



ANNUAL REVIEW OF LICENSING FEES AND CHARGES 2022/23

To:

Licensing Committee 31/01/2022

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 1st April 2022.
- 1.5. Cambridge City Council acknowledge the impact of the Covid 19 pandemic has had on many of the businesses and individuals it is responsible for processing and issuing licences for. Consideration has been made for the impacts of the pandemic for the different licence types we administer.

2. Recommendations

- 2.1. Members are recommended to approve the level of the fees and charges with effect from 1st April 2022, as set out in Appendix A.
- 2.2. Members are 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 all fees and charges related to licences and other associated items, from time to time.
- 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. The cost to the Council of this work, as set by Policy, is annually assessed and real time costs are used in compiling the figures. Where it is possible to reduce costs by use of more efficient working methods, these are explored and implemented.
- 3.4. It is not permitted to make a surplus, nor to subsidise, and so where such situations have arisen, fees and charges are adjusted in succeeding years to achieve and maintain the correct balance.
- 3.5. Decisions regarding the Licensing Fees and Charges are for the Licensing Committee to consider and approve.
- 3.6. The proposed charges for 2022/23 are set out in Appendix A.
- 3.7. Within Appendix A, all fees and charges with the exemption of taxi licensing fees and charges have been increased by 2% then rounded up or down to the nearest pound or fifty pence.
- 3.8. In January 2021, Licensing Members approved to maintain all fees and charges for 2021/2022, of that agreed in January 2020 due the Covid pandemic and the ongoing government instructed lockdowns announced over the preceding year.
- 3.9. Neighbouring licensing authorities, including East Cambridgeshire District Council and South Cambridgeshire District Council also maintained their fees and charges agreed for 2020/2021 for 2021/2022. This year East Cambridgeshire District Council have again not increased their fees as of November 2021 for the next 12 months. South Cambridgeshire District Council are currently looking at their fees.

Fees for Animal Welfare Licensing

- 3.10. 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.
- 3.11. This year Cambridge City Council propose to increase fees and charges by 2% (rounded to the nearest round figure, Appendix A).

Fees for Skin Piercing Registrations and Sex Establishment Licensing

- 3.12. Fees for skin piercing premises / practitioners and sex establishments will also be increased by 2% (rounded to the nearest round figure, Appendix A).

Fees for Hackney Carriage and Private Hire licensing

- 3.13. Since the start of the Covid-19, demand for licensed vehicles in the taxi trade has decreased, as compared to previous years. This has been due to the various restrictions set by Government over the last two years, such as various lockdowns and government advice to reduce the use of public transport and social gatherings. Although restrictions eased in July 2021, members of the public are still limiting their activities, including late night economy businesses, which members of the trade have previously relied on for income. Due to the reduced need for the trade over this time, Cambridge City Council have proposed no change to the current 2021/22 fees into 2022/2023. 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 2022/23

Fees and Charges for training

- 3.19. Fees for training given by Council officers is proposed to be increased. Increase for both The BIIAB Level 1 Award in Responsible Alcohol Retailing training and BIIAB Level 2 Award for Personal Licence Holders is to be increased by 2% (rounded to the nearest round figure) in line with inflation.

4. Implications

a) Financial Implications

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Cambridge City Council will not recover all the Council's allowable costs for 2022/23. This is due to the decision to maintain current fees in respect to Taxi licensing.

b) Staffing Implications

Staff will be required to update relevant information on the Cambridge City Council Website, Environmental Health management system and send out required communication to stakeholders. These costs are to be absorb in daily job requirements.

c) Equality and Poverty Implications

Nil

d) Net Zero Carbon, Climate Change and 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 public consultation took place from 4th December 2021 to 5th January 2022. All licence holders received a copy of the proposed fees and charges (Appendix B) attached within an e-mail. The consultation was also advertised by public notice in Cambridge News and posted on the Cambridge City Council consultation page.

5.3. Three (3) consultation responses were received, which are illustrated in Appendix C. One (1) was objecting the no change to Taxi Licensing fees and charges. Correspondence was achieved with objector and clarification was provided. Objector did not withdraw objection, and objection has been considered by the Environmental Health Manager. One (1) response was to support the proposed no change to Taxi Licensing fees and charges. One (1) response was to query why report was required if no change to fees and charges are being proposed.

5.4. Consideration was taken to objection received, in respect to increasing fees and charges in line with the consumer price index. Following discussions between Environmental Health manager and Environmental Health and Licensing Support Team Leader, the above recommendations as detailed in section 2 should still be considered.

6. Background papers

No background papers were used in the preparation of this report.

7. Appendices

Appendix A – Proposed Fees and Charges

Appendix B – Taxi Licensing Fees and Charges consultation document

Appendix C – Summary of responses received to consultation

8. Inspection of papers

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