

Open

# Licensing and Environmental Committee

## Agenda

10.30am  
Monday, 18th February 2013  
Council Chamber  
Wyre Forest House  
Finepoint Way  
Kidderminster



## Licensing and Environmental Committee

### Members of Committee:

**Chairman: Councillor P B Harrison**  
**Vice-Chairman: Councillor A T Hingley**

**Councillor R Bishop**

**Councillor P Dyke**

**Councillor P V Hayward**

**Councillor M B Kelly**

**Councillor M Price**

**Councillor D R Sheppard**

**Councillor G C Yarranton**

**Councillor C Brewer**

**Councillor J Greener**

**Councillor V Higgs**

**Councillor N Knowles**

**Councillor M A Salter**

**Councillor N J Thomas**

### Information for Members of the Public:

**Part I of the Agenda includes items for discussion in public. You have the right to request to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.**

**Part II of the Agenda (if applicable) deals with items of "Exempt Information" for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.**

**There are particular circumstances when the Ethics and Standards Committee may exclude the public, which are in addition to those available at meetings of the Council, its Cabinet and Committees etc. These apply when the Ethics and Standards Committee considers the following:**

**Information relating to a particular chief officer, former chief officer or applicant to become a chief officer of a local probation board within the meaning of the Criminal Justice and Court Services Act 2000.**

**Information which is subject to any obligation of confidentiality.**

**Information which relates in any way to matters concerning national security.**

### Declaration of Interests by Members – interests of members in contracts and other matters

Declarations of Interest are a standard item on every Council and Committee agenda and each Member must provide a full record of their interests in the Public Register.

In addition, alongside the Register of Interest, the Members Code of Conduct ("the Code") requires the Declaration of Interests at meetings. Members have to decide first whether or not they have a disclosable interest in the matter under discussion.

Please see the Members' Code of Conduct as set out in Section 14 of this constitution for full details.

### **Disclosable Pecuniary Interest (DPI) / Other Disclosable Interest (ODI)**

DPI's and ODI's are interests defined in the Code of Conduct that has been adopted by the District.

If you have a DPI (as defined in the Code) in a matter being considered at a meeting of the Council (as defined in the Code), the Council's Standing Orders require you to leave the room where the meeting is held, for the duration of any discussion or voting on that matter.

If you have an ODI (as defined in the Code) you will need to consider whether you need to leave the room during the consideration of the matter.

### **For further information:**

If you have any queries about this Agenda or require any details of background papers, further documents or information you should contact Louisa Bright, Democratic Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732763 or email [Louisa.bright@wyreforestdc.gov.uk](mailto:Louisa.bright@wyreforestdc.gov.uk)

### **WEBCASTING NOTICE**

This meeting is being filmed for live or subsequent broadcast via the Council's website site ([www.wyreforestdc.gov.uk](http://www.wyreforestdc.gov.uk)).

At the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act 1998. The footage recorded will be available to view on the Council's website for 6 months and shall be retained in accordance with the Council's published policy.

**By entering the meeting room and using the public seating area, you are consenting to be filmed and to the possible use of those images and sound recordings for webcasting and or training purposes.**

If members of the public do not wish to have their image captured they should sit in the Stourport and Bewdley Room where they can still view the meeting.

If any attendee is under the age of 18 the written consent of his or her parent or guardian is required before access to the meeting room is permitted. Persons under 18 are welcome to view the meeting from the Stourport and Bewdley Room.

**If you have any queries regarding this, please speak with the Council's Legal Officer at the meeting.**

Wyre Forest District Council

Licensing and Environmental Committee

Monday, 18th February 2013

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

<b>Agenda item</b>	<b>Subject</b>	<b>Page Number</b>
1.	<b>Apologies for Absence</b>	
2.	<b>Appointment of Substitute Members</b>  To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Director of Community Assets & Localism, together with the name of the Councillor for whom he/she is acting.	
3.	<b>Declarations of Interests by Members</b>  In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered.  Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
4.	<b>Minutes</b>  To confirm as a correct record the Minutes of the meeting held on the 8 <sup>th</sup> October 2012.	6
5.	<b>Increase in Fees and Charges for Licensing the Council's Regulatory Service Function for 2013/2014</b>  To receive a report from the Director of Worcestershire Regulatory Services on behalf of Wyre Forest District Council that recommends to Council the proposed increases in the fees and charges in respect of the Council's Regulatory Service Function for 2013/2014.	8
6.	<b>Feedback from Council</b>  To note the content of the Council action list, following consideration of the recommendation at its meeting on 21 <sup>st</sup> November 2012.	21

7.	<b>To consider any other business, details of which have been communicated to the Director of Community Assets &amp; Localism before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b>	
8.	<p><b>Exclusion of the Press and Public</b></p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in the paragraph 1 of Part 1 of Schedule 12A to the Act”.</p>	

Part 2

Not open to the Press and Public

9.	<b>To consider any other business, details of which have been communicated to the Director of Community Assets &amp; Localism before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b>	
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**WYRE FOREST DISTRICT COUNCIL**

**LICENSING AND ENVIRONMENTAL COMMITTEE**

**COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER**

**MONDAY, 8TH OCTOBER 2012 (10.30AM)**

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**Present:**

Councillors: P B Harrison (Chairman), A T Hingley (Vice-Chairman), R Bishop, C Brewer, J Greener, M J Hart, V Higgs, M B Kelly, N Knowles, F M Oborski, M Price, M A Salter, D R Sheppard, N J Thomas and G C Yarranton.

**Observers**

Councillor J-P Campion.

**LIC.38 Apologies for Absence**

Apologies for absence were received from Councillors P Dyke and P V Hayward.

**LIC.39 Appointment of Substitutes**

Councillor F M Oborski was appointed as a substitute for Councillor P Dyke.  
Councillor M J Hart was appointed as a substitute for Councillor P V Hayward.

**LIC.40 Declarations of Interests by Members**

No declarations of interest were made.

**LIC.41 Minutes**

**Decision: The minutes of the meeting held on 3rd September 2012 be confirmed as a correct record and signed by the Chairman.**

**LIC.42 Review of the Gambling Act 2005 Statement of Principles**

The Committee had considered a report from the Director of Worcestershire Regulatory Services on behalf of Wyre Forest District Council which informed Members of the findings of the recent consultation undertaken with stakeholders on the updated District Gambling Statement of Principles.

The Senior Practitioner – Licensing (WRS) led Members through the report and advised the Statement of Gambling Principles was originally written in conjunction with the County Licensing Group and had been updated by Officers from Worcestershire Regulatory Services, making the document comparable with those held in neighbouring Districts.

The Committee discussed each page of the Draft Statement of Principles, as set out at Appendix 1 of the report to the Licensing and Environmental Committee, in turn.

Councillor J-P Campion left the meeting at this point, (10.44am).

In response to a Members' question about establishing a close working relationship with the Police, as set out at point 17.1 on page 13 of 15, the Senior Practitioner – Licensing (WRS) confirmed the Police Authority employ two civilian Police Licensing Officers who liaised with WRS on a daily basis.

Following a request from a Member, the Senior Practitioner – Licensing (WRS), agreed to invite the Police Licensing Officers to a future meeting of the Committee to provide an update on their work.

The meeting was adjourned at this point, (10.55 am), for the Democratic Services Officer to leave the room to photocopy page 11 of 15 which was missing from the hard copies of the agenda. The page was handed out to Members and the meeting resumed at 11.01am.

**Agreed:**

**Recommend to Council:**

- 1. Following consultation with relevant stakeholders, the updated Gambling Statement of Principles for the Wyre Forest District be approved.**
- 2. The Senior Practitioner – Licensing (WRS) to invite the Police Licensing Officers to a future meeting of the Committee.**

There being no further business, the meeting ended at 11.11am.

**WYRE FOREST DISTRICT COUNCIL**

**LICENSING AND ENVIRONMENTAL COMMITTEE**

**18<sup>th</sup> February 2013**

**Increase in Fees and Charges for Licensing the Council’s Regulatory Service Function for 2013/2014**

<b>OPEN</b>	
<b>DIRECTOR:</b>	Director of Worcestershire Regulatory Services on behalf of Wyre Forest District Council
<b>CONTACT OFFICER:</b>	Niall McMenamin – 01527 548282 niall.mcmenamin@worcsregservices.gov.uk
<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 2013/2014.

**2. RECOMMENDATION**

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

- 2.1 **That the proposals for fees and charges within the Council’s Licensing, Food, Health, Safety and Pollution Control functions for 2013/2014, as detailed in the report, be included in the 2013/2014 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. The target increase proposed for 2013/2014 is 5%.

**4. KEY ISSUES**

- 4.1 A review of licensing fees and charges, for the period 2012/2013, dictates a fee structure based on full recovery of costs.

**5. FINANCIAL IMPLICATIONS**

- 5.1 It is proposed that fees should be increased by 5 per cent rounded up, where appropriate. A list of the proposed fees and charges for the Council’s Licensing, Food, Health, Safety and Pollution Control functions is attached at “**Appendix 1**”.
- 5.2 The budget forecast details the cost versus income for licensing and the costs are based on 2011/2012 as no detailed figures are available for the current year.



**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 The agreed income to be generated by the proposed licence fees and charges is in line with the current policy and legislative restrictions. The council is not projected to make any profit on the licensing account for the forthcoming year.

**7. RISK MANAGEMENT**

- 7.1 There is a risk that the Councils Regulatory Services Licensing fees and charges could be challenged. To minimise this risk the fees and charges must be designed to meet but not exceed, the cost the Council reasonably believes will be incurred in issuing of licences and the administration of the service.

**8. EQUALITY IMPACT ASSESSMENT**

- 8.1 There are no equality impact assessment issues arising from this report.

**9. CONCLUSION**

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

**10. CONSULTEES**

- 10.1 Director of Community Assets and Localism.

**11. BACKGROUND PAPERS**

- 11.1 None.



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Hackney Carriage/Private Hire Fees</b>			
Hackney Carriage/Private Hire Drivers Licence (valid for 2 years)	281.00		295.00
Drivers' Knowledge Test	51.50		54.00
Drivers Badge	24.00		25.00
Hackney Carriage Vehicle	396.00		416.00
Private Hire Vehicle	396.00		416.00
Private Hire Operators	441.00		463.00
Vehicle Decals - Replacements	18.00		19.00
Vehicle Retest Fee (if re-tested within 48 hours of failure)	29.50	31.00	
Vehicle Retest Fee (if re-tested after 48 hours of failure)	56.50	59.00	
Change of Business (Sell Car and Transfer Plate)	100.00		105.00
Exemption Notice (Executive Vehicles)	27.50		29.00
Internal (Executive Vehicles) Car Plate	20.00		21.00
External Car Plate	47.00		49.00
CRB check	59.00		62.00

**NOTES:**

VAT will be included at the prevailing rate if applicable



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**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Licensing and Registration</b>			
Acupuncture, Tattooing, Electrolysis, Ear Piercing, Skin Piercing & Semi-Permanent Skin Colouring -			
Certificate of Registration: (a) Person	142.00		149.00
(b) Premise	205.00		215.00
(c) Persons & Premises	345.00		362.00
Animal Boarding Establishments* Initial	291.00		306.00
Renewal	192.00		202.00
Dangerous Wild Animals* Initial	291.00		306.00
Renewal	192.00		202.00
Dog Breeding Establishments* Initial	291.00		306.00
Renewal	192.00		202.00
Registration of Motor Salvage Operators	95.50		100.00
Copy of Register Entry, Motor Salvage Operators Register	4.00	4.00	
Pet Animals Act* Initial	291.00		306.00
Renewal	192.00		202.00
Public Realm and Streetscene (Control of Street Furniture)	275.00		289.00
Riding Establishments* Initial	291.00		306.00
Renewal	192.00		202.00
Sex Establishments Initial	4,299.00		4514.00
Renewal	1,650.00		1733.00
Transfer	298.00		313.00
Zoo Licences* Initial	1,405.00		1475.00
	(plus Inspector's expenses)		(plus Inspector's expenses)
Renewal	1,262.00		1325.00
	(plus Inspector's expenses)		(plus Inspector's expenses)

**NOTES:**

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\* Plus Vet fees where applicable



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
<b>Food, Health &amp; Safety and Pollution Control</b>			
<b>FOOD, HEALTH AND SAFETY</b>			
Issue of Food Surrender Certificates	57.00	60.00	
Release of Officers Statements	264.00	277.00	
Release of Documents	93.50	98.00	
<b>POLLUTION CONTROL</b>			
<b>WATER SAMPLING CHARGES</b>			
The Regulations allow local authorities to charge a fee, subject to prescribed maximum levels to enable reasonable costs of services (lab fees etc) to be recovered.			
<b>Proposed Fees and Charges</b>			
Risk Assessment	40.00 per hour (up to £500 Max)	40.00 per hour (up to £500 Max)	
Investigation (each investigation)	40.00 per hour (up to £100 Max)	40.00 per hour (up to £100 Max)	
Granting an Authorisation	100.00 Max	100.00 Max	
Sampling (each visit)	100.00 Max	100.00 Max	
Analysing a sample			
- taken under regulation 10 (small supplies)	25.00 Max	25.00 Max	
- taken during check monitoring	100.00 Max	100.00 Max	
- taken during audit monitoring	500.00 Max	500.00 Max	

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**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
<b>Environmental Information Regulation Requests</b>			
<b>Control of Rats and Other Pests</b>			
<b>Control of Dogs and Wasps Nests</b>			
<b>Environmental Information Regulation Requests</b>			
Release of Environmental Information (basic)	29.50	31.00	
Release of Environmental Information (detailed)	59.00	62.00	
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.			
<b>Control of Rats and Other Pests</b> (work now undertaken externally on behalf of Worcestershire Regulatory Services)			
<b>Misc</b>			
Labour Rate per hour	44.00		N/A
Plus use of poisons - recharged at cost plus 50%			
Annual contracts (requiring more than one visit)	Commercial Judgement		
<b>Mice infestation (2 visits)</b>	75.50		N/A
<b>Rat infestation (3 visits)</b>	113.50		N/A
<b>Wasps Nests</b>	50.00		N/A
<b>Control of Dogs</b>	44.00		N/A
Dog Recovery Fee			
Plus Vets fees at cost plus 10%			

**NOTES:**

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<b>Service</b>	<b>Worcestershire Regulatory Services</b>	<b>Service Manager</b>	<b>Worcestershire Regulatory Services Officer</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Environmental Services</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Street Trading</b>			
<b>STREET TRADING</b>			
Single Unit up to 12 x 12 (max 5m length) Food - Initial	1,740.00		1,827.00
- Renewal	1,654.00		1,737.00
Single Unit up to 12 x 12 (max 5m length) Non-Food - Initial	1,455.00		1,528.00
- Renewal	1,308.00		1,373.00
For every additional 12 x 12 or part thereof or length more than 5m	716.00		752.00
Mobile Traders	682.00		716.00

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Directorate	Economic Prosperity & Place	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Premises License Fees</b>			
Existing Casinos - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
New Small Casino - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
New Large Casino - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
Regional Casino - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
Bingo Club - New Application	2,088.00	2,192.00	
Annual Fee	598.00	628.00	
Application to vary	1,045.00	1,097.00	
Application to Transfer	716.00	752.00	
Application for re-instatement	716.00	752.00	
Application for Provisional Statement	2,088.00	2,192.00	
Licence Application (Provisional Statement holders)	716.00	752.00	
Copy Licence	31.00	33.00	
Notification of change	60.00	63.00	



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
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**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Premises License Fees</b>			
Betting Premises - New Application	1,792.00	1,882.00	
(excluding Tracks) Annual Fee	358.00	376.00	
Application to vary	895.00	940.00	
Application to Transfer	716.00	752.00	
Application for re-instatement	716.00	752.00	
Application for Provisional Statement	1,792.00	1,882.00	
Licence Application (Provisional Statement holders)	716.00	752.00	
Copy Licence	31.00	33.00	
Notification of change	60.00	63.00	
Tracks - New Application	1,493.00	1,568.00	
Annual Fee	598.00	628.00	
Application to vary	746.00	783.00	
Application to Transfer	567.00	595.00	
Application for re-instatement	567.00	595.00	
Application for Provisional Statement	1,493.00	1,568.00	
Licence Application (Provisional Statement holders)	567.00	595.00	
Copy Licence	31.00	33.00	
Notification of change	60.00	63.00	
Family Entertainment Centres - New Application	1,194.00	1,254.00	
Annual Fee	447.00	469.00	
Application to vary	598.00	628.00	
Application to Transfer	567.00	595.00	
Application for re-instatement	567.00	595.00	
Application for Provisional Statement	1,194.00	1,254.00	
Licence Application (Provisional Statement holders)	567.00	595.00	
Copy Licence	31.00	33.00	
Notification of change	60.00	63.00	
Adult Gaming Centres - New Application	1,194.00	1,254.00	
Annual Fee	598.00	628.00	
Application to vary	598.00	628.00	
Application to Transfer	567.00	595.00	
Application for re-instatement	567.00	595.00	
Application for Provisional Statement	1,194.00	1,254.00	
Licence Application (Provisional Statement holders)	567.00	595.00	
Copy Licence	31.00	33.00	
Notification of change	60.00	63.00	
Temporary Use Notices - New Application	304.00	319.00	
Annual Fee	N/A	N/A	

**NOTES:**

VAT will be included at the prevailing rate if applicable





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Directorate	Economic Prosperity & Place	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Permits - Statutory Fee Set By Central Government</b>			
<b>Fee Type</b>			
FEC Gaming Machine - Grant	300.00	300.00	
FEC Gaming Machine - Renewal	300.00	300.00	
FEC Gaming Machine - Existing Operator Grant	100.00	100.00	
FEC Gaming Machine - Annual Fee	N/A	N/A	
Prize Gaming - Grant	300.00	300.00	
Prize Gaming - Renewal	300.00	300.00	
Prize Gaming - Existing Operator Grant	100.00	100.00	
Prize Gaming - Annual Fee	N/A	N/A	
Licensed Premises Gaming Machine Permit - Grant	150.00	150.00	
Licensed Premises Gaming Machine Permit - Renewal	N/A	N/A	
Licensed Premises Gaming Machine Permit - Existing Operator Grant	100.00	100.00	
Licensed Premises Gaming Machine Permit - Annual Fee	50.00	50.00	
Club Gaming Permit - Grant *	100.00	100.00	
Club Gaming Permit - Renewal *	100.00	100.00	
Club Gaming Permit - Existing Operator Grant	100.00	100.00	
Club Gaming Permit - Annual Fee	50.00	50.00	
Club Machine Permits - Grant *	100.00	100.00	
Club Machine Permits - Renewal *	100.00	100.00	
Club Machine Permits - Existing Operator Grant	100.00	100.00	
Club Machine Permits - Annual Fee	50.00	50.00	
Small Lottery Registration - Grant	40.00	40.00	
Small Lottery Registration - Renewal	20.00	20.00	
Small Lottery Registration - Existing Operator Grant	N/A	N/A	
Small Lottery Registration - Annual fee	N/A	N/A	
<b>Miscellaneous Fees</b>			
FEC Permits - Change of name	25.00	25.00	
FEC Permits - Copy of permit	15.00	15.00	
FEC Permits - Variation	N/A	N/A	
FEC Permits - Transfer	N/A	N/A	
FEC Permits - Notification	N/A	N/A	
Prize Gaming Permits - Change of name	25.00	25.00	
Prize Gaming Permits - Copy of permit	15.00	15.00	
Prize Gaming Permits - Variation	N/A	N/A	
Prize Gaming Permits - Transfer	N/A	N/A	
Prize Gaming Permits - Notification	N/A	N/A	
Licensed premises Gaming machine Permits - Change of name	25.00	25.00	
Licensed premises Gaming machine Permits - Copy of permit	15.00	15.00	
Licensed premises Gaming machine Permits - Variation	100.00	100.00	
Licensed premises Gaming machine Permits - Transfer	25.00	25.00	
Licensed premises Gaming machine Permits - Notification	N/A	N/A	



<b>Service</b>	<b>Worcestershire Regulatory Services</b>	<b>Service Manager</b>	<b>Worcestershire Regulatory Services Officer</b>
<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Environmental Services</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 31/03/2013 £</b>	<b>Proposed Charge FROM 1/04/2013 £ Charges before VAT</b>	<b>Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT</b>
<b>Permits - Statutory Fee Set By Central Government</b>			
Licensed Premises Automatic Notification Process - Change of name	N/A	N/A	
Licensed Premises Automatic Notification Process - Copy of permit	N/A	N/A	
Licensed Premises Automatic Notification Process - Variation	N/A	N/A	
Licensed Premises Automatic Notification Process - Transfer	N/A	N/A	
Licensed Premises Automatic Notification Process - Notification	50.00	50.00	
Gaming Club Permits - Change of name	100.00	100.00	
Gaming Club Permits - Copy of permit	15.00	15.00	
Gaming Club Permits - Variation	100.00	100.00	
Gaming Club Permits - Transfer	N/A	N/A	
Gaming Club Permits - Notification	N/A	N/A	
Gaming Machine Permits - Change of name	100.00	100.00	
Gaming Machine Permits - Copy of permit	15.00	15.00	
Gaming Machine Permits - Variation	100.00	100.00	
Gaming Machine Permits - Transfer	N/A	N/A	
Gaming Machine Permits - Notification	N/A	N/A	

**NOTES:**

VAT will be included at the prevailing rate if applicable  
 \* Fee will be £200 if premises does not sell alcohol



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Licensing Act 2003 - Statutory Fee Set By Central Government</b>			
<b>Band A - (rateable value £0 to £4,300)</b>			
Annual	70.00	70.00	
New Licence	100.00	100.00	
Future Variation	100.00	100.00	
<b>Band B - (rateable value £4,301 to £33,000)</b>			
Annual	180.00	180.00	
New Licence	190.00	190.00	
Future Variation	190.00	190.00	
<b>Band C - (rateable value £33,001 to £87,000)</b>			
Annual	295.00	295.00	
New Licence	315.00	315.00	
Future Variation	315.00	315.00	
<b>Band D - (rateable value £87,001 to £125,000)</b>			
Annual *	320.00	320.00	
New Licence *	450.00	450.00	
Future Variation *	450.00	450.00	
<b>Band E - (rateable value over £125,000)</b>			
Annual **	350.00	350.00	
New Licence **	635.00	635.00	
Future Variation **	635.00	635.00	
Premises with no NDRV = Band A			
Premises under construction = Band C			
Number of person present			
5,000 to 9,999 - Additional Fee	1,000.00	1,000.00	
5,000 to 9,999 - Annual Fee	500.00	500.00	
10,000 to 14,999 - Additional Fee	2,000.00	2,000.00	
10,000 to 14,999 - Annual Fee	1,000.00	1,000.00	
15,000 to 19,999 - Additional Fee	4,000.00	4,000.00	
15,000 to 19,999 - Annual Fee	2,000.00	2,000.00	
20,000 to 29,999 - Additional Fee	8,000.00	8,000.00	
20,000 to 29,999 - Annual Fee	4,000.00	4,000.00	
30,000 to 39,999 - Additional Fee	16,000.00	16,000.00	
30,000 to 39,999 - Annual Fee	8,000.00	8,000.00	
40,000 to 49,999 - Additional Fee	24,000.00	24,000.00	
40,000 to 49,999 - Annual Fee	12,000.00	12,000.00	
50,000 to 59,999 - Additional Fee	32,000.00	32,000.00	
50,000 to 59,999 - Annual Fee	16,000.00	16,000.00	
60,000 to 69,999 - Additional Fee	40,000.00	40,000.00	
60,000 to 69,999 - Annual Fee	20,000.00	20,000.00	
70,000 to 79,999 - Additional Fee	48,000.00	48,000.00	
70,000 to 79,999 - Annual Fee	24,000.00	24,000.00	
80,000 to 89,999 - Additional Fee	56,000.00	56,000.00	
80,000 to 89,999 - Annual Fee	28,000.00	28,000.00	
90,000 and over - Additional Fee	64,000.00	64,000.00	
90,000 and over - Annual Fee	32,000.00	32,000.00	



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Environmental Services

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2013 £	FROM 1/04/2013 £ Charges before VAT	FROM 1/04/2013 £ Charges inclusive of VAT
<b>Licensing Act 2003 - Statutory Fee Set By Central Government</b>			
<b>Other Fees</b>			
Application for a grant or renewal of personal licence	37.00	37.00	
Temporary event notice	21.00	21.00	
Theft, loss etc. of premises licence or summary	10.50	10.50	
Application for a provisional statement	315.00	315.00	
Notification of change of name or address	10.50	10.50	
Application to vary licence to specify DPS	23.00	23.00	
Application for transfer of premises licence	23.00	23.00	
Interim authority notice following death etc. of licence holder	23.00	23.00	
Theft, loss etc. of certificate or summary	10.50	10.50	
Notification of change of name or alternation of rules of club	10.50	10.50	
Change of relevant registered address of club	10.50	10.50	
Theft, loss etc. of temporary event licence	10.50	10.50	
Theft, loss etc. of personal licence	10.50	10.50	
Duty to notify change of name or address	10.50	10.50	
Right of freeholder etc. to be notified of licensing matters	21.00	21.00	

**NOTES:**

VAT will be included at the prevailing rate if applicable

\* 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.

**Wyre Forest District Council**

**Feedback from Council  
Meeting held on Wednesday 21<sup>st</sup> November 2012**

**Recommendation from the Licensing and Environmental Committee Meeting  
held on Monday 8<sup>th</sup> October 2012**

**Agenda  
Item No.**

**13            Review of the Gambling Act 2005 Statement of Principles**

**Decision:**

The updated Gambling Statement of Principles for the Wyre Forest District be approved.