

Report to Licensing committee
10 March 2016
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 Driver – Neighbourhoods and community safety

Contact officers

Tony Shearman, 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 23 March 2015.
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 but they may 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 2016/17

5. The head of financial services and I have considered the level of licence fees for the 2015/16 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 1% increase to the current fees, except where the fee is fixed by statute.

Implementation

7. The increases can be brought into effect from April 2015. 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.

NORWICH CITY COUNCIL LICENSING CHARGES 2014/15 TO 2015/16 (APPENDIX A)

	Licence Fee 2015/16 £	Estimated No. of Licences Issued in 2015/16	Estimated Income 2015/16 £	Recommended Charge 2015/16 (1% increase) £	Estimated No. of Licences Issued in 2016/17	Estimated Income 2016/17 £
DISCRETIONARY FEES						
(i) Hackney Carriage & Private Hire						
HC Drivers - Grant	416	8	2,680 *	420	15	6,302
PH Drivers Grant	339	24	7,796 *	342	50	17,120
HC Drivers - Renewal	240	217	38,384 *	242	109	26,422
PH Drivers Renewal	208	228	35,136 *	210	130	27,310
Hackney Carriage Vehicle	143	230	32,890	144	230	33,219
Private Hire Vehicle	122	420	51,240	123	440	54,217
Private Hire Operator Renewal	842	11	3,952 *	850	9	7,654
Private Hire Grant	880	0	0 *	889	0	0
Transfer of HC/PH vehicle licence	15	40	600	15	40	606
Replacement Vehicle Licence Plate	20	15	300	20	15	303
Sub total			172,978			173,152
(ii) Environmental Services Licences						
Acupuncture - Shop	258	1	258	261	1	261
Acupuncture - Employee	27	5	135	27	5	136
Ear Piercing - Shop	258	1	258	261	1	261
Ear Piercing - Employee	27	6	162	27	6	164
Electrolysis - Shop	258	4	1,032	261	4	1,042
Electrolysis - Employee	27	0	0	27	0	0
Tattooing - Shop	258	5	1,290	261	5	1,303
Tattooing - Employee	27	20	540	27	20	545
Dangerous Wild Animals	258	1	258	261	1	261
Dog Breeding	258	0	0	261	0	0
Animal Boarding Establishments	258	0	0	261	0	0
Pet Shops	258	6	1,548	261	6	1,563
Sub Total			5,481			5,536
(iii) Other Non-fixed Licences						
Sex Establishments	2,532	1	2,532	2,557	4	12,660
Scrap Metal Dealers: (site licence)	209	0	0	211	0	0
Scrap Metal Dealers: (collectors licence)	95	10	2,604	96	10	950
Scrap Metal Dealers: (renew site licence)	209	0	0	211	0	0
Scrap Metal Dealers: (renew collectors licence)	209	0	0	211	0	0
Scrap Metal Dealers: (vary - licensee name change)	23	0	0	23	0	0
Scrap Metal Dealers: (vary - change of site)	169	0	0	171	0	0
Scrap Metal Dealers: (vary - change of site manager)	103	0	0	104	0	0
Scrap Metal Dealers: (vary - site to collectors)	24	0	0	24	0	0
Scrap Metal Dealers: (vary - collectors to site)	24	0	0	24	0	0
Tables and Chairs (grant)	595	7	4,165	601	10	6,010
Tables and Chairs (renewal)	122	20	2,440	123	25	3,081
Tables and Chairs (renewal 3 yearly)	367	0	0	371	0	0
Sub Total			11,741			22,700

Total				190,200			201,388
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	2	2,000	1,000.00	2	2,000	
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	3	9,000	
Annual Fee	600.00	29	17,400	600.00	29	17,400	
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	
Renewal 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	

Renewal Fee	300.00	0	0	300.00	0	0
Alcohol Licensed Premises - notification of 2 or less machines			0			
Application fee	50.00	11	550	50.00	11	550
Alcohol Licensed Premises - more than 2 machines			0			
Transitional	100.00	0	0	100.00	0	0
New Application	150.00	1	150	150.00	1	150
Annual Fee	50.00	14	700	50.00	14	700
Club Gaming Permit			0			
Transitional	100.00	0	0	100.00	0	0
New Application	200.00	0	0	200.00	0	0
Renewal Fee	200.00	0	0	200.00	0	0
Annual fee	50.00	2	100	50.00	2	100
Club Gaming Machine Permit			0			
Transitional	100.00	0	0	100.00	0	0
New Application	200.00	0	0	200.00	0	0
Renewal Fee	200.00	0	0	200.00	0	0
Annual fee	50.00	4	200	50.00	4	200
Small Society Lottery Registration			0			
Application fee	40.00	15	600	40.00	15	600
Annual fee	20.00	140	2,800	20.00	140	2,800

Sub Total			37,250			37,250
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Licensing Act 2003 (Fixed Fees)

Premises Licence / Club Premises Certificate - Grant						
Band A	100.00	6	600	100.00	6	600
Band B	190.00	12	2,280	190.00	12	2,280
Band C	315.00	6	1,890	315.00	6	1,890
Band D	450.00	2	900	450.00	2	900
Band E	635.00	5	3,175	635.00	5	3,175
Other Licensing Act 2003 fees			5,000			5,000
Premises Licence / Club Premises Certificate - Annual Fee						
Band A	70.00	78	5,460	70.00	78	5,460
Band B	180.00	402	72,360	180.00	402	72,360
Band C	295.00	92	27,140	295.00	92	27,140
Band D	320.00	13	4,160	320.00	13	4,160
Band E	350.00	67	23,450	350.00	67	23,450
Premises Licence / Club Premises Certificate - Variation						
Band A	100.00	0	0	100.00	0	0
Band B	190.00	3	570	190.00	3	570
Band C	315.00	1	315	315.00	1	315
Band D	450.00	0	0	450.00	0	0
Band E	635.00	1	635	635.00	1	635
Personal Licence	37.00	130	4,810	37.00	130	4,810
Temporary Event Notice	21.00	250	5,250	21.00	250	5,250

	157,995		157,995
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Total income 385,445

396,633