

Open

Licensing and Environmental Committee

Agenda

10.30am
Monday, 2nd December 2019
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Licensing and Environmental Committee

Members of Committee:

Chairman: Councillor P Dyke
Vice-Chairman: Councillor M Rayner

Councillor J F Byng

Councillor R H Coleman

Councillor I Hardiman

Councillor F M Oborski MBE

Councillor L Whitehouse

Councillor A Coleman

Councillor C Edginton-White

Councillor K Henderson

Councillor J W R Thomas

Councillor P W M Young

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 Sian Burford, Assistant Committee Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF.
Telephone: 01562 732766 or email sian.burford@wyreforestdc.gov.uk

Wyre Forest District Council

Licensing and Environmental Committee

Monday, 2nd December 2019

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Appointment of Substitute Members 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.	Declarations of Interests by Members 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.	Minutes To confirm as a correct record the Minutes of the meeting held on the 7th October 2019.	5
5.	Review of Fees and Charges for the Council's Licensing and Regulatory Services Function 2020/21 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 2020/21.	8
6.	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.	

7.	<p>Exclusion of the Press and Public</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

8.	<p>Application for the Grant of a Hackney Carriage/Private Hire Driver’s Licence</p> <p>To receive a report from the Corporate Director: Economic Prosperity and Place which asks the Committee to consider an application for the grant of a Hackney Carriage/Private Hire Driver’s Licence.</p>	-
9.	<p>Application for the Grant of a Hackney Carriage/Private Hire Driver’s Licence</p> <p>To receive a report from the Corporate Director: Economic Prosperity and Place which asks the Committee to consider an application for the grant of a Hackney Carriage/Private Hire Driver’s Licence.</p>	-
10.	<p>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.</p>	

WYRE FOREST DISTRICT COUNCIL

LICENSING AND ENVIRONMENTAL COMMITTEE

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

7TH OCTOBER 2019 (10.30AM)

Present:

Councillors: P Dyke (Chairman), M Rayner (Vice-Chairman), J F Byng, A Coleman, R H Coleman, C E E Edginton-White, I Hardiman, K Henderson, F M Oborski MBE, J W R Thomas and L Whitehouse.

Observers:

Councillor B S Dawes.

LIC.12 Apologies for Absence

Apologies for absence were received from Councillor P W M Young.

LIC.13 Appointment of Substitutes

No substitutes were appointed.

LIC.14 Declaration of Interests

Councillor R H Coleman declared an Other Disclosable Interest (ODI) in agenda item 5, that he holds a personal licence issued by Wyre Forest District Council (WFDC) as the Designated Premises Licence holder for the Load Street car park, Severn Side South and Severn Side North in Bewdley. He carries out this role as a Councillor on Bewdley Town Council and receives no financial reward and therefore has no bias that could, in his opinion, be perceived as such by a member of the public.

Councillor A Coleman declared that her husband is a personal licence holder on behalf of Bewdley Town Council.

Councillor C E E Edginton-White informed the Committee that she had previously been a member of the Bewdley Conservation Area Residents Association (BCARA), as she lives in the area.

Councillor R H Coleman informed the Committee that he had previously been a member of BCARA as he lives in the conservation area.

Councillor A Coleman informed the Committee that she had previously been a member of BCARA as she lives in the conservation area.

LIC.15 Minutes

Decision: The minutes of the meeting held on 5th August 2019 be confirmed as a correct record and signed by the Chairman.

LIC.16 Licensing Act 2003 Review of Statement of Licensing Policy Consultation Results

The Committee received a report from the head of Worcestershire Regulatory Services (WRS) on behalf of Wyre Forest District Council on the responses received during the consultation on a draft revised Statement of Licensing Policy. The Senior Practitioner – Licensing led Members through the report explaining the consultation process and highlighted the organisations that had been consulted with. He explained that the consultation had also been available on the WFDC website and had been publicised via social media.

The Senior Practitioner – Licensing informed Members that there had been one response received by the Council from BCARA. Full details of the response, and Officers reply to each point raised, had been included in the agenda pack. He then discussed each point in turn and gave reasons for the responses from Officers. As a result of the feedback received WRS had agreed that their website was aimed at applicants and was taking steps to improve the interface for residents. The Senior Practitioner – Licensing answered Members questions on the information he had provided.

Councillor I Hardiman informed the Committee that he felt Officers had reacted positively to the issues raised by BCARA and had provided a thorough response, addressing each point.

Decision:

To recommend to Council that the revised Statement of Licensing Policy attached at appendix 1 of the report be approved and published.

LIC.17 Exclusion of the Press and Public

Decision: Under Section 100A(4) of the Local Government Act, 1972 the press and public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of “Exempt Information” as defined in paragraphs 7 of Part I of Schedule 12A of the Act.

LIC.18 Application for the Grant of a Hackney Carriage/Private Hire Driver’s Licence

A copy of the applicant’s Enhanced Certificate and an email statement were circulated to Members and time was given for these documents to be considered before the Committee received a report from the Corporate Director: Economic Prosperity and Place which asked the Committee to consider an application for the grant of a Hackney Carriage/Private Hire Driver’s Licence. The applicant had been unable to attend the Committee in

person but had given their approval for the application to be considered in their absence.

The Senior Practitioner – Licensing led Members through the report giving details as to the reason for the review. He informed Members that the applicant had failed to declare previous criminal convictions on the application form.

The Senior Practitioner – Licensing left the meeting at this point (11:14am) for Members to deliberate their decision. The Solicitor and Assistant Committee Services Officer stayed in the meeting whilst the Committee reached their decision.

The Senior Practitioner – Licensing returned at 11:32am and the Solicitor read out the decision of the Committee.

Decision: Having carefully considered the application to grant a Hackney Carriage/Private Hire Driver’s Licence to the applicant, the Committee has unanimously decided:

That the application to grant a Hackney Carriage/Private Hire Driver’s Licence be refused on the grounds that the applicant did not appear to the Committee, with due consideration of the Council’s “Guidelines relating to the Relevance of Convictions”, to be “a fit and proper person” to hold such a Licence in light of:

- **The applicant having committed 2 offences relating to violence, including an assault on police.**
- **The applicant’s failure to disclose these convictions in the application form despite having been specifically asked to declare all of them in the application form.**
- **The inappropriate tone the Applicant presented in the e-mail submitted in support of his application, which was circulated to the committee at the licensing hearing.**

There being no further business the meeting ended at 11:33am

WYRE FOREST DISTRICT COUNCIL

LICENSING AND ENVIRONMENTAL COMMITTEE

2nd December 2019

Review of Fees and Charges for the Council’s Licensing and Regulatory Services Function 2020/21.

OPEN	
DIRECTOR:	Corporate Director: Economic Prosperity and Place
CONTACT OFFICER:	Niall McMenamin – 01905 822799 niall.mcmenamin@worcsregservices.gov.uk
APPENDICES:	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 2020/21.

2. RECOMMENDATION

The Committee is asked to RECOMMEND:

- 2.1 **To Council that the proposals for fees and charges within the Council’s Licensing, Food, Health, Safety and Pollution Control functions for 2020/21, as detailed in the report, be included in the Council’s 2019/20 budget strategy.**
- 2.2 **Direct Officers to advertise the hackney carriage and private hire vehicle and operator fees as detailed in this report and recommend that, subject to consideration of any objections received, Council approves the increases as outlined in Appendix 1.**

3. BACKGROUND

- 3.1 The Council’s current financial strategy in respect of the Council’s Licensing and Regulatory Services fees and charges is a proposal to increase them for 2020/21 as follows: Scrap metal and animal licensing fees and charges by 3%, hackney carriage and private hire fees and charges by 3% and all other fees and charges other than those set by Central Government by 5%.

4. KEY ISSUES

- 4.1 A review of licensing fees and charges, for the period 2018/19, has resulted in a fee structure based on full recovery of costs.

5. FINANCIAL IMPLICATIONS

- 5.1 It is proposed that all fees with the exception of those statutory fees (which include the Licensing Act 2003 applications) set by Central Government should be increased by between 2% and 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 2018/2019, as no detailed figures are available for the current financial year.
- 5.3 The budget forecast for 2019/20 excluding those statutory fees which are set by Central Government, show that no projected surplus will be made in respect of the activities whose fees have been increased 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 surplus on the licensing activities for which the proposed fees are being increased for the forthcoming year.
- 6.2 The Council is required by section 70 of the Local Government (Miscellaneous Provisions) Act 1976, to advertise any proposed variation to its fees for hackney carriage and private hire vehicle and operator licences by publishing a notice in a local newspaper. This notice must provide a period of not less than 28 days for people to raise objections to the proposed variations to the fees.
- 6.3 A copy of this notice must also be deposited at the offices of the council for a period of twenty-eight days from the date of the first publication and must be available for public inspection at all reasonable hours without payment.

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.



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Cultural, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Pollution Control			
LAPPC CHARGES			
Application Fee			
Standard process (includes solvent emission activities)	1,650.00	1,650.00	No VAT currently charged
Additional fee for operating without a permit	1,188.00	1,188.00	No VAT currently charged
PVRI, SWOBs and Dry Cleaners	155.00	155.00	No VAT currently charged
PVR I and II combined	257.00	257.00	No VAT currently charged
VRs and other Reduced Fee Activities	362.00	362.00	No VAT currently charged
Reduced fee activities: Additional fee for operating without a permit	99.00	99.00	No VAT currently charged
Mobile plant	1,650.00	1,650.00	No VAT currently charged
for the third to seventh applications	985.00	985.00	No VAT currently charged
for the eighth and subsequent applications	498.00	498.00	No VAT currently charged
Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts			
Annual Subsistence Charge			
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	79.00	79.00	No VAT currently charged
PVRI, SWOBs and Dry Cleaners - Medium	158.00	158.00	No VAT currently charged
PVRI, SWOBs and Dry Cleaners - High	237.00	237.00	No VAT currently charged
PVR I and II combined - Low	113.00	113.00	No VAT currently charged
PVR I and II combined - Medium	226.00	226.00	No VAT currently charged
PVR I and II combined - High	341.00	341.00	No VAT currently charged
VRs and other Reduced Fees - Low	228.00	228.00	No VAT currently charged
VRs and other Reduced Fees - Medium	365.00	365.00	No VAT currently charged
VRs and other Reduced Fees - High	548.00	548.00	No VAT currently charged
Mobile plant, for first and second permits - Low**	646.00	646.00	No VAT currently charged
Mobile plant, for first and second permits - Medium**	1,034.00	1,034.00	No VAT currently charged
Mobile plant, for first and second permits - High**	1,506.00	1,506.00	No VAT currently charged
for the third to seventh permits - Low	385.00	385.00	No VAT currently charged
for the third to seventh permits - Medium	617.00	617.00	No VAT currently charged
for the third to seventh permits - High	924.00	924.00	No VAT currently charged
eighth and subsequent permits - Low	198.00	198.00	No VAT currently charged
eighth and subsequent permits - Medium	316.00	316.00	No VAT currently charged
eighth and subsequent permits - High	473.00	473.00	No VAT currently charged
Late payment Fee	52.00	52.00	No VAT currently charged
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above amounts			
Transfer and Surrender			
Standard process transfer	169.00	169.00	No VAT currently charged
Standard process partial transfer	497.00	497.00	No VAT currently charged
New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	78.00	78.00	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	47.00	47.00	No VAT currently charged
Temporary transfer for mobiles			
First transfer	53.00	53.00	No VAT currently charged
Repeat following enforcement or warning	53.00	53.00	No VAT currently charged
Substantial Change			
Standard process	1,050.00	1,050.00	No VAT currently charged
Standard process where the substantial change results in a new PPC activity	1,650.00	1,650.00	No VAT currently charged
Reduced fee activities	102.00	102.00	No VAT currently charged
LAPPC Mobile Plant Charges (not using simplified permits)			
First and second permits - Application Fee	1,650.00	1,650.00	No VAT currently charged
First and Second permits - Subsistence Fee - Low	646.00	646.00	No VAT currently charged
First and second permits - Subsistence Fee - Medium	1,034.00	1,034.00	No VAT currently charged



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Cultural, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Pollution Control			
First and second permits - Subsistence Fee - High	1,506.00	1,506.00	No VAT currently charged
For the third to seventh permits - Application Fee	985.00	985.00	No VAT currently charged
For the third to seventh permits - Subsistence Fee - Low	385.00	385.00	No VAT currently charged
For the third to seventh permits - Subsistence Fee - Medium	617.00	617.00	No VAT currently charged
For the third to seventh permits - Subsistence Fee - High	924.00	924.00	No VAT currently charged
Eighth and subsequent permits - Application Fee	498.00	498.00	No VAT currently charged
Eighth and subsequent permits - Subsistence Fee - Low	198.00	198.00	No VAT currently charged
Eighth and subsequent permits - Subsistence Fee - Medium	316.00	316.00	No VAT currently charged
Eighth and subsequent permits - Subsistence Fee - High	473.00	473.00	No VAT currently charged
LA-IPPC CHARGES			
Note: every subsistence charge below includes the additional £103 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation.			
Application	3,363.00	3,363.00	No VAT currently charged
Additional Fee for operating without a permit	1,188.00	1,188.00	No VAT currently charged
Annual Subsistence - Low	1,446.00	1,446.00	No VAT currently charged
Annual Subsistence - Medium	1,610.00	1,610.00	No VAT currently charged
Annual Subsistence - High	2,333.00	2,333.00	No VAT currently charged
Late Payment Fee	52.00	52.00	No VAT currently charged
Substantial Variation	202.00	202.00	No VAT currently charged
Transfer	235.00	235.00	No VAT currently charged
Partial Transfer	698.00	698.00	No VAT currently charged
Surrender	698.00	698.00	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 £38.

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.

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Cultural, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Gambling Permits - Statutory Fee Set By Central Government			
Club Gaming			
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
Club Gaming Machine			
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
Prize Gaming			
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
Family Entertainment Gaming Machines			
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
Licensed Premises less than 2 Gaming Machines			
New Application	50.00	50.00	No VAT currently charged
Licensed Premises more than 2 Gaming Machines			
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
Small Society Lottery			
Lottery Application (New)	40.00	40.00	No VAT currently charged
Lottery Application (Renewal)	20.00	20.00	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Cultural, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Gambling Premises License Fees - Statutory Fee Set By Central Government			
Notification of Change			
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
Copy of Licence			
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
Copy of Notice			
Temporary Use Notices	25.00	25.00	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Cultural, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
Licensing Act 2003 - Statutory Fee Set By Central Government	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Club Premise Certificate (New & Variation)			
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
Club Premises Certificate Annual Fee			
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
Personal Licence			
Application	37.00	37.00	No VAT currently charged
Copy	10.50	10.50	No VAT currently charged
Premises Licence Application and Variation			
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	11.00	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)	11.00	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
Premises Licence Annual Fee			
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
Temporary Events Notice			
Temporary Events Notice	21.00	21.00	No VAT currently charged
Copy of Temporary Events Notice	11.00	11.00	No VAT currently charged
Premises Licence Annual Fee - Large Venues			
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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Cultural, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
Licensing Act 2003 - Statutory Fee Set By Central Government	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Premises Licence Additional Fee - Large Venues			
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.
 Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Water Sampling and Analysis Charges - Fees Recommended By Worcestershire Regulatory Services			
POLLUTION CONTROL			
Water Sampling Charges			
The Regulations allow local authorities to charge a fee, to enable reasonable costs of services (lab fees etc) to be recovered			
Proposed Fees and Charges			
Risk Assessment	55.00 per hour	55.00 per hour	No VAT currently charged
Sampling (each visit)	55.00 per hour	55.00 per hour	No VAT currently charged
Investigation	55.00 per hour	55.00 per hour	No VAT currently charged
Analysing a sample			
taken under regulation 10 (small supplies)	lab analysis cost	lab analysis cost	No VAT currently charged
(Plus extra lab costs for additional parameters where required)			
taken during monitoring for Group A parameters	lab analysis cost	lab analysis cost	No VAT currently charged
taken during audit monitoring	lab analysis cost	lab analysis cost	No VAT currently charged

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.
 Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Hackney Carriage/Private Hire Fees			
Hackney Carriage Vehicle (includes renewal plates and twice yearly vehicle inspections)	416.00	430.00	No VAT currently charged
Private Hire Vehicle (includes renewal plates and twice yearly vehicle inspections)	416.00	430.00	No VAT currently charged
Change of Business (Sell Car and Transfer Plate)	105.00	108.00	No VAT currently charged
Temporary Replacement HC & PH vehicle (excluding plates & decals)	104.00	107.00	No VAT currently charged
Initial or Replacement Licences/Plates (if lost or damaged)			
External Car Plate	49.00	50.00	No VAT currently charged
Internal (Executive Vehicles) Car Plate	21.00	22.00	No VAT currently charged
Vehicle Decals - Replacements	19.00	20.00	No VAT currently charged
Exemption Notice (Executive Vehicles)	29.00	30.00	No VAT currently charged
Vehicle Testing			
Vehicle Retest Fee (if re-tested within 48 hours of failure)	31.00	26.67	32.00
Vehicle Retest Fee (if re-tested after 48 hours of failure)	59.00	50.83	61.00
Hackney Carriage/Private Hire Drivers Licence (valid for 3 years)	415.00	426.00	No VAT currently charged
Disclosure and Barring Service check	62.00	64.00	No VAT currently charged
Drivers Badge	25.00	26.00	No VAT currently charged
Drivers' Knowledge Test	54.00	56.00	No VAT currently charged
Private Hire Operators (valid for 1 year)	463.00	477.00	No VAT currently charged
Private Hire Operators (valid for 5 years)	1,760.00	1,810.00	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Licensing and Registration - Animal Activity Licence			
Animal Activity Licence			
Animal Boarding, Dog Breeding, Pet Shops, Riding Establishments			
Application Fee	322.00	329.00	No VAT currently charged
1 Year Licence Fee	180.00	184.00	No VAT currently charged
2 Year Licence Fee	357.00	364.00	No VAT currently charged
3 Year Licence Fee	535.00	546.00	No VAT currently charged
Variation Fee	235.00	240.00	No VAT currently charged
Inspection Fee	160.00	163.00	No VAT currently charged
Vet Fees	Charged at Cost	Charged at cost recovery	
Animal Activity Licence			
Performing Animals (No Risk Assessment)			
Application Fee	215.00	219.00	No VAT currently charged
1 Year Licence Fee	N/A	N/A	No VAT currently charged
2 Year Licence Fee	N/A	N/A	No VAT currently charged
3 Year Licence Fee	290.00	300.00	No VAT currently charged
Variation Fee	155.00	158.00	No VAT currently charged
Inspection Fee	160.00	163.00	No VAT currently charged
Vet Fees	Charged at Cost	Charged at cost recovery	

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Licensing and Registration			
Dangerous Wild Animals Initial	411.00	432.00	No VAT currently charged
Dangerous Wild Animals Renewal	271.00	285.00	No VAT currently charged
Vet fees/Animal welfare visit (if applicable)			
Zoo Licences Initial	1,976.00	2,075.00	No VAT currently charged
(plus Inspector's expenses)		(plus Inspector's expenses)	
Zoo Licences Renewal	1,777.00	1,866.00	No VAT currently charged
(plus Inspector's expenses)		(plus Inspector's expenses)	
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	200.00	210.00	No VAT currently charged
(b) Premise	288.00	302.00	No VAT currently charged
(c) Persons & Premises	No Longer Available	No Longer Available	
Sex Establishments Initial	5,226.00	5,487.00	No VAT currently charged
Sex Establishments Renewal	2,007.00	2,107.00	No VAT currently charged
Sex Establishments Transfer	400.00	421.00	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Gambling Premises Licence Fees			
Gambling Premises Licence - New Application			
Adult Gaming Centre	1,681.00	1,765.00	No VAT currently charged
Betting Premises (excluding Tracks)	2,522.00	2,648.00	No VAT currently charged
Betting Premises (Tracks)	2,100.00	2,205.00	No VAT currently charged
Bingo Club	2,938.00	3,085.00	No VAT currently charged
Family Entertainment Centre	1,681.00	1,765.00	No VAT currently charged
Temporary Use Notices	428.00	449.00	No VAT currently charged
Gambling Premises Licence - Annual Fee			
Adult Gaming Centre	841.00	883.00	No VAT currently charged
Betting Premises (excluding Tracks)	505.00	530.00	No VAT currently charged
Betting Premises (Tracks)	841.00	883.00	No VAT currently charged
Bingo Club	841.00	883.00	No VAT currently charged
Family Entertainment Centre	629.00	660.00	No VAT currently charged
Provisional Statement Application			
Adult Gaming Centre	1,681.00	1,765.00	No VAT currently charged
Betting Premises (excluding Tracks)	2,522.00	2,648.00	No VAT currently charged
Betting Premises (Tracks)	2,100.00	2,205.00	No VAT currently charged
Bingo Club	2,938.00	3,085.00	No VAT currently charged
Family Entertainment Centre	1,681.00	1,765.00	No VAT currently charged
Licence Application (Provisional Statement Holders)			
Adult Gaming Centre	797.00	837.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,010.00	1,061.00	No VAT currently charged
Betting Premises (Tracks)	797.00	837.00	No VAT currently charged
Bingo Club	1,010.00	1,061.00	No VAT currently charged
Family Entertainment Centre	797.00	837.00	No VAT currently charged
Application to Transfer			
Adult Gaming Centre	797.00	837.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,010.00	1,061.00	No VAT currently charged
Betting Premises (Tracks)	797.00	837.00	No VAT currently charged
Bingo Club	1,010.00	1,061.00	No VAT currently charged
Family Entertainment Centre	797.00	837.00	No VAT currently charged
Application to Vary			
Adult Gaming Centre	841.00	883.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,259.00	1,322.00	No VAT currently charged
Betting Premises (Tracks)	1,049.00	1,101.00	No VAT currently charged
Bingo Club	1,472.00	1,546.00	No VAT currently charged
Family Entertainment Centre	841.00	883.00	No VAT currently charged
	0.00	0.00	
Reinstatement of Licence			
Adult Gaming Centre	797.00	837.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,010.00	1,061.00	No VAT currently charged
Betting Premises (Tracks)	797.00	837.00	No VAT currently charged
Bingo Club	1,010.00	1,061.00	No VAT currently charged
Family Entertainment Centre	797.00	837.00	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Street Trading			
Single Unit up to 12 x 12 (max 5m length) Food - Initial	2,450.00	2,575.00	No VAT currently charged
- Renewal	2,330.00	2,450.00	No VAT currently charged
Single Unit up to 12 x 12 (max 5m length) Non-Food - Initial	2,045.00	2,145.00	No VAT currently charged
- Renewal	1,842.00	1,935.00	No VAT currently charged
For every additional 12 x 12 or part thereof or length more than 5m	1,010.00	1,060.00	No VAT currently charged
Mobile Traders - Initial	962.00	1,010.00	No VAT currently charged
Mobile Traders - Renewal	962.00	1,010.00	No VAT currently charged
Street Amenities (Control of Street Furniture)	387.00	405.00	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Scrap Metal Dealers Act 2013 - Fees Recommended By Worcestershire Regulatory Services			
Site Licence - Initial (3 year licence)	290.00	296.00	No VAT currently charged
Site Licence - Renewal (3 year licence)	240.00	245.00	No VAT currently charged
Collectors Licence - Initial (3 year licence)	145.00	148.00	No VAT currently charged
Collectors Licence - Renewal (3 year licence)	95.00	97.00	No VAT currently charged
Variation of Licence	65.00	67.00	No VAT currently charged
Copy of licence (if lost or stolen)	25.00	26.00	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Control of Dogs - Fees Recommended By Worcestershire Regulatory Services			
Statutory Fine per dog seized	25.00	25.00	No VAT currently charged
Kennelling charge per dog per day	13.50	15.00	No VAT currently charged
Kennelling of Dangerous Dogs charge per dog per day	20.00	25.00	No VAT currently charged
Administration Fee per stray dog seized	15.00	15.00	No VAT currently charged
Out of Hours Charge	35.00	40.00	No VAT currently charged
Repeat stray charge	25.00	30.00	No VAT currently charged
Treatment Costs (wormer, flea treatment)	10.00	10.00	No VAT currently charged
Vet fees/treatment charges (if applicable)	Charged at Cost	Charged at Cost	

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>