

**WYRE FOREST DISTRICT COUNCIL**

**LICENSING AND ENVIRONMENTAL COMMITTEE**

**29<sup>TH</sup> JANUARY 2010**

**Increase in Fees and Charges for Licensing the Council's Regulatory Service Function for 2010/2011**

|                         |   |
|-------------------------|---|
| <b>OPEN</b>             |   |
| <b>DIRECTOR:</b>        | Director of Planning and Regulatory Services  |
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| <b>APPENDICES</b>       | Appendix 1 – Income Service Options   |

**1. PURPOSE OF REPORT**

- 1.1 To inform Members of the proposed increases in the fees and charges in respect of the Council's Regulatory Service Function for 2010/2011.

**2. RECOMMENDATION**

**The Committee is asked to RECOMMEND to Council:**

- 2.1 **The proposals for fees and charges within the Council's Licensing, Food and Health and Safety and Pollution Control functions for 2010/2011, as detailed in the report, be included in the 2010/2011 budget strategy.**

**3. BACKGROUND**

- 3.1 The Council's current financial strategy in respect of fees and charges is to increase them in line with inflation or slightly above, with Heads of Service expected to maximise the potential for income generation. The target increase proposed for 2010/2011 is 2.5%.

**4. KEY ISSUES**

- 4.1 A review of licensing fees and charges, for the period 2010/2011, dictates a fee structure based on full recovery of costs.

**5. FINANCIAL IMPLICATIONS**

- 5.1 It is proposed that fees should be increased by 2.5 per cent rounded up, where appropriate (see Appendix 1 attached).

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 The proposed increase is in line with current policy on fee income.

**7. RISK MANAGEMENT**

7.1 There are no risk management issues arising from this report.

**8. CONCLUSION**

8.1 The fees and charges are non-profit making and Cost Centres will reflect the operation of the service.

**9. CONSULTEES**

- Director of Resources
- Director of Legal and Corporate Services

**10. BACKGROUND PAPERS**

None.

**WYRE FOREST DISTRICT COUNCIL**  
**INCOME SERVICE OPTIONS 2010/2011**

| <b>LICENSING AND REGISTRATION</b>  | <b>PRESENT CHARGES 2009/2010</b>      | <b>PROPOSED CHARGES 2010/2011</b>     |
|--|---------------------------------------|---------------------------------------|
| Acupuncture, Tattooing, Electrolysis, Ear Piercing , Skin Piercing & Semi-Permanent Skin Colouring – Certificate of Registration: (a) Person | £128.00                               | £131.00                               |
| (b) Premise  | £185.00                               | £190.00                               |
| (c) Persons & Premises   | £313.00                               | £321.00                               |
| Animal Boarding Establishments* Initial  | £263.00                               | £270.00                               |
| Renewal  | £175.00                               | £179.00                               |
| Dangerous Wild Animals* Initial  | £263.00                               | £270.00                               |
| Renewal  | £175.00                               | £179.00                               |
| Dog Breeding Establishments* Initial   | £263.00                               | £270.00                               |
| Renewal  | £175.00                               | £179.00                               |
| Registration of Motor Salvage Operators  | £87.00                                | £89.00                                |
| Copy of Register Entry, Motor Salvage Operators Register   | £4.00 + VAT                           | £4.00 + VAT                           |
| Pet Animals Act* Initial   | £263.00                               | £270.00                               |
| Renewal  | £175.00                               | £179.00                               |
| Public Realm and Streetscene (Control of Street Furniture)   | £250.00                               | £256.00                               |
| Riding Establishments* Initial   | £263.00                               | £270.00                               |
| Renewal  | £175.00                               | £179.00                               |
| Sex Establishments Initial   | £3,897.00                             | £3,994.00                             |
| Renewal  | £1,497.00                             | £1,534.00                             |
| Transfer   | £270.00                               | £277.00                               |
| Zoo Licences* Initial  | £1,273.00<br>(+ Inspector's Expenses) | £1,305.00<br>(+ Inspector's Expenses) |
| Renewal  | £1,144.00<br>(+ Inspector's Expenses) | £1,173.00<br>(Inspector's Expenses)   |
| * Plus Vet fees where applicable   |                                       |                                       |

**WYRE FOREST DISTRICT COUNCIL**  
**INCOME SERVICE OPTIONS 2010/2011**

| <b><u>HACKNEY CARRIAGE/PRIVATE HIRE FEES</u></b>                  | <b>Present Charges<br/>2009/2010</b> | <b>Proposed<br/>Charges<br/>2010/2011</b> |
|---|--------------------------------------|---|
| Hackney Carriage/Private Hire Drivers Licence (valid for 2 years) | £255.00                              | £261.00                                   |
| Drivers' Knowledge Test   | £47.00                               | £48.00                                    |
| Drivers Badge   | £21.00                               | £22.00                                    |
| Hackney Carriage Vehicle  | £359.00                              | £368.00                                   |
| Private Hire Vehicle  | £359.00                              | £368.00                                   |
| Private Hire Operators  | £400.00                              | £410.00                                   |
| Vehicle Decals - Replacements                                     | £17.00                               | £17.00                                    |
| Vehicle Retest Fee (if re-tested within 48 hours of failure)      | £26.00 + VAT                         | £27.00 + VAT                              |
| Vehicle Retest Fee (if re-tested after 48 hours of failure)       | £51.00 + VAT                         | £52.00 + VAT                              |
| Change of Business (Sell Car and Transfer Plate)                  | £309.00                              | £309.00                                   |
| Exemption Notice (Executive Vehicles)                             | £25.00                               | £25.00                                    |
| Internal (Executive Vehicles) Car Plate                           | £19.00                               | £19.00                                    |
| External Car Plate  | £43.00                               | £44.00                                    |
| CRB check   | £54.00                               | £55.00                                    |

## Agenda Item No.5

| INCOME SERVICE OPTIONS 2010/2011   | Present Charges<br>2009/2010 | Proposed Charges<br>2010/2011 |
|--|------------------------------|-------------------------------|
| <b>FOOD, HEALTH AND SAFETY</b>   |                              |                               |
| Issue of Food Surrender Certificates   | £52.00 + VAT                 | £53.00 + VAT                  |
| Release of Officers Statements   | £239.00 + VAT                | £245.00 + VAT                 |
| Release of Documents   | £85.00 + VAT                 | £87.00 + VAT                  |
| <u>Food Hygiene Training courses:</u>  |                              |                               |
| CIEH Level 2 Award in Food Safety in Catering  | £35.00 + VAT                 | £36.00 + VAT                  |
| CIEH Level 3 Award in Implementing Food Safety Management Procedures   | £230.00 + VAT                | £236.00 + VAT                 |
| CIEH Level 4 Advanced Certificate in Food Hygiene  | £650.00 + VAT                | £666.00 + VAT                 |
| HACCP Awareness  | £75.00 + VAT                 | £77.00 + VAT                  |
| * Plus actual cost of reproducing photographs and photocopy charges  |                              |                               |
| <b>POLLUTION CONTROL</b>   |                              |                               |
| Sampling of Private Water Supplies #   | £50 + Analysts Fees + VAT    | £50 + Analysts Fees + VAT     |
| Release of Environmental Information (basic)   | £26.00 + VAT                 | £27.00 + VAT                  |
| Release of Environmental Information (detailed)  | £54.00 + VAT                 | £55.00 + VAT                  |
| Any information required above the advanced search, will be charged at the advanced search rate plus an hourly officer fee. Details of the approximate amount to be charged will be provided to the applicant prior to any work being undertaken following assessment of the information required. |                              |                               |
| # Statutory Charge   |                              |                               |
| <b>Control of Rats and Other Pests</b>   |                              |                               |
| Labour Rate per hour   | £40.00 incl VAT              | £41.00 incl VAT               |
| Plus use of poisons - recharged at cost plus 50% Annual contracts (requiring more than one visit)  | Commercial Judgement         | Commercial Judgement          |
| <b>Wasps Nests</b>   | £45.00 incl VAT              | £46.50 incl VAT               |
| <b>Control of Dogs</b>   |                              |                               |
| Dog Recovery Fee   | £40.00 incl VAT              |                               |
| Plus Vets fees at cost plus 10%  |                              | £41.00 incl VAT               |

**WYRE FOREST DISTRICT COUNCIL**  
**INCOME SERVICE OPTIONS 2010/2011**

| <b>LICENSING AND REGISTRATION</b>                                     | <b>Present Charges<br/>2009/2010</b> | <b>Proposed Charges<br/>2010/2011</b> |
|---|--------------------------------------|---------------------------------------|
| <b>STREET TRADING</b>   |                                      |                                       |
| Single Unit up to 12 x 12 Food<br>(Max 5m length)                     |                                      |                                       |
| Initial –<br>Renewal -  | £1,579.00<br>£1,499.00               | £1,618.00<br>£1,536.00                |
| Single Unit up to 12 x 12<br>(max 5m length) Non-Food -               |                                      |                                       |
| Initial -<br>Renewal -  | £1,318.00<br>£1,185.00               | £1,351.00<br>£1,215.00                |
| For every additional 12 x12 or part<br>thereof or length more than 5m | £649.00                              | £665.00                               |
| Mobile Traders  | £618.00                              | £6.33.00                              |

**WYRE FOREST DISTRICT COUNCIL**

**GAMBLING ACT 2005**

**Premises Licence Fees 2010/2011**

| <b>Premises Type</b>                   | <b>New Application</b> | <b>Annual Fee</b> |
|--|------------------------|-------------------|
|  | <b>£</b>               | <b>£</b>          |
| Existing Casinos                       | n/a                    | n/a               |
| New Small Casino                       | n/a                    | n/a               |
| New Large Casino                       | n/a                    | n/a               |
| Regional Casino                        | n/a                    | n/a               |
| <b>Premises Type</b>                   | <b>New Application</b> | <b>Annual Fee</b> |
|  | <b>£</b>               | <b>£</b>          |
| Bingo Club                             | <b>1940</b>            | <b>555</b>        |
| Betting Premises<br>(excluding Tracks) | <b>1665</b>            | <b>333</b>        |
| Tracks                                 | <b>1387</b>            | <b>555</b>        |
| Family<br>Entertainment<br>Centres     | <b>1109</b>            | <b>416</b>        |
| Adult Gaming<br>Centre                 | <b>1109</b>            | <b>555</b>        |
| Temporary Use<br>Notices               | <b>282</b>             | <b>N/A</b>        |

|  | <b>Application<br/>to Vary</b> | <b>Application<br/>to Transfer</b> | <b>Application<br/>for Re-<br/>instatement</b> | <b>Application<br/>for<br/>Provisional<br/>Statement</b> | <b>Licence<br/>Application<br/>(Provisional<br/>Statement<br/>holders</b> | <b>Copy<br/>Licence</b> | <b>Notification<br/>of Change</b> |
|--|--------------------------------|------------------------------------|--|--|---|-------------------------|-----------------------------------|
|  | <b>£</b>                       | <b>£</b>                           | <b>£</b>                                       | <b>£</b>   | <b>£</b>  | <b>£</b>                | <b>£</b>                          |
| Existing Casinos                       | n/a                            | n/a                                | n/a  | n/a  | n/a   | n/a                     | n/a                               |
| New Small Casino                       | n/a                            | n/a                                | n/a  | n/a  | n/a   | n/a                     | n/a                               |
| New Large Casino                       | n/a                            | n/a                                | n/a  | n/a  | n/a   | n/a                     | n/a                               |
| Regional Casino                        | n/a                            | n/a                                | n/a  | n/a  | n/a   | n/a                     | n/a                               |
| Bingo Club                             | <b>971</b>                     | <b>665</b>                         | <b>665</b>                                     | <b>1940</b>  | <b>665</b>  | <b>28</b>               | <b>56</b>                         |
| Betting Premises<br>(excluding Tracks) | <b>831</b>                     | <b>665</b>                         | <b>665</b>                                     | <b>1665</b>  | <b>665</b>  | <b>28</b>               | <b>56</b>                         |
| Tracks                                 | <b>693</b>                     | <b>527</b>                         | <b>527</b>                                     | <b>1387</b>  | <b>527</b>  | <b>28</b>               | <b>56</b>                         |
| Family Entertainment<br>Centres        | <b>555</b>                     | <b>527</b>                         | <b>527</b>                                     | <b>1109</b>  | <b>527</b>  | <b>28</b>               | <b>56</b>                         |

## Agenda Item No.5

### Permits

Local authorities already issue a number of permits or registrations for activities under existing gambling legislation. Under the Gambling Act 2005, Wyre Forest District Council will be responsible for dealing with the following permits and registrations:

- Unlicensed Family Entertainment Centre Gaming Machine Permits
- Registration of Small Lottery Licences
- Club Gaming Permits
- Club Gaming Machine Permits
- Licensed Premises Gaming Machine Permits
- Prize Gaming Permits

Unlike premises licence fees, permit fees are prescribed by the Government and therefore licensing authorities have no discretion in this matter.

| Fee Type<br>Permit Type                 | Grant | Renewal | Existing Operator Grant | Annual Fee |
|---|-------|---------|-------------------------|------------|
| FEC Gaming Machine                      | 300   | 300     | 100                     | N/A        |
| Prize Gaming                            | 300   | 300     | 100                     | N/A        |
| Licensed Premises Gaming Machine Permit | 150   | N/A     | 100                     | 50         |
| Club Gaming Permit                      | 100*  | 100*    | 100                     | 50         |
| Club Machine Permits                    | 100*  | 100*    | 100                     | 50         |
| Small Lottery Registration              | 40    | 20      | N/A                     | N/A        |

\* fee will be £200 if premises don't sell alcohol.

### Miscellaneous Fees

|  | Change of Name<br>£ | Copy of Permit<br>£ | Variation<br>£ | Transfer<br>£ | Notification<br>£ |
|--|---------------------|---------------------|----------------|---------------|-------------------|
| FEC Permits                                      | 25                  | 15                  | N/A            | N/A           | N/A               |
| Prize Gaming Permits                             | 25                  | 15                  | N/A            | N/A           | N/A               |
| Licensed Premises Gaming Machine Permit          | 25                  | 15                  | 100            | 25            | N/A               |
| Licensed Premises Automatic Notification Process | N/A                 | N/A                 | N/A            | N/A           | 50                |
| Club Gaming Permit                               | 100                 | 15                  | 100            | N/A           | N/A               |
| Club Machine Permits                             | 100                 | 15                  | 100            | N/A           | N/A               |



**WYRE FOREST DISTRICT COUNCIL**  
**INCOME SERVICE OPTIONS 2010/2011**

**LICENSING ACT 2003**

| <b>Band</b>             | <b>A</b>        | <b>B</b>             | <b>C</b>               | <b>D</b>                | <b>E</b>             |
|-------------------------|-----------------|----------------------|------------------------|-------------------------|----------------------|
| <b>Rateable Value</b>   | <b>£0-£4300</b> | <b>£4301-£33,000</b> | <b>£33,001-£87,000</b> | <b>£87,001-£125,000</b> | <b>OVER £125,000</b> |
| Annual                  | £70             | £180                 | £295                   | £320*                   | £350**               |
| <b>New Licence</b>      | <b>£100</b>     | <b>£190</b>          | <b>£315</b>            | <b>£450*</b>            | <b>£635**</b>        |
| <b>Future variation</b> | <b>£100</b>     | <b>£190</b>          | <b>£315</b>            | <b>£450*</b>            | <b>£635**</b>        |

\* A multiplier of twice the fee and annual charge applies where use of the premises is exclusively or primarily for the carrying on, on the premises of the supply of alcohol for consumption on the premises.

\*\* A multiplier of three times the fee and annual charge applies where use of the premises is exclusively or primarily for the carrying on, on the premises of the supply of alcohol for consumption on the premises.

(Premises with no NDRV = Band A; Premises under construction = Band C)

| <b>Number of persons present</b> | <b>Additional fee</b> | <b>Annual fee</b> |
|----------------------------------|-----------------------|-------------------|
| 5,000 - 9,999                    | £1,000                | £500              |
| 10,000 - 14,999                  | £2,000                | £1,000            |
| 15,000 - 19,999                  | £4,000                | £2,000            |
| 20,000 - 29,999                  | £8,000                | £4,000            |
| 30,000 - 39,999                  | £16,000               | £8,000            |
| 40,000 - 49,999                  | £24,000               | £12,000           |
| 50,000 - 59,999                  | £32,000               | £16,000           |
| 60,000 - 69,999                  | £40,000               | £20,000           |
| 70,000 - 79,999                  | £48,000               | £24,000           |
| 80,000 - 89,999                  | £56,000               | £28,000           |
| 90,000 and over                  | £64,000               | £32,000           |

**OTHER FEES**

|   |               |
|---|---------------|
| <b>Application for a grant or renewal of personal licence</b>   | <b>£37.00</b> |
| Temporary event notice  | £21.00        |
| Theft, loss, etc. of premises licence or summary                | £10.50        |
| Application for a provisional statement                         | £315.00       |
| Notification of change of name or address                       | £10.50        |
| Application to vary licence to specify DPS                      | £23.00        |
| Application for transfer of premises licence                    | £23.00        |
| Interim authority notice following death etc. of licence holder | £23.00        |
| Theft, loss etc of certificate or summary                       | £10.50        |
| Notification of change or name or alteration of rules of club   | £10.50        |
| Change of relevant registered address of club                   | £10.50        |
| Theft, loss etc. of temporary event notice                      | £10.50        |
| Theft, loss etc. of personal licence                            | £10.50        |
| Duty to notify change of name or address                        | £10.50        |
| Right of freeholder etc. to be notified of licensing matters    | £21.00        |