

Open

Licensing and Environmental Committee

Agenda

10.30am
Monday, 5 December 2022
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Licensing and Environmental Committee

Members of Committee:

Chairman: Councillor L Whitehouse
Vice-Chairman: Councillor A Coleman

Councillor G W Ballinger

Councillor R H Coleman

Councillor I Hardiman

Councillor F M Oborski MBE

Councillor C Rogers

Councillor J F Byng

Councillor B S Dawes

Councillor K Henderson

Councillor M Rayner

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 Louisa Bright, Principal Committee and Member Services Officer, Wyre Forest House, Finpoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732763 or email louisa.bright@wyreforestdc.gov.uk

Wyre Forest District Council

Licensing and Environmental Committee

Monday, 5 December 2022

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 3 October 2022.	5
5.	Review of Fees and Charges for the Council's Licensing and Regulatory Services Function 2023/24 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 for the financial year 2023/24.	9

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>Review of a Hackney Carriage / Private Hire Driver’s Licence</p> <p>To receive a report from the Head of Worcestershire Regulatory Services on behalf of Wyre Forest District Council that presents information to the Committee for it to be able to consider and determine whether an existing licence holder remains a fit and proper person to hold a licence to drive Hackney Carriage and Private Hire Vehicles.</p>	
9.	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.	

WYRE FOREST DISTRICT COUNCIL

LICENSING AND ENVIRONMENTAL COMMITTEE

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

3 OCTOBER 2022 (10.30AM)

Present:

Councillors: L Whitehouse (Chairman), A Coleman (Vice-Chairman), G W Ballinger, J F Byng, R H Coleman, I Hardiman, K Henderson, F M Oborski MBE, M Rayner, C Rogers and P W M Young.

Observers:

There were no members present as observers.

LIC.09 Apologies for Absence

There were no apologies for absence.

LIC.10 Appointment of Substitutes

No substitutes were appointed.

LIC.11 Declaration of Interests

As recorded later in the minutes, Councillor F Oborski MBE declared in respect of exempt agenda item no. 8 – Review of a Hackney Carriage / Private Hire Driver's Licence, that the applicant may be a member of her political party but she had not met him at meetings. She said that she may have been in his taxi as she has used most of the taxis across the district.

LIC.12 Minutes

Decision: The minutes of the meeting held on 6 June 2022 be confirmed as a correct record and signed by the Chairman.

LIC.13 Licensing Committee and the role of Licensing Sub-committees

As requested by members, the Committee received a report from the Head of Worcestershire Regulatory Services to enable them to consider whether the Council should continue the use of Licensing Sub-committees to consider applications.

The Principal Officer – Licensing, presented the report and outlined the key issues. He explained that any proposed amendment to the Council's Constitution, in relation to ceasing to operate Licensing Sub-committees and referring general licensing applications to the full Licensing and Environmental Committee for consideration and determination, may lead to the Council being in a position where it would be unable to fulfil its legal responsibilities under the

Licensing Act 2003 and the Gambling Act 2005.

He added that it was Officers' strong professional advice that members should not recommend altering the Council's current decision making structure in relation to licensing and gambling applications and the referral to Licensing Sub-committees for consideration and determination.

The Committee discussed the report. Several members expressed concern that members are currently excluded from sitting on a Sub-committee if the application is in their respective ward. Members felt that in order to fully represent their wards, they should be able to participate.

Decision: The Committee noted the content of the report and agreed to operate under the Council's current Constitution in respect of licensing functions, in relation to the Licensing and Environmental Committee and Licensing Sub-committees.

Moving forward, when arranging a Licensing Sub-committee, all members, whether a member in the Ward or not, could be invited to the Sub-committee. However, the member would need to ensure they do not have any reasons why they could not openly and transparently take part in such a meeting. If the member has any doubt, at the earliest opportunity they must ensure they take the relevant legal advice and advise Committee Services at their earliest opportunity if they are unable to take part in the Sub-committee.

LIC.14 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.15 Review of a Hackney Carriage / Private Hire Driver's Licence

The Committee received a report from the Head of Worcestershire Regulatory Services that asked member to consider and determine whether a licence holder remained a fit and proper person to hold a licence to drive hackney carriage and private hire vehicles.

The Chairman welcomed the applicant and his legal representative to the meeting. The applicant's legal representative confirmed that the applicant had received and understood the procedure note for the hearing.

Councillor F Oborski MBE made her declaration at this point.

A copy of the applicant's Disclosure and Barring Service (DBS) certificate and a personal statement from the applicant was circulated to members.

The Principal Officer – Licensing, presented the report and outlined the key issues. He advised members that the Hackney Carriage and Private Hire

Agenda Item No. 4

Policy Standard conditions attached to a licence to drive a hackney carriage and / or private hire vehicles states that a licence holder must notify the licencing authority as soon as reasonably practicable and within no more than 48 hours if they receive a conviction, caution or fixed penalty in relation to any offence. He added that at the time of the applicant's caution, the notification period was within 7 days.

The applicant's legal representative addressed the Committee. She read out a personal statement on behalf of the applicant. Following questions from members the applicant's legal representative explained the circumstances surrounding the offence.

The Principal Officer – Licensing, applicant and his legal representative left the meeting at this point, (11.44am) for members to deliberate their decision. The Solicitor and the Principal Committee and Member Services Officer stayed in the meeting whilst the Committee reached their decision.

The Principal Officer – Licensing, applicant and his legal representative re-entered the meeting at 12.18pm. The Solicitor read out the decision of the Committee.

Decision: Having reviewed the applicant's Hackney Carriage/Private Hire Driver's Licence and carefully considered whether the applicant is a fit and proper person to continue to hold such a licence, the Committee have decided, with due consideration of the Hackney Carriage and Private Hire Licensing Policy and the 'Guidelines on the Assessment of Previous Convictions' contained therein:

That notwithstanding the applicant's caution for battery which was issued to him by West Mercia Police on 8 October 2020 and his failure to declare his caution on his renewal application and the Guidelines on the Assessment of Previous Convictions, they are satisfied, that the applicant is a "fit and proper person" to continue to hold a Hackney Carriage/Private Hire Driver's Licence and they are justified in departing from the Council's Guidelines on the Assessment of Previous Convictions because of the exceptional circumstances presented to the Committee that:

- 1. The applicant has no previous convictions or cautions, and this is his first offence. There were no complaints received against him in the 10 years he has been a taxi driver.**
- 2. The circumstances of the offence that were explained to the committee during the hearing by the applicant's representative do not indicate that the applicant is a danger to the travelling community as the circumstances arose from the applicant's desire to protect the public in the circumstances of Covid - 19 restrictions.**
- 3. The applicant remains a respected member of his worshipping community.**
- 4. The applicant admitted the offence during the investigation, as a**

result of which the matter was dealt with through the issue of a simple caution, rather than the more serious criminal proceedings in the court.

- 5. The applicant was given the opportunity to declare his previous convictions on the licence application and he accepts that he should have declared his caution.**

Whilst the committee considers that the applicant remains a “fit and proper person” the committee also considers that given the circumstances and the applicant’s standing in the community a verbal warning is appropriate and a reminder that should a further incident of violence occur the matter would have to come back to the committee.

The meeting ended at 12.21pm.

WYRE FOREST DISTRICT COUNCIL

LICENSING AND ENVIRONMENTAL COMMITTEE

5th December 2022

Review of Fees and Charges for the Council’s Licensing and Regulatory Services Function 2023/24

OPEN	
DIRECTOR:	Head of Worcestershire Regulatory Services on behalf of Wyre Forest District Council
CONTACT OFFICER:	Niall McMenamin – 01905 822799 niall.mcmenamin@worcsregservices.gov.uk
APPENDICES:	Appendix 1 – Licensing and Regulatory Services - 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 for the financial year 2023/24.

2. RECOMMENDATION

The Committee is asked to:

- 2.1 **Note the contents of this report, in particular the draft Licensing & Environmental Health fees and charges for 2023/24 at Appendix 1, and**
- 2.2 **Resolves to recommend to Council that the proposals for fees and charges within the Council’s Licensing, Food, Health, Safety and Pollution Control functions for 2023/24, as detailed in the report, be included in the Council’s 2023/24 budget strategy.**

3. BACKGROUND

- 3.1 As part of the legal agreement established with the formation of Worcestershire Regulatory Services, licensing remains a reserved matter. As a reserved matter all policy decisions, as well as income and fee setting remain the responsibility of the council.
- 3.2 It is the role of the council to review and set its licensing fees and charges on an annual basis. Worcestershire Regulatory Services Licensing and Support Services Manager works closely with the Chief Executive, and the council’s Finance Officers in establishing accurate details, regarding working towards the full cost recovery of the licensing service in relation to the relevant Cost Centres.

- 3.3 This annual review of licensing fees and charges has now taken place by the Licensing Manager and senior Council Officers. A copy of the proposed Licensing & Environmental Health fees and charges for 2023/24 is attached at “**Appendix 1**”.
- 3.4 The Council’s current financial strategy in respect of the Council’s Licensing and Regulatory Services fees and charges is generally to increase them by 5%.

4. KEY ISSUES

- 4.1 A review of licensing fees and charges, for the period 2020/21, has resulted in a fee structure based on full recovery of costs.
- 4.2 Members should note that Alcohol and Entertainment (Licensing Act 2003) licensing fees are set nationally by Central Government and therefore are not under the control of the Licensing and Environment Committee.
- 4.3 Ideally taxi licensing fees and charges should remain broadly cost neutral. However fees in Wyre Forest have been higher than in surrounding areas for many years, and any differences have been exacerbated when the Council has increased its fees in line with the corporate policy of generally increasing fees by 5% a year, when some other councils may have chosen to freeze fees or implement lower increases. Private hire vehicles can trade anywhere and there has been evidence of some vehicles/drivers switching to being licensed by other neighbouring or nearby authorities. Likewise, hackney carriages can take booked work anywhere but cannot ply for trade in the district unless they have a Wyre Forest plate.
- 4.4 The Licensing Committee is invited to consider a radical realignment of vehicle and driver licensing fees but that this should involve discussion with the licensed trade about a package of reform, that would address other concerns about aspects of licensing policy in Wyre Forest and the need to see positive progress in moving towards a fleet that is not dependent on fossil fuels. The latter would be consistent with the Council’s declaration of a climate change emergency in 2019.

4.5 The current and proposed fees are set out in the table

Licence Type	Current licence fee, 2022-23	Proposed licence fee, 2023-24	Explanation
Hackney carriage vehicle licence	430.00	240.00	
Private hire vehicle licence	430.00	215.00	
Private hire operator licence			The one-year licence option has been removed; however the council still needs to have a fee in place as the new taxi policy states that a one year licence could be issued but
One year	477.00	120.00	
Five years	1810.00	490.00	

			only in exceptional circumstances
Private hire driver licence			The one-year licence option has been removed, however the council still needs to have a fee in place as the new taxi policy states that a one year licence could be issued but only in exceptional circumstances
One year	N/A	120.00	
Three years	N/A	330.00	
Hackney carriage & private hire driver licence			The one-year licence option has been removed, however the council still needs to have a fee in place as the new taxi policy states that a one year licence could be issued but only in exceptional circumstances
One year	N/A	120.00	
Three years	426.00	330.00	

4.6 The proposed changes to the structure of licence fees should be accompanied by a programme of reform. This will include:

- Work with the licensed trade to be concluded by September 2023 in order to identify a date after which no more fossil fuel vehicles will enter the fleet, such date to be no later than 2027 and preferably sooner. This will not affect the ability of vehicles licensed before the cut-off date to continue within the fleet, so long as other requirements of the licensing policy (such as condition of the vehicle etc) continue to be met
- Review of policy on vehicle colours (either wider range of colours or dropping requirements altogether) and maximum age of vehicle on first licensing (currently 2 years, with possibility of extension to 3 years).

A report will be brought back to a future meeting of the Committee to agree changes to the licensing policy as part of this programme of reform.

4.7 The structure of taxi and private hire vehicle fees will be subject to review after 12 months in terms of the impact on the total number of licences in issue, the ability to make progress on the programme of reform and the Council's financial position in light of Government funding decisions.

4.8 All other licensing functions such as gambling, street trading, street amenity and scrap metal licensing should remain cost neutral and the proposed fees reflect this from the financial details of the income generated.

5. FINANCIAL IMPLICATIONS

5.1 With the exception of statutory fees (which include the Licensing Act 2003 applications and certain Gambling Act 2005 applications) set by Central

Government and taxi licensing fees and charges, it is proposed that all fees should be increased by between 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 2020/2021, as no detailed figures are available for the current financial year.
- 5.3 The budget forecast for 2020/21 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**".
- 5.4 Significant reductions to taxi and private hire vehicle fees would have financial implications for the Council, as the proposals would reduce income generated by Worcestershire Regulatory Services and would have to be made good by WFDC. Based on current licence numbers, and assuming a modest number of vehicles/drivers currently licensed by other authorities return to being licensed by WFDC, the full year impact is estimated at £35k. Provision for this impact would need to be made in the Council's medium term financial strategy for 2023-2026.

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.



Wyre Forest District Council



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2023 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2023 Charges before VAT	Proposed Charge FROM 01-04-2023 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
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2023 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2023 Charges before VAT	Proposed Charge FROM 01-04-2023 Charges inclusive of VAT (if applicable)
Licensing Act 2003 - Statutory Fee Set By Central Government			
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
Vary a Designated Premises Supervisor	£10.50	£10.50	No VAT currently charged
Transfer a Premises Licence	£23.00	£23.00	No VAT currently charged
Notification of Interest in a Premises	£23.00	£23.00	No VAT currently charged
Notification of Change of name or address (holder of premises licence)	£21.00	£21.00	No VAT currently charged
Interim authority notice following death etc of Licence Holder	£10.50	£10.50	No VAT currently charged
Right of freeholder etc to be notified of licensing matters	£23.00	£23.00	No VAT currently charged
	£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	£10.50	£10.50	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
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, 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 31-03-2023	FROM 01-04-2023	FROM 01-04-2023
	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
Pavement Licence			
Every 6 Months	£100.00	£100.00	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
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2023 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2023 Charges before VAT	Proposed Charge FROM 01-04-2023 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	56.00 per hour	59.00 per hour	No VAT currently charged
Sampling (each visit)	56.00 per hour	59.00 per hour	No VAT currently charged
Investigation	56.00 per hour	59.00 per hour	No VAT currently charged
Analysing a sample			
taken under regulation 10 (small supplies) (Plus extra lab costs for additional parameters where required)	lab analysis cost	lab analysis cost	No VAT currently charged
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
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2023	FROM 01-04-2023	FROM 01-04-2023
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Control of Dogs - Fees Recommended By Worcestershire Regulatory Services			
Stray Dogs			
Statutory Fine per dog seized	£25.00	£25.00	No VAT currently charged
Kennelling charge per dog per day	£17.00	£18.00	No VAT currently charged
Kennelling of Dangerous Dogs charge per dog per day	£25.00	£26.00	No VAT currently charged
Administration Fee per stray dog seized	£15.00	£17.00	No VAT currently charged
Out of Hours Charge	£45.00	£47.00	No VAT currently charged
Repeat stray charge	£40.00	£42.00	No VAT currently charged
Treatment Costs (wormer, flea treatment)	£10.00	£12.00	No VAT currently charged
Vet fees/treatment charges (if applicable)	Charged at Cost	Charged at Cost	VAT Charged at Current Rate
Commercial Animal Services			
Dog Training Facility Welfare Assessment Check (upon request)	£168.00	Upon Request	VAT Charged at Current Rate
Dog Kennelling per dog per day (excluding any hospitalisation)	£22.80	Upon Request	VAT Charged at Current Rate
Dog Kennelling of dangerous dogs per dog per day (excluding any hospitalisation)	£26.40	Upon Request	VAT Charged at Current Rate
Boarding of non-canine animals charges quoted at time	Upon Request	Upon Request	VAT Charged at Current Rate
Administration Charge	£18.00	included in kennelling charges	n/a
Veterinary Fees including Hospitalisation	Charged at Cost	Charged at Cost	VAT Charged at Current Rate
Transportation charge to include Collection, transport to vets if required and return of Dog/Animal to include travel time per hour	£48.00	Upon Request	VAT Charged at Current Rate
Transportation charge to include Collection, transport to vets if required and return of Dangerous Dog to include travel time per hour	£60.00	Upon Request	VAT Charged at Current Rate
Rehoming of animal	£54.00	Upon Request	VAT Charged at Current Rate

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
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2023	Proposed Charge FROM 01-04-2023	Proposed Charge FROM 01-04-2023
	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)	£430.00	£240.00	No VAT currently charged
Private Hire Vehicle (includes renewal plates and twice yearly vehicle inspections)	£430.00	£215.00	No VAT currently charged
Change of Business (Sell Car and Transfer Plate)	£108.00	£113.00	No VAT currently charged
Temporary Replacement HC & PH vehicle (excluding plates & decals)	£107.00	£112.00	No VAT currently charged
Initial or Replacement Licences/Plates (if lost or damaged)			
External Car Plate	£50.00	£53.00	No VAT currently charged
Internal (Executive Vehicles) Car Plate	£22.00	£23.00	No VAT currently charged
Vehicle Decals - Replacements	£20.00	£21.00	No VAT currently charged
Exemption Notice (Executive Vehicles)	£30.00	£32.00	No VAT currently charged
Vehicle Testing			
Vehicle Retest Fee (if re-tested within 48 hours of failure)	£32.00	£32.00	£32.00
Vehicle Retest Fee (if re-tested after 48 hours of failure)	£61.00	£61.00	£61.00
Hackney Carriage/Private Hire Drivers Licence (valid for 1 year)	N/A	£120.00	No VAT currently charged
Hackney Carriage/Private Hire Drivers Licence (valid for 3 years)	£426.00	£330.00	No VAT currently charged
Disclosure and Barring Service check	£64.00	£64.00	No VAT currently charged
Drivers Badge	£26.00	£27.00	No VAT currently charged
Drivers' Knowledge Test (re-test)	£56.00	£56.00	No VAT currently charged
Private Hire Operators (valid for 1 year)	£477.00	£120.00	No VAT currently charged
Private Hire Operators (valid for 5 years)	£1,810.00	£490.00	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>. One year licences for drivers and private hire operators are available only in exceptional circumstances, in accordance with the relevant licensing policy



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2023	FROM 01-04-2023	FROM 01-04-2023
	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	£329.00	£329.00	No VAT currently charged
1 Year Licence Fee	£184.00	£184.00	No VAT currently charged
2 Year Licence Fee	£364.00	£364.00	No VAT currently charged
3 Year Licence Fee	£546.00	£546.00	No VAT currently charged
Variation Fee	£240.00	£240.00	No VAT currently charged
Inspection Fee	£163.00	£163.00	No VAT currently charged
Vet Fees	Charged at Cost recovery	Charged at Cost recovery	
Animal Activity Licence			
Performing Animals (No Risk Assessment)			
Application Fee	£219.00	£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	£300.00	£300.00	No VAT currently charged
Variation Fee	£158.00	£158.00	No VAT currently charged
Inspection Fee	£163.00	£164.00	No VAT currently charged
Vet Fees	Charged at cost recovery	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
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2023	Proposed Charge FROM 01-04-2023	Proposed Charge FROM 01-04-2023
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Licensing and Registration			0%
Dangerous Wild Animals Initial	£432.00	£432.00	No VAT currently charged
Renewal	£285.00	£285.00	No VAT currently charged
Vet fees/Animal welfare visit (if applicable)			
Zoo Licences Initial	£2,075.00 (plus Inspector's expenses)	£2,075.00 (plus Inspector's expenses)	No VAT currently charged
Renewal	£1,866.00 (plus Inspector's expenses)	£1,866.00 (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	£210.00	£221.00	No VAT currently charged
(b) Premise	£302.00	£317.00	No VAT currently charged
(c) Persons & Premises	No Longer Available	No Longer Available	
Hypnotism			
Application for authorisation	n/a	£50.00	No VAT currently charged
Sex Establishments Initial	£5,487.00	£5,487.00	No VAT currently charged
Renewal	£2,107.00	£2,107.00	No VAT currently charged
Transfer	£421.00	£421.00	No VAT currently charged
Variation	N/A	£2,107.00	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
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2023	Proposed Charge FROM 01-04-2023	Proposed Charge FROM 01-04-2023
	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	£1,765.00	£1,853.00	No VAT currently charged
Betting Premises (excluding Tracks)	£2,648.00	£2,780.00	No VAT currently charged
Betting Premises (Tracks)	£2,205.00	£2,315.00	No VAT currently charged
Bingo Club	£3,085.00	£3,239.00	No VAT currently charged
Family Entertainment Centre	£1,765.00	£1,853.00	No VAT currently charged
Temporary Use Notices	£449.00	£471.00	No VAT currently charged
Gambling Premises Licence - Annual Fee			
Adult Gaming Centre	£883.00	£927.00	No VAT currently charged
Betting Premises (excluding Tracks)	£530.00	£557.00	No VAT currently charged
Betting Premises (Tracks)	£883.00	£927.00	No VAT currently charged
Bingo Club	£883.00	£927.00	No VAT currently charged
Family Entertainment Centre	£660.00	£693.00	No VAT currently charged
Provisional Statement Application			
Adult Gaming Centre	£1,765.00	£1,853.00	No VAT currently charged
Betting Premises (excluding Tracks)	£2,648.00	£2,780.00	No VAT currently charged
Betting Premises (Tracks)	£2,205.00	£2,315.00	No VAT currently charged
Bingo Club	£3,085.00	£3,239.00	No VAT currently charged
Family Entertainment Centre	£1,765.00	£1,853.00	No VAT currently charged
Licence Application (Provisional Statement Holders)			
Adult Gaming Centre	£837.00	£879.00	No VAT currently charged
Betting Premises (excluding Tracks)	£1,061.00	£1,114.00	No VAT currently charged
Betting Premises (Tracks)	£837.00	£879.00	No VAT currently charged
Bingo Club	£1,061.00	£1,114.00	No VAT currently charged
Family Entertainment Centre	£837.00	£879.00	No VAT currently charged
Application to Transfer			
Adult Gaming Centre	£837.00	£879.00	No VAT currently charged
Betting Premises (excluding Tracks)	£1,061.00	£1,114.00	No VAT currently charged
Betting Premises (Tracks)	£837.00	£879.00	No VAT currently charged
Bingo Club	£1,061.00	£1,114.00	No VAT currently charged
Family Entertainment Centre	£837.00	£879.00	No VAT currently charged
Application to Vary			
Adult Gaming Centre	£883.00	£927.00	No VAT currently charged
Betting Premises (excluding Tracks)	£1,322.00	£1,388.00	No VAT currently charged
Betting Premises (Tracks)	£1,101.00	£1,156.00	No VAT currently charged
Bingo Club	£1,546.00	£1,623.00	No VAT currently charged
Family Entertainment Centre	£883.00	£927.00	No VAT currently charged
Reinstatement of Licence			
Adult Gaming Centre	£837.00	£879.00	No VAT currently charged
Betting Premises (excluding Tracks)	£1,061.00	£1,114.00	No VAT currently charged
Betting Premises (Tracks)	£837.00	£879.00	No VAT currently charged
Bingo Club	£1,061.00	£1,114.00	No VAT currently charged
Family Entertainment Centre	£837.00	£879.00	No VAT currently charged

5%

NOTES:

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



Wyre Forest District Council



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2023 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2023 Charges before VAT	Proposed Charge FROM 01-04-2023 Charges inclusive of VAT (if applicable)
Scrap Metal Dealers Act 2013 - Fees Recommended By Worcestershire Regulatory Services			
Site Licence - Initial (3 year licence)	£296.00	£296.00	No VAT currently charged
Site Licence - Renewal (3 year licence)	£245.00	£245.00	No VAT currently charged
Collectors Licence - Initial (3 year licence)	£148.00	£148.00	No VAT currently charged
Collectors Licence - Renewal (3 year licence)	£97.00	£97.00	No VAT currently charged
Variation of Licence	£67.00	£67.00	No VAT currently charged
Copy of licence (if lost or stolen)	£26.00	£26.00	No VAT currently charged

0%

NOTES:

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



Wyre Forest District Council



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Service Area	Chief Executive & Solicitor to the Council	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2023 Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2023 Charges before VAT	Proposed Charge FROM 01-04-2023 Charges inclusive of VAT (if applicable)
Street Trading			5%
Single Unit up to 12 x 12 (max 5m length) Food - Initial	£2,575.00	£2,704.00	No VAT currently charged
- Renewal	£2,450.00	£2,573.00	No VAT currently charged
Single Unit up to 12 x 12 (max 5m length) Non-Food - Initial	£2,145.00	£2,252.00	No VAT currently charged
- Renewal	£1,935.00	£2,032.00	No VAT currently charged
For every additional 12 x 12 or part thereof or length more than 5m	£1,060.00	£1,113.00	No VAT currently charged
Mobile Traders - Initial	£1,010.00	£1,061.00	No VAT currently charged
Mobile Traders - Renewal	£1,010.00	£1,061.00	No VAT currently charged
Street Amenities (Control of Street Furniture)	£405.00	£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>