

NOTICE OF MEETING

Meeting: GENERAL PURPOSES AND LICENSING COMMITTEE

Date and Time: FRIDAY, 8 JANUARY 2021, AT 9.30 AM*

Place: SKYPE MEETING - ONLINE

Enquiries to: Email: andy.rogers@nfdc.gov.uk
Tel: 023 8028 5070

PUBLIC PARTICIPATION:

*Members of the public may speak in accordance with the Council's public participation scheme:

- (a) immediately before the meeting starts, on items within the General Purposes and Licensing Committee's terms of reference which are not on the public agenda; and/or
- (b) on individual items on the public agenda, when the Chairman calls that item. Speeches may not exceed three minutes.

Anyone wishing to speak should contact the name and number shown above no later than 12.00 noon on Wednesday, 6 January 2021. This will allow the Council to provide public speakers with the necessary joining instructions for the Skype Meeting.

Bob Jackson
Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA
www.newforest.gov.uk

This Agenda is also available on audio tape, in Braille, large print and digital format

AGENDA

Apologies

1. MINUTES

To confirm the minutes of the meeting held on 13 March 2020 as a correct record.

2. DECLARATIONS OF INTEREST

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services prior to the meeting.

3. PUBLIC PARTICIPATION

To note any issues raised during the public participation period.

4. FEES AND CHARGES FOR 2021-2022 - LICENSING SERVICE (Pages 5 - 8)

To consider non-statutory fees and charges for the financial year 2021/22.

5. DATES OF MEETINGS 2021/22

To agree the following dates of meetings for 2021/2022 (all Fridays, at 9.30 a.m.)

11 June 2021
10 September 2021
12 November 2021
14 January 2022
11 March 2022

6. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

NEW FOREST DISTRICT COUNCIL – VIRTUAL MEETINGS

Background

This meeting is being held virtually with all participants accessing via Skype for Business.

A live stream will be available on YouTube to allow the press and public to view meetings in real time and can also be found at the relevant meeting page on the Council's website.

Principles for all meetings

The Chairman will read out Ground Rules at the start of the meeting for the benefit of all participants. All normal procedures for meetings apply as far as practicable, as the new Government Regulations do not amend any of the Council's existing Standing Orders.

The Ground Rules for all virtual meetings will include, but are not limited to, the following:-

- All participants are reminded that virtual public meetings are being broadcast live on YouTube and will be available for repeated viewing. Please be mindful of your camera and microphone setup and the images and sounds that will be broadcast on public record.
- All participants are asked to mute their microphones when not speaking to reduce feedback and background noise. Please only unmute your microphone and speak when invited to do so by the Chairman.
- Councillors in attendance that have not indicated their wish to speak in advance of the meeting can make a request to speak during the meeting by typing "RTS" (Request to Speak) in the Skype chat facility. Requests will be managed by the Chairman with support from Democratic Services. The Skype chat facility should not be used for any other purpose.
- All participants should note that the chat facility can be viewed by all those in attendance.
- All participants are asked to refer to the report number and page number within the agenda and reports pack so that there is a clear understanding of what is being discussed at all times.

Voting

When voting is required on a particular item, each councillor on the committee will be called to vote in turn by name, expressing their vote verbally. The outcome will be announced to the meeting. A recorded vote will not be reflected in the minutes of the meeting unless this is requested in accordance with the Council's Standing Orders.

By casting their vote, councillors do so in the acknowledgement that they were present for the duration of the item in question.

Technology

If individuals experience technical issues, the meeting will continue providing that it is quorate and it is still practical to do so. The Chairman will adjourn the meeting if technical issues cause the meeting to be inquorate, the live stream technology fails, or continuing is not practical.

Public Participation

Contact details to register to speak in accordance with the Council's Public Participation Procedures are on the front page of this agenda.

In order to speak at a virtual meeting, you must have the facility to join a Skype for Business Meeting. Joining instructions will be sent to registered speakers in advance of the meeting.

The Council will accept a written copy of a statement from registered speakers that do not wish to join a Skype Meeting, or are unable to. The statement will be read out at the meeting and should not exceed three minutes. Please use the contact details on the agenda front sheet for further information.

To:	Councillors:	Councillors:
	Steve Clarke (Chairman)	Arthur Davis
	Neil Tungate (Vice-Chairman)	Barry Dunning
	Ann Bellows	David Harrison
	Geoffrey Blunden	David Hawkins
	Rebecca Clark	Alvin Reid
	Keith Craze	Joe Reilly
	Jack Davies	John Ward
	Steve Davies	

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GENERAL PURPOSES AND LICENSING COMMITTEE - 8 JANUARY 2021

FEES AND CHARGES FOR 2021-2022 - LICENSING SERVICE

1. INTRODUCTION

- 1.1 As part of the annual review of budgets, decisions are required to agree any non-statutory fees and charges for the forthcoming financial year.

2. BACKGROUND

- 2.1 The Council has a statutory responsibility for the administration and enforcement of a wide range of licences, registrations and permits. Many of these schemes allow the Council to charge a fee, payable by an applicant for a licence, permit or registration, in order to cover the costs of the administration of those licence types.
- 2.2 The key principle for setting Licensing fees, is that they should be reasonable and relate to the costs of performing the function, including staffing, administration, testing, inspections, hearings, regulation and appeals.
- 2.3 The basis in setting these fees is generally to ensure cost recovery, or as close to it as possible. Legal cases over the years have confirmed that licensing fees may not be used to generate a profit for councils and that fees should be reviewed regularly to ensure that neither a significant surplus nor deficit is created.
- 2.4 Fees are set under the Licensing Act 2003 and the Gambling Act 2005 and the Council has no discretion in amending these. Gambling premises licence fees are capped and permit and lottery fees are fixed amounts. The fee regimes for both have not been revised since the implementation of both Acts in 2005 and 2007 respectively.
- 2.5 However, the Council is able to set fees for a number of other licence types; Taxis (drivers, vehicles and operators), Animal Welfare (boarding breeding, riding and pet shops), Piercing (tattoo, acupuncture and skin piercing) and Pleasure boats (boatmen and vessels), residential caravan sites and scrap metal dealers (site and collectors).

3. ISSUES FOR CONSIDERATION;

- 3.1 The setting of discretionary fees for Licensing is not a Portfolio Holder decision and fees and charges must be formally approved by the Council's General Purposes and Licensing Committee before they may be implemented. In addition, any proposed increase to taxi licensing fees must be advertised and consulted on.
- 3.2 The Coronavirus/Covid 19 pandemic has had a significant impact on the economy and businesses in the New Forest have been affected by a reduction in trade and loss of income. Whilst the Licensing Service was unable to provide refunds or reductions in fees, it has worked with the businesses to assist them in continuing to operate as far as possible.

3.3 In order to further support the continuation of those businesses who have struggled financially this year, Members are asked to consider not raising licensing fees for 2021/22. This should assist businesses that are trying to recover and stabilise the future income for the Council.

3.4 It is proposed that fees are fully reviewed next year for 2022/23 when the impact of the pandemic should be known and the business climate will be more stable.

4. FINANCIAL IMPLICATIONS

4.1 Any financial implications have been reported for budgetary control and as part of the financial plan.

5. CRIME & DISORDER IMPLICATIONS

5.1 None

6. ENVIRONMENTAL IMPLICATIONS

6.1 None

7. EQUALITY & DIVERSITY IMPLICATION

7.1 None

8. DATA PROTECTION IMPLICATIONS

8.1 None

9. RECOMMENDATIONS

Member of the General Purposes and Licensing Committee are asked to:

9.1 Agree the recommended fees for the financial year 2021/22 as set out in Appendix A

For further information:

Joanne McClay
Service Manager (Environmental and Regulation)
Email: joanne.mcclay@nfdc.gov.uk

Christa Ferguson
Licensing Manager
Email: christa.ferguson@nfdc.gov.uk

APPENDIX A

ENVIRONMENTAL AND REGULATION-LICENSING SERVICES PROPOSED SCALE OF FEES AND CHARGES FOR 2021/22

	Charges	Proposed Charges
All annual fees unless stated	2020/21	2021/22
	£	£
<u>HACKNEY CARRIAGE AND PRIVATE HIRE LICENCE FEES</u>		
Hackney Carriage / Private Hire Drivers dual licence		
New or Renewal (3 year licence)	142.00	142.00
Driver Awareness Test	37.00	37.00
Duplicate driver's badge	12.50	12.50
Private Hire Operator Licence		
New or Renewal (5 year licence) (or pro rata if applicable)	509.00	509.00
Vehicle Licence		
Hackney Carriage 1 year licence-Vehicles 8 years and over require 2 tests per year*	142.00	142.00
Private Hire (1 year licence)-Vehicles 8 years and over require 2 tests per year*	142.00	142.00
Vehicle test or re-test *	55.00	55.00
Vehicle - private plate registration	51.00	51.00
Vehicle plate - replacement (bracket and insert)	24.00	24.00
Vehicle plate - replacement of insert	12.00	12.00
Vehicle plate - replacement of bracket and fixings	12.00	12.00
Vehicle stepped plate	18.50	18.50
<u>ANIMAL WELFARE LICENCE FEES</u>		
Pet shops	276.00	276.00
Dog breeding (plus vet inspection fees)	316.00	316.00
Dog/cat boarding	297.00	297.00
Home dog boarding	225.00	225.00
Dog day care	225.00	225.00
Keeping animals for exhibition	276.00	276.00
Horse riding-0 to 9 horses (plus vet inspection fees)	440.00	440.00
Horse riding-10 to 19 horses (plus vet inspection fees)	501.00	501.00
Horse riding-20 + (plus vet inspection fees)	541.00	541.00
Request for re-rating	185.00	185.00
Variation of licence (plus £40 per hour for additional work as agreed)	31.00	31.00
Unsuccessful Appeal brought by applicant	93.00	93.00
Dangerous Wild Animals Act Licence (plus actual cost of vet fees) (3 year licence)	154.00	154.00
Zoo Licence (6 year licence)	Actual cost	Actual cost
<u>HEALTH AND SAFETY SERVICE CHARGES</u>		
Accident Reports-Provision of accident reports to solicitors and other interested groups	Actual cost	Actual cost
<u>REGISTER OF ELECTORS</u>		
Statutory Charges apply		
<u>OTHER LICENCE AND REGISTRATION FEES</u>		
Sex Shop Licence	Actual cost	Actual cost
Pleasure Boat	90.00	90.00
Boatman Licences - new	90.00	90.00
Renewal- (3 year licence)	95.00	95.00
Scrap Metal Dealers - Site Licence (3 year licence)	150.00	150.00
Scrap Metal Dealers - Collectors Licence (3 year licence)	110.00	110.00
<u>Skin Piercing</u>		
Registration of Premises	138.00	138.00
Registration of Practitioners	56.00	56.00
Reissue of registration certificate	16.00	16.00
Application to include additional activities	56.00	56.00
<u>LICENSING ACT 2003</u>		
Statutory fees apply		
<u>GAMBLING ACT 2005</u>		
Permits and Small Society Lottery licences-Statutory fees apply		
Bingo Premises		
New Application	1,750.00	1,750.00
Annual Fee	500.00	500.00
Provisional Statement New	3,500.00	3,500.00
Premises licence fee for holders of Provisional Statements	600.00	600.00
Variation Fee	875.00	875.00
Transfer Fee	600.00	600.00
Reinstatement of Licence	1,200.00	1,200.00

Betting premises

New Application
Annual Fee
Provisional Statement New
Premises licence fee for holders of Provisional Statements
Variation Fee
Transfer Fee
Reinstatement of Licence

1,500.00	1,500.00
300.00	300.00
1,500.00	1,500.00
600.00	600.00
750.00	750.00
475.00	475.00
600.00	600.00

Adult Gaming Centre (AGC)

New Application
Annual Fee
Provisional Statement New
Premises licence fee for holders of Provisional Statements
Variation Fee
Transfer Fee
Reinstatement of Licence

800.00	800.00
400.00	400.00
800.00	800.00
480.00	480.00
400.00	400.00
480.00	480.00
480.00	480.00

Family Entertainment Centre(FEC)

New Application
Annual Fee
Provisional Statement New
Premises licence fee for holders of Provisional Statements
Variation Fee
Transfer Fee
Reinstatement of Licence

800.00	800.00
300.00	300.00
800.00	800.00
380.00	380.00
400.00	400.00
380.00	380.00
380.00	380.00

Track

New Application
Annual Fee
Provisional Statement New
Premises licence fee for holders of Provisional Statements
Variation Fee
Transfer Fee
Reinstatement of Licence

1,250.00	1,250.00
500.00	500.00
1,250.00	1,250.00
475.00	475.00
625.00	625.00
475.00	475.00
475.00	475.00

RELEVANT PROTECTED CARAVAN SITE LICENCE FEES

Application for a new site -single pitch
Application for a new multiple licensed site
Multiple licensed site -Annual fee for each permitted caravan
Transfer of site licence
Alteration of conditions attached to an existing site licence
Depositing site rules

450.00	750.00
637.00	637.00
11.00	11.00
152.00	152.00
312.00	312.00
75.00	75.00

Licence Fees are not subject to VAT unless otherwise stated