

# NOTICE OF MEETING

**Meeting:** GENERAL PURPOSES AND LICENSING COMMITTEE

**Date and Time:** FRIDAY, 14 JANUARY 2022, AT 9.30 AM\*

**Place:** COUNCIL CHAMBER - APPLETREE COURT, BEAULIEU ROAD, LYNDHURST, SO43 7PA

**Enquiries to:** Email: [andy.rogers@nfdc.gov.uk](mailto:andy.rogers@nfdc.gov.uk)  
Tel: 023 8028 5070

## PUBLIC PARTICIPATION:

Members of the public may watch this meeting live on the [Council's website](#).

\*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 Tuesday, 11 January 2022.

**Kate Ryan**  
Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA  
[www.newforest.gov.uk](http://www.newforest.gov.uk)

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

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# AGENDA

## Apologies

### 1. MINUTES

To confirm the minutes of the meeting held on 22 November 2021 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 2022-2023 - LICENSING SERVICE (Pages 3 - 6)**

To consider proposed Licensing Service fees and charges for 2022/23.

**5. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

To:

**Councillors**

Steve Clarke (Chairman)  
Neil Tungate (Vice-  
Chairman)  
Keith Craze  
Arthur Davis  
Sandra Delemare  
Barry Dunning  
Allan Glass  
David Harrison

**Councillors**

David Hawkins  
Maureen Holding  
Mahmoud Kangarani  
Alvin Reid  
Joe Reilly  
Barry Rickman  
John Ward

## GENERAL PURPOSES AND LICENSING COMMITTEE - 14 JANUARY 2022

### FEES AND CHARGES FOR 2022-2023 - LICENSING SERVICE

#### 1. RECOMMENDATIONS

- 1.1 That Members agree the recommended fees for the financial year 2022/23 as set out in Appendix A

#### 2. INTRODUCTION

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

#### 3. BACKGROUND

- 3.1 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.
- 3.2 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.
- 3.3 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.
- 3.4 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.
- 3.5 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).

#### 4. ISSUES FOR CONSIDERATION

- 4.1 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.
- 4.2 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 over the past 18 months, it has worked with the businesses to assist them in continuing to operate as far as possible.

4.3 There are no proposed changes to the taxi and private hire fees at this current time due to a comprehensive review taking place of the taxi licensing policy in 2022. This will take into account new statutory guidance, the fee structure, public safety and best practice and will be consulted on with Members, the trade, the public and all other relevant organisations.

## **5. CONCLUSIONS**

5.1 Discretionary fees have been increased in line with inflation and will take effect from 1 April 2022.

## **6. FINANCIAL IMPLICATIONS**

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

## **7. CRIME & DISORDER, ENVIRONMENTAL, EQUALITY & DIVERSITY AND DATA PROTECTION IMPLICATIONS**

7.1 None

## **8. APPENDICES**

Appendix A. Proposed fees for 2022/23

### **For further information contact:**

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

### **Background Papers:**

None

**ENVIRONMENTAL AND REGULATION-LICENSING SERVICES  
PROPOSED SCALE OF FEES AND CHARGES FOR 2022/23**

**APPENDIX A**

**All annual fees unless stated**

Charges	Proposed Charges	
	2021/22 £	2022/23 £

**HACKNEY CARRIAGE AND PRIVATE HIRE LICENCE FEES**

**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
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**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

**ANIMAL WELFARE LICENCE FEES**

Pet shops	276.00	284.00
Dog breeding (plus vet inspection fees )	316.00	325.00
Dog/cat boarding	297.00	304.00
Home dog boarding	225.00	232.00
Dog day care	225.00	232.00
Keeping animals for exhibition	276.00	284.00
Horse riding-0 to 9 horses (plus vet inspection fees )	440.00	453.00
Horse riding-10 to1 9 horses (plus vet inspection fees )	501.00	516.00
Horse riding-20 + (plus vet inspection fees )	541.00	557.00
Request for re-rating	185.00	190.00
Variation of licence (plus £40 per hour for additional work as agreed)	31.00	32.00
Unsuccessful Appeal brought by applicant	93.00	96.00
Dangerous Wild Animals Act Licence (plus actual cost of vet fees) (3 year licence)	154.00	159.00
Zoo Licence (6 year licence)	Actual cost	Actual cost

**HEALTH AND SAFETY SERVICE CHARGES**

Accident Reports-Provision of accident reports to solicitors and other interested groups	Actual cost	Actual cost
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**REGISTER OF ELECTORS**

Statutory Charges apply

**OTHER LICENCE AND REGISTRATION FEES**

Sex Shop Licence	Actual cost	Actual cost
Pleasure Boat	90.00	93.00
Boatman Licences - new	90.00	93.00
Renewal- (3 year licence)	95.00	96.00
Scrap Metal Dealers - Site Licence (3 year licence)	150.00	154.00
Scrap Metal Dealers - Collectors Licence (3 year licence)	110.00	113.00

**Skin Piercing**

Registration of Premises	138.00	142.00
Registration of Practitioners	56.00	58.00
Reissue of registration certificate	16.00	17.00
Application to include additional activities	56.00	58.00

**LICENSING ACT 2003**

Statutory fees apply

**GAMBLING ACT 2005**

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	463.00
637.00	656.00
11.00	11.50
152.00	157.00
312.00	321.00
75.00	77.00

**Licence Fees are not subject to VAT unless otherwise stated**