

**LICENSING AND SAFETY COMMITTEE**  
**31 January 2008**

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**REVIEW OF FEES AND CHARGES 2008/2009**  
**(Director of Environment and 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 note the proposals and agree the fees for the year commencing 1 April 2008.

**2 RECOMMENDATIONS**

- 2.1 **That, save for the operator and vehicle licence fees, the Committee recommends to the Executive the new fees and charges detailed in Appendix A for implementation from 1 April 2008.**
- 2.2 **The proposed charges in operator and vehicle licence fees are:**
- (a) **advertised and**
  - (b) **if no objections received, implemented as from 1 April 2008 or**
  - (c) **if objections are received, they be reported to the Chair and Vice Chair of the Committee who shall be delegated authority by the Committee to consider the objections and determine the fees.**

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

Borough Solicitor

- 3.1 The relevant legal provisions are contained within the main body of the report.

Borough Treasurer

- 3.2 The budget proposals for 2008/09 are currently out for public consultation. Any amendments to these, of which there are some, will need to be included as amendments in the final budget setting process. Overall these changes will not make a significant impact to the budgets in the current budget proposals.

Impact Assessment

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

Strategic Risk Management Issues

- 3.4 There no issues to consider.

Other Officers

3.5 None.

#### **4 SUPPORTING INFORMATION**

- 4.1 The Council established a policy for the future review of fees and charges when setting the 2008/09 budget. This requires each Department to consider the level of charges against set criteria. Final proposals for fees and charges will need to be submitted to the Executive for consideration at its meeting on 12 February 2008 when it makes the final recommendation for the 2008/09 budget to Full Council at the meeting on 27 February 2008. 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 to ensure that the Council is recovering the full costs incurred.
- 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 2008/09 based upon Council guidance. To allow easy collection, many charges have been rounded up or down. Overall, the effect is an increase of 5% on the vast majority of charges.
- 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 was realised that the fees charged for Private Hire operators were well below the level to ensure cost recovery, especially those with more than 10 vehicles. It is necessary for the Licensing staff to regularly visit these premises to check records and in addition deal with queries and complaints relating to bookings, vehicles and drivers. Additionally it was seen that the costs involved in the processing and administration of drivers' licences were also not set at cost recovery levels. Therefore recommendations for increases above 5% have also been made for these fees. Street trading consents were also seen as an area where the fee had fallen behind the true costs involved and these again are recommended for increases above 5%. In making these recommendations officers can confirm that they have compared the proposed charges with those in other neighbouring authorities and can confirm that they are still less than those charged by Reading, Wokingham and Windsor & Maidenhead for comparable licences.
- 4.6 Charges for casinos and other gambling establishments were set by the committee at 75% of the statutory maximum fee in April 2007. These fees came into effect in September 2007. At this time officers recommend that the fees remain at their present levels, but be reviewed for 2009/10 when more experience of the workload involved with these licences has been established. Maximum statutory fees for Temporary Use Notices were set by a Regulation which came into force on 1 December 2007. As yet, no Temporary Use Notices have been received. Officers therefore recommend that the fees are set at a level comparable to other local authorities and review this in 2009/10.

- 4.7 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 Members to consider these prior to implementation. This would normally be achieved through the next Committee meeting.
- 4.8 As the next committee is not until 17 April 2008, this could result in the operator and vehicle licence fees not being implemented until after that date. This if necessary would 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 to make a decision on the charges. In the event that there are no objections, the fees will be implemented on 1 April 2008.

#### Background Papers

Local Government (Miscellaneous Provisions) Act 1976

Guidance issued under Section 182 of the Licensing Act 2003

#### Contact for further information

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#### Doc ref

G: Secs1\Winword\L&S Cttee\2008\Jan\Review of Fees and Charges 2008 – 2009\15.1.08(2)

## TRADING STANDARDS AND SERVICES

## F LICENSING AND REGISTRATION

<b>PURPOSE OF CHARGE: to recover the cost of processing applications and monitoring compliance with conditions</b>					
<b>The fees for all Licensing Act 2003 permissions have been set by central government and are based on the non-domestic rateable value of the premises</b>					
<b>Sex Establishment : Annual Licence</b>					<b>No of licences</b>
Premises	Initial	1,931.00	2,030.00	5.1	0
Premises	Renewal	1,029.00	1,080.00	5.0	
<b>Dangerous Wild Animal : Annual Licence</b>					
Premises	Initial	334.00	350.00	4.8	1
Premises	Renewal	193.00	203.00	5.2	
<b>Riding Establishment : Annual Licence</b>					
Premises	Initial	375.00	394.00	5.1	4
Premises	Renewal	193.00	203.00	5.2	
Provisional	Initial	217.00	228.00	5.1	
Provisional	Renewal	110.00	115.00	4.5	
<b>Animal Boarding Establishment : Annual Licence</b>					
1 – 30 animals	Initial	293.00	308.00	5.1	3
	Renewal	171.00	180.00	5.3	
31 – 60 animals	Initial	345.00	363.00	5.2	
	Renewal	187.00	196.00	4.8	
61 (or more) animals	Initial	421.00	442.00	5.0	
	Renewal	228.00	239.00	4.8	
<b>Dog Breeders : Annual Licence</b>					
Premises	Initial	363.00	381.00	5.0	0
	Renewal	160.00	168.00	5.0	

<b>Pet Shops : Annual Licence</b>				<b>No of Licences</b>	
Premises	Initial	363.00	381.00	5.0	9
	Renewal	160.00	168.00	5.0	
<b>Skin Piercing/Electrolysis: Single Payment</b>					
Premises		147.00	154.00	4.8	8
	Person	30.00	31.50	5.0	34
<b>Street Traders' Fees</b>					
Week (minimum charge) (including 1 assistant)		60.00	80.00	33	15
1 month (including 1 assistant)		223.00	250.00	12	
3 months (including 1 assistant)		527.00	600.00	13	
6 months (including 1 assistant)		872.00	1,000.00	14	
Additional Trading Assistant		32.00	34.00	6.3	

<b>Premises Type</b>	<b>New Application</b>	<b>Variation</b>	<b>Transfer/Re-instatement</b>	<b>Application with Prov Statement</b>	<b>Prov Statement</b>	<b>Notifi-cation of Change</b>	<b>Annual Fee</b>	<b>Copy Licence</b>
Regional Casino	£11,250.00	£5,625.00	£4,875.00	£6,000.00	£11,250.00	£37.50	£11,240.00	£18.75
Large Casino	£7,500.00	£3,750.00	£1,612.50	£3,750.00	£7,500.00	£37.50	£7,500.00	£18.75
Small Casino	£6,000.00	£3,000.00	£1,350.00	£2,250.00	£6,000.00	£37.50	£2,250.00	£18.75
Existing Casino	N/A	£1,500.00	£1,012.50	N/A	N/A	£37.50	£2,250.00	£18.75
Bingo Club	£2,625.00	£1,312.50	£900.00	£900.00	£2,625.00	£37.50	£750.00	£18.75
Adult Gaming Centre	£1,500.00	£750.00	£900.00	£900.00	£1,500.00	£37.50	£750.00	£18.75
Betting (Track)	£1,875.00	£937.50	£712.50	£712.50	£1,875.00	£37.50	£750.00	£18.75
Family Entertainment Centre	£1,500.00	£750.00	£712.50	£712.50	£1,500.00	£37.50	£562.50	£18.75
Betting (other)	£2,250.00	£1,125.00	£900.00	£900.00	£2,250.00	£37.50	£450.00	£18.75

Temporary Use Notice	£50.00
Endorsed copy of temporary use notice	£15.00

## G PETROLEUM LICENCES

<b>PURPOSE OF CHARGE: to recover the cost of processing applications and monitoring compliance with conditions</b>			
Replacement of lost petroleum licences	25.00	26.00	4.0
Petroleum storage enquiries per hour (minimum charge of 1 hour)	61.00	64.00	4.9
Copy of Register – first copy	8.00	8.50	6.3
<b>Motor salvage operator and scrap metal dealer combined licence Copy of Register</b>			
Motor salvage operator and scrap metal dealer combined licence	80.00	84.00	5.0
First copy	8.40	8.80	4.8
Subsequent copies per sheet	0.15	0.20	33.3

## I HACKNEY CARRIAGES

<b>PURPOSE OF CHARGE: contribution towards costs</b>				<b>No of Licences</b>		
<b>Hackney Carriage Fees: Annual Fee</b>						
Licensing (annual fee)*	198.00	208.00	5.1	77		
Licence plate (replacement fee)	20.00	21.00	5.0			
<b>Private Hire Fees</b>						
<b>Vehicle:</b>						
Licensing (annual fee)*	198.00	208.00	5.1	165		
Licence plate (replacement fee)	20.00	21.00	5.0			
Home to School (annual fee)	84.00	88.00	4.8	9		
<b>Operator Licence</b>						
Licence fee	1-5 vehicles*	122.00	1 > 5	140.00	14	32
	6-20 vehicles*	242.00	5-10	260.00	7.4	2
	more than 20 vehicles*	364.00	10-15	400.00	65	1
			15-20	600.00	148	0
			20+	750.00	106	5
<b>Driver's Licence</b>						
Dual badge – initial fee	95.00	110.00		15	HC 210	
Renewal	66.00	80.00		21		
Renewal – non-continuous	90.00	100.00		11	PH 83	
Lost badge	15.00	16.00		6.7		
Renewal (3 years)	141.00	150.00		6.3	8	
Renewal (3 years) – non-continuous	171.00	200.00		17		
Home to School	27.00	28.50		5.6		
<b>Other Charges</b>						
<b>Business</b>						
Transfer of hackney carriage or private hire business	72.00	76.00		5.6		
<b>Vehicles</b>						
Admin fee for change of vehicle	53.00	56.00		5.7		
Meter test – retest after failure	22.00	23.00		4.2		
Knowledge test retest after failure	24.00	25.00		5.0		
First Aid training for drivers	20.00	21.00		5.0		
CRB Criminal Records check	At cost + £10 admin fee	At cost + £10.50 admin fee		5.0		
Backing plate	16.00	17.00		6.3		

\*These charges are subject to consultation as outlined in the report

**APPENDIX B  
FEES SET BY REGULATION**

**TRADING STANDARDS AND SERVICES**

**F LICENSING AND REGISTRATION**

<b>PURPOSE OF CHARGE: to recover the cost of processing applications and monitoring compliance with conditions</b>			
<b>These fees for all Licensing Act 2003 permissions have been set by central government and are based on the non-domestic rateable value of the premises</b>			
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		100.00	Set by Regulation
B		190.00	Set by Regulation
C		315.00	Set by Regulation
D		450.00	Set by Regulation
E		635.00	Set by Regulation
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 set out below:			
Rateable value band			
D		900.00	Set by Regulation
E		1,905.00	Set by Regulation
Also, applications for new or variations to premises licences and club premises which 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		1,000.00	Set by Regulation
10,000 – 14,999		2,000.00	Set by Regulation
15,000 – 19,999		4,000.00	Set by Regulation
20,000 – 29,999		8,000.00	Set by Regulation
30,000 – 39,999		16,000.00	Set by Regulation
40,000 – 49,999		24,000.00	Set by Regulation
50,000 – 59,999		32,000.00	Set by Regulation
60,000 – 69,999		40,000.00	Set by Regulation
70,000 – 79,999		48,000.00	Set by Regulation



80,000 – 89,999		56,000.00	Set by Regulation
90,000 and over		64,000.00	Set by Regulation
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.			
<b>OTHER FEES</b>			
There are other occasions that fees and charges must be paid to the Licensing Authority, as set out below:			
Personal Licence Application		37.00	Set by Regulation
Supply of copies of information contained in register		7.90	Set by Regulation
Application for copy of licence or summary on theft, loss etc of premises licence or summary		10.50	Set by Regulation
Notification of change of name or address (holder of premises licence)		10.50	Set by Regulation
Application to vary to specify an individual as premises supervisor		23.00	Set by Regulation
Interim Authority Notice		23.00	Set by Regulation
Application to transfer premises licence		23.00	Set by Regulation
Application for making a provisional statement		315.00	Set by Regulation
Application for copy of certificate or summary on theft, loss etc of certificate summary		10.50	Set by Regulation
Notification of change of name or alteration of club rules		10.50	Set by Regulation
Change of relevant registered address of club		10.50	Set by Regulation
Temporary Event Notices		21.00	Set by Regulation
Application for copy of notice on theft, loss etc of temporary event notice		10.50	Set by Regulation
Application for copy of licence on theft, loss etc of personal licence		10.50	Set by Regulation
Notification of change of name or address (personal licence)		10.50	Set by Regulation
Notice of interest in any premises		21.00	Set by Regulation

**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		70.00	Set by Regulation
B		180.00	Set by Regulation
C		295.00	Set by Regulation
D		320.00	Set by Regulation
E		350.00	Set by Regulation

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**

D		640.00	Set by Regulation
E		1,050.00	Set by Regulation

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**

5,000 – 9,999		500.00	Set by Regulation
10,000 – 14,999		1,000.00	Set by Regulation
15,000 – 19,999		2,000.00	Set by Regulation
20,000 – 29,999		4,000.00	Set by Regulation
30,000 – 39,999		8,000.00	Set by Regulation
40,000 – 49,999		12,000.00	Set by Regulation
50,000 – 59,999		16,000.00	Set by Regulation
60,000 – 69,999		20,000.00	Set by Regulation
70,000 – 79,999		24,000.00	Set by Regulation
80,000 – 89,999		28,000.00	Set by Regulation
90,000 and over		32,000.00	Set by Regulation

<b>Type of Permit/Registration</b>	<b>New</b>	<b>Annual Fee</b>	<b>Renewal</b>	<b>Variation</b>	<b>Transfer</b>	<b>Copy Permit</b>	<b>Change Name</b>
Licensed Premises Gaming Machine Permit*	£150.00	£50.00	N/A	£100.00	£25.00	£15.00	£25.00
Club Gaming Permit/Club Machine Permit**	£200.00	£50.00	£200.00	£100.00	N/A	£15.00	N/A
Prize Gaming Permit	£300.00	N/A	£300.00	N/A	N/A	£15.00	£25.00
Unlicensed Family Entertainment Centre	£300.00	N/A	£300.00	N/A	N/A	£15.00	£25.00

\*Where the applicant for an LPGMP is the holder of an s34 permit issued under the Gaming Act 1968, the fee for a new permit shall be £100.

\*\*Where the applicant for a club gaming or club machine permit is the holder of a Club Premises Certificate under s72 of the Licensing Act 2003, or an existing Part II or Part III registration of the Gaming Act 1968, the fee for new permits and renewals is £100.

Notification of 2 or less gaming machines	£50.00
Registration on non-commercial lottery	£40.00
Lottery annual fee	£20.00

**G PETROLEUM LICENCES**

<b>PURPOSE OF CHARGE: to recover the cost of processing applications and monitoring compliance with conditions</b>			
<b>Provision under which a maximum fee is payable</b>			
<b>Petroleum (Consolidation) Act 1928 c32 (section licence to keep petroleum spirit of quantity:</b>			
Section 4 Licence to keep petroleum spirit of quality - not exceeding 2,500 litres	39.00		Set by Regulation
exceeding 2,500 litres but not exceeding 50,000 litres	54.00		Set by Regulation
exceeding 50,000 litres	.00		Set by Regulation
<b>Petroleum (Transfer of Licences) Act 1936 c27</b>			
Section 1(4) Transfer of petroleum spirit licence	8.00		Set by Regulation

## H EXPLOSIVES FEES

<b>PURPOSE OF CHARGE: to recover the costs</b>			
<b>Provision under which a maximum fee is payable</b>			
<b>Explosives Act 1875 c17</b>			
New Storage - Regulation 10	144.00		Set by Regulation
Renewal	79.00		Set by Regulation
New Registration – Regulation 11	86.00		Set by Regulation
Registration Renewal	43.00		Set by Regulations
<b>Provision under which a maximum fee is payable</b>			
<b>Fireworks Regulations 2004</b>			
Regulation 9 – yearly licence fee for the sale of fireworks outside dates specified in Regulation 9	500.00		Set by Regulation