

**To: The Members of the Licensing Committee  
(Councillors Jenns, Clews, Davey, N Dirveiks,  
Hanratty, Henney, Ingram, Lewis, Morson,  
Moss, Singh, Smith, Smitten, E Stanley and A  
Wright)**

**For the information of other Members of the Council**

This document can be made available in large print and electronic accessible formats if requested.

For general enquiries please contact Jenny Price, Democratic Services Officer, on 01827 719450 or via e-mail [jennyprice@northwarks.gov.uk](mailto:jennyprice@northwarks.gov.uk).

For enquiries about specific reports please contact the officer named in the reports.

## **LICENSING COMMITTEE AGENDA**

**30 JANUARY 2018**

The Licensing Committee will meet in the Council Chamber, The Council House, South Street, Atherstone, Warwickshire on Tuesday 30 January 2018 at 6.30pm.

### **AGENDA**

#### **PART I - PUBLIC BUSINESS**

- 1 Evacuation Procedure**
- 2 Apologies for Absence**
- 3 Disclosable Pecuniary and Non-Pecuniary Interests**

- 4 **Minutes of the meeting of the Committee held on 21 June 2017** – copy herewith to be approved as a correct record and signed by the Chairman.

5 **Public Participation**

Up to twenty minutes will be set aside for members of the public to put questions to elected Members. Questions should be submitted by 9.30am 2 working days prior to the meeting. Participants are restricted to five minutes each. If you wish to put a question to the meeting please contact David Harris on 01827 719222 or email [democraticservices@northwarks.gov.uk](mailto:democraticservices@northwarks.gov.uk).

## **ITEMS FOR DISCUSSION AND DECISION (WHITE PAPER)**

- 6 **Service Plan for the Licensing Section** - Report of the Assistant Chief Executive and Solicitor to the Council

**Summary**

The purpose of this report is to seek the Committee's approval to the 2018/19 Service Plan for the Licensing Section.

The Contact Officer for this report is Stephen Whiles (719326).

- 7 **General Fund Fees and Charges 2018/2019** - Report of the Assistant Chief Executive and Solicitor to the Council

**Summary**

The report covers the fees and charges for 2017/18 and the proposed fees and charges for 2018/19.

The Contact Officer for this report is Nigel Lane (719371).

- 8 **General Fund Revenue Estimates 2018/19** - Report of the Deputy Chief Executive

**Summary**

This report covers the revised budget for 2017/18 and an estimate of expenditure for 2018/19, together with forward commitments for 2019/20, 2020/21 and 2021/22.

The Contact Officer for this report is Nigel Lane (719371).

JERRY HUTCHINSON  
Chief Executive

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE LICENSING COMMITTEE

21 June 2017

Present: Councillor Jenns in the Chair

Councillors Clews, N Dirveiks, Hanratty, Humphreys, Smith and Smitten

Apologies for absence were received from Councillors Henney, Lewis, Morson, Moss, Singh (Substitute Councillor Humphreys), E Stanley and A Wright.

#### 1 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

#### 2 **Minutes**

The minutes of the meeting of the Committee held on 31 January 2017, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

#### 3 **Local Government (Miscellaneous Provisions) Act 1976 – Fixing Of Fares For Hackney Carriages**

The Assistant Chief Executive and Solicitor to the Council reported on a request from the taxi trade for an increase in fares.

**Resolved:**

**That the increase in Hackney Carriage fares, as set out in the proposed table of fares contained in this report Assistant Chief Executive and Solicitor to the Council, be approved.**

#### 4 **Local Government (Miscellaneous Provisions) Act 1976 - Taxi Driver Communication and Language Assessment – Public Consultation**

The Assistant Chief Executive and Solicitor to the Council reported on the results of the public consultation into the proposed taxi driver communication and language assessment policy and Members were asked to make a final decision on the introduction of the proposed policy.

**Resolved:**

**That the introduction of mandatory taxi driver communication and language assessments for all new applicants for Hackney Carriage/Private Hire Drivers licences be approved.**

A Jenns  
Chairman

## **Agenda Item No 6**

### **Licensing Committee**

**30 January 2018**

#### **Report of the Assistant Chief Executive and Solicitor to the Council**

#### **Service Plan for the Licensing Section**

#### **1 Summary**

- 1.1 The purpose of this report is to seek the Committee's approval to the 2018/19 Service Plan for the Licensing Section.

#### **Recommendation to the Committee**

**That the Service Plan as set out in the Appendix to the report be agreed.**

#### **2 Report**

- 2.1 Corporate Plan Targets and Divisional Service Plans are normally agreed in the January/February cycle of meetings and adopted by Full Council in February at the same time as the Budget.

- 2.2 The Service Plan for the Licensing Section is set out in the Appendix to this report.

- 2.3 Where there are any budget implications for another Board/Committee arising out of this work programme, those implications will be drawn to the attention of the relevant Board/Committee in the Budget report going to this cycle of meetings. Similarly, any budgetary implications for this Committee from Divisional Plans being reported to other Boards/Committees are dealt with in the Budget Report also on this agenda.

- 2.4 Once the Corporate Plan Targets and Divisional Service Plans have been agreed, they will be subject to the following reporting procedures for monitoring performance:-

- Monthly reports are considered by Management Team;
- A traffic light warning indicator is used:-
  - Red – target not likely to be achieved.
  - Amber – target currently behind schedule and requires remedial action in order to be achieved.
  - Green – target currently on schedule to be achieved;
- Progress reports to each Board/Committee meeting.

### **3 Report Implications**

#### **3.1 Finance and Value for Money Implications**

3.1.1 Where possible, Targets and indicators for 2018-19 will be achieved from within existing Committee resources. Details of any additional funding will be in appropriate cases, the subject of reports to the Committee.

#### **3.2 Risk Management Implications**

3.3.1 The main risk is ensuring that the Council prioritises its resources to enable it to deliver its priorities. The performance monitoring arrangements set out above provide the mechanism to ensure that remedial action can be taken to review progress and ensure that priority outcomes are delivered.

#### **3.3 Other Report Implications**

3.5.1 Any further implications resulting from proposals will be the subject of further reports to the Committee.

#### **3.4 Links to Council's Priorities**

3.4.1 These are set out in the Appendix.

The Contact Officer for this report is Stephen Whiles (719326).

### **Background Papers**

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

<b>Background Paper No</b>	<b>Author</b>	<b>Nature of Background Paper</b>	<b>Date</b>

**LICENSING SERVICE PLAN 2018/19**

2017/18 saw a notable change to Council policy with the introduction of a revised 'Fit & Proper Person Policy in respect of taxi licensing. This policy was soon brought in to play following an application for a taxi drivers' licence from a person with a history of motoring offences including two for drink driving. Licensing sub committee refused the application at a hearing.

There were also a number of other hearings and prosecutions notably:

1. The successful prosecution of an unlicensed dog breeder.
2. The revocation of a premises licence of a bar in Atherstone due to repeated breaches of the licence conditions.

During the year child sexual exploitation training was provided for hotels and guest houses in conjunction with Barnardo's.

All clubs holding club gaming machine permits were visited during the year and a small number of non compliant clubs were advised and helped to achieve compliance.

During the coming year Officers will continue to review existing policies and determine where new policies are needed and bring these to the Licensing Committee for consideration.

SERVICE PLAN 2018/19

Smoke Free Legislation

1. No programmed inspections to be carried out. Routine checks to be carried out by all members of Environmental Health's Commercial Team when visiting Commercial Premises in connection with other core functions such as food safety, Licensing Act etc.
2. All complaints from members of the public or employees to be investigated as appropriate by the Licensing Enforcement Officer and enforcement action taken in accordance with the Licensing Enforcement Policy after consultation with the Environmental Health Manager. Where complaints relate to activities outside normal office hours a joint inspection will be made with another Officer from the Environmental Health Division. Around ten complaints are anticipated.

### Hackney Carriages/Private Hire Vehicles

3. All applications/renewals to be dealt with by the Licensing Administrator
4. Each vehicle is to be MoT tested every six months. Notification of due tests to be the responsibility of the Licensing Enforcement Officer.
5. Each vehicle is to receive an unannounced inspection by the Licensing Enforcement Officer twice per annum (approximately 100 vehicles = 200 visits)
6. All complaints about hackney carriages/private hire vehicles to be investigated by the Licensing Enforcement Officer and appropriate enforcement action taken after consultation with the Environmental Health Manager. Where complaints relate to activities outside normal office hours a joint inspection will be made with another Officer from the Environmental Health Division. Less than five complaints are anticipated.

### Street Traders Licenses

7. All applications to be dealt with by the Licensing Enforcement Officer and Licensing Administrator with reference to the Council's street trading consent policy.
8. All licence holders to be inspected twice per annum by the Licensing Enforcement Officer.
9. All complaints about Illegal Street trading to be investigated by the Licensing Enforcement Officer and appropriate enforcement action taken after consultation with the Environmental Health Manager. Where complaints relate to activities outside normal office hours a joint inspection will be made with another officer from the Environmental Health Division. Around ten complaints are anticipated.

### Licensing Act 2003

10. All applications, variations and reviews are to be dealt with by the Licensing Enforcement Officer and Licensing Administrator in consultation as required with the Environmental Health Manager and Solicitor to the Council.
11. Visits to licensed premises will be made by the Licensing Enforcement Officer with follow up visits and enforcement action as required, after consultation with the Environmental Health Manager. Visits by the Licensing Enforcement Officer are to be focussed on 'high risk' premises where evidence or intelligence suggest there may be problems and also upon change of ownership or Designated Premises Supervisor and to new premises. Where appropriate joint visits will be made with the Police, Trading Standards, Fire Officer or other responsible body. Lower risk premises may be visited by other Officers (eg Food Safety Officers) acting as 'eyes and ears' whilst performing their normal duties.

12. All complaints about licensed premises to be investigated by the Licensing Enforcement Officer and where appropriate, enforcement action to be taken after consultation with the Environmental Health Manager. Where complaints relate to activities outside normal office hours a joint inspection will be made with another Officer from the Environmental Health Division
13. All temporary event notices are to be dealt with by the Licensing Administrator. Around 150 temporary event notices are anticipated.
14. A multi agency meeting will be arranged bi monthly by the Environmental Health Manager to discuss issues around licensed premises in the Borough and agree a co-ordinated response to any issues identified.

#### Gambling Act 2005

15. All new applications to be dealt with by the Licensing Enforcement Officer and Licensing Administrator
16. All complaints about Gambling Act activities to be investigated by the Licensing Enforcement Officer and appropriate enforcement action taken after consultation with the Environmental Health Manager. Where complaints relate to activities outside normal office hours a joint inspection will be carried out with another Officer from the Environmental Health Division.
17. Gambling permits issued when the Act first came into force are renewable after ten years and these renewals will begin in 2017. All applications for renewal will result in an audit of the premises concerned to check on levels of compliance.

#### Street Collections, Small Society Lotteries & House to House Collections

18. All applications to be dealt with by the Licensing Administrator. (Approximately 30 street collections, 50 house to house collections and 85 small society lotteries)
19. All complaints about illegal street collections etc to be investigated by the Licensing Enforcement Officer and appropriate enforcement action taken after consultation with the Environmental Health Manager. Where complaints relate to activities outside of normal office hours a joint inspection will be made with another Officer from the Environmental Health Division.

#### Animal Welfare Licenses

20. All applications and applications for renewals will be dealt with by the technical officers in the Environmental Health Division.
21. All licence holders are to be inspected on application for a new licence or a renewal. Other inspections will be carried out where there is reason due to intelligence or a history of non compliance.

22. All complaints about animal welfare to be investigated by the technical officers in the Environmental Health Division and appropriate enforcement action taken after consultation with the Environmental Health Manager. Where complaints relate to activities outside of normal office hours a joint inspection will be made with another Officer from the Environmental Health Division.

### Special Treatments

23. All applications for registration will be dealt with by the Senior Environmental Health Officer (Commercial).
24. All premises are to be inspected on application for a new registration. Other inspections will be carried out where there is reason due to intelligence or a history of non compliance.
25. All complaints about special treatments to be investigated by the Senior Environmental Health Officer (Commercial) and appropriate enforcement action taken after consultation with the Environmental Health Manager. Where complaints relate to activities outside of normal office hours a joint inspection will be made with another Officer from the Environmental Health Division.

### Scrap Metal Dealers

25. All applications for licences will be dealt with by the Pollution Control Officers.
26. All complaints about scrap metal dealers will be investigated by the Licensing Enforcement Officer and/or Senior Pollution Control Officer/Pollution Control Officer in conjunction with the Environment Agency and Police where necessary and appropriate enforcement action taken after consultation with the Environmental Health Manager. Where complaints relate to activities outside of normal office hours a joint inspection will be made with another Officer from the Environmental Health Division and/or Police and Environment Agency.
27. At least one joint operation will be carried out with the Police to check on compliance of licensed scrap metal collectors and take enforcement action against any unlicensed operators found. **PI**
28. Holders of scrap metal site licences will receive inspections in conjunction with the Police and further follow up visits as required to ensure compliance with the legislation. Visits will be made on the basis of intelligence.

## **Agenda Item No 7**

### **Licensing Committee**

**30 January 2018**

**Report of the  
Assistant Chief Executive and Solicitor to  
the Council**

**General Fund Fees and Charges  
2018/2019**

#### **1 Summary**

- 1.1 The report covers the fees and charges for 2017/18 and the proposed fees and charges for 2018/19.

#### **Recommendation to the Committee**

**That the schedule of fees and charges for 2018/19, set out in the report be accepted.**

#### **2 Introduction**

- 2.1 At its meeting held in September, the Executive Board agreed the budget strategy for 2018/22, which included an allowance for price increases of 3%, equating to £320 of additional income.

#### **3 Fees and Charges Proposed for 2018/2019**

- 3.1 Attached for the Committee's consideration at Appendix A are details of present and proposed fees and charges for the financial year 2018/19. The amounts shown have been included in the revenue estimates for 2018/19.

- 3.2 Prices have been increased by 3% on Licences and Registration only.

- 3.3 Following changes made by the Deregulation Act 2015, from 1 October 2015 driver's licences were issued on a three yearly basis and Private Hire Operators every five years. A review of all taxi and private hire fees was undertaken in assessing the changes, and revised fees were agreed by this Committee on 27 July 2015, effective from 1 October 2015. These fees will be reviewed during the first part of 2018 and the proposed fees will be sent out to this committee for approval for implementation effective from 1 October 2018.

- 3.4 No increases have been applied to the Licensing and Gambling Authority fees, as these charges are statutory and so not set by ourselves.

#### **4 Report Implications**

#### 4.1 Finance and Value for Money Implications

4.1.1 The pricing structure contained in this report is expected to generate additional income of £320 above the revised budget for 2017/18.

4.1.2 This will contribute to the achievement of income targets, which are contained within the Deputy Chief Executive's report on the General Fund estimates 2018/19, presented elsewhere within the agenda for this meeting. A 1% change in income generated by services reporting to this Board would result in an increase or decrease in income of £110.

#### 4.2 Risk Management

4.2.1 Changes to fees and charges may impact on the level of demand. However, this has been considered in proposing the revised charges.

The Contact Officer for this report is Nigel Lane (719371).

#### Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

**NORTH WARWICKSHIRE BOROUGH COUNCIL****LICENSING COMMITTEE****FEES AND CHARGES FROM 1 APRIL 2018**

	<b>2017/2018 TOTAL CHARGE £</b>	<b>2018/2019 TOTAL CHARGE £</b>	<b>VAT RATING</b>
<b>ANIMAL BOARDING ESTABLISHMENT LICENCE</b>			
New application	224.10	230.80	Outside Scope
Renewal	171.10	176.20	"
Variation	51.00	52.50	"
<b>HOME BOARDERS LICENCE</b>			
New application	119.00	122.60	Outside Scope
Renewal	92.00	94.80	"
Variation	51.00	52.50	"
<b>PET SHOP LICENCE</b>			
Up to 25m <sup>2</sup>			
New application	183.00	188.50	Outside Scope
Renewal	130.00	133.90	"
Up to 50m <sup>2</sup>			
New application	224.00	230.70	"
Renewal	171.00	176.10	"
Up to 100m <sup>2</sup>			
New application	265.30	273.30	"
Renewal	212.30	218.70	"
Over 100m <sup>2</sup>			
New application	299.50	308.50	"
Renewal	246.30	253.70	"
<b>RIDING ESTABLISHMENT LICENCE</b>			
New application	191.00	196.70	Outside Scope
Renewal	164.50	169.40	"
<b>DANGEROUS WILD ANIMAL LICENCE</b>			
New application	191.00	196.70	Outside Scope
Renewal	164.50	169.40	"
<b>ZOO LICENCE (4-yearly)</b>			
Grant or renewal	447.40	460.80	Outside Scope
Transfer	104.00	107.10	"
Variation	104.00	107.10	"
Re-issue or replacement	26.00	26.80	"
<b>DOG BREEDING LICENCE</b>			
New application	285.80	294.40	Outside Scope
Renewal	232.80	239.80	"
Amendment to an existing licence	53.00	54.60	"
<b>ACUPUNCTURE, TATTOOING, EAR PIERCING &amp; ELECTROLYSIS LICENCE</b>			
	157.50	162.20	Outside Scope
<b>STREET TRADING LICENCE</b>			
Food sales	1,545.80	1592.20	Outside Scope
Non food sales	765.20	788.20	"
<b>SEX ESTABLISHMENT LICENCE</b>			
Transfer or variation	2,580.70	2658.10	Outside Scope
	571.40	588.50	"
<b>SCRAP METAL LICENCE (3-yearly)</b>			
Site	312.10	321.50	Outside Scope
Collector	187.30	192.90	Outside Scope

**NORTH WARWICKSHIRE BOROUGH COUNCIL****LICENSING COMMITTEE****FEES AND CHARGES FROM 1 APRIL 2018**

	<b>2017/2018 TOTAL CHARGE £</b>	<b>2018/2019 TOTAL CHARGE £</b>	<b>VAT RATING</b>
<b>HACKNEY CARRIAGE &amp; PRIVATE HIRE VEHICLES</b>			
<b>(the figures in 2017/18 &amp; 2018/19 reflect the changes agreed from 1st October 2015)</b>			
Private hire operator's licence (5 yearly)	276.98	276.98	Outside Scope
Hackney Carriage licence (annual)	271.90	271.90	"
Private Hire Vehicle licence (annual)	271.90	271.90	"
Drivers licence (Includes badge) (3 yearly)	230.12	230.12	"
Vehicle licence transfer new vehicle	92.80	92.80	"
Vehicle licence transfer new owner	35.60	35.60	"
Replacement of driver's badge	23.80	23.80	"
Replacement of lost documents	23.80	23.80	"
Vehicle plate	33.40	33.40	"
Medical fee full (including Occupational Health fee)	108.00	108.00	"
Medical fee review (including Occupational Health fee)	108.00	108.00	"
Please note that the Occupational Health fee is subject to change			
MoT retest fee	42.50	42.50	"
Failure to attend an MOT appointment	30.00	30.00	"
Fixed smoking penalty	32.10	32.10	"
Standard Disclosure and Barring Service check (£26.00 plus £16.50 admin. charge)	42.70	42.70	"
Enhanced Disclosure and Barring Service check (£44.00 plus £16.50 admin. charge)	60.70	60.70	"
Please note that the DBS fee is subject to change			

**NORTH WARWICKSHIRE BOROUGH COUNCIL**

**LICENSING COMMITTEE**

**FEES AND CHARGES FROM 1 APRIL 2018**

**FEES FOR LICENSING APPLICATIONS UNDER THE LICENSING ACT 2003**

**PLEASE NOTE THAT THE CHARGES BELOW ARE SUBJECT TO CHANGE**

**SCHEDULE 1**

(regulation 3)

**RATEABLE VALUES AND BANDS**

The breakdown of premises by NDR rateable value on which all premises based fees are calculated

<b>Rateable Value</b>	<b>Band</b>
No rateable value to £4,300	A
£4,300 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

**SCHEDULE 2**

(regulation 4(2), (3) and 6(1))

**APPLICATION FEE REQUIRED FOR**

**PREMISES LICENCES AND CLUB PREMISES CERTIFICATES  
AND VARIATIONS TO LICENCES/CLUB PREMISES CERTIFICATES**

<b>Band</b>	<b>Fee</b>		
	<b>NET CHARGE</b>	<b>VAT RATING</b>	<b>TOTAL CHARGE 20% VAT</b>
	<b>£</b>		<b>£</b>
A	100.00	Outside Scope	100.00
B	190.00	"	190.00
C	315.00	"	315.00
D	450.00	"	450.00
E	635.00	"	635.00

<b>Band</b>	<b>Multiplied fee if primarily selling alcohol</b>		
	<b>NET CHARGE</b>	<b>VAT RATING</b>	<b>TOTAL CHARGE 20% VAT</b>
	<b>£</b>		<b>£</b>
A	N/A	Outside Scope	N/A
B	N/A	"	N/A
C	N/A	"	N/A
D	900.00	"	900.00
E	1,905.00	"	1,905.00

**SCHEDULE 3**

regulation 4(4)

**ADDITIONAL FEE**

<b>Number of persons</b>	<b>Additional Fee</b>		
	<b>NET CHARGE</b>	<b>VAT RATING</b>	<b>TOTAL CHARGE 20% VAT</b>
	<b>£</b>		
5,000 to 9,999	1,000.00	Outside scope	1,000.00
10,000 to 14,999	2,000.00	"	2,000.00
15,000 to 19,999	4,000.00	"	4,000.00
20,000 to 29,999	8,000.00	"	8,000.00
30,000 to 39,999	16,000.00	"	16,000.00
40,000 to 49,999	24,000.00	"	24,000.00
50,000 to 59,999	32,000.00	"	32,000.00
60,000 to 69,999	40,000.00	"	40,000.00
70,000 to 79,999	48,000.00	"	48,000.00
80,000 to 89,999	56,000.00	"	56,000.00
90,000 and over	64,000.00	"	64,000.00

**NORTH WARWICKSHIRE BOROUGH COUNCIL**

**LICENSING COMMITTEE**

**FEES AND CHARGES FROM 1 APRIL 2018**

**FEES FOR LICENSING APPLICATIONS UNDER THE LICENSING ACT 2003**

**PLEASE NOTE THAT THE CHARGES BELOW ARE SUBJECT TO CHANGE**

**SCHEDULE 5  
(regulation 5, 7)  
ANNUAL FEE**

**PART 1**

**Required by each premises licence/club certificate annually after November 2006  
There are exceptions**

Band	Fee		
	NET CHARGE	VAT RATING	TOTAL CHARGE 20% VAT
	£		£
A	70.00	Outside Scope	70.00
B	180.00	"	180.00
C	295.00	"	295.00
D	320.00	"	320.00
E	350.00	"	350.00

Band	Multiplied fee if primarily selling alcohol		
	NET CHARGE	VAT RATING	TOTAL CHARGE 20% VAT
	£		£
A	N/A	Outside Scope	N/A
B	N/A	"	N/A
C	N/A	"	N/A
D	640.00	"	640.00
E	1,050.00	"	1,050.00

**PART 2 (see comment on schedule5)**

Number	Additional Fee		
	NET CHARGE	VAT RATING	TOTAL CHARGE 20% VAT
	£		£
5,000 to 9,999	500.00	Outside Scope	500.00
10,000 to 14,999	1,000.00	"	1,000.00
15,000 to 19,999	2,000.00	"	2,000.00
20,000 to 29,999	4,000.00	"	4,000.00
30,000 to 39,999	8,000.00	"	8,000.00
40,000 to 49,999	12,000.00	"	12,000.00
50,000 to 59,999	16,000.00	"	16,000.00
60,000 to 69,999	20,000.00	"	20,000.00
70,000 to 79,999	24,000.00	"	24,000.00
80,000 to 89,999	28,000.00	"	28,000.00
90,000 and over	32,000.00	"	32,000.00

**SCHEDULE 6 (Regulation 8)**

**PRESCRIBED FEES FOR PERMITTED TEMPORARY ACTIVITIES,  
PERSONAL LICENCES AND MISCELLANEOUS**

Application or notice	Fee		
	NET CHARGE	VAT RATING	TOTAL CHARGE 20% VAT
	£		£
section 25 (theft, loss, etc. of premises licence or summary)	10.50	Outside Scope	10.50
section 29 (application for a provisional statement where premise	315.00	"	315.00
section 33 (notification of change of name or address)	10.50	"	10.50
section 37 (application to vary licence to specify individual as pre	23.00	"	23.00
section 42 (application for transfer of premises licence)	23.00	"	23.00
section 47 (interim authority notice following death etc. of licence	23.00	"	23.00
section 79 (theft, loss etc. of certificate or summary)	10.50	"	10.50
section 82 (notification of change of name or alteration of rules of	10.50	"	10.50
section 83(1) or (2) (change of relevant registered address of club	10.50	"	10.50
section 100 (temporary event notice)	21.00	"	21.00
section 110 (theft, loss etc. of temporary event notice)	10.50	"	10.50
section 117 (application for a grant of personal licence)	37.00	"	37.00
section 126 (theft, loss etc. of personal licence)	10.50	"	10.50
section 127 (duty to notify change of name or address)	10.50	"	10.50
section 178 (right of freeholder etc. to be notified of licensing mat	21.00	"	21.00
Minor variations	89.00	"	89.00
Section 410(application to vary premises licence to include alternative licence condition) where the only variation sought is the inclusion of the alternative licence condition	23.00	"	23.00

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**LICENSING COMMITTEE**  
**FEES AND CHARGES FROM 1 APRIL 2018**

**FEES UNDER THE GAMBLING ACT 2005**

<b>Premises Type</b>	<b>Conversion</b>	<b>Conversion</b>	<b>Non-Conversion</b>	<b>Non-Conversion</b>	<b>Annual Fee</b>	<b>Variation</b>	<b>Transfer of</b>	<b>Reinstatement</b>	<b>Provisional</b>	<b>Change of</b>	<b>Copy of</b>
	Fast-Track Application	Non- Fast Track Application	Provisional statement premises	Other premises (i.e. new)			Licence	Fee	Statement	Circumstances	Licence
	£	£	£	£	£	£	£	£	£	£	£
Regional Casino	0.00	0.00	6,400.00	12,000.00	12,000.00	6,000.00	5,200.00	5,200.00	12,000.00	50.00	25.00
New Large Casino	0.00	0.00	4,000.00	8,000.00	8,000.00	4,000.00	1,720.00	1,720.00	8,000.00	50.00	25.00
New Small Casino	0.00	0.00	2,400.00	6,400.00	4,000.00	3,200.00	1,440.00	1,440.00	6,400.00	50.00	25.00
Existing Casinos	240.00	1,600.00	0.00	4,000.00	2,400.00	1,600.00	1,080.00	1,080.00	0.00	50.00	25.00
Bingo Premises	240.00	1,400.00	960.00	2,800.00	800.00	1,400.00	960.00	960.00	2,800.00	50.00	25.00
Adult Gaming Centre	240.00	800.00	960.00	1,600.00	800.00	800.00	960.00	960.00	1,600.00	50.00	25.00
Betting Premises Tracks	240.00	1,000.00	760.00	2,000.00	800.00	1,000.00	760.00	760.00	2,000.00	50.00	25.00
Family Entertainment Centres	240.00	800.00	760.00	1,600.00	600.00	800.00	760.00	760.00	1,600.00	50.00	25.00
Betting Premises (other)	240.00	1,200.00	960.00	2,400.00	480.00	1,200.00	960.00	960.00	2,400.00	50.00	25.00

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**LICENSING COMMITTEE**  
**FEES AND CHARGES FROM 1 APRIL 2018**

**FEES UNDER THE GAMBLING ACT 2005**

	<b>TOTAL CHARGE £</b>
<b>LICENSED PREMISES GAMING MACHINE PERMIT</b>	
<b>Occasion on which fee may be payable</b>	
Grant	150.00
Existing operator Grant	100.00
Variation	100.00
Transfer	25.00
Annual Fee	50.00
Change of name	25.00
Copy of Permit	15.00
<b>LICENSED PREMISES AUTOMATIC NOTIFICATION PROCESS</b>	
<b>Occasion on which fee may be payable</b>	
On notification	50.00
<b>CLUB GAMING PERMITS</b>	
<b>Occasion on which fee may be payable</b>	
Grant	200.00
Grant (Club Premises Certificate holder)	100.00
Existing operator Grant	100.00
Variation	100.00
Renewal	200.00
Renewal (Club Premises Certificate holder)	100.00
Annual Fee	50.00
Copy of Permit	15.00
<b>CLUB MACHINE PERMITS</b>	
<b>Occasion on which fee may be payable</b>	
Grant	200.00
Grant (Club Premises Certificate holder)	100.00
Existing operator Grant	100.00
Variation	100.00
Renewal	200.00
Renewal (Club Premises Certificate holder)	100.00
Annual Fee	50.00
Copy of Permit	15.00
<b>FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMITS</b>	
<b>Occasion on which fee may be payable</b>	
Grant	300.00
Renewal	300.00
Existing operator Grant	100.00
Change of name	25.00
Copy of Permit	15.00
<b>PRIZE GAMING PERMITS</b>	
<b>Occasion on which fee may be payable</b>	
Grant	300.00
Renewal	300.00
Existing operator Grant	100.00
Change of name	25.00
Copy of Permit	15.00
<b>SMALL LOTTERY REGISTRATION</b>	
Grant	40.00
Annual Fee	20.00

## Agenda Item No 8

### Licensing Committee

30 January 2018

Report of the  
Deputy Chief Executive

General Fund Revenue Estimates  
2018/19

#### 1 Summary

- 1.1 This report covers the revised budget for 2017/18 and an estimate of expenditure for 2018/19, together with forward commitments for 2019/20, 2020/21 and 2021/22.

#### **Recommendation to the Committee**

- a To accept the revised budget for 2017/18; and**
- b To accept or otherwise vary the Estimates of Expenditure for 2018/19, as submitted, for them to be included in the budget to be brought before the meeting of the Executive Board on 12 February 2018.**

#### 2 Introduction

- 2.1 In consultation with other Assistant Directors, the Assistant Director (Finance and Human Resources) has prepared an estimate of net expenditure for 2018/19 and this, together with a revised budget for 2017/18, appears in Appendices A and B. To provide a more complete picture of the spending pattern of the service, the actual figures for 2016/17 are shown.

- 2.2 At its meeting in September, the Executive Board agreed the budget strategy for 2018-2022 which required savings of £1.6 million over a four year period. This required budget savings of £500,000 in 2018/19 with additional savings of £400,000, £350,000 and £350,000 in 2019/20, 2020/21 and 2021/22 respectively. Some limited growth was built into the strategy in specific areas.

- 2.3 Assistant Directors were asked to identify areas where savings could be made, either by a reduction in expenditure or through the generation of additional income. No savings have been identified for this Board.

2.4 A subjective analysis of the Committee's requirement is shown below:

	<b>Approved Budget 2017/18 £</b>	<b>Revised Budget 2017/18 £</b>	<b>Original Budget 2018/19 £</b>
Employee Costs	22,750	23,380	23,870
Premises	50	50	50
Supplies and Services	6,690	6,820	6,900
Transport	6,220	5,940	5,940
<b>Gross Expenditure</b>	<b>35,710</b>	<b>36,190</b>	<b>36,760</b>
Income	(108,820)	(107,160)	(116,380)
<b>Net Controllable Expenditure</b>	<b>(73,110)</b>	<b>(70,970)</b>	<b>(79,620)</b>
Departmental Support	55,810	44,290	37,770
Central Support	35,250	35,200	35,190
<b>Net Expenditure</b>	<b>17,950</b>	<b>8,520</b>	<b>(6,660)</b>

2.5 There are no capital charges relating to budgets within this report.

### 3 **Comments on the 2017/18 Revised Budget**

3.1 The revised budget for 2017/18 is estimated to be £8,520, an decrease of £9,430 on the approved position. The main variations are set out below.

#### 3.2 **Licensing Authority      £4,550**

3.2.1 The reduction is caused by the reduced number of Premises Licence renewals; this is due to the current harsh economic climate for Public Houses.

#### 3.3 **Hackney Carriages      (£2,090)**

3.3.1 There has been an increase in the income budget relating to lost badges and plates.

#### 3.4 **Departmental Support      (£11,520)**

3.4.1 Departmental support costs have decreased due to the Commercial Enforcement and Licensing restructure, the flexible retirement of the Principal Environmental Health Officer and changes to working hours of other staff members.

### 4 **Comments on the 2018/19 Estimates**

4.1 The 2018/19 estimate has been prepared, taking into account the following assumptions:

- A 2% pay award from 1 April 2018;
- An increase in income to reflect the increases included in the fees and charges report elsewhere on the agenda.

4.2 The estimated budget for 2018/19 is (£6,660); a decrease in costs of £24,610 on the 2017/18 approved budget and a decrease in cost of £15,180 on the revised 2017/18 budget. The main variations are set out below.

**4.3 Hackney Carriages (£9,230)**

4.3.1 Income has increased as the new three yearly Drivers Licences originally set in 2015/16 are now due for renewal.

**4.4 Departmental Support (£6,520)**

4.4.1 Departmental support costs have decreased due to the full year effect of the Commercial Enforcement and Licensing restructure, the flexible retirement of the Principle Environment officer and changes to working hours of other staff members.

**5 Growth Items**

5.1 A provision for growth was not included in the Council's Budget Strategy, approved in September 2017 by the Executive Board. There are no growth items relating to the services covered by this board.

**6 Income**

6.1 Changes in the levels of fees and charges for services under the responsibility of this Board are covered in another report on tonight's agenda. Income on fees and charges is expected to contribute to the achievement of income targets.

**7 Risks to Services**

7.1 The key risk to the budgetary position of the Council from services under the control of this Board is

	Likelihood	Potential impact on Budget
Fee income – The levels of some licences, especially those related to alcohol licensing, street trading, pet shops and other commercial enterprises are at risk from a downturn in the economy.	Low	Low

## 8 Future Year Forecasts

- 8.1 In order to assist with medium-term financial planning, Members are provided with budget forecasts for the three years following 2018/19. The table below provides a subjective summary for those services reporting to this Board:

	<b>Forecast Budget 2019/20 £</b>	<b>Forecast Budget 2020/21 £</b>	<b>Forecast Budget 2021/22 £</b>
Employee Costs	24,370	24,970	25,580
Premises	50	50	50
Supplies and Services	6,340	6,340	7,220
Transport	6,120	6,120	6,240
<b>Gross Expenditure</b>	<b>36,880</b>	<b>37,480</b>	<b>39,090</b>
Income	(119,600)	(112,320)	(118,330)
<b>Net Controllable Expenditure</b>	<b>(82,720)</b>	<b>(74,840)</b>	<b>(79,240)</b>
Departmental Support	38,660	39,490	40,390
Central Support	36,100	36,900	37,820
<b>Net Expenditure</b>	<b>(7,960)</b>	<b>1,550</b>	<b>(1,030)</b>

- 8.2 The forecasts given above have used a number of assumptions, which include pay awards of 2% in 2019/20 to 2021/22 and general increases in supplies and services of 3% in 2019/20 and 2% in 2021/22.
- 8.3 There are various licences that are only renewed every three to four years which means that the income will fluctuate between financial years.
- 8.4 These forecasts are built up using current corporate and service plans. Where additional resources have already been approved, these are also included. However, these forecasts will be amended to reflect any amendments to the estimates, including decisions taken on any further corporate or service targets.

## 9 Report Implications

### 9.1 Finance and Value for Money Implications

- 9.1.1 As detailed in the body of the report.

### 9.2 Environment and Sustainability Implications

- 9.2.1 Continuing the budget strategy will allow the Council to manage its expected shortfall in resources without disruption of essential services.

### 9.3 **Risk Management Implications**

- 9.3.1 There are a number of risks associated with setting a budget, as assumptions are made on levels of inflation and demand for services. To minimise the risks, decisions on these have been taken using past experience and knowledge, informed by current forecasts and trends. However, the risk will be managed through the production of regular budgetary control reports, assessing the impact of any variances and the need for any further action.

The Contact Officer for this report is Nigel Lane (719371).

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**LICENSING COMMITTEE SUMMARY**  
**SUMMARY OF GENERAL FUND REVENUE ESTIMATES**

<b>Code</b>	<b>Description</b>	<b>Actual 2016/2017 £</b>	<b>Approved Budget 2017/2018 £</b>	<b>Revised Budget 2017/2018 £</b>	<b>Original Budget 2018/2019 £</b>
4000	Licensing Authority	(38,907)	(44,970)	(40,420)	(40,150)
4001	Licences and Registration	(15,861)	(8,700)	(9,550)	(9,240)
4008	Hackney Carriages	(25,722)	(9,540)	(11,630)	(20,860)
4019	Gambling Act Authority	(9,338)	(9,900)	(9,370)	(9,370)
	<b>Net Controllable Expenditure</b>	<b>(89,828)</b>	<b>(73,110)</b>	<b>(70,970)</b>	<b>(79,620)</b>
	<b>Departmental Support</b>	<b>54,233</b>	<b>55,810</b>	<b>44,290</b>	<b>37,770</b>
	<b>Central Support</b>	<b>35,005</b>	<b>35,250</b>	<b>35,200</b>	<b>35,190</b>
	<b>Licensing Committee Total</b>	<b>(590)</b>	<b>17,950</b>	<b>8,520</b>	<b>(6,660)</b>

**4000 - LICENSING AUTHORITY**

The Council is the Licensing Authority for the Borough. It is required to process and issue licences to premises and individuals to allow the sale of alcohol and for certain events that occur within the Borough.

<b>DESCRIPTION</b>	<b>ACTUALS 2016/2017</b>	<b>APPROVED BUDGET 2017/2018</b>	<b>REVISED BUDGET 2017/2018</b>	<b>ORIGINAL BUDGET 2018/2019</b>
Employee Expenditure	13,504	12,520	12,960	13,230
Supplies and Services	1,606	1,320	1,320	1,320
<b>GROSS EXPENDITURE</b>	<b>15,110</b>	<b>13,840</b>	<b>14,280</b>	<b>14,550</b>
GROSS INCOME	(54,017)	(58,810)	(54,700)	(54,700)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(38,907)</b>	<b>(44,970)</b>	<b>(40,420)</b>	<b>(40,150)</b>
Departmental Support	34,576	35,600	26,710	21,670
Central Support	13,306	12,810	12,030	11,900
<b>NET EXPENDITURE</b>	<b>8,975</b>	<b>3,440</b>	<b>(1,680)</b>	<b>(6,580)</b>

Contributes to corporate priority :

- Improving leisure and wellbeing opportunities
- creating safer communities

**KEY PERFORMANCE INDICATORS**

Number of licences	440	460	450	450
Gross cost per licence	£143.16	£135.33	£117.82	£106.93
Net cost per licence	£20.40	£7.48	-£3.73	-£14.62

**4001 - LICENCES AND REGISTRATION**

The issuing of licences that enable applicants to undertake a range of activities including the operation of animal boarding facilities, pet shops and street trading.

<b>DESCRIPTION</b>	<b>ACTUALS 2016/2017</b>	<b>APPROVED BUDGET 2017/2018</b>	<b>REVISED BUDGET 2017/2018</b>	<b>ORIGINAL BUDGET 2018/2019</b>
Employee Expenditure	335	-	-	-
Supplies and Services	3,047	1,700	1,700	1,700
<b>GROSS EXPENDITURE</b>	<b>3,382</b>	<b>1,700</b>	<b>1,700</b>	<b>1,700</b>
GROSS INCOME	(19,243)	(10,400)	(11,250)	(10,940)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(15,861)</b>	<b>(8,700)</b>	<b>(9,550)</b>	<b>(9,240)</b>
Departmental Support	8,644	8,890	8,570	8,430
Central Support	8,371	8,010	8,420	8,460
<b>NET EXPENDITURE</b>	<b>1,154</b>	<b>8,200</b>	<b>7,440</b>	<b>7,650</b>

Contributes to corporate priority :

- Supporting employment and business
- creating safer communities

**KEY PERFORMANCE INDICATORS**

Number of licences	72	74	70	70
Gross cost per licence	£283.29	£251.35	£267.00	£265.57
Net cost per licence	£16.03	£110.81	£106.29	£109.29

**4008 - HACKNEY CARRIAGES**

The licensing and enforcement of taxis, private hire vehicles, drivers and operators, within the Borough.

<b>DESCRIPTION</b>	<b>ACTUALS 2016/2017</b>	<b>APPROVED BUDGET 2017/2018</b>	<b>REVISED BUDGET 2017/2018</b>	<b>ORIGINAL BUDGET 2018/2019</b>
Employee Expenditure	10,317	10,230	10,420	10,640
Premises	-	50	50	50
Supplies and Services	3,254	3,670	3,800	3,880
Transport Related Expenditure	6,720	6,220	5,940	5,940
<b>GROSS EXPENDITURE</b>	<b>20,291</b>	<b>20,170</b>	<b>20,210</b>	<b>20,510</b>
GROSS INCOME	(46,013)	(29,710)	(31,840)	(41,370)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(25,722)</b>	<b>(9,540)</b>	<b>(11,630)</b>	<b>(20,860)</b>
Departmental Support	9,197	9,470	7,610	6,530
Central Support	12,161	13,480	13,920	14,010
<b>NET EXPENDITURE</b>	<b>(4,364)</b>	<b>13,410</b>	<b>9,900</b>	<b>(320)</b>

Contributes to corporate priority :

- Supporting employment and business
- creating safer communities

**KEY PERFORMANCE INDICATORS**

Number of vehicles licences	105	105	99	99
Number of operators licences	10	9	11	11
Number of drivers licences	120	112	114	114
Gross cost per licence	£177.23	£190.80	£186.34	£183.26
Net cost per licence	-£18.57	£59.34	£44.20	-£1.43

**4019 - GAMBLING ACT AUTHORITY**

As the Licensing Authority, the Council is responsible for issuing premises, betting office and race track, bingo club, adult gaming centre, and family entertainment centre licences in the Borough. It will also issue permits for gaming machines in members' clubs and licensed premises, prize gaming and unlicensed family entertainment centres within the Borough.

<b>DESCRIPTION</b>	<b>ACTUALS 2016/2017</b>	<b>APPROVED BUDGET 2017/2018</b>	<b>REVISED BUDGET 2017/2018</b>	<b>ORIGINAL BUDGET 2018/2019</b>
Employee Expenditure	52	-	-	-
<b>GROSS EXPENDITURE</b>	<b>52</b>	<b>-</b>	<b>-</b>	<b>-</b>
GROSS INCOME	(9,390)	(9,900)	(9,370)	(9,370)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(9,338)</b>	<b>(9,900)</b>	<b>(9,370)</b>	<b>(9,370)</b>
Departmental Support	1,816	1,850	1,400	1,140
Central Support	1,167	950	830	820
<b>NET EXPENDITURE</b>	<b>(6,355)</b>	<b>(7,100)</b>	<b>(7,140)</b>	<b>(7,410)</b>

Contributes to corporate priority :

- Supporting employment and business
- creating safer communities

**KEY PERFORMANCE INDICATORS**

Number of Gambling licences	88	91	88	88
Gross cost per licence	£34.49	£30.77	£25.34	£22.27
Net cost per licence	-£72.22	-£78.02	-£81.14	-£84.20