

**REPORT TO:** Licensing Sub-Committee

**MEETING DATE:** 12 March 2015

**BY:** Depute Chief Executive – Resources and People Services

**SUBJECT:** Civic Government Licensing Fee Review

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## **1 PURPOSE**

- 1.1 To advise the Licensing Sub Committee on proposed changes to and additions to the list of fees for certain Civic Government licensing activities.

## **2 RECOMMENDATIONS**

- 2.1 To approve the proposals listed in paragraphs 3.2-3.5 and the fee levels referred to as shown in Appendix 1 attached hereto.
- 2.2 To authorise the Service Manager, Licensing, Administration & Democratic Services, and such officers as she may appoint, to make any necessary alterations to application and guidance documentation on the basis of the fee levels listed.

## **3 BACKGROUND**

- 3.1 Following comments received from applicants, it has been acknowledged that the current fee structure with regard to Market Operator's Licences is illogical, in that the fee level for full and temporary licences is currently the same. It is considered that the temporary licence fee requires to be reviewed.
- 3.2 At present, there is also a category of temporary licence for less than 16 stalls. This is considered to be too low, and is seen as out of step with neighbouring Authorities. It is therefore suggested that this category be removed altogether, leaving the temporary licence in the same categories as the full one, with a fee for under or over 50 stalls.
- 3.3 It has also been noted that the current fee list for Civic Government Licensing is not complete, as several licences, in the main temporary ones, appear to have been omitted in error. While it is acknowledged that many of these have not and may indeed never be applied for, it is

appropriate that the fee structure should cover all possible licence types and variations. It is therefore proposed that the currently missing items now be added to the fees list, at the levels shown in Appendix 1A.

- 3.4 It has been noted that the level of fees for temporary licences across the board is currently somewhat inconsistent. It is therefore proposed that the fees for all temporary licences be adjusted so as to be based on the same proportion of the corresponding full licence fee, which is proposed to be at 50% where the full licence is for one year, and at 20% where the full licence is for three years. The proposed adjusted fee levels for these temporary licences are shown in Appendix 1B.
- 3.5 Finally, it is proposed that the fee for a duplicate licence should be introduced as a generic item across all licences, rather than specific entries for individual licences as is the case at present. It is proposed that the fee for a duplicate licence where there is no photocard element should be £10, while the fee where there is a photocard (taxi/PHC driver, street trader and window cleaner) should be £19.

#### **4 POLICY IMPLICATIONS**

- 4.1 None. In fixing a scale of fares and other charges, the Council as Licensing Authority is complying with a statutory duty.

#### **5 EQUALITIES IMPACT ASSESSMENT**

- 5.1 This report is not applicable to the well being of equalities groups and an Equalities Impact Assessment is not required.

#### **6 RESOURCE IMPLICATIONS**

- 6.1 Financial - None
- 6.2 Personnel - None
- 6.3 Other – None

#### **7 BACKGROUND PAPERS**

- 7.1 None

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<b>DATE</b>	27 February 2015

APPENDIX ONE

APPENDIX 1A- PROPOSED FEES FOR LICENCE TYPES CURRENTLY OMITTED FROM FEE LIST

Licence type	Proposed Fee
Temporary Late Hours Caterer	£24.00
Temporary Tattoo & Piercing	£52.00
Temporary Knife Dealer	£62.00
Temporary Metal Dealer	£52.00
Temporary Itinerant Metal Dealer	£45.00
Temporary Window Cleaner	£26.00

Temporary Second Hand Dealer	£45.00
Boat Hirer (full- 1 year)	£240.00
Boat Hirer- Renewal	£240.00
Temporary Boat Hirer	£120.00

APPENDIX 1B- PROPOSED ADJUSTED FEES FOR CURRENT TEMPORARY LICENCES

Licence type	Current Fee	Proposed Fee
Temporary Theatre	£90.00	£82.00
Temporary Street Trader	£59.00	£48.00
Temporary Market- under 50	£267.00	£134.00
Temporary Market- over 50	£474.00	£237.00