

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE LICENSING AND REGULATORY COMMITTEE - 5 JUNE 2023

SUBMITTED TO THE COUNCIL MEETING - <DATE>

(To be read in conjunction with the Agenda for the Meeting)

**Present**

Cllr Jacquie Keen (Chair)	Cllr David Munro
Cllr George Murray (Vice Chair)	Cllr Ruth Reed
Cllr Jerome Davidson	Cllr John Robini
Cllr Maxine Gale	Cllr James Staunton

**Apologies**

Cllr Michael Goodridge and Cllr John Ward

**Also Present**

Cllr Michael Higgins – Virtual attendance

LIC26/23 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (Agenda item 1.)

Cllr Jaquie Keen was elected as Chair of the Licensing and Regulatory Committee for the 2023-24 Municipal year and Cllr George Murray as Vice-Chair.

Apologies for absence were received from Cllrs Michael Goodridge and John Ward. Cllr Michael Higgins attended virtually as he was out of the country.

LIC27/23 MINUTES (Agenda item 2.)

The minutes of the meeting held on 27 February 2023 were noted and agreed.

LIC28/23 DECLARATIONS OF INTEREST (Agenda item 3.)

There were none

LIC29/23 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4.)

There were none

LIC30/23 QUESTIONS FROM MEMBERS (Agenda item 5.)

There were none

LIC31/23 ACTION AUTHORISED (Agenda item 6.)

There were no actions authorised since the last meeting.

LIC32/23 LICENSING ACT 2003 - REVIEW OF THE COUNCIL'S STATEMENT OF LICENSING POLICY (Agenda item 7.)

Paul Hughes outlined the report set out. The Policy had been agreed by the Licensing and Regulatory Committee in February 2023, however, there had been some changes to Executive Head titles since its publication therefore the Committee were being asked to agree the changes and approve the policy.

Members discussed whether the cumulative impact of zone area is relevant.

Officers were informed that LPP2 had now been adopted and members asked for page 43 18.5 and 18.6 be amended.

The Licensing and Regulatory Committee **AGREED** the changes to the Statement of Licensing Policy.

LIC33/23 LICENSING FEES UPDATE (Agenda item 8.)

Paul Hughes updated the committee on the Licencing Fees consultation. No objections had been received therefore the fees have been implemented.

Officers were asked if Waverley had a relationship with Guildford BC fees and charges? They were advised that this relationship was not in place at present as Guildford have differing policies. Waverley are unable to make profit on fees so the costs are led by the costs.

Members asked for a copy of the fees and flowchart to be circulated (attached with minutes).

The Licensing and Regulatory Committee noted the update on fees.

LIC34/23 LICENSING SUB COMMITTEES SINCE LAST MEETING. (Agenda item 9.)

The minutes for the sub committees held since the last meeting were noted.

LIC35/23 ANY OTHER BUSINESS (Agenda item )

The Licensing and Regulatory Committee members all agreed to be members of Licensing and General Purpose Committee, and the three Licensing Sub groups (A, B and C)

The following memberships are proposed and subject to substitution as required and members will be dissuaded from hearing applications within their ward to allow them to make representation.

Licensing and General Purpose Committee

Cllrs Jaquie Keen, George Murray, James Staunton, Jerome Davidson, and Maxine Gale.

Licensing Sub A

Cllrs Maxine Gale, Jaquie Keen and James Staunton

Licensing Sub B

Cllrs Ruth Reed, Michael Higgins and David Munro

Licensing Sub C

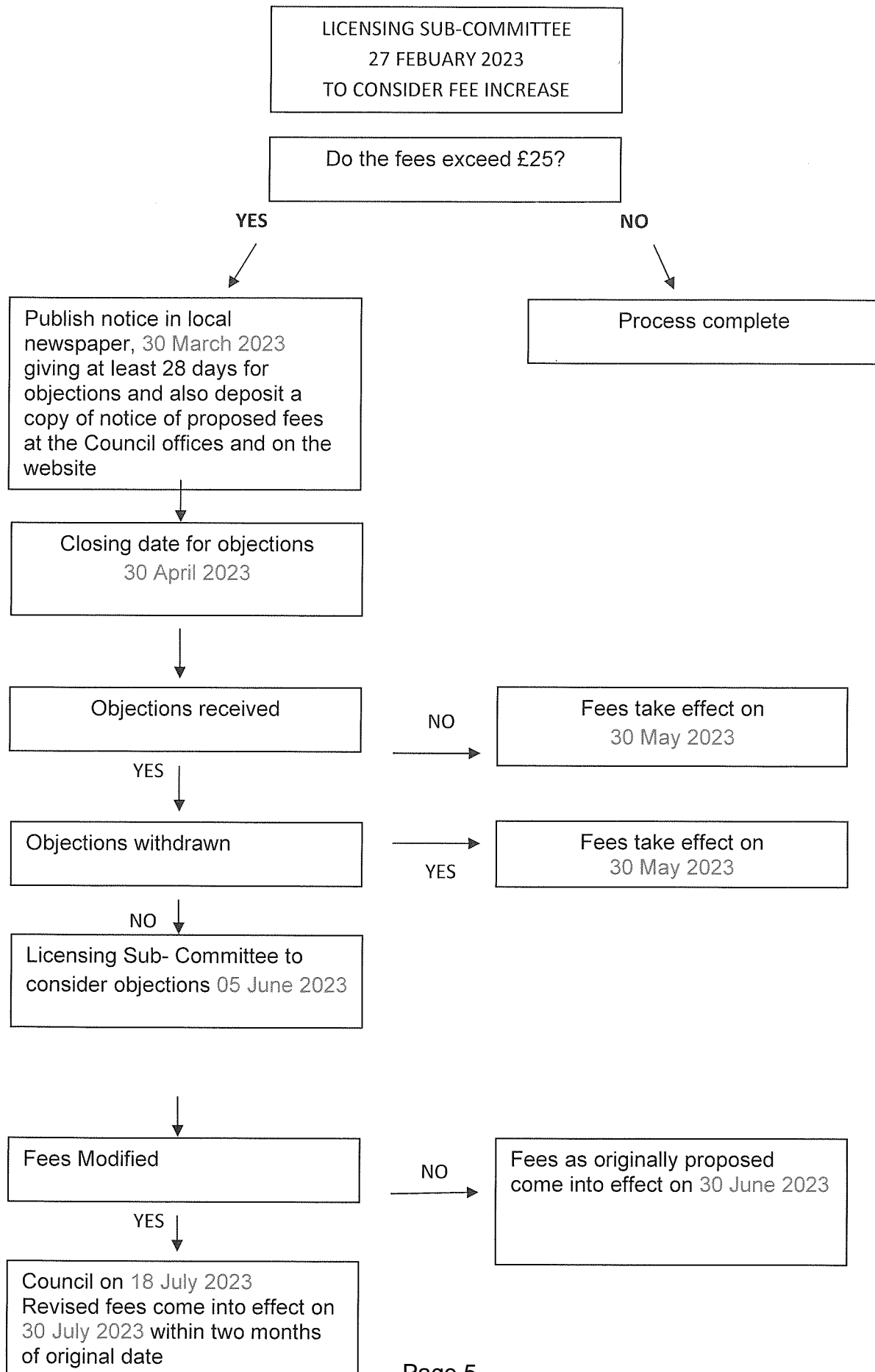
Cllrs John Robini, Michael Goodridge and Jerome Davidson

**The meeting commenced at 10.00 am and concluded at 10.26 am**

**Chairman**

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**Waverley's 2023 flow chart for fees set under the Local Government  
(Miscellaneous Provisions) Act 1976**



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<b>Licensing</b>			
<i>G3410</i>			
<i>Code</i>		<b>2022/23</b>	<b>2023/24</b>
		<b>Budget</b>	<b>Draft Budget</b>
		<b>£</b>	<b>£</b>
<b>Supplies and Services</b>			
1302	Equipment/Furniture purchase	1,520	<b>1,520</b>
1311	Items for resale	6,000	<b>6,000</b>
1333	Stationery	50	<b>50</b>
1344	Other professional fees	10,000	<b>10,000</b>
1345	Contracted services	35,210	<b>35,210</b>
1353	Telephones - mobiles	178	<b>178</b>
1386	Advertising/publicity/promotions	660	<b>660</b>
1387	Subscriptions	50	<b>50</b>
1393	Health and safety/first aid	460	<b>272</b>
1395	Meeting expenses	150	<b>150</b>
<b>Support Costs</b>			
1600	Recharge Expenditure	291,050	<b>332,710</b>
<b>Gross Expenditure</b>		<b>345,328</b>	<b>386,800</b>
<b>Sales of goods and supply of services</b>			
2301	Hackney Carriage and Car Hire income	136,820	<b>148,587</b>
2302	Licensing income other	144,230	<b>157,211</b>
<b>Total Income</b>		<b>281,050</b>	<b>305,798</b>
<b>Net Cost</b>		<b>64,278</b>	<b>81,002</b>

<b>Licensing</b>								
<i>G3410</i>								
<i>Code</i>		<b>2022/23</b>	<b>2023/24</b>	<i>2023-24 Analysis</i>				
				<b>Budget</b>	<b>Draft Budget</b>	Liquor Licensing	Hackney Carriage	Other Costs
				£	£	£	£	£
<b>Supplies and Services</b>								
1302	Equipment/Furniture purchase	1,520	<b>1,520</b>		1,520			
1311	Items for resale	6,000	<b>6,000</b>		6,000			
1333	Stationery	50	<b>50</b>	23	23	5		
1344	Other professional fees	10,000	<b>10,000</b>	4,500	4,500	1,000		
1345	Contracted services	35,210	<b>35,210</b>		35,210			
1353	Telephones - mobiles	178	<b>178</b>	80	80	18		
1386	Advertising/publicity/promotions	660	<b>660</b>		330	330		
1387	Subscriptions	50	<b>50</b>		50			
1393	Health and safety/first aid	460	<b>272</b>	123	123	27		
1395	Meeting expenses	150	<b>150</b>	68	68	15		
<b>Support Costs</b>								
1600	Recharge Expenditure	291,050	<b>332,710</b>	149,720	149,720	33,271		
<b>Gross Expenditure</b>		<b>345,328</b>	<b>386,800</b>	154,512	197,622	34,666		
<b>Sales of goods and supply of services</b>								
2301	Hackney Carriage and Car Hire income	136,820	<b>148,587</b>		148,587			
2302	Licensing income other	144,230	<b>157,211</b>	122,625		34,586		
<b>Total Income</b>		<b>281,050</b>	<b>305,798</b>	122,625	148,587	34,586		
<b>Net Cost</b>		<b>64,278</b>	<b>81,002</b>	31,887	49,035	80		
Estimated rate of costs recovered		81%	79%	79%	75%	100%		



Environment						
Schedule of Fees and Charges for 2023/2024						
		Unit of	VAT	Existing	Proposed	%
		Charge	Indicator	Charge	Charge	Increase
				£	£	
<b>Licences</b>						
<b>Animal Welfare</b>						
Boarding for Cats and Dogs - Kennels						
Part A (Application and Renewal Fee)	Break even service			398.00	437.00	9.8%
Part B (Grant Fee)	Break even service			312.00	346.00	10.9%
<b>Total Fee</b>	Break even service			710.00	783.00	10.3%
Boarding for Dogs - Home Boarding						
Part A	Break even service			346.00	379.00	9.5%
Part B	Break even service			312.00	346.00	10.9%
<b>Total Fee</b>	Break even service			658.00	725.00	10.2%
Boarding for Dogs - Day Care						
Part A	Break even service			398.00	437.00	9.8%
Part B	Break even service			312.00	346.00	10.9%
<b>Total Fee</b>	Break even service			710.00	783.00	10.3%
Breeding Dogs(excl vet fee)						
Part A	Break even service			346.00	379.00	9.5%
Part B	Break even service			312.00	346.00	10.9%
<b>Total Fee</b>	Break even service			658.00	725.00	10.2%
Hiring Horses (excl vet fee)						
1 - 8 horses	Break even service			398.00	437.00	9.8%
Part B	Break even service			338.00	375.00	10.9%
<b>Total Fee</b>	Break even service			736.00	812.00	10.3%
9 - 15 horses	Break even service			476.00	524.00	10.1%
Part B	Break even service			338.00	375.00	10.9%
<b>Total Fee</b>	Break even service			814.00	899.00	10.4%
Over 15 horses	Break even service			549.00	593.00	8.0%
Part B	Break even service			338.00	375.00	10.9%
<b>Total Fee</b>	Break even service			887.00	968.00	9.1%
Selling Animals as Pets						
Part A	Break even service			346.00	379.00	9.5%
Part B	Break even service			312.00	346.00	10.9%
<b>Total Fee</b>	Break even service			658.00	725.00	10.2%
Exhibition of Animals						
Part A	Break even service			346.00	379.00	9.5%
Part B	Break even service			312.00	346.00	10.9%
<b>Total Fee</b>	Break even service			658.00	725.00	10.2%
Dangerous Wild Animals	Break even service	2-yearly	OO	210.00	233.00	11.0%
Zoos	Break even service	4-yearly	OO	1,100.00	1,221.00	11.0%
For each additional activity (to the main activity) the fee is half the standard application and grant fee.						
Each additional inspection/visit	Break even service			156.00	173.00	10.9%
Each advisory visit	Break even service			156.00	173.00	10.9%
Variation to the licence (inclusive of one visit)	Break even service			208.00	230.00	10.6%
Re-evaluation of rating (inclusive of one visit)	Break even service			208.00	230.00	10.6%
Variations to reduce licensable activities/numbers of animals	Break even service			78.00	86.00	10.3%
Transfer due to death of licensee	Break even service			78.00	86.00	10.3%

<b>Environment</b>						
<b>Schedule of Fees and Charges for 2023/2024</b>						
		Unit of	VAT	Existing	<b>Proposed</b>	%
		Charge	Indicator	Charge	<b>Charge</b>	Increase
				£	£	
<b>Other</b>						
Cosmetic Piercing, Electrolysis, Acupuncture	Break even service	per premise	OO	206.00	<b>230.00</b>	11.7%
Cosmetic Piercing, Electrolysis, Acupuncture	Break even service	per person combined fee for premises and personal licence	OO	206.00	<b>230.00</b>	11.7%
Cosmetic Piercing, Electrolysis, Acupuncture	Break even service	per premise	OO	300.00	<b>330.00</b>	10.0%
Tattooing	Break even service	per person combined fee for premises and personal licence	OO	227.00	<b>250.00</b>	10.1%
Tattooing	Break even service	per person combined fee for premises and personal licence	OO	227.00	<b>250.00</b>	10.1%
Tattooing	Break even service	per premises	OO	325.00	<b>360.00</b>	10.8%
Semi-permanent skin colouring	Break even service	per premises	OO	227.00	<b>250.00</b>	10.1%
Semi-permanent skin colouring	Break even service	per person combined fee for premises and personal licence	OO	227.00	<b>250.00</b>	10.1%
Semi-permanent skin colouring	Break even service	per premises and personal licence	OO	325.00	<b>360.00</b>	10.8%
<b>Street Trading</b>						
a) Sole Trader	Break even service	Annual	OO	376.00	<b>417.00</b>	10.9%
b) Schedule 2 event - up to 50 traders	Break even service	Annual	OO	484.00	<b>537.00</b>	11.0%
c) Schedule 2 event - 51 or more traders	Break even service	Annual	OO	497.00	<b>552.00</b>	11.1%
d) Schedule 2 event - up to 50 traders	Break even service	Single Event	OO	441.00	<b>489.00</b>	10.9%
e) Schedule 2 event - 51 or more traders	Break even service	Single Event	OO	454.00	<b>504.00</b>	11.0%

<b>Environment</b>						
<b>Schedule of Fees and Charges for 2023/2024</b>						
	Unit of	VAT	Existing	<b>Proposed</b>	%	
	Charge	Indicator	Charge	<b>Charge</b>	Increase	
			£	£		
Scrap Metal Dealers Licence						
a) Site - new application	Break even service	OO	484.00	<b>537.00</b>		11.0%
b) Site - renewal	Break even service	OO	278.00	<b>308.00</b>		10.8%
c) Site to collectors - variation	Break even service	OO	422.00	<b>468.00</b>		10.9%
d) Collectors - new application	Break even service	OO	443.00	<b>491.00</b>		10.8%
e) Collectors - renewal	Break even service	OO	237.00	<b>263.00</b>		11.0%
f) Collectors to Site - variation	Break even service	OO	484.00	<b>537.00</b>		11.0%
<b>Please Note:</b>						
<b>All of these fees are subject to consideration by the licensing regulatory committee of consultation responses.</b>						
<i>Hackney Carriage - Vehicles (not adapted) *</i>						
- less than 5 years old	Break even service	Annual	OO	291.00	<b>317.00</b>	8.9%
- 5 years old and over - first 6 months	Break even service		OO	291.00	<b>317.00</b>	8.9%
- 5 years old and over - second 6 months	Break even service		OO	84.00	<b>92.00</b>	9.5%
<i>Hackney Carriage - Vehicles (adapted) *</i>						
- under 5 years old	Break even service	Annual	OO	105.00	<b>115.00</b>	9.5%
- 5 years old and over - first 6 months	Break even service		OO	105.00	<b>115.00</b>	9.5%
- 5 years old and over - second 6 months	Break even service		OO	84.00	<b>92.00</b>	9.5%
<i>Missed Appointments (Vehicle Test)</i>						
	Break even service	Per Test	OO	72.00	<b>79.00</b>	9.7%
<i>Re-testing of vehicles following failure</i>						
	Break even service	Per Test	OS	72.00	<b>79.00</b>	9.7%
<i>Private Hire - Operators - renewal (5 vehicles and less)</i>						
	Break even service	5 years	OO	125.00	<b>136.00</b>	8.8%
<i>Private Hire - Operators - renewal (more than 5 vehicles)</i>						
	Break even service	5 years	OO	176.00	<b>192.00</b>	9.1%
<i>Private Hire - New Operators (5 vehicles and less)</i>						
	Break even service	5 years	OO	150.00	<b>163.00</b>	8.7%
<i>Private Hire - New Operators (more than 5 vehicles)</i>						
	Break even service	5 years	OO	197.00	<b>214.00</b>	8.6%
<i>Private Hire - New Operators (5 vehicles and less)</i>						
	Break even service	5 years	OO	221.00	<b>241.00</b>	9.0%
<i>Private Hire -New Operators (more than 5 vehicles)</i>						
	Break even service	5 years	OO	268.00	<b>292.00</b>	9.0%
<i>Private Hire - Vehicles (not adapted) *</i>						
- under 5 years old	Break even service	Annual	OO	291.00	<b>317.00</b>	8.9%
- 5 years and over - first 6 months	Break even service		OO	288.00	<b>313.00</b>	8.7%
- 5 years and over - second 6 months	Break even service		OO	84.00	<b>92.00</b>	9.5%
<i>Private Hire - Vehicles (adapted) *</i>						
- under 5 years old	Break even service	Annual	OO	105.00	<b>115.00</b>	9.5%
- 5 years and over - first 6 months	Break even service		OO	105.00	<b>115.00</b>	9.5%
- 5 years and over - second 6 months	Break even service		OO	84.00	<b>92.00</b>	9.5%
<i>Hackney carriage / private hire - New driver</i>						
	Break even service	3 years	OO	269.00	<b>293.00</b>	8.9%
<i>Hackney carriage / private hire licence renewal</i>						
	Break even service	3 years	OO	175.00	<b>191.00</b>	9.1%
<i>Hackney carriage / private hire - New driver</i>						
	Break even service	1 year	OO	111.00	<b>121.00</b>	9.0%
<i>Hackney carriage / private hire licence renewal</i>						
	Break even service	1 year	OO	71.00	<b>78.00</b>	9.9%

Environment						
Schedule of Fees and Charges for 2023/2024						
	Unit of	VAT	Existing	Proposed	% Increase	
	Charge	Indicator	Charge	Charge		
			£	£		
<i>Private Hire only - New driver</i>	Break even service	3 years	OO	269.00	293.00	8.9%
<i>Private Hire only licence renewal</i>	Break even service	3 years	OO	175.00	191.00	9.1%
<i>Private Hire only- New driver</i>	Break even service	1 year	OO	111.00	121.00	9.0%
<i>Private Hire only licence renewal</i>	Break even service	1 year	OO	71.00	78.00	9.9%
<i>Knowledge test</i>	Break even service	Per Test	OO	72.00	79.00	9.7%
<i>Resit / non-attendance fee for Knowledge test</i>	Break even service	Per Test	OO	72.00	79.00	9.7%
<i>Surrender and replacement of Hackney Carriage / Private Hire Licence</i>	Break even service		OO	84.00	92.00	9.5%
<i>Hackney Carriage and Private Hire</i>						
- Replacement plate bracket	Break even service		OS	10.30	12.00	16.5%
- New/Replacement plate & window disc	Break even service		OS	20.50	23.00	12.2%
- Replacement driver's badge	Break even service		OO	10.30	12.00	16.5%
- Change of address	Break even service		OS	10.30	12.00	16.5%
Transfer of P/H to H/C (new badge, knowledge test and adm.	Break even service		OO	92.20	101.00	9.5%
<i>Door Stickers for Private Hire vehicles</i>						
- One sticker	Break even service				16.75	New charge
- Two stickers	Break even service				8.37	New charge
<i>Gambling Act 2005</i>		Various				Please see website for individual fees
- Including lotteries, permits, premises, etc						
<i>Licensing Act 2003</i>						
- Personal	Statutory Fee	New	OO	37.00	37.00	0.0%
- Premises	Statutory Fee	ial/Variation	OO	Various depending on rateable value		
- Premises: Sex Establishment	Break even service	ording to RV	OO	4,830.70	5,247.00	8.6%
- Premises	Statutory Fee	Annual Fee	OO	Various depending on rateable value		
- Premises	Statutory Fee	riations, etc	OO	23.00	23.00	0.0%
- Temporary Event Notice	Statutory Fee	Per Event	OO	21.00	21.00	0.0%
<i>Data Barring Service (previously CRB)</i>		Per Applicant	OO	60.00	65.00	8.3%
<i>Vat Indicator:</i>						
		OS = Standard				
		OE = Exempt				
		OZ = Zero Rated				
		OO = Outside Scope				

**Please Note:**

All of these fees are subject to consideration by the licensing regulatory committee of consultation responses.