



Item

**ANNUAL REVIEW OF LICENSING FEES AND CHARGES  
2020/21**

**To:**

Licensing Committee 27/01/2020

**Report by:**

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**Wards affected:**

All

## **1. Introduction / Executive Summary**

- 1.1. Cambridge City Council, as the Licensing Authority, is responsible for processing and issuing licences for a wide range of activities.
- 1.2. The Council needs to demonstrate that the fees it charges for such 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.
- 1.3. Fees should be set so as to avoid either a surplus or a subsidy where possible and adjusted, if necessary, in succeeding years to achieve and maintain the correct balance.
- 1.4. This report sets out the revised fees and charges for licences and associated items, which it is proposed should take effect from 1<sup>st</sup> April 2020.

## **2. Recommendations**

- 2.1. Members are recommended to approve the level of the fees and charges with effect from 1<sup>st</sup> April 2020, as set out in Appendix A. Members are also to request officers to communicate changes with members of the public, businesses and taxi trade.

## **3. Background**

- 3.1. Cambridge City Council is required to review any charges which it makes for licences and other associated items, from time to time. Council policy provides that an annual review of these fees and charges will be undertaken.
- 3.2. The Council must seek to recover the costs associated with processing applications for licences as well as the administration and monitoring of compliance with conditions. The fees charged should be capable of withstanding legal challenge, should the need arise.
- 3.3. It is not permitted to make a surplus, nor to subsidise, licence holders, and so where necessary fees are adjusted in succeeding years to achieve and maintain the correct balance.
- 3.4. The cost to the Council of this work is regularly checked and real time costs are used in compiling the figures. Where it is possible to reduce costs by use of more efficient working this is reflected in the charges made.

- 3.5. Decisions regarding the Licensing Fees and Charges are for the Licensing Committee to consider.
- 3.6. The proposed charges for 2020/21 are set out in Appendix A.
- 3.7. 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.

### **Fees for Animal Welfare Licensing**

- 3.8. The fees for the majority of Animal Welfare Licensing were adopted by Licensing Committee on 1st October 2018, following on from the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 taking effect on 1st October 2018. These fees are to increase by 2% in line with the rate of inflation.
- 3.9. Fees for both zoos and dangerous wild animals are also to increase by 2%, in line with the rate of inflation.

### **Fees for Skin Piercing Registrations and Sex Establishment Licensing**

- 3.10. Fees for skin piercing practices and sex establishments have increased by 2%, in line with the rate of inflation. No change in the processing or monitoring of these licences and registrations has been planned for next year.

### **Fees for Hackney Carriage and Private Hire licensing**

- 3.11. For the majority of Hackney Carriage and Private Hire licensing fees, there is a 2% increase due to the rate of inflation applied to staff salaries. During 2018/19 a significant amount of work was undertaken with Business Process Re-engineering, considering changes to increase efficiency. Many of these changes have been implemented, and we continue to work hard at monitoring and reviewing processes, ensuring the efficiencies in processes.
- 3.12. The charge for the DVLA Data Checks, has decreased following change in provider, to License Bureau. Recent consultation prices did not include VAT and correct price drivers will be charged with immediate effect is £5.52 for a one year license and £16.56 for three year licenses. Any future changes to the associated price are in line with the charges made by the third party company that undertakes this work.

3.13. The charge for Enhanced Disclosure & Barring Service Check (DBS) is determined by the Disclosure & Barring Service. As of 1<sup>st</sup> October 2019, this price decreased to £40. This change was reflected in fees as of 1<sup>st</sup> October 2019. Any future changes announced by DBS will be reflected in fees immediately on date DBS specify.

### **Fees for licences and permits issued under the Licensing Act 2003**

3.14. Fees for licences issued under the Licensing Act 2003 are currently fixed by central government and are included for information only. Cambridge City Council is not permitted to deviate from these figures.

### **Fees for licences and permits issued under the Gambling Act 2005**

3.15. Fees for permits issued under the Gambling Act 2005 are currently fixed by central government and are included for information only. Cambridge City Council is not permitted to deviate from these figures.

### **Fees for street trading licences**

3.16. City Centre Management administers the fees for street trading licenses. The current fees have been reviewed and officers have confirmed there are no proposed changes to the street trading pitch licenses for 2020/21

## **4. Implications**

### **a) Financial Implications**

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The charges are set to recover the Council's allowable costs.

### **b) Staffing Implications**

Nil.

### **c) Equality and Poverty Implications**

Nil.

### **d) Environmental Implications**

Nil.

### **e) Procurement Implications**

Nil.

## **f) Community Safety Implications**

Nil.

## **5. Consultation and communication considerations**

5.1. 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.

5.2. A 28 day public consultation took place from 15 November 2019 to 12 December 2019. All licence holders received a copy of the letter attached as Appendix B. The consultation was also advertised by public notice in Cambridge News, posted on the Cambridge City Council consultation page, and a copy of the notice was displayed at Mandela House Customer Service Centre.

5.3. No consultation responses were received.

## **6. Background papers**

Nil.

## **7. Appendices**

Appendix A – Table of proposed fees and charges 2020/21

Appendix B – Consultation document shared as part of public consultation.

## **8. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Wangari Njiiri , Environmental Health and Licensing Support Team Leader, tel: 01223 - 458533, email: wangari.njiiri@cambridge.gov.uk.