

**Report to** Licensing committee  
23 March 2015  
**Report of** Head of citywide services  
**Subject** Licence and registration fees

**Item**

**8**

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**Purpose**

This report invites members 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 Harris – Customer services

**Contact officers**

Ian Streeter, licensing manager

01603 212761

**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 13 March 2014.
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 2015/16**

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 2.3% increase to the current fees, except where the fee is fixed by statute.
7. The fees for street trading and sex establishments have been reviewed separately following an evaluation of the cost of administering these areas of licensing and the suggested 2015/16 charge for sex establishments is included within the table at appendix A.
8. The daily charge for a street trading consent without electricity supplied has been calculated at £16.00 per day. Existing daily street trading charges range from £10.00 to £15.00, some of which include electrical supply. Attached at appendix B are the calculations for a daily charge without electricity. Those pitches that have an electrical supply will pay for the cost of the electricity used in addition to the proposed £16.00 daily fee.

## **Implementation**

9. 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.