



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE
Telephone 01353 665555

MEETING: LICENSING COMMITTEE

TIME: 10:00am

DATE: **Tuesday 15 November 2022**

VENUE: **Council Chamber, The Grange, Nutholt Lane, Ely, CB7 4EE**

ENQUIRIES REGARDING THIS AGENDA: Caroline Evans

TELEPHONE: (01353) 665555 EMAIL: caroline.evans@eastcambs.gov.uk

MEMBERSHIP:

Conservative Members

Cllr Julia Huffer (Chairman)
Cllr Christine Ambrose Smith
Cllr David Ambrose Smith
Cllr Lavinia Edwards
Cllr Alan Sharp
Cllr Jo Webber (Vice-Chairman)

Substitutes:

Cllr Ian Bovingdon
Cllr Bill Hunt
Cllr Lisa Stubbs

Liberal Democrat Members

Cllr Simon Harries
Cllr Mark Inskip
Cllr Alec Jones (Lead Member)
Cllr Gareth Wilson

Substitutes:

Cllr Charlotte Cane
Cllr Matthew Downey
Cllr John Trapp

Independent Member

Cllr Sue Austen (Lead Member)

Substitute:

Cllr Paola Trimarco

Lead Officer

Liz Knox, Environmental Services Manager

Quorum: 5 Members

AGENDA

- 1. Apologies and Substitutions** [oral]
- 2. Declarations of Interest** [oral]
To receive declarations of interest from Members for any Items on the Agenda in accordance with the Members Code of Conduct.
- 3. Minutes**
To confirm as a correct record the Minutes of the meeting of the Licensing Committee held on 28 September 2022.

4. **Chairman's Announcements** **[oral]**
 5. **Review of Licensing Fees**
 6. **Senior Licensing Officer's Update** **[oral]**
 7. **Forward Agenda Plan**
-

NOTES:

1. Members of the public are welcome to attend this meeting. If you are visiting The Grange during normal working hours you should report to the main reception desk. If you come to an evening meeting please enter via the door in the glass atrium at the back of the building.

Admittance is on a "first come, first served" basis and public access will be from 30 minutes before the start time of the meeting. Due to room capacity restrictions, members of the public are asked, where possible, to notify Democratic Services (democratic.services@eastcambs.gov.uk or 01353 665555) of their intention to attend a meeting.

The meeting will be webcast and a livestream of the meeting will be available. Further details can be found at <https://www.eastcambs.gov.uk/meetings/licensing-committee-151122> Please be aware that all attendees, including those in the public gallery, will be visible on the livestream.

2. The Council has adopted a 'Purge on Plastics' strategy and is working towards the removal of all consumer single-use plastics in our workplace. Therefore, we do not provide disposable cups in our building or at our meetings and would ask members of the public to bring their own drink to the meeting if required.
3. Fire instructions for meetings:
 - If the fire alarm sounds please make your way out of the building by the nearest available exit i.e. the back staircase or the fire escape in the Chamber. Do not attempt to use the lifts.
 - The fire assembly point is in the front staff car park by the exit barrier.
 - The building has an auto-call system to the fire services so there is no need for anyone to call the fire services.

The Committee Officer will sweep the area to ensure that everyone is out.

4. Reports are attached for each agenda item unless marked "oral".
5. If required, all items on the agenda can be provided in different formats (e.g. large type, Braille or audio tape, or translated into other languages), on request, by calling Main Reception on (01353) 665555 or e-mail: translate@eastcambs.gov.uk
6. If the Committee wishes to exclude the public and press from the meeting, a resolution in the following terms will need to be passed:

"That the press and public be excluded during the consideration of the remaining item no(s). X because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s) there would be disclosure to them of exempt information of Category X of Part I Schedule 12A to the Local Government Act 1972 (as amended)."



AGENDA ITEM NO 3

Minutes of a meeting of the Licensing Committee held in the Council Chamber at The Grange, Nutholt Lane, Ely on Wednesday, 28 September 2022 at 10.00am.

PRESENT

Cllr Julia Huffer (Chairman)
Cllr Christine Ambrose-Smith
Cllr David Ambrose-Smith
Cllr Sue Austen
Cllr Lavinia Edwards
Cllr Simon Harries
Cllr Mark Inskip
Cllr Alec Jones
Cllr Alan Sharp
Cllr Jo Webber (Vice-Chairman)
Cllr Gareth Wilson

OFFICERS

Stewart Broome – Senior Licensing Officer
Liz Knox – Environmental Services Manager
Angela Tyrrell – Senior Legal Assistant
Tracy Couper – Democratic Services Manager
Adeel Younis - Legal Assistant

IN ATTENDANCE

Richard Lee – Fencabs
Alan Cole – Alan's Taxis

19. APOLOGIES AND SUBSTITUTIONS

No apologies for absence were received.

20. DECLARATIONS OF INTEREST

Councillor Austen stated that she was a regular Taxi user but would be considering the item on review of Taxi fares with an open mind.

21. MINUTES

It was resolved:

That the Minutes of the Licensing Committee meeting held on 27 July 2022 be confirmed as a correct record and be signed by the Chairman.

22. CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements to make.

23. **REVIEW OF TAXI FARES - CONSULTATION RESULTS**

The Committee considered a report, X62 previously circulated, that detailed comments submitted in response to the Taxi Table of Fares Amendment Notice published on Thursday 4 August 2022.

The Senior Licensing Officer explained that this meeting had been re-arranged from 21 September due to the death of HM The Queen.

As a result of the consultation, six objections had been received, all from members of the licensed trade. A summary of the objections was contained in the report, the main aspects of which were:

- The reduction of the flag rate from 1 mile to 704 yards;
- The removal of Bank Holidays from Rate 4;
- Request for Rate 2 commencement to be moved from 9pm to 7pm;
- Failure of new rates to take account of all costs incurred by the trade;
- Request for more frequent reviews

Therefore, the Senior Licensing Officer had produced a revision to the consultation version of the Taxi Table of Fares, as set out in Table 2 at paragraph 5.2 of the report, which addressed the majority of these issues. The Senior Licensing Officer explained the implications of these, as detailed in paragraphs 5.3 (i) to (iv) of the report, and highlighted that the Table of Fares for this District still would compare favourably with neighbouring Councils. On the issue of the request for Rate 2 commencement to be moved from 9pm to 7pm, it was proposed that this could be considered as part of the next review.

The Chairman then invited Members to ask questions of the 2 representatives of the Taxi trade present. The trade representatives confirmed that Table 2 in the report represented a reasonable compromise to address the concerns of the trade. With regard to the commencement time for Rate 2, they hoped that the move from 11pm to 9pm would help to attract more drivers to work evenings, but welcomed the potential to move to 7pm as part of the next review, if this did not prove to be the case. The trade representatives commented on the difficulties currently being experienced in getting drivers to work weekends and the preference of many drivers for undertaking School runs during the day due to the guaranteed income. Members asked what the trade considered an appropriate period before the next review of fares and the trade representatives commented that 18 months to 2 years would be suitable from their perspective.

A Member queried how quickly the revised fares could be implemented by the trade and the Senior Licensing Officer stated that this could be done as soon after this meeting as the companies/drivers could change their meters.

Members emphasised that they wished to have a collaborative relationship with the licensed trade and this should include more regular reviews than there had been in the past. Having heard the views of the trade as to the frequency for such reviews and received information from the Senior Licensing Officer on the process and timescales for conducting a review, it was proposed that the next review be timetabled for 2 years time. However, the trade was reminded that

they could request a review, if there was a dramatic change in circumstances before the next programmed review.

It was resolved (unanimously):

1. That the amended Taxi Table of Fares set out in Table 2 at paragraph 5.2 of the submitted report be approved.
2. That a formal review of Taxi fares be undertaken in 2 years time.

24. **SENIOR LICENSING OFFICER'S UPDATE**

The Committee considered a verbal report that updated Members on current and emerging issues relating to Licensing both locally and nationally.

The Senior Licensing Officer reported that the Licensing Team had been undertaking an animal welfare enforcement issue, the outcome of which would be reported to a future meeting. In addition, a large Taxi Company specialising in Adult Social Care contracts had been in discussions with the Licensing Team with regard to a possible relocation of their premises to the District and again the outcome would be reported to a future meeting, if matters progressed.

25. **FORWARD AGENDA PLAN**

The Committee received its Forward Agenda Plan. The Senior Licensing Officer reported that forthcoming agenda items included CCTV in Taxis and the annual review of Fees and Charges.

It was resolved:

That the Forward Agenda Plan be noted.

The meeting concluded at 10.45am

Chairman.....

Date:

TITLE: REVIEW OF LICENSING FEES

COMMITTEE: LICENSING COMMITTEE

DATE: 15 NOVEMBER 2022

AUTHOR: SENIOR LICENSING OFFICER

Report X104

1.0 ISSUE

1.1 This report sets out the statutory fees that East Cambridgeshire District Council is required to charge for specific licences under the Licensing Act 2003 and the Gambling Act 2005.

1.2 The report also sets out the fees for the period 1 April 2023 to 31 March 2024 in respect of those licences and licensing related activities where the authority has the discretion to determine the relevant fees; this includes, but is not limited to hackney carriage and private hire licences, and animal licences.

2.0 RECOMMENDATION(S)

2.1 That Members:

- i) note the statutory fees that East Cambridgeshire District Council is required to charge in respect of the specified licences under the Licensing Act 2003 and the Gambling Act 2005 as set out in Appendix 1 and Appendix 2, and agree to implement these fees (or if subject to statutory amendment, the relevant amended fees) on the 1 April 2023.
- ii) instruct Officers to implement, as appropriate, any other statutory fees that may be brought into force during the 2022/2023 financial year.
- iii) instruct Officers to include the agreed fees in the 2023/2024 annual fees and charges report that is presented to full Council.

2.2 That Members:

- i) note the discretionary fees contained in Appendix 3 and Appendix 4, and agree to implement these fees on the 1 April 2023.
- ii) instruct Officers to include the agreed fees in the 2023/2024 annual fees and charges report that is presented to full Council.

2.3 That Members:

- i) consider the content of this report in relation to the discretionary fees that the Licensing Authority is permitted to set locally for taxi and animal welfare licensing, and instruct officers on how they wish to proceed from the options in paragraph 5.9.

3.0 BACKGROUND

- 3.1 With the exception of statutory fees set by central government the Council is responsible for setting fees and charges for the licensing regulations it is responsible for administering and enforcing.
- 3.2 There is no statutory duty on the Council to consult when setting or revising licensing fees with the exception of those fees relating to hackney carriage, private hire vehicles and operators' licences under Section 70 of the Local Government (Miscellaneous Provisions) Act 1976.
- 3.3 The Committee's legal authority to agree the recommendations is based within a range of specific licensing legislation together with the delegated functions set out in the Council's constitution. Extracts from the relevant legislation are provided in **Appendix 7**. Due consideration must also be given to relevant case law. Members are advised that Officers have considered these requirements when compiling this report.
- 3.4 The Council's fees and charges may be challenged through a number of routes, e.g. service complaints to the Local Government Ombudsman or via a judicial review.
- 3.5 The consequences of such a challenge are clearly demonstrated in the Court of Appeal judgement given in respect of R Hemming and others v Westminster City Council case, which involved the licensing of sex shops in Soho and Covent Garden.
- 3.6 The judgement has made it clear that local authorities may become liable for substantial costs if it is found that procedures for setting fees have not been correctly followed, and if the fees are not reasonable and proportionate to the costs of the licensing procedures.
- 3.7 When considering whether the licensing fees are reasonable and proportionate, it is also necessary to look at each regulatory power separately. In simple terms this means taxi and private hire licence holders should not be charged a fee for their licence that creates an excess which is then used to subsidise the fees paid by applicants wishing to obtain another type of licence.
- 3.8 It is also necessary to reflect that not all costs to the licensing authority are recoverable, such as the processing of "Charity Street Collections" and

“Charity House to House Collections” where a fee is not permitted to be charged, or deficits in statutory income against expenditure.

3.9 As a result of the points raised in paragraph 3.8, it is not legally possible to recover 100% of the cost of running the Licensing Authority from the fees charged, and this deficit must be covered by the Council’s general fund.

4.0 SUMMARY

4.1 The licensing budget considers direct costs, such as licensing staff wages, but it also includes indirect costs that can reasonably be attributed to licensing procedures, for example, office accommodation, ICT support and software licensing fees, travel, legal support costs, advertising, equipment, postage & printing, subscriptions, telephone costs, training and other corporate recharges.

4.2 In relation to the consideration of applications, it is reasonable to recover the costs of running the relevant Committees from licensing fees and so consequently these costs have been incorporated into the overall figures.

4.3 As mentioned in paragraph 3.9 above, due to the current legislation, it will never be possible to recover 100% of the department’s costs, but work undertaken by Officers suggests that in any given year approximately 80% of the expenditure level incurred by the service can be legally recovered, see Table 1 below for breakdown of time spent dealing with the differing licensing regimes. To avoid spikes due to isolated events, a rolling 3-year period is used.

Table 1

Type	Percentage of time 19/20	Percentage of time 20/21	Percentage of time 21/22	Average
Animal Boarding	3.75	3.93	2.80	3.49
Breeding	6.51	8.44	5.96	6.97
DWA	0.15	0.15	0.18	0.16
Pet Shop	0.51	1.01	0.61	0.71
Riding Est	0.31	1.14	0.46	0.64
Sex Est	0.00	0.00	0.00	0.00
Zoo	0.04	0.04	0.42	0.17
GA05	5.86	3.96	2.11	3.98
LA03	23.16	25.68	24.52	24.45
Street Trading	3.35	5.48	4.34	4.39
Taxi	32.54	25.74	36.72	31.67
Scrap Metal	3.10	0.82	0.99	1.64
Exhibiting Animals	N/A	0.58	0.47	0.35
Pave	N/A	1.36	1.59	0.98
Totals	79.27	78.33	81.18	79.59

4.4 Table 2 below shows the cost of running the licensing authority, and the income received for the most recent rolling 3-year period.

Table 2

Year	Income	Expenditure	Balance	% recovered
2019/2020 (last full year prior to Covid)	£197,319	£258,354	-£61,035	76%
2020/2021 (no fee increase on previous year)	£168,741	£256,373	-£87,632	66%
2021/2022 (no fee increases on previous year)	£185,270	£268,949	-£83,679	68.8%

- 4.5 The 2022/2023 budget has been set at £280,639, and income for the first 6 months of the 2022/2023 period is £106,927 which is positive news.
- 4.6 The proposed budget for running the service for the 2023/2024 period has not been set at this point, but it is expected to be set at approximately £295,000, and therefore, a cost recovery income figure of £236,000 would be required.
- 4.7 Table 3 below shows income in each area of licensing, against estimated budget taken from the data in Table 1 above.

Table 3

Type	Percentage of time	Percentage of budget (2022 actual £280,639)	Actual 21/22	Plus/Minus
Animal Boarding	3.49	9794	7263	- 26%
Breeding	6.58	18,466	9669	- 48%
DWA	0.16	449	0	/
Pet Shop	0.71	1992	2096	+ 1%
Riding Est	0.64	1796	927	- 48%
Sex Est	0.00	0	0	/
Zoo	0.17	477	672	+ 40%
GA05	3.98	11,169	5851	- 47%
LA03	24.45	68616	68913	+ 4%
Street Trading	4.39	12,320	10275	- 16%
Taxi	31.67	88878	75352	- 15%
Scrap Metal	1.64	4602	*	/
Exhibiting Animals	0.35	982	1572	+ 60%
Pave	0.98	2750	2680	+ 1%
Total	79.20	222,291	185270	-

* Scrap metal fees will be replenished in the next period, as they are three-year licences, this income will equate to approximately £5,000.

5.0 CONCLUSION

- 5.1 As Members are very much aware, the past few years have been very turbulent. Society as a whole has had to deal with a pandemic, (which continues to affect worldwide supply chains, and resourcing), and 2022 has seen unprecedented levels of inflation in the UK, driven in part by the impacts of Covid, but also as an indirect result of the ongoing Ukrainian/Russian conflict, which has seen the price of all types of energy increase significantly.
- 5.2 The “cost of living” crisis (as it’s being referred to) is impacting all types of licence holders, as well as the licensing authority itself. Businesses are seeing profit margins squeezed at a time when many are struggling to get back on their feet following the lockdowns caused by Covid. The Licensing Authority itself is due to see projected operational costs increase for the 2023/2024 period by 5% over and above the costs of running the service in 2022/2023.
- 5.3 On a rolling three-year period, there are three main areas of licensing that according to the work conducted by officers are no longer covering the costs of providing that service area, these are taxi licensing, animal welfare licensing, and gambling. Taxi licensing and animal licensing were last adjusted in 2018, gambling fees were set in 2007, but gambling fees are subject to statutory maximums and therefore, they cannot be raised any higher than the levels they are currently set at, and any shortfall has to be borne by the Council.
- 5.4 Taken as a whole animal welfare licensing costs the Licensing Authority approximately £10,000 more than we currently recover, and taxi licensing also costs the Licensing Authority approximately £10,000 more than we recover, with this taxi shortfall almost entirely coming from taxi driver income against costs, as opposed to vehicles and operators.
- 5.5 These shortfalls are for different reasons.

The shortfall in taxi fees is the result of a reduction in driver numbers through the Covid period, an increase in legally required tasks that have to be conducted for the remaining drivers, and also a forced change of knowledge test provider, which now costs £12 per test over and above the cost of the previous solution.

The shortfall in animal welfare fees is due to under-estimating the level of work that would be involved when setting the initial fee levels in 2018 when the new regime was established. The level of work involved in applying the new Defra standards is far higher than the pre-2018 regulations required, especially when dealing with new applicants. So whilst animal licence numbers have increased, this has only served to enlarge the budget shortfall.

- 5.6 In early 2022 the Licensing Authority was approached by a large taxi operator looking to relocate their existing licensing operation to East Cambs District Council. Whilst these applications have only just started to be received (October 2022), it is estimated that once the migration of their licences has been concluded over the next three years, this account will provide an income of approximately £43,000 to £50,000, which will be used to cover the cost of a

further member of the licensing team, and it is hoped it will also feed into the revenue streams and reduce the driver deficit mentioned in 5.4 above. However, this assumption does not factor in inflationary factors, and any deficits incurred whilst we reach the point of full migration, which are impossible to know at this point in time.

- 5.7 The levels of fee increase required to meet cost recovery in taxi and animal welfare licensing at this time is likely stifle economic recovery, and could actually result in further reductions in overall income, as a result of losing licence holders. Whilst it is true that in some areas of licensing Officers have seen a small recovery in licence numbers, the Authority has lost five animal welfare licence holders in 2022, as they chose not to renew. All indications are that animal boarding and dog breeding activities will decline over the coming 12 to 24 months as the cost of living crisis results in higher overheads, fewer holidays being taken, and the desire to purchase and pay for the upkeep of a puppy becoming less desirable.
- 5.8 It is worth noting that in another risk of licence fees appearing to those operating licensable business to be too high, is that the individuals could be driven underground, which results in higher enforcement costs and resourcing needs, which in turn creates larger deficits, and commences a vicious cycle that helps no one, and arguably does not play into our Council's objective of promoting business.
- 5.9 To conclude, whilst it could be justifiable to increase taxi driver and animal welfare fees by over 25% at this time, Officers would suggest that to do so would be counter-intuitive. The decision on how to proceed remains entirely for Members to determine, but Officers have set out a number of options below for Members consideration:
- i) Increase taxi driver fees (where a knowledge test is required), to incorporate the higher knowledge test fee that the Council now incurs from a third party, column A in appendix 6
 - ii) Increase taxi and animal welfare fees at this time by a nominal amount to move towards cost recovery, and reflect the additional costs incurred with new animal welfare operators, column B in appendix 6, and as set out in appendix 5.
 - iii) Increase taxi and animal welfare fees at this time to full cost recovery, column C in appendix 6, and as set out in appendix 5.
 - iv) Instruct officers to amend any of the above options to reflect Member's thoughts.
- 5.10 There is no need to conduct an Equality Impact Assessment (EIA) as this report does not lead to the creation of a policy, or additional regulation.

6 APPENDICES

Appendix 1

Licensing Act Statutory Fees

Appendix 2	Gambling Act 2005 Statutory Fees
Appendix 3	Gambling Act 2005 – Discretionary fees
Appendix 4	General discretionary fees
Appendix 5	Animal Welfare Regulation fees
Appendix 6	Discretionary taxi fees
Appendix 7	Extracts from legislation regarding fee setting
Appendix 8	Neighbouring authority fees chart

Background Documents

Location

Contact Officer

Legislation contained in appendix 7

Room SF208
The Grange,
Ely

Stewart Broome
Senior Licensing Officer
(01353) 616477

LGA guidance on local fee setting 2015

Hemming v Westminster 2015

R v Tower Hamlets LBC 1994

Appendix 1 Licensing Act 2003 – Statutory Fees

Premises Licence and Club Premises Certificates:

Type of application:	Non-domestic rateable band				
	A	B	C	D	E
New, provisional statements, and full variation application fee	£100	£190	£315	£450	£635
Annual maintenance fee	£70	£180	£295	£320	£350
Minor variation	£89				
Provisional Statement (where premises is under construction)	£315				

NDR Value	Band	Fee multiplier for Premises Licences	D (x2)	E (x3)
£0 to £4,300	A	Premises Licences in bands D & E (whose primary business is the sale of alcohol)	£900	£1905
£4,301 to £33,000	B			
£33,001 to £87,000	C			
£87,001 to £125,000	D	Premises Licences in bands D & E (whose primary business is the sale of alcohol) annual maintenance fee	£640	£1050
£125,001 and above	E			

Premises Licence - Large event fees (payable in addition to the standard fee):

Number in attendance at any one time:	Additional application fee:	Additional annual fee:
5000 to 9999	£1000	£500
10000 to 14999	£2000	£1000
15000 to 19999	£4000	£2000
20000 to 29999	£8000	£4000
30000 to 39999	£16000	£8000
40000 to 49999	£24000	£12000
50000 to 59999	£32000	£16000
60000 to 69999	£40000	£20000
70000 to 79999	£48000	£24000
80000 to 89999	£56000	£28000
90000 and over	£64000	£32000

Personal Licence, Temporary Events and other miscellaneous fees:

Type of application:	Fee:
Grant of Personal Licence	£37
Temporary or Late Temporary Event Notice	£21
Theft, loss etc of Premises Licence or Summary	£10.50
Change of name or address on Premises Licence	£10.50
Vary Premises Licence to specify a new DPS	£23
Transfer a Premises Licence	£23
Interim Authority Notice	£23
Change of club name or address or change of rules	£10.50
Change of correspondence address for club	£10.50
Theft, loss etc of a Temporary Event Notice or Late Temporary Event Notice	£10.50
Theft, loss etc of a Personal Licence	£10.50
Right of freeholder etc to be notified of licensing matters	£21
Community Premises - removal of DPS fee	£23
Theft, loss etc of a Club Certificate or Summary	£10.50
Change of name or address on Personal Licence	£10.50

Appendix 2 Gambling Act 2005 Statutory Fees

Permission Type	Fee:
Lotteries	
Small Society Lotteries - new registration	£40
Small Society Lotteries - renewal of existing registration	£20
Licensed Premises Permits	
Licensed Premises Gaming Machines - notice of intention for up to 2 machines	£50
Licensed Premises Gaming Machine Permits - new	£150
Licensed Premises Gaming Machine Permits - variation	£100
Licensed Premises Gaming Machine Permits – transfer	£25
Licensed Premises Gaming Machine Permits - annual Fee	£50
Licensed Premises Gaming Machine Permits - change of Name	£25
Licensed Premises Gaming Machine Permits - copy (lost, stolen, damaged)	£15
Club Gaming/Club Machine Permits	
Club Gaming/Club Machine Permits - new or renew	£200
Club Gaming/Club Machine Permits for holders of club premises certificates - new or renew	£100
Club Gaming/Club Machine Permits – annual fee	£50
Club Gaming/Club Machine Permits - variation	£100
Club Gaming/Club Machine Permits - copy (lost, stolen, damaged)	£15
Prize Gaming Permits	
Prize Gaming Permits - new or renewal	£300
Prize Gaming Permits - change of name	£25
Prize Gaming Permits - copy (lost, stolen, damaged)	£15
Family Entertainment Gaming Centre Gaming Machine Permits	
Family Entertainment Gaming Centre Gaming Machine Permits - new or renewal	£300
Family Entertainment Gaming Centre Gaming Machine Permits - change of name	£25
Family Entertainment Gaming Centre Gaming Machine Permits - copy (lost, stolen, damaged)	£15

Appendix 3

Discretionary Fees with Statutory Maximum - Gambling Act 2005 Licences

Licence type	2022/2023 fees	2023/2024 proposed fees	Difference (£)
Regional Casino Licence			
Fee in respect of new premises	15000	15000	0
Annual Fee	15000	15000	0
Fee for application to vary licence	7500	7500	0
Fee for application to transfer a licence	6500	6500	0
Fee for application to reinstate a licence	6500	6500	0
Fee for application for provisional statement	15000	15000	0
Maximum non-conversion application fee in respect of provisional statement premises	8000	8000	0
Large Casino Licence			
Fee in respect of new premises	10000	10000	0
Annual Fee	10000	10000	0
Fee for application to vary licence	5000	5000	0
Fee for application to transfer a licence	2150	2150	0
Fee for application to reinstate a licence	2150	2150	0
Fee for application for provisional statement	10000	10000	0
Maximum non-conversion application fee in respect of provisional statement premises	5000	5000	0
Small Casino Licence			
Fee in respect of new premises	8000	8000	0
Annual Fee	5000	5000	0
Fee for application to vary licence	4000	4000	0
Fee for application to transfer a licence	1800	1800	0
Fee for application to reinstate a licence	1800	1800	0
Fee for application for provisional statement	8000	8000	0
Maximum non-conversion application fee in respect of provisional statement premises	3000	3000	0
Bingo Premises Licence			
Fee in respect of new premises	3500	3500	0
Annual Fee	1000	1000	0
Fee for application to vary licence	1750	1750	0
Fee for application to transfer a licence	1200	1200	0
Fee for application to reinstate a licence	1200	1200	0
Fee for application for provisional statement	3500	3500	0

Maximum non-conversion application fee in respect of provisional statement premises	1200	1200	0
Adult Gaming Licence			
Fee in respect of new premises	2000	2000	0
Annual Fee	1000	1000	0
Fee for application to vary licence	1000	1000	0
Fee for application to transfer a licence	1200	1200	0
Fee for application to reinstate a licence	1200	1200	0
Fee for application for provisional statement	2000	2000	0
Maximum non-conversion application fee in respect of provisional statement premises	1200	1200	0
Betting Premises (track) Licence			
Fee in respect of new premises	2500	2500	0
Annual Fee	1000	1000	0
Fee for application to vary licence	1250	1250	0
Fee for application to transfer a licence	950	950	0
Fee for application to reinstate a licence	950	950	0
Fee for application for provisional statement	2500	2500	0
Maximum non-conversion application fee in respect of provisional statement premises	950	950	0
Family Entertainment Centre Licence			
Fee in respect of new premises	2000	2000	0
Annual Fee	750	750	0
Fee for application to vary licence	1000	1000	0
Fee for application to transfer a licence	950	950	0
Fee for application to reinstate a licence	950	950	0
Fee for application for provisional statement	2000	2000	0
Maximum non-conversion application fee in respect of provisional statement premises	950	950	0
Betting Premises (other) Licence			
Fee in respect of new premises	3000	3000	0
Annual Fee	600	600	0
Fee for application to vary licence	1500	1500	0
Fee for application to transfer a licence	1200	1200	0
Fee for application to reinstate a licence	1200	1200	0
Fee for application for provisional statement	3000	3000	0
Maximum non-conversion application fee in respect of provisional statement premises	1200	1200	0

Temporary Use Notices			
Temporary Use Notice fee	500	500	0
Replacement of an endorsed copy	25	25	0
Applicable to all Premises Licences			
Change of circumstances fee - for all Premises Licences	50	50	0
Fee for copy licence - for all Premises Licences	25	25	0

Appendix 4 Discretionary fees for general licences

Licence type	2022/2023 fees	2023/2024 proposed fees	Difference (£)
Dangerous Wild Animals (2yr licence)			
New application	648 (v)	648 (v)	0
Renewal application	648 (v)	648 (v)	0
Zoo			
New application (4 years)	2415 (v)	2415 (v)	0
Renewal application (6 years)	2070 (v)	2070 (v)	0
Applicable to all animal welfare licences			
Theft, loss etc of a licence	10.50	10.50	0
Change of name on licence	10.50	10.50	0
Change of licence details	10.50	10.50	0

(v) – A Council instructed veterinary inspection is required. This fee is payable in addition to the application fee. The fee will depend upon the amount of time taken to inspect the premises.

Licence type	2022/2023 fees	2023/2024 proposed fees	Difference (£)
Sex Establishments			
New application	3761	3761	0
Renewal application	1880.50	1880.50	0
Variation application	1880.50	1880.50	0
Transfer application	1880.50	1880.50	0
Theft, loss etc of a licence	10.50	10.50	0

Scrap Metal – Site Licence (3yr licence)			
New application	732	810	78
Renewal application	600	660	60
Variation application	120	120	0
Theft, loss etc of a licence	10.50	10.50	0

Scrap Metal – Collector Licence (3yr licence)			
New application	560	616	56
Renewal application	450	495	45
Variation application	120	120	0
Theft, loss etc of a licence	10.50	10.50	0

Pavement Licence			
All applications	100	100	0

Hypnotism			
Daily permit	93	93	0

Street Trading Consent Fees

Daily and annual single trader fees

Type of goods	Ely (central zone)		All other areas		Transfer
	Daily	Annual	Daily	Annual	
Clothing	£20	£1040 ¹	£15	£740 ¹	£48
Electrical spares					
DIY products					
Hot food and drink					
Furniture					
Records, CD's and DVD	£20	£780 ¹	£15	£480 ¹	£48
Household cleaning goods					
Books					
Fresh fish	£20	£520 ¹	£15	£320 ¹	£48
Fresh meat					
Fruit and Veg					
Delicatessen					
Flowers and Plants					
Ice-cream vendors					
Cakes/ Bakery					
Arts and crafts					
All other traders	£20	£1040 ¹	£15	£740 ¹	£48

¹Applicants are required to pay £75 upon application. The remaining balance for all successful applications can be paid by quarterly upfront instalments, or in one further payment.

Replacement consent certificates cost - £10.50

Host premises (see section 8 of the street trading policy)

Annual fee
£192
Transfer
£48

Special events/Markets/ Commercial event fees

Number of stalls	Fee per day of the event
2 – 20	£100
21 – 40	£200
41 or more	£500

Charity/non-commercial events (see paragraph 6.3 of the street trading policy)

Fee per day of the event
£20

Appendix 5 Discretionary fees for Animal Welfare Licences

Current

Licensable Activity		Application fee	Initial rating or re-rating inspection fee	Maintenance fee			Variation of a licence requiring a re-inspection	Copy of licence, change of details not requiring an inspection				
				1 yr	2 yr	3 yrs						
Boarding of animals	Up to 10 animals	£48.00	£72	£218	£440	£666	£72	£10.50				
	11 to 30 animals		£96				£96					
	31 to 60 animals		£120				£120					
	61 to 99 animals		£144				£144					
	100+ animals		£168				£168					
Arranging boarding	N/A		£96 + £24 per host ¹				£218		£440	£666	£96 + £24 per host ¹	£10.50
Dog Breeding – Domestic	One litter per year max ²		£72 + VET fee ³				£218		£440	£666	£72	£10.50
Dog Breeding – Commercial	More than one litter per year		£120 + VET fee ³				£218		£440	£666	£120	£10.50
Hiring of Horses	N/A		£96 + VET fee				£218		£440	£666	£96	£10.50
Selling Animals as Pets	N/A		£120				£218		£440	£666	£120	£10.50
Exhibiting Animals	N/A	£72	N/A	N/A	£666	£72	£10.50					

¹ Out of scope hosts only. In scope hosts will be required to apply for their own licence and pay the relevant fees.

² Breeding and whelping must occur wholly within the domestic house. Outbuildings or garages are not included in this definition.

³ VET fees are paid directly to the VET pre-inspection. No VET inspection is required upon subsequent renewals of a dog breeding licence.

Where more than one licensable activity occurs on the same site, only one application fee will be payable, however, the total fee will be calculated by adding the combined charges of the activity with the highest fee to 50% of the applicable inspection and maintenance fee for the additional activities.

Applicants must pay the application fee, relevant inspection fee and first year maintenance fee on application. If an application is subsequently withdrawn or refused, it will be possible to obtain a refund for the maintenance fee and the inspection fee (where no inspection has taken place).

Nominal increase to reflect work levels with new applicants

Licensable Activity	Application fee		Number of animals	Initial rating inspection fee	Renewal, re-rating or variation inspection fee	Maintenance fee		
	New	Renewal				1 yr	2 yr	3 yrs
Boarding of animals	£100	£60	Up to 10 animals	£76	£72	£232 ⁴	£466 ⁴	£705
			11 to 30 animals	£101	£96			
			31 to 60 animals	£127	£120			
			61 to 99 animals	£150	£144			
			100+ animals	£178	£168			
Arranging boarding			N/A	£101 + £25 per host ¹	£96 + £24 per host ¹			
Dog Breeding – Domestic			One litter per year maximum ²	£76 + VET fee ³	£72			
Dog Breeding - Commercial			More than one litter per year	£127 + VET fee ³	£120			
Hiring of Horses			N/A	£101 + VET fee ³	£96 + VET fee ³			
Selling Animals as Pets & Exhibiting Animals ⁴			Up to 5 species	£101	£96			
	Over 5 species	£178	£168					

¹ Out of scope hosts only. In scope hosts will be required to apply for their own licence and pay the relevant fees.

² Breeding and whelping must occur wholly within the domestic house. Outbuildings or garages are not included in this definition.

³ VET fees are paid directly to the VET pre-inspection. No VET inspection is required upon subsequent renewals of a dog breeding licence.

⁴ Exhibiting animal welfare licences can only be issued for 3 year time periods due to the requirements of the controlling legislation.

Where more than one licensable activity occurs on the same site, only one application fee will be payable, however, the total fee will be calculated by adding the combined charges of the activity with the highest fee to 50% of the applicable inspection and maintenance fee for the additional activities.

£10.50 will be charged for any replacement documents, or change of details not covered by the main charges above, such as a change of trading name.

Impact of the above nominal increases compared to current fees:

Type	New applications									Renewal applications								
	1 year			2 year			3 year			1 year			2 year			3 year		
	Existing	New	Diff	Existing	New	Diff	Existing	New	Diff	Existing	Ren	Diff	Existing	Ren	Diff	Existing	Ren	Diff
Boarding of animals	338	408	70	560	642	82	786	881	95	338	364	26	560	598	38	786	837	51
	362	433	71	584	667	83	810	906	96	362	388	26	584	622	38	810	861	51
	386	459	73	608	693	85	834	932	98	386	412	26	608	646	38	834	885	51
	410	482	72	632	716	84	858	955	97	410	436	26	632	670	38	858	909	51
	434	510	76	656	744	88	882	983	101	434	460	26	656	694	38	882	933	51
Arranging boarding	362	433	71	584	667	83	810	906	96	362	388	26	584	622	38	810	861	51
Dog Breeding – Domestic	338	408	70	560	642	82	786	881	95	338	364	26	560	598	38	786	837	51
Dog Breeding - Commercial	386	459	73	608	693	85	834	932	98	386	412	26	608	646	38	834	885	51
Hiring of Horses	362	433	71	584	667	83	810	906	96	362	388	26	584	622	38	810	861	51
Selling Animals as Pets & Exhibiting Animals	386	459	73	608	693	85	834	932	98	386	412	26	608	646	38	834	885	51
	434	510	76	656	744	88	882	983	101	434	460	26	656	694	38	882	933	51

Cost recovery

Licensable Activity	Application fee		Number of animals	Initial rating inspection fee	Renewal, re-rating or variation inspection fee	Maintenance fee		
	New	Renewal				1 yr	2 yr	3 yrs
Boarding of animals	£150	£60	Up to 10 animals	£76	£72	£332 ⁴	£566 ⁴	£805
			11 to 30 animals	£101	£96			
			31 to 60 animals	£127	£120			
			61 to 99 animals	£150	£144			
			100+ animals	£178	£168			
Arranging boarding			N/A	£101 + £25 per host ¹	£96 + £24 per host ¹			
Dog Breeding – Domestic			One litter per year maximum ²	£76 + VET fee ³	£72			
Dog Breeding - Commercial			More than one litter per year	£127 + VET fee ³	£120			
Hiring of Horses			N/A	£101 + VET fee ³	£96 + VET fee ³			
Selling Animals as Pets & Exhibiting Animals ⁴			Up to 5 species	£101	£96			
	Over 5 species	£178	£168					

¹ Out of scope hosts only. In scope hosts will be required to apply for their own licence and pay the relevant fees.

² Breeding and whelping must occur wholly within the domestic house. Outbuildings or garages are not included in this definition.

³ VET fees are paid directly to the VET pre-inspection. No VET inspection is required upon subsequent renewals of a dog breeding licence.

⁴ Exhibiting animal welfare licences can only be issued for 3 year time periods due to the requirements of the controlling legislation.

Where more than one licensable activity occurs on the same site, only one application fee will be payable, however, the total fee will be calculated by adding the combined charges of the activity with the highest fee to 50% of the applicable inspection and maintenance fee for the additional activities.

£10.50 will be charged for any replacement documents, or change of details not covered by the main charges above, such as a change of trading name.

Type	New applications									Renewal applications								
	1 year			2 year			3 year			1 year			2 year			3 year		
	Existing	New	Diff	Existing	New	Diff	Existing	New	Diff	Existing	Ren	Diff	Existing	Ren	Diff	Existing	Ren	Diff
Boarding of animals	338	558	220	560	792	232	786	1031	245	338	464	126	560	698	138	786	937	151
	362	683	221	584	817	233	810	1056	246	362	488	126	584	722	138	810	961	151
	386	609	223	608	843	235	834	1082	248	386	512	126	608	746	138	834	985	151
	410	632	222	632	866	234	858	1105	247	410	536	126	632	770	138	858	1009	151
	434	660	226	656	894	238	882	1133	251	434	560	126	656	794	138	882	1033	151
Arranging boarding	362	583	221	584	817	233	810	1056	246	362	488	126	584	722	138	810	961	151
Dog Breeding – Domestic	338	558	220	560	792	232	786	1031	245	338	464	126	560	698	138	786	937	151
Dog Breeding - Commercial	386	609	223	608	843	235	834	1082	248	386	512	126	608	746	138	834	985	151
Hiring of Horses	362	583	221	584	817	233	810	1056	246	362	488	126	584	722	138	810	961	151
Selling Animals as Pets & Exhibiting Animals	386	609	223	608	843	235	834	1082	248	386	512	126	608	746	138	834	985	151
	434	660	226	656	894	238	882	1133	251	434	560	126	656	794	138	882	1033	151

Appendix 6

Discretionary fees for taxi and private hire licences

Licence type		Current fees	A	B	C
Joint Driver Licence					
New application – 1 year (excl. DVLA, and DBS check)		217	229	239	279
Renewal application – 1 year (excl. DVLA check)		175	175	185	225
New application – 3 year (excl. DVLA, and DBS check)		567	579	579	629
Renewal application – 3 year (excl. DVLA check)		525	525	525	575
Knowledge test re-sit		20	32	32	32
DBS (3 yearly)		49	N/A	N/A	N/A
DVLA driving licence check (required upon every new and renewal application)		5	5	5	5
Private Hire Vehicle Licence					
New and renewal 1yr for all		250	250	250	250
Variation application		35	35	35	35
Transfer application		25	25	25	25
Hackney Carriage Vehicle Licence					
New and renewal 1yr for all		250	250	250	250
Variation application		35	35	35	35
Transfer application		25	25	25	25
Private Hire Operator Licence					
New application – 1 year	150 – 1 vehicle	126	126	126	126
	200 – 2 to 5	156	156	156	156
	250 – 6 to 10	186	186	186	186
	300 – 11+	216	216	216	216
Renewal application – 1 year	150 – 1 vehicle	126	126	126	126
	200 – 2 to 5	156	156	156	156
	250 – 6 to 10	186	186	186	186
	300 – 11+	216	216	216	216
New application – 5 year	646 – 1 vehicle	627	627	627	627
	896 – 2 to 5	737	737	737	737
	1146 – 6 to 10	847	847	847	847
	1396 – 11+	957	957	957	957
Renewal application – 5 year	646 – 1 vehicle	627	627	627	627
	896 – 2 to 5	737	737	737	737
	1146 – 6 to 10	847	847	847	847
	1396 – 11+	957	957	957	957
Miscellaneous taxi and private hire fees					
Theft, loss etc of a licence		10.50	10.50	10.50	10.50
Theft, loss etc of a vehicle plate		20	20	20	20
Change of address		10.50	10.50	10.50	10.50
Replacement door sticker		6.00	6.00	6.00	6.00

Extracts from relevant licensing legislation providing legal framework within which local authorities may charge licensing fees

Local Government (Miscellaneous Provisions) Act 1982

Controls sex establishments, street trading, acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis

Sex establishments - Schedule 3 paragraph 19

An application for the grant, variation, renewal or transfer of a licence under this Schedule shall pay a reasonable fee determined by the appropriate authority.

Street Trading – Schedule 4 paragraph 9

(1) A district council may charge such fees as they consider reasonable for the grant or renewal of a street trading licence or a street trading consent.

(2) A council may determine different fees for different types of licence or consent and, in particular, but without prejudice to the generality of this sub-paragraph, may determine fees differing according—

(a) to the duration of the licence or consent;

(b) to the street in which it authorises trading; and

(c) to the descriptions of articles in which the holder is authorised to trade.

(3) A council may require that applications for the grant or renewal of licences or consents shall be accompanied by so much of the fee as the council may require, by way of a deposit to be repaid by the council to the applicant if the application is refused.

(4) A council may determine that fees may be paid by instalments.

(5) Where a consent is surrendered or revoked, the council shall remit or refund, as they consider appropriate, the whole or a part of any fee paid for the grant or renewal of the consent.

(6) A council may recover from a licence-holder such reasonable charges as they may determine for the collection of refuse, the cleansing of streets and other services rendered by them to him in his capacity as licence-holder.

(7) Where a licence—

(a) is surrendered or revoked; or

(b) ceases to be valid by virtue of paragraph 4(7) above,

the council may remit or refund, as they consider appropriate, the whole or a part—

(i) of any fee paid for the grant or renewal of the licence; or

(ii) of any charges recoverable under sub-paragraph (6) above.

(8) The council may determine—

(a) that charges under sub-paragraph (6) above shall be included in a fee payable under sub-paragraph (1) above; or

(b) that they shall be separately recoverable.

(9) Before determining charges to be made under sub-paragraph (6) above or varying the amount of such charges the council—

(a) shall give notice of the proposed charges to licence-holders; and

(b) shall publish notice of the proposed charges in a local newspaper circulating in their area.

(10) A notice under sub-paragraph (9) above shall specify a reasonable period within which representations concerning the proposed charges may be made to the council.

(11) It shall be the duty of a council to consider any such representations which are made to them within the period specified in the notice.

Acupuncture - Section 14 (6)

A local authority may charge such reasonable fees as they may determine for registration under this section.

Tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis – Section 15 (6)

A local authority may charge such reasonable fees as they may determine for registration under this section.

Local Government (Miscellaneous Provisions) Act 1976

Controls hackney carriages and private hire vehicles

Section 53 - Drivers' licences for hackney carriages and private hire vehicles

(2) Notwithstanding the provisions of the Act of 1847*, a district council may demand and recover for the grant to any person of a licence to drive a hackney carriage, or a private hire vehicle, as the case may be, such a fee as they consider reasonable with a view to recovering the costs of issue and administration and may remit the whole or part of the fee in respect of a private hire vehicle in any case in which they think it appropriate to do so.

*Town Police Clauses Act 1847

Section 70 - Fees for vehicle and operators' licences

(1) Subject to the provisions of subsection (2) of this section, a district council may charge such fees for the grant of vehicle and operators' licences as may be resolved by them from time to time and as may be sufficient in the aggregate to cover in whole or in part—

(a) the reasonable cost of the carrying out by or on behalf of the district council of inspections of hackney carriages and private hire vehicles for the

purpose of determining whether any such licence should be granted or renewed;

(b) the reasonable cost of providing hackney carriage stands; and

(c) any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles.

(2) The fees chargeable under this section shall not exceed—

(a) for the grant of a vehicle licence in respect of a hackney carriage, twenty-five pounds;

(b) for the grant of a vehicle licence in respect of a private hire vehicle, twenty-five pounds; and

(c) for the grant of an operator's licence, twenty-five pounds per annum;

or, in any such case, such other sums as a district council may, subject to the following provisions of this section, from time to time determine.

(3) (a) If a district council determine that the maximum fees specified in subsection (2) of this section should be varied they shall publish in at least one local newspaper circulating in the district a notice setting out the variation proposed, drawing attention to the provisions of paragraph (b) of this subsection and specifying the period, which shall not be less than twenty-eight days from the date of the first publication of the notice, within which and the manner in which objections to the variation can be made.

(b) A copy of the notice referred to in paragraph (a) of this subsection shall for the period of twenty-eight days from the date of the first publication thereof be deposited at the offices of the council which published the notice and shall at all reasonable hours be open to public inspection without payment.

(4) If no objection to a variation is duly made within the period specified in the notice referred to in subsection (3) of this section, or if all objections so made are withdrawn, the variation shall come into operation on the date of the expiration of the period specified in the notice or the date of withdrawal of the objection or, if more than one, of the last objection, whichever date is the later.

(5) If objection is duly made as aforesaid and is not withdrawn, the district council shall set a further date, not later than two months after the first specified date, on which the variation shall come into force with or without modification as decided by the district council after consideration of the objections.

(6) A district council may remit the whole or part of any fee chargeable in pursuance of this section for the grant of a licence under section 48 or 55 of this Act in any case in which they think it appropriate to do so.

Zoo Licensing Act 1981

Controls zoos – Section 15

(1) Subject to this section, the local authority may charge such reasonable fees as they may determine in respect of—

(a) applications for the grant, renewal or transfer of licences;

(b) the grant, renewal, alteration or transfer of licences;

(2) Any fee charged under paragraph (a) of subsection (1) in respect of an application shall be treated as paid on account of the fee charged under paragraph (b) on the grant, renewal or transfer applied for.

(2A) Subject to this section, the authority may charge to the operator of the zoo such sums as they may determine in respect of reasonable expenses incurred by them—

(a) in connection with inspections in accordance with section 9A and under sections 10 to 12;

(b) in connection with the exercise of their powers to make directions under this Act;

(c) in the exercise of their function under section 16E(4) of supervising the implementation of plans prepared under section 16E(2); and

(d) in connection with the exercise of their function under section 16E(7) or (8).

(2B) The authority's charge under subsection (2A)(d) shall take into account any sums that have been, or will fall to be, deducted by them from a payment under section 16F(7) in respect of their costs.

(3) In respect of any fee or other sum charged under this section, the local authority may, if so requested by the operator, accept payment by instalments.

(4) Any fee or other charge payable under this section by any person shall be recoverable by the local authority as a debt due from him to them.

(5) The local authority shall secure that the amount of all the fees and other sums charged by them under this section in a year is sufficient to cover the reasonable expenditure incurred by the authority in the year by virtue of this Act.

Dangerous Wild Animals Act 1976

Controls dangerous wild animals as listed in the Act – Section 1

(2) A local authority shall not grant a licence under this Act unless an application for it—

... and

(e) is accompanied by such fee as the authority may stipulate (being a fee which is in the authority's opinion sufficient to meet the direct and indirect costs which it may incur as a result of the application).

Public Health Acts Amendment Act 1907

Controls pleasure boats/vessels - Section 94

(1) The local authority may grant upon such terms and conditions as they may think fit licences for pleasure boats and pleasure vessels to be let for hire or to be used for carrying passengers for hire, and to the persons in charge of or navigating such boats and vessels, and may charge for each type of licence such annual fee as appears to them to be appropriate.

Environmental Protection Act 1990

Controls free printed matter – Schedule 3A paragraphs 3 & 4

3 (1) A principal litter authority may on the application of any person consent to that person or any other person (identified specifically or by description) distributing free printed matter on any land designated by the authority under this Schedule.

4 (1) A principal litter authority may require the payment of a fee before giving consent under paragraph 3 above.

(2) The amount of a fee under this paragraph is to be such as the authority may determine, but may not be more than, when taken together with all other fees charged by the authority under this paragraph, is reasonable to cover the costs of operating and enforcing this Schedule.

Gambling Act 2005

Statutory fees are prescribed for:-

- small society lotteries (Schedule 11 – Part 5)
- club gaming permits and club machine permits (Schedule 12)
- notification of gaming machines in alcohol licensed premises (Section 282)
- family entertainment centre gaming machine permits (Schedule 10)
- licensed premises gaming machine permits (Schedule 13)
- prize gaming permits (Schedule 14)

And, therefore, the licensing authority has no control over these fees. The following statutory instruments are relevant:-

- Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007
- Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007
- Gaming Machines in Alcohol Licensed Premises (Notification Fee) (England and Wales) Regulations 2007
- Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007
- Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007

- Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007

The licensing authority must determine the fees, up to certain statutory maximums, that are applicable to premises licences, e.g. adult gaming centres, betting at race tracks, betting shops, bingo premises, casinos and for temporary use notices. The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 and the Gambling (Temporary Use Notices) Regulations 2007 set the relevant statutory maximums. In addition, Section 212 of the Act states:-

(2) ... the authority—

(a) shall determine the amount of the fee,

(b) may determine different amounts for different classes of case specified in the regulations (but may not otherwise determine different amounts for different cases),

(c) shall publish the amount of the fee as determined from time to time, and

(d) shall aim to ensure that the income from fees of that kind as nearly as possible equates to the costs of providing the service to which the fee relates (including a reasonable share of expenditure which is referable only partly or only indirectly to the provision of that service).

(3) For the purposes of subsection (2)(d) a licensing authority shall compare income and costs in such manner, at such times and by reference to such periods as the authority, having regard to any guidance issued by the Secretary of State, think appropriate.

In addition, where the licensing authority is required to maintain licensing registers, the authority may determine fees for providing access to, making copies of and/or providing information to members of the public from those registers.

Premises licences (Section 156)

(1) A licensing authority shall—

(a) maintain a register of premises licences issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Small society lotteries (Schedule 11 Part 5 paragraph 55)

(1) Where a statement is sent to a local authority under paragraph 39 the authority shall—

(a) retain it for at least 18 months,

(b) make it available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of it or part of it to any member of the public on request.

(2) But a local authority may refuse to provide access or a copy unless the person seeking access or a copy pays a fee specified by the authority.

(3) A local authority may not specify a fee under sub-paragraph (2) which exceeds the reasonable cost of providing the service sought (but in calculating the cost of providing a service to a person the authority may include a reasonable share of expenditure which is referable only indirectly to the provision of that service).

Club gaming permits and club machine permits (Schedule 12 paragraph 26)

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Temporary Use Notice (Section 234)

1) A licensing authority shall—

(a) maintain a register of temporary use notices given to them together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Family entertainment centre gaming machine permits (Schedule 10 paragraph 23)

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Licensed premises gaming machine permits (Schedule 13 paragraph 22)

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Prize gaming permits (Schedule 14 paragraph 23)

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Scrap Metal Dealers Act 2013

Controls buyers/sellers of scrap metal and motor salvage operators (Section 5 Schedule 1 paragraph 6)

(1) An application must be accompanied by a fee set by the authority.

(2) In setting a fee under this paragraph, the authority must have regard to any guidance* issued from time to time by the Secretary of State with the approval of the Treasury.

*Scrap Metal Dealers Act 2013: guidance on licence fee charges – issued by Home Office 12 August 2013

Licensing Act 2003

Statutory fees for premises licences, club premises certificates, temporary event notices and personal licences are currently prescribed by the Licensing Act 2003 (Fees) Regulations 2005. The licensing authority has no control over these fees. In addition, there is a requirement to maintain a register and make it available for inspection without payment but if requested to provide a copy of information contained in the register a fee may be charged under Section 8 of the Act.

(4) If requested to do so by any person, a licensing authority must supply him with a copy of the information contained in any entry in its register in legible form.

(5) A licensing authority may charge such reasonable fee as it may determine in respect of any copy supplied under subsection (4).

Caravan Sites and Control of Development Act 1960

Under the Caravan Sites and Control of Development Act 1960, as amended by the Mobile Homes Act 2013, licensing authorities are permitted to charge fees for the licensing of residential caravan sites with effect from 1 April 2014. Transitional arrangements will be in place and the licensing authority is required to publish a fees policy. (NB The Council has not yet prepared a fees policy and therefore is currently unable to charge fees in this respect.)

Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

13.—(1) A local authority may charge such fees as it considers necessary for—

(a) the consideration of an application for the grant, renewal or variation of a Licence including any inspection relating to that consideration, and for the grant, renewal or variation,

(b) the reasonable anticipated costs of consideration of a licence holder's compliance with these Regulations and the licence conditions to which the licence holder is subject in circumstances other than those described in subparagraph (a) including any inspection relating to that consideration,

(c) the reasonable anticipated costs of enforcement in relation to any licensable activity of an unlicensed operator, and

(d) the reasonable anticipated costs of compliance with regulation 29.

(2) The fee charged for the consideration of an application for the grant, renewal or variation of a licence and for any inspection relating to that consideration must not exceed the reasonable costs of that consideration and related inspection.

Business and Planning Act 2020

Applications

- (1) An application for a pavement licence made to a local authority must—
- (a) be made in writing and in such form as the authority may specify,
 - (b) be sent to the authority using electronic communications in such manner as the authority may specify, and
 - (c) be accompanied by such fee not exceeding £100 as the local authority may require.

Licences for which the licensing authority is NOT permitted to charge

- House-to-house collections: House to House Collections Act 1939
- Street collections: Police, Factories, etc. (Miscellaneous Provisions) Act 1916

	East Cambs	Hunts	South Cambs	Kings Lynn	Cambs City	Fenland	West Suffolk
Home Boarding	Various £338 - £882	Various £240 - £320	Various £351 - £841	Various £405 - £505	Various £330 - £752	Various £322 - £413	238.00
Dog Day Care	Various £338 - £882	Various £240 - £320	Various £351 - £841	Various £405 - £505	Various £330 - £752	Various £322 - £413	317.26
Kennels and Catteries	Various £338 - £882	Various £240 - £320	Various £351 - £841	Various £405 - £505	Various £330 - £752	Various £322 - £413	317.26
Breeding	Various £338 - £786	Various £310 - £400	Various £247 - £600	Various £535 - £660	Various £330 - £752	Various £322 - £413	361.46
Breeding - Dom	Various £386 - £834	Various £240 - £300	Not available	N/A	N/A	Various £322 - £413	N/A
DWA	648.00	£395 + £50 per additional species	90.00	276.00	248.50	142.00	250.00
Pet Shop	Various £386 - £834	250.00	Various £420 - £773	Various £510 - £615	Various £330 - £752	Various £322 - £413	361.46
Riding Est	Various £362 - £810	Various £250 - £450	Various £247 - £600	Various £540 - £675	Various £330 - £752	Various £322 - £413	361.46
Zoo	2,070.00	£40 per hour	Variable	741.00	592.00	Not available	1,000.00
GA05	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory
LA03	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory
Sex Est	3,761.00	2,824.00	3,900.00	1,694.50	3,070.00	3,200.00	3,000.00
Street Trading	Various £20 - £1040	Various £58 - £1927	Various £245 - £803	£13 per day	Various £682 - £2886	Various £50 -£542	Not available
Scrap Metal - Site	600.00	423.50	241.00	232.00	450.00	384.60	422.00
Scrap Metal - Collector	450.00	255.00	194.00	162.00	192.00	119.40	283.00
Taxi - Driver - 1yr	175.00	46.00	N/A	74.00	250.00	246.00	174.00
Taxi - Driver - 3yr	525.00	120.00	126.00	125.00	230.00	506.00	308.00
Taxi - Hackney Carriage	250.00	195.00	105.00	109.00	Various £140 - £280.50	159.00	209.00
Taxi - Private Hire	250.00	195.00	105.00	104.00	Various £140 - £280.50	141.00	188.00
Taxi - Operator - 1yr	Various £126 - £216	125.00	Various £100 - £510	Various £97 - £159	292.00	Various £92 - £318	134.00
Taxi - Operator - 5yr	Various £627 - £957	400.00	Various £439 - £2318	Various £180 - £772	894.50	Various £271 - £760	539.00

* Exempt for 5 years for ULEZ compliant vehicles - subject to funding limits.A7

ANNUAL AGENDA PLAN

Meeting on: 22 nd June 2022 10:00am		Meeting on: 27 th July 2022 10:00am		Meeting on: 28 th September 2022 10:00am	
Deadline for reports/dispatch: 9 th June 2022		Deadline for reports/dispatch: 14 th July 2022		Deadline for reports/dispatch: 16 th September 2022	
Chairman's Announcements		Chairman's Announcements		Chairman's Announcements	
Review of Street Trading Fees	S Broome Senior Licensing Officer	Review of Taxi Fees	S Broome Senior Licensing Officer	Review of Taxi Fees Consultation Results	S Broome Senior Licensing Officer
Licensing Officers Update	S Broome Senior Licensing Officer	Licensing Officers Update	S Broome Senior Licensing Officer	Licensing Officers Update	S Broome Senior Licensing Officer
Forward Agenda Plan		Forward Agenda Plan		Forward Agenda Plan	
Meeting on: 12 th October 2022 10:00am CANCELLED		Meeting on: 15 th November 2022 10:00am		Meeting on: 14 th December 2022 10:00am	
Deadline for reports/dispatch: 29 th September 2022		Deadline for reports/dispatch: 3 rd November 2022		Deadline for reports/dispatch: 2 nd December 2022	
		Chairman's Announcements		Chairman's Announcements	
		Review of Fees & Charges	S Broome Senior Licensing Officer	CCTV in Taxis	S Broome Senior Licensing Officer
		Licensing Officers Update	S Broome Senior Licensing Officer	Licensing Officers Update	S Broome Senior Licensing Officer
		Forward Agenda Plan		Forward Agenda Plan	