

**To: The Members of the Licensing Committee
(Councillors A Jenns, Clews, Downes, Farrow,
Gosling, Jarvis, Lebrun, McDonald, Moss,
Morson, Parker, Parsons, Phillips, Smith and
A Wright)**

For the information of other Members of the Council

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For general enquiries please contact Democratic Services on 01827 719221/719450 or via e-mail democraticservices@northwarks.gov.uk.

For enquiries about specific reports please contact the officer named in the reports.

LICENSING COMMITTEE AGENDA

28 January 2020

The Licensing Committee will meet in the Committee Room, The Council House, South Street, Atherstone, Warwickshire on Tuesday 28 January 2020 at 6.30pm.

AGENDA

PART I - PUBLIC BUSINESS

- 1 Evacuation Procedure**
- 2 Apologies for Absence**
- 3 Disclosable Pecuniary and Non-Pecuniary Interests**

- 4 **Minutes of the meeting of the Committee held on 18 March 2019** – copy herewith to be approved as a correct record and signed by the Chairman.

5 **Public Participation**

Up to twenty minutes will be set aside for members of the public to put questions to elected Members. Questions should be submitted by 9.30am 2 working days prior to the meeting. Participants are restricted to five minutes each. If you wish to put a question to the meeting please contact the Democratic Services Team on 01827 719221 or 719450 or email democraticservices@northwarks.gov.uk.

ITEMS FOR DISCUSSION AND DECISION (WHITE PAPER)

- 6 **Service Plan for the Licensing Section** - Report of the Chief Executive

Summary

The purpose of this report is to seek the Committee's approval to the 2020/21 Service Plan for the Licensing Section.

The Contact Officer for this report is Stephen Whiles (719326).

- 7 **General Fund Fees and Charges 2020/2021** - Report of the Chief Executive

Summary

The report covers the fees and charges for 2019/20 and the proposed fees and charges for 2020/21.

The Contact Officer for this report is Nigel Lane (719371).

- 8 **General Fund Revenue Estimates 2020/21** - Report of the Corporate Director – Resources

Summary

This report covers the revised budget for 2019/20 and an estimate of expenditure for 2020/21, together with forward commitments for 2021/22, 2022/23 and 2023/24.

The Contact Officer for this report is Nadeen Afzal (719444).

STEVE MAXEY
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE LICENSING COMMITTEE

18 March 2019

Present: Councillor Jenns in the Chair

Councillors Clews, N Dirveiks, Hanratty, Henney, Ingram, Jarvis, Lewis, Morson, Phillips, Smith, Smitten, M Stanley and A Wright

An apology for absence was received from Councillors Singh and E Stanley (substitute Councillor Phillips)

Councillors Bell, Davis, D Humphreys, M Humphreys and Moss were also in attendance.

8 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

9 **Minutes**

The minutes of the meeting of the Committee held on 5 February 2019, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

10 **Local Government (Miscellaneous Provisions) Act 1976 – Variation In Fees – Taxi and Private Hire Licensing**

The Corporate Director – Environment asked the Committee to consider varying the fees charges by the Council for the issue of Hackney Carriage and Private Hire driver and vehicle licences and Private Hire Operator licences.

Recommended:

That the proposed variation to charges, as set out in the report of the Corporate Director – Environment, in respect of licensing of Hackney Carriages, Private Hire Vehicles, Drivers and Private Hire Operators be endorsed.

11 **Government Consultation – taxi and Private Hire Vehicle Licensing: Protecting Users**

The Corporate Director – Environment sought Members' views on the Government's consultation on their proposed statutory guidance for licensing authorities intended to ensure the protection of users of taxis.

Resolved:

- a That the consultation papers be noted; and**
- b That the views of the Committee, on the proposals, be forwarded to the Department for Transport.**

A Jenns
Chairman

Agenda Item No 6

Licensing Committee

28 January 2020

**Report of the
Chief Executive**

**Service Plan for the Licensing
Section**

1 Summary

- 1.1 The purpose of this report is to seek the Committee's approval to the 2020/21 Service Plan for the Licensing Section.

Recommendation to the Committee

That the Service Plan as set out in the Appendix to the report be agreed.

2 Report

- 2.1 The Service Plan for the Licensing Section is set out in the Appendix to this report.

- 2.3 Where there are any budget implications for another Board/Committee arising out of this work programme, those implications will be drawn to the attention of the relevant Board/Committee in the Budget report going to this cycle of meetings. Similarly, any budgetary implications for this Committee from Divisional Plans being reported to other Boards/Committees are dealt with in the Budget Report also on this agenda.

- 2.4 Once the Divisional Service Plans have been agreed, they will be subject to the following reporting procedures for monitoring performance:-

- Monthly reports are considered by Management Team;
- A traffic light warning indicator is used:-
 - Red – target not likely to be achieved.
 - Amber – target currently behind schedule and requires remedial action in order to be achieved.
 - Green – target currently on schedule to be achieved;
- Progress reports to each Board/Committee meeting.

3 Report Implications

3.1 Finance and Value for Money Implications

3.1.1 Where possible, Targets and indicators for 2020-21 will be achieved from within existing Committee resources. Details of any additional funding will be in appropriate cases, the subject of reports to the Committee.

3.2 Risk Management Implications

3.3.1 The main risk is ensuring that the Council prioritises its resources to enable it to deliver its priorities. The performance monitoring arrangements set out above provide the mechanism to ensure that remedial action can be taken to review progress and ensure that priority outcomes are delivered.

3.3 Other Report Implications

3.5.1 Any further implications resulting from proposals will be the subject of further reports to the Committee.

3.4 Links to Council's Priorities

3.4.1 These are set out in the Appendix.

The Contact Officer for this report is Stephen Whiles (719326).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

LICENSING SERVICE PLAN 2020/21

Following the re-structure of Environmental Health the new licensing team have now settled in and are performing to a very high standard..

The new structure has created greater resilience in the licensing function.

The new Regulations covering the licensing of activities involving animals, such as animal boarding, breeding of dogs, performing animals etc. created a huge amount work as Officers and the trade grappled with the complexity of the new rules. However all premises have been licensed and the system is now settling down.

There has been a notable increase in the number of applications for special treatment registration as the popularity of tattooing and body piercing has grown.

During the coming year Officers will continue to review existing policies and determine where new policies are needed and bring these to the Licensing Committee for consideration.

SERVICE PLAN 2020/21

Smoke Free Legislation

1. No programmed inspections to be carried out. Routine checks to be carried out by all members of Environmental Health's Commercial Team when visiting Commercial Premises in connection with other core functions such as food safety, Licensing Act etc.
2. All complaints from members of the public or employees to be investigated as appropriate by the Licensing Enforcement Officer and enforcement action taken in accordance with the Licensing Enforcement Policy after consultation with the Senior Environmental Health Officer. Where complaints relate to activities outside normal office hours a joint inspection will be made with another Officer from the Environmental Health Division. Around ten complaints are anticipated.

Hackney Carriages/Private Hire Vehicles

3. All applications/renewals to be dealt with by the Licensing Administrator
4. Each vehicle is to be MoT tested every six months. Notification of due tests to be the responsibility of the Licensing Enforcement Officer.
5. Each vehicle is to receive at least one unannounced inspection by the Licensing Enforcement Officer.
6. All complaints about hackney carriages/private hire vehicles to be investigated by the Licensing Enforcement Officer and appropriate enforcement action taken after consultation with the Senior Environmental Health Officer. Where complaints relate to activities outside normal office hours a joint inspection will be made with

another Officer from the Environmental Health Division. Less than five complaints are anticipated.

Street Traders Licenses

7. All applications to be dealt with by the Licensing Enforcement Officer and Licensing Administrator with reference to the Council's street trading consent policy.
8. All licence holders to be inspected twice per annum by the Licensing Enforcement Officer.
9. All complaints about Illegal Street trading to be investigated by the Licensing Enforcement Officer and appropriate enforcement action taken after consultation with the Senior Environmental Health Officer. Where complaints relate to activities outside normal office hours a joint inspection will be made with another officer from the Environmental Health Division. Around ten complaints are anticipated.

Licensing Act 2003

10. All applications, variations and reviews are to be dealt with by the Licensing Enforcement Officer and Licensing Administrator in consultation as required with the Senior Environmental Health Officer and Solicitor to the Council.
11. Visits to licensed premises will be made by the Licensing Enforcement Officer with follow up visits and enforcement action as required, after consultation with the Senior Environmental Health Officer. Visits by the Licensing Enforcement Officer are to be focussed on 'high risk' premises where evidence or intelligence suggest there may be problems and also upon change of ownership or Designated Premises Supervisor and to new premises. Where appropriate joint visits will be made with the Police, Trading Standards, Fire Officer or other responsible body. Lower risk premises may be visited by other Officers (eg Food Safety Officers) acting as 'eyes and ears' whilst performing their normal duties.
12. All complaints about licensed premises to be investigated by the Licensing Enforcement Officer and where appropriate, enforcement action to be taken after consultation with the Senior Environmental Health Officer. Where complaints relate to activities outside normal office hours a joint inspection will be made with another Officer from the Environmental Health Division
13. All temporary event notices are to be dealt with by the Licensing Administrator. Around 150 temporary event notices are anticipated.
14. A multi agency meeting will be arranged bi monthly by the Senior Environmental Health Officer to discuss issues around licensed premises in the Borough and agree a co-ordinated response to any issues identified.

Gambling Act 2005

15. All new applications to be dealt with by the Licensing Enforcement Officer and Licensing Administrator

16. All complaints about Gambling Act activities to be investigated by the Licensing Enforcement Officer and appropriate enforcement action taken after consultation with the Senior Environmental Health Officer. Where complaints relate to activities outside normal office hours a joint inspection will be carried out with another Officer from the Environmental Health Division.
17. Gambling permits issued when the Act first came into force are renewable after ten years and these renewals began in 2017. All applications for renewal will result in an audit of the premises concerned to check on levels of compliance.

Street Collections, Small Society Lotteries & House to House Collections

18. All applications to be dealt with by the Licensing Administrator.(Approximately 30 street collections, 50 house to house collections and 85 small society lotteries)
19. All complaints about illegal street collections etc to be investigated by the Licensing Enforcement Officer and appropriate enforcement action taken after consultation with the Senior Environmental Health Officer. Where complaints relate to activities outside of normal office hours a joint inspection will be made with another Officer from the Environmental Health Division.

Animal Welfare Licenses

20. All applications and applications for renewals will be dealt with by the Licensing Enforcement Officer and Senior Environmental Health Officer.
21. All licence holders are to be inspected on application for a new licence or a renewal. Other inspections will be carried out where there is reason due to intelligence or a history of non compliance.
22. All complaints about animal welfare to be investigated by the Licensing Enforcement Officer and appropriate enforcement action taken after consultation with the Senior Health Officer. Where complaints relate to activities outside of normal office hours a joint inspection will be made with another Officer from the Environmental Health Division.

Special Treatments

23. All applications for registration will be dealt with by the Senior Environmental Health Officer (Commercial).
24. All premises are to be inspected on application for a new registration. Other inspections will be carried out where there is reason due to intelligence or a history of non compliance.
25. All complaints about special treatments to be investigated by the Senior Environmental Health Officer (Commercial). Where complaints relate to activities outside of normal office hours a joint inspection will be made with another Officer from the Environmental Health Division.

Scrap Metal Dealers

25. All applications for licences will be dealt with by the Licensing Officers.
26. All complaints about scrap metal dealers will be investigated by the Licensing Enforcement Officer and/or Senior Environmental Health Officer in conjunction with the Environment Agency and Police where necessary and appropriate enforcement action taken. Where complaints relate to activities outside of normal office hours a joint inspection will be made with another Officer from the Environmental Health Division and/or Police and Environment Agency.
27. At least one joint operation will be carried out with the Police to check on compliance of licensed scrap metal collectors or sites and take enforcement action against any unlicensed operators found. **PI**
28. Holders of scrap metal site licences will receive inspections in conjunction with the Police and further follow up visits as required to ensure compliance with the legislation. Visits will be made on the basis of intelligence.

Agenda Item No 7

Licensing Committee

28 January 2020

Report of the
Chief Executive

General Fund Fees and Charges
2020/2021

1 Summary

- 1.1 The report covers the fees and charges for 2019/20 and the proposed fees and charges for 2020/21.

Recommendation to the Committee

That the schedule of fees and charges for 2020/21, as set out in Appendix A, be accepted.

2 Introduction

- 2.1 At its meeting held in September, the Executive Board agreed the budget strategy for 2020/24, which included price inflation increases of 2% were applicable.

3 Fees and Charges Proposed for 2020/2021

- 3.1 Attached for the Committee's consideration at Appendix A are details of present and proposed fees and charges for the financial year 2020/21. The amounts shown have been included in the revenue estimates for 2020/21.
- 3.2 In 2019/20 fees were set for Pet Shop Licences and Dog Breeding Licences. In setting the charges for 2020/21, fees have changed as we now need to charge for Animal Welfare (Licensing of Activities Involving Animals) in compliance with revised Regulations. Licences will now be issued for one, two or three years depending on the compliance with the Regulations, with a further application fee which covers the Council's costs.
- 3.3 For 2020/21 there is only one charge for either licence which will be applied irrespective of the period of time. This is to encourage customers to perform better in order to receive a longer license period.
- 3.4 No increases have been applied to the Licensing and Gambling Authority fees, as these charges are statutory and so not set by ourselves.

4 Report Implications

4.1 Finance and Value for Money Implications

4.1.1 The pricing structure contained in this report is expected to decrease the income by £10,440 in the 2020/21 Original budget, comprising of price increases of £150 and a reduction in Hackney Carriage drivers and Private Hire operators licences income of £10,590 due to licence renewals only every 3 and 5 years.

4.2 Risk Management

4.2.1 Changes to fees and charges may impact on the level of demand. However, this has been considered in proposing the revised charges.

The Contact Officer for this report is Nigel Lane (719371).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

LICENSING COMMITTEE

FEES AND CHARGES FROM 1 APRIL 2020

	2019/2020 TOTAL CHARGE £	2020/2021 TOTAL CHARGE £	VAT RATING
LICENCE FOR THE BOARDING OF CATS AND DOGS			
Boarding Premises			
Application fee	148.20	151.17	Outside Scope
Licence Issue Fee	58.15	59.32	"
Total Fee	<u>206.35</u>	<u>210.50</u>	"
Variation	75.00	77.00	Outside Scope
Home Boarders			
Application fee	74.10	75.59	Outside Scope
Licence Issue Fee	29.07	29.66	"
Total Fee	<u>103.17</u>	<u>105.25</u>	"
Variation	40.00	41.00	Outside Scope
PET SHOP LICENCE			
Up to 25m ²			
New application	188.50	N/A	Outside Scope
Renewal	133.90	N/A	"
Up to 50m ²			
New application	230.70	N/A	"
Renewal	176.10	N/A	"
Up to 100m ²			
New application	273.30	N/A	"
Renewal	218.70	N/A	"
Over 100m ²			
New application	308.50	N/A	"
Renewal	253.70	N/A	"
LICENCE FOR THE SALE OF ANIMALS AS PETS			
Application fee	148.20	151.17	Outside Scope
Licence Issue Fee	58.15	59.32	"
Total Fee	<u>206.35</u>	<u>210.50</u>	"
Variation	75.00	77.00	Outside Scope
RIDING ESTABLISHMENT LICENCE			
New application	196.70	N/A	Outside Scope
Renewal	169.40	N/A	"
LICENCE FOR THE HIRING OUT OF HORSES			
Application fee	120.00	122.00	Outside Scope
	+ vet's fee	+ vet's fee	
Licence fee 1 year	60.00	61.00	"
	+ vet's fee	+ vet's fee	
Licence fee 2 year	120.00	122.00	"
	+ vet's fee	+ vet's fee	
Licence fee 3 year	180.00	184.00	"
	+ vet's fee	+ vet's fee	
Variation	75.00	77.00	"
	+ vet's fee	+ vet's fee	
	(if necessary)	(if necessary)	

LICENSING COMMITTEE

FEES AND CHARGES FROM 1 APRIL 2020

	2019/2020 TOTAL CHARGE £	2020/2021 TOTAL CHARGE £	VAT RATING
DANGEROUS WILD ANIMAL LICENCE			
New application	200.60	204.60	Outside Scope
Renewal	172.80	176.30	"
ZOO LICENCE (4-yearly)			
Grant or renewal	470.00	479.00	Outside Scope
Transfer	109.20	111.40	"
Variation	109.20	111.40	"
Re-issue or replacement	27.30	27.90	"
DOG BREEDING LICENCE			
Application fee	120.00	N/A	Outside Scope
	+ vet's fee	N/A	
Licence fee 1 year	60.00	N/A	"
Licence fee 2 year	120.00	N/A	"
Licence fee 3 year	180.00	N/A	"
Renewal	N/A	N/A	"
Variation	75.00	N/A	Outside Scope
Revised Fee			
Application fee (plus vet's fee on first application)	148.20	151.17	Outside Scope
Licence issue fee	58.15	59.32	"
Total fee	<hr/> 206.35	<hr/> 210.50	"
Variation	75.00	77.00	Outside Scope
LICENCE FOR THE KEEPING OR TRAINING OF ANIMALS FOR EXHIBITION			
Application fee	120.00	122.00	Outside Scope
Licence fee 3 year	180.00	184.00	"
Variation	75.00	77.00	"
ACUPUNCTURE, TATTOOING, COSMETIC PIERCING, SEMI-PERMANENT SKIN COLOURING & ELECTROLYSIS LICENCE			
	165.40	168.70	Outside Scope
HYPNOTISM PERMIT	Free	Free	N/A

LICENSING COMMITTEE**FEES AND CHARGES FROM 1 APRIL 2020**

	2019/2020 TOTAL CHARGE £	2020/2021 TOTAL CHARGE £	VAT RATING
STREET TRADING LICENCE			
Food sales	1,624.00	1,656.00	Outside Scope
Non food sales	804.00	820.00	"
SEX ESTABLISHMENT LICENCE			
Transfer or variation	2,711.30	2,765.50	Outside Scope
	600.30	612.30	"
SCRAP METAL LICENCE (3-yearly)			
Site	327.90	334.50	Outside Scope
Collector	196.80	200.70	"
HACKNEY CARRIAGE & PRIVATE HIRE VEHICLES			
Private hire operator's licence (5 yearly)	291.00	291.00	Outside Scope
Hackney Carriage licence (annual)	286.00	286.00	"
Private Hire Vehicle licence (annual)	286.00	286.00	"
Drivers licence (Includes badge) (3 yearly)	242.00	242.00	"
Vehicle licence transfer new vehicle	98.00	98.00	"
Vehicle licence transfer new owner	35.60	35.60	"
Replacement of driver's badge	23.80	23.80	"
Replacement of lost documents	23.80	23.80	"
Vehicle plate	33.40	33.40	"
Medical fee full (including Occupational Health fee)	108.00	108.00	"
Medical fee review (including Occupational Health fee)	108.00	108.00	"
Please note that the Occupational Health fee is subject to change			
MoT retest fee	42.50	42.50	"
Failure to attend an MOT appointment	30.00	30.00	"
Standard Disclosure and Barring Service check (£23.00 plus £16.70 admin. charge)	39.70	40.00	"
Enhanced Disclosure and Barring Service check (£40.00 plus £16.70 admin. charge)	56.70	57.00	"
Please note that the DBS fee is subject to change			

NORTH WARWICKSHIRE BOROUGH COUNCIL

LICENSING COMMITTEE

FEES AND CHARGES FROM 1 APRIL 2020

FEES FOR LICENSING APPLICATIONS UNDER THE LICENSING ACT 2003

PLEASE NOTE THAT THE CHARGES BELOW ARE SUBJECT TO CHANGE

SCHEDULE 1

(regulation 3)

RATEABLE VALUES AND BANDS

The breakdown of premises by NDR rateable value on which all premises based fees are calculated

Rateable Value	Band
No rateable value to £4,300	A
£4,300 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

SCHEDULE 2

(regulation 4(2), (3) and 6(1))

APPLICATION FEE REQUIRED FOR

**PREMISES LICENCES AND CLUB PREMISES CERTIFICATES
AND VARIATIONS TO LICENCES/CLUB PREMISES CERTIFICATES**

Band	Fee		
	NET CHARGE	VAT RATING	TOTAL CHARGE 20% VAT
	£		£
A	100.00	Outside Scope	100.00
B	190.00	"	190.00
C	315.00	"	315.00
D	450.00	"	450.00
E	635.00	"	635.00

Band	Multiplied fee if primarily selling alcohol		
	NET CHARGE	VAT RATING	TOTAL CHARGE 20% VAT
	£		£
A	N/A	Outside Scope	N/A
B	N/A	"	N/A
C	N/A	"	N/A
D	900.00	"	900.00
E	1,905.00	"	1,905.00

SCHEDULE 3

regulation 4(4)

ADDITIONAL FEE

Number of persons	Additional Fee		
	NET CHARGE	VAT RATING	TOTAL CHARGE 20% VAT
	£		
5,000 to 9,999	1,000.00	Outside scope	1,000.00
10,000 to 14,999	2,000.00	"	2,000.00
15,000 to 19,999	4,000.00	"	4,000.00
20,000 to 29,999	8,000.00	"	8,000.00
30,000 to 39,999	16,000.00	"	16,000.00
40,000 to 49,999	24,000.00	"	24,000.00
50,000 to 59,999	32,000.00	"	32,000.00
60,000 to 69,999	40,000.00	"	40,000.00
70,000 to 79,999	48,000.00	"	48,000.00
80,000 to 89,999	56,000.00	"	56,000.00
90,000 and over	64,000.00	"	64,000.00

NORTH WARWICKSHIRE BOROUGH COUNCIL

LICENSING COMMITTEE

FEES AND CHARGES FROM 1 APRIL 2020

FEES FOR LICENSING APPLICATIONS UNDER THE LICENSING ACT 2003

PLEASE NOTE THAT THE CHARGES BELOW ARE SUBJECT TO CHANGE

SCHEDULE 5

(regulation 5, 7)

ANNUAL FEE

PART 1

Required by each premises licence/club certificate annually after November 2006

There are exceptions

Band	Fee		
	NET CHARGE	VAT RATING	TOTAL CHARGE 20% VAT
	£		£
A	70.00	Outside Scope	70.00
B	180.00	"	180.00
C	295.00	"	295.00
D	320.00	"	320.00
E	350.00	"	350.00

Band	Multiplied fee if primarily selling alcohol		
	NET CHARGE	VAT RATING	TOTAL CHARGE 20% VAT
	£		£
A	N/A	Outside Scope	N/A
B	N/A	"	N/A
C	N/A	"	N/A
D	640.00	"	640.00
E	1,050.00	"	1,050.00

PART 2 (see comment on schedule5)

Number	Additional Fee		
	NET CHARGE	VAT RATING	TOTAL CHARGE 20% VAT
	£		£
5,000 to 9,999	500.00	Outside Scope	500.00
10,000 to 14,999	1,000.00	"	1,000.00
15,000 to 19,999	2,000.00	"	2,000.00
20,000 to 29,999	4,000.00	"	4,000.00
30,000 to 39,999	8,000.00	"	8,000.00
40,000 to 49,999	12,000.00	"	12,000.00
50,000 to 59,999	16,000.00	"	16,000.00
60,000 to 69,999	20,000.00	"	20,000.00
70,000 to 79,999	24,000.00	"	24,000.00
80,000 to 89,999	28,000.00	"	28,000.00
90,000 and over	32,000.00	"	32,000.00

SCHEDULE 6 (Regulation 8)

**PRESCRIBED FEES FOR PERMITTED TEMPORARY ACTIVITIES,
PERSONAL LICENCES AND MISCELLANEOUS**

Application or notice	Fee		
	NET CHARGE	VAT RATING	TOTAL CHARGE 20% VAT
	£		£
section 25 (theft, loss, etc. of premises licence or summary)	10.50	Outside Scope	10.50
section 29 (application for a provisional statement where premises being built etc.)	315.00	"	315.00
section 33 (notification of change of name or address)	10.50	"	10.50
section 37 (application to vary licence to specify individual as premises supervisor)	23.00	"	23.00
section 42 (application for transfer of premises licence)	23.00	"	23.00
section 47 (interim authority notice following death etc. of licence holder)	23.00	"	23.00
section 79 (theft, loss etc. of certificate or summary)	10.50	"	10.50
section 82 (notification of change of name or alteration of rules of club)	10.50	"	10.50
section 83(1) or (2) (change of relevant registered address of club)	10.50	"	10.50
section 100 (temporary event notice)	21.00	"	21.00
section 110 (theft, loss etc. of temporary event notice)	10.50	"	10.50
section 117 (application for a grant of personal licence)	37.00	"	37.00
section 126 (theft, loss etc. of personal licence)	10.50	"	10.50
section 127 (duty to notify change of name or address)	10.50	"	10.50
section 178 (right of freeholder etc. to be notified of licensing matters)	21.00	"	21.00
Minor variations	89.00	"	89.00
Section 410(application to vary premises licence to include alternative licence condition) where the only variation sought is the inclusion of the alternative licence condition	23.00	"	23.00

NORTH WARWICKSHIRE BOROUGH COUNCIL
LICENSING COMMITTEE
FEES AND CHARGES FROM 1 APRIL 2020

FEES UNDER THE GAMBLING ACT 2005

Premises Type	Conversion Fast-Track Application £	Conversion Non- Fast Track Application £	Non-Conversion Application Provisional statement premises £	Non-Conversion Application Other premises (i.e. new) £	Annual Fee £	Variation £	Transfer of Licence £	Reinstatement Fee £	Provisional Statement £	Change of Circumstances £	Copy of Licence £
Regional Casino	0.00	0.00	6,400.00	12,000.00	12,000.00	6,000.00	5,200.00	5,200.00	12,000.00	50.00	25.00
New Large Casino	0.00	0.00	4,000.00	8,000.00	8,000.00	4,000.00	1,720.00	1,720.00	8,000.00	50.00	25.00
New Small Casino	0.00	0.00	2,400.00	6,400.00	4,000.00	3,200.00	1,440.00	1,440.00	6,400.00	50.00	25.00
Existing Casinos	240.00	1,600.00	0.00	4,000.00	2,400.00	1,600.00	1,080.00	1,080.00	0.00	50.00	25.00
Bingo Premises	240.00	1,400.00	960.00	2,800.00	800.00	1,400.00	960.00	960.00	2,800.00	50.00	25.00
Adult Gaming Centre	240.00	800.00	960.00	1,600.00	800.00	800.00	960.00	960.00	1,600.00	50.00	25.00
Betting Premises Tracks	240.00	1,000.00	760.00	2,000.00	800.00	1,000.00	760.00	760.00	2,000.00	50.00	25.00
Family Entertainment Centres	240.00	800.00	760.00	1,600.00	600.00	800.00	760.00	760.00	1,600.00	50.00	25.00
Betting Premises (other)	240.00	1,200.00	960.00	2,400.00	480.00	1,200.00	960.00	960.00	2,400.00	50.00	25.00
Temporary use notice	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00

NORTH WARWICKSHIRE BOROUGH COUNCIL

LICENSING COMMITTEE

FEES AND CHARGES FROM 1 APRIL 2020

FEES UNDER THE GAMBLING ACT 2005

	TOTAL CHARGE £
LICENSED PREMISES GAMING MACHINE PERMIT	
Occasion on which fee may be payable	
Grant	150.00
Existing operator Grant	100.00
Variation	100.00
Transfer	25.00
Annual Fee	50.00
Change of name	25.00
Copy of Permit	15.00
LICENSED PREMISES AUTOMATIC NOTIFICATION PROCESS	
Occasion on which fee may be payable	
On notification	50.00
CLUB GAMING PERMITS	
Occasion on which fee may be payable	
Grant	200.00
Grant (Club Premises Certificate holder)	100.00
Existing operator Grant	100.00
Variation	100.00
Renewal	200.00
Renewal (Club Premises Certificate holder)	100.00
Annual Fee	50.00
Copy of Permit	15.00
CLUB MACHINE PERMITS	
Occasion on which fee may be payable	
Grant	200.00
Grant (Club Premises Certificate holder)	100.00
Existing operator Grant	100.00
Variation	100.00
Renewal	200.00
Renewal (Club Premises Certificate holder)	100.00
Annual Fee	50.00
Copy of Permit	15.00
FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMITS	
Occasion on which fee may be payable	
Grant	300.00
Renewal	300.00
Existing operator Grant	100.00
Change of name	25.00
Copy of Permit	15.00
PRIZE GAMING PERMITS	
Occasion on which fee may be payable	
Grant	300.00
Renewal	300.00
Existing operator Grant	100.00
Change of name	25.00
Copy of Permit	15.00
SMALL LOTTERY REGISTRATION	
Grant	40.00
Annual Fee	20.00

Agenda Item No 8

Licensing Committee

28 January 2020

Report of the Corporate Director - Resources

General Fund Revenue Estimates 2020/21

1 Summary

- 1.1 This report covers the revised budget for 2019/20 and an estimate of expenditure for 2020/21, together with forward commitments for 2021/22, 2022/23 and 2023/24.

Recommendation to the Committee

- a To accept the revised budget for 2019/20; and
- b To accept or otherwise vary the Estimates of Expenditure for 2020/21, as submitted, for them to be included in the budget to be brought before the meeting of the Executive Board on 10 February 2020.

2 Introduction

- 2.1 In consultation with other Directors, the Corporate Director - Resources has prepared an estimate of net expenditure for 2020/21 and this, together with a revised budget for 2019/20, appears in Appendices A and B. To provide a more complete picture of the spending pattern of the service, the actual figures for 2018/19 are shown.

- 2.2 At its meeting in September, the Executive Board agreed the budget strategy for 2020-2024 which required savings of £1.6 million over a four year period. This required budget savings of £800,000 in 2020/21 with additional savings of £550,000 in 2021/22 and £250,000 in 2022/23. A savings target was not included for 2023/24 at that time. Some limited growth was built into the strategy in specific areas.

- 2.3 Directors were asked to identify areas where savings could be made, either by a reduction in expenditure or through the generation of additional income. A small value of £50 in savings has been identified for this Board.

2.4 A subjective analysis of the Committee's requirement is shown below:

	Approved Budget 2019/20 £	Revised Budget 2019/20 £	Original Budget 2020/21 £
Employee Costs	24,790	24,790	25,340
Premises	50	-	-
Supplies and Services	6,290	6,290	6,290
Transport	5,940	5,940	5,940
Gross Expenditure	37,070	37,020	37,570
Income	(118,600)	(113,230)	(102,790)
Net Controllable Expenditure	(81,530)	(76,210)	(65,220)
Departmental Support	37,090	37,090	73,320
Central Support	45,620	45,620	39,830
Net Expenditure	1,180	6,500	47,930

2.5 There are no capital charges relating to budgets within this report.

3 **Comments on the 2019/20 Revised Budget**

3.1 The revised budget for 2019/20 is estimated to be £6,500, an increase of £5,320 on the approved position. The main variations are set out below.

3.2 **Licences and Registration Income** **£4,840**

3.2.1 There has been a decrease in income mainly due to reductions in expected income from Riding, Animal Boarding and Pet Shop Licences. This is due to the effects of the new fees structure agreed by Licensing Committee on 5 February 2019. The impact of this was difficult to establish at the time as it relied on how individual organisations complied with the regulations. Full adherence means their licence lasts for 3 years with only one application fee instead of an annual renewal plus application fee.

3.3 **Gambling Act Authority Income** **£520**

3.3.1 Income from fees for the Gambling Act has been reduced to reflect the actual premises requiring the relevant licences in 2019/20.

4 **Comments on the 2020/21 Estimates**

4.1 The 2020/21 estimate has been prepared, taking into account the following assumptions:

- A 2% pay award from 1 April 2020;
- An increase in income to reflect the increases included in the fees and charges report elsewhere on the agenda.

4.2 The estimated budget for 2020/21 is £47,930; an increase in costs of £46,750 on the 2019/20 approved budget and an increase in cost of £41,430 on the revised 2019/20 budget. The main variations are set out below.

4.3 Hackney Carriage and Private Hire £10,860

4.3.1 Income is lower due to the requirement for Drivers Licences to be renewed only once every 3 years.

4.4 Departmental and Central Support Services £30,440

4.4.1 Departmental costs have increased by £36,230 due to the pay award, staff increments and time re-allocations within Environmental Health. There has been a change in the allocations of an Environmental Health Officer following the Environmental Health restructure. The additional staff resource has been transferred from the Domestic Pollution Control budget within the Community and Environment Board. This will allow a detailed review to be undertaken on licencing activities. Once the work has been undertaken, the salary allocations will be re assessed. This has had the impact of increasing the budget performance indices shown in the attached appendix.

4.4.2 Central Support has decreased by £5,790 mainly due to the removal of Internal Audit recharges. Audits are carried out on a planned, rather than an annual basis.

5 Income

5.1 Changes in the levels of fees and charges for services under the responsibility of this Board are covered in another report on tonight's agenda. Income on fees and charges is expected to contribute to the achievement of income targets.

6 Risks to Services

6.1 The key risk to the budgetary position of the Council from services under the control of this Board is:

	Likelihood	Potential impact on Budget
Fee income – The levels of some licences, especially those related to alcohol licensing, street trading, pet shops and other commercial enterprises are at risk from a downturn in the economy.	Low	Low

7 Future Year Forecasts

7.1 In order to assist with medium-term financial planning, Members are provided with budget forecasts for the three years following 2020/21. The table below provides a subjective summary for those services reporting to this Board:

	Forecast Budget 2021/22 £	Forecast Budget 2022/23 £	Forecast Budget 2023/24 £
Employee Costs	25,850	26,360	26,890
Premises	-	-	-
Supplies and Services	6,420	6,420	6,550
Transport	6,060	6,060	6,180
Gross Expenditure	38,330	38,840	39,620
Income	(113,290)	(115,860)	(103,130)
Net Controllable Expenditure	(74,960)	(77,020)	(63,510)
Departmental Support	74,720	76,070	77,480
Central Support	40,610	41,360	42,110
Net Expenditure	40,370	40,410	56,080

- 7.2 The forecasts given above have used a number of assumptions, which include pay awards of 2% in 2020/21 to 2023/24, increases in contracts and general increases in supplies and services of 2% in 2021/22 and 2023/24. In total, net expenditure is expected to decrease by 15.77% in 2021/22, then increase by 0.10% in 2022/23 and 38.78% in 2023/24.
- 7.3 Hackney Carriages and Scrap Metal (site and collectors) licences are only renewed every three to five years which means that the income will fluctuate between financial years.
- 7.4 These forecasts are built up using current corporate and service plans. Where additional resources have already been approved, these are also included. However, these forecasts will be amended to reflect any amendments to the estimates, including decisions taken on any further corporate or service targets.

8 Report Implications

8.1 Finance and Value for Money Implications

- 8.1.1 As detailed in the body of the report.

8.2 Environment and Sustainability Implications

- 8.2.1 Continuing the budget strategy will allow the Council to manage its expected shortfall in resources without disruption of essential services.

8.3 Risk Management Implications

- 8.3.1 There are a number of risks associated with setting a budget, as assumptions are made on levels of inflation and demand for services. To minimise the risks, decisions on these have been taken using past experience and knowledge, informed by current forecasts and trends. However, the risk will be managed through the production of regular budgetary control reports, assessing the impact of any variances and the need for any further action.

The Contact Officer for this report is Nadeem Afzal (719444)

NORTH WARWICKSHIRE BOROUGH COUNCIL
LICENSING COMMITTEE SUMMARY
SUMMARY OF GENERAL FUND REVENUE ESTIMATES

Code	Description	Actual 2018/2019 £	Approved Budget 2019/2020 £	Revised Budget 2019/2020 £	Original Budget 2020/2021 £
4000	Licensing Authority	(31,315)	(36,780)	(36,780)	(36,500)
4001	Licences and Registration	(9,629)	(12,810)	(7,970)	(8,120)
4008	Hackney Carriages	(17,628)	(22,110)	(22,150)	(11,290)
4019	Gambling Act Authority	(10,753)	(9,830)	(9,310)	(9,310)
	Net Controllable Expenditure	(69,325)	(81,530)	(76,210)	(65,220)
	Departmental Support	36,320	37,090	37,090	73,320
	Central Support	42,008	45,620	45,620	39,830
	Licensing Committee Total	9,003	1,180	6,500	47,930

4000 - LICENSING AUTHORITY

The Council is the Licensing Authority for the Borough. It is required to process and issue licences to premises and individuals to allow the sale of alcohol and for certain events that occur within the Borough.

DESCRIPTION	ACTUALS 2018/2019	APPROVED BUDGET 2019/2020	REVISED BUDGET 2019/2020	ORIGINAL BUDGET 2020/2021
Employee Expenditure	18,362	14,050	14,050	14,330
Supplies and Services	325	1,370	1,370	1,370
GROSS EXPENDITURE	18,687	15,420	15,420	15,700
GROSS INCOME	(50,002)	(52,200)	(52,200)	(52,200)
NET CONTROLLABLE EXPENDITURE	(31,315)	(36,780)	(36,780)	(36,500)
Departmental Support	21,164	21,540	21,540	32,040
Central Support	14,336	15,650	15,650	13,600
NET EXPENDITURE	4,185	410	410	9,140

Contributes to corporate priority :

- Improving leisure and wellbeing opportunities
- creating safer communities

KEY PERFORMANCE INDICATORS

Number of licences	427	432	432	432
Gross cost per licence	£126.90	£121.78	£121.78	£141.99
Net cost per licence	£9.80	£0.95	£0.95	£21.16

4001 - LICENCES AND REGISTRATION

The issuing of licences that enable applicants to undertake a range of activities including the operation of animal boarding facilities, pet shops and street trading.

DESCRIPTION	ACTUALS 2018/2019	APPROVED BUDGET 2019/2020	REVISED BUDGET 2019/2020	ORIGINAL BUDGET 2020/2021
Employee Expenditure	1,782	-	-	-
Supplies and Services	2,510	1,750	1,750	1,750
GROSS EXPENDITURE	4,292	1,750	1,750	1,750
GROSS INCOME	(13,921)	(14,560)	(9,720)	(9,870)
NET CONTROLLABLE EXPENDITURE	(9,629)	(12,810)	(7,970)	(8,120)
Departmental Support	7,374	8,260	8,260	18,530
Central Support	11,122	11,990	11,990	10,510
NET EXPENDITURE	8,867	7,440	12,280	20,920

Contributes to corporate priority :

- Supporting employment and business
- creating safer communities

KEY PERFORMANCE INDICATORS

Number of licences	59	89	80	80
Gross cost per licence	£386.24	£247.19	£275.00	£384.88
Net cost per licence	£150.29	£83.60	£153.50	£261.50

4008 - HACKNEY CARRIAGES

The licensing and enforcement of taxis, private hire vehicles, drivers and operators, within the Borough.

DESCRIPTION	ACTUALS 2018/2019	APPROVED BUDGET 2019/2020	REVISED BUDGET 2019/2020	ORIGINAL BUDGET 2020/2021
Employee Expenditure	13,054	10,740	10,740	11,010
Premises	-	50	-	-
Supplies and Services	2,040	3,170	3,170	3,170
Transport Related Expenditure	5,885	5,940	5,940	5,940
GROSS EXPENDITURE	20,979	19,900	19,850	20,120
GROSS INCOME	(38,607)	(42,010)	(42,000)	(31,410)
NET CONTROLLABLE EXPENDITURE	(17,628)	(22,110)	(22,150)	(11,290)
Departmental Support	6,611	6,140	6,140	18,650
Central Support	15,713	17,080	17,080	14,810
NET EXPENDITURE	4,696	1,110	1,070	22,170

Contributes to corporate priority :
- Supporting employment and business
- creating safer communities

KEY PERFORMANCE INDICATORS

Number of vehicles licences (annual)	88	90	90	90
Number of operators licences (every 5 years)	0	0	0	0
Number of drivers licences (every 3 years)	54	52	52	8
Gross cost per licence	£304.95	£303.66	£303.31	£546.73
Average Income per licence	-£271.88	-£295.85	-£295.77	-£320.51

4019 - GAMBLING ACT AUTHORITY

As the Licensing Authority, the Council is responsible for issuing premises, betting office and race track, bingo club, adult gaming centre, and family entertainment centre licences in the Borough. It will also issue permits for gaming machines in members' clubs and licensed premises, prize gaming and unlicensed family entertainment centres within the Borough.

DESCRIPTION	ACTUALS 2018/2019	APPROVED BUDGET 2019/2020	REVISED BUDGET 2019/2020	ORIGINAL BUDGET 2020/2021
Employee Expenditure	187	-	-	-
GROSS EXPENDITURE	187	-	-	-
GROSS INCOME	(10,940)	(9,830)	(9,310)	(9,310)
NET CONTROLLABLE EXPENDITURE	(10,753)	(9,830)	(9,310)	(9,310)
Departmental Support	1,171	1,150	1,150	4,100
Central Support	837	900	900	910
NET EXPENDITURE	(8,745)	(7,780)	(7,260)	(4,300)

Contributes to corporate priority :
- Supporting employment and business
- creating safer communities

KEY PERFORMANCE INDICATORS

Number of Gambling licences	84	83	83	83
Gross cost per licence	£13.94	£13.86	£13.86	£49.40
Net cost per licence	-£104.11	-£93.73	-£87.47	-£51.81