

LICENSING COMMITTEE

Date: Tuesday 2 February 2021

Time: 5.30 pm

Venue: Legislation has been passed that allows Council's to conduct Committee meetings remotely

Members are invited to attend the above meeting to consider the items of business.

If you have an enquiry regarding any items on this agenda, please contact Mark Devin, Democratic Services Officer (Committees) on 01392 265477 or email mark.devin@exeter.gov.uk

During the Corona Virus outbreak, Licensing Committee meetings will be held by virtual means. To view the meeting: <https://www.facebook.com/exetercitycouncil/live/%E2%80%99>

Membership -

Councillors Owen (Chair), Buswell (Deputy Chair), Begley, Branston, Henson, D, Mitchell, K, Newby, Oliver, Quance, Vizard, Warwick, Wood and Wright

Agenda

Part I: Items suggested for discussion with the press and public present

1 **Apologies**

To receive apologies from Committee members.

2 **Minutes**

To approve and sign the minutes of the meetings held on 27 October and 30 November 2020.

(Pages 3 -
10)

3 **Declarations of Interest**

Councillors are reminded of the need to declare any disclosable pecuniary interests that relate to business on the agenda and which have not already been included in the register of interests, before any discussion takes place on the item. Unless the interest is sensitive, you must also disclose the nature of the interest. In accordance with the Council's Code of Conduct, you must then leave the room and must not participate in any further discussion of the item. Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

4 **Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

It is not considered that the Committee would be likely to exclude the press and public during the consideration of any of the items on this agenda but, if it should wish to do so, then the following resolution should be passed: -

RECOMMENDED that, under Section 100A (4) of the Local Government Act 1972,

the press and public be excluded from the meeting for particular item(s) on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs of Part I of Schedule 12A of the Act.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

5 Licensing Fees and Charges for 2021/22

To consider the report of the Service Lead - Environmental Health & Community Safety. (Pages 11 - 30)

Individual reports on this agenda can be produced in large print on request to Democratic Services (Committees) on 01392 265107.

LICENSING COMMITTEE

27 October 2020

Present:

Councillor Keith Owen (Chair)
Councillors Buswell, Branston, Henson, D, Newby, Quance, Vizard, Warwick, Wood and Wright

Apologies:

Councillor Mitchell, K

Also present:

Service Lead - Environmental Health & Community Safety, Legal Advisor, Principal Licensing Officer, Democratic Services Officer (MD) and Democratic Services Officer (HB)

14 **Minutes**

The minutes of the meeting held on 14 July 2020 were taken as read and approved for signing as correct by the Chair at the earliest possible convenience.

15 **Declarations of Interest**

No declarations of interest were made by Members.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

16 **The Statutory Taxi and Private Hire Vehicle Standards**

The Service Lead - Environmental Health and Community Safety presented the report on the Statutory Taxi and Private Hire Vehicle Standards, which provided Members with an overview of the of the recently published document, issued by the Department for Transport (DfT) and for Members to consider the proposed requirements of the document. It was highlighted that the standards set out provided a range of measures to protect taxi passengers, most notably the more vulnerable, to ensure public safety.

Particular reference was made to the Section 177(1) of the Policing and Crime Act 2017, which required Local Authorities to address and consider the proposed individual changes. Should the Licensing Committee be minded to reject the proposals, Central Government could impose a national legislation.

The Service Lead - Environmental Health and Community Safety commented on the measures outlined in the report, highlighting that the requirement for Private Hire Operators to conduct DBS checks for Call Handlers and Dispatchers would commence in February 2022 to allow appropriate time for taxi operators to implement the required changes.

The Service Lead - Environmental Health and Community Safety made reference to the following three categories of recommendations:-

- elements stipulated which the Council had already achieved such as sharing information, changes to the application form to declare previous convictions and refusals by other authorities, a full list being set out in Appendix A
- measures to adopt because of gaps in the current policy and detailed in the recommendations with varying timescales to provide the trade time to implement such as moving to an automatic updating system on the disclosure and barring system (DBS) administered by the Council, and the need for private hire operators to adopt a policy on relevance of conviction to cover its call handling staff.
- elements to give further consideration such as a points based system for disciplinary matters, the extension of mandatory CCTV to private hire vehicles, and training for the trade, these measures to be progressed through a working group via the Taxi Forum

In response to questions raised by the Licensing Committee Members, the Service Lead - Environmental Health and Community Safety explained:-

- CCTV provision had been a mandatory condition in respect of Hackney Carriage vehicles since 2017. Private Hire Vehicles operated under a different legislation, and currently had no condition requiring CCTV. This would be progressed through the working group including other aspects such as voice recording.
- the measures outlined in the report would be monitored for progress of implementation through regular engagement. The Licensing Authority would provide guidance and, where needed, regular reminders to ensure the measures are put into operation. Regular inspection of operators and their staff would be undertaken to ensure compliance and the onus was on individual operators to achieve compliance;
- only a basic, rather than an enhanced DBS Check, could be required under Department of Transport statutory standards for operators although some 80% held drivers licences and were therefore required to produce enhanced DBS checks. The enhanced check include additional “soft” information provided by the Police such as investigations;
- the timescale for operators to comply had been discussed at the recent Taxi Forum meeting;

Member’s attention was given to the requirement for both Taxi Operators, Members and Officers to attend mandatory Safeguarding, Equality and Diversity training, to ensure the standards were of the highest level. Members would be invited to a training session in November 2020. If Members did not attend the training, they would be ineligible to attend a Licensing Sub Committee, as well as leaving the Council open to legal challenge.

Members thanks the officers for the report.

The Chair moved amended wordings to the recommendations:-

- (2.3) - that the Licensing Committee consider and approve the following changes to the Hackney Carriage and Private Hire Policy; and
- (2.4) - The Licensing Committee consider and approves setting up a working group through the taxi forum to start meeting in 2021 to consider:

It was explained that the reason for the amendment to the wording was for clarification that Licensing Committee had both considered and approved the recommendations. The Chair moved and was seconded by Councillor Newby to amend the wording of recommendations, 2.3 and 2.4 in the report which was voted upon and carried unanimously.

RESOLVED that:-

- (1) the content of the statutory standards be noted;
- (2) the next review date of the Hackney Carriage and Private Hire Policy be set for October 2025;
- (3) the following changes be approved for the Hackney Carriage and Private Hire Policy:-
 - (a) Appendix E be amended to state that 'no licence will be issued to any individual that appears on either the children or adult barred lists;
 - (b) Appendix L be amended to require a basic disclosure from the DBS and that a check is undertaken annually for private hire operators, coming into effect for all new applications and renewals from February 2021 and all existing operators by 1 January 2022;
 - (c) Appendix L be amended to require Private Hire Operators to hold a register of all the staff that will take bookings or dispatch vehicles to come into effect for all operators from 1 January 2022;
 - (d) Appendix L(2) be expanded to require Private Hire Operators to collect the following information as part of their records from 1 January 2022:-
 - The name of the driver;
 - The name of any individual that responded to the booking request; and
 - The name of any individual that dispatched the vehicle
 - (e) Appendix L be amended to require Private Hire Operators to conduct DBS checks on all call handling and dispatching staff as well as to have a policy on employing ex-offenders. All records must also be made available to the Licensing Authority upon request and come into effect for all operators from 1 January 2022; and
 - (f) Section 4.5 along with Appendices B, L and P be amended requiring all drivers and operators' applications and renewals be conducted through the update service, in effect from 1 February 2021; and
- (4) a working group be established through the Taxi Forum to commence in 2021 to consider the following matters:-
 - (a) Reviewing the disciplinary process and address the feasibility of a points-based system being added to the policy; and
 - (b) Looking at further quality standards for both Hackney Carriage and Private Hire vehicles to consider such matters as CCTV, vehicle emissions, consumer safety and identification and training.

17 Licensing Fees and Charges Update to Animal Licence Fees

The Principal Licensing Officer presented the report on the Animal Licensing Fees and Charges, which sought approval for the proposed amendments to the fee structure for animal licensing in Exeter from 1st January 2021. He highlighted the statutory principle to the setting of fees was that they be reasonable and relate to the costs of performing the function and that recommendations would ensure Exeter City Council complied with the European Services Directive (2006/123/EC)

Particular reference was made to the changes brought in by DEFRA, which included a new scoring Matrix, which had been in use by Exeter City Council for several years, which provided an estimation of the costs involved. The costs had been split into

Parts A and B, where part A would cover the majority of the costs for the more lengthy inspections. Members noted that, as part of the fee re-structure detailed in the report, a new section for dog, day care venues had also been included.

RESOLVED: that the Licensing Committee approve the fees for the period from 1 January 2021 to 31 March 2021, as contained in Appendix A of the report presented at the meeting.

The meeting commenced at 5.30 pm and closed at 6.09 pm

Chair

DRAFT

LICENSING COMMITTEE

30 November 2020

Present:

Councillor Keith Owen (Chair)

Councillors Buswell, Branston, Henson, D, Mitchell, K, Oliver, Vizard, Warwick, Wood and Wright

Apologies:

Councillor Quance

Also present:

Service Lead - Environmental Health & Community Safety, Legal Advisor, Principal Licensing Officer, Democratic Services Officer (MD) and Democratic Services Officer (HB)

18 **Declarations of Interest**

No declarations of interest were made by Members.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

19 **Amendment to Street Trading Policy and Terms of Reference for the Licensing Sub-Committee**

The Service Lead - Environmental Health and Community Safety presented the report which sought approval to amend the Street Trading Policy, for commencement from 1 January 2021. The report would also be presented to Executive on 1 December 2020, to amend the Terms of Reference for the Licensing Sub-Committee for Council approval.

The proposed policy amendment in conjunction with proposed changes to the Council Constitution would delegate authority to the Licensing Sub Committee to determine street trading applications.

RECOMMENDED that Council: -

- (1) approve the amendment to the Street Trading Policy, to commence from the 1 January 2021, to read as follows: -
 - All relevant representations relating to the grant of a consent will be referred to the Licensing Sub-Committee hearing the application, for consideration as part of the determination.
- (2) support the proposed amendment to the Council's Constitution Terms of Reference for the Licensing Sub-Committee: -
 - To determine whether to grant or refuse a street trading consent.

20 **Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

RESOLVED that, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the consideration of the following item on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part I, Schedule 12A of the Act.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

21 Application for Consent to Street Trade in at Duckes Meadow and Clapperbrook Bridge Car Park

The Chair introduced the Committee. The Solicitor set out the procedure, the Council's policy and the requirements under the Local Government (Miscellaneous Provisions) Act 1982.

The Principal Licensing Officer, presented the report which advised the Committee that the Applicant was seeking approval to engage in street trading at locations Ducks Meadow and Clapperbrook Bridge Car Park, Exeter. The Applicant had applied for a 12-month licence to sell hot drinks, cold drinks, cakes and pastries and had applied for a consent to trade Monday to Saturday between 08:00 and 14:00 hours.

The Applicant had submitted a location map of the area they sought to trade at and photographs of a proposed purpose-built food van. Members noted that Devon County Highways had been notified of the application and that no comments had been received. A food hygiene rating visit had not yet been undertaken. The Estates section of the City Council had made no objection to the occupation of the sites which were on City Council owned land.

The Applicant was in attendance and spoke in support of the application, stating that:-

- because of the Covid pandemic, Spoonbill Café Ltd. were unable to attend events and festivals and had commenced trading at Topsham Rugby Club which had been well received locally and on social media and, as a result, had identified Ducks Meadow and Clapperbrook Bridge Car Park as additional areas from which to trade;
- both locations benefited from good footfall being popular with walkers, cyclists and dog walkers and the unit would fit well in to the natural environment;
- the van comprised a dual-fuel facility rather than a noisy generator, a fridge to store milk etc., a sink, sanitisers with hot water available for cleaning;
- in respect of the proposed conditions, all litter would be disposed of, there would be no flyposting, use of A boards or single use plastics and local produce would be used;
- liaison would occur with the Environment Agency as necessary regarding any environmental/conservation work identified; and
- the Applicant thanked Members for the opportunity to address the Committee.

In response to questions from Members, the Applicant detailed the precise location of the two sites and advised: -

- a dual-fuel facility was an espresso coffee machine both gas and battery powered with only a limited use of gas to warm the coffee and with the batteries providing the necessary power;
- the company used Fairtrade coffee sourced from South American farms; and

- the practice in respect of social distancing at Topsham Rugby Club had been to advise the public when necessary to maintain their distance. In addition, the coffee etc. was left on a small shelf to avoid direct contact with customers with payment via card and sanitisers available for public use. Both proposed new locations benefitted from wide open spaces.

RESOLVED that the application be approved with the following conditions:

- (a) all of the conditions contained within Appendix A of the Street Trading Policy dated 2015 be included in the consent;
- (b) the consent holder will provide a bin for customer use and will ensure that any rubbish in the vicinity (within 100 metres of the business), emanating from the business is cleared away at regular intervals;
- (c) the use of A boards and flags be prohibited;
- (d) the consent holder will not conduct fly posting;
- (e) in the event that issues do arise from this consent, then this consent may be revoked by the Service Lead - Environmental Health and Community Safety in consultation with the Chair of the Licensing Committee; and
- (f) in line with the Council's resolution of 24th April 2018, any cutlery, food/ drink containers, and drinking straws used should not be made from single use plastics.

The meeting commenced at 5.30 pm and closed at 6.05 pm

Chair

This page is intentionally left blank

REPORT TO LICENSING COMMITTEE

Date of Meeting: 2nd February 2021

Report of: Service Lead- Environmental Health & Community Safety

Title: Licensing Fees and Charges for 2021/22

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

- 1.1 The purpose of this report is to establish the licensing fees and charges that should apply for 2021/22 for those activities where the Council has discretion.

2. Recommendations:

- 2.1 For the period from 1 April 2021 to 31 March 2022 it is recommended that the Licensing Committee set the fees as contained in Appendix A.

3. Reasons for the recommendation:

- 3.1 The statutory principle in relation to the setting of fees is that they should be reasonable and should relate to the costs of performing the function, including staffing, administration, testing, inspections, hearings, regulation and appeals.
- 3.2 The recommendation is in order to comply with the provisions of the European Services Directive (2006/123/EC) which was incorporated into UK law by the Provision of Services Regulations 2009. The legal requirements were considered by the Supreme Court in the case of R (on the application of Hemming and others) v Westminster City Council [2015] UKSC 25 and [2017] UKSC 50.

4. What are the resource implications including non financial resources.

- 4.1 If there is no increase in fees there is a risk that the Council will not recover all of the costs for services or activities for which it is permitted to charge and increase the burden on the Council's general fund.
- 4.2 There will be a cost in adoption of fees, as some will require public notice to be given. However this cost will be met from the existing budgetary provision.

5. Section 151 Officer comments:

- 5.1 The proposed fees have been built into the Council's provisional 2021-22 budget that will be considered at Council in February 2021.
- 5.2 Any surplus or deficit arising, will be placed in an earmarked reserve as it is a requirement for the fees to be ring-fenced for the service.

6. What are the legal aspects?

- 6.1 The Licensing Committee's responsibilities are set out in the Council's Constitution and include setting and reviewing licensing fees other than those set by statute.
- 6.2 The power to charge a fee is contained in Schedule 3 Paragraph 19 of the Local Government (Miscellaneous Provisions) Act 1982 which provides local authorities with a wide discretion to set a 'reasonable fee'. Paragraph 19 provides that:

'An applicant for the grant, variation, renewal or transfer of a licence under this Schedule shall pay a reasonable fee determined by the appropriate authority.'

In accordance with this provision, it was established over 30 years ago by the Court of Appeal in the case of *R v Westminster, ex parte Hutton (1985)* that a fee could be charged under paragraph 19 in order to reflect the costs, not only of processing applications, but also of '...inspecting premises after the grant of licences and for what might be called vigilant policing... in order to detect and prosecute those who operated sex establishments without licences'. The Supreme Court has subsequently held in the Hemming case (cited below) that it is open to a licensing authority to require an applicant for the grant or renewal of a licence to pay a fee to cover the running and enforcement costs of a licensing scheme.

- 6.3 Since December 2009, this power has been subject to the provisions of the European Services Directive (2006/123/EC) which was incorporated into UK law by the Provision of Services Regulations 2009. The Regulations state that charges incurred by applicants under an authorisation scheme "must be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities" (effectively the costs to administer the process). In the case of *R (on the application of Hemming and others) v Westminster City Council [2015] UKSC 25*, the Supreme Court held that it remains the case that local authorities can include not only administrative costs, but additionally the costs of regulatory and enforcement costs in the fees charged to licensed operators provided that such costs are reasonable and proportionate.

The licence fee will consist of two parts, A and B as follows:

Part A is to cover the costs of processing the application, namely the costs of the authorisation procedures and formalities. The Part A fee is payable in full on submission of the application and is non-refundable.

Part B is to cover the costs associated with running and enforcing the licensing scheme. The Part B fee would only become payable if a licence is granted, and would need to be paid by the operator before the licence becomes operational.

7. Monitoring Officer's comments:

The Provision of Services Regulations 2009 remain in force following the United Kingdom's departure from the European Union. Accordingly, the principles set out in the Regulations must continue to be followed and as set out in this report.

8. Report details:

- 8.1 Exeter City Council has statutory responsibility for the administration and enforcement of a wide range of licences, registrations and permits. Many of these schemes allow the Council to charge a fee, payable by an applicant for a licence, in order to cover the costs (or a proportion thereof) of the administration of those licence types. In some cases, costs are also permitted to cover other aspects of providing the regulatory scheme.
- 8.2 The basis in setting such fees is generally to ensure full cost recovery, or as close to it as possible. Numerous legal cases over the years have confirmed that licensing fees may not be used to generate a profit for councils, and that fees should be reviewed annually to ensure that neither a significant surplus nor deficit is created. Surpluses or deficits may be carried forward to future years to be redistributed (within the ring-fenced licensing budget), or recouped, as applicable.
- 8.3 Many licensing schemes fall within the definition of 'services', under the EU Services Directive, as incorporated by the Provision of Services Regulations 2009. For such schemes, fees and charges must "*be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities*". This principle was affirmed by the courts in *R (on the application of Hemming (t/a Simply Pleasure Ltd)) v Westminster City Council*. Fees must reflect administrative, policy and compliance costs, but cannot include the costs of enforcement action against unlicensed operators.
- 8.4 Appendix A summarises the Council's powers to set its fees in respect of licensing applications, and any limitations on those powers.
- 8.5 A notice of any variation to taxi vehicles and taxi operator's licence fees will be advertised in a local paper and will be deposited at the council offices for a period of 28 days. Any objections received within 28 days of publication of the notice and not withdrawn will be considered at a meeting of the Licensing Committee on 23rd March 2021. If there are no objections to the variation in fees they will come into effect on 1 April 2021.

9. How does the decision contribute to the Council's Corporate Plan?

- 9.1 The appropriate setting of Licensing Fees will contribute to a healthy and safe city, and lend support to a robust, business friendly economy.

10. What risks are there and how can they be reduced?

10.1 The proposed fees have been calculated on a cost recovery basis, and projections show that if the revised fees are adopted the costs of administering licensing schemes should be recovered.

11. Equality Act 2010 (The Act)

11.1 Under the Act's Public Sector Equalities Duty, decision makers are required to consider the need to:

- eliminate discrimination, harassment, victimisation and any other prohibited conduct;
- advance equality by encouraging participation, removing disadvantage, taking account of disabilities and meeting people's needs; and
- foster good relations between people by tackling prejudice and promoting understanding.

11.2 In order to comply with the general duty authorities must assess the impact on equality of decisions, policies and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

11.3 In making decisions the authority must take into account the potential impact of that decision in relation to age, disability, race/ethnicity (includes Gypsies and Travellers), sex and gender, gender identity, religion and belief, sexual orientation, pregnant women and new and breastfeeding mothers, marriage and civil partnership status in coming to a decision.

11.4 In recommending this proposal potential impact has been identified on people with protected characteristics as determined by the Act and an Equalities Impact Assessment has been included in the background papers for Member's attention.

12. Carbon Footprint (Environmental) Implications:

12.1 No direct carbon/environmental impacts arising from the recommendations.

13. Are there any other options?

13.1 The Licensing Committee could decide to maintain fees and charges at the 2020/21 levels, however the service would not be recovering the full cost incurred to the authority for delivering the individual licence areas.

Report of: Simon Lane, Service Lead Environmental Health and Community Safety

Author: Lee Staples Principal Licensing Officer

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

The Gambling Act 2005.
Guidance issued under Section 25 of the Gambling Act 2005

The Police Reform and Social Responsibility Act 2011
The Licensing Act 2003
Guidance issued under Section 182 of the Licensing Act 2003
Local Government (Miscellaneous Provisions) Act 1982
Local Government (Miscellaneous Provisions) Act 1976
Scrap Metal Dealers Act 2013

Contact for enquires:
Democratic Services (Committees)
Room 4.36
01392 265275

This page is intentionally left blank

Appendix A - Summary of powers to set application fees

Section	Area	Power arises from
	General principle	Reg 18(4), Provision of Services Regulations 2009 Any charges provided for by a competent authority which applicants may incur under an authorisation scheme must be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities.
2.1 – 2.5	Alcohol, entertainment, etc	Prescribed in regulations made by the Secretary of State under the Licensing Act 2003. Section 197A of that Act will allow licensing authorities to set fees locally on a cost-recovery basis, but is yet to be commenced.
3.1	Animal boarding	s.1(2), Animal Boarding Establishments Act 1963 Fee as may be determined by LA. s 13 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 A local authority may charge such fees as it considers necessary
3.2	Dangerous wild animals	s.1(2)(e), Dangerous Wild Animals Act 1976 Sufficient to meet direct and indirect costs incurred
3.3	Dog breeding	s.3A(2), Breeding of Dogs Act 1973 Reasonable costs incurred in administration and enforcement. s 13 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 A local authority may charge such fees as it considers necessary
3.4	Pet shops	s.1(2), Pet Animals Act 1951 Fee as may be determined by LA. s 13 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 A local authority may charge such fees as it considers necessary
3.5	Riding establishments	s.1(2), Riding Establishments Act 1964 Fee as may be determined by LA. Cost of veterinary inspection. s 13 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 A local authority may charge such fees as it considers necessary
3.6	Zoos	s.15(1), Zoo Licensing Act 1981 Sufficient to cover the reasonable expenditure incurred by the authority. Special provisions for inspections, closures, and direction making.
4.1, 4.3	Gambling notices, premises licences	Set on a cost recovery basis by the authority, up to maximum amounts prescribed in regulations made under the Gambling Act 2005. No fee chargeable for OUN's
4.2, 4.4	Gaming permits, lotteries	Prescribed in regulations made by the Secretary of State under the Gambling Act 2005
5.1, 5.2	Charity collections	No fees chargeable
6.1	HC/PH drivers	s.53(2), Local Gov't (Misc. Provisions) Act 1976

		Recovering the costs of issue and administration. Refundable if licence not granted.
6.2, 6.3	HC/PH vehicles, PH operators	s.70(1), Local Gov't (Misc. Provisions) Act 1976 Sufficient to cover the cost of: inspection of vehicle for licensing purposes, providing hackney carriage stands, or other costs for administration and control/supervision of vehicles. Refundable if licence not granted. <i>Maximum fees must be advertised.</i>
7.1	Hypnosis	No fees chargeable (except by London boroughs)
8.1	Scrap metal	Sch 1 para 6, Scrap Metal Dealers Act 2013 Fee set by the authority, with regard to guidance FEE-SETTING IS AN EXECUTIVE FUNCTION
9.1	Sex establishments	Sch 3, para 19, Local Gov't (Misc. Pr'ns) Act 1982 Reasonable fee
10.1	Skin piercing, etc	s.14(6), 15(6) , Local Gov't (Misc. Pr'ns) Act 1982 Reasonable fee

	Fee	VAT @	Total	VAT
	£ p	20%	£ p	Code
2020/21 Current Fees & Charges				

N PEST CONTROL**(1) Rat Control**

Domestic premises, non domestic premises and rented accommodation - standard treatment

(Per hour or part)

53.34 10.66 64.00 3

Out of hours (per hour or part)

75.84 15.16 91.00 3

(2) Mouse Control

Domestic premises, non domestic premises and rented accommodation - standard treatment

(Per hour or part)

53.34 10.66 64.00 3

Out of hours (per hour of part)

75.84 15.16 91.00 3

(3) Insect Control

Wasps - during standard hours

53.34 10.66 64.00 3

- out of hours

75.84 15.16 91.00 3

Bed Bugs - during standard hours (one room)

100.00 20.00 120.00 3

- out of hours (one room)

137.50 27.50 165.00 3

- additional rooms - per room

62.50 12.50 75.00 3

Fleas - One room

75.84 15.16 91.00 3

- additional rooms - per room

27.50 5.50 33.00 3

- out of hours (one room)

137.50 27.50 165.00 3

Cockroaches - One room

100.00 20.00 120.00 3

- additional rooms - per room

62.50 12.50 75.00 3

- out of hours (one room)

100.00 20.00 120.00 3

Other Insects - during standard hours

75.84 15.16 91.00 3

- minimum charge

(price on application for each treatment or treatment out of hours)

(4) Survey and Advice Visits

Survey and Advice Visits to premises

18.33 3.67 22.00 3

(this charge will be deducted from the final cost of the treatment if a treatment is undertaken)

50% charge during office hours for survey and advice visits and the destruction of public health pests i.e. mice, fleas, bedbugs and wasps where householder/tenant is on Income Support, Income Based Job Seeker's Allowance, Income Related Employment and Support Allowance and Guaranteed Pension Credit

Annual contracts for pest control at the discretion of the Service Lead - Environmental Health and Community Safety

* Charges are normally on a payment before treatment basis. Where an account is rendered,

an additional charge of £20.00 is levied (inc VAT).

Charges may be waived by the Service Lead - Environmental Health and Community Safety for public health reasons.

2.5

1.025 **Proposed for 2021-22 per agreed uplift**

Fee T	@ 20%	Total	VAT
£ p	£ p	£ p	Code

55.00 11.00 66.00 3

78.33 15.67 94.00 3

55.00 11.00 66.00 3

78.33 15.67 94.00 3

55.00 11.00 66.00 3

78.33 15.67 94.00 3

102.50 20.50 123.00 3

141.67 28.33 170.00 3

64.17 12.83 77.00 3

78.33 15.67 94.00 3

28.33 5.67 34.00 3

141.67 28.33 170.00 3

102.50 20.50 123.00 3

64.17 12.83 77.00 3

102.50 20.50 123.00 3

78.33 15.67 94.00 3

19.17 3.83 23.00 3

	Fee	VAT @	Total	VAT
	£ p	20%	£ p	Code
2020/21 Current Fees & Charges				

S MISCELLANEOUS**(1) Surrender of unfit foodstuffs**

per hour or part
Regular inspections -
Annual terms to be agreed

100.00 20.00 120.00 3

(2) Food Export Licence

(Per hour or part)
Plus analysts fee

95.00 - 95.00 9

(3) Water Sampling and Private Water Supplies

Statutory charges:

Sampling Visit Fee plus analysis

83.33 16.67 100.00 3

Private Water Supply Risk Assessment

208.33 41.67 250.00 3

Private Water Supply Investigation Costs

91.66 18.34 110.00 3

Private Water Supply Granting an Authorisation

91.66 18.34 110.00 3

(4) Food Hygiene Courses

Level 2 Award in Food Safety in Catering

55.00 - 55.00 8

Level 3 Award in Food Safety in Catering

290.00 - 290.00 8

Level 4 Award in Food Safety in Catering

530.00 - 530.00 8

Level 3 Award in Food Safety Supervision in Retail

290.00 - 290.00 8

Level 2 Award in Healthier Foods and Special Diets

55.00 - 55.00 8

Food Safety Awareness Session

20.00 - 20.00 8

Other Courses

150.00 - 150.00 8

Safer Food Better Business Pack (include diary)

16.50 - 16.50 8

Safer Food Better Business 12 month Diary Refill

7.50 - 7.50 8

(5) Statements

Factual Statements for Civil Proceedings

154.17 30.83 185.00 3

(6) Health & Safety Courses

Level 2 Award in Health & Safety

55.00 - 55.00 8

Level 4 Award in Health and Safety

530.00 - 530.00 8

Level 3 Award in Risk Assessment

200.00 - 200.00 8

Principals in Manual Handling

45.00 - 45.00 8

Health and Safety Awareness Session

20.00 - 20.00 8

(7) Environmental Awareness Course

55.00 - 55.00 8

(8) Environmental Management Course

530.00 - 530.00 8

Fees for other courses to be at the discretion of the Environmental Health and Licensing Manager.

Where an account is rendered, an additional charge of £20.00 is levied (inc VAT).

(9) Disposal of motor car

58.33 11.67 70.00 3

2.5

1.025 Proposed for 2021-22 per agreed uplift

Fee T	@ 20%	Total	VAT
£ p	£ p	£ p	Code

102.50 20.50 123.00 3

95.00 - 95.00 9

83.33 16.67 100.00 3

208.33 41.67 250.00 3

91.66 18.33 109.99 3

91.66 18.33 109.99 3

55.00 - 55.00 8

290.00 - 290.00 8

530.00 - 530.00 8

290.00 - 290.00 8

55.00 - 55.00 8

20.00 - 20.00 8

150.00 - 150.00 8

16.50 - 16.50 8

7.50 - 7.50 8

158.33 31.67 190.00 3

55.00 - 55.00 8

530.00 - 530.00 8

200.00 - 200.00 8

45.00 - 45.00 8

20.00 - 20.00 8

55.00 - 55.00 8

530.00 - 530.00 8

60.00 12.00 72.00 3

	Fee	VAT @	Total	VAT
	£ p	20%	£ p	Code
2020/21 Current Fees & Charges				

2.5
1.025 **Proposed for 2021-22 per agreed uplift**

T LICENSING FEES - GENERAL

A NON RETURNABLE ADMINISTRATION FEE OF £50 INCLUDING VAT AT THE CURRENT RATE IS PAYABLE WITH ALL NEW APPLICATIONS (INCLUDES KNOWLEDGE TEST)

(1) Hackney carriage

Vehicle Licence (Incl Plate & Survey Charge)	365.00	-	365.00	9
---	--------	---	--------	---

(2) Hackney Carriage

Driver's Licence and Identity card - 1 year	108.00	-	108.00	9
Driver's Licence and Identity card - 3 year	255.00	-	255.00	9

(3) Private Hire Operators Licence

per annum	120.00	-	120.00	9
5 year licence	515.00	-	515.00	9

(4) Private Hire Vehicle Licence

(Incl. Plate)	280.00	-	280.00	9
---------------	--------	---	--------	---

(5) Private Hire Drivers

Driver's Licence and Identity card - 1 year	108.00	-	108.00	9
Driver's Licence and Identity card - 3 year	255.00	-	255.00	9

(6) Vehicle Licences and Plate - Transfer Fees

	66.00	-	66.00	9
--	-------	---	-------	---

(7) Additional Knowledge Test

	37.50	7.50	45.00	3
--	-------	------	-------	---

(8) Miscellaneous fees

Replacement plate	33.00	-	33.00	9
Missed appointments	37.50	7.50	45.00	3

(9) Consents to Street Trade

For up to 3 months	770.00	-	770.00	9
For up to 6 months	1,100.00	-	1,100.00	9
For up to 9 months	1,670.00	-	1,670.00	9
For up to 12 months	1,920.00	-	1,920.00	9

Animal Welfare

(10) Animal Boarding Establishment

(a) New, 1 and 2 star Licence (inclusive of vets fees)	Part A	245.00	-	245.00	9
	Part B	85.00	-	85.00	9
(b) 3, 4 and 5 star Licence (inclusive of vets fees)	Part A	490.00	-	490.00	9
	Part B	170.00	-	170.00	9

(11) Pet Animals Licence

(a) New, 1 and 2 star Licence (inclusive of vets fees)	Part A	245.00	-	245.00	9
	Part B	85.00	-	85.00	9
(b) 3, 4 and 5 star Licence (inclusive of vets fees)	Part A	490.00	-	490.00	9
	Part B	170.00	-	170.00	9

Fee T	@ 20%	Total	VAT
£ p	£ p	£ p	Code

370.00	-	370.00	9
--------	---	--------	---

110.00	-	110.00	9
--------	---	--------	---

260.00	-	260.00	9
--------	---	--------	---

135.00	-	135.00	9
--------	---	--------	---

550.00	-	550.00	9
--------	---	--------	---

285.00	-	285.00	9
--------	---	--------	---

110.00	-	110.00	9
--------	---	--------	---

260.00	-	260.00	9
--------	---	--------	---

67.00	-	67.00	9
-------	---	-------	---

37.50	7.50	45.00	3
-------	------	-------	---

33.00	-	33.00	9
-------	---	-------	---

37.50	7.50	45.00	3
-------	------	-------	---

775.00	-	775.00	9
--------	---	--------	---

1,120.00	-	1,120.00	9
----------	---	----------	---

1,680.00	-	1,680.00	9
----------	---	----------	---

1,930.00	-	1,930.00	9
----------	---	----------	---

470.00	-	470.00	9
--------	---	--------	---

190.00	-	190.00	9
--------	---	--------	---

470.00	-	470.00	9
--------	---	--------	---

190.00	-	190.00	9
--------	---	--------	---

470.00	-	470.00	9
--------	---	--------	---

190.00	-	190.00	9
--------	---	--------	---

470.00	-	470.00	9
--------	---	--------	---

190.00	-	190.00	9
--------	---	--------	---

			Fee	VAT @	Total	VAT					
			£ p	20%	£ p	£ p	Code				
			<u>2020/21 Current Fees & Charges</u>				2.5				
							1.025 <u>Proposed for 2021-22 per agreed uplift</u>				
			Fee	T @ 20%	Total	VAT					
			£ p	£ p	£ p	Code					
(12) Riding Establishments Licence											
(a)	New, 1 and 2 star Licence (inclusive of vets fees)	Part A	355.00	-	355.00	9	730.00	-	730.00	9	
		Part B	175.00	-	175.00	9	360.00	-	360.00	9	
(b)	3, 4 and 5 star Licence (inclusive of vets fees)	Part A	n/a		n/a	9	730.00	-	730.00	9	
		Part B	n/a		n/a	9	360.00	-	360.00	9	
	Per horse in excess of 10		7.50	-	7.50	9	15.20	-	15.20	9	
(13) Dog Breeding Establishments Licence											
(a)	New, 1 and 2 star Licence (inclusive of vets fees)	Part A	245.00	-	245.00	9	470.00	-	470.00	9	
		Part B	85.00	-	85.00	9	190.00	-	190.00	9	
(b)	3, 4 and 5 star Licence (inclusive of vets fees)	Part A	490.00	-	490.00	9	470.00	-	470.00	9	
		Part B	170.00	-	170.00	9	190.00	-	190.00	9	
(14) Dangerous Wild Animals Act											
	Licence Fee (inclusive of vets fees)	Part A	355.00	-	355.00	9	365.00	-	365.00	9	
		Part B	175.00	-	175.00	9	180.00	-	180.00	9	
(15) Dog Day Care Centres											
(a)	New, 1 and 2 star Licence (inclusive of vets fees)	Part A	n/a		n/a		470.00		470.00	9	
		Part B	n/a		n/a		190.00		190.00	9	
(b)	3, 4 and 5 star Licence (inclusive of vets fees)	Part A	n/a		n/a		470.00		470.00	9	
		Part B	n/a		n/a		190.00		190.00	9	
	Per dog in excess of 10		n/a		n/a		3.50		3.50	9	
	Per dog in excess of 20		n/a		n/a		4.50		4.50	9	
(15) Sex Establishments Licence											
	Licence Fee	Part A	3,300.00	-	3,300.00	9	3,382.00	-	3,382.00	9	
		Part B	750.00	-	750.00	9	770.00	-	770.00	9	
(16) Small Lotteries											
	Statutory Charges										
(a)	Registration		40.00	-	40.00	9	40.00	-	40.00	9	
(b)	Renewal		20.00	-	20.00	9	20.00	-	20.00	9	

	Fee £ p	VAT @ 20% £ p	Total £ p	VAT Code	2.5	Fee T @ 20% £ p	Total £ p	VAT Code	
(17) Gambling Act 2005									
Statutory charges:									
(i) Bingo									
- Provisional statement	2,745.00	-	2,745.00	9	2.5	2,745.00	-	2,745.00	9
- New premises following provisional statement	1,060.00	-	1,060.00	9	1.025	1,060.00	-	1,060.00	9
- New premises without provisional statement	3,215.00	-	3,215.00	9		3,215.00	-	3,215.00	9
- Annual fee - First year only following fast track conversion	590.00	-	590.00	9		590.00	-	590.00	9
- Annual fee - other than above	765.00	-	765.00	9		765.00	-	765.00	9
- Variation	1,380.00	-	1,380.00	9		1,380.00	-	1,380.00	9
- Transfer	945.00	-	945.00	9		945.00	-	945.00	9
- Reinstatement	945.00	-	945.00	9		945.00	-	945.00	9
(ii) Adult Gaming Centre									
- Provisional statement	1,530.00	-	1,530.00	9		1,530.00	-	1,530.00	9
- New premises following provisional statement	1,178.00	-	1,178.00	9		1,178.00	-	1,178.00	9
- New premises without provisional statement	2,000.00	-	2,000.00	9		2,000.00	-	2,000.00	9
- Annual fee - First year only following fast track conversion	590.00	-	590.00	9		590.00	-	590.00	9
- Annual fee - other than above	765.00	-	765.00	9		765.00	-	765.00	9
- Variation	765.00	-	765.00	9		765.00	-	765.00	9
- Transfer	945.00	-	945.00	9		945.00	-	945.00	9
- Reinstatement	945.00	-	945.00	9		945.00	-	945.00	9
(iii) Family Entertainment Centre									
- Provisional statement	765.00	-	765.00	9		765.00	-	765.00	9
- New premises following provisional statement	1,120.00	-	1,120.00	9		1,120.00	-	1,120.00	9
- New premises without provisional statement	1,768.00	-	1,768.00	9		1,768.00	-	1,768.00	9
- Annual fee - First year only following fast track conversion	415.00	-	415.00	9		415.00	-	415.00	9
- Annual fee - other than above	590.00	-	590.00	9		590.00	-	590.00	9
- Variation	790.00	-	790.00	9		790.00	-	790.00	9
- Transfer	765.00	-	765.00	9		765.00	-	765.00	9
- Reinstatement	765.00	-	765.00	9		765.00	-	765.00	9
(iv) Betting Track									
- Provisional statement	710.00	-	710.00	9		710.00	-	710.00	9
- New premises following provisional statement	2,060.00	-	2,060.00	9		2,060.00	-	2,060.00	9
- New premises without provisional statement	2,060.00	-	2,060.00	9		2,060.00	-	2,060.00	9
- Annual fee - other than above	736.00	-	736.00	9		736.00	-	736.00	9
- Variation	1,000.00	-	1,000.00	9		1,000.00	-	1,000.00	9
- Transfer	710.00	-	710.00	9		710.00	-	710.00	9
- Reinstatement	710.00	-	710.00	9		710.00	-	710.00	9
(v) Betting Other									
- Provisional statement	2,142.00	-	2,142.00	9		2,142.00	-	2,142.00	9
- New premises following provisional statement	1,200.00	-	1,200.00	9		1,200.00	-	1,200.00	9
- New premises without provisional statement	3,000.00	-	3,000.00	9		3,000.00	-	3,000.00	9
- Annual fee - other than above	600.00	-	600.00	9		600.00	-	600.00	9
- Variation	1,075.00	-	1,075.00	9		1,075.00	-	1,075.00	9
- Transfer	860.00	-	860.00	9		860.00	-	860.00	9
- Reinstatement	860.00	-	860.00	9		860.00	-	860.00	9

2020/21 Current Fees & Charges2.5
1.025 **Proposed for 2021-22 per agreed uplift**

	Fee £ p	VAT @ 20% £ p	Total £ p	VAT Code	2.5	1.025	Fee T @ 20% £ p	£ p	Total £ p	VAT Code
2020/21 Current Fees & Charges										
(vi) Miscellaneous Premises Licence Fees:										
- Change of circumstances (statutory charge)	50.00	-	50.00	9			50.00	-	50.00	9
- Copy of Licence	27.50	-	27.50	9			27.50	-	27.50	9
(vii) Unlicensed FEC permits										
- Application fee	330.00	-	330.00	9			330.00	-	330.00	9
- Application fee - existing operator	110.00	-	110.00	9			110.00	-	110.00	9
- Renewal fee	330.00	-	330.00	9			330.00	-	330.00	9
- Change of name	27.50	-	27.50	9			27.50	-	27.50	9
- Copy of permit	15.00	-	15.00	9			15.00	-	15.00	9
(viii) Automatic entitlement - Alcohol Licensed Premises										
- Notification of two machines	50.00	-	50.00	9			50.00	-	50.00	9
(ix) Permit for more than two machines - Alcohol Licensed Premises										
- Application fee - existing operator	100.00	-	100.00	9			100.00	-	100.00	9
- Application fee other than as above	150.00	-	150.00	9			150.00	-	150.00	9
- Permit variation fee	100.00	-	100.00	9			100.00	-	100.00	9
- Permit transfer fee	25.00	-	25.00	9			25.00	-	25.00	9
- Annual fee	50.00	-	50.00	9			50.00	-	50.00	9
- Change of name	25.00	-	25.00	9			25.00	-	25.00	9
- Copy of permit	15.00	-	15.00	9			15.00	-	15.00	9

2.5
1.025 **Proposed for 2021-22 per agreed uplift**

Fee T @ 20% £ p	£ p	Total £ p	VAT Code
50.00	-	50.00	9
27.50	-	27.50	9
330.00	-	330.00	9
110.00	-	110.00	9
330.00	-	330.00	9
27.50	-	27.50	9
15.00	-	15.00	9
50.00	-	50.00	9
100.00	-	100.00	9
150.00	-	150.00	9
100.00	-	100.00	9
25.00	-	25.00	9
50.00	-	50.00	9
25.00	-	25.00	9
15.00	-	15.00	9

	Fee	VAT @	Total	VAT
	£ p	20%	£ p	Code

2020/21 Current Fees & Charges**(x) Prize Gaming**

- Application fee	300.00	-	300.00	9
- Application fee - existing operator	100.00	-	100.00	9
- Renewal fee	300.00	-	300.00	9
- Change of name	25.00	-	25.00	9
- Copy of permit	15.00	-	15.00	9

(xi) Club Gaming and Club Machine Permits

- Application fee - existing operator	110.00	-	110.00	9
- Application fee other than as above	220.00	-	220.00	9
- Permit variation fee	110.00	-	110.00	9
- Permit fee - fast track	110.00	-	110.00	9
- Renewal fee - other	220.00	-	220.00	9
- Annual fee	50.00	-	50.00	9
- Copy of permit	15.00	-	15.00	9

(xii) Scrap Metal Licences

- New Scrap Metal Site Licence	290.00	-	290.00	9
- New Scrap Metal Collectors Licence	135.00	-	135.00	9
- Scrap Metal Site Licence Renewal	190.00	-	190.00	9
- Scrap Metal Collectors Licence Renewal	100.00	-	100.00	9
- Vary Licence Holders Details	20.00	-	20.00	9
- Vary Licensed Sites	70.00	-	70.00	9
- Vary Site Manager	40.00	-	40.00	9
- Vary Change from Site to Collector Licence	40.00	-	40.00	9
- Vary Change from Collector to Site	130.00	-	130.00	9

(xiii) Control of Skin Piercing etc

Registration Fee - premises (inc one person)	100.00	-	100.00	9
- extra person	50.00	-	50.00	9

(xiv) Food Premises Register

Copy of whole Register	640.00	-	640.00	9
Copy of a section of Register	135.00	-	135.00	9
Copy of individual premises	16.00	-	16.00	9

U LICENSING FEES - LICENSING ACT 2003

Statutory charges:

(1) Premises Licence and Club Premises Certificates

Grant or variation

Band A - No rateable value up to £4,300	100.00	-	100.00	9
Band B - Rateable value £4,301 to £33,000	109.00	-	109.00	9
Band C - Rateable value £33,001 to £87,000	315.00	-	315.00	9
Band D - Rateable value £87,001 to £125,000	450.00	-	450.00	9
Band C - Rateable value £125,001 and above	635.00	-	635.00	9
Annual fee				
Band A - No rateable value up to £4,300	70.00	-	70.00	9
Band B - Rateable value £4,301 to £33,000	180.00	-	180.00	9
Band C - Rateable value £33,001 to £87,000	295.00	-	295.00	9

2.5

1.025 Proposed for 2021-22 per agreed uplift

	Fee T	@ 20%	Total	VAT
	£ p	£ p	£ p	Code

	300.00	-	300.00	9
	100.00	-	100.00	9
	300.00	-	300.00	9
	25.00	-	25.00	9
	15.00	-	15.00	9

	110.00	-	110.00	9
	220.00	-	220.00	9
	110.00	-	110.00	9
	110.00	-	110.00	9
	220.00	-	220.00	9
	50.00	-	50.00	9
	15.00	-	15.00	9

	290.00	-	290.00	9
	135.00	-	135.00	9
	190.00	-	190.00	9
	100.00	-	100.00	9
	20.00	-	20.00	9
	70.00	-	70.00	9
	40.00	-	40.00	9
	40.00	-	40.00	9
	130.00	-	130.00	9

	100.00	-	100.00	9
	50.00	-	50.00	9

	640.00	-	640.00	9
	135.00	-	135.00	9
	16.00	-	16.00	9

	100.00	-	100.00	9
	109.00	-	109.00	9
	315.00	-	315.00	9
	450.00	-	450.00	9
	635.00	-	635.00	9
	70.00	-	70.00	9
	180.00	-	180.00	9
	295.00	-	295.00	9

	Fee £ p	VAT @ 20% £ p	Total £ p	VAT Code
Band D - Rateable value £87,001 to £125,000	320.00	-	320.00	9
Band C - Rateable value £125,001 and above	350.00	-	350.00	9
* An additional fee is payable for premises exclusively or primarily carrying on the supply of alcohol for consumption on the premises for events of 5,000 or more persons.				
(2) Other charges				
Temporary event notice	21.00	-	21.00	9
Theft, loss etc of premises licence or summary	10.50	-	10.50	9
Application for provisional statement	315.00	-	315.00	9
Notification of change of name and address	10.50	-	10.50	9
Variation to specify individual as premises supervisor	23.00	-	23.00	9
Transfer of premises licence	23.00	-	23.00	9
Interim authority notice	23.00	-	23.00	9
Theft, loss etc of certificate or summary	10.50	-	10.50	9
Notification of change of name or alteration of club rules	10.50	-	10.50	9
Change of relevant registered address of club	10.50	-	10.50	9
Theft, loss etc of temporary event notice	10.50	-	10.50	9
Grant or renewal of personal licence	34.00	-	34.00	9
Theft, loss etc of personal licence	10.50	-	10.50	9
Duty to notify change of name or address	10.50	-	10.50	9
Right of freeholder to be notified	21.00	-	21.00	9

2020/21 Current Fees & Charges

2.5
1.025 **Proposed for 2021-22 per agreed uplift**

Fee £ p	T @ 20% £ p	Total £ p	VAT Code
320.00	-	320.00	9
350.00	-	350.00	9
21.00	-	21.00	9
10.50	-	10.50	9
315.00	-	315.00	9
10.50	-	10.50	9
23.00	-	23.00	9
23.00	-	23.00	9
23.00	-	23.00	9
10.50	-	10.50	9
10.50	-	10.50	9
10.50	-	10.50	9
10.50	-	10.50	9
34.00	-	34.00	9
10.50	-	10.50	9
10.50	-	10.50	9
21.00	-	21.00	9

Equality Impact Assessment: Licensing Fees and Charges

The Equality Act 2010 includes a general duty which requires public authorities, in the exercise of their functions, to have due regard to the need to:

- **Eliminate discrimination**, harassment and victimisation and any other conduct that is prohibited by or under the Act.
- **Advance equality of opportunity** between people who share a relevant protected characteristic and people who do not share it.
- **Foster good relations** between people who share a relevant protected characteristic and those who do not

In order to comply with the general duty authorities must assess the impact on equality of decisions, policies and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

Authorities which fail to carry out equality impact assessments risk making poor and unfair decisions which may discriminate against particular groups and worsen inequality.

Committee name and date:	Report Title	Decisions being recommended:	People with protected characteristics potentially impacted by the decisions to be made:
Licensing Committee 2 nd February 2021	Licensing Fees & Charges	For the period from 1st April 2021 to 31 March 2022 it is recommended that the Licensing Committee set the fees as contained in Appendix A of the report.	

Factors to consider in the assessment: For each of the groups below, an assessment has been made on whether the proposed

decision will have a **positive, negative or neutral impact**. This is must be noted in the table below alongside brief details of why this conclusion has been reached and notes of any mitigation proposed. Where the impact is negative, a **high, medium or low assessment** is given. The assessment rates the impact of the policy based on the current situation (i.e. disregarding any actions planned to be carried out in future).

High impact – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.

Medium impact –some potential impact exists, some mitigating measures are in place, poor evidence

Low impact – almost no relevancy to the process, e.g. an area that is very much legislation led and where the Council has very little discretion

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
Race and ethnicity (including Gypsies and Travellers; migrant workers; asylum seekers).	neutral	low	There is no evidence to suggest that the proposed fees and charges would have a potential impact on this characteristic.
Disability: as defined by the Equality Act – a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse impact on their ability to carry out normal day-to-day activities.	neutral	low	There is no evidence to suggest that the proposed fees and charges would have a potential impact on this characteristic.
Sex/Gender	neutral	low	There is no evidence to suggest that the proposed fees and charges would have a potential impact on this characteristic.
Gender reassignment	neutral	low	There is no evidence to suggest that the proposed fees and charges would have a potential impact on this characteristic.
Religion and belief (includes no belief, some philosophical beliefs such as Buddhism and sects within religions).	neutral	low	There is no evidence to suggest that the proposed fees and charges would have a potential impact on this characteristic.
Sexual orientation (including heterosexual, lesbian, gay, bisexual).	neutral	low	There is no evidence to suggest that the proposed fees and charges would have a potential impact on this characteristic.
Age (children and young people aged 0-24; adults aged 25-50; younger	neutral	low	There is no evidence to suggest that the proposed fees and charges would have a potential impact on this characteristic.

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
older people aged 51-75/80; older people 81+; frail older people; people living with age related conditions. The age categories are for illustration only as overriding consideration should be given to needs).			
Pregnancy and maternity including new and breast feeding mothers	neutral	low	There is no evidence to suggest that the proposed fees and charges would have a potential impact on this characteristic.
Marriage and civil partnership status	neutral	low	There is no evidence to suggest that the proposed fees and charges would have a potential impact on this characteristic.

Actions identified that will mitigate any negative impacts and/or promote inclusion

- **None.** The proposed Fees and Charges 2021/2022 would apply equally to all of the groups identified above, and are considered to have a neutral impact in all cases.

Officer: Lee Staples

Date: 17th December 2020

This page is intentionally left blank