



Minutes

Licensing Committee 2023/24
Tuesday, 16th January, 2024

Attendance

Cllr Mynott (Chair)	Cllr Gelderbloem
Cllr M Cuthbert (Vice-Chair)	Cllr Gorton
Cllr Dr Barrett	Cllr Heard
Cllr Bridge	Cllr McCheyne
Cllr Mrs N Cuthbert	Cllr Munden
Cllr Mrs Francois	Cllr Mrs Murphy

Apologies

Substitute Present

Also Present

Cllr Barber
Cllr Sankey
Cllr Cloke - Mountnessing Village Council
Cllr Lockhart - Blackmore Parish Council

Officers Present

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

LIVE BROADCAST

[Live stream @ 7pm and capable of repeat viewing](#)

321. Apologies for Absence

No apologies had been received.

322. Minutes of the Previous Meeting

The Minutes of the previous meeting held on 14th March were agreed as a true record.

323. Minutes of Licensing Sub Committee 21.03.23

The Minutes of the Licensing Sub Committee held on 21st March 2023 were agreed as a true record.

324. Minutes of Licensing Sub Committee 14.06.23

The Minutes of the Licensing Sub Committee held on 14th June 2023 were agreed as a true record.

325. Minutes of Licensing Sub Committee 31.07.23

The Minutes of the Licensing Sub Committee held on 31st July 2023 were agreed as a true record.

326. Minutes of Licensing Sub Committee 02.08.23

The Minutes of the Licensing Sub Committee held on 2nd August 2023 were agreed as a true record.

327. Minutes of Licensing Sub Committee 08.08.23

The Minutes of the Licensing Sub Committee held on 8th August 2023 were agreed as a true record.

328. Minutes of Licensing Sub Committee 30.08.23

The Minutes of the Licensing Sub Committee held on 30th August 2023 were agreed as a true record.

329. Minutes of Licensing Sub Committee 05.09.23

The Minutes of the Licensing Sub Committee held on 5th September 2023 were agreed as a true record.

330. Minutes of Licensing Sub Committee 11.10.23

The Minutes of the Licensing Sub Committee held on 11th October 2023 were agreed as a true record.

331. Minutes of Licensing Sub Committee 11.10.23

The Minutes of the Licensing Sub Committee held on 11th October 2023 were agreed as a true record.

332. Minutes of Licensing Sub Committee 21.11.23

The Minutes of the Licensing Sub Committee held on 21st November 2023 were agreed as a true record.

333. Fees and Charges

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 and proposes the licencing fees for consultation where necessary for the 2024 – 2025 financial year.

Mr Paul Adams summarised the report and advised Members that an error in Appendix C had been discovered and a revised document is appended to the Minutes. This amendment did not compromise the Members' decision.

Following a full discussion Cllr Mynott **MOVED** the recommendations. This was **SECONDED** by Cllr M Cuthbert.

A vote was taken by a show of hands and it was **CARRIED UNANIMOUSLY**:

To agree the proposed fees and charges as set out in Appendix B for the 2024-2025 financial year.

Reasons for Recommendation

It is important that all licence fees are subject to regular review to ensure that they remain reasonable and proportionate. The proposed increase will ensure that the licensing service remains as cost neutral as possible.

334. Urgent Business

There were no items of urgent business.

The meeting concluded at 19.20

Fee	Brentwood	Thurrock	Basildon	Rochford	Southend	Average	%> BBC
Animal-Establishments Licence - New application fee	£330.00	£300.00	£260.00	£259.00	£242.00	£278.20	-16%
Animal-Establishments Licence - New grant fee	£110.00	£80.00	£115.00		£120.00	£106.25	-3%
Animal-Establishments Licence - renewal application fee	£330.00	£300.00	£260.00	£259.00	£242.00	£278.20	-16%
Animal-Establishments Licence - renewal grant fee	£110.00	£80.00	£115.00		£120.00	£106.25	-3%
Animal-Establishments Licence - Variation to licence application fee	£108.00	£90.00	£57.00	£68.38	£30.86	£70.85	-34%
Animal-Establishments Licence - Variation to licence Inspection fee	£137.00	£145.00	£177.00		£30.86	£122.47	-11%
Animal-Establishments Licence - re-evaluation of rating application fee	£108.00	£90.00	£57.00	£68.38	£80.00	£80.68	-25%
Animal-Establishments Licence - re-evaluation of rating Inspection fee	£137.00	£145.00	£179.00		£80.00	£135.25	-1%
Animal-Establishments Licence - variation to reduce licensable activities or number of animals fee	£93.00	£90.00	£57.00	£89.57	£30.86	£72.09	-22%
Animal-Establishments Licence - transfer of licence fee	£90.00	£90.00	£83.00	£89.57		£88.14	-2%
Animal-Establishments Licence - appeal fee	£137.00	£145.00		£68.38		£116.79	-15%
Animal-Establishments Licence - Combination of licensable activities application fee	£330.00	£300.00	£260.00	£259.00	£242.00	£278.20	-16%
Animal-Establishments Licence - Combination of licensable activities - additional activity fee(per additional activity)	£155.00	£150.00	£83.00			£129.33	-17%
Animal-Establishments Licence - Combination of licensable activities - grant fee (per activity) + vets fee if required	£110.00	£80.00			£120.00	£103.33	-6%
Animal-Establishments Licence - Additional premises under an arrangers element of a Home Boarding Licence (per additional premises).	£70.00	£60.00				£65.00	-7%
Animal-Related Licences - Dangerous Wild Animals - plus appointed vets fee charge	£500.00	£500.00	£662.00	£185.21	£578.00	£485.04	-3%
Animal-Related Licences - Zoo - plus appointed vets fee charge	£1,500.00	£1,500.00	£915.00	£495.00	£1,163.00	£1,114.60	-26%
Drivers Licences - HC & PH New (Combined Licence) 1 year (excludes DBS)	£160.00	£185.00	£225.00	£160.00	£351.00	£216.20	35%
Drivers Licences - HC & PH New (Combined Licence) 3 years (excludes DBS)	£404.00	£420.00	£297.00	£160.00	£351.00	£326.40	-19%
Drivers Licences - HC & PH Renewal (Combined Licence) 1 year (excluding DBS)	£143.00	£145.00	£113.00	£140.00	£303.00	£168.80	18%
Drivers Licences - HC & PH Renewal (Combined Licence) 3 years (excluding DBS)	£354.00	£380.00	£195.00	£140.00	£303.00	£274.40	-22%
Drivers Licences - HC New 1 year (excludes DBS)	£160.00	£150.00	£225.00	£160.00	£351.00	£209.20	31%
Drivers Licences - HC New 3 years (excludes DBS)	£404.00	£315.00	£297.00	£160.00	£351.00	£305.40	-24%
Drivers Licences - HC Renewal 1 year (excludes DBS)	£143.00	£110.00	£113.00	£140.00	£303.00	£161.80	13%
Drivers Licences - HC Renewal 3 years (excludes BDS)	£354.00	£275.00	£195.00	£140.00	£303.00	£253.40	-28%
Drivers Licences - PH New 1 year (excludes DBS)	£160.00	£130.00	£225.00	£140.00	£351.00	£201.20	26%
Drivers Licences - PH New 3 year (excludes DBS)	£404.00	£245.00	£297.00	£140.00	£351.00	£287.40	-29%
Drivers Licences - PH Renewal 1 year (excludes DBS)	£143.00	£90.00	£113.00	£120.00	£303.00	£153.80	8%
Drivers Licences - PH Renewal 3 years(excludes DBS)	£354.00	£205.00	£195.00	£120.00	£303.00	£235.40	-34%
Private Hire Operations - Operations having 1 vehicle 1 year	£105.00	£80.00	£110.00	£80.00	£117.00	£98.40	-6%
Private Hire Operations - Operations having 1 vehicle 5 years	£374.00	£385.00	£300.00	£400.00	£1,277.00	£547.20	46%
Private Hire Operations - Operations having 2-5 vehicles 1 year	£305.00	£265.00	£180.00	£120.00	£860.00	£346.00	13%
Private Hire Operations - Operations having 2-5 vehicles 5 years	£1,248.00	£1,325.00	£750.00	£600.00	£1,277.00	£1,040.00	-17%
Private Hire Operations - Operations having 6-10 vehicles 1 year	£405.00	£550.00	£180.00	£200.00	£860.00	£439.00	8%
Private Hire Operations - Operations having 6-10 vehicles 5 years	£1,547.00	£2,740.00	£750.00	£1,000.00	£1,277.00	£1,462.80	-5%
Private Hire Operations - Operations having 11-20 vehicles 1 year	£405.00	£815.00	£300.00	£200.00	£860.00	£516.00	27%
Private Hire Operations - Operations having 11-20 vehicles 5 years	£1,547.00	£4,060.00	£1,250.00	£1,000.00	£1,277.00	£1,826.80	18%
Private Hire Operations - Operations having more than 21 vehicles 1 year	£405.00	£1,010.00	£300.00	£200.00	£860.00	£555.00	37%
Private Hire Operations - Operations having more than 21 vehicles 5 years	£1,547.00	£5,050.00	£1,250.00	£1,000.00	£1,277.00	£2,024.80	31%
Vehicle Licences - Hackney Carriage (HC)	£296.00	£260.00	£390.00	£280.00	£348.00	£314.80	6%
Vehicle Licences - Hackney Carriage (HC) (Wheelchair Accessible)	£296.00	£210.00	£390.00	£230.00	£348.00	£294.80	0%
Vehicle Licences - Private Hire Vehicle (PHV)	£274.00	£325.00	£340.00	£225.00	£310.00	£294.80	8%
Vehicle Licences - Private Hire Vehicle (PHV) (Wheelchair Accessible)	£274.00	£275.00	£340.00	£175.00	£310.00	£274.80	0%
Vehicle Licences - Vehicle Replacement	£80.00	£42.00	£100.00	£50.00	£58.50	£66.10	-17%
Skin Piercing Registrations - Registration of acupuncture, tattooing, ear piercing and electrolysis (licence Charge)	£284.00	£140.00	£190.00	£252.80	£152.00	£203.76	-28%
Skin Piercing Registrations - Registration of acupuncture, tattooing, ear piercing and electrolysis (Additional Fee per employee)	£100.00	£75.00	£57.00		£37.00	£67.25	-33%
Massage and Special Treatment Licences - New		£140.00			£152.00	£146.00	

Massage and Special Treatment Licences - Renewal		£75.00			£125.00	£100.00	
Massage and Special Treatment Licences - Renewed Licence		£75.00			£125.00	£100.00	
Massage and Special Treatment Licences - Replacement Licence (Address change or change of ownership)		£140.00				£140.00	
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Static	£1,000.00	£1,500.00	£347.00	£305.49		£788.12	-21%
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Mobile	£600.00	£700.00	£347.00	£305.49		£488.12	-19%
Sex Establishment Licences - Application for new licence	£2,330.00	£3,800.00	£1,433.00	£3,398.18	£1,650.00	£2,522.24	8%
Sex Establishment Licences - Application for renewed licence	£1,590.00	£2,800.00	£438.00	£3,398.18	£1,247.00	£1,894.64	19%
Sex Establishment Licences - Application for transfer	£530.00	£100.00	£370.00		£1,247.00	£561.75	6%
Scrap Metal Dealers Site Licence	£510.00	£510.00	£397.00	£405.95	£522.00	£468.99	-8%
Scrap Metal Dealers Collectors Licence	£300.00	£330.00	£307.00	£268.95	£366.00	£314.39	5%
Scrap Metal Dealers Site Licence - Renewal	£510.00	£425.00	£300.00	£323.36	£412.00	£394.07	-23%
Scrap Metal Dealers Collectors Licence - Renewal	£252.00	£275.00	£230.00	£224.28	£275.00	£251.26	0%
Scrap Metal Dealers Site Licence - Variation	£100.00	£120.00	£75.00	£77.89	£180.00	£110.58	11%
Scrap Metal Dealers Collectors Licence - Variation	£100.00	£120.00	£75.00	£77.89	£142.00	£102.98	3%
Registration - Approved Premises Regulations - Request for Review		£620.00			£685.00	£652.50	
Registration - Approved Premises Regulations - Application for Approval		£2,000.00			£2,000.00	£2,000.00	