

Thurrock - An ambitious and collaborative community which is proud of its heritage and excited by its diverse opportunities and future

Licensing Committee

The meeting will be held at **7.00 pm** on **28 July 2022**

Committee Room 2, Civic Offices 3, New Road, Grays, Essex, RM17 6SL.

Membership:

Councillors Gary Collins (Chair), Augustine Ononaji (Vice-Chair), Colin Churchman, Daniel Chukwu, Tony Fish, Cathy Kent, Ben Maney, Shane Ralph, Elizabeth Rigby, Sue Sammons and Graham Snell

Substitutes:

Councillors Robert Gledhill, Tom Kelly, Kairen Raper, Sue Shinnick and Lee Watson

Agenda

Open to Public and Press

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1. Apologies for Absence	
2. Minutes	5 - 8
To approve as a correct record the minutes of the Licensing Committee meeting held on 22 February 2022.	
3. Items of Urgent Business	
To receive additional items that the Chair is of the opinion should be considered as a matter of urgency, in accordance with Section 100B (4) (b) of the Local Government Act 1972	
4. Declaration of Interests	
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Queries regarding this Agenda or notification of apologies:

Please contact Kenna Victoria Healey, Senior Democratic Services Officer by sending an email to Direct.Democracy@thurrock.gov.uk

Agenda published on: **20 July 2022**

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DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

Breaching those parts identified as a pecuniary interest is potentially a criminal offence

Helpful Reminders for Members

- *Is your register of interests up to date?*
- *In particular have you declared to the Monitoring Officer all disclosable pecuniary interests?*
- *Have you checked the register to ensure that they have been recorded correctly?*

When should you declare an interest *at a meeting*?

- **What matters are being discussed at the meeting?** (including Council, Cabinet, Committees, Subs, Joint Committees and Joint Subs); or
- If you are a Cabinet Member making decisions other than in Cabinet **what matter is before you for single member decision?**



Does the business to be transacted at the meeting

- relate to; or
- likely to affect

any of your registered interests and in particular any of your Disclosable Pecuniary Interests?

Disclosable Pecuniary Interests shall include your interests or those of:

- your spouse or civil partner's
- a person you are living with as husband/ wife
- a person you are living with as if you were civil partners

where you are aware that this other person has the interest.

A detailed description of a disclosable pecuniary interest is included in the Members Code of Conduct at Chapter 7 of the Constitution. **Please seek advice from the Monitoring Officer about disclosable pecuniary interests.**

What is a Non-Pecuniary interest? – this is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest.

Pecuniary

If the interest is not already in the register you must (unless the interest has been agreed by the Monitoring Officer to be sensitive) disclose the existence and nature of the interest to the meeting

If the Interest is not entered in the register and is not the subject of a pending notification you must within 28 days notify the Monitoring Officer of the interest for inclusion in the register

Unless you have received dispensation upon previous application from the Monitoring Officer, you must:

- **Not participate or participate further in any discussion of the matter at a meeting;**
- **Not participate in any vote or further vote taken at the meeting; and**
- **leave the room while the item is being considered/voted upon**

If you are a Cabinet Member you may make arrangements for the matter to be dealt with by a third person but take no further steps

Non- pecuniary

Declare the nature and extent of your interest including enough detail to allow a member of the public to understand its nature



You may participate and vote in the usual way but you should seek advice on Predetermination and Bias from the Monitoring Officer.

Our Vision and Priorities for Thurrock

An ambitious and collaborative community which is proud of its heritage and excited by its diverse opportunities and future.

1. **People** – a borough where people of all ages are proud to work and play, live and stay
 - High quality, consistent and accessible public services which are right first time
 - Build on our partnerships with statutory, community, voluntary and faith groups to work together to improve health and wellbeing
 - Communities are empowered to make choices and be safer and stronger together

2. **Place** – a heritage-rich borough which is ambitious for its future
 - Roads, houses and public spaces that connect people and places
 - Clean environments that everyone has reason to take pride in
 - Fewer public buildings with better services

3. **Prosperity** – a borough which enables everyone to achieve their aspirations
 - Attractive opportunities for businesses and investors to enhance the local economy
 - Vocational and academic education, skills and job opportunities for all
 - Commercial, entrepreneurial and connected public services

Minutes of the Meeting of the Licensing Committee held on 22 February 2022 at 7.00 pm

Present:	Councillors Gary Collins (Chair), Tony Fish (Vice-Chair), Chris Baker, Ben Maney, Fraser Massey, Shane Ralph, Kairen Raper, Sue Sammons and Graham Snell
Apologies:	Councillors Qaisar Abbas, Daniel Chukwu and Augustine Ononaji
In attendance:	Paul Adams, Licensing Manager Kenna-Victoria Healey, Senior Democratic Services Officer

Before the start of the Meeting, all present were advised that the meeting may be filmed and was being recorded, with the recording to be made available on the Council's website.

9. Minutes

The minutes of the Licensing Committee held on 28 September 2021 were approved as a correct record subject.

10. Items of Urgent Business

There were no items of Urgent Business.

11. Declaration of Interests

There were no declarations of interest.

12. CCTV in Hackney Carriages and Private Hire Vehicles

The Licencing Manager presented the report as outlined within the agenda on pages 11 to 24.

The Chair of the Committee enquired as to whether sound recording would be available as part of the CCTV, as he felt this would be useful should a case be brought before a Sub-Committee. The Licencing Manager explained that sound recording was not permissible however within most taxis there was a panic button which could be used, if required in an emergency.

During discussions Members queried the cost of supplying such equipment and whether this would be chargeable to the taxi trade. It was explained that at present should a taxi driver have CCTV recording within their vehicle they were currently the data controller and would be responsible for the cost of the recording device. The Licencing Manager continued by explaining if the use of CCTV was to be part of the Council's policy, then the Council became the

data controller and with that cloud based software would be used to store data, on top of this devices would be required to be encrypted to allow maximum security and confidentiality.

It was queried as to whether there would be an ongoing cost of retention of the data from the CCTV devices, should the Council have the responsibility open the data controller. It was further asked how long the data was to be retained for. The Licencing Manager commented in addition to the costs for each unit there would be additional annual cost to the Council to maintain and administer the system as well as an additional staffing resource requirement within the Licencing Team of up to one full time post.

Councillor Maney enquired as to why the Council would be the data controller should Members agree to having CCTV as part of the taxi licencing policy. The Licencing Manager explained the statutory guidance was very clear in that should CCTV be made mandatory within Hackney carriage and Private Hire vehicles then Local Authorities were to be the data controller.

Councillor Sammons highlighted her concern as to the cost to the taxi trade should CCTV within taxi vehicles be made mandatory, especially following COVID-19 from which the trade were still struggling. The Licencing Manager sympathised agreeing that the local taxi trade was struggling to recruit following COVID-19 and any additional cost to them would be difficult.

Councillor Snell commented perhaps the installation and use of CCTV within vehicles could be beneficial for many taxi companies. He queried as to whether the Council would be able to offer incentives to companies who installed CCTV devices into vehicles themselves and would therefore be the data controller. The Licencing Manager advised that unfortunately there was no budget at present to offer an incentive to local taxi companies, however it was something which could be discussed with the Community Partnership Group.

Members enquired as to whether the Council would be offering training on GDPR should taxi companies or individual taxi licence holders install CCTV devices. The Licencing Manager advised this was not something which could be provided by the Licencing Department however he was happy to speak with the Information Department.

The Chair of the Committee brought Members attention to the recommendation of the report and enquired as to whether a third option should be made available whereby the Council offered help or advice to taxi licence holders.

The following recommendation was suggested:

That the Licencing Committee agrees to keep in place the existing policy that the installation of CCTV in a licensed vehicle is at the discretion of the vehicle proprietor and ask Officers to go out to consultation with the local taxi trade, Essex Police and the Community Partnership Group to identify if there are

local circumstances which indicate that the installation of CCTV in vehicles would have either a positive or an adverse net effect on the safety of taxi and private hire vehicle users for further consideration by this committee.

This was agreed by the Committee.

RESOLVED:

That the Licencing Committee agrees to keep in place the existing policy that the installation of CCTV in a licensed vehicle is at the discretion of the vehicle proprietor and ask Officers to go out to consultation with the local taxi trade, Essex Police and the Community Partnership Group to identify if there is a local need for CCTV in private hire vehicles.

13. Electric Private Hire Vehicles

The Licencing Manager presented the report outlined within the agenda on pages 25 to 41.

During discussions it was mentioned there was a lack of charging points within the borough. The Licencing Manager explained that most electric vehicles on a full charge could travel 300 miles and that taxi companies would manage jobs, knowing where charging points within the borough were. He continued by stating there were several charging points within Thurrock and regarding this the borough was in a good position. Members heard how by agreeing to amend the Private Hire Vehicle pre-licencing standards to include electric vehicles as outlined within the report, would allow taxi companies with such vehicle's immense flexibility.

Councillor Liddiard stated he felt this was a good opportunity and should be encouraged. He continued by commenting the use of electric vehicles and the amendment of the Pre-Licensing Standard would raise the Council's overall Licencing Standards.

Councillor Maney stated he was pleased with the recommendation and that if agreed it would enable taxi companies to give passengers more choice when responding to calls.

Councillor Snell agreed with Councillor Maney and commentated that perhaps the Council should look at not only the use of electric vehicles but also smart cars for example. The Licencing Manager stated if this was the case taxi companies would have to have a range of adequate vehicles, so too meet the needs of all passengers be them single commuters or a family.

RESOLVED:

That the Licencing Committee agrees to amend the Private Hire Vehicle Pre-Licensing Standards to include the electric vehicle section as in section 3.3 of the report.

The meeting finished at 8.05 pm

Approved as a true and correct record

CHAIR

DATE

**Any queries regarding these Minutes, please contact
Democratic Services at Direct.Democracy@thurrock.gov.uk**

28 July 2022		ITEM: 5
Licensing Committee		
Review of Street Trading Policy		
Wards and communities affected: All	Key Decision: Key	
Report of: Paul Adams, Licensing Manager		
Accountable Head of Service: Leigh Nicholson, Assistant Director Planning, Transport and Public Protection		
Accountable Director: Julie Rogers, Director of Public Realm		
This report is: Public		

Executive Summary

Thurrock Council has under The Local Government (Miscellaneous Provisions) Act 1982 adopted the provisions for Street Trading and has published a Street Trading Policy. A reviewed policy has been produced for consideration of this committee in preparation for consultation.

1. Recommendation(s)

- 1.1 **Agree for the reviewed Street Trading Policy to go out to consultation, and**
- 1.2 **That after consultation, relevant responses are reported to the Licensing Committee for consideration, or**
- 1.3 **If no relevant responses are received during the consultation, then for the policy to take effect from the 1 April 2023.**

2. Introduction and Background

- 2.1 Thurrock Council has under The Local Government (Miscellaneous Provisions) Act 1982 adopted the provisions for Street Trading. In order to set out how it will apply the provisions and administer and process applications it has published a Street Trading Policy.
- 2.2 In compliance with guidance to regularly review and keep up to date policies, a draft of the reviewed Street Trading Policy has been prepared and is attached as **Appendix 1**.

2.3 As part of this review interested parties will be consulted with including licence holders and their representatives, and the public.

3. Issues, Options and Analysis of Options

3.1 The current policy was last published in 2011. Since publication the responsibility for the administration and enforcement of street trading has moved from the Food Safety Team to the Licensing Team.

3.2 The reviewed policy has included changes in the following areas:

- Added requirements for the suitability of location.
- Have included a Basic DSB Check for the suitability of applicant.
- Have provided a policy relating to suitability of the applicant and any previous or current convictions.
- Enhanced the guidance around the number of licences issued.
- Have revised the types of consent to two. Static and Mobile.

4. Reasons for Recommendation

4.1 This policy must be consulted upon as part of the review process. If there are relevant representations made this committee will have an opportunity to consider those before adoption.

5. Consultation (including Overview and Scrutiny, if applicable)

5.1 Consultation on the reviewed draft policy will be undertaken. All holders of Street Trading Consents issued by Thurrock Council will be written to inviting them to view the draft policy, and to make any comments in writing to the Licensing Department.

5.2 Consultation will also be undertaken with other stakeholders and with Responsible Authorities, including police; Public Health; trading standards; Food Safety; and environmental health.

5.3 The draft policy will also be published on the Council's website for comments.

5.4 The consultation period will run for 6 weeks.

6. Impact on corporate policies, priorities, performance and community impact

6.1 This review will ensure the licensing service continues to be cost recovery where possible.

7. Implications

7.1 Financial

Implications verified by: **Rosie Hurst**
Interim Senior Management Accountant.

There are no financial implications for Thurrock Council.

7.2 Legal

Implications verified by: **Simon Scrowther**
Principal Lawyer

The granting of Street Trading Consents is a legal function of the authority the regular review of its Street Trading Policy is recommended in line with best practice.

7.3 Diversity and Equality

Implications verified by: **Roxanne Scanlon**
Community Engagement and Project Monitoring Officer

A Community and Equality Impact Assessment has been undertaken and there are no there are no Diversity and Equality Implications at this stage.

7.4 Other implications (where significant) – i.e. Staff, Health Inequalities, Sustainability, and Impact on Looked After Children

- None

8. Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- None

9. Appendices to the report

- Appendix 1, Reviewed Street Trading Policy.

Report Author:

Paul Adams, Licensing Manager

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STREET TRADING POLICY

Local Authorities (LAs) have a legal discretion to regulate street trading in their administrative area.

Purpose of the policy

This policy is to control street trading across the borough of Thurrock by means of a Combination of Street Trading Consent Scheme, whereby specific streets will be prohibited from any street trading at any time and the remaining streets will become Consent Streets. Trading from Consent Streets is also prohibited unless the trader has applied for and received a written Consent to Trade from Thurrock Council. Any such Street Trading Consent will contain restrictions on the location and permitted times for trading, type of goods sold and contain clear conditions which must be adhered to in order for the trader to obtain and retain the Street Trading Consent. The conditions are to protect public safety, promote public health and reduce nuisance to neighbouring properties. These will be attached to any Street Trading Consent given.

Definitions

“Street Trading” is defined in paragraph 1 of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 – hereinafter called “the Act” – as

“the selling or exposing or offering for sale of any article (including a living thing) in a street”.

Street The above Act defines the term “street” as including:

“any road, footway, beach or other area to which the public have access without payment”; and a service area as defined in section 329 of the Highways Act 1980”.

Any part of a street is a “street” for the purposes of the Act.

Exemptions:

The Act at paragraph 1(2) of Schedule 4 states that the following types of trade are not street trading:

1. a pedlar trading under the authority of a pedlar’s certificate granted under the Pedlar’s Act 1871;
2. anything done in a market or fair, the right to hold which was acquired by virtue of a grant, enactment or order;
3. trading in a trunk road picnic area provided by the Secretary of State under section 112 of the Highways Act 1980;
4. trading as a news vendor;
5. trading carried out at premises used as a petrol filling station or used as a shop or in a street adjoining premises so used and as part of the business of that shop;
6. selling things or offering or exposing them for sale as a roundsman.

Designation

Thurrock Council has adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 to designate the whole borough as Consent Streets for the purposes of Street Trading. The licensed area includes all forecourts, roads, footways, or other areas to which the public have access by fact and without payment.

From time to time, the Council may determine to resolve to designate other areas of the borough for the purpose of Street Trading, or to prohibit Street Trading in specified areas. In such cases details of these areas will be published on the Council website, advertised as required by legislation and included in this policy.

Prohibited Streets

See Appendix 1 for the list of Prohibited Streets in Thurrock. It is a criminal offence for any person to engage in street trading in that street. Streets will be designated as prohibited where it is anticipated that such trading would cause:

- noise or nuisance to residents living in the locality,
- would reduce public safety to persons crossing or using the street or to road users.

Consent Streets

If a street is designated as a “Consent Street” then street trading without a consent is a criminal offence under The Local Government (Miscellaneous Provisions) Act 1982.

When granting or renewing a consent, the council may attach any reasonable condition; furthermore, the council can, at any time, vary the conditions attached to the consent. Any such variations will be notified in writing to the named person in receipt of the consent to trade and will take effect immediately or on the date of the notification letter.

There is no right of appeal against any council decision made in regard of a street trading consent. The consent cannot be granted for a period of time exceeding twelve months and can be revoked at any time.

Considerations when assessing an application for a Street Trading Consent

Public safety

The proposed location of the activity should not present a risk to the public in terms of highway safety and obstruction. Where any proposed trading is within 50 metres of a school entrance, the council will seek the views of the school.

Prevention of crime and disorder

The proposed activity should not increase the risk of crime and disorder. This is likely to be more of an issue in respect of applicants wishing to trade at later hours.

Prevention of public nuisance

The proposed activity should not increase the risk of nuisance from noise, refuse, vermin, fumes, and odours.

Suitability of the Location

That there is not enough space in the street for the applicant to engage in the trading in which he/she desires to engage without causing undue interference or inconvenience to persons using the street.

Where the street trading may damage the structure or surface of the street.

Where the appearance or quality of the trading equipment or structure/stall in use is not compatible with the character of the area in which it is proposed to be situated.

Suitability of the trading unit

This should be of a good quality design, safe construction and add to the quality of the street scene. The unit shall comply in all respects with any legal requirement relating to the trading activity proposed.

Suitability of the applicant

The applicant must provide a Basic DBS check that is no more than 3 months old. A policy with regards to the suitability of applicant is attached as **Appendix 3** in addition to the criminal suitability of the applicant consideration will be given to complaints or other matters related to behaviour or compliance with conditions or legislation. Any of these matters may result in a consent being refused, revoked, or not renewed or additional conditions added.

Suitability of employees

An employee is defined as those working or providing a service associated with the consent.

The applicant will be required to require any person that is employed to provide a Basic DBS check that is no more than 3 months old. This check must be undertaken at the commencement of employment or before the issue of new consent. Any employee must meet the suitability of applicant criteria to be engaged in any activity.

Number of Street Trading Consents issued

Consents may not be issued where Thurrock Council considers that sufficient street traders already exist in that locality, particularly where there are already enough traders trading in the street from shops or otherwise in the exact goods in which the applicant desires to trade.

Consents may not be issued where additional traders may cause risks to public safety or nuisance to the occupants of neighbouring properties.

Public Health

Consent holders will be encouraged to offer health alternatives as part of their menu provision.

A Public Health consideration will be made in relation to the location of the proposed consent, with regards to premises such as schools or similar, particularly with regards to applications for static pitches.

Duration of Consents

Street Trading Consents will normally be issued for one year from the date of grant for new applications or from the date of renewal for existing holders. A Street Trading Consent cannot be issued for more than one year.

Types of Consent

The following types of consent can be issued:

- Static consent – Is for a trader that will trade from the same site on each occasion for the duration of the consent.
- Mobile consent – Traders with a mobile consent must not trade from the vicinity of any one location for more than 1 hour in any one day.

Fees

All fees must be paid in advance. A copy of the current fees can be found on the council's website.

If a Consent is surrendered by the Consent Holder, the unused portion of the fee will be refunded from the date that the Consent to Trade is surrendered, and the Trading Plates are returned to the Licensing Team.

Street Trading Consents for which fees are not payable.

The following Street Trading activities have been deemed by Thurrock Council to **not** require the payment of fees to the Council:

- Non-commercial car boot sales,
- Fetes, carnivals and similar community based not for profit run events.
- Within the curtilage of Tilbury, South Ockendon and Grays markets controlled by the relevant market authority.

Conditions

Standard conditions (attached at Appendix 2) will be attached to every Consent, detailing the holder's responsibility to maintain public safety, prevent nuisance and preserve the amenity of the locality.

Additional conditions may also be attached limiting the days and hours when street trading is permitted, the goods which may be sold, the size of the trading unit or pitch or any other relevant matter.

Failure to comply with these conditions may lead to revocation or non-renewal of the consent.

Enforcement

The following are offences under the above Local Government (Miscellaneous Provisions) Act 1982 and will be considered for prosecution:

1. Street trading in a prohibited street,
2. Street trading in a Consent Street without a relevant Consent to Trade,
3. Street trading with a Consent to Trade, but not complying with the times or location stated within the Consent to Trade.

All decisions regarding enforcement action will be made in accordance with the Public Protection Department Enforcement Policy and the Enforcement Concordat adopted by Thurrock Council.

The Council may at any time revoke a Street Trading Consent if they consider that:

- (a) owing to circumstances which have arisen since the grant or renewal of the Consent, there is not enough space in the street for the Consent holder to engage in the trading permitted by the Consent without causing undue interference or inconvenience to persons using the street.
- (b) the Consent holder is unsuitable to hold the Consent by reason of having been convicted of an offence or for any other reason.
- (c) since the Consent was granted the Consent holder has persistently refused or neglected to pay fees or charges due for the Consent or any associated services in his/her capacity as Consent -holder.
- (d) since the grant or renewal of the Consent, the Consent holder has without reasonable excuse failed to avail him or herself of the Licence to a reasonable extent.

If the council consider that they have grounds for revoking a Consent by virtue of sub-paragraph (a) or (d) above, they may, instead of revoking it, vary its principal terms:

- (a) By reducing the number of days or the period in any one day during which the Consent holder is permitted to trade: or
- (b) By restricting the descriptions of goods in which he is permitted to trade.

A Consent holder may at any time surrender his/her Consent to the council and it shall then cease to be valid.

Applications

An application for a Street Trading Consent or the renewal of such a Consent shall be made in writing to Thurrock Council and shall be accompanied by all required documentation and the appropriate fee.

The applicant shall provide:

- Fully completed application form,
- Copies of public liability insurance or evidence of the proposed insurance,
- A Basic DBS certificate not more than 3 months old,
- A passport style photograph of the applicant,
- Details of all staff either paid or voluntary that will be engaged in relation to the consent,
- Details of proposed vehicle, Tractor or stall, including photographs where relevant.
- Any MOT, Vehicle insurance etc or other documentation associated with vehicles used in association with the application.

Appendix 1

PROHIBITED STREETS

STREETS PROHIBITED BY THURROCK COUNCIL

- South Road, South Ockendon,
- Romford Road, Aveley,
- Lodge Lane, Grays,
- Stanford Road between the A128 and London Road, Stanford le Hope,
- A1306 westwards from the A1012,
- B1335 Stifford Road, South Ockendon,
- East Tilbury Road, Linford.

STREETS PROHIBITED (AND ENFORCED) BY THE HIGHWAYS AGENCY

- A13 between Wennington (A1306) and the A1089 junction at Baker Street)
- A13 link roads between A282/M25 junctions 30 and 31 and A282 Canterbury Way) Highways Agency roads and they do not allow roadside trading on their roads.
- A1089 between the A13 junction and the London Tilbury Cruise Terminal

Appendix 2.

GENERAL CONDITIONS FOR STREET TRADING CONSENTS

The Council will not grant a Street Trading Consent to persons under the age of 17 years and no person employed by a Consent Holder to assist him/her in the street trading shall be under the age of 16 years.

The consent granted is specific to the person it is issued to and is non-transferable.

No trading stall, vehicle etc. is permitted to remain at the locality in question outside the permitted hours. It must be removed at the end of each trading day and not returned until the agreed trading commencement hours the following day without the landowners written consent

Planning Permission

The land from which you intend to trade may require planning permission for such use. It is your responsibility to check with the Council's planning department prior to applying for a Consent.

Location of static trading units

Static units must not trade from any area other than the site defined in their Consent to Trade. If the Consent Holder wishes to move the trading unit to another site he/she must apply for a new Consent to Trade.

Goods sold from the trading vehicle

The Consent Holder can only sell goods identified in the Consent to Trade. If he/she wishes to sell different or additional goods, he/she must apply for a new Consent to Trade.

Trading Times

The Consent Holder shall not trade within the borough of Thurrock outside the time and days permitted by the Consent.

Legal requirements of the trading unit

The mobile vehicle, stall, barrow etc. must at all times comply with the requirements of the Food Safety Act 1990, Food Hygiene (England) Regulations 2006 and the Health and Safety at Work etc. Act 1974 and any other relevant public safety legislation.

Traders that are permitted to trade at any time between 11.00pm and 5.00am must also be licensed under the Licensing Act 2003 if providing late night refreshment.

Sanitary Provision

The Consent Holder when operating on a static site shall have access to suitable and sufficient sanitary (toilet) facilities for both the Consent Holder, and any persons employed in the street trading activity.

Private and Thurrock Council land

You must provide written confirmation of permission obtained from Thurrock Council's Lands department or the private landowner for the land where the stall/vehicle is to trade from.

Possession of a street trading consent does not, in any way, override parking restrictions or other traffic regulations for either the Consent Holder or his customers.

Change of home address

The consent holder must inform the Council of a change in his/her home address during the period of the consent within seven days of such a change taking place.

Trading unit identification plates

All vehicles, stalls, carts, or other devices used for street trading will be required whilst trading to display a trading unit identification plate. The plate is issued by the Council and remains the Council's property throughout the duration of the Consent. The plate should be displayed in a prominent position on the trading unit, so that it is clearly visible to members of the public using the trading unit.

The trading unit identification plate must be returned to the Council if the Consent Holder ceases to trade and surrenders his/her Consent.

Condition of the stall/vehicle

The Consent Holder must ensure that the appearance of the stall/vehicle is of a high standard and the structure and procedures comply with all relevant legal requirements, in particular the Food Safety Act 1990, the Health and Safety at Work etc. Act 1974, the Food Hygiene (England) Regulations 2006, the Environmental Protection Act 1990 and associated regulations.

The Consent Holder shall not place on the street or in a public place any furniture or equipment other than as permitted by the Consent and he must maintain the same in a clean and tidy condition and not place them so as to obstruct the entrance or exit from any premises.

Behaviour

The consent holder shall at all times be clean and respectable in his dress and person and behave in a civil, orderly and courteous manner.

Trading shall not take place in such a manner as to cause nuisance or annoyance to persons whether using the street or otherwise.

Mobile Consents

A mobile vehicle shall not remain on any one site for more than one hour in any twenty-four-hour period.

Ice Cream Van Chimes

The Consent Holder must comply with the provisions of the Code of Practice on Noise from Ice Cream Van Chimes etc. 1982, that is: it is an **offence** to sound the chimes so as to cause annoyance. Do NOT sound the chimes:

1. For longer than 4 seconds at a time – use an automatic cut out device.
2. More often than once every 3 minutes.
3. When the vehicle is stationary,
4. Except on approach to a selling point,
5. When in sight of another ice-cream van which is trading,
6. When within 50 metres of schools (during school hours), hospitals and places of worship (on Sundays and any other recognised days of worship),
7. More often than once every 2 hours in the same street,
8. Louder than 80 dB(A) at 7.5 metres distance from the vehicle,
9. As loudly in quiet areas or narrow streets as elsewhere.

It is also an Offence under the Control of Pollution Act 1974 to sound chimes:

1. Before 12 noon and after 1900 hours,
2. At any time, in a way which gives reasonable cause of annoyance.

Refuse

The consent holder shall in no circumstances, deposit litter, rubbish or refuse in the street, but shall at all relevant times provide adequate and proper containers for the disposal of such refuse from his vehicle and customers and shall encourage his customers to use those containers. The consent holder shall tidy up, clear up and clean up all refuse, litter etc. before leaving the locality and take the refuse and containers with him/her.

The Consent Holder must ensure that waste liquids arising at the stall are not disposed of into any highway channel, gully or manhole or in any other manner likely to cause pollution of any surface water channel.

All refuse generated by the business must be taken to a licensed waste disposal site. Consent Holders must identify their method of waste disposal at the time of application and keep records of their waste arrangements, which must be made readily available to authorised officers from Thurrock Council on request.

Access by Council and Police Officers

Consent Holders must allow access to Authorised Officers of the Council and Police Officers at all reasonable times.

Street Trading Consents

The conditions attached to all Street Trading Consents stipulate that a Consent Holder cannot assign, let, sell, rent or otherwise part with his interest or possession of a Street Trading Consent.

If a Consent Holder or his/her employee is requested to move the stall/vehicle by an authorised Council Officer, a Police Officer, an Officer of the Thurrock Fire or Ambulance Service, he/shall shall immediately comply with that request.

The Council may vary the Conditions attached to the Consent at any time.

Price List

All Consent Holders must clearly display a price list for the goods on offer for sale.

Insurance

All Consent Holders shall have and maintain an insurance policy against public liability and third-party risks. A minimum insurance cover of £2 million shall be obtained by the Consent Holder and shall cover the operator's vehicle or stall and any additional equipment under his control such as generators etc. The insurance certificate or cover note shall be produced to the Licensing Team before the Street Trading Consent is issued and at any other time on demand during the currency of the Consent.

Renewal

The consent holder must apply to the Council for a renewal at least 30 days prior to the date of the current consent's expiry. If an application for renewal is not received by the expiry date, the consent will lapse. It is a criminal offence to engage in street trading without holding a current consent.

Prospective applicants are most strongly advised to seek the necessary permissions, consents and, where appropriate, planning permissions before making a commitment to any financial outlay and before applying for the Street Trading Consent.

Employees.

An employee is defined as those working or providing a service associated with the consent.

The consent will be required to require any person that is employed to provide a Basic DBS check that is no more than 3 months old. This check must be undertaken at the commencement of employment or before the issue of new consent. Any employee must meet the suitability of applicant criteria to be engaged in any activity.

Appendix 3

Assessment of Previous Convictions

Convictions for attempt or conspiracy will be regarded as convictions for the substantive crime. A caution is regarded in exactly the same way as a conviction. Fixed penalties and community resolutions will also be considered in the same way as a conviction.

Matters which have not resulted in a criminal conviction (whether that is the result of an acquittal, a conviction being quashed, decision not to prosecute or an investigation which is continuing where the individual has been bailed) can and will be taken into account by the licensing authority. In addition, complaints where there was no police involvement will also be considered. Within this document, any reference to "conviction" may also include matters that amount to criminal behaviour, but which have not resulted in a conviction.

In the case of any new applicant who has been charged with any offence and is awaiting trial, the determination will be deferred until the trial has been completed or the charges withdrawn. Where an existing licensee is charged, it will be for the licensing authority to decide what action to take in the light of these guidelines.

Where a period is given below, it should be taken to be a minimum in considering whether a licence should be granted or renewed in most cases.

1. Crimes resulting in death.

Where an applicant or licensee has been convicted of a crime which resulted in the death of another person or was intended to cause the death or serious injury of another person they will not be licensed.

2. Exploitation.

Where an applicant or licensee has been convicted of a crime involving, related to, or has any connection with abuse, exploitation, use or treatment of another individual irrespective of whether the victim or victims were adults or children, they will not be licensed. This includes slavery, child sexual abuse, exploitation, grooming, psychological, emotional or financial abuse, but this is not an exhaustive list.

3. Offences involving violence against the person.

Where an applicant has a conviction for an offence of violence against the person, or connected with any offence of violence, a licence will not be granted until at least 10 years have elapsed since the completion of any sentence imposed.

4. Possession of a weapon.

Where an applicant has a conviction for possession of a weapon or any other weapon related offence, a licence will not be granted until at least seven years have elapsed since the completion of any sentence imposed.

5. Sexual offences.

Where an applicant has a conviction for any offence involving or connected with illegal sexual activity, a licence will not be granted. In addition to the above, the licensing authority will not grant a licence to any applicant who is currently on the Sex Offenders Register or on any barred list.

6. Dishonesty.

Where an applicant has a conviction for any offence where dishonesty is an element of the offence, a licence will not be granted until at least seven years have elapsed since the completion of any sentence imposed.

7. Drugs.

Where an applicant has any conviction for, or related to, the supply of drugs, or possession with intent to supply or connected with possession with intent to supply, a licence will not be granted until at least 10 years have elapsed since the completion of any sentence imposed.

Where an applicant has a conviction for possession of drugs, or related to the possession of drugs, a licence will not be granted until at least five years have elapsed since the completion of any sentence imposed.

8. Discrimination.

Where an applicant has a conviction involving or connected with discrimination in any form, a licence will not be granted until at least seven years have elapsed since the completion of any sentence imposed.

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28 July 2022		ITEM: 6
Licensing Committee		
Setting of Licensing Fees		
Wards and communities affected: All	Key Decision: Key	
Report of: Paul Adams, Licensing Manager		
Accountable Head of Service: Leigh Nicholson, Assistant Director Planning, Transport and Public Protection		
Accountable Director: Julie Rogers, Director of Public Realm		
This report is: Public		

Executive Summary

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

1. Recommendation(s)

1.1 To agree for the proposed fees and charges as set out in Appendix 1 for the 2023- 2024 financial year to go out to public consultation.

2. Introduction and Background

2.1 Most licence applications attract a fee, different licensing regimes have different ways in which the fees are set, which generally is by one of three ways:

- A statutory set fee.
- A locally set fee that has by statute, a capped maximum amount.
- A locally set fee with no maximum cap.

2.2 With the exception of the statutory set fees, any fee charged must be based on cost recovery, no profit can be made on the licence fee income.

2.3 Fees that are set by statute, cannot be varied and must be charged as they are set within the legislation, this relates to all licences under the Licensing Act 2003 (Alcohol and Entertainment).

- 2.4 Fees that can be set locally with a capped maximum, must be set on a cost recovery basis up to the cap. If the cost recovery is less than the capped amount, then less than the cap should be charged. If the cost it is higher than the cap, then a loss will need to be made. This relates to fees under the Gambling Act 2005. Fees are currently set at the maximum cap.
- 2.5 Fees that can be set locally without a cap, must be set on a cost recovery basis only, they cannot be used to generate an income to perform other functions of the Council. This relates to Taxis, Sex Establishments, Scrap Metal Dealers, Street Trading, MST and all Animal Welfare Licences.
- 2.6 Guidance does exist in relation to fee setting in the form of:
- Home Office Guidance on setting Scrap Metal Dealers Act 2013 Fees.
 - Draft LGA Guidance on Locally Set Fees, issued September 2013.
 - DEFRA Guidance, Animal Welfare Licence Fees - A Practical Guide to Fee Setting
 - Welsh Technical Panel Templates
 - Case law.
- 2.7 Cost recovery includes the covering the full cost of administering and ensuring compliance with the licensing regime. Each licensing regime has some slight differences but generally the costs that could be included calculations and apportioned appropriately are:
- Administration - processing of the licence, officer time, printing, postage and licensing software, etc.
 - Visits - officer time for initial visits, renewal inspections, etc.
 - Third Party Costs – veterinary visits, vehicle inspections etc.
 - Consultation and liaison with third parties – engaging with Responsible Authorities and other stake holders.
 - Management Costs – apportioned cost of the management involvement in any process.
 - Democracy costs – committee costs for determining applications
 - On Costs – payroll, accommodation, finance, legal, travel
 - Training – For officers and members
 - Policies – development, consultation, publishing and review.
 - Web material – compliance with EU Directive, online applications.
 - Compliance work – ensuring licence holders are compliant with the licence.
 - Fees – setting and reviewing of fees
 - Appeals - legal costs of appeals
 - Maintaining registers – local and national
- 2.8 There are costs that are unrecoverable; this should include the cost of enforcement action in relation to un-licensed persons/premises/vehicles. This type of action should be funded out of the Council's General Fund.

- 2.9 In order to ensure that fees remain reasonable and proportionate it is necessary to carry out a regular review of the fees.
- 2.10 Generally fees cannot make a profit, case law has established that any surplus must be carried forward, and any deficit can also be carried forward and recouped.
- 2.11 Benchmarking of fees could be used only as a comparison and should not be used as a fee matching exercise. Each authority will have different costs, structures and processes, which could create significant differences in fees.

3. Issues, Options and Analysis of Options

- 3.1 Thurrock Council's locally set licence fees were last increased in 2015. The fees were reviewed and set last year, but due to the impact of the COVID pandemic at that time, fees were held at their current level despite the need for an increase since 2019.
- 3.2 A set of trading accounts have been prepared which have included the cost of providing each area of licensing based on the percentage of time officers spend on each activity, against the income against each area, which can be found in **Appendix 1**.
- 3.3 Based on the trading accounts the proposed fees and charges for the 2023 – 2024 period are attached as **Appendix 2**. It is intended that this fee change will come into effect from 1st April 2023, after consultation and further consideration by this committee. A summary of the changes is provided below.
- 3.4 Hackney Carriage and Private Hire Drivers fees. An increase in both fees is required. While there is still a small carry forward on the private hire driver account and the hackney carriage driver account shows a small deficit, the income is currently below the cost of the service provision and a rise is required to ensure cost recovery. The lower percentage rise of a three-year licence reflects the efficiencies and savings that exists when the licence is renewed every three years providing better value for a licensed driver. We currently have 317 licensed drivers.
- 3.5 Hackney Carriage and Private Hire Vehicles. An increase in both fees is required as there is a building deficit in both areas. This increase will help reduce the deficit between income and expenditure to allow for full cost recovery, whilst also reducing the carried forward deficit that has accumulated. We currently have licensed 72 Hackney Carriage vehicles and 171 Private Hire Vehicles.
- 3.6 Private Hire Operators. An increase is required for private hire operator licences due to the carry forward deficit that has accumulated.

- 3.7 Animal Licences. An increase is required for the animal establishment licences, which includes pet shops, dog boarders and breeders etc We currently issue 47 licences. Currently no licences are issued under the Dangerous Wild Animals, and Zoo legislation. These fees have been increased to reflect the level of work that would be required should applications be received.
- 3.8 Street Trading Consents. The Policy is currently out for review, which will simplify the consents issued into a static licence and mobile licence. The categories of fee that are not currently issued has been removed and the fee levels have been increased to meet the increasing deficit.
- 3.9 Sex Establishments, Massage and Special Treatments (MST), Scrap Metal Licensing. These have all been increased to reduce the deficit.

4. Reasons for Recommendation

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

5. Consultation (including Overview and Scrutiny, if applicable)

- 5.1 Consultation will be undertaken on any significant proposed changes to fees, or where consultation is required by statute.
- 5.2 Consultation will include communication of the proposed changes to all relevant licence holders for comments to be submitted on the council's consultation portal.
- 5.3 Under the Local Government (Miscellaneous Provisions) Act 1976, with regards to hackney carriage proprietors' licences, private hire vehicle licences and private hire operator licences, there is a requirement where the fee charged is greater than £25 to consult on the proposed fee as prescribed by the legislation.
- 5.4 The procedure requires that a notice must be published in a local newspaper, and at the offices, which must give 28 days from the date of publishing for objections to be lodged and advertise the date the fees will come into effect.
- 5.5 If objection is received and has not been withdrawn then the council must consider the objections. If this is the case, then this committee will consider the objections.

6. Impact on corporate policies, priorities, performance and community impact

6.1 This review will ensure the licensing service continues to be cost recovery where possible.

7. Implications

7.1 Financial

Implications verified by: **Laura Last**
Senior Management Accountant

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

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

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

7.2 Legal

Implications verified by: **Simon Scrowther**
Principal Lawyer

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

7.3 Diversity and Equality

Implications verified by: **Roxanne Scanlon**
Community Engagement and Project Monitoring Officer

To ensure any equality impact is managed, any change in fees must be communicated to all licence holders at the earliest opportunity, consultation on any proposed changes will be undertaken to ensure that customers have an opportunity to contribute to any decision to change and the council

considers these contributions before taking a final decision. Any significant changes to fees will require a completed CEIA prior to implementation.

7.4 **Other implications** (where significant) – i.e. Staff, Health Inequalities, Sustainability, and Impact on Looked After Children

- None

8. **Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- None

9. **Appendices to the report**

- Appendix 1 – Licensing Trading Accounts
- Appendix 2 - Proposed Fees 2023/2024

Report Author:

Paul Adams, Licensing Manager

2021-22

	Private Hire Driver	Private Hire Vehicle	Private Hire Operator	Hackney Driver	Hackney Vehicle	LA 03	GA05	Sex Est.	Animal	Scrap	MST	Street Trading	Other
B/fwd (+/-)	-12,385.97	6,212.31	11,590.68	-1,175.15	4,563.09	202,570.51	76,214.45	-2,204.85	42,308.22	46,922.34	10,267.42	-1,872.58	-61,617.86
Income	-21,197.01	-58,375.00	-11,586.00	-16,143.00	-17,319.05	-103,071.03	-1,160.00	0.00	-11,326.39	0.00	-4,920.00	-3,350.00	-31,619
Net	-33,582.98	-52,162.69	4.68	-17,318.15	-12,755.96	99,499.48	75,054.45	-2,204.85	30,981.83	46,922.34	5,347.42	-5,222.58	
Expenditure	27,875.31	71,685.03	15,735.74	17,384.82	26,226.23	118,892.24	5,245.25	3,496.83	27,974.64	3,496.83	3,496.83	3,496.83	
Direct Staffing	21,150.50	61,940.75	13,596.75	12,086.00	22,661.25	102,730.99	4,532.25	3,021.50	24,172.00	3,021.50	3,021.50	3,021.50	
Transport	393.77	1,153.20	253.14	225.01	421.90	1,912.62	84.38	56.25	450.03	56.25	56.25	56.25	
Supplies & Services	5,303.15	5,580.83	1,225.06	4,486.44	2,041.77	9,256.01	408.35	272.24	2,177.88	272.24	272.24	272.24	
Support Services	1,027.89	3,010.25	660.79	587.37	1,101.31	4,992.61	220.26	146.84	1,174.73	146.84	146.84	146.84	
Surplus/Deficit	-5,707.67	19,522.33	15,740.42	66.68	13,470.27	218,391.71	80,299.70	1,291.98	58,956.48	50,419.18	8,844.25	-1,725.75	0.00

459,569.56

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Name of fee or Charge	Statutory/ Discretionary Charge	Charge 22/23	Charge 23/24	Change from last Increase	Change from last Increase	Comments
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH New (Combined Licence) 1 year (excludes DBS)	D	£ 158.00	£ 185.00	£ 27.00	+17.09%	
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH New (Combined Licence) 3 years (excludes DBS)	D	£ 393.00	£ 420.00	£ 27.00	+6.87%	
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH Renewal (Combined Licence) 1 year (excluding DBS)	D	£ 118.00	£ 145.00	£ 27.00	+22.88%	
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH Renewal (Combined Licence) 3 years (excluding DBS)	D	£ 353.00	£ 380.00	£ 27.00	+7.65%	
Public Protection - Hackney Carriage Licences - Drivers Licences - HC New 1 year (excludes DBS)	D	£ 122.00	£ 150.00	£ 28.00	+22.95%	
Public Protection - Hackney Carriage Licences - Drivers Licences - HC New 3 years (excludes DBS)	D	£ 288.00	£ 315.00	£ 27.00	+9.38%	
Public Protection - Hackney Carriage Licences - Drivers Licences - HC Renewal 1 year (excludes DBS)	D	£ 83.00	£ 110.00	£ 27.00	+32.53%	
Public Protection - Hackney Carriage Licences - Drivers Licences - HC Renewal 3 years (excludes BDS)	D	£ 248.00	£ 275.00	£ 27.00	+10.89%	
Public Protection - Hackney Carriage Licences - Drivers Licences - PH New 1 year (excludes DBS)	D	£ 99.00	£ 130.00	£ 31.00	+31.31%	
Public Protection - Hackney Carriage Licences - Drivers Licences - PH New 3 year (excludes DBS)	D	£ 216.00	£ 245.00	£ 29.00	+13.43%	
Public Protection - Hackney Carriage Licences - Drivers Licences - PH Renewal 1 year (excludes DBS)	D	£ 59.00	£ 90.00	£ 31.00	+52.54%	
Public Protection - Hackney Carriage Licences - Drivers Licences - PH Renewal 3 years(excludes DBS)	D	£ 176.00	£ 205.00	£ 29.00	+16.48%	
Public Protection - Hackney Carriage Licences - Other Charges - Additional Knowledge test	D	£ 22.00	£ 27.00	£ 5.00	+22.73%	
Public Protection - Hackney Carriage Licences - Other Charges - Checking and sealing taximeters	D	£ 20.00	£ 27.00	£ 7.00	+35.00%	
Public Protection - Hackney Carriage Licences - Other Charges - DBS New to update service	D	£ 52.00	£ 52.00	£ -	-	
Public Protection - Hackney Carriage Licences - Other Charges - DBS Update service lapsed	D	£ 85.00	£ 85.00	£ -	-	
Public Protection - Hackney Carriage Licences - Other Charges - Replacement Drivers Badges	D	£ 20.00	£ 22.00	£ 2.00	+10.00%	
Public Protection - Hackney Carriage Licences - Other Charges - Replacement Plate, mounting Bracket & Vehicle ID card	D	£ 25.00	£ 26.00	£ 1.00	+4.00%	
Public Protection - Hackney Carriage Licences - Other Charges - Replacement door stickers	D	£ 7.00	£ 8.00	£ 1.00	+14.29%	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 1 vehicle 1 year	D	£ 70.00	£ 80.00	£ 10.00	+14.29%	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 1 vehicle 5 years	D	£ 350.00	£ 385.00	£ 35.00	+10.00%	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 11-20 vehicles 1 year	D	£ 738.00	£ 815.00	£ 77.00	+10.43%	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 11-20 vehicles 5 years	D	£ 3,690.00	£ 4,060.00	£ 370.00	+10.03%	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 2-5 vehicles 1 year	D	£ 241.00	£ 265.00	£ 24.00	+9.96%	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 2-5 vehicles 5 years	D	£ 1,205.00	£ 1,325.00	£ 120.00	+9.96%	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 6-10 vehicles 1 year	D	£ 498.00	£ 550.00	£ 52.00	+10.44%	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 6-10 vehicles 5 years	D	£ 2,490.00	£ 2,740.00	£ 250.00	+10.04%	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having more than 21 vehicles 1 year	D	£ 918.00	£ 1,010.00	£ 92.00	+10.02%	
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having more than 21 vehicles 5 years	D	£ 4,590.00	£ 5,050.00	£ 460.00	+10.02%	
Public Protection - Hackney Carriage Licences - Vehicle Licences - Hackney Carriage (HC)	D	£ 217.00	£ 260.00	£ 43.00	+19.82%	
Public Protection - Hackney Carriage Licences - Vehicle Licences - Hackney Carriage (HC) (Wheelchair Accessible)	D	£ 167.00	£ 210.00	£ 43.00	+25.75%	
Public Protection - Hackney Carriage Licences - Vehicle Licences - Private Hire Vehicle (PHV)	D	£ 313.00	£ 325.00	£ 12.00	+3.83%	
Public Protection - Hackney Carriage Licences - Vehicle Licences - Private Hire Vehicle (PHV) (Wheelchair Accessible)	D	£ 263.00	£ 275.00	£ 12.00	+4.56%	
Public Protection - Hackney Carriage Licences - Vehicle Licences - Vehicle Compliance Test	D	£ 45.00	£ 47.00	£ 2.00	+4.44%	
Public Protection - Hackney Carriage Licences - Vehicle Licences - Vehicle Replacement	D	£ 40.00	£ 42.00	£ 2.00	+5.00%	

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Name of fee or Charge	Statutory/ Discretionary Charge	Charge 22/23	Charge 23/24	Change from last Increase	Change from last Increase	Comments
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - New application fee	D	£ 280.00	£ 300.00	£ 20.00	+7.14%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - New grant fee	D	£ 75.00	£ 80.00	£ 5.00	+6.67%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - renewal application fee	D	£ 280.00	£ 300.00	£ 20.00	+7.14%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - renewal grant fee	D	£ 75.00	£ 80.00	£ 5.00	+6.67%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - Variation to licence application fee	D	£ 85.00	£ 90.00	£ 5.00	+5.88%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - Variation to licence Inspection fee	D	£ 137.00	£ 145.00	£ 8.00	+5.84%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - re-evaluation of rating application fee	D	£ 85.00	£ 90.00	£ 5.00	+5.88%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - re-evaluation of rating Inspection fee	D	£ 137.00	£ 145.00	£ 8.00	+5.84%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - variation to reduce licensable activities or number of animals fee	D	£ 85.00	£ 90.00	£ 5.00	+5.88%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - transfer of licence fee	D	£ 85.00	£ 90.00	£ 5.00	+5.88%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - appeal fee	D	£ 137.00	£ 145.00	£ 8.00	+5.84%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - Combination of licensable activities application fee	D	£ 280.00	£ 300.00	£ 20.00	+7.14%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - Combination of licensable activities - additional activity fee(per additional activity)	D	£ 140.00	£ 150.00	£ 10.00	+7.14%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Establishments Licence - Combination of licensable activities - grant fee (per activity) + vets fee if required	D	£ 75.00	£ 80.00	£ 5.00	+6.67%	
Public Protection - Licences - Other Sales and Service Charges - Animal-Related Licences - Dangerous Wild Animals - plus appointed vets fee charge	D	£ 272.00	£ 500.00	£ 228.00	+83.82%	No licences issued, the current fee was unrealistic with the work involved in licensing
Public Protection - Licences - Other Sales and Service Charges - Animal-Related Licences - Zoo - plus appointed vets fee charge	D	£ 272.00	£ 1,500.00	£ 1,228.00	+451.47%	No licences issued, the current fee was unrealistic with the work involved in licensing

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Name of fee or Charge	Statutory/ Discretionary Charge	Charge 22/23	Charge 23/24	Change from last Increase	Change from last Increase	Comments
Public Protection - Licences - Other Sales and Service Charges - Skin Piercing Registrations - Registration of acupuncture, tattooing, ear piercing and electrolysis (licence Charge)	D	£ 130.00	£ 140.00	£ 10.00	+7.69%	
Public Protection - Licences - Other Sales and Service Charges - Skin Piercing Registrations - Registration of acupuncture, tattooing, ear piercing and electrolysis (Additional Fee per employee)	D	£ 70.00	£ 75.00	£ 5.00	+7.14%	
Massage and Special Treatment Licences - New	D	£ 130.00	£ 140.00	£ 10.00	+7.69%	
Massage and Special Treatment Licences - Renewal	D	£ 70.00	£ 75.00	£ 5.00	+7.14%	
Massage and Special Treatment Licences - Renewed Licence	D	£ 70.00	£ 75.00	£ 5.00	+7.14%	
Massage and Special Treatment Licences - Replacement Licence (Address change or change of ownership)	D	£ 130.00	£ 140.00	£ 10.00	+7.69%	
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Class A1	D	£ 1,400.00	£ 1,500.00	£ 100.00	+7.14%	Class will be know as Static
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Class A1 (Trading between 11pm and 2am)	D	£ 1,500.00		£ -1,500.00	-100.00%	Remove fee to align with new policy
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Class A2	D	£ 1,200.00		£ -1,200.00	-100.00%	
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Class A3	D	£ 1,200.00		£ -1,200.00	-100.00%	
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Class B	D	£ 650.00	£ 700.00	£ 50.00	+7.69%	Class will be know as Mobile
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Class B	D		£ 50.00	£ 50.00		New fee to align with new policy.
Public Protection - Sex Establishment Licences - Application for new licence	D	£ 3,698.00	£ 3,800.00	£ 102.00	+2.76%	
Public Protection - Sex Establishment Licences - Application for renewed licence	D	£ 2,698.00	£ 2,800.00	£ 102.00	+3.78%	
Public Protection - Sex Establishment Licences - Application for transfer	D	£ 100.00	£ 100.00	£ -	-	
Scrap Metal Dealers Site Licence	D	£ 494.00	£ 510.00	£ 16.00	+3.24%	
Scrap Metal Dealers Collectors Licence	D	£ 315.00	£ 330.00	£ 15.00	+4.76%	
Scrap Metal Dealers Site Licence - Renewal	D	£ 408.00	£ 425.00	£ 17.00	+4.17%	
Scrap Metal Dealers Collectors Licence - Renewal	D	£ 262.00	£ 275.00	£ 13.00	+4.96%	
Scrap Metal Dealers Site Licence - Variation	D	£ 112.00	£ 120.00	£ 8.00	+7.14%	

Scrap Metal Dealers Collectors Licence - Variation	D	£ 112.00	£ 120.00	£ 8.00	+7.14%	
Registration - Approved Premises Regulations - Request for Review	D	£ 620.00	£ 620.00	£ -	-	
Registration - Approved Premises Regulations - Application for Approval	D	£ 2,000.00	£ 2,000.00	£ -	-	

Name of fee or Charge	Statutory/ Discretionary Charge	Charge 22/23	Charge 23/24	Change from last Increase	Change from last Increase	Comments
Gambling Licences - Adult Gaming Centre Premises Licence - Annual Fee	D	£ 800.00	£ 800.00	£ -	-	
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee for reinstatement of a licence	D	£ 1,000.00	£ 1,000.00	£ -	-	
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee in respect of Premises Licence	D	£ 1,600.00	£ 1,600.00	£ -	-	
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee in respect of Provisional Statement	D	£ 1,600.00	£ 1,600.00	£ -	-	
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee to transfer a licence	D	£ 1,000.00	£ 1,000.00	£ -	-	
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee to vary a licence	D	£ 800.00	£ 800.00	£ -	-	
Gambling Licences - Annual fee for Club Gaming or Machine Permit	S	£ 50.00	£ 50.00	£ -	-	
Gambling Licences - Application for Club Gaming or Machine Permit	S	£ 200.00	£ 200.00	£ -	-	
Gambling Licences - Application for Club Gaming or Machine Permit (existing holder)	S	£ 100.00	£ 100.00	£ -	-	
Gambling Licences - Application for Club Gaming or Machine Permit (holding Certificate under licensing act 2003)	S	£ 100.00	£ 100.00	£ -	-	
Gambling Licences - Application for Prize Gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	£ 300.00	£ 300.00	£ -	-	
Gambling Licences - Application to Vary Club Gaming or Machine Permit	S	£ 100.00	£ 100.00	£ -	-	
Gambling Licences - Betting Premises (Track) Licence - Annual Fee	D	£ 1,000.00	£ 1,000.00	£ -	-	
Gambling Licences - Betting Premises (Track) Licence - Application fee for reinstatement of a licence	D	£ 950.00	£ 950.00	£ -	-	
Gambling Licences - Betting Premises (Track) Licence - Application fee in respect of Premises Licence	D	£ 2,500.00	£ 2,500.00	£ -	-	
Gambling Licences - Betting Premises (Track) Licence - Application fee in respect of Provisional Statement	D	£ 2,500.00	£ 2,500.00	£ -	-	
Gambling Licences - Betting Premises (Track) Licence - Application fee to transfer a licence	D	£ 950.00	£ 950.00	£ -	-	
Gambling Licences - Betting Premises (Track) Licence - Application fee to vary a licence	D	£ 1,250.00	£ 1,250.00	£ -	-	
Gambling Licences - Bingo Premises Licence - Annual Fee	D	£ 800.00	£ 800.00	£ -	-	
Gambling Licences - Bingo Premises Licence - Application fee for reinstatement of a licence	D	£ 1,000.00	£ 1,000.00	£ -	-	
Gambling Licences - Bingo Premises Licence - Application fee in respect of Premises Licence	D	£ 3,000.00	£ 3,000.00	£ -	-	
Gambling Licences - Bingo Premises Licence - Application fee in respect of Provisional Statement	D	£ 3,000.00	£ 3,000.00	£ -	-	
Gambling Licences - Bingo Premises Licence - Application fee to transfer a licence	D	£ 1,000.00	£ 1,000.00	£ -	-	
Gambling Licences - Bingo Premises Licence - Application fee to vary a licence	D	£ 1,500.00	£ 1,500.00	£ -	-	
Gambling Licences - Change of name on Prize gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	£ 25.00	£ 25.00	£ -	-	
Gambling Licences - Copy of Club Gaming or Machine Permit	S	£ 15.00	£ 15.00	£ -	-	
Gambling Licences - Copy of Prize gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	£ 15.00	£ 15.00	£ -	-	
Gambling Licences - Copy of the Premises Licence	S	£ 15.00	£ 15.00	£ -	-	
Gambling Licences - Family Entertainment Centre Premises Licence - Annual Fee	D	£ 600.00	£ 600.00	£ -	-	
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee for reinstatement of a licence	D	£ 800.00	£ 800.00	£ -	-	
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee in respect of Premises Licence	D	£ 1,600.00	£ 1,600.00	£ -	-	
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee in respect of Provisional Statement	D	£ 1,600.00	£ 1,600.00	£ -	-	
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee to transfer a licence	D	£ 800.00	£ 800.00	£ -	-	

Gambling Licences - Family Entertainment Centre Premises Licence - Application fee to vary a licence	D	£ 800.00	£ 800.00	£ -	-	
Gambling Licences - Large Casino Premises Licence - Annual Fee	D	£ 10,000.00	£ 10,000.00	£ -	-	
Gambling Licences - Large Casino Premises Licence - Application fee for reinstatement of a licence	D	£ 2,150.00	£ 2,150.00	£ -	-	
Gambling Licences - Large Casino Premises Licence - Application fee in respect of Premises Licence	D	£ 10,000.00	£ 10,000.00	£ -	-	
Gambling Licences - Large Casino Premises Licence - Application fee in respect of Provisional Statement	D	£ 10,000.00	£ 10,000.00	£ -	-	
Gambling Licences - Large Casino Premises Licence - Application fee to transfer a licence	D	£ 2,150.00	£ 2,150.00	£ -	-	
Gambling Licences - Large Casino Premises Licence - Application fee to vary a licence	D	£ 5,000.00	£ 5,000.00	£ -	-	
Gambling Licences - Notification of change of circumstances fro premises Licence	S	£ 50.00	£ 50.00	£ -	-	
Gambling Licences - Occasional Use Notice	S	£ -	£ -	£ -	#DIV/0!	
Gambling Licences - Regional casino premises Licence	S	£ 15,000.00	£ 15,000.00	£ -	-	
Gambling Licences - Regional Casino Premises Licence - Annual Fee	D	£ 15,000.00	£ 15,000.00	£ -	-	
Gambling Licences - Regional Casino Premises Licence - Application fee for reinstatement of a licence	D	£ 6,500.00	£ 6,500.00	£ -	-	
Gambling Licences - Regional Casino Premises Licence - Application fee in respect of Premises Licence	D	£ 15,000.00	£ 15,000.00	£ -	-	
Gambling Licences - Regional Casino Premises Licence - Application fee in respect of Provisional Statement	D	£ 15,000.00	£ 15,000.00	£ -	-	
Gambling Licences - Regional Casino Premises Licence - Application fee to transfer a licence	D	£ 6,500.00	£ 6,500.00	£ -	-	
Gambling Licences - Regional Casino Premises Licence - Application fee to vary a licence	D	£ 7,500.00	£ 7,500.00	£ -	-	
Gambling Licences - Renewal of a Club Gaming or Machine Permit	S	£ 200.00	£ 200.00	£ -	-	
Gambling Licences - Renewal of Prize gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	£ 300.00	£ 300.00	£ -	-	
Gambling Licences - Small Casino Premises Licence - Annual Fee	D	£ 5,000.00	£ 5,000.00	£ -	-	
Gambling Licences - Small Casino Premises Licence - Application fee for reinstatement of a licence	D	£ 1,800.00	£ 1,800.00	£ -	-	
Gambling Licences - Small Casino Premises Licence - Application fee in respect of Premises Licence	D	£ 8,000.00	£ 8,000.00	£ -	-	
Gambling Licences - Small Casino Premises Licence - Application fee in respect of Provisional Statement	D	£ 8,000.00	£ 8,000.00	£ -	-	
Gambling Licences - Small Casino Premises Licence - Application fee to transfer a licence	D	£ 1,800.00	£ 1,800.00	£ -	-	
Gambling Licences - Small Casino Premises Licence - Application fee to vary a licence	D	£ 4,000.00	£ 4,000.00	£ -	-	
Gambling Licences - Temporary Use Notice	S	£ 500.00	£ 500.00	£ -	-	
Lotteries and Amusements act 1976 - Annual fee (1st Jan to 31st Dec)	S	£ 20.00	£ 20.00	£ -	-	
Lotteries and Amusements act 1976 - Initial Registration Fee	S	£ 40.00	£ 40.00	£ -	-	

Name of fee or Charge	Statutory/ Discretion ary Charge	Charge 22/23	Charge 23/24	Change from last Increase	Change from last Increase	Comments
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 5,000 to 9,999	S	£ 1,000.00	£ 1,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 10,000 to 14,999	S	£ 2,000.00	£ 2,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 15,000 to 19,999	S	£ 4,000.00	£ 4,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 20,000 to 29,999	S	£ 8,000.00	£ 8,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 30,000 to 39,999	S	£ 16,000.00	£ 16,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 40,000 to 49,999	S	£ 24,000.00	£ 24,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 50,000 to 59,999	S	£ 32,000.00	£ 32,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 60,000 to 69,999	S	£ 40,000.00	£ 40,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 70,000 to 79,999	S	£ 48,000.00	£ 48,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 80,000 to 89,999	S	£ 56,000.00	£ 56,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 90,000 and over	S	£ 64,000.00	£ 64,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 5,000 to 9,999	S	£ 1,000.00	£ 1,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 10,000 to 14,999	S	£ 2,000.00	£ 2,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 15,000 to 19,999	S	£ 4,000.00	£ 4,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 20,000 to 29,999	S	£ 8,000.00	£ 8,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 30,000 to 39,999	S	£ 16,000.00	£ 16,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 40,000 to 49,999	S	£ 24,000.00	£ 24,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 50,000 to 59,999	S	£ 32,000.00	£ 32,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 60,000 to 69,999	S	£ 40,000.00	£ 40,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 70,000 to 79,999	S	£ 48,000.00	£ 48,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 80,000 to 89,999	S	£ 56,000.00	£ 56,000.00	£ -	-	
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 90,000 and over	S	£ 64,000.00	£ 64,000.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - Annual Charge - A = None to £4,400	S	£ 70.00	£ 70.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - Annual Charge - B = £4,301 to £33,000	S	£ 180.00	£ 180.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - Annual Charge - C = £33,001 to £87,000	S	£ 295.00	£ 295.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - Annual Charge - D = £87,001 to £125,000	S	£ 320.00	£ 320.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - Annual Charge - E = £125,000 plus	S	£ 350.00	£ 350.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - New Application & Variation - A = None to £4,400	S	£ 100.00	£ 100.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - New Application & Variation - B = £4,301 to £33,000	S	£ 190.00	£ 190.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - New Application & Variation - C = £33,001 to £87,000	S	£ 315.00	£ 315.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - New Application & Variation - D = £87,001 to £125,000	S	£ 450.00	£ 450.00	£ -	-	
Alcohol and Entertainment Licences - Club Premises Certificates - New Application & Variation - E = £125,000 plus	S	£ 635.00	£ 635.00	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Application for a provisional statement where premises being built etc.	S	£ 315.00	£ 315.00	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Application for the grant or renewal of a personal licence	S	£ 37.00	£ 37.00	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Application for transfer of premises licence	S	£ 23.00	£ 23.00	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Application to vary licence to specify individual as premises supervisor	S	£ 23.00	£ 23.00	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Change of relevant registered address of club	S	£ 10.50	£ 10.50	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Duty to notify change of name or address	S	£ 10.50	£ 10.50	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Notification of change of name or address	S	£ 10.50	£ 10.50	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Notification of change of name or alteration of rules of club	S	£ 10.50	£ 10.50	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Right of freeholder etc. to be notified of licensing matters	S	£ 21.00	£ 21.00	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Temporary event notice	S	£ 21.00	£ 21.00	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Theft, loss etc. of certificate or summary	S	£ 10.50	£ 10.50	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Theft, loss etc. of personal licence	S	£ 10.50	£ 10.50	£ -	-	

Alcohol and Entertainment Licences - Other Fees - Theft, loss etc. of premises licence or summary	S	£ 10.50	£ 10.50	£ -	-	
Alcohol and Entertainment Licences - Other Fees - Theft, loss etc. of temporary event notice	S	£ 10.50	£ 10.50	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - Annual Charge - A = None to £4,400	S	£ 70.00	£ 70.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - Annual Charge - B = £4,301 to £33,000	S	£ 180.00	£ 180.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - Annual Charge - C = £33,001 to £87,000	S	£ 295.00	£ 295.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - Annual Charge - D = £87,001 to £125,000	S	£ 320.00	£ 320.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - Annual Charge - E = £125,000 plus	S	£ 350.00	£ 350.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - New Application & Variation - A = None to £4,400	S	£ 100.00	£ 100.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - New Application & Variation - B = £4,301 to £33,000	S	£ 190.00	£ 190.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - New Application & Variation - C = £33,001 to £87,000	S	£ 315.00	£ 315.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - New Application & Variation - D = £87,001 to £125,000	S	£ 450.00	£ 450.00	£ -	-	
Alcohol and Entertainment Licences - Premises Licenses - New Application & Variation - E = £125,000 plus	S	£ 635.00	£ 635.00	£ -	-	