

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **31 January 2023**

Report of: **Deputy Chief Executive Officer**

Subject: **FEES AND CHARGES 2023/24**

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 2023/24; 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 09 January 2023 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 which haven't been increase since the acts were introduced.
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.
7. The charges for Private Hire and Hackney Carriage Drivers are proposed to increase from April 2023 and the last time there was an increase in the main elements of these charges was April 2010.
8. The current fees and charges, reflecting the changes approved on 25 January 2022, 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.
9. Members may also wish to consider whether, for certain services, there could be scope to generate additional income to pay for service improvements.
10. The proposed fees and charges for 2023/24 takes into account the current impact of inflation, CPI was published in November 2022 at 10.7%.

RISK ASSESSMENT

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

CONCLUSION

12. 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.

13. The Committee is asked to:-

- (a) review and agree the fees and charges for 2023/24; and
- (b) recommend the fees and charges to Council for approval

Appendices: A: Fees and Charges 2023/24
B: Fees and Charges Comparison

Background Papers:

Reference Papers:

Enquiries:

For further information on this report please contact Neil Wood. (01329 824506)



LICENSING FEES

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

	Notes	Fee 2022/23 £	Fee 2023/24 £	% Increase
Lotteries				
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 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 2023/24 £
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 2022/23 £	Fee 2023/24 £	% Increase
Discretionary – Other Licences and Fees				
Skin Piercers	Premises	95.00	105.00	10.5
Skin Piercers	Persons	80.00	88.00	10.0
Street Trading Consent	12 months	1,900.00	2,090.00	10.0
Street Trading Consent	6 months	1,050.00	1,155.00	10.0
Street Trading Consent	3 months	560.00	616.00	10.0
Street Trading - Tables and Chairs	New	300.00	330.00	10.0
Street Trading - Tables and Chairs	Renewal	185.00	204.00	10.3
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	165.00	10.0
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	48.00	9.0
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	187.00	10.0
Home (Domestic) Animal Boarding Establishment Licences		130.00	143.00	10.0
Home Boarding Fee Franchise (including Day Care for Dogs)	Dog Boarding Franchise	160.00	176.00	10.0
	Additional Dog Boarding Franchise property applied for	53.00	58.00	9.4
Pet Shop Licences	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	130.00	143.00	10.0
Dog Breeders Licence	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	190.00	209.00	10.0
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	2,200.00	10.0
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	2,200.00	10.0
Sex Shops/Establishments	Initial Fee	2,000.00	2,200.00	10.0
Sex Shop/Establishment	Renewal Fee	2,000.00	2,200.00	10.0
Scrap Metal Dealer	New Application	260.00	286.00	10.0
Scrap Metal Dealer	Application Renewal	145.00	160.00	10.3
Mobile Collector	New Application	145.00	160.00	10.3
Mobile Collector	Application Renewal	105.00	116.00	10.5
Variation of Licence		138.00	152.00	10.1
Replacement Licence		23.00	25.00	8.6
Advice to commercial premises	Charge per hour or part thereof	47.00	52.00	10.6

	Notes	Fee 2022/23 £	Fee 2023/24 £	% Increase
Discretionary – Hackney Carriage and Private Hire Licences				
Vehicle Licence				
Hackney Carriage		185.00	215.00	13.5
Private Hire		185.00	215.00	13.5
Transfer of Licence	(Note 1)	185.00	215.00	13.5
Temporary Transfer	(Note 2,3)	185.00	215.00	13.5
Operator's Licence				
Private Hire Operators Licence	1 year	185.00	215.00	13.5
Private Hire Operators Licence	3 years	455.00	520.00	14.3
Private Hire Operators Licence	5 years	825.00	945.00	14.5
Driver's Licence				
Hackney Carriage Drivers Licence	1 Year	60.00	70.00	16.6
Hackney Carriage Drivers Licence	3 Years	155.00	175.00	12.9
Private Hire Drivers Licence	1 Year	60.00	70.00	16.6
Private Hire Drivers Licence	3 Years	155.00	175.00	12.9
Dual Drivers Licence	1 Year	85.00	95.00	11.7
Dual Drivers Licence	3 Years	200.00	230.00	15.0
Dual Upgrade		45.00	50.00	11.1
DVLA Drivers' Licence check	Free on-line			
Failure to attend appointment		34.00	40.00	17.6
Replacement Licence		10.50	12.00	14.3
Transfer of Ownership	(Note 1)	25.00	30.00	20.0
Knowledge Test				
Per Test		60.00	70.00	16.6
Driver's Badge				
Issue and Replacement	Inclusive of VAT	18.00	18.00	NIL
Vehicles				
Replacement plates and fixings	Inclusive of VAT	22.00	25.00	13.6
Replacement brackets		15.00	17.00	13.3
Interior windscreen plate		23.00	26.00	13.0

Other	
Disclosure and Barring Service Fee	Actual Cost to the council
Drug Testing	Actual Cost to the council
Medical Consultation	Actual Cost to the council
<p>Notes</p> <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. 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

Other Licences and Fees	FBC £	GBC £	WCC £	HBC £	EBC £	PCC £
Skin Piercers: Premises	105.00	99.00	129.00	124.00	150.00	140.00
Skin Piercers: Persons	88.00	85.00	41.20	N/A	37.00	70.00
Street Trading Consent: 12 months	2,090.00	1,331.00	N/A	Variable	N/A	1,736.00
Street Trading Consent: 6 months	1,155.00	693.00	N/A	Variable	N/A	N/A
Street Trading Consent: 3 months	616.00	N/A	N/A	N/A	N/A	N/A
Street Trading - Tables and Chairs New	330.00	319.00	N/A	N/A	N/A	127.00
Renewal	204.00	198.00	N/A	N/A	N/A	N/A
Dangerous Wild Animal Licences	165.00 plus vet fees	154.00 plus vet fees	64 plus vet fees	487.00 plus vet fees	300.00	N/A
Riding Establishment Licences: Initial registration / renewal/variation –per horse	48.00 plus vet fees	231.00 plus vet fees	254.00 plus vet fees	497.10 plus vet fees	305.00 plus £10 per horse	N/A
Animal Boarding Establishment Licences	187.00 plus vet fees	220.00 plus vet fees	266.00	368.10	270.00	N/A
Home (Domestic) Animal Boarding Establishment Licences	143.00	85.00 plus vet fees	220.00	346.60	155.00	N/A
Home Boarding Fee Franchise (including Day Care for Dogs)	176.00	135.00 plus vet fees	N/A	346.60	122.50 plus £62 per host	N/A
Pet Shop Licences	143.00 plus vet fees	180.00 plus vet fees	222.00	411.10	410.00	N/A

Dog Breeders Licence	209.00 plus vet fees	198.00 plus vet fees	281.00 plus vet fees	497.10 plus vet fees	275.00	N/A
Zoo: Initial Application (valid for 4 years)	2,200.00 plus vet fees	On Request	N/A	Hourly Rate	N/A	N/A
Zoo: Renewal (valid for 6 years)	2,200.00 plus vet fees	On Request	N/A	Hourly Rate	N/A	N/A
Sex Shops/Establishments: Initial Fee	2,200.00	3,300.00	N/A	4,400.00	N/A	5,000.00
Sex Shop/Establishments: Renewal Fee	2,200.00	2,200.00	N/A	N/A	N/A	3,000.00
Scrap Metal Dealer: New Application	286.00	275.00	451.00	260.00	372.30	450.00
Scrap Metal Dealer: Application Renewal	160.00	154.00	N/A	N/A	N/A	450.00
Mobile Collector: New Application	160.00	154.00	232.00	110.00	285.60	300.00
Mobile Collector: Application Renewal	116.00	110.00	N/A	N/A	N/A	300.00
Variation of Licence	152.00	Renewal Price	37.00	180.00	100.00	100.00
Replacement Licence	25.00	25.00	N/A	N/A	25.00	25.00
Advice to commercial premises	52.00	N/A	N/A	N/A	N/A	N/A
Hackney Carriage and Private Hire Licences –						
Vehicle Licence						
Hackney Carriage	215.00	275.00	173.00	219.00	180.00	310.00
Private Hire	215.00	275.00	173.00	157.00	180.00	192.00
Transfer of Licence	215.00	N/A	N/A	39.00	60.00	132.00
Temporary Transfer	215.00	N/A	N/A	68.00	90.00	100.00
Operator's Licence						
Private Hire Operators Licence 1 Year	215.00	270.00	227.00	143.00	N/A	760.00
Private Hire Operators Licence 3 Year	520.00	650.00	N/A	N/A	N/A	N/A
Private Hire Operators Licence 5 Year	945.00	1,100.00	514.00	347.00	365.00	3,500.00

Driver's Licence						
Hackney Carriage Drivers Licence 1 Year	70.00	100.00	116.00	210.00	N/A	162.00
Hackney Carriage Drivers Licence 3 Year	175.00	240.00	245.00	150.00	182.00	380.00
Private Hire Drivers Licence 1 Year	70.00	100.00	117.00	210.00	N/A	110.00
Private Hire Drivers Licence 3 Year	175.00	240.00	245.00	150.00	182.00	290.00
Dual Drivers Licence 1 Year	95.00	140.00	N/A	N/A	N/A	N/A
Dual Drivers Licence 3 Year	230.00	350.00	N/A	N/A	N/A	N/A
DVLA Drivers' Licence check	Actual Cost	Actual cost	N/A	N/A	5.00	N/A
Failure to attend appointment	40.00	N/A	N/A	N/A	N/A	N/A
Replacement Licence	12.00	N/A	13.00	14.00	5.00	14.00
Transfer of Ownership	30.00	N/A	39.00	39.00	N/A	N/A
Knowledge Test						
Per test	70.00	23.00	30.00	43.00	15.00	50.00
Driver's Badge						
Issue and Replacement	18.00	18.00	N/A	19.00	6.00	14.00
Vehicles						
Replacement plates and fixings	25.00	23.00	30.00	N/A	10.00	10.00
Replacement brackets	17.00	N/A	N/A	12.00	N/A	N/A
Interior windscreen plate	26.00	23.00	N/A	N/A	N/A	N/A
Other						
DBS Fee	Actual Cost	Actual Cost	N/A	N/A	40.00	11.00
Drug Testing	Actual Cost	N/A				50.00
Medical Consultation	Actual Cost	N/A	N/A	N/A	N/A	N/A