

**LICENSING AND SAFETY COMMITTEE  
1 FEBRUARY 2007**

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**REVIEW OF FEES AND CHARGES 2007-2008  
(Director of Environment & Leisure)**

**1 PURPOSE OF DECISION**

- 1.1 Each service area is required to review the fees and charges it levies on behalf of the Council as part of the budget review process. Attached to this report are Appendices which set out the current and proposed fees. Members are asked to review the fees including where appropriate the purpose of charge and agree the fees for the year commencing 1 April 2007.

**2 RECOMMENDATIONS**

- 2.1 **That the Committee recommends to the Executive the revised charges detailed in Appendix A for implementation from 1 April 2007; and**
- 2.2 **The proposed changes in operator and vehicle licence fees are:**
- (a) **advertised; and**
  - (b) **any objections reported to the Chair and Vice Chair of the Committee for consideration and approval prior to recommendation to the Executive.**

**3 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

Borough Solicitor

- 3.1 The legal implications are raised within the report.

Borough Treasurer

- 3.2 The proposed increases reflect the guideline increase of 5% on fees and charges allowed in the budget proposals for 2007/2008.

Impact Assessment

- 3.3 There are no direct consequences of this report for any group and no direct community safety implications.

**4 SUPPORTING INFORMATION**

- 4.1 The Council established a policy for the future review of fees and charges when setting the 2007/08 budget. This requires each Department to consider the level of charges against set criteria. Proposals for fees and charges will need to be submitted to the Executive for consideration when it makes the final recommendation for the 2007/08 budget to Full Council. However, at a time when prices are generally relatively stable, the scope for generating significant amounts of

additional income is inevitably limited. Indeed in most instances the Council should seek to recover no more than its costs in relation to the fees and charges subject to this report. At this stage, it is intended that most fees and charges will increase broadly in line with the inflationary effect on the Council's expenditure at around 5%. However, given the Council's underlying budget gap, opportunities for increasing some fees to cover any shortfall in costs have been explored.

- 4.2 The Appendices attached to the report include the charges for the services relevant to the Licensing and Safety Committee for the current year and the projected charges for 2007/08 based upon Council guidance. To allow easy collection, many charges have been rounded up or down. Overall, the effect is an increase of 5% and therefore no significant amount of additional income can be anticipated.
- 4.3 The table of charges is split into 2 parts. Appendix A lists the fees which the committee needs to consider for approval, and Appendix B lists the fees which are set by central government through statute and are for information only.
- 4.4 The Licensing Authority should be operated upon on a cost recovery basis such that the costs involved in the administration and enforcement of the service should be met by the fees charged for the licence. The fee is required to meet the administrative costs of the processing of the application, the issuing of the licence, and the monitoring and enforcement within the relevant market to ensure a fair and safe trading environment for consumer and trader alike.
- 4.5 It will be noted that the following fees have increased beyond the 5% Council figure:

Initial Driver's Licence	£86 to £95 (10.4%)
CRB Check	Cost + £5 to cost +£10

The service is now conducting checks on drivers through the DVLA in relation to any convictions or endorsements on a driver licence. This has become necessary as there has been evidence of drivers and applicants failing to inform Licensing Authorities of their true driving record. The cost of these checks to the Authority is £5 each. It is intended to do such a check at the time of first application and then every 3 years at the time when the Criminal Records Bureau is currently conducted. The increase therefore seeks to recover the £5 paid to DVLA for the check and nothing more.

- 4.6 Fees charged for the licensing of Hackney Carriages, Private Hire vehicles and Operators are required by Section 70 of the Local Government (Miscellaneous Provisions) Act 1976 to be advertised in a local paper with comments and objections received and considered by the Committee. Should objections be received, arrangements will need to be made for the Committee to consider these prior to implementation. This would normally be achieved through the next Committee meeting.
- 4.7 Recent Best Practice guidance issued by the DfT has suggested that operator licences should be issued for period of up to 5 years. At present within Bracknell Forest operator licences are issued on an annual basis. The Council has successfully introduced 3-year licences for drivers and now 13% of drivers opt for a 3-year licence. This provides a 30% saving for the driver over a 3-year period, and reduces administrative work for the Council, although enforcement work is maintained at the same level. It is proposed that a 3-year operator licence be introduced which provides for reduction in the fee to reflect the administration saving to the Council on issuing such a licence. It is calculated that the saving be £50 which

would amount to a saving of 13% on 1-5 vehicles, 6% on 6-20 vehicles and 4.5% on more than 20 vehicles. At present there are 36 operators and if everyone opted for a 3-year licence this would result in a loss of income for the Council of £1,800 over the 3-year period.

- 4.8 As the next committee is not until 19 April 2007, this will result in the operator and vehicle licence fees not being implemented until after that date. This could result in problems in relation to collection and administrative procedures. To reduce the possible impact, it is recommended that the Committee delegates authority to the Chair and Vice Chair to consider any objections received and make a decision on the charges. In the event that there are no objections, the fees will be implemented on 1 April 2007.

Background Papers

None

Contact for further information

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## **ENVIRONMENT & LEISURE DEPARTMENT**

### **FEES & CHARGES 2007/08**

Against each fee or service is the Purpose of Charge.

The Director of Environment & Leisure is authorised to waive all fees and charges should the circumstances warrant but particularly in relation to the need to protect public health.

## APPENDIX A

### A. TRADING LICENCES

**PURPOSE OF CHARGE:** to recover the cost of processing applications and monitoring compliance with conditions.

	Initial		Renewal	
	Current	Proposed	Current	Proposed
<b>SEX ESTABLISHMENT: Annual Licence</b>				
Premises	£1,839	£1,931	£980	£1,029
<b>DANGEROUS WILD ANIMAL: Annual Licence</b>				
Premises	£318	£334	£184	£193
<b>RIDING ESTABLISHMENT: Annual Licence</b>				
Premises	£357	£375	£184	£193
Provisional licence	£207	217	£105	£110
<b>ANIMAL BOARDING ESTABLISHMENT: Annual Licence</b>				
1 - 30 animals	£279	£293	£163	£171
31 - 60 animals	£329	£345	£178	£187
61 (or more) animals	£401	£421	£217	£228
<b>DOG BREEDERS: Annual Licence</b>				
Premises	£346	£363	£152	£160
<b>PET SHOPS: Annual Licence</b>				
Premises	£346	£363	£145	£160
<b>SPECIAL TREATMENTS: Single Payment</b>				
Premises		£140		£147
Person		£29		£30
<b>STREET TRADERS' FEES</b>				
		Current		Proposed
Week (minimum charge) (including 1 assistant)		£57		£60
1 month (including 1 assistant)		£212		£223
3 months (including 1 assistant)		£502		£527
6 months (including 1 assistant)		£830		£872
Additional trading assistant		£30		£32
Motor salvage operator		£76		£80

## B. PETROLEUM LICENCES

**PURPOSE OF CHARGE: to recover the cost of processing applications and monitoring compliance with conditions.**

	Current	Proposed
Replacement of lost petroleum licences	£24	£25
Petroleum storage enquiries	£59 per hour (min charge of 1 hour)	£61 per hour (min charge of 1 hour)
Copy of Register - first copy	£8	£8
Subsequent copies per sheet	15p	15p

## C. TAXI LICENSING

**PURPOSE OF CHARGE: to recover the cost of processing applications and monitoring compliance with conditions.**

HACKNEY CARRIAGE FEES: Annual fee	Current	Proposed
<b>Vehicle:</b>		
Licensing	£189	£198
Inspection	£48 + VAT	£50 + VAT
Re-inspection	£22 + VAT	£23 + VAT
Licence plate	£19	£20
<b>PRIVATE HIRE FEES</b>	<b>Current</b>	<b>Proposed</b>
<b>Vehicle:</b>		
Licensing	£189	£198
Inspection	£48 + VAT	£50 + VAT
Re-inspection	£22 + VAT	£23 + VAT
Licence plate	£19	£20
Home to School	£80	£84

	Current	Proposed
<b>OPERATOR LICENCE</b>		
<b>Licence fee – one year:</b>		
1 to 5 vehicles	£116	£122
6 to 20 vehicles	£230	£242
more than 20 vehicles	£347	£364
		<b>New</b>
<b>Licence fee – 3 years:</b>		
1 to 5 vehicles		£316
6 to 20 vehicles		£676
more than 20 vehicles		£1,042
<b>DRIVER'S LICENCE</b>		
Dual badge - initial fee	£86	£95
Renewal	£63	£66
Renewal - non-continuous	£86	£90
Lost badge	£14	£15
Renewal (3 years)	£134	£141
Renewal (3 years) - non-continuous	£163	£171
Home to school	£26	£27

<b>OTHER CHARGES</b>		
<b>Business:</b>		
Transfer of hackney carriage or private hire business	£69	£72
<b>Vehicles:</b>		
Admin fee for change of a vehicle	£50	£53
<b>Meter test – Retest after failure</b>	£21	£22
Knowledge Test – Retest after failure	£23	£24
First Aid Training for drivers	£19	£20
CRB Criminal Records Check	at cost plus £5 administration fee	at cost plus £10 administration fee
Backing plate	£15	£16
<b>Medical Certificate – exemption from carrying Guide Dogs</b>		£17

## Regulatory Functions

## A. LICENSING ACT 2003

**PURPOSE OF CHARGE: to recover the cost of processing applications and monitoring compliance with conditions.**

Fees for all Licensing Act 2003 permissions have been set by central government. The fees are based on the non-domestic rateable value of the premises. These are divided into 5 bands:

Non-domestic rateable value	Band
£0 - £4,300	A
£4,301 - £33,000	B
£33,001 - £87,000	C
£87,001 - £125,000	D
£125,001 and over	E

The fees for applications for new, and for variation to, premises licences and club premises certificates are as set out below:

Rateable value band	A	B	C	D	E
Main application fee	£100	£190	£315	£450	£635

However, the fees for applications for new or variations to premises licences and club premises certificates where (a) the premises are in Band D or in Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on those premises, are as set out below:

Rateable value band	A	B	C	D	E
Main application fee	n/a	n/a	n/a	£900	£1,905

Also, applications for new or variations to premises licences and club premises certificates, where the capacity of the premises will exceed 5,000, are subject to an additional fee as set out below:

Number of people in attendance at any one time	Additional fee
5,000 – 9,999	£1,000
10,000 – 14,999	£2,000
15,000 - 19,999	£4,000
20,000 - 29,999	£8,000
30,000 - 39,999	£16,000
40,000 - 49,999	£24,000
50,000 - 59,999	£32,000
60,000 - 69,999	£40,000
70,000 - 79,999	£48,000
80,000 - 89,999	£56,000
90,000 and over	£64,000



Premises licences sought for community centres and some schools that permit regulated entertainment, but which do not permit the supply of alcohol and/or the provision of late night refreshment will not incur a fee.

## OTHER FEES

There are other occasions that fees and charges must be paid to Bracknell Forest Borough Licensing Authority, as set out below:

Personal Licence Application	£37
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 (holder of premises licence)	£10.50
Application to vary to specify individual as premises supervisor	£23
Interim Authority Notice	£23
Application to transfer premises licence	£23
Application for making a provisional statement	£315
Application for copy of certificate or summary on theft, loss etc of certificate summary	£10.50
Notification of change of name or alteration of club rules	£10.50
Change of relevant registered address of club	£10.50
Temporary Event Notices	£21
Application for copy of notice on theft, loss etc of temporary event notice	£10.50
Application for copy of licence on theft, loss etc of personal licence	£10.50
Notification of change of name or address (personal licence)	£10.50
Notice of interest in any premises	£21

## ANNUAL FEES

Where premises licences and club premises certificates are issued by the licensing authority, the holder of the licence/certificate shall pay an annual fee as set out below:

Rateable value band	A	B	C	D	E
Annual Fee	£70	£180	£295	£320	£350

However, where (a) the premises are in Band D or in Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on those premises, the holder of the licence/certificate shall pay an annual fee as set out below:

Rateable value band	A	B	C	D	E
Annual Fee	n/a	n/a	n/a	£640	£1,050

Also, where the capacity of the premises exceeds 5,000, the holder of the licence/certificate shall pay an additional fee as set out below:

Number of people in attendance at any one time	Additional fee
5,000 – 9,999	£500
10,000 – 14,999	£1,000
15,000 - 19,999	£2,000

Number of people in attendance at any one time	Additional fee
20,000 - 29,999	£4,000
30,000 - 39,999	£8,000
40,000 - 49,999	£12,000
50,000 - 59,999	£16,000
60,000 - 69,999	£20,000
70,000 - 79,999	£24,000
80,000 - 89,999	£28,000
90,000 and over	£32,000

## B. OTHER LICENCES

**PURPOSE OF CHARGE: to recover the cost of processing applications and monitoring compliance with conditions.**

	Current	Proposed
<b>LICENCE TO SELL GAME: Annual Licence</b>		
Premises (max permitted fee)*	£30	Set by Regulation

	Current	Proposed
<b>GAMING MACHINE PERMITS</b>		
<b>Low tariff machine</b> (each) Maximum fee	£32	Set by Regulation
<b>High tariff machine</b> (total) Maximum permitted fee	£250	Set by Regulation
<b>Lotteries/Amusements</b>		Set by Regulation
Initial (Prescribed fee)	£35	
Renewal (Prescribed fee)	£17.50	

	Current	Proposed
<b>Petroleum (Consolidation) Act 1928 c.32</b>		
Section 4 Licence to keep petroleum spirit of quantity – not exceeding 2,500 litres	£33	Set by Regulation
Exceeding 2,500 litres but not exceeding 50,000 litres	£48	
Exceeding 50,000 litres	£95	
<b>Petroleum (Transfer of Licences) Act 1936 c.27</b>		
Section 1 (4) Transfer of petroleum spirit licence	£8	Set by Regulation

Provision under which a fee or maximum fee is payable	Current	Proposed
<b>Explosives Act 1875 c.17</b>		
Section 15 A Store Licence Section 18 Renewal of a store licence Section 21 Registration and renewal of registration of premises for keeping of explosives with a local authority	£77.00	Set by Regulation