

CAMBRIDGE CITY COUNCIL

REPORT OF: Head of Refuse & Environment

TO: Licensing Committee

26/1/2015

WARDS: All

ANNUAL REVIEW OF LICENSING FEES AND CHARGES - 2015/16

1. INTRODUCTION

- 1.1 The City Council is responsible for processing and issuing licences for a wide range of activities. This report sets out the fees and charges for licences and associated items, which it is proposed should be made with effect from 1st April 2015. The approved charges will be submitted to full Council to note on 26th February 2015.

2. RECOMMENDATION

- 2.1 Members are asked to approve the level of fees and charges with effect from the 1st April 2015, as set out in Appendix A of this report, and to request officers to communicate the charges to the trade and public.

3. BACKGROUND

- 3.1 The Council is required to review the charges which it makes for licences and other associated items, from time to time. Council policy is that an annual review will be undertaken.
- 3.2 The Council must seek to recover the costs associated with processing applications for licences and the administration and monitoring of compliance with conditions. However, it is not permitted to make a surplus nor to subsidise licence holders. The fees charged should be capable of withstanding legal challenge, should the need arise.

- 3.3 The cost to the Council of this work is regularly checked and real time costs have replaced estimates in compiling the figures. Where it is possible to reduce costs by use of more efficient working this is reflected in the charges made.
- 3.4 The proposed charges for 2015/16, together with the fees currently being charged, are set out in Appendix A.
- 3.5 Where changes to fees are indicated, these have been made with specific reference to the costs involved in the work required, rather than on the basis of a standardised approach.
- 3.5 Fees for licences for animal businesses have been increased to take account of the need to recover the essential costs associated with veterinary inspection and reporting. The charge for Home Boarding was reviewed and reduced by Committee during the course of the year.
- 3.6 Fees for Hackney Carriage licences have been increased to take into account the costs associated with undertaking the periodic required surveys of unmet demand, which are related to the Council's policy on the limitation or otherwise of the number of licensed hackney carriage vehicles.
- 3.7 Fees for renewals of Hackney Carriage and Private Hire Vehicle licences now reflect the costs of business support administration of garage tests, which were not included previously.
- 3.8 Fees for licences issued under the Licensing Act 2003 for premises and personal licences are currently fixed by the Government and are included in Appendix A for information only.
- 3.9 Permit fees under the Gambling Act 2005 are set by the Government and the Licensing Authority has no discretion. However, premises licence fees are set subject to the maxima laid down by the Department of Culture, Media and Sport and delegated to officers to determine. They are included in Appendix A for information.
- 3.10 Fees for Scrap Metal Dealers and Scrap Metal Collectors licences have been set by the Executive Councillor for Environment, due to an anomaly in the drafting of the Scrap Metal Dealers Act 2013 and are included in Appendix A for information only.
- 3.11 Officers have reviewed the control of Street Trading account and recommend that consent fees for 2015/16 are kept at current

2014/15 prices. The Local Government (Miscellaneous Provisions) Act 1982 requires the City Council to set consent fees at a level only to recover costs, after taking in account surpluses and deficits from previous years. It is felt that if fees are kept at current prices it will provide the necessary break-even position in 2015/16.

- 3.12 Following the restructure of the City Centre Management, Markets and Street Trading team in 2014, a further review of officer time spent on the Street Trading function will now be carried out and the impact on future fees will be reported back to this Committee next year.

4. CONSULTATION

- 4.1 Under the Local Government (Miscellaneous Provisions) Act 1976, the Council is required to consult on any changes to the fees and charges in respect of Hackney Carriage and Private Hire licensing.
- 4.2 A 28 day public consultation took place from 18 November 2014 to 15 December 2014. No responses were received.

5. OPTIONS

- 5.1 Members may adopt the fees as set out in Appendix A
- 5.2 Members may adopt fees at a different level to those set out in Appendix A, but, in doing so, should explain the reasons for departing from them, so as to enable the Council to withstand a legal challenge.

6. CONCLUSIONS

- 6.1 The Council needs to demonstrate that the fees it charges for licences have been set in accordance with the law and best practice, so as to recover its allowable costs in administering the various licensing regimes for which it is responsible.
- 6.2 Fees should be set so as avoid either a surplus or a subsidy, where possible, and adjusted, if necessary, in succeeding years to achieve and maintain the correct balance.
- 6.3 Members should determine which of the options, under Section 5 above, they wish to pursue or to determine such other course of action they consider appropriate.

7. IMPLICATIONS

(a) **Financial Implications**

Nil. The charges are set to recover the Council's allowable costs, as at present.

(b) **Staffing Implications**

Nil.

(c) **Equality and Poverty Implications**

Nil.

(d) **Environmental Implications**

Nil

(e) **Procurement**

Nil

(f) **Consultation and communication**

The charges proposed under the heading Taxi Licences have been the subject of a formal 28 day consultation

(g) **Community Safety**

Nil.

APPENDICES

Appendix A: Table of proposed fees

BACKGROUND PAPERS: The following are the background papers that were used in the preparation of this report:

Calculation spreadsheets

To inspect these documents contact Robert Osbourn on extension 7894

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Report file:

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Appendix A

Charge Type and Description	Charges 2014/15	Charges 2015/16	% Increase
Animal Businesses (New and Renewal)			
Pet Shop Licence	£275.00	£315.00	14.5%
Animal Boarding Establishment	£275.00	£315.00	14.5%
Dog Breeding Establishment	£275.00	£315.00	14.5%
Riding Establishment	£275.00	£315.00	14.5%
Zoo	£500.00	£530.00	6.0%
Dangerous Wild Animals	£275.00	£315.00	14.5%
Home Boarding	N/A	£80.00	0.0%
Skin Piercing			
Skin Piercing – Premises	£130.00	£132.00	1.5%
Skin Piercing - Practitioners	£45.00	£50.00	11.1%
Sex Establishments			
Sexual Entertainment Venues (new & variation)	£2,700.00	£2,754.00	2.0%
Sexual Entertainment Venues (renewal)	£800.00	£816.00	2.0%
Sexual Entertainment Venues (transfer)	£800.00	£816.00	2.0%
Sex Shop / Sex Cinema (new & variation)	£2,500.00	£2,550.00	2.0%
Sex Shop / Sex Cinema (renewal)	£800.00	£816.00	2.0%
Sex Shop / Sex Cinema (transfer)	£800.00	£816.00	2.0%
Taxi Licences			
Drivers			
Disclosure & Barring Service Check (DBS) *	£44.00	£44.00	0.0%
Knowledge Test	£36.00	£40.00	11.1%
New Licence Fee	£145.00	£175.00	20.7%
Annual Renewal Fee	£75.00	£75.00	0.0%
3 Yearly Renewal Fee	£150.00	£150.00	0.0%
Replacement Badges	£15.00	£15.00	0.0%
DVLA Data Check *	£8.00	£8.00	0.0%
Vehicles			
Hackney Carriage Licence (new)	£200.00	£225.00	12.5%
Private Hire Licence (New)	£190.00	£210.00	10.5%
Private Hire Licence Renewal	£170.00	£200.00	17.6%
Hackney Carriage Licence Renewal	£170.00	£210.00	23.5%
Plate Deposit	£50.00	£50.00	0.0%
Replacement Plate	£25.00	£25.00	0.0%
Change of Ownership	£80.00	£50.00	(37.5%)

Crest - self adhesive	£6.00	£6.00	0.0%
Crest - magnetic	£8.00	£8.00	0.0%
Operators Licence			
Private Hire Operators Licence	£140.00	£140.00	0.0%
Transponders			
Annual permit	£20.00	£20.00	0.0%
Deposit *	£80.00	£80.00	0.0%
Replacement *	£80.00	£80.00	0.0%
Street Trading			
Food Pitch			
12 Month Licence	£2,886.00	£2,886.00	0.0%
8 Month Licence	£2,165.00	£2,165.00	0.0%
4 Month Licence	£722.00	£722.00	0.0%
Retail Pitch			
12 Month Licence	£2,727.00	£2,727.00	0.0%
8 Month Licence	£2,045.00	£2,045.00	0.0%
4 Month Licence	£682.00	£682.00	0.0%
* Externally set fees and charges			

Scrap Metal Dealers (For information only)			
Site Licence	£410.00	£410.00	0.0%
Conversion to collector's licence	£50.00	£50.00	0.0%
Change of licensee name	£50.00	£50.00	0.0%
Addition of site	£410.00	£410.00	0.0%
Removal of site	£50.00	£50.00	0.0%
Change of Site Manager	£120.00	£120.00	0.0%
Replacement of lost or damaged licence	£45.00	£45.00	0.0%
Collector's licence	£175.00	£175.00	0.0%
Conversion to site licence	£355.00	£355.00	0.0%
Change of name (e.g. status)	£50.00	£50.00	0.0%
Replacement of lost or damaged licence	£45.00	£45.00	0.0%
Licensing Act 2003 (For information only)			
Personal licence	£37.00	£37	0.00%
New Premises licence (or full variation)	£100 - £1,905	£100 - £1,905	0.00%
Annual Fee	£70 - £1,050	£70 - £1,050	0.00%
Minor Variation	£89.00	£89	0.00%
Temporary Event Notice	£21.00	£21	0.00%
Change of Designated Premises Supervisor	£23.00	£23	0.00%
Gambling Act (For information only)			
Bingo Club (New)	DCMS Max £3,500.00	CCC Fee £2,625	
Bingo Club (Annual Fee)	£1,000.00	£900	
Betting Premises (New)	£3,000.00	£2,250	
Betting Premises (Annual Fee)	£600.00	£540	
Family Entertainment Centre (New)	£2,000.00	£1,500	
Family Entertainment Centre (Annual Fee)	£675.00	£500	
Adult Gaming Centre (New)	£2,000.00	£1,500	
Adult Gaming Centre (Annual Fee)	£1,000.00	£900	