



Item

## **ANNUAL REVIEW OF LICENSING FEES AND CHARGES 2021/22**

**To:**

Licensing Committee 25/01/2021

**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 2021.
- 1.5. Cambridge City Council acknowledge the impact of the current Covid 19 pandemic on many of the businesses and individuals it is responsible for processing and issuing licences for. As a result of the

reported reduced income experienced by some of those it licences, Cambridge City Council is proposing no change for majority of the fees and charges they are responsible for.

## **2. Recommendations**

- 2.1. Members are recommended to approve the level of the fees and charges with effect from 1<sup>st</sup> April 2021, 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 2021/22 are set out in Appendix A.
- 3.7. Although changes to fees indicated, would usually be made with specific reference to the costs involved in the work required, due to the impact of Covid-19 on many businesses and individuals, as a licensing authority we have proposed to maintain the current fees and charges.
- 3.8. Neighbouring licensing authority have also looked to maintain current licensing fees due to current Covid-19 pandemic impact. East Cambridgeshire District Council will not be increasing fees for the next

12 months, as of November 2020. South Cambridgeshire District Council are proposing no increase. Huntingdon District Council plan to review their fees in summer 2021.

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

- 3.9. 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.
- 3.10. It is proposed that there is no change to animal licensing fees and charges with the exception of fees for dangerous wild animals and dangerous wild animal variation of Licence which require re-inspection. This fee has been recalculated, and now includes cost of vet bills separately, which will vary.
- 3.11. There is no proposed change to fees for Zoos.

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

- 3.12. Fees for skin piercing premises / practitioners and sex establishments will remain the same, with no change. In regards to processes, 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**

- 3.13. The current Covid-19 pandemic has had an impact on the taxi trade with the demand for licensed vehicle seeing a decrease, as compared to previous years. This has been due to the various restrictions set by Government. Due to the reduced need for the trade over this time, like many businesses they have had a reduced income. As a result to try and support the trade during this time, Cambridge City Council have proposed no change to the current 2020/21 fees. This decision will have an impact on the department as the licensing authority should recover its allowable costs in administering Hackney Carriage and Private hire licensing fees. These costs however, can be recovered in future years.

3.14. The charge for the DVLA Data Checks, is determined by the provider License Bureau. The current fee 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. These prices will be reflected in fees immediately on date License Bureau specify.

3.15. The charge for Enhanced Disclosure & Barring Service Check (DBS) is determined by the Disclosure & Barring Service. The current fee is set at £40. 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**

3.16. 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**

3.17. 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**

3.18. 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 2021/22

### **Fees and Charges for training**

3.19. Fees for training given by Council officers will remain the same with the exemption of Award for Personal Licence Holders.

3.20. Fees for BIIAB Level 2 Award for Personal Licence Holders has increased by 5.8% following recalculation of officer time and resources used to complete training.

## **4. Implications**

### **a) Financial Implications**

Cambridge City Council will not recover all the Council's allowable costs for 2021/22. This is due to the decision to maintain current fees and charges for majority of fees due to the financial impact of Covid- 19 pandemic on those who require Licence services from Cambridge City Council as a licensing authority.

### **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 19 November 2020 to 18 December 2020. All licence holders received a copy of the letter attached as Appendix B via e-mail. The consultation was also advertised by public notice in Cambridge News and posted on the Cambridge City Council consultation page.

5.3. Four (4) consultation responses were received, which are illustrated in Appendix C. Two (2) were objecting any increase to fees and charges. Correspondence with the two responses was achieved and clarification was given to further explain that the council are proposing no changes. One (1) response was to support the proposed no change to fees and charges. One (1) response was not relevant to current consultation.

## **6. Background papers**

Nil.

## **7. Appendices**

Appendix A – Table of proposed fees and charges 2021/22

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

Appendix C – Consultation responses

## **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.