

Licensing and Appeals Committee



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25 October 2017

A meeting of the **Licensing and Appeals Committee** of North Norfolk District Council will be held in the **Council Chamber, Council Offices, Holt Road, Cromer** on **Monday 6 November 2017 at 10.00 a.m.**

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours.

Members of the public who wish to ask a question or speak on an agenda item are requested to arrive at least 15 minutes before the start of the meeting. It will not always be possible to accommodate requests after that time. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516010, Email: democraticservices@north-norfolk.gov.uk

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so must inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

Emma Denny
Democratic Services Manager

To: Mr P Butikofer, Mrs A Claussen-Reynolds, Mr N Coppack, Mrs H Cox, Mrs P Grove-Jones, Mr S Hester, Mrs M Millership, Mr P Moore, Mr R Reynolds, Mr P Rice, Mr S Shaw, Mr R Shepherd, Mr B Smith, Mrs V Uprichard, Vacancy

All other Members of the Council for information.

Members of the Management Team, appropriate Officers, Press and Public.



**If you have any special requirements in order to attend this meeting,
please let us know in advance**

If you would like any document in large print, audio, Braille, alternative format
or in a different language please contact us

Heads of Paid Service: Nick Baker & Steve Blatch
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A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. PUBLIC QUESTIONS

3. MINUTES

(attached – page 4)

To approve as a correct record, the minutes of the meeting of the Licensing and Appeals Committee held on 11 September 2017 and also the minutes of a meeting of the Licensing Sub-Committee held on 6 September 2017 and 4 October 2017.

4. ITEMS OF URGENT BUSINESS

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972.

5. DECLARATIONS OF INTEREST

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest.

6. REPORT OF PROPOSED FEES AND CHARGES FOR THE YEARS 2018/19 Page 14
(Appendix A – page 17)

Summary: To present information to the Committee regarding the proposed fees and charges for 2018/19

Conclusions: N/A

Recommendations: That Members note the report.

Cabinet Member(s) Councillor Richard Price – Portfolio Holder Councillor Hilary Cox - Chair of the Licensing Committee	Ward(s) affected - All
Contact Officer, telephone number and email: Gemma Faircloth 01263 516139 gemma.faircloth@north-norfolk.gov.uk	

7. UPDATE ON GENERAL LICENSING ISSUES

To give an oral update on licensing issues.

8. UPDATE ON TASK & FINISH GROUPS

To give an oral update on task and finish groups.

9. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution, if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph _ of Part I of Schedule 12A (as amended) to the Act.”

10. TO CONSIDER ANY EXEMPT MATTERS ARISING FROM CONSIDERATION OF THE PUBLIC BUSINESS OF THE AGENDA

LICENSING AND APPEALS COMMITTEE

Minutes of a meeting of the Licensing and Appeals Committee held at 10.00 am on 11 September 2017 in the Council Chamber, Council Offices, Holt Road, Cromer.

Members Present:

Mrs A Claussen-Reynolds
Mrs H Cox (Chairman)
Mrs P Grove-Jones
Mrs M Millership

Mr P Moore
Mr R Reynolds
Mr B Smith
Mrs V Uprichard

Mr R Price (observing)

Officers in attendance:

Public Protection Manager, Legal Advisor and Committee Officer
(Regulatory)

1 APOLOGIES FOR ABSENCE

Dr P Butikofer, Mr N Coppack, Mr S Hester, Mr P Rice and Mr S Shaw sent apologies.

2 PUBLIC QUESTIONS

None received.

3 MINUTES

The minutes of the meeting of the Licensing and Appeals Committee held on 15 May 2017 and Licensing and Appeals Sub-Committees held on 15 May and 12 June 2017 were approved as a correct record and signed by the Chairman.

4 ITEMS OF URGENT BUSINESS

None.

5 DECLARATIONS OF INTEREST

None.

6 REPORT OF PUBLIC PROTECTION WORKLOAD

The Public Protection Manager presented a report relating to the workload of the Public Protection Team. The report gave information on the current licences issued by the team and total numbers held, licences processed each year, visits undertaken and the number of service requests and complaints investigated, including totals to date for the 2017 calendar year.

The Public Protection Manager gave further clarification of licence types and workload in response to Members' questions.

The Chairman stated that the team was busy. There were few complaints about premises and she considered that the work which had been done was very good.

The Committee discussed the food hygiene rating scheme "Scores on the Doors". The Public Protection Manager explained that this was a matter within the remit of the Commercial Team and not a licensing issue.

The Chairman stated that it was obligatory to display food hygiene ratings in Wales and Scotland but not in England. She considered that all food premises should be required to display their ratings.

The Legal Advisor confirmed there was no legal requirement in England to display food hygiene ratings. However, it was likely that the Government would consider making it compulsory to do so. She stated that a low score often resulted in prosecution and there were other actions which could be taken to stop those businesses continuing to trade.

The Public Protection Manager stated that over 90% of food premises in North Norfolk had a food hygiene rating of satisfactory or above. Very few premises fell short of the required standard and these were either served with an improvement notice or prosecuted.

The Committee agreed to refer this issue to the Portfolio Holder for Environmental Health to consider what could be done to ensure that food premises in North Norfolk display "Scores on the Doors" and put pressure on the Government to make the display of food hygiene ratings compulsory in England.

The Committee noted the report.

30 UPDATE ON GENERAL LICENSING ISSUES

The Public Protection Manager updated the Committee on the following matters:

Fees and Charges

Benchmarking was being carried out with other authorities and a report would be submitted to the November meeting of the Committee.

Current Cases

A number of cases were currently under investigation.

Successful mediation had recently taken place with regard to a premises licence. Mediation was a useful way of dealing with issues where no objection had been raised by statutory consultees but local residents had raised concerns.

Taxi Licensing – Equality Act 2010

Consideration was being given to producing a designated list of wheelchair accessible vehicles under the Equality Act.

Taxi Licensing – Medical Reports

The British Medical Association had written to the Local Government Association expressing concern that GPs were being asked to provide an opinion about the level

of fitness of a driver when they should only be asked to provide evidence. The Public Protection Manager had not yet seen the response of the LGA.

Training

The Chairman, Corporate Director (SB) and Public Protection Manager would be attending the Institute of Licensing National Training Conference in November 2017.

Four Councillors had attended Member training at East Cambridgeshire Council on 14 September. The Public Protection Manager would keep the Committee informed about possible training, which could be offered at NNDC if necessary.

Training for new Members of the Committee had been arranged.

31 UPDATE ON TASK AND FINISH GROUPS

Taxi Policy & Handbook

The draft revised Taxi Policy and Handbook would be available to Members of the Task and Finish Group following the meeting and the Public Protection Manager would set up a meeting to discuss it.

It was agreed to reappoint Councillor R Reynolds to the Task and Finish Group.

Street Collections

Councillor Mrs P Grove-Jones was pleased that the number of street collections had dropped. Most people who were collecting for charity were obeying the rules.

The meeting closed at 10.50 am.

Chairman

LICENSING AND APPEALS SUB-COMMITTEE

Minutes of a meeting of the Licensing Sub-Committee held on 6 September 2017 in the Council Chamber, Council Offices, Holt Road, Cromer at 10.00 am.

Sub-Committee Mrs H Cox (Chairman)
Mrs P Grove-Jones
Mr N Pearce

Officers in Attendance: Public Protection Manager, Licensing Enforcement Officer, Legal Advisor and Committee Officer (Regulatory)

Trainee Solicitor (observing)

1 APOLOGIES

An apology for absence was received from Mr P Rice. Mr N Pearce attended as his substitute.

2 ITEMS OF URGENT BUSINESS

None.

3 DECLARATIONS OF INTEREST

None.

4 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12A (as amended) to the Act.

5 Application for a Licence to Drive Hackney Carriage or Private Hire Vehicles in North Norfolk (WK/170024087)

Present: Applicant

The Chairman introduced Members of the Sub-Committee and Officers.

The Legal Advisor outlined the purpose of the hearing and explained the procedure for the meeting.

The Public Protection Manager presented the report. The applicant had applied for a licence to drive hackney carriage or private hire vehicles in North Norfolk. There were issues on his DBS report which required further consideration. A letter from the applicant's prospective employer was circulated to the Sub-Committee. The Public Protection Manager drew attention to sections of the application which had not been completed about which Members may wish to question the applicant.

The applicant presented his case. He explained the circumstances which led to his offences, for which he expressed regret. His circumstances had changed considerably since then and he had applied for a licence to drive taxis to provide a better life and home for himself and his young son, to whom access had been granted by the Court.

The applicant answered Members' questions. He outlined his work history in retail management. He intended to apply to the Court for more weekend access to his son which did not fit in with retail work. Taxi driving would allow him to have more flexibility in his working hours and his prospective employer was willing to work around his access arrangements. He confirmed that he did not wish to be excluded from any activities listed in section 6.5 of the application form and apologised for not completing the form.

The applicant did not wish to make a closing statement.

The Sub-Committee retired at 10.16 am and returned at 10.42 am.

RESOLVED

That the licence be granted.

6 Complaint received regarding the conduct of a Licensed Hackney Carriage and Private Hire Driver in North Norfolk (WK/170020926)

Present:
Defendant
Defendant's Employer

Witnesses:
Licensing Enforcement Officer (Investigating Officer)
Complainant
Complainant's Supporter

The Chairman introduced Members of the Sub-Committee and Officers.

The Legal Advisor outlined the purpose of the hearing and explained the procedure for the meeting.

The Witnesses left the Council Chamber.

The Public Protection Manager presented the report, copies of which had been supplied to all parties. She referred to the detail of the complaint and the statements taken from the Complainants and Defendant, and drew attention to the expected driver standards in the Taxi Handbook. She outlined the options for determining this matter.

The Licensing Enforcement Officer was invited into the Hearing.

The Public Protection Manager explained that the Licensing Enforcement Officer had been the Investigating Officer in this case.

The Licensing Enforcement Officer stated that she had nothing to add. There were no questions.

The Complainant and his supporter were invited into the Hearing.

The Public Protection Manager explained that the Complainant had seen the report and had indicated that he wished to add to it.

The Complainant stated that he had misled the Investigating Officer regarding his previous occupation and gave further details of his education and employment.

The Complainant referred to the Defendant's statement. He considered that the Defendant had committed, and had admitted to, an offence of false imprisonment by refusing to let him out of the car. He stated that the Defendant had asked him to put on his seat belt more than twice and that he had not said "please". The Defendant had demanded very aggressively that he put on the belt, and was roaring, shouting and snarling at him. The Defendant had leaned across him to put on the seat belt and when he had asked to get out of the car, it had been proved that the Defendant had refused to let him do so. It was not true that the Defendant had shown his licence, but had waved it at him and he could not read it. The Defendant had given his badge number when asked but had refused to give his name.

The Panel had no questions for the Complainant.

The Defendant and his employer were invited to ask questions.

The Defendant stated that the Complainant told him that he was exempt but did not show his certificate. He was always polite and in his opinion the Complainant's comments about his attitude were not true.

The Defendant's Employer asked the Complainant how many times the Defendant had asked him to put on his seat belt.

The Complainant replied that he had not asked but demanded, roaring, shouting and snarling. The Chairman reiterated the question and the Complainant replied that it was several times, certainly more than twice.

As there were no further questions, the Witnesses were dismissed and left the Council Chamber.

The Defendant was invited to put his case.

The Defendant explained that he had been called to collect a customer from the hospital. He had assumed that it was a person he had collected before who needed help, but when he got out of the car he was informed that it was not. The Complainant and his granddaughter got into the car. The Complainant said nothing about his exemption but when asked to put his seat belt on he said twice that he was exempt and then showed his certificate. The Defendant said his mistake was not letting the Complainant out of the car. He said he was not angry or aggressive. He was polite to everyone who got in his taxi. He considered that the Complainant was exaggerating. He reiterated that his mistake was not letting the Complainant out of the car but his job was to get him to his destination. The Complainant had called him a nincompoop. When they got to the destination, the Complainant said he wasn't giving him a tip, held the door open for several seconds and then slammed it as hard as he could.

The Defendant's Employer suggested that the Complainant's subsequent illness could have been unrelated to the incident and expressed concern at the two being linked. The Defendant had worked for him for several years

and undertaken many journeys without any complaints. He did not recognise the person described by the Complainant. He stated that serious accusations had been made and referred to the Complainant's admission that he had misled the Investigating Officer. His employee had admitted that he should have stopped the car but he had just wanted to get his passengers to their destination safely. The firm would have been liable if the Defendant had not asked the Complainant to put on his seat belt and he had gone through the windscreen. He considered that the Complainant should have mentioned his exemption before getting into the car. He stated that the Defendant was polite and some customers would not travel with anybody else.

The Sub-Committee questioned the Defendant and his employer.

Mrs Grove-Jones asked if the Complainant had booked the taxi from the Company, and if the Complainant or his granddaughter had contacted the company after the incident.

The Defendant's employer said that an agent acting for the Complainant must have booked the taxi. The first he knew of the complaint was when the Council contacted him three weeks after the incident. He was not contacted by the Complainant.

The Defendant said the Complainant had said he would telephone the owners of the firm.

The Defendant's Employer stated that he was related by marriage to the owners of the firm, who were also related to the Complainant.

Mr Pearce asked if he would have left the Complainant if he had let him out of the car, and if the Defendant had thought of contacting the firm to report the problem.

The Defendant said that the Complainant would have been responsible for himself if he had got out. His employer and the owners of the firm were away at the time of the incident.

In response to questions by Mr Pearce and Mrs Cox, the Defendant said he had not been stressed.

Mrs Grove-Jones asked if the Defendant's demeanour had been aggressive or agitated.

The Defendant stated that he was agitated when he asked the Complainant to put his seat belt on. He questioned why, if the Complainant was unwell, did he not get in the back seat.

The Chairman asked if the Complainant had used the Company before.

The Defendant's Employer was not aware that he had done so. The Defendant confirmed that he had not picked up the Complainant before but had driven his granddaughter.

The Chairman invited the Defendant to make a closing statement.

The Defendant stated that in his opinion he had done his job properly, and had been polite to the Complainant. The Complainant had been abusive to him. He had not been abusive to the Complainant, but he should not have

refused to let him out of the car. The Complainant had slammed the door when he got out but there had been no aggression on the Defendant's part.

The Defendant's Employer added that the Complainant seemed to have forgotten that he had slammed the door hard. His granddaughter had mentioned it in her statement but the Complainant had not.

There were no further questions.

The Legal Advisor explained her role in assisting the Panel in the structure of its decision making, the role of the Panel and of public protection. Members had to consider whether they would be happy to allow someone they cared about get into a taxi with the person under review. There was no dispute that the Defendant accepted he should have let the passenger out of the vehicle when requested. The matter in dispute was the Defendant's conduct and what had happened during the trip. She summarised the issues which Members needed to consider.

The Sub-Committee retired at 11.47 am and returned at 12.34 pm.

The Chairman referred to the differing versions of some of the aspects of the incident and explained that on balance the Sub-Committee could not be certain as to which version of events was correct. However, the Defendant had fallen below the standards expected of a licenced driver in continuing the journey when asked to let the Complainant out of the vehicle.

RESOLVED

That the Defendant's Hackney Carriage and Private Hire Vehicle Driver's Licence be endorsed with three NNDC penalty points.

The meeting closed at 12.40 pm

Chairman

LICENSING AND APPEALS SUB-COMMITTEE

Minutes of a meeting of the Licensing Sub-Committee held on 4 October 2017 in the Council Chamber, Council Offices, Holt Road, Cromer at 10.00 am.

Sub-Committee Mr S Shaw (Chairman)
Mr P Butikofer
Mr N Coppack

Officers in Attendance: Public Protection Manager Legal Advisor and Committee Officer (Regulatory)

1 APOLOGIES

None.

2 ITEMS OF URGENT BUSINESS

None.

3 DECLARATIONS OF INTEREST

None.

4 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12A (as amended) to the Act.

5 Application for a Licence to Drive Hackney Carriage or Private Hire Vehicles in North Norfolk (WK/170027658)

Present: Applicant and Applicant's Husband

The Members of the Sub-Committee and Officers introduced themselves.

The Legal Advisor outlined the purpose of the hearing and explained the procedure for the meeting.

The Public Protection Manager presented the report. The applicant had applied for a licence to drive hackney carriage or private hire vehicles in North Norfolk. There was an endorsement on her DVLA driving licence which required consideration by the Committee.

The applicant's husband presented the case on behalf of the applicant as her driving offence had occurred as a result of his mistake. He explained that the insurance on the family car had been due for renewal at the time of a house move and he had forgotten to inform the insurance company of the change of address. The renewal documents were sent to the former address and the new tenants had sent them back to the insurance company, which had

automatically cancelled the insurance. This had resulted in his wife unknowingly driving the car without insurance.

The applicant's husband answered Members' questions. The applicant had tried to challenge the penalty but without success. The car had been uninsured for approximately a week and he had renewed it as soon as possible after his wife was stopped and they found out it was uninsured.

There were no further questions.

In closing, the applicant's husband stated that his wife would bring her care experience into the taxi company which would be useful for older clients.

The Sub-Committee retired at 10.12 am and returned at 10.32 am.

RESOLVED

That the licence be granted.

6 Breach of licensing conditions relating to a License to Drive Hackney Carriage or Private Hire Vehicles in North Norfolk (WK/170026636)

The Defendant was not present.

The Legal Advisor stated that as the Defendant was not present, the Public Protection Manager should present the report and the Sub-Committee could then decide whether to adjourn or determine this matter in the Defendant's absence.

The Public Protection Manager explained that numerous attempts had been made to contact the Defendant. A letter had been sent by recorded delivery to his last known address but this had been returned as 'addressee gone away'. Attempts had also been made to contact him on his mobile number and email address. Information had recently been received that he was currently working at a local pub and messages had been left asking him to contact the office but he had not done so. She was satisfied that he was aware of the hearing. He was no longer working for the taxi company he had been employed by and she believed he was not currently working as a taxi driver.

The Public Protection Manager presented the report.

The Sub-Committee agreed to proceed with the hearing in the Defendant's absence. Having heard the evidence, it was

RESOLVED

That the Hackney Carriage and Private Hire Vehicle Driver's Licence be revoked with immediate effect.

The meeting closed at 11.05 am

Chairman

REPORT OF PROPOSED FEES AND CHARGES FOR THE YEARS 2018/19

Summary: To present information to the Committee regarding the proposed fees and charges for 2018/19.

Conclusions: N.A

Recommendations: That Members note the report.

Cabinet Member(s) Councillor Richard Price – Portfolio Holder Councillor Hilary Cox - Chair of the Licensing Committee	Ward(s) affected - All
Contact Officer, telephone number and email: Gemma Faircloth 01263 516139 gemma.faircloth@north-norfolk.gov.uk	

1. Introduction

- 1.1 This report has been produced in order to update the Committee on the proposed fees and charges for 2018/19. It informs the Committee on the current licence fees and where changes are proposed.
- 1.2 The report also provides information on the work being carried out by the Public Protection and Finance Teams to ensure that all fees and charges (which can be set by the Council), and in particular those relating to Private Hire and Taxi licensing, are based on a model of cost recovery.
- 1.3 The Council is currently only able to set the fees for licences in relation to hackney carriage and private hire, animal welfare licences, scrap metal, sexual entertainment venues, skin piercing, street trading and mobile park homes.
- 1.4 Fees under the Licensing Act 2003 and the Gambling Act 2005 are prescribed by statute, albeit there is some variation allowed for gambling up to a prescribed maximum.

2. Current and Proposed Fees

- 2.1 Officers from the Public Protection Team and the Finance Department have reviewed the current fees and charges in line with Council Policy. This work has expanded on the existing model and ensured that relevant costings have been included for all licences that the Council can set fees for. This model endeavours to establish the actual costs (direct, indirect and overheads) to the Council in processing and issuing each of the range of licences, incorporating, where able in accordance with relevant legislation, costs in relation to monitoring and compliance.

- 2.2 Further work is currently being completed, to be effective in the next fee setting period, for the Private hire and hackney carriage licensing, with a view to producing a separate model. This will enable a further breakdown and inclusion of all allowable costs to ensure that charges applied are accurate and reasonable, in terms of cost recovery. This is a considerable piece of work that once completed will ensure that the Authority can clearly show a detailed breakdown of the costs involved in issuing taxi related licences.
- 2.3 No changes have been made to fees set under the Licensing Act 2003 and the Gambling Act 2005.
- 2.4 There are no proposed changes to taxi licensing, save those noted below in order for the work described above in 2.2 to be fully completed.
- 2.5 Proposed changes to the current fees are;
1. Renewal of Private Hire/Hackney Carriage vehicle, the fee will be reduced where no external plate required. These external plates are not always replaced annually. If required on renewal the additional material cost will be added. This will give two fees for each private hire and hackney carriage vehicles renewal, one with plate and one without.
 2. Separate fees for a replacement private hire/hackney carriage drivers badge and paper licence and paper licence only have been introduced.
 3. Changes have been made to the licence fees which can be set by the Council, increasing by 3% to reflect an inflationary increase.
 4. An additional administration fee has been introduced for any request for a copy/replacement, change of name/address of any licence issued, for those licences where the Council may set fees.
- 2.4 The fees and charges spreadsheet for 2018/19 which shows current and proposed fees can be seen in **Appendix A**. Any changes made can be seen in red text.
- 2.5 Changes to the fee for taxi licensing will require to be published in accordance with Section 53(2) and 70(1) of the Local Government (Miscellaneous Provisions) Act 1976, meeting all relevant timescales for introduction of the fee changes from the 1 April 2018.

3 Implications and Recommendations

The proposals in this report are consistent with the Council fulfilling its statutory duty as a licensing authority and do not pose any additional risks to the council of the public.

4. Financial Implications and Risks

- 4.1 The Council must endeavor to set fees in accordance with cost recovery, considerable work has been done to ensure that the Council meets this requirement.

5. Sustainability

- 5.1 There are no identified issues relating to sustainability arising from this report.

6. Equality and Diversity

- 6.1 There are no adverse impacts on any protected groups under the Equality Act. The impacts apply equally to everyone.

7. Section 17 Crime and Disorder considerations

- 7.1 The proposals are consistent with the Council fulfilling its statutory duties as licensing authority in the regulation of licensable activity.

APPENDIX A

<u>Environmental Health</u>			2017/18	2018/19		2018/19 Charge confirmed by Gemma
			Charge	Charge (Predicted)		Charge
TAXI LICENCE FEES			£ : p	£ : p		£ : p
Taxi Licences						
Licence to Drive Hackney Carriages or Private Hire Vehicles	- New Licence valid for 1 year	O	£173.00	£178.19	£178.00	£173.00
	- New Licence valid for 3 years	O	£173.00	£178.19	£178.00	£173.00
Licence to Drive Hackney Carriages or Private Hire Vehicles	- Renewal valid for 1 year	O	£173.00	£178.19	£178.00	£173.00
	- Renewal valid for 3 years	O	£173.00	£178.19	£178.00	£173.00
Hackney Carriage Vehicle Licence	- New valid for 1 year	O	£149.00	£153.47	£153.50	£149.00
Hackney Carriage Vehicle Licence	- Renewal valid for 1 year with plate	O	£149.00	£153.47	£153.50	£149.00
Hackney Carriage Vehicle Licence	- Renewal valid for 1 year with no plate	O				£130.00
Private Hire Vehicle Licence	- New valid for 1 year	O	£149.00	£153.47	£153.50	£149.00
Private Hire Vehicle Licence	- Renewal valid for 1 year with plate	O	£149.00	£153.47	£153.50	£149.00
Private Hire Vehicle Licence	- Renewal valid for 1 year with no plate	O				£130.00
Private Hire Operators Licence	- New or Renewal valid for 5 years	O	£153.00	£157.59	£157.50	£153.00
Taxi Licence Charges						
Replacement Badge & Licence (Name Change)		O				£15.00
Replacement Licence (Address Change)		O				£10.50
Replacement drivers badge holder with lanyard		O	£3.00	£3.09	£3.00	£3.00
Windscreen pouches (additional or replacement)		O	£2.00	£2.06	£2.00	£2.00
Replacement plate for vehicle		O	£39.00	£40.17	£40.00	£39.00

Environmental Health

		2017/18		2018/19	
		Charge		Charge (Predicted)	Charge
		£ : p		£ : p	£ : p
OTHER LICENSING					
Premises Licence Fees - Gambling Act 2005					
Betting Premises (excluding tracks)	- New Application	O	£2,800.00	£2,884.00	£2,800.00
	- Annual Fee	O	£560.00	£576.80	£560.00
	- Application to Vary	O	£1,400.00	£1,442.00	£1,400.00
	- Application to Transfer	O	£1,130.00	£1,163.90	£1,130.00
	- Application to Reinstatement	O	£1,130.00	£1,163.90	£1,130.00
	- Application for Prov. Statement	O	£2,800.00	£2,884.00	£2,800.00
	- Application (Prov. State Holders)	O	£1,130.00	£1,163.90	£1,130.00
	- Copy Licence	O	£25.00 Max Charge	£25.00	£25.00
	- Notification of Change	O	£50.00 Max Charge	£50.00	£50.00
Tracks	- New Application	O	£1,400.00	£1,442.00	£1,400.00
	- Annual Fee	O	£930.00	£957.90	£930.00
	- Application to Vary	O	£1,150.00	£1,184.50	£1,150.00
	- Application to Transfer	O	£880.00	£906.40	£880.00
	- Application to Reinstatement	O	£880.00	£906.40	£880.00
	- Application for Prov. Statement	O	£2,300.00	£2,369.00	£2,300.00
	- Application (Prov. State. Holders)	O			£880.00
	- Copy Licence	O	£25.00 Max Charge	£25.00	£25.00
	- Notification of Change	O	£50.00 Max Charge	£50.00	£50.00
Family Entertainment Centres	- New Application	O	£1,900.00	£1,957.00	£1,900.00
	- Annual Fee	O	£700.00	£721.00	£700.00
	- Application to Vary	O	£935.00	£963.05	£935.00
	- Application to Transfer	O	£880.00	£906.40	£880.00
	- Application to Reinstatement	O	£880.00	£906.40	£880.00
	- Application for Prov. Statement	O	£1,900.00	£1,957.00	£1,900.00
	- Application (Prov. State Holders)	O	£880.00	£906.40	£880.00
	- Copy Licence	O	£25.00 Max Charge	£25.00	£25.00
	- Notification of Change	O	£50.00 Max Charge	£50.00	£50.00

Environmental Health

		2017/18	2018/19	2018/19
		Charge	Charge (Predicted)	Charge
		£ : p	£ : p	£ : p
OTHER LICENSING CONTINUED				
Adult Gaming Centre	- New Application	O £1,900.00	£1,957.00	£1,900.00
	- Annual Fee	O £935.00	£963.05	£935.00
	- Application to Vary	O £935.00	£963.05	£935.00
	- Application to Transfer	O £1,130.00	£1,163.90	£1,130.00
	- Application to Reinstatement	O £1,130.00	£1,163.90	£1,130.00
	- Application for Prov. Statement	O £1,900.00	£1,957.00	£1,900.00
	- Application (Prov. State Holders)	O £1,130.00	£1,163.90	£1,130.00
	- Copy Licence	O £25.00 Max Charge	£25.00	£25.00
	- Notification of Change	O £50.00 Max Charge	£50.00	£50.00
Bingo	- New Application	O £3,000.00	£3,090.00	£3,000.00
	- Annual Fee	O £935.00	£963.05	£935.00
	- Application to Vary	O £1,630.00	£1,678.90	£1,630.00
	- Application to Transfer	O £1,130.00	£1,163.90	£1,130.00
	- Application to Reinstatement	O £1,130.00	£1,163.90	£1,130.00
	- Application for Prov. Statement	O £3,000.00	£3,090.00	£3,000.00
	- Application (Prov. State Holders)	O £1,130.00	£1,163.90	£1,130.00
	- Copy Licence	O £25.00 Max Charge	£25.00	£25.00
	- Notification of Change	O £50.00 Max Charge	£50.00	£50.00
Permits				
Family Entertainment Centres	- Application Fee	O £300.00 Max Charge	£300.00	£300.00
	- Change of Name	O £25.00 Max Charge	£25.00	£25.00
	- Copy of Permit	O £15.00 Max Charge	£15.00	£15.00
Prize Gaming	- Application Fee	O £300.00 Max Charge	£300.00	£300.00
	- Annual Fee	O £300.00 Max Charge	£300.00	£300.00
	- Change of Name	O £25.00 Max Charge	£25.00	£25.00
	- Copy of Permit	O £15.00 Max Charge	£15.00	£15.00
Small Lottery Society	- Application Fee	O £40.00 Max Charge	£40.00	£40.00
	- Annual Fee	O £20.00 Max Charge	£20.00	£20.00
	- Change of Name	O £25.00 Max Charge	£25.00	£25.00
	- Copy of Permit	O £15.00 Max Charge	£15.00	£15.00

Environmental Health

			2017/18		2018/19		2018/19
			Charge		Charge (Predicted)		Charge
OTHER LICENSING CONTINUED			£ : p		£ : p		£ : p
Club Gaming	- Application Fee Permit	O	£200.00 Statutory		£200.00		£200.00
	- Application Fee Machine Permit	O	£200.00 Statutory		£200.00		£200.00
	- Annual Fee Permit	O	£50.00 Statutory		£50.00		£50.00
	- Annual Fee Machine Permit						£50.00
	- Change of Name	O	£25.00 Statutory		£25.00		£25.00
	- Change of Name Machine Permit						£25.00
	- Copy of Permit	O	£15.00 Statutory		£15.00		£15.00
	- Copy of Permit Machine						£15.00
License Premises Gaming Machine Permit	- Application Fee (2 or less)	O	£50.00 Statutory		£50.00		£50.00
	- Application Fee (3 or more)	O	£150.00 Statutory		£150.00		£150.00
	- Annual Fee	O	£50.00 Statutory		£50.00		£50.00
	- Change of Name	O	£25.00 Statutory		£25.00		£25.00
	- Copy of Permit	O	£15.00 Statutory		£15.00		£15.00
	- Variation	O	£100.00 Statutory		£100.00		£100.00
	- Transfer	O	£25.00 Statutory		£25.00		£25.00
Licences and certificates of suitability							
Skin piercing premises	- Registration (one-off)	O	£235.00	£242.05	£242.00		£242.00
Skin piercing each additional operative at same premises	- Registration (one-off)	O	£31.00	£31.93	£32.00		£32.00
Scrap Metal Dealer	New/Renewal (3 years)	O	£420.00	£432.60	£432.50		£432.50
Scrap Metal Dealer	Variation	O	£315.00	£324.45	£324.50		£324.50
Scrap Metal Collector	New/Renewal (3 years)	O	£105.00	£108.15	£108.00		£108.00
Scrap Metal Collector	Variation	O	£80.00	£82.40	£82.50		£82.50
Sex Shop or sex cinema		O	£1,900.00	£1,957.00	£1,957.00		£1,950.00
Sexual Entertainment Venue		O	£2,800.00	£2,884.00	£2,884.00		£2,900.00
Street Trading Consents	- Non profit	O	Free		Free	Free	
	- Commercial	O	£73.00	£75.19	£75.00		£75.00
Animal Boarding	- New/Renewal	O	£130.00	£133.90	£134.00		£134.00
Dangerous Wild Animals (and vet fees where appropriate)	- New/Renewal	O	£170.00	£175.10	£175.00		£175.00
Dog Breeding (and vet fees where appropriate)	- New/Renewal	O	£130.00	£133.90	£134.00		£134.00
Pet Shop	- New/Renewal	O	£130.00	£133.90	£134.00		£134.00
Riding Establishment (and vet fees where appropriate)	- New/Renewal	O	£220.00	£226.60	£226.50		£226.50
	- Variation	O	£180.00	£185.40	£185.50		£185.50
Zoo (and vet fees where appropriate)	- New/Renewal	O	£220.00	£226.60	£226.50		£226.50
Provision of non-statutory service advice or activity		O	£36.00	£37.08	£37.00		£37.00
Reissue of Licence (Copy or Name/Address Change).		O					£10.50

Environmental Health

2017/18

2018/19

2018/19

Charge

Charge (Predicted)

Charge

OTHER LICENSING CONTINUED

£ : p

£ : p

£ : p

Premises Licences (Alcohol)

Premises Licences, under the Licensing Act 2003, are based on bands determined by the non-domestic rateable value of the property concerned.

The fees relating to applications for premises licences, club premises certificates and variations or conversions to existing licences are:

Band	Non-domestic rateable value				
A	£0 - £4,300	O	£100.00	£100.00	£100.00
B	£4,301 - £33,000	O	£190.00	£190.00	£190.00
C	£33,001 - £87,000	O	£315.00	£315.00	£315.00
D	£87,001 - £125,000	O	£450.00	£450.00	£450.00
E	£125,001 and over	O	£635.00	£635.00	£635.00

Annual charges relating to the above are:

Band	Non-domestic rateable value				
A	£0 - £4,300	O	£70.00	£70.00	£70.00
B	£4,301 - £33,000	O	£180.00	£180.00	£180.00
C	£33,001 - £87,000	O	£295.00	£295.00	£295.00
D	£87,001 - £125,000	O	£320.00	£320.00	£320.00
E	£125,001 and over	O	£350.00	£350.00	£350.00

Personal Licence	- Initial Fee	O	£37.00	£37.00	£37.00
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Environmental Health

		2017/18	2018/19		2018/19	
		Charge	Charge (Predicted)		Charge	
OTHER LICENSING CONTINUED						
		£ : p	£ : p		£ : p	
Additional Fees and Charges						
Application for copy of licence or summary on theft, loss etc. of premises licence or summary						
Notification of change of name or address (holder of premises licence)	O	£10.50	£10.82	£11.00	£10.50	
Application to vary to specify individual as premises supervisor	O	£23.00	£23.69	£23.50	£23.00	
Application to transfer premises licence	O	£23.00	£23.69	£23.50	£23.00	
Interim authority notice	O	£23.00	£23.69	£23.50	£23.00	
Application for making of a provisional statement	O	£315.00	£324.45	£324.50	£315.00	
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	O	£10.50	£10.82	£11.00	£10.50	
Notification of change of name or alteration of club rules	O	£10.50	£10.82	£11.00	£10.50	
Change of relevant registered address of club	O	£10.50	£10.82	£11.00	£10.50	
Temporary event notices	O	£21.00	£21.63	£21.50	£21.00	
Application for copy of notice on theft, loss etc. of temporary notice	O	£10.50	£10.82	£11.00	£10.50	
Application for copy of notice on theft, loss etc. of personal licence	O	£10.50	£10.82	£11.00	£10.50	
Notification of change of name or address (personal licence)	O	£10.50	£10.82	£11.00	£10.50	
Notice of interest in any premises	O	£21.00	£21.63	£21.50	£21.00	
Application for a minor variation to a premises licence or club premises licence	O	£89.00	£91.67	£91.50	£89.00	
Mobile Home Act 2013 (MHA 2013)						
New Park Home Licence	Units - 1-5	O	£215.00	£221.45	£221.50	£210.00
New Park Home Licence	Units - 6-24	O	£230.00	£236.90	£237.00	£225.00
New Park Home Licence	Units - 25-29	O	£245.00	£252.35	£252.50	£240.00
New Park Home Licence	Units - 100 plus	O	£275.00	£283.25	£283.50	£270.00
Annual Licence Fee	1-3	O	£0.00	£0.00	£0.00	£120.00
Annual Licence Fee	4-5	O	£122.00	£125.66	£125.50	£180.00
Annual Licence Fee	6-24	O	£185.00	£190.55	£190.50	£240.00
Annual Licence Fee	25-29	O	£245.00	£252.35	£252.50	£270.00
Annual Licence Fee	100 plus	O	£275.00	£283.25	£283.50	
Licence Transfer	n/a	O	£100.00	£103.00	£103.00	£97.50
Licence Variation	n/a	O	£100.00	£103.00	£103.00	£97.50
Deposit of Site Rules	n/a	O	£46.00	£47.38	£47.50	£45.00