

# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    24 January 2017

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

**Subject:**                FEES AND CHARGES 2017/18

#### **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**

That the Licensing and Regulatory Affairs Committee:-

- (a) agrees the fees and charges for 2017/18; 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 was approved by the Executive on 12 October 2015 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. 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.
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.
7. 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.
8. 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.
9. 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**

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

## **CONCLUSION**

11. 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.
12. The Committee is asked to:-
  - (a) review and agree the fees and charges for 2017/18; 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 2016/17 £	Fee 2017/18 £	% Increase
<b>Lotteries</b>				
Registration	Statutory Charge	40.00	40.00	0.00
Renewal	Statutory Charge	20.00	20.00	0.00

### Gambling Act 2005

Charges are available on application to the 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 is 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 is 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 2017/18 £
<b>Statutory – Additional Fees are as follows :</b>	
<b>Occasion on which Fee payable</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

Where applications for premises licences or club certificates 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 2016/17 £	Fee 2017/18 £	% Increase
<b>Discretionary – Other Licences and Fees</b>				
Skin Piercers	Premises	79.00	79.00	0.00
Skin Piercers	Persons	68.00	68.00	0.00
Street Trading Consent	12 months	1,760.00	1,760.00	0.00
Street Trading Consent	6 months	990.00	990.00	0.00
Street Trading Consent	3 months	550.00	550.00	0.00
Street Trading - Tables and Chairs	New	290.00	290.00	0.00
Street Trading - Tables and Chairs	Renewal	180.00	180.00	0.00
Dangerous Wild Animal Licences	All initial applications and subsequent renewals where appropriate will also include vets' Fees in addition to the charges above	128.00	128.00	0.00
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 above	38.00	38.00	0.00
Animal Boarding Establishment Licences	All initial applications and subsequent renewals where appropriate will also include vets' Fees in addition to the charges above	165.00	165.00	0.00
Home (Domestic) Animal Boarding Establishment Licences		115.00	115.00	0.00
Pet Shop Licences	All initial applications and subsequent renewals where appropriate will also include vets' Fees in addition to the charges above	115.50	115.50	0.00
Dog Breeders Licence	All initial applications and subsequent renewals where appropriate will also include vets' Fees in addition to the charges above	173.25	173.25	0.00
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 above	1,800.00	1,800.00	0.00
Zoo: Renewal (valid for 6 years)	All initial applications and subsequent renewals where appropriate will also include vets' Fees in addition to the charges above	1,800.00	1,800.00	0.00
Sex Shops/Establishments	Initial Fee	1,800.00	1,800.00	0.00
Sex Shop/Establishment	Renewal Fee	1,800.00	1,800.00	0.00
Scrap Metal Dealer	New Application	237.00	250.00	5.48
Scrap Metal Dealer	Application Renewal	131.50	140.00	6.46
Mobile Collector	New Application	131.50	140.00	6.46
Mobile Collector	Application Renewal	94.50	100.00	5.82
Variation of Licence		131.50	131.50	0.00
Replacement Licence		21.00	22.00	4.76
Advice to commercial premises	Charge per hour or part thereof	45.00	45.00	0.00

	Notes	Fee 2016/17 £	Fee 2017/18 £	% Increase
<b>Discretionary – Hackney Carriage and Private Hire Licences</b>				
<b>Vehicle Licence</b>				
Hackney Carriage		185.00	185.00	0.00
Private Hire		185.00	185.00	0.00
Transfer of Licence	(Note 2)	185.00	185.00	0.00
Temporary Transfer	(Note 3,4)	185.00	185.00	0.00
<b>Operator's Licence</b>				
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
<b>Driver's Licence</b>				
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	60.00	85.00	41.67
Dual Drivers Licence	3 Years	155.00	200.00	29.03
DVLA Drivers' Licence check	Free on-line, (Note 5)			
Failure to attend appointment		34.00	34.00	0.00
Replacement Licence		10.50	10.50	0.00
Transfer of Ownership	(Note 2)	25.00	25.00	0.00
<b>Knowledge Test</b>				
Per Test		21.00	23.00	9.52
<b>Driver's Badge</b>				
Issue and Replacement	Note 1 Inclusive of VAT	5.00	18.00	260
<b>Vehicles</b>				
Replacement plates and fixings	Note 1 Inclusive of VAT	22.00	22.00	0.00
Replacement brackets		15.00	15.00	0.00
Interior windscreen plate		22.00	23.00	4.54



Other	
Disclosure and Barring Service Fee	Actual Cost
Medical Consultation	Actual Cost
<p><b>Notes</b></p> <ol style="list-style-type: none"> <li>1. Fee inclusive of VAT at the prevailing rate.</li> <li>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%.</li> <li>3. This charge covers the cost of temporary transfers due to the use of loan cars for insurance purposes.</li> <li>4. This charge has been set at a level to cover the cost of administering transfers.</li> <li>5. This is the actual cost to the council.</li> </ol>	



## ELECTIONS

The charges shown are currently not subject to VAT.

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)

Item	Data	Printed
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	85.00				
Skin Piercers : Persons	68.00	70.00				
Street Trading Consent : 12 months	1,680.00	1,150.00				1,736.00
Street Trading Consent : 6 months	945.00	600.00				
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	56.00	96.00		
Riding Establishment Licences : Initial registration / renewal/variation –per horse	38.00	135.00 Plus Vet Fees	From 56.00	167.00		
Animal Boarding Establishment Licences	165.00	135.00	184.00	115.00		
Home (Domestic) Animal Boarding Establishment Licences	115.00	135.00	102.00	115.00		
Pet Shop Licences	115.50	135.00	184.00	100.00		
Dog Breeders Licence	173.25	135.00	158.00	115.00		
Zoo : Initial Application (valid for 4 years)	1,800.00	On Request	Actual cost	272.00		
Zoo : Renewal (valid for 6 years)	1,800.00	On Request	Actual cost			

Sex Shops/Establishments: Initial Fee	1,800.00	3,000.00		4,400.00		11,400.00
Sex Shop/Establishments: Renewal Fee	1,800.00	2,000.00		4,400.00		3,800.00
Scrap Metal Dealer: New Application	250.00	250.00	377.00	260.00	372.30	1,000.00
Scrap Metal Dealer: Application Renewal	140.00	140.00				100.00
Mobile Collector: New Application	140.00	140.00	194.00	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
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	275.00	167.00	205.00	180.00	219.00
Private Hire	185.00	275.00	167.00	150.00	180.00	164.00
Transfer of Licence	185.00	N/A	37.00		60.00	126.00 + 26.00
Temporary Transfer	185.00	N/A	N/A	N/A	21.00	64.00
<b>Operator's Licence</b>						
Private Hire Operators Licence 1 Year	185.00	270.00	220.00		365.00	541.00
Private Hire Operators Licence 3 Year	455.00	650.00				N/A
Private Hire Operators Licence 5 Year	825.00	1,100.00		435.00		2,705.00
<b>Driver's Licence</b>						
Hackney Carriage Drivers Licence 1 Year	60.00	100.00	112.00		73.00	105.00
Hackney Carriage Drivers Licence 3 Year	155.00	240.00		110.00	182.00	246.00
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		110.00	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		
Replacement Licence	10.50	18.00	12.00	20.00	5.00	
Transfer of Ownership	25.00	N/A	37.00		60.00	
<b>Knowledge Test</b>						
Per test	23.00	23.00	29.00	40.00	15.00	12.00
<b>Driver's Badge</b>						
Issue and Replacement	18.00	18.00		17.00	6.00	13.00
<b>Vehicles</b>						
Replacement plates and fixings	22.00	23.00	27.00	20.00	10.00	
Replacement brackets	15.00	N/A				
Interior windscreen plate	23.00	23.00				
<b>Other</b>						
DBS Fee	Actual Cost	44.00	44.00		44.00	11.00
Medical Consultation	Actual Cost	Included in Licence fee				62.00 (Drugs Test)