

Report to Licensing committee
13 March 2014
Report of Head of citywide services
Subject Licence and registration fees

Item

5

Purpose

To consider the level of fees payable for those licences administered by the council's licensing section.

Recommendation

To approve the fees detailed in the column headed 'recommended charge' of appendix A attached to the report.

Corporate and service priorities

The report helps to meet the corporate priority of a safe and clean city and the service plan priority of protecting the interests of the public through the administration of the licensing function.

Financial implications

Advertising costs to be met from existing budget.

Ward/s: All wards

Cabinet member: Councillor Stonard – Environment, development and transport

Contact officers

Ian Streeter, licensing manager

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Background documents

None

Report

1. This report invites members to consider increasing the fees payable for those licences currently administered by the head of citywide services and detailed in appendix A to the report. The fees in respect of the licences shown in appendix A were last reviewed at the meeting of licensing committee on 21 March 2013.
2. Members will note that the charges fall under three headings: discretionary fees (the level of fee is at the discretion of the licensing authority subject to the principles outlined in paragraph 3 below), discretionary fees with statutory maxima (as discretionary fees but with an upper limit) and fixed fees (set by statute and cannot be increased).

Level of licence fees

3. When determining the levels of fees charged for the licensing function there are three main areas for consideration. Firstly, case law has established that local authorities are entitled to recover the cost of administering a licensing scheme, provided that allowance is made for exemptions or reductions. Following on from this point, the second area for consideration is that where certain licences are exempt from a fee, the cost of administering these licences cannot be 'transferred' to other licence fee payers. Lastly, it has also been determined through case law that local authorities are not empowered to raise revenue through their licensing function or to include costs within licence fees relating to enforcement action against un-licensed activities.
4. The points outlined in paragraph 3 above are taken into account when determining the base estimates for the current financial year. In calculating the projected income for each type of licence it is necessary to estimate the number of licences that may be issued over the course of the year.

Proposals for financial year 2014-15

5. The head of financial services and I have considered the level of licence fees for the 2014-15 financial year and the proposals are contained in appendix A attached to the report.
6. Having taken into account the criteria outlined above, the table at appendix A suggests a charge for each licence which is obtained by applying a 2.7% increase to the current fees, except where the fee is fixed by statute.

Implementation

7. The increases can be brought into effect from April 2014. However, members should be aware that a statutory advertising procedure applies in respect of an increase in the fees payable for hackney carriage vehicle licences, private hire vehicle and private hire operators licences. If objections are received in respect of these particular fees, then members will have to give further consideration to those increases.
8. Members will note that the level of fee in respect of sex establishments and sexual entertainment venues will be the subject of a separate report to the committee.

NORWICH CITY COUNCIL LICENSING CHARGES 2013-14 TO 2014-15 (APPENDIX A)

	Licence Fee 2013/14 £	Estimated No. of Licences Issued in 2013/14	Estimated Income 2013/14 £	Recommended Charge 2014/15 (2.7% increase) £	Estimated No. of Licences Issued in 2014/15	Estimated Income 2014/15 £	
DISCRETIONARY FEES							
(i) Hackney Carriage & Private Hire							
HC and PH Drivers - Grant	247.00	5	1,235	254.00	10	2,540	
HC and PH Drivers - Renewal	109.00	311	33,899	112.00	300	33,600	
PH Drivers Licence - Grant	247.00	51	12,597	254.00	54	13,716	
PH Drivers Licence - 3 Month	80.00	55	4,400	82.00	50	4,100	
PH Drivers Licence - Renewal	109.00	300	32,700	112.00	280	31,360	
Hackney Carriage Vehicle	136.00	229	31,144	140.00	224	31,360	
Private Hire Vehicle	116.00	400	46,400	119.00	382	45,458	
Private Hire Operator	245.00	11	2,695	252.00	12	3,024	
Transfer of HC/PH vehicle licence	15.00	50	750	15.00	40	600	
Replacement Vehicle Licence Plate	19.00	15	285	20.00	15	300	
Sub total			166,105			166,058	-47
(ii) Environmental Services Licences							
Acupuncture - Shop	245.00	1	245	252.00	1	252	
Acupuncture - Employee	25.00	4	100	26.00	5	130	
Ear Piercing - Shop	245.00	1	245	252.00	1	252	
Ear Piercing - Employee	25.00	6	150	26.00	6	156	
Electrolysis - Shop	245.00	4	980	252.00	4	1,008	
Electrolysis - Employee	25.00	0	0	26.00	0	0	
Tattooing - Shop	245.00	1	245	252.00	3	756	
Tattooing - Employee	25.00	103	2,575	26.00	12	312	
Dangerous Wild Animals	245.00	1	245	252.00	1	252	
Dog Breeding	245.00	0	0	252.00	0	0	
Animal Boarding Establishments	245.00	0	0	252.00	0	0	
Pet Shops	245.00	6	1,470	252.00	5	1,260	
Sub Total			6,255			4,378	-1,877
(iii) Other Non-fixed Licences							
Sex Establishments / Sexual Entertainment Venues	11,444.00	1	11,444	(fee subject	to separate	report)	
Scrap Metal Dealers: (site licence)	0.00	0	0	204.00	6	1,224	
Scrap Metal Dealers: (collectors licence)	0.00	0	0	93.00	28	2,604	
Scrap Metal Dealers: (renew site licence)	0.00	0	0	204.00	0	0	
Scrap Metal Dealers: (renew collectors licence)	0.00	0	0	93.00	0	0	
Scrap Metal Dealers: (vary - licensee name change)	0.00	0	0	22.00	0	0	
Scrap Metal Dealers: (vary - change of site)	0.00	0	0	165.00	0	0	
Scrap Metal Dealers: (vary - change of site manager)	0.00	0	0	101.00	0	0	
Scrap Metal Dealers: (vary - site to collectors)	0.00	0	0	23.00	0	0	
Scrap Metal Dealers: (vary - collectors to site)	0.00	0	0	23.00	0	0	
Tables and Chairs (grant)	567.00	4	2,268	582.00	4	2,328	
Tables and Chairs (renewal)	116.00	16	1,856	119.00	20	2,380	
Tables and Chairs (renewal 3 yearly)	350.00	0	0	359.00	1	359	
Sub Total			15,568			8,895	-6,673 -8,550

Total				187,928			179,331
Gambling Act 2005 Licences (Discretionary fees with statutory maxima)							
Bingo Club							
Transitional (fast track)	300.00	0	0	300.00	0	0	
New Application	3,500.00	0	0	3,500.00	0	0	
Annual Fee	1,000.00	1	1,000	1,000.00	2	2,000	
Variation	1,750.00	0	0	1,750.00	0	0	
Transfer	1,200.00	0	0	1,200.00	0	0	
Re-Instatement	1,200.00	0	0	1,200.00	0	0	
Provisional Statement	3,500.00	0	0	3,500.00	0	0	
Provisional Licence Application	1,200.00	0	0	1,200.00	0	0	
Betting Premises							
Transitional (fast track)	300.00	0	0	300.00	0	0	
New Application	3,000.00	3	9,000	3,000.00	1	3,000	
Annual Fee	600.00	34	20,400	600.00	34	20,400	
Variation	1,500.00	0	0	1,500.00	0	0	
Transfer	1,200.00	0	0	1,200.00	0	0	
Re-Instatement	1,200.00	0	0	1,200.00	0	0	
Provisional Statement	3,000.00	0	0	3,000.00	0	0	
Provisional Licence Application	1,200.00	0	0	1,200.00	0	0	
Tracks							
Transitional (fast track)	300.00	0	0	300.00	0	0	
New Application	2,500.00	0	0	2,500.00	0	0	
Annual Fee	1,000.00	1	1,000	1,000.00	1	1,000	
Variation	1,250.00	0	0	1,250.00	0	0	
Transfer	950.00	0	0	950.00	0	0	
Re-Instatement	950.00	0	0	950.00	0	0	
Provisional Statement	2,500.00	0	0	2,500.00	0	0	
Provisional Licence Application	950.00	0	0	950.00	0	0	
Family Entertainment Centre							
Transitional (fast track)	300.00	0	0	300.00	0	0	
New Application	2,000.00	0	0	2,000.00	0	0	
Annual Fee	750.00	1	750	750.00	1	750	
Variation	1,000.00	0	0	1,000.00	0	0	
Transfer	950.00	0	0	950.00	0	0	
Re-Instatement	950.00	0	0	950.00	0	0	
Provisional Statement	2,000.00	0	0	2,000.00	0	0	
Provisional Licence Application	950.00	0	0	950.00	0	0	
Adult Gaming Centre							
Transitional (fast track)	300.00	0	0	300.00	0	0	
New Application	2,000.00	0	0	2,000.00	0	0	
Annual Fee	1,000.00	2	2,000	1,000.00	2	2,000	
Variation	1,000.00	0	0	1,000.00	0	0	
Transfer	1,200.00	0	0	1,200.00	0	0	
Re-Instatement	1,200.00	0	0	1,200.00	0	0	
Provisional Statement	2,000.00	0	0	2,000.00	0	0	
Provisional Licence Application	1,200.00	0	0	1,200.00	0	0	
Gambling Act 2005 Permits (Fixed fees)							
Family Entertainment Centre							
Transitional	100.00	0	0	100.00	0	0	
New Application	300.00	0	0	300.00	0	0	
Renewall Fee	300.00	0	0	300.00	0	0	
Prize Gaming							
Transitional	100.00	0	0	100.00	0	0	

New Application	300.00	0	0	300.00	0	0
Renewall Fee	300.00	0	0	300.00	0	0
Alcohol Licensed Premises - notification of 2 or less machines						
Application fee	50.00	4	200	50.00	5	250
Alcohol Licensed Premises - more than 2 machines						
Transitional	100.00	0	0	100.00	0	0
New Application	150.00	1	150	150.00	1	150
Annual Fee	50.00	19	950	50.00	19	950
Club Gaming Permit						
Transitional	100.00	0	0	100.00	0	0
New Application	200.00	0	0	200.00	0	0
Renewall Fee	200.00	0	0	200.00	0	0
Annual fee	50.00	2	100	50.00	2	100
Club Gaming Machine Permit						
Transitional	100.00	0	0	100.00	0	0
New Application	200.00	0	0	200.00	0	0
Renewall Fee	200.00	0	0	200.00	0	0
Annual fee	50.00	4	200	50.00	4	200
Small Society Lottery Registration						
Application fee	40.00	10	400	40.00	10	400
Annual fee	20.00	146	2,920	20.00	140	2,800
Sub Total			39,070		34,000	-5,070

Licensing Act 2003 (Fixed Fees)

Premises Licence / Club Premises Certificate - Grant						
Band A	100.00	1	100	100.00	1	100
Band B	190.00	4	760	190.00	4	760
Band C	315.00	2	630	315.00	2	630
Band D	450.00	0	0	450.00	0	0
Band E	635.00	1	635	635.00	1	635
Other Licensing Act 2003 fees			5,000			5,000
Premises Licence / Club Premises Certificate - Annual Fee						
Band A	70.00	76	5,320	70.00	76	5,320
Band B	180.00	406	73,080	180.00	406	73,080
Band C	295.00	86	25,370	295.00	86	25,370
Band D	320.00	16	5,120	320.00	16	5,120
Band E	350.00	63	22,050	350.00	63	22,050
Premises Licence / Club Premises Certificate - Variation						
Band A	100.00	1	100	100.00	1	100
Band B	190.00	9	1,710	190.00	9	1,710
Band C	315.00	1	315	315.00	1	315
Band D	450.00	1	450	450.00	1	450
Band E	635.00	4	2,540	635.00	4	2,540
Personal Licence	37.00	45	1,665	37.00	50	1,850
Temporary Event Notice	21.00	170	3,570	21.00	170	3,570

		148,415		148,600	185
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Total income 375,413 361,931 **-13,482.00** 13,482