Fees and Charges 2019/20

				2018/19	2018/19	2019/20	2019/20		
	Detail	Narrative	Set by Govt? 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
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 2019/20

				2018/19	2018/19	2019/20	2019/20		
	Detail	Narrative	Set by Govt? 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	£150	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	£550	0%	Based on current year actual
125	Family Entertainment Centre Unlicensed	Permit Application Fee	Y	£300	£0	£300	£0	0%	
126	Family Entertainment Centre Unlicensed	Permit Renewal Fee (Permits last for a period of 10 years)	Y	£300	£0	£300	£0	0%	

Fees and Charges 2019/20

				2018/19	2018/19	2019/20	2019/20		
	Detail	Narrative	Set by Govt? 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
127	Prize Gaming	Permit Application Fee	Y	£300	£0	£300	£0	0%	
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	£50	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	£300	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 2019/20

				2018/19	2018/19	2019/20	2019/20		
	Detail	Narrative	Set by Govt? 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	Acupuncture	Premise Registration	N	£205	£720	£205	£720	0%	
2	Acupuncture	Additional Practitioner	N	£90		£90		0%	
3	Acupuncture	Minor Variation	N	£50		£50		0%	
4	Cosmetic Piercing	Premise Registration	N	£205		£205		0%	
5	Cosmetic Piercing	Additional Practitioner	N	£90		£90		0%	
6	Cosmetic Piercing	Minor Variation	N	£50		£50		0%	
7	Ear Piercing	Premise Registration	N	£205		£205		0%	
8	Ear Piercing	Additional Practitioner	N	£90		£90		0%	
9	Ear Piercing	Minor Variation	N	£50		£50		0%	
10	Electrolysis	Premise Registration	N	£205		£205		0%	
11	Electrolysis	Additional Practitioner	N	£90		£90		0%	
12	Electrolysis	Minor Variation	N	£50		£50		0%	
13	Semi-permanent Skin-colouring	Premise Registration	N	£205		£205		0%	
14	Semi-permanent Skin-colouring	Additional Practitioner	N	£90		£90		0%	
15	Semi-permanent Skin-colouring	Minor Variation	N	£50		£50		0%	
16	Tattooing	Premise Registration	N	£205		£205		0%	
17	Tattooing	Additional Practitioner	N	£90		£90		0%	
18	Tattooing	Minor Variation	N	£50		£50		0%	

Fees and Charges 2019/20

				2018/19	2018/19	2019/20	2019/20		
	Detail	Narrative	Set by Govt? 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
19	Animal Licensing	Boarding Establishments (new application) Plus vet fees (initial visit). NOTE: £186 Non refundable to be submitted with application, a further £129 is due if application is approved to cover regulation.	N	£242	£3,456	£315	£7,830	30%	New legislative regime commencing 1st October 2018 under Animal Welfare (Licensing of activities involving animals) Regulations 2018. Every premise must now be inspected upon initial application/ renewal AND to receive an ad hoc inspection mid term (except hiring of horses). Fees have been calculated on a cost recovery business taking into account officer time (administrative and inspection related)
20	Animal Licensing	Boarding Establishments (renewal)	N	£192		£290		51%	
21	Animal Licensing	Home Boarding (new application) Plus vet fees (initial visit). NOTE: £186 Non refundable to be submitted with application, a further £129 is due if application is approved to cover regulation.	N	£181	£705	£315		74%	
22	Animal Licensing	Home Boarding (renewal)	N	£141		£290	106%		
23	Animal Licensing	Dog Breeding Establishments (New application) Plus vet fees (initial visit). NOTE: £186 Non refundable to be submitted with application, a further £129 is due if application is approved to cover regulation.	N	£251	£482	£315	£2,320	25%	
24	Animal Licensing	Dog Breeding Establishments (renewal)	N	£241		£290	20%		
25	Animal Licensing	Dangerous Wild Animals (new application) Plus Vet fees. NOTE: £182 Non refundable to be submitted with application, a further £68 is due if application is approved to cover regulation.	N	£250	£211	£250	£211	0%	
26	Animal Licensing	Dangerous Wild Animals (renewal) (every 2 years)	N	£211		£211		0%	
27	Animal Licensing	Performing Animals New legislation requires 3 yearly licensing. Plus Vet fees. NOTE: £302 Non refundable to be submitted with application, a further £180 is due if application is approved to cover regulation.	N	£235	£0	£482	£0	105%	

Fees and Charges 2019/20

				2018/19	2018/19	2019/20	2019/20		
	Detail	Narrative	Set by Govt? 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
28	Animal Licensing	Selling of Animals as Pets (previously Pet Shops) (new application) Re-titled - Selling of Animals as Pets. Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £188 Non refundable to be submitted with application, a further £99 is due if application is approved to cover regulation	N	£221	£1,158	£287	£1,225	30%	New legislative regime commencing 1st October 2018 under Animal Welfare (Licensing of activities involving animals) Regulations 2018. Every premise must now be inspected upon initial application/ renewal AND to receive an ad hoc inspection mid term (except hiring of horses). Fees have been calculated on a cost recovery business taking into account officer time (administrative and inspection related)
29	Animal Licensing	Selling of Animals as Pets (previously Pet Shops) (renewal)	N	£193		£245		27%	
30	Animal Licensing	Hiring out of Horses (previously Horse Riding Establishments) (New application) Re-titled - Hiring out of Horses. Plus Vet fees. NOTE: £284 Non refundable to be submitted with application, a further £41 is due if application is approved to cover regulation.	N	£311	£1,694	£325	£1,410	5%	
31	Animal Licensing	Hiring out of Horses (previously Horse Riding Establishments) (renewal)	N	£242		£282		17%	
32	Animal Licensing	Zoos (new application) Plus Vet fees. NOTE: £755 Non refundable to be submitted with application, a further £133 is due if application is approved to cover regulation.	N	£888	£0	£888	£0	0%	
33	Animal Licensing	Zoos (renewal) (every 6 years)	N	£719		£719		0%	
34	Street Trading Consent	Grant Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	N	£494	£0	£494	£0	0%	
35	Street Trading Consent	Annual renewal	N	£229	£1,374	£229	£1,374	0%	
36	Street Trading Consent	Occasional	N	£130	£0	£130	£0	0%	

Fees and Charges 2019/20

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37	Street Trading Consent	Occasional Street Market Up to 25 stalls then £10 per stall thereafter	N	£200	£1,000	£200	£1,000	0%	
38	Street Trading Consent	Pavement Permit (New) - Tables & Chairs	N	£75	£150	£75	£150	0%	
39	Street Trading Consent	Pavement Permit (Renewal) - Tables & Chairs	N	£35	£980	£35	£770	0%	
40	Sexual Entertainment Venue	Grant NOTE: £2167 Non refundable to be submitted with application, a further £1083 is due if application is approved to cover regulation.	N	£3,250	£0	£3,250	£0	0%	

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41	Sexual Entertainment Venue	Renewal, Transfer or Variation NOTE: £1484 Non refundable to be submitted with application, a further £741 is due if application is approved to cover regulation.	N	£2,225	£0	£2,225	£0	0%	
42	Boat Licence	Grant	N	£158	£0	£158	£0	0%	
43	Boat Licence	Renewal or Transfer	N	£135	£405	£135	£405	0%	
44	Hypnotism Performance	Grant	N	£50	£0	£50	£0	0%	
45	Scrap Metal Dealer	Site Licence Grant	N	£172	£0	£172	£0	0%	
46	Scrap Metal Dealer	Site Licence Variation	N	£50	£0	£50	£0	0%	
47	Scrap Metal Dealer	Site Licence Renewal	N	£154	£0	£154	£1,078	0%	
48	Scrap Metal Dealer	Collectors Licence Grant	N	£171	£0	£171	£0	0%	
49	Scrap Metal Dealer	Collectors Licence Variation	N	£50	£0	£50	£0	0%	
50	Scrap Metal Dealer	Collectors Licence Renewal	N	£159	£255	£159	£0	0%	

Fees and Charges 2019/20

				2018/19	2018/19	2019/20	2019/20		
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Licensing - D. Randall - D. Croucher - Cllr Collor									
51	Hackney Carriage & Private Hire (If vehicle is wheelchair accessible there is a 10% reduction in fee)	Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	N	£327	£22,080	£327	£22,563	0%	Based on 69 HC vehicles
52	Hackney Carriage & Private Hire (If vehicle is wheelchair accessible there is a 10% reduction in fee)	Private Hire Vehicle Annual Licence (Grant and Renewal) 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.	N	£259	£33,012	£259	£32,634	0%	
53	Hackney Carriage & Private Hire	Unmet Demand Survey Included within Grant / renewal Fee	N	£0	£0	£0	£0	0%	
54	Hackney Carriage & Private Hire	Licence Transfer Following Change of Vehicle	N	£54	£2,800	£54	£2,800	0%	
55	Hackney Carriage & Private Hire	Change of Vehicle ownership	N	£21	£42	£21	£42	0%	

Fees and Charges 2019/20

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Licensing - D. Randall - D. Croucher - Cllr Collor									
56	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Grant) No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	N	£124	£10,000	£124	£10,000	0%	
57	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Renewal) No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	N	£110		£110		0%	
58	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Grant) The first year (£124) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	N	£293		£293		0%	

Fees and Charges 2019/20

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Licensing - D. Randall - D. Croucher - Cllr Collor									
59	Hackney Carriage & Private Hire	<p>Joint Hackney Carriage Private Hire Driver: 3 year (Renewal)</p> <p>The first year (£110) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.</p>	N	£279		£279		0%	
60	Hackney Carriage & Private Hire	DBS Disclosure (formerly CRB)	N	£44	£4,820	£44	£4,400	0%	
61	Hackney Carriage & Private Hire	Knowledge Test	N	£0	£0	£0	£0	0%	
62	Hackney Carriage & Private Hire	Vehicle Plate	N	£17	£170	£17	£170	0%	
63	Hackney Carriage & Private Hire	Vehicle Plate holder	N	£15	£75	£15	£15	0%	

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Licensing - D. Randall - D. Croucher - Cllr Collor									
64	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) 1 to 5 vehicles 1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£90		£90		0%	
65	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) 6 to 10 vehicles 1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£144		£144		0%	
66	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) Over 10 vehicles 1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£197		£197		0%	
67	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 1 to 5 vehicles 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.	N	£364	£7,385	£364	£810	0%	Reduced anticipated income as majority of licences now last 5 years. Currently only 9 are due in the period 2019-2020.

Fees and Charges 2019/20

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Licensing - D. Randall - D. Croucher - Cllr Collor									
68	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 6 to 10 vehicles 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.	N	£631		£631		0%	
69	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 11 or more vehicles 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.	N	£898		£898		0%	
70	Private Hire Operator	Variation to Operators Licence (within band) for PH Vehicles	N	30		£30.00		0%	
71	Private Hire Operator	Variation to Operators Licence (outside of band) for PH Vehicles The additional charge for the new band will also be payable.	N	30	£0.00	£30.00	£0.00	0%	