

# FAREHAM

## BOROUGH COUNCIL

### **Report to Licensing and Regulatory Affairs Committee**

**Date**                    **3 February 2016**

**Report of:**            **Director of Finance and Resources**

**Subject:**              **SPENDING PLANS – FEES AND CHARGES**

#### **SUMMARY**

This report sets out the fees and charges under the control of this Committee and seeks agreement for the level of charges 2016/17 before being recommended to Full Council for approval.

#### **RECOMMENDATION**

That the Licensing and Regulatory Affairs Committee agrees the fees and charges for 2016/17 and recommends the charges to Full Council for approval.

## **INTRODUCTION**

1. In November 2015 the committee received a report on the Spending Plans for 2016/17 which included the annual review of fees and charges.
2. This report updates members on the fees and charges under the control of this committee following the discussions that took place at the meeting held in November.

## **MEDIUM TERM FINANCE STRATEGY**

3. The Medium Term Finance Strategy was approved by the Executive in October 2015 and as part of that strategy there are a number of guidelines that were adopted in order that a balance budget could be set. One of the guidelines referred to fees and charges and is shown below:
  - Fees and charges to be increased to achieve a realistic increase in income wherever possible and every effort to be made to identify new sources of income. The proposed charges should be considered alongside those for similar services in neighbouring authorities and, where appropriate, the charges levied by private sector providers.

## **FEES AND CHARGES**

4. 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 GBC increase their charges on 1 January each year so the charges shown are already being applied.
5. 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.
6. Other Licences and Fees (Discretionary) – this discretionary element of the fees and charges are under the control of this committee. The detail on these fees shows that the charges currently in operation at Fareham and Gosport are the same except for sex shops/establishments where the fees set by Gosport are 64% higher than Fareham.
7. 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.
8. The current fees and charges, reflecting the changes approved on 22 September 2015, for Licensing and Regulatory Affairs services and the proposed charges for 2016/17 are set out in Appendix A. A comparison with neighbouring authorities is shown at Appendix B.
9. The proposed discretionary licensing charges have been reviewed to achieve an increase in income wherever possible and desirable. It is proposed to maintain the majority of fees at the same level for 2016/17 for review once any reduction in the costs relating to the Environmental Health Partnership that are charged to this area are recognised.

10. Members may also wish to consider whether, for certain services, there could be scope to generate additional income to pay for service improvements.

## **SERVICE ISSUES**

### **Environmental Health Partnership**

11. From 1 April 2014 the Environmental Health service has been provided by way of a Partnership between Fareham and Gosport Councils in order to provide a more resilient service and to bring savings to both Councils under the control of the Environmental Health Panel.
12. As part of this partnership members and officers have been looking at the best ways to run the services and the best structure to provide these services.
13. As part of the partnership arrangements it has been suggested that fees and charges could be aligned. However, to date there has been little discussion regarding the detail at the Panel meetings and more discussion and work in this area is needed. Members will see from the information provided within this report that a lot of the charges are similar however, some charges have a large gap between the 2 authorities and closing this gap could cause either authority some financial issues should charges drop or be raised significantly.
14. It should be remembered that the two Councils have completely different cost bases and democratic arrangements, therefore it may not follow that fees and charges could be the same.
15. The matter will continue to be discussed at panel meetings and findings reported back to this committee in the future

## **RISK ASSESSMENT**

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

## **CONCLUSION**

17. The Committee is asked to review the fees and charges for 2016/17 and consider whether it wishes to submit and changes to Full Council for approval.

### **APPENDIX A – Proposed Fees and Charges 2016/17**

### **APPENDIX B – Fees and Charges Comparison**

#### **Background Papers:**

**Reference Papers:** Report of the Director of Finance and Resources to the Executive on 12 October 2015 'Annual Review of the Council's Finance Strategy'

#### **Enquiries:**

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



**LICENSING AND REGULATORY AFFAIRS COMMITTEE****LICENCES AND FEES**

<b>Statutory Charges</b>	<b>Current Fee £</b>
Lotteries - Registration	40.00
- Renewal	20.00

**Gambling Act 2005**

Charges available on application to the Head of Environmental Health.

**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:

<b>Rateable Value</b>	<b>Band</b>	<b>Initial License Fee £</b>	<b>Annual Fee £</b>
£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:

<b>Rateable Value</b>	<b>Band</b>	<b>City/Town Centre Pub Application Fee £</b>	<b>City/Town Centre Pub Annual Charge £</b>
£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 addition Fee to those set out above becomes payable as follows:

<b>Rateable Value</b>	<b>Band</b>	<b>Variation Fee £</b>
£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 capacity of 5,000 people. Please contact the Licensing Authority for details of these.

## Personal Licences, Temporary Events and other Fees (Statutory)

Additional Fees are as follows:

<b>Occasion on which Fee payable</b>	<b>Current Fee £</b>
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.

## **OTHER LICENCES AND FEES - Discretionary**

All Fees and Licences are exclusive of VAT unless stated

<b>Other Licences and Fees</b>	<b>GBC Fee £</b>	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>Increase %</b>
Skin Piercers : Premises	79.00	79.00	79.00	NIL
Skin Piercers : Persons	68.00	68.00	68.00	NIL
Street Trading Consent : 12 months	1,150.00	1,680.00	1,760.00	4.8
Street Trading Consent : 6 months	600.00	945.00	990.00	4.8
Street Trading Consent : 3 months	N/A	525.00	550.00	4.8
Street Trading - Tables and Chairs New	290.00	290.00	290.00	NIL
Renewal	180.00	180.00	180.00	NIL
Dangerous Wild Animal Licences (note 1) :	128.00	128.00	128.00	NIL
Riding Establishment Licences (note 1) : Initial registration / renewal/variation –per horse	128.00 Flat fee	38.00	38.00	NIL
Animal Boarding Establishment Licences - (note 1)	128.00	165.00	165.00	NIL
Home (Domestic) Animal Boarding Establishment Licences	128.00	115.00	115.00	NIL
Pet Shop Licences - (note 1)	128.00	115.50	115.50	NIL
Dog Breeders Licence - (note 1)	128.00	173.25	173.25	NIL
Zoo : Initial Application (valid for 4 years) - (Note 1)	Available on	1,800.00	1,800.00	NIL
Zoo : Renewal (valid for 6 years) - (Note 1)	request	1,800.00	1,800.00	NIL
Sex Shops/Establishments: Initial Fee	2,950.00	1,800.00	1,800.00	NIL

Sex Shop/Establishments: Renewal Fee	1,950.00	1,800.00	1,800.00	NIL
Scrap Metal Dealer: New Application	237.00	237.00	237.00	NIL
Scrap Metal Dealer: Application Renewal	131.50	131.50	131.50	NIL
Mobile Collector: New Application	131.50	131.50	131.50	NIL
Mobile Collector: Application Renewal	94.50	94.50	94.50	NIL
Variation of Licence	131.50	131.50	131.50	NIL
Replacement Licence	21.00	21.00	21.00	NIL
Advice to commercial premises - charge per hour or part thereof	N/A	45.00	45.00	NIL

Note 1. All initial applications and subsequent renewals where appropriate will also include vets' Fees in addition to the charges above.

**HACKNEY CARRIAGE AND PRIVATE HIRE LICENCES – Discretionary –**  
**No increase proposed**

<b>Hackney Carriage and Private Hire Licences -</b>	<b>GBC Fee £</b>	<b>Current Fee £</b>
<b>Vehicle Licence</b>		
Hackney Carriage	260.00	185.00
Private Hire	260.00	185.00
Transfer of Licence (Note 2)	260.00	185.00
Temporary Transfer (Note 3,4)	260.00	185.00
<b>Operator's Licence</b>		
Private Hire Operators Licence 1 Year	260.00	185.00
Private Hire Operators Licence 3 Year	620.00	455.00
Private Hire Operators Licence 5 Year	1,050.00	825.00
<b>Driver's Licence</b>		
Hackney Carriage Drivers Licence 1 Year	95.00	60.00
Hackney Carriage Drivers Licence 3 Year	230.00	155.00
Private Hire Drivers Licence 1 Year	95.00	60.00
Private Hire Drivers Licence 3 Year	230.00	155.00
Dual Drivers Licence 1 Year	130.00	60.00
Dual Drivers Licence 3 Year	330.00	155.00
DVLA Drivers' Licence check (Note 5)	5.75	Actual Cost
Failure to attend appointment	N/A	34.00
Replacement Licence	17	10.50
Transfer of Ownership (Note 2)	N/A	25.00
<b>Knowledge Test</b>		
Per test	21.00	21.00
<b>Driver's Badge</b>		
Issue and Replacement (Note 1)	17.00	5.00

<b>Vehicles</b>		
Replacement plates and fixings (Note 1)	22.00	22.00
Replacement brackets	N/A	15.00
Interior windscreen plate	22.00	22.00
<b>Other</b>		
DBS Fee	44.00	Actual Cost
Medical Consultation	Included in Licence fee	Actual Cost

Notes:

1. Fee inclusive of VAT at the prevailing rate.
2. 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%.
3. This charge covers the cost of temporary transfers due to the use of loan cars for insurance purposes.
4. This charge has been set at a level to cover the cost of administering transfers.
5. This is the actual cost to the council.

## **ELECTION SERVICES**

1. Returning Officer's Fees and disbursements: as determined by Hampshire Election Fees Working Party; available on request to Head of Democratic Services.

### **REGISTRATION OF ELECTORS (Statutory)**

<b>Item</b>	<b>Data</b>	<b>Printed</b>
Sale of Edited Register	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of Full Register *	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of monthly update notices *	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of list of Overseas Electors	£20 plus £1.50 per hundred entries (or part)	£10 plus £5.00 per hundred entries (or part)
Sale of Marked Register *	Where available £10 plus £1.00 per thousand entries (or part)	£10 plus £2.00 per thousand entries (or part)
<b>*Notes :</b> <ol style="list-style-type: none"><li>1. Supply of the Full Register, monthly update notices and the marked register is restricted by the Representation of the People Regulations.</li><li>2. Packing and carriage costs will also apply where relevant.</li><li>3. A request for the same part of the register in both printed and data form will be treated as two separate requests.</li></ol>		

**APPENDIX B**

**Fees and charges Comparison**

<b>Other Licences and Fees</b>	<b>FBC £</b>	<b>GBC £</b>	<b>WCC £</b>	<b>HBC £</b>	<b>EBC £</b>	<b>PCC £</b>
Skin Piercers : Premises	79.00	79.00				
Skin Piercers : Persons	68.00	68.00				
Street Trading Consent : 12 months	1,680.00	1,150.00		900.00		1,736.00
Street Trading Consent : 6 months	945.00	600.00		550.00		
Street Trading Consent : 3 months	525.00	N/A				
Street Trading - Tables and Chairs New	290.00	290.00			150.00	127.00
Renewal	180.00	180.00			150.00	From 244.00
Dangerous Wild Animal Licences (note 1) :	128.00	128.00	55.00	82.00		
Riding Establishment Licences (note 1) : Initial registration / renewal/variation –per horse	38.00	128.00 Flat fee	From 55.00	163.00		
Animal Boarding Establishment Licences - (note 1)	165.00	128.00	180.00	112.00		
Home (Domestic) Animal Boarding Establishment Licences	115.00	128.00	100.00	112.00		
Pet Shop Licences - (note 1)	115.50	128.00	180.00	95.00		
Dog Breeders Licence - (note 1)	173.25	128.00	155.00	112.00		
Zoo : Initial Application (valid for 4 years) - (Note 1)	1,800.00	On Request	Actual cost	265.00		
Zoo : Renewal (valid for 6 years) - (Note 1)	1,800.00	On Request	Actual cost			

Sex Shops/Establishments: Initial Fee	1,800.00	2,950.00		4,400.00		11,400.00
Sex Shop/Establishments: Renewal Fee	1,800.00	1,950.00		4,400.00		3,800.00
Scrap Metal Dealer: New Application	237.00	237.00	370.00	260.00	372.30	1000.00
Scrap Metal Dealer: Application Renewal	131.50	131.50				100.00
Mobile Collector: New Application	131.50	131.50	190.00	110.00	285.60	300.00
Mobile Collector: Application Renewal	94.50	94.50				100.00
Variation of Licence	131.50	131.50		180.00		
Replacement Licence	21.00	21.00		30.00		25.00
Advice to commercial premises - charge per hour or part thereof	45.00	N/A				
<b>Hackney Carriage and Private Hire Licences -</b>						
<b>Vehicle Licence</b>						
Hackney Carriage	185.00	260.00	167.00	219.00	180.00	219.00
Private Hire	185.00	260.00	167.00	162.00	180.00	164.00
Transfer of Licence (Note 2)	185.00	260.00	37.00	As Above	60.00	132.00 + 27.00
Temporary Transfer (Note 3,4)	185.00	260.00	100.00		21.00	66.00
<b>Operator's Licence</b>						
Private Hire Operators Licence 1 Year	185.00	260.00	220.00	167.00	365.00	476.00
Private Hire Operators Licence 3 Year	455.00	620.00				
Private Hire Operators Licence 5 Year	825.00	1,050.00				
<b>Driver's Licence</b>						
Hackney Carriage Drivers Licence 1 Year	60.00	95.00	112.00	95.00	73.00	105.00
Hackney Carriage Drivers Licence 3 Year	155.00	230.00			182.00	
Private Hire Drivers Licence 1 Year	60.00	95.00	112.00	95.00	73.00	95.00
Private Hire Drivers Licence 3 Year	155.00	230.00			182.00	
Dual Drivers Licence 1 Year	60.00	130.00				
Dual Drivers Licence 3 Year	155.00	330.00				
DVLA Drivers' Licence check (Note 5)	Actual Cost	5.75			5.00	

Failure to attend appointment	34.00	N/A		42.00		
Replacement Licence	10.50	17.00	12.00	19.00	5.00	
Transfer of Ownership (Note 2)	25.00	N/A	37.00		60.00	
<b>Knowledge Test</b>						
Per test	21.00	21.00	29.00	40.00	15.00	12.00
<b>Driver's Badge</b>						
Issue and Replacement (Note 1)	5.00	17.00		19.00	6.00	13.00
<b>Vehicles</b>						
Replacement plates and fixings (Note 1)	22.00	22.00	27.00	23.00	10.00	
Replacement brackets	15.00	N/A				
Interior windscreen plate	22.00	22.00				
<b>Other</b>						
DBS Fee	Actual Cost	44.00	44.00		44.00	11.00
Medical Consultation	Actual Cost	Included in Licence fee				44.00