

Public Document Pack



Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Website: www.dover.gov.uk
e-mail: democraticservices@dover.gov.uk

2 December 2022

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **REGULATORY COMMITTEE** will be held in the Council Chamber at these Offices on Tuesday 13 December 2022 at 10.00 am when the following business will be transacted.

Members of the public who require further information are asked to contact Democratic Services 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:

N J Collor (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 - 8)

To confirm the attached Minutes of the meeting of the Committee held on 18 October 2022.

5 **FEES AND CHARGES 2023/24** (Pages 9 - 19)

To consider the attached report of the Strategic Director (Corporate and Regulatory).

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 step free access via the Council Chamber entrance and an accessible toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- In order to facilitate the broadcast of meetings there have been cameras set up in the Council Chamber that communicate with Microsoft Teams Live. This enables meetings held in the Council Chamber to be broadcast for public viewing through the Council's website.
- The meetings in which these cameras will be used include meetings of: (a) Council; (b) Cabinet; (c) Dover Joint Transportation Advisory Board; (d) General Purposes Committee; (e) Electoral Matters Committee; (f) Governance Committee; (g) Planning Committee; (h) General Purposes Committee and (i) Overview and Scrutiny Committee. Only agenda items open to the press and public to view will be broadcast.
- These recordings will be retained for 30 days from the date of the meeting. The recordings will be uploaded to YouTube as soon as practicable after the day of the meeting. In normal circumstances this would be within 2 working days of the meeting. However, there may be circumstances where it will take longer. The recordings can be viewed on the Council's YouTube Channel - [Council meetings - YouTube](#)
- 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.
- Members of the Regulatory Committee may receive confidential information relating to criminal offence personal data as part of an exempt or confidential item of business on the agenda. It is each Member's responsibility to ensure that this information is handled securely and confidentially as required under data protection legislation. This information must only be retained for as long as necessary and when no longer required disposed of via a shredder or the Council's secure disposal arrangements.

For further information about how this information should be processed, please view

the Council's Data Protection Policy and Appropriate Policy Document at www.dover.gov.uk/Corporate-Information/PDF/Data-Protection-Policy.pdf

- 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 Democratic Services, 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 at the Council Offices, Whitfield on Tuesday, 18 October 2022 at 10.00 am.

Present:

Chairman: Councillor N J Collor

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

Officers: Principal Lawyer - Litigation and Regulatory
Licensing Manager
Licensing Enforcement Officer
Licensing Officer
Licensing Officer
Litigation Lawyer
Litigation Assistant
Democratic Services Officer

Also Present: Mr S Saber (Minute No.19)
Mr H Richardson (Minute No.20)
Applicant and Supporting Person (Minute No.22)
Applicant and Supporting Person (Minute No.23)

15 APOLOGIES

There were no apologies for absence.

16 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute members appointed.

17 DECLARATIONS OF INTEREST

Councillor O C de R Richardson declared an Other Significant Interest (OSI) in Minute No.20 by reason that his son was the applicant and would leave the meeting for consideration of the item.

18 MINUTES

The Minutes of the meetings held on 24 May 2022 and 19 July 2022 were approved as a correct record for signing by the Chairman.

19 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION TO LICENCE VEHICLE OUTSIDE OF POLICY GUIDELINES

The Licensing Manager presented the report to the Committee. Mr Sherwan Saber was seeking permission for grant of a licence for his Citroen C4 as a Private Hire vehicle. Due to the vehicle being registered in June 2014 it was outside the current vehicle age policy and was therefore referred to the Committee for its consideration.

The Committee withdrew to examine the vehicle, accompanied by Mr Saber and officers. Upon returning Mr Saber had the opportunity to answer questions from

Members about the condition and history of the vehicle. The vehicle, registration MW14 ZVK was a six-passenger seat vehicle to be used for private hire within the Dover district and beyond. The vehicle had previously been licensed with Dover Royal Cars for four years and had been taken off the road for vehicle repairs. With regard to the MOT advisories of 3 September 2022, Mr Saber advised that he had not had the tyres replaced as they were still within the legal limit. He had recently replaced one of the front tyres and if the Committee was minded to grant the licence he offered to replace the remaining three tyres.

In accordance with the approved procedure, the Committee and the Principal Lawyer - Litigation and Regulatory withdrew from the meeting to consider its decision.

- RESOLVED: (a) That, notwithstanding the Council's current policy guidelines, and subject to the MOT advisories as of 3 September 2022 being remedied, Mr S Saber be GRANTED a Private Hire Vehicle Licence for a Citroen C4, registration MW14 ZVK, for a period of 12 months.
- (b) That the vehicle is to be re-inspected, with the relevant documents to be provided, to the satisfaction of the Licensing Enforcement Officer to enable the grant to be effective.

20 HIGHWAYS ACT 1980 - SECTION 115E - THE ELEPHANT AND HIND, 18-19 MARKET SQUARE, DOVER

The Committee considered the report of the Licensing Manager on an application by Harry Richardson to allow the placement of 13 tables, 28 chairs and 12 benches outside The Elephant and Hind, 18-19 Market Square, Dover. The furniture would consist of 6 long tables and benches, 4 bistro tables and chairs and 2 round tables and chairs and would be placed between 12 noon to 12 midnight every day.

The applicant, who currently had a licence for 6 tables and 12 benches between 10am and 10.30pm every day (with the furniture to be removed each day), was seeking for this to be superseded.

In respect of the application one representation was received from Dover Town Council regarding the proposed layout and that the plan did not allow for the required 2-metres of clear footway due to this being a busy location. The applicant was willing to move the 3 planters that were in his ownership at the perimeter of the space to allow for the 2-metres clear pedestrian footway.

Concerns from Members included the safety aspect of moving the planters as they provided a safety barrier between the seated customers and the traffic that was permitted to access the precinct. Members who were familiar with the pedestrianised precinct were aware that at times the precinct was heavily used by vehicles. Mr Richardson advised he would use the existing barriers (as shown in photographs in the report) as an alternative barrier as they would be visible to drivers although it was accepted these would not stop a car. Mr Richardson further

added that patrons were not permitted to wander in and out of the premises' boundary and that security were on duty to manage this.

The Committee withdrew to consider the application and upon returning the Principal Lawyer – Litigation and Regulatory advised that the Committee had considered the submission by Dover Town Council and that it accepted that the area was busy and required a minimum of 2-metre-wide clear footway. It was also observed by the Committee that the 6 tables and 12 benches under the current licence utilised the available space.

RESOLVED: That having regard to Section 115E of the Highways Act 1980 the application by Harry Richardson of The Elephant and Hind 18-19 Market Square for the siting of 13 tables 28 chairs and 12 benches between 12 noon and 12 midnight every day be REFUSED.

(Councillor O C de R Richardson declared an Other Significant Interest (OSI) in Minute No.20 by reason that his son was the applicant and left the meeting for consideration of the item.)

21 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor R S Walkden, 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.

22 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION FOR A DRIVER'S LICENCE

The Committee considered the report of the Licensing Manager on an application for a Joint Hackney Carriage and Private Hire Drivers' Licence. The application had been referred to the Committee for a decision due to the applicant's disclosure of previous convictions and caution. The Committee was required to determine the applicant's suitability as a Fit and Proper Person to hold a licence to drive a taxi in the Dover district.

The Committee heard from the applicant and their proposed employer who was present at the Hearing to support the application. The applicant explained the circumstances that led to the caution and convictions.

The Committee withdrew to consider its decision and upon resuming the Principal Lawyer – Litigation and Regulatory advised that the Committee had taken into account: the applicant's declaration of convictions and caution; the circumstances surrounding these; that in respect of the convictions the offending activities took place some time before they went before the court; the age of the applicant at the time of the offences; and the prospect of employment (and the support of the prospective employer) should the application for a licence be granted.

RESOLVED: That having considered the circumstances that led to the convictions and caution the Regulatory Committee considers the applicant is a Fit and Proper Person and GRANTS the

application for a Joint Hackney Carriage and Private Hire Driver's licence for the period of 1 year as sought.

23 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION FOR A DRIVER'S LICENCE

The Committee considered the report of the Licensing Manager on an application for a Joint Hackney Carriage and Private Hire Drivers' Licence. The application had been referred to the Committee for a decision due to a previous disqualification that was brought to the authority's attention following a routine check as part of the application process with the DVLA. The Committee was required to determine the applicant's suitability as a Fit and Proper Person to hold a licence to drive a taxi in the Dover district.

The Committee heard from the applicant and their supporting person. The applicant had the opportunity to explain the circumstances surrounding their driving history including, their own driving offences; the circumstances that led to the disqualification; and their reasons for failing to disclose this, which was supported by a previous employer.

The Committee withdrew to consider its decision and upon resuming the Principal Lawyer – Litigation and Regulatory advised that the Committee had taken into account: the council's policy surrounding minor traffic offences and the explanation given by the applicant which led to the disqualification.

RESOLVED: That, in the circumstances the Regulatory Committee considers the driver is a Fit and Proper Person and GRANTS the application for a Joint Hackney Carriage and Private Hire Drivers' Licence for the period of 1 year as applied for.

The meeting ended at 12.52 pm.

Subject:	FEES AND CHARGES 2023/24
Meeting and Date:	Regulatory Committee – 13 December 2022 Cabinet (for information) – 16 January 2023 (part of larger report)
Report of:	Louise May - Strategic Director (Corporate and Regulatory)
Portfolio Holder:	Councillor M Bates Portfolio Holder for Transport, Licensing and 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 2023/24. These revised F&Cs will be included in the budget estimates for 2023/24.

- Recommendation:**
1. The Regulatory Committee approve the Fees and Charges for 2023/24 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 Strategic Director (Corporate and Regulatory) 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 Strategic Director (Corporate and Regulatory) be authorised in consultation with the Strategic Director (Finance and Housing) 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 2023/24.

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 19 October 2022 of all F&Cs to be set by the Licensing Committee.
 - Regulatory Committee – Report to meeting on 13 December 2022 of all F&Cs to be set by the Regulatory Committee.
 - Planning Committee – Report (for information) to the meeting on 17 November 2022 of all F&Cs relevant to the Planning Committee.
 - Cabinet – Report to the meeting on 16 January 2023 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.

2022/23 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.

2023/24 Proposed Charge Inc VAT

This is the recommended charge for 2023/24 and will, subject to Members' approval, be included in the 2023/24 budget.

2023/24 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.

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. **Corporate Implications**

8.1 Comment from the Strategic Director of Corporate Resources (linked to the MTFP);

8.2 Comment from the Solicitor to the Council:

8.3 Comment from the Equalities Officer - 'This report relating to regulatory fees and charges 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>'

9. **Appendices**

Appendix 1 – Fees and Charges checklist

Appendix 4 – Schedule of recommended F&Cs

Contact Officers: Rebecca Pordage, Licensing Manager and
Shane Kempster – Systems Reconciliation Officer

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.

Ensure that you consider the potential climate change and environmental 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.

			2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
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 Bates											
1	Acupuncture	Premise Registration	N	£205		N		£230		12%	Reduction in premises of this type opening. Fee increase following review.
2	Acupuncture	Additional Practitioner	N	£90		N		£100		11%	
3	Acupuncture	Minor Variation	N	£50		N		£50		0%	
4	Cosmetic Piercing	Premise Registration	N	£205		N		£230		12%	
5	Cosmetic Piercing	Additional Practitioner	N	£90		N		£100		11%	
6	Cosmetic Piercing	Minor Variation	N	£50		N		£50		0%	
7	Ear Piercing	Premise Registration	N	£205		N		£230		12%	
8	Ear Piercing	Additional Practitioner	N	£90		N		£100		11%	
9	Ear Piercing	Minor Variation	N	£50		N		£50		0%	
10	Electrolysis	Premise Registration	N	£205		N	£1,500	£230	£1,000	12%	
11	Electrolysis	Additional Practitioner	N	£90		N		£100		11%	
12	Electrolysis	Minor Variation	N	£50		N		£50		0%	
13	Semi-permanent Skin-colouring	Premise Registration	N	£205		N		£230		12%	
14	Semi-permanent Skin-colouring	Additional Practitioner	N	£90		N		£100		11%	
15	Semi-permanent Skin-colouring	Minor Variation	N	£50		N		£50		0%	
16	Tattooing	Premise Registration	N	£205		N		£230		12%	
17	Tattooing	Additional Practitioner	N	£90		N		£100		11%	
18	Tattooing	Minor Variation	N	£50		N		£50		0%	
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		£402		0%	Due to star rating, licences no longer due annually
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		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	£4,328	£558	£2,010	0%	
22	Animal Licensing	Boarding Establishments (renewal 1 or 2 stars)	N	£336	NOTE: £172 Non refundable to be submitted with application, a further £164 is due if application is approved to cover regulation.	N		£336		0%	
23	Animal Licensing	Boarding Establishments (renewal 3 or 4 stars)	N	£418	NOTE: £172 Non refundable to be submitted with application, a further £246 is due if application is approved to cover regulation.	N		£418		0%	
24	Animal Licensing	Boarding Establishments (renewal 5 stars)	N	£492	NOTE: £172 Non refundable to be submitted with application, a further £320 is due if application is approved to cover regulation.	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 cover regulation.	N		£339		0%	Due to star rating, licences no longer due annually
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 cover regulation.	N		£425		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 cover regulation.	N	£0	£473	£726	0%	
28	Animal Licensing	Home Boarding (renewal 1 or 2 stars)	N	£278	NOTE: £171 Non refundable to be submitted with application, a further £107 is due if application is approved to cover regulation.	N		£278		0%	
29	Animal Licensing	Home Boarding (renewal 3 or 4 stars)	N	£363	NOTE: £171 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	N		£363		0%	
30	Animal Licensing	Home Boarding (renewal 5 stars)	N	£411	NOTE: £171 Non refundable to be submitted with application, a further £240 is due if application is approved to cover regulation.	N		£411		0%	
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		£509		0%	Due to star rating, licences no longer due annually
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		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	£2,108	£730	£632	0%	
34	Animal Licensing	Dog Breeding Establishments (renewal 1 or 2 stars)	N	£411	Plus vet fees. NOTE: £179 Non refundable to be submitted with application, a further £232 is due if application is approved to cover regulation.	N		£411		0%	
35	Animal Licensing	Dog Breeding Establishments (renewal 3 or 4 stars)	N	£527	Plus vet fees. NOTE: £179 Non refundable to be submitted with application, a further £348 is due if application is approved to cover regulation.	N		£527		0%	
36	Animal Licensing	Dog Breeding Establishments (renewal 5 stars)	N	£632	Plus vet fees. NOTE: £179 Non refundable to be submitted with application, a further £453 is due if application is approved to cover regulation.	N		£632		0%	

				2022/23	2022/23		2022/23	2023/24	2023/24	2023/24	2023/24		
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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	£0	£250		£0	0%	Licences not renewed annually	
38	Animal Licensing	Dangerous Wild Animals (renewal) (every 2 years)	N	£211	Plus Vet fees. NOTE: £182 Non refundable to be submitted with application, a further £29 is due if application is approved to cover regulation.			£211			0%		
39	Animal Licensing	Performing Animals (Exhibition of animals) (new application)	N	£515	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		£0	0%		
40	Animal Licensing	Performing Animals (Exhibition of animals) (renewal application)	N	£452	Plus Vet Fees. NOTE: £225 Non refundable to be submitted with application, a further £227 is due if application is approved to cover regulation.	N	£0	£452		£0			
41	Animal Licensing	Selling of Animals as Pets (new application 1 or 2 stars)	N	£488	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	£1,253	£488		£976	0%	Due to star rating, licences no longer due annually	
42	Animal Licensing	Selling of Animals as Pets (new application 3 or 4 stars)	N	£598	Plus vet fees (initial visit). NOTE: £246 Non refundable to be submitted with application, a further £331 is due if application is approved to cover regulation.	N		£598			0%		
43	Animal Licensing	Selling of Animals as Pets (new application 5 stars)	N	£698	Plus vet fees (initial visit). NOTE: £246 Non refundable to be submitted with application, a further £430 is due if application is approved to cover regulation.	N		£698			0%		
44	Animal Licensing	Selling of Animals as Pets (renewal 1 or 2 stars)	N	£466	Plus vet fees (initial visit). NOTE: £246 Non refundable to be submitted with application, a further £220 is due if application is approved to cover regulation.	N		£466			0%		
45	Animal Licensing	Selling of Animals as Pets (renewal 3 or 4 stars)	N	£577	Plus vet fees (initial visit). NOTE: £246 Non refundable to be submitted with application, a further £331 is due if application is approved to cover regulation.	N		£577			0%		
46	Animal Licensing	Selling of Animals as Pets (renewal 5 stars)	N	£676	Plus vet fees (initial visit). NOTE: £246 Non refundable to be submitted with application, a further £430 is due if application is approved to cover regulation.	N		£676			0%		
47	Animal Licensing	Hiring out of Horses (New application 1 or 2 stars)	N	£590	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	£777	£590		£0	0%	Due to star rating, licences no longer due annually	
48	Animal Licensing	Hiring out of Horses (New application 3 or 4 stars)	N	£740	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			0%		
49	Animal Licensing	Hiring out of Horses (New application 5 stars)	N	£891	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			0%		
50	Animal Licensing	Hiring out of Horses (renewal 1 or 2 stars)	N	£476	Plus Vet fees. NOTE: £261 Non refundable to be submitted with application, a further £215 is due if application is approved to cover regulation.	N		£476			0%		
51	Animal Licensing	Hiring out of Horses (renewal 3 or 4 stars)	N	£626	Plus Vet fees. NOTE: £261 Non refundable to be submitted with application, a further £365 is due if application is approved to cover regulation.	N		£626			0%		
52	Animal Licensing	Hiring out of Horses (renewal 5 stars)	N	£777	Plus Vet fees. NOTE: £261 Non refundable to be submitted with application, a further £516 is due if application is approved to cover regulation.	N		£777			0%		
53	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 cover regulation.	N	£0	£888		£0	0%		
54	Animal Licensing	Zoos (renewal) (every 6 years)	N	£719	Plus Vet fees. NOTE: £600 Non refundable to be submitted with application, a further £119 is due if application is approved to cover regulation.			£719			0%		

			2022/23	2022/23		2022/23	2023/24	2023/24	2023/24		
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
55	Animal Licensing		£297	NOTE: £98 Non refundable to be submitted with application, a further £199 is due if application is approved to cover regulation.	N		£297		£0	0%	
56	Animal Licensing		£396	NOTE: £98 Non refundable to be submitted with application, a further £298 is due if application is approved to cover regulation.	N		£396		£0	0%	
57	Animal Licensing		£486	NOTE: £98 Non refundable to be submitted with application, a further £388 is due if application is approved to cover regulation.	N		£486		£0	0%	
58	Animal Licensing		£290	NOTE: £90 Non refundable to be submitted with application, a further £200 is due if application is approved to cover regulation.	N		£290		£0	0%	
59	Animal Licensing		£389	NOTE: £90 Non refundable to be submitted with application, a further £299 is due if application is approved to cover regulation.	N		£389		£0	0%	
60	Animal Licensing		£479	NOTE: £90 Non refundable to be submitted with application, a further £407 is due if application is approved to cover regulation.	N		£479		£0	0%	
61	Animal Licensing		£94		N		£94		£0	0%	
62	Animal Licensing		£15		N	£0	£15		£0	0%	
63	Animal Licensing		£25		N	£0	£25		£0	0%	
64	Animal Licensing		£166		N	£0	£166		£0	0%	
65	Animal Licensing		£127		N	£0	£127		£0	0%	
66	Animal Licensing		£50	If more than one activity is applied for, applicant will pay full amount for most expensive activity and £50 for each subsequent activity.		£100	£50		£0		
67	Street Trading Consent		£494	£302 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	N	£916	£520		£1,000	5%	Fee increase following review
68	Street Trading Consent		£229		N		£250			9%	
69	Street Trading Consent		£130		N	£0	£130		£0	0%	
70	Street Trading Consent		£200	Up to 25 stalls then £12 per stall thereafter	N	£1,000	£250		£1,000	25%	Fee increase following review
71	Street Trading Consent		£75	New Applications	N	£150	£150		£150	100%	Fee increase following review.
72	Street Trading Consent		£35	Renewal	N	£770	£75		£1,275	114%	Fee increase following review.
73	Sexual Entertainment Venue		£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		£0	0%	
74	Sexual Entertainment Venue		£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		£0	0%	
75	Boat Licence		£158		N	£0	£200		£0	27%	Fee increase following review
76	Boat Licence		£135		N	£0	£160		£320	19%	Fee increase following review
77	Scrap Metal Dealer		£490		N	£0	£490		£0	0%	
78	Scrap Metal Dealer		£16		N	£0	£16		£0	0%	
79	Scrap Metal Dealer		£95		N	£0	£95		£0	0%	
80	Scrap Metal Dealer		£15		N	£0	£15		£0	0%	
81	Scrap Metal Dealer				N	£0	£150	Fee due per additional site.			New fee - additional fee to cover extra site inspection
82	Scrap Metal Dealer		£475	Every 3 years.	N	£950	£475		£950	0%	
83	Scrap Metal Dealer				N	£0	£150	Fee due per additional site.			New fee - additional fee to cover extra site inspection
84	Scrap Metal Dealer		£280		N	£0	£280	NOTE: An additional £17 is due for each vehicle operating as scrap collector	£0	0%	Additional fee for the plate
85	Scrap Metal Dealer		£16		N	£0	£16		£0	0%	
86	Scrap Metal Dealer		£28		N	£0	£28		£0	0%	
87	Scrap Metal Dealer		£15		N	£0	£15		£0	0%	
88	Scrap Metal Dealer		£272		N	£0	£272	Every 3 years. NOTE: An additional £17 is due for each vehicle operating as a scrap collector	£544	0%	Additional fee for the plate
89	Scrap Metal Dealer				N	£0	£17				New fee as vehicles now required to wear a plate

Changes made to previous year figure
 New Charge Introduced
 No Change to previous year

			2022/23	2022/23		2022/23	2023/24		2023/24		2023/24	
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 Bates												
1	Hackney Carriage & Private Hire	Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	N	£327	If vehicle is wheelchair accessible there is a 25% reduction in fee	N	£22,563	£330		£21,540	1%	4 vehicles now fit criteria for electric reduction. Increase in fee following review.
2	Hackney Carriage & Private Hire	Electric/Hybrid Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	N	£245	If vehicle is wheelchair accessible there is a further 25% reduction in fee		£0	£245		£980	0%	Increase in electric vehicles
3	Hackney Carriage & Private Hire	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 25% reduction in fee.	N	£28,490	£265		£25,440	2%	3 vehicles now fit criteria for electric reduction, in addition to this, there is a general reduction in number of vehicles. Increase in fee following review.
4	Hackney Carriage & Private Hire	Electric/Hybrid Private Hire Vehicle Annual Licence (Grant and Renewal)	N	£194	If vehicle is wheelchair accessible there is a further 25% reduction in fee		£388	£194		£582	0%	Increase in electric vehicles
5	Hackney Carriage & Private Hire	Licence Transfer Following Change of Vehicle	N	£54		N		£60			11%	Increase in fee following review.
6	Hackney Carriage & Private Hire	Temporary vehicle transfer	N	£34		N	£3,000	£45		£2,100	32%	Reduction in number of vehicles which will result in less transfers. Increase in fee following review.
7	Hackney Carriage & Private Hire	Change of Vehicle ownership	N	£21		N	£42	£21		£42	0%	
8	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		£130			5%	Reduction in the number of drivers and fewer drivers due for renewal due to 3 year licensing. Fees increased slightly following review.
9	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		£115			5%	
10	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		£300			2%	
11	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		£285			2%	
12	Hackney Carriage & Private Hire	DBS Disclosure (formerly CRB)	N	£40	Fee set externally. New drivers + every 3 years for renewals	N	£4,520	£40		£2,200	0%	Reduction in the number of drivers. Introduction of the update service.
13	Hackney Carriage & Private Hire	Overseas Driver Licence Check	N	£10			£10	£10		£0	0%	
14	Hackney Carriage & Private Hire	Vehicle Plate	N	£17	Per plate	N	£34	£17		£34	0%	
15	Hackney Carriage & Private Hire	Vehicle Plate holder	N	£15	Per holder	N	£150	£15		£30	0%	Reduction in the number of vehicles, therefore less replacement plate holders required.

			2022/23	2022/23		2022/23	2023/24	2023/24	2023/24			
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 Bates												
16	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	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£90			0%	Some operator licences due to expire in 2023/24	
17	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	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£144			0%		
18	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	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£197			0%		
19	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	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		£648	£990		0%
20	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	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			0%		
21	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			0%		
22	Private Hire Operator	Variation to Operators Licence (within band) for PH Vehicles	N	£30.00		N	£30.00			0%		
23	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	£30.00	The additional charge for the new band will also be payable.	N	£0.00	£30.00	£0.00	0%		
24	Hackney Carriage & Private Hire	Replacement of licence or badge	N	£10.50		N	£42	£10.50	£21	0%	Reduction in drivers so less applications for replacements	
25	Hackney Carriage & Private Hire	Knowledge test re-sit fee	N	£35.00		N	£0	£35.00	£0	0%		
				Changes made to previous year figure								
				New Charge Introduced								
				No Change to previous year								

			2021/22	2021/22		2021/22	2023/24	2023/24	2023/24			
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information	
1	Dog Control	Removal of stray dogs to kennels or direct to owner	Y	£30			£100		£13,100	233%	In relation to stray dogs, the main issue is the straying behaviour and therefore an increase in the penalty for the dog straying to act as a deterrant. The additional costs are to cover the costs of kenneling charges and any out of hours response required. This income is expected to off-set costs incurred for the kennelling of stray dogs	
2	Dog Control	Out of hours Dog Collection	N	£60			£75			25%		
3	Dog Control	Kennelling/admin/transportation fee per calendar day (up to a maximum of seven days)	N	£20.00			£30.00			50%		
4	Dog Control	Microchipping Fee	N	£10.00			£15.00			50%		Inflation and costs of equipment
5	Private Water Supplies	Risk Assessment	Y	£500			£500		£0	0%	no change as no PWS in Dover district	
6	Private Water Supplies	Sampling Visit	Y	£100			£100			0%		
7	Private Water Supplies	Investigation	Y	£100			£100			0%		
8	Private Water Supplies	Granting an Authorisation	Y	£100			£100			0%		
9	Private Water Supplies	Analysing a Sample under Reg 10 (Single small supplies)	Y	£25			£25			0%		
10	Private Water Supplies	Analysing a sample (Large and commercial supplies)	Y	£100			£100			0%		
11	Private Water Supplies	Analysing a Sample (Audit monitoring)	Y	£500			£500			0%		
12	Contaminated Land Enquiry	Up to 250m distance	N	£40			£40		£400	0%	Increased fee to account for officer time and inflationary rises	
13	Contaminated Land Enquiry	Up to 500m distance	N	£80			£80			0%		
14	Environmental Protection Act 1990 - Air Pollution	Initial Application Fee (Standard)	Y			£0	Charges advised by DEFRA			N/A		
15	Environmental Protection Act 1990 - Air Pollution	Substantial Changes Fee (Standard) including partial transfer and surrender fees for LA-IPPC	Y			£0					N/A	
16	Environmental Protection Act 1990 - Air Pollution	Substantial Changes Fee (Sections 10 and 11)	Y			£0					N/A	
17	Environmental Protection Act 1990 - Air Pollution	Annual Subsistence Charge (Standard)	Y								N/A	
18	Public Health funerals	Officers admin fees in arranging funeral.	N	Maximum of £500	Hourly rate x officer time. Maximum fee £500.		Maximum of £500	Hourly rate x officer time. Maximum fee £500.	£10,996	0%	These costs are recovered from deceased estates to offset costs of putting on funerals	

Changes made to previous year figure

New Charge Introduced

No Change to previous year