



# Agenda

## Licensing Committee 2022/23

Tuesday, 14 March 2023 at 7.00 pm

Council Chamber, Town Hall, Ingrave Road, Brentwood, Essex CM15  
8AY

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### Membership (Quorum – 4 )

Cllrs Tanner (Chair), Barber (Vice-Chair), Dr Barrett, M Cuthbert, Fryd, Gelderbloem, Jakobsson, Laplain, Mrs Murphy, Mynott, Parker and Sankey

### Substitute Members

Cllrs Barrett, Mrs N Cuthbert, Mrs Davies, Heard, Mrs Hones and Mrs Pearson

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### Agenda

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### Live Broadcast

[Live broadcast to start at 7pm and available for repeat viewing.](#)

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A handwritten signature in black ink, appearing to read 'Jonathan Stephenson', is written over a horizontal line.

Jonathan Stephenson  
Chief Executive

Town Hall  
Brentwood, Essex  
06.03.2023

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### Information for Members

#### Substitutes

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The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

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#### Rights to Attend and Speak

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Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

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#### Point of Order/ Personal explanation/ Point of Information

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##### Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

##### Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

##### Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate, If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

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### Information for Members of the Public

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#### Access to Information and Meetings

You have the right to attend all meetings of the Council and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published.

Dates of the meetings are available at [www.brentwood.gov.uk](http://www.brentwood.gov.uk).

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#### Guidelines on filming, photography, recording and use of social media at council and committee meetings

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings, these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of

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these activities, in their opinion, are disrupting proceedings at the meeting.

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 **Private Session**

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

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  **Access**

There is wheelchair access to the meeting venue from the Main Entrance. If you do wish to attend this meeting, please contact the clerk should you have specific accessibility needs. There is an induction loop in the meeting room.

 **Evacuation Procedures**

Evacuate the building using the nearest available exit and congregate at the assembly point in the Car Park.



## Minutes

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**Licensing Committee 2022/23**  
**Tuesday, 20th December, 2022**

### Attendance

Cllr Tanner (Chair)	Cllr Jakobsson
Cllr Barber (Vice-Chair)	Cllr Laplain
Cllr Dr Barrett	Cllr Mrs Murphy
Cllr M Cuthbert	Cllr Mynott
Cllr Fryd	Cllr Parker
Cllr Gelderbloem	Cllr Wiles

### Apologies

### Substitute Present

### Also Present

Cllr Hossack  
Cllr Aspinell  
Cllr Mrs Davies

### Officers Present

Phil Drane	- Director - Place
Paul Adams	- Licensing Manager
Caroline Corrigan	- Corporate Manager (Planning Development Management)
Claire Mayhew	- Corporate Manager (Democratic Services) and Deputy Monitoring Officer
Jonathan Quilter	- Corporate Manager (Strategic Planning)
Zoe Borman	- Governance and Member Support Officer

### 277. Apologies for Absence

No apologies had been received.

**278. Minutes of the Previous Meeting**

The Minutes of the previous Licensing Committee held on 26<sup>th</sup> July 2022 were agreed as a true record.

**279. Minutes of Licensing Sub Committee 15.7.22**

The Minutes of the Licensing Sub Committee held on 15<sup>th</sup> July 2022 were agreed as a true record.

**280. Minutes of Licensing Sub Committee 20.7.22**

The Minutes of the Licensing Sub Committee held on 20<sup>th</sup> July 2022 were agreed as a true record.

**281. Minutes of Licensing Sub Committee 17.8.22**

The Minutes of the Licensing Sub Committee held on 17<sup>th</sup> August 2022 were agreed as a true record.

**282. Minutes of Licensing Sub Committee 7.10.22**

The Minutes of the Licensing Sub Committee held on 7<sup>th</sup> October 2022 were agreed as a true record.

**283. Licensing Fees**

This report set out the process and methodology for the setting of Licence Fees associated with licence applications under the remit of the Licensing Committee and proposed the licencing fees for consultation where necessary for the 2023-2024 financial year.

Mr Adams, Licensing Manager, was present at the meeting and briefly summarised the report.

Cllr Tanner **MOVED** and Cllr Barber **SECONDED** the recommendations within the report.

Following discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY:**

**To agree for the proposed fees and charges as set out in Appendix A for the 2023- 2024 financial year to go out to public consultation.**

## **Reasons for Recommendation**

It is important that all licence fees are subject to regular review to ensure that they remain reasonable and proportionate. Where there is to be a significant change to the licensing fee, sufficient consultation must be undertaken to ensure compliance with legislation and to seek a balanced view of the proposed changes.

### **284. Street Trading Policy**

Brentwood Borough Council have a street Trading Licence Scheme that covers the High Street, Brentwood, and an associated Policy. This report introduced a revised policy for consideration before consultation, which looks to extend the scheme to include the whole borough with a combination of street trading licence and street trading consent schemes.

Mr Adams, Licensing Manger introduced this report.

Cllr Tanner **MOVED** and Cllr Barber **SECONDED** the recommendations within the report.

Following discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** to:

- 1. Agree to begin the statutory consultation for the proposal to extend the street trading provisions across the whole borough of Brentwood.**
- 2. Agree for the revised Street Trading Policy attached at Appendix B of the report to go out for public consultation.**
- 3. For the results of both consultations to be reported back to this committee for consideration.**

## **Reasons for Recommendation**

The extension of the street trading scheme required a new resolution to be passed, which requires the statutory requirements to be met as in 2.4.

The revised policy requires consultation, and the results of both consultations will be reported to and considered by this committee.

### **285. Taxi Licensing Policy**

The DFT have published the Statutory Taxi and Private Hire Vehicle Standards which set out the minimum standards for licensing authorities to

apply with regards to certain aspects of taxi licensing. A policy has been developed that brings together the Council's existing policies and procedures into one policy document, reviewing areas of existing policy to ensure that the minimum standards are met. This report considers the consultation responses and proposes a final policy version ready for adoption.

Mr Adams, Licensing Manager introduced the report.

Cllr Tanner **MOVED** and Cllr Barber **SECONDED** the recommendations within the report.

Following discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** to:

1. **Consider the consultations response as in Appendix B along with the officer comments in Appendix C of the report.**
2. **Agree the Taxi Licensing Policy as attached at Appendix A be adopted and to come into effect from the 1st February 2023.**

#### **Reasons for Recommendation**

The Policy has been revised by officers following the comments received.

After consideration of the consultation comments, the policy may be amended if the committee feels necessary.

[Cllr Fryd declared a non-pecuniary interest as a retired taxi driver.]

#### **286. Urgent Business**

There were no items of urgent business.

The meeting concluded at 19.22





## Minutes

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**Licensing Sub-Committee**  
**Wednesday, 14th December, 2022**

### Attendance

Cllr Barber  
Cllr Fryd

Cllr Murphy

### Apologies

### Substitute Present

### Also Present

### Officers Present

Paul Adams	-	Licensing Manager
Dave Leonard	-	Licensing Officer
Francesca Reason	-	Birketts Solicitors, For and on behalf of the Council
Zoe Borman	-	Governance and Member Support Officer

### LIVE BROADCAST

[Live broadcast to start at 10am and available for repeat viewing.](#)

### 264. Appointment of Chair

Members resolved that Cllr Barber would Chair the meeting.

### 265. Administrative Function

Members were respectfully reminded that, in determining the matters listed below, they are exercising an administrative function with the civil burden of

proof, i.e. 'on the balance of probabilities'. The matter will be determined on the facts before the Sub-Committee and the rules of natural justice will apply.

**266. Determination of an Application to Vary a Premises Licence - Prince Albert, The Green, Blackmore CM4 0RT**

The Licensing Office had received an application to vary the premises licence at the Prince Albert, The Green, Blackmore CM4 0RT, to extend the supply of alcohol for the consumption both on and off the premises to 1100hrs-0000hrs Monday-Thursday, 1100hrs-0100hrs the following day Friday & Saturday & 1100hrs-2300hrs on Sunday. The application also wishes to add the provision of late-night refreshment from 2300hrs-0000hrs on Monday-Thursday & 2300hrs-0100hrs the following day on Friday & Saturday. The amended application is no longer seeking the provision of live music. The application also seeks to remove the embedded restrictions and conditions at Annex 2 of the licence and replace them with revised conditions.

No representations were received from Responsible Authorities although additional conditions were agreed following consultation with both Essex Police & the Environmental Health Noise Pollution Team. There were 46 representations received from Other Persons which consisted of 29 persons from 21 local households, 4 representations from Ward & Parish Council members & 4 representations received from persons not wishing their personal details to be disclosed into the public domain. A further 9 representations were received from Other Persons who did not provide their address.

A hearing was held to consider the application. The Sub-Committee determined the application with a view to promoting the four licensing objectives. It considered the application on its own merits. In reaching its determination, the Sub-Committee had regard to the following matters:

- The relevant parts of the written and oral evidence before them;
- The Brentwood Borough Council Licensing Policy;
- Statutory Guidance issued under the Licensing Act 2003

The Sub-Committee listened to all the evidence and submissions. It heard from:

- The Licensing Officers, Paul Adams and David Leonard
- Borough Councillor, Cllr Jakobsson
- Mr Dadds, representing the Parish Council and residents.
- The Applicant's representative, Mr Hopkins.

The Licensing Officer, Mr Leonard presented the report and outlined the application which had been submitted and responded to questions from all parties. A copy of the application was attached to the report.

Cllr Jakobsson addressed the committee giving reasons why he could not support the application.

Mr Dadds spoke on behalf of the Parish Council and residents, Mr and Mrs Robinson, outlining why they were objecting to the application.

The Committee noted the contents of the application and considered the oral representations of the Applicant who was present at the hearing.

The Committee noted the considerable number of objections from the public, the parish council and the ward councillor who opposed the application on the basis that the licensing objectives; most notably, the prevention of public nuisance, would be undermined.

The spirit of the application in its current form contains an agreement that the premises will be double glazed and that these double glazed windows and doors will remain closed at all times save for ingress and egress. In the absence of any assurance that the conditions set out and agreed by the applicant in their application can practically be adhered to, and the fact that too much prospectively is yet to be agreed, the licensing authority could not, in good faith grant the application.

The Committee rejected the application to vary the premise license of The Prince Albert, a public house, located at The Green at Blackmore.

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## Minutes

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### Licensing Sub-Committee Wednesday, 1st March, 2023

#### Attendance

Cllr Barber  
Cllr Gelderbloem

Cllr Parker

#### Apologies

#### Substitute Present

#### Also Present

#### Officers Present

Paul Adams	-	Licensing Manager
Caroline Harrison	-	Licensing Officer
Zoe Borman	-	Governance and Member Support Officer

#### Live broadcast

#### 360. Appointment of Chair

Members nominated Cllr Parker to Chair the hearing.

#### 361. Administrative Function

Members were respectfully reminded that, in determining the matters listed below, they were exercising an administrative function with the civil burden of proof, ie, 'on the balance of probabilities.' The matter would be determined on the facts before the Sub-Committee and the rules of natural justice would apply.

**362. Consideration of the suitability of a Hackney Carriage/Private Hire Driver to continue to hold a licence**

The Sub-Committee Considered the report with appendices, considered all the information made available to it at the hearing and determined if the licence holder remains a fit and proper person to hold a Hackney Carriage and Private; Hire Drivers Licence; and decides whether to either:

- R1. Revoke the licence; or
- R2. Suspend the licence; or
- R3. Take no further action; or
- R4. Any other decision the Sub-Committee deems reasonable, which may include a written warning or to undertake some further training.

Based on all the evidence, the Committee resolved that R4 would be appropriate and that the suspension remain for a 3 month period from commencement of driving licence and that further training is undertaken.

<b>Committee(s):</b> Licensing Committee	<b>Date:</b> 14 March 2023
<b>Subject:</b> Licensing Fees	<b>Wards Affected:</b> All
<b>Report of:</b> Paul Adams, Licensing Manager	<b>Public</b>
<b>Report Author/s:</b> Name: Paul Adams, Licensing Manager Telephone: 01277312503 E-mail: paul.adams@brentwood.gov.uk	<b>For Decision</b>

## Summary

This report sets out the process and methodology for the setting of Licence Fees associated with licence applications under the remit of the Licensing Committee. It also considers the responses from the public consultation in relation to the proposed fees for the 2023-2024 financial year.

## Recommendation(s)

**Members are asked to:**

- R1. Consider the consultation responses received and approve the proposed fees and charges as set out in Appendix B for the 2023/24 financial year.**

## Main Report

### **1. Introduction and Background.**

- 1.1. Most licence applications attract a fee, different licensing regimes have different ways in which the fees are set, which generally is by one of three ways:
  - A statutory set fee.
  - A locally set fee that has by statute, a capped maximum amount.
  - A locally set fee with no maximum cap.
- 1.2. With the exception of the statutory set fees, any fee charged must be based on cost recovery, no profit can be made on the licence fee income.
- 1.3. Fees that are set by statute, cannot be varied and must be charged as they are set within the legislation, this relates to all licences under the Licensing Act 2003 (Alcohol and Entertainment).
- 1.4. Fees that can be set locally with a capped maximum, must be set on a cost recovery basis up to the cap. If the cost recovery is less than the capped amount, then less than the cap should be charged. If the cost it is higher than the cap,

then a loss will need to be made. This relates to fees under the Gambling Act 2005. Fees are currently set at the maximum cap.

- 1.5. Fees that can be set locally without a cap, must be set on a cost recovery basis only, they cannot be used to generate an income to perform other functions of the Council. This relates to Taxis, Sex Establishments, Scrap Metal Dealers, Street Trading, and all Animal Welfare Licences.
- 1.6. Guidance does exist in relation to fee setting in the form of:
  - Home Office Guidance on setting Scrap Metal Dealers Act 2013 Fees.
  - Draft LGA Guidance on Locally Set Fees, issued September 2013.
  - DEFRA Guidance, Animal Welfare Licence Fees - A Practical Guide to Fee Setting.
  - Welsh Technical Panel Templates.
  - Case law.
- 1.7. Cost recovery includes the full cost of administering and ensuring compliance with the licensing regime. Each licensing regime has some slight differences but generally the costs that could be included calculations and apportioned appropriately are:
  - Administration - processing of the licence, officer time, printing, postage and licensing software, etc.
  - Visits - officer time for initial visits, renewal inspections, etc.
  - Third Party Costs – veterinary visits, vehicle inspections etc.
  - Consultation and liaison with third parties – engaging with Responsible Authorities and other stake holders.
  - Management Costs – apportioned cost of the management involvement in any process.
  - Democracy costs – committee costs for determining applications.
  - On Costs – payroll, accommodation, finance, legal, travel
  - Training – For officers and members.
  - Policies – development, consultation, publishing and review.
  - Web material – compliance with EU Directive, online applications.
  - Compliance work – ensuring licence holders are compliant with the licence.
  - Fees – setting and reviewing of fees.
  - Appeals - legal costs of appeals.
  - Maintaining registers – local and national.
- 1.8. There are costs that are unrecoverable; this should include the cost of enforcement action in relation to un-licensed persons/premises/vehicles. This type of action should be funded out of the Council's General Fund.
- 1.9. In order to ensure that fees remain reasonable and proportionate it is necessary to carry out a regular review of the fees.
- 1.10. Generally fees cannot make a profit, case law has established that any surplus must be carried forward, and any deficit can also be carried forward and recouped.



- 1.11. Benchmarking of fees could be used only as a comparison and should not be used as a fee matching exercise. Each authority will have different costs, structures and processes, which could create significant differences in fees.

## 2. Issue, Options and Analysis of Options

- 2.1. Brentwood Borough Council's locally set licence fees were last increased in 2018. The fees were reviewed and set last year, but due to the impact of the COVID pandemic at that time, fees were held at their current level despite the need for an increase.
- 2.2. A set of Taxi trading accounts have been prepared which have included the cost of providing each area of licensing based on the percentage of time officers spend on each activity, against the income against each area, which was presented at the previous committee.
- 2.3. Following agreement at the last Licensing Committee, a public consultation was undertaken with all licence holders, inviting them to view the proposed fees and make comments. There have been 10 responses relating to the Taxi fees, All the responses can be found in the table in **Appendix A**, where officers have responded to the comments received where necessary.
- 2.4. Based on the trading accounts the proposed fees and charges for the 2023 – 2024 period are attached as **Appendix B**. It is intended that this fee change will come into effect from 1<sup>st</sup> April 2023. No changes have been made to the proposed fees following the consultation.

## 3. Reasons for Recommendation

- 3.1. It is important that all licence fees are subject to regular review to ensure that they remain reasonable and proportionate. Where there is to be a significant change to the licensing fee, sufficient consultation must be undertaken to ensure compliance with legislation and to seek a balanced view of the proposed changes.

## 4. Consultation

- 4.1. Consultation has been undertaken on any significant proposed changes to fees, or where consultation is required by statute.
- 4.2. Consultation did include communication of the proposed changes to all relevant licence holders for comments to be submitted to the Licensing department in writing or by email.
- 4.3. Under the Local Government (Miscellaneous Provisions) Act 1976, with regards to hackney carriage proprietors' licences, private hire vehicle licences

and private hire operator licences, there is a requirement where the fee charged is greater than £25 to consult on the proposed fee as prescribed by the legislation.

- 4.4. A notice has been published in a local newspaper, and at the offices, which must give 28 days from the date of publishing for objections to be lodged and advertise the date the fees will come into effect.
- 4.5. As objections have been received and have not been withdrawn this committee must consider the objections.

## **5. References to Corporate Plan**

- 5.1. None.

## **Implications**

### **Financial Implications**

**Name/Title: Tim Willis, Interim Director Resources and Section 151 Officer**  
**Tel/Email: 07870 863270 / tim.willis@brentwood.rochford.gov.uk**

As part of the budget process each year, the Council needs to review its fees and charges. The future development of the Medium-Term Financial Strategy takes into account changes in fees and charges in broad terms over the period of the strategy.

This report sets out information for the Licensing Committee, the process of setting fees in accordance with Legislation, Guidance and good practice.

It is important that the fee levels are set where possible at cost recovery to ensure that the service is financially viable for the current financial year.

### **Legal Implications**

**Name & Title: Claire Mayhew, Corporate Manager (Democratic Services) and Deputy Monitoring Officer**  
**Tel & Email: 01277 312741/claire.mayhew@brentwood.gov.uk**

A Council is entitled to charge a reasonable fee for the grant of a licence, in accordance with relevant legislation, with a view to recovering the costs of issue and administration of those licences. This report set out what is considered reasonable and the process to be followed.

### **Economic Implications**

**Name/Title: Phil Drane, Corporate Director (Planning and Economy)**  
**Tel/Email: 01277 312500/philip.drane@brentwood.gov.uk**

There are no direct economic implications for Brentwood Borough Council arising from this report.

## **Equality and Diversity Implications**

**Name/Title: Kim Anderson, Partnerships, Leisure & Funding Manager**  
**Tel/Email: 01277 312500/kim.anderson@brentwood.gov.uk**

To ensure any equality impact is managed, any change in fees must be communicated to all licence holders at the earliest opportunity, consultation on any proposed changes has been undertaken to ensure that customers have an opportunity to contribute to any decision to change and the council considers these contributions before taking a final decision.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

None

### **Background Papers**

None

### **Appendices to this report**

- Appendix A: Consultation responses
- Appendix B: Proposed Fees 2023/24

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# Appendix A

Contributor	Fee Type	Comments	Officer Response
Adem Murat	Taxi	<p>To whom it my concern, as I'm sure has been mentioned by other drivers I'd like to know why there is such a large increase (22%) in Vehicle licence fee.it's quite disproportionate to other increases.</p> <p>Is it because some taxi drivers left through the lockdown period so you're making the ones that managed to stay in business pay for the shortfall?</p> <p>You want to put the fees up but you don't do anything to promote the taxi trade with the local community, even something simple like mentioning on the Brentwood Council Facebook page to use local licensed taxis rather than the other lot ( Uber ) that you let run riot in Brentwood and other app based minicabs as well. Seems like you're quite happy for them to be here now.</p> <p>The increase for the Hackney Carriage Vehicle License is vastly more than any other increase (in percentage terms) and disproportionate to any other sector listed in the schedule on the website.</p> <p>The increase from £243 to £296 equals a 22% raise in rates</p> <p>Market Operator weekly Fee raises from £350 to £425. A 10% increase</p> <p>Scrap Metal Site Application Fee raises from £495 to £510. A 3% increase</p> <p>Animal Boarding Application Fee raises from £300 to £330. A 10% increase</p> <p>Pavement Permit - New Application Tables and Chairs over 6 tables Fee raises from £675 to £742. A 10% increase</p> <p>Road Closure - Application to close road with 500 - 1999 people attending Fee - raises from £360 to £396. A 10% increase</p> <p>Why is this increase so disproportionate? What work, over and above the work for the increases noted above, does a council worker to have to complete in order to warrant a 22% increase for taxi's and a general 10% increase in other sectors?</p>	<p>The fees charges are based on a cost recovery for each licence type and there has been no increase since 2018.</p>
Dave Hall	Taxi	<p>Taxi license I would like Object to the increase. Do you really think this is the right time to put the prices up it's very tough out there at the moment if you could do something about Ubers parking at the station and at the taxi ranks these are really challenging times I'm sure there is why is anoth...With the cost to live in ulez charges that are taking place in August and fewer people coming off the trains engineering works at the weekends rail strikes An...</p>	<p>The fees charges are based on a cost recovery for each licence type and there has been no increase since 2018.</p> <p>The issues with Uber operating in this area have been subject to consideration previously by this Committee and it was concluded that the model in which they operate is within the parameters of current legislation.</p> <p>Joint enforcement operations with TFL have been undertaken and will continue to be scheduled.</p>
David Felon	Taxi	<p>Having looked at the Council's proposed fee increases I would like to voice my concern regarding the increase of +20% for the vehicle license which I find rather spiteful considering the current economic climate.</p> <p>I would appreciate an explanation on how this figure was reached and I am fairly confident that many fellow license holders will be asking the same question.</p> <p>I totally understand that prices go up and that with the various increases we have all faced fees have to be looked at but I think that the Council should reconsider the proposed increase to make it more palatable for all affected.</p>	<p>The fees charges are based on a cost recovery for each licence type and there has been no increase since 2018.</p>
Eddie Collins	Taxi	<p>Can the following notes please be put forward to the Consultation on Licensing Fee's as listed on the Brentwood Council Website.</p> <p>The increase for the Hackney Carriage Vehicle License is vastly more than any other increase (in percentage terms) and disproportionate to any other sector listed in the schedule on the website.</p> <p>The increase from £243 to £296 equals a 22% raise in rates</p> <p>Market Operator weekly Fee raises from £350 to £425. A 10% increase</p> <p>Scrap Metal Site Application Fee raises from £495 to £510. A 3% increase</p> <p>Animal Boarding Application Fee raises from £300 to £330. A 10% increase</p> <p>Pavement Permit - New Application Tables and Chairs over 6 tables Fee raises from £675 to £742. A 10% increase</p> <p>Road Closure - Application to close road with 500 - 1999 people attending Fee - raises from £360 to £396. A 10% increase</p> <p>Why is this increase so disproportionate? What work, over and above the work for the increases noted above, does a council worker to have to complete in order to warrant a 22% increase for taxi's and a general 10% increase in other sectors?</p> <p>Why are Taxi Drivers seen as an easy target all of the time ?</p> <p>Is it because we have little or no option but to pay the increase in order that we may continue to work legally,lease explain what licensing does for us Taxi drivers, Apart from send Renewal reminders and Council test reminders and the occasional spot check to ensure we are showing our CLD badges.</p> <p>What about the cars parked illegally on the taxi ranks in daytimes and especially evenings along the High St.</p>	<p>The fees charges are based on a cost recovery for each licence type and there has been no increase since 2018.</p> <p>The issues of public parking on ranks has been referred and will continue to be referred to Parking Enforcement, where tickets have been issued to those contravening the regulations.</p>
Laura and Stuart Armstrong	Taxi	<p>Thank you for the email sent in regards to increasing the licensing fee and charges.</p> <p>I would like to understand why Brentwood licensing feel that it is necessary to increase the vehicle licence fee by almost 22%.</p> <p>The number of drivers in the area has reduced since covid and the existing drivers are struggling to make a living due to the increase of uber and other app based companies operating in the area.</p> <p>The majority of the drivers feel that Brentwood licensing are doing absolutely nothing to protect our livelihoods and are certainly doing nothing about regulating these drivers that we believe are still operating illegally in our area.</p> <p>Also feel that at this time of financial living crisis it's in very poor taste to do this at the moment and for such an extortionate increase.</p> <p>This is no reflection on the staff in the licensing department they do a great job and have always helped us when necessary and I'm sure they are overstretched and very busy.</p>	<p>The fees charges are based on a cost recovery for each licence type and there has been no increase since 2018.</p>
Mark Millership	Taxi	<p>I don't agree with an increase at this moment in time. What with the cost of living going though the roof fuel and all associated costs with running a Taxi. I have had to replace my car due to the ulez moving to all outer London areas. There are only do many increases that any one person can cover.</p>	<p>The fees charges are based on a cost recovery for each licence type and there has been no increase since 2018.</p>
Mark Roberts	Taxi	<p>Can the following notes please be put forward to the Consultation on Licensing Fee's as listed on the Brentwood Council Website.</p> <p>The increase for the Hackney Carriage Vehicle License is vastly more than any other increase (in percentage terms) and disproportionate to any other sector listed in the schedule on the website.</p> <p>The increase from £243 to £296 equals a 22% raise in rates</p> <p>Market Operator weekly Fee raises from £350 to £425. A 10% increase</p> <p>Scrap Metal Site Application Fee raises from £495 to £510. A 3% increase</p> <p>Animal Boarding Application Fee raises from £300 to £330. A 10% increase</p> <p>Pavement Permit - New Application Tables and Chairs over 6 tables Fee raises from £675 to £742. A 10% increase</p> <p>Road Closure - Application to close road with 500 - 1999 people attending Fee - raises from £360 to £396. A 10% increase</p> <p>Why is this increase so disproportionate? What work, over and above the work for the increases noted above, does a council worker to have to complete in order to warrant a 22% increase for taxi's and a general 10% increase in other sectors?</p>	<p>The fees charges are based on a cost recovery for each licence type and there has been no increase since 2018.</p>

Paul Topley	Taxi	<p>Can the following notes please be put forward to the Consultation on Licensing Fee's as listed on the Brentwood Council Website.</p> <p>The increase for the Hackney Carriage Vehicle License is vastly more than any other increase (in percentage terms) and disproportionate to any other sector listed in the schedule on the website.</p> <p>The increase from £243 to £296 equals a 22% raise in rates</p> <p>Market Operator weekly Fee raises from £350 to £425. A 10% increase</p> <p>Scrap Metal Site Application Fee raises from £495 to £510. A 3% increase</p> <p>Animal Boarding Application Fee raises from £300 to £330. A 10% increase</p> <p>Pavement Permit - New Application Tables and Chairs over 6 tables Fee raises from £675 to £742. A 10% increase</p> <p>Road Closure - Application to close road with 500 - 1999 people attending Fee - raises from £360 to £396. A 10% increase</p> <p>Why is this increase so disproportionate? What work, over and above the work for the increases noted above, does a council worker have to complete in order to warrant a 22% increase for taxi's and a general 10% increase in other sectors?</p>	The fees charges are based on a cost recovery for each licence type and there has been no increase since 2018.
Peter Jeffrey	Taxi	<p>from Licensing so they can offer a service that is fit fir the modern day taxi service in Brentwood to improve the quality of the service and a service that is measurable. I am no having a pick on the Licencing officers I think the department is too big to cope with all the different types of Licencing.</p> <p>I am a driver its not my job and I haven't got the time to report and monitor all that's wrong out on the streets.</p> <p>It should be in the departments operational policy how this is achieved and through my experience this is best done through performance management.</p> <p>I don't mind paying more but I want to see overdue changes take place so we get more for what we pay.</p>	The fees charges are based on a cost recovery for each licence type and there has been no increase since 2018.
Richard Searle	Taxi	<p>I have issues with your proposed license fee increases..</p> <p>Over the past few years the standard of help we have received from the licensing team has been below satisfactory..</p> <p>I have complaints several times on the lack of support we actually get ..</p> <p>The Taxi Ranks are now non existent the one in Brentwood high street is never available for taxis due to people constantly parking in the bay , the taxi rank signage is useless one sing approximately 12 inches by 12 inches and has been pulled half way down the post so is not clearly visible ..</p> <p>Also the bay should have clear road markings showing it is a taxi rank and not for public use ..</p> <p>We also have a severe problem with Uber cars now using the rank who refuse to move and start getting abusive and aggressive if asked to move ..</p> <p>The standard of authority by Brentwood licensing is below what is expected..</p> <p>I've seen them out on less than a dozen times in over 10 years ...</p> <p>To be able to speak to a member of licensing on the telephone is nearly as hard as winning the lottery never anyone available or on site the same as if you go to the depot in Warley never any one there , the testing centre has now been out sourced which is also annoying as now we have to try to get a test between public sector mols ...</p> <p>If there is an increase in cost will there actually be an increase in help and support for the taxi trade ? The biggest issue is the taxi ranks they need to be accessible for taxis seeing as this is the only place legally we can ply for trade ! How can we work if we have no rank to work from ? This is an issue that needs to be addressed by Brentwood council and the police it is an offence to park on a taxi rank but who actually police's the law ? This is something the council needs to take up with the police ..</p> <p>We are paying for a service but actually getting nothing in return except the privilege to go to work !!</p> <p>Before increased fees I would like to see increased help for the people paying these fees !!</p>	<p>The fees charges are based on a cost recovery for each licence type and there has been no increase since 2018.</p> <p>The issues with Uber operating in this area have been subject to consideration previously by this Committee and it was concluded that the model in which they operate is within the parameters of current legislation.</p> <p>The issues of public parking on ranks has been referred and will continue to be referred to Parking Enforcement, where tickets have been issued to those contravening the regulations.</p> <p>Joint enforcement operations with TFL have been undertaken and will continue to be scheduled.</p>

## FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2023/24 ONWARDS

**Committee:** Licensing  
**Service Area:** Licensing

**Objectives/rationale of the fee/charge (e.g. Full cost recovery)**

The primary objective of the charge is cost recovery. The level of charge also helps maintain the high level of service provision for the Borough.

**Proposed change in fee/charge from previous year (%)**

This varies dependant on fee type. the range of fee increase is bwtween 10% and 22%

**Justification for revised charge (compared to previous year)**

Increase reflects the increase to costs for supplying the service

**What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?**

No benchmarking has been underaken, these fees are set on a cost recovery basis in line with the legal requirments and guidance.

**If significant change in charge, what consultation was undertaken with the general public?**

These fees will be subject to consultation.

**Expected budgeted income**

N/A

**PLANNING AND LICENSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: LICENSING**

**CHARGING AREA: Licence Fees**

**Street Trading**

Independent Permanent Stall - Annual	O	D	400.00	400.00		
Independent 'One Off Stalls'	O	D	90.00	90.00		
Lighting Up Brentwood	O	D	30.00	30.00		
Static Licence	O	D			1,000.00	1,000.00
Mobile Licence	O	D			600.00	600.00
Static Consent	O	D			1,000.00	1,000.00
Mobile Consent	O	D			600.00	600.00
Market Operator weekly Fee	O	D	350.00	350.00	425.00	425.00
Market Operator additional days Fee (per day)	O	D	150.00	150.00	200.00	200.00

**Scrap Metal**

Site Application - New - 3 years	O	D	495.00	495.00	510.00	510.00
Collector Application - New - 3 years	O	D	280.00	280.00	300.00	300.00
Variation	O	D	89.00	89.00	100.00	100.00
Site Renewal Application - 3 years	O	D	445.00	445.00	510.00	510.00
Collector Renewal Application - 3 years	O	D	230.00	230.00	252.00	252.00

**Skin Piercing**

Premises Registration	O	D	257.50	257.50	284.00	284.00
Practitioner Registration	O	D	91.50	91.50	100.00	100.00

**Animals**

*\* Please note vet costs are in addition to these fees where vet required*

Animal Boarding - Application Fee	O	D	300.00	300.00	330.00	330.00
Animal Boarding - Grant Fee	O	D	100.00	100.00	110.00	110.00
Selling Animals As Pets - Application Fee	O	D	300.00	300.00	330.00	330.00
Selling Animals As Pets - Grant Fee	O	D	100.00	100.00	110.00	110.00
Dog Breeding - Application Fee	O	D	300.00	300.00	330.00	330.00
Dog Breeding - Grant Fee	O	D	100.00	100.00	110.00	110.00
Hiring Out Horses - Application Fee	O	D	300.00	300.00	330.00	330.00
Hiring Out Horses - Grant Fee	O	D	100.00	100.00	110.00	110.00
Keeping Animals for Exhibition - Application Fee	O	D	300.00	300.00	330.00	330.00
Keeping Animals for Exhibition - Grant Fee	O	D	100.00	100.00	110.00	110.00
Combination Of Activities - Application Fee (for each additional activity)	O	D	150.00	150.00	145.00	145.00
Combination Of Activities - Grant Fee (for each additional activity)	O	D	75.00	75.00	82.00	82.00
Variation to licence/re-evaluation or rating	O	D	222.00	222.00	245.00	245.00
Appeal (All Licences)	O	D	137.00	137.00	150.00	150.00
Variation to reduce the licensable activities or number of animals	O	D	85.00	85.00	93.00	93.00
Additional Premises under an arrangers element of a Home Boarding Licence	O	D			70.00	70.00
Dangerous Wild Animals - 2 years	O	D	300.00	300.00	500.00	500.00
Zoo Premises New - 6 years	O	D	927.00	927.00	1,500.00	1,500.00
Zoo Premises Renewal - 4 years	O	D	566.50	566.50	800.00	800.00

**Sex Establishment Licensing**

Premises Application	O	D	2,330.00	2,330.00	2,330.00	2,330.00
Premises Renewal	O	D	1,590.00	1,590.00	1,590.00	1,590.00
Premises Variation	O	D	530.00	530.00	530.00	530.00

**Pavement Permit**

New Application Tables and Chairs 1-2 tables	O	D	260.00	260.00	286.00	286.00
New Application Tables and Chairs 3-6 tables	O	D	470.00	470.00	517.00	517.00
New Application Tables and Chairs over 6 tables	O	D	675.00	675.00	742.00	742.00
Renewal Application Tables and Chairs 1-2 tables	O	D	160.00	160.00	176.00	176.00
Renewal Application Tables and Chairs 3-6 tables	O	D	370.00	370.00	407.00	407.00
Renewal Application Tables and Chairs over 6 tables	O	D	575.00	575.00	632.00	632.00
Business and Planning Act applications	O	D	100.00	100.00	100.00	100.00

**Road Closure**

Application to close road with 0 - 499 people attending	O	D	200.00	200.00	220.00	220.00
Application to close road with 500 - 1999 people attending	O	D	360.00	360.00	396.00	396.00
Application to close road with 2000+ people attending	O	D	680.00	680.00	748.00	748.00



**PLANNING AND LICENSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: LICENSING**

**CHARGING AREA: Licence Fees**

Gambling Act 2005

Bingo Clubs

New Application	O	D	3,500.00	3,500.00	3,500.00	3,500.00
Annual Fee	O	D	1,000.00	1,000.00	1,000.00	1,000.00
CON 29R including LLC1	O	D	1,750.00	1,750.00	1,750.00	1,750.00
Application to Transfer	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O	D	3,500.00	3,500.00	3,500.00	3,500.00
Licence Application (Provisional Statement Holders)	O	D	1,200.00	1,200.00	1,200.00	1,200.00

Betting Premises

New Application	O	D	3,000.00	3,000.00	3,000.00	3,000.00
Annual Fee	O	D	600.00	600.00	600.00	600.00
Application to Vary	O	D	1,500.00	1,500.00	1,500.00	1,500.00
Application to Transfer	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O	D	3,000.00	3,000.00	3,000.00	3,000.00
Licence Application (Provisional Statement Holders)	O	D	1,200.00	1,200.00	1,200.00	1,200.00

Tracks

New Application	O	D	2,500.00	2,500.00	2,500.00	2,500.00
Annual Fee	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Vary	O	D	1,250.00	1,250.00	1,250.00	1,250.00
Application to Transfer	O	D	950.00	950.00	950.00	950.00
Application to Re-instatement	O	D	950.00	950.00	950.00	950.00
Application for Provisional Statement	O	D	2,500.00	2,500.00	2,500.00	2,500.00
Licence Application (Provisional Statement Holders)	O	D	950.00	950.00	950.00	950.00

Family Entertainment Centres

New Application	O	D	2,000.00	2,000.00	2,000.00	2,000.00
Annual Fee	O	D	750.00	750.00	750.00	750.00
Application to Vary	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Transfer	O	D	950.00	950.00	950.00	950.00
Application to Re-instatement	O	D	950.00	950.00	950.00	950.00
Application for Provisional Statement	O	D	2,500.00	2,500.00	2,500.00	2,500.00
Licence Application (Provisional Statement Holders)	O	D	950.00	950.00	950.00	950.00

Adult Gaming Centres

New Application	O	D	2,000.00	2,000.00	2,000.00	2,000.00
Annual Fee	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Vary	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Transfer	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O	D	2,000.00	2,000.00	2,000.00	2,000.00
Licence Application (Provisional Statement Holders)	O	D	1,200.00	1,200.00	1,200.00	1,200.00

Prize Gaming Permit and Family Entertainment Centre Gaming Machine Permit

Permit Application (New)	O	S	300.00	300.00	300.00	300.00
Permit Application (Existing Operator)	O	S	100.00	100.00	100.00	100.00
Renewal of Permit	O	S	300.00	300.00	300.00	300.00
Change of Name on Permit	O	S	25.00	25.00	25.00	25.00
Copy of Permit	O	S	15.00	15.00	15.00	15.00

Club Gaming or Machine Permit

Permit Application (New)	O	S	200.00	200.00	200.00	200.00
Permit Application (Existing Holder)	O	S	100.00	100.00	100.00	100.00
Permit Application (Holder of club premises certificate under Licensing Act 2003)	O	S	100.00	100.00	100.00	100.00
Renewal of Permit	O	S	200.00	200.00	200.00	200.00
Annual Fee for Permit	O	S	50.00	50.00	50.00	50.00
Application to Vary Club Permit	O	S	100.00	100.00	100.00	100.00
Copy of Permit	O	S	15.00	15.00	15.00	15.00

Other

Temporary Use Notice (TUN)	O	S	500.00	500.00	500.00	500.00
Occasional Use Notice (OUN)	O	S	0.00	0.00	0.00	0.00
Copy of Premises Licence	O	D	25.00	25.00	25.00	25.00
Notification of Change of Circumstances for Premises Licence	O	D	50.00	50.00	50.00	50.00
Copy of Notice	O	S	25.00	25.00	25.00	25.00

**PLANNING AND LICENSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023		April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: LICENSING**

**CHARGING AREA: Licence Fees**

Licensing Act 2003

Premises - Band A (None to £4,300)

Premises Licences - New Application and Variation	O	S	100.00	100.00	100.00	100.00
Premises Licences - Annual Charge	O	S	70.00	70.00	70.00	70.00
CON 29R including LLC1	O	S	100.00	100.00	100.00	100.00
Club Premises Certificates - Annual Charge	O	S	70.00	70.00	70.00	70.00

Premises - Band B (£4,301 to £33,000)

Premises Licences - New Application and Variation	O	S	190.00	190.00	190.00	190.00
Premises Licences - Annual Charge	O	S	180.00	180.00	180.00	180.00
Club Premises Certificates - New Application and Variation	O	S	190.00	190.00	190.00	190.00
Club Premises Certificates - Annual Charge	O	S	180.00	180.00	180.00	180.00

Premises - Band C (£33,001 to £87,000)

Premises Licences - New Application and Variation	O	S	315.00	315.00	315.00	315.00
Premises Licences - Annual Charge	O	S	295.00	295.00	295.00	295.00
Club Premises Certificates - New Application and Variation	O	S	315.00	315.00	315.00	315.00
Club Premises Certificates - Annual Charge	O	S	295.00	295.00	295.00	295.00

Premises - Band D (£87,001 to £125,000)

Premises Licences - New Application and Variation	O	S	450.00	450.00	450.00	450.00
Premises Licences - Annual Charge	O	S	320.00	320.00	320.00	320.00
Club Premises Certificates - New Application and Variation	O	S	450.00	450.00	450.00	450.00
Club Premises Certificates - Annual Charge	O	S	320.00	320.00	320.00	320.00

Premises - Band E (£125,001 plus)

Premises Licences - New Application and Variation	O	S	635.00	635.00	635.00	635.00
Premises Licences - Annual Charge	O	S	350.00	350.00	350.00	350.00
Club Premises Certificates - New Application and Variation	O	S	635.00	635.00	635.00	635.00
Club Premises Certificates - Annual Charge	O	S	350.00	350.00	350.00	350.00

Additional Fees (based on number in attendance at any one time)

Additional Premises Licence Fee:

5,000 to 9,999	O	S	1,000.00	1,000.00	1,000.00	1,000.00
10,000 to 14,999	O	S	2,000.00	2,000.00	2,000.00	2,000.00
15,000 to 19,999	O	S	4,000.00	4,000.00	4,000.00	4,000.00
20,000 to 29,999	O	S	8,000.00	8,000.00	8,000.00	8,000.00
30,000 to 39,999	O	S	16,000.00	16,000.00	16,000.00	16,000.00
40,000 to 49,999	O	S	24,000.00	24,000.00	24,000.00	24,000.00
50,000 to 59,999	O	S	32,000.00	32,000.00	32,000.00	32,000.00
60,000 to 69,999	O	S	40,000.00	40,000.00	40,000.00	40,000.00
70,000 to 79,999	O	S	48,000.00	48,000.00	48,000.00	48,000.00
80,000 to 89,999	O	S	56,000.00	56,000.00	56,000.00	56,000.00
90,000 and over	O	S	64,000.00	64,000.00	64,000.00	64,000.00

Additional Annual Fee Payable (if applicable):

5,000 to 9,999	O	S	500.00	500.00	500.00	500.00
10,000 to 14,999	O	S	1,000.00	1,000.00	1,000.00	1,000.00
15,000 to 19,999	O	S	2,000.00	2,000.00	2,000.00	2,000.00
20,000 to 29,999	O	S	4,000.00	4,000.00	4,000.00	4,000.00
30,000 to 39,999	O	S	8,000.00	8,000.00	8,000.00	8,000.00
40,000 to 49,999	O	S	12,000.00	12,000.00	12,000.00	12,000.00
50,000 to 59,999	O	S	16,000.00	16,000.00	16,000.00	16,000.00
60,000 to 69,999	O	S	20,000.00	20,000.00	20,000.00	20,000.00
70,000 to 79,999	O	S	24,000.00	24,000.00	24,000.00	24,000.00
80,000 to 89,999	O	S	28,000.00	28,000.00	28,000.00	28,000.00
90,000 and over	O	S	32,000.00	32,000.00	32,000.00	32,000.00

**PLANNING AND LICENSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: LICENSING**

**CHARGING AREA: Licence Fees**

Licensing Act 2003 (cont.)

Other Fees

Application for the grant or renewal of a personal licence	O	S	37.00	37.00	37.00	37.00
CON 29R including LLC1	O	S	21.00	21.00	21.00	21.00
Theft, loss etc of premises licence or summary	O	S	10.50	10.50	10.50	10.50
Application for a provisional statement where premises being built etc	O	S	315.00	315.00	315.00	315.00
Notification of change of name or address	O	S	10.50	10.50	10.50	10.50
Application to vary licence to specify individual as premises supervisor	O	S	23.00	23.00	23.00	23.00
Application for transfer of premises licence	O	S	23.00	23.00	23.00	23.00
Interim authority notice following death etc.of licence holder	O	S	23.00	23.00	23.00	23.00
Theft, loss etc.of certificate or summary	O	S	10.50	10.50	10.50	10.50
Notification of change of name or alteration of rules of club	O	S	10.50	10.50	10.50	10.50
Change of relevant registered address of club	O	S	10.50	10.50	10.50	10.50
Theft, loss etc.of temporary event notice	O	S	10.50	10.50	10.50	10.50
Theft, loss etc.of personal licence	O	S	10.50	10.50	10.50	10.50
Duty to notify change of name or address	O	S	10.50	10.50	10.50	10.50
Right of freeholder etc.to be notified of licensing matters	O	S	21.00	21.00	21.00	21.00
Application to vary premises licence at community premises to include alternative licence condition	O	S	23.00	23.00	23.00	23.00
Application for minor variation	O	S	89.00	89.00	89.00	89.00

**PLANNING AND LICENSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023		April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: LICENSING**

**CHARGING AREA: Licence Fees**

Taxi

Vehicle Licence - Hackney Carriage

Vehicle Licence - including Plate	O	S	243.00	243.00	296.00	296.00
Vehicle Replacement	O	S	75.00	75.00	80.00	80.00

Vehicle Licence - Private Hire

Vehicle Licence - including Plate	O	S	225.00	225.00	274.00	274.00
Vehicle Replacement	O	S	75.00	75.00	80.00	80.00

Vehicle Inspections - Hackney Carriage and Private Hire

Vehicle Inspection	O	S	47.00	47.00		
Trailer Inspections - Non Braked	O	S	15.00	15.00		
Trailer Inspections - Braked	O	S	23.00	23.00		
Re-Inspection	O	S	12.50	12.50		
Re-Inspection 2	O	S	47.00	47.00		

Drivers Licence - Hackney Carriage and Private Hire

Combined Driver New - 1 year (Excludes DBS)	O	S	145.00	145.00	160.00	160.00
Combined Driver Renewal - 1 year (Excludes DBS)	O	S	128.00	128.00	143.00	143.00
Combined Driver New - 3 years (Excludes DBS)	O	S	404.00	404.00	404.00	404.00
Combined Driver Renewal - 3 years (Excludes DBS)	O	S	354.00	354.00	354.00	354.00
Private Hire Driver New - 1 year (Excludes DBS)	O	S			160.00	160.00
Private Hire Driver Renewal - 1 year (Excludes DBS)	O	S			143.00	143.00
Private Hire Driver New - 3 years (Excludes DBS)	O	S			404.00	404.00
Private Hire Driver Renewal - 3 years (Excludes DBS)	O	S			354.00	354.00
Hackney Carriage Driver New - 1 year (Excludes DBS)	O	S			160.00	160.00
Hackney Carriage Driver Renewal - 1 year (Excludes DBS)	O	S			143.00	143.00
Hackney Carriage Driver New - 3 years (Excludes DBS)	O	S			404.00	404.00
Hackney Carriage Driver Renewal - 3 years (Excludes DBS)	O	S			354.00	354.00
Disclosure and Barring Service (DBS) Check (new to update service)	O	S	52.00	52.00	52.00	52.00
Disclosure and Barring Service (DBS) Check (update service lapsed)	O	S	85.00	85.00	85.00	85.00
Driver and Vehicle Licensing Agency (DVLA) Check outside of an application	O	S	5.00	5.00	5.00	5.00
Re-Test - Knowledge Test	O	S	35.00	35.00	35.00	35.00

Replacements

ID	O	S	6.00	6.00	6.00	6.00
PHV Cards	O	S	6.00	6.00	6.00	6.00
Tariff Cards	O	S	6.00	6.00	6.00	6.00
Replacement Plates	O	S	12.00	12.00	12.00	12.00
Replacement Door Sign	O	S	15.00	15.00	7.50	7.50
Plate Platforms	O	S	6.00	6.00	6.00	6.00

Private Hire Operators

Single Vehicle Operators Licence - 5 years	O	S	325.00	325.00	374.00	374.00
Operator Licence - 2 to 5 Vehicles - 5 years	O	S	1,085.00	1,085.00	1,248.00	1,248.00
Operator Licence - more than 5 Vehicles - 5 years	O	S	1,345.00	1,345.00	1,547.00	1,547.00
Single Vehicle Operators Licence - 1 years	O	S			105.00	105.00
Operator Licence - 2 to 5 Vehicles - 1 years	O	S			305.00	305.00
Operator Licence - more than 5 Vehicles - 1 years	O	S			405.00	405.00

## **Members Interests**

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

## **Terms of Reference Licensing**

- (a) Except in relation to the statement of Licensing Policy, to discharge all functions conferred upon the council as licensing authority under the Licensing Act 2003.
- (b) Except in relation to the statement of Licensing Policy, to discharge all functions conferred upon the council as licensing authority under the Gambling Act 2005.
- (c) To determine all fees and charges relevant to matters disposed by the Planning and Licensing Committee.
- (d) To exercise all other functions relating to licensing and registration including
  - i. Trading Requirements
  - ii. All functions relating to hackney carriage drivers and vehicles and private hire drivers vehicles and operators
  - iii. Animal Welfare and Security
  - iv. Skin Piercing, Acupuncture, Electrolysis and Tattooing
  - v. Sex establishments (including Sex Entertainment Venues (SEV))
  - vi. Pavement Permits
  - vii. Charitable Collections
  - viii. Camping, Caravan Sites and Mobile Homes
  - ix. Scrap Metal
  - x. Game Dealers
- (e) Any other matters relating to licensing as may be referred to the committee for consideration.
- (f) To hear and determine licensing applications and appeals where objections and /or representations have been received in relation to any of the above functions.
- (g) To manage and monitor the budgets in respect of licensing and vehicle licensing.

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