



Licensing Committee Agenda

Wyre Borough Council
Date of Publication: 22/01/2020
Please ask for : Emma Keany
Democratic Services Officer
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**Licensing Committee meeting on Thursday, 30 January 2020 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 - 12)

To confirm as a correct record the minutes of the meeting of the Licensing Committee held on 31 October 2019 and the minutes of a meeting of a Licensing Sub-Committee held on 16 December 2019, attached.

4. 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Constitution, the Chief Executive has determined that the reports submitted under items 5 and 6 of this agenda are "Not for Publication" because they contain "exempt information", as defined in Schedule 12A of the Local Government Act 1972.

If the Committee agrees that the public and press should be excluded for these items, it will need to pass the following resolution:

"That the public and press be excluded from the meeting whilst agenda item 5 and 6 are being considered, as they refer 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 outweighs the public interest in disclosing the information".

- 5. Wyre dual driver licence holder with a recent conviction** (Pages 13 - 22)
Report of the Corporate Director Environment, attached.
- 6. New applicant for a Wyre dual driver's licence with a recent conviction** (Pages 23 - 40)
Report of the Corporate Director Environment, attached.
- 7. Review of Discretionary Licensing Fees and Charges 2020/21** (Pages 41 - 52)
Report of the Corporate Director Environment, attached.



Licensing Committee Minutes

The minutes of the Licensing Committee meeting of Wyre Borough Council held on Thursday, 31 October 2019 at the Civic Centre, Poulton-le-Fylde.

Licensing Committee members present:

Councillors Robinson, Cartridge, Sir R Atkins, Baxter, C Birch, Leech, Collinson, Webster and Williams.

Apologies for absence:

Councillors Kay, S Turner and Matthew Vincent.

Officers present:

Roy Saunders, Democratic Services and Scrutiny Manager
Mary Grimshaw, Senior Solicitor and Deputy Monitoring Officer
Niky Barrett, Licensing Manager
Mandy Seddon, Manager of Food Health and Safety and Licensing
Wayne Clarke, Senior Compliance Officer.

No members of the public or press attended the meeting.

26 Declarations of Interest

None.

27 Confirmation of minutes

The minutes of the Licensing Committee meeting held on 26 September 2019 were confirmed as a correct record.

28 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 reports submitted under items 5 and 6 of this agenda were "Not for Publication" because they 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 items

5 and 6 were being considered, as they 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”.

29 Wyre dual driver licence holder with a recent conviction

The Service Director for Health and Wellbeing submitted a report to provide members of the Licensing Committee with information to assist them at the hearing.

The licensed Wyre dual driver licence holder (‘the driver’) was present at the meeting. He confirmed that he did not want to be represented at the hearing.

The Senior Licensing Officer introduced the report.

The driver spoke to the committee. He explained the circumstances of the events which had led to his conviction and answered questions from members of the Committee.

The driver, the Senior Licensing Officer, the Manager of Food, Health and Safety Licensing and the Senior Compliance Officer left the room whilst the committee members considered the matter in closed session.

In reaching its decision the Committee had regard to:

- 1 The Local Government (Miscellaneous Provisions Act) 1976, Section 61;
2. The Wyre Council Policy on Hackney Carriage and Private Hire Licensing Convictions and other Relevant Matters.

The driver, the Senior Licensing Officer, the Manager of Food, Health and Safety Licensing and the Senior Compliance Officer were brought back into the room and the Licensing Committee reconvened and the Chairman announced the committee’s decision.

Decision

The Licensing Committee **AGREED**:

1. That the driver’s dual driver’s licence be suspended for a period of one month.
2. That the driver be directed to present his currently licensed vehicle for inspection by the Council 3 times a year, for so long as he was the proprietor of that vehicle.

Reasons for the decision

The Committee confirmed that, in undertaking its role on behalf of the Licensing Authority, it had an overriding duty to protect the public when considering the conduct of all licensed drivers. The ongoing scrutiny of the conduct and behaviours of Wyre's licensed drivers formed part of that process and the Licensing Authority wanted to provide assurances to the public that all those entrusted to convey passengers were "fit and proper" persons to hold dual Wyre Driver Licences.

After giving careful consideration to all the information presented, the Committee decided that the driver's behaviour had been unacceptable and that a one month suspension of the dual driver's licence should be imposed and that the driver should be required to present his vehicle for inspection by the Council 3 times a year, instead of twice a year as at present.

Full written details of the decision would be sent to the driver by the Senior Solicitor.

30 Complaint about a licensed Wyre dual driver licence holder

The Service Director for Health and Wellbeing submitted a report providing members of the Licensing Committee with information to assist them at the hearing.

The applicant was present and confirmed that he did not wish to be represented at the hearing.

The Senior Licensing Officer introduced the report.

The driver spoke to the committee, explaining the circumstances of the events referred to in the report.

The driver responded to questions put to him by members of the Committee.

After thorough and pertinent questioning, the applicant, the Senior Licensing Officer, the Manager of Food, Health and Safety Licensing and the Senior Compliance Officer left the room whilst the committee members considered the decision in a closed session.

In reaching its decision the Committee had regard to:

1. Part II. Local Government (Miscellaneous Provisions Act) 1976 Section 61; and
2. The Wyre Council Policy on Convictions and other Relevant Matters.

The applicant and his supporter, the Senior Licensing Officer, the Manager of Food, Health and Safety Licensing the and the Senior Compliance Officer were brought back into the room as and the Chairman announced the Committee's decision.

Decision:

The committee **AGREED** that the driver be issued with a written warning to

remain live on file for 2 years.

Reasons for the decision:

The Licensing Authority confirmed that it had an overriding duty to protect the public when considering the conduct of all licensed drivers. The ongoing scrutiny of the conduct and behaviours of Wyre's licensed drivers formed part of that process and the Licensing Authority wanted to provide assurances to the public that all those entrusted to convey passengers were "fit and proper" persons to hold Wyre dual driver licences.

After giving careful consideration to all the information before it, the Committee decided that the appropriate response in the individual circumstances of this case was the issue of a warning letter to remain on file for two years.

Full reasons for the decision would be sent to the driver with the warning letter.

31 Application to vary Permit GMP0011 in respect of the Bull Hotel

The Service Director Health and Wellbeing submitted a report providing information to enable the Committee to determine an application to vary a gaming machine permit in respect of the Bull Hotel, 2 Blackpool Old Road, Poulton-le-Fylde.

The licence holder had submitted an application to increase the number of Category C gaming machines permitted on the premises, by one, to a total of 6 gaming machines.

The Senior Licensing Officers introduced the report and then members of the Committee debated and considered the application.

DECISION:

The Committee **AGREED** that the application be granted, to increase the number of Category C gaming machines at the premises of the Bull Hotel, 2 Blackpool Old road, Poulton-le-Fylde, FY6 7DH by one, to a total of six.

The meeting started at 6.00 pm and finished at 7.12 pm.

Date of Publication: 4 November 2019



Licensing Committee Minutes

The minutes of the Licensing Committee meeting of Wyre Borough Council held on Monday, 16 December 2019 at the Council Chamber, Civic Centre, Poulton-le-Fylde.

Licensing Committee members present:

Councillors Robinson, Kay and Williams

Officers present:

Emma Keany, Democratic Services Officer
Mary Grimshaw, Legal Services Manager and Deputy Monitoring Officer
Niky Barrett, Licensing Manager
Duncan Jowitt, Democratic Services Officer
Jonathan Fail, Environmental Health Officer

No members of the public or press attended the meeting.

32 Election of Chairman

Agreed that Councillor Robinson be elected as Chairman for this meeting of the Sub-Committee.

33 Declarations of Interest

None.

34 Application for a new Premises Licence

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 for a new Premises Licence at 9 Crescent East, Thornton Cleveleys, FY5 3LJ.

The Senior Licensing Officer informed the Sub-Committee that an application for a new premise licence, in respect of 9 Crescent East, Thornton Cleveleys, had been submitted. The application was for the premises to be open to the public and provide late night refreshment until midnight Sunday to Thursday and until 1 am on Friday and Saturday nights.

The Senior Licensing Officer said that this matter was before the Sub-Committee because there was an outstanding representation from a local resident relating primarily to noise from the venue after 11pm as set out in

Appendix 4 to the report and one from Environmental Health regarding trading after 12pm.

Due to the complaints of trading without a licence after 11pm, the licensing department has previously issued two written warnings to the business.

The Senior Licensing Officer stated that the local resident had submitted apologies for this meeting but hoped that her objection would be considered.

The applicant and his representative were unable to attend the meeting.

The Sub-Committee considered whether or not to proceed in the absence of the applicant and his representative. Members were satisfied that the applicant had been given appropriate notice of the hearing as required by Regulations 6 and 7 of The Licensing Act 2003 (Hearings) Regulations 2005.

The Committee considered in accordance with Regulation 20, whether it was necessary to adjourn the hearing in the public interest and decided, having regard to all the circumstances, that it was appropriate to proceed.

The Senior Licensing Officer stated that following discussions with the applicant's representative before the meeting, he had agreed to all of the conditions proposed by Environmental Health and wished to reduce the hours applied for on a Friday and Saturday to midnight.

Members retired to consider the application in a closed session. The Licensing Sub-Committee then reconvened and the Chairman announced the Committee's decision, as follows:

AGREED that a New Premises Licence relating to Italian Pizza Hot, 9, Crescent East, Thornton Cleveleys, FY5 3LJ be granted for the hours amended by the applicant and outlined below subject to the conditions outlined in the application and subject to conditions which are outlined in Rep 2 of Appendix 4 and Appendix 5 of the committee report together with one additional condition.

The opening times and conditions agreed with the Environmental Health Officer (Rep 2 of Appendix 4) and conditions agreed with the police (Appendix 5) are outlined below:

Opening times:

Provision of late night refreshment between 23.00 and 00.00 hrs on any day of the week.

Conditions - offered by the Applicant following agreement with the Environmental Health Officer and the Police:

1. CCTV, which complies with the following criteria, will be installed at the premises.
 - a. The CCTV system shall be installed, maintained and operated

- to the reasonable satisfaction of Lancashire Constabulary.
- b. The system shall display on any recording the correct time and date of the recording;
 - c. The system shall be recording during all hours the premises are open to the public;
 - d. VCR tapes or digital recording shall be held for a minimum of 28 days after the recording is made and will be made available to the Police for inspection upon request.
 - e. The system shall, as a minimum, record images of the head and shoulders of all persons entering the premises.
 - f. A staff member who is conversant with the operation of the CCTV system will be on the premises at all times that the premises are open to the public. This staff member will be able to show police, or any officer acting for a Responsible Authority, recent data or footage with the absolute minimum of delay when requested.
2. The licence holder shall notify the Police Licensing Unit on any occasion when the CCTV is to be inoperative for a period in excess of one working day and shall provide a certificate from a competent person stating the reason for the system being inoperative and the measures which have been taken to satisfy the licence conditions.
 3. Appropriate signage alerting customers to CCTV recording shall be displayed in conspicuous positions on the premises.
 4. The premises have installed a wall-mounted screen, no smaller than 22", mounted in a prominent position within the premises, so that patrons can view live-recorded CCTV footage.
 5. There will be no boxing machines in operation in the premises.
 6. No persons under the age of 16 will be allowed on the premises after 23.00.
 7. The premises licence holder will risk assess the requirement for door supervisors at the premises and shall employ door supervisors in such numbers and at such times as is deemed necessary by the risk assessment.
 8. No drinks will be sold in glass containers.
 9. The noise level from the premises whilst being used for late night refreshment shall not exceed background level at the nearest residential premises.
 10. No nuisance shall be caused by noise coming from the premises or by vibration transmitted through the structure of the premises.
 11. 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.

12. 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.
13. Where the premises provide food for consumption off the premises, the public area immediately surrounding the premises shall be cleared of waste food, food containers, wrapping etc. at the end of trading on each day. Such refuse shall be placed in a container designed for the storage and disposal of refuse and waste foods which shall be constructed, maintained and located so that access to it by vermin and unauthorised persons is prevented and arrangements shall be made for the regular lawful disposal of their contents,
14. There shall be no emission from the premises of any offensive smells, which are likely to cause a nuisance.
15. The Licensee shall ensure that staff departing late at night when the business has ceased trading conduct themselves in such a manner to avoid disturbance to nearby residents
16. The premise license 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.
17. Clear legible notices will be displayed at the main door requesting customers to leave quietly.
18. There will be no personal solicitation of custom by staff within the immediate vicinity of the premises.

Condition imposed by the Sub Committee:

All customer deliveries must be dispatched from the front door of the premises.

Reasons for the Decision

- The Committee noted the objection from a local resident relating to noise but were satisfied that a grant of a new premises licence subject to the amended hours and conditions, would address those concerns and would not undermine the Licensing Objectives.
- The Committee noted that there were no objections from the police and the Environmental Health officer's objection had been withdrawn following the agreement by the Applicant to open until midnight instead of 1.00am on Friday/Saturday. The Applicant had also agreed prior to the hearing to accept the Environmental Health's proposed conditions outlined on p.22 and 23 of the report.

- The Committee added a further condition to reduce the impact of noise from deliveries to local residents at the rear of the Premises by requiring all deliveries to be from the front of the Premises which the Committee considered was appropriate and would address the concern from the resident.
- The Committee noted that if there were any problems in the future then the review procedure would be the correct approach to deal with any issues.

The meeting started at 6.10 pm and finished at 6.35 pm.

Date of Publication: 07 January 2020

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of the Local Government Act 1972.

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Report of:	Meeting	Date
Mark Billington, Corporate Director Environment	Licensing Committee	30 January 2020

Review of Discretionary Licensing Fees and Charge 2020/21
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1. Purpose of report

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

2. Outcomes

- 2.1 To set the level of discretionary fees and charges for licences, permits, registrations and consents effective from 1 April 2020.

3. Recommendations

- 3.1 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 2020.

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 comprehensively reviewed in 2018, but the service has undergone a number of staff changes since then which have impacted on costs.
- 4.5** Detailed process maps have been updated to reflect current processes and quantify the time involved. In addition the costs incurred by the service to administer the various regulatory regimes have been quantified 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, but at that time the service was unable to fully quantify the resources required to administer the new regulations. The new regime has had over twelve months to bed in and the revised process maps now more accurately reflect the costs involved in delivering this service.
- 4.7** A number of councils have been challenged in recent years on their fee levels and the work undertaken this year once again provides a sound evidence base to justify the fees recommended.

5. Key issues and proposals

5.1 General

The council has seen a small increase in staffing costs since the last review was undertaken, following the recruitment of a new part-time compliance officer to replace the taxi licensing officer who retired. As part of Wyre's commitment to deliver efficiencies, a number of elements of licensing work have been further streamlined to produce efficiencies which are reflected in the process mapping for each licence type.

The review has been undertaken in accordance with the Local Government Association's 'Open for business' guidance on locally set licence fees, which incorporates the principals in the 2006/123 EU Services Directive, that provide that "any charges which the applicant may incur from their application shall be reasonable and proportionate to the cost of the authorisation procedures and shall not exceed the cost of the procedures". Sector specific guidance has also been considered where available.

Regard has also been had to the recent relevant case law and in particular the 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 cases.

5.2 Hackney Carriage and Private Hire Licensing - Driver licences

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.

Changes to processes such as this have realised some efficiencies which have been used to offset the additional staffing cost and facilitated a small decrease in the renewal fee for a one year licence.

5.3 Hackney Carriage and Private Hire Licensing - Vehicle licences

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.

Efficiencies introduced in the processing of applications have offset some of the increased establishment costs. However the new weekly fleet reporting requirement cannot be fully absorbed by these efficiencies and both private hire and hackney carriage vehicle licences will need to be increased to cover these additional new costs.

A £20 Unmet Demand Survey surcharge on Hackney Carriage vehicle licences will be reintroduced from 1 April 2020. The surcharge had been suspended in 2019/20 owing to a small fee surplus which the council had previously accumulated due to the income from additional applications submitted to authorise changes to licensed vehicles.

The previous £25 surcharge was based on 160 applications per annum for hackney carriage vehicle licences, to generate sufficient funds to finance the tri annual unmet demand survey. This has been reduced to £20 to reflect the additional applications anticipated for vehicle transfers over the next two years.

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

Private Hire Operator's licences are issued for five years. The council had previously agreed three separate fee levels that were dependant on fleet sizes, but given that the private hire trade has remained fairly constant over the last few years with the majority of operations running small private hire fleets of up to ten vehicles, there is no longer a need for the two higher fee categories and so these proposals are for a single fee for an operator's licence.

The fee increase which equates to just £14 per year, reflects the additional costs incurred by the licensing authority during the lifetime of each licence to undertake proactive and reactive work with operators.

5.5 Scrap Metal Dealers licences

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

There were twenty-one scrap metal dealer licences in force on 1 April 2019, but fifteen of these will expire before 31 March 2020. The council has only received four renewal applications at the time of writing this report. The slight increase reflects the increase in staffing costs.

The Council has not to date received an application to vary a Scrap Metal Dealers licence but changes to the way that such application would be processed has significantly decreased the anticipated costs.

5.6 Second Hand Goods Dealer licences

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

There are a range of special treatments which involve skin piercing, being carried out by individuals who are required to register with the local authority under Section 15 of the Local Government (Miscellaneous Provisions) Act 1982. This includes cosmetic piercing, tattooing and electrolysis etc.

There is a one off registration fee for individuals seeking authorisation for these activities.

The council has seen a steady increase in applicants in response to the increasing consumer demand for these services. This is generating additional work which is reflected in the proposed increase.

5.8 Street Trading Consent

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 Shop/Cinema licences

There are currently no retail outlets or cinemas in the borough licensed under schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended.

5.10 Sexual Encounter Venue (Lap dancing Clubs etc.) licences

There are currently no venues in the borough licensed under schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended.

5.11 Gambling Act 2005

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.

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.

5.12 Licensing Act 2003

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.

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.

5.13 Animal Welfare Licensing

A review of the first year under the new licensing regime has established that the initial fees set in 2018 were insufficient to meet the actual costs associated with the new regime.

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

The initial fee for exhibiting animals had been set deliberately low and did not include the management costs likely to be incurred in years two and three. This was a result of it being a completely new area of responsibility for the council. The previous regulatory regime involved a single registration fee payable to the County Council and was therefore not within the remit of this authority.

The council did not get any responses from the four keepers of performing animals that were registered with Lancashire County Council when their grandfather rights expired and to date no licences have been issued to individuals who train or exhibit animals within Wyre.

The proposed fee now reflects 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.

The increase in the fee for a Dangerous Wild Animal licence has also been increased to reflect the anticipated service management costs in the second year of the licence although there are not currently any of these licences in force in the borough.

Financial and legal implications	
Finance	<p>The anticipated income from taxi fees is estimated to be circa £93,230.</p> <p>The estimated income from general licensing fees is circa £5,110.</p> <p>The estimated income from animal licensing fees due in 20/21 is circa £11,370.</p> <p>The estimated income from fees under the Gambling Act 2005 is circa £25,240.</p> <p>The estimated income from fees under the Licensing Act 2003 remains static at circa £87,000.</p>
Legal	<p>Fees must be set in accordance with the requirements of the relevant legislation and the 2006 EU Directive.</p> <p>There is a risk of challenge by way of Judicial Review in cases where fees are set at an unreasonable or unlawful level.</p>

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 an X.

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

risks/implications	✓ / x
asset management	x
climate change	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 3rd 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
Niky Barrett	887236	Niky.barrett@wyre.gov.uk	09.01.20

List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1 – Proposed fees

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APPENDIX 1

LICENSING FEES AND CHARGES

£

GENERAL LICENCES	19/20	20/21
Scrap Metal Dealer	305.00	312.00
Scrap Metal Dealer - Variation	86.00	48.00
Scrap Metal Dealer - Copy of licence	15.00	15.00
Second Hand Good Dealer	176.00	181.00
Skin piercing - tattoo, electrolysis, semi permanent skin colouring, microblading, accupuncture, etc.	242.00	260.00
Street Trading Consent	306.00	318.00
Sex Shop	1,952.00	1,846.00
Sexual Entertainment Venue	2,625.00	2,470.00
TAXIS		
Dual Driver licence (3 year) - New	206.00	224.00
Dual Driver licence (3 year) - Renewal	145.00	160.00
Dual Driver licence (1 year) - New	156.00	160.00
Dual Driver licence (1 year) - Renewal	110.00	108.00
Replacement Driver Badge	15.00	15.00
Driver knowledge test	25.00	25.00
Hackney Carriage Vehicle (*incl £20 unmet demand surcharge)	142.00	170.00
Private Hire Vehicle	142.00	144.00
Private Hire door stickers (pair)	16.00	16.00
Plates (pair)	25.00	25.00
Private Hire Operator (5 year)	284.00	355.00
ANIMAL WELFARE		
Animal boarding / Dog day care / Dog breeder application fee	119 / 105 / 114	125.00
New 1 year (includes app fee) + vet fee (dog breeder)	236 / 209 / 218	261.00
2 year (includes app fee) + vet fee (dog breeder)	366 / 339 / 348	362.00
3 year (includes app fee) + vet fee (dog breeder)	430 / 385 / 404	463.00
Renewal 1 year (includes app fee)	223 / 197 / 203	244.00
2 year (includes app fee)	353 / 327 / 333	345.00
3 year (includes app fee)	418 / 391 / 398	446.00
Re-rating inspection fee	81 / 68 / 81	101.00
Fee as additional activity	na	29.00
Home boarding application fee	93.00	91.00
New 1 year (includes app fee)	191.00	218.00
2 year (includes app fee)	320.00	320.00
3 year (includes app fee)	385.00	421.00
Renewal 1 year (includes app fee)	184.00	202.00
2 year (includes app fee)	314.00	303.00
3 year (includes app fee)	379.00	404.00
Re-rating inspection fee	56.00	66.00
Fee as additional activity	na	23.00
Hiring horses application fee	154.00	151.00
1 year (includes app fee) + annual vets fee	283.00	303.00
2 year (includes app fee) + annual vets fee	448.00	418.00
3 year (includes app fee) + annual vets fee	531.00	533.00
Re-rating inspection fee	104.00	135.00

Selling animals as pets application fee	116.00	142.00
New		
1 year (includes app fee)	239.00	277.00
2 year (includes app fee)	369.00	379.00
3 year (includes app fee)	434.00	480.00
Renewal		
1 year (includes app fee)	233.00	261.00
2 year (includes app fee)	363.00	362.00
3 year (includes app fee)	428.00	463.00
Re-rating inspection fee	81.00	117.00
Fee as additional activity	na	54.00
Exhibiting animals application fee	89.00	91.00
3 year (incl application fee)	213.00	420.00
Zoo licence		
6 year renew licence (+ vet fee)	594.00	634.00
4 year new licence (+ vet fee)	484.00	507.00
Dangerous wild animals licence		
2 year (+ vet fee)	316.00	385.00
GAMBLING ACT 2005		
Miscellaneous Charges		
Fee for a copy of a licence	25.00	25.00
Fee for a notification of change of circumstances	50.00	50.00
Bingo premises		
New application	2,365.00	2,365.00
Annual fee	1,000.00	1,000.00
Provisional Statement New	2,365.00	2,365.00
Premises licence fee for holders of Prov. Statements	1,125.00	1,125.00
Variation fee	1,465.00	1,465.00
Transfer fee	745.00	745.00
Reinstatement of licence	1,180.00	1,180.00
Betting premises		
New application	2,365.00	2,365.00
Annual fee	600.00	600.00
Provisional Statement New	2,365.00	2,365.00
Premises licence fee for holders of Prov. Statements	1,125.00	1,125.00
Variation fee	1,465.00	1,465.00
Transfer fee	745.00	745.00
Reinstatement of licence	1,180.00	1,180.00
Adult Gaming Centres (AGC)		
New Application	2,000.00	2,000.00
Annual Fee	1,000.00	1,000.00
Provisional Statement New	2,000.00	2,000.00
Premises licence fee for holders of Prov. Statements	1,125.00	1,125.00
Variation Fee	1,000.00	1,000.00
Transfer fee	745.00	745.00
Reinstatement of Licence	1,180.00	1,180.00
Family Entertainment Centre		
New Application	2,000.00	2,000.00
Annual Fee	750.00	750.00

Provisional Statement New	2,000.00	2,000.00
Premises licence fee for holders of Prov. Statements	950.00	950.00
Variation Fee	1,000.00	1,000.00
Transfer Fee	745.00	745.00
Reinstatement of Licence	950.00	950.00

Track

New Application	2,365.00	2,365.00
Annual Fee	950.00	950.00
Provisional Statement New	2,365.00	2,365.00
Premises licence fee for holders of Prov. Statements	1,125.00	1,125.00
Variation Fee	1,250.00	1,250.00
Transfer Fee	745.00	745.00
Reinstatement of Licence	950.00	950.00

Gambling Act 2005 Permits - prescribed by Parliament

Unlicensed Family Entertainment Centre (UFEC)	300.00	300.00
Fee to change name on permit - UFEC	25.00	25.00
Fee to copy permit - UFEC	15.00	15.00
Licensed premises gaming machine permit	150.00	150.00
Licensed premises gaming machine permit - annual fee	50.00	50.00
Licensed premises gaming machine permit - variation fee	100.00	100.00
Licensed premises gaming machine permit - transfer fee	25.00	25.00
Licensed premises gaming machine permit - copy permit	15.00	15.00
Licensed premises Notification	50.00	50.00
Club Gaming Permit	200.00	200.00
Club Gaming Permit - fast track	100.00	100.00
Club Gaming Permit - annual fee	50.00	50.00
Club Gaming Permit - Variation	100.00	100.00
Club Gaming Permit - copy permit	15.00	15.00
Club Gaming Machine Permit	200.00	200.00
Club Gaming Machine Permit - fast track	100.00	100.00
Club Gaming Machine Permit - annual fee	50.00	50.00
Club Gaming Machine Permit - variation	100.00	100.00
Club Gaming Machine Permit - copy permit	15.00	15.00
Prize Gaming Permit - New or renewal	300.00	300.00
Prize Gaming Permit - fee to change name	25.00	25.00
Prize Gaming Permit - copy permit	15.00	15.00
Small Society Lottery Registration - New	40.00	40.00
Small Society Lottery Registration - Annual fee	20.00	20.00

LICENSING ACT 2003 - prescribed by Parliament

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

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