

Open

# Licensing and Environmental Committee

## Agenda

10.30am  
Monday, 7th December 2015  
Council Chamber  
Wyre Forest House  
Finepoint Way  
Kidderminster



## Licensing and Environmental Committee

### **Members of Committee:**

**Chairman: Councillor J A Hart**  
**Vice-Chairman: Councillor J Baker**

<b>Councillor J Aston</b>	<b>Councillor G W Ballinger</b>
<b>Councillor R Bishop</b>	<b>Councillor J R Desmond</b>
<b>Councillor J Greener</b>	<b>Councillor N Knowles</b>
<b>Councillor F M Oborski MBE</b>	<b>Councillor C Rogers</b>
<b>Councillor J D Smith</b>	<b>Councillor G C Yarranton</b>

### **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.

### **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, Principal Committee and Member 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

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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, 7th December 2015

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, 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 5th October 2015.	6
5.	<b>Review of Fees and Charges for the Council's Licensing and Regulatory Services Function 2016/17</b>  To receive a report from the Head of Worcestershire Regulatory Services on behalf of Wyre Forest District Council which informs Members of the recent review of the Council's Licensing and Regulatory Services Function fees and charges and the proposal to increase the fees and charges for the financial year 2016/17	10
6.	<b>To consider any other business, details of which have been communicated to the Solicitor to the Council 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>	-

7.	<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>	-
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Part 2

Not open to the Press and Public

8.	<p><b>To consider any other business, details of which have been communicated to the Solicitor to the Council 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></p>	-
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**WYRE FOREST DISTRICT COUNCIL**

**LICENSING AND ENVIRONMENTAL COMMITTEE**

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

**5TH OCTOBER 2015 (10.30AM)**

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**Present:**

Councillors: J A Hart (Chairman), J Baker (Vice-Chairman), J Aston, G W Ballinger, R Bishop, J R Desmond, J Greener, N Knowles, F M Oborski MBE, C Rogers, J D Smith and G C Yarranton.

**Observers:**

There were no members present as observers.

Inspector Edd Williams from West Mercia Police who is responsible for Local Policing in Wyre Forest was welcomed to the meeting and gave the Committee a verbal update on Licensing issues and the tackling of anti-social behaviour within the District.

Members were advised a new Public Space Protection Order came into force at the end of August 2015, to tackle the issue of street drinking in Kidderminster Town Centre. The order was not just about enforcing a street drinking ban; it was also about working with partners to provide help to individuals with long term alcohol addictions.

Inspector Williams emphasised the importance of working alongside Worcestershire Regulatory Services (WRS), the Council, Community Housing Group and the Fire Service to tackle anti-social behaviour with targeted initiatives throughout the year, and addressing licensing issues through mediation and reviewing practices. He also praised the work of the volunteers who take part in the Street Pastor scheme and the positive impact they have on assisting with the policing of the night time economy.

**LIC.7 Apologies for Absence**

There were no apologies for absence.

**LIC.8 Appointment of Substitutes**

No substitutes were appointed.

**LIC.9 Declaration of Interests**

Councillor F M Oborski MBE declared an Other Disclosable Interest in agenda item 7 - Child Sexual Exploitation (CSE) Strategy Action Plan, as she is the Vice-Chairman of Worcestershire County Council's Children and Families Panel and Chairman of the Wyre Forest Local Children's Trust, and had been involved in the preparation of the Action Plan.

**LIC.10 Minutes**

**Decision: The minutes of the meeting held on 15<sup>th</sup> June 2015 be confirmed as a correct record and signed by the Chairman.**

**LIC.11 Application to Licence Pedicabs (Pedal Cycle Rickshaws) as Hackney Carriages in Wyre Forest**

The Committee received a report from the Director of WRS on behalf of Wyre Forest District Council which asked the Committee to reconsider the proposal received to consider licensing Pedicabs as hackney carriage vehicles within the Wyre Forest.

Members were reminded the report had been deferred from the last meeting of the Committee which was held on 15th June 2015. Since the meeting the applicant had withdrawn interest in his original proposal and no longer wished to pursue the matter.

**Agreed: Following notification from Mr Salt of his withdrawal of interest in the original proposal, the report be withdrawn.**

**LIC.12 Non-Motorised Hackney Carriage Vehicles**

The Committee received a report from the Director of WRS on behalf of Wyre Forest District Council which asked the Committee to consider the merits of introducing a new hackney carriage vehicle policy and suitable conditions to control the licensing of non-motorised hackney carriage vehicles in the District of Wyre Forest.

A debate ensued and it was agreed that as the Council had received only one proposal which had subsequently been withdrawn, no further work be undertaken by Officers.

**Agreed: No further work be undertaken by Officers on the formulation and introduction of a new policy to licence non-motorised vehicles as hackney carriages.**

**LIC.13 Child Sexual Exploitation (CSE) Strategy Action Plan**

The Committee received a report from the Director of WRS on behalf of Wyre Forest District Council which informed Members of Worcestershire's Child Sexual Exploitation Strategy Action Plan.

The Senior Licensing Practitioner for WRS led Members through the report and advised that all of the Council's licensed hackney carriage / private hire drivers had received a copy of the WRS CSE information leaflet and the relevant guidance would be distributed to all Licensed Premises with the annual invoices in November 2015.

Members welcomed the work which was being undertaken and requested schools be added to the list of locations where sexual exploitation could take

place.

**Agreed:**

- **The provisions of the report relating to Worcestershire Regulatory Services (WRS) participation in Worcestershire's Child Sexual Exploitation Strategy Action Plan on behalf of Wyre Forest District Council be endorsed.**
- **Recommend approval of the provisions to the WRS Joint Committee.**

**LIC.14 Gambling Act 2005 Revised Statement of Principles Review Consultation Results**

The Committee received a report from the Director of WRS on behalf of Wyre Forest District Council which asked Members to consider the responses received during the recent consultation on the revised Gambling Act 2005 Statement of Principles.

The Senior Licensing Practitioner for WRS led Members through the report and highlighted the additions and amendments made to the current Statement of Principles 2013-2016.

**Agreed:**

- **The outcome of the consultation exercise be noted.**

**Recommend to Council:**

- **The revised Statement of Principles 2016-2019 attached at Appendix 2 of the report to the Licensing and Environmental Committee, subject to typo graphical errors being amended, be approved and published.**

**LIC.15 Deregulation Act 2015**

The Committee received a report from the Director of WRS on behalf of Wyre Forest District Council on the Deregulation Act 2015.

The Senior Licensing Practitioner for WRS led Members through the report and outlined the effect of the changes to Section 10 of the act which related to the Council's hackney carriage and private hire licensing functions which came into effect on 1st October 2015.

**Agreed: The Committee Resolved:**

- **To approve the guidance on the duration of private hire operator licences (Appendix 1) to take immediate effect.**
- **Direct officers to carry out the procedures required to advertise the proposed fee for a five year private hire operator licence as £1760.**



#### **Agenda Item No. 4**

- **Recommend to Council that the proposed fee for a three year dual hackney carriage / private hire driver licence be set at £415 and if no representations are received following the advertisement of the proposed fee, that the five year private hire operator licence fee be set at £1760. If representations are received they must be considered by the Committee before a fee is recommended to Council.**

There being no further business, the meeting ended at 11.24am.

**WYRE FOREST DISTRICT COUNCIL****LICENSING AND ENVIRONMENTAL COMMITTEE****7<sup>TH</sup> DECEMBER 2015****Review of Fees and Charges for the Council's Licensing and Regulatory Services Function 2016/17**

<b>OPEN</b>	
<b>DIRECTOR:</b>	Head of Worcestershire Regulatory Services on behalf of Wyre Forest District Council
<b>CONTACT OFFICER:</b>	Niall McMenamin – 01562 738059 <a href="mailto:niall.mcmenamin@worcsregservices.gov.uk">niall.mcmenamin@worcsregservices.gov.uk</a>
<b>APPENDICES:</b>	Appendix 1 – Income Service Options

**1. PURPOSE OF REPORT**

- 1.1 To inform Members of the recent review of the Council's Licensing and Regulatory Services Function fees and charges and the proposal to increase the fees and charges for the financial year 2016/17.

**2. RECOMMENDATION**

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

- 2.1 **That in accordance with the Deregulation Act 2015 and following public consultation the fee for a five year private hire operator licence are set at £1760, the fee for a three year dual hackney carriage/private hire driver licence are set at £415, and that both fees are included in the Council's table of fees and charges.**
- 2.2 **That the proposals for fees and charges within the Council's Licensing, Food, Health, Safety and Pollution Control functions for 2016/17, as detailed in the report, be included in the Council's 2016/17 budget strategy.**

**3. BACKGROUND**

- 3.1 The Council's current financial strategy in respect of fees and charges is a proposal to increase the said fees and charges for 2016/17 by 5%.
- 3.2 On 5<sup>th</sup> October 2015 the Licensing and Environmental Committee resolved to approve the introduction of 3 year dual hackney carriage/private hire drivers licence with the fee being set at £415 and 5 year private hire operator licence, with the fee being set at £1760. Following committee approval details of the proposed 5 year operator fee was advertised by way of a public notice and during the 28 day consultation period no representations or comments were received by the Council.

**4. KEY ISSUES**

- 4.1 A review of licensing fees and charges, for the period 2015/16, has resulted in a fee structure based on full recovery of costs.

- 4.2 Following a review of the Taxi licensing account and the Sex Establishments account, Worcestershire Regulatory Services have recommended that there should be no increase in these fees and charges for the forthcoming financial year.

**5. FINANCIAL IMPLICATIONS**

- 5.1 It is proposed that all fees with the exception of Taxi Licensing, Sex Establishment and those statutory fees (which include the Licensing Act 2003 applications) set by Central Government should be increased by 5% 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 2014/2015 as no detailed figures are available for the current financial year.
- 5.3 Excluding the Taxi Licensing, Sex Establishment and those statutory fees set by Central Government, the budget forecast details for 2015/16 (which include the 5% increase) show no projected profit will be made in respect of the activities whose fees have been increase in the list of proposed fees and charges attached at "**Appendix 1**".

**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 activities for which the proposed fees are being increased for the forthcoming year.

**7. RISK MANAGEMENT**

- 7.1 There is a risk that the Council's 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 Solicitor to the Council, Legal Services.

**11. BACKGROUND PAPERS**

- 11.1 None.



<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>Health, Well-Being and Housing</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge</b>	<b>Proposed Charge</b>	<b>Proposed Charge</b>
	<b>TO 31/03/2016</b>	<b>FROM 1/04/2016</b>	<b>FROM 1/04/2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
<b>Pollution Control</b>			
<b>LAPPC CHARGES</b>			
<b>Application Fee</b>			
Standard process (includes solvent emission activities)	1,579.00	1,579.00	No VAT currently charged
Additional fee for operating without a permit	1,137.00	1,137.00	No VAT currently charged
PVRI, SWOBs and Dry Cleaners	148.00	148.00	No VAT currently charged
PVR I and II combined	246.00	246.00	No VAT currently charged
VRs and other Reduced Fee Activities	346.00	346.00	No VAT currently charged
Reduced fee activities: Additional fee for operating without a permit	68.00	68.00	No VAT currently charged
Mobile plant	1,579.00	1,579.00	No VAT currently charged
for the third to seventh applications	943.00	943.00	No VAT currently charged
for the eighth and subsequent applications	477.00	477.00	No VAT currently charged
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts			
<b>Annual Subsistence Charge</b>			
Standard process - Low	739.00 (+99.00)*	739.00 (+99.00)*	No VAT currently charged
Standard process - Medium	1,111.00 (+149.00)*	1,111.00 (+149.00)*	No VAT currently charged
Standard process - High	1,672.00 (+198.00)*	1,672.00 (+198.00)*	No VAT currently charged
PVRI, SWOBs and Dry Cleaners - Low	76.00	76.00	No VAT currently charged
PVRI, SWOBs and Dry Cleaners - Medium	151.00	151.00	No VAT currently charged
PVRI, SWOBs and Dry Cleaners - High	227.00	227.00	No VAT currently charged
PVR I and II combined - Low	108.00	108.00	No VAT currently charged
PVR I and II combined - Medium	216.00	216.00	No VAT currently charged
PVR I and II combined - High	326.00	326.00	No VAT currently charged
VRs and other Reduced Fees - Low	218.00	218.00	No VAT currently charged
VRs and other Reduced Fees - Medium	349.00	349.00	No VAT currently charged
VRs and other Reduced Fees - High	524.00	524.00	No VAT currently charged
Mobile plant, for first and second permits - Low**	618.00	618.00	No VAT currently charged
Mobile plant, for first and second permits - Medium**	989.00	989.00	No VAT currently charged
Mobile plant, for first and second permits - High**	1,484.00	1,484.00	No VAT currently charged
for the third to seventh permits - Low	368.00	368.00	No VAT currently charged
for the third to seventh permits - Medium	590.00	590.00	No VAT currently charged
for the third to seventh permits - High	884.00	884.00	No VAT currently charged
eighth and subsequent permits - Low	189.00	189.00	No VAT currently charged
eighth and subsequent permits - Medium	302.00	302.00	No VAT currently charged
eighth and subsequent permits - High	453.00	453.00	No VAT currently charged
Late payment Fee	50.00	50.00	No VAT currently charged
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts			
<b>Transfer and Surrender</b>			
Standard process transfer	162.00	162.00	No VAT currently charged
Standard process partial transfer	476.00	476.00	No VAT currently charged
New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	75.00	75.00	No VAT currently charged
Surrender: all Part B activities	0.00	0.00	No VAT currently charged
Reduced fee activities: transfer	0.00	0.00	No VAT currently charged
Reduced fee activities: partial transfer	45.00	45.00	No VAT currently charged
<b>Temporary transfer for mobiles</b>			
First transfer	51.00	51.00	No VAT currently charged
Repeat following enforcement or warning	51.00	51.00	No VAT currently charged
<b>Substantial Change</b>			
Standard process	1,005.00	1,005.00	No VAT currently charged
Standard process where the substantial change results in a new PPC activity	1,579.00	1,579.00	No VAT currently charged
Reduced fee activities	98.00	98.00	No VAT currently charged
<b>LAPPC Mobile Plant Charges (not using simplified permits)</b>			
First and second permits - Application Fee	1,579.00	1,579.00	No VAT currently charged
First and Second permits - Subsistence Fee - Low	618.00	618.00	No VAT currently charged
First and second permits - Subsistence Fee - Medium	989.00	989.00	No VAT currently charged



<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>Health, Well-Being and Housing</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge</b>	<b>Proposed Charge</b>	<b>Proposed Charge</b>
	<b>TO 31/03/2016</b>	<b>FROM 1/04/2016</b>	<b>FROM 1/04/2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
<b>Pollution Control</b>			
First and second permits - Subsistence Fee - High	1,484.00	1,484.00	No VAT currently charged
For the third to seventh permits - Application Fee	943.00	943.00	No VAT currently charged
For the third to seventh permits - Subsistence Fee - Low	368.00	368.00	No VAT currently charged
For the third to seventh permits - Subsistence Fee - Medium	590.00	590.00	No VAT currently charged
For the third to seventh permits - Subsistence Fee - High	884.00	884.00	No VAT currently charged
Eighth and subsequent permits - Application Fee	477.00	477.00	No VAT currently charged
Eighth and subsequent permits - Subsistence Fee - Low	189.00	189.00	No VAT currently charged
Eighth and subsequent permits - Subsistence Fee - Medium	302.00	302.00	No VAT currently charged
Eighth and subsequent permits - Subsistence Fee - High	453.00	453.00	No VAT currently charged
<b>LA-IPPC CHARGES</b>			
Note: every subsistence charge below includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation.			
Application	3,218.00	3,218.00	No VAT currently charged
Additional Fee for operating without a permit	1,137.00	1,137.00	No VAT currently charged
Annual Subsistence - Low	1,384.00	1,384.00	No VAT currently charged
Annual Subsistence - Medium	1,541.00	1,541.00	No VAT currently charged
Annual Subsistence - High	2,233.00	2,233.00	No VAT currently charged
Late Payment Fee	50.00	50.00	No VAT currently charged
Substantial Variation	1,309.00	1,309.00	No VAT currently charged
Transfer	225.00	225.00	No VAT currently charged
Partial Transfer	668.00	668.00	No VAT currently charged
Surrender	668.00	668.00	No VAT currently charged

**NOTES:**

\* The additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation  
\*\* Not using simplified permits

**LA-IPPC Charges**

**KEY**

Subsistence charges can be paid in 4 equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.

Reduced fee activities are listed in the Schedule to the Part B scheme.

**Newspaper Advertisements**

Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs.



<b>Service</b>	<b>Worcestershire Regulatory Services</b>	<b>Service Manager</b>	<b>Worcestershire Regulatory Services Officer</b>
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**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge</b>	<b>Proposed Charge</b>	<b>Proposed Charge</b>
	<b>TO 31/03/2016</b>	<b>FROM 1/04/2016</b>	<b>FROM 1/04/2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
<b>Gambling Permits - Statutory Fee Set By Central Government</b>			
<b>Club Gaming</b>			
New Application	200.00	200.00	No VAT currently charged
Renewal Application	200.00	200.00	No VAT currently charged
Grant ( Club Premises Cert Holder)	100.00	100.00	No VAT currently charged
Renewal (Club Premises Cert Holder)	100.00	100.00	No VAT currently charged
Annual Fee	50.00	50.00	No VAT currently charged
Change of Name	100.00	100.00	No VAT currently charged
Copy of Permit	15.00	15.00	No VAT currently charged
Existing Operator	100.00	100.00	No VAT currently charged
<b>Club Gaming Machine</b>			
New Application	200.00	200.00	No VAT currently charged
Renewal Application	200.00	200.00	No VAT currently charged
Grant ( Club Premises Cert Holder)	100.00	100.00	No VAT currently charged
Renewal (Club Premises Cert Holder)	100.00	100.00	No VAT currently charged
Annual Fee	50.00	50.00	No VAT currently charged
Variation of Permit	100.00	100.00	No VAT currently charged
Change of Name	25.00	25.00	No VAT currently charged
Copy of Permit	15.00	15.00	No VAT currently charged
Existing Operator	100.00	100.00	No VAT currently charged
Transfer of Permit	25.00	25.00	No VAT currently charged
<b>Prize Gaming</b>			
New Application	300.00	300.00	No VAT currently charged
Renewal Application	300.00	300.00	No VAT currently charged
Transitional Application Fee	100.00	100.00	No VAT currently charged
Change of Name	25.00	25.00	No VAT currently charged
Copy of Permit	15.00	15.00	No VAT currently charged
Existing Operator	100.00	100.00	No VAT currently charged
<b>Family Entertainment Gaming Machines</b>			
New Application	300.00	300.00	No VAT currently charged
Renewal Application	300.00	300.00	No VAT currently charged
Change of Name	25.00	25.00	No VAT currently charged
Copy of Licence	15.00	15.00	No VAT currently charged
Existing Operator	100.00	100.00	No VAT currently charged
<b>Licensed Premises less than 2 Gaming Machines</b>			
New Application	50.00	50.00	No VAT currently charged
<b>Licensed Premises more than 2 Gaming Machines</b>			
New Application	150.00	150.00	No VAT currently charged
Annual Fee	50.00	50.00	No VAT currently charged
Change of Name	25.00	25.00	No VAT currently charged
Copy of Permit	15.00	15.00	No VAT currently charged
Existing Operator	100.00	100.00	No VAT currently charged
Transfer of Permit	25.00	25.00	No VAT currently charged
Variation of Permit	100.00	100.00	No VAT currently charged
<b>Small Society Lottery</b>			
Lottery Application (New)	40.00	40.00	No VAT currently charged
Lottery Application (Renewal)	20.00	20.00	No VAT currently charged



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<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Health, Well-Being and Housing</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

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	<b>TO 31/03/2016</b>	<b>FROM 1/04/2016</b>	<b>FROM 1/04/2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
<b>Licensing Act 2003 - Statutory Fee Set By Central Government</b>			
<b>Club Premise Certificate (New &amp; Variation)</b>			
Band A - (rateable value £0 to £4,300)	100.00	100.00	No VAT currently charged
Band B - (rateable value £4,301 to £33,000)	190.00	190.00	No VAT currently charged
Band C - (rateable value £33,001 to £87,000)	315.00	315.00	No VAT currently charged
Band D - (rateable value £87,001 to £125,000)	450.00	450.00	No VAT currently charged
Band E - (rateable value over £125,000)	635.00	635.00	No VAT currently charged
<b>Club Premises Certificate Annual Fee</b>			
Band A - (rateable value £0 to £4,300)	70.00	70.00	No VAT currently charged
Band B - (rateable value £4,301 to £33,000)	180.00	180.00	No VAT currently charged
Band C - (rateable value £33,001 to £87,000)	295.00	295.00	No VAT currently charged
Band D - (rateable value £87,001 to £125,000)	320.00	320.00	No VAT currently charged
Band E - (rateable value over £125,000)	350.00	350.00	No VAT currently charged
Copy of Certificate	10.50	10.50	No VAT currently charged
Notification of change of name or alteration of club rules	10.50	10.50	No VAT currently charged
Change of relevant registered address of club	10.50	10.50	No VAT currently charged
<b>Personal Licence</b>			
Application	37.00	37.00	No VAT currently charged
Copy	10.50	10.50	No VAT currently charged
<b>Premises Licence Application and Variation</b>			
Band A - (rateable value £0 to £4,300)	100.00	100.00	No VAT currently charged
Band B - (rateable value £4,301 to £33,000)	190.00	190.00	No VAT currently charged
Band C - (rateable value £33,001 to £87,000)	315.00	315.00	No VAT currently charged
Band D - (rateable value £87,001 to £125,000)	450.00	450.00	No VAT currently charged
Band E - (rateable value over £125,000)	635.00	635.00	No VAT currently charged
Dx2	900.00	900.00	No VAT currently charged
Ex3	1,905.00	1,905.00	No VAT currently charged
Application for making of a provisional statement	315.00	315.00	No VAT currently charged
Copy of Licence	10.50	11.00	No VAT currently charged
Vary a Designated Premises Supervisor	23.00	23.00	No VAT currently charged
Transfer a Premises Licence	23.00	23.00	No VAT currently charged
Notification of Interest in a Premises	21.00	21.00	No VAT currently charged
Notification of Change of name or address (holder of premises licence)	10.50	11.00	No VAT currently charged
Interim authority notice following death etc of Licence Holder	23.00	23.00	No VAT currently charged
Right of freeholder etc to be notified of licensing matters	21.00	21.00	No VAT currently charged
<b>Premises Licence Annual Fee</b>			
Band A - (rateable value £0 to £4,300)	70.00	70.00	No VAT currently charged
Band B - (rateable value £4,301 to £33,000)	180.00	180.00	No VAT currently charged
Band C - (rateable value £33,001 to £87,000)	295.00	295.00	No VAT currently charged
Band D - (rateable value £87,001 to £125,000)	320.00	320.00	No VAT currently charged
Band E - (rateable value over £125,000)	350.00	350.00	No VAT currently charged
Dx2	640.00	640.00	No VAT currently charged
Ex3	1,050.00	1,050.00	No VAT currently charged
<b>Temporary Events Notice</b>			
Temporary Events Notice	21.00	21.00	No VAT currently charged
Copy of Temporary Events Notice	10.50	11.00	No VAT currently charged
<b>Premises Licence Annual Fee - Large Venues</b>			
Number of Persons Present :-			
5,000 to 9,999	500.00	500.00	No VAT currently charged
10,000 to 14,999	1,000.00	1,000.00	No VAT currently charged
15,000 to 19,999	2,000.00	2,000.00	No VAT currently charged
20,000 to 29,999	4,000.00	4,000.00	No VAT currently charged
30,000 to 39,999	8,000.00	8,000.00	No VAT currently charged
40,000 to 49,999	12,000.00	12,000.00	No VAT currently charged
50,000 to 59,999	16,000.00	16,000.00	No VAT currently charged
60,000 to 69,999	20,000.00	20,000.00	No VAT currently charged
70,000 to 79,999	24,000.00	24,000.00	No VAT currently charged
80,000 to 89,999	28,000.00	28,000.00	No VAT currently charged
90,000 and over	32,000.00	32,000.00	No VAT currently charged



<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>Health, Well-Being and Housing</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge</b>	<b>Proposed Charge</b>	<b>Proposed Charge</b>
	<b>TO 31/03/2016</b>	<b>FROM 1/04/2016</b>	<b>FROM 1/04/2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
<b>Licensing Act 2003 - Statutory Fee Set By Central Government</b>			
<b>Premises Licence Additional Fee - Large Venues</b>			
Number of Persons Present :-			
5,000 to 9,999	1,000.00	1,000.00	No VAT currently charged
10,000 to 14,999	2,000.00	2,000.00	No VAT currently charged
15,000 to 19,999	4,000.00	4,000.00	No VAT currently charged
20,000 to 29,999	8,000.00	8,000.00	No VAT currently charged
30,000 to 39,999	16,000.00	16,000.00	No VAT currently charged
40,000 to 49,999	24,000.00	24,000.00	No VAT currently charged
50,000 to 59,999	32,000.00	32,000.00	No VAT currently charged
60,000 to 69,999	40,000.00	40,000.00	No VAT currently charged
70,000 to 79,999	48,000.00	48,000.00	No VAT currently charged
80,000 to 89,999	56,000.00	56,000.00	No VAT currently charged
90,000 and over	64,000.00	64,000.00	No VAT currently charged
Minor Variation	89.00	89.00	No VAT currently charged

**NOTES:**

\* 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.





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<b>Directorate</b>	<b>Economic Prosperity &amp; Place</b>	<b>Cabinet Member</b>	<b>Health, Well-Being and Housing</b>

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 31/03/2016 £ Charges inclusive of VAT (if applicable)</b>	<b>Proposed Charge FROM 1/04/2016 £ Charges before VAT</b>	<b>Proposed Charge FROM 1/04/2016 £ Charges inclusive of VAT (if applicable)</b>
<b>Water Sampling and Analysis Charges - Set By Worcestershire Regulatory Services</b>			
<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	48.00 per hour (up to £500 Max)	41.67 per hour (up to £520 Max)	50.00 per hour (up to £625 Max)
Sampling (each visit)	120.00 Max	105.00 Max	126.00 Max
Investigation (each investigation)	48.00 per hour (up to £100 Max)	41.67 per hour (up to £125 Max)	50.00 per hour (up to £150 Max)
Granting an Authorisation	120.00 Max	105.00 Max	126.00 Max
Analysing a sample			
- taken under regulation 10 (small supplies)	30.00 Max	26.67 Max	32.00 Max
- taken during check monitoring	120.00 Max	105.00 Max	126.00 Max
- taken during audit monitoring	600.00 Max	525.00 Max	630.00 Max

**NOTES:**

Where the request is made by the Owner/Occupier and the Authority is not the only service provider - VAT will be added  
Where the authority instigates the testing under regulations i.e. Periodic tests, assessments - VAT is not applicable in this instance



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**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge</b>	<b>Proposed Charge</b>	<b>Proposed Charge</b>
	<b>TO 31/03/2016</b>	<b>FROM 1/04/2016</b>	<b>FROM 1/04/2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
<b>Hackney Carriage/Private Hire Fees</b>			
Hackney Carriage Vehicle	416.00	416.00	No VAT currently charged
Private Hire Vehicle	416.00	416.00	No VAT currently charged
Change of Business (Sell Car and Transfer Plate)	105.00	105.00	No VAT currently charged
<b>Replacement Licences/Plates</b>			
External Car Plate	49.00	49.00	No VAT currently charged
Internal (Executive Vehicles) Car Plate	21.00	21.00	No VAT currently charged
Vehicle Decals - Replacements	19.00	19.00	No VAT currently charged
Exemption Notice (Executive Vehicles)	29.00	29.00	No VAT currently charged
<b>Vehicle Testing</b>			
Vehicle Retest Fee (if re-tested within 48 hours of failure)	31.00	25.83	31.00
Vehicle Retest Fee (if re-tested after 48 hours of failure)	59.00	49.17	59.00
Hackney Carriage/Private Hire Drivers Licence (valid for 2 years)	295.00	-	No VAT currently charged
Hackney Carriage/Private Hire Drivers Licence (valid for 3 years)	-	415.00	No VAT currently charged
Disclosure Scotland check	62.00	62.00	No VAT currently charged
Drivers Badge	25.00	25.00	No VAT currently charged
Drivers' Knowledge Test	54.00	54.00	No VAT currently charged
Private Hire Operators (valid for 1 year)	463.00	463.00	No VAT currently charged
Private Hire Operators (valid for 5 years)	-	1,760.00	No VAT currently charged



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**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 31/03/2016 £ Charges inclusive of VAT (if applicable)</b>	<b>Proposed Charge FROM 1/04/2016 £ Charges before VAT</b>	<b>Proposed Charge FROM 1/04/2016 £ Charges inclusive of VAT (if applicable)</b>
<b>Licensing and Registration</b>			
Animal Boarding Establishments Initial	337.00	354.00	No VAT currently charged
Animal Boarding Establishments Renewal	223.00	234.00	No VAT currently charged
Vet fees/Animal welfare visit (if applicable)	Charged at Cost	Charged at Cost	
Dangerous Wild Animals Initial	337.00	354.00	No VAT currently charged
Dangerous Wild Animals Renewal	223.00	234.00	No VAT currently charged
Vet fees/Animal welfare visit (if applicable)	Charged at Cost	Charged at Cost	
Dog Breeding Establishments Initial	337.00	354.00	No VAT currently charged
Dog Breeding Establishments Renewal	223.00	234.00	No VAT currently charged
Vet fees/Animal welfare visit (if applicable)	Charged at Cost	Charged at Cost	
Pet Shops Initial	337.00	354.00	No VAT currently charged
Pet Shops Renewal	223.00	234.00	No VAT currently charged
Vet fees/Animal welfare visit (if applicable)	Charged at Cost	Charged at Cost	
Riding Establishments Initial	337.00	354.00	No VAT currently charged
Riding Establishments Renewal	223.00	234.00	No VAT currently charged
Vet fees/Animal welfare visit (if applicable)	Charged at Cost	Charged at Cost	
Zoo Licences Initial	1,626.00 (plus Inspector's expenses)	1,707.00 (plus Inspector's expenses)	No VAT currently charged
Zoo Licences Renewal	1,461.00 (plus Inspector's expenses)	1,534.00 (plus Inspector's expenses)	No VAT currently charged
Vet fees/Animal welfare visit (if applicable)	Charged at Cost	Charged at Cost	
Acupuncture, Tattooing, Electrolysis, Ear Piercing, Skin Piercing & Semi-Permanent Skin Colouring -			
Certificate of Registration: (a) Person	164.00	172.00	No VAT currently charged
Certificate of Registration: (b) Premise	237.00	249.00	No VAT currently charged
Certificate of Registration: (c) Persons & Premises	399.00	419.00	No VAT currently charged
Sex Establishments Initial	4,977.00	4,977.00	No VAT currently charged
Sex Establishments Renewal	1,911.00	1,911.00	No VAT currently charged
Sex Establishments Transfer	345.00	345.00	No VAT currently charged



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**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge</b>	<b>Proposed Charge</b>	<b>Proposed Charge</b>
	<b>TO 31/03/2016</b>	<b>FROM 1/04/2016</b>	<b>FROM 1/04/2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
<b>Gambling Premises License Fees</b>			
<b>Gambling Premises Licence - New Application</b>			
Adult Gaming Centre	1,383.00	1,452.00	No VAT currently charged
Betting Premises (excluding Tracks)	2,075.00	2,179.00	No VAT currently charged
Betting Premises (Tracks)	1,728.00	1,814.00	No VAT currently charged
Bingo Club	2,417.00	2,538.00	No VAT currently charged
Family Entertainment Centre	1,383.00	1,452.00	No VAT currently charged
Temporary Use Notices	352.00	370.00	No VAT currently charged
<b>Gambling Premises Licence - Annual Fee</b>			
Adult Gaming Centre	692.00	727.00	No VAT currently charged
Betting Premises (excluding Tracks)	415.00	436.00	No VAT currently charged
Betting Premises (Tracks)	692.00	727.00	No VAT currently charged
Bingo Club	692.00	727.00	No VAT currently charged
Family Entertainment Centre	517.00	543.00	No VAT currently charged
<b>Provisional Statement Application</b>			
Adult Gaming Centre	1,383.00	1,452.00	No VAT currently charged
Betting Premises (excluding Tracks)	2,075.00	2,179.00	No VAT currently charged
Betting Premises (Tracks)	1,728.00	1,814.00	No VAT currently charged
Bingo Club	2,417.00	2,538.00	No VAT currently charged
Family Entertainment Centre	1,383.00	1,452.00	No VAT currently charged
<b>Licence Application (Provisional Statement Holders)</b>			
Adult Gaming Centre	656.00	689.00	No VAT currently charged
Betting Premises (excluding Tracks)	830.00	872.00	No VAT currently charged
Betting Premises (Tracks)	656.00	689.00	No VAT currently charged
Bingo Club	830.00	872.00	No VAT currently charged
Family Entertainment Centre	656.00	689.00	No VAT currently charged
<b>Notification of Change (Set by Statute)</b>			
Adult Gaming Centre	50.00	50.00	No VAT currently charged
Betting Premises (excluding Tracks)	50.00	50.00	No VAT currently charged
Betting Premises (Tracks)	50.00	50.00	No VAT currently charged
Bingo Club	50.00	50.00	No VAT currently charged
Family Entertainment Centre	50.00	50.00	No VAT currently charged
<b>Application to Transfer</b>			
Adult Gaming Centre	656.00	689.00	No VAT currently charged
Betting Premises (excluding Tracks)	830.00	872.00	No VAT currently charged
Betting Premises (Tracks)	656.00	689.00	No VAT currently charged
Bingo Club	830.00	872.00	No VAT currently charged
Family Entertainment Centre	656.00	689.00	No VAT currently charged
<b>Application to Vary</b>			
Adult Gaming Centre	692.00	727.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,036.00	1,088.00	No VAT currently charged
Betting Premises (Tracks)	863.00	906.00	No VAT currently charged
Bingo Club	1,210.00	1,271.00	No VAT currently charged
Family Entertainment Centre	692.00	727.00	No VAT currently charged
<b>Reinstatement of Licence</b>			
Adult Gaming Centre	656.00	689.00	No VAT currently charged
Betting Premises (excluding Tracks)	830.00	872.00	No VAT currently charged
Betting Premises (Tracks)	656.00	689.00	No VAT currently charged
Bingo Club	830.00	872.00	No VAT currently charged
Family Entertainment Centre	656.00	689.00	No VAT currently charged
<b>Copy of Licence (Set by Statute)</b>			
Adult Gaming Centre	25.00	25.00	No VAT currently charged
Betting Premises (excluding tracks)	25.00	25.00	No VAT currently charged
Betting Premises (tracks)	25.00	25.00	No VAT currently charged
Bingo Premise	25.00	25.00	No VAT currently charged
Family Entertainment Centre	25.00	25.00	No VAT currently charged
<b>Copy of Notice (Set by Statute)</b>			
Temporary Use Notices	25.00	25.00	No VAT currently charged



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**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge</b>	<b>Proposed Charge</b>	<b>Proposed Charge</b>
	<b>TO 31/03/2016</b>	<b>FROM 1/04/2016</b>	<b>FROM 1/04/2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
<b>Street Trading</b>			
Single Unit up to 12 x 12 (max 5m length) Food - Initial	2,014.00	2,115.00	No VAT currently charged
- Renewal	1,915.00	2,011.00	No VAT currently charged
Single Unit up to 12 x 12 (max 5m length) Non-Food - Initial	1,684.00	1,768.00	No VAT currently charged
- Renewal	1,514.00	1,590.00	No VAT currently charged
For every additional 12 x 12 or part thereof or length more than 5m	830.00	872.00	No VAT currently charged
Mobile Traders - Initial	790.00	830.00	No VAT currently charged
Mobile Traders - Renewal	790.00	830.00	No VAT currently charged
Street Amenities (Control of Street Furniture)	318.00	334.00	No VAT currently charged



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**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge</b>	<b>Proposed Charge</b>	<b>Proposed Charge</b>
	<b>TO 31/03/2016</b>	<b>FROM 1/04/2016</b>	<b>FROM 1/04/2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
<b>Scrap Metal Dealers Act 2013 - Fees Recommended by Worcestershire Regulatory Services</b>			
Site Licence - Initial	290.00	290.00	No VAT currently charged
Site Licence - Renewal	240.00	240.00	No VAT currently charged
Collectors Licence - Initial	145.00	145.00	No VAT currently charged
Collectors Licence - Renewal	95.00	95.00	No VAT currently charged
Variation of Licence	65.00	65.00	No VAT currently charged
Copy of licence (if lost or stolen)	25.00	25.00	No VAT currently charged



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**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge</b>	<b>Proposed Charge</b>	<b>Proposed Charge</b>
	<b>TO 31/03/2016</b>	<b>FROM 1/04/2016</b>	<b>FROM 1/04/2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
<b>Control of Dogs - Fees Recommended by Worcestershire Regulatory Services</b>			
Administration Fee per stray dog seized	10.00	10.00	No VAT currently charged
Kennelling charge per dog per day	15.00	15.00	No VAT currently charged
Kennelling charge per dog per day (where dog deemed dangerous by type or temperament)	20.00	20.00	No VAT currently charged
Statutory Fine per dog seized	25.00	25.00	No VAT currently charged
Repeat stray charge	25.00	25.00	No VAT currently charged
Out of Hours Charge	30.00	30.00	No VAT currently charged
Vet fees/treatment charges (if applicable)	Charged at Cost	Charged at Cost	