

To: All Members of the LICENSING AND
REGULATORY COMMITTEE
(Other Members for Information)

When calling please ask for:

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Policy and Governance

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Calls may be recorded for training or monitoring

Date: 4 January 2019

Membership of the Licensing and Regulatory Committee

Cllr Simon Inchbald (Chairman)
Cllr Bob Upton (Vice Chairman)
Cllr Maurice Byham
Cllr Patricia Ellis
Cllr John Fraser
Cllr Michael Goodridge

Cllr Tony Gordon-Smith
Cllr Peter Isherwood
Cllr Anna James
Cllr Carole King
Cllr Robert Knowles
Cllr Libby Piper

Substitutes

Cllr Val Henry
Cllr Nick Williams

Cllr John Ward

Members who are unable to attend this meeting must submit apologies by the end of Monday, 7 January 2019 to enable a substitute to be arranged.

Dear Councillors

A meeting of the LICENSING AND REGULATORY COMMITTEE will be held as follows:

DATE: MONDAY, 14 JANUARY 2019

TIME: 10.00 AM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

The Agenda for the meeting is set out below.

Yours sincerely

ROBIN TAYLOR
Head of Policy and Governance

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This meeting will be webcast and can be viewed by visiting www.waverley.gov.uk

NOTE FOR MEMBERS

Members are reminded that contact officers are shown at the end of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

AGENDA

1. **MINUTES**

To receive the minutes of the meeting held on 12 November 2018 (to be laid on the table half an hour before the meeting).

2. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

To receive apologies for absence and to report any substitutions

3. **DECLARATIONS OF INTEREST**

To receive from members declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

4. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chairman to respond to any questions received from members of the public in accordance with Procedure Rule 10.

Questions should be received by 5pm on 7 January 2019.

5. **QUESTIONS FROM MEMBERS**

The Chairman to respond to any questions received from Members in accordance with Procedure Rule 11.

Questions should be received by 5pm on 7 January 2019.

6. **ACTION AUTHORISED**

To receive any action taken by the Executive Director after consultation with the Chairman and Vice-Chairman since the last meeting.

LICENSING ACT 2003 ITEMS

There are none.

OTHER LICENSING ITEMS

7. **FINANCIAL STRATEGY 2019/2020 - 2021/2022 LICENSING BUDGET 2019/20 (Pages 5 - 14)**

The purpose of this report is to seek the Committee's agreement to its draft Revenue Estimates and Fees and Charges for 2019/20 as part of the Budget process. This report updates the Committee on the latest position regarding the draft General Fund Budget for 2018/19.

The recommendations from the Licensing and Regulatory Committee will be reported to the Executive on 5 February 2019 and to Council on 12 February 2019.

Recommendation

It is recommended that the Committee:

- 1. agrees its draft Revenue Estimates for 2019/20 as shown at Annexe 1; and**
- 2. approves the level of fees and charges for 2019/20 in accordance with the schedule at Annexe 3 for recommendation to the Council, noting that various fees will be subject to advertisement prior to implementation.**

8. **EXCLUSION OF PRESS AND PUBLIC**

To consider the following recommendation on the motion of the Chairman:-

Recommendation

That pursuant to Procedure Rule 20 and in accordance with Section 100B(5) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the appropriate paragraph(s) of the revised Part 1 of Schedule 12A to the Act (to be identified, as necessary, at the meeting).

9. **LEGAL ADVICE**

To consider any legal advice relating to any items in the agenda.

**For further information or assistance, please telephone
Ema Dearsley, Democratic Services Officer, on 01483 523224 or by
email at ema.dearsley@waverley.gov.uk**

WAVERLEY BOROUGH COUNCIL

LICENSING AND REGULATORY COMMITTEE
14 JANUARY 2019

Title:

FINANCIAL STRATEGY 2019/2020 – 2021/2022
LICENSING BUDGET 2019/20

[Wards Affected: All]
[Portfolio Holder: Cllr Ged Hall]

Summary and purpose:

The purpose of this report is to seek the Committee's agreement to its draft Revenue Estimates and Fees and Charges for 2019/20 as part of the Budget process.

This report updates the Committee on the latest position regarding the draft General Fund Budget for 2018/19.

The recommendations from the Licensing and Regulatory Committee will be reported to the Executive on 5 February 2019 and to Council on 12 February 2019.

How this report relates to the Council's Corporate Priorities:

A robust budget setting process is required to deliver the Corporate Priorities.

Equality and Diversity Implications:

There are no direct equality and diversity implications as a result of the recommendations of this report.

Resource/Value for Money implications:

All decisions made with regard to the Budget will impact on Waverley's resources.

Legal implications:

Reg 18(4) Provision of Services Regulations 2009 provides that charges under an authorisation scheme must be reasonable and proportionate to, and not exceed, the cost of the procedures and formalities under the scheme. The fees can include the administrative costs involved, the costs of vetting the applicants (in the case of applications) and the cost of investigating compliance with licence terms (in the case of renewals). A fee cannot include costs of enforcement. The proposals comply with these requirements.

Introduction

1. The report puts forward proposals for the Licensing Service Revenue Estimates and Fees & Charges for 2019/20.

General Fund Background

2. Over the past few years Waverley has faced significant financial pressures and a further pressure is anticipated on top of the substantial reductions already made, resulting in significant savings required over the next four years in addition to those already achieved.

2019/2020 Draft Licensing Estimates

3. The Licensing Service 2019/20 Estimates are attached at Annexe 1.
4. Annexe 2 provides an analysis of Licensing costs and income for 2019/20, showing the estimated recovery rates. This annexe also demonstrates that the enforcement costs (around 10% of costs) are not recovered through fees.

Fees and Charges

5. Fees and charges are reviewed annually as part of the budget process. Some fees and charges are statutory, but for those determined by Waverley, a comprehensive exercise will be undertaken in the coming months to analyse the fees and ensure that they equate to the costs of the service provided. Any anomalies identified as part of this review will be presented to the Committee in due course. Meanwhile for 2019/20, the proposed fees and charges for the Licensing Service are at Annexe 3.
6. In accordance with Section 70 of the Local Government (Miscellaneous Provisions) Act 1976, any proposed increase to certain fees must be advertised and this relates to hackney carriage proprietors' licences, private hire vehicle licences and private hire operators' licences. Any representations received in response to the advertisement will be brought back to the Licensing and Regulatory Committee in due course.

Conclusion

7. The decisions and recommendations of the Licensing and Regulatory Committee will be reported to the Executive on 5 February 2019. The final budget proposals will be presented to Council on 12 February 2019 based on the recommendations made by the Executive.

Recommendation

It is recommended that the Committee:

1. agrees its draft Revenue Estimates for 2019/20 as shown at Annexe 1; and
2. approves the level of fees and charges for 2019/20 in accordance with the schedule at Annexe 3 for recommendation to the Council, noting that various fees will be subject to advertisement prior to implementation.

Background Papers

Provisional Local Government Finance Settlement 2019/20; Financial Plan 2017/18 – 2020/21; Revenue Budget 2018/19.

CONTACT OFFICER:

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Licensing			
<i>G3410</i>			
<i>Code</i>		2018-19	2019-20
		Budget	Draft Budget
		£	£
Supplies and Services			
1302	Equipment/Furniture purchase	1,520	1,520
1311	Items for resale	0	6,000
1332	Printing	1,260	0
1333	Stationery	0	50
1344	Other professional fees	13,000	1,000
1345	Contracted services	27,000	35,210
1353	Telephones - mobiles	1,030	1,030
1386	Advertising/publicity/promotions	660	660
1387	Subscriptions	100	100
1393	Health and safety/first aid	460	460
1395	Meeting expenses	300	300
Support Costs			
1600	Recharge Expenditure	319,160	321,070
Gross Expenditure		364,490	367,400
Sales of goods and supply of services			
2301	Hackney Carriage and Car Hire income	131,510	131,510
2302	Licensing income other	140,000	140,000
Total Income		271,510	271,510
Net Cost		92,980	95,890

Licensing								
<i>G3410</i>								
Code		2018-19	2019-20	<i>2019-20 Analysis</i>				
				Budget	Draft Budget	Liquor Licensing	Hackney Carriage	Other
				£	£	£	£	£
				45%	45%	10%		
Supplies and Services								
1302	Equipment/Furniture purchase	1,520	1,520		1,520			
1311	Items for resale	0	6,000		6,000			
1332	Printing	1,260	0					
1333	Stationery	0	50	23	23	5		
1344	Other professional fees	13,000	1,000	450	450	100		
1345	Contracted services	27,000	35,210		35,210			
1353	Telephones - mobiles	1,030	1,030	464	464	103		
1386	Advertising/publicity/promotions	660	660		330	330		
1387	Subscriptions	100	100		100			
1393	Health and safety/first aid	460	460	207	207	46		
1395	Meeting expenses	300	300	135	135	30		
Support Costs								
1600	Recharge Expenditure	319,160	321,070	144,482	144,482	32,107		
Gross Expenditure		364,490	367,400	145,760	188,920	32,721		
Sales of goods and supply of services								
2301	Hackney Carriage and Car Hire income	131,510	131,510		131,510			
2302	Licensing income other	140,000	140,000	110,000		30,000		
Total Income		271,510	271,510	110,000	131,510	30,000		
Net Cost		92,980	95,890	35,760	57,410	2,721		
Estimated rate of costs recovered		74%	74%	75%	70%	92%		

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Licences					
Breeding Establishments	Annual	OO	300.00	300.00	0.0%
Riding Establishments - 1 to 8 Horses	Annual	OO	310.00	310.00	0.0%
Riding Establishments - 9 to 15 Horses	Annual	OO	460.00	460.00	0.0%
Riding Establishments - Over 15 Horses	Annual	OO	620.00	620.00	0.0%
Animal Boarding Establishments					
a) Non-home Boarding	Annual	OO	280.00	280.00	0.0%
b) Home Boarding	Annual	OO	200.00	200.00	0.0%
Dangerous Wild Animals	2-yearly	OO	210.00	210.00	0.0%
Zoos	4-yearly	OO	1,100.00	1,100.00	0.0%
Pet Shops	Annual	OO	220.00	220.00	0.0%
Cosmetic Piercing, Electrolysis, Acupuncture	per premise	OO	200.00	200.00	0.0%
Cosmetic Piercing, Electrolysis, Acupuncture	per person combined fee for premises and personal licence	OO	200.00	200.00	0.0%
Cosmetic Piercing, Electrolysis, Acupuncture	per premise	OO	290.00	290.00	0.0%
Tattooing	per person	OO	220.00	220.00	0.0%
Tattooing	per person combined fee for premises and personal licence	OO	220.00	220.00	0.0%
Tattooing	per premises	OO	310.00	310.00	0.0%
Semi-permanent skin colouring	per person	OO	220.00	220.00	0.0%
Semi-permanent skin colouring	per person combined fee for premises and personal licence	OO	220.00	220.00	0.0%
Semi-permanent skin colouring	per premises	OO	310.00	310.00	0.0%
Street Trading					
a) Sole Trader	Annual	OO	290.00	290.00	0.0%
b) Schedule 2 event - up to 50 traders	Annual	OO	300.00	300.00	0.0%
c) Schedule 2 event - 51 or more traders	Annual	OO	230.00	230.00	0.0%
d) Schedule 2 event - up to 50 traders	Single Event	OO	140.00	140.00	0.0%
e) Schedule 2 event - 51 or more traders	Single Event	OO	150.00	150.00	0.0%

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Scrap Metal Dealers Licence					
a) Site - new application		OO	470.00	470.00	0.0%
b) Site - renewal		OO	270.00	270.00	0.0%
c) Site to collectors - variation		OO	410.00	410.00	0.0%
d) Collectors - new application		OO	430.00	430.00	0.0%
e) Collectors - renewal		OO	230.00	230.00	0.0%
f) Collectors to Site - variation		OO	470.00	470.00	0.0%
Hackney Carriage - Vehicles (not adapted) *					
- less than 5 years old	Annual	OO	284.00	291.00	2.5%
- 5 years old and over - first 6 months		OO	284.00	291.00	2.5%
- 5 years old and over - second 6 months		OO	82.00	84.00	2.4%
Hackney Carriage - Vehicles (adapted) *					
- under 5 years old	Annual	OO	102.00	105.00	2.9%
- 5 years old and over - first 6 months		OO	102.00	105.00	2.9%
- 5 years old and over - second 6 months		OO	82.00	84.00	2.4%
Missed Appointments (Vehicle Test)	Per Test	OO	70.00	72.00	2.9%
Re-testing of vehicles following failure	Per Test	OS	70.00	72.00	2.9%
Private Hire - Operators - renewal (5 vehicles and less)	5 years	OO	125.00	128.00	2.4%
Private Hire - Operators - renewal (more than 5 vehicles)	5 years	OO	171.00	176.00	2.9%
Private Hire - New Operators (5 vehicles and less)	5 years	OO	146.00	150.00	2.7%
Private Hire - New Operators (more than 5 vehicles)	5 years	OO	192.00	197.00	2.6%
Private Hire - New Operators (5 vehicles and less)	5 years	OO	215.00	221.00	2.8%
Private Hire -New Operators (more than 5 vehicles)	5 years	OO	261.00	268.00	2.7%
Private Hire - Vehicles (not adapted) *					
- under 5 years old	Annual	OO	284.00	291.00	2.5%
- 5 years and over - first 6 months		OO	281.00	288.00	2.5%
- 5 years and over - second 6 months		OO	82.00	84.00	2.4%
Private Hire - Vehicles (adapted) *					
- under 5 years old	Annual	OO	102.00	105.00	2.9%
- 5 years and over - first 6 months		OO	102.00	105.00	2.9%
- 5 years and over - second 6 months		OO	82.00	84.00	2.4%
Hackney carriage / private hire - New driver	3 years	OO	262.00	269.00	2.7%
Hackney carriage / private hire licence renewal	3 years	OO	170.00	175.00	2.9%
Hackney carriage / private hire - New driver	1 year	OO	108.00	111.00	2.8%
Hackney carriage / private hire licence renewal	1 year	OO	69.00	71.00	2.9%

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Private Hire only - New driver	3 years	OO	262.00	269.00	2.7%
Private Hire only licence renewal	3 years	OO	170.00	175.00	2.9%
Private Hire only- New driver	1 year	OO	108.00	111.00	2.8%
Private Hire only licence renewal	1 year	OO	69.00	71.00	2.9%
Knowledge test	Per Test	OO	70.00	72.00	2.9%
Resit / non-attendance fee for Knowledge test	Per Test	OO	70.00	72.00	2.9%
Surrender and replacement of Hackney Carriage / Private Hire Licence		OO	82.00	84.00	2.4%
Hackney Carriage and Private Hire					
- Replacement plate bracket		OS	10.00	10.30	3.0%
- New/Replacement plate & window disc		OS	20.00	20.50	2.5%
- Replacement driver's badge		OO	10.00	10.30	3.0%
- Change of address		OS	10.00	10.30	3.0%
Transfer of P/H to H/C (new badge, knowledge test and admin)		OO	90.00	92.20	2.4%
Gambling Act 2005	Various		Please see website for individual fees		
- Including lotteries, permits, premises, etc					
Licensing Act 2003					
- Personal	New	OO	37.00	37.00	0.0%
- Premises	Initial/Variation	OO	Various depending on rateable value		
- Premises: Sex Establishment	ording to RV	OO	4,690.00	4,690.00	0.0%
- Premises	Annual Fee	OO	Various depending on rateable value		
- Premises	DPS Variations, etc	OO	23.00	23.00	0.0%
- Temporary Event Notice	Per Event	OO	21.00	21.00	0.0%
Data Barring Service (previously CRB)	Per Applicant	OO	50.00	60.00	20.0%

Vat Indicator: OS = Standard
 OE = Exempt
 OZ = Zero Rated
 OO = Outside Scope

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