

Public Document Pack



Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Fax: (01304) 872452
DX: 6312
Minicom: (01304) 820115
Website: www.dover.gov.uk
e-mail: democraticservices@dover.gov.uk

9 November 2020

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **REGULATORY COMMITTEE** will be held as a Remote Meeting - Teams Live Event on Tuesday 17 November 2020 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, Democratic Services Officer on (01304) 872305 or by e-mail at democraticservices@dover.gov.uk.

Yours sincerely

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

Chief Executive

Regulatory Committee Membership:

D P Murphy (Chairman)
O C de R Richardson (Vice-Chairman)
P M Brivio
S J Jones
R S Walkden

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 - 6)

To confirm the attached Minutes of the meeting of the Committee held on 29 September 2020.

PROCEDURE FOR HEARING

The procedure for the Hearing is attached.

5 **FEES AND CHARGES 2021/22** (Pages 7 - 23)

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

6 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 24)

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

7 **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION FOR A DRIVER'S LICENCE** (Pages 25 - 37)

To consider the attached report of the Licensing Team Leader.

Access to Meetings and Information

- The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 have changed the basis of the public's legal right to attend meetings. This means the public now has the right to hear Councillors attending the remote committee meeting that would normally be open to the public to attend in person. It is the intention of Dover District Council to also offer the opportunity for members of the public to view, as well as hear, remote meetings where possible. You may remain present throughout them except during the consideration of exempt or confidential information.
- 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, democraticservices@dover.gov.uk, 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 **REGULATORY COMMITTEE** held as a Teams Live Events remote meeting on Tuesday, 29 September 2020 at 10.00 am

Present:

Chairman: Councillor D P Murphy

Councillors: P M Brivio
O C de R Richardson
R S Walkden

Officers: Contentious and Regulatory Lawyer
Licensing Team Leader
Licensing Enforcement Officer
Democratic Services Officer

Also present: Applicant (Minute No.6)
Supporting person (Minute No.6)

1 APOLOGIES

It was noted that no apologies for absence were received.

2 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute Members appointed.

3 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

4 MINUTES

The minutes of the meeting held on 10 July 2020 were approved as a correct record and signed by the Chairman.

5 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor O C de R Richardson, 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.

6 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION FOR A DRIVERS 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. The application was referred to the committee to establish whether the applicant was considered a fit and proper person to hold a licence in the Dover district following a routine inspection, carried out by Kent County Council, that had identified the driver was not in possession of a badge. It was subsequently established by the licensing

authority, Dover District Council, that the driver did not have a valid taxi driver's licence and that it had expired at the time of the inspection. Members were advised that since the publication of the report, the applicant's enhanced disclosure from the Disclosure and Barring Service had been received and there were no convictions to report.

In accordance with the approved procedure Members offered the applicant and their supporting person the opportunity to explain the circumstances that led to the applicant driving without a valid Joint Hackney Carriage and Private Hire Driver's Licence. The applicant described their personal circumstances at the time of the inspection and the months prior to and apologised for their oversight. Members were assured that prior to this no complaints had been made to the authority in all the time the applicant had held a licence within the district. The supporting person spoke to the applicant's good character and supported their application.

The Committee withdrew from the remote meeting with the Contentious and Regulatory Lawyer to consider its decision and upon resuming the meeting it was

RESOLVED: That the applicant be granted a Joint Hackney Carriage and Private Hire Driver's Licence for one year and the applicant was reminded that the requirement to wear a valid badge as described within the Dover District Council Hackney Carriage and Private Hire Policy at point 1.3 of appendix F be adhered to at all times.

The meeting ended at 10.41 am.

Subject:	FEES AND CHARGES 2021/22
Meeting and Date:	Regulatory Committee – 17 November 2020 Cabinet (for information) – 11 January 2021 (part of larger report)
Report of:	Diane Croucher, Head of Regulatory Services
Portfolio Holder:	Councillor N J Collor Portfolio Holder for Transport, Licensing and Community
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 2021/22. These revised F&Cs will be included in the budget estimates for 2021/22.

- Recommendation:**
1. The Regulatory Committee approve the Fees and Charges for 2021/22 as set out in Appendix 4.
 2. 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.
 3. Members approve the general principle that, unless the fee is set by statute, licensing fees will be set on a cost recovery basis.
 4. 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.
 5. That the Head of Regulatory Services be authorised in consultation with the Strategic Director of Corporate Resources 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 2021/22.

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 October 2020 of all F&Cs to be set by the Licensing Committee.
 - Regulatory Committee – Report to meeting on 17 November 2020 of all F&Cs to be set by the Regulatory Committee.
 - Planning Committee – Report (for information) to the meeting on 19 November 2020 of all F&Cs relevant to the Planning Committee.
 - Cabinet – Report to the meeting on 11 January 2021 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.

2020/21 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, car parking for example, which are not simply a direct recovery of costs, are set at a level, inclusive of VAT, having regard to relevant considerations including market level, where appropriate. 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.

2021/22 Proposed Charge Inc VAT

This is the recommended charge for 2021/22 and will, subject to Members' approval, be included in the 2021/22 budget.

2021/22 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.

There are some anticipated reductions in income, due to potential Covid restrictions affecting businesses.

3. Identification of Options

3.1 The recommended figures for consideration by Members are included in the Appendices. Members may approve these proposed figures.

4. Members may propose and approve alternative figures with reasons recorded for their decisions. Alternative figures should not however result in a total income which exceeds the cost of providing the service.

5. Evaluation of Options

5.1 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.

5.2 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.

6. Resource Implications

See Appendices.

7. Climate Change and Environmental Implications

7.1 There are no climate change implications.

8.

9. **Corporate Implications**

9.1 Comment from the Strategic Director of Corporate Resources (linked to the MTFP); Finance have been involved in the production of this report and have no further comment to make (JS).

9.2 Comment from the Solicitor to the Council:

The Head of Governance had been consulted during the preparation of this report and has no further comment to make

9.3 Comment from the Equalities Officer:

This report does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>

10. **Appendices**

Appendix 1 – Fees and Charges checklist

Appendices 4 – Schedule of recommended F&Cs

Contact Officers: Rebecca Pordage, Licensing Team Leader and
Jun Shek, Accountancy Apprentice

Fees and Charges Checklist

<p>Corporate and Service Objectives Are links made between charges and our corporate and service objectives and are we able to use charges to help deliver these objectives?</p>
<p>Users of the Service Is there sufficient understanding of our service users and their needs and wishes? Have we considered different pricing to specific target groups and has the potential impact of charges or the changes to existing charges been assessed? Ensure that you consider the potential diversity and equality issues and where necessary consider and document any issues and mitigation. Ensure that you consider the potential climate change and environmental issues and where necessary consider and document any issues and mitigation.</p>
<p>Comparison with other providers Is there a complete picture of competition and providers of similar services – including other Local Authorities?</p>
<p>Consultation Has the relevant Portfolio holder been consulted and do charges meet with their aspirations and requirements? Is wider community consultation appropriate for any of your charges? Has it been undertaken?</p>
<p>Performance Management Are the principles for charges clearly defined and are clear targets set and monitored. Do we have a clear picture of what is a success?</p>
<p>Financial Considerations Is the charge at a level to fully recover all costs or if is subsidised - why? Have we considered all services for which we can / should charge a fee? Are there any fees that we charge, that have not been included in the schedule? Are we being radical in our approach to charging and are our charges cost effective?</p>
<p>Corporate Income Policy Please ensure you adhere to the main principals of the Corporate Income Policy when setting your fees and charges.</p>
<p>Legal Considerations and Other Guidance Does the Council have the power to levy the charges. Is there any ministerial or other guidance that should be taken into account?</p>
<p>Customer Access Review Consider whether the CAR for your service includes any issues for specific fees.</p>

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
Regulatory Licensing - M. Davis - D. Croucher - Cllr Collor												
1	Acupuncture	Premise Registration	N	£205		N	£1,500	£205		£1,500	0%	
2	Acupuncture	Additional Practitioner	N	£90		N		£90			0%	
3	Acupuncture	Minor Variation	N	£50		N		£50			0%	
4	Cosmetic Piercing	Premise Registration	N	£205		N		£205			0%	
5	Cosmetic Piercing	Additional Practitioner	N	£90		N		£90			0%	
6	Cosmetic Piercing	Minor Variation	N	£50		N		£50			0%	
7	Ear Piercing	Premise Registration	N	£205		N		£205			0%	
8	Ear Piercing	Additional Practitioner	N	£90		N		£90			0%	
9	Ear Piercing	Minor Variation	N	£50		N		£50			0%	
10	Electrolysis	Premise Registration	N	£205		N		£205			0%	
11	Electrolysis	Additional Practitioner	N	£90		N		£90			0%	
12	Electrolysis	Minor Variation	N	£50		N		£50			0%	
13	Semi-permanent Skin-colouring	Premise Registration	N	£205		N		£205			0%	
14	Semi-permanent Skin-colouring	Additional Practitioner	N	£90		N		£90			0%	
15	Semi-permanent Skin-colouring	Minor Variation	N	£50		N		£50			0%	
16	Tattooing	Premise Registration	N	£205		N		£205			0%	
17	Tattooing	Additional Practitioner	N	£90		N		£90			0%	
18	Tattooing	Minor Variation	N	£50		N		£50			0%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
19	Animal Licensing	Boarding Establishments (new application 1 or 2 stars)	N	£402	NOTE: £238 Non refundable to be submitted with application, a further £164 is due if application is approved to cover regulation.	N	£6,720	£402	NOTE: £238 Non refundable to be submitted with application, a further £164 is due if application is approved to cover regulation.	£4,328	0%	Reduction in anticipated income due to introduction of star rating. Star rating dictates frequency of renewal. 10 renewals anticipated for 2021/22
20	Animal Licensing	Boarding Establishments (new application 3 or 4 stars)	N	£484	NOTE: £238 Non refundable to be submitted with application, a further £246 is due if application is approved to cover regulation.	N		£484	NOTE: £238 Non refundable to be submitted with application, a further £246 is due if application is approved to cover regulation.		0%	
21	Animal Licensing	Boarding Establishments (new application 5 stars)	N	£558	NOTE: £238 Non refundable to be submitted with application, a further £320 is due if application is approved to cover regulation.	N		£558	NOTE: £238 Non refundable to be submitted with application, a further £320 is due if application is approved to cover regulation.		0%	
22	Animal Licensing	Boarding Establishments (renewal 1 or 2 stars)	N	£336		N		£336			0%	
23	Animal Licensing	Boarding Establishments (renewal 3 or 4 stars)	N	£418		N		£418			0%	
24	Animal Licensing	Boarding Establishments (renewal 5 stars)	N	£492		N		£492			0%	
25	Animal Licensing	Home Boarding (new application 1 or 2 stars)	N	£339	NOTE: £233 Non refundable to be submitted with application, a further £106 is due if application is approved to	N	£1,695	£339	NOTE: £233 Non refundable to be submitted with application, a further £106 is due if application is approved to cover regulation.	£0	0%	Many businesses closing down due to Covid-19
26	Animal Licensing	Home Boarding (new application 3 or 4 stars)	N	£425	NOTE: £233 Non refundable to be submitted with application, a further £192 is due if application is approved to	N		£425	NOTE: £233 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.		0%	
27	Animal Licensing	Home Boarding (new application 5 stars)	N	£473	NOTE: £233 Non refundable to be submitted with application, a further £240 is due if application is approved to	N		£473	NOTE: £233 Non refundable to be submitted with application, a further £240 is due if application is approved to cover regulation.		0%	
28	Animal Licensing	Home Boarding (renewal 1 or 2 stars)	N	£278		N		£278			0%	
29	Animal Licensing	Home Boarding (renewal 3 or 4 stars)	N	£363		N		£363			0%	
30	Animal Licensing	Home Boarding (renewal 5 stars)	N	£411		N		£411			0%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
31	Animal Licensing	Dog Breeding Establishments (New application 1 or 2 Stars)	N	£509	Plus vet fees. NOTE: £277 Non refundable to be submitted with application, a further £232 is due if application is approved to cover regulation.	N	£2,055	£509	Plus vet fees. NOTE: £277 Non refundable to be submitted with application, a further £232 is due if application is approved to cover regulation.	£2,108	0%	Reduction in anticipated income due to introduction of star rating. Star rating dictates frequency of renewal. 4 renewals anticipated for 2021/22
32	Animal Licensing	Dog Breeding Establishments (New application 3 or 4 Stars)	N	£625	Plus vet fees. NOTE: £277 Non refundable to be submitted with application, a further £348 is due if application is approved to cover regulation.	N		£625	Plus vet fees. NOTE: £277 Non refundable to be submitted with application, a further £348 is due if application is approved to cover regulation.		0%	
33	Animal Licensing	Dog Breeding Establishments (New application 5 Stars)	N	£730	Plus vet fees. NOTE: £186 Non refundable to be submitted with application, a further £129 is due if application is approved to cover regulation.	N		£730	Plus vet fees. NOTE: £186 Non refundable to be submitted with application, a further £129 is due if application is approved to cover regulation.		0%	
34	Animal Licensing	Dog Breeding Establishments (renewal 1 or 2 stars)	N	£411		N		£411			0%	
35	Animal Licensing	Dog Breeding Establishments (renewal 3 or 4 stars)	N	£527		N		£527			0%	
36	Animal Licensing	Dog Breeding Establishments (renewal 5 stars)	N	£632		N		£632			0%	
37	Animal Licensing	Dangerous Wild Animals (new application)	N	£250	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	£422	£250	Plus Vet fees. NOTE: £182 Non refundable to be submitted with application, a further £68 is due if application is approved to cover regulation.	£0	0%	No income anticipated as renewals every 2 years
38	Animal Licensing	Dangerous Wild Animals (renewal) (every 2 years)	N	£211	Plus Vet fees			£211	Plus Vet fees		0%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
39	Animal Licensing	Performing Animals (Exhibition of animals)	N	£515	New legislation requires 3 yearly licensing. Plus Vet fees. NOTE: £288 Non refundable to be submitted with application, a further £227 is due if application is approved to cover regulation.	N	£0	£515	New legislation requires 3 yearly licensing. Plus Vet fees. NOTE: £288 Non refundable to be submitted with application, a further £227 is due if application is approved to cover regulation.	£0	0%	
40	Animal Licensing	Selling of Animals as Pets (previously Pet Shops) (new application 1 or 2 stars)	N	£488	Re-titled - Selling of Animals as Pets. Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £220 is due if application is approved to cover regulation.	N		£488	Re-titled - Selling of Animals as Pets. Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £220 is due if application is approved to cover regulation.		0%	
41	Animal Licensing	Selling of Animals as Pets (previously Pet Shops) (new application 3 or 4 stars)	N	£598	Re-titled - Selling of Animals as Pets. Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £330 is due if application is approved to cover regulation.	N		£598	Re-titled - Selling of Animals as Pets. Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £330 is due if application is approved to cover regulation.		0%	
42	Animal Licensing	Selling of Animals as Pets (previously Pet Shops) (new application 5 stars)	N	£698	Re-titled - Selling of Animals as Pets. Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £430 is due if application is approved to cover regulation.	N		£698	Re-titled - Selling of Animals as Pets. Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £430 is due if application is approved to cover regulation.		0%	
43	Animal Licensing	Selling of Animals as Pets (previously Pet Shops) (renewal 1 or 2 stars)	N	£466		N		£466			0%	
44	Animal Licensing	Selling of Animals as Pets (previously Pet Shops) (renewal 3 or 4 stars)	N	£577		N		£577			0%	
45	Animal Licensing	Selling of Animals as Pets (previously Pet Shops) (renewal 5 stars)	N	£676		N		£676			0%	
							£2,330			£1,253		Reduction in anticipated income due to introduction of star rating. Star rating dictates frequency of renewal. 2 renewals anticipated for 2021/22

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
46	Animal Licensing	Hiring out of Horses (previously Horse Riding Establishments) (New application 1 or 2 stars)	N	£590	Re-titled - Hiring out of Horses. Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £215 is due if application is approved to cover regulation.	N	£1,410	£590	Re-titled - Hiring out of Horses. Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £215 is due if application is approved to cover regulation.	£777	0%	Reduction in anticipated income due to introduction of star rating. Star rating dictates frequency of renewal. 1 renewal anticipated for 2021/22
47	Animal Licensing	Hiring out of Horses (previously Horse Riding Establishments) (New application 3 or 4 stars)	N	£740	Re-titled - Hiring out of Horses. Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £365 is due if application is approved to cover regulation.	N		£740	Re-titled - Hiring out of Horses. Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £365 is due if application is approved to cover regulation.		0%	
48	Animal Licensing	Hiring out of Horses (previously Horse Riding Establishments) (New application 5 stars)	N	£891	Re-titled - Hiring out of Horses. Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £516 is due if application is approved to cover regulation.	N		£891	Re-titled - Hiring out of Horses. Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £516 is due if application is approved to cover regulation.		0%	
49	Animal Licensing	Hiring out of Horses (previously Horse Riding Establishments) (renewal 1 or 2 stars)	N	£476	Plus Vet fees.	N		£476	Plus Vet fees.		0%	
50	Animal Licensing	Hiring out of Horses (previously Horse Riding Establishments) (renewal 3 or 4 stars)	N	£626	Plus Vet fees.	N	£626	Plus Vet fees.	0%			
51	Animal Licensing	Hiring out of Horses (previously Horse Riding Establishments) (renewal 5 stars)	N	£777	Plus Vet fees.	N	£777	Plus Vet fees.	0%			
52	Animal Licensing	Zoos (new application)	N	£888	Plus Vet fees. NOTE: £755 Non refundable to be submitted with application, a further £133 is due if application is approved to	N	£0	£888	Plus Vet fees. NOTE: £755 Non refundable to be submitted with application, a further £133 is due if application is approved to cover regulation.	£0	0%	None anticipated
53	Animal Licensing	Zoos (renewal) (every 6 years)	N	£719				£719			0%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
54	Animal Licensing	Arranging Provision of Home Boarding (New application 1 or 2 stars)	N	£297	NOTE: £98 Non refundable to be submitted with application, a further £199 is due if application is approved to cover regulation.	N	£0	£297	NOTE: £98 Non refundable to be submitted with application, a further £199 is due if application is approved to cover regulation.	£0	0%	
55	Animal Licensing	Arranging Provision of Home Boarding (New application 3 or 4 stars)	N	£396	NOTE: £98 Non refundable to be submitted with application, a further £298 is due if application is approved to cover regulation.	N	£0	£396	NOTE: £98 Non refundable to be submitted with application, a further £298 is due if application is approved to cover regulation.		0%	
56	Animal Licensing	Arranging Provision of Home Boarding (New application 5 stars)	N	£486	NOTE: £98 Non refundable to be submitted with application, a further £388 is due if application is approved to	N	£0	£486	NOTE: £98 Non refundable to be submitted with application, a further £388 is due if application is approved to cover regulation.		0%	
57	Animal Licensing	Arranging Provision of Home Boarding Renewal 1 or 2 stars)	N	£290		N	£0	£290			0%	
58	Animal Licensing	Arranging Provision of Home Boarding (Renewal 3 or 4 stars)	N	£389		N	£0	£389			0%	
59	Animal Licensing	Arranging Provision of Home Boarding (Renewal 5 stars)	N	£479		N	£0	£479			0%	
60	Animal Licensing	Arranging Provision of Home Boarding (Additional cost per host)	N	£94		N	£0	£94			0%	
61	Animal Licensing	Replacement Licence	N	£15		N	£0	£15		£0	0%	
62	Animal Licensing	Minor variation	N	£25		N	£0	£25		£0	0%	
63	Animal Licensing	Full variation	N	£166		N	£0	£166		£0	0%	
64	Animal Licensing	Re-rate	N	£127		N	£0	£127		£0	0%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
65	Street Trading Consent	Grant £302 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	N	£494	£302 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	N	£1,639	£494	£302 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	£916	0%	Reduction in anticipated income - only 4 renewals expected
66	Street Trading Consent	Annual renewal	N	£229		N		£229			0%	
67	Street Trading Consent	Occasional	N	£130		N	£0	£130		£0	0%	
68	Street Trading Consent	Occasional Street Market Up to 25 stalls then £10 per stall thereafter	N	£200	Up to 25 stalls then £10 per stall thereafter	N	£1,000	£200	Up to 25 stalls then £10 per stall thereafter	£1,000	0%	
69	Street Trading Consent	Tables & Chairs (New)	N	£75	New & Variation Applications	N	£150	£75	New & Variation Applications	£150	0%	
70	Street Trading Consent	Tables & Chairs (Renewal)	N	£35	Renewal	N	£770	£35	Renewal	£770	0%	
71	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	NOTE: £2167 Non refundable to be submitted with application, a further £1083 is due if application is approved to cover regulation.	N	£0	£3,250	NOTE: £2167 Non refundable to be submitted with application, a further £1083 is due if application is approved to cover regulation.	£0	0%	
72	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	NOTE: £1484 Non refundable to be submitted with application, a further £741 is due if application is approved to cover regulation.	N	£0	£2,225	NOTE: £1484 Non refundable to be submitted with application, a further £741 is due if application is approved to cover regulation.	£0	0%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
73	Boat Licence	Grant	N	£158		N	£0	£158		£0	0%	
74	Boat Licence	Renewal or Transfer	N	£135		N	£270	£135		£0	0%	Non renewals/ transfers anticipated
75	Scrap Metal Dealer	Site Licence Grant	N	£490		N	£0	£490		£0	0%	
76	Scrap Metal Dealer	Site Licence Variation (Change of name and address)	N	£16		N	£0	£16		£0	0%	
77	Scrap Metal Dealer	Site Licence Variation (Change of Manager)	N	£95		N	£0	£95		£0	0%	
78	Scrap Metal Dealer	Site Licence Replacement licence	N	£15		N	£0	£15		£0	0%	
79	Scrap Metal Dealer	Site Licence Renewal	N	£475	Every 3 years.	N	£0	£475	Every 3 years.	£950	0%	2 renewals due and expected to be renewed
80	Scrap Metal Dealer	Collectors Licence Grant	N	£280		N	£0	£280		£0	0%	
81	Scrap Metal Dealer	Collectors Licence Variation (Change of name/address)	N	£16		N	£0	£16		£0	0%	
82	Scrap Metal Dealer	Collectors Licence Variation (Change of Vehicle)	N	£28		N	£0	£28		£0	0%	
83	Scrap Metal Dealer	Collectors Licence Replacement licence	N	£15		N	£0	£15		£0	0%	
84	Scrap Metal Dealer	Collectors Licence Renewal	N	£272	Every 3 years	N	£0	£272	Every 3 years	£0	0%	None due

Fees and Charges 2021/22

			2020/21	2020/21		2020/21	2021/22	2021/22	2021/22			
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	
Regulatory Licensing - M. Davis - D. Croucher - Cllr Collor												
86	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	If vehicle is wheelchair accessible there is a 10% reduction in fee	N	£22,563	£327	If vehicle is wheelchair accessible there is a 10% reduction in fee	£22,563	0%	
87	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	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.	N	£28,953	£259	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.	£28,490	0%	
88	Hackney Carriage & Private Hire	Licence Transfer Following Change of Vehicle	N	£54		N	£3,080	£54		£3,000	0%	
89	Hackney Carriage & Private Hire	Temporary vehicle transfer	N	£34		N		£34			0%	
90	Hackney Carriage & Private Hire	Change of Vehicle ownership	N	£42		N	£42	£42		£42	0%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	
Regulatory Licensing - M. Davis - D. Croucher - Cllr Collor												
91	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	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	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.		0%	139 licences due to expire in 2021-22 period. Assumption made that they will all seek a 1 year renewal due to current economic climate.
92	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	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	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.		0%	
93	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	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	£10,000	£293	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.	£15,290	0%	
94	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Renewal) 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.	N	£279	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.	N		£279	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.		0%	
95	Hackney Carriage & Private Hire	DBS Disclosure (formerly CRB)	N	£44	Fee set externally. New drivers + every 3 years for renewals	N	£4,268	£40	Fee set externally. New drivers + every 3 years for renewals	£4,520	-9%	Fee set by Disclosure and Barring service
96	Hackney Carriage & Private Hire	Overseas Driver Licence Check	N	N				£10		£10		New Fee
97	Hackney Carriage & Private Hire	Vehicle Plate	N	£17	Per plate	N	£170	£17	Per plate	£34	0%	Income based on previous year actual
98	Hackney Carriage & Private Hire	Vehicle Plate holder	N	£15	Per holder	N	£150	£15	Per holder	£150	0%	

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	
Regulatory Licensing - M. Davis - D. Croucher - Cllr Collor												
99	Private Hire Operator		£90	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N		£90	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.		0%	6 licences due to expire in 2021-22 period. Assumption made that they will all seek a 1 year renewal due to current economic climate.	
100	Private Hire Operator		£144	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N		£144	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.		0%		
101	Private Hire Operator		£197	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N		£197	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.		0%		
102	Private Hire Operator		£364	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	£1,000	£364	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.	£648	0%		
103	Private Hire Operator		£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.	N		£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.		0%		

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	
Regulatory Licensing - M. Davis - D. Croucher - Cllr Collor												
104	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	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	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.		0%	
105	Private Hire Operator	Variation to Operators Licence (within band) for PH Vehicles	N	£30		N		£30			0%	
106	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	The additional charge for the new band will also be payable.	N	£0.00	£30	The additional charge for the new band will also be payable.	£0	0%	

DOVER DISTRICT COUNCIL

REGULATORY COMMITTEE – 17 NOVEMBER 2020

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>
No 7 – Local Government (Miscellaneous Provisions) Act 1976 – Application for a Driver’s Licence	1	Information relating to an individual

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

Agenda Item No 7

Document is Restricted

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

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