

# FAREHAM

## BOROUGH COUNCIL

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

**Date**                **30 January 2024**

**Report of:**        **Assistant Chief Executive Officer**

**Subject:**          **FEES AND CHARGES 2024/25**

#### **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 2024/25; 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 8 January 2024 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 were increase from April 2023, prior to this 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 9<sup>th</sup> January 2023, for Licensing and Regulatory Affairs Committee services and the proposed charges for 2024/25 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 2024/25 takes into account the current impact of inflation, CPI was published in December 2023 at 4.0%.

## **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 2024/25; and
- (b) recommend the fees and charges to Council for approval

**Appendices: A:** Fees and Charges 2024/25

**B:** Fees and Charges Comparison 2023/24

**Background Papers:**

**Reference Papers:**

**Enquiries:**

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



## LICENSING FEES

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

	Notes	Fee 2023/24 £	Fee 2024/25 £	% 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 2024/25 £
<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 2023/24 £	Fee 2024/25 £	% Increase
<b>Discretionary – Other Licences and Fees</b>				
Skin Piercers	Premises	105.00	112.00	6.7
Skin Piercers	Persons	88.00	94.00	6.8
Street Trading Consent	12 months	2,090.00	2,230.00	6.7
Street Trading Consent	6 months	1,155.00	1,232.00	6.7
Street Trading Consent	3 months	616.00	658.00	6.8
Street Trading - Tables & Chairs	New	330.00	352.00	6.7
Street Trading - Tables & Chairs	Renewal	204.00	218.00	6.9
Pavement License		31.00	31.00	0.0
Dangerous Wild Animal Licences	Plus any Veterinarian costs	165.00	176.00	6.7
Dog Breeders Licence	Plus any Veterinarian costs	209.00	223.00	6.7
Zoo: Initial Application (valid for 4 years)	Plus any Veterinarian costs	2,200.00	2,350.00	6.8
Zoo: Renewal (valid for 6 years)	Plus any Veterinarian costs	2,200.00	2,350.00	6.8
Sex Shops/Establishments	Initial Fee	2,200.00	2,350.00	6.8
Sex Shop/Establishment	Renewal Fee	2,200.00	2,350.00	6.8
Scrap Metal Dealer	New Application	286.00	305.00	6.6
Scrap Metal Dealer	Application Renewal	160.00	170.00	6.3
Mobile Collector	New Application	160.00	170.00	6.3
Mobile Collector	Application Renewal	116.00	124.00	6.9
Variation of Licence		152.00	162.00	6.6
Replacement Licence		25.00	27.00	8.0
Advice to commercial premises	Charge per hour or part thereof	52.00	55.00	5.8
<b>Note: Legislation states the below fees need to be split out to show application costs and grant of license separately</b>				
Riding Establishment Licences	New Application/Renewal/Variation Plus any Veterinarian costs	48.00	41.00	6.3
Riding Establishment Licences	Grant of License/Variation		10.00	
Animal Boarding Establishment Licences	New Application/Renewal/Variation Plus any Veterinarian costs	187.00	140.00	7.0
Animal Boarding Establishment Licences	Grant of License/Variation		60.00	
Home (Domestic) Animal Boarding Establishment Licences	New Application/Renewal/Variation Plus any Veterinarian costs	143.00	99.00	6.3
Home (Domestic) Animal Boarding Establishment Licences	Grant of License/Variation		53.00	
Home Boarding Fee Franchise (including Day Care for Dogs)	New Application/Renewal/Variation Plus any Veterinarian costs	176.00	128.00	6.8
Home Boarding Fee Franchise (including Day Care for Dogs)	Grant of License/Variation		60.00	
	Additional Dog Boarding Franchise property applied for	58.00	62.00	6.9
Pet Shop Licences	New Application/Renewal/Variation Plus any Veterinarian costs	143.00	115.00	6.3
Pet Shop Licences	Grant of License/Variation		37.00	

	Notes	Fee 2023/24 £	Fee 2024/25 £	% Increase
<b>Discretionary – Hackney Carriage and Private Hire Licences</b>				
<b>Vehicle Licence</b>				
Hackney Carriage		215.00	215.00	NIL
Private Hire		215.00	215.00	NIL
Transfer of Licence	(Note 2)	215.00	215.00	NIL
Temporary Transfer	(Note 1)	215.00	215.00	NIL
Private Hire Operators Licence	1 year	215.00	215.00	NIL
Private Hire Operators Licence	3 years	520.00	520.00	NIL
Private Hire Operators Licence	5 years	945.00	945.00	NIL
Hackney Carriage Drivers Licence	1 Year	70.00	70.00	NIL
Hackney Carriage Drivers Licence	3 Years	175.00	175.00	NIL
Private Hire Drivers Licence	1 Year	70.00	70.00	NIL
Private Hire Drivers Licence	3 Years	175.00	175.00	NIL
Dual Drivers Licence	1 Year	95.00	95.00	NIL
Dual Drivers Licence	3 Years	230.00	230.00	NIL
Dual Upgrade		50.00	50.00	NIL
DVLA Drivers' Licence check	Free on-line			
Failure to attend appointment		40.00	40.00	NIL
Replacement Licence		12.00	12.00	NIL
Transfer of Ownership		30.00	30.00	NIL
Per Test		70.00	70.00	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	25.00	25.00	NIL
Replacement brackets		17.00	17.00	NIL
Interior windscreen plate		26.00	26.00	NIL

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><b>Notes</b></p> <ol style="list-style-type: none"> <li>1. This charge covers the cost of temporary transfers due to the use of loan cars for insurance purposes.</li> <li>2. This charge has been set at a level to cover the cost of administering transfers.</li> </ol>	

<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	105.00	99.00	129.00	134.00	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	100 plus vet fees	526.00 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	281.00 plus vet fees	537.00 plus vet fees	305.00 plus £10 per horse	245.00 plus vet fees
Animal Boarding Establishment Licences	187.00 plus vet fees	220.00 plus vet fees	281.00	398.00	270.00	175.00
Home (Domestic) Animal Boarding Establishment Licences	143.00	85.00 plus vet fees	242.00	375.00	155.00	175.00
Home Boarding Fee Franchise (including Day Care for Dogs)	176.00	135.00 plus vet fees	N/A	375.00	122.50 plus £62 per host	N/A
Pet Shop Licences	143.00 plus vet fees	180.00 plus vet fees	242.00	444.00	410.00	175.00

Dog Breeders Licence	209.00 plus vet fees	198.00 plus vet fees	293.00 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	281.00	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	119.00	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	195.00	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
<b>Hackney Carriage and Private Hire Licences –</b>						
<b>Vehicle Licence</b>						
Hackney Carriage	215.00	275.00	173.00	237.00	180.00	310.00
Private Hire	215.00	275.00	173.00	170.00	180.00	192.00
Transfer of Licence	215.00	N/A	N/A	43.00	60.00	132.00
Temporary Transfer	215.00	N/A	N/A	74.00	90.00	100.00
<b>Operator's Licence</b>						
Private Hire Operators Licence 1 Year	215.00	270.00	227.00	155.00	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	375.00	365.00	3,500.00

<b>Driver's Licence</b>						
Hackney Carriage Drivers Licence 1 Year	70.00	100.00	116.00	227.00	N/A	162.00
Hackney Carriage Drivers Licence 3 Year	175.00	240.00	245.00	162.00	182.00	380.00
Private Hire Drivers Licence 1 Year	70.00	100.00	117.00	227.00	N/A	110.00
Private Hire Drivers Licence 3 Year	175.00	240.00	245.00	162.00	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
<b>Knowledge Test</b>						
Per test	70.00	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	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
<b>Other</b>						
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