

## **LICENSING AND ENVIRONMENTAL REGULATION COMMITTEE**

MEETING, 30th September, 2015

Present – Councillors Donaghy (Chairman), Haworth (Vice-Chairman), L. Byrne, C. Burrows, Chadwick, Mrs Fairclough, Graham, Greenhalgh, Haslam, Murray, Richardson and Wild.

Apologies for absence were submitted by Councillor Bury.

Councillor Donaghy in the Chair.

### **28. LICENSING FEES REVIEW, 2015/16**

The Director of Environmental Services submitted a report which informed the Committee of the annual Licensing fees review and set out the proposed fee structure, as required by the Provisions of Services regulations, 2009.

The report explained that the Licensing Unit was responsible for the administration of a wide range of functions where statute required a licence, permit or consent to be issued and for discharging the related enforcement functions.

The functions included private hire and hackney carriage licensing, alcohol and entertainment licenses, casino and betting licensing together with street trading, charity collections and sex shops.

Members were advised that most, but not all, of the functions carried out by the unit permitted the Council to charge a fee. The last review of fees was carried out to set the fees for 2010-2011 and a decision was taken not to increase the fees from those set in 2008.

New legislation and guidance on fee setting had been introduced and fees should be reviewed annually and adjusted as and when appropriate. This was to ensure that fees were levied at an appropriate level to recover the full costs.

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In conclusion, the report explained that the proposed fees had been independently calculated by the Council's financial officers and the methodology used had been scrutinised and approved by Internal Audit.

A complete list of the current and proposed locally set fees was set out at Appendix A to the report.

Appendix C and D to the report, which were marked to follow were also tabled together with a schedule of objections which had been received and a response to each.

The Committee was also appraised of a petition which had been received from the private hire trade regarding the fee increase.

Resolved – (i) That the proposed principles and methodology for setting the fees be approved;  
(ii) That notwithstanding the objections which had been received the revised fees be implemented from 1<sup>st</sup> October, 2015;  
(iii) That approval be given to the carrying forward of any surplus or deficit to future financial years and for such surplus or deficit to be considered in the setting of future locally set fees;  
(iv) That a phased approach to any renewal fee increases be approved;  
(v) That the Director of Environmental Services be given delegated authority to resolve any current and future challenges in relation to licensing fees;  
(vi) That the Director of Environmental Services be given delegated authority to determine the appropriate refund level in relation to unsuccessful applicants;  
(vii) That approval be given to the honouring of the fee structure already advised to license holders in any appointment letters;and  
(viii) That any further objections or comments received after this meeting up until the deadline be considered and determined by the Chairman, Vice-Chairman and Councillor Greenhalgh in consultation with the Director of Environmental Services unless they were deemed to be significant and in that

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case this Committee would be convened to consider the issues.

(The meeting started at 12.30pm and finished at 1.00pm)