



Licensing Committee Agenda

Wyre Borough Council
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**Licensing Committee meeting on Tuesday, 20 February 2024 at 6.00 pm
in the Council Chamber - Civic Centre, Poulton-le-Fylde**

1. Apologies

2. Declarations of Interest

Members will disclose any pecuniary and any other significant interests they may have in relation to the matters under consideration.

3. Confirmation of minutes

(Pages 3 - 38)

To confirm as a correct record the minutes of the meeting of the Licensing Committee held on Tuesday 21 November 2023, Wednesday 22 November 2023 and Monday 4 December 2023.

4. Review of Discretionary Licensing Fees and Charges 2024/25

(Pages 39 - 50)

Report of the Corporate Director Environment.

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Licensing Committee Minutes

The minutes of the Licensing Committee meeting of Wyre Borough Council held on Tuesday, 21 November 2023 at the Council Chamber - Civic Centre, Poulton-le-Fylde.

Licensing Committee members present:

Councillors Birch, Ellison, Leigh, Moliner, Nicholls, Rushforth and Swift

Absent- apologies received:

Councillors Baxter, Minto, Smith, Swatton and B Stephenson

Officers present:

George Ratcliffe, Assistant Democratic Services Officer

Patrick Cantley, Senior Licensing Officer

Mary Grimshaw, Legal Services Manager and Monitoring Officer

Wayne Clarke, Senior Compliance / Licensing Enforcement Officer

No members of the public or press attended the meeting.

25 Declarations of Interest

None.

26 Confirmation of minutes

The minutes of the meeting of the Licensing Committee held on Tuesday 17 October 2023 were confirmed as a correct record by those who were in attendance.

27 Exclusion of the public and press

In accordance with Paragraph 11 of the Access to Information Rules in Part 4 of the Council's Constitution, the Chief Executive had determined that the report submitted under agenda item 5 of the agenda was "Not for Publication" because it contained "exempt information", as defined in Schedule 12A of the Local Government Act 1972.

The Committee passed the following resolution "That the public and press be excluded from the meeting whilst agenda item 5 was being considered, as it referred to exempt information as defined in category 1 (information relating to any individual) of Part 1 of Schedule 12(a) of the Local Government Act 1972,

as amended by the Local Government (Access to Information) Variation Order 2006 and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.”

28 New applicant for a Wyre dual driver's licence with historic driving conviction

The Chair introduced the committee and the officers attending the meeting.

The applicant and representative introduced themselves. The Chair ensured that they had received all necessary information and paperwork for the hearing.

The Senior Licensing Officer introduced the report. He explained that the applicant was before members to determine whether or not he was a 'fit and proper person' to hold a Wyre Council Dual Driver's Licence.

The representative spoke on behalf of the applicant. The representative highlighted that the applicant had one solitary conviction and prior to this one incident, had never come to the adverse notice of the police. He explained that the applicant was an honest working family man who had never taken risks and held a clean driver's licence.

Councillors raised the following questions/concerns over:

- circumstances behind the conviction;
- current job; and
- completion of the course to reduce the applicant's disqualification.

The representative clarified the magistrates sentencing guidelines.

The applicant, representative and Licensing Officers left the room to allow the committee to discuss their recommendation in private session.

In reaching its decision, the committee had regard to:

1. The Council's own policy on convictions and other relevant matter, in particular section 16 (drink/drug driving)
2. The Local Government (Miscellaneous Provisions) Act 1976

The Licensing Committee then reconvened and the Chair announced the decision.

Decision

The Committee resolved not to grant a Wyre Dual Driver's Licence, for the following reasons:

Reasons for decision

- The Committee considered that in determining the applicant's fitness and propriety to hold a licence, the offence was serious and very relevant.
- The Committee heard from the applicant about the circumstances of the offence. The applicant stated when breathalysed, it measured 85 (micrograms per 100 millilitres of breath), when the limit is 35.
- The Council's policy stated at 16.1 that a period of 7 years should have elapsed since the completion of any driving ban imposed. Therefore in accordance with 16.1 of the Council's policy, a licence would not be granted until April 2027.
- The Committee considered whether there were any exceptional circumstance to depart from the policy in accordance with section 1.14 of the Council's policy. The Committee noted that otherwise good character and the driving record of an applicant would not ordinarily be considered to be exceptional circumstances.
- After taking everything into consideration, the Committee decided that there were no exceptional circumstances to depart from policy and as 7 years had not elapsed since the ban had been completed, the Committee decided not to grant the licence in accordance with the policy.

The meeting started at 6.07 pm and finished at 6.43 pm.

Date of Publication: 4 December 2023

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Licensing Committee Minutes

The minutes of the Licensing Committee meeting of Wyre Borough Council held on Wednesday, 22 November 2023 at the Marine Hall - The Esplanade, Fleetwood.

Licensing Committee members present:

Councillors Birch, Ellison, Baxter, Leigh, Minto, Moliner, Nicholls, Rushforth and Swift

Absent- apologies received:

Councillors Smith, Swatton and B Stephenson

Officers present:

George Ratcliffe, Assistant Democratic Services Officer

Patrick Cantley, Senior Licensing Officer

Mary Grimshaw, Legal Services Manager and Monitoring Officer

Wayne Clarke, Senior Compliance / Licensing Enforcement Officer

Neil Greenwood, Head of Environmental Health and Community Safety

Marianne Unwin, Democratic Services and Scrutiny Manager (Temporary)

Nick Clayton, Environmental Health Officer

Corinne Mason, Manager of Environmental Protection and Community Safety

Angela Parkinson, Solicitor

Legal representatives:

Duncan Craig, Counsel advising the Licensing Committee

Amanda Usher, solicitor advising the Environmental Health Authority

Police:

Sergeant Nat Cox from Lancashire Constabulary

Applicant and his representatives:

Gerald Gouriet KC on behalf of the applicant

The applicant's director Mr E Wallace

Malcolm Ireland

Adrian Coombes

Gemma Wheatley

Robert Miller

20 members of the public attended the meeting.

1 Declarations of Interest

None.

2 Application for a new Premises Licence - Valiants Farm, Lancaster Road, Out Rawcliffe, PR3 6BL

The Corporate Director Environment submitted a report to provide members of the Licensing Committee with information to assist them at a hearing to determine an application submitted under section 17 of the Licensing Act 2003 by E A Wallace Ltd for a new premises licence in respect of Valiants Farm, Lancaster Road, Out Rawcliffe, PR3 6BL.

The Chair deferred the meeting for 30 minutes to allow Environmental Health and residents to read any additional information.

The Senior Licensing Officer introduced the report. He explained that the application as submitted was for the applicant to be authorised to provide the following licensable activities:

Sale of alcohol for consumption on and off the premises, between 10:00 and 22:00 Sunday to Wednesday and between 10:00 and 23:00 Thursday to Saturday.

Live and recorded amplified music (both indoors and outdoors) between 10:00 and 22:00 Sunday to Wednesday and between 10:00 and 23:00 Thursday to Saturday.

Plays, films, performances of dance, performances similar to live or recorded music (both indoors and outdoors) between 10:00 and 22:00 Sunday to Wednesday and between 10:00 and 23:00 Thursday to Saturday.

The applicant also wished to be able to open to the public between 10:00 and 23:00 Sunday to Wednesday and between 10:00 and 00:00 Thursday to Saturday.

The matter was before the Committee because there were 71 outstanding representations which related primarily to noise nuisance and anti-social behaviour associated with activities on the site and the public travelling to and from the venue.

Of the responsible authorities, the Police had objected to the granting of this application and had not taken steps to attempt mediation with the applicant. Environmental Health had originally objected to this application but had since been in negotiations with the applicant and agreed a number of conditions with the applicant in order to mitigate their concerns about public nuisance. Lancashire County Council Trading Standards had made no objection to the application.

Duncan Craig, Counsel, explained that a site visit had taken place on the day

before the hearing to enable members to view the site with the applicant, officers and legal representatives present. Residents asked questions in relation to the site visit.

The applicant was represented by Gerald Gouriet KC, and accompanied by Malcolm Ireland, Adrian Coombes, Robert Miller and Gemma Wheatley. The applicant's Counsel Gerald Gouriet spoke on his behalf addressing previous events, proposed licence conditions and issues that arose on the site visit. He proposed an additional condition that, free onsite parking would be provided to attendees of any events operating under the authority of the premises licence. He invited Adrian Coombes to explain how an Event Safety Management Plan would work in relation to this application.

The applicant and his representatives then answered questions from members of the Committee, Environmental Health, the Police and those 'Other Persons' who had made representations.

The Chair paused the meeting for lunch.

Councillor Minto left the meeting and did not take part in the decision making.

Amanda Usher, solicitor on behalf of Environmental Health, confirmed that Environmental Health's conditions had now been agreed. She explained that Environmental Health had concerns about the application and the site itself but had tried to work with the applicant to agree on a position that worked for all parties and one which protected the local residents in relation to matters of noise and public safety.

Environmental Health then answered a question from a member of the Committee.

Sergeant Nat Cox, of the Police, explained that his original objection was in relation to the two previous events that took place in 2021 and questioned how the applicant could ensure that the issues which took place at those previous events did not happen again at future events. In view of what had been said at the committee and the applicant's agreement to the additional conditions proposed and agreed with Environmental Health, he confirmed that Lancashire Constabulary were no longer objecting to the Application.

Sergeant Nat Cox then answered questions from members of the Committee and some of those who had made representations.

The Council's constitution stated that, if any meeting has lasted for 4 hours, a vote must take place for it to continue. It was proposed by the Chair, seconded by the Vice-Chair, to continue the meeting. It was resolved to continue the meeting.

The Chair then invited those 'Other Persons' who had made a representation to speak.

Peter Bull (Chair of Little Ecclestone with Larbreck Parish Council), Paul

Hayhurst (Fylde Council), Michelle Hornby, Glyn Stead (Vice-Chair of Little Eccleston with Larbreck Parish Council), Jane King, Dianne Andrews (Out Rawcliffe Parish Council), Councillor Lynne Bowen, Dominic Kelly and Alison Metcalf (Chair of Out Rawcliffe Parish Council) articulated their concerns over noise disturbance, road safety, traffic management, safety of local residents, anti-social behaviour, location, CCTV and car parking.

Members of the Committee and some of those 'Other Persons' who had made representations asked the applicant and his team questions.

The Chair paused the meeting for a break.

Environmental Health, the Police, those 'Other Persons' who had made representations and the applicant's legal representative were each then invited to sum up their cases.

The Committee, Legal officers and Democratic Services officers left the hall to consider the application in private.

In reaching their decision, the Committee had regard to all of the information that had been presented to the Committee and the following:

1. The Licensing Act 2003 ('the Act');
2. The Council's own Statement of Licensing Policy 2021-2026 ('the Policy') in particular the following sections: 9.3 Conditions imposed at a hearing 13.1 Prevention of crime and disorder 13.3 Prevention of public nuisance 17 Need for licensed premises;
3. The Revised Guidance (the Guidance') issued by the Secretary of State under s182 of the Act 2003 (dated August 2023) in particular the following sections: 1.16, 9.3, 9.4, 9.12, 9.26-9.30, 9.37-9.40, 9.42-9.44 and 10.8-10.10;
4. Human Rights Act 1998;
5. Equality Act 2010;
6. all the representations

After the Committee had deliberated and reached a decision, they returned to the hall and the Chair delivered the decision and the reasons for it as below.

Decision

The Committee decided to grant a premises licence for the following licensable activities:

Sale of alcohol for consumption on and off the premises, between 10:00 and 22:00 Sunday to Wednesday and between 10:00 and 23:00 Thursday to Saturday.

Live and recorded amplified music (both indoors and outdoors) between 10:00 and 22:00 Sunday to Wednesday and between 10:00 and 23:00 Thursday to Saturday.

Plays, films, performances of dance, performances similar to live or recorded music (both indoors and outdoors) between 10:00 and 22:00 Sunday to Wednesday and between 10:00 and 23:00 Thursday to Saturday.

The applicant also wishes to be able to open to the public between 10:00 and 23:00 Sunday to Wednesday and between 10:00 and 00:00 Thursday to Saturday.

Further;

- The Committee decided to grant the licence with a reduction in the number of events of up to three days a year for over 1,000 attendees being restricted to two per annum from the three applied for.
- In addition to the applicant's operating schedule, the condition offered at the hearing by the applicant in relation to free parking and the conditions agreed with the environmental health authority, the Committee decided to modify some of the foregoing conditions and add further conditions to the granted premises licence in order to further promote the licensing objectives.

The full conditions on the granted licence are set out in the schedule below which will be added to the premises licence along with the mandatory conditions required to be contained as a matter of law.

Reasons for the Decision

- The Committee noted that the Environmental Health Authority had agreed a number of conditions with the applicant and no longer objected to this application; the Committee reminded themselves of section 9.12 of the Guidance when considering this agreement.
- The Committee noted that Lancashire Constabulary no longer objected to the Application, and they had taken the remaining concerns of that Responsible Authority into account when considering what conditions were appropriate for the promotion of the licensing objectives. In respect of this Responsible Authority's position at the hearing, the Committee again reminded themselves of section 9.12 of the Guidance when considering this.
- The Committee listened carefully to the written and verbal concerns raised in the representations of 'Other Persons' who had objected to this application but decided that those concerns, where relevant to the promotion of the licensing objectives, could be sufficiently mitigated by placing further restrictions on the granted licence and reducing the number of events of over 1,000 attendees. The Committee had regard to the quiet, rural setting of the premises and to the resident's concerns about noise and disturbance to them when arriving at this decision.

- The Committee was satisfied that a number of the issues raised by residents fell outside the licensing regime and related to planning or highways matters and therefore were not considered as part of this application.
- The Committee took considerable comfort from the requirement for each event to involve engagement with WYSAG and modified the associated condition to make this clear. The Committee did consider adding further conditions in relation to WYSAG but considered that they were not sufficiently enforceable and took great comfort in the undertaking of the applicant's legal representative that to proceed with any event against the wished of WYSAG was inconceivable. The Committee decided that this part of the operation of the licence provided a further layer of protection against the concerns of the objectors and would provide a springboard for the promotion of the licensing objectives in connection with this licence.
- The Committee considered that the applicant had engaged the services of various competent professionals in conjunction with this application and was likely to do so in association with any events at the premises.
- The Committee welcomed the offering of a further condition by the applicant at the hearing in relation to free parking and added that condition subject to modification following a response to questioning about its intended scope.
- The Committee reminded themselves of Section 1.17 of the Guidance and Paragraphs 1, 4.4 and 8.4 of the Policy, namely that each case should be treated on its own merits and whatever has occurred previously at this site under premises held by different and unassociated licence holders were not valid considerations in respect of this application. The Committee also noted the condition on the operating schedule prohibiting the use of any other licences at these premises whilst licensable activities were being carried under this licence, should it be granted.
- Notwithstanding this application being treated on its own merits, the Committee were encouraged by the lesson the applicant appeared to have drawn from previous events at the site when arriving at conditions in respect of this application.
- The Committee acknowledged the applicant director's previous experience in the licensed trade without any enforcement issues and his background in other, well-regulated industries. The Committee also felt, based on the evidence before them that the applicant, through its director, was likely to comply with its obligations under the licence and would seek to operate the premises in accordance with its legal obligations and responsibilities.
- The Committee reminded themselves of the need to balance out the

benefits that such a venue can bring to the local economy and the people within it, as well as the applicant's legitimate commercial interests, against the need to ensure that any licensable activities are subject to such restrictions in order to limit the negative effect that those activities can have on the wider community. The Committee felt this application, as it now stood, struck that balance.

- In all the circumstances the Committee was satisfied that a grant of a new premises licence subject to the conditions set out in the Schedule below, as well as the relevant mandatory conditions, would not undermine the Licensing Objectives and would be proportionate.
- The Committee was satisfied that the resident's relevant concerns had been addressed, as had those of the two responsible authorities who had made representations, and that its decision was proportionate.

Schedule

General (all four licensing objectives)

1. Prior to any event which involves the carrying on of licensable activities under the authority of this premises licence the licence holder or a nominated representative must attend at least one WYSAG meeting (where such a group is in operation in respect of the area).
2. The Designated Premises Supervisor will be present at any time licensable activities are being carried on under the authority of this premises licence, except where otherwise agreed in writing with a representative of the Police Licensing Department or in the event of an emergency.
3. On any occasion that sales of alcohol by retail take place under the authority of this Premises Licence, the point of sale will be supervised by a personal licence holder.
4. On any occasion that sales of alcohol by retails take place under the authority of this Premises Licence, there will be a refusals log kept in respect of each point of sale. Said refusal log(s) must include the date and time of the incident, a description of the customer, the name of the staff member who refused the sale and the reason the sale was refused. All entries must be made within one hour of the refusal and log(s) must be made available for inspection and copying within 24 hours of a request by an officer of a Responsible Authority.

The prevention of crime and disorder

1. Whenever any event which involves licensable activities being carried on under the authority of this premises licence takes place, SIA registered security staff and stewards shall be on duty in the numbers and at the times determined appropriate by the Event Plan or, in respect of an event where an Event Plan was not required, in accordance with a Risk

Assessment.

2. Security staff must be provided with radios to enable them to contact each other and the duty manager at the premises.

General Prevention of Public Nuisance Conditions – Applicable to ALL Events

1. There shall be no more than two discrete events each calendar year (lasting no more than three consecutive days) which involve the carrying on of regulated entertainment under the authority of this premises licence and the attendance of more than 1,000 people (excluding staff, etc.). Each event of attendance of more than 1,000 people to be notified to the Police and Licensing Authority 6 months prior to the event taking place.
2. Events held under this premises licence cannot take place at the land identified on the premises licence plan when other licensable activities are held at Valiant Farm using the following premises licences PL(A)1322 or PL(A)1584.
3. The Designated Premises Supervisor or the Personal Licence Holder for the premises who is supervising the sale or supply of alcohol at that time shall not permit customers to congregate and consume alcohol sold or supplied by that premises in a public place within the immediate vicinity of the premises and in an area not so licensed for consumption to the annoyance or obstruction of others and shall prevent the removal of alcohol if it is intended for such a purpose. For the avoidance of doubt, this condition will not apply to any designated external area under the control of and operated by the Licence Holder.
4. Any outside area which is specifically delineated to be used for the consumption of alcohol (such as, but not limited to, enclosed areas around an external bar) shall cease to be so used at 23:00 hours. Signs shall be displayed in prominent positions warning customers that they will not be permitted to drink in the external areas after these times.
5. All outdoor bars will cease selling alcohol at 22.30. Customers in marquee/pavilion bars will not be allowed egress to outdoor areas whilst consuming alcohol beyond 22.30.
6. The Licensee shall ensure that staff departing at night when the business has ceased trading, conduct themselves in such a manner to avoid disturbance to nearby residents.
7. Notices will be displayed at the entrance and exits advising customers to

leave the site quietly.

8. The volume of amplified sound used in connection with any regulated entertainment shall, at all times, be under the control of the Licence Holder or their representative and the controlling mechanism shall be inaccessible to the public.
9. No nuisance shall be caused by noise coming from the premises or vibration transmitted through the structure of the premises. This includes noise generated from any regulated entertainment in the form of live or recorded music, mechanical ventilation and refrigeration plant, which shall not be audible at any premises within close proximity.
10. The Licence Holder or his representative shall conduct regular assessments of the noise coming from the premises on every occasion the premises are used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause a disturbance to local residents. A written record shall be made of those assessments in a log book kept for that purpose and shall include, the time and date of the checks, the person making them and the results including any remedial action. Key noise sensitive locations for monitoring will be agreed with Environmental Health prior to each event.
11. There will be a mobile telephone number which is designated as a number specifically for noise complaints. The mobile telephone which corresponds with said number will be attended to by the appointed Noise Control Consultant throughout the duration of the event.
12. Any complaint (including noise) received shall be logged and investigated with a written record of the complaint submitted to the Licencing Authority and/or responsible authorities 48hrs after the event has ended, or alternatively upon request before the 48hr period has elapsed. Details that shall be recorded (where provided) upon receipt of a complaint are as follows;
 - a. Name and address of the complainant, what the complaint concerns, and where / how the complainant is impacted
 - b. Validation/verification of the complaint, i.e.: detail of the investigation findings
 - c. Remedial actions taken. If no remedial actions taken: justification must be provided instead
 - d. Record of communication to the complainant(s) advising of what has been done to address their complaint.

13. A tamper-proof noise-limiting device capable of setting limits for third octaves shall be utilised at the premises and all amplified music played at the premises must pass through this sound limiter at a level agreed by Wyre Council Environmental Health (such agreement not to be unreasonably withheld). The noise limiter shall not subsequently be altered without prior agreement with the Council's Environmental Health Department.
14. Cattle and other farmed animals shall be excluded from grazing on any part of the licensed premises that is to be used for camping or entertainment (excluding car parking areas) for a minimum of 21 days prior to the patrons being admitted onto the site and up until camping has ceased on site.
15. Frequent collection of glasses and bottles will be undertaken to ensure that empty containers brought from the site by patrons do not accumulate in or around the licensed premise.
16. There shall be provided at the premises containers for the storage and disposal of waste foods and other refuse from the premises. Those containers shall be constructed, maintained and located so that access to them by vermin and unauthorised persons is prevented and arrangements shall be made for the regular lawful disposal of their contents.
17. Refuse such as bottles shall be disposed of from the premises at a time when it is not likely to cause a disturbance to residents in the vicinity of the premises.
18. There shall be no emission from the premises of offensive smells, which are likely to cause a nuisance.
19. No light from or on the premises and any other light under the control of the premises shall be provided where that light causes a nuisance to nearby premises.
20. During any event that involves licensable activities being carried on under the authority of this premises licence, the licence holder shall ensure that only businesses already registered under the Food Hygiene (England) Regulations 2006 shall be allowed to provide food and drink.
21. With respects to any car / vehicle show, there shall be no nuisance caused by the unnecessary usage of car horns or excessive usage of car horns.
22. With respects to any car / vehicle show, there shall be no nuisance caused by the unnecessary revving of engines or excessive engine revving.

Prevention of Public Nuisance Conditions – Applicable to Music Events/Festivals/Concerts

1. A Noise Assessment and Management Plan will be submitted to the

Licensing Authority at least six months prior to the first day of each event. This will take account of all regulated entertainment which will be provided during each event, including the number of stages/marquees/pavilions, and the location, orientation and operational times of each stage/marquee/pavilion.

The Noise Assessment and Noise Management Plan will include:

- a. The findings of a noise survey carried out by the Noise Control Consultant to determine the background noise levels (as defined by the Code of Practice on Environmental Noise Control at Concerts) at locations around the venue representative of the noise sensitive premises likely to experience the largest increase in noise/highest noise level as a result of the event.
- b. The predicted Music Noise Levels from the event at the noise sensitive properties identified in (a) above;
- c. Details of the sound control and monitoring scheme that will be put into place to minimise the Music Noise Levels from the event to ensure compliance with the noise limits set in conditions 2 and 3 of section 'Prevention of Public Nuisance Conditions – Applicable to ALL Music Events', whether internal (temporary structures) or external of this licence;
- d. An offsite noise monitoring strategy which demonstrates an adequate level of monitoring at all noise sensitive villages/properties identified in a) above.

Issues raised by the Environmental Health Department regarding the Noise assessment and Noise Management Plan, including but not limited to, inclusion of alternative monitoring locations and other requested amendments must be addressed 3 months prior to any event.

2. Music Noise Levels (MNL) when assessed at the prediction stage or measured during sound checks or concerts should not exceed the background noise level (LA90) by more than 15 dB(A) over a fifteen minute period 1 metre from the façade of any noise sensitive premises noise sensitive premises (being premises where the occupants are likely to suffer nuisance from excessive noise or where complaints are received where occupants are being affected by noise) or representative monitoring position agreed in the noise management plan (NMP), prior to 23:00 hours.
3. The control limits set at the mixer position shall be adequate to ensure that the low frequency Music Noise Level (MNL) in the 63Hz and 125Hz octave frequency bands does not exceed LZeq(15min) 65dB measured not less than 1 metre from the façade of a noise sensitive premises (being premises where the occupants are likely to suffer

nuisance from excessive noise or where complaints are received where occupants are being affected by noise) or from a representative monitoring position agreed in the NMP, situated at least 2 km from the venue/premises.

4. Where it is not possible for a fifteen minute measurement to be taken as per conditions 2 and 3, a shorter 1 minute measurement may be taken. Justification must be provided and recorded for why the shorter measurement period has been implemented, and that a further 5 measurements over 1hr period should be undertaken at the monitoring position where the 1 minute measurement is implemented to ensure the Music Noise level as set out in conditions 2 and 3 is not breached.
5. Where access to a noise sensitive premises is not possible to measure the MNL as per conditions 2 and 3, then an alternative measurement position at the boundary or other representative location of the noise sensitive premises (being premises where the occupants are likely to suffer nuisance from excessive noise or complaints received where occupants are being affected by noise) can be used. This alternative location must be recorded and justified
6. The Licence Holder shall provide electronic sound limiters on the output of the mixing desk to amplifiers which can be pre-set to a given level, so that the control set at the mixer position is adequate to ensure the MNL at the noise sensitive premises (being premises where the occupants are likely to suffer nuisance from excessive noise or where complaints are received where occupants are being affected by noise) is not exceeded.
7. A noise propagation test shall be undertaken prior to any event in order to set appropriate control limits at the sound mixer position. The sound system shall be configured and operated in a similar manner as intended for the event. The sound source used for the test shall be similar in character to the music likely to be produced during the event.
8. The Licence Holder or their Noise Control Consultant shall ensure that the promoter, sound system supplier and all individual sound engineers are informed of the sound control limits imposed by conditions 2 and 3 (of section Prevention of Public Nuisance Conditions – Applicable to Music Events/Festivals/Concerts) and that any reasonable instructions from the Noise Control Consultant regarding noise levels are implemented.
9. The appointed Noise Control Consultant shall continually monitor the noise levels at the sound mixer position and regularly at monitoring

locations as agreed in the NMP to ensure that the required noise limits are not exceeded. The Licensing Authority may request and shall be provided with the sound mixer position and noise monitoring location results at all times.

10. During any event that involves licensable activities being carried on under the authority of this premises licence, the Music Noise Level should be measured using an integrating-averaging sound level meter with type 2 or better of BS6698. The background noise level should be measured using a sound level meter complying with type 2 or better of BS5969. Time weighting F (fast response).
11. Where regulated entertainment is provided after 23:00, the music must not be audible within noise sensitive premises with windows open in a typical manner for ventilation.
12. Unrestricted access to the front of house position and backstage areas shall be allowed at all times to Wyre Council Environmental Health Department for the purpose of sound level measurements; communication with the appointed Noise Control Consultant / Sound Engineer; and for the monitoring of licence conditions. The Noise Control Consultant shall have full control over the sound amplification equipment and the volume shall be adjusted to meet the noise levels specified in Conditions 2 and 3, or as otherwise requested by an officer of Wyre Council Environmental Health Department.
13. No sound systems other than those authorised by the Noise Control Consultant and detailed in the Noise Assessment and Management Plan shall be operated. The licence holder shall erect signs on the campsites advising the public of this condition and implement controls through the security checkpoints to prevent any other sound systems from entering the site.
14. Admission to the event shall be by ticket only with tickets exchanged for a wristband upon entry. No person shall be permitted access to the site for the event whilst they are considered to be under the influence of drugs or excessive alcohol. Entry shall also be refused to persons acting in an inappropriate or disorderly manner or refusing to be searched upon request of authorised security staff. Any person found on the site in possession of, or supplying drugs or acting in an inappropriate or disorderly manner shall be subject to the Events Ejection Procedure, detailed in the Security Plan. Where appropriate the Police will be promptly contacted regarding confiscated items or ejected individuals.

15. The Premises Licence Holder or their representative shall liaise with the local taxi and private hire trade for the purpose of their providing transportation to and from the site.
16. Deliveries of all equipment, staging, plant, waste collection, traders etc to and from the site shall not take place outside the hours of 08.00 to 18:00 daily.
17. Within 24 hours from the end of an event that involves licensable activities being carried on under the authority of this premises licence, any loose debris or litter on the premises or in the immediate vicinity of the premises shall have been cleared.
18. Bins shall be placed at regular intervals along any route that patrons are likely to use for dispersal from the site. All bins shall be removed no later than the day after the event.
19. At least 6 months prior to any event that involves licensable activities being carried on under the authority of this premises the Licence Holder shall appoint a suitably qualified and experienced Noise Control Consultant, to the reasonable approval of Environmental Protection Department. The Noise Control Consultant shall liaise between all parties including the Licensee; promoter; sound system supplier; sound engineer; and, the Environmental Protection Department etc. on all matters relating to noise control prior to and during the event.
20. Noise measurements outside of the site shall be taken in accordance with the agreed Noise Monitoring Strategy forming part of the Noise Management and Assessment Plan required by Condition 1. In the event of complaints being received offsite from one direction or area, monitoring shall be increased in that area. Conversely, noise monitoring in certain locations may be to a lesser extent than that stated in the agreed Noise Management Plan, but only in advance agreement with an officer of the Wyre Council Environmental Health Department.
21. At least two weeks prior to any event a letter shall be circulated to local residents within a 3km radius of the licensed premises detailing the start and finish times of the event and the time(s) of any sound checks. A dedicated telephone number shall also be provided to allow the reporting of noise complaints. A copy of the letter and list of addresses to which it has been sent shall be supplied to Wyre Council Environmental Health Department.
22. Amplified sound from onsite traders/fair-ground attractions shall

terminate no later than 22.00.

23. External rehearsals and sound checks are permitted only between the hours of 09:00 and 17:00.
24. Construction and deconstruction of staging is only permitted between the hours of 08:00 and 20:00.
25. No amplified foul or offensive language shall be emitted via the sound system that encourages anti-social behaviour. This shall be specified in the contract conditions with hirers/performers/operators to ensure that anti-social behaviour is minimised and reduces the risk of disturbance.
26. Patrons who do not use their own vehicles or the approved methods of transport (buses, taxis, or any other form of transport agreed as part of the traffic management plan) shall not be granted access to the site. This will include patrons who walk to the site from the surrounding area.
27. At least six weeks after any event that involves licensable activities being carried on under the authority of this premises licence, the Licence Holder or their representative will hold a review meeting, the location of which will be within the Wyre district, to which all relevant responsible authorities will be invited to discuss any issues which arose from the event and to consider any additional measures to be applied to future events to promote the licensing objectives. Such measures will include those intended to control and prevent disorderly and violent behaviour.

Public Safety Conditions - Applicable to ALL Events

1. An event safety co-ordinator and a deputy shall be appointed. They shall be of sufficient competence and authority to effectively take responsibility for safety at the event and be able to authorise and supervise safety measures. The Event Safety Co-ordinator and deputy shall have no other additional duties.
2. The public shall not be admitted to the licensed site until such time that the premises licence holder and the event safety co-ordinator are satisfied that the site is suitable for its intended use.
3. A radio communication system of sufficient capacity and coverage shall be used throughout the site including any external areas of the event such as car parks. All persons in possession of a radio will be trained in its use.

4. During any event that involves licensable activities being carried on under the authority of this premises licence, in order to facilitate efficient refuse collection and provide ease of access for emergency vehicles, each campsite area shall be interspersed by access roads in accordance with details supplied to, and agreed (such agreement not to be unreasonably withheld) by, the Licensing Authority. Each access road shall be no less than 2.5m wide.
5. During any event that involves licensable activities being carried on under the authority of this premises licence, the land provided for camping must be sufficient to accommodate all weekend ticket holders at a ratio of two persons per tent, with an overall average of 430 tents per hectare.
6. A suitable and sufficient evacuation plan and procedure shall be prepared and documented for the event – covering localised, full site and major incident contingencies. In the event of severe weather (for example high winds, torrential rain or serious site flooding) an event cancellation protocol shall be implemented to ensure the safe and controlled management and communication of the cancellation.
7. Adequate provision shall be made in the form of tractors or 4x4 vehicles to tow stranded vehicles to hard standing.
8. A clearly signed/identified lost persons/children area shall be operated at the event, with the public announcement facilities used to reunite lost persons/children. Staff and stewards shall be vigilant to the possibility of children becoming separated from accompanying adults and shall be fully briefed on the procedure to follow in such circumstances.
9. In the event of an emergency, music will cease and a safety announcement will be relayed to attendees.
10. During any event that involves licensable activities being carried on under the authority of this premises licence, there will be an appropriate number of First Aid trained persons on duty.
11. Drinks will be served in vessels made from polycarbonate, plastic or another non-glass alternative at all times. All glass bottles must be decanted into such a vessel prior to being given to the public.
12. During any event that involves licensable activities being carried on under the authority of this premises licence, any sales of alcohol made

for consumption off the premises will be provided in a sealed container.

13. During any event that involves licensable activities being carried on under the authority of this Premises Licence, vehicle movement within the curtilage of the premises will be limited and controlled to ensure the safety of public and staff. Emergency Services vehicles will have full access.
14. Prior to any event that involves licensable activities being carried on under the authority of this Premises Licence which is expected to result in a significant level of traffic, a traffic management plan will be devised and utilised. Where a traffic management plan is operated, it will include a dedicated route for emergency vehicles and, where necessary, said plan will also include the use of marshals to assist with directing traffic on access to the site, parking and the dispersal of customers.

Public Safety Conditions - Relevant to all Music Events/Festivals/Concerts

1. At least 6 months prior to the first day of any event, the Licence Holder will provide the Licensing Authority with a copy of the Event Site Plan and Event Safety Plan, including the operational management structure for the event, setting out the key role and responsibilities of the various duty holders, including identifying who has overall responsibility for complying with the Health and Safety at Work etc Act 1974. The information provided must include all the site risk assessments for the event plus assessments of matters including but not limited to crowd management, traffic management, attendee welfare and security. Issues raised by the Environmental Health Department regarding the Event Site Plan and Event Safety Plan (including but not limited to inclusion of revisions and other requested amendments/additions), must be addressed 4 weeks prior to any event to the reasonable satisfaction of the Licensing Authority.
2. During any event that involves licensable activities being carried on under the authority of this premises licence, the Licence Holder or their representative will ensure that a minimum of one 'spotter' is stationed at the Main Stage throughout each of the performances. The 'spotter' will be a senior member of the security team or at very busy times the Licence Holder or nominated deputy. The 'spotter's' responsibility will be to monitor the movement of the crowd particularly watching for any sways, surges or unusual crowd behaviour. In the event that any of these occur within the crowd the 'spotter' will need to make immediate contact with the Licence Holder. The Licence Holder will then need to decide on the most appropriate course of action.

3. When a band is performing that is known to have a lively crowd the Licence Holder (or his representative) will ensure that there are 2 'spotters' stationed at the Main Stage.
4. The Licence Holder or their representative will also ensure that during a performance on any of the other stages for any band known to attract a large crowd a 'spotter' will be stationed there to monitor the crowd.
5. During any event that involves licensable activities being carried on under the authority of this premises licence, the Licence Holder or their representative will use a suitable crowd barrier in front of the security pit.
6. During any event that involves licensable activities being carried on under the authority of this premises licence, the Licence Holder or their representative will put up adequate and sufficient signage to discourage crowd surfing or crowd surging to the reasonable satisfaction of the Licensing Authority.
7. During any event that involves licensable activities being carried on under the authority of this premises licence, the Premises Licence Holder or their representative will publish a message on the festival website discouraging the practice of crowd surfing or crowd surging.
8. During any event that involves licensable activities being carried on under the authority of this premises licence, the Licence Holder or their representative will implement a policy of ejecting dangerous crowd surfing or crowd surging from the festival/venue. Security will enforce the ejection of such individuals.
9. Signage shall be displayed and maintained at the licensed site for the duration of the festival alerting attendees to the facilities, activities and general information.
10. No member of the audience shall be allowed within 3 metres of any loudspeaker. The sound pressure level from the front –of-house around mixer position will restrict the whole audience sound level exposure to below an event level of 107dB(A) or C-weighted peak sound pressure level to 140dB.

The protection of children from harm

1. Any staff who are employed in respect of an event involving the sale of alcohol by retail under the authority of this Premises Licence and who are directly involved in the sale of alcohol by retail at said event will successfully complete training in respect of age related products within three months of the event. Said training will be fully documented and be available for inspection to an authorised officer upon request.
2. During any event that involves licensable activities being carried on under the authority of this Premises Licence at which the attendance of persons under the age of eighteen is permitted, there will be a dedicated welfare point for missing / found children which is clearly signed and manned at all times. This point will be indicated on any public literature or map of the event.
3. Whenever any event that involves the sale of alcohol by retail taking place under the authority of this Premises Licence, there shall be a written policy to prevent the sale or supply of alcohol to persons under 18 years of age. That policy shall require any person that appears to be under the age of 25 years to produce a recognised proof of age card accredited under the Proof of Age Standards Scheme (PASS) or if a proof of age card is not available a photo driving licence or passport indicating that they are over 18 years of age. Where such a policy is in operation, a notice or notices shall be displayed in and at the entrance to the premises where they can be clearly seen and read and shall indicate that it is unlawful for persons under 18 to purchase alcohol or for any person to purchase alcohol on behalf of a person under 18 years of age and also that a search policy is in force for the event.
4. Throughout any event involving the carrying on of licensable activities under the authority of this premises licence, door staff and marshals will monitor patrons to ensure that there are no persons aged 17 years or under drinking alcohol on site.

Conditions imposed by the Committee when granting this application

1. Prior to any event which involves the carrying on of licensable activities under the authority of this premises licence, the licence holder or a nominated representative must attend at least one WYSAG meeting (or any other approved name).
2. Each event which involves the carrying on of regulated entertainment under the authority of this premises licence and the attendance of more than 1,000 people (excluding staff, etc.) will have a risk-assessment based security policy; that policy will be subject to consultation with the WYSAG (or any other approved name).
3. The Premises Licence Holder or their representative shall liaise with the local taxi and private hire trade for the purpose of their providing adequate transportation to and from the site. This transportation provision will form part of the traffic management plan and will identify times when demand is likely to be greater.

4. Sufficient free onsite parking will be provided by the licence holder to accommodate all attendees of any event operated under the authority of the premises licence.
5. Each event which involves the carrying on of regulated entertainment under the authority of this premises licence and the attendance of more than 1,000 people, digital Closed Circuit Television System (CCTV) will be installed and maintained in good working order and be correctly time and date stamped.
 - i. The system will incorporate sufficient built-in hard-drive capacity to suit the number of cameras installed.
 - ii. CCTV will be capable of providing pictures of evidential quality in all lighting conditions, particularly facial recognition.
 - iii. Cameras will encompass all ingress and egress to the premises, the immediate area outside the frontage of the Premises and all areas where the sale/supply of alcohol occurs.
 - iv. The system will record and retain CCTV footage for a minimum of 28 days.
 - v. The system will record at all times when the Premises are open.
 - vi. The system will incorporate a means of transferring images from the hard-drive to a format that can be played back on any desktop computer.
 - vii. The Digital recorder will be password protected to prevent unauthorised access, tampering, or deletion of images.
 - viii. There will be at all times, when the premises is open, a member of staff on duty with access to the CCTV system who is trained in the use of the equipment.
 - ix. Upon receipt of a request for a copy of CCTV footage from Police, or Officers or any other Responsible Authority, the member of staff will produce the footage within 24 hours, or less if urgently required for investigations of serious crime.
 - x. CCTV footage must be made available to be viewed by Lancashire Constabulary or an Officer of a Responsible Authority upon request or during an inspection.

The meeting started at 10.00 am and finished at 5.17 pm.

Date of Publication: 12 December 2023

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Licensing Sub-Committee Minutes

The minutes of the Licensing Committee meeting of Wyre Borough Council held on Monday, 4 December 2023 at the Council Chamber - Civic Centre, Poulton-le-Fylde.

Licensing Committee members present:

Councillors Birch, Ellison and Moliner

Officers present:

George Ratcliffe, Assistant Democratic Services Officer

Patrick Cantley, Senior Licensing Officer

Carmel White, Solicitor

No members of the public or press attended the meeting.

3 Declarations of Interest

None.

4 Application for a new Premises Licence - Corkscrew Wine Bar, 57a Victoria Road West, Cleveleys, FY5 1AJ

The Corporate Director Environment submitted a report to provide members of the Licensing Sub-Committee with information to assist them at a hearing to determine an application submitted under section 17 of the Licensing Act 2003 by The Corkscrew Wine and Cheese Company Ltd for a new premises licence in respect of Corkscrew Wine Bar, 57a Victoria Road West, Cleveleys, FY5 1AJ.

The representor did not attend the meeting. The Senior Licensing Officer informed the Sub-Committee of the latest communications with the representor and confirmed that the representation had not been withdrawn. Members considered that it was not necessary to adjourn in the public interest and voted to hold the hearing in the representor's absence.

The Senior Licensing Officer introduced the report. He explained that the application as submitted was for the applicant to be authorised to provide the following licensable activities:

Sale of alcohol for consumption on and off the premises, between 09:00 and 23:00 hours on all days with an additional non-standard timing sought for New

Years Eve between 09:00 hours and 01:00 hours of the following day.

Opening hours between 09:00 and 23:30 hours on all days with an additional non-standard timing for New Years Eve between 09:00 hours and 01:30 hours.

The matter was before the Sub-Committee due to a representation which was concerned that the possible effect of granting the licence would undermine the licensing objective 'prevention of public nuisance' in this location.

The applicant addressed the members. He explained that he had owned the family business next door for two years and had never experienced any problems. He highlighted that his current business catered for families and Corkscrew Wine Bar would continue this theme. He confirmed that he had followed all the Environmental Health guidelines.

The applicant then answered a question from a member of the Sub-Committee.

The applicant and the Senior Licensing Officer left the chamber and the Sub-Committee considered the application in private.

In reaching their decision, the Sub-Committee had regard to:

- the Council's own Statement of Licensing Policy, particularly the following sections: 9.3 Conditions imposed at a hearing 13.1 Prevention of crime and disorder 13.3 Prevention of public nuisance 17 Need for licensed premises;
- the Statutory Revised Guidance issued under section 182 of the Licensing Act 2003 in August 2023, in particular the following sections: 1.16, 9.3, 9.4, 9.12, 9.26-9.30, 9.37-9.40, 9.42-9.44 and 10.8-10.10;
- the representation;
- Licensing Act 2003, and;
- Human Rights Act 1998 and Equality Act 2010

After the Sub-Committee had deliberated and reached a decision, the applicant and the Senior Licensing Officer returned to the chamber and the Chair delivered the decision and the reasons for it as below. The rights of appeal were explained to the applicant and that he would be sent a written notification of the decision.

Decision

The Sub-Committee resolved that the Application be granted subject to the conditions set out below.

Reasons for the Decision

The Sub-Committee had regard to the nature of the proposal, namely a

premises licence for the supply of alcohol, including off sales, between 9am and 11pm on any day closing to the public at 11.30pm but with non-standard hours on New Year's Eve only for the supply of alcohol, including off sales, between 9am and 1am, closing to the public at 1.30am.

The Sub-Committee gave careful consideration to the issues raised by the Representor. It noted that the main objection was the impact on the high street in the daytime and that the Representor acknowledged that this main objection was related to land use rather than to the licensing objectives. Other concerns raised were:

- possible noise to residential premises above
- anti-social behaviour from outside drinking in this particular location

The Sub-Committee considered the general concern of the Representor regarding possible noise and disturbance affecting residential premises. Mr Dunning confirmed that the Applicant's intention was to play background music only and the Sub-Committee noted that the Application did not seek licensing of regulated musical entertainment. He commented that the Applicant had agreed to an acoustic ceiling. The Sub-Committee noted that the Environmental Protection had proposed conditions regarding the prevention of public nuisance and that those conditions had been agreed by the Applicant. It noted that there was no representation on this issue from any other source. The Sub-Committee had regard to all the mediated conditions agreed with Environmental Protection, particularly conditions 5, 8, 9, 10 and 11 and to those proposed by the Applicant and considered that they would promote the licensing objective and would satisfactorily address the issue raised.

The Sub-Committee had careful regard to the terms of the Application and the location of the premises in relation to other licensed premises in the town centre. The Sub-Committee considered the conditions which the Applicant had agreed with Environmental Protection be imposed upon a licence, if granted, in relation to this locational issue. It noted all the proposed conditions, particularly condition 4 and 7 of the mediated conditions and all those conditions proposed by the Applicant for the prevention of crime and disorder and public nuisance. The Sub-Committee noted further that there was no objection to the Application from any Responsible Authority (subject to the mediated conditions) nor from any other person and that no other evidence or examples had been provided. In all the circumstances it considered that the conditions would appropriately promote the licensing objective.

The Sub-Committee considered carefully all the conditions that had been proposed and subsequently agreed by the Applicant to promote the four licensing objectives. It was of the view that the granting the Application with these conditions would support the licensing objectives. In all the circumstances the Sub-Committee was of the view that granting the Application with these conditions would be proportionate and appropriate in the circumstances of this case.

Therefore, the Sub-Committee resolved that the Application should be granted subject to the conditions set out below and subject also to the mandatory conditions required to be contained as a matter of law.

The conditions consistent with operating schedule are laid out in sequence below

a) General – all four licensing objectives (b, c, d and e)

1. All staff shall be suitably trained for their job function for the premises. The training shall be written into a programme ongoing and under constant review and shall be made available to a relevant responsible authority when called upon.

b) The prevention of crime and disorder

2. A CCTV system shall be installed to cover all entry and exit points enabling frontal identification of every person entering in any light condition.

3. The CCTV system shall continually record whilst the premises is open for licensable activities. It shall operate during all times when customers remain on the premises.

4. All recordings shall be stored for a minimum period of 31 days with correct date and time stamping and shall be made available immediately upon the request of Police or an authorised officer of the council throughout the preceding 31 day period.

5. The CCTV system shall be updated and maintained according to police recommendations.

6. A staff member from the premises who is conversant with the operation of the CCTV system, shall be on the premises at all times when the premises are open to the public. This staff member must be able to show a Police or authorised council officer recent data or footage with the absolute minimum of delay when requested.

7. CCTV shall be downloaded on request by the Police or authorised officer of the council.

8. Appropriate signage advising customers of CCTV being in operation, shall be prominently displayed in the premises.

9. A documented check of the CCTV shall be completed weekly to ensure all cameras remain operational and the 31 days storage for recordings is being maintained.

10. A premises daily register shall be kept at the premises. This register shall be maintained and kept for a rolling period of 12 months.

11. The register shall record all incidents which may have occurred which

are relevant to the supply of alcohol and the promotion of the licensing objectives. Such incidents shall include, but not be limited to, complaints made to the premises alleging nuisance or anti-social behaviour by persons attending or leaving the premises and all refusals to sell alcohol.

12. The register shall be readily available for inspection by an authorised person upon reasonable request.

13. Super-strength lagers, beers and/or ciders, i.e. those with an ABV of 6.5% or higher, shall not be sold at the premises.

c) Public safety

14. All exit routes and public areas shall be kept unobstructed, shall have non-slippery and even surfaces, shall be free of trip hazards and shall be clearly signed.

15. The premises licence holder shall ensure that a suitable fire risk assessment and emergency plan is in place at all times.

16. Regular checks and maintenance shall be carried out on all equipment, electrical installations, emergency lighting and fire alarms and equipment to ensure their continued safe operation. A written record of these checks shall be kept and made available to an authorised officer of the licensing authority.

17. Empty glasses and bottles shall be removed from public areas quickly and efficiently.

18. An adequate and appropriate supply of first aid equipment and materials shall be available on the premises.

d) The prevention of public nuisance

19. Arrangements shall be put in place to ensure that waste collection contractors do not collect refuse between 19:00 and 07:00.

20. No person shall be allowed to leave the licensed area whilst in the possession of any open drinking vessel or open glass bottle, whether empty or containing any beverage.

21. The premises licence holder shall ensure that any patrons drinking and/or smoking outside the premises do so in an orderly manner and ensure that there is no public nuisance.

22. Signage requesting customers to be respectful of others when entering or leaving the premises shall be installed in a prominent position by the premises' exit.

e) The protection of children from harm

23. The Licensee to adopt a "Challenge 25" policy where all customers who appear to be under the age of 25 and attempt to purchase alcohol or other age-restricted products are asked for proof of their age. The Licensee to prominently display notices advising customers of the "Challenge 25" policy. The following proofs of age are the only ones to be accepted:

- Proof of age cards bearing the "Pass" hologram symbol
- UK Photo Driving licence
- Passport
- A Military ID Card

24. Notices advertising that the premises operates a "Challenge 25" scheme shall be displayed in a clear and prominent position at the premises entrance.

25. All occasions when persons have been refused service shall be recorded in the premises daily register.

26. The register will contain details of time and date, description of the attempting purchaser, description of the age restricted products they attempted to purchase, reason why the sale was refused and the name/signature of the salesperson refusing the sale.

27. Documented delegation of authorisations to sell alcohol shall be maintained at the premises and shall be available on request by an authorised officer of the Licensing Authority or a constable.

28. A prominent clear notice shall be displayed at the point of entry to the premises advising customers that they may be asked to produce evidence of their age if seeking to purchase alcohol.

Following mediation between the Applicant and Environmental Protection, following conditions as agreed by the Applicant are to be added:

1. Arrangements shall be put in place to ensure that waste collection contractors do not collect refuse between 19:00 and 07:00.

2. No person shall be allowed to leave the licensed area whilst in the possession of any open drinking vessel or open glass bottle, whether empty or containing any beverage.

3. The premises licence holder shall ensure that any patrons drinking and / or smoking outside the premises do so in an orderly manner and ensure that there is no public nuisance.

4. Signage requesting customers to be respectful of others when entering or leaving the premises shall be installed in a prominent position by the premises' exit.

5. Any outside area which is used for the consumption of alcohol shall

cease to be so used at 22.00 hours. Signs shall be displayed in prominent positions warning customers that they will not be permitted to drink in the external areas after these times.

6. Any outside seating area is to be clearly defined and separated from the public footpath. A fixed or removable barrier must enclose the outside seating area.

7 All tables and chairs in the outside area shall be stacked, secured and covered promptly and in any event no more than 30 minutes after the time at which patrons are no longer permitted to consume drinks in the area.

8. In the outside area, all customers consuming alcohol shall be seated.

9. There shall be no amplified sound including but not limited to music or voices emitted to the external licensed area.

10. The volume of amplified sound including but not limited to music and voices shall, at all times, be under the control of the Licence Holder or Management and the controlling mechanism shall be operated from a part of the premises inaccessible to the public.

11. The designated premises supervisor or the personal licence holder for the premises who is supervising the sale or supply of alcohol at that time, shall not permit customers to congregate and consume alcohol sold or supplied by that premises in a public place within the immediate vicinity of the premises and in an area not so licensed for consumption to the annoyance or obstruction of others and shall prevent the removal of alcohol if it is intended for such a purpose.

12. Management at the premises will routinely assess the noise emanating from the premises and take steps to reduce the level of noise where it is considered likely to cause a disturbance to residents living in the vicinity. A written record shall be made of those assessments in a log book kept for that purpose and shall include, the time and date of the checks, the person making them and the results including any remedial action.

13. No nuisance shall be caused by noise coming from the premises or vibration transmitted through the structure of the premises.

14. There shall be no emission from the premises of any offensive smells, which are likely to cause a nuisance.

15. No light from or on the premises and any other light under the control of the premises shall be provided where that light causes a nuisance to any nearby premises.

16. Frequent collection of glasses and bottles will be undertaken to ensure that empty containers do not accumulate in or around licensed premises.

17. There shall be provided at the premises containers for the storage and

disposal of waste foods and other refuse from the premises. Those containers shall be constructed, maintained and located so that access to them by vermin and unauthorised persons is prevented and arrangements shall be made for the regular lawful disposal of their contents.

18. There shall be placed at all exits from the premises in a place where they can be seen and easily read by the public, (or member and their guests) notices requiring customers to leave the premises and the area quietly. (Note, this may also include a reference to vehicles).

19. The premise licence holder will arrange for litter and cigarette debris dropped in the vicinity of the licensed premise to be collected and removed at the end of operating hours each night.

In addition to the above all mandatory conditions required by law are to be added to the licence granted.

5 Exclusion of the public and press

In accordance with Paragraph 11 of the Access to Information Rules in Part 4 of the Council's Constitution, the Chief Executive had determined that the report submitted under agenda item 5 of the agenda was "Not for Publication" because it contained "exempt information", as defined in Schedule 12A of the Local Government Act 1972.

The Committee passed the following resolution "That the public and press be excluded from the meeting whilst agenda item 5 was being considered, as it referred to exempt information as defined in category 1 (information relating to any individual) of Part 1 of Schedule 12(a) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Variation Order 2006 and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information."

6 Complaint relating to conduct whilst using licensed Hackney Carriage. Failure to report conviction or associated incident to the Licensing Authority.

The Chair introduced the Sub-Committee and the officers attending the meeting.

The driver's legal representative and complainant introduced themselves. The Sub-Committee agreed to the admission of further written information from the driver. The Chair ensured that the driver and witness had received all necessary information and paperwork for the hearing.

The Senior Licensing Officer introduced the report. He explained that the driver was before members because a complaint had been received. The complainant outlined his complaints and answered questions from the driver's legal representative and a member of the Sub-Committee.

The legal representative spoke on behalf of the driver. The representative

highlighted that the driver was of good character, having no criminal or driving convictions against him. He explained that he had been a licenced driver since 2010 and had previously received no formal complaints made against him. He clarified that a driver improvement course was offered as an alternative to a prosecution.

The driver and legal representative answered questions from members of the Sub-Committee and Senior Licensing Officer.

The complainant and driver and his legal representative were each then invited to sum up their cases.

The driver, legal representative, witness and the Senior Licensing Officer left the chamber to allow the Sub-Committee to discuss the matter in private session.

In reaching its decision, the Sub-Committee had regard to:

1. The Hackney Carriage and Private Hire Licensing Policy including its Convictions and Other Relevant Matters Policy for Wyre Council
2. The Local Government (Miscellaneous Provisions) Act 1976
3. All information presented within the report and at the hearing, including the character references in support of the driver.

The Sub-Committee then reconvened and the Chair announced the decision. The Chair outlined the rights of appeal and said that a letter would be sent setting out the full reasons for the decision.

Decision

The Sub-Committee resolved to suspend the driver's Wyre Dual Driver's Licence for a period of three months.

Summary Reasons for decision

It was not disputed that the driver had been involved in a collision that resulted in an injury to a cyclist whilst driving privately and had accepted attendance on a driver improvement course. The Sub-Committee found that the course was in lieu of a prosecution for driving without due care and attention. The Sub-Committee found that the matter should have been reported by the driver to the Licensing Authority pursuant to the Convictions and Other Relevant Matters Policy but was not. The matter came to light only by chance as a result of a telephone discussion overheard by the complainant on the journey. The driver was not a newly licensed driver and should have been well aware of the requirement to report.

The Sub-Committee found the complainant to be impartial and their evidence to be persuasive. It accepted the complainant's account of the driver's use of the mobile phone in the course of the journey, which was at times through less well lit roads. It found that although the phone was in a cradle, the extent of the driver's use was excessive and of such an extent that the complainant

was reasonable in having felt unsafe due to the drivers use of the phone and in breach of the driver's duty to the travelling public.

The Sub-Committee took into account all the mitigating factors in this case but considered that its findings were of sufficient seriousness to warrant suspension.

The meeting started at 6.02 pm and finished at 8.30 pm.

Date of Publication: 15 December 2023



Report of:	Meeting	Date
Mark Billington, Corporate Director Environment	Licensing Committee	20 February 2024

Review of Discretionary Licensing Fees and Charges 2024/25

1. Purpose of report

- 1.1 To provide Members of the Licensing Committee with information to assist them at a hearing.

2. Corporate priorities

- 2.1 To set the level of discretionary fees and charges for licences, permits, registrations and consents effective from 1 April 2024 for various licensing activities.

3. Recommendations

- 3.1 That the Senior Licensing Officer make arrangements to place a public notice in the press in respect of the proposed fees for licensed vehicles and private hire operators, in accordance with s.70 of the Local Government (Miscellaneous Provisions) Act 1976.
- 3.2 That the proposed fees and charges set out in Appendix 1 be implemented from 1 April 2024.

4. Background

- 4.1 Wyre Council has a statutory responsibility for the administration of a wide range of licences, permits, registrations and consents and the regulation of those authorised to carry on licensable activities.
- 4.2 In many cases legislation provides a discretion for the council to levy an application fee and in some cases an annual fee, to recoup the costs of administering the applications. The basis of setting such fees is generally to achieve cost recovery.
- 4.3 Case law has confirmed that fees may reflect administrative and

compliance costs, including that in respect of licensed drivers, but may not include the costs of enforcement action against unlicensed drivers or premises.

- 4.4** Fees were thoroughly reviewed in 2018 and 2022. However, since the last review the service has undergone a number of staff changes including increased costs associated with further pay awards.
- 4.5** Detailed process maps have been updated to reflect current functions performed within service. As with previous versions their purpose is to outline who is responsible for performing a specific task within an overall process whilst accurately capturing the time involved. Additionally, costs incurred by the service to administer the various regulatory regimes have been captured with the help of the council's Financial Services Team.
- 4.6** Discretionary fees for the new animal licensing regime were initially agreed in autumn 2018 and were reviewed in 2020 and 2022. However, relevant legislation and guidance has been amended quite significantly in order to drive up welfare standards and this has had an impact on the resources necessary to administer the regulations. Thus, the process maps have again been carefully reviewed and revised to more accurately reflect the costs involved in delivering the service.
- 4.7** A number of councils have been challenged in recent years on their fee levels and the work undertaken this year provides a sound evidence base to justify the fees being recommended.

5. Key issues and proposals

5.1 General

- 5.1.1** As referred to above, the council has seen an increase in staffing costs since the last review was undertaken. Members should also note that this review has been undertaken in accordance with the Local Government Association's guidance on locally set licensing fees which incorporates retained principals of the 2006/123 EU Services Directive courtesy of the European Union (Withdrawal) Act 2018 preserving the Provision of Services Regulations 2009 under UK law. So, despite the UK's exit from the European Union, the council still needs to comply with the requirements set out in the Regulations. Sector specific guidance named above makes clear that "charges levied by a competent body on applicants under an authorisation scheme must be reasonable and proportionate to the cost of the 'procedures and formalities' of the scheme and must not exceed these costs."
- 5.1.2** Close attention has also been paid to recent relevant case law and particularly the following - *Hemming v Westminster*, *Cummings v Cardiff* and *R (on the application of Abdul Rehman, on behalf of the*

Wakefield District Hackney Carriage and Private Hire Association) v The Council of the City of Wakefield and The Local Government Association (Intervening) [2019] EWCA Civ 2166.

5.1.3 Members should note that as part of Wyre's commitment to deliver efficiencies a number of elements of licensing work continue to be reviewed with a view to achieving efficiencies so far as is reasonably practicable. Any identified efficiencies will be fully reflected in subsequent process mapping for each licence type.

5.2 Hackney Carriage and Private Hire Licensing – Driver licences

5.2.1 Ordinarily Wyre Dual Driver Licences are issued for three years. Members have previously resolved that from 1 April 2019 those drivers over the age of 65 who were required to submit annual medicals, would only be eligible for a one-year licence, in accordance with section s.53 (as amended) of the Local Government (Miscellaneous Provisions) Act 1976.

5.2.2 All process maps were closely considered and no changes have been made to them since the previous review as no further efficiencies or additional burdens were readily identified. Therefore, fees for all grants and renewals of dual driver licences have increased slightly in order to cover increased staffing costs. The proposed increases can be viewed in full at Appendix 1 of this report.

5.3 Hackney Carriage and Private Hire Licensing - Vehicle licences

5.3.1 All vehicle licences are issued for one year and are subject to the council's vehicle compliance test which includes a mechanical test to the MOT standard.

5.3.2 All process maps were closely considered and no changes have been made to them since the previous review as no further efficiencies or new burdens were readily identified. Additionally, the weekly fleet reporting requirement has not been fully absorbed by any previously identified efficiencies and staffing costs have also increased since the previous review. Therefore, both private hire and hackney carriage vehicle licences will need to be increased to cover the additional costs.

5.3.3 The £20 Unmet Demand Survey surcharge on Hackney Carriage vehicle licences was reintroduced from 1 April 2020. The surcharge had been suspended in 2019/20 owing to a small surplus which the council had previously accumulated owing to the income from additional applications (and delays to the survey) submitted to authorise changes to licensed vehicles. However, at the time of writing this report there is no indication that suspending the surcharge for the forthcoming financial year would be justified.

5.3.4 In addition to the surcharge for the unmet demand survey, there is an element within the Hackney Carriage fee to reflect the work necessary to survey and maintain the Hackney Carriage stands across the urban side of the borough which is not applicable to the private hire trade.

5.4 Hackney Carriage and Private Hire Licensing - Private Hire Operator licences

5.4.1 Private Hire Operator's licences are typically issued for five years or for such lesser duration when necessary. The council had previously agreed three separate fee levels that were dependant on fleet sizes. However, the private hire trade has remained fairly constant over previous years with the majority of operations running small private hire fleets of up to ten vehicles and there was no longer a need for the two higher fee categories. Therefore, proposals for a single fee operator's licence were put forward and agreed at the last review.

5.4.2 As is the case with driver and vehicle licences all operator process maps were carefully considered and no changes have been made to them since the previous review because no efficiencies were readily identified. Therefore, there has been an increase in fee to cover additional staffing costs that were not applicable during the previous review.

5.5 Scrap Metal Dealer Licences

5.5.1 These licences are issued for three years under the Scrap Metal Dealer's Act 2013 for mobile collectors and site licences.

5.5.2 There are currently nine scrap metal dealer licences in force with three having recently expired. However, at the time of writing this report the council has received at least two renewal applications.

5.5.3 Members should note that a new fee is being proposed to differentiate mobile collectors from licensed sites. The fee for this type of licence is lower than that of a site licence because there is less work involved with processing applications and for their subsequent management thereafter. The initially proposed fee for a new licence has been set at £240 and £231 for the renewal of a licence. The site licence fee has increased slightly to reflect increased staffing costs. The cost of varying a licence of this type has remained the same.

5.6 Second Hand Goods Dealer Licences

5.6.1 The County of Lancashire Act 1984 provides for the registration of second-hand goods dealers in certain circumstances and attracts a one-off registration fee. The slight increase reflects the increase in staffing costs.

5.7 Skin Piercing (various) licences

5.7.1 The proposed increase reflects additional staffing costs only. No process efficiencies or new burdens have been identified during the review of the process map.

5.8 Street Trading Consent

5.8.1 The council operate a consent scheme for traders wishing to engage in street trading in the borough. Each consent is issued for one year at a time. The increased fees are to meet the increase in staffing costs associated with this area of regulated activity.

5.9 Sex Establishments

5.9.1 There are currently no venues in the borough licensed under schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended. An increase in the fees is proposed to cover extra staffing costs, should an application arise.

5.10 Gambling Act 2005

5.10.1 The council is able to set application and annual fees for premises licences issued under the Act, but they are subject to a maximum level which is prescribed by central government. Permits and lottery fees are non-discretionary and set centrally.

5.10.2 There are no changes proposed to the current fees. The prevalence of premises licensed for gambling (betting shops, adult gaming centres, family entertainment centres) remains fairly static, with no significant increase to the number of licensed premises, or intervention work required.

5.11 Licensing Act 2003

5.11.1 Licensing fees for activities that are regulated under the Licensing Act 2003 are not discretionary. The current fees and charges are determined by Central Government and unfortunately have not been reviewed since 2005 when the legislation was first implemented.

5.11.2 The Government did make provision through the Police Reform and Social Responsibility Act 2011 to give Local Authorities the discretion to set locally based fees for licensable activities, but have yet to introduce the required secondary legislation to implement this power.

5.12 Animal Welfare Licensing

5.12.1 A review of the existing licensing regime has established that the current fees are insufficient to meet the actual costs associated with administering it. Thus, increases in fees are proposed for each activity covered under this area of service as per Appendix 1.

5.12.2 Inspection and compliance costs have been found to be comparable across a number of individual licensable activities involving animals and so the proposed fees retain the single fee structure for catteries, kennels and dog day care. There are activity specific fees for the other licensable activities.

5.12.3 All time and motion studies have been revised to accurately capture the time spent on administering individual activities step-by-step. The proposed fee structure continues to reflect more accurately the anticipated application and inspection costs, plus the ongoing service management costs for years two and three, using the same formula that has been applied to all other animal licensing activities. Members should also note that consideration is still being given to introducing a new fee that will cover the licensing of home boarding activities operating under a franchise based model. However, for now, this type of operation will remain within the flat fee that is applicable for all other home boarding licences.

5.12.4 The fee for a Zoo or Dangerous Wild Animal licence (DWA) has also been increased to reflect the anticipated service management costs throughout the duration of licence. However, despite a very recent DWA related enquiry for the housing of a Capuchin Monkey there are no registrations of either type within the Borough at the time of writing this report.

6. Alternative options considered and rejected

6.1 Members could resolve to reject proposals to adjust discretionary licensing fees.

Financial, Legal and Climate Change implications	
Finance	<p>The estimated income from taxi fees in 2024/25 is £93,000.</p> <p>The estimated income from general licensing fees in 2024/25 is around £7,470.</p> <p>The estimated income from animal licensing fees in 2024/25 is around £16,500.</p> <p>The estimated income from fees under the Gambling Act 2005 in 2023/24 is £23,000.</p> <p>The estimated income from fees under the Licensing Act 2003 remains reasonably static in 2024/25 at £85,000.</p>
Legal	<p>Fees must be set in accordance with the requirements of the relevant legislation set out in this report.</p>

	There is a risk of challenge by way of Judicial Review in cases where fees are set at an unreasonable or unlawful level.
Climate Change	Not applicable in relation to the matter being considered.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	✓
equality and diversity	✓
health and safety	X

risks/implications	✓ / x
asset management	X
ICT	X
data protection	X

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
Patrick Cantley	01253 887281	patrick.cantley@wyre.gov.uk	05/02/2024

List of background papers:		
name of document	date	where available for inspection
LGA guidance on locally set licensing fees	14 December 2023	LGA guidance on locally set licensing fees Local Government Association

List of appendices

Appendix 1 – Proposed fees

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LICENSING FEES AND CHARGES		£		
GENERAL LICENCES		23/24	24/25	
Scrap Metal Dealer (Site) - New		324.00	354.00	9%
Scrap Metal Dealer - Renew		304.00	316.00	4%
Scrap Metal Dealer (Collector) - New		240.00	251.00	5%
Scrap Metal Dealer - Renew		231.00	242.00	5%
Scrap Metal Dealer - Variation		56.00	57.00	2%
Scrap Metal Dealer - Copy of licence		15.00	15.00	0%
Second Hand Good Dealer		206.00	208.00	1%
Skin piercing - tattoo, electrolysis, semi permanent skin colouring, microblading, acupuncture, etc.		288.00	290.00	1%
Street Trading Consent		321.00	323.00	1%
Sex Shop / Sex Cinema		1,948.00	1,979.00	n/a
Sexual Entertainment Venue		2,613.00	2,673.00	n/a
TAXIS				
Dual Driver licence (3 year) - New		240.00	251.00	5%
Dual Driver licence (3 year) - Renewal		173.00	191.00	10%
Dual Driver licence (1 year) - New		167.00	176.00	5%
Dual Driver licence (1 year) - Renewal		115.00	125.00	9%
Replacement Driver Badge		15.00	15.00	0%
Driver knowledge test		25.00	25.00	0%
Hackney Carriage Vehicle (*incl £20 unmet demand surcharge)		188.00	195.00	4%
Private Hire Vehicle		159.00	168.00	6%
Private Hire door stickers (pair)		16.00	16.00	0%
Plates (pair)		25.00	25.00	0%
Private Hire Operator (5 year)		435.00	455.00	5%
ANIMAL WELFARE				
Animal boarding / Dog day care - Application fee		168.00	220.00	31%
New	1 year (includes app fee) + vet fee (dog breeder)	361.00	451.00	25%
	2 year (includes app fee) + vet fee (dog breeder)	501.00	588.00	17%
	3 year (includes app fee) + vet fee (dog breeder)	641.00	724.00	13%
Renewal	1 year (includes app fee)	332.00	407.00	23%
	2 year (includes app fee)	472.00	544.00	15%
	3 year (includes app fee)	612.00	680.00	11%
Re-rating inspection fee		130.00	141.00	8%
Fee as additional activity		88.00	120.00	36%
Dog Breeder - Application Fee		180.00	233.00	29%
New	1 year (includes app fee) + vet fee (dog breeder)	372.00	464.00	25%
	2 year (includes app fee) + vet fee (dog breeder)	513.00	600.00	17%
	3 year (includes app fee) + vet fee (dog breeder)	652.00	737.00	13%
Renewal	1 year (includes app fee)	332.00	407.00	23%
	2 year (includes app fee)	472.00	544.00	15%
	3 year (includes app fee)	612.00	680.00	11%
Re-rating inspection fee		130.00	141.00	8%
Fee as additional activity		88.00	135.00	203%
Home boarding - Application fee		108.00	135.00	25%
New	1 year (includes app fee)	283.00	366.00	29%
	2 year (includes app fee)	423.00	503.00	19%
	3 year (includes app fee)	563.00	640.00	14%
Renewal	1 year (includes app fee)	271.00	348.00	28%
	2 year (includes app fee)	411.00	484.00	18%
	3 year (includes app fee)	551.00	621.00	13%
Re-rating inspection fee		95.00	102.00	7%
Fee as additional activity		41.00	54.00	32%
Hiring horses - Application fee		189.00	242.00	28%
	1 year (includes app fee) + annual vets fee	434.00	513.00	18%
	2 year (includes app fee) + annual vets fee	610.00	688.00	13%
	3 year (includes app fee) + annual vets fee	786.00	864.00	10%
Renewal	1 year (includes app fee) + annual vets fee		469.00	
	2 year (includes app fee) + annual vets fee		644.00	
	3 year (includes app fee) + annual vets fee		820.00	
Re-rating inspection fee		156.00	168.00	8%
Fee as additional activity			135.00	
Selling animals as pets - Application fee		171.00	185.00	8%
New	1 year (includes app fee)	364.00	416.00	14%
	2 year (includes app fee)	504.00	553.00	10%
	3 year (includes app fee)	643.00	690.00	7%
Renewal	1 year (includes app fee)	341.00	391.00	15%
	2 year (includes app fee)	481.00	528.00	10%
	3 year (includes app fee)	620.00	664.00	7%

Re-rating inspection fee	133.00	144.00	8%
Fee as additional activity	74.00	80.00	8%
Exhibiting animals - Application fee	139.00	150.00	8%
3 year (incl application fee)	558.00	560.00	0%
Zoo licence			
6 year renew licence (+ vet fee)	991.00	1,064.00	7%
4 year new licence (+ vet fee)	987.00	1,059.00	7%
Informal inspection fee		228.00	
Transfer (+ vet fee)	216.00	234.00	8%
Dangerous wild animals licence			
2 year (+ vet fee)	438.00	465.00	6%
GAMBLING ACT 2005			
Miscellaneous Charges			
Fee for a copy of a licence	25.00	25.00	0%
Fee for a notification of change of circumstances	50.00	50.00	0%
Bingo premises			
New application	2,365.00	2,365.00	0%
Annual fee	1,000.00	1,000.00	0%
Provisional Statement New	2,365.00	2,365.00	0%
Premises licence fee for holders of Prov. Statements	1,125.00	1,125.00	0%
Variation fee	1,465.00	1,465.00	0%
Transfer fee	745.00	745.00	0%
Reinstatement of licence	1,180.00	1,180.00	0%
Betting premises			
New application	2,365.00	2,365.00	0%
Annual fee	600.00	600.00	0%
Provisional Statement New	2,365.00	2,365.00	0%
Premises licence fee for holders of Prov. Statements	1,125.00	1,125.00	0%
Variation fee	1,465.00	1,465.00	0%
Transfer fee	745.00	745.00	0%
Reinstatement of licence	1,180.00	1,180.00	0%
Adult Gaming Centres (AGC)			
New Application	2,000.00	2,000.00	0%
Annual Fee	1,000.00	1,000.00	0%
Provisional Statement New	2,000.00	2,000.00	0%
Premises licence fee for holders of Prov. Statements	1,125.00	1,125.00	0%
Variation Fee	1,000.00	1,000.00	0%
Transfer fee	745.00	745.00	0%
Reinstatement of Licence	1,180.00	1,180.00	0%
Family Entertainment Centre			
New Application	2,000.00	2,000.00	0%
Annual Fee	750.00	750.00	0%
Provisional Statement New	2,000.00	2,000.00	0%
Premises licence fee for holders of Prov. Statements	950.00	950.00	0%
Variation Fee	1,000.00	1,000.00	0%
Transfer Fee	745.00	745.00	0%
Reinstatement of Licence	950.00	950.00	0%
Track			
New Application	2,365.00	2,365.00	0%
Annual Fee	950.00	950.00	0%
Provisional Statement New	2,365.00	2,365.00	0%
Premises licence fee for holders of Prov. Statements	1,125.00	1,125.00	0%
Variation Fee	1,250.00	1,250.00	0%
Transfer Fee	745.00	745.00	0%
Reinstatement of Licence	950.00	950.00	0%
Gambling Act 2005 Permits - prescribed by Parliament			
Unlicensed Family Entertainment Centre (UFEC)	300.00	300.00	0%
Fee to change name on permit - UFEC	25.00	25.00	0%
Fee to copy permit - UFEC	15.00	15.00	0%
Licensed premises gaming machine permit	150.00	150.00	0%
Licensed premises gaming machine permit - annual fee	50.00	50.00	0%
Licensed premises gaming machine permit - variation fee	100.00	100.00	0%
Licensed premises gaming machine permit - transfer fee	25.00	25.00	0%
Licensed premises gaming machine permit - copy permit	15.00	15.00	0%
Licensed premises Notification	50.00	50.00	0%
Club Gaming Permit	200.00	200.00	0%
Club Gaming Permit - fast track	100.00	100.00	0%
Club Gaming Permit - annual fee	50.00	50.00	0%
Club Gaming Permit - Variation	100.00	100.00	0%
Club Gaming Permit - copy permit	15.00	15.00	0%
Club Gaming Machine Permit	200.00	200.00	0%
Club Gaming Machine Permit - fast track	100.00	100.00	0%
Club Gaming Machine Permit - annual fee	50.00	50.00	0%
Club Gaming Machine Permit - variation	100.00	100.00	0%
Club Gaming Machine Permit - copy permit	15.00	15.00	0%

Prize Gaming Permit - New or renewal	300.00	300.00	0%
Prize Gaming Permit - fee to change name	25.00	25.00	0%
Prize Gaming Permit - copy permit	15.00	15.00	0%
Small Society Lottery Registration - New	40.00	40.00	0%
Small Society Lottery Registration - Annual fee	20.00	20.00	0%

LICENSING ACT 2003 - prescribed by Parliament

Premises Licence & Club Certificates - new / variation / annual fee - dependant on NNDR value			
Personal licence	37.00	37.00	0%
Replacement licence	10.50	10.50	0%
Change of name or address of personal licence holder	10.50	10.50	0%
TEN	21.00	21.00	0%
Replacement of TEN certificate	10.50	10.50	0%
Application to vary DPS	23.00	23.00	0%
Application to transfer of premises licence	23.00	23.00	0%
Application for provisional statement	315.00	315.00	0%
Interim authority notice	23.00	23.00	0%
Freeholder notification	21.00	21.00	0%
Notification of change of name or alteration of rules of club	10.50	10.50	0%
Change of relevant registered address of club	10.50	10.50	0%

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