

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **23 January 2018**

Report of: **Director of Finance & Resources**

Subject: **FEES AND CHARGES 2018/19**

SUMMARY

This report sets out the level of fees and charges for this Committee's services and seeks agreement for them before being recommended to Council for approval.

RECOMMENDATION

It is recommended that the Licensing and Regulatory Affairs Committee:-

- (a) agrees the fees and charges for 2018/19; and
- (b) recommends the fees and charges to Council for approval.

INTRODUCTION

1. The Council has a co-ordinated strategic, service and financial planning process and this report allows the Committee to consider in detail these plans for the provision of Licensing and Regulatory Affairs services during the next financial year.
2. This report and the revenue budgets have been prepared in accordance with the Medium Term Finance Strategy that will be presented to the Executive on 8 January 2018 and will cover the fees and charges for this Committee.

FEES AND CHARGES

3. The fees and charges under the control of this Committee are shown at Appendix A. Where possible a comparison with charges set by Gosport Borough Council is shown. It is worth noting that Gosport Borough Council increases its charges on 1 January each year so the charges shown are already being applied.
4. There are a number of fees that are statutory charges and are therefore outside the control of this Committee. These include lotteries, fees under the Gambling Act 2005, some fees under the Licensing Act 2003 and fees for registration of electors.
5. Other Licences and Fees (Discretionary) – this discretionary element of the fees and charges are under the control of this Committee. Proposed increases to these fees and charges are set out at Appendix A for this Committee's approval.
6. Private Hire and Hackney Carriage Drivers - the requirement to introduce 3 year licences for Private Hire and Hackney Carriage Drivers and 5 year licences for Private Hire Operators along with fee setting recommendations was reported to this Committee on 22 September 2015. Income has remained stable under this phasing, and no increases are proposed for 2018/19.
7. The current fees and charges, reflecting the changes approved on 24 January 2017, for Licensing and Regulatory Affairs services and the proposed charges for 2018/19 are set out in Appendix A. The A comparison with neighbouring Authorities is shown at Appendix B.
8. Members may also wish to consider whether, for certain services, there could be scope to generate additional income to pay for service improvements.

RISK ASSESSMENT

9. There are no significant risk considerations in relation to this report.

CONCLUSION

10. A number of Licensing and Regulatory Affairs services are partly funded from fees and charges and other types of income. It is important that a balance is kept between raising income and affordability of charges for the users of the services.
11. The Committee is asked to:-
 - (a) review and agree the fees and charges for 2018/19; and
 - (b) recommend the fees and charges to Council for approval.

Background Papers:

Reference Papers:

Enquiries:

For further information on this report please contact Neil Wood. (Ext 4506)



LICENSING AND FEES

The charges shown are currently not subject to VAT, except where indicated.

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
Lotteries				
Registration	Statutory Charge	40.00	40.00	0.00
Renewal	Statutory Charge	20.00	20.00	0.00

Gambling Act 2005

Charges available on application to Director of Planning and Regulation.

Licensing Act 2003

The service is provided to ensure public safety through the licensing of regulated activities and to ensure that they are undertaken in accordance with the relevant licence conditions.

In addition the Council are the Licensing Authority under the Licensing Act 2003. The Act replaced existing licensing regimes concerning the sale of alcohol, public entertainment, theatres, cinemas and late night refreshment with a unified system of regulation. From February 2005 the Council has dealt with applications for premises and personal licences which took effect in November 2005. From this date the Council took over all the licensing functions some of which such as liquor licensing were previously undertaken by the Magistrates Court.

The Act requires that the Council carries out its various licensing functions so as to promote the following four licensing objectives:-

- The prevention of crime and disorder
- Public Safety
- The prevention of public nuisance
- The protection of children from harm

The Fees have been set by the Government and are detailed below:

Premises/Club Applications/Conversions

The Fees are based on rateable values of properties:

Rateable Value	Band	Initial License Fee £	Annual Fee £
£0 - £4,300	A	100.00	70.00
£4,301 - £33,000	B	190.00	180.00
£33,001 - £87,000	C	315.00	295.00
£87,001 - £125,000	D	450.00	320.00
£125,001 and over	E	635.00	350.00

A multiplier applied to premises in Bands D and E where they are exclusively or primarily in the business of selling alcohol (mainly large town and city centre pubs) as follows:

Rateable Value	Band	City/Town Centre Pub Application Fee £	City/Town Centre Pub Annual Charge £
£87,001 - £125,000	D	900.00	640.00
£125,001 and over	E	1,905.00	1,050.00

If in addition to the conversion application the conditions in respect of alcohol are to be varied then an additional fee to those set out above becomes payable as follows:

Rateable Value	Band		Variation Fee £
£0 - £4,300	A		20.00
£4,301 - £33,000	B		60.00
£33,001 - £87,000	C		80.00
£87,001 - £125,000	D		100.00
£125,001 and over	E		120.00

Exceptionally Large Events

A fee structure also exists for exceptionally large events starting at a capacity of 5,000 people. Please contact the Licensing Authority for details of these.

Personal Licences, Temporary Events and Other Fees

	Fee 2018/19 £
Statutory – Additional Fees are as follows :	
Occasion on which Fee payable	
Personal Licence	37.00
Minor Variations	89.00
Temporary Event Notice	21.00
Application for copy of Licence or summary on theft, loss etc. of Premises Licence or summary	10.50
Notification of change of name or address	10.50
Applications to vary – to specify Individuals as premises supervisor	23.00
Application to transfer Premises Licence	23.00
The removal of conditions for community premises	23.00
Interim Authority Notice	23.00
Application for making a Provisional Statement	195.00
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	10.50
Notification of change of name or alteration of club rules	10.50
Change of relevant registered address of club	10.50
Application for copy of licence on theft, loss etc. of temporary event notices	10.50
Application for copy of licence on theft, loss etc. of personal licence	10.50
Right of freeholder etc. to be notified of licensing matters	21.00

Exemptions

Applications for premises licences or club certificates which relate to the provision of regulated entertainment only and the application is from the following then NO FEES are payable, but applications must still be made:

An educational institution which is a school or college and the entertainment is carried on by the educational institution for and on behalf of the purposes of the educational institution.

OR

That the application is in respect of premises that are or form part of a church hall, chapel hall, or similar building or village hall, parish hall or community hall or other similar building.

	Notes	Fee	Fee	%
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		2017/18 £	2018/19 £	Increase
Discretionary – Other Licences and Fees				
Skin Piercers	Premises	79.00	80.00	1.3
Skin Piercers	Persons	68.00	70.00	2.9
Street Trading Consent	12 months	1,760.00	1,800.00	2.2
Street Trading Consent	6 months	990.00	1,000.00	1.0
Street Trading Consent	3 months	550.00	550.00	0.0
Street Trading - Tables and Chairs	New	290.00	300.00	3.4
Street Trading - Tables and Chairs	Renewal	180.00	185.00	2.7
Dangerous Wild Animal Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	128.00	130.00	1.6
Riding Establishment Licences Initial registration/ renewal/variation –per horse	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	38.00	40.00	5.3
Animal Boarding Establishment Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	165.00	170.00	3.0
Home (Domestic) Animal Boarding Establishment Licences		115.00	120.00	4.3
Pet Shop Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	115.50	120.00	3.9
Dog Breeders Licence	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	173.25	180.00	3.9
Zoo: Initial Application (valid for 4 years)	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	1,800.00	1,850.00	2.7
Zoo: Renewal (valid for 6 years)	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	1,800.00	1,850.00	2.7
Sex Shops/Establishments	Initial Fee	1,800.00	1,850.00	2.7
Sex Shop/Establishment	Renewal Fee	1,800.00	1,850.00	2.7
Scrap Metal Dealer	New Application	250.00	260.00	4.0
Scrap Metal Dealer	Application Renewal	140.00	145.00	3.6
Mobile Collector	New Application	140.00	145.00	3.6
Mobile Collector	Application Renewal	100.00	105.00	5.0
Variation of Licence		131.50	138.00	4.9
Replacement Licence		22.00	23.00	4.5
Advice to commercial premises	Charge per hour or part thereof	45.00	47.00	4.4

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
Discretionary – Hackney Carriage and Private Hire Licences				
Vehicle Licence				
Hackney Carriage		185.00	185.00	0.00
Private Hire		185.00	185.00	0.00
Transfer of Licence	(Note 1)	185.00	185.00	0.00
Temporary Transfer	(Note 2,3)	185.00	185.00	0.00
Operator's Licence				
Private Hire Operators Licence	1 year	185.00	185.00	0.00
Private Hire Operators Licence	3 years	455.00	455.00	0.00
Private Hire Operators Licence	5 years	825.00	825.00	0.00
Driver's Licence				
Hackney Carriage Drivers Licence	1 Year	60.00	60.00	0.00
Hackney Carriage Drivers Licence	3 Years	155.00	155.00	0.00
Private Hire Drivers Licence	1 Year	60.00	60.00	0.00
Private Hire Drivers Licence	3 Years	155.00	155.00	0.00
Dual Drivers Licence	1 Year	85.00	85.00	0.00
Dual Drivers Licence	3 Years	200.00	200.00	0.00
DVLA Drivers' Licence check	Free on-line			
Failure to attend appointment		34.00	34.00	0.00
Replacement Licence		10.50	10.50	0.00
Transfer of Ownership	(Note 1)	25.00	25.00	0.00
Knowledge Test				
Per Test		23.00	23.00	0.00
Driver's Badge				
Issue and Replacement	Inclusive of VAT	18.00	18.00	0.00
Vehicles				
Replacement plates and fixings	Inclusive of VAT	22.00	22.00	0.00
Replacement brackets		15.00	15.00	0.00
Interior windscreen plate		23.00	23.00	0.00

Other	
Disclosure and Barring Service Fee	Actual Cost
Medical Consultation	Actual Cost
Notes <ol style="list-style-type: none"> 1. This charge has been set at a level to cover the cost of administering transfers. Transfers will only be permitted in March and April in exceptional circumstances. Transfers, in months other than March and April, will be charged at 50%. 2. This charge covers the cost of temporary transfers due to the use of loan cars for insurance purposes. 3. This charge has been set at a level to cover the cost of administering transfers. 	

APPENDIX B

Fees and charges Comparison

Other Licences and Fees	FBC £	GBC £	WCC £	HBC £	EBC £	PCC £
Skin Piercers : Premises	79.00	85.00				
Skin Piercers : Persons	68.00	70.00				
Street Trading Consent : 12 months	1,680.00	1,150.00	£40 per day	Min £1,000		1,736.00
Street Trading Consent : 6 months	945.00	600.00		Min £600		
Street Trading Consent : 3 months	525.00	N/A				
Street Trading - Tables and Chairs						
New	290.00	290.00	N/A			127.00
Renewal	180.00	180.00	N/A			From 244.00
Dangerous Wild Animal Licences :	128.00	135.00	58.00 plus cost of vets inspection	96.00		
Riding Establishment Licences : Initial registration / renewal/variation –per horse	38.00	135.00 Plus Vet Fees	From 58.00 to £221 plus vet fees	167.00		245.00 + vets fees
Animal Boarding Establishment Licences	165.00	135.00 plus vet fees	190.00	115.00		175.00 + vets fees
Home (Domestic) Animal Boarding Establishment Licences	115.00	135.00	105.00	115.00		175.00 + vets fees
Pet Shop Licences	115.50	135.00	190.00	100.00		67.00 + vets fees
Dog Breeders Licence	173.25	135.00	163.00	115.00		

		plus vet fees				
Zoo : Initial Application (valid for 4 years)	1,800.00	On Request	Actual cost	272.00		280.00 + vets fees
Zoo : Renewal (valid for 6 years)	1,800.00	On Request	Actual cost			280.00 + vets fees
Sex Shops/Establishments: Initial Fee	1,800.00	3,000.00		4,400.00		5,000.00
Sex Shop/Establishments: Renewal Fee	1,800.00	2,000.00		4,400.00		3,000.00
Scrap Metal Dealer: New Application	250.00	250.00	389.00	260.00	372.30	450.00
Scrap Metal Dealer: Application Renewal	140.00	140.00				100.00
Mobile Collector: New Application	140.00	140.00	200.00	110.00	285.60	300.00
Mobile Collector: Application Renewal	100.00	100.00				100.00
Variation of Licence	131.50	140.00		180.00		
Replacement Licence	22.00	22.00		30.00		25.00
Hackney Carriage and Private Hire Licences -						
Vehicle Licence						
Hackney Carriage	185.00	275.00	167.00	170.00	180.00	285.00
Private Hire	185.00	275.00	167.00	150.00	180.00	180.00
Transfer of Licence	185.00	N/A	37.00		60.00	132.00 + 27.00
Temporary Transfer	185.00	N/A	N/A	N/A	21.00	66.00
Operator's Licence						
Private Hire Operators Licence 1 Year	185.00	270.00	220.00		365.00	616.00
Private Hire Operators Licence 3 Year	455.00	650.00				N/A
Private Hire Operators Licence 5 Year	825.00	1,100.00		448.00		3,080.00
Driver's Licence						
Hackney Carriage Drivers Licence 1 Year	60.00	100.00	112.00		73.00	123.00
Hackney Carriage Drivers Licence 3 Year	155.00	240.00		107.00	182.00	289.00

Private Hire Drivers Licence 1 Year	60.00	100.00	112.00		73.00	95.00
Private Hire Drivers Licence 3 Year	155.00	240.00		107.00	182.00	257.00
Dual Drivers Licence 1 Year	85.00	140.00				
Dual Drivers Licence 3 Year	200.00	350.00				
DVLA Drivers' Licence check	Actual Cost	6.00			5.00	
Failure to attend appointment	34.00	N/A		45.00	20.00	
Replacement Licence	10.50	18.00	12.00	18.00	5.00	
Transfer of Ownership	25.00	N/A	37.00		60.00	
Knowledge Test						
Per test	23.00	23.00	29.00	45.00	15.00	12.00
Driver's Badge						
Issue and Replacement	18.00	18.00		15.00	6.00	13.00
Vehicles						
Replacement plates and fixings	22.00	23.00	27.00	18.00	10.00	
Replacement brackets	15.00	N/A				
Interior windscreen plate	23.00	23.00				
Other						
DBS Fee	Actual Cost	44.00	44.00		44.00	11.00
Medical Consultation	Actual Cost	Included in Licence fee				50.00 (Drugs Test)