

# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    **25 January 2022**

**Report of:**            **Deputy Chief Executive Officer**

**Subject:**              **FEES AND CHARGES 2022/23**

#### **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 2022/23; and
- (b) recommends the fees and charges to Full 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 presented to the Executive on 10 January 2022 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. It is proposed due to COVID-19, the majority of charges remain the same as the prior year to support the economic recovery following the pandemic.
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 2022/23.
7. The current fees and charges, reflecting the changes approved on 14 January 2021, for Licensing and Regulatory Affairs Committee services and the proposed charges for 2022/23 are set out in Appendix A. The 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 2022/23; and

(b) recommend the fees and charges to Council for approval

**Appendices**

Appendix A-Fees and Charges 2022/23

Appendix B-Fees and Charges Comparison

**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 2021/22 £	Fee 2022/23 £	% Increase
<b>Lotteries</b>				
Registration	Statutory Charge	40.00	40.00	NIL
Renewal	Statutory Charge	20.00	20.00	NIL

### Gambling Act 2005

Charges available on application to 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

## Premises Licences /Club Applications

The Fees for premises and personal licences are set by the Government (published in April 2012) and are detailed below:

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 2022/23 £
<b>Statutory – Additional Fees are as follows :</b>	
<b>Occasion on which Fee payable</b>	
<b>Personal Licence</b>	<b>37.00</b>
<b>Minor Variations</b>	<b>89.00</b>
<b>Temporary Event Notice</b>	<b>21.00</b>
<b>Application for copy of Licence or summary on theft, loss etc. of Premises Licence or summary</b>	<b>10.50</b>
<b>Notification of change of name or address</b>	<b>10.50</b>
<b>Applications to vary – to specify Individuals as premises supervisor</b>	<b>23.00</b>
<b>Application to transfer Premises Licence</b>	<b>23.00</b>
<b>The removal of conditions for community premises</b>	<b>23.00</b>
<b>Interim Authority Notice</b>	<b>23.00</b>
<b>Application for making a Provisional Statement</b>	<b>195.00</b>
<b>Application for copy of certificate or summary on theft, loss etc. of certificate or summary</b>	<b>10.50</b>
<b>Notification of change of name or alteration of club rules</b>	<b>10.50</b>
<b>Change of relevant registered address of club</b>	<b>10.50</b>
<b>Application for copy of licence on theft, loss etc. of temporary event notices</b>	<b>10.50</b>
<b>Application for copy of licence on theft, loss etc. of personal licence</b>	<b>10.50</b>
<b>Right of freeholder etc. to be notified of licensing matters</b>	<b>21.00</b>

### 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 2021/22 £	Fee 2022/23 £	% Increase
<b>Discretionary – Other Licences and Fees</b>				
Skin Piercers	Premises	95.00	95.00	NIL
Skin Piercers	Persons	80.00	80.00	NIL
Street Trading Consent	12 months	1,900.00	1,900.00	NIL
Street Trading Consent	6 months	1,050.00	1,050.00	NIL
Street Trading Consent	3 months	560.00	560.00	NIL
Street Trading - Tables and Chairs	New	300.00	300.00	NIL
Street Trading - Tables and Chairs	Renewal	185.00	185.00	NIL
Dangerous Wild Animal Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	150.00	150.00	NIL
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	44.00	44.00	NIL
Animal Boarding Establishment Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	170.00	170.00	NIL
Home (Domestic) Animal Boarding Establishment Licences		130.00	130.00	NIL
Home Boarding Fee Franchise (including Day Care for Dogs)	Dog Boarding Franchise	160.00	160.00	NIL
	Additional Dog Boarding Franchise property applied for	53.00	53.00	NIL
Pet Shop Licences	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	130.00	130.00	NIL
Dog Breeders Licence	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	190.00	190.00	NIL
Zoo: Initial Application (valid for 4 years)	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	2,000.00	2,000.00	NIL
Zoo: Renewal (valid for 6 years)	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	2,000.00	2,000.00	NIL
Sex Shops/Establishments	Initial Fee	2,000.00	2,000.00	NIL
Sex Shop/Establishment	Renewal Fee	2,000.00	2,000.00	NIL
Scrap Metal Dealer	New Application	260.00	260.00	NIL
Scrap Metal Dealer	Application Renewal	145.00	145.00	NIL
Mobile Collector	New Application	145.00	145.00	NIL
Mobile Collector	Application Renewal	105.00	105.00	NIL
Variation of Licence		138.00	138.00	NIL
Replacement Licence		23.00	23.00	NIL
Advice to commercial premises	Charge per hour or part thereof	47.00	47.00	NIL

	Notes	Fee 2021/22 £	Fee 2022/23 £	% Increase
<b>Discretionary – Hackney Carriage and Private Hire Licences</b>				
<b>Vehicle Licence</b>				
Hackney Carriage		185.00	185.00	NIL
Private Hire		185.00	185.00	NIL
Transfer of Licence	(Note 1)	185.00	185.00	NIL
Temporary Transfer	(Note 2,3)	185.00	185.00	NIL
<b>Operator's Licence</b>				
Private Hire Operators Licence	1 year	185.00	185.00	NIL
Private Hire Operators Licence	3 years	455.00	455.00	NIL
Private Hire Operators Licence	5 years	825.00	825.00	NIL
<b>Driver's Licence</b>				
Hackney Carriage Drivers Licence	1 Year	60.00	60.00	NIL
Hackney Carriage Drivers Licence	3 Years	155.00	155.00	NIL
Private Hire Drivers Licence	1 Year	60.00	60.00	NIL
Private Hire Drivers Licence	3 Years	155.00	155.00	NIL
Dual Drivers Licence	1 Year	85.00	85.00	NIL
Dual Drivers Licence	3 Years	200.00	200.00	NIL
Dual Upgrade		45.00	45.00	NIL
DVLA Drivers' Licence check	Free on-line			
Failure to attend appointment		34.00	34.00	NIL
Replacement Licence		10.50	10.50	NIL
Transfer of Ownership	(Note 1)	25.00	25.00	NIL
<b>Knowledge Test</b>				
Per Test		60.00	60.00	NIL
<b>Driver's Badge</b>				
Issue and Replacement	Inclusive of VAT	18.00	18.00	NIL
<b>Vehicles</b>				
Replacement plates and fixings	Inclusive of VAT	22.00	22.00	NIL
Replacement brackets		15.00	15.00	NIL
Interior windscreen plate		23.00	23.00	NIL



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. 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>2. This charge covers the cost of temporary transfers due to the use of loan cars for insurance purposes.</li> <li>3. This charge has been set at a level to cover the cost of administering transfers.</li> </ol>	

**Appendix B**

<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	95.00	90.00	129.00	117.30	145.00	140.00
Skin Piercers: Persons	80.00	75.00	41.20	N/A	36.00	70.00
Street Trading Consent: 12 months	1,900.00	1210.00	N/A	Variable	N/A	1,736.00
Street Trading Consent: 6 months	1,050.00	630.00	N/A	Variable	N/A	N/A
Street Trading Consent: 3 months	580.00	N/A	N/A	N/A	N/A	N/A
Street Trading - Tables and Chairs New	300.00	290.00	N/A	N/A	N/A	127.00
Renewal	185.00	180.00	N/A	N/A	N/A	N/A
Dangerous Wild Animal Licences	150.00 plus vet fees	140.00 plus vet fees	62 plus vet fees	210.80 plus vet fees	300.00	N/A
Riding Establishment Licences: Initial registration / renewal/variation –per horse	44.00 plus vet fees	210.00 plus vet fees	247.00 plus vet fees	306.00 plus vet fees	305.00	N/A
Animal Boarding Establishment Licences	170.00 plus vet fees	200.00 plus vet fees	258.00	194.90	270.00	N/A
Home (Domestic) Animal Boarding Establishment Licences	130.00	75.00 plus vet fees	N/A	N/A	155.00	N/A
Home Boarding Fee Franchise (including Day Care for Dogs)	160.00	120.00 plus vet fees	214.00	197.90	122.50	N/A
Pet Shop Licences	130.00 plus	160.00 plus	216.00	212.20	410.00	N/A

Dog Breeders Licence	vet fees	vet fees				
	190.00 plus vet fees	180.00 plus vet fees	273.00 plus vet fees	214.20 plus vet fees	275.00	N/A
Zoo: Initial Application (valid for 4 years)	2,000.00 plus vet fees	On Request	N/A	Hourly Rate	N/A	N/A
Zoo: Renewal (valid for 6 years)	2,000.00 plus vet fees	On Request	N/A	Hourly Rate	N/A	N/A
Sex Shops/Establishments: Initial Fee	2,000.00	3,000.00	N/A	4,400.00	N/A	5,000.00
Sex Shop/Establishments: Renewal Fee	2,000.00	2,000.00	N/A	N/A	N/A	3,000.00
Scrap Metal Dealer: New Application	260.00	250.00	425.00	260.00	372.30	450.00
Scrap Metal Dealer: Application Renewal	145.00	140.00	N/A	N/A	N/A	450.00
Mobile Collector: New Application	145.00	140.00	218.00	110.00	285.60	300.00
Mobile Collector: Application Renewal	105.00	100.00	N/A	N/A	N/A	300.00
Variation of Licence	138.00	140.00	35.00	180.00	100.00	100.00
Replacement Licence	23.00	22.00	N/A	N/A	25.00	25.00
Advice to commercial premises	47.00	N/A	N/A	N/A	N/A	N/A
<b>Hackney Carriage and Private Hire Licences –</b>						
<b>Vehicle Licence</b>						
Hackney Carriage	185.00	275.00	173.00	219.00	180.00	310.00
Private Hire	185.00	275.00	173.00	157.00	180.00	192.00
Transfer of Licence	185.00	N/A	N/A	39.00	60.00	132.00
Temporary Transfer	185.00	N/A	N/A	68.00	90.00	100.00
<b>Operator's Licence</b>						
Private Hire Operators Licence 1 Year	185.00	270.00	227.00	143.00	N/A	760.00

Private Hire Operators Licence 3 Year	455.00	650.00	N/A	N/A	N/A	N/A
Private Hire Operators Licence 5 Year	825.00	1,100.00	514.00	347.00	365.00	3,500.00
<b>Driver's Licence</b>						
Hackney Carriage Drivers Licence 1 Year	60.00	100.00	116.00	210.00	N/A	162.00
Hackney Carriage Drivers Licence 3 Year	155.00	240.00	245.00	150.00	182.00	380.00
Private Hire Drivers Licence 1 Year	60.00	100.00	117.00	210.00	N/A	110.00
Private Hire Drivers Licence 3 Year	155.00	240.00	245.00	150.00	182.00	290.00
Dual Drivers Licence 1 Year	85.00	140.00	N/A	N/A	N/A	N/A
Dual Drivers Licence 3 Year	200.00	350.00	N/A	N/A	N/A	N/A
DVLA Drivers' Licence check	Actual Cost	6.00	N/A	N/A	5.00	11.00
Failure to attend appointment	34.00	N/A	N/A	N/A	N/A	N/A
Replacement Licence	10.50	37.00	13.00	14.00	5.00	14.00
Transfer of Ownership	25.00	N/A	39.00	29.00	N/A	N/A
<b>Knowledge Test</b>						
Per test	60.00	23.00	30.00	43.00	15.00	50.00
<b>Driver's Badge</b>						
Issue and Replacement	18.00	18.00	N/A	19.00	6.00	14.00
<b>Vehicles</b>						
Replacement plates and fixings	22.00	23.00	30.00	N/A	10.00	10.00
Replacement brackets	15.00	N/A	N/A	12.00	N/A	N/A
Interior windscreen plate	23.00	23.00	N/A	N/A	N/A	N/A

<b>Other</b>	Actual Cost	44.00	N/A	N/A	40.00	11.00
DBS Fee	Actual Cost	N/A	N/A	N/A	N/A	N/A
Medical Consultation						